



CITY OF LAGUNA HILLS CITY COUNCIL

SPECIAL MEETING AGENDA Tuesday, June 20, 2023 – 3:00 PM

Janine Heft, Mayor

Dave Wheeler, Mayor Pro Tempore

Erica Pezold, Council Member

Don Caskey, Council Member

Joshua Sweeney, Council Member

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, CA 92653

Any person wishing to address the City Council only on items listed on this Agenda, is asked to complete a pink "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. Completion of the form is voluntary. All persons may attend the meeting regardless of whether this form is completed.

Members of the public wishing to address the City Council can do so only on items listed on this Special Meeting Agenda during the Public Comments portion of the Agenda with a time limitation of three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes for Public Comments.

Submission of Electronic Public Comments: While you may attend this meeting in person, those wishing to make electronic public may submit comments on items listed on this agenda only, by email to the City Clerk at publiccomments@lagunahillsCA.gov, by 1:00 p.m. on June 20, 2023. In the subject line of the email, please state your name and the item number you are commenting on. Any public comment received that does not specify a particular agenda item number will be announced during the general public comment portion of the agenda. If you wish to submit a public comment on more than one agenda item, please send a separate email for each item you are commenting on. All comments received by 1:00 p.m. on the date of the meeting will be provided to the City Council in advance to allow time for the Council Members to read them.

Announcement of Electronic Public Comments: During the applicable agenda item, the City Clerk will announce the name of the sender and subject matter of all email comments received by 1:00 p.m. on June 20, 2023. Email comments will NOT be read by the City Clerk during the meeting. Electronic public comments may only be submitted via email and comments via text and social media (Facebook, Twitter, etc.) will not be accepted. The email comments, including your name, will become part of the record of the City Council meeting and will be public information.

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

ROLL CALL OF CITY COUNCIL MEMBERS**PUBLIC COMMENTS**

Members of the public may address the City Council only on items listed on the Special Meeting Agenda. Public comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

CITY COUNCIL WORKSHOP ITEMS**1 Study Session for Draft Budget for Fiscal Years 2023/2024 & 2024/2025**

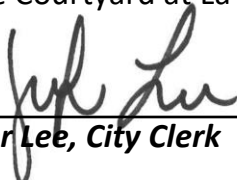
Recommendation: That the City Council hold the fourth workshop for the upcoming biennial budget for fiscal years 2023/2024 & 2024/2025.

ADJOURNMENT

The next Regular Meeting of the City Council/Planning Agency will be June 27, 2023, at 7:00 p.m., in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, JENNIFER LEE, City Clerk of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center by June 19, 2023, at 3:00 p.m.



Jennifer Lee, City Clerk

June 19, 2023

Date

It is the intention of the City of Laguna Hills to comply with the Americans with Disabilities Act in all respects. If as an attendee or a participant at this meeting you will need special assistance beyond what is normally provided, the City of Laguna Hills will attempt to accommodate you in every reasonable manner. Please contact the office of the City Clerk at (949) 707-2635. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 24035 El Toro Road, Laguna Hills, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website at: <https://www.lagunahillsca.gov/supplementalagenda> and at the respective public meeting.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: June 20, 2023
TO: Mayor and Council Members
FROM: Eric Hendrickson
Finance Director
ISSUE: Study Session for Draft Budget for Fiscal Years 2023/2024 & 2024/2025

RECOMMENDATION: That the City Council hold the fourth workshop for the upcoming biennial budget for fiscal years 2023/2024 & 2024/2025.

SUMMARY:

The City of Laguna Hills adopts a budget every two years. The biennial budget process is underway for the upcoming fiscal years 2023/2024 and 2024/2025. These revenue projections and expenditure allocations cover the period of July 1, 2023, through June 30, 2025.

It is prudent and transparent to hold budget workshops prior to adoption, so that key stakeholders can review the draft budget, provide direction, and make suggestions. The City Council previously held budget workshops on March 28, May 23, and June 13. This is the fourth budget workshop in the process, with final adoption scheduled for the regularly scheduled meeting on June 27, 2023.

The attached draft includes the General Fund operating budget, all Special Revenue Funds, and the Capital Improvement Budget. City staff is pleased to present a balanced operating General Fund budget for the next two fiscal years. For fiscal year 2023/2024, staff estimates revenues of \$33,564,809 and expenses of \$33,156,403, resulting in a positive difference of \$408,406. For fiscal year

2024/2025, staff estimates revenues of \$27,416,882 and expenses of \$26,830,581, resulting in a positive difference of \$586,301.

The draft budget attached to this report is the third version presented to the City Council. It has been updated from prior versions to reflect recent budgetary decisions, including:

- Addition of one Deputy Sheriff
- Addition of one Community Services Officer
- Addition of Private Security
- Increase to City Clerk's budget for demographer expense
- Reduction of General Fund contributions to Capital Improvement Projects:
 - Laguna Hills Drive Medians
 - Soccer Field Renovations
 - La Paz Road Widening
- Increase to Rooted Campaign allocation
- Increase to landscape maintenance budget for citywide beautification purposes
- Reduction in other optional items, including litigation expense, contract staffing services, and studies

ATTACHMENTS:

- Biennial Budget



CITY OF LAGUNA HILLS

California

BIENNIAL BUDGET

Fiscal Years 2023/24 - 2024/25

CITY OF LAGUNA HILLS, CALIFORNIA

PROPOSED OPERATING AND CAPITAL IMPROVEMENT BUDGET FISCAL YEARS 2023/2024 & 2024/2025



Prepared by:

Jarad Hildenbrand
City Manager

Eric Hendrickson
Finance Director



City of Laguna Hills
Proposed Budget
For Fiscal Years 2023/24 & 2024/25

Table of Contents

GENERAL INFORMATION

City Officials.....	1
City of Laguna Hills Profile.....	2
Organizational Chart.....	4

FINANCIAL SUMMARIES

Summary of Sources and Uses by Fund.....	5
Summary of Transfers In and Out.....	6
General Fund Summary.....	7
General Fund Revenue Detail.....	9
General Fund Expenditures	
General Government.....	12
Non-departmental.....	19
Community Development.....	24
Community Services.....	30
Public Works.....	39
Public Safety.....	47
Transfers Out.....	53
Other Funds.....	55

CAPITAL IMPROVEMENT PROGRAM.....	83
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APPENDIX

Budget Glossary.....	98
Classification of Funds.....	103
City Demographics.....	106
Financial Policies.....	107



City of Laguna Hills
Proposed Budget
For Fiscal Years 2023/24 & 2024/25

City Officials

Mayor and City Council



Janine Heft
Mayor



Dave Wheeler
Mayor Pro Tem



Erica Pezold
Council Member



Don Caskey
Council Member



Joshua Sweeney
Council Member

City Executive Staff

Jarad L. Hildenbrand
City Manager

David Reynolds
Deputy City Manager

Jennifer Lee
City Clerk

Capt. William Burk
Chief of Police Services

Larry Longenecker
Community Development Director

Eric Hendrickson
Finance Director

Gregory E. Simonian
City Attorney

Joseph Ames
Public Works Director



City of Laguna Hills Profile

The City of Laguna Hills, located in South Orange County, has approximately 6.6 square miles of land in its corporate boundary and is now home to 30,525 people. The majority of the area in the City has a distinctive residential character. Yet, the City has a commercial base in its northern part. This area, or “urban village”, is anchored by upcoming development of The Village at Laguna Hills, the Oakbrook Village Retail Center, and



Saddleback Memorial Hospital. It includes retail, restaurant, professional office, and medical related building space. When the City annexed the “North Laguna Hills” area in July of 1996, the City acquired 1.2 square miles of primarily light industrial, professional office, specialty retail, hotel, and residential uses. This annexed area contains a furniture row, office headquarters, and the only light industrial/manufacturing establishments in the City. In September of 2000, the City grew by another 150 acres as a result of the annexation of residential properties identified as West Laguna Hills.

Laguna Hills is built on one of the major land grants developed during the rancho area. Following Mexico’s independence from Spain in 1821, those who had served in the government or who had friends in authority were given vast lands for cattle grazing. Rancho Lomas de Santiago, Rancho San Joaquin, and Rancho Niguel covered much of the western portion of the Saddleback Valley. Don Juan Avila was granted the 13,000-acre Rancho Niguel on which Laguna Hills is located.

In 1874, Lewis Moulton purchased Rancho Niguel from Don Juan Avila and increased the original grant to 22,000 acres. Moulton and his partner, Jean Piedrea Daguerre, used the ranch to raise sheep and cattle. The Moulton ranch was eventually subdivided in the early 1960s, part of which is recognized as Laguna Hills.

Incorporation efforts began in 1987 and on March 5, 1991, the goal of incorporation was finally achieved with 86% of the residents voting in favor of forming the City of Laguna Hills. On December 20, 1991, Laguna Hills officially became a City.

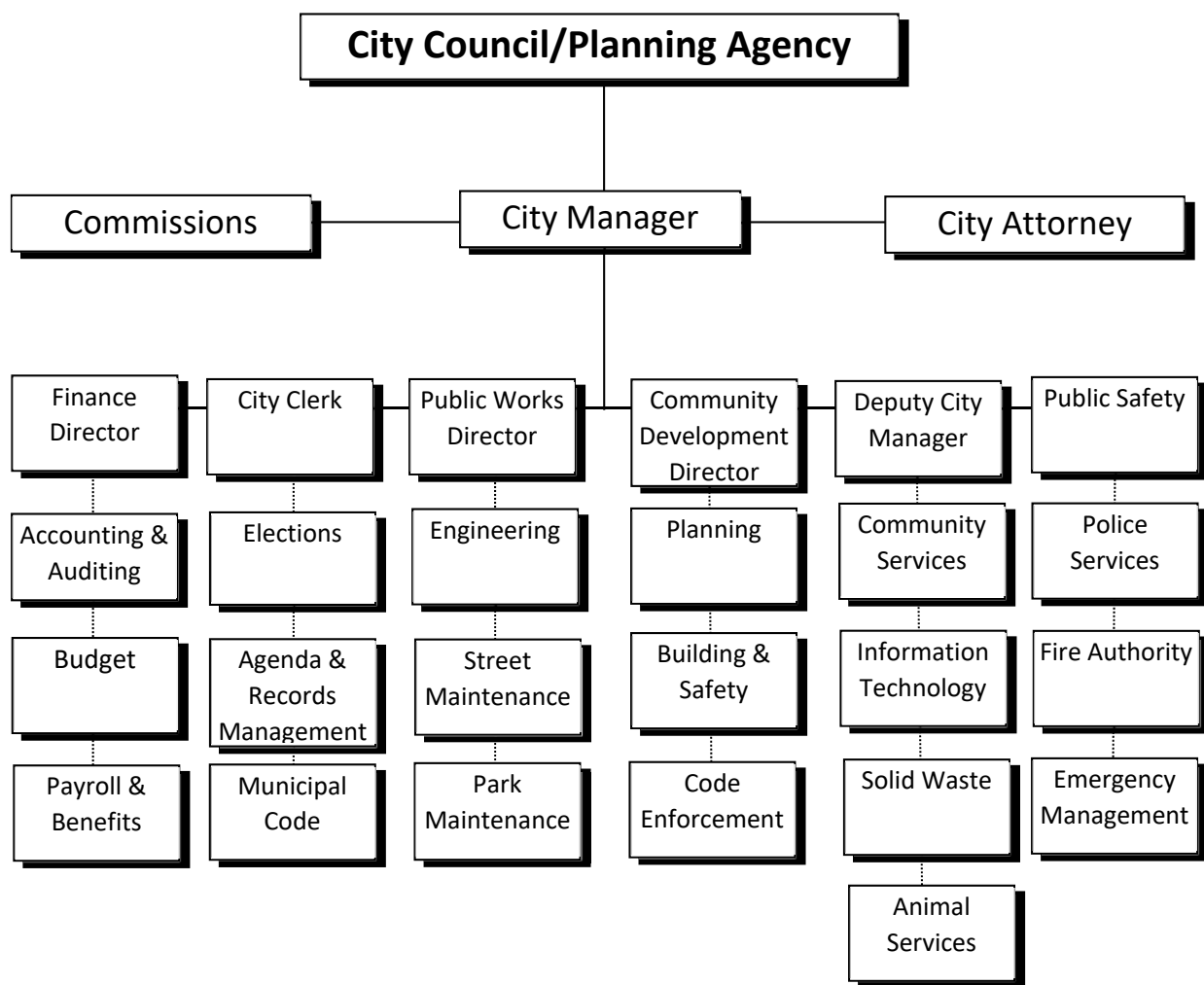


The City of Laguna Hills is a General Law City that operates under the Council/Manager form of government. The voters elect five of their fellow citizens to the City Council for overlapping four-year terms. The Council, in turn, selects one of its members to serve as Mayor for a one-year term. The City Council holds regular public meetings on the second and fourth Tuesday of each month.



City of Laguna Hills

Organizational Chart





City of Laguna Hills
Proposed Budget
For Fiscal Years 2023/24 & 2024/25

SUMMARY OF SOURCES AND USES BY FUND

		Estimated Fund Balance June 30, 2023	Estimated Revenues & Transfers In	Estimated Expenditures & Transfers Out	Estimated Fund Balance June 30, 2024	Estimated Revenues & Transfers In	Estimated Expenditures & Transfers Out	Estimated Fund Balance June 30, 2025
100	General Fund	16,847,682	33,564,809	33,156,403	17,256,088	27,416,882	26,830,581	17,842,389
210	Gas Tax	809,098	846,000	1,650,000	5,098	871,000	150,000	726,098
211	Road Maintenance Rehab.	583,657	745,000	1,300,000	28,657	775,000	-	803,657
212	Measure M2	47,000	943,000	940,000	50,000	748,000	765,000	33,000
214	AB 2766 - AQMD	101,317	41,000	-	142,317	41,000	60,000	123,317
221	Senior Transportation	216,163	64,590	51,400	229,353	66,275	49,900	245,728
301	CARITS	1,280,481	5,000	1,280,000	5,481	100	-	5,581
302	CDBG	-	-	-	-	-	-	-
305	Beverage Recycling	16,748	9,100	25,324	524	9,100	9,624	-
306	CR&R Fee	53,950	150,300	185,300	18,950	150,300	169,250	-
307	C&D Forfeiture	18,978	100,200	100,000	19,178	100,200	100,000	19,378
309	SB1383 Grant	24,972	-	24,972	-	-	-	-
311	Park In-Lieu	2,020,000	-	2,000,000	20,000	-	-	20,000
312	CASp Fund	26,948	5,150	5,000	27,098	5,150	5,000	27,248
322	Water Conservation	346,540	3,460	-	350,000	-	-	350,000
400	Grants & Contributions	-	-	-	-	-	-	-
401	Public Art	193,180	1,700	-	194,880	1,700	-	196,580
411	Public Art - VALH	355,000	6,000	-	361,000	6,000	-	367,000
421	SLESF	-	151,000	151,000	-	151,000	151,000	-
432	American Rescue Plan	-	-	-	-	-	-	-
451	Liability Self-Insurance	102,455	-	-	102,455	-	-	102,455
452	Park Equipment Replacem.	65,700	-	-	65,700	-	-	65,700
454	Sports Complex Equip. Repl.	20,000	-	-	20,000	-	-	20,000
455	Comm. Center Equip. Repl.	20,000	-	-	20,000	-	-	20,000
456	Storm Drain/Slope Reserve	31,771	-	31,771	-	-	-	-
600	Capital Impr. Program	-	6,786,771	6,786,771	-	250,000	250,000	-
650	Debt Service Fund	1,445,955	10,000	387,622	1,068,333	10,000	1,078,333	-
ALL FUNDS		24,627,596	43,433,080	48,075,563	19,985,113	30,601,707	29,618,689	20,968,131



City of Laguna Hills
Summary of Transfer In and Transfers Out
For Fiscal Years 2023/2024 & 2024/2025

Transfer Out From		Transfer In To	FY 23/24	FY 24/25
1	421-000-790100 (SLESF)	100-000-490421 (General Fund)	151,000	151,000
	<i>To record transfer of SLESF (COPS grant) to General Fund to support Public Safety</i>			
2	100-000-790221 (General Fund)	221-000-490100 (Senior Mobility)	10,000	10,000
	<i>To record transfer of funds for 20% General Fund match as required by the Senior Mobility guidelines</i>			
3	100-600-790600 (General Fund)	600-000-490100 (CIP)	6,786,771	250,000
	<i>To record initial transfer of funds from the General Fund into the CIP fund for capital projects</i>			
4	210-000-790100 (Gas Tax HUTA)	100-000-490210 (General Fund)	1,650,000	150,000
	211-000-790100 (RMRA)	100-000-490211 (General Fund)	1,300,000	-
	212-000-790100 (Measure M2)	100-000-490212 (General Fund)	200,000	-
	301-000-790100 (CARITS)	100-000-490301 (General Fund)	1,280,000	-
	311-000-790100 (Quimby Park In-Lieu)	100-000-490310 (General Fund)	2,000,000	-
	456-000-790100 (Storm Drain)	100-000-490456 (General Fund)	31,771	-
	<i>To record the reimbursement from Special Revenue Funds into the General Fund for CIP project expenditures</i>			
5	650-000-790100 (Debt Service Fund)	100-000-490650 (General Fund)	-	685,354
	<i>To record the close out of the Debt Service Fund and return of bond reserves to the General Fund. The 2010 Certificates of Participation issuance matures in February 2025.</i>			



Fiscal Years 2023/2024 & 2024/2025

General Fund Summary



City of Laguna Hills
General Fund Summary
For Fiscal Years 2023/2024 & 2024/2025

	FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
BEGINNING FUND BALANCE	7,213,482	7,915,995	13,024,596	16,847,682	17,256,088
REVENUE SUMMARY					
PROPERTY TAXES	11,930,665	12,340,523	12,819,039	13,082,963	13,396,286
SALES TAXES	5,825,883	6,940,812	7,059,308	7,137,442	7,377,524
OTHER TAXES & FEES	107,932	110,193	1,733,305	1,718,533	609,000
FRANCHISE FEES	1,198,416	1,231,305	1,153,250	1,180,000	1,205,000
TRANSIENT OCCUPANCY TAXES	678,706	1,021,089	1,045,000	1,105,000	1,135,000
FINES & FORFEITURES	146,395	173,454	194,375	190,000	190,000
INTEREST INCOME	2,844	(141,330)	554,683	410,000	420,000
CHARGES FOR SERVICES	1,414,092	1,829,693	1,781,830	1,928,100	2,047,718
MISCELLANEOUS REVENUE	194,777	142,014	20,000	200,000	50,000
TOTAL REVENUE	21,499,710	23,647,753	26,360,790	26,952,038	26,430,528
TRANSFERS IN	1,626,947	7,804,102	5,088,464	6,612,771	986,354
TOTAL REVENUES & TRANSFERS IN	23,126,656	31,451,855	31,449,254	33,564,809	27,416,882
EXPENDITURE SUMMARY					
GENERAL GOVERNMENT	2,487,491	2,501,022	2,998,873	3,288,825	2,846,903
NON-DEPARTMENTAL	1,232,970	1,537,316	1,716,484	1,548,174	1,512,506
COMMUNITY DEVELOPMENT	1,372,093	1,310,633	1,927,613	1,594,330	1,577,963
COMMUNITY SERVICES	1,304,559	1,921,076	2,659,042	2,447,082	2,536,163
PUBLIC WORKS	4,625,197	4,847,514	4,595,620	5,538,217	5,490,627
PUBLIC SAFETY	8,669,580	9,031,000	10,323,752	11,943,004	12,606,420
TOTAL EXPENDITURES	19,691,890	21,148,560	24,221,384	26,359,632	26,570,581
TRANSFERS OUT	2,732,254	5,194,693	3,404,784	6,796,771	260,000
TOTAL EXPENDITURES & TRANSFERS OUT	22,424,144	26,343,253	27,626,168	33,156,403	26,830,581
REVENUE OVER/(UNDER) EXPENDITURES	702,513	5,108,602	3,823,086	408,406	586,301
ENDING FUND BALANCE	7,915,995	13,024,596	16,847,682	17,256,088	17,842,389
SUMMARY OF EXPENSES BY FUNCTION					
SALARIES & BENEFITS	4,883,752	4,708,570	5,650,862	5,720,690	5,982,411
MATERIALS, SUPPLIES, & SERVICES	14,808,138	16,439,990	18,570,522	20,638,942	20,588,170
TRANSFERS OUT	2,732,254	5,194,693	3,404,784	6,796,771	260,000
TOTALS	22,424,144	26,343,253	27,626,168	33,156,403	26,830,581

GENERAL FUND RESERVES SCENARIOS					
35% OF OPERATING EXPENDITURES	6,892,162	7,401,996	8,477,484	9,225,871	9,299,704
FUND BALANCE ABOVE 35% RESERVE	1,023,833	5,622,600	8,370,198	8,030,217	8,542,686
	7,915,995	13,024,596	16,847,682	17,256,088	17,842,389
50% OF OPERATING EXPENDITURES	9,845,945	10,574,280	12,110,692	13,179,816	13,285,291
FUND BALANCE ABOVE 50% RESERVE	(1,929,950)	2,450,316	4,736,990	4,076,272	4,557,098
	7,915,995	13,024,596	16,847,682	17,256,088	17,842,389



Fiscal Years

2023/2024 & 2024/2025

General Fund Revenues



City of Laguna Hills
General Fund Revenue Detail
For Fiscal Years 2023/2024 & 2024/2025

Account	Description	FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
100-000-400000	Prop Taxes - Secured Current	7,669,806	7,959,207	8,250,000	8,415,000	8,583,300
100-000-400100	Prop Taxes - Secured Homeowner	37,377	37,047	35,000	34,000	33,000
100-000-400200	Prop Taxes - Secured Supp Roll	149,911	185,834	190,000	193,800	197,676
100-000-400300	Prop Taxes - Sec Public Utilit	70,618	69,703	70,000	71,400	72,828
100-000-401000	Prop Taxes - Unsecured Current	232,361	251,992	250,000	255,000	260,100
100-000-402000	Prop Taxes - Prior Yr Secured	57,815	55,592	50,580	48,000	46,000
100-000-402100	Prop Taxes - Prior Yr Unsecd	3,044	5,517	5,000	5,000	5,000
100-000-402200	Prop Taxes - Prior Yr Supplemntl	6,916	5,246	5,000	5,000	5,000
100-000-403100	Prop Taxes - Penalty-Sec Prior	13,531	14,378	14,000	15,000	15,000
100-000-403200	Prop Taxes - Penalty-SuppPrior	1,941	1,421	1,500	1,500	1,500
100-000-403300	Prop Taxes - Interest Various	5,906	2,277	3,000	3,000	3,000
100-000-404000	Real Property Transfer Tax	410,033	336,620	400,000	370,000	380,000
100-000-406000	In Lieu VLF	3,261,711	3,404,462	3,522,959	3,646,263	3,773,882
100-000-407000	Prop Taxes - Miscellaneous	9,696	11,228	22,000	20,000	20,000
PROPERTY TAX REVENUE		11,930,665	12,340,523	12,819,039	13,082,963	13,396,286
100-000-410000	Sales & Use Tax	5,825,883	6,940,812	7,059,308	7,137,442	7,377,524
SALES TAX REVENUE		5,825,883	6,940,812	7,059,308	7,137,442	7,377,524
100-000-413000	Motor Vehicle In Lieu Tax	23,109	35,897	26,266	25,000	25,000
100-000-416000	Special State Subvention	9,895	-	-	-	-
100-000-419050	County Landfill Agreement	55,246	53,732	72,493	60,000	63,000
100-000-436001	Admin Fee - Waste Recycling	19,682	20,564	21,013	20,000	21,000
100-000-452051	MGP Community Benefit Fee	-	-	1,613,533	1,613,533	500,000
OTHER TAXES AND FEES		107,932	110,193	1,733,305	1,718,533	609,000
100-000-430000	Franchise Fees - Cable TV	414,995	386,651	360,000	350,000	350,000
100-000-431000	Franchise Fees - SDGE	191,973	204,645	190,000	200,000	205,000
100-000-432000	Franchise Fees - So CA Edison	198,825	223,055	181,425	195,000	200,000
100-000-433000	Franchise Fees - So CA Gas Co	72,974	85,064	81,825	85,000	90,000
100-000-434000	Franchise Fees - Waste Disposal	319,649	331,891	340,000	350,000	360,000
FRANCHISE FEES		1,198,416	1,231,305	1,153,250	1,180,000	1,205,000
100-000-435001	TOT - The Hills	<i>data withheld for confidentiality purposes</i>				
100-000-435002	TOT - Marriott	<i>data withheld for confidentiality purposes</i>				
100-000-435003	TOT - Laguna Hills Lodge	<i>data withheld for confidentiality purposes</i>				
100-000-435004	TOT - Comfort Inn	<i>data withheld for confidentiality purposes</i>				
TRANSIENT OCCUPANCY TAXES		678,706	1,021,089	1,045,000	1,105,000	1,135,000
100-000-460000	Vehicle Code Fines	80,384	92,864	102,500	100,000	100,000
100-000-460100	Parking Revenues	48,423	68,421	76,875	75,000	75,000
100-000-461000	Court Fines	17,588	12,169	15,000	15,000	15,000
FINES & FORFEITURES		146,395	173,454	194,375	190,000	190,000
100-000-470000	Interest Earnings - Investments	2,844	13,353	400,000	410,000	420,000
100-000-470100	Interest Earnings - Fair Market Value	-	(154,683)	154,683	-	-
INTEREST INCOME		2,844	(141,330)	554,683	410,000	420,000

Attachment: Biennial Budget (3207 : Budget Study Session)

Account	Description	FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
100-000-442000	Building Related Permits	610,059	537,607	600,000	660,000	690,000
100-000-442005	Plan Check Fees - Fee Base	165,749	241,490	200,000	220,000	230,000
100-000-442007	Imaging Plans & Documents Fee	41,815	43,518	40,000	44,000	46,000
100-000-443001	Transportation Permit	1,432	1,362	1,500	1,500	1,500
100-000-443003	Traffic Permit & License Fees	2,355	6,690	2,000	2,000	2,000
100-000-444000	Encroachment Permit	181,813	232,929	175,000	175,000	175,000
100-000-451000	Recreation Fees	53,313	100,211	85,000	100,000	150,000
100-000-451100	Recreation Fees - Reservation	(593)	121,649	160,000	175,000	190,000
100-000-451105	Recreation Fees - Outdoor Reservations	6,750	40,950	42,000	45,000	50,000
100-000-451200	Recreation Fees - Special Events 7/4	-	(450)	4,761	10,000	10,000
100-000-451600	Recreation Fees - 5K Registration	55,094	165,799	170,000	170,000	170,000
100-000-451601	Recreation Fees - 5K Sponsorship	2,650	3,500	3,500	5,000	5,000
100-000-451700	Recreation Fees - Heritage Day Booth	-	-	8,369	8,000	8,000
100-000-451701	Recreation Fees - Heritage Day Sponsor	-	-	19,700	19,000	19,000
100-000-452000	Plan Check Fee - Fee Base	59,962	60,790	25,000	35,000	37,000
100-000-452001	Planning & Zoning Related Fees	31,116	49,737	25,000	35,000	37,000
100-000-452050	MGP Dev. Agreement Admin Fee	-	-	20,000	20,600	21,218
100-000-453001	Improvement Inspect	42,495	48,703	35,000	35,000	35,000
100-000-455001	Rental Fees	117,592	132,374	123,000	126,000	129,000
100-000-455002	Library Lease	42,000	42,000	42,000	42,000	42,000
100-000-456001	Sale of Publication & Maps	491	834	-	-	-
CHARGES FOR SERVICES		1,414,092	1,829,693	1,781,830	1,928,100	2,047,718
100-000-459000	Miscellaneous Revenue	194,777	142,014	20,000	200,000	50,000
MISCELLANANEOUS REVENUE		194,777	142,014	20,000	200,000	50,000
100-000-490101	Transfer In - MGP Development App.	355,162	64,314	-	-	-
100-000-490210	Transfer In - Gas Tax Fund	31,313	1,479,362	220,432	1,650,000	150,000
100-000-490211	Transfer In - SB1 RMRA	-	1,214,489	85,343	1,300,000	-
100-000-490212	Transfer In - Measure M2	793,110	767,360	200,000	200,000	-
100-000-490214	Transfer In - AB 2766 Fund	5,610	61,065	-	-	-
100-000-490301	Transfer In - CARITS	-	-	-	1,280,000	-
100-000-490310	Transfer In - Quimby Park Fees	-	-	-	2,000,000	-
100-000-490322	Transfer In - Water Conservation	-	-	-	-	-
100-000-490400	Transfer In - Grants & Contrib	-	239,224	200,000	-	-
100-000-490421	Transfer In - State Cops Grants	156,753	161,688	150,000	151,000	151,000
100-000-490432	Transfer In - ARPA Fund	-	3,743,412	3,732,689	-	-
100-000-490452	Transfer In - Park Eqpt Mtnc	-	-	300,000	-	-
100-000-490454	Transfer In - Sports Complex Equip.	80,000	-	100,000	-	-
100-000-490455	Transfer In - Community Ctr Equip.	205,000	-	100,000	-	-
100-000-490456	Transfer In - Storm Drain Reserve	-	73,188	-	31,771	-
100-000-490650	Transfer In - Debt Service Fund	-	-	-	-	685,354
TRANSFERS IN		1,626,947	7,804,102	5,088,464	6,612,771	986,354
TOTAL GENERAL FUND REVENUES		23,126,656	31,451,855	31,449,254	33,564,809	27,416,882



Fiscal Years

2023/2024 & 2024/2025

General Fund Expenditures - General Government



General Government

Description

The General Government Department consists of the legislative, executive, and administrative oversight of all City operations. All expenditures and activities related to the City Council, City Manager, City Attorney, City Clerk, and Administrative Services are included in this Department. The Department is also responsible for the City's economic development efforts.

Mission Statement

Formulate and implement policies, practices, and services that respond to the needs, values, and interests of the citizens of Laguna Hills, all the while overseeing and supporting the operations of the City so as to deliver a high level of service, in a manner that is financially sustainable and ensures legal compliance with all Federal, State, and local statutes.

Functional Areas

- **Executive Management** (City Council Support, Policy Implementation, Contract Administration, Operations Management, and Organizational Development)
- **Intergovernmental Relations** (Orange County Fire Authority, League of California Cities, Association of California Cities, Orange County Public Library Board, San Joaquin Toll Road Agency, and Miscellaneous Regional Advisory Body Representation)
- **Legal Services** (General Counsel, Special Counsel, and Litigation)
- **Economic Development** (Retention and Attraction)
- **Finance** (Financial Reporting and Analysis, Internal Control Development and Compliance, Audit Coordination and External Accountability, Budget Coordination and Program Evaluation, Cash Management and Investments, Debt Management, Purchasing, and Payroll)
- **Risk Management** (Liability Protection, Purchasing, Claims Processing and Defense, Risk Assessment, Inspections, Incident Reporting & Investigations, Safety Audits, and Safety Training)

- **Personnel** (Training and Development, Administration of Employee Benefits and Compensation Plans, Recruitment, and Human Services)
- **City Clerk** (Municipal Code, Agenda Preparation, Custody of Records, and Elections and Campaign Statement Filings)

Budgeted Staffing

	Fiscal Year 2022/23	Fiscal Year 2023/24	Fiscal Year 2024/25
City Council	5.00	5.00	5.00
Full-time	9.00	9.00	9.00
Total	14.00	14.00	14.00



City of Laguna Hills
General Fund Expenditure - General Government
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget / Estimate	Request	Request
100-155-510000	Salaries - Full-Time	1,254,018	1,224,669	1,398,201	1,376,126	1,417,410
100-155-512000	Salaries - Part-Time & Temp	90,022	19,789	-	-	-
100-155-518000	Auto Allowance	10,800	13,725	18,600	9,600	9,600
100-155-520000	FICA/Medicare	18,404	16,874	20,689	20,093	20,696
100-155-521000	Retirement	201,637	200,339	251,431	173,978	182,677
100-155-521002	Retirement - PTS	842	819	842	842	842
100-155-530000	Health Insurance	224,477	267,489	318,291	316,676	326,176
100-155-530200	Group Life - Basic	3,087	3,326	4,142	3,539	3,645
100-155-542000	Disability Insurance	6,704	7,098	7,867	7,871	8,107
100-155-610000	Memberships and Dues Expense	2,527	6,124	8,040	3,000	3,000
100-155-610001	Memberships and Dues - LOCC	13,149	13,543	13,300	14,000	15,000
100-155-610002	Memberships and Dues - ACC-OC	8,407	8,407	10,000	9,000	9,500
100-155-610003	Memberships and Dues - OCCOG	3,769	5,376	5,400	7,000	7,500
100-155-610004	Memberships and Dues - LAFCO	4,133	4,282	4,200	4,800	5,100
100-155-610005	Memberships and Dues - SCAG	-	3,512	3,650	4,250	4,500
100-155-610006	Memberships and Dues - OC Housing Tr	4,630	-	5,100	-	-
100-155-611000	Training and Education	2,985	3,405	9,500	7,000	7,000
100-155-611001	Staff Development & Team Building	-	-	-	10,000	10,000
100-155-612000	Travel, Conferences & Meetings	480	6,876	12,450	12,000	12,000
100-155-612001	Travel - League of CA Cities	-	800	11,600	21,000	21,000
100-155-612002	Travel - ACC-OC	-	5,568	9,000	7,000	7,000
100-155-613000	Mileage Reimbursement	977	549	400	400	400
100-155-620000	Office Supplies	3,955	8,534	9,600	9,000	9,000
100-155-622000	Operating Supplies	5,022	6,613	9,900	6,000	6,000
100-155-623000	Printing	315	1,199	1,650	1,000	1,000
100-155-624001	Advertising - Legal	24,477	12,130	15,500	14,000	15,000
100-155-625000	Postage & Delivery	1,547	2,682	1,800	1,500	1,750
100-155-626000	Subscriptions & Books	8,745	8,382	7,350	3,500	3,500
100-155-646100	Maint & Repairs - Vehicles	7,417	-	-	1,000	1,000
100-155-662000	Bank & Merchant Service Fees	43,194	41,059	36,000	40,000	41,000
100-155-695000	CommunityAsstnc/PublicRelation	9,365	10,744	37,700	20,000	25,000
100-155-700000	Professional Services	12,164	46,337	58,420	40,000	40,000
100-155-700010	Legal Services-General Counsel	324,419	373,584	400,000	400,000	425,000
100-155-700011	Legal Services-Litigation	19,079	12,278	50,000	500,000	-
100-155-700020	Professional Services - Legislative	34,800	34,800	12,000	-	-
100-155-700026	Prof Svcs - Business Attraction & Retent	-	10,000	-	10,000	10,000
100-155-700030	Professional Svcs- City Clerk Functional	3,758	6,563	20,500	55,000	15,000
100-155-700050	Professional Services- Financial	2,900	6,550	37,500	60,000	20,000
100-155-700051	Professional Services - Annual Financial	31,845	31,600	53,250	37,500	37,500
100-155-700052	Compliance Audit Services - Sales Tax	16,486	12,335	15,000	15,000	15,000
100-155-700055	Professional Services - Compliance Audi	11,171	11,522	25,000	12,150	12,500
100-155-720030	General Municipal Election Services	23,250	-	40,000	-	42,500
100-155-720055	County Property Tax Admin Fee	52,535	51,540	55,000	55,000	55,000
TOTAL EXPENDITURES		2,487,491	2,501,022	2,998,873	3,288,825	2,846,903

SUMMARY BY FUNCTION:

SALARIES & BENEFITS	1,809,990	1,754,128	2,020,063	1,908,725	1,969,153
MATERIALS, SUPPLIES, & SERVICES	677,501	746,894	978,810	1,380,100	877,750
TOTALS	2,487,491	2,501,022	2,998,873	3,288,825	2,846,903

Attachment: Biennial Budget (3207 : Budget Study Session)



City of Laguna Hills
General Government
For Fiscal Years 2023/2024 & 2024/2025

Account	Description	FY 23/24	FY 24/25
610000	Memberships and Dues Expense - Includes CCAC, IIMC, Notary, OCCMA, & CCMF	3,000	3,000
610001	Memberships and Dues - LOCC - League of California Cities	14,000	15,000
610002	Memberships and Dues - ACC-OC - Association of California Cities - Orange County	9,000	9,500
610003	Memberships and Dues - OCCOG - Orange County Council of Governments	7,000	7,500
610004	Memberships and Dues - LAFCO - Local Agency Formation Commission	4,800	5,100
610005	Memberships and Dues - SCAG - Southern California Association of Governments	4,250	4,500
611000	Training and Education	7,000	7,000
611001	Staff Development & Team Building - Staff lunches, Council lunches, management retreat	10,000	10,000
612000	Travel, Conferences & Meetings	12,000	12,000
612001	Travel - League of CA Cities - Includes travel for 5 Councilmembers and City Manager	21,000	21,000
612002	Travel - ACC-OC - Includes general meetings and Sacramento advocacy	7,000	7,000

Attachment: Biennial Budget (3207 : Budget Study Session)

613000	Mileage Reimbursement	400	400
620000	Office Supplies	9,000	9,000
622000	Operating Supplies	6,000	6,000
623000	Printing	1,000	1,000
624001	Advertising - Legal - Mandated legal publications and advertisements	14,000	15,000
625000	Postage & Delivery	1,500	1,750
626000	Subscriptions & Books - Orange County Register and election materials	3,500	3,500
646100	Maint & Repairs - Vehicles	1,000	1,000
662000	Bank & Merchant Service Fees - Credit card fees, banking costs	40,000	41,000
695000	Community Assistance / Public Relations - Grad night contribution (\$4k), drowning prevention donation (\$5k), opioid awareness (\$5k), communications and marketing materials, etc.	20,000	25,000
700000	Professional Services	40,000	40,000
700010	Legal Services-General Counsel	400,000	425,000
700011	Legal Services-Litigation	500,000	-
700026	Prof Svcs - Business Attraction & Retention - Chamber of Commerce contribution	10,000	10,000
700030	Professional Svcs- City Clerk Functional Support - Code publishing, off-site data storage, document imaging, demographer	55,000	15,000

700050	Professional Services- Financial	60,000	20,000
	- GASB updates, SB90 recovery, rebate reporting, ACFR services, fee study		
700051	Professional Services - Annual Financial Audit	37,500	37,500
	- City auditors and financial statement preparation		
700052	Compliance Audit Services - Sales Tax	15,000	15,000
	- HdL services to capture unreported/unallocated sales tax		
700055	Professional Services - Compliance Audits	12,150	12,500
	- Property tax audits, TOT audits, franchise fee audits		
720030	General Municipal Election Services	-	42,500
	- County of Orange consolidated election cost		
720055	County Property Tax Admin Fee	55,000	55,000
	- County of Orange cost to collect & administer property taxes		



Fiscal Years

2023/2024 & 2024/2025

General Fund Expenditures - Non-departmental



Non-Departmental

Description

The Non-Departmental Department encompasses functions that are essential to the operation of the City but do not fall within the jurisdiction of any single department or are expenditures of an organization-wide nature. Most notably, this includes the Information Technology (IT) function.

The IT division is responsible for the support and management of the City's information services, including software applications and computer hardware, at the Civic Center and the Community Center and Sports Complex.

Mission Statement

Support the operations of the City in order to maintain and enable the efficient management and administration of the City.

Functional Areas

- **Network & Desktop Support** (Data back-up, network maintenance, desktop maintenance, printers)
- **Software Support** (Department software systems, data management, website, and intranet)
- **Liability Protection** (General liability, property, and vehicle insurance)

Budgeted Staffing

	Fiscal Year 2022/23	Fiscal Year 2023/24	Fiscal Year 2024/25
Full-time	1.00	1.00	1.00



City of Laguna Hills
General Fund Expenditure - Non-Departmental
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
100-195-510000	Salaries - Full-Time	118,282	129,213	116,874	130,653	134,573
100-195-520000	FICA/Medicare	2,095	1,759	1,695	1,894	1,951
100-195-521000	Retirement	8,820	8,792	8,473	9,887	10,381
100-195-522000	Unfunded Accrued Liab. (Pension UAL)	269,122	330,504	387,700	365,511	383,787
100-195-530000	Health Insurance	11,105	11,752	12,830	12,837	13,222
100-195-530200	Group Life - Basic	387	394	438	405	417
100-195-540000	Worker Comp/Unemployment	38,778	24,869	42,000	79,600	81,988
100-195-542000	Disability Insurance	836	843	765	855	881
100-195-545000	Unemployment Claims	110	-	-	-	-
100-195-550000	Employee Benefits Plan Administrative	11,459	9,998	9,920	10,000	10,300
100-195-610000	Memberships and Dues Expense	90	90	400	200	200
100-195-611000	Training and Education	1,500	1,557	13,500	10,000	10,000
100-195-611001	IT Training and Education	-	-	-	6,500	4,500
100-195-617000	Recruitment	1,530	5,316	4,000	5,000	5,000
100-195-620000	Office Supplies	7,687	8,906	12,500	10,000	10,000
100-195-621000	Computer Supplies	8,307	14,180	12,574	11,000	12,500
100-195-622000	Operating Supplies	8,010	4,912	8,950	7,500	7,500
100-195-623000	Printing	1,915	1,674	2,000	3,000	3,000
100-195-625000	Postage & Delivery	4,122	11,347	12,000	6,000	6,000
100-195-630000	Telephone & Communication	50,281	47,053	48,658	47,406	47,406
100-195-641000	Rent/Lease - Equipment	2,202	1,944	1,500	2,200	2,200
100-195-641200	Rent/Lease - Copier	15,093	18,708	18,500	18,700	18,700
100-195-646000	Maint & Rep-Equip & Machinery	656	1,220	6,450	2,500	2,500
100-195-647000	Maint & Repair - Comp Eqpt	215	496	1,000	1,000	1,000
100-195-690000	General Liability Loss Coverage	340,172	430,659	424,766	181,560	187,007
100-195-690050	Employment Practices Liability Loss Cov	12,195	14,950	13,087	-	-
100-195-690100	Property Loss Coverage	71,154	92,933	110,149	70,270	72,378
100-195-690150	Earthquake Loss Coverage	38,011	41,812	50,491	-	-
100-195-690200	Commercial Crime Loss Coverage	3,249	4,300	3,974	7,500	7,725
100-195-690300	Insurance Administration	44,313	47,093	53,969	10,285	10,594
100-195-700090	Computer Consulting Services	21,837	45,530	57,000	107,000	107,000
100-195-720050	Contract Serv-Software Support	123,334	160,520	162,963	223,211	204,097
100-195-930000	Furniture	-	-	10,000	-	-
100-195-940000	Computer Hardware & Software	16,103	63,991	107,358	205,700	155,700
TOTAL EXPENDITURES		1,232,970	1,537,316	1,716,484	1,548,174	1,512,506

SUMMARY BY FUNCTION:

SALARIES & BENEFITS	460,993	518,124	580,695	522,042	545,211
MATERIALS, SUPPLIES, & SERVICES	771,977	1,019,191	1,135,789	1,026,132	967,294
TOTALS	1,232,970	1,537,316	1,716,484	1,548,174	1,512,506

Attachment: Biennial Budget (3207 : Budget Study Session)



City of Laguna Hills Non-departmental For Fiscal Years 2023/2024 & 2024/2025

Account	Description	FY 23/24	FY 24/25
540000	Workers' Comp/Unemployment	79,600	81,988
550000	Employee Benefits Plan Administrative Fees - Admin fees for benefits plan with SDRMA	10,000	10,300
610000	Memberships and Dues Expense - MISAC Membership	200	200
611000	Training and Education	10,000	10,000
611001	I.T. Training and Education - Training specifically for Information Technology matters	6,500	4,500
617000	Recruitment - Supplies and services for job postings, flyers, brochures	5,000	5,000
620000	Office Supplies	10,000	10,000
621000	Computer Supplies - I.T. supplies, toner, ink, cables, minor hardware	11,000	12,500
622000	Operating Supplies - Citywide building supplies and meeting items	7,500	7,500
623000	Printing - Printing supplies, mailings, flyers	3,000	3,000
625000	Postage & Delivery	6,000	6,000
630000	Telephone & Communication - Network and internet backbone, WiFi, wireless devices	47,406	47,406

Attachment: Biennial Budget (3207 : Budget Study Session)

641000	Rent/Lease - Equipment - Lease of mailing machine	2,200	2,200
641200	Rent/Lease - Copier - Lease of copier machines and usage charges	18,700	18,700
646000	Maint & Rep-Equip & Machinery - Telephone support system maintenance	2,500	2,500
647000	Maint & Repair - Comp Eqpt - 3rd party printer & desktop maintenance and parts	1,000	1,000
690000	General Liability Loss Coverage	181,560	187,007
690100	Property Loss Coverage	70,270	72,378
690150	Earthquake Loss Coverage	-	-
690200	Commercial Crime Loss Coverage	7,500	7,725
690300	Insurance Administration	10,285	10,594
700090	Computer Consulting Services - 3rd party IT support	107,000	107,000
720050	Contract Serv - Software Support - Granicus, Tyler ERP Pro, Energov, Nobel Systems, Civic Rec	223,211	204,097
940000	Computer Hardware & Software - AV upgrade for Council chamber, new servers, laptops docking stations, new agenda software	205,700	155,700



Fiscal Years

2023/2024 & 2024/2025

General Fund Expenditures - Community Development



Community Development

Description

The Community Development Department provides planning, code enforcement, building and safety, and receptionist functions for the City and is organized into two divisions: Planning and Building & Safety.

The Planning division is primarily responsible for implementation of the goals and strategies of the General Plan, which serves as a comprehensive strategy for the management of future growth and change within the community. The Planning Division is also responsible for implementation of the City's Development Code, processing land use and development applications, environmental compliance, housing issues, and long-range planning.

The Building & Safety Division is responsible for building and safety standards in the design, construction, use, and occupancy, of all buildings and structures in the City of Laguna Hills. The Division provides plan checking, permitting, and inspection services for new construction, additions, renovations, alterations, and remodels, to ensure all structures meet the life-safety standards of the Uniform Codes and related federal, state and City-adopted laws and ordinances.

Mission Statement

Provide effective guidance and coordination for all land planning and development activities in the City, to preserve and enhance the health, safety and welfare for all who live, work and visit Laguna Hills, in a manner that promotes a high quality of life as a primary goal.

The Department is committed to fulfilling this mission by providing the highest level of professional service to the City Council and general public, with fair and consistent implementation of the City's policies and regulations, striving to find innovative solutions for residents and businesses, as well as larger community issues.

Functional Areas

- **Development Application Services** (Process Planning Applications for Land Use and Development; Building Permit Plan review for Building Code/ Zoning Code Compliance; Public Inquiries Regarding Land Use and Development; Environmental Compliance)

- **Advanced Planning Services** (General Plan, Specific Plan, and Development Code Amendments; Zoning Changes; Participation in Regional Housing, Transportation, Environmental, and Sustainability Planning Activities and Studies; Special Studies; Monitoring Development in Adjacent Jurisdictions)
- **Counter Services** (Public Inquiries regarding Zoning, Land Use, Development, and Building Code regulations Building Plan Check Intake; Plan Check Routing and Tracking; Permit Fee Estimation; Building Permit Issuance Fire Prevention Submittals, Over-The-Counter Plans Examination; Code Compliance Requests)
- **Inspection Services** (Zoning Code Compliance; Building Code Inspections; Property Maintenance; Code Compliance)
- **Plan Check Services** (Building Permit Reviews for ADA Compliance, Building, Mechanical, Plumbing, Fire Electrical Codes, and Energy Codes)

Budgeted Staffing

	Fiscal Year 2022/23	Fiscal Year 2023/24	Fiscal Year 2024/25
Full-time	6.00	7.00	7.00
Part-time	0.87	0.00	0.00
Total	6.87	7.00	7.00



City of Laguna Hills
General Fund Expenditure - Community Development
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
100-225-510000	Salaries - Full-Time	614,074	454,806	631,964	783,428	806,931
100-225-512000	Salaries - Part-Time & Temp	29,054	69,627	29,336	-	-
100-225-518000	Auto Allowance	7,200	3,400	7,200	4,800	4,800
100-225-520000	FICA/Medicare	8,638	7,031	9,693	11,429	11,772
100-225-521000	Retirement	77,433	52,098	82,696	86,959	91,307
100-225-521002	Retirement - PTS	-	-	1,100	-	-
100-225-530000	Health Insurance	115,065	91,642	151,141	173,612	178,820
100-225-530200	Group Life - Basic	1,885	1,613	2,145	2,330	2,400
100-225-542000	Disability Insurance	4,215	3,239	3,988	5,372	5,533
100-225-610000	Memberships and Dues Expense	100	40	2,300	2,300	2,300
100-225-611000	Training and Education	3,900	2,465	3,000	3,000	3,000
100-225-613000	Mileage Reimbursement	-	-	300	300	300
100-225-613100	Vehicle-Fuel	685	1,525	1,500	2,000	2,000
100-225-622000	Operating Supplies	849	666	1,500	1,000	1,000
100-225-623000	Printing	-	-	750	600	600
100-225-626000	Subscriptions & Books	1,732	1,394	3,500	1,200	1,200
100-225-646100	Maint & Repairs - Vehicles	1,217	1,480	500	1,000	1,000
100-225-700000	Prof. Svcs - Building & Safety	371,011	295,444	480,000	350,000	350,000
100-225-700012	Legal Services - Community Developme	7,128	6,160	-	-	-
100-225-700200	General Planning Services	21,771	-	15,000	15,000	15,000
100-225-700201	Plan Application	48,880	67,680	50,000	40,000	40,000
100-225-700225	Housing Element	48,637	168,171	100,000	-	-
100-225-700226	Rezone & Environmental	-	-	250,000	-	-
100-225-700227	Objective Design Standards	-	-	100,000	-	-
100-225-720512	Contract Staffing Services	8,618	82,151	-	110,000	60,000
TOTAL EXPENDITURES		1,372,093	1,310,633	1,927,613	1,594,330	1,577,963

SUMMARY BY FUNCTION:

SALARIES & BENEFITS	857,564	683,457	919,263	1,067,930	1,101,563
MATERIALS, SUPPLIES, & SERVICES	514,529	627,177	1,008,350	526,400	476,400
TOTALS	1,372,093	1,310,633	1,927,613	1,594,330	1,577,963



City of Laguna Hills

Community Development

For Fiscal Years 2023/2024 & 2024/2025

Account	Description	FY 23/24	FY 24/25
610000	Memberships and Dues Expense - American Planning Assoc. & American Institute of Certified Planners	2,300	2,300
611000	Training and Education - Workshops, seminars, & conferences with APA and PDAOC	3,000	3,000
613000	Mileage Reimbursement - For planning staff reimbursement of personal vehicle usage	300	300
613100	Vehicle-Fuel - For City-owned code enforcement vehicle	2,000	2,000
622000	Operating Supplies	1,000	1,000
623000	Printing - For public notices, workshops, and meetings	600	600
626000	Subscriptions & Books	1,200	1,200
646100	Maint & Repairs - Vehicles	1,000	1,000
700000	Prof. Svcs - Building & Safety - Contract with Charles Abbott Associates for building services. Expense is based upon building permit revenues.	350,000	350,000
700200	General Planning Services - As needed planning studies and engineering services	15,000	15,000
700201	Plan Application - 3rd party costs associated with plan applications that are typically reimbursed through deposits	40,000	40,000

Attachment: Biennial Budget (3207 : Budget Study Session)

720512 Contract Staffing Services**110,000****60,000**

- Funds for specific studies and services, like Density Bonus, Inclusionary Housing Ordinance, Sign Code Update, Hillside Development Guidelines, and Business Attraction & Retention Services



Fiscal Years

2023/2024 & 2024/2025

General Fund Expenditures - Community Services



Community Services

Description

Community Services programs are a valuable service that the City provides to enhance the quality of life for its citizens. Laguna Hills strives to offer superior recreation programs for all ages. The Community Services Department provides recreation classes, special events, excursions, camps, athletic programs, and disability services in response to the demands of the community. The Community Services Department is also responsible for administering the City's franchise agreement for solid waste and recycling services and animal services.

Mission Statement

Provide quality recreation programming that promotes a healthy lifestyle, self-esteem, family life, community spirit, and public welfare.

Functional Areas

- **Special Events** (Fourth of July, Memorial Day race, Heritage Day, and seasonal celebrations)
- **Early Childhood and Children's Programs** (Pre-school, sports and athletics, cooking, music, art and science classes, theatre and camp Programs)
- **Teen Programs** (Personal development and physical fitness classes, special events, and volunteer opportunities)
- **Adult Programs** (Sports leagues, physical fitness, and personal development classes)
- **Disability Services** (Circle of friends program, dances, classes, and special events)
- **Senior Programs** (Physical fitness and personal development classes, and senior dial-a-taxi service)
- **Historical Information** (City monument site, fossil display, classes, special events, and walking tour)
- **Solid Waste Franchise Administration** (Solid waste, recycling programs)
- **Animal Services Administration** (Animal control)
- **Cultural Arts Programs** (Music and theater productions)

Budgeted Staffing

	Fiscal Year 2022/23	Fiscal Year 2023/24	Fiscal Year 2024/25
Full-time	6.00	6.00	6.00
Part-time	10.00	10.00	10.00
Total	16.00	16.00	16.00



City of Laguna Hills
General Fund Expenditure - Community Services
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
100-310-510000	Salaries - Full-Time	578,608	571,882	589,718	707,688	728,919
100-310-512000	Salaries - Part-Time & Temp	9,030	151,252	366,905	185,708	265,733
100-310-518000	Auto Allowance	7,200	7,200	7,200	7,200	7,200
100-310-520000	FICA/Medicare	7,811	9,982	13,975	13,059	13,451
100-310-521000	Retirement	97,434	111,685	133,917	94,259	98,972
100-310-521002	Retirement - PTS	121	4,227	6,435	3,482	3,586
100-310-530000	Health Insurance	115,193	122,987	135,065	147,069	151,481
100-310-530200	Group Life - Basic	1,756	1,807	2,231	2,099	2,162
100-310-540000	Worker Comp/Unemployment	-	14,540	-	-	-
100-310-542000	Disability Insurance	3,780	3,904	4,311	4,712	4,853
100-310-610000	Memberships and Dues Expense	919	1,095	1,360	1,095	1,095
100-310-611000	Training and Education	419	1,013	6,000	6,000	6,000
100-310-611500	Certification/License Fees	731	758	520	811	811
100-310-613000	Mileage Reimbursement	-	28	400	200	200
100-310-613100	Vehicle-Fuel	1,479	1,152	3,000	2,000	3,000
100-310-620500	Office Supplies - Comm Ctr	1,308	2,942	5,500	3,000	3,000
100-310-622005	Operating Supplies Comm Ctr	1,713	3,283	3,000	3,000	3,000
100-310-622100	Operating Supplies - Uniforms	619	360	2,500	2,500	3,000
100-310-622500	Supplies-Program Services	-	397	4,000	2,000	3,500
100-310-622501	Supplies-Youth Leagues	-	42	3,000	-	4,500
100-310-622502	Supplies-Adult Leagues	2,394	7,677	7,750	7,750	7,750
100-310-623500	Printing-Program Services	-	-	500	150	150
100-310-624500	Advertising-Program Services	235	1,846	3,500	3,500	3,500
100-310-626000	Subscriptions & Books	217	120	-	300	300
100-310-630100	Phone & Communication Comm Ctr	6,523	4,804	4,156	5,000	5,000
100-310-631100	Utilities - Electric Comm Ctr	60,948	100,417	93,000	100,000	100,000
100-310-632500	Utilities - Gas Comm Ctr	3,112	2,591	2,500	3,500	3,500
100-310-635100	Utilities - Water Comm Ctr	10,976	8,201	9,000	9,000	9,000
100-310-641000	Rent/Lease - Equipment	1,805	7,127	10,900	4,000	4,000
100-310-641100	Rent/Lease - Vehicle	-	-	750	1,000	1,000
100-310-645500	Maint&Repair-Facility Comm Ctr	39,451	87,831	80,000	80,000	80,000
100-310-646100	Maint & Repairs - Vehicles	5,115	(796)	5,000	5,000	5,000
100-310-646500	Maint&Repair-Eqp&MachCommCtr	-	3,450	4,000	4,000	4,000
100-310-662000	Bank & Merchant Service Fees	4,442	18,438	20,534	8,000	8,000
100-310-690500	Insurance - Recreational Classes	554	217	2,700	1,500	2,000
100-310-695500	Special Events-Program Service	108,563	132,124	163,750	17,000	17,000
100-310-695501	Day Camps	134	4,328	20,900	-	20,000
100-310-695502	Special Needs Program	120	120	2,277	1,500	2,000
100-310-695503	Build A Fort Camps	-	-	-	10,000	10,000
100-310-695504	Displays,Exhibits & Ed Program	-	-	15,500	10,000	5,000
100-310-695505	Cultural Excursions	-	-	1,000	1,500	2,000
100-310-695506	Teen Camps & Programs	-	-	15,477	-	20,000
100-310-695507	Marathon 5k	100,263	193,580	194,000	200,000	205,000
100-310-695508	July Fourth Celebration	415	35,416	78,450	95,500	95,500
100-310-695509	Holiday Decorations	-	-	-	100,000	100,000
100-310-695510	Holiday Event Series	-	-	-	22,000	22,000
100-310-695511	Rooted Volunteer Campaign	-	-	-	25,000	25,000
100-310-695512	Movies in the Park	-	-	-	10,000	10,000
100-310-695513	Concerts	-	-	-	34,000	34,000
100-310-695530	City Anniversary Program	-	31,972	1,000	-	-
100-310-695531	Heritage Day	-	-	60,000	60,000	60,000

Attachment: Biennial Budget (3207 : Budget Study Session)

100-310-700000	Professional Services	-	-	1,000	16,000	16,000
100-310-720301	Contract Services - Community Ctr Prop	42,000	42,000	42,000	48,000	48,000
100-310-720302	Contract Services - Homelessness	10,973	25,860	59,861	60,000	64,000
100-310-721500	Contract Services - Program Svce	23,462	46,518	140,000	60,000	80,000
100-310-721505	Contract Services - Janitorial & Sanitatic	54,736	156,024	160,000	160,000	160,000
100-310-910500	Equip & Mach-CommCtr	-	674	167,500	34,000	3,000
100-310-930000	Furniture	-	-	-	4,000	-
100-310-930500	Furniture-Program Services	-	-	3,000	60,000	-

TOTAL EXPENDITURES	1,304,559	1,921,076	2,659,042	2,447,082	2,536,163
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SUMMARY BY FUNCTION:

SALARIES & BENEFITS	820,934	999,465	1,259,757	1,165,276	1,276,357
MATERIALS, SUPPLIES, & SERVICES	483,625	921,611	1,399,285	1,281,806	1,259,806
TOTALS	1,304,559	1,921,076	2,659,042	2,447,082	2,536,163



**City of Laguna Hills
Community Services
For Fiscal Years 2023/2024 & 2024/2025**

Account	Description	FY 23/24	FY 24/25
610000	Memberships and Dues Expense - Memberships with CPRS and NRPA	1,095	1,095
611000	Training and Education - CPRS conference and staff training	6,000	6,000
611500	Certification/License Fees - ASCAP & BMI - music license for cover singers	811	811
613000	Mileage Reimbursement - Reimbursement to staff for usage of personal vehicles	200	200
613100	Vehicle-Fuel - Expense for gasoline for City vehicles	2,000	3,000
620500	Office Supplies - Comm Ctr	3,000	3,000
622005	Operating Supplies Comm Ctr - Expense meeting supplies, water, coffee	3,000	3,000
622100	Operating Supplies - Uniforms - Staff shirts and sweatshirts	2,500	3,000
622500	Supplies-Program Services - Materials and supplies for recreation programs	2,000	3,500
622501	Supplies-Youth Leagues - After school sports supplies, shirts, trophies	-	4,500
622502	Supplies-Adult Leagues - Softball, basketball, volleyball leagues, ping pong, pickleball	7,750	7,750

Attachment: Biennial Budget (3207 : Budget Study Session)

623500	Printing-Program Services - Printed materials (trifolds)	150	150
624500	Advertising-Program Services - Banners, social media boosts, pamphlets	3,500	3,500
626000	Subscriptions & Books	300	300
630100	Phone & Communication Comm Ctr	5,000	5,000
631100	Utilities - Electric Comm Ctr	100,000	100,000
632500	Utilities - Gas Comm Ctr	3,500	3,500
635100	Utilities - Water Comm Ctr	9,000	9,000
641000	Rent/Lease - Equipment - Mini storage units	4,000	4,000
641100	Rent/Lease - Vehicle - Rental vehicles for programs/camps	1,000	1,000
645500	Maint&Repair-Facility Comm Ctr - General repairs of the Community Center	80,000	80,000
646100	Maint & Repairs - Vehicles - Repairs of 3 vans and 1 truck	5,000	5,000
646500	Maint&Repair-Eqp&MachCommCtr - Kitchen equipment repairs	4,000	4,000
662000	Bank & Merchant Service Fees - Credit card merchant fee for new CivicRec software	8,000	8,000
690500	Insurance - Recreational Classes - SCMAF insurance for contract instructors	1,500	2,000

695500	Special Events-Program Service - DD dance, Parents night out, and other misc. events	17,000	17,000
695501	Day Camps - Summer day camps for 6 - 10 year olds	-	20,000
695502	Special Needs Program	1,500	2,000
695503	Build A Fort Camp - Build-a-fort camp (junior 6-7) (regular 8-12)	10,000	10,000
695504	Displays, Exhibits & Ed Program - Fossil display improvements and materials	10,000	5,000
695505	Cultural Excursions - Tours, exhibitions, museums, other destination spots	1,500	2,000
695506	Teen Camps & Programs - Excursion based camps for teens	-	20,000
695507	Marathon 5k	200,000	205,000
695508	July Fourth Celebration	95,500	95,500
695509	Holiday Decorations	100,000	100,000
695510	Holiday Event Series	22,000	22,000
695511	Rooted Volunteer Campaign - Four (4) events per year	25,000	25,000
695512	Movies in the Park	10,000	10,000
695513	Concerts	34,000	34,000
695531	Heritage Day	60,000	60,000

700000	Professional Services	16,000	16,000
	- Paleontology consulting		
720301	Contract Services - Community Ctr Property Mgmt	48,000	48,000
	- Essex property management		
720302	Contract Services - Homelessness	60,000	64,000
721500	Contract Services - Program Services	60,000	80,000
	- Payments to contract instructors		
721505	Contract Services - Janitorial & Sanitation	160,000	160,000
910500	Equip & Mach-CommCtr	34,000	3,000
	- Heritage room AV improvements, electric cart		
930000	Furniture	4,000	-
	- Staff chairs		
930500	Furniture-Program Services	60,000	-
	- New chairs for heritage room, portable dance floor		



Fiscal Years

2023/2024 & 2024/2025

General Fund Expenditures -

Public Works



Public Works

Description

The Public Works Department is composed of three divisions: Engineering, Public Works, and Parks.

The Engineering division provides management of the public right-of-way, traffic engineering, civil engineering, water quality administration and capital improvement administration. This division also provides staff support to the City's Traffic Commission, responds to resident concerns regarding traffic safety, monitors regional transportation impacts to the community, interfaces with adjacent communities, and monitors local traffic conditions.

The Public Works division provides maintenance services for all infrastructure in the public right-of-way. The maintenance services, with the exception of administration and maintenance inspection, are provided on a contract basis. The Public Works maintenance function includes pavement repairs, signage, striping, concrete work and street sweeping on the 95 centerline miles of the street system, monitoring of the storm drain system, repair of bicycle trails, and maintenance of 48 traffic signals throughout the City. The division responds to resident calls regarding maintenance issues, provides weekly inspection of the local street system, prepares task orders and oversees the implementation of scheduled maintenance work.

The Parks division performs maintenance inspection and administration of contracts for landscape maintenance of the City's 48 acres of local parks, 26 acres of sports parks, 152 acres of open space and slopes, 15 acres of median islands and parkways; graffiti removal; lighting maintenance; and a variety of repair services.

Mission Statement

Protect and preserve the public's use and ownership of public property and rights-of-way throughout the City.

Provide scheduled and preventive infrastructure maintenance services within public rights-of-way for the benefit of the community.

Provide, create, and maintain a high-quality park, trails and public landscape system that encourages the public's use of park facilities and open space areas, and adds to the overall aesthetic appearance and quality of life for the residents of the City.

Functional Areas

- **Street System** (Life-cycle management of the 95-mile street system)
- **Traffic Control System** (Monitoring of 48 signalized intersections and maintenance of 8000 signs and 4,000 pavement markings)
- **Flood Control/Water Quality** (Maintenance of drainage facilities and administration of water quality compliance)
- **Management of the Public Right-of-Way** (Encroachment permits, plan checking, and inspection)
- **Traffic Engineering and Traffic Commission Support Services** (Support of the Traffic Commission, traffic safety evaluation, and management of traffic control devices)
- **Capital Improvement Administration** (Planning and budgeting, design, construction management, inspection, and grant applications)
- **Landscape Maintenance** (Parks, parkways, slopes, and median islands)
- **Open Space Maintenance** (Undeveloped areas and trails and weed abatement)
- **Urban Forestry** (Tree inventory and maintenance)

Budgeted Staffing

	Fiscal Year 2022/23	Fiscal Year 2023/24	Fiscal Year 2024/25
Full-time	5.00	6.00	6.00



City of Laguna Hills
General Fund Expenditure - Public Works
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget / Estimate	Request	Request
100-355-510000	Salaries - Full-Time	693,551	564,105	661,473	806,288	830,477
100-355-512000	Salaries - Part-time	1,552	7,694	-	-	-
100-355-518000	Auto Allowance	7,800	2,925	7,200	4,800	4,800
100-355-520000	FICA/Medicare	9,623	7,843	9,696	11,761	12,114
100-355-521000	Retirement	98,818	78,061	70,319	92,616	97,247
100-355-530000	Health Insurance	86,506	87,068	115,907	133,700	137,711
100-355-530200	Group Life - Basic	2,066	1,830	2,383	2,388	2,460
100-355-542000	Disability Insurance	4,378	3,871	4,106	5,164	5,319
100-355-610000	Memberships and Dues Expense	3,284	1,853	3,400	3,000	3,000
100-355-611000	Training and Education	837	6,126	5,000	2,500	2,500
100-355-613000	Mileage Reimbursement	-	-	250	250	250
100-355-613100	Vehicle-Fuel	3,342	281	5,000	8,000	8,000
100-355-622000	Operating Supplies	11,559	21,047	22,000	25,000	25,000
100-355-623000	Printing	1,566	370	1,500	10,000	10,000
100-355-626000	Subscriptions & Books	780	-	1,000	1,000	1,000
100-355-630000	Telephone & Communication	254	-	250	250	250
100-355-631000	Utilities - Electric	79,555	111,958	120,000	120,000	120,000
100-355-631400	Electric-Street Lights/Signals	351,798	(292)	-	-	-
100-355-631900	UtilitiesElectricOnBillFinancing	80,535	-	-	90,000	90,000
100-355-635000	Utilities - Water	414,037	486,949	500,000	515,000	530,000
100-355-640000	Rent/Lease - Facility	6,372	7,008	9,012	10,000	10,000
100-355-646100	Maint & Repairs - Vehicles	1,902	109	2,500	2,500	2,500
100-355-695000	CommunityAsstnc/PublicRelation	-	43	-	-	-
100-355-696000	NPDES Permits & Fees	-	-	-	200,000	200,000
100-355-700000	Professional Services	-	506	10,000	210,000	210,000
100-355-700041	Park Improvement Needs Assessment	-	-	-	200,000	-
100-355-700100	City Engineer Services	46,350	-	-	50,000	50,000
100-355-700101	Traffic Engineer Services	49,538	-	-	-	-
100-355-700250	On-Call Engineer Services	-	-	10,000	50,000	50,000
100-355-700255	Improvement Inspection	170,432	-	200,000	44,000	44,000
100-355-700300	Hazard Mitigation Plan	-	20,626	19,374	20,000	-
100-355-720400	Street Maintenance	392,222	476,273	-	-	-
100-355-720401	Other Public Works Maintenance	-	-	125,000	130,000	130,000
100-355-720410	Street Sweeping	133,202	211,190	-	-	-
100-355-720420	Traffic Signal Maintenance	234,212	-	-	-	-
100-355-720500	Graffiti Removal	92,938	118,727	120,000	120,000	120,000
100-355-720700	Landscape Maintenance Contract	1,041,754	1,128,647	1,300,000	1,415,000	1,483,250
100-355-720701	Parks Contract Repair	78,018	109,241	110,000	112,750	115,500
100-355-720702	Tree Maintenance	269,015	327,211	360,000	375,000	390,000
100-355-720730	Annual Weed Abatement Program	50,091	50,600	55,000	57,000	60,000
100-355-910000	Equipment & Machinery	-	-	20,000	20,000	20,000
Public Works (Measure M MOE)						
100-356-613100	MOE Vehicle Fuel	77	4,801	-	-	-
100-356-630000	MOE Telephone & Communication	24	273	250	250	250
100-356-631400	MOE Electricity-Streetlights & Signals	78,856	476,068	450,000	480,000	500,000
100-356-631900	MOE Electricity On-bill Financing	12,020	92,560	90,000	-	-
100-356-646100	MOE Maintenance & Repairs Vehicles	-	6,443	-	-	-
100-356-700100	MOE City Engineer Services	145	31,147	-	-	-
100-356-700101	MOE Traffic Engineer Services	7,309	64,932	65,000	85,000	95,000
100-356-700250	MOE On-Call Engineer Services	-	-	-	-	-

Attachment: Biennial Budget (3207 : Budget Study Session)

100-356-700255	MOE Improvement Inspection	87,683	186,834	-	-	-
100-356-720420	MOE Traffic Signal Maintenance	21,196	152,586	120,000	125,000	130,000

TOTAL EXPENDITURES	4,625,197	4,847,514	4,595,620	5,538,217	5,490,627
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SUMMARY BY FUNCTION:

SALARIES & BENEFITS	904,296	753,396	871,084	1,056,717	1,090,127
MATERIALS, SUPPLIES, & SERVICES	3,720,902	4,094,117	3,724,536	4,481,500	4,400,500
TOTALS	4,625,197	4,847,514	4,595,620	5,538,217	5,490,627



City of Laguna Hills Public Works For Fiscal Years 2023/2024 & 2024/2025

Account	Description	FY 23/24	FY 24/25
610000	Memberships and Dues Expense - CA Civil Engineer and Traffic Engineer license fees, American Society of Civil Engineers, American Public Works Association	3,000	3,000
611000	Training and Education - Attendance at professional org. meetings and training seminars	2,500	2,500
613000	Mileage Reimbursement - Reimburse employees for personal usage of vehicles	250	250
613100	Vehicle-Fuel - Fuel expense for City owned vehicles	8,000	8,000
622000	Operating Supplies - Paper, pens, traffic cones, paint, asphalt cold mix, small tools	25,000	25,000
623000	Printing - Reprographics printing and scanning of documents	10,000	10,000
626000	Subscriptions & Books	1,000	1,000
630000	Telephone & Communication - Telephone bills related to connected irrigation systems	250	250
631000	Utilities - Electric - Electricity costs associated with buildings and irrigation	120,000	120,000
631900	UtilitiesElectricOnBillFinancing - Loan re-payments related to conversion to LED lighting	90,000	90,000
635000	Utilities - Water - Payments to Moulton Niguel Water and El Toro Water	515,000	530,000

Attachment: Biennial Budget (3207 : Budget Study Session)

640000	Rent/Lease - Facility - Storage units for traffic control devices and motorcycles	10,000	10,000
646100	Maint & Repairs - Vehicles	2,500	2,500
696000	NPDES Permits & Fees - National Pollutant Discharge Elimination System permits	200,000	200,000
700000	Professional Services - As needed consultant work (water quality, park, design)	210,000	210,000
700041	Park Improvement Needs Assessment - Study to determine long term capital parks needs	200,000	-
700100	City Engineer Services - As needed professional engineering services	50,000	50,000
700250	On-Call Engineer Services - As needed civil engineering, land surveying, mapping work	50,000	50,000
700255	Improvement Inspection - Inspection for encroachment permits and CIP projects	44,000	44,000
700300	Hazard Mitigation Plan - Development of Local Hazard Mitigatio Plan (LHMP) with FEMA	20,000	-
720401	Other Public Works Maintenance - Expenses related to non-street, non-ROW purposes	130,000	130,000
720500	Graffiti Removal	120,000	120,000
720700	Landscape Maintenance Contract - Citywide landscaping and maintenance	1,415,000	1,483,250
720701	Parks Contract Repair - Repair of fixtures, hardscape, equipment at park facilities	112,750	115,500

720702	Tree Maintenance	375,000	390,000
720730	Annual Weed Abatement Program	57,000	60,000
	- Funds for abatement contractors on public and private parcels		
910000	Equipment & Machinery	20,000	20,000
	- Reserve for potential replacements (radar trailers)		
Public Works (Measure M MOE)			
630000	MOE Telephone & Communication	250	250
	- Traffic signal communications		
631400	MOE Electricity-Streetlights & Signals	480,000	500,000
	- Electricity costs for streetlights and signals		
700101	MOE Traffic Engineer Services	85,000	95,000
	- Engineering services related to traffic, streets, and signals		
720420	MOE Traffic Signal Maintenance	125,000	130,000
	- Signal maintenance (downed poles, lights out, etc)		



Fiscal Years

2023/2024 & 2024/2025

General Fund Expenditures -

Public Safety



Public Safety

Description

The Public Safety Department includes police services, fire and emergency services, crossing guard services, and animal control services.

Police services accounts for the law enforcement contract with the Orange County Sheriff's Department and provides a full-time equivalent police department. Their responsibilities include protection of citizens, enforcement of laws, and crime prevention education.

Fire and emergency services are provided through the Orange County Fire Authority (OCFA). Since the City's inception, the City has contracted with the OCFA for these services. Laguna Hills is a Structural Fire Fund city, with approximately 9.35% of every property tax dollar going directly to OCFA to fund these services.

Animal control services are provided under contract with the City of Mission Viejo. This contract provides for pet care, pet recovery, education and training for residents, licensing, adoption, population control, and other services.

Crossing guard services are provided under contract with All City Management, Inc. The purpose of this function is to provide youth safety through school crossing guards at designated intersections.

Mission Statement

The men and women of the Orange County Sheriff's Department are dedicated to the protection of all we serve. We provide exceptional law enforcement services free from prejudice or favor, with leadership, integrity, and respect.

Functional Areas

- **General Law Enforcement** (Respond to calls for service, preventive patrol, follow-up general and specialized investigation, and apprehension of criminal offenders)
- **Traffic Safety** (Traffic enforcement, traffic safety, DUI suppression, and collision investigation)
- **Parking Services** (Parking enforcement, citation processing, citation adjudication, and abandoned vehicle abatement)

- **Youth Services** (Drug education, teen safety programs, bicycle and pedestrian programs, and explorer program)
- **Special Services** (SWAT, narcotics enforcement, VICE/human trafficking, hazardous device section, tactical apprehension team, crisis negotiations team, canine enforcement, direct enforcement team, behavioral health bureau, school resource officer, school mobile assessment response team, air bureau enhanced helicopter and unmanned aerial vehicle support, gang suppression, mounted patrol, major accident reconstruction team, search and rescue, and reserve bureau)
- **Fire and Emergency Services** (Full service fire department, with ambulatory services, through the Orange County Fire Authority)
- **Crossing Guard Services** (Crossing guards at designated intersections for student and pedestrian safety)

Budgeted Staffing

There are no full-time employees budgeted, as all services are contracted out.



City of Laguna Hills
General Fund Expenditure - Public Safety
For Fiscal Years 2023/2024 & 2024/2025

	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
	Actuals	Actuals	Budget / Estimate	Request	Request
100-420-610000 Memberships and Dues Expense	340	694	400	412	425
100-420-611000 Training and Education	960	349	5,000	5,150	5,304
100-420-613100 Vehicle-Fuel	1,329	1,579	2,000	4,000	4,000
100-420-621000 Computer Supplies	87	658	500	515	530
100-420-622000 Operating Supplies	8,889	13,814	10,000	15,000	15,000
100-420-622400 Operating Supplies - Emergency Preparedness	-	1,445	3,000	3,000	3,000
100-420-646000 Maint & Rep-Equip & Machinery	16,444	20,764	20,000	25,000	25,000
100-420-646100 Maint & Repairs - Vehicles	4,204	6,519	5,000	5,150	5,304
100-420-650000 Minor Equipment	-	-	1,000	1,000	1,000
100-420-695000 Community Assn/Public Relations	1,923	14,563	15,000	15,450	15,912
100-420-720000 Contract Services	1,563	922	-	56,000	56,000
100-420-720401 Animal Care & Shelter Services	207,476	236,880	279,868	287,316	294,764
100-420-720800 General Law Enforcement	8,154,420	8,533,470	9,650,384	11,106,635	11,956,635
100-420-720821 Trauma Intervention Program	3,641	3,641	4,600	4,000	4,000
100-420-720822 Crossing Guard Services	84,921	122,108	130,000	161,986	166,846
100-420-720823 Parking Citation Processing	16,166	21,700	30,000	30,000	30,000
100-420-720835 Fingerprint Identification Svc	16,656	13,563	20,000	13,390	13,700
100-420-720850 Private Security Patrol	-	-	140,000	200,000	-
100-420-900000 Vehicles	-	34,050	-	-	-
100-420-910000 Equipment & Machinery	-	-	5,000	5,000	5,000
100-420-930000 Furniture	-	4,281	2,000	4,000	4,000
100-430-510000 Salaries	20,986	-	-	-	-
100-430-545000 Unemployment	8,989	-	-	-	-
100-430-612430 Meeting Expense	2,342	-	-	-	-
100-430-622000 Operating Supplies	1,384	-	-	-	-
100-430-622430 EOC POD Supplies	18,652	-	-	-	-
100-430-623000 Printing Expense	226	-	-	-	-
100-430-700010 Professional Services - Legal	4,224	-	-	-	-
100-430-720822 Contract Services - Crossing Guard	26,503	-	-	-	-
100-430-720830 Contract Services - Public Safety	6,814	-	-	-	-
100-430-720833 Contract Services - Homeless Outreach	16,385	-	-	-	-
100-430-721505 Contract Services - Janitorial/Sanitation	20,546	-	-	-	-
100-430-910000 Equipment & Machinery	17,675	-	-	-	-
100-430-940000 Computer Hard/Software	5,833	-	-	-	-
TOTAL EXPENDITURES	8,669,580	9,031,000	10,323,752	11,943,004	12,606,420

SUMMARY BY FUNCTION:

SALARIES & BENEFITS	29,975	-	-	-	-
MATERIALS, SUPPLIES, & SERVICES	8,639,605	9,031,000	10,323,752	11,943,004	12,606,420
TOTALS	8,669,580	9,031,000	10,323,752	11,943,004	12,606,420

Attachment: Biennial Budget (3207 : Budget Study Session)



City of Laguna Hills
Public Safety
For Fiscal Years 2023/2024 & 2024/2025

Account	Description	FY 23/24	FY 24/25
610000	Memberships and Dues Expense	412	425
611000	Training and Education	5,150	5,304
613100	Vehicle-Fuel - Fuel for motorcycles	4,000	4,000
621000	Computer Supplies - Minor IT items	515	530
622000	Operating Supplies - Station supplies, plaques, water, shirts, name tags	15,000	15,000
622400	Operating Supplies - Emergency Preparedness	3,000	3,000
646000	Maint & Rep-Equip & Machinery - Radios, OCSD communication invoices	25,000	25,000
646100	Maint & Repairs - Vehicles - Repairs of City owned motorcycles	5,150	5,304
650000	Minor Equipment	1,000	1,000
695000	Community Assistance / Public Relations - Community events, neighborhood watch, CPS supplies	15,450	15,912
720000	Contract Services - Flock camera system (automated license plate readers)	56,000	56,000
720401	Animal Care & Shelter Services - Contract with Mission Viejo for Animal Control	287,316	294,764

Attachment: Biennial Budget (3207 : Budget Study Session)

720800	General Law Enforcement - Contract with County of Orange for Sheriff's	11,106,635	11,956,635
720821	Trauma Intervention Program	4,000	4,000
720822	Crossing Guard Services	161,986	166,846
720823	Parking Citation Processing	30,000	30,000
720835	Fingerprint Identification Svc - Laguna Hills portion of Countywide AFIS system	13,390	13,700
720850	Private Security - Contracted services with non-sworn security patrol	200,000	-
910000	Equipment & Machinery - Camera, docking stations	5,000	5,000
930000	Furniture - Furniture for Sheriff's location at City Hall	4,000	4,000



Fiscal Years

2023/2024 & 2024/2025

General Fund Expenditures - Transfers Out



City of Laguna Hills
General Fund Expenditure - Transfers Out to Other Funds
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
100-000-790221	Transfer Out to S.M.P. Fund	(2,137)	1,648	10,846	10,000	10,000
100-000-790451	Transfer Out to Liability Fund	7,733	-	150,000	-	-
100-000-790452	Transfer Out to Parks Equip. Fund	50,000	-	-	-	-
100-000-790650	Transfer Out to Debt Service Fund	1,757,435	1,792,821	387,621	-	-
100-000-790800	Transfer Out to Enterprise Fund	-	-	100,000	-	-
100-600-790600	Transfer Out to Capital Imprv. Fund	919,223	3,400,224	2,756,317	6,786,771	250,000
TOTAL EXPENDITURES		2,732,254	5,194,693	3,404,784	6,796,771	260,000



Fiscal Years

2023/2024 & 2024/2025

Other Funds



City of Laguna Hills
Gas Tax (Highway Users Tax) Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
	BEGINNING FUND BALANCE	300,447	981,404	242,530	809,098	5,098
210-000-412003	Gas Tax Section 2103	240,072	241,360	251,000	280,000	290,000
210-000-412005	Gas Tax Section 2105	162,782	171,993	178,000	195,000	200,000
210-000-412006	Gas Tax Section 2106	104,011	111,401	116,000	120,000	125,000
210-000-412007	Gas Tax Section 2107	199,247	205,512	228,000	235,000	240,000
210-000-412075	Gas Tax Section 2107.5	6,000	6,000	6,000	6,000	6,000
210-000-470000	Interest Earnings - Investments	157	4,222	8,000	10,000	10,000
	TOTAL REVENUES	712,269	740,488	787,000	846,000	871,000
210-000-790100	Transfers Out - To General Fund	31,313	1,479,362	220,432	1,650,000	150,000
	TOTAL EXPENDITURES	31,313	1,479,362	220,432	1,650,000	150,000
	NET CHANGE TO FUND BALANCE	680,957	(738,874)	566,568	(804,000)	721,000
	ENDING FUND BALANCE	981,404	242,530	809,098	5,098	726,098



City of Laguna Hills
SB1 Road Maintenance and Rehabilitation Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
	BEGINNING FUND BALANCE	-	584,121	-	583,657	28,657
211-000-412200	SB1 Road Maintenance Rehab Acct	584,112	627,548	665,000	740,000	770,000
211-000-470000	Interest Earnings	9	2,819	4,000	5,000	5,000
	TOTAL REVENUES	584,121	630,368	669,000	745,000	775,000
211-000-790100	Transfer Out to General Fund	-	1,214,489	85,343	1,300,000	-
	TOTAL EXPENDITURES	-	1,214,489	85,343	1,300,000	-
	NET CHANGE TO FUND BALANCE	584,121	(584,121)	583,657	(555,000)	775,000
	ENDING FUND BALANCE	584,121	-	583,657	28,657	803,657



City of Laguna Hills
Measure M2 Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		-	-	(35,000)	47,000	50,000
212-000-419300	Measure M2 - Competitive	193,767	-	235,000	200,000	-
212-000-419500	Measure M2 - Fair Share	599,270	731,430	735,000	740,000	745,000
212-000-470000	Interest Earnings - Investments	73	929	2,000	3,000	3,000
	TOTAL REVENUES	793,110	732,360	972,000	943,000	748,000
212-000-790100	Transfers Out - To General Fund	793,110	767,360	200,000	200,000	-
212-355-720400	Street Maintenance	-	-	475,000	510,000	530,000
212-355-720410	Street Sweeping	-	-	215,000	230,000	235,000
	TOTAL EXPENDITURES	793,110	767,360	890,000	940,000	765,000
	NET CHANGE TO FUND BALANCE	-	(35,000)	82,000	3,000	(17,000)
	ENDING FUND BALANCE	-	(35,000)	47,000	50,000	33,000



City of Laguna Hills
AQMD AB2766 Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		269,223	304,849	226,998	101,317	142,317
214-000-418214	AB-2766 Revenue	41,143	39,857	40,000	40,000	40,000
214-000-470000	Interest Earnings-Investments	93	877	1,000	1,000	1,000
	TOTAL REVENUES	41,235	40,734	41,000	41,000	41,000
214-000-790100	Transfers Out-To General Fund	5,610	61,065	-	-	-
214-155-900000	Vehicles	-	57,520	-	-	60,000
214-225-900000	Vehicles	-	-	110,000	-	-
214-355-900000	Vehicles	-	-	56,681	-	-
	TOTAL EXPENDITURES	5,610	118,585	166,681	-	60,000
	NET CHANGE TO FUND BALANCE	35,626	(77,851)	(125,681)	41,000	(19,000)
	ENDING FUND BALANCE	304,849	226,998	101,317	142,317	123,317



City of Laguna Hills
Senior Mobility Program Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
	BEGINNING FUND BALANCE	81,384	128,302	169,517	216,163	229,353
221-000-419221	Senior Mobility Plan Revenues	38,344	47,358	52,000	53,590	55,275
221-000-470000	Interest Earnings-Investments	27	450	1,000	1,000	1,000
221-000-490100	Transfer In- General Fund	(2,137)	1,648	10,846	10,000	10,000
	TOTAL REVENUES	36,234	49,457	63,846	64,590	66,275
221-310-510000	Salaries - Full-Time	(15,958)	4,283	5,000	5,000	5,000
221-310-512000	Salaries - Part-Time	(890)	-	-	-	-
221-310-622000	Operating Supplies	10	20	750	750	750
221-310-625000	Postage & Delivery	5	6	50	150	150
221-310-631100	Electricity - Community Ctr	3,205	749	1,000	4,000	4,000
221-310-720000	Contract Services	2,944	3,184	10,000	40,000	40,000
221-310-910000	Equipment & Machinery	-	-	400	1,500	-
	TOTAL EXPENDITURES	(10,684)	8,242	17,200	51,400	49,900
	NET CHANGE TO FUND BALANCE	46,918	41,215	46,646	13,190	16,375
	ENDING FUND BALANCE	128,302	169,517	216,163	229,353	245,728



City of Laguna Hills
CARITS Road Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		1,272,384	1,272,825	1,276,481	1,280,481	5,481
301-000-418301	CARITS - Revenues	-	-	-	-	-
301-000-470000	Interest Earnings-Investments	441	3,657	4,000	5,000	100
	TOTAL REVENUES	441	3,657	4,000	5,000	100
301-000-790100	Transfers Out-To General Fund	-	-	-	1,280,000	-
	TOTAL EXPENDITURES	-	-	-	1,280,000	-
	NET CHANGE TO FUND BALANCE	441	3,657	4,000	(1,275,000)	100
	ENDING FUND BALANCE	1,272,825	1,276,481	1,280,481	5,481	5,581



City of Laguna Hills
Community Development Block Grant (CDBG) Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
	BEGINNING FUND BALANCE	-	-	-	-	-
302-000-418302	CDBG Grant Revenue	-	-	100,000	-	-
302-000-470000	Interest Earnings-Investments	-	-	-	-	-
	TOTAL REVENUES	-	-	100,000	-	-
302-000-790100	Transfers Out-To General Fund	-	-	-	-	-
302-220-700000	Professional Services	-	-	-	-	-
302-220-720000	Contract Services	-	-	-	-	-
302-225-700000	Professional Services	-	-	-	-	-
302-225-720000	Contract Services	-	-	100,000	-	-
	TOTAL EXPENDITURES	-	-	100,000	-	-
	NET CHANGE TO FUND BALANCE	-	-	-	-	-
	ENDING FUND BALANCE	-	-	-	-	-



City of Laguna Hills
Beverage Recycling Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
	BEGINNING FUND BALANCE	19,961	19,430	8,548	16,748	524
305-000-436000	Recycling Revenues	-	8,022	8,100	9,000	9,000
305-000-470000	Interest Earnings-Investments	7	32	100	100	100
	TOTAL REVENUES	7	8,054	8,200	9,100	9,100
305-355-622000	Operating Supplies	538	1,121	-	4,000	4,000
305-355-700000	Professional Services	-	-	-	-	-
305-355-910000	Equipment & Machinery	-	17,814	-	21,324	5,624
	TOTAL EXPENDITURES	538	18,935	-	25,324	9,624
	NET CHANGE TO FUND BALANCE	(531)	(10,882)	8,200	(16,224)	(524)
	ENDING FUND BALANCE	19,430	8,548	16,748	524	-



City of Laguna Hills
CR&R Recycling Fee Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
	BEGINNING FUND BALANCE	5,041	7,043	9,069	53,950	18,950
306-000-436000	Recycling Revenues	2,000	2,000	150,000	150,000	150,000
306-000-470000	Interest Earnings-Investments	2	26	200	300	300
	TOTAL REVENUES	2,002	2,026	150,200	150,300	150,300
306-355-622000	Operating Supplies	-	-	-	-	-
306-355-700000	Professional Services	-	-	105,319	185,300	169,250
306-355-720000	Contract Services	-	-	-	-	-
	TOTAL EXPENDITURES	-	-	105,319	185,300	169,250
	NET CHANGE TO FUND BALANCE	2,002	2,026	44,881	(35,000)	(18,950)
	ENDING FUND BALANCE	7,043	9,069	53,950	18,950	-



City of Laguna Hills
C & D Forfeited Deposits Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
	BEGINNING FUND BALANCE	66,433	71,151	18,778	18,978	19,178
307-000-436000	Recycling Revenues	115,898	115,587	100,000	100,000	100,000
307-000-470000	Interest Earnings-Investments	41	92	200	200	200
	TOTAL REVENUES	115,940	115,679	100,200	100,200	100,200
307-250-622000	Operating Supplies	155	-	-	-	-
307-355-620000	Office Supplies	80	-	40,000	60,000	60,000
307-355-700000	Professional Services	110,987	168,052	60,000	40,000	40,000
307-355-720000	Contract Services	-	-	-	-	-
	TOTAL EXPENDITURES	111,222	168,052	100,000	100,000	100,000
	NET CHANGE TO FUND BALANCE	4,718	(52,373)	200	200	200
	ENDING FUND BALANCE	71,151	18,778	18,978	19,178	19,378



City of Laguna Hills
SB 1383 Grant Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		-	-	44,872	24,972	-
309-000-436000	Recycling Revenues	-	44,821	-	-	-
309-000-470000	Interest Earnings-Investments	-	51	100	-	-
	TOTAL REVENUES	-	44,872	100	-	-
309-250-622000	Operating Supplies	-	-	-	24,972	-
309-250-700000	Professional Services	-	-	-	-	-
309-250-910000	Equipment & Machinery	-	-	-	-	-
309-355-622000	Operating Supplies	-	-	-	-	-
309-355-700000	Professional Services	-	-	20,000	-	-
309-355-910000	Equipment & Machinery	-	-	-	-	-
	TOTAL EXPENDITURES	-	-	20,000	24,972	-
	NET CHANGE TO FUND BALANCE	-	44,872	(19,900)	(24,972)	-
	ENDING FUND BALANCE	-	44,872	24,972	-	-



City of Laguna Hills
Park In-Lieu Fee Fund (VALH MGP)
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		-	-	-	2,020,000	20,000
311-000-452200	Developer Park Impact Fee	-	-	2,000,000	-	-
311-000-470000	Interest Earnings-Investments	-	-	20,000	-	-
	TOTAL REVENUES	-	-	2,020,000	-	-
311-000-790100	Transfers Out-To General Fund	-	-	-	2,000,000	-
311-000-790600	Transfers Out - Capital Imprv	-	-	-	-	-
	TOTAL EXPENDITURES	-	-	-	2,000,000	-
	NET CHANGE TO FUND BALANCE	-	-	2,020,000	(2,000,000)	-
	ENDING FUND BALANCE	-	-	2,020,000	20,000	20,000



City of Laguna Hills
CASp Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
	BEGINNING FUND BALANCE	15,187	21,023	26,798	26,948	27,098
312-000-442000	Building Related Permits	5,832	5,706	5,000	5,000	5,000
312-000-470000	Interest Earnings	4	69	150	150	150
	TOTAL REVENUES	5,836	5,775	5,150	5,150	5,150
312-000-790100	Transfers Out-To General Fund	-	-	-	-	-
312-225-700000	Professional Services	-	-	-	-	-
312-230-510000	Salaries - Full-Time	-	-	-	-	-
312-230-622000	Operating Supplies	-	-	-	-	-
312-230-700000	Professional Services	-	-	5,000	5,000	5,000
312-230-910000	Equipment & Machinery	-	-	-	-	-
	TOTAL EXPENDITURES	-	-	5,000	5,000	5,000
	NET CHANGE TO FUND BALANCE	5,836	5,775	150	150	150
	ENDING FUND BALANCE	21,023	26,798	26,948	27,098	27,248



City of Laguna Hills
Water Conservation Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		342,437	342,556	343,540	346,540	350,000
322-000-418400	Grants & Contributions	-	-	-	-	-
322-000-470000	Interest Earnings-Investments	119	984	3,000	3,460	-
	TOTAL REVENUES	119	984	3,000	3,460	-
322-000-790100	Transfers Out-To General Fund	-	-	-	-	-
322-310-695000	CommunityAsstnc/PublicRelation	-	-	-	-	-
322-320-950000	Capital Improvements	-	-	-	-	-
322-355-700000	Professional Services	-	-	-	-	-
322-355-950000	Capital Improvements	-	-	-	-	-
	TOTAL EXPENDITURES	-	-	-	-	-
	NET CHANGE TO FUND BALANCE	119	984	3,000	3,460	-
	ENDING FUND BALANCE	342,556	343,540	346,540	350,000	350,000



City of Laguna Hills
Grants & Contributions Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
	BEGINNING FUND BALANCE	88,155	88,185	(130,237)	-	-
400-000-418400	Grants & Contributions	-	-	418,713	-	-
400-000-424000	Grants - Federal Funds	-	10,652	-	-	-
400-000-459005	Various Contributions - Offset Expense	-	6,914	-	-	-
400-000-459007	Private Donations for Public Improveme	-	2,945	-	-	-
400-000-459017	Contributions to Heritage Day	-	-	-	-	-
400-000-470000	Interest Earnings-Investments	30	290	-	-	-
	TOTAL REVENUES	30	20,802	418,713	-	-
400-000-790100	Transfers Out-To General Fund	-	239,224	288,476	-	-
	TOTAL EXPENDITURES	-	239,224	288,476	-	-
	NET CHANGE TO FUND BALANCE	30	(218,422)	130,237	-	-
	ENDING FUND BALANCE	88,185	(130,237)	-	-	-



City of Laguna Hills
Public Art Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		71,948	71,973	72,180	193,180	194,880
401-000-418400	Grants & Contributions	-	-	120,000	-	-
401-000-452300	Developer Public Art Fee	-	-	-	-	-
401-000-456002	Sale of Public Art Reproduction	-	-	-	-	-
401-000-470000	Interest Earnings-Investments	25	207	1,000	1,700	1,700
	TOTAL REVENUES	25	207	121,000	1,700	1,700
401-000-790100	Transfers Out-To General Fund	-	-	-	-	-
401-000-790600	Transfers Out - Capital Imprv	-	-	-	-	-
401-310-623401	Printing - Public Art Reproduction	-	-	-	-	-
401-310-625000	Postage & Delivery	-	-	-	-	-
401-310-700000	Professional Services	-	-	-	-	-
401-310-900000	Public Artwork	-	-	-	-	-
	TOTAL EXPENDITURES	-	-	-	-	-
NET CHANGE TO FUND BALANCE		25	207	121,000	1,700	1,700
ENDING FUND BALANCE		71,973	72,180	193,180	194,880	196,580



City of Laguna Hills
Public Art Fund (VALH MGP)
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		-	-	-	355,000	361,000
411-000-418400	Grants & Contributions	-	-	-	-	-
411-000-452300	Developer Public Art Fee	-	-	350,000	-	-
411-000-456002	Sale of PublicArt Reproduction	-	-	-	-	-
411-000-470000	Interest Earnings-Investments	-	-	5,000	6,000	6,000
	TOTAL REVENUES	-	-	355,000	6,000	6,000
411-000-790100	Transfers Out-To General Fund	-	-	-	-	-
411-000-790600	Transfers Out - Capital Imprv	-	-	-	-	-
411-000-950510	CIP-Public Art Civic Center	-	-	-	-	-
411-310-623401	Printing - Public Art Reproduction	-	-	-	-	-
411-310-700000	Professional Services	-	-	-	-	-
411-310-900000	Public Artwork	-	-	-	-	-
	TOTAL EXPENDITURES	-	-	-	-	-
	NET CHANGE TO FUND BALANCE	-	-	355,000	6,000	6,000
	ENDING FUND BALANCE	-	-	355,000	361,000	367,000



City of Laguna Hills
State COPS (SLESF) Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
	BEGINNING FUND BALANCE	-	-	-	-	-
421-000-419001	Allocation - State COPS Funds	156,731	161,285	150,000	150,000	150,000
421-000-470000	Interest Earnings-Investments	22	403	750	1,000	1,000
	TOTAL REVENUES	156,753	161,688	150,750	151,000	151,000
421-000-790100	Transfers Out-To General Fund	156,753	161,688	150,750	151,000	151,000
	TOTAL EXPENDITURES	156,753	161,688	150,750	151,000	151,000
	NET CHANGE TO FUND BALANCE	-	-	-	-	-
	ENDING FUND BALANCE	-	-	-	-	-



City of Laguna Hills
American Rescue Plan Act (ARPA) Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		-	-	-	-	-
432-000-424003	Federal Grant - ARPA Funds	-	3,732,689	3,732,689	-	-
432-000-470000	Interest income	-	10,723	-	-	-
	TOTAL REVENUES	-	3,743,412	3,732,689	-	-
432-000-790100	Transfers Out To General Fund	-	3,743,412	3,732,689	-	-
	TOTAL EXPENDITURES	-	3,743,412	3,732,689	-	-
	NET CHANGE TO FUND BALANCE	-	-	-	-	-
	ENDING FUND BALANCE	-	-	-	-	-



City of Laguna Hills
Liability Self Insurance Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
BEGINNING FUND BALANCE		193,600	200,000	132,455	102,455	102,455
451-000-470000	Interest Earnings-Investments	-	-	-	-	-
451-000-490100	Transfer In- General Fund	7,733	-	150,000	-	-
	TOTAL REVENUES	7,733	-	150,000	-	-
451-155-692000	Claims & Settlements	-	-	100,000	-	-
451-155-700011	Legal Services-Litigation	1,333	67,545	80,000	-	-
	TOTAL EXPENDITURES	1,333	67,545	180,000	-	-
	NET CHANGE TO FUND BALANCE	6,400	(67,545)	(30,000)	-	-
	ENDING FUND BALANCE	200,000	132,455	102,455	102,455	102,455



City of Laguna Hills
Parks Equipment Maintenance Reserve Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
BEGINNING FUND BALANCE		315,700	365,700	365,700	65,700	65,700
452-000-470000	Interest Earnings-Investments	-	-	-	-	-
452-000-490100	Transfer In- General Fund	50,000	-	-	-	-
	TOTAL REVENUES	50,000	-	-	-	-
452-000-790100	Transfers Out-To General Fund	-	-	300,000	-	-
	TOTAL EXPENDITURES	-	-	300,000	-	-
	NET CHANGE TO FUND BALANCE	50,000	-	(300,000)	-	-
	ENDING FUND BALANCE	365,700	365,700	65,700	65,700	65,700



City of Laguna Hills
Sports Complex Equipment Maintenance Reserve Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
BEGINNING FUND BALANCE		200,000	120,000	120,000	20,000	20,000
454-000-470000	Interest Earnings-Investments	-	-	-	-	-
454-000-490100	Transfer In- General Fund	-	-	-	-	-
	TOTAL REVENUES	-	-	-	-	-
454-000-790100	Transfers Out-To General Fund	80,000	-	100,000	-	-
	TOTAL EXPENDITURES	80,000	-	100,000	-	-
	NET CHANGE TO FUND BALANCE	(80,000)	-	(100,000)	-	-
	ENDING FUND BALANCE	120,000	120,000	20,000	20,000	20,000



City of Laguna Hills
Community Center Equipment Maintenance Reserve Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
BEGINNING FUND BALANCE		325,000	120,000	120,000	20,000	20,000
455-000-470000	Interest Earnings-Investments	-	-	-	-	-
455-000-490100	Transfer In- General Fund	-	-	-	-	-
	TOTAL REVENUES	-	-	-	-	-
455-000-790100	Transfers Out-To General Fund	205,000	-	100,000	-	-
	TOTAL EXPENDITURES	205,000	-	100,000	-	-
	NET CHANGE TO FUND BALANCE	(205,000)	-	(100,000)	-	-
	ENDING FUND BALANCE	120,000	120,000	20,000	20,000	20,000



City of Laguna Hills
Storm Drain / Slope Repair Reserve Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21 Actuals	FY 21/22 Actuals	FY 22/23 Budget / Estimate	FY 23/24 Request	FY 24/25 Request
BEGINNING FUND BALANCE		104,959	104,959	31,771	31,771	-
456-000-470000	Interest Earnings-Investments	-	-	-	-	-
456-000-490100	Transfer In- General Fund	-	-	-	-	-
	TOTAL REVENUES	-	-	-	-	-
456-000-790100	Transfers Out-To General Fund	-	73,188	-	31,771	-
	TOTAL EXPENDITURES	-	73,188	-	31,771	-
	NET CHANGE TO FUND BALANCE	-	(73,188)	-	(31,771)	-
	ENDING FUND BALANCE	104,959	31,771	31,771	-	-



City of Laguna Hills
Capital Improvement Project Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		-	-	-	-	-
600-000-490100	Transfer In- General Fund	919,223	3,400,224	2,756,317	6,786,771	250,000
600-000-490430	Transfers in from CARES Act Fund	105,397	-	-	-	-
TOTAL REVENUES		1,024,620	3,400,224	2,756,317	6,786,771	250,000
600-251-950101	Annual Street Maintenance	14,825	2,664,626	-	400,000	-
600-251-950104	P.D.V. Pavement Rehab.	-	-	-	1,885,000	-
600-251-950106	Concrete/Sidewalk Repairs	-	-	235,000	265,000	150,000
600-251-950109	La Paz Road Pavement Rehabilitation	-	-	-	550,000	-
600-251-950112	Traffic Signals	75,652	-	-	-	-
600-251-950153	Replacement of ILSNS	-	-	-	125,000	-
600-251-950168	Traffic Signal Improv Coordination	31,313	29,225	70,775	1,280,000	-
600-251-950170	Access Ramps	-	-	-	-	100,000
600-251-950184	LaPazWidening (McIntyre-Cabot)	-	-	100,000	-	-
600-252-950211	Pickleball Courts at Comm. Center	-	-	-	200,000	-
600-252-950213	Splash Pad at Comm. Center	-	-	-	1,300,000	-
600-252-950237	Parks Refurbishment Project	3,585	1,933	238,068	-	-
600-252-950238	Community Ctr & Sports Field Renova	-	22,344	252,656	-	-
600-252-950241	General Park Renovations	-	-	300,000	-	-
600-254-950403	Misc Storms Drains	-	73,188	-	31,771	-
600-254-950410	NPDES Permit & Fees	152,905	152,840	200,000	-	-
600-254-950412	Water Quality Improvements	250,000	-	250,000	250,000	-
600-255-950505	Civic Center Improvements	5,610	279,777	850,000	-	-
600-255-950513	Community Center Renovation	385,321	4,800	104,900	500,000	-
600-255-950514	Sports Complex Renovations	-	-	100,000	-	-
600-255-950516	Touchless Facility Upgrades	105,410	-	-	-	-
600-255-950517	El Toro Rd Bus Shelter @ PDV	-	36,633	-	-	-
600-255-950518	Automated License Plate Readers	-	55,000	50,000	-	-
600-255-950519	Holiday Pavilion Landscape	-	10,521	-	-	-
600-256-950622	Luna Bonita Slope Renovation	-	69,338	4,919	-	-
TOTAL EXPENDITURES		1,024,620	3,400,224	2,756,317	6,786,771	250,000
NET CHANGE TO FUND BALANCE		-	-	-	-	-
ENDING FUND BALANCE		-	-	-	-	-

Attachment: Biennial Budget (3207 : Budget Study Session)



City of Laguna Hills
Debt Service Fund
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		1,831,729	1,810,911	1,787,496	1,445,955	1,068,333
650-000-470000	Interest Earnings - Investments	10,670	(16,315)	47,840	10,000	10,000
650-000-490100	Transfer In - General Fund	1,757,435	1,792,821	2,041	-	-
	TOTAL REVENUES	1,768,104	1,776,506	49,881	10,000	10,000
650-000-680000	Interest Expense	206,881	127,881	44,381	30,581	15,938
650-000-681000	Principal	1,580,000	1,670,000	345,000	355,000	375,000
650-000-790100	Transfer Out to General Fund	-	-	-	-	685,354
650-000-791000	Other Financing Uses	2,041	2,041	2,041	2,041	2,041
	TOTAL EXPENDITURES	1,788,922	1,799,922	391,422	387,622	1,078,333
	NET CHANGE TO FUND BALANCE	(20,818)	(23,416)	(341,541)	(377,622)	(1,068,333)
	ENDING FUND BALANCE	1,810,911	1,787,496	1,445,955	1,068,333	-

Attachment: Biennial Budget (3207 : Budget Study Session)



City of Laguna Hills
Enterprise Fund - Civic Center
For Fiscal Years 2023/2024 & 2024/2025

		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		Actuals	Actuals	Budget /	Request	Request
				Estimate		
BEGINNING FUND BALANCE		6,489,951	5,796,325	5,768,385	5,018,420	5,018,420
800-000-455001	Rental Fees	1,161,834	1,189,964	1,216,741	n/a	n/a
800-000-455002	Deferred Revenue	(5,174)	4,743	-	n/a	n/a
800-000-455003	CAM Revenues	78,633	111,534	130,661	n/a	n/a
800-000-455005	Late Revenue Fee	-	1,628	-	n/a	n/a
800-000-455008	Contra Rent Revenue	(549,965)	(549,965)	(549,965)	n/a	n/a
800-000-455009	NSF Revenue	75	-	-	n/a	n/a
800-000-455010	Contra CAM Revenue	(83,523)	(101,398)	(103,355)	n/a	n/a
800-000-455011	CAM Rec Revenue	16,672	16,507	-	n/a	n/a
800-000-455012	GASB 87 - Lease Clearing Revenue	-	(418,549)	-	n/a	n/a
800-000-455014	GASB 87 - Other Revenue	-	168,002	-	n/a	n/a
800-000-455015	GASB 87 - Lease Revenue	-	257,208	-	n/a	n/a
800-000-458000	Other Current Service Fees	-	78	-	n/a	n/a
800-000-458001	EV Charging Station Service Charges	-	2,765	-	n/a	n/a
800-000-470000	Interest Earnings-Investments	47	76	-	n/a	n/a
800-000-470010	GASB 87 - Interest Revenue	-	23,065	-	n/a	n/a
	TOTAL REVENUES	618,598	705,659	694,082	-	-
800-000-696100	Direct/Operating Expenses	534,360	607,247	641,612	n/a	n/a
800-000-696101	Other Expenses- Admin & Other Indirec	20,016	27,650	52,435	n/a	n/a
800-000-696102	Depreciation Expense	757,849	98,703	750,000	n/a	n/a
	TOTAL EXPENDITURES	1,312,224	733,599	1,444,047	-	-
	NET CHANGE TO FUND BALANCE	(693,626)	(27,940)	(749,965)	-	-
	ENDING FUND BALANCE	5,796,325	5,768,385	5,018,420	5,018,420	5,018,420

Note: The budget for the Civic Center is produced in conjunction with Essex Management and the Public Works department. This fund's budget will be proposed and adopted separately.

Note: This fund is classified as an Enterprise Fund, and uses a full-accrual method of accounting. This means that the Fund Balance above includes the value of the civic center land and building, and is not available to be spent.



Fiscal Years

2023/2024 & 2024/2025

Capital Improvement Projects

City of Laguna Hills
Capital Improvement Projects
For Fiscal Years 2023-24 through 2028-29

#	Project Name	Estimated 7 Year Cost	Funding Source	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Future
101	Citywide Local Street Rehabilitation Project	\$ 9,100,000	Gas Tax - HUTA Gas Tax - SB1 RMRA	400,000 -	- -	1,600,000 1,300,000	- -	1,600,000 1,300,000	- -	1,600,000 1,300,000
			Total	400,000	-	2,900,000	-	2,900,000	-	2,900,000
104	Paseo de Valencia Pavement Rehabilitation	\$ 1,885,000	Gas Tax - HUTA Gas Tax - SB1 RMRA	585,000 1,300,000	- -	- -	- -	- -	- -	- -
			Total	1,885,000	-	-	-	-	-	-
106	Citywide Concrete Repair Project	\$ 2,015,000	Gas Tax - HUTA SVUSD Cost Share	115,000 150,000	150,000 -	150,000 -	150,000 -	150,000 -	150,000 -	1,000,000 -
			Total	265,000	150,000	150,000	150,000	150,000	150,000	1,000,000
109	La Paz Road Pavement Rehabilitation	\$ 550,000	Gas Tax - HUTA	550,000	-	-	-	-	-	-
153	Replacement of Internally Illuminated Street Name Signs	\$ 500,000	General Fund	125,000	-	125,000	-	125,000	-	125,000
168	Traffic Signal Improvements/Coordination Projects	\$ 1,505,000	Gas Tax - HUTA CARITS	- 1,280,000	- -	75,000 -	- -	75,000 -	- -	75,000 -
			Total	1,280,000	-	75,000	-	75,000	-	75,000
170	Access Ramps	\$ 100,000	General Fund	-	100,000	-	-	-	-	-
211	Pickleball Courts at the Community Center Park	\$ 200,000	Quimby Act	200,000	-	-	-	-	-	-
213	Splash Pad at Community Center Park	\$ 1,300,000	Quimby Act	1,300,000	-	-	-	-	-	-
403	Storm Drain / Slope Repairs	\$ 31,771	Capital Reserve Fund (Fund 456)	31,771	-	-	-	-	-	-
412	Water Quality Improvements	\$ 1,000,000	General Fund Measure M2 - Comp. Grant	50,000 200,000	- -	50,000 200,000	- -	50,000 200,000	- -	50,000 200,000
			Total	250,000	-	250,000	-	250,000	-	250,000
513	Community Center Renovations	\$ 500,000	Quimby Act Funds	500,000	-	-	-	-	-	-

Grand Totals \$ 18,686,771

\$ 6,786,771 \$ 250,000 \$ 3,500,000 \$ 150,000 \$ 3,500,000 \$ 150,000 \$ 4,350,000

Total by Funding Sources	7-Year Total
Capital Reserve Funds	31,771
CARITS	1,280,000
Gas Tax - HUTA	8,425,000
Gas Tax - SB1 RMRA	5,200,000
General Fund	800,000
Measure M2 Competitive	800,000
Quimby Act	2,000,000
SVUSD Cost Share	150,000
Grand Totals	\$ 18,686,771

FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Future
31,771	-	-	-	-	-	-
1,280,000	-	-	-	-	-	-
1,650,000	150,000	1,825,000	150,000	1,825,000	150,000	2,675,000
1,300,000	-	1,300,000	-	1,300,000	-	1,300,000
175,000	100,000	175,000	-	175,000	-	175,000
200,000	-	200,000	-	200,000	-	200,000
2,000,000	-	-	-	-	-	-
150,000	-	-	-	-	-	-
\$ 6,786,771	\$ 250,000	\$ 3,500,000	\$ 150,000	\$ 3,500,000	\$ 150,000	\$ 4,350,000

City of Laguna Hills

Capital Improvement Project Details

For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 101

PROJECT NAME: Citywide Local Street Rehabilitation Project

DESCRIPTION: Pavement maintenance and resurfacing of all of the City's residential and collector (local) streets on an approximate six-year return cycle.

ESTIMATED COST: \$ 9,100,000 GL Account: 600-251-950101

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 400,000	Gas Tax HUTA
FY 24-25	\$ -	
FY 25-26	\$ 2,900,000	\$1.6M Gas Tax & \$1.3 SB1 RMRA
FY 26-27	\$ -	
FY 27-28	\$ 2,900,000	\$1.6M Gas Tax & \$1.3 SB1 RMRA
FY 28-29	\$ -	
Future	\$ 2,900,000	\$1.6M Gas Tax & \$1.3 SB1 RMRA
TOTAL	\$ 9,100,000	



City of Laguna Hills
Capital Improvement Project Details
For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 104

PROJECT NAME: Paseo de Valencia Pavement Rehabilitation

DESCRIPTION: Pavement rehabilitation of Paseo de Valencia from Alicia Parkway to Avenida de la Carlota. Work to include pavement removals/rehabilitation, curb and gutter repairs, sidewalk repairs, access ramp construction, asphalt concrete overlay, and striping.

ESTIMATED COST: \$ 1,885,000 GL Account: 600-251-950104

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 1,885,000	\$585k Gas Tax & \$1.3M SB1 RMRA
FY 24-25		
FY 25-26		
FY 26-27		
FY 27-28		
FY 28-29		
Future		
TOTAL	\$ 1,885,000	

City of Laguna Hills

Capital Improvement Project Details

For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 106

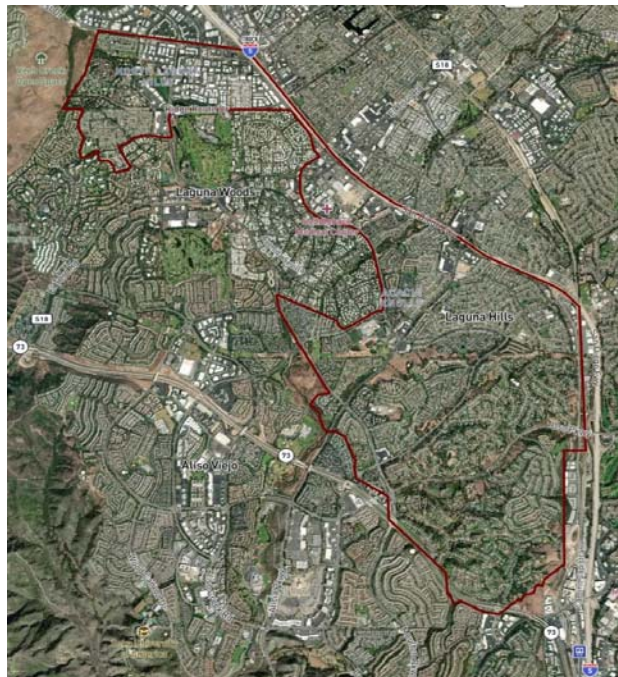
PROJECT NAME: Citywide Concrete Repair Project

DESCRIPTION: As-needed removal and replacement of deficient sidewalk, ramps and walkways, removal and replacement of curb and gutter, driveway aprons, and driveways within the public right-of-way, or the grinding of uplifted sidewalk panels within the public right-of-way.

ESTIMATED COST: \$ 2,015,000 GL Account: 600-251-950106

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 265,000	\$115k Gas Tax / \$150k SVUSD Cost Share
FY 24-25	\$ 150,000	Gas Tax
FY 25-26	\$ 150,000	Gas Tax
FY 26-27	\$ 150,000	Gas Tax
FY 27-28	\$ 150,000	Gas Tax
FY 28-29	\$ 150,000	Gas Tax
Future	\$ 1,000,000	Gas Tax
TOTAL	\$ 2,015,000	



City of Laguna Hills

Capital Improvement Project Details

For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 109

PROJECT NAME: La Paz Road Pavement Rehabilitation

DESCRIPTION: Pavement rehabilitation of La Paz Road from West City Limits to Alameda Avenue. Work to include pavement removals/rehabilitation, curb and gutter repairs, sidewalk repairs, access ramp construction, asphalt concrete overlay, and striping. Project length: 3300 LF.

ESTIMATED COST: \$ 550,000 GL Account: 600-251-950109

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 550,000	Gas Tax HUTA
FY 24-25		
FY 25-26		
FY 26-27		
FY 27-28		
FY 28-29		
Future		
TOTAL	\$ 550,000	



City of Laguna Hills
Capital Improvement Project Details
For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 153

PROJECT NAME: Replacement of Internally Illuminated Street Name Signs

DESCRIPTION: Replace antiquated and deteriorated fluorescent tube internally illuminated street name signs (ILSNS) with light emitting diode (LED) modern signs with updated street names on all signs.

ESTIMATED COST: \$ 500,000 GL Account: 600-251-950153

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 125,000	General Fund
FY 24-25		
FY 25-26	\$ 125,000	General Fund
FY 26-27		
FY 27-28	\$ 125,000	General Fund
FY 28-29		
Future	\$ 125,000	General Fund
TOTAL	\$ 500,000	

PASEO DE VALENCIA
CITY OF LAGUNA HILLS

City of Laguna Hills
Capital Improvement Project Details
For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 168

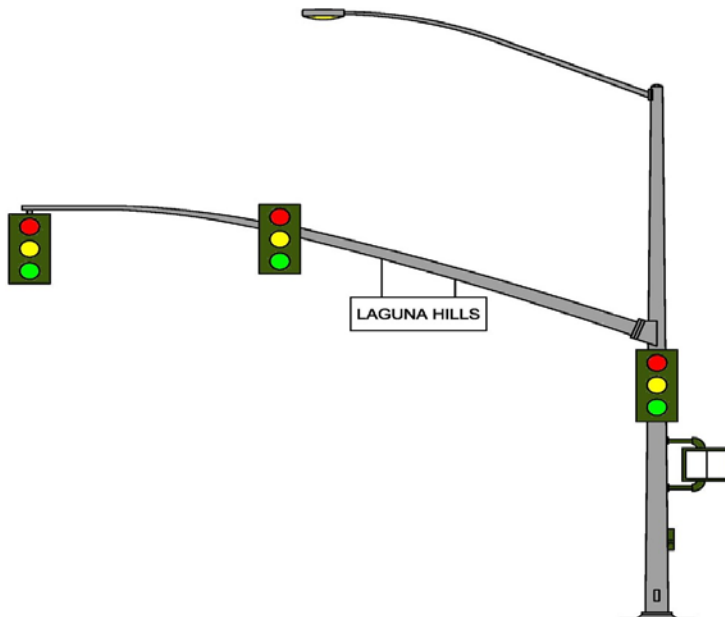
PROJECT NAME: Traffic Signal Improvements/Coordination Projects

DESCRIPTION: This project will replace antiquated video detection systems at 25 intersections with new radar detection in FY 2023-2024, and will interconnect traffic signals, provide for timing/coordination plans, synchronize traffic signals and connect individual locations to a central control.

ESTIMATED COST: \$ 1,505,000 GL Account: 600-251-950168

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 1,280,000	CARITS Road Fund
FY 24-25		
FY 25-26	\$ 75,000	Gas Tax
FY 26-27		
FY 27-28	\$ 75,000	Gas Tax
FY 28-29		
Future	\$ 75,000	Gas Tax
TOTAL	\$ 1,505,000	



City of Laguna Hills

Capital Improvement Project Details

For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 170

PROJECT NAME: Access Ramps

DESCRIPTION: Installation of access ramps meeting Federal and State approved design standards at all intersections as required by the Americans with Disability Act. Approximately 1000 ramps will eventually be constructed for all intersections in the City not currently meeting the required standards. This project can be phased over several years.

ESTIMATED COST: \$ 100,000 GL Account: 600-251-950170

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 100,000	General Fund
FY 24-25		
FY 25-26		
FY 26-27		
FY 27-28		
FY 28-29		
Future		
TOTAL	\$ 100,000	



City of Laguna Hills

Capital Improvement Project Details

For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 211

PROJECT NAME: Pickleball Courts at the Community Center Park

DESCRIPTION: This project provides for the construction of new pickleball courts at the Community Center and Sports Park.

ESTIMATED COST: \$ 200,000 GL Account: 600-252-950211

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 200,000	Quimby Act Funds
FY 24-25		
FY 25-26		
FY 26-27		
FY 27-28		
FY 28-29		
Future		
TOTAL	\$ 200,000	



City of Laguna Hills **Capital Improvement Project Details** **For Fiscal Years 2023-24 through 2028-29**

PROJECT NUMBER: 213

PROJECT NAME: Splash Pad at Community Center Park

DESCRIPTION: This project provides for the construction of a new splash pad the Community Center and Sports Park.

ESTIMATED COST: \$ 1,300,000 GL Account: 600-252-950213

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 1,300,000	Quimby Act Funds
FY 24-25		
FY 25-26		
FY 26-27		
FY 27-28		
FY 28-29		
Future		
TOTAL	\$ 1,300,000	



City of Laguna Hills
Capital Improvement Project Details
For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 403

PROJECT NAME: Storm Drain / Slope Repairs

DESCRIPTION: Stand-by funding for drainage or slope repair projects resulting from storm events causing unexpected infrastructure impacts.

ESTIMATED COST: \$ 31,771 GL Account: 600-254-950403

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 31,771	Capital Reserve Fund (Fund 456)
FY 24-25		
FY 25-26		
FY 26-27		
FY 27-28		
FY 28-29		
Future		
TOTAL	\$ 31,771	



City of Laguna Hills
Capital Improvement Project Details
For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 412

PROJECT NAME: Water Quality Improvements

DESCRIPTION: Install debris gates at inlets to catch basins, and in-basin trash screens, at approximately 600 storm drain entry locations throughout the City to reduce the influx of litter, leaves and soil into the storm drain system.

ESTIMATED COST: \$ 1,000,000 GL Account: 600-254-950412

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 250,000	\$50k General Fund & \$200k M2 Grant
FY 24-25		
FY 25-26	\$ 250,000	\$50k General Fund & \$200k M2 Grant
FY 26-27		
FY 27-28	\$ 250,000	\$50k General Fund & \$200k M2 Grant
FY 28-29		
Future	\$ 250,000	\$50k General Fund & \$200k M2 Grant
TOTAL	\$ 1,000,000	



City of Laguna Hills
Capital Improvement Project Details
For Fiscal Years 2023-24 through 2028-29

PROJECT NUMBER: 513

PROJECT NAME: Community Center Renovations

DESCRIPTION: This project provides for various maintenance and equipment replacement at the Community Center building including replacement/modification of exterior doors to meet ADA compliance, backup generator, electrical system upgrades, fire panel replacement, refurbishment of the dance room floor, upgrades to the Heritage Room floors and stage floor, new storage loft/racking system in gym storage room, scoreboard replacement for gym, addition of air conditioning to gym, painting and restoration of metal fencing, restroom fixture and surface enhancements and replacements

ESTIMATED COST: \$ 500,000 GL Account: 600-255-950513

FUNDING:

FISCAL YEAR	AMOUNT	SOURCE
FY 23-24	\$ 500,000	Quimby Act Funds
FY 24-25		
FY 25-26		
FY 26-27		
FY 27-28		
FY 28-29		
Future		
TOTAL	\$ 500,000	





Fiscal Years

2023/2024 & 2024/2025

Appendix



Budget Glossary

ACCOUNTABILITY: The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry -- to justify the raising of public resources and the purposes for which they are used.

ACCRUAL BASIS: Revenues are recognized when earned, and expenses are recognized when incurred.

APPROPRIATED BUDGET: The expenditure authority created by the appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes.

APPROPRIATION: Amount of money budgeted for a given program. Appropriations do not mean the money will be fully expended but are the means by which legal authority is given to expend public monies.

ASSETS: Property which has monetary value and is owned by a government.

AUDIT: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: (1) ascertain whether financial statements fairly present financial position and results of operations; (2) test whether transactions have been legally performed; (3) identify areas for possible improvements in accounting practices and procedures; (4) ascertain whether transactions have been recorded accurately and consistently; and (5) ascertain the stewardship of officials responsible for governmental resources.

BALANCED BUDGET: A budget in which available resources exceed or equal expenditures.

BASIS OF ACCOUNTING/BUDGETING: A term used to refer to when revenues, expenditures, expenses and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

BUDGET: A plan of financial and program operation which lists appropriations and the means of financing them for a given time period.

BUDGET ADOPTION: Formal adoption by the City Council which sets the spending path for the year.

BUDGET CALENDAR: The schedule of key dates or milestones that a government follows in the preparation and adoption of the budget.

BUDGETARY CONTROL: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

CAPITAL IMPROVEMENTS: New, replacement, or improved infrastructure which has a minimum life expectancy of five years and a minimum expense of \$20,000. However, some capital projects fall outside this definition, for example: one-time expenditures for initial studies that are associated with other capital improvement projects.

CAPITAL OUTLAY: A budget category which accounts for all furniture and equipment with a useful life of more than one year. (See "Expenditure Categories".)

CATEGORY: A summary of account detail within the budget account structure level. For example, salaries and benefits are grouped together in the Category level as "Personnel"; office supplies, printing, equipment maintenance, etc., are grouped together in the Category level "Maintenance & Operations".

CHARGES FOR SERVICES: Fees imposed upon users of services provided by the City.

CONTINUING APPROPRIATION: An appropriation that, once established, is automatically renewed without further legislative action, period after period, until altered or revoked.

CONTINGENCY: A budgetary reserve set aside for emergencies or unanticipated expenditure and/or revenue shortfalls.

DEPARTMENT: An organizational unit comprised of divisions. Each department is managed by a single director.

DEPRECIATION: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy, or obsolescence.

ENCUMBRANCES: Financial commitments related to unperformed services or contracts for goods for which part of an appropriation has been reserved.

EXPENDITURES: Expenditures include current operating expenses which require the current or future use of net current assets, service and capital outlays.

EXPENDITURE CATEGORIES: The individual expenditure accounts used to record each type of expenditure are categorized into groups of similar types. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major categories of expenditure. The principal objects of expenditure used in the budget are:

- **PERSONNEL** – Salaries and fringe benefits paid to City employees. Includes items such as health/dental insurance, retirement contributions, and other benefits.
- **MAINTENANCE AND OPERATIONS** – Supplies and other materials/services used in the normal operations of City departments. Includes items such as books, chemicals and construction materials, consultant contracts, printing, travel, and utilities.
- **CAPITAL OUTLAY** – A budget category which budgets all equipment having a unit cost of more than \$500 and an estimated useful life of more than one year. This includes furniture, automobiles, machinery, equipment, and other types of fixed assets.

EXPENSES: Decreases in net total assets. Expenses represent total cost of operations during a period, regardless of the timing of related expenditures.

FEE: The payment for direct receipt of a public service by the party who benefits from the service.

FISCAL YEAR: A twelve-month period of time used for budgeting, accounting, or tax collection purposes which may differ from a calendar year. Laguna Hills operates on a July 1 to June 30 fiscal year.

FIXED ASSETS: Assets of a long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of five years and an acquisition cost in excess of \$20,000.

FINES AND FORFEITURES: Revenue collected by the City from the issuance of misdemeanor and infraction citations which are the result of vehicle code traffic violations and municipal code parking violations.

FRANCHISE: A special privilege granted by a government permitting the continuing use of public property, such as City streets, and usually involving the elements of monopoly and regulation.

FUNCTION: A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

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

FUND BALANCE: The amount of financial resources available for use. Generally, this represents a summary of all the annual operating surpluses and deficits since the fund's inception.

FUND TYPE: The highest level in the City's budget account structure. The level includes General, Special Revenue, Capital Projects, and Internal Service. Included in each Fund Type may be several funds.

GANN LIMIT: A California ballot initiative adopted in 1980, and modified by Proposition 111 which passed in 1990, to limit the amount of tax proceeds state and local governments can spend each year. It now appears in California's State Constitution as Article XIIB.

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.

GOVERNMENTAL FUND TYPES: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities -- except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregations of financial resources.

GRANT: Contributions or gifts of cash or other assets from another governmental or private entity to be used or expended for a specific purpose, activity, or facility.

IMPACT FEES: Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development (e.g., parks, sidewalks).

INFRASTRUCTURE: Facilities on which the continuance and growth of a community depend, such as roads, water lines, sewers, public buildings, parks, and so forth.

IN-LIEU TAX: Tax levied in place of another tax or taxes. The State of California provides in-lieu motor vehicle fees to local governments to compensate for local personal property, not subject to property tax.

INTERFUND TRANSFERS: Transfers are classified into residual equity transfers and operating transfers. Residual equity transfers are non-recurring or non-routine transfers of equity between funds. Operating transfers reflect ongoing operating subsidies between funds. An example of operating transfer is when the General Fund would report its annual subsidy to fund capital improvements in the Capital Projects Fund.

INTERGOVERNMENTAL REVENUE: Funding from Federal, State, and local grants and revenue sharing programs.

INTERNAL CONTROL: A plan of organization for purchasing, accounting and other financial activities which, among other things, provides that: (1) the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; (2) proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and, (3) records and procedures are arranged appropriately to facilitate safekeeping and effective control.

INTERNAL SERVICE FUND: A fund used to account for the financing of goods or services provided by one department or agency to the other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

LICENSES AND PERMITS: Fees charged to recover the costs of regulating certain activities in the interest of the overall community. The fee may not exceed the actual cost and often does not fully recover regulatory costs. (e.g., building permits, encroachment permits, grading permits).

MAINTENANCE AND OPERATIONS: A budget category which accounts for all the supplies, goods, and services required to support a program or activity. (See "Expenditure Categories".)

MEASUREMENT FOCUS: The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported in therein, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

MODIFIED ACCRUAL BASIS: The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, meaning that is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed.

MUNICIPAL: In its broadest sense, an adjective denoting the State and all subordinate units of government. In a more restricted sense, an adjective denoting a city or village as opposed to other local governments.

MUNICIPAL CODE: A book that contains the City Council approved ordinances currently in effect. The Municipal Code defines City policy. The Municipal Code contains the “laws” of the City.

OBLIGATIONS: Amounts a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

OPERATING BUDGET: A financial, programmatic, and organization plan for furthering the goals of the City Council through the City departments, which does not include one-time capital improvement projects.

ORDINANCE: A formal legislative enactment by the City Council. An ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution.

PERSONNEL: Budget category used to denote salaries and all personnel associated benefits. (See “Expenditure Categories”.)

PROPOSITION 13: Enacted as Article XIII A of the California Constitution. Initiative constitutional amendment approved in the June 1978 ballot which imposes a 1% limit on property taxes, various assessment restrictions, and limitations on the levy of new taxes.

RESOLUTION: A special order of the City Council, which requires less legal formality than an ordinance, in terms of public notice, and the number of public readings prior to approval. A resolution has lower legal standing than an ordinance.

REVENUE: Amount received for taxes, fees, permits, licenses, interest, use of property, and intergovernmental sources during the fiscal year.

SPECIAL REVENUE FUNDS: These funds are separately administered because revenues are restricted by the State of California, the Federal government, or other governmental agencies as to how the City may spend them.

STATUTE: A written law enacted by a duly organized and constituted legislative body.

SUBVENTIONS: Revenue collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City, from the State of California, include motor vehicle in-lieu, gasoline taxes, and homeowner’s property tax exemptions.

TAXES: Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges.

TRANSIENT OCCUPANCY TAX: A tax levied on lodging rentals (e.g., hotels, motels) where occupancy is less than 30 days and paid by the lodger.

USE OF MONEY AND PROPERTY: Funds include interest earned on the City’s investment portfolio, rental income, and fees collected for other uses of City properties (e.g., for the privilege of using the City’s rights-of-way).



Classification of Funds

General Fund: Used to account for the financial resources and expenditures associated with most City operations where revenue is not required to be recorded in a separate fund. Revenues collected in the General Fund are not restricted as to the program or purpose they may be spent upon. They are derived primarily from taxes which are well over 75% of all General Fund revenues. Other General Fund revenue sources include licenses and permits, fines and forfeitures, use of money and property, intergovernmental revenues, charges for services, and other miscellaneous revenues.

Gas Tax Fund: Used to account for revenues received and expenditures made for general street maintenance. Financing is provided by the City's share of state gasoline taxes collected under the Street and Highway Code, Sections 2103, 2105, 2106, 2107 and 2107.5. Sections 2103, 2105, 2106, and 2107 revenue can be used for street maintenance and construction, while Section 2107.5 revenue is restricted to street engineering activities.

SB1 RMRA Fund: Used to account for revenues received from the State SB1 taxes. Expenditures are restricted to basic road maintenance, rehabilitation, and critical safety projects.

Measure "M2" Fund: Used to account for revenues received and expenditures made for street improvement and maintenance. Financing is provided by the City's allocation from the Orange County Transportation Authority.

Air Quality Improvement Fund: Used to account for revenues received under AB2766 and expenditures made for air quality improvements. AB2766 was enacted to authorize air pollution control districts to impose fees on motor vehicles. The California Department of Motor Vehicles collects the fees by assessing an amount on each registered vehicle in the South Coast District. This fee is distributed by the South Coast Air Quality Management District to local governments on a prorated basis based on population in the area.

Senior Mobility Program Fund: Used to account for revenues and expenditures related to help design and operate a transit program that best fits the needs of older adults under the OCTA Senior Mobility Program.

CARITS Fund: Used to account for revenues and expenditures related to the cooperative agreement with the County of Orange for Coastal Area Road Improvement and Traffic Signals (CARITS) fee program.

Community Development Block Grant Fund: Used to account for revenues received and expenditures made for Community Development Block Grant eligible grants and capital projects. Eligible projects include, but are not limited to, local and national housing objectives for low- and moderate-income families, and capital projects such as wheelchair access ramps. Financing is provided by the U.S. Department of Housing and Urban Development.

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

CR&R Recycling Fees Fund: Used to account for contractual revenues received from the City's franchised hauler, CR&R, for the purposes of recycling consulting services and general recycling activity expenditures.

C & D Forfeited Deposits Fund: Used to account for Construction and Demolition Waste Recycling Program security deposits, which have been forfeited by the applicant, used for administration costs of the program, or on programs to divert the waste from construction, demolition and alteration projects from landfill disposal, or other recycling programs.

SB 1383 Grant Fund: Used to account for a one-time grant program meant to provide aid in the implementation of regulations adopted by CalRecycle pursuant to Chapter 395, Statutes of 2016 and SB170 Budget Act of 2021.

Park In-Lieu Fund: Used to account for revenues received and expenditures made related to park fees. The Quimby Act authorizes a city to require residential subdivisions to dedicate land for parks or pay fees in lieu of dedication.

CASP Fund: (Certified Access Specialist Program) Used to account for revenues and expenditures related to Senate Bill 1186 funds that are to be used for disability access and compliance with construction-related accessibility requirements.

Water Conservation Fund: Used to account for revenues and expenditures related to water use efficiency and conservation programs.

Grants & Contributions Fund: Used to account for revenues and expenditures made for specific projects including landscape improvements and certain capital expenditures. Land developers and builders, as well as other public agencies provide financing.

Public Art Fund: Used to account for revenues and expenditures related to the City's Public Art program designed to enhance the cultural and aesthetic environment and to encourage creativity, education and appreciation of the arts.

SLESF/COPS BRULTE Fund: Used to account for revenues received and expenditures made for front-line law enforcement services related to the allocations received through the State Supplemental Law Enforcement Services Fund (SLESF)/COPS program.

ARPA Fund: Used to account for revenues received and expenditures made related to the American Rescue Plan Act (ARPA) funding. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program authorized by the American Rescue Plan Act, delivers \$350 billion to state, territorial, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

CIP Fund: Used to account for expenditures related to capital projects.

Debt Service Fund: Used to account for the City's debt service obligation related to the 2010 Certificates of Participation (debt issuance).

Civic Center Fund: Used to account for the revenues received and expenditures made related to the leasing activity of the City Hall Civic Center.



City Demographics

Population Estimate: 30,525 people

Per Capita Personal Income: \$67,864

City Unemployment Rate: 2.2%

Median Age: 41.8 years

Percentage of Population with High School Diploma: 92.8%

Percentage of Population with Bachelor's Degree: 50.4%

Principal Employers

Business Name	Number of Employees	% of Total Employment
Memorial Care Saddleback Medical Center	1,838	10.88%
Saddleback Valley Unified School District	227	1.34%
Laguna Hills Health and Rehabilitation Center	193	1.14%
Moulton Niguel Water District	176	1.04%
BJ's Restaurant & Brewhouse	135	0.80%
United States Postal Service	130	0.77%
Orange Coast Women's Medical Group	120	0.71%
Memorial Care Home Health	110	0.65%
Villa Valencia Healthcare Center	103	0.61%
The Wellington	91	0.54%
Total City Employment Estimate: 16,900	3,123	18.48%

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY SUBJECT: FINANCIAL POLICIES POLICY No. 105

Effective Date: March 14, 1995

Last Revision: July 1, 2013

PURPOSE:

Provide the framework and direction for financial planning and decision making by the City Council and City staff. These policies are designed to ensure the financial integrity of the City and a service delivery system that addresses the needs and desires of the citizens of Laguna Hills.

These policies establish financial parameters that will guide the budget development and deliberation process, safeguard financial assets, and maintain the City's strong financial condition.

BACKGROUND:

These policies have been designed to safeguard financial assets, maintain the integrity of financial and accounting systems, and ensure the long-term fiscal viability of the City. The emphasis in these policies is that the long-term implications of financial decisions are fully understood and taken into account in the decision-making process. These policies will be reviewed by the City Council at the beginning of each biennial budget development process.

POLICY:

A. BUDGETING

1. The City Manager shall present a proposed budget to the City Council on a biennial basis to be adopted no later than June 30th preceding the commencement of the two-year budget cycle. The budget will be prepared, presented, and administered by the City Manager and Assistant City Manager/Finance Director. It will serve as the policy document of the City Council for implementing City Council goals and objectives.
2. The City will maintain a long-range fiscal perspective through the use of a two-year operating budget, six-year Capital Improvement Plan, and an Eight-Year Resource Allocation Plan. The Budget will be developed and adopted with a sharp focus on long-term financial solvency and compliance with these Financial Policies.

**City Council Policy
No. 105
Financial Policies**

3. The budget is a resource-allocation document and serves as the financial plan for the City. It will serve as the policy document of the City Council and will provide policy direction to the City Manager in the areas of desired service levels and funding priorities.
4. Opportunities will be provided for public input during the City Council's public review and budget adoption process. Although not required by State or local laws, the City will hold a noticed public hearing prior to the adoption of the budget.
5. The budget document will be prepared so that it: (1) facilitates public study and (2) effectively communicates key economic issues and fiscal policies. Assumptions for underlying revenue sources and expenditure estimates will be explained and documented.
6. It is the City's policy to fund current year operating expenditures with current year operating revenues. In the budget proposal presented by the City Manager, recurring revenues shall meet or exceed recurring expenditures for ongoing operations. The City will strive to achieve and maintain an operating revenues-to-operating expenditures ratio of 1.1 to 1 or greater.

The formula for calculating this ratio is:

$$\frac{\text{Operating Revenues}^{(1)} + \text{Enterprise Fund Net Cash Flow}}{\text{Operating Expenditures} + \text{Direct Net Debt Service}}$$

(1) *For the purpose of this calculation, Operating Revenues shall include interest earnings which shall be limited to a maximum of 10% of Operating Revenues.*

7. No one-time, non-recurring revenues or Gas Tax revenues may be used in determining the ratio defined in paragraph 6 of this section. In the event this ratio is impossible to maintain without cuts in service levels, the City Manager will present recommended actions to the City Council.
8. The City Council may authorize the use of reserves and/or non-recurring revenues to balance the budget when unforeseen events occur that reduce the City's recurring revenues, and to direct the City Manager to make budgetary recommendations that will re-balance the budget within a specified timeframe.

**City Council Policy
No. 105
Financial Policies**

9. All budgetary procedures will conform to state regulations and Generally Accepted Accounting Principles (GAAP) for governmental agencies.
10. The City's budget will be presented by department with a logical breakdown of programs. The budget format will clearly outline the major service areas and the associated expenditures.
11. The budgeting process will include quarterly reports to the City Council and will include budgetary status and compliance. The City Manager will notify the City Council whenever changing operations or economic developments require corrective budgetary modifications. The City Manager shall also inform the City Council if operating revenues are projected to decrease by more than 10% from the adopted Budget.
12. All appropriations in the Operating Budget will be automatically carried over from the first year to the second year of the two-year budget period.
13. Departmental budget control shall be the responsibility of the Department Head. Department Heads shall, with the concurrence of the Assistant City Manager/Finance Director, have the authority to move appropriations between line items within their departmental budgets. At the discretion of the City Manager, expenditures may be moved from one department to another, or between funds within the Operating Budget.
14. At the discretion of the City Manager, expenditures may be moved from one capital improvement project to another within the adopted Capital Improvement Plan.
15. During the budget cycle, special circumstances may require an increase in the appropriations established in the adopted budget and would require a budget amendment. These may include:
 - a) changes to spending priorities;
 - b) increase in operating or capital expenditures;
 - c) decrease in operating revenues.
16. City Council approval is required to increase the total sum of the appropriations made for the Operating Budget or the Capital

**City Council Policy
No. 105
Financial Policies**

Improvement Plan from the adopted Budget Resolution. City Council approval is also required to move appropriations between the Operating Budget and the Capital Improvement Plan.

B. CAPITAL PLANNING

1. The purpose of the Capital Improvement Plan is to systematically plan, schedule, and finance capital projects as approved and prioritized by the City Council. The Capital Improvement Plan will be a six-year plan and will include major rehabilitation costs to existing infrastructure and facilities, as well as the cost of new facilities or capital improvements. Staff will inventory and assess the condition of all major capital assets every two years and make recommendations to the City Council regarding any modifications to the Capital Improvement Plan as part of the budget development process.
2. Capital projects will include projected changes in operating and maintenance costs, work force requirements, productivity, and risk management considerations.
3. A capital improvement project shall be established for all projects greater than \$100,000 with an expected useful life of at least 3 years that also meet the definition of a public project per Section 22002 of the State Public Contracts Code. These include projects involving construction, reconstruction, alteration, renovation, improvement, demolition or major repair work. This excludes routine, recurring and usual work for the preservation, protection, or maintenance of publicly owned land, improvements and equipment.
4. For purposes of this policy, the scope of a proposed capital improvement project may be defined as the work to be undertaken at a single location. However, if work at a specific location would not otherwise meet the cost threshold for establishing a separate capital improvement project, and similar work is to take place at other locations(s) during the six-year plan, then all such similar work shall be defined as one capital improvement project.
5. The Capital Improvement Plan process will realistically assess potential future revenues and avoid commitments for projects that lack economic feasibility. The Capital Improvement Plan will recognize the borrowing limitation of the City and the debt tolerance of the City as a whole.

**City Council Policy
No. 105
Financial Policies**

6. All budgeted capital improvement projects automatically re-appropriate each fiscal year until the project is completed.

C. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

1. The City's accounting and financial reporting systems shall be maintained in accordance with generally accepted accounting principles (GAAP) and other standards promulgated by the Governmental Accounting Standards Board (GASB).
2. The City shall prepare an annual report, in a Comprehensive Annual Financial Report (CAFR) format, which shall conform to the reporting standards established by the Governmental Accounting, Auditing and Financial Reporting (GAFR).
3. The annual financial report will be audited each year by an independent auditor. A new independent auditor shall be selected competitively, through a formal public request for proposal process, at least every six years pursuant to State law.
4. An Audit Committee shall be formed consisting of the City Manager, or his designee, and two Council Members for the purpose of providing a direct line of communication between the auditor and the City Council. The City Attorney shall be available to advise the Audit Committee.

D. CASH MANAGEMENT, INVESTMENTS, AND BANKING RELATIONS

1. Investments and cash management will be the responsibility of the Deputy Treasurer/Finance Director under the direction of the City Manager/Treasurer.
2. In accordance with Section 53646 of the Government Code, the City Council will review and update annually a specific investment and portfolio policy. The primary purpose of this policy is to set forth the City's investment philosophy and objectives. The City's investment objectives are: safety; compliance with Federal, State and local laws; liquidity; and yield. The policy also specifically outlines authorized investments, the acceptable percentages and maximum maturities allowed for each investment instrument and the criteria used to determine qualified depositories/dealers.
3. In the selection of banking services, a competitive public request for proposal process will be used at least every ten years.

**City Council Policy
No. 105
Financial Policies**

E. DEBT MANAGEMENT

1. The most appropriate use of debt financing is for the purchase or construction of major capital facilities that will serve as a long-term community asset. In this instance, the use of a long-term debt instrument can spread the acquisition and construction costs of the facility over the period of years during which it will be used by the community. On the one hand, today's taxpayers need not pay for benefits enjoyed by others in the future. On the other hand, current residents should not burden their successors with costs that exceed the benefits of aging facilities.
2. The City will not use long-term debt financing for any recurring purpose such as current operating and maintenance expenditures.
3. The City's debt management shall conform to all other budgeting and financial reporting policies where applicable. All debt issuance shall comply with Federal and State requirements.
4. The term of any City debt issue shall not exceed the useful life of the assets being acquired or constructed by the debt issue.
5. Accompanying each debt issue will be an assessment of the City's capacity to repay the debt. The assessment will address the effects on the current Operating Budget, Capital Improvement Plan, and Eight-Year Resource Allocation Plan. Commitments to future operations, maintenance costs and stable debt retirement sources will also be identified.
6. For all outstanding General Fund debt, the City will not exceed a maximum debt burden of 12% of Operating Revenues. This debt service ratio shall be calculated as follows:

$$\frac{\text{Direct Net Debt Service}^{(1)}}{\text{Operating Revenues}^{(2)} + \text{Enterprise Fund Net Cash Flow}}$$

- (1) *Direct Net Debt is defined as any debt service paid by the General Fund and does not include self-supporting debt such as special assessments.*
- (2) *For the purpose of this calculation Operating Revenues shall include interest earnings which shall be limited to a maximum of 10% of General Fund Revenues.*

**City Council Policy
No. 105
Financial Policies**

7. In addition, the City shall calculate the Direct Net Debt Per Capita ratio and verify that it falls within the guidelines as recommended by Standard & Poor's bond rating agency to assure that the City maintain the best possible bond rating. The ratio shall be calculated as follows:

$$\frac{\text{Direct Net Debt Outstanding}^{(1)}}{\text{Population}}$$

(1) *Direct Net Debt is defined as debt that is supported by the General Fund. It does not include any self-supporting debt such as special assessments.*

8. No bond issue will be undertaken without consulting appropriate external financial advisers, bond counsel and disclosure counsel. Financial advisers and bond counsel will be selected in a manner consistent with the City's customary practice of hiring professional services.
9. The City will provide full disclosure on every financial report and bond prospectus and will strive to maintain the best possible bond rating on all debt issuances including an AA implied underlying General Fund rating from Standard & Poor's, or its equivalent. Ongoing efforts will be taken to improve and enhance the City's bond rating and the marketability of its debt.

F. REVENUE AND EXPENDITURES

1. The City will maintain a level of expenditures which will provide for the health, safety and welfare of the residents of the community.
2. The City will endeavor to maintain a diversified and stable revenue base to minimize the effects of fluctuations in any single revenue source. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.
3. The City will project revenues using conventional forecasting methods including trend and statistical analysis. In the case of assumption uncertainty, conservative projections will be utilized based on appropriate and available socio-political and economic factors.
4. Intergovernmental assistance shall be used to finance only those capital improvements that are consistent with the City's Capital Improvement Plan and local government priorities, and whose

**City Council Policy
No. 105
Financial Policies**

operation and maintenance costs have been included in operating budget forecasts.

5. User fees shall not exceed the reasonable estimated cost of providing the service (or for administering the regulatory program) for which the fee is charged and shall not be levied for revenue generating purposes. Such costs are to be apportioned so that charges allocated to a payer bear a fair and reasonable relationship to the payer's burdens on or benefits from the service or regulatory activity.

User fees shall be established to ensure that the fees are reasonable, fair, equitable in nature, and are proportionately representative of the costs incurred by the City. The City shall recalculate the full cost of activities supported by user fees to take into account inflation and other cost increases at least every seven years.

6. Direct development processing costs and related administrative expenses shall be totally offset by development fees, whenever possible. However, in the interest of public health, safety and welfare, the City Council may, at its discretion, establish a charge and or fee that does not fully recover the costs of providing the service.
7. The City Manager will provide quarterly reports to the City Council that compares year-to-date actuals with revenue projections. The City Manager will notify the City Council whenever changing operations or economic developments require corrective budgetary measures.
8. Gas tax revenues will be annually earmarked to offset all costs in connection with the City's annual street maintenance program. The City will strive to maintain this program in such a manner that will not require the infusion of General Fund revenues.

G. FUND BALANCE

1. Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.
 - Nonspendable fund balance (inherently nonspendable)
 - Restricted fund balance (externally enforceable limitations on use)

**City Council Policy
No. 105
Financial Policies**

- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of nonspendable fund balance is prepaid items. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above.

2. **Committed Fund Balance:** The City Council may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment.
3. **Assigned Fund Balance:** These are amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Manager, or his/her designee, for the purpose of reporting these amounts in the annual financial statements.
4. **Unassigned Fund Balance:** These are the residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories.
5. **Restricted fund balance** should be spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance are available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, then committed amounts should be reduced first, followed by assigned amounts and then unassigned amounts.

H. RESERVES

1. The City will strive to achieve and maintain a minimum Assigned and Unassigned (hereafter, Unencumbered) Fund Balance Reserve of 40% of the annual operating budget for operating contingencies, emergencies caused by calamitous events, economic uncertainty and

**City Council Policy
No. 105
Financial Policies**

to stabilize fluctuations in cash flow requirements. The formula for calculating this ratio is:

$$\frac{\text{Budgeted or Projected Year End Unencumbered Fund Balance}}{\text{Current Operating Expenditures + Direct Net Debt Service}}$$

The City will also strive to achieve and maintain a minimum Unassigned Fund Balance of 25%. The formula for calculating this ratio will be the same as that above, but will exclude Assigned portions of Fund Balance.

2. In order to meet long-range maintenance and future equipment repair and replacement needs, the City shall maintain Maintenance Reserve Funds for: the Community Center; the Sports Complex; the Civic Center; and park equipment for component parts with a value of over \$ 50,000. The City shall maintain a fiscally responsible funding plan that will fully fund the long-term maintenance and replacement costs of major capital equipment within these facilities.

The City shall conduct a reserve analysis study to determine the amount required to fully fund the Maintenance Reserve at least every seven (7) years. The City will annually assign a portion of fund balance to fully fund the anticipated maintenance and replacement costs for identified components.

3. A Liability Self-Insurance Fund shall be maintained for the purpose of setting aside resources for costs not covered by the City's insurance programs such as claims within the City's self-insurance retention.
4. The City shall maintain a PERS Employer Contribution Stabilization Fund in order to reduce volatility in the employer contribution rates set by PERS. If the City's Actual Required Contribution (ARC) in any given year falls below 9%, the City shall contribute to this stabilization fund the difference between 9% and the City's actual ARC. In years when the actual ARC is above 9%, the City Manager may use monies in the Stabilization Fund to pay for any contribution amounts above 9%. The City Manager will notify the City Council when monies from this fund are used to pay any portion of the City's ARC above 9%.
5. The City shall remain in compliance with the requirement of the Government Accounting Standards Board's (GASB) most current Statements for the accounting and disclosure of information

**City Council Policy
No. 105
Financial Policies**

regarding the City's measurement and recognition of pension expenditures and related assets and liabilities.

I. EMPLOYEE COMPENSATION

1. The City has an established employee compensation program that is designed to attract and retain highly qualified individuals who are capable of delivering a high level of service in a streamlined organization. The City will continue this commitment to competitive, market-based compensation and pay for performance.
2. For non-management employees, the City will strive to maintain a highly competitive salary and benefits program which sets the top step of salary ranges at 5% above the Comparator Agencies average for each comparable position. The Comparator Agencies are those cities identified in the City's 2011 Comprehensive Compensation Study. The City Manager will annually conduct a survey of comparable positions in the Comparator Agencies and recommend to the City Council salary adjustments in keeping with this policy, or any current Memorandum of Understanding.
3. Salary adjustments within a classification range may be given after the required comprehensive performance appraisal and will be based on merit only.

ATTACHMENTS:

- None