



CITY OF TUSTIN

2023-25

BIENNIAL BUDGET



Remembering what connects us.

FY 2023-2025 BIENNIAL BUDGET

JUNE 20, 2023

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INTRODUCTION



City Manager's Transmittal Letter

Honorable Mayor and Members of the City Council:

It is my pleasure to present the City of Tustin's Biennial Operating Budget and Capital Improvement Program (CIP) for Fiscal Years 2023-2025. The Budget and CIP provides a funding road map for the next two fiscal years that enables us to continue to provide effective, high-quality public services that foster safety, quality of life, and economic vitality throughout our community.

The Budget is designed to support annual workplans that achieve the following five "desired (long-term) outcomes" as set forth by the City Council. The "desired outcomes" each have their own long-term schedule, and are not intended to be completed within the time frame of the 2023-2025 budget period. Instead, the purpose of the desired outcome statements, is to serve as a clear and specific vision for which a path forward may be charted. The proposed budget allocates resources which serve to implement each of the following:

- ❖ Legacy: Complete Build-Out of the Tustin Legacy Specific Plan as soon as possible consistent with the City's Disposition Manual.
- ❖ Old Town: Make Old Town a destination for community gatherings, economic activity, and desirable location for real property development.
- ❖ Pacific Center East: Prioritize the disposition of City-owned property in Pacific Center East and invest that value in other Council priorities, and ensure that each disposition includes time commitments to put the sites to uses acceptable to the Council.
- ❖ Red Hill Corridor: Maximize real property development opportunities to increase housing supply and commercial space for businesses retention and attraction, enhance public improvements and beautification.
- ❖ Housing: Provide policy information and options related to all types of housing needs and potential opportunities to increase the City's housing stock.

In addition to the statements above, the City will continue to focus its resources toward providing superior public safety, community programs and public infrastructure, such as roads and parks.

General Fund revenue is projected to be \$86 million and \$88 million respectively for Fiscal Years 2023-2024 and 2024-2025. Seventy percent (70%) of the City's General Fund revenues come from sales and property taxes. Over the past four years, the City's sales tax revenue has increased by more than 30%, fueled by strong growth in major sectors such as autos and transportation, general consumer goods, restaurants and hotels, and the state and county pools. Looking ahead to the next two years, while strong job numbers and low unemployment rates allow consumer spending to continue, inflation concerns for essential goods and services and higher financing costs have caused consumers to monitor their financial situation more closely. As a result, sales tax revenue is projected to be flat in Fiscal Year 2023-2024 and a small 2.5% increase in Fiscal Year 2024-2025.

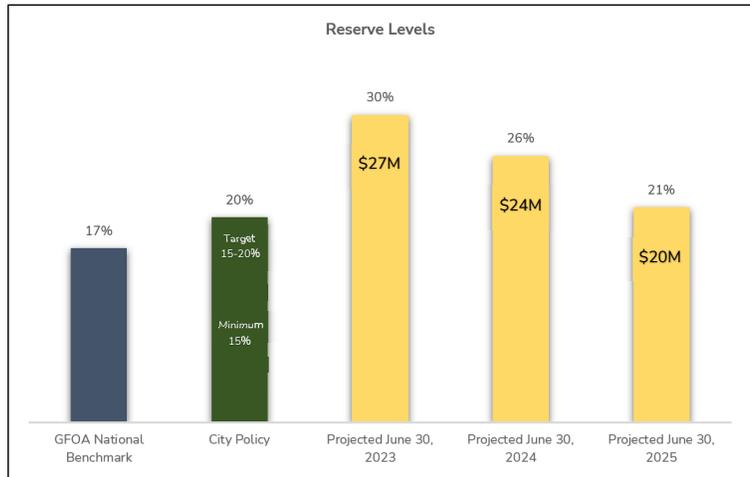
Property Tax revenue is projected to continue to grow at a stable pace of 3.5% to 4.5% annually largely due to changes in ownership, development throughout the City, and the 2% Proposition 13 inflation adjustment.

General Fund expenditures are projected to be \$90 million and \$92 million respectively for Fiscal Years 2023-2024 and 2024-2025. The FY 2023-2024 General Fund total expenditure is approximately \$40,000 higher than the amended FY 2022-2023 General Fund expenditure budget, excluding the \$3.8 million General Fund loan to the Water Fund that the City Council approved in May 2023. The FY 2024-2025 General Fund total expenditure is \$2 million or 2% higher than the FY 2023-2024 General Fund total expenditure.

Forty-nine percent (49%) of the General Fund's budget is allocated for Police and Fire Services. Eighteen percent (18%) of the General Fund's budget is allocated to the Public Works Department for City's buildings, streets, parks, and landscaping. Major increases impacting the General Fund's expenditures across all departments are compensation-related costs from labor agreement obligations and new position requests, as well as service contracts due to inflationary adjustments.



General Fund reserves are projected at \$24 million and \$20 million respectively at the end of Fiscal Years 2023-2024 and 2024-2025, which provide for the necessary level of reserves that are expected to be required to cover years where operating expenditures exceed operating revenues. These reserve levels equate to 26% and 21% of the General Fund operating expenditures, which exceed the Government Finance Officers Association’s national benchmark and also the City Council’s reserve target range.



Pension Paydown

Pension benefits are funded by employee contributions, City contributions, and CalPERS investment earnings. When CalPERS falls short of the expected rate of return (currently 6.8%) it results in an unfunded accrued liability (“UAL”), and the City is responsible for making up the shortfall.

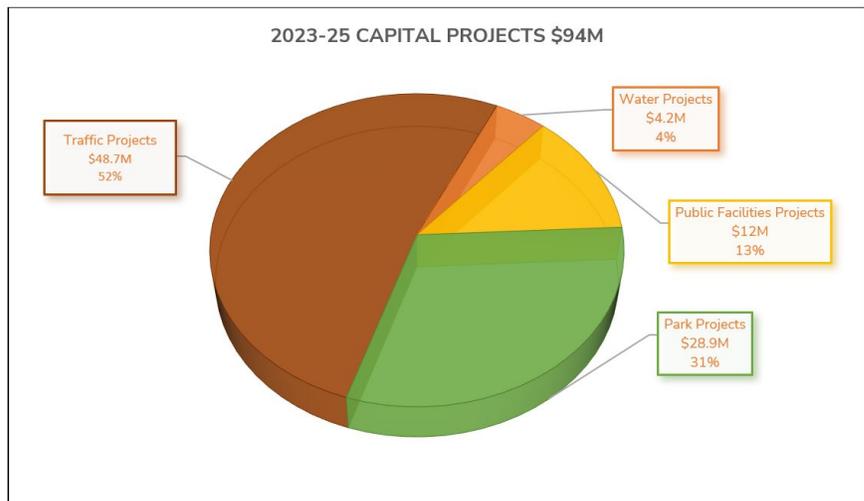
In accordance with the City’s Pension Funding Policy, the Budget reflects an additional discretionary payment of \$2 million to CalPERS, which is in addition to the \$6 million that is required to be paid each year to CalPERS for the City’s UAL. In addition, a \$2 million contribution to the City’s PARS Pension Trust is also reflected in the Budget. If the City continues to make these additional contributions of \$2 million each year to the Pension Trust and an additional discretionary payment of \$2 million to CalPERS, the City expects to achieve a 90% funded status in six years and expects to be fully funded in 2034, assuming CalPERS earns 6.8% on average over the next 11 years.

Tustin CARES and ARPA Fund Update

The City continues its Tustin CARES program using the American Rescue Plan Act (ARPA) funds allocated to the City, which total \$19.4 million. Over the past two years, the City distributed over \$4.5 million in ARPA funds to provide multiple rounds of grants to support local small businesses and non-for-profit organizations. The City also provided meal gap assistance to over 2,600 vulnerable households. Additionally, the City applied \$7.3 million in ARPA funds to replace lost revenue that funded public safety and the Tustin Temporary Emergency Shelter’s operation. The remaining ARPA funds are allocated toward the continuation of the small business and non-for-profit grant programs, addressing pandemic-related response, relief, and reinvestments, as well as replacing lost revenues.

Capital Improvement Program (CIP)

The CIP for Fiscal Years 2023-2024 and 2024-2025 total approximately \$57 million and \$37 million respectively. The CIP budget includes funding for traffic and street improvements, water projects, park projects, and improvements to public facilities.



Conclusion and Final Comments

The Budget for Fiscal Years 2023-2024 and 2024-2025 allocates resources to fund and maintain the level of services and programs important to the community as well as addresses the priorities of the City Council. I would like to thank all City staff for their hard work and ongoing dedication



and the City Council for its leadership and support as we work together to continue to provide effective, high-quality public services that foster safety, quality of life, and economic vitality throughout our community.

Respectfully submitted,

Matthew S. West
City Manager



City of Tustin – A Profile

The City of Tustin is located in the central part of Orange County, about forty miles southeast of Los Angeles and eighty miles north of San Diego, at the intersection of the 5 and 55 Freeways. Tustin covers over eleven square miles adjacent to the cities of Orange, Santa Ana, and Irvine.



In the early 1800s, the land where Tustin now stands was part of a large Spanish land grant known as Rancho Santiago de Santa Ana. The ranch was used for grazing cattle and sheep, and the surrounding area was largely agricultural.

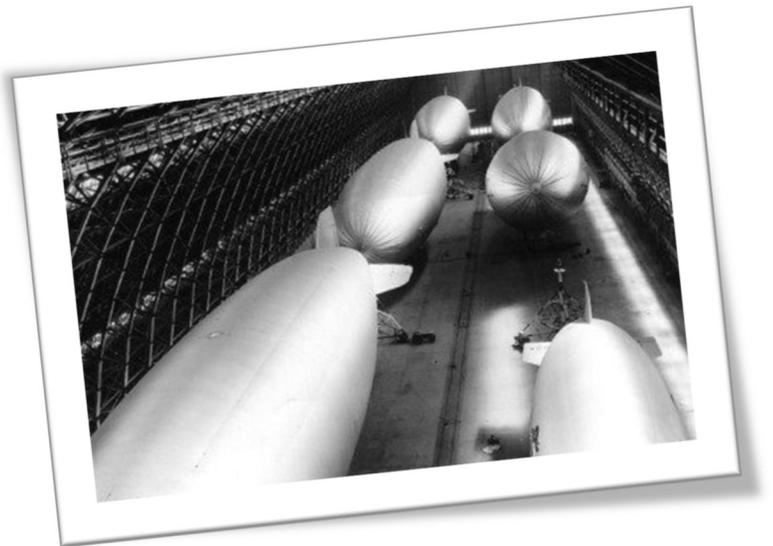
In the late 1800s, a group of pioneers, led by Columbus Tustin, began to settle in the area. They established a small community and began farming the land, primarily growing grapes and apricots. The community became known as Tustin City, named after its founder.

By the early 1900s, Tustin had become a bustling town with a growing population. In 1927, the town was incorporated as a city, and the Tustin City Council

was formed. Over the next few decades, Tustin continued to grow and develop, with the construction of new homes, schools, and businesses.

During World War II, Tustin played an important role in the war effort. The Tustin Marine Corps Air Station was established in 1942, and the base became a major hub for military operations in the Pacific Theater. The base was used for aircraft maintenance and repair, and it also served as a training facility for pilots and other military personnel.

After the war, Tustin continued to thrive. The city's population grew rapidly, and new housing developments were built to accommodate the influx of new residents. In the 1960s and 70s, Tustin underwent a major transformation as the city began to urbanize. The downtown area was redeveloped, and new shopping centers and commercial developments were built.



Today, Tustin is a bustling suburban city with a population of under 80,000 people. The city is home to a diverse community of residents, and it boasts a thriving economy and a rich cultural heritage. Tustin's history is a testament to the resilience and determination of its residents, who have worked tirelessly to build a strong and prosperous community over the years.

As a full-service City, Tustin provides police, street and park maintenance, water, recreation, traffic/transportation, public improvements, economic development, planning, zoning, and general administrative services. The City contracts with the Orange County Fire Authority for fire suppression and emergency medical services. Also included in the City's overall operations are the Tustin Public Financing Authority and the City of Tustin Housing Authority (Housing Authority).



A Changing Local Government – 2022 Introduces Tustin to Districting

The City was incorporated under the General Laws of the State of California in 1927 and is governed by a five-member elected City Council. The Council/Administrator form of city government was adopted in 1965 and modified to the Council/City Manager form in 1981. Council members serve staggered, four-year terms, with a two consecutive term limit. The Mayor was selected by the City Council from among its membership and served a one-year term. The City Manager is appointed by the City Council to carry out the policies and direction of the City Council, oversee the day-to-day operations of the City, and appoint department directors. In 2021, the City code was amended to implement by-district elections for four council members and established the Office of the Mayor to be elected at-large. In November 2022, a Council Member for Council District 3 and Mayor were elected in the general municipal election. Council Members for Council Districts 1, 2, and 4 will be elected in the general municipal election in November 2024.

Tustin: Who We Are, by the Numbers.

The State of California Department of Finance has estimated the City's January 1, 2023 population at 79,558, virtually flat compared to the 2022 estimate of 79,535. Most cities in Orange County showed minor decreases in population, with the County of Orange total population experiencing a 0.47% decrease.

The 2023 projected median age for a Tustin resident is 35.5 years. Tustin is well educated, with 45% of the population holding a Bachelor's Degree or higher. Home ownership in Tustin checks in at 49.7%. Our average household income is just over \$116,000.

Tustin: Remembering What Connects Us.

In 2021 City staff embarked on a mission to review the City's brand and tagline to ensure it best represents Tustin's rich heritage of agriculture & military history while honoring & recognizing the City's unified, diverse, and inspiring future. To accomplish this staff met with the City Council, our community partners, and Tustin residents. Through the time & energy of meeting with all these groups a vision emerged that became crystal clear. We needed to modernize our brand for the future while continuing to cherish what made us Tustin.

The City's new logo (below) creates a visual bond to our rich heritage of agriculture & military history and points us in the direction of a growing future. It also perfectly illustrates the strong sense of community, partnerships, and collaboration that Tustin is known for and continues to call people back. *This is our Tustin.*



Remembering what connects us.



Tustin City Council

Tustin has a Council-Manager form of government which consists of an elected Mayor & City Council responsible for policy making, and a professional City Manager, appointed by the Council. The City Council is a five-member governmental body that includes the Mayor, Mayor Pro Tem, and three Council Members.

Its duties as a General Law city include approval of the Budget and oversight of the financial affairs of the City. The City Council has the power to:

- Act on program and administrative recommendations of City staff.
- Adopt ordinances and resolutions.
- Appropriate funds and approve contracts.
- Establish policy and approve programs.
- Make appointments to advisory boards and commissions.
- Respond to concerns and needs of residents.

City Council Members



Mayor
Austin Lombard



Mayor Pro Tem
Letitia Clark



Council Member
Ryan Gallagher



Council Member
Rebecca "Beckie"
Gomez



Council Member
Ray Schnell



City Council Priorities

		
Legacy <i>Complete Build-Out of the Tustin Legacy Specific Plan as soon as possible consistent with the City's Disposition Manual.</i>	Old Town <i>Make Old town a destination for community gatherings, economic activity, and a desirable location for real property development.</i>	Pacific Center East <i>Prioritize the disposition of City-owned property in Pacific Cener East and invest that value in other Council priorities, and ensure that each disposition includes time commitments to put the sites to uses acceptable to Council.</i>

	
Red Hill Corridor <i>Maximize real property development opportunities to increase housing supply and commercial space for businesses retention and attraction, enhance public improvements and beautification.</i>	Housing <i>Provide policy information and options related to all types of housing needs and potential opportunities to increase the City's housing stock.</i>



Boards, Commissions, and Committees

Members are appointed by the City Council and serve as channels for conveying to the City Council a sense of the community's sentiments on existing and future legislation and/or projects. Appointed members are uniquely positioned to provide the Council and City staff with invaluable insight and information for fact-based decision making. As such, members perform an invaluable public service by broadening the forum for community input and enhancing the processes of a representative democracy.

Audit Commission

The Audit Commission consists of 5 members, at least 3 of whom shall be registered voters of the City during all times they hold office and 2 of whom may be registered voters within the area served by the Tustin Water Department, but outside the City. Terms are for 4 years.

The Audit Commission shall perform duties of oversight, review, investigation, and reporting and shall provide recommendations to the City Council on matters of finance, investments, and audit as shall be prescribed by the City Council from time to time. Current Commission members are:

Commission Members	Appointed	Term Expiration
Jered Elmore, Chair	April 6, 2021	March 1, 2025
John Wende, Chair Pro Tem	April 6, 2021	March 1, 2025
Dan Erickson	April 4, 2023	March 1, 2027
Adrian Henson	April 4, 2023	March 1, 2027
Kristin Manna	April 4, 2023	March 1, 2027

Building Board of Appeals

Members shall be residents and registered voters of the City during all times they hold office. The Board also shall consist of members who are qualified by experience and training to pass upon matters pertaining to building construction, fire protection, or standard waterworks practices. Preference shall be given to those individuals who possess state licenses or certificates in the field of engineering, construction, or related professions or trades. Pursuant to Health and Safety Code section 199575, at least 2 members of the Board shall be physically disabled.

The Building Board of Appeals will hear appeals of determinations made by the City's Building Official which may arise during plan check or construction inspection. Individuals experienced or trained in the interpretation of Building Codes or experienced in construction are highly desirable. Current Board members are:

Board Members	Appointed	Term Expiration
John Aguilera	April 4, 2023	February 5, 2027
Wendy Brough	April 6, 2021	February 5, 2025
Kyle Domer	April 4, 2023	February 5, 2027
Scoba Rhodes	April 4, 2023	February 5, 2027
<i>Vacancy</i>		

Chief's Advisory Board

The number of members of the Chief's Advisory Board should be at least 12 persons, but not more than 20 persons. The Chief's Advisory Board shall be composed of a cross-section of the community. Invitations to prospective members will be sent by the Office of the Chief of Police.



The Tustin Police Department is committed to a Policing Model of Community Governance. To that end, the mission of the Chief's Advisory Board is to act as a resource for the Chief in the formation of strategies, development of policing concepts and increasing public awareness regarding policy issues.

The policy of the Tustin Police Department is to establish and maintain a Chief's Advisory Board. The goal of the Chief's Advisory Board is to provide a forum for police-community interaction to address public safety and related issues in order to further enhance the quality of life in our community. In doing so, the Chief's Advisory Board is intended to reinforce our elected values of the PRIDE concept:

- P: Partnership
- R: Respect
- I: Innovation
- D: Dedication
- E: Excellence

The primary purpose of the Chief's Advisory Board is to provide a forum with key stakeholders regarding law enforcement policies within the community and is comprised of a diverse cross-section of community activists, business leaders and citizens representing both Tustin and the greater Orange County area.

Community Services Commission

The Community Services Commission shall consist of 5 members who shall be registered voters of the City during all times they hold office. Appointment terms are 4 years.

The purpose of this Commission is to advise the City Council on matters pertaining to the activities of the Parks and Recreation Department, excluding daily administrative operations. The Commission's responsibilities include:

- Advising on parks, park design and development, recreation, and community services.
- Advising on planning relating to the construction and renovation of capital facilities.
- Oversight of Senior Advisory Board and Special Events Committees.
- Receiving community input concerning parks, open space, and recreation activities.
- Advising on public art projects proposed by the Public Art Commission.

Current Commission members are:

Commission Members	Appointed	Term Expiration
Stephen Kozak, Chairperson	April 14, 2021	March 1, 2025
Ken Henderson, Chair Pro Tem	April 4, 2023	March 1, 2027
Donna Marsh Peery	April 14, 2021	March 1, 2025
Amy Nakamoto	April 4, 2023	March 1, 2027
Laseanda Wesson	April 14, 2021	March 1, 2025

Planning Commission

The Planning Commission shall consist of 5 members who shall be registered voters of the City during all times they hold office. Appointment terms are 4 years.

The Planning Commission's primary responsibilities include:

- Considering and making recommendations to the City Council on zoning map and zoning ordinance changes.



- Considering other policies and programs affecting development and land use in Tustin for final City Council action.
- Preparing and making recommendations to the City Council on the City's Comprehensive Plan regarding development.
- Reviewing and making recommendations to the City Council on subdivisions, on appeals on variances and use permits.

Current Commission members are:

Commission Members	Appointed	Term Expiration
Steve Kozak, Chair	April 6, 2021	March 1, 2025
Eric Higuchi, Chair Pro Tem	April 6, 2021	March 1, 2025
Amy Mason	April 4, 2023	March 1, 2027
Dave Mello	April 6, 2021	March 1, 2025
Tanner Douthit	April 4, 2023	March 1, 2027

Public Art Commission

The Public Art Commission shall consist of 5 members who shall be registered voters of the City during all times they hold office. Appointment terms are 4 years.

The purpose of this commission is to advise the City Council on matters pertaining to public art. The commission's responsibilities include:

- Advising on planning and policy matters relating to the construction and renovation of public art.
- Evaluating artwork, including artwork proposed to be gifted to the City.
- Planning and commissioning public art.
- Receiving community input concerning public art.
- Seeking grant funding and donors for each project and building partnerships and collaborations with non-profit organizations.

The Public Art Commission (PAC) is the formal body responsible for implementing the Public Art Program. Responsibilities include attending all public art planning and review meetings, exercising judgment that is fair and consistent with the policy guidelines, advising the City Council on all public art related issues, and upholding the reputation and integrity of the Public Art Program and the City of Tustin. The Commission will seek grant funding and donors for each project and build partnerships and collaborations with non-profit organizations.

The Commission is encouraged to solicit funding from developers and corporations to assist with funding public art projects. The Commission will make recommendations to the Community Services Commission and the City Council regarding commissioned or gifted public art. Current Commission members are:

Commission Members	Appointed	Term Expiration
Scott McMillin, Chair	February 4, 2020	July 17, 2024
Janet Lomax, Chair Pro Tem	March 17, 2020	July 17, 2024
Meg Gullo	April 5, 2022	July 17, 2026
Erin Bruner	April 5, 2022	July 17, 2026
Medha Paliwal	June 21, 2022	July 17, 2026



Senior Advisory Board

The purpose of the Senior Advisory Board is:

- To support and advise the Senior Center staff on matters of special interest and needs of the seniors in the Tustin area.
- To develop and maximize fund raising projects and activities to support educational, recreational and social programs for the Tustin area senior community.
- To promote a positive endorsement and attitude to the community regarding the Senior Center.
- To identify and review major issues affecting the programs and policies relevant to the seniors.
- To support and promote the development of higher standards and better-quality programs for seniors.

Current Board members are:

Board Members
Sherry Geyer, Chairperson
Ken Higman, Vice Chair
Anne Lastimado, Member
Amy Nakamoto, Member
Laura Waite, Member-at-Large

Tustin Tiller Days and Tustin Street Fair & Chili Cook-Off Committees

The City of Tustin also utilizes numerous volunteers to work along with City staff to put on our annual events. Tustin Tiller Days and the Tustin Street Fair & Chili Cook-Off both have active committees that are integral to making these events the enormous success that they are each year.





BUDGET PROCESS



The Budget Process

The City of Tustin has a biennial budget process, with funds appropriated annually for the fiscal year which begins in July and ends in June of the following year. Our approach is to connect the Council’s priorities and annual financial plan for operations and capital improvements.

This process enables us to direct our resources towards programs and activities with the greatest potential to successfully achieve our Vision and Purpose.

Budget Calendar

The 2023-25 budget represents a new biennial budget cycle for the City. The adoption of the biennial budget will establish the baseline for the 2023-24 & 2024-25 fiscal years.

The 2023-25 budget cycle presents both opportunity and challenges. The City’s Capital Improvement Program demonstrates an eye on the future while balancing the needs of our residents & businesses. Our challenges are not unlike those of our country and state; economic uncertainty is at the forefront as interest rates and inflation continues to run hot. We are fortunate to have a solid revenue base driven by property & sales tax. These revenue categories have continued to grow as our Economic Development team welcomes new businesses and housing to our community.

The timeline for the budget development cycle is typically six to seven months beginning with a Budget Kickoff meeting and culminating in the Budget Adoption by City Council. During this process departments are encouraged to review their operating revenues & expenditures along with any Capital Improvement Projects and make the necessary requests to properly fund & staff their operations.



Operating Budget & Administration

The General Fund is the primary fund used by the City for day to day operations. The revenues and expenses associated with the General Fund are considered the core operational and administrative tasks of the City.

The City uses the modified accrual basis in budgeting governmental funds, including the General Fund. Under the modified accrual method, revenues are recognized when they become both measurable and available. Measurable means that the amount of revenue can be reasonably estimated, while available means that the revenue is collectible within the current fiscal period or soon enough after the end of the period to be used to pay the government's current liabilities.

Expenses, on the other hand, are recognized when they are incurred, meaning when the goods or services have been received or when the liability has been incurred, but only if they are expected to be paid within a reasonable period of time, usually within the same fiscal period.



The modified accrual method also requires local governments to track and report the status of their fund balances, which are the amounts of money held in various funds for specific purposes, such as general operating expenses, capital projects, and debt service.

The City uses the full accrual basis in budgeting Water Enterprise Funds. This means revenues are recorded when due to the City and expenses are recorded when incurred.

The City's basis of budgeting is the same as its basis of accounting.

The City's operating budget covers costs for the maintenance and operations needed to provide general City services and covers expenditures such as salaries and benefits, materials, supplies, professional services, capital outlay, allocated costs and the like. Revenues to fund the operating budget are primarily derived from sales and property taxes.

Departments are provided a base-line budget (typically previously adopted or prior year amended budget) by fund/division which provides a starting point in preparing the budget for the current year. Departments are expected to review



associated revenues & expenditures and submit the necessary changes to properly reflect the needs of the department's operations for the budget year.

Capital Improvement Program Budget



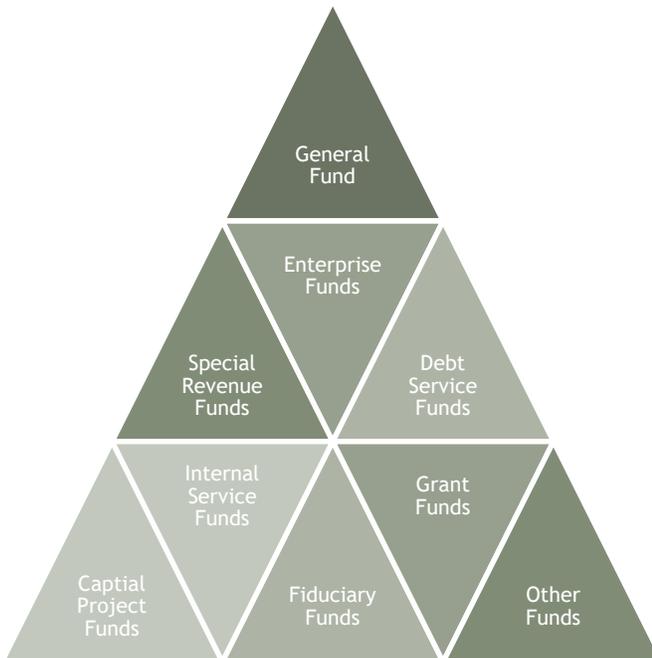
The City's Capital Improvement Program Budget (CIP) covers a rolling seven-year period, of which current expenditures & funding sources are captured in the annual CIP budget.

It is not unusual for CIP projects to span multiple fiscal years due to the complexity of the projects. Projects may be budgeted in total in a single budget year or span multiple years depending on the nature of the project.

CIP projects include, but are not limited to, infrastructure, renovation, new buildings, park improvements, water systems upgrades and major technology purchases.



Special Revenue Fund Budgeting



Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted by law or administrative action for a specified purpose. Certain funds have a legal requirement while others are in place to strengthen internal accounting & financial reporting.

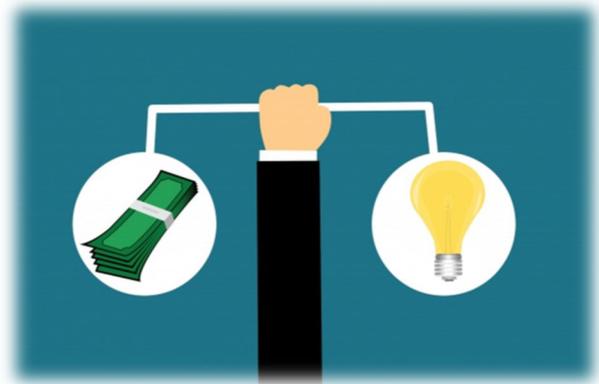
The budgets for Special Revenue Funds are prepared in conjunction with the General Fund budget and will be submitted to the City Council for adoption prior to the beginning of the fiscal year.

All revenues & expenses associated with a specific Special Revenue Fund will be recorded directly into the fund. Transfers between funds will be recorded as a revenue to the fund receiving the transfer and an expense for the fund providing the transfer.

Financial Reporting & Budget Monitoring

The Finance Department will provide updates of the City’s progress relative to the adopted and adjusted budget throughout the year. Regular monitoring of the City’s budget will provide an early detection of potential concerns, problems or opportunities.

A benchmark of the annual budget process is the Mid-Year Budget Review. This is a comprehensive budgetary review of all funds that is completed in January of each year with a scope covering activity from July 1st through December 31st. The Finance Department, working in conjunction with all City departments, analyzes the actual revenues, expenditures and CIP for the first six months of the year in comparison to the adopted/amended budget. Variances are reviewed and the appropriate amendments are generated and submitted to Council for approval as part of the Mid-Year Budget Review presentation.



Continuous budget monitoring is a stalwart in managing an efficient and successful organization.

Revenue Management

It is the City’s priority to maintain a diversified and stable revenue base that is resilient to an evolving economy. Future development must be done with an eye on sustaining & growing revenues to support our dynamic city.

Annual revenue budgets will be set using several data points including but not limited to, historical trends, future development, current economic data, and department input.



Expenditure Management

The City will maintain a level of expenditures which will provide for the public well-being and safety for the residents of the community.

Unspent appropriations lapse at fiscal year-end except for appropriations related to ongoing capital projects, special programs, grants and other restricted balances.

Staffing will be budgeted to reflect the Council approved position control list. All labor costs, including contractually obligated increases, will be budgeted to the fund, department, and division that best meets the position function.

Overtime should be used only when necessary and when other alternatives are not feasible or cost effective. All overtime must be pre-authorized by a department head or designee unless it is assumed pre-approved by its nature.

Operating expenditures such as professional services, service contracts, legal fees, and the like are reviewed on an ongoing basis throughout the year. Multi-year contracts are reviewed annually as a part of the budget process.





FUND SUMMARIES



2022-2023 Projected Fund Balance – All Funds

Fund	Description	2022/2023 Projected					Fund Balance 06/30/2023
		Fund Balance 07/01/2022	Transfers In	Revenues	Expenditures	Transfers Out	
100	General Fund - Unrestricted	31,975,552	10,109,978	76,593,999	80,689,653	10,667,796	27,322,079
101	General Fund - Emergency Fund	1,000,000	-	-	-	-	1,000,000
102	General Fund - PARS Pension Trust	8,327,240	2,000,000	200,000	-	-	10,527,240
187	Backbone Fee Fund	16,021,494	-	85,000	1,782,075	-	14,324,419
189	Land Held for Resale	92,105,065	-	12,264,720	9,986,478	4,257,548	90,125,759
200	Capital Projects Fund—CIP	4,819,316	6,450,000	5,146,965	3,434,914	-	12,981,367
120	CDBG	(174,852)	-	2,696,208	2,521,356	-	(0)
129	Cable PEG Fees Fund	643,464	-	152,500	75,000	-	720,964
130	Gas Tax	4,983,323	-	2,015,756	2,465,562	-	4,533,517
131	Park Development	1,993,739	-	381,500	1,187,657	-	1,187,582
132	Park Development Tustin Legacy	546	-	-	-	-	546
133	SCAQMD	117,068	-	96,400	-	-	213,468
134	Asset Forfeiture	61,917	-	5,122	-	-	67,039
135	RNSP Asset Forfeiture	175,770	-	86,912	-	-	262,682
136	Supplemental Law Enforcement	278,854	-	202,600	40,513	-	440,941
137	Treasury RNSP Asset Forfeiture	12,099	-	31	-	-	12,130
139	Measure M2	2,990,836	-	2,250,700	1,120,118	150,000	3,971,418
140	Road Maint & Rehab Alloc	5,648,593	-	1,735,699	1,804,637	-	5,579,655
141	Tustin LLD	37,507	86,096	744,414	823,753	-	44,264
142	Tustin SL	3,518,190	-	1,275,000	547,466	-	4,245,724
171	Solid Waste Fund	1,316,635	-	414,986	460,649	-	1,270,972
180	Special Events	290,593	-	529,995	404,124	53,930	362,534
181	Workers Compensation	701,091	-	1,156,200	1,404,230	-	453,061
182	Liability	1,170,229	1,101,000	-	1,442,969	-	828,260
183	Unemployment	14,087	50,000	-	12,500	-	51,587
184	Equipment Replacement Fund	2,847,968	-	2,297,905	1,082,118	-	4,063,755
185	Information Technology	3,347,835	-	2,904,500	4,185,853	-	2,066,482
300	Water Enterprise	6,850,688	5,712,043	20,241,660	21,055,258	3,691,084	8,058,049
301	Water Capital Fund	220,649	3,691,084	5,000	1,178,564	-	2,738,169
302	Water Enterprise Emergency Fund	2,010,315	-	10,000	-	-	2,020,315
305	2011 Water Revenue Bond Fund	6,236	-	750	-	-	6,986
306	2013 Water Revenue Bond Fund	8	-	2,970,182	1,006,465	1,881,343	82,382
420	American Rescue Plan Act (ARPA)	5,285,184	-	7,760,000	3,400,000	3,860,000	5,785,184
431	Assessment Dist. 95-1 Construction	332,609	-	-	-	-	332,609
433	CFD 04-1	1,144,219	-	1,312,455	704,906	-	1,751,768
434	CFD 06-1 Construction	145,043	-	3,000	78,709	-	69,334
435	CFD 06-1 Debt Service	6,400,297	-	5,146,964	3,571,000	-	7,976,261
436	CFD 07-1 Debt Service	1,864,560	-	1,140,115	1,047,300	-	1,957,375
441	CFD 14-01 Debt Service	3,534,584	-	1,489,620	1,556,900	-	3,467,304
442	Special Tax B	47,660	-	5,098,515	1,750	5,098,500	45,925
443	CFD 14-01 Construction	1,060,222	-	12,290	1,046,026	-	26,486
570	Successor Agency (Trust Fund)	223,529	-	3,931,898	3,931,898	-	223,529
571	PARS OPEB Trust	2,736,132	-	654,433	-	-	3,390,565
575	Tustin Housing Authority	770,746	460,000	602,657	1,655,014	-	178,389
577	Voluntary Workforce Housing Incentive Prog	2,034,876	-	11,000	-	-	2,045,876
TOTAL ALL FUNDS		218,891,718	29,660,201	163,627,650	155,705,416	29,660,201	226,813,951



2023-2024 Proposed Fund Balance – All Funds

Fund	Description	2023/2024 Proposed					Fund Balance 06/30/2024
		Fund Balance 07/01/2023	Transfers In	Revenues	Expenditures	Transfers Out	
100	General Fund - Unrestricted	27,322,079	11,535,297	74,749,433	87,118,728	2,924,295	23,563,787
101	General Fund - Emergency Fund	1,000,000	-	-	-	-	1,000,000
102	General Fund - PARS Pension Trust	10,527,240	2,000,000	440,000	-	-	12,967,240
187	Backbone Fee Fund	14,324,419	-	55,000	4,367,539	-	10,011,880
189	Land Held for Resale	90,125,759	-	650,000	32,917,083	3,745,926	54,112,750
200	Capital Projects Fund—CIP	12,981,367	300,200	200,000	9,033,496	-	4,448,071
120	CDBG	(0)	-	749,455	749,455	-	(0)
129	Cable PEG Fees Fund	720,964	-	120,000	75,000	-	765,964
130	Gas Tax	4,533,517	-	2,180,879	4,529,249	-	2,185,147
131	Park Development	1,187,582	-	1,077,800	1,074,427	-	1,190,955
132	Park Development Tustin Legacy	546	-	-	-	-	546
133	SCAQMD	213,468	-	103,500	-	-	316,968
134	Asset Forfeiture	67,039	-	-	-	-	67,039
135	RNSP Asset Forfeiture	262,682	-	-	210,000	-	52,682
136	Supplemental Law Enforcement	440,941	-	190,000	183,059	-	447,882
137	Treasury RNSP Asset Forfeiture	12,130	-	-	-	-	12,130
139	Measure M2	3,971,418	-	2,250,000	4,628,423	80,000	1,512,995
140	Road Maint & Rehab Alloc	5,579,655	-	1,948,194	3,774,825	-	3,753,024
141	Tustin LLD	44,264	76,678	780,326	857,004	-	44,264
142	Tustin SL	4,245,724	-	1,293,750	724,546	-	4,814,928
171	Solid Waste Fund	1,270,972	-	220,000	416,174	-	1,074,799
180	Special Events	362,534	40,000	600,000	510,000	130,880	361,654
181	Workers Compensation	453,061	-	1,820,400	1,671,900	-	601,561
182	Liability	828,260	1,800,000	-	1,855,500	-	772,760
183	Unemployment	51,587	-	-	15,000	-	36,587
184	Equipment Replacement Fund	4,063,755	-	1,036,900	2,396,426	-	2,704,229
185	Information Technology	2,066,482	-	3,897,900	4,390,646	-	1,573,736
300	Water Enterprise	8,058,049	-	20,763,100	22,081,308	800,000	5,939,840
301	Water Capital Fund	2,738,169	800,000	-	3,498,169	-	40,000
302	Water Enterprise Emergency Fund	2,020,315	-	-	-	-	2,020,315
305	2011 Water Revenue Bond Fund	6,986	-	-	-	-	6,986
306	2013 Water Revenue Bond Fund	82,382	-	-	82,382	-	(0)
420	American Rescue Plan Act (ARPA)	5,785,184	-	15,000	47,500	3,900,000	1,852,684
431	Assessment Dist. 95-1 Construction	332,609	-	-	-	-	332,609
433	CFD 04-1	1,751,768	-	733,506	704,006	-	1,781,268
434	CFD 06-1 Construction	69,334	-	3,000	6,540	-	65,794
435	CFD 06-1 Debt Service	7,976,261	-	3,746,319	3,653,019	-	8,069,561
436	CFD 07-1 Debt Service	1,957,375	-	1,111,275	1,070,075	-	1,998,575
441	CFD 14-01 Debt Service	3,467,304	-	1,649,925	1,587,925	-	3,529,304
442	Special Tax B	45,925	-	5,724,417	-	5,724,417	45,925
443	CFD 14-01 Construction	26,486	-	-	-	-	26,486
570	Successor Agency (Trust Fund)	223,529	-	3,930,628	3,930,628	-	223,529
571	PARS OPEB Trust	3,390,565	-	654,433	-	-	4,044,998
575	Tustin Housing Authority	178,389	753,343	660,584	1,592,316	-	(0)
577	Voluntary Workforce Housing Incentive Prog	2,045,876	-	-	-	-	2,045,876
TOTAL ALL FUNDS		226,813,951	17,305,518	133,355,724	199,752,348	17,305,518	160,417,327



2024-2025 Proposed Fund Balance – All Funds

Fund	Description	2024/2025 Proposed					Fund Balance 06/30/2025
		Fund Balance 07/01/2024	Transfers In	Revenues	Expenditures	Transfers Out	
100	General Fund - Unrestricted	23,563,787	10,983,389	77,269,399	89,161,135	3,110,083	19,545,356
101	General Fund - Emergency Fund	1,000,000	-	-	-	-	1,000,000
102	General Fund - PARS Pension Trust	12,967,240	2,000,000	440,000	-	-	15,407,240
187	Backbone Fee Fund	10,011,880	-	55,000	6,046,174	-	4,020,706
189	Land Held for Resale	54,112,750	-	650,000	22,886,953	4,018,871	27,856,926
200	Capital Projects Fund—CIP	4,448,071	250,000	2,000,000	2,500,000	-	4,198,071
120	CDBG	(0)	-	749,455	749,455	-	(0)
129	Cable PEG Fees Fund	765,964	-	115,000	75,000	-	805,964
130	Gas Tax	2,185,147	-	2,308,500	3,675,427	-	818,220
131	Park Development	1,190,955	-	5,290,795	5,981,723	-	500,027
132	Park Development Tustin Legacy	546	-	-	-	-	546
133	SCAQMD	316,968	-	103,500	-	-	420,468
134	Asset Forfeiture	67,039	-	-	-	-	67,039
135	RNSP Asset Forfeiture	52,682	-	-	-	-	52,682
136	Supplemental Law Enforcement	447,882	-	190,000	126,126	-	511,756
137	Treasury RNSP Asset Forfeiture	12,130	-	-	-	-	12,130
139	Measure M2	1,512,995	-	2,250,000	1,470,000	80,000	2,212,995
140	Road Maint & Rehab Alloc	3,753,024	-	2,086,900	125,623	-	5,714,301
141	Tustin LLD	44,264	77,000	804,960	884,040	-	42,184
142	Tustin SL	4,814,928	-	1,339,031	767,480	1,000,000	4,386,479
171	Solid Waste Fund	1,074,799	-	220,000	469,230	-	825,569
180	Special Events	361,654	40,000	610,000	510,000	130,880	370,774
181	Workers Compensation	601,561	-	1,868,900	1,736,600	-	733,861
182	Liability	772,760	2,000,000	-	2,116,000	-	656,760
183	Unemployment	36,587	-	-	15,000	-	21,587
184	Equipment Replacement Fund	2,704,229	-	1,082,900	1,209,000	-	2,578,129
185	Information Technology	1,573,736	-	3,897,900	5,000,009	-	471,627
300	Water Enterprise	5,939,840	-	20,758,100	20,549,663	1,650,000	4,498,277
301	Water Capital Fund	40,000	1,650,000	-	1,650,000	-	40,000
302	Water Enterprise Emergency Fund	2,020,315	-	-	-	-	2,020,315
305	2011 Water Revenue Bond Fund	6,986	-	-	-	-	6,986
420	American Rescue Plan Act (ARPA)	1,852,684	-	5,000	-	1,800,000	57,684
431	Assessment Dist. 95-1 Construction	332,609	-	-	-	-	332,609
433	CFD 04-1	1,781,268	-	729,906	700,406	-	1,810,768
434	CFD 06-1 Construction	65,794	-	3,000	6,540	-	62,254
435	CFD 06-1 Debt Service	8,069,561	-	3,825,531	3,732,231	-	8,162,861
436	CFD 07-1 Debt Service	1,998,575	-	1,132,238	1,091,038	-	2,039,775
441	CFD 14-01 Debt Service	3,529,304	-	1,677,300	1,615,300	-	3,591,304
442	Special Tax B	45,925	-	6,272,509	-	6,272,509	45,925
443	CFD 14-01 Construction	26,486	-	-	-	-	26,486
570	Successor Agency (Trust Fund)	223,529	-	3,930,873	3,930,873	-	223,529
571	PARS OPEB Trust	4,044,998	-	654,433	-	-	4,699,431
575	Tustin Housing Authority	(0)	1,061,954	599,817	1,661,771	-	(0)
577	Voluntary Workforce Housing Incentive Prog	2,045,876	-	-	-	-	2,045,876
TOTAL ALL FUNDS		160,417,327	18,062,343	142,920,948	180,442,796	18,062,343	122,895,478



FINANCIAL SUMMARY



2023-2025 Revenue Summary – All Funds

Fund	Description	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
100	General Fund						
	General Governmental Rev	65,477,563	74,326,496	78,027,254	79,615,560	81,003,865	82,784,044
	Community Development	1,713,509	1,601,395	2,996,813	3,388,299	1,811,565	1,994,444
	Public Works	186,290	191,505	344,460	461,500	320,300	245,300
	Police Services	1,042,129	1,052,366	1,189,782	1,431,498	1,325,000	1,325,000
	Fire Services	13,202	9,731	15,182	15,000	15,000	15,000
	Parks and Recreation	838,043	907,810	1,841,556	1,784,920	1,809,000	1,889,000
	Non-Departmental	-	-	-	7,200	-	-
100	General Fund - Unrestricted	69,270,737	78,089,302	84,415,047	86,703,977	86,284,730	88,252,788
102	General Fund PARS Pension Trust	-	-	992,332	2,200,000	2,440,000	2,440,000
186	Oblig Reimb Frm Successor Agency	38,327	(20)	-	-	-	-
187	Backbone Fee Fund	782,121	619,556	7,807,017	85,000	55,000	55,000
189	Land Held for Resale	2,503,671	9,670,193	60,068,581	12,264,720	650,000	650,000
200	Capital Projects Fund—CIP	3,674,108	6,055,602	2,358,885	11,596,965	500,200	2,250,000
120	CDBG	421,732	878,180	1,279,630	2,696,208	749,455	749,455
129	Cable PEG Fees	148,567	136,933	117,024	152,500	120,000	115,000
130	Gas Tax	1,909,845	1,829,750	1,672,668	2,015,756	2,180,879	2,308,500
131	Park Development	1,310,420	772,065	492,595	381,500	1,077,800	5,290,795
132	Park Development Tustin Legacy	354,176	(967)	(7)	-	-	-
133	SCAQMD	119,175	107,093	74,831	96,400	103,500	103,500
134	Asset Forfeiture	10,031	169	8,034	5,122	-	-
135	RNSP Asset Forfeiture	96,325	46,209	(2,342)	86,912	-	-
136	Supplemental Law Enforcement	229,472	191,512	192,687	202,600	190,000	190,000
137	Treasury RNSP Asset Forfeiture	398	58	(161)	31	-	-
139	Measure M2	1,915,003	2,068,322	2,071,084	2,250,700	2,250,000	2,250,000
140	Road Maint & Rehab Alloc	1,331,209	1,515,289	1,541,055	1,735,699	1,948,194	2,086,900
141	Tustin LLD	1,156,772	1,503,580	983,611	830,510	857,004	881,960
142	Tustin SL	1,218,852	1,233,930	1,229,239	1,275,000	1,293,750	1,339,031
171	Solid Waste	226,565	1,110,478	764,732	414,986	220,000	220,000
180	Special Events	195,236	59,625	552,092	529,995	640,000	650,000
181	Workers Compensation	1,204,127	1,215,982	1,170,675	1,156,200	1,820,400	1,868,900
182	Liability	1,101,000	1,216,881	1,101,095	1,101,000	1,800,000	2,000,000
183	Unemployment	50,999	(76)	(156)	50,000	-	-
184	Equipment Replacement Fund	948,049	908,744	538,162	2,297,905	1,036,900	1,082,900
300	Water Enterprise	16,859,389	26,621,840	37,550,726	25,953,703	20,763,100	20,758,100
301	Water Capital Fund	1,210,376	1,488,683	4,102,275	3,696,084	800,000	1,650,000
302	Water Enterprise Emergency Fund	27,490	9,616	(26,790)	10,000	-	-
305	2011 Water Revenue Bond Fund	6,142	108	(255)	750	-	-
433	CFD 04-1	721,428	724,031	720,012	1,312,455	733,506	729,906
434	CFD 06-1 Construction	85,185	1,486	41,725	3,000	3,000	3,000
435	CFD 06-1 Debt Service	3,580,429	3,586,753	3,641,389	5,146,964	3,746,319	3,825,531
440	CFD 13-1	425,920	3,500	-	-	-	-
441	CFD 14-1 Debt Service	1,533,477	1,561,207	1,591,451	1,489,620	1,649,925	1,677,300
442	Special Tax B	4,184,442	4,468,514	4,603,670	5,098,515	5,724,417	6,272,509
443	CFD 14-1 Construction	168,264	2,504	2,072	12,290	-	-
444	CFD 18-1	275,252	7,340	(3,840)	-	-	-
561	2010 MCAS TABs	13,936	(2,362)	1	-	-	-
570	Successor Agency (Trust Fund)	4,231,450	4,267,865	4,222,159	3,931,898	3,930,628	3,930,873
571	PARS OPEB Trust	597,655	431,637	165,000	654,433	654,433	654,433
575	Tustin Housing Authority	116,432	41,429	393,615	1,062,657	1,413,927	1,661,771

City of Tustin
 2023-25 Fiscal Operating & Capital Improvement Program Budget



Fund	Description	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
577	Voluntary Workforce Housing Incentive Prog	962,798	9,733	(27,118)	11,000	-	-
TOTAL REVENUE - ALL FUNDS		129,910,354	156,307,884	238,032,490	193,287,851	150,661,242	160,983,291



2023-2025 Revenue Summary – General Fund

Description	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
Property Tax in Lieu of VLF	8,375,803	8,811,747	9,081,551	9,666,474	10,061,833	10,390,855
Property Taxes	10,911,309	11,461,641	11,807,721	12,404,000	13,181,426	13,744,790
Residual Property Taxes	1,605,910	1,675,978	1,787,636	1,800,000	1,740,222	1,775,026
In Lieu-Prop Tax	28,747	29,322	29,909	30,507	31,117	31,739
AB 1290 Pass Thru	141,568	159,420	163,118	160,000	150,000	150,000
Franchise Fees	1,582,395	1,652,333	1,640,272	1,915,015	1,831,000	1,831,000
Sales and Use Tax	25,146,077	30,351,631	33,977,179	35,000,000	35,000,000	35,891,364
Sales Tax - Public Safety - Prop 172	341,441	401,411	414,465	442,000	467,401	476,749
Transient Occupancy Tax	1,593,532	1,218,924	1,857,502	2,082,609	2,100,000	2,100,000
Business License Fees	438,632	416,266	435,626	440,000	440,000	440,000
Real Property Transfer Tax	536,992	575,024	799,711	525,000	525,000	525,000
New Construction Tax	47,685	1,868	14,698	4,000	71,625	220,507
Planning Plan Check Fees	251,880	228,447	403,984	436,066	317,511	349,991
Building Permits & Plan Checks	1,353,025	1,269,915	2,477,235	2,863,653	1,437,554	1,599,953
Fees and Other Permits	393,899	364,117	541,550	596,580	537,300	462,300
Fines and Forfeitures	848,027	938,397	1,019,750	1,097,000	1,022,000	1,022,000
Interest Income	1,140,296	1,337,459	(743,387)	210,000	353,247	342,075
Use of property	1,861,108	1,592,680	2,054,498	2,328,977	1,931,497	2,307,350
POST Reimbursement	34,747	24,035	43,188	25,000	20,000	20,000
Revenue from Other Agencies	137,384	269,404	156,509	174,000	130,000	130,000
State Grants	42,428	229,361	37,560	30,000	30,000	30,000
Federal Grants	826,132	3,461,923	362,308	50,000	50,000	50,000
Sports Fees	177,528	427,076	725,315	669,920	644,000	644,000
Class Fees	272,458	312,477	398,535	300,000	350,000	400,000
Other Recreation Fees	108,502	92,571	398,044	415,000	415,000	435,000
Transfer In	8,993,601	8,803,942	12,324,269	10,109,978	11,535,297	10,983,389
Reimbursement from Other Funds	1,223,376	1,223,960	1,218,385	1,500,000	1,500,000	1,500,000
All Other Sources	856,256	757,973	987,915	1,428,198	411,700	399,700
TOTAL REVENUE - GENERAL FUND	69,270,737	78,089,302	84,415,047	86,703,977	86,284,730	88,252,788



2023-2025 Expense Summary – All Funds

Fund	Description	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
100	General Fund						
	City Council	27,576	12,886	21,420	51,156	86,800	86,800
	City Clerk	616,569	669,158	697,115	842,431	893,130	1,001,107
	City Attorney	698,431	817,270	851,020	923,000	969,150	1,017,600
	City Manager	657,827	801,631	873,114	928,168	1,007,300	1,032,033
	Economic Development	1,142,661	959,391	1,104,332	1,270,008	1,683,159	1,696,338
	Finance	1,521,894	1,655,639	1,738,453	1,804,883	1,957,578	2,000,310
	Human Resources	1,030,838	973,220	1,017,310	1,140,801	1,264,413	1,339,623
	Community Development	3,941,117	3,925,479	4,257,418	4,312,840	4,692,400	4,776,492
	Public Works	15,420,750	15,493,523	16,429,663	14,850,871	16,172,456	16,519,492
	Police Services	27,493,539	27,534,909	28,597,794	31,529,032	33,718,338	34,542,484
	Fire Services	8,676,428	9,213,773	9,759,428	10,077,639	10,623,700	11,098,438
	Parks and Recreation	3,959,516	3,694,097	4,667,245	4,891,221	5,321,023	5,452,841
	Non-Departmental, Other	5,745,227	6,227,269	7,225,520	14,904,698	11,653,577	11,707,660
	Non-Operating, Water Loan	-	-	-	3,830,700	-	-
	Small Business Assistance	-	1,917,233	-	-	-	-
	Non-Profit Assistance	-	274,012	-	-	-	-
	Meal Gap Program	-	127,794	255,316	-	-	-
	Other COVID-19 Costs	-	993,591	-	-	-	-
100	General Fund - Unrestricted	70,932,372	75,290,874	77,495,146	91,357,449	90,043,023	92,271,218
100*	General Fund - PARS Pension Trust	-	-	-	-	-	-
101	Emergency Fund	-	-	-	-	-	-
102	General Fund PARS Pension Trust	-	-	41,810	-	-	-
186	Oblg Reimb Frm Successor Agency	2,044,283	1,428	-	-	-	-
187	Backbone Fee Fund	16,120,772	2,570,890	60,160	1,782,075	4,367,539	6,046,174
189	Land Held for Resale	14,500,037	8,493,888	13,215,560	14,244,026	36,663,009	26,905,824
200	Capital Projects Fund—CIP	7,697,291	2,677,518	2,466,378	3,434,914	9,033,496	2,500,000
120	CDBG	421,732	878,180	1,452,041	2,521,356	749,455	749,455
129	Cable PEG Fees	87,220	29,720	84,985	75,000	75,000	75,000
130	Gas Tax	1,687,752	2,230,188	1,580,312	2,465,562	4,529,249	3,675,427
131	Park Development	2,236,112	1,681,598	835,637	1,187,657	1,074,427	5,981,723
132	Park Develop. Tustin Legacy	714,639	2	-	-	-	-
133	SCAQMD	204	516,660	97,049	-	-	-
134	Asset Forfeiture	25	25	(0)	-	-	-
135	RNSP Asset Forfeiture	109,791	68	-	-	210,000	-
136	Supplemental Law Enforcement	145,499	136,487	172,070	40,513	183,059	126,126
137	Treasury RNSP Asset Forfeiture	5	6	-	-	-	-
138	Measure M	53	-	-	-	-	-
139	Measure M2	584,147	2,985,171	5,135,124	1,270,118	4,708,423	1,550,000
140	Road Maint & Rehab Alloc	428,950	(13,870)	23,597	1,804,637	3,774,825	125,623
141	Tustin LLD	1,225,099	1,354,874	946,104	823,753	857,004	884,040
142	Tustin SL	830,616	916,165	460,843	547,466	724,546	1,767,480
171	Solid Waste	183,551	257,970	356,693	460,649	416,174	469,230
180	Special Events	262,111	24,607	599,074	458,054	640,880	640,880
181	Workers Compensation	2,072,935	1,610,088	1,364,056	1,404,230	1,671,900	1,736,600
182	Liability	1,281,549	1,216,884	1,173,859	1,442,969	1,855,500	2,116,000
183	Unemployment	4,920	13,133	13,144	12,500	15,000	15,000
184	Equipment Replacement Fund	1,168,149	414,352	1,012,277	1,082,118	2,396,426	1,209,000
185	Information Technology	2,241,394	2,363,992	2,910,964	4,185,853	4,390,646	5,000,009
301	Water Capital Fund	425,625	12,512,459	7,202,537	1,178,564	3,498,169	1,650,000
305	2011 Water Rev Bond Fund	120	289,010	289,004	-	-	-

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420	American Rescue Plan Act (ARPA)	-	-	6,359,132	7,260,000	3,947,500	1,800,000
431	Assess Dist. 95-1 Construction	484,155	809,947	-	-	-	-
433	CFD 04-1	713,496	729,461	714,367	704,906	704,006	700,406
434	CFD 06-1 Construction	125,070	2,598,519	167,845	78,709	6,540	6,540
440	CFD 13-1	425,920	3,500	-	-	-	-
441	CFD 14-1	1,489,915	1,545,584	1,550,496	1,556,900	1,587,925	1,615,300
442	Special Tax B	3,486,418	4,433,734	4,624,929	5,100,250	5,724,417	6,272,509
443	CFD 14-1 Construction	1,580,820	4,378,007	3,415,043	1,046,026	-	-
444	CFD 18-1	276,127	3,500	-	-	-	-
561	2010 MCAS TABs	1,306,831	87,345	714	-	-	-
570	Successor Agency (Trust Fund)	2,316,869	2,241,079	2,153,269	3,931,898	3,930,628	3,930,873
571	PARS OPEB Trust	11,194	13,015	14,404	-	-	-
575	Tustin Housing Authority	1,293,917	1,367,285	504,326	1,655,014	1,592,316	1,661,771
TOTAL EXPENSES - ALL FUNDS		160,481,503	168,240,348	179,475,529	185,365,617	217,057,866	198,505,140



2023-2025 Expense Summary by Type – All Funds

Fund	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
100	General Fund						
	Personnel	40,617,432	42,676,506	46,565,050	49,668,938	52,139,600	53,281,663
	Operations	27,227,578	26,909,191	30,638,285	37,824,461	37,810,573	38,910,705
	Non-Operating	-	3,312,630	255,316	3,830,700	-	-
	Capital	3,087,363	2,392,546	36,495	33,350	92,850	78,850
100	Total General Fund Total	70,932,372	75,290,874	77,495,146	91,357,449	90,043,023	92,271,218
102	General Fund - PARS Pension Trust						
	Personnel	-	-	-	-	-	-
	Operations	-	-	41,810	-	-	-
	Capital	-	-	-	-	-	-
102	Total General Fund - PARS Pension Trust	-	-	41,810	-	-	-
186	Oblig Reimb Frm Successor Agency						
	Personnel	-	-	-	-	-	-
	Operations	2,044,283	1,428	-	-	-	-
	Capital	-	-	-	-	-	-
186	Total Oblig Reimb Frm Successor Agency	2,044,283	1,428	-	-	-	-
187	Backbone Fee						
	Personnel	-	54,889	57,492	59,575	62,062	64,057
	Operations	318,470	9,189	1,918	-	21,147	21,147
	Capital	15,802,302	2,506,812	750	1,722,500	4,284,330	5,960,970
187	Total Backbone Fee	16,120,772	2,570,890	60,160	1,782,075	4,367,539	6,046,174
189	Land Held for Resale						
	Personnel	3,300,000	21,955	1,842,478	1,843,829	1,844,825	1,845,623
	Operations	5,340,019	6,061,227	9,282,265	6,735,602	7,080,726	7,178,671
	Capital	5,860,019	2,410,706	2,090,818	5,664,595	27,737,458	17,881,530
189	Total Land Held for Resale	14,500,037	8,493,888	13,215,560	14,244,026	36,663,009	26,905,824
200	CIP						
	Personnel	-	-	-	-	-	-
	Operations	53,865	28,246	113,468	10,046	-	-
	Capital	7,643,426	2,649,273	2,352,910	3,424,868	9,033,496	2,500,000
200	Total CIP	7,697,291	2,677,518	2,466,378	3,434,914	9,033,496	2,500,000
120	Community Development Block Grant (CDBG)						
	CDBG Admin						
	Personnel	150,514	175,746	116,635	156,883	111,194	111,128
	Operations	216,380	702,435	1,329,006	138,195	249,115	249,181
Total CDBG Admin		366,894	878,180	1,445,641	295,078	360,308	360,308
	CDBG Capital						
	Personnel	-	-	-	-	-	-
	Operations	-	-	-	-	-	-
	Capital	54,838	-	-	2,226,278	389,147	389,147
Total CDBG Capital		54,838	-	-	2,226,278	389,147	389,147
	CDBG Non-Dept						
	Personnel	-	-	6,400	-	-	-

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Fund	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
	Operations	-	-	-	-	-	-
	Capital	-	-	-	-	-	-
Total CDBG Non-Dept		-	-	6,400	-	-	-
CDBG Total							
	Personnel	150,514	175,746	123,035	156,883	111,194	111,128
	Operations	216,380	702,435	1,329,006	138,195	249,115	249,181
	Capital	54,838	-	-	2,226,278	389,147	389,147
120 Total Community Development Block Grant (CDBG)		421,732	878,180	1,452,041	2,521,356	749,455	749,455
129 Cable PEG Fees							
	Personnel	-	-	-	-	-	-
	Operations	87,220	29,720	84,985	75,000	75,000	75,000
	Capital	-	-	-	-	-	-
129 Total Cable PEG Fees		87,220	29,720	84,985	75,000	75,000	75,000
130 Gas Tax							
Gas Tax, Non-Dept							
	Personnel	-	4,553	7,558	20,264	19,881	19,714
	Operations	2,338	2,481	864	-	-	-
	Capital	-	-	-	-	-	-
Total Gas Tax, Non-Dept		2,338	7,035	8,422	20,264	19,881	19,714
Gas Tax, CIP							
	Personnel	128,372	109,231	109,680	267,996	323,568	326,913
	Operations	1,450,612	1,631,689	1,459,368	1,977,302	1,835,800	1,740,800
	Capital	106,430	482,233	2,842	200,000	2,350,000	1,588,000
Total Gas Tax, CIP		1,685,414	2,223,153	1,571,890	2,445,298	4,509,368	3,655,713
Gas Tax Total							
	Personnel	128,372	113,784	117,238	288,260	343,449	346,627
	Operations	1,452,949	1,634,171	1,460,233	1,977,302	1,835,800	1,740,800
	Capital	106,430	482,233	2,842	200,000	2,350,000	1,588,000
130 Total Gas Tax		1,687,752	2,230,188	1,580,312	2,465,562	4,529,249	3,675,427
131 Park Dev, CIP							
	Personnel	-	-	-	-	-	-
	Operations	427,419	72,612	589,242	26,593	44,328	44,328
	Capital	1,808,693	1,608,985	246,395	1,161,064	1,030,099	5,937,395
131 Total Park Dev, CIP		2,236,112	1,681,598	835,637	1,187,657	1,074,427	5,981,723
132 Park Dev Tustin Legacy, CIP							
	Personnel	-	-	-	-	-	-
	Operations	59	2	-	-	-	-
	Capital	714,580	-	-	-	-	-
132 Total Park Dev Tustin Legacy, CIP		714,639	2	-	-	-	-
133 SCAQMD, Non-Departmental							
	Personnel	-	-	-	-	-	-
	Operations	204	516,660	37,553	-	-	-
	Capital	-	-	59,496	-	-	-
133 Total SCAQMD, Non-Departmental		204	516,660	97,049	-	-	-
134 Asset Forfeit, Non-Dept.							
	Personnel	-	-	-	-	-	-

City of Tustin
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Fund	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
	Operations	25	25	(0)	-	-	-
	Capital	-	-	-	-	-	-
134	Total Asset Forfeit, Non-Dept.	25	25	(0)	-	-	-
135	RNSP Asset Forfeit, Non-Dept.						
	Personnel	-	-	-	-	-	-
	Operations	109,791	68	-	-	210,000	-
	Capital	-	-	-	-	-	-
135	Total RNSP Asset Forfeit, Non-Dept.	109,791	68	-	-	210,000	-
136	Suppl Law Enforcement, CIP						
	Personnel	139,490	136,370	125,579	40,513	183,059	126,126
	Operations	78	117	46,490	-	-	-
	Capital	5,932	-	-	-	-	-
136	Total Suppl Law Enforcement, CIP	145,499	136,487	172,070	40,513	183,059	126,126
138	Measure M						
	Personnel	-	-	-	-	-	-
	Operations	53	-	-	-	-	-
	Capital	-	-	-	-	-	-
138	Total Measure M	53	-	-	-	-	-
139	Measure M2						
	Measure M2 - Non-Dept						
	Personnel	-	-	-	-	-	-
	Operations	81,246	158,658	1,963,211	150,000	80,000	80,000
	Capital	-	-	-	-	-	-
Total Measure M2 - Non-Dept		81,246	158,658	1,963,211	150,000	80,000	80,000
	Measure M2 - Capital						
	Personnel	-	-	-	-	-	-
	Operations	37,995	360,138	169,627	5,195	-	-
	Capital	464,906	2,466,375	3,002,286	1,114,923	4,628,423	1,470,000
Total Measure M2 - Capital		502,900	2,826,513	3,171,913	1,120,118	4,628,423	1,470,000
	Measure M2						
	Personnel	-	-	-	-	-	-
	Operations	119,241	518,796	2,132,838	155,195	80,000	80,000
	Capital	464,906	2,466,375	3,002,286	1,114,923	4,628,423	1,470,000
139 Total Measure M2		584,147	2,985,171	5,135,124	1,270,118	4,708,423	1,550,000
140	Road Maint & Rehab						
	Personnel	-	21,955	23,437	23,829	24,825	25,623
	Operations	4,458	22,038	-	60,808	-	-
	Capital	424,492	(57,863)	160	1,720,000	3,750,000	100,000
140 Total Road Maint & Rehab		428,950	(13,870)	23,597	1,804,637	3,774,825	125,623
141	Tustin LLD, Special District						
	Personnel	-	-	-	-	-	-
	Operations	1,225,099	1,354,874	946,104	823,753	857,004	884,040
	Capital	-	-	-	-	-	-
141 Total Tustin LLD, Special District		1,225,099	1,354,874	946,104	823,753	857,004	884,040
142	Tustin SL						
	Tustin SL-Capital						

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Fund	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
	Personnel	-	2,900	8,089	109,778	120,594	120,594
	Operations	329,540	411,967	444,264	429,583	596,000	639,000
	Capital	-	-	8,017	-	-	-
Total Tustin SL-Capital		329,540	414,867	460,371	539,361	716,594	759,594
Tustin SL - Non-Dept							
	Personnel	-	-	-	-	-	-
	Operations	501,076	501,298	472	8,105	7,952	1,007,886
	Capital	-	-	-	-	-	-
Total Tustin SL - Non-Dept		501,076	501,298	472	8,105	7,952	1,007,886
Tustin SL							
	Personnel	-	2,900	8,089	109,778	120,594	120,594
	Operations	830,616	913,265	444,736	437,688	603,952	1,646,886
	Capital	-	-	8,017	-	-	-
142 Total Tustin SL		830,616	916,165	460,843	547,466	724,546	1,767,480
171 Solid Waste							
	Personnel	124,297	139,996	152,490	146,649	176,174	149,230
	Operations	59,255	117,974	204,203	314,000	240,000	320,000
171 Total Solid Waste		183,551	257,970	356,693	460,649	416,174	469,230
180 Special Events							
Special Events - Tustin Street Fair							
	Personnel	-	-	-	-	-	-
	Operations	38,562	(16)	309,649	117,153	255,880	255,880
	Capital	-	-	-	-	-	-
Total Special Events - Tustin Street Fair		38,562	(16)	309,649	117,153	255,880	255,880
Special Events - Tustin Tiller Days							
	Personnel	-	-	-	-	-	-
	Operations	195,914	11,098	232,035	280,901	240,000	240,000
	Capital	-	-	-	-	-	-
Total Special Events - Tustin Tiller Days		195,914	11,098	232,035	280,901	240,000	240,000
Special Events - Other							
	Personnel	-	-	-	-	-	-
	Operations	27,635	13,525	57,390	60,000	105,000	105,000
	Capital	-	-	-	-	-	-
Total Special Events - Other		27,635	13,525	57,390	60,000	105,000	105,000
Special Events - Public Arts							
	Personnel	-	-	-	-	-	-
	Operations	-	-	-	-	40,000	40,000
	Capital	-	-	-	-	-	-
Total Special Events - Public Arts		-	-	-	-	40,000	40,000
Special Events Total							
	Personnel	-	-	-	-	-	-
	Operations	262,111	24,607	599,074	458,054	640,880	640,880
	Capital	-	-	-	-	-	-
180 Total Special Events		262,111	24,607	599,074	458,054	640,880	640,880
181 Workers Comp, Self Insurance							
	Personnel	-	-	-	-	-	-

City of Tustin
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Fund	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
	Operations	2,072,935	1,610,088	1,364,056	1,399,230	1,666,900	1,731,600
	Capital	-	-	-	5,000	5,000	5,000
181	Total Workers Comp, Self Insurance	2,072,935	1,610,088	1,364,056	1,404,230	1,671,900	1,736,600
182	Liability, Self Insurance						
	Personnel	-	-	-	-	-	-
	Operations	1,281,549	1,216,884	1,173,859	1,442,969	1,855,500	2,116,000
	Capital	-	-	-	-	-	-
182	Total Liability, Self Insurance	1,281,549	1,216,884	1,173,859	1,442,969	1,855,500	2,116,000
183	Unemployment, Self Insurance						
	Personnel	-	-	-	-	-	-
	Operations	4,920	13,133	13,144	12,500	15,000	15,000
	Capital	-	-	-	-	-	-
183	Total Unemployment, Self Insurance	4,920	13,133	13,144	12,500	15,000	15,000
184	Equipment Replacement						
	Personnel	-	-	-	-	-	-
	Operations	3,966	1,281	562	1,500	120,000	120,000
	Capital	1,164,182	413,071	1,011,715	1,080,618	2,276,426	1,089,000
184	Total Equipment Replacement	1,168,149	414,352	1,012,277	1,082,118	2,396,426	1,209,000
185	Information Technology						
	Personnel	455,058	581,203	652,347	590,258	834,671	864,034
	Operations	1,021,575	1,152,742	1,274,832	2,219,093	2,287,975	2,287,975
	Capital	764,761	630,047	983,785	1,376,502	1,268,000	1,848,000
185	Total Information Technology	2,241,394	2,363,992	2,910,964	4,185,853	4,390,646	5,000,009
300	Water Enterprise Fund						
	Water, Service Billing						
	Personnel	813,087	826,930	841,974	871,550	889,275	935,081
	Operations	1,575,702	2,979,504	4,141,966	5,797,184	2,931,800	3,781,800
	Capital	18,806	45,108	15,362	50,000	50,000	50,000
	Total Water, Service Billing	2,407,594	3,851,541	4,999,302	6,718,734	3,871,075	4,766,881
	Water, Administration						
	Personnel	759,447	697,491	703,711	897,868	1,257,832	1,292,726
	Operations	2,664,433	1,958,277	3,963,269	3,364,923	3,707,777	3,738,386
	Capital	-	-	-	-	-	-
	Total Water, Administration	3,423,880	2,655,768	4,666,980	4,262,791	4,965,609	5,031,111
	Water Distribution						
	Personnel	1,104,956	1,214,614	1,371,486	1,370,115	1,350,154	1,382,688
	Operations	235,169	201,060	354,331	257,969	293,850	281,900
	Capital	-	-	21,799	-	-	-
	Total Water Distribution	1,340,125	1,415,674	1,747,616	1,628,084	1,644,004	1,664,588
	Main Street Facilities						
	Personnel	82,316	60,940	65,144	212,855	228,191	232,319
	Operations	98,019	40,641	46,012	57,700	60,700	4,304,440
	Capital	-	-	-	-	-	-
	Total Main Street Facilities	180,335	101,580	111,156	270,555	288,891	4,536,759
	17th Street Desalter						
	Personnel	330,863	219,005	219,031	152,962	163,664	166,582

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Fund	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
	Operations	1,922,231	2,329,113	2,183,760	2,249,745	2,235,050	2,321,800
	Capital	-	-	-	-	-	-
Total 17th Street Desalter		2,253,094	2,548,118	2,402,790	2,402,707	2,398,714	2,488,382
Imported Water							
	Personnel	110,022	108,366	116,611	102,287	108,854	111,560
	Operations	1,019,869	3,088,193	6,055,368	6,608,320	5,633,320	782,260
	Capital	-	-	-	-	-	-
Total Imported Water		1,129,891	3,196,559	6,171,979	6,710,607	5,742,174	893,820
Water Production							
	Personnel	276,839	288,896	301,690	307,783	330,936	337,272
	Operations	4,256,598	3,665,401	2,426,371	2,075,700	3,275,140	2,118,100
	Capital	-	-	-	-	-	-
Total Water Production		4,533,437	3,954,297	2,728,061	2,383,483	3,606,076	2,455,372
Non-Departmental							
	Personnel	-	239,223	395,906	369,383	364,765	362,749
	Operations	-	-	48,914	-	-	-
	Capital	-	-	-	-	-	-
Total Non-Departmental		-	239,223	444,820	369,383	364,765	362,749
Water Utility Fund Total							
	Personnel	3,477,530	3,655,464	4,015,552	4,284,801	4,693,671	4,820,977
	Operations	11,772,021	14,262,188	19,219,990	20,411,541	18,137,637	17,328,686
	Capital	18,806	45,108	37,162	50,000	50,000	50,000
300 Total Water Enterprise Fund		15,268,357	17,962,760	23,272,704	24,746,342	22,881,308	22,199,663
301 Water Capital Fund							
	Personnel	-	-	-	-	-	-
	Operations	425,625	8,124,112	4,454,041	672,179	500,000	500,000
	Capital	-	4,388,348	2,748,496	506,385	2,998,169	1,150,000
301 Total Water Capital Fund		425,625	12,512,459	7,202,537	1,178,564	3,498,169	1,650,000
305 2011 Water Revenue Bond Fund							
	Personnel	-	-	-	-	-	-
	Operations	120	10	289,004	-	-	-
	Capital Outlay	-	289,000	-	-	-	-
305 Total 2011 Water Revenue Bond Fund		120	289,010	289,004	-	-	-
306 2013 Water Revenue Bond Fund							
	Personnel	-	-	-	-	-	-
	Operations	6,188	1,761	13,222,296	1,967,808	-	-
	Capital Outlay	-	9,101,720	-	920,000	82,382	-
306 Total 2013 Water Revenue Bond Fund		6,188	9,103,481	13,222,296	2,887,808	82,382	-
420 ARPA							
	Personnel	-	-	-	-	-	-
	Operations	-	-	6,359,132	7,260,000	3,947,500	1,800,000
	Capital	-	-	-	-	-	-
420 Total ARPA		-	-	6,359,132	7,260,000	3,947,500	1,800,000
431 Assess. District 95-1 Construction							
	Personnel	-	-	-	-	-	-
	Operations	484,155	809,947	-	-	-	-

City of Tustin
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Fund	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
	Capital	-	-	-	-	-	-
431	Total Assess. District 95-1 Construction	484,155	809,947	-	-	-	-
433	CFD 04-1						
	Personnel	-	-	-	-	-	-
	Operations	713,496	729,461	714,367	704,906	704,006	700,406
	Capital	-	-	-	-	-	-
433	Total CFD 04-1	713,496	729,461	714,367	704,906	704,006	700,406
434	CFD 06-1 Construction						
	Personnel	-	-	-	-	-	-
	Operations	125,070	54,387	0	-	6,540	6,540
	Capital	-	2,544,132	167,844	78,709	-	-
434	Total CFD 06-1 Construction	125,070	2,598,519	167,845	78,709	6,540	6,540
435	CFD 06-1 Debt Svs						
	Personnel	-	-	-	-	-	-
	Operations	3,363,350	3,533,069	3,520,575	3,571,000	3,653,019	3,732,231
	Capital	-	-	-	-	-	-
435	Total CFD 06-1 Debt Svs	3,363,350	3,533,069	3,520,575	3,571,000	3,653,019	3,732,231
436	CFD 07-1 Debt Svs						
	Personnel	-	-	-	-	-	-
	Operations	925,918	977,697	967,005	1,047,300	1,070,075	1,091,038
	Capital	-	-	-	-	-	-
436	Total CFD 07-1 Debt Svs	925,918	977,697	967,005	1,047,300	1,070,075	1,091,038
440	CFD 13-01						
	Personnel	-	-	-	-	-	-
	Operations	425,920	3,500	-	-	-	-
	Capital	-	-	-	-	-	-
440	Total CFD 13-01	425,920	3,500	-	-	-	-
441	CFD 14-01 Debt Service						
	Personnel	-	-	-	-	-	-
	Operations	1,489,915	1,545,584	1,550,496	1,556,900	1,587,925	1,615,300
	Capital	-	-	-	-	-	-
441	Total CFD 14-01 Debt Service	1,489,915	1,545,584	1,550,496	1,556,900	1,587,925	1,615,300
442	Special Tax B						
	Personnel	-	-	-	-	-	-
	Operations	3,486,418	4,433,734	4,624,929	5,100,250	5,724,417	6,272,509
	Capital	-	-	-	-	-	-
442	Total Special Tax B	3,486,418	4,433,734	4,624,929	5,100,250	5,724,417	6,272,509
443	CFD 14-01 Construction						
	Personnel	-	-	-	-	-	-
	Operations	-	4,000,000	169,388	35,777	-	-
	Capital	1,580,820	378,007	3,245,655	1,010,249	-	-
443	Total CFD 14-01 Construction	1,580,820	4,378,007	3,415,043	1,046,026	-	-
444	CFD 18-01 Construction						
	Personnel	-	-	-	-	-	-
	Operations	276,127	3,500	-	-	-	-
444	Total CFD 18-01 Construction	276,127	3,500	-	-	-	-

City of Tustin
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Fund	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
561	MCAS 2010 TABs						
	Personnel	123,321	-	714	-	-	-
	Operations	350	-	-	-	-	-
	Capital	1,183,160	87,345	-	-	-	-
561 Total MCAS 2010 TABs		1,306,831	87,345	714	-	-	-
571	PARS OPEB						
	Personnel	-	-	-	-	-	-
	Operations	11,194	13,015	14,404	-	-	-
	Capital	-	-	-	-	-	-
571 Total PARS OPEB		11,194	13,015	14,404	-	-	-
575	Tustin Housing Authority						
	Personnel	404,321	415,647	437,466	426,941	224,058	230,130
	Operations	889,596	951,638	66,860	1,228,073	1,368,258	1,431,641
	Capital	-	-	-	-	-	-
575 Total Tustin Housing Authority		1,293,917	1,367,285	504,326	1,655,014	1,592,316	1,661,771
570	Successor Agency						
	Personnel	-	-	-	-	-	-
	Operations	2,316,869	2,241,079	2,153,269	3,931,898	3,930,628	3,930,873
	Debt Service	-	-	-	-	-	-
570 Total Successor Agency		2,316,869	2,241,079	2,153,269	3,931,898	3,930,628	3,930,873
All Funds							
	Personnel	48,920,333	47,996,415	54,120,966	57,640,255	60,758,181	61,985,811
	Operations	70,876,454	84,595,452	109,104,420	101,599,621	96,323,905	96,471,437
	Non-Operating Expenditures	-	3,312,630	255,316	3,830,700	-	-
	Capital	40,684,710	32,335,845	15,994,828	22,295,041	59,975,780	40,047,892
TOTAL EXPENSES - ALL FUNDS		160,481,497	168,240,342	179,475,529	185,365,617	217,057,866	198,505,140



2023-2025 Department/Division Expense Summary – General Fund

Dept Name	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
City Council							
	Personnel	-	-	-	22,406	51,000	51,000
	Operations	27,576	12,886	21,420	28,750	35,800	35,800
	Capital	-	-	-	-	-	-
Total City Council		27,576	12,886	21,420	51,156	86,800	86,800
City Clerk							
	Personnel	500,926	518,564	550,942	597,831	633,530	638,007
	Operations	101,947	150,594	136,385	242,100	257,100	360,600
	Capital	13,696	-	9,787	2,500	2,500	2,500
Total City Clerk		616,569	669,158	697,115	842,431	893,130	1,001,107
City Attorney							
	Personnel	-	-	-	-	-	-
	Operations	698,431	817,270	851,020	923,000	969,150	1,017,600
	Capital	-	-	-	-	-	-
Total City Attorney		698,431	817,270	851,020	923,000	969,150	1,017,600
City Manager's Office							
	Personnel	604,755	762,027	830,594	875,168	930,000	954,733
	Operations	53,072	39,604	42,520	53,000	77,300	77,300
	Capital	-	-	-	-	-	-
Total City Manager's Office		657,827	801,631	873,114	928,168	1,007,300	1,032,033
Economic Development							
	Personnel	815,943	773,689	968,989	1,010,770	1,273,227	1,315,121
	Operations	326,719	185,703	135,342	259,238	409,932	381,217
	Capital	-	-	-	-	-	-
Total Economic Development		1,142,661	959,391	1,104,332	1,270,008	1,683,159	1,696,338
Finance							
	Personnel	1,226,988	1,360,185	1,448,430	1,497,483	1,525,458	1,561,230
	Operations	294,906	295,454	290,023	307,400	427,120	434,080
	Capital	-	-	-	-	5,000	5,000
Total Finance		1,521,894	1,655,639	1,738,453	1,804,883	1,957,578	2,000,310
Human Resources							
	Personnel	713,382	740,311	776,196	869,976	906,288	963,398
	Operations	309,648	232,908	241,114	270,825	353,125	371,225
	Capital	7,807	-	-	-	5,000	5,000
Total Human Resources		1,030,838	973,220	1,017,310	1,140,801	1,264,413	1,339,623
Community Development							
Planning							
	Personnel	1,711,841	1,605,943	1,573,502	1,520,024	1,595,965	1,652,808
	Operations	228,134	259,049	422,906	395,800	559,500	519,500
	Capital	-	-	-	-	10,000	10,000
Total Planning		1,939,975	1,864,992	1,996,407	1,915,824	2,165,465	2,182,308
Building							
	Personnel	618,793	714,916	919,535	1,147,881	1,220,333	1,235,059
	Operations	1,030,742	877,004	873,046	965,170	1,023,803	1,071,548

City of Tustin
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Dept Name	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
	Capital	-	-	-	-	-	-
Total Building		1,649,535	1,591,919	1,792,581	2,113,051	2,244,136	2,306,607
Code Enforcement							
	Personnel	259,026	313,176	342,457	178,365	168,698	171,477
	Operations	92,581	155,392	125,973	105,600	114,100	116,100
	Capital	-	-	-	-	-	-
Total Code Enforcement		351,607	468,567	468,430	283,965	282,798	287,577
Community Development							
	Personnel	2,589,660	2,634,034	2,835,493	2,846,270	2,984,997	3,059,344
	Operations	1,351,457	1,291,444	1,421,925	1,466,570	1,697,403	1,707,148
	Capital	-	-	-	-	10,000	10,000
Total Community Development		3,941,117	3,925,479	4,257,418	4,312,840	4,692,400	4,776,492
Public Works							
Administration							
	Personnel	609,153	524,905	549,430	539,950	432,819	451,004
	Operations	689,309	569,918	540,457	671,200	855,350	862,350
	Capital	-	-	-	-	-	-
Total Administration		1,298,463	1,094,823	1,089,887	1,211,150	1,288,169	1,313,354
Engineering							
	Personnel	1,030,856	1,126,519	1,143,728	1,373,049	1,523,009	1,550,529
	Operations	23,039	27,709	104,699	104,000	194,000	189,000
	Capital	-	-	-	-	-	-
Total Engineering		1,053,895	1,154,228	1,248,427	1,477,049	1,717,009	1,739,529
Streets							
	Personnel	687,789	669,954	763,578	590,726	644,380	657,161
	Operations	97,527	157,995	2,533,362	154,000	155,850	154,700
	Capital	3,044,650	2,370,752	-	-	-	-
Total Streets		3,829,966	3,198,700	3,296,940	744,726	800,230	811,861
Landscape							
	Personnel	1,706,202	1,761,534	1,969,006	1,944,793	2,185,449	2,183,213
	Operations	3,675,098	3,833,386	4,234,265	4,309,190	4,709,100	4,852,600
	Capital	-	-	-	-	-	-
Total Landscape		5,381,300	5,594,920	6,203,271	6,253,983	6,894,549	7,035,813
Water Quality							
	Personnel	170,890	175,966	173,672	183,135	190,138	195,618
	Operations	282,892	324,636	321,538	432,810	469,142	473,000
	Capital	-	-	-	-	-	-
Total Water Quality		453,782	500,602	495,211	615,945	659,280	668,618
Fleet Maintenance							
	Personnel	498,367	520,783	535,087	551,633	564,080	577,093
	Operations	514,889	545,334	717,363	944,340	841,700	834,600
	Capital	-	-	-	-	-	-
Total Fleet Maintenance		1,013,256	1,066,117	1,252,450	1,495,973	1,405,780	1,411,693
Building Facilities							
	Personnel	413,665	422,434	371,248	324,446	480,638	501,324
	Operations	1,976,424	2,461,699	2,472,230	2,727,600	2,926,800	3,037,300

City of Tustin
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Dept Name	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
	Capital	-	-	-	-	-	-
Total Building Facilities		2,390,088	2,884,133	2,843,478	3,052,046	3,407,438	3,538,624
Public Works							
	Personnel	5,116,921	5,202,095	5,505,748	5,507,731	6,020,514	6,115,942
	Operations	7,259,179	7,920,676	10,923,915	9,343,140	10,151,942	10,403,550
	Capital	3,044,650	2,370,752	-	-	-	-
Total Public Works		15,420,750	15,493,523	16,429,663	14,850,871	16,172,456	16,519,492
Police Department							
Administration							
	Personnel	1,184,875	1,160,008	1,204,826	1,478,361	1,245,780	1,286,986
	Operations	3,168,723	2,106,913	1,073,475	2,147,060	2,735,860	2,735,860
	Capital	-	-	-	-	-	-
Total Administration		4,353,598	3,266,921	2,278,301	3,625,421	3,981,640	4,022,846
City Operations							
	Personnel	3,185,928	2,541,442	3,010,146	3,240,434	3,238,710	3,342,845
	Operations	538,520	639,238	769,149	900,420	1,008,110	927,110
	Capital	-	-	-	-	-	-
Total City Operations		3,724,448	3,180,680	3,779,294	4,140,854	4,246,820	4,269,955
North Area Division							
	Personnel	4,454,992	3,966,033	4,383,275	5,069,446	5,065,230	5,247,018
	Operations	105,153	91,063	65,817	60,600	56,259	56,259
	Capital	-	-	-	-	-	-
Total North Area Division		4,560,144	4,057,096	4,449,092	5,130,046	5,121,489	5,303,277
South Area Division							
	Personnel	4,477,950	4,826,596	5,412,994	5,165,328	6,075,255	6,278,079
	Operations	87,029	77,795	69,593	54,500	92,159	92,159
	Capital	-	-	-	-	-	-
Total South Area Division		4,564,979	4,904,391	5,482,587	5,219,828	6,167,414	6,370,238
Special Operations Division							
	Personnel	3,042,900	4,477,615	4,916,851	5,137,716	5,283,414	5,391,624
	Operations	134,441	169,537	155,045	176,785	237,785	237,785
	Capital	-	-	-	-	-	-
Total Special Operations Division		3,177,341	4,647,152	5,071,896	5,314,501	5,521,199	5,629,409
Professional Standards Division							
	Personnel	2,141,749	2,084,539	2,086,187	2,341,945	2,126,037	2,160,847
	Operations	519,174	400,687	441,579	478,041	686,795	818,018
	Capital	-	-	-	-	-	-
Total Professional Standards Division		2,660,923	2,485,227	2,527,767	2,819,986	2,812,832	2,978,865
Field Support Services							
	Personnel	2,472,116	2,723,699	2,772,030	2,985,821	3,226,037	3,269,893
	Operations	244,896	211,324	187,104	224,625	331,625	335,525
	Capital	-	-	-	-	-	-
Total Field Support Services		2,717,012	2,935,023	2,959,134	3,210,446	3,557,662	3,605,418
Operations Support Services							
	Personnel	1,511,895	1,750,839	1,662,977	1,662,139	1,887,391	1,933,066
	Operations	223,199	307,581	290,082	235,700	257,122	257,122

City of Tustin
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Dept Name	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
	Capital	-	-	-	-	-	-
Total Operations Support Services		1,735,093	2,058,420	1,953,059	1,897,839	2,144,513	2,190,188
Behavioral Response Unit							
	Personnel	-	-	96,608	170,112	164,769	172,288
	Operations	-	-	55	-	-	-
	Capital	-	-	-	-	-	-
Total Behavioral Response Unit		-	-	96,663	170,112	164,769	172,288
Police Department							
	Personnel	22,472,404	23,530,772	25,545,894	27,251,301	28,312,623	29,082,647
	Operations	5,021,135	4,004,138	3,051,899	4,277,731	5,405,715	5,459,838
	Capital	-	-	-	-	-	-
Total Police Department		27,493,539	27,534,909	28,597,794	31,529,032	33,718,338	34,542,484
Fire Service Contract							
	Personnel	-	-	-	-	-	-
	Operations	8,676,428	9,213,773	9,759,428	10,077,639	10,623,700	11,098,438
	Capital	-	-	-	-	-	-
Total Fire Service Contract		8,676,428	9,213,773	9,759,428	10,077,639	10,623,700	11,098,438
Parks & Recreation							
Administration							
	Personnel	377,977	350,538	488,096	529,160	431,691	448,959
	Operations	714,190	552,892	530,098	626,450	797,650	800,650
	Capital	709	689	-	850	850	850
Total Administration		1,092,876	904,118	1,018,194	1,156,460	1,230,191	1,250,459
Sports							
	Personnel	638,014	739,954	674,826	678,196	839,035	878,377
	Operations	176,545	187,508	275,611	292,400	342,600	354,600
	Capital	1,939	1,088	1,942	4,000	16,000	5,000
Total Sports		816,498	928,550	952,379	974,596	1,197,635	1,237,977
Classes/Cultural Services							
	Personnel	332,655	305,066	266,786	320,645	243,266	247,575
	Operations	468,979	381,748	774,977	672,200	798,700	824,200
	Capital	16,236	16,913	17,994	19,500	21,000	21,000
Total Classes/Cultural Services		817,870	703,728	1,059,757	1,012,345	1,062,966	1,092,775
Veterans Sports Park/The Annex							
	Personnel	-	-	182,110	240,917	236,275	241,985
	Operations	-	-	172,251	125,600	119,100	129,100
	Capital	-	-	2,369	2,000	5,000	2,000
Total Veterans Sports Park/The Annex		-	-	356,729	368,517	360,375	373,085
Senior Citizens							
	Personnel	433,470	452,405	464,338	497,640	510,083	521,993
	Operations	58,267	14,535	76,282	98,200	115,200	115,200
	Capital	-	-	-	-	-	-
Total Senior Citizens		491,737	466,940	540,620	595,840	625,283	637,193
Special Services							
	Personnel	331,275	292,449	307,425	326,450	369,723	382,913
	Operations	12,667	6,927	8,572	7,700	7,700	7,700

City of Tustin
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Dept Name	Expense	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Proposed	2024-25 Proposed
	Capital	1,153	1,990	2,404	2,500	25,000	25,000
Total Special Services		345,095	301,366	318,401	336,650	402,423	415,613
Tustin Youth Center							
	Personnel	367,856	362,375	380,734	406,014	395,850	399,440
	Operations	26,411	25,906	38,432	38,800	43,800	43,800
	Capital	1,173	1,115	2,000	2,000	2,500	2,500
Total Tustin Youth Center		395,439	389,395	421,166	446,814	442,150	445,740
Parks & Recreation							
	Personnel	2,481,247	2,502,787	2,764,314	2,999,021	3,025,923	3,121,241
	Operations	1,457,059	1,169,515	1,876,223	1,861,350	2,224,750	2,275,250
	Capital	21,209	21,795	26,708	30,850	70,350	56,350
Total Parks & Recreation		3,959,516	3,694,097	4,667,245	4,891,221	5,321,023	5,452,841
Non-Departmental							
	Personnel	4,095,206	4,652,042	5,338,449	6,190,980	6,476,041	6,419,000
	Operations	1,650,021	1,575,226	1,887,071	8,713,718	5,177,536	5,288,660
	Capital	-	-	-	-	-	-
Total Non-Departmental		5,745,227	6,227,269	7,225,520	14,904,698	11,653,577	11,707,660
Non-Operating Expenditures							
	Small Business Assistance	-	2,191,245	-	-	-	-
	Meal Gap Program	-	127,794	255,316	-	-	-
	Water Loan	-	-	-	3,830,700	-	-
	Other COVID-19 Costs	-	993,591	-	-	-	-
Total Non-Operating Expenditures		-	3,312,630	255,316	3,830,700	-	-
General Fund Total							
	Personnel	40,617,432	42,676,506	46,565,050	49,668,938	52,139,600	53,281,663
	Operations	27,227,578	26,909,191	30,638,285	37,824,461	37,810,573	38,910,705
	Non-Operating Expenditures	-	3,312,630	255,316	3,830,700	-	-
	Capital	3,087,363	2,392,546	36,495	33,350	92,850	78,850
TOTAL EXPENSES - GENERAL FUND		70,932,372	75,290,874	77,495,146	91,357,449	90,043,023	92,271,218



2023-2025 Position Control List

Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
Position Summary by Department								
City Clerk		4.50	4.50	4.50	4.50	0.00	4.50	0.00
City Manager's Office		5.00	5.00	5.00	5.00	0.00	5.00	0.00
Community Development		21.50	21.50	22.50	22.50	0.00	22.50	0.00
Economic Development		7.00	7.00	7.00	7.00	0.00	7.00	0.00
Finance		22.50	22.50	23.00	23.00	0.00	23.00	0.00
Human Resources		5.25	5.25	5.50	5.50	0.00	5.50	0.00
Parks & Recreation		17.00	17.00	17.00	17.00	0.00	17.00	0.00
Police Department		150.00	153.00	154.00	156.00	2.00	156.00	0.00
Public Works		77.75	78.75	77.00	79.00	2.00	79.00	0.00
Total Position Control - All Departments		310.50	314.50	315.50	319.50	4.00	319.50	0.00
City Clerk								
	Administrative Assistant ¹	2.50	2.50	1.50	1.50	0.00	1.00	-0.50
	City Clerk	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Assistant ¹	0.00	0.00	1.00	1.00	0.00	1.50	0.50
Total City Clerk		4.50	4.50	4.50	4.50	0.00	4.50	0.00
City Manager's Office								
	Assistant City Manager	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	City Manager	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Coordinator	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Management Analyst	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Total City Manager's Office		5.00	5.00	5.00	5.00	0.00	5.00	0.00
Community Development								
	Administrative Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Assistant Director of CD - Building	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Assistant Director of CD - Planning	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Assistant Planner	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Associate Planner	2.00	1.00	1.00	1.00	0.00	1.00	0.00
	Building Inspector	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Building Official ²	0.00	0.00	0.00	1.00	1.00	1.00	0.00
	Building Permit Technician	2.00	3.00	2.00	2.00	0.00	2.00	0.00
	Code Enforcement Officer	2.50	1.50	1.50	1.50	0.00	1.50	0.00
	Deputy Building Official ²	0.00	1.00	1.00	0.00	-1.00	0.00	0.00
	Director of Community Development	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Planning Technician	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Principal Plan Check Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Principal Planner	2.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Building Inspector	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Code Enforcement Officer	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Building Permit Technician	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Senior Planner	3.00	3.00	3.00	3.00	0.00	3.00	0.00
Total Community Development		21.50	21.50	22.50	22.50	0.00	22.50	0.00
Economic Development								
	Deputy Director of Econ. Dev.	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Director of Economic Development	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Economic Development & Housing Manager	0.00	1.00	1.00	1.00	0.00	1.00	0.00

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
	Executive Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Analyst I/II	2.00	1.00	0.00	0.00	0.00	0.00	0.00
	Management Assistant ³	1.00	1.00	1.00	0.00	-1.00	0.00	0.00
	Senior Management Assistant ³	0.00	0.00	0.00	1.00	1.00	1.00	0.00
	Senior Management Analyst	1.00	1.00	2.00	2.00	0.00	2.00	0.00
Total Economic Development		7.00	7.00	7.00	7.00	0.00	7.00	0.00
Finance								
	Accountant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Accounting Specialist	2.50	2.50	3.00	3.00	0.00	3.00	0.00
	Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Deputy Director of Finance	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Director of Finance/City Treasurer	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Information Technology Specialist ^{4,5}	3.00	3.00	3.00	0.00	-3.00	0.00	0.00
	Information Technology Supervisor ⁴	0.00	0.00	0.00	1.00	1.00	1.00	0.00
	Management Analyst I	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Analyst II	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Management Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Accountant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Accounting Specialist	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Senior Information Tech Specialist ⁵	1.00	1.00	1.00	3.00	2.00	3.00	0.00
	Senior Management Analyst	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Management Assistant	2.00	2.00	1.00	1.00	0.00	1.00	0.00
	Water Meter Reader	2.00	2.00	2.00	2.00	0.00	2.00	0.00
Total Finance		22.50	22.50	23.00	23.00	0.00	23.00	0.00
Human Resources								
	Administrative Assistant ⁶	0.50	0.50	0.50	0.50	0.00	0.00	-0.50
	Director of Human Resources	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Human Resources Manager ⁷	0.00	0.00	0.00	0.00	0.00	1.00	1.00
	Management Analyst I/II ⁸	0.75	0.75	1.00	2.00	1.00	2.00	0.00
	Management Assistant ⁶	2.00	2.00	1.00	1.00	0.00	1.50	0.50
	Senior Management Analyst ⁷	1.00	1.00	1.00	1.00	0.00	0.00	-1.00
	Senior Management Assistant ⁸	0.00	0.00	1.00	0.00	-1.00	0.00	0.00
Total Human Resources		5.25	5.25	5.50	5.50	0.00	5.50	0.00
Parks & Recreation								
	Administrative Assistant	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Deputy Director of Parks & Rec	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Director of Parks & Recreation	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Assistant	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation Coordinator	5.00	6.00	6.00	6.00	0.00	6.00	0.00
	Recreation Facilities Lead	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Recreation Program Specialist	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation Superintendent	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Recreation Supervisor	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Sr. Management Assistant	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Transportation Coordinator	2.00	2.00	2.00	2.00	0.00	2.00	0.00
Total Parks & Recreation		17.00	17.00	17.00	17.00	0.00	17.00	0.00
Police Department								
	Behavioral Health Bureau Commander	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Crime Analyst (SLESF Grant Funded)	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Analyst I/II	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Assistant	2.00	1.00	1.00	1.00	0.00	1.00	0.00
	Police Captain	1.00	1.00	3.00	3.00	0.00	3.00	0.00
	Police Chief	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Police Civilian Commander	1.00	1.00	0.00	0.00	0.00	0.00	0.00
	Police Communications Lead	2.00	2.00	2.00	2.00	0.00	2.00	0.00

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
	Police Communications Officer I/II	10.00	10.00	10.00	10.00	0.00	10.00	0.00
	Police Fleet Coordinator	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Police Lieutenant	5.00	5.00	5.00	5.00	0.00	5.00	0.00
	Police Officer	69.00	72.00	72.00	72.00	0.00	72.00	0.00
	Police Officer (SRO) ⁹	1.00	1.00	1.00	2.00	1.00	2.00	0.00
	Police Records Lead	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Police Records Specialist	10.00	10.00	10.00	10.00	0.00	10.00	0.00
	Police Sergeant ¹⁰	18.00	18.00	18.00	19.00	1.00	19.00	0.00
	Police Services Officer I/II/III	15.00	15.00	15.00	15.00	0.00	15.00	0.00
	Police Support Services Manager	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Police Support Services Supervisor	4.00	4.00	4.00	4.00	0.00	4.00	0.00
	Property and Evidence Specialist	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Senior Management Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Management Analyst	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Total Police Department		150.00	153.00	154.00	156.00	2.00	156.00	0.00
Public Works								
	Assistant Engineer	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Assistant Director of Public Works	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Associate Engineer	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Deputy Director of PW - Engineering	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Deputy Director of PW - Operations	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Director of PW / City Engineer	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Electrician	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Equipment Mechanic	3.00	3.00	2.00	2.00	0.00	2.00	0.00
	Equipment Operator	3.00	3.00	3.00	3.00	0.00	3.00	0.00
	Field Services Manager	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Maintenance Leadworker	5.00	5.00	5.00	5.00	0.00	5.00	0.00
	Maintenance Supervisor ¹¹	5.00	5.00	4.00	5.00	1.00	5.00	0.00
	Maintenance Worker/Sr. Maint. Worker	19.00	20.00	22.00	22.00	0.00	22.00	0.00
	Management Assistant	1.00	1.00	3.00	3.00	0.00	3.00	0.00
	Principal Engineer	3.00	3.00	3.00	3.00	0.00	3.00	0.00
	Public Works Inspector	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Public Works Manager	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Senior Management Analyst	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Management Assistant	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Senior Public Works Inspector	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Equipment Mechanic Leadworker	3.00	3.00	1.00	1.00	0.00	1.00	0.00
	Water Distribution Leadworker	1.00	1.00	2.00	2.00	0.00	2.00	0.00
	Water Distribution Operator I/II	8.00	8.00	7.00	7.00	0.00	7.00	0.00
	Water Equipment Operator	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Water Maint. & Const. Supervisor	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Water Services Manager ¹²	1.00	1.00	0.00	1.00	1.00	1.00	0.00
	Water Treatment Leadworker	2.75	2.75	1.00	1.00	0.00	1.00	0.00
	Water Treatment Operator I	1.25	1.25	1.25	1.25	0.00	1.25	0.00
	Water Treatment Operator II	2.75	2.75	1.75	1.75	0.00	1.75	0.00
	Water Treatment Supervisor	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Total Public Works		77.75	78.75	77.00	79.00	2.00	79.00	0.00
POSITION CONTROL GRAND TOTAL		310.5	314.5	315.50	319.50	4.00	319.50	0.00

Footnotes

- 1 **City Clerk/Human Resources** - 24/25 Budget Reclass - HR shared Administrative Assistant to Management Assistant
- 2 **Community Development** - 23/24 Budget Reclass - Deputy Building Official to Building Official
- 3 **Economic Development** - 23/24 Budget Reclass - Management Assistant to Senior Management Assistant
- 4 **Finance (IT)** - 23/24 Budget Reclass - Information Technology Specialist to Information Technology Supervisor
- 5 **Finance (IT)** - 23/24 Budget Reclass - Information Technology Specialist to Senior Information Technology Specialist

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
6	Human Resources/City Clerk - 24/25 Budget Reclass - City Clerk shared Administrative Assistant to Management Assistant							
7	Human Resources - 24/25 Budget Reclass - Senior Management Analyst to Human Resources Manager							
8	Human Resources - 23/24 Budget Reclass - Senior Management Assistant to Management Analyst I/II							
9	Police Department - 23/24 Budget Add - Police Officer, School Resource Officer (SRO)							
10	Police Department - 23/24 Budget Add - Sergeant							
11	Public Works - 23/24 Budget Add - Reinstate Maintenance Supervisor							
12	Public Works - 23/24 Budget Add - Reinstate Water Services Manager							



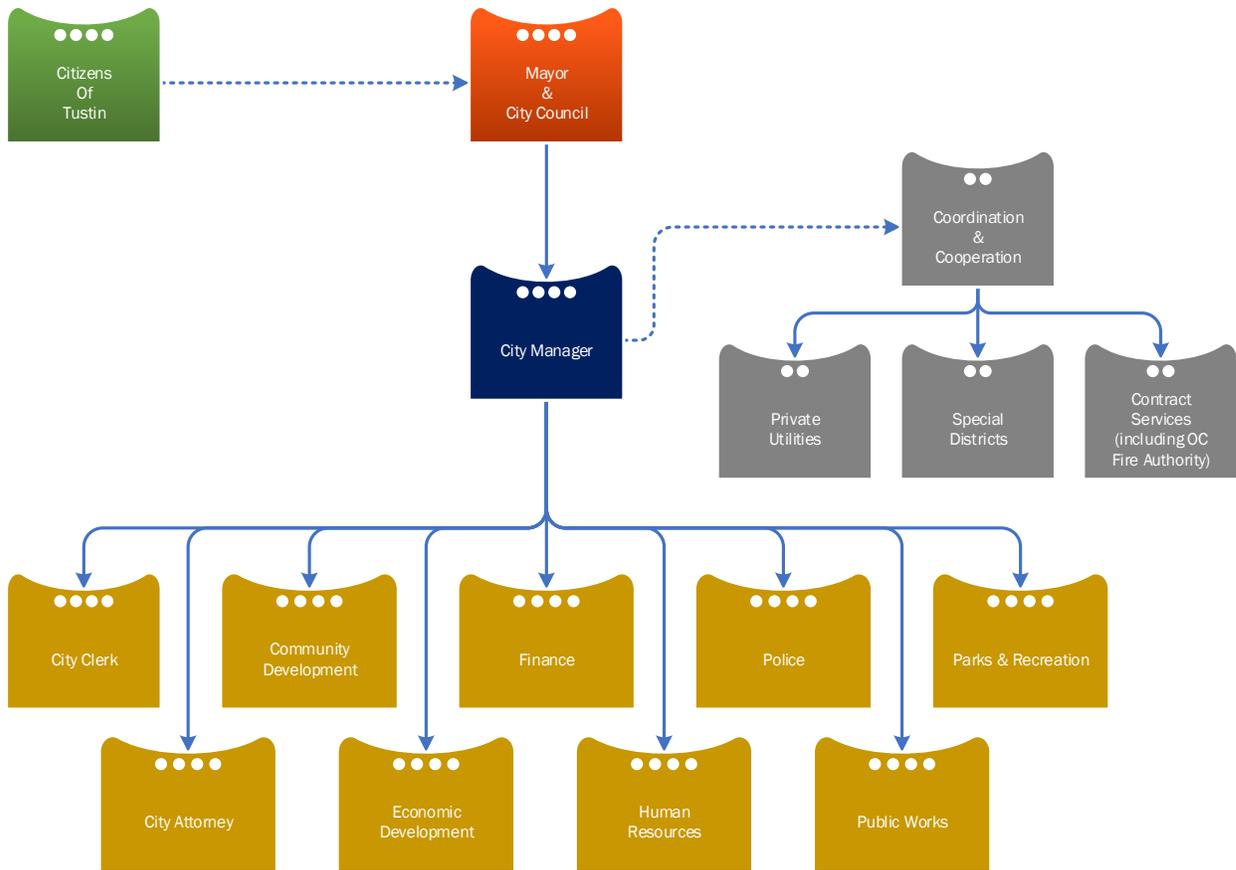
CITY DEPARTMENTS



CITY COUNCIL



CITY COUNCIL ORGANIZATIONAL CHART



CITY COUNCIL

DESCRIPTION:

The City Council provides policy direction with regard to City services. Through its review and approval of the City's annual operating and capital improvement budgets, the City Council determines the types and levels of City services. The City Council authorizes changes in the Municipal Code through adoption of ordinances. Policy direction is given by the City Council to the Planning Commission, the Community Services Commission, Audit Commission, Public Art Commission, and Building Board of Appeals. The City Council also serves as the Board of Directors of the Tustin Public Financing Authority, Housing Authority, and of the Successor Agency.

Members of the City Council represent the City on various agencies such as the Orange County Fire Authority, Transportation Corridor Agencies, Orange County Sanitation District, Orange County Mosquito and Vector Control District, Southern California Association of Governments, Orange County Council of Governments, Orange County Library Board, Emergency Medical Care Committee, Santa Ana River Flood Protection Agency, Water Advisory Committee of Orange County, and Newport Bay Watershed Executive Committee.



MAYOR'S WELCOME

Welcome to Tustin.

On behalf of the Tustin City Council, it is my pleasure to welcome you to the City of Tustin. We are proud to provide you with information about our community and the many opportunities Tustin has to offer.

Much like the glorious old trees that grace its landscape, Tustin is rooted in the past - its early heritage is embodied by the captivating historic homes and commercial storefronts along the streets of Old Town. But like its grand old homes and trees, Tustin continues to flourish with existing and new communities, modern shopping centers and in its diverse industrial base, ever reaching out to the future.

Nestled in the scenic heart of Orange County, California, Tustin actively plans for the future based on a tremendous foundation of success. The community's goals are clear: to remain financially secure, to create jobs, and to improve the quality of life for all who live and work here by promoting a healthy balance of safe neighborhoods, parks, community facilities, and strong commercial and industrial areas.

From a business perspective, Tustin is one of California's prime business locations. Tustin prides itself by working as a partner and supporter of businesses of all sizes to help them achieve greater success. The proximity of state and interstate freeways, airports, seaports and rail service enables easy travel to and from Tustin.

I invite you to spend some time in Tustin. Whether in person or via our web page, we're happy to have you.

Sincerely,

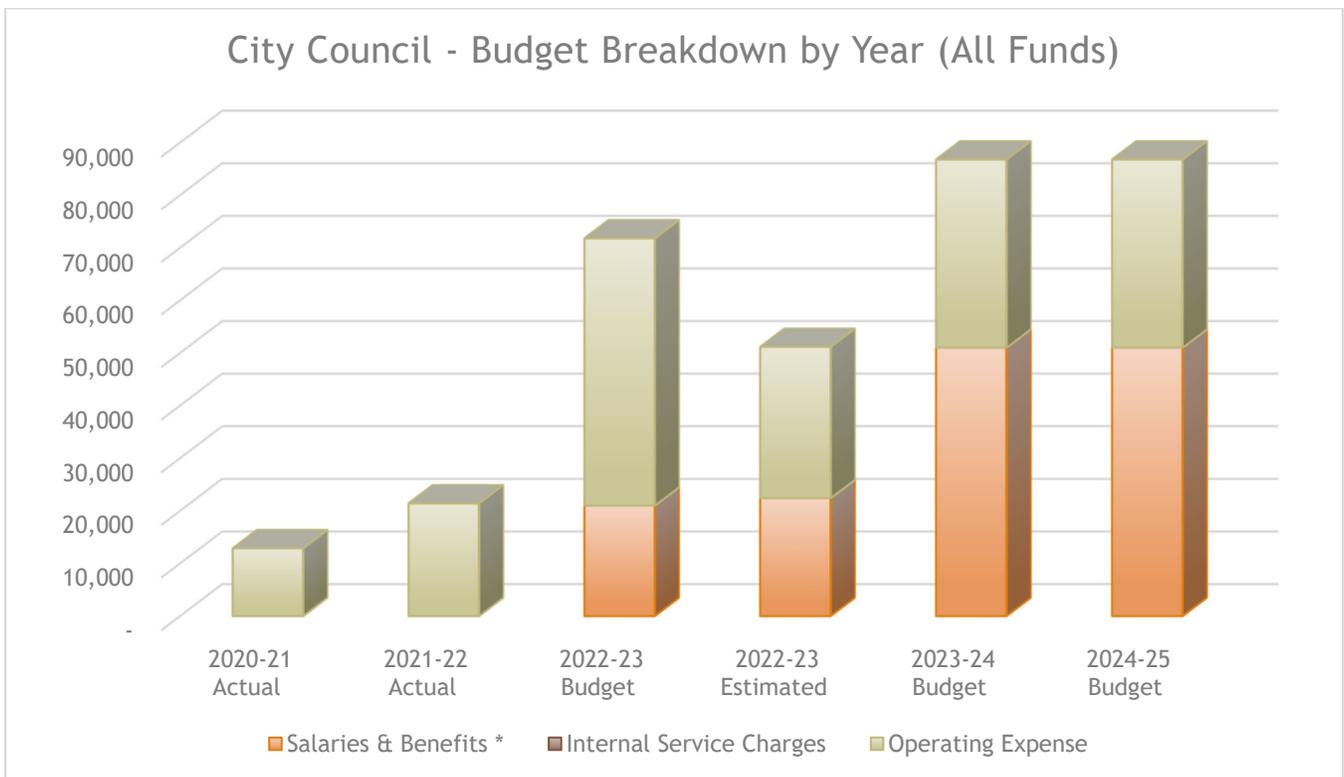
Mayor Austin Lumbard



CITY COUNCIL

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES CITY COUNCIL						
<i>ALL Funds</i>						
Salaries & Benefits *	-	-	21,000	22,406	51,000	51,000
Internal Service Charges	-	-	-	-	-	-
Operating Expense	12,886	21,420	50,800	28,750	35,800	35,800
Total City Council Expenditures	12,886	21,420	71,800	51,156	86,800	86,800

EXPENSES BY DIVISION						
<i>General Fund</i>						
City Council Expenditures						
Salaries & Benefits *	-	-	21,000	22,406	51,000	51,000
Internal Service Charges	-	-	-	-	-	-
Operating Expense	12,886	21,420	50,800	28,750	35,800	35,800
Total	12,886	21,420	71,800	51,156	86,800	86,800
Total General Fund	12,886	21,420	71,800	51,156	86,800	86,800



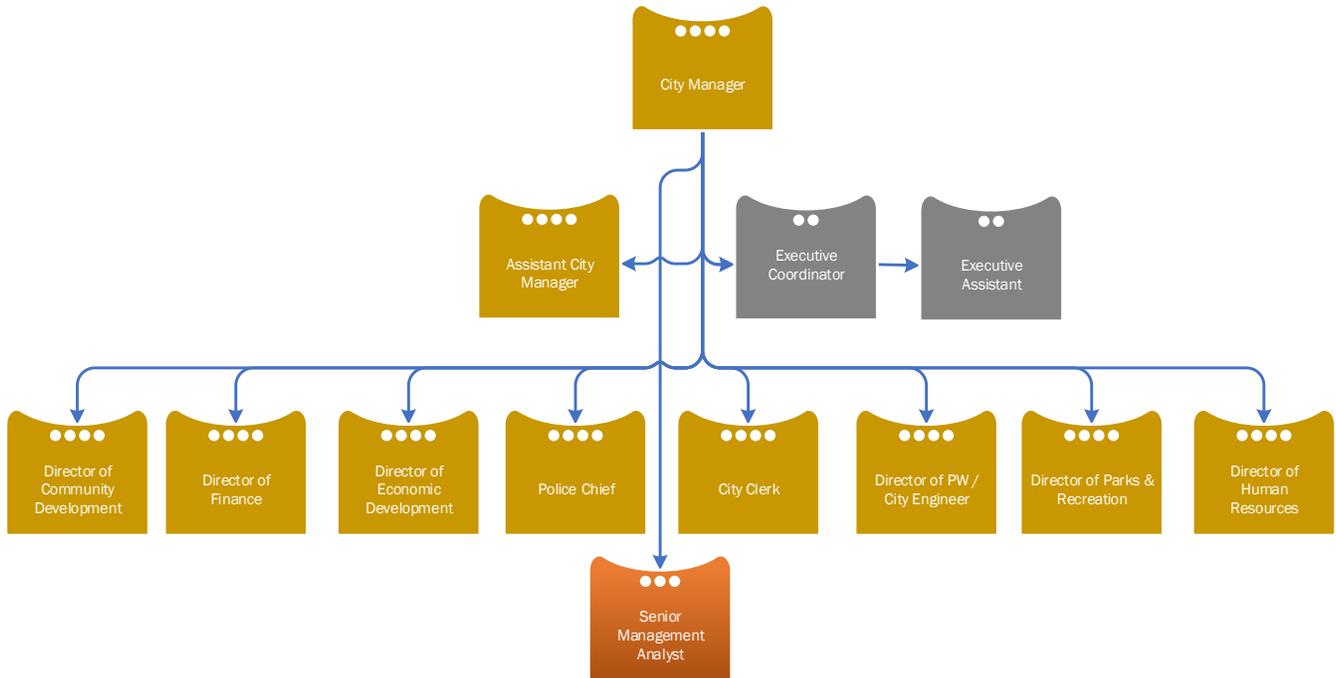
* Beginning in December 2022, each member of the City Council and the Mayor and Mayor Pro Tem shall receive a monthly salary in the amount of \$600 in accordance with Ordinance No. 1511, and pursuant with the passage of Measure CC on the November 3, 2020 ballot.



CITY MANAGER



CITY MANAGER'S OFFICE ORGANIZATIONAL CHART & POSITION CONTROL HISTORY



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
City Manager's Office								
	Assistant City Manager	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	City Manager	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Coordinator	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Management Analyst	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Total City Manager's Office		5.00	5.00	5.00	5.00	0.00	5.00	0.00

* Directors & City Clerk Position Control count included in respective Department/Division.



CITY MANAGER'S OFFICE

DESCRIPTION:

Under policy direction of the City Council, the City Manager's Office is responsible for planning, organizing and evaluating City services and providing management direction to all City departments through the department directors. It also ensures that the types and levels of City services are consistent with City Council policy and the proposed budget.

TASKS:

- Keep the City Council constantly apprised as to the status of City programs and activities.
- Respond to, and resolve, citizen complaints concerning City services.
- Provide staff support, when required, to members of the City Council serving on regional agencies.
- Serve on special regional committees such as the Orange County Fire Authority Technical Advisory Committee, Orange County Library Task Force, and 800 MHz Communications System Governance Committee.
- Submit to the City Council the Fiscal Year 2023-25 operating and seven-year capital improvement budgets.
- Provide management oversight of economic development and housing programs.
- Serve as the Director of the Local Reuse Authority for the former MCAS Tustin.
- Serve as the Master Developer for City properties at Tustin Legacy.
- Manage the City's public communications program.

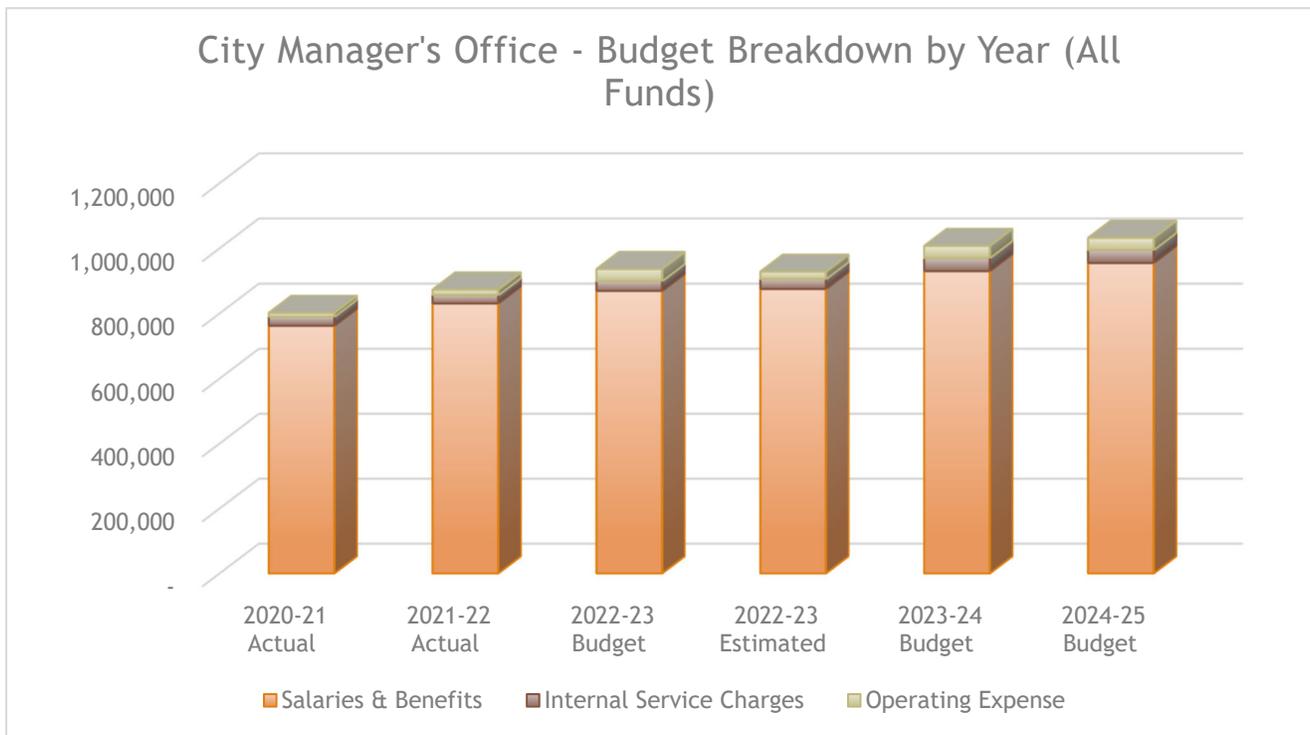




CITY MANAGER'S OFFICE

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES CITY MANAGER'S OFFICE						
<i>ALL Funds</i>						
Salaries & Benefits	762,027	830,594	868,956	875,168	930,000	954,733
Internal Service Charges	27,365	24,979	29,900	29,900	39,800	39,800
Operating Expense	12,239	17,541	37,500	23,100	37,500	37,500
Total CM's Office Expenditures	801,631	873,114	936,356	928,168	1,007,300	1,032,033

EXPENSES BY DIVISION						
<i>General Fund</i>						
City Manager's Office Expenditures						
Salaries & Benefits	762,027	830,594	868,956	875,168	930,000	954,733
Internal Service Charges	27,365	24,979	29,900	29,900	39,800	39,800
Operating Expense	12,239	17,541	37,500	23,100	37,500	37,500
Total	801,631	873,114	936,356	928,168	1,007,300	1,032,033
Total General Fund	801,631	873,114	936,356	928,168	1,007,300	1,032,033





CITY ATTORNEY



CITY ATTORNEY

DESCRIPTION:

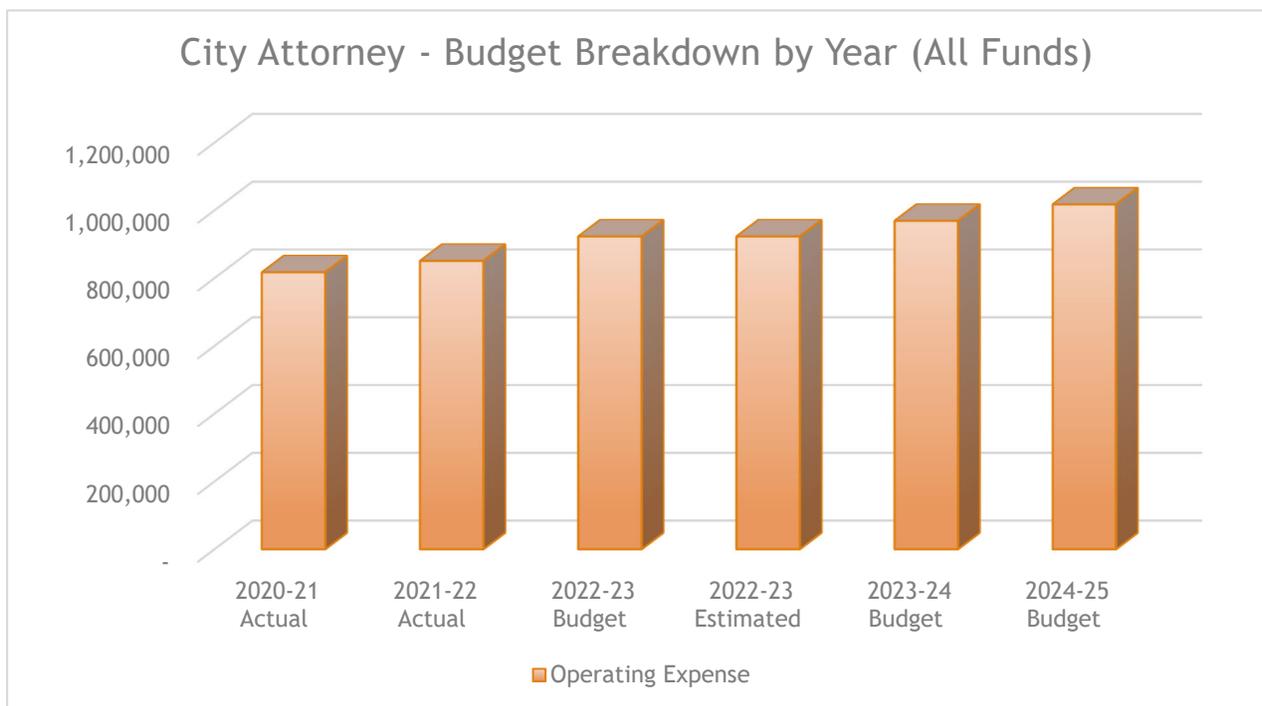
The City Attorney's office provides legal advice and services pertaining to City affairs to the City Council, City Manager and other City officials.

TASKS:

- Attend City Council and Planning Commission meetings for the purpose of providing legal advice.
- Review and prepare ordinances, resolutions, franchises, agreements, contracts and other documents.
- Provide legal advice to City departments.
- Represent the City in court proceedings.
- Review and monitor general employment and automobile liability claims processed by the City's claims administrator.

CITY ATTORNEY

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES CITY ATTORNEY						
<i>ALL Funds</i>						
Operating Expense	817,270	851,020	923,000	923,000	969,150	1,017,600
Total City Attorney Expenditures	817,270	851,020	923,000	923,000	969,150	1,017,600
EXPENSES BY DIVISION						
<i>General Fund</i>						
City Attorney Expenditures						
Operating Expense	817,270	851,020	923,000	923,000	969,150	1,017,600
Total	817,270	851,020	923,000	923,000	969,150	1,017,600
Total General Fund	817,270	851,020	923,000	923,000	969,150	1,017,600

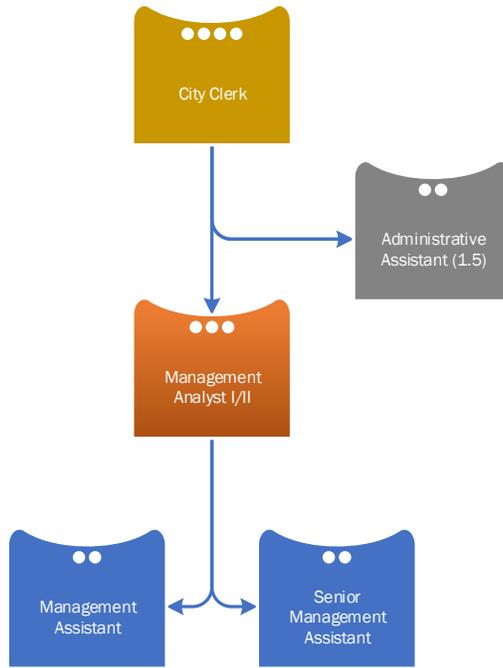




CITY CLERK



CITY CLERK ORGANIZATIONAL CHART & POSITION CONTROL HISTORY



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
City Clerk								
	Administrative Assistant ¹	2.50	2.50	1.50	1.50	0.00	1.00	-0.50
	City Clerk	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Assistant ¹	0.00	0.00	1.00	1.00	0.00	1.50	0.50
Total City Clerk		4.50	4.50	4.50	4.50	0.00	4.50	0.00

Footnotes

1 24/25 Budget Reclass - HR shared Administrative Assistant to Management Assistant



CITY CLERK

DESCRIPTION:

The City Clerk's Office facilitates the legislative policy-making process, records and validates the proceedings of the City Council, and provides for timely and thorough access to public records. It administers the activities pertaining to City Council legislation, processes Council-approved agenda items, manages public records, and disseminates information concerning Council actions both to City staff and the public and conducts municipal elections.

TASKS:

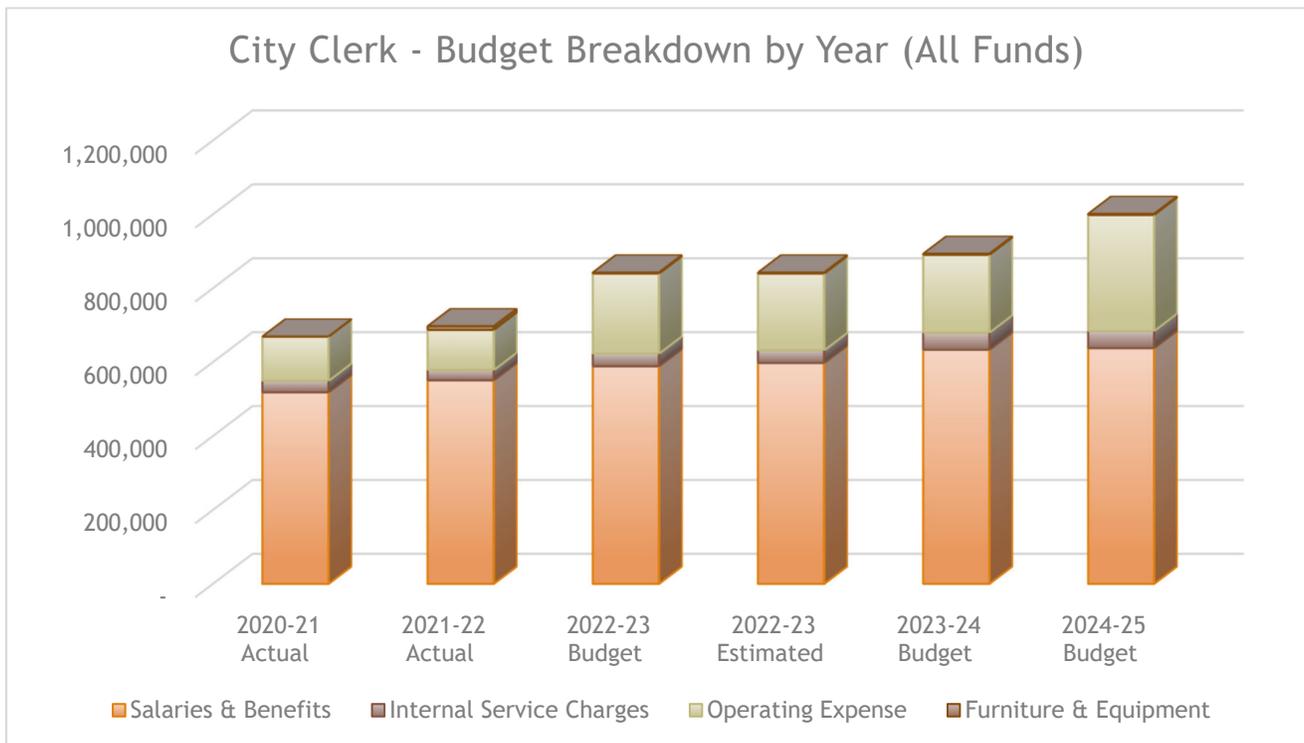
- Coordinate the preparation and distribution of official City Council agendas.
- Maintain a centralized records management system of contracts/agreements, deeds, resolutions, ordinances, and other City documents.
- Process public records requests.
- Conduct municipal elections in accordance with the Tustin City Code, the Elections Code, and the Political Reform Act of 1974.
- Serve as filing officer for Campaign Disclosure and conflict of interest statements required by the Fair Political Practices Commission.
- Coordinate legislative updates in the Tustin City Code.
- Administer the recruitment process for the City's Planning Commission, the Community Services Commission, Audit Commission, Building Board of Appeals, and Public Art Commission.
- Implement the City's Citizen Academy program.
- Process legal documents, including: liability claims, subpoenas, summons, appeals, and petitions.
- Prepare and coordinate ceremonial recognitions such as presentations during the City Council meeting, proclamations and certificates of recognition.
- Publish legal notices.
- Provide citywide phone reception services.
- Provide citywide duplication, scanning services and mail delivery.
- Maintain subscription and distribution of City Council and Planning Commission agendas and minutes.
- Receive bids and RFPs for City projects and conduct bid openings respectively.
- Manage the citywide public shredding program.
- Serve as the Americans with Disabilities Act Coordinator ensuring that persons with disabilities can fully participate in and benefit from the public services offered by the City.
- Manage the electronic document imaging system (Laserfiche).



CITY CLERK

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES CITY CLERK						
<i>ALL Funds</i>						
Salaries & Benefits	518,564	550,942	588,825	597,831	633,530	638,007
Internal Service Charges	31,123	27,945	34,500	34,500	46,500	46,500
Operating Expense	119,471	108,440	216,607	207,600	210,600	314,100
Furniture & Equipment	-	9,787	2,500	2,500	2,500	2,500
Total City Clerk Expenditures	669,158	697,115	842,432	842,431	893,130	1,001,107

EXPENSES BY DIVISION						
<i>General Fund</i>						
City Clerk Expenditures						
Salaries & Benefits	518,564	550,942	588,825	597,831	633,530	638,007
Internal Service Charges	31,123	27,945	34,500	34,500	46,500	46,500
Operating Expense	119,471	108,440	216,607	207,600	210,600	314,100
Furniture & Equipment	-	9,787	2,500	2,500	2,500	2,500
Total	669,158	697,115	842,432	842,431	893,130	1,001,107
Total General Fund	669,158	697,115	842,432	842,431	893,130	1,001,107

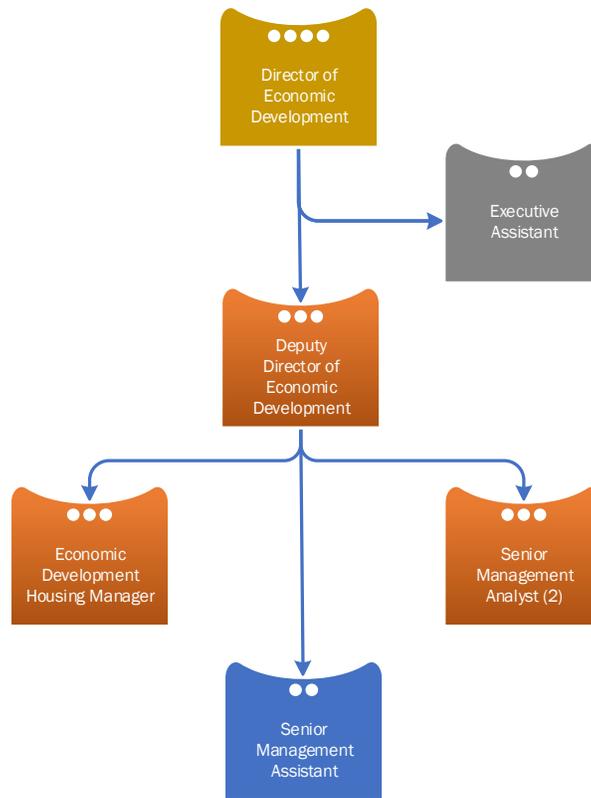




ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT ORGANIZATIONAL CHART & POSITION CONTROL HISTORY



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
Economic Development								
	Deputy Director of Econ. Dev.	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Director of Economic Development	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Economic Development & Housing Manager	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Analyst I/II	2.00	1.00	0.00	0.00	0.00	0.00	0.00
	Management Assistant ³	1.00	1.00	1.00	0.00	-1.00	0.00	0.00
	Senior Management Assistant ³	0.00	0.00	0.00	1.00	1.00	1.00	0.00
	Senior Management Analyst	1.00	1.00	2.00	2.00	0.00	2.00	0.00
Total Economic Development		7.00	7.00	7.00	7.00	0.00	7.00	0.00

Footnotes

3 23/24 Budget Reclass - Management Assistant to Senior Management Assistant



ECONOMIC DEVELOPMENT

DESCRIPTION:

The Economic Development Department provides leadership as the Executive Developer of Tustin Legacy, Economic Development Facilitator, City Real Estate Administrator, and the Housing Authority (workforce and homeless).

TASKS:

- Executive Developer of Tustin Legacy
 - Land use planning and project identification
 - Concept design plans
 - Infrastructure and financial feasibility analysis
 - Private and public project planning and implementation
 - Implement Disposition Manual
 - Financial and project development negotiations
 - Project oversight, performance and monitoring
- Economic Development Facilitator
 - Develop and provide business capacity building, training, educational and business expansion programs in partnership with CSUF Small Business Development Center
 - Host business workshops and facilitate relationships with Tustin Chamber of Commerce
 - Provide business and property sale and lease resources on City website
 - Assist property owners through:
 - Retail recruitment
 - Development review
 - Relationship building
 - Leverage opportunities with businesses, developers, property owners, community groups and others to promote the City and economic interests of the City.
- City Real Estate Administrator
 - Manage short- and long-term uses of City -owned property
 - Tustin Legacy
 - Pacific Center East
- Tustin Housing Authority (Workforce and Homeless)
 - a. Manage affordable ownership units
 - b. Oversee affordable rental units
 - c. Oversee Tustin Temporary Emergency Shelter and homeless outreach services
 - d. Create/facilitate opportunities for new workforce, senior and homeless housing units
 - e. Coordinate housing policy for public or private projects

PERFORMANCE MEASURES (Performance Measures introduced for 2022-23)

Performance Measure	Goal	Target	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Projected	2023-24 Estimated
Small Business Training & Grants Issued	EconDev	50	N/A	N/A	N/A	149	50
Tustin businesses attending City-promoted SBDC Workshops	EconDev	100	N/A	N/A	N/A	100	100
SBDC 1 on 1 Consultations with Tustin Businesses	EconDev.	150	N/A	N/A	N/A	292	150
Business Workshops Hosted (SCORE, Chamber)	EconDev	6	N/A	N/A	N/A	6	6
Small Business Interactions re: Training, Grants and Program Opportunities	EconDev	36,000	N/A	N/A	N/A	60,000	36,000
Mayor's Letters to New Businesses	EconDev	250	N/A	N/A	N/A	288	270
Mayor's Letters to New Chamber of Commerce Members	EconDev	50	N/A	N/A	N/A	50	60
Tustin Legacy Interim Use Revenue	EconDev	\$400,000	N/A	N/A	N/A	\$960,000	\$410,000
South Hangar Rental Revenue	Real Estate	\$100,000	N/A	N/A	N/A	\$110,000	\$50,000



Pacific Center East Interim Use Revenue	Real Estate	\$900,000	N/A	N/A	N/A	\$1,000,000	\$1,000,000
Affordable Ownership Unit Resales	Housing	3	N/A	N/A	N/A	3	3
Homeless Guests served at Temporary Shelter	Housing	150	N/A	N/A	N/A	165	150
% of Shelter Guests Transitioned to Stable Housing	Housing	35%	N/A	N/A	N/A	35%	35%

2023-2025 GOALS:

- Executive Developer of Tustin Legacy
 - As the LRA, finalize two alternative land use plans for Parcel 18 reuse planning
 - Substantial completion of land use analysis and documentation for Specific Plan Amendment
 - Finalize Neighborhood-G design guidelines
 - Coordinate revisions to City ADU ordinance
 - Coordinate general infrastructure analysis for remaining portions of Neighborhood G with Specific Plan Amendment
 - Coordinate general infrastructure analysis for Neighborhood D North with Specific Plan Amendment
 - Monitor construction of Alley Grove
 - Monitor construction of South Hangar Rehab Ph 1
 - Monitor construction of ND South Infrastructure Ph 2
 - Coordinate design of Legacy Park Ph 2 with other departments
 - Coordinate design of Armstrong Ave Pedestrian Bridge with other departments
 - Execute DDA for AvalonBay multifamily mixed-use project (ND South)
 - Negotiate and execute an Exclusive Negotiating Agreement (ENA) for Congregate Care Site 1 (ND South)
 - Prepare and release offering for a residential for-sale project (NG PA 15-A South)
 - Prepare and issue a Notice of Availability for Cornerstone 2 commercial site
 - Monitor construction and sales of 400 homes, the Landing project in Neighborhood- D South and coordinate any profit participation
 - Coordinate design review and predevelopment activities and monitor construction of SOCCCD ATEP public and private projects

- Economic Development Facilitator
 - Develop and initiate a new training & grant program
 - Provide Phase IV of the Main Street Digital Training & Grant program
 - Promote SBDC regional workshops to Tustin businesses
 - Promote and make available SBDC one-on-one consultant services for Tustin Businesses
 - Host SBDC Small Business Clinic for Tustin businesses
 - Host SCORE workshops for Tustin businesses
 - Facilitate workshops between Tustin Chamber and SBDC
 - Support Chamber efforts to promote Old Town events
 - Strengthen the relationship between the City and Tustin businesses
 - Host the Mayor’s business recognition luncheon
 - Host an inaugural Mayor’s new business reception

- City Real Estate Administrator
 - Generate revenue for City with interim uses on vacant Tustin Legacy property
 - Generate revenue for City from events, filming and other uses at the South Hangar
 - Generate revenue for City with interim uses on vacant Pacific Center East property
 - Execute and generate increased revenue for City with new long-term leases with tenants at the 15171 Del Amo building
 - Complete entitlement negotiations with Outfront for a new digital display billboard and generate increased revenue for City



- Tustin Housing Authority (Workforce and Homeless)
 - Ensure compliance with affordable ownership housing monitoring
 - Provide excellent customer service through assisting homeowners with selling and refinancing affordable units
 - Ensure compliance for affordable rental housing monitoring
 - Provide excellent customer advocacy for affordable rental tenants
 - Develop long-term options for sheltering individuals experiencing homelessness
 - Connect City and County homeless outreach service strategies
 - Seek Permanent Local Housing Allocation funding for Tustin Temporary Emergency Shelter

2022-2023 ACCOMPLISHMENTS:

- Executive Developer of Tustin Legacy
 - The Landing, a 400 for sale home community by Brookfield, continues to construct and sell homes at an accelerated pace. Sales have exceeded 75% as of mid-May 2023 and as a result final build out is expected to be completed 2 years earlier than projected.
 - Released and marketed through CBRE a competitive residential Offering for a Multi-family mixed use project on 19.4 acres of property within Neighborhood D South. The City entered into an Exclusive negotiating Agreement (ENA) with AvalonBay and Abode Communities for the potential disposition and development of a Multifamily Mixed-Use project for approximately 1,208 multifamily homes of which 25% (302) are affordable in compliance with the Surplus Land Act.
 - Released and marketed through CBRE a competitive commercial Offering (RFP) for a congregate care project composed of independent, assisted and memory care on 6 acres of property within Neighborhood D South.
 - As the Local Reuse Authority for former MCAS Tustin, continued security and maintenance on Reuse Parcel 18 and considered next steps for the reuse planning process.
 - Coordinated development for public and private projects within the South Orange County Community College District (SOCCCD) ATEP campus.
 - Advanced design plans and bid packages for CIP projects such as Alley Grove Promenade, Legacy Park (2nd phase), South Hangar rehabilitation and Armstrong Avenue pedestrian bridge.
 - Crafted and produced a new Development and Disposition Manual for Tustin Legacy which outlines the City's role and responsibilities as Executive Developer, considerations, process, requirements and approaches to land uses and dispositions, and estimated timing for marketing and Disposition and Development Agreement negotiation and transaction execution.
- Economic Development Facilitator
 - Partnered with the Orange County Small Business Development Center to deliver the following programs:
 - Developed the four-week, Level Up Training & Grant program (Level Up Program), which consisted of four online classes and a one-on-one meeting with a business development consultant. One hundred eighteen (118) businesses participated in three different phases of the Level Up Program and, upon completing the training, each business received a \$10,000 grant. \$1,180,000 in COVID recovery grant funding was distributed to Tustin small businesses for the Level Up Program.
 - In May 2023, launched the 3rd Main Street Digital Training & Grant program, in which over fifty (50) Tustin small businesses, home-based businesses and nonprofits applied to attend four (4) courses in June on how to market and expand their businesses online. Selected applicants will receive a \$1,000 grant to assist with online marketing
 - Hosted one (1) Small Business Clinic for nineteen (19) Tustin businesses to receive direct one on one counseling and access to expert small business development consultants.
 - In 2022, promoted fourteen (14) regional (Orange County) small business workshops to Tustin businesses. 100 of the 813 businesses attending those workshops were Tustin businesses
 - In 2022, Tustin's partnership with SBDC connected 292 Tustin businesses to one-on-one assistance with SBDC consultants.
 - Partnered with the Orange County Workforce Board



- Sponsored a Mobile Workforce Clinic at the Tustin Library – nineteen (19) visits.
- Hosted six (6) business workshops conducted by the Service Corps of Retired Executives (SCORE).
- Recognized over twenty (20) Tustin businesses at the Mayor’s Business Recognition Luncheon in June 2023.

- City Real Estate Administrator
 - Tustin Legacy
 - Managed 16 new and existing short-term license agreements, generating \$1,048,692 in revenue.
 - Managed five (5) short-term license agreements at the South Hangar, generating \$141,000 in revenue.
 - Managed three (3) short-term license agreements at Parcel 18, generating \$146,000 in revenue.
 - Oversaw property management for approximately 580 vacant acres
 - Pacific Center East
 - Negotiated three-year lease extensions for the two (2) existing Tenants at the 15171 Del Amo warehouse, which will generate over \$1,000,000 annually starting in FY 23/24.
 - Negotiated one (1) one-year license extension in Pacific Center East, generating over \$50,000 annually.
 - Managed one (1) new short-term license agreement in Pacific Center East, generating \$48,000 in revenue.
 - Billboard
 - Managed the Static Display Lease with Outfront Media, generating \$65,563 in revenue.
 - Negotiated and received City Council approval for a Digital Display Lease with Outfront Media, dependent upon Outfront receiving entitlements.
 - Outfront Media submitted their entitlement application in March which is under review.

- Tustin Housing Authority (Workforce and Homeless)
 - Workforce Housing
 - Oversaw and managed Tustin Housing Authority’s 279 affordable ownership units
 - Facilitated three (3) affordable housing resales
 - Oversaw compliance for 469 affordable rental units
 - Emergency Shelter and Housing
 - Managed the contract with Temporary Shelter, Inc. to operate the Tustin Temporary Emergency Shelter.
 - Served over 210 guests at the Tustin Temporary Emergency Shelter.
 - Partnered with the Orange County Workforce Board to staff the Shelter with Workforce staff to assist shelter guests with job search and training.
 - Monitored the Tustin Veteran’s Outpost shelter
 - Oversaw the Disposition and Development Agreement with Family Promise for the “House of Ruth”, a 7-unit apartment complex that will provide transitional housing for homeless families, on property conveyed by the City in May 2022.
 - Construction scheduled to be completed in June 2023.
 - The House of Ruth expected to become operational in July 2023.
 - New workforce housing
 - Negotiated an Affordable Housing Incentive Agreement for two (2) very-low income ownership units with developer Intracorp at 17802/17842 Irvine Blvd.



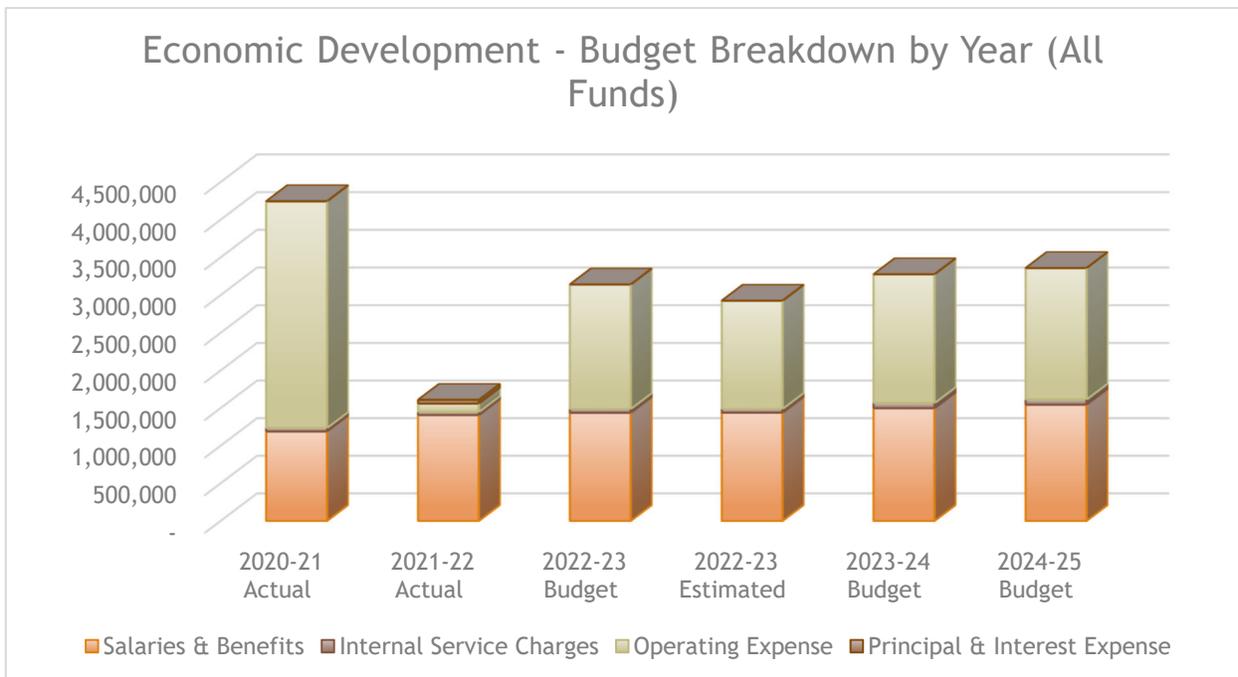


ECONOMIC DEVELOPMENT

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES ECONOMIC DEVELOPMENT						
<i>ALL Funds</i>						
Salaries & Benefits	1,189,335	1,406,455	1,436,899	1,437,711	1,497,285	1,545,251
Internal Service Charges	46,640	41,876	51,700	51,700	69,700	69,700
Operating Expense	1,090,701	111,374	1,652,092	1,435,611	1,708,490	1,743,158
Principal & Interest Expense	-	48,953	-	-	-	-
Total Econ Dev Expenditures	2,326,676	1,608,657	3,140,691	2,925,022	3,275,475	3,358,109

EXPENSES BY DIVISION						
<i>General Fund</i>						
Economic Development Expenditures						
Salaries & Benefits	773,689	968,989	1,010,668	1,010,770	1,273,227	1,315,121
Internal Service Charges	46,640	41,876	51,700	51,700	69,700	69,700
Operating Expense	139,063	68,990	322,038	207,538	340,232	311,517
Principal & Interest Expense	-	24,476	-	-	-	-
Total	959,391	1,104,332	1,384,406	1,270,008	1,683,159	1,696,338
Total General Fund	959,391	1,104,332	1,384,406	1,270,008	1,683,159	1,696,338

EXPENSES BY DIVISION						
<i>All Other Funds</i>						
Housing Authority Expenditures						
Salaries & Benefits	415,647	437,466	426,232	426,941	224,058	230,130
Internal Service Charges	-	-	-	-	-	-
Operating Expense	951,638	42,384	1,330,054	1,228,073	1,368,258	1,431,641
Principal & Interest Expense	-	24,476	-	-	-	-
Total	1,367,285	504,326	1,756,286	1,655,014	1,592,316	1,661,771
Total Other Funds	1,367,285	504,326	1,756,286	1,655,014	1,592,316	1,661,771





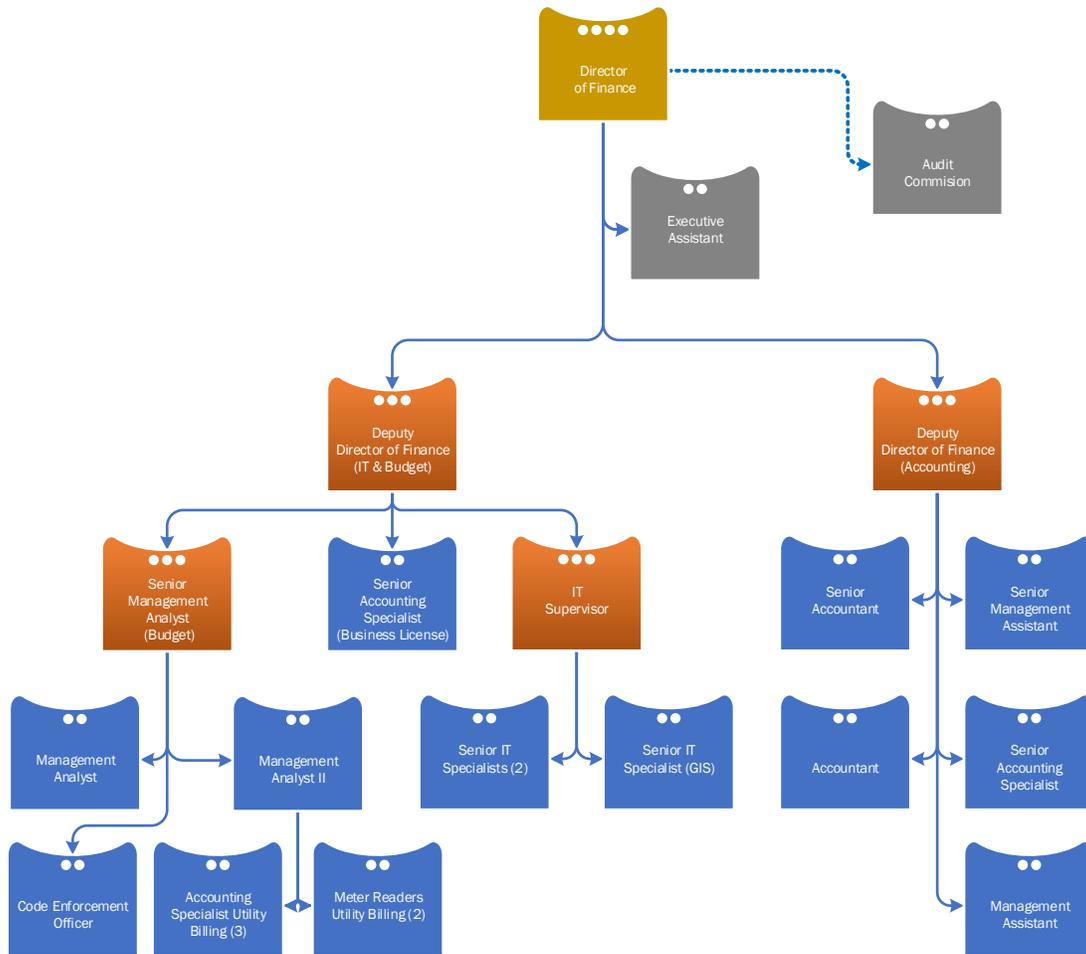
Columbus Tustin Park



FINANCE



FINANCE DEPARTMENT ORGANIZATIONAL CHART & POSITION CONTROL HISTORY



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
Finance								
	Accountant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Accounting Specialist	2.50	2.50	3.00	3.00	0.00	3.00	0.00
	Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Deputy Director of Finance	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Director of Finance/City Treasurer	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Information Technology Specialist ^{4,5}	3.00	3.00	3.00	0.00	-3.00	0.00	0.00
	Information Technology Supervisor ⁴	0.00	0.00	0.00	1.00	1.00	1.00	0.00
	Management Analyst I	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Analyst II	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Management Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Accountant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Accounting Specialist	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Senior Information Tech Specialist ⁵	1.00	1.00	1.00	3.00	2.00	3.00	0.00
	Senior Management Analyst	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Management Assistant	2.00	2.00	1.00	1.00	0.00	1.00	0.00
	Water Meter Reader	2.00	2.00	2.00	2.00	0.00	2.00	0.00

City of Tustin
 2023-25 Fiscal Operating & Capital Improvement Program Budget



Total Finance	22.50	22.50	23.00	23.00	0.00	23.00	0.00
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Footnotes

- 4 23/24 Budget Reclass - Information Technology Specialist to Information Technology Supervisor
- 5 23/24 Budget Reclass - Information Technology Specialist to Senior Information Technology Specialist



FINANCE DEPARTMENT

DESCRIPTION:

The Finance Division provides treasury services, financial services, accounts payable, accounts receivable, customer service, cashing, and accounting support for the City, the Housing Authority, the Successor Agency to the Tustin Community Redevelopment Agency, the Water Utility and the City’s Special Assessment Districts. It is responsible for recording the financial activities of the City in accordance with generally accepted accounting principles and standards of the Government Accounting Standards Board. Tustin’s Information Technology (IT) services are also housed within the Finance Department. IT works with all City Departments and divisions to ensure that technology needs are being met and designs, develops, administers, and maintains various telecommunications and computer networks.

TASKS:

- Deposit, monitor and record all revenues of the City.
- Responsible for the City’s cash management.
- Serve as the City Treasurer and invest and manage the City’s funds.
- Prepare the quarterly investment reports.
- Prepare the annual Operating and Capital Improvement Budget.
- Maintain the General Ledger and all financial records.
- Administer the payroll, accounts receivable and accounts payable functions.
- Monitor the City’s Fixed Asset Accounting System.
- Ensure proper internal controls are in place throughout the City Departments.
- Prepare the Annual Comprehensive Financial Report.
- Complete the State Controller’s Annual Report of Operations, Annual Street Report and other reports as required.
- Represent the City and provide information for various City, County, State and federal audits.
- Provide management support for Water Utility billing.
- Provide Utility Billing services including reading meters, preparing resident’s bills, create and monitor service requests, prepare water management reports, and promote the water conservation program.
- Assist in the formation and administration of special assessment districts.
- Manage debt service and issue bonds when appropriate.
- Update and/or implement software and hardware solutions.
- Monitoring and/or replacing infrastructure solutions, which includes but is not limited to switches, servers, phones, computers, etc.
- Monitor IT infrastructure alerts and incidents to determine the appropriate level of response and mitigation(s).

PERFORMANCE MEASURES (Performance Measures introduced for 2022-23)

In December of 2022, the Utility Billing Department took on an elevated approach to managing phone calls from our residents and businesses. Using real-time reporting, standards were set and implemented in January of 2023. The performance measurements below demonstrate the success of our "all-hands" approach to serving our citizens. Our goals are true "Reach" goals that will need a sustained effort to achieve. In just five months we have seen a marked improvement in all measurement categories.

Performance Measure	Measurement	Target	Calendar 2022 Actual	January 2023 Actual	February 2023 Actual	March 2023 Actual	April 2023 Actual	May 2023 Actual	June 2023 Goal	2023-2024 Goal	2024-2025 Goal
Utility Billing Calls	N/A	N/A	7,313	899	657	672	586	696	700	8,400	8,400
Calls Answered by Staff	%	90.0%	64.2%	81.4%	83.0%	87.5%	84.6%	84.2%	90.0%	90.0%	90.0%
Calls Abandoned	%	5.0%	11.8%	11.3%	7.3%	5.7%	6.1%	7.9%	5.0%	5.0%	5.0%
Avg. Call Queue Time	Seconds	60	133	114	74	67	52	72	60	60	60
Avg. Call Abandoned Time	Seconds	120	199	274	102	141	83	202	120	120	120

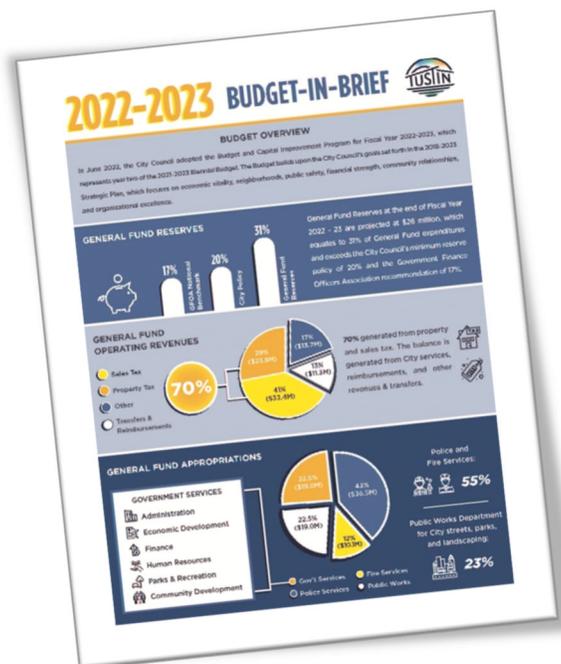


2023-2025 GOALS:

- Continue to evaluate and develop long-term strategies to achieve a more sustainable budget.
- Continue to address unfunded CalPERS pension liabilities.
- Continue to produce an Annual Comprehensive Financial Report in accordance with generally accepted accounting principles.
- Continue to provide the City Manager and City Council with timely financial updates.
- Continue to effectively manage the City's investment portfolio with a continued goal of maximizing investment returns while safeguarding principal and remaining sufficiently liquid to meet future expenditures.
- Perform a business process review and identify opportunities for improvements in efficiencies and to strengthen internal controls.
- Produce a Popular Annual Financial Report for Fiscal Year 2022/23 to supplement the Annual Comprehensive Financial Report with information that is easily understandable to the general public and other interested parties without a background in public finance.
- Replace 260 computers (desktop/laptops) in the City Manager, City Clerk, Community Development, Economic Development, Finance, HR, Parks & Recreation, and Public Works departments.
- Replace 7 City Hall and Police Department servers that run the City's virtual server infrastructure.
- Replace the SAN storage array that provides the primary repository for production data (file servers, SQL databases, etc.).
- Continue to monitor the City's IT infrastructure for cybersecurity-related alerts and incidents.
- Continue to evaluate new technologies and work with departments to determine if they are an appropriate solution to be implemented.
- Implement/enhance the CCTV (security) cameras at other City facilities which include Metrolink station/parking structure, Sports Park, etc.

2022-2023 ACCOMPLISHMENTS:

- Effectively managed the City's investment portfolio with a continued goal of maximizing investment returns while safeguarding principal and remaining sufficiently liquid to meet future expenditures.
- Received the Government Finance Officers Association's "Certificate of Achievement for Excellence in Financial Reporting" for the 35th year, which is the highest form of recognition in the area of governmental accounting and financial reporting.
- Continued to address unfunded CalPERS pension liabilities by providing the City Council with an updated Pension Funding Policy, which was approved by the City Council on February 15, 2022.
- Continued to evaluate and develop long-term strategies to achieve a more sustainable budget.
- Updated the 2021-22 Comprehensive User Fee Study for adoption in June of 2023.
- Maintained the credit rating of "AA" assigned by Standard & Poor's for the City of Tustin's Water Revenue Bonds.
- Published a 2022-23 Budget-In-Brief that provided a summary of year two of the Biennial 2021-23.
- Implemented Brightmetrics for real-time call tracking and established standards for call response times.
- Replaced 150 computers (desktop/laptops) in the Police Department
- Responded to/investigated 560 cybersecurity alerts/warnings.
- Implementation of the CCTV (security) cameras at the Columbus Tustin Gym and Youth Center.



City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget

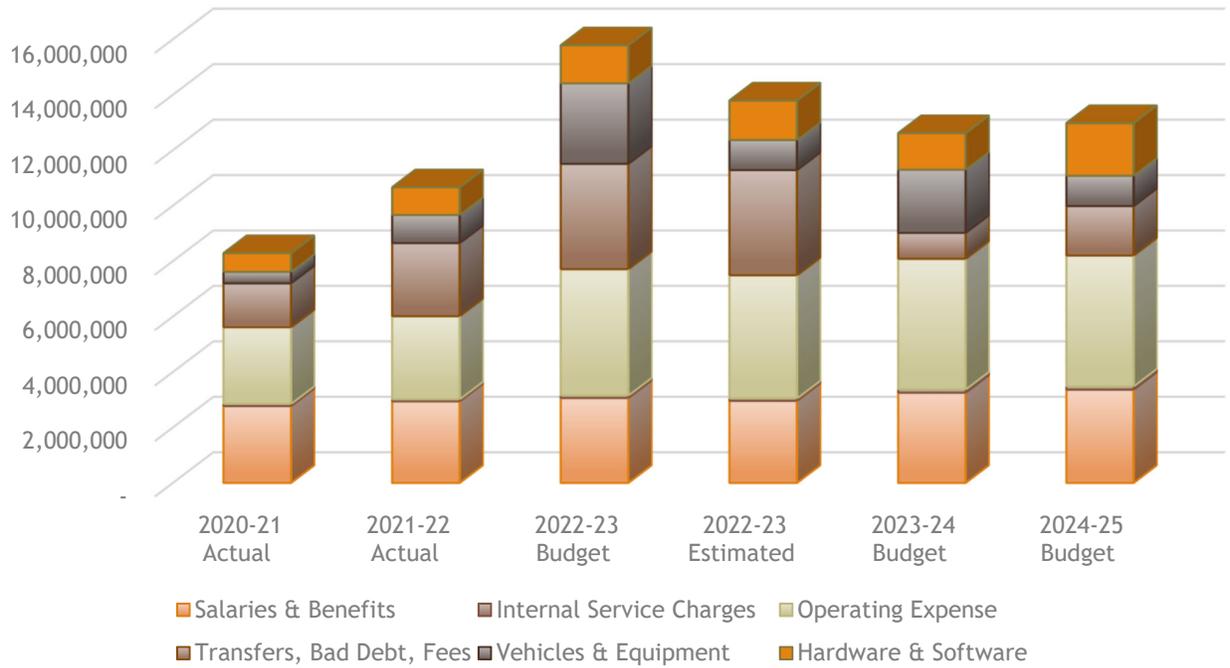


FINANCE

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES FINANCE						
<i>ALL Funds</i>						
Salaries & Benefits	2,768,317	2,942,751	3,060,976	2,959,291	3,249,403	3,360,345
Internal Service Charges	81,642	73,304	90,500	90,500	121,900	121,900
Operating Expense	2,762,188	2,996,576	4,557,193	4,438,593	4,710,495	4,717,455
Transfers, Bad Debt, Fees	1,585,151	2,637,502	3,799,500	3,796,084	934,500	1,784,500
Vehicles & Equipment	413,071	1,011,715	2,901,376	1,080,618	2,281,426	1,094,000
Hardware & Software	675,155	999,147	1,376,502	1,426,502	1,318,000	1,898,000
Total Finance Expenditures	8,285,524	10,660,996	15,786,048	13,791,588	12,615,724	12,976,200
EXPENSES BY DIVISION						
<i>General Fund</i>						
Finance Expenditures						
Salaries & Benefits	1,360,185	1,448,430	1,517,712	1,497,483	1,525,458	1,561,230
Internal Service Charges	81,642	73,304	90,500	90,500	121,900	121,900
Operating Expense	212,228	210,979	238,800	204,900	290,220	297,180
Discount Charge/Credit Cards	1,584	5,740	-	12,000	15,000	15,000
Furniture & Equipment	-	-	3,000	-	5,000	5,000
Total	1,655,639	1,738,453	1,850,012	1,804,883	1,957,578	2,000,310
Total General Fund	1,655,639	1,738,453	1,850,012	1,804,883	1,957,578	2,000,310
EXPENSES BY DIVISION						
<i>All Other Funds</i>						
Utility Billing (Water Enterprise Fund)						
Salaries & Benefits	826,930	841,974	874,919	871,550	889,275	935,081
Internal Service Charges	-	-	-	-	-	-
Operating Expense	1,395,938	1,510,203	2,097,800	2,013,100	2,012,300	2,012,300
Transfers, Bad Debt, Fees	1,583,566	2,631,762	3,799,500	3,784,084	919,500	1,769,500
Hardware & Software	45,108	15,362	50,000	50,000	50,000	50,000
Total	3,851,541	4,999,302	6,822,219	6,718,734	3,871,075	4,766,881
Equipment Replacement Expenditures (Internal Services Fund)						
Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	1,281	562	1,500	1,500	120,000	120,000
Vehicles & Equipment	413,071	1,011,715	2,898,376	1,080,618	2,276,426	1,089,000
Total	414,352	1,012,277	2,899,876	1,082,118	2,396,426	1,209,000
Information Technology Expenditures (Internal Services Fund)						
Salaries & Benefits	581,203	652,347	668,345	590,258	834,671	864,034
Internal Service Charges	-	-	-	-	-	-
Operating Expense	1,152,742	1,274,832	2,219,093	2,219,093	2,287,975	2,287,975
Hardware & Software	630,047	983,785	1,326,502	1,376,502	1,268,000	1,848,000
Total	2,363,992	2,910,964	4,213,941	4,185,853	4,390,646	5,000,009
Total Other Funds	6,629,885	8,922,543	13,936,036	11,986,705	10,658,147	10,975,890



Finance - Budget Breakdown by Year (All Funds)





FIRE SERVICES



FIRE SERVICES

DESCRIPTION:

The City contracts with the Orange County Fire Authority for fire suppression, prevention, inspection, public education, and paramedic services. The Orange County Fire Authority is a regional fire service agency that serves 23 cities in Orange County and all unincorporated areas. The OCFA protects over 1,984,758 residents from its 77 fire stations located throughout Orange County. One member of the Tustin City Council serves on the Board of Directors of the Fire Authority. In fiscal year 2007-08 the City Council authorized an extension of the contract with the Fire Authority for an additional twenty years.

FIRE SERVICES

2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
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EXPENSES FIRE SERVICES

ALL Funds

County Fire Contract - Operating Expense	9,213,773	9,759,428	10,077,639	10,077,639	10,623,700	11,098,438
Total Fire Expenditures	9,213,773	9,759,428	10,077,639	10,077,639	10,623,700	11,098,438

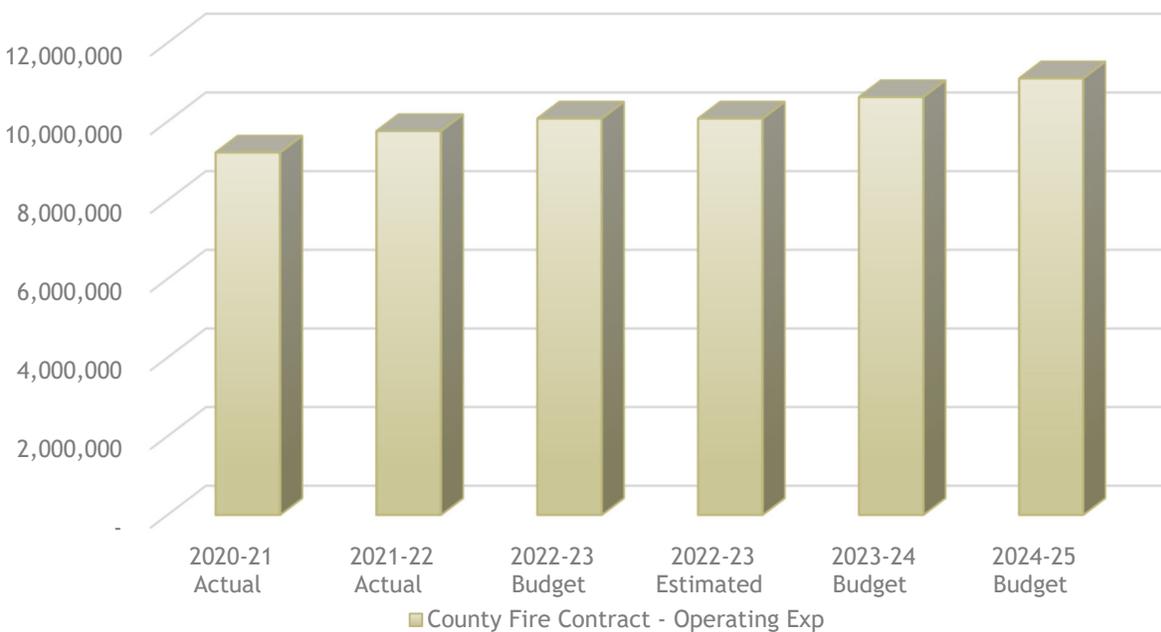
EXPENSES BY DIVISION

General Fund

Fire Expenditures

County Fire Contract - Operating Expense	9,213,773	9,759,428	10,077,639	10,077,639	10,623,700	11,098,438
Total	9,213,773	9,759,428	10,077,639	10,077,639	10,623,700	11,098,438

Fire Services Budget Breakdown by Year (All Funds)

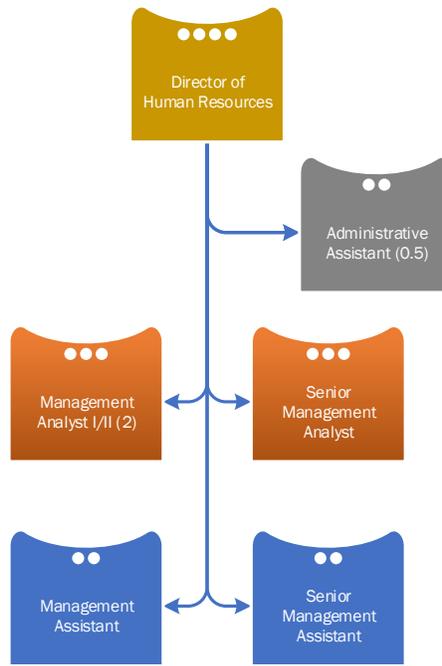




HUMAN RESOURCES



HUMAN RESOURCES ORGANIZATIONAL CHART & POSITION CONTROL HISTORY



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
Human Resources								
	Administrative Assistant ⁶	0.50	0.50	0.50	0.50	0.00	0.00	-0.50
	Director of Human Resources	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Human Resources Manager ⁷	0.00	0.00	0.00	0.00	0.00	1.00	1.00
	Management Analyst I/II ⁸	0.75	0.75	1.00	2.00	1.00	2.00	0.00
	Management Assistant ⁶	2.00	2.00	1.00	1.00	0.00	1.50	0.50
	Senior Management Analyst ⁷	1.00	1.00	1.00	1.00	0.00	0.00	-1.00
	Senior Management Assistant ⁸	0.00	0.00	1.00	0.00	-1.00	0.00	0.00
	Total Human Resources	5.25	5.25	5.50	5.50	0.00	5.50	0.00

Footnotes

- 6 24/25 Budget Reclass - City Clerk shared Administrative Assistant to Management Assistant
- 7 24/25 Budget Reclass - Senior Management Analyst to Human Resources Manager
- 8 23/24 Budget Reclass - Senior Management Assistant to Management Analyst I/II



HUMAN RESOURCES

DESCRIPTION:

The Human Resources Department is responsible for providing centralized human resources and risk management services for all of the City's departments and employees. Human Resources strives to partner with other City departments to attract, retain, and develop a high-performance workforce; provide professional guidance and exceptional customer service in all employment and risk management matters; promote principles of fairness and merit; and limit and mitigate the City's exposure to liability.

TASKS:

- Collaborate with managers and employees to provide support, services and solutions that ensure a positive and productive work environment.
- Conduct valid and defensible recruitment and selection processes to fill vacancies in all City departments.
- Serve as the City's chief labor negotiator and meet and confer with the represented employee organizations regarding wages, hours and other terms and conditions of employment and interpret and apply provisions of labor agreements and Personnel Rules.
- Maintain the City's classification and compensation plan and review/recommend position classification and salary levels for all City positions.
- Administer employee benefit programs, including medical, retirement, and COBRA benefits.
- Process all employee personnel actions, including promotions, transfers, and compensation and benefit adjustments.
- Review and update policies, procedures and internal controls to ensure compliance with legal requirements and effectiveness with organizational operations.
- Facilitate and implement employee training programs for professional development and legal compliance.
- Oversee performance and misconduct issues with employees including handling grievances, conducting administrative investigations and managing disciplinary processes and appeals.
- Administer family and medical leaves of absence and oversee the interactive process and reasonable accommodation requests for individuals with disabilities.
- Manage the workers' compensation program with the City's third-party administrator by overseeing work-related injuries and illnesses, return to work assignments, and industrial disability retirements.
- Serve as the program administrator for the City's safety program including compliance with OSHA regulations.
- Direct the general liability and risk management programs with the City's third-party administrator through the City's participation in the California Insurance Pool Authority (CIPA).
- Coordinate with operational departments to meet program requirements of various intergovernmental agencies including the Department of Transportation (DOT) program, Department of Motor Vehicle (DMV) Pull Notice program, Department of Justice (DOJ) Live Scan program and the Injury and Illness Prevention program (IIPP).
- Monitor and ensure compliance with state and federal laws related to public sector labor and employment issues.
- Maintain employee personnel and medical records.

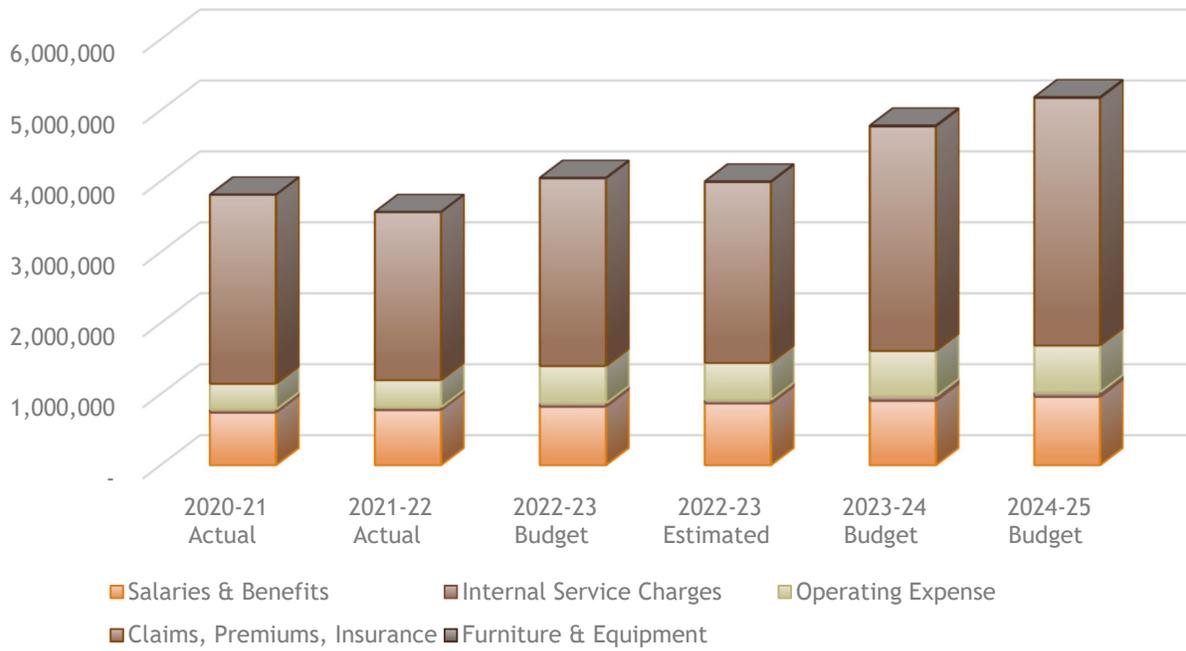


HUMAN RESOURCES

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES HUMAN RESOURCES						
<i>ALL Funds</i>						
Salaries & Benefits	740,311	776,196	824,066	869,976	906,288	963,398
Internal Service Charges	44,770	40,181	49,600	49,600	66,800	66,800
Operating Expense	362,230	382,140	543,825	524,925	658,225	676,025
Claims, Premiums, Insurance	2,666,013	2,369,852	2,647,155	2,550,999	3,165,500	3,491,000
Furniture & Equipment	-	-	5,000	5,000	10,000	10,000
Total HR Expenditures	3,813,325	3,568,369	4,069,646	4,000,500	4,806,813	5,207,223
EXPENSES BY DIVISION						
<i>General Fund</i>						
Human Resources Expenditures						
Salaries & Benefits	740,311	776,196	824,066	869,976	906,288	963,398
Internal Service Charges	44,745	40,175	49,600	49,600	66,800	66,800
Operating Expense	188,163	200,939	272,225	221,225	286,325	304,425
Furniture & Equipment	-	-	-	-	5,000	5,000
Total	973,220	1,017,310	1,145,891	1,140,801	1,264,413	1,339,623
Total General Fund	973,220	1,017,310	1,145,891	1,140,801	1,264,413	1,339,623
EXPENSES BY DIVISION						
<i>All Other Funds</i>						
Workers' Compensation Expenditures (Internal Service Fund)						
Operating	489	428	20,600	2,700	20,900	20,600
Claims, Premiums, Insurance	1,609,599	1,363,628	1,384,055	1,396,530	1,646,000	1,711,000
Furniture & Equipment	-	-	5,000	5,000	5,000	5,000
Total	1,610,088	1,364,056	1,409,655	1,404,230	1,671,900	1,736,600
Liability Expenditures (Internal Service Fund)						
Operating	173,579	180,773	251,000	301,000	351,000	351,000
Claims, Premiums, Insurance	1,043,306	993,086	1,238,100	1,141,969	1,504,500	1,765,000
Furniture & Equipment	-	-	-	-	-	-
Total	1,216,884	1,173,859	1,489,100	1,442,969	1,855,500	2,116,000
Unemployment Expenditures (Internal Service Fund)						
Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	24	6	-	-	-	-
Claims, Premiums, Insurance	13,109	13,138	25,000	12,500	15,000	15,000
Total	13,133	13,144	25,000	12,500	15,000	15,000
Total Other Funds	2,840,105	2,551,059	2,923,755	2,859,699	3,542,400	3,867,600



Human Resources - Budget Breakdown by Year (All Funds)

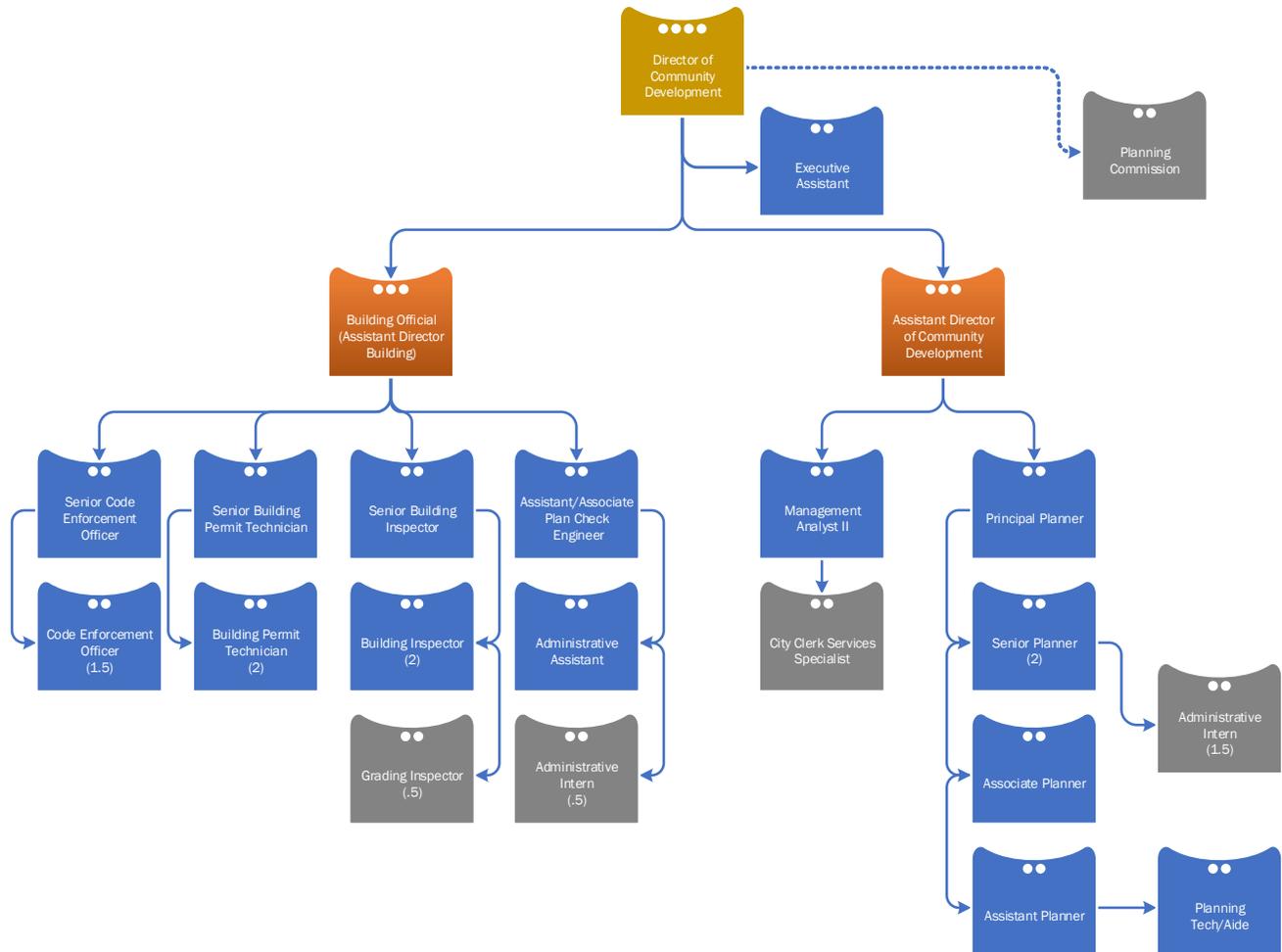




COMMUNITY DEVELOPMENT



COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART & POSITION CONTROL HISTORY



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
Community Development								
	Administrative Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Assistant Director of CD - Building	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Assistant Director of CD - Planning	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Assistant Planner	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Associate Planner	2.00	1.00	1.00	1.00	0.00	1.00	0.00
	Building Inspector	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Building Official ²	0.00	0.00	0.00	1.00	1.00	1.00	0.00
	Building Permit Technician	2.00	3.00	2.00	2.00	0.00	2.00	0.00
	Code Enforcement Officer	2.50	1.50	1.50	1.50	0.00	1.50	0.00
	Deputy Building Official ²	0.00	1.00	1.00	0.00	-1.00	0.00	0.00
	Director of Community Development	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Planning Technician	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Principal Plan Check Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Principal Planner	2.00	1.00	1.00	1.00	0.00	1.00	0.00

City of Tustin
 2023-25 Fiscal Operating & Capital Improvement Program Budget



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
	Senior Building Inspector	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Code Enforcement Officer	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Senior Building Permit Technician	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Senior Planner	3.00	3.00	3.00	3.00	0.00	3.00	0.00
Total Community Development		21.50	21.50	22.50	22.50	0.00	22.50	0.00

Footnotes

2 23/24 Budget Reclass - Deputy Building Official to Building Official



PLANNING DIVISION

DESCRIPTION:

The Planning Division provides residents, developers, and policy makers, with informed guidance about land use, development standards, the environmental review process, and historic preservation to shape the future of the City. The Planning Division consists of Advance Planning and Current Planning. The Planning Division staff provide support to the City Council and Planning Commission, including the preparation of technical reports and facilitating community outreach and public hearings.

TASKS:

- **Advance Planning** provides long-range land planning and zoning administration services and is responsible for:
 - Implementing the City’s General Plan;
 - Preparing environmental analyses for the City’s Capital Improvement Projects;
 - Managing information about the City’s population, housing growth and demographics;
 - Coordinating agencies in projects relative to transportation and air quality;
 - Drafting code amendments and development standards to address recently adopted legislation, and updating the zoning code to keep up with changes in land use planning;
 - Representing the City’s needs in regional land use policy making agencies such as Southern California Association of Governments (SCAG), Orange County Council of Government, Center of Demographic Research, etc.
 - Implementing special projects identified in the City’s Strategic Plan; and
 - Administering Community Development Block Grant Program focused on providing assistance to promote public services and community and economic development activities.

- **Current Planning** oversees short-range planning needs, such as coordinating with other departments and agencies and assisting members of the public and is responsible for:
 - Assisting the public with zoning information and application of development standards to projects;
 - Evaluating planning applications for land development, permit and business license requests for compliance with the City’s zoning code and General Plan;
 - Implementing the development standards that comprise the City’s zoning ordinance;
 - Coordinating internal review of development applications with other City departments;
 - Implementing the Historic Preservation Programs; and
 - Assisting the public with requests for alterations and additions to historic properties.

PERFORMANCE MEASURES (Performance Measures introduced for 2022-23):

Performance Measure (Calendar Year)	Goal	Target	2020 Actuals	2021 Actuals	2022 Actuals	2023 Estimated	2024 Estimated
Planning Concierge Program Services Completed							
Planning Plan Checks Completed	Streamline	N/A	N/A	N/A	1,904	N/A	N/A
Design Reviews Processed	Streamline	N/A	N/A	N/A	35	N/A	N/A
Entitlements Processed	Streamline	N/A	N/A	N/A	36	N/A	N/A
Temporary Use Permits Approved	Streamline	N/A	N/A	N/A	66	N/A	N/A
Zoning Verification Letters Completed	Streamline	N/A	N/A	N/A	58	N/A	N/A
Public Records Requests Completed	Streamline	N/A	N/A	N/A	18	N/A	N/A
Phone Consultations	Streamline	N/A	N/A	N/A	1,724	N/A	N/A
Email Consultations	Streamline	N/A	N/A	N/A	1,150	N/A	N/A
Public Counter Consultations	Streamline	N/A	N/A	N/A	477	N/A	N/A



2023-2025 GOALS:

- Provide comprehensive Advance and Current Planning Services to facilitate developments while adhering to State and local codes, City's General Plan vision, and ensuring consistency with the City's Strategic Plan.
- Implement Development Streamlining Measures through the Streamline Tustin Initiative.
- Seek and administer grant funding to leverage city resources that benefit city-initiated projects, capital improvement projects, community and economic activities, and provision of public services.
- Monitor and provide input to protect and prevent negative impacts to the Tustin community from adjacent city projects, airports, or regional planning agency policy making, consistent with the City's adopted Legislative Platform and Strategic Plan.



2022-2023 ACCOMPLISHMENTS:

- **Advance Planning**
 - Reassess the Downtown Commercial Core Specific Plan and Red Hill Avenue Specific Plan to encourage development opportunities, economic development, and coordinated improvements.
 - Comprehensive Citywide General Plan update. May also include Specific Plan Amendment for the Pacific Center East Specific Plan by updating the vision concept and transportation system to accommodate potential development within the area.
 - Housing Element sites approved for 2021-2029 Housing Element (i.e. Tustin Legacy, Tustin Market Place, Enderle Center, and Downtown Commercial Core & Red Hill Avenue Specific Plans).
 - Draft Residential Objective Design Standards pursuant to comply with adopted Housing Element.
 - Provide staff support for the administration of activities associated with the federal Community Development Block Grant (CDBG) Program including public service and public facility and improvement projects and with an annual allocation of approximately \$750,000.
 - Monitor regional planning and development activities, particularly for community impacts associated with development projects occurring in the neighboring communities of Santa Ana, Orange and Irvine.
 - Continue the City's current program for monitoring aircraft noise associated with flights to and from John Wayne Airport.
 - Review proposed State and federal legislation for potential impacts to Tustin and prepare position papers and correspondences on pending legislation.
 - Maintain current demographic information and make available to the public. Provide input to the Center for Demographic Research, State Department of Finance, and Southern California Association of Governments on demographic projection updates.
 - Create an interactive map for the public that displays the City's Updated Historical Resources Survey Report findings.
 - Assist the Public Works Department in preparing environmental documents for major capital improvement projects.
 - Obtain certification of the updated Housing Element and address any comments from the Department of Housing and Community Development (HCD).
 - Implement updates and improvements to the Department's web page, including highlighted the Department's efforts to streamline development processes under the new "Streamline Tustin" initiative.
 - Implement enhanced community engagement and public outreach strategies for City initiated community development projects such as General Plan updates.



➤ **Current Planning**

- Process discretionary entitlements, including design reviews, conditional use permits, variances, subdivisions, minor adjustments, etc.
- Perform plan checks for new development, tenant improvements, and other building projects.
- Process temporary use permits, large gathering use permits, temporary sign permits, and film permits.
- Development application processing and monitoring tasks associated with the Tustin Legacy projects.
- Review Business Licenses related to land use inquiries and requests, and provide Zoning Code and other information to new/existing businesses.
- Administer and oversee the City's Cultural Resources District. Develop and implement a Cultural Resources District annual work program for the Planning Commission. Process Mills Act program contracts and administer the Tustin Historic Register Plaque Program.
- Complete historic preservation trainings for Planning Commission, Historic Cultural Resources Advisor to the City Council, and staff.
- In coordination with the Building Division, provide Planning support for the "Permit-by-Appointment" program for relatively routine construction projects prepared by licensed design professionals such as residential remodels and additions, as part of the "Streamline Tustin" initiative.



➤ **Streamline Tustin Initiative**

- Implement efficiency improvements to the department's processes and procedures, such as all digital plan checking and over the counter plan check by appointment.
- Identify code updates that will streamline the entitlement review process, ensure consistency with new legislation.
- Provide a one-stop planning counter and virtual services to residents, developers, and business community by implementing the Planning Concierge Services.

BUILDING DIVISION

DESCRIPTION:

The mission of the Building Division is to ensure safe construction and lawful use of buildings and properties by enforcing the California Building Standards Code and the Tustin Zoning Code. When buildings are well constructed and maintained, it enhances the community's quality of life, boosts property values, and attracts businesses and investment. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent. We facilitate development within the community with integrity, efficiency, and professionalism.

The Division is committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all Tustin residents and businesses and making our city safer by reducing the risk associated with fire, and natural hazards such as earthquakes and flooding. The Building Division performs these tasks through implementation and enforcement of



State and local Building, Residential, Plumbing, Electrical, Mechanical, Historical Building, Green Building, and Energy Codes, collectively known as the California Building Standards Code.

The Building Division is comprised of three service sections: Plan Check/Permitting, Building Inspection, and Code Enforcement. Plan Check/Permitting and Building Inspection Services ensure that all construction proposals are completed in compliance with the California Building Standards Code and Tustin City Code. Code Enforcement staff members work with Building Inspectors, other City Departments, and various State agencies to ensure that Tustin properties are well maintained, and that national water and air quality requirements are met.

TASKS:

- Prepare and advertise a Request for Proposals and execute five-year contracts with consultants to continue contract plan check and support activities.
- Prepare and adopt California Building Standards Codes with amendments (three-year cycle).
- Administer and enforce the California Building Standards Codes.
- Continue to implement new permit tracking software.
- Continue to work with developers, allocate resources and coordinate with other agencies and departments to ensure continued progress at Tustin Legacy.
- Provide plan check and inspection services for all new construction, additions, and alterations to buildings. Continue to provide expedited plan check services when needed; complete all 1st submittal plan check services within ten (10) working days and subsequent plan check submittals within five (5) working days.
- Implement a Permit-by-Appointment program for relatively routine construction projects prepared by licensed design professionals such as residential remodels and additions in coordination with the Planning Division, as part of the “Streamline Tustin” initiative.
- Continue to utilize inspection staff in the role of “project coordinator” to guide homeowners through the construction project submittal and permitting process (an ombudsman approach that humanizes and simplifies the plan check and inspection correction process for persons unfamiliar with the City’s construction application, plan check and inspection requirements).
- Outreach and raise awareness and preparedness for natural disasters such as wildfires and earthquakes to maintain a safe living environment and community. Work with the State Fire Marshall and Orange County Fire Authority representatives to prepare and adopt the anticipated Fire Hazard Severity Zone maps.
- Update the City’s Building Codes, as needed.
- Update the City’s grading and private street design standards to be compatible with the current practice while maintaining quality standards.
- Continue to update the Building Division pages on the City website to provide the public and contractors with Building Code information, Bulletins/Policies, useful links, and City handouts to ensure a uniform understanding and application of City Code requirements.
- Continue to update the Building Division’s Procedure Manual and develop comprehensive internal operational policies.
- Continue to support OCFA and Tustin Police emergency response needs related to evaluating structural safety following structure fires and vehicle accidents involving structures.
- Continue an excellent standard of plan check and inspection to maintain code compliance and safety, while also preventing disruptions during construction.
- Monitor and recommend measures to ensure the City’s compliance with the National Pollutant Discharge Elimination System (NPDES) Permit and Air Quality Management Plan.
- Administer the City’s graffiti-removal program and actively participate in the City’s Neighborhood Improvement Program.



- Continue to implement courteous and business-friendly property maintenance, and zoning code enforcement, issuing administrative citations when necessary, and perform water quality inspections at all active construction sites, and existing commercial and industrial sites.

PERFORMANCE MEASURES (Performance Measures introduced for 2022-23):

Performance Measure (Calendar Year)	Goal	Target	2020 Actuals	2021 Actuals	2022 Actuals	2023 Estimated	2024 Estimated
Building Services Completed							
Permit Applications Processed	Building	N/A	N/A	N/A	2,503	N/A	N/A
Permits Issued	Building	N/A	N/A	N/A	2,320	N/A	N/A
Temporary Use Permits Approved	Building	N/A	N/A	N/A	66	N/A	N/A
Alternate Work Hour Permits	Building	N/A	N/A	N/A	8	N/A	N/A
Number of Inquiries at the Counter	Building	N/A	N/A	N/A	6,100	N/A	N/A
Number of Inquiries Via Phone	Building	N/A	N/A	N/A	10,980	N/A	N/A
Number of Inquiries Via Email	Building	N/A	N/A	N/A	40,504	N/A	N/A
Completed Number of Public Records Requests	Building	N/A	N/A	N/A	572	N/A	N/A
Number of Business Licenses Issued	Building	N/A	N/A	N/A	433	N/A	N/A

2023-2025 GOALS:

- Implement e-Review software to streamline the plan review process and reduce review time.
- Seek and administer grant funding from CalAPP to adopt and implement, SolarAPP+, standardized plan review software that automates plan review, permit approval, and project tracking for eligible rooftop solar systems.
- Continue to provide timely plan check reviews, first review within 10 days and second review within 5 days.
- Continue to provide professional, friendly customer service at the front counter, over the phone, and via email.
- Continue to provide inspections within 24 hours of the requested inspection.
- Continue to educate the Community and work with the community to maintain the highest quality of life, maintain property values and eliminate public nuisances.
- Continue to provide efficient services to maintain the City of Tustin free of graffiti.
- Collaborate with other Divisions and Agencies to address the illegal street vendors by providing education and assisting in obtaining the required licenses.
- Create an unpermitted street vendor database to effectively track violations and focus the City enforcement efforts on establishing appropriate resources to address the issues.



2022-2023 ACCOMPLISHMENTS:

- **Plan Check/Permitting and Building Inspection**
 - Prepare and advertise Request for Proposals and execute five-year contracts with consultants to perform contract plan check and support activities - Contracted with 7 consultant firms. Contracts expire in 2026.



- Prepare and adopt California Building Standards Codes with amendments (three-year cycle) - Prepared and presented Ordinance 1529 to the City Council to adopt the 2022 Building Standards Code and associated amendments.
- Administer and enforce the California Building Standards Codes - Advise/educate architects/engineers, Business owners and homeowners of the new code changes.
- Continue to implement new permit tracking software - Completed several building reports to monitor plan check activities. Completed refining permit/job cards, and order of inspection requests items in ENERGOV.
- Seek and administer grant funding from CalAPP to adopt and implement, SolarAPP+, standardized plan review software that automates plan review, permit approval, and project tracking for eligible rooftop solar systems - Grant was recommended for approval by California Energy Commission on 3/24/2023. Will seek consultant to implement SolarApp+ and train the staff and contractors. Program will launch in September 2023.
- Continue to work with developers, allocate resources and coordinate with other agencies and departments to ensure continued progress at Tustin Legacy - Provided full time consultant building inspector for Brookfield to expedite the inspection at “The Landing”. Assisted Brookfield in timely issuance of over 200 remaining permits prior to plan check expiration date which could have caused costly plans update and resubmittal.



COMMUNITY DEVELOPMENT

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES COMMUNITY DEVELOPMENT						
<i>ALL Funds</i>						
Salaries & Benefits	2,809,780	2,958,528	3,108,771	3,003,153	3,096,190	3,170,471
Internal Service Charges	167,863	150,791	186,000	186,000	250,600	250,600
Operating Expense	2,342,676	2,637,693	3,163,577	1,418,765	1,695,918	1,705,729
Improvements/Vehicles/Capital	-	59,496	1,809,929	2,226,278	399,147	399,147
Total Comm Dev Expenditures	5,320,319	5,806,508	8,268,277	6,834,196	5,441,855	5,525,947

EXPENSES BY DIVISION

General Fund

Community Development - Planning Expenditures

Salaries & Benefits	1,605,943	1,573,502	1,701,046	1,520,024	1,595,965	1,652,808
Internal Service Charges	700	700	700	700	900	900
Operating Expense	258,349	422,206	460,100	395,100	558,600	518,600
Capital Outlay	-	-	-	-	10,000	10,000
Total	1,864,992	1,996,407	2,161,846	1,915,824	2,165,465	2,182,308

Community Development - Building Expenditures

Salaries & Benefits	714,916	919,535	1,089,073	1,147,881	1,220,333	1,235,059
Internal Service Charges	167,163	150,091	185,300	185,300	249,700	249,700

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget



Operating Expense	709,840	722,955	785,470	779,870	774,103	821,848
Total	1,591,919	1,792,581	2,059,843	2,113,051	2,244,136	2,306,607

Community Development - Code Enforcement Expenditures

Salaries & Benefits	313,176	342,457	160,905	178,365	168,698	171,477
Internal Service Charges	-	-	-	-	-	-
Operating Expense	155,392	125,973	93,600	105,600	114,100	116,100
Total	468,567	468,430	254,505	283,965	282,798	287,577

Total General Fund Expenditures	3,925,479	4,257,418	4,476,194	4,312,840	4,692,400	4,776,492
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EXPENSES BY DIVISION

All Other Funds

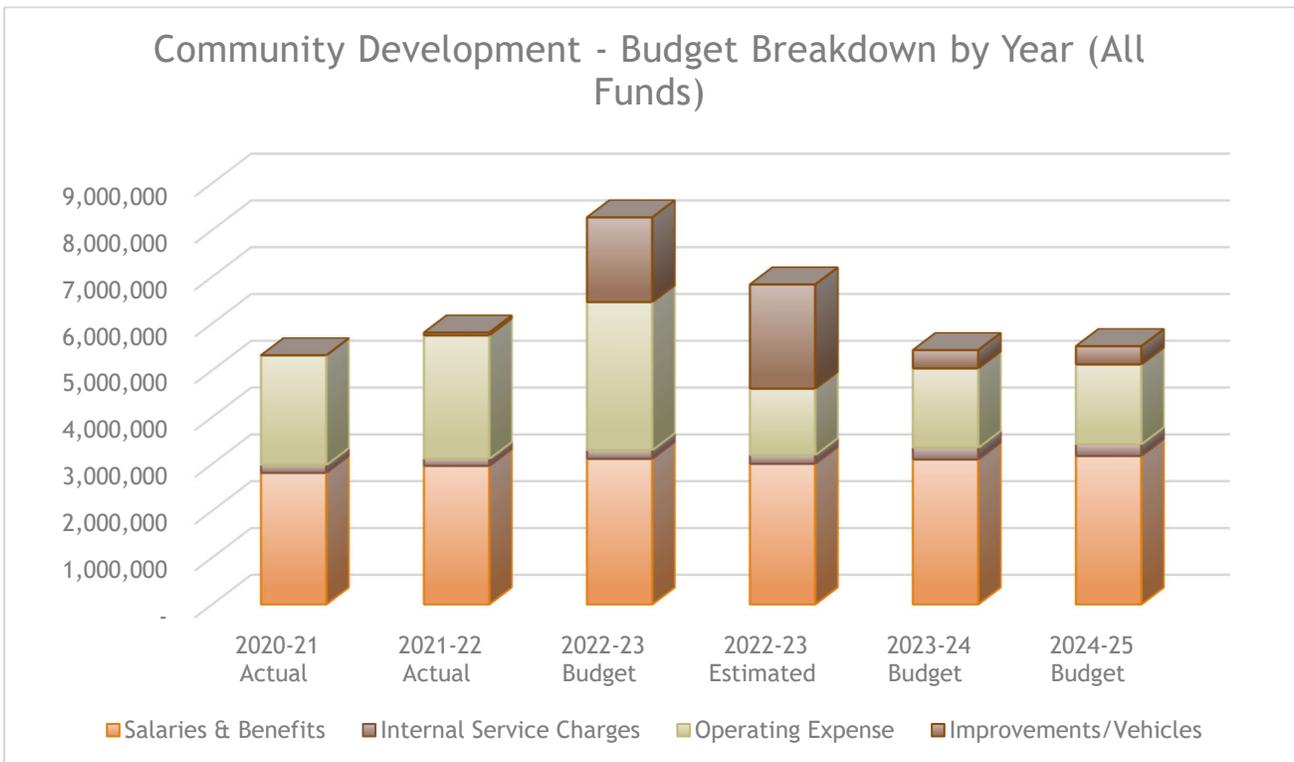
CDBG Expenditures (Special Revenue Fund)

Salaries & Benefits	175,746	123,035	157,746	156,883	111,194	111,128
Operating Expense	702,435	1,329,006	1,824,407	138,195	249,115	249,181
Improvements	-	-	1,809,929	2,226,278	389,147	389,147
Total	878,180	1,452,041	3,792,082	2,521,356	749,455	749,455

SCAQMD

Salaries & Benefits	-	-	-	-	-	-
Operating Expense	516,660	37,553	-	-	-	-
Improvements/Vehicles	-	59,496	-	-	-	-
Total	516,660	97,049	-	-	-	-

Total Other Funds	1,394,840	1,549,090	3,792,082	2,521,356	749,455	749,455
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PUBLIC WORKS



PUBLIC WORKS ORGANIZATIONAL CHART & POSITION CONTROL HISTORY



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
Public Works								
	Assistant Engineer	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Assistant Director of Public Works	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Associate Engineer	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Deputy Director of PW - Engineering	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Deputy Director of PW - Operations	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Director of PW / City Engineer	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Electrician	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Equipment Mechanic	3.00	3.00	2.00	2.00	0.00	2.00	0.00
	Equipment Operator	3.00	3.00	3.00	3.00	0.00	3.00	0.00
	Field Services Manager	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Maintenance Leadworker	5.00	5.00	5.00	5.00	0.00	5.00	0.00
	Maintenance Supervisor ¹¹	5.00	5.00	4.00	5.00	1.00	5.00	0.00
	Maintenance Worker/Sr. Maint. Worker	19.00	20.00	22.00	22.00	0.00	22.00	0.00
	Management Assistant	1.00	1.00	3.00	3.00	0.00	3.00	0.00
	Principal Engineer	3.00	3.00	3.00	3.00	0.00	3.00	0.00



Public Works Inspector	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Public Works Manager	2.00	2.00	2.00	2.00	0.00	2.00	0.00
Senior Management Analyst	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Senior Management Assistant	2.00	2.00	2.00	2.00	0.00	2.00	0.00
Senior Public Works Inspector	2.00	2.00	2.00	2.00	0.00	2.00	0.00
Equipment Mechanic Leadworker	3.00	3.00	1.00	1.00	0.00	1.00	0.00
Water Distribution Leadworker	1.00	1.00	2.00	2.00	0.00	2.00	0.00
Water Distribution Operator I/II	8.00	8.00	7.00	7.00	0.00	7.00	0.00
Water Equipment Operator	2.00	2.00	2.00	2.00	0.00	2.00	0.00
Water Maint. & Const. Supervisor	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Water Services Manager ¹²	1.00	1.00	0.00	1.00	1.00	1.00	0.00
Water Treatment Leadworker	2.75	2.75	1.00	1.00	0.00	1.00	0.00
Water Treatment Operator I	1.25	1.25	1.25	1.25	0.00	1.25	0.00
Water Treatment Operator II	2.75	2.75	1.75	1.75	0.00	1.75	0.00
Water Treatment Supervisor	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Total Public Works	77.75	78.75	77.00	79.00	2.00	79.00	0.00

Footnotes

- 11 23/24 Budget Add - Reinstate Maintenance Supervisor
- 12 23/24 Budget Add - Reinstate Water Services Manager





ADMINISTRATION

DESCRIPTION:

The Administration Division coordinates and provides direction to all Public Works Divisions and Water Services operations. This Division provides research and analysis of current and proposed legislation, Public Works projects, programs and services to ensure benefit, safety and convenience to the community and general public.

TASKS:

- Perform interagency coordination and administer County, State and Federally funded projects and programs.
- Provide oversight and management of the Public Works and Water Capital Improvement and Operations Budgets.
- Manage the City's Solid Waste Program.
- Administer contract agreements for various City Services.
- Manage City records including all record plans with respect to Public Works and Engineering.
- Administer the Tustin Landscape and Lighting District.

ENGINEERING

DESCRIPTION:

The Engineering Division designs and prepares plans for the City's Capital Improvement Program; prepares public works conditions of approval for entitlements; plan checks subdivision plans and maps; inspects all projects within the public right-of-way; maintains records to promote the general safety and well-being of the community; and coordinates all inter/intra community related regional traffic matters pertinent to pedestrian and vehicular safety.

TASKS:

- Prepare plans, cost estimates, reports and provides oversight for the construction of Capital Improvement Projects.
- Conduct plan checks on subdivision/parcel maps and perform construction inspection involving public improvements.
- Conduct City-wide traffic studies.
- Maintain maps, records and reports for all public improvements.
- Provide public assistance in response to engineering and traffic related concerns and complaints.
- Perform contract administration and provide technical assistance to other City departments and outside agencies.
- Administer contracts for pavement management system, signal maintenance, pavement repair and pavement striping.
- Provide technical engineering support to the Tustin Legacy development program

STREETS

DESCRIPTION:

The Streets Division ensures that public rights-of-way are properly maintained. This is accomplished by installing proper signage and striping, and by maintaining all streets, sidewalks, bike trails, storm drains and catch basins within the public right-of-way.

TASKS:

- Administers and performs street sweeping program.
- Administer streets and alley repair contract.
- Perform litter control in the public rights-of-way.
- Performs traffic sign maintenance and striping/markings program as directed by the Engineering Division, Traffic Section.
- Performs sidewalk maintenance and grinding as needed.
- Provide support for special events.



LANDSCAPE

DESCRIPTION:

The Landscape Division maintains all City parks and playground equipment; all landscaped median and parkway areas; and all trees located in the public right-of-way to enhance the aesthetic image of the community, promote the general environmental quality of the community, and ensure the safety of all citizens and the general public.

TASKS:

- Maintains the turf in the parks.
- Operate and maintain parks landscape irrigation systems.
- Maintain foliage through chemical application, removing and/or replacing as required.
- Perform graffiti removal and manage the weed abatement program in the parks and public rights-of-way.
- Conduct regular inspection, maintenance, and repair of park grounds and play equipment, structures, lights, and picnic facilities.
- Administer the citywide tree trimming and landscape maintenance contracts.

WATER QUALITY

DESCRIPTION:

The Water Quality Division coordinates and provides oversight for the City's National Pollutant Discharge Elimination System (NPDES) program and ensures compliance with all State and Regional Water Quality Control Board requirements. The Division also coordinates the City's participation in regional water quality efforts related to the Upper Newport Bay and San Diego Creek.

TASKS:

- Ensure City compliance with the NPDES and MS4 permits.
- Assess the environmental issues associated with all development activities and provides regulatory framework to ensure that standards set are implemented.
- Provide technical assistance to other City departments and outside agencies.
- Maintain a complete inventory of storm water facilities and perform annual inspections.
- Develop and implement public programs to inform and involve the public in controlling urban runoff.
- Provide public assistance for storm water related concerns and complaints.
- Coordinate maintenance of all publicly owned storm drains, catch basins and surface drainage facilities, in accordance with National Pollutant Discharge Elimination System guidelines.

FLEET

DESCRIPTION:

The Fleet Maintenance Division provides general repair and preventative maintenance for all City vehicles and other mechanical equipment, as well as maintaining the Vehicle Replacement Fund. In addition, the Division provides maintenance and permit compliance for the City Fueling Island and the Underground Storage Tanks (UST).

TASKS:

- Perform repairs on vehicles and other mechanical equipment.
- Administer a preventative maintenance program for vehicles and other mechanical equipment.
- Provide fuel and maintain fueling facilities for the City and the Tustin Unified School District.
- Conduct licensing/inspection of vehicles as required by the State Department of Motor Vehicles.
- Administer the licensing and permits for City generators, fuel island, underground storage tank and other equipment.
- Administer the forklift certification program.



- Administers the Vehicle/Equipment Replacement Fund.

FACILITIES

DESCRIPTION:

The Facilities Division is responsible for building maintenance and repair. Staff carries out maintenance activities to preserve the value of facilities and equipment. They provide a safe and comfortable environment in City buildings, such as the Civic Center, police station, and recreation centers.

TASKS:

- Provide information on facility maintenance problems and cyclical replacement items, and coordinate correction through the budgetary process.
- Monitor progress on facilities maintenance projects and cyclical maintenance through site visits and service requests.
- Perform regular maintenance and building repairs for all public facilities including structural, mechanical, plumbing, electrical, carpentry, and painting.
- Administer maintenance contracts including, but not limited to janitorial, building security, elevators, pest control and HVAC.

PERFORMANCE MEASURES (Performance Measures introduced for 2022-23)

Performance Measure	Goal	Target	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Projected	2023-24 Estimated
Pavement Condition Index	1	80	86	85	85	80	80
Encroachment Permits Issued	1	100	161	117	147	100	100
Number of Trees Trimmed	1	4,500	6,807	5,970	4,940	4,500	4,500
Tons of Material Removed During Storm Drain Cleaning	1	1,000	1,028	860	1,105	998	1,000
Tons of Material Removed by Weekly Street Sweeping Before Entering Storm Drains	1	100	105	102	96	101	101
Curb Miles Swept	1	20,000	20,766	20,766	20,766	20,766	20,766
Acres of Landscaped Area Maintained	1	350	350	350	350	350	350

2023-2025 GOALS:

- Ensure Tustin is an attractive, safe and well-maintained community through continual maintenance and improvement of flood control, park, public, traffic control and transportation facilities.





PUBLIC WORKS

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES PUBLIC WORKS						
<i>ALL Funds</i>						
Salaries & Benefits	5,477,831	5,798,912	6,139,626	5,966,470	6,564,961	6,637,421
Internal Service Charges	612,192	569,613	656,600	656,600	891,200	897,200
Operating Expense	9,442,804	9,829,477	10,366,863	11,043,845	11,336,542	11,567,150
Regulatory Fees	-	-	-	-	-	-
Transfer Out	158,658	4,322,099	150,000	150,000	80,000	80,000
Capital Outlay	5,261,497	3,005,288	7,808,859	3,034,923	10,728,423	3,158,000
Furniture, Equipment, Computer H/W	-	-	-	-	-	-
Total PW Expenditures	20,952,982	23,525,390	25,121,947	20,851,838	29,601,126	22,339,771

EXPENSES BY DIVISION						
<i>General Fund</i>						
Public Works - Administration Expenditures						
Salaries & Benefits	524,905	549,430	600,403	539,950	432,819	451,004
Internal Service Charges	490,792	448,613	535,600	535,600	739,900	745,900
Operating Expense	79,126	91,844	141,400	135,600	115,450	116,450
Capital Outlay	-	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-	-
Total	1,094,823	1,089,887	1,277,403	1,211,150	1,288,169	1,313,354

Public Works - Engineering Expenditures						
Salaries & Benefits	1,126,519	1,143,728	1,348,890	1,373,049	1,523,009	1,550,529
Internal Service Charges	-	-	-	-	-	-
Operating Expense	27,709	104,699	154,000	104,000	194,000	189,000
Capital Outlay	-	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-	-
Total	1,154,228	1,248,427	1,502,890	1,477,049	1,717,009	1,739,529

Public Works - Streets Expenditures						
Salaries & Benefits	669,954	763,578	582,835	590,726	644,380	657,161
Internal Service Charges	-	-	-	-	-	-
Operating Expense	157,995	174,474	129,800	154,000	155,850	154,700
Transfer Out	-	2,358,888	-	-	-	-
Capital Outlay	2,370,752	-	250,000	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-	-
Total	3,198,700	3,296,940	962,635	744,726	800,230	811,861

Public Works - Landscaping Expenditures						
Salaries & Benefits	1,761,534	1,969,006	2,095,269	1,944,793	2,185,449	2,183,213
Internal Service Charges	-	-	-	-	-	-
Operating Expense	3,833,386	4,234,265	4,309,190	4,309,190	4,709,100	4,852,600
Capital Outlay	-	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-	-
Total	5,594,920	6,203,271	6,404,459	6,253,983	6,894,549	7,035,813

Public Works - Water Quality Expenditures						
Salaries & Benefits	175,966	173,672	183,561	183,135	190,138	195,618
Internal Service Charges	-	-	-	-	-	-
Operating Expense	324,636	321,538	436,810	432,810	469,142	473,000
Total	500,602	495,211	620,371	615,945	659,280	668,618

Public Works - Fleet Expenditures

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget



PUBLIC WORKS

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
Salaries & Benefits	520,783	535,087	527,697	551,633	564,080	577,093
Internal Service Charges	-	-	-	-	-	-
Operating Expense	545,334	717,363	947,340	944,340	841,700	834,600
Capital Outlay	-	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-	-
Total	1,066,117	1,252,450	1,475,037	1,495,973	1,405,780	1,411,693

Public Works - Buildings Expenditures

Salaries & Benefits	422,434	371,248	359,856	324,446	480,638	501,324
Internal Service Charges	-	-	-	-	-	-
Operating Expense	2,461,699	2,472,230	2,498,221	2,727,600	2,926,800	3,037,300
Regulatory Fees	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-	-
Total	2,884,133	2,843,478	2,858,077	3,052,046	3,407,438	3,538,624

Total General Fund Expenditures	15,493,523	16,429,663	15,100,871	14,850,871	16,172,456	16,519,492
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EXPENSES BY DIVISION

All Other Funds

Gas Tax

Salaries & Benefits	113,784	117,238	271,411	288,260	343,449	346,627
Internal Service Charges	121,400	121,000	121,000	121,000	151,300	151,300
Operating Expense	1,512,771	1,339,233	1,435,102	1,856,302	1,684,500	1,589,500
Transfer Out	-	-	-	-	-	-
Capital Outlay	482,233	2,842	638,100	200,000	2,350,000	1,588,000
Total	2,230,188	1,580,312	2,465,613	2,465,562	4,529,249	3,675,427

Measure M2 Expenditures

Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	360,138	169,627	-	5,195	-	-
Transfer Out	158,658	1,963,211	150,000	150,000	80,000	80,000
Capital Outlay	2,466,375	3,002,286	2,879,089	1,114,923	4,628,423	1,470,000
Total	2,985,171	5,135,124	3,029,089	1,270,118	4,708,423	1,550,000

Road Maintenance & Rehabilitation Allocation Expenditures

Salaries & Benefits	21,955	23,437	23,884	23,829	24,825	25,623
Internal Service Charges	-	-	-	-	-	-
Operating Expense	22,038	-	-	60,808	-	-
Capital Outlay	(57,863)	160	4,041,670	1,720,000	3,750,000	100,000
Total	(13,870)	23,597	4,065,554	1,804,637	3,774,825	125,623

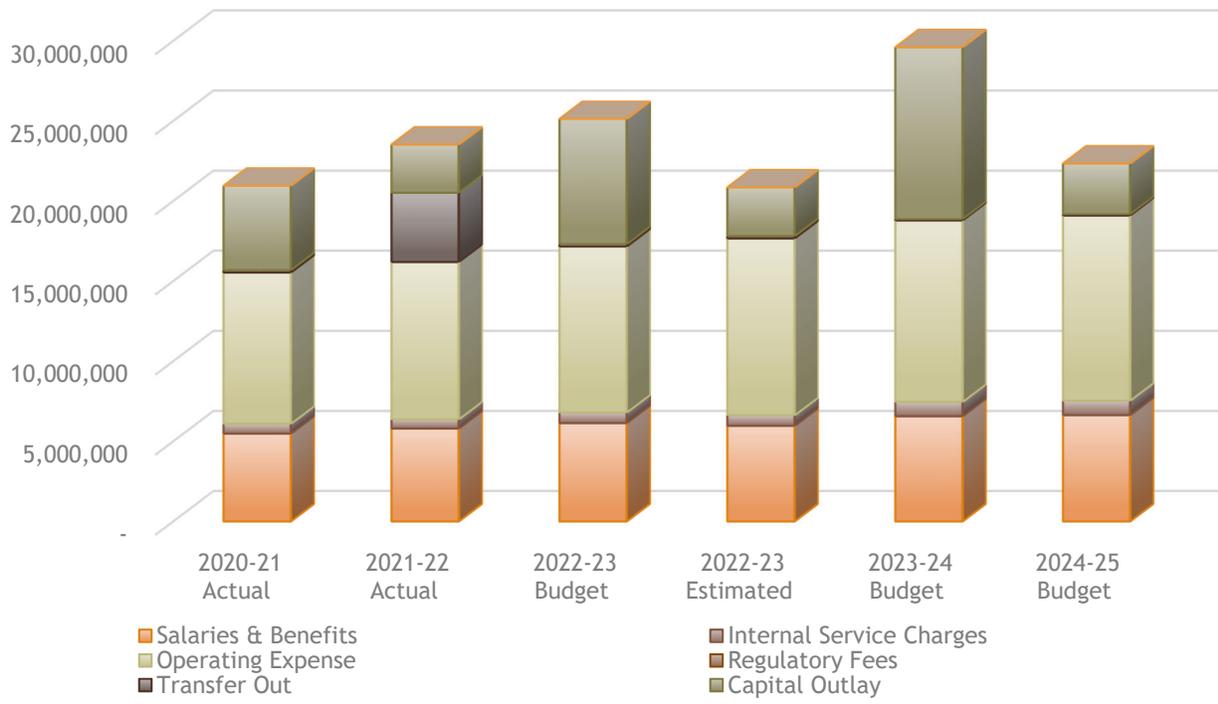
Solid Waste Expenditures

Salaries & Benefits	139,996	152,490	145,820	146,649	176,174	149,230
Internal Service Charges	-	-	-	-	-	-
Operating Expense	117,974	204,203	315,000	314,000	240,000	320,000
Transfer Out	-	-	-	-	-	-
Total	257,970	356,693	460,820	460,649	416,174	469,230

Total Other Funds	5,459,459	7,095,727	10,021,076	6,000,966	13,428,671	5,820,279
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Public Works - Budget Breakdown by Year (All Funds)





WATER FUND - ADMINISTRATION

DESCRIPTION:

This Division provides water supply planning including oversight of ground water production, imported water supply, water system pressure, water distribution and water quality. Responsible for analysis of current and proposed legislation and ensuring the water system meets all state and federal regulatory compliance requirements.

TASKS:

- Ensure compliance with all health and safety standards for water quality.
- Coordinate the design and construction of water capital improvement program projects.
- Provide responsive customer service.

WATER FUND - DISTRIBUTION

DESCRIPTION:

Install, maintain, repair and upgrade the water distribution system, along with monitoring water quality and providing customer service.

TASKS:

- Ensure compliance with all health and safety standards for water quality.
- Operate and maintain the water distribution system.
- Coordinate the design and construction of water capital improvement program projects.
- Perform preventive maintenance to minimize water loss and service interruptions to City water customers.
- Provide responsive customer service.
- Review City, developer and outside agency project plans for compliance with Water Division standards.
- Conduct safety training and support professional development training to obtain/maintain State Water Resources Control Board certifications for all water division staff.

WATER FUND – MAIN STREET WATER FACILITY

DESCRIPTION:

The Main Street Water Facility, consists of two groundwater production wells, reverse osmosis and ion exchange treatment plants, a water storage reservoir and booster pump station. The two treatment plants remove nitrate-contaminates from the groundwater produced at this facility. The water is treated and blended to produce drinking water that complies with all State and Federal Safe Drinking Water standards.

TASKS:

- Ensure compliance with all health and safety standards for water quality.
- Maximize groundwater water production to reduce dependence on imported water supplies.
- Ensure compliance with the Regional Water Quality Control Board [RWQCB] National Pollution Discharge Elimination System [NPDES] permit requirements.

WATER FUND – 17TH STREET DESALTER

DESCRIPTION:

This reverse osmosis water treatment facility is a cooperative venture between the City of Tustin, the Orange County Water District [OCWD], and the Metropolitan Water District of Southern California [MWD]. This facility removes nitrates and high



concentrations of dissolved solids from the groundwater produced at this facility. The water is treated and blended to comply with State and Federal drinking water standards.

TASKS:

- Ensure compliance with all health and safety standards for water quality.
- Maximize groundwater water production to reduce dependence on imported water supplies.
- Ensure compliance with the Regional Water Quality Control Board [RWQCB] National Pollution Discharge Elimination System [NPDES] permit requirements

WATER FUND – IMPORTED WATER

DESCRIPTION:

This division is responsible for the purchase of wholesale supplemental water supplies from the East Orange County Water District via its partner agencies the Municipal Water District of Orange County and the Metropolitan Water District of Southern California.

TASKS:

- Augments local water supplies with imported water, bolsters water delivery capabilities to meet the City’s water demands.
- Utilize cost-effective purchased imported water supplies to ensure adequate retail supplies.

WATER FUND – GROUND WATER

DESCRIPTION:

Produce and supply domestic water to all City of Tustin Water Services customers, and comply with safe drinking water standards mandated by State and Federal regulations.

TASKS:

- Produce competitively priced, high quality water meeting all health and safety standards for water quality.
- Operate water production facilities utilizing the most cost-effective methods and practices that public safety and water demand requirements allow.
- Perform maintenance to minimize service interruptions and the loss of groundwater production and imported water supplies.
- Coordinate the design and construction of capital improvement program projects.
- Coordinate operation of water facilities with contractors during construction activities.
- Monitor the water resource planning and management programs of the City’s wholesale suppliers (Orange County Water District, the Municipal Water District of Orange County, and East Orange County Water District), and evaluate their fiscal impacts upon the City’s service area.



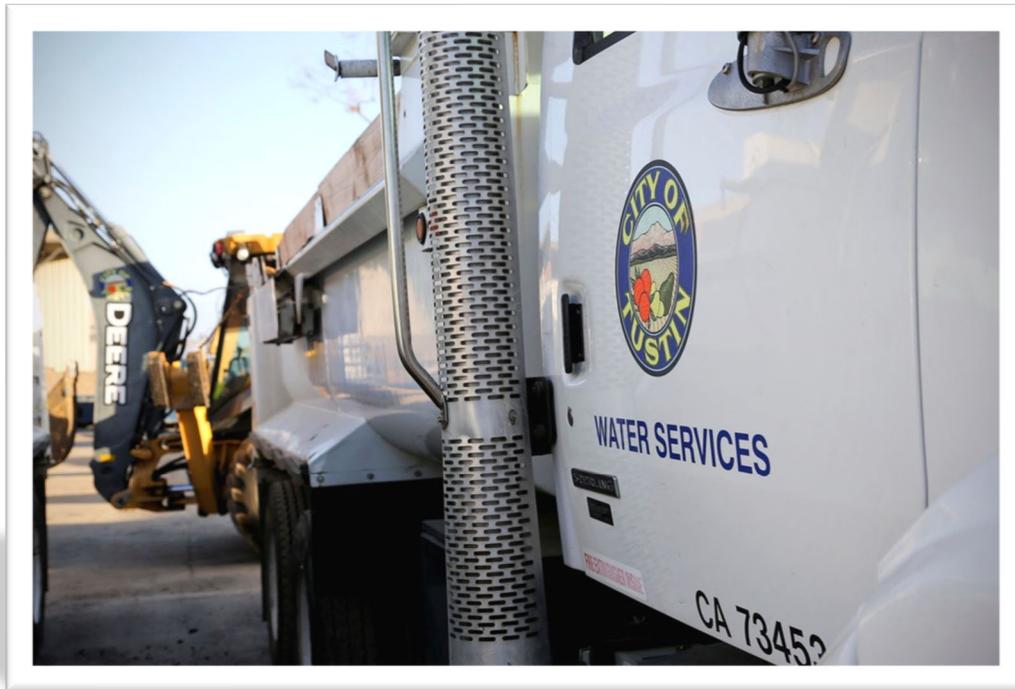


PERFORMANCE MEASURES (Performance Measures introduced for 2022-23)

Performance Measure	Goal	Target	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Projected	2023-24 Estimated
Water Valves Exercised	1	500	402	476	552	600	600
Water Services Replaced	1	80	89	82	97	90	90
Water Meters Replaced	1	300	311	418	329	350	350
State Compliance Reporting Submitted Timely	1	1	1	1	1	1	1
Water Quality Samples Collected and Analyzed	1	1,585	1,585	1,585	1,585	1,585	1,585

2023-2025 GOALS:

- Ensure Tustin is an attractive, safe and well-maintained community through continual maintenance and improvement of flood control, park, public, traffic control and transportation facilities.





WATER ENTERPRISE FUNDS

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES WATER ENTERPRISE FUND						
<i>ALL Funds</i>						
Salaries & Benefits	2,828,535	3,173,578	3,529,425	3,413,252	3,804,396	3,885,897
Internal Service Charges	-	-	-	-	-	-
Operating Expense	924,655	1,156,974	1,293,796	1,388,020	1,351,700	1,380,300
Maintenance Expenses	9,672,503	11,158,749	11,282,300	11,565,965	11,605,060	9,927,300
Water Quality/Regulatory Fees	117,597	151,765	159,690	127,716	174,290	176,290
Transfer Out/Bond Expense	8,693,811	20,575,877	4,810,339	4,172,643	2,574,787	2,562,996
Furniture and Equipment	-	-	-	-	-	-
Capital Outlay	13,779,068	2,770,295	4,633,894	1,426,385	3,080,551	1,150,000
Total Water Enterprise Expenditures	36,016,168	38,987,239	25,709,443	22,093,981	22,590,785	19,082,782
EXPENSES BY DIVISION						
<i>Water Enterprise Fund</i>						
Water Administration (Water Enterprise Fund)						
Salaries & Benefits	697,491	703,711	1,013,834	897,868	1,257,832	1,292,726
Internal Service Charges	-	-	-	-	-	-
Operating Expense	670,384	785,882	940,346	951,526	965,700	1,006,100
Water Quality/Regulatory Fees	110,979	139,696	125,690	122,097	167,290	169,290
Transfer Out/Bond Expense	1,176,914	3,037,691	2,291,300	2,291,300	2,574,787	2,562,996
Furniture and Equipment	-	-	-	-	-	-
Total	2,655,768	4,666,980	4,371,169	4,262,791	4,965,609	5,031,111
Water Distribution (Water Enterprise Fund)						
Salaries & Benefits	1,214,614	1,371,486	1,364,394	1,370,115	1,350,154	1,382,688
Internal Service Charges	-	-	-	-	-	-
Operating Expense	194,442	233,728	236,150	252,350	286,850	274,900
Water Quality/Regulatory Fees	6,618	12,069	34,000	5,619	7,000	7,000
Transfer Out/Bond Expense	-	108,533	-	-	-	-
Capital Outlay	-	21,799	-	-	-	-
Total	1,415,674	1,747,616	1,634,544	1,628,084	1,644,004	1,664,588
Main Street Facilities (Water Enterprise Fund)						
Salaries & Benefits	60,940	65,144	197,041	212,855	228,191	232,319
Internal Service Charges	-	-	-	-	-	-
Operating Expense	7,856	9,262	11,500	11,700	11,700	11,700
Maintenance Expenses	32,785	36,750	1,168,400	46,000	49,000	4,292,740
Total	101,580	111,156	1,376,941	270,555	288,891	4,536,759
17th Street Desalter (Water Enterprise Fund)						
Salaries & Benefits	219,005	219,031	162,014	152,962	163,664	166,582
Internal Service Charges	-	-	-	-	-	-
Operating Expense	23,520	20,906	36,400	25,900	37,550	37,700
Maintenance Expenses	2,305,593	2,162,854	2,017,100	2,223,845	2,197,500	2,284,100
Total	2,548,118	2,402,790	2,215,514	2,402,707	2,398,714	2,488,382
Imported Water (Water Enterprise Fund)						
Salaries & Benefits	108,366	116,611	99,405	102,287	108,854	111,560
Internal Service Charges	-	-	-	-	-	-
Operating Expense	400	413	500	500	500	500
Maintenance Expenses	3,087,793	6,054,955	5,593,300	6,607,820	5,632,820	781,760
Total	3,196,559	6,171,979	5,693,205	6,710,607	5,742,174	893,820



WATER ENTERPRISE FUNDS

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
Water Production (Water Enterprise Fund)						
Salaries & Benefits	288,896	301,690	307,987	307,783	330,936	337,272
Internal Service Charges	-	-	-	-	-	-
Operating Expense	20,701	53,335	36,900	47,400	49,400	49,400
Maintenance Expenses	3,644,700	2,373,036	2,003,500	2,028,300	3,225,740	2,068,700
Total	3,954,297	2,728,061	2,348,387	2,383,483	3,606,076	2,455,372
Non-Departmental (Water Enterprise Fund)						
Salaries & Benefits	239,223	395,906	384,750	369,383	364,765	362,749
Internal Service Charges	-	-	-	-	-	-
Operating Expense	-	48,914	-	-	-	-
Total	239,223	444,820	384,750	369,383	364,765	362,749
Total Water Enterprise Expenditures	14,111,219	18,273,402	18,024,510	18,027,609	19,010,234	17,432,782

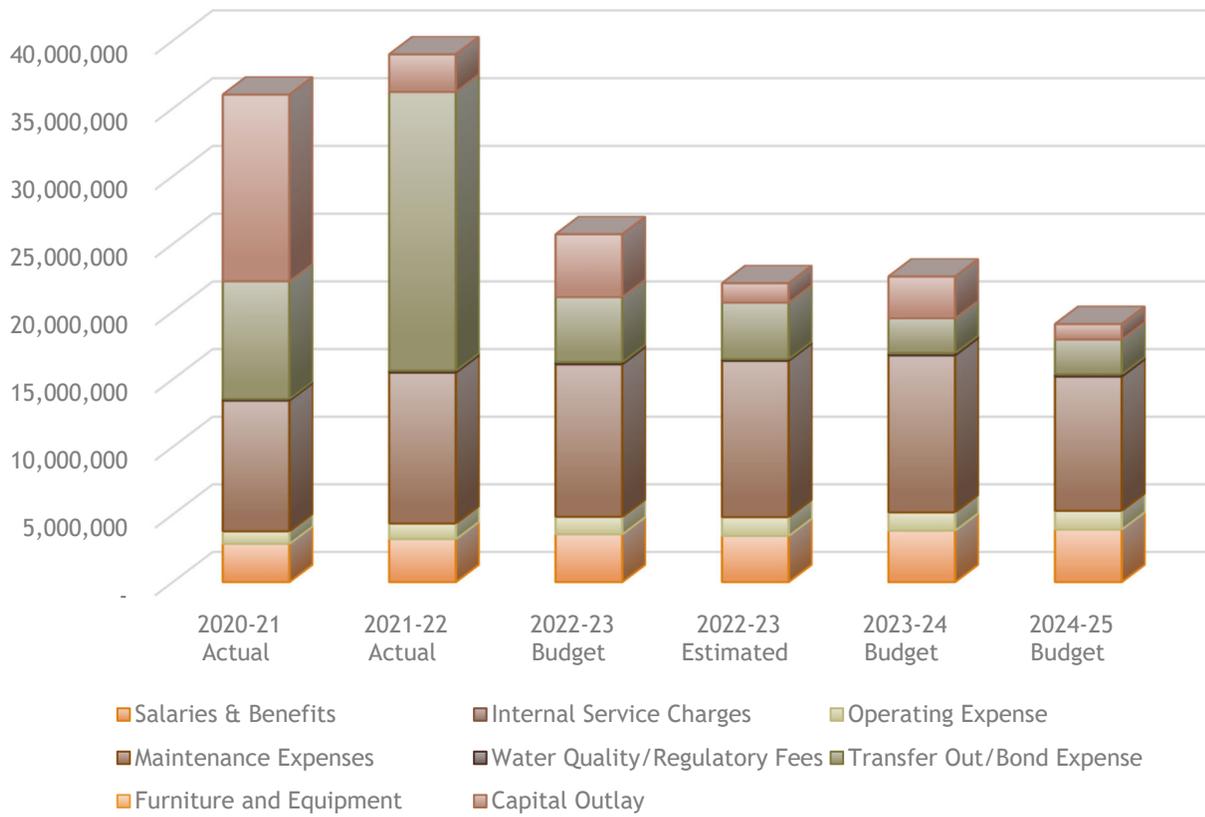
EXPENSES BY DIVISION

All Other Funds

Water Capital						
Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	5,582	4,127	32,000	12,179	-	-
Maintenance Expenses	601,633	531,153	500,000	660,000	500,000	500,000
Transfer Out/Bond Expense	7,516,896	3,918,760	-	-	-	-
Capital Outlay	4,388,348	2,748,496	3,384,894	506,385	2,998,169	1,150,000
Total	12,512,459	7,202,537	3,916,894	1,178,564	3,498,169	1,650,000
2011 Water Revenue Bond						
Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	10	4	-	-	-	-
Transfer Out/Bond Expense	-	289,000	-	-	-	-
Capital Outlay	289,000	-	-	-	-	-
Total	289,010	289,004	-	-	-	-
2013 Water Revenue Bond						
Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	1,761	404	-	86,465	-	-
Transfer Out/Bond Expense	-	13,221,892	2,519,039	1,881,343	-	-
Capital Outlay	9,101,720	-	1,249,000	920,000	82,382	-
Total	9,103,481	13,222,296	3,768,039	2,887,808	82,382	-
Total Other Funds	21,904,950	20,713,837	7,684,933	4,066,372	3,580,551	1,650,000



Water Enterprise Budget Breakdown by Year (All Funds)

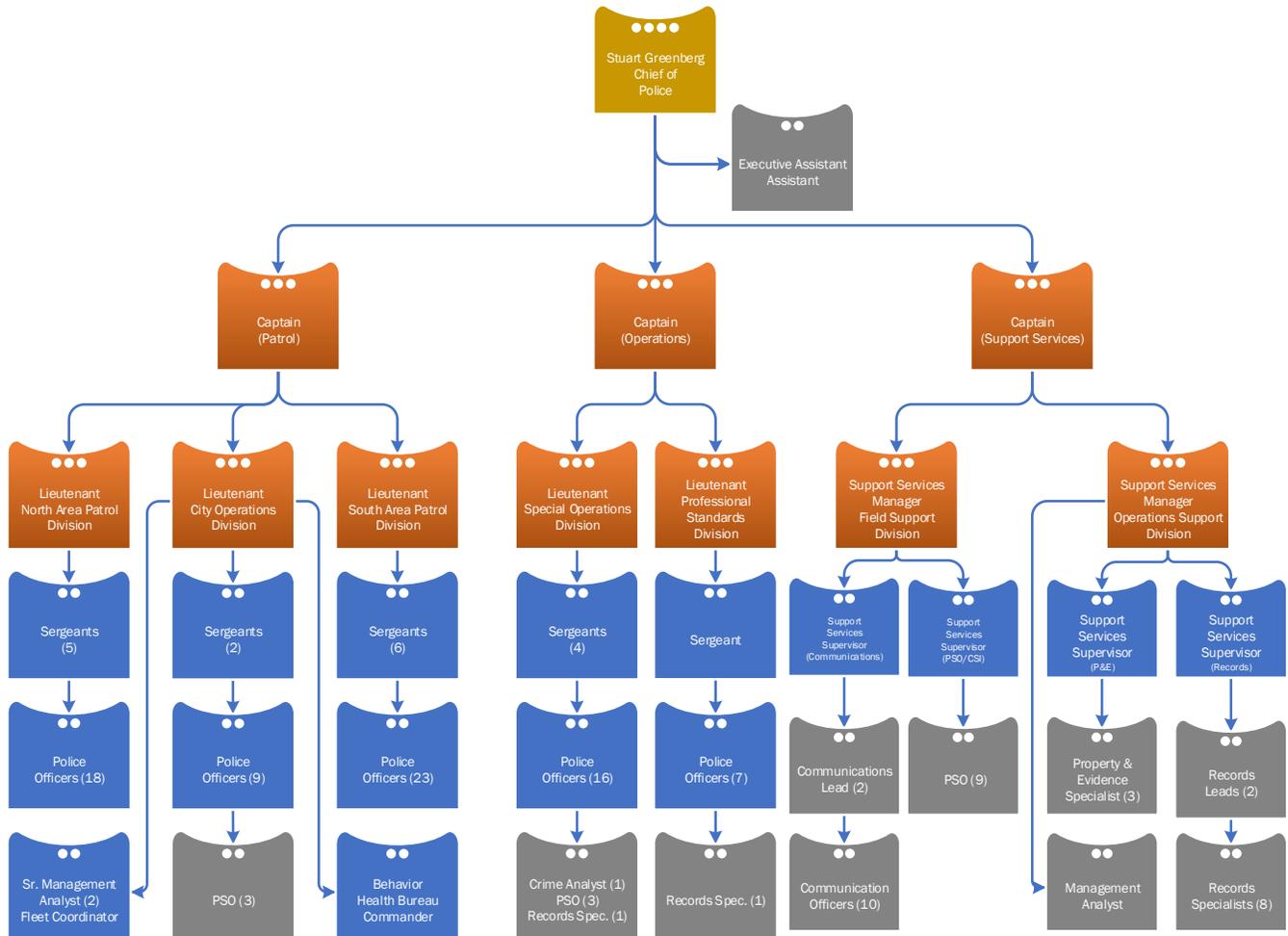




POLICE DEPARTMENT



POLICE DEPARTMENT ORGANIZATIONAL CHART & POSITION CONTROL HISTORY



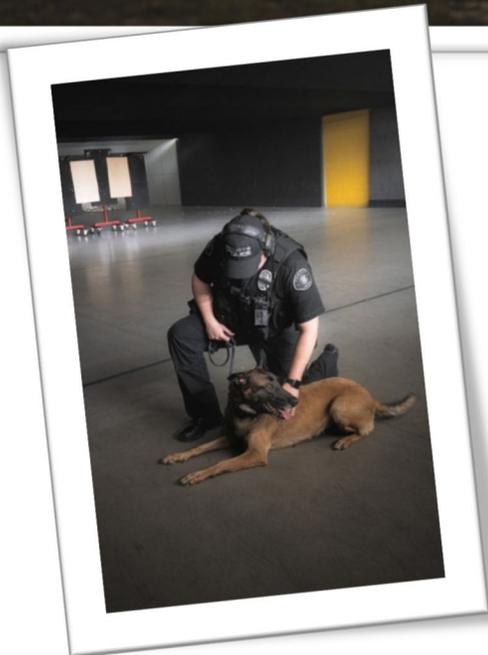
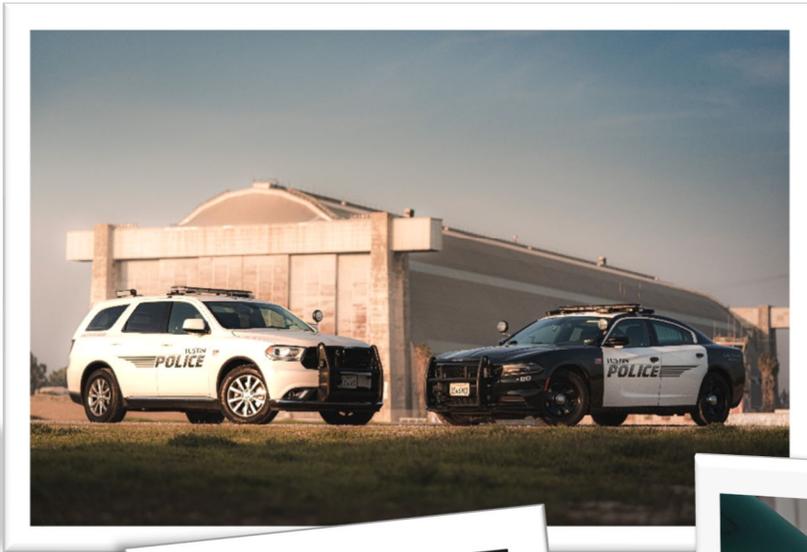
Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Propose	2023-24 Inc/(Dec)	2024-25 Propose	2024-25 Inc/(Dec)
Police Department								
	Behavioral Health Bureau Commander	0.00	0.00	1.00	1.00	0.00	1.00	0.00
	Crime Analyst (SLESF Grant Funded)	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Deputy Police Chief	1.00	1.00	0.00	0.00	0.00	0.00	0.00
	Management Analyst I/II	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Management Assistant	2.00	1.00	1.00	1.00	0.00	1.00	0.00
	Police Captain	1.00	1.00	3.00	3.00	0.00	3.00	0.00
	Police Chief	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Police Civilian Commander	1.00	1.00	0.00	0.00	0.00	0.00	0.00
	Police Communications Lead	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Police Communications Officer I/II	10.00	10.00	10.00	10.00	0.00	10.00	0.00
	Police Fleet Coordinator	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Police Lieutenant	5.00	5.00	5.00	5.00	0.00	5.00	0.00
	Police Officer	69.00	72.00	72.00	72.00	0.00	72.00	0.00
	Police Officer (SRO) ⁹	1.00	1.00	1.00	2.00	1.00	2.00	0.00
	Police Records Lead	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Police Records Specialist	10.00	10.00	10.00	10.00	0.00	10.00	0.00
	Police Sergeant ¹⁰	18.00	18.00	18.00	19.00	1.00	19.00	0.00



Police Services Officer I/II/III	15.00	15.00	15.00	15.00	0.00	15.00	0.00
Police Support Services Manager	2.00	2.00	2.00	2.00	0.00	2.00	0.00
Police Support Services Supervisor	4.00	4.00	4.00	4.00	0.00	4.00	0.00
Property and Evidence Specialist	2.00	2.00	2.00	2.00	0.00	2.00	0.00
Senior Management Assistant	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Senior Management Analyst	1.00	1.00	1.00	1.00	0.00	1.00	0.00
Total Police Department	150.00	153.00	154.00	156.00	2.00	156.00	0.00

Footnotes

- 9 23/24 Budget Add - Police Officer, School Resource Officer (SRO)
- 10 23/24 Budget Add - Sergeant





POLICE MANAGEMENT

DESCRIPTION:

Police Management directs the day-to-day operations of the Police Department. Its primary responsibility is to ensure the Department's overall mission is achieved, and the department is well prepared for the future. Police Management provides leadership and management direction to all Police Department functions. Staff also responds to citizen contacts and represents the Police Department within the City, County and State. Additionally, Police Management is responsible for the oversight of the CALEA (Commission on Accreditation for Law Enforcement Agencies) process.

TASKS:

- Provide administrative leadership to the entire Department.
- Provide budget direction and control.
- Review and implement new programs to enhance effectiveness of the Department.
- Ensure free flow of internal and external information.
- Participate in citywide team management concepts.
- Provide direction and analysis to staff projects.
- Coordinate with other local, state, and federal law enforcement agencies.
- Coordinate Police Department activities with other City Departments.
- Anticipate future needs and plan activities accordingly.
- Provide oversight of day-to-day activities and ensure employees are able to work in a safe and productive environment.
- Provide Department wide training and coordination of the CALEA re-accreditation process.
- Serve as the leadership and clearing house of the CALEA accreditation team.
- Compile and maintain the CALEA accreditation files consisting of 460 law enforcement standards organized into 38 chapters.
- Develop and coordinate inspections and reports mandated by CALEA on a recurring basis to provide the management team with valuable information for the fiscal and physical management of the Police Department.

2022-2023 ACCOMPLISHMENTS:

- Created the Behavioral Health Response Unit.
- Restructure and re-organization of department management team.
- Filled the Chief's Secretary position.

CITY OPERATIONS

DESCRIPTION:

The City Operations Command consists of police personnel assigned to specialty assignment units which impact all areas within the City of Tustin borders. Its personnel are dedicated to supplement the Patrol Division in a variety of capacities such as the GRADE Unit, Traffic Unit, K-9 Unit, and SRT/SWAT. City Operations Command is currently staffed by one Lieutenant, three Sergeants, two Detectives, ten Officers and one police service dog.

The Traffic Unit is responsible for traffic enforcement within the Tustin city limits. The Traffic Unit includes one Sergeant, four Motor Officers, one Police Services Officer, one Master Reserve Officer and two part-time Parking Control Officers. The Traffic Unit also conducts follow-up investigation for serious or fatal traffic collisions. The Traffic Unit submits grant applications and monitors all reporting requirements on funded grants, they also conduct quarterly DUI checkpoints throughout the city and review and approve all traffic collision reports. The Traffic Unit also coordinates the department's response to all of the city's special events such as, Tustin Tiller Days, Fourth of July Fireworks show, Tustin Street Fair, Chili Cook-Off and Hanger Half Marathon. The Fleet Coordinator is also an integral part of the Traffic Unit.



The SWAT Team's primary role is to solve potentially dangerous incidents through experience, training, and the use of highly specialized tools and equipment. The SRT Team compliments the SWAT Team by providing specialized immediate tactical response to serious situations beyond the capacity of our Patrol Unit.

TASKS:

- Respond to all criminal, service and traffic calls for service.
- Investigate, write police reports, follow-up, and apprehend violators as appropriate.
- Work with Parole and Probation officers in monitoring the activities of those individuals on Parole or Probation who reside in Tustin.
- Provide crime and traffic accident suppression through specific crime analysis, special enforcement, and proactive problem solving.
- Conduct educational and other crime/traffic accident prevention presentations.
- Coordinate community special event plans.
- Continue the implementation of the overall Departmental Mission, Vision and Values in order to resolve community problems; reduce citizen fear of crime; and increase citizen satisfaction with service provided by local government.
- Performs Police Fleet Coordination to maintain fleet to optimal efficiency.
- Manage numerous community outreach programs such as Neighborhood Watch, Town Hall meetings, Block Captains meetings, Nixle internet crime prevention and notification program, DEA Take Back Day, Read Across America, and Tustin Tiller Days.
- Manage school related programs such as project "Think About It," Officer Friendly presentations, station tours, and Walk to school.
- Arrange public safety presentations regarding identity theft, personal safety, and holiday safety.
- Organize public relations programs such as Open House, Santa Sleigh, Santa Cop, Foothill Regional Hospital Special Needs donation program, and National Night Out.
- Coordination of emergency planning and training.
- Recruitment and Management of the Community Emergency Response Team (CERT).
- Establish and maintain inter-agency coordination with local, state, and federal emergency response agencies.
- Maintain the City's emergency operations center (EOC) in a Maximum state of readiness, which allows the EOC to be operational within one hour.
- Provide outreach and resources to homeless individuals who have a connection to the City of Tustin.
- Partner with private entities, local and county government agencies to assist the homeless with finding long-term shelter and/or services.
- Advocate for the homeless.

2023-2025 GOALS:

- Complete UASI application and procurement of Armored Vehicle (BearCat).
- Add two patrol units to the fleet.
- Increase fleet budget for purchase and lease amounts due to increase in inflation (43% increase in vehicle cost).
- Add SRT personnel from 22 to 24 members.
- Increase presence with Community Relations Unit in the community.
- Identify new avenues of procurement for Fleet needs.

2022-2023 ACCOMPLISHMENTS

- Increased personnel assigned to Crisis Negotiation Team.
- Increased training for Special Response Team.
- Continued with Annex remodel project.
- Created a motor officer trainer.
- Successfully staffed all DUI checkpoints.



- Fleet purchased and converted new vehicles for department use.
- Purchased new tactical vests, helmets, and communication gear.
- Completed two Citizens Emergency Response Team (CERT) academies following the COVID-19 pandemic.
- Hired the Behavioral Health Manager with a vast background in mental health.
- Successful completion of Drone policy and purchase and implementation of Drones Program.
- Emergency Manager supported Active Shooter Training for department personnel.

NORTH AREA PATROL

DESCRIPTION:

The North Area Command consists of the area in the City north of the I-5 freeway. Within the area, there are single family residences, high-density housing, commercial, and retail properties. North Area Command is currently staffed by one Lieutenant, seven Sergeants, and 25 Patrol Officers and includes a canine partner. Included in North Area Command, is the Traffic Unit and one police officer assigned as a Community Impact Officer (CIO). The CIO is responsible for addressing on-going community concerns and quality of life issues in the area. The CIO works closely with patrol officers, city officials, business owners and non-profit groups to address community issues.

TASKS:

- Respond to all criminal, service, and traffic calls for service.
- Document, investigate, follow-up, and apprehend violators as appropriate
- Work with parole and probation officer in monitoring the activities of those individuals on Parole or Probation who reside in Tustin
- Provide crime and traffic accident suppression through specific crime analysis, special enforcement, and proactive problem solving
- Conduct educational and other crime/traffic accident prevention presentations
- Coordinate community special event plans
- Continue the implementation of the overall Department Mission, Vision and Values in order to resolve community problems; reduce citizen fear of crime; and increase citizen satisfaction with service provided by local government.

2023-2025 GOALS:

- Create a full-time jailer position.
- Research the potential for a third Area Command.
- Protect the Community.
 - Reduction in Part I Crime
 - Reduction in Injury Traffic Collisions
- Engage the Community.
 - Enhance current programs (Citizens Academy, Spanish Speaking Citizens Academy, Open House, Run with a Cop, Coffee with a Cop, Police-Community Dialogues)
- Improve Internal Operations.
 - Making employees' jobs easier and more efficient (CTAPS 2.0, Reporting efficiencies, Equipment improvements, complete implementation of BWCs, Begin the CAD/RMS project)
 - Rebuild Pride and Esprit de Corps
 - Foster employee wellness and satisfaction

2022-2023 ACCOMPLISHMENTS:

- Implementation of the Mobile ID devices.
- Following the COVID-19 pandemic, the Patrol Division increased community engagement through numerous community events.
- Completed the remodel of the Patrol Report Writing room.



SOUTH AREA PATROL

DESCRIPTION:

The South Area Command encompasses the area south of the I-5 freeway from Williams Street to the west, Jamboree Road to the east and Barranca Parkway to the south. South Area Command is responsible for all reactive and proactive police problem solving in the south end of the City, including responding to calls for service 24 hours a day, seven days a week, 365 days of the year. South Area Command is currently staffed with one Lieutenant, six Sergeants and 19 Patrol Officers.

TASKS:

- Respond to all criminal, service, and traffic calls for service.
- Document, investigate, follow-up, and apprehend violators as appropriate.
- Work with parole and probation officers in monitoring the activities of those individuals on Parole or Probation who reside in Tustin.
- Provide crime and traffic accident suppression through specific crime analysis, special enforcement, and proactive problem solving.
- Conduct educational and other crime/traffic accident prevention presentations.
- Coordinate community special event plans.
- Continue the implementation of the overall Departmental Mission, Vision and Values in order to resolve community problems; reduce citizen fear of crime; and increase citizen satisfaction with service provided by local government.

2023-2025 GOALS:

- Create a full-time jailer position.
- Research the potential for a third Area Command.
- Protect the Community.
 - Reduction in Part I Crime
 - Reduction in Injury Traffic Collisions
- Engage the Community.
 - Enhance current programs (Citizens Academy, Spanish Speaking Citizens Academy, Open House, Run with a Cop, Coffee with a Cop, Police-Community Dialogues)
- Improve Internal Operations.
 - Making employees' jobs easier and more efficient (CTAPS 2.0, Reporting efficiencies, Equipment improvements, complete implementation of BWCs, Begin the CAD/RMS project)
 - Rebuild Pride and Esprit de Corps
 - Foster employee wellness and satisfaction

2022-2023 ACCOMPLISHMENTS:

- Implementation of the Mobile ID devices.
- Following the COVID-19 pandemic, the Patrol Division increased community engagement through numerous community events.
- Completed the remodel of the Patrol Writing Room.

SPECIAL OPERATION DIVISION

DESCRIPTION:

The Special Operations Division includes the General Investigations Unit and the Gang and Directed Enforcement (GRADE) Unit, which conduct widely varied and specialized criminal investigations, as well as proactive surveillance operations.

The General Investigations Unit is divided into the Major Crimes Team and Property Crimes Team. These two teams are responsible for conducting comprehensive follow-up investigations for the majority of crimes that are reported to the Tustin Police Department. Detectives assigned to this unit are on-call 24 hours a day to respond to crime scenes throughout the city. The Detectives from the General Investigations Unit are supported by Police Services Officers, a Police Records Specialist, and a Crime Analyst who utilize state-of-the-art technology to analyze crime patterns. The General Investigations Unit also includes a full-time School Resource



Officer and detectives assigned to specialized task forces such as, the Orange County Auto Theft Task Force, the Regional Narcotics Suppression Program team, the Orange County Intelligence Assessment Center, and the Joint Terrorism Task Force.

TASKS:

- Follow-up on all cases with workable leads.
- Investigate incidents dealing with vice, narcotics, and white-collar crimes.
- Follow-up on unsolved homicide cases, and “cold” DNA hits in sexual assault, burglary and vehicle theft cases.
- Respond to community needs concerning juveniles, including using juvenile diversion programs and maintaining a School Resource Officer program.
- Coordinate community special event plans.
- Provide personnel to the Orange County Regional Narcotics Suppression Program (RNSP), the Orange County Auto Theft Task Force (OCATT).
- Provide personnel to the Orange County Intelligence Assessment Center (OCIAC), and the Joint Terrorism Task Force (JTTF).

2023-2025 GOALS:

- Acquire state of the art predictive policing software to assist the Tustin Police Department in its efforts on preventing crime before it occurs.
- Make arrests in 10% of cleared cases.
- Increase follow-up investigation on cold cases.

2022-2023 ACCOMPLISHMENTS:

- Completed the transition to National Incident Based Reporting System (NIBRS) statistical reporting system.
- Created a second School Resource Officer position.
- Filled the Crime Analyst vacancy.
- Solved the Jewelry Exchange robbery case with 7 gang members in-custody.
- Completed the following:
 - CIU warrants served: 41
 - GRADE Firearms/Weapons Seized: 50
 - GRADE Misdemeanor Arrests: 162
 - GRADE Felony Arrests: 148
 - GRADE Fentanyl Seized: 31.2 grams and 2,150 pills
 - Spec Ops Closed Case Count: 906

PROFESSIONAL STANDARDS DIVISION

DESCRIPTION:

The Professional Standards Division (PSD) operates under the Personnel and Investigations Bureau. PSD is staffed by the following personnel: one Police Lieutenant, one Police Sergeant, one Police Training Officer, one Police Personnel Officer, one Police Records Specialist, one part-time IT specialist, and three Master Reserve Officers.

The Professional Standards Division is responsible for the recruitment and hiring of all police department personnel. Additionally, PSD is home to the department's press information officer who works with various media outlets regarding the release of relevant information as well as the management of our social media accounts. PSD is also responsible for conducting investigations into policy violations and tracking complaints of employee misconduct as well as oversight of the department's information technology.

TASKS:

- Recruit and hire of all departmental employees.
- Manage internal affairs files, background files, training files and employee performance evaluation system.
- Represent the agency as custodian of records for all Pitchess Motion court appearances.
- Manage the Cadet and Explorers Program.
- Investigate all complaints of misconduct or uses of force as determined by command staff.
- Prepare yearly administrative statistical reports and state cost recovery reports.



- Coordinate and track all formal training.
- Author and track all internally generated training documents.
- Ensure P.O.S.T. compliance with mandated training requirements.
- Manage the Power DMS computer data system.
- Coordinate new employee departmental orientations.
- Serve as liaison with P.O.S.T. police training academies.
- Recruitment and hiring of all departmental employees.
- Facilitate and address department's current and future Information Technology needs.
- Research, selection and implementation of new CAD/RMS system.

2023-2025 GOALS:

- Implement a new recruitment website.
- Increase the department's social media footprint.
- Streamline and improve the employment background investigation process.
- Expand the Automated License Plate Reader System (ALPRS) program.
- Outfit all patrol vehicle with 40mm less than lethal launchers and decommission existing shotguns.

2022-2023 ACCOMPLISHMENTS:

- Implemented the Quartermaster Software.
- Updated the department recruitment video.
- Created an internal driver training course to reduce traffic collisions and reduce training costs.
- Increased use of force and mat training for department personnel.
- Implementation of a part-time IT specialist dedicated to the police department.
- Implementation of an in-house Supervisors Leadership Development Program.
- Conducted over 135 background investigations on potential new employees.
- Hired 36 employees which includes:
 - (13) Recruits
 - (4) Lateral Officers
 - (2) P/T PSO
 - (3) Communications Officers
 - (1) Communications Supervisor
 - (1) BHRU Manager
 - (2) Detention Officers
 - (3) PCO's
 - (3) PRS
 - (3) MRO's
 - (1) PSO
- Internally promoted 26 employees

FIELD SUPPORT

DESCRIPTION:

The Field Support Division is comprised of two units: Police Service Officers/Crime Scene Investigations and Communications. These units provide support services necessary to daily Police Department operations.

Often the first interaction the public has with the Tustin Police Department is the experience with the Communication Unit. The Communications Unit maintains a "how can we help" mentality and takes pride in providing a professional and positive experience, in what may be the worst day the person has ever experienced. The Unit's primary goal is to keep the public and members of the department safe. This is accomplished by properly questioning callers and providing resources, striving for perfection in radio traffic, telecommunications work, and commitment to continued training and improvement of job skills.



Police Services Officers perform a wide variety of duties that play an important role in the day-to-day operations of the police department. Police Services Officers assigned to Field Operations take police reports in the field and at the front counter of the Police Department. The efforts of the Police Services Officers enable patrol officers to remain available for emergencies and implementation of crime suppression strategies in the field. Field Operations personnel also staff the Crime Scene Investigations Unit where they specialize in crime scene mapping and photography, forensic evidence collection, and preservation of evidence for laboratory analysis.

TASKS:

- Communications Unit
 - Responsible for receiving and relaying all calls for service to field personnel.
 - Constantly monitor the location and activity of all field personnel.
 - Provide CLETS (California Law Enforcement Telecommunications System) and NLETS (National Law Enforcement Telecommunications System) information to field personnel as it pertains to calls for service or Officer initiated activity.
 - Provide tactical support to field personnel during Critical in-progress calls for service.
 - Monitor multiple radio channels 24/7 in support of patrol operations.
 - Answer all in-coming non-emergency and 911 phone calls.
- PSO/CSI Unit
 - Responsible for writing non-arrest reports taken by Police Department personnel.
 - Conducts all mid-level Crime Scene Investigation functions.
 - Assists field patrol units with a variety of functions including traffic control and parking violations.

2023-2025 GOALS:

- Communications Unit
 - Instituted hiring bonus program to enhance recruiting.
 - Increased the number of Communication Training Officers.
 - Establish cross training program for Police Officers to work in the Communications Unit.
 - Train all dispatchers as Tactical Dispatchers expanding their knowledge and helping to ensure officer safety.
 - Continue to update and expand our training program and training manual.
 - Develop and expand the responsibility of our Communication Leads. Ensuring support and encourage a positive working atmosphere through consistent communication.
- PSO/CSI Unit
 - Re-evaluate the TAGRS program at Tustin PD, and rework our methods of documenting graffiti in the field due to changes in the way the Orange County Sheriff's Department is now tracking graffiti and filing their criminal cases.
 - Periodically conduct training and practice sessions in the areas of shoeprint casting, latent print development, crime scene photography and alternate light source investigations for PSO/CSI to hone the skills of newer employees.
 - Reimagine and improve our evidence processing spaces in the CSI Office to include creating more space for evidence photography, installing better lighting and equipment charging stations, and replacing old tables with steel tables that can be sterilized after each use.
 - Research and purchase new laser measuring devices for the Police Services Officers to use while collecting data at crime scenes and traffic collision scenes. These devices would be safer to use in roadways and more accurate at measuring longer distances.
 - Transfer the responsibilities of general facilities maintenance, and improvement projects to a dedicated Field Services employee who has more related training and experience. This move would free up the Police Services Officers and their supervisor to focus on their primary job assignments in the field.
 - Bring Police Services Officers into alignment with the training matrix for Police Services Officers which includes POST courses in crime scene investigation, traffic collision investigation and courtroom testimony.

2022-2023 ACCOMPLISHMENTS:

- Communications Unit
 - In 2022 the Communications Unit received 95,890 calls, 22,222 of those calls were 911 calls. The Communications Unit answered 99.65% of those calls within 15 seconds, well above the standard set by the National Number Association (NENA) of answering 90% of all 911 calls within 15 seconds.



- A Communications Lead was promoted to Support Services Supervisor in charge of the Communications Unit.
- Two Communications Officers were promoted to Communications Training Officers.
- A new Communications Officer was hired to start March 2023.
- Two Communications Officers were promoted to Tactical Communications Officers to support the department's CNT/SWAT Team.
- All full time and Per Diem Communications Officers Completed their required 24 hours of continuing education required by POST for the prior two-year period.
- Completed the review and updating of the Communications Training Manual which reflects the Mark43 CAD System upgrade.
- PSO/CSI Unit
 - In 2022, Police Services Officers completed a total of 2,538 non-arrest reports while police officers took 6,188. Overall, Police Services Officers took 41.0% of the non-arrest reports while Police Officers took 59.0%.
 - Newly hired Police Services Officers completed basic and advanced POST courses in crime scene investigation. Two PSO training officers attended the POST Field Training Officer program and received their certifications.
 - Police Services Officers provided training in the areas of crime scene photography and DNA collection in briefings, and during new officer orientations.
 - Hired a part-time Police Services Officer who is currently training at the front desk of the police department. Part-time employees working at the front desk free up full time personnel to provide increased field support.

OPERATIONS SUPPORT

DESCRIPTION:

The Operations Support Division is comprised of two units: Records and Property and Evidence. Each of these units functions independently, providing functional services necessary to daily Police Department operations.

The Property and Evidence Unit is a vital part of the Police Department, and is an essential piece of the criminal justice system. The staff is highly trained to maintain control and keep the chain of custody for all evidence items which are booked into the department. All laws and procedures are followed to ensure that the evidence maintains its integrity when presented in court.

The Records Unit consists of 14 staff members who work around the clock to perform police-related records management duties. Staff members strive to meet the Tustin Police Department's needs in a timely and efficient manner by providing support to both sworn and civilian personnel, as well as the citizens of Tustin.

TASKS:

- Property & Evidence Unit
 - Maintain control and keep the chain of custody for all evidence items which are booked into the department.
 - Currently maintains and controls approximately 55,000 items of property and evidence.
- Records Unit
 - Process and maintain Police Department files.
 - Process reports and citations to be forwarded to the District Attorney's Office and Court for prosecution.
 - Respond to requests for police reports.

2023-2025 GOALS:

- Property & Evidence Unit
 - Complete review and updating of migrated data in new records management system.
 - Barcode all items currently booked in Property & Evidence Unit.
 - Complete repairs and replacement of freezer units.
- Records Unit
 - Implement a new training manual within the Agency 360 platform.
 - Obtain certification from the DOJ for NIBRS compliance.
 - Re-evaluate the records request system and look into to an automated request system.



2022-2023 ACCOMPLISHMENTS:

- Property & Evidence Unit
 - Successfully migrated data into new records management system.
 - Destroyed 2,122 drug item, 231 firearms/metal recyclable items, and 227 items of ammunition.
 - Booked a total of 10,388 items of property.
- Records Unit
 - Completed the transition to National Incident Based Reporting System (NIBRS) statistical reporting system.
 - Three PRSs attended Records School. One PRS training specialist attended the POST Communication Training Officer program and received their certification.
 - Processed (July 2022-February 2023)
 - 5,938 police reports.
 - 1,942 court packages.
 - 370 citations.
 - 2,911 records requests.

BEHAVIORAL HEALTH RESPONSE UNIT

DESCRIPTION:

The Behavioral Health Response Unit (BHRU) was established in November of 2021 to address the increased calls for service related to the issues of mental health, substance use and abuse, homelessness, and ongoing family/domestic issues. The BHRU strives to work towards reducing the need for Tustin PD patrol officers to respond to non-violent and/or non-criminal calls for service, as well as work towards reducing the amount of time that patrol officers are required to spend at an incident prior to transferring management of an incident over to a member of BHRU. BHRU personnel work collaboratively with the police department, the Orange County Health Care Agency, community providers, private providers, City of Tustin personnel, and other community stakeholders. Examples of departments/agencies that BHRU staff may collaborate with include: the Homeless Liaison Officer (HLO), the Community Impact Officer (CIO), the Psychiatric Emergency Response Team (PERT), CityNet, Tustin Temporary Emergency Shelter (TTES) personnel, and Be Well Orange County. One of the BHRU's main goals is to develop and utilize innovative strategies to reduce recidivism of mental health related calls for service, and to increase the response in addressing the behavioral health needs for individuals in the City of Tustin.

TASKS:

- The BHRU would address the behavioral health needs of individuals in the city of Tustin by:
 - Responding to calls for service in the field when there may be a mental health component, and will provide prompt support to patrol and/or individuals experiencing a behavioral health issue.
 - Possibly relieving patrol officers on calls for service, depending on the circumstances.
 - Providing follow up for individuals that have been identified by Police Department personnel as causing frequent calls for service, as to address their needs and minimize repeat calls for service.
 - Assisting individuals with linkage to appropriate resources; including, but not limited to County clinics, community clinics, private providers, substance abuse services, detox, grief support, homeless resources, etc.
 - Collaborating with other agencies in order to provide prompt and appropriate care for individuals.

2023-2025 GOALS:

- The Behavioral Health Manager would work towards the following goals in order to ensure a high level of service to individuals in the City of Tustin:
 - Establishing a consistent method of monthly reporting to the Police Department and City that would include the following data:
 - The number of individuals contacted.
 - The number of follow ups conducted (including phone follow ups and face to face visits).
 - The number of referrals provided.
 - The number of individuals who were successfully linked to services.



- Establishing a method of reviewing data quarterly to determine recidivism.
- Creating a streamlined system for Police Department personnel to make mental health referrals to BHRU.
- Establishing positive working partnerships with nearby receiving hospitals; and serving as a liaison between the Police Department and hospitals that have been designated to accept behavioral health patients.
- Keeping up to date on new mental health programs available to the community, and familiarizing with the referral processes to different programs.

PERFORMANCE MEASURES (Performance Measures introduced for 2022-23):

Performance Measure	Goal	Target	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Projected	2023-24 Estimated
Calls for Service	N/A	N/A	38,288	37,616	39,168	41,536	N/A
Arrests	N/A	N/A	2,448	2,774	2,810	2,736	N/A
Parking Citations	N/A	N/A	12,609	16,256	17,898	16,781	N/A
Moving Citations	N/A	N/A	4,355	2,811	3,079	2,898	N/A
BHRU – Responded to initial call with officer	N/A	N/A	N/A	N/A	N/A	31	N/A
BHRU – Replaced Officer in the field	N/A	N/A	N/A	N/A	N/A	25	N/A
BHRU – Calls responded to with County clinicians	N/A	N/A	N/A	N/A	N/A	20	N/A
BHRU – Linkages to resources	N/A	N/A	N/A	N/A	N/A	92	N/A
BHRU – Follow-up visits/contacts (not involving Officer)	N/A	N/A	N/A	N/A	N/A	162	N/A
BHRU – Referrals received	N/A	N/A	N/A	N/A	N/A	27	N/A
BHRU – Refusals	N/A	N/A	N/A	N/A	N/A	1	N/A

Crime Statistics (Current Year)

Group A Offenses	July 2022 – February 2023
HOMICIDE	0
MANSLAUGHTER/NEGLIGENCE	0
SEX OFFENSES	33
AGGRAVATED ASSAULTS	92
SIMPLE ASSAULTS	302
ROBBERY	51
BURGLARY	134
LARCENY	946
STOLEN PROPERTY	163
AUTO THEFT	172
VANDALISM	266
ARSON	2
FRAUD	182
FORGERY/CONTRFT	40
EMBEZZLEMENT	3
PROSTITUTION/GAMBLING/VICE	4
NARCOTICS	1,189
WEAPONS	144
TOTAL GROUP A OFFENSES	3,723

GROUP B OFFENSES	July 2022 – February 2023
DISORDERLY CONDUCT	111
DUI	214
FAMILY OFFENSES	13
LIQUOR LAWS	4
RUNAWAYS (JUV)	563
TRESPASSING / LOITERING	280
ALL OTHER OFFENSES	713
TOTAL GROUP B OFFENSES	1,898

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget



POLICE

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES POLICE DEPARTMENT						
<i>ALL Funds</i>						
Salaries & Benefits	23,667,142	25,671,474	27,523,853	27,291,815	28,495,682	29,208,773
Internal Service Charges	1,657,988	809,988	1,761,700	1,761,700	2,288,500	2,288,500
Operating Expense	2,346,366	2,215,275	2,780,205	2,516,031	3,327,215	3,171,338
Principal/Interest Payments	-	26,684	-	-	-	-
Total Police Expenditures	27,671,495	28,723,421	32,065,758	31,569,546	34,111,397	34,668,610
EXPENSES BY DIVISION						
<i>General Fund</i>						
Police - Administration						
Salaries & Benefits	1,160,008	1,204,826	1,495,518	1,478,361	1,245,780	1,286,986
Internal Service Charges	1,657,988	809,988	1,761,700	1,761,700	2,288,500	2,288,500
Operating Expense	448,924	263,487	377,360	385,360	447,360	447,360
Total	3,266,921	2,278,301	3,634,578	3,625,421	3,981,640	4,022,846
Police - City Operations						
Salaries & Benefits	2,541,442	3,010,146	3,240,245	3,240,434	3,238,710	3,342,845
Internal Service Charges	-	-	-	-	-	-
Operating Expense	639,238	742,465	960,870	900,420	1,008,110	927,110
Principal/Interest Payments	-	26,684	-	-	-	-
Total	3,180,680	3,779,294	4,201,115	4,140,854	4,246,820	4,269,955
Police - North Area Patrol						
Salaries & Benefits	3,966,033	4,383,275	4,687,176	5,069,446	5,065,230	5,247,018
Internal Service Charges	-	-	-	-	-	-
Operating Expense	91,063	65,817	56,259	60,600	56,259	56,259
Total	4,057,096	4,449,092	4,743,435	5,130,046	5,121,489	5,303,277
Police - South Area Patrol						
Salaries & Benefits	4,826,596	5,412,994	5,856,136	5,165,328	6,075,255	6,278,079
Internal Service Charges	-	-	-	-	-	-
Operating Expense	77,795	69,593	52,159	54,500	92,159	92,159
Total	4,904,391	5,482,587	5,908,294	5,219,828	6,167,414	6,370,238
Police - Special Operations						
Salaries & Benefits	4,477,615	4,916,851	5,035,778	5,137,716	5,283,414	5,391,624
Internal Service Charges	-	-	-	-	-	-
Operating Expense	169,537	155,045	179,785	176,785	237,785	237,785
Total	4,647,152	5,071,896	5,215,563	5,314,501	5,521,199	5,629,409
Police - Professional Standards						
Salaries & Benefits	2,084,539	2,086,187	2,032,753	2,341,945	2,126,037	2,160,847
Internal Service Charges	-	-	-	-	-	-
Operating Expense	400,687	441,579	636,626	478,041	686,795	818,018
Total	2,485,227	2,527,767	2,669,380	2,819,986	2,812,832	2,978,865
Police - Field Support						
Salaries & Benefits	2,723,699	2,772,030	3,059,027	2,985,821	3,226,037	3,269,893
Internal Service Charges	-	-	-	-	-	-
Operating Expense	211,324	187,104	257,025	224,625	331,625	335,525
Total	2,935,023	2,959,134	3,316,052	3,210,446	3,557,662	3,605,418

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget

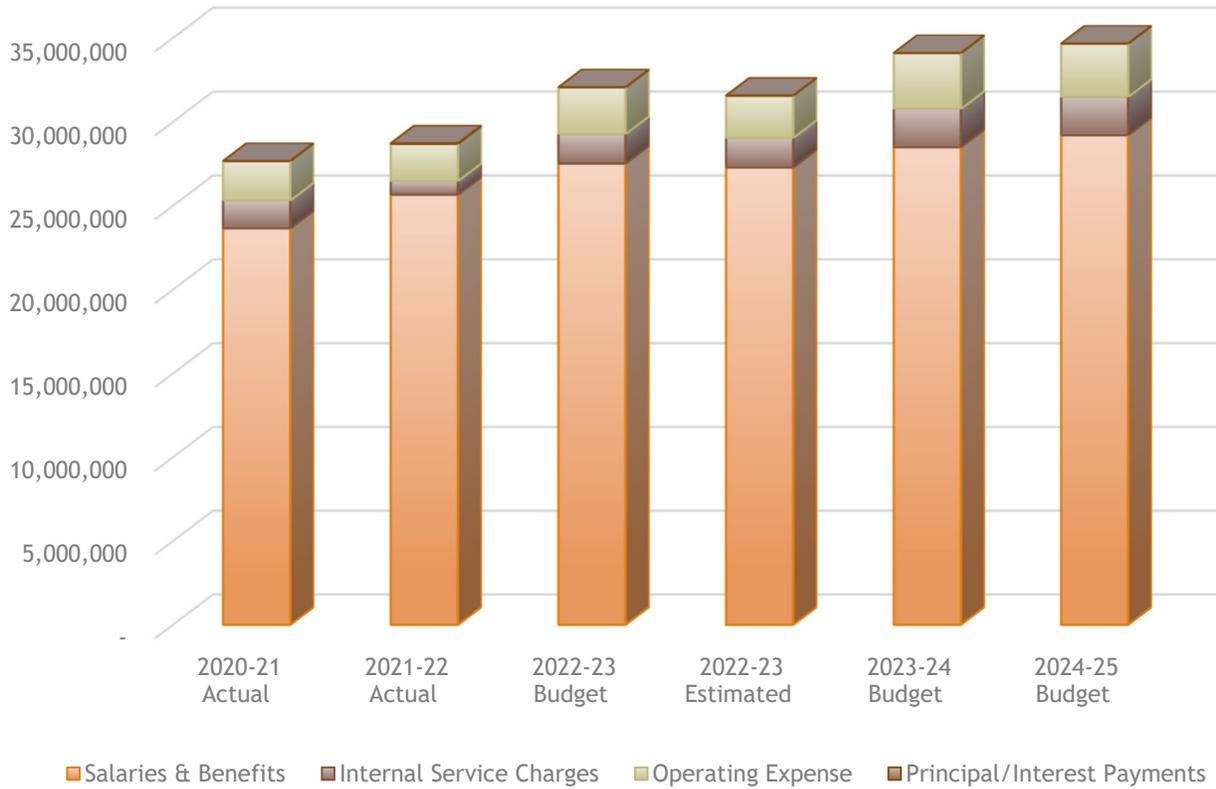


POLICE

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
Police - Operations Support						
Salaries & Benefits	1,750,839	1,662,977	1,801,556	1,662,139	1,887,391	1,933,066
Internal Service Charges	-	-	-	-	-	-
Operating Expense	307,581	290,082	260,122	235,700	257,122	257,122
Total	2,058,420	1,953,059	2,061,678	1,897,839	2,144,513	2,190,188
Police - Behavioral Response						
Salaries & Benefits	-	96,608	198,372	170,112	164,769	172,288
Internal Service Charges	-	-	-	-	-	-
Operating Expense	-	55	-	-	-	-
Total	-	96,663	198,372	170,112	164,769	172,288
Total General Fund Expenditures	27,534,909	28,597,794	31,948,467	31,529,032	33,718,338	34,542,484
EXPENSES BY DIVISION						
<i>All Other Funds</i>						
Asset Forfeiture						
Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	25	(0)	-	-	-	-
Total	25	(0)	-	-	-	-
RNSP Asset Forfeiture						
Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	68	-	-	-	210,000	-
Total	68	-	-	-	210,000	-
Treasury Asset Forfeiture						
Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	6	-	-	-	-	-
Total	6	-	-	-	-	-
Supplemental Law Enforcement						
Salaries & Benefits	136,370	125,579	117,292	40,513	183,059	126,126
Internal Service Charges	-	-	-	-	-	-
Operating Expense	117	48	-	-	-	-
Transfer Out	-	46,443	-	-	-	-
Special Equipment	-	-	-	-	-	-
Total	136,487	172,070	117,292	40,513	183,059	126,126
Total Other Funds	136,586	172,070	117,292	40,513	393,059	126,126



Police Department - Budget Breakdown by Year (All Funds)

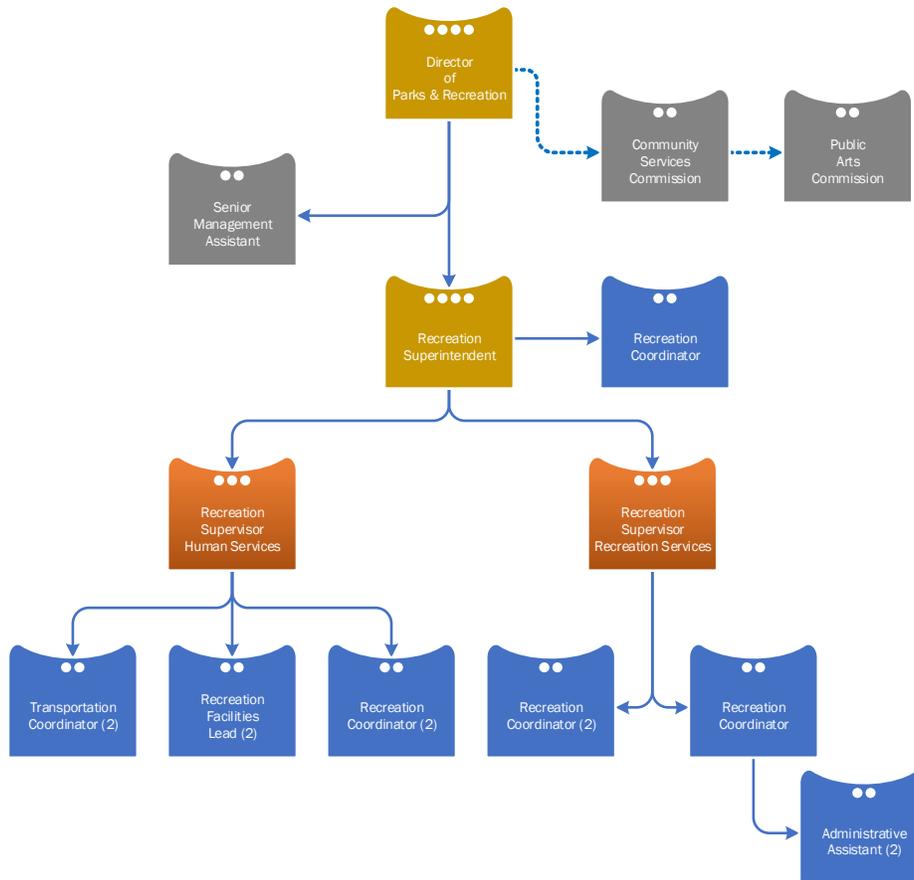




PARKS & RECREATION



PARKS & RECREATION ORGANIZATIONAL CHART & POSITION CONTROL HISTORY



Department	Position	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Proposed	2023-24 Inc/(Dec)	2024-25 Proposed	2024-25 Inc/(Dec)
Parks & Recreation								
	Administrative Assistant	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Deputy Director of Parks & Rec	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Director of Parks & Recreation	1.00	1.00	1.00	1.00	0.00	1.00	0.00
	Executive Assistant	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation Coordinator	5.00	6.00	6.00	6.00	0.00	6.00	0.00
	Recreation Facilities Lead	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Recreation Program Specialist	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation Superintendent	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Recreation Supervisor	2.00	2.00	2.00	2.00	0.00	2.00	0.00
	Sr. Management Assistant	0.00	1.00	1.00	1.00	0.00	1.00	0.00
	Transportation Coordinator	2.00	2.00	2.00	2.00	0.00	2.00	0.00
Total Parks & Recreation		17.00	17.00	17.00	17.00	0.00	17.00	0.00

ADMINISTRATION



DESCRIPTION:

The Administrative Services Division provides administration services and leadership to department operations as well as coordination to manage the planning, acquisition, and rehabilitation of park and recreation facilities.

TASKS:

- Ensure consistency with Department Vision, Mission Statement, and Values.
- Oversee annual department goals and objectives.
- Provide budgetary control and fiscal responsibility.
- Maintain accurate position control document.
- Provide staff support to City Council, Community Services Commission, Public Art Commission, and related committees.
- Coordinate annual strategic plans for the Community Services Commission and Public Art Commission.
- Manage special projects (e.g. grant funding, Veterans Memorial kiosk and pavers)
- Facilitate communication and collaboration with community organizations and resident groups through multiple avenues, including social media.
- Provide management and oversight of Capital Improvement Program projects.
- Manage large scale cellular communication sites at Tustin parks.



2023-2025 GOALS:

- Collaborate with Public Works to renovate Centennial Park.
- Design and complete turf improvements for three ballfields at Tustin Sports Park.
- Design and complete Bark Barracks at Tustin Legacy Park.
- Complete design and begin construction on Heideman School Park.
- Explore design ideas for the expansion of the Tustin Area Senior Center.
- Complete renovations for Tustin Sports Park Diamonds (Fields 1 & 3).
- Support Public Art Commission in securing donations for the sculpture walk at the Tustin Legacy Park.

2022-2023 ACCOMPLISHMENTS:

- Created and implemented new Department Vision, Mission Statement, and Values with new Parks and Recreation Logo.
- Developed a strategic plan for the Community Services Commission and formulated a Seven-Year Capital Improvement Priority List.
- Developed a strategic plan for the Public Art Commission.
- Installed shade structures at Camino Real and Laurel Glen Parks.
- Removed and replaced the playground and shade sails and constructed an awning off the café seating area at Tustin Sports Park.
- Collaborated with Public Works to renovate Pine Tree Park.
- Completed public art projects at Frontier, Peppertree, Pioneer, and Tustin Sports Parks.



- Completed a collaborative mural with the Boys and Girls Clubs of Tustin.
- Completed the Pioneer Road Park Playground Renovation.
- Secured donors for the Creative Signals Public Art program.
- Oversaw the re-opening of parks and facilities following all applicable State, County, and CDC guidelines for City programs in response to the COVID-19 pandemic.
- Completed a renovation of the Heritage Park Hockey Rink in partnership with the Anaheim Ducks to create a multi-use amenity to include roller hockey, soccer, and lacrosse.

SPORTS

DESCRIPTION:

The Sports Services Section provides active recreation programs through the utilization of sports, fitness, and instructional classes that provide all ages the opportunity for supervised, active recreation programs. In addition, this division is responsible for coordination of an after-school program, Little Folks pre-school, and summer day camps at Columbus Tustin Recreation Center.

TASKS:

- Coordinate and implement special events to include a safe and free Egg Hunt, Halloween Howl, Fourth of July, and Tustin Tiller Days Festival and Parade.
- Coordinate the Tustin Youth Track Meet.
- Provide organized and value based Adult Sports Leagues and Tournaments to include softball, volleyball, kickball and basketball.
- Provide safe and wholesome summer day camp experiences for ages 6-14.
- Provide fun and affordable youth sports and enrichment camps.
- Implement safe and enriching after school activities for local area youth at the Columbus Tustin Recreation Center.
- Provide high school teenagers with community service and leadership opportunities through Tustin Teens in Action and Counselors in Training programs.
- Provide non-profit youth organizations with access to City facilities, including the gymnasium and sports fields.

2023-2025 GOALS:

- Coordinate seasonal competitive adult sports leagues for all skill levels at quality facilities.
- Keep annual special events viable by adapting, changing, and adding elements each year and partnering with local organizations.
- Administer and implement an Adult Sports Participant Survey to measure satisfaction and elicit suggestions for improvement.
- Ensure the equitable distribution of the City's sports fields to local youth sports organizations per the Department's Field Allocation Policy.
- Host additional city-wide tournaments to include games at all three City sports parks.
- Offer non-traditional camps throughout the year, including on holidays and Tustin Unified School District non-student days.
- Secure \$50,000 in sponsorship support (money/in-kind) from the local business community.
- Expand the Tustin Teens in Action program to incorporate seminars on teen subjects and increase presence at City events.
- Offer a dedicated Teen After School Program at the Columbus Tustin Recreation Center.

2022-2023 ACCOMPLISHMENTS:

- Expanded adult sports offerings to multiple days per week, including the addition of an adult kickball league.
- Resumed the adult softball league and averaged 55 teams per season.
- Offered safe and accessible special events to the community.
- Sold out all three Summer Day Camp programs (Little Folks, Day, and Teen Camps) in 2022 even with a 5% fee increase.



- Ensured the equitable distribution of the City's sports fields to local youth sports organizations per the Department's Field Allocation Policy which included an increase in city-wide sports tournaments and college showcases.
- Secured over \$40,000 in sponsorship support (money/in-kind) from the local business community.
- Hosted a very successful Tustin Tiller Days with a record attendance of more than 65,000 attendees.
- Resumed the Tustin Teens in Action program in collaboration with Tustin Family and Youth Center.

CLASSES/CULTURAL ARTS

DESCRIPTION:

The Contract Class Section promotes and coordinates recreational classes for community adults and youth. The section is responsible for program publicity, including the production of the Tustin Today quarterly brochure, procurement of instructors and classroom space, and implementation of class registration procedures.

TASKS:

- Provide a diverse selection of valuable contract classes for children, adults, and seniors.
- Produce and publish the quarterly Tustin Today activity guide.
- Maintain an accessible and customer-friendly registration system to include online, phone-in, and walk-in options.
- Manage and evaluate contract class instructors to ensure quality programs.
- Ensure community awareness of department classes, programs, and special events throughout the year with new and innovative marketing techniques.
- Coordinate and implement the annual July 4th Celebration, Summer Movies in the Park and the Old Town Art Walk.
- Manage the Tustin Community Center at The Market Place events and facility reservations.

2023-2025 GOALS:

- Continue to seek out and offer new and different special interests and enrichment classes for youth and adults.
- Create partnerships with local businesses to offer additional classes at off-site locations.
- Develop and implement a private tennis instructor agreement.
- Increase reservation fees for the Community Center at The Market Place.
- Increase special event sponsorships from local businesses and non-profit organizations
- Increase Parks and Recreation website and social media engagement with entertaining and original quarterly eblasts utilizing the CivicRec registration software.
- Develop new marketing techniques for the public for the awareness of classes, special events, and programs.

2022-2023 ACCOMPLISHMENTS:

- Offered approximately 1,000 contract class offerings, including tennis classes and clinics for kids with special needs.
- Offered multiple sports camps, including flag football, soccer, basketball, and skateboarding.
- Processed almost 6,600 pickleball reservations for Veterans Sports Park
- Increased contract class revenue primarily due to rising interest in tennis and youth sports classes and camps.
- Reformatted the Tustin Today to include a streamlined look and easier read.
- Processed more than 1,800 facility and picnic shelter reservations.
- Created Breakfast with Santa, a new event for families hosted at the Tustin Community Center at The Market Place.
- Developed and implemented a successful Movies in the Park series presented at eight different parks and concluded with a Drive-in Movie at the Hangar.
- Effective social media campaigns growing Instagram following by over 500%.

VETERANS SPORTS PARK / THE ANNEX

DESCRIPTION:

The Veterans Sports Park / Annex Section provides active recreation programs through the utilization of sports, fitness, and instructional activities that provide all ages the opportunity for supervised, active, recreation programs at Veterans Sports Park and The Annex at Tustin Legacy. In addition, this division is responsible for coordination of the classes, camps, and programs at The Annex.



TASKS:

- Develop programs and policies to ensure the safe use of Veterans Sports Park and The Annex at Tustin Legacy.
- Coordinate and implement special events to include the Memorial Day Remembrance Event and Veterans Day Celebration.
- Provide organized and value based pickleball programming.
- Oversee operation of the skate park.
- Manage facility reservations and youth programming at the Annex.
- Provide non-profit youth sports organizations with access to City facilities and fields.
- Monitor condition and proper use of the Veterans Memorial.



2023-2025 GOALS:

- Create Adult Pickleball Leagues and Tournaments that generate revenue for the city.
- Develop activities, groups, and programs to promote a positive culture at the Veterans Sports Park Skate Park.
- Create quarterly community events at Veterans Sports Park that residents of the Tustin Legacy area can walk to, such as food truck events or community picnics.
- Create and develop an impactful online presence for The Annex at Tustin Legacy and Veterans Sports Park.
- Increase facility reservations at The Annex.

2022-2023 ACCOMPLISHMENTS:

- Coordinated a successful two-day Pickleball Tournament.
- Created and hosted a skate competition at the skate park
- Held a successful Memorial Day Remembrance event and a Veterans Day Celebration and Car Show.
- Created and implemented a Pickleball Tournament Policy allowing outside entities to host pickleball tournaments.
- Hosted multiple soccer and softball tournaments at the facility resulting in an increase of visitors to the facility and surrounding businesses.

TUSTIN AREA SENIOR CENTER

DESCRIPTION:

The Senior Services Section is responsible for the operation and programming of the Tustin Area Senior Center. The primary mission of this section is to provide a wide variety of recreational, educational, social, and human services to seniors in the Tustin area. These activities are accomplished in collaboration with a variety of regional and local service organizations.

TASKS:

- Provide recreation, education, social, and human services designed to assist center participants with activities for daily living, such as transportation and housing assistance, nutrition, physical and mental well-being, and life enriching interests.
- Provide staff leadership and direction to the Senior Advisory Board, which includes the Senior Advisory Board Ways and Means Committee through fundraising activities and planning.
- Provide staff support and manage all bookkeeping for the non-profit Tustin Area Senior Center Fund, Inc.



- Manage the Senior Center Gift Shop.
- Manage over 130 volunteers for the following areas at the center: Front Desk, Bingo Committee, Food Distribution, Congregate Meal Program, special events, Senior Advisory Board, Instructors, Art Gallery, Gift Shop, Quilting, and Tax Aid.
- Coordinate City-wide Parks and Recreation special events such as Street Fair and Chili Cook-Off, Casino Night, and Concerts in the Park.

2023-2025 GOALS:

- Identify ways to increase participation in the Meals on Wheels Congregate Meal Program.
- Research and offer extended excursion trips (i.e. out of state and country).
- Update guidelines for the Volunteer Program.
- Strengthen the Saturday Program by offering a variety of fitness and personal enrichment classes.
- Establish a partnership with local college nursing programs for monthly blood pressure screenings.
- Increase revenue through contract classes and excursions for senior participants.
- Provide computer classes for seniors to include basic classes such as Word and Excel.
- Increase awareness of resources to adult children of seniors by adding new elements to the annual Resource Fair and Flu Clinic.
- Provide up to two monthly health and senior resource seminars.
- Celebrate and decorate for special holidays such as Valentine's Day, St. Patrick's Day, and Christmas in the Wednesday Social Dancing evening program.

2022-2023 ACCOMPLISHMENTS:

- Increased the senior transportation program to include transportation for seniors and disabled Veterans.
- Offered classes which target baby boomers and/or working seniors.
- Provided more diverse workshops covering mental well-being and technology tips.
- Increased revenue through various new and improved programs such as contract classes, excursions, and events for senior participants.
- Provided additional online courses for seniors.
- Increased awareness of resources to adult children of seniors.
- Established guidelines for the Senior Center Garden.
- Expanded mental health services by offering new support groups including grief support and LGBTQ support.
- Reopened the Bingo program with an average of 80 participants per week to include new games.
- Restarted the Meals on Wheels in-person Congregate Meal Program with an average of 50 participants per week.

SPECIAL SERVICES

DESCRIPTION:

The Support Services Section is responsible for providing logistical support for City programs, meetings, events and reservations at City Hall/Civic Center, Columbus Tustin Recreation Center, Tustin Area Senior Center (TASC), Tustin Family and Youth Center (TFYC), The Annex, Tustin Library, and City parks. In addition, this division performs custodial duties in providing a clean, safe environment for city employees and the general public.

TASKS:

- Ensure facilities are prepared for Parks and Recreation Department classes and activities by performing set-up and tear down of a wide variety of equipment.
- Serve internal and external customers for meetings and rentals to include the provision of equipment and supervision of facilities.
- Provide support for over 20 city-wide special events.
- Provide ongoing daily support for all facilities with special dedication to the Tustin Family and Youth Center, Columbus Tustin Recreation Center (CTRC), The Annex, and the Tustin Area Senior Center.
- Responsible for the care and light maintenance of City facilities.



2023-2025 GOALS:

- Identify equipment that is in need of replacement and/or repair and research options.
- Construct a new ramp for the large storage shed at the Senior Center.
- Conduct semi-annual meetings with the Office Assistants at Parks and Recreation office to ensure the needs and requests of inter-departmental and high-profile rentals are met.
- Provide cross training to part-time Recreation Facilities Assistants so they are comfortable with working at all facilities.
- Strengthen communication with Tustin PD in order to provide adequate support staff and equipment for Tustin PD Open House.
- Participate in the Street Fair and Chili Cook-Off Committee to ensure event support needs are clear, especially for the wine/booth areas as required by the OC Health Department.
- Evaluate safety protocols for food program deliveries, pick-ups, and staging.
- Become familiar with Emergency Preparedness protocol by having a lead staff attend a related workshop.

2022-2023 ACCOMPLISHMENTS:

- Ensured that City facilities were kept clean and organized by utilizing the facility checklist as a guide.
- Ensured that outdoor equipment was kept dry as mandated by the OC Vector Control.
- Continued to purge closets and storage rooms at facilities as requested by the site coordinators.
- Continued to project a professional image by providing quality customer service for both internal and external reservations.
- Provided adequate part-time staff coverage at all city events, meetings, rentals, daily operations, etc.
- Continued to provide COVID-19 cleaning and disinfecting of city facilities as recommended by CDC and OC Health Care Agency guidelines.
- Established professional standards and/or values for part-time Recreation Facilities Assistants.
- Provided support and light maintenance of the Senior Center Garden.

TUSTIN FAMILY & YOUTH CENTER

DESCRIPTION:

This section is responsible for the operation and programming of the Tustin Family and Youth Center. The primary mission of this section is to provide a wide array of recreational activities and human services for families and youth of the southwest area of Tustin. These activities and services are presented in collaboration with a variety of regional and local service organizations and agencies.

TASKS:

- Provide educational, recreational, social, and human services programs and services for southwest Tustin area children 4-17 years of age and their families.
- Conduct free After-School Programs/Homework Club during the school year.
- Provide a drop-in Summer Day Camp program at two sites for area youth.
- Coordinate the Kids Corner Recreation Preschool Program.
- Collaborate with local non-profits to distribute free food to area residents.
- Coordinate volunteer opportunities for seniors, adults, youth, and service club members.
- Organize and present the annual Cinco de Mayo and Christmas Tree Lighting events.
- Organize and present the Holiday Basket Program to the community.

2023-2025 GOALS:

- Engage young adults in the area through Teen Nights, sports competitions, and personal enrichment instruction.



- Expand intergenerational opportunities with the Tustin Area Senior Center Congregate Meal Program and neighborhood senior apartments.
- Review and compare summer camp policies with the Recreation Division to ensure both divisions are following the same procedures.
- Implement a Spring Break Camp that offers an array of activities for children and teens.
- Research grants for youth programs and food assistance that will benefit the community.
- Provide social and/or educational programs for parents and/or senior participants on days that food programs are not active.
- Revamp the volunteer program by creating a database and recognizing volunteers.
- Provide a more structured summer program with additional recreational activities for teens.



2022-2023 ACCOMPLISHMENTS:

- Reopened the Super Saturday program after being closed due to COVID-19 and staff limitations.
- Continued to engage young adults in the area through personal enrichment programs such as art workshops and cooking classes.
- Conducted an evening fitness class for adults.
- Partnered with local health organizations to offer health and wellness seminars for children, teens, and adults.
- Continued to maintain a top score on all of the Safe Food, Good Handling Guidelines from Second Harvest Food Bank.
- Conducted Mandated Reporting trainings for staff.
- Conducted quarterly staff meetings to ensure that the Tustin Family and Youth Center is providing a fun and safe environment that included appropriate interactions and education assistance for area families.
- Offered summer excursions for teens.
- Implemented a new Extended After-Hours program for youth and families.
- Provided awareness of the Senior Center personal enrichment and recreational programs available to seniors in southwest Tustin.
- Reestablished the Tustin Teens in Action program by working with the Recreation Division.
- Implemented a Trunk and Treats Halloween Program for families of Southwest Tustin.

PERFORMANCE MEASURES (Performance Measures introduced for 2022-23):

Performance Measure	Goal	Target	2019-	2020-	2021-	2022-	2023-
			20 Actuals	21 Actuals	22 Actuals	23 Projected	24 Estimated
Sponsorship Donations	All	\$100,000	N/A	N/A	\$120,000	\$85,000	\$100,000
Senior Lunches Served	Senior Center	16,000	N/A	53,932	48,673	14,170	16,000
Hours of Sports Field Use by Youth Sports Organizations	Sports	19,000	N/A	N/A	19,558	19,000	20,000
Average Number of Adult Sports Teams Per Season	Sports	325	N/A	68	316	320	325
Contract Classes Offered	Classes	1,200	N/A	1,157	1,070	1,250	1,300
Facility Reservations	Sports/Classes	450	N/A	28	44	450	450
Picnic Shelter Reservations	Classes	975	N/A	188	993	950	975
Tennis/Pickleball Reservations	Classes/VSP	9,000	N/A	7,686	10,146	8,800	9,000
Food Distribution	Sr./Youth Center	450	N/A	532	525	450	450



PARKS & RECREATION

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES PARKS & RECREATION						
<i>ALL Funds</i>						
Salaries & Benefits	2,502,787	2,764,314	3,048,092	2,999,021	3,025,923	3,121,241
Internal Service Charges	459,353	412,806	508,800	508,800	685,400	685,400
Operating Expense	788,304	2,497,783	1,739,101	1,758,267	2,068,678	2,114,178
Discount Charge/Credit Cards	14,989	32,744	15,000	25,000	25,000	30,000
Furniture and Equipment/Computer SW	21,795	26,708	30,850	30,850	70,350	56,350
Transfer Out	4,091	121,206	53,930	53,930	130,880	130,880
Capital Outlay	1,608,985	246,395	6,677,153	1,161,064	1,030,099	5,937,395
Total Parks & Rec Expenditures	5,400,304	6,101,955	12,072,926	6,536,932	7,036,330	12,075,444
EXPENSES BY DIVISION						
<i>General Fund</i>						
Parks & Recreation - Administration						
Salaries & Benefits	350,538	488,096	535,928	529,160	431,691	448,959
Internal Service Charges	459,353	412,806	508,800	508,800	685,400	685,400
Operating Expense	78,550	84,548	92,650	92,650	87,250	85,250
Discount Charge/Credit Cards	14,989	32,744	15,000	25,000	25,000	30,000
Furniture and Equipment/Computer SW	689	-	850	850	850	850
Total	904,118	1,018,194	1,153,228	1,156,460	1,230,191	1,250,459
Parks & Recreation - Sports						
Salaries & Benefits	739,954	674,826	776,750	678,196	839,035	878,377
Internal Service Charges	-	-	-	-	-	-
Operating Expense	187,508	275,611	319,900	292,400	342,600	354,600
Furniture and Equipment/Computer SW	1,088	1,942	4,000	4,000	16,000	5,000
Total	928,550	952,379	1,100,650	974,596	1,197,635	1,237,977
Parks & Recreation - Classes/Cultural Services						
Salaries & Benefits	305,066	266,786	264,833	320,645	243,266	247,575
Internal Service Charges	-	-	-	-	-	-
Operating Expense	381,748	774,977	622,200	672,200	798,700	824,200
Furniture and Equipment/Computer SW	16,913	17,994	19,500	19,500	21,000	21,000
Total	703,728	1,059,757	906,533	1,012,345	1,062,966	1,092,775
Parks & Recreation - Veterans Sports Park/Annex						
Salaries & Benefits	-	182,110	235,301	240,917	236,275	241,985
Internal Service Charges	-	-	-	-	-	-
Operating Expense	-	172,251	103,600	125,600	119,100	129,100
Furniture and Equipment/Computer SW	-	2,369	2,000	2,000	5,000	2,000
Total	-	356,729	340,901	368,517	360,375	373,085
Parks & Recreation - Senior Programs						
Salaries & Benefits	452,405	464,338	489,851	497,640	510,083	521,993
Internal Service Charges	-	-	-	-	-	-
Operating Expense	14,535	76,282	105,200	98,200	115,200	115,200
Total	466,940	540,620	595,051	595,840	625,283	637,193
Parks & Recreation - Support Services						
Salaries & Benefits	292,449	307,425	349,824	326,450	369,723	382,913
Internal Service Charges	-	-	-	-	-	-
Operating Expense	6,927	8,572	7,700	7,700	7,700	7,700
Furniture and Equipment/Computer SW	1,990	2,404	2,500	2,500	25,000	25,000



PARKS & RECREATION

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
Total	301,366	318,401	360,024	336,650	402,423	415,613
Parks & Recreation - Youth Center						
Salaries & Benefits	362,375	380,734	395,607	406,014	395,850	399,440
Internal Service Charges	-	-	-	-	-	-
Operating Expense	25,906	38,432	38,800	38,800	43,800	43,800
Furniture and Equipment/Computer SW	1,115	2,000	2,000	2,000	2,500	2,500
Total	389,395	421,166	436,407	446,814	442,150	445,740

Total General Fund Expenditures	3,694,097	4,667,245	4,892,792	4,891,221	5,321,023	5,452,841
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EXPENSES BY DIVISION

All Other Funds

Park Development

Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	72,612	589,242	44,328	26,593	44,328	44,328
Capital Outlay	1,608,985	246,395	6,677,153	1,161,064	1,030,099	5,937,395
Total	1,681,598	835,637	6,721,481	1,187,657	1,074,427	5,981,723

Park Development - Tustin Legacy

Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	2	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total	2	-	-	-	-	-

Special Events - Street Fair

+ Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	(16)	238,125	117,153	117,153	185,000	185,000
Transfer Out	-	71,524	-	-	70,880	70,880
Total	(16)	309,649	117,153	117,153	255,880	255,880

Special Events - Tiller Days

Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	7,007	182,353	227,570	226,971	180,000	180,000
Transfer Out	4,091	49,682	53,930	53,930	60,000	60,000
Total	11,098	232,035	281,500	280,901	240,000	240,000

Special Events - Other

Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	13,525	57,390	60,000	60,000	105,000	105,000
Total	13,525	57,390	60,000	60,000	105,000	105,000

Special Events - Public Arts

Salaries & Benefits	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Operating Expense	-	-	-	-	40,000	40,000
Total	-	-	-	-	40,000	40,000

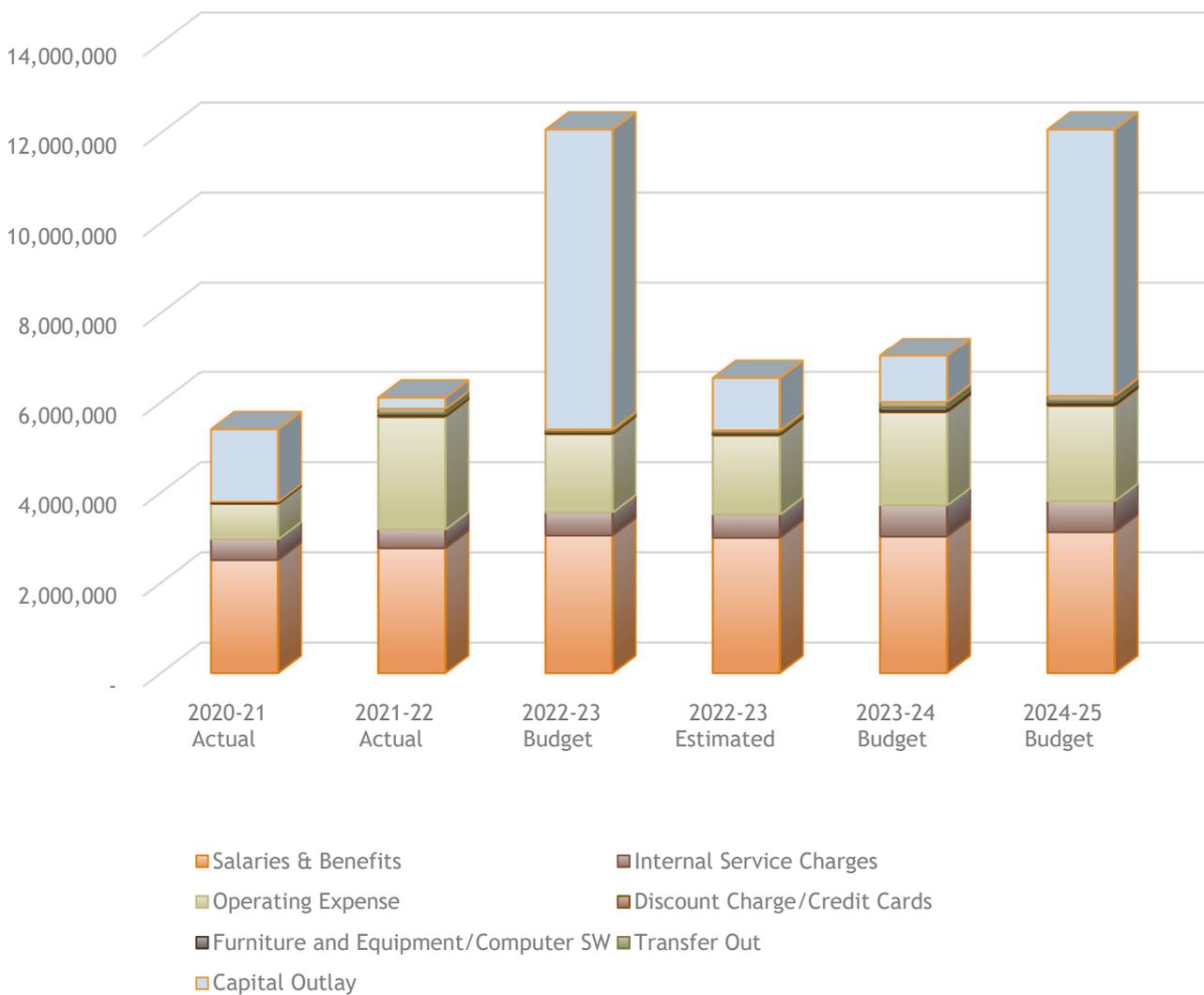


PARKS & RECREATION

2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
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Total Other Funds	1,706,207	1,434,711	7,180,134	1,645,711	1,715,307	6,622,603
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Parks and Recreation Budget Breakdown by Year (All Funds)





NON-DEPARTMENTAL



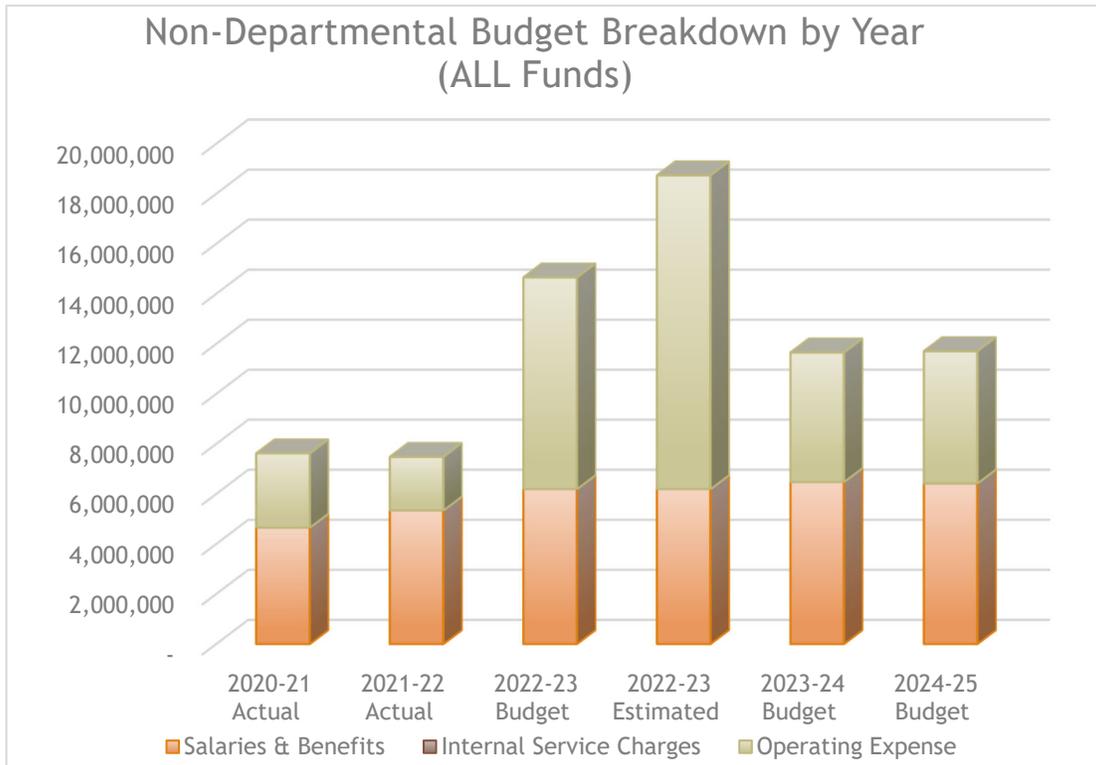
NON-DEPARTMENTAL

DESCRIPTION:

The City’s non-departmental costs are reflective of city-wide expenditures that are not directly associated with a department, division, or activity. These costs include, but are not limited to, the City’s legally required contribution to CalPERS to pay the ongoing unfunded accrued liability (UAL), post-employment retirement benefits (OPEB), animal control service contract, transfers for liability insurance, Tustin Temporary Emergency Shelter operation, and annual building maintenance.

NON-DEPARTMENTAL

	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimated	2023-24 Budget	2024-25 Budget
EXPENSES NON-DEPARTMENTAL						
<i>ALL Funds</i>						
Salaries & Benefits	4,652,042	5,338,449	6,190,980	6,190,980	6,476,041	6,419,000
Non-Operating	-	-	3,830,700	3,830,700	-	-
Operating Expense	4,887,856	2,142,387	8,463,718	8,713,718	5,177,536	5,288,660
Total Non-Department Expend.	9,539,898	7,480,836	18,485,398	18,735,398	11,653,577	11,707,660
EXPENSES BY DIVISION						
<i>General Fund</i>						
Non-Departmental						
Salaries & Benefits	4,652,042	5,338,449	6,190,980	6,190,980	6,476,041	6,419,000
Non-Operating	-	-	3,830,700	3,830,700	-	-
Operating Expense	1,575,226	1,887,071	8,463,718	8,713,718	5,177,536	5,288,660
Total	6,227,268	7,480,836	18,485,398	18,735,398	11,653,577	11,707,660
Non-Departmental – CARES Act						
Salaries & Benefits	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-
Operating Expense	3,312,630	255,316	-	-	-	-
Total	3,312,630	255,316	18,485,398	18,735,398	11,653,577	11,707,660
Total General Fund Expenditures	9,539,899	7,480,836	18,485,398	18,735,398	11,653,577	11,707,660





DEBT SERVICE ADMINISTRATION

DESCRIPTION:

The City of Tustin's General Fund carries no long-term debt. The bond issuances below are funded from the following revenue sources: Community Facilities Districts (CFD) receive funding via a special tax that is collected from the residents and/or businesses in the designated area of the CFD; the Successor Agency for the Tustin Redevelopment Agency receives property tax increment from the former RDA to satisfy annual debt requirements; and Water Fund Bonds are paid via charges to businesses & residents for the delivery of water services.

2023-24 Debt Service Administration

Issuance Date	Type of Long-Term Debt	Fund	Original Issuance	Outstanding 6/30/2023	2023-24 Principal Pmts.	2023-24 Interest Pmts.	Outstanding 6/30/2024
Community Facilities District							
June 1, 2013	2013 Special Tax Refunding Bonds: CFD 04-1 Tustin Legacy/John Laing Homes	433	9,350,000	6,315,000	(405,000)	(269,506)	5,910,000
November 5, 2015	2015A Special Tax Bond: CFD 2014-1 Tustin Legacy/Standard Pacific	441	27,665,000	26,200,000	(330,000)	(1,251,925)	25,870,000
December 1, 2015	2015A Special Tax Refunding Bonds: CFD 07-1 Tustin Legacy/Retail Centers	436	13,155,000	12,410,000	(460,000)	(584,275)	11,950,000
December 1, 2015	2015A Special Tax Refunding Bonds: CFD 06-1Tustin Legacy/Columbus Villages	435	49,740,000	42,270,000	(1,375,000)	(2,033,525)	40,895,000
December 1, 2015	2015B Special Tax Bonds: CFD 06-1Tustin Legacy/Columbus Villages	435	2,735,000	2,065,000	(110,000)	(70,294)	1,955,000
Successor Agency to the Tustin RDA							
September 1, 2016	2016 Tax Allocation Refunding Bonds	570	55,940,000	44,045,000	(2,215,000)	(1,689,825)	41,830,000
Water Fund							
September 1, 2016	2016 Water Refunding Revenue Bond	300	21,515,000	21,515,000	(905,000)	(687,300)	20,610,000
February 1, 2020	2020 Water Bonds	300	<u>14,910,000</u>	<u>14,335,000</u>	<u>(440,000)</u>	<u>(397,240)</u>	<u>13,895,000</u>
Total Citywide Long-Term Debt			<u>195,010,000</u>	<u>169,155,000</u>	<u>(6,240,000)</u>	<u>(6,983,890)</u>	<u>162,915,000</u>

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget



2024-25 Debt Service Administration

Issuance Date	Type of Long-Term Debt	Fund	Original Issuance	Outstanding 6/30/2024	2024-25 Principal Pmts.	2024-25 Interest Pmts.	Outstanding 6/30/2025
Community Facilities District							
June 1, 2013	2013 Special Tax Refunding Bonds: CFD 04-1 Tustin Legacy/John Laing Homes	433	9,350,000	5,910,000	(420,000)	(250,906)	5,490,000
November 5, 2015	2015A Special Tax Bond: CFD 2014-1 Tustin Legacy/Standard Pacific	441	27,665,000	25,870,000	(375,000)	(1,234,300)	25,495,000
December 1, 2015	2015A Special Tax Refunding Bonds: CFD 07-1 Tustin Legacy/Retail Centers	436	13,155,000	11,950,000	(495,000)	(570,238)	11,455,000
December 1, 2015	2015A Special Tax Refunding Bonds: CFD 06-1Tustin Legacy/Columbus Villages	435	49,740,000	40,895,000	(1,530,000)	(1,960,900)	39,365,000
December 1, 2015	2015B Special Tax Bonds: CFD 06-1Tustin Legacy/Columbus Villages	435	2,735,000	1,955,000	(110,000)	(67,131)	1,845,000
Successor Agency to the Tustin RDA				-			
September 1, 2016	2016 Tax Allocation Refunding Bonds	570	55,940,000	41,830,000	(2,305,000)	(1,599,425)	39,525,000
Water Fund				-			
September 1, 2016	2016 Water Refunding Revenue Bond	300	21,515,000	20,610,000	(925,000)	(669,200)	19,685,000
February 1, 2020	2020 Water Bonds	300	<u>14,910,000</u>	<u>13,895,000</u>	<u>(445,000)</u>	<u>(389,721)</u>	<u>13,450,000</u>
Total Citywide Long-Term Debt			<u>195,010,000</u>	<u>162,915,000</u>	<u>(6,605,000)</u>	<u>(6,741,821)</u>	<u>156,310,000</u>



CAPITAL IMPROVEMENT PROGRAM



CAPITAL IMPROVEMENT PROGRAM – PROJECTS & FUNDING

2023-2024 CIP PROJECTS & FUNDING

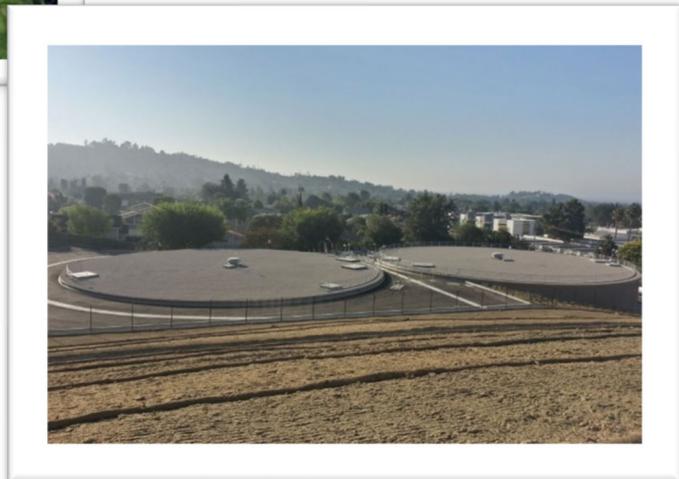
Proj #	Project Name	Proposed CIP Budget 2023-2024	Fund 131 Park Dev	Fund 187 MCAS Backbone Fee	Fund 189 Proceeds of Land Sale	Fund 301 Water Capital	Other Funds
Public Facilities Projects							
10032	Annual Major Building Maintenance	250,210	-	-	-	-	250,210
10069	Civic Center Alternate Power Source Improvements	4,362,426	-	-	-	-	4,362,426
10076	South Hanger Rehabilitation	5,421,683	-	-	5,421,683	-	-
10086	Police Department Improvements	200,000	-	-	-	-	200,000
10087	Legacy Annex Improvements - Police Substation	740,497	-	-	-	-	740,497
Total Public Facilities Projects		10,974,816	-	-	5,421,683	-	5,553,133
Park Facilities Projects							
20054	Annual Major Park Maintenance	188,689	188,689	-	-	-	-
20083	Tustin Legacy Linear Park - Armstrong Ave & Warner Ave	1,505,080	-	1,505,080	-	-	-
20084	Alley Grove D-South Improvements	3,033,950	-	1,329,250	1,704,700	-	-
20089	Heideman School Park	700,000	700,000	-	-	-	-
20090	Centennial Park Improvements	4,851,410	51,410	-	-	-	4,800,000
20091	Tustin Legacy Dog Park	1,200,000	90,000	-	1,110,000	-	-
Total Park Projects		11,479,129	1,030,099	2,834,330	2,814,700	-	4,800,000
Traffic Projects							
40080	Traffic Signal Equipment Upgrades & Replacement	160,000	-	-	-	-	160,000
40087	Main Street Improvements	3,926,860	-	-	3,900,000	-	26,860
40093	Red Hill Avenue Traffic Signal Synchronization Project	61,886	-	-	-	-	61,886
40094	First Street Signal Synchronization	95,280	-	-	-	-	95,280
40095	Tustin Ave Signal Synchronization	13,186	-	-	-	-	13,186
70256	Neighborhood D South Infrastructure - Phase 2	4,331,075	-	-	4,331,075	-	-
70257	Armstrong Pedestrian Bridge	1,200,000	-	1,200,000	-	-	-
70258	Neighborhood G Phase 1	7,500,000	-	-	7,500,000	-	-
70259	Neighborhood D North Phase 1	3,770,000	-	-	3,770,000	-	-
TBD	Warner Pedestrian Bridge	250,000	-	250,000	-	-	-
TBD	Traffic Signal Installation @ San Juan St and Red Hill Ave	250,000	-	-	-	-	250,000
Total Traffic Projects		21,558,287	-	1,450,000	19,501,075	-	607,212
Water Distribution Projects							
60163	OC-43 Improvement	250,000	-	-	-	250,000	-
Total Water Distribution Projects		250,000	-	-	-	250,000	-
Water Storage Projects							
60148	John Lyttle Reservoir Tank Eval, Site Improv. & Safety Upgrades	100,000	-	-	-	100,000	-
Total Water Storage Projects		100,000	-	-	-	100,000	-
Water Production Projects							
60151	Conjunctive Use Well @ Beneta Well Site	2,380,551	-	-	-	2,298,169	82,382
TBD	Vandenberg Well	350,000	-	-	-	350,000	-
Total Water Production Projects		2,730,551	-	-	-	2,648,169	82,382

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget



Proj #	Project Name	Proposed CIP Budget 2023-2024	Fund 131 Park Dev	Fund 187 MCAS Backbone Fee	Fund 189 Proceeds of Land Sale	Fund 301 Water Capital	Other Funds
Maintenance Projects							
70022	Annual Roadway & Public Infrastructure Maintenance Program (MOE)	4,949,000	-	-	-	-	4,949,000
70023	Annual Roadway & Public Infrastructure Maintenance Program (MOE)	955,000	-	-	-	-	955,000
70220	Red Hill Ave Rehabilitation-San Juan St to First St	1,700,000	-	-	-	-	1,700,000
70236	Citywide Pedestrian Oriented Accessibility Improvement Program	200,000	-	-	-	-	200,000
70255	Red Hill Ave Utility Undergrounding between El Camino Real & 230' N of San Juan	10,000	-	-	-	-	10,000
TBD	The Hill Median Improvements	100,000	-	-	-	-	100,000
TBD	Red Hill Ave Rehabilitation-Walnut to I-5	2,050,000	-	-	-	-	2,050,000
Total Maintenance Projects		9,964,000	-	-	-	-	9,964,000
Capacity Projects							
TBD	Intersection Improvements at Jamboree Rd and Irvine Blvd	200,000	-	-	-	-	200,000
Total Capacity Projects		200,000	-	-	-	-	200,000
TOTAL ALL PROJECTS		57,256,783	1,030,099	4,284,330	27,737,458	2,998,169	21,206,727

Project Fund Note: Other Funds includes CDBG, Gas Tax, Measure M2, SB1, Equipment Replacement, GF CIP, 2013 Water Bond, and CFD 14-1.





2024-2025 CIP PROJECTS & FUNDING

Proj #	Project Name	Proposed CIP Budget 2024-2025	Fund 131 Park Dev	Fund 187 MCAS Backbone Fee	Fund 189 Proceeds of Land Sale	Fund 301 Water Capital	Other Funds
Public Facilities Projects							
10032	Annual Major Building Maintenance	-	-	-	-	-	-
10086	Police Department Improvements	500,000	-	-	-	-	500,000
TBD	Tustin Area Senior Center Expansion	500,000	500,000	-	-	-	-
Total Public Facilities Projects		1,000,000	500,000	-	-	-	500,000
Park Facilities Projects							
20062	Tustin Sports Park Diamonds 1 & 3 Renovation	500,000	500,000	-	-	-	-
20083	Tustin Legacy Linear Park btw Armstrong Ave and Warner Ave	12,055,000	-	2,643,470	9,411,530	-	-
20089	Heideman School Park	4,937,395	4,937,395	-	-	-	-
Total Park Projects		17,492,395	5,437,395	2,643,470	9,411,530	-	-
Traffic Projects							
40080	Traffic Signal Equipment Upgrades & Replacement	160,000	-	-	-	-	160,000
70243	Tustin Ranch Road Pedestrian Bridge	500,000	-	500,000	-	-	-
70256	Neighborhood D South Infrastructure - Phase 2	2,000,000	-	-	2,000,000	-	-
70257	Armstrong Pedestrian Bridge	6,187,500	-	2,817,500	3,370,000	-	-
Total Traffic Projects		8,847,500	-	3,317,500	5,370,000	-	160,000
Water Storage Projects							
60148	John Lyttle Reservoir Tank Eval, Site Improvements & Safety Upgrades	500,000	-	-	-	500,000	-
Total Water Storage Projects		500,000	-	-	-	500,000	-
Water Production Projects							
TBD	Edinger Well Rehabilitation	350,000	-	-	-	350,000	-
TBD	17th Street Treatment Facility Electrical	300,000	-	-	-	300,000	-
Total Water Production Projects		650,000	-	-	-	650,000	-
Maintenance Projects							
70023	Annual Roadway & Public Infrastructure Maintenance Program (MOE)	2,698,000	-	-	-	-	2,698,000
70236	Citywide Pedestrian Oriented Accessibility Improvement Program	200,000	-	-	-	-	200,000
70254	Old Town Improvements	3,100,000	-	-	3,100,000	-	-
TBD	Jamboree Road Rehabilitation between Barranca Pkwy & OCTA/SCRRA	100,000	-	-	-	-	100,000
Total Maintenance Projects		6,098,000	-	-	3,100,000	-	2,998,000
Capacity Projects							
TBD	Intersection Improvements at Jamboree Rd and Irvine Blvd	2,000,000	-	-	-	-	2,000,000
Total Capacity Projects		2,000,000	-	-	-	-	2,000,000
TOTAL ALL PROJECTS		36,587,895	5,937,395	5,960,970	17,881,530	1,150,000	5,658,000

Project Fund Note: Other Funds includes CDBG, Gas Tax, Measure M2, SB1, Equipment Replacement, GF CIP, 2013 Water Bond, and CFD 14-1.



2023-2025 CAPITAL IMPROVEMENT PROGRAM SEVEN-YEAR SCHEDULE (2023-2026)

Project Type	Project #	Project Name	Project Total	To Date	2023-2024 Requested	2024-2025 Requested	2025-2026 Planned
Flood Control Facilities	TBA	* Irvine Boulevard Storm Drain Phase 2	3,900,000	-			
	TBA	* Irvine Boulevard Storm Drain Phase 1	3,900,000	-			
	TBA	* Yorba Street Storm Drain	75,000	-			75,000
	TBA	* Tustin Village Way Storm Drain	75,000	-			75,000
	TBA	* San Juan Street Storm Drain	75,000	-			75,000
Total Flood Control Facilities			8,025,000	-	-	-	225,000
Park Facilities	20054	Annual Major Park Maintenance	3,089,607	2,900,918	188,689		
	20062	Tustin Sports Park Softball Field Diamonds 1 & 3	500,000			500,000	
	20083	Tustin Legacy Linear Park from Armstrong Avenue to Warner Avenue	13,817,185	257,105	1,505,080	12,055,000	
	20084	Alley Grove Promenade	4,103,950	1,070,000	3,033,950		
	20089	Heideman School Park	5,637,395		700,000	4,937,395	
	20090	Centennial Park Improvements	5,000,000	148,590	4,851,410		
	20091	Dog Park at Tustin Legacy Park	1,290,000	90,000	1,200,000		
	TBA	Southwest Park Site Acquisition	700,000				
	TBA	Laurel Glen Park and Magnolia Park Playground Renovations	600,000				
	TBA	Camino Real Playground Renovation	350,000				350,000
	TBA	* Neighborhood G Sports Park	11,500,000			1,500,000	10,000,000
	TBA	* Hangar Park	34,500,000			4,500,000	30,000,000
	TBA	* Tustin Legacy Park from Tustin Ranch Road to Edinger Avenue	58,190,000			7,590,000	50,600,000
TBA	* Tustin Sports Park Turf Renovation	2,570,000	70,000		2,500,000		
Total Park Facilities			141,848,137	4,536,613	11,479,129	33,582,395	90,950,000
Public Facilities	10032	* Annual Major Building Maintenance	8,948,064	6,397,854	250,210	2,300,000	
	10069	Civic Center Alternate Power Source	4,800,157	437,731	4,362,426		
	10076	South Hangar Renovation	7,273,001	1,851,318	5,421,683		
	10086	* Police Department Improvements	5,775,120	75,120	200,000	500,000	5,000,000
	10087	Police Substation and Recreation Annex Improvements	1,430,000	689,503	740,497		
	TBA	* Tustin Family & Youth Center Expansion	850,000				
	TBA	* Tustin Area Senior Center Expansion	5,500,000			500,000	
	TBA	* South Hangar Renovation Phase 2	24,000,000			4,000,000	
Total Public Facilities			58,576,342	9,451,526	10,974,816	7,300,000	5,000,000
Traffic Projects	40080	Traffic Signal Equipment Replacement	2,045,778	925,778	160,000	160,000	160,000
	40087	Main Street Improvements	4,337,109	410,249	3,926,860		
	40093	Red Hill Avenue Signal Synchronization	255,000	193,114	61,886		
	40094	First Street Signal Synchronization	200,615	105,335	95,280		
	40095	Tustin Avenue Signal Synchronization	50,000	36,814	13,186		
	70022	Annual Pavement Maintenance and Sidewalk Repair Project FY 22/23 MOE	6,379,000	1,430,000	4,949,000		
	70023	Annual Pavement Maintenance and Sidewalk Repair Project FY 23/24 MOE	3,653,000		955,000	2,698,000	
	70131	* Newport Avenue Extension Phase 2	55,700,493	4,700,493			
	70196	* Red Hill Avenue Widening from Melvin Way to 200 feet to the South	1,100,000				
	70220	Red Hill Avenue Rehabilitation from San Juan Street to Northern City Limit	1,800,000	100,000	1,700,000		
	70236	Citywide Pedestrian ADA Improvements	2,361,905	961,905	200,000	200,000	200,000
	70243	Tustin Ranch Road Pedestrian Bridge	13,029,211	1,529,211		500,000	
	70254	Old Town Improvements	3,350,000	250,000		3,100,000	

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget



Project Type	Project #	Project Name	Project Total	To Date	2023-2024 Requested	2024-2025 Requested	2025-2026 Planned
	70255	Red Hill Utility Undergrounding	10,000		10,000		
	70256	Neighborhood D South Phase 2	6,800,000	468,925	4,331,075	2,000,000	
	70257	Armstrong Avenue Pedestrian Bridge	8,251,455	863,955	1,200,000	6,187,500	
	70258	* Neighborhood G Phase 1	57,600,000	100,000	7,500,000		50,000,000
	70259	* Neighborhood D North Phase 1	28,800,000	30,000	3,770,000		25,000,000
	TBA	Traffic Signal Installation at San Juan Street and Red Hill Avenue	250,000		250,000		
	TBA	Intersection Improvements at Jamboree Road and Irvine Boulevard	2,200,000		200,000	2,000,000	
	TBA	* Jamboree Road Widening from Tustin Ranch Road to East City Limit	2,800,000				
	TBA	* Valencia Avenue Widening from Newport Avenue to Red Hill Avenue	5,500,000				
	TBA	Jamboree Road Rehabilitation from Barranca Parkway to SCRRA Tracks	1,300,000			100,000	1,200,000
	TBA	* Warner Avenue Pedestrian Bridge	11,962,000		250,000	1,000,000	10,712,000
	TBA	* Neighborhood D North Phase 2	28,750,000				
	TBA	* Neighborhood G Phase 2	57,500,000				7,500,000
	TBA	Red Hill Avenue Rehabilitation from Walnut Avenue to I-5 Freeway	2,050,000		2,050,000		
	TBA	The Hill Median Improvements	100,000		100,000		
	TBA	* Neighborhood D North Phase 3	69,000,000				
Total Traffic Projects			377,135,566	12,105,779	31,722,287	17,945,500	94,772,000
Water Distribution	TBA	Main Line Replacement Program	2,100,000				100,000
	60160	Mardick Road Main Line Replacement from Red Hill Avenue to Beverly Glen Drive	1,700,000				
	60163	OC-43 Improvements	250,000		250,000		
Total Water Distribution			4,050,000	-	250,000	-	100,000
Water Production	TBA	17th Street Treatment Facility Electrical Replacement	3,300,000			300,000	
	TBA	Well Rehabilitation Program	1,200,000		350,000	350,000	500,000
	60151	Beneta Well #2	6,164,445	3,783,894	2,380,551		
Total Water Production			10,664,445	3,783,894	2,730,551	650,000	500,000
Water Storage	60149	Newport Reservoir Improvements	621,314	21,314			600,000
	60148	John Lyttle Reservoir Improvements	600,950	950	100,000	500,000	
Total Water Storage			1,222,264	22,264	100,000	500,000	600,000
Total Project Types			601,521,754	29,900,076	57,256,783	59,977,895	192,147,000

* A funding source has not been identified for all or a portion of the project at this time.



2023-2025 CAPITAL IMPROVEMENT PROGRAM SEVEN-YEAR SCHEDULE (2027-2030)

Project Type	Project #	Project Name	Project Total	2026-2027 Planned	2027-2028 Planned	2028-2029 Planned	2029-2030 Planned	Total
Flood Control Facilities	TBA	* Irvine Boulevard Storm Drain Phase 2	3,900,000		300,000	3,600,000		3,900,000
	TBA	* Irvine Boulevard Storm Drain Phase 1	3,900,000	300,000	3,600,000			3,900,000
	TBA	* Yorba Street Storm Drain	75,000					75,000
	TBA	* Tustin Village Way Storm Drain	75,000					75,000
	TBA	* San Juan Street Storm Drain	75,000					75,000
Total Flood Control Facilities			8,025,000	300,000	3,900,000	3,600,000	-	8,025,000
Park Facilities	20054	Annual Major Park Maintenance	3,089,607					3,089,607
	20062	Tustin Sports Park Softball Field Diamonds 1 & 3	500,000					500,000
	20083	Tustin Legacy Linear Park from Armstrong Avenue to Warner Avenue	13,817,185					13,817,185
	20084	Alley Grove Promenade	4,103,950					4,103,950
	20089	Heideman School Park	5,637,395					5,637,395
	20090	Centennial Park Improvements	5,000,000					5,000,000
	20091	Dog Park at Tustin Legacy Park	1,290,000					1,290,000
	TBA	Southwest Park Site Acquisition	700,000		700,000			700,000
	TBA	Laurel Glen Park and Magnolia Park Playground Renovations	600,000	600,000				600,000
	TBA	Camino Real Playground Renovation	350,000					350,000
	TBA	* Neighborhood G Sports Park	11,500,000					11,500,000
	TBA	* Hangar Park	34,500,000					34,500,000
	TBA	* Tustin Legacy Park from Tustin Ranch Road to Edinger Avenue	58,190,000					58,190,000
TBA	* Tustin Sports Park Turf Renovation	2,570,000					2,570,000	
Total Park Facilities			141,848,137	600,000	700,000	-	-	141,848,137
Public Facilities	10032	* Annual Major Building Maintenance	8,948,064					8,948,064
	10069	Civic Center Alternate Power Source	4,800,157					4,800,157
	10076	South Hangar Renovation	7,273,001					7,273,001
	10086	Police Department Improvements	5,775,120					5,775,120
	10087	Police Substation and Recreation Annex Improvements	1,430,000					1,430,000
	TBA	* Tustin Family & Youth Center Expansion	850,000		850,000			850,000
	TBA	* Tustin Area Senior Center Expansion	5,500,000	5,000,000				5,500,000
TBA	* South Hangar Renovation Phase 2	24,000,000		20,000,000			24,000,000	
Total Public Facilities			58,576,342	5,000,000	20,850,000	-	-	58,576,342
Traffic Projects	40080	Traffic Signal Equipment Replacement	2,045,778	160,000	160,000	160,000	160,000	2,045,778
	40087	Main Street Improvements	4,337,109					4,337,109
	40093	Red Hill Avenue Signal Synchronization	255,000					255,000
	40094	First Street Signal Synchronization	200,615					200,615
	40095	Tustin Avenue Signal Synchronization	50,000					50,000
	70022	Annual Pavement Maintenance and Sidewalk Repair Project FY 22/23 MOE	6,379,000					6,379,000
	70023	Annual Pavement Maintenance and Sidewalk Repair Project FY 23/24 MOE	3,653,000					3,653,000
	70131	* Newport Avenue Extension Phase 2	55,700,493		1,000,000	10,000,000	40,000,000	55,700,493
	70196	* Red Hill Avenue Widening from Melvin Way to 200 feet to the South	1,100,000			200,000	900,000	1,100,000
	70220	Red Hill Avenue Rehabilitation from San Juan Street to Northern City Limit	1,800,000					1,800,000
	70236	Citywide Pedestrian ADA Improvements	2,361,905	200,000	200,000	200,000	200,000	2,361,905

City of Tustin
2023-25 Fiscal Operating & Capital Improvement Program Budget



Project Type	Project #	Project Name	Project Total	2026-2027 Planned	2027-2028 Planned	2028-2029 Planned	2029-2030 Planned	Total
	70243	* Tustin Ranch Road Pedestrian Bridge	13,029,211		11,000,000			13,029,211
	70254	Old Town Improvements	3,350,000					3,350,000
	70255	Red Hill Utility Undergrounding	10,000					10,000
	70256	Neighborhood D South Phase 2	6,800,000					6,800,000
	70257	Armstrong Avenue Pedestrian Bridge	8,251,455					8,251,455
	70258	* Neighborhood G Phase 1	57,600,000					57,600,000
	70259	* Neighborhood D North Phase 1	28,800,000					28,800,000
	TBA	Traffic Signal Installation at San Juan Street and Red Hill Avenue	250,000					250,000
	TBA	Intersection Improvements at Jamboree Road and Irvine Boulevard	2,200,000					2,200,000
	TBA	* Jamboree Road Widening from Tustin Ranch Road to East City Limit	2,800,000			400,000	2,400,000	2,800,000
	TBA	* Valencia Avenue Widening from Newport Avenue to Red Hill Avenue	5,500,000		500,000	2,000,000	3,000,000	5,500,000
	TBA	Jamboree Road Rehabilitation from Barranca Parkway to SCRRA Tracks	1,300,000					1,300,000
	TBA	* Warner Avenue Pedestrian Bridge	11,962,000					11,962,000
	TBA	* Neighborhood D North Phase 2	28,750,000	3,750,000	25,000,000			28,750,000
	TBA	* Neighborhood G Phase 2	57,500,000	50,000,000				57,500,000
	TBA	Red Hill Avenue Rehabilitation from Walnut Avenue to I-5 Freeway	2,050,000					2,050,000
	TBA	The Hill Median Improvements	100,000					100,000
	TBA	* Neighborhood D North Phase 3	69,000,000		9,000,000	60,000,000		69,000,000
Total Traffic Projects			377,010,566	54,110,000	46,860,000	72,960,000	46,660,000	377,010,566
Water Distribution	TBA	Main Line Replacement Program	2,100,000	900,000	100,000	900,000	100,000	2,100,000
	60160	* Mardick Road Main Line Replacement from Red Hill Avenue to Beverly Glen Drive	1,700,000	200,000	1,500,000			1,700,000
	60163	OC-43 Improvements	250,000					250,000
Total Water Distribution			4,050,000	1,100,000	1,600,000	900,000	100,000	4,050,000
Water Production	TBA	* 17th Street Treatment Facility Electrical Replacement	3,300,000	3,000,000				3,300,000
	TBA	Well Rehabilitation Program	1,200,000					1,200,000
	60151	Beneta Well #2	5,908,522					5,908,522
Total Water Production			10,408,522	3,000,000	-	-	-	10,408,522
Water Storage	60149	Newport Reservoir Improvements	621,314					621,314
	60148	John Lyttle Reservoir Improvements	600,950					600,950
Total Water Storage			1,222,264	-	-	-	-	1,222,264
Total Project Types			601,521,754	64,110,000	73,910,000	77,460,000	46,760,000	601,521,754

* A funding source has not been identified for all or a portion of the project at this time.



2023-2025 CIP Project Detail by Project Type – Public Facilities Projects

ANNUAL MAJOR BUILDING MAINTENANCE

PROJECT CATEGORY	Public Facilities	PROJECT NUMBER	10032
PROJECT NAME	Annual Major Building Maintenance	TOTAL PROJECT COST	8,948,064
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	200 GF CIP
LOCATION	Various		Unfunded

Description

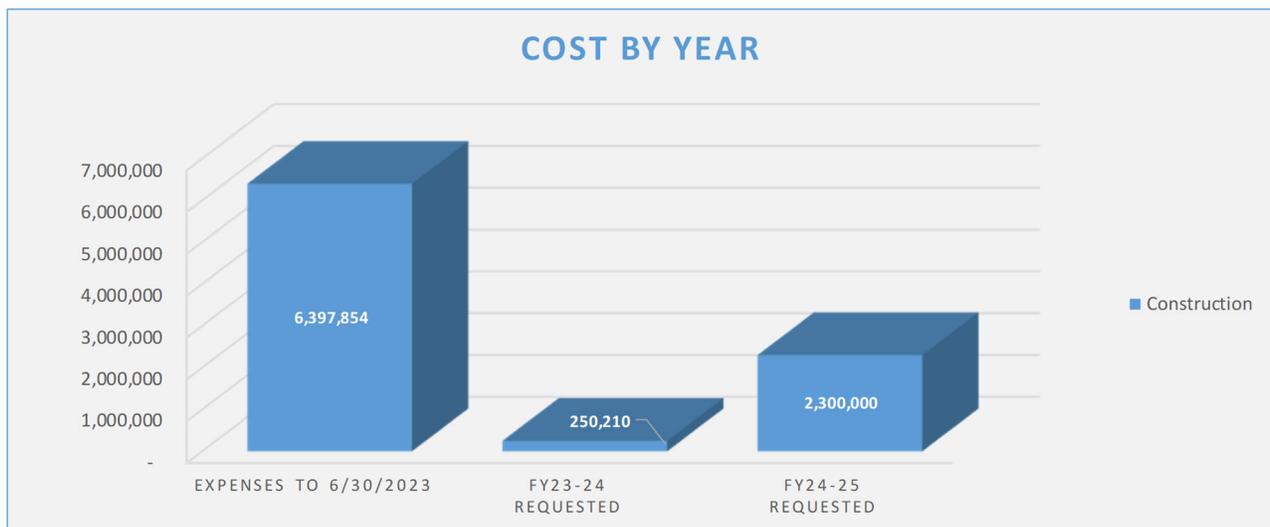
FY 23/24 building repairs include CT Gym HVAC Replacement, and Fire Station 43 Backup Generator Replacement.

Future deferred maintenance and building repairs include Civic Center Parking Garage Deck Coating (\$950,000), Civic Center Tile Roof, Gutters and Downspouts (\$850,000), CT Gym Operable Wall Replacement (\$500,000), CT Gym Flooring, Bleachers, Pads (\$250,000), Tile Roof Replacement at Senior Center (\$200,000), Wood Floor Replacement at Senior Center (\$200,000), CT Gym Trellis Replacement (\$250,000), Youth Center Trellis Replacement (\$60,000), CT Gym Moisture Abatement (\$150,000), Civic Center Exterior Painting (\$250,000), Fuel Island Roof Coating (\$50,000), Warehouse Roof Coating (\$250,000), Trash Dock Roof Coating (\$175,000), HVAC Controls at CT Gym, Youth Center, and Community Center/City Council Chamber (\$180,000), Civic Center Carpet Replacement (\$325,000), Civic Center Tile Floor Replacement (\$200,000), Senior Center Window.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
200 General Fund CIP	6,397,854	250,210						6,648,064
Unfunded			2,300,000					2,300,000
Total	6,397,854	250,210	2,300,000	-	-	-	-	8,948,064

Expenditure

Construction	6,397,854	250,210	2,300,000					8,948,064
Total	6,397,854	250,210	2,300,000	-	-	-	-	8,948,064





CIVIC CENTER ALTERNATIVE POWER SOURCE

PROJECT CATEGORY	Public Facilities	PROJECT NUMBER	10069
PROJECT NAME	Civic Center Alternative Power Source	TOTAL PROJECT COST	4,800,157
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	200 GF CIP
LOCATION	300 Centennial Way		184 Equipment Fund

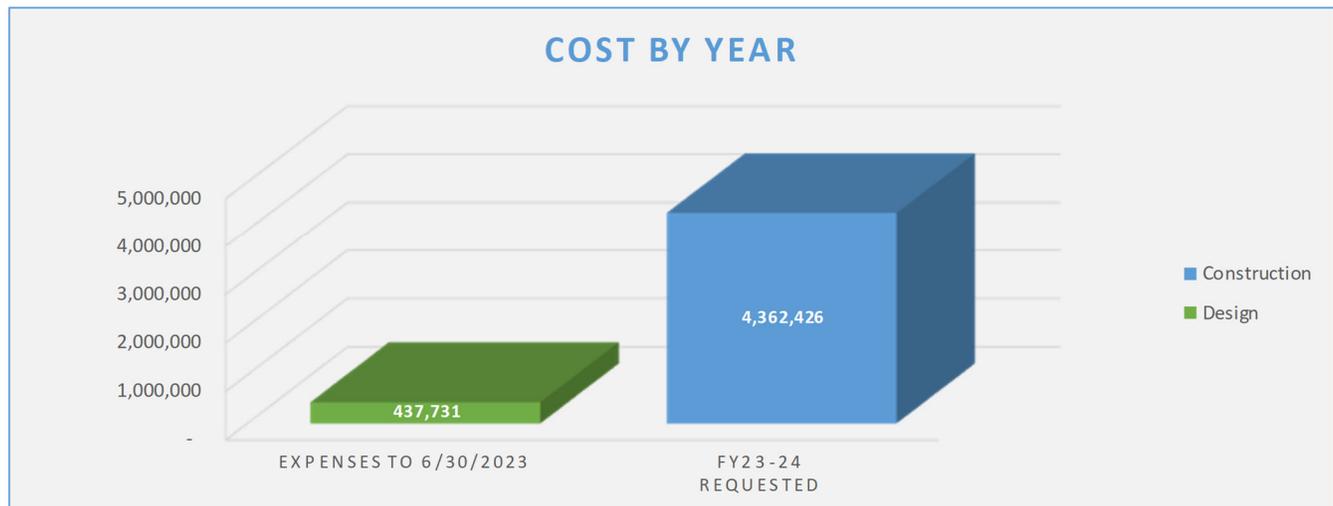
Description

To install a 500kW / 625kVa or equivalent, emergency standby diesel driven generator complete with fuel capacity for 24 hour run time. The installation shall include electrical construction that reflects the addition of the generator, all associated underground feeders and electrical distribution equipment. The new generator will be moved from its present location to the a new exterior sound attenuated enclosure located at the rear of City Hall adjacent to the parking structure. The old generator location will be upgraded with new switch gear for the new generator. Security gates will be installed adjacent to the generators location.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
184 Equipment Fund	437,731	1,362,426						1,800,157
200 General Fund CIP		3,000,000						3,000,000
Total	437,731	4,362,426	-	-	-	-	-	4,800,157

Expenditure

Design	437,731							437,731
Construction		4,362,426						4,362,426
Total	437,731	4,362,426	-	-	-	-	-	4,800,157





SOUTH HANGER RENOVATION

PROJECT CATEGORY	Public Facilities	PROJECT NUMBER	10076
PROJECT NAME	South Hanger Renovation	TOTAL PROJECT COST	7,273,001
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	189 MCAS
LOCATION	South Hanger		Land Proceeds

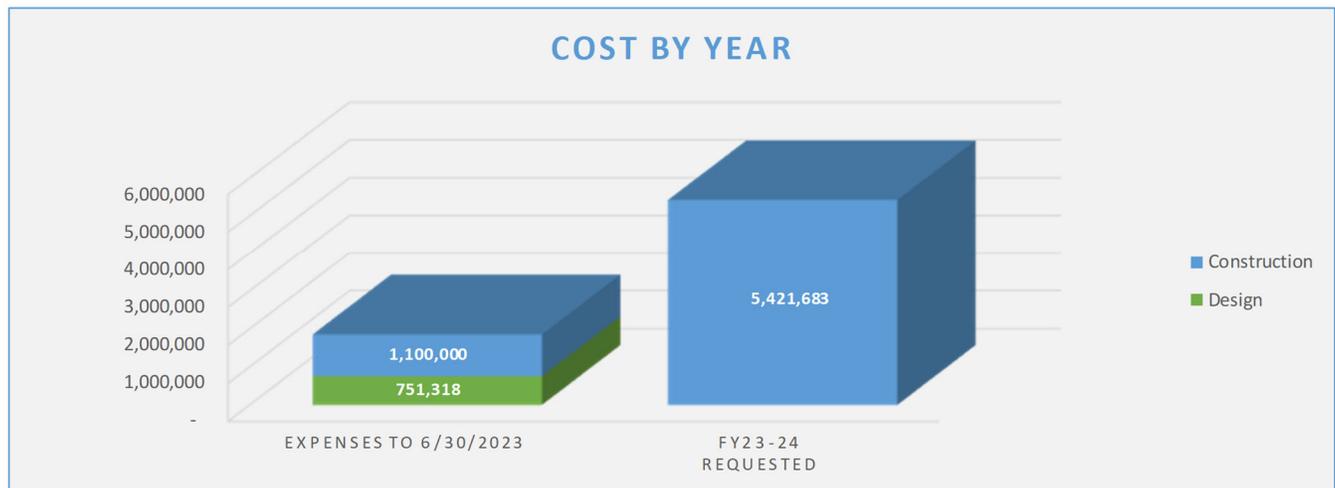
Description

Improvements to South Hangar to bring permanent power, lighting and electrical distribution throughout the building. Improvements will also make structural upgrades to the building that will be necessary for any future reuse options. Future improvements will upgrade the building occupancy levels to accommodate various types of uses.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
189 MCAS Land Proceeds	1,851,318	5,421,683						7,273,001
Total	1,851,318	5,421,683	-	-	-	-	-	7,273,001

Expenditure

Design	751,318							751,318
Construction	1,100,000	5,421,683						6,521,683
Total	1,851,318	5,421,683	-	-	-	-	-	7,273,001





POLICE DEPARTMENT IMPROVEMENTS

PROJECT CATEGORY	Public Facilities	PROJECT NUMBER	10086
PROJECT NAME	Police Department Improvements	TOTAL PROJECT COST	5,775,120
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	200 GF CIP
LOCATION	300 Centennial Way		Unfunded

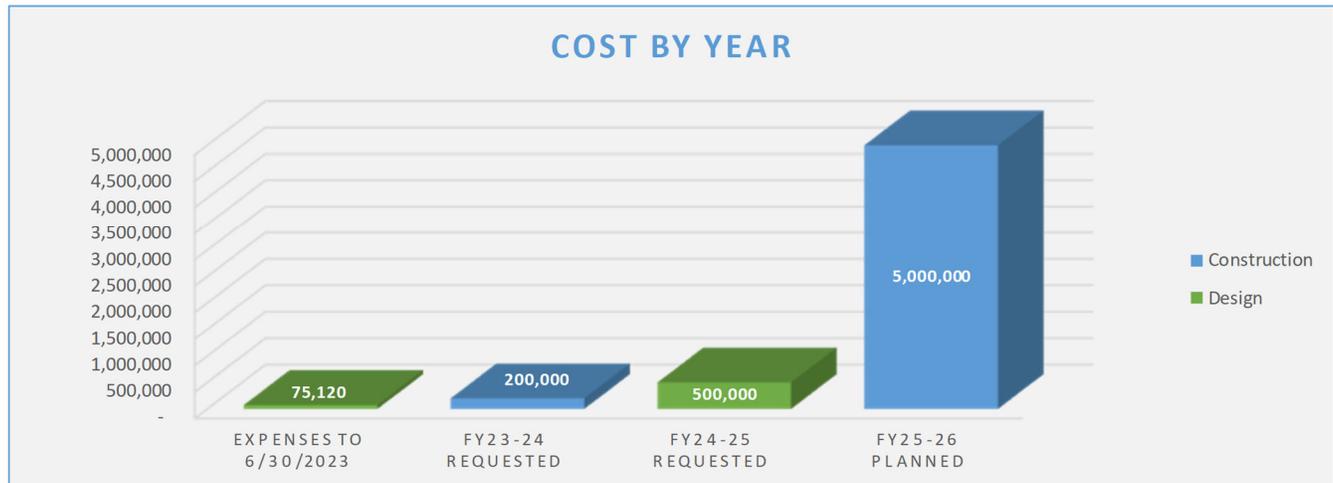
Description

Design, preparation of plans and specifications, bid, and construction of long-term and short-term improvements. Conduct space study/needs assessment for the Police Department. Short term improvements include: improving the evidence booking room, remodel Watch Commanders Office to accommodate an additional work station, remodel men’s and women’s locker rooms to better accommodate growing staff needs, remodel and improve report writing room for greater comfort and efficiency for officers, remodel sally port area to improve process of booking suspects, add storage equipment, and provide necessary supplies for officers. Long term improvements to be determined in the space study/needs assessment.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
200 General Fund CIP	75,120	200,000	500,000					775,120
Unfunded				5,000,000				5,000,000
Total	75,120	200,000	500,000	5,000,000	-	-	-	5,775,120

Expenditure

Design	75,120		500,000					575,120
Construction		200,000		5,000,000				5,200,000
Total	75,120	200,000	500,000	5,000,000	-	-	-	5,775,120





LEGACY ANNEX IMPROVEMENTS - POLICE SUBSTATION

PROJECT CATEGORY	Public Facilities	PROJECT NUMBER	10087
PROJECT NAME	Legacy Annex Improvements - Police Substation	TOTAL PROJECT COST	1,430,000
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	139 Measure
LOCATION	15445 Lansdown Road		M2 Fairshare
			200 GF CIP

Description

Design and construct improvements for facility based on needs of the Police Department and Park & Recreation Department.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
139 M2 Fairshare	72,789	157,211						230,000
200 General Fund CIP	616,714	583,286						1,200,000
Total	689,503	740,497	-	-	-	-	-	1,430,000

Expenditure

Design	129,873	40,497						170,370
Construction	559,630	700,000						1,259,630
Total	689,503	740,497	-	-	-	-	-	1,430,000





TUSTIN AREA SENIOR CENTER EXPANSION

PROJECT CATEGORY	Public Facilities	PROJECT NUMBER	TBD
PROJECT NAME	Tustin Area Senior Center Expansion	TOTAL PROJECT COST	5,500,000
PROJECT MANAGER	Chad Clanton	FUNDING SOURCE	131 Park
LOCATION	Tustin Senior Center		Development Fund
			Unfunded

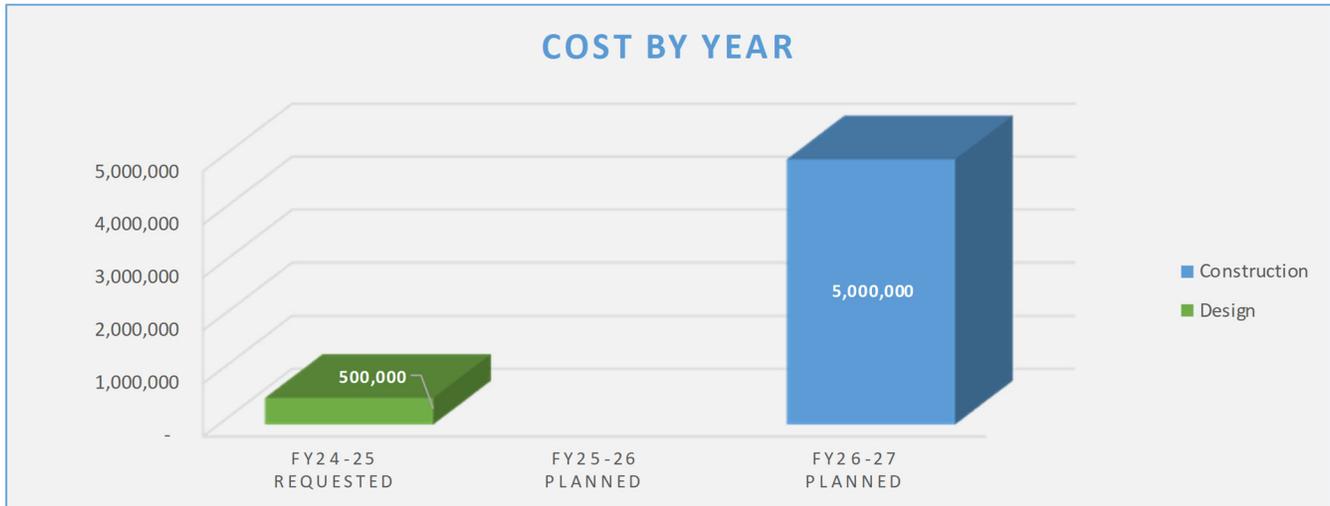
Description

Expand the senior center to include additional indoor programmable space (i.e. classrooms and fitness center) as identified in the Senior Center Needs Assessment (2017)

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
131 Park Development			500,000					500,000
Unfunded					5,000,000			5,000,000
Total	-	-	500,000	-	5,000,000	-	-	5,500,000

Expenditure

Design			500,000					500,000
Construction					5,000,000			5,000,000
Total	-	-	500,000	-	5,000,000	-	-	5,500,000





2023-2025 CIP Project Detail by Project Type – Park Facilities Projects

ANNUAL MAJOR PARK MAINTENANCE

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20054
PROJECT NAME	Annual Major Park Maintenance	TOTAL PROJECT COST	3,089,607
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	131 Park Development Fund
LOCATION	Various		

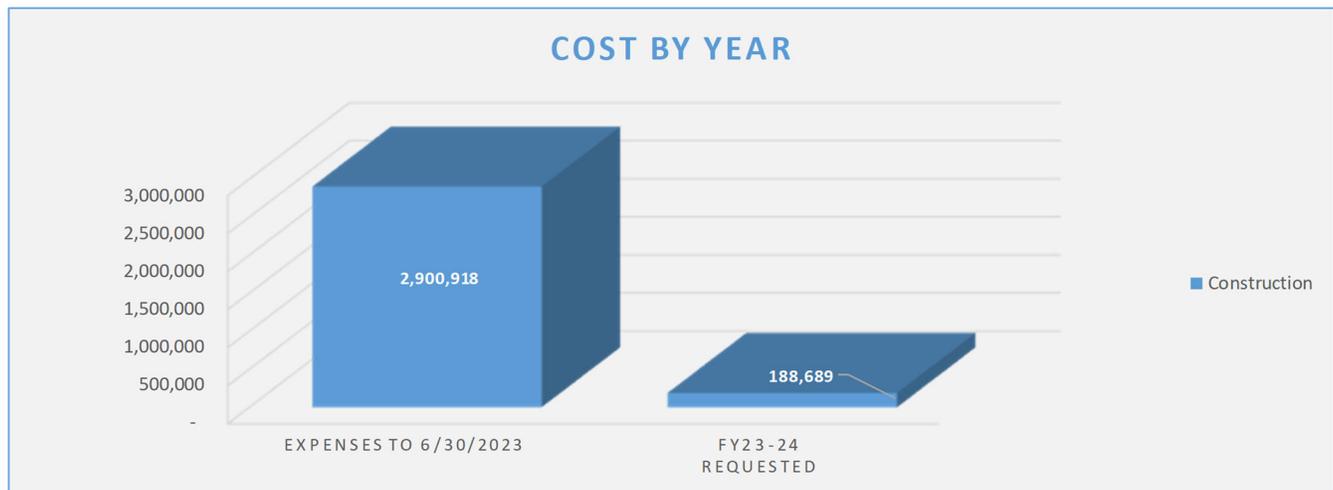
Description

Maintenance, repair, and replacement of park amenities.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
131 Park Development	2,900,918	188,689	-	-	-	-	-	3,089,607
Total	2,900,918	188,689	-	-	-	-	-	3,089,607

Expenditure

Construction	2,900,918	188,689	-	-	-	-	-	3,089,607
Total	2,900,918	188,689	-	-	-	-	-	3,089,607





TUSTIN SPORTS PARK DIAMONDS 1 & 3 RENOVATION

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20062
PROJECT NAME	Tustin Sports Park Diamonds 1 & 3 Renovation	TOTAL PROJECT COST	500,000
PROJECT MANAGER	Chad Clanton	FUNDING SOURCE	131 Park
LOCATION	Tustin Sports Park		Development Fund

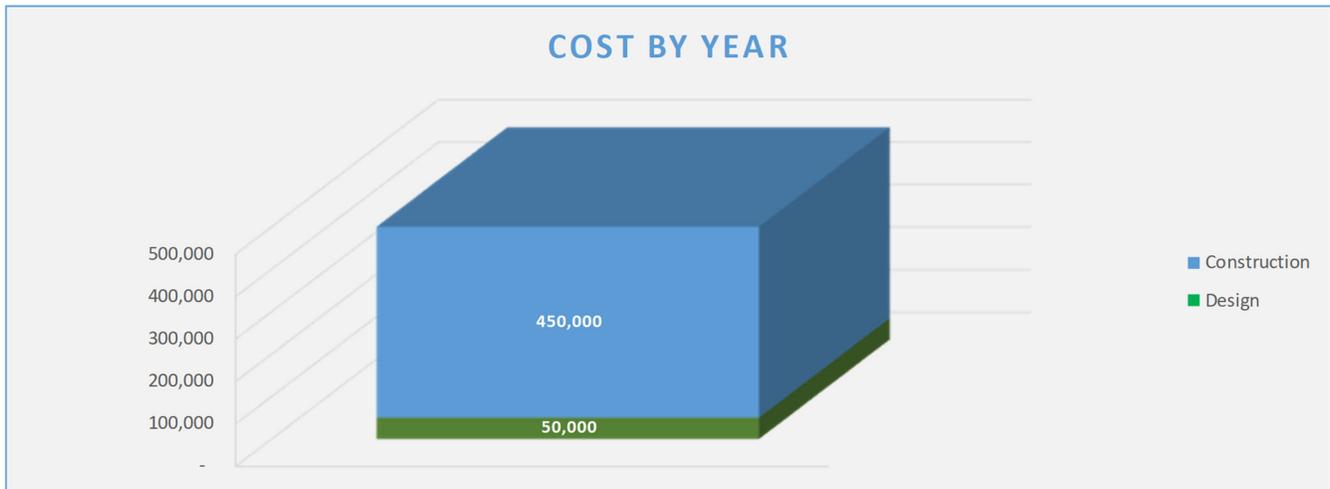
Description

Renovation of softball diamonds #1 and #3 at Tustin Sports Park.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
131 Park Development		-	500,000					500,000
Total	-	-	500,000	-	-	-	-	500,000

Expenditure

Design			50,000					50,000
Construction			450,000					450,000
Total	-	-	500,000	-	-	-	-	500,000





TUSTIN LEGACY LINEAR PARK FROM ARMSTRONG AVE TO WARNER AVE

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20083
PROJECT NAME	Tustin Legacy Linear Park From Armstrong Ave To Warner Ave	TOTAL PROJECT COST	13,817,185
PROJECT MANAGER	Joann WU	FUNDING SOURCE	187 MCAS
LOCATION	Armstrong Avenue/Warner Avenue		Backbone Fees
			189 MCAS Land Sale Proceeds

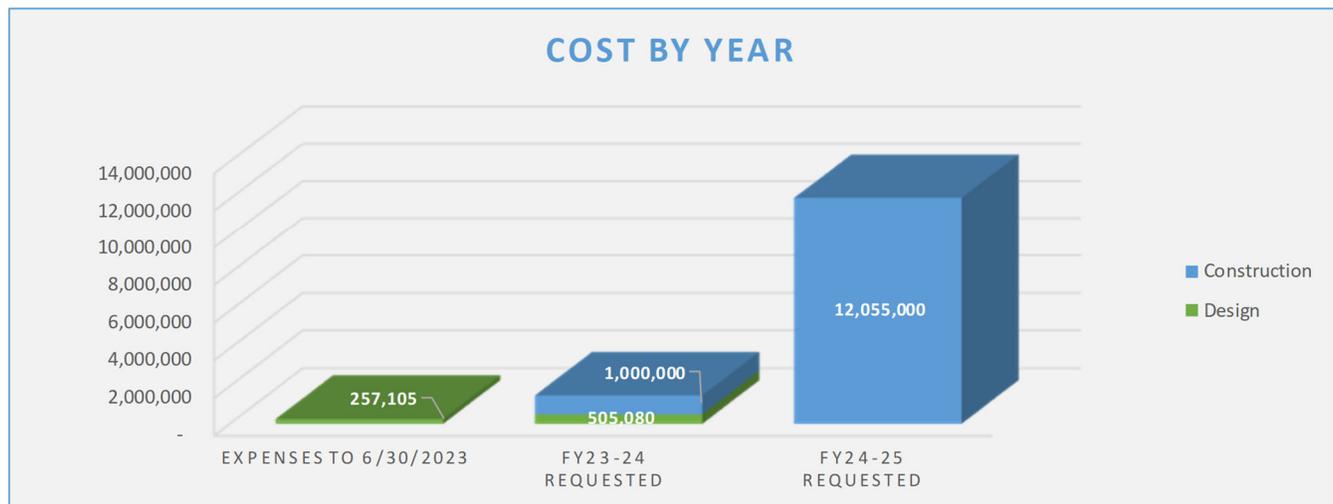
Description

Design and construction of Tustin Legacy Linear Park from Armstrong Avenue to Warner Avenue in Neighborhood D South. This project is part of the Tustin Legacy Backbone Infrastructure Program. This project will be designed in conjunction with the Armstrong Avenue and Warner Avenue pedestrian bridges and Neighborhood D South Phase 2 Improvements to address overlapping infrastructure elements. Rough grading of the park site will include initial elements of the pedestrian bridges and will take into account project boundaries and limits associated with the roadway improvements constructed as part of the Neighborhood D South Phase 2 Improvements project.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
187 MAS Backbone	115,000	1,505,080	2,643,470					4,263,550
189 MCAS Land Sale			9,411,530					9,411,530
Other	142,105							142,105
Total	257,105	1,505,080	12,055,000	-	-	-	-	13,817,185

Expenditure

	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
Design	257,105	505,080						762,185
Construction		1,000,000	12,055,000					13,055,000
Total	257,105	1,505,080	12,055,000	-	-	-	-	13,817,185





ALLEY GROVE PROMENADE

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20084
PROJECT NAME	Alley Grove Promenade	TOTAL PROJECT COST	4,103,950
PROJECT MANAGER	Joann WU	FUNDING SOURCE	187 MCAS
LOCATION	Alley Grove		Backbone Fees
			189 MCAS Land Sale Proceeds

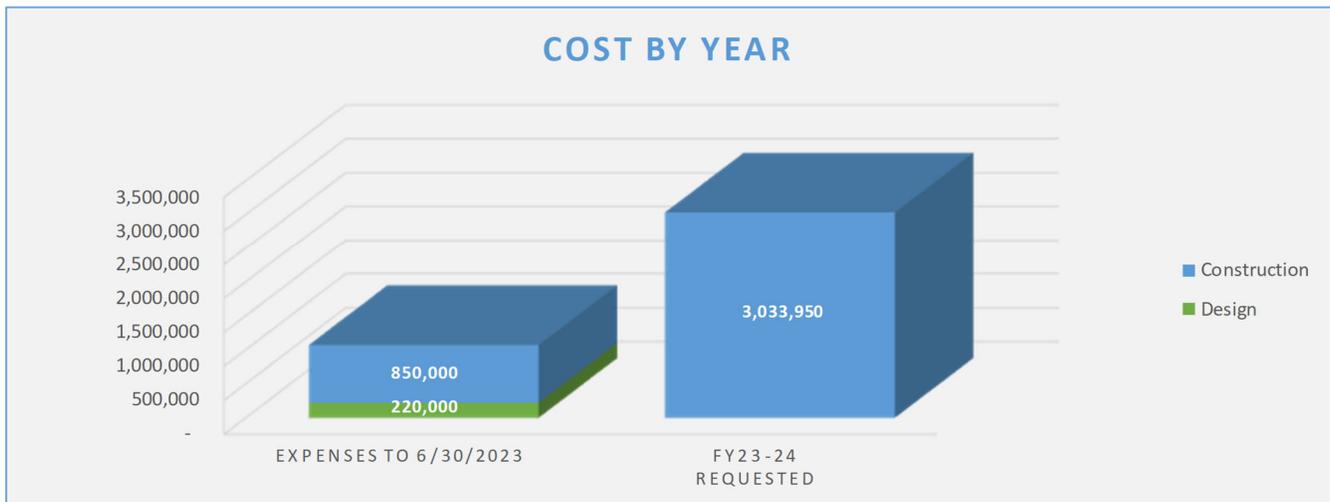
Description

Alley Grove includes the design and construction of a 2 acre pedestrian connection from Armstrong Avenue to Tustin Ranch Road through Neighborhood D South at Tustin Legacy. This links the Flight office campus to the District shopping center. In addition, the project includes a sports area at the corner of Armstrong Avenue and Flight Way.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
187 MAS Backbone	850,000	1,329,250						2,179,250
189 MCAS Land Sale		1,704,700						1,704,700
Other	220,000							220,000
Total	1,070,000	3,033,950	-	-	-	-	-	4,103,950

Expenditure

Design	220,000							220,000
Construction	850,000	3,033,950						3,883,950
Total	1,070,000	3,033,950	-	-	-	-	-	4,103,950





HEIDEMAN SCHOOL PARK

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20089
PROJECT NAME	Heideman School Park	TOTAL PROJECT COST	5,637,395
PROJECT MANAGER	Chad Clanton	FUNDING SOURCE	131 Park
LOCATION	Heideman School Park		Development Grant

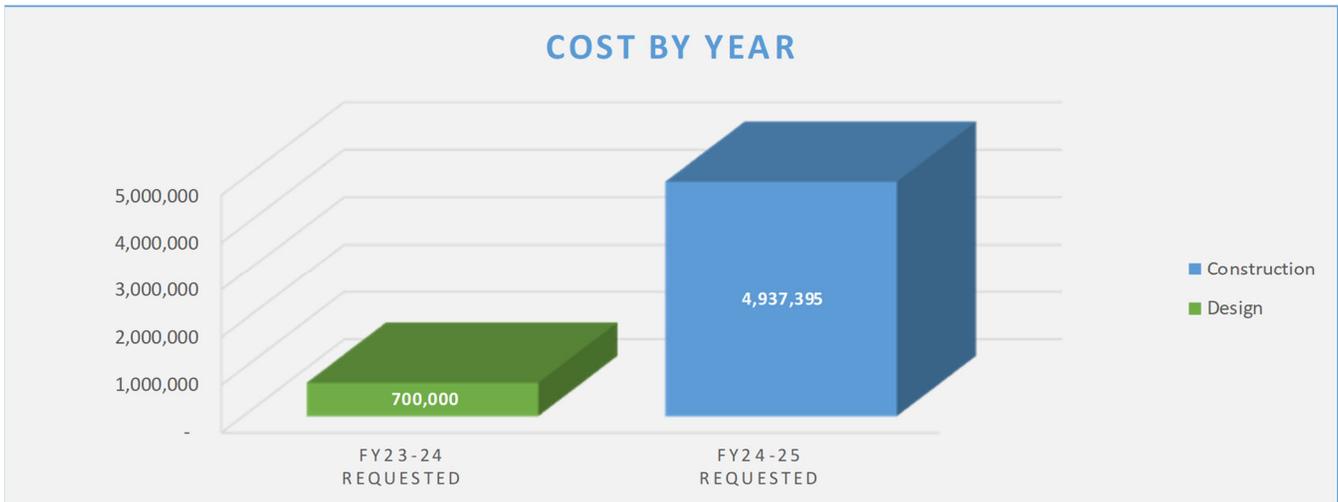
Description

Create a new Heideman School Park with an athletic field, exercise loop, lighting, fitness equipment, playground, picnic shelter, renovated basketball courts, tactile experience garden, perimeter fencing, and small staff/restroom facility.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
131 Park Development		700,000	4,937,395					5,637,395
Total	-	700,000	4,937,395	-	-	-	-	5,637,395

Expenditure

Design		700,000						700,000
Construction			4,937,395					4,937,395
Total	-	700,000	4,937,395	-	-	-	-	5,637,395





CENTENNIAL PARK IMPROVEMENTS

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20090
PROJECT NAME	Centennial Park Improvements	TOTAL PROJECT COST	5,000,000
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	131 Park
LOCATION	Centennial Park		Development Fund
			200 General Fund CIP

Description

The project includes replacement of irrigation, landscaping, and turf and drainage improvements. The existing playground for 2-5 year-olds will be replaced and will include playground equipment, surfacing, and a shade structure. Design to be completed up front to position the project for shovel ready grant opportunities, special funds, and/or future park development fees.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
131 Park Development	148,590	51,410						200,000
200 General Fund CIP		4,800,000						4,800,000
Total	148,590	4,851,410	-	-	-	-	-	5,000,000

Expenditure

Design	148,590	51,410						200,000
Construction		4,800,000						4,800,000
Total	148,590	4,851,410	-	-	-	-	-	5,000,000





DOG PARK AT TUSTIN LEGACY PARK

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20091
PROJECT NAME	Dog Park At Tustin Legacy Park	TOTAL PROJECT COST	1,290,000
PROJECT MANAGER	Chad Clanton	FUNDING SOURCE	131 Park
LOCATION	Tustin Legacy Park		Development Fund
			189 MCAS Land Sale Proceeds

Description

Construct a one acre dog park within Tustin Legacy Park.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
131 Park Development		90,000						90,000
189 MCAS Land Sale	90,000	1,110,000						1,200,000
Total	90,000	1,200,000	-	-	-	-	-	1,290,000

Expenditure

Design	90,000	46,296						136,296
Construction		1,153,704						1,153,704
Total	90,000	1,200,000	-	-	-	-	-	1,290,000





2023-2025 CIP Project Detail by Project Type – Traffic Projects

TRAFFIC SIGNAL EQUIPMENT REPLACEMENT

PROJECT CATEGORY	Traffic	PROJECT NUMBER	40080
PROJECT NAME	Traffic Signal Equipment Replacement	TOTAL PROJECT COST	2,045,778
PROJECT MANAGER	Krys Saldivar	FUNDING SOURCE	139 Measure
LOCATION	Various		M2 Fairshare

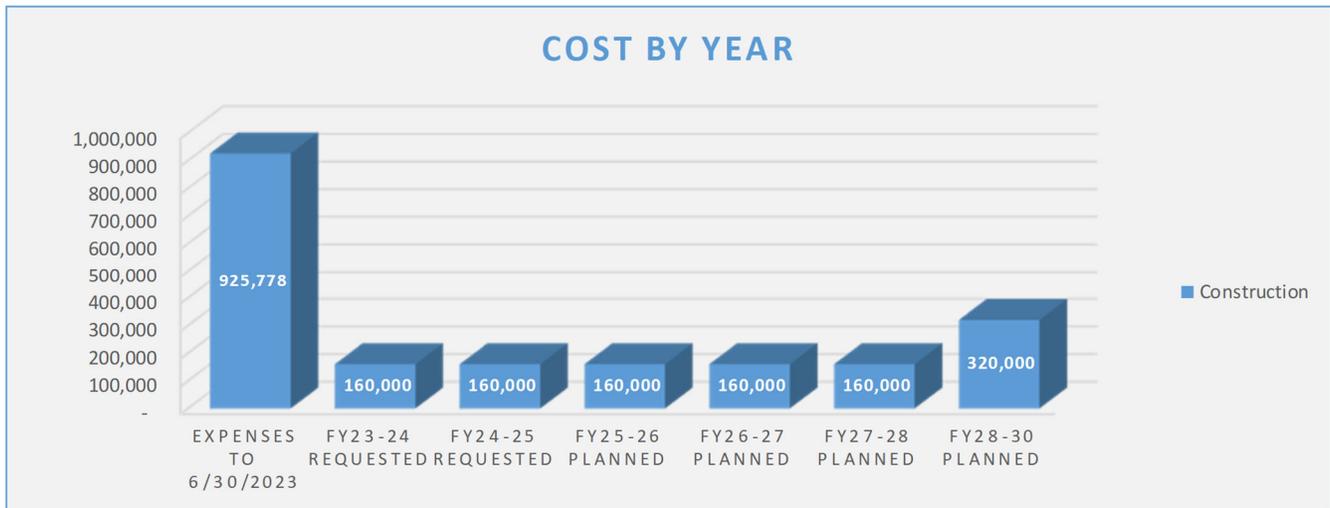
Description

Upgrades or replacement of aging traffic signal equipment at various locations throughout the city.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-30 Planned	Total Project Cost
139 M2 Fairshare	828,015	160,000	160,000	160,000	160,000	160,000	320,000	1,948,015
Other	97,763							97,763
Total	925,778	160,000	160,000	160,000	160,000	160,000	320,000	2,045,778

Expenditure

Construction	925,778	160,000	160,000	160,000	160,000	160,000	320,000	2,045,778
Total	925,778	160,000	160,000	160,000	160,000	160,000	320,000	2,045,778





MAIN STREET IMPROVEMENTS

PROJECT CATEGORY	Traffic	PROJECT NUMBER	40087
PROJECT NAME	Main Street Improvements	TOTAL PROJECT COST	4,337,109
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	139 Measure
LOCATION	Main Street between Newport/Prospect		M2 Fairshare
			189 MCAS Land Sale

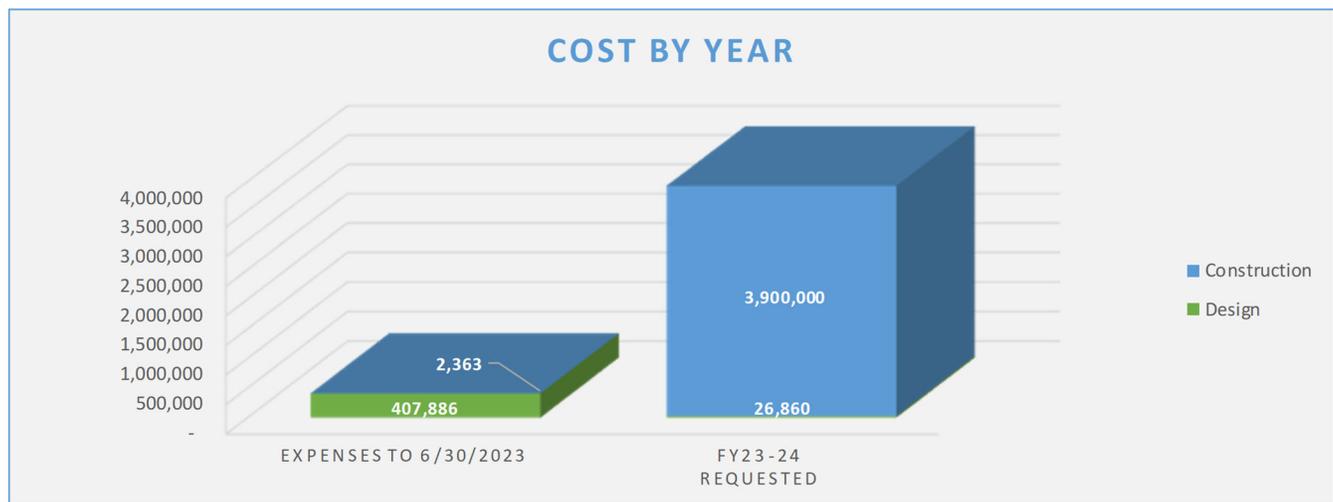
Description

Public improvements on Main Street between Newport Avenue and Prospect Avenue including installation of raised landscaped medians, narrowing of curb-to-curb street width, traffic striping with addition of buffered Class II bike lanes and sharrows, enhanced parkway landscaping, widening of sidewalks, reconstruction of library driveway to align with Tustin Plaza driveway, installation of street furniture, and installation of a gateway arch sign spanning the street. In-pavement lighted crosswalk to be installed on Main Street at library driveway.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
139 M2 Fairshare	211,553	26,860						238,413
189 MCAS Land Sale	198,000	3,900,000						4,098,000
Other	696							696
Total	410,249	3,926,860	-	-	-	-	-	4,337,109

Expenditure

Design	407,886	26,860						434,746
Construction	2,363	3,900,000						3,902,363
Total	410,249	3,926,860	-	-	-	-	-	4,337,109





RED HILL AVENUE SIGNAL SYNCHRONIZATION

PROJECT CATEGORY	Traffic	PROJECT NUMBER	40093
PROJECT NAME	Red Hill Avenue Signal Synchronization	TOTAL PROJECT COST	255,000
PROJECT MANAGER	Krys Saldivar	FUNDING SOURCE	139 Measure
LOCATION	Red Hill Avenue		M2 Fairshare

Description

Project submitted to OCTA under the Regional Traffic Signal Synchronization Program (Project P). The goal of Project P is to enhance traffic flow and reduce congestion and delay on arterial roadways. Provide studies, install new signal equipment and implement new timing to synchronize signals on Red Hill Avenue.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
139 M2 Fairshare	193,114	61,886						255,000
Total	193,114	61,886	-	-	-	-	-	255,000

Expenditure

Category	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
Design	77,610							77,610
Construction	115,504	61,886						177,390
Total	193,114	61,886	-	-	-	-	-	255,000





FIRST STREET SIGNAL SYNCHRONIZATION

PROJECT CATEGORY	Traffic	PROJECT NUMBER	40094
PROJECT NAME	First Street Signal Synchronization	TOTAL PROJECT COST	200,615
PROJECT MANAGER	Krys Saldivar	FUNDING SOURCE	139 Measure
LOCATION	First Street		M2 Fairshare

Description

This project was developed in collaboration with the Cities of Huntington Beach, Westminster, and Santa Ana and the County of Orange with OCTA leading due to the many jurisdictions involved. Project was approved by OCTA Board in April 2021 under the Regional Traffic Signal Synchronization Program (Project P). The goal of Project P is to enhance traffic flow and reduce congestion and delay on arterial roadways. Project involves providing studies, installing new signal equipment including improved communications via fiber optic cable and implementing new timing to synchronize signals on First Street between Tustin Avenue and Newport Avenue in Tustin.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
139 M2 Fairshare	105,335	95,280						200,615
Total	105,335	95,280	-	-	-	-	-	200,615

Expenditure

Design	25,335							25,335
Construction	80,000	95,280						175,280
Total	105,335	95,280	-	-	-	-	-	200,615





TUSTIN AVENUE SIGNAL SYNCHRONIZATION

PROJECT CATEGORY	Traffic	PROJECT NUMBER	40095
PROJECT NAME	Tustin Avenue Signal Synchronization	TOTAL PROJECT COST	50,000
PROJECT MANAGER	Krys Saldivar	FUNDING SOURCE	139 Measure
LOCATION	Tustin Avenue		M2 Fairshare

Description

This project is in collaboration with the Cities of Orange, Anaheim, Placentia, Santa Ana and Yorba Linda with the City of Orange as the lead. Work will be performed under the Orange County Transportation Authority (OCTA) Competitive Measure M2 Regional Traffic Signal Synchronization Program (Project P). Within the City of Tustin, the project includes the existing traffic signals on Tustin Avenue at First Street. Because of the proximity and the key role in optimal traffic flow along Tustin Avenue specifically at the Santa Ana intersection of Tustin Avenue and Fourth Street, the Fourth Street/Irvine Boulevard interchange with SR-55 Freeway (northbound ramps), have been identified as part of the project as well as the intersection of Yorba Street at Irvine Boulevard both of which are in the City of Tustin.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
139 M2 Fairshare	36,814	13,186						50,000
Total	36,814	13,186	-	-	-	-	-	50,000

Expenditure

Design	6,814							6,814
Construction	30,000	13,186						43,186
Total	36,814	13,186	-	-	-	-	-	50,000





TUSTIN RANCH ROAD PEDESTRIAN BRIDGE

PROJECT CATEGORY	Traffic	PROJECT NUMBER	70243
PROJECT NAME	Tustin Ranch Road Pedestrian Bridge	TOTAL PROJECT COST	13,029,211
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	187 MCAS
LOCATION	Tustin Ranch Road, Warner Avenue, Barranca Parkway, and Armstrong Avenue		Backbone Fee Unfunded

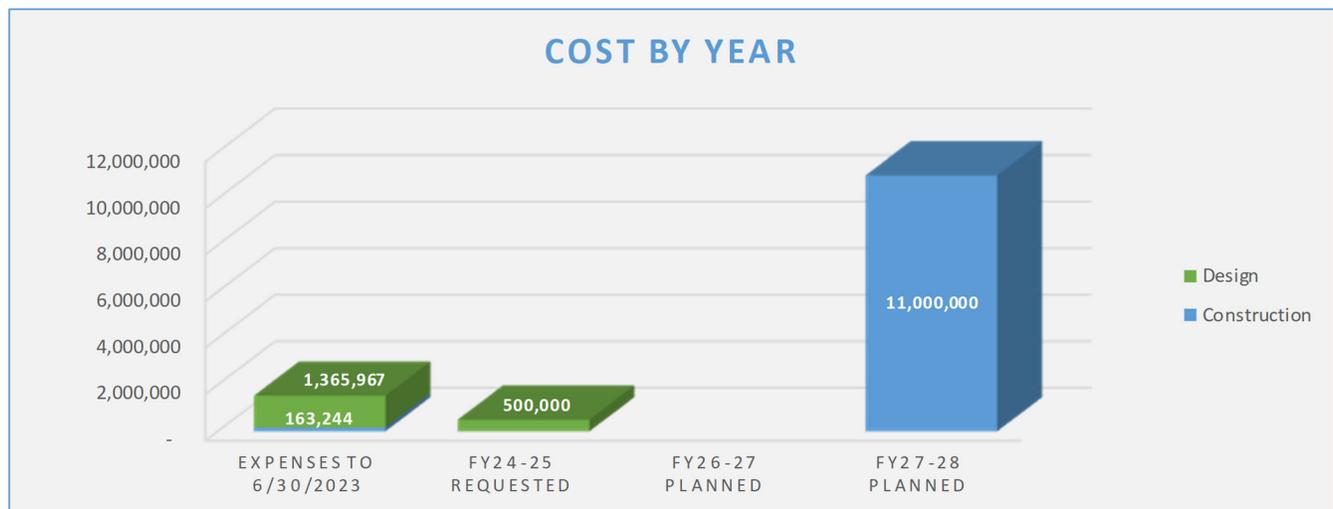
Description

Design and construction of pedestrian bridge over Tustin Ranch Road. This project is part of the Tustin Legacy Backbone Infrastructure Program.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
187 MCAS Backbone Unfunded	1,529,211		500,000			11,000,000		13,029,211
Total	1,529,211	-	500,000	-	-	11,000,000	-	13,029,211

Expenditure

Design	1,365,967		500,000					1,865,967
Construction	163,244					11,000,000		11,163,244
Total	1,529,211	-	500,000	-	-	11,000,000	-	13,029,211





NEIGHBORHOOD D SOUTH INFRASTRUCTURE - PHASE 2

PROJECT CATEGORY	Traffic	PROJECT NUMBER	70256
PROJECT NAME	Neighborhood D South Infrastructure - Phase 2	TOTAL PROJECT COST	6,800,000
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	189 MCAS
LOCATION	Tustin Ranch Road, Warner Avenue, Barranca Parkway, and Armstrong Avenue		Land Sale Proceeds

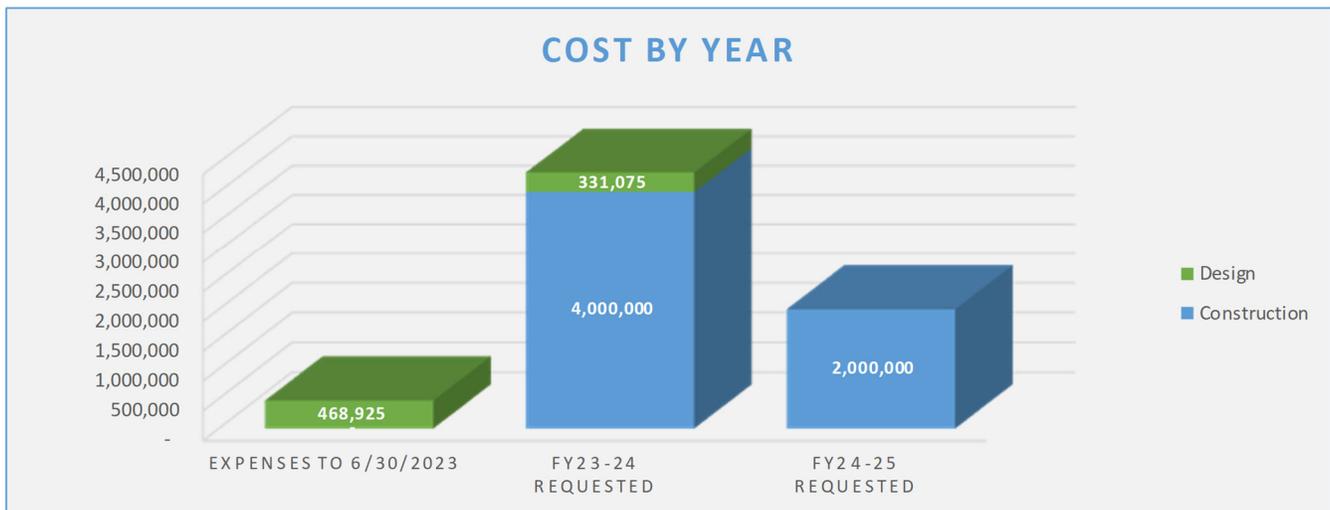
Description

Design and construction of infrastructure in the area generally bounded by Tustin Ranch Road, Warner Avenue, Barranca Parkway, and Armstrong Avenue. This project will be designed in conjunction with the Armstrong Avenue and Warner Avenue pedestrian bridges and the Tustin Legacy Linear Park within Neighborhood D South to address overlapping infrastructure elements. Rough grading for the roadways in this project will be completed with the rough grading of the Tustin Legacy Linear Park project.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
189 MCAS Land Sale	468,925	4,331,075	2,000,000					6,800,000
Total	468,925	4,331,075	2,000,000	-	-	-	-	6,800,000

Expenditure

Design	468,925	331,075						800,000
Construction	-	4,000,000	2,000,000					6,000,000
Total	468,925	4,331,075	2,000,000	-	-	-	-	6,800,000





ARMSTRONG AVENUE PEDESTRIAN BRIDGE

PROJECT CATEGORY	Traffic	PROJECT NUMBER	70257
PROJECT NAME	Armstrong Avenue Pedestrian Bridge	TOTAL PROJECT COST	8,251,455
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	187 MCAS
LOCATION	Armstrong Avenue		Backbone Fees 189 MCAS Land Proceeds

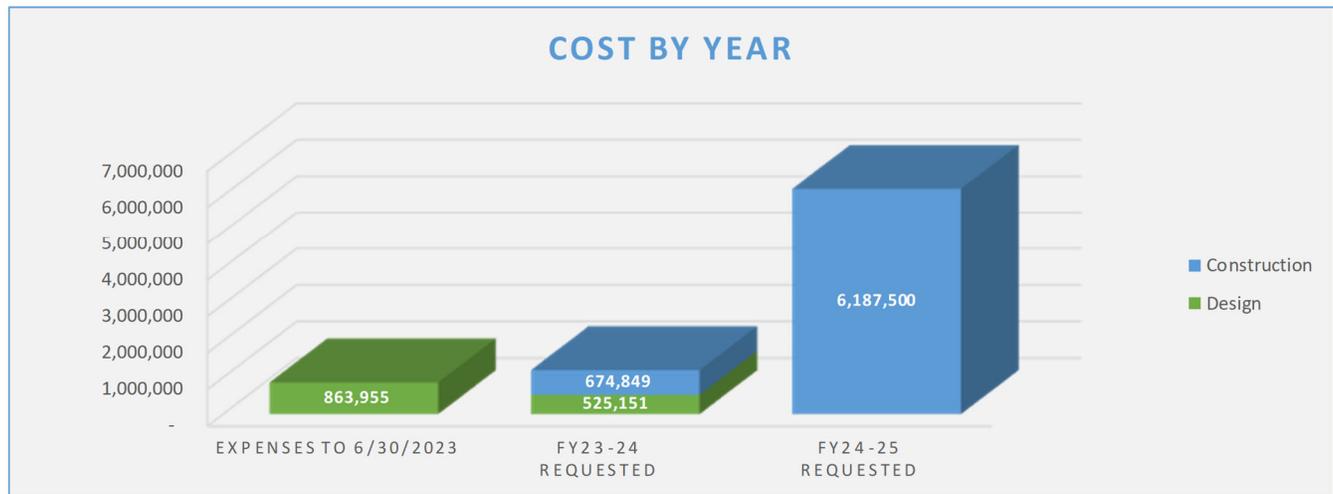
Description

Design and construction of a pedestrian bridge over Armstrong Avenue. This project is part of the Tustin Legacy Backbone Infrastructure Program. This project will be designed in conjunction with the Tustin Legacy Linear Park in Neighborhood D South, the Warner Avenue pedestrian bridge, and Neighborhood D South Phase 2 Improvements to address overlapping infrastructure elements. The pedestrian bridge will be split into two phases. The first phase will include rough grading, surcharge, and establishment of the structural mounds. The second phase will include final improvements associated with the bridge.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
187 MCAS Backbone	812,500	1,200,000	2,817,500					4,830,000
189 MCAS Land Sale	51,455		3,370,000					3,421,455
Total	863,955	1,200,000	6,187,500	-	-	-	-	8,251,455

Expenditure

Category	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
Design	863,955	525,151						1,389,106
Construction		674,849	6,187,500					6,862,349
Total	863,955	1,200,000	6,187,500	-	-	-	-	8,251,455





NEIGHBORHOOD G PHASE 1

PROJECT CATEGORY	Traffic	PROJECT NUMBER	70258
PROJECT NAME	Neighborhood G Phase 1	TOTAL PROJECT COST	57,600,000
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	189 MCAS
LOCATION	Various		Land Sale Proceeds
			Unfunded

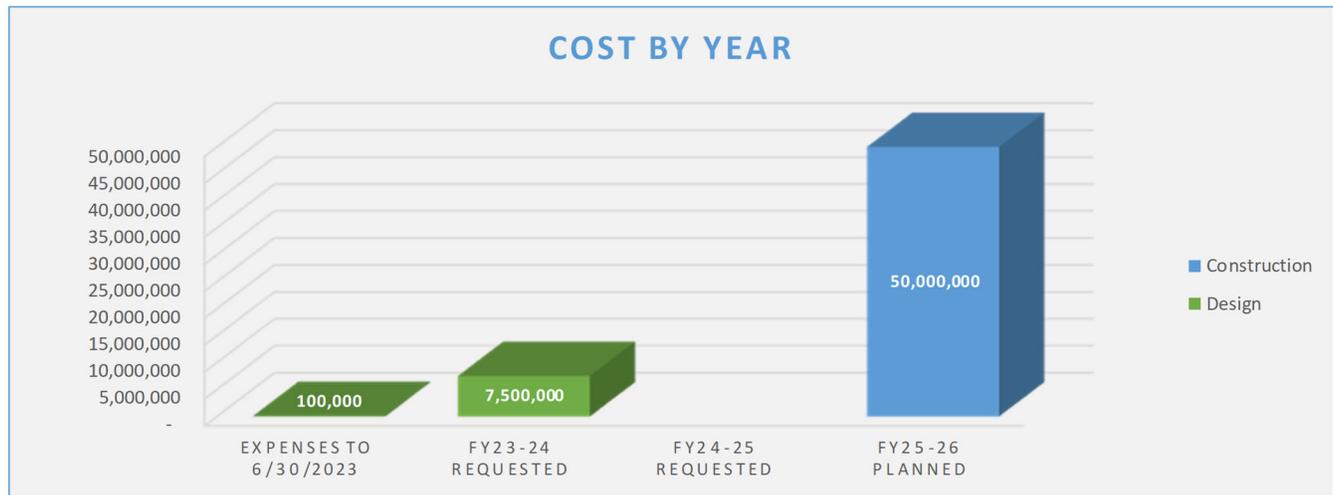
Description

Infrastructure to support the disposition of land in Neighborhood G. The project includes a Backbone Program contribution of \$15,003,000.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
189 MCAS Land Sale	100,000	7,500,000						7,600,000
Unfunded				50,000,000				50,000,000
Total	100,000	7,500,000	-	50,000,000	-	-	-	57,600,000

Expenditure

	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
Design	100,000	7,500,000						7,600,000
Construction				50,000,000				50,000,000
Total	100,000	7,500,000	-	50,000,000	-	-	-	57,600,000





NEIGHBORHOOD D NORTH PHASE 1

PROJECT CATEGORY	Traffic	PROJECT NUMBER	70259
PROJECT NAME	Neighborhood D North Phase 1	TOTAL PROJECT COST	28,800,000
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	189 MCAS
LOCATION	Various		Land Sale Proceeds
			Unfunded

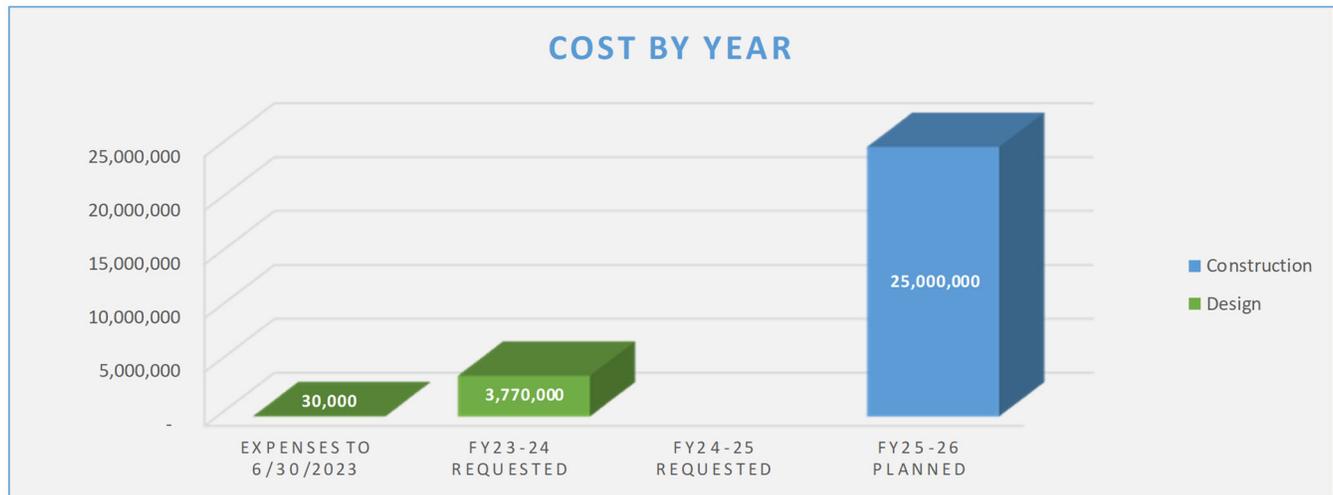
Description

Infrastructure to support the disposition of land in Neighborhood D North. The project includes a Backbone Program contribution of \$11,257,000.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
189 MCAS Land Sale	30,000	3,770,000						3,800,000
Unfunded				25,000,000				25,000,000
Total	30,000	3,770,000	-	25,000,000	-	-	-	28,800,000

Expenditure

Design	30,000	3,770,000						3,800,000
Construction				25,000,000				25,000,000
Total	30,000	3,770,000	-	25,000,000	-	-	-	28,800,000





WARNER AVENUE PEDESTRIAN BRIDGE

PROJECT CATEGORY	Traffic	PROJECT NUMBER	TBD
PROJECT NAME	Warner Avenue Pedestrian Bridge	TOTAL PROJECT COST	11,962,000
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	187 MCAS
LOCATION	Warner Avenue		Backbone Fees Unfunded

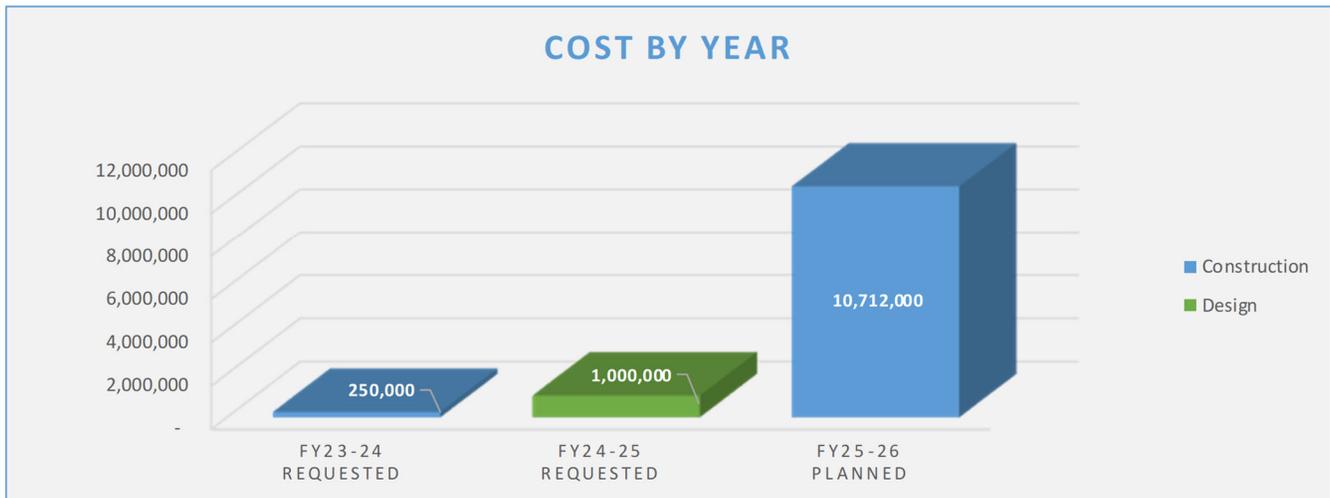
Description

Design and construction of a pedestrian bridge over Warner Avenue. This project is part of the Tustin Legacy Backbone Infrastructure Program. This project will be designed in conjunction with the Tustin Legacy Linear Park in Neighborhood D South, the Armstrong Avenue pedestrian bridge, and Neighborhood D South Phase 2 Improvements to address overlapping infrastructure elements. The pedestrian bridge will be split into two phases. The first phase will include rough grading, surcharge, and establishment of the structural mounds. The second phase will include final improvements associated with the bridge.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
187 MCAS Backbone		250,000						250,000
Unfunded			1,000,000	10,712,000				11,712,000
Total	-	250,000	1,000,000	10,712,000	-	-	-	11,962,000

Expenditure

Design	-		1,000,000					1,000,000
Construction		250,000		10,712,000				10,962,000
Total	-	250,000	1,000,000	10,712,000	-	-	-	11,962,000





TRAFFIC SIGNAL INSTALLATION AT SAN JUAN STREET & RED HILL AVENUE

PROJECT CATEGORY	Traffic	PROJECT NUMBER	TBA
PROJECT NAME	Traffic Signal Installation At San Juan Street & Red Hill Avenue	TOTAL PROJECT COST	250,000
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	139 Measure
LOCATION	San Juan St. & Red Hill Avenue		M2 Fairshare

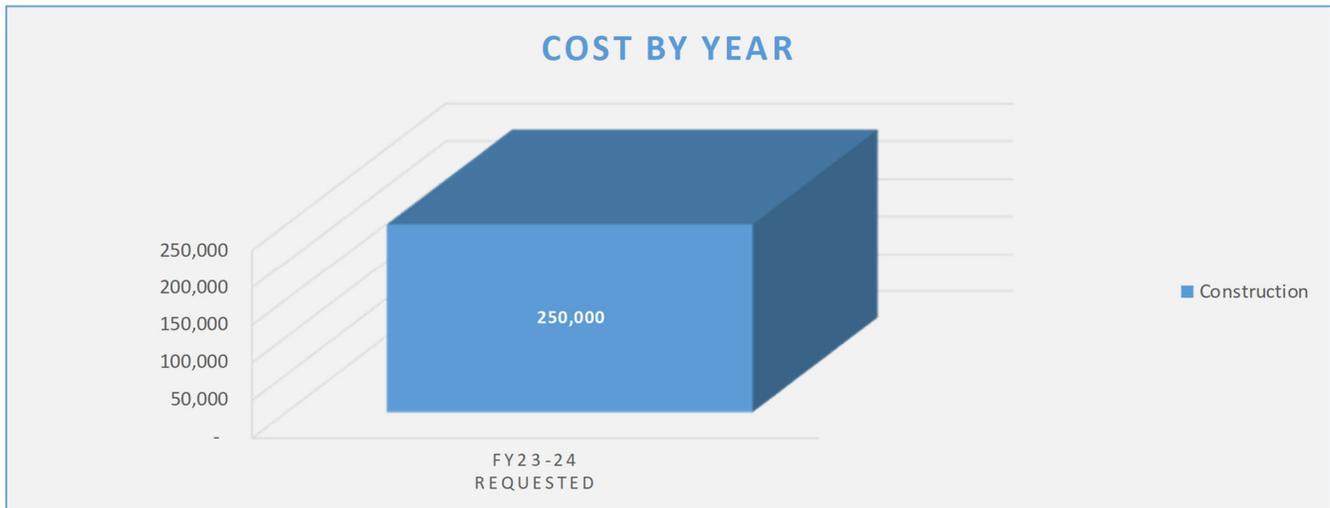
Description

Installation of traffic signals on Red Hill Avenue between San Juan Street and El Camino Real. The project costs to be split 50/50 between The Hill private development and the City. City's portion is to be reimbursed by Red Hill Plaza during future private improvements.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
139 M2 Fairshare		250,000						250,000
Total	-	250,000	-	-	-	-	-	250,000

Expenditure

Construction		250,000						250,000
Total	-	250,000	-	-	-	-	-	250,000





2023-2025 CIP Project Detail by Project Type – Water Distribution Projects

OC-43 IMPROVEMENTS

PROJECT CATEGORY	Water Distribution	PROJECT NUMBER	60163
PROJECT NAME	OC-43 Improvements	TOTAL PROJECT COST	250,000
PROJECT MANAGER	Mike Grisso	FUNDING SOURCE	301 Water
LOCATION	Various		Capital

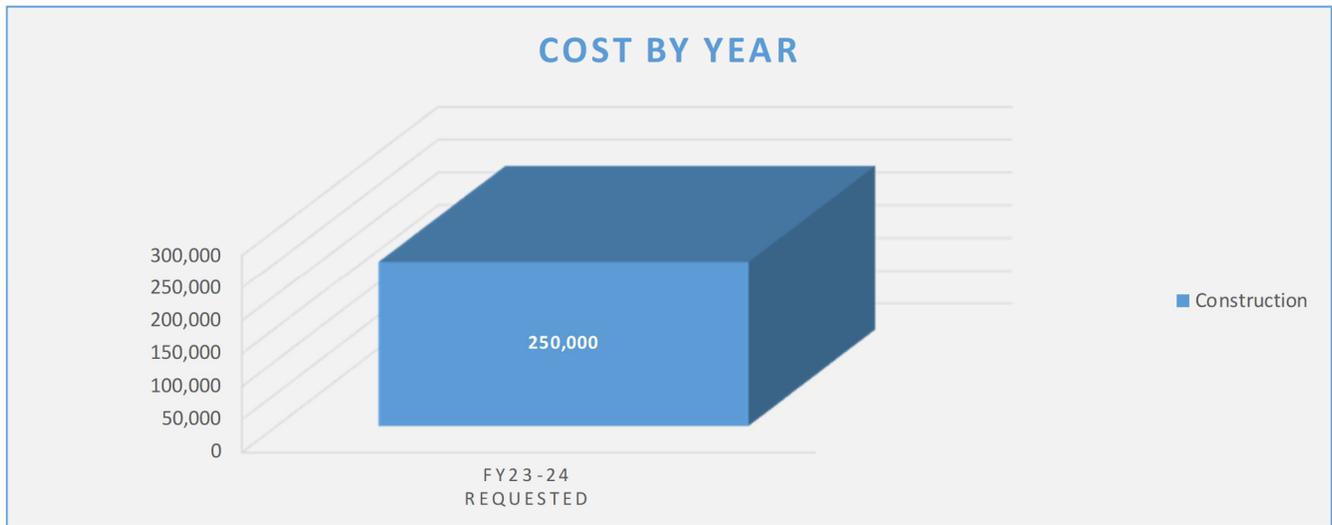
Description

Construction of new imported water vault structure, pipeline and appurtenances. This project will be completed by East Orange County Water District as the lead agency in accordance with a cost-sharing agreement for the project.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
301 Water Capital		250,000						250,000
Total	-	250,000	-	-	-	-	-	250,000

Expenditure

Construction		250,000						250,000
Total	-	250,000	-	-	-	-	-	250,000





2023-2025 CIP Project Detail by Project Type – Water Storage Projects

JOHN LYTTLE RESERVOIR IMPROVEMENTS

PROJECT CATEGORY	Water Storage	PROJECT NUMBER	60148
PROJECT NAME	John Lyttle Reservoir Improvements	TOTAL PROJECT COST	600,950
PROJECT MANAGER	Mike Grisso	FUNDING SOURCE	301 Water
LOCATION	John Lyttle Reservoir		Capital

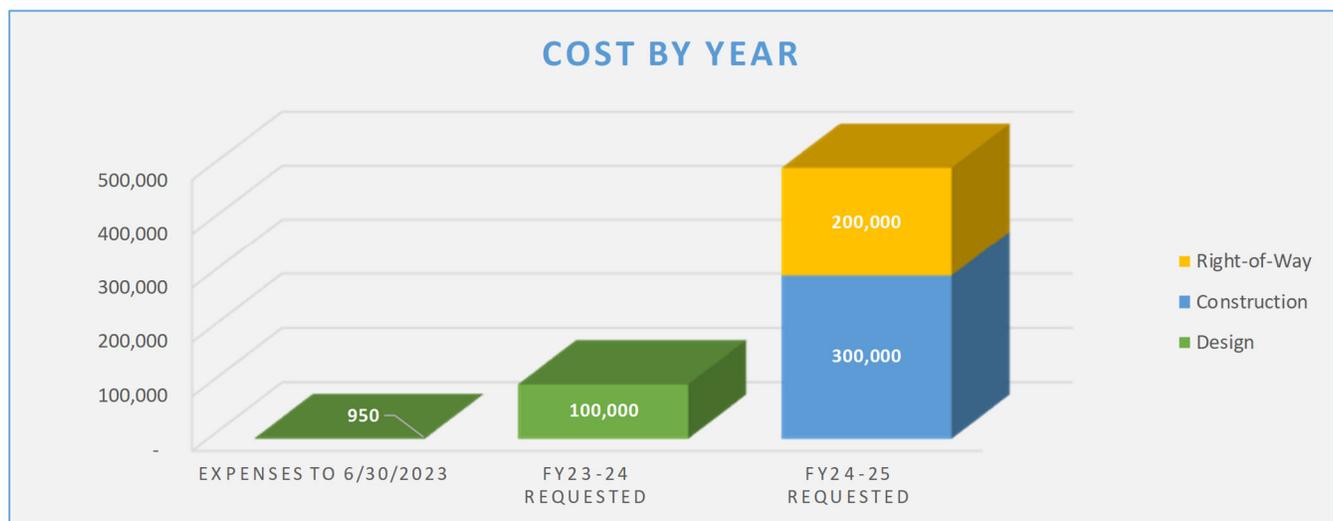
Description

Evaluate tank condition, provide improvements to meet safety standards, replace site access stairway, and construct roadway, grading, and drainage improvements. Procure design services, and construct improvements. Meet with neighboring property owner to discuss possible transfer/purchase of adjacent land. Complete CEQA due diligence. Tank is only storage facility for Zone 3 residents to meet fire flows and daily consumption demands. Tank cannot be taken out of service until new Simon Ranch Reservoir and Booster Pump Station is completed. Tank to be inspected by a qualified contractor to determine appropriate repairs, maintenance or improvements.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
301 Water Capital	950	100,000	500,000	-	-	-	-	600,950
Total	950	100,000	500,000	-	-	-	-	600,950

Expenditure

Design	950	100,000						100,950
Construction			300,000					300,000
Right-of-Way			200,000					200,000
Total	950	100,000	500,000	-	-	-	-	600,950





2023-2025 CIP Project Detail by Project Type – Water Production Projects

CONJUNCTIVE USE WELL @ BENETA WELL SITE

PROJECT CATEGORY	Water Production	PROJECT NUMBER	60151
PROJECT NAME	Conjunctive Use Well @ Beneta Well Site	TOTAL PROJECT COST	6,164,445
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	301 Wtr Cap
LOCATION	North Tustin		306 Water Bond

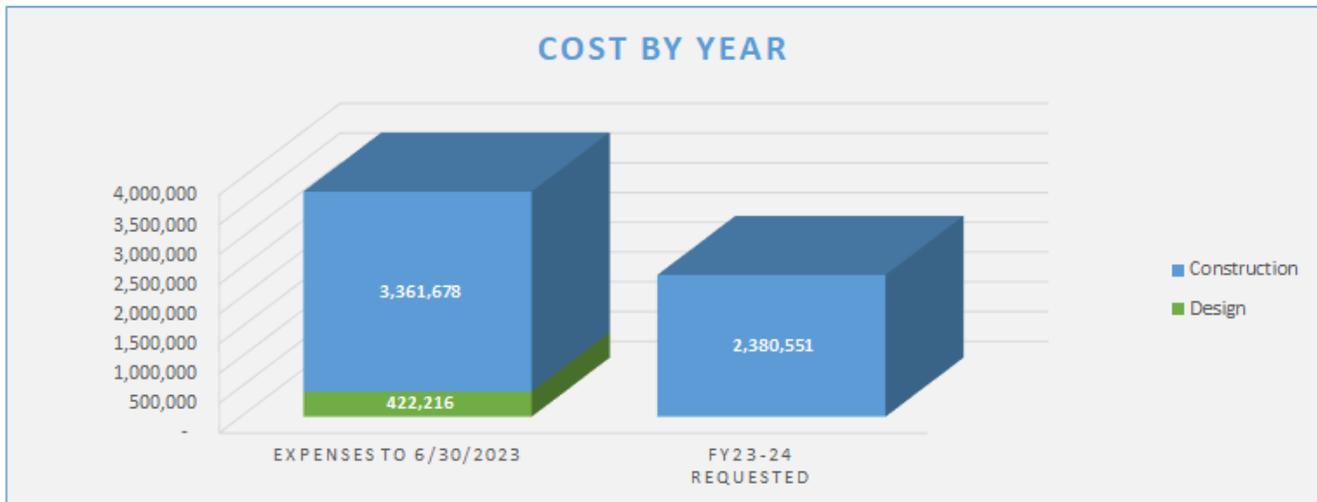
Description

Design and construct an additional well at the existing Beneta Well site, partially funded by a grant from the Santa Ana Conservation and Conjunctive Use Program.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
301 Water Capital	959,754	2,380,551						3,340,305
301 Water Capital Grant	1,575,140							1,575,140
306 Water Bond	1,249,000	-						1,249,000
Total	3,783,894	2,380,551	-	-	-	-	-	6,164,445

Expenditure

Design	422,216							422,216
Construction	3,361,678	2,380,551						5,742,229
Total	3,783,894	2,380,551	-	-	-	-	-	6,164,445





17TH STREET TREATMENT FACILITY ELECTRICAL REPLACEMENT

PROJECT CATEGORY	Water Production	PROJECT NUMBER	TBA
PROJECT NAME	17Th Street Treatment Facility Electrical Replacement	TOTAL PROJECT COST	3,300,000
PROJECT MANAGER	TBA	FUNDING SOURCE	301 Water
LOCATION	17th Street		Capital

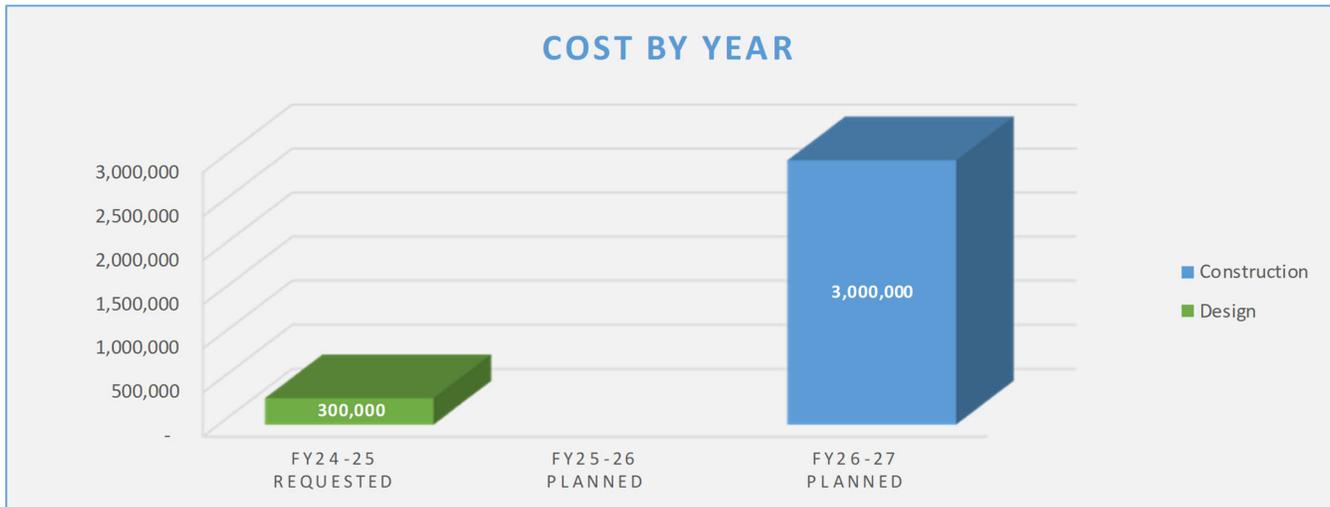
Description

Design and replace electrical system at treatment facility.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
301 Water Capital			300,000		3,000,000			3,300,000
Total	-	-	300,000	-	3,000,000	-	-	3,300,000

Expenditure

Design			300,000					300,000
Construction					3,000,000			3,000,000
Total	-	-	300,000	-	3,000,000	-	-	3,300,000





WELL REHABILITATION PROGRAM

PROJECT CATEGORY	Water Production	PROJECT NUMBER	TBA
PROJECT NAME	Well Rehabilitation Program	TOTAL PROJECT COST	1,200,000
PROJECT MANAGER	Mike Grisso	FUNDING SOURCE	301 Wtr Cap
LOCATION	Various		

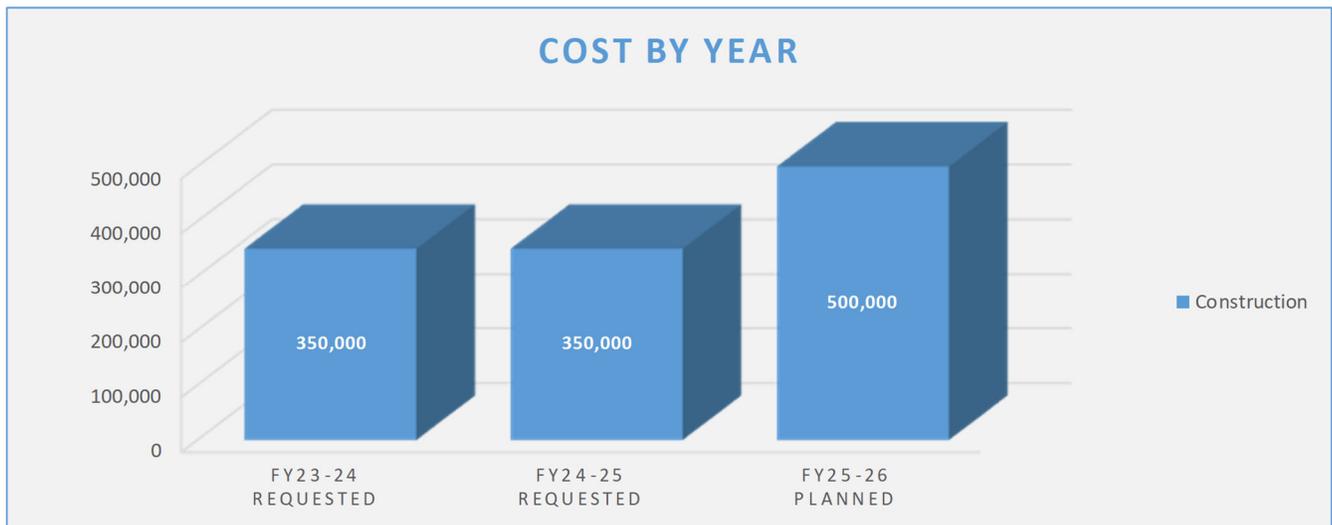
Description

Routine rehabilitation of wells. FY 23-24 Vandenberg Well, FY 24-25 Main Street #3, FY 25-26 Pasadena Well.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
301 Water Capital	-	350,000	350,000	500,000				1,200,000
Total	-	350,000	350,000	500,000	-	-	-	1,200,000

Expenditure

Construction		350,000	350,000	500,000				1,200,000
Total	-	350,000	350,000	500,000	-	-	-	1,200,000





2023-2025 CIP Project Detail by Project Type – Maintenance Projects

ANNUAL PAVEMENT MAINT. AND SIDEWALK REPAIR PROJECT (22/23)

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	70022
PROJECT NAME	Annual Pavement Maint. And Sidewalk Repair Project (22/23)	TOTAL PROJECT COST	6,379,000
PROJECT MANAGER	Joann Wu	FUNDING SOURCE	130 Gas Tax
LOCATION	Various		139 Measure M2 Fairshare

Description

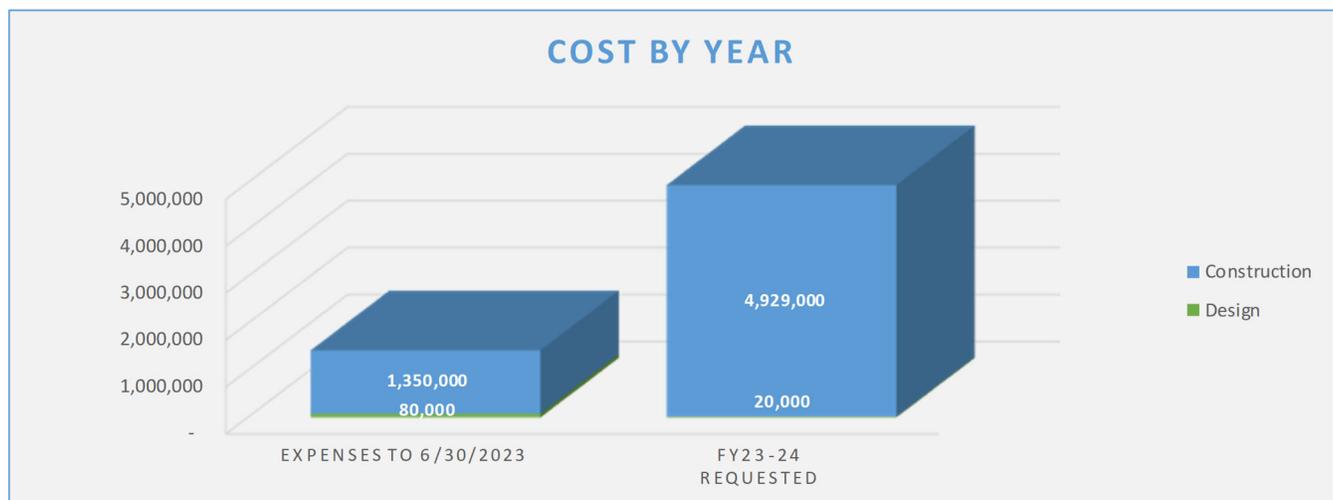
The City is divided into seven pavement maintenance zones. Every year, street rehabilitation occurs in one zone. Through a rolling seven year cycle, this program maintains the integrity of City streets. The City maintains a Pavement Management System (PMS) for all MPAH roadways every two years and all non-MPAH roadways every six years.

Project activities include: Pavement Rehabilitation and City-wide Sidewalk Repair Program, City-wide Street Striping and Markings Program, Street and Alley Repair Program, City’s portion of County rehabilitation of shared roads, and bridge deck maintenance per annual State recommendations.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
130 Gas Tax		2,140,000						2,140,000
139 M2 Fairshare	1,430,000	2,809,000						4,239,000
Total	1,430,000	4,949,000	-	-	-	-	-	6,379,000

Expenditure

	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
Design	80,000	20,000						100,000
Construction	1,350,000	4,929,000						6,279,000
Total	1,430,000	4,949,000	-	-	-	-	-	6,379,000





ANNUAL PAVEMENT MAINT. AND SIDEWALK REPAIR PROJECT (23/24)

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	70023
PROJECT NAME	Annual Pavement Maint. And Sidewalk Repair Project (23/24)	TOTAL PROJECT COST	3,653,000
PROJECT MANAGER	Joann Wu	FUNDING SOURCE	130 Gas Tax
LOCATION	Various		139 Measure M2 Fairshare

Description

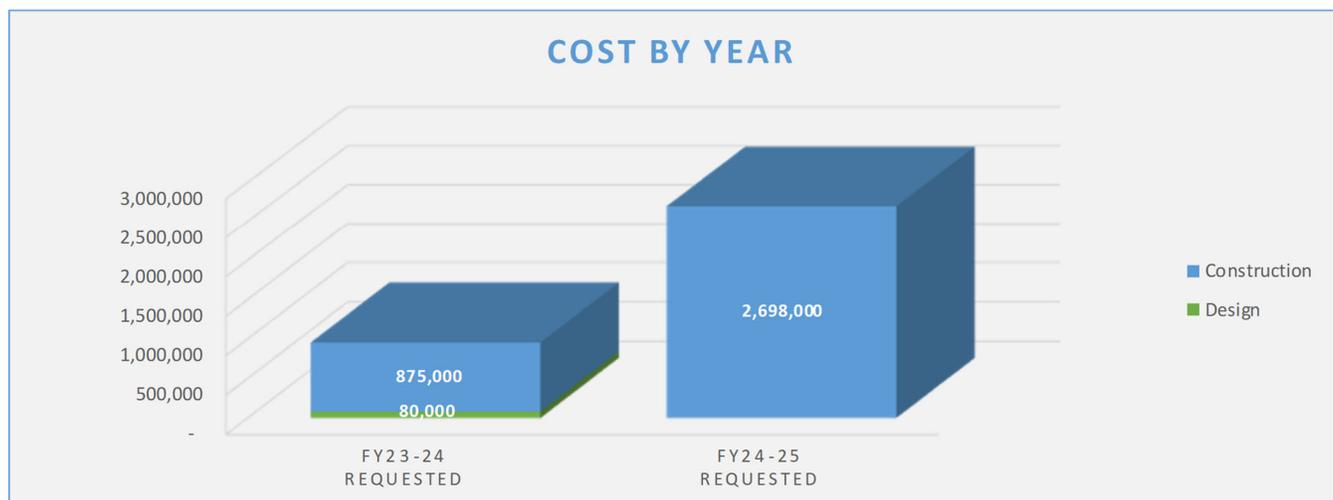
The City is divided into seven pavement maintenance zones. Every year, street rehabilitation occurs in one zone. Through a rolling seven year cycle, this program maintains the integrity of City streets. The City maintains a Pavement Management System (PMS) for all MPAH roadways every two years and all non-MPAH roadways every six years.

Project activities include: Pavement Rehabilitation and City-wide Sidewalk Repair Program, City-wide Street Striping and Markings Program, Street and Alley Repair Program, City's portion of County rehabilitation of shared roads, and bridge deck maintenance per annual State recommendations.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
130 Gas Tax			1,388,000					1,388,000
139 M2 Fairshare		955,000	1,310,000					2,265,000
Total	-	955,000	2,698,000	-	-	-	-	3,653,000

Expenditure

Design		80,000						80,000
Construction		875,000	2,698,000					3,573,000
Total	-	955,000	2,698,000	-	-	-	-	3,653,000





RED HILL REHABILITATION - SAN JUAN STREET TO FIRST STREET

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	70220
PROJECT NAME	Red Hill Rehabilitation - San Juan Street To First Street	TOTAL PROJECT COST	1,800,000
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	140 Road
LOCATION	Red Hill Avenue - San Juan St. to First St.		Maintenance & Rehab

Description

Removal and deep lift repairs of asphalt concrete pavement failure areas, repair of sidewalk and curb & gutter, ramp reconstruction, cold plane, construction of asphalt concrete resurfacing, traffic loops, and traffic striping. The lighted crosswalk at Olwyn Drive will be replaced with an alternative pedestrian activated traffic control device.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
140 Road Maint/Rehab	100,000	1,700,000						1,800,000
Total	100,000	1,700,000	-	-	-	-	-	1,800,000

Expenditure

Design	100,000							100,000
Construction		1,700,000						1,700,000
Total	100,000	1,700,000	-	-	-	-	-	1,800,000





CITYWIDE PEDESTRIAN ADA IMPROVEMENTS

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	70236
PROJECT NAME	Citywide Pedestrian ADA Improvements	TOTAL PROJECT COST	2,361,905
PROJECT MANAGER	Krys Saldivar	FUNDING SOURCE	130 Gas Tax
LOCATION	Various		200 General Fund CIP

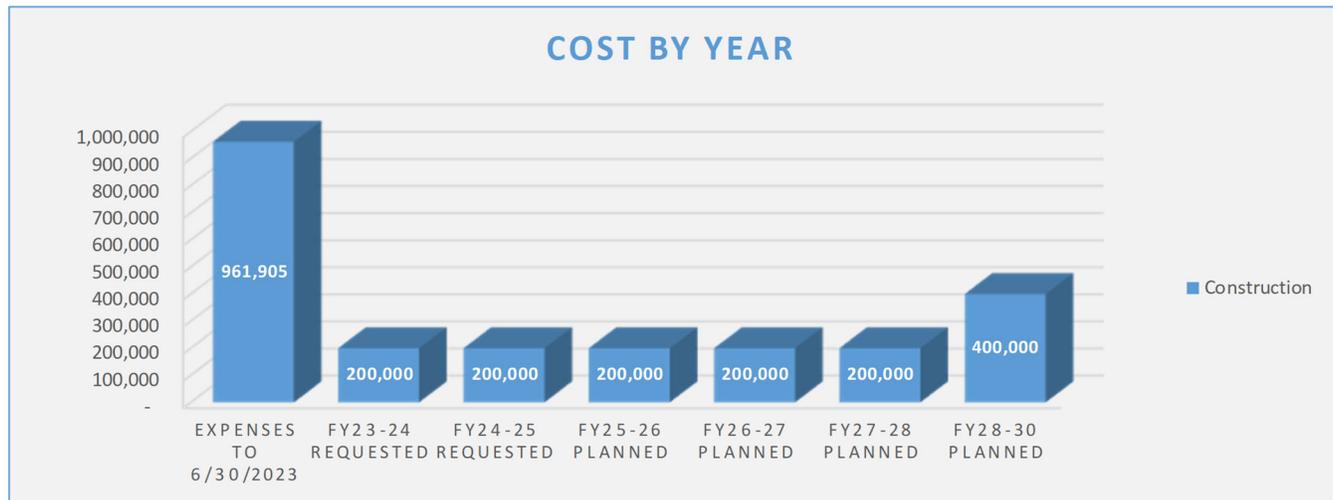
Description

Reconstruction of pedestrian infrastructure and installation of equipment to make pedestrian travel through the city more accessible to person's with disabilities in the community.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-30 Planned	Total Project Cost
130 Gas Tax	116,580	200,000	200,000	200,000	200,000	200,000	400,000	1,516,580
200 General Fund CIP	845,325							845,325
Total	961,905	200,000	200,000	200,000	200,000	200,000	400,000	2,361,905

Expenditure

Construction	961,905	200,000	200,000	200,000	200,000	200,000	400,000	2,361,905
Total	961,905	200,000	200,000	200,000	200,000	200,000	400,000	2,361,905





OLD TOWN IMPROVEMENTS

PROJECT CATEGORY Maintenance
PROJECT NAME Old Town Improvements
PROJECT MANAGER Mark Khudadatov
LOCATION Old Town Improvements

PROJECT NUMBER 70254
TOTAL PROJECT COST 3,350,000
FUNDING SOURCE 200 General
 Fund CIP
 189 MCAS Land Sale Proceeds

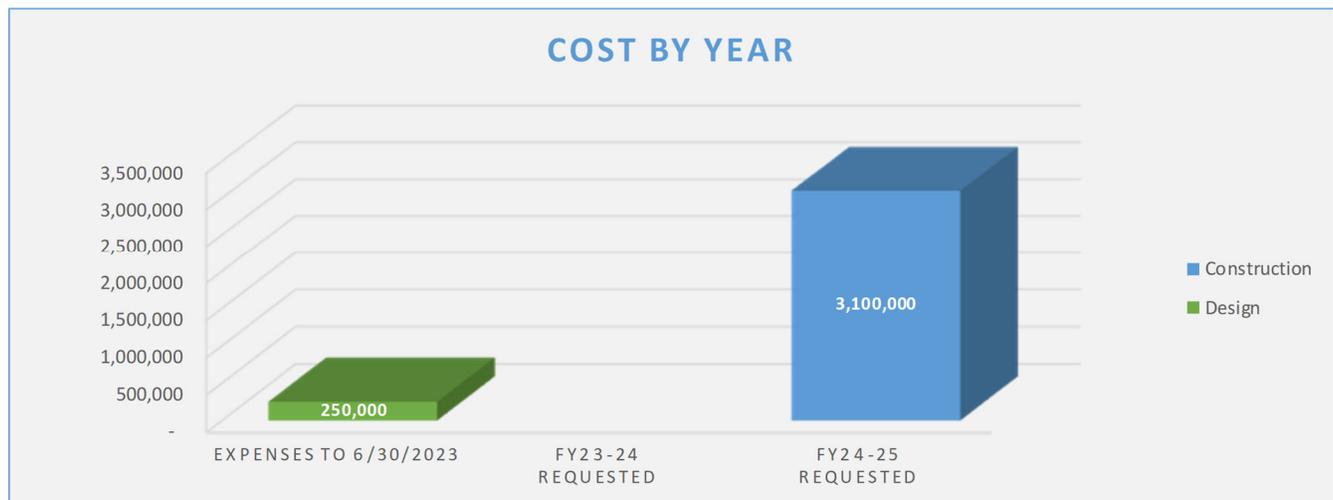
Description

Utilizing the Downtown Community Core Specific Plan as a guide, design and construct enhancements to improve outdoor connectivity, mobility, walkability, traffic calming and way finding within the public right-of-way, with emphasis on safety and circulation.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
200 General Fund CIP	250,000							250,000
189 MCAS Land Sale			3,100,000					3,100,000
Total	250,000	-	3,100,000	-	-	-	-	3,350,000

Expenditure

Design	250,000							250,000
Construction			3,100,000					3,100,000
Total	250,000	-	3,100,000	-	-	-	-	3,350,000





RED HILL UTILITY UNDERGROUNDING

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	70255
PROJECT NAME	Red Hill Utility Undergrounding	TOTAL PROJECT COST	10,000
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	130 Gas Tax
LOCATION	Red Hill Avenue		

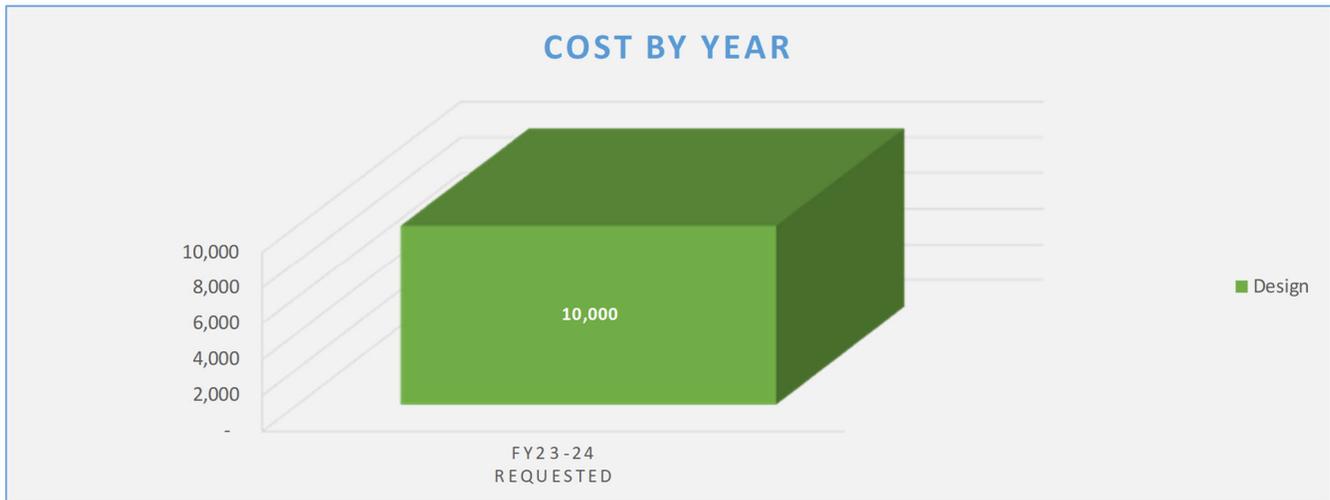
Description

Coordination with Southern California Edison and property developer to underground existing overhead utilities. Project to include sidewalk replacement for relocation of utilities.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
130 Gas Tax		10,000						10,000
Total	-	10,000	-	-	-	-	-	10,000

Expenditure

Design		10,000						10,000
Construction								-
Total	-	10,000	-	-	-	-	-	10,000





THE HILL MEDIAN IMPROVEMENTS

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	TBA
PROJECT NAME	The Hill Median Improvements	TOTAL PROJECT COST	100,000
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	139 Measure M2 Fairshare
LOCATION	Red Hill Avenue near San Juan Street		

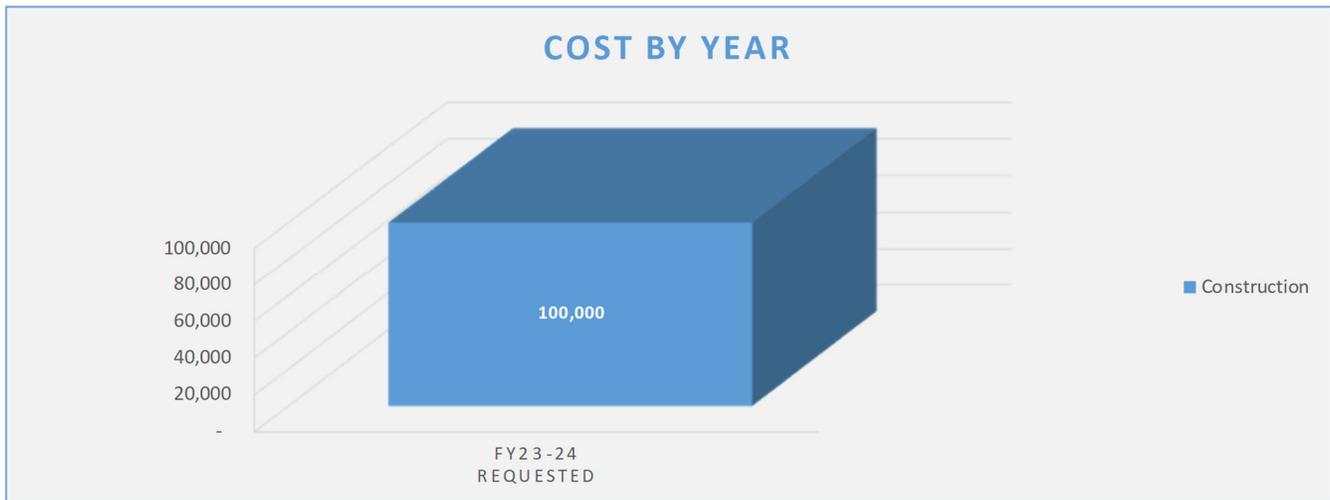
Description

Installation of raised medians on Red Hill Avenue near San Juan Street. The project costs to be split 50/50 between The Hill private development and the City. The city's portion is to be reimbursed by Red Hill Plaza during future private improvements.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
139 M2 Fairshare		100,000						100,000
Total	-	100,000	-	-	-	-	-	100,000

Expenditure

Construction		100,000						100,000
Total	-	100,000	-	-	-	-	-	100,000





JAMBOREE ROAD REHAB. BETWEEN BARRANCA & OCTA/SCRRRA

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	TBA
PROJECT NAME	Jamboree Road Rehab. Between Barranca & Octa/SCRRRA	TOTAL PROJECT COST	1,300,000
PROJECT MANAGER	TBA	FUNDING SOURCE	140 Road
LOCATION	Jamboree Road		Maintenance & Rehab

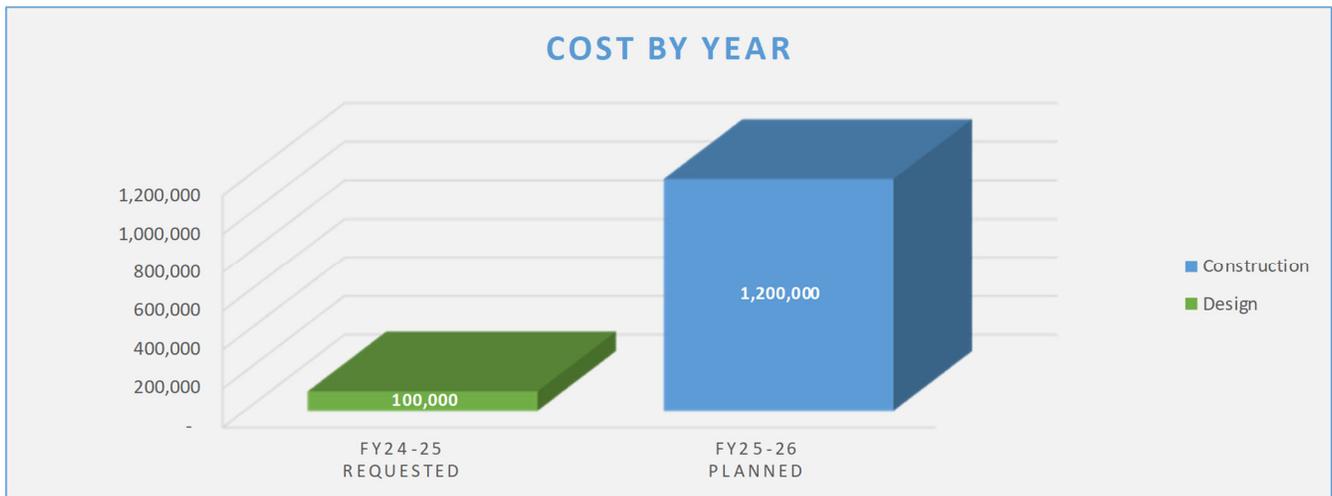
Description

Removal and deep lift repairs of asphalt concrete pavement failure areas, cold plane, construction of asphalt concrete resurfacing, traffic loops, and traffic striping.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
140 Road Maint/Rehab			100,000	1,200,000				1,300,000
Total	-	-	100,000	1,200,000	-	-	-	1,300,000

Expenditure

Design			100,000					100,000
Construction				1,200,000				1,200,000
Total	-	-	100,000	1,200,000	-	-	-	1,300,000





RED HILL AVENUE REHAB. FROM WALNUT AVENUE TO I-5 FREEWAY

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	TBA
PROJECT NAME	Red Hill Avenue Rehab. From Walnut Avenue To I-5 Freeway	TOTAL PROJECT COST	2,050,000
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	140 Road
LOCATION	Red Hill Avenue		Maintenance & Rehab

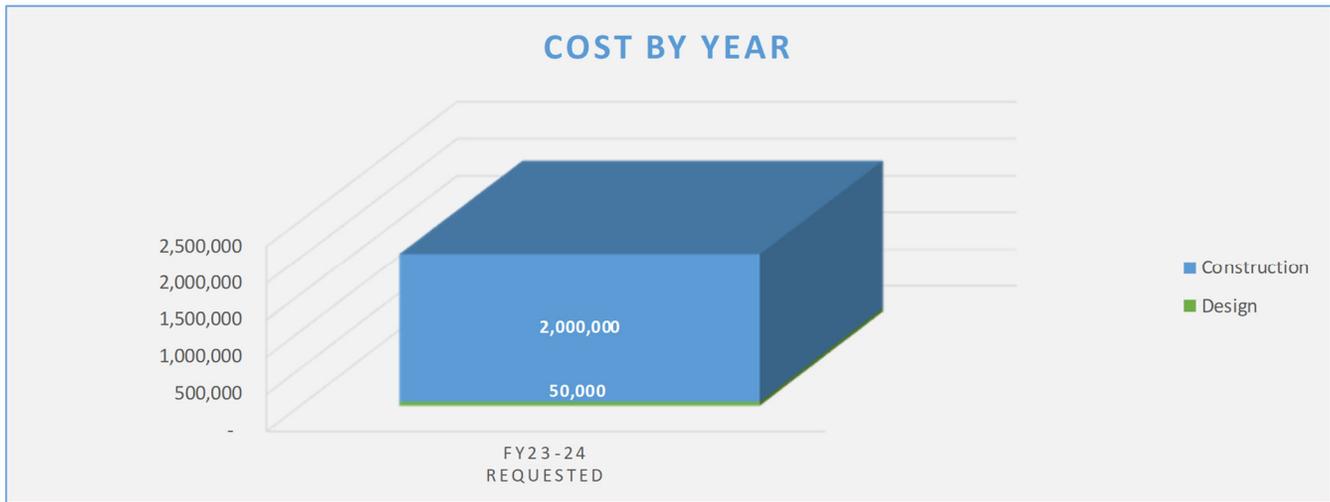
Description

Removal and deep lift repairs of asphalt concrete pavement failure areas, repair of sidewalk and curb & gutter, ramp reconstruction, cold plane, construction of asphalt concrete resurfacing, traffic loops, and traffic striping.

Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
140 Road Maint/Rehab		2,050,000						2,050,000
Total	-	2,050,000	-	-	-	-	-	2,050,000

Expenditure

Design		50,000						50,000
Construction		2,000,000						2,000,000
Total	-	2,050,000	-	-	-	-	-	2,050,000





2023-2025 CIP Project Detail by Project Type – Capacity Projects

INTERSECTION IMPROVEMENTS AT JAMBOREE ROAD & IRVINE BLVD

PROJECT CATEGORY	Capacity	PROJECT NUMBER	TBA
PROJECT NAME	Intersection Improvements at Jamboree Rd. & Irvine Blvd	TOTAL PROJECT COST	2,200,000
PROJECT MANAGER	Krys Saldivar	FUNDING SOURCE	200 General
LOCATION	Jamboree Rd. & Irvine Blvd		Fund CIP

Description

Analyze feasibility, design and construct mitigation improvements as identified in Irvine’s North Irvine Transportation Mitigation (NITM) Program at Jamboree Rd/Irvine Bl Intersection. Project is funded by the City of Irvine.

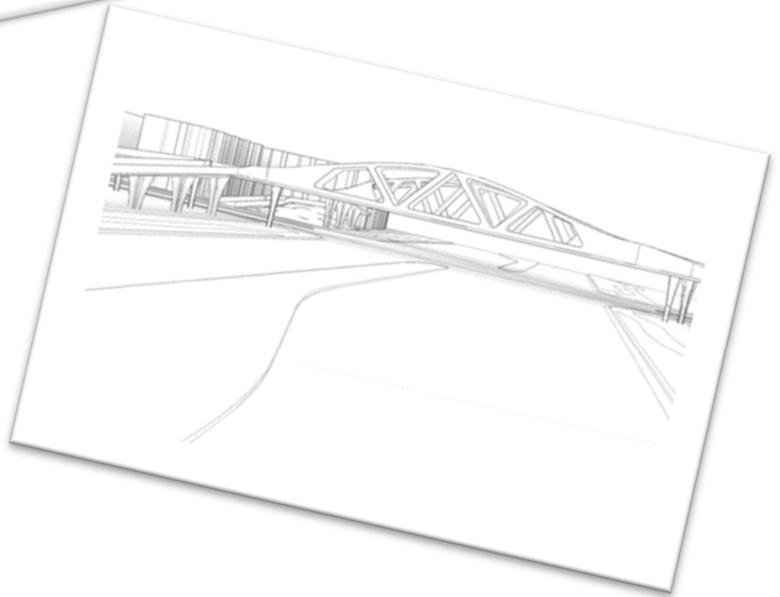
Funding Source	Expenses to 6/30/2023	FY23-24 Requested	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	Total Project Cost
200 General Fund CIP *	-	200,000	2,000,000					2,200,000
Total	-	200,000	2,000,000	-	-	-	-	2,200,000

Expenditure

Design	-	200,000						200,000
Construction			2,000,000					2,000,000
Total	-	200,000	2,000,000	-	-	-	-	2,200,000

* Project is 100% reimbursed by the City of Irvine







APPENDIX

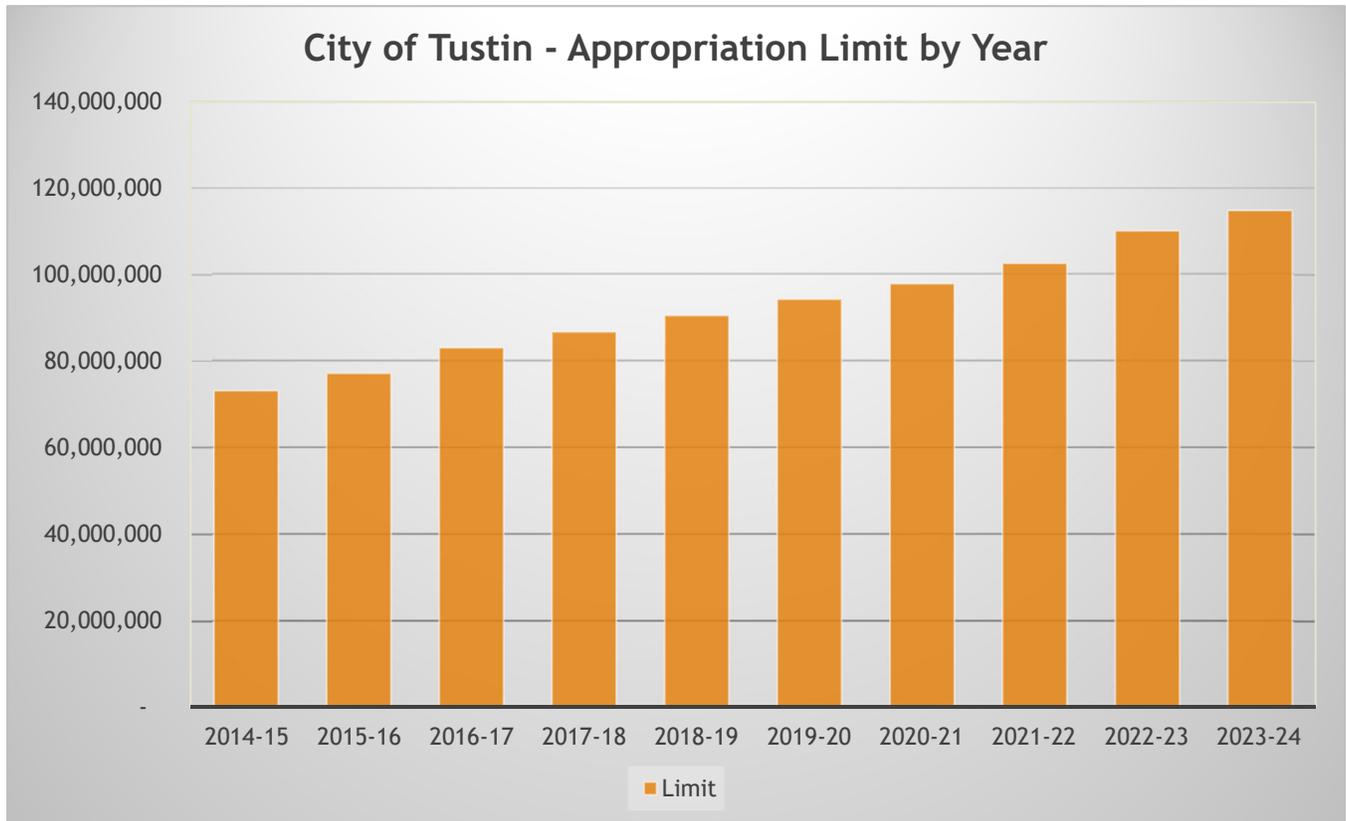


Gann Appropriations Limit Calculation & Resolution

In November 1979 the voters of the State of California approved Proposition 4, commonly known as the “Gann Initiative” or “Gann Limit.” The Proposition created Article XIII B of the State Constitution placing limits on the amount of revenue which can be spent by all entities of government from the “proceeds of taxes.” Proposition 4 became effective for the 1980-81 fiscal year, but the formula for calculating the limit was based on the 1978-79 “base year” revenues, with adjustments being made annually to reflect increase in population and cost of living.

Section 9710 of the California Government Code, added in 1980 by the State Legislature, provides that “each year, the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following year.” In June of 1990 the California Voters approved Proposition 111. Among other things, Proposition 111 provided new adjustment formulas, which make the Appropriations Limit more responsive to local growth issues. Only tax proceeds are subject to the limit. Charges for services, regulatory fees, grants, loans, donations and other non-tax proceeds are not subject to the limit. Proposition 111 also established a requirement for an annual review of Limit calculations. Each year the City Council must adopt by resolution the City’s appropriations limit for the following year. The following is the calculation for the City’s Gann Appropriations Limit for FY 2023-24.

Tustin’s annual appropriation limit has been determined in accordance with Article XIII B of the California State Constitution and Section 7902 of the California Government Code. The City will be below its legal appropriations limit by \$118,286,797 using the change in the assessment roll of the preceding year and City population growth factors.





2023-2024 Gann Appropriations Limit Calculation

Appropriations Limit City of Tustin Fiscal Year 2023-2024	
	<u>AMOUNT</u>
Last Year's Limit (2022-2023)	\$109,904,672
Adjustment Factors	
1. Population ⁽¹⁾	0.9983
2. Change in Assessed Valuation ⁽²⁾	<u>1.0781</u>
Total Adjustment Factor ⁽³⁾	<u>1.0763</u>
Total Adjustments	<u>8,382,125</u>
Appropriations Limit for Fiscal Year 2023-2024	<u>\$118,286,797</u>
Appropriations Subject to Limit:	
Proceeds of Taxes	\$64,121,871
Minus Exclusions	<u>-</u>
Appropriations Subject to Limit	\$64,121,871
Fiscal Year 2023-24 Appropriations Limit	118,286,797
Less Appropriations Subject to the Limit	<u>64,121,871</u>
Difference Under the Limit	<u>\$54,164,926</u>

⁽¹⁾The population factor may be based on the change in population of 1) the City; or 2) the County of Orange, as provided by the State of California's Department of Finance. The population factor adopted by the City for the current year appropriation limit represents the change in population of the City.

⁽²⁾The inflation factor may be based on 1) the change in per capita personal income for the State of California as provided by the State of California's Department of Finance; or 2) the change in assessed valuation due to new nonresidential construction within the City. The inflation factor adopted by the City for the current year appropriation limit represents the change in assessed valuation due to new nonresidential construction within the City.

⁽³⁾The total adjustment factor is calculated by multiplying the population factor by the inflation factor.



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RESOLUTION NO. 23-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUSTIN, CALIFORNIA, DETERMINING AND ADOPTING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR 2023/24 IN ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA, AND SECTION 7910 OF THE GOVERNMENT CODE

The City Council of the City of Tustin does hereby resolve as follows:

WHEREAS, Article XIII B was added to the Constitution of the State of California at a general election held on November 6, 1989; and

WHEREAS, an annual appropriation limit must be determined for this City effective for the fiscal year beginning July 1, 2023; and

WHEREAS, the appropriation limit must be adhered to in preparing and adopting this City's Annual Budget;

NOW, THEREFORE, the City Council of the City of Tustin does hereby resolve and order as follows:

Section 1: In accordance with Article XIII B of the Constitution of the State of California, and Section 7910 of the Government Code, and as set forth in detail in the attached Exhibit "A", that the appropriation limit for the fiscal year beginning July 1, 2023, through June 30, 2024, is \$118,286,797.

Section 2: The appropriation limit shall not be exceeded in the adopted budget or by any proposed amendment to the budget.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Tustin held on the 20th day of June 2023.

DocuSigned by:
Austin Lombard
AUSTIN LOMBARD,
Mayor

ATTEST:

DocuSigned by:
Erica Yasuda
ERICA YASUDA,
City Clerk



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STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF TUSTIN)

I, Erica Yasuda, City Clerk and ex-officio Clerk of the City Council of the City of Tustin, California, do hereby certify that the whole number of the members of the City Council of the City of Tustin is five; that the above and foregoing Resolution No. 23-36 was duly passed and adopted at a regular meeting of the Tustin City Council, held on the 20th day of June 2023, by the following vote:

COUNCILMEMBER AYES:	<u>Lumbard, Clark, Gallagher, Gomez, Schnell</u>	(5)
COUNCILMEMBER NOES:	_____	(0)
COUNCILMEMBER ABSTAINED:	_____	(0)
COUNCILMEMBER ABSENT:	_____	(0)
COUNCILMEMBER RECUSED:	_____	(0)

DocuSigned by:

ERICA YASUDA,
City Clerk





Budget Resolution

RESOLUTION NO. 23-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUSTIN, CALIFORNIA, ADOPTING THE FIRST YEAR (FISCAL YEAR 2023-2024) OF THE 2023-2025 BIENNIAL BUDGET AND RELATED DOCUMENTS FOR FISCAL YEAR 2023-2024

WHEREAS, in accordance with Section 1415 of the Tustin City code, the City Manager has prepared and submitted to the City Council a Proposed Biennial Budget for the 2023-2025 fiscal years, beginning July 1, 2023; and

WHEREAS, the City Council, as the legislative body of the City, has reviewed the proposed biennial budget;

NOW, THEREFORE, the City Council of the City of Tustin does hereby resolve, determine and order as follows:

SECTION 1. A certain document is on file in the office of the City Clerk of the City of Tustin, being marked and designated “Fiscal Years 2023-2025 Biennial Budget”. The said document, as prepared by the City Manager and reviewed by the City Council, is hereby adopted for the fiscal year commencing July 1, 2023;

SECTION 2. The following sums of money are hereby appropriated from the anticipated revenues and available fund balances of the City of Tustin for the Fiscal Year 2023-2024.

GOVERNMENTAL FUNDS

<u>General Fund:</u>	
City Council	\$ 86,800
City Clerk	893,130
City Attorney	969,150
City Manager	1,007,300
Economic Development	1,683,159
Finance	1,957,578
Human Resources	1,264,413
Community Development	4,692,400
Public Works	16,172,456
Police	33,718,338
Fire	10,623,700
Parks & Recreations	5,321,023
Non-Departmental	11,653,577
Total General Fund	90,043,024
<u>Special Revenue Funds</u>	
American Rescue Plan Act (ARPA)	3,947,500
Cable PEG Fees	75,000
CDBG	749,455



Community Facilities Districts/Tax B	12,739,442
Gas Tax	4,529,249
Measure M2	4,708,423
RNSP Asset Forfeiture	210,000
Road Maint & Rehab Allocation	3,774,825
Solid Waste	416,174
Special Events	640,880
Supplemental Law Enforcement	183,059
Tustin Landscape & Lighting District	857,004
Tustin Street Lighting	724,546
Total Special Revenue Fund	33,555,557
<u>Capital Projects Funds</u>	
Backbone Fee	4,367,539
Capital Projects	9,033,496
CFD 06-1 Construction	6,540
Park Development	1,074,427
Proceeds of Land Sales	36,663,009
Total Capital Projects Fund	51,145,011
<u>Internal Service Funds</u>	
Equipment Replacement	2,396,426
Information Technology	4,390,646
Risk Management Funds (181,182,183)	3,542,400
Total Internal Service Fund	10,329,472
TOTAL GOVERNMENTAL FUNDS	\$ 185,073,064
<u>WATER ENTERPRISE FUNDS</u>	
Operations/Debt Service	\$ 22,881,308
Capital Improvements	3,580,551
TOTAL WATER ENTERPRISE FUNDS	\$ 26,461,859
GRAND TOTAL	<u>\$ 211,534,923</u>

SECTION 3. The Financial & Budget Policies as presented in the Fiscal Years 2023-2025 Biennial Budget are hereby adopted by the City Council.



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SECTION 4. The City Manager, or designee, is hereby authorized to appropriate American Rescue Plan Act funds consistent with the spending plan outlined within the Fiscal Years 2023-2025 Budget.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Tustin, California, held on the 20th day of June 2023.

DocuSigned by:
Austin Lumbar

AUSTIN LUMBARD,
Mayor

ATTEST:

DocuSigned by:
Erica Yasuda

ERICA YASUDA,
City Clerk





DocuSign Envelope ID: 0070CFCA-4D90-4C8A-B7BC-449B858DF2B0

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF TUSTIN)

I, Erica Yasuda, City Clerk and ex-officio Clerk of the City Council of the City of Tustin, California, do hereby certify that the whole number of the members of the City Council of the City of Tustin is five; that the above and foregoing Resolution No. 23-34 was duly passed and adopted at a regular meeting of the Tustin City Council, held on the 20th day of June 2023, by the following vote:

COUNCILMEMBER AYES:	<u>Lumbard, Clark, Gallagher, Gomez, Schnell</u>	(5)
COUNCILMEMBER NOES:	_____	(0)
COUNCILMEMBER ABSTAINED:	_____	(0)
COUNCILMEMBER ABSENT:	_____	(0)
COUNCILMEMBER RECUSED:	_____	(0)

DocuSigned by:

ERICA YASUDA,
City Clerk





Financial & Budget Policies

FUND BALANCE POLICY

General Fund Reserves

The General Fund Reserve Policy established on October 16, 2012 provides that the City will maintain a reserve of at least 15% to 20% of annual General Fund expenditures. General Fund Reserves may fall to less than 15% if the City Council declares a financial emergency.

Pension Reserves

In 2018, the City established a trust with Public Agency Retirement Services (PARS) to hold assets that are legally restricted for pension expenses of the City. The City has contributed \$9.5 million into a Pension Trust held by Public Agency Retirement Services (PARS). The Pension Trust provides for rate stabilization since Pension Trust assets can be used to offset unanticipated increases in CalPERS pension costs. Pension Trust assets are managed in a customized investment strategy that balances risk and return and provides for diversification. The proposed 2023-25 Biennial Budget reflects additional contributions of \$2 million in 2023-24 and \$2 million in 2024-25.

Emergency Reserves

On October 16, 2012, the City Council established an Emergency Reserve Fund in the amount of \$1 million for use in a City Council declared emergency such as earthquake, flood, and fire.

Other Post-Employment Benefits (OPEB) Trust

In 2018, the City established a trust with PARS to hold assets that are legally restricted for other post-employment benefit (OPEB) expenses of the City. Over the past five years, the City has made \$3.0 million in contributions into the OPEB Trust. The OPEB Trust assets are managed in a customized investment strategy that balances risk and return and provides. The proposed 2023-25 Biennial Budget reflects additional contributions of \$500,000 in both 2023-24 and 2024-25.

REVENUE MANAGEMENT POLICIES

Fees and Cost Recovery

User fees and charges shall be established at a level related to the direct and indirect cost of providing the service, wherever possible. On July 20, 2021, the City Council directed the City's Finance Director to annually review and, as appropriate, recommend to the City Council approval of an increase of the user fees and charges in accordance with the Consumer Price Index (CPI) reported in the month of February/March for the corresponding year for the Los Angeles-Long Beach-Anaheim area for all Urban Consumers.

On July 20, 2021, the City Council also directed the City Manager to submit an updated user fee study and report to the City Council at least every five (5) years.

PENSION FUNDING POLICY

The Pension Funding Policy is based on a comprehensive long-term fiscal strategy designed to mitigate against risk exposure through diversification and utilizing a dollar-cost averaging approach in order to provide for fiscal sustainability. The City's net pension liability was \$50 million as of June 30, 2021, or 85% funded, which is based on the most recent CalPERS actuarial valuation report issued in July 2022. It is important to note that due to CalPERS investment loss in fiscal year 2021-2022, the City's total pension funding is expected to decrease to 75%. Detail information will be available when CalPERS issues the next valuation report in July of 2023. The City has also deposited funds into a separate Pension Trust, which is held by Public Agency Retirement Services (PARS). The PARS Pension Trust has a balance of approximately \$11 million, which reduces the City's net pension liability.



The Pension Trust provides for rate stabilization since Pension Trust assets can be used to offset unanticipated increases in CalPERS pension costs. Pension Trust assets are managed in a customized investment strategy that balances risk and return and provides for diversification. The City plans to make annual contributions of \$2 million to the PARS Pension Trust while also continuing to make additional discretionary payments of \$2 million to CalPERS each year, which is in addition to the amount required to be paid annually to CalPERS. Based on this Pension Funding Policy, it is projected that the City will achieve a 90% funded status within the next six years and all pension debt will be paid off in 2034. However, this is dependent on CalPERS earning 6.8% on investments on average through 2034.

INVESTMENT POLICY

This investment policy applies to the City of Tustin's pooled investment portfolio, which encompasses all monies under the direct oversight of the Treasurer. The funds covered by this policy are accounted for and incorporated in the City of Tustin's Annual Comprehensive Financial Report (ACFR) and include:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Proprietary Funds
- Successor Agency to the Dissolved Tustin Community Redevelopment Agency
- Other funds that may be created

Investment of bond proceeds will be made in accordance with applicable bond indentures. The scope of this policy excludes funds invested in the PARS pension and OPEB trusts, as these funds are subject to the IRS rules, the trust agreement, and PARS investment guidelines.

The standard of prudence, according to California Code section 53600.3, to be used by the Treasurer and designated representative(s), shall be the "prudent investor" standard and shall be applied in the context of managing the overall portfolio. Persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard which states, "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in the like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City". Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

The primary objectives of the City of Tustin's cash management and investment program, in priority order, shall be:

- **Safety:** It is the primary duty and responsibility of the City, City Council, City Treasurer (Treasurer), City Manager, and City Staff to diligently protect, preserve, and maintain intact the principal placed in trust with the City on behalf of the citizens of the community. Investments by the City Treasurer and/or designated representative(s) shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, the City Treasurer will diversify investments by investing funds among a variety of security types, credit counterparties, and individual financial institutions. This will be done while continually assessing risks inherent in fixed income investing, including but not limited to: interest rate risk, default risk, reinvestment risk and inflation risk.
- **Liquidity:** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. The City will keep enough cash and cash equivalents on hand to ensure a minimum of six months of expenditures can be met.



- **Return on Investments:** The City's investment portfolio shall have the objective of attaining a market rate of return throughout budgetary and economic cycles. Comparative performance measurements will be commensurate with the City's investment risk constraints as outlined in this investment policy and the City's cash flow requirements.

PURCHASING POLICY

Purchasing Card Policy

This policy establishes guidelines for the distribution and use of purchasing cards issued by the City of Tustin for all employees excluding the Executive Coordinator in the City Manager's Department. Purchasing cards may be provided to employees in certain positions within the City as determined by the Finance Director, in consultation with the employee's immediate supervisor.

The Finance Director is responsible for the issuance of purchasing cards, accounting, monitoring, and generally overseeing compliance with this Purchasing Card Policy.

Purchasing card limits will be determined by the Finance Director. There is no cash access feature (cash advance) on the purchasing cards. Purchasing cards must be safeguarded to prevent loss, theft of public funds or unauthorized use. In addition to following the purchasing card company's procedures for lost or stolen cards, the Finance Director shall be notified immediately if the purchasing card or purchasing card number is lost or stolen, or in any way compromised. Purchasing cards must only be used by City employees for proper City business purposes. Use of purchasing cards for personal transactions is strictly prohibited. Employees using purchasing cards must complete a Purchasing Card Authorization Form for each purchase or credit processed on their purchasing card. The Authorization Form must be signed by their supervisor or director, depending on the dollar amount of their signing authority. An employee having a purchasing card, who also has sufficient signing authority, may sign their own Authorization Forms. The Authorization Form, along with all documentation, receipts, and packing slips, must be submitted to Accounts Payable within five (5) days of the transaction. In the case of meals and business travel expenses, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose. Receipts are reconciled to the monthly purchasing card statement by Accounts Payable. Failure to provide receipts to the Finance Department in a timely manner could result in loss of purchasing card privileges.

The purchasing card issued in the name of the employee and the City of Tustin will be kept in a safe place and used by that employee only, under the ultimate authority of the Finance Director.

Examples of allowable uses:

- Conferences/training/seminars (registration, airline/car rental, hotel accommodations, meals and fuel)
- Business lunch with representatives from other government agencies or consultants under contract to the City, furnishing lunch for interview panels and/or evaluation review boards
- Publications/manuals
- Providing meals, equipment and material to work crews in cases of emergency

Purchasing cards are the property of the City and must be returned to the employee's supervisor upon termination of employment with the City.

Before being issued a purchasing card, employees must complete and sign the Acknowledgement Form stating that they understand and will comply with the City's Purchasing Card Policy for all employees excluding the executive Coordinator. Individuals who do not adhere to these policies and procedures risk revocation of their purchasing card privileges and/or disciplinary action.



INTERNAL CONTROL – Integrated Framework

The City of Tustin has adopted and implemented the *Internal Control – Integrated Framework* developed by the Committee of Sponsoring Organizations of the Treadway Commission (COSO), which is comprised of the following:

- **Control Environment** - Based on ethical conduct, competence, and accountability, this is the foundation for the City's internal control system. It provides the support and structure to help the City achieve its objectives and establishes a control environment that is conducive to public accountability.
- **Risk Assessment** - Identifies and analyzes the risks facing the City as it seeks to achieve its objectives. This assessment provides the basis for prioritizing and developing appropriate internal controls to eliminate or reduce risks.
- **Control Activities** - This component represents the actions management establishes through policies and procedures to achieve objectives and respond to risks in the internal control system.
- **Information and Communication** - This component is comprised of the control structure that provides for identification, capture, and exchange of information both within the City and with external parties.
- **Monitoring** - These are the processes managers establish and operate to assess the execution and quality of internal control activities over time and to promptly resolve the findings of audits and other reviews.

The Internal Control Framework serves as the underpinning of the City's internal controls. Management is responsible for the design, implementation, and maintenance of internal control over financial reporting, and is responsible for evaluating the effectiveness of internal control. The City Council is responsible for ensuring that management fulfills its internal control responsibilities.

The California State Controller's Office has published Internal Control Guidelines applicable to local governments, which incorporate internal control standards and best practices established by COSO and the Government Finance Officers Association (GFOA). The State Controller's Internal Control Guidelines shall be utilized by management to establish, maintain and monitor the effectiveness of internal control.

The City has developed standards of conduct that outline the City's commitment to integrity and ethical values, demonstrates a commitment to competence that includes a process for attracting, developing and retaining employees, and outlines mechanisms to hold individuals accountable for performance. To demonstrate the City's commitment to the Internal Control Framework, the City Manager and Finance Director shall annually acknowledge in writing to the City's independent auditor of management's responsibility for the design, implementation, and maintenance of internal control.



Budget Glossary

Accrual Basis of Accounting	A method of accounting that recognizes the financial effect of transactions, events, and inter-fund activities when they occur, regardless of the timing of related cash flows.
Adjusted / Amended Budget	The adopted budget plus any modifications (increases, decreases and transfers) approved by the City Council during the fiscal year.
Annual Comprehensive Financial Report (ACFR)	The summarization of the City's financial activity for the previous fiscal year which also includes a summarization of significant milestones that were accomplished during the year by department, fiscal policies, and statistical information. The ACFR is prepared by December of each year.
Air Quality Management District (AQMD)	The air pollution control agency for the four-county region including Los Angeles and Orange counties, as well as parts of Riverside and San Bernardino counties (www.aqmd.gov).
Air Quality Management Plan (AQMP)	A plan developed by the AQMD that serves as the blueprint for all the future rules necessary to bring the area into compliance with federal and state clean air standards.
Allocation of Funds	Setting aside funds for a specific purpose or program. An allocation of funds makes them available for expenditure.
Appropriation	A specific amount of money authorized by the City Council for an approved work program.
American Rescue Plan Act (ARPA)	Signed into law on March 11, 2021, The American Rescue Plan Act of 2021 ("ARPA") provides \$350 billion in additional funding for state and local governments.
Arterial Highway Financing Program (AHFP)	A Measure M funded program for pavement rehabilitation projects on arterial roadways in the county.
Assessed Property	The value set upon real estate or other property by the County Tax Assessor.
Assessed Valuation	A measure of the taxable value of property located within the City against which the tax rate is applied.
Assessed Valuation (Secured)	That part of the assessment roll containing state assessed property and property the taxes on which are a lien on real property sufficient to secure payment of taxes.
Assessed Valuation (Unsecured)	The remainder of the assessment roll that is not on the secured roll. The taxes on the unsecured roll are a personal liability of the assessed owner.
Assessment District (AD)	A separate unit of government that manages specific resources within defined boundaries. Through self-financing, it can raise predictable funds, such as taxes, user fees or bonds, directly from the people who benefit from the services.



Audit	Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's financial statements fairly represent the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with performing an audit, independent auditors customarily issue a Management letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.
Balanced Budget	A budget in which planned expenditures do not exceed planned revenues.
Bond Refinancing	The pay off and re-issuance of bonds to obtain better interest rates and/or bond conditions.
Bonds	A certificate of debt issued by an entity, guaranteeing payment of the original investments, plus interest.
Bradley Burns Uniform Local Sales & Use Tax	A 1% local sales tax is collected by the State of California as part of the larger sales and use tax levied on the total retail price of tangible personal property based on business location. Use Tax is the complement of sales tax and imposed on the purchaser, usually for goods purchased out-of-state for local use.
Budget Surplus	The difference between operating revenues and operating expenditures. The Budget Surplus may be used for ongoing expenses (as opposed to year-end balance, which may be used only for one-time expenses).
Budget Amendment	The Council has the sole responsibility for adopting the City's budget and may amend or supplement the budget at any time after adoption by majority vote.
California Environmental Quality Act (CEQA)	A state statute enacted in 1970 that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible (www.opr.ca.gov/ceqa/)
California Transportation Commission (CTC)	The agency responsible for programming and allocating funds for the construction of highway, passenger rail and transit improvements throughout California (www.catc.ca.gov/)
Capital Equipment	Equipment (fixed assets) with an initial individual cost of \$10,000 or more and an expected useful life greater than five years, such as automobiles, microcomputers and furniture.
Capital Expenditure	Expenditure for tangible property with an initial individual cost of \$10,000 or more and an expected useful life greater than five years per item.
Capital Improvement Program Budget (CIP)	A multi-year financial plan for construction of infrastructure, facilities, and rehabilitation such as buildings, streets, storm drains, and recreational facilities.
Certificates of Participation (COPs)	Tax-exempt bonds issued by state entities usually secured with revenue from an equipment or facility lease. COPs enable governmental entities to finance capital projects without technically issuing long-term debt. This can be advantageous, as the issuance of long-term debt is commonly subject to voter approval and other



	state constitutional and statutory requirements. COPs have been used by municipalities to pay for prisons, office buildings, vehicles, and even parks.
City Council (CC)	Comprised of five City Council members, four of whom who are elected by registered voters of their respective districts and the Mayor to be elected at-large. The City Council adopts legislation, sets policy, adjudicates issues and establishes the budget of the City.
Community Development Block Grant (CDBG)	Provides eligible metropolitan cities and urban counties with annual direct grants to revitalize neighborhoods; expand affordable housing and economic opportunities; and/or improve community facilities and services, principally to benefit low- and moderate-income persons.
Community Facilities District (CFD)	A special district that can issue tax-exempt and taxable bonds as a mechanism by which public entities finance construction and/or acquisition of facilities and provide public services to the district.
Community Oriented Policing Services (COPS)	A grant program that provides partial funding of salaries for several front line law enforcement positions.
Conditional Use Permit (CUP)	Allows a city or county to consider special uses which may be essential or desirable to a particular community, but which are not allowed as a matter of right within a zoning district, through a public hearing process.
Congestion Management Plan (CMP)	Defines a network of state highways and arterials, level of service standards and related procedures.
Consumer Price Index (CPI)	A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.
Contingency Reserve	The City has established a policy to set aside a percentage of its General Fund operating expenditures as a contingency reserve.
Cost Allocated	A method used to charge General Fund costs budgeted in one department to another department or another fund.
Debt Service	The payment of principal and interest on borrowed funds such as bonds.
Department, (Function) Division	Section Organizational units within the Operations Budget that group resources together to provide related types of services.
Discretionary Funding Opportunities	Pertains to funds, grants or other resources that are not restricted as to use.
Drug Abuse Resistance Program	DARE – a police officer-led series of classroom lessons that teaches children from kindergarten through 12th grade how to resist peer pressure and live productive drug- and violence-free lives (www.dare.com).



Encumbrance	An encumbrance is not an expenditure, but a reservation of funds to be expended at a future date. A commitment is usually made through a purchase order for the future payment of goods and services not yet received or paid for.
Enterprise Fund	This fund type is used to account for operations that are: (a) financed and operated in a manner similar to private sector enterprises and it is the City's intent that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges.
Enterprise Resource Planning System (ERP)	Tustin utilizes Springbrook as its ERP. Springbrook is a computerized accounting system used to coordinate the City's general accounting, purchasing and utility billing processes.
Environmental Enhancement and Mitigation Program (EEMP)	A state funded grant program for projects related to environmental enhancement or design, particularly of transportation facilities.
Environmental Impact Report (EIR)	A public document used by governmental agencies to analyze the significant environmental effects of a proposed project, to identify alternatives and disclose possible ways to reduce or avoid potential environmental damage. The California Environmental Quality Act requires an EIR whenever the initial study or other evidence in the record has produced substantial evidence that the proposed project might produce significant environmental effects.
Expenditure	The outflow of funds paid or to be paid for an asset, goods or services regardless of when the invoice is actually paid. This term applies to all funds.
Fair Housing Council of Orange County (FHCO)	A private non-profit organization which fosters diversity in housing through education and the enforcement of state and federal fair housing laws (www.fairhousingoc.org).
Fees	A general term used for any charge levied by government for providing a service or permitting an activity.
Fiscal Year (FY)	Any period of 12 consecutive months designated as the budget year. Tustin's budget year begins on July 1 and ends on June 30.
Fixed Asset	Assets that are long-term in 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 year and an acquisition cost in excess of \$10,000.
Franchise Tax	Revenue generated from taxes paid by a business that gave an exclusive contractual agreement to operate and use the public right-of-way in the City.
Fringe Benefits	These include retirement/pension; health, life, and disability insurance; workers' compensation; and vacation, administrative, medical and special leave of absence time.
Full-Time Equivalent (FTE)	Refers to part-time hours converted to one full-time equivalent position, which equals 40 hours per week, 52 weeks per year. (2080 hours per year)



Fund	A self-balancing set of accounts to record revenues and expenditures associated with a specific purpose.
Fund Balance	Within a specific fund, the funds remaining when all current and prior year liabilities (expenditures) are subtracted from current and prior year assets (revenues).
Gas Tax	State tax received from gasoline sales utilized solely for street related purposes, such as new construction, rehabilitation or maintenance.
General Fund	The primary operating fund of the City (as opposed to all other City funds, which are designated as “Special Funds”).
General Plan	A comprehensive, long-range, policy document required by state law. The document establishes the City’s overall spatial and temporal development pattern.
Geographical Information System (GIS)	A computer system capable of assembling, storing, manipulating and displaying geographically referenced information.
Goal	A time/phased strategy that will implement a specific course of action or plan, typically, a long-term process.
Government Finance Officers Association (GFOA)	A professional association of state/provincial and local finance officers in the United States and Canada (www.gfoa.org).
Governmental Accounting Standards Board (GASB)	Organized in 1984 by the Financial Accounting Foundation to establish standards of financial accounting and reporting for state and local governmental entities (www.gasb.org).
Grants	Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.
Gross Domestic Product (Real) (GDP)	The total of the goods and services produced by labor and property located in the United States.
Gross State Product (GSP)	The total of the goods and services produced by labor and property located in the State of California.
Growth Management Area (GMA)	Inter-jurisdictional planning regions within Orange County.
Growth Management Program (GMP)	A Measure M funded program intended to address the cumulative regional traffic impacts of development not addressed by specific project mitigation and existing system deficiencies.
Hotel Tax (TOT)	Also known as the Transient Occupancy Tax (TOT) or bed tax – a 13% tax added to the cost of renting a hotel room within the City.



Infrastructure	Inputs Includes the City's street, bridge, traffic signal, landscaping, and trail networks. To be capitalized as part of the City's infrastructure network, a related component must have an initial individual cost of at least \$50,000 and an estimated useful life greater than five years. Resources (e.g. dollars, staff and other assets) required to accomplish a job or provide a service.
Inter-Fund Transfers	Payments from one fund to another fund, primarily for work or services provided.
Landscape and Lighting, District (LLD)	An assessment district to provide funds for park and parkway landscaping and lighting maintenance.
Lease-Purchase Agreement	Contractual agreements which are termed leases, but whose lease amount is applied to the purchase.
Level of Effort	Generally used to identify the number of staff providing a particular service. Level of services generally used to define the existing or current services, programs and facilities provided by government.
Levy	To impose taxes, special assessments or service charges for the support of governmental activities.
Local Agency Formation Commission (LAFCO)	Reviews proposals for the formation of new local governmental agencies and changes of organization in existing agencies (www.oclafco.org).
Local Agency Investment Fund (LAIF)	A voluntary program created by statute in 1977 in which participating agencies (local governments and special districts) invest public funds.
Long-Term Debt	Debt with a maturity of more than one year after issuance.
Major Fund	A fund that comprises more than 10% of total citywide budgeted revenues and transfers-in and/or 10% of total budgeted appropriations and transfers-out.
Measure M	County-wide sales tax measure used to fund a variety of transportation related projects.
Measure M - Growth Management Area (M-GMA)	A county grant program that provides funding for projects that benefit the greatest number of jurisdictions within a designated growth management area (GMA) in Orange County. The primary objective of this program is to address current traffic deficiencies and the cumulative regional traffic impacts of development not addressed by specific project mitigation and existing system deficiencies.
Measure M – Turnback	The non-competitive portion of the sales tax revenue generated through Measure M that is "turned back" to the City. Funds are restricted to circulation related projects (street, traffic signal, etc.) and are received quarterly.
Memorandum of Understanding (MOU)	An agreement outlining the terms of employment entered into between the City and employees of various bargaining units.



Modified Accrual	Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, or measurable, except for un-matured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.
National Pollutant Discharge Elimination System	NPDES – a permit program authorized by the Clean Water Act that controls water pollution by regulating point sources that discharge pollutants into waters of the United States.
Objective	Describes an outcome to be accomplished in specific, well-defined and measurable terms and is achievable within a specific timeframe; generally, programs have objectives.
Operating Budget	A budget for General Fund department service delivery expenditures such as salaries, utilities and supplies. The day-to-day costs of delivering essential City services.
Orange County Fire Authority (OCFA)	An agency that provides fire prevention/suppression and emergency services to 22 cities and all the unincorporated areas in Orange County (www.ocfa.org).
Orange County Investment Pool (OCIP)	A pooling of cash by the county, local agencies and school districts for investment purposes run by the Orange County Treasurer.
Orange County Transportation Authority (OCTA)	A regional transportation agency formed in 1991 to develop and implement unified transportation programs and services for Orange County (www.octa.net).
Ordinances	A formal legislative enactment by the governing board (i.e. City Council) of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.
Outputs	The general results expected from programs and functions.
Part I Crimes	The most serious criminal offenses, including murder, rape, robbery, aggravated assault, burglary, larceny/theft, auto theft and arson.
Part II Crimes	All other criminal offenses not defined as Part I crimes.
Pavement Management System	PMS – a computer-assisted decision-making process designed to help cities and counties prevent pavement problems through maintenance and repair in a timely, cost-effective manner.
Pavement Quality Index (PQI)	A scale from 1 to 10 that measures the structure, surface condition and riding comfort of the roadway.
Performance Budget	A budget wherein expenditures are tied to the measurable performance of activities and work programs.
Performance Measurements	Statistical measures that are collected to show the impact of dollars spent on City services.



Personnel Expenses	Salaries and fringe benefits, such as pensions and insurance, for full-time and part-time employees of the City.
Priority E	Calls referred to as the most serious calls for emergency response for serious emergencies, in-progress calls and potentially life-threatening incidents that require a Code 3 (use of lights and siren) response.
Priority I Calls	Refers to calls for emergency response for serious emergencies, in progress calls and potentially life-threatening incidents that do not require a Code 3 (use of lights and siren) response.
Program	Represents major areas or support functions that can be defined as a service provided to citizens, other departments or other agencies.
Program Budget	A budget wherein expenditures are displayed primarily on programs of work and secondarily by the character and object class of the expenditure.
Property Tax	A tax levied on the assessed value of real property; also known as ad valorem tax. In California, this tax is limited to 1% with the exception of pre-Proposition 13 approved bond debt service. Proposition 13 On June 6, 1978, the California electorate approved Proposition 13, the “People’s Initiative to Limit Property Taxation,” which limited the tax rate for real estate as follows: the maximum amount of any tax on real property shall not exceed 1% of the full cash value of such property. The City of Tustin receives \$0.13 cents per dollar of the Prop 13 tax.
Proposition 218	On November 5, 1996, the California electorate approved Proposition 218, the self-titled “Right to Vote on Taxes Act.” Proposition 218 added articles XIII C and XIII D to the California Constitution and made numerous changes to local government finance law. Public officials are required to conduct the public’s business in compliance with Proposition 218.
Public Employees’ Retirement System (PERS)	Provides retirement and health benefit services to members from the state, school districts and local public agencies (www.calpers.ca.gov).
Ralph M. Brown Act	The Brown Act is a California law that insures the public can attend and participate in meetings of local government.
Redevelopment Agency (RDA)	Formerly charged with the oversight for the redevelopment process for the City of Tustin. In June 2011, the Redevelopment Dissolution Act, AB1x26, was signed by the Governor and later upheld by the California Supreme Court. As a result, all redevelopment agencies in California were dissolved effective February 1, 2012.
Regional Surface Transportation Program (RSTP)	A federal and state funded grant program used for projects located on highway systems (classified higher than local roads or rural minor collectors), bridges on any public highway, and transit systems.
Reserve	A designated amount of funds set aside from a fund’s balance which is legally restricted for a specific purpose and is therefore not available for general appropriations.



Resolution	A special or temporary order of a legislative body (e.g. City Council or Planning Commission) requiring less formality than an ordinance.
Resources	Units of dollars or physical input, such as work years or work hours, and other assets used to support and attain program objectives.
Revenue	Annual income received by the City.
Right of Way	ROW – a strip of land occupied or intended to be occupied by a street, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or special use.
Recognized Obligation Payment Schedule (ROPS)	Recognized Obligation Payment Schedule (ROPS), prepared by the Successor Agency pursuant to the Dissolution Act (including HSC Section 34177 and Section 34191.6), on which the Successor Agency’s anticipated payments for enforceable obligations for the upcoming ROPS Payment Period(s) are listed.
Service Center	Used for budgetary reporting, an organizational unit that provides a distinct and unique service. Various sections within a department that provide substantially similar services may be combined into one service center – for instance, the City Clerk’s Office and City Clerk Records are combined into one service center.
Southern California Association of Governments (SCAG)	The Metropolitan Planning Organization for Los Angeles, Orange, San Bernardino, Riverside, Ventura and Imperial counties, that is mandated by the federal government to research and draw up plans for transportation, growth management, hazardous waste management and air quality (www.scag.ca.gov).
Special Revenue Funds	The City’s accounts are broken into distinct funds, each earmarked for a different purpose, with the principle and interest of the funds tracked separately. The City’s main operating fund is its General Fund, while other City funds are designated as Special Revenue Funds. These funds are legally restricted for a specific purpose and are therefore not available for general use.
Strategic Plan	In 2018 the City of Tustin established a five-year Strategic Plan, which identified the City’s vision and mission and established a set of values, goals and strategies as a guide for decision making. In 2021, the City Council identified its top priorities for the remaining two years of the Strategic Plan whereby the City’s overall goal is to continue to focus on economic vitality, neighborhoods, public safety, financial strength, community relationships and organizational excellence.
Strategic Financial Business Plan	SBP – a five-year planning “blueprint,” updated annually, that evaluates the City’s financial capability to achieve its goals; helps set priorities for City operations and the annual budget; and guides the City’s capital improvement and rehabilitation program.
Traffic Enforcement Index	The number of moving citations divided by the number of injury accidents.
Transaction Sales Tax (District Tax)	Similar to the Bradley Burns Sales Tax, a transaction and use sales tax is allocated to the district where the tangible goods are delivered or placed into use. Voter approved district taxes are levied within incorporated city limits.



Transfers-In/Out	A transfer of resources between different City funds (see glossary definition of "Fund"). A transfer of cash from the City's General Fund to a City Special Fund, for example, would be designated as a transfer-out in the General Fund, and then a transfer-in in the receiving Special Fund.
Transient Occupancy Tax (TOT)	A 13% tax added to the cost of renting a hotel room within the City. Also known as the Hotel or Bed Tax.
Transportation Management Association (TMA)	An association comprised of employers and property owners that promotes the use of alternative forms of commuting to the single occupant vehicle. Traffic congestion relief and air quality benefits are the primary goals of TMA.
Transportation Management Plan (TMP)	A plan that promotes the reduction of single occupant vehicle use in order to improve air quality and relieve congestion. Transportation Subventions Funds from outside sources used to construct transportation improvements that must be used for specific projects.
Unencumbered Appropriation	That portion of an allocation not yet expended or committed to a specific purpose. Unexpended Appropriation is that portion of an allocation not yet actually paid.