

CITY of LAKE FOREST



Operating Budget
Fiscal Year 2015-16

OPERATING BUDGET FISCAL YEAR 2015-16

Elected Officials

Scott Voigts, Mayor
Andrew Hamilton, Mayor Pro Tem
Dr. Jim Gardner, Council Member
Adam Nick, Council Member
Dwight Robinson, Council Member

Planning Commission

Charles W. Brower, Chair
Jolene Fuentes, Vice Chair
Robert DeAlmeida, Commissioner
Thomas Ludden, Commissioner
Jerry Verplancke, Commissioner

Parks and Recreation Commission

Victor Scherr, Chair
Jeff Werkmeister, Vice Chair
Francisco Barajas, Commissioner
Loretta Herrin, Commissioner
Jim Rosenberg, Commissioner

City Staff

Robert C. Dunek, City Manager

Gayle Ackerman, Director of Development Services
Bryan Brice, Division Chief - Fire Services
Keith D. Neves, Deputy City Manager/
Director of Finance/City Treasurer
Matthew Richardson, City Attorney
Debra Rose, Assistant City Manager/
Director of Economic Development/
Community Preservation
Hannah Shin-Heydorn, Director of Management Services
Stephanie Smith, City Clerk
Lieutenant Bradley Valentine, Chief of Police Services
Scott Wasserman, Director of Community Services
Tom Wheeler, Director of Public Works/City Engineer

Section One

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City Manager's Budget Message

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June 16, 2015

Honorable Mayor and Members of the City Council:

The Proposed Operating Budget for the City of Lake Forest for Fiscal Year 2015-16 is attached for your review and approval. Staff is pleased to present a balanced budget based on our best professional judgment. This Budget is consistent with the City's Draft Five-Year Strategic Business Plan and contains all City funds, including the City's Housing Authority.

The City will be faced with new opportunities and challenges over the next five years including new neighborhoods, traffic mitigation, new park amenities and improvements, and the start of construction on a new Civic Center and Senior Center. The City recognizes these challenges and will continue providing a high level of service to the citizens of Lake Forest.

Fiscal Year 2014-15 Review

The close of Fiscal Year 2014-15 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. In November 2014, the City hosted the grand opening of the Lake Forest Sports Park – one of the largest and finest sports parks in Orange County. Working closely with the contractor and consultants, staff delivered the project on time and under budget.

This also has been a great year for Lake Forest's New Neighborhoods. Baker Ranch has pulled permits for all of Phase I which consist of 580 residential units, 430 apartments, and 189 affordable housing apartments. In May 2014, Baker Ranch dedicated a 7.27-acre Community Park to the City, one of 10 parks associated with that project.

Progress also continues to be made on the remainder of Lake Forest's New Neighborhoods. Brookfield and Taylor Morrison have pulled roughly half their residential permits for the development in the former auto center; and, site improvements are now underway for the Portola Residential Project.

Lake Forest delivered on its commitment to community engagement by sponsoring the 9th Biennial Resident and Business Survey. Conducted every two years, the survey provides a statistically reliable snapshot in time and provides valuable feedback on the opinions, priorities, and concerns of residents and businesses. We are pleased to report



the City continues to meet the needs and expectations of the community with 90% of residents and 87% of businesses satisfied with our efforts to provide municipal services.

The survey results highlighted the community's desire for greater on-line access to City information and services. Based on the previously approved investment in a new, fully-featured website, accessible across a variety of mobile devices, this desire already was addressed in FY 2014-15. Thanks to the City's records imaging efforts, the records database was increased by 50%. Residents may now utilize the new website to access the City's online records portal – LakeForestRecords.com – to search over 1,000,000 images. The website also offers access to eLakeForest.com, which brings a number of on-line services to constituents at home, work, or on the move. The site also includes monitoring permit statuses, scheduling building inspections, applying for parking and transportation permits, and voluntarily registering a business. Members of the community may now also enjoy free Wi-Fi at the Lake Forest Sports Park, Etnies Skate Park, and City Hall.

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 Community Emergency Preparedness Academy. This program, in its tenth year, was a joint effort between the City, Orange County Sheriff's Department, Orange County Fire Authority, and Doctor's Ambulance. The 30 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 290 graduates since its creation. Additionally, the City held the second and third free Child Safety Program which taught the principles of self-defense, abduction awareness, sexual assault prevention, internet safety, and self-empowerment to the youth of the community. This highly successful program, approved by the City Council in 2014, continues to receive high marks from parents in assisting to keep kids safe in Lake Forest.

In 2014, the City Council approved the formation of an Ad-Hoc Citizen's Traffic Advisory Group ("CTAG"). The selection process for the seven members of the CTAG is expected to be complete by July with the first meeting starting this summer. The CTAG is expected to provide valuable input to the Council on traffic and transportation issues. The City continued its efforts to improve traffic signal coordination by completing five OCTA Traffic Signal Synchronization Program (TSSP) projects.

In support of the business community, the City continued to prioritize economic development and business outreach. Due to its ongoing success, the City held the fourth Shop & Dine Lake Forest Week in September 2014. The weeklong event featured the third Taste of Lake Forest attended by over 1,000 community members. The program had a 25% increase in business participation with over 400 businesses participating with special deals and offers. Participating businesses once again reported increased sales and new customers.

The City continued its efforts to partner with the business community with programs such as "GROW" (Growing and Retaining our Workforce) in Lake Forest, a job creation and retention program. SCORE Business Counselors also provided informative

workshops and seminars. Additionally, the City held the annual Business Appreciation Luncheon, New Business Reception, Hotel Roundtable, and the Commercial Broker/Property Manager Roundtable. The City also continued to work closely with the Lake Forest Chamber of Commerce to promote business development through co-sponsored events.

The opening of the Lake Forest Sports Park and Recreation Center enabled staff to move programs and services to the new facility. Seventeen sports organizations were allocated fields during the spring sports season, up from seven the previous year. The new adult softball league has over 40 teams for the first season. Beginning with the fall season, staff will form new adult basketball and volleyball leagues. The Lake Forest Sports Park and Recreation Center has become immensely popular as staff received over 100 requests for sports tournaments.

The Special Needs population became a focus of programming this last fiscal year. In addition to on-going programs offered via partnerships Community Services has begun offering regular dances for adults and teens with special needs. The City will also be participating in the Special Olympics World Games. As co-hosting cities, Lake Forest and Laguna Hills will be providing lodging, local transportation, use of our new Sports Park for practice and training, as well as cultural activities to acquaint the athletes with the community. Moving forward staff will continue to work toward offering diverse programs for the special needs population in Lake Forest.

The City is advancing park improvements for Whispering Hills, Portola Park, and Village Pond Park. Over 100 residents attended the community workshops for Whispering Hills and Portola Park providing valuable input into the design process. In an effort to decrease the amount of wildlife at Village Pond Park, staff introduced a community education program while the construction plans to improve the park were completed. The Village Pond Park Community Education Program includes information in City publications (the Leaflet and Leisure Times), press releases, distribution of flyers, new signage at the park, and personal contact designed to educate the public about the negative impact of feeding wild animals at the park.

We are pleased to highlight a few of the programs and projects conducted in Fiscal Year 2014-15. 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 2015-16

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. Fortunately, the dissolution of the Lake Forest Redevelopment Agency 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 2015-16.

With the completion of the Sports Park, the City now is focused on developing the Lake Forest Civic Center- dubbed the community's "100-Year Home." The Lake Forest Civic Center will address many of the community's unmet needs through the delivery of new amenities – including a meeting center, dedicated senior center, performing arts theater, emergency operations center, and City offices. The conceptual site plan and design elements, approved on the City's 20th Anniversary, emphasize the natural beauty that defines the community by making nature and the outdoors more available and accessible for everyday civic life. As technology continues to move traditional, in-person government transactions on-line (i.e., records requests, permit payments, recreation class registration, etc.), rather than simply acting as a place in which to transact business, the Civic Center complex will celebrate the community and be developed as a destination hub for civic life in Lake Forest.

The Civic Center will be located at the future extension of Indian Ocean adjacent to Serrano Creek, formerly the site of the Los Alisos Water District Headquarters. This unique location features the pastoral landscape and natural topography that defines Lake Forest and provides a future connection to the Serrano Creek Trail. Fiscal Year 2015-16 will see the initiation of the community engagement process to gather final public input regarding a list of features and amenities as the project moves from the conceptual design phase to final design.

In the 2015-17 Capital Improvement Projects Budget five Lake Forest Traffic Mitigation ("LFTM") projects will be initiated and completed. LFTM mitigates the impacts of development by improving certain intersections in the City and adjacent cities. In addition, with grant funding from OCTA, Portola Parkway expands from two to three lanes under the SR 241, with a constructed landscaped median added from SR 241 to El Toro Road.

In FY 2015-16, staff will continue working towards all traffic signals being connected to the remote monitoring system that allows review of signal operations in real time and resolve issues in a timely manner. Currently, about 60% of the City's 90 traffic signals are connected to the system which represents a 500% increase from 2012 when the program started. The City will also complete three additional TSSP projects to continue improving traffic flow in the community.

The upcoming year will also see continued progress in the development of new master planned communities in Lake Forest as part of the Opportunities Study Area. Construction of new homes in Baker Ranch, which may ultimately include up to 2,379 housing units, is well underway. The project is receiving rave reviews and sales are exceeding expectations. Brookfield and Taylor Morrison are projected to finish construction on the 219 housing units in the former auto center. Development plans are approved for the Portola Center project and site development is underway. This project will ultimately bring up to 930 new housing units and various public amenities, including a new 5-acre community park and connections to regional trails.

Progress is also anticipated at The Pinnacle at Serrano Highlands (approved for up to 85 homes) and Serrano Summit (approved for up to 608 homes). To keep the community apprised of these developments, staff will continue to update the "Lake

Forest's New Neighborhoods" webpage (lakeforestca.gov/NewNeighborhoods) and Facebook page.

In the upcoming year, the City will continue its efforts to attract new businesses and high quality jobs through new and enhanced business seminars, communication, outreach, and networking initiatives incorporated in the annual Business Development and Attraction Work Plan. The City will continue to strengthen and develop partnerships with resource agencies that can provide Lake Forest businesses with a variety of resources and marketing tools to grow their business operations. The City plans to launch a mobile application for Shop & Dine Lake Forest and create a hotel video to assist the City and its hotels in promoting room availability for major events at the Lake Forest Sports Park and other venues.

The Fiscal Year 2015-16 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.

Revenues

Looking forward, the City can expect a modest increase in General Fund revenues in Fiscal Year 2015-16, 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 2015-16 forecasts General Fund revenues to be \$41.0 million, which is \$2.1 million (or 5%) above the Fiscal Year 2014-15 adopted budget.

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

Expenditures

General Fund operating expenditures are forecasted at \$40.1 million, a \$2.1 million (or 6%) increase from the adopted budget of \$38.0 million from Fiscal Year 2014-15. 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 \$19.2 million General Fund balance, a decrease of \$1.7 million from the adopted budget of \$20.9 million from Fiscal Year 2014-15. This decrease is the result of the City transferring funds to the Capital Improvement Projects

Fund per City Council policy. Also, 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 2015-16 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, while taking advantage of opportunities and meeting challenges, the City of Lake Forest has earned a strong reputation for solid conservative fiscal planning. The City has “lived within its means,” maintained fully funded reserves despite the recent severe economic downturn, and planned for the future. This has allowed the City to continue to provide high quality services and deliver important capital projects. In the coming years, the City is poised to deliver another landmark capital project – the Lake Forest Civic Center – that will contribute to the high quality of life in Lake Forest for generations to come. The City’s ability to provide important capital projects while maintaining existing public facilities and infrastructure is due to conservative fiscal policies, forward thinking, strategic planning, and attention to detail in the delivery of daily public services.

Over the next five years, the City will be faced with new opportunities and challenges, including the addition of approximately 13,200 new residents and 4,539 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 Civic 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 2015-16 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

2013-14 Actual	\$33,831,582
2014-15 Budget	33,458,000
2015-16 Estimated	36,087,700
2015-16 Adopted	36,087,700

On an overall basis, taxes continue their strong rebound from the declines related to the recession.

City property taxes are projected at 5% growth (including residual from the project area) for Fiscal Year 2015-16 based on studies completed by the City’s consultant and the Orange County Assessor’s Office. The County Assessor continues to recapture the Proposition 8 adjustments during the last few years which will also add to the City’s property tax base.

Sales taxes are projected to increase by 3.7% (less one time triple flip payoff of \$0.9 million) from the Fiscal Year 2014-15 adopted budget due to higher levels of consumer activity and sales tax receipts.

Transient occupancy tax continues there strong growth with a 5% increase from the Fiscal Year 2014-15 adopted budget.

All other tax revenues (Franchise Fees and Real Property Transfer Tax) are projected to increase 7.4% from the Fiscal Year 2014-15 adopted budget.

LICENSES & PERMITS

2013-14 Actual	\$2,640,893
2014-15 Budget	2,256,800
2015-16 Estimated	1,756,300
2015-16 Adopted	1,756,300

Building permit revenues are expected to stay strong. The biggest activity is related to the Opportunities Study Area.

FROM OTHER GOVERNMENTS

2013-14 Actual	\$4,328,316
2014-15 Budget	4,110,700
2015-16 Estimated	4,518,800
2015-16 Adopted	4,518,800

Revenues and grants from other governments are projected to increase 10% from the Fiscal Year 2014-15 adopted budget. Revenues in this category typically vary based on grants for capital projects. Gas tax is projected to decrease 2% annually moving forward because of the decline in the volume of gas being sold in the State.

USER FEES & CHARGES

2013-14 Actual	\$36,342,936
2014-15 Budget	33,872,100
2015-16 Estimated	16,741,300
2015-16 Adopted	16,741,300

Revenue from User Fees and Charges are expected to stay strong in the next fiscal year. The biggest swing is related to the Opportunity Study Area's development activities and related impact fees being paid.

FINES & FORFEITURES

2013-14 Actual	\$585,640
2014-15 Budget	410,000
2015-16 Estimated	385,000
2015-16 Adopted	385,000

No significant changes are anticipated. In the Fiscal Year 2013-14 actual, the City received a one-time payment of \$160,000.

USE OF MONEY & PROPERTY

2013-14 Actual	\$396,717
2014-15 Budget	321,700
2015-16 Estimated	334,200
2015-16 Adopted	334,200

There are two primary components in this category. Investment earnings and City leased property (Golf Course and Horse Stables). Interest rates continue to

stay at historically low levels. Staff will continue to keep an eye on the direction of the Federal Reserve Board and any rate adjustments.

OTHER REVENUE

2013-14 Actual	\$1,395,957
2014-15 Budget	317,200
2015-16 Estimated	796,000
2015-16 Adopted	796,000

Receipts in this category are often irregular or one-time items. The amount for Fiscal Year 2015-16 primarily consists of reimbursements for Saddle Back Ranch Road, the sale of Saguaro, state mandated claims, and legal settlements.

EXPENDITURES

The amounts listed for each department include City and Housing Authority expenditures. In Fiscal Year 2015-16, the City Clerk's Office becomes a separate department as a result of the structural modification to the City's Organizational Chart.

CITY COUNCIL

2013-14 Actual	\$127,023
2014-15 Budget	145,300
2015-16 Proposed	144,200
2015-16 Adopted	128,000

CITY MANAGER

2013-14 Actual	\$672,325
2014-15 Budget	660,100
2015-16 Proposed	643,700
2015-16 Adopted	694,700

CITY CLERK

2013-14 Actual	\$437,639
2014-15 Budget	618,300
2015-16 Proposed	600,500
2015-16 Adopted	602,200

ECONOMIC DEVELOPMENT/
COMMUNITY PRESERVATION

2013-14 Actual	\$1,287,618
2014-15 Budget	1,571,000
2015-16 Proposed	1,472,300
2015-16 Adopted	1,465,600

CITY ATTORNEY

2013-14 Actual	\$1,061,203
2014-15 Budget	1,318,000
2015-16 Proposed	1,318,000
2015-16 Adopted	1,318,000

FINANCE

2013-14 Actual	\$2,370,127
2014-15 Budget	2,163,000
2015-16 Proposed	2,151,600
2015-16 Adopted	2,258,700

DEVELOPMENT SERVICES

2013-14 Actual	\$3,365,902
2014-15 Budget	2,977,200
2015-16 Proposed	2,366,900
2015-16 Adopted	2,371,600

PUBLIC WORKS

2013-14 Actual	\$8,902,113
2014-15 Budget	11,282,100
2015-16 Proposed	11,712,100
2015-16 Adopted	11,684,600

MANAGEMENT SERVICES

2013-14 Actual	\$3,874,101
2014-15 Budget	3,563,100
2015-16 Proposed	4,618,700
2015-16 Adopted	4,470,500

COMMUNITY SERVICES

2013-14 Actual	\$2,980,123
2014-15 Budget	3,410,400
2015-16 Proposed	3,533,300
2015-16 Adopted	3,523,200

POLICE SERVICES

2013-14 Actual	\$13,111,937
2014-15 Budget	14,306,200
2015-16 Proposed	15,321,700
2015-16 Adopted	15,321,700

VEHICLE REPLACEMENT

2013-14 Actual	\$92,942
2014-15 Budget	0
2015-16 Proposed	0
2015-16 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 2015-16. Capital project funds are excluded as they are governed by biennial capital budgets.

GENERAL FUND

Revenues are projected at \$41.0 million (an increase of \$2.1 million or 5% from the Fiscal Year 2014-15 adopted budget). This increase is primarily due to building activity in the Opportunity Study Area and increases in certain revenue sources. More information regarding these increases is described in the revenue section above.

Operating expenditures are projected at \$40.1 million as compared to the Fiscal Year 2014-15 adopted budget amount of \$38.0 million (an increase of \$2.1 million or 6%). This increase is primarily due to building activity in the Opportunity Study Area, Sports Park Maintenance, and normal departmental activity and changes in contracts.

Net interfund transfers out are projected at -\$5.8 million as compared to the Fiscal Year 2014-15 adopted budget amount of -\$0.1 million. In Fiscal Year

2015-16, net transfers provide adjustments for Reserves (-\$0.7 million) and for Capital Improvement Projects (-\$7.4 million) per policy, and a reimbursement received from Lake Forest Transportation Mitigation Fund (\$2.3 million).

This fund is expected to have available fund balances of \$19.2 million at the end of the year, with General Fund reserves fully funded.

GAS TAX FUND

Revenues are projected at \$1.7 million, comparable to the Fiscal Year 2014-15 budget of \$2.2 million. Expenditures are \$1.9 million. The decrease in revenues is attributed to the overall decline in the volume of gas being sold in the State. At the end of the year, it is expected that the fund will have \$1.1 million remaining fund balance.

MEASURE M FUND

Revenues are projected at \$1.3 million (an increase of \$0.1 million from the Fiscal Year 2014-15 adopted budget). Expenditures are \$1.4 million in the proposed 2015-2017 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 2014-15 adopted budget. Expenditures are \$0.2 million in the proposed 2015-2017 Capital Improvement Projects Budget. This fund is expected to have available fund balances of \$0.2 million at the end of the year.

POLICE GRANT FUNDS

These funds are balanced in regard to grant revenues and expenditures and the grant programs in Fiscal Year 2015-16 is the State COPS (Brulte) grant.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Entitlement revenues and expenditures are based on the Fiscal Year 2015-16 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 and a payment from the sale of Saguaro. Revenues are projected to be \$131,000. Expenditures are \$77,500 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 payment 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, 2016, are as follows:

General Fund - Undesignated	\$ 10.9 million
Economic Contingency	5.5 million
Emergency Services	3.0 million

SUMMARY of REVENUES, EXPENDITURES, TRANSFERS, and FUND BALANCES

	Available Fund Balances		Revenues		Expenditures		Transfers/Loans		Available Fund Balances June 30, 2016
	July 1, 2015	Revenues	Operating	Capital	Total	less Expenditures	Loans		
General Fund	\$24,205,700	\$41,010,100	\$40,133,000	\$0	\$40,133,000	\$877,100	(\$5,846,800)	\$19,236,000	
<u>Special Revenue Funds:</u>									
Gas Tax	1,331,900	1,676,300	1,824,400	65,000	1,889,400	(213,100)		1,118,800	
Measure M	396,700	1,339,900	-	1,350,500	1,350,500	(10,600)		386,100	
Measure M Senior Mobility Grant	56,000	67,000	78,500	-	78,500	(11,500)		44,500	
Air Quality Improvement	222,600	97,200	60,800	73,100	133,900	(36,700)		185,900	
Suppl. Law Enforcement Grant	8,300	136,700	145,000	-	145,000	(8,300)		-	
Beverage Recycling Grant	127,500	21,500	50,400	72,100	122,500	(101,000)		26,500	
Waste Recycling Grant	-	40,000	40,000	-	40,000	-		-	
Asset Forfeitures	38,000	-	35,000	-	35,000	(35,000)		3,000	
CDBG	-	462,200	301,000	161,200	462,200	-		-	
Housing Authority	264,500	131,000	77,500	-	77,500	53,500		318,000	
Special Revenue Subtotal	2,445,500	3,971,800	2,612,600	1,721,900	4,334,500	(362,700)	-	2,082,800	
<u>Debt Service Fund:</u>									
Financing Authority	-	-	1,093,200	-	1,093,200	(1,093,200)	1,093,200	-	
Total Operating Budget	26,651,200	\$44,981,900	43,838,800	1,721,900	45,560,700	(578,800)	(4,753,600)	21,318,800	
<u>Capital Funds:</u>									
City Facilities Fee Maintenance	977,800	299,500	-	-	-	299,500		1,277,300	
Capital Improvement Projects	2,925,400	1,153,400	-	2,062,200	2,062,200	(908,800)	6,306,800	8,323,400	
Park Development/Const.	2,716,000	1,098,500	-	2,003,700	2,003,700	(905,200)		1,810,800	
Affordable Housing Capital Projects	2,269,600	669,000	-	-	-	669,000		2,938,600	
OSA Capital Projects	6,326,200	8,989,800	-	3,100,000	3,100,000	5,889,800		12,216,000	
City Facilities Capital Projects	2,887,000	2,598,300	-	-	-	2,598,300		5,485,300	
Lake Forest Transportation Mitigation	5,346,800	766,200	-	82,500	82,500	683,700	(2,291,100)	3,739,400	
Subtotal	23,448,800	15,574,700	-	7,248,400	7,248,400	8,326,300	4,015,700	35,790,800	
<u>Reserve Funds:</u>									
General (Designated)	950,900	-	-	-	-	-		950,900	
General (Undesignated)	10,444,100	-	-	-	-	-	491,900	10,936,000	
Economic Contingency	5,222,100	-	-	-	-	-	246,000	5,468,100	
Emergency Services	3,000,000	-	-	-	-	-	-	3,000,000	
Subtotal	19,617,100	-	-	-	-	-	737,900	20,355,000	
<u>Internal Service Fund:</u>									
Vehicle Replacement	435,300	62,700	\$30,000	-	30,000	32,700		468,000	
Subtotal All City Funds	70,152,400	60,619,300	43,868,800	8,970,300	52,839,100	7,780,200	-	77,932,600	
Grand Total All Funds	\$70,152,400	\$60,619,300	\$43,868,800	\$8,970,300	\$52,839,100	\$7,780,200	\$0	\$77,932,600	

SUMMARY OF FINANCIAL RESERVE FUNDS FISCAL YEAR 2015-16

Description	Balance June 30, 2015	Balance June 30, 2016
General (Designated):		
Cable Grant - Public Education and Government (PEG)	\$950,900	\$950,900
Total General (Designated)	\$950,900	\$950,900
General (Undesignated) ¹	10,444,100	10,936,000
Economic Contingency ²	5,222,100	5,468,100
Emergency Services ³	3,000,000	3,000,000
Total Financial Reserves	\$19,617,100	\$20,355,000

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, 2015

**CARRYOVER APPROPRIATIONS OVER \$100,000
FISCAL YEAR 2013-14 INTO FISCAL YEAR 2014-15¹**

Description	Fund	Carryover Appropriation
Teed Storm Drain Improvements	Capital Improvement Projects	\$208,242
Portola Streetscape	Capital Improvement Projects	200,000
Environmental Tier 1	Capital Improvement Projects	100,000
Street Repaving and Slurry Seal	Capital Improvement Projects	642,483
Citywide Traffic Signal Coordination Plan	Capital Improvement Projects	118,000
Saddleback Ranch Traffic Enhancements	Capital Improvement Projects	150,000
ADA Phase VII	Capital Improvement Projects	208,134
Civic Center	Capital Improvement Projects	314,619
Sports Park	Capital Improvement Projects	<u>9,400,000</u>
Total Appropriations Over \$100,000		<u><u>\$11,341,478</u></u>
Total Carryover Appropriations		<u><u>\$12,116,019</u></u>

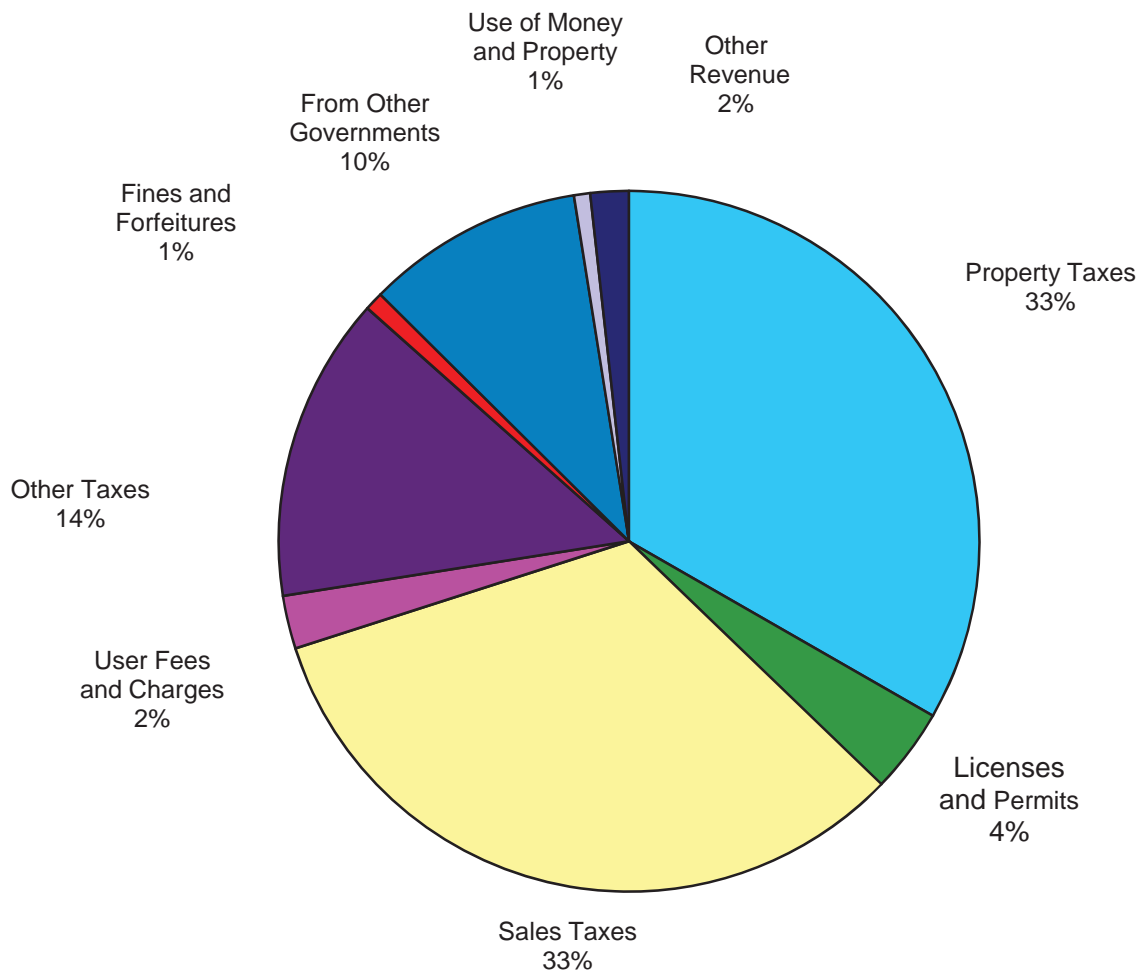
¹These carryover appropriations were approved by the City Council on January 6, 2015.

SUMMARY OF REVENUES - ALL FUNDS

Description	Actual 2013-14	Adopted Budget 2014-15	Estimate 2015-16	Adopted Budget 2015-16
Property Taxes	\$14,560,685	\$14,208,000	\$14,975,200	\$14,975,200
Sales Tax	13,333,699	13,550,000	14,778,000	14,778,000
Other Taxes	5,937,198	5,700,000	6,334,500	6,334,500
Licenses and Permits	2,640,893	2,256,800	1,756,300	1,756,300
From Other Governments	4,328,316	4,110,700	4,518,800	4,518,800
User Fees and Charges	36,342,936	33,872,100	16,741,300	16,741,300
Fines and Forfeitures	585,640	410,000	385,000	385,000
Use of Money and Property	396,717	321,700	334,200	334,200
Other Revenue	1,395,957	317,200	796,000	796,000
Total All Funds	79,522,041	74,746,500	60,619,300	60,619,300
Less Capital Project Revenues	(34,404,409)	(31,526,000)	(15,637,400)	(15,637,400)
Grand Total All City Operating Funds	<u>\$45,117,632</u>	<u>\$43,220,500</u>	<u>\$44,981,900</u>	<u>\$44,981,900</u>

SUMMARY OF REVENUES - ALL FUNDS¹

Fiscal Year 2015-16



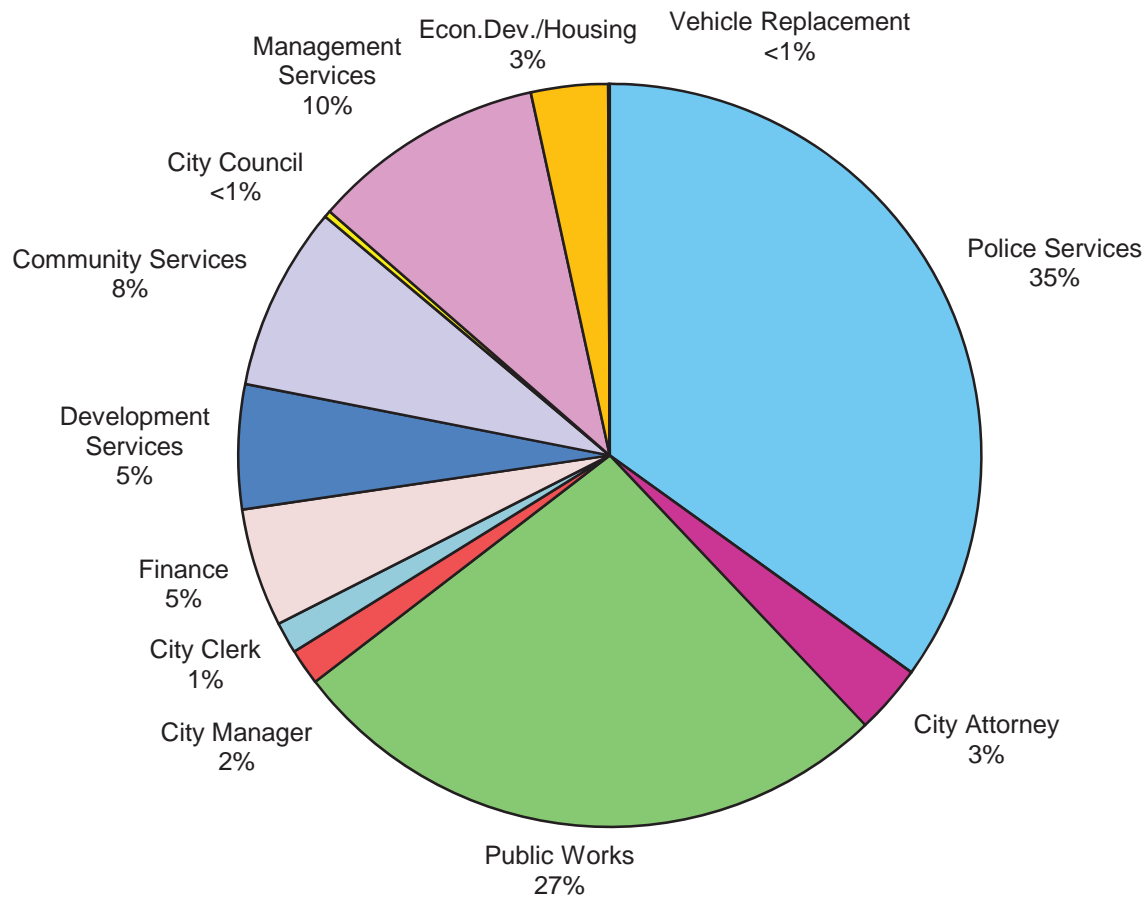
¹ Excludes all revenues in capital projects funds

SUMMARY OF EXPENDITURES BY DEPARTMENT

Department	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
City Council	\$127,023	\$145,300	\$144,200	\$128,000
City Manager	672,325	660,100	643,700	694,700
City Clerk	437,639	618,300	600,500	602,200
Economic Development/ Community Preservation	1,287,618	1,571,000	1,472,300	1,465,600
City Attorney	1,061,203	1,318,000	1,318,000	1,318,000
Finance	2,370,127	2,163,000	2,151,600	2,258,700
Development Services	3,365,902	2,977,200	2,366,900	2,371,600
Public Works	8,902,113	11,282,100	11,712,100	11,684,600
Management Services	3,874,101	3,563,100	4,618,700	4,470,500
Community Services	2,980,123	3,410,400	3,533,300	3,523,200
Police Services	13,111,937	14,306,200	15,321,700	15,321,700
Vehicle Replacement	92,942			30,000
Total Operating Expenditures	38,283,053	42,014,700	43,883,000	43,868,800
Capital Projects	35,027,954	3,670,500	8,917,300	8,970,300
Grand Total All City Funds	<u>\$73,311,007</u>	<u>\$45,685,200</u>	<u>\$52,800,300</u>	<u>\$52,839,100</u>

SUMMARY OF EXPENDITURES BY DEPARTMENT¹

Fiscal Year 2015-16



¹ Excludes capital improvement projects

PERSONNEL SUMMARY

Department	2013-14 Authorized		2014-15 Authorized		2015-16 Authorized	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
<u>City Manager:</u>						
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 Assistant					1	
Subtotal	3.4	0	3.4	0	4.4	0
<u>City Clerk: ⁴</u>						
City Clerk	1		1		1	
Assistant City Clerk	1		1		1	
Administrative Specialist			0.8		1	
Executive Assistant	1					
Records Specialist	1		1		1	
Senior Office Specialist ²					1	
Subtotal	4	0	3.8	0	5	0
<u>Economic Development/ Community Preservation:</u>						
Assistant City Manager/Director of Economic Development/ Community Preservation	0.6		0.6		0.6	
Economic Development/ Housing Manager			1		1	
Economic Development Manager	1					
Housing Manager	1					
Public Safety Manager	0.25		0.25		0.25	
Code Enforcement Supervisor	1		1		1	
Management Assistant	1		1		1	
Management Aide			1		1	
Code Enforcement Officer	2		2		2	
Community Preservation Technician	1		1		1	
Administrative Secretary	1					
Administrative Specialist			1		1	
Intern		2,080		1,560		1,560
Subtotal	8.85	2,080	8.85	1,560	8.85	1,560

PERSONNEL SUMMARY

Department	2013-14 Authorized		2014-15 Authorized		2015-16 Authorized	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
<u>Finance:</u>						
Deputy City Manager / Director of Finance / City Treasurer					1	
Director of Finance/City Treasurer	1		1			
Accounting Manager	1		1		1	
Senior Accountant	1		1		1	
Management Analyst					1	
Accountant		1,300	1	1,450	1	1,040
Human Resources Technician	0.45		0.45			
Senior Accounting Technician					1	
Accounting Technician	1		1		1	
Administrative Secretary	1					
Administrative Specialist			1			
Subtotal	5.45	1,300	6.45	1,450	7.00	1,040
<u>Development Services:</u>						
Director of Development Services	1		1		1	
Planning Manager	1		1		1	
Principal Planner					1	
Senior Planner	2		2		1	
Associate Planner	1		1		1	
Assistant Planner	1		1		1	
Administrative Secretary	1					
Administrative Specialist			1		1	
Records System Coordinator ¹						
Records Specialist		1,040		1,040		1,040
Senior Office Specialist ²	1		1			
Senior Building Permit Technician	1		1		1	
Intern		1,040		1,040		1,040
Subtotal	9	2,080	9	2,080	8	2,080
<u>Public Works:</u>						
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	2013-14 Authorized		2014-15 Authorized		2015-16 Authorized	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
<u>Public Works (continued):</u>						
Public Works Supervisor						
Traffic Engineering Manager	1		1		1	
Principal Civil Engineer	1		1		1	
Water Quality Administrator	1		1			
Environmental Manager					1	
Water Quality Inspector	1		1		1	
Street Maintenance Inspector					1	
Accountant	1		1			
Administrative Secretary	1					
Administrative Specialist			1		1	
Engineering Technician	1		1		1	
Senior Landscape Inspector	1		1		1	
Landscape Inspector	2		2		1	
Management Analyst	1		1		1	
Management Assistant					1	
Management Aide					1	
Intern		1,040		1,040		1,040
Senior Office Specialist	1		1			
Subtotal	15	1,040	15	1,040	15	1,040
<u>Management Services: ⁴</u>						
Deputy City Manager/Director of Management Services	1		1			
Director of Management Services					1	
Management Analyst	1		1		2	
Records System Coordinator ¹	1		1			
GIS/Applications Technician					1 ³	
Administrative Secretary	1					
Information Technology Manager	1		1		1	
Administrative Services Manager	1		1			
Human Resources Technician	0.55		0.55			
Administrative Specialist			0.2			
Senior Intern		1,040		1,040		
Intern		1,040		1,040		1,040
Subtotal	6.55	2,080	5.75	2,080	5.00	1,040

PERSONNEL SUMMARY

Department	2013-14 Authorized		2014-15 Authorized		2015-16 Authorized	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
<u>Community Services:</u>						
Director of Community Services	1		1		1	
Recreation Manager	2		2		2	
Administrative Secretary	1					
Administrative Specialist			1		1	
Senior Recreation Supervisor					2	
Recreation Center Supervisor	1		2			
Recreation Supervisor					3	
Senior Recreation Coordinator	3		2			
Recreation Coordinator		6,000		7,000		6,000
Senior Office Specialist	1		1			
Recreation Specialist		5,000		8,100		13,925
Senior Recreation Leader		13,000		19,100		19,000
Recreation Leader		17,300		18,900		19,900
Facilities Maintenance Specialist	1		1		1	
Subtotal	10	41,300	10	53,100	10	58,825
<u>Police Services:</u>						
Public Safety Manager	0.75		0.75		0.75	
Subtotal	0.75	0	0.75	0	0.75	0
City Total	63	49,880	63	61,310	64	65,585

¹ Transferred to Management Services in Fiscal Year 2013-14

² Transferred to City Clerk in Fiscal Year 2015-16

³ This was the formerly Records System Coordinator and temporarily filled by consultant.

⁴ In Fiscal Year 2015-16, the City Clerk's Office becomes a separate department as a result of the structural modification to the City's Organizational Chart. The City Clerk activity is reflected retroactively in the City Clerk Department.

Section Three

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COMBINED PROGRAM REVENUES

Description	Actual 2013-14	Adopted Budget 2014-15	Estimated 2015-16	Adopted Budget 2015-16
General Fund				
Taxes				
Property Taxes - City:				
Secured	\$7,371,816	\$6,878,500	\$7,241,300	\$7,241,300
Unsecured	231,414	228,000	225,000	225,000
Supplemental	294,805	250,000	300,000	300,000
Prior Year	71,302	100,000	70,000	70,000
Homeowners' Exemptions	50,032	56,000	50,000	50,000
Penalties and Interest	21,801	27,000	21,000	21,000
Other Revenues	38,431	25,000	30,900	30,900
Property Taxes - Lighting				
District:				
Secured	634,499	559,500	626,700	626,700
Unsecured	18,088	18,000	17,000	17,000
Supplemental	12,337	10,000	11,000	11,000
Prior Year	5,580	6,000	5,500	5,500
Homeowners' Exemptions	3,897	4,000	3,800	3,800
Penalties and Interest	1,629	2,000	1,600	1,600
Other Revenues	2,335	2,000	2,000	2,000
Property Taxes - Motor				
Vehicle In-Lieu Backfill	5,802,719	6,042,000	6,369,400	6,369,400
Sales and Use Taxes	9,926,485	13,550,000	14,778,000	14,778,000
Sales Tax Triple Flip	3,407,214			
Transient Occupancy Tax	3,140,515	2,950,000	3,315,000	3,315,000
Real Property Transfer Tax	438,544	450,000	484,500	484,500
Gaming Tax	19,902		55,000	55,000
Franchise Fees	2,338,237	2,300,000	2,480,000	2,480,000
Subtotal	33,831,582	33,458,000	36,087,700	36,087,700
Licenses and Permits				
Building Permit Fees	2,638,793	2,253,800	1,753,800	1,753,800
Sign Permits	2,100	3,000	2,500	2,500
Subtotal	2,640,893	2,256,800	1,756,300	1,756,300
From Other Governments				
Excess DMV Fees			30,000	30,000
CTFP Funds	49,146			
Project S Local Match	1,070		1,000	1,000
Project V Local Match	242		300	300

COMBINED PROGRAM REVENUES

Description	Actual 2013-14	Adopted Budget 2014-15	Estimated 2015-16	Adopted Budget 2015-16
Hazardous Waste Drop				
Box Grant	76			
Subtotal	50,534	0	31,300	31,300
<i>User Fees and Charges</i>				
Plan Check Fees	553,335	490,200	446,200	446,200
Fire Plan Check Fees	4,770	4,000	4,000	4,000
Planning/Zoning Fees	609,110	400,000	200,000	200,000
Massage Permit Fees	1,100	2,000	1,500	1,500
Engineering Fees	972,382	1,124,600	1,124,600	1,124,600
Park Reservation Fees	7,519	5,300	11,000	11,000
Recreation Fees	30,884	29,500	33,000	33,000
Facility Rentals	2,236	3,000	3,500	3,500
Teen Programs	7,891	12,000	16,000	16,000
Senior Programs	13,976	16,700	19,000	19,000
Excursions	7,002	10,000		
Recreation Classes	88,717	75,000	92,000	92,000
Youth Programs	58,774	41,000	58,000	58,000
Sports Programs		29,000	49,100	49,100
Kids Factory Fees			30,000	30,000
Passport Fees	9,001	30,000	10,000	10,000
Filming Fees	250	200	200	200
Classes	15,802	12,500	12,500	12,500
Contests		1,500	1,500	1,500
Camps	45,083	32,000	32,000	32,000
Skate Park Programs	13,054	17,000	17,000	17,000
Non-Resident Card Fees	32,840	32,000	41,000	41,000
Merchandise Sales	36,626	35,000	35,000	35,000
Coca-Cola Revenues	279	100	100	100
Sponsorships	5,920	2,000	2,000	2,000
Notary Fees	180	100	100	100
Imaging Fees	27,069	9,000	20,000	20,000
Copies and Maps	351	1,000	300	300
Subtotal	2,544,151	2,414,700	2,259,600	2,259,600
<i>Fines and Forfeitures</i>				
Motor Vehicles Code Fines	298,332	300,000	275,000	275,000
Local Ordinance				
Violations	287,308	110,000	110,000	110,000
Subtotal	585,640	410,000	385,000	385,000

COMBINED PROGRAM REVENUES

Description	Actual 2013-14	Adopted Budget 2014-15	Estimated 2015-16	Adopted Budget 2015-16
<i>Use of Money and Property</i>				
Leases	121,002	124,000	125,200	125,200
Interest Income	179,052	125,000	200,000	200,000
Subtotal	300,054	249,000	325,200	325,200
<i>Other Revenue</i>				
Successor Agency				
Reimbursements	284,225			
State Mandated Claims	48,927	49,000	59,000	59,000
Legal Settlements	133,907	25,000	6,000	6,000
Reimbursements	18,461			
Insurance Proceeds	1,939			
Shop and Dine	26,756			
Donations	303			
Senior Donations	110	200		
Other Revenue	132,902	70,000	100,000	100,000
Subtotal	647,530	144,200	165,000	165,000
General Fund Total	40,600,384	38,932,700	41,010,100	41,010,100
Special Revenue Funds				
<i>Gas Tax Fund</i>				
Section 2105	517,450	378,200	452,200	452,200
Section 2106	261,119	300,000	237,900	237,900
Section 2107	550,584	464,700	618,200	618,200
Section 2107.5	7,500	7,500	7,500	7,500
Section 2103	1,042,064	823,000	358,500	358,500
Interest Income	2,770	1,000	2,000	2,000
Reimbursements	32,772			
Subtotal	2,414,259	1,974,400	1,676,300	1,676,300
<i>Measure M Fund</i>				
Turnback Allocation	1,151,398	1,268,500	1,338,500	1,338,500
Interest Income	1,424	1,000	1,400	1,400
Reimbursements	48,000			
Subtotal	1,200,822	1,269,500	1,339,900	1,339,900

COMBINED PROGRAM REVENUES

Description	Actual 2013-14	Adopted Budget 2014-15	Estimated 2015-16	Adopted Budget 2015-16
<i>Measure M Senior Mobility Program</i>				
OCTA Senior Mobility Grant	59,698	64,600	65,200	65,200
Fare Revenue	1,807		1,700	1,700
Interest Income	116	100	100	100
Subtotal	61,621	64,700	67,000	67,000
<i>Air Quality Improvement Fund</i>				
Air Quality Management				
District Fees	97,397	95,700	95,700	95,700
Interest Income	1,863	1,000	1,500	1,500
Subtotal	99,260	96,700	97,200	97,200
<i>Police Grants Fund</i>				
Brulte/Justice Assistance				
Grants	133,385	125,000	136,700	136,700
Subtotal	133,385	125,000	136,700	136,700
<i>Beverage Recycling Fund</i>				
Beverage Grant	20,748	21,500	21,500	21,500
Subtotal	20,748	21,500	21,500	21,500
<i>Waste Recycling Fund</i>				
Waste Grant	40,000	40,000	40,000	40,000
Subtotal	40,000	40,000	40,000	40,000
<i>Asset Forfeitures Fund</i>				
Asset Forfeitures	12,433			
Interest Income	190			
Subtotal	12,623	0	0	0
<i>Community Development Block Grant Fund</i>				
Entitlement Grant	384,006	522,000	462,200	462,200
Loan Interest	444	500		
Loan Payoffs		50,900		
Loan Repayments		2,000		
Subtotal	384,450	575,400	462,200	462,200

COMBINED PROGRAM REVENUES

Description	Actual 2013-14	Adopted Budget 2014-15	Estimated 2015-16	Adopted Budget 2015-16
<i>Housing Authority Fund</i>				
Interest Income	319	500		
Rehab Loan Repaymt	71,056	7,500		
Rehab Loan Payoffs		30,000		
Other Revenue	71,827	75,600	123,800	123,800
Reimbursements	6,878	7,000	7,200	7,200
Subtotal	150,080	120,600	131,000	131,000
Special Revenue				
Funds Total	4,517,248	4,287,800	3,971,800	3,971,800
Capital Projects Funds				
<i>Capital Improvement</i>				
<i>Projects Fund</i>				
Orange County				
Transportation Authority				
Grants:				
CTFP			653,400	653,400
County Grants:				
FCPP	1,392,293	499,300		
Interest Income	9,439			
Reimbursements	429,866			
Other Revenue	120,000		500,000	500,000
Subtotal	1,951,598	499,300	1,153,400	1,153,400
<i>Opportunities Study Area</i>				
<i>Capital Projects Fund</i>				
Impact Fees	29,346,691	20,574,000	8,989,800	8,989,800
Interest Income		30,000		
Reimbursements	39,084			
Subtotal	29,385,775	20,604,000	8,989,800	8,989,800
<i>City Facilities</i>				
<i>Capital Projects Fund</i>				
Impact Fees		5,428,700	2,598,300	2,598,300
Interest Income		1,000		
Subtotal	0	5,429,700	2,598,300	2,598,300

COMBINED PROGRAM REVENUES

Description	Actual 2013-14	Adopted Budget 2014-15	Estimated 2015-16	Adopted Budget 2015-16
<i>Affordable Housing Capital Improvement Projects Fund</i>				
Impact Fees	71,042	1,405,600	666,500	666,500
Interest Income	2,605	1,200	2,500	2,500
Subtotal	<u>73,647</u>	<u>1,406,800</u>	<u>669,000</u>	<u>669,000</u>
<i>Park Development/ Construction Fund</i>				
Impact Fees	360,990	2,318,000	1,097,000	1,097,000
Interest Income	3,437	1,000	1,500	1,500
Subtotal	<u>364,427</u>	<u>2,319,000</u>	<u>1,098,500</u>	<u>1,098,500</u>
<i>City Facilities Fee Maintenance Fund</i>				
Impact Fees	387,039	376,600	299,500	299,500
Subtotal	<u>387,039</u>	<u>376,600</u>	<u>299,500</u>	<u>299,500</u>
<i>LFTM Intersection Improvement Fund</i>				
Impact Fees	2,208,923	855,200	766,200	766,200
Subtotal	<u>2,208,923</u>	<u>855,200</u>	<u>766,200</u>	<u>766,200</u>
Capital Projects Funds Total	<u><u>34,371,409</u></u>	<u><u>31,490,600</u></u>	<u><u>15,574,700</u></u>	<u><u>15,574,700</u></u>
<i>Internal Service Fund</i>				
Vehicle Replacement Charges	30,000	35,400	62,700	62,700
Gain on Sale of Fixed Asset	3,000			
Subtotal	<u>33,000</u>	<u>35,400</u>	<u>62,700</u>	<u>62,700</u>
Internal Service Fund Total	<u><u>33,000</u></u>	<u><u>35,400</u></u>	<u><u>62,700</u></u>	<u><u>62,700</u></u>
Grand Total All Funds	<u><u>\$79,522,041</u></u>	<u><u>\$74,746,500</u></u>	<u><u>\$60,619,300</u></u>	<u><u>\$60,619,300</u></u>

Section Four

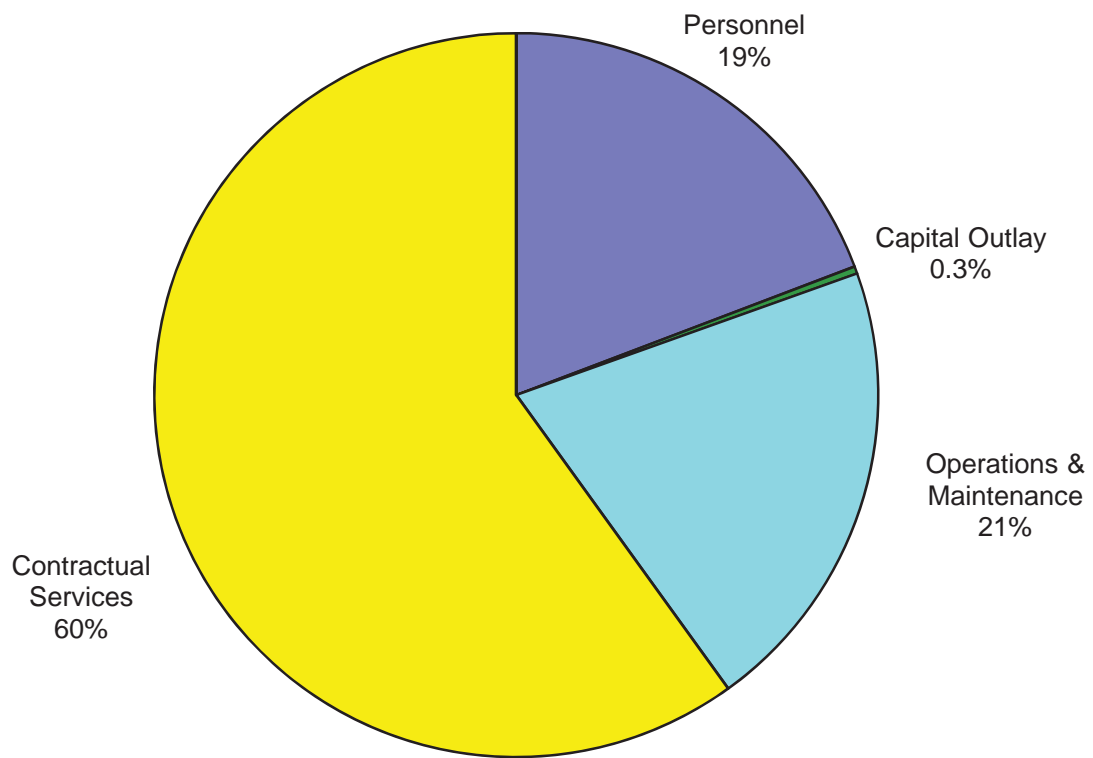
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SUMMARY OF EXPENDITURES BY EXPENDITURE CATEGORY

Department	Personnel	Operations & Maintenance	Contract Services	Capital Outlay	Totals
City Council	\$35,700	\$91,300	\$1,000		\$128,000
City Manager	669,900	24,800			694,700
City Clerk	447,400	94,300	60,500		602,200
Economic Development/ Community Preservation	929,900	76,700	459,000		1,465,600
City Attorney			1,318,000		1,318,000
Finance	851,200	1,240,600	166,900		2,258,700
Development Services	1,018,500	88,100	1,265,000		2,371,600
Public Works	1,785,100	2,485,900	7,413,600		11,684,600
Management Services	615,400	3,199,500	543,300	112,300	4,470,500
Community Services	1,973,000	1,473,800	76,400		3,523,200
Police Services	104,900	218,900	14,997,900		15,321,700
Vehicle Replacement				30,000	30,000
TOTALS	\$8,431,000	\$8,993,900	\$26,301,600	\$142,300	\$43,868,800

SUMMARY OF EXPENDITURES BY EXPENDITURE CATEGORY¹ Fiscal Year 2015-16



¹ Excludes capital improvement projects

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 2014-15 MAJOR ACCOMPLISHMENTS

1. Provided continued policy level guidance for Opportunities Study public and private projects including:
 - Completion of the Lake Forest Sports Park
 - Advanced development of the Lake Forest Civic Center and Senior Center
 - Negotiation of Development Agreements
 - Mapping requirements for private development
 - Coordination of public services for new communities
2. Provided policy direction relating to traffic coordination, synchronization, and circulation projects.
3. Provided policy direction to staff as they continued to monitor and participate in the County's design and construction process for the expansion of the James A. Musick Jail Facility.
4. Authorized and guided staff to worked with State legislators, the County of Orange, legal counsel, and the City's legislative consultant in the drafting, sponsorship, and passage of legislation to provide a solution regarding the payment of tax increment to the Lake Forest Successor Agency.
5. Served as the Lake Forest Successor Agency and provided policy direction to staff while working with the Oversight Board.
6. Provided policy direction in the disposition and development of Housing Authority assets.
7. Provided policy guidance regarding the City's various economic development efforts, including the Business Development and Attraction Program.
8. Monitored proposed legislation that could potentially impact the City and adopted legislative positions to support or oppose bills as appropriate.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Continue to provide policy level guidance for Opportunities Study public and private projects including:
 - Development of the Lake Forest Civic Center and Senior Center
 - Mapping requirements for private development
 - Negotiation of any Development Agreements or amendments as necessary
 - Coordination of public services for new communities
2. Continue to provide policy direction relating to traffic coordination, synchronization, and circulation projects.
3. Continue to provide policy level direction regarding the ongoing responsibilities of the Lake Forest Successor Agency and Oversight Board.
4. Continue to provide policy level direction and authorization in the disposition and development of Housing Authority assets.
5. Support and provide policy direction regarding the City's various economic development efforts, including the Business Development and Attraction Program.
6. Provide policy level direction regarding proposed legislation that could potentially impact the City and support bills that may enhance the quality of life in Lake Forest.

CITY COUNCIL BUDGET OVERVIEW

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Personnel	\$35,500	\$36,400	\$35,700	\$35,700
Operations and Maintenance	87,475	107,900	107,500	91,300
Contract Services		1,000	1,000	1,000
Capital Outlay	4,048			
Activity Total	<u>\$127,023</u>	<u>\$145,300</u>	<u>\$144,200</u>	<u>\$128,000</u>
 Funding Source:				
General Fund	\$127,023	\$145,300	\$144,200	\$128,000

CITY COUNCIL BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
City Council/Board Members (5)	\$32,947	\$33,800	\$33,800	\$33,800
Medicare	469	500	500	500
Retirement	2,084	2,100	1,400	1,400
Subtotal	<u>35,500</u>	<u>36,400</u>	<u>35,700</u>	<u>35,700</u>
<u>Operations and Maintenance:</u>				
Memberships and Dues	60,542	60,700	60,700	60,700
Travel, Conferences, Meetings	15,707	27,300	27,300	18,100
Operating Supplies	1,754	1,500	1,500	1,500
Special Supplies	4,472	7,000	7,000	
Subscriptions and Books		700	700	700
Telephone and Other		700	300	300
Computer Maintenance and Supply	5,000	10,000	10,000	10,000
Subtotal	<u>87,475</u>	<u>107,900</u>	<u>107,500</u>	<u>91,300</u>
<u>Contract Services:</u>				
Miscellaneous		1,000	1,000	1,000
Subtotal	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<u>Capital Outlay:</u>				
Equipment	4,048			
Subtotal	<u>4,048</u>	<u>0</u>	<u>0</u>	<u>0</u>
Activity Total	<u>\$127,023</u>	<u>\$145,300</u>	<u>\$144,200</u>	<u>\$128,000</u>

CITY MANAGER

DEPARTMENT DESCRIPTION

The City Manager is responsible for making policy recommendations to the City Council and implementing them as adopted. The City Manager serves as the Chief Executive Officer of the City and is responsible for daily operations and services to the community provided by various City departments. Additional duties include, but are not limited to: (1) 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 2014-15 MAJOR ACCOMPLISHMENTS

1. Provided executive oversight and strategic guidance for Opportunities Study public and private projects including:
 - Completion of the Lake Forest Sports Park
 - Advanced development of the Lake Forest Civic Center and Senior Center
 - Negotiation of Development Agreements
 - Mapping requirements for private development
 - Coordination of public services for new communities
2. Provided executive oversight relating to traffic coordination, synchronization, and circulation projects.
3. Provided executive leadership relating to development of various agenda reports and research as requested by the City Council.
4. Continued to monitor and participate in the County's design and construction process for the expansion of the James A. Musick Jail Facility.
5. Worked with State legislators, the County of Orange, legal counsel, and the City's legislative consultant in the drafting, sponsorship, and passage of legislation to provide a solution regarding the payment of tax increment to the Lake Forest Successor Agency.
6. Provided executive oversight regarding the ongoing responsibilities of the Lake Forest Successor Agency and Oversight Board.
7. Provided executive oversight in the disposition and development of Housing Authority assets.
8. Negotiated amendments to leases associated with the Lake Forest Equestrian Center and the Lake Forest Golf Course.
9. Provided executive oversight regarding the City's various economic development efforts, including the Business Development and Attraction Program.
10. Monitored proposed legislation that could potentially impact the City and recommended legislative positions to the City Council to support or oppose bills as appropriate.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Continue to provide executive oversight and strategic guidance for Opportunities Study public and private projects including:
 - Development of the Lake Forest Civic Center and Senior Center
 - Mapping requirements for private development
 - Negotiation of any Development Agreements or amendments as necessary
 - Creation of community facilities districts as necessary
 - Coordination of public services for new communities
2. Continue to provide executive oversight relating to traffic coordination, synchronization, and circulation projects.
3. Continue to provide executive leadership relating to development of various agenda reports and research as requested by the City Council.
4. Continue to monitor and participate in the County's design and construction process for the expansion of the James A. Musick Jail Facility.
5. Continue to provide executive oversight regarding the ongoing responsibilities of the Lake Forest Successor Agency and Oversight Board.
6. Continue to provide executive oversight in the disposition and development of Housing Authority assets.
7. Continue to provide executive oversight regarding the City's various economic development efforts, including the Business Development and Attraction Program.
8. Continue to monitor proposed legislation that could potentially impact the City and recommend legislative positions to the City Council to support or oppose bills as appropriate.

CITY MANAGER BUDGET OVERVIEW

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Personnel	\$625,499	\$602,600	\$587,900	\$669,900
Operations and Maintenance	14,633	23,300	21,800	24,800
Contract Services	32,193	34,200	34,000	0
Activity Total	\$672,325	\$660,100	\$643,700	\$694,700
Funding Source:				
General Fund	\$672,325	\$660,100	\$643,700	\$694,700
Total Positions:				
Full-Time	3.4	3.4	3.4	4.4

PERFORMANCE MEASURES

<u>Description</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
<u>Professional Leadership</u>			
% of departmental objectives accomplished	90%	90%	90%

CITY MANAGER BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$514,820	\$481,600	\$479,300	\$537,900
Medicare	7,023	7,000	6,900	7,800
Retirement	52,898	55,300	40,700	45,600
Health Insurance	50,758	58,700	61,000	78,600
Subtotal	<u>625,499</u>	<u>602,600</u>	<u>587,900</u>	<u>669,900</u>
<u>Operations and Maintenance:</u>				
Memberships and Dues	1,400	2,000	2,000	2,000
Training and Education		200	200	200
Travel, Conferences, Meetings	3,634	9,000	9,200	9,200
Auto Allowance	9,115	9,400	9,300	12,300
Mileage Reimbursement	7	300	300	300
Operating Supplies	110	100	100	100
Printing and Duplicating	43	200	100	100
Postage and Deliveries		100	100	100
Subscriptions and Books	99	300	200	200
Software Licenses/Maintenance	225	1,700	300	300
Subtotal	<u>14,633</u>	<u>23,300</u>	<u>21,800</u>	<u>24,800</u>
<u>Contract Services:</u>				
Miscellaneous	32,193	34,200	34,000	
Subtotal	<u>32,193</u>	<u>34,200</u>	<u>34,000</u>	<u>0</u>
Activity Total	<u><u>\$672,325</u></u>	<u><u>\$660,100</u></u>	<u><u>\$643,700</u></u>	<u><u>\$694,700</u></u>

CITY CLERK

DEPARTMENT DESCRIPTION

The City Clerk's Department is responsible for a variety of functions including accepting applications for U.S. Passports, providing Notary service to the public, preparing agendas and public hearing notices for Public Meetings, publishing/posting Resolutions and Ordinances, greeting the public at the City Hall lobby and on the telephone to answer/or refer citizen inquiries, accepting and processing claims, summons, and subpoenas, receiving and opening bids, maintaining the City's Central File System, accepting Deeds and Grants which convey an interest to the City, certifying documents, and maintaining custody of the City Seal.

Additionally, the role of the City Clerk includes serving as: (1) Clerk of the City Council and Secretary to the Lake Forest Housing Authority, Successor Agency to the Lake Forest Redevelopment Agency and Rancho Cañada Financing Authority; (2) Elections Official responsible for the conduct of elections and registering voters; (3) Filing Officer for the Political Reform Act to accept and transmit necessary Campaign Statements and Conflict of Interest Statements to the Fair Political Practices Commission; and (4) Custodian of Records and City Archivist/Historian who oversees authorized destruction of records, responds to public requests for records under the California Public Records Act and coordinates information requested by Subpoenas for Records.

FISCAL YEAR 2014-15 MAJOR ACCOMPLISHMENTS

1. Conducted the thirteenth annual Citizen Leadership Academy.
2. Increased capacity of imaged historical records by 50% to provide greater access of public documents through LakeForestRecords.com.
3. Hosted two Passport Acceptance extended service hour days, resulting in increased participation and service to residents.
4. Coordinated the Centralized Records Committee in partnership with all City departments to identify and facilitate integration of locally stored public documents into the central filing system.
5. Improved interdepartmental coordination process for retention/destruction of City records.
6. Successfully recruited, hired and trained new Assistant City Clerk/Council Liaison.
7. Conducted the General Municipal Election, including the passage of Measure X, City Council Term Limit initiative
8. Facilitated increased citizen representation on City Commissions through coordination of the recruitment and appointment of seven (7) Commissioners.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Charter one “Little Free Library” to increase civic engagement.
2. Implement electronic recording of documents in partnership with the Orange County Clerk-Recorder.
3. Redesign user interface portal to provide greater search capability and improved access of public documents through LakeForestRecords.com.
4. Update City’s Records Retention Resolution.
5. Coordinate and host “Youth in Government” Day in partnership with the Saddleback Valley Unified School District.
6. Complete archive scanning of interdepartmental historical records to achieve 100% digital retention of public documents.
7. Create both physical and digital Opportunities Study Area centralized document repository.

**CITY CLERK
BUDGET OVERVIEW**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16 ¹
Personnel	\$372,861	\$365,300	\$460,000	\$447,400
Operations and Maintenance	55,424	77,000	80,000	94,300
Contract Services	4,406	111,000	60,500	60,500
Capital Outlay	4,948	65,000		
Activity Total	\$437,639	\$618,300	\$600,500	\$602,200
Funding Source:				
General Fund	\$437,639	\$618,300	\$600,500	\$602,200
Total Positions:				
Full-Time	4.0	3.8	5.0	5.0

PERFORMANCE MEASURES

<u>Description</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Adopted Budget 2015-16 ¹</u>
<u>Service Delivery</u>			
# of passport applications received *			550
% of passport applications accepted by U.S. Department of State without errors*			100%
% of City Hall Operating Hours with Available Notary Public Service*			85%
<u>Public Records</u>			
# of public records requests received	643	600	650
% responded to within the regulations of the Public Records Act	100%	100%	100%
% responded to electronically via imaged records	81%	75%	85%
% of vital records (minutes, resolutions, ordinances, agreements) imaged within 10 days of signature	100%	100%	100%

PERFORMANCE MEASURES (continued)

<u>Description</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Adopted Budget 2015-16</u> ¹
<u>Open Government</u>			
% of Statements of Economic Interest filed by statutory deadline*			100%
% of City Council meeting videos posted online within 24 hours*			90%
% of City Council meeting actions posted online within 24 hours*			90%

* New in FY 15-16

¹ In Fiscal Year 2015-16, the City Clerk's Office becomes a separate department as a result of the structural modification to the City's Organizational Chart.

CITY CLERK BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$280,868	\$266,500	\$334,600	\$324,900
Overtime	1,930		3,200	3,200
Medicare	3,775	3,900	4,900	4,700
Retirement	27,896	30,700	27,500	26,600
Health Insurance	58,392	64,200	89,800	88,000
Subtotal	<u>372,861</u>	<u>365,300</u>	<u>460,000</u>	<u>447,400</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	560	1,300	1,300	1,300
Training and Education	1,817	1,900	4,400	4,400
Travel, Conferences, Meetings	1,224	1,200	1,200	7,200
Auto Allowance	3,012	3,000	3,500	4,800
Mileage Reimbursement	384	1,500	1,500	1,500
Operating Supplies	4,577	4,400	4,400	4,400
Special Supplies				7,000
Printing and Duplicating	194	1,300	1,300	1,300
Legal Advertising	9,046	18,000	18,000	18,000
Postage and Deliveries	513	2,100	2,100	2,100
Subscriptions and Books	1,512	2,100	2,100	2,100
Software Licenses/Maintenance	32,585	40,200	40,200	40,200
Subtotal	<u>55,424</u>	<u>77,000</u>	<u>80,000</u>	<u>94,300</u>
<u>Contract Services:</u>				
Elections	500	60,000	500	500
Citizens Academy*			4,000	4,000
Codification	3,906	6,000	6,000	6,000
Records Management		45,000	50,000	50,000
Subtotal	<u>4,406</u>	<u>111,000</u>	<u>60,500</u>	<u>60,500</u>
<u>Capital Outlay:</u>				
Filing System		65,000		
Equipment	4,948			
Subtotal	<u>4,948</u>	<u>65,000</u>	<u>0</u>	<u>0</u>
Activity Total	<u><u>\$437,639</u></u>	<u><u>\$618,300</u></u>	<u><u>\$600,500</u></u>	<u><u>\$602,200</u></u>

* Transferred from Public Information Division in Fiscal Year 2015-16.

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 2014-15 MAJOR ACCOMPLISHMENTS

1. Implemented the Fiscal Year 2014-15 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. Launched an enhanced Economic Development website, featuring a user-friendly navigational menu and interactive platform that promotes business seminars and events, business news, and key industries in Lake Forest, and which will serve as a prime marketing tool for future Lake Forest companies.
3. Administered the City's contractual partnership with the Lake Forest Chamber of Commerce comprised of cosponsored business events (e.g., Meet the Mayor, a new Social Media Marketing Seminar, and the annual Secrets & Strategies for Business Success) and collaborative business marketing efforts promoting economic growth in Lake Forest.
4. Developed and implemented the fourth Shop & Dine Lake Forest Week that resulted in a 25% increase in business participation with over 400 businesses participating, 40 sponsors including the City's largest employers, a 28% increase in event revenues, and the third Taste of Lake Forest attended by over 1,000 community members.
5. Hosted the 2014 Lake Forest Business Appreciation Luncheon attended by over 100 business owners representing more than 40 of the City's top employers and top producing companies.
6. Hosted a Hotel Roundtable and Commercial Broker/Property Manager Roundtable to discuss marketing resources for these specific industry groups and obtain input on how the City could enhance their business operations in Lake Forest (e.g., promoting Lake Forest hotels to tournament groups using the facilities at the Lake Forest Sports Park).
7. Cosponsored new events including the "Introduction to Exporting" seminar held in partnership with the Small Business Administration and the Lake Forest Chamber of Commerce, a Lake Forest Economic Summit, Temporary Signage and Outdoor Promotions workshop providing an overview of new signage and promotions allowances for Lake Forest businesses, and the

“Avoiding Employer Litigation” workshop. Overall, business attendance increased by 12% from FY 13/14.

8. Continued promoting GROW (Growing and Retaining our Workforce) in Lake Forest in partnership with the Orange County One Stop Center and successfully had over 100 companies participate in FY 14/15. The City of Lake Forest received a “Turning Red Tape into Red Carpet” award by the Orange County Business Council for this innovative program that facilitates job retention and creation.
9. Used the City’s annual Community Development Block Grant to assist over 6,000 residents with social services including food and emergency shelter, health care services, and youth and senior programs.
10. Prepared the FY 2015-2016 CDBG Action Plan and FY 2015-2020 CDBG Consolidated Action Plan identifying housing and community development needs over the five period as derived from community outreach, surveys, and phone consultations with Lake Forest constituents and public service providers.
11. Promoted housing and neighborhood preservation by providing ten low income households with housing rehabilitation loans and exterior painting of eight low-income households.
12. Commenced implementation of an Administrative Citation Program.
13. Managed approximately 800 Code Enforcement cases using a consistent, comprehensive and education-based approach, protecting public health, life safety, welfare, aesthetics, and property values. Realized a closure rate of 96% for all cases received in fiscal year 2013-2014.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Implement the Fiscal Year 2015-16 Business Development and Attraction Work Plan comprised of new and enhanced resources and programs designed to meet the needs of small, mid-size, and large corporations and specific industry groups in Lake Forest.
2. Based on ongoing feedback from the business community and the biennial Business Survey, identify new business seminars, partnerships, and web-based resources that can further promote business attraction, retention, and expansion in Lake Forest and increase business seminar attendance by 10%.
3. Launch a Shop & Dine Lake Forest consumer mobile application, which will feature a business directory and coupons from participating Lake Forest businesses and can further encourage the community to support their local businesses and local economy.
4. Develop an Economic Development Facebook page that is based on staff’s research of comparable Facebook pages throughout Orange County used as a business marketing tool.

5. Implement the FY 2015-2016 CDBG Action Plan, and monitor all public service providers receiving CDBG funding and providing housing and community development services to Lake Forest's underserved population.
6. Continue efforts to coordinate with Neighborhood Watch, Hotel Watch, and Business Watch programs in order to create greater public awareness and participation in the community preservation process.
7. Continue to introduce technological advancements into the AlertOC System and the code enforcement/education process.

ECONOMIC DEVELOPMENT/COMMUNITY PRESERVATION - ALL DIVISIONS BUDGET OVERVIEW
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Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Personnel	\$966,219	\$986,900	\$936,600	\$929,900
Operations and Maintenance	53,870	74,500	76,700	76,700
Contract Services	267,529	509,600	459,000	459,000
Activity Total	\$1,287,618	\$1,571,000	\$1,472,300	\$1,465,600
Funding Sources:				
General Fund	\$1,080,655	\$1,128,000	\$1,093,800	\$1,087,100
Community Development Block Grant Fund	173,686	370,400	301,000	301,000
Housing Authority Fund	33,277	72,600	77,500	77,500
Total Positions:				
Full-Time	8.85	8.85	8.85	8.85

PERFORMANCE MEASURES

<u>Description</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
<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	40%	20%	10%
Increase number of business outreach visits	60%	15%	15%
<u>Housing</u>			
# of homes/mobile homes to receive exterior painting	7	6	6
# of homes that will receive rehab loans	6	8	6
<u>Community Preservation</u>			
% of code violations voluntarily corrected	96%	85%	90%

ECONOMIC DEVELOPMENT/COMMUNITY PRESERVATION - ALL DIVISIONS BUDGET DETAIL
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Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$739,483	\$720,800	\$691,800	\$685,600
Overtime	1,628			
Part-Time Personnel	13,433	22,000	22,000	22,000
Medicare	10,016	10,700	10,400	10,300
Retirement	72,467	83,800	56,700	56,300
Health Insurance	129,192	149,600	155,700	155,700
Subtotal	966,219	986,900	936,600	929,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	6,025	6,300	6,400	6,400
Training and Education	100	800	1,000	1,000
Travel, Conferences, Meetings	3,327	4,800	6,000	6,000
Auto Allowance	7,853	9,000	6,600	6,600
Mileage Reimbursement	125	400	400	400
Operating Supplies	1,596	1,800	1,700	1,700
Printing and Duplicating	331	800	800	800
Postage and Deliveries	6,002	7,200	7,500	7,500
Subscriptions and Books	8,974	11,400	11,000	11,000
Uniforms	1,132	1,700	1,700	1,700
Telephone and Other	2,454	2,700	2,700	2,700
Software Licenses/ Maintenance	10,210	10,300	13,700	13,700
Vehicle Replacement		7,900	7,900	7,900
Vehicle Maintenance	4,641	6,400	6,400	6,400
Website Update Services	1,100	3,000	2,900	2,900
Subtotal	53,870	74,500	76,700	76,700
<u>Contract Services:</u>				
Auditing	2,785	5,000	5,000	5,000
Economic Development	69,248	75,900	80,000	80,000
Low/Mod Housing	945			
Communications	8,102	18,300	15,000	15,000
Project Expenditures	1,312			
General	15,335	56,700	57,000	57,000
Nuisance Abatement	5,601	10,000	10,000	10,000
Citations Collection			2,400	2,400
Public Service Grants	63,377	63,100	57,300	57,300
Building Maintenance	33,185	55,100	45,000	45,000
Housing Rehabilitation Loans		155,000	117,000	117,000

ECONOMIC DEVELOPMENT/COMMUNITY PRESERVATION - ALL DIVISIONS BUDGET DETAIL (continued)				
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Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Contract Services (continued):</u>				
Rehabilitation Loan Fees	8,543	9,500	9,500	9,500
Rehabilitation Loan Services	21,843	21,000	21,000	21,000
Citywide Paint Program	37,253	40,000	39,800	39,800
Subtotal	267,529	509,600	459,000	459,000
Activity Total	\$1,287,618	\$1,571,000	\$1,472,300	\$1,465,600

ECONOMIC DEVELOPMENT DIVISION
BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$233,554	\$222,400	\$257,400	\$254,300
Part-Time Personnel	13,433	22,000	22,000	22,000
Medicare	3,258	3,500	4,100	4,000
Retirement	22,684	25,900	20,100	19,900
Health Insurance	36,495	42,300	58,100	58,100
Subtotal	<u>309,424</u>	<u>316,100</u>	<u>361,700</u>	<u>358,300</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	5,800	6,000	6,100	6,100
Training and Education	100	200	200	200
Travel, Conferences, Meetings	2,041	2,400	3,600	3,600
Auto Allowance	4,457	4,500	4,400	4,400
Mileage Reimbursement	125	300	300	300
Operating Supplies	683	800	700	700
Printing and Duplicating	236	500	500	500
Postage and Deliveries	5,967	7,000	7,200	7,200
Subscriptions and Books	6,944	7,100	7,400	7,400
Website Update Services	1,100	3,000	2,900	2,900
Subtotal	<u>27,453</u>	<u>31,800</u>	<u>33,300</u>	<u>33,300</u>
<u>Contract Services:</u>				
Economic Development	69,248	75,900	80,000	80,000
Communications	8,102	18,300	15,000	15,000
Project Expenditures	1,312			
Subtotal	<u>78,662</u>	<u>94,200</u>	<u>95,000</u>	<u>95,000</u>
Activity Total	<u><u>\$415,539</u></u>	<u><u>\$442,100</u></u>	<u><u>\$490,000</u></u>	<u><u>\$486,600</u></u>
<u>Funding Source:</u>				
General Fund	\$415,539	\$442,100	\$490,000	\$486,600

HOUSING DIVISION BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$175,864	\$184,800	\$111,200	\$108,100
Medicare	2,431	2,700	1,600	1,600
Retirement	15,158	21,800	9,300	9,100
Health Insurance	28,466	32,900	20,200	20,200
Subtotal	221,919	242,200	142,300	139,000
<u>Operation and Maintenance:</u>				
Training			200	200
Auto Allowance	2,657	4,500	1,400	1,400
Operating Supplies	34	200	200	200
Printing and Duplicating	43	100	100	100
Postage and Deliveries	35	100	200	200
Subscriptions and Books	700	1,400	700	700
Subtotal	3,469	6,300	2,800	2,800
<u>Contract Services:</u>				
General	15,335	56,700	57,000	57,000
Public Service Grants	63,377	63,100	57,300	57,300
Housing Rehabilitation Loans		155,000	117,000	117,000
Rehabilitation Loan Fees	8,543	9,500	9,500	9,500
Rehabilitation Loan Services	21,843	21,000	21,000	21,000
Citywide Paint Program	37,253	40,000	39,800	39,800
Building Maintenance	33,185	55,100	45,000	45,000
Auditing	2,785	5,000	5,000	5,000
Low/Mod Housing	945			
Subtotal	183,266	405,400	351,600	351,600
Activity Total	\$408,654	\$653,900	\$496,700	\$493,400
<u>Funding Sources:</u>				
General Fund	\$201,691	\$210,900	\$118,200	\$114,900
Community Development				
Block Grant Fund	173,686	370,400	301,000	301,000
Housing Authority Fund	33,277	72,600	77,500	77,500

COMMUNITY PRESERVATION DIVISION
BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$330,065	\$313,600	\$323,200	\$323,200
Overtime	1,628			
Medicare	4,327	4,500	4,700	4,700
Retirement	34,625	36,100	27,300	27,300
Health Insurance	64,231	74,400	77,400	77,400
Subtotal	434,876	428,600	432,600	432,600
<u>Operation and Maintenance:</u>				
Memberships and Dues	225	300	300	300
Training and Education		600	600	600
Travel, Conferences, Meetings	1,286	2,400	2,400	2,400
Auto Allowance	739		800	800
Mileage Reimbursement		100	100	100
Operating Supplies	879	800	800	800
Printing and Duplicating	52	200	200	200
Postage and Deliveries		100	100	100
Subscriptions and Books	1,330	2,900	2,900	2,900
Uniforms	1,132	1,700	1,700	1,700
Telephone and Other	2,454	2,700	2,700	2,700
Software Licenses/Maintenance	10,210	10,300	13,700	13,700
Vehicle Replacement		7,900	7,900	7,900
Vehicle Maintenance	4,641	6,400	6,400	6,400
Subtotal	22,948	36,400	40,600	40,600
<u>Contract Services:</u>				
Nuisance Abatement	5,601	10,000	10,000	10,000
Citations Collection			2,400	2,400
Subtotal	5,601	10,000	12,400	12,400
Activity Total	\$463,425	\$475,000	\$485,600	\$485,600
 <u>Funding Source:</u>				
General Fund	\$463,425	\$475,000	\$485,600	\$485,600

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 2014-15 MAJOR ACCOMPLISHMENTS

1. Continued implementation and development of projects in the Opportunities Study Area, including occupancy and mapping on approved developments.
2. Worked on preliminary development agreement and entitlement scoping on Baker and Meritage development applications.
3. Completed construction review and close-out of Sports Park public contracts.
4. Assisted in update of Purchasing Policies and new standard contract sets.
5. Completed training for newly-elected City Council members and newly-appointed Commissioners.
6. Assisted staff in working with Irvine Ranch Water District to obtain Resource Agency permits for the Civic Center site.
7. Represented the City in providing comments to regional water quality control boards relating to state and federal clean water act permits.
8. Drafted and negotiated transition of Lake Forest Redevelopment Agency to successor agency with necessary agreements among the City, County, and State, with memorialization through special legislation.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Continue to assist City in real estate transactions relating to acquisition and construction of public facilities in the Opportunities Study.
2. Continue work on project-level review of Opportunities Study projects.
3. Support City in economic development and housing initiatives.
4. Assist the City in obtaining permits and contractual clearance for development of its new Civic Center.
5. Systematize the City's processes for special counsel substitutions in due process hearings.
6. Complete Council review and update of procedures and standards for alcoholic beverages sales.
7. Assist in reinstatement of local permitting for massage establishments under new State delegation of permitting authority.

CITY ATTORNEY BUDGET OVERVIEW
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Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Contract Services	\$1,061,203	\$1,318,000	\$1,318,000	\$1,318,000
Activity Total	<u>\$1,061,203</u>	<u>\$1,318,000</u>	<u>\$1,318,000</u>	<u>\$1,318,000</u>
 Funding Sources:				
General Fund	\$1,004,713	\$1,272,000	\$1,272,000	\$1,272,000
General Fund - NPDES ¹	56,490	46,000	46,000	46,000

¹ NPDES = National Pollutant Discharge Elimination System

CITY ATTORNEY BUDGET DETAIL
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Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Contract Services:</u>				
Legal	\$884,489	\$1,026,000	\$1,026,000	\$1,026,000
Reimbursed Legal	145,361	260,000	260,000	260,000
Outside Legal	31,353	27,000	27,000	27,000
Miscellaneous Legal		5,000	5,000	5,000
Subtotal	1,061,203	1,318,000	1,318,000	1,318,000
Activity Total	\$1,061,203	\$1,318,000	\$1,318,000	\$1,318,000

FINANCE

DEPARTMENT DESCRIPTION

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

FISCAL YEAR 2014-15 MAJOR ACCOMPLISHMENTS

1. Continued to update the cash flow analysis for the Opportunity Study Area.
2. Updated the Investment Policy.
3. Worked with Human Resources to implement an integrated human resources, administration, and payroll system to modernize existing system.
4. Continued the dissolution of the Redevelopment Agency and the collection and tracking of residual revenue from the project area.
5. Continued working with the County on the Foothill Circulation Phasing Plan Fee program.
6. Set up the Interagency Intercept Collections Program with the Franchise Tax Board to collect unpaid parking and administrative tickets.
7. Issued 235 invoices related to the Opportunity Study Area development for 213 single-family and 160 multi-family units.
8. Implemented credit card acceptance and integration of the City's platforms for building permitting and recreation registration with the City's accounting system.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Continue to provide financial management and guidance for Opportunities Study Area (OSA) public and private projects including:
 - Monitor the OSA Financial Model to track and account for all impact fees
 - Monitor cash flow needs analysis for development of the Lake Forest Civic Center and Senior Center
 - Study the issuance of bridge financing for the Lake Forest Civic Center and Senior Center as necessary
 - Monitor financial terms and obligations of Developer Agreements and amendments as necessary
 - Perform the accounting for the acceptance of developer constructed infrastructure and other capital related assets as necessary
 - Creation of community facilities districts as necessary
 - Monitor cash flow needs analysis of the Foothill Circulation Phasing Plan Fee program for the 2011 Alton Certificates of Participation debt service requirements

2. Continue to provide financial management and guidance regarding the ongoing responsibilities of the Lake Forest Successor Agency and Oversight Board.
3. Continue to provide financial management and guidance in the disposition and development of Housing Authority Assets.
4. Prepare an analysis of the City's financial policies.
5. Prepare an analysis on the City's unfunded accrued liability (UAL) from CalPERS.
6. Perform a needs assessment for implementation of a new accounting system.

FINANCE DEPARTMENT BUDGET OVERVIEW

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Personnel	\$676,630	\$779,100	\$744,100	\$851,200
Operations and Maintenance	1,532,617	1,220,900	1,240,600	1,240,600
Contract Services	160,880	163,000	166,900	166,900
Activity Total	\$2,370,127	\$2,163,000	\$2,151,600	\$2,258,700
Funding Sources:				
General Fund	\$956,009	\$1,077,000	\$1,058,400	\$1,165,500
Financing Authority Fund	1,414,118	1,086,000	1,093,200	1,093,200
Total Positions:				
Full-Time	5.45	6.45	6.00	7.00

PERFORMANCE MEASURES

<u>Description</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
<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	10	10
<u>Budget Preparation</u>			
Date Budget adopted	6/18/2013	6/17/2014	6/16/2015
General fund revenues collected as % of revised estimates ¹	90%	90%	90%
General fund expenditures expended as % budgeted ¹	95%	95%	95%
GFOA awards received	1	1	1

PERFORMANCE MEASURES (continued)

<u>Description</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
<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%

¹ Excludes carryovers

FINANCE DEPARTMENT BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$492,814	\$544,000	\$546,500	\$627,900
Overtime	175	2,500	2,500	2,500
Part-Time Personnel	41,288	47,600	34,400	34,400
Medicare	7,179	7,900	8,400	9,600
Retirement	55,616	68,100	46,700	53,600
Health Insurance	79,558	109,000	105,600	123,200
Subtotal	676,630	779,100	744,100	851,200
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,200	1,400	1,400	1,400
Training and Education	4,020	5,500	5,500	5,500
Travel, Conferences, Meetings	2,924	4,900	3,400	3,400
Auto Allowance	7,830	7,800	7,800	7,800
Mileage Reimbursement	362	500	500	500
Operating Supplies	698	1,400	1,400	1,400
Printing and Duplicating	4,030	4,000	4,000	4,000
Postage and Deliveries	220	1,000	1,000	1,000
Subscriptions and Books	1,151	1,300	1,300	1,300
Debt Service Payments	1,414,118	1,086,000	1,093,200	1,093,200
Software Licenses/Maint.	9,535	10,000	10,000	10,000
Bank Charges and Fees	6,000	21,100	21,100	21,100
Property Tax Administration	80,529	76,000	90,000	90,000
Subtotal	1,532,617	1,220,900	1,240,600	1,240,600
<u>Contract Services:</u>				
Other	1,000			
Auditing	26,130	45,000	42,100	42,100
Special Audits	23,990	24,000	23,800	23,800
Sales Tax Audits	29,931	24,500	24,500	24,500
Payroll	41,504	38,000	45,000	45,000
General	38,325	31,500	31,500	31,500
Subtotal	160,880	163,000	166,900	166,900
Activity Total	\$2,370,127	\$2,163,000	\$2,151,600	\$2,258,700

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 Division. The department provides planning-related staff support to the City Council and Planning Commission and coordinates the activities of the regional planning agencies affecting the City. The Building and Safety Services Division issues building permits and provides inspection services for new construction and remodeling activity throughout the City.

FISCAL YEAR 2014-15 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. Coordinated the plan review, permit issuance and building inspection for the opening of the first phase of Baker Ranch residential community, including 900 homes and 4 parks.
3. Coordinated plan review for the first phase of the Portola Center residential community.
4. Worked with Irvine Ranch Water District to facilitate the issuance of the necessary Resource Agency permits for the Civic Center site.
5. Coordinated with Public Works on Sports Park mitigation implementation.
6. Implemented new signage regulations for special events and outdoor promotions.
7. Implemented the use of mobile devices for use in the building inspection function and enhanced opportunities for electronic building inspection requests.
8. Provided timely customer service for the review of building plans and inspections and provided enhanced services to the public and development community utilizing the City's technology. Reviewed plans and issued 2,856 permits; performed 8,255 building inspections.
9. Reviewed projects within the City and in adjacent jurisdictions including the environmental analysis for development on portions of the Heritage Fields (Great Park) and adjacent county parcels.
10. Presented potential modifications to the zoning regulations and City Council Public Convenience and Necessity (PCN) policy pertaining to the sale of alcohol for off-site consumption.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Provide assistance to the public, business and development community through the review and analysis of proposed projects and present recommendations to the Planning Commission for consideration.

2. Present for City Council consideration, a phased work program for a comprehensive update to the City's General Plan. Initiate Phase 1 of the program to engage the residents and business in the formulation of community wide goals and the review of background studies that will form the basis of the new plan.
3. Work with Irvine Ranch Water District to amend City entitlements and secure necessary Resource Agency permits for the Civic Center site.
4. Provide assistance to OSA landowners to facilitate the construction of approved projects.
5. Provide timely customer service for the review of building plans and inspections and enhance services to the development community by implementing upgrades to the permitting system.

**DEVELOPMENT SERVICES - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Personnel	\$1,135,009	\$1,119,800	\$1,010,800	\$1,018,500
Operations and Maintenance	60,435	92,400	91,100	88,100
Contract Services	2,170,458	1,765,000	1,265,000	1,265,000
Activity Total	\$3,365,902	\$2,977,200	\$2,366,900	\$2,371,600
Funding Source:				
General Fund	\$3,365,902	\$2,977,200	\$2,366,900	\$2,371,600
Total Positions:				
Full-Time	9.0	9.0	8.0	8.0

PERFORMANCE MEASURES

Description	Actual <u>2013-14</u>	Adopted Budget <u>2014-15</u>	Adopted Budget <u>2015-16</u>
<u>Building Inspection and Construction</u>			
<u>Plan Review</u>			
% of plan checks completed within timeframes established by City contract	100%	100%	100%
% of building inspections completed within timeframes established by City contract	100%	100%	100%
<u>Planning Division</u>			
% of staff planning reviews completed within established timeframes	95%	95%	100%
% of requests for information responded to within 24 hours	N/A	N/A	95%
<u>Administration</u>			
% of Planning Commission issues addressed	100%	100%	N/A

**DEVELOPMENT SERVICES - ALL DIVISIONS
BUDGET DETAIL**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$862,297	\$815,100	\$749,600	\$756,600
Overtime	2,346	1,900	2,000	2,000
Part-Time Personnel	36,736	43,800	43,800	43,800
Medicare	12,321	12,400	11,500	11,600
Retirement	89,928	94,500	63,100	63,700
Health Insurance	131,381	152,100	140,800	140,800
Subtotal	<u>1,135,009</u>	<u>1,119,800</u>	<u>1,010,800</u>	<u>1,018,500</u>
<u>Operations and Maintenance:</u>				
Memberships and Dues	3,183	3,900	4,000	4,000
Training and Education	2,037	4,600	4,600	4,600
Travel, Conferences, Meetings	3,072	5,800	7,300	7,300
<u>Individual Travel Accounts:</u>				
Brower Travel		1,000	1,000	1,000
Carter Travel	95			
DeAlmeida Travel			1,000	1,000
Fuentes Travel		1,000	1,000	1,000
Hamilton Travel		1,000		
Hughes Travel	95			
Ludden Travel		1,000	1,000	1,000
Verplancke Travel		1,000	1,000	1,000
Commissioner Stipend		14,200	14,200	14,200
Auto Allowance	16,866	16,800	16,800	13,800
Mileage Reimbursement	535	800	700	700
Operating Supplies	3,405	4,000	4,000	4,000
Printing and Duplicating	824	1,800	1,900	1,900
Postage and Deliveries	1,767	500	500	500
Subscriptions and Books	2,823	3,000	3,000	3,000
Uniforms	194	1,200	400	400
Telephone and Other		5,000	1,700	1,700
Equipment Rentals/Leases	5,119	5,200	5,000	5,000
Software Licenses/Maintenance	20,420	20,600	22,000	22,000
Subtotal	<u>60,435</u>	<u>92,400</u>	<u>91,100</u>	<u>88,100</u>
<u>Contract Services:</u>				
Records Management	5,144			
Planning	106,276	65,000	65,000	65,000
Opportunities Study	591			
Building and Safety	2,058,447	1,700,000	1,200,000	1,200,000
Subtotal	<u>2,170,458</u>	<u>1,765,000</u>	<u>1,265,000</u>	<u>1,265,000</u>
Activity Total	<u>\$3,365,902</u>	<u>\$2,977,200</u>	<u>\$2,366,900</u>	<u>\$2,371,600</u>

DEVELOPMENT SERVICES - ADMINISTRATION DIVISION BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$306,749	\$275,500	\$225,500	\$225,500
Overtime	408	700	700	700
Part-Time Personnel	18,316	29,800	29,800	29,800
Medicare	4,416	4,400	3,700	3,700
Retirement	30,617	32,100	19,600	19,600
Health Insurance	43,794	50,700	35,200	35,200
Subtotal	404,300	393,200	314,500	314,500
<u>Operations and Maintenance:</u>				
Memberships and Dues	890	900	1,000	1,000
Training and Education	303	1,600	1,600	1,600
Travel, Conferences, Meetings	617	1,300	1,300	1,300
Auto Allowance	4,819	4,800	4,800	4,800
Mileage Reimbursement	118	300	200	200
Operating Supplies	445	1,000	1,000	1,000
Printing and Duplicating	52			
Subscriptions and Books	1,708	2,000	2,000	2,000
Subtotal	8,952	11,900	11,900	11,900
<u>Contract Services:</u>				
Records Management	5,144			
Subtotal	5,144	0	0	0
Activity Total	\$418,396	\$405,100	\$326,400	\$326,400
<u>Funding Source:</u>				
General Fund	\$418,396	\$405,100	\$326,400	\$326,400

DEVELOPMENT SERVICES - BUILDING DIVISION BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$66,461	\$64,600	\$64,600	\$64,600
Overtime	280	\$200	300	300
Medicare	892	900	900	900
Retirement	7,084	7,500	5,500	5,500
Health Insurance	14,598	16,900	17,600	17,600
Subtotal	89,315	90,100	88,900	88,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	440	500	500	500
Training and Education	554	1,000	1,000	1,000
Mileage Reimbursement	134	200	200	200
Operating Supplies	468	1,200	1,200	1,200
Printing and Duplicating	577	500	600	600
Subscriptions and Books	2,460	500	500	500
Uniforms	194	1,200	400	400
Telephone and Other		5,000	1,700	1,700
Equipment Rentals/Leases	5,119	5,200	5,000	5,000
Software Licenses/Maintenance	10,210	10,300	11,000	11,000
Subtotal	20,156	25,600	22,100	22,100
<u>Contract Services:</u>				
Building and Safety	2,058,447	1,700,000	1,200,000	1,200,000
Subtotal	2,058,447	1,700,000	1,200,000	1,200,000
Activity Total	\$2,167,918	\$1,815,700	\$1,311,000	\$1,311,000
 <u>Funding Source:</u>				
General Fund	\$2,167,918	\$1,815,700	\$1,311,000	\$1,311,000

**DEVELOPMENT SERVICES - PLANNING DIVISION
BUDGET DETAIL**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$489,087	\$475,000	\$459,500	\$466,500
Overtime	1,658	1,000	1,000	1,000
Part-Time Personnel	18,420	14,000	14,000	14,000
Medicare	7,013	7,100	6,900	7,000
Retirement	52,227	54,900	38,000	38,600
Health Insurance	72,989	84,500	88,000	88,000
Subtotal	<u>641,394</u>	<u>636,500</u>	<u>607,400</u>	<u>615,100</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,853	2,500	2,500	2,500
Training and Education	1,180	2,000	2,000	2,000
Travel, Conferences, Meetings	2,455	4,500	6,000	6,000
<u>Commissioner Travel:</u>				
Brower Travel		1,000	1,000	1,000
DeAlmeida Travel			1,000	1,000
Carter Travel	95			
Fuentes Travel		1,000	1,000	1,000
Hamilton Travel		1,000		
Hughes Travel	95			
Ludden Travel		1,000	1,000	1,000
Verplancke Travel		1,000	1,000	1,000
Commissioner Stipend		14,200	14,200	14,200
Auto Allowance	12,047	12,000	12,000	9,000
Mileage Reimbursement	283	300	300	300
Operating Supplies	2,492	1,800	1,800	1,800
Printing and Duplicating	195	1,300	1,300	1,300
Postage and Deliveries	59	500	500	500
Subscriptions and Books	363	500	500	500
Software Licenses/Maintenance	10,210	10,300	11,000	11,000
Subtotal	<u>31,327</u>	<u>54,900</u>	<u>57,100</u>	<u>54,100</u>
<u>Contract Services:</u>				
Planning	106,276	65,000	65,000	65,000
Opportunities Study	591			
Subtotal	<u>106,867</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
Activity Total	<u><u>\$779,588</u></u>	<u><u>\$756,400</u></u>	<u><u>\$729,500</u></u>	<u><u>\$734,200</u></u>
<u>Funding Source:</u>				
General Fund	\$779,588	\$756,400	\$729,500	\$734,200

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, which includes all public streets, sidewalks, storm drains, traffic signals, landscaping, parks, buildings, solid waste collection services, and city fleet maintenance. The Department accomplishes this through five major disciplines: administration, engineering, infrastructure maintenance, traffic management, and water quality.

The Public Works 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 the quality of life in Lake Forest. 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 2014-15 MAJOR ACCOMPLISHMENTS

1. Completed construction of the Lake Forest Sports Park under budget and on time.
2. Provided new solid waste collection services to each resident and business through a new franchise agreement.
3. Completed pavement resurfacing of Los Alisos Boulevard from Mission Viejo city limit to the I-5 Freeway.
4. Completed pavement resurfacing of Bake Parkway east of Portola Parkway.
5. Completed slurry seal of all residential streets in Foothill Ranch.
6. Completed slurry seal of all City park parking lots.
7. Initiated construction of the ADA access ramp Phase VII project.
8. Completed the design of the ADA access ramp Phase VIII project.
9. Completed the design and construction of a traffic signal at Rancho Parkway and the Sports Park access road.
10. Initiated eight traffic signal synchronization projects of which five were completed including: Los Alisos Boulevard, Santa Margarita Parkway, Lake Forest Drive, Trabuco Road, and Jeronimo Road.
11. Implemented the Traffic Signal Monitoring Program with daily reviews of traffic signal components in the field.
12. Completed average daily traffic counts of all arterials citywide.
13. Completed the Traffic Signal Coordination Master Plan.

14. Completed replacement of 42 internally illuminated street name sign panels.
15. Implemented a new concrete sidewalk repair and inspection program.
16. Completed construction for the grant-funded Phase 3 storm drain retrofit with automatic retractable screens.
17. Participated in the collaborative development of a Selenium TMDL for the Newport Bay Watershed.
18. Participated in the fifth-term MS4 permit adoption process with the Santa Ana and San Diego Regional Water Quality Control Boards.
19. Initiated legal/regulatory designation of the City's storm water program to be regulated by a single regional water quality control board.
20. Successfully secured two federally-funded grants for Alton Parkway resurfacing, Portola Parkway resurfacing, and a Measure M grant for Portola Parkway widening, totaling approximately \$1 million.
21. Completed the procurement and installation of four Big Belly solar compactors at the Lake Forest Sports Park.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Complete the construction for three traffic signal synchronization projects for Alton Parkway, Bake Parkway, and Barranca/Muirlands Boulevard.
2. Complete the construction of the ADA access ramp Phase VIII project.
3. Complete the resurfacing of Alton Parkway from west of Portola Parkway to Rancho Parkway South.
4. Complete slurry seal of residential streets in Zone A (North of Ridge Route/West of Jeronimo).
5. Initiate widening of Portola Parkway and streetscape improvements from SR-241 to Rancho Parkway.
6. Initiate construction of Village Pond Park improvements.
7. Continue a concrete sidewalk repair and annual inspection program.
8. Continue the sign replacement project.
9. Initiate and complete construction of grant-funded Phase 4 automatic retractable screen for catch basins.
10. Design and construct improvements at the Sports Park: lighting tot lot and batting cages; expanding hiking trails.
11. Design gazebo and picnic shelters at various park locations.
12. Complete the Traffic Signal System Communication Enhancement Project.
13. Complete the replacement of 40 internally illuminated street name sign panels, Phase 2.
14. Complete construction of Saddleback Ranch Road traffic calming project.
15. Participate in the collaborative development of a Selenium TMDL for the Newport Bay Watershed.
16. Complete the fifth-term MS4 permit adoption process with the Santa Ana and San Diego Regional Water Quality Control Boards.
17. Complete legal/regulatory designation of the City's stormwater program to be regulated by a single regional water quality control board.

**PUBLIC WORKS - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Personnel	\$1,428,123	\$1,616,500	\$1,812,600	\$1,785,100
Operations and Maintenance	1,728,506	2,283,100	2,485,900	2,485,900
Contract Services	5,745,484	7,382,500	7,413,600	7,413,600
Activity Total	<u>\$8,902,113</u>	<u>\$11,282,100</u>	<u>\$11,712,100</u>	<u>\$11,684,600</u>
Funding Sources:				
General Fund	\$7,162,379	\$9,082,000	\$9,736,500	\$9,709,000
Gas Tax Fund	1,699,619	1,992,300	1,824,400	1,824,400
Grant Funds	40,000	150,300	90,400	90,400
Air Quality Management District Fund	115	57,500	60,800	60,800
Total Positions:				
Full-Time	<u>15.0</u>	<u>15.0</u>	<u>15.0</u>	<u>15.0</u>

PERFORMANCE MEASURES

Description	Actual 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
<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	100%	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	2%	5%	3%
% change: landscape maintenance cost contracted services	0%	10%	3%
% change: citizen requests	0%	0%	0%

PERFORMANCE MEASURES (continued)

<u>Description</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
<u>Park Maintenance</u>			
% change: park maintenance cost	6%	41%	12%
% 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	37%	0%	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	3%	3%	3%
% change recycled: commercial and multi-family	0%	10%	10%
% of service request initial investigation completed within 5 days	100%	100%	100%
% change: citizen requests	344%	0%	0%
<u>Streets and Right-of-Way Maintenance</u>			
% of paved street lane miles rated fair or better	80%	80%	80%
% of service request initial responses accomplished within 5 days	100%	100%	100%
% change: cost per sidewalk repair (square foot)	0%	0%	0%
% change: cost per traffic signal maintained	-13%	5%	0%
% change: cost per tree maintained	0%	0%	0%
% change: cost per paved street curb mile swept	1%	3%	3%
Days between street sweepings	7	7	7
% change: citizen requests	1%	0%	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%

**PUBLIC WORKS - ALL DIVISIONS
BUDGET DETAIL**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$1,063,122	\$1,208,700	\$1,394,200	\$1,369,100
Overtime			3,000	3,000
Part-Time Personnel	33,895	14,000	14,000	14,000
Medicare	14,686	17,800	20,400	20,100
Retirement	112,049	139,400	117,100	115,000
Health Insurance	204,371	236,600	263,900	263,900
Subtotal	1,428,123	1,616,500	1,812,600	1,785,100
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,577	4,300	4,000	4,000
Training and Education	2,276	3,400	3,600	3,600
Travel, Conferences, Meetings	2,219	7,300	9,100	9,100
Auto Allowance	12,862	13,800	16,800	16,800
Mileage Reimbursement	219	1,300	1,200	1,200
Operating Supplies	3,916	2,900	3,300	3,300
Printing and Duplicating	1,418	600	800	800
Postage and Deliveries	165	300	300	300
Subscriptions and Books	1,473	2,100	2,100	2,100
Uniforms	10	1,800	1,600	1,600
Bus Shelter Utilities	1,611	1,400	1,600	1,600
Street Light Utilities	558,286	585,300	624,100	624,100
Telephone and Other	1,545	2,500	2,600	2,600
MPS Utilities	298,362	353,400	353,400	353,400
Park Utilities	369,882	548,100	637,000	637,000
Alton Mitigation	29,290	21,600	31,000	31,000
Building Maintenance	3,645	15,000	48,000	48,000
Janitorial Maintenance	32,028	79,700	87,200	87,200
Electrical Maintenance	46,224	107,100	105,000	105,000
Building Repairs	3,616	13,500	12,000	12,000
Software Licenses/Maintenance	10,209	12,200	22,200	22,200
Vehicle Replacement	30,000	12,600	12,600	12,600
Vehicle Maintenance	6,506	13,600	13,600	13,600
NPDES ¹ Permit	137,466	206,000	221,000	221,000
Water Quality	106,040	177,000	185,500	185,500
Traffic Signal Utilities	67,661	86,300	86,300	86,300
Miscellaneous Maintenance		10,000		
Subtotal	1,728,506	2,283,100	2,485,900	2,485,900

PUBLIC WORKS - ALL DIVISIONS
BUDGET DETAIL (continued)

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Contract Services:</u>				
Project Engineering	832,605	979,200	979,200	979,200
Traffic Engineering	188,052	349,100	195,000	195,000
Office Engineering	86,197	25,000	25,000	25,000
Solid Waste	66,388	40,000	40,000	40,000
Beverage Container Recycling Grant		110,300	50,400	50,400
Miscellaneous	17,592			
Park/MPS Landscape Repair	389,091	606,600	686,100	686,100
Park Landscape Maintenance	1,403,323	1,984,300	2,204,800	2,315,100
MPS Landscape Maintenance	650,650	884,300	867,000	829,300
Tree Maintenance	215,180	263,200	263,200	263,200
Backflow Prevention	10,617	18,000	13,000	13,000
Residential Street Sweeping	187,481	234,000	234,000	178,600
Arterial Street Sweeping	129,385	125,000	125,000	118,300
Citations Collection			3,000	3,000
Bus Shelter Maintenance	46,004	73,000	73,000	62,500
Traffic Signal Maintenance	278,588	281,700	301,200	301,200
Street Maintenance	1,244,331	1,388,800	1,353,700	1,353,700
Curb and Gutter Repair		5,000		
Sidewalk Repairs		15,000		
Subtotal	5,745,484	7,382,500	7,413,600	7,413,600
Activity Total	\$8,902,113	\$11,282,100	\$11,712,100	\$11,684,600

¹ NPDES = National Pollutant Discharge Elimination System

² CIWMB = California Integrated Waste Management Board

PUBLIC WORKS - ADMINISTRATION DIVISION
BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$294,678	\$369,700	\$311,400	\$307,700
Part-Time Personnel	\$33,607	14,000	14,000	14,000
Medicare	4,350	5,600	4,700	4,700
Retirement	34,070	42,800	26,600	26,300
Health Insurance	56,786	67,600	52,800	52,800
Subtotal	<u>423,491</u>	<u>499,700</u>	<u>409,500</u>	<u>405,500</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	491	900	900	900
Training and Education	577	800	800	800
Travel, Conferences, Meetings	987	3,400	3,400	3,400
Auto Allowance	4,578	4,800	4,800	4,800
Mileage Reimbursement	36	300	200	200
Operating Supplies	827	2,000	2,000	2,000
Postage and Deliveries	142			
Subscriptions and Books	192	200	200	200
Subtotal	<u>7,830</u>	<u>12,400</u>	<u>12,300</u>	<u>12,300</u>
<u>Contract Services:</u>				
Solid Waste	66,388	40,000	40,000	40,000
Miscellaneous	17,592			
Beverage Container Recycling Grant		110,300	50,400	50,400
Subtotal	<u>83,980</u>	<u>150,300</u>	<u>90,400</u>	<u>90,400</u>
Activity Total	<u>\$515,301</u>	<u>\$662,400</u>	<u>\$512,200</u>	<u>\$508,200</u>
 <u>Funding Sources:</u>				
General Fund	\$475,301	\$512,100	\$421,800	\$417,800
Grant Funds	40,000	150,300	90,400	90,400

PUBLIC WORKS - ENGINEERING DIVISION
BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$298,964	\$297,800	\$308,900	\$308,900
Medicare	4,018	4,300	4,500	4,500
Retirement	32,070	34,300	26,300	26,300
Health Insurance	43,794	50,700	52,800	52,800
Subtotal	378,846	387,100	392,500	392,500
<u>Operation and Maintenance:</u>				
Memberships and Dues	116	700	700	700
Training and Education	310	200	200	200
Travel, Conferences, Meetings	454	1,600	1,600	1,600
Auto Allowance	3,006	3,000	3,000	3,000
Mileage Reimbursement		700	700	700
Operating Supplies	563	400	400	400
Printing and Duplicating	284	300	300	300
Subscriptions and Books	1,281	1,400	1,400	1,400
Street Light Utilities	558,286	585,300	624,100	624,100
Software Licenses/Maintenance	3,403	2,600	3,600	3,600
Subtotal	567,703	596,200	636,000	636,000
<u>Contract Services:</u>				
Project Engineering	832,605	979,200	979,200	979,200
Office Engineering	86,197	25,000	25,000	25,000
Subtotal	918,802	1,004,200	1,004,200	1,004,200
Activity Total	\$1,865,351	\$1,987,500	\$2,032,700	\$2,032,700
 <u>Funding Source:</u>				
General Fund	\$1,865,351	\$1,987,500	\$2,032,700	\$2,032,700

PUBLIC WORKS - LANDSCAPE/BUILDING MAINTENANCE DIVISION
BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$196,733	\$249,300	\$257,000	\$235,600
Overtime			1,000	1,000
Part-Time Personnel	288			
Medicare	2,622	3,600	3,700	3,400
Retirement	19,029	28,700	21,900	20,100
Health Insurance	43,356	57,500	59,800	59,800
Subtotal	262,028	339,100	343,400	319,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	600	1,600	1,600	1,600
Training and Education	1,089	1,600	1,600	1,600
Travel, Conferences, Meetings	705	1,800	2,700	2,700
Auto Allowance	1,010	1,200	1,200	1,200
Mileage Reimbursement		100	100	100
Operating Supplies	304		400	400
Printing and Duplicating	508		200	200
Subscriptions and Books		100	100	100
Uniforms		1,400	1,400	1,400
Bus Shelter Utilities	1,611	1,400	1,600	1,600
Telephone and Other	983	1,000	1,800	1,800
MPS Utilities	298,362	353,400	353,400	353,400
Park Utilities	369,882	383,300	386,300	386,300
Alton Mitigation	29,290	21,600	31,000	31,000
Building Maintenance	3,645	7,500	8,000	8,000
Janitorial Maintenance	32,028	32,500	40,000	40,000
Electrical Maintenance	46,224	90,000	90,000	90,000
Building Repairs	3,616	8,000	8,000	8,000
Software Licenses/Maintenance		4,400	13,400	13,400
Vehicle Replacement		7,700	7,700	7,700
Vehicle Maintenance	6,445	10,300	10,300	10,300
Subtotal	796,302	928,900	960,800	960,800
<u>Contract Services:</u>				
Park/MPS Landscape Repairs	226,004	410,600	410,600	410,600
Park Landscape Maintenance	1,403,323	1,501,600	1,537,800	1,648,100
MPS Landscape Maintenance	650,650	884,300	867,000	829,300
Tree Maintenance	215,180	263,200	263,200	263,200

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

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Contract Services (continued):</u>				
Backflow Prevention	10,617	13,000	13,000	13,000
Bus Shelter Maintenance	46,004	73,000	73,000	62,500
Subtotal	<u>2,551,778</u>	<u>3,145,700</u>	<u>3,164,600</u>	<u>3,226,700</u>
Activity Total	<u>\$3,610,108</u>	<u>\$4,413,700</u>	<u>\$4,468,800</u>	<u>\$4,507,400</u>
Funding Source:				
General Fund	\$3,610,108	\$4,413,700	\$4,468,800	\$4,507,400

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

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$93,483	\$67,900	\$284,800	\$284,800
Overtime			1,000	1,000
Medicare	1,277	1,000	4,100	4,100
Retirement	9,818	7,800	24,200	24,200
Health Insurance	19,999	15,200	51,000	51,000
Subtotal	<u>124,577</u>	<u>91,900</u>	<u>365,100</u>	<u>365,100</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues		200	200	200
Training and Education		400	400	400
Travel, Conferences, Meetings	59			
Auto Allowance	909	1,200	4,200	4,200
Operating Supplies	912	200	200	200
Printing and Duplicating	353			
Postage and Deliveries	23			
Subscriptions and Books		400	400	400
Software Licenses/Maintenance	3,403	2,600	2,600	2,600
Traffic Signal Utilities	67,661	86,300	86,300	86,300
Miscellaneous Maintenance		10,000		
Subtotal	<u>73,320</u>	<u>101,300</u>	<u>94,300</u>	<u>94,300</u>
<u>Contract Services:</u>				
Traffic Engineering	188,052	349,100	195,000	195,000
Traffic Signal Maintenance	278,588	281,700	301,200	301,200
Street Maintenance	1,165,433	1,302,700	1,302,700	1,302,700
Curb and Gutter Repairs		5,000		
Sidewalk Repairs		15,000		
Subtotal	<u>1,632,073</u>	<u>1,953,500</u>	<u>1,798,900</u>	<u>1,798,900</u>
Activity Total	<u>\$1,829,970</u>	<u>\$2,146,700</u>	<u>\$2,258,300</u>	<u>\$2,258,300</u>
<u>Funding Sources:</u>				
General Fund	\$130,236	\$96,900	\$373,100	\$373,100
Gas Tax Fund	1,699,619	1,992,300	1,824,400	1,824,400
Air Quality Management District Fund	115	57,500	60,800	60,800

PUBLIC WORKS - SPORTS PARK DIVISION BUDGET DETAIL
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Expense Classification	Actual 2013-14¹	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel		\$60,900	\$63,000	\$63,000
Overtime			1,000	1,000
Medicare		900	900	900
Retirement		7,000	5,400	5,400
Health Insurance		11,800	12,300	12,300
Subtotal	0	80,600	82,600	82,600
<u>Operation and Maintenance:</u>				
Auto Allowance		600	600	600
Park Utilities		164,800	250,700	250,700
Building Maintenance		7,500	40,000	40,000
Janitorial Maintenance		47,200	47,200	47,200
Electrical Maintenance		17,100	15,000	15,000
Building Repairs		5,500	4,000	4,000
Subtotal	0	242,700	357,500	357,500
<u>Contract Services:</u>				
Landscape Repairs		56,000	135,500	135,500
Landscape Maintenance		482,700	667,000	667,000
Backflow Prevention		5,000		
Subtotal	0	543,700	802,500	802,500
Activity Total	\$0	\$867,000	\$1,242,600	\$1,242,600
 <u>Funding Source:</u>				
General Fund	\$0	\$867,000	\$1,242,600	\$1,242,600

¹ This division was created in Fiscal Year 2014-15.

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

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$179,264	\$163,100	\$169,100	\$169,100
Medicare	2,419	2,400	2,500	2,500
Retirement	17,062	18,800	12,700	12,700
Health Insurance	40,436	33,800	35,200	35,200
Subtotal	239,181	218,100	219,500	219,500
<u>Operation and Maintenance:</u>				
Memberships and Dues	370	900	600	600
Training and Education	300	400	600	600
Travel, Conferences, Meetings	14	500	1,400	1,400
Auto Allowance	3,359	3,000	3,000	3,000
Mileage Reimbursement	183	200	200	200
Operating Supplies	1,310	300	300	300
Printing and Duplicating	273	300	300	300
Postage and Deliveries		300	300	300
Uniforms	10	400	200	200
Telephone and Other	562	1,500	800	800
Software Licenses/Maintenance	3,403	2,600	2,600	2,600
Vehicle Replacement	30,000	4,900	4,900	4,900
Vehicle Maintenance	61	3,300	3,300	3,300
NPDES ¹ Permit	137,466	206,000	221,000	221,000
Water Quality	106,040	177,000	185,500	185,500
Subtotal	283,351	401,600	425,000	425,000
<u>Contract Services:</u>				
Park/MPS Landscape Repairs	163,087	140,000	140,000	140,000
Residential Street Sweeping	187,481	234,000	234,000	178,600
Arterial Street Sweeping	129,385	125,000	125,000	118,300
Citations Collection			3,000	3,000
Street Maint. - Storm Drains	78,898	86,100	51,000	51,000
Subtotal	558,851	585,100	553,000	490,900
Activity Total	\$1,081,383	\$1,204,800	\$1,197,500	\$1,135,400
 Funding Source:				
General Fund	\$1,081,383	\$1,204,800	\$1,197,500	\$1,135,400

¹ NPDES = National Pollutant Discharge Elimination System

MANAGEMENT SERVICES

DEPARTMENT DESCRIPTION

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

FISCAL YEAR 2014-15 MAJOR ACCOMPLISHMENTS

1. Engage the Community: Sponsored the 2015 Lake Forest community Calendar featuring Lake Forest parks.
2. Engage the Community: Featured a resident-submitted recurring column in the Leaflet featuring the new Sports Park and Recreation Center.
3. Engage the Community: Conducted the biennial Community Satisfaction Survey.
4. Engage the Community: Developed and presented a community workshop titled "Public Employment 101: Understanding the Recruitment and Application Process."
5. Enhance Communications: Redesigned *The Leaflet* to increase readability, improve visual appeal, and strengthen the City's brand.
6. Enhance Communications: Redesigned the City's website to improve functionality, usability, and relevance while improving access across a variety of mobile devices.
7. Enhance Communications: Developed a Lake Forest Welcome Packet containing important community information for new residents.
8. Enhance Communications: Developed a series of mobile banners documenting and celebrating the City's journey in delivering the Sports Park.
9. Deliver New Services and Amenities: Deployed a web portal for the online request and scheduling of building inspections, and the use of mobile apps for field staff, based on the EnerGov platform.
10. Deliver New Services and Amenities: Launched a consolidated wireless network (Wi-Fi) throughout the Lake Forest Sports Park, Etnies Skate Park, and City Hall, enhancing City operations and providing filtered public internet access.
11. Deliver New Services and Amenities: Completed the technology initiatives at the new Lake Forest Sports Park and Recreation Center including a computer training room, a data network fully integrated with City Hall, and a Voice-Over-IP system providing extension-to-extension dialing between the Sports Park, Skate Park, and City Hall.

12. Deliver New Services and Amenities: Issued Requests for Proposals for architectural design services and construction management services.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Engage the Community: Host a virtual scavenger hunt on the new City website to introduce users to new features and functionality.
2. Engage the Community: Initiate the community engagement process for the Lake Forest Civic Center.
3. Enhance Communications: Utilize audience profiling techniques to maximize social media integration into the City's overall marketing plans.
4. Enhance Communications: Develop a City-wide resource guide, including a City map, listing various services, amenities, and facilities.
5. Deliver New Services and Amenities: Upgrade the City Hall Computer Training Lab with new computers, software, and peripherals to provide an improved, high-tech public workspace.
6. Modernize Operations: Continue the City's effort to move towards a fully paperless recruitment process.
7. Promoting Risk Management: Enhance Employee Safety program by updating existing resources.

**MANAGEMENT SERVICES - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16 ¹
Personnel	\$642,640	\$665,000	\$761,000	\$615,400
Operations and Maintenance	2,756,025	2,367,900	3,202,100	3,199,500
Contract Services	361,850	361,300	543,300	543,300
Capital Outlay	113,586	168,900	112,300	112,300
Activity Total	<u>\$3,874,101</u>	<u>\$3,563,100</u>	<u>\$4,618,700</u>	<u>\$4,470,500</u>
Funding Source:				
General Fund	\$3,874,101	\$3,563,100	\$4,618,700	\$4,470,500
Total Positions:				
Full-Time	<u>6.55</u>	<u>5.75</u>	<u>6.00</u>	<u>5.00</u>

PERFORMANCE MEASURES

Description	Actual 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
<u>Personnel Recruitment and Selection</u>			
Employee turnover rate	10%	5%	5%
Average # of applications per open recruitment	97	100	90
<u>Training and Development</u>			
Performance evaluations - % completed on time	90%	90%	90%
Training/Wellness - # of in-house opportunities provided to employees	24	12	12
<u>Computer Systems</u>			
% computer help desk calls completed within 3 days	100%	85%	85%
% server availability	96.8%	99.5%	99.5%
<u>Communications</u>			
# of website visits (per month)	14,600	20,000	20,000

¹ In Fiscal Year 2015-16, the City Clerk's Office becomes a separate department as a result of the structural modification to the City's Organizational Chart. The City Clerk activity is reflected retroactively in the City Clerk Department.

**MANAGEMENT SERVICES - ALL DIVISIONS
BUDGET DETAIL**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$474,184	\$475,000	\$570,300	\$452,400
Overtime		1,000	1,000	1,000
Part-Time Personnel	21,148	31,400	13,500	13,500
Medicare	6,677	7,300	8,500	6,700
Retirement	50,964	55,000	48,800	38,800
Health Insurance	77,253	80,300	103,900	88,000
Annual Physical Exams	500	3,000	3,000	3,000
Pre-Employment Testing	5,878	6,000	6,000	6,000
Tuition Reimbursement	6,036	6,000	6,000	6,000
Subtotal	642,640	665,000	761,000	615,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,250	2,800	3,000	3,000
Training and Education	8,564	32,000	32,000	32,000
Travel, Conferences, Meetings	940	6,600	6,800	6,800
Auto Allowance	10,841	10,800	10,300	7,700
Mileage Reimbursement	624	1,000	1,000	1,000
Operating Supplies	42,157	61,800	57,800	57,800
Recruitment Panel Hosting			1,000	1,000
Printing and Duplicating	4,410	9,700	9,700	9,700
Legal Advertising	750	1,000	1,000	1,000
Postage and Deliveries	43,275	51,400	51,400	51,400
Subscriptions and Books	12,813	15,100	16,800	16,800
Telephone and Other	28,678	36,100	43,500	43,500
City Hall Rent	1,298,001	950,000	975,000	975,000
Office Relocation	45,037			
Equipment Rentals/Leases	50,928	39,200	39,200	39,200
Equipment Maintenance	2,462	3,500	3,900	3,900
Computer Maintenance/Supply	353,749	344,900	74,800	74,800
Software Licenses/Maintenance	96,501	105,100	105,500	105,500
Website Update Services	19,430	39,000	30,700	30,700
PERS Unfunded Liability			136,800	136,800
General Liability	578,986	487,600	1,229,000	1,229,000
Property Insurance	18,042	25,000	25,000	25,000
Workers' Compensation	107,393	114,900	303,000	303,000
Other Insurance	31,194	30,400	44,900	44,900
Subtotal	2,756,025	2,367,900	3,202,100	3,199,500

MANAGEMENT SERVICES - ALL DIVISIONS
BUDGET DETAIL (continued)

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Contract Services:</u>				
Elections				
Newsletter	45,917	67,000	67,000	67,000
Citizen's Academy	3,657	4,000		
Records Management	1,750	25,000	10,000	10,000
Miscellaneous	33,153	46,000	46,000	46,000
Information Services	257,347	148,000	386,000	386,000
Communications	8,235	18,300	21,300	21,300
Printer Management	11,791	13,000	13,000	13,000
General		40,000		
Subtotal	361,850	361,300	543,300	543,300
<u>Capital Outlay:</u>				
Equipment	41,240	84,500	41,000	41,000
Furniture	590	30,000	3,000	3,000
Computers	37,434	39,000	63,300	63,300
Computer Software	34,322	15,400	5,000	5,000
Subtotal	113,586	168,900	112,300	112,300
Activity Total	\$3,874,101	\$3,563,100	\$4,618,700	\$4,470,500

MANAGEMENT SERVICES - PUBLIC INFORMATION DIVISION
BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$181,419	\$175,900	\$182,300	\$127,800
Part-Time Personnel	7,821	13,500	13,500	13,500
Medicare	2,546	2,700	2,800	2,000
Retirement	19,427	20,400	15,800	11,100
Health Insurance	40,144	29,600	31,700	24,600
Subtotal	251,357	242,100	246,100	179,000
<u>Operation and Maintenance:</u>				
Memberships and Dues	275	1,100	1,100	1,100
Training and Education	1,019	1,500	1,500	1,500
Travel, Conferences, Meetings	478	1,000	1,000	1,000
Auto Allowance	3,162	3,200	3,100	1,900
Mileage Reimbursement	242	500	500	500
Operating Supplies	128	6,200	3,200	3,200
Printing and Duplicating		3,700	3,700	3,700
Postage and Deliveries	37,700	36,000	36,000	36,000
Subscriptions and Books	1,302	2,000	2,000	2,000
Software Licenses/Maintenance	4,399	4,300	4,600	4,600
Website Update Services		13,800	13,800	13,800
Subtotal	48,705	73,300	70,500	69,300
<u>Contract Services:</u>				
Newsletter	45,917	67,000	67,000	67,000
Citizen's Academy	3,657	4,000		
Communications	8,235	18,300	21,300	21,300
General		40,000		
Subtotal	57,809	129,300	88,300	88,300
Activity Total	\$357,871	\$444,700	\$404,900	\$336,600
<u>Funding Source:</u>				
General Fund	\$357,871	\$444,700	\$404,900	\$336,600

MANAGEMENT SERVICES - INFORMATION TECHNOLOGY DIVISION
BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$149,745	\$148,600	\$226,200	\$222,800
Part-Time Personnel	13,327	17,900		
Medicare	2,266	2,400	3,300	3,200
Retirement	16,182	17,300	19,200	19,000
Health Insurance	18,247	21,100	39,600	40,500
Subtotal	199,767	207,300	288,300	285,500
<u>Operation and Maintenance:</u>				
Memberships and Dues		600	800	800
Training and Education	248	8,000	8,000	8,000
Travel, Conferences, Meetings		5,000	5,200	5,200
Auto Allowance	4,216	4,200	4,200	4,400
Operating Supplies	181			
Printing and Duplicating	43			
Subscriptions and Books	11,240	12,400	14,100	14,100
Telephone and Other	4,668	4,400	8,800	8,800
Equipment Maintenance	2,462	3,500	3,900	3,900
Computer Maintenance/Supply	353,749	344,900	74,800	74,800
Software Licenses/Maintenance	84,962	96,800	96,900	96,900
Website Update Services	19,430	25,200	16,900	16,900
Subtotal	481,199	505,000	233,600	233,800
<u>Contract Services:</u>				
Records Management	1,750	25,000	10,000	10,000
Information Services	257,347	148,000	386,000	386,000
Subtotal	259,097	173,000	396,000	396,000
<u>Capital Outlay:</u>				
Equipment	41,240	84,500	41,000	41,000
Computers	37,434	39,000	63,300	63,300
Computer Software	34,322	15,400	5,000	5,000
Subtotal	112,996	138,900	109,300	109,300
Activity Total	\$1,053,059	\$1,024,200	\$1,027,200	\$1,024,600
<u>Funding Source:</u>				
General Fund	\$1,053,059	\$1,024,200	\$1,027,200	\$1,024,600

MANAGEMENT SERVICES - HUMAN RESOURCES DIVISION BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$143,020	\$150,500	\$161,800	\$101,800
Overtime		1,000	1,000	1,000
Medicare	1,865	2,200	2,400	1,500
Retirement	15,355	17,300	13,800	8,700
Health Insurance	18,862	29,600	32,600	22,900
Annual Physical Exams	500	3,000	3,000	3,000
Pre-Employment Testing	5,878	6,000	6,000	6,000
Tuition Reimbursement	6,036	6,000	6,000	6,000
Subtotal	191,516	215,600	226,600	150,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	975	1,100	1,100	1,100
Training and Education	7,297	22,500	22,500	22,500
Travel, Conferences, Meetings	462	600	600	600
Auto Allowance	3,463	3,400	3,000	1,400
Mileage Reimbursement	382	500	500	500
Operating Supplies	1,483	4,600	3,600	3,600
Recruitment Panel Hosting			1,000	1,000
Printing and Duplicating	235	1,000	1,000	1,000
Legal Advertising	750	1,000	1,000	1,000
Postage and Deliveries	135	400	400	400
Subscriptions and Books	271	700	700	700
Software Licenses/Maintenance	7,140	4,000	4,000	4,000
Other Insurance	(973)			
Subtotal	21,620	39,800	39,400	37,800
<u>Contract Services:</u>				
Miscellaneous	33,153	46,000	46,000	46,000
Subtotal	33,153	46,000	46,000	46,000
<u>Capital Outlay:</u>				
Furniture	590	30,000	3,000	3,000
Subtotal	590	30,000	3,000	3,000
Activity Total	\$246,879	\$331,400	\$315,000	\$237,700
 <u>Funding Source:</u>				
General Fund	\$246,879	\$331,400	\$315,000	\$237,700

MANAGEMENT SERVICES - NON-DEPARTMENTAL DIVISION BUDGET DETAIL
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Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Operation and Maintenance:</u>				
Operating Supplies	\$40,365	\$51,000	\$51,000	\$51,000
Printing and Duplicating	4,132	5,000	5,000	5,000
Postage and Deliveries	5,440	15,000	15,000	15,000
Telephone and Other	24,010	31,700	34,700	34,700
City Hall Rent	1,298,001	950,000	975,000	975,000
Office Relocation	45,037			
Equipment Rentals/Leases	50,928	39,200	39,200	39,200
PERS Unfunded Liability			136,800	136,800
General Liability Insurance	578,986	487,600	1,229,000	1,229,000
Property Insurance	18,042	25,000	25,000	25,000
Worker's Compensation Insurance	107,393	114,900	303,000	303,000
Other Insurance	32,167	30,400	44,900	44,900
Subtotal	2,204,501	1,749,800	2,858,600	2,858,600
<u>Contract Services:</u>				
Printer Management	11,791	13,000	13,000	13,000
Subtotal	11,791	13,000	13,000	13,000
Activity Total	\$2,216,292	\$1,762,800	\$2,871,600	\$2,871,600
 <u>Funding Source:</u>				
General Fund	\$2,216,292	\$1,762,800	\$2,871,600	\$2,871,600

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, Lake Forest Sports Park, Nature Park and Skate Park programs, excursions and park openings. The department also coordinates and manages the planning and design of recreation and community facilities.

FISCAL YEAR 2014-15 MAJOR ACCOMPLISHMENTS

1. Began programming at the Lake Forest Sports Park and Recreation Center.
2. Increased program revenue to \$350,000, an 8% increase from the Fiscal Year 2013-14.
3. Increased attendance in park and recreation programs by 9%.
4. Hosted the City's first Adults and Teens with Special Needs Dance.
5. Launched the Open Basketball and Open Volleyball Program at the Lake Forest Sports Park and Recreation Center.
6. Collected public input for Portola and Whispering Hills Park Master Plans.
7. Completed design for Village Pond Park.
8. Took part in the National Parks and Recreation Association's 2014 "10,000 Kids Outdoors" campaign.
9. Added taxi vouchers to the Senior Transportation Program.
10. Completed sports field allocations for 17 teams via the new Lake Forest field allocation process, a 142% increase from the previous year.
11. Completed the operating plan for the Lake Forest Sports Park and Recreation Center.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Launch a redesigned Etnies Skate Park of Lake Forest website.
2. Launch website pages for the Lake Forest Sports Park and Recreation Center as part of the City Website redesign.
3. Increase program revenue to \$400,000.
4. Increase attendance in park and recreation activities by 20%.
5. Increase programming for the special needs population.

**COMMUNITY SERVICES - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Personnel	\$1,649,907	\$1,876,100	\$1,983,100	\$1,973,000
Operations and Maintenance	1,262,640	1,483,900	1,473,800	1,473,800
Contract Services	67,576	50,400	76,400	76,400
Activity Total	\$2,980,123	\$3,410,400	\$3,533,300	\$3,523,200

Funding Sources:

General Fund	\$2,933,106	\$3,332,900	\$3,454,800	\$3,444,700
Senior Mobility Program Fund	47,017	77,500	78,500	78,500

Total Positions:

Full-Time	10.0	10.0	10.0	10.0
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PERFORMANCE MEASURES

Description	Actual 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
# of elementary students ¹ in SVUSD ² participating in after school programs	102,527	90,000	105,000
# of teens participating in teen programs ¹	8,319	6,500	9,000
# of seniors participating in senior programs ¹	29,444	30,000	30,000
# of participants in City programs ³	236,947	275,000	275,000
Total revenue	\$353,606	\$400,000	\$400,000

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

² Saddleback Valley Unified School District

³ City Programs refers to Recreation Classes, Camps, Family Excursions, Skate Park Classes and Camps, Park and Field Rentals, and Special Events.

COMMUNITY SERVICES - ALL DIVISIONS BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$825,343	\$801,300	\$844,800	\$835,600
Part-Time Personnel	547,233	760,600	827,400	827,400
Medicare	18,936	22,600	24,200	24,100
Retirement	108,651	122,600	94,900	94,100
Health Insurance	149,744	169,000	191,800	191,800
Subtotal	1,649,907	1,876,100	1,983,100	1,973,000
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,579	3,900	4,000	4,000
Training and Education	6,813	1,500	1,500	1,500
Travel, Conferences, Meetings	955	1,700	1,700	1,700
<u>Commissioner Travel:</u>				
Barajas Travel			1,000	1,000
Herrin Travel	237	1,000	1,000	1,000
Manning Travel	45	1,000		
Rosenberg Travel	379	1,000	1,000	1,000
Scherr Travel	424	1,000	1,000	1,000
Werkmeister Travel	45	1,000	1,000	1,000
Commissioner Stipend		3,300	3,300	3,300
Auto Allowance	10,842	10,800	10,800	10,800
Mileage Reimbursement	312	1,000	1,000	1,000
Operating Supplies	24,419	34,500	44,500	44,500
Printing and Duplicating	72,776	95,000	117,000	117,000
Postage and Deliveries	98			
Uniforms	54			
Cost of Merchandise Sales	26,210	25,000	25,000	25,000
Telephone and Other	11,096	11,200	22,200	22,200
Equipment Rentals/Leases	11,020	14,300	8,900	8,900
Building Maintenance	1,880	2,300	2,300	2,300
Equipment Maintenance	118			
Computer Maintenance/Supply	8,899			
Software Licenses/Maint.	8,985	9,300	10,300	10,300
Vehicle Replacement		6,900	6,900	6,900
Vehicle Maintenance	7,042	7,600	7,600	7,600
Holiday Banners	13,286	22,600	11,000	11,000
Community Services Programs	2,845	3,000	3,000	3,000
Community Events	322,550	321,900	266,000	266,000

COMMUNITY SERVICES - ALL DIVISIONS
BUDGET DETAIL (continued)

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Operation and Maintenance</u>				
<u>(continued):</u>				
SVUSD ¹ Recreation Programs	387,407	489,700	489,700	489,700
Senior Mobility Grant Program	47,017	77,500	78,500	78,500
Teen Programs	22,809	36,600	37,500	37,500
Senior Programs	132,566	142,700	131,800	131,800
Excursions	2,216	7,100		
Recreation Classes	67,585	84,500	84,500	84,500
Skate Park Programs	31,188	30,000	30,000	30,000
Youth Programs	37,943	35,000	35,500	35,500
Adult Sports Programs			34,300	34,300
Subtotal	1,262,640	1,483,900	1,473,800	1,473,800
<u>Contract Services:</u>				
Other			26,000	26,000
Miscellaneous	67,576	50,400	50,400	50,400
Subtotal	67,576	50,400	76,400	76,400
Activity Total	\$2,980,123	\$3,410,400	\$3,533,300	\$3,523,200

¹ SVUSD = Saddleback Valley Unified School District

COMMUNITY SERVICES - ADMINISTRATION DIVISION
BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$741,472	\$524,900	\$417,700	\$417,700
Overtime	7			
Part-Time Personnel	359,574	128,900	128,900	128,900
Medicare	15,123	9,500	7,900	7,900
Retirement	94,569	69,200	42,200	42,200
Health Insurance	135,146	101,400	98,600	98,600
Subtotal	1,345,891	833,900	695,300	695,300
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,414	3,700	3,800	3,800
Training and Education	6,663	500	500	500
Travel, Conferences, Meetings	945	1,400	1,400	1,400
<u>Commissioner Travel:</u>				
Barajas Travel			1,000	1,000
Herrin Travel	237	1,000	1,000	1,000
Manning Travel	45	1,000		
Rosenberg Travel	379	1,000	1,000	1,000
Scherr Travel	424	1,000	1,000	1,000
Werkmeister Travel	45	1,000	1,000	1,000
Commissioner Stipend		3,300	3,300	3,300
Auto Allowance	10,842	10,800	6,900	6,900
Mileage Reimbursement	262	1,000	1,000	1,000
Operating Supplies	3,400	6,000	6,000	6,000
Printing and Duplicating	72,776	95,000	117,000	117,000
Postage and Deliveries	98			
Uniforms	54			
Telephone and Other	1,050	700	700	700
Equipment Rentals/Leases ³	8,614	12,300		
Building Maintenance ³	680	1,100		
Equipment Maintenance ³	118			
Computer Maintenance/Supply	8,899			
Software Licenses/Maint.	8,985	9,300	10,300	10,300
Vehicle Replacement		6,900	6,900	6,900
Vehicle Maintenance	7,042	7,600	7,600	7,600
Holiday Banners	13,286	22,600	11,000	11,000
Community Services Programs	2,845	3,000	3,000	3,000
Community Events ¹	322,550			
SVUSD ² Recreation Programs	387,407	489,700	489,700	489,700

COMMUNITY SERVICES - ADMINISTRATION DIVISION
BUDGET DETAIL (continued)

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Operation and Maintenance</u>				
<u>(continued):</u>				
Senior Mobility Grant Program	47,017	77,500	78,500	78,500
Teen Programs ¹	22,809			
Senior Programs	132,566	142,700	131,800	131,800
Excursions ¹	2,216			
Recreation Classes ¹	67,585			
Youth Programs ¹	37,943			
Subtotal	1,170,196	900,100	884,400	884,400
<u>Contract Services:</u>				
Other ⁴			26,000	26,000
Miscellaneous	67,576			
Subtotal	67,576	0	26,000	26,000
Activity Total	\$2,583,663	\$1,734,000	\$1,605,700	\$1,605,700

Funding Sources:

General Fund	\$2,536,646	\$1,656,500	\$1,527,200	\$1,527,200
Senior Mobility Program Fund	47,017	77,500	78,500	78,500

¹ These programs were transferred to the Sports Park Division in Fiscal Year 2014-15.

² SVUSD = Saddleback Valley Unified School District

³ These items were moved to the Sports Park Division in Fiscal Year 2015-16.

⁴ Holiday lights moved from Sports Park Division in Fiscal Year 2015-16.

COMMUNITY SERVICES - SKATE PARK DIVISION BUDGET DETAIL

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$83,871	\$77,700	\$121,200	\$121,200
Part-Time Personnel	187,652	215,300	215,300	215,300
Medicare	3,813	4,200	4,900	4,900
Retirement	14,082	15,100	15,400	15,400
Health Insurance	14,598	16,900	24,600	24,600
Subtotal	304,016	329,200	381,400	381,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	165	200	200	200
Training and Education	150	1,000	1,000	1,000
Travel, Conferences, Meetings	10	300	300	300
Auto Allowance			1,200	1,200
Mileage Reimbursement	50			
Operating Supplies	21,019	28,500	28,500	28,500
Cost of Merchandise Sales	26,210	25,000	25,000	25,000
Telephone and Other	10,046	10,500	10,500	10,500
Equipment Rentals/Leases ¹	2,506	2,000		
Building Maintenance	1,100	1,200	1,200	1,200
Skate Park Programs	31,188	30,000	30,000	30,000
Subtotal	92,444	98,700	97,900	97,900
Activity Total	\$396,460	\$427,900	\$479,300	\$479,300
<u>Funding Sources:</u>				
General Fund	\$396,460	\$427,900	\$479,300	\$479,300

¹ This item was moved to the Sports Park Division in Fiscal Year 2015-16.

COMMUNITY SERVICES - RECREATION AND SPORTS PARK DIVISION BUDGET DETAIL

Expense Classification	Actual 2013-14¹	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel		\$198,700	\$223,500	\$215,200
Part-Time Personnel		416,400	455,700	455,700
Medicare		8,900	9,800	9,700
Retirement		38,300	29,600	28,900
Health Insurance		50,700	51,000	51,000
Subtotal	0	713,000	769,600	760,500
<u>Operation and Maintenance:</u>				
Auto Allowance			1,500	1,500
Operating Supplies			10,000	10,000
Telephone and Other ²			11,000	11,000
Equipment Rentals/Leases ²			1,400	1,400
Building Maintenance ²			1,100	1,100
Community Events ³		321,900		
Teen Programs		36,600	37,500	37,500
Excursions ⁴		7,100		
Recreation Classes		84,500	84,500	84,500
Youth Programs		35,000	35,500	35,500
Adult Sports Programs			34,300	34,300
Subtotal	0	485,100	216,800	216,800
<u>Contract Services:</u>				
Miscellaneous		50,400	50,400	50,400
Subtotal	0	50,400	50,400	50,400
Activity Total	\$0	\$1,248,500	\$1,036,800	\$1,027,700

Funding Source:

General Fund	\$0	\$1,248,500	\$1,036,800	\$1,027,700
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¹ This division was created in Fiscal Year 2014-15.

² These items were transferred from the Administration Division in Fiscal Year 2015-16.

³ This item was transferred to the Special Events Division in Fiscal Year 2015-16.

⁴ This item was transferred to the Administrative Division in Fiscal Year 2015-16.

COMMUNITY SERVICES - SPECIAL EVENTS DIVISION BUDGET DETAIL

Expense Classification	Actual¹ 2013-14	Adopted¹ Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel			\$82,400	\$81,500
Part-Time Personnel			27,500	27,500
Medicare			1,600	1,600
Retirement			7,700	7,600
Health Insurance			17,600	17,600
Subtotal	0	0	136,800	135,800
<u>Operation and Maintenance:</u>				
Auto Allowance			1,200	1,200
Equipment Rentals/Leases			7,500	7,500
Community Events			266,000	266,000
Subtotal	0	0	274,700	274,700
Activity Total	\$0	\$0	\$411,500	\$410,500

Funding Sources:

General Fund

¹ This Division was created in Fiscal Year 2015-16.

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 2014-15 MAJOR ACCOMPLISHMENTS

1. There were 789 reported Part One Crimes in 2014, down 14% from the previous year and 34% from 2012. Deputies were responsible for 722 in-custody arrests, 701 misdemeanor citations, and 158 warrant arrests, down 7% from 2013.
2. Traffic enforcement remained a priority for Police Services which saw a 19% decrease in the number of traffic collisions within the City. There were a total of 404 collisions in 2014 compared to 496 collisions in 2013. Police Services issued 4,293 hazardous citations, which is consistent with the previous year's total of 4,321. Parking citations were down 15% with 4,426 in 2014 compared to 5,213 in 2013. There were 3,489 non-hazardous citations issued which is nearly identical to last year's total of 3,430.
3. Completed the tenth annual Community Emergency Preparedness Academy in partnership with the City, the Orange County Sheriff's Department, the Orange County Fire Authority, Doctor's Ambulance, and Southern California Edison. The 30 graduates received classroom instruction and functional exercises on disaster preparedness. The Community Emergency Preparedness Academy has had 290 graduates since the creation of the program.
4. The Sheriff's Team of Active Retired Seniors (STARS) volunteers provided 6,600 hours of service to the community through Police Services, an 11% increase from the previous year. 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.
5. In cooperation with the Community Services Department, Police Services partnered with GET SAFE and hosted the City's first Child Safety Academy. The program teaches the principles of self-defense, abduction awareness, sexual assault prevention, internet safety, and self-empowerment. To date, Police Services has hosted three academies with a total of 70 children participating. The program is free to Lake Forest residents.

6. Through the Homeless Liaison Officer position, LFPS continued to foster a relationship with the City's homeless population and connect them with available resources. The Homeless Liaison Officer has established a rapport with the homeless population as well as charitable organizations to connect those in need with available services.
7. Hotel Watch is a newly-created program (2014) that targets and caters to lodging facilities within the City and the unique situations they encounter. This program takes a proactive approach and collaboratively shares information on crime trends and problem clients that all hotels are able to share with each other. Hotel Watch currently has active participation from 70% of hotels within the City.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Police Services will continue to keep the fight against graffiti and vandalism an enforcement priority. Target areas have been identified throughout the City in which directed enforcement efforts will be made.
2. Continue to provide community programming that includes car seat installations, identify theft protection, Walk to School Day, Bike Rodeos, Drug Use is Life Abuse, National Night Out, and by staffing a crime prevention booth at numerous City events.
3. Continue to revitalize the Neighborhood Watch and Business Watch programs by increased community outreach.
4. Expand the "Adopt-A-School" program for all public elementary schools to include all daytime patrol shifts. Patrol deputies visit elementary schools at least once a week and spend time with the school staff and children to have a presence, provide safety information, and ensure a safe environment for the schools.
5. Enhance the Homeless Liaison Officer position through the provision of resources to address this community issue better. This is a community Outreach Program that will assist the homeless population and improve interaction between them and the community. Additional community resources are actively being sought to assist those in need. The deputy also has the task of patrolling all of the public parks within the City.
6. The majority of a Deputy's activities are not captured by traditional performance measures. To help bridge this gap- the Sheriff's Department has created an online survey that LFPS will be pushing out to residents and those we contact in an effort to gain feedback from the community we serve.

**POLICE SERVICES
BUDGET OVERVIEW**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Personnel	\$109,646	\$106,900	\$104,900	\$104,900
Operations and Maintenance	147,720	279,600	218,900	218,900
Contract Services	12,854,272	13,919,700	14,997,900	14,997,900
Capital Outlay	299			
Activity Total	\$13,111,937	\$14,306,200	\$15,321,700	\$15,321,700
Funding Sources:				
General Fund	\$12,986,937	\$14,121,200	\$15,141,700	\$15,141,700
Asset Forfeitures Fund		60,000	35,000	35,000
Brulte Grant Fund	125,000	125,000	145,000	145,000
Total Positions:				
Full-Time	0.75	0.75	0.75	0.75
Direct Contract Staff	53.00	53.00	53.00	53.00
Shared Contract Staff	15.40	15.40	17.40	17.40
Total Contract Personnel	68.40	68.40	70.40	70.40

PERFORMANCE MEASURES

Description	Actual <u>2013-14</u>	Adopted Budget <u>2014-15</u>	Adopted Budget <u>2015-16</u>
<u>Community Policing</u>			
# of community/school presentations	37	30	30
Hours of community policing unit services	2,808	2,080	2,080
# of neighborhood watch presentations	11	30	30
# of neighborhood watch participants	262	1,850	1,850
# of business watch participants	20	300	300
<u>Patrol Services</u>			
Average response time: emergency call (minutes)	4:46	5:00	5:00
Average response time: routine call (minutes)	12:35	12:00	12:00
Crime rate per 1,000 pop: UCR Class I crimes	10	15	13

PERFORMANCE MEASURES (continued)

<u>Description</u>	<u>Actual</u> 2013-14	<u>Adopted</u> Budget 2014-15	<u>Adopted</u> Budget 2015-16
<u>Patrol Services (continued)</u>			
Crime rate per 1,000 pop: UCR Class II crimes	19	29	25
<u>Traffic Enforcement and Reporting</u>			
Traffic enforcement index ¹	27	30	30
Injury traffic collisions	156	135	135
Speed related collisions	80	100	100
<u>Graffiti Program (TAGRS²)</u>			
Incidents of graffiti	729	750	750
<u>Paper Shredding Program</u>			
Incidents of fraud and identity theft	38	150	150
<u>Car Seat Safety Program</u>			
Installations	37	125	125

¹ 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.

² TAGRS = Tracking Automated Graffiti Reporting System

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

POLICE SERVICES BUDGET DETAIL
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Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Personnel:</u>				
Full-Time Personnel	\$87,998	\$83,400	\$83,400	\$83,400
Medicare	1,206	1,200	1,200	1,200
Retirement	9,494	9,600	7,100	7,100
Health Insurance	10,948	12,700	13,200	13,200
Subtotal	109,646	106,900	104,900	104,900
<u>Operation and Maintenance:</u>				
Membership and Dues	270	500	500	500
Training and Education	2,764	3,000	5,500	5,500
Travel, Conferences, Meetings	1,883	3,500	1,000	1,000
Auto Allowance	2,273	3,000	2,300	2,300
Operating Supplies	15,852	30,000	30,000	30,000
Printing and Duplicating	2,596	4,000	4,000	4,000
Subscriptions and Books	104			
Uniforms	14,054	10,000	10,000	10,000
Telephone and Other	313	400	400	400
Equipment Maintenance	473	3,000	3,000	3,000
Vehicle Replacement		95,300	35,300	35,300
Vehicle Maintenance	67,501	56,600	56,600	56,600
Community Services Programs	39,637	70,300	70,300	70,300
Subtotal	147,720	279,600	218,900	218,900
<u>Contract Services:</u>				
Other	2,154	4,000	4,000	4,000
800Mhz Maint./Operation	16,644	29,900	205,300	205,300
Mobile Data Computers	11,529	87,000	12,000	12,000
Animal Care	254,219	260,400	260,400	260,400
Crossing Guards	227,851	275,000	275,000	275,000
Parking Ticket Admin.	4,539	5,000	5,000	5,000
Fingerprint ID System*		25,800	25,300	25,300
Law Enforcement:**	12,337,336	13,232,600	14,210,900	14,210,900
Administration (3.0)				
Patrol Sergeants (4.0)				
Patrol (31.0)				
Investigations (4.0)				
Motorcycle Deputies (3.0)				

**POLICE SERVICES
BUDGET DETAIL (continued)**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Contract Services (continued):</u>				
Law Enforcement (continued):**				
Commercial/Traffic Enforcement (1.0)				
Community Service Officers (4.0)				
Community Services/ Crime Prevention (3.0)				
Support/Other (17.40)				
Subtotal	12,854,272	13,919,700	14,997,900	14,997,900
<u>Capital Outlay:</u>				
Furniture	299			
Subtotal	299	0	0	0
Activity Total	<u>\$13,111,937</u>	<u>\$14,306,200</u>	<u>\$15,321,700</u>	<u>\$15,321,700</u>

* Implemented in Fiscal Year 2014-15.

** () 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 2014-15 ACCOMPLISHMENTS

1. 999 vegetation assessments were completed last year.
2. Provided 9 station tours.
3. Participated in the Citizens Leadership Academy on September 17, 2014.
4. Participated in the Community Emergency Preparedness Academy March 4, 2015, through April 8, 2015.
5. Provided 12 Fire Safety Programs.
6. Participated in the National Night Out community safety event held in conjunction with the City of Mission Viejo on August 5, 2014.
7. Participated in the Independence Day Parade.
8. Participated in 9 community events hosted by schools, businesses, or non-profit organizations.
9. Conducted 2 fire extinguisher training programs.
10. Hosted 4 ride-alongs for community members.
11. Completed 110 annual business inspections.
12. Completed 587 new construction inspections.
13. Conducted 245 plan reviews for businesses.
14. Issued 116 permits for new businesses.

FISCAL YEAR 2015-16 MAJOR INITIATIVES

1. Support the Citizen's Leadership and Community Emergency Preparedness Academy programs.
2. Continue participation in the Independence Day Parade.
3. Increase the number of fire extinguisher classes by 50%.
4. Increase the number of ride-along opportunities to members of the community.
5. Increase the number of fire station tours by 25%.

<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 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Depreciation Expense	\$37,117	\$0	\$0	\$0
Vehicles	55,825			30,000
Activity Total	<u>\$92,942</u>	<u>\$0</u>	<u>\$0</u>	<u>\$30,000</u>

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 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Street Resurfacing/Slurry Seal	\$1,838,096	\$1,269,300	\$1,600,500	\$1,600,500
Installation of Street Lights	1,550	35,000	15,000	15,000
Internally Illuminated Street Name Sign Panel Replacement	9,400	10,000	10,000	10,000
Portola Parkway Widening/ Streetscape			800,000	800,000
Sidewalk Gap Repairs		43,700	40,000	40,000
Street Sign Replacement		88,000		
Street Traffic Sign Replacement			55,000	55,000
Teed Street Storm Drain Improvements	1,250	380,000		
Dairy Fork Constructed Wetlands Environmental Tier 1		45,000	125,000	125,000
J01P08 Subdrainage		30,000		
MPS - Ridge Route		17,000		
Lake Forest Transportation Mitigation Improvements	26,796			
Saddleback Ranch Road Traffic Enhancements	35,488	1,210,000		
Traffic Signal Modification at Alton Parkway/Towne Centre Drive/Rancho Parkway	44,414			
Alton Parkway Corridor Traffic Signal Synchronization		6,400		
Bake Parkway Corridor Traffic Signal Synchronization		2,100		
Barranca Pkwy/Muirlands Blvd. Traffic Signal Synchronization	230	5,400		
Citywide Traffic Signal Coordination Master Plan		30,000		
Jeronimo Road Corridor Traffic Signal Synchronization	515	8,200		
Lake Forest Drive Traffic Signal Synchronization	4,927	1,000		
Los Alisos Boulevard Traffic Signal Synchronization	3,520	700		
Santa Margarita Parkway Traffic Signal Synchronization	1,700	700		

**CAPITAL EXPENDITURES
BUDGET DETAIL (continued)**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Signalized Intersection at Rancho Parkway and Sports Park Access Road	6,956	250,000		
Trabuco Road Corridor Traffic Signal Synchronization	600	3,000		
Alton Parkway/Irvine Boulevard Modification			38,800	38,800
Alton Parkway/Toledo Way Modification			7,700	7,700
Bake Parkway/Irvine Blvd - Trabuco Road Modification Ph. 1			18,200	18,200
Lake Forest Drive/Rancho Parkway Modification			17,800	17,800
Rockfield Boulevard Traffic Signal Synchronization			98,000	98,000
Traffic Signal System Communications Enhancements			64,300	64,300
Park ADA Access Repairs	146,796	205,000		
ADA Access Ramp (Phase 9)			161,200	161,200
Civic Center and Senior Center Sports Park	74,116 30,150,624		2,740,000	2,740,000
Sports Park Improvement Ph. 2			360,000	360,000
Play Equipment Replacement	238,330			
Rimgate Park Renovation	475,317			
Shade Structure Program	11,993			
Tamarisk Park Renovation	1,920,431			
Barker Dog Park			5,000	5,000
Etnies Skate Park Facilities Painting and Repairs			30,000	30,000
Irrigation Backflow Devices			100,000	100,000
Park Gazabo Replacement			360,000	360,000
Park Light Pole Replacement	34,905	30,000	30,000	30,000
Park Playground Resilient Surface Sealant Installation			50,000	50,000
Park Restrooms Floor Sealant Installation			25,000	25,000
Park Restrooms Repair			90,000	90,000

**CAPITAL EXPENDITURES
BUDGET DETAIL (continued)**

Expense Classification	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Solar Compactor Receptacle Installation			72,100	72,100
Village Pond Park			2,003,700	2,003,700
Alton Park Monument Sign				3,000
Water Conservation				50,000
Activity Total	<u>\$35,027,954</u>	<u>\$3,670,500</u>	<u>\$8,917,300</u>	<u>\$8,970,300</u>
Funding Sources:				
Capital Improvement Projects Fund	\$3,193,544	\$563,700	\$1,353,800	\$1,406,800
Gas Tax Fund	9,400	10,000	65,000	65,000
Measure M Fund	1,408,230	1,269,300	1,350,500	1,350,500
Air Quality Management Fund	18,448	307,500	73,100	73,100
Beverage Recycling Container Grant Fund			72,100	72,100
Community Development Block Grant Fund	146,796	205,000	161,200	161,200
Opportunities Study Capital Projects Fund	30,224,740			
Developer Fund		1,210,000	3,100,000	3,100,000
Lake Forest Transportation Mitigation Fund	26,796		82,500	82,500
Park Development Fund			2,003,700	2,003,700
City of Irvine			2,000	2,000
Grants (Approval Pending):				
Arterial Pavement Management			250,000	250,000
Municipal Water District of O. C.		17,000		
Highway Safety Improvement Program		88,000		
Measure M2 CTFP Competitive Grant			403,400	403,400
Total	<u>\$35,027,954</u>	<u>\$3,670,500</u>	<u>\$8,917,300</u>	<u>\$8,970,300</u>

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
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Transfer Description	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
<u>Transfers In:</u>				
<u>General Fund</u>				
From Lake Forest				
Transportation Mitigation			\$2,291,100	\$2,291,100
<u>Reserve Funds</u>				
From General Fund		\$126,000	491,900	491,900
<u>Capital Improvement</u>				
<u>Projects Fund</u>				
From General Fund	\$521,400		7,400,000	7,400,000
<u>Opportunities Study</u>				
<u>Capital Projects Fund</u>				
From Financing Authority Fund	10,000,000			
<u>Etnies Skate Park Fund</u>				
From General Fund	4,150			
<u>Housing Authority Fund</u>				
Low and Moderate Income Housing Fund	210			
<u>Economic Contingency Fund</u>				
From General Fund	272,353		246,000	246,000
<u>Financing Authority Fund</u>				
From Capital Improvement Projects Fund	1,293,648	1,086,000	1,093,200	1,093,200
Total Transfers In	<u>\$12,091,761</u>	<u>\$1,212,000</u>	<u>\$11,522,200</u>	<u>\$11,522,200</u>

INTERFUND TRANSFERS BUDGET DETAIL (continued)
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Transfer Description	Actual 2013-14	Adopted Budget 2014-15	Proposed Budget 2015-16	Adopted Budget 2015-16
Transfers Out:				
<u>General Fund</u>				
To Capital Improvement Projects Fund	(\$521,400)		(\$7,400,000)	(\$7,400,000)
To Etnies Skate Park Fund	(4,150)			
To Reserve Funds		(\$84,000)	(491,900)	(491,900)
To Economic Contingency	(272,353)	(42,000)	(246,000)	(246,000)
<u>Capital Improvement Projects Fund</u>				
To Financing Authority Fund	(1,293,648)	(1,086,000)	(1,093,200)	(1,093,200)
<u>Lake Forest Transportation Mitigation Fund</u>				
To General Fund			(2,291,100)	(2,291,100)
<u>Financing Authority Fund</u>				
To Opportunities Study Capital Projects Fund	(10,000,000)			
<u>Low and Moderate Income Housing Fund</u>				
To Housing Authority Fund	(210)			
Total Transfers Out	(\$12,091,761)	(\$1,212,000)	(\$11,522,200)	(\$11,522,200)
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 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
City Council	\$127,023	\$145,300	\$128,000
City Manager	672,325	660,100	694,700
City Clerk	437,639	618,300	602,200
Economic Development/ Community Preservation	1,080,655	1,128,000	1,087,100
City Attorney	1,061,203	1,318,000	1,318,000
Finance	956,009	1,077,000	1,165,500
Development Services	3,365,902	2,977,200	2,371,600
Public Works	7,162,379	9,082,000	9,709,000
Management Services	3,874,101	3,563,100	4,470,500
Community Services	2,933,106	3,332,900	3,444,700
Police Services	12,986,937	14,121,200	15,141,700
TOTAL	<u>\$34,657,279</u>	<u>\$38,023,100</u>	<u>\$40,133,000</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 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Public Works	\$1,699,619	\$1,992,300	\$1,824,400
Capital Projects	9,400	10,000	65,000
TOTAL	<u>\$1,709,019</u>	<u>\$2,002,300</u>	<u>\$1,889,400</u>

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 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Street Repaving and Slurry Seal	\$1,408,230	\$1,269,300	\$1,350,500

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 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Senior Mobility Program	\$47,017	\$77,500	\$78,500

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 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Public Works	\$115	\$57,500	\$60,800
Capital Projects	18,448	307,500	73,100
TOTAL	\$18,563	\$365,000	\$133,900

POLICE GRANTS FUND

Description

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

Expenditure Detail

Description	Actual 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Police Services	\$125,000	\$125,000	\$145,000

BEVERAGE RECYCLING GRANT FUND

Description

The Beverage Recycling Grant Fund is used to account for revenues and expenditures related to grant funding received from the California State Department of Conservation for the purpose of implementing and supporting beverage recycling programs within the City.

Expenditure Detail			
Description	Actual 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Public Works	\$0	\$110,300	\$50,400
Capital Projects			72,100
TOTAL	\$0	\$110,300	\$122,500

WASTE RECYCLING GRANT FUND

Description

The Waste Recycling Grant Fund is used to account for revenues and expenditures from the City's franchise hauler for the purpose of general recycling activities under AB 939.

Expenditure Detail

Description	Actual 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
AB 939	\$40,000	\$40,000	\$40,000

ASSETS FORFEITURE FUND

Description

This fund is used to account for receipts and expenditures associated with asset forfeitures.

Expenditure Detail

Description	Actual 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
800 MHz Hot Red Radio	\$0	\$60,000	\$35,000

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 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Economic Development/ Community Preservation	\$173,686	\$370,400	\$301,000
Capital Projects	146,796	205,000	161,200
TOTAL	<u>\$320,482</u>	<u>\$575,400</u>	<u>\$462,200</u>

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 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Economic Development/ Community Preservation	\$33,277	\$72,600	\$77,500

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 for Alton Pkwy.

Expenditure Detail

Description	Actual 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Finance	\$1,414,118	\$1,086,000	\$1,093,200

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 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Capital Projects	\$3,193,544	\$1,878,700	\$2,062,200

PARK DEVELOPMENT CAPITAL PROJECTS FUND

Description

The Park Development Construction Fund was established to accumulate In-lieu fees from developers for the purpose of Constructing and or upgrading City parks throughout the community.

Expenditure Detail

Description	Actual 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Capital Projects	\$0	\$0	\$2,003,700

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 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Capital Projects	\$30,224,740	\$0	\$3,100,000

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 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Capital Projects	\$26,796	\$0	\$82,500

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

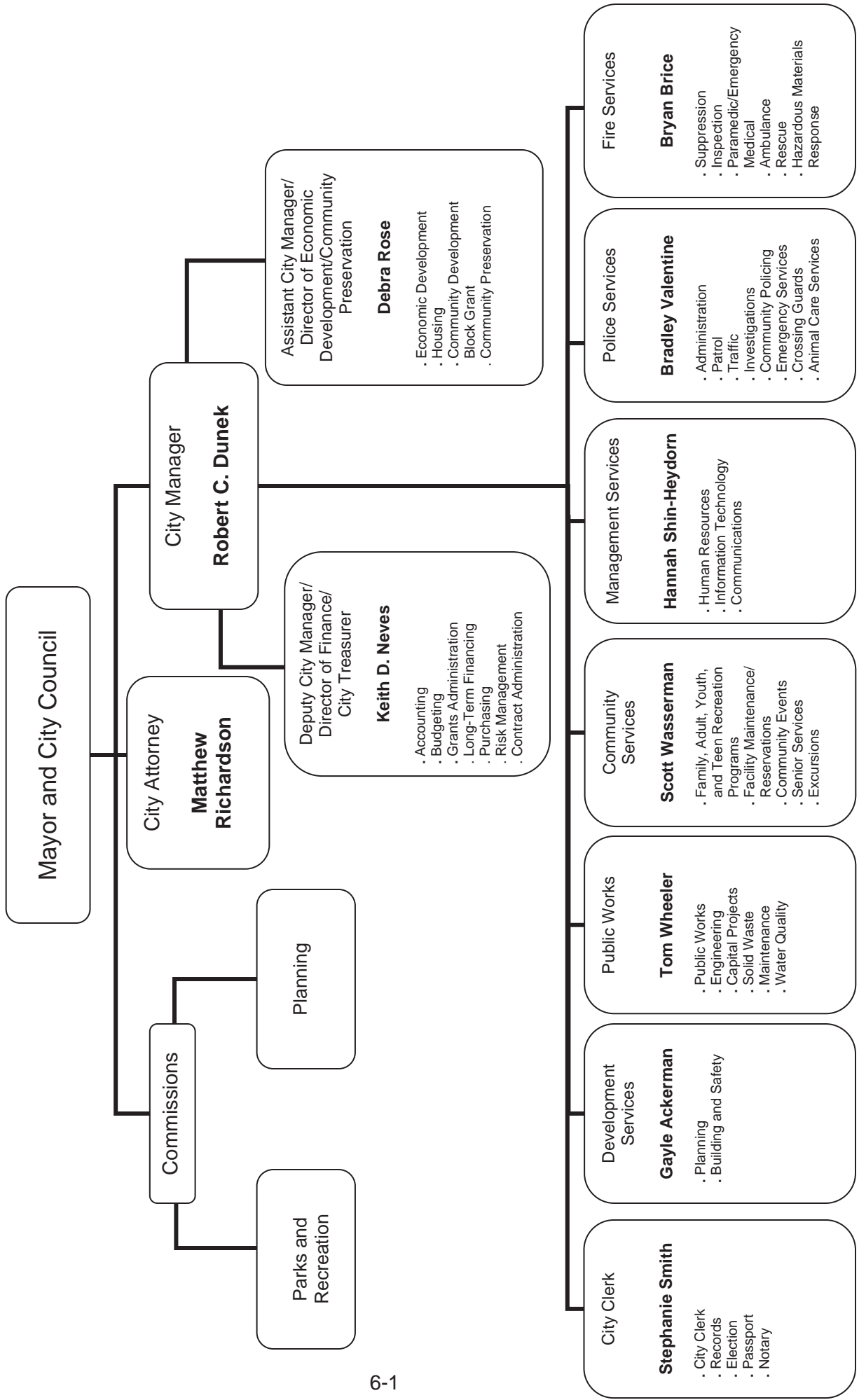
Description	Actual 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Depreciation Expense	\$37,117	\$0	\$0
Vehicle	55,825		30,000
TOTAL	<u>\$92,942</u>	<u>\$0</u>	<u>\$30,000</u>

Section Six

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FISCAL YEAR 2015-16 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 29

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	80,070
City Size	16.6 square miles
Housing Units	27,454
Ethnic Composition	
White	53.7%
Hispanic	27.3%
Asian/Pacific Islanders	13.9%
Black	1.6%
Other	3.5%
Median Age	38
Median Household Income	\$89,698

¹ Sources: State of California, Department of Finance (May 2015)
Nielsen Claritas (2015)

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.