



Remembering what connects us.

FY 2023-2025 BIENNIAL BUDGET
2ND YEAR UPDATE (FY 2024-2025)
JUNE 18, 2024

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City Manager's Transmittal Letter

Honorable Mayor and Members of the City Council:

It is my pleasure to present the City of Tustin's Operating Budget and Capital Improvement Program (CIP) for Fiscal Year 2024-2025. The Budget and CIP provides a funding road map for the next fiscal year 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 2024-2025 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 \$97.5 million for Fiscal Year 2024-2025. Sixty-five percent (65%) of the City's General Fund revenues come from sales and property taxes. Over the past five 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, we are expecting a slight softening with modest growth. The ongoing inflationary concerns are expected to impact buying power. 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 increase 3% in Fiscal Year 2024-2025.

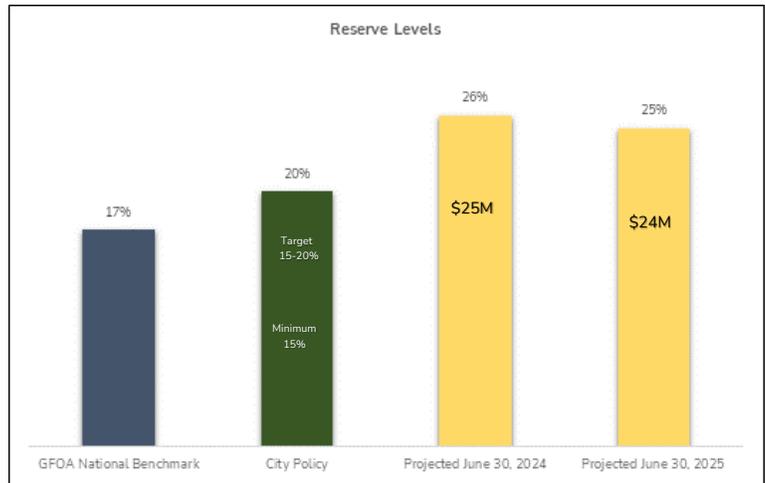
Property Tax revenue is projected to continue to grow at a stable pace of 4.5% annually largely due to changes in ownership, development throughout the City, and the 2% Proposition 13 inflation adjustment.

General Fund expenditures are projected to be \$98.4 million in 2024-2025. The FY 2024-2025 General Fund total expenditures are approximately \$1 million higher than the amended FY 2023-2024 General Fund expenditure budget excluding impact of the North Hangar fire incident.

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 to be just over \$24 million at the end of Fiscal Year 2024-2025, which provide for the necessary level of reserves to cover years where operating expenditures exceed operating revenues. This reserve level equates to 25% 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.



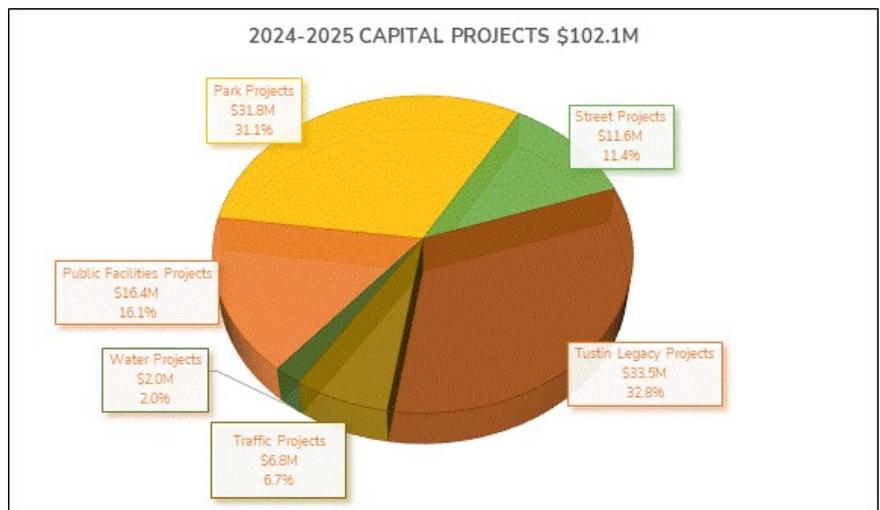
Pension Paydown

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 \$6.9 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 2035, assuming CalPERS earns 6.8% on average over the next 11 years.

Capital Improvement Program (CIP)

The CIP for Fiscal Year 2024-2025 totals approximately \$102.2 million. The CIP budget includes funding for traffic and street improvements, water projects, park projects, improvements to public facilities, and Legacy infrastructure.



Conclusion and Final Comments

The Budget for Fiscal Year 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,

Aldo E. Schindler
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.

Tustin's Indigenous Beginnings – The Gabrielino-Tongva Indian Tribe

The Gabrielino-Tongva Indian Tribe is the primary Native American group associated with the area that we call Tustin today. The tribe, in its entirety, inhabited a significant portion of present-day Los Angeles and stretched south to Orange County and off the coast to the southern Channel Islands. The arrival of Spanish explorers and missionaries in the 18th century dramatically impacted the Tribe. The subsequent years saw the missionization of the tribe and a dwindling population. Today, it is estimated that roughly 3,900 Native American's identify as descendants of the tribe.

The Founding of Tustin

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.



Incorporation and Modern Development



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.

A Developing Tustin

Today, Tustin has continued to evolve while maintaining its unique identity and historic charm. The City is known for its well-preserved historic buildings, tree-lined streets, and vibrant community life. Tustin's location in the heart of Orange County has made it an attractive place for families and businesses alike.



Significant developments in recent years include the Tustin Legacy project, a master-planned community on the former MCAS site. This development combines residential, commercial, and recreational spaces, enhancing the city's amenities and appeal. The Tustin Ranch Golf Club, The District at Tustin Legacy shopping center, and numerous parks and trails offer residents a high quality of life.

Education remains a priority, with the Tustin Unified School District providing excellent public education options in addition to the presence of several private schools. The City also emphasizes sustainability and green initiatives, aiming to balance growth with environmental stewardship.

Today, Tustin is a bustling suburban city with a population of just 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. To find your district please visit <https://www.tustinca.org/districtmap>.

Tustin: Who We Are, by the Numbers.

The State of California Department of Finance has estimated the City's January 1, 2024 population at 78,844, virtually flat compared to the 2023 estimate of 78,515. Most cities in Orange County showed minor increase in projected population, with the County of Orange total population experiencing a 0.30% projected increase.

The 2024 projected median age for a Tustin resident is 36.2 years. Tustin is well educated, with 45.8% of the population holding a bachelor's degree or higher. Home ownership in Tustin checks in at 50.2%. Our median family income is just under \$117,000.

Tustin: Remembering What Connects Us.

Tustin's rich heritage of agriculture & military history continues to be honored & recognized as we look to the future.



Remembering what connects us.

The City's logo creates a visual bond to our 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.***

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 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 Lumbard



Mayor Pro Tem
Ryan Gallagher



Council Member
Letitia Clark



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 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 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, Chairperson	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
Lillyan Chandler	July 16, 2024	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
Daniel Zavadil	November 21, 2023	February 5, 2025



Chief's Advisory Board

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.

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

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
Donna Marsh Peery, Chairperson	April 14, 2021	March 1, 2025
Laseanda Wesson, Chair Pro Tem	April 14, 2021	March 1, 2025
Amy Nakamoto	April 4, 2023	March 1, 2027
Ken Henderson	April 4, 2023	March 1, 2027
Stephen Kozak	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
Eric Higuchi, Chairperson	April 6, 2021	March 1, 2025
Tanner Douthit, Chair Pro Tem	April 4, 2023	March 1, 2027
Steve Kozak	April 6, 2021	March 1, 2025
Amy Mason	April 4, 2023	March 1, 2027
Dave Mello	April 6, 2021	March 1, 2025

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
Janet Lomax, Chairperson	June 5, 2024	July 17, 2028
Erin Bruner, Chair Pro Tem	April 5, 2022	July 17, 2026
Meg Gullo	April 5, 2022	July 17, 2026
Scott McMillin	June 5, 2024	July 17, 2028
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.





Basis of Accounting / Budgeting

Accounting Method

Tustin operates under the modified accrual accounting method which is commonly used by local governments to track their financial activities. This method is a combination of cash accounting and accrual accounting, which means that it recognizes revenues and expenses when they are earned or incurred, but also considers the availability of cash.

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, except for principal and interest on long-term liabilities, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured.

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. These fund balances are classified as either non-spendable, restricted, committed, assigned, or unassigned, depending on the level of control the government has over the funds.

Overall, the modified accrual method provides a more complete picture of a local government's financial situation than pure cash accounting. By recognizing revenues and expenses when they are earned or incurred, it can help local governments make better-informed financial decisions and ensure that they are meeting their financial obligations in a responsible and sustainable manner.

The City's Water Enterprise uses full accrual method of accounting, similar to a private sector business. Under this method all revenues & expenditures are recognized when they are earned or incurred, regardless of when the cash transactions occur. This method provides a comprehensive view of the financial performance and position of the enterprise fund.

Budget Method

Tustin follows a standard process outlined in California's laws and regulations. The process is designed to ensure that the City's finances are managed in a transparent, responsible, and accountable manner.

Here are steps in Tustin's budgeting process:

- **Establish the Budget Calendar:** The first step in the budgeting process is to establish a budget calendar that outlines key dates and deadlines for the budget process.
- **Develop Budget Guidelines:** The next step is to develop budget guidelines, which outline the key priorities, goals, and objectives for the budget. This typically involves input from city officials, staff, and the public.
- **Prepare a Draft Budget:** Based on the budget guidelines, city staff will prepare a draft budget that outlines revenue projections, expenses, and proposed programs and services for the upcoming fiscal year.
- **Hold Public Hearings:** Once the draft budget is prepared, the city must hold public hearings to provide an opportunity for residents to provide feedback and suggestions. These hearings typically take place in May or June.
- **Revise the Budget:** Based on feedback from the public and city officials, the budget may be revised and adjusted as needed.
- **Adopt the Budget:** The final step is for the City Council to adopt the budget, which typically takes place in June. Once adopted, the budget becomes the financial plan for the city for the upcoming fiscal year.
- **Monitor and Evaluate:** Throughout the fiscal year, the city will monitor and evaluate the budget to ensure that it is being implemented effectively and that funds are being used as intended.

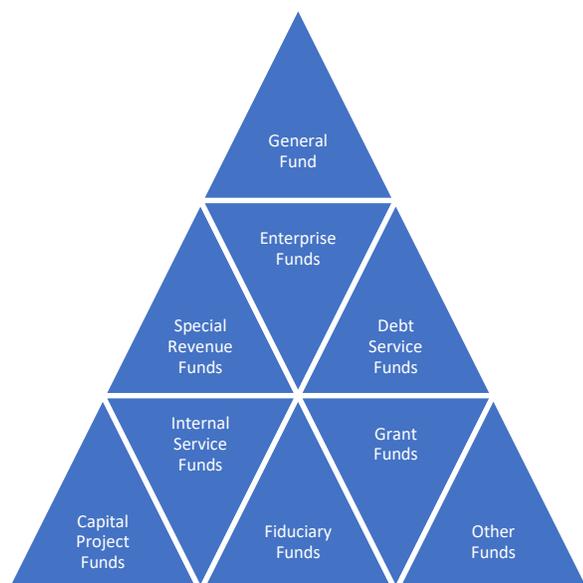


In summary, Tustin's budgeting process is a collaborative process that involves input from city officials, staff, and the public. The goal is to ensure that the City's finances are managed in a responsible and transparent manner that meets the needs of residents and supports the City Council's priorities and goals.





Fund Structure



A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds

The City maintains various individual governmental funds organized by their type (special revenue and capital project funds).

Proprietary Funds

The City of Tustin maintains one type of proprietary (Enterprise) fund. This enterprise fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses an enterprise fund to account for its water utility services.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The City utilizes a private-purpose trust fund to account for the assets, liabilities, and activities of the Successor Agency. The Successor Agency was created on February 1, 2012 with the dissolution of the Tustin Community Redevelopment Agency.

The second fiduciary fund is the Other Post-Employment Benefit (OPEB) Trust Fund, which is used to account for the assets in the section 115 trust with the Public Agency Retirement Services (PARS) for pre-funding the City’s OPEB obligations. The City Council approved the establishment of the trust in April 2017, and the City has made several deposits to the trust since its inception.

The third fiduciary fund is a custodial fund that is used to account for the assets of Community Facility Districts 04-1, 06-1, 07-1, and 2014-1.

Major Funds and Other Fund Types (Detail)

- The **General Fund** is the primary operating fund of the City and is used to account for all revenues and expenditures that are not required to be accounted for in another fund.
- The **American Rescue Plan Act (ARPA) Fund** is used to account for monies received from the U.S. Treasury for expenses to address the impact of the COVID-19 pandemic.
- The **Housing Authority Fund** is used to account for revenues and associated expenditures to be used for increasing or improving low and moderate income housing.
- The **Park Acquisition and Development Fund** is used to account for fees received from developers and grants from the State of California to develop the City’s park system.
- The **Water Enterprise Fund** is used to account for the City’s water service operations to residents and businesses.
- **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.
- **Capital Projects Funds** are used to account for financial resources to be used for the acquisition or construction of major capital facilities.



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.

This document serves as a comprehensive guide to understanding how Tustin allocates its financial resources to maintain and enhance the quality of life for its residents. Our budget reflects the City's commitment to fiscal responsibility, transparency, and strategic investment in community services and infrastructure.

Purpose and Goals

The primary purpose of Tustin's budget is to ensure that the City's financial resources are used effectively and efficiently to meet the needs of our community. Our goals are to:

- **Sustain Essential Services:** Ensure the continued delivery of critical services such as public safety, public works, and community development.
- **Promote Economic Vitality:** Foster a thriving local economy through strategic investments and support for businesses.
- **Enhance Quality of Life:** Invest in parks, recreational facilities, and cultural programs that enrich the lives of Tustin residents.
- **Maintain Fiscal Health:** Adhere to sound financial practices that safeguard the City's fiscal stability and long-term sustainability.

Budget Overview

The budget is divided into several key sections:

- **General Fund:** This fund covers the core services provided by the City, including police and fire services, parks and recreation, and general government operations.
- **Special Revenue Funds:** These funds are designated for specific purposes, such as transportation, housing, and community development, supported by dedicated revenue sources.
- **Capital Improvement Program (CIP):** The CIP outlines planned investments in infrastructure, including roads, public buildings, and utility systems, ensuring that the city's physical assets are maintained and improved.
- **Enterprise Funds:** These funds operate services that are primarily self-sustaining, such as water utilities, where fees for services are used to cover operating costs.

Community Engagement

The City of Tustin values the input of its residents and encourages community involvement in the budget process. Public workshops, hearings, and online feedback opportunities are integral to shaping a budget that reflects the community's priorities and needs.

Strategic Priorities

Our budget is guided by several strategic priorities:

- **Public Safety:** Ensuring the safety and security of all residents through robust police and fire services.
- **Economic Development:** Supporting local businesses and attracting new enterprises to stimulate economic growth.
- **Sustainability:** Promoting environmentally sustainable practices and investments to preserve Tustin's natural resources for future generations.
- **Innovation:** Leveraging technology and innovative practices to improve service delivery and operational efficiency.



The City of Tustin's budget is more than just a financial plan; it is a reflection of our community's values, aspirations, and commitment to a prosperous future. We invite all residents to engage with this document, participate in the budgeting process, and join us in making Tustin a great place to live, work, and play.

Budget Calendar

The 2024-25 budget represents the second year of the 2023-2025 biennial budget cycle for the City. The adoption of the budget will establish the baseline for the 2024-25 fiscal year.

The 2024-25 budget cycle presents Tustin both opportunities 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 continue 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 cycle is typically six months, beginning with a Budget Kickoff meeting in January and culminating in the Budget Adoption by City Council in June. 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.



The timeline for the budget cycle is typically six months, beginning with a Budget Kickoff meeting in January and culminating in the Budget Adoption by City Council in June. 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'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.

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.



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, and major technology purchases.



Special Fund Budgeting

While the General Fund captures the City's day-to-day operations, a number of "Special Funds" are in place to track activity for a specific purpose. Certain funds have a legal requirement while others are in place to strengthen internal accounting & financial reporting.

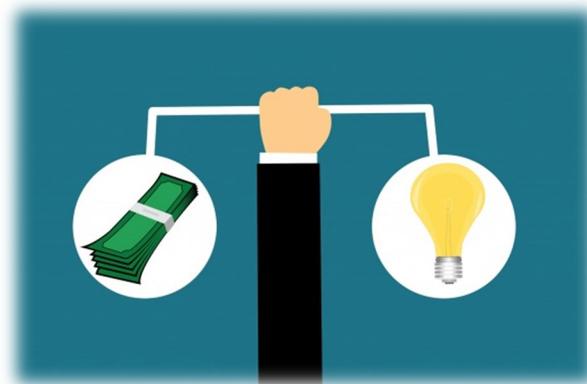
The budgets for Special Funds are prepared in conjunction with the General Fund budget and will be submitted to the City Council for adoption prior to the beginning of the fiscal year.

All revenues & expenses associated with a specific Special 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 expenditures budgeted in one fiscal year are not automatically carried over into the next budget year. In instances where the purpose for which the expenditure was budgeted and has not been purchased by the end of the fiscal year, it may be reauthorized in the following fiscal year through the continuing appropriations process. Multi-year CIP projects that are under construction will be carried into the next fiscal year utilizing the same continuing appropriations process.

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 which 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.





2023-2024 Projected Fund Balance – All Funds

Fund	Description	2023/2024 Projected					Fund Balance 06/30/2024
		Fund Balance 07/01/2023	Transfers In	Revenues	Expenditures	Transfers Out	
100	General Fund - Unrestricted	31,166,311	11,920,660	167,473,778	177,711,052	7,729,117	25,120,580
101	General Fund - Emergency Fund	1,000,000	-	-	-	-	1,000,000
102	General Fund - PARS Pension Trust	10,951,986	2,000,000	440,000	60,000	-	13,331,986
187	Backbone Fee Fund	15,569,880	-	300,000	5,700,360	-	10,169,520
189	Land Held for Resale	97,591,322	-	2,200,000	11,395,950	4,028,926	84,366,446
200	Capital Projects Fund—CIP	10,495,426	4,200,200	369,408	1,859,248	-	13,205,786
120	CDBG	(97,463)	-	846,917	749,454	-	-
129	Cable PEG Fees Fund	776,625	-	136,000	75,000	-	837,625
130	Gas Tax	5,038,743	-	2,310,879	4,181,001	-	3,168,621
131	Park Development	1,797,634	-	1,130,803	759,979	-	2,168,458
132	Park Development Grants	561	-	9	-	-	570
133	SCAQMD	253,413	-	108,000	247,082	-	114,331
134	Asset Forfeiture	79,661	-	1,500	-	-	81,161
135	RNSP Asset Forfeiture	319,153	-	21,659	210,000	-	130,812
136	Supplemental Law Enforcement	440,390	-	198,539	176,124	-	462,805
137	Treasury RNSP Asset Forfeiture	12,425	-	208	-	-	12,633
139	Measure M2	3,151,222	-	2,278,685	4,564,129	80,000	785,778
140	Road Maint & Rehab Alloc	5,830,407	-	1,924,885	1,576,201	-	6,179,091
141	Tustin LLD	75,088	172,678	780,326	953,504	-	74,588
142	Tustin SL	4,446,680	-	1,293,750	698,308	-	5,042,122
171	Solid Waste Fund	1,713,438	-	324,647	423,918	-	1,614,167
180	Special Events	315,365	40,000	575,000	517,080	130,880	282,405
181	Workers Compensation	40,238	-	1,820,400	1,709,143	-	151,495
182	Liability	401,432	2,225,000	123,921	2,738,339	-	12,014
183	Unemployment	58,714	-	963	15,000	-	44,677
184	Equipment Replacement Fund	2,811,086	-	1,136,374	1,044,000	-	2,903,460
185	Information Technology	3,240,812	-	3,946,186	3,851,774	-	3,335,224
300	Water Enterprise	7,428,028	-	22,130,737	21,687,832	800,000	7,070,933
301	Water Capital Fund	4,018,101	800,000	620,000	1,218,676	-	4,219,425
302	Water Enterprise Emergency Fund	2,064,363	-	-	-	1,000,000	1,064,363
303	Water Rate Stabilization Reserve Fund	-	1,000,000	-	-	-	1,000,000
305	2011 Water Revenue Bond Fund	8,586	-	-	-	-	8,586
306	2013 Water Revenue Bond Fund	951,750	-	-	951,750	-	-
307	2024 Water Revenue Bond Fund	-	-	4,125,000	2,325,000	-	1,800,000
420	American Rescue Plan Act (ARPA)	7,866,261	-	-	47,500	4,297,000	3,521,761
431	Assessment Dist. 95-1 Construction	332,609	-	-	-	82,830	249,779
433	CFD 04-1	1,173,053	-	754,506	704,006	-	1,223,553
434	CFD 06-1 Construction	66,422	-	3,000	67,000	-	2,422
435	CFD 06-1 Debt Service	6,685,561	-	3,938,819	3,657,019	-	6,967,361
436	CFD 07-1 Debt Service	1,938,962	-	1,169,275	1,073,325	-	2,034,912
441	CFD 14-01 Debt Service	3,671,996	-	1,756,925	1,587,925	-	3,840,996
442	Special Tax B	63,557	-	5,329,780	7,000	5,329,780	56,557
570	Successor Agency (Trust Fund)	226,759	-	3,941,628	3,932,428	-	235,959
571	PARS OPEB Trust	3,434,117	-	654,433	20,000	-	4,068,550
575	Tustin Housing Authority	353,332	1,219,994	666,779	2,054,148	-	185,957
577	Voluntary Workforce Housing Incentive Prog	2,089,584	-	64,478	2,007,169	100,000	46,893
TOTAL ALL FUNDS		239,853,590	23,578,533	234,898,197	262,557,423	23,578,533	212,194,362



2024-2025 Proposed Fund Balance – All Funds

		2024/2025 Proposed					
Fund	Description	Fund Balance 07/01/2024	Transfers In	Revenues	Expenditures	Transfers Out	Fund Balance 06/30/2025
100	General Fund - Unrestricted	25,120,580	17,025,123	80,533,014	96,240,354	2,188,148	24,250,215
101	General Fund - Emergency Fund	1,000,000	-	-	-	-	1,000,000
102	General Fund - PARS Pension Trust	13,331,986	2,000,000	440,000	60,000	-	15,711,986
187	Backbone Fee Fund	10,169,520	-	200,000	10,288,171	-	81,349
189	Land Held for Resale	84,366,446	-	1,000,000	65,907,506	8,860,576	10,598,364
200	Capital Projects Fund—CIP	13,205,786	-	3,320,000	9,036,578	3,170,000	4,319,208
120	CDBG	-	-	904,234	904,234	-	-
129	Cable PEG Fees Fund	837,625	-	120,000	150,000	-	807,625
130	Gas Tax	3,168,621	-	2,282,406	4,270,498	-	1,180,529
131	Park Development	2,168,458	-	405,000	1,234,980	-	1,338,478
132	Park Development Grants	570	-	6,050,000	6,050,000	-	570
133	SCAQMD	114,331	-	97,400	-	-	211,731
134	Asset Forfeiture	81,161	-	500	-	-	81,661
135	RNSP Asset Forfeiture	130,812	-	2,500	-	-	133,312
136	Supplemental Law Enforcement	462,805	-	181,000	237,101	-	406,704
137	Treasury RNSP Asset Forfeiture	12,633	-	-	-	-	12,633
139	Measure M2	785,778	-	2,280,000	1,109,029	80,000	1,876,749
140	Road Maint & Rehab Alloc	6,179,091	-	2,157,600	4,804,252	-	3,532,439
141	Tustin LLD	74,588	87,538	813,262	898,600	-	76,788
142	Tustin SL	5,042,122	-	1,439,031	772,457	1,000,000	4,708,696
171	Solid Waste Fund	1,614,167	-	390,000	521,660	-	1,482,507
180	Special Events	282,405	40,000	585,000	625,000	130,880	151,525
181	Workers Compensation	151,495	-	1,893,000	1,736,600	-	307,895
182	Liability	12,014	4,900,000	-	4,861,000	-	51,014
183	Unemployment	44,677	-	-	20,000	-	24,677
184	Equipment Replacement Fund	2,903,460	-	2,901,432	2,980,932	-	2,823,960
185	Information Technology	3,335,224	-	4,685,300	5,017,601	-	3,002,923
300	Water Enterprise	7,070,933	-	24,844,900	23,433,187	-	8,482,645
301	Water Capital Fund	4,219,425	-	-	1,430,000	-	2,789,425
302	Water Enterprise Emergency Fund	1,064,363	-	-	-	-	1,064,363
303	Water Rate Stabilization Reserve Fund	1,000,000	-	-	-	-	1,000,000
305	2011 Water Revenue Bond Fund	8,586	-	-	-	-	8,586
307	2024 Water Revenue Bond Fund	1,800,000	-	-	1,180,000	-	620,000
420	American Rescue Plan Act (ARPA)	3,521,761	-	15,000	-	3,215,567	321,194
431	Assessment Dist. 95-1 Construction	249,779	-	-	-	-	249,779
433	CFD 04-1	1,223,553	-	729,906	700,406	-	1,253,053
434	CFD 06-1 Construction	2,422	-	-	2,422	-	-
435	CFD 06-1 Debt Service	6,967,361	-	3,825,531	3,732,231	-	7,060,661
436	CFD 07-1 Debt Service	2,034,912	-	1,129,647	1,047,300	-	2,117,259
441	CFD 14-01 Debt Service	3,840,996	-	1,677,300	1,615,400	-	3,902,896
442	Special Tax B	56,557	-	6,303,025	10,000	6,293,025	56,557
570	Successor Agency (Trust Fund)	235,959	-	3,930,873	3,930,873	-	235,959
571	PARS OPEB Trust	4,068,550	-	654,433	20,000	-	4,702,983
575	Tustin Housing Authority	185,957	1,352,186	791,176	1,707,639	466,651	161,029
577	Voluntary Workforce Housing Incentive Prog	46,893	-	-	-	-	46,893
TOTAL ALL FUNDS		212,194,362	25,404,847	156,588,470	256,536,012	25,404,847	112,246,820



2024-2025 Revenue Summary – All Funds

Fund	Description	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
100	General Fund					
	General Governmental Revenue	74,326,496	78,027,254	82,796,788	85,164,581	91,586,531
	Community Development	1,601,395	2,996,813	4,100,096	2,325,407	2,262,306
	Public Works	191,505	344,460	677,648	805,450	500,300
	Police Services	1,052,366	1,189,782	1,333,873	1,160,000	1,225,000
	Fire Services	9,731	15,182	13,952	15,000	15,000
	Parks and Recreation	907,810	1,841,556	2,045,014	1,924,000	1,969,000
	Non-Departmental/Navy North Hangar Fire	-	-	7,700	88,000,000	-
100	General Fund - Unrestricted	78,089,302	84,415,047	90,975,070	179,394,437	97,558,137
102	General Fund PARS Pension Trust	-	992,332	2,670,876	2,440,000	2,440,000
187	Backbone Fee Fund	619,556	7,807,017	432,696	300,000	200,000
189	Land Held for Resale	9,670,193	60,068,581	14,261,119	2,200,000	1,000,000
200	Capital Projects Fund—CIP	6,055,602	2,358,885	7,714,669	4,569,608	3,320,000
120	CDBG	878,180	1,279,630	2,188,802	846,917	904,234
129	Cable PEG Fees	136,933	117,024	133,161	136,000	120,000
130	Gas Tax	1,829,750	1,672,668	2,172,585	2,310,879	2,282,406
131	Park Development	772,065	492,595	798,689	1,130,803	405,000
132	Park Development Grants	(967)	(7)	14	9	6,050,000
133	SCAQMD	107,093	74,831	136,345	108,000	97,400
134	Asset Forfeiture	169	8,034	17,744	1,500	500
135	RNSP Asset Forfeiture	46,209	(2,342)	190,275	21,659	2,500
136	Supplemental Law Enforcement	191,512	192,687	214,893	198,539	181,000
137	Treasury RNSP Asset Forfeiture	58	(161)	325	208	-
139	Measure M2	2,068,322	2,071,084	2,337,204	2,278,685	2,280,000
140	Road Maint & Rehab Alloc	1,515,289	1,541,055	1,928,865	1,924,885	2,157,600
141	Tustin LLD	1,503,580	983,611	829,611	953,004	900,800
142	Tustin SL	1,233,930	1,229,239	1,518,642	1,293,750	1,439,031
171	Solid Waste	1,110,478	764,732	777,770	324,647	390,000
180	Special Events	59,625	552,092	533,835	615,000	625,000
181	Workers Compensation	1,215,982	1,170,675	1,153,303	1,820,400	1,893,000
182	Liability	1,216,881	1,101,095	1,101,000	2,348,921	4,900,000
183	Unemployment	(76)	(156)	51,057	963	-
184	Equipment Replacement Fund	908,744	538,162	963,876	1,136,374	2,901,432
185	Information Technology	2,931,257	2,331,849	2,952,817	3,946,186	4,685,300
300	Water Enterprise	26,621,840	37,550,726	26,514,302	22,130,737	24,844,900
301	Water Capital Fund	1,488,683	4,102,275	3,207,230	1,420,000	-
302	Water Enterprise Emergency Fund	9,616	(26,790)	54,047	-	-
303	Water Rate Stabilization Reserve Fund	-	-	-	1,000,000	-
305	2011 Water Revenue Bond Fund	108	(255)	2,350	-	-
306	2013 Water Revenue Bond Fund	(42,995)	1,871,342	(643,811)	-	-
307	2024 Water Revenue Bond Fund	-	-	-	4,125,000	-
420	American Rescue Plan Act	-	6,359,132	5,415,387	-	15,000
433	CFD 04-1	724,031	720,012	722,143	754,506	729,906
434	CFD 06-1 Construction	1,486	41,725	5,211	3,000	-
435	CFD 06-1 Debt Service	3,586,753	3,641,389	3,876,619	3,938,819	3,825,531
436	CFD 07-1 Debt Service	967,346	1,065,667	1,137,638	1,169,275	1,129,647
440	CFD 13-1	3,500	-	-	-	-
441	CFD 14-1 Debt Service	1,561,207	1,591,451	1,717,882	1,756,925	1,677,300
442	Special Tax B	4,468,514	4,603,670	5,082,454	5,329,780	6,303,025
443	CFD 14-1 Construction	2,504	2,072	24,262	-	-
444	CFD 18-1	7,340	(3,840)	-	-	-



Fund	Description	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
561	2010 MCAS TABs	(2,362)	1	-	-	-
570	Successor Agency (Trust Fund)	4,267,865	4,222,159	4,241,636	3,941,628	3,930,873
571	PARS OPEB Trust	431,637	165,000	712,945	654,433	654,433
575	Tustin Housing Authority	41,429	393,615	1,075,205	1,886,773	2,149,362
577	Voluntary Workforce Housing Incentive Prog	9,733	(27,118)	54,708	64,478	-
TOTAL REVENUE - ALL FUNDS		156,307,904	238,032,490	189,255,450	258,476,728	181,993,317



2024-2025 Revenue Summary by Type – General Fund

Description	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
Property Tax in Lieu of VLF	8,811,747	9,081,551	9,666,474	10,397,643	10,695,000
Property Taxes	11,461,641	11,807,721	12,828,388	13,197,426	14,099,000
Residual Property Taxes	1,675,978	1,787,636	1,867,247	1,987,200	2,046,000
In Lieu-Prop Tax	29,322	29,909	30,507	31,117	31,739
AB 1290 Pass Thru	159,420	163,118	170,649	180,000	150,000
Franchise Fees	1,652,333	1,640,272	1,801,981	1,939,513	1,901,000
Sales and Use Tax	30,351,631	33,977,179	35,434,121	35,000,000	36,091,000
Sales Tax - Public Safety - Prop 172	401,411	414,465	455,285	467,401	469,000
Transient Occupancy Tax	1,218,924	1,857,502	2,151,007	2,300,000	2,500,000
Business License Fees	416,266	435,626	470,064	434,778	440,000
Real Property Transfer Tax	575,024	799,711	585,882	525,000	525,000
New Construction Tax	1,868	14,698	135,826	33,856	1,232
Planning Plan Check Fees	228,447	403,984	540,788	317,511	330,445
Building Permits & Plan Checks	1,269,915	2,477,235	3,457,821	1,776,768	1,875,361
Fees and Other Permits	364,117	541,550	774,195	917,450	687,300
Fines and Forfeitures	938,397	1,019,750	1,169,849	926,578	922,000
Interest Income	1,337,459	(743,387)	1,227,104	1,245,000	634,075
Use of property	1,592,680	2,054,498	2,762,923	2,995,465	2,929,162
P.O.S.T. Reimbursement	24,035	43,188	27,861	35,000	20,000
Revenue from Other Agencies	269,404	156,509	142,828	130,000	130,000
State Grants	229,361	37,560	43,423	531,182	30,000
Federal Grants	3,461,923	362,308	105,481	88,050,000	50,000
Sports Fees	427,076	725,315	730,628	719,000	719,000
Class Fees	312,477	398,535	554,274	400,000	450,000
Other Recreation Fees	92,571	398,044	424,289	455,000	440,000
Transfer In	8,803,942	12,324,269	9,855,257	11,920,660	17,025,123
Reimbursement from Other Funds	1,223,960	1,218,385	1,521,773	1,500,000	1,700,000
All Other Sources	757,973	987,915	2,039,146	980,890	666,700
TOTAL REVENUE - GENERAL FUND	78,089,302	84,415,047	90,975,070	179,394,437	97,558,137



2024-2025 Expense Summary – All Funds

Fund	Description	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
100	General Fund					
	City Council	12,886	21,420	50,262	65,327	89,443
	City Clerk	669,158	697,115	869,904	820,291	1,132,391
	City Attorney	817,270	851,020	727,834	1,069,150	900,000
	City Manager	801,631	873,114	904,984	836,287	981,425
	Economic Development	959,391	1,104,332	1,198,671	1,983,134	2,217,151
	Finance	1,655,639	1,738,453	1,784,663	1,888,365	2,024,599
	Human Resources	973,220	1,017,310	1,169,671	1,261,755	1,550,012
	Community Development	3,925,479	4,257,418	4,533,744	5,313,124	5,085,910
	Public Works	15,493,523	16,429,663	14,734,048	16,159,662	17,552,619
	Police Services	27,534,909	28,597,794	31,797,083	35,415,223	38,113,740
	Fire Services	9,213,773	9,759,428	10,015,568	10,623,700	11,044,939
	Parks and Recreation	3,694,097	4,667,245	5,229,968	5,554,944	6,005,385
	Successor Agency / RDA	-	-	-	-	-
	Non-Departmental, Other	6,227,269	7,225,520	14,937,212	16,449,207	11,730,887
	Small Business Assistance	1,917,233	-	-	-	-
	Non-Profit Assistance	274,012	-	-	-	-
	Meal Gap Program	127,794	255,316	-	-	-
	Other COVID-19 Costs	993,591	-	-	-	-
	Navy North Hanger Fire	-	-	-	88,000,000	-
100	General Fund - Unrestricted	75,290,874	77,495,146	87,953,610	185,440,169	98,428,502
102	General Fund PARS Pension Trust	-	41,810	46,130	60,000	60,000
186	Oblg Reimb Form Successor Agency	1,428	-	-	-	-
187	Backbone Fee Fund	2,570,890	60,160	884,309	5,700,360	10,288,171
189	Land Held for Resale	8,493,888	13,215,560	8,738,044	15,424,876	74,768,082
200	Capital Projects Fund—CIP	2,677,518	2,466,378	2,038,559	1,859,248	12,206,578
120	CDBG	878,180	1,452,041	2,111,413	749,454	904,234
129	Cable PEG Fees	29,720	84,985	-	75,000	150,000
130	Gas Tax	2,230,188	1,580,312	2,117,165	4,181,001	4,270,498
131	Park Development	1,681,598	835,637	994,794	759,979	1,234,980
132	Park Development Grants	2	-	-	-	6,050,000
133	SCAQMD	516,660	97,049	-	247,082	-
134	Asset Forfeiture	25	(0)	-	-	-
135	RNSP Asset Forfeiture	68	-	46,893	210,000	-
136	Supplemental Law Enforcement	136,487	172,070	53,357	176,124	237,101
137	Treasury RNSP Asset Forfeiture	6	-	-	-	-
139	Measure M2	2,985,171	5,135,124	2,176,819	4,644,129	1,189,029
140	Road Maint & Rehab Alloc	(13,870)	23,597	1,747,051	1,576,201	4,804,252
141	Tustin LLD	1,354,874	946,104	792,029	953,504	898,600
142	Tustin SL	916,165	460,843	590,152	698,308	1,772,457
171	Solid Waste	257,970	356,693	380,967	423,918	521,660
180	Special Events	24,607	599,074	509,063	647,960	755,880
181	Workers Compensation	1,610,088	1,364,056	1,814,156	1,709,143	1,736,600
182	Liability	1,216,884	1,173,859	1,869,797	2,738,339	4,861,000
183	Unemployment	13,133	13,144	6,430	15,000	20,000
184	Equipment Replacement Fund	414,352	1,012,277	1,000,758	1,044,000	2,980,932
185	Information Technology	2,363,992	2,910,964	3,059,840	3,851,774	5,017,601
300	Water Enterprise	17,962,760	23,272,704	22,328,402	22,487,832	23,433,187
301	Water Capital Fund	12,512,459	7,202,537	3,376,403	1,218,676	1,430,000
302	Water Emergency Fund	-	-	-	1,000,000	-
305	2011 Water Rev Bond Fund	289,010	289,004	-	-	-

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Fund	Description	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
306	2013 Water Rev Bond Fund	9,103,481	13,222,296	2,168,247	951,750	-
307	2024 Water Rev Bond Fund	-	-	-	2,325,000	1,180,000
420	American Rescue Plan Act (ARPA)	-	6,359,132	5,415,387	4,344,500	3,215,567
431	Assess Dist. 95-1 Construction	809,947	-	-	82,830	-
433	CFD 04-1	729,461	714,367	693,309	704,006	700,406
434	CFD 06-1 Construction	2,598,519	167,845	83,831	67,000	2,422
435	CFD 06-1 Debt Service	3,533,069	3,520,575	3,591,365	3,657,019	3,732,231
436	CFD 07-1 Debt Service	977,697	967,005	1,063,236	1,073,325	1,047,300
440	CFD 13-1	3,500	-	-	-	-
441	CFD 14-1	1,545,584	1,550,496	1,580,470	1,587,925	1,615,400
442	Special Tax B	4,433,734	4,624,929	5,066,557	5,336,780	6,303,025
443	CFD 14-1 Construction	4,378,007	3,415,043	1,084,484	-	-
444	CFD 18-1	3,500	-	-	-	-
561	2010 MCAS TABs	87,345	714	-	-	-
570	Successor Agency (Trust Fund)	2,241,079	2,153,269	2,069,215	3,932,428	3,930,873
571	PARS OPEB Trust	13,015	14,404	14,960	20,000	20,000
575	Tustin Housing Authority	1,367,285	504,326	1,492,620	2,054,148	2,174,290
577	Voluntary Workforce Housing	-	-	-	2,107,169	-
TOTAL EXPENSES - ALL FUNDS		168,240,348	179,475,529	168,959,822	286,135,956	281,940,858



2024-2025 Expense Summary by Type – All Funds

Fund	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
100	General Fund					
	Personnel	42,676,506	46,565,050	49,403,391	53,657,731	58,112,100
	Operations	26,909,191	30,638,285	38,511,849	43,697,088	40,025,551
	Non-Operating / Navy North Hangar Fire	3,312,630	255,316	-	88,000,000	-
	Capital	2,392,546	36,495	38,370	85,350	290,850
	100 Total General Fund Total	75,290,874	77,495,146	87,953,610	185,440,169	98,428,502
102	General Fund - PARS Pension Trust					
	Personnel	-	-	-	-	-
	Operations	-	41,810	46,130	60,000	60,000
	Capital	-	-	-	-	-
	102 Total General Fund - PARS Pension Trust	-	41,810	46,130	60,000	60,000
186	Oblig Reimb From Successor Agency					
	Personnel	-	-	-	-	-
	Operations	1,428	-	-	-	-
	Capital	-	-	-	-	-
	186 Total Oblig Reimb From Successor Agency	1,428	-	-	-	-
187	Backbone Fee					
	Personnel	54,889	57,492	59,783	64,088	85,629
	Operations	9,189	1,918	618,662	605,120	21,147
	Capital	2,506,812	750	205,865	5,031,152	10,181,395
	187 Total Backbone Fee	2,570,890	60,160	884,309	5,700,360	10,288,171
189	Land Held for Resale					
	Personnel	21,955	1,842,478	1,843,913	1,845,635	1,854,252
	Operations	6,061,227	9,282,265	6,206,468	7,230,202	11,557,756
	Capital	2,410,706	2,090,818	687,663	6,349,039	61,356,074
	189 Total Land Held for Resale	8,493,888	13,215,560	8,738,044	15,424,876	74,768,082
200	CIP					
	Personnel	-	-	-	-	-
	Operations	28,246	113,468	46,580	47,765	3,170,000
	Capital	2,649,273	2,352,910	1,991,978	1,811,483	9,036,578
	200 Total CIP	2,677,518	2,466,378	2,038,559	1,859,248	12,206,578
120	Community Development Block Grant (CDBG)					
	CDBG Admin					
	Personnel	175,746	116,635	95,469	111,193	111,304
	Operations	702,435	1,329,006	206,015	249,114	381,930
	Total CDBG Admin	878,180	1,445,641	301,484	360,307	493,234
	CDBG Capital					
	Personnel	-	-	-	-	-
	Operations	-	-	-	-	-
	Capital	-	-	1,809,929	389,147	411,000
	Total CDBG Capital	-	-	1,809,929	389,147	411,000
	CDBG Non-Dept					
	Personnel	-	6,400	-	-	-
	Operations	-	-	-	-	-
	Capital	-	-	-	-	-
	Total CDBG Non-Dept	-	6,400	-	-	-
	CDBG Total					
	Personnel	175,746	123,035	95,469	111,193	111,304
	Operations	702,435	1,329,006	206,015	249,114	381,930
	Capital	-	-	1,809,929	389,147	411,000

City of Tustin
2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Fund	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
120	Total Community Development Block Grant (CDBG)	878,180	1,452,041	2,111,413	749,454	904,234
129	Cable PEG Fees					
	Personnel	-	-	-	-	-
	Operations	29,720	84,985	-	75,000	150,000
	Capital	-	-	-	-	-
129	Total Cable PEG Fees	29,720	84,985	-	75,000	150,000
130	Gas Tax					
	Gas Tax, Non-Dept					
	Personnel	4,553	7,558	20,264	19,881	22,616
	Operations	2,481	864	-	-	-
	Capital	-	-	-	-	-
Total Gas Tax, Non-Dept		7,035	8,422	20,264	19,881	22,616
	Gas Tax, CIP					
	Personnel	109,231	109,680	288,027	279,230	268,782
	Operations	1,631,689	1,459,368	1,808,874	1,735,890	1,825,100
	Capital	482,233	2,842	-	2,146,000	2,154,000
Total Gas Tax, CIP		2,223,153	1,571,890	2,096,901	4,161,120	4,247,882
	Gas Tax Total					
	Personnel	113,784	117,238	308,291	299,111	291,398
	Operations	1,634,171	1,460,233	1,808,874	1,735,890	1,825,100
	Capital	482,233	2,842	-	2,146,000	2,154,000
130 Total Gas Tax		2,230,188	1,580,312	2,117,165	4,181,001	4,270,498
131	Park Development, CIP					
	Personnel	-	-	-	-	-
	Operations	72,612	589,242	102,614	104,328	44,328
	Capital	1,608,985	246,395	892,180	655,651	1,190,652
131 Total Park Development, CIP		1,681,598	835,637	994,794	759,979	1,234,980
132	Park Development Grants					
	Personnel	-	-	-	-	-
	Operations	2	-	-	-	-
	Capital	-	-	-	-	6,050,000
132 Total Park Development Grants		2	-	-	-	6,050,000
133	SCAQMD, Non-Departmental					
	Personnel	-	-	-	-	-
	Operations	516,660	37,553	-	-	-
	Capital	-	59,496	-	247,082	-
133 Total SCAQMD, Non-Departmental		516,660	97,049	-	247,082	-
134	Asset Forfeit, Non-Dept.					
	Personnel	-	-	-	-	-
	Operations	25	(0)	-	-	-
	Capital	-	-	-	-	-
134 Total Asset Forfeit, Non-Dept.		25	(0)	-	-	-
135	RNSP Asset Forfeit, Non-Dept.					
	Personnel	-	-	-	-	-
	Operations	-	-	46,893	210,000	-
	Capital	68	-	-	-	-
135 Total RNSP Asset Forfeit, Non-Dept.		68	-	46,893	210,000	-
136	Suppl Law Enforcement, CIP					
	Personnel	136,370	125,579	53,357	176,124	237,101
	Operations	117	46,490	-	-	-
	Capital	-	-	-	-	-
136 Total Suppl Law Enforcement, CIP		136,487	172,070	53,357	176,124	237,101

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Fund	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
139	Measure M2					
	Measure M2 - Non-Dept					
	Personnel	-	-	-	-	-
	Operations	158,658	1,963,211	179,054	80,000	80,000
	Capital	-	-	-	-	-
	Total Measure M2 - Non-Dept	158,658	1,963,211	179,054	80,000	80,000
	Measure M2 - Capital					
	Personnel	-	-	-	-	-
	Operations	360,138	169,627	155,134	140,000	-
	Capital	2,466,375	3,002,286	1,842,630	4,424,129	1,109,029
	Total Measure M2 - Capital	2,826,513	3,171,913	1,997,764	4,564,129	1,109,029
	Measure M2					
	Personnel	-	-	-	-	-
	Operations	518,796	2,132,838	334,189	220,000	80,000
	Capital	2,466,375	3,002,286	1,842,630	4,424,129	1,109,029
	139 Total Measure M2	2,985,171	5,135,124	2,176,819	4,644,129	1,189,029
140	Road Maint & Rehab					
	Personnel	21,955	23,437	23,912	25,634	34,252
	Operations	22,038	-	93,715	567	-
	Capital	(57,863)	160	1,629,425	1,550,000	4,770,000
	140 Total Road Maint & Rehab	(13,870)	23,597	1,747,051	1,576,201	4,804,252
141	Tustin LLD, Special District					
	Personnel	-	-	-	-	-
	Operations	1,354,874	946,104	792,029	953,504	898,600
	Capital	-	-	-	-	-
	141 Total Tustin LLD, Special District	1,354,874	946,104	792,029	953,504	898,600
142	Tustin SL					
	Tustin SL-Capital					
	Personnel	2,900	8,089	92,882	101,800	121,811
	Operations	411,967	444,264	489,165	588,556	641,600
	Capital	-	8,017	-	-	-
	Total Tustin SL-Capital	414,867	460,371	582,047	690,356	763,411
	Tustin SL - Non-Dept					
	Personnel	-	-	-	-	-
	Operations	501,298	472	8,105	7,952	1,009,046
	Capital	-	-	-	-	-
	Total Tustin SL - Non-Dept	501,298	472	8,105	7,952	1,009,046
	Tustin SL					
	Personnel	2,900	8,089	92,882	101,800	121,811
	Operations	913,265	444,736	497,270	596,508	1,650,646
	Capital	-	8,017	-	-	-
	142 Total Tustin SL	916,165	460,843	590,152	698,308	1,772,457
171	Solid Waste					
	Personnel	139,996	152,490	147,245	150,634	231,660
	Operations	117,974	204,203	233,722	273,284	290,000
	171 Total Solid Waste	257,970	356,693	380,967	423,918	521,660
180	Special Events					
	Special Events - Tustin Street Fair					
	Personnel	-	-	-	-	60,000
	Operations	(16)	309,649	146,204	255,880	255,880
	Capital	-	-	-	-	-
	Total Special Events - Tustin Street Fair	(16)	309,649	146,204	255,880	315,880

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Fund	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
Special Events - Tustin Tiller Days						
	Personnel	-	-	-	-	55,000
	Operations	11,098	232,035	298,311	247,000	240,000
	Capital	-	-	-	-	-
Total Special Events - Tustin Tiller Days		11,098	232,035	298,311	247,000	295,000
Special Events - Other						
	Personnel	-	-	-	-	-
	Operations	13,525	57,390	64,548	105,080	105,000
	Capital	-	-	-	-	-
Total Special Events - Other		13,525	57,390	64,548	105,080	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	-	-	-	-	115,000
	Operations	24,607	599,074	509,063	647,960	640,880
	Capital	-	-	-	-	-
180 Total Special Events		24,607	599,074	509,063	647,960	755,880
181 Workers Comp, Self-Insurance						
	Personnel	-	-	-	-	-
	Operations	1,610,088	1,364,056	1,804,618	1,704,143	1,731,600
	Capital	-	-	9,538	5,000	5,000
181 Total Workers Comp, Self-Insurance		1,610,088	1,364,056	1,814,156	1,709,143	1,736,600
182 Liability, Self-Insurance						
	Personnel	-	-	-	-	-
	Operations	1,216,884	1,173,859	1,869,797	2,738,339	4,861,000
	Capital	-	-	-	-	-
182 Total Liability, Self-Insurance		1,216,884	1,173,859	1,869,797	2,738,339	4,861,000
183 Unemployment, Self-Insurance						
	Personnel	-	-	-	-	-
	Operations	13,133	13,144	6,430	15,000	20,000
	Capital	-	-	-	-	-
183 Total Unemployment, Self-Insurance		13,133	13,144	6,430	15,000	20,000
184 Equipment Replacement						
	Personnel	-	-	-	-	-
	Operations	1,281	562	72,633	120,000	120,000
	Capital	413,071	1,011,715	928,125	924,000	2,860,932
184 Total Equipment Replacement		414,352	1,012,277	1,000,758	1,044,000	2,980,932
185 Information Technology						
	Personnel	581,203	652,347	602,181	611,614	720,101
	Operations	1,152,742	1,274,832	1,321,162	1,924,800	2,537,500
	Capital	630,047	983,785	1,136,497	1,315,360	1,760,000
185 Total Information Technology		2,363,992	2,910,964	3,059,840	3,851,774	5,017,601
300 Water Enterprise Fund						
Water, Service Billing						
	Personnel	826,930	841,974	894,475	934,468	975,045
	Operations	2,979,504	4,141,966	3,495,981	2,845,900	2,104,500
	Capital	45,108	15,362	15,382	20,000	50,000
Total Water, Service Billing		3,851,541	4,999,302	4,405,838	3,800,368	3,129,545

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Fund	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
Water, Administration						
	Personnel	697,491	703,711	797,754	852,166	1,213,477
	Operations	1,958,277	3,963,269	4,163,680	3,699,709	4,264,868
	Capital	-	-	-	-	-
Total Water, Administration		2,655,768	4,666,980	4,961,434	4,551,875	5,478,345
Water Distribution						
	Personnel	1,214,614	1,371,486	1,256,262	1,346,584	1,296,559
	Operations	201,060	354,331	212,301	301,375	276,400
	Capital	-	21,799	-	-	60,000
Total Water Distribution		1,415,674	1,747,616	1,468,563	1,647,959	1,632,959
Main Street Facilities						
	Personnel	60,940	65,144	213,874	205,403	233,146
	Operations	40,641	46,012	101,589	25,417	2,021,650
	Capital	-	-	-	-	-
Total Main Street Facilities		101,580	111,156	315,464	230,820	2,254,796
17th Street Desalter						
	Personnel	219,005	219,031	147,937	140,815	170,612
	Operations	2,329,113	2,183,760	2,494,432	2,471,550	2,555,300
	Capital	-	-	-	-	-
Total 17th Street Desalter		2,548,118	2,402,790	2,642,369	2,612,365	2,725,912
Imported Water						
	Personnel	108,366	116,611	102,326	78,119	139,669
	Operations	3,088,193	6,055,368	5,652,235	5,633,320	5,009,300
	Capital	-	-	-	-	-
Total Imported Water		3,196,559	6,171,979	5,754,561	5,711,439	5,148,969
Water Production						
	Personnel	288,896	301,690	306,133	276,101	355,770
	Operations	3,665,401	2,426,371	2,045,653	3,292,140	2,300,100
	Capital	-	-	-	-	-
Total Water Production		3,954,297	2,728,061	2,351,786	3,568,241	2,655,870
Non-Departmental						
	Personnel	239,223	395,906	428,387	364,765	406,791
	Operations	-	48,914	-	-	-
	Capital	-	-	-	-	-
Total Non-Departmental		239,223	444,820	428,387	364,765	406,791
Water Utility Fund Total						
	Personnel	3,655,464	4,015,552	4,147,149	4,198,421	4,791,069
	Operations	14,262,188	19,219,990	18,165,872	18,269,411	18,532,118
	Capital	45,108	37,162	15,382	20,000	110,000
300 Total Water Enterprise Fund		17,962,760	23,272,704	22,328,402	22,487,832	23,433,187
301 Water Capital Fund						
	Personnel	-	-	-	-	-
	Operations	8,124,112	4,454,041	662,245	500,000	600,000
	Capital	4,388,348	2,748,496	2,714,159	718,676	830,000
301 Total Water Capital Fund		12,512,459	7,202,537	3,376,403	1,218,676	1,430,000
302 Water Enterprise Emergency Fund						
	Personnel	-	-	-	-	-
	Operations	-	-	-	1,000,000	-
	Capital Outlay	-	-	-	-	-
302 Total Water Enterprise Emergency Fund		-	-	-	1,000,000	-

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Fund	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
303	Water Rate Stabilization Reserve Fund					
	Personnel	-	-	-	-	-
	Operations	-	-	-	-	-
	Capital Outlay	-	-	-	-	-
303	Total Water Rate Stabilization Reserve Fund	-	-	-	-	-
305	2011 Water Revenue Bond Fund					
	Personnel	-	-	-	-	-
	Operations	10	289,004	-	-	-
	Capital Outlay	289,000	-	-	-	-
305	Total 2011 Water Revenue Bond Fund	289,010	289,004	-	-	-
306	2013 Water Revenue Bond Fund					
	Personnel	-	-	-	-	-
	Operations	1,761	13,222,296	2,048,247	-	-
	Capital Outlay	9,101,720	-	120,000	951,750	-
306	Total 2013 Water Revenue Bond Fund	9,103,481	13,222,296	2,168,247	951,750	-
307	2024 Water Revenue Bond Fund					
	Personnel	-	-	-	-	-
	Operations	-	-	-	125,000	-
	Capital Outlay	-	-	-	2,200,000	1,180,000
307	Total 2024 Water Revenue Bond	-	-	-	2,325,000	1,180,000
420	ARPA					
	Personnel	-	-	-	-	-
	Operations	-	6,359,132	5,415,387	4,344,500	3,215,567
	Capital	-	-	-	-	-
420	Total ARPA	-	6,359,132	5,415,387	4,344,500	3,215,567
431	Assess. District 95-1 Construction					
	Personnel	-	-	-	-	-
	Operations	809,947	-	-	82,830	-
	Capital	-	-	-	-	-
431	Total Assess. District 95-1 Construction	809,947	-	-	82,830	-
433	CFD 04-1					
	Personnel	-	-	-	-	-
	Operations	729,461	714,367	693,309	704,006	700,406
	Capital	-	-	-	-	-
433	Total CFD 04-1	729,461	714,367	693,309	704,006	700,406
434	CFD 06-1 Construction					
	Personnel	-	-	-	-	-
	Operations	54,387	0	-	-	2,422
	Capital	2,544,132	167,844	83,831	67,000	-
434	Total CFD 06-1 Construction	2,598,519	167,845	83,831	67,000	2,422
435	CFD 06-1 Debt Svs					
	Personnel	-	-	-	-	-
	Operations	3,533,069	3,520,575	3,591,365	3,657,019	3,732,231
	Capital	-	-	-	-	-
435	Total CFD 06-1 Debt Svs	3,533,069	3,520,575	3,591,365	3,657,019	3,732,231
436	CFD 07-1 Debt Svs					
	Personnel	-	-	-	-	-
	Operations	977,697	967,005	1,063,236	1,073,325	1,047,300
	Capital	-	-	-	-	-
436	Total CFD 07-1 Debt Svs	977,697	967,005	1,063,236	1,073,325	1,047,300

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Fund	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
440	CFD 13-01					
	Personnel	-	-	-	-	-
	Operations	3,500	-	-	-	-
	Capital	-	-	-	-	-
440	Total CFD 13-01	3,500	-	-	-	-
441	CFD 14-01 Debt Service					
	Personnel	-	-	-	-	-
	Operations	1,545,584	1,550,496	1,580,470	1,587,925	1,615,400
	Capital	-	-	-	-	-
441	Total CFD 14-01 Debt Service	1,545,584	1,550,496	1,580,470	1,587,925	1,615,400
442	Special Tax B					
	Personnel	-	-	-	-	-
	Operations	4,433,734	4,624,929	5,066,557	5,336,780	6,303,025
	Capital	-	-	-	-	-
442	Total Special Tax B	4,433,734	4,624,929	5,066,557	5,336,780	6,303,025
443	CFD 14-01 Construction					
	Personnel	-	-	-	-	-
	Operations	4,000,000	169,388	191,520	-	-
	Capital	378,007	3,245,655	892,964	-	-
443	Total CFD 14-01 Construction	4,378,007	3,415,043	1,084,484	-	-
444	CFD 18-01 Construction					
	Personnel	-	-	-	-	-
	Operations	3,500	-	-	-	-
	Capital	-	-	-	-	-
444	Total CFD 18-01	3,500	-	-	-	-
561	MCAS 2010 TABs					
	Personnel	-	714	-	-	-
	Operations	0	0	-	-	-
	Capital	87,345	-	-	-	-
561	Total MCAS 2010 TABs	87,345	714	-	-	-
571	PARS OPEB					
	Personnel	-	-	-	-	-
	Operations	13,015	14,404	14,960	20,000	20,000
	Capital	-	-	-	-	-
571	Total PARS OPEB	13,015	14,404	14,960	20,000	20,000
575	Tustin Housing Authority					
	Personnel	415,647	437,466	425,540	227,568	224,405
	Operations	951,638	66,860	1,067,080	1,814,580	1,949,885
	Capital	-	-	-	12,000	-
575	Total Tustin Housing Authority	1,367,285	504,326	1,492,620	2,054,148	2,174,290
577	Voluntary Workforce Housing Incentive Prog					
	Personnel	-	-	-	7,169	-
	Operations	-	-	-	2,100,000	-
	Capital	-	-	-	-	-
577	Total Voluntary Workforce Housing Incentive Prog	-	-	-	2,107,169	-
570	Successor Agency					
	Personnel	-	-	-	-	-
	Operations	2,241,079	2,153,269	2,069,215	3,932,428	3,930,873
	Debt Service	-	-	-	-	-
570	Total Successor Agency	2,241,079	2,153,269	2,069,215	3,932,428	3,930,873

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Fund	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
All Funds						
	Personnel	47,996,415	54,120,966	57,203,112	61,476,721	66,930,083
	Operations	84,595,384	109,104,420	96,758,173	107,756,416	111,715,266
	Non-Operating Expenditures	3,312,630	255,316	-	88,000,000	-
	Capital	32,335,913	15,994,828	14,998,537	28,902,819	103,295,510
TOTAL EXPENSES - ALL FUNDS		168,240,342	179,475,529	168,959,822	286,135,956	281,940,858



2024-2025 Department/Division Expense Summary – General Fund

Dept Name	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
City Council						
	Personnel	-	-	22,368	39,027	38,043
	Operations	12,886	21,420	27,894	26,300	51,400
	Capital	-	-	-	-	-
Total City Council		12,886	21,420	50,262	65,327	89,443
City Clerk						
	Personnel	518,564	550,942	594,849	612,791	691,391
	Operations	150,594	136,385	275,054	207,500	402,500
	Capital	-	9,787	-	-	38,500
Total City Clerk		669,158	697,115	869,904	820,291	1,132,391
City Attorney						
	Personnel	-	-	-	-	-
	Operations	817,270	851,020	727,834	1,069,150	900,000
	Capital	-	-	-	-	-
Total City Attorney		817,270	851,020	727,834	1,069,150	900,000
City Manager's Office						
	Personnel	762,027	830,594	853,179	653,987	855,325
	Operations	39,604	42,520	51,805	182,300	86,100
	Capital	-	-	-	-	40,000
Total City Manager's Office		801,631	873,114	904,984	836,287	981,425
Economic Development						
	Personnel	773,689	968,989	992,958	1,621,298	1,773,934
	Operations	185,703	135,342	205,713	361,836	443,217
	Capital	-	-	-	-	-
Total Economic Development		959,391	1,104,332	1,198,671	1,983,134	2,217,151
Finance						
	Personnel	1,360,185	1,448,430	1,476,850	1,569,243	1,596,599
	Operations	295,454	290,023	307,814	319,122	425,000
	Capital	-	-	-	-	3,000
Total Finance		1,655,639	1,738,453	1,784,663	1,888,365	2,024,599
Human Resources						
	Personnel	740,311	776,196	873,620	921,030	1,017,787
	Operations	232,908	241,114	296,051	335,725	531,725
	Capital	-	-	-	5,000	500
Total Human Resources		973,220	1,017,310	1,169,671	1,261,755	1,550,012
Community Development						
Planning						
	Personnel	1,605,943	1,573,502	1,531,715	1,724,892	1,801,784
	Operations	259,049	422,906	379,021	1,061,500	737,100
	Capital	-	-	10,919	10,000	7,500
Total Planning		1,864,992	1,996,407	1,921,656	2,796,392	2,546,384
Building						
	Personnel	714,916	919,535	1,081,669	1,081,935	1,184,438
	Operations	877,004	873,046	1,151,333	1,023,803	989,770
	Capital	-	-	-	-	-
Total Building		1,591,919	1,792,581	2,233,002	2,105,738	2,174,208
Code Enforcement						
	Personnel	313,176	342,457	166,916	228,494	206,718
	Operations	155,392	125,973	212,170	182,500	158,600
	Capital	-	-	-	-	-
Total Code Enforcement		468,567	468,430	379,086	410,994	365,318

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Dept Name	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
Community Development						
Personnel		2,634,034	2,835,493	2,780,300	3,035,321	3,192,940
Operations		1,291,444	1,421,925	1,742,525	2,267,803	1,885,470
Capital		-	-	10,919	10,000	7,500
Total Community Development		3,925,479	4,257,418	4,533,744	5,313,124	5,085,910
Public Works						
Administration						
Personnel		524,905	549,430	559,253	657,748	747,027
Operations		569,918	540,457	644,075	900,350	1,190,100
Capital		-	-	-	-	-
Total Administration		1,094,823	1,089,887	1,203,32	1,558,098	1,937,127
Engineering						
Personnel		1,126,519	1,143,728	1,415,413	1,518,159	1,689,566
Operations		27,709	104,699	87,244	227,000	253,000
Capital		-	-	-	-	-
Total Engineering		1,154,228	1,248,427	1,502,657	1,745,159	1,942,566
Streets						
Personnel		669,954	763,578	620,191	691,813	636,395
Operations		157,995	2,533,362	165,104	149,850	243,700
Capital		2,370,752	-	-	-	-
Total Streets		3,198,700	3,296,940	785,295	841,663	880,095
Landscape						
Personnel		1,761,534	1,969,006	1,834,629	1,758,791	2,321,041
Operations		3,833,386	4,234,265	4,474,801	4,848,362	4,876,100
Capital		-	-	-	-	-
Total Landscape		5,594,920	6,203,271	6,309,429	6,607,153	7,197,141
Water Quality						
Personnel		175,966	173,672	183,971	191,319	196,815
Operations		324,636	321,538	427,192	485,000	510,000
Capital		-	-	-	-	-
Total Water Quality		500,602	495,211	611,163	676,319	706,815
Fleet Maintenance						
Personnel		520,783	535,087	552,312	564,690	579,146
Operations		545,334	717,363	813,885	839,950	833,350
Capital		-	-	-	-	-
Total Fleet Maintenance		1,066,117	1,252,450	1,366,197	1,404,640	1,412,496
Building Facilities						
Personnel		422,434	371,248	289,938	410,830	473,080
Operations		2,461,699	2,472,230	2,666,040	2,915,800	2,953,300
Capital		-	-	-	-	50,000
Total Building Facilities		2,884,133	2,843,478	2,955,979	3,326,630	3,476,380
Public Works						
Personnel		5,202,095	5,505,748	5,455,707	5,793,350	6,643,069
Operations		7,920,676	10,923,915	9,278,341	10,366,312	10,859,550
Capital		2,370,752	-	-	-	50,000
Total Public Works		15,493,523	16,429,663	14,734,048	16,159,662	17,552,619
Police Department						
Administration						
Personnel		1,160,008	1,204,826	1,535,327	1,783,382	1,808,618
Operations		2,106,913	1,073,475	2,136,219	2,733,860	3,273,460
Capital		-	-	-	-	-
Total Administration		3,266,921	2,278,301	3,671,546	4,517,242	5,082,078
City Operations						
Personnel		2,541,442	3,010,146	3,226,079	3,578,545	4,033,932
Operations		639,238	769,149	979,989	1,212,710	1,178,084

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Dept Name	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
	Capital	-	-	-	-	95,000
Total City Operations		3,180,680	3,779,294	4,206,068	4,791,255	5,307,017
North Area Division						
	Personnel	3,966,033	4,383,275	5,160,225	5,905,745	5,676,471
	Operations	91,063	65,817	66,770	56,259	59,259
	Capital	-	-	-	-	-
Total North Area Division		4,057,096	4,449,092	5,226,994	5,962,004	5,735,730
South Area Division						
	Personnel	4,826,596	5,412,994	5,102,592	5,664,469	6,307,232
	Operations	77,795	69,593	57,882	77,159	77,159
	Capital	-	-	-	-	-
Total South Area Division		4,904,391	5,482,587	5,160,474	5,741,628	6,384,391
Special Operations Division						
	Personnel	4,477,615	4,916,851	5,185,609	4,677,024	5,476,202
	Operations	169,537	155,045	145,741	242,825	242,825
	Capital	-	-	-	-	-
Total Special Operations Division		4,647,152	5,071,896	5,331,349	4,919,849	5,719,027
Professional Standards Division						
	Personnel	2,084,539	2,086,187	2,305,989	3,361,205	2,389,353
	Operations	400,687	441,579	632,423	696,865	838,068
	Capital	-	-	-	-	-
Total Professional Standards Division		2,485,227	2,527,767	2,938,412	4,058,070	3,227,421
Field Support Services						
	Personnel	2,723,699	2,772,030	2,775,942	2,964,155	3,734,069
	Operations	211,324	187,104	285,524	331,625	355,625
	Capital	-	-	-	-	-
Total Field Support Services		2,935,023	2,959,134	3,061,466	3,295,780	4,089,694
Operations Support Services						
	Personnel	1,750,839	1,662,977	1,719,025	1,872,273	2,049,716
	Operations	307,581	290,082	323,595	257,122	330,622
	Capital	-	-	-	-	-
Total Operations Support Services		2,058,420	1,953,059	2,042,620	2,129,395	2,380,338
Behavioral Response Unit						
	Personnel	-	96,608	158,153	-	188,045
	Operations	-	55	-	-	-
	Capital	-	-	-	-	-
Total Behavioral Response Unit		-	96,663	158,153	-	188,045
Police Department						
	Personnel	23,530,772	25,545,894	27,168,941	29,806,798	31,663,638
	Operations	4,004,138	3,051,899	4,628,142	5,608,425	6,355,102
	Capital	-	-	-	-	95,000
Total Police Department		27,534,909	28,597,794	31,797,083	35,415,223	38,113,740
Fire Service Contract						
	Personnel	-	-	-	-	-
	Operations	9,213,773	9,759,428	10,015,568	10,623,700	11,044,939
	Capital	-	-	-	-	-
Total Fire Service Contract		9,213,773	9,759,428	10,015,568	10,623,700	11,044,939
Parks & Recreation						
Administration						
	Personnel	350,538	488,096	533,164	568,885	614,626
	Operations	552,892	530,098	648,724	803,649	958,750
	Capital	689	-	-	850	850
Total Administration		904,118	1,018,194	1,181,887	1,373,384	1,574,226
Sports						
	Personnel	739,954	674,826	704,330	817,762	886,358
	Operations	187,508	275,611	327,661	372,600	366,800

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Dept Name	Expense	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Proposed
	Capital	1,088	1,942	4,285	16,000	5,000
Total Sports		928,550	952,379	1,036,275	1,206,362	1,258,158
Classes/Cultural Services						
	Personnel	305,066	266,786	286,005	305,148	262,154
	Operations	381,748	774,977	935,251	893,700	894,200
	Capital	16,913	17,994	17,687	21,000	21,000
Total Classes/Cultural Services		703,728	1,059,757	1,238,943	1,219,848	1,177,354
Veterans Sports Park/The Annex						
	Personnel	-	182,110	233,639	228,081	366,082
	Operations	-	172,251	121,188	119,100	134,100
	Capital	-	2,369	1,629	5,000	2,000
Total Veterans Sports Park/The Annex		-	356,729	356,456	352,181	502,182
Senior Citizens						
	Personnel	452,405	464,338	502,238	468,133	512,286
	Operations	14,535	76,282	99,381	115,200	117,100
	Capital	-	-	-	-	-
Total Senior Citizens		466,940	540,620	601,619	583,333	629,386
Special Services						
	Personnel	292,449	307,425	312,764	309,974	381,324
	Operations	6,927	8,572	6,450	7,700	8,000
	Capital	1,990	2,404	2,155	25,000	25,000
Total Special Services		301,366	318,401	321,369	342,674	414,324
Tustin Youth Center						
	Personnel	362,375	380,734	453,051	430,862	400,655
	Operations	25,906	38,432	38,673	43,800	46,600
	Capital	1,115	2,000	1,695	2,500	2,500
Total Tustin Youth Center		389,395	421,166	493,419	477,162	449,755
Parks & Recreation						
	Personnel	2,502,787	2,764,314	3,025,190	3,128,845	3,423,485
	Operations	1,169,515	1,876,223	2,177,327	2,355,749	2,525,550
	Capital	21,795	26,708	27,451	70,350	56,350
Total Parks & Recreation		3,694,097	4,667,245	5,229,968	5,554,944	6,005,385
Non-Departmental						
	Personnel	4,652,042	5,338,449	6,159,430	6,476,041	7,215,889
	Operations	1,575,226	1,887,071	8,777,782	9,973,166	4,514,998
	Capital	-	-	-	-	-
Total Non-Departmental		6,227,269	7,225,520	14,937,212	16,982,556	11,730,887
Non-Operating Expenditures						
	Small Business Assistance	2,191,245	-	-	-	-
	Non-Profit Assistance	-	-	-	-	-
	Meal Gap Program	127,794	255,316	-	-	-
	Other COVID-19 Costs	993,591	-	-	-	-
	Navy North Hangar Fire	-	-	-	88,000,000	-
Total Non-Operating Expenditures		3,312,630	255,316	-	88,000,000	-
General Fund Total						
	Personnel	42,676,506	46,565,050	49,403,391	53,657,731	58,112,100
	Operations	26,909,191	30,638,285	38,511,849	43,697,088	40,025,551
	Non-Operating / Navy North Hangar Fire	3,312,630	255,316	-	88,000,000	-
	Capital	2,392,546	36,495	38,370	85,350	290,850
TOTAL EXPENSES - GENERAL FUND		75,290,874	77,495,146	87,953,610	185,440,169	98,428,502



2024-2025 Position Control List

Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
Position Summary by Department						
City Clerk		4.50	4.50	4.50	5.00	0.50
City Manager's Office		5.00	5.00	6.00	6.00	0.00
Community Development		21.50	22.50	22.50	22.50	0.00
Economic Development		7.00	7.00	7.00	9.00	2.00
Finance		22.50	23.00	23.00	23.00	0.00
Human Resources		5.25	5.50	5.50	6.00	0.50
Parks & Recreation		17.00	17.00	17.00	18.00	1.00
Police Department		153.00	154.00	158.00	159.00	1.00
Public Works		78.75	78.00	82.00	83.00	1.00
Total Position Control - All Departments		314.50	316.50	325.50	331.50	6.00
City Clerk						
	Administrative Assistant ¹	2.50	1.50	1.50	1.50	0.00
	City Clerk	1.00	1.00	1.00	1.00	0.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	0.00
	Management Assistant ²	0.00	1.00	1.00	1.50	0.50
Total City Clerk		4.50	4.50	4.50	5.00	0.50
City Manager's Office						
	Assistant City Manager	1.00	1.00	1.00	1.00	0.00
	City Manager	1.00	1.00	1.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00
	Executive Coordinator ³	1.00	1.00	1.00	0.00	-1.00
	Management Analyst I/II ⁴	0.00	0.00	1.00	0.00	-1.00
	Sr. Executive Coordinator ³	0.00	0.00	0.00	1.00	1.00
	Senior Management Analyst ⁴	1.00	1.00	1.00	2.00	1.00
Total City Manager's Office		5.00	5.00	6.00	6.00	0.00
Community Development						
	Administrative Assistant	1.00	1.00	1.00	1.00	0.00
	Assistant Director of CD - Building	1.00	1.00	0.00	0.00	0.00
	Assistant Director of CD - Planning	1.00	1.00	1.00	1.00	0.00
	Assistant Planner	1.00	1.00	1.00	1.00	0.00
	Associate Planner	1.00	1.00	1.00	1.00	0.00
	Building Inspector	2.00	2.00	2.00	2.00	0.00
	Building Official	0.00	0.00	1.00	1.00	0.00
	Building Permit Technician	3.00	2.00	2.00	2.00	0.00
	Code Enforcement Officer	1.50	1.50	1.50	1.50	0.00
	Deputy Building Official	1.00	1.00	0.00	0.00	0.00
	Director of Community Development	1.00	1.00	1.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	0.00
	Planning Technician	0.00	1.00	1.00	1.00	0.00
	Plans Examiner	0.00	0.00	1.00	1.00	0.00
	Principal Plan Check Engineer	0.00	0.00	0.00	0.00	0.00
	Principal Planner	1.00	1.00	1.00	1.00	0.00
	Senior Building Inspector	1.00	1.00	1.00	1.00	0.00
	Senior Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00
	Senior Building Permit Technician	0.00	1.00	1.00	1.00	0.00
	Senior Planner	3.00	3.00	3.00	3.00	0.00

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
Total Community Development		21.50	22.50	22.50	22.50	0.00
Economic Development						
	Deputy Director of Economic Development	1.00	1.00	1.00	1.00	0.00
	Deputy Director of Economic Development Legacy ⁵	0.00	0.00	0.00	1.00	1.00
	Director of Economic Development	1.00	1.00	1.00	1.00	0.00
	Economic Development & Housing Manager	1.00	1.00	1.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00
	Management Analyst I/II ⁶	1.00	0.00	0.00	2.00	2.00
	Management Assistant	1.00	1.00	0.00	0.00	0.00
	Senior Management Assistant	0.00	0.00	1.00	1.00	0.00
	Senior Management Analyst ⁵	1.00	2.00	2.00	1.00	-1.00
Total Economic Development		7.00	7.00	7.00	9.00	2.00
Finance						
	Accountant	1.00	1.00	2.00	2.00	0.00
	Accounting Specialist	2.50	3.00	3.00	3.00	0.00
	Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00
	Deputy Director of Finance	2.00	2.00	2.00	2.00	0.00
	Director of Finance/City Treasurer	1.00	1.00	1.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00
	Information Technology Specialist	3.00	3.00	0.00	0.00	0.00
	Information Technology Supervisor	0.00	0.00	1.00	1.00	0.00
	Management Analyst I	1.00	1.00	2.00	2.00	0.00
	Management Analyst II	0.00	1.00	1.00	1.00	0.00
	Management Assistant	1.00	1.00	1.00	1.00	0.00
	Senior Accountant	1.00	1.00	0.00	0.00	0.00
	Senior Accounting Specialist	2.00	2.00	1.00	1.00	0.00
	Senior Information Tech Specialist	1.00	1.00	3.00	3.00	0.00
	Senior Management Analyst	1.00	1.00	1.00	1.00	0.00
	Senior Management Assistant	2.00	1.00	1.00	1.00	0.00
	Water Meter Reader	2.00	2.00	2.00	2.00	0.00
Total Finance		22.50	23.00	23.00	23.00	0.00
Human Resources						
	Administrative Assistant ^{1,2}	0.50	0.50	0.50	0.50	0.00
	Director of Human Resources	1.00	1.00	1.00	1.00	0.00
	Human Resources Manager ⁷	0.00	0.00	0.00	1.00	1.00
	Management Analyst I/II	0.75	1.00	2.00	2.00	0.00
	Management Assistant ²	2.00	1.00	1.00	1.50	0.50
	Senior Management Analyst ⁷	1.00	1.00	1.00	0.00	-1.00
	Senior Management Assistant	0.00	1.00	0.00	0.00	0.00
Total Human Resources		5.25	5.50	5.50	6.00	0.50
Parks & Recreation						
	Administrative Assistant ¹¹	2.00	2.00	2.00	1.00	-1.00
	Deputy Director of Parks & Recreation ⁹	0.00	0.00	0.00	1.00	1.00
	Director of Parks & Recreation	1.00	1.00	1.00	1.00	0.00
	Management Analyst I/II ¹⁰	0.00	0.00	0.00	1.00	1.00
	Recreation Coordinator	6.00	6.00	6.00	6.00	0.00
	Recreation Facilities Lead	2.00	2.00	2.00	2.00	0.00
	Recreation Program Specialist	0.00	0.00	0.00	0.00	0.00
	Recreation Superintendent ⁹	1.00	1.00	1.00	0.00	-1.00

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
	Recreation Supervisor ⁸	2.00	2.00	2.00	3.00	1.00
	Sr. Management Assistant ^{10,11}	1.00	1.00	1.00	1.00	0.00
	Transportation Coordinator	2.00	2.00	2.00	2.00	0.00
Total Parks & Recreation		17.00	17.00	17.00	18.00	1.00
Police Department						
	Behavioral Health Bureau Commander	0.00	1.00	0.00	0.00	0.00
	Crime Analyst (SLESF Grant Funded)	1.00	1.00	0.00	0.00	0.00
	Deputy Police Chief	1.00	0.00	0.00	0.00	0.00
	Management Analyst I/II (SLESF Grant Funded)	0.00	0.00	1.00	1.00	0.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	0.00
	Management Assistant	1.00	1.00	1.00	1.00	0.00
	Police Captain	1.00	3.00	3.00	3.00	0.00
	Police Chief	1.00	1.00	1.00	1.00	0.00
	Police Civilian Commander	1.00	0.00	0.00	0.00	0.00
	Police Communications Lead	2.00	2.00	2.00	2.00	0.00
	Police Communications Officer I/II	10.00	10.00	10.00	10.00	0.00
	Police Fleet Coordinator	1.00	1.00	1.00	1.00	0.00
	Police Lieutenant ¹²	5.00	5.00	5.00	6.00	1.00
	Police Officer	72.00	72.00	72.00	72.00	0.00
	Police Officer (SRO)	1.00	1.00	2.00	2.00	0.00
	Police Records Lead	2.00	2.00	2.00	2.00	0.00
	Police Records Specialist	10.00	10.00	10.00	10.00	0.00
	Police Sergeant	18.00	18.00	19.00	19.00	0.00
	Police Services Officer I/II/III	15.00	15.00	16.00	16.00	0.00
	Police Support Services Manager	2.00	2.00	2.00	2.00	0.00
	Police Support Services Supervisor	4.00	4.00	5.00	5.00	0.00
	Property and Evidence Specialist	2.00	2.00	2.00	2.00	0.00
	Senior Management Assistant	1.00	1.00	1.00	1.00	0.00
	Senior Management Analyst	1.00	1.00	2.00	2.00	0.00
Total Police Department		153.00	154.00	158.00	159.00	1.00
Public Works						
	Assistant Engineer	2.00	2.00	2.00	2.00	0.00
	Assistant Director of Public Works	0.00	1.00	1.00	1.00	0.00
	Associate Engineer	1.00	1.00	2.00	2.00	0.00
	Deputy Director of PW - Engineering	1.00	1.00	0.00	0.00	0.00
	Deputy Director of PW - City Engineer	0.00	0.00	2.00	2.00	0.00
	Deputy Director of PW - Operations	0.00	1.00	1.00	1.00	0.00
	Director of PW / City Engineer	1.00	1.00	1.00	1.00	0.00
	Electrician	1.00	1.00	1.00	1.00	0.00
	Equipment Mechanic	3.00	2.00	2.00	2.00	0.00
	Equipment Operator	3.00	3.00	3.00	3.00	0.00
	Field Services Manager	1.00	1.00	1.00	1.00	0.00
	Maintenance Leadworker ¹³	5.00	5.00	5.00	6.00	1.00
	Maintenance Supervisor	5.00	4.00	5.00	5.00	0.00
	Maintenance Worker/Sr. Maintenance Worker	20.00	22.00	22.00	22.00	0.00
	Management Assistant	1.00	3.00	3.00	3.00	0.00
	Principal Engineer	3.00	3.00	3.00	3.00	0.00
	Public Works Inspector	1.00	1.00	1.00	1.00	0.00
	Public Works Manager	2.00	2.00	2.00	2.00	0.00

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



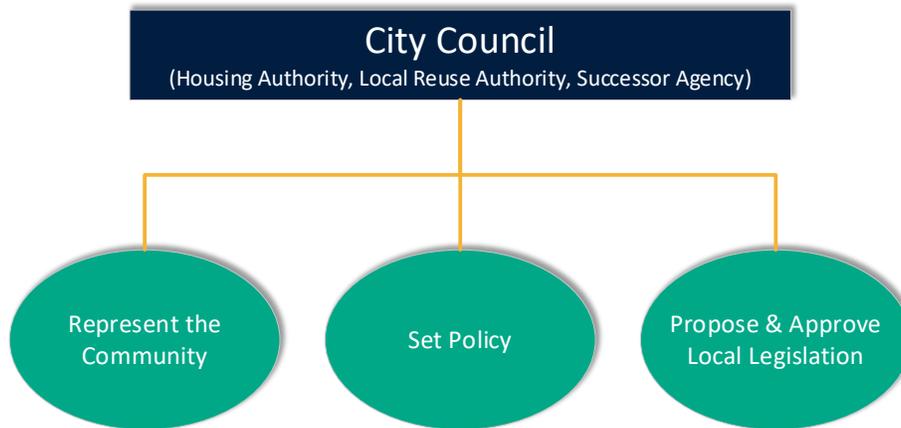
Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
	Senior Management Analyst	1.00	1.00	1.00	1.00	0.00
	Senior Management Assistant	2.00	2.00	2.00	2.00	0.00
	Senior Public Works Inspector	2.00	2.00	2.00	2.00	0.00
	Equipment Mechanic Leadworker	3.00	1.00	1.00	1.00	0.00
	Water Distribution Leadworker	1.00	2.00	2.00	2.00	0.00
	Water Distribution Operator I/II	8.00	7.00	7.00	7.00	0.00
	Water Equipment Operator	2.00	2.00	2.00	2.00	0.00
	Water Maintenance & Construction Supervisor	1.00	1.00	1.00	1.00	0.00
	Water Services Manager	1.00	0.00	1.00	1.00	0.00
	Water Treatment Leadworker	2.75	1.00	1.00	1.00	0.00
	Water Treatment Operator I	1.25	1.00	1.00	1.00	0.00
	Water Treatment Operator II	2.75	3.00	3.00	3.00	0.00
	Water Treatment Supervisor	1.00	1.00	1.00	1.00	0.00
Total Public Works		78.75	78.00	82.00	83.00	1.00
POSITION CONTROL GRAND TOTAL		314.5	316.50	325.50	331.50	6.00

Footnotes

- 1 City Clerk/Human Resources - 24/25 Budget Add - Shared Administrative Assistant
- 2 City Clerk/Human Resources - 24/25 Budget Reclass - Shared Administrative Assistant to Shared Management Assistant
- 3 City Manager's Office - 24/25 Budget Reclass - Executive Coordinator to Sr. Executive Coordinator
- 4 City Manager's Office - 24/25 Budget Reclass - Reclass Management Analyst to Sr. Management Analyst
- 5 Economic Development - 24/25 Budget Reclass - Sr. Management Analyst to Deputy Director Economic Development Legacy
- 6 Economic Development - 24/25 Budget Add - Two (2) Management Analyst I/II
- 7 Human Resources - 24/25 Budget Reclass - Sr. Management Analyst to Human Resources Manager
- 8 Parks & Recreation - 24/25 Budget Add - Recreation Supervisor
- 9 Parks & Recreation - 24/25 Budget Reclass - Recreation Superintendent to Deputy Director Parks & Recreation
- 10 Parks & Recreation - 24/25 Budget Reclass - Sr. Management Assistant to Management Analyst I/II
- 11 Parks & Recreation - 24/25 Budget Reclass - Administrative Assistant to Sr. Management Assistant
- 12 Police Department - 24/25 Budget Add - Lieutenant
- 13 Public Works - 24/25 Budget Add - Maintenance Leadworker



CITY COUNCIL SERVICES TO THE COMMUNITY



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, Orange County Library Board, 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 enable 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,

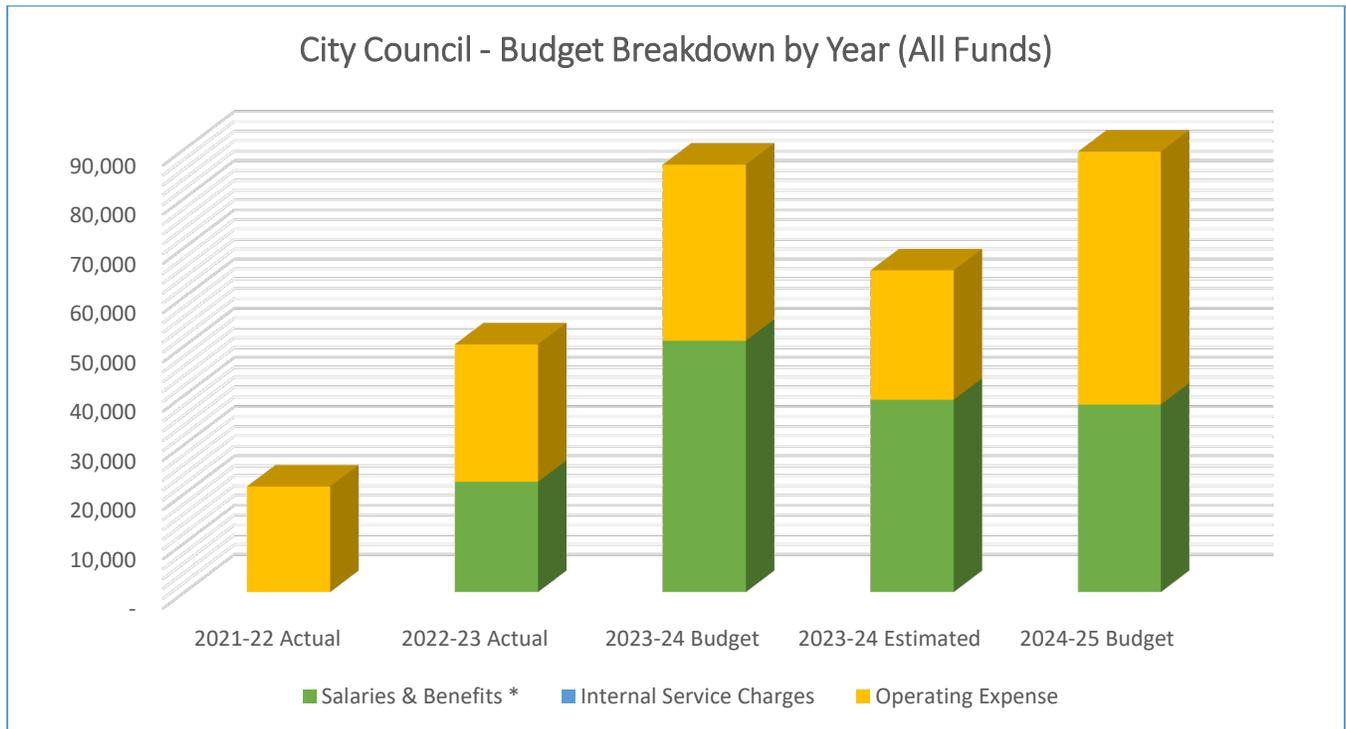
Mayor Austin Lombard



	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES CITY COUNCIL					
<i>ALL Funds</i>					
Salaries & Benefits *	-	22,368	51,000	39,027	38,043
Internal Service Charges	-	-	-	-	-
Operating Expense	21,420	27,894	35,800	26,300	51,400
Total City Council Expenditures	21,420	50,262	86,800	65,327	89,443

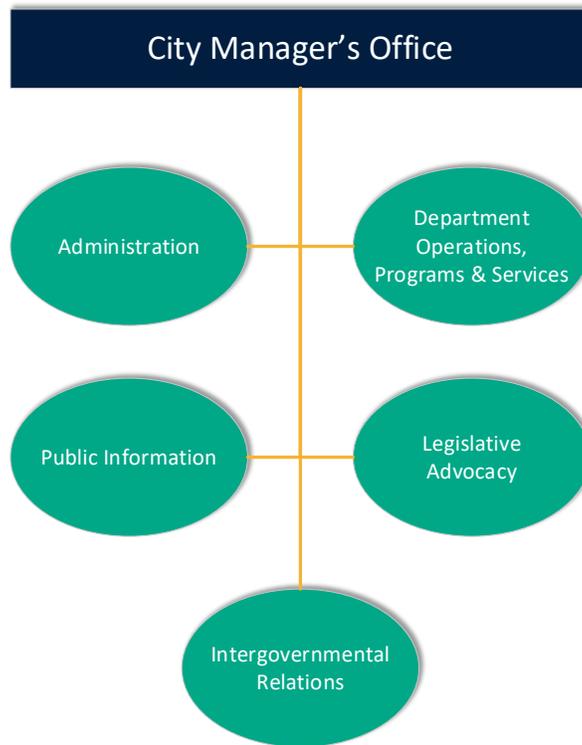
EXPENSES BY DIVISION					
<i>General Fund</i>					
City Council Expenditures					
Salaries & Benefits *	-	22,368	51,000	39,027	38,043
Internal Service Charges	-	-	-	-	-
Operating Expense	21,420	27,894	35,800	26,300	51,400
Total	21,420	50,262	86,800	65,327	89,443
Total General Fund	21,420	50,262	86,800	65,327	89,443

*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'S OFFICE SERVICES TO THE COMMUNITY & POSITION CONTROL HISTORY



Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
City Manager's Office						
	Assistant City Manager	1.00	1.00	1.00	1.00	0.00
	City Manager	1.00	1.00	1.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00
	Executive Coordinator ³	1.00	1.00	1.00	0.00	-1.00
	Management Analyst I/II ⁴	0.00	0.00	1.00	0.00	-1.00
	Sr. Executive Coordinator ³	0.00	0.00	0.00	1.00	1.00
	Senior Management Analyst ⁴	1.00	1.00	1.00	2.00	1.00
Total City Manager's Office		5.00	5.00	6.00	6.00	0.00

Footnotes

- 3 City Manager's Office - 24/25 Budget Reclass - Executive Coordinator to Sr. Executive Coordinator
- 4 City Manager's Office - 24/25 Budget Reclass - Reclass Management Analyst to Sr. Management Analyst



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 2024-25 operating and seven-year capital improvement budgets
- Provide management oversight of economic development and housing programs
- Serve as the Executive Director of the Successor Agency
- Serve as the Executive Director of the Tustin Housing Authority
- 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





	2020-21 Actual	2021-22 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
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EXPENSES CITY MANAGER'S OFFICE

ALL Funds

Salaries & Benefits	830,594	853,179	930,000	653,987	855,325
Internal Service Charges	24,979	29,900	39,800	39,800	46,000
Operating Expense	17,541	21,905	37,500	142,500	40,100
Furniture & Equipment	-	-	-	-	40,000
Total CM's Office Expenditures	873,114	904,984	1,007,300	836,287	981,425

EXPENSES BY DIVISION

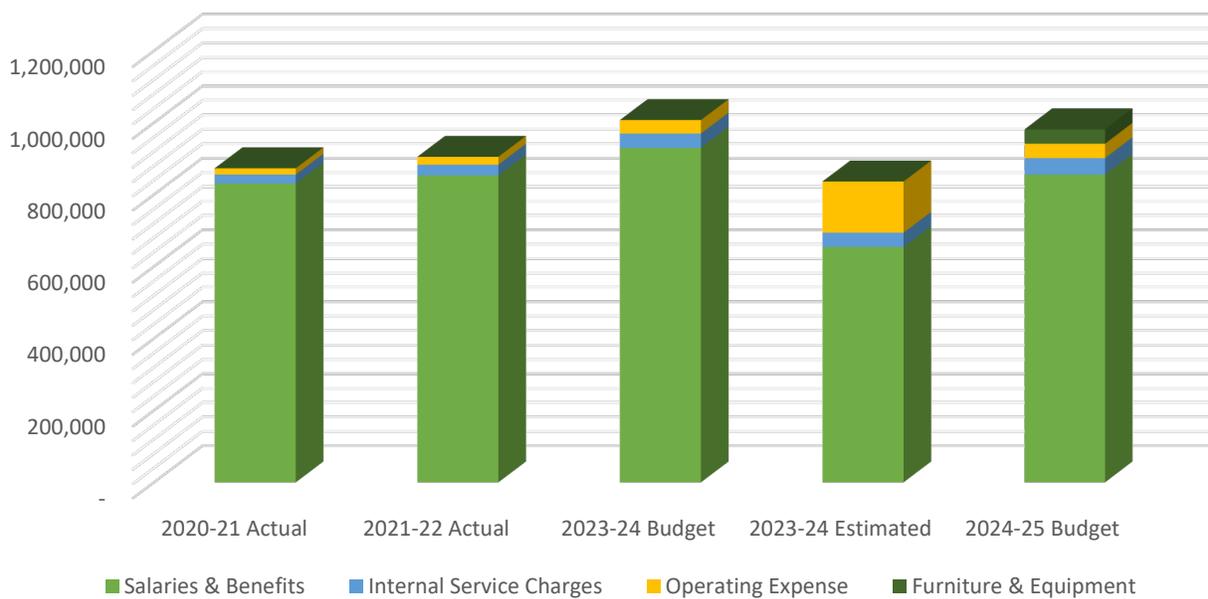
General Fund

City Manager's Office Expenditures

Salaries & Benefits	830,594	853,179	930,000	653,987	855,325
Internal Service Charges	24,979	29,900	39,800	39,800	46,000
Operating Expense	17,541	21,905	37,500	142,500	40,100
Furniture & Equipment	-	-	-	-	40,000
Total	873,114	904,984	1,007,300	836,287	981,425

Total General Fund	873,114	904,984	1,007,300	836,287	981,425
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City Manager's Office - Budget Breakdown by Year (All Funds)





CITY ATTORNEY

DESCRIPTION:

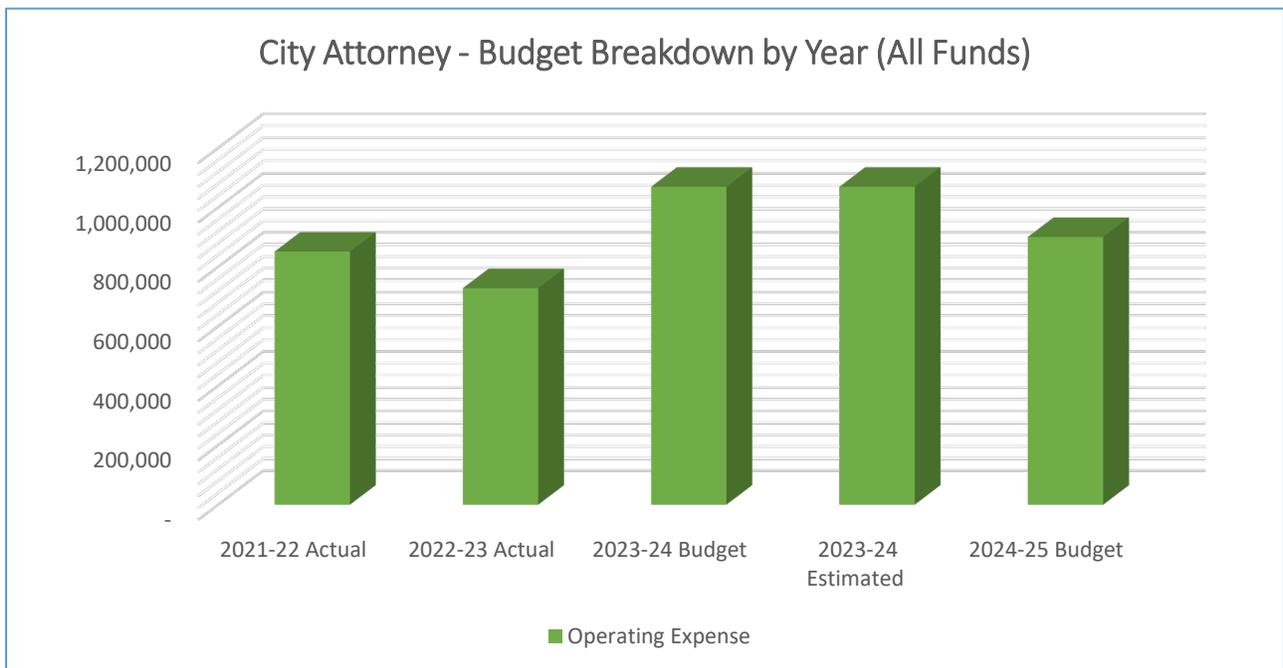
The City Attorney’s office provides legal advice and services pertaining to City affairs to the City Council, City Manager and other City officials.

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

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES CITY ATTORNEY					
<i>ALL Funds</i>					
Operating Expense	851,020	727,834	1,069,150	1,069,150	900,000
Total City Attorney Expenditures	851,020	727,834	1,069,150	1,069,150	900,000
EXPENSES BY DIVISION					
<i>General Fund</i>					
City Attorney Expenditures					
Operating Expense	851,020	727,834	1,069,150	1,069,150	900,000
Total	851,020	727,834	1,069,150	1,069,150	900,000
Total General Fund	851,020	727,834	1,069,150	1,069,150	900,000





CITY CLERK SERVICES TO THE COMMUNITY & POSITION CONTROL HISTORY



Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
City Clerk						
	Administrative Assistant ¹	2.50	1.50	1.50	1.50	0.00
	City Clerk	1.00	1.00	1.00	1.00	0.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	0.00
	Management Assistant ²	0.00	1.00	1.00	1.50	0.50
Total City Clerk		4.50	4.50	4.50	5.00	0.50

Footnotes

- 1 City Clerk/Human Resources - 24/25 Budget Add - Shared Administrative Assistant
- 2 City Clerk/Human Resources - 24/25 Budget Reclass - Shared Administrative Assistant to Shared 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)



	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
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EXPENSES CITY CLERK

ALL Funds

Salaries & Benefits	550,942	594,849	633,530	612,791	691,391
Internal Service Charges	27,945	34,500	46,500	46,500	55,200
Operating Expense	108,440	240,554	210,600	161,000	347,300
Furniture & Equipment	9,787	-	2,500	-	38,500
Total City Clerk Expenditures	697,115	869,904	893,130	820,291	1,132,391

EXPENSES BY DIVISION

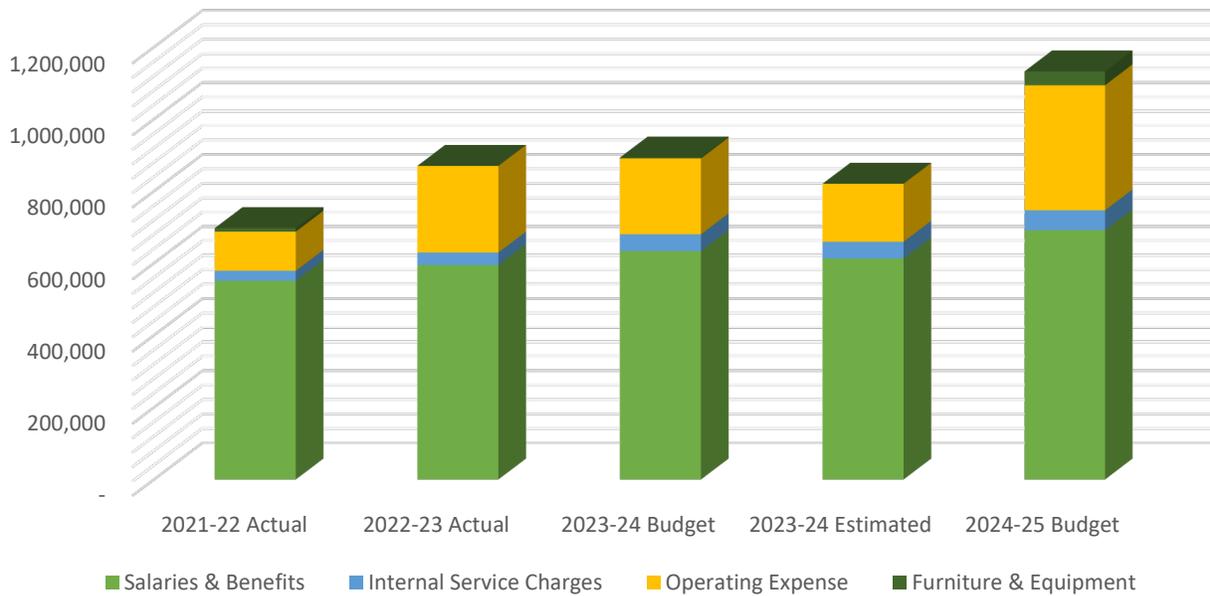
General Fund

City Clerk Expenditures

Salaries & Benefits	550,942	594,849	633,530	612,791	691,391
Internal Service Charges	27,945	34,500	46,500	46,500	55,200
Operating Expense	108,440	240,554	210,600	161,000	347,300
Furniture & Equipment	9,787	-	2,500	-	38,500
Total	697,115	869,904	893,130	820,291	1,132,391

Total General Fund	697,115	869,904	893,130	820,291	1,132,391
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City Clerk - Budget Breakdown by Year (All Funds)





ECONOMIC DEVELOPMENT SERVICES TO THE COMMUNITY & POSITION CONTROL HISTORY



Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
Economic Development						
	Deputy Director of Economic Development	1.00	1.00	1.00	1.00	0.00
	Deputy Director of Economic Development Legacy ⁵	0.00	0.00	0.00	1.00	1.00
	Director of Economic Development	1.00	1.00	1.00	1.00	0.00
	Economic Development & Housing Manager	1.00	1.00	1.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00
	Management Analyst I/II ⁶	1.00	0.00	0.00	2.00	2.00
	Management Assistant	1.00	1.00	0.00	0.00	0.00
	Senior Management Assistant	0.00	0.00	1.00	1.00	0.00
	Senior Management Analyst ⁵	1.00	2.00	2.00	1.00	-1.00
Total Economic Development		7.00	7.00	7.00	9.00	2.00

Footnotes

- 5 **Economic Development** - 24/25 Budget Reclass - Sr. Management Analyst to Deputy Director Economic Development Legacy
- 6 **Economic Development** - 24/25 Budget Add - Two (2) Management Analyst I/II

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 City Council Directed Disposition Policies
 - Disposition approaches (SLA, RFP, etc.)
 - 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-term and long-term uses of City-owned property
 - Tustin Legacy
 - Pacific Center East
- Tustin Housing Authority (Workforce and Homeless)
 - Manage affordable ownership units
 - Oversee affordable rental units
 - Oversee Tustin Temporary Emergency Shelter and homeless outreach services
 - Create/facilitate opportunities for new workforce, senior and homeless housing units
 - Coordinate housing policy for public or private projects



PERFORMANCE MEASURES:

Performance Measure	Goal	Target	2022-23 Actual	2023-24 Projected	2024-25 Estimated
Small Business Training & Grants Issued	EconDev	50	149	47	50
Tustin businesses attending City-promoted SBDC Workshops	EconDev	100	100	18	60
SBDC 1 on 1 Consultations with Tustin Businesses	EconDev.	150	292	150	150
Business Workshops Hosted (SCORE, Chamber)	EconDev	6	6	1	6
Small Business Interactions re: Training, Grants and Program Opportunities	EconDev	36,000	60,000	122,000	100,000
Mayor's Letters to New Businesses	EconDev	250	288	288	270
Mayor's Letters to New Chamber of Commerce Members	EconDev	50	50	38	50
Tustin Legacy Interim Use Revenue	EconDev	\$400,000	\$960,000	\$965,000	\$880,000
South Hangar Rental Revenue	Real Estate	\$100,000	\$141,000	\$100,000	\$0
Pacific Center East Interim Use Revenue	Real Estate	\$900,000	\$1,000,000	\$1,550,000	\$1,700,000
Affordable Ownership Unit Resales	Housing	3	3	0	3
Homeless Guests served at Temporary Shelter	Housing	150	165	225	150
% of Shelter Guests Transitioned to Stable Housing	Housing	35%	35%	46%	35%
New Affordable Units Opened	Housing	2	0	7	2

2023-2024 ACCOMPLISHMENTS:

- Executive Developer of Tustin Legacy
 - Completed sales of all units at The Landing, an award-winning 400 for-sale community by Brookfield. Final build out was completed approximately 2 years earlier than expected
 - The City entered into an Exclusive Negotiating Agreement (ENA) with Confluent Development for the development of Morningstar at Tustin Legacy, an approximately 283,000 square foot senior living community
 - Released and marketed through CBRE a competitive Request for Proposals (RFP) for Phase 1A of the Neighborhood G (Planning Area 15-A) disposition package for up to 700 for-sale homes on approximately 38 acres with 25% affordability
 - As the Local Reuse Authority for former MCAS Tustin, continued to move forward with the reuse planning process for Parcel 18 (Neighborhood C)
 - Coordinated development for public and private projects within the South Orange County Community College District (SOCCCD) ATEP campus. The Goddard School, a 14,400 square foot educational preschool opened in late FY 2024
 - Advanced design plans and bid packages for CIP projects such as Tustin Legacy Park (2nd phase), Armstrong Avenue pedestrian bridge, and Neighborhood G Phase 1
 - Contributed towards the Tustin Legacy Specific Plan Amendment and facilitated technical studies and advanced planning
 - Commenced conceptual design of park facilities (Recreation Park and Tustin Legacy Park) within Neighborhood G (Planning Area 15-A)
- Economic Development Facilitator
 - Partnered with the Orange County Small Business Development Center to deliver the following programs:
 - Developed the four-week CEO Moms Training & Grant Program, a program designed by women for women which consisted of four (4) online classes and a one-on-one meeting with a business development consultant. Twenty-seven (27) women-owned businesses participated in the



- program, and, upon completing the training, each business received a \$2,500 grant for a total of \$67,500 in business development funding
- In April, launched the 4th Main Street Digital Training & Grant Program in which twenty (20) Tustin small businesses, home-based businesses and nonprofits attended 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 two (2) Small Business Clinics for 25 businesses, 17 of which were Tustin businesses, to receive direct one-on-one counseling and access to expert small business development consultants.
 - Promoted 24 regional (Orange County) small business workshops to Tustin businesses. 18 of the 441 businesses attending those workshops were Tustin businesses
 - Tustin's partnership with SBDC connected 150 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 – fifteen (15) visits
 - Hosted one (1) business networking workshop conducted by the Service Corps of Retired Executives (SCORE)
 - Hosted the first New Business Reception in January with the Mayor, City Council and the following resource partners: CSUF Small Business Development Center, Tustin Chamber of Commerce, Orange County Workforce Development, US Small Business Administration, and the Governor's Office of Business and Economic Development. 47 individuals representing 33 businesses attended the Reception
 - City Real Estate Administrator
 - Tustin Legacy
 - Managed ten (10) new and existing short-term license agreements, expected to generate \$965,000 in revenue
 - Managed three (3) short-term license agreements at the South Hangar, generating \$100,000 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 generates over \$1,000,000 in revenue
 - Negotiated one (1) one-year license extension in Pacific Center East, generating over \$50,000 in revenue
 - Managed two (2) new short-term license agreements in Pacific Center East, generating over \$500,000 in revenue
 - Billboard
 - Managed the Static Display Lease with Outfront Media, generating \$65,563 in revenue
 - Executed a Digital Display Lease with Outfront Media in January 2024
 - Outfront Media reimbursed the City \$38,800 for CEQA analysis conducted during the adoption of Ordinance No. 1505 which allows freeway adjacent digital display billboards under certain conditions
 - Tustin Housing Authority (Workforce and Homeless)
 - Workforce Housing
 - Existing Workforce Housing
 - Oversaw and managed Tustin Housing Authority's 279 affordable ownership units
 - Hosted the first workshop for affordable homeowners to review program guidelines and answer questions. 89 individuals representing approximately 55 households attended
 - Oversaw compliance for 472 affordable rental units



- New Workforce Housing
 - Executed an Affordable Housing Incentive Agreement for two (2) very low income ownership units with the developer Intracorp at 17802/17842 Irvine Boulevard (The Jessup). Units are anticipated to be available for sale in FY 2024/25
 - Entered into an Affordable Housing Grant Agreement with Families Forward utilizing \$2,000,000 in Voluntary Workforce Housing Incentive Program funds to develop six (6) to eight (8) affordable units. Families Forward will seek to obtain entitlements and begin construction in FY 2024/25
- Emergency Shelter and Housing
 - Managed the contract with Temporary Shelter, Inc. to operate the Tustin Temporary Emergency Shelter, including executing a two (2) year extension through June 30, 2026
 - Served over 225 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
 - Family Promise's "House of Ruth," a seven (7) unit apartment complex providing transitional housing for homeless families on property conveyed by the City, opened in October 2023. On average, the House of Ruth is housing ten (10) families with ties to Tustin per month, including families that transitioned from the Tustin Temporary Emergency Shelter
- 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

2024-2025 GOALS:

- Executive Developer of Tustin Legacy
 - Obtain City Council direction on disposition policies and procedures
 - Update Tustin Legacy Development and Disposition Manual as needed
 - As the LRA, finalize one or more alternative land use plans for Parcel 18 reuse planning
 - Coordinate general infrastructure analysis and design for Neighborhood G
 - Approve and record Neighborhood G subdivision map for conveyance purposes
 - Monitor construction of Neighborhood D South Infrastructure Ph 2
 - Coordinate completion of Legacy Park Ph 2 design with other departments
 - Coordinate completion of Armstrong Ave Pedestrian Bridge design with other departments
 - Negotiate and execute DDA for Confluent Congregate Care project (Neighborhood D South)
 - Coordinate profit participation and audit for The Landing project (Neighborhood D South)
 - Coordinate design review, predevelopment activities and monitor construction of SOCCCD ATEP public and private projects
 - Negotiate and execute a DDA for for-sale residential project (Neighborhood G Phase 1A)
 - Negotiate updates to school mitigation agreements with TUSD
 - Coordinate design of Neighborhood G Sports Park with other departments
 - Coordinate design of Legacy Park (Neighborhood G) with other departments
 - Execute ENA for multifamily project (Neighborhood D South)
 - Confirm Cornerstone II (Neighborhood E) disposition approach(es)
 - Implement immediate/temporary security and fire protection improvements for South Hangar
 - Recommence conceptual design of Hangar Park (Neighborhood D North)
 - Release Notice of Availability for Army Reserve Site (Neighborhood F)
- Economic Development Facilitator
 - Develop and initiate a new training & grant program



- Provide Phase V of the Main Street Digital Training & Grant program
- Facilitate business growth and expansion through Placer.ai and SBDC
- Activate Old Town through OC MADE/SBDC programs and Dreamers Market
- 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 the Mayor’s new business reception

- City Real Estate Administrator
 - 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 and 15171 Del Amo building
 - Coordinate new digital display billboard design and construction, generating increased revenue for the city, and promoting City events and messaging
 - Generate revenue for City with interim uses on vacant Tustin Legacy property

- 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
 - Coordinate sales of the Jessup's two (2) very low-income affordable housing units

ECONOMIC DEVELOPMENT

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES ECONOMIC DEVELOPMENT					
<i>ALL Funds</i>					
Salaries & Benefits	1,406,455	1,418,498	1,845,357	1,856,035	1,998,339
Internal Service Charges	41,876	51,700	69,700	69,700	88,400
Operating Expense	111,374	1,170,916	3,660,393	3,640,065	1,838,051
Principal & Interest Expense/Transfer Out	48,953	50,177	100,000	566,651	466,651
Furniture & Equipment	-	-	-	12,000	-
Total Econ Dev Expenditures	1,608,657	2,691,291	5,675,450	6,144,451	4,391,441

EXPENSES BY DIVISION

General Fund

Economic Development Expenditures

Salaries & Benefits	968,989	992,958	1,621,299	1,621,298	1,773,934
Internal Service Charges	41,876	51,700	69,700	69,700	88,400
Operating Expense	68,990	103,836	292,135	292,136	354,817



ECONOMIC DEVELOPMENT

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
Principal & Interest Expense	24,476	50,177	-	-	-
Total	1,104,332	1,198,671	1,983,134	1,983,134	2,217,151
Total General Fund	1,104,332	1,198,671	1,983,134	1,983,134	2,217,151

EXPENSES BY DIVISION

All Other Funds

Housing Authority Expenditures

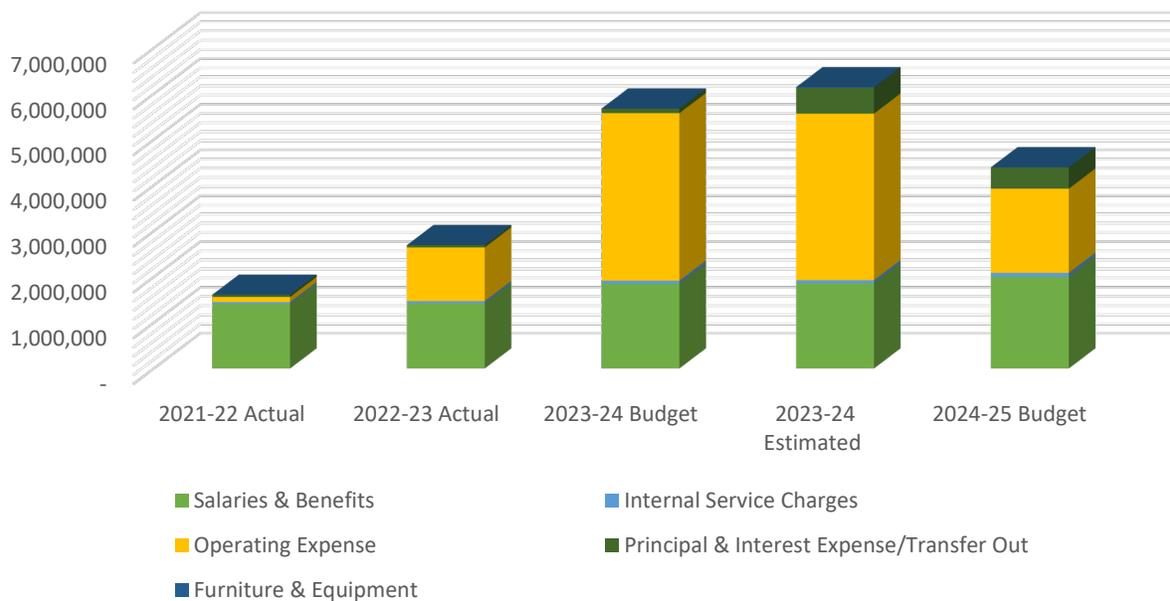
Salaries & Benefits	437,466	425,540	224,058	227,568	224,405
Internal Service Charges	-	-	-	-	-
Operating Expense	42,384	1,067,080	1,368,258	1,347,929	1,483,234
Principal & Interest Expense	24,476	-	-	466,651	466,651
Furniture & Equipment	-	-	-	12,000	-
Total	504,326	1,492,620	1,592,316	2,054,148	2,174,290

Voluntary Workforce Housing Incentive Program

Salaries & Benefits	-	-	-	7,169	-
Operating Expense	-	-	2,000,000	2,000,000	-
Transfer Out	-	-	100,000	100,000	-
Total	-	-	2,100,000	2,107,169	-

Total Other Funds	504,326	1,492,620	3,692,316	4,161,317	2,174,290
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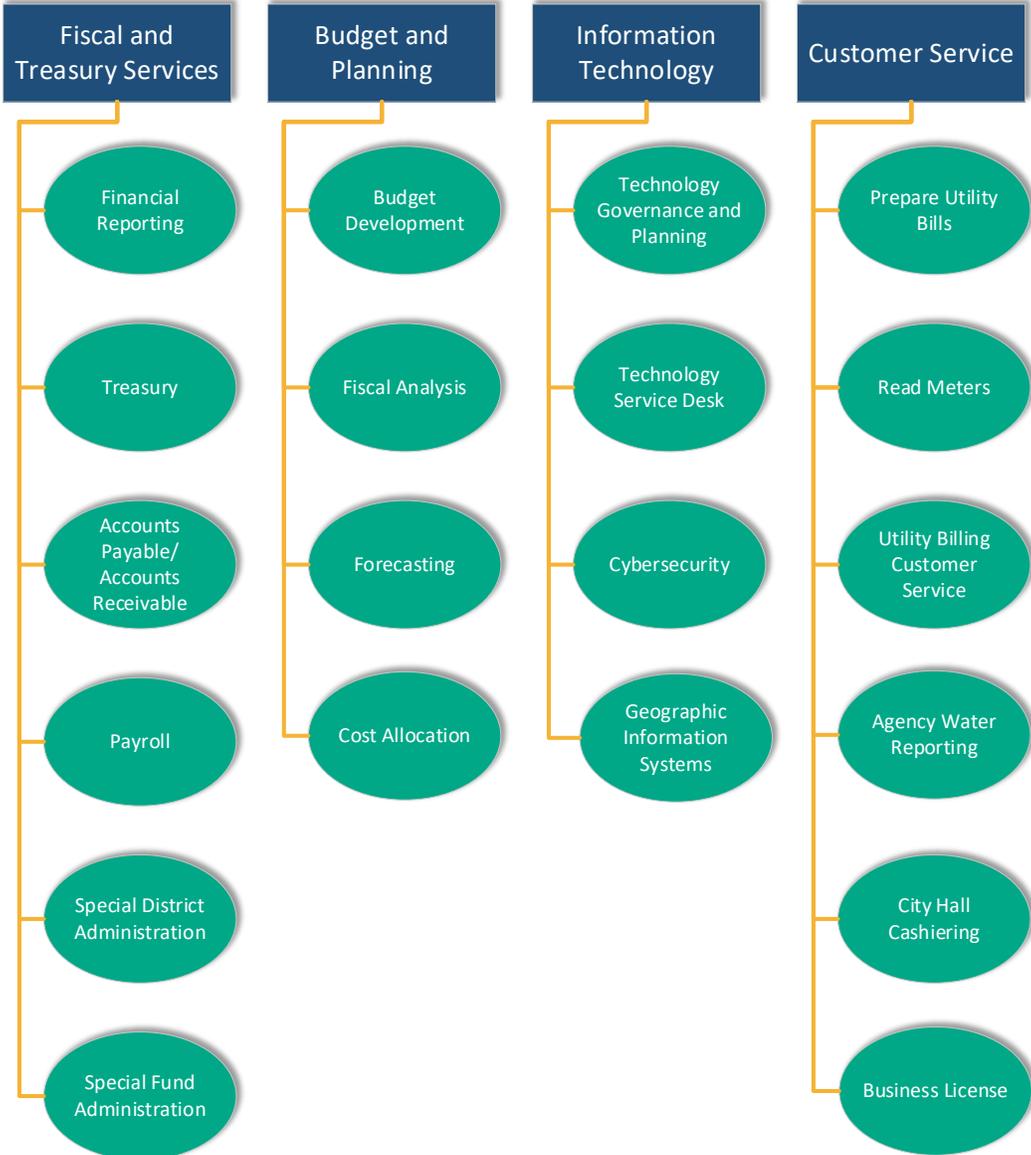
Economic Development - Budget Breakdown by Year (All Funds)





FINANCE DEPARTMENT SERVICES TO THE COMMUNITY & POSITION CONTROL HISTORY

Finance



City of Tustin
2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
Finance						
	Accountant	1.00	1.00	2.00	2.00	0.00
	Accounting Specialist	2.50	3.00	3.00	3.00	0.00
	Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00
	Deputy Director of Finance	2.00	2.00	2.00	2.00	0.00
	Director of Finance/City Treasurer	1.00	1.00	1.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00
	Information Technology Specialist	3.00	3.00	0.00	0.00	0.00
	Information Technology Supervisor	0.00	0.00	1.00	1.00	0.00
	Management Analyst I	1.00	1.00	2.00	2.00	0.00
	Management Analyst II	0.00	1.00	1.00	1.00	0.00
	Management Assistant	1.00	1.00	1.00	1.00	0.00
	Senior Accountant	1.00	1.00	0.00	0.00	0.00
	Senior Accounting Specialist	2.00	2.00	1.00	1.00	0.00
	Senior Information Tech Specialist	1.00	1.00	3.00	3.00	0.00
	Senior Management Analyst	1.00	1.00	1.00	1.00	0.00
	Senior Management Assistant	2.00	1.00	1.00	1.00	0.00
	Water Meter Reader	2.00	2.00	2.00	2.00	0.00
Total Finance		22.50	23.00	23.00	23.00	0.00



FINANCE DEPARTMENT

DESCRIPTION:

The Finance Department manages treasury functions, financial reporting, budget development and monitoring, payroll, accounts payable, accounts receivable, utility billing services, cashiering, and business licensing for the City, the Housing Authority, the Successor Agency to the Tustin Community Redevelopment Agency, the Water Enterprise and the City's Special Assessment Districts. It ensures that the City's financial activities are recorded in accordance with generally accepted accounting principles and standards of the Government Accounting Standards Board. Additionally, Tustin's Information Technology (IT) services are also housed within the Finance Department. The IT team collaborates with all City Departments and divisions to meet their technology needs, and designs, develops, administers, and maintains various hardware and software systems, including phones, cybersecurity, and networking systems.

TASKS:

- Deposit, monitor, and record all City revenues
- Serve as the City Treasurer, managing and investing City funds
- Prepare monthly and quarterly investment reports
- Prepare the annual Operating and Capital Improvement Budget
- Administer and update the comprehensive annual user fee program
- Maintain the General Ledger and all financial records
- Manage payroll, accounts receivable, and accounts payable functions
- Maintain the City's Fixed Asset Records
- Coordinate with departments to ensure compliance with federal, State, and county grants
- Ensure proper internal controls are in place across City Operations
- Prepare the Annual Comprehensive Financial Report and Popular Annual Financial Report
- Complete the State Controller's Annual Financial Transaction Report, Annual Street Report, Annual Government Compensation Report, and other reports as required
- Represent the City and provide information for various City, County, State, and federal audits
- Provide managerial and operational support for Water Utility billing
- Handle Utility Billing services, including reading meters, preparing residents' bills, creating and monitoring service requests, preparing water management reports, and promoting the water conservation program
- Assist in the formation and administration of special assessment districts
- Manage debt service and issue bonds when appropriate
- Manage, replace, and/or implement software and hardware solutions
- Monitor and/or replacing IT infrastructure solutions, including switches, servers, phones, computers, etc.
- Monitor IT infrastructure alerts and incidents to determine appropriate response and mitigation actions

PERFORMANCE MEASURES:

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 residents. Our goals are true "Reach" goals that will need a sustained effort to achieve. Over the past 18 months we have experienced improvement, followed by a dip when staffing levels changed. We are constantly evaluating options to reach our stated goals.

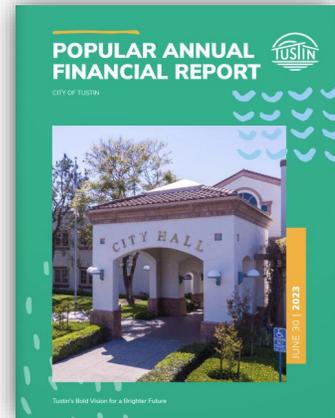
Performance Measure	Measurement	Target	Calendar 2022 Actual	Calendar 2023 Actual	January 2024 Actual	February 2024 Actual	March 2024 Actual	April 2024 Actual	May 2024 Actual	June 2024 Est.	2024-2025 Est.
Utility Billing Calls	N/A	N/A	7,313	7,645	678	529	600	601	509	600	7,200
Calls Answered by Staff	%	90.0%	64.2%	89.3%	91.9%	91.0%	90.0%	91.5%	90.3%	90.0%	90.0%



Performance Measure	Measurement	Target	Calendar 2022 Actual	Calendar 2023 Actual	January 2024 Actual	February 2024 Actual	March 2024 Actual	April 2024 Actual	May 2024 Actual	June 2024 Est.	2024-2025 Est.
Calls Abandoned	%	5.0%	11.8%	6.39%	4.2%	4.6%	5.3%	6.5%	6.1%	5.0%	5.0%
Avg. Call Queue Time	Seconds	60	133	59	50	46	54	53	47	60	60
Avg. Call Abandoned Time	Seconds	120	199	148	115	106	135	113	104	120	120

2023-2024 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
- Published the first Popular Annual Financial Report
- Effectively managed procurement and financial activities related to the North Hangar Fire
- Received the Operating Budget Excellence Award from the California Society of Municipal Finance Officers for our 2023-2025 Biennial Budget document
- Issued 2024 Water CIP bonds
- Facilitated the adoption of a new five-year water rate study and associated rate adjustments



- Outsourced bill printing to Infosend creating a postage savings and building efficiencies into operations
- Continued to address unfunded CalPERS pension liabilities by adhering to a five-year pension paydown plan
- Continued to evaluate and develop long-term strategies to achieve a more sustainable budget
- Updated the 2022-2023 Comprehensive User Fee Study for adoption in June of 2024
- Maintained the credit rating of "AA" assigned by Standard & Poor's for the City of Tustin's Water Revenue Bonds
- Published a 2023-2024 Budget-In-Brief that provided a summary of the Biennial 2023-2025 Budget's first operating year

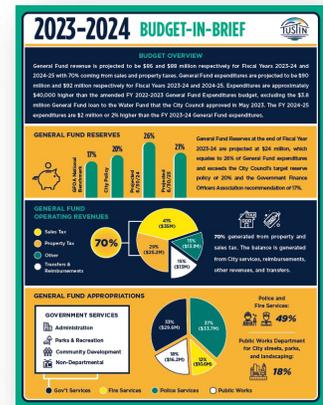
2024-2025 GOALS:

- Financial Management
 - 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 (ACFR) in accordance with generally accepted accounting principles
 - Continue to produce a Popular Annual Financial Report to supplement the ACFR, ensuring it is easily understandable to the general public and other interested parties without a background in public finance
 - Continue to provide the City Manager and City Council with timely financial updates



- Continue to effectively manage the City's investment portfolio, aiming to maximize investment returns while safeguarding principal and maintaining sufficient liquidity to meet future expenditures
- Enhance our budget document to achieve the GFOA's Distinguished Budget Award
- Produce a Budget-in-Brief brochure that highlights the City's General Fund and Capital Improvement Program in an easily digestible format
- Continue to perform internal business process reviews to identify opportunities for efficiency improvements and strengthen internal controls

- IT and Infrastructure Management
 - Manage the City's five-year computer replacement cycle to ensure all desktops and laptops remain up-to-date, reliable, and capable of supporting the latest software and security requirements. This year's cycle involves the replacement of 120 computers (desktops/laptops) in the Community Development and Public Works departments, including the Corporate Yard
 - Manage the City's five-year server replacement cycle to maintain optimal performance, security, and support for the virtual server infrastructure. This year's cycle involves the replacement of 3 servers that handle the virtual servers for the Police Department
 - Manage and replace, when necessary, the Storage Area Network (SAN) storage arrays to ensure efficient data storage, reliable performance, and continuous support for critical production data, including file servers, SQL databases, and other essential applications. This year the SAN is scheduled to be replaced.
 - Continue to implement ongoing measures to enhance the City's cybersecurity posture, including regular risk assessments, proactive threat monitoring, staff training, and the deployment of advanced security technologies to safeguard against evolving cyber threats
 - Continue to evaluate emerging technologies and collaborate closely with departments to assess their suitability for implementation, ensuring alignment with organizational goals and enhancing operational efficiency where appropriate
 - Continued management and implementation of security/CCTV cameras and systems at various facilities will ensure comprehensive surveillance and enhance safety measures across the City's infrastructure



FINANCE

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES FINANCE					
<i>ALL Funds</i>					
Salaries & Benefits	2,942,751	2,973,506	3,249,403	3,115,325	3,291,746
Internal Service Charges	73,304	90,500	121,900	121,900	145,000
Operating Expense	2,996,576	3,477,323	4,710,495	4,133,450	5,007,500
Transfers, Bad Debt, Fees	2,637,502	1,629,767	934,500	954,472	34,500
Vehicles & Equipment	1,011,715	928,125	2,714,433	924,000	2,863,932
Hardware & Software	999,147	1,151,879	1,318,000	1,335,360	1,810,000
Total Finance Expenditures	10,660,996	10,251,100	13,048,732	10,584,507	13,152,678

EXPENSES BY DIVISION

General Fund

Finance Expenditures

Salaries & Benefits	1,448,430	1,476,850	1,525,458	1,569,243	1,596,599
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FINANCE

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
Internal Service Charges	73,304	90,500	121,900	121,900	145,000
Operating Expense	210,979	200,537	290,220	182,750	280,000
Discount Charge/Credit Cards	5,740	16,777	15,000	14,472	-
Furniture & Equipment	-	-	5,000	-	3,000
Total	1,738,453	1,784,663	1,957,578	1,888,365	2,024,599

Total General Fund	1,738,453	1,784,663	1,957,578	1,888,365	2,024,599
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EXPENSES BY DIVISION

All Other Funds

Utility Billing (Water Enterprise Fund)

Salaries & Benefits	841,974	894,475	889,275	934,468	975,045
Internal Service Charges	-	-	-	-	-
Operating Expense	1,510,203	1,882,992	2,012,300	1,905,900	2,070,000
Transfers, Bad Debt, Fees	2,631,762	1,612,989	919,500	940,000	34,500
Hardware & Software	15,362	15,382	50,000	20,000	50,000
Total	4,999,302	4,405,838	3,871,075	3,800,368	3,129,545

Equipment Replacement Expenditures (Internal Services Fund)

Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	562	72,633	120,000	120,000	120,000
Vehicles & Equipment	1,011,715	928,125	2,709,433	924,000	2,860,932
Total	1,012,277	1,000,758	2,829,433	1,044,000	2,980,932

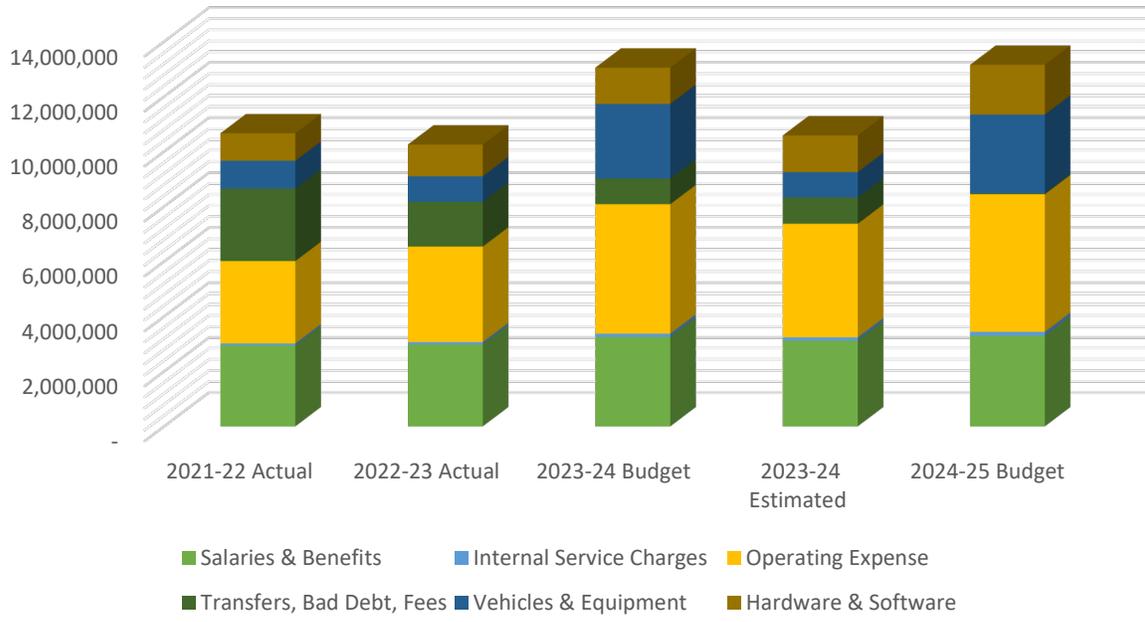
Information Technology Expenditures (Internal Services Fund)

Salaries & Benefits	652,347	602,181	834,671	611,614	720,101
Internal Service Charges	-	-	-	-	-
Operating Expense	1,274,832	1,321,162	2,287,975	1,924,800	2,537,500
Hardware & Software	983,785	1,136,497	1,268,000	1,315,360	1,760,000
Total	2,910,964	3,059,840	4,390,646	3,851,774	5,017,601

Total Other Funds	8,922,543	8,466,437	11,091,154	8,696,142	11,128,079
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Finance - Budget Breakdown by Year (All Funds)





FIRE SERVICES – ORANGE COUNTY FIRE AUTHORITY

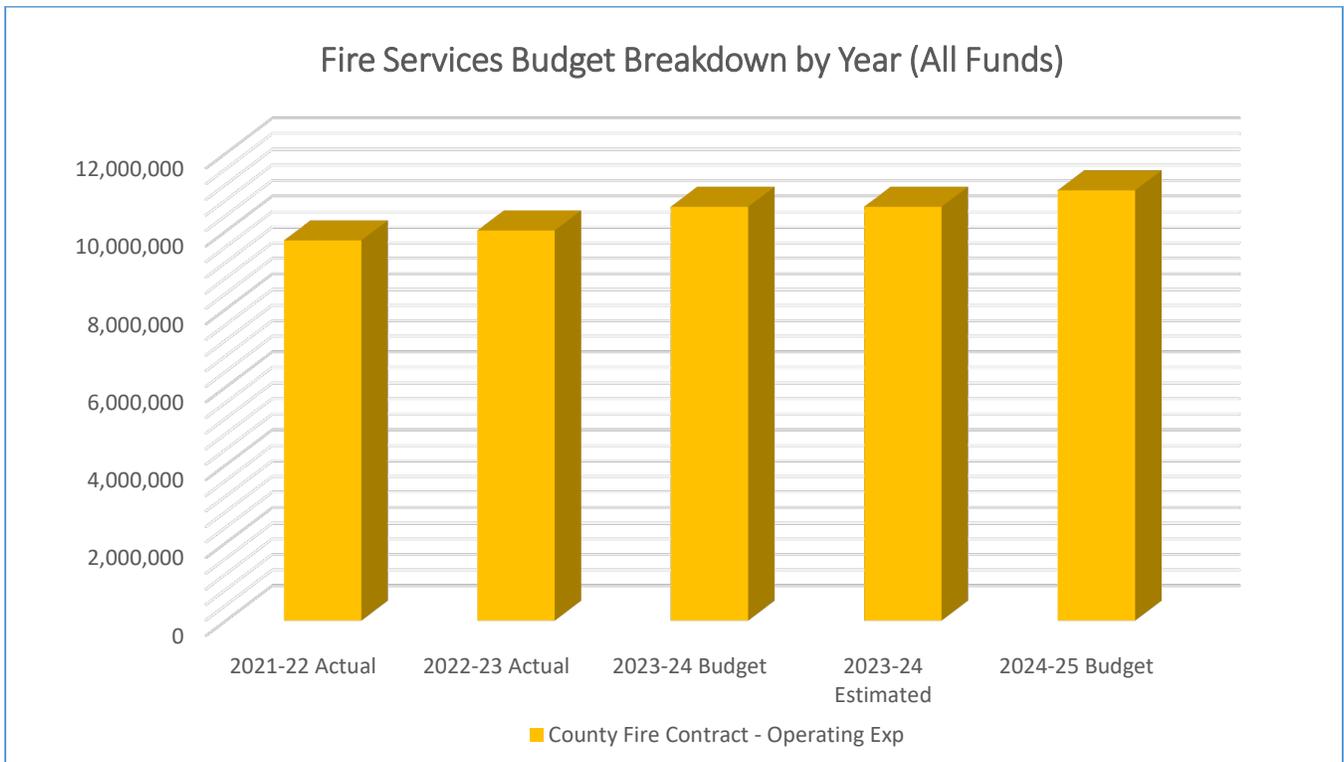
DESCRIPTION:

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 1,980,000 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

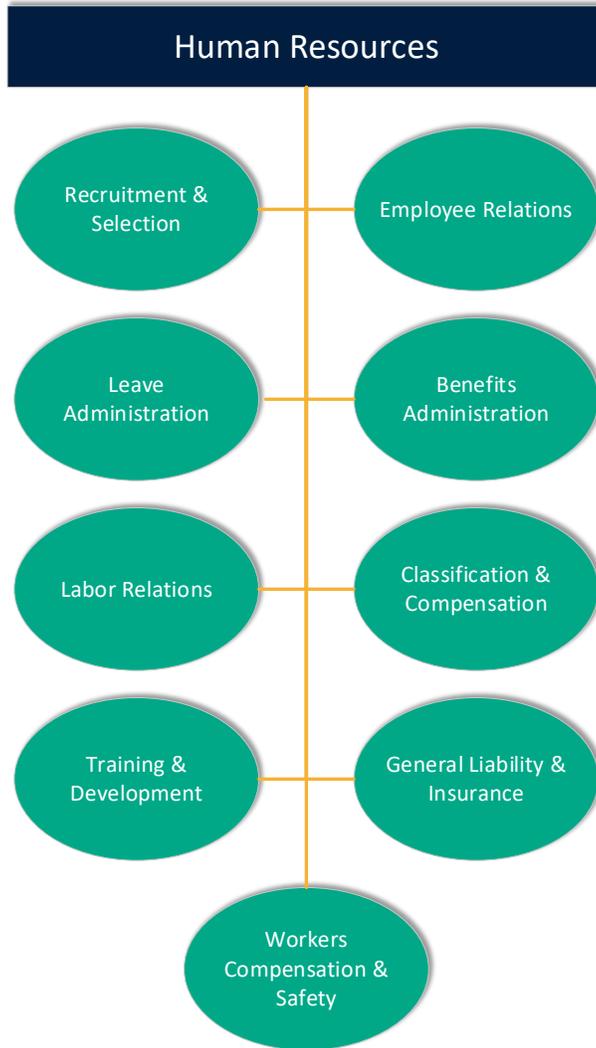
	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES FIRE SERVICES					
<i>ALL Funds</i>					
County Fire Contract - Operating Expense	9,759,428	10,015,568	10,623,700	10,623,700	11,044,939
Total Fire Expenditures	9,759,428	10,015,568	10,623,700	10,623,700	11,044,939

EXPENSES BY DIVISION					
<i>General Fund</i>					
Fire Expenditures					
County Fire Contract - Operating Expense	9,759,428	10,015,568	10,623,700	10,623,700	11,044,939
Total	9,759,428	10,015,568	10,623,700	10,623,700	11,044,939





HUMAN RESOURCES SERVICES TO THE COMMUNITY & POSITION CONTROL HISTORY



Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
Human Resources						
	Administrative Assistant ^{1,2}	0.50	0.50	0.50	0.50	0.00
	Director of Human Resources	1.00	1.00	1.00	1.00	0.00
	Human Resources Manager ⁵	0.00	0.00	0.00	1.00	1.00
	Management Analyst I/II	0.75	1.00	2.00	2.00	0.00
	Management Assistant ²	2.00	1.00	1.00	1.50	0.50
	Senior Management Analyst ⁵	1.00	1.00	1.00	0.00	-1.00
	Senior Management Assistant	0.00	1.00	0.00	0.00	0.00
Total Human Resources		5.25	5.50	5.50	6.00	0.50

Footnotes

- 1 City Clerk/Human Resources - 24/25 Budget Add - Shared Administrative Assistant
- 2 City Clerk/Human Resources - 24/25 Budget Reclass - Shared Administrative Assistant to Shared Management Assistant
- 5 Human Resources - 24/25 Budget Reclass - Sr. Management Analyst to Human Resources Manager



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:

- Recruitment and Selection – Conduct fair, valid, and defensible open and promotional recruitment and selection processes to recruit and retain qualified employees throughout the organization; facilitate effective hiring processes through pre-employment screening and employee onboarding
- Employee Relations – Collaborate with managers and employees to provide support and fair and impartial solutions to foster a positive and productive work environment; manage employee performance and misconduct issues including handling grievances and complaints, conducting administrative investigations, and managing disciplinary processes and appeals; provide supervisors with guidance on performance management; coordinate employee recognition programs
- Labor Relations – Negotiate with represented employee organizations regarding wages, hours, and other terms and conditions of employment; interpret and administer Memoranda of Understanding, Compensation Resolutions, and Personnel Rules
- Employee Benefits Administration – Administer the City's employee benefits and compensation programs, including health, dental, vision, life, and disability insurance, retirement plans, and supplemental pays; process all personnel actions, including promotions, transfers, and compensation and benefit adjustments in the City's Payroll/Human Resources Information System; coordinate employee wellness resources
- Leave Administration – Manage family and medical leaves of absence in compliance with local, state, and federal rules and regulations, including the FMLA, CFRA, ADA, and FEHA; oversee the interactive process and reasonable accommodation requests for individuals with disabilities; analyze and facilitate requests for modified duty and disability retirement
- Classification and Compensation – Administer the City's classification and compensation plans, including performing job analyses, evaluating position classification, conducting market compensation studies, and addressing internal and external equity
- Training and Development – Facilitate and implement employee training programs for professional development and legal compliance. Workers' Compensation & Safety – Partner with the City's workers' compensation third-party administrator to ensure effective treatments and equitable benefits for employees who suffer work-related injuries and illnesses; provide support and assistance to employees to help them return to work or seek disability retirement; coordinate the City's occupational health and safety program to ensure compliance with Cal-OSHA
- General Liability & Insurance – Coordinate with the City's third-party administrator to oversee liability claims administration, including investigating and evaluating claims and lawsuits, coordinating defense litigation, and settling claims against the City; serve as the City's representative in the California Insurance Pool Authority (CIPA); recommend insurance requirements in City contracts; process claims for damage on behalf of the City
- Administration – Develop, recommend, and implement policies and strategies that align with the City's overall goals and objectives; monitor and ensure compliance with state and federal laws related to public sector labor, employment, and risk management issues; maintain accurate employee personnel and medical files and records; manage the department's budget and contracts; coordinate with operational departments to meet program requirements of the DMV, DOT, DOJ, and other governmental agencies



2024-25 GOALS:

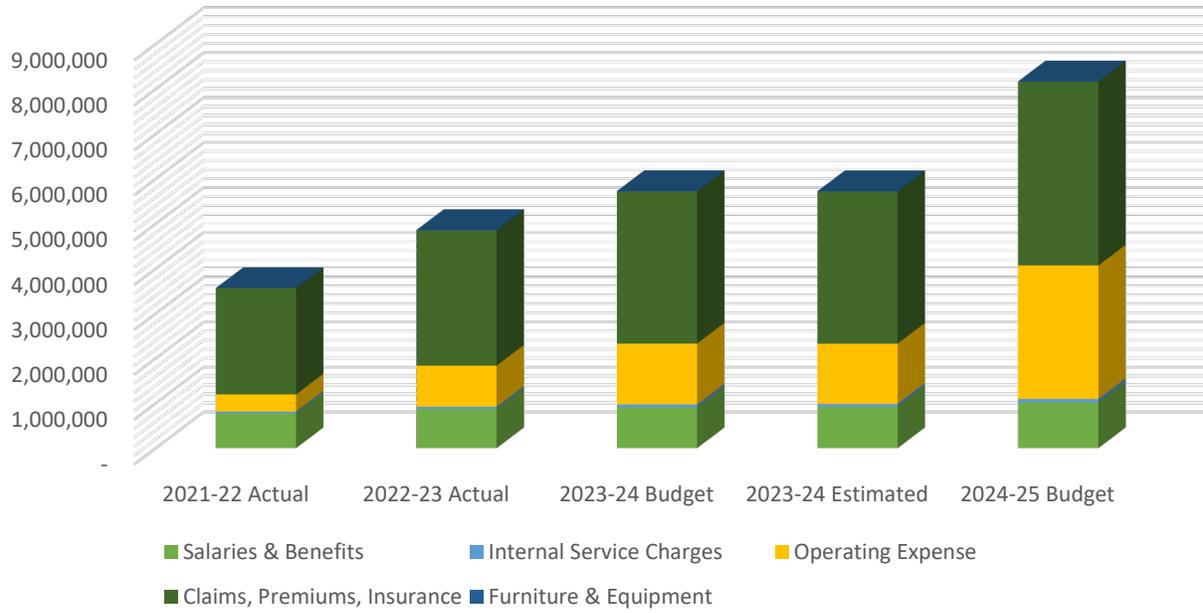
- Provide ethical leadership, skilled professional assistance, and exceptional customer service in all employment and risk management matters
- Partner with other City departments to attract, retain, and develop a high-performance workforce that is dedicated to delivering quality services to the citizens and customers of the City of Tustin
- Promote and apply principles and practices of fairness and merit in the workplace
- Develop and implement risk management strategies to limit and mitigate the City's exposure to liability

HUMAN RESOURCES

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES HUMAN RESOURCES					
<i>ALL Funds</i>					
Salaries & Benefits	776,196	873,620	906,288	921,030	1,017,787
Internal Service Charges	40,181	49,600	66,800	66,800	79,400
Operating Expense	382,140	915,854	1,358,225	1,340,938	2,973,925
Claims, Premiums, Insurance	2,369,852	3,011,444	3,385,800	3,385,469	4,091,000
Furniture & Equipment	-	9,538	10,000	10,000	5,500
Total HR Expenditures	3,568,369	4,860,055	5,727,113	5,724,237	8,167,612
EXPENSES BY DIVISION					
<i>General Fund</i>					
Human Resources Expenditures					
Salaries & Benefits	776,196	873,620	906,288	921,030	1,017,787
Internal Service Charges	40,175	49,600	66,800	66,800	79,400
Operating Expense	200,939	246,451	286,325	268,925	452,325
Furniture & Equipment	-	-	5,000	5,000	500
Total	1,017,310	1,169,671	1,264,413	1,261,755	1,550,012
Total General Fund	1,017,310	1,169,671	1,264,413	1,261,755	1,550,012
EXPENSES BY DIVISION					
<i>All Other Funds</i>					
Workers' Compensation Expenditures (Internal Service Fund)					
Operating	428	3,849	20,900	21,013	20,600
Claims, Premiums, Insurance	1,363,628	1,800,769	1,683,300	1,683,130	1,711,000
Furniture & Equipment	-	9,538	5,000	5,000	5,000
Total	1,364,056	1,814,156	1,709,200	1,709,143	1,736,600
Liability Expenditures (Internal Service Fund)					
Operating	180,773	665,553	1,051,000	1,051,000	2,501,000
Claims, Premiums, Insurance	993,086	1,204,244	1,687,500	1,687,339	2,360,000
Furniture & Equipment	-	-	-	-	-
Total	1,173,859	1,869,797	2,738,500	2,738,339	4,861,000
Unemployment Expenditures (Internal Service Fund)					
Salaries & Benefits	-	-	-	-	-
Internal Service Charges	6	-	-	-	-
Claims, Premiums, Insurance	13,138	6,430	15,000	15,000	20,000
Total	13,144	6,430	15,000	15,000	20,000
Total Other Funds	2,551,059	3,690,384	4,462,700	4,462,482	6,617,600



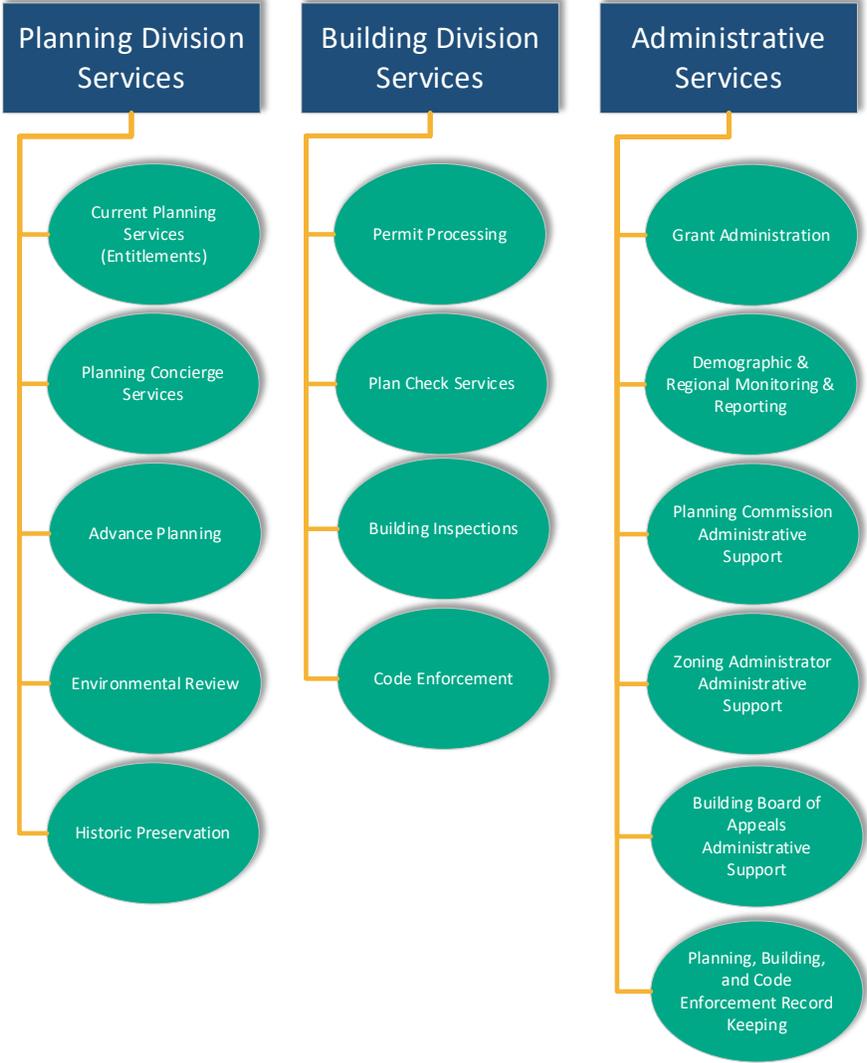
Human Resources - Budget Breakdown by Year (All Funds)





COMMUNITY DEVELOPMENT SERVICES TO THE COMMUNITY & POSITION CONTROL HISTORY

Community Development





Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
Community Development						
	Administrative Assistant	1.00	1.00	1.00	1.00	0.00
	Assistant Director of CD - Building	1.00	1.00	0.00	0.00	0.00
	Assistant Director of CD - Planning	1.00	1.00	1.00	1.00	0.00
	Assistant Planner	1.00	1.00	1.00	1.00	0.00
	Associate Planner	1.00	1.00	1.00	1.00	0.00
	Building Inspector	2.00	2.00	2.00	2.00	0.00
	Building Official	0.00	0.00	1.00	1.00	0.00
	Building Permit Technician	3.00	2.00	2.00	2.00	0.00
	Code Enforcement Officer	1.50	1.50	1.50	1.50	0.00
	Deputy Building Official	1.00	1.00	0.00	0.00	0.00
	Director of Community Development	1.00	1.00	1.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00	1.00	0.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	0.00
	Planning Technician	0.00	1.00	1.00	1.00	0.00
	Plans Examiner	0.00	0.00	1.00	1.00	0.00
	Principal Plan Check Engineer	0.00	0.00	0.00	0.00	0.00
	Principal Planner	1.00	1.00	1.00	1.00	0.00
	Senior Building Inspector	1.00	1.00	1.00	1.00	0.00
	Senior Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00
	Senior Building Permit Technician	0.00	1.00	1.00	1.00	0.00
	Senior Planner	3.00	3.00	3.00	3.00	0.00
Total Community Development		21.50	22.50	22.50	22.50	0.00





COMMUNITY DEVELOPMENT

DESCRIPTION:

The Community Development Department is comprised of two divisions, the Planning Division and the Building Division.

The Planning Division provides residents, developers, and policymakers 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.

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.

2023-2024 ACCOMPLISHMENTS:

- Prepared and advertised Request for Proposals and executed five-year contracts with consultants to perform contract plan check and support activities - Contracted with 7 consultant firms. Contracts expire in 2026
- Prepared and adopted California Building Standards Codes with amendments (three-year cycle)
- Administered and enforced the California Building Standards Codes - Advised/educated architects/engineers, Business owners and homeowners of the new code changes
- Continued 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
- Received and administered 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 in March 2023. Program was launched in September 2023 and is fully running
- Continued 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 the plan check expiration date, which could have caused costly plans update and resubmittal



PLANNING DIVISION

TASKS:

Advance Planning provides long-range land planning and zoning administration services and is responsible for:

- Updating and 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
- Coordinate with agencies for projects relative to transportation and air quality
- Drafting code amendments and development standards to address recently adopted legislation, and updating the Zoning Code in response to changes in land use and development trends
- 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
- 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 development standards contained within 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 Measure (Calendar Year)	Goal	Target	2022 Actual	2023 Actual	2024 Estimated
Planning Concierge Program Services Completed					
Planning Plan Checks Completed	Streamline	N/A	1,904	2,379	N/A
Design Reviews Processed	Streamline	N/A	35	43	N/A
Entitlements Processed	Streamline	N/A	36	49	N/A
Temporary Use Permits Approved	Streamline	N/A	66	54	N/A
Zoning Verification Letters Completed	Streamline	N/A	58	19	N/A



Public Records Requests Completed	Streamline	N/A	18	276	N/A
Phone Consultations	Streamline	N/A	1,724	3,574	N/A
Email Consultations	Streamline	N/A	1,150	1,037	N/A
Public Counter Consultations	Streamline	N/A	477	913	N/A

2024-2025 GOALS:

Division Wide:

- Provide comprehensive Advance and Current Planning Services to facilitate development, while adhering to State and local codes, the 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, community and economic activities, and provision of public services
- Monitor and provide input to protect and prevent negative impacts to the Tustin community from projects that are city adjacent, airports, or regional planning agency policy making, consistent with the City’s adopted Legislative Platform and Strategic Plan

Advance Planning:

- Reassess the Downtown Commercial Core Specific Plan and Red Hill Avenue Specific Plan to encourage development opportunities, economic development, and coordinated improvements
- Update the City’s General Plan with consultant assistance and schedule Planning Commission and City Council workshops
 - Comprehensive citywide General Plan Update (GPU)
 - May also include Amendment to the Pacific Center East Specific Plan, by updating the vision concept, land uses and transportation system, to accommodate potential redevelopment of the area.
 - Incorporate climate action planning in GPU assessments
- Housing Element Rezoning Program
 - Update the City’s General Plan and Zoning with consultant assistance, and schedule Planning Commission and City Council workshops
 - Rezoning of Housing Element 2021-2029 sites:
 - Tustin Legacy
 - Tustin Market Place
 - Enderle Center
- Draft Residential Objective Development Standards (ODS) to comply with the adopted Housing Element
- Administration of activities associated with the federal Community Development Block Grant (CDBG) Program, including public service and public facility & improvement projects with an annual allocation of approximately \$702,000
- 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 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 correspondence on pending legislation
- Maintain current demographic information and make it 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
- Implement updates and improvements to the Department’s web page, including highlights of the Department’s efforts to streamline development processes under the “Streamline Tustin” initiative
- Implement enhanced community engagement and public outreach strategies for City initiated community development projects, such as General Plan updates including Housing Element Rezoning



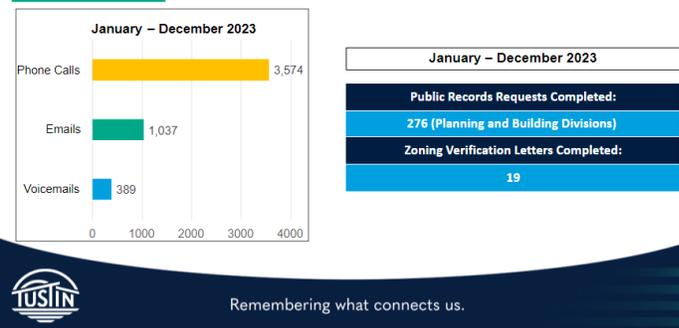
Current Planning:

- 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, and ensure consistency with new legislation
- Provide a one-stop planning counter and virtual services for residents, developers, and the business community by implementing the Planning Concierge Services

Planning Concierge Services



BUILDING DIVISION

TASKS:

- 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
- Continue an excellent standard of plan check and inspection to maintain code compliance and safety, while also preventing disruptions during construction
- Coordinate plan check between multiple departments and outside agencies. Complete all 1st submittal plan check services within ten (10) working days and subsequent plan check submittals within five (5) working days
- Provide professional, friendly customer service at the front counter, over the phone, and via email
- Building technicians assist homeowners and contractors with scheduling inspections, in person, over the phone, and via email
- Research historical documents for plans and permit information to provide public record
- Continue to utilize inspection staff in the role of “project coordinator” to guide homeowners through the construction project submittal and permitting process. This approach humanizes and simplifies the plan check and inspection correction process for persons unfamiliar with the City’s construction application, plan check and inspection requirements



- Issue Certificates of Occupancy (C of O) and Temporary Certificates of Occupancy (TCO) when required
- Review and issue alternate work hour permits to allow construction work to be performed outside normal working hours when it is appropriate and does not interfere with traffic flow or create noise for nearby residents
- 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 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 forms and standard plans to ensure a uniform understanding and application of City and Building 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
- Prepare and advertise Request for Proposals and execute three to five-year contracts with consultants to provide services as Code Enforcement hearing officers
- Administer the City’s graffiti-removal program and actively participate in the City’s Neighborhood Improvement Program
- Code Enforcement continues to implement courteous and business-friendly property maintenance, and zoning code guidance, issuing administrative citations when necessary. Performs water quality inspections at all active construction sites, and existing commercial and industrial sites
- Continue unpermitted vendor enforcement
- Receive, review, mail, and initiate Code Enforcement cases for expired building and safety permits/applications and fire department expired permits. Follow up with emails and reminders to renew the permit and complete the project
- Implement efficiency improvements to the department’s processes and procedures, such as all digital plan checking and over-the counter plan check by appointment



PERFORMANCE MEASURES:

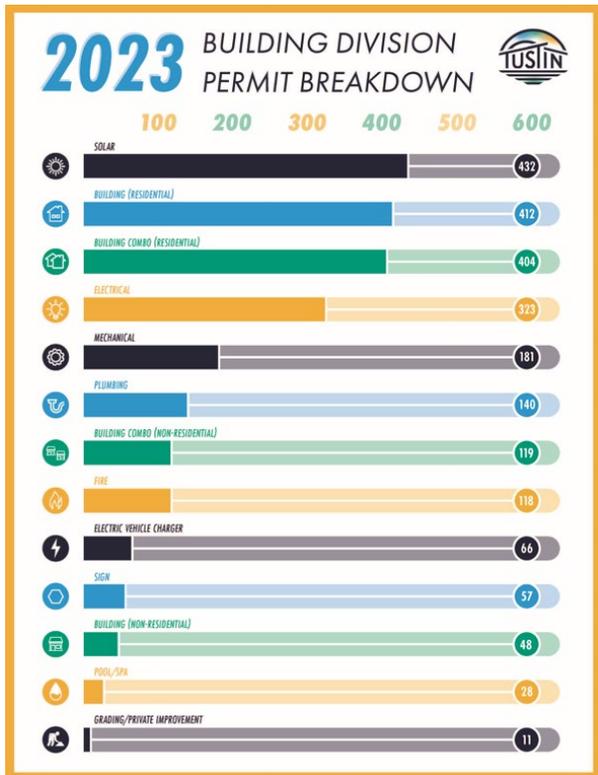
Performance Measure (Calendar Year)	Goal	Target	2022 Actual	2023 Actual	2024 Estimated
Building Services Completed					
Permit Applications Processed	Building	N/A	2,503	2,412	N/A
Permits Issued	Building	N/A	2,320	2,340	N/A
Temporary Use Permits Approved	Building	N/A	66	54	N/A
Alternate Work Hour Permits	Building	N/A	8	8	N/A
Number of Inquiries at the Counter	Building	N/A	6,100	6,310	N/A
Number of Inquiries Via Phone	Building	N/A	10,980	N/A	N/A
Number of Inquiries Via Email	Building	N/A	40,504	N/A	N/A
Completed Number of Public Records Requests	Building	N/A	572	276	N/A
Number of Business Licenses Issued	Building	N/A	433	331	N/A

2024-2025 GOALS:

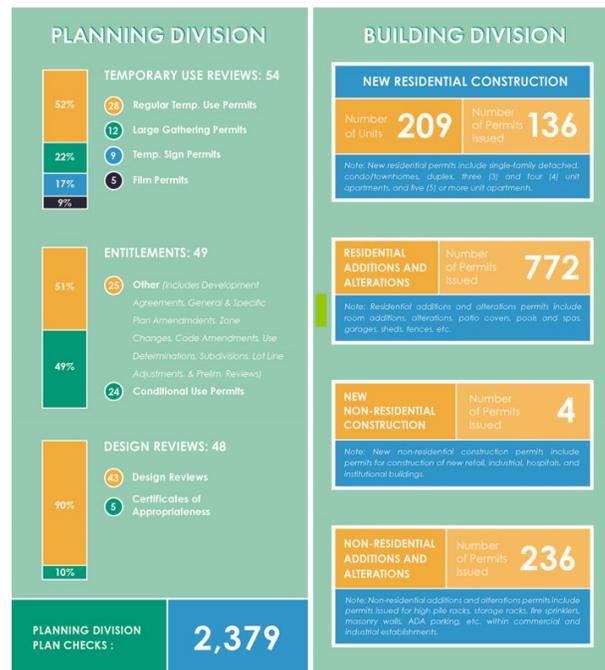
- Implement e-Review software to streamline the plan review process and reduce review time
- Administer grant funding from CalAPP to adopt and implement, SolarAPP+, standardized plan review software that automates plan review, permit approval, and project tracking for eligible rooftop solar systems



- 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 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



2023 PLANNING AND BUILDING ACTIVITY



[\(Click here to view documents\)](#)

COMMUNITY DEVELOPMENT

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES COMMUNITY DEVELOPMENT					
<i>ALL Funds</i>					
Salaries & Benefits	2,958,528	2,875,769	3,096,190	3,146,514	3,304,244
Internal Service Charges	155,991	191,200	257,100	257,100	318,500
Operating Expense	2,632,493	1,757,340	2,366,418	2,259,817	1,948,900
Improvements/Vehicles	59,496	1,820,848	646,229	646,229	418,500
Total Comm Dev Expenditures	5,806,508	6,645,157	6,365,937	6,309,660	5,990,144

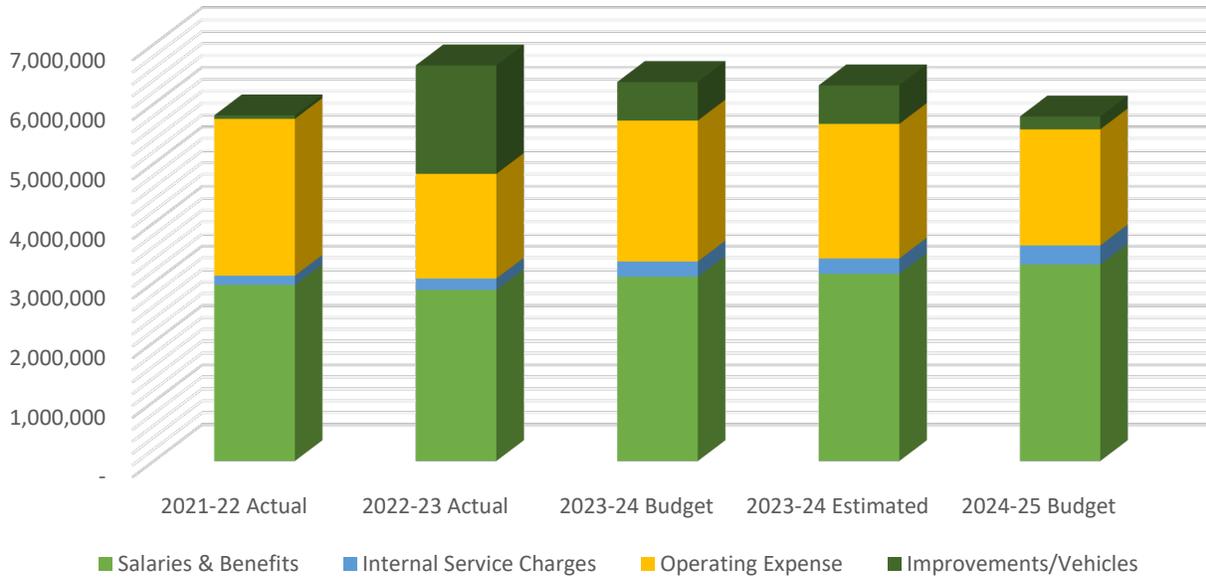


COMMUNITY DEVELOPMENT

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES BY DIVISION					
<i>General Fund</i>					
Community Development - Planning Expenditures					
Salaries & Benefits	1,573,502	1,531,715	1,595,965	1,724,892	1,801,784
Internal Service Charges	700	700	900	900	2,000
Operating Expense	422,206	378,321	1,235,600	1,060,600	735,100
Capital Outlay	-	10,919	10,000	10,000	7,500
Total	1,996,407	1,921,656	2,842,465	2,796,392	2,546,384
Community Development - Building Expenditures					
Salaries & Benefits	919,535	1,081,669	1,220,333	1,081,935	1,184,438
Internal Service Charges	155,291	190,500	256,200	256,200	316,500
Operating Expense	717,755	960,833	767,603	767,603	673,270
Total	1,792,581	2,233,002	2,244,136	2,105,738	2,174,208
Community Development - Code Enforcement Expenditures					
Salaries & Benefits	342,457	166,916	168,698	228,494	206,718
Internal Service Charges	-	-	-	-	-
Operating Expense	125,973	212,170	114,100	182,500	158,600
Total	468,430	379,086	282,798	410,994	365,318
Total General Fund Expenditures	4,257,418	4,533,744	5,369,400	5,313,124	5,085,910
EXPENSES BY DIVISION					
<i>All Other Funds</i>					
CDBG Expenditures (Special Revenue Fund)					
Salaries & Benefits	123,035	95,469	111,194	111,193	111,304
Operating Expense	1,329,006	206,015	249,115	249,114	381,930
Improvements	-	1,809,929	389,147	389,147	411,000
Total	1,452,041	2,111,413	749,455	749,454	904,234
SCAQMD					
Salaries & Benefits	-	-	-	-	-
Operating Expense	37,553	-	-	-	-
Improvements/Vehicles	59,496	-	247,082	247,082	-
Total	97,049	-	247,082	247,082	-
Total Other Funds	1,549,090	2,111,413	996,537	996,536	904,234



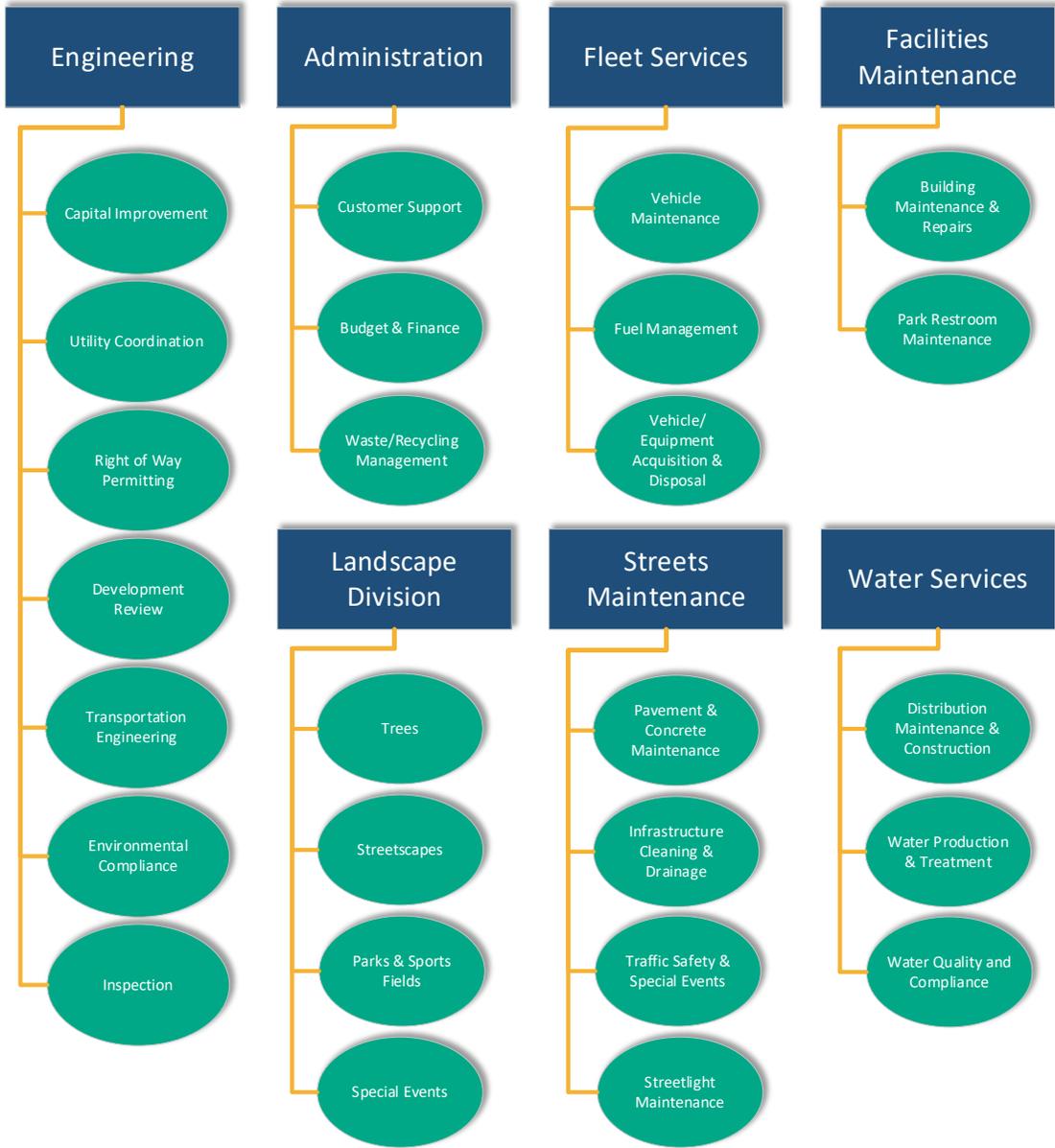
Community Development - Budget Breakdown by Year (All Funds)





PUBLIC WORKS SERVICES TO THE COMMUNITY & POSITION CONTROL HISTORY

Public Works



City of Tustin
2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
Public Works						
	Assistant Engineer	2.00	2.00	2.00	2.00	0.00
	Assistant Director of Public Works	0.00	1.00	1.00	1.00	0.00
	Associate Engineer	1.00	1.00	2.00	2.00	0.00
	Deputy Director of PW - Engineering	1.00	1.00	0.00	0.00	0.00
	Deputy Director of PW - City Engineer	0.00	0.00	2.00	2.00	0.00
	Deputy Director of PW - Operations	0.00	1.00	1.00	1.00	0.00
	Director of PW / City Engineer	1.00	1.00	1.00	1.00	0.00
	Electrician	1.00	1.00	1.00	1.00	0.00
	Equipment Mechanic	3.00	2.00	2.00	2.00	0.00
	Equipment Operator	3.00	3.00	3.00	3.00	0.00
	Field Services Manager	1.00	1.00	1.00	1.00	0.00
	Maintenance Leadworker ¹³	5.00	5.00	5.00	6.00	1.00
	Maintenance Supervisor	5.00	4.00	5.00	5.00	0.00
	Maintenance Worker/Sr. Maintenance Worker	20.00	22.00	22.00	22.00	0.00
	Management Assistant	1.00	3.00	3.00	3.00	0.00
	Principal Engineer	3.00	3.00	3.00	3.00	0.00
	Public Works Inspector	1.00	1.00	1.00	1.00	0.00
	Public Works Manager	2.00	2.00	2.00	2.00	0.00
	Senior Management Analyst	1.00	1.00	1.00	1.00	0.00
	Senior Management Assistant	2.00	2.00	2.00	2.00	0.00
	Senior Public Works Inspector	2.00	2.00	2.00	2.00	0.00
	Equipment Mechanic Leadworker	3.00	1.00	1.00	1.00	0.00
	Water Distribution Leadworker	1.00	2.00	2.00	2.00	0.00
	Water Distribution Operator I/II	8.00	7.00	7.00	7.00	0.00
	Water Equipment Operator	2.00	2.00	2.00	2.00	0.00
	Water Maintenance & Construction Supervisor	1.00	1.00	1.00	1.00	0.00
	Water Services Manager	1.00	0.00	1.00	1.00	0.00
	Water Treatment Leadworker	2.75	1.00	1.00	1.00	0.00
	Water Treatment Operator I	1.25	1.00	1.00	1.00	0.00
	Water Treatment Operator II	2.75	3.00	3.00	3.00	0.00
	Water Treatment Supervisor	1.00	1.00	1.00	1.00	0.00
Total Public Works		78.75	78.00	82.00	83.00	1.00

Footnotes

13 **Public Works - 24/25 Budget Add - Maintenance Leadworker**



PUBLIC WORKS

DESCRIPTION:

We are responsible for the design, construction, operation, and maintenance of all public infrastructure and public right-of-way.

The entire Public Works team invites you to explore our pages and learn more about what we do. We are committed to providing the highest level of service possible and we hope our web page is just one of the ways we can achieve that objective.



ADMINISTRATION

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 Operating Budgets
- Manage the City's Solid Waste and Recycling Program
- Administer contract agreements for various City Services
- Manage City records including all record plans with respect to Public Works and Engineering
- Administers the Tustin Landscape and Lighting District

2023-2024 ACCOMPLISHMENTS:

- Developed and initiated the migration to an online plans room to make various City plans available for public research and review on the City's website
- Coordinated two Compost Giveaways and two Household Hazardous Waste Collection events with CR&R.
- Coordinated a Dump Day event with Caltrans
- Coordinated the Proposition 218 protest hearing to set solid waste rates for five years
- Coordinated and administered grants from California State Parks. Projects awarded include the Centennial Park Renovation Project (\$4,800,000) and the Legacy Park Improvements Project (\$750,000)
- Coordinated and administered \$1,500,000 grant from the California Office of Emergency Services for the upgrade of the emergency generator at the Civic Center
- Secured approximately \$215,000 in grant funding from CalRecycle to implement SB 1383 programs and initiatives

2024-2025 GOALS:

- Fully implement online plans room.
- Update the Tustin City Code to streamline collection of deposits related to construction and demolition debris for new single-family residential construction.



ENGINEERING

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 as well as public and private utility installations, maintenance, and upgrades.

TASKS:

- Prepare plans, cost estimates, reports and provide 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

2023-2024 ACCOMPLISHMENTS:

- Implemented an online permitting system for the Engineering Division, which went live on April 1, 2024
- Bid and began construction of Neighborhood D South Phase 2 – Package 1
- Bid and completed construction on Red Hill Pavement Rehabilitation Project
- Updated and implemented the Citywide Permit Parking Policy
- Completed construction of the Annual Pavement Maintenance and Sidewalk Repair Project (Zone 4)
- Completed design, bid, and began construction of the Annual Pavement Maintenance and Sidewalk Repair Project (Zone 5)
- Completed construction of Alley Grove Promenade
- Implemented microtrenching standards in support of the latest fiber-to-the-home initiatives

2024-2025 GOALS:

- Complete construction of the Bark Barracks dog parks
- Bid and begin construction of Old Town Improvements Project
- Bid and begin construction of Main Street Improvements Project
- Bid and begin construction of Tustin Legacy Park between Armstrong Avenue and Warner Avenue
- Begin design of Tustin Legacy Park Improvements Project between Flight Mess Hall and Bark Barracks
- Complete design of the Red Hill Avenue Roadway Rehabilitation between San Juan Avenue and Walnut Avenue
- Bid and begin construction of the Armstrong Avenue Pedestrian Bridge
- Bid and begin construction of Neighborhood D South Phase 2 Package 2
- Coordinate with Southern California Edison to complete the undergrounding of distribution lines on Red Hill Avenue between the I-5 freeway and San Juan Street
- Begin design of Neighborhood G Infrastructure Improvements Project
- Begin design of Cornerstone II Infrastructure Project

STREETS

The Streets Division ensures that public rights-of-way are properly maintained. This is achieved through the installation of proper signage and striping, and the maintenance of all streets, sidewalks, streetlights, bike trails, storm drains and catch basins within the public right-of-way.



TASKS:

- Support and monitor the street sweeping program
- Administer streets and alley repair contract
- Perform litter control in the public rights-of-way
- Perform traffic sign maintenance and striping/markings program as directed by the Engineering Division, Traffic Section
- Perform sidewalk maintenance and grinding as needed
- Provide support for special events
- Maintain over 3,200 streetlights and manage the streetlight inventory

2023-2024 ACCOMPLISHMENTS:

- Swept over 19,000 miles of City streets, removing 1,084 tons of debris
- Repaired and installed over 330 street signs
- Responded to over 140 service requests for pothole repairs
- Completed five electrical repairs due to wire theft in the City right-of-way (ROW)
- Installed signage to support implementation of Permit Parking Districts

2024-2025 GOALS:

- Effectively sweep and maintain cleanliness and condition of all public streets
- Assist the City Arborist in installing tree wells along arterial streets in preparation of tree replanting program
- Coordinate and complete the annual sidewalk grinding project
- Coordinate street closures with the Parks and Recreation Department for community events
- Maintain clean and clear storm drains through routine cleaning
- Implement Old Town street light replacement schedule

LANDSCAPE

The Landscape Division is responsible for maintaining all City parks and playground equipment, landscaped median and parkway areas, and all trees located in the public right-of-way. This work enhances the aesthetic image of the community, promotes general environmental quality, and ensures the safety of all residents and the general public.

TASKS:

- Maintain the turf in the parks
- Operate and maintain parks landscape irrigation systems
- Maintain foliage through the application of natural pesticides & herbicides and remove or replace plants as needed
- Perform graffiti removal and manage the weed abatement program in the parks and public rights-of-way
- Conduct regular inspections, maintenance, and repairs of park grounds and play equipment, structures, lights, and picnic facilities
- Administer the citywide tree trimming and landscape maintenance contracts

2023-2024 ACCOMPLISHMENTS:

- Completed design and solicited bids for the Centennial Park Renovation Project
- Solicited proposals and awarded landscape maintenance contracts
- Repaired electrical system at seven parks due to copper wire theft
- Support the "Make a Home" art installation project by providing concrete foundations and running power at El Camino Real and El Camino Way



- Coordinate the removal of trees in the Tustin Meadows community in conjunction with the Annual Major Pavement and Sidewalk Replacement Project

2024-2025 GOALS:

- Execute full renovation of multipurpose fields at Veterans Sports Park
- Complete construction of the Centennial Park Renovation Project
- Update and complete new tree maintenance services contract
- Renovate multipurpose fields at Tustin Sports Park
- Repair the shade structure at Camino Real Park
- Develop and implement a maintenance program to address Citrus Greening disease (Huanglongbing disease) impacting the lemon grove at Citrus Ranch Park
- Create a maintenance manual for each City park
- Replace nonessential turf with drought tolerant plant material in four locations as required by AB 1572
- Develop a tree replacement program for vacant tree wells along arterials
- Install mulch in the bare median on Jamboree Road north of Pioneer Road
- Perform termite abatement and minor wood repairs to restroom buildings at six City parks

WATER QUALITY

The Water Quality Division provides coordination and 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:

- Evaluates City's programs to ensure compliance with the NPDES and Municipal Separate Storm Sewer System (MS4) permits, compiles statistical data and submits monthly, quarterly, and annual reports to respective state agency
- Assesses the environmental impacts associated with all development activities and provides regulatory framework to ensure that current standards are implemented
- Maintains a complete inventory of storm water facilities and coordinates the inspection programs for construction, Water Quality Management Plans (WQMP), commercial/industrial facilities, and municipal facilities and updates each database on a quarterly basis
- Provides technical assistance to other City departments and outside agencies
- Develops and implements public programs to inform and involve the public in controlling urban runoff
- Provides public assistance for storm water related concerns and complaints
- Coordinates maintenance of all publicly owned storm drains, catch basins and surface drainage facilities, in accordance with National Pollutant Discharge Elimination System guidelines
- Coordinate with the County of Orange and the Newport Bay Watershed Cities to meet the Total Maximum Daily Load (TMDL) requirements
- Assists East Orange County Water District and Irvine Ranch Water District with sewer overflows and ensure appropriate County and State agencies are notified and enforcement actions are taken when needed
- Works with the County of Orange to identify potential runoff monitoring locations and conduct investigation of pollutant sources when detected

2023-2024 ACCOMPLISHMENTS:

- Implement the Statewide Full Capture Trash Program, including installation of 29 new full capture devices and uploading City's inventory into new database
- Transitioned the Construction and Municipal inspection databases to a cloud-based system to comply with new MS4 requirements



- Provided comments to the County of Orange on the draft tri-county MS4 permit in preparation for meetings with the Regional Board
- Awarded new contracts for the City's catch basin and trash capture device cleaning and maintenance program
- Established a new consultant team to ensure private developers meet all Water Quality Management Plan requirements, storm water treatment devices are properly installed and are being maintained
- Participated with the County of Orange and the Newport Bay Watershed Cities in the development of a Pollution Prevention Plan for the Fecal Coliform Time Schedule Order, including the required identification of properties not connected to the sanitary sewer system
- Provided NPDES training for Public Works and Community Development staff

2024-2025 GOALS:

- Implement the new tri-county MS4 permit that is anticipated to be adopted in December 2024. Implementation includes updating the Tustin City Code
- Transfer the Commercial/Industrial and the WQMP database to a cloud-based system to comply with new MS4 requirements
- Collaborate with the County and Newport Bay Watershed cities to identify regional Best Management Practices (BMPs) and funding sources such as the Orange County Transportation Agency tier two environmental grant program
- Broaden the training program to include City staff and contractors listed in the new MS4 permit and conduct training every two years
- Work with consultant team to evaluate City's NPDES program in preparation for Regional Board audit of City
- Support the County of Orange public education program addressing urban runoff and litter prevention
- Evaluate joint projects with Caltrans that enable both agencies to meet the State's Full Capture Trash Program requirements

FLEET

The Vehicle/Fleet Maintenance Division is responsible for general repair and preventative maintenance for all City vehicles and mechanical equipment. Additionally, it maintains the Vehicle Lease Fund and ensures 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 tanks and other equipment
- Administer the forklift certification program
- Manage the Vehicle/Equipment Lease Fund

2023-2024 ACCOMPLISHMENTS:

- Maintained a fleet of 340 vehicles and a wide range of tools and equipment.
- Purchased alternative fuel vehicles for the City's fleet.
- Updated the life cycle asset analysis of the Vehicle Lease Fund.
- Installed fourteen EV chargers in the parking structure at City Hall for current and future electric vehicles.
- Completed five major repairs on vehicles and equipment.

2024-2025 GOALS:

- Evaluate vehicle needs of each department to account for growing staff.



- Replace aging vehicles and equipment including eight trucks, a sit-down lawnmower, and a compact sweeper.
- Replace backup emergency generator at OCFA Station 43.

FACILITIES

The Facilities Division is responsible for building maintenance and repair, ensuring the value of facilities and equipment is preserved. Staff provides a safe and comfortable environment in City buildings, including City Hall, Police Department facilities, 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 request
- Perform regular maintenance and building repairs for all public facilities including structural, mechanical, plumbing, electrical, carpentry, and painting tasks
- Administer maintenance contracts including, but not limited to janitorial, building security, elevators, pest control and HVAC

2023-2024 ACCOMPLISHMENTS:

- Completed the Legacy Annex Tenant Improvement Project to add workspace for Police and Parks & Recreation staff
- Bid and awarded a construction contract to upgrade the generator at the Civic Center
- Bid and awarded a construction contract for the replacement of the roof at the Tustin Sports Park café
- Completed electrical improvements in the South Hangar for roll-up door operators
- Engaged a design-build contractor to explore efficiency projects at City facilities
- Youth Center HVAC controls replaced and integrated with centralized system
- Add modular office and reconfigure existing workspace in the Finance Department to accommodate additional staff

2024-2025 GOALS:

- Coordinate building maintenance activities with the Parks & Recreation Department during facility closures
- Complete the construction of the Civic Center Alternate Power Source Project
- Enter into a new contract for custodial services
- Add modular office and reconfigure existing cubicles in the Engineering Division to accommodate additional staff
- Complete improvements to the Police Department including reconfiguration of the CSI office and lab and new open space layout of cubicles
- Conduct Civic Center needs assessment
- Bid and award Community Center and Council Chamber roof, gutter and downspout replacement project

PERFORMANCE MEASURES:

Performance Measure	Goal	Target	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated
Pavement Condition Index	1	80	86	85	85	85	85
Encroachment Permits Issued	1	100	161	117	147	229	175
Number of Trees Trimmed	1	4,500	6,807	5,970	4,940	4,516	4,500



Performance Measure	Goal	Target	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated
Tons of Material Removed During Storm Drain Cleaning	1	100	102	86	110	137	100
Tons of Material Removed by Weekly Street Sweeping Before Entering Storm Drains	1	100	105	102	96	120	100
Curb Miles Swept	1	20,000	20,766	20,766	20,766	19,276	20,000
Acres of Landscaped Area Maintained	1	367	364	364	364	364	367

PUBLIC WORKS

2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
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EXPENSES PUBLIC WORKS

ALL Funds

Salaries & Benefits	5,798,912	5,935,155	6,564,961	6,268,729	7,200,379
Internal Service Charges	569,613	656,600	891,200	891,200	1,157,700
Operating Expense	9,829,477	10,913,186	11,361,542	11,624,853	11,816,950
Regulatory Fees	-	-	-	-	-
Transfer Out	4,322,099	179,054	80,000	80,000	80,000
Capital Outlay	3,005,288	3,472,055	15,658,371	8,120,129	8,033,029
Furniture, Equipment, Computer H/W	-	-	-	-	50,000
Total PW Expenditures	23,525,390	21,156,049	34,556,074	26,984,911	28,338,058

EXPENSES BY DIVISION

General Fund

Administration Expenditures

Salaries & Benefits	549,430	559,253	432,819	657,748	747,027
Internal Service Charges	448,613	535,600	739,900	739,900	1,049,100
Operating Expense	91,844	108,475	115,450	160,450	141,000
Capital Outlay	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-
Total	1,089,887	1,203,328	1,288,169	1,558,098	1,937,127

Engineering Expenditures

Salaries & Benefits	1,143,728	1,415,413	1,523,009	1,518,159	1,689,566
Internal Service Charges	-	-	-	-	-
Operating Expense	104,699	87,244	194,000	227,000	253,000
Capital Outlay	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-
Total	1,248,427	1,502,657	1,717,009	1,745,159	1,942,566

Streets Expenditures

Salaries & Benefits	763,578	620,191	644,380	691,813	636,395
Internal Service Charges	-	-	-	-	-
Operating Expense	174,474	165,104	155,850	149,850	243,700
Transfer Out	2,358,888	-	-	-	-
Capital Outlay	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-
Total	3,296,940	785,295	800,230	841,663	880,095

Landscaping Expenditures

Salaries & Benefits	1,969,006	1,834,629	2,185,449	1,758,791	2,321,041
Internal Service Charges	-	-	-	-	-
Operating Expense	4,234,265	4,474,801	4,709,100	4,848,362	4,876,100



PUBLIC WORKS

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
Capital Outlay	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-
Total	6,203,271	6,309,429	6,894,549	6,607,153	7,197,141

Water Quality Expenditures

Salaries & Benefits	173,672	183,971	190,138	191,319	196,815
Internal Service Charges	-	-	-	-	-
Operating Expense	321,538	427,192	469,142	485,000	510,000
Total	495,211	611,163	659,280	676,319	706,815

Vehicles Expenditures

Salaries & Benefits	535,087	552,312	564,080	564,690	579,146
Internal Service Charges	-	-	-	-	-
Operating Expense	717,363	813,885	841,700	839,950	833,350
Capital Outlay	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	-
Total	1,252,450	1,366,197	1,405,780	1,404,640	1,412,496

Buildings Expenditures

Salaries & Benefits	371,248	289,938	480,638	410,830	473,080
Internal Service Charges	-	-	-	-	-
Operating Expense	2,472,230	2,666,040	2,926,800	2,915,800	2,953,300
Regulatory Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Furniture, Equipment, Computer H/W	-	-	-	-	50,000
Total	2,843,478	2,955,979	3,407,438	3,326,630	3,476,380

Total General Fund Expenditures

Total General Fund Expenditures	16,429,663	14,734,048	16,172,456	16,159,662	17,552,619
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EXPENSES BY DIVISION

All Other Funds

Gas Tax

Salaries & Benefits	117,238	308,291	343,449	299,111	291,398
Internal Service Charges	121,000	121,000	151,300	151,300	108,600
Operating Expense	1,339,233	1,687,874	1,684,500	1,584,590	1,716,500
Transfer Out	-	-	-	-	-
Capital Outlay	2,842	-	5,150,000	2,146,000	2,154,000
Total	1,580,312	2,117,165	7,329,249	4,181,001	4,270,498

Measure M2 Expenditures

Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	169,627	155,134	-	140,000	-
Transfer Out	1,963,211	179,054	80,000	80,000	80,000
Capital Outlay	3,002,286	1,842,630	5,158,371	4,424,129	1,109,029
Total	5,135,124	2,176,819	5,238,371	4,644,129	1,189,029

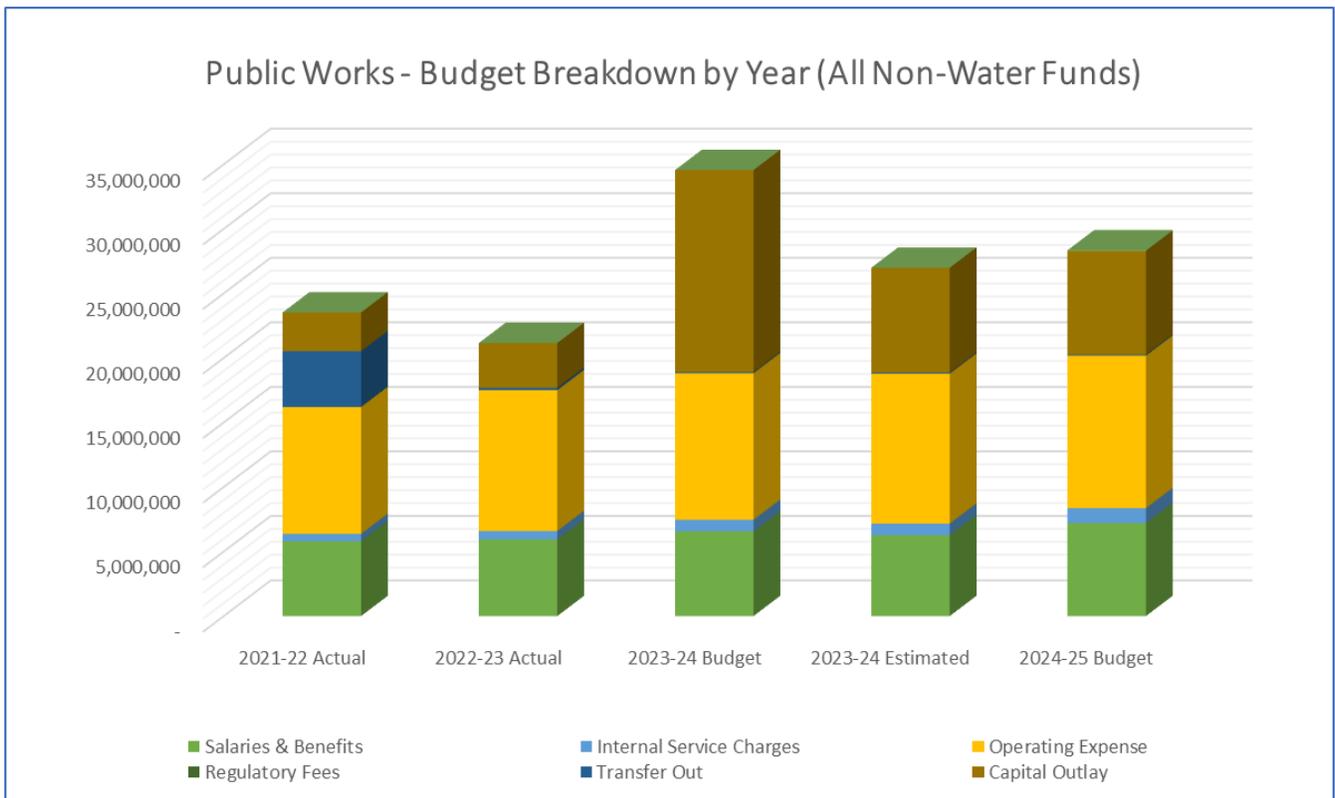
Road Maintenance & Rehabilitation Allocation Expenditures

Salaries & Benefits	23,437	23,912	24,825	25,634	34,252
Internal Service Charges	-	-	-	-	-



PUBLIC WORKS

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
Operating Expense	-	93,715	-	567	-
Capital Outlay	160	1,629,425	5,350,000	1,550,000	4,770,000
Total	23,597	1,747,051	5,374,825	1,576,201	4,804,252
Solid Waste Expenditures					
Salaries & Benefits	152,490	147,245	176,174	150,634	231,660
Internal Service Charges	-	-	-	-	-
Operating Expense	204,203	233,722	265,000	273,284	290,000
Transfer Out	-	-	-	-	-
Total	356,693	380,967	441,174	423,918	521,660
Total Other Funds	7,095,727	6,422,002	18,383,618	10,825,249	10,785,439





WATER FUND

DESCRIPTION:

We are responsible for the design, construction, operation, and maintenance of all water infrastructure and facilities.

The entire Public Works team invites you to explore our pages and learn more about what we do. We are committed to providing the highest level of service possible and we hope our web page is just one of the ways we can achieve that objective.



ADMINISTRATION

The Administration Division coordinates and provides direction to all Water Services operations. This Division provides customer service, administrative support, research and analysis of current and proposed legislation to ensure benefit, safety and convenience to the community and general public.

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

2023-2024 ACCOMPLISHMENTS:

- Completed 2023 City's Water Master Plan
- Supported the Finance Department to complete the analysis of water rates for the next five years
- Met all regulatory requirements for water quality reports and sampling
- Participated in the newly established joint work group for implementing new Cross Connection Regulations
- Supported the City of Santa Ana on the pipeline annexation / intertie west of the 55 freeway at 17th Street
- Participated in Orange County PFAS litigation to secure funding for groundwater cleanup
- Monitored and engaged in 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), evaluating and planning for fiscal impacts upon the City's service area

2024-2025 GOALS:

- Through continued participation in joint work groups, develop a cross connection policy that meets new California regulations
- Complete the final draft of the updated City's Risk/Resiliency Assessment and draft update of the Emergency Response Plan
- Develop future reuse plan for Tustin Avenue Well site
- Implement plan for abandonment of unused groundwater wells
- Complete tri-annual lead and copper sampling
- Complete CA Water Boards lead service line inventory requirements
- 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 fiscal impacts upon the City's service area

DISTRIBUTION



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
- Review City, developer and outside agency project plans for compliance with Water Division standards
- Conduct staff safety training and Department of Health Services certification programs
- Provide responsive customer service

2023-2024 ACCOMPLISHMENTS:

- Finalized meter testing for water loss program analysis
- Completed water leak detection in 25% of service area through Municipal Water District of Orange County (MWDOC) shared services agreement
- Initiated a water loss statistical analysis from meter testing results
- Met and exceeded all state and federal water quality compliance
- Completed backflow testing throughout the service area to bring all service connections into compliance

2024-2025 GOALS:

- Limit service interruptions through proactive maintenance and repairs
- Begin construction on El Camino Real Water Main Line Relocation Project
- Research and develop a meter replacement project, including exploring the use of Advanced Meter Reading technology
- Implement large meter testing program for meters over 4"
- Complete valve box replacements in unincorporated area due to Orange County Public Works pavement rehabilitation project
- Complete lead and copper service line inventory required by the California Department of Drinking Water

MAIN STREET WATER FACILITY

The Main Street Water Facility consists of two groundwater production wells, reverse osmosis and ion exchange treatment plants, a water storage reservoir and a 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 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.

2023-2024 ACCOMPLISHMENTS:

- Participation in the construction of the new centralized Per- and polyfluoroalkyl substances (PFAS) Treatment Plant.
- Completed Main Street Reservoir inspection.



2024-2025 GOALS:

- Complete construction on the centralized PFAS Treatment Plant.
- Complete Main Street Reservoir cleaning.
- Startup, testing and treatment plant commissioning.
- Train staff on new plant operations and maintenance procedures.
- Rehabilitation of Main Street Well No.3

17TH STREET DESALTER

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, perchlorate, PFAS and high concentrations of total dissolved solids from local groundwater. 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

2023-2024 ACCOMPLISHMENTS:

- Met and exceeded all state and federal water quality standard
- Successfully transitioned off Sulfuric Acid injection to a cost savings of \$57k per year
- Successfully performed a membrane chemical cleaning on stage three of both trains to maximize water production
- Ensured compliance with all operating permit requirements and renewals
- Maximized production to reduce the need for imported water

2024-2025 GOALS:

- Complete plans, specifications and water quality analysis for process and electrical improvements
- Continue to maximize production until Main Street Treatment Plant is operational
- Complete comprehensive facility inspections/evaluations after Main Street Treatment Plant is operational to determine condition of equipment and the need for maintenance or replacement due to the high demand since shutting down wells in February 2021

IMPORTED WATER

This division is responsible for 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:

- Maximize local water production to reduce dependence on imported water supplies
- Utilize cost-effective purchased imported water supplies to ensure adequate retail supplies

2023-2024 ACCOMPLISHMENTS:



- Finalized a Memorandum of Understanding between City and East Orange County Water District for the joint use of turnout facility vaults
- Completed OC-43 imported water connection rehabilitation project
- Developed agreement with East Orange County Water District to purchase excess groundwater

2024-2025 GOALS:

- Evaluate and replace City controls and instrumentation at imported water connections
- Limit imported water through use of City's agreement with East Orange County Water District for purchase of excess groundwater

GROUND WATER

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 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

2023-2024 ACCOMPLISHMENTS:

- Completed design and bidding for the Vandenberg Well Rehabilitation Project
- Completed design for the John Lyttle Reservoir Improvements Project
- Completed an emergency pump replacement for Edinger Well
- Maintained a temporary PFAS Treatment System at Columbus Tustin Well with minimum down time in order to lower imported water costs
- Maintained high water quality that met and exceeded all State and Federal standards

2024-2025 GOALS:

- Complete Vandenberg Well Rehabilitation Project
- Complete John Lyttle Reservoir Improvements Project
- Complete Beneta Well No. 2 – Phase II Equipping Project
- Complete Pasadena Well variable frequency drive installation
- Complete the abandonment of the old Simon Ranch Booster Station
- Conduct maintenance at Rawlings Booster Pump Station in advance of the Main Street Treatment Plant start up, which includes pump inspections/replacements and the addition of variable frequency drives

PERFORMANCE MEASURES:



Performance Measure	Goal	Target	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Estimated
Water Valves Exercised	1	500	402	476	552	477	500
Water Services Replaced	1	80	89	82	97	82	80
Water Meters Replaced	1	300	311	418	329	301	300
State Compliance Reporting Submitted Timely	1	20	20	20	20	22	20
Water Quality Samples Collected and Analyzed	1	1,585	1,585	1,585	1,585	1,528	1,585

WATER ENTERPRISE FUNDS

2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
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EXPENSES WATER ENTERPRISE FUND

ALL Funds

Salaries & Benefits	3,173,578	3,252,673	3,804,396	3,263,953	3,816,024
Internal Service Charges	313,223	352,000	467,900	467,900	514,300
Operating Expense	843,751	813,724	1,008,800	942,325	1,079,900
Maintenance Expenses	11,158,749	10,660,305	11,605,060	11,821,277	12,373,750
Water Quality/Regulatory Fees	151,765	147,100	174,290	165,779	166,890
Transfer Out/Bond Expense	20,575,877	5,407,253	3,651,787	3,651,230	2,892,778
Furniture and Equipment	-	-	-	-	-
Capital Outlay	2,770,295	2,834,159	3,210,551	3,870,426	2,070,000
Total Water Enterprise Expenditures	38,987,239	23,467,214	23,922,785	24,182,890	22,913,642

EXPENSES BY DIVISION

Water Enterprise Fund

Administration

Salaries & Benefits	703,711	797,754	1,257,832	852,166	1,213,477
Internal Service Charges	313,223	352,000	467,900	467,900	514,300
Operating Expense	472,659	339,108	497,800	417,800	697,900
Water Quality/Regulatory Fees	139,696	145,533	167,290	162,779	159,890
Transfer Out/Bond Expense	3,037,691	3,327,039	2,651,787	2,651,230	2,892,778
Furniture and Equipment	-	-	-	-	-
Total	4,666,980	4,961,434	5,042,610	4,551,875	5,478,345

Water Distribution

Salaries & Benefits	1,371,486	1,256,262	1,350,154	1,346,584	1,296,559
Internal Service Charges	-	-	-	-	-
Operating Expense	233,728	210,734	286,850	298,375	269,400
Water Quality/Regulatory Fees	12,069	1,567	7,000	3,000	7,000
Transfer Out/Bond Expense	108,533	-	-	-	-
Capital Outlay	21,799	-	-	-	60,000
Total	1,747,616	1,468,563	1,644,004	1,647,959	1,632,959

Main Street Facilities

Salaries & Benefits	65,144	213,874	228,191	205,403	233,146
Internal Service Charges	-	-	-	-	-
Operating Expense	9,262	21,011	11,700	13,700	24,200
Maintenance Expenses	36,750	80,578	49,000	11,717	1,997,450
Total	111,156	315,464	288,891	230,820	2,254,796

17th Street Desalter

Salaries & Benefits	219,031	147,937	163,664	140,815	170,612
Internal Service Charges	-	-	-	-	-



WATER ENTERPRISE FUNDS

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
Operating Expense	20,906	23,982	37,550	37,550	38,000
Maintenance Expenses	2,162,854	2,470,450	2,197,500	2,434,000	2,517,300
Total	2,402,790	2,642,369	2,398,714	2,612,365	2,725,912
Imported Water					
Salaries & Benefits	116,611	102,326	108,854	78,119	139,669
Internal Service Charges	-	-	-	-	-
Operating Expense	413	132	500	500	-
Maintenance Expenses	6,054,955	5,652,103	5,632,820	5,632,820	5,009,300
Total	6,171,979	5,754,561	5,742,174	5,711,439	5,148,969
Water Production					
Salaries & Benefits	301,690	306,133	330,936	276,101	355,770
Internal Service Charges	-	-	-	-	-
Operating Expense	53,335	47,676	49,400	49,400	50,400
Maintenance Expenses	2,373,036	1,997,977	3,225,740	3,242,740	2,249,700
Total	2,728,061	2,351,786	3,606,076	3,568,241	2,655,870
Non-Departmental (Water Enterprise Fund)					
Salaries & Benefits	395,906	428,387	364,765	364,765	406,791
Internal Service Charges	-	-	-	-	-
Operating Expense	48,914	-	-	-	-
Total	444,820	428,387	364,765	364,765	406,791
Total Water Enterprise Expenditures	18,273,402	17,922,564	19,087,234	18,687,464	20,303,642

EXPENSES BY DIVISION

All Other Funds

Water Capital

Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	4,127	4,176	-	-	-
Maintenance Expenses	531,153	459,198	500,000	500,000	600,000
Transfer Out/Bond Expense	3,918,760	198,871	-	-	-
Capital Outlay	2,748,496	2,714,159	3,128,169	718,676	830,000
Total	7,202,537	3,376,403	3,628,169	1,218,676	1,430,000

Water Enterprise Emergency

Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	-	-	-	-	-
Transfer Out/Bond Expense	-	-	1,000,000	1,000,000	-
Capital Outlay	-	-	-	-	-
Total	-	-	1,000,000	1,000,000	-

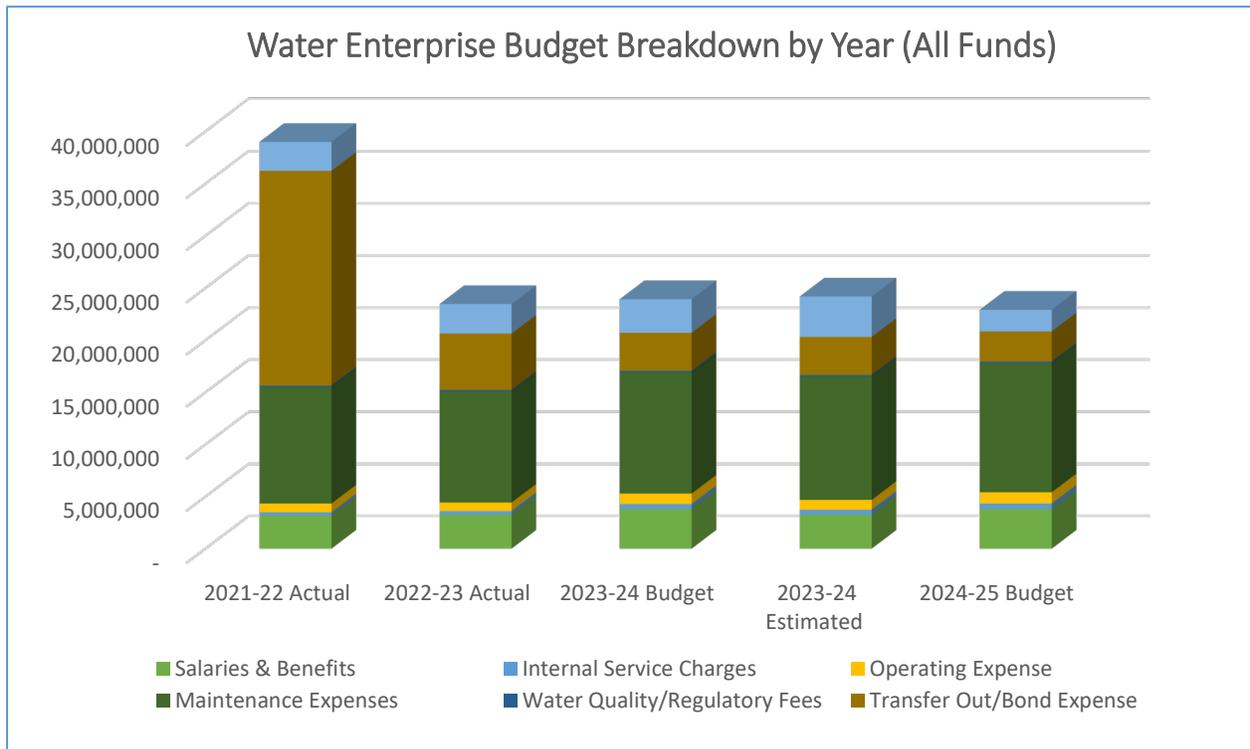
2011 Water Revenue Bond

Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	4	-	-	-	-
Transfer Out/Bond Expense	289,000	-	-	-	-



WATER ENTERPRISE FUNDS

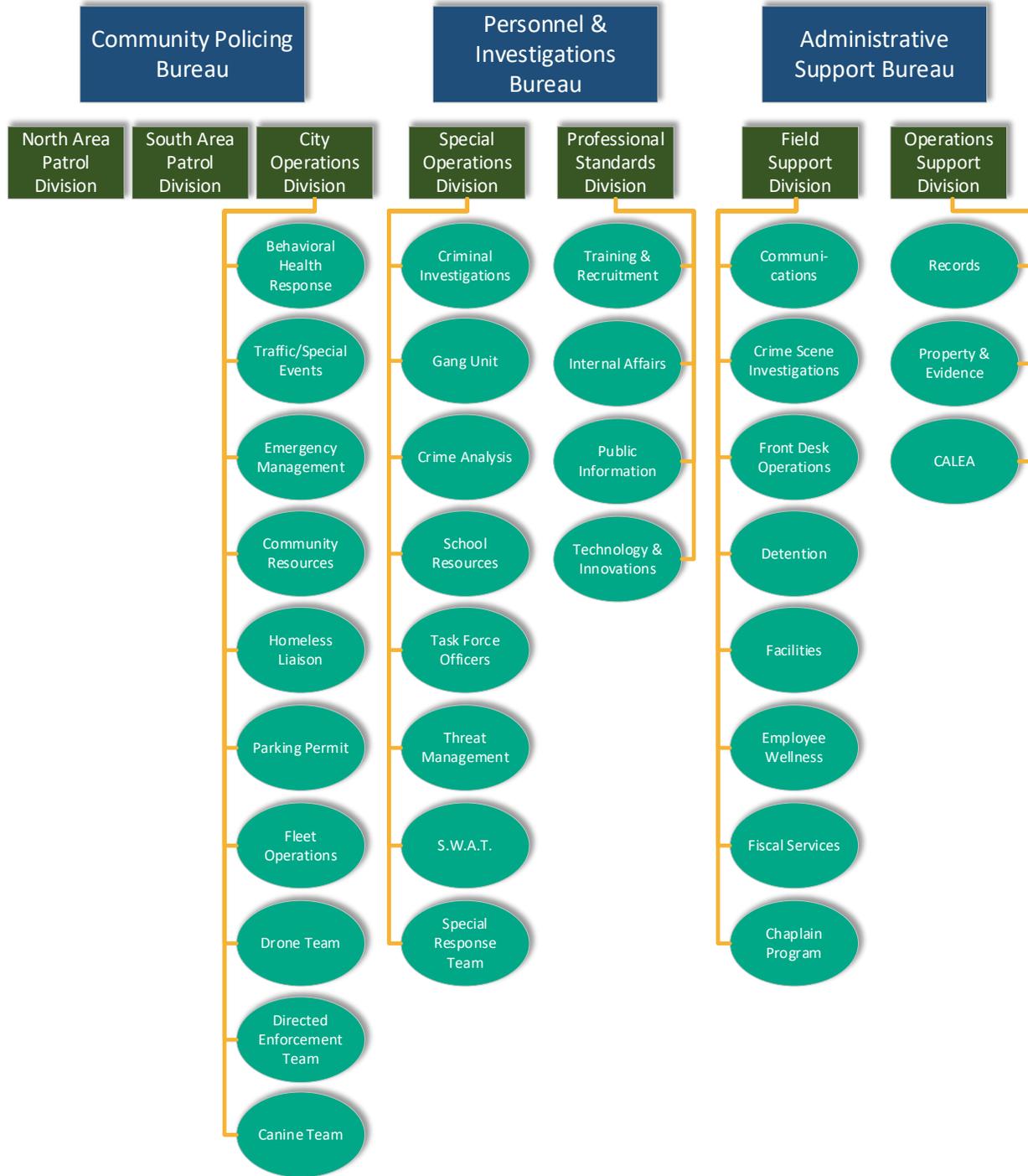
	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
Capital Outlay	-	-	-	-	-
Total	289,004	-	-	-	-
2013 Water Revenue Bond					
Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	404	166,904	-	-	-
Transfer Out/Bond Expense	13,221,892	1,881,343	-	-	-
Capital Outlay	-	120,000	82,382	951,750	-
Total	13,222,296	2,168,247	82,382	951,750	-
2024 Water Revenue Bond					
Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	-	-	125,000	125,000	-
Transfer Out/Bond Expense	-	-	-	-	-
Capital Outlay	-	-	-	2,200,000	1,180,000
Total	-	-	125,000	2,325,000	1,180,000
Total Other Funds	20,713,837	5,544,650	4,835,551	5,495,426	2,610,000





POLICE DEPARTMENT SERVICES TO THE COMMUNITY & POSITION CONTROL HISTORY

Police Department





Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
Police Department						
	Behavioral Health Bureau Commander	0.00	1.00	0.00	0.00	0.00
	Crime Analyst (SLESF Grant Funded)	1.00	1.00	0.00	0.00	0.00
	Deputy Police Chief	1.00	0.00	0.00	0.00	0.00
	Management Analyst I/II (SLESF Grant Funded)	0.00	0.00	1.00	1.00	0.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	0.00
	Management Assistant	1.00	1.00	1.00	1.00	0.00
	Police Captain	1.00	3.00	3.00	3.00	0.00
	Police Chief	1.00	1.00	1.00	1.00	0.00
	Police Civilian Commander	1.00	0.00	0.00	0.00	0.00
	Police Communications Lead	2.00	2.00	2.00	2.00	0.00
	Police Communications Officer I/II	10.00	10.00	10.00	10.00	0.00
	Police Fleet Coordinator	1.00	1.00	1.00	1.00	0.00
	Police Lieutenant ¹²	5.00	5.00	5.00	6.00	1.00
	Police Officer	72.00	72.00	72.00	72.00	0.00
	Police Officer (SRO)	1.00	1.00	2.00	2.00	0.00
	Police Records Lead	2.00	2.00	2.00	2.00	0.00
	Police Records Specialist	10.00	10.00	10.00	10.00	0.00
	Police Sergeant	18.00	18.00	19.00	19.00	0.00
	Police Services Officer I/II/III	15.00	15.00	16.00	16.00	0.00
	Police Support Services Manager	2.00	2.00	2.00	2.00	0.00
	Police Support Services Supervisor	4.00	4.00	5.00	5.00	0.00
	Property and Evidence Specialist	2.00	2.00	2.00	2.00	0.00
	Senior Management Assistant	1.00	1.00	1.00	1.00	0.00
	Senior Management Analyst	1.00	1.00	2.00	2.00	0.00
Total Police Department		153.00	154.00	158.00	159.00	1.00

Footnotes

12 Police Department - 24/25 Budget Add - Lieutenant



POLICE DEPARTMENT

DESCRIPTION:

The Tustin Police Department is committed to the "Community Governance policing philosophy and endeavors to improve the quality of life for those who visit, live, and work in the City of Tustin."

POLICE MANAGEMENT

The Police Management oversees the daily operations of the Police Department, prioritizing the fulfillment of the Department's overarching mission and its readiness for future challenges. It offers leadership and managerial guidance across all functions of the Police Department, handles citizen inquiries, and serves as the Department's liaison to the City, County, and State. Moreover, Police Management is tasked with supervising the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation process.

TASKS:

- Direct and manage budgetary matters
- Introduce and execute new initiatives to increase Departmental effectiveness
- Engage in citywide team management strategies
- Guide and evaluate staff projects
- Foster collaboration with local, state, and federal law enforcement agencies
- Coordinate Police Department activities with other City Departments
- Forecast future requirements and strategize accordingly
- Oversee daily operations, prioritizing employee safety and productivity
- Conduct Department-wide training and oversee the CALEA re-accreditation process
- Lead and coordinate the CALEA accreditation team
- Organize and maintain comprehensive CALEA accreditation files, covering 460 law enforcement standards across 38 chapters
- Develop and manage inspections and reports mandated by CALEA, furnishing essential data for the Police Department's fiscal and operational management

2023-2024 ACCOMPLISHMENTS:

- Secured Urban Areas Security Initiative (UASI) Grant for procurement of a tactical armored vehicle
- Provided direction to revamp and modernize the Tustin Annex police facility
- Recruited and onboarded a part-time Assistant Emergency Manager
- Established a Drone Program
- Provided support to the City and Incident Management Team (IMT) during the Navy Hangar Fire Incident
- Offered a leadership team building workshop led by a P.O.S.T. (Police Officer Standards and Training) facilitator aimed at enhancing communication, fostering trust, developing leadership abilities, uplifting morale, and promoting adaptability and resilience in navigating the demands of law enforcement operations

2024-2025 GOALS:

- Develop and implement the 2025-2030 Strategic Plan
- Create new initiatives to enhance public safety and community outreach
- Enhance public safety and crime prevention efforts through the increased utilization of technology
- Develop specific wellness-centered strategies to increase the efficiency of programs dedicated to supporting police personnel's mental and physical health



- Develop plans to increase sworn and civilian staffing and resource allocation to align with the expansion of the Tustin Legacy

CITY OPERATIONS

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 supplementing the Patrol Division in a variety of capacities, such as the Directed Enforcement Team (DET), Traffic Unit, Community Relations Unit, Behavioral Health Unit, K-9 Unit, and Special Response Team (SRT)/Special Weapons and Tactics (SWAT). City Operations Command is currently staffed by one Lieutenant, three Sergeants, ten Officers, three Police Services Officers, and two police service dogs.

The Directed Enforcement Team (DET) is made up of one Sergeant and three Police Officers. The Directed Enforcement Team focuses on crime trends and quality-of-life issues in our city. The Directed Enforcement Team targets career criminals and violent offenders, conducts arrest warrants, and conducts surveillance, along with intelligence collection and analysis. They are also responsible for identifying and impacting areas of recurring criminal activity or calls for service within the city. The Directed Enforcement Team monitors areas in the city for the possibility of future crimes. By identifying a problem and working to resolve it, the team can prevent crime before it happens.

The Traffic Unit is responsible for traffic enforcement within Tustin city limits. The Traffic Unit includes one Sergeant, four Motor Officers, one Police Services Officer, one Master Reserve Officer, one Fleet Coordinator and two part-time Parking Control Officers. The Traffic Unit also conducts follow-up investigations for serious or fatal traffic collisions. The Traffic Unit submits grant applications and monitors all reporting requirements on funded grants, and they also conduct quarterly DUI checkpoints throughout the city and review and approve all traffic collision reports. The Fleet Coordinator is also an integral part of the Traffic Unit.

The Community Relations Unit is comprised of one Homeless Liaison Officer, one Community Impact Officer, one Behavioral Health Manager, and two Police Services Officers. The Community Relations Unit 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 and Chili Cook-Off, and Dino Dash. In addition to handling special events, the Homeless Liaison and Community Impact Officer are responsible for any homeless issues that come up, including housing at the Tustin Temporary Emergency Shelter. The Behavioral Health Manager is a former Orange County Social Worker who is responsible for assisting anyone in Tustin experiencing any mental health issues. The two Police Services Officers coordinate and attend all neighborhood watch meetings and numerous city events, such as Read Across America, Coffee with a Cop, Substation for a Day, Santa Sleigh, and Santa Cop.

The K-9 Unit is comprised of one Sergeant and two Officers who each have been assigned a Police Service Dog. The Canine Program was established to augment police services to the community. Highly skilled and trained teams of handlers and canines have evolved from the program and are used to supplement police operations to locate individuals, contraband, and to apprehend criminal offenders.

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 complements 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

2023-2024 ACCOMPLISHMENTS:

- Increased personnel assigned to Crisis Negotiation Team
- Increased training for Special Response Team
- Completed 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 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
- Successfully integrated the Tustin PD Emergency Management Team in with the Orange County Fire Authority (OCFA) Incident Management Team for the Navy Hangar Fire Incident

2024-2025 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

NORTH AREA PATROL



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, 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 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

2023-2024 ACCOMPLISHMENTS:

- Created a full-time jailer position
- Following the COVID-19 pandemic, the Patrol Division increased community engagement through numerous community events
- Completed the remodel of the Watch Commander's office
- Additional Patrol Sergeant added
- Completed Phase 2 of the Automated License Plate Recognition system (ALPRs)
- Graduated 16 from the Police Department's Fall Citizens' Academy
- Completed "Patrol School" for on-boarding officers into the Field Training Officer Program

2024-2025 GOALS:

- 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, Town Hall Meetings)
- 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
- Continue to build Automated License Plate Recognition system (ALPRs)

SOUTH AREA PATROL

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 20 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

2023-2024 ACCOMPLISHMENTS:

- Following the COVID-19 pandemic, the Patrol Division increased community engagement through numerous community events
- Completed the remodel of the Watch Commander's office
- Additional Patrol Sergeant added
- Completed Phase 2 of the Automated License Plate Recognition system (ALPRs)
- Completed "Patrol School" for on-boarding officers into the Field Training Officer Program

2024-2025 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

SPECIAL OPERATIONS DIVISION

The Special Operations Division includes the Criminal Investigations Unit and the Gang Unit. The Criminal Investigations Unit is divided into the Major Crimes Team and the 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 Criminal 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 Criminal 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), and 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)

2023-2024 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

2024-2025 GOALS:

- Utilize state-of-the-art predictive policing software to assist the Department in its efforts to prevent crime before it occurs
- Make arrests in 10% of cleared cases
- Increase follow-up investigations on cold cases
- Update and utilize GPS and surveillance cameras to capture criminals related to trending crime series

PROFESSIONAL STANDARDS UNIT

The Professional Standards Division (PSD) operates under the Personnel and Investigations Bureau. The Professional Standards Division 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 on the release of relevant information as well as the management of our social media accounts. The Professional Standards Division 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 all departmental employees
- Manage internal affairs files, background files, and training files
- Represent the agency as custodian of records for all Pitchess Motion court appearances



- Manage the Department's IT projects, including Mark 43 CAD/RMS
- Manage the Department's issuance of equipment as well as collection of equipment at the end of employment
- Manage the Cadet and Explorers Program
- Investigate all complaints of misconduct or uses of force as determined by the Command Staff
- Manage and coordinate the investigation of all administrative investigations, standard reviews, uses of force, vehicle pursuits, early intervention alerts and employee traffic collisions
- 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
- Facilitate and address the department's current and future Information Technology needs

2023-2024 ACCOMPLISHMENTS:

- Successful completion of P.O.S.T. audit
- Added additional Detention Officer position
- Implemented Yubico key to give field employees faster access to their MDCs
- Conducted over 135 background investigations on potential new employees
- Internally promoted 19 employees
- Hired 28 employees which includes:
 - (11) Recruits
 - (2) Lateral Officers
 - (2) Communications Officers
 - (1) Behavioral Health Response Unit Manager
 - (1) Police Records Specialist
 - (2) Part-Time Master Reserve Officers
 - (1) Police Services Officer
 - (1) PT Administrative Assistant
 - (4) Police Cadets
 - (1) Part-Time Temporary Employee
 - (1) Crime Analyst
 - (1) Volunteer

2024-2025 GOALS:

- Implement a new recruitment website
- Increase recruitment and advertising for recruitment
- Recruit more lateral police officers
- Increase the department's social media footprint
- Streamline and improve the employment background investigation process
- Implement Cradlepoint routers in all police units for dual redundant connectivity

FIELD SUPPORT

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

Often the first interaction the public has with the Tustin Police Department is the experience with the Communications Unit. The Communications Unit maintains a "how can we help" mentality and takes pride in providing a professional and positive



experience on 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 (PSO) 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 (CSI) 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
 - Monitor the location and activity of all field personnel
 - Provide California Law Enforcement Telecommunications System (CLETS) and National Law Enforcement Telecommunications System (NLETS) information to field personnel as it pertains to calls for service or officer-initiated activities
 - 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

2023-2024 ACCOMPLISHMENTS:

- Communications Unit
 - In 2023 the Communications Unit received 96,328 calls, 23,102 of those calls were 911 calls. The Communications Unit answered 99.84% 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 Police Communications Officer was promoted to Police Communications Lead in September 2023
 - One Police Communications officer attended the POST Communications Training Officer program and received certification
 - A new Communications Officer started training April 2023
 - One Communications Officer completed tactical dispatch training and received their certification in 2023
 - Two sworn officers were successfully cross trained as Communications Officers
 - Instituted hiring bonus program to enhance recruiting
 - One Communications Officer won the Support Services civilian of the year award for the year 2023
 - Awarded the Support Services exemplary unit award for 2023
- PSO/CSI Unit
 - In 2023, Police Services Officers completed a total of 2,156 non-arrest reports. Overall, Police Services Officers took 40.0% of the non-arrest reports while Police Officers took 60.0%
 - Police Services Officers worked with the Orange County Sheriff's Department, the District Attorney's office and the TAGRS application/program provider to examine best practices for documenting graffiti. The Orange County Sheriff's Department is no longer providing technical support for Tracking Automated and Graffiti Reporting System (TAGRS) and we have begun taking crime reports to document graffiti complaints in Tustin in lieu of TAGRS entries
 - Police Services Officers provided training in the areas of crime scene photography and DNA collection in briefings, and during new officer orientations throughout the year



- Research into new evidence processing spaces and workstations for crime scene personnel was conducted in 2023. Plans for possible renovations and updated equipment were submitted for review and are being considered for 2024 improvements
- In 2023, a Field Services Building Maintenance Specialist was installed at the Police Department to help oversee facilities and maintenance for the City Hall complex. This has streamlined the process for reporting maintenance issues and significantly reduced response times for repair work and improvement projects.
- Trained two Administrative Specialists to support PSO/CSI operations and assist the Supervisor with administrative tasks while simultaneously developing their leadership skills

2024-2025 GOALS:

- Communications Unit
 - Increase the number of Communication Training Officers. Work towards three dispatchers on each shift
 - Further the 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 encouraging a positive working atmosphere through consistent communication
- PSO/CSI Unit
 - Reinstate annual team building and training days for PSO/CSI Unit personnel so they can practice critical forensic skills and improve communication within the group
 - 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 on roadways and more accurate at measuring longer distances
 - Streamline our practices for documenting graffiti to ensure there is consistency with regard to the way these incidents are being reported, and to ensure expectations are clear for all personnel
 - Bring Police Services Officers into alignment with the current training matrix for PSO/CSI Unit personnel, which includes P.O.S.T. courses in basic crime scene investigation, Field Training Officer certifications, traffic collision investigations, and Department of Justice sex offender registration practices
 - Develop better systems for tracking ancillary duties at the front desk so we have a reliable record of the work Police Services Officers are doing in that position
 - Continue working on improvements and proposals for a proper Evidence Processing/Booking room and PSO/CSI workstations

OPERATIONS SUPPORT

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

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 personnel who work around the clock to perform police-related record management duties. Staff members strive to meet the 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 68,000 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 for prosecution
 - Respond to requests for police reports and discovery for court proceedings

2023-2024 ACCOMPLISHMENTS:

- Property & Evidence Unit
 - Successfully completed phase one of repairs and replacement of freezer units
 - Destroyed 102 firearms/metal recyclable items, and 51 items of ammunition
 - Booked a total of 9,073 items of property
- Records Unit
 - Completed the certification with the Department of Justice for the National Incident Based Reporting System (NIBRS) compliance
 - Processed (July 2023-February 2024)
 - 4,631 police reports
 - 1,699 court packages
 - 274 citations
 - 2,740 records requests
 - 464 discovery requests

2024-2025 GOALS:

- Property & Evidence Unit
 - Continue barcoding items currently booked in Property & Evidence Unit
 - Complete the remaining repairs and replacement of freezer units
- Records Unit
 - Implement a new training manual within the Agency 360 platform
 - Re-evaluate the records request system and look into an automated request system

BEHAVIORAL HEALTH RESPONSE UNIT

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 of individuals in the City of Tustin.

TASKS:

- Respond to calls for service in the field when there may be a mental health component and provide prompt support to patrol and/or individuals experiencing a behavioral health issue
- Relieve patrol officers on calls for service, depending on the circumstances
- Provide 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



- Assist 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.
- Collaborate with other agencies in order to provide prompt and appropriate care for individuals

2023-2024 ACCOMPLISHMENTS:

- The Behavioral Health Manager provided department wide training, along with a PERT clinician on community health resources, self-care and burnout in law enforcement
- The Behavioral Health Manager completed continuing education units in order to upkeep her clinical license, which included California Law & Professional Ethics, Motivational Interviewing, Medications for Opioid Use Disorder, and Substance Use and Addiction During Pregnancy
- The Behavioral Health Response Manager attended NITF meetings, quarterly County-wide Homeless Liaison Officer (HLO) meetings, monthly meetings with TTES shelter staff, and participated in the monthly homeless outreach, alongside CityNet, to assist with any mental health related contacts during outreach

2024-2025 GOALS:

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

PERFORMANCE MEASURES:

Performance Measure	Goal	Target	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	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	July 2023 – February 2024
HOMICIDE	0	0
MANSLAUGHTER/NEGLIGENCE	0	0
SEX OFFENSES	33	20



Group A Offenses	July 2022 – February 2023	July 2023 – February 2024
AGGRAVATED ASSAULTS	92	86
SIMPLE ASSAULTS	302	272
ROBBERY	51	52
BURGLARY	134	156
LARCENY	946	1074
STOLEN PROPERTY	163	83
AUTO THEFT	172	156
VANDALISM	266	233
ARSON	2	1
FRAUD	182	172
FORGERY/COUNTERFEIT	40	38
EMBEZZLEMENT	3	5
PROSTITUTION/GAMBLING/VICE	4	0
NARCOTICS	1189	811
WEAPONS	144	127
TOTAL GROUP A OFFENSES	3723	3286
Group B Offenses	July 2022 – February 2023	July 2023 – February 2024
DISORDERLY CONDUCT	111	52
DUI	214	82
FAMILY OFFENSES	13	15
LIQUOR LAWS	4	1
RUNAWAYS (JUV)	563	203
TRESPASSING / LOITERING	280	110
ALL OTHER OFFENSES	713	392
TOTAL GROUP B OFFENSES	1898	855

POLICE

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES POLICE DEPARTMENT					
<i>ALL Funds</i>					
Salaries & Benefits	25,671,474	27,222,298	29,989,093	29,982,922	31,900,740
Internal Service Charges	809,988	1,282,188	1,360,788	1,360,788	1,568,588
Operating Expense	2,215,275	3,264,591	4,473,401	4,457,637	4,786,514
Principal/Interest Payments	26,684	26,684	-	-	-
Total Police Expenditures	28,723,421	31,795,761	35,823,282	35,801,347	38,255,842

EXPENSES BY DIVISION

General Fund

Administration

Salaries & Benefits	1,204,826	1,535,327	1,783,382	1,783,382	1,808,618
Internal Service Charges	809,988	1,282,188	1,360,788	1,360,788	1,568,588
Operating Expense	263,487	752,460	1,373,072	1,373,072	1,704,872
Principal/Interest Payments	-	101,571	-	-	-
Total	2,278,301	3,671,546	4,517,242	4,517,242	5,082,078



POLICE

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
City Operations					
Salaries & Benefits	3,010,146	3,226,079	3,577,781	3,578,545	4,033,932
Internal Service Charges	-	-	-	-	-
Operating Expense	742,465	953,305	1,088,474	1,212,710	1,178,084
Principal/Interest Payments	26,684	26,684	-	-	-
Furniture & Equipment	-	-	125,000	-	95,000
Total	3,779,294	4,206,068	4,791,255	4,791,255	5,307,017
North Area Patrol					
Salaries & Benefits	4,383,275	5,160,225	5,905,745	5,905,745	5,676,471
Internal Service Charges	-	-	-	-	-
Operating Expense	65,817	66,770	56,259	56,259	59,259
Total	4,449,092	5,226,994	5,962,004	5,962,004	5,735,730
South Area Patrol					
Salaries & Benefits	5,412,994	5,102,592	5,664,468	5,664,469	6,307,232
Internal Service Charges	-	-	-	-	-
Operating Expense	69,593	57,882	92,159	77,159	77,159
Total	5,482,587	5,160,474	5,756,627	5,741,628	6,384,391
Special Operations					
Salaries & Benefits	4,916,851	5,185,609	4,677,024	4,677,024	5,476,202
Internal Service Charges	-	-	-	-	-
Operating Expense	155,045	145,741	242,825	242,825	242,825
Total	5,071,896	5,331,349	4,919,849	4,919,849	5,719,027
Professional Standards					
Salaries & Benefits	2,086,187	2,305,989	3,361,205	3,361,205	2,389,353
Internal Service Charges	-	-	-	-	-
Operating Expense	441,579	632,423	821,865	696,865	838,068
Total	2,527,767	2,938,412	4,183,070	4,058,070	3,227,421
Field Support					
Salaries & Benefits	2,772,030	2,775,942	2,964,155	2,964,155	3,734,069
Internal Service Charges	-	-	-	-	-
Operating Expense	187,104	285,524	331,625	331,625	355,625
Total	2,959,134	3,061,466	3,295,780	3,295,780	4,089,694
Operations Support					
Salaries & Benefits	1,662,977	1,719,025	1,872,274	1,872,273	2,049,716
Internal Service Charges	-	-	-	-	-
Operating Expense	290,082	323,595	257,122	257,122	330,622
Total	1,953,059	2,042,620	2,129,396	2,129,395	2,380,338
Behavioral Response					
Salaries & Benefits	96,608	158,153	-	-	188,045
Internal Service Charges	-	-	-	-	-
Operating Expense	55	-	-	-	-
Total	96,663	158,153	-	-	188,045
Total General Fund Expenditures	28,597,794	31,797,083	35,555,223	35,415,223	38,113,740

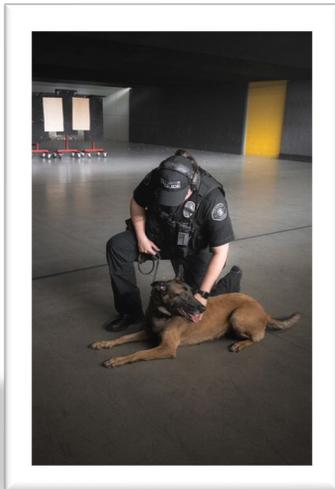
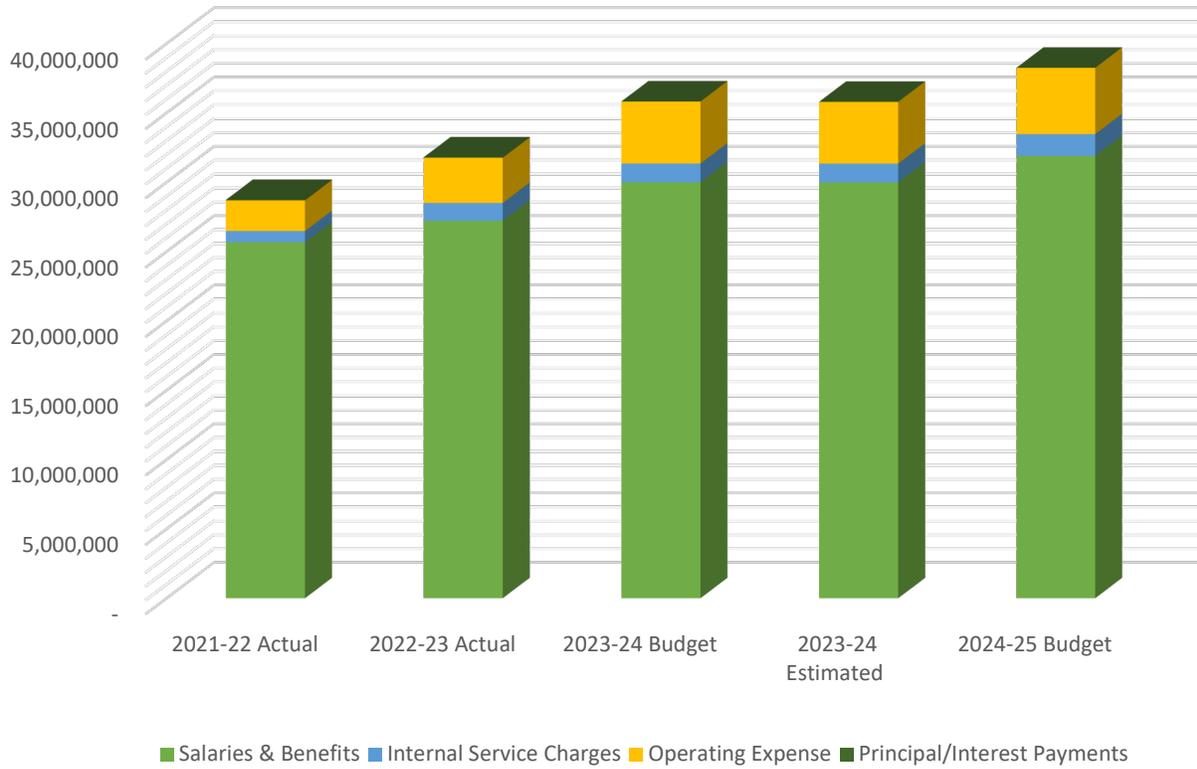


POLICE

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES BY DIVISION					
<i>All Other Funds</i>					
Asset Forfeiture					
Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	(0)	-	-	-	-
Total	(0)	-	-	-	-
RNSP Asset Forfeiture					
Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	-	46,893	210,000	210,000	-
Total	-	46,893	210,000	210,000	-
Treasury Asset Forfeiture					
Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	-	-	-	-	-
Total	-	-	-	-	-
Supplemental Law Enforcement					
Salaries & Benefits	125,579	53,357	183,059	176,124	237,101
Internal Service Charges	-	-	-	-	-
Operating Expense	48	-	-	-	-
Transfer Out	46,443	-	-	-	-
Special Equipment	-	-	-	-	-
Total	172,070	53,357	183,059	176,124	237,101
Total Other Funds	172,070	100,249	393,059	386,124	237,101



Police Department - Budget Breakdown by Year (All Funds)





PARKS & RECREATION SERVICES TO THE COMMUNITY & POSITION CONTROL HISTORY

Parks & Recreation



City of Tustin

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Department	Position	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	2024-25 Inc/(Dec)
Parks & Recreation						
	Administrative Assistant ¹¹	2.00	2.00	2.00	1.00	-1.00
	Deputy Director of Parks & Recreation ⁹	0.00	0.00	0.00	1.00	1.00
	Director of Parks & Recreation	1.00	1.00	1.00	1.00	0.00
	Management Analyst I/II ¹⁰	0.00	0.00	0.00	1.00	1.00
	Recreation Coordinator	6.00	6.00	6.00	6.00	0.00
	Recreation Facilities Lead	2.00	2.00	2.00	2.00	0.00
	Recreation Program Specialist	0.00	0.00	0.00	0.00	0.00
	Recreation Superintendent ⁹	1.00	1.00	1.00	0.00	-1.00
	Recreation Supervisor ⁸	2.00	2.00	2.00	3.00	1.00
	Sr. Management Assistant ^{10, 11}	1.00	1.00	1.00	1.00	0.00
	Transportation Coordinator	2.00	2.00	2.00	2.00	0.00
Total Parks & Recreation		17.00	17.00	17.00	18.00	1.00

Footnotes

- 8** **Parks & Recreation** - 24/25 Budget Add - Recreation Supervisor
- 9** **Parks & Recreation** - 24/25 Budget Reclass - Recreation Superintendent to Deputy Director Parks & Recreation
- 10** **Parks & Recreation** - 24/25 Budget Reclass - Sr. Management Assistant to Management Analyst I/II
- 11** **Parks & Recreation** - 24/25 Budget Reclass - Administrative Assistant to Sr. Management Assistant



PARKS & RECREATION



DESCRIPTION:

The Parks & Recreation Department is responsible for enhancing the quality of life in Tustin through collaboration, compassion and connection in the form of recreation programs and human services that inspire a stronger, healthier and happier community. Operations of the department include the provision of events, classes, camps, sports, reservations, and resources, as well as the management of parks and recreation facilities, public art, wireless communication sites, and capital projects.

ADMINISTRATION

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

2023-2024 ACCOMPLISHMENTS:

- 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 and formulated a Public Art Priority List
- Collaborated with Public Works to complete Tenant Improvements for The Annex at Tustin Legacy to include a police substation
- Completed public art projects at Pine Tree Park, Columbus Tustin Park, and the 'Make a House a Home' project

2024-2025 GOALS:

- Collaborate with Public Works to renovate Centennial Park
- 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
- Support the Public Art Commission in adding public art in Tustin through murals and Creative Signals cabinets and securing donations for the sculpture walk at the Tustin Legacy Park



SPORTS

The Sports Services Section provides active recreation programs through sports, fitness, and instructional classes that allow all ages the opportunity for supervised, active recreation programs. In addition, this division is responsible for coordinating the after-school program, Little Folks preschool, and summer day camps at the 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, and basketball
- Provide safe and wholesome summer day camp experiences for local children
- Provide fun and affordable youth sports camps throughout the year
- Implement safe and enriching after-school activities for local area youth at the Columbus Tustin Recreation Center
- Provide community service and leadership opportunities for high school teenagers 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

2023-2024 ACCOMPLISHMENTS:

- Increased participation in the after-school program by 25% by expanding the program to Estock Elementary School, marketing, and making improvements to the existing program
- Ensured the equitable distribution of the City's sports fields to local youth sports organizations per the Department's Field Allocation Policy and reinforced a fee policy that charges these organizations for their field use
- Secured over \$30,000 in sponsorship support (money/in-kind) from the local business community
- Advanced the Tustin Youth Track Meet to utilizing a timing company for efficiency and accuracy
- Increased the visualization of the Tustin Teens in Action's participation throughout the community by participating in special events such as Lemonade Day, Egg Hunt, Tustin Youth Track Meet, Art Walk, and Christmas Tree Lighting
- Administered and implemented an Adults Sports Participant Survey to measure satisfaction and elicit suggestions for improvement

2024-2025 GOALS:

- Research and develop new programming for Adult Sports to include inclusive sports leagues, i.e., wiffleball, kickball, dodgeball, volleyball, non-traditional softball league
- Increase marketing and outreach for the Adult Sports Softball program to maintain an average of 50-60 teams per season
- Add inter-city all-star softball games
- Keep annual special events viable by adapting, changing, and/or adding elements each year
- Ensure the equitable distribution of the City's sports fields to local youth sports organizations per the Department's Field Allocation Policy
- Secure a total of \$40,000 in sponsorship support (money/in-kind) from the local business community
- Expand the Tustin Teens in Action program to incorporate seminars on teen subjects (e.g. how to apply for a job, how to apply for college, finances, and how to prepare for interviews)
- Increase the Columbus Tustin Recreation Center rental revenue by 10%
- Add programming on weekday mornings inside the Columbus Tustin Recreation Center, i.e., indoor pickleball, indoor badminton, or senior sports leagues



CLASSES/CULTURAL ARTS

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 Community Yard Sale, Tustin Tiller Days Parade, and Christmas Tree Lighting and Holiday Stroll

2023-2024 ACCOMPLISHMENTS:

- Offered over 1,200 contract classes, including camps, tennis classes, and clinics for kids with special needs
- Provided multiple sports camps, including flag football, soccer, basketball, tennis, and skateboarding
- Processed over 8,200 pickleball reservations for Veterans Sports Park
- Increased contract class revenue each quarter, 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. This reformat included the Creating Community Tour rebrand
- Processed more than 1,200 facility and picnic shelter reservations
- Coordinated the Christmas Tree Lighting in Old Town Tustin
- Effective social media campaigns and marketing campaigns

2024-2025 GOALS:

- Continue to seek out and offer new and different special interests and enrichment classes for youth and adults
- Offer additional adaptive recreation classes for youth and/or adults
- Create partnerships with local businesses to offer additional classes at off-site locations
- Transition tennis reservations to be online
- Research the requirements on how to accept picnic shelter reservation requests online
- 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

VETERANS SPORTS PARK/THE ANNEX

The Veterans Sports Park / The 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 the 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 the condition and proper use of the Veterans Memorial
- Oversee operations and reservations for pickleball courts
- Facilitate the Memorial Day Remembrance and Veterans Day Celebration and Car Show events at Veterans Sports Park



2023-2024 ACCOMPLISHMENTS:

- Coordinated a successful Pickleball Tournament
- Created and hosted two skate competitions, an in-line skate competition, and a skate jam at the skate park
- Held two successful Memorial Day Remembrance events and a Veterans Day Celebration and Car Show at Veterans Sports Park
- Hosted multiple soccer, pickleball, and softball tournaments at the facility, resulting in increased visitors to the facility and surrounding businesses
- Began public facility reservations at The Annex
- Increased the positive culture of the skate park, allowing for a 73% reduction in the hours of security at Veterans Sports Park

2024-2025 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 and senior citizen programming at The Annex by 5%
- Develop an Operations Plan for Veterans Sports Park / The Annex

TUSTIN AREA SENIOR CENTER

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

2023-2024 ACCOMPLISHMENTS:

- Continued to grow the senior transportation program to include transportation for seniors and disabled Veterans
- Offered classes which targeted baby boomers and/or working seniors, such as the iPad Loan Program, Karaoke Lounge, Senior Tech Lab (Saturdays), Aerobic Kickboxing, and IVC Emeritus classes including Line Dancing at The Annex
- Continued to provide more diverse seminars covering an array of topics affecting seniors, including mental well-being and technology tips. These seminars included iPhone tips, Fall Prevention, and book-signing events
- Increased revenue by 5% through various new and improved programs such as contract classes, excursions, and events for senior participants. Excursions took place once a month to various venues in Southern California, such as the Huntington Library, Mission Inn Festival of Lights, Carlsbad Flower Fields, Balboa Park, and the Palm Springs Aerial Tramway
- Increased awareness of resources for adult children of seniors. This was particularly done through moving the Resource Fair and Flu Shot Clinic to a Saturday in order to accommodate working seniors as well as the adult children of seniors
- Identified guidelines for the Volunteer Program by holding semi-annual meetings for the different volunteer groups and sharing the new Department Mission, Vision, and Values
- Established guidelines and an application form for the Senior Center Garden
- Post-COVID return to in-person programming included Saturday Hikes, Bingo, and MOW Congregate Meal Program
- A Grief Counseling Program in partnership with Bristol Hospice was introduced
- Built stronger Senior Advisory Board presence at both TASC and City-wide events
- Offered two Coffee with a Cop events which allowed for members of the public to visit with local police officers but also highlighted the Senior Center

2024-2025 GOALS:

- Continue to grow the senior transportation program by reaching out to local senior apartments
- Offer diverse classes which target baby boomers and/or working seniors by looking at current trends and expanding the afternoon and/or Saturday programming
- Continue to provide more diverse seminars covering an array of topics affecting seniors, including mental/physical well-being, county resources, fraud prevention, and Medicare
- Offer a variety of support groups to target the needs of seniors
- Increase revenue by 5% through various new and improved programs such as contract classes and extended excursions
- Research and provide computer courses to be taught in the Computer Lab
- Increase awareness of resources for adult children of seniors
- Create written guidelines for the Volunteer Program



- Expand personal enrichment classes such as writing workshops, film critique, and art classes
- Continue to partner with the Tustin Police Department to offer one to two Coffee with a Cop events
- Establish a partnership with local universities to provide internship opportunities for students
- Increase social media marketing by weekly posts and two to three stories per week which highlight daily programming and/or special events

SPECIAL SERVICES

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 (CTRC), 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:

- Responsible for the care and light maintenance of the Civic Center, recreation facilities, Senior Center, Tustin Library Meeting Rooms, and community centers
- Provide support to the Parks and Recreation Services Department for contract classes and special events by performing set-up and tear down of a wide variety of equipment
- Provide support and supervision of facility rentals
- Provide support for over 20 city-wide special events
- Provide support on a daily basis for all facilities with special dedication to the Tustin Family and Youth Center, Columbus Tustin Recreation Center, and the Tustin Area Senior Center

2023-2024 ACCOMPLISHMENTS:

- Kept city facilities clean and organized by utilizing the Facility Checklist as a guide
- Ensured outdoor equipment was kept dry as mandated by OC Vector Control
- Purged closets and storage rooms at facilities as requested by the site Coordinators
- Projected 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
- Supported and provided light maintenance to the Senior Center Garden
- The Recreation Facilities Team offered substantial assistance to OCFA and the EOC during the hangar fire
- Grew rapport with Tustin PD's Community Relations Unit to ensure professional standards and proper set up at TPD community events such as Open House, Citizens Academy, and Santa Cop

2024-2025 GOALS:

- Take the lead in the Facility Maintenance Week for TFYC and TASC to ensure that facilities are in top condition for daily programming
- Provide routine maintenance of TFYC, CTRC, TASC, and The Annex as needed
- Conduct routine inspection of equipment for safety and functionality, including tools, tables, chairs, etc.
- Hold quarterly staff meetings and trainings for part-time staff, focusing on reinforcing department values and quality customer service
- Recreation Facilities Lead to engage in relevant CPRS trainings/workshops aligned with job duties. Extend this opportunity to extended part-time staff
- Ensure cleanliness and organization of city facilities by adhering to the Facility Checklist as a reference guide
- Ensure the outdoor patio is maintained for safety and proper equipment storage
- Continue to purge closets and storage rooms at facilities as requested by the site Coordinators

- Continue to project a professional image by providing quality customer service for both internal and external reservations
- Provide sufficient part-time staff coverage at all city events, meetings, rentals, daily operations, etc.

TUSTIN FAMILY & YOUTH CENTER

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 service programs and services for the southwest Tustin area children 3-17 years of age and their families
- Coordinate the Kids Corner Recreation Preschool Program for children ages 3 to 5
- Conduct a free After-School Program/Homework Club during the school year
- Provide a Summer Camp program at two sites for youth in the area ages 6-13
- Collaborate with local non-profits to distribute free food to area residents
- Coordinate volunteer opportunities for youth, seniors, adults, and service clubs
- Plan, organize and present the annual Cinco de Mayo event for the neighborhood residents
- Plan, organize, and present the Holiday Basket Program to the community



2023-2024 ACCOMPLISHMENTS:

- Collaborated with the Columbus Tustin Recreation Center (CTRC) to unite the Tustin Teens in Action programs from each facility to work together at the city's special events
- Offered an 8-week nutritional class through the UCI
- Conducted Kids Corner Recreation Preschool for 25 children
- Offered an evening fitness Zumba class for adults
- In partnership with Dental Care of Children, a dental clinic with free dental services was offered to over 40 children
- Provided 200 families with gifts and food through the Holiday Gift Basket Program
- Expanded the Cinco de Mayo event by moving it to Frontier Park, which allowed for additional food vendors, entertainment, and activities
- Built a partnership with Nelson Elementary School to relocate the summer camp to that site, thus allowing programming in two different underserved areas of Tustin
- Expanded the Homework Club by adding a Tutoring Class conducted by Growing Sprouts
- Served over 4,000 families and seniors in the food distribution program
- Increased the number of attendees in the Super Saturday Program by 25%
- Collaborated with the Laguna Playhouse to offer the children's art and drum classes
- A local instructor offered a free crochet class for adults in the community
- In partnership with the Tustin Unified School District, free English as a Second Language Classes were offered to adults in the community



2024-2025 GOALS:

- Continue to work with non-profits that offer classes and training for families in the community
- Continue to expand intergenerational opportunities with neighboring senior apartments and Tustin Area Senior Center
- Continue to conduct staff meetings quarterly to ensure that the Tustin Family and Youth Center (TFYC) is providing a fun and safe environment that includes appropriate activities and educational assistance for the families in the area
- Continue to collaborate with CTCR Summer Camp staff for complimentary field trips for children in the TFYC Day Camp
- Continue to build a partnership with the Tustin Unified School District to relocate the summer camp program to different underserved areas in Tustin
- Continue to maintain a top score on all inspections from Second Harvest Food Bank
- Continue to increase the number of stores for food pick-ups, which benefits our food distribution participants

PERFORMANCE MEASURES:

Performance Measure	Goal	Target	2019-20 Actual	2020-21 Actual	2021-22 Actual	2023-24 Estimated	2024-25 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

2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
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EXPENSES PARKS & RECREATION

ALL Funds

Salaries & Benefits	2,764,314	3,025,190	3,128,845	3,128,845	3,538,485
Internal Service Charges	412,806	508,800	685,400	685,400	825,200
Operating Expense	2,497,783	2,188,278	2,158,678	2,260,758	2,222,678
Discount Charge/Credit Cards	32,744	37,996	30,999	30,999	32,000
Furniture and Equipment/Computer SW	26,708	27,451	70,350	70,350	56,350
Transfer Out	121,206	53,930	130,880	130,880	130,880
Capital Outlay	246,395	892,180	1,270,401	655,651	7,240,652

Total Parks & Rec Expenditures	6,101,955	6,733,825	7,475,553	6,962,883	14,046,245
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EXPENSES BY DIVISION

General Fund

Parks & Recreation - Administration

Salaries & Benefits	488,096	533,164	568,885	568,885	614,626
Internal Service Charges	412,806	508,800	685,400	685,400	825,200
Operating Expense	84,548	101,928	87,250	87,250	101,550
Discount Charge/Credit Cards	32,744	37,996	30,999	30,999	32,000
Furniture and Equipment/Computer SW	-	-	850	850	850

Total	1,018,194	1,181,887	1,373,384	1,373,384	1,574,226
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Sports



PARKS & RECREATION

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
Salaries & Benefits	674,826	704,330	817,762	817,762	886,358
Internal Service Charges	-	-	-	-	-
Operating Expense	275,611	327,661	352,600	372,600	366,800
Furniture and Equipment/Computer SW	1,942	4,285	16,000	16,000	5,000
Total	952,379	1,036,275	1,186,362	1,206,362	1,258,158
Classes/Cultural Services					
Salaries & Benefits	266,786	286,005	305,147	305,148	262,154
Internal Service Charges	-	-	-	-	-
Operating Expense	774,977	935,251	818,700	893,700	894,200
Furniture and Equipment/Computer SW	17,994	17,687	21,000	21,000	21,000
Total	1,059,757	1,238,943	1,144,847	1,219,848	1,177,354
Veterans Sports Park/Annex					
Salaries & Benefits	182,110	233,639	228,081	228,081	366,082
Internal Service Charges	-	-	-	-	-
Operating Expense	172,251	121,188	119,100	119,100	134,100
Furniture and Equipment/Computer SW	2,369	1,629	5,000	5,000	2,000
Total	356,729	356,456	352,181	352,181	502,182
Senior Programs					
Salaries & Benefits	464,338	502,238	468,132	468,133	512,286
Internal Service Charges	-	-	-	-	-
Operating Expense	76,282	99,381	115,200	115,200	117,100
Total	540,620	601,619	583,332	583,333	629,386
Support Services					
Salaries & Benefits	307,425	312,764	309,974	309,974	381,324
Internal Service Charges	-	-	-	-	-
Operating Expense	8,572	6,450	7,700	7,700	8,000
Furniture and Equipment/Computer SW	2,404	2,155	25,000	25,000	25,000
Total	318,401	321,369	342,674	342,674	414,324
Youth Center					
Salaries & Benefits	380,734	453,051	430,864	430,862	400,655
Internal Service Charges	-	-	-	-	-
Operating Expense	38,432	38,673	43,800	43,800	46,600
Furniture and Equipment/Computer SW	2,000	1,695	2,500	2,500	2,500
Total	421,166	493,419	477,164	477,162	449,755
Total General Fund Expenditures	4,667,245	5,229,968	5,459,944	5,554,944	6,005,385

EXPENSES BY DIVISION

All Other Funds

Park Development

Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	589,242	102,614	104,328	104,328	44,328
Capital Outlay	246,395	892,180	1,270,401	655,651	1,190,652
Total	835,637	994,794	1,374,729	759,979	1,234,980

Park Development - Grants

Salaries & Benefits	-	-	-	-	-
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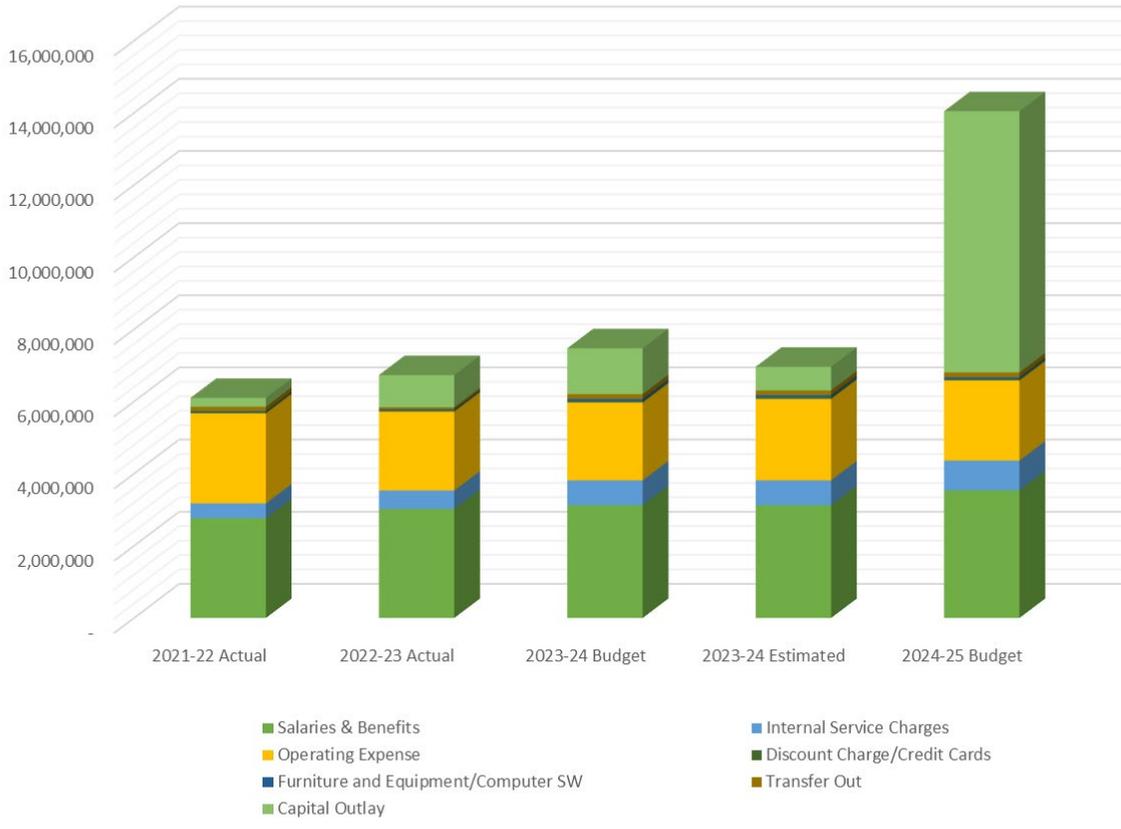


PARKS & RECREATION

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
Internal Service Charges	-	-	-	-	-
Operating Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	6,050,000
Total	-	-	-	-	6,050,000
Special Events - Street Fair					
Salaries & Benefits	-	-	-	-	60,000
Internal Service Charges	-	-	-	-	-
Operating Expense	238,125	146,204	185,000	185,000	185,000
Transfer Out	71,524	-	70,880	70,880	70,880
Total	309,649	146,204	255,880	255,880	315,880
Special Events - Tiller Days					
Salaries & Benefits	-	-	-	-	55,000
Internal Service Charges	-	-	-	-	-
Operating Expense	182,353	244,381	180,000	187,000	180,000
Transfer Out	49,682	53,930	60,000	60,000	60,000
Total	232,035	298,311	240,000	247,000	295,000
Special Events - Other					
Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	57,390	64,548	105,000	105,080	105,000
Total	57,390	64,548	105,000	105,080	105,000
Special Events - Public Arts					
Salaries & Benefits	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
Operating Expense	-	-	40,000	40,000	40,000
Total	-	-	40,000	40,000	40,000
Total Other Funds	1,434,711	1,503,857	2,015,609	1,407,939	8,040,860



Parks and Recreation Budget Breakdown by Year (All Funds)





NON-DEPARTMENTAL

DESCRIPTION:

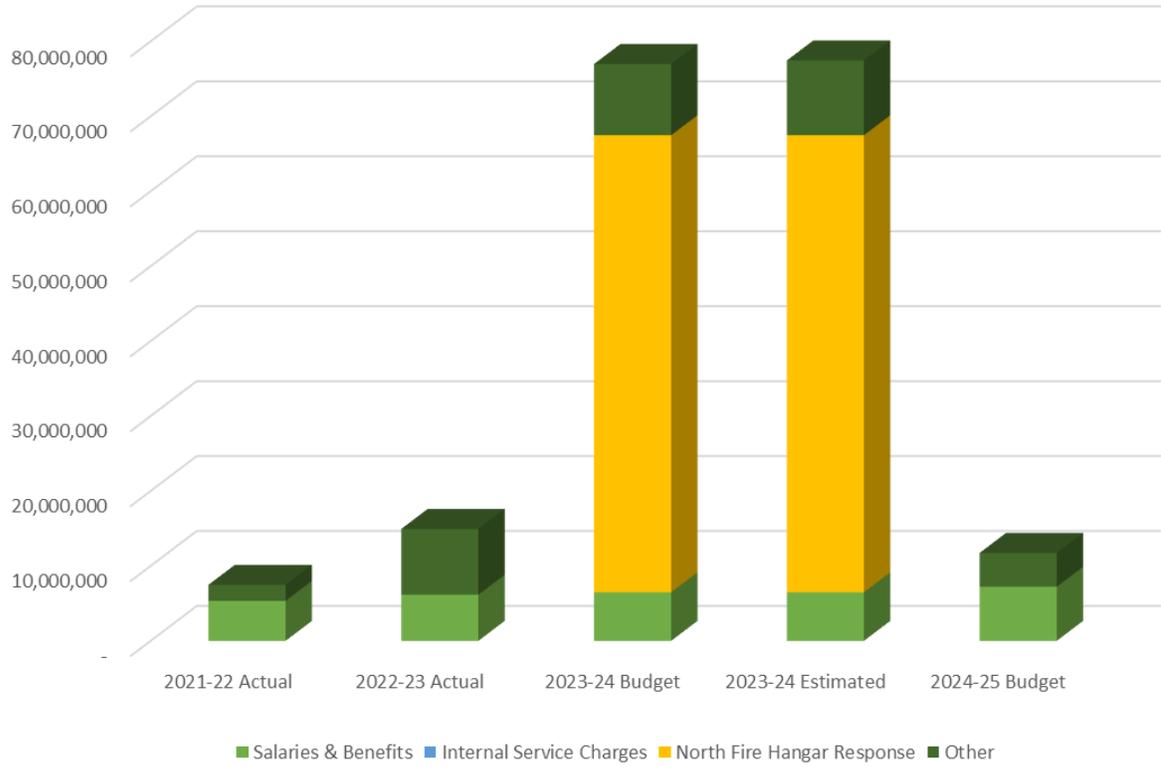
The City’s non-departmental costs are reflective of city-wide expenditures that are not directly associated with a department, division, or activity. These costs include, but are not limited to, the City’s legally required contribution to CalPERS to pay the ongoing unfunded accrued liability (UAL), post-employment retirement benefits (OPEB), animal control service contract, transfers for liability insurance, Tustin Temporary Emergency Shelter operation, and annual building maintenance. In 2023-24 costs associated with the Navy North Hangar Fire were captured under Non-Departmental. These costs will be reimbursed by the U.S. Navy. As of the 2024-25 budget adoption, the Navy has committed \$88,000,000 under a cooperative agreement with the City acting as the Navy’s response action contractor to address the impacts of the North Hangar fire.

NON-DEPARTMENTAL

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimated	2024-25 Budget
EXPENSES NON-DEPARTMENTAL					
<i>ALL Funds</i>					
Salaries & Benefits	5,338,449	6,159,430	6,476,041	6,476,041	7,215,889
Internal Service Charges	-	-	-	-	-
North Hangar Fire Response	-	-	88,000,000	88,000,000	-
Other	2,142,387	8,777,782	9,506,515	9,973,166	4,514,998
Total Non-Departmental Expenditures	7,480,836	14,937,212	103,982,556	104,449,207	11,730,887
EXPENSES BY DIVISION					
<i>General Fund</i>					
Non-Departmental					
Salaries & Benefits	5,338,449	6,159,430	6,476,041	6,476,041	7,215,889
Internal Service Charges	-	-	-	-	-
North Hangar Fire Response	-	-	88,000,000	88,000,000	-
Operating Expense	2,142,387	8,777,782	9,506,515	9,973,166	4,514,998
Total	7,480,836	14,937,212	76,982,556	77,449,207	11,730,887
Total General Fund Expenditures	7,480,836	14,937,212	103,982,556	104,449,207	11,730,887



Non-Departmental Budget Breakdown by Year (ALL Funds)





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.

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 06-1 Tustin 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 06-1 Tustin 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	14,910,000	13,895,000	(445,000)	(389,721)	13,450,000
February 7, 2024	2024 Water Bonds	300	4,125,000	4,125,000	(105,000)	(224,783)	4,020,000
Total Citywide Long Term Debt			<u>199,135,000</u>	<u>167,040,000</u>	<u>(6,710,000)</u>	<u>(6,966,603)</u>	<u>160,330,000</u>



2024-25 Capital Improvement Program – Projects & Funding

Project Name	Budget 2024-2025	Fund 130 Gas Tax	Fund 131 Park Dev	Fund 132 Park Dev - Grants	Fund 187 MCAS Backbone Fee	Fund 189 Proceeds of Land Sale	Fund 200 GF-CIP	Unfunded	Other Funds
Public Facilities Projects									
10032	Annual Major Building Maintenance	1,000,000	-	-	-	-	1,000,000	-	-
10069	Civic Center Alternate Power Source Improvements	4,431,932	-	-	-	-	3,000,000	-	1,431,932
10076	South Hangar Rehabilitation	9,945,544	-	-	-	9,945,544	-	-	-
10086	Police Department Improvements	500,000	-	-	-	-	500,000	-	-
TBD	Tustin Area Senior Center Expansion	500,000	500,000	-	-	-	-	-	-
Total Public Facilities Projects		16,377,476	-	500,000	-	9,945,544	4,500,000	-	1,431,932
Park Facilities Projects									
20054	Annual Major Park Maintenance	135,000	135,000	-	-	-	-	-	-
20062	Tustin Sports Park Diamond 1 & 3 Renovation	500,000	500,000	-	-	-	-	-	-
20083	Tustin Legacy Linear Park btw Armstrong Ave and Tustin Ranch Road	12,055,000	-	-	2,643,470	9,411,530	-	-	-
20089	Heideman School Park	500,000	-	500,000	-	-	-	-	-
20090	Centennial Park Improvements	5,300,642	50,642	4,800,000	-	450,000	-	-	-
20091	Bark Barracks at Tustin Legacy Park	1,000,000	-	-	-	1,000,000	-	-	-
20093	Tustin Sports Park Turf Renovation	2,505,010	5,010	-	-	-	-	2,500,000	-
20094	Tustin Legacy Park Improvements btw Red Hill Ave and Armstrong Ave	750,000	-	750,000	-	-	-	-	-
TBD	Tustin Legacy Park from Tustin Ranch Road to Edinger Ave	7,590,000	-	-	550,000	7,040,000	-	-	-
TBD	Neighborhood G Sports Park	1,500,000	-	-	1,500,000	-	-	-	-
Total Park Projects		31,835,652	-	690,652	6,050,000	4,693,470	17,901,530	-	2,500,000
Traffic Projects									
40080	Traffic Signal Equipment Upgrades & Replacement	50,000	-	-	-	-	-	-	50,000
40087	Main Street Improvements	5,600,000	-	-	-	1,700,000	3,900,000	-	-
40093	Red Hill Avenue Traffic Signal Synchronization Project	426,260	-	-	-	-	351,260	-	75,000
40094	First Street Signal Synchronization	156,624	-	-	-	-	-	-	156,624
40095	Tustin Ave Signal Synchronization	2,405	-	-	-	-	-	-	2,405
40096	Tustin Ranch Road/Irvine Blvd Traffic Radar Equipment	345,318	-	-	-	-	285,318	-	60,000
TBD	Traffic Signal Install @ San Juan St and Red Hill Ave	250,000	-	-	-	-	-	-	250,000
Total Traffic Projects		6,830,607	-	-	-	1,700,000	4,536,578	-	594,029
Water Distribution Projects									
TBD	17th Street Treatment Facility Electrical Replacement	300,000	-	-	-	-	-	-	300,000
TBD	El Camino Water Line Relocation	500,000	-	-	-	-	-	-	500,000
Total Water Distribution Projects		800,000	-	-	-	-	-	-	800,000
Water Storage Projects									
60148	John Lyttle Reservoir Tank Eval, Site Improve & Safety Upgrades	530,000	-	-	-	-	-	-	530,000
Total Water Storage Projects		530,000	-	-	-	-	-	-	530,000

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Project Name	Budget 2024-2025	Fund 130 Gas Tax	Fund 131 Park Dev	Fund 132 Park Dev - Grants	Fund 187 MCAS Backbone Fee	Fund 189 Proceeds of Land Sale	Fund 200 GF-CIP	Unfunded	Other Funds
Water Production Projects									
60177 Well Rehabilitation Program	680,000	-	-	-	-	-	-	-	680,000
Total Water Production Projects	680,000	-	-	-	-	-	-	-	680,000
Maintenance Projects									
70023 Annual Roadway & Public Infrastructure Maintenance Program 2023-24(MOE)	3,400,000	1,800,000	-	-	-	-	-	-	1,600,000
70024 Annual Roadway & Public Infrastructure Maintenance Program 2024-25(MOE)	415,000	-	-	-	-	-	-	-	415,000
70236 Citywide Pedestrian Oriented Accessibility Improvement Program	50,000	50,000	-	-	-	-	-	-	-
70252 The Hill Median Improvements	100,000	-	-	-	-	-	-	-	100,000
70254 Old Town Improvements	4,200,000	-	-	-	-	3,789,000	-	-	411,000
70255 Red Hill Ave Utility Undergrounding	4,000	4,000	-	-	-	-	-	-	-
TBD Red Hill Ave Rehabilitation-Walnut to 5	3,070,000	-	-	-	-	-	-	-	3,070,000
TBD Bridge Deck Improvements	300,000	300,000	-	-	-	-	-	-	-
TBD Jamboree Road Rehabilitation from Barranca Parkway to SCRRA Tracks	100,000	-	-	-	-	-	-	-	100,000
Total Maintenance Projects	11,639,000	2,154,000	-	-	-	3,789,000	-	-	5,696,000
Legacy Projects									
70243 Tustin Ranch Road Pedestrian Bridge	500,000	-	-	-	500,000	-	-	-	-
70256 Neighborhood D South Infrastructure - Phase 2	6,400,000	-	-	-	-	6,400,000	-	-	-
70257 Armstrong Pedestrian Bridge	6,187,500	-	-	-	2,267,500	3,920,000	-	-	-
70258 Neighborhood G Infrastructure	17,300,000	-	-	-	-	17,300,000	-	-	-
70259 Neighborhood D North Infrastructure	1,650,425	-	-	-	1,650,425	-	-	-	-
70260 Warner Pedestrian Bridge	1,070,000	-	-	-	1,070,000	-	-	-	-
TBD Cornerstone II Infrastructure	400,000	-	-	-	-	400,000	-	-	-
Total Legacy Projects	33,507,925	-	-	-	5,487,925	28,020,000	-	-	-
TOTAL ALL PROJECTS	102,200,660	2,154,000	1,190,652	6,050,000	10,181,395	61,356,074	9,036,578	2,500,000	9,731,961



2024-2025 Capital Improvement Program Seven-Year Schedule

Project Type	Project Number	Project Name	Project Total	To Date	2024-25 Requested	2025-26 Planned	2026-27 Planned
Flood Control Facilities	TBA	* Irvine Boulevard Storm Drain Phase 1	3,900,000				
	TBA	* Irvine Boulevard Storm Drain Phase 2	3,900,000				
	TBA	* San Juan Street Storm Drain	75,000				75,000
	TBA	* Tustin Village Way Storm Drain	75,000				75,000
	TBA	* Yorba Street Storm Drain	75,000				75,000
	Total Flood Control Facilities			8,025,000	-	-	-
Park Facilities	20054	Annual Major Park Maintenance	135,000		135,000		
	20062	Tustin Sports Park Softball Field Diamonds 1 & 3	500,000		500,000		
	20083	Tustin Legacy Linear Park from Armstrong Avenue to Warner Avenue	13,050,301	995,301	12,055,000		
	20089	Heideman School Park	5,800,000	200,000	500,000	1,500,000	1,700,000
	20090	Centennial Park Improvements	5,450,001	149,359	5,300,642		
	20091	Bark Barracks at Tustin Legacy Park	1,576,896	576,896	1,000,000		
	20094	Tustin Legacy Park Improvements	750,000		750,000		
	TBA	Camino Real Playground Renovation	350,000			350,000	
	TBA	* Fitness Courts at Tustin Sports Park	300,000				300,000
	TBA	* Hangar Park	34,500,000			4,500,000	30,000,000
	TBA	Laurel Glen Park and Magnolia Park Playground Renovations	600,000				600,000
	TBA	* Neighborhood G Sports Park	11,500,000		1,500,000	10,000,000	
	TBA	Southwest Park Site Acquisition	700,000				
	TBA	* Tustin Family & Youth Center Playground Renovation	350,000			350,000	
	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	64,990	2,505,010			
Total Park Facilities			136,322,198	1,986,546	31,835,652	67,300,000	32,600,000
Public Facilities	10032	Annual Major Building Maintenance	9,098,064	6,648,064	1,000,000	1,450,000	
	10069	Civic Center Alternate Power Source	4,800,461	368,529	4,431,932		
	10076	* South Hangar Renovation	31,377,146	1,431,602	9,945,544		
	10086	Police Department Improvements	5,953,300	453,300	500,000	5,000,000	
	TBA	* Tustin Area Senior Center Expansion	5,500,000		500,000		5,000,000
	TBA	* Tustin Family & Youth Center Expansion	850,000				
Total Public Facilities			57,578,971	8,901,495	16,377,476	6,450,000	5,000,000
Traffic Projects	40080	Traffic Signal Equipment Replacement	1,557,375	907,375	50,000	100,000	100,000
	40087	Main Street Improvements	5,812,229	212,229	5,600,000		
	40093	Red Hill Avenue Signal Synchronization	507,144	80,884	426,260		
	40094	First Street Signal Synchronization	205,539	48,915	156,624		
	40095	Tustin Avenue Signal Synchronization	50,000	47,595	2,405		
	40096	Tustin Ranch Road / Irvine Boulevard Radar Project	375,318	30,000	345,318		
	70023	Annual Pavement Maintenance and Sidewalk Repair Project FY 23/24 MOE	5,355,000	1,955,000	3,400,000		
	70024	Annual Pavement Maintenance and Sidewalk Repair Project FY 24/25 MOE	2,415,000		415,000	2,000,000	
	70131	* Newport Avenue Extension Phase 2	51,000,000				
	70196	* Red Hill Avenue Widening from Melvin Way to 200 feet to the South	1,100,000				
	70236	Citywide Pedestrian ADA Improvements	1,311,905	961,905	50,000	50,000	50,000
	70243	Tustin Ranch Road Pedestrian Bridge	11,500,000		500,000		
	70254	Old Town Improvements	4,451,773	251,773	4,200,000		

City of Tustin
2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Project Type	Project Number	Project Name	Project Total	To Date	2024-25 Requested	2025-26 Planned	2026-27 Planned
	70255	Red Hill Utility Undergrounding	11,308	7,308	4,000		
	70256	Neighborhood D South Phase 2	10,300,000	3,900,000	6,400,000		
	70257	Armstrong Avenue Pedestrian Bridge	8,801,455	2,613,955	6,187,500		
	70258	* Neighborhood G Phase 1	57,554,108	254,108	17,300,000	40,000,000	
	70259	Neighborhood D North Phase 1	26,800,000	149,575	1,650,425	25,000,000	
	TBA	Bridge Deck Improvements	3,300,000		300,000	3,000,000	
	TBA	Cornerstone II Infrastructure	400,000		400,000		
	TBA	Intersection Improvements at Jamboree Road and Irvine Boulevard	2,200,000			200,000	2,000,000
	TBA	Jamboree Road Rehabilitation from Barranca Parkway to SCRRA Tracks	1,300,000		100,000	1,200,000	
	TBA	* Jamboree Road Widening from Tustin Ranch Road to East City Limit	2,800,000				
	TBA	* Neighborhood D North Phase 2	28,750,000				3,750,000
	TBA	* Neighborhood D North Phase 3	69,000,000				
	TBA	* Neighborhood G Phase 2	57,500,000			7,500,000	50,000,000
	TBA	Red Hill Avenue Rehabilitation from Walnut Avenue to San Juan Street	3,120,000	50,000	3,070,000		
	TBA	The Hill Median Improvements	100,000		100,000		
	TBA	Traffic Signal Installation at San Juan Street and Red Hill Avenue	250,000		250,000		
	TBA	* Valencia Avenue Widening from Newport Avenue to Red Hill Avenue	5,500,000				
	TBA	* Warner Avenue Pedestrian Bridge	12,482,000	700,000	1,070,000		10,712,000
Total Traffic Projects			375,810,154	12,170,622	51,977,532	79,050,000	66,612,000
Water Distribution	60160	Mardick Road Main Line Replacement from Red Hill Avenue to Beverly Glen Drive	1,700,000				200,000
	TBA	El Camino Real Main Line Relocation	540,000	40,000	500,000	-	
	TBA	Main Line Replacement Program	3,000,000			100,000	900,000
Total Water Distribution			5,240,000	40,000	500,000	100,000	1,100,000
Water Production	TBA	17th Street Treatment Facility Electrical Replacement	3,300,000		300,000		3,000,000
	TBA	Well Rehabilitation Program	2,030,000	350,000	680,000	500,000	500,000
Total Water Production			5,330,000	350,000	980,000	500,000	3,500,000
Water Storage	60148	John Lyttle Reservoir Improvements	600,950	70,950	530,000		
	60149	Newport Reservoir Improvements	600,000			600,000	
Total Water Storage			1,200,950	70,950	530,000	600,000	-
Total Project Types			589,507,273	23,519,613	102,200,660	154,000,000	109,037,000

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

City of Tustin
2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Project Type	Project Number	Project Name	2027-28 Planned	2028-29 Planned	2029-30 Planned	2030-31 Planned	Total
Flood Control Facilities	TBA	* Irvine Boulevard Storm Drain Phase 1	300,000	3,600,000			3,900,000
	TBA	* Irvine Boulevard Storm Drain Phase 2		300,000	3,600,000		3,900,000
	TBA	* San Juan Street Storm Drain					75,000
	TBA	* Tustin Village Way Storm Drain					75,000
	TBA	* Yorba Street Storm Drain					75,000
Total Flood Control Facilities			300,000	3,900,000	3,600,000	-	8,025,000
Park Facilities	20054	Annual Major Park Maintenance					135,000
	20062	Tustin Sports Park Softball Field Diamonds 1 & 3					500,000
	20083	Tustin Legacy Linear Park from Armstrong Avenue to Warner Avenue					13,050,301
	20089	Heideman School Park	1,900,000				5,800,000
	20090	Centennial Park Improvements					5,450,001
	20091	Bark Barracks at Tustin Legacy Park					1,576,896
	20094	Tustin Legacy Park Improvements					750,000
	TBA	Camino Real Playground Renovation					350,000
	TBA	* Fitness Courts at Tustin Sports Park					300,000
	TBA	* Hangar Park					34,500,000
	TBA	Laurel Glen Park and Magnolia Park Playground Renovations					600,000
	TBA	* Neighborhood G Sports Park					11,500,000
	TBA	Southwest Park Site Acquisition	700,000				700,000
	TBA	* Tustin Family & Youth Center Playground Renovation					350,000
	TBA	* Tustin Legacy Park from Tustin Ranch Road to Edinger Avenue					58,190,000
TBA	* Tustin Sports Park Turf Renovation					2,570,000	
Total Park Facilities			2,600,000	-	-	-	136,322,198
Public Facilities	10032	Annual Major Building Maintenance					9,098,064
	10069	Civic Center Alternate Power Source					4,800,461
	10076	* South Hangar Renovation	20,000,000				31,377,146
	10086	Police Department Improvements					5,953,300
	TBA	* Tustin Area Senior Center Expansion					5,500,000
	TBA	* Tustin Family & Youth Center Expansion	850,000				850,000
Total Public Facilities			20,850,000	-	-	-	57,578,971
Traffic Projects	40080	Traffic Signal Equipment Replacement	100,000	100,000	100,000	100,000	1,557,375
	40087	Main Street Improvements					5,812,229
	40093	Red Hill Avenue Signal Synchronization					507,144
	40094	First Street Signal Synchronization					205,539
	40095	Tustin Avenue Signal Synchronization					50,000
	40096	Tustin Ranch Road / Irvine Boulevard Radar Project					375,318
	70023	Annual Pavement Maintenance and Sidewalk Repair Project FY 23/24 MOE					5,355,000
	70024	Annual Pavement Maintenance and Sidewalk Repair Project FY 24/25 MOE					2,415,000
	70131	* Newport Avenue Extension Phase 2	1,000,000	10,000,000	40,000,000		51,000,000
	70196	* Red Hill Avenue Widening from Melvin Way to 200 feet to the South		200,000	900,000		1,100,000
	70236	Citywide Pedestrian ADA Improvements	50,000	50,000	50,000	50,000	1,311,905
	70243	Tustin Ranch Road Pedestrian Bridge	11,000,000				11,500,000
	70254	Old Town Improvements					4,451,773
	70255	Red Hill Utility Undergrounding					11,308

2024-25 Operating & Capital Improvement Program Budget (Second Year Update)



Project Type	Project Number	Project Name	2027-28 Planned	2028-29 Planned	2029-30 Planned	2030-31 Planned	Total
	70256	Neighborhood D South Phase 2					10,300,000
	70257	Armstrong Avenue Pedestrian Bridge					8,801,455
	70258	* Neighborhood G Phase 1					57,554,108
	70259	Neighborhood D North Phase 1					26,800,000
	TBA	Bridge Deck Improvements					3,300,000
	TBA	Cornerstone II Infrastructure					400,000
	TBA	Intersection Improvements at Jamboree Road and Irvine Boulevard					2,200,000
	TBA	Jamboree Road Rehabilitation from Barranca Parkway to SCRRA Tracks					1,300,000
	TBA	* Jamboree Road Widening from Tustin Ranch Road to East City Limit		400,000	2,400,000		2,800,000
	TBA	* Neighborhood D North Phase 2	25,000,000				28,750,000
	TBA	* Neighborhood D North Phase 3	9,000,000	60,000,000			69,000,000
	TBA	* Neighborhood G Phase 2					57,500,000
	TBA	Red Hill Avenue Rehabilitation from Walnut Avenue to San Juan Street					3,120,000
	TBA	The Hill Median Improvements					100,000
	TBA	Traffic Signal Installation at San Juan Street and Red Hill Avenue					250,000
	TBA	* Valencia Avenue Widening from Newport Avenue to Red Hill Avenue	500,000	2,000,000	3,000,000		5,500,000
	TBA	* Warner Avenue Pedestrian Bridge					12,482,000
Total Traffic Projects			46,650,000	72,750,000	46,450,000	150,000	375,810,154
Water Distribution	60160	Mardick Road Main Line Replacement from Red Hill Avenue to Beverly Glen Drive	1,500,000				1,700,000
	TBA	El Camino Real Main Line Relocation					540,000
	TBA	Main Line Replacement Program	100,000	900,000	100,000	900,000	3,000,000
Total Water Distribution			1,600,000	900,000	100,000	900,000	5,240,000
Water Production	TBA	17th Street Treatment Facility Electrical Replacement					3,300,000
	TBA	Well Rehabilitation Program					2,030,000
Total Water Production			-	-	-	-	5,330,000
Water Storage	60148	John Lyttle Reservoir Improvements					600,950
	60149	Newport Reservoir Improvements					600,000
Total Water Storage			-	-	-	-	1,200,950
Total Project Types			72,000,000	77,550,000	50,150,000	1,050,000	589,507,273

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



2024-2025 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	9,098,000
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	200 GF CIP
LOCATION	Various		

Description

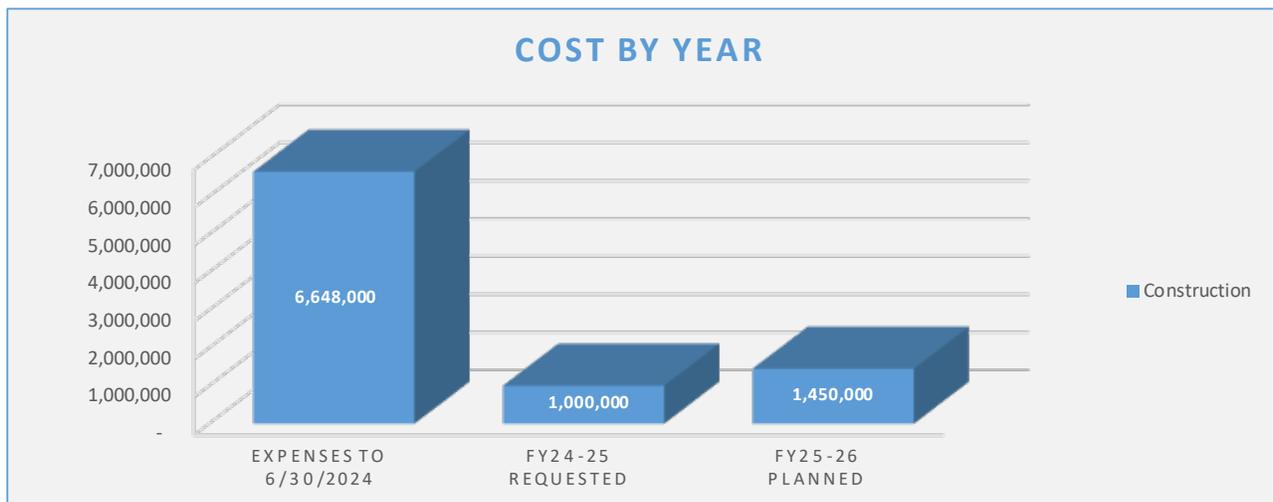
FY 24/25 building repairs include CT Gym HVAC Replacement (\$150,000 carryover from FY 23/24) and Civic Center Tile Roof, Gutters and Downspouts (\$850,000).

Future deferred maintenance and building repairs include Civic Center Parking Garage Deck Coating (\$950,000), CT Gym Operable Wall Replacement (\$500,000), CT Gym Flooring, Bleachers, and 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).

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
200 General Fund CIP	6,648,000	1,000,000	1,450,000					9,098,000
Total	6,648,000	1,000,000	1,450,000	-	-	-	-	9,098,000

Expenditure

Construction	6,648,000	1,000,000	1,450,000					9,098,000
Total	6,648,000	1,000,000	1,450,000	-	-	-	-	9,098,000





CIVIC CENTER ALTERNATIVE POWER SOURCE

PROJECT CATEGORY	Public Facilities	PROJECT NUMBER	10069
PROJECT NAME	Civic Center Alternative Power Source	TOTAL PROJECT COST	4,800,461
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	200 GF CIP
LOCATION	300 Centennial Way		184 Equipment Fund

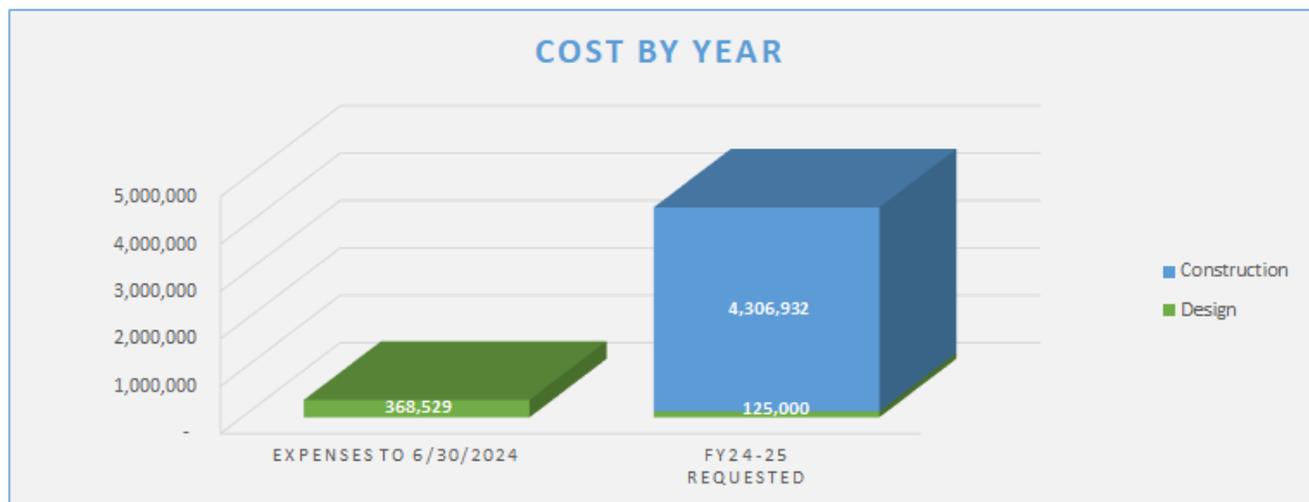
Description

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 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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
184 Equipment Fund	368,529	1,431,932						1,800,461
200 General Fund CIP		3,000,000						3,000,000
Total	368,529	4,431,932	-	-	-	-	-	4,800,461

Expenditure

Design	368,529	125,000						493,529
Construction		4,306,932						4,306,932
Total	368,529	4,431,932	-	-	-	-	-	4,800,461





SOUTH HANGAR RENOVATION

PROJECT CATEGORY	Public Facilities	PROJECT NUMBER	10076
PROJECT NAME	South Hangar Renovation	TOTAL PROJECT COST	31,377,146
PROJECT MANAGER	Ken Piguee	FUNDING SOURCE	189 MCAS
LOCATION	South Hangar		Land Proceeds Unfunded

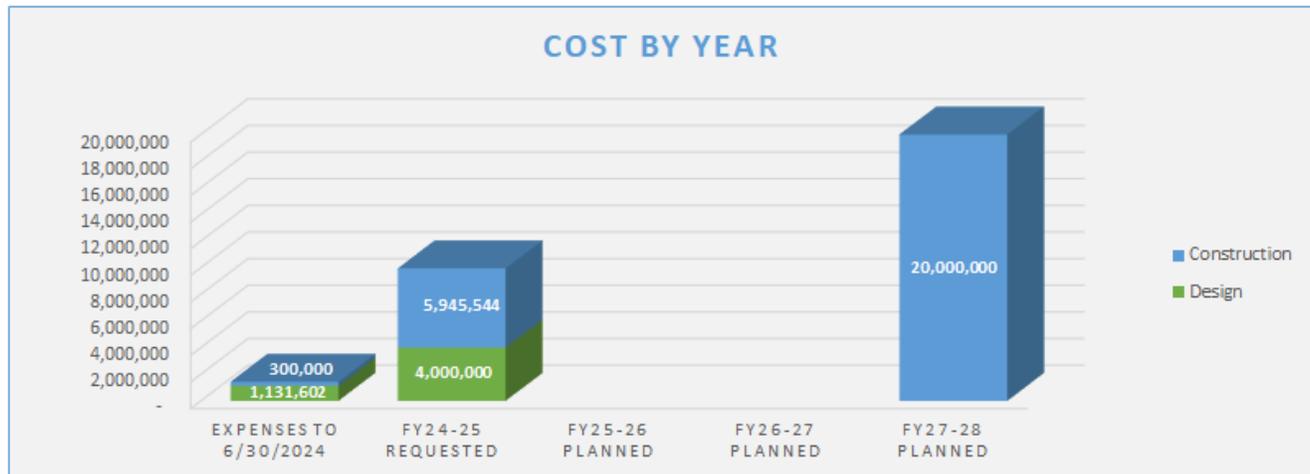
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
189 MCAS Land Proceeds	1,431,602	9,945,544						11,377,146
Unfunded	-				20,000,000			20,000,000
Total	1,431,602	9,945,544	-	-	20,000,000	-	-	31,377,146

Expenditure

Design	1,131,602	4,000,000						5,131,602
Construction	300,000	5,945,544			20,000,000			26,245,544
Total	1,431,602	9,945,544	-	-	20,000,000	-	-	31,377,146





POLICE DEPARTMENT IMPROVEMENTS

PROJECT CATEGORY	Public Facilities	PROJECT NUMBER	10086
PROJECT NAME	Police Department Improvements	TOTAL PROJECT COST	5,953,300
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	200 GF CIP
LOCATION	300 Centennial Way		Unfunded

Description

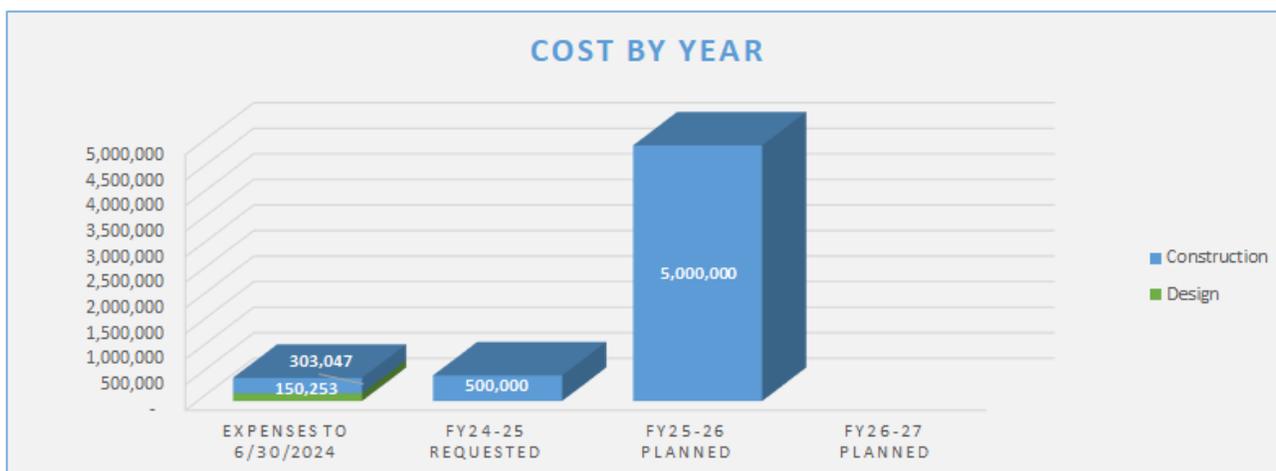
Design, preparation of plans and specifications, bid, and construction improvements based on findings of 2022 space study/needs assessment for the Police Department. FY 24/25 improvements include: improving the evidence booking room, addition of a lieutenant’s office, remodel of men’s and women’s locker rooms to better accommodate growing staff needs, remodel sally port area to improve the process of booking suspects, addition of storage for equipment and supplies for officers. FY 24/25 improvements also include the replacement of second floor cubicles to accommodate more individual workspaces. Existing cubicles have been in place since 1996. The department has added 35 positions since this time and has outgrown the existing allotment of workspaces.

The continued growth of the department will require additional space for Police Department personnel. The \$5M proposed for FY 25/26 is the initial phase of a major building improvement at the existing Police Department facility or to be used to design a new facility. Neither option is clearly defined and each will require further discussion and analysis.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
200 General Fund CIP	453,300	500,000						953,300
Unfunded			5,000,000					5,000,000
Total	453,300	500,000	5,000,000	-	-	-	-	5,953,300

Expenditure

Design	150,253							150,253
Construction	303,047	500,000	5,000,000					5,803,047
Total	453,300	500,000	5,000,000	-	-	-	-	5,953,300





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

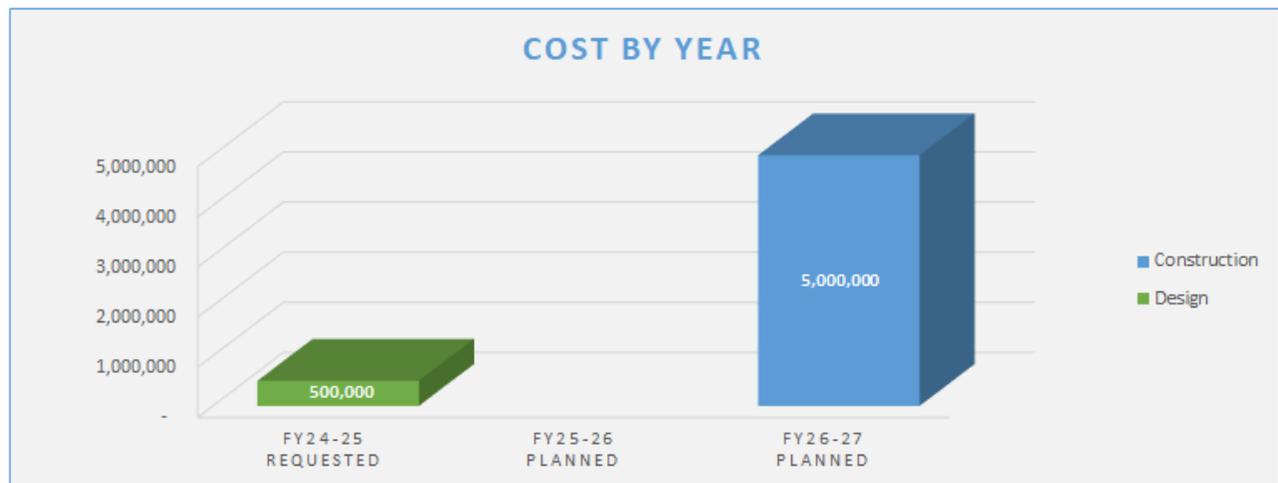
Description

Construct additional indoor programmable space, remodel office and classroom area, reconfigure parking lot and on street parking options around the Center and make miscellaneous ADA improvements.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 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





2024-2025 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	135,000
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	131 Park
LOCATION	Various		Development Fund

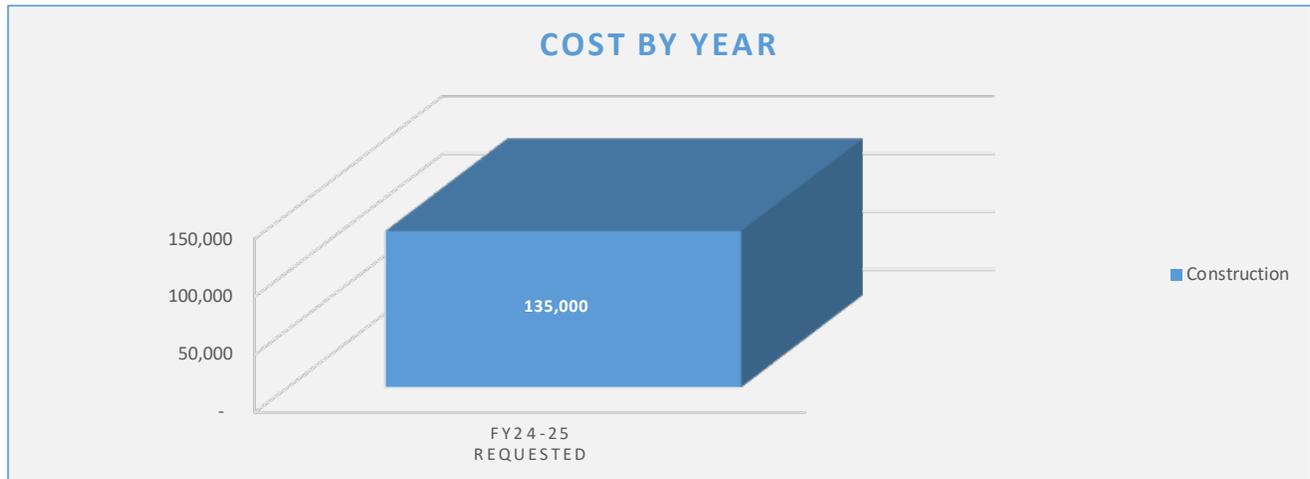
Description

Maintenance, repair, and replacement of park amenities.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
131 Park Development	-	135,000						135,000
Total	-	135,000	-	-	-	-	-	135,000

Expenditure

Construction	-	135,000						135,000
Total	-	135,000	-	-	-	-	-	135,000





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

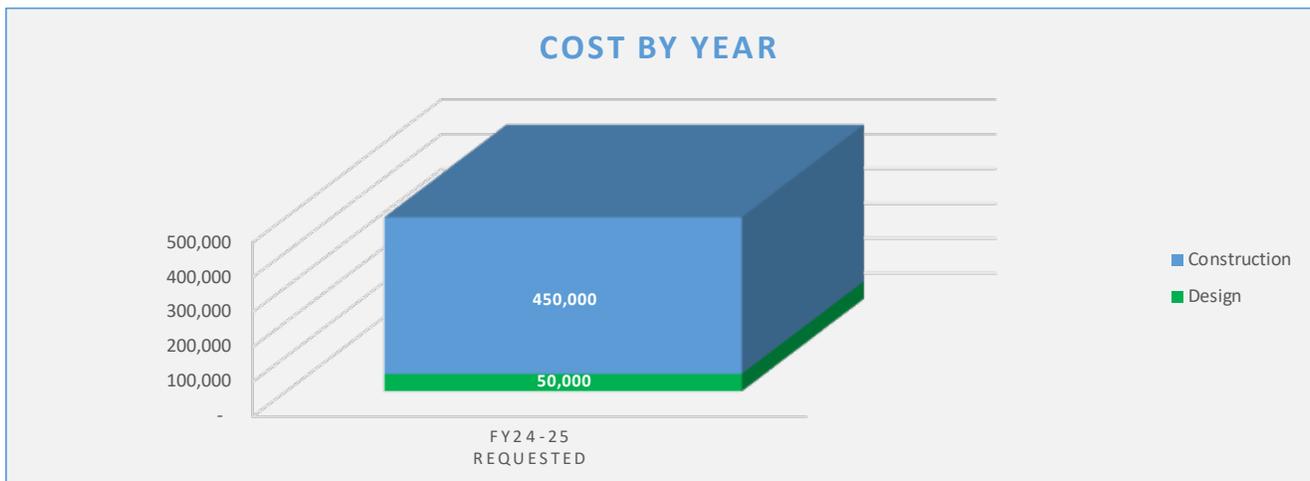
Description

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

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 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 PARK FROM ARMSTRONG AVE TO WARNER AVE

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20083
PROJECT NAME	Tustin Legacy Park From Armstrong Ave To Warner Ave	TOTAL PROJECT COST	13,050,301
PROJECT MANAGER	Mark Khudatov	FUNDING SOURCE	187 MCAS
LOCATION	Armstrong Avenue/Warner Avenue		Backbone Fees
			189 MCAS Land Sale Proceeds

Description

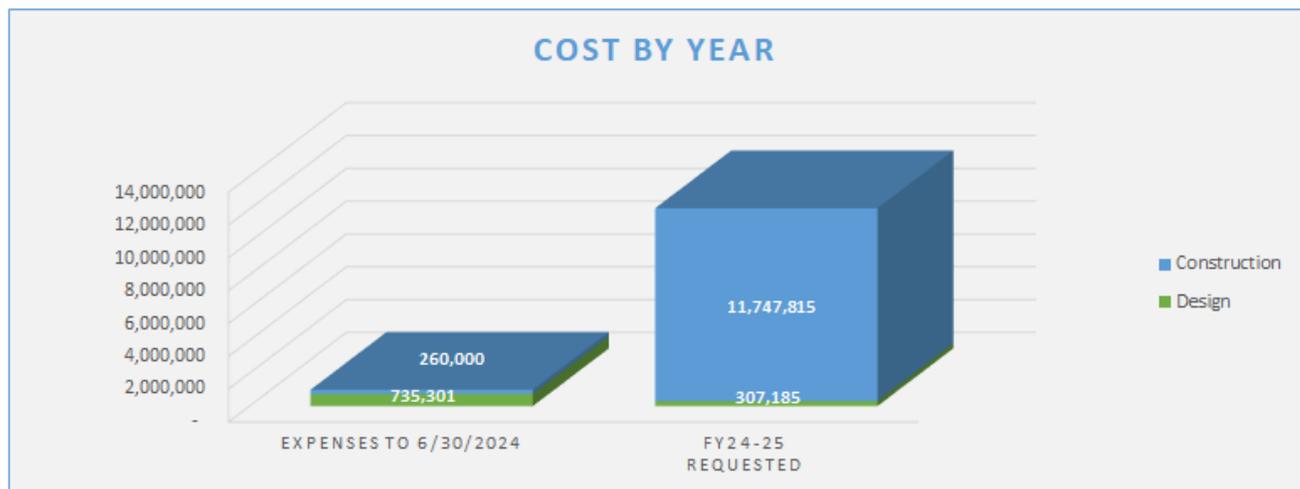
CFD 14-1

Design and construction of Tustin Legacy 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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
187 MCAS Backbone	834,519	2,643,470						3,477,989
189 MCAS Land Sale		9,411,530						9,411,530
CFD 14-1	160,782							160,782
Total	995,301	12,055,000	-	-	-	-	-	13,050,301

Expenditure

	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
Design	735,301	307,185						1,042,486
Construction	260,000	11,747,815						12,007,815
Total	995,301	12,055,000	-	-	-	-	-	13,050,301





HEIDEMAN SCHOOL PARK

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20089
PROJECT NAME	Heideman School Park	TOTAL PROJECT COST	5,800,000
PROJECT MANAGER	Chad Clanton	FUNDING SOURCE	132 Park
LOCATION	Heideman School Park		Development Grant

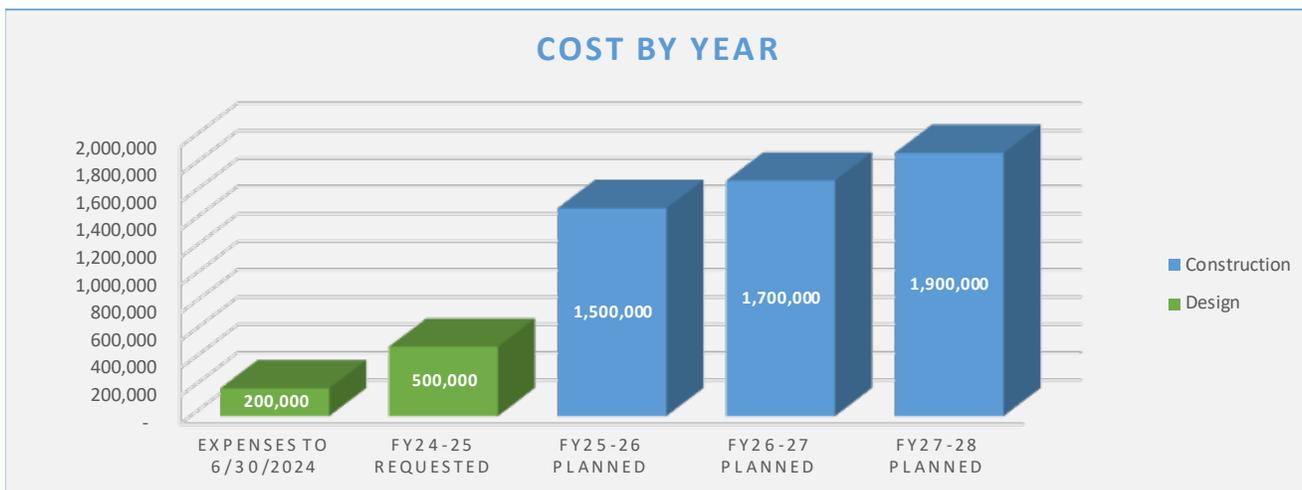
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
132 Park Development	200,000	500,000	1,500,000	1,700,000	1,900,000			5,800,000
Total	200,000	500,000	1,500,000	1,700,000	1,900,000	-	-	5,800,000

Expenditure

Design	200,000	500,000						700,000
Construction			1,500,000	1,700,000	1,900,000			5,100,000
Total	200,000	500,000	1,500,000	1,700,000	1,900,000	-	-	5,800,000





CENTENNIAL PARK IMPROVEMENTS

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20090
PROJECT NAME	Centennial Park Improvements	TOTAL PROJECT COST	5,450,001
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	131 Park Development Fund
LOCATION	Centennial Park		132 Park Development Grants
			189 MCAS Land Sale Proceeds

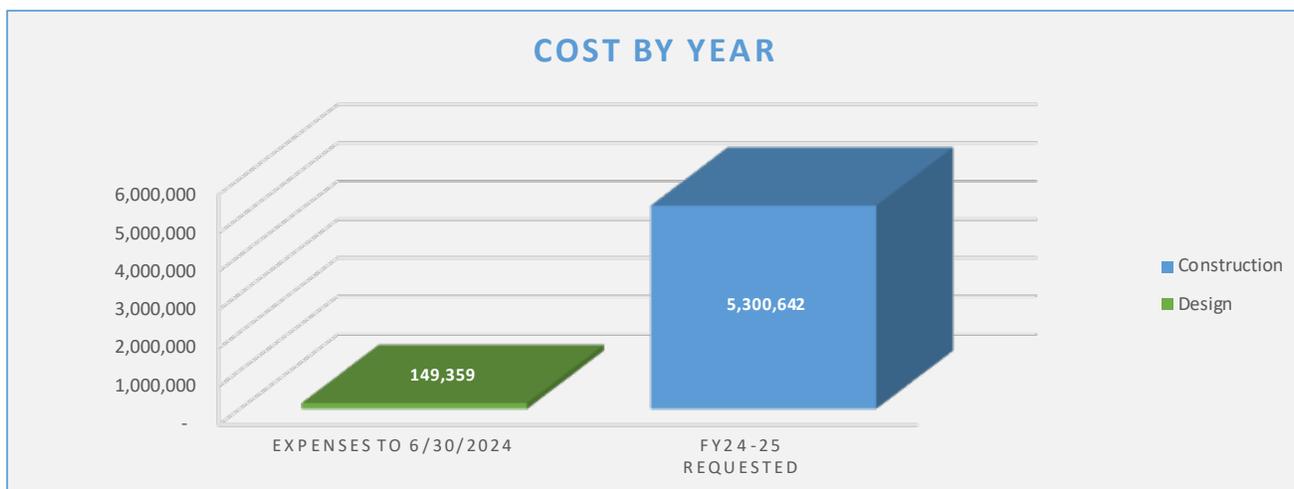
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
131 Park Development	149,359	50,642						200,001
132 Park Dev. Grants		4,800,000						4,800,000
189 MCAS Land Sale		450,000						450,000
Total	149,359	5,300,642	-	-	-	-	-	5,450,001

Expenditure

Design	149,359							149,359
Construction		5,300,642						5,300,642
Total	149,359	5,300,642	-	-	-	-	-	5,450,001





BARK BARRACKS AT TUSTIN LEGACY PARK

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20091
PROJECT NAME	Bark Barracks At Tustin Legacy Park	TOTAL PROJECT COST	1,576,896
PROJECT MANAGER	Chad Clanton	FUNDING SOURCE	189 MCAS
LOCATION	Tustin Legacy Park		Land Sale Proceeds

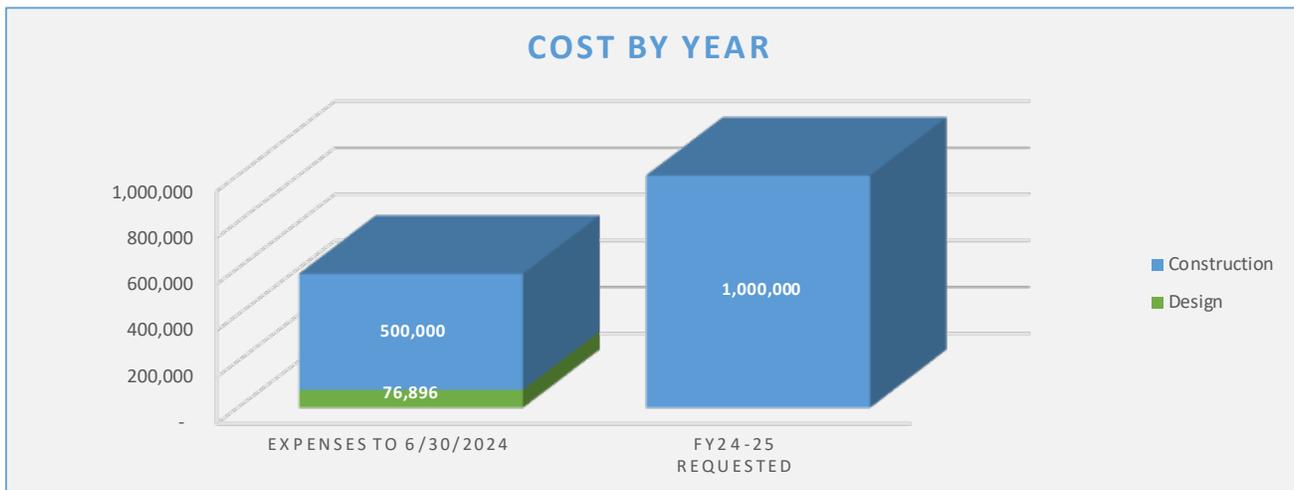
Description

Construct a one acre dog park within Tustin Legacy Park.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
189 MCAS Land Sale	576,896	1,000,000						1,576,896
Total	576,896	1,000,000	-	-	-	-	-	1,576,896

Expenditure

Design	76,896							76,896
Construction	500,000	1,000,000						1,500,000
Total	576,896	1,000,000	-	-	-	-	-	1,576,896





TUSTIN SPORTS PARK TURF RENOVATION

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20093
PROJECT NAME	Tustin Sports Park Turf Renovation	TOTAL PROJECT COST	2,570,000
PROJECT MANAGER	Chad Clanton	FUNDING SOURCE	Unfunded
LOCATION	Tustin Sports Park		131 Park Development

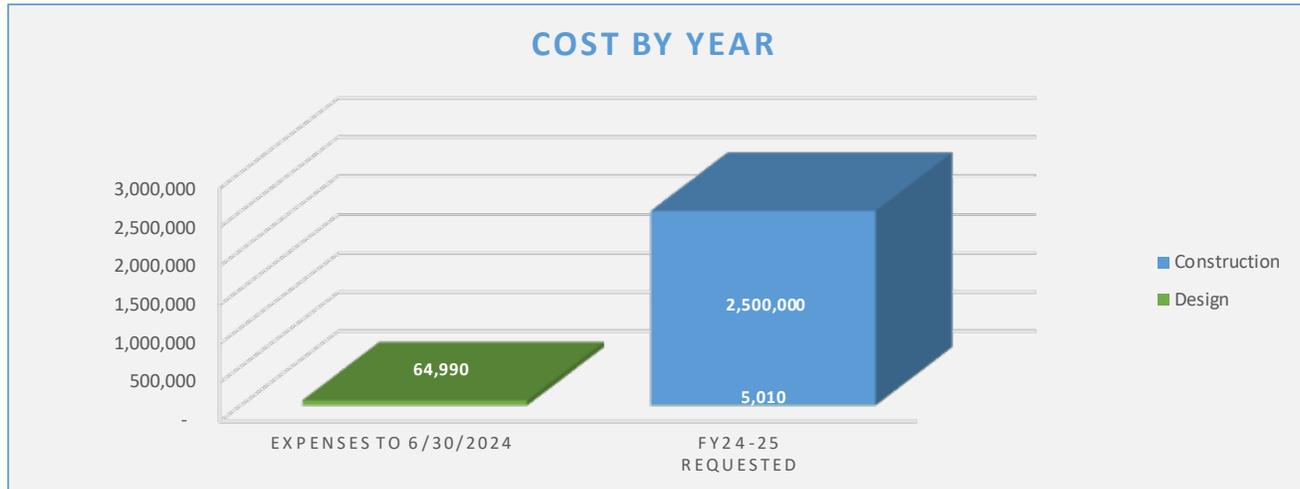
Description

Replacement turf and improve drainage for the three ball fields at Tustin Sports Park.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
131 Park Development	64,990	5,010						70,000
Unfunded		2,500,000						2,500,000
Total	64,990	2,505,010	-	-	-	-	-	2,570,000

Expenditure

Design	64,990	5,010						70,000
Construction		2,500,000						2,500,000
Total	64,990	2,505,010	-	-	-	-	-	2,570,000





TUSTIN LEGACY PARK IMPROVEMENTS

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	20094
PROJECT NAME	Tustin Legacy Park Improvements	TOTAL PROJECT COST	750,000
PROJECT MANAGER	Jason Churchill	FUNDING SOURCE	132 Park
LOCATION	Tustin Legacy Park		Development Grant

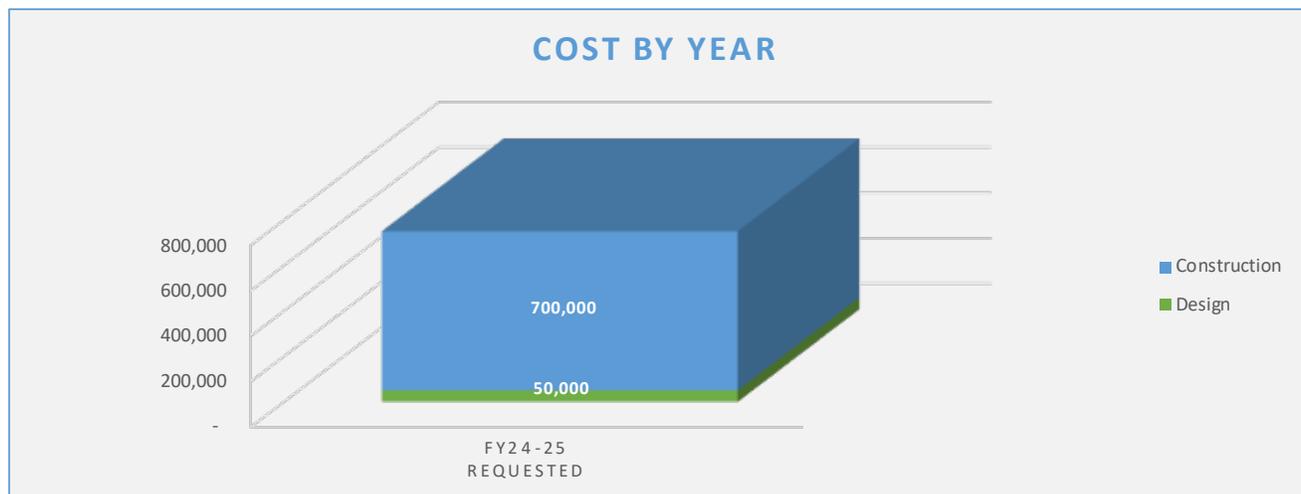
Description

Design and construct landscape and site improvements in Tustin Legacy Park between Red Hill Avenue and Armstrong Avenue. The project is funded by a CA state budget appropriation of \$750,000 sponsored by Assembly Member Cottie Petrie-Norris.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
132 Park Dev. Grant		750,000						750,000
Total	-	750,000	-	-	-	-	-	750,000

Expenditure

Design		50,000						50,000
Construction		700,000						700,000
Total	-	750,000	-	-	-	-	-	750,000





TUSTIN LEGACY PARK - TUSTIN RANCH ROAD TO EDINGER AVENUE

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	TBD
PROJECT NAME	Tustin Legacy Park - Tustin Ranch Road To Edinger Avenue	TOTAL PROJECT COST	58,190,000
PROJECT MANAGER	TBA	FUNDING SOURCE	189 MCAS
LOCATION	Tustin Legacy Park		Land Sale Proceeds
			187 MCAS Backbone/Unfunded

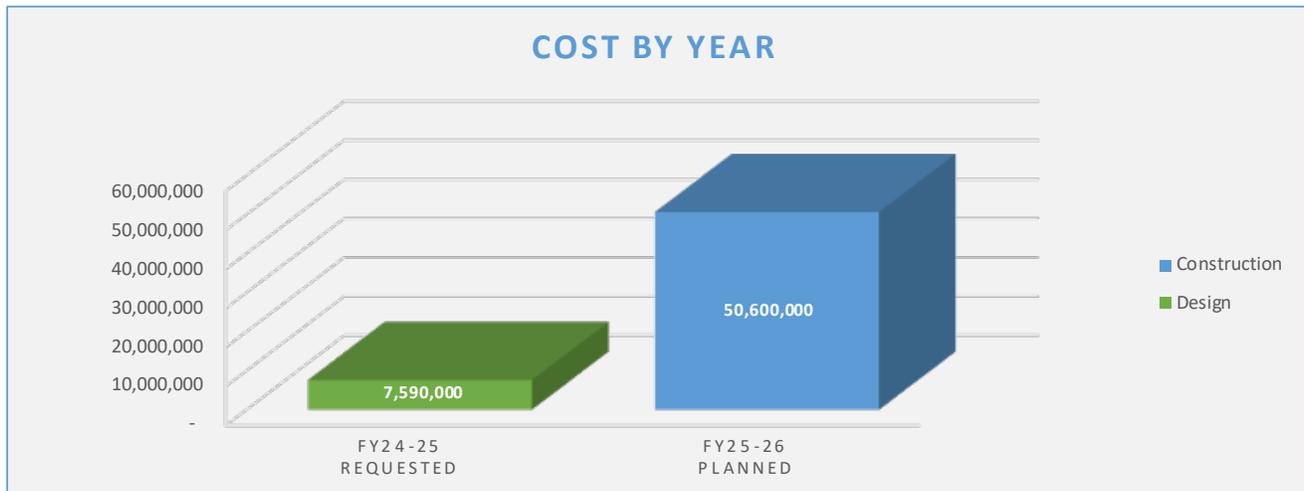
Description

Design and construct the segment of Legacy Park between Tustin Ranch Road and Edinger Avenue. Design of the park is being coordinated with Neighborhood G Infrastructure Improvements to ensure adjacent roadways, rights-of-way and drainage systems are compatible with park elements. Conceptual design began in FY 23-24. The project includes a Backbone Program contribution of \$7,425,000.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
187 MCAS Backbone		550,000						550,000
189 MCAS Land Sale		7,040,000						7,040,000
Unfunded			50,600,000					50,600,000
Total	-	7,590,000	50,600,000	-	-	-	-	58,190,000

Expenditure

Design		7,590,000						7,590,000
Construction			50,600,000					50,600,000
Total	-	7,590,000	50,600,000	-	-	-	-	58,190,000





NEIGHBORHOOD G SPORTS PARK

PROJECT CATEGORY	Park Facilities	PROJECT NUMBER	TBD
PROJECT NAME	Neighborhood G Sports Park	TOTAL PROJECT COST	11,500,000
PROJECT MANAGER	TBA	FUNDING SOURCE	187 MCAS
LOCATION	Tustin Legacy - Transit Village		Backbone Unfunded

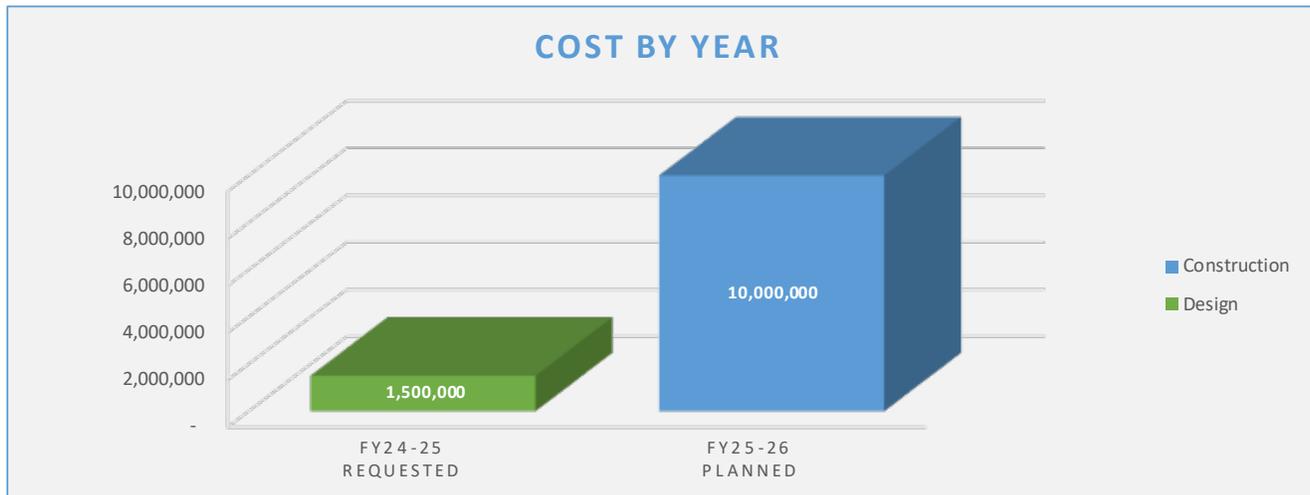
Description

Design and construct a sports park in Neighborhood G. The project includes a Backbone Program contribution of \$4,410,000.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
187 MCAS Backbone		1,500,000						1,500,000
Unfunded			10,000,000					10,000,000
Total	-	1,500,000	10,000,000	-	-	-	-	11,500,000

Expenditure

Design		1,500,000						1,500,000
Construction			10,000,000					10,000,000
Total	-	1,500,000	10,000,000	-	-	-	-	11,500,000





2024-2025 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	1,557,375
PROJECT MANAGER	TBA	FUNDING SOURCE	139 Measure
LOCATION	Various		M2 Fairshare
			Other

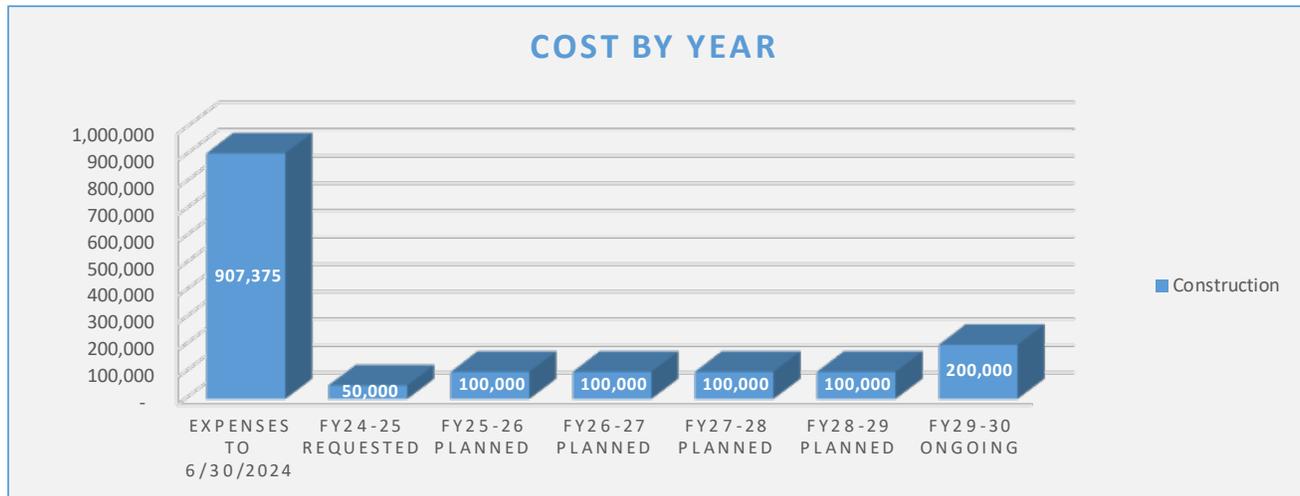
Description

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

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Ongoing	Total Project Cost
139 M2 Fairshare	809,612	50,000	100,000	100,000	100,000	100,000	200,000	1,459,612
Other	97,763							97,763
Total	907,375	50,000	100,000	100,000	100,000	100,000	200,000	1,557,375

Expenditure

Construction	907,375	50,000	100,000	100,000	100,000	100,000	200,000	1,557,375
Total	907,375	50,000	100,000	100,000	100,000	100,000	200,000	1,557,375





MAIN STREET IMPROVEMENTS

PROJECT CATEGORY	Traffic	PROJECT NUMBER	40087
PROJECT NAME	Main Street Improvements	TOTAL PROJECT COST	6,010,249
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	139 Measure
LOCATION	Main Street between Newport/Prospect		M2 Fairshare
			189 MCAS Land Sale
			200 General Fund/Grant CIP

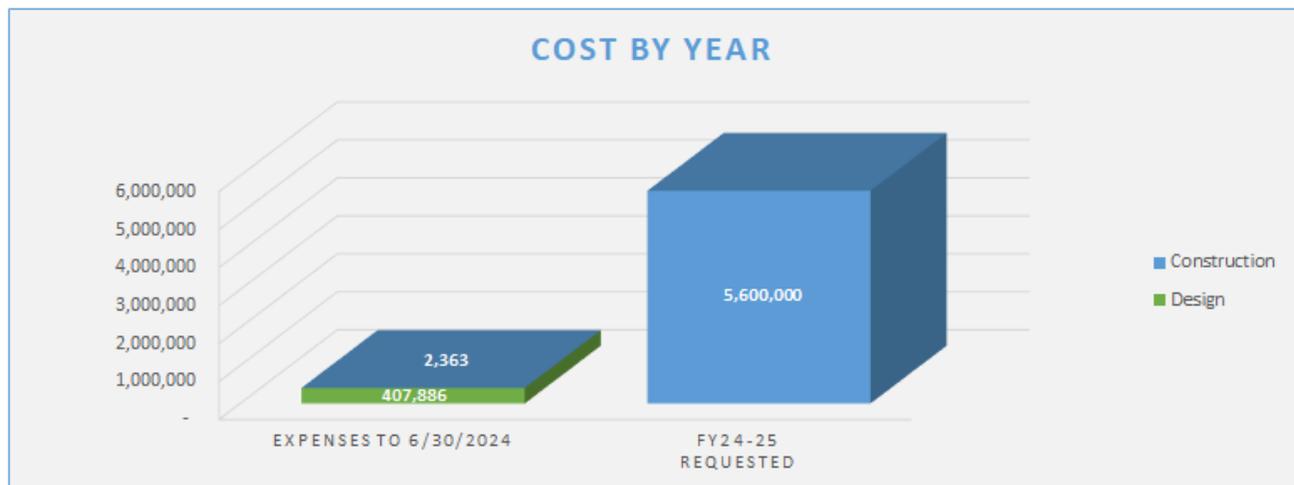
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
139 M2 Fairshare	211,553							211,553
189 MCAS Land Sale	198,000	1,700,000						1,898,000
200 General Fund CIP	696	730,000						730,696
200 Grant CIP	-	3,170,000						3,170,000
Total	410,249	5,600,000	-	-	-	-	-	6,010,249

Expenditure

Design	407,886							407,886
Construction	2,363	5,600,000						5,602,363
Total	410,249	5,600,000	-	-	-	-	-	6,010,249





RED HILL AVENUE SIGNAL SYNCHRONIZATION

PROJECT CATEGORY	Traffic	PROJECT NUMBER	40093
PROJECT NAME	Red Hill Avenue Signal Synchronization	TOTAL PROJECT COST	507,144
PROJECT MANAGER	TBA	FUNDING SOURCE	139 Measure
LOCATION	Red Hill Avenue		M2 Fairshare
			200 General Fund

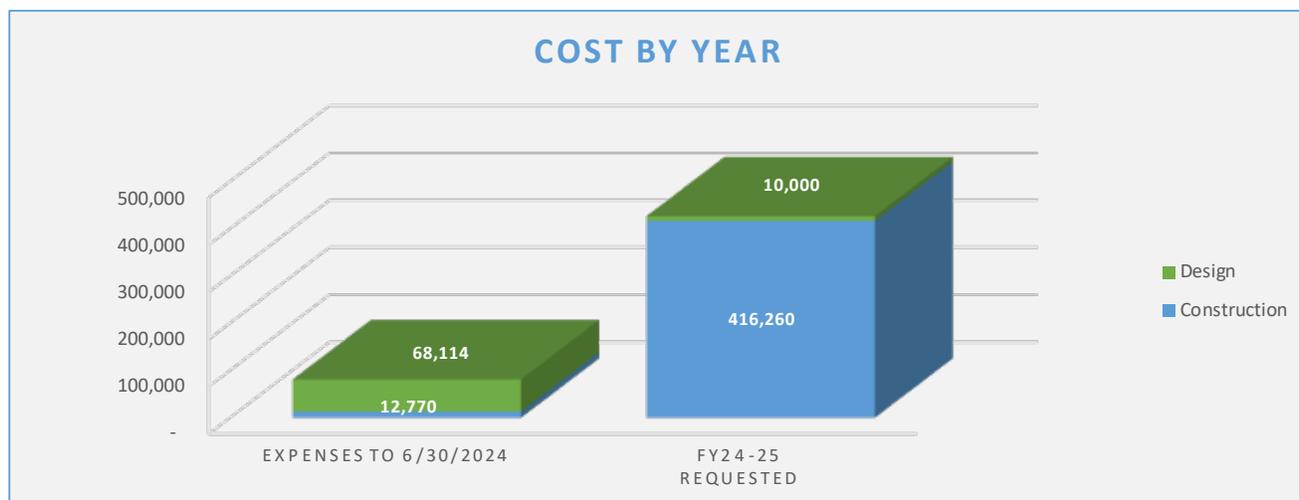
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
139 M2 Fairshare	80,884	75,000						155,884
200 General Fund CIP		351,260						351,260
Total	80,884	426,260	-	-	-	-	-	507,144

Expenditure

Design	68,114	10,000						78,114
Construction	12,770	416,260						429,030
Total	80,884	426,260	-	-	-	-	-	507,144





FIRST STREET SIGNAL SYNCHRONIZATION

PROJECT CATEGORY	Traffic	PROJECT NUMBER	40094
PROJECT NAME	First Street Signal Synchronization	TOTAL PROJECT COST	205,539
PROJECT MANAGER	TBA	FUNDING SOURCE	139 Measure
LOCATION	First Street		M2 Fairshare

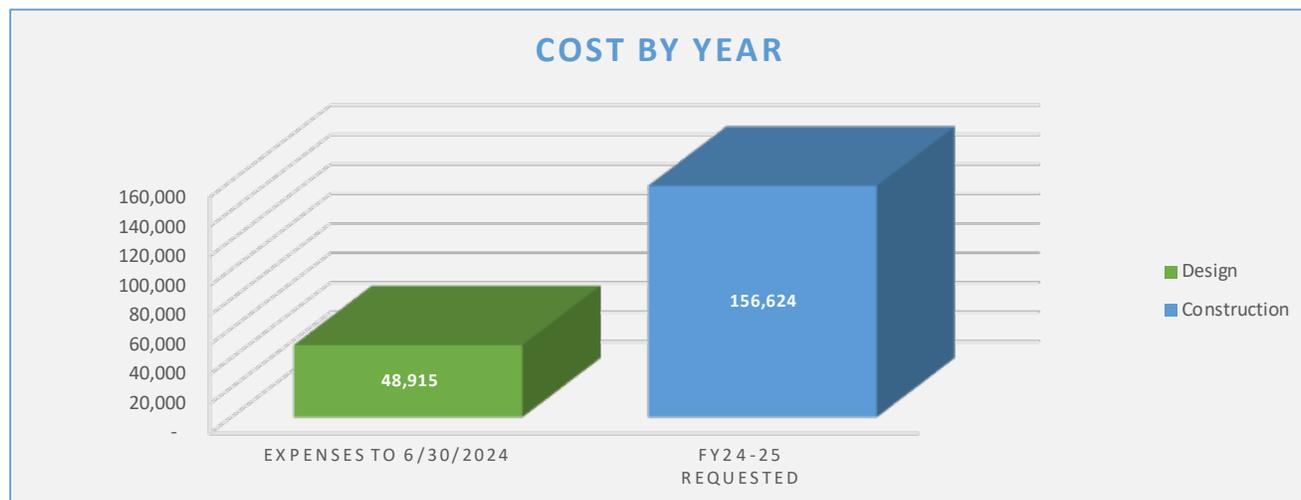
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
139 M2 Fairshare	48,915	156,624						205,539
Total	48,915	156,624	-	-	-	-	-	205,539

Expenditure

Design	48,915							48,915
Construction		156,624						156,624
Total	48,915	156,624	-	-	-	-	-	205,539





TUSTIN AVENUE SIGNAL SYNCHRONIZATION

PROJECT CATEGORY	Traffic	PROJECT NUMBER	40095
PROJECT NAME	Tustin Avenue Signal Synchronization	TOTAL PROJECT COST	50,000
PROJECT MANAGER	TBA	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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
139 M2 Fairshare	47,595	2,405						50,000
Total	47,595	2,405	-	-	-	-	-	50,000

Expenditure

Design	6,814							6,814
Construction	40,781	2,405						43,186
Total	47,595	2,405	-	-	-	-	-	50,000





TUSTIN RANCH ROAD / IRVINE BOULEVARD RADAR PROJECT

PROJECT CATEGORY	Traffic	PROJECT NUMBER	40096
PROJECT NAME	Tustin Ranch Road / Irvine Boulevard Radar Project	TOTAL PROJECT COST	375,318
PROJECT MANAGER	TBA	FUNDING SOURCE	139 Measure
LOCATION	Tustin Ranch Road / Irvine Boulevard		M2 Fairshare
			200 General Fund CIP

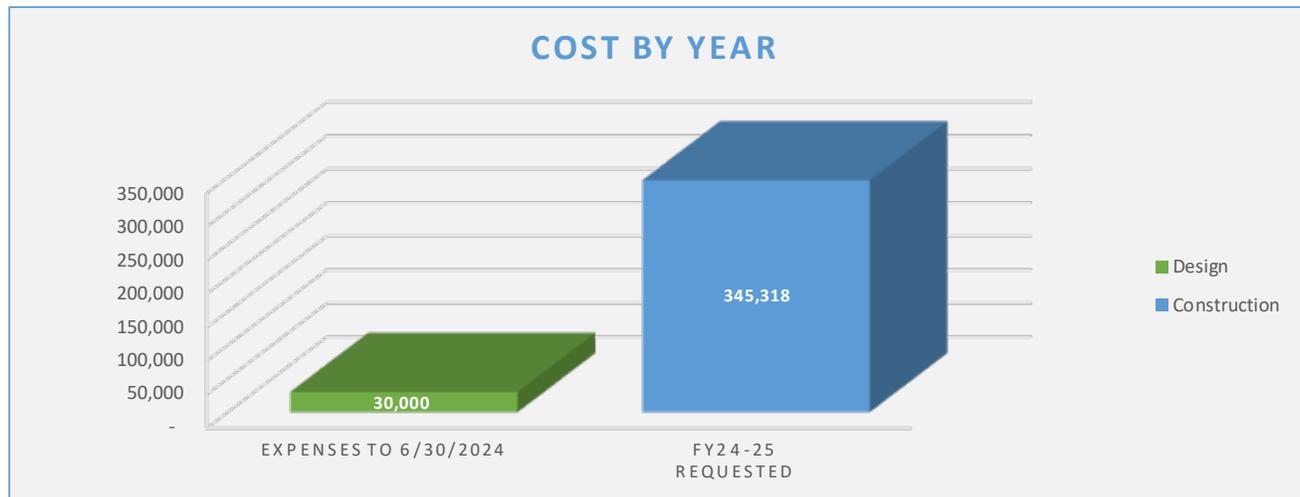
Description

Installation of radar traffic control equipment to improve the flow of traffic along the Tustin Ranch Road corridor to the north and south of Irvine Boulevard.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
139 M2 Fairshare	30,000	60,000						90,000
200 General Fund CIP		285,318						285,318
Total	30,000	345,318	-	-	-	-	-	375,318

Expenditure

Design	30,000							30,000
Construction		345,318						345,318
Total	30,000	345,318	-	-	-	-	-	375,318





TRAFFIC SIGNAL INSTALLATION AT SAN JUAN STREET & RED HILL AVENUE

PROJECT CATEGORY	Traffic	PROJECT NUMBER	TBD
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

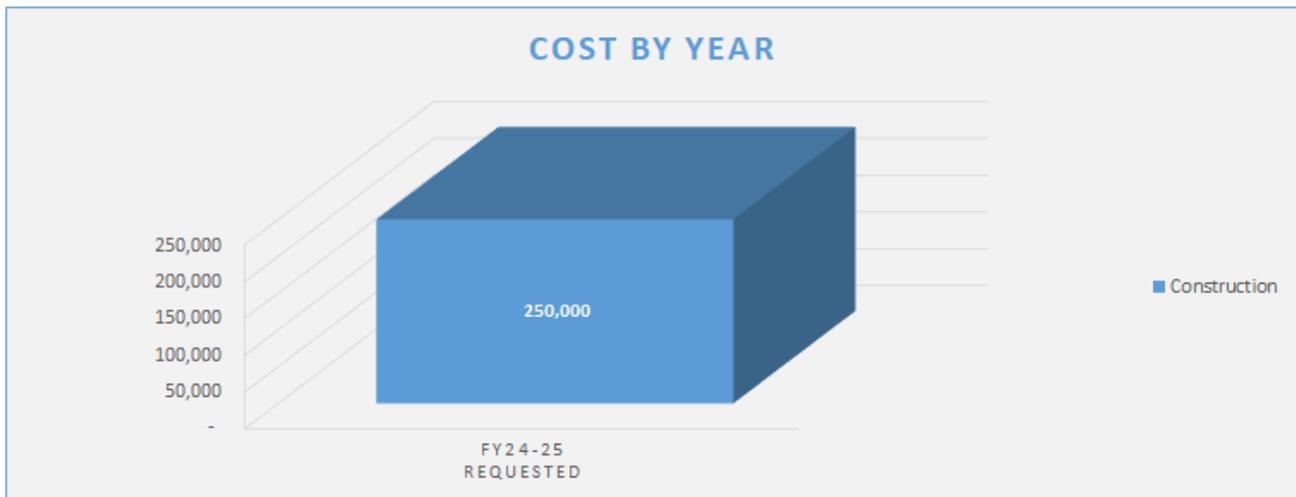
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 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





2024-2025 CIP Project Detail by Project Type – Water Distribution Projects

EL CAMINO REAL WATER LINE RELOCATION

PROJECT CATEGORY	Water Distribution	PROJECT NUMBER	TBD
PROJECT NAME	El Camino Real Water Line Relocation	TOTAL PROJECT COST	540,000
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	301 Water
LOCATION	El Camino Real East of Red Hill Avenue		Capital

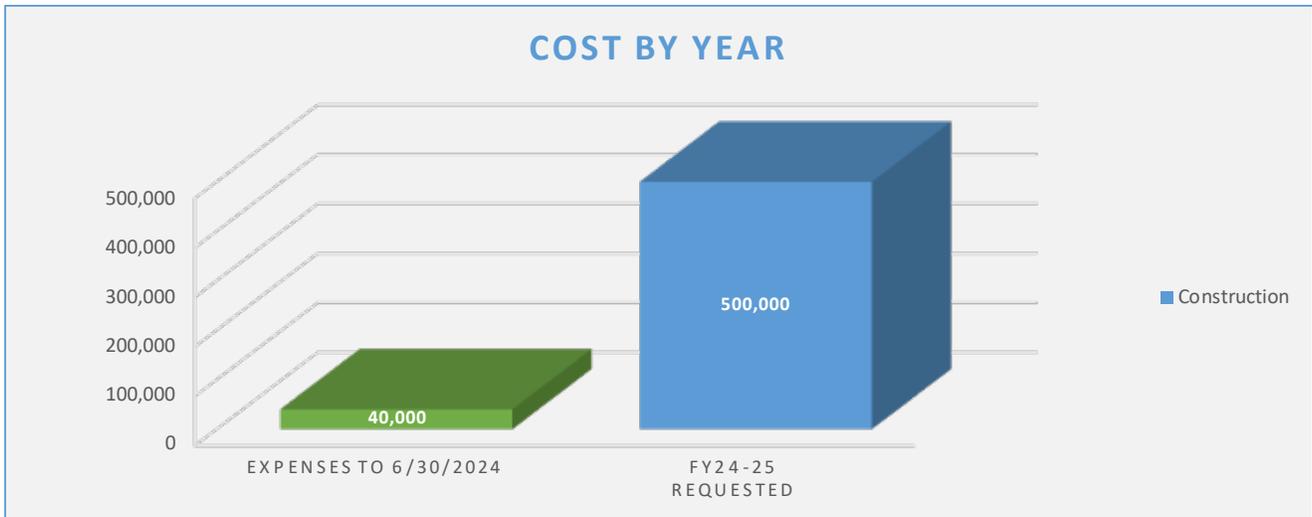
Description

The Orange County Transportation Authority (OCTA) is partnering with Caltrans in a project that proposes to widen Interstate 5 (I-5) between Yale Avenue in Irvine and State Route 55 (SR-55), including improvements to the northbound off-ramp at Red Hill Avenue. The existing City of Tustin 8” water main in El Camino Real will be affected by the proposed retaining wall improvements. Under a reimbursement agreement, the City is responsible to design and construct water main relocation improvements. The project includes the relocation/reconstruction of approximately 550 lineal feet of 8” water main in El Camino Real.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
301 Water Capital	40,000	500,000						540,000
Total	40,000	500,000	-	-	-	-	-	540,000

Expenditure

Design	40,000							40,000
Construction		500,000						500,000
Total	40,000	500,000	-	-	-	-	-	540,000





2024-2025 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	Michael Chandler	FUNDING SOURCE	301 Water
LOCATION	John Lyttle Reservoir		Capital
			307 2024 Water Bonds

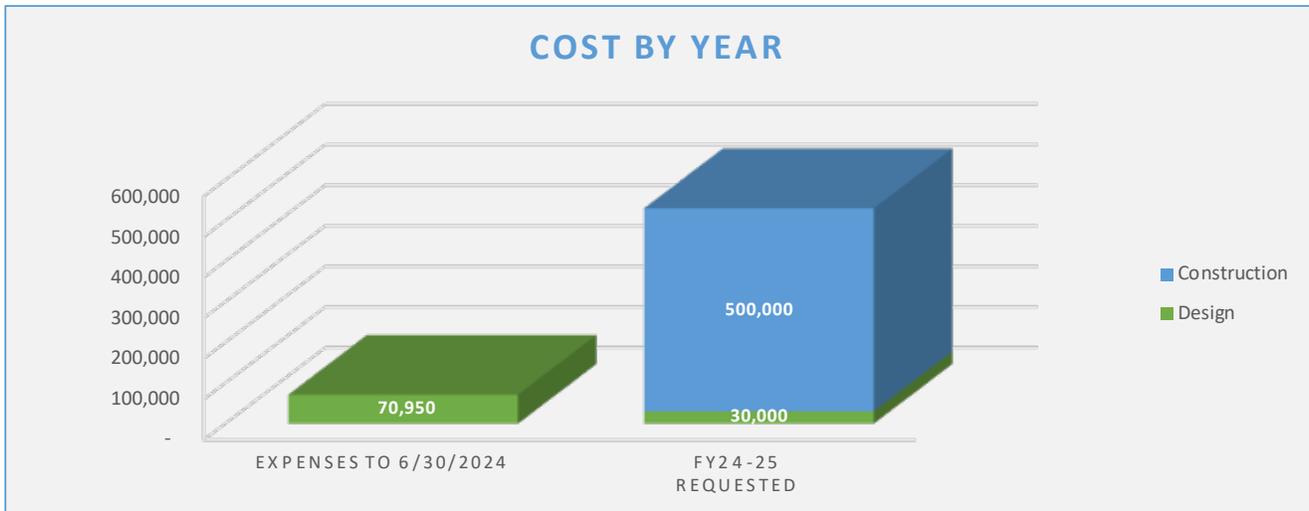
Description

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 to be inspected by a qualified contractor to determine appropriate repairs, maintenance and/or improvements needed.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
301 Water Capital	70,950	30,000			-			100,950
307 2024 Water Bonds		500,000			-			500,000
Total	70,950	530,000	-	-	-	-	-	600,950

Expenditure

Design	70,950	30,000						100,950
Construction		500,000						500,000
Total	70,950	530,000	-	-	-	-	-	600,950





2024-2025 CIP Project Detail by Project Type – Water Production Projects

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

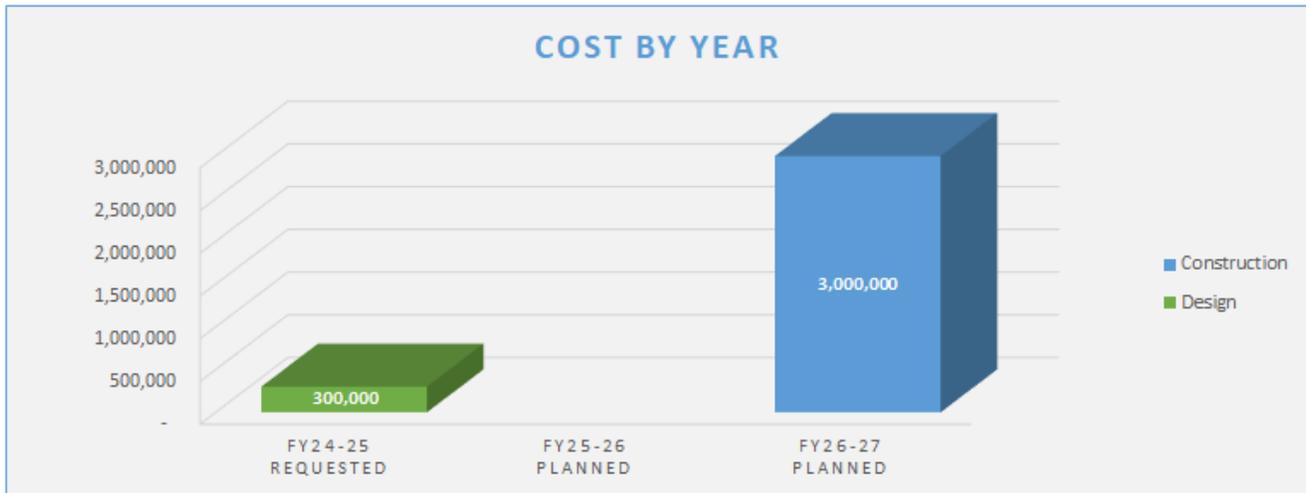
Description

Design and replace electrical system at treatment facility.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 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	60177
PROJECT NAME	Well Rehabilitation Program	TOTAL PROJECT COST	2,030,000
PROJECT MANAGER	Michael Chandler	FUNDING SOURCE	301 Wtr Cap
LOCATION	Various		307 2024 Water Bond

Description

Routine rehabilitation of wells. FY 23-24 Vandenberg Well, FY 24-25 Main Street #3, FY 25-26 Pasadena Well, FY 26-27 Columbus Tustin Well.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
301 Water Capital	350,000		500,000	500,000				1,350,000
307 2024 Water Bond		680,000						680,000
Total	350,000	680,000	500,000	500,000	-	-	-	2,030,000

Expenditure

Construction	350,000	680,000	500,000	500,000				2,030,000
Total	350,000	680,000	500,000	500,000	-	-	-	2,030,000





2024-2025 CIP Project Detail by Project Type – Maintenance Projects

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	5,355,000
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	130 Gas Tax
LOCATION	Various		139 Measure M2 Fairshare
			140 Road Maintenance & Rehab

Description

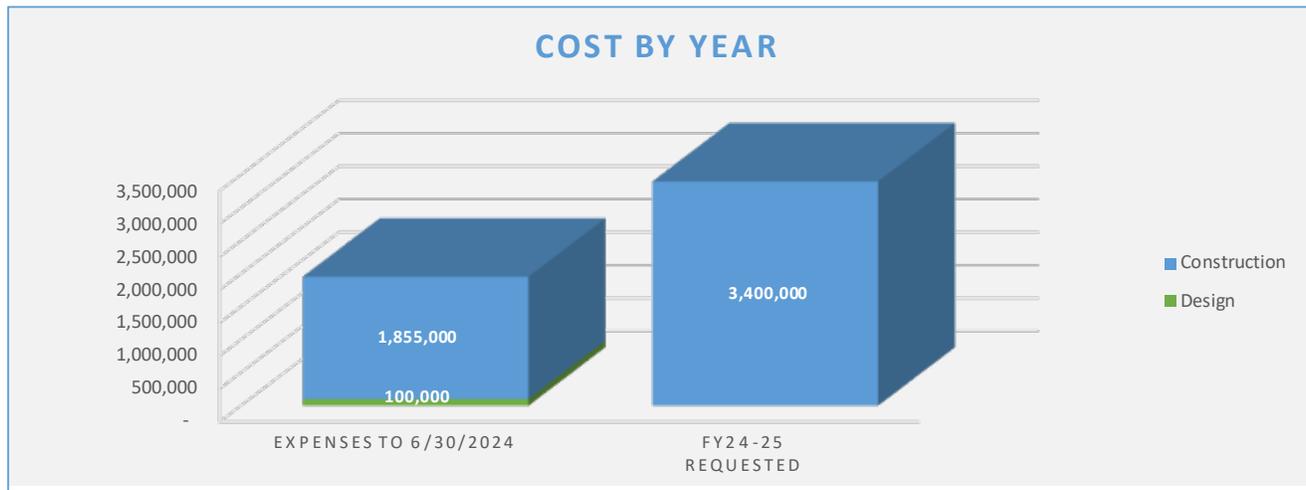
The City is divided into seven pavement maintenance zones. Every year, street rehabilitation occurs in one zone. Through a rolling seven year cycle, this program maintains the integrity of City streets. The City maintains a Pavement Management System (PMS) for all MPAH roadways every two years and all 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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
130 Gas Tax	1,000,000	1,800,000						2,800,000
139 M2 Fairshare	955,000							955,000
140 Road Mnt/Rhb	-	1,600,000						1,600,000
Total	1,955,000	3,400,000	-	-	-	-	-	5,355,000

Expenditure

Design	100,000							100,000
Construction	1,855,000	3,400,000						5,255,000
Total	1,955,000	3,400,000	-	-	-	-	-	5,355,000





ANNUAL PAVEMENT MAINT. AND SIDEWALK REPAIR PROJECT (24/25)

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	70024
PROJECT NAME	Annual Pavement Maint. And Sidewalk Repair Project (24/25)	TOTAL PROJECT COST	2,415,000
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	139 Measure
LOCATION	Various		M2 Fairshare

Description

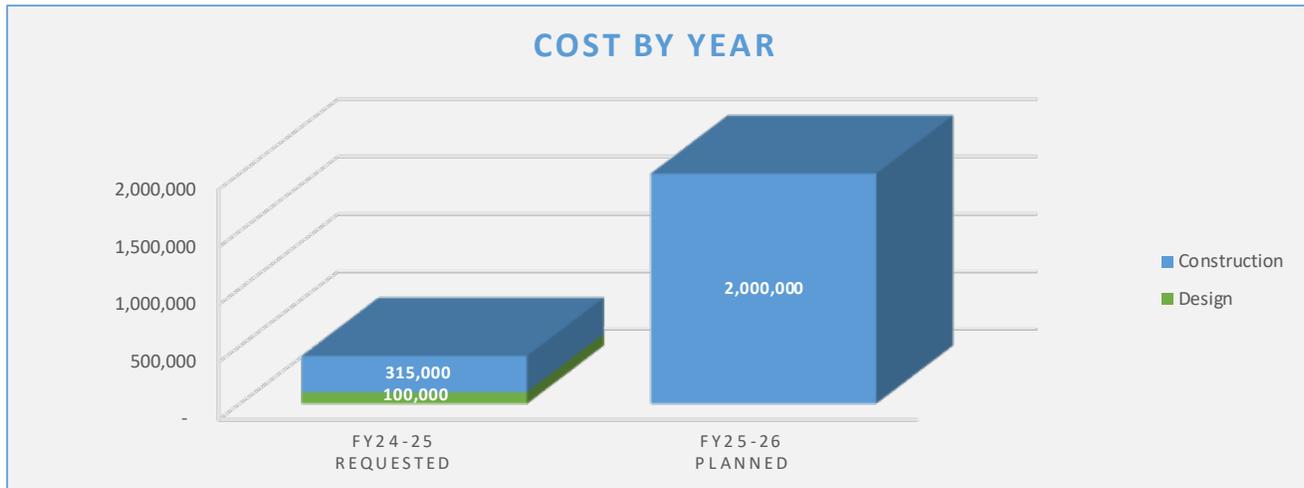
The City is divided into seven pavement maintenance zones. Every year, street rehabilitation occurs in one zone. Through a rolling seven year cycle, this program maintains the integrity of City streets. The City maintains a Pavement Management System (PMS) for all MPAH roadways every two years and all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

Project activities include: Pavement Rehabilitation and City-wide Sidewalk Repair Program, City-wide Street Striping and Markings Program, and the Street and Alley Repair Program.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
139 M2 Fairshare		415,000	2,000,000					2,415,000
Total	-	415,000	2,000,000	-	-	-	-	2,415,000

Expenditure

Design		100,000						100,000
Construction		315,000	2,000,000					2,315,000
Total	-	415,000	2,000,000	-	-	-	-	2,415,000





CITYWIDE PEDESTRIAN ADA IMPROVEMENTS

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	70236
PROJECT NAME	Citywide Pedestrian ADA Improvements	TOTAL PROJECT COST	1,311,905
PROJECT MANAGER	TBA	FUNDING SOURCE	130 Gas Tax
LOCATION	Various		200 General Fund CIP

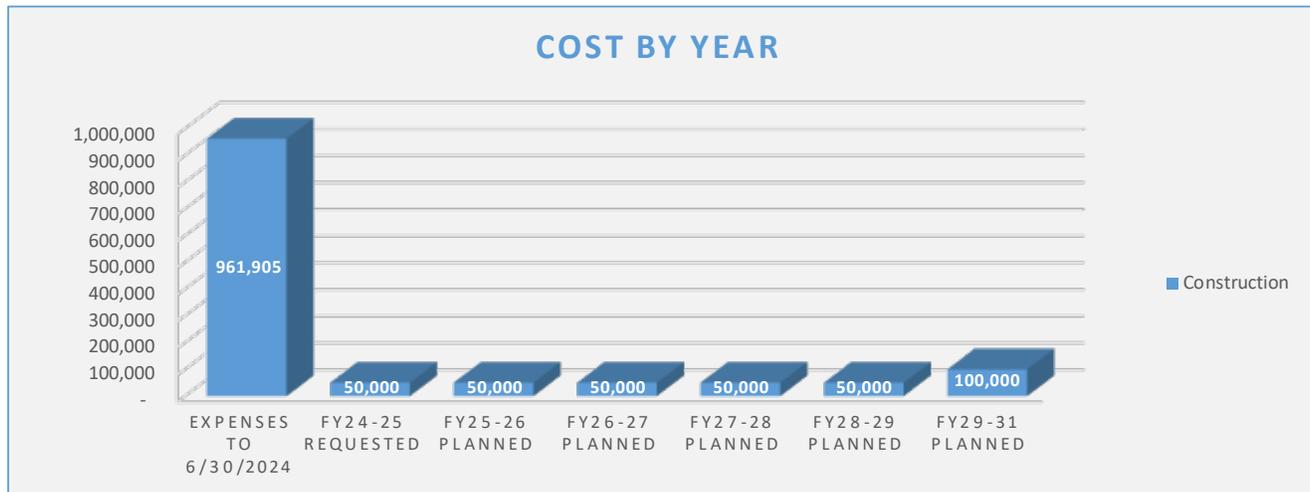
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-31 Planned	Total Project Cost
130 Gas Tax	116,580	50,000	50,000	50,000	50,000	50,000	100,000	466,580
200 General Fund CIP	845,325							845,325
Total	961,905	50,000	50,000	50,000	50,000	50,000	100,000	1,311,905

Expenditure

Construction	961,905	50,000	50,000	50,000	50,000	50,000	100,000	1,311,905
Total	961,905	50,000	50,000	50,000	50,000	50,000	100,000	1,311,905





THE HILL MEDIAN IMPROVEMENTS

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	70252
PROJECT NAME	The Hill Median Improvements	TOTAL PROJECT COST	100,000
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	139 Measure
LOCATION	Red Hill Avenue near San Juan Street		M2 Fairshare

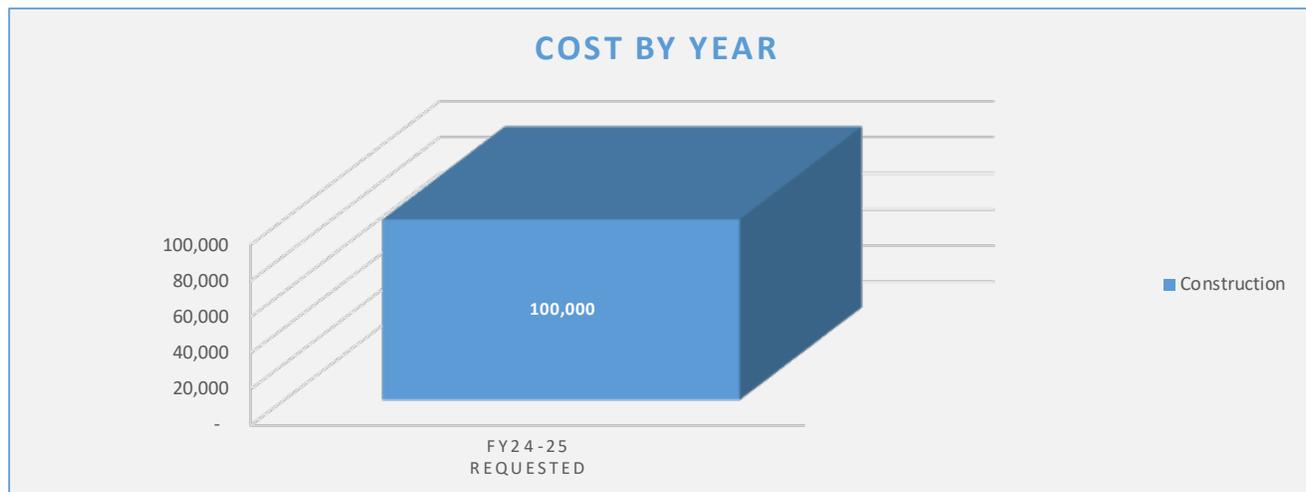
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 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





OLD TOWN IMPROVEMENTS

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	70254
PROJECT NAME	Old Town Improvements	TOTAL PROJECT COST	4,451,773
PROJECT MANAGER	Mark Khudatov	FUNDING SOURCE	200 General
LOCATION	Old Town Improvements		Fund CIP
			120 CDBG

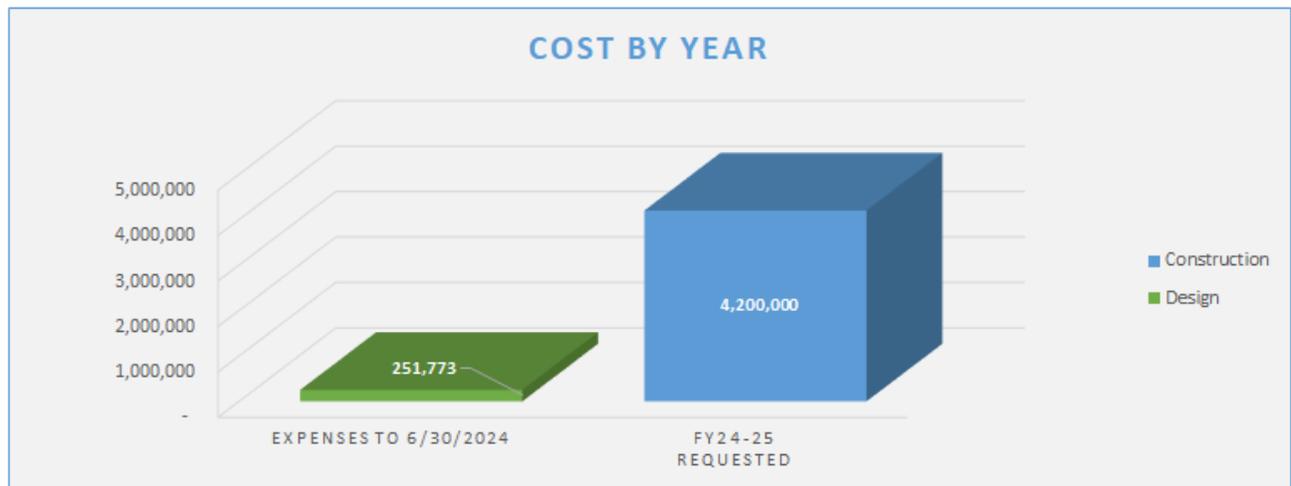
Description 189 MCAS Land Sale Proceeds

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
200 General Fund CIP	251,773							251,773
120 CDBG		411,000						411,000
189 MCAS Land Sale		3,789,000						3,789,000
Total	251,773	4,200,000	-	-	-	-	-	4,451,773

Expenditure

Design	251,773							251,773
Construction		4,200,000						4,200,000
Total	251,773	4,200,000	-	-	-	-	-	4,451,773





RED HILL UTILITY UNDERGROUNDING

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	70255
PROJECT NAME	Red Hill Utility Undergrounding	TOTAL PROJECT COST	11,308
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	130 Gas Tax
LOCATION	Red Hill Avenue		Other

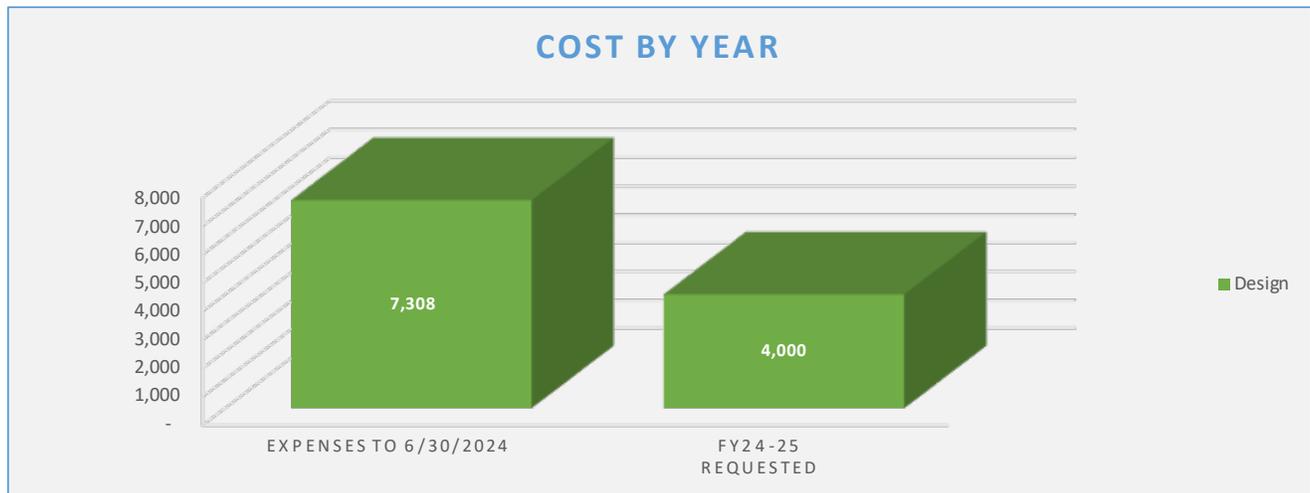
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
130 Gas Tax	6,000	4,000						10,000
Other	1,308							1,308
Total	7,308	4,000	-	-	-	-	-	11,308

Expenditure

	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
Design	7,308	4,000						11,308
Construction								-
Total	7,308	4,000	-	-	-	-	-	11,308





RED HILL AVENUE REHAB. FROM WALNUT AVENUE TO SAN JUAN STREET

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	TBA
PROJECT NAME	Red Hill Avenue Rehab. From Walnut Avenue To San Juan Street	TOTAL PROJECT COST	3,120,000
PROJECT MANAGER	Eric Johnson	FUNDING SOURCE	140 Road
LOCATION	Red Hill Avenue		Maintenance & Rehab

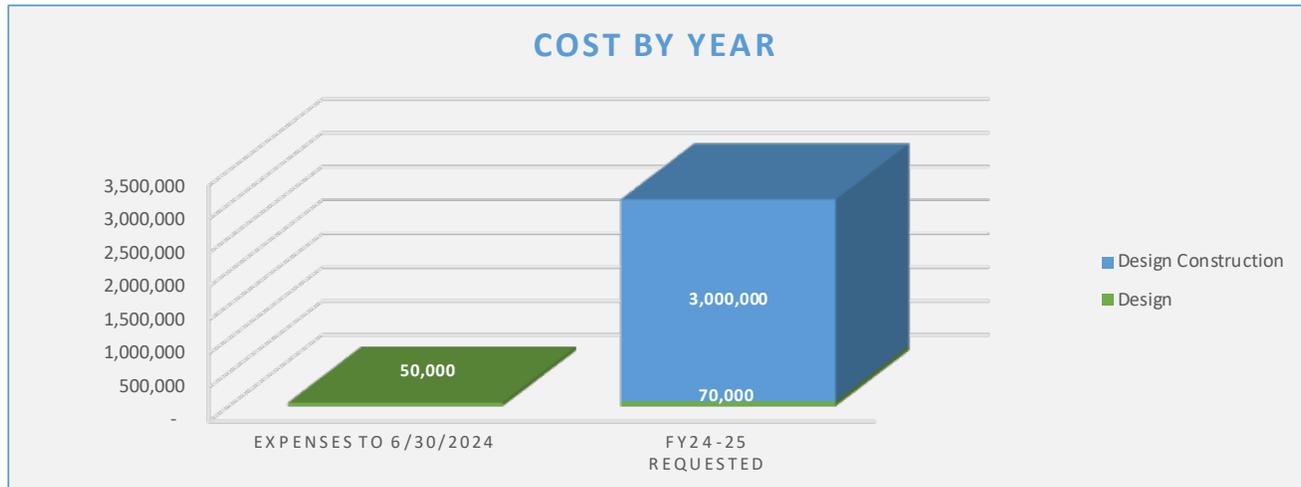
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
140 Road Maint/Rehab	50,000	3,070,000						3,120,000
Total	50,000	3,070,000	-	-	-	-	-	3,120,000

Expenditure

	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
Design	50,000	70,000						120,000
Construction		3,000,000						3,000,000
Total	50,000	3,070,000	-	-	-	-	-	3,120,000





BRIDGE DECK IMPROVEMENTS

PROJECT CATEGORY	Maintenance	PROJECT NUMBER	TBD
PROJECT NAME	Bridge Deck Improvements	TOTAL PROJECT COST	3,300,000
PROJECT MANAGER	TBA	FUNDING SOURCE	130 Gas Tax
LOCATION	Various		

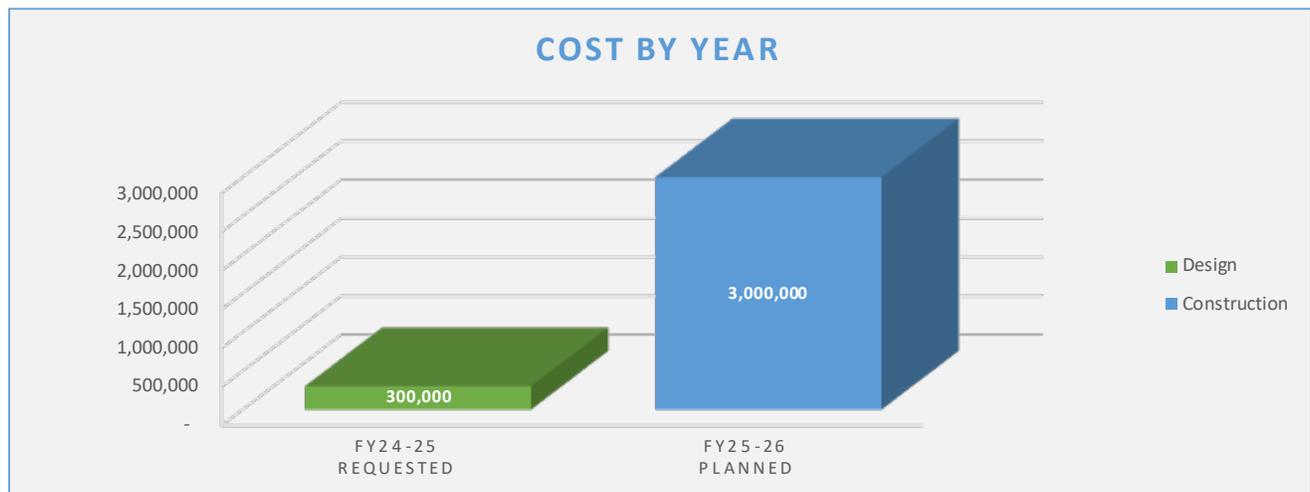
Description

Design and construct improvement to various bridges.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
130 Gas Tax		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





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

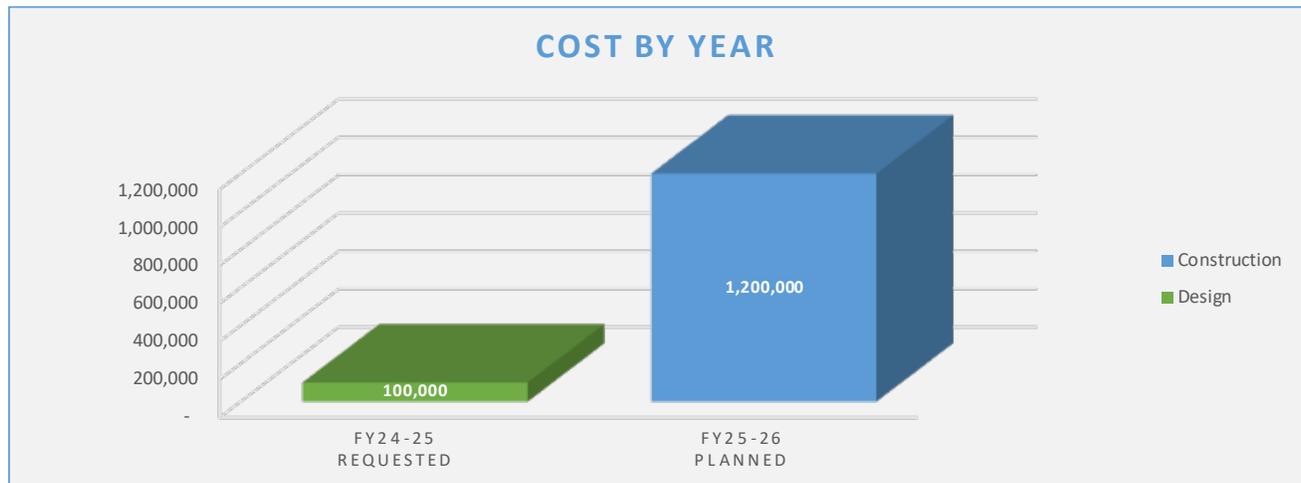
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 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





2024-2025 CIP Project Detail by Project Type – Legacy Projects (Non-Parks)

TUSTIN RANCH ROAD PEDESTRIAN BRIDGE

PROJECT CATEGORY	Legacy	PROJECT NUMBER	70243
PROJECT NAME	Tustin Ranch Road Pedestrian Bridge	TOTAL PROJECT COST	11,500,000
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	187 MCAS
LOCATION	Tustin Ranch Road		Backbone Fees Unfunded

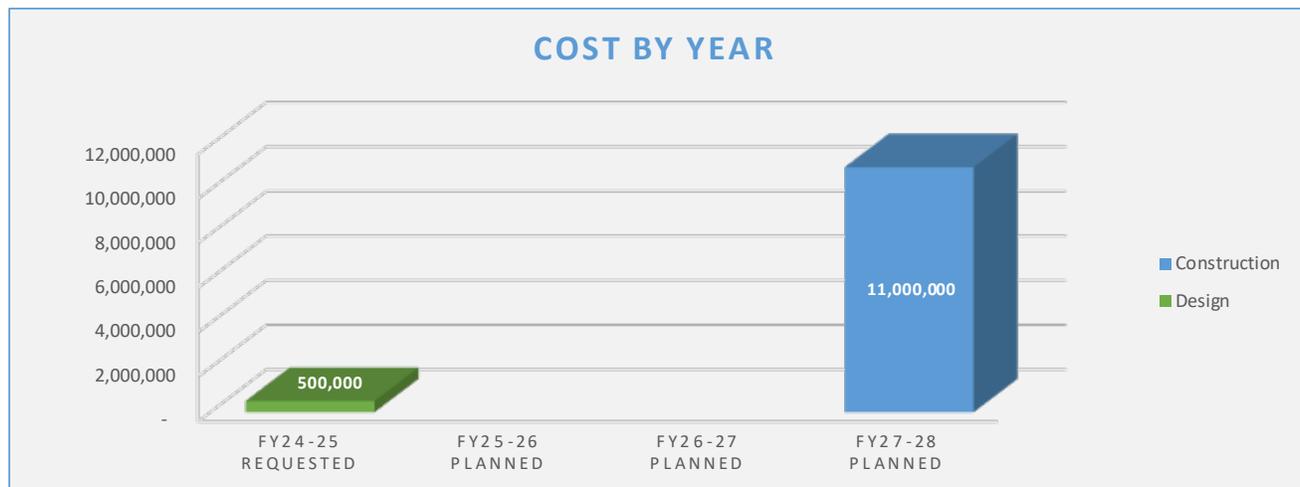
Description

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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
187 MCAS Backbone Unfunded		500,000			11,000,000			11,500,000
Total	-	500,000	-	-	11,000,000	-	-	11,500,000

Expenditure

Design		500,000						500,000
Construction					11,000,000			11,000,000
Total	-	500,000	-	-	11,000,000	-	-	11,500,000





NEIGHBORHOOD D SOUTH INFRASTRUCTURE - PHASE 2

PROJECT CATEGORY	Legacy	PROJECT NUMBER	70256
PROJECT NAME	Neighborhood D South Infrastructure - Phase 2	TOTAL PROJECT COST	10,300,000
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	189 MCAS
LOCATION	Tustin Ranch Road, Warner Avenue, Barranca Parkway, and Armstrong Avenue		Land Sale Proceeds

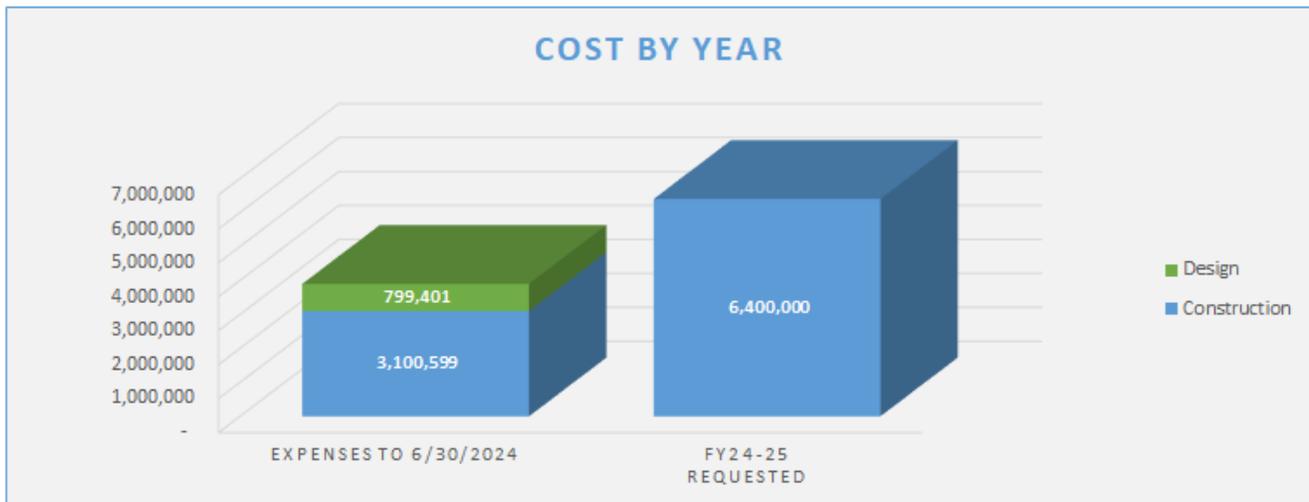
Description

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 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 Park project.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
189 MCAS Land Sale	3,900,000	6,400,000						10,300,000
Total	3,900,000	6,400,000	-	-	-	-	-	10,300,000

Expenditure

Design	799,401							799,401
Construction	3,100,599	6,400,000						9,500,599
Total	3,900,000	6,400,000	-	-	-	-	-	10,300,000





ARMSTRONG AVENUE PEDESTRIAN BRIDGE

PROJECT CATEGORY	Legacy	PROJECT NUMBER	70257
PROJECT NAME	Armstrong Avenue Pedestrian Bridge	TOTAL PROJECT COST	8,801,455
PROJECT MANAGER	Mark Khudatov	FUNDING SOURCE	187 MCAS
LOCATION	Armstrong Avenue		Backbone Fees
			189 MCAS Land Sale/CFD 06-01

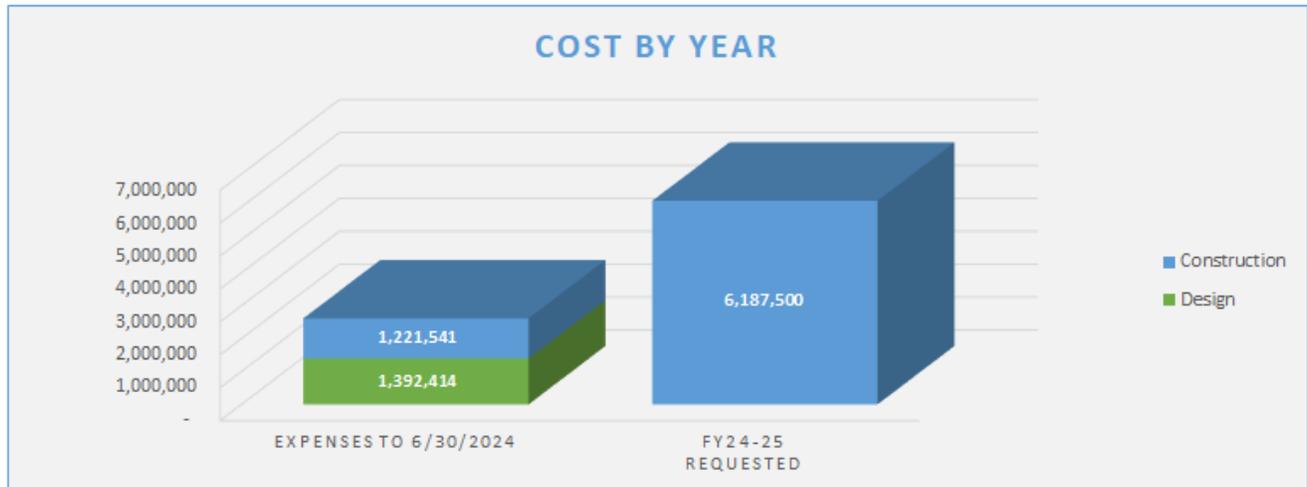
Description

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 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 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
187 MCAS Backbone	2,495,500	2,267,500						4,763,000
189 MCAS Land Sale	51,455	3,920,000						3,971,455
CFD 06-01	67,000							67,000
Total	2,613,955	6,187,500	-	-	-	-	-	8,801,455

Expenditure

Design	1,392,414							1,392,414
Construction	1,221,541	6,187,500						7,409,041
Total	2,613,955	6,187,500	-	-	-	-	-	8,801,455





NEIGHBORHOOD G PHASE 1

PROJECT CATEGORY	Legacy	PROJECT NUMBER	70258
PROJECT NAME	Neighborhood G Phase 1	TOTAL PROJECT COST	57,554,108
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	189 MCAS
LOCATION	Various		Land Sale Proceeds
			Unfunded

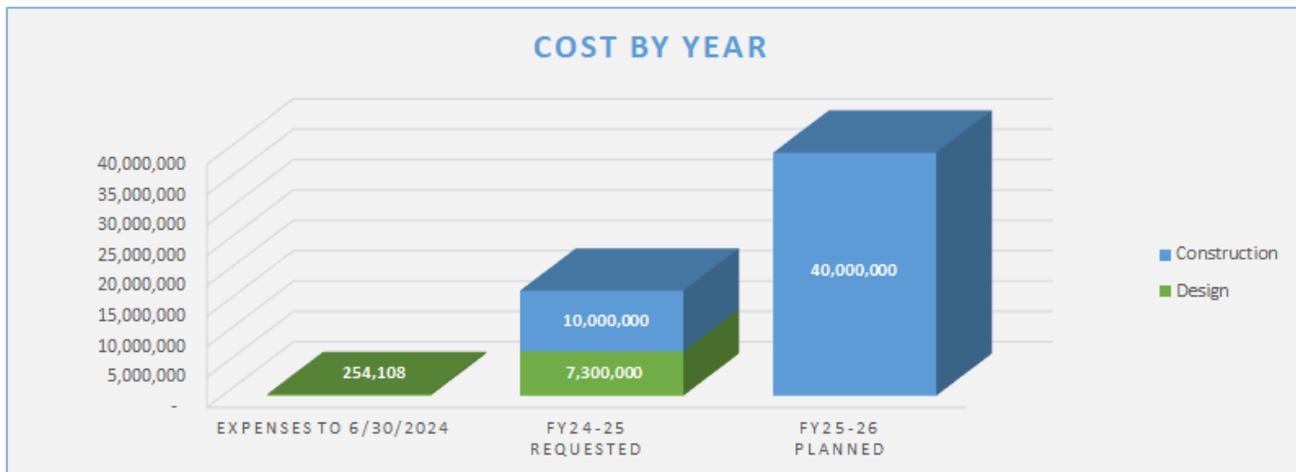
Description

Infrastructure to support the disposition of land in Neighborhood G, which is bounded by Edinger Avenue, Tustin Ranch Road, Moffett Drive, and Jamboree Road. Neighborhood G will be constructed in phases. Phase 1 is the southern half of the neighborhood. Design of utilities, roadways, drainage and site grading began in FY 23-24. The project includes a Backbone Program contribution of \$15,003,000.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
189 MCAS Land Sale Unfunded	254,108	17,300,000						17,554,108
			40,000,000					40,000,000
Total	254,108	17,300,000	40,000,000	-	-	-	-	57,554,108

Expenditure

Design	254,108	7,300,000						7,554,108
Construction		10,000,000	40,000,000					50,000,000
Total	254,108	17,300,000	40,000,000	-	-	-	-	57,554,108





NEIGHBORHOOD D NORTH PHASE 1

PROJECT CATEGORY	Legacy	PROJECT NUMBER	70259
PROJECT NAME	Neighborhood D North Phase 1	TOTAL PROJECT COST	26,800,000
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	187 MCAS
LOCATION	Various		Backbone Fees Unfunded

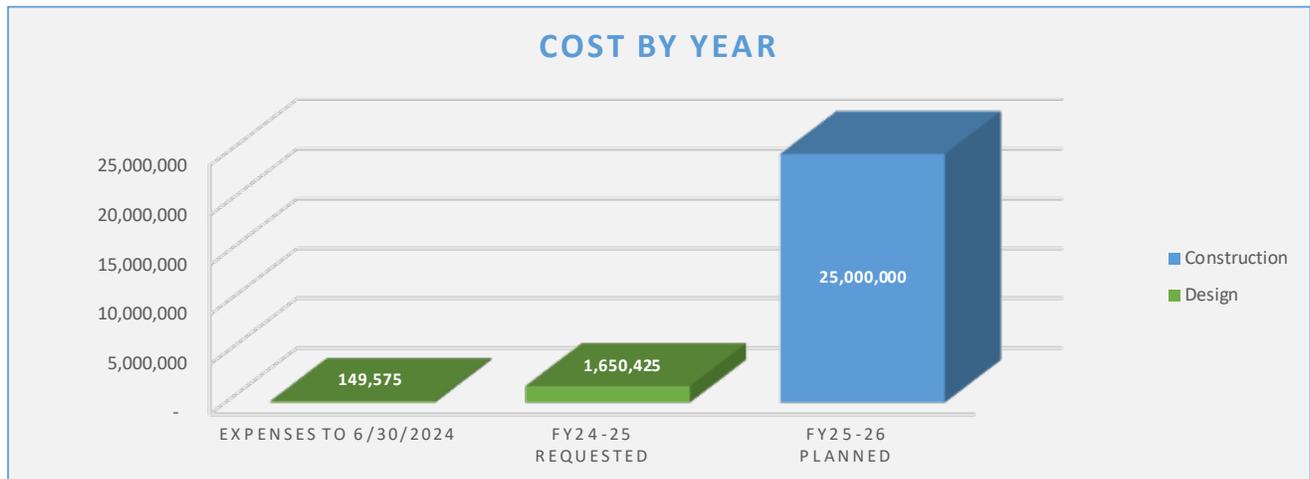
Description

Infrastructure to support the disposition of land in Neighborhood D North, which is bounded by Warner Avenue, Tustin Ranch Road, Moffett Drive, and Armstrong Avenue. The project includes a Backbone Program contribution of \$11,257,000.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
187 MCAS Backbone	149,575	1,650,425						1,800,000
Unfunded			25,000,000					25,000,000
Total	149,575	1,650,425	25,000,000	-	-	-	-	26,800,000

Expenditure

Design	149,575	1,650,425						1,800,000
Construction			25,000,000					25,000,000
Total	149,575	1,650,425	25,000,000	-	-	-	-	26,800,000





WARNER AVENUE PEDESTRIAN BRIDGE

PROJECT CATEGORY	Legacy	PROJECT NUMBER	70260
PROJECT NAME	Warner Avenue Pedestrian Bridge	TOTAL PROJECT COST	12,482,000
PROJECT MANAGER	Mark Khudadatov	FUNDING SOURCE	187 MCAS
LOCATION	Warner Avenue		Backbone Fees Unfunded

Description

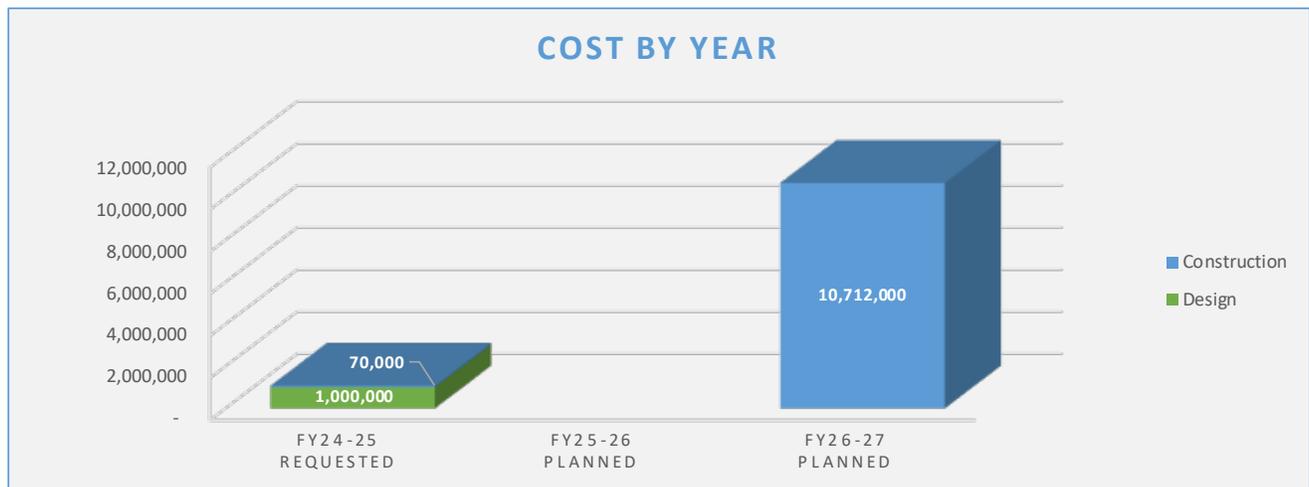
Design and construction of a pedestrian bridge over Warner Avenue. This project is part of the Tustin Legacy Backbone Infrastructure Program. This project will be designed in conjunction with the Tustin Legacy Park in Neighborhood D South, the Armstrong Avenue pedestrian bridge, and Neighborhood D South 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.

The project includes a Backbone Program contribution of \$11,819,000.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
187 MCAS Backbone	700,000	1,070,000						1,770,000
Unfunded				10,712,000				10,712,000
Total	700,000	1,070,000	-	10,712,000	-	-	-	12,482,000

Expenditure

	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
Design	-	1,000,000						1,000,000
Construction	700,000	70,000		10,712,000				11,482,000
Total	700,000	1,070,000	-	10,712,000	-	-	-	12,482,000





CORNERSTONE II INFRASTRUCTURE

PROJECT CATEGORY	Legacy	PROJECT NUMBER	TBD
PROJECT NAME	Cornerstone II Infrastructure	TOTAL PROJECT COST	400,000
PROJECT MANAGER	TBA	FUNDING SOURCE	189 MCAS
LOCATION	Warner Avenue/Armstrong Avenue		Land Sale Proceeds

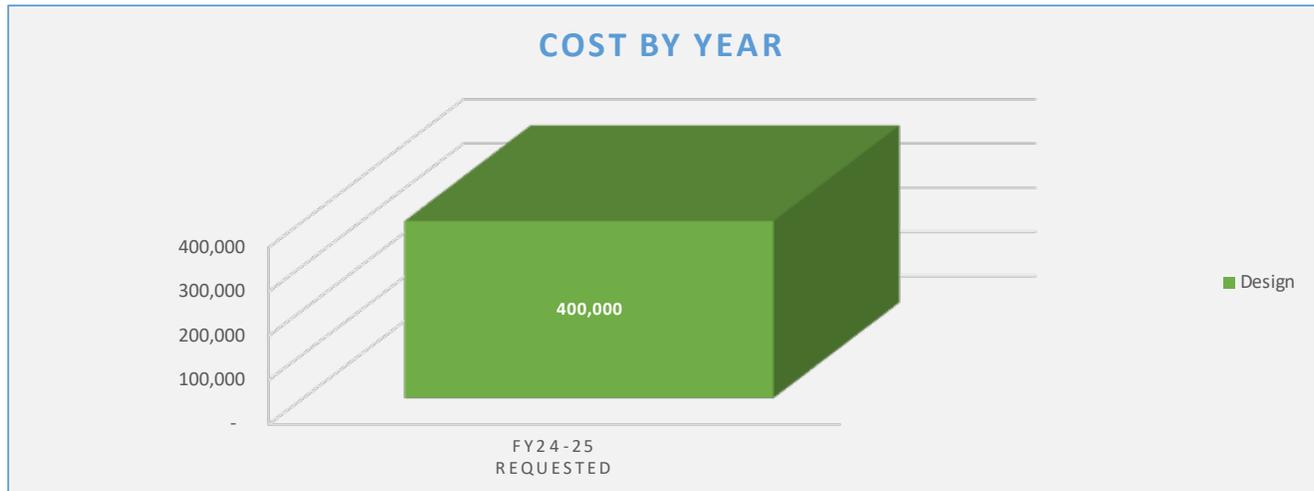
Description

Design and construct public improvements for the development of Cornerstone II located at Warner Avenue and Armstrong Avenue. The project includes site grading and construction of roadways and utilities.

Funding Source	Expenses to 6/30/2024	FY24-25 Requested	FY25-26 Planned	FY26-27 Planned	FY27-28 Planned	FY28-29 Planned	FY29-30 Planned	Total Project Cost
189 MCAS Land Sale		400,000						400,000
Total	-	400,000	-	-	-	-	-	400,000

Expenditure

Design	-	400,000						400,000
Total	-	400,000	-	-	-	-	-	400,000



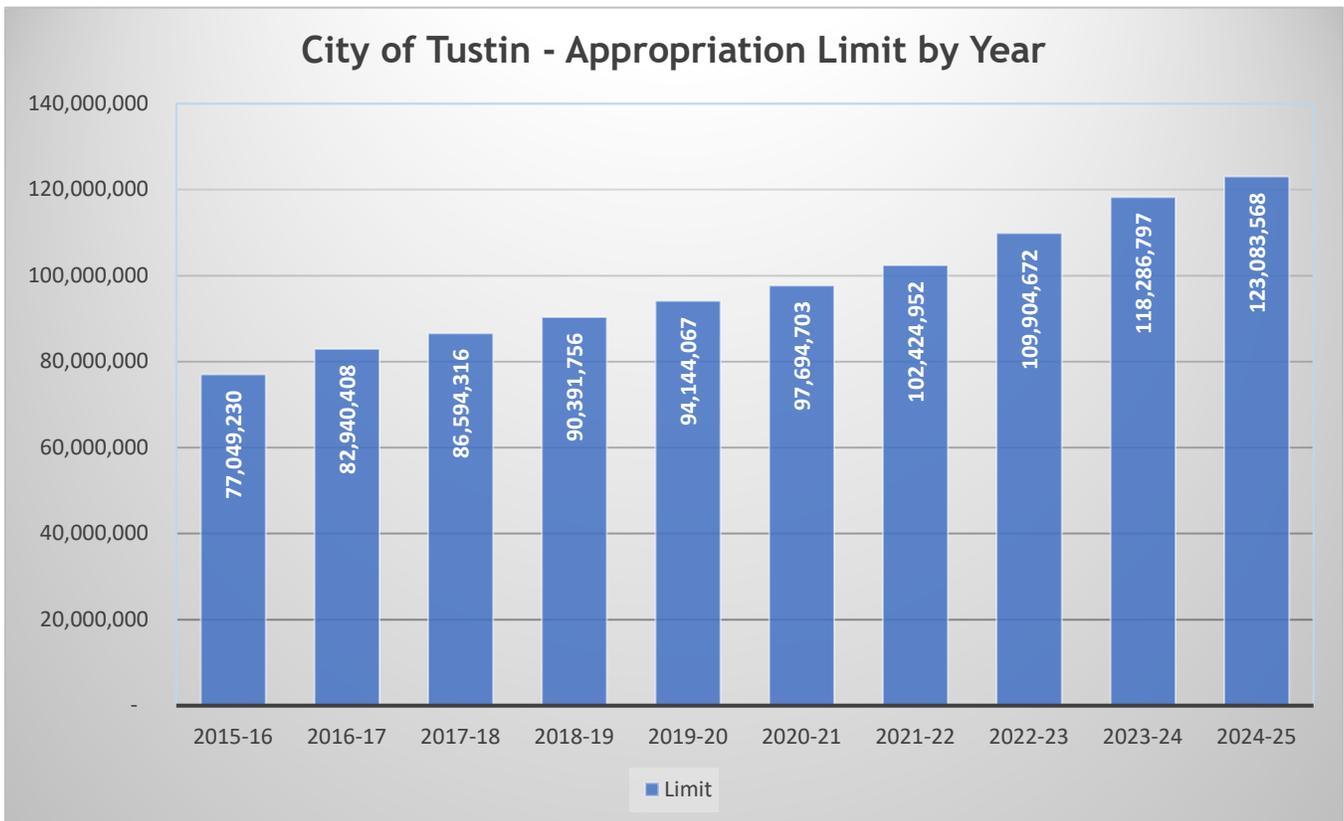


Gann Appropriations Limit Calculation & Resolution

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 2024-25.

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 \$54,139,624 using the change in the assessment roll of the preceding year and City population growth factors.





2024-2025 Gann Appropriations Limit Calculation

Appropriations Limit
City of Tustin
Fiscal Year 2024-2025

	<u>AMOUNT</u>
Last Year's Limit (2023-2024)	\$118,286,797
Adjustment Factors	
1. Population ⁽¹⁾	1.0042
2. Change in Per Capita Personal Income ⁽²⁾	<u>1.0362</u>
Total Adjustment Factor ⁽³⁾	<u>1.0406</u>
Total Adjustments	<u>\$4,796,771</u>
Appropriations Limit for Fiscal Year 2024-2025	<u>\$123,083,568</u>
Appropriations Subject to Limit:	
Proceeds of Taxes	\$68,943,944
Minus Exclusions	<u> -</u>
Appropriations Subject to Limit	\$68,943,944
Fiscal Year 2024-25 Appropriations Limit	\$123,083,568
Less Appropriations Subject to the Limit	<u>\$68,943,944</u>
Difference Under the Limit	<u>\$54,139,624</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 of Tustin.

⁽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's appropriation limit represents the change in per capita personal income.

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



RESOLUTION NO. 24-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUSTIN, CALIFORNIA, DETERMINING AND ADOPTING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR 2024-2025 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, 2024; 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, 2024, through June 30, 2025, is \$123,083,568.

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 18th day of June 2024.

DocuSigned by:
Austin Lombard

AUSTIN LOMBARD,
Mayor

ATTEST:

DocuSigned by:
Erica Yasuda

ERICA N. YASUDA,
City Clerk

Resolution 24-41
Page 1 of 2



APPROVED AS TO FORM:

DocuSigned by: *David E. Kendig*
DAVID E. KENDIG,
City Attorney

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

I, Erica N. 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. 24-41 was duly passed and adopted at a regular meeting of the Tustin City Council, held on the 18th day of June 2024, by the following vote:

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

DocuSigned by: *Erica Yasuda*
ERICA N. YASUDA,
City Clerk





Budget & Resolution

RESOLUTION NO. 24-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUSTIN, CALIFORNIA, ADOPTING THE SECOND YEAR UPDATE TO THE 2023-2025 BIENNIAL BUDGET AND RELATED DOCUMENTS FOR FISCAL YEAR 2024-2025

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 Proposed 2nd Year Update FY 2024-2025". 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, 2024;

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 2024-2025.

GOVERNMENTAL FUNDS

<u>General Fund:</u>	
City Council	\$ 89,443
City Clerk	1,132,391
City Attorney	900,000
City Manager	981,425
Economic Development	2,217,151
Finance	2,024,599
Human Resources	1,550,012
Community Development	5,085,910
Public Works	17,552,619
Police	38,113,740
Fire	11,044,939
Parks & Recreations	6,005,385
<u>Non-Departmental</u>	<u>11,730,887</u>
Total General Fund	98,428,501



PASSED AND ADOPTED at a regular meeting of the City Council of the City of Tustin, California, held on the 18th day of June 2024.

DocuSigned by:

Austin Lombard

AUSTIN LOMBARD,
Mayor

ATTEST:

DocuSigned by:

Erica Yasuda



ERICA YASUDA,
City Clerk

APPROVED AS TO FORM:

DocuSigned by:

David E. Kendig

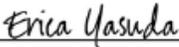
DAVID E. KENDIG,
City Attorney



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

I, Erica N. 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. 24-45 (Option B) was duly passed and adopted at a regular meeting of the Tustin City Council, held on the 18th day of June 2024, by the following vote:

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

DocuSigned by:

 ERICA N. 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 operating 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 \$11.5 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 2024-25 Budget reflects additional contributions of \$2 million.

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 \$3.5 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 for diversification. The proposed 2024-25 Budget reflects additional contributions of \$500,000.

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 \$88 million as of June 30, 2022, or 73.4% funded, which is based on the most recent CalPERS actuarial valuation report issued in July 2023. Detail information will be available when CalPERS issues the next valuation report in July of 2024. 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 \$13.5 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 eight years and all pension debt will be paid off in 2035. However, this is dependent on CalPERS earning 6.8% on investments on average through 2035.

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. 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 responding to impact of the COVID-19 pandemic.
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, computers 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 Enterprise Resource Planning System (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 (FHOC)	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 Pavement Management System	All other criminal offenses not defined as Part I crimes. 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 XIIC and XIID 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 ensures 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 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.