CITY OF LAGUNA HILLS
CITY COUNCIL

SPECIAL MEETING AGENDA
Tuesday, May 11, 2021 – 5:00 PM

Erica Pezold, Mayor

Don Sedgwick, Mayor Pro Tempore
Janine Heft, Council Member
Bill Hunt, Council Member
Dave Wheeler, Council Member

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

NOTICE REGARDING CORONAVIRUS (COVID-19): Please be advised that some, or all, of the City Council Members may attend this meeting via teleconference. This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. If you wish to attend the City Council meeting in person, the City Council Chamber is located at 24035 El Toro Road, Laguna Hills, CA 92653. The public shall have the right to observe and offer public comment at this location on items listed on this Agenda only. If you plan on attending, please follow the California Department of Health Guidelines by wearing a mask, washing your hands often, refraining from handshakes and maintaining social distance of six feet between individuals. You may also view the live stream of the meeting online at:
http://lagunahillsca.iqm2.com/Citizens/Default.aspx.

Submission of Public Comments: While you may attend this meeting in person, given the health risks associated with COVID-19, the City encourages those wishing to make public comments at the May 11, 2021, Special City Council meeting on items listed on this agenda, to submit your comments by email to the City Clerk at publiccomments@lagunahillsCA.gov, by 3:00 p.m. on May 11, 2021. In the subject line of the email, please state your name and the item number you are commenting on. 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 3:00 p.m. on the date of the meeting will be provided to the City Council in advance to allow time for the Council to read them. Email comments will NOT be read by the City Clerk during the meeting, but will be announced and made part of the record. Electronic public comments may only be submitted via email and comments via text and social media (Facebook, Twitter, etc.) will not be accepted.

Announcement of 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 3:00 p.m. on May 11, 2021. 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.

PLEDGE OF ALLEGIANCE: Council Member Heft

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 STUDY SESSION ITEMS

1 **City Manager's Proposed 2021-2023 Biennial Budget and Six-Year Capital Improvement Plan**

Recommendation: That the City Council review and comment on the City Manager's Proposed 2021-2023 Biennial Budget and Six-Year Capital Improvement Plan.

2 **City Council Member Proposed Work Programs for the 2021-2023 Biennial Budget**

Recommendation: That the City Council receive and file the report.

ADJOURNMENT

The next Regular Meeting of the City Council/Planning Agency will be May 11, 2021, at 7:00p.m., in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, Melissa Au-Yeung, 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 May 7, 2021, at 5:00 pm.

May 6, 2021

City Clerk ***Date***

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should 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.

City Council Members receive no additional compensation or stipend as a result of simultaneously convening meetings of the Laguna Hills Planning Agency.

City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: **May 11, 2021**

TO: **Mayor and Council Members**

FROM: **Janice Reyes**
Finance Director

ISSUE: **City Manager's Proposed 2021-2023 Biennial Budget and Six-Year Capital Improvement Plan**

RECOMMENDATION: That the City Council review and comment on the City Manager's Proposed 2021-2023 Biennial Budget and Six-Year Capital Improvement Plan.

SUMMARY:

In accordance with City Council policy, the City Manager has prepared a proposed budget for the City Council. This is the City Council's opportunity to review and comment on the City Manager's Proposed 2021-2023 Biennial Budget and 6-Year Capital Improvement Program (CIP). The following Table 1 provides a summary glance of the proposed two-year budget.

Table 1 - Proposed 2021-2023 Biennial Budget

	FY 2021-22	FY 2022-23	TOTAL
General Fund Revenues	22,136,737	22,955,385	45,092,122
Special Revenues	5,129,243	4,805,946	9,935,189
Other Funding Sources	826,042	843,590	1,669,632
TOTAL REVENUES	**28,092,022**	**28,604,921**	**56,696,943**
Operating Expenditures	22,156,774	23,274,324	45,431,098
Capital Expenditures	4,040,000	1,375,000	5,415,000
Other Funding Uses	188,591	138,591	327,182
Use of Reserve Funds	50,000	50,000	100,000
Debt Service	1,799,921	391,421	2,191,342
TOTAL EXPENDITURES	**28,235,286**	**25,229,336**	**53,464,622**
Change in Total Fund Balance	(143,264)	3,375,585	3,232,321

In light of the impacts of the COVID-19 pandemic on the economy and City operations, the proposed biennial budget is to be considered a slight return to "status quo" for the next two years. As the City Council may recall, in July 2020, the City enacted Tier 1 budget savings to mitigate the negative effects from the significant shortfall in operating revenues as a result of the COVID-19 crisis. The budget savings were crucial in mitigating the decline in revenues and maintaining a balanced budget. The immediate impact of the budget savings, however, also resulted in a series of deferred maintenance and operating needs. Year 1 of the 8-Year Plan (FY 2021/22) is a return to a normally recommended budget, cancelling the Tier 1 cuts. In Year 2 of the Plan (FY 2022/23), the City's debt service will decrease from $1.8 million to approximately $390,000. While an additional $1.4 million will become available in Year 2 for programming, those funds are expected to be consumed by addressing deferred maintenance and operating needs.

During the Budget Study Session, staff will present a comprehensive budget overview and individual Department Heads will discuss their operations and proposed budget with the City Council. After taking comments and input from the City Council at the Budget Study Session, the City Manager will present a final budget for City Council consideration at a Public Hearing on June 22, 2021.

BACKGROUND:

The City Manager's Proposed Budget, attached, provides the details of the proposed biennial budget for the upcoming 2021-2023 Biennial Budget cycle and the 6-Year CIP. The contents of the City Manager's Proposed Budget are described as follows:

- Attachment A - **Biennial Budget Summary**

  This section is divided into three sub-sections:

  - Total Budget Summary - This sub-section provides a summary of all funding sources and uses for the upcoming two fiscal years.
  - Operating Budget - This sub-section focuses on the City's operating revenues and expenditures.
  - 8-Year Plan - The last sub-section contains the City's updated 8-Year Resource Allocation Plan.

- Attachment B - **Department Budgets**

  All proposed department budgets are included in this section as well as each department's respective unique work programs. Each department budget includes a description, mission statement, unique work programs, and a General Fund expenditure graph that portrays its four-year expenditure trend.

- Attachment C - **Capital Improvement Program**

  This section includes expenditure and revenue summaries along with individual project descriptions for the proposed 6-year CIP.

FY 2020/2021 YEAR-END PROJECTIONS

Before moving on to a discussion of the proposed budget, an analysis of the current Fiscal Year (FY) is in order. Table 2 below shows year-end estimates for the FY 2020/21 Operating Budget. The bottom line in Table 2 shows that the estimated year-end operating ratio of 1.00 will fall below the budgeted 1.02 operating ratio.

Table 2 - FY 2020/2021 Operating Budget

	FY 2020/21 Budget	FY 2020/21 Year-End Estimate	*YE Estimate as a % of Budget*	$ Variance favorable/(unfavorable)
Personnel	5,278,822	4,841,139	*91.7%*	437,683
Maintenance & Operations	2,627,258	2,182,496	*83.1%*	444,762
Contracts & Professional Services	13,592,037	12,993,539	*95.6%*	598,498
Capital Outlay	41,200	27,000	*65.5%*	14,200
Total Operating Expenditures	**21,539,317**	**20,044,174**	***93.1%***	**1,495,143**
Debt Service	**1,788,921**	**1,788,921**	***100.0%***	**-**
Total Operating Revenue	**23,810,997**	**21,732,311**	***91.3%***	**(2,078,686)**
Operating Surplus/(Deficit)	**482,759**	**(100,784)**	***-20.9%***	**(583,543)**
Operating Ratio	*1.02*	*1.00*		

Operating expenditures are anticipated to come in under budget by $1,495,143, primarily due to actions taken to control costs in the form of Tier 1 budget savings to mitigate the shortfalls in operating revenues and maintain a balanced budget. The budget savings, however, resulted in a series of deferred maintenance and operating needs.

Operating revenues are anticipated to come in under budget by roughly $2,078,686, because of the negative impacts on revenues from the COVID-19 pandemic.

Overall, the year-end estimate is expected to result in an operating deficiency of $100,784 which is -20.9%, or $583,543, below budget.

Fund Balance Projections

The following Table 3 considers the anticipated year-end revenues, operating expenditures, debt service, and capital expenditures and then estimates the City's June 30, 2021, fund balances.

Table 3 - FY 2020/2021 Fund Balance Projections

	30-Jun-21 (Projected)	Ratio
Total Fund Balance	$ 12,933,970	
Less the following fund balances:		
Reservation for Debt Service	(1,799,921)	
Non-major Governmental Funds	(3,657,784)	
Unrestricted General Fund Balance (>35%)	**$ 7,476,265**	**37%**
Less Assignments:		
Total Capital Replacement Funds	(710,659)	
Insurance Reserve Funds	(200,000)	
Unassigned Fund Balance (>25%)	**$ 6,565,606**	**33%**

The City's fund balance projections are healthy and exceed policy percentage targets.

PROPOSED BIENNIAL PERIOD 2021-2023 BIENNIAL BUDGET

An updated 8-Year Resource Allocation Plan is presented in the Biennial Budget Summary section (Attachment A) of the City Manager's Proposed Budget, which incorporates anticipated condition changes and assumptions. Given the current revenue picture and outlook discussed in more detail below, staff is proposing a biennial budget that continues a vigilant effort to control costs.

Assumptions

The following are the guiding principles and assumptions behind the proposed 2021-2023 Biennial Budget and 8-Year Resource Allocation Plan:

1. The plan reflects an overall objective to manage the City's finances in a manner that will ensure the City maintains a strong financial position without assuming any major new consistent funding sources become available.

2. The plan assumes a budget sufficient to fund ongoing City service obligations

over the planning horizon with no new major projects or programs beyond the few exceptions described herein.

3. The 2021-2023 Biennial Budget includes funding for an anticipated reclassification of up to three employment positions and their requisite ongoing costs, as well as the addition of a Crime Prevention Specialist (in the first year of the budget)

4. Projected revenues and expenditures are based on conservative assumptions. General inflation is assumed to remain relatively flat over the planning horizon at 2.5% annually.

5. The plan does not rely on any new revenues from the Village at Laguna Hills project.

6. Revenue estimates have been updated based on the most current data and will continue to be updated until budget adoption in June.

7. Pursuant to the current Memorandum of Understanding between the City and the Laguna Hills City Employee Association, a comprehensive compensation study is currently underway and is not expected to be fully completed until June. In lieu of a completed study, however, the plan assumes, in addition to the above-mentioned position reclassifications, maintaining current staffing levels, with a cost of living adjustment of 3%, effective July 1, 2021.

8. The estimates for the law enforcement contract with the Orange County Sheriff's Department projects annual increases of almost 8.29% for Year 1, 4% for Year 2 & 3, and 3% annually thereafter. The addition of a Crime Prevention Specialist for Year 1 and one sworn officer position related to a full complement of the Special Enforcement Team (SET) is included for Year 2 of the Biennial Budget.

9. Annual debt service on the City's outstanding Certificate of Participation will drop from $1,797,881 in FY 2021/22 to $389,381 in FY 2022/23. In Year 5 of the Plan, the City is debt free. (See line 11 in the 8-Year Plan.) With this funding and expected stabilization of City revenues in FY 2022/23, it should be possible in future Budgets to review overall Police Services staffing levels and to identify additional General Fund expenditures for Capital Improvements.

10. Funding from the American Rescue Plan Act is shown in the 8-Year Plan, in Attachment A, as received in two equal annual payments by July of 2021 and July 2022 in the approximate amount of $2.9 million each. The first payment will be fully utilized to backfill the loss of City revenues over a 16-month period (March 2020–June 2021) as well as for projected continuing losses into the 2021/2022 Fiscal Year. The backfill of lost City revenues allows the Budget to return to normal operating conditions and fulfill the City's commitment to community services and good quality infrastructure. The utilization of the second annual payment of these funds is subject to further analysis of allowed uses and identified needs to be determined over the course of the first budget year.

Operating Department Budgets

While the proposed biennial budget is generally a return to "status quo" budget for the next two years, the following is a partial list of exception(s) included in the proposed operating department budgets.

1. The Public Safety budget reflects the following proposed increases beginning in FY 2021/2022 to the law enforcement contract (LEC) with the Orange County Sheriff's Department (OCSD):

    - Adding one (1) Crime Prevention Specialist (CPS) starting in Year 1 (Cost = $116,002)
    - Adding a full complement of a Special Enforcement Team starting in Year 2 (Cost = $308,000)

    The total projected increase for the law enforcement contract in Year 1 of 8.29% is primarily from the increase is the rise in the cost of benefits (retirement, health, workers' compensation, etc.), as well as a projected 2.5% & 3.5% cost of living adjustment (COLA) and the addition of the above described staffing.

2. A partial list of deferred maintenance and operating needs expenditures included in the next two years are as follows:

    - Deferred Park Maintenance - $75,000 (first year)
    - Deferred Landscape Maintenance - $50,000 (first year)
    - Deferred Tree Maintenance - $60,000 (first year)

3. A partial list of deferred departmental work programs in the next two years are

as follows:

- Reduction in Geographic Information System (GIS) investment from a planned $150,000 to $100,000.
- Deferring the update of the Municipal Code to year 3.

4. Of note within the General Government Department budget is the addition of $35,000 in FY 2022/23 for conducting a comprehensive Fee Study. The budget as proposed also includes funding for three mailed City Newsletter issues in FY 2021/22 and converting the Newsletter to an all-digital format in FY 2022/23; the funding of regional organizations memberships; and the funding of the City's insurance premiums which have increased 23% over the previous year.

5. Included within Non-departmental are programs and services 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 proposed department budget carries forward into Year 1 the same cuts of $7,500 made in the current budget cycle for miscellaneous purchases related to software and hardware. An additional $5,000 has been added to FY 2021/22 to assist with needed improvements to the Heritage Room audio/visual equipment.

6. Notable department expenditures included in the proposed budget for the Community Development Department include $100,000 in FY 2021/22 for completion of the Sixth Cycle Housing Element, some of which may be partially offset by State planning grant funds the City anticipates receiving. Also included is $480,000 for consultant building inspection and plan check services, however, these costs are offset by building permit and plan check fees received.

7. As mentioned earlier above, Public Services includes several expenditures targeted at addressing deferred maintenance and repairs in the following categories: Park Maintenance ($75,000 in Year 1), Landscape Maintenance ($50,000 in Year 1), and Tree Maintenance ($60,000 in Year 1). In addition, minor cuts in supplies, park repairs and inspections have been made.

8. The Community Services Department is in the process of phasing in recreation activity and focusing on its summer Build-a-Fort program and outdoor sporting activities for children through SkyHawks Sports Academy. Other programs such as the staff-led Day Camp and Teen Camp excursions will not be offered this

summer, resulting in a reduction of $15,477 in the Community Services program budget for FY 2021/22. Special events and other recreation activities included in the proposed budget include the 30th Year of incorporation acknowledgement, holiday season decoration lights, movies in the park, the quarterly Rooted Volunteer Campaign, the Memorial Day Race, 4th of July Celebration, Breakfast with Santa, and the Daddy Daughter Dinner Dance. Specifically, in FY 2022/23, staff is proposing an increase to the 4th of July fireworks display in the amount of $5,000 and $30,000 divided over both fiscal years for the City's 30th Year of Incorporation acknowledgement.

6-YEAR CAPITAL IMPROVEMENT PLAN

The proposed 6-Year Capital Improvement Plan (CIP) can be found in the Capital Improvement Projects section of the City Manager's Proposed Budget binder. or the next six years, $17,165,000 has been programmed. Capital projects have been distributed over the next six years in a manner that is consistent with the City's financial policies. CIP expenditures for the next biennial period is estimated at $5,415,000. Of this amount, $1,665,000 is funded from the General Fund and Capital Reserve Funds; $3,000,000 from Gas Taxes (HUTA & RMRA); $200,000 from Measure M; $350,000 from Public Art; and $200,000 from Proposition 68 funds.

As a part of the need to defer some expenditures, the following Capital Improvement expenditures are being deferred to year 3:

- Recreation Needs Study
- Electronic Community Reader Board
- ADA Transition Plan
- Replacement of Traffic Signal Illuminated Street Name Signs

ATTACHMENTS:

- Attachment a - Biennial Budget Summary
- Attachment b - Operating Department Budgets
- Attachment c - 6-Year Capital Improvement Program

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FY 2021/22 - 2022/23

CONSOLIDATED REPORT OF FUNDING SOURCES AND USES

	PRIOR YEAR'S ACTUAL FY 19/20	FY 20/21 AMENDED BUDGET	FY 20/21 YEAR-END ESTIMATE	FY 21/22	FY 22/23
FUNDING SOURCES					
General Fund Revenues	$ 21,743,180	$ 22,880,713	$ 20,981,367	$ 22,136,737	$ 22,955,385
Special Revenues	2,649,281	3,040,039	2,993,707	5,855,285	5,549,537
Investment Income	230,663	161,486	75,485	100,000	100,000
Distribution from Leasing Operation	-	-	-	-	-
Total Funding Sources	**24,623,124**	**26,082,238**	**24,050,559**	**28,092,022**	**28,604,921**
FUNDING USES					
General Fund Expenditures	20,397,220	21,539,317	20,044,174	22,158,024	23,239,324
Capital Improvement Program (CIP)	3,251,173	825,000	1,047,500	4,040,000	1,375,000
Special Revenue Fund Expenditures	308,095	723,947	738,591	188,591	138,591
Debt Service	1,804,922	1,788,921	1,788,921	1,799,921	391,421
Use of Reserves	6,403	50,000	50,000	50,000	50,000
Total Funding Uses	**25,767,812**	**24,927,185**	**23,669,186**	**28,236,536**	**25,194,336**
NET CHANGE IN FUND BALANCE	**(1,144,688)**	**1,155,053**	**381,373**	**(144,514)**	**3,410,585**
FUND BALANCE					
Beginning Balance	13,697,286	12,552,598	12,552,598	12,933,970	12,789,456
Ending Balance	**$ 12,552,598**	**$ 13,707,651**	**$ 12,933,970**	**$ 12,789,456**	**$ 16,200,041**

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FY 2021/22 - 2022/23
TOTAL BUDGET

	PRIOR YEAR'S ACTUAL FY 19/20	FY 20/21 AMENDED BUDGET	FY 20/21 YEAR-END ESTIMATE	FY 21/22	FY 22/23
FUNDING SOURCES					
General Fund Revenues					
Property Taxes					
Secured, Unsecured, Public Utility, Supplementals, Homeowners' Exemption	$ 7,820,843	$ 8,180,559	$ 8,130,094	$ 8,365,054	$ 8,587,564
Prior Year	55,877	50,580	50,580	50,580	50,580
Miscellaneous, Interest & Penalties	33,365	22,000	22,000	22,000	22,000
Property Transfer Taxes	264,540	200,000	250,000	250,000	250,000
Property Tax In-Lieu of VLF	3,139,419	3,251,276	3,260,894	3,354,482	3,443,711
Total Property Taxes	**11,314,044**	**11,704,415**	**11,713,568**	**12,042,115**	**12,353,855**
Franchise & Transient Occupancy Taxes					
Utility Franchise Fees					
Cable TV	442,644	508,503	442,000	442,000	453,050
San Diego Gas & Electric	178,535	204,373	179,000	179,000	183,475
Southern California Edison	176,623	190,585	177,000	177,000	181,425
Southern California Gas Co.	67,291	63,596	67,000	67,000	68,675
Sub-total Utility Franchise Fees	*865,092*	*967,057*	*865,000*	*865,000*	*886,625*
Waste Disposal/Recycling Fees					
Waste Haulers	313,175	325,865	313,000	320,825	328,846
Admin Fee - Waste Recycling	19,740	-	20,000	20,500	21,013
Sub-total Waste/Recycling	*332,915*	*325,865*	*333,000*	*341,325*	*349,858*
Transient Occupancy Taxes	1,025,046	1,365,813	600,000	800,000	1,000,000
Total Franchise & Transient Occupancy Tax	**2,223,053**	**2,658,735**	**1,798,000**	**2,006,325**	**2,236,483**
Intergovernmental Revenues					
Sales & Use Tax	5,372,149	5,990,338	5,313,829	5,807,432	5,952,618
Motor Vehicle in Lieu	24,988	15,000	25,000	25,625	26,266
State Mandated Reimbursement	10,613			-	-
County Landfill Agreement	68,826	45,000	69,000	70,725	72,493
Total Intergovernmental Revenues	**5,476,576**	**6,050,338**	**5,407,829**	**5,903,782**	**6,051,377**
Licenses and Permits					
Building Related Licenses/Permits					
Building Permits	692,002	675,000	699,895	600,000	600,000
Plan Check Fees	224,805	175,000	150,811	200,000	200,000
Imaging Plans and Documents Fee	44,303	31,000	46,164	40,000	40,000
Sub-total Building Permits	*961,109*	*881,000*	*896,870*	*840,000*	*840,000*

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FY 2021/22 - 2022/23
TOTAL BUDGET

	PRIOR YEAR'S ACTUAL FY 19/20	FY 20/21 AMENDED BUDGET	FY 20/21 YEAR-END ESTIMATE	FY 21/22	FY 22/23
Engineering Fees					
Transportation Permit	1,704	1,500	1,000	1,500	1,500
Encroachment Permit	149,036	145,000	150,000	175,000	175,000
Traffic Permit & License Fees	2,325	3,500	2,400	2,000	2,000
Sub-total Engineering Permits	*153,065*	*150,000*	*153,400*	*178,500*	*178,500*
Total Licenses and Permits	**1,114,174**	**1,031,000**	**1,050,270**	**1,018,500**	**1,018,500**
Charges for Current Services					
Recreation Fees					
Recreation Programs	147,553	367,275	51,000	220,365	293,820
Facility Reservations	139,068	226,500	8,000	135,900	192,525
Outdoor Facility Reservations	46,213	74,650	25,000	63,450	74,650
Special Events - 4th of July	4,057	5,000	-	-	5,000
Memorial Day Race - Registration Fees	(9,051)	184,800	52,500	174,800	178,300
Memorial Day Race - Sponsorships	2,500	29,000	17,500	29,000	29,000
Sub-total Recreation Fees	*330,340*	*887,225*	*154,000*	*623,515*	*773,295*
Development Services					
Planning and Zoning Fees	631,291	130,000	340,000	75,000	50,000
Improvement Inspect	25,895	35,000	35,000	35,000	35,000
Sub-total Development Fees	*657,185*	*165,000*	*375,000*	*110,000*	*85,000*
Leases and Rental Fees					
Cell Tower Lease	115,403	82,000	115,500	115,500	115,500
Library Lease	42,000	42,000	42,000	42,000	42,000
Sub-total Leases/Rentals	*157,403*	*124,000*	*157,500*	*157,500*	*157,500*
Other Service Charges					
Sale of Publications/Maps	724	1,000	200	-	-
Sub-total Other Service Charges	*724*	*1,000*	*200*	*-*	*-*
Miscellaneous Operating Revenues	294,020	69,000	150,000	100,000	100,000
Total Charges for Services	**1,439,672**	**1,246,225**	**836,700**	**991,015**	**1,115,795**
Fines and Forfeitures					
Code Fines	97,911	75,000	100,000	100,000	102,500
Parking Fines	77,750	115,000	75,000	75,000	76,875
Total Fines and Fortfeitures	**175,662**	**190,000**	**175,000**	**175,000**	**179,375**
Total General Fund Revenues	**$ 21,743,180**	**$ 22,880,713**	**$ 20,981,367**	**$ 22,136,737**	**$ 22,955,385**

Attachment: Attachment a - Biennial Budget Summary (2431 : 2021-2023 Proposed Biennial Budget & 6 Year CIP)

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FY 2021/22 - 2022/23
TOTAL BUDGET

	PRIOR YEAR'S ACTUAL FY 19/20	FY 20/21 AMENDED BUDGET	FY 20/21 YEAR-END ESTIMATE	FY 21/22	FY 22/23
Special Revenue Funds					
Gas Tax	$ 740,158	$ 700,000	$ 738,671	$ 812,287	$ 826,096
SB1 RMRA	546,823	550,000	563,433	617,065	634,960
Measure M2 Competitive	200,000	-	200,000	200,000	
AB 2766	39,894	40,000	40,000	40,000	40,000
Proposition 68		200,000		200,000	
Grants & Contributions	206,675				
Public Art					350,000
Measure M2 Local Fair Share	610,262	628,798	525,459	576,042	593,590
Housing Element Update Grants				275,000	
Hazard Mitigation Plan FEMA Grant				30,000	
SLESA/COPS	156,006	140,000	150,000	150,000	150,000
Beverage Recycling		8,500	8,500	8,500	8,500
CR&R Recycling Fee	2,000	2,000	2,000	2,000	2,000
C&D Forfeited Deposits	103,069	35,000	35,000	35,000	35,000
Senior Mobility Program	38,435	38,091	38,091	38,091	38,091
CASp	5,958	5,000	5,000	5,000	5,000
CARES Act		692,650	687,553		
American Rescue Plan Act				2,866,300	2,866,300
Total Special Revenue Funds	**$ 2,649,281**	**$ 3,040,039**	**$ 2,993,707**	**$ 5,855,285**	**$ 5,549,537**
Investment Income	**230,663**	**161,486**	**75,485**	**100,000**	**100,000**
TOTAL FUNDING SOURCES	**$ 24,623,124**	**$ 26,082,238**	**$ 24,050,559**	**$ 28,092,022**	**$ 28,604,921**

Attachment: Attachment a - Biennial Budget Summary (2431 : 2021-2023 Proposed Biennial Budget & 6 Year CIP)

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FY 2021/22 - 2022/23
TOTAL BUDGET

	PRIOR YEAR'S ACTUAL FY 19/20	FY 20/21 AMENDED BUDGET	FY 20/21 YEAR-END ESTIMATE	FY 21/22	FY 22/23
FUNDING USES					
General Fund					
General Government					
Personnel	$ 1,755,099	$ 1,810,113	$ 1,856,382	$ 1,968,462	$ 2,020,269
Maintenance and Operation	193,215	251,890	136,129	228,065	212,140
Contract Services	654,510	659,470	641,320	584,470	614,470
Total General Government	**2,602,825**	**2,721,473**	**2,633,831**	**2,780,997**	**2,846,879**
Non-departmental					
Personnel	413,926	471,597	457,722	529,890	580,695
Maintenance and Operation	551,876	605,778	623,394	771,543	779,576
Contract Services	149,267	152,961	144,961	234,062	199,963
Capital Outlay	77,349	31,700	24,200	72,255	36,700
Total Non-departmental	**1,192,417**	**1,262,036**	**1,250,277**	**1,607,750**	**1,596,934**
Community Development					
Personnel	813,604	897,477	853,632	959,945	995,812
Maintenance and Operation	11,700	18,500	12,250	13,101	13,200
Contract Services	830,145	724,000	596,770	645,000	520,000
Total Community Development	**1,655,449**	**1,639,977**	**1,462,652**	**1,618,046**	**1,529,012**
Public Services					
Personnel	835,497	903,114	868,320	703,603	871,084
Maintenance and Operation	968,507	1,054,900	1,001,600	1,053,250	1,107,250
Contract Services	2,932,523	2,834,500	2,782,000	3,015,000	3,095,000
Capital Outlay	47,606	-		-	20,000
Total Public Services	**4,784,133**	**4,792,514**	**4,651,920**	**4,771,853**	**5,093,334**
Community Services					
Personnel	1,018,456	1,196,521	805,083	974,477	1,007,150
Maintenance and Operation	403,458	658,500	370,696	608,823	698,200
Contract Services	274,739	350,334	158,234	322,164	347,164
Capital Outlay	9,218	7,500	800	1,500	7,500
Total Community Services	**1,705,871**	**2,212,855**	**1,334,813**	**1,906,964**	**2,060,014**
Public Safety					
Maintenance and Operation	43,497	37,690	38,427	55,900	61,900
Contract Services	8,408,415	8,870,772	8,670,254	9,366,514	10,044,251
Capital Outlay	4,613	2,000	2,000	50,000	7,000
Total Public Safety	**8,456,524**	**8,910,462**	**8,710,681**	**9,472,414**	**10,113,151**
Total General Fund Expenditures	**$ 20,397,220**	**$ 21,539,317**	**$ 20,044,174**	**$ 22,158,024**	**$ 23,239,324**

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FY 2021/22 - 2022/23
TOTAL BUDGET

	PRIOR YEAR'S ACTUAL FY 19/20	FY 20/21 AMENDED BUDGET	FY 20/21 YEAR-END ESTIMATE	FY 21/22	FY 22/23
Capital Improvement Program (CIP)					
Streets, Signals & Lighting	$ 2,557,261	$ 100,000	$ 115,000	$ 3,000,000	$ 100,000
Flood Control and Water Quality	389,389	200,000	400,000	500,000	200,000
Parks	7,781	440,000	-	290,000	525,000
Public Facilities	296,741	85,000	532,500	50,000	550,000
Trails and Open Spaces	-	-	-	200,000	-
Total CIP	**$ 3,251,173**	**$ 825,000**	**$ 1,047,500**	**$ 4,040,000**	**$ 1,375,000**
Special Revenue Expenditures					
Law Enforcement	$	$	$	$	$
AB 2766	3,110	35,000		100,000	50,000
CASp		5,000	5,000	5,000	5,000
Public Art	2,302				
Beverage Recycling	2,550	8,500	8,500	8,500	8,500
CR&R Recycling Fee		2,879	2,000	2,000	2,000
C&D Forfeited Deposits	88,855	68,000	35,000	35,000	35,000
Senior Mobility	45,942	64,904	38,091	38,091	38,091
CARES Act	165,337	539,664	523,081		
American Rescue Plan Act			126,919		
Total Special Revenue Expenditures	**$ 308,095**	**$ 723,947**	**$ 738,591**	**$ 188,591**	**$ 138,591**
Debt Service					
Interest	$ 282,881	$ 206,881	$ 206,881	$ 127,881	$ 44,381
Principle	1,520,000	1,580,000	1,580,000	1,670,000	345,000
Trustee Administration Fee	2,041	2,040	2,040	2,040	2,040
Total Debt Service Expenditures	**$ 1,804,922**	**$ 1,788,921**	**$ 1,788,921**	**$ 1,799,921**	**$ 391,421**
Use of Reserves	**6,403**	**50,000**	**50,000**	**50,000**	**50,000**
TOTAL FUNDING USES	**$ 25,767,812**	**$ 24,927,185**	**$ 23,669,186**	**$ 28,236,536**	**$ 25,194,336**
NET CHANGE IN FUND BALANCE	**(1,144,688)**	**1,155,053**	**381,373**	**(144,514)**	**3,410,585**
FUND BALANCE					
Beginning Balance	13,697,286	12,552,598	12,552,598	12,933,970	12,789,456
Ending Balance	**$ 12,552,598**	**$ 13,707,651**	**$ 12,933,970**	**$ 12,789,456**	**$ 16,200,041**

Attachment: Attachment a - Biennial Budget Summary (2431 : 2021-2023 Proposed Biennial Budget & 6 Year CIP)

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FY 2021/22 - 2022/23

OPERATING BUDGET - SUMMARY

	PRIOR YEAR'S ACTUAL FY 19/20	FY 20/21 AMENDED BUDGET	FY 20/21 YEAR-END ESTIMATE	FY 21/22	FY 22/23
OPERATING REVENUES					
Property Taxes	$ 11,314,044	$ 11,704,415	$ 11,713,568	$ 12,042,115	$ 12,353,855
Franchise & Transient Occupancy Tax	2,223,053	2,658,735	1,798,000	2,006,325	2,236,483
Intergovernmental Revenues	5,476,576	6,050,338	5,407,829	5,903,782	6,051,377
Licenses and Permits	1,114,174	1,031,000	1,050,270	1,018,500	1,018,500
Charges for Current Services	1,439,672	1,246,225	836,700	991,015	1,115,795
Fines and Forfeitures	175,662	190,000	175,000	175,000	179,375
Measure M2 Local Fair Share	610,262	628,798	525,459	576,042	593,590
Other Operating Revenues	266,944	301,486	225,485	250,000	250,000
TOTAL OPERATING REVENUES	**22,620,387**	**23,810,997**	**21,732,311**	**22,962,779**	**23,798,975**
OPERATING EXPENDITURES					
General Government	2,602,825	2,721,473	2,633,831	2,780,997	2,846,879
Non-departmental	1,192,417	1,262,036	1,250,277	1,607,750	1,596,934
Community Development	1,655,449	1,639,977	1,462,652	1,618,046	1,529,012
Public Services	4,784,133	4,792,514	4,651,920	4,771,853	5,093,334
Community Services	1,705,871	2,212,855	1,334,813	1,906,964	2,060,014
Public Safety	8,456,524	8,910,462	8,710,681	9,472,414	10,113,151
Debt Service	1,804,922	1,788,921	1,788,921	1,799,921	391,421
TOTAL OPERATING EXPENDITURES	**22,202,141**	**23,328,238**	**21,833,095**	**23,957,945**	**23,630,745**
REVENUES OVER EXPENDITURES	**$ 418,246**	**$ 482,759**	**$ (100,784)**	**$ (995,166)**	**$ 168,230**

CITY OF LAGUNA HILLS
8-YEAR PLAN
FINANCIAL POLICY RATIOS & RESERVES

		Forecast YEAR 1 FY 2021/22	Forecast YEAR 2 FY 2022/23	Forecast YEAR 3 FY 2023/24	Forecast YEAR 4 FY 2024/25	Forecast YEAR 5 FY 2025/26	Forecast YEAR 6 FY 2026/27	Forecast YEAR 7 FY 2027/28	Forecast YEAR 8 FY 2028/29
1	**BEGINNING TOTAL FUND BALANCE**	**$12,933,970**	**$12,789,455**	**$16,200,039**	**$13,590,406**	**$14,001,437**	**$12,226,694**	**$12,342,812**	**$9,757,63**
2	General Fund Revenues	22,136,737	22,955,385	23,600,671	24,272,186	24,967,728	25,646,503	26,344,234	27,061,45
3	Special Revenues	5,129,243	4,805,946	1,826,802	2,012,950	1,905,991	2,157,184	1,990,368	1,824,36
4	Other Funding Sources	826,042	843,590	862,689	878,826	901,968	921,527	941,673	962,42
5	**TOTAL REVENUES**	**$28,092,022**	**$28,604,921**	**$26,290,161**	**$27,163,962**	**$27,775,687**	**$28,725,214**	**$29,276,275**	**$29,848,23**
6	Operating Expenditures	22,158,025	23,239,325	23,923,583	24,571,361	25,311,839	25,920,505	26,622,860	27,344,42
7	Capital Expenditures	4,040,000	1,375,000	4,450,000	1,650,000	4,100,000	1,550,000	4,100,000	1,600,00
8	Other Funding Uses	188,591	138,591	88,591	88,591	88,591	88,591	88,591	88,59
9	CalPERS UAL Paydown/Section 115 Trust	0	0	0	0	0	1,000,000	1,000,000	1,000,00
10	Use of Insurance Reserve Funds	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,00
11	Debt Service	1,799,921	391,421	387,621	392,979	0	0	0	[illegible]
12	**TOTAL EXPENDITURES**	**$28,236,537**	**$25,194,337**	**$28,899,795**	**$26,752,931**	**$29,550,430**	**$28,609,096**	**$31,861,451**	**$30,083,01**
13	Change in Total Fund Balance	*(144,515)*	*3,410,584*	*(2,609,633)*	*411,031*	*(1,774,743)*	*116,118*	*(2,585,176)*	*(234,77*
14	**Ending Total Fund Balance**	**$12,789,455**	**$16,200,039**	**$13,590,406**	**$14,001,437**	**$12,226,694**	**$12,342,812**	**$9,757,636**	**$9,522,86**
15	Less the Following Fund Balances:								
16	Restricted for Debt Service	(391,421)	(387,621)	(392,979)	-	-	-	-	-
17	Restricted Special Revenue Funds	(2,261,180)	(5,739,364)	(3,832,914)	(5,140,824)	(3,783,224)	(5,451,817)	(4,178,594)	(5,914,36
18	**Unrestricted General Fund Balance**	**$10,136,854**	**$10,073,054**	**$9,364,513**	**$8,860,613**	**$8,443,470**	**$6,890,995**	**$5,579,042**	**$3,608,49**
	Less the Following Assigned Fund Balances:								
19	Capital Maintenance Reserve Funds	(655,659)	(850,659)	(775,659)	(1,050,659)	(980,299)	(1,255,299)	(856,587)	(852,50
20	Insurance Reserve Funds	(100,000)	(150,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,00
21	**Unassigned General Fund Balance**	**9,381,195**	**9,072,395**	**8,388,854**	**7,609,954**	**7,263,171**	**5,435,696**	**4,522,454**	**2,555,99**
	Ratio Analysis								
22	Operating Ratio (>1.1) (before debt service)	1.04	1.02	1.02	1.02	1.02	1.02	1.02	1.0
23	Operating Surplus before Debt Service	804,754	559,650	539,777	579,651	557,857	647,525	663,047	679,45
24	Operating Ratio (>1.1) (after debt service)	0.96	1.01	1.01	1.01	1.02	1.02	1.02	1.0
25	Operating Surplus after Debt Service	(995,167)	168,229	152,156	186,672	557,857	647,525	663,047	679,45
26	Debt Service Ratio (<12%)	8%	2%	2%	2%	0%	0%	0%	0
27	Total Fund Balance Ratio	58%	70%	57%	57%	48%	48%	37%	35
28	Unrestricted General Fund Balance Ratio (>35%)	46%	43%	39%	36%	33%	27%	21%	13
29	Unassigned General Fund Balance Ratio (>25%)	42%	39%	35%	31%	29%	21%	17%	9

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FY 2021/22 – 2022/23

DEPARTMENT: 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)

WORK PROGRAMS:

1. Prepare a Request for Proposals for Banking Services, pursuant to City Council Policy No. 105.

2. Award of contract for new Independent Auditor Services, pursuant to City Council Policy No. 105.

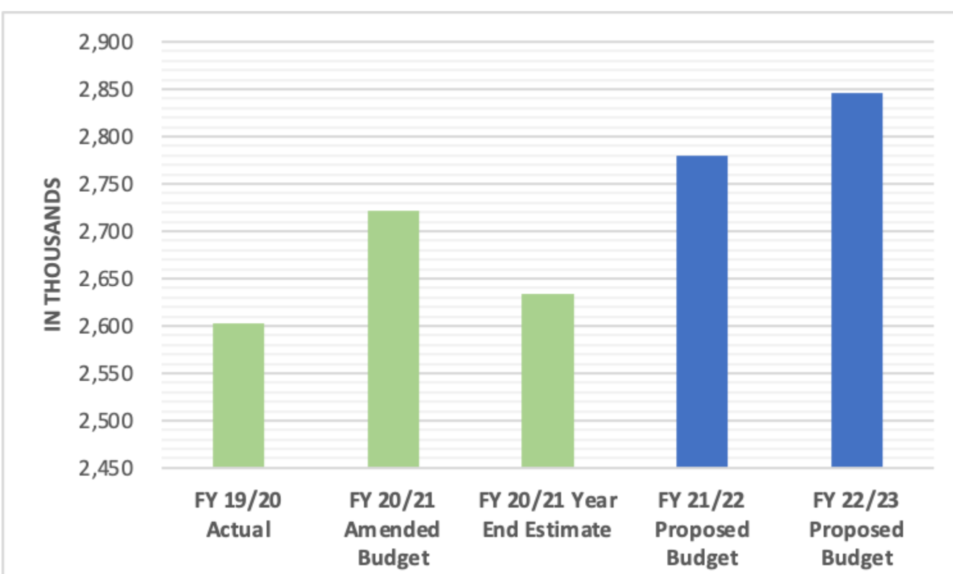
3. Conduct a comprehensive user fee study.

4. Negotiate a Memorandum of Understanding (MOU) with LHCEA to be effective July 1, 2021.

5. Conduct a comprehensive employee compensation and classification study.

6. Conduct a General Municipal Election in November 2022.

DEPARTMENT EXPENDITURE GRAPH:



CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2021/22 - 2022/23

	DESCRIPTION	CODE NO.
FUND:	General Fund	100
DEPARTMENT:	General Government	155

		PRIOR YEAR'S ACTUAL FY 19/20	AMENDED BUDGET FY 20/21	YEAR END ESTIMATE FY 20/21	PROPOSED BUDGET FY 21/22	PROPOSED BUDGET FY 22/23
	PERSONNEL					
510.000	SALARIES - FULL TIME	1,157,400	1,175,743	1,270,658	1,369,338	1,398,201
512.000	SALARIES - PART-TIME	71,988	102,842	89,441		
518.000	AUTO ALLOWANCE	10,800	10,800	10,800	18,600	18,600
520.000	MEDICARE	16,579	18,696	18,365	20,270	20,689
521.000	RETIREMENT	252,665	230,356	229,337	252,390	252,273
530.000	HEALTH INSURANCE	235,700	260,350	224,715	295,946	318,497
530.200	GROUP LIFE	3,408	4,028	3,134	4,098	4,142
542.000	DISABILITY INSURANCE	6,559	7,298	9,932	7,820	7,867
	Sub-total	**1,755,099**	**1,810,113**	**1,856,382**	**1,968,462**	**2,020,269**
	MAINTENANCE AND OPERATIONS					
610.000	MEMBERSHIPS AND DUES - MISC.	7,886	8,040	8,040	8,140	8,040
610.001	MEMBERSHIPS AND DUES - LOCC	13,149	13,000	-	13,150	13,300
610.002	MEMBERSHIPS AND DUES - ACC-OC	9,341	10,000	8,407	9,400	10,000
610.003	MEMBERSHIPS AND DUES - OCCOG	5,196	5,300	3,769	5,350	5,400
610.004	MEMBERSHIPS AND DUES - LAFCO	4,158	4,200	4,133	4,200	4,200
610.005	MEMBERSHIPS AND DUES - SCAG	-	3,500	-	3,600	3,650
610.006	MEMBERSHIPS AND DUES - OC HOUSING TRUST	-	5,000	4,630	5,000	5,100
611.000	TRAINING AND EDUCATION	4,814	13,900	3,800	8,550	9,500
612.000	TRAVEL, CONFERENCES, & MEETINGS	19,494	16,450	1,600	12,450	12,450
612.001	TRAVEL - LEAGUE OF CA CITIES	-	15,600	-	12,600	11,600
612.002	TRAVEL - ACC-OC	4,650	12,000	-	8,000	9,000
613.000	MILEAGE REIMBURSEMENT	632	400	250	400	400
613.100	VEHICLE - FUEL	2,228	4,000	700	-	
620.000	OFFICE SUPPLIES	6,078	9,600	6,000	9,600	9,600
622.000	OPERATING SUPPLIES	5,427	9,900	9,500	9,900	9,900
623.000	PRINTING	773	1,650	1,500	1,650	1,650
624.001	ADVERTISING - LEGAL	5,995	14,400	15,500	15,500	15,500
625.000	POSTAGE & DELIVERY	1,955	1,800	1,800	1,800	1,800
626.000	SUBSCRIPTIONS & BOOKS	8,319	7,150	9,000	7,250	7,350
646.100	MAINTENANCE & REPAIR- VEHICLE	3,655	1,800	7,500	-	-
662.000	BANK & MERCHANT SERVICE FEES	39,322	27,000	40,000	36,000	36,000
695.000	COMM. EVENTS/PUBLIC RELATIONS	50,143	67,200	10,000	55,525	37,700
	Sub-total	**193,215**	**251,890**	**136,129**	**228,065**	**212,140**

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2021/22 - 2022/23

	DESCRIPTION	CODE NO.
FUND:	General Fund	100
DEPARTMENT:	General Government	155

		Prior Year's Actual FY 19/20	Amended Budget FY 20/21	Year End Estimate FY 20/21	Proposed Budget FY 21/22	Proposed Budget FY 22/23
	CONTRACTUAL SERVICES					
700.000	PROFESSIONAL SERVICES	17,848	58,420	43,420	28,420	58,420
700.010	LEGAL SVCS. - GENERAL COUNSEL	303,580	285,000	367,000	310,000	310,000
700.011	LEGAL SVCS. - LITIGATION	160,863	120,000	37,500	75,000	50,000
700.020	LEGISLATIVE SERVICES	34,800	34,800	34,800	34,800	34,800
700.030	CITY CLERK FUNCTIONAL SUPPORT	4,103	20,500	5,000	20,500	20,500
700.050	FINANCIAL SERVICES	1,600	2,500	2,900	2,500	37,500
700.051	ANNUAL FINANCIAL AUDIT SERVICES	31,165	33,250	29,850	33,250	33,250
700.055	COMPLIANCE AUDIT SERVICES	52,407	25,000	48,064	25,000	25,000
720.030	GENERAL MUNICIPAL ELECTION SVCS	-	25,000	23,250	-	25,000
720.055	PROPERTY TAX ADMIN FEE	48,145	55,000	49,536	55,000	55,000
	Sub-total	**654,511**	**659,470**	**641,320**	**584,470**	**649,470**
	TOTAL	**2,602,825**	**2,721,473**	**2,633,831**	**2,780,997**	**2,881,879**

CITY OF LAGUNA HILLS

BIENNIAL BUDGET
FY 2021/22 – 2022/23

DEPARTMENT: 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 & Desktop Maintenance, Printers)

SOFTWARE SUPPORT
(Department Software Systems, Data Management, Website and Intranet)

LIABILITY PROTECTION
(General Liability, Property and Vehicle Insurance)

WORK PROGRAMS:

1. Implement a cloud backup solution for the City's IT infrastructure for an additional layer of data integrity protection.

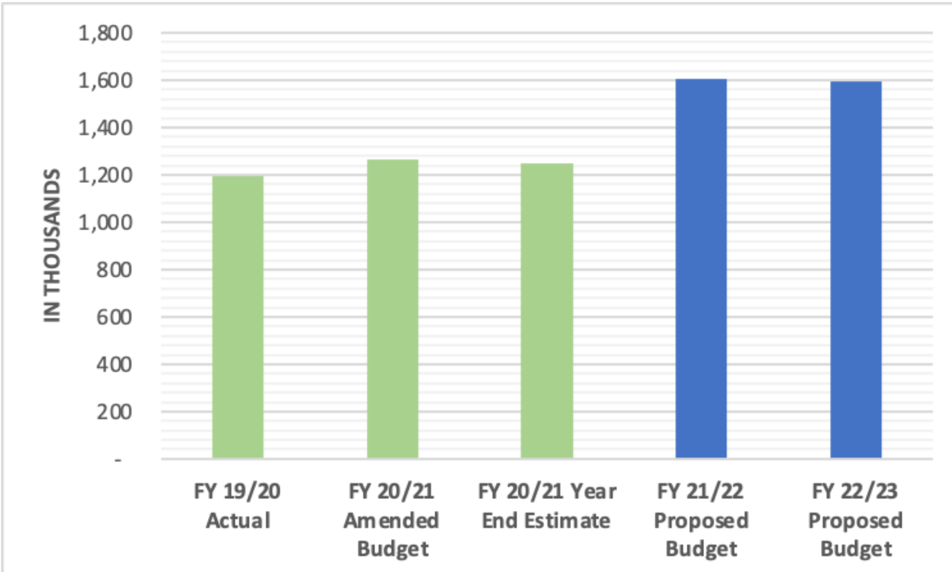
2. Upgrade application databases to increase cybersecurity protection.

3. Implement the CivicPlus (CP) Mobile App to align with website updates and to enhance the City's social media presence.

CITY OF LAGUNA HILLS
BIENNIAL BUDGET - FY 2021/22 – 2022/23

DEPARTMENT: NON-DEPARTMENTAL

DEPARTMENT EXPENDITURE GRAPH:



CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2021/22 - 2022/23

	DESCRIPTION	CODE NO.
FUND:	General Fund	100
DEPARTMENT:	Non-Departmental	195

		Prior Year's Actual FY 19/20	Amended Budget FY 20/21	Year End Estimate FY 20/21	Proposed Budget FY 21/22	Proposed Budget FY 22/23
	PERSONNEL					
510.000	SALARIES - FULL TIME	116,375	111,788	116,809	114,024	116,874
520.000	MEDICARE	1,756	1,621	1,972	1,653	1,695
521.000	RETIREMENT	7,760	8,123	8,825	8,267	8,473
522.000	PENSION PLAN UAL	225,141	273,000	269,122	341,873	387,700
530.000	HEALTH INSURANCE	16,976	24,595	11,105	11,971	12,830
530.200	GROUP LIFE	389	419	386	427	438
540.000	WORKERS COMP	35,041	41,884	38,888	41,000	42,000
542.000	DISABILITY INSURANCE	841	747	835	755	765
550.000	EMPLOYEE BENEFITS PLAN ADMIN FEE	9,645	9,420	9,780	9,920	9,920
	Sub-total	**413,924**	**471,597**	**457,722**	**529,890**	**580,695**
	MAINTENANCE AND OPERATIONS					
610.000	MEMBERSHIPS AND DUES	90	400	400	400	400
611.000	TRAINING AND EDUCATION	7,822	9,500	6,500	9,000	8,500
617.000	RECRUITMENT	1,501	3,600	2,000	7,800	4,000
620.000	OFFICE SUPPLIES	6,808	12,000	8,000	12,000	12,500
621.000	COMPUTER SUPPLIES	14,618	12,101	12,101	12,335	12,574
622.000	OPERATING SUPPLIES	5,375	8,500	6,000	8,950	8,950
623.000	PRINTING	2,927	2,000	1,000	2,000	2,000
625.000	POSTAGE & DELIVERY	11,792	21,000	11,000	19,500	12,000
630.000	TELEPHONE & COMMUNICATION	46,222	48,704	46,000	48,660	48,658
641.000	RENT/LEASE - EQUIPMENT	1,995	1,500	2,000	1,500	1,500
641.200	RENT/LEASE - COPIER	19,548	26,882	13,500	13,500	13,500
646.000	MAINTENANCE & REPAIR- EQUIP/MACH	-	3,951	4,000	3,150	6,450
647.000	MAINTENANCE & REPAIR-COMP EQUIP	244	2,000	2,000	1,000	1,000
690.000	GENERAL LIABILITY INSURANCE	278,148	293,867	340,172	430,660	441,426
690.050	EMPLOYMENT PRACTICES LIABILITY INS	11,767	12,355	12,195	14,950	15,325
690.100	VEHICLE & PROPERTY INSURANCE	59,089	59,605	70,953	92,933	95,257
690.150	EARTHQUAKE INSURANCE	34,556	36,284	38,011	41,812	42,857
690.200	COMMERCIAL CRIME INSURANCE	2,954	2,820	3,249	4,300	4,408
690.300	INSURANCE ADMINISTRATION	46,420	48,709	44,313	47,093	48,271
	Sub-total	**551,876**	**605,778**	**623,394**	**771,543**	**779,576**
	CONTRACTUAL SERVICES					
700.090	COMPUTER CONSULTING SERVICES	12,901	17,000	17,000	71,000	57,000
720.050	HARDWARE & SOFTWARE SUPPORT	136,366	135,961	127,961	178,117	142,963
	Sub-total	**149,267**	**152,961**	**144,961**	**249,117**	**199,963**
	CAPITAL OUTLAY					
930.000	FURNITURE	-	5,000	-	10,000	10,000
940.000	COMPUTER HARDWARE & SOFTWARE	77,350	26,700	24,200	47,200	26,700
	Sub-total	**77,350**	**31,700**	**24,200**	**57,200**	**36,700**
	TOTAL	**1,192,417**	**1,262,036**	**1,250,277**	**1,607,750**	**1,596,934**

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FY 2021/22 – 2022/23

DEPARTMENT: 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 administration of the City's Zoning Codes and ensuring the 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. In addition, this division monitors and responds to development in neighboring jurisdictions and ensures planning and environmental compliance with regional authorities and State Law.

The Building and Safety division is responsible for the review of building plans, issuance of permits, public counter services, continuous progress inspections, complaint investigations, code compliance, and City reception duties.

MISSION STATEMENT:

Provide effective guidance and coordination for all land planning and development activities throughout the City and implement the regulations and policies of the City in a manner that will ensure a safe and healthy environment that promotes a high quality of life.

The Department is committed to fulfilling this mission by providing the highest level of professional service to the City Council and general public; by working to improve cooperative relationships with other City departments and public agencies; by fairly and consistently implementing City policies and regulations in the processing of development proposals; and by creating innovative, efficient solutions to community issues.

FUNCTIONAL AREAS:

DEVELOPMENT APPLICATION SERVICES
(Zoning Application Review, Building Permit/ Zoning Code Compliance Review, Public Inquiries Regarding Zoning and Development, CEQA Compliance)

ADVANCED PLANNING SERVICES
(General Plan and Zoning Code Amendments, Zoning Changes, Participation in Regional Housing, Transportation, Environmental, and Sustainability Planning Activities and Studies, Special Zoning Studies, Monitoring Development in Adjacent Jurisdictions)

COUNTER SERVICES
(Building Plan Check Intake, Building Permit Issuance, Plan Check Tracking, Permit Fee Estimation, Fire Prevention Submittals, Building Code Information, Over-The-Counter Plans Examination)

INSPECTION SERVICES
(Zoning Code Compliance, Building Code Inspections, Property Maintenance)

PLAN CHECK SERVICES
(Building Permit Reviews for ADA Compliance, Building, Mechanical, Plumbing, Fire, Electrical Codes, and Energy Codes)

MAJOR PLANS:

1. Preparation and adoption of the Housing Element Update for the Sixth Housing Element Cycle, which is due to the state in fall 2021, including amendments to the General Plan for climate adaptation as required by SB 379 (2015).

2. Complete Zoning Code updates as needed, to implement the Sixth Cycle Housing Element.

WORK PROGRAMS:

1. Support, process, and complete the entitlement processes for significant development projects as needed.

   a. The Village at Laguna Hills.
   b. Honali Plaza Remodel/Shared Parking Use Permit.
   c. MemorialCare Saddleback Medical Center Expansion - Women's Pavillion.
   d. Laguna Hills Plaza Grocery Store Addition.

2. Triennial Building Code Adoption.

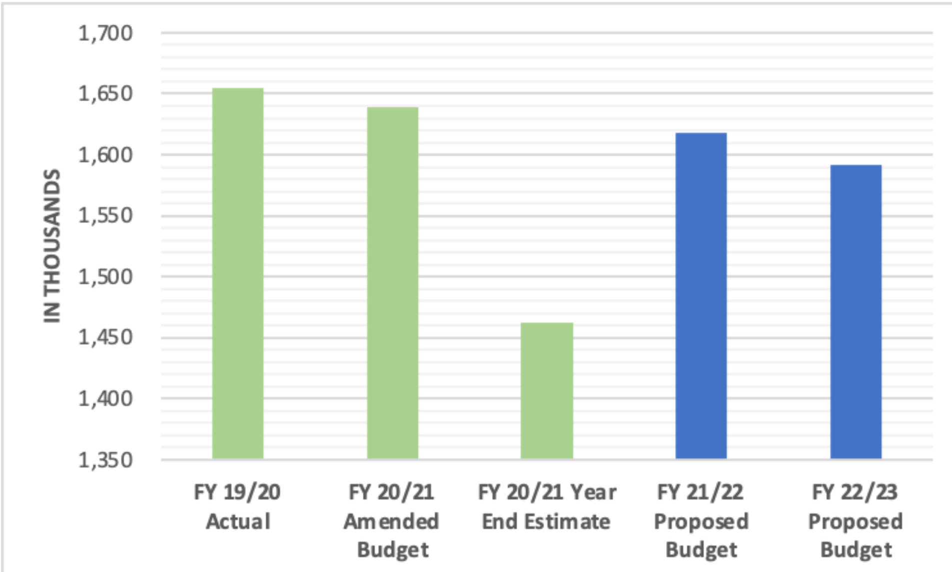
3. Accessory Dwelling Unit (ADU) Ordinance Update.

4. Cell/5G Ordinance Update.

5. Small Update Zoning Code for Consistency with State Law (Large Family Daycare, Density Bonus, Residential Development).

6. Adoption of Objective Design Standards for Residential Development.

DEPARTMENT EXPENDITURE GRAPH:



CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2021/22 - 2022/23

	DESCRIPTION	CODE NO.
FUND:	General Fund	100
DEPARTMENT:	Community Development	225

		PRIOR YEAR'S ACTUAL FY 19/20	AMENDED BUDGET FY 20/21	YEAR END ESTIMATE FY 20/21	PROPOSED BUDGET FY 21/22	PROPOSED BUDGET FY 22/23
	PERSONNEL					
510.000	SALARIES - FULL TIME	565,655	629,775	606,066	630,072	650,544
512.000	SALARIES - PART-TIME	49,739	53,910	29,054	68,522	70,009
518.000	AUTO ALLOWANCE	7,200	7,200	7,200	7,200	7,200
520.000	MEDICARE	8,309	10,018	8,351	10,234	10,552
521.000	RETIREMENT	76,548	85,701	78,962	98,492	101,261
530.000	HEALTH INSURANCE	100,235	104,582	117,732	138,838	149,483
530.200	GROUP LIFE	1,838	2,194	1,932	2,258	2,319
542.000	DISABILITY INSURANCE	4,080	4,097	4,335	4,330	4,444
	Sub-total	**813,604**	**897,477**	**853,632**	**959,946**	**995,812**
	MAINTENANCE AND OPERATIONS					
610.000	MEMBERSHIPS AND DUES	2,085	2,700	300	2,300	2,300
611.000	TRAINING AND EDUCATION	2,605	6,300	5,350	3,000	3,000
613.000	MILEAGE REIMBURSEMENT	386	300	-	300	300
613.100	VEHICLE - FUEL	1,033	500	700	1,000	-
622.000	OPERATING SUPPLIES	909	1,500	1,500	1,500	1,500
623.000	PRINTING	107	1,000	1,000	1,000	750
626.000	SUBSCRIPTIONS & BOOKS	3,910	3,500	1,900	2,000	3,500
646.100	MAINTENANCE & REPAIR- VEHICLE	522	1,500	1,500	2,000	500
662.000	BANK & MERCHANT SERVICE FEES	143	1,200	-	-	-
	Sub-total	**11,700**	**18,500**	**12,250**	**13,100**	**11,850**
	CONTRACTUAL SERVICES					
700.000	PROF SVCS - BLDG & SAFETY SVCS	802,230	554,000	395,000	480,000	480,000
700.200	GENERAL PLANNING SVCS.	10,755	20,000	21,770	15,000	15,000
700.201	PLAN APPLICATION SVCS.	17,160	-	80,000	50,000	25,000
700.225	HOUSING ELEMENT	-	150,000	100,000	100,000	-
	Sub-total	**830,145**	**724,000**	**596,770**	**645,000**	**520,000**
	TOTAL	**1,655,449**	**1,639,977**	**1,462,652**	**1,618,046**	**1,527,662**

CITY OF LAGUNA HILLS

BIENNIAL BUDGET
FY 2021/22 – 2022/23

DEPARTMENT: PUBLIC SERVICES

DESCRIPTION:

The Public Services 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)

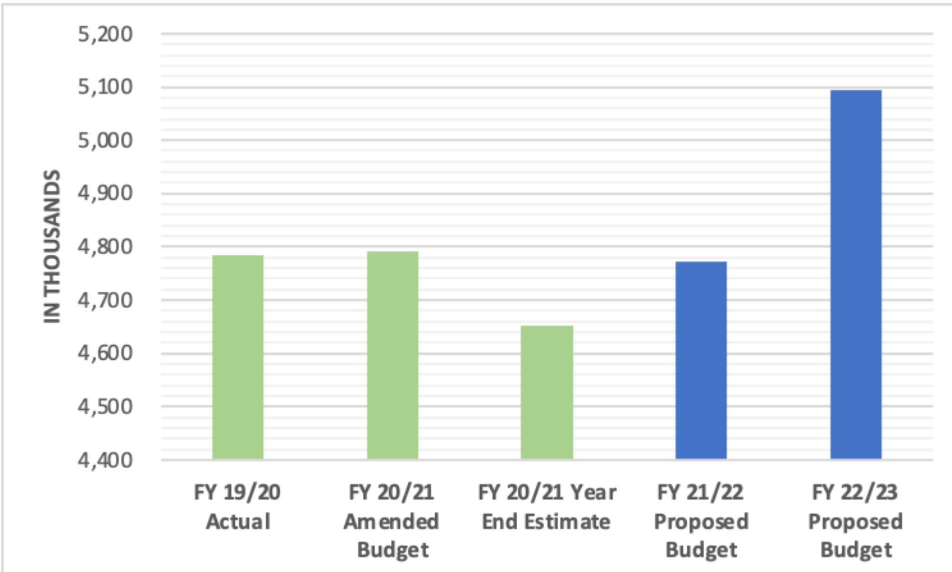
OPEN SPACE MAINTENANCE
(Undeveloped Areas and Trails and Weed Abatement)

URBAN FORESTRY
(Tree Inventory and Maintenance)

WORK PROGRAMS:

1. Develop prioritized five-year Parks and Recreation Facilities Improvement Plan.
2. Continue to update data layers to the Geographic Information System (GIS).
3. Seek grant funds for infrastructure improvements.
4. Develop an ADA transition plan.

DEPARTMENT EXPENDITURE GRAPH:



CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2021/22 - 2022/23

	DESCRIPTION	CODE NO.
FUND:	General Fund	100
DEPARTMENT:	Public Services	355

		PRIOR YEAR'S ACTUAL FY 19/20	AMENDED BUDGET FY 20/21	YEAR END ESTIMATE FY 20/21	PROPOSED BUDGET FY 21/22	PROPOSED BUDGET FY 22/23
	PERSONNEL					
510.000	SALARIES - FULL TIME	634,000	697,243	672,652	540,398	661,473
518.000	AUTO ALLOWANCE	7,800	7,800	7,800	3,600	7,200
520.000	MEDICARE	8,776	13,226	9,183	7,888	9,696
521.000	RETIREMENT	97,413	94,543	85,735	52,823	70,319
530.000	HEALTH INSURANCE	81,017	84,043	86,506	93,412	115,907
530.200	GROUP LIFE	2,085	2,270	2,066	2,002	2,383
542.000	DISABILITY INSURANCE	4,406	3,989	4,378	3,480	4,106
	Sub-total	**835,497**	**903,114**	**868,320**	**703,603**	**871,084**
	MAINTENANCE AND OPERATIONS					
610.000	MEMBERSHIPS AND DUES	2,175	2,300	2,700	2,700	2,800
611.000	TRAINING AND EDUCATION	10,007	10,000	2,000	7,500	11,000
613.000	MILEAGE REIMBURSEMENT	382	100	100	250	250
613.100	VEHICLE - FUEL	4,051	6,200	4,000	4,000	5,500
622.000	OPERATING SUPPLIES	4,945	12,500	12,500	10,000	13,000
623.000	PRINTING	1,123	3,000	2,500	3,000	3,000
626.000	SUBSCRIPTIONS & BOOKS	114	600	800	800	1,000
630.000	TELEPHONE & COMMUNICATION	254	500	500	500	500
631.000	UTILITIES - ELECTRIC	89,347	120,000	80,000	100,000	120,000
631.400	ELECTRIC - ST. LIGHTS/SIGNALS	399,457	430,000	430,000	450,000	475,000
631.900	UTILITIES ELECTRIC/OnBillFinancing	96,667	92,000	90,000	90,000	90,000
635.000	UTILITIES - WATER	350,539	368,000	368,000	375,000	375,000
640.000	RENT/LEASE - FACILITY	6,372	6,500	6,500	6,500	7,000
646.100	MAINTENANCE & REPAIR- VEHICLE	3,073	3,200	2,000	3,000	3,200
	Sub-total	**968,506**	**1,054,900**	**1,001,600**	**1,053,250**	**1,107,250**
	CONTRACTUAL SERVICES					
700.000	PROFESSIONAL SERVICES	-	16,000	5,000	10,000	10,000
700.100	CITY ENGINEER	36,264	35,000	35,000	35,000	35,000
700.101	TRAFFIC ENGINEER	132,442	45,000	45,000	60,000	50,000
700.250	ON-CALL ENGINEER	-	5,000	1,000	5,000	5,000
700.255	IMPROVEMENT INSPECTION	166,000	150,000	200,000	150,000	155,000
700.300	HAZARD MITIGATION PLAN	-	-	-	40,000	-
700.631	PROF SVCS UTILITY COST MGMT	-	500	-	-	-
720.400	STREET MAINTENANCE	507,038	595,000	450,000	600,000	620,000
720.410	STREET SWEEPING	142,295	141,000	150,000	150,000	155,000
720.420	TRAFFIC SIGNAL MAINTENANCE	192,890	154,000	250,000	175,000	180,000
720.500	GRAFFITI REMOVAL	171,988	32,000	85,000	80,000	85,000
720.700	LANDSCAPE MAINTENANCE	1,117,825	1,142,000	1,100,000	1,200,000	1,250,000
720.701	PARKS CONTRACT REPAIR	82,942	110,000	110,000	100,000	125,000
720.702	TREE MAINTENANCE	333,635	358,000	300,000	358,000	370,000
720.730	ANNUAL WEED ABATEMENT PRORAM	49,205	51,000	51,000	52,000	55,000
	Sub-total	**2,932,524**	**2,834,500**	**2,782,000**	**3,015,000**	**3,095,000**

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2021/22 - 2022/23

	DESCRIPTION	CODE NO.
FUND:	General Fund	100
DEPARTMENT:	Public Services	355

		PRIOR YEAR'S ACTUAL FY 19/20	AMENDED BUDGET FY 20/21	YEAR END ESTIMATE FY 20/21	PROPOSED BUDGET FY 21/22	PROPOSED BUDGET FY 22/23
	CAPITAL OUTLAY					
900.000	VEHICLES	-	-	-	-	-
910.000	EQUIPMENT & MACHINERY	6,500	-	-	-	20,000
950.002	LANDSCAPE & SLOPES	41,106	-	-	-	-
	Sub-total	**47,606**	**-**	**-**	**-**	**20,000**
	TOTAL	**4,784,133**	**4,792,514**	**4,651,920**	**4,771,853**	**5,093,334**

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FY 2021/22 – 2022/23

DEPARTMENT: 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, 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 Services Contract Administration)

HOMELESSNESS SERVICES
(Homelessness Services Contract Administration)

HISTORICAL INFORMATION
(City Monument Site, Fossil Display, and Classes)

MAJOR PLANS:

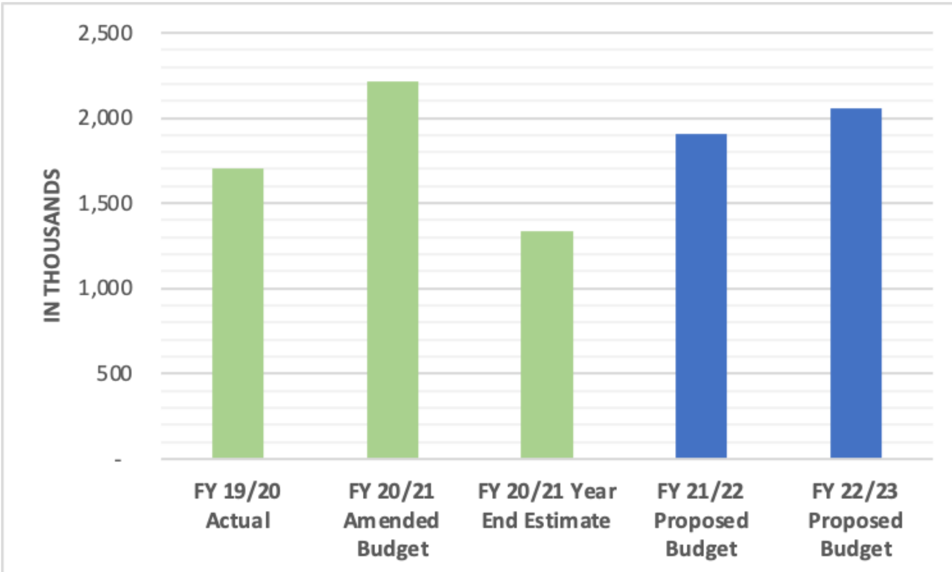
1. Celebrate the City's 30th year of incorporation.
2. Implement and support organic recycling programs in accordance with Senate Bill 1383.

WORK PROGRAMS:

1. Host a quarterly Rooted Volunteer Campaign event to help beautify and make improvements within the City.
2. Increase the firework display shell count for the 2022 4th of July event to enhance the 2022 4th of July Celebration event.
3. Host movies in the park events at our neighborhood parks.

DEPARTMENT: COMMUNITY SERVICES

DEPARTMENT EXPENDITURE GRAPH:



CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2021/22 - 2022/23

	DESCRIPTION	CODE NO.
FUND:	General Fund	100
DEPARTMENT:	Community Services	310

		PRIOR YEAR'S ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	PROPOSED BUDGET	
		FY 19/20	FY 20/21	FY 20/21	FY 21/22	FY 22/23
	PERSONNEL					
510.000	SALARIES - FULL TIME	535,920	597,250	543,280	559,898	579,966
512.000	SALARIES - PART-TIME	226,257	286,000	30,000	143,000	143,000
518.000	AUTO ALLOWANCE	7,200	7,200	7,200	7,200	7,200
520.000	MEDICARE	11,100	10,223	7,273	10,296	10,587
521.000	RETIREMENT	117,905	148,915	96,601	123,164	125,718
530.000	HEALTH INSURANCE	114,307	140,717	115,193	125,461	135,065
530.200	GROUP LIFE	1,840	2,193	1,756	1,935	1,991
542.000	DISABILITY INSURANCE	3,925	4,023	3,780	3,523	3,623
	Sub-total	**1,018,454**	**1,196,521**	**805,083**	**974,477**	**1,007,150**
	MAINTENANCE AND OPERATIONS					
610.000	MEMBERSHIPS AND DUES	806	1,360	1,360	1,360	1,360
611.000	TRAINING AND EDUCATION	2,969	6,000	1,500	1,500	6,000
611.500	CERTIFICATION FEES	766	520	750	520	520
613.000	MILEAGE REIMBURSEMENT	472	400	100	400	400
613.100	VEHICLE - FUEL	2,734	3,000	1,960	3,000	3,000
620.500	OFFICE SUPPLIES - COMM CENTER	4,251	5,500	2,800	5,500	5,500
622.005	OPERATING SUPPLIES - COMM CENTER	3,284	3,000	2,250	3,000	3,000
622.100	OPER. SUPPLIES - UNIFORMS	-	2,500	1,360	2,500	2,500
622.500	SUPPLIES - PROG. SERVICES	2,402	6,000	2,500	6,000	6,000
622.501	SUPPLIES - YOUTH LEAGUES	1,557	4,000	1,000	4,000	4,000
622.502	SUPPLIES - ADULT LEAGUES	4,967	7,750	3,000	5,750	7,750
623.500	PRINTING - PROG. SERVICES	183	500	-	500	500
624.500	ADVERTISING - PROG. SVCS.	1,172	1,500	800	3,500	3,500
626.000	SUBSCRIPTIONS & BOOKS	641	600	600	-	-
630.100	T & C - COMM. CNTR.	4,299	4,156	4,156	4,156	4,156
631.100	UTILITIES - ELECTRIC - COMM CNTR	78,539	93,000	59,700	78,000	93,000
632.500	UTILITIES - GAS - COMM CNTR	1,696	1,500	3,750	1,500	1,500
635.100	UTILITIES - WATER COMM CNTR	7,503	9,000	9,825	9,000	9,000
641.000	RENT/LEASE - EQUIPMENT	1,078	1,100	1,100	2,900	2,900
641.100	RENT/LEASE - VEHICLE	-	750	-	750	750
645.500	MAINTENANCE & REPAIR-COMM CNTR	56,529	80,000	56,750	80,000	80,000
646.500	MAINTENANCE & REPAIR- EQPT/M-CC		4,000	1,750	4,000	4,000
646.100	MAINTENANCE & REPAIR- VEHICLE	8,080	5,000	6,520	5,000	5,000
662.000	BANK & MERCHANT SERVICE FEES	9,740	15,534	4,500	10,534	15,534
690.500	INSURANCE - PROGRAM SVCS	2,330	2,700	1,350	2,700	2,700
695.500	HOLIDAY EVENTS	80,816	107,250	113,250	128,750	138,750
695.501	DAY CAMPS	13,630	17,900	7,900	7,500	17,900
695.502	M & O - DISABILITY SERVICES	2,456	4,553	-	3,053	4,553
695.504	M & O - HISTORICAL PROG.	-	500	-	500	500
695.505	M & O - EXCURSIONS	1,020	1,000	-	-	1,000
695.506	TEEN PROGRAMS	12,325	15,477	4,750	-	15,477
695.507	MARATHON 5K	38,972	194,000	75,000	194,000	194,000
695.508	JULY FOURTH CELEBRATION	58,241	58,450	415	38,950	63,450
	Sub-total	**403,458**	**658,500**	**370,696**	**608,823**	**698,200**

CONTRACTUAL SERVICES

CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2021/22 - 2022/23

	DESCRIPTION	CODE NO.
FUND:	General Fund	100
DEPARTMENT:	Community Services	310

		PRIOR YEAR'S ACTUAL FY 19/20	AMENDED BUDGET FY 20/21	YEAR END ESTIMATE FY 20/21	PROPOSED BUDGET FY 21/22	PROPOSED BUDGET FY 22/23
700.000	PROFESSIONAL SERVICES	-	2,500	-	1,000	1,000
720.301	CONTRACT SVCS - PROPERTY MGMT	42,000	42,000	42,000	42,000	42,000
720.302	CONTRACT SVCS - HOMELESSNESS	7,378	15,564	15,564	15,564	15,564
720.303	CONTRACT SVCS - OCTAP	2,246	1,670	1,670	-	-
721.500	CONTRACT SVCS - REC PROGRAMS	97,232	140,000	22,500	115,000	140,000
721.505	JANITORIAL SERVICES	125,884	148,600	76,500	148,600	148,600
	Sub-total	**274,740**	**350,334**	**158,234**	**322,164**	**347,164**
	CAPITAL OUTLAY					
910.500	EQUIPMENT & MACHINERY	4,613	1,500	800	1,500	1,500
930.500	FURNITURE	4,606	6,000	-	-	6,000
	Sub-total	**9,219**	**7,500**	**800**	**1,500**	**7,500**
	TOTAL	**1,705,871**	**2,212,855**	**1,334,813**	**1,906,964**	**2,060,014**

CITY OF LAGUNA HILLS

BIENNIAL BUDGET
FY 2021/22 – 2022/23

DEPARTMENT: PUBLIC SAFETY

DESCRIPTION:

The Public Safety Department includes Police Services, Animal Control, and Emergency Management functions. The Police Services division 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.

Animal Control Services are provided under contract with the City of Mission Viejo. The purpose of this division is to provide pet care, pet recovery, and pet education/training for residents.

The Emergency Management function is responsible for preparing and maintaining an emergency operations plan. This division is also responsible for maintaining the readiness of City staff and promoting an enhanced citywide understanding of emergency preparedness.

MISSION STATEMENT:

Our mission is to provide responsive, professional, and caring law enforcement services to all people in the City of Laguna Hills.

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 Safety Programs, and Explorer Program)

SPECIAL SERVICES
(SWAT, VICE, Hazardous Device Section, Tactical Apprehension Team, Crisis Negotiations Team, Canine Enforcement, Narcotics Enforcement, Direct Enforcement Team, Homeless Outreach Team, School Resource Officer, School Mobile Assessment Response Team, Air Bureau Enhanced Helicopter Support, Gang Suppression, Mounted Patrol, Search and Rescue, and Reserve Bureau)

DEPARTMENT: PUBLIC SAFETY

ANIMAL SERVICES
(Pet Adoption and Related Owner Services, Animal Care, Pet Recovery, Response to Calls for Service, Animal Population Control, Disease Prevention, Mobile Pet Adoption Services, and Local Vaccination Clinics)

EMERGENCY MANAGEMENT SERVICES
(Planning, Training, Response, Recovery, and Mutual Aid Assistance)

MAJOR PLANS:

1. Police motorcycle replacement.

2. Add one (1) Deputy Sheriff position (Special Enforcement Team).

3. Add one (1) Crime Prevention Specialist position.

WORK PROGRAMS:

1. Coordinate with contract vendor regarding the phased installation of Fixed Automatic License Plate Readers (ALPRs) at strategic locations throughout the city to maximize deployment based on current crime trends.

2. Implement a public access Prescription Drug Disposal Program, facilitated at City Hall during normal business hours on a continuous basis.

3. Participate in "National Take Back Day" in partnership with the Drug Enforcement Administration (DEA) to provide outreach and education to City residents regarding the proper disposal of unused prescription medications.

4. Coordinate and host a "National Night Out" event that educates City residents on public safety resources available within the City.

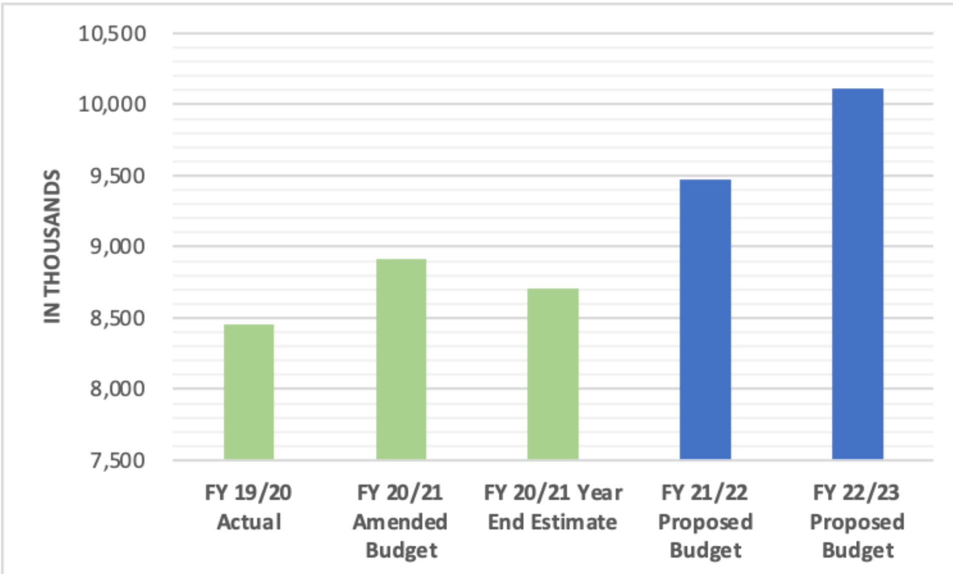
5. Host community outreach and engagement events at a variety of venues throughout the year (e.g. Coffee with a Cop, Pizza with Police, Dogs with Deputies, Bicycle Safety Rodeo, Trick-or-Treat Safety Event, etc.)

6. Revitalize and expand Neighborhood Watch Program and Business Watch Programs.

7. Revitalize, update, and expand the Police Services webpage on the main City website to ensure easy access to information and services in a functional user-friendly format.

DEPARTMENT EXPENDITURE GRAPH:

DEPARTMENT: PUBLIC SAFETY



CITY OF LAGUNA HILLS
BIENNIAL BUDGET
FISCAL YEAR 2021/22 - 2022/23

	DESCRIPTION	CODE NO.
FUND:	General Fund	100
DEPARTMENT:	Public Safety	420

		PRIOR YEAR'S ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	PROPOSED BUDGET	
		FY 19/20	FY 20/21	FY 20/21	FY 21/22	FY 22/23
	MAINTENANCE AND OPERATIONS					
610.000	MEMBERSHIPS AND DUES	265	190	340	400	400
611.000	TRAINING AND EDUCATION	2,453	3,000	3,000	2,750	5,000
613.100	VEHICLE - FUEL	1,746	-	1,500	2,000	2,000
621.000	COMPUTER SUPPLIES	411	-	87	2,000	500
622.000	OPERATING SUPPLIES	11,074	7,000	7,000	8,500	10,000
622.400	OPERATING SUPPLIES - EMERGENCY	758	1,500	1,500	3,000	3,000
646.000	MAINTENANCE & REPAIR- EQUIP/MACH	17,859	16,000	16,000	18,000	20,000
646.100	MAINTENANCE & REPAIR- VEHICLE	6,655	-	5,000	5,000	5,000
650.000	MINOR EQUIPMENT	-	-	-	1,000	1,000
695.000	COMM. EVENTS/PUBLIC RELATIONS	2,275	10,000	4,000	12,000	15,000
	Sub-total	**43,496**	**37,690**	**38,427**	**54,650**	**61,900**
	CONTRACTUAL SERVICES					
720.401	ANIMAL CONTROL & SHELTER SERVICES	206,556	224,000	224,000	236,880	242,780
720.800	GENERAL LAW ENFORCEMENT	8,094,639	8,498,927	8,298,409	8,985,027	9,651,658
720.821	TRAUMA INTERVENTION PROGRAM	3,641	4,600	4,600	4,600	4,600
720.822	CROSSING GUARD SERVICES	61,638	95,213	95,213	95,213	95,213
720.823	PARKING CITATION PROCESSING	23,905	30,000	30,000	30,000	30,000
720.835	FINGERPRINT IDENTIFICATION SVCS	18,036	18,032	18,032	14,794	20,000
	Sub-total	**8,408,415**	**8,870,772**	**8,670,254**	**9,366,514**	**10,044,251**
	CAPITAL OUTLAY					
900.000	VEHICLES	-	-	-	35,000	-
910.000	EQUIPMENT & MACHINERY	4,613	-	-	5,000	5,000
930.000	FURNITURE	-	2,000	2,000	10,000	2,000
	Sub-total	**4,613**	**2,000**	**2,000**	**50,000**	**7,000**
	TOTAL	**8,456,524**	**8,910,462**	**8,710,681**	**9,471,164**	**10,113,151**

CITY OF LAGUNA HILLS
Six Year Capital Improvement Program
Project Summary

Project No.	Project	Total Cost	Fiscal Year 2021/22	Fiscal Year 2022/23	Fiscal Year 2023/24	Fiscal Year 2024/25	Fiscal Year 2025/26	Fiscal Year 2026/27	Future
	Street, Signals and Lighting								
101	Annual Street Maintenance	$ 11,600,000	$ 2,900,000	$ -	$ 2,900,000	$ -	$ 2,900,000	$ -	$ 2,900,000
112	Traffic Signals	1,000,000	-	-	-	-	-	-	1,000,000
139	Cabot Widening - La Paz to Paseo de Valencia	3,500,000	-	-	-	-	-	-	3,500,000
145	Paseo de Valencia Widening	9,000,000	-	-	-	-	-	-	9,000,000
168	Traffic Signal Improvements/Coordination Projects	325,000	100,000	-	75,000	-	75,000	-	75,000
170	Access Ramp Construction - Citywide/Transition Plan	4,600,000	-	-	100,000	-	-	-	4,500,000
171	La Paz Road Sidewalk Widening	1,500,000	-	-	-	-	-	-	1,500,000
178	South Moulton Pavement Rehabilitation (VIA Lomas to SCL)	2,000,000	-	-	-	-	-	-	2,000,000
181	Oso Parkway Pavement Rehabilitation (Cabot to WCL)	2,000,000	-	-	-	-	-	-	2,000,000
182	Lake Forest Drive Pavement Rehabilitation (ECL to WCL)	2,000,000	-	-	-	-	-	-	2,000,000
183	Avenida Carlota Pavement Rehabilitation (El Toro Rd to Los Alisos Blvd)	1,000,000	-	-	-	-	-	-	1,000,000
184	La Paz Road Widening (McIntyre to Cabot)	2,100,000	-	100,000	-	-	-	-	2,000,000
185	Replacement of ISNS & Cameras at all Traffic Signal Locations	375,000	-	-	125,000	-	125,000	-	125,000
	Sub-Total	**$ 41,000,000**	**$ 3,000,000**	**$ 100,000**	**$ 3,200,000**	**$ -**	**$ 3,100,000**	**$ -**	**$ 31,600,000**

CITY OF LAGUNA HILLS
Six Year Capital Improvement Program
Project Summary

Project No.	Project	Total Cost	Fiscal Year 2021/22	Fiscal Year 2022/23	Fiscal Year 2023/24	Fiscal Year 2024/25	Fiscal Year 2025/26	Fiscal Year 2026/27	Future
Streetscape									
301	Alicia Parkway Median Islands Landscape Rehabilitation	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000,000
305	La Paz Median Islands	3,700,000	-	-	-	-	-	-	3,700,000
307	Entry Monuments	750,000	-	-	-	-	-	-	750,000
312	Paseo de Valencia Median Island Rehabilitation	3,500,000	-	-	-	-	-	-	3,500,000
314	Paseo de Valencia Median Islands	2,250,000	-	-	-	-	-	-	2,250,000
315	Rehabilitation of Oso Median Islands	3,000,000	-	-	-	-	-	-	3,000,000
322	Rehabilitation of Moulton Median Island	2,500,000	-	-	-	-	-	-	2,500,000
323	Rehabilitation of Laguna Hills Drive Median Island	900,000	-	-	-	-	-	-	900,000
324	Rehabilitation of La Paz Median Island	1,250,000	-	-	-	-	-	-	1,250,000
325	Ridge Route Median Islands - Santa Vittoria to Moulton Pkwy	2,250,000	-	-	-	-	-	-	2,250,000
326	Laguna Hills Drive Median Islands and North Parkway	750,000	-	-	-	-	-	-	750,000
330	Alicia Pkwy & Paseo de Valencia Street Tree Program	750,000	-	-	-	-	-	-	750,000
331	Synthetic Landscape Turf Median Islands	1,000,000	-	-	-	-	-	-	1,000,000
333	Ridge Route Medians - Moulton Pkwy to Avenida de la Carlota	2,500,000	-	-	-	-	-	-	2,500,000
334	Aliso Hills Drive North Down Slope	1,000,000	-	-	-	-	-	-	1,000,000
335	La Paz Road South Side Slope Renovation	5,500,000	-	-	-	-	-	-	5,500,000
336	Palermo and Taranto Slope Renovation	300,000	-	-	-	-	-	-	300,000
337	San Remo Drive Slope Renovation	800,000	-	-	-	-	-	-	800,000
338	Paseo De Valencia East and West Parkway Renovation	800,000	-	-	-	-	-	-	800,000
339	Paseo de Valencia Southwest Parkway Renovation	650,000	-	-	-	-	-	-	650,000
	Sub-Total	**$ 35,150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 35,150,000**

CITY OF LAGUNA HILLS
Six Year Capital Improvement Program
Project Summary

Project No.	Project	Total Cost	Fiscal Year 2021/22	Fiscal Year 2022/23	Fiscal Year 2023/24	Fiscal Year 2024/25	Fiscal Year 2025/26	Fiscal Year 2026/27	Future
Flood Control & Water Quality									
403	Storm Drain/Slope Repairs	$ 200,000	$ 50,000	$ -	$ 50,000	$ -	$ 50,000	$ -	$ 50,000
406	F23 Canada Channel (Veeh Park)	750,000	-	-	-	-	-	-	750,000
407	Aliso Creek Watershed	500,000	-	-	-	-	-	-	500,000
410	NPDES / Water Quality Program	1,400,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
411	Largo Storm Drain Improvements (secondary outlet)	500,000	-	-	-	-	-	-	500,000
412	Water Quality (2) Improvements	1,000,000	250,000	-	250,000	-	250,000	-	250,000
413	Oso Parkway Wetlands	500,000	-	-	-	-	-	-	500,000
	Sub-Total	**$ 4,850,000**	**$ 500,000**	**$ 200,000**	**$ 500,000**	**$ 200,000**	**$ 500,000**	**$ 200,000**	**$ 2,750,000**
Parks									
234	Aliso Hills Park	$ 3,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000,000
237	Park Refurbishment Project	240,000	240,000	-	-	-	-	-	-
238	Community Center and Sports Complex Field Renovations	775,000	50,000	225,000	-	250,000	-	250,000	-
241	General Park Renovations	6,550,000	-	300,000	-	350,000	-	400,000	5,500,000
New	Restoration of Various Parks	6,500,000	-	-	500,000	500,000	500,000	500,000	4,500,000
New	Recreation Facilities Needs Assessment	75,000	-	-	75,000	-	-	-	-
	Sub-Total	**$ 17,140,000**	**$ 290,000**	**$ 525,000**	**$ 575,000**	**$ 1,100,000**	**$ 500,000**	**$ 1,150,000**	**$ 13,000,000**
Public Facilities									
505	Civic Center Renovations	$ 150,000	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ 100,000
506	Skate Facility Enhancements	400,000	-	-	-	-	-	-	400,000
508	Equipment & Supply Storage Building	600,000	-	-	-	-	-	-	600,000
510	Public Art Program - Civic Center	350,000	-	350,000	-	-	-	-	-
513	Community Center Renovation	300,000	-	100,000	-	100,000	-	100,000	-
514	Sports Complex Renovations	425,000	-	100,000	125,000	100,000	-	100,000	-
515	Community Center and Sports Complex Energy Efficient Field Lights	-	-	-	-	-	-	-	-
New	Holiday Pavilion Landscaping			-	50,000				
New	Automated License Plate Readers	150,000	-	-	-	150,000	-	-	-
	Sub-Total	**$ 2,375,000**	**$ 50,000**	**$ 550,000**	**$ 175,000**	**$ 350,000**	**$ -**	**$ 200,000**	**$ 1,100,000**

CITY OF LAGUNA HILLS
SIX YEAR CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY

PROJECT NO.	PROJECT	TOTAL COST	FISCAL YEAR 2021/22	FISCAL YEAR 2022/23	FISCAL YEAR 2023/24	FISCAL YEAR 2024/25	FISCAL YEAR 2025/26	FISCAL YEAR 2026/27	FUTURE
TRAILS AND OPEN SPACE									
601	Trails Master Plan - Other Projects	$ 3,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000,000
606	Trail Head Plazas	1,250,000	-	-	-	-	-	-	1,250,000
607	Aliso Hills Channel Pedestrian Crossing JO5PO3	500,000	-	-	-	-	-	-	500,000
608	Multi-use Trail - Alicia to La Paz	4,500,000	-	-	-	-	-	-	4,500,000
609	Multi-use Trail - Community Center to Indian Hill	900,000	-	-	-	-	-	-	900,000
610	Loop Trails in Alicia Open Space	500,000	-	-	-	-	-	-	500,000
611	La Paz Multi-use Trail - Alameda to Paseo de Valencia	10,000,000	-	-	-	-	-	-	10,000,000
612	Alicia Pedestrian Bridge at Trail	1,500,000	-	-	-	-	-	-	1,500,000
613	Trail along SJHTC	400,000	-	-	-	-	-	-	400,000
614	Alicia Open Space Landscaping	16,500,000	-	-	-	-	-	-	16,500,000
615	La Paz Open Space Riparian Habitat- Alameda to Paseo de Valencia	12,500,000	-	-	-	-	-	-	12,500,000
616	Aliso Hills Area Open Space	5,000,000	-	-	-	-	-	-	5,000,000
617	Oso Parkway Open Space Landscape	8,500,000	-	-	-	-	-	-	8,500,000
618	Ridge Route Open Space	900,000	-	-	-	-	-	-	900,000
619	Slope Renovation South of Aliso Creek	900,000	-	-	-	-	-	-	900,000
620	Miscellaneous Landscape Renovations - Various Areas	2,000,000	-	-	-	-	-	-	2,000,000
621	Recycled Water Conversions	1,000,000	-	-	-	-	-	-	1,000,000
New	Luna Bonita Slope Renovation	1,200,000	200,000	-	-	-	-	-	1,000,000
	Sub-Total	**$ 71,050,000**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 70,850,000**
	Grand Total	**$ 171,615,000**	**$ 4,040,000**	**$ 1,375,000**	**$ 4,450,000**	**$ 1,650,000**	**$ 4,100,000**	**$ 1,550,000**	**$ 154,450,000**

City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: May 11, 2021

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Deputy City Manager

ISSUE: City Council Member Proposed Work Programs for the 2021-2023 Biennial Budget

RECOMMENDATION: That the City Council receive and file the report.

SUMMARY:

As part of the budget development process, City Council members were provided with the opportunity to submit proposals for evaluation and rating at the April 20, 2021, Budget Study Session. City Council Members submitted a total of 15 proposals of which five (5) ultimately received the requisite rating for inclusion in the 2021-2023 Biennial Budget. There was one proposal that could be addressed with staff's current work efforts of updating the City website. Additionally, the current 2019-2021 Biennial Budget included seven Council-initiated proposals. In light of the COVID-19 crisis and budget savings measures, a total of five (5) work programs in the current budget were deferred. These deferred work programs and proposals have been included in the 2021-2023 Biennial Budget.

BACKGROUND:

As is the practice of the City, the City Council set aside time at the April 20, 2021, Budget Study Session, to review and evaluate proposed budget work programs submitted by individual City Council Members. The City Council evaluated a total of 15 new proposals submitted by Council Members for inclusion in the 2021-2023 Biennial Budget. Ultimately, five proposals met the threshold of an average rating of 1.4 or higher or received a rating of "2" by at least three Council members. As such, these proposals have been included in the City Manager's proposed 2021-2023 Biennial Budget.

1. Explore the use of goats on the slopes to eat vegetation for weed abatement.

   Evaluating the use of goats on City slopes can be accomplished at a minimal cost and will be compared with the existing weed abatement budget allocation.

2. Display the national motto of "In God We Trust."

   Researching and evaluating the use and display of the national motto can be accomplished at a minimal cost.

3. The Laguna Hills 30th Anniversary celebration.

   There is a total of $30,000 included in the proposed Biennial Budget for acknowledgement of the City's 30th anniversary. Also included in the budget is an additional $5,000 for an enhanced 4th of July fireworks show to celebrate the milestone anniversary.

4. Enhance community involvement during the Holiday season.

   Enhancing community involvement during the Holiday season can be accomplished as a minimal cost, which can be absorbed within the proposed budget. It is anticipated this will include, but is not limited to, collaboration with Laguna Hills High School and performance academies throughout the City.

5. Capital Improvement Project – Holiday tree at Community Center.

   A new CIP has been added under Public Facilities titled Holiday Pavilion Landscaping in Year 3 (FY 2023/24) of the CIP plan. A total of $50,000 has been budgeted for this project at that time.

Additionally, the City Council authorized moving forward with development of a texting service to allow residents to receive alerts and information regarding City events and activities, as well as providing the capability to report repair requests. Staff indicated that the feature will be incorporated within the update of the website, currently in process, and did not need to be a separate work program.

2019/2021 Deferred Work Programs

At the March 23, 2019, the City Council approved a total of seven proposals for inclusion in the current 2019-2021 Biennial Budget.

In light of the local impacts of the global pandemic this past year and its aftermath, the City faced numerous unforeseen obstacles. Mandatory stay-at-home orders forced the City to quickly shift operations to keep its employees and the public safe while continuing to provide quality services to the community. The resulting economic recession led to a significant decrease in the City's tax base, and revenue sources; sales tax and transient occupancy tax were greatly reduced. Consequently, a number of budget savings measures were enacted totaling over $1.9 million, including the deferral of budgeted proposals and work programs. Specifically, the following budgeted proposals were deferred:

- Installation of electronic community reader board
- Prescription Disposal Program
- Memorial Program for purchasing of street signs, stop signs, or park benches with a trash can by constituent/business
- Homeowner Recognition Program
- Recognition of residents and businesses in City Views

As directed by the City Council at the March 23, 2019, City Council meeting and reaffirmed at the recent April 20, 2021, City Council meeting, these budget proposals have been included as work programs in the 2021-2023 Biennial Budget.