

CITY OF LAKE FOREST



Operating Budget

Fiscal Year 2018-19

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OPERATING BUDGET FISCAL YEAR 2018-19

Elected Officials

Dr. Jim Gardner, Mayor
Leah Basile, Mayor Pro Tem
Thomas Cagley, Council Member
Dwight Robinson, Council Member
Scott Voigts, Council Member

Planning Commission

Mark Armando, Chair
Thomas Ludden, Vice Chair
David Carter, Commissioner
Robert DeAlmeida, Commissioner
Jolene Fuentes, Commissioner

Parks and Recreation Commission

Victor Scherr, Chair
Jim Rosenberg, Vice Chair
Francisco Barajas, Commissioner
Loretta Herrin, Commissioner
Lisa Porter, Commissioner

City Staff

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

Gayle Ackerman, Director of Community Development
Jeff Adams, Division Chief - Fire Services
Brett Channing, Director of Management Services
Jennifer Connally, Acting City Clerk
Matthew Richardson, City Attorney
Kevin Shirah, Director of Finance/City Treasurer
Lieutenant Bradley Valentine, Chief of Police Services
Scott Wasserman, Director of Community Services
Tom Wheeler, Director of Public Works/City Engineer

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Section One

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City Manager's Budget Message

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Mayor
Dr. Jim Gardner

Mayor Pro Tem
Leah Basile

Council Members
Tom Cagley
Dwight Robinson
Scott Voigts

City Manager
Debra DeBruhl Rose

June 19, 2018

Honorable Mayor and Members of the City Council:

The Fiscal Year 2018-19 Operating Budget is attached for your review and approval. Staff is pleased to present a balanced budget that is in line with the overall priorities of the community. Major accomplishments include the initial phases of construction of the Lake Forest Civic Center, including grading, extension of (future) Civic Center Drive, and construction of the parking deck. Staff also embarked upon the update of the City's General Plan including extensive public outreach to engage residents, business community members, and other stakeholders in visioning the future of the community.

The budget reflects an operating budget of \$57.9 million and capital budget of \$25.9 million. The budget is comprised of the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Funds, and Internal Service Fund. The table below summarizes the budgeted expenditures by fund.

**City of Lake Forest
Summary of Fiscal Year 2018-19 Budgeted Expenditures by Fund**

	Operating Budget (in million)	Capital Budget (in million)	Total (in million)	% of Total
General Fund	\$ 47.4	\$ -	\$ 47.4	56.6%
Special Revenue Funds	\$ 2.9	\$ 2.4	\$ 5.3	6.3%
Debt Service Fund	\$ 7.2	\$ -	\$ 7.2	8.6%
Capital Projects Funds	\$ 0.3	\$ 23.5	\$ 23.8	28.4%
Internal Service Fund	\$ 0.1	\$ -	\$ 0.1	0.1%
Total	\$ 57.9	\$ 25.9	\$ 83.8	100.0%

Fiscal Year 2017-18 Review

The close of Fiscal Year 2017-18 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.



Notable activity in Fiscal Year 2017-18 included:

- Opening City Hall for business every Friday.
- Completing the parking structure, rough grading and installation of underground utilities at the new Civic Center.
- Commencing construction on four Civic Center campus buildings.
- Improving traffic flow by adding a dedicated right turn lane on eastbound Bake Parkway at Trabuco Road.
- Creating a new Traffic and Parking Commission to address traffic and parking related issues.
- Committing resources necessary to maintain the City's streets at an overall "Good" condition, with an average Pavement Condition Index ("PCI") of 80 out of 100.
- Connecting homeless individuals to needed resources and housing via the Orange County Sheriff's Department/Lake Forest Police Services' Homeless Liaison Officer.
- Reconstructing the pond at Veterans Park.
- Completing the design process and committing resources for renovations at ten parks as part of the Neighborhood Improvement Plan.

Controlling future interest costs for pensions and bond debt by paying off the unfunded pension liability and committing to pay off the last remaining bond issue in the upcoming year.

We are pleased to highlight a few of the programs and projects conducted in Fiscal Year 2017-18. The department detail portion of the budget provides more information on the high quality services provided during the previous fiscal year.

Fiscal Year 2018-19

The City will continue its fiscally-conservative approach to budgeting ongoing operations and capital improvement projects. The City is in solid financial condition and will invest in the quality of life in Lake Forest in Fiscal Year 2018-19.

The City's focus continues to be on building the Lake Forest Civic Center- dubbed the community's "100-Year Home." Construction of the campus buildings will commence during the year and the Civic Center project is expected to be completed by early fall 2019. Other major projects and initiatives include:

- Paying off the City's remaining bond debt.
- Overseeing the development of new master planned communities including Baker Ranch, Portola Center, Serrano Summit and Teresina.
- Completing reconstruction of Veterans Park and starting construction of Portola Park (which includes an off leash dog area).
- Updating the General Plan to guide the City's future physical development.
- Facilitating economic development via the new South OC Entrepreneurs Academy.
- Preparing new programs and policies for the new senior center, community center and performing arts venue.
- Conducting a fee recovery study.

The Fiscal Year 2018-19 Budget is balanced and reflects appropriate measures to ensure prudent care of the City's finances while maintaining high quality service levels to the community. It also fully funds the City's cash reserves while delivering priority capital projects. For more information on department objectives and initiatives for the upcoming fiscal year, please see the department detail portion of the budget.

Revenues

Looking forward, the City can expect an above-average increase in General Fund revenues in Fiscal Year 2018-19 as a result of property tax from the new developments. These estimates are based on current economic conditions, indicators, and the improving housing market. The Operating Budget for Fiscal Year 2018-19 forecasts General Fund revenues to be \$49.0 million, which is \$2.1 million (or 4.4%) above the previous year.

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 \$47.4 million, a \$1.1 million (or 2.4%) increase from the adopted budget of \$46.3 million from Fiscal Year 2017-18. A brief explanation of changes by department is shown under the heading *Budget Analysis* in the Summary Section of the Budget.

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

Fund Balances

After transfers, staff is projecting an \$8.5 million General Fund balance, a decrease of \$14.9 million from Fiscal Year 2017-18. Approximately \$7.0 million was allocated to the Neighborhood Park Improvement Plan while approximately \$7.0 million was allocated to maintain an 80 PCI rating for city streets. 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 2018-19 are shown in addition to operating activity in summary form in the Summary of Revenues, Expenditures, Transfers, and Fund Balances.

Conclusion

Throughout its history, the City has earned a strong reputation for solid conservative fiscal planning. The City has "lived within its means," maintained fully funded reserves despite economic downturns, 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.

Overall, Fiscal Year 2018-19 will see the City maintaining its solid financial condition while continuing to provide superior service and delivering important capital projects to enhance the quality of life in Lake Forest.

Sincerely,



Debra D. Rose
City Manager

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

2015-16 Actual	\$38,048,982
2016-17 Actual	39,157,970
2017-18 Budget	38,752,400
2018-19 Adopted	40,947,000

On an overall basis, taxes continue their steady growth.

City property taxes are projected at 7.7% growth (including residual from the project area) for Fiscal Year 2018-19 based on projections by the City’s property tax consultant. The growth is attributed to the Proposition 13 inflation adjustment, new sales of property, and the restoration of nearly all of the values reduced during the recession per Proposition 8.

Sales taxes are projected to increase by 3.3% from the Fiscal Year 2017-18 adopted budget due to higher levels of consumer activity and sales tax receipts.

Transient occupancy tax continues with a steady growth of 7.0% increase from the Fiscal Year 2017-18 adopted budget.

All other tax revenues (Franchise Fees and Real Property Transfer Tax) are projected to increase 4.2% from the Fiscal Year 2017-18 adopted budget.

LICENSES & PERMITS

2015-16 Actual	\$2,790,321
2016-17 Actual	4,143,619
2017-18 Budget	2,963,900
2018-19 Adopted	2,378,000

Building permit revenues are projected to decrease 19.8% from the Fiscal Year 2017-18 adopted budget primarily related to the decreased permit activities from the development of new residential neighborhoods.

FROM OTHER GOVERNMENTS

2015-16 Actual	\$4,286,419
2016-17 Actual	4,217,135
2017-18 Budget	4,922,800
2018-19 Adopted	6,158,300

Revenues and grants from other governments are projected to increase 25.1% from the Fiscal Year 2017-18 adopted budget primarily related to the increased Gas Tax and Road Maintenance Rehab Account allocations.

USER FEES & CHARGES

2015-16 Actual	\$34,983,194
2016-17 Actual	39,360,465
2017-18 Budget	19,635,900
2018-19 Adopted	8,542,100

Revenue from User Fees and Charges are expected to decrease 56.5% from the Fiscal Year 2017-18 adopted budget primarily related to the decreased permit activities from the development of new residential neighborhoods.

FINES & FORFEITURES

2015-16 Actual	\$539,538
2016-17 Actual	421,998
2017-18 Budget	415,000
2018-19 Adopted	437,000

No significant changes are anticipated.

USE OF MONEY & PROPERTY

2015-16 Actual	\$821,496
2016-17 Actual	639,668
2017-18 Budget	1,120,600
2018-19 Adopted	2,208,800

There are three primary components in this category. Investment earnings and City leased property (Golf Course and Horse Stables), and disposed of property. Interest rates continue a slow raise from their historically low levels. Staff will continue to keep an eye on the direction of the Federal Reserve Board and any rate adjustments.

OTHER REVENUE

2015-16 Actual	\$493,808
2016-17 Actual	1,266,241
2017-18 Budget	7,595,800
2018-19 Adopted	160,400

Receipts in this category are often irregular or one-time items. The receipts are projected to decrease 97.9% from the Fiscal Year 2017-18 adopted budget, primarily due to one-time reimbursements from developers and state mandated claims in Fiscal Year 2017-18.

EXPENDITURES

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

CITY COUNCIL

2015-16 Actual	\$53,975
2016-17 Actual	67,100
2017-18 Budget	66,300
2018-19 Adopted	66,300

CITY MANAGER

2015-16 Actual	\$1,212,542
2016-17 Actual	1,354,424
2017-18 Budget	1,657,500
2018-19 Adopted	1,587,900

CITY CLERK

2015-16 Actual	\$752,852
2016-17 Actual	769,888
2017-18 Budget	787,900
2018-19 Adopted	787,500

CITY ATTORNEY

2015-16 Actual	\$1,056,645
2016-17 Actual	1,222,391
2017-18 Budget	1,318,000
2018-19 Adopted	1,318,000

FINANCE

2015-16 Actual	\$8,649,899
2016-17 Actual	4,163,343
2017-18 Budget	4,326,000
2018-19 Adopted	10,520,600

COMMUNITY DEVELOPMENT

2015-16 Actual	\$4,203,449
2016-17 Actual	4,897,652
2017-18 Budget	5,288,400
2018-19 Adopted	4,596,500

PUBLIC WORKS

2015-16 Actual	\$11,856,322
2016-17 Actual	12,007,222
2017-18 Budget	13,112,200
2018-19 Adopted	14,084,900

MANAGEMENT SERVICES

2015-16 Actual	\$1,468,227
2016-17 Actual	1,509,676
2017-18 Budget	1,983,200
2018-19 Adopted	2,225,600

COMMUNITY SERVICES

2015-16 Actual	\$3,511,797
2016-17 Actual	3,664,054
2017-18 Budget	3,991,500
2018-19 Adopted	4,267,100

POLICE SERVICES

2015-16 Actual	\$14,814,170
2016-17 Actual	17,037,231
2017-18 Budget	17,598,000
2018-19 Adopted	18,349,300

VEHICLE REPLACEMENT

2015-16 Actual	\$41,455
2016-17 Actual	46,218
2017-18 Budget	118,000
2018-19 Adopted	106,200

FUND ANALYSIS-OPERATING BUDGET

Following is a discussion of some of the City's larger funds with material activity budgeted in Fiscal Year 2018-19. Capital project funds are excluded as they are governed by biennial capital budgets.

GENERAL FUND

Revenues are projected at \$49.0 million (an increase of \$2.1 million or 4.4% from the Fiscal Year 2017-18 adopted budget). This increase is primarily related to the increased taxes and increases in certain revenue sources. More information regarding these increases is described in the revenue section above.

Operating expenditures are projected at \$47.4 million as compared to the Fiscal Year 2017-18 adopted budget amount of \$46.3 million (an increase of \$1.1 million or 2.4%). This increase is primarily related to normal departmental activity and changes in contracts.

Net interfund transfers out are projected at -\$16.6 million as compared to the Fiscal Year 2017-18 adopted budget amount of \$0.1 million transfer in. In Fiscal Year 2018-19, net transfers provide adjustments for Reserves \$13.6 million.

This fund is expected to have available fund balances of \$8.5 million at the end of the year, with General Fund reserves fully funded.

GAS TAX FUND

Revenues are projected at \$1.9 million, comparable to the Fiscal Year 2017-18 Budget of \$1.9 million. Expenditures are \$1.8 million in the Operating Budget and \$0.1 million in the adopted 2017-19 Capital Improvement Projects Budget. At the end of the year, it is expected that the fund will have \$1.0 million remaining fund balance.

ROAD MAINTENANCE REHAB FUND

Revenues are projected at \$1.4 million, comparable to the Fiscal Year 2017-18 Budget of \$0.5 million. Expenditures are \$0.6 million in the adopted 2017-19

Capital Improvement Projects Budget. At the end of the year, it is expected that the fund will have \$0.8 million remaining fund balance.

MEASURE M2 FUND

Revenues are projected at \$1.4 million (an increase of \$0.1 million from the Fiscal Year 2017-18 adopted budget). Expenditures are \$1.1 million in the adopted 2017-19 Capital Improvement Projects Budget for slurry seal and repaving projects. At the end of the year, it is expected that the fund will have \$0.3 million remaining fund balance.

AIR QUALITY IMPROVEMENT FUND

Revenues are projected to remain constant at \$0.1 million, the same as the Fiscal Year 2017-18 adopted budget. Expenditures are \$0.4 million in the adopted 2017-19 Capital Improvement Projects Budget. This fund is expected to have available fund balances of \$0.1 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 2018-19 is the State COPS (Brulte) grant.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Entitlement revenues and expenditures are based on the Fiscal Year 2018-19 Draft Plan submitted to the Department of Housing and Urban Development and approved by the City Council. In addition, revenues and expenditures from the rehabilitation loan program are included.

HOUSING AUTHORITY FUND

Revenues are projected to be \$892,100. Expenditures are \$134,900 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 Parkway 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, 2019, are as follows:

General Fund - Undesignated	\$ 13.1 million
Economic Contingency	6.5 million
Emergency Services	3.0 million

SUMMARY OF REVENUES, EXPENDITURES, TRANSFERS, and FUND BALANCES

	Available Fund Balances		Revenues		Expenditures		Revenues less Expenditures		Transfers/Loans		Available Fund Balances	
	July 1, 2018	July 1, 2018	Operating	Capital	Total	Expenditures	Operating	Capital	Total	Transfers/Loans	June 30, 2019	June 30, 2019
General Fund	\$23,558,300	\$48,960,000	\$47,390,700	\$0	\$47,390,700	\$1,569,300	(\$16,641,000)				\$8,486,600	
Special Revenue Funds:												
Gas Tax	821,500	1,883,100	1,836,700	125,000	1,961,700	(78,600)					742,900	
Road Maintenance Rehab Fund	-	1,410,600	-	603,800	603,800	806,800					806,800	
Measure M2	12,800	1,397,400	-	1,121,200	1,121,200	276,200					289,000	
Measure M2 Senior Mobility Grant	48,100	77,500	90,000	-	90,000	(12,500)					35,600	
Measure M2 Project V	-	252,300	252,300	-	252,300	-					-	
Air Quality Improvement	437,000	109,500	47,500	400,000	447,500	(338,000)					99,000	
Suppl. Law Enforcement Grant	4,300	125,000	129,300	-	129,300	(4,300)					-	
Beverage Recycling Grant	47,500	21,300	21,500	-	21,500	(200)					47,300	
Waste Recycling Grant	2,800	43,000	45,800	-	45,800	(2,800)					-	
CDBG	62,400	499,000	381,300	150,000	531,300	(32,300)					30,100	
Housing Authority	306,100	892,100	134,900	-	134,900	757,200					1,063,300	
Special Revenue Subtotal	1,742,500	6,710,800	2,939,300	2,400,000	5,339,300	1,371,500					3,114,000	
Debt Service Fund:												
Financing Authority	-	-	7,193,700	-	7,193,700	(7,193,700)				7,193,700	-	
Total Operating Budget	25,300,800	55,670,800	57,523,700	2,400,000	59,923,700	(4,252,900)				(9,447,300)	11,600,600	
Capital Project Funds:												
City Facilities Fee Maintenance	118,000	250,000	-	-	-	250,000				(368,000)	-	
Capital Improvement Projects	3,685,600	204,300	-	1,826,000	1,826,000	(1,621,700)				-	2,063,900	
Foothill Circulation Phasing Plan	3,770,000	1,850,000	-	-	-	1,850,000				(4,143,600)	1,476,400	
City Facilities Replacement	2,457,900	-	280,000	-	280,000	(280,000)				368,000	2,545,900	
Park Development	438,000	165,200	-	-	-	165,200				-	603,200	
Affordable Housing	5,343,600	138,200	-	-	-	138,200				-	5,481,800	
OSA Capital Projects	9,114,300	1,500,000	-	21,000,000	21,000,000	(19,500,000)				1,641,100	(8,744,600)	
City Facilities Capital Improvement	1,641,100	-	-	-	-	-				(1,641,100)	-	
Lake Forest Transportation Mitigation	6,613,500	981,900	-	675,000	675,000	306,900				-	6,920,400	
Subtotal	33,182,000	5,089,600	280,000	23,501,000	23,781,000	(18,691,400)				(4,143,600)	10,347,000	
Reserve Funds:												
General (Designated)	950,900	-	-	-	-	-				-	950,900	
General (Undesignated)	13,328,700	-	-	-	-	-				(272,700)	13,056,000	
Economic Contingency	6,664,400	-	-	-	-	-				(136,400)	6,528,000	
Emergency Services	3,000,000	-	-	-	-	-				-	3,000,000	
Infrastructure	-	-	-	-	-	-				7,000,000	7,000,000	
Neighborhood Park Improvement	-	-	-	-	-	-				7,000,000	7,000,000	
Other Post-Employment Benefits Trust	508,600	-	-	-	-	-				-	508,600	
Pension Rate Stabilization Trust	1,150,200	-	-	-	-	-				-	1,150,200	
Subtotal	25,602,800	-	-	-	-	-				13,590,900	39,193,700	
Internal Service Fund:												
Vehicle Replacement	492,000	71,200	106,200	-	106,200	(35,000)				-	457,000	
Subtotal All City Funds	84,577,600	60,831,600	57,909,900	25,901,000	83,810,900	(22,979,300)				-	61,598,300	
Grand Total All Funds	\$84,577,600	\$60,831,600	\$57,909,900	\$25,901,000	\$83,810,900	(\$22,979,300)				\$0	\$61,598,300	

SUMMARY OF FINANCIAL RESERVE FUNDS

FISCAL YEAR 2018-19

Description	Balance June 30, 2018	Balance June 30, 2019
General (Designated):		
Cable Grant - Public Education and Government (PEG)	\$950,900	\$950,900
Total General (Designated)	\$950,900	\$950,900
General (Undesignated) ¹	13,328,700	13,056,000
Economic Contingency ²	6,664,400	6,528,000
Emergency Services ³	3,000,000	3,000,000
Infrastructure	-	7,000,000
Neighborhood Park Improvement	-	7,000,000
Other Post-Employment Benefits Trust	508,600	508,600
Pension Rate Stabilization Trust	1,150,200	1,150,200
Total Financial Reserves	\$25,602,800	\$39,193,700

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, 2016

**CARRYOVER APPROPRIATIONS OVER \$100,000
FISCAL YEAR 2016-17 INTO FISCAL YEAR 2017-18**

Description	Fund	Carryover Appropriation
Teed Street Storm Drain Improvements	Capital Improvement Projects	\$475,784
Environmental Tier 1 Improvements Phase 6	Capital Improvement Projects	103,914
Street Repaving and Slurry Seal	Capital Improvement Projects	636,997
Village Pond Park	Capital Improvement Projects	2,372,683
Lake Forest Civic Center	Capital Improvement Projects	952,054
Civic Center Phase 1 Rough Grading	Capital Improvement Projects	2,526,493
Civic Center Phase 2 Parking Deck	Capital Improvement Projects	7,703,697
Alton Parkway/Irvine Boulevard Modification	Capital Improvement Projects	154,875
	Total Carryover Appropriations Over \$100,000	<u>\$14,926,497</u>
	Total Carryover Appropriations	<u>\$15,543,763</u>

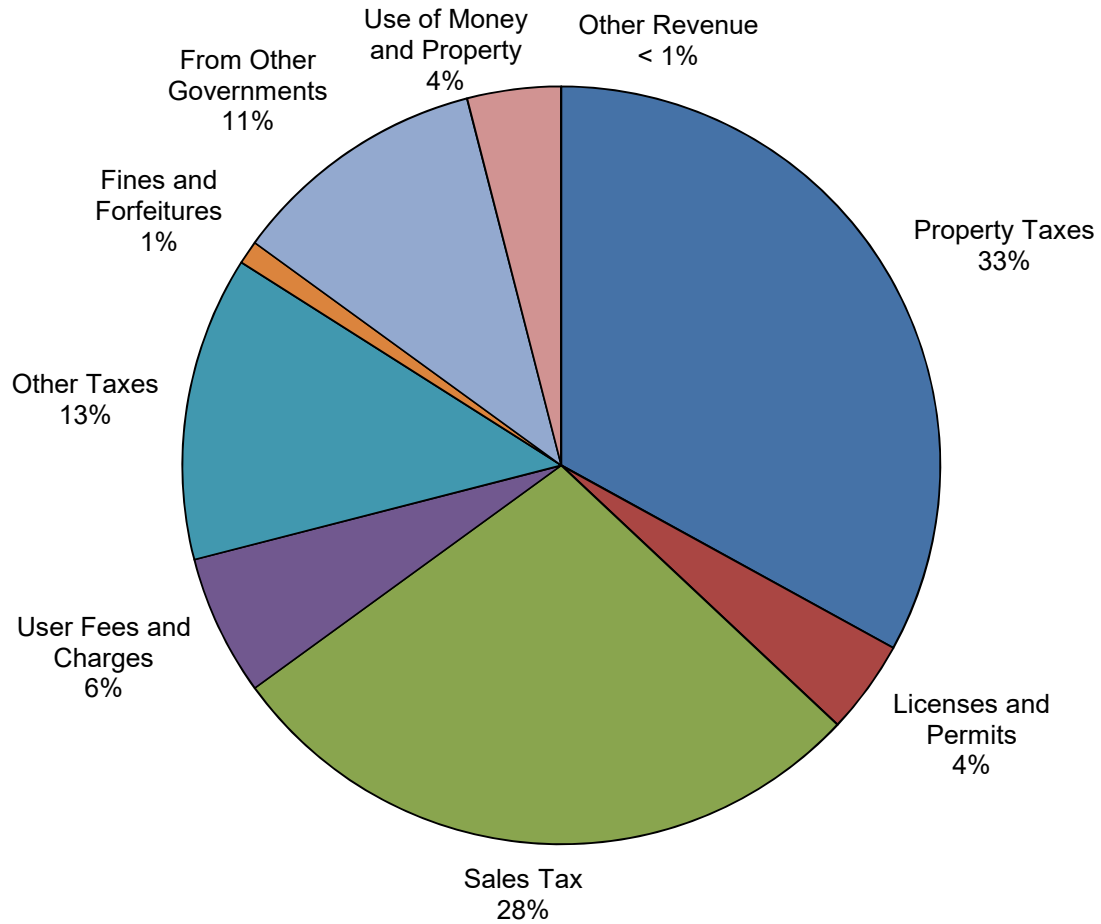
¹These carryover appropriations were approved by the City Council on February 6, 2018.

SUMMARY OF REVENUES - ALL FUNDS

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Property Taxes	\$15,555,942	\$16,650,642	\$17,142,400	\$18,461,000
Sales Tax	15,425,638	15,639,800	15,000,000	15,500,000
Other Taxes	7,067,402	6,867,528	6,610,000	6,986,000
Licenses and Permits	2,790,321	4,143,619	2,963,900	2,378,000
From Other Governments	4,286,419	4,217,135	4,922,800	6,158,300
User Fees and Charges	34,983,194	39,360,465	19,635,900	8,542,100
Fines and Forfeitures	539,538	421,998	415,000	437,000
Use of Money and Property	821,496	639,668	1,120,600	2,208,800
Other Revenue	493,808	1,266,241	7,595,800	160,400
Total All Funds	81,963,758	89,207,096	75,406,400	60,831,600
Less Capital Project Revenues	(31,773,951)	(36,998,214)	(23,839,100)	(5,160,800)
Frاند Total All City Operating Funds	<u>\$50,189,807</u>	<u>\$52,208,882</u>	<u>\$51,567,300</u>	<u>\$55,670,800</u>

SUMMARY OF REVENUES - ALL FUNDS¹

FISCAL YEAR 2018-19



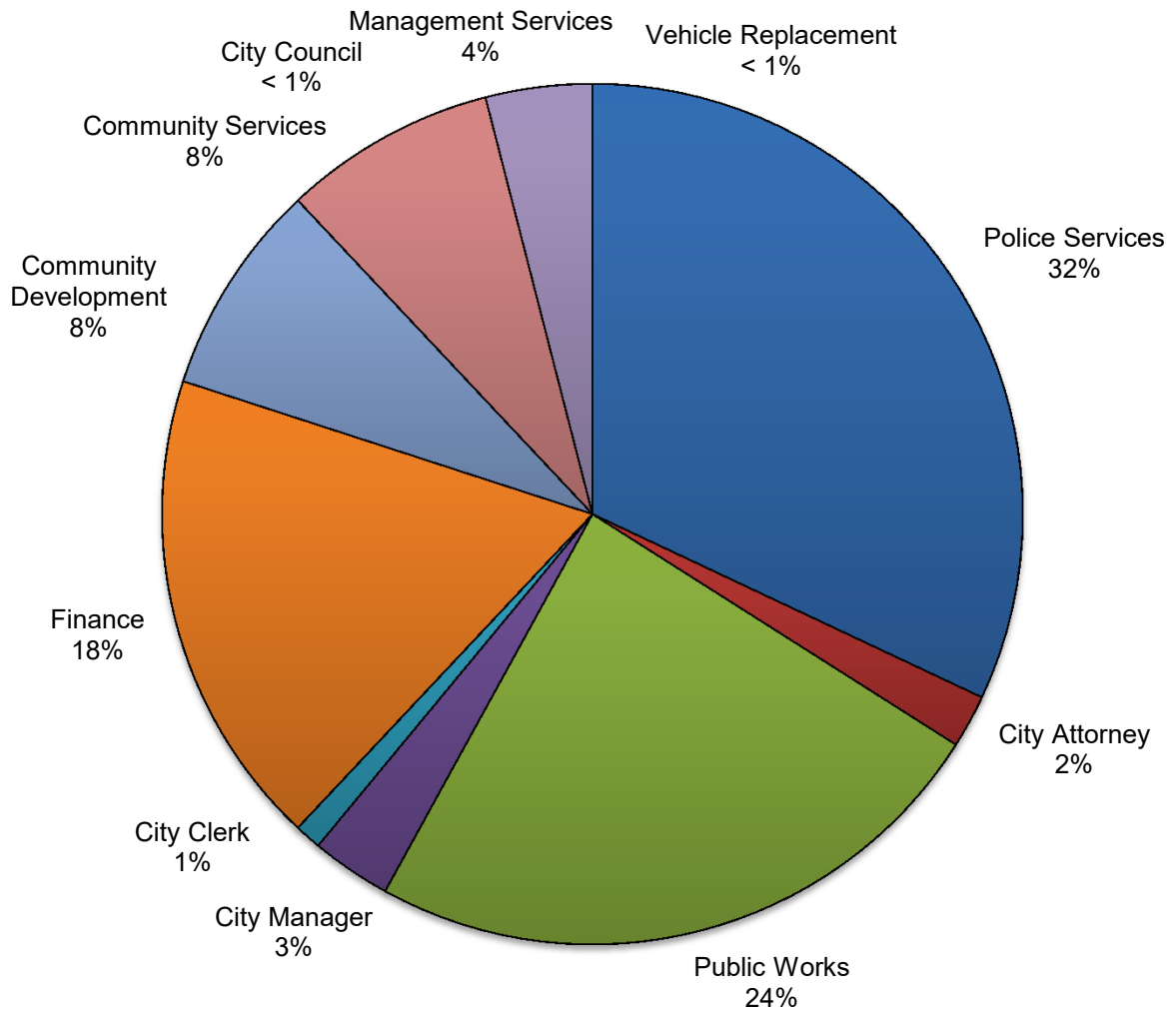
¹ Excludes all revenues in capital projects funds

SUMMARY OF EXPENDITURES BY DEPARTMENT

Department	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
City Council	\$53,975	\$67,709	\$66,300	\$66,300
City Manager	1,212,542	1,354,424	1,657,500	1,587,900
City Clerk	752,852	769,888	787,900	787,500
City Attorney	1,056,645	1,222,391	1,318,000	1,318,000
Finance	8,649,899	4,163,343	4,326,000	10,520,600
Community Development	4,203,449	4,897,652	5,288,400	4,596,500
Public Works	11,856,322	12,007,222	13,112,200	14,084,900
Management Services	1,468,227	1,509,676	1,983,200	2,225,600
Community Services	3,511,797	3,664,054	3,991,500	4,267,100
Police Services	14,814,170	17,037,231	17,598,000	18,349,300
Vehicle Replacement	41,455	46,218	118,000	106,200
Total Operating Expenditures	47,621,333	46,739,808	50,247,000	57,909,900
Capital Projects	3,257,756	9,912,818	64,708,500	25,901,000
Grand Total All City Funds	<u>\$50,879,089</u>	<u>\$56,652,626</u>	<u>\$114,955,500</u>	<u>\$83,810,900</u>

SUMMARY OF EXPENDITURES BY DEPARTMENT¹

FISCAL YEAR 2018-19



¹ Excludes capital improvement projects

PERSONNEL SUMMARY

Department	2016-17 Authorized		2017-18 Authorized		2018-19 Authorized	
	Part		Part		Part	
	Full Time	Hours	Full Time	Hours	Full Time	Hours
<u>City Manager:¹</u>						
<u>City Manager Division:</u>						
City Manager	1		1		1	
Assistant City Manager	0.4		0.7		1	
Assistant to the City Manager	1		1		1	
Executive Assistant	1		1		1	
Management Assistant	1		1		1	
Subtotal	4.4	0	4.7	0	5	0
<u>Economic Development Division:</u>						
Deputy City Manager	-		1		-	
Assistant City Manager/Director of Economic Development/Community Preservation	0.6		-		-	
Economic Development/Housing Manager	1		1		1	
Management Aide	1		-		-	
Management Analyst	1		1		1	
Management Assistant	-		1		-	
Administrative Specialist	1		1		-	
Intern		1,560		1,920		1,920
Subtotal	4.6	1,560	5	1,920	2	1,920
City Manager total	9	1,560	9.7	1,920	7	1,920
<u>City Clerk:</u>						
City Clerk	1		1		1	
Assistant City Clerk	1		1		1	
Administrative Specialist	1		1		1	
Records Specialist	1		1		1	
Senior Office Specialist	1		1		1	
Subtotal	5	0	5	0	5	0
<u>Finance:</u>						
Assistant City Manager	-		0.3		-	
Deputy City Manager / Director of Finance / City Treasurer	1		-		-	
Director of Finance / City Treasurer	-		-		1	
Assistant Director of Finance	-		1		-	
Accounting Manager	1		-		1	
Senior Accountant	1		1		1	

PERSONNEL SUMMARY

Department	2016-17 Authorized		2017-18 Authorized		2018-19 Authorized	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
<u>Finance (continued):</u>						
Management Analyst	1		1		1	
Accountant	1	1,040	1	1,040	1	1,040
Senior Accounting Technician	1		1		1	
Accounting Technician	1		1		1	
Subtotal	<u>7</u>	<u>1,040</u>	<u>6.3</u>	<u>1,040</u>	<u>7.0</u>	<u>1,040</u>
<u>Community Development:²</u>						
Director of Community Development	1		1		1	
Assistant Director of Community Development	-		-		1	
Planning Manager	1		1		-	
Principal Planner	1		-		-	
Senior Planner	1		2		2	
Associate Planner	1		1		1	
Assistant Planner	1		1		1	
Administrative Specialist	1		1		1	
Senior Building Permit Technician	1		1		1	
Public Safety Manager	0.25		0.25		-	
Code Enforcement Supervisor	1		1		1	
Code Enforcement Officer	2		2		2	
Community Preservation Technician	1		1		-	
Management Analyst	-		-		1	
Records Specialist		1,040		1,040		1,040
Intern		1,040		1,040		1,040
Subtotal	<u>12.3</u>	<u>2,080</u>	<u>12.3</u>	<u>2,080</u>	<u>12</u>	<u>2,080</u>
<u>Public Works:</u>						
Director of Public Works/City Engineer	1		1		1	
Engineering Services Manager/ Assistant City Engineer	1		1		1	
Public Works Maintenance Manager	1		1		1	
Traffic Engineering Manager	1		1		1	
Facilities Maintenance Manager	-		-		1	
Facilities Maintenance Supervisor	-		1		1	
Principal Civil Engineer	1		1		1	
Environmental Manager	1		1		1	

PERSONNEL SUMMARY

Department	2016-17 Authorized		2017-18 Authorized		2018-19 Authorized	
	Part		Part		Part	
	Full Time	Hours	Full Time	Hours	Full Time	Hours
<u>Public Works (continued):</u>						
Water Quality Inspector	1		1		1	
Street Maintenance Inspector	1		1		1	
Administrative Specialist	1		1		1	
Engineering Technician	1		1		1	
Senior Landscape Inspector	1		1		1	
Landscape Inspector	1		1		1	
Management Analyst	1		1		1	
Management Assistant	1		1		1	
Management Aide	1		1		1	
Intern		1,040		1,040		1,040
Subtotal	<u>15</u>	<u>1,040</u>	<u>16</u>	<u>1,040</u>	<u>17</u>	<u>1,040</u>
<u>Management Services:</u>						
Director of Management Services	1		1		1	
Information Technology Manager	1		1		1	
Human Resources Manager	-		1		1	
Senior Communications & Marketing Analyst	-		1		1	
GIS/Applications Analyst	1		1		1	
Management Analyst	2		1		1	
Public Relations Specialist	-		1		1	
GIS/Applications Technician	-		-		-	
Human Resources Technician		1,300	-		-	
Intern		1,040		1,040		1,040
Subtotal	<u>5</u>	<u>2,340</u>	<u>7</u>	<u>1,040</u>	<u>7</u>	<u>1,040</u>
<u>Community Services:</u>						
Director of Community Services	1		1		1	
Recreation Manager	2		2		2	
Management Analyst	-		-		1	
Senior Recreation Supervisor	2		2		2	
Recreation Supervisor	4		4		4	
Facilities Maintenance Specialist	1		1		1	
Administrative Specialist	1		1		1	
Recreation Coordinator		4,800		7,200		7,200
Recreation Specialist		13,925		13,925		13,925

PERSONNEL SUMMARY

Department	2016-17 Authorized		2017-18 Authorized		2018-19 Authorized	
	Part		Part		Part	
	Full Time	Hours	Full Time	Hours	Full Time	Hours
<u>Community Services (continued):</u>						
Senior Recreation Leader		19,100		20,000		20,000
Recreation Leader		20,800		19,900		19,900
Subtotal	11	58,625	11	61,025	12	61,025
<u>Police Services:</u>						
Public Safety Manager		0.75		0.75		1
Subtotal		0.75 0		0.75 0		1 0
City Total	65	66,685	68	68,145	68	68,145

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

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

Section Three

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Description

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Combined Program Revenues

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COMBINED PROGRAM REVENUES

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
General Fund				
Taxes				
Property Taxes - City:				
Secured	\$7,746,572	\$8,246,361	\$8,400,000	\$9,100,000
Unsecured	241,091	239,320	250,000	250,000
Supplemental	194,153	225,665	200,000	200,000
Prior Year	55,999	54,153	60,000	60,000
Homeowners' Exemptions	49,369	48,690	50,000	50,000
Penalties and Interest	16,599	15,890	18,000	18,000
Other Revenues	34,649	38,475	30,000	30,000
Property Taxes - Lighting District:				
Secured	628,612	656,141	675,000	675,000
Unsecured	18,464	17,929	19,000	19,000
Supplemental	14,944	16,916	14,000	14,000
Prior Year	4,394	4,166	4,000	4,000
Homeowners' Exemptions	3,798	3,648	3,800	3,800
Penalties and Interest	1,302	1,222	1,400	1,000
Other Revenues	2,784	3,083	2,200	2,200
Property Taxes - Motor				
Vehicle In-Lieu Backfill	6,543,212	7,078,983	7,415,000	8,034,000
Sales and Use Taxes	12,606,174	15,639,800	15,000,000	15,500,000
Sales Tax Triple Flip	2,819,464	-	-	-
Transient Occupancy Tax	3,575,733	3,775,297	3,600,000	3,851,000
Real Property Transfer Tax	925,915	737,101	600,000	750,000
Gaming Tax	63,445	61,448	60,000	64,000
Franchise Fees	2,502,309	2,293,682	2,350,000	2,321,000
Subtotal	38,048,982	39,157,970	38,752,400	40,947,000
Licenses and Permits				
Building Permit Fees	2,786,746	4,140,719	2,961,400	2,375,000
Sign Permits	3,575	2,900	2,500	3,000
Subtotal	2,790,321	4,143,619	2,963,900	2,378,000
From Other Governments				
Excess DMV Fees	32,307	37,590	32,000	35,000
MWDOC Grant	32,695	14,528	-	-
Project S Local Match	1,104	-	-	-
Project V Local Match	3,048	645	-	-

COMBINED PROGRAM REVENUES

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Pet Adoption Program	-	-	-	15,000
Waste Disposal Agreement	-	132,214	156,200	217,900
Subtotal	69,154	184,977	188,200	267,900
 <i>User Fees and Charges</i>				
Plan Check Fees	655,107	814,577	523,000	465,000
Fire Plan Check Fees	6,386	4,680	4,000	5,000
Planning/Zoning Fees	555,362	307,162	390,000	390,000
Massage Permit Fees	750	5,250	4,500	5,000
Engineering Fees	1,557,687	1,884,005	1,801,000	1,990,800
Park Reservation Fees	17,579	19,675	17,000	18,000
Community Events Fees	70,154	43,236	55,000	55,000
Facility Rentals	1,284	3,763	1,000	1,000
Teen Programs	43,012	38,717	32,000	32,000
Senior Programs	19,751	21,076	22,000	22,000
Excursions	-	902	-	-
Recreation Classes	157,625	195,824	150,000	160,000
Youth Programs	69,073	62,705	63,000	75,000
Sports Programs	81,398	85,100	86,000	86,000
Sports Tournaments	16,960	17,530	19,000	19,000
Sports Field Reservation	109,582	90,286	105,000	105,000
Open Gym	-	11,281	10,000	20,000
Kids Factory Fees	40,760	48,185	43,000	43,000
Passport Fees	22,175	29,702	20,000	20,000
Filming Fees	7,660	25	100	1,500
Classes	14,961	17,993	16,000	18,000
Contests	872	-	1,000	1,400
Camps	57,718	44,234	55,000	60,000
Skate Park Programs	18,551	9,567	20,000	22,000
Non-Resident Card Fees	62,705	57,030	64,000	62,000
Merchandise Sales	31,239	23,990	35,000	35,000
Sponsorships	2,200	7,507	3,000	3,000
Hometown Hero Program	-	-	-	2,000
Notary Fees	140	180	100	100
Imaging Fees	28,961	29,561	24,000	24,000
Copies and Maps	61	48	100	100
Subtotal	3,649,713	3,873,791	3,563,800	3,740,900

COMBINED PROGRAM REVENUES

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<i>Fines and Forfeitures</i>				
Motor Vehicles Code Fines	392,238	290,248	290,000	305,000
Local Ordinance Violations	147,300	131,750	125,000	132,000
Subtotal	539,538	421,998	415,000	437,000
<i>Use of Money and Property</i>				
Leases	118,522	114,290	122,000	129,000
Interest Income	567,482	313,880	726,900	907,200
Subtotal	686,004	428,170	848,900	1,036,200
<i>Other Revenue</i>				
State Mandated Claims	119,576	49,504	75,000	79,000
Legal Settlements	13,277	6,180	-	-
Reimbursements	23,151	133,881	-	-
Insurance Proceeds	-	-	-	-
Shop and Dine	27,463	29,054	20,000	21,000
Donations	912	319	-	-
Senior Donations	60	426	-	-
Admin Fee	-	665	-	-
Other Revenue	65,891	910	50,000	53,000
Subtotal	250,330	220,939	145,000	153,000
General Fund Total	46,034,042	48,431,464	46,877,200	48,960,000
Special Revenue Funds				
<i>Gas Tax Fund</i>				
Section 2105	449,553	471,484	487,700	497,000
Section 2106	295,320	307,731	299,400	320,100
Section 2107	585,379	597,765	630,000	616,900
Section 2107.5	7,500	7,500	7,500	7,500
Section 2103	411,316	223,960	336,000	325,000
Loan Repayment	-	-	96,000	96,500
Interest Income	12,571	17,154	18,100	20,100
Subtotal	1,761,639	1,625,594	1,874,700	1,883,100

COMBINED PROGRAM REVENUES

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Road Maintenance				
Rehab Fund				
Road Maintenance				
Rehab Account	-	-	483,900	1,410,300
Interest Income	-	-	-	300
Subtotal	-	-	483,900	1,410,600
Measure M2 Fund				
Turnback Allocation	1,294,583	1,322,218	1,278,000	1,390,600
Interest Income	4,214	9,835	11,600	6,800
Subtotal	1,298,797	1,332,053	1,289,600	1,397,400
Measure M2 Senior				
Mobility Program Fund				
OCTA Senior Mobility Grant	65,193	66,512	64,800	66,900
Fare Revenue	6,584	9,220	10,000	10,000
Interest Income	394	488	500	600
Subtotal	72,171	76,220	75,300	77,500
Measure M2 Project V Fund				
OCTA Project V Program	-	-	198,100	252,300
Subtotal	-	-	198,100	252,300
Air Quality Improvement Fund				
Air Quality Management				
District Fees	101,882	107,153	102,000	104,000
Interest Income	3,541	3,774	3,800	5,500
Reimbursements	129,135	-	-	-
Subtotal	234,558	110,927	105,800	109,500
Police Grants Fund				
Brulte/Justice Assistance				
Grants	161,858	129,226	125,000	125,000
Subtotal	161,858	129,226	125,000	125,000

COMBINED PROGRAM REVENUES

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<i>Beverage Recycling Fund</i>				
Beverage Grant	21,034	41,635	22,000	21,300
Subtotal	21,034	41,635	22,000	21,300
<i>Waste Recycling Fund</i>				
Waste Grant	40,200	41,004	42,000	43,000
Subtotal	40,200	41,004	42,000	43,000
<i>Asset Forfeitures Fund</i>				
Asset Forfeitures	1,404	-	-	-
Subtotal	1,404	-	-	-
<i>Community Development Block Grant Fund</i>				
Entitlement Grant	445,717	409,652	462,200	499,000
Interest Income	-	-	300	-
Loan Interest	230	195	-	-
Subtotal	445,947	409,847	462,500	499,000
<i>Housing Authority Fund</i>				
Interest Income	3,814	3,664	3,800	4,700
Other Revenue	106,824	-	-	-
Reimbursements	7,519	7,248	7,400	7,400
Sale of Property	-	-	-	880,000
Subtotal	118,157	10,912	11,200	892,100
Special Revenue Funds Total	4,155,765	3,777,418	4,690,100	6,710,800
Capital Projects Funds				
<i>Capital Improvement Projects Fund</i>				
Orange County Transportation Authority Grants:				
CTFP	176,497	88,791	100,000	100,000
APM Federal	-	217,527	-	-
MWDOC	159,829	-	-	15,000

COMBINED PROGRAM REVENUES

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Interest Income	54,484	67,133	64,300	89,300
Developer Contributions	500,000	-	-	-
Other Revenue	-	29,979	-	-
Subtotal	890,810	403,430	164,300	204,300
 <i>Foothill Circulation Phasing Plan Capital Projects Fund</i>				
County Grants:				
FCPP	1,057,168	1,907,516	1,322,300	1,850,000
Subtotal	1,057,168	1,907,516	1,322,300	1,850,000
 <i>Opportunities Study Area Capital Projects Fund</i>				
Impact Fees	24,959,473	17,860,811	7,032,000	1,500,000
Reimbursements	-	1,008,075	7,443,400	-
Subtotal	24,959,473	18,868,886	14,475,400	1,500,000
 <i>City Facilities Capital Projects Fund</i>				
Impact Fees	1,876,188	7,335,534	4,091,000	-
Interest Income	-	-	70,100	-
Subtotal	1,876,188	7,335,534	4,161,100	-
 <i>Affordable Housing Capital Improvement Projects Fund</i>				
Impact Fees	481,452	1,883,239	1,044,000	85,000
Interest Income	11,303	24,796	24,600	53,200
Subtotal	492,755	1,908,035	1,068,600	138,200
 <i>Park Development/ Construction Fund</i>				
Impact Fees	686,665	4,019,625	1,043,900	120,000
Interest Income	19,211	37,617	32,700	45,200
Subtotal	705,876	4,057,242	1,076,600	165,200

COMBINED PROGRAM REVENUES

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
City Facilities Fee				
Maintenance Fund				
Impact Fees	377,364	682,293	399,500	250,000
Subtotal	<u>377,364</u>	<u>682,293</u>	<u>399,500</u>	<u>250,000</u>
LFTM Intersection				
Improvement Fund				
Impact Fees	1,388,587	1,718,936	1,016,700	915,000
Interest Income	22,030	41,842	41,900	66,900
Subtotal	<u>1,410,617</u>	<u>1,760,778</u>	<u>1,058,600</u>	<u>981,900</u>
Capital Projects				
Funds Total	<u><u>31,770,251</u></u>	<u><u>36,923,714</u></u>	<u><u>23,726,400</u></u>	<u><u>5,089,600</u></u>
Internal Service Fund				
Vehicle Replacement				
Charges	-	69,500	112,700	71,200
Gain on Sale of Fixed Asset	3,700	5,000	-	-
Subtotal	<u>3,700</u>	<u>74,500</u>	<u>112,700</u>	<u>71,200</u>
Internal Service				
Fund Total	<u><u>3,700</u></u>	<u><u>74,500</u></u>	<u><u>112,700</u></u>	<u><u>71,200</u></u>
Grand Total All Funds	<u><u>\$81,963,758</u></u>	<u><u>\$89,207,096</u></u>	<u><u>\$75,406,400</u></u>	<u><u>\$60,831,600</u></u>

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Section Four

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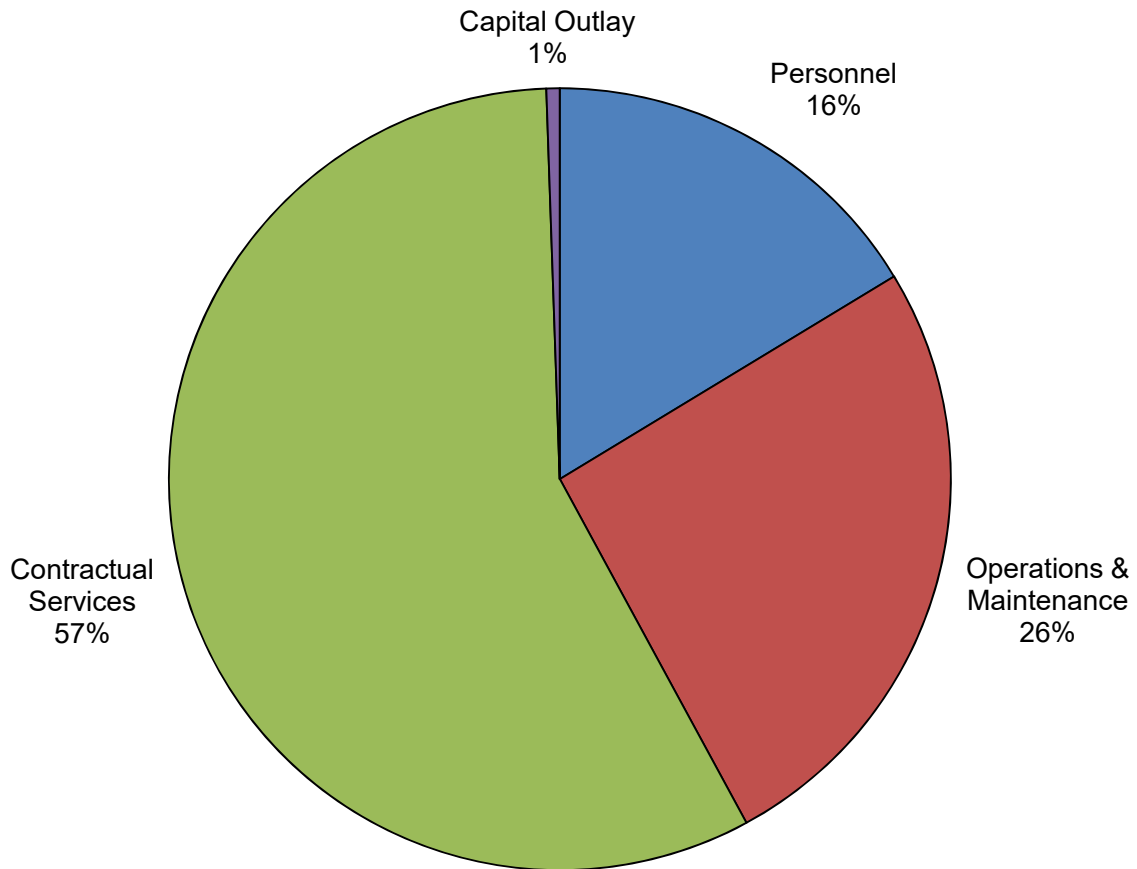
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SUMMARY OF EXPENDITURES BY EXPENDITURE CATEGORY

Department	Personnel	Operations & Maintenance	Contract Services	Capital Outlay	Totals
City Council	\$45,000	\$20,300	\$1,000	-	\$66,300
City Manager	1,090,400	72,100	425,400	-	1,587,900
City Clerk	473,600	178,900	135,000	-	787,500
City Attorney	-	-	1,318,000	-	1,318,000
Finance	797,600	9,345,400	377,600	-	10,520,600
Community Development	1,476,900	138,500	2,981,100	-	4,596,500
Public Works	2,184,800	2,651,500	9,248,600	-	14,084,900
Management Services	920,600	475,100	613,100	\$216,800	2,225,600
Community Services	2,350,100	1,811,900	105,100	-	4,267,100
Police Services	113,500	225,600	18,010,200	-	18,349,300
Vehicle Replacement	-	-	-	106,200	106,200
TOTALS	\$9,452,500	\$14,919,300	\$33,215,100	\$323,000	\$57,909,900

SUMMARY OF EXPENDITURES BY EXPENDITURE CATEGORY¹ FISCAL YEAR 2018-19



¹ Excludes capital improvement projects

CITY COUNCIL

DEPARTMENT DESCRIPTION

The City Council is comprised of five Lake Forest residents elected by districts 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 2017-18 MAJOR ACCOMPLISHMENTS

1. Provided policy level direction to retire the City's CalPERS unfunded pension liability.
2. Provided policy level guidance in updating the Lake Forest Five Year Strategic Business Plan to include initiatives such as retiring the City's outstanding bond debt, investing in pavement and infrastructure, and the development of new parks.
3. Provided policy level guidance to improve the City's ability to serve residents by opening City Hall five days every week.
4. Provided policy level guidance in the development and construction of the Lake Forest Civic Center, including award of Civic Center campus construction contracts.
5. Provided policy level guidance in the further development of the City's community engagement program, including the development of a new Lake Forest Mobile Application, launching "Pop Up" City Hall and the "Mayor's Minute," and broadcasting city meetings via Facebook Live.
6. Provided policy level guidance in establishing a Traffic and Parking Commission.
7. Provided policy level direction in the transition to District Elections, the formulation of a ballot measure related to City Council term limits, and the establishment of a new code of ethics and ethics policy.
8. Provided policy level guidance regarding the General Plan Update, including advancing major elements including the Economic Development Element and formation of the General Plan Advisory Committee.
9. Continued to provide policy direction regarding the City's multifaceted approach to keep the crime rate down including; proactive policing, community policing, neighborhood watch, parking enforcement, and crime prevention efforts.
10. Enhanced transparency by initiating a quarterly report for Boards and Commissions and a quarterly City Manager's Update report.

FISCAL YEAR 2018-19 MAJOR INITIATIVES

1. Continue to provide policy level guidance for the development of the Lake Forest Civic Center, the City's new "100-Year Home," comprised of a new Senior Center, Community Meeting Center, City Council Chambers/Performing Arts Venue, City Hall/Community Policy Center/Emergency Operations Center, and parking deck.
2. Provide policy level direction to retire the City's outstanding bond debt.
3. Provide policy level guidance in evaluating alternatives to Orange County Animal Care Services for the provision of animal control and animal shelter services.
4. Provide policy level guidance on the potential public/private partnership with the Boys and Girls Club of Laguna Beach to develop a Boys and Girls Club at El Toro Park.
5. Provide policy level guidance on the implementation of the Lake Forest Five Year Strategic Plan.
6. Provide policy level guidance for projects included in the Fiscal Year 2017-2019 Capital Improvement Projects Budget.
7. Continue to provide policy level guidance on regional issues such as housing supply and affordability, homelessness, and impacts of regional development including traffic.
8. Continue to provide policy level guidance for economic development including expanding the City's business attraction program and collaborating with the Lake Forest Chamber of Commerce.
9. Continue to provide policy guidance regarding the General Plan Update to ensure the City is well-planned into the future, including establishing a General Plan Advisory Committee.
10. Provide policy guidance in the development of a Lake Forest Dashboard.
11. Initiate a City Council Internship Program and host a Youth in Government event to encourage local youth to engage in local governance.

CITY COUNCIL BUDGET OVERVIEW

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel	\$36,137	\$40,713	\$45,000	\$45,000
Operations and Maintenance	17,838	26,996	20,300	20,300
Contract Services	-	-	1,000	1,000
Activity Total	\$53,975	\$67,709	\$66,300	\$66,300
 Funding Source:				
General Fund	\$53,975	\$67,709	\$66,300	\$66,300

CITY COUNCIL BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
City Council/Board Members (5)	\$34,182	\$38,341	\$42,300	\$42,300
Medicare	486	543	600	600
Retirement	1,469	1,829	2,100	2,100
Subtotal	36,137	40,713	45,000	45,000
<u>Operations and Maintenance:</u>				
Travel, Conferences, Meetings	7,237	16,116	18,100	18,100
Operating Supplies	549	880	1,500	1,500
Special Supplies	52	-	-	-
Subscriptions and Books	-	-	700	700
Computer Maintenance and Supply	10,000	10,000	-	-
Subtotal	17,838	26,996	20,300	20,300
<u>Contract Services:</u>				
Miscellaneous	-	-	1,000	1,000
Subtotal	-	-	1,000	1,000
Activity Total	\$53,975	\$67,709	\$66,300	\$66,300

CITY MANAGER

DEPARTMENT DESCRIPTION

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

FISCAL YEAR 2017-18 MAJOR ACCOMPLISHMENTS

1. To ensure the City is well-planned for the future, the department provided executive oversight through the process of selecting a consultant to update the General Plan.
2. Provided executive leadership related to the development of various City Council-initiated policy discussions, including the establishment of a Traffic and Parking Commission to continue planning for the City's transportation needs.
3. Oversaw the City Council's direction of the Planning and Traffic Commission to examine the feasibility of permissive-left turns citywide in response to any unaddressed transportation needs.
4. Administered the installation of flashing crosswalk beacons at key intersections and painted legends on arterials to guide traffic to the freeway to ensure the safety of Lake Forest commuters.
5. Provided executive oversight of the City's animal care program and improve service delivery to the community, including coordination with the Pet Adoption Center of Orange County and Orange County Animal Care to bring adoptable pets to Lake Forest.
6. Provided executive oversight to engage the public in the potential design of improvements at 10-neighborhood parks.
7. Provided executive oversight relative to various economic development efforts to ensure the City remains sustainable, including the Business Development and Attraction Program.
8. Continued efforts to grow the local economy by implementing the Fiscal Year 2017-2018 Business Development and Attraction Work Plan.
9. Engaged residents and promoted the City's "Shop Local" program through the Business Spotlight Program, the e-newsletter, business spotlight videos, and social media posts to promote Lake Forest businesses.

10. Used innovative technology to encourage resident engagement with the business community by launching the free “Shop & Dine Lake Forest” mobile app.
11. Monitored proposed legislation that could potentially impact the City’s sustainability into the future and recommended legislative positions to the City Council.
12. Facilitated the City’s strategic planning process to identify the City Council’s goals, priorities, and desired work plan for the next five years.
13. Collaborated with the Orange County Sheriff’s Department to monitor crime rates and trends and supported the “Don’t make it Easy” public safety education program to enhance the safety of the community.
14. Advanced the Lake Forest Civic Center and Senior Center Project into the “Construction” phase on time and on budget, including work to facilitate construction of the parking deck and site grading.
15. Improved resident engagement and ability to remain informed through oversight of enhanced and technologically current communications such as the Mayor’s Minute, utilizing a staff greeter and production assistant at City Council meetings, and live streaming City Council and other public meetings through Facebook.
16. Provided executive oversight related to the streamlining of the City’s Purchasing Guidelines through the allowance of piggybacking and additional of design-build language to ensure the City remains sustainable and well run.
17. Improved the City’s ability to serve residents by coordinating efforts to open City Hall five days every week.

FISCAL YEAR 2018-19 MAJOR INITIATIVES

1. Continue providing executive leadership to staff regarding various City Council-initiated policy level discussions relative to the strategic goals included in the City’s Five Year Strategic Plan (2017-2022).
2. Continue to monitor proposed legislation that could potentially impact the City’s sustainability into the future and recommend legislative positions to the City Council.
3. Continue to oversee the City’s Ask Lake Forest program and respond to resident questions and requests to ensure residents remain engaged and informed.
4. Continue providing executive oversight to advance construction of the city’s new “100-Year Home” campus, which will include the Senior Center, Community Center, Performing Arts Center, and Administrative Offices.
5. Continue providing executive oversight regarding the City’s Communication Strategy for residents and the business community, including The Leaflet, the City websites, social media campaigns, and mobile applications, to ensure it is technologically current.

6. Continue providing executive oversight related to transportation planning, including operation of a Traffic and Parking Commission and its work plan along with traffic synchronization and coordination projects in the Capital Improvement Projects Budget.
7. Provide executive oversight regarding the General Plan Update to ensure the City is well-planned into the future, including participating with the General Plan Advisory Committee.
8. Continue providing executive oversight regarding the City's multifaceted approach to crime prevention to enhance community safety, including proactive policing, community policing, neighborhood watch, parking enforcement, and educational campaigns.
9. Continue providing executive oversight, including community engagement, relative to park development, including Whispering Hills and Portola Park.
10. Continue providing executive leadership to staff regarding projects and program identified in the City's Five-Year Strategic Plan (2017-2022).
11. Continue to prioritize the City's local economy by implementing the Fiscal Year 2018-2019 Business Development and Attraction Work Plan.
12. Establish a regional partnership with South Orange County cities to expand business education and training opportunities for local businesses.
13. Expand the City's business attraction program through direct-marketing efforts that attract site selectors, capital investment companies, and businesses to Lake Forest.

**CITY MANAGER
BUDGET OVERVIEW**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel	\$1,061,276	\$1,143,957	\$1,237,300	\$1,090,400
Operations and Maintenance	51,237	44,487	63,200	72,100
Contract Services	100,029	165,980	357,000	425,400
Activity Total	<u>\$1,212,542</u>	<u>\$1,354,424</u>	<u>\$1,657,500</u>	<u>\$1,587,900</u>
Funding Source:				
General Fund	\$1,212,542	\$1,333,040	\$1,459,400	\$1,335,600
Measure M2 Project V Fund	-	21,384	198,100	252,300
Total Positions:				
Full-Time ¹	<u>9.0</u>	<u>9.0</u>	<u>9.7</u>	<u>7.0</u>

PERFORMANCE MEASURES

Description	Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Adopted Budget <u>2018-19</u>
<u>Resident Requests</u>			
Ask Lake Forest Ticket Responses (City Manager)	188	150	150
Average # Calendar Days to Close out Tickets (City Manager)	5	5	5
<u>Ask Lake Forest Tickets</u>			
Reviewed (All Departments)	1,366	1,680	1,600
Average # Calendar Days to Close out Tickets (All Departments)	3.6	2	3
<u>City Council Agenda Preparation</u>			
Agenda Reports Reviewed and Approved	356	315	300
City Council-Initiated Items Presented	31	23	20
<u>Legislative Program</u>			
Legislative Bills Reviewed/Analyzed	30	32	30
State Legislative Bills Presented to City Council	10	11	10
<u>Efficiency</u>			
% of Departmental Objectives Accomplished	97%	95%	95%
<u>Effectiveness</u>			
% Resident Satisfaction with City Services	81%	90%	80%

PERFORMANCE MEASURES (continued)

<u>Description</u>	<u>Actual 2016-17</u>	<u>Adopted Budget 2017-18</u>	<u>Adopted Budget 2018-19</u>
<u>Economic Development</u>			
# of website visits per year	15,382	12,000	14,000
# of business visitations per year	7	10	18

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

**CITY MANAGER - ALL DIVISIONS
BUDGET DETAIL**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$849,524	\$900,235	\$968,200	\$851,200
Part-Time Personnel	17,341	24,279	24,500	26,100
Medicare	11,798	12,487	14,400	12,800
Retirement	64,226	83,406	82,400	76,700
Health Insurance	118,387	123,550	147,800	123,600
Subtotal	1,061,276	1,143,957	1,237,300	1,090,400
<u>Operations and Maintenance:</u>				
Memberships and Dues	8,490	7,986	8,700	8,100
Training and Education	643	726	1,000	1,000
Travel, Conferences, Meetings	8,762	5,432	16,000	14,000
Auto Allowance	16,638	13,846	12,800	10,800
Mileage Reimbursement	655	380	900	800
Operating Supplies	772	941	1,000	1,200
Printing and Duplicating	162	383	600	600
Postage and Deliveries	6,290	6,343	13,200	10,100
Subscriptions and Books	7,698	5,382	5,800	8,900
Telephone and Other	-	-	-	400
Software Licenses/Maintenance	45	-	1,500	5,300
Vehicle Replacement	-	-	-	6,500
Vehicle Maintenance	-	-	-	2,700
Website Update Services	1,082	3,068	1,700	1,700
Subtotal	51,237	44,487	63,200	72,100
<u>Contract Services:</u>				
General	-	-	40,000	40,000
Economic Development	79,531	80,301	85,800	116,000
Communications	18,167	58,724	33,100	17,100
Project Expenditures	2,331	5,571	-	-
Project V Grant Program	-	21,384	198,100	252,300
Subtotal	100,029	165,980	357,000	425,400
Activity Total	\$1,212,542	\$1,354,424	\$1,657,500	\$1,587,900

CITY MANAGER DIVISION BUDGET DETAIL
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$577,722	\$633,164	\$614,500	\$666,700
Medicare	7,957	8,564	8,900	9,700
Retirement	44,022	59,042	53,200	60,800
Health Insurance	68,103	71,465	83,500	88,400
Subtotal	<u>697,804</u>	<u>772,235</u>	<u>760,100</u>	<u>825,600</u>
<u>Operations and Maintenance:</u>				
Memberships and Dues	2,595	2,120	1,900	1,900
Training and Education	419	50	300	300
Travel, Conferences, Meetings	2,321	2,539	11,000	11,000
Auto Allowance	12,163	10,085	6,400	7,800
Mileage Reimbursement	-	-	300	300
Operating Supplies	93	209	200	400
Printing and Duplicating	43	151	100	100
Postage and Deliveries	-	50	100	100
Subscriptions and Books	89	-	400	400
Telephone and Other	-	-	-	400
Software Licenses/Maintenance	45	-	-	-
Vehicle Replacement	-	-	-	6,500
Vehicle Maintenance	-	-	-	2,700
Subtotal	<u>17,768</u>	<u>15,204</u>	<u>20,700</u>	<u>31,900</u>
<u>Contract Services:</u>				
General	-	-	40,000	40,000
Subtotal	<u>-</u>	<u>-</u>	<u>40,000</u>	<u>40,000</u>
Activity Total	<u><u>\$715,572</u></u>	<u><u>\$787,439</u></u>	<u><u>\$820,800</u></u>	<u><u>\$897,500</u></u>
 <u>Funding Source:</u>				
General Fund	\$715,572	\$787,439	\$820,800	\$897,500

ECONOMIC DEVELOPMENT DIVISION
BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$271,802	\$267,071	\$353,700	\$184,500
Part-Time Personnel	17,341	24,279	24,500	26,100
Medicare	3,841	3,923	5,500	3,100
Retirement	20,204	24,364	29,200	15,900
Health Insurance	50,284	52,085	64,300	35,200
Subtotal	<u>363,472</u>	<u>371,722</u>	<u>477,200</u>	<u>264,800</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	5,895	5,866	6,800	6,200
Training and Education	224	676	700	700
Travel, Conferences, Meetings	6,441	2,893	5,000	3,000
Auto Allowance	4,475	3,761	6,400	3,000
Mileage Reimbursement	655	380	600	500
Operating Supplies	679	732	800	800
Printing and Duplicating	119	232	500	500
Postage and Deliveries	6,290	6,293	13,100	10,000
Subscriptions and Books	7,609	5,382	5,400	8,500
Software Licenses/Maintenance	-	-	1,500	5,300
Website Update Services	1,082	3,068	1,700	1,700
Subtotal	<u>33,469</u>	<u>29,283</u>	<u>42,500</u>	<u>40,200</u>
<u>Contract Services:</u>				
Economic Development	79,531	80,301	85,800	116,000
Communications	18,167	58,724	33,100	17,100
Project Expenditures	2,331	5,571	-	-
Project V Grant Program	-	21,384	198,100	252,300
Subtotal	<u>100,029</u>	<u>165,980</u>	<u>317,000</u>	<u>385,400</u>
Activity Total	<u>\$496,970</u>	<u>\$566,985</u>	<u>\$836,700</u>	<u>\$690,400</u>
<u>Funding Source:</u>				
General Fund	\$496,970	\$545,601	\$638,600	\$438,100
Measure M2 Project V Fund	-	21,384	198,100	252,300

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 2017-18 MAJOR ACCOMPLISHMENTS

1. Continued archive scanning of interdepartmental historical records in ongoing effort to achieve 100% digital retention of public documents.
2. Contributed to Request for Proposal and participated in review and purchasing process for replacement of the SIRE Agenda Management System.
3. Hosted two Passport Acceptance extended service hour days, resulting in increased participation by residents.
4. Conducted the January 2, 2018 Special Recall Election.
5. Provided departmental support to the Civic Center project.
6. Coordinated installation of additional Little Free Library at Rimgate Park to increase civic engagement.
7. Participated in online bid software training in order to conduct bid openings for projects utilizing Plant Bids.

FISCAL YEAR 2018-19 MAJOR INITIATIVES

1. Continue archival scanning of interdepartmental historical records in ongoing effort to achieve 100% digital retention of public documents and facilitate public retrieval of official City records.
2. Coordinate voter registration drive and voter registration assistance at City facilities in conjunction with the Orange County Registrar of Voters to increase voter participation in the November 6, 2018 General Municipal Election.
3. Conduct November 6, 2018 General Municipal Election.
4. Coordinate efforts with Management Services to initiate interdepartmental training and implementation of new Agenda Automation Software Process.
5. Initiate preparations for records consolidation project in anticipation of the move to the new Civic Center/City Hall.
6. Host an in-house City Clerk related training session in conjunction with the Management Services Training Schedule.

CITY CLERK BUDGET OVERVIEW

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel	\$471,256	\$489,969	\$483,400	\$473,600
Operations and Maintenance	138,948	141,371	229,000	178,900
Contract Services	142,648	138,548	75,500	135,000
Activity Total	\$752,852	\$769,888	\$787,900	\$787,500
Funding Source:				
General Fund	\$752,852	\$769,888	\$787,900	\$787,500
Total Positions:				
Full-Time	5.0	5.0	5.0	5.0

PERFORMANCE MEASURES

Description	Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Adopted Budget <u>2018-19</u>
<u>Service Delivery</u>			
# of passport applications received	919	700	800
% of passport applications accepted by U.S. Department of State without errors	100%	100%	100%
% of City Hall Operating Hours with Available Notary Public Service	100%	90%	100%
<u>Public Records</u>			
# of public records requests received	600	650	700
% responded to within the regulations of the Public Records Act	100%	100%	100%
% responded to electronically via imaged records	95%	95%	95%
% of vital records (minutes, resolutions, ordinances, agreements) imaged within 10 days of signature	100%	100%	100%

PERFORMANCE MEASURES (continued)

<u>Description</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>Budget</u> <u>2017-18</u>	<u>Adopted</u> <u>Budget</u> <u>2018-19</u>
<u>Open Government</u>			
% of Statements of Economic Interest filed by statutory deadline	100%	100%	100%
% of City Council meeting videos posted online within 24 hours	100%	100%	100%
% of City Council meeting actions posted online within 24 hours	100%	100%	100%

CITY CLERK BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$358,158	\$364,476	\$354,900	\$344,400
Temporary Personnel	-	5,544	-	-
Overtime	4,249	4,159	5,200	5,200
Medicare	4,934	4,980	5,100	5,000
Retirement	27,758	30,833	30,200	31,000
Health Insurance	76,157	79,977	88,000	88,000
Subtotal	<u>471,256</u>	<u>489,969</u>	<u>483,400</u>	<u>473,600</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	61,228	63,457	64,900	66,100
Training and Education	6,012	3,586	4,400	4,400
Travel, Conferences, Meetings	7,076	6,044	7,200	7,700
Auto Allowance	4,835	4,800	4,800	3,000
Mileage Reimbursement	1,066	213	1,500	1,500
Operating Supplies	3,128	3,473	4,400	4,400
Special Supplies	6,234	5,819	7,000	7,000
Printing and Duplicating	-	-	1,300	1,300
Legal Advertising	13,062	19,823	21,000	21,000
Postage and Deliveries	52	37	500	500
Subscriptions and Books	2,298	501	2,100	2,100
Computer Maintenance/Supply	-	-	10,000	10,000
Software Licenses/Maintenance	33,957	33,618	99,900	49,900
Subtotal	<u>138,948</u>	<u>141,371</u>	<u>229,000</u>	<u>178,900</u>
<u>Contract Services:</u>				
Elections	84,405	45,743	500	60,000
Citizens Academy	2,764	3,916	4,000	4,000
Codification	5,379	3,051	6,000	6,000
Records Management	50,100	85,838	65,000	65,000
Subtotal	<u>142,648</u>	<u>138,548</u>	<u>75,500</u>	<u>135,000</u>
Activity Total	<u><u>\$752,852</u></u>	<u><u>\$769,888</u></u>	<u><u>\$787,900</u></u>	<u><u>\$787,500</u></u>

CITY ATTORNEY

DEPARTMENT DESCRIPTION

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

FISCAL YEAR 2017-18 MAJOR ACCOMPLISHMENTS

1. Continued implementation and development of new residential neighborhood projects, including occupancy and mapping on approved developments.
2. Provided guidance to the City Council on short-term lodging issues, including vacation rentals and alcohol and drug treatment facilities, including drafting an ordinance regulating all short-term lodging uses.
3. Provided legal guidance to the City Council and City Clerk through the transition from at-large to by-district elections.
4. Provided legal guidance to the City Council and City Clerk through the recall process to ensure neutrality by the City.
5. Provided legal guidance to Code Enforcement staff, including drafting letters and interface with the property owner and neighbor, resulting in sale of the nuisance property on Gemwood.
6. Provided legal guidance to the City Council in adopting the ordinance regulating drone activities.
7. Drafted the Municipal Code update and clean-up ordinance.
8. Provided legal guidance to the City Council on campaign finance laws and possible local regulations, including drafting proposed ordinance.
9. Provided legal guidance to the City Council regarding City Council compensation, including drafting a proposed ballot measure.
10. Provided legal guidance to the City Council regarding City Council term limits, including drafting a proposed ballot measure.
11. Provided legal guidance to the City Council regarding local ethics regulations, and began participation on the Ethics Ad Hoc Committee.
12. Drafted ordinances forming the Planning and Traffic Commission, and changing the method for appointing City commissioners.
13. Provided legal guidance to City staff and the City Council regarding the Lake Forest Traffic Mitigation program, including drafting legal guidance memoranda.
14. Provided legal direction to City staff regarding proper implementation of Facebook Live as a component of City Council meetings.
15. Oversaw real property negotiations for the Housing Authority parcels on El Toro Road, adjacent to the Kingdom Hall property.
16. Finalized updates to the City's Contracting and Purchasing Guidelines and annual update to City's standard template contracts and agreements.

FISCAL YEAR 2018-19 MAJOR INITIATIVES

1. Continue to assist City in real estate transactions relating to acquisition and construction of new residential neighborhoods and public facilities in the surrounding areas.
2. Continue work on project-level review of new neighborhood projects required for construction of residential units and cash flow for public facilities.
3. Support City in economic development and housing initiatives, including completing negotiations for Housing Authority parcels.
4. Continue to assist the City in implementing development and construction of its new Civic Center, including design-build issues and procurement issues.
5. Assist the City with contract issues related to the construction of the Civic Center, including drafting contracts and resolving contract disputes.
6. Provide support to City staff to enforce the City's short-term lodging ordinance as complaints are received by the City.
7. Work toward full resolution of issues between the Lake Forest Community Association and the City of Lake Forest.
8. Support staff in the General Plan review and revision process.
9. Continue to provide successful litigation support when issues arise that could impact the community.
10. Provide guidance to the City regarding local and regional homeless issues, including possible provision of supportive and transitional housing.
11. Provide creative solutions to housing issues, including the provision of workforce housing.
12. Provide legal support as issues arise related to the possible development of the Nakase property, including feasibility studies and entitlement applications.
13. Provide preemptive guidance to City staff and the City Council to ensure no adverse impacts to the operation of the City and work of City staff throughout the 2018 election season.
14. Provide legal guidance to City staff and the City Council regarding parking issues and permit parking, balancing the needs of neighborhoods and legal requirements.

CITY ATTORNEY BUDGET OVERVIEW
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Contract Services	\$1,056,645	\$1,222,391	\$1,318,000	\$1,318,000
Activity Total	<u>\$1,056,645</u>	<u>\$1,222,391</u>	<u>\$1,318,000</u>	<u>\$1,318,000</u>

Funding Sources:

General Fund	\$1,018,892	\$1,140,965	\$1,272,000	\$1,272,000
General Fund - NPDES ¹	37,753	81,426	46,000	46,000

¹ NPDES = National Pollutant Discharge Elimination System

CITY ATTORNEY BUDGET DETAIL
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Contract Services:</u>				
Legal	\$1,030,156	\$1,039,259	\$1,026,000	\$1,026,000
Reimbursed Legal	23,483	179,532	260,000	260,000
Outside Legal	3,006	3,600	27,000	27,000
Miscellaneous Legal	-	-	5,000	5,000
Subtotal	1,056,645	1,222,391	1,318,000	1,318,000
Activity Total	\$1,056,645	\$1,222,391	\$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 2017-18 MAJOR ACCOMPLISHMENTS

1. Continued to provide financial management and guidance for public and private projects including:
 - Monitored the Opportunities Study Area Financial Model to track and account for all impact fees.
 - Monitored cash flow needs analysis for development of the Lake Forest Civic Center.
 - Monitored financial terms and obligations of Developer Agreements and amendments as necessary.
 - Performed the accounting for the acceptance of developer constructed infrastructure and other capital related assets.
 - Monitored cash flow needs analysis of the Foothill Circulation Phasing Plan Fee program for the 2011 Alton Certificates of Participation debt service requirements.
2. Continued to provide financial management and guidance regarding the ongoing responsibilities of the Lake Forest Successor Agency and Oversight Board.
 - Received a Finding of Completion from the California State Department of Finance (DOF).
3. Continued to provide financial management and guidance regarding the City's Pension and Other Post-Employment Benefit Obligations.
 - Managed the City's irrevocable trust through the Public Agency Retirement Services Pension Rate Stabilization Program and the Other Post-Employment Benefits Trust.
 - Performed financial analysis to retire the City's unfunded Actuarial Accrued Liability related to pensions that would result in significant savings over time and reduce or eliminate fluctuation in the City's employer contributions to CalPERS.
 - Implemented Governmental Accounting Standards Board Statement of Accounting 74/75 in the City's financial statements related to Other Post-Employment Benefits accounting.
4. Updated the City's Purchasing and Contract Guidelines.
5. Issued 321 invoices related to the Opportunity Study Area development for 311 single-family and 35 multi-family units.

FISCAL YEAR 2018-19 MAJOR INITIATIVES

1. Continue to provide financial management and guidance for public and private projects including:
 - Monitor the Opportunities Study Area Financial Model to track and account for all impact fees.
 - Monitor cash flow needs analysis for development of the Lake Forest Civic Center.
 - Monitor financial terms and obligations of Developer Agreements and amendments as necessary.
 - Perform the accounting for the acceptance of developer constructed infrastructure and other capital related assets as necessary.
 - 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 regarding the City's Pension and Other Post-Employment Benefit Obligations.
4. Continue to provide financial management and guidance in the disposition and development of Housing Authority Assets.
5. Prepare an analysis of the City's financial policies.
6. Prepare Comprehensive Fee Study and Cost Allocation Plan.
7. Conduct Comprehensive asset data collection and inventory.

**FINANCE - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel	\$750,844	\$865,334	\$738,400	\$797,600
Operations and Maintenance	7,766,999	3,097,334	3,397,000	9,345,400
Contract Services	132,056	200,675	190,600	377,600
Activity Total	<u>\$8,649,899</u>	<u>\$4,163,343</u>	<u>\$4,326,000</u>	<u>\$10,520,600</u>
Funding Sources:				
General Fund	\$7,556,753	\$3,079,353	\$3,237,100	\$3,226,900
Financing Authority Fund	1,093,146	1,083,990	1,088,900	7,193,700
City Facilities Replacement Fund	-	-	-	100,000
Total Positions:				
Full-Time	<u>7.00</u>	<u>7.00</u>	<u>6.30</u>	<u>7.00</u>

PERFORMANCE MEASURES

Description	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<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	6/21/2016	6/20/2017	6/19/2018
General fund revenues collected as % of revised estimates ¹	103%	90%	90%
General fund expenditures expended as % budgeted ¹	98%	95%	95%
GFOA awards received	1	1	1

PERFORMANCE MEASURES (continued)

<u>Description</u>	<u>Actual 2016-17</u>	<u>Adopted Budget 2017-18</u>	<u>Adopted Budget 2018-19</u>
<u>Investment Management</u>			
Invested funds as % of total cash and investments	96%	99%	99%
% of investments in compliance with policy	100%	100%	100%
% of investments within required safety ratings	100%	100%	100%

¹ Excludes carryovers

**FINANCE - ALL DIVISIONS
BUDGET DETAIL**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$588,166	\$686,302	\$534,200	\$574,400
Overtime	2,149	103	2,500	2,500
Part-Time Personnel	-	-	34,400	34,400
Medicare	7,890	9,060	8,200	8,800
Retirement	46,020	57,901	48,200	54,300
Health Insurance	106,619	111,968	110,900	123,200
Subtotal	750,844	865,334	738,400	797,600
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,688	1,550	1,600	1,800
Training and Education	3,101	2,104	5,500	5,500
Travel, Conferences, Meetings	3,398	3,683	3,100	4,000
Auto Allowance	7,890	7,800	4,400	7,800
Mileage Reimbursement	120	368	500	500
Operating Supplies	47,933	48,383	46,400	46,400
Printing and Duplicating	8,823	7,943	8,500	8,500
Postage and Deliveries	10,105	15,257	18,500	18,500
Subscriptions and Books	1,055	1,055	1,000	1,000
Telephone and Other	32,380	25,572	34,700	34,700
City Hall Rent	962,702	948,306	1,009,400	1,067,500
Equipment Rentals/Leases	46,194	53,035	45,200	-
Equipment Maintenance	2,828	2,975	-	-
Computer Maintenance/Supply	-	2,404	-	-
Software Licenses/Maint.	16,013	9,927	45,000	50,200
Bank Charges and Fees	12,948	29,346	32,800	32,800
Property Tax Administration	72,645	47,567	90,000	90,000
PERS Unfunded Liability	3,857,702	2,147	7,000	2,600
General Liability Insurance	1,228,746	629,655	702,400	552,300
Property Insurance	42,899	56,490	59,100	61,500
Worker's Compensation				
Insurance	301,898	108,159	155,000	157,600
Other Insurance	11,785	9,618	38,000	8,500
Debt Service Payments	1,093,146	1,083,990	1,088,900	7,193,700
Subtotal	7,766,999	3,097,334	3,397,000	9,345,400

FINANCE - ALL DIVISIONS BUDGET DETAIL (continued)
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Contract Services:</u>				
Printer Management	6,462	7,516	13,000	-
Auditing	30,320	39,815	41,400	41,400
Special Audits	2,550	-	15,600	15,600
Sales/Property Tax Audits	7,139	55,581	20,000	20,000
Payroll	49,860	52,922	55,000	55,000
General	35,725	44,841	45,600	245,600
Subtotal	132,056	200,675	190,600	377,600
Activity Total ¹	\$8,649,899	\$4,163,343	\$4,326,000	\$10,520,600

FINANCE DIVISION BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$588,166	\$686,302	\$534,200	\$574,400
Overtime	2,149	103	2,500	2,500
Part-Time Personnel	-	-	34,400	34,400
Medicare	7,890	9,060	8,200	8,800
Retirement	46,020	57,901	48,200	54,300
Health Insurance	106,619	111,968	110,900	123,200
Subtotal	<u>750,844</u>	<u>865,334</u>	<u>738,400</u>	<u>797,600</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,688	1,550	1,600	1,800
Training and Education	3,101	2,104	5,500	5,500
Travel, Conferences, Meetings	3,398	3,683	3,100	4,000
Auto Allowance	7,890	7,800	4,400	7,800
Mileage Reimbursement	120	368	500	500
Operating Supplies	1,854	1,854	1,400	1,400
Printing and Duplicating	3,873	2,392	3,500	3,500
Postage and Deliveries	105	257	500	500
Subscriptions and Books	1,055	1,055	1,000	1,000
Computer Maintenance/Supply	-	2,404	-	-
Software Licenses/Maint.	16,013	9,927	45,000	50,200
Bank Charges and Fees	12,948	29,346	32,800	32,800
Property Tax Administration	72,645	47,567	90,000	90,000
Debt Service Payments	1,093,146	1,083,990	1,088,900	7,193,700
Subtotal	<u>1,218,836</u>	<u>1,194,297</u>	<u>1,278,200</u>	<u>7,392,700</u>
<u>Contract Services:</u>				
Auditing	30,320	39,815	41,400	41,400
Special Audits	2,550	-	15,600	15,600
Sales/Property Tax Audits	7,139	55,581	20,000	20,000
Payroll	49,860	52,922	55,000	55,000
General	35,725	44,841	45,600	245,600
Subtotal	<u>125,594</u>	<u>193,159</u>	<u>177,600</u>	<u>377,600</u>
Activity Total	<u>\$2,095,274</u>	<u>\$2,252,790</u>	<u>\$2,194,200</u>	<u>\$8,567,900</u>
<u>Funding Source:</u>				
General Fund	\$1,002,128	\$1,168,800	\$1,105,300	\$1,274,200
Financing Authority Fund	1,093,146	1,083,990	1,088,900	7,193,700
City Facilities Replacement Fund	-	-	-	100,000

FINANCE - NON-DEPARTMENTAL DIVISION BUDGET DETAIL
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Operation and Maintenance:</u>				
Operating Supplies	\$46,079	\$46,529	\$45,000	\$45,000
Printing and Duplicating	4,950	5,551	5,000	5,000
Postage and Deliveries	10,000	15,000	18,000	18,000
Telephone and Other	32,380	25,572	34,700	34,700
City Hall Rent	962,702	948,306	1,009,400	1,067,500
Equipment Rentals/Leases	46,194	53,035	45,200	-
Equipment Maintenance	2,828	2,975	-	-
PERS Unfunded Liability	3,857,702	2,147	7,000	2,600
General Liability Insurance	1,228,746	629,655	702,400	552,300
Property Insurance	42,899	56,490	59,100	61,500
Worker's Compensation Insurance	301,898	108,159	155,000	157,600
Other Insurance	11,785	9,618	38,000	8,500
Subtotal	6,548,163	1,903,037	2,118,800	1,952,700
<u>Contract Services:</u>				
Printer Management	6,462	7,516	13,000	-
Subtotal	6,462	7,516	13,000	-
Activity Total	\$6,554,625	\$1,910,553	\$2,131,800	\$1,952,700
 Funding Source:				
General Fund	\$6,554,625	\$1,910,553	\$2,131,800	\$1,952,700

COMMUNITY DEVELOPMENT

DEPARTMENT DESCRIPTION

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

FISCAL YEAR 2017-18 MAJOR ACCOMPLISHMENTS

1. Provided assistance to the public, business and development community regarding land use and zoning matters. Reviewed and analyzed entitlement applications in accordance with the timelines established in the Government Code and presented recommendations to the Planning Commission and City Council.
2. Recommended the selection of a consulting firm and began the phased work program for a comprehensive update to the City's General Plan. Initiated Phase 1 of the program to engage the residents and businesses in the identification of a community wide vision and the preparation of background studies. Coordinated the formation of the General Plan Advisory Committee.
3. Facilitated the review, permitting and construction of approved OSA projects with other City Departments through monthly OSA coordination meetings, bi-weekly construction meetings and the monitoring of Conditions of Approval. Processed subsequent entitlement actions and coordinated the plan check and inspection process for 460 new homes, neighborhood parks and private recreation facilities.
4. Reviewed plans and issued 2,784 permits; performed 25,431 building inspections.
5. Implemented new responsibilities for the Planning and Traffic Commission, conducted educational workshops, received input for concerned residents and forwarded recommendations to City Council. Reviewed the Annual Collision Report and Traffic Signal Master Plan.
6. Reviewed projects within the City and in adjacent jurisdictions.
7. Used the City's annual Community Development Block Grant to assist over 6,000 residents with social services and provided eight housing rehabilitation loans and exterior paint grants to five low-income household.

8. Utilized the Administrative Citation Program, resulting in more timely case resolution and a reduction in legal fees. Worked with the contractor that manages the citation process to collect unpaid fines from the Franchise Tax Board.
9. Managed 877 Code Enforcement cases using a consistent, comprehensive, and education-based approach, protecting public health, safety, aesthetics, and property values. Realized a closure rate of 98% for all cases received during the 2017 calendar year.

FISCAL YEAR 2018-19 MAJOR INITIATIVES

1. Implement a robust public outreach program to identify the community's core values and vision and oversee the preparation of technical studies for the first phase of the General Plan Update.
2. Provide assistance to the public, business and development community regarding land use and zoning matters. Review and analyze new projects in accordance with the timelines established in the Government Code and presented recommendations to the Planning Commission and City Council.
3. Provide staff support and prepare agendas, reports and studies for the Planning Commission.
4. Oversee the preparation of an Environmental Impact Report for the proposed development of the Nakase Nursery site.
5. Facilitate the review, permitting and construction of approved projects with other City Departments.
6. Provide timely customer service for the review of building plans and inspections and provide enhanced services to the public and development community utilizing the City's technology.
7. Implement the FY 2018-19 CDBG Action Plan and monitor all public service providers receiving CDBG funding.
8. Prepare a focused work effort for enhancing neighborhood preservation and commercial center aesthetics.

**COMMUNITY DEVELOPMENT - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel	\$1,600,669	\$1,606,873	\$1,615,200	\$1,476,900
Operations and Maintenance	88,018	92,313	134,500	138,500
Contract Services	2,514,762	3,197,314	3,538,700	2,981,100
Capital Outlay	-	1,152	-	-
Activity Total	<u>\$4,203,449</u>	<u>\$4,897,652</u>	<u>\$5,288,400</u>	<u>\$4,596,500</u>
Funding Source:				
General Fund	\$3,657,069	\$4,664,186	\$4,797,000	\$4,080,300
Community Development				
Block Grant Fund	181,867	172,018	356,500	381,300
Housing Authority Fund	364,513	61,448	134,900	134,900
Total Positions:				
Full-Time ¹	<u>12.3</u>	<u>12.3</u>	<u>12.3</u>	<u>12.0</u>

PERFORMANCE MEASURES

Description	Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Adopted Budget <u>2018-19</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</u>			
% of staff planning reviews completed within established timeframes	100%	100%	100%
% of requests for information responded to within 24 hours	95%	95%	95%
<u>Housing</u>			
# of homes/mobile homes to receive exterior painting	5	5	6
# of homes that will receive rehab loans	11	6	10

PERFORMANCE MEASURES

<u>Description</u>	<u>Actual 2016-17</u>	<u>Adopted Budget 2017-18</u>	<u>Adopted Budget 2018-19</u>
<u>Code Enforcement</u>			
% of code violations voluntarily corrected	91%	90%	90%

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

COMMUNITY DEVELOPMENT - ALL DIVISIONS
BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$1,251,237	\$1,245,125	\$1,191,600	\$1,093,000
Overtime	2,485	2,271	6,900	7,200
Part-Time Personnel	26,884	19,953	43,800	44,100
Commissioner Stipend	-	-	14,200	7,100
Medicare	17,352	17,166	17,900	16,500
Retirement	96,406	104,880	101,500	97,800
Health Insurance	206,305	217,478	239,300	211,200
Subtotal	1,600,669	1,606,873	1,615,200	1,476,900
<u>Operations and Maintenance:</u>				
Memberships and Dues	4,640	3,375	4,400	4,800
Training and Education	914	902	5,500	5,500
Travel, Conferences, Meetings	5,189	2,024	10,300	12,400
Commissioner Travel	525	925	5,000	5,000
Auto Allowance	16,194	15,311	16,000	13,800
Mileage Reimbursement	65	37	700	700
Operating Supplies	3,981	3,968	25,900	27,400
Printing and Duplicating	1,736	845	1,100	1,100
Legal Advertising	-	-	-	8,000
Postage and Deliveries	404	-	800	800
Subscriptions and Books	4,582	7,401	6,600	6,100
Uniforms	1,061	994	1,900	1,900
Telephone and Other	2,562	4,637	2,700	2,700
Equipment Rentals/Leases	5,119	1,706	-	-
Software Licenses/Maintenance	34,035	37,542	39,300	31,500
Vehicle Replacement	-	7,900	7,900	10,400
Vehicle Maintenance	7,011	4,746	6,400	6,400
Subtotal	88,018	92,313	134,500	138,500
<u>Contract Services:</u>				
Building and Safety	1,890,708	2,749,938	2,012,200	1,650,000
Communications	-	-	12,000	12,000
Planning	106,977	240,784	1,040,000	821,000
Nuisance Abatement	-	-	10,000	10,000
Citations Collection	1,959	2,878	2,400	2,400
General	59,703	65,238	113,000	124,500
Public Service Grants	47,500	59,857	60,000	56,300
Housing Rehabilitation Loans	-	-	169,700	188,500
Rehabilitation Loan Fees	11,164	11,332	13,000	13,000
Rehabilitation Loan Services	24,453	22,318	24,000	24,000

COMMUNITY DEVELOPMENT - ALL DIVISIONS
BUDGET DETAIL (continued)

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Contract Services: (continued)</u>				
Citywide Paint Program	35,326	27,285	30,000	27,000
Building Maintenance	23,174	11,096	12,400	12,400
Auditing	2,955	-	5,000	5,000
Professional Services - Legal	-	-	35,000	35,000
Property Disposition	310,843	6,588	-	-
Subtotal	2,514,762	3,197,314	3,538,700	2,981,100
<u>Capital Outlay:</u>				
Furniture	-	1,152	-	-
Subtotal	-	1,152	-	-
Activity Total	\$4,203,449	\$4,897,652	\$5,288,400	\$4,596,500

COMMUNITY DEVELOPMENT - ADMINISTRATION DIVISION BUDGET DETAIL
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$260,067	\$268,019	\$232,700	\$238,200
Overtime	-	-	300	600
Part-Time Personnel	9,388	7,096	29,800	29,800
Medicare	3,655	3,711	3,800	3,900
Retirement	20,619	21,532	21,100	22,700
Health Insurance	30,463	31,991	35,200	35,200
Subtotal	<u>324,192</u>	<u>332,349</u>	<u>322,900</u>	<u>330,400</u>
<u>Operations and Maintenance:</u>				
Memberships and Dues	1,115	930	1,000	1,100
Training and Education	67	79	1,200	1,200
Travel, Conferences, Meetings	2,004	287	1,900	1,900
Auto Allowance	4,856	4,800	4,800	4,800
Mileage Reimbursement	-	-	200	200
Operating Supplies	744	569	1,000	1,000
Subscriptions and Books	1,708	1,809	2,100	2,700
Subtotal	<u>10,494</u>	<u>8,474</u>	<u>12,200</u>	<u>12,900</u>
Activity Total	<u>\$334,686</u>	<u>\$340,823</u>	<u>\$335,100</u>	<u>\$343,300</u>
<u>Funding Source:</u>				
General Fund	\$334,686	\$340,823	\$335,100	\$343,300

COMMUNITY DEVELOPMENT - BUILDING DIVISION BUDGET DETAIL
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$69,888	\$71,250	\$66,200	\$69,600
Overtime	239	96	600	600
Medicare	927	941	1,000	1,000
Retirement	5,796	6,107	5,900	6,500
Health Insurance	15,231	15,996	17,600	17,600
Subtotal	92,081	94,390	91,300	95,300
<u>Operation and Maintenance:</u>				
Memberships and Dues	240	535	600	600
Training and Education	635	715	1,100	1,100
Mileage Reimbursement	-	-	200	200
Operating Supplies	1,600	512	2,500	2,500
Printing and Duplicating	391	43	300	300
Subscriptions and Books	100	3,029	500	500
Uniforms	130	90	200	200
Telephone and Other	-	2,161	-	-
Equipment Rentals/Leases	5,119	1,706	-	-
Software Licenses/Maintenance	11,345	11,552	13,000	10,500
Subtotal	19,560	20,343	18,400	15,900
<u>Contract Services:</u>				
Building and Safety	1,890,708	2,749,938	2,012,200	1,650,000
Communications	-	-	12,000	12,000
Subtotal	1,890,708	2,749,938	2,024,200	1,662,000
<u>Capital Outlay:</u>				
Furniture	-	1,152	-	-
Subtotal	-	1,152	-	-
Activity Total	\$2,002,349	\$2,865,823	\$2,133,900	\$1,773,200
<u>Funding Source:</u>				
General Fund	\$2,002,349	\$2,865,823	\$2,133,900	\$1,773,200

COMMUNITY DEVELOPMENT - PLANNING DIVISION
BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$475,105	\$484,119	\$460,400	\$463,500
Overtime	399	321	1,000	1,000
Part-Time Personnel	17,496	12,857	14,000	14,300
Medicare	6,782	6,773	6,900	6,900
Retirement	35,345	39,114	37,900	39,900
Health Insurance	76,157	79,977	88,000	83,900
Subtotal	611,284	623,161	608,200	609,500
<u>Operation and Maintenance:</u>				
Memberships and Dues	3,115	1,910	2,500	2,800
Training and Education	197	100	2,000	2,000
Travel, Conferences, Meetings	3,185	1,726	6,000	6,000
Auto Allowance	9,139	9,000	9,000	9,000
Mileage Reimbursement	65	37	300	300
Operating Supplies	1,325	2,678	21,800	21,800
Printing and Duplicating	747	802	500	500
Postage and Deliveries	180	-	500	500
Subscriptions and Books	679	326	600	600
Software Licenses/Maintenance	11,345	11,552	13,000	10,500
Subtotal	29,977	28,131	56,200	54,000
<u>Contract Services:</u>				
Planning	106,977	240,784	1,040,000	821,000
Subtotal	106,977	240,784	1,040,000	821,000
Activity Total	\$748,238	\$892,076	\$1,704,400	\$1,484,500

Funding Source:

General Fund	\$748,238	\$892,076	\$1,704,400	\$1,484,500
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COMMUNITY DEVELOPMENT - CODE ENFORCEMENT DIVISION
BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$326,615	\$327,184	\$311,900	\$297,800
Overtime	1,847	1,854	5,000	5,000
Medicare	4,353	4,364	4,500	4,300
Retirement	24,791	27,254	26,200	26,400
Health Insurance	66,978	70,340	77,400	70,400
Subtotal	\$424,584	430,996	425,000	403,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	170	-	300	300
Training and Education	15	-	600	600
Travel, Conferences, Meetings	-	11	2,400	4,500
Auto Allowance	759	750	800	-
Operating Supplies	207	96	400	400
Printing and Duplicating	509	-	200	200
Postage and Deliveries	-	-	100	100
Subscriptions and Books	1,395	1,737	2,900	1,800
Uniforms	931	904	1,700	1,700
Telephone and Other	2,562	2,476	2,700	2,700
Software Licenses/Maintenance	11,345	14,438	13,300	10,500
Vehicle Replacement	-	7,900	7,900	10,400
Vehicle Maintenance	7,011	4,746	6,400	6,400
Subtotal	24,904	33,058	39,700	39,600
<u>Contract Services:</u>				
Nuisance Abatement	-	-	10,000	10,000
Citations Collection	1,959	2,878	2,400	2,400
Subtotal	1,959	2,878	12,400	12,400
Activity Total	\$451,447	\$466,932	\$477,100	\$455,900
<u>Funding Source:</u>				
General Fund	\$451,447	\$466,932	\$477,100	\$455,900

COMMUNITY DEVELOPMENT - HOUSING DIVISION BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$119,562	\$94,553	\$120,400	\$23,900
Medicare	1,635	1,377	1,700	300
Retirement	9,855	10,873	10,400	2,200
Health Insurance	17,476	19,174	21,100	4,100
Subtotal	148,528	125,977	153,600	30,500
<u>Operation and Maintenance:</u>				
Training and Education	-	8	600	600
Auto Allowance	1,440	761	1,400	-
Operating Supplies	105	113	200	200
Printing and Duplicating	89	-	100	100
Postage and Deliveries	224	-	200	200
Subscriptions and Books	700	500	500	500
Subtotal	2,558	1,382	3,000	1,600
<u>Contract Services:</u>				
General	59,703	65,238	113,000	124,500
Public Service Grants	47,500	59,857	60,000	56,300
Housing Rehabilitation Loans	-	-	169,700	188,500
Rehabilitation Loan Fees	11,164	11,332	13,000	13,000
Rehabilitation Loan Services	24,453	22,318	24,000	24,000
Citywide Paint Program	35,326	27,285	30,000	27,000
Building Maintenance	23,174	11,096	12,400	12,400
Auditing	2,955	-	5,000	5,000
Professional Services - Legal	-	-	35,000	35,000
Property Disposition	310,843	6,588	-	-
Subtotal	515,118	203,714	462,100	485,700
Activity Total	\$666,204	\$331,073	\$618,700	\$517,800
<u>Funding Sources:</u>				
General Fund	\$119,824	\$97,607	\$127,300	\$1,600
Community Development				
Block Grant Fund	181,867	172,018	356,500	381,300
Housing Authority Fund	364,513	61,448	134,900	134,900

COMMUNITY DEVELOPMENT - PLANNING COMMISSION BUDGET DETAIL
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Commissioner Stipend	\$0	\$0	\$14,200	\$7,100
Medicare	-	-	-	100
Retirement	-	-	-	100
Subtotal	-	-	14,200	7,300
<u>Operation and Maintenance:</u>				
Commissioner Travel	525	925	5,000	5,000
Operating Supplies	-	-	-	1,500
Legal Advertising	-	-	-	8,000
Subtotal	525	925	5,000	14,500
Activity Total	\$525	\$925	\$19,200	\$21,800
<u>Funding Source:</u>				
General Fund	\$525	\$925	\$19,200	\$21,800

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, and solid waste collection services. In addition, the department checks plans, inspects grading and infrastructure construction for new developments and implements the City's Capital Improvement Program ("CIP"). The CIP is responsive to our community by delivering construction projects that enhance the quality of life in Lake Forest. The Department accomplishes this through five major disciplines: administration, engineering, infrastructure maintenance, traffic management, and storm water quality.

FISCAL YEAR 2017-18 MAJOR ACCOMPLISHMENT

The Capital Improvement Program consists of 25 projects with approximately \$64 million of improvements. Twelve projects have been completed, eight projects are in design, and five projects are under construction.

Civic Center

1. Completed rough grading, extension of Civic Center Drive, installation of underground utilities, and parking structure at the Civic Center.
2. Began construction on four Civic Center campus buildings.

Traffic Improvements

3. Initiated construction of interim eastbound right-turn traffic improvement project at Bake Parkway and Trabuco/Irvine Boulevard to improve traffic flow through the intersection.
4. Completed the annual traffic collision review and analysis.
5. Completed installation of crosswalk flashing beacons at four school crosswalk locations not controlled by stop signs to provide a high-visibility strobe-like warning to drivers when pedestrians use a crosswalk.

Street Improvements

6. Completed Slurry Seal Zone E of the City's Pavement Management Program, helping to ensure a safe, smooth roadway surface and help to maintain the roadways as long as possible.
7. Completed design and construction of 30 new access ramps. To date, the program has reconstructed 495 ramps at various locations in the City to improve accessibility for the disabled.
8. Completed the design phase of the pavement resurfacing of portions of Dimension and Portola/SR241.
9. Completed the Neighborhood Tree and Sidewalk Rehabilitation project. This project addressed resident requests to replace eucalyptus trees with street appropriate trees and repair sidewalk panels damaged by tree roots.

Environmental

10. Completed the Teed Street storm drain improvements, improving drainage at the intersection of Teed Street and Vesper Road.
11. Retrofitted 65 storm drains with special screens to prevent pollutants from flowing into the storm drain and discharging to local streams and beaches, using a competitive grant-funding award for \$187,500.

Park Improvements

12. Initiated landscaping improvements on Ridge Route from Trabuco Road to Overlake to improve aesthetics and reduce water usage.
13. Completed the construction of shade structures at Barker Dog Park.
14. Collaborated with Community Services to initiate the Neighborhood Park Improvement Plan.
15. Completed installation of fertigation system for Sports Park turf maintenance.

FISCAL YEAR 2018-19 MAJOR INITIATIVES

Civic Center

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

Traffic Improvements

3. Complete the design of the Lake Forest Traffic Mitigation (“LFTM”) project at El Toro and Portola/Santa Margarita.
4. Complete the design of the second phase of the LFTM project at Bake Parkway and Trabuco/Irvine Boulevard.
5. Coordinate with OCTA on the design for the El Toro Road Traffic Signal Synchronization Program (TSSP) project from Bridger Road to Ridgeline Road.
6. Complete the design and construction for the Raised Median Improvements and Repairs project.

Street Improvements

7. Complete Slurry Seal Zone B of the City’s Pavement Management Program.
8. Complete pavement resurfacing of major arterials in accordance with the Pavement Management Program including resurfacing of Portola at SR241.

Environmental

9. Complete Bake Parkway and Toledo Way Reclaimed Water project.
10. Complete Storm Drain Master Plan/Asset Management Study for Implementation.

Park Improvements

11. Complete construction of Veterans Park Improvements.
12. Initiate construction of Portola Community Park.
13. Complete the Sports Court Resurfacing project, Phase 2.
14. Complete the Playground Resurfacing project, Phase 2.

**PUBLIC WORKS - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel	\$1,749,785	\$1,888,352	\$1,966,500	\$2,184,800
Operations and Maintenance	2,243,904	2,130,494	2,470,600	2,651,500
Contract Services	7,862,633	7,988,376	8,598,100	9,248,600
Capital Outlay	-	-	77,000	-
Activity Total	<u>\$11,856,322</u>	<u>\$12,007,222</u>	<u>\$13,112,200</u>	<u>\$14,084,900</u>
Funding Sources:				
General Fund	\$10,147,870	\$10,340,968	\$11,288,900	\$11,953,400
Gas Tax Fund	1,619,437	1,582,137	1,714,800	1,836,700
Grant Funds	47,491	44,462	61,000	67,300
Air Quality Management				
District Fund	41,524	39,655	47,500	47,500
City Facilities Replacement				
Fund	-	-	-	180,000
Total Positions:				
Full-Time	<u>15.0</u>	<u>15.0</u>	<u>16.0</u>	<u>17.0</u>

PERFORMANCE MEASURES

Description	Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Adopted Budget <u>2018-19</u>
<u>Development Plans Review</u>			
% of development plans review completed within 10 days	93%	90%	90%
% of traffic review for development site plans completed within 10 days	95%	90%	90%
# of reviews completed	567	400	500
# of active individual developments	73	47	60
<u>Park and Landscape Maintenance</u>			
# of Trees Trimmed	2,602	3,861	3,861
Expand the Forest Trees Requested	30	17	20
Graffiti removed within 48 hours	100%	100%	100%
% of Landscape budget expended	98%	n/a	98%
Park Maintenance Resident Satisfaction Survey	90%	n/a	90%

PERFORMANCE MEASURES (continued)

Description	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Streets and Right-of-Way Maintenance</u>			
Average PCI citywide			
(Goal: 80 or above out of 100)	83	81	80
% of streets with PCI of 80 or above	64%	58%	54%
# of street signs replaced	1,043	n/a	1,000
% of arterial roadways restriped (biennial)	100%	n/a	100%
Sidewalk displacements repaired	289	n/a	250
<u>Traffic Circulation</u>			
% of coordinated intersections (TSSP)	57%	65%	70%
% of signalized intersections operating at 90% of capacity or less during peak hours	100%	100%	100%
<u>Solid Waste Services</u>			
Residential Curbside Diversion %	40%	45%	50%
Multifamily Diversion %	11%	20%	25%
Commercial Diversion %	15%	25%	30%
<u>Response to Resident Requests (ALF)</u>			
# of citizen requests	502	513	500
Average Reponse Time (days)	1	<1	1

**PUBLIC WORKS - ALL DIVISIONS
BUDGET DETAIL**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$1,367,952	\$1,478,987	\$1,518,000	\$1,684,800
Overtime	1,357	2,511	3,000	5,200
Part-Time Personnel	27,585	11,051	14,000	14,300
Temporary Personnel	-	13,247	-	-
Commissioner Stipend	-	-	-	7,100
Medicare	18,714	20,004	22,100	24,700
Retirement	105,807	122,720	127,900	149,600
Health Insurance	228,370	239,832	281,500	299,100
Subtotal	1,749,785	1,888,352	1,966,500	2,184,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,907	2,607	5,100	5,700
Training and Education	1,745	4,235	8,100	9,400
Travel, Conferences, Meetings	8,483	6,394	8,400	9,900
Commissioner Travel	-	-	-	5,000
Auto Allowance	16,994	16,685	16,800	19,800
Mileage Reimbursement	210	120	1,400	1,400
Operating Supplies	4,924	2,613	4,000	5,500
Printing and Duplicating	902	637	700	700
Postage and Deliveries	26	90	200	200
Subscriptions and Books	1,676	2,221	1,800	1,800
Uniforms	1,369	1,371	1,700	1,700
Bus Shelter Utilities	1,810	1,617	1,600	1,600
Street Light Utilities	572,622	549,218	570,000	570,000
Telephone and Other	4,934	4,339	8,000	5,400
MPS Utilities	264,164	220,775	300,700	300,700
Park Utilities	733,237	684,084	766,400	806,400
Alton Mitigation	34,185	27,477	9,100	-
Building Maintenance	13,894	18,348	26,000	26,300
Janitorial Maintenance	74,068	76,998	-	-
Electrical Maintenance	113,838	83,423	107,700	107,700
Building Repairs	7,957	42,175	38,000	38,000
Software Licenses/Maintenance	13,518	11,867	16,700	204,200
Vehicle Replacement	-	12,600	62,600	29,500
Vehicle Maintenance	5,560	7,590	7,700	7,700
NPDES ¹ Permit	169,431	169,020	241,500	241,500
Water Quality	124,481	119,079	191,400	176,400
Traffic Signal Utilities	71,969	64,911	75,000	75,000
Subtotal	2,243,904	2,130,494	2,470,600	2,651,500

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

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Contract Services:</u>				
General	12,021	-	-	10,000
Other	1,625	-	-	-
Pavement Management	-	47,288	-	111,900
Project Engineering	1,503,088	1,862,481	1,435,000	1,600,000
Traffic Engineering	137,766	155,574	290,000	300,000
Office Engineering	8,221	69,252	200,000	200,000
Solid Waste	38,362	41,000	41,000	45,800
Beverage Container Recycling Grant	9,129	3,462	20,000	20,000
Park Landscape Repairs	877,179	696,469	889,200	822,300
Park Landscape Maintenance	2,309,550	2,279,448	2,430,900	2,574,500
MPS Landscape Maintenance and Repairs	799,520	873,875	957,100	1,158,300
Tree Maintenance	320,918	206,896	419,800	419,800
Backflow Prevention	9,244	12,417	13,000	13,000
Residential Street Sweeping	174,987	169,063	190,000	196,300
Arterial Street Sweeping	122,895	118,830	123,300	127,600
Citations Collection	-	-	3,000	3,000
Bus Shelter Maintenance	31,127	47,566	62,500	72,000
Graffiti Removal	-	-	-	39,100
Traffic Signal Maintenance	211,498	302,745	327,500	327,500
Street Maintenance	1,295,503	1,102,010	1,195,800	1,207,500
Subtotal	7,862,633	7,988,376	8,598,100	9,248,600
<u>Capital Outlay:</u>				
Equipment	-	-	75,000	-
Computer	-	-	2,000	-
Subtotal	-	-	77,000	-
Activity Total	\$11,856,322	\$12,007,222	\$13,112,200	\$14,084,900

¹ NPDES = National Pollutant Discharge Elimination System

PUBLIC WORKS - ADMINISTRATION DIVISION
BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$314,313	\$315,851	\$311,000	\$334,100
Part-Time Personnel	27,585	11,051	14,000	14,300
Temporary Personnel	-	13,247	-	-
Medicare	4,604	4,461	4,700	5,100
Retirement	24,563	26,776	26,800	30,100
Health Insurance	45,694	47,986	52,800	52,800
Subtotal	<u>416,759</u>	<u>419,372</u>	<u>409,300</u>	<u>436,400</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	701	1,020	800	1,000
Training and Education	591	893	800	800
Travel, Conferences, Meetings	3,774	3,133	3,000	4,500
Auto Allowance	4,855	4,800	4,800	4,800
Mileage Reimbursement	-	-	200	200
Operating Supplies	860	663	2,000	2,000
Postage and Deliveries	26	-	-	-
Subscriptions and Books	99	350	100	100
Subtotal	<u>10,906</u>	<u>10,859</u>	<u>11,700</u>	<u>13,400</u>
<u>Contract Services:</u>				
General	-	-	-	10,000
Solid Waste	38,362	41,000	41,000	45,800
Beverage Container Recycling Grant	9,129	3,462	20,000	20,000
Subtotal	<u>47,491</u>	<u>44,462</u>	<u>61,000</u>	<u>75,800</u>
Activity Total	<u>\$475,156</u>	<u>\$474,693</u>	<u>\$482,000</u>	<u>\$525,600</u>
 <u>Funding Sources:</u>				
General Fund	\$427,665	\$430,231	\$421,000	\$458,300
Grant Funds	47,491	44,462	61,000	67,300

PUBLIC WORKS - ENGINEERING DIVISION
BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel:				
Full-Time Personnel	\$311,069	\$343,331	\$330,000	\$308,200
Overtime	155	1,707	-	-
Medicare	4,205	4,667	4,800	4,500
Retirement	24,333	28,013	28,100	27,500
Health Insurance	45,694	47,986	52,800	52,800
Subtotal	385,456	425,704	415,700	393,000
Operation and Maintenance:				
Memberships and Dues	116	295	1,000	1,000
Training and Education	-	1,440	600	600
Travel, Conferences, Meetings	339	479	1,200	1,200
Auto Allowance	3,035	2,885	3,000	3,000
Mileage Reimbursement	-	54	700	700
Operating Supplies	138	-	400	400
Printing and Duplicating	250	228	300	300
Subscriptions and Books	1,281	1,442	1,400	1,400
Street Light Utilities	572,622	549,218	570,000	570,000
Telephone and Other	576	-	-	-
Software Licenses/Maintenance	3,782	2,888	3,600	5,300
Subtotal	582,139	558,929	582,200	583,900
Contract Services:				
Other	1,625	-	-	-
Project Engineering	1,503,088	1,862,481	1,435,000	1,600,000
Office Engineering	8,221	69,252	200,000	200,000
Subtotal	1,512,934	1,931,733	1,635,000	1,800,000
Activity Total	\$2,480,529	\$2,916,366	\$2,632,900	\$2,776,900
Funding Source:				
General Fund	\$2,480,529	\$2,916,366	\$2,632,900	\$2,776,900

PUBLIC WORKS - LANDSCAPE/BUILDING MAINTENANCE DIVISION BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$202,153	\$250,117	\$286,200	\$424,000
Overtime	544	191	1,000	1,000
Medicare	2,654	3,267	4,100	6,100
Retirement	13,029	20,108	25,000	39,100
Health Insurance	51,746	54,345	68,600	86,200
Subtotal	270,126	328,028	384,900	556,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	670	615	2,400	2,800
Training and Education	871	1,704	5,700	5,700
Travel, Conferences, Meetings	910	1,721	2,700	2,700
Auto Allowance	1,214	1,200	1,200	4,200
Mileage Reimbursement	123	-	300	300
Operating Supplies	2,077	1,219	800	800
Postage and Deliveries	-	67	-	-
Printing and Duplicating	243	-	200	200
Subscriptions and Books	296	199	100	100
Uniforms	1,177	1,208	1,400	1,400
Bus Shelter Utilities	1,810	1,617	1,600	1,600
Telephone and Other	2,445	1,495	3,000	3,000
MPS Utilities	264,164	220,775	300,700	300,700
Park Utilities	450,374	396,864	441,900	481,900
Alton Mitigation	34,185	27,477	9,100	-
Building Maintenance	2,268	3,405	8,500	8,800
Janitorial Maintenance	37,369	38,149	-	-
Electrical Maintenance	90,119	69,547	92,700	92,700
Building Repairs	2,866	3,471	8,000	8,000
Software Licenses/Maintenance	2,172	3,203	4,400	184,800
Vehicle Replacement	-	7,700	55,100	20,800
Vehicle Maintenance	3,715	5,904	5,000	5,000
Subtotal	899,068	787,540	944,800	1,125,500
<u>Contract Services:</u>				
Park Landscape Repairs	469,266	472,228	544,500	342,600
Park Landscape Maintenance	1,663,544	1,632,334	1,751,100	1,840,400
MPS Landscape Maintenance and Repairs	799,520	873,875	957,100	1,158,300
Tree Maintenance	320,918	206,896	419,800	419,800

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

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Contract Services (continued):</u>				
Backflow Prevention	9,244	12,417	13,000	13,000
Bus Shelter Maintenance	31,127	47,566	62,500	72,000
Graffiti Removal	-	-	-	39,100
Subtotal	3,293,619	3,245,316	3,748,000	3,885,200
<u>Capital Outlay:</u>				
Equipment	-	-	5,000	-
Computer	-	-	2,000	-
Subtotal	-	-	7,000	-
Activity Total	\$4,462,813	\$4,360,884	\$5,084,700	\$5,567,100
 Funding Source:				
General Fund	\$4,462,813	\$4,360,884	\$5,084,700	\$5,387,100
City Facilities Replacement Fund	-	-	-	180,000

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

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Adopted 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$294,301	\$311,408	\$299,400	\$312,000
Overtime	658	613	1,000	3,200
Medicare	4,005	4,247	4,300	4,500
Retirement	25,121	27,938	23,900	26,100
Health Insurance	44,131	46,347	51,000	51,000
Subtotal	368,216	390,553	379,600	396,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	-	231	300	300
Training and Education	56	198	400	1,700
Auto Allowance	4,248	4,200	4,200	4,200
Operating Supplies	1,671	648	500	500
Printing and Duplicating	-	43	-	-
Subscriptions and Books	-	230	200	200
Telephone and Other	767	423	-	-
Software Licenses/Maintenance	3,782	2,888	6,100	8,800
Vehicle Replacement	-	-	2,600	4,100
Vehicle Maintenance	987	920	1,200	1,200
Traffic Signal Utilities	71,969	64,911	75,000	75,000
Subtotal	83,480	74,692	90,500	96,000
<u>Contract Services:</u>				
Pavement Management	-	47,288	-	111,900
Traffic Engineering	137,766	155,574	290,000	225,000
Traffic Signal Maintenance	211,498	302,745	327,500	327,500
Street Maintenance	1,239,728	1,051,274	1,144,800	1,144,800
Subtotal	1,588,992	1,556,881	1,762,300	1,809,200
Activity Total	\$2,040,688	\$2,022,126	\$2,232,400	\$2,302,000
<u>Funding Sources:</u>				
General Fund	\$379,727	\$400,334	\$470,100	\$417,800
Gas Tax Fund	1,619,437	1,582,137	1,714,800	1,836,700
Air Quality Management District Fund	41,524	39,655	47,500	47,500

PUBLIC WORKS - SPORTS PARK DIVISION
BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$65,753	\$69,199	\$104,400	\$112,000
Overtime	-	-	1,000	1,000
Medicare	896	943	1,500	1,600
Retirement	5,471	4,566	9,300	10,500
Health Insurance	10,642	11,177	21,100	21,100
Subtotal	82,762	85,885	137,300	146,200
<u>Operation and Maintenance:</u>				
Auto Allowance	607	600	600	600
Park Utilities	282,863	287,220	324,500	324,500
Building Maintenance	11,626	14,943	17,500	17,500
Janitorial Maintenance	36,699	38,849	-	-
Electrical Maintenance	23,719	13,876	15,000	15,000
Building Repairs	5,091	38,704	30,000	30,000
Subtotal	360,605	394,192	387,600	387,600
<u>Contract Services:</u>				
General	12,021	-	-	-
Park Landscape Repairs	154,202	107,660	181,200	304,400
Park Landscape Maintenance	646,006	647,114	679,800	734,100
Subtotal	812,229	754,774	861,000	1,038,500
<u>Capital Outlay:</u>				
Equipment	-	-	70,000	-
Subtotal	-	-	70,000	-
Activity Total	\$1,255,596	\$1,234,851	\$1,455,900	\$1,572,300
 <u>Funding Source:</u>				
General Fund	\$1,255,596	\$1,234,851	\$1,455,900	\$1,572,300

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

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$180,363	\$189,081	\$187,000	\$194,500
Medicare	2,350	2,419	2,700	2,800
Retirement	13,290	15,319	14,800	16,200
Health Insurance	30,463	31,991	35,200	35,200
Subtotal	226,466	238,810	239,700	248,700
<u>Operation and Maintenance:</u>				
Memberships and Dues	420	446	600	600
Training and Education	227	-	600	600
Travel, Conferences, Meetings	3,460	1,061	1,500	1,500
Auto Allowance	3,035	3,000	3,000	3,000
Mileage Reimbursement	87	66	200	200
Operating Supplies	178	83	300	300
Printing and Duplicating	409	366	200	200
Postage and Deliveries	-	23	200	200
Uniforms	192	163	300	300
Telephone and Other	1,146	2,421	5,000	2,400
Software Licenses/Maintenance	3,782	2,888	2,600	5,300
Vehicle Replacement	-	4,900	4,900	4,600
Vehicle Maintenance	858	766	1,500	1,500
NPDES ¹ Permit	169,431	169,020	241,500	241,500
Water Quality	124,481	119,079	191,400	176,400
Subtotal	307,706	304,282	453,800	438,600
<u>Contract Services:</u>				
Park Landscape Repairs	253,711	116,581	163,500	175,300
Residential Street Sweeping	174,987	169,063	190,000	196,300
Arterial Street Sweeping	122,895	118,830	123,300	127,600
Citations Collection	-	-	3,000	3,000
Street Maint. - Storm Drains	55,775	50,736	51,000	62,700
Subtotal	607,368	455,210	530,800	564,900
Activity Total	\$1,141,540	\$998,302	\$1,224,300	\$1,252,200
<u>Funding Source:</u>				
General Fund	\$1,141,540	\$998,302	\$1,224,300	\$1,252,200

¹ NPDES = National Pollutant Discharge Elimination System

PUBLIC WORKS - TRAFFIC AND PARKING COMMISSION BUDGET DETAIL
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Commissioner Stipend	\$0	\$0	\$0	\$7,100
Medicare	-	-	-	100
Retirement	-	-	-	100
Subtotal	-	-	-	7,300
<u>Operation and Maintenance:</u>				
Commissioner Travel	-	-	-	5,000
Operating Supplies	-	-	-	1,500
Subtotal	-	-	-	6,500
<u>Contract Services:</u>				
Traffic Engineering	-	-	-	75,000
Subtotal	-	-	-	75,000
Activity Total	\$0	\$0	\$0	\$88,800
 <u>Funding Source:</u>				
General Fund	\$0	\$0	\$0	\$88,800

MANAGEMENT SERVICES

DEPARTMENT DESCRIPTION

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

FISCAL YEAR 2017-18 MAJOR ACCOMPLISHMENTS

Public Information

1. The Public Information Office took the City's social media presence to new heights. It increased the number of "likes" on the City's primary Facebook page from 2,523 to 4,549 and the number of page "followers" from 2,481 to 4,728. Also, it increased the followers on the City's Twitter page by an average of 2.5 per day since October. Finally, it launched Instagram account and reactivated "Next Door" account, posting City News and information on both forums.
2. Rapidly responded to new City Council public outreach initiatives, including broadcasting Council meetings on Facebook Live, producing "The Mayor's Minute," and providing City information slides, handouts, and a "welcome" video prior to Council meetings.
3. Conducted outreach for the City's transition to District-based elections, creating a postcard mailed to residents, a webpage, and social-media posts.
4. Conducted an RFP for a City Mobile Application and worked with the vendor on developing the application.
5. Engaged more than a dozen participants in the City's inaugural "Lake Forest Lights" holiday lighting photo contest. The social media post identifying the winners and mapping a tour route drew more than 12,500 viewers to the City's Facebook page.
6. Continued the "Don't Make it Easy" campaign with Police Services to raise crime prevention and personal safety awareness, which is one key contributing variable resulting in the largest decrease in property crimes in Orange County since 2015.

Information Technology

1. Completed and delivered designs for the Civic Center technology network, access control, CCTV, digital signage, telecom, and audio-visual components to the City's architect and construction management firm.
2. Issued a Request for Qualifications and Request for Bids for the construction of the "low voltage" systems (which includes network and server room cabling, access control system, CCTV system, and audio-visual components), evaluated responses, and executed a contract with the lowest bidding qualified firm.
3. Provided an electronic plan review capability to the Development Services and Public Works Departments by deploying new HD monitors, plan review software, and a file sharing service.
4. Completed cyber-security improvements, including the implementation of "Safe Search" in the Sports Park computer room, cyber-incident response exercises, and an information security monitoring and response service.
5. Completed the 2017-2021 IT Strategic Plan.
6. Issued an Request for Proposal (RFP) for IT support services, evaluated proposals, and executed a contract for a new professional services agreement with a qualified firm.
7. Issued an RFP for a replacement Agenda Management System, evaluated proposals, and selected a system that will replace the legacy SIRE agenda management system.

Human Resources

1. Successfully recruited and hired over ten full-time positions. Some of these include:
 - Assistant to the City Manager, Facilities Supervisor, Management Analyst, Principal Civil Engineer, Senior Management Analyst (Public Safety) and Senior Communication and Marketing Analyst
2. Conducted a survey of the Part-Time Salary Schedule to ensure salaries reflect the current job market, supporting employee recruitment and retention efforts.
3. Developed an onboarding program to continue to fully embrace and welcome new employees.
4. Hired a new Employee Benefits Broker through an RFP process and worked with the new vendor on improving costs for employee benefits.
5. Implemented an employee training program with a 30% increase in onsite training for employees from the prior year.
6. Developed and encouraged employee wellness by providing wellness speakers, monthly wellness newsletters and tips, and a week full of wellness activities.

FISCAL YEAR 2018-19 MAJOR INITIATIVES

Public Information

1. Plan an outreach/marketing campaign for the Civic Center opening, engaging residents with interactive, digital and printed materials.
2. Work with all City departments to develop a City-wide style guide that identifies colors, fonts and styles for City publications, including a standardized presentation template.
3. Perform a “refresh” of the City website to enhance the online experience and update the look of the *Leaflet* to make it more modern.
4. Increase the use of technological advances to offer new communications channels with residents. This includes:
 - a. Launching the City’s mobile application - “MyLakeForest”
 - b. Developing SMS (text) messaging communication channels
 - c. Creating “Lake Forest Flash” videos with news about what is taking place in the City
 - d. Increasing the use of Facebook Live for streaming public meetings
5. Work with all City departments to enact and enhance outreach programs and publicity for important City initiatives, including but not limited to:
 - a. Dogs on Leash
 - b. Drowning Prevention
 - c. Traffic Safety/Smart Driving
 - d. Recycling
 - e. Capital Improvement Projects
 - f. Crime Prevention

Information Technology

1. Enhance business continuity, collaboration, and communication capabilities by deploying Microsoft Office 365 for all staff, upgrading from the current Office 2010 environment.
2. Improve collaboration between departments by providing an internal web map portal for creating, contributing, and sharing maps with related application and project data.
3. Initiate construction and installation of the IT components of the Civic Center. IT will oversee and coordinate the deployment of all technology for the Civic Center, including security, audio-visual, and telecom systems on a fast and reliable network foundation.
4. Enhance the City’s IT security stance through (a) deploying a security monitoring service, (b) upgrading email protection, (c) continuing employee and IT incident response training.
5. More effectively track and manage equipment across multiple facilities and buildings by upgrading IT’s inventory tracking software to a cloud-based system with a wireless bar-code scanners.

Human Resources

1. Conduct the City's biennial Classification and Compensation Study to continue attracting and retaining high level employees.
2. Provide quality, cost-effective training and development designed to increase individual and organizational productivity and enrichment.
3. Expand the use of social media and other collaborative technology to increase visibility of City employment opportunities.
4. Revise and update personnel policies and regulations to ensure the City is in compliance with all State and Federal employment laws.
5. Promote and maintain an environment that values communication and wellness by increasing employee engagement with the Intranet and updating it regularly with critical wellness information.
6. Implement the new onboarding program for recently hired full-time employees.

**MANAGEMENT SERVICES - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel	\$598,581	\$631,254	\$884,000	\$920,600
Operations and Maintenance	255,229	246,209	357,900	475,100
Contract Services	504,426	519,865	577,300	613,100
Capital Outlay	109,991	112,348	164,000	216,800
Activity Total	\$1,468,227	\$1,509,676	\$1,983,200	\$2,225,600
Funding Source:				
General Fund	\$1,468,227	\$1,509,676	\$1,983,200	\$2,225,600
Total Positions:				
Full-Time	5.00	5.00	7.00	7.00

PERFORMANCE MEASURES

Description	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel Recruitment and Selection</u>			
% of employees passing probation	99%	98%	98%
Average # of applications per open recruitment	81	75	80
<u>Training and Development</u>			
Performance evaluations - % completed on time	97%	95%	98%
Training/Wellness - # of in-house opportunities provided to employees	14	15	15
<u>Computer Systems</u>			
% computer help desk calls completed within 3 days	96.7%	85%	90%
% server availability	99.9%	99.5%	99.5%
<u>Communications</u>			
# of unique website visitors (per month)	18,000	18,000	21,000
# of engagement opportunities ¹	7	10	12
# of videos produced	18	N/A	60

¹ Community contests.

**MANAGEMENT SERVICES - ALL DIVISIONS
BUDGET DETAIL**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$451,492	\$480,845	\$662,600	\$692,200
Part-Time Personnel	12,294	20,642	13,500	14,300
Medicare	6,244	6,752	9,700	10,200
Retirement	36,882	31,671	56,000	61,700
Health Insurance	76,157	79,978	123,200	123,200
Annual Physical Exams	220	782	3,000	3,000
Pre-Employment Testing	9,472	6,846	10,000	10,000
Tuition Reimbursement	5,820	3,738	6,000	6,000
Subtotal	<u>598,581</u>	<u>631,254</u>	<u>884,000</u>	<u>920,600</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,445	910	2,800	3,600
Training and Education	16,708	7,777	32,300	35,300
Travel, Conferences, Meetings	4,826	3,261	10,200	14,700
Auto Allowance	7,926	5,793	10,700	10,700
Mileage Reimbursement	112	180	800	800
Operating Supplies	6,703	4,604	8,300	8,600
Recruitment Panel Hosting	1,049	1,244	1,100	1,100
Printing and Duplicating	3,485	1,508	4,700	4,700
Legal Advertising	1,624	1,066	1,800	1,800
Postage and Deliveries	35,754	33,467	36,400	38,900
Subscriptions and Books	26,698	13,621	16,100	16,100
Telephone and Other	5,579	4,596	14,200	14,200
Equipment Rentals and Leases	-	-	-	46,200
Equipment Maintenance	2,897	2,310	3,900	4,700
Computer Maintenance/Supply	43,588	54,279	52,700	52,500
Software Licenses/Maintenance	86,939	98,025	133,000	186,300
Website Update Services	8,896	13,568	28,900	34,900
Subtotal	<u>255,229</u>	<u>246,209</u>	<u>357,900</u>	<u>475,100</u>
<u>Contract Services:</u>				
Newsletter	41,891	40,548	69,000	69,000
Records Management	5,000	3,400	15,000	15,000
Miscellaneous	43,344	71,575	46,000	43,800
Information Services	395,426	345,341	356,000	348,000
Communications	18,765	16,961	41,300	29,300
Printer Management	-	-	-	13,000
General	-	42,040	50,000	95,000
Subtotal	<u>504,426</u>	<u>519,865</u>	<u>577,300</u>	<u>613,100</u>

MANAGEMENT SERVICES - ALL DIVISIONS BUDGET DETAIL (continued)
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Capital Outlay:</u>				
Equipment	42,510	74,751	95,000	100,200
Furniture	2,872	1,180	3,000	3,000
Computers	57,046	30,961	44,000	44,000
Computer Software	7,563	5,456	22,000	69,600
Subtotal	109,991	112,348	164,000	216,800
Activity Total	\$1,468,227	\$1,509,676	\$1,983,200	\$2,225,600

MANAGEMENT SERVICES - PUBLIC INFORMATION DIVISION BUDGET DETAIL
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$139,471	\$133,445	\$196,500	\$207,800
Part-Time Personnel	12,294	13,227	13,500	14,300
Medicare	1,987	2,002	3,000	3,200
Retirement	11,863	8,168	16,300	18,200
Health Insurance	21,284	22,354	42,200	42,200
Subtotal	186,899	179,196	271,500	285,700
<u>Operation and Maintenance:</u>				
Memberships and Dues	880	225	900	1,400
Training and Education	56	450	1,000	1,000
Travel, Conferences, Meetings	1,127	1,102	1,500	4,500
Auto Allowance	1,957	517	1,900	1,900
Mileage Reimbursement	82	180	500	500
Operating Supplies	3,140	1,240	4,700	4,700
Printing and Duplicating	3,485	1,214	3,700	3,700
Postage and Deliveries	35,754	33,436	36,000	38,500
Subscriptions and Books	85	-	-	-
Software Licenses/Maintenance	6,290	7,651	7,800	7,800
Website Update Services	400	-	13,800	13,800
Subtotal	53,256	46,015	71,800	77,800
<u>Contract Services:</u>				
Newsletter	41,891	40,548	69,000	69,000
Communications	18,765	16,961	41,300	29,300
General	-	42,040	50,000	95,000
Subtotal	60,656	99,549	160,300	193,300
Activity Total	\$300,811	\$324,760	\$503,600	\$556,800
 <u>Funding Source:</u>				
General Fund	\$300,811	\$324,760	\$503,600	\$556,800

MANAGEMENT SERVICES - INFORMATION TECHNOLOGY DIVISION BUDGET DETAIL
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$216,208	\$218,020	\$244,200	\$255,200
Medicare	2,964	2,953	3,500	3,700
Retirement	16,739	17,712	19,900	21,900
Health Insurance	35,052	36,810	40,500	40,500
Subtotal	270,963	275,495	308,100	321,300
<u>Operation and Maintenance:</u>				
Memberships and Dues	290	160	800	800
Training and Education	4,590	2,547	8,000	8,000
Travel, Conferences, Meetings	3,659	1,560	5,200	5,200
Auto Allowance	4,489	3,388	4,400	4,400
Subscriptions and Books	26,314	13,307	15,000	15,000
Telephone and Other	5,579	4,596	14,200	14,200
Equipment Rentals and Leases	-	-	-	46,200
Equipment Maintenance	2,897	2,310	3,900	4,700
Computer Maintenance/Supply	43,588	54,279	52,700	52,500
Software Licenses/Maintenance	80,649	87,374	121,200	174,500
Website Update Services	8,496	13,568	15,100	21,100
Subtotal	180,551	183,089	240,500	346,600
<u>Contract Services:</u>				
Records Management	5,000	3,400	15,000	15,000
Information Services	395,426	345,341	356,000	348,000
Printer Management	-	-	-	13,000
Subtotal	400,426	348,741	371,000	376,000
<u>Capital Outlay:</u>				
Equipment	42,510	74,751	95,000	100,200
Computers	57,046	30,961	44,000	44,000
Computer Software	7,563	5,456	22,000	69,600
Subtotal	107,119	111,168	161,000	213,800
Activity Total	\$959,059	\$918,493	\$1,080,600	\$1,257,700
 <u>Funding Source:</u>				
General Fund	\$959,059	\$918,493	\$1,080,600	\$1,257,700

MANAGEMENT SERVICES - HUMAN RESOURCES DIVISION BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$95,813	\$129,380	\$221,900	\$229,200
Part-Time Personnel	-	7,415	-	-
Medicare	1,293	1,797	3,200	3,300
Retirement	8,280	5,791	19,800	21,600
Health Insurance	19,821	20,814	40,500	40,500
Annual Physical Exams	220	782	3,000	3,000
Pre-Employment Testing	9,472	6,846	10,000	10,000
Tuition Reimbursement	5,820	3,738	6,000	6,000
Subtotal	<u>140,719</u>	<u>176,563</u>	<u>304,400</u>	<u>313,600</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,275	525	1,100	1,400
Training and Education	12,062	4,780	23,300	26,300
Travel, Conferences, Meetings	40	599	3,500	5,000
Auto Allowance	1,480	1,888	4,400	4,400
Mileage Reimbursement	30	-	300	300
Operating Supplies	3,563	3,364	3,600	3,900
Recruitment Panel Hosting	1,049	1,244	1,100	1,100
Printing and Duplicating	-	294	1,000	1,000
Legal Advertising	1,624	1,066	1,800	1,800
Postage and Deliveries	-	31	400	400
Subscriptions and Books	299	314	1,100	1,100
Software Licenses/Maintenance	-	3,000	4,000	4,000
Subtotal	<u>21,422</u>	<u>17,105</u>	<u>45,600</u>	<u>50,700</u>
<u>Contract Services:</u>				
Miscellaneous	43,344	71,575	46,000	43,800
Subtotal	<u>43,344</u>	<u>71,575</u>	<u>46,000</u>	<u>43,800</u>
<u>Capital Outlay:</u>				
Furniture	2,872	1,180	3,000	3,000
Subtotal	<u>2,872</u>	<u>1,180</u>	<u>3,000</u>	<u>3,000</u>
Activity Total	<u>\$208,357</u>	<u>\$266,423</u>	<u>\$399,000</u>	<u>\$411,100</u>
Funding Source:				
General Fund	\$208,357	\$266,423	\$399,000	\$411,100

COMMUNITY SERVICES

DEPARTMENT DESCRIPTION

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

FISCAL YEAR 2017-18 MAJOR ACCOMPLISHMENTS

1. Completed the design process for renovations at 10 City parks as part of the Neighborhood Improvement Plan.
2. Maintained the current service level to the community including special events, services to children, youth and seniors and the operation of world class facilities such as the Lake Forest Sports Park and Etnies Skate Park of Lake Forest.
3. Completed the staffing models and budget analysis for the new Community Center, Performing Arts venue and Senior Center.
4. Switched to a new cloud-based software program for recreation registration to allow patrons to register for classes or reserve facilities from a handheld device.
5. Initiated the process to rename the Senior Scene Clubhouse in anticipation of the move to City's 100 Year Home.
6. Organized the inaugural *Prime Timer Games* for seniors and initiated the "Going Green Recycling" Program in the Senior Scene Clubhouse.
7. Initiated new Adult Basketball League, Futsal and Pickleball Programs in the gym.
8. Increased Recreation Programming to include: Astronomy Night, Winter Movies in the Park, Summer Concert and Car Show, a Farmers Market, Tribute to Star Wars "May the 4th Be With You" event, as well as Friday Fever and Skatepark Safety/Etiquette program at the Skatepark. Programming additions were achieved within budget.

FISCAL YEAR 2018-19 MAJOR INITIATIVES

1. Complete the construction of Portola Park.
2. Begin construction on 10 City parks as part of the Neighborhood Improvement Plan.
3. Complete the operational plans for the new Community Center, Performing Arts Center and Senior Center. This includes drafting policies and procedures, determining an appropriate service level and programming, and completing cost analysis and fee studies to project operating expenses and fees.
4. Initiate the design process for the proposed Whispering Hills park site.
5. Organize the re-dedication ceremony of Heroes Park to include the renaming of the baseball fields and the installation of commemorative plaques to honor Lake Forest's fallen law enforcement officers and military personnel.
6. Complete community outreach relative to a request from the Boys and Girls Club to site a facility in El Toro Park.

**COMMUNITY SERVICES - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel	\$1,926,019	\$1,986,519	\$2,177,500	\$2,350,100
Operations and Maintenance	1,523,928	1,511,776	1,726,600	1,811,900
Contract Services	61,850	145,348	81,900	105,100
Capital Outlay	-	20,411	5,500	-
Activity Total	\$3,511,797	\$3,664,054	\$3,991,500	\$4,267,100
Funding Sources:				
General Fund	\$3,433,758	\$3,581,956	\$3,911,500	\$4,177,100
Measure M2 Senior Mobility Program Fund	78,039	82,098	80,000	90,000
Total Positions:				
Full-Time	10.0	11.0	11.0	12.0

PERFORMANCE MEASURES

Description	Actual <u>2016-17</u>	Adopted Budget <u>2017-18</u>	Adopted Budget <u>2018-19</u>
# of elementary students ¹ in SVUSD ² participating in kids factory after school programs	79,172	90,000	90,000
# of teens participating in teen programs ¹	15,098	13,000	14,000
# of seniors participating in senior programs ¹	37,641	32,000	37,000
# of participants in City programs ³	300,585	317,000	320,000
Total revenue	\$797,256	\$800,000	\$800,000
% of respondents reporting the quality of a program/event met their expectations.	85%	85%	85%
% of respondents reporting they would attend/participate in a specific program again.	85%	85%	85%
% of respondents reporting that they would recommend a specific program/event.	85%	85%	85%

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 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel:				
Full-Time Personnel	\$907,674	\$939,866	\$933,300	\$1,038,800
Overtime	-	193	-	-
Part-Time Personnel	750,991	744,317	910,300	943,800
Commissioner Stipend	-	-	3,300	3,300
Medicare	23,024	23,346	26,700	28,800
Retirement	92,017	102,846	110,300	124,200
Health Insurance	152,313	175,951	193,600	211,200
Subtotal	<u>1,926,019</u>	<u>1,986,519</u>	<u>2,177,500</u>	<u>2,350,100</u>
Operation and Maintenance:				
Memberships and Dues	3,679	1,780	5,600	5,600
Training and Education	561	224	2,600	2,600
Travel, Conferences, Meetings	2,321	3,269	4,000	5,000
Commissioner Travel	4,850	1,940	5,000	5,000
Auto Allowance	10,002	10,800	10,800	10,800
Mileage Reimbursement	314	236	1,000	1,000
Operating Supplies	46,126	48,392	63,700	65,200
Printing and Duplicating	68,018	78,540	123,500	123,500
Uniforms	859	3,829	-	-
Cost of Merchandise Sales	22,785	14,377	25,000	25,000
Telephone and Other	28,831	29,450	31,800	57,200
Janitorial Maintenance ²	-	-	103,200	111,300
Equipment Rentals/Leases	10,867	10,423	11,000	2,000
Building Maintenance	15,794	26,898	4,500	4,500
Building Repairs ²	-	-	3,000	3,000
Software Licenses/Maint.	11,846	11,313	13,500	3,200
Vehicle Replacement	-	6,900	6,900	4,600
Vehicle Maintenance	5,041	5,389	7,600	7,600
Holiday Banners	7,796	10,012	21,000	21,000
Bank Charges and Fees	-	-	30,000	38,000
Community Services Programs	3,571	2,000	9,800	3,500
Community Events	316,450	327,222	299,500	298,500
SVUSD ¹ Recreation Programs	500,775	430,415	497,400	512,600
Senior Mobility Grant Program	78,039	82,098	80,000	90,000
Teen Programs	38,432	35,174	38,200	38,200
Senior Programs	129,795	133,676	140,100	140,100
Recreation Classes	122,819	132,076	105,000	105,000
Skate Park Programs	39,792	39,104	32,300	70,300

COMMUNITY SERVICES - ALL DIVISIONS
BUDGET DETAIL (continued)

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Operation and Maintenance</u>				
<u>(continued):</u>				
Youth Programs	36,188	36,062	29,000	33,000
Adult Sports Programs	18,377	24,995	21,600	24,600
Sports Tournaments	-	5,182	-	-
Subtotal	<u>1,523,928</u>	<u>1,511,776</u>	<u>1,726,600</u>	<u>1,811,900</u>
<u>Contract Services:</u>				
Other	17,610	20,570	31,500	31,500
General	-	-	-	10,000
Miscellaneous	44,240	124,778	50,400	63,600
Subtotal	<u>61,850</u>	<u>145,348</u>	<u>81,900</u>	<u>105,100</u>
<u>Capital Outlay:</u>				
Equipment	-	-	3,500	-
Computer	-	-	2,000	-
Vehicles	-	20,411	-	-
Subtotal	<u>-</u>	<u>20,411</u>	<u>5,500</u>	<u>-</u>
Activity Total	<u><u>\$3,511,797</u></u>	<u><u>\$3,664,054</u></u>	<u><u>\$3,991,500</u></u>	<u><u>\$4,267,100</u></u>

¹ SVUSD = Saddleback Valley Unified School District

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

COMMUNITY SERVICES - ADMINISTRATION DIVISION
BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$471,130	\$466,379	\$445,600	\$524,600
Part-Time Personnel	133,062	143,144	135,500	138,200
Medicare	8,256	8,324	8,400	9,600
Retirement	44,923	48,316	47,000	55,000
Health Insurance	71,667	75,259	82,800	100,400
Subtotal	729,038	741,422	719,300	827,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	3,583	1,375	5,600	5,600
Training and Education	40	224	500	500
Travel, Conferences, Meetings	2,321	3,269	4,000	5,000
Auto Allowance	7,036	6,900	6,900	6,900
Mileage Reimbursement	314	236	1,000	1,000
Operating Supplies	2,904	1,801	6,000	6,000
Printing and Duplicating	67,742	78,454	123,500	123,500
Uniforms	99	123	-	-
Telephone and Other	1,040	430	2,000	2,000
Janitorial Maintenance ²	-	-	43,700	46,700
Equipment Rentals/Leases	1,216	-	-	-
Building Maintenance	11,788	24,496	-	-
Software Licenses/Maint.	11,846	11,313	10,300	-
Vehicle Replacement	-	6,900	6,900	4,600
Vehicle Maintenance	5,041	5,389	7,600	7,600
Holiday Banners	7,796	10,012	21,000	21,000
Bank Charges and Fees	-	-	30,000	38,000
Community Services Programs	3,571	2,000	9,800	3,500
SVUSD ¹ Recreation Programs	500,775	430,415	497,400	512,600
Senior Mobility Grant Program	78,039	82,098	80,000	90,000
Senior Programs	129,795	133,676	140,100	140,100
Subtotal	834,946	799,111	996,300	1,014,600

COMMUNITY SERVICES - ADMINISTRATION DIVISION BUDGET DETAIL (continued)

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Contract Services:</u>				
Other	17,610	20,570	31,500	31,500
General	-	-	-	10,000
Miscellaneous	-	61,248	-	-
Subtotal	17,610	81,818	31,500	41,500
<u>Capital Outlay:</u>				
Computer	-	-	2,000	-
Subtotal	-	-	2,000	-
Activity Total	\$1,581,594	\$1,622,351	\$1,749,100	\$1,883,900
 <u>Funding Sources:</u>				
General Fund	\$1,503,555	\$1,540,253	\$1,669,100	\$1,793,900
Measure M2 Senior Mobility Program Fund	78,039	82,098	80,000	90,000

¹ SVUSD = Saddleback Valley Unified School District

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

COMMUNITY SERVICES - SKATE PARK DIVISION BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$122,900	\$154,237	\$180,400	\$189,400
Part-Time Personnel	201,004	176,203	197,900	205,900
Overtime	-	193	-	-
Medicare	4,540	4,639	5,500	5,700
Retirement	17,694	18,310	17,200	18,800
Health Insurance	21,284	38,349	42,200	42,200
Subtotal	367,422	391,931	443,200	462,000
<u>Operation and Maintenance:</u>				
Training and Education	521	-	2,100	2,100
Auto Allowance	1,200	1,200	1,200	1,200
Operating Supplies	26,269	24,500	29,000	29,000
Cost of Merchandise Sales	22,785	14,377	25,000	25,000
Telephone and Other	12,083	9,309	11,800	17,800
Equipment Rentals/Leases	299	200	-	-
Building Maintenance	1,434	900	1,200	1,200
Skate Park Programs	39,792	39,104	32,300	70,300
Subtotal	104,383	89,590	102,600	146,600
<u>Capital Outlay:</u>				
Equipment	-	9,612	-	-
Subtotal	-	9,612	-	-
Activity Total	\$471,805	\$491,133	\$545,800	\$608,600
 <u>Funding Sources:</u>				
General Fund	\$471,805	\$491,133	\$545,800	\$608,600

COMMUNITY SERVICES - RECREATION AND SPORTS PARK DIVISION BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$242,090	\$233,678	\$224,600	\$237,200
Part-Time Personnel	416,925	423,976	544,000	565,700
Medicare	9,249	9,194	11,100	11,600
Retirement	23,815	30,434	37,600	40,800
Health Insurance	44,131	46,347	51,000	51,000
Subtotal	736,210	743,629	868,300	906,300
<u>Operation and Maintenance:</u>				
Memberships and Dues	96	405	-	-
Auto Allowance	981	1,500	1,500	1,500
Operating Supplies	16,953	22,091	28,700	28,700
Printing and Duplicating	276	86	-	-
Uniforms	760	3,706	-	-
Telephone and Other	15,708	19,711	18,000	37,400
Equipment Rentals/Leases	1,192	2,135	2,000	2,000
Building Maintenance	2,572	1,502	3,300	3,300
Janitorial Maintenance ¹	-	-	59,500	64,600
Building Repairs ¹	-	-	3,000	3,000
Software Licenses/Maintenance	-	-	3,200	3,200
Community Events	833	2,666	-	-
Teen Programs	38,432	35,174	38,200	38,200
Recreation Classes	122,819	132,076	105,000	105,000
Youth Programs	36,188	36,062	29,000	33,000
Adult Sports Programs	18,377	24,995	21,600	24,600
Sports Tournaments	-	5,182	-	-
Subtotal	255,187	287,291	313,000	344,500
<u>Contract Services:</u>				
Miscellaneous	44,240	63,530	50,400	63,600
Subtotal	44,240	63,530	50,400	63,600
<u>Capital Outlay:</u>				
Equipment	-	-	3,500	-
Subtotal	-	-	3,500	-
Activity Total	\$1,035,637	\$1,094,450	\$1,235,200	\$1,314,400

Funding Source:

General Fund	\$1,035,637	\$1,094,450	\$1,235,200	\$1,314,400
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¹ This item was moved from Public Works Department in Fiscal Year 2017-18.

COMMUNITY SERVICES - SPECIAL EVENTS DIVISION BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$71,554	\$85,572	\$82,700	\$87,600
Part-Time Personnel	-	994	32,900	34,000
Medicare	979	1,189	1,700	1,800
Retirement	5,585	5,786	8,500	9,500
Health Insurance	15,231	15,996	17,600	17,600
Subtotal	93,349	109,537	143,400	150,500
<u>Operation and Maintenance:</u>				
Auto Allowance	785	1,200	1,200	1,200
Equipment Rentals/Leases	8,160	8,088	9,000	-
Community Events	315,617	324,556	299,500	298,500
Subtotal	324,562	333,844	309,700	299,700
<u>Capital Outlay:</u>				
Equipment	-	10,799	-	-
Subtotal	-	10,799	-	-
Activity Total	\$417,911	\$454,180	\$453,100	\$450,200
 <u>Funding Sources:</u>				
General Fund	\$417,911	\$454,180	\$453,100	\$450,200

COMMUNITY SERVICES - PARKS AND RECREATION COMMISSION BUDGET DETAIL

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Commissioner Stipend	\$0	\$0	\$3,300	\$3,300
Medicare	-	-	-	100
Retirement	-	-	-	100
Subtotal	-	-	3,300	3,500
<u>Operation and Maintenance:</u>				
Commissioner Travel	4,850	1,940	5,000	5,000
Operating Supplies	-	-	-	1,500
Subtotal	4,850	1,940	5,000	6,500
Activity Total	<u>\$4,850</u>	<u>\$1,940</u>	<u>\$8,300</u>	<u>\$10,000</u>
 <u>Funding Source:</u>				
General Fund	\$4,850	\$1,940	\$8,300	\$10,000

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.

FISCAL YEAR 2017-18 MAJOR ACCOMPLISHMENTS

1. Deputies increased in-custody arrests by 12.6%, with 875 in-custody arrests in total, as well as 516 misdemeanor citations, and 167 warrant arrests.
2. Through the Homeless Liaison Officer position, Police Services continued to foster a relationship with the City's homeless population and connect them with available resources. The Homeless Liaison Officer has established a rapport with the homeless population as well as charitable organizations to connect those in need with available services. Through these partnerships, 27 members of the homeless community were placed in housing, bringing the total number served to 76 in the last three years.
3. In January 2018, a Parking Enforcement Officer was committed to service the needs of the City and enforce various areas throughout the City.
4. Traffic enforcement remained a priority for Police Services. There were a total of 368 reported collisions in 2017 compared to 442 collisions in 2016. Also, there were 4,543 parking citations issued in 2017, a 38.5% increase from 2016. Moreover, 2,330 non-hazardous citations were issued, an increase from the 1,956 citations issued in 2016. Police Services issued 3,666 moving violations, which is a reduction compared to the previous year's total of 4,075.
5. The Community Emergency Preparedness Academy completed its thirteenth session, bringing the number of graduates to 380 since the creation of the program. The program is delivered in partnership with the Orange County Sheriff's Department, Orange County Fire Authority and CARE Ambulance.
6. The Sheriff's Team of Active Retired Seniors (STARS) volunteers provided 7,954 hours of service to the community, an increase of 3.5% from 2016. The STARS volunteers provided customer service at the public counter, vacation checks, fire watch patrols, and working numerous special events.
7. Police Services successfully hosted the City's Child Safety Academies. The program teaches the principles of self-defense, abduction awareness, sexual assault prevention, internet safety, and self-empowerment. To date, 244 children have participated in the course since its inception. An advance class was added to the schedule in FY 2017-18.

8. The Police Department's social media presence was increased by launching Instagram and Twitter accounts.
9. In partnership with the Drug Enforcement Agency, approximately 13 large cartons of prescription medication during the Fall "Drug Take Back Day."

FISCAL YEAR 2018-19 MAJOR INITIATIVES

1. Continue to promote the "Don't Make it Easy" crime prevention campaign by delivering safety messages to the public.
2. Continue to increase outreach to community groups and Homeowner's Associations by enhancing social media communication.
3. Revitalize the Neighborhood Watch and Business Watch programs.
4. Through the Homeless Liaison Program, reunite homeless individuals with family members or resource providers as an effort to break the cycle of homelessness.
5. Complete a Point of Dispensing (POD) exercise in cooperation with the OC Health Care Agency.
6. Develop a Certified Emergency Response Team (CERT) program and hold its inaugural training class.
7. Provide educational awareness regarding County of Orange programs, such as the Non-911 Dispatch number, Alert OC and Ready Set Go.
8. Update the City's Emergency plan.
9. Conduct an emergency disaster training for employees.

**POLICE SERVICES
BUDGET OVERVIEW**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Personnel	\$108,917	\$109,803	\$107,500	\$113,500
Operations and Maintenance	138,639	232,969	247,600	225,600
Contract Services	14,566,614	16,694,459	17,242,900	18,010,200
Activity Total	<u>\$14,814,170</u>	<u>\$17,037,231</u>	<u>\$17,598,000</u>	<u>\$18,349,300</u>
Funding Sources:				
General Fund	\$14,592,057	\$16,912,231	\$17,448,000	\$18,220,000
Asset Forfeitures Fund	45,113	-	-	-
Brulte Grant Fund	177,000	125,000	150,000	129,300
Total Positions:				
Full-Time	0.75	0.75	0.75	1.00
Direct Contract Staff	53.00	53.00	54.00	54.00
Shared Contract Staff	15.40	15.40	17.40	17.40
Total Contract Personnel	<u>68.40</u>	<u>68.40</u>	<u>71.40</u>	<u>71.40</u>

PERFORMANCE MEASURES

Description	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Community Policing</u>			
Community Presentations	16	30	30
Hours of community policing unit services	2,080	2,080	2,080
# of community members reached via social media	21,401	12,500	25,000
# of neighborhood watch presentations	17	30	30
# of neighborhood watch participants	527	500	500
# of business watch participants	0	350	150
<u>Patrol Services</u>			
Average response time: emergency call (minutes)	4:30	5:00	5:00
Average response time: routine call (minutes)	15:02	12:00	12:00

PERFORMANCE MEASURES (continued)

Description	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Patrol Services (continued)</u>			
Crime rate per 1,000 pop: UCR Class I crimes	10.5	12	12
Crime rate per 1,000 pop: UCR Class II crimes	21.6	25	25
<u>Traffic Enforcement and Reporting</u>			
Traffic enforcement index ¹	23	30	30
Injury traffic collisions	159	135	135
Speed related collisions	47	100	100
<u>Graffiti Program (TAGRS²)</u>			
Incidents of graffiti	141	250	200
<u>Paper Shredding Program</u>			
Incidents of fraud and identity theft	97	100	100

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**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Personnel:</u>				
Full-Time Personnel	\$88,855	\$88,707	\$85,500	\$86,500
Medicare	1,219	1,220	1,200	1,300
Retirement	7,419	7,879	7,600	8,100
Health Insurance	11,424	11,997	13,200	17,600
Subtotal	108,917	109,803	107,500	113,500
<u>Operation and Maintenance:</u>				
Membership and Dues	225	993	500	500
Training and Education	3,259	7,119	9,000	9,000
Travel, Conferences, Meetings	1,027	784	1,000	2,300
Auto Allowance	2,276	2,250	2,300	-
Mileage Reimbursement	-	-	-	1,000
Operating Supplies	21,533	29,505	30,000	30,000
Printing and Duplicating	2,257	1,995	4,000	4,000
Postage and Deliveries	10	-	-	-
Subscriptions and Books	56	9	-	-
Uniforms	6,123	9,641	10,000	10,000
Telephone and Other	552	817	600	1,200
Equipment Maintenance	-	-	1,500	1,500
Vehicle Replacement	-	43,137	35,300	20,200
Vehicle Maintenance	52,008	60,618	57,600	57,600
Community Services Programs	49,313	76,101	95,800	88,300
Subtotal	138,639	232,969	247,600	225,600
<u>Contract Services:</u>				
Other	8,829	6,737	5,000	9,400
800Mhz Maint./Operation	235,172	372,563	178,000	25,400
Mobile Data Computers	10,282	11,352	12,000	12,000
Animal Care	316,513	1,103,576	586,600	589,200
Crossing Guards	263,769	258,014	275,000	302,900
Parking Ticket Admin.	3,252	2,250	5,000	5,000
Fingerprint ID System	25,245	26,293	47,000	41,100
Law Enforcement:*	13,703,552	14,913,674	16,134,300	17,025,200
Administration (3.0)				
Patrol Sergeants (4.0)				
Patrol (31.0)				
Investigations (4.0)				

POLICE SERVICES BUDGET DETAIL (continued)
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
<u>Contract Services (continued):</u>				
Law Enforcement (continued):*				
Motorcycle Deputies (3.0)				
Commercial/Traffic Enforcement (1.0)				
Community Service Officers (4.0)				
Community Services/ Crime Prevention (3.0)				
Parking Enforcement Officer (1.0)				
Support/Other (17.4)				
Subtotal	14,566,614	16,694,459	17,242,900	18,010,200
Activity Total	\$14,814,170	\$17,037,231	\$17,598,000	\$18,349,300

* () 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 2017-18 ACCOMPLISHMENTS

1. Responded to 5,476 Fire and Emergency Services calls.
2. Provided 33 station tours.
3. Participated in the Citizens Leadership Academy on October 4, 2017.
4. Participated in the Community Emergency Preparedness Academy on April 4, 2018 and April 11, 2018.
5. Participated in the National Night Out community safety event on August 1, 2017.
6. Participated in the Independence Day Parade.
7. Participated in 12 community events hosted by schools, businesses, or non-profit organizations.
8. Conducted nine (9) fire safety programs.
9. Conducted 11 school programs/engine visits.
10. Provided 21 ride-alongs.
11. Completed 565 annual business inspections.
12. Completed 1,494 new construction inspections.
13. Conducted 383 plan reviews for businesses.
14. Issued 371 permits for new businesses and renewal of existing permits.

FISCAL YEAR 2018-19 MAJOR INITIATIVES

1. Support the Citizen's Leadership and Community Emergency Response Team programs.
2. Continue participation in the Independence Day Parade.
3. Increase the number of fire extinguisher classes.
4. Increase the number of ride-along opportunities to members of the community.
5. Increase smoke alarm safety education and free installations for the community.
6. Increase the number of fire station tours by 10%.

**FIRE SERVICES
BUDGET OVERVIEW**

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

VEHICLE REPLACEMENT

DEPARTMENT DESCRIPTION

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

VEHICLE REPLACEMENT BUDGET DETAIL
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Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Depreciation Expense	\$41,455	\$46,218	\$0	\$0
Vehicles	-	-	118,000	106,200
Activity Total	\$41,455	\$46,218	\$118,000	\$106,200

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 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Street Resurfacing/Slurry Seal	\$614,204	\$2,359,663	\$2,275,000	\$1,725,000
ADA Access Ramp	176,397	124,917	175,000	-
Installation of Street Lights	12,707	19,600	-	-
Internally Illuminated Street Name Sign Panel Replacement	10,000	8,680	-	-
Portola Parkway Widening/ Streetscape	37,898	760,623	-	-
Street Sidewalk Rehabilitations	23,412	56,588	75,000	75,000
Neighborhood Tree and Sidewalk Rehabilitation	-	-	90,000	-
Street Traffic Sign Replacement	783	89,217	50,000	50,000
Teed Street Storm Drain Improvements	26,349	54,635	-	-
Dairy Fork Constructed Wetlands	28,366	5,493	-	-
J01P08 Subdrainage	-	770	-	-
Storm Drain Catch Basin Screens	-	264,474	133,500	133,500
Storm Drain Master Plan, Asset Management Study and Implementation	-	-	30,000	-
Lake Forest Transportation Mitigation Improvements (LFTM)	-	9,356	-	-
Saddleback Ranch Road Traffic Enhancements	1,295,478	-	-	-
Alton Parkway Corridor Traffic Signal Synchronization	3,020	2,490	-	-
Bake Parkway Corridor Traffic Signal Synchronization	27,557	1,216	-	-
Barranca Pkwy/Muirlands Blvd. Traffic Signal Synchronization	4,298	4,434	-	-
Jeronimo Road Corridor Traffic Signal Synchronization	41,509	-	-	-
Santa Margarita Parkway Traffic Signal Synchronization	89	-	-	-
Trabuco Road Corridor Traffic Signal Synchronization	29,944	-	-	-
Alton Parkway/Irvine Boulevard Modification	-	125	-	-

**CAPITAL EXPENDITURES
BUDGET DETAIL (continued)**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Alton Parkway/Toledo Way Modification	-	8,439	-	-
Bake Parkway/Irvine Blvd - Trabuco Road Modification Ph. 1	2,060	7,819	-	-
Bake Parkway Trabuco / Irvine (Phase 2) and Review of Bake Parkway/Toledo Way and Bake Parkway/Jeronimo Road	-	-	300,000	275,000
Bake Parkway/Portola Parkway Modification	-	65,688	-	-
Bake Pkwy Eastbound Right-Turn Lane at Trabuco Road	-	-	40,000	355,000
Lake Forest Drive/Rancho Parkway Modification	1,700	8,060	-	-
Traffic Signal System Communications Enhancements	3,047	19,682	-	-
Traffic Signal System Upgrades	-	-	380,000	380,000
Paseo de Valencia/Avenida de la Carlotta (LFTM)	-	79,000	-	-
El Toro Road/Avenida de la Carlotta (LFTM)	-	78,000	-	-
I-5 Interchange Signs	-	-	417,500	-
Crosswalk Flashing Beacons	-	-	50,000	-
Raised Median Improvements and Repairs	-	-	40,000	230,000
Traffic Modeling Support for General Plan Update	-	-	100,000	-
El Toro Road and Portola/ Santa Margarita	-	-	-	400,000
El Toro Road Traffic Signal Sync.	-	-	-	250,000
Rockfield Boulevard Traffic Signal Synchronization	-	-	-	150,000
Park ADA Access Repairs	-	352,829	-	-
Sports Park Improvement Ph. 2	26,622	285,892	-	-
Barker Dog Park	3,893	-	-	-
Etnies Skate Park Facilities Painting and Repairs	-	80,000	-	-

**CAPITAL EXPENDITURES
BUDGET DETAIL (continued)**

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Citywide Sport Court Resurfacing Project (Phase 2)	-	-	50,000	-
Montbury Fencing	-	31,937	-	-
Park Amenities Replacement	-	34,516	40,000	40,000
Park Gazabo Replacement	-	23,366	-	-
Park Light Pole Replacement	-	10,000	-	-
Park Playground Resilient Surface Sealant Installation	-	2,035	-	-
Park Restrooms Floor Sealant Installation	-	25,000	-	-
Park Sidewalk Rehabilitations	-	-	50,000	50,000
Lake Forest Sports Park Natural Turf Improvement Project	-	-	500,000	-
Park Light Pole and LED Lighting Replacement (Phase 2)	-	-	37,500	37,500
Solar Compactor Receptacle Installation	-	70,655	-	-
New Shade Structures for Parks	-	-	225,000	450,000
Neighborhood Park Renovations	-	-	350,000	-
Ridge Route Landscaping Improvement (Phase 3)	-	-	100,000	-
Bake Pkwy and Toledo Way Reclaimed Water Project	-	-	-	100,000
Portola Park	38,580	163,643	4,200,000	-
ADA Playground Access Improvement (Phase 12)	-	-	-	150,000
Citywide Playground Resurfacing (Phase 2)	-	-	-	50,000
Security Cameras at Sports Park Skatepark	-	134,000	-	-
Whispering Hills Park	30,141	15,548	-	-
Village Pond Park	100,915	276,850	-	-
Water Conservation	-	59,598	-	-
Lake Forest Civic Center	718,787	4,317,980	55,000,000	21,000,000
Activity Total	<u>\$3,257,756</u>	<u>\$9,912,818</u>	<u>\$64,708,500</u>	<u>\$25,901,000</u>

CAPITAL EXPENDITURES BUDGET DETAIL (continued)

Expense Classification	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Funding Sources:				
Gas Tax Fund	\$10,783	\$97,897	\$1,024,000	\$125,000
Road Maintenance Rehab Fund	-	-	483,900	603,800
Measure M2 Fund	614,204	1,640,219	1,478,700	1,121,200
Air Quality Management District Fund	257,743	27,822	-	400,000
Beverage Recycling Container Grant Fund	-	70,655	-	-
Community Development Block Grant Fund	176,397	157,821	175,000	150,000
Capital Improvement Projects Fund	1,298,676	2,617,552	1,596,900	1,711,000
Park Development Capital Projects Fund	150,784	440,493	4,550,000	-
Opportunities Study Area Capital Projects Fund	745,409	4,603,872	55,000,000	21,000,000
Lake Forest Transportation Mitigation Fund	3,760	256,487	300,000	675,000
Grants (Approval Pending):				
Municipal Water District Grant	-	-	-	15,000
Measure M2 CTFP Competitive Grant	-	-	100,000	100,000
Total	\$3,257,756	\$9,912,818	\$64,708,500	\$25,901,000

INTERFUND TRANSFERS

DESCRIPTION

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

INTERFUND TRANSFERS BUDGET DETAIL
--

Transfer Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Transfers In:				
<u>General Fund</u>				
From Reserve Funds	\$0	\$0	\$56,800	\$272,700
From Economic Contingency	-	-	28,500	136,400
<u>Reserve Funds</u>				
From General Fund	1,255,000	858,300	-	-
<u>Economic Contingency Fund</u>				
From General Fund	627,500	429,200	-	-
<u>Infrastructure Fund</u>				
From General Fund	-	-	-	7,000,000
<u>Neighborhood Park Improvement Fund</u>				
From General Fund	-	-	-	7,000,000
<u>Financing Authority Fund</u>				
From General Fund	-	-	-	3,050,100
From Foothill Circulation Phasing Plan Fund	1,093,200	1,084,000	1,088,900	4,143,600
<u>Capital Improvement Projects Fund</u>				
From General Fund	6,306,800	-	-	-
<u>City Facilities Replacement Fund</u>				
From City Facilities Fee Maintenance Fund	-	-	2,457,900	368,000
<u>Opportunities Study Area Capital Projects Fund</u>				
From City Facilities Capital Projects Fund	-	-	16,139,200	1,641,100
Total Transfers In	<u>\$9,282,500</u>	<u>\$2,371,500</u>	<u>\$19,771,300</u>	<u>\$23,611,900</u>

INTERFUND TRANSFERS BUDGET DETAIL (continued)
--

Transfer Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Transfers Out:				
<u>General Fund</u>				
To Capital Improvement				
Projects Fund	(\$6,306,800)	\$0	\$0	\$0
To Reserve Funds	(1,255,000)	(858,300)	-	-
To Economic Contingency	(627,500)	(429,200)	-	-
To Infrastructure	-	-	-	(7,000,000)
To Neighborhood Park				
Improvement	-	-	-	(7,000,000)
To Financing Authority Fund	-	-	-	(3,050,100)
<u>Reserve Funds</u>				
To General Fund	-	-	(56,800)	(272,700)
<u>Economic Contingency Fund</u>				
To General Fund	-	-	(28,500)	(136,400)
<u>City Facilities Fee</u>				
<u>Maintenance Fund</u>				
To City Facilities				
Replacement Fund	-	-	(2,457,900)	(368,000)
<u>Foothill Circulation Phasing</u>				
<u>Plan Fund</u>				
To Financing Authority Fund	(1,093,200)	(1,084,000)	(1,088,900)	(4,143,600)
<u>City Facilities Capital</u>				
<u>Projects Fund</u>				
To Opportunities Study Area				
Capital Projects Fund	-	-	(16,139,200)	(1,641,100)
Total Transfers Out	<u>(\$9,282,500)</u>	<u>(\$2,371,500)</u>	<u>(\$19,771,300)</u>	<u>(\$23,611,900)</u>
Net Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Section Five

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GENERAL FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
City Council	\$53,975	\$67,709	\$66,300	\$66,300
City Manager	1,212,542	1,333,040	1,459,400	1,335,600
City Clerk	752,852	769,888	787,900	787,500
City Attorney	1,056,645	1,222,391	1,318,000	1,318,000
Finance	7,556,753	3,079,353	3,237,100	3,226,900
Community Development	3,657,069	4,664,186	4,797,000	4,080,300
Public Works	10,147,870	10,340,968	11,288,900	11,953,400
Management Services	1,468,227	1,509,676	1,983,200	2,225,600
Community Services	3,433,758	3,581,956	3,911,500	4,177,100
Police Services	14,592,057	16,912,231	17,448,000	18,220,000
TOTAL	\$43,931,748	\$43,481,398	\$46,297,300	\$47,390,700

GAS TAX SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Public Works	\$1,619,437	\$1,582,137	\$1,714,800	\$1,836,700
Capital Projects	10,783	97,897	1,024,000	125,000
TOTAL	<u>\$1,630,220</u>	<u>\$1,680,034</u>	<u>\$2,738,800</u>	<u>\$1,961,700</u>

ROAD MAINTENANCE REHAB SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Capital Projects	\$0	\$0	\$483,900	\$603,800

MEASURE M2 SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Capital Projects	\$614,204	\$1,640,219	\$1,478,700	\$1,121,200

MEASURE M2 SENIOR MOBILITY PROGRAM SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Community Services	\$78,039	\$82,098	\$80,000	\$90,000

MEASURE M2 PROJECT V SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
City Manager	\$0	\$21,384	\$198,100	\$252,300

AIR QUALITY MANAGEMENT DISTRICT SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Public Works	\$41,524	\$39,655	\$47,500	\$47,500
Capital Projects	257,743	27,822	-	400,000
TOTAL	<u>\$299,267</u>	<u>\$67,477</u>	<u>\$47,500</u>	<u>\$447,500</u>

POLICE GRANTS SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Police Services	\$177,000	\$125,000	\$150,000	\$129,300

BEVERAGE RECYCLING GRANT SPECIAL REVENUE FUND

Description

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

Description	Expenditure Detail		Adopted Budget	Adopted Budget
	Actual 2015-16	Actual 2016-17	2017-18	2018-19
Public Works	\$9,129	\$3,462	\$20,000	\$21,500
Capital Projects	-	70,655	-	-
TOTAL	\$9,129	\$74,117	\$20,000	\$21,500
	\$9,129	\$74,117	\$20,000	\$21,500

WASTE RECYCLING GRANT SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Public Works	\$38,362	\$41,000	\$41,000	\$45,800

ASSETS FORFEITURE SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Police Services	\$45,113	\$0	\$0	\$0

COMMUNITY DEVELOPMENT BLOCK GRANT SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Community Development	\$181,867	\$172,018	\$356,500	\$381,300
Capital Projects	176,397	157,821	175,000	150,000
TOTAL	<u>\$358,264</u>	<u>\$329,839</u>	<u>\$531,500</u>	<u>\$531,300</u>

HOUSING AUTHORITY SPECIAL REVENUE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Community Development	\$364,513	\$61,448	\$134,900	\$134,900

FINANCING AUTHORITY DEBT SERVICE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Finance	\$1,093,146	\$1,083,990	\$1,088,900	\$7,193,700

CITY FACILITIES FEE MAINTENANCE CAPITAL PROJECTS FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Capital Projects	\$0	\$0	\$0	\$0

CAPITAL IMPROVEMENT PROJECTS CAPITAL PROJECTS FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Capital Projects	\$1,298,676	\$2,617,552	\$1,696,900	\$1,826,000

FOOTHILL CIRCULATION PHASING PLAN CAPITAL PROJECTS FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Capital Projects	\$0	\$0	\$0	\$0

CITY FACILITIES REPLACEMENT CAPITAL PROJECTS FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Finance	\$0	\$0	\$0	\$100,000
Public Works	-	-	-	180,000
TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$280,000</u>

PARK DEVELOPMENT CAPITAL PROJECTS FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Capital Projects	\$150,784	\$440,493	\$4,550,000	\$0

AFFORDABLE HOUSING CAPITAL PROJECTS FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Capital Projects	\$0	\$0	\$0	\$0

OPPORTUNITIES STUDY AREA CAPITAL PROJECTS FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Capital Projects	\$745,409	\$4,603,872	\$55,000,000	\$21,000,000

CITY FACILITIES CAPITAL IMPROVEMENT CAPITAL PROJECTS FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Capital Projects	\$0	\$0	\$0	\$0

LAKE FOREST TRANSPORTATION MITIGATION CAPITAL PROJECTS FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Capital Projects	\$3,760	\$256,487	\$300,000	\$675,000

VEHICLE REPLACEMENT INTERNAL SERVICE FUND

Description

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

Expenditure Detail

Description	Actual 2015-16	Actual 2016-17	Adopted Budget 2017-18	Adopted Budget 2018-19
Depreciation Expense	\$41,455	\$46,218	\$0	\$0
Vehicles	-	-	118,000	106,200
TOTAL	<u>\$41,455</u>	<u>\$46,218</u>	<u>\$118,000</u>	<u>\$106,200</u>

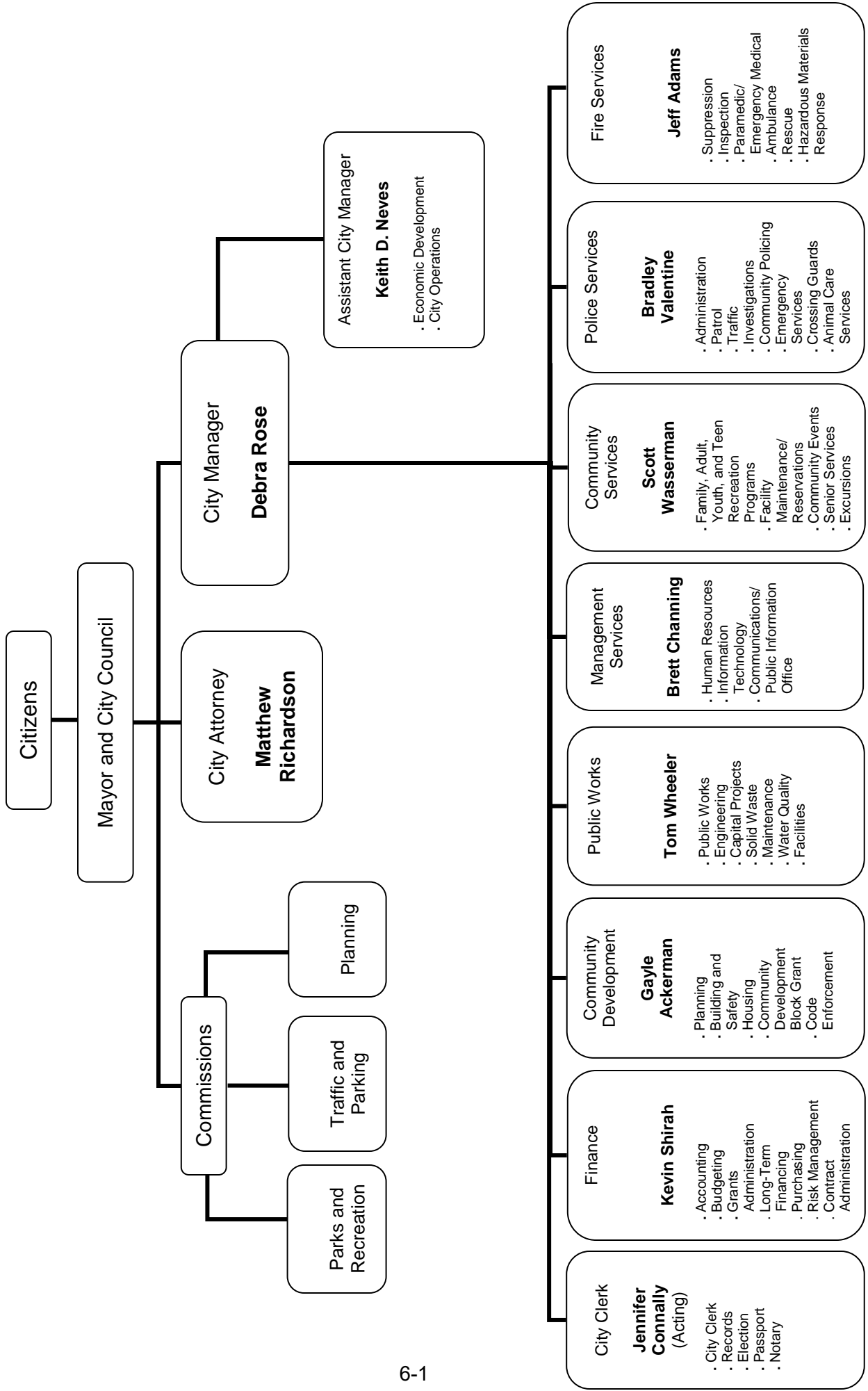
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FISCAL YEAR 2018-19 ORGANIZATIONAL CHART



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 31

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

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

DEMOGRAPHIC FACTS AND FIGURES

Demographic Breakdown¹

Population	84,845
City Size	16.8 square miles
Housing Units	29,657

Ethnic Composition

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

26.3% of the population identifies as Hispanic

Median Age	38.2
Median Household Income	\$104,391

¹ Sources: State of California, Department of Finance (2018)
ESRI Business Analyst (2018)

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.