

# TUSTIN



BUILDING OUR FUTURE  
HONORING OUR PAST

## **ADOPTED BIENNIAL BUDGET FISCAL YEAR 2019-2021**



# **TUSTIN CITY COUNCIL**

**CHARLES E. “CHUCK” PUCKETT, MAYOR  
DR. ALLAN BERNSTEIN, MAYOR PRO TEM**

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BARRY W. COOPER, COUNCIL MEMBER  
AUSTIN LUMBARD, COUNCIL MEMBER**

**DAVID E. KENDIG, CITY ATTORNEY**

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JOHN A. BUCHANAN, DIRECTOR OF FINANCE/  
ECONOMIC DEVELOPMENT  
STUART A. GREENBERG, CHIEF OF POLICE  
DOUGLAS S. STACK, DIRECTOR OF PUBLIC WORKS  
DAVID A. WILSON, DIRECTOR OF PARKS AND RECREATION  
DERICK L. YASUDA, DIRECTOR OF HUMAN RESOURCES**

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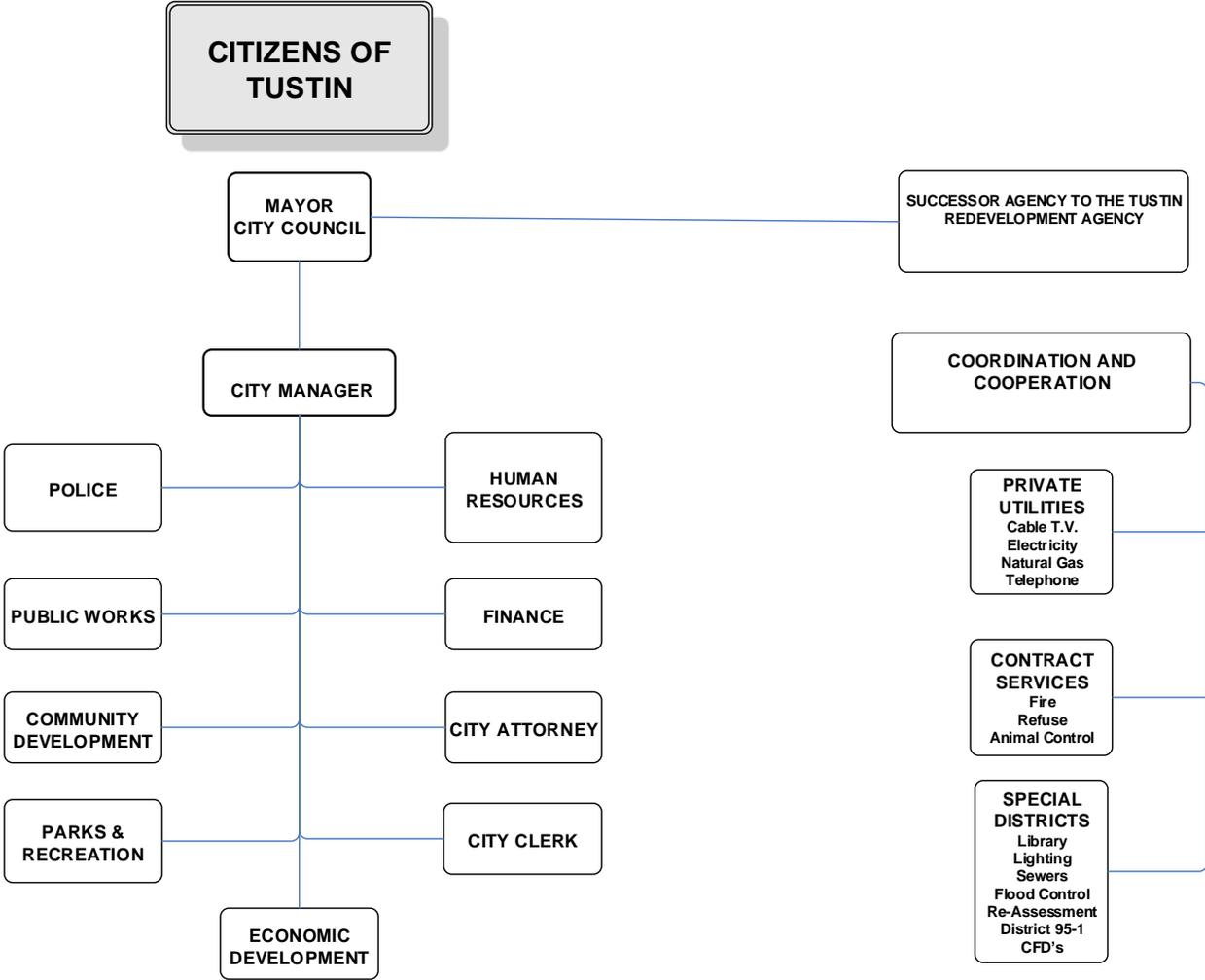
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# CITY OF TUSTIN ORGANIZATIONAL CHART FISCAL YEAR 2019-21





# RESOLUTIONS

RESOLUTION NO. 19-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUSTIN, CALIFORNIA, ADOPTING THE CITY BUDGET AND APPROPRIATING FROM THE ANTICIPATED REVENUES OF THE CITY FOR THE FISCAL YEAR 2019-2020

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 2019-2021 fiscal years, beginning July 1, 2019; 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 "City of Tustin Proposed Biennial Budget 2019-2021". Said document, as prepared by the City Manager and reviewed by the City Council, is hereby adopted for the fiscal year commencing July 1, 2019;

SECTION 2. The following sums of money are hereby appropriated from the anticipated revenues of the City of Tustin for the 2019-2020 fiscal year.

GOVERNMENTAL FUNDS

General Fund:

• City Council	\$ 50,800
• City Clerk	712,600
• City Attorney	550,000
• City Manager	713,400
• Economic Development	1,399,985
• Finance	1,573,100
• Human Resources	1,012,515
• Community Development	4,138,050
• Public Works	15,020,350
• Police	29,704,543
• Fire	8,740,000
• Parks & Recreations	4,511,225
• Non Departmental	1,953,800
<hr/>	
Total General Fund Appropriations:	\$ 70,080,368
Capital Projects	7,469,650

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 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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Tustin Street Lighting	960,500	—
Tustin Landscape & Lighting District	1,220,000	
Equipment Replacement Fund	1,527,550	
Information Technology	3,594,100	
Risk Management Funds	2,389,734	
Backbone Fee Fund	21,577,135	
Proceeds of Land Sale Fund	27,468,550	
Obligation Reimb. From Succ. Agen.	<u>1,986,216</u>	
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 138,273,803</b>	

SPECIAL REVENUE FUNDS

SCAQMD Fund	\$ 100,000	
Asset Forfeiture	0	
Supplemental Law Enforcement	133,800	
CDBG	1,055,045	
Cable PEG Fees	50,000	
Measure M/M2	5,100,969	
Gas Tax	3,100,580	
Road Maint & Rehab Allocation	2,675,000	—
Solid Waste	213,400	
Park Development	2,041,814	
Special Events	383,553	
Assessment District 95-1 / 95-2	551,000	
2010 MCAS TABs	1,717,703	
Community Facilities Districts / Tax B	<u>26,607,340</u>	
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 43,730,204</b>	

WATER ENTERPRISE FUNDS

Operations/Debt Service	\$ 18,522,230	
Capital Improvements	5,798,762	
Capital Outlay	<u>9,608,498</u>	
<b>TOTAL WATER ENTERPRISE FUNDS</b>	<b>\$ 33,929,490</b>	

<b>GRAND TOTAL</b>	<b><u>\$ 215,933,497</u></b>	<b>—</b>
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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

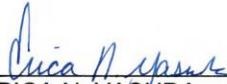
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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Tustin, California, held on the 18<sup>th</sup> day of June, 2019.



CHARLES E. PUCKETT,  
Mayor

ATTEST:



ERICA N. YASUDA,  
City Clerk



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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**
**RESOLUTION NO. 19-29**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUSTIN, CALIFORNIA, RELATING TO COMPENSATION AND BENEFITS FOR UNREPRESENTED EXECUTIVE MANAGEMENT AND MANAGEMENT EMPLOYEES, AND SUPERSEDING RESOLUTION 19-03

WHEREAS, the employees covered by this Resolution constitute Executive Management and Management personnel; and

WHEREAS, the City Council has consulted with the City Manager concerning the proposed employment terms contained herein;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Tustin (the "City") authorizes staff to implement the provisions of this Resolution and modify the City's Classification and Compensation Plans to reflect the changes approved in this Resolution, and that the wages, hours and conditions of employment be adopted and set forth as follows:

**CHAPTER 1 – GENERAL PROVISIONS**
**Section 1: Classifications**

The Executive Management unit includes the classifications designated by the City as "department heads". The Management unit includes all other unrepresented FLSA-exempt classifications designated by the City as "management" employees.

Whenever the term "Executive Management" is used in this Resolution, it shall be understood to include the City Manager. The benefits and terms of employment of the City Manager and any other Executive Management employee employed under an individual employment agreement shall be as set forth herein, provided that any contrary written terms established by the City Council or City Manager, which provide a greater benefit than provided for in this Resolution, shall prevail.

**Section 2: Effective Dates**

The effective date of each Section is July 1, 2018, unless otherwise stated herein.

**CHAPTER 2 – COMPENSATION**
**Section 3: Salary**

Effective the pay period which includes July 1, 2018, employees shall receive a three percent (3.0%) base salary increase.

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

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Effective the pay period which includes July 1, 2019, employees shall receive a three percent (3.0%) base salary increase.

Effective the pay period which includes July 1, 2020, employees shall receive a three percent (3.0%) base salary increase.

The salary ranges for employees covered by this Resolution are hereby incorporated and listed in Appendix A and Appendix B. The attached salary ranges shall constitute the basic compensation plan consisting of six (6) steps in each range.

**Section 4: Bilingual Pay**

The City shall pay Bilingual Pay in the amount of one hundred dollars (\$100) per month (paid biweekly) to employees in City-designated positions who demonstrate conversational skill in Spanish or another language approved by the Director of Human Resources as necessary for City business.

To qualify for Bilingual Pay, the employee must 1) have a business need to speak Spanish or another City-approved language in the performance of his/her public contact duties on a frequent and recurring basis and 2) successfully pass a City-sponsored examination for conversational skill. The Director of Human Resources may limit the number of employees receiving Bilingual Pay based on the needs of the City and may discontinue Bilingual Pay for any employee who no longer uses bilingual skills in the course of work.

Individuals are eligible to receive Bilingual Pay at the beginning of the first pay period after the Human Resources Department receives the employee's passing test results.

In compliance with the California Public Employees' Retirement System regulations and definition of special compensation (2 CCR §571), the monetary value of bilingual pay (Bilingual Premium) shall be reported to CalPERS as special compensation described in Title 2 CCR, Section 571(a)(4) and 571.1(b)(3) as a "special assignment pay" – a type of reportable special compensation.

**Section 5: Uniforms**

The City shall provide employees in the classifications of Deputy Police Chief and Police Captain with uniforms, including replacements as needed. Additionally, employees in these classifications receive an allowance of \$16.50 per biweekly pay period, up to a maximum of \$429 per year, for care and maintenance of uniforms. In compliance with the California Public Employees' Retirement System regulations and definition of special compensation (2 CCR §571), for "classic members" as defined by the Public Employees' Pension Reform Act of 2013, the compensation paid for the maintenance of required uniforms shall be reported to CalPERS as special

**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

compensation described in Title 2 CCR, Section 571(a)(5) and 571.1(b)(2) as a “statutory item” – a type of reportable special compensation.

The City shall provide uniforms, including replacements as needed, to employees in the classifications of Maintenance Supervisor, Water Maintenance and Construction Supervisor, and Water Treatment Supervisor. In compliance with the California Public Employees’ Retirement System regulations and definition of special compensation (2 CCR §571), for “classic members” as defined by the Public Employees’ Pension Reform Act of 2013, the monetary value of the rental and maintenance of the required uniforms shall be reported to CalPERS as special compensation described in Title 2 CCR, Section 571(a)(5) as a “statutory item” – a type of reportable special compensation.

**Section 6: Educational Incentive Pay**

Employees in the classification of Police Captain who have obtained a master’s degree are eligible to receive Educational Incentive Pay of \$500 per month (\$230.76 per pay period).

Such employees are eligible to receive Educational Incentive Pay at the beginning of the first pay period after Human Resources certifies that the employee has met all of the eligibility requirements.

In compliance with the California Public Employees’ Retirement System regulations and definition of special compensation (2 CCR §571), the monetary value of educational incentive pay shall be reported to CalPERS as special compensation described in Title 2 CCR, Section 571(a)(2) as an “educational pay” – a type of reportable special compensation.

**Section 7: Acting Pay**

An employee assigned to temporarily work in a higher classification will receive Acting Pay. At the City Manager’s discretion, during the Acting assignment the employee will either receive Acting Pay in an amount equal to 5% of the employee’s base pay or the amount necessary to increase the employee’s base salary to any step in the salary range of the higher classification. Acting Pay will be paid effective the beginning of the first full pay period in which the employee serves in the Acting assignment.

In accordance with Government Code section 20480, an employee’s Acting assignment may not exceed a total of 960 hours in a fiscal year if the Acting assignment is for a position that is vacant during the recruitment for a permanent appointment. This hours limit does not apply to an Acting assignment that is temporarily available due to another employee’s leave of absence.

In compliance with the California Public Employees’ Retirement System regulations and definition of Special Compensation (2 CCR §571), the monetary value of Acting Pay shall be reported to CalPERS as Special Compensation for “classic members” as defined by



2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

the Public Employees’ Pension Reform Act (PEPRA) of 2013. Acting Pay (“Temporary Upgrade Pay”) is described in Title 2 CCR, Section 571(a)(3) as a “premium pay” – a type of reportable special compensation. This pay is not reportable as special compensation for employees defined as “new members” under PEPRA. In the event of a dispute, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

**CHAPTER 3 – BENEFITS**

**Section 8: Flexible Benefits Plan**

The City contracts with the California Public Employees’ Retirement System (CalPERS) for the provision of medical insurance. All Executive Management and Management employees shall receive the minimum amount required under the Public Employees’ Medical and Hospital Care Act (PEMHCA) (\$133 for calendar year 2018, \$136 for calendar year 2019, and a yet to be determined amount for subsequent calendar years) as well as an additional amount which is provided under a Section 125 Flexible Benefits program. The amounts below include the minimum amount under PEMHCA.

Effective the pay period that includes July 1, 2018, the monthly Flexible Benefits contribution per Executive Management employee and eligible Management employee (hired into the Management unit on or before September 3, 2002) is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,375	\$1,600	\$1,950

Effective the pay period that includes July 1, 2019, the monthly Flexible Benefits contribution per Executive Management employee and eligible Management employee (hired into the Management unit on or before September 3, 2002) is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,475	\$1,700	\$2,050

Effective the pay period that includes July 1, 2020, the monthly Flexible Benefits contribution per Executive Management employee and eligible Management employee (hired into the Management unit on or before September 3, 2002) is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,575	\$1,800	\$2,150

Effective the pay period that includes July 1, 2018, the monthly Flexible Benefits contribution per eligible Management employee (hired into the Management unit on or

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after September 4, 2002) is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,175	\$1,300	\$1,450

Effective the pay period that includes July 1, 2019, the monthly Flexible Benefits contribution per eligible Management employee (hired into the Management unit on or after September 4, 2002) is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,275	\$1,400	\$1,550

Effective the pay period that includes July 1, 2020, the monthly Flexible Benefits contribution per eligible Management employee (hired into the Management unit on or after September 4, 2002) is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,375	\$1,500	\$1,650

Employees who do not take medical insurance through the program offered by the City shall receive \$450 per month as the Flexible Benefits Opt-Out contribution. As a condition of receiving such amount, the employee must provide evidence, satisfactory to the City, that he/she has medical insurance coverage comparable to coverage available through the City program. If an employee elects to opt out of coverage offered by the City, he/she must provide proof of "minimum essential coverage" (as defined by the Affordable Care Act) through another source (other than coverage in the individual market, whether or not obtained through Covered California).

The Flexible Benefits contribution consists of mandatory and discretionary allocations which may be applied to City-sponsored programs, including required payment towards employee medical insurance under the Public Employees' Medical and Hospital Care Act (PEMHCA). Employees may allocate the remaining amount among the following City-sponsored programs:

1. Medical insurance
2. Dental insurance
3. Additional life insurance
4. Vision insurance
5. Section 125 Flexible Spending Account programs (medical and/or dependent care reimbursement programs)
6. Eligible catastrophic care programs
7. Cash

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Discretionary allocations are to be made in accordance with program/City requirements, including restrictions as to the time when changes may be made in allocations to the respective programs.

The Flexible Benefits program is governed by Section 125 of the Internal Revenue Code (IRC). The City retains the right to change administrators.

Participation in the Section 125 medical and/or dependent care reimbursement programs is voluntary and employee-funded.

### **Section 9: Retirement**

Employees covered under this Resolution shall be members of the California Public Employees' Retirement System (CalPERS) and are subject to all applicable provisions of the City's contract with CalPERS.

Miscellaneous members employed by the City by December 31, 2011 shall be enrolled in the CalPERS 2% @ 55 plan in accordance with Government Code Section 21354 for Local Miscellaneous members. The plan includes both an employer and employee contribution. Effective the pay period that includes July 1, 2013, the employee is responsible for paying the employee contribution of 7% of the employee's wages through a pre-tax payroll deduction. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax. The plan has been amended to include Section 21573 (Third Level of 1959 Survivor Benefits), Section 20042 (One-Year Final Compensation), and Section 21024 (Military Service Credit as Public Service). The employee is responsible for paying the employee portion of the 1959 Survivor benefit premium.

These employees are also responsible for paying an additional pension contribution of three percent (3%) as cost sharing in accordance with Government Code section 20516(f), for a total employee pension contribution of ten percent (10%).

Miscellaneous members employed by the City on or after January 1, 2012 who are "classic members" as defined by the Public Employees' Pension Reform Act (PEPRA) of 2013 shall be enrolled in the CalPERS 2% @ 60 plan for Local Miscellaneous members. The plan includes both an employer and employee contribution.

The employee is responsible for paying the employee contribution of 7% of the employee's wages through a payroll deduction. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis. This plan provides retirement benefits based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement or as designated by the employee in accordance with Government Code Section 20037. The

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plan provides for 3rd level of 1959 Survivor benefits with the employee paying the employee portion of the premium.

These employees are also responsible for paying an additional pension contribution of three percent (3%) as cost sharing in accordance with Government Code section 20516(f), for a total employee pension contribution of ten percent (10%).

Individuals first employed by the City on or after January 1, 2013 who are defined as “new members” by the Public Employees’ Pension Reform Act (PEPRA) of 2013, shall be enrolled in the CalPERS 2% @ 62 plan for Local Miscellaneous members.

The employee is responsible for paying the employee contribution of one-half of the total normal cost of the plan, as defined by CalPERS, through a payroll deduction. Effective the pay period including July 1, 2018, the employee contribution is 5.75%. This amount will be determined by CalPERS in the future. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

This plan provides retirement benefits based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement or as designated by the employee in accordance with Government Code Section 7522.32(a). The plan provides for 3rd level of 1959 Survivor benefits with the employee paying the employee portion of the premium.

Employees first hired by the City as Local Safety Members prior to January 1, 2012 shall be provided the CalPERS 3% @ 50 retirement formula in accordance with Government Code section 21362.2.

These employees are responsible for paying the employee contribution of 9% of the employee’s wages through a pre-tax payroll deduction. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

These employees are also responsible for paying an additional pension contribution of three percent (3%) as cost sharing in accordance with Government Code section 20516(f), for a total employee pension contribution of twelve percent (12%).

The plan has been amended to include Section 21574 (Fourth Level of 1959 Survivor Benefits), Section 20042 (One-Year Final Compensation), and Section 21024 (Military Service Credit as Public Service). The employee is responsible for paying the employee portion of the 1959 Survivor benefit premium.

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Employees first hired by the City as Local Safety Members on or after January 1, 2012 who are "classic members" as defined by the Public Employees' Pension Reform Act (PEPRA) of 2013 shall be provided the CalPERS 2% @ 50 retirement formula.

The employee is responsible for paying the employee contribution of 9% through a pretax payroll deduction. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

These employees are also responsible for paying an additional pension contribution of three percent (3%) as cost sharing in accordance with Government Code section 20516(f), for a total employee pension contribution of twelve percent (12%).

The plan includes Section 21574 (Fourth Level of 1959 Survivor Benefits) and Section 21024 (Military Service Credit as Public Service). The employee is responsible for paying the employee portion of the 1959 Survivor benefit premium. This plan provides retirement benefits based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement or as designated by the employee in accordance with Government Code Section 20037.

Individuals first employed by the City on or after January 1, 2013 who are defined as "new members" by the Public Employees' Pension Reform Act (PEPRA) of 2013, shall be enrolled in the CalPERS 2.7% @ 57 plan for Local Safety members.

The employee is responsible for paying the employee contribution of one-half of the total normal cost of the plan, as defined by CalPERS, through a payroll deduction. Effective the pay period including July 1, 2018, the employee contribution is 12.00%. This amount will be determined by CalPERS in the future. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

The plan includes Section 21574 (Fourth Level of 1959 Survivor Benefits) and Section 21024 (Military Service Credit as Public Service). The employee is responsible for paying the employee portion of the 1959 Survivor benefit premium. This plan provides retirement benefits based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement or as designated by the employee in accordance with Government Code Section 7522.32(a).

### **Section 10: Life Insurance**

The City will provide life insurance for each Executive Management and Management employee and pay the required premiums. The death benefit of said policy shall be two

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hundred thousand dollars (\$200,000). The City will also provide \$1,000 per dependent of dependent life insurance and pay the required premiums.

**Section 11: Short-Term / Long-Term Disability Insurance**

The City shall maintain a short-term / long-term disability (STD/LTD) insurance program for non-industrial illnesses or injuries. Eligibility for benefits is subject to the requirements and approval of the STD/LTD insurance carrier.

An employee who is receiving STD benefits under the City's program will be granted a leave of absence for the duration of his/her non-industrial disability subject to a maximum period of six (6) months. Such leave of absence may be extended for an additional six (6) months under LTD, upon approval of the City Manager.

All unit employees are required to participate in the program. Premiums are deducted from the employee's pay on an after-tax basis.

In the event a non-industrial illness or injury is anticipated to exceed 30 days, the employee is first required to use 80 consecutive hours of his/her accrued leave during the 30 day period beginning with the first day of the leave. In the event no leave time is available, the employee shall be on leave without pay for 80 consecutive hours.

After the first 80 hours of leave, and for the remainder of the 30 day elimination period, the employee shall be compensated by the City at the rate of 60% of the employee's pre-disability base salary. This City payment is taxable income. The employee may supplement this City payment with accrued leave to enable him/her to receive an amount equivalent to no more than 100% of his/her pre-disability earnings.

In the event the employee is eligible for FMLA/CFRA leave, STD/LTD leave shall run concurrently with FMLA/CFRA leave.

For a new employee who has worked for the City for less than 12 consecutive months, and is therefore not eligible for FMLA/CFRA leave, the City will nevertheless provide the employee with the same Flexible Benefits contribution as was provided at the time of the non-industrial injury, for a period not to exceed 90 days. Should an employee receive 90 days of City-paid Flexible Benefits within the 12 month period prior to being eligible for this benefit pursuant to the FMLA/CFRA, and is subsequently eligible to receive this benefit pursuant to the FMLA/CFRA, the employee shall reimburse the City for his/her previous contribution.

Once the employee is on leave without pay, or the first 80 hours of leave has passed (whichever occurs first), no paid leave shall accrue to the employee.

After the 30 day elimination period, the STD/LTD carrier will provide the employee with a benefit of 60% of pre-disability base salary. The employee may supplement the STD/LTD carrier's payment with accrued paid leave to enable him/her to receive an

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amount equivalent to no more than 100% of his/her pre-disability earnings.

The employee is responsible for all benefit elections and payments during his/her leave unless he/she is eligible to opt out of such elections and chooses to do so. In the event the employee chooses to continue his/her benefit elections, the employee is required to make timely payment to the City for such elections (including the cost of the STD/LTD program). In the event timely payment is not made, the City is authorized to reduce the employee's accrued paid leave accounts, in an amount equivalent to the premiums owed by the employee. In the event no paid leave is available, the City is authorized to cancel the employee's coverage.

An employee is only eligible for the City's 60% STD/LTD salary continuation benefit once in any rolling 12-month period.

**Section 12: Vehicle Allowance**

Each Executive Management employee shall have his/her personal vehicle available and shall use his/her personal vehicle for City business. To cover these costs, except as noted below, Executive Management employees shall receive a \$400 monthly vehicle allowance.

In consideration of the duties associated with the classification, employees in the classifications of City Manager, Police Chief, Police Captain, and Deputy Police Chief are provided with a City vehicle in lieu of a vehicle allowance.

**Section 13: Textbook and Tuition Reimbursement**

The City shall provide eligible employees with textbook and tuition reimbursement in accordance with the guidelines and procedures specified in the Personnel Rules.

Employees are eligible for this benefit after completion of the initial probationary period. Requests to enroll in courses may be granted prior to the completion of probation; however, payment will not be made until the employee has completed the probationary period and attained regular status. Approval from the department head, Director of Human Resources, and City Manager (when required) should be obtained prior to enrollment in the course or program to ensure the City will approve the reimbursement request.

Employees may be reimbursed for up to \$4,000 per calendar year in covered expenses for attending graduate school, a four-year college or university, or a job-related program through University of California or California State University extended education programs and \$2,000 per year for attendance at a California Community College. This reimbursement benefit may be used for other job-related educational programs administered by other professional organizations with the express approval of the City Manager. If an employee separates from City service within one calendar year of receiving this Tuition Reimbursement benefit, the employee is responsible for refunding

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the City the full amount of the benefit that was paid. Funds will be deducted from the employee's final paycheck to cover the re-payment of the tuition reimbursement.

**Section 14: Smartphone Stipend**

Employees are eligible for a smartphone stipend of \$21 per pay period (\$45 per month), which is taxable income. The stipend is designed to contribute to an employee's smartphone plan. It is not designed to fully pay for the plan. Any additional charges an employee incurs are his/her own responsibility and those additional charges are not eligible for reimbursement.

**Section 15: Retiree Medical Insurance**

The City will reimburse eligible unit employees up to a maximum of \$350 per month for the payment of CalPERS retiree medical insurance premiums. This amount is in addition to the minimum contribution towards retiree medical insurance required under the PEMHCA program (\$133 per month for calendar year 2018, \$136 per month for calendar year 2019, and a yet to be determined amount for subsequent calendar years).

An employee hired by the City prior to July 1, 2011 is eligible for this benefit provided that he/she has been continuously employed by the City for five (5) full years, retires from the City and CalPERS, and enrolls in a CalPERS medical insurance plan immediately after retirement. Eligible employees who suffer a disability, are unable to return to work, and take a disability retirement from CalPERS may satisfy the five (5) year continuous service requirement using a combination of service with the City and service with any public agency with a reciprocal retirement system.

An employee hired by the City on or after July 1, 2011 is eligible for this benefit provided that he/she has been continuously employed by the City for ten (10) full years, retires from the City and CalPERS, and enrolls in a CalPERS medical insurance plan immediately after retirement. Eligible employees who suffer a disability, are unable to return to work, and take a disability retirement from CalPERS may satisfy the ten (10) year continuous service requirement using a combination of service with the City and service with any public agency with a reciprocal retirement system.

Reimbursement shall not be made until an employee appears on the City's CalPERS insurance billing. In order to maintain the retiree medical insurance stipend throughout retirement, an employee must maintain coverage in a CalPERS medical insurance plan; once coverage is dropped, reimbursement will cease and will not be reinstated.

**Section 16: Retiree Health Savings Plan**

Effective January 1, 2019, employees will have the option to make a payroll deduction and contribute to a retiree health savings plan which will be set up by the City. Contributions are voluntary by employees and the City will not make a contribution to



the plan.

**CHAPTER 4 – LEAVES OF ABSENCE**

**Section 17: General Leave**

Paid General Leave shall be granted to each full-time employee at the rates listed below per year, prorated on a biweekly basis for each biweekly pay period in which the employee is in paid status for at least 40 hours of the pay period. If the employee is in paid status between 40 – 80 hours of a pay period, his/her General Leave will be earned on a prorated basis for the pay period.

Service	Hours Per Year	Maximum Accrual
0 – 5 years	160	320
6 – 10 years	208	416
Over 10 years	248	496

When appointing an individual to an Executive Management or Management classification, the City Manager shall have the authority to consider the individual’s prior employment in determining an advanced General Leave accrual rate.

Each January, Executive Management employees are eligible to receive up to sixteen (16) additional hours of General Leave for satisfactory performance as determined by the City Manager. Management employees may be entitled to eight (8) additional hours of General Leave as determined by their department head.

At any time, employees may accumulate General Leave to a maximum of two (2) times the employee’s annual entitlement. Upon reaching the maximum, accrual will cease until leave is used to reduce the accrual below the maximum. Upon separation from City service the employee will be paid for unused Leave, not to exceed the maximum of two (2) years entitlement, at the employee’s then current base salary rate.

General Leave Cash Out

*Until December 7, 2018:*

Each employee may request that he/she be paid for a maximum of eighty (80) hours of accrued General Leave. In addition, each employee may request that he/she be paid for accrued General Leave based upon years of service as follows:

0-5 years	40 additional hours per year
6-10 years	50 additional hours per year
Over 10 years	60 additional hours per year

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In addition to the cash out opportunities described above, Executive Management employees may also cash out additional General Leave, in any amount, as long as at least 200 hours of General Leave remain in the employee's General Leave bank after the cash out.

Requests for cash out must be received no later than two weeks prior to the paycheck date when the cash out is requested.

*After December 7, 2018 and Each Year Thereafter:*

Starting in 2018 (for payment in 2019) on or before the pay period which includes December 15 of each calendar year, an employee may make an irrevocable election to cash out up to the following amount of General Leave which will be earned in the following calendar year at the employee's base rate of pay: a) up to eighty (80) hours of accrued General Leave and b) up to an additional amount of accrued General Leave based upon years of service as follows:

0-5 years	40 additional hours per year
6-10 years	50 additional hours per year
Over 10 years	60 additional hours per year

In addition to the cash out opportunities described above, Executive Management employees may also cash out c) additional General Leave, in any amount, as long as at least 200 hours of General Leave remain in the employee's General Leave bank after the cash out.

The employee can request that the cash out (of a, b and c [if applicable] above) be processed on any paycheck beginning July 1 of the following calendar year through the end of that calendar year, as long as the employee has accrued the number of hours they elected to cash out during the calendar year of the cash out. However, if the employee's General Leave balance is less than the amount the employee elected to cash out (in the prior calendar year) the employee will receive cash for the amount of leave the employee has accrued at the time of the cash out. The employee may choose to receive General Leave cash out all at once or on two different paychecks.

### **Section 18: Administrative Leave**

As exempt employees under the Fair Labor Standards Act (FLSA), Executive Management and Management employees are compensated for meeting the requirements and performing the duties of their jobs, regardless of the number or scheduling of hours worked. Such employees may be required periodically or routinely to work long or irregular hours, and to attend various meetings and functions outside of normal "business hours" to fulfill their responsibilities. No overtime compensation shall be provided for Executive Management and Management employees unless otherwise required by State or Federal law.



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In lieu of overtime compensation, the City will provide employees with an annual credit of forty (40) hours of paid Administrative Leave each January. During the first calendar year of employment as an employee covered by this Resolution, employees will be granted a prorated share of Administrative Leave at the time of appointment, with the amount dependent upon the employee’s hire date as follows:

Hire Date	Administrative Leave
1 <sup>st</sup> Quarter (January – March)	40 hours
2 <sup>nd</sup> Quarter (April – June)	30 hours
3 <sup>rd</sup> Quarter (July – September)	20 hours
4 <sup>th</sup> Quarter (October – December)	10 hours

Each January, each Executive Management and Management employee is eligible to receive up to an additional forty (40) hours of Administrative Leave pursuant to the recommendation of his/her Department Head or the City Manager, with such recommendation based on the individual’s prior year’s job performance and his/her commitment of time dedicated to City business in excess of his/her regular work schedule. After the conclusion of the first calendar year of employment, employees shall be eligible for a prorated share of additional Administrative Leave, in accordance with the same guidelines as those governing the initial granting of Administrative Leave at time of appointment, as specified in this Section (e.g. an employee hired in the 3<sup>rd</sup> Quarter of Year 1 is eligible for up to 20 additional hours of Administrative Leave in January of Year 2). An employee whose performance is in need of improvement, pursuant to a performance evaluation or performance improvement plan, is not eligible to receive additional Administrative Leave. The accrual of Administrative Leave is limited to a maximum of eighty (80) hours at any time. Use of Administrative Leave is completely discretionary upon the approval of the Department Head or the City Manager.

When an employee separates from City service or remains employed by the City, but moves to a FLSA non-exempt position, the employee shall be compensated for all accrued Administrative Leave at the employee’s base hourly rate of pay.

**Section 19: Holidays**

The following days shall be holidays for which all employees will receive compensation either in pay or paid time off:

- |                           |                            |
|---------------------------|----------------------------|
| January 1                 | New Year's Day             |
| Third Monday in January   | Martin Luther King Jr. Day |
| Third Monday in February  | Presidents' Day            |
| Last Monday in May        | Memorial Day               |
| July 4                    | Independence Day           |
| First Monday in September | Labor Day                  |
| November 11               | Veterans Day               |



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Thanksgiving Day	Thanksgiving Day
Day following Thanksgiving Day	Day after Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

When a holiday occurs on a Sunday, the following Monday will be observed instead. When a holiday occurs on a Saturday, the preceding Friday will be observed instead. If a holiday falls on a day that is also an employee's regular day off, the employee will accrue nine hours to his/her General Leave bank for the holiday. If a holiday falls on an employee's regularly scheduled working Friday, the employee will receive eight hours of holiday pay and accrue one hour to his/her General Leave bank.

**Section 20: Bereavement Leave**

Unit employees are allowed up to five (5) days of paid leave for the purpose of Bereavement Leave in the event of a death in the "immediate family". For purposes of this section, "immediate family" is defined as including spouse, registered domestic partner, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, child, stepchild, grandparent, stepgrandparent, grandchild and stepgrandchild of the employee or the employee's spouse/registered domestic partner.

**CHAPTER 5 – WORKING CONDITIONS**

**Section 21: Alternate Work Schedules**

Executive Management and Management employees are eligible for participation in the City's Alternate Work Schedule program. Such work schedules are subject to the needs of the City and the employee's department.

The City Manager has the authority to implement rules, policies and procedures for Alternative Work Schedules for Executive Management and Management employees.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Tustin held on the 18<sup>th</sup> day of June 2019.

  
 \_\_\_\_\_  
 CHARLES E. PUCKETT  
 Mayor

ATTEST:

  
 \_\_\_\_\_  
 ERICA N. YASUDA  
 City Clerk



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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. 19-29 was duly passed and adopted at a regular meeting of the Tustin City Council, held on the 18th day of June 2019, by the following vote:

COUNCILMEMBER AYES: Puckett, Clark, Cooper, Lumbard (4)
COUNCILMEMBER NOES: (0)
COUNCILMEMBER ABSTAINED: (0)
COUNCILMEMBER ABSENT: Bernstein (1)

Handwritten signature of Erica N. Yasuda
ERICA N. YASUDA
City Clerk

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

## APPENDIX A -- EXECUTIVE MANAGEMENT HOURLY SALARY RANGES

## Effective the Pay Period that includes July 1, 2018

Classification	Step A	Step B	Step C	Step D	Step E	Step F
Assistant City Manager	79.00	83.05	87.30	91.77	96.47	101.29
Deputy City Manager	67.16	70.60	74.21	78.01	82.01	86.11
Director of Community Dev	67.67	71.14	74.78	78.61	82.63	86.77
Director of Economic Development	72.31	76.01	79.90	84.00	88.30	92.71
Director of Finance / City Treasurer	72.31	76.01	79.90	84.00	88.30	92.71
Director of Human Resources	61.39	64.54	67.84	71.32	74.97	78.72
Director of Parks & Recreation	63.26	66.50	69.91	73.48	77.25	81.11
Director of Public Works / City Eng	74.04	77.83	81.81	86.00	90.41	94.93
Police Chief	82.95	87.20	91.67	96.36	101.29	106.36

## Effective the Pay Period that includes July 1, 2019

Classification	Step A	Step B	Step C	Step D	Step E	Step F
Assistant City Manager	81.37	85.54	89.92	94.52	99.36	104.33
Deputy City Manager	69.18	72.72	76.44	80.35	84.47	88.69
Director of Community Dev	69.70	73.27	77.02	80.97	85.11	89.37
Director of Economic Development	74.48	78.29	82.30	86.52	90.95	95.49
Director of Finance / City Treasurer	74.48	78.29	82.30	86.52	90.95	95.49
Director of Human Resources	63.24	66.47	69.88	73.46	77.22	81.08
Director of Parks & Recreation	65.16	68.50	72.00	75.69	79.57	83.54
Director of Public Works / City Eng	76.26	80.16	84.27	88.58	93.12	97.78
Police Chief	85.44	89.82	94.42	99.25	104.33	109.55

## Effective the Pay Period that includes July 1, 2020

Classification	Step A	Step B	Step C	Step D	Step E	Step F
Assistant City Manager	83.81	88.11	92.62	97.36	102.35	107.46
Deputy City Manager	71.25	74.90	78.73	82.77	87.00	91.35
Director of Community Dev	71.79	75.47	79.33	83.40	87.67	92.05
Director of Economic Development	76.71	80.64	84.77	89.11	93.67	98.36
Director of Finance / City Treasurer	76.71	80.64	84.77	89.11	93.67	98.36
Director of Human Resources	65.13	68.47	71.97	75.66	79.53	83.51
Director of Parks & Recreation	67.11	70.55	74.16	77.96	81.95	86.05
Director of Public Works / City Eng	78.55	82.57	86.80	91.24	95.91	100.71
Police Chief	88.01	92.51	97.25	102.23	107.46	112.84

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## APPENDIX B – MANAGEMENT HOURLY SALARY RANGES

Effective the Pay Period that includes July 1, 2018

Classification	Step A	Step B	Step C	Step D	Step E	Step F
Accounting Supervisor	45.16	47.47	49.90	52.46	55.14	57.90
Administrative Services Mgr	51.16	53.78	56.54	59.43	62.48	65.60
Assistant Dir of Com Dev-Plan	56.40	59.28	62.32	65.51	68.87	72.31
Assistant Dir of Comm Dev	56.40	59.28	62.32	65.51	68.87	72.31
Assistant Dir of Comm Dev-Bldg	59.22	62.25	65.44	68.79	72.31	75.92
Assistant to the City Manager	51.16	53.78	56.54	59.43	62.48	65.60
Building Inspection Supv	39.46	41.48	43.61	45.84	48.19	50.60
Building Official	53.41	56.15	59.02	62.04	65.22	68.48
City Clerk	50.28	52.85	55.56	58.40	61.39	64.46
Deputy Building Official	50.53	53.12	55.84	58.70	61.70	64.79
Deputy Director of Econ Devel	56.40	59.28	62.32	65.51	68.87	72.31
Deputy Director of Finance	56.40	59.28	62.32	65.51	68.87	72.31
Deputy Director of Parks & Rec	51.16	53.78	56.54	59.43	62.48	65.60
Deputy Director of PW - Eng	61.55	64.70	68.01	71.49	75.16	78.91
Deputy Director of PW - Ops	59.19	62.22	65.41	68.76	72.28	75.89
Deputy Police Chief	72.57	76.29	80.20	84.21	88.42	92.84
Economic Devel & Housing Mgr	52.33	55.01	57.82	60.78	63.90	67.09
Economic Development Proj Mgr	39.76	41.80	43.94	46.19	48.55	50.98
Field Services Manager	51.16	53.78	56.54	59.43	62.48	65.60
Finance Manager	51.16	53.78	56.54	59.43	62.48	65.60
Human Resources Manager	51.16	53.78	56.54	59.43	62.48	65.60
Information Tech Supervisor	50.28	52.85	55.56	58.40	61.39	64.46
Maintenance Supervisor	34.48	36.25	38.11	40.06	42.11	44.22
Plan Check Supervisor	39.46	41.48	43.61	45.84	48.19	50.60
Police Captain	65.68	69.04	72.57	76.29	80.20	84.21
Police Civilian Commander	51.81	54.46	57.25	60.18	63.26	66.42
Principal Engineer	50.53	53.12	55.84	58.70	61.70	64.79
Principal Management Analyst	47.26	49.68	52.22	54.90	57.71	60.60
Principal Plan Check Engineer	50.53	53.12	55.84	58.70	61.70	64.79
Principal Planner	49.41	51.94	54.60	57.39	60.33	63.35
Public Works Inspection Supv	35.73	37.56	39.48	41.51	43.63	45.81
Public Works Manager	48.92	51.42	54.05	56.82	59.73	62.72
Recreation Superintendent	44.60	46.88	49.28	51.81	54.46	57.18
Recreation Supervisor	34.14	35.89	37.73	39.66	41.69	43.78
Senior Accountant	35.89	37.73	39.66	41.69	43.83	46.02
Senior Information Tech Spec	36.43	38.30	40.26	42.32	44.49	46.71
Senior Management Analyst	47.20	49.62	52.16	54.83	57.64	60.59
Senior Planner	39.76	41.80	43.94	46.19	48.55	50.98
Water Maint & Const Supv	37.92	39.86	41.90	44.05	46.30	48.62



**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

<b>Classification</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Water Services Manager	56.68	59.58	62.63	65.84	69.21	72.67
Water Treatment Supervisor	43.28	45.50	47.83	50.28	52.85	55.49

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

## Effective the Pay Period that includes July 1, 2019

Classification	Step A	Step B	Step C	Step D	Step E	Step F
Accounting Supervisor	46.51	48.90	51.40	54.03	56.80	59.64
Administrative Services Mgr	52.70	55.40	58.23	61.22	64.35	67.57
Assistant Dir of Com Dev-Plan	58.09	61.06	64.19	67.48	70.93	74.48
Assistant Dir of Comm Dev	58.09	61.06	64.19	67.48	70.93	74.48
Assistant Dir of Comm Dev-Bldg	60.99	64.12	67.40	70.85	74.48	78.20
Assistant to the City Manager	52.70	55.40	58.23	61.22	64.35	67.57
Building Inspection Supv	40.65	42.73	44.92	47.22	49.63	52.12
Building Official	55.01	57.83	60.79	63.91	67.18	70.54
City Clerk	51.79	54.44	57.22	60.16	63.24	66.40
Deputy Building Official	52.04	54.71	57.51	60.46	63.55	66.73
Deputy Director of Econ Devel	58.09	61.06	64.19	67.48	70.93	74.48
Deputy Director of Finance	58.09	61.06	64.19	67.48	70.93	74.48
Deputy Director of Parks & Rec	52.70	55.40	58.23	61.22	64.35	67.57
Deputy Director of PW - Eng	63.39	66.64	70.05	73.64	77.41	81.28
Deputy Director of PW - Ops	60.97	64.09	67.37	70.82	74.45	78.17
Deputy Police Chief	78.49	82.51	86.73	91.07	95.62	100.40
Economic Devel & Housing Mgr	53.90	56.66	59.56	62.61	65.81	69.10
Economic Development Proj Mgr	40.95	43.05	45.26	47.57	50.01	52.51
Field Services Manager	52.70	55.40	58.23	61.22	64.35	67.57
Finance Manager	52.70	55.40	58.23	61.22	64.35	67.57
Human Resources Manager	52.70	55.40	58.23	61.22	64.35	67.57
Information Tech Supervisor	51.79	54.44	57.22	60.16	63.24	66.40
Maintenance Supervisor	35.52	37.34	39.25	41.26	43.37	45.54
Plan Check Supervisor	40.65	42.73	44.92	47.22	49.63	52.12
Police Captain	67.65	71.11	74.75	78.58	82.60	86.73
Police Civilian Commander	53.36	56.09	58.97	61.98	65.16	68.42
Principal Engineer	52.04	54.71	57.51	60.46	63.55	66.73
Principal Management Analyst	48.68	51.17	53.79	56.55	59.44	62.41
Principal Plan Check Engineer	52.04	54.71	57.51	60.46	63.55	66.73
Principal Planner	50.89	53.49	56.23	59.11	62.14	65.25
Public Works Inspection Supv	36.80	38.69	40.67	42.75	44.94	47.19
Public Works Manager	50.38	52.96	55.67	58.53	61.52	64.60
Recreation Superintendent	45.94	48.29	50.76	53.36	56.09	58.90
Recreation Supervisor	35.17	36.97	38.86	40.85	42.94	45.09
Senior Accountant	36.97	38.86	40.85	42.94	45.14	47.40
Senior Information Tech Spec	37.53	39.45	41.47	43.59	45.82	48.11
Senior Management Analyst	48.62	51.11	53.72	56.48	59.37	62.41
Senior Planner	40.95	43.05	45.26	47.57	50.01	52.51
Water Maint & Const Supv	39.05	41.05	43.16	45.37	47.69	50.07
Water Services Manager	58.38	61.37	64.51	67.81	71.29	74.85
Water Treatment Supervisor	44.58	46.86	49.26	51.79	54.44	57.16

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

Effective the Pay Period that includes July 1, 2020

Classification	Step A	Step B	Step C	Step D	Step E	Step F
Accounting Supervisor	47.91	50.36	52.94	55.65	58.50	61.43
Administrative Services Mgr	54.28	57.06	59.98	63.05	66.28	69.59
Assistant Dir of Com Dev-Plan	59.83	62.89	66.12	69.50	73.06	76.71
Assistant Dir of Comm Dev	59.83	62.89	66.12	69.50	73.06	76.71
Assistant Dir of Comm Dev-Bldg	62.82	66.04	69.42	72.98	76.71	80.55
Assistant to the City Manager	54.28	57.06	59.98	63.05	66.28	69.59
Building Inspection Supv	41.87	44.01	46.26	48.63	51.12	53.68
Building Official	56.66	59.57	62.62	65.82	69.19	72.65
City Clerk	53.34	56.07	58.94	61.96	65.13	68.39
Deputy Building Official	53.61	56.35	59.24	62.27	65.46	68.73
Deputy Director of Econ Devel	59.83	62.89	66.12	69.50	73.06	76.71
Deputy Director of Finance	59.83	62.89	66.12	69.50	73.06	76.71
Deputy Director of Parks & Rec	54.28	57.06	59.98	63.05	66.28	69.59
Deputy Director of PW - Eng	65.30	68.64	72.15	75.85	79.73	83.72
Deputy Director of PW - Ops	62.80	66.01	69.39	72.95	76.68	80.51
Deputy Police Chief	80.84	84.99	89.33	93.80	98.49	103.41
Economic Devel & Housing Mgr	55.51	58.36	61.34	64.49	67.79	71.18
Economic Development Proj Mgr	42.18	44.34	46.61	49.00	51.51	54.08
Field Services Manager	54.28	57.06	59.98	63.05	66.28	69.59
Finance Manager	54.28	57.06	59.98	63.05	66.28	69.59
Human Resources Manager	54.28	57.06	59.98	63.05	66.28	69.59
Information Tech Supervisor	53.34	56.07	58.94	61.96	65.13	68.39
Maintenance Supervisor	36.59	38.46	40.43	42.50	44.67	46.91
Plan Check Supervisor	41.87	44.01	46.26	48.63	51.12	53.68
Police Captain	69.67	73.24	76.99	80.94	85.08	89.33
Police Civilian Commander	54.96	57.78	60.73	63.84	67.11	70.47
Principal Engineer	53.61	56.35	59.24	62.27	65.46	68.73
Principal Management Analyst	50.14	52.71	55.41	58.24	61.22	64.29
Principal Plan Check Engineer	53.61	56.35	59.24	62.27	65.46	68.73
Principal Planner	52.42	55.10	57.92	60.89	64.00	67.20
Public Works Inspection Supv	37.91	39.85	41.89	44.03	46.29	48.60
Public Works Manager	51.89	54.55	57.34	60.28	63.37	66.54
Recreation Superintendent	47.31	49.74	52.28	54.96	57.78	60.66
Recreation Supervisor	36.22	38.08	40.03	42.08	44.23	46.44
Senior Accountant	38.08	40.03	42.08	44.23	46.50	48.82
Senior Information Tech Spec	38.65	40.63	42.71	44.90	47.20	49.56
Senior Management Analyst	50.08	52.64	55.34	58.17	61.15	64.28
Senior Planner	42.18	44.34	46.61	49.00	51.51	54.08
Water Maint & Const Supv	40.23	42.29	44.45	46.73	49.12	51.58
Water Services Manager	60.13	63.21	66.45	69.85	73.43	77.10
Water Treatment Supervisor	45.92	48.27	50.74	53.34	56.07	58.87



2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

RESOLUTION NO. 19-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUSTIN, CALIFORNIA, DETERMINING AND ADOPTING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR 2019-2020 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 November 6, 1989; and

WHEREAS, an annual appropriation limit must be determined for this City effective for the fiscal year beginning July 1, 2019; and

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

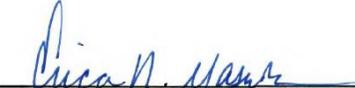
NOW, THEREFORE, the City Council of the City of Tustin does hereby resolve and order as follows:

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, 2019 through June 30, 2020 is \$94,144,067.

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 18<sup>th</sup> day of June, 2019.

  
\_\_\_\_\_  
CHARLES E. PUCKETT,  
Mayor

  
\_\_\_\_\_  
ERICA N. YASUDA,  
City Clerk



2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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. 19-30 was duly passed and adopted at a regular meeting of the Tustin City Council, held on the 18<sup>th</sup> day of June, 2019, by the following vote:

COUNCILMEMBER AYES:	<u>Puckett, Clark, Cooper, Lumbard</u>	(4)
COUNCILMEMBER NOES:	_____	(0)
COUNCILMEMBER ABSTAINED:	_____	(0)
COUNCILMEMBER ABSENT:	<u>Bernstein</u>	(1)

*Erica N. Yasuda*  
ERICA N. YASUDA,  
City Clerk



2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

TUSTIN HOUSING AUTHORITY RESOLUTION NO. 19-01

A RESOLUTION OF THE TUSTIN HOUSING AUTHORITY OF THE CITY OF TUSTIN, CALIFORNIA, ADOPTING THE HOUSING AUTHORITY BUDGET AND APPROPRIATING FROM THE ANTICIPATED REVENUES OF THE AUTHORITY FOR THE FISCAL YEAR 2019-2020

WHEREAS, in accordance with Section 1415 of the Tustin City code, the City Manager has prepared and submitted to the City Council a Proposed Annual Budget for the 2019-2020 fiscal year, beginning July 1, 2019; and

WHEREAS, the Commission, as the legislative body of the Tustin Housing Authority, has reviewed this proposed budget;

NOW, THEREFORE, the Commission of the Tustin Housing Authority 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 "City of Tustin Proposed Biennial Budget 2019-2021". Said document, as prepared by the City Manager and reviewed and adjusted by the Commission, is hereby adopted for the fiscal year commencing July 1, 2019;

SECTION 2. The following sums of money are hereby appropriated from the anticipated revenues of the Tustin Housing Authority for the 2019-2020 fiscal year.

TUSTIN HOUSING AUTHORITY

Personnel	\$ 334,300
Operational Costs	1,088,345
<b>TOTAL HOUSING AUTHORITY COSTS</b>	<b>\$ 1,422,645</b>



2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

PASSED AND ADOPTED at a regular meeting of the Tustin Housing Authority held on the 18<sup>th</sup> day of June, 2019.

*Charles E. Puckett*  
\_\_\_\_\_  
CHARLES E. PUCKETT,  
Chairman

ATTEST:

*Erica N. Yasuda*  
\_\_\_\_\_  
ERICA N. YASUDA,  
Secretary

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

I, Erica N. Yasuda, Secretary of the Tustin Housing Authority of the City of Tustin, California, do hereby certify that the whole number of the members of the commission of the Tustin Housing Authority is five; that the above and foregoing Tustin Housing Authority Resolution No. 19-01 was duly passed and adopted at a regular meeting of the Tustin Housing Authority, held on the 18<sup>th</sup> day of June, 2019, by the following vote:

COMMISSIONERS AYES:	<u>Puckett, Clark, Cooper, Lumbard</u>	(4)
COMMISSIONERS NOES:	_____	(0)
COMMISSIONERS ABSTAINED:	_____	(0)
COMMISSIONERS ABSENT:	<u>Bernstein</u>	(1)

*Erica N. Yasuda*  
\_\_\_\_\_  
ERICA N. YASUDA,  
Secretary



# FINANCIAL SUMMARY

# TUSTIN



BUILDING OUR FUTURE  
HONORING OUR PAST

# **FUND BALANCE PROJECTIONS BY FUND**

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

**City of Tustin**  
**FY 2019-2021 Biennial Budget**  
**Year End Projected Fund Balance for ALL FUNDS**

Fund	Description	Audited Ending Balance  06/30/18	18/19	18/19	18/19	18/19	Projected Ending Balance  06/30/19	
			Projected	Projected	Projected	Projected		
			One-Time Transfer In / Cash	Revenues	Expenditures	One-Time Transfer Out		
100	<b>General Fund</b>	<b>\$22,694,847</b>	<b>\$6,548,852</b>	<b>\$60,103,278</b>	<b>69,701,076</b>	<b>986,343</b>	<b>\$18,659,558</b>	
101	General Fund - Emergency Fund	\$1,000,000	\$0	\$0	0	0	\$1,000,000	
186	Oblig Reimb Frm Successor Agency	\$1,961,959	\$0	\$13,857	600	0	\$1,975,216	
187	Backbone Fee Fund	\$36,475,210	\$0	\$500,000	10,375,000	0	\$26,600,210	
189	Land Held for Resale	\$81,393,372	\$0	\$558,006	30,451,054	3,920,252	\$47,580,071	
200	Capital Projects Fund—CIP	\$4,983,468	\$0	\$3,677,511	4,234,003	0	\$4,426,976	
120	CDBG	\$0	\$0	\$1,775,839	1,458,109	0	\$317,730	
129	Cable PEG Fees Fund	\$252,406	\$0	\$130,000	50,000	0	\$332,406	
130	Gas Tax	\$5,645,296	\$0	\$2,139,648	2,320,080	0	\$5,464,864	
131	Park Development	\$3,537,488	\$0	\$1,097,470	846,928	0	\$3,788,029	
132	Park Development Tustin Legacy	\$1,577,466	\$0	\$30,000	1,268,738	0	\$338,728	
133	SCAQMD	\$287,981	\$0	\$96,900	100,000	0	\$284,881	
134	Asset Forfeiture	\$47,282	\$0	\$0	0	0	\$47,282	
135	RNSP Asset Forfeiture	\$87,688	\$0	\$24,000	0	0	\$111,688	
136	Supplemental Law Enforcement	\$101,187	\$0	\$183,500	135,639	0	\$149,048	
137	Treasury RNSP Asset Forfeiture	\$5,839	\$0	\$0	0	0	\$5,839	
138	Measure M	\$51	\$0	\$0	0	0	\$51	
139	Measure M2	\$6,146,505	\$0	\$1,867,589	1,734,225	39,000	\$6,240,869	
140	Road Maint & Rehab Alloc	\$308,077	\$0	\$1,367,900	135,000	0	\$1,540,977	
141	Tustin LLD	\$0	\$491,000	\$640,000	1,120,000	0	\$11,000	
142	Tustin SL	\$1,306,389	\$0	\$1,110,000	572,500	0	\$1,843,889	
171	Solid Waste Fund	\$0	\$0	\$73,134	64,930	0	\$8,204	
180	Special Events	\$433,960	\$0	\$378,000	398,853	0	\$413,107	
181	Workers Compensation	\$2,311,068	\$0	\$1,088,665	974,735	0	\$2,424,998	
182	Liability	\$1,395,835	\$1,101,000	\$0	1,087,787	0	\$1,409,048	
183	Unemployment	\$31,841	\$0	\$0	15,600	0	\$16,241	
184	Equipment Replacement Fund	\$2,568,891	\$25,000	\$1,044,716	714,476	0	\$2,924,132	
185	Information Technology	\$1,436,610	\$0	\$2,892,000	3,819,491	0	\$509,119	
191	Hangar Fund	\$0	\$0	\$0	0	0	\$0	
300	Water Enterprise	\$9,529,577	\$0	\$16,832,400	17,297,795	25,000	\$9,039,182	
301	Water Capital Fund	\$8,466,622	\$0	\$1,593,867	3,130,880	0	\$6,929,609	
302	Water Enterprise Emergency Fund	\$2,000,000	\$0	\$0	0	0	\$2,000,000	
305	2011 Water Revenue Bond Fund	\$282,047	\$0	\$0	0	0	\$282,047	
306	2013 Water Revenue Bond Fund	\$13,036,047	\$0	\$85,818	3,768,039	0	\$9,353,826	
431	Assessment Dist. 95-1 Construction	\$1,996,422	\$0	\$0	0	491,000	\$1,505,422	
433	CFD 04-1	\$1,080,375	\$0	\$1,309,455	1,415,319	0	\$974,511	
434	CFD 06-1 Construction	\$3,087,486	\$0	\$29,638	252,846	0	\$2,864,278	
435	CFD 06-1 Debt Service	\$5,746,497	\$0	\$3,445,319	3,520,000	0	\$5,671,816	
436	CFD 07-1 Debt Service	\$1,666,713	\$0	\$1,140,933	1,267,725	0	\$1,539,921	
437	CFD 07-1 Construction	\$1,142,924	\$0	\$4,896	549,016	0	\$598,804	
438	CFD 06-1 Annex Construction	\$0	\$0	\$0	0	0	\$0	
440	CFD 13-01	\$980	\$0	\$208,339	0	0	\$209,319	
441	CFD 14-01 Debt Service	\$3,291,939	\$0	\$1,492,070	1,443,175	0	\$3,340,834	
442	Special Tax B	\$8,872	\$0	\$3,690,600	0	3,690,600	\$8,872	
443	CFD 14-01 Construction	\$12,784,553	\$0	\$164,759	3,072,844	0	\$9,876,468	
561	MCAS 2010 TAB Proceeds	\$12,607,064	\$0	\$86,095	10,114,382	0	\$2,578,777	
570	Successor Agency (Trust Fund)	\$3,074,195	\$0	\$1,033,113	2,400,000	0	\$1,707,308	
571	PARS OPEB	\$1,000,159	\$0	\$0	0	0	\$1,000,159	
575	Tustin Housing Authority	\$2,672,551	\$986,343	\$418,365	1,252,787	0	\$2,824,472	
577	Inclusionary Housing Fee	\$0	\$0	\$525,701	0	0	\$525,701	
<b>TOTAL ALL FUNDS</b>		<b>\$259,465,738</b>	<b>\$9,152,195</b>	<b>\$112,853,381</b>	<b>\$181,063,632</b>	<b>\$9,152,195</b>	<b>\$191,255,487</b>	

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

**City of Tustin**  
**FY 2019-2021 Biennial Budget**  
**Year End Projected Fund Balance for ALL FUNDS**

Fund	Description	Projected Ending Balance  06/30/19	19/20 Proposed		19/20 Proposed		19/20 Proposed		Projected Ending Balance  06/30/20
			One-Time Transfer In / Cash	Revenues	Expenditures	One-Time Transfer Out			
100	General Fund	\$18,659,558	\$8,737,416	\$59,539,989	70,030,368	50,000		\$16,856,595	
101	General Fund - Emergency Fund	\$1,000,000	\$0	\$0	0	0		\$1,000,000	
186	Oblig Reimb Frm Successor Agency	\$1,975,216	\$0	\$11,000	0	1,986,216		(\$0)	
187	Backbone Fee Fund	\$26,600,210	\$0	\$500,000	21,577,135	0		\$5,523,075	
189	Land Held for Resale	\$47,580,071	\$0	\$3,000,000	24,070,250	3,398,300		\$23,111,521	
200	Capital Projects Fund—CIP	\$4,426,976	\$0	\$5,880,441	7,469,650	0		\$2,837,767	
120	CDBG	\$317,730	\$0	\$1,448,900	1,055,045	0		\$711,585	
129	Cable PEG Fees Fund	\$332,406	\$0	\$150,000	50,000	0		\$432,406	
130	Gas Tax	\$5,464,864	\$0	\$2,231,100	3,100,580	0		\$4,595,384	
131	Park Development	\$3,788,029	\$0	\$243,900	1,927,164	0		\$2,104,765	
132	Park Development Tustin Legacy	\$338,728	\$0	\$0	114,650	0		\$224,078	
133	SCAQMD	\$284,881	\$0	\$96,900	100,000	0		\$281,781	
134	Asset Forfeiture	\$47,282	\$0	\$0	0	0		\$47,282	
135	RNSP Asset Forfeiture	\$111,688	\$0	\$0	0	0		\$111,688	
136	Supplemental Law Enforcement	\$149,048	\$0	\$176,000	133,800	0		\$191,248	
137	Treasury RNSP Asset Forfeiture	\$5,839	\$0	\$0	0	0		\$5,839	
138	Measure M	\$51	\$0	\$0	0	0		\$51	
139	Measure M2	\$6,240,869	\$0	\$1,696,900	5,060,969	40,000		\$2,836,800	
140	Road Maint & Rehab Alloc	\$1,540,977	\$0	\$1,353,300	2,675,000	0		\$219,277	
141	Tustin LLD	\$11,000	\$551,000	\$669,000	1,220,000	0		\$11,000	
142	Tustin SL	\$1,843,889	\$0	\$1,160,000	460,500	500,000		\$2,043,389	
171	Solid Waste Fund	\$8,204	\$0	\$217,500	213,400	0		\$12,304	
180	Special Events	\$413,107	\$0	\$404,000	317,153	66,400		\$433,554	
181	Workers Compensation	\$2,424,998	\$0	\$1,084,300	1,105,110	0		\$2,404,188	
182	Liability	\$1,409,048	\$1,101,000	\$0	1,259,624	0		\$1,250,424	
183	Unemployment	\$16,241	\$50,000	\$0	25,000	0		\$41,241	
184	Equipment Replacement Fund	\$2,924,132	\$0	\$834,100	1,527,550	0		\$2,230,682	
185	Information Technology	\$509,119	\$225,000	\$3,364,600	3,594,100	0		\$504,619	
191	Hangar Fund	\$0	\$0	\$0	0	0		\$0	
300	Water Enterprise	\$9,039,182	\$0	\$16,919,000	18,522,230	0		\$7,435,952	
301	Water Capital Fund	\$6,929,609	\$0	\$1,590,000	5,798,762	0		\$2,720,847	
302	Water Enterprise Emergency Fund	\$2,000,000	\$0	\$0	0	0		\$2,000,000	
305	2011 Water Revenue Bond Fund	\$282,047	\$0	\$0	282,000	0		\$47	
306	2013 Water Revenue Bond Fund	\$9,353,826	\$0	\$0	9,326,498	0		\$27,328	
431	Assessment Dist. 95-1 Construction	\$1,505,422	\$0	\$0	0	551,000		\$954,422	
433	CFD 04-1	\$974,511	\$0	\$1,303,455	1,345,319	0		\$932,647	
434	CFD 06-1 Construction	\$2,864,278	\$0	\$3,000	2,862,846	0		\$4,432	
435	CFD 06-1 Debt Service	\$5,671,816	\$0	\$5,146,964	5,340,913	0		\$5,477,867	
436	CFD 07-1 Debt Service	\$1,539,921	\$0	\$1,129,647	1,122,725	0		\$1,546,843	
437	CFD 07-1 Construction	\$598,804	\$0	\$2,500	575,713	0		\$25,591	
438	CFD 06-1 Annex Construction	\$0	\$0	\$0	0	0		\$0	
440	CFD 13-01	\$209,319	\$0	\$0	0	0		\$209,319	
441	CFD 14-01 Debt Service	\$3,340,834	\$0	\$1,467,893	1,443,175	0		\$3,365,551	
442	Special Tax B	\$8,872	\$0	\$4,072,500	0	4,072,500		\$8,872	
443	CFD 14-01 Construction	\$9,876,468	\$0	\$0	9,844,150	0		\$32,318	
561	MCAS 2010 TAB Proceeds	\$2,578,777	\$0	\$0	1,717,703	0		\$861,074	
570	Successor Agency (Trust Fund)	\$1,707,308	\$0	\$0	0	0		\$1,707,308	
571	PARS OPEB	\$1,000,159	\$0	\$0	0	0		\$1,000,159	
575	Tustin Housing Authority	\$2,824,472	\$0	\$301,120	1,422,645	0		\$1,702,947	
577	Inclusionary Housing Fee	\$525,701	\$0	\$0	0	0		\$525,701	
	<b>TOTAL ALL FUNDS</b>	<b>\$191,255,487</b>	<b>\$10,664,416</b>	<b>\$115,998,008</b>	<b>\$206,691,726</b>	<b>\$10,664,416</b>		<b>\$100,561,769</b>	

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

**City of Tustin**  
**FY 2019-2021 Biennial Budget**  
**Year End Projected Fund Balance for ALL FUNDS**

Fund	Description	Projected Ending Balance  06/30/20	20/21	20/21	20/21	20/21	Projected Ending Balance  06/30/21
			Proposed	Proposed	Proposed	Proposed	
			One-Time Transfer In / Cash	Revenues	Expenditures	One-Time Transfer Out	
100	General Fund	\$16,856,595	\$9,029,100	\$60,507,610	72,014,309	0	\$14,378,996
101	General Fund - Emergency Fund	\$1,000,000	\$0	\$0	0	0	\$1,000,000
186	Oblig Reimb Frm Successor Agency	(\$0)	\$0	\$0	0	0	(\$0)
187	Backbone Fee Fund	\$5,523,075	\$0	\$500,000	6,021,147	0	\$1,928
189	Land Held for Resale	\$23,111,521	\$0	\$500,000	10,856,406	5,786,700	\$6,968,415
200	Capital Projects Fund—CIP	\$2,837,767	\$0	\$2,825,000	2,825,000	0	\$2,837,767
120	CDBG	\$711,585	\$0	\$552,900	522,845	0	\$741,640
129	Cable PEG Fees Fund	\$432,406	\$0	\$150,000	50,000	0	\$532,406
130	Gas Tax	\$4,595,384	\$0	\$2,224,100	1,598,180	0	\$5,221,304
131	Park Development	\$2,104,765	\$0	\$244,900	22,164	0	\$2,327,501
132	Park Development Tustin Legacy	\$224,078	\$0	\$0	0	0	\$224,078
133	SCAQMD	\$281,781	\$0	\$96,900	100,000	0	\$278,681
134	Asset Forfeiture	\$47,282	\$0	\$0	0	0	\$47,282
135	RNSP Asset Forfeiture	\$111,688	\$0	\$0	0	0	\$111,688
136	Supplemental Law Enforcement	\$191,248	\$0	\$176,000	140,500	0	\$226,748
137	Treasury RNSP Asset Forfeiture	\$5,839	\$0	\$0	0	0	\$5,839
138	Measure M	\$51	\$0	\$0	0	0	\$51
139	Measure M2	\$2,836,800	\$0	\$1,696,900	160,000	40,000	\$4,333,700
140	Road Maint & Rehab Alloc	\$219,277	\$0	\$1,353,300	0	0	\$1,572,577
141	Tustin LLD	\$11,000	\$551,000	\$669,000	1,220,000	0	\$11,000
142	Tustin SL	\$2,043,389	\$0	\$1,160,000	460,500	500,000	\$2,242,889
171	Solid Waste Fund	\$12,304	\$0	\$217,500	223,500	0	\$6,304
180	Special Events	\$433,554	\$0	\$404,000	317,153	66,400	\$454,001
181	Workers Compensation	\$2,404,188	\$0	\$1,084,300	1,148,299	0	\$2,340,189
182	Liability	\$1,250,424	\$1,101,000	\$0	1,254,418	0	\$1,097,006
183	Unemployment	\$41,241	\$0	\$0	25,000	0	\$16,241
184	Equipment Replacement Fund	\$2,230,682	\$0	\$834,100	728,500	0	\$2,336,282
185	Information Technology	\$504,619	\$517,000	\$2,892,500	3,413,800	0	\$500,319
191	Hangar Fund	\$0	\$0	\$0	0	0	\$0
300	Water Enterprise	\$7,435,952	\$0	\$16,919,000	18,964,950	0	\$5,390,002
301	Water Capital Fund	\$2,720,847	\$0	\$1,590,000	2,200,000	0	\$2,110,847
302	Water Enterprise Emergency Fund	\$2,000,000	\$0	\$0	0	0	\$2,000,000
305	2011 Water Revenue Bond Fund	\$47	\$0	\$0	0	0	\$47
306	2013 Water Revenue Bond Fund	\$27,328	\$0	\$0	0	0	\$27,328
431	Assessment Dist. 95-1 Construction	\$954,422	\$0	\$0	0	551,000	\$403,422
433	CFD 04-1	\$932,647	\$0	\$1,353,455	1,345,319	0	\$940,784
434	CFD 06-1 Construction	\$4,432	\$0	\$3,000	6,540	0	\$892
435	CFD 06-1 Debt Service	\$5,477,867	\$0	\$5,146,964	5,340,913	0	\$5,283,918
436	CFD 07-1 Debt Service	\$1,546,843	\$0	\$1,129,647	1,122,725	0	\$1,553,765
437	CFD 07-1 Construction	\$25,591	\$0	\$2,500	27,713	0	\$378
438	CFD 06-1 Annex Construction	\$0	\$0	\$0	0	0	\$0
440	CFD 13-01	\$209,319	\$0	\$0	0	0	\$209,319
441	CFD 14-01 Debt Service	\$3,365,551	\$0	\$1,467,893	1,443,175	0	\$3,390,269
442	Special Tax B	\$8,872	\$0	\$4,154,000	0	4,154,000	\$8,872
443	CFD 14-01 Construction	\$32,318	\$0	\$0	2,150	0	\$30,168
561	MCAS 2010 TAB Proceeds	\$861,074	\$0	\$0	241,290	0	\$619,784
570	Successor Agency (Trust Fund)	\$1,707,308	\$0	\$0	0	0	\$1,707,308
571	PARS OPEB	\$1,000,159	\$0	\$0	0	0	\$1,000,159
575	Tustin Housing Authority	\$1,702,947	\$0	\$301,120	1,420,945	100,000	\$483,122
577	Inclusionary Housing Fee	\$525,701	\$0	\$0	0	0	\$525,701
	<b>TOTAL ALL FUNDS</b>	<b>\$100,561,769</b>	<b>\$11,198,100</b>	<b>\$110,156,588</b>	<b>\$135,217,440</b>	<b>\$11,198,100</b>	<b>\$75,500,917</b>

## GENERAL FUND FUND BALANCE DETAIL

### FY 2018-2019

Projected Beginning Fund Balance	\$22,694,847
Projected Revenue	\$66,652,130
Projected Expense	(\$70,687,419)
Projected Undesignated/Ending Fund Balance	\$18,659,558

### FY 2019-2020

Projected Beginning Fund Balance	\$18,659,558
Proposed Revenue	\$68,277,405
Proposed Expense	(\$70,080,368)
Projected Undesignated/Ending Fund Balance	\$16,856,595

### FY 2020-2021

Projected Beginning Fund Balance	\$16,856,595
Proposed Revenue	\$69,536,710
Proposed Expense	(\$72,014,309)
Projected Undesignated/Ending Fund Balance	\$14,378,996

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 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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**FY 2018-2019 Projected**

## Balanced Budget

Transfer In	\$6,548,852
Planned Use of Excess Reserves	\$4,035,289
Revenue	\$60,103,278
Expenditures	(\$69,701,076)
Transfer Out	(\$986,343)
	<hr/>
	\$0

Projected General Fund Fund Balance \$18,659,558  
 Projected GF Reserves as % of GF Exp 26.8%

**FY 2019-2020 Proposed**

## Balanced Budget

Transfer In	\$8,737,416
Planned Use of Excess GF Balance	\$1,802,963
Revenue	\$59,539,989
Expenditures	(\$70,030,368)
Transfer Out	(\$50,000)
	<hr/>
	\$0

Projected General Fund Fund Balance \$16,856,595  
 Projected GF Reserves as % of GF Exp 24.1%

**FY 2020-2021 Proposed**

## Balanced Budget

Transfer In	\$9,029,100
Planned Use of Excess GF Balance	\$2,477,599
Revenue	\$60,507,610
Expenditures	(\$72,014,309)
Transfer Out	\$0
	<hr/>
	\$0

Projected General Fund Fund Balance \$14,378,996  
 Projected GF Reserves as % of GF Exp 20.0%





## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

## REVENUE SUMMARY

Revenue Summary		15/16	16/17	17/18	18/19	19/20	20/21
		Actual	Actual	Actual	Projected	Proposed	Proposed
100	<b>General Fund</b>	65,097,962	65,330,252	65,782,734	66,652,130	68,277,405	69,536,710
	<b>General Governmental Rev</b> 100 0	60,733,865	61,553,894	61,954,680	61,958,668	64,203,729	65,422,050
	<b>Community Development</b> 100 30	2,316,787	1,492,960	1,339,493	2,244,462	1,735,876	1,705,360
	<b>Public Works</b> 100 40	85,098	108,455	156,395	132,500	90,300	90,300
	<b>Police Services</b> 100 50	1,013,664	1,078,269	1,132,862	1,170,000	1,055,000	1,055,000
	<b>Fire Services</b> 100 55	21,240	19,791	21,714	15,000	15,000	15,000
	<b>Parks and Recreation</b> 100 70	927,309	1,076,883	1,177,590	1,131,500	1,177,500	1,249,000
100	<b>General Fund</b>	65,097,962	65,330,252	65,782,734	66,652,130	68,277,405	69,536,710
101	<b>Emergency Fund</b>	0	0	0	0	0	0
186	<b>Oblig Reimb Frm Successor Agency</b>	28,198	6,951	9,614	13,857	11,000	0
187	<b>Backbone Fee Fund</b>	2,089,375	17,021,531	1,870,656	500,000	500,000	500,000
189	<b>Land Held for Resale</b>	849,638	47,494,994	40,502,443	558,006	3,000,000	500,000
200	<b>Capital Projects Fund—CIP</b>	3,280,000	3,988,086	9,489,030	3,677,511	5,880,441	2,825,000
120	<b>CDBG</b>	591,513	641,679	570,729	1,775,839	1,448,900	552,900
129	<b>Cable PEG Fees</b>	348,007	135,168	155,701	130,000	150,000	150,000
130	<b>Gas Tax</b>	1,739,020	1,621,770	1,762,148	2,139,648	2,231,100	2,224,100
131	<b>Park Development</b>	1,360,139	271,260	469,794	1,097,470	243,900	244,900
132	<b>Park Development Tustin Legacy</b>	73,390	681,278	60,452	30,000	0	0
133	<b>SCAQMD</b>	104,620	106,276	106,132	96,900	96,900	96,900
134	<b>Asset Forfeiture</b>	1,352	2,889	14,879	0	0	0
135	<b>RNSP Asset Forfeiture</b>	161,078	67,703	56,506	24,000	0	0
136	<b>Supplemental Law Enforcement</b>	145,158	150,184	177,293	183,500	176,000	176,000
137	<b>Treasury RNSP Asset Forfeiture</b>	32,105	21	29	0	0	0
138	<b>Measure M</b>	38,484	2,896	593	0	0	0
139	<b>Measure M2</b>	2,924,327	2,645,296	7,300,317	1,867,589	1,696,900	1,696,900
140	<b>Road Maint &amp; Rehab Alloc</b>	0	0	482,663	1,367,900	1,353,300	1,353,300
141	<b>Tustin LLD</b>	1,345,804	1,138,231	1,173,321	1,131,000	1,220,000	1,220,000
142	<b>Tustin SL</b>	987,652	1,046,638	1,123,838	1,110,000	1,160,000	1,160,000
171	<b>Solid Waste</b>	0	0	0	73,134	217,500	217,500
180	<b>Special Events</b>	0	0	761,578	378,000	404,000	404,000
181	<b>Workers Compensation</b>	916,289	974,115	1,055,300	1,088,665	1,084,300	1,084,300
182	<b>Liability</b>	1,546,500	1,101,000	2,639,992	1,101,000	1,101,000	1,101,000
183	<b>Unemployment</b>	10,870	141	189	0	50,000	0
184	<b>Equipment Replacement Fund</b>	722,383	1,675,935	1,636,545	1,069,716	834,100	834,100
185	<b>Information Technology</b>	1,843,701	1,891,239	2,136,407	2,892,000	3,589,600	3,409,500
191	<b>Hangar Fund</b>	0	0	0	0	0	0
300	<b>Water Enterprise</b>	15,535,025	18,037,982	21,797,184	16,832,400	16,919,000	16,919,000
301	<b>Water Capital Fund</b>	4,119,698	1,556,740	1,577,057	1,593,867	1,590,000	1,590,000
302	<b>Water Enterprise Emergency Fund</b>	2,000,000	0	0	0	0	0
305	<b>2011 Water Revenue Bond Fund</b>	57,223	521,002	1,789	0	0	0
306	<b>2013 Water Revenue Bond Fund</b>	203,358	47,899	68,389	85,818	0	0
430	<b>Assessment Dist. 95-1</b>	0	0	0	0	0	0
431	<b>Assessment Dist. 95-1 Construction</b>	436,996	1,127	515	0	0	0
432	<b>Assessment Dist. 95-2 Debt Service</b>	0	0	0	0	0	0
433	<b>CFD 04-1</b>	1,299,985	1,300,234	729,101	1,309,455	1,303,455	1,353,455
434	<b>CFD 06-1 Construction</b>	4,600,921	328,651	81,099	29,638	3,000	3,000
435	<b>CFD 06-1 Debt Service</b>	64,792,474	5,159,795	3,415,011	3,445,319	5,146,964	5,146,964
436	<b>CFD 07-1 Debt Service</b>	16,968,346	1,128,058	989,649	1,140,933	1,129,647	1,129,647
437	<b>CFD 07-1 Construction</b>	1,373,307	83,835	410,646	4,896	2,500	2,500
438	<b>CFD 06-1 Annex Construction</b>	27	0	0	0	0	0
440	<b>CFD 13-1</b>	217,122	221,458	288,184	208,339	0	0
441	<b>CFD 14-1 Debt Service</b>	4,177,357	1,476,788	1,576,195	1,492,070	1,467,893	1,467,893
442	<b>Special Tax B</b>	3,434,342	3,477,056	3,582,585	3,690,600	4,072,500	4,154,000
443	<b>CFD 14-1 Construction</b>	26,425,788	90,651	1,734,035	164,759	0	0
561	<b>2010 MCAS TABs</b>	390,360	60,814	98,005	86,095	0	0
570	<b>Successor Agency (Trust Fund)</b>	5,150,511	9,303,261	4,849,268	1,033,113	0	0
571	<b>PARS OPEB</b>	0	0	1,000,159	0	0	0
575	<b>Tustin Housing Authority</b>	1,000,030	484,430	640,784	1,404,708	301,120	301,120
577	<b>Inclusionary Housing Fee</b>	0	0	141,402	525,701	0	0
	<b>TOTAL</b>	<b>238,420,436</b>	<b>191,275,314</b>	<b>182,319,940</b>	<b>122,005,576</b>	<b>126,662,424</b>	<b>121,354,688</b>

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

**EXPENDITURE SUMMARY**

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>100 General Fund</b>						
City Council	31,780	43,844	46,925	47,900	50,800	50,800
City Clerk	442,953	556,246	572,929	651,160	712,600	740,000
City Attorney	530,515	525,687	469,505	550,000	550,000	550,000
City Manager	817,467	623,042	669,599	752,400	713,400	751,300
Economic Development	556,288	984,720	1,230,869	1,481,695	1,399,985	1,446,285
Finance	1,140,417	1,264,772	1,330,785	1,533,600	1,573,100	1,628,500
Human Resources	717,706	719,394	842,504	923,430	1,012,515	1,145,806
Community Development	3,075,132	3,634,690	3,988,879	4,168,660	4,138,050	4,300,250
Public Works	11,030,648	12,792,824	12,438,619	15,676,886	15,020,350	14,984,200
Police Services	22,482,175	25,283,085	26,600,095	28,981,911	29,704,543	30,579,043
Fire Services	6,985,045	7,181,784	7,580,663	8,026,800	8,740,000	9,309,400
Parks and Recreation	3,342,600	3,651,681	3,947,514	4,383,709	4,511,225	4,592,425
Successor Agency / RDA	0	0	0	0	0	0
Non-Departmental, Other	7,722,047	6,197,264	8,055,472	3,509,268	1,953,800	1,936,300
<b>100 General Fund</b>	<b>58,874,774</b>	<b>63,459,032</b>	<b>67,774,357</b>	<b>70,687,419</b>	<b>70,080,368</b>	<b>72,014,309</b>
<b>101 Emergency Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>186 Oblg Reimb Frm Successor</b>	<b>1,339</b>	<b>1,528</b>	<b>1,324</b>	<b>600</b>	<b>1,986,216</b>	<b>0</b>
<b>187 Backbone Fee Fund</b>	<b>82,246</b>	<b>777,050</b>	<b>1,081,633</b>	<b>10,375,000</b>	<b>21,577,135</b>	<b>6,021,147</b>
<b>189 Land Held for Resale</b>	<b>45,552,220</b>	<b>30,806,222</b>	<b>20,194,647</b>	<b>34,371,306</b>	<b>27,468,550</b>	<b>16,643,106</b>
<b>200 Capital Projects Fund—CIP</b>	<b>3,280,154</b>	<b>5,574,150</b>	<b>8,118,626</b>	<b>4,234,003</b>	<b>7,469,650</b>	<b>2,825,000</b>
<b>120 CDBG</b>	<b>738,738</b>	<b>494,454</b>	<b>570,729</b>	<b>1,458,109</b>	<b>1,055,045</b>	<b>522,845</b>
<b>129 Cable PEG Fees</b>	<b>14,526</b>	<b>513,292</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>130 Gas Tax</b>	<b>1,645,889</b>	<b>1,702,170</b>	<b>1,527,700</b>	<b>2,320,080</b>	<b>3,100,580</b>	<b>1,598,180</b>
<b>131 Park Development</b>	<b>577,249</b>	<b>567,223</b>	<b>279,012</b>	<b>846,928</b>	<b>1,927,164</b>	<b>22,164</b>
<b>132 Park Develop. Tustin Legac</b>	<b>205,533</b>	<b>508,611</b>	<b>3,631,953</b>	<b>1,268,738</b>	<b>114,650</b>	<b>0</b>
<b>133 SCAQMD</b>	<b>153</b>	<b>198,172</b>	<b>159</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>134 Asset Forfeiture</b>	<b>351,514</b>	<b>27</b>	<b>2,989</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>135 RNSP Asset Forfeiture</b>	<b>144,302</b>	<b>38</b>	<b>54,324</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>136 Supplemntal Law Enforcem</b>	<b>107,675</b>	<b>113,512</b>	<b>239,953</b>	<b>135,639</b>	<b>133,800</b>	<b>140,500</b>
<b>137 Treasury RNSP Asset Forfei</b>	<b>26,375</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>138 Measure M</b>	<b>481</b>	<b>637,929</b>	<b>74,347</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>139 Measure M2</b>	<b>2,679,423</b>	<b>1,029,881</b>	<b>7,128,866</b>	<b>1,773,225</b>	<b>5,100,969</b>	<b>200,000</b>
<b>140 Road Maint &amp; Rehab Alloc</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135,000</b>	<b>2,675,000</b>	<b>0</b>
<b>141 Tustin LLD</b>	<b>1,484,075</b>	<b>1,056,423</b>	<b>1,096,963</b>	<b>1,120,000</b>	<b>1,220,000</b>	<b>1,220,000</b>
<b>142 Tustin SL</b>	<b>619,521</b>	<b>588,639</b>	<b>1,919,094</b>	<b>572,500</b>	<b>960,500</b>	<b>960,500</b>
<b>171 Solid Waste</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64,930</b>	<b>213,400</b>	<b>223,500</b>
<b>180 Special Events</b>	<b>0</b>	<b>0</b>	<b>390,668</b>	<b>398,853</b>	<b>383,553</b>	<b>383,553</b>
<b>181 Workers Compensation</b>	<b>1,559,194</b>	<b>1,012,490</b>	<b>1,174,605</b>	<b>974,735</b>	<b>1,105,110</b>	<b>1,148,299</b>
<b>182 Liability</b>	<b>821,377</b>	<b>760,243</b>	<b>2,255,147</b>	<b>1,087,787</b>	<b>1,259,624</b>	<b>1,254,418</b>
<b>183 Unemployment</b>	<b>17,913</b>	<b>10,653</b>	<b>3,723</b>	<b>15,600</b>	<b>25,000</b>	<b>25,000</b>
<b>184 Equipment Replacement Fu</b>	<b>1,566,584</b>	<b>2,456,129</b>	<b>2,410,484</b>	<b>714,476</b>	<b>1,527,550</b>	<b>728,500</b>
<b>185 Information Technology</b>	<b>1,563,396</b>	<b>1,588,440</b>	<b>1,845,795</b>	<b>3,819,491</b>	<b>3,594,100</b>	<b>3,413,800</b>
<b>300 Water Enterprise</b>	<b>19,821,091</b>	<b>16,464,730</b>	<b>16,583,484</b>	<b>17,322,795</b>	<b>18,522,230</b>	<b>18,964,950</b>
<b>301 Water Capital Fund</b>	<b>290,185</b>	<b>673,046</b>	<b>2,367,677</b>	<b>3,130,880</b>	<b>5,798,762</b>	<b>2,200,000</b>
<b>302 Water Emergency Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>305 2011 Water Rev Bond Fund</b>	<b>356,960</b>	<b>2,274,915</b>	<b>4,306,278</b>	<b>0</b>	<b>282,000</b>	<b>0</b>
<b>306 2013 Water Rev Bond Fund</b>	<b>9,689</b>	<b>10,629</b>	<b>1,628,472</b>	<b>3,768,039</b>	<b>9,326,498</b>	<b>0</b>
<b>430 Assess Dist. 95-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>431 Assess Dist. 95-1 Construct</b>	<b>745,200</b>	<b>550,000</b>	<b>539,264</b>	<b>491,000</b>	<b>551,000</b>	<b>551,000</b>
<b>432 Assess Dist. 95-2 Debt Serv</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>433 CFD 04-1</b>	<b>1,324,720</b>	<b>1,306,936</b>	<b>717,384</b>	<b>1,415,319</b>	<b>1,345,319</b>	<b>1,345,319</b>
<b>434 CFD 06-1 Construction</b>	<b>2,961,156</b>	<b>31,894</b>	<b>87,416</b>	<b>252,846</b>	<b>2,862,846</b>	<b>6,540</b>
<b>435 CFD 06-1 Debt Service</b>	<b>67,426,205</b>	<b>6,334,134</b>	<b>3,251,778</b>	<b>3,520,000</b>	<b>5,340,913</b>	<b>5,340,913</b>
<b>436 CFD 07-1 Debt Service</b>	<b>17,055,901</b>	<b>1,365,485</b>	<b>929,131</b>	<b>1,267,725</b>	<b>1,122,725</b>	<b>1,122,725</b>
<b>437 CFD 07-1 Construction</b>	<b>0</b>	<b>208,439</b>	<b>758,534</b>	<b>549,016</b>	<b>575,713</b>	<b>27,713</b>




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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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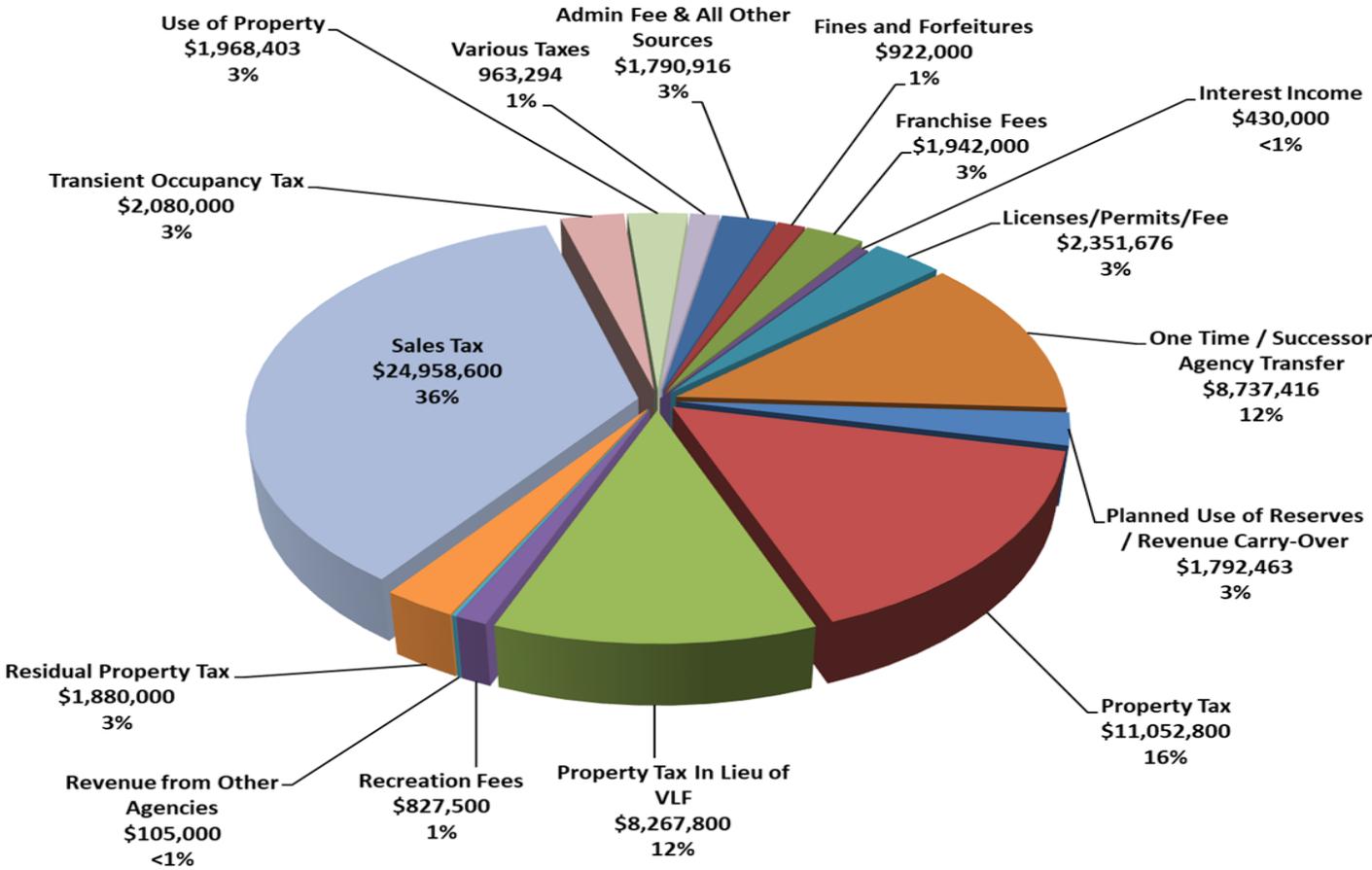
## EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
438 CFD 06-1 Annex Constructi	161,881	0	0	0	0	0
440 CFD 13-1	218,103	221,457	287,204	0	0	0
441 CFD 14-1	836,392	1,615,132	1,475,994	1,443,175	1,443,175	1,443,175
442 Special Tax B	3,427,578	3,477,116	3,573,713	3,690,600	4,072,500	4,154,000
443 CFD 14-1 Construction	132,730	3,997,097	3,653,154	3,072,844	9,844,150	2,150
561 2010 MCAS TABs	10,868,920	4,937,631	3,960,265	10,114,382	1,717,703	241,290
570 Successor Agency (Trust Fi	5,787,481	8,317,661	2,668,543	2,400,000	0	0
571 PARS OPEB	0	0	0	0	0	0
575 Tustin Housing Authority	292,495	361,844	416,804	1,252,787	1,422,645	1,520,945
577 Inclusionary Housing	0	0	0	0	0	0
<b>TOTAL</b>	<b>253,631,338</b>	<b>166,004,459</b>	<b>168,982,197</b>	<b>190,215,827</b>	<b>217,356,142</b>	<b>146,415,540</b>



# GENERAL FUND REVENUES

## FY 2019-20 General Fund Revenues

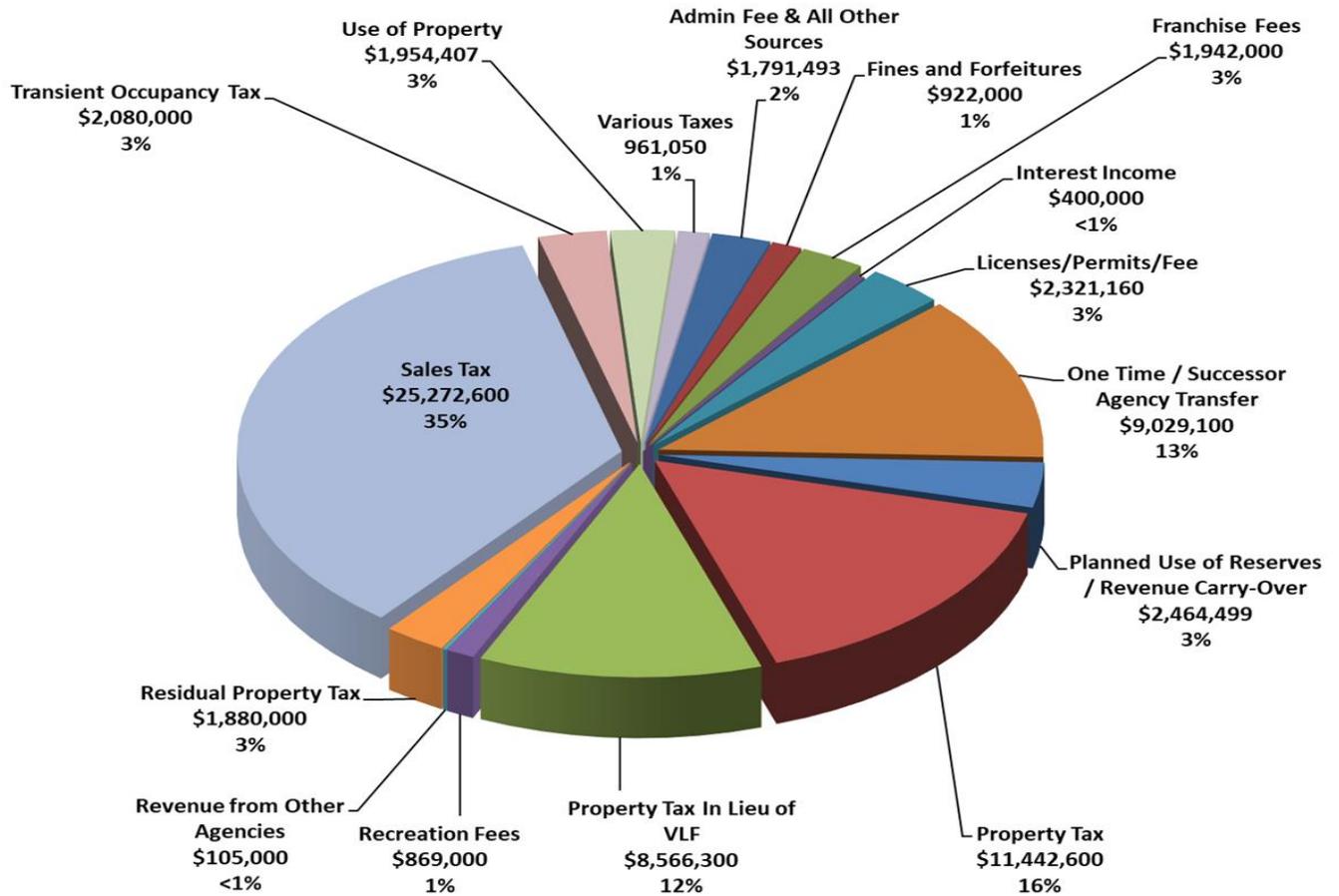


**\$70,069,868**



# GENERAL FUND REVENUES

## FY 2020-21 General Fund Revenues

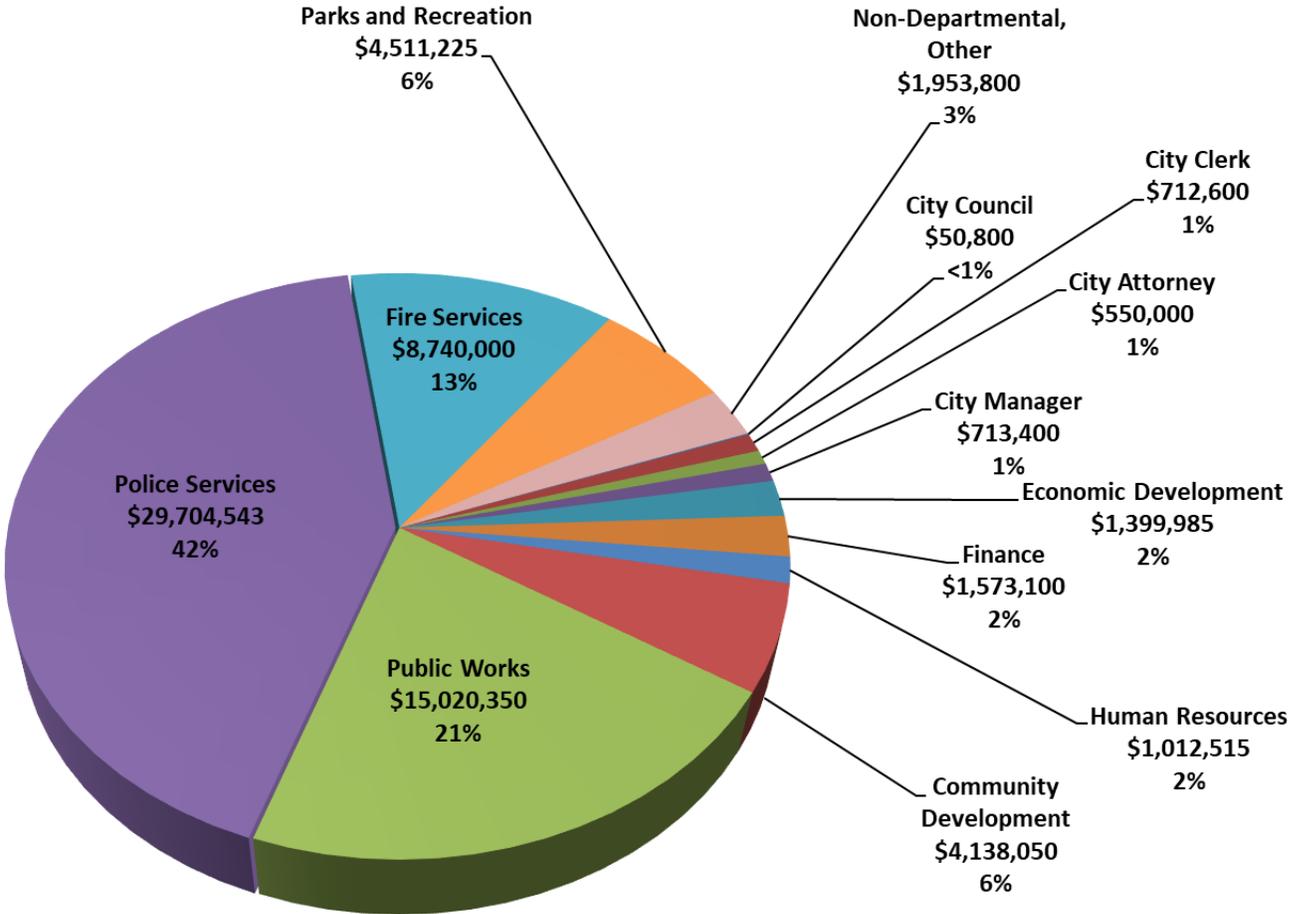


**\$72,001,209**



# GENERAL FUND EXPENSES

## FY 2019-20 General Fund Expenses

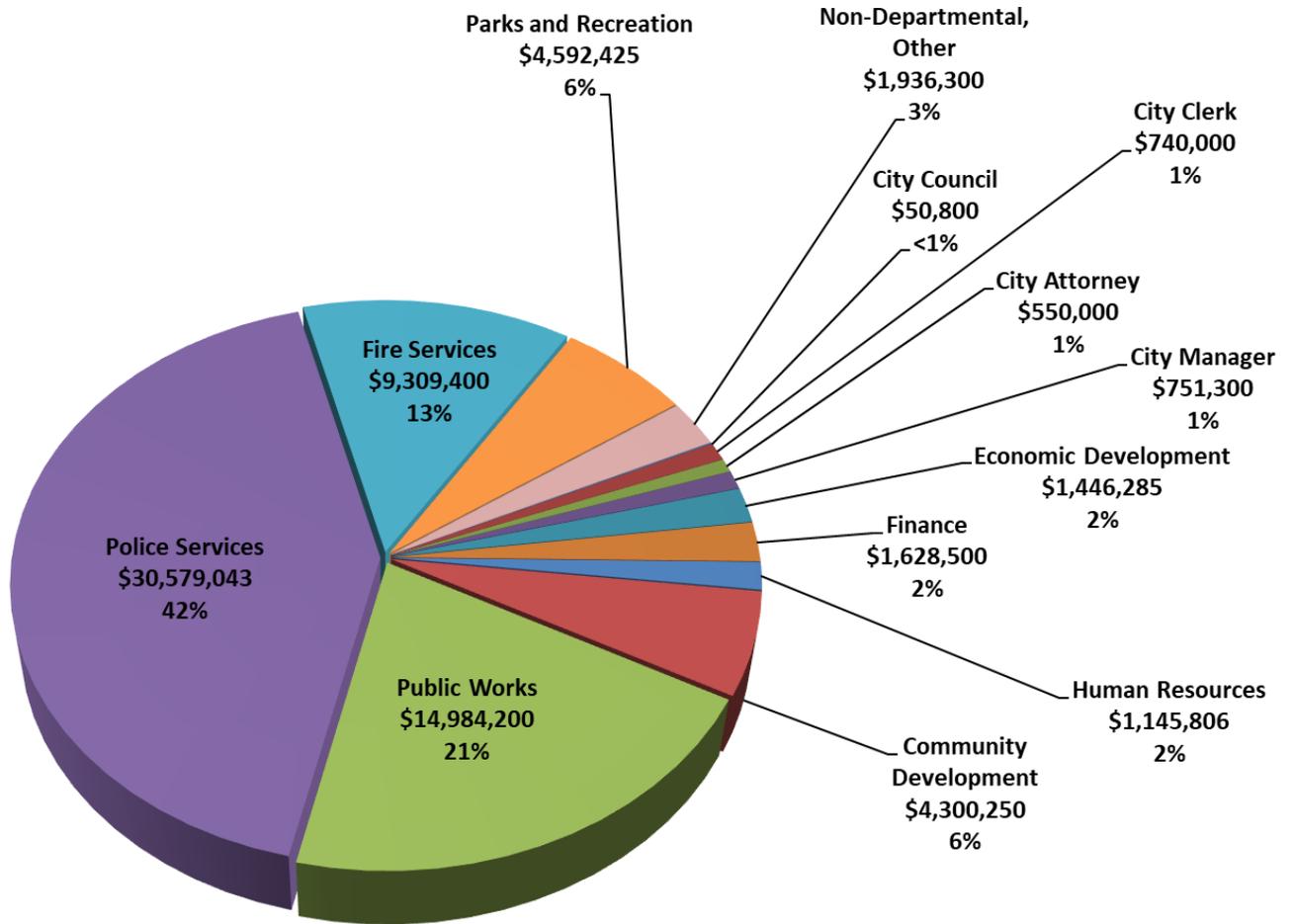


**\$70,080,368**



# GENERAL FUND EXPENSES

## FY 2020-21 General Fund Expenses

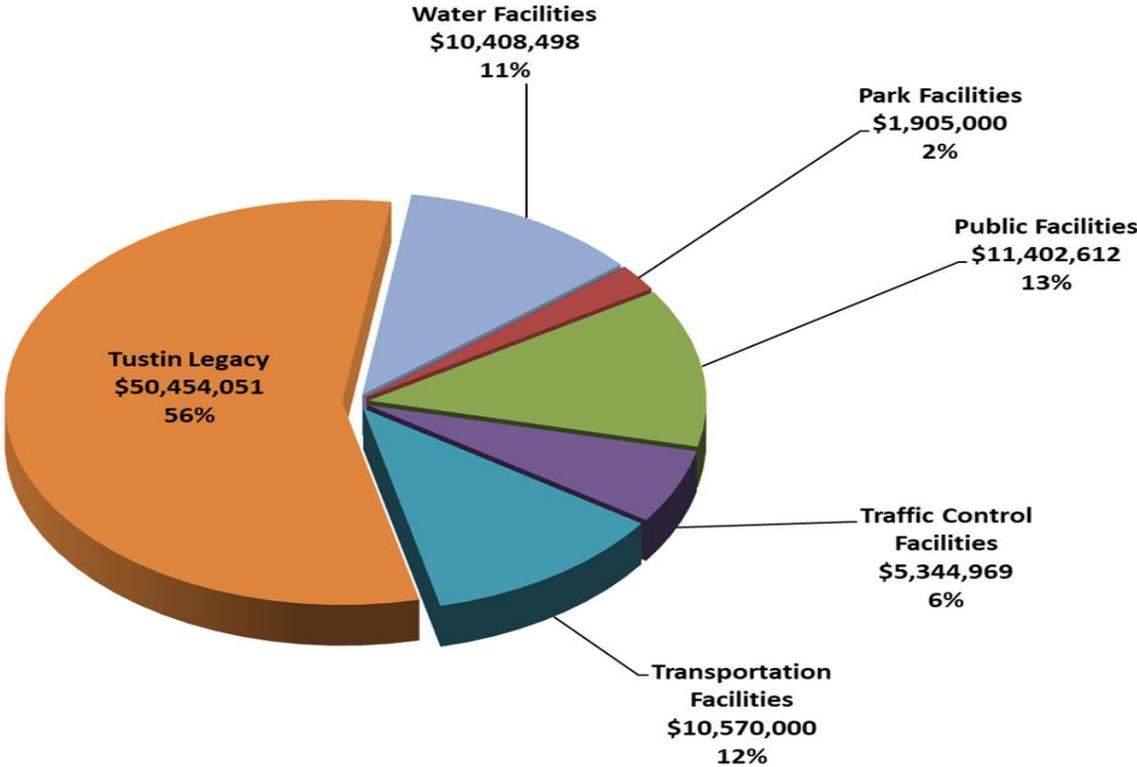


**\$72,014,309**



# CAPITAL IMPROVEMENT PROJECTS

## FY 2019-20 Capital Improvement Program



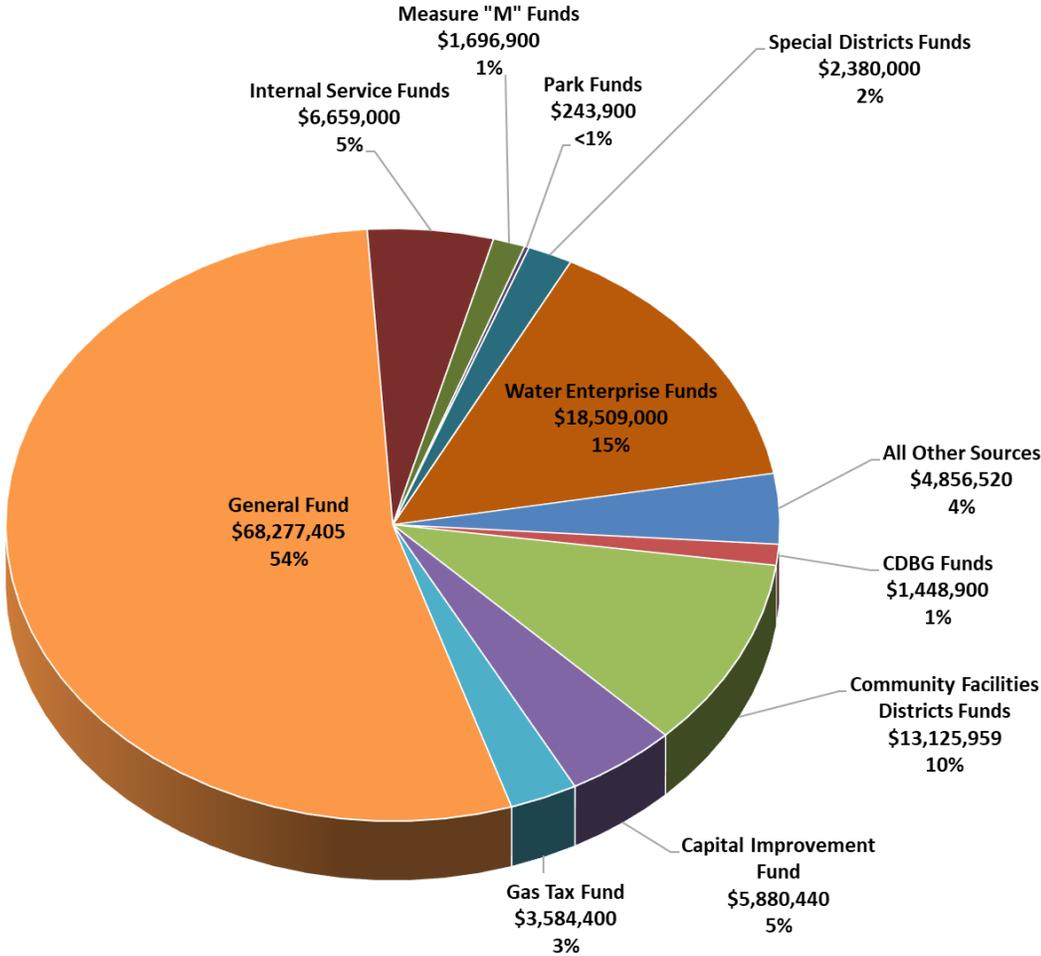
**\$90,085,130**





# TOTAL BUDGET REVENUES

## FY 2019-20 Total Budget Revenues

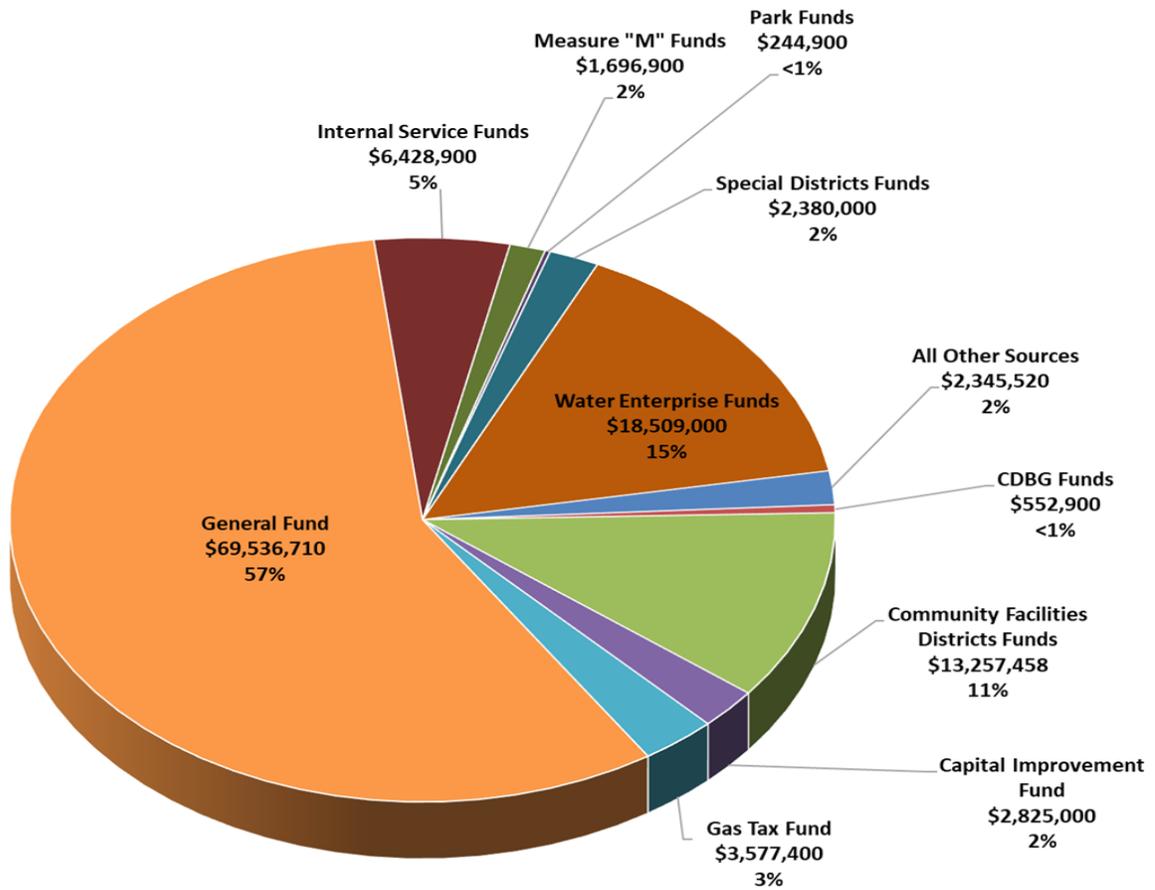


**\$126,662,424**



# TOTAL BUDGET REVENUES

## FY 2020-21 Total Budget Revenues

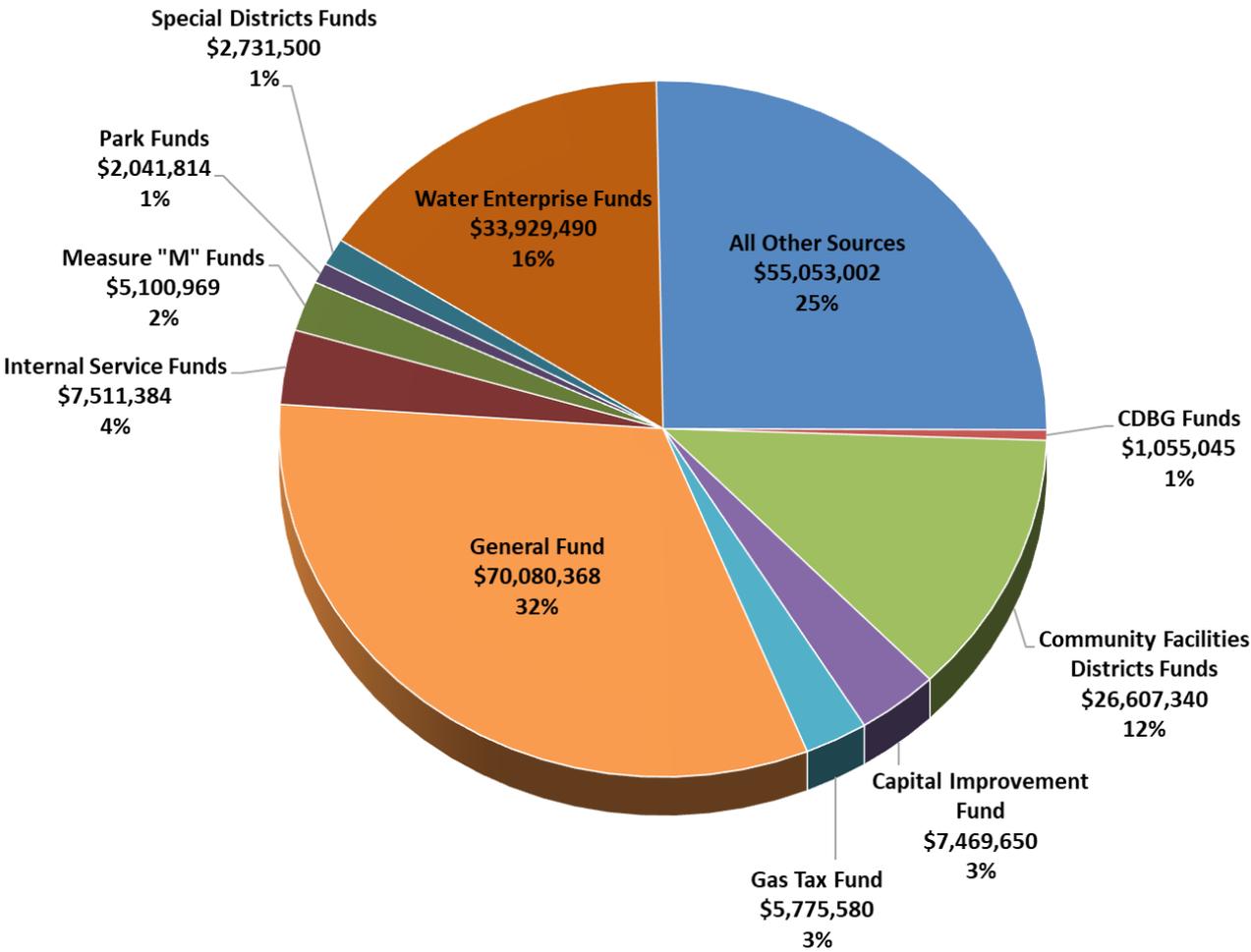


**\$121,354,688**



# TOTAL BUDGET EXPENSES

## FY 2019-20 Total Budget Expenses

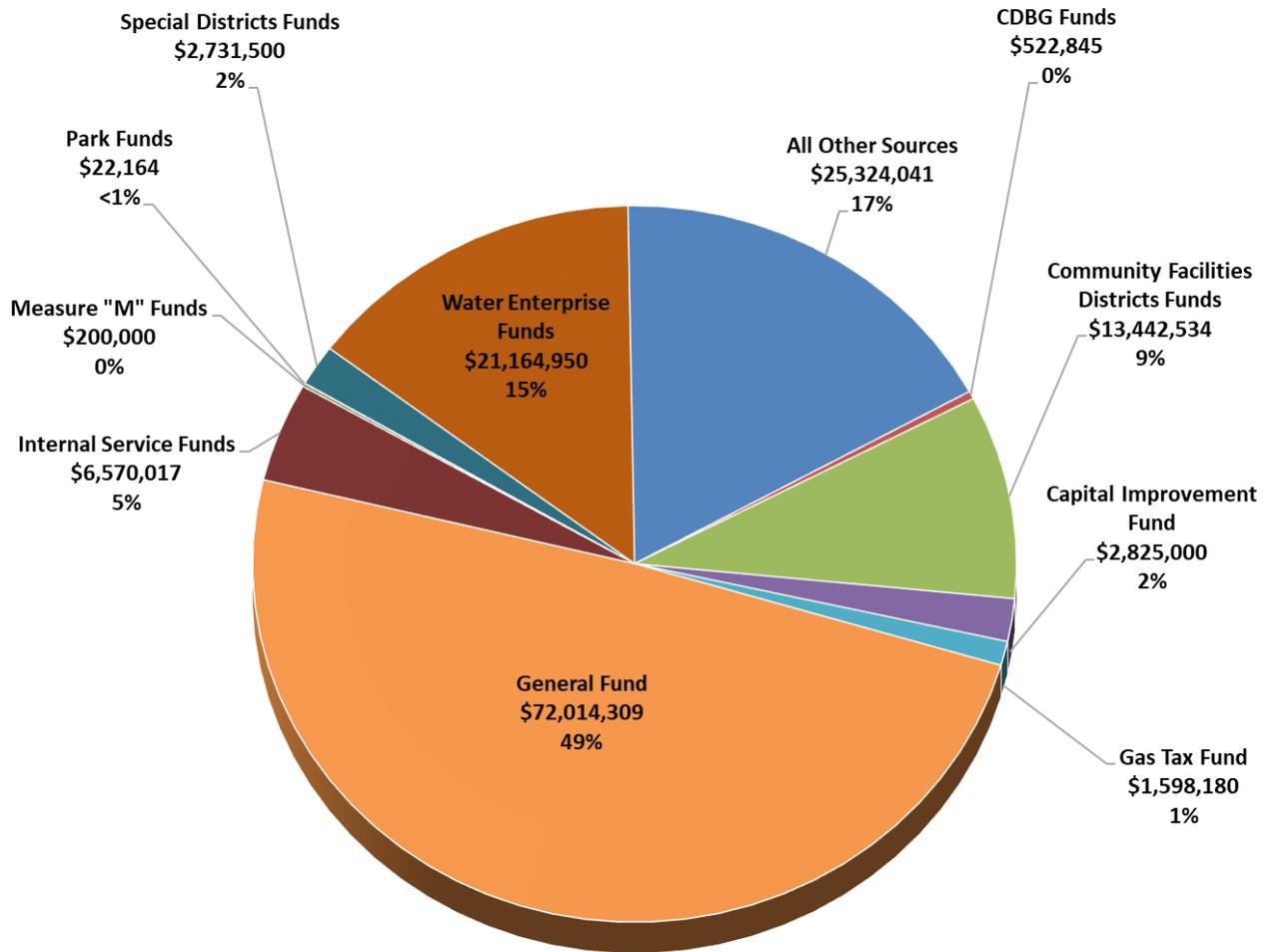


**\$217,356,142**



# TOTAL BUDGET EXPENSES

## FY 2020-21 Total Budget Expenses

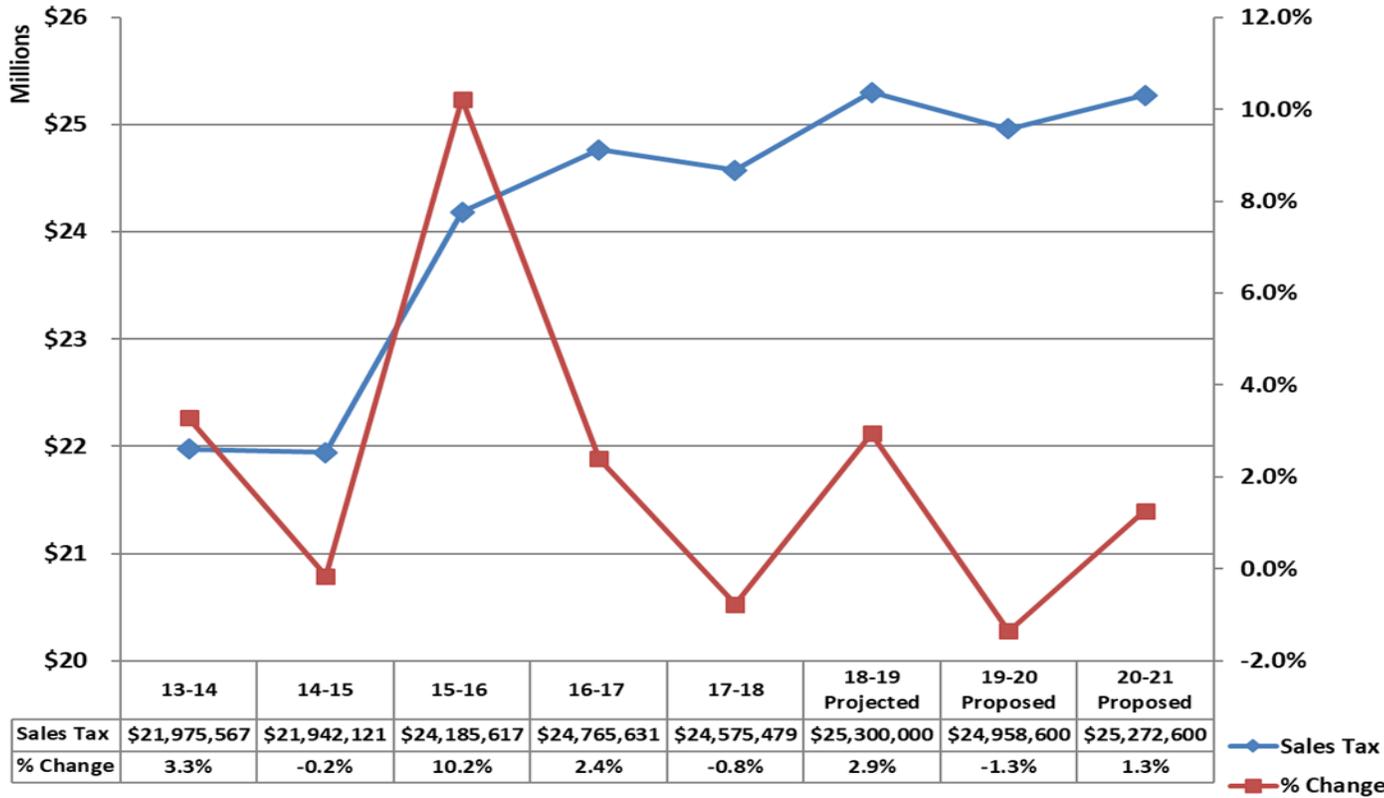


**\$146,415,540**



# SALES TAX REVENUE

## Sales Tax



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 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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# GANN LIMIT

## FY 2019-20 APPROPRIATIONS LIMIT

Article XIII B of the California Constitution (enacted with the passage of Proposition 4 in 1979 and modified with the passage of Proposition 111 in 1990) restricts the appropriations growth rate for cities and other local jurisdictions. The growth rate is tied to changes in the population and the change in California Per Capita Personal Income. On May 1, 2019, the State Department of Finance notified each city of the population changes and per capita personal income factor to be used in determining appropriation limits. Effective January 1, 2019, the change in the California Per Capita Personal Income is 3.85% and the change in Orange County's population is 0.29%. Attached is the City's calculation for the permitted appropriations growth rate based on the above information from the State. In accordance with state law, the FY 1986-87 appropriation limit is to be used as the base year in calculating annual appropriation limits thereafter. The City of Tustin's FY 2019-20 Appropriation Limit is 6.6067 times the base year limit of \$14,249,831, which equals \$94,144,067. Total appropriations for FY 2019-20, subject to the limitation equal \$70,080,368, which is \$24,063,699 below the City's FY 2019-20 Appropriations Limit.

### Exhibit A

#### City of Tustin

#### Appropriations Limits

Appropriations Limit for the Base Year Ending June 30, 1987: \$14,249,831

Fiscal Year	(a) Per Capita P. Income Change	(b) City/County Population Change	(a)×(b) Current Calculation Factor	Cumulative Factor	Amended Limit
2008-09	1.0429	1.0258	1.0698	4.3946	\$62,622,954
2009-10	1.0062	1.0147	1.0210	4.4869	\$63,937,481
2010-11	0.9746	1.0139	0.9881	4.4337	\$63,179,627
2011-12	1.0251	1.0039	1.0291	4.5627	\$65,018,020
2012-13	1.0377	1.0105	1.0486	4.7845	\$68,177,626
2013-14	1.0512	1.0178	1.0699	5.1189	\$72,944,017
2014-15	0.9977	1.0037	1.0014	5.1261	\$73,045,518
2015-16	1.0382	1.0160	1.0548	5.4070	\$77,049,230
2016-17	1.0537	1.0216	1.0765	5.8204	\$82,940,408
2017-18	1.0369	1.0069	1.0441	6.0769	\$86,594,316
2018-19	1.0367	1.0069	1.0439	6.3434	\$90,391,756
2019-20	1.0385	1.0029	1.0415	6.6067	\$94,144,067

#### 19-20 Factors as reported by the State Department of Finance

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Per Capita Personal Income change over Prior Year: 3.85%

Population Change:

City of Tustin: -0.47%

Orange County: 0.29%

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

## CLASSIFICATION PLAN – PERSONNEL BUDGETING

POSITION CONTROL REPORT	18-19 CURRENT BUDGET	18-19 YTD ACT	18-19 VACAN- CIES	19-20 PROPOSED BUDGET	19-20 NEW REQ	20-21 PROPOSED BUDGET	20-21 NEW REQ
<b>City Clerk</b>							
Administrative Assistant	2.50	2.50	-	2.50	-	2.50	-
City Clerk	1.00	1.00	-	1.00	-	1.00	-
Management Analyst I/II	1.00	1.00	-	1.00	-	1.00	-
	4.50	4.50	0.00	4.50	-	4.50	0.00
<b>LEGISLATION TOTAL</b>	<b>4.50</b>	<b>4.50</b>	<b>0.00</b>	<b>4.50</b>	<b>-</b>	<b>4.50</b>	<b>0.00</b>
<b>ADMINISTRATION</b>							
<b>City Manager's Office</b>							
City Manager	1.00	1.00	-	1.00	-	1.00	-
Assistant City Manager	1.00	0.00	(1.00)	1.00	-	1.00	-
Executive Assistant	1.00	1.00	-	1.00	-	1.00	-
Executive Coordinator	1.00	1.00	-	1.00	-	1.00	-
Senior Management Analyst	1.00	1.00	-	1.00	-	1.00	-
	5.00	4.00	(1.00)	5.00	-	5.00	0.00
<b>Economic Development</b>							
Executive Assistant	1.00	1.00	-	1.00	-	1.00	-
Deputy Director - Econ. Dev.	1.00	2.00	1.00	2.00	1.00	2.00	-
Director, Economic Development	0.00	0.00	-	-	-	-	-
Senior Management Analyst	2.00	1.00	(1.00)	1.00	(1.00)	1.00	-
Management Analyst II	1.00	1.00	-	1.00	-	1.00	-
Management Assistant	1.00	1.00	-	1.00	-	1.00	-
	6.00	6.00	0.00	6.00	-	6.00	0.00
<b>Finance</b>							
Accountant	1.00	1.00	-	1.00	-	1.00	-
Deputy Director - Finance	2.00	2.00	-	2.00	-	2.00	-
Director, Finance	1.00	1.00	-	1.00	-	1.00	-
Executive Assistant	1.00	1.00	-	1.00	-	1.00	-
Management Analyst I/II	1.00	1.00	-	1.00	-	1.00	-
Senior Accountant	1.00	1.00	-	1.00	-	1.00	-
Senior Management Assistant	2.00	2.00	-	2.00	-	2.00	-
Senior Accounting Specialist	1.00	1.00	-	1.00	-	1.00	-
	10.00	10.00	0.00	10.00	-	10.00	0.00

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

	18-19 CURRENT BUDGET	18-19 YTD ACT	18-19 VACAN- CIES	19-20 PROPOSED BUDGET	19-20 NEW REQ	20-21 PROPOSED BUDGET	20-21 NEW REQ
<b>POSITION CONTROL REPORT</b>							
<u>Human Resources</u>							
Administrative Assistant	0.50	0.50	-	0.50	-	0.50	-
Director, Human Resources	1.00	1.00	-	1.00	-	1.00	-
Management Analyst I/II	0.75	0.75	-	0.75	-	0.75	-
Management Assistant	2.00	2.00	-	2.00	-	2.00	-
Senior Management Analyst	1.00	1.00	-	1.00	-	1.00	-
	5.25	5.25	0.00	5.25	-	5.25	0.00
<u>Information Technology</u>							
IT Specialist	3.00	3.00	-	3.00	-	3.00	-
Senior Information Tech Specialist	2.00	0.00	(2.00)	2.00	-	2.00	-
	5.00	3.00	(2.00)	5.00	-	5.00	0.00
<b>ADMINISTRATION TOTAL</b>	<b>31.25</b>	<b>28.25</b>	<b>(3.00)</b>	<b>31.25</b>	<b>-</b>	<b>31.25</b>	<b>0.00</b>
 <b>COMMUNITY DEVELOPMENT</b>							
<u>Planning</u>							
Assistant Director, Comm. Dev.	1.00	1.00	-	1.00	-	1.00	-
Associate Planner	0.31	0.31	-	1.31	1.00	1.31	-
Assistant Planner	1.00	1.00	-	-	(1.00)	-	-
Director, Community Development	1.00	1.00	-	1.00	-	1.00	-
Executive Assistant	1.00	1.00	-	1.00	-	1.00	-
Principal Planner	1.00	1.00	-	1.00	-	1.00	-
Management Analyst II	1.00	1.00	-	1.00	-	1.00	-
Senior Planner	2.75	2.75	-	2.75	-	2.75	-
	9.06	9.06	0.00	9.06	0.00	9.06	0.00
<u>Building</u>							
Administrative Assistant	1.00	1.00	-	1.00	-	1.00	-
Assistant Director, Comm. Dev.	1.00	1.00	-	1.00	-	1.00	-
Building Inspector	1.00	1.00	-	1.00	-	1.00	-
Building Permit Technician	2.00	2.00	-	2.00	-	2.00	-
Principal Plan Check Engineer	1.00	1.00	-	1.00	-	1.00	-
Senior Building Inspector	2.00	1.00	(1.00)	2.00	-	2.00	-
	8.00	7.00	(1.00)	8.00	-	8.00	0.00
<u>Code Enforcement</u>							
Code Enforcement Officer	1.00	1.00	-	1.50	0.50	1.50	-
	1.00	1.00	0.00	1.50	0.50	1.50	0.00
<u>CDBG</u>							
Associate Planner	0.69	0.69	-	0.69	0.00	0.69	-
Code Enforcement Officer	1.00	1.00	-	1.00	-	1.00	-
Senior Planner	0.25	0.25	-	0.25	-	0.25	-
	1.94	1.94	0.00	1.94	0.00	1.94	0.00
<b>COMMUNITY DEVELOPMENT TOTAL</b>	<b>20.00</b>	<b>19.00</b>	<b>(1.00)</b>	<b>20.50</b>	<b>0.50</b>	<b>20.50</b>	<b>0.00</b>



## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

POSITION CONTROL REPORT	18-19 CURRENT BUDGET	18-19 YTD ACT	18-19 VACAN- CIES	19-20 PROPOSED BUDGET	19-20 NEW REQ	20-21 PROPOSED BUDGET	20-21 NEW REQ
<b>PUBLIC WORKS</b>							
<u>PW Administration</u>							
Deputy Pub. Works Director	1.00	1.00	-	1.00	-	1.00	-
Dir. Pub. Works/City Eng.	1.00	1.00	-	1.00	-	1.00	-
Executive Assistant	1.00	1.00	-	1.00	-	1.00	-
Public Works Manager	1.00	1.00	-	1.00	-	1.00	-
	4.00	4.00	0.00	4.00	0.00	4.00	0.00
<u>Engineering</u>							
Assistant Engineer	2.00	2.00	-	2.00	-	2.00	-
Management Assistant	1.00	1.00	-	0.00	(1.00)	0.00	-
Principal Engineer	2.00	1.00	(1.00)	2.00	-	2.00	-
Public Works Manager	1.00	1.00	-	1.00	-	1.00	-
Senior Management Assistant	1.00	1.00	-	2.00	1.00	2.00	-
Senior Public Works Inspector	2.00	2.00	-	2.00	-	2.00	-
	9.00	8.00	(1.00)	9.00	0.00	9.00	0.00
<u>Streets</u>							
Administrative Assistant	0.25	0.25	-	0.00	(0.25)	0.00	-
Management Assistant	0.00	0.00	-	0.25	0.25	0.25	-
Equipment Operator	3.00	3.00	-	3.00	-	3.00	-
Field Services Manager	0.25	0.25	-	0.25	-	0.25	-
Maintenance Leadworker	1.00	1.00	-	1.00	-	1.00	-
Maintenance Supervisor	0.50	0.50	-	0.50	-	0.50	-
Maintenance Worker	1.50	1.50	-	1.50	-	1.50	-
Senior Maintenance Worker	2.00	2.00	-	2.00	-	2.00	-
	8.50	8.50	0.00	8.50	0.00	8.50	0.00
<u>Landscape</u>							
Administrative Assistant	0.25	0.25	-	0.00	(0.25)	0.00	-
Management Assistant	0.00	0.00	-	0.25	0.25	0.25	-
Field Services Manager	0.25	0.25	-	0.25	-	0.25	-
Maintenance Leadworker	2.00	2.00	-	2.00	-	2.00	-
Maintenance Supervisor	3.00	3.00	-	3.00	-	3.00	-
Maintenance Worker	6.00	6.00	-	6.00	-	6.00	-
Senior Maintenance Worker	6.00	6.00	-	6.00	-	6.00	-
	17.50	17.50	0.00	17.50	0.00	17.50	0.00
<u>Water Quality</u>							
Senior Management Analyst	1.00	1.00	-	1.00	-	1.00	-
	1.00	1.00	0.00	1.00	0.00	1.00	0.00
<u>Vehicles</u>							
Administrative Assistant	0.25	0.25	-	0.00	(0.25)	0.00	-
Management Assistant	0.00	0.00	-	0.25	0.25	0.25	-
Equipment Mechanic	3.00	3.00	-	3.00	-	3.00	-
Field Services Manager	0.25	0.25	-	0.25	-	0.25	-
Maintenance Supervisor	1.00	1.00	-	1.00	-	1.00	-
Maintenance Worker	0.00	0.00	-	-	-	-	-
Sr. Maintenance Worker	1.00	1.00	-	-	(1.00)	-	-
	5.50	5.50	0.00	4.50	(1.00)	4.50	0.00

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

POSITION CONTROL REPORT	18-19 CURRENT BUDGET	18-19 YTD ACT	18-19 VACAN- CIES	19-20 PROPOSED BUDGET	19-20 NEW REQ	20-21 PROPOSED BUDGET	20-21 NEW REQ
<b>Facilities</b>							
Administrative Assistant	0.25	0.25	-	0.00	(0.25)	0.00	-
Management Assistant	0.00	0.00	-	0.25	0.25	0.25	-
Field Services Manager	0.25	0.25	-	0.25	-	0.25	-
Maintenance Leadworker	1.00	1.00	-	1.00	-	1.00	-
Sr. Maintenance Worker	1.00	1.00	-	2.00	1.00	2.00	-
Maintenance Supervisor	0.50	0.50	-	0.50	-	0.50	-
Maintenance Worker	0.00	0.00	-	-	-	-	-
	3.00	3.00	0.00	4.00	1.00	4.00	0.00
<b>PW Emergency Services</b>							
Administrative Assistant	0.00	0.00	-	0.00	-	0.00	-
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>PUBLIC WORKS TOTAL</b>	<b>48.50</b>	<b>47.50</b>	<b>(1.00)</b>	<b>48.50</b>	<b>0.00</b>	<b>48.50</b>	<b>0.00</b>
<b>POLICE</b>							
<b>Police Department Management Division</b>							
Police Civilian Commander	1.00	1.00	-	1.00	-	1.00	-
Deputy Police Chief	1.00	1.00	-	1.00	-	1.00	-
Executive Assistant	1.00	1.00	-	1.00	-	1.00	-
Managment Assistant	1.00	1.00	-	1.00	-	1.00	-
Police Captain	1.00	0.00	(1.00)	1.00	-	1.00	-
Police Chief	1.00	1.00	-	1.00	-	1.00	-
Police Lieutenant	1.00	1.00	-	-	(1.00)	-	-
	7.00	6.00	(1.00)	6.00	(1.00)	6.00	0.00
<b>City Operations</b>							
Police Lieutenant	0.00	0.00	-	1.00	1.00	1.00	-
Police Sergeant	0.00	0.00	-	3.00	3.00	3.00	-
Police Officer	0.00	0.00	-	18.00	18.00	18.00	-
Police Services Officer I, II, III	0.00	0.00	-	1.00	1.00	1.00	-
Police Records Specialist	0.00	0.00	-	1.00	1.00	1.00	-
	0.00	0.00	0.00	24.00	24.00	24.00	0.00
<b>North Area Patrol</b>							
Police Lieutenant	1.00	1.00	-	1.00	-	1.00	-
Police Officer	26.00	23.00	(3.00)	19.00	(7.00)	19.00	-
Police Sergeant	7.00	7.00	-	6.00	(1.00)	6.00	-
Police Services Officer I, II, III	1.00	1.00	-	-	(1.00)	-	-
	35.00	32.00	(3.00)	26.00	(9.00)	26.00	0.00
<b>South Area Patrol</b>							
Police Lieutenant	1.00	1.00	-	1.00	-	1.00	-
Police Officer	21.00	20.00	(1.00)	19.00	(2.00)	19.00	-
Police Sergeant	6.00	6.00	-	5.00	(1.00)	5.00	-
	28.00	27.00	(1.00)	25.00	(3.00)	25.00	0.00



2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

POSITION CONTROL REPORT	18-19 CURRENT BUDGET	18-19 YTD ACT	18-19 VACAN- CIES	19-20 PROPOSED BUDGET	19-20 NEW REQ	20-21 PROPOSED BUDGET	20-21 NEW REQ
<b><u>Special Operations</u></b>							
Police Lieutenant	1.00	1.00	-	1.00	-	1.00	-
Police Officer	22.00	19.00	(3.00)	12.00	(10.00)	12.00	-
Police Records Specialist	2.00	1.00	(1.00)	1.00	(1.00)	1.00	-
Police Sergeant	4.00	4.00	-	2.00	(2.00)	2.00	-
Police Services Officer I, II, III	4.00	3.00	(1.00)	4.00	-	4.00	-
	33.00	28.00	(5.00)	20.00	(13.00)	20.00	0.00
<b><u>Professional Standards</u></b>							
Police Lieutenant	1.00	1.00	-	1.00	-	1.00	-
Police Officer	1.00	1.00	-	2.00	1.00	2.00	-
Police Records Specialist	1.00	1.00	-	1.00	-	1.00	-
Police Sergeant	1.00	1.00	-	2.00	1.00	2.00	-
Police Services Officer I, II, III	3.00	3.00	-	3.00	-	3.00	-
Senior Management Analyst	1.00	1.00	-	1.00	-	1.00	-
	8.00	8.00	0.00	10.00	2.00	10.00	0.00
<b><u>Field Support</u></b>							
Communications Officer I, II	10.00	8.00	(2.00)	10.00	-	10.00	-
Communications Officer Lead	2.00	2.00	-	2.00	-	2.00	-
Police Services Officer I, II, III	7.00	7.00	-	7.00	-	7.00	-
Police Services Officer Supervisor	2.00	2.00	-	2.00	-	2.00	-
Police Support Services Manager	1.00	1.00	-	1.00	-	1.00	-
	22.00	20.00	(2.00)	22.00	-	22.00	0.00
<b><u>Operations Support</u></b>							
Police Fleet Coordinator	1.00	1.00	-	1.00	-	1.00	-
Police Records Specialist	8.00	5.00	(3.00)	7.00	(1.00)	7.00	-
Police Records Specialist Lead	2.00	2.00	-	2.00	-	2.00	-
Police Support Services Supervisor	2.00	2.00	-	2.00	-	2.00	-
Police Support Services Manager	1.00	1.00	-	1.00	-	1.00	-
Property And Evidence Specialist	2.00	1.00	(1.00)	2.00	-	2.00	-
Management Assistant	0.00	0.00	-	1.00	1.00	1.00	-
	16.00	12.00	(4.00)	16.00	-	16.00	0.00
<b>POLICE TOTAL</b>	<b>149.00</b>	<b>133.00</b>	<b>(16.00)</b>	<b>149.00</b>	<b>-</b>	<b>149.00</b>	<b>0.00</b>
<b><u>POLICE GRANT FUND</u></b>							
Crime Analyst (SLESF)	1.00	1.00	-	1.00	-	1.00	-
	1.00	1.00	0.00	1.00	-	1.00	0.00


**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

POSITION CONTROL REPORT	18-19 CURRENT BUDGET	18-19 YTD ACT	18-19 VACAN- CIES	19-20 PROPOSED BUDGET	19-20 NEW REQ	20-21 PROPOSED BUDGET	20-21 NEW REQ
<b>PARKS &amp; RECREATION</b>							
<u>P &amp; R Administration</u>							
Director, Parks & Recreation	1.00	1.00	-	1.00	-	1.00	-
Deputy Director of Parks & Rec	1.00	1.00	-	1.00	-	1.00	-
Executive Assistant	1.00	1.00	-	1.00	-	1.00	-
	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>-</b>	<b>3.00</b>	<b>0.00</b>
<u>Sports</u>							
Administrative Assistant	1.00	1.00	-	1.00	-	1.00	-
Recreation Coordinator	1.00	1.00	-	1.00	-	1.00	-
Recreation Supervisor	1.00	1.00	-	1.00	-	1.00	-
Recreation Program Specialist	1.00	1.00	-	1.00	-	1.00	-
	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>	<b>-</b>	<b>4.00</b>	<b>0.00</b>
<u>Classes/Cultural Arts</u>							
Recreation Coordinator	2.00	2.00	-	2.00	-	2.00	-
Administrative Assistant	1.00	1.00	-	1.00	-	1.00	-
	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>-</b>	<b>3.00</b>	<b>0.00</b>
<u>Senior Programs</u>							
Recreation Coordinator	1.00	1.00	-	1.00	-	1.00	-
Recreation Supervisor	1.00	1.00	-	1.00	-	1.00	-
Transportation Coordinator	2.00	2.00	-	2.00	-	2.00	-
	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>	<b>-</b>	<b>4.00</b>	<b>0.00</b>
<u>P &amp; R Support Services</u>							
Recreation Facilities Lead	2.00	2.00	-	2.00	-	2.00	-
	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>-</b>	<b>2.00</b>	<b>0.00</b>
<u>Tustin Youth Center</u>							
Recreation Coordinator	1.00	1.00	-	1.00	-	1.00	-
	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>-</b>	<b>1.00</b>	<b>0.00</b>
<b>PARKS &amp; RECREATION TOTAL</b>	<b>17.00</b>	<b>17.00</b>	<b>0.00</b>	<b>17.00</b>	<b>-</b>	<b>17.00</b>	<b>0.00</b>
<b>WATER ENTERPRISE</b>							
<u>Water Billing</u>							
Accounting Specialist	2.50	2.50	-	2.50	-	2.50	-
Senior Accounting Specialist	1.00	1.00	-	1.00	-	1.00	-
Senior Management Assistant	1.00	1.00	-	1.00	-	1.00	-
Code Enforcement Officer	1.00	1.00	-	1.00	-	1.00	-
Water Meter Reader	2.00	2.00	-	2.00	-	2.00	-
	<b>7.50</b>	<b>7.50</b>	<b>-</b>	<b>7.50</b>	<b>-</b>	<b>7.50</b>	<b>-</b>
<u>Water Administration</u>							
Administrative Assistant	1.00	1.00	-	1.00	-	1.00	-
Associate Engineer	1.00	0.00	(1.00)	1.00	-	1.00	-
Principal Engineer	1.00	1.00	-	1.00	-	1.00	-
Water Service Manager	2.00	2.00	-	2.00	-	1.00	(1.00)
Water Treatment Supervisor	0.25	0.25	-	0.25	-	0.25	-
	<b>5.25</b>	<b>4.25</b>	<b>(1.00)</b>	<b>5.25</b>	<b>-</b>	<b>4.25</b>	<b>(1.00)</b>



2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

POSITION CONTROL REPORT	18-19 CURRENT BUDGET	18-19 YTD ACT	18-19 VACAN- CIES	19-20 PROPOSED BUDGET	19-20 NEW REQ	20-21 PROPOSED BUDGET	20-21 NEW REQ
<b>Water Operations</b>							
Maintenance Worker	0.50	0.50	-	0.50	-	0.50	-
Water Const. Maint. Supervisor	1.00	1.00	-	1.00	-	1.00	-
Water Distribution Leadworker	1.00	1.00	-	1.00	-	1.00	-
Water Distribution Operator I, II	6.20	6.20	-	6.20	-	6.20	-
Water Equipment Operator	2.00	2.00	-	2.00	-	2.00	-
Water Treatment Operator II	0.50	0.50	-	0.50	-	0.50	-
Water Treatment Supervisor	0.13	0.13	-	0.13	-	0.13	-
	<b>11.33</b>	<b>11.33</b>	<b>0.00</b>	<b>11.33</b>	<b>-</b>	<b>11.33</b>	<b>0.00</b>
<b>Main Street Plant</b>							
Water Distribution Operator II	0.10	0.10	-	0.10	-	0.10	-
Water Treatment Operator II	1.25	1.25	-	1.25	-	1.25	-
Water Treatment Supervisor	0.13	0.13	-	0.13	-	0.13	-
	<b>1.48</b>	<b>1.48</b>	<b>0.00</b>	<b>1.48</b>	<b>-</b>	<b>1.48</b>	<b>0.00</b>
<b>17th St Desalter</b>							
Water Distribution Operator II	0.10	0.10	-	0.10	-	0.10	-
Water Treatment Operator II	1.25	1.25	-	1.25	-	1.25	-
Water Treatment Supervisor	0.25	0.25	-	0.25	-	0.25	-
	<b>1.60</b>	<b>1.60</b>	<b>0.00</b>	<b>1.60</b>	<b>-</b>	<b>1.60</b>	<b>0.00</b>
<b>Imported Water</b>							
Water Distribution Operator II	0.30	0.30	-	0.30	-	0.30	-
Water Treatment Operator II	0.50	0.50	-	0.50	-	0.50	-
Water Treatment Supervisor	0.00	0.00	-	0.00	-	0.00	-
	<b>0.80</b>	<b>0.80</b>	<b>0.00</b>	<b>0.80</b>	<b>-</b>	<b>0.80</b>	<b>0.00</b>
<b>Groundwater</b>							
Water Distribution Operator II	1.30	1.30	-	1.30	-	1.30	-
Water Treatment Operator II	0.50	0.50	-	0.50	-	0.50	-
Water Treatment Supervisor	0.25	0.25	-	0.25	-	0.25	-
	<b>2.05</b>	<b>2.05</b>	<b>0.00</b>	<b>2.05</b>	<b>-</b>	<b>2.05</b>	<b>0.00</b>
<b>WATER TOTAL</b>	<b>30.00</b>	<b>29.00</b>	<b>(1.00)</b>	<b>30.00</b>	<b>-</b>	<b>29.00</b>	<b>(1.00)</b>
<b>TOTAL CITY</b>	<b>301.25</b>	<b>279.25</b>	<b>(22.00)</b>	<b>301.75</b>	<b>0.50</b>	<b>300.75</b>	<b>(1.00)</b>



# GENERAL FUND REVENUE

# TUSTIN



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## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

# REVENUE SUMMARY

Revenue Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>100 General Fund</b>						
Property Tax in Lieu of VLF	6,746,211	7,097,968	7,601,801	7,998,300	8,267,800	8,566,300
Property Taxes	9,204,546	9,605,818	10,141,493	11,375,200	11,052,800	11,442,600
Residual Property Taxes	1,503,240	1,731,432	1,893,020	1,880,000	1,880,000	1,880,000
In Lieu-Prop Tax	18,859	27,089	27,631	28,184	28,916	29,493
AB 1290 Pass Thru	100,611	111,373	136,075	150,000	150,000	150,000
Special Tax B	0	0	0	0	0	0
Franchise Fees	1,952,370	2,069,925	1,897,922	1,939,000	1,942,000	1,942,000
Sales Tax Backfill	4,431,694	0	0	0	0	0
Sales and Use Tax	19,753,923	24,765,631	24,575,479	25,300,000	24,958,600	25,272,600
Sales Tax - Public Safety - Prop 172	327,993	367,515	350,455	330,000	330,000	330,000
Transient Occupancy Tax	1,554,754	1,609,318	1,575,830	1,600,000	2,080,000	2,080,000
Business License Fees	406,891	420,684	431,457	420,000	430,000	430,000
Real Property Transfer Tax	565,648	715,481	495,657	495,000	525,000	525,000
New Construction Tax	91,000	32,239	75,215	75,000	108,294	106,050
Planning Plan Check Fees	296,189	181,927	174,839	359,265	293,996	288,910
Building Permits & Plan Checks	1,887,517	1,177,729	1,048,246	1,768,297	1,319,980	1,294,550
Fees and Other Permits	191,596	283,675	291,303	364,900	307,700	307,700
Fines and Forfeitures	982,123	953,664	1,000,963	976,900	922,000	922,000
Interest Income	629,755	197,361	369,449	329,400	430,000	400,000
Use of property	1,084,709	1,297,633	1,473,228	1,633,150	1,968,403	1,954,407
POST Reimbursement	19,471	12,665	33,283	35,000	15,000	15,000
Revenue from Other Agencies	273,592	79,067	276,884	20,000	20,000	20,000
State Grants	22,487	47,902	27,889	51,000	20,000	20,000
Federal Grants	65,301	101,937	237,783	160,000	50,000	50,000
Sports Fees	277,014	281,152	289,786	285,000	290,000	304,000
Class Fees	304,987	339,818	330,796	325,000	330,000	350,000
Other Recreation Fees	198,840	204,277	206,772	206,500	207,500	215,000
Transfer In	9,818,397	8,896,775	8,582,837	6,548,852	8,737,416	9,029,100
Reimbursement from Other Funds	1,200,000	1,200,000	1,386,939	1,200,000	1,200,000	1,200,000
All Other Sources	1,188,244	1,520,196	849,702	798,182	412,000	412,000
<b>General Fund Total</b>	<b>65,097,962</b>	<b>65,330,252</b>	<b>65,782,734</b>	<b>66,652,130</b>	<b>68,277,405</b>	<b>69,536,710</b>



# GENERAL FUND EXPENDITURES

# TUSTIN



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# CITY COUNCIL

# TUSTIN



BUILDING OUR FUTURE  
HONORING OUR PAST



**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

**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 Committee, and Building Board of Appeals. The City Council also serves as the Board of Directors of the Tustin Public Financing Authority and of the Successor Agency.

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

**EXPENDITURE SUMMARY**

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>City Council</b>						
Personnel	0	0	0	0	0	0
Operations	31,780	43,844	46,925	47,900	50,800	50,800
Capital	0	0	0	0	0	0
	<u>31,780</u>	<u>43,844</u>	<u>46,925</u>	<u>47,900</u>	<u>50,800</u>	<u>50,800</u>



# CITY MANAGER

# TUSTIN

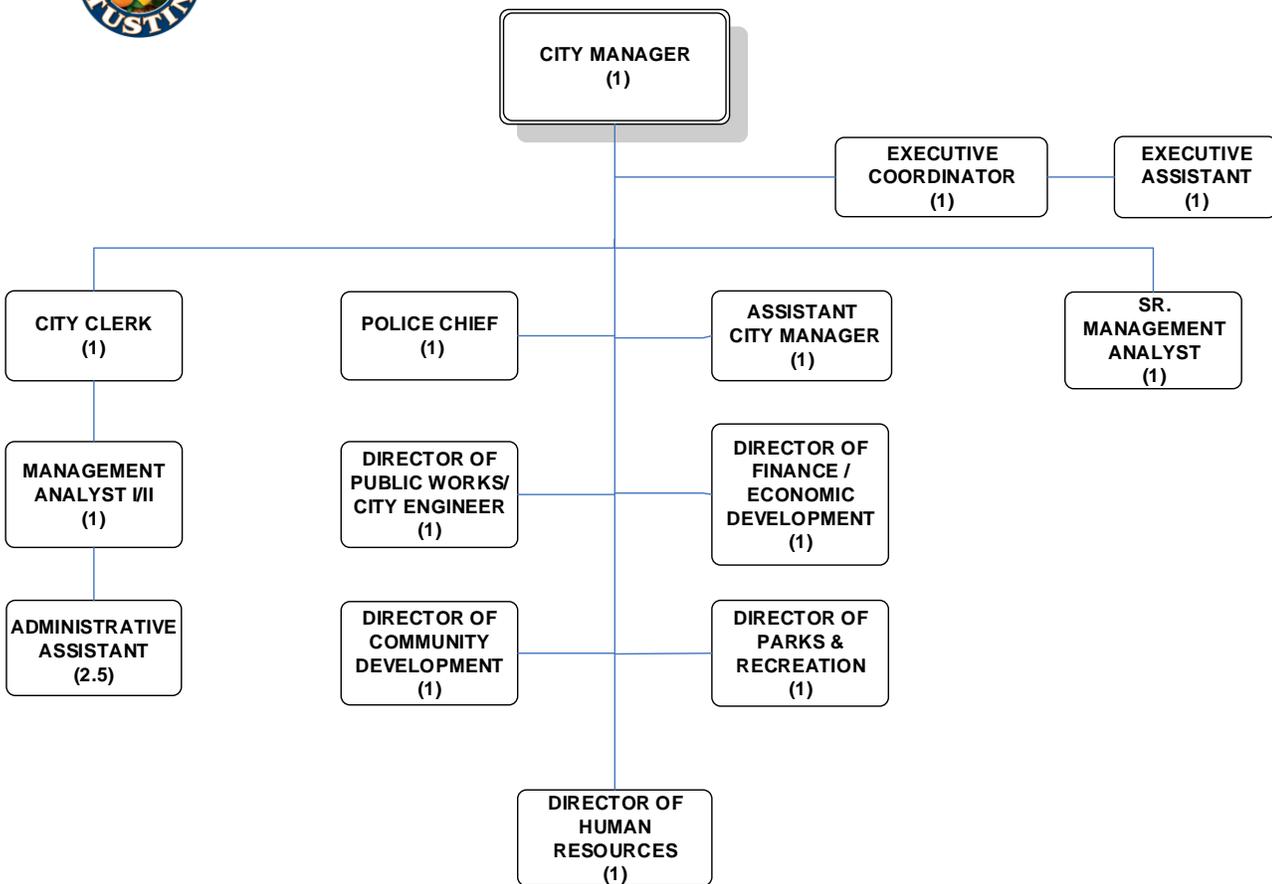


BUILDING OUR FUTURE  
HONORING OUR PAST



# CITY MANAGER'S OFFICE

## ORGANIZATIONAL CHART



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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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**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:**

1. Keep the City Council constantly apprised as to the status of City programs and activities;
2. Respond to, and resolve, citizen complaints concerning City services;
3. Provide staff support, when required, to members of the City Council serving on regional agencies;
4. 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;
5. Submit to the City Council the Fiscal Year 2019-21 operating and seven-year capital improvement budgets;
6. Provide management oversight of economic development and housing programs;
7. Serve as the Director of the Local Reuse Authority for the former MCAS Tustin;
8. Serve as the Master Developer for City properties at Tustin Legacy;
9. Manage the City's public communications program.

## EXPENDITURE SUMMARY

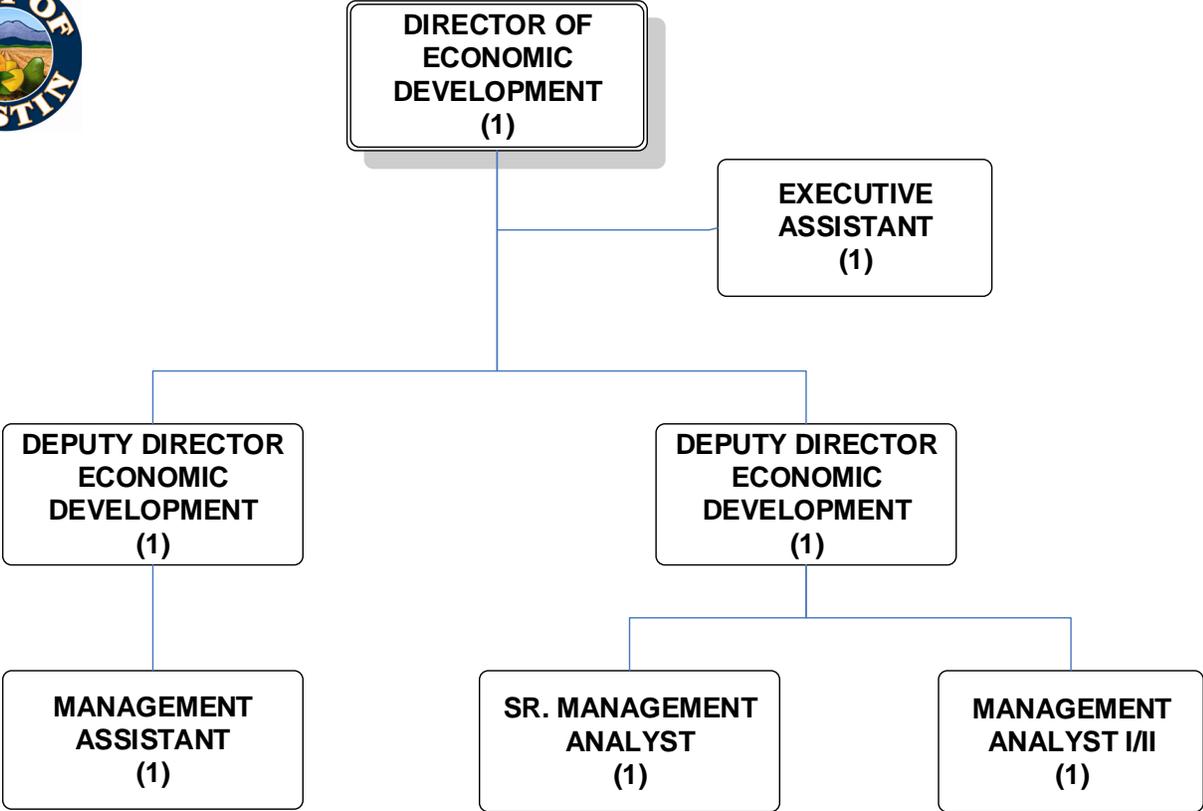
<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>City Manager</b>						
Personnel	734,527	523,887	568,153	642,900	641,800	683,900
Operations	82,941	99,155	101,446	109,500	71,600	67,400
Capital	0	0	0	0	0	0
	<b>817,467</b>	<b>623,042</b>	<b>669,599</b>	<b>752,400</b>	<b>713,400</b>	<b>751,300</b>



# ECONOMIC DEVELOPMENT



# ECONOMIC DEVELOPMENT ORGANIZATIONAL CHART



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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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**DESCRIPTION**

The Economic Development Department provides leadership as the Master Developer of Tustin Legacy, assists businesses and property owners, manages City real estate, facilitates workforce housing, and oversees Successor Agency activities.

**TASKS**

1. Master Developer of Tustin Legacy
  - a. Land use planning and project identification
    - Concept plans
    - Feasibility analysis
  - b. Implement Disposition Strategy
    - Negotiations
    - Project monitoring
  
2. Assist Business and Property Owners
  - a. Facilitate relationship with Tustin Chamber of Commerce
  - b. Host business workshops
  - c. Provide business resources on City website
  - d. Assist property owners through:
    - Retail recruitment
    - Development review
    - Relationship building
  
3. Manage City Real Estate
  - a. Manage short- and long-term uses of City -owned property
    - Tustin Legacy
    - Pacific Center East
    - Old Town
  
4. Facilitate Workforce Housing
  - a. Manage 279 affordable ownership units
  - b. Oversee 468 affordable rental units
  - c. Create/facilitate opportunities for new workforce, senior and homeless housing units
  - d. Coordinate housing policy

**EXPENDITURE SUMMARY**

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Economic Development Division</b>						
Personnel	421,119	848,068	886,721	980,000	1,005,400	1,070,600
Operations	128,528	136,651	344,148	501,695	394,585	375,685
Capital	6,641	0	0	0	0	0
	<b>556,288</b>	<b>984,720</b>	<b>1,230,869</b>	<b>1,481,695</b>	<b>1,399,985</b>	<b>1,446,285</b>

# SUCCESSOR AGENCY



## **DESCRIPTION**

The Successor Agency to the former Tustin Community Redevelopment Agency (RDA) was formed on February 1, 2012 as the RDA was dissolved by AB X1 26. The Successor Agency is tasked with winding down the former RDA. The Successor Agency can only pay enforceable obligations that are on the Recognized Obligation Payment Schedule (ROPS) that have been approved by the State Department of Finance (DoF). The ROPS needs to be approved by the Oversight Board and DoF annually. The dissolution act included a provision for administrative costs associated with the winding down of the former redevelopment agency and, as such, a transfer to \$250,000 was included in the budget to offset some General Fund costs.

Approved ROPS can be found on the Successor Agency Website at [www.tustinca.org](http://www.tustinca.org)

## **RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS)**

The Successor Agency received a letter dated September 4, 2018 from the State Department of Finance on the Last and Final Recognized Obligation Payment Schedule. The total approved obligation is associated with the use of reserve balances in the Successor Agency Fund. The following table shows the reconciliation of the ROPS approval:

### **ROPS 19-20**

Total RPTTF Request:	\$	3,912,825
Total DOF Denials:	\$	0
Administrative Allowance:	\$	23,376
<hr/>		
Total RPTTF Amount Approved:	\$	3,936,201
Amount Reclassified to Other Funds/Reserve Balance:	\$	0
Other Adjustments:	\$	0
<hr/>		
Total RPTTF Distributed to Successor Agency:	\$	3,936,201

# CITY CLERK

# TUSTIN



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HONORING OUR PAST

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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**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:**

1. Coordinate the preparation and distribution of official City Council agendas;
2. Maintain a centralized records management system or contracts/agreements, deeds, resolutions, ordinances, and other City documents;
3. Process public records requests;
4. Conduct municipal elections in accordance with the Tustin City Code, the Elections Code, and the Political Reform Act of 1974;
5. Serve as filing officer for Campaign Disclosure and conflict of interest statements required by the Fair Political Practices Commission;
6. Coordinate legislative updates in the Tustin City Code;
7. Administer the recruitment process for the City's Planning Commission, the Community Services Commission, Audit Commission, Building Board of Appeals, and Public Art Committee;
8. Implement the City's Citizen Academy program;
9. Process legal documents, including: liability claims, subpoenas, summons, appeals, and petitions;
10. Prepare and coordinate ceremonial recognitions such as presentations during the City Council meeting, proclamations and certificates of recognition;
11. Publish legal notices;
12. Provide citywide phone reception services;
13. Provide citywide duplication, scanning services and mail delivery;
14. Maintain subscription and distribution of City Council and Planning Commission agendas and minutes;
15. Receive bids and RFPs for city projects and conduct bid openings respectively;
16. Manage the citywide public shredding program;
17. 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;
18. Manage the electronic document imaging system (Laserfiche).

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>City Clerk</b>						
Personnel	365,607	406,146	448,172	497,700	533,900	566,900
Operations	76,542	142,907	122,384	146,100	173,700	168,100
Capital	804	7,193	2,373	7,360	5,000	5,000
	<b>442,953</b>	<b>556,246</b>	<b>572,929</b>	<b>651,160</b>	<b>712,600</b>	<b>740,000</b>

# CITY ATTORNEY

# TUSTIN



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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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**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:**

1. Attend City Council, Redevelopment Agency, Planning Commission and Audit Commission meetings for the purpose of providing legal advice;
2. Review and prepare ordinances, resolutions, franchises, agreements, contracts and other documents;
3. Provide legal advice to City departments;
4. Represent the City in court proceedings;
5. Review and monitor general liability claims processed by the City's claims administrator.

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>City Attorney</b>						
Personnel	0	0	0	0	0	0
Operations	530,515	525,687	469,505	550,000	550,000	550,000
Capital	0	0	0	0	0	0
	<u>530,515</u>	<u>525,687</u>	<u>469,505</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>

# FINANCE

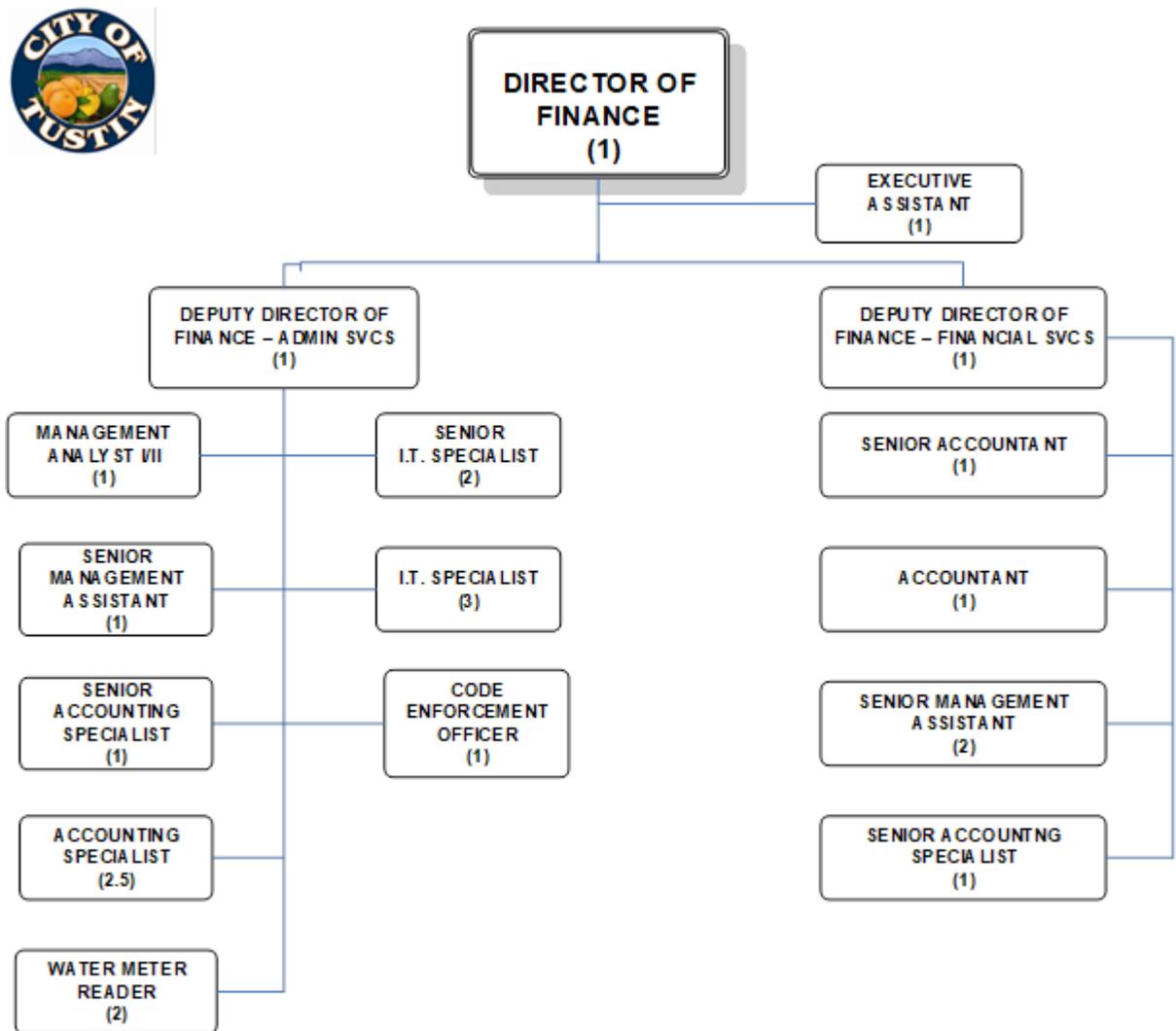
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# FINANCE DEPARTMENT'S ORGANIZATIONAL CHART



**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

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**DESCRIPTION:**

The Finance Division provides treasury services, financial services, accounts payable, purchasing, customer service, cashiering, and accounting support for the City, the Successor Agency to the Tustin Community Redevelopment Agency, the Water Utility and the City's Special Assessment Districts. It is responsible for recording the financial activities of the City in accordance with generally accepted accounting principles and standards of the Government Accounting Standards Board.

**TASKS:**

1. Deposit, monitor and record all revenues of the City.
2. Responsible for the City's cash management.
3. Maintain the General Ledger and all financial records;
4. Ensure proper internal controls are in place throughout the City Departments.
5. Serve as the City Treasurer and invest and manage the City's funds.
6. Provide management support for Water Utility billing.
7. Prepare the quarterly investment reports.
8. Complete the State Controller's Annual Report of Operations, Annual Street Report and other reports as required.
9. Monitor the City's Fixed Asset Accounting System.
10. Administer the payroll, accounts receivable and accounts payable functions.
11. Prepare the annual Operating and Capital Improvement Budget.
12. Represent the City and provide information for various City, County, State and federal audits.
13. Assist in the formation and administration of special assessment districts created to finance public infrastructure at the Tustin Legacy project.
14. Prepare the Comprehensive Annual Financial Report to the City.
15. Manage debt service and issue bonds when appropriate.

**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Finance</b>						
Personnel	940,027	899,217	1,033,714	1,182,900	1,231,000	1,301,200
Operations	199,908	365,555	297,071	348,200	339,100	324,300
Capital	482	0	0	2,500	3,000	3,000
	<u>1,140,417</u>	<u>1,264,772</u>	<u>1,330,785</u>	<u>1,533,600</u>	<u>1,573,100</u>	<u>1,628,500</u>

# HUMAN RESOURCES

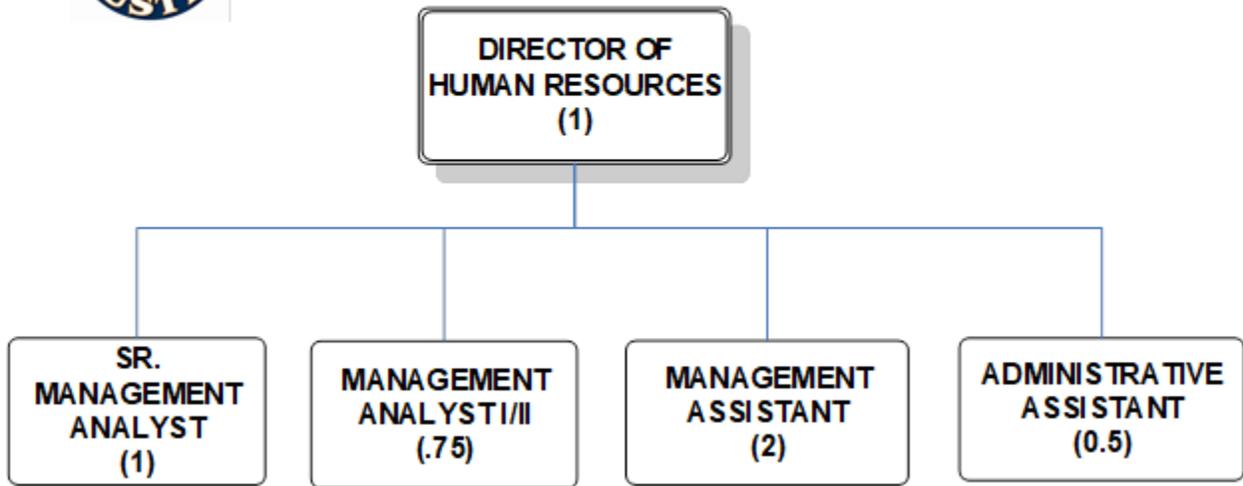
# TUSTIN



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# HUMAN RESOURCES

## ORGANIZATIONAL CHART



**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

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**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:**

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

**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Human Resources</b>						
Personnel	552,245	559,377	623,771	699,405	746,540	792,731
Operations	165,461	160,016	218,733	224,025	265,975	353,075
Capital	0	0	0	0	0	0
	717,706	719,394	842,504	923,430	1,012,515	1,145,806

# COMMUNITY DEVELOPMENT

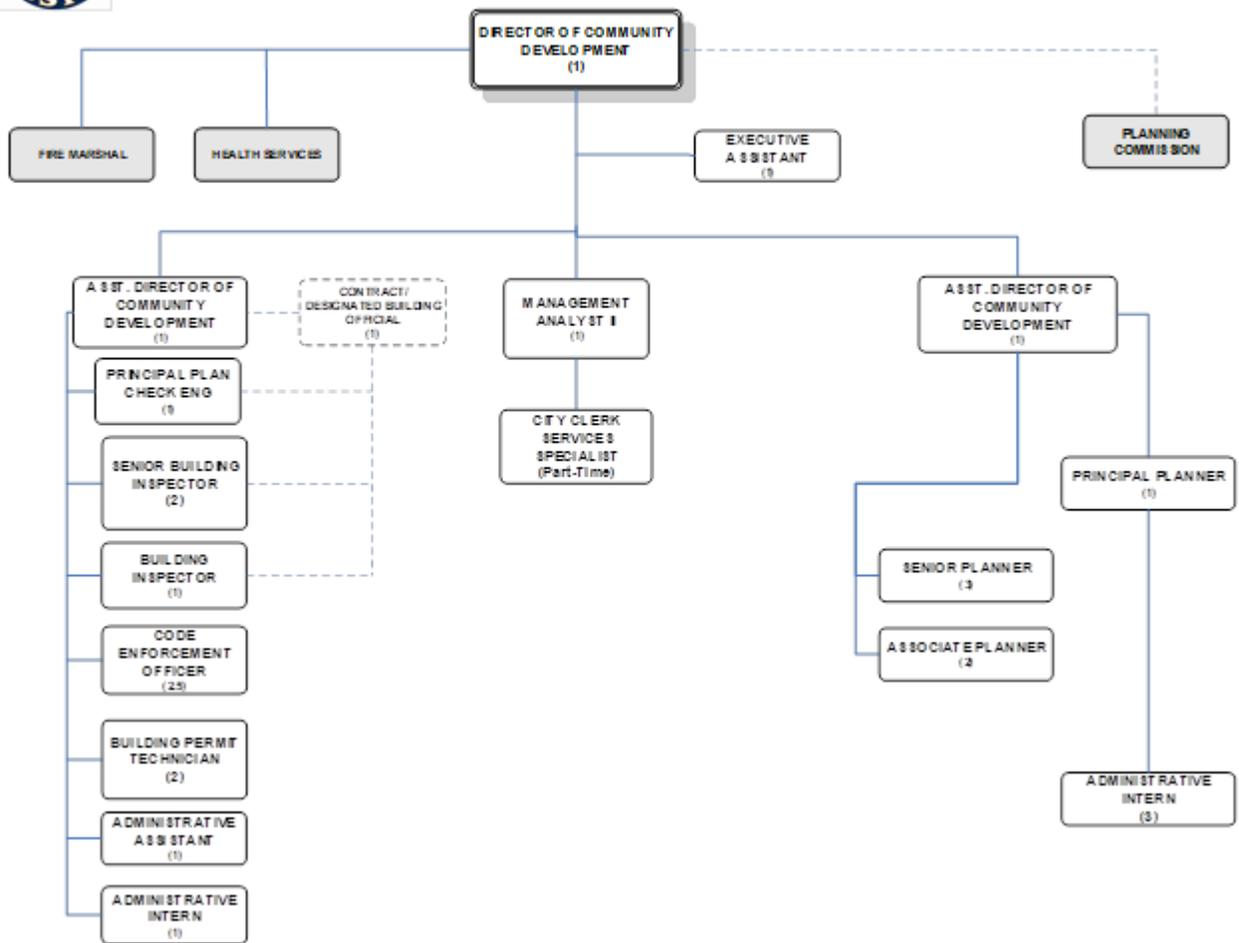
# TUSTIN



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# COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



## PLANNING DIVISION

### DESCRIPTION:

The Planning Division includes current and advance planning/special project functions. The Current Planning Section reviews proposed development to ensure conformance with City zoning and development standards; processes discretionary entitlements; performs plan checks; and answers planning and business license related land use inquiries and requests. The Advance Planning/Special Projects Section is responsible for managing Community Development Block Grant (CDBG) activities and overseeing and coordinating demographics, regional activities, historic preservation, General Plan and Code amendments, environmental studies, business license zoning clearances and business permits, and special projects. Current and Advance Planning staff provide support to the City Council and Planning Commission.

### TASKS:

1. Implement the Downtown Commercial Core Specific Plan to encourage economic development and coordinated improvements.
2. Implement the Red Hill Avenue Specific Plan to encourage development within the Redhill corridor and explore potential mixed uses while protecting existing commercial corridor.
3. Commence with a comprehensive update to the City of Tustin's General Plan.
4. Commence, if prioritized, with the preparation of a Specific Plan Amendment for the Pacific Center East Specific Plan by updating the vision concept and transportation system to accommodate potential development within the area.
5. Process discretionary entitlements, including design reviews, conditional use permits, variances, subdivisions, minor adjustments, etc.
6. Perform plan checks for new development, tenant improvements, and other building projects.
7. Process temporary use permits, large gathering use permits, temporary sign permits, and film permits.
8. Continue primary responsibility for planning and development monitoring tasks associated with the Tustin Legacy project.
9. Provide staff support for the administration of activities associated with the federal Community Development Block Grant (CDBG) Program including public service and public facility and improvement projects with an annual allocation of \$680,000.
10. 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.
11. Continue the City's current program for monitoring aircraft noise associated with flights to and from John Wayne Airport.
12. Review proposed State and federal legislation for potential impacts to Tustin and prepare position papers and correspondences on pending legislation.
13. Review Business License related land use inquiries and requests and provide Zoning Code and other information to new/existing businesses.
14. Continue to provide phone and counter support as a one-stop planning and community development counter to maintain quality of service throughout the City.

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

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15. Assist the Public Works Department in preparing environmental documents for major capital improvement projects.
16. Complete the comprehensive revisions to the City's General Plan with consultant assistance and schedule Planning Commission and City Council workshops, budget permitting.
17. Maintain current demographic information and provide updated information to the public. Work with the Center for Demographic Research, State Department of Finance, and Southern California Association of Governments on updating demographic projections.
18. Administer and oversee the City's Cultural Resources District. Develop and implement a Cultural Resources District work program for the Planning Commission. Process Mills Act program contracts and administer the Tustin Historic Register Plaque Program.
19. Commence an update to the City's Historical Resources Survey Report.
20. Continue to implement goals associated with the Old Town Parking Study and Old Town Parking Exception.
21. Continue to implement updates and improvements to the Department's web page.
22. Continue to implement efficiency improvements to the department's processes, procedures, etc.
23. Complete Code Updates related to signs, parking and alcoholic beverage sales establishments.

## **BUILDING DIVISION**

### **DESCRIPTION:**

The mission of the Building Division is to ensure the safe and lawful use of buildings and properties by enforcing the California Building Standards Code and the Tustin Zoning Code. 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, also 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. Code Enforcement staff members work with Planners, Building Inspectors, various State agencies, and other City staff to ensure that Tustin properties are well maintained and that national water and air quality requirements are met.

### **TASKS:**

1. Administer and enforce the California Building Standards Codes.
2. Adopt and implement 2019 California Building Standards Code.
3. Continue to implement new permit tracking software.
4. Continue to work with developers, allocate resources and coordinate with other agencies and departments to ensure continued progress at the Tustin Legacy.

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

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5. Provide plan check and inspection services for all new construction, additions, and alterations to buildings. Continue to provide expedited plan check services when needed; complete all 1st submittal plan check services within ten (10) working days and subsequent plan check submittals within five (5) working days.
6. Continue to support a Permit-by-Appointment program for relatively routine construction projects prepared by licensed design professionals such as residential remodels and additions (envisioned as a one-stop permit process).
7. Continue to utilize inspection staff to the role of “project coordinator” to guide homeowners through the construction project submittal and permitting process (an ombudsman approach that humanizes and simplifies the plan check and inspection correction process for persons unfamiliar with the City’s construction application, plan check and inspection requirements).
8. 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.
9. Update the City’s Building Codes to facilitate the installation of electric vehicle charging stations, in compliance with State mandates.
10. Continue to develop Code Interpretation Bulletins/Policies for the public and development community to ensure a uniform understanding of City Code requirements.
11. Update the City’s grading and private street design standards to be compatible with the current practice while maintaining quality standards.
12. Complete a Code update necessary to implement an appointed Building Board of Appeals to hold potential hearings on appeals of the Building Official’s interpretation of the State Building Code Standards.
13. Continue to update the Building Division pages on the City website to provide the public and contractors with Building Code information, useful links, and City handouts.
14. Continue to update the Building Division’s Procedure Manual and develop comprehensive internal operational policies.
15. Continue to support OCFA and Tustin Police emergency response needs related to evaluating structural safety following structure fires and vehicle accidents involving structures.
16. Continue an excellent standard of plan check and inspection to maintain code compliance and safety, while also preventing disruptions during construction.
17. Monitor and recommend measures to ensure the City’s compliance with the National Pollutant Discharge Elimination System (NPDES) Permit and Air Quality Management Plan.
18. Administer the City’s graffiti-removal program and actively participate in the City’s Neighborhood Improvement Program.
19. Continue to implement property maintenance and zoning code enforcement, including the issuance of administrative citations as necessary, and perform water quality inspections at all active construction sites and developed commercial and industrial sites.

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

## EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Community Development</b>						
<b>Planning</b>						
Personnel	1,299,019	1,493,178	1,659,605	1,450,212	1,515,950	1,599,650
Operations	215,828	521,000	461,867	475,148	342,350	342,350
Capital	0	0	0	0	0	0
	1,514,847	2,014,179	2,121,472	1,925,360	1,858,300	1,942,000
<b>Building</b>						
Personnel	564,525	671,975	559,508	940,600	1,018,800	1,074,800
Operations	880,210	815,841	1,048,817	1,101,000	1,009,200	1,024,000
Capital	0	0	0	0	0	0
	1,444,735	1,487,816	1,608,324	2,041,600	2,028,000	2,098,800
<b>Code Enforcement</b>						
Personnel	87,113	116,724	239,840	106,100	154,800	162,500
Operations	28,437	15,972	19,242	95,600	96,950	96,950
Capital	0	0	0	0	0	0
	115,550	132,696	259,082	201,700	251,750	259,450
<b>Community Development</b>						
Personnel	1,950,657	2,281,878	2,458,953	2,496,912	2,689,550	2,836,950
Operations	1,124,475	1,352,813	1,529,926	1,671,748	1,448,500	1,463,300
Capital	0	0	0	0	0	0
<b>Comm. Development Total</b>	3,075,132	3,634,690	3,988,879	4,168,660	4,138,050	4,300,250

# PUBLIC WORKS

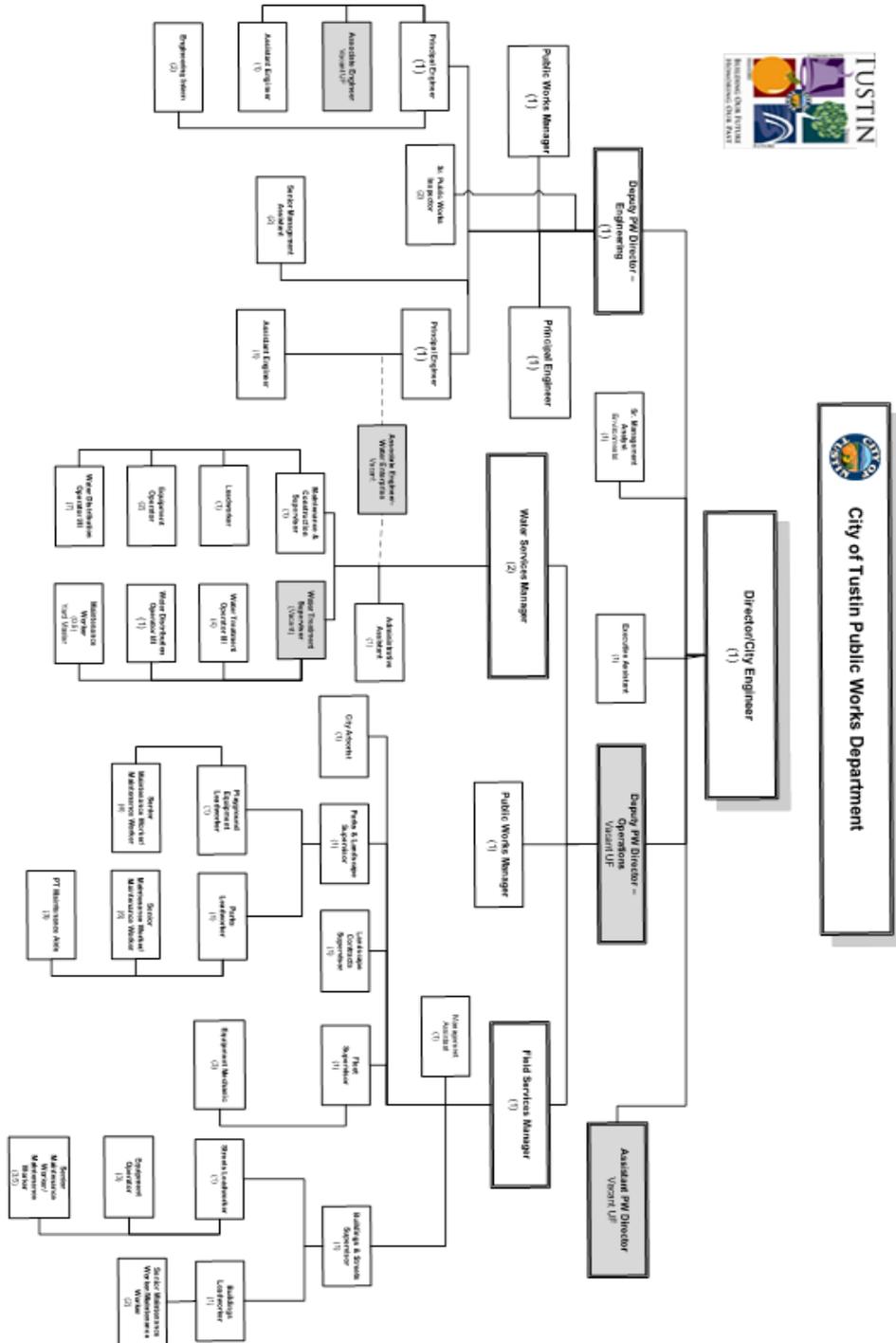
# TUSTIN



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# PUBLIC WORKS ORGANIZATIONAL CHART



## **ADMINISTRATION**

### **DESCRIPTION:**

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

### **TASKS:**

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

## **ENGINEERING**

### **DESCRIPTION:**

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

### **TASKS:**

1. Prepare plans, cost estimates, reports and provides oversight for the construction of Capital Improvement Projects.
2. Conduct plan checks on subdivision/parcel maps and perform construction inspection involving public improvements.
3. Conduct City-wide traffic studies.
4. Maintain maps, records and reports for all public improvements.
5. Provide public assistance in response to engineering and traffic related concerns and complaints.
6. Perform contract administration and provide technical assistance to other City departments and outside agencies.

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

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7. Administer contracts for pavement management system, signal maintenance, pavement repair and pavement striping.
8. Provide technical engineering support to the Tustin Legacy development program.

## **STREETS**

### **DESCRIPTION:**

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

### **TASKS:**

1. Support and monitor street sweeping program.
2. Administer streets and alley repair contract.
3. Perform litter control in the public rights-of-way.
4. Performs traffic sign maintenance and striping/marketing program as directed by the Engineering Division, Traffic Section.
5. Performs sidewalk maintenance and grinding as needed.
6. Provide support for special events.

## **LANDSCAPE**

### **DESCRIPTION:**

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

### **TASKS:**

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

## **WATER QUALITY**

### **DESCRIPTION:**

The Water Quality Division provides coordinates 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:**

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

## **VEHICLES**

### **DESCRIPTION:**

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

### **TASKS:**

1. Perform repairs on vehicles and other mechanical equipment.
2. Administer a preventative maintenance program for vehicles and other mechanical equipment.
3. Provide fuel and maintain fueling facilities for the City and the Tustin Unified School District.
4. Conduct licensing/inspection of vehicles as required by the State Department of Motor Vehicles.
5. Administer the licensing and permits for City generators, fuel island, underground storage tank and other equipment.
6. Administer the forklift certification program.
7. Administers the Vehicle/Equipment Lease Fund.

## **FACILITIES**

### **DESCRIPTION:**

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

### **TASKS:**

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

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

# EXPENDITURE SUMMARY

Expenditure Summary	15/16 Actual	16/17 Actual	17/18 Actual	18/19 Projected	19/20 Proposed	20/21 Proposed
<b>Public Works</b>						
<b>Administration</b>						
Personnel	388,375	476,347	609,124	441,230	424,400	444,300
Operations	577,582	597,258	636,304	788,035	760,200	685,400
Capital	0	0	0	0	0	0
	965,957	1,073,605	1,245,428	1,229,265	1,184,600	1,129,700
<b>Engineering</b>						
Personnel	844,757	808,008	889,351	1,242,120	1,210,400	1,277,000
Operations	75,880	128,322	39,327	62,903	154,000	154,000
Capital	14,675	0	0	0	0	0
	935,312	936,330	928,678	1,305,023	1,364,400	1,431,000
<b>Streets</b>						
Personnel	682,981	699,697	634,486	586,600	608,500	644,800
Operations	113,879	117,314	111,766	110,800	130,300	130,300
Capital	1,910,000	3,325,000	2,197,665	4,377,090	3,044,650	2,825,000
	2,706,860	4,142,012	2,943,916	5,074,490	3,783,450	3,600,100
<b>Landscape</b>						
Personnel	1,405,978	1,432,400	1,595,001	1,750,300	1,819,400	1,904,600
Operations	2,239,964	2,400,912	2,648,813	2,681,489	3,031,900	3,031,900
Capital	0	0	0	0	0	0
	3,645,942	3,833,311	4,243,814	4,431,789	4,851,300	4,936,500
<b>Water Quality</b>						
Personnel	141,346	146,374	182,625	167,200	183,800	192,800
Operations	293,859	276,118	324,754	398,402	393,000	380,000
Capital	0	0	0	0	0	0
	435,205	422,492	507,379	565,602	576,800	572,800
<b>Fleet Maintenance</b>						
Personnel	467,246	468,752	486,119	593,300	625,400	655,700
Operations	477,992	433,974	435,820	541,767	498,500	498,500
Capital	0	0	0	0	0	0
	945,238	902,726	921,939	1,135,067	1,123,900	1,154,200

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Building Facilities</b>						
Personnel	221,106	258,583	363,644	312,600	335,200	359,200
Operations	1,174,570	1,223,405	1,283,821	1,623,050	1,800,700	1,800,700
Capital	0	0	0	0	0	0
	<u>1,395,676</u>	<u>1,481,988</u>	<u>1,647,465</u>	<u>1,935,650</u>	<u>2,135,900</u>	<u>2,159,900</u>
<b>Emergency Services</b>						
Personnel	0	0	0	0	0	0
Operations	459	360	0	0	0	0
Capital	0	0	0	0	0	0
	<u>459</u>	<u>360</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Public Works</b>						
Personnel	4,151,789	4,290,160	4,760,348	5,093,350	5,207,100	5,478,400
Operations	4,954,185	5,177,663	5,480,606	6,206,446	6,768,600	6,680,800
Capital	1,924,675	3,325,000	2,197,665	4,377,090	3,044,650	2,825,000
<b>Public Works Total</b>	<u>11,030,648</u>	<u>12,792,824</u>	<u>12,438,619</u>	<u>15,676,886</u>	<u>15,020,350</u>	<u>14,984,200</u>

# POLICE DEPARTMENT

# TUSTIN



BUILDING OUR FUTURE  
HONORING OUR PAST



## **POLICE MANAGEMENT**

### **DESCRIPTION:**

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

### **TASKS:**

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

## ACCOMPLISHMENTS:

1. On July 30, 2017, Tustin Police Department received reaccreditation with CALEA.
2. In 2018, the Tustin Police Department Management provided oversight and support regarding establishing department annual goals.

## **CITY OPERATIONS COMMAND**

### DESCRIPTION:

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

**The GRADE Unit (Gang Reduction and Directed Enforcement)** is responsible for the investigation of gang activity. Gang Detectives and associated GRADE Officers further serve as an educational and proactive enforcement detail to combat and suppress gang activity within the community. GRADE Detectives are assigned a caseload of gang crimes and all crimes requiring follow-up from GRADE Officer arrests and/or investigations.

The GRADE Unit is also responsible for conducting high visibility and strategic policing in high crime or emerging crime areas identified through the CTAPS (Crime Traffic and Policing Strategies) policing model. The GRADE Unit supplements patrol officers without the responsibility of handling calls for service. This allows GRADE Officers to focus on community concerns and see problems through to the end. GRADE Officers are also available to supplement the Special Operations Division with the apprehension and surveillance of suspects.

The Tustin Police Department often receives reports of criminal activity related to narcotics and vice activity. Due to the nature of these types of crimes, the need for a specialty unit to have the ability to function in an undercover capacity exists. Detectives assigned to the GRADE Unit are responsible for the investigation of narcotics and vice related crimes.

**The Traffic Unit** is responsible for traffic enforcement within the Tustin city limits. The Traffic Unit includes one Sergeant, four Motor Officers, one Police Services Officer, one Master Reserve Officer and two part-time

Parking Control Officers. The Traffic Unit also conducts follow-up investigation for serious or fatal traffic collisions. The Traffic Unit submits grant applications and monitors all reporting requirements on funded grants, they also conduct quarterly DUI checkpoints throughout the city and review and approve all traffic collision reports. The Traffic Unit also coordinates the department's response to all of the city's special events such as, Tustin Tiller Days, Fourth of July Fireworks show, Tustin Street Fair, Chili Cook-Off and Hanger Half Marathon.

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

### **TASKS:**

1. Respond to all criminal, service and traffic calls for service;
2. Investigate, write police reports, follow-up, and apprehend violators as appropriate;
3. Work with Parole and Probation officers in monitoring the activities of those individuals on Parole or Probation who reside in Tustin;
4. Provide crime and traffic accident suppression through specific crime analysis, special enforcement, and proactive problem solving;
5. Conduct educational and other crime/traffic accident prevention presentations;
6. Coordinate community special event plans;
7. 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.

### **2018 Patrol Goals:**

1. Protect the Community
  - a. Reduction in Part I Crime
  - b. Reduction in Injury Traffic Collisions
2. Engage the Community
  - a. Enhance current programs

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 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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- i. (Citizens Academy, Spanish Speaking Citizens Academy, Open House, Run with a Cop, Coffee with Cop, Police-Community Dialogues)
- 3. Improve Internal Operations
  - a. Making employees' jobs easier and more efficient
    - i. (CTAPS policing model, Equipment improvements, Utilization of BWCs, Begin the CAD/RMS project)
  - b. Rebuild Pride and Esprit de Corps
  - c. Foster employee wellness and satisfaction
    - i. Wellness committee
- 4. Reduce Workplace Injuries
  - a. Increase patrol tactics training

### **Patrol City Wide Accomplishments**

1. 22% reduction in aggravated assault
2. 38% reduction in commercial burglaries
3. 13% reduction in residential burglary
4. 15% reduction in auto theft
5. Increased the use of GPS technology through the bait program resulting in multiple felony arrests
6. No reported homicides for all of 2018

### **2018 Traffic Unit Accomplishments**

1. 4% decrease in total traffic collisions
2. 8% decrease in injury traffic collisions
3. 4 DUI Checkpoints & 4 DUI Saturation patrols
4. 130 total DUI Arrests
5. 4% increase in parking citations
6. 4 "Know Your Limits" campaigns conducted

### **2018 GRADE Unit Accomplishments**

1. 3,076 Field contacts
2. 255 Misdemeanor arrests
3. 181 Felony arrests
4. 704 Probation and/or /Parole searches
5. 355g Methamphetamine seized
6. 18g Cocaine seized

## 7. 78g Heroin seized

## North Area Patrol

### DESCRIPTION:

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

### TASKS:

1. Respond to all criminal, service and traffic calls for service;
2. Investigate, write police reports, follow-up, and apprehend Violators as appropriate;
3. Work with Parole and Probation officers in monitoring the activities of those individuals on Parole or Probation who reside in Tustin;
4. Provide crime and traffic accident suppression through specific crime analysis, special enforcement, and proactive problem solving;
5. Conduct educational and other crime/traffic accident prevention presentations;
6. Coordinate community special event plans;
7. 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.

**2018 PATROL CITY WIDE ACCOMPLISHMENTS:**

1. 26.7% reduction in auto theft
2. 50% reduction in aggravated assault
3. 32% reduction in commercial burglary

**2019 PATROL GOALS:**

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

**SOUTH AREA PATROL****DESCRIPTION:**

Area Command is comprised of the entire Patrol Division. The Area Command model divides the city into two geographical areas, North and South. Lieutenant Duane Havourd serves as the North Area Commander, responsible for policing matters North of the I-5 Freeway and Lieutenant Stephanie Nichols serves as the South Area Commander, responsible for policing matters South of the I-5 freeway.

Within the South Area Command, there are single family residences, high-density housing, commercial and retail properties. The southwest portion of the city is densely populated with apartment dwellings and in areas, has a high crime rate and gang related incidents. South

Area command is currently staffed by one Lieutenant, five Sergeants and 19 Patrol Officers and includes a canine partner.

The Area Commanders are committed to the new challenges and opportunities 2019 will present. We will continue to focus on community needs such as reducing crime, traffic concerns and quality of life issues. Through innovative policing strategies, predictive analytics, and partnerships with the community we are dedicated to preserving the safety of our community.

### **TASKS:**

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

### **PATROL CITY WIDE ACCOMPLISHMENTS:**

1. 5% reduction in robbery
2. 26% reduction in aggravated assault
3. 19% reduction in residential burglary
4. Increased the use of GPS technology through the bait program resulting in over 60 felony arrests
5. Increased our community outreach program to include: Run with a Cop, Team Kids, Coffee with a Cop and other programs.

### **2019 PATROL GOALS:**

1. Protect the Community
  - a. Reduction in Part I Crime

- b. Reduction in Injury Traffic Collisions
- 2. Engage the Community
  - a. Enhance current programs (Citizens Academy, Spanish Speaking Citizens Academy, Open House, Run with a Cop, Coffee with a Cop, Police-Community Dialogues)
- 3. Improve Internal Operations
  - a. Making employees' jobs easier and more efficient (CTAPS 2.0, Reporting efficiencies, equipment improvements, complete implementation of BWCs, begin the CAD/RMS project)
  - b. Rebuild Pride and Esprit de Corps
  - c. Foster employee wellness and satisfaction (Wellness Committee)
- 4. Reduce Workplace Injuries

## **SPECIAL OPERATIONS**

### **DESCRIPTION:**

The Special Operations Division includes the General Investigations Unit, which conducts widely varied and specialized criminal investigations, as well as proactive surveillance operations.

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

The General Investigations Unit also includes a full-time School Resource Officer and detectives assigned to specialized task forces such as, the Orange County Auto Theft Task Force, the Regional Narcotics Suppression Program team, the Orange County Intelligence Assessment Center, and the Joint Terrorism Task Force.

### **TASKS:**

- 1. Follow-up on all cases with workable leads;
- 2. Investigate incidents dealing with vice, narcotics, and white-collar crimes;

3. Follow-up on unsolved homicide cases, and “cold” DNA hits in sexual assault, burglary and vehicle theft cases
4. Respond to community needs concerning juveniles, including using juvenile diversion programs and maintaining a School Resource Officer program;
5. Coordinate community special event plans;
6. Provide personnel to the Orange County Regional Narcotics Suppression Program (RNSP), the Orange County Auto Theft Task Force (OCATT), the Orange County Intelligence Assessment Center (OCIAAC), and the Joint Terrorism Task Force (JTTF).

### **2018 GENERAL INVESTIGATIONS ACCOMPLISHMENTS:**

1. The Unit Investigated 942 cases in 2018
2. 2 Arrests of Tustin Most Wanted suspects
3. 88 Arrests were made
4. 27 Warrants served
5. 28 DNA hits

### **2019 GENERAL INVESTIGATIONS GOALS:**

1. Attend briefings weekly to improve communication
2. Strive to attain and maintain an average case clearance rate of 20%
3. Improve technology including but not limited to current software programs (forecasting/predictive analysis), smart board and GPS equipment
4. Create a model for predictive policing crime analysis data
5. Utilize the crime analyst to obtain accurate information on crime trends
6. Make arrests in 10% of cleared cases (approx. 80 arrests per year)
7. Ensure all fugitive cases and ‘John Doe’ sexual assault investigations are up to date
8. Ensure each detective and investigator is properly and thoroughly trained within their discipline
9. Solve a cold case homicide

## **PROFESSIONAL STANDARDS**

### **DESCRIPTION:**

The Professional Standards Division operates under the Community Policing Bureau. Personnel assigned to the Professional Standards Division include the following: one Police Lieutenant, two Police Sergeants, one Police Officer, three Police Services Officers, one Police Records Specialist, one Master Reserve Officer, one Community Impact Officer, one Homeless Liaison Officer and one Emergency Operations Manager. The Division consists of three specific operational units; Personnel & Training Unit, Community Relations Unit, Emergency Operations, and Homeless Outreach.

### **TASKS:**

#### ***Personnel Unit***

1. Recruitment and hiring of all departmental employees.
2. Management of internal affairs files, background files, training files.
3. Management of the employee performance evaluation system.
4. Representing the agency as custodian of records for all Pitchess Motion court appearances.
5. Management of the Cadet Program.
6. Management of the Explorer Program.
7. Management of the Volunteer Program.
8. Investigate all serious complaints of misconduct or uses of force as determined by command staff.
9. Prepare yearly administrative statistical reports and state cost recovery reports.

#### ***Training Unit***

1. Coordinate and track all formal training.
2. Author and track all internally generated training documents.
3. Ensure P.O.S.T. compliance with mandated training requirements.
4. Management of the Power DMS computer data system.
5. Coordinate new employee departmental orientations.
6. Manage citizen academy program.
7. Serve as liaison with P.O.S.T. police training academies.

***Community Relations Unit***

1. 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.
2. Manage school related programs such as project "Think About It," Officer Friendly presentations, station tours, and Walk to school
3. Arrange public safety presentations regarding identity theft, personal safety, and holiday safety.
4. Organize public relations programs such as Open House, Santa Sleigh, Santa Cop, Foothill Regional Hospital special Needs donation program, and National Night Out.

***Emergency Operations***

1. Coordination of emergency planning and training.
2. Recruitment and Management of the Community Emergency Response Team (CERT).
3. Establish and maintain inter-agency coordination with local, state, and federal emergency response agencies.
4. Maintain the City's emergency operations center (EOC) in a Maximum state of readiness, which allows the EOC to be operational within one hour.

***Homeless Outreach***

1. Provide outreach and resources to homeless individuals who have a connection to the City of Tustin.
2. Partner with private entities, local and county government agencies to assist the homeless with finding long-term shelter and/or services.
3. Advocate for the homeless.

***Information Technology and Special Projects***

1. Facilitate and address department's current and future Information Technology needs.
2. Research, selection and implementation of new CAD/RMS system.
3. Responsible for departmental scheduling oversight.

## **2017-2018 PSD ACCOMPLISHMENTS:**

### ***Personnel Unit***

Chief recruitment  
Deputy Chief promotion  
Captain promotion  
Lieutenant promotion  
Field Support Division Manager promotion  
Two police sergeants promotion  
82 Background Investigations were conducted which resulted in the hiring of 24 employees, 23 were non-selected, 27 failed backgrounds, eight withdrew and two are still being processed.

### ***Community Relations***

1. Increased the attendance of National Night Out.
2. Acquired the supervision of the volunteer program.
3. Revitalize inactive Neighborhood Watch Groups.
4. Update of the Community Relation information pamphlets.
5. Continued with organization of the Community Relations area in the basement at City Hall.
6. Continued participation in Neighborhood Improvement Task Force (NITF) meetings.

### ***Emergency Management***

1. Conducted three CERT training courses.
2. Continued with organization and workability of the EOC.
3. Planned and coordinated City's first annual disaster preparedness exposition.
4. Participated in the planning for new EOC located at the re-located Public Works facility.

***Volunteer Unit***

1. Continue to recruit volunteers from the Citizen's Academy.
2. Hosted volunteer appreciation dinner.
3. Added new training topics to each volunteer monthly meeting.
4. Volunteers continue to assist with various duties within the agency.

**2019-2020 PSD GOALS:*****Personnel Unit***

1. Fill vacancies in all open positions throughout the year.
2. Complete applicant background investigations within a timely manner.
3. Ensure all employees are compliant with P.O.S.T. training requirements.
4. Incorporate recruitments in Facebook and others social media outlets.

***Community Relations***

1. Re-organize Community Relations section in City Hall's basement.
2. Update Citizen Academy curriculum.
3. Increase department participation at National Night Out.
4. Increase community attendance numbers at the Tustin Police Department's annual Open House.

***Emergency Management***

1. Continue to train and certify graduates of the CERT academy.
2. Continue EOC training exercises.
3. Participate in OCHCA Point of Dispensing exercise.
4. Conduct at least two CERT courses per year.

5. Supervisors attend Wildan emergency management training.

***Volunteer Unit***

1. Continue to use Citizen Academy and CERT programs as recruitment pools for the Volunteer Unit.
2. Expand the use of Volunteer members at community events.
3. Recognize the achievements of current Volunteers at Volunteer Appreciation dinner.

***PIO***

1. Update the PIO press contact list on a quarterly basis
2. Lieutenant and Sergeant attend PIO Training
3. Effectively utilize Social Media outlets with information regarding Press releases and other community issues.

***Administrative***

1. Ensure IA notification letters are sent out within set deadlines.

***Homeless Outreach***

1. Provide resources and shelter to homeless population in Tustin.
2. Develop and implement strategies to enforce camping ordinances within the City of Tustin.

***Information Technology and Special Projects***

1. Ensure department's information technology needs are addressed in a timely manner.
2. Research feasibility of adding an on-site IT PD tech to address department needs and improve efficiency.
3. Select vendor for CAD/RMS and begin implementation.

## **FIELD SUPPORT**

### **DESCRIPTION:**

The Field Support Division is comprised of two units: Police Service Officers/CS and Communications. These units function independently, providing functional services necessary to daily Police Department operations.

### **TASKS (Communications Unit):**

1. Responsible for receiving and relaying all calls for service to Field Patrol officers, including all 9-1-1 calls.
2. Monitoring police radio 24/7 in support of patrol operations.

### **2018 ACCOMPLISHMENTS:**

1. In 2018 the Communications Unit received 97,723 calls. 21,772 were 911 calls. The Communications Unit are answering 98 percent of all 911 calls within 5 seconds, which is prior to the caller even hearing a ring. This is well within the standard set by the National Emergency Number Association (NENA) of answering 90% of 911 calls within 10 seconds.
2. In 2018 the Communications Unit generated 37,346 calls for service, and helped to keep emergency response time for police services to just over 4 minutes.

### **2019 GOALS:**

1. Recruit, train and become fully staffed in the communications center.
2. Continue to meet the state requirement of answering 90 percent of all 911 calls within 10 seconds.
3. Have all Communications Officers attend training to ensure they remain compliant with POST standards for continuing education.
4. Complete final testing, and accept Text to 9-1-1 calls in our Communications Center.

**TASKS (Police Services Officers Unit):**

1. Responsible for writing approximately 45% of all non-arrest reports taken by Police Department personnel.
2. Conducts all mid-level Crime Scene Investigation functions.
3. Assists field patrol units with a variety of functions including traffic control and parking violations.

**2018 ACCOMPLISHMENTS:**

1. PSOs took 2,544 original reports, 517 supplemental reports and wrote 1,029 parking citations, handled 628 citation sign-offs and handled 170 vehicle releases. Overall PSO's took 41.7% of non-arrest reports for 2018.
2. The PSO Unit placed a greater emphasis on community outreach and participated in a variety of community events.
3. The PSO Unit engaged the community by providing educational presentations on CSI to students and community members.
4. Greater emphasis was placed on employee development and training with the majority of our PSO Unit completing the POST Traffic Collision Investigation course providing CVC 40600 certification.

**2019 GOALS:**

1. Complete renovations to front counter area of the police department and PSO/CSI office to ensure workstations and CSI processing areas are up to date.
2. Ensure all of the PSO personnel attend Field Evidence Technician (FET) collection course so all our technician receive proper certification.
3. Provide department wide training related to CSI and traffic collision investigation techniques.
4. Continue to improve communication and increase interaction within the department through ride-a-longs, sit-a-longs, and through briefing presentations.

## **OPERATIONS SUPPORT**

### **DESCRIPTION:**

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

### **TASKS:**

#### ***Records Unit***

1. Process and maintain Police Department files.
2. Process reports and citations to be forwarded to the District Attorney's Office and Court for prosecution.
3. Respond to requests for police reports.

#### ***Property and Evidence Unit***

1. Currently maintains and controls approximately 55,000 items of property and evidence.
2. Responsible for purchasing and invoice processing for entire department.
3. Performs Police Fleet Coordination to maintain fleet to optimal efficiency.
4. Maintains Temporary Holding Facility to State Correctional Standards Authority guidelines.
5. Responsible for the facilities management including overall cleanliness and equipment functionality of the police building.

### **2018 ACCOMPLISHMENTS:**

#### ***Records Unit***

1. 8,239 Reports were processed
2. 2,587 Court packages
3. 558 Citations were processed
4. Handled 3,529 Records Requests
5. Completed Records Unit remodel
6. Created the discovery desk specialty assignment
7. Partnered with third party vendor for the implementation of alarm

permit and false alarm billing management

### ***Property and Evidence Unit***

1. Covered outdoor bike cage to protect safekeeping Property from the elements
2. Designed and completed Property & Evidence office remodel
3. Completed Uniform Changeover project that included New uniform pants and shirts for both Sworn and Civilian personnel, as well as newly designed badges, patches and name bars

### ***Fleet***

1. Installed new electronic systems in Patrol vehicles including:
  - a. Mobile data computers
  - b. In-Car Video system
  - c. Mobile radios

## **2019 GOALS:**

### ***Records Unit***

1. Update Records Unit training manual
2. Continue career training and development of Records Unit staff
3. Implement new records management system
4. Research and development of position to handle California Public Records Acts requests.

### ***Property and Evidence Unit***

1. Replace ballistic vests that are nearing expiration dates
2. Purchase tactical vests for all Field personnel
3. Do a complete audit of the Property & Evidence Unit
4. Inventory and reorganize sheds in the lower parking garage to create additional space that would allow the Fleet Coordinator to have a more functional work area
5. Install temperature-controlled equipment in upper and lower warehouse
6. Continue to maintain consistent booking/purging stats

***Fleet***

1. Purchase three 2019 Dodge Chargers for Patrol use and four vehicles for Admin/Support use
2. Purchase five 2019 BMW Police motorcycles
3. Incorporate a more functional work space for the Fleet Coordinator

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

## EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Police</b>						
<b>Administration</b>						
Personnel	957,848	1,157,336	1,442,464	1,544,900	1,408,600	1,357,400
Operations	1,169,325	1,571,238	2,006,837	2,032,394	2,394,560	2,084,060
Capital	0	0	0	0	0	0
	2,127,173	2,728,573	3,449,301	3,577,294	3,803,160	3,441,460
<b>City Operations</b>						
Personnel	0	0	0	0	4,557,543	4,788,543
Operations	0	0	0	0	593,094	593,094
Capital	0	0	0	0	0	0
	0	0	0	0	5,150,637	5,381,637
<b>North Area Division</b>						
Personnel	5,369,766	6,284,231	6,635,181	6,867,200	4,944,100	5,201,100
Operations	466,095	534,129	493,010	526,443	45,934	45,934
Capital	0	0	0	0	0	0
	5,835,862	6,818,360	7,128,191	7,393,643	4,990,034	5,247,034
<b>South Area Division</b>						
Personnel	4,638,300	5,576,585	5,459,922	5,475,200	4,926,533	5,201,533
Operations	130,908	168,842	149,995	145,975	45,834	45,834
Capital	0	0	0	0	0	0
	4,769,208	5,745,428	5,609,917	5,621,175	4,972,367	5,247,367
<b>Special Operations Division</b>						
Personnel	3,841,732	3,650,450	3,517,915	5,800,300	3,225,500	3,344,400
Operations	141,800	172,841	144,315	223,697	160,285	160,285
Capital	0	0	0	0	0	0
	3,983,532	3,823,292	3,662,230	6,023,997	3,385,785	3,504,685

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Professional Standards Division</b>						
Personnel	1,600,457	1,986,045	2,368,354	1,295,800	1,949,200	2,125,500
Operations	146,816	273,579	289,583	361,922	593,560	513,560
Capital	0	0	0	0	0	0
	<u>1,747,273</u>	<u>2,259,625</u>	<u>2,657,937</u>	<u>1,657,722</u>	<u>2,542,760</u>	<u>2,639,060</u>
<b>Field Support Services</b>						
Personnel	2,066,878	2,004,631	2,152,411	2,473,200	2,697,000	2,854,600
Operations	334,736	267,435	226,183	452,838	406,425	406,425
Capital	0	0	0	0	0	0
	<u>2,401,614</u>	<u>2,272,066</u>	<u>2,378,594</u>	<u>2,926,038</u>	<u>3,103,425</u>	<u>3,261,025</u>
<b>Operations Support Services</b>						
Personnel	1,374,368	1,367,798	1,492,736	1,578,600	1,562,300	1,662,700
Operations	243,144	267,943	221,190	203,443	194,075	194,075
Capital	0	0	0	0	0	0
	<u>1,617,513</u>	<u>1,635,741</u>	<u>1,713,926</u>	<u>1,782,043</u>	<u>1,756,375</u>	<u>1,856,775</u>
<b>Police</b>						
Personnel	19,849,349	22,027,076	23,068,983	25,035,200	25,270,776	26,535,776
Operations	2,632,826	3,256,009	3,531,112	3,946,711	4,433,767	4,043,267
Capital	0	0	0	0	0	0
<b>Police Total</b>	<u>22,482,175</u>	<u>25,283,085</u>	<u>26,600,095</u>	<u>28,981,911</u>	<u>29,704,543</u>	<u>30,579,043</u>



# FIRE

# TUSTIN



BUILDING OUR FUTURE  
HONORING OUR PAST

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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**DESCRIPTION:**

The City contracts with the Orange County Fire Authority for fire suppression, prevention, inspection, public education, and paramedic services. The Fire Authority serves twenty-three cities and the County of Orange through a Joint Powers Agreement. 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.

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Fire Service Contract</b>						
Personnel	0	0	0	0	0	0
Operations	6,985,045	7,181,784	7,580,663	8,026,800	8,740,000	9,309,400
Capital	0	0	0	0	0	0
<b>Fire Service Contract Total</b>	<b>6,985,045</b>	<b>7,181,784</b>	<b>7,580,663</b>	<b>8,026,800</b>	<b>8,740,000</b>	<b>9,309,400</b>

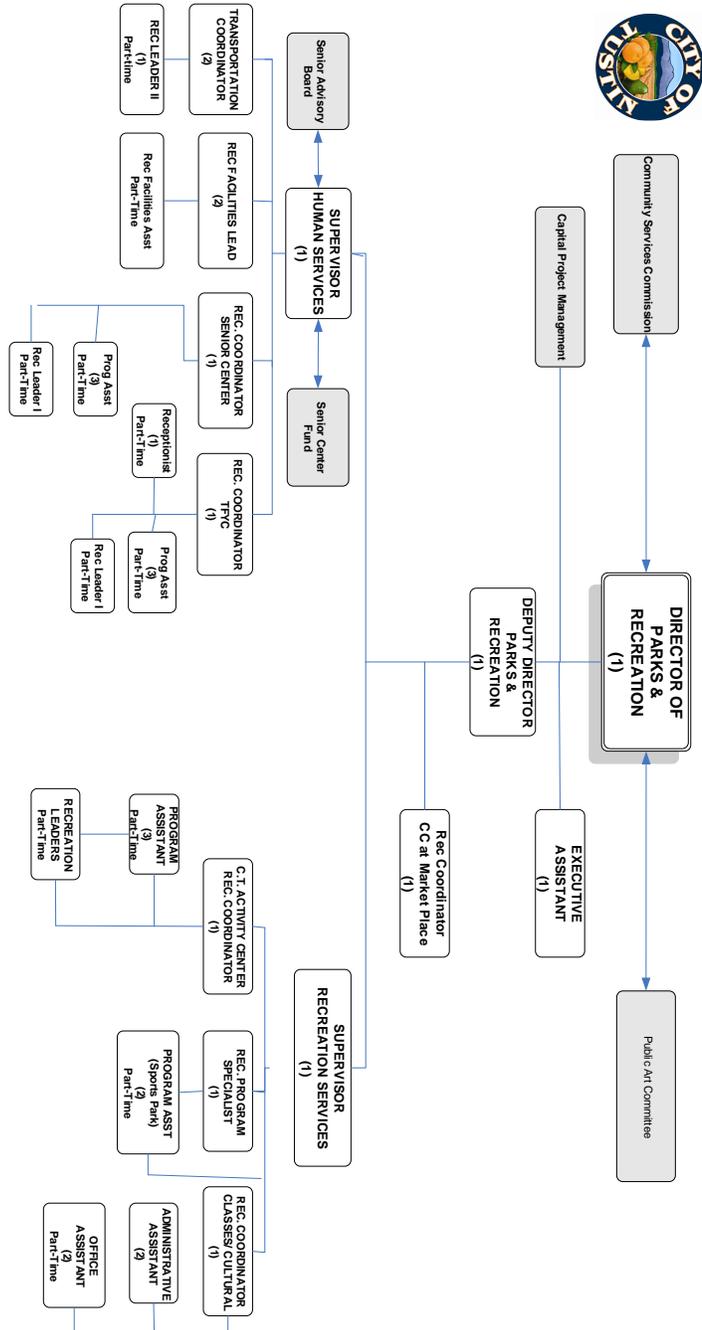
# PARKS AND RECREATION

# TUSTIN



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HONORING OUR PAST

# PARKS AND RECREATION ORGANIZATIONAL CHART



## **ADMINISTRATION**

### **DESCRIPTION:**

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

### **TASKS:**

1. Coordinate and implement a one-year strategic plan for the Community Services Commission.
2. Provide management and oversight of Capital Improvement Program.
3. Provide budgetary control and fiscal responsibility.
4. Maintain accurate position control document.
5. Provide staff support to City Council and Community Services Commission, Public Art Committee, and related committees.
6. Facilitate communication and collaboration with community organizations and resident groups.
7. Provide annual department goals and objectives.
8. Develop Department Mission Statement including Vision and Department Values.
9. Investigate and secure grant funding.

## **SPORTS**

### **DESCRIPTION:**

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

### **TASKS:**

1. Coordinate and implement Special Events to include a safe and free Egg Hunt, Halloween Howl, and Tustin Tiller Days Festival and Parade.
2. Continue growth in the Youth Track and Field Meet.
3. Provide organized and value based Adult Sports Leagues and Tournaments to include softball, volleyball, and basketball.
4. Provide safe and wholesome summer day camp experiences for local children.
5. Provide fun and affordable youth sports camps throughout the year.
6. Implement safe and enriching after school activities for local area youth at the Columbus Tustin Activity Center.

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

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7. Provide community service and leadership opportunities to middle school and high school teenagers through Tustin Teens in Action.
8. Provide non-profit youth organizations with access to City facilities, including the gymnasium and sports fields.

**2019-2021 GOALS:**

1. Increase activity in the Adult Sports program to an average of 65 teams per season.
2. Keep annual special events viable by changing/adding elements each year.
3. Reach out to diversify the volunteer base from Tustin residents for special events such as Tustin Tiller Days Festival and Parade with new volunteers.
4. Increase participation in sports camps and tennis classes by 15% by hiring additional instructors and making improvements to the existing program.
5. Administer and implement an Adult Sports Participant Survey to measure satisfaction and elicit suggestions for improvement.
6. Create and distribute a one-page questionnaire to participants at the Tustin Tiller Days Festival and Parade to collect data on likes/dislikes of the event and why they attend Create ideas for future changes and/or programs.
7. Ensure the equitable distribution of the City's sports fields to local youth sports organizations per Department's Field Allocation Policy.
8. Continue to secure a total of \$40,000 in sponsorship support (money/in-kind) from the local business community.
9. Reach out to the Hispanic population in Tustin by providing all marketing materials in both Spanish and English.
10. Reach out to Spanish media outlets, such as Spanish Radio stations, for sponsorship opportunities at both large and small community events.
11. Implement cost-neutral events and programs at the new Veterans Sports Park for both youth and adult participation.

**2017-2019 ACCOMPLISHMENTS:**

1. Made significant changes to Tustin Tiller Days program, layout and marketing to increase revenues and ensure the event is cost neutral.
2. Ensured the equitable distribution of the City's sports fields to local youth sports organizations per the Department's Field Allocation Policy.
3. Collected 100% of the field use fees from local youth sports organizations.

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

4. Secured over \$40,000 in sponsorship support (money/in-kind) from the local business community.
5. Continued to increase Tustin Teens in Action's participation and involvement in 2018-2019 community outreach programs.
6. Increased Adult Softball participation to an average of 60 teams per season.
7. Coordinated sold-out Tustin Day Camp each summer at Columbus Tustin Park.

## **CLASSES/CULTURAL ARTS**

### **DESCRIPTION:**

The contract class division promotes and coordinates recreational classes for community adults seniors, and youth. The division is responsible for program publicity, including the production of the Tustin Today quarterly activity guide, procurement of instructors and classroom space, and implementation of class registration procedures.

### **TASKS:**

1. Provide a diverse array of quality contract classes for children, adults and seniors.
2. Produce and publish the quarterly Tustin Today activity guide.
3. Maintain an accessible and customer friendly registration system to include on-line, phone-in, and walk in options.
4. Manage and evaluate contract class instructors to assure quality programs.
5. Ensure community awareness of department classes, programs, and special events throughout the year with new and innovative marketing techniques.
6. Coordinate and implement the annual Old Town Art Walk to bring fine art to Tustin.
7. Coordinate and implement the annual July 4<sup>th</sup> Celebration to include a live band performance and a fireworks display.
8. Manage the Tustin Community Center at the Market Place to include facility reservations and event programming.

### **2019-2021 GOALS:**

1. Research and develop new tot, youth, and special interest classes that reflect the changing demographics of residents.
2. Raise revenue for contract classes by 15%.
3. Continue to hold two concerts and one talent show at the Tustin Community Center at the Market Place.
4. Continue target marketing to expand reservations at the Tustin Community Center at the Market Place to an average of five per month.

**2017-2019 ACCOMPLISHMENTS:**

1. Increased artist vendor participation by 10% for the Old Town Art Walk.
2. Implemented the new registration/reservation software program, CivicRec, as selected through the RFP process.
3. Raised revenue for contract classes by over 25%.
4. Expanded the market share of the quarterly Tustin Today activity guide to include Tustin businesses, North Tustin, and portions of Irvine.
5. Implemented an interactive brochure to improve the online registration process.
6. Expanded reservations for the Tustin Community Center at the Market Place to just over four per month totaling over \$203,116.91 in FY 2017-2019 which was more than a 150% increase from FY 2015-2017.
7. Increased social media engagement and followers by 10%.

**TUSTIN FAMILY AND YOUTH CENTER****DESCRIPTION:**

This division is responsible for the operation and programming of the Tustin Family and Youth Center. The primary mission of this division 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:**

1. Provide educational, recreational, social, and human services programs and services for southwest Tustin area children 4-17 years of age and their families.
2. Conduct free After-School Programs/Homework Club during the school year.
3. Provide a Summer Drop-In Recreation program at two sites for area youth.
4. Coordinate the Kids Corner Recreation Preschool Program.
5. Collaborate with local non-profits to distribute free food to area residents.
6. Coordinate volunteer opportunities for seniors, adults, youth, and service club members.
7. Organize and present the annual Cinco de Mayo event for neighborhood residents.
8. Organize and present the Holiday Basket Program to the community.

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

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**2019-2020 GOALS:**

1. Continue to engage young adults in the area through Teen Nights, sports competitions, and personal enrichment instruction.
2. Conduct an evening fitness class for adults.
3. Partner with local health organizations to offer health and wellness seminars for children, teens, and adults.
4. Continue to expand intergenerational opportunities with the Tustin Area Senior Center Lunch Program and neighborhood senior apartments.
5. Continue to maintain a top score on all of the Safe Food, Good Handling Guidelines from Second Harvest Food Bank.
6. Conduct Mandated Reporting trainings for staff.
7. Conduct quarterly staff meetings to ensure that the Tustin Family Youth Center is providing a fun and safe environment that includes appropriate interactions and education assistance for area families.
8. Offer a spring break or summer excursion for teens.
9. Provide awareness of the Senior Center personal enrichment and recreational programs available to seniors in Southwest Tustin.
10. Increase the number of students in the Teens in Action Program through mentorship opportunities and educational classes.

**2017-2019 ACCOMPLISHMENTS:**

1. Implemented additional weekend hours for the "Super Saturday" program to engage local youth participants (age 4-17) in health recreational activities.
2. Expanded the Food Distribution Program by offering a Park-it-Market grocery truck program and weekly distribution of groceries to the Chatham Village Apartment complex.
3. Began a bi-weekly Friday night skateboard program for teens.
4. Registered participants to utilize the Senior Center's transportation program for exercise classes.
5. Offered four parenting classes through the OC Health Department.
6. Applied for a scholarship to the OC Fair which provided free transportation, admission tickets, and spending money for 70 children.
7. Expanded the Cinco de Mayo program by moving it to Thorman Elementary which allowed for additional vendors, entertainment, and activities.

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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8. In partnership with Dental Care for Children, free dental services were offered to over 70 children and 30 adults.
9. Conducted the Kids Corner Preschool Program for twenty-five (25) 4-year old children to ensure their Kindergarten readiness.
10. Coordinated field trips for the Tustin Family Youth Center participants to visit the children in the Tustin Medical Hospital once a week during the summer.
11. Built a partnership with Heideman Elementary School to relocate the summer program to that site thus allowing for programming in two different underserved areas of town.
12. Collaborated with the Columbus Tustin Activities Center to unite the Teens in Action Programs from each facility to work together at special events.
13. Provided inter-generational opportunities for TFYC youth participants to interact with seniors at the Tustin Area Senior Center through the monthly Saturday hiking program and special events.
14. Visited seniors at Heritage Apartments and conducted activities with them.
15. Distributed over 3,000 food boxes to community members.
16. Provided 250 families with gifts and food for the whole family through the Holiday Gift Basket Program.

## **SUPPORT SERVICES**

### **DESCRIPTION:**

The Support Services Division is responsible for providing logistical support for City special events and meetings at City Hall/Civic Center, Columbus Tustin Activity Center, Tustin Area Senior Center, Tustin Family and Youth Center, Tustin Library, Citrus Ranch Park, and the Tustin Community Center. In addition, this division performs custodial duties in providing a clean, safe environment for city employees and the general public.

### **TASKS:**

1. Responsible for the care and light maintenance of the Civic Center, Senior Center, Youth Center, Activity Center, Tustin Library Meeting Rooms, and the Tustin Community Center at the Market Place.
2. 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.
3. Provide support and supervision of facility rentals.
4. Provide support for over 20 city-wide special events.
5. Provide support on a daily basis for all facilities with special dedication to the Tustin Family Youth Center, Columbus Tustin Activity Center, and the Tustin Area Senior Center.

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**
**2019-2020 GOALS:**

1. Ensure that City facilities are kept clean and organized by utilizing the facility checklist as a guide.
2. Ensure that outdoor equipment is kept dry as mandated by the OC Vector Control.
3. Continue to purge closets and storage rooms at facilities as requested by the site Coordinators.
4. Continue to project a professional image by providing quality customer service for both in-house and outside reservations.
5. Provide adequate part-time staff coverage at all city events, meetings, rentals, daily operations, etc.

**2017-2019 ACCOMPLISHMENTS:**

1. Provided support to over 3,100 recreational classes and facility rentals.
2. In order to reduce expenses for storing equipment off-site, eliminated one off-site storage unit by reorganizing the other two units.
3. Offered learning opportunities by allowing part-time staff to train and work meetings such as Planning Commission, Public Arts Committee, and Community Services Commission.
4. Provided additional part-time support for Saturday hours at TASC.
5. Provided coverage for support of city-wide high-profile events held at the blimp hangar such as the Disaster Preparedness Expo, Citizen's Academy, and Totally Tustin.

**SENIOR SERVICES****DESCRIPTION:**

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

**TASKS:**

1. 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 special life enriching interests.
2. Provide staff leadership and direction to the Senior Advisory Board, which includes the Senior Advisory Board Ways and Means Committee fundraising activities and planning.
3. Provide staff support and manage all bookkeeping for the Tustin Area Senior Center Fund, Inc.

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**

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4. Manage the Senior Center Gift Shop.
5. 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, Visually Impaired, Art Gallery, Gift Shop, Quilting, and Tax Aid.
6. Coordinate City-wide Parks and Recreation Special Events such as: Street Fair and Chili Cook-Off, Casino Night, Tree Lighting, Movies in the Park, Art Walk, and Broadway in the Park.

**2019-2020 GOALS:**

1. Continue to grow the senior transportation program to include transportation for seniors and disabled veterans.
2. Offer classes which target baby boomers and/or working seniors.
3. Provide more diverse seminars covering an array of topics affecting seniors.
4. Continue to offer a minimum of ten courses that focus on fitness to attract new retirees to attend the Center.
5. Increase revenue generation 5% through various program improvements of contract classes, excursions, and events for senior participants.
6. Provide clear and prominent roles for Senior Advisory Board members.

**2017-2019 ACCOMPLISHMENTS:**

1. Applied for and obtained a new grant for \$72,000 of operational funding for the transportation program..
2. Increased market share of the transportation program by targeting residents in senior homes, those on the outskirts of Tustin bordering Santa Ana, and southwest Tustin residents.
3. Increased revenue generation by 5% yearly through various contract classes, excursions, and events for senior participants.
4. Began transportation for residents of southwest Tustin to fitness classes at the Senior Center.
5. Implemented Saturday programming from 8:00 am to 11:00 am consisting of fitness and recreation classes.
6. Implemented outdoor programming such as bocce ball tournaments, an intergenerational hiking program with the Tustin Family and Youth Center, and additional ping pong hours.
7. Donations secured from the TASC Fund and the Community Services Commission ensured that no participants were turned away from obtaining lunch through the Senior Serv program.
8. Hosted an annual meeting of the Orange County Senior Center Directors to discuss best practices and current issues faced by senior participants.

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 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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## EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Parks &amp; Recreation</b>						
<b>Administration</b>						
Personnel	456,743	482,024	513,365	535,900	563,400	589,100
Operations	315,433	407,165	423,301	617,750	680,400	597,900
Capital	0	0	200	850	850	850
	<u>772,176</u>	<u>889,190</u>	<u>936,866</u>	<u>1,154,500</u>	<u>1,244,650</u>	<u>1,187,850</u>
<b>Sports</b>						
Personnel	693,285	667,903	683,631	722,396	742,800	798,600
Operations	310,339	344,667	333,722	337,200	328,300	330,300
Capital	1,275	7,855	2,342	6,158	5,000	6,000
	<u>1,004,898</u>	<u>1,020,426</u>	<u>1,019,695</u>	<u>1,065,754</u>	<u>1,076,100</u>	<u>1,134,900</u>
<b>Classes/Cultural Services</b>						
Personnel	170,569	194,529	313,363	362,975	381,975	403,875
Operations	348,503	407,700	397,386	430,100	424,200	424,200
Capital	11,886	6,619	14,434	29,000	19,000	19,000
	<u>530,958</u>	<u>608,848</u>	<u>725,183</u>	<u>822,075</u>	<u>825,175</u>	<u>847,075</u>
<b>Senior Citizens</b>						
Personnel	345,897	368,177	419,572	464,400	474,500	505,300
Operations	96,505	103,668	112,530	109,000	102,700	102,700
Capital	0	0	0	0	0	0
	<u>442,402</u>	<u>471,845</u>	<u>532,103</u>	<u>573,400</u>	<u>577,200</u>	<u>608,000</u>
<b>Support Services</b>						
Personnel	257,676	277,960	343,762	347,200	362,300	375,000
Operations	7,185	7,553	14,740	7,750	7,750	7,750
Capital	3,113	2,127	2,000	2,000	2,000	2,000
	<u>267,975</u>	<u>287,640</u>	<u>360,502</u>	<u>356,950</u>	<u>372,050</u>	<u>384,750</u>




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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Tustin Youth Center</b>						
Personnel	294,217	340,122	344,416	374,280	376,600	390,400
Operations	29,044	32,260	28,372	35,350	38,050	38,050
Capital	929	1,351	377	1,400	1,400	1,400
	<u>324,190</u>	<u>373,733</u>	<u>373,165</u>	<u>411,030</u>	<u>416,050</u>	<u>429,850</u>
<b>Parks &amp; Rec</b>						
Personnel	2,218,387	2,330,715	2,618,109	2,807,151	2,901,575	3,062,275
Operations	1,107,009	1,303,013	1,310,051	1,537,150	1,581,400	1,500,900
Capital	17,203	17,953	19,353	39,408	28,250	29,250
<b>Parks &amp; Rec Total</b>	<u>3,342,600</u>	<u>3,651,681</u>	<u>3,947,514</u>	<u>4,383,709</u>	<u>4,511,225</u>	<u>4,592,425</u>

# NON-DEPARTMENTAL

# TUSTIN



BUILDING OUR FUTURE  
HONORING OUR PAST

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 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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## EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Non-Departmental</b>						
Personnel	1,424,939	423,143	440,177	434,800	441,800	451,800
Operations	6,296,999	5,399,730	7,615,295	3,074,468	1,512,000	1,484,500
Capital	110	374,391	0	0	0	0
	7,722,047	6,197,264	8,055,472	3,509,268	1,953,800	1,936,300

# ASSESSMENT DISTRICTS & COMMUNITY FACILITY DISTRICTS

# TUSTIN



BUILDING OUR FUTURE  
HONORING OUR PAST

**DESCRIPTION:**

**Assessment District (AD) 95-1** – This fund records the deposit of monies held to pay the debt service requirements of the assessment district.

**Assessment District (AD) 95-2** – This fund records the deposit of monies held to pay the debt service requirements of the assessment district.

**Community Facilities District (CFD) 04-01** – This fund records the deposit of monies held to pay the debt service requirements of the community facilities district.

**Community Facilities District (CFD) 06-01** – This fund records the deposit of monies held to pay the debt service requirements of the community facilities district.

**Community Facilities District (CFD) 07-01** – This fund records the deposit of monies held to pay the debt service requirements of the community facilities district.

**Community Facilities District (CFD) 13-01** – This fund records the deposit of monies held to pay the debt service requirements of the community facilities district.

**Community Facilities District (CFD) 14-01** – This fund records the deposit of monies held to pay the debt service requirements of the community facilities district.

**Special Tax B -** This fund records the deposit of monies collected in any Fiscal Year to pay for certain costs as required to meet the needs of the community facilities district in that Fiscal Year.

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

**EXPENDITURE SUMMARIES****ASSESSMENT DISTRICTS**

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Assess. District 95-1 Construction</b>						
Personnel	0	0	0	0	0	0
Operations	745,200	550,000	539,264	491,000	551,000	551,000
Capital	0	0	0	0	0	0
431 <b>District 95-1 Const. Total</b>	745,200	550,000	539,264	491,000	551,000	551,000

**COMMUNITY FACILITIES DISTRICT**

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>CFD 04-1</b>						
Personnel	0	0	0	0	0	0
Operations	1,324,720	1,306,936	717,384	1,415,319	1,345,319	1,345,319
Capital	0	0	0	0	0	0
433 <b>CFD 04-1 Total</b>	1,324,720	1,306,936	717,384	1,415,319	1,345,319	1,345,319

<b>CFD 06-1 Construction</b>						
Personnel	0	0	0	0	0	0
Operations	80,401	33,621	87,416	6,540	6,540	6,540
Capital	1,320,343	(1,727)	0	246,306	2,856,306	0
434 <b>CFD 06-1 Construction Total</b>	1,400,744	31,894	87,416	252,846	2,862,846	6,540

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

<b>Expenditure Summary</b>		<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>CFD 06-1 Debt Svs</b>							
	Personnel	0	0	0	0	0	0
	Operations	62,977,127	6,298,021	3,251,778	3,520,000	5,340,913	5,340,913
	Capital	0	0	0	0	0	0
435	<b>CFD 06-1 Debt Svs Total</b>	<b>62,977,127</b>	<b>6,298,021</b>	<b>3,251,778</b>	<b>3,520,000</b>	<b>5,340,913</b>	<b>5,340,913</b>
<b>CFD 07-1 Debt Svs</b>							
	Personnel	0	0	0	0	0	0
	Operations	17,055,901	1,365,485	929,131	1,267,725	1,122,725	1,122,725
	Capital	0	0	0	0	0	0
436	<b>CFD 07-1 Debt Svs Total</b>	<b>17,055,901</b>	<b>1,365,485</b>	<b>929,131</b>	<b>1,267,725</b>	<b>1,122,725</b>	<b>1,122,725</b>
<b>CFD 07-1 Construction</b>							
	Personnel	0	0	0	0	0	0
	Operations	0	208,439	120,163	27,713	27,713	27,713
	Capital	0	0	638,372	521,303	548,000	0
437	<b>CFD 07-1 Construction Total</b>	<b>0</b>	<b>208,439</b>	<b>758,534</b>	<b>549,016</b>	<b>575,713</b>	<b>27,713</b>
<b>CFD 06-1 Annex Construction</b>							
	Personnel	0	0	0	0	0	0
	Operations	158,833	0	0	0	0	0
	Capital	3,048	0	0	0	0	0
438	<b>CFD 06-1 Annex Const. Total</b>	<b>161,881</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CFD 13-01</b>							
	Personnel	0	0	0	0	0	0
	Operations	218,103	221,457	287,204	0	0	0
	Capital	0	0	0	0	0	0
440	<b>CFD 13-01 Total</b>	<b>218,103</b>	<b>221,457</b>	<b>287,204</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CFD 14-01 Debt Service</b>							
	Personnel	0	0	0	0	0	0
	Operations	836,392	1,615,132	1,475,994	1,443,175	1,443,175	1,443,175
	Capital	0	0	0	0	0	0
441	<b>CFD 14-01 Debt Service Total</b>	<b>836,392</b>	<b>1,615,132</b>	<b>1,475,994</b>	<b>1,443,175</b>	<b>1,443,175</b>	<b>1,443,175</b>
<b>Special Tax B</b>							
	Personnel	0	0	0	0	0	0
	Operations	3,427,578	3,477,116	3,573,713	3,690,600	4,072,500	4,154,000
	Capital	0	0	0	0	0	0
442	<b>Special Tax B Total</b>	<b>3,427,578</b>	<b>3,477,116</b>	<b>3,573,713</b>	<b>3,690,600</b>	<b>4,072,500</b>	<b>4,154,000</b>
<b>CFD 14-01 Construction</b>							
	Personnel	0	0	0	0	0	0
	Operations	132,533	205,637	20,100	2,150	2,150	2,150
	Capital	198	3,791,461	3,633,055	3,070,694	9,842,000	0
443	<b>CFD 14-01 Construction</b>	<b>132,730</b>	<b>3,997,097</b>	<b>3,653,154</b>	<b>3,072,844</b>	<b>9,844,150</b>	<b>2,150</b>

# TUSTIN LANDSCAPE LIGHTING DISTRICT & STREET LIGHTING

# TUSTIN



BUILDING OUR FUTURE  
HONORING OUR PAST

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

## EXPENDITURE SUMMARY

### LIGHTING LANDSCAPE DISTRICT

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Tustin LLD, Special District</b>						
Personnel	0	0	0	0	0	0
Operations	1,484,075	1,056,423	1,096,963	1,120,000	1,220,000	1,220,000
Capital	0	0	0	0	0	0
141 <b>Tustin LLD Total</b>	<b>1,484,075</b>	<b>1,056,423</b>	<b>1,096,963</b>	<b>1,120,000</b>	<b>1,220,000</b>	<b>1,220,000</b>

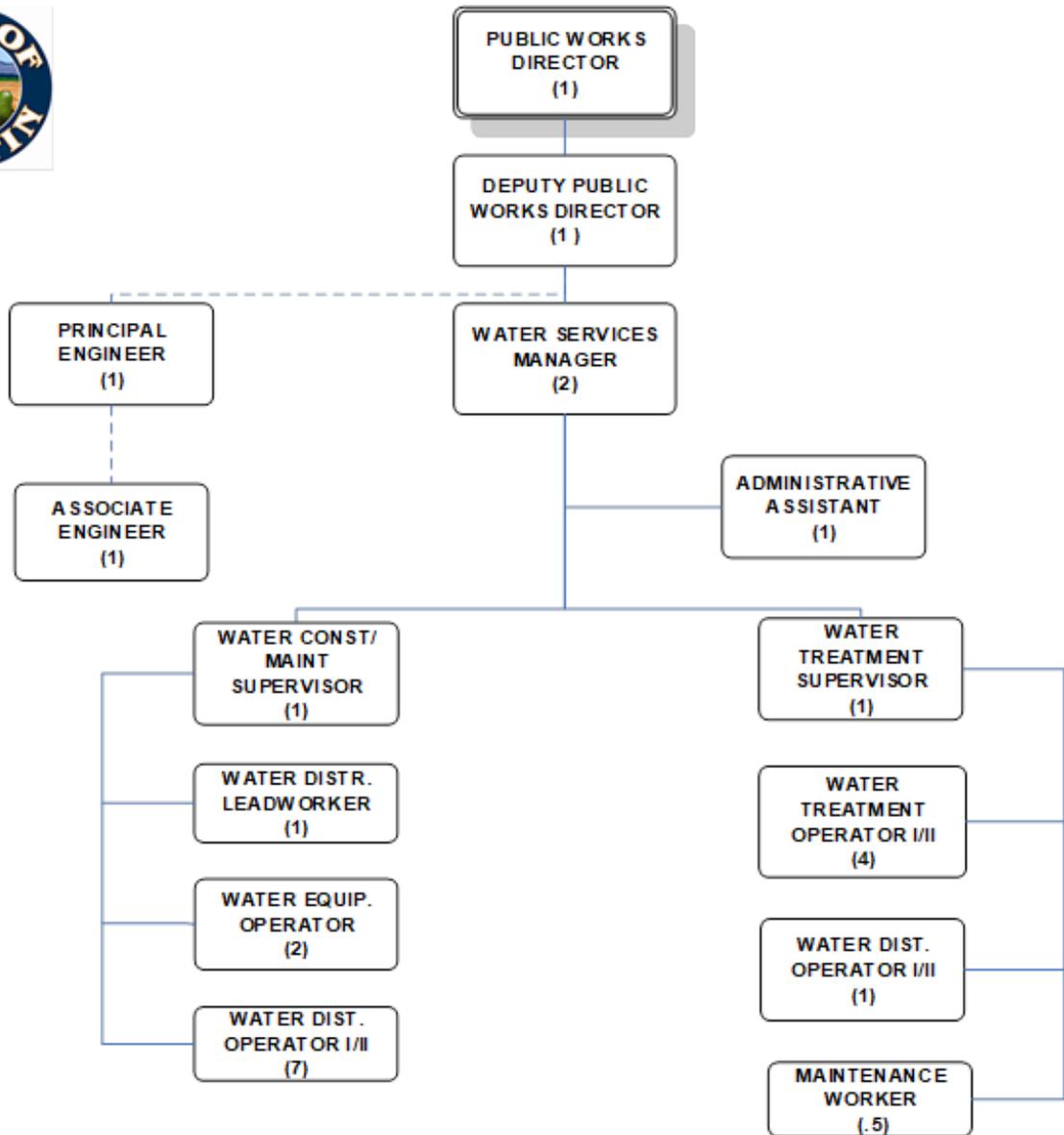
### STREET LIGHTING

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Tustin SL-Capital</b>						
Personnel	0	0	0	0	0	0
Operations	618,387	587,224	589,174	571,000	459,000	459,000
Capital	172	0	1,328,456	0	0	0
	<b>618,559</b>	<b>587,224</b>	<b>1,917,631</b>	<b>571,000</b>	<b>459,000</b>	<b>459,000</b>
<b>Tustin SL - Non-Dept</b>						
Personnel	0	0	0	0	0	0
Operations	963	1,415	1,463	1,500	501,500	501,500
Capital	0	0	0	0	0	0
	<b>963</b>	<b>1,415</b>	<b>1,463</b>	<b>1,500</b>	<b>501,500</b>	<b>501,500</b>
<b>Tustin SL</b>						
Personnel	0	0	0	0	0	0
Operations	619,349	588,639	590,638	572,500	960,500	960,500
Capital	172	0	1,328,456	0	0	0
142 <b>Tustin SL Total</b>	<b>619,521</b>	<b>588,639</b>	<b>1,919,094</b>	<b>572,500</b>	<b>960,500</b>	<b>960,500</b>

# WATER ENTERPRISE



# WATER ENTERPRISE ORGANIZATIONAL CHART



## **BILLING**

### **DESCRIPTION:**

The City of Tustin's Water Enterprise services approximately 14,100 customers. The Finance Department is responsible for Water Billing. Administrative functions of the Water Utility include customer service inquiries, rate analysis, meter reading, customer billings, cash management, financial analysis, and liaison to field operations in construction of major capital improvements, infrastructure and ongoing operational maintenance.

### **TASKS:**

1. Read customer meters;
2. Prepare customer invoices from automated meter reading equipment;
3. Perform cash applications and accounts receivable;
4. Respond to customer service orders;
5. Prepare and monitor work orders for field operations concerning meter repair, leaks, turn-on and turn-offs;
6. Prepare water management reports;
7. Analyze Pass-Through charge in accordance with the 2010 Water Rate Increase
8. Implement and promote a water conservation program.

## **ADMINISTRATION**

### **DESCRIPTION:**

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:**

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

## **DISTRIBUTION**

### **DESCRIPTION:**

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

### **TASKS:**

1. Ensure compliance with all health and safety standards for water quality.
2. Operate and maintain the water distribution system.
3. Coordinate the design and construction of water capital improvement program projects.
4. Perform preventive maintenance to minimize water loss and service interruptions to City water customers.
5. Provide responsive customer service.
6. Review City, developer and outside agency project plans for compliance with Water Division standards.
7. Conduct staff safety training and Department of Health Services certification programs.

## **MAIN STREET WATER FACILITY**

### **DESCRIPTION:**

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

### **TASKS:**

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

## **17<sup>TH</sup> STREET DESALTER**

### **DESCRIPTION:**

This reverse osmosis water treatment facility is a cooperative venture between the City of Tustin, the Orange County Water District [OCWD], and the Metropolitan Water District of Southern California [MWD]. This facility removes nitrates and high concentrations of dissolved solids from the groundwater produced at this facility. The water is treated and blended to comply with State and Federal drinking water standards.

**TASKS:**

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

**IMPORTED WATER****DESCRIPTION:**

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

**TASKS:**

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

**GROUNDWATER****DESCRIPTION:**

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

**TASKS:**

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

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

# EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Water, Service Billing</b>						
Personnel	615,060	681,460	704,742	958,420	991,700	1,056,200
Operations	6,014,330	2,173,595	1,554,007	1,850,300	1,897,300	1,897,300
Capital	806	12,904	2,318	50,000	50,000	50,000
	<u>6,630,196</u>	<u>2,867,959</u>	<u>2,261,066</u>	<u>2,858,720</u>	<u>2,939,000</u>	<u>3,003,500</u>
<b>Water, Administration</b>						
Personnel	677,550	706,298	782,763	981,600	913,900	831,800
Operations	2,678,914	2,551,275	1,904,300	2,621,005	2,790,330	2,627,350
Capital	0	0	0	0	0	0
	<u>3,356,463</u>	<u>3,257,573</u>	<u>2,687,062</u>	<u>3,602,605</u>	<u>3,704,230</u>	<u>3,459,150</u>
<b>Water, Administration</b>						
Personnel	0	0	0	0	0	0
Operations	1,702,465	1,675,789	1,762,551	1,300,000	1,800,000	1,800,000
Capital	0	0	0	0	0	0
	<u>1,702,465</u>	<u>1,675,789</u>	<u>1,762,551</u>	<u>1,300,000</u>	<u>1,800,000</u>	<u>1,800,000</u>
<b>Water Distribution</b>						
Personnel	1,009,405	1,077,076	1,144,995	1,227,358	1,293,900	1,359,100
Operations	139,680	146,782	180,024	165,805	150,200	150,200
Capital	0	0	152,126	0	0	0
	<u>1,149,085</u>	<u>1,223,858</u>	<u>1,477,144</u>	<u>1,393,163</u>	<u>1,444,100</u>	<u>1,509,300</u>
<b>Main Street Facilities</b>						
Personnel	172,333	185,970	139,025	187,200	180,000	191,900
Operations	639,620	562,504	361,512	79,395	92,800	92,800
Capital	0	0	0	0	0	0
	<u>811,953</u>	<u>748,473</u>	<u>500,537</u>	<u>266,595</u>	<u>272,800</u>	<u>284,700</u>
<b>17th Street Desalter</b>						
Personnel	327,217	337,060	360,981	235,300	247,000	258,400
Operations	1,027,106	1,401,407	1,344,706	1,123,402	1,684,700	1,908,700
Capital	0	0	0	0	0	0
	<u>1,354,323</u>	<u>1,738,467</u>	<u>1,705,687</u>	<u>1,358,702</u>	<u>1,931,700</u>	<u>2,167,100</u>

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Imported Water</b>						
Personnel	63,388	73,077	69,318	96,100	101,800	107,500
Operations	2,215,701	1,480,487	1,727,653	1,987,200	1,120,000	1,120,000
Capital	0	0	0	0	0	0
	<u>2,279,089</u>	<u>1,553,564</u>	<u>1,796,971</u>	<u>2,083,300</u>	<u>1,221,800</u>	<u>1,227,500</u>
<b>Water Production</b>						
Personnel	102,360	113,404	239,076	229,600	268,200	281,300
Operations	2,435,157	3,285,642	4,153,387	4,230,110	4,940,400	5,232,400
Capital	0	0	0	0	0	0
	<u>2,537,517</u>	<u>3,399,047</u>	<u>4,392,463</u>	<u>4,459,710</u>	<u>5,208,600</u>	<u>5,513,700</u>
<b>Water Utility Fund Total</b>						
Personnel	2,967,312	3,174,345	3,440,900	3,915,578	3,996,500	4,086,200
Operations	16,852,973	13,277,480	12,988,140	13,357,217	14,475,730	14,828,750
Capital	806	12,904	154,443	50,000	50,000	50,000
<b>300 Water Utility Fund Total</b>	<u>19,821,091</u>	<u>16,464,730</u>	<u>16,583,484</u>	<u>17,322,795</u>	<u>18,522,230</u>	<u>18,964,950</u>

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

<b>Expenditure Summary</b>		<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Water Capital Fund</b>							
	Personnel	0	0	0	0	0	0
	Operations	341,598	672,466	1,252,567	630,880	700,000	700,000
	Capital	(51,412)	580	1,115,110	2,500,000	5,098,762	1,500,000
301	<b>Water Capital Fund Total</b>	<b>290,185</b>	<b>673,046</b>	<b>2,367,677</b>	<b>3,130,880</b>	<b>5,798,762</b>	<b>2,200,000</b>
<b>2011 Water Revenue Bond Fund</b>							
	Personnel	0	0	0	0	0	0
	Operations	274,076	2,274,463	4,306,089	0	0	0
	Capital Outlay	80,081	0	0	0	282,000	0
305	<b>2011 Water Bond Fund Total</b>	<b>354,157</b>	<b>2,274,463</b>	<b>4,306,089</b>	<b>0</b>	<b>282,000</b>	<b>0</b>
<b>2013 Water Revenue Bond Fund</b>							
	Personnel	0	0	0	0	0	0
	Operations	9,689	10,629	8,951	0	0	0
	Capital Outlay	0	0	1,619,522	3,768,039	9,326,498	0
306	<b>2013 Water Bond Fund Total</b>	<b>9,689</b>	<b>10,629</b>	<b>1,628,472</b>	<b>3,768,039</b>	<b>9,326,498</b>	<b>0</b>



# SPECIAL REVENUE FUNDS



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 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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## COMMUNITY DEVELOPMENT BLOCK GRANTS

### DESCRIPTION:

The federal Housing and Community Act of 1974, as amended, created the Community Development Block Grant (CDBG) program to return federal funds to local communities for the purpose of developing viable urban communities by providing adequate housing and a suitable living environment and by expanding economic opportunities, specifically for low and moderate income persons. Grants are awarded to communities to implement a wide range of community development activities directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services.

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>CDBG Admin</b>						
Personnel	152,622	162,859	127,544	254,200	249,700	266,500
Operations	296,054	198,033	184,069	286,345	351,345	256,345
Capital	0	0	0	0	0	0
	<u>448,676</u>	<u>360,892</u>	<u>311,613</u>	<u>540,545</u>	<u>601,045</u>	<u>522,845</u>
<b>CDBG Admin, Job Creation / Incentive</b>						
Personnel	0	0	0	0	0	0
Operations	50,000	0	0	0	0	0
Capital	0	0	0	0	0	0
	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>CDBG Capital</b>						
Personnel	0	0	0	0	0	0
Operations	0	0	0	0	0	0
Capital	80,423	133,562	259,115	917,564	454,000	0
	<u>80,423</u>	<u>133,562</u>	<u>259,115</u>	<u>917,564</u>	<u>454,000</u>	<u>0</u>
<b>CDBG Total</b>						
Personnel	152,622	162,859	127,544	254,200	249,700	266,500
Operations	346,054	198,033	184,069	286,345	351,345	256,345
Capital	80,423	133,562	259,115	917,564	454,000	0
120 <b>CDBG Total</b>	<u>579,099</u>	<u>494,454</u>	<u>570,729</u>	<u>1,458,109</u>	<u>1,055,045</u>	<u>522,845</u>

## 2015-17 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

## CABLE PEG FEES

### DESCRIPTION:

This Fund is used to account for Public, Educational, and Government (PEG) fees collected from cable providers (Cox and Time Warner) in the City. The funds in this Fund is restricted to PEG-TV related equipment expenditures.

## EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Cable PEG Fees</b>						
Personnel	0	0	0	0	0	0
Operations	14,526	513,292	0	50,000	50,000	50,000
Capital	0	0	0	0	0	0
129 <b>Cable PEG Fees Total</b>	14,526	513,292	0	50,000	50,000	50,000

## SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT FUND

### DESCRIPTION:

This fund is used to account for funds received from South Coast Air Quality Management District to be used for reducing pollution.

## EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>SCAQMD, Non-Departmental</b>						
Personnel	0	0	0	0	0	0
Operations	153	172	159	100,000	100,000	100,000
Capital	0	198,000	0	0	0	0
133 <b>SCAQMD Total</b>	153	198,172	159	100,000	100,000	100,000

## 2015-17 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

## ASSET FORFEITURE FUND

### DESCRIPTION:

This fund is used to account for monies received from the Federal government that are used for special law enforcement purchases.

## EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Asset Forfeit, Non-Dept.</b>						
Personnel	0	0	0	0	0	0
Operations	351,514	27	2,989	0	0	0
Capital	0	0	0	0	0	0
134 <b>Asset Forfeit Total</b>	351,514	27	2,989	0	0	0

## SUPPLEMENTAL LAW ENFORCEMENT FUND

### DESCRIPTION:

This law was established under Government Code Section 30061 enacted by AB3229, Chapter 134, of the 1996 Statutes and is appropriation from the State Budget for the "Citizen Option for Public Safety Program." These funds can only be used for police front line municipal activities that provide police services to the City in prevention of drug abuse, crime prevention, and community awareness programs.

## EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Suppl Law Enforcement, CIP</b>						
Personnel	105,821	102,348	112,452	118,500	133,800	140,500
Operations	0	0	0	0	0	0
Capital	1,790	11,055	127,408	17,139	0	0
136 <b>Suppl Law Total</b>	107,611	113,403	239,859	135,639	133,800	140,500

## 2015-17 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

## MEASURE M/M2 FUNDS

### DESCRIPTION:

This fund is used to account for monies received from the County for street projects.

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Measure M - Non-Dept</b>						
Personnel	0	0	0	0	0	0
Operations	481	526	22	0	0	0
Capital	0	0	0	0	0	0
	<u>481</u>	<u>526</u>	<u>22</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Measure M - Capital</b>						
Personnel	0	0	0	0	0	0
Operations	0	0	0	0	0	0
Capital	0	637,403	74,325	0	0	0
	<u>0</u>	<u>637,403</u>	<u>74,325</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Measure M</b>						
Personnel	0	0	0	0	0	0
Operations	481	526	22	0	0	0
Capital	0	637,403	74,325	0	0	0
138 <b>Measure M Total</b>	<u>481</u>	<u>637,929</u>	<u>74,347</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Measure M2 - Non-Dept</b>						
Personnel	0	0	0	0	0	0
Operations	95,427	105,230	293,886	39,000	40,000	40,000
Capital	0	0	0	0	0	0
	<u>95,427</u>	<u>105,230</u>	<u>293,886</u>	<u>39,000</u>	<u>40,000</u>	<u>40,000</u>
<b>Measure M2 - Capital</b>						
Personnel	0	0	0	0	0	0
Operations	114,508	225,286	207,958	53,444	0	0
Capital	2,469,488	699,365	6,627,023	1,680,781	5,060,969	160,000
	<u>2,583,996</u>	<u>924,651</u>	<u>6,834,980</u>	<u>1,734,225</u>	<u>5,060,969</u>	<u>160,000</u>
<b>Measure M2</b>						
Personnel	0	0	0	0	0	0
Operations	209,935	330,516	501,843	92,444	40,000	40,000
Capital	2,469,488	699,365	6,627,023	1,680,781	5,060,969	160,000
139 <b>Measure M2 Total</b>	<u>2,679,423</u>	<u>1,029,881</u>	<u>7,128,866</u>	<u>1,773,225</u>	<u>5,100,969</u>	<u>200,000</u>

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 2015-17 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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# GAS TAX FUND

## DESCRIPTION:

This fund accounts for revenues and expenditures apportioned under the Street and Highways code of the State of California. Expenditures may be made for any street-related purposed allowable under the Code.

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Gas Tax, Non-Dept</b>						
Personnel	0	0	0	0	0	0
Operations	3,740	4,151	3,696	4,000	4,000	4,000
Capital	0	0	0	0	0	0
	<u>3,740</u>	<u>4,151</u>	<u>3,696</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
<b>Gas Tax, CIP</b>						
Personnel	139,094	143,579	157,743	248,000	323,800	271,400
Operations	1,466,993	1,344,930	1,235,343	599,135	1,372,780	1,322,780
Capital	36,063	209,510	130,919	1,468,945	1,400,000	0
	<u>1,642,149</u>	<u>1,698,020</u>	<u>1,524,005</u>	<u>2,316,080</u>	<u>3,096,580</u>	<u>1,594,180</u>
<b>Gas Tax Total</b>						
Personnel	139,094	143,579	157,743	248,000	323,800	271,400
Operations	1,470,733	1,349,081	1,239,038	603,135	1,376,780	1,326,780
Capital	36,063	209,510	130,919	1,468,945	1,400,000	0
130 <b>Gas Tax Total</b>	<u>1,645,889</u>	<u>1,702,170</u>	<u>1,527,700</u>	<u>2,320,080</u>	<u>3,100,580</u>	<u>1,598,180</u>

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 2015-17 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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## PARK ACQUISITION & DEVELOPMENT FUND

### DESCRIPTION:

This fund is used to account for fees received from developers to develop the City's park system.

### EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Park Dev</b>						
Personnel	0	0	0	0	0	0
Operations	495,967	243,058	77,584	11,831	22,164	22,164
Capital	79,257	320,597	199,133	835,097	1,905,000	0
	<u>575,225</u>	<u>563,654</u>	<u>276,717</u>	<u>846,928</u>	<u>1,927,164</u>	<u>22,164</u>
<b>Park Dev, CIP</b>						
Personnel	0	0	0	0	0	0
Operations	495,967	243,058	77,584	11,831	22,164	22,164
Capital	79,257	320,597	199,133	835,097	1,905,000	0
131 <b>Park Dev Total</b>	<u>575,225</u>	<u>563,654</u>	<u>276,717</u>	<u>846,928</u>	<u>1,927,164</u>	<u>22,164</u>
<b>Legacy Park, CIP</b>						
Personnel	0	0	0	0	0	0
Operations	3,499	4,039	2,462	0	0	0
Capital	202,035	504,572	3,629,490	1,268,738	114,650	0
	<u>205,533</u>	<u>508,611</u>	<u>3,631,953</u>	<u>1,268,738</u>	<u>114,650</u>	<u>0</u>
<b>Park Dev Tustin Legacy, CIP</b>						
Personnel	0	0	0	0	0	0
Operations	3,499	4,039	2,462	0	0	0
Capital	202,035	504,572	3,629,490	1,268,738	114,650	0
132 <b>Park Dev Tustin Legacy Tot</b>	<u>205,533</u>	<u>508,611</u>	<u>3,631,953</u>	<u>1,268,738</u>	<u>114,650</u>	<u>0</u>

## 2015-17 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

# INTERNAL SERVICE FUNDS

## EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>Workers Comp, Self Insurance</b>						
Personnel	0	0	0	0	0	0
Operations	1,559,074	1,011,952	1,171,121	969,735	1,100,110	1,143,299
Capital	120	538	3,484	5,000	5,000	5,000
181 <b>Workers Comp Total</b>	<b>1,559,194</b>	<b>1,012,490</b>	<b>1,174,605</b>	<b>974,735</b>	<b>1,105,110</b>	<b>1,148,299</b>
<b>Liability, Self Insurance</b>						
Personnel	0	0	0	0	0	0
Operations	320	34	171	100	0	0
Capital	0	0	0	0	0	0
	320	34	171	100	0	0
Personnel	0	0	0	0	0	0
Operations	821,057	760,209	2,254,976	1,087,687	1,259,624	1,254,418
Capital	0	0	0	0	0	0
	821,057	760,209	2,254,976	1,087,687	1,259,624	1,254,418
Personnel	0	0	0	0	0	0
Operations	821,377	760,243	2,255,147	1,087,787	1,259,624	1,254,418
Capital	0	0	0	0	0	0
182 <b>Liability Total</b>	<b>821,377</b>	<b>760,243</b>	<b>2,255,147</b>	<b>1,087,787</b>	<b>1,259,624</b>	<b>1,254,418</b>
<b>Unemployment, Self Insurance</b>						
Personnel	0	0	0	0	0	0
Operations	17,876	10,619	3,700	15,600	25,000	25,000
Capital	0	0	0	0	0	0
183 <b>Unemployment</b>	<b>17,876</b>	<b>10,619</b>	<b>3,700</b>	<b>15,600</b>	<b>25,000</b>	<b>25,000</b>
<b>Equipment Replacement</b>						
Personnel	0	0	0	0	0	0
Operations	3,017	2,081	1,542	0	0	1,500
Capital	1,563,567	2,454,048	2,408,943	714,476	1,527,550	727,000
184 <b>Equip. Replacement Total</b>	<b>1,566,584</b>	<b>2,456,129</b>	<b>2,410,484</b>	<b>714,476</b>	<b>1,527,550</b>	<b>728,500</b>

# BACKBONE & LAND HELD FOR RESALE FUNDS

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Oblg Reimb Frm Successor Agency</b>						
Personnel	0	0	0	0	0	0
Operations	1,339	1,528	1,324	600	1,986,216	0
Capital	0	0	0	0	0	0
186 <b>Oblg Reimb Frm Successor</b>	<b>1,339</b>	<b>1,528</b>	<b>1,324</b>	<b>600</b>	<b>1,986,216</b>	<b>0</b>
<b>Backbone Fee Fund</b>						
Personnel	0	0	0	0	0	0
Operations	37,701	174,712	160,734	0	21,147	21,147
Capital	44,545	602,338	920,899	10,375,000	21,555,988	6,000,000
187 <b>Backbone Fee Fund Total</b>	<b>82,246</b>	<b>777,050</b>	<b>1,081,633</b>	<b>10,375,000</b>	<b>21,577,135</b>	<b>6,021,147</b>
<b>Land Held for Resale</b>						
Personnel	660,426	660,426	0	3,300,000	3,300,000	3,300,000
Operations	44,655,766	26,515,512	16,308,330	23,455,501	5,099,706	7,343,106
Capital	95,678	3,624,423	3,886,317	7,615,805	19,068,844	6,000,000
189 <b>Land Held for Resale Total</b>	<b>45,411,870</b>	<b>30,800,361</b>	<b>20,194,647</b>	<b>34,371,306</b>	<b>27,468,550</b>	<b>16,643,106</b>

## 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

# ROAD MAINTENANCE & REHAB FUNDS

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Road Maint &amp; Rehab</b>						
Personnel	0	0	0	0	0	0
Operations	0	0	0	0	0	0
Capital	0	0	0	135,000	2,675,000	0
140 <b>Road Maint &amp; Rehab</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135,000</b>	<b>2,675,000</b>	<b>0</b>

# SOLID WASTE FUNDS

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Solid Waste</b>						
Personnel	0	0	0	44,930	133,400	143,500
Operations	0	0	0	20,000	80,000	80,000
Capital	0	0	0	0	0	0
171 <b>Solid Waste Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64,930</b>	<b>213,400</b>	<b>223,500</b>

# SPECIAL EVENTS FUNDS

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Special Events</b>						
Personnel	0	0	70,432	93,200	13,500	13,500
Operations	0	0	320,235	305,653	370,053	370,053
Capital	0	0	0	0	0	0
180 <b>Special Events Total</b>	<b>0</b>	<b>0</b>	<b>390,668</b>	<b>398,853</b>	<b>383,553</b>	<b>383,553</b>

# INFORMATION TECHNOLOGY

(INTERNAL SERVICE FUND)

# TUSTIN



BUILDING OUR FUTURE  
HONORING OUR PAST

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**2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET**


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**DESCRIPTION:**

The Information Technology Division provides research, planning, development, support and evaluation of Citywide technology systems, including data, voice, telephone systems, radio, and technology infrastructure. It provides maintenance for current hardware/software platforms in use by the City, update and application support.

**TASKS:**

1. Manage all hardware and software utilized by the City;
2. Administer annual lease/maintenance agreements for hardware and software;
3. Provide programming support for systems as needed;
4. Evaluate the effectiveness of out-sourced computer services;
5. Maintain, support and upgrade servers, workstations, peripheral computer equipment, software, phones, audiovisual equipment on a Citywide basis;
6. Develop and implement software solutions to enhance operational efficiency.

## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Information Technology</b>						
Personnel	355,547	372,001	387,793	670,800	702,800	730,500
Operations	962,878	935,505	1,040,778	1,686,424	1,551,300	1,803,300
Capital	244,860	280,769	416,936	1,461,917	1,340,000	880,000
185 <b>Info. Technology Total</b>	<b>1,563,285</b>	<b>1,588,274</b>	<b>1,845,507</b>	<b>3,819,141</b>	<b>3,594,100</b>	<b>3,413,800</b>

# HOUSING AUTHORITY



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 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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## EXPENDITURE SUMMARY

<b>Expenditure Summary</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Tustin Housing Authority</b>						
Personnel	220,136	237,139	287,498	317,300	334,300	352,600
Operations	72,359	124,705	129,306	935,487	1,088,345	1,168,345
Capital	0	0	0	0	0	0
575 <b>Tustin Housing Authority Total</b>	<b>292,495</b>	<b>361,844</b>	<b>416,804</b>	<b>1,252,787</b>	<b>1,422,645</b>	<b>1,520,945</b>

# CAPITAL IMPROVEMENT PROGRAM



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 2019-21 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
 

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## CIP

### EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>CIP, CIP</b>						
Personnel	0	0	0	0	0	0
Operations	17,783	3,566	166,110	115,077	0	0
Capital	3,262,371	5,570,583	7,952,516	4,118,926	7,469,650	2,825,000
200 <b>CIP Total</b>	3,280,154	5,574,150	8,118,626	4,234,003	7,469,650	2,825,000

**Note:** The complete Capital Improvement Program is a separate document. The seven-year Capital Improvement Program document identified future projects and cost estimates that allow staff to properly plan for future capital improvements throughout the City.

## MCAS 2010 TAX ALLOCATION BONDS

### EXPENDITURE SUMMARY

Expenditure Summary	15/16	16/17	17/18	18/19	19/20	20/21
	Actual	Actual	Actual	Projected	Proposed	Proposed
<b>MCAS 2010 TABs</b>						
Personnel	111,531	120,644	128,279	127,200	133,100	139,600
Operations	581,435	430,580	56,637	0	101,690	101,690
Capital	10,175,955	4,386,407	3,775,349	9,987,182	1,482,913	0
561 <b>MCAS 2010 TABs Total</b>	10,868,920	4,937,631	3,960,265	10,114,382	1,717,703	241,290

**Note:** The MCAS 2010 TABs was issued by the former Redevelopment Agency for capital projects at Tustin Legacy. Recently, the California Department of Finance issued the City a "Finding of Completion" which freed up the City's ability to use these funds for capital projects.