

TUSTIN



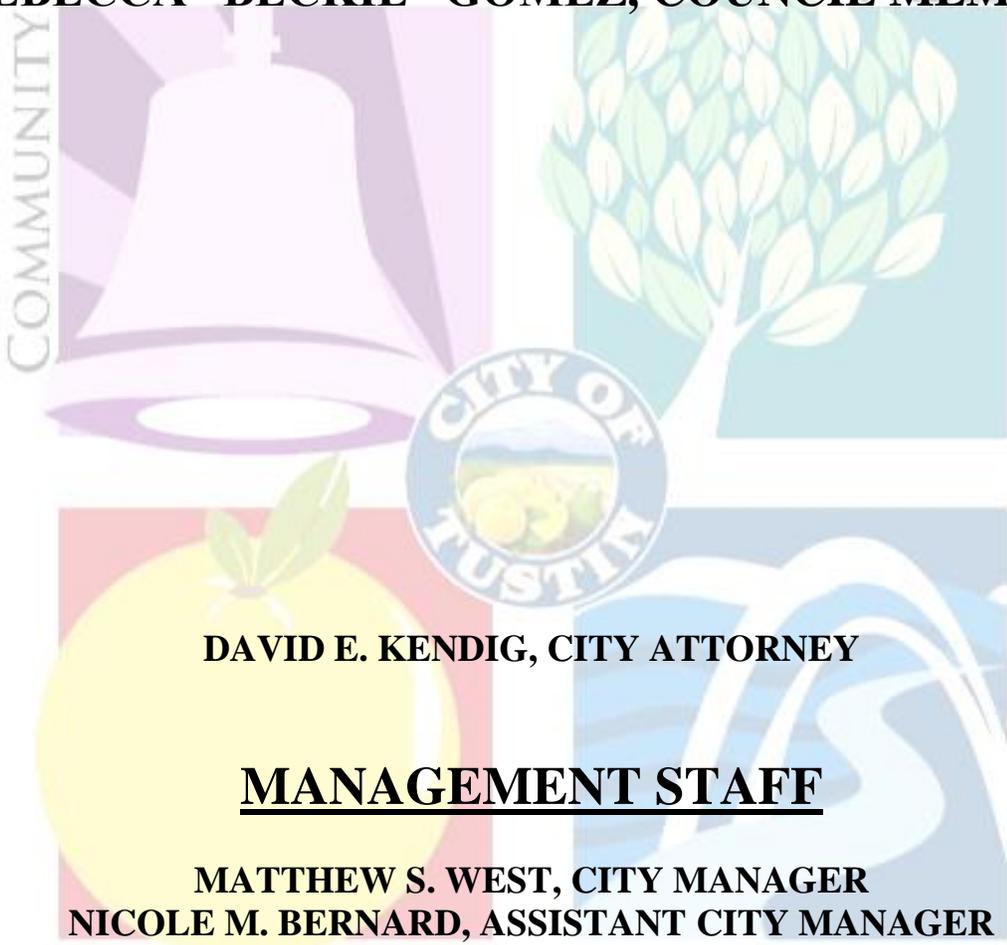
BUILDING OUR FUTURE
HONORING OUR PAST

ADOPTED BIENNIAL BUDGET FISCAL YEAR 2021-2023

TUSTIN CITY COUNCIL

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AUSTIN LUMBARD, MAYOR PRO TEM

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RYAN GALLAGHER, COUNCIL MEMBER
REBECCA “BECKIE” GOMEZ, COUNCIL MEMBER



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DOUGLAS S. STACK, DIRECTOR OF PUBLIC WORKS
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DERICK L. YASUDA, DIRECTOR OF HUMAN RESOURCES

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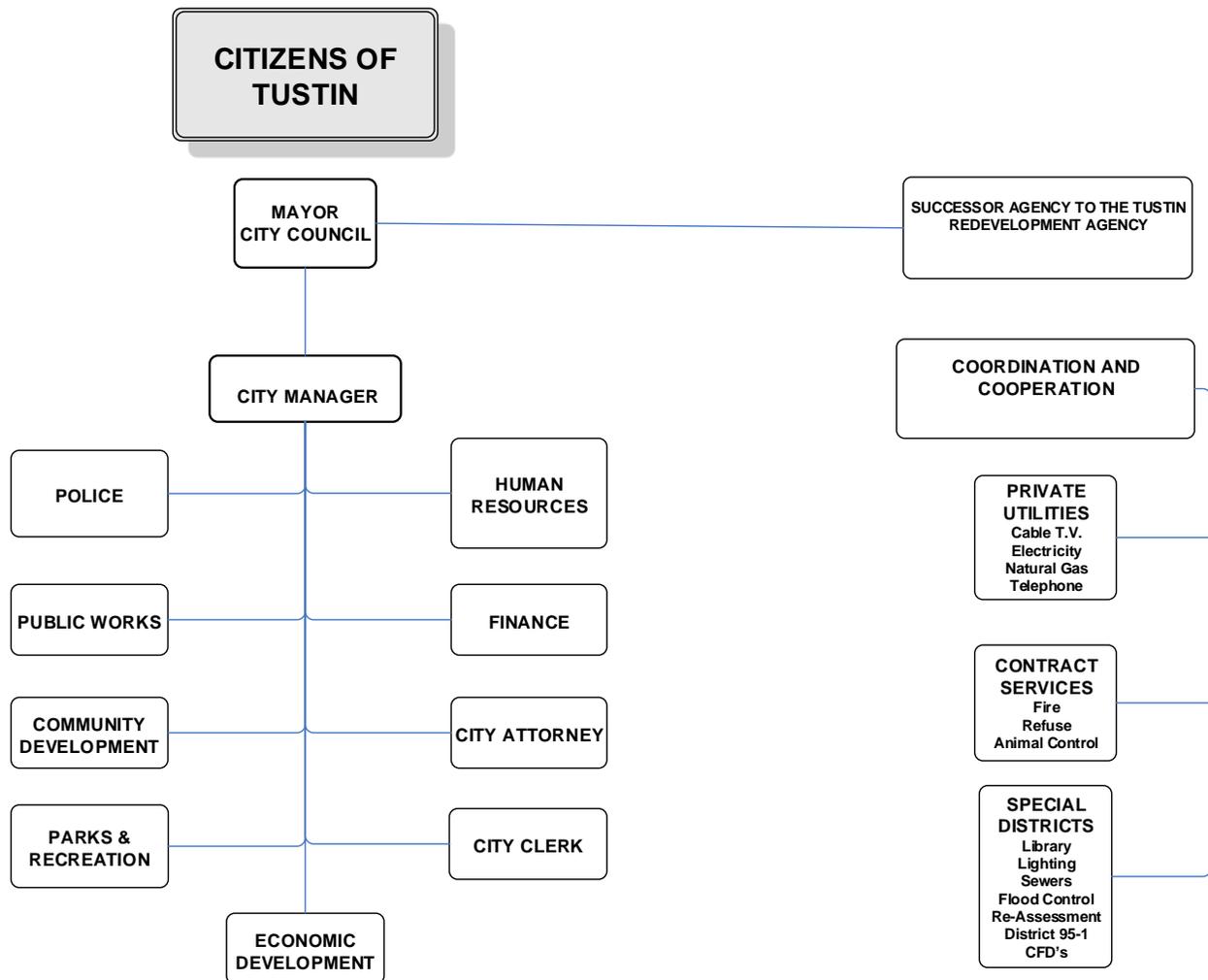
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CITY OF TUSTIN ORGANIZATIONAL CHART FISCAL YEAR 2021-2023





FINANCIAL SUMMARY

TUSTIN



BUILDING OUR FUTURE
HONORING OUR PAST



FUND BALANCE PROJECTIONS BY FUND

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

City of Tustin
FY 2021-2023 Biennial Budget
Year End Projected Fund Balance for ALL FUNDS

Fund	Description	Projected Ending Balance 06/30/20	20/21		20/21		20/21 Projected	20/21 Projected	Projected Ending Balance 06/30/21
			One-Time Transfer In / Cash	Revenues	Expenditures	One-Time Transfer Out			
100	General Fund - Unrestricted	\$22,928,498	\$9,482,388	\$60,377,174	\$73,785,815	\$0		\$19,002,245	
100*	General Fund - PARS Pension Trust	\$6,182,499	\$0	\$737,501	\$0	\$0		\$6,920,000	
101	General Fund - Emergency Fund	\$1,000,000	\$0	\$0	\$0	\$0		\$1,000,000	
186	Oblig Reimb Frm Successor Agency	\$1,448	\$0	\$0	\$0	\$1,448		\$0	
187	Backbone Fee Fund	\$10,225,970	\$187,552	\$682,707	\$3,140,935	\$0		\$7,955,294	
189	Land Held for Resale	\$39,074,205	\$4,000,000	\$3,604,784	\$4,029,607	\$6,199,854		\$36,449,528	
200	Capital Projects Fund—CIP	\$2,748,978	\$0	\$3,119,876	\$2,887,351	\$0		\$2,981,503	
120	CDBG	(\$2,441)	\$0	\$1,947,748	\$1,945,307	\$0		\$0	
129	Cable PEG Fees Fund	\$504,212	\$0	\$150,000	\$79,073	\$0		\$575,139	
130	Gas Tax	\$5,291,405	\$0	\$1,913,200	\$2,547,548	\$0		\$4,657,057	
131	Park Development	\$3,247,837	\$0	\$533,279	\$1,699,454	\$55,743		\$2,025,919	
132	Park Development Tustin Legacy	\$0	\$55,743	(\$111)	\$55,632	\$0		\$0	
133	SCAQMD	\$548,854	\$0	\$96,400	\$500,000	\$0		\$145,254	
134	Asset Forfeiture	\$53,739	\$0	\$0	\$0	\$0		\$53,739	
135	RNSP Asset Forfeiture	\$131,971	\$0	\$117	\$0	\$0		\$132,088	
136	Supplemental Law Enforcement	\$203,211	\$0	\$176,000	\$136,900	\$0		\$242,311	
137	Treasury RNSP Asset Forfeiture	\$12,209	\$0	\$9	\$0	\$0		\$12,218	
139	Measure M2	\$6,971,726	\$0	\$1,896,900	\$2,387,301	\$40,000		\$6,441,325	
140	Road Maint & Rehab Alloc	\$2,601,976	\$0	\$1,454,197	\$934,272	\$0		\$3,121,901	
141	Tustin LLD	(\$148,706)	\$888,308	\$669,000	\$1,293,000	\$0		\$115,602	
142	Tustin SL	\$2,432,029	\$0	\$1,160,000	\$481,720	\$500,000		\$2,610,309	
171	Solid Waste Fund	\$113,396	\$0	\$220,000	\$217,131	\$0		\$116,265	
180	Special Events	\$302,557	\$0	\$86,793	\$74,825	\$15,500		\$299,025	
181	Workers Compensation	\$1,288,579	\$0	\$1,084,300	\$1,337,058	\$0		\$1,035,821	
182	Liability	\$1,242,996	\$1,101,000	\$0	\$1,195,661	\$0		\$1,148,335	
183	Unemployment	\$40,596	\$0	\$0	(\$19,000)	\$0		\$59,596	
184	Equipment Replacement Fund	\$2,827,691	\$0	\$836,306	\$772,360	\$0		\$2,891,637	
185	Information Technology	\$3,360,007	\$517,700	\$2,893,357	\$3,854,245	\$0		\$2,916,819	
300	Water Enterprise	\$10,108,393	\$0	\$18,678,016	\$18,630,006	\$1,782,128		\$8,374,275	
301	Water Capital Fund	\$2,786,807	\$1,782,128	\$50,000	\$3,317,935	\$0		\$1,301,000	
302	Water Enterprise Emergency Fund	\$2,027,490	\$0	\$0	\$0	\$0		\$2,027,490	
305	2011 Water Revenue Bond Fund	\$6,397	\$0	\$0	\$0	\$0		\$6,397	
306	2013 Water Revenue Bond Fund	\$8,067,591	\$0	\$20,000	\$7,991,454	\$0		\$96,137	
431	Assessment Dist. 95-1 Construction	\$1,142,556	\$0	\$0	\$0	\$772,706		\$369,850	
433	CFD 04-1	\$1,144,003	\$0	\$729,000	\$705,106	\$0		\$1,167,897	
434	CFD 06-1 Construction	\$2,868,195	\$0	\$3,000	\$2,682,810	\$0		\$188,385	
435	CFD 06-1 Debt Service	\$6,225,798	\$0	\$3,720,000	\$3,464,722	\$0		\$6,481,076	
436	CFD 07-1 Debt Service	\$1,776,248	\$0	\$952,000	\$950,140	\$0		\$1,778,108	
441	CFD 14-01 Debt Service	\$3,478,006	\$0	\$1,467,893	\$1,516,760	\$0		\$3,429,139	
442	Special Tax B	\$34,140	\$0	\$4,513,300	\$0	\$4,547,440		\$0	
443	CFD 14-01 Construction	\$8,848,696	\$0	\$0	\$388,380	\$4,000,000		\$4,460,316	
570	Successor Agency (Trust Fund)	\$2,504,969	\$0	\$4,161,077	\$2,285,852	\$0		\$4,380,194	
571	PARS OPEB Trust	\$2,166,915	\$0	\$261,283	\$0	\$0		\$2,428,198	
575	Tustin Housing Authority	\$2,171,286	\$0	\$774,474	\$1,457,002	\$100,000		\$1,388,758	
577	Voluntary Workforce Housing Incentive Prog	\$2,024,434	\$0	\$0	\$0	\$0		\$2,024,434	
TOTAL ALL FUNDS		\$170,657,787	\$18,014,819	\$118,969,580	\$146,816,782	\$18,014,819		\$142,810,585	

100* The PARS Pension Trust is a section 115 Trust, this restricted cash is being presented separate from the General Fund fund balance.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

City of Tustin
FY 2021-2023 Biennial Budget
Year End Projected Fund Balance for ALL FUNDS

Fund	Description	Projected Ending Balance 06/30/21	21/22	21/22	21/22	21/22	Projected Ending Balance 06/30/22	
			Adopted	Adopted	Adopted	Adopted		
			One-Time Transfer In / Cash	Revenues	Expenditures	One-Time Transfer Out		
100	General Fund - Unrestricted	\$19,002,245	\$9,278,363	\$63,018,401	\$76,455,101	\$0	\$14,843,907	
100*	General Fund - PARS Pension Trust	\$6,920,000	\$0	\$420,000	\$0	\$0	\$7,340,000	
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	\$7,955,294	\$0	\$55,000	\$2,252,247	\$0	\$5,758,047	
189	Land Held for Resale	\$36,449,528	\$0	\$270,000	\$11,792,734	\$6,167,544	\$18,759,250	
200	Capital Projects Fund—CIP	\$2,981,503	\$0	\$2,850,000	\$3,095,000	\$0	\$2,736,503	
120	CDBG	\$0	\$0	\$3,053,345	\$3,053,345	\$0	\$0	
129	Cable PEG Fees Fund	\$575,139	\$0	\$150,000	\$79,073	\$0	\$646,065	
130	Gas Tax	\$4,657,057	\$0	\$2,032,800	\$1,982,802	\$0	\$4,707,055	
131	Park Development	\$2,025,919	\$0	\$357,000	\$1,518,412	\$0	\$864,507	
132	Park Development Tustin Legacy	\$0	\$0	\$0	\$0	\$0	\$0	
133	SCAQMD	\$145,254	\$0	\$96,400	\$0	\$0	\$241,654	
134	Asset Forfeiture	\$53,739	\$0	\$0	\$0	\$0	\$53,739	
135	RNSP Asset Forfeiture	\$132,088	\$0	\$0	\$0	\$0	\$132,088	
136	Supplemental Law Enforcement	\$242,311	\$0	\$176,000	\$142,300	\$0	\$276,011	
137	Treasury RNSP Asset Forfeiture	\$12,218	\$0	\$0	\$0	\$0	\$12,218	
139	Measure M2	\$6,441,325	\$0	\$1,696,900	\$2,263,740	\$40,000	\$5,834,485	
140	Road Maint & Rehab Alloc	\$3,121,901	\$0	\$1,590,300	\$1,254,254	\$0	\$3,457,947	
141	Tustin LLD	\$115,602	\$166,000	\$1,250,000	\$1,238,000	\$0	\$293,602	
142	Tustin SL	\$2,610,309	\$0	\$1,175,000	\$472,700	\$0	\$3,312,609	
171	Solid Waste Fund	\$116,265	\$0	\$220,000	\$224,000	\$0	\$112,265	
180	Special Events	\$299,025	\$0	\$404,000	\$317,153	\$0	\$385,872	
181	Workers Compensation	\$1,035,821	\$0	\$1,084,300	\$1,372,586	\$0	\$747,535	
182	Liability	\$1,148,335	\$1,101,000	\$0	\$1,290,820	\$0	\$958,515	
183	Unemployment	\$59,596	\$0	\$0	\$25,000	\$0	\$34,596	
184	Equipment Replacement Fund	\$2,891,637	\$125,000	\$833,700	\$2,059,764	\$0	\$1,790,573	
185	Information Technology	\$2,916,819	\$270,000	\$2,892,500	\$4,001,238	\$0	\$2,078,081	
300	Water Enterprise	\$8,374,275	\$0	\$19,896,351	\$19,975,522	\$1,625,000	\$6,670,104	
301	Water Capital Fund	\$1,301,000	\$1,500,000	\$0	\$5,126,140	\$0	(\$2,325,140)	
302	Water Enterprise Emergency Fund	\$2,027,490	\$0	\$0	\$0	\$0	\$2,027,490	
305	2011 Water Revenue Bond Fund	\$6,397	\$0	\$0	\$0	\$0	\$6,397	
306	2013 Water Revenue Bond Fund	\$96,137	\$0	\$3,763,800	\$3,586,358	\$0	\$273,579	
431	Assessment Dist. 95-1 Construction	\$369,850	\$0	\$0	\$0	\$0	\$369,850	
433	CFD 04-1	\$1,167,897	\$0	\$729,000	\$710,306	\$0	\$1,186,591	
434	CFD 06-1 Construction	\$188,385	\$0	\$3,000	\$132,208	\$0	\$59,177	
435	CFD 06-1 Debt Service	\$6,481,076	\$0	\$3,720,000	\$3,501,800	\$0	\$6,699,276	
436	CFD 07-1 Debt Service	\$1,778,108	\$0	\$960,000	\$951,800	\$0	\$1,786,308	
441	CFD 14-01 Debt Service	\$3,429,139	\$0	\$1,485,900	\$1,527,500	\$0	\$3,387,539	
442	Special Tax B	\$0	\$0	\$4,607,819	\$0	\$4,607,819	\$0	
443	CFD 14-01 Construction	\$4,460,316	\$0	\$0	\$4,377,150	\$0	\$83,166	
570	Successor Agency (Trust Fund)	\$4,380,194	\$0	\$0	\$0	\$0	\$4,380,194	
571	PARS OPEB Trust	\$2,428,198	\$0	\$145,692	\$0	\$0	\$2,573,890	
575	Tustin Housing Authority	\$1,388,758	\$0	\$386,400	\$1,478,544	\$0	\$296,614	
577	Voluntary Workforce Housing Incentive Prog	\$2,024,434	\$0	\$0	\$0	\$0	\$2,024,434	
TOTAL ALL FUNDS		\$142,810,585	\$12,440,363	\$119,323,608	\$156,257,598	\$12,440,363	\$105,876,595	

100** The PARS Pension Trust is a section 115 Trust, this restricted cash is being presented separate from the General Fund fund balance.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

City of Tustin
FY 2021-2023 Biennial Budget
Year End Projected Fund Balance for ALL FUNDS

Fund	Description	Projected Ending Balance 06/30/22	22/23	22/23	22/23	22/23	Projected Ending Balance 06/30/23
			Proposed One-Time Transfer In / Cash	Proposed Revenues	Proposed Expenditures	Proposed One-Time Transfer Out	
100	General Fund - Unrestricted	\$14,843,907	\$9,030,648	\$65,725,103	\$77,859,027	\$0	\$11,740,631
100*	General Fund - PARS Pension Trust	\$7,340,000	\$0	\$440,000	\$0	\$0	\$7,780,000
101	General Fund - Emergency Fund	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
186	Oblg Reimb Frm Successor Agency	\$0	\$0	\$0	\$0	\$0	\$0
187	Backbone Fee Fund	\$5,758,047	\$54,600	\$55,000	\$5,577,047	\$0	\$290,600
189	Land Held for Resale	\$18,759,250	\$0	\$110,000	\$5,888,700	\$5,876,674	\$7,103,876
200	Capital Projects Fund—CIP	\$2,736,503	\$0	\$2,495,000	\$3,500,000	\$0	\$1,731,503
120	CDBG	\$0	\$0	\$313,345	\$313,345	\$0	\$0
129	Cable PEG Fees Fund	\$646,065	\$0	\$150,000	\$79,073	\$0	\$716,992
130	Gas Tax	\$4,707,055	\$0	\$2,032,800	\$1,632,802	\$0	\$5,107,054
131	Park Development	\$864,507	\$0	\$375,000	\$1,035,000	\$0	\$204,507
132	Park Development Tustin Legacy	\$0	\$0	\$0	\$0	\$0	\$0
133	SCAQMD	\$241,654	\$0	\$96,400	\$0	\$0	\$338,054
134	Asset Forfeiture	\$53,739	\$0	\$0	\$0	\$0	\$53,739
135	RNSP Asset Forfeiture	\$132,088	\$0	\$0	\$0	\$0	\$132,088
136	Supplemental Law Enforcement	\$276,011	\$0	\$176,000	\$142,300	\$0	\$309,711
137	Treasury RNSP Asset Forfeiture	\$12,218	\$0	\$0	\$0	\$0	\$12,218
139	Measure M2	\$5,834,485	\$0	\$1,696,900	\$1,070,000	\$40,000	\$6,421,385
140	Road Maint & Rehab Alloc	\$3,457,947	\$0	\$1,590,300	\$1,072,400	\$0	\$3,975,847
141	Tustin LLD	\$293,602	\$0	\$1,270,000	\$1,270,000	\$0	\$293,602
142	Tustin SL	\$3,312,609	\$0	\$1,175,000	\$485,700	\$0	\$4,001,909
171	Solid Waste Fund	\$112,265	\$0	\$220,000	\$224,000	\$0	\$108,265
180	Special Events	\$385,872	\$0	\$404,000	\$317,153	\$0	\$472,719
181	Workers Compensation	\$747,535	\$0	\$1,084,300	\$1,409,655	\$0	\$422,180
182	Liability	\$958,515	\$1,101,000	\$0	\$1,489,100	\$0	\$570,415
183	Unemployment	\$34,596	\$0	\$0	\$25,000	\$0	\$9,596
184	Equipment Replacement Fund	\$1,790,573	\$0	\$833,700	\$533,856	\$0	\$2,090,417
185	Information Technology	\$2,078,081	\$245,000	\$2,892,500	\$3,921,238	\$0	\$1,294,343
300	Water Enterprise	\$6,670,104	\$0	\$21,089,734	\$19,994,700	\$1,500,000	\$6,265,138
301	Water Capital Fund	(\$2,325,140)	\$1,500,000	\$1,575,140	\$750,000	\$0	\$0
302	Water Enterprise Emergency Fund	\$2,027,490	\$0	\$0	\$0	\$0	\$2,027,490
305	2011 Water Revenue Bond Fund	\$6,397	\$0	\$0	\$0	\$0	\$6,397
306	2013 Water Revenue Bond Fund	\$273,579	\$0	\$0	\$0	\$0	\$273,579
431	Assessment Dist. 95-1 Construction	\$369,850	\$0	\$0	\$0	\$0	\$369,850
433	CFD 04-1	\$1,186,591	\$0	\$729,000	\$704,906	\$0	\$1,210,685
434	CFD 06-1 Construction	\$59,177	\$0	\$0	\$0	\$0	\$59,177
435	CFD 06-1 Debt Service	\$6,699,276	\$0	\$3,720,000	\$3,571,000	\$0	\$6,848,276
436	CFD 07-1 Debt Service	\$1,786,308	\$0	\$960,000	\$1,047,300	\$0	\$1,699,008
441	CFD 14-01 Debt Service	\$3,387,539	\$0	\$1,485,900	\$1,556,900	\$0	\$3,316,539
442	Special Tax B	\$0	\$0	\$4,700,000	\$0	\$4,700,000	\$0
443	CFD 14-01 Construction	\$83,166	\$0	\$0	\$2,150	\$0	\$81,016
570	Successor Agency (Trust Fund)	\$4,380,194	\$0	\$0	\$0	\$0	\$4,380,194
571	PARS OPEB Trust	\$2,573,890	\$0	\$154,433	\$0	\$0	\$2,728,323
575	Tustin Housing Authority	\$296,614	\$185,426	\$386,400	\$868,440	\$0	\$0
577	Voluntary Workforce Housing Incentive Prog	\$2,024,434	\$0	\$0	\$0	\$0	\$2,024,434
	TOTAL ALL FUNDS	\$105,876,595	\$12,116,674	\$117,935,955	\$136,340,792	\$12,116,674	\$87,471,758

100* The PARS Pension Trust is a section 115 Trust, this restricted cash is being presented separate from the General Fund fund balance.



2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET





2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

REVENUE SUMMARY

Revenue Summary	19/20 Actual	20/21 Budget	20/21 Projected	21/22 Adopted	22/23 Proposed
100 General Fund	69,270,737	69,823,974	69,859,562	72,296,764	74,755,751
General Governmental Rev	65,477,563	67,808,938	67,844,526	67,516,579	69,541,104
Community Development	1,713,509	826,036	826,036	2,423,885	2,591,347
Public Works	186,290	135,000	135,000	140,300	140,300
Police Services	1,042,129	735,000	735,000	1,140,000	1,140,000
Fire Services	13,202	7,000	7,000	15,000	15,000
Parks and Recreation	838,043	312,000	312,000	1,061,000	1,328,000
100 General Fund - Unrestricted	69,270,737	69,823,974	69,859,562	72,296,764	74,755,751
100 ¹ General Fund - PARS Pension Trust	0	0	737,501	420,000	440,000
101 Emergency Fund	0	0	0	0	0
186 Oblg Reimb Frm Successor Agency	38,327	0	0	0	0
187 Backbone Fee Fund	782,121	55,000	870,259	55,000	109,600
189 Land Held for Resale	2,503,671	179,000	7,604,784	270,000	110,000
200 Capital Projects Fund—CIP	3,674,108	2,887,647	3,119,876	2,850,000	2,495,000
120 CDBG	421,732	1,945,307	1,947,748	3,053,345	313,345
129 Cable PEG Fees	148,567	150,000	150,000	150,000	150,000
130 Gas Tax	1,909,845	1,951,900	1,913,200	2,032,800	2,032,800
131 Park Development	1,310,420	244,900	533,279	357,000	375,000
132 Park Development Tustin Legacy	354,176	0	55,632	0	0
133 SCAQMD	119,175	96,400	96,400	96,400	96,400
134 Asset Forfeiture	10,031	0	0	0	0
135 RNSP Asset Forfeiture	96,325	0	117	0	0
136 Supplemental Law Enforcement	229,472	176,000	176,000	176,000	176,000
137 Treasury RNSP Asset Forfeiture	398	0	9	0	0
139 Measure M2	1,915,003	1,696,900	1,896,900	1,696,900	1,696,900
140 Road Maint & Rehab Alloc	1,331,209	1,398,500	1,454,197	1,590,300	1,590,300
141 Tustin LLD	1,156,772	1,220,000	1,557,308	1,416,000	1,270,000
142 Tustin SL	1,218,852	1,160,000	1,160,000	1,175,000	1,175,000
171 Solid Waste	226,565	217,500	220,000	220,000	220,000
180 Special Events	195,236	404,000	86,793	404,000	404,000
181 Workers Compensation	1,204,127	1,084,300	1,084,300	1,084,300	1,084,300
182 Liability	1,101,000	1,101,000	1,101,000	1,101,000	1,101,000
183 Unemployment	50,999	0	0	0	0
184 Equipment Replacement Fund	948,049	834,100	836,306	958,700	833,700
185 Information Technology	3,424,974	3,410,200	3,411,057	3,162,500	3,137,500

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

REVENUE SUMMARY

Revenue Summary	19/20 Actual	20/21 Budget	20/21 Projected	21/22 Adopted	22/23 Proposed
300 Water Enterprise	16,859,389	17,549,600	18,678,016	19,896,351	21,089,734
301 Water Capital Fund	1,210,376	1,550,000	1,832,128	1,500,000	3,075,140
302 Water Enterprise Emergency Fund	27,490	0	0	0	0
305 2011 Water Revenue Bond Fund	6,142	0	0	0	0
306 2013 Water Revenue Bond Fund	310,676	0	20,000	3,763,800	0
430 Assessment Dist. 95-1	0	0	0	0	0
431 Assessment Dist. 95-1 Construction	0	0	0	0	0
433 CFD 04-1	721,428	1,353,455	729,000	729,000	729,000
434 CFD 06-1 Construction	85,185	3,000	3,000	3,000	0
435 CFD 06-1 Debt Service	3,580,429	5,146,964	3,720,000	3,720,000	3,720,000
436 CFD 07-1 Debt Service	957,721	1,129,647	952,000	960,000	960,000
441 CFD 14-1 Debt Service	1,533,477	1,467,893	1,467,893	1,485,900	1,485,900
442 Special Tax B	3,491,145	4,154,000	4,513,300	4,607,819	4,700,000
443 CFD 14-1 Construction	168,264	0	0	0	0
570 Successor Agency (Trust Fund)	4,231,450	0	4,161,077	0	0
571 PARS OPEB Trust	597,655	0	261,283	145,692	154,433
575 Tustin Housing Authority	116,432	301,120	774,474	386,400	571,826
577 Voluntary Workforce Housing Incentive Prog	962,798	0	0	0	0
TOTAL	129,217,056	122,692,306	136,984,399	131,763,971	130,052,629

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

EXPENDITURE SUMMARY

Expenditure Summary	19/20 Actual	20/21 Budget	20/21 Projected	21/22 Adopted	22/23 Proposed
100 General Fund					
City Council	27,576	50,800	50,800	50,800	59,200
City Clerk	616,569	705,028	700,963	704,800	712,407
City Attorney	698,431	833,000	833,000	833,000	833,000
City Manager	657,827	768,625	766,457	784,800	784,800
Economic Development	1,142,661	3,363,520	3,132,956	1,531,844	1,346,848
Finance	1,521,894	1,640,110	1,608,453	1,637,206	1,637,206
Human Resources	1,030,838	1,075,904	1,050,042	1,041,956	1,124,656
Community Development	3,941,117	4,150,768	4,044,828	4,111,706	4,095,406
Public Works	15,420,750	14,978,920	14,978,920	16,230,786	16,091,270
Police Services	27,493,539	27,089,139	26,647,619	27,998,741	28,023,405
Fire Services	8,676,428	9,309,400	9,309,400	9,768,000	10,020,000
Parks and Recreation	3,959,516	4,316,933	3,481,163	4,410,278	4,544,256
Successor Agency / RDA	0	0	0	0	0
Non-Departmental, Other	5,745,227	7,337,122	7,181,215	7,351,185	8,586,573
100 General Fund - Unrestricted	70,932,372	75,619,268	73,785,815	76,455,101	77,859,027
100* General Fund - PARS Pension Trust	0	0	0	0	0
101 Emergency Fund	0	0	0	0	0
186 Oblg Reimb Frm Successor Agency	2,044,283	0	1,448	0	0
187 Backbone Fee Fund	16,120,772	8,819,254	3,140,935	2,252,247	5,577,047
189 Land Held for Resale	14,500,037	21,066,393	10,229,461	17,960,278	11,765,374
200 Capital Projects Fund—CIP	7,697,291	2,887,647	2,887,351	3,095,000	3,500,000
120 CDBG	421,732	1,945,307	1,945,307	3,053,345	313,345
129 Cable PEG Fees	87,220	79,073	79,073	79,073	79,073
130 Gas Tax	1,687,752	4,590,189	2,547,548	1,982,802	1,632,802
131 Park Development	2,236,112	2,286,164	1,755,197	1,518,412	1,035,000
132 Park Develop. Tustin Legacy	714,639	242,650	55,632	0	0
133 SCAQMD	204	500,000	500,000	0	0
134 Asset Forfeiture	25	0	0	0	0
135 RNSP Asset Forfeiture	109,791	0	0	0	0
136 Supplemental Law Enforcement	145,499	136,900	136,900	142,300	142,300
137 Treasury RNSP Asset Forfeiture	5	0	0	0	0
138 Measure M	53	0	0	0	0
139 Measure M2	584,147	1,998,197	2,427,301	2,303,740	1,110,000
140 Road Maint & Rehab Alloc	428,950	804,083	934,272	1,254,254	1,072,400
141 Tustin LLD	1,225,099	1,229,000	1,293,000	1,238,000	1,270,000
142 Tustin SL	830,616	1,068,200	981,720	472,700	485,700
171 Solid Waste	183,551	218,500	217,131	224,000	224,000
180 Special Events	262,111	383,553	90,325	317,153	317,153
181 Workers Compensation	2,072,935	1,148,299	1,337,058	1,372,586	1,409,655
182 Liability	1,281,549	1,254,418	1,195,661	1,290,820	1,489,100
183 Unemployment	4,920	25,000	(19,000)	25,000	25,000
184 Equipment Replacement Fund	1,168,149	849,910	772,360	2,059,764	533,856
185 Information Technology	2,241,394	3,904,338	3,854,245	4,001,238	3,921,238

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

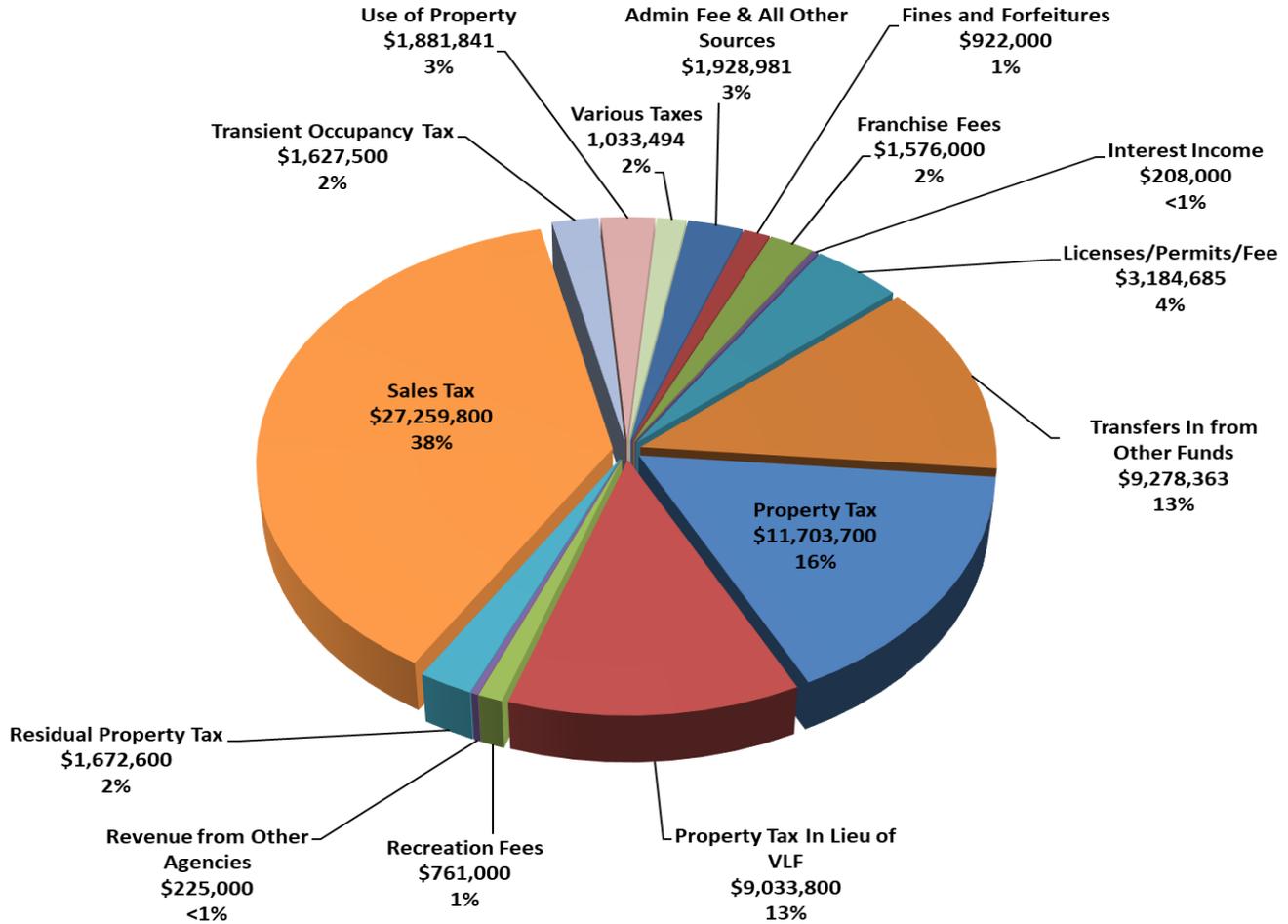
EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
300 Water Enterprise	15,268,357	18,219,449	20,412,134	21,600,522	21,494,700
301 Water Capital Fund	425,625	643,511	3,317,935	5,126,140	750,000
302 Water Emergency Fund	0	0	0	0	0
305 2011 Water Rev Bond Fund	120	0	0	0	0
306 2013 Water Rev Bond Fund	6,188	0	7,991,454	3,586,358	0
430 Assess Dist. 95-1	0	0	0	0	0
431 Assess Dist. 95-1 Construction	484,155	551,000	772,706	0	0
433 CFD 04-1	713,496	1,345,319	705,106	710,306	704,906
434 CFD 06-1 Construction	125,070	2,616,540	2,682,810	132,208	0
435 CFD 06-1 Debt Service	3,363,350	5,340,913	3,464,722	3,501,800	3,571,000
436 CFD 07-1 Debt Service	925,918	1,122,725	950,140	951,800	1,047,300
441 CFD 14-1	1,489,915	1,443,175	1,516,760	1,527,500	1,556,900
442 Special Tax B	3,486,418	4,154,000	4,547,440	4,607,819	4,700,000
443 CFD 14-1 Construction	1,580,820	1,892,150	4,388,380	4,377,150	2,150
444 CFD 18-1	276,127	0	0	0	0
561 2010 MCAS TABs	1,306,831	920,490	90,420	0	0
570 Successor Agency (Trust Fund)	2,316,869	0	2,285,852	0	0
571 PARS OPEB Trust	11,194	0	0	0	0
575 Tustin Housing Authority	1,293,917	2,263,947	1,557,002	1,478,544	868,440
577 Voluntary Workforce Housing Incentive Prog	0	0	0	0	0
TOTAL	160,481,503	171,569,563	164,831,601	168,697,961	148,457,466



GENERAL FUND REVENUES

FY 2021-22 General Fund Revenues

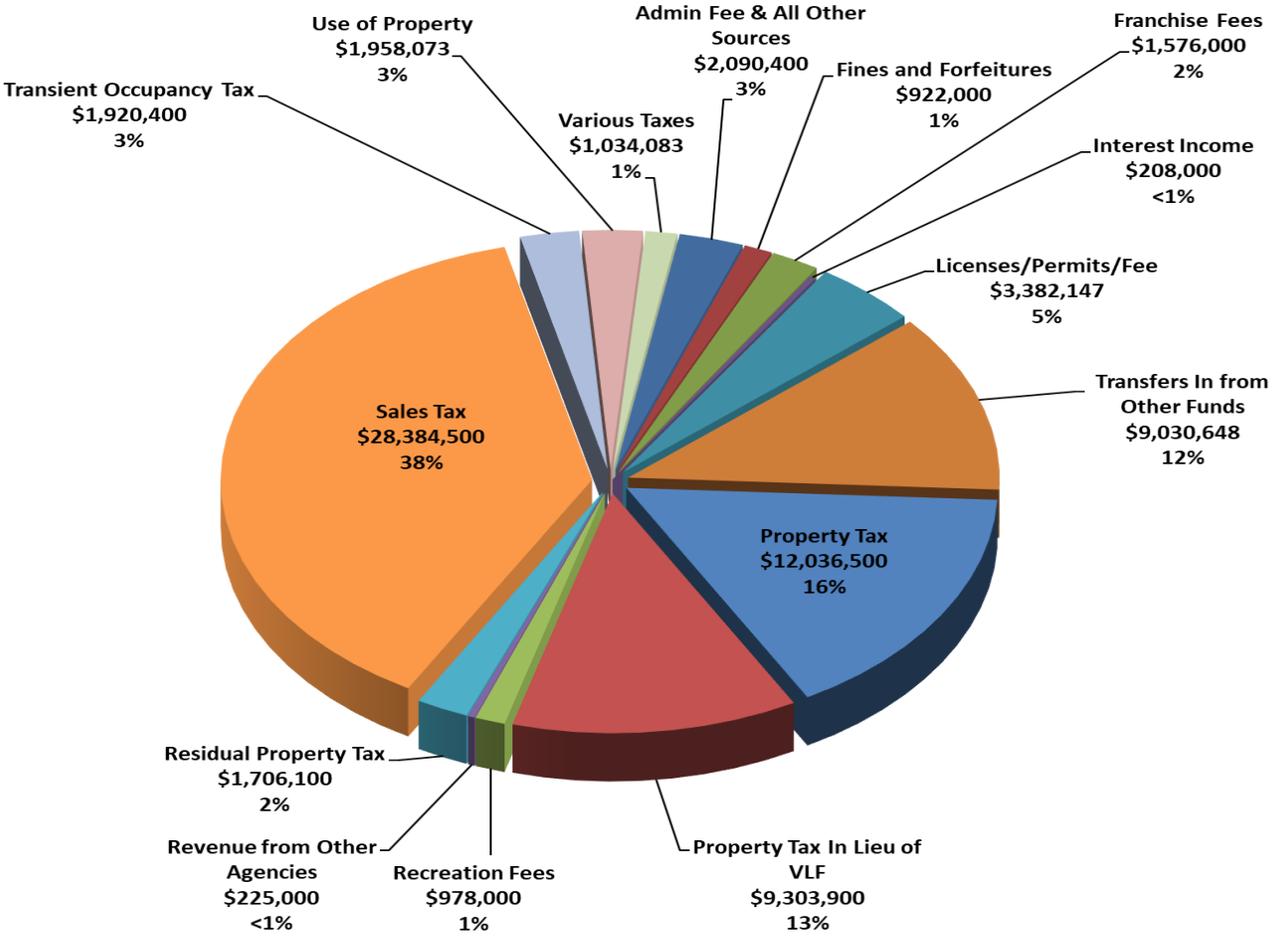


\$72,296,764



GENERAL FUND REVENUES

FY 2022-23 General Fund Revenues

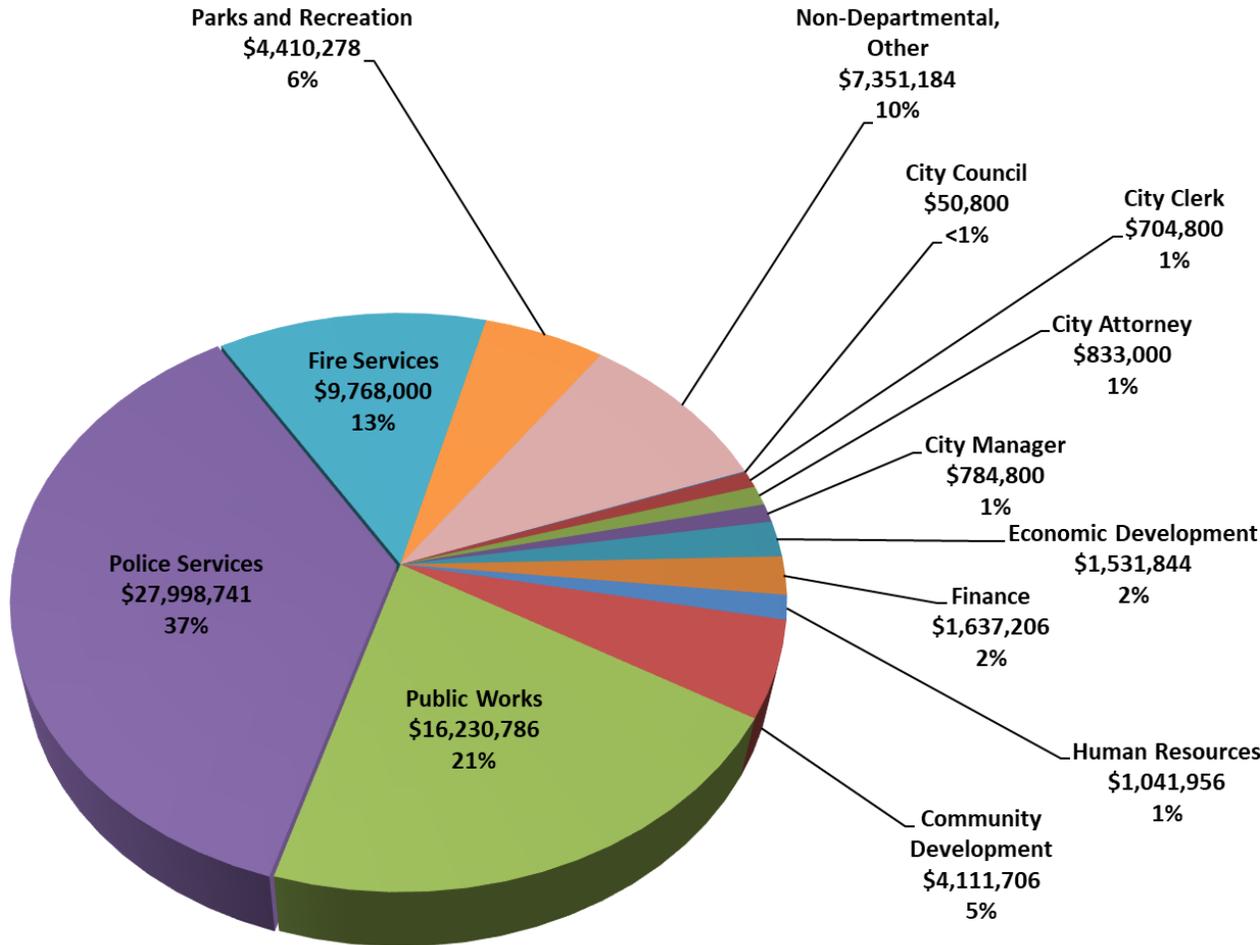


\$74,755,751



GENERAL FUND EXPENSES

FY 2021-22 General Fund Expenses

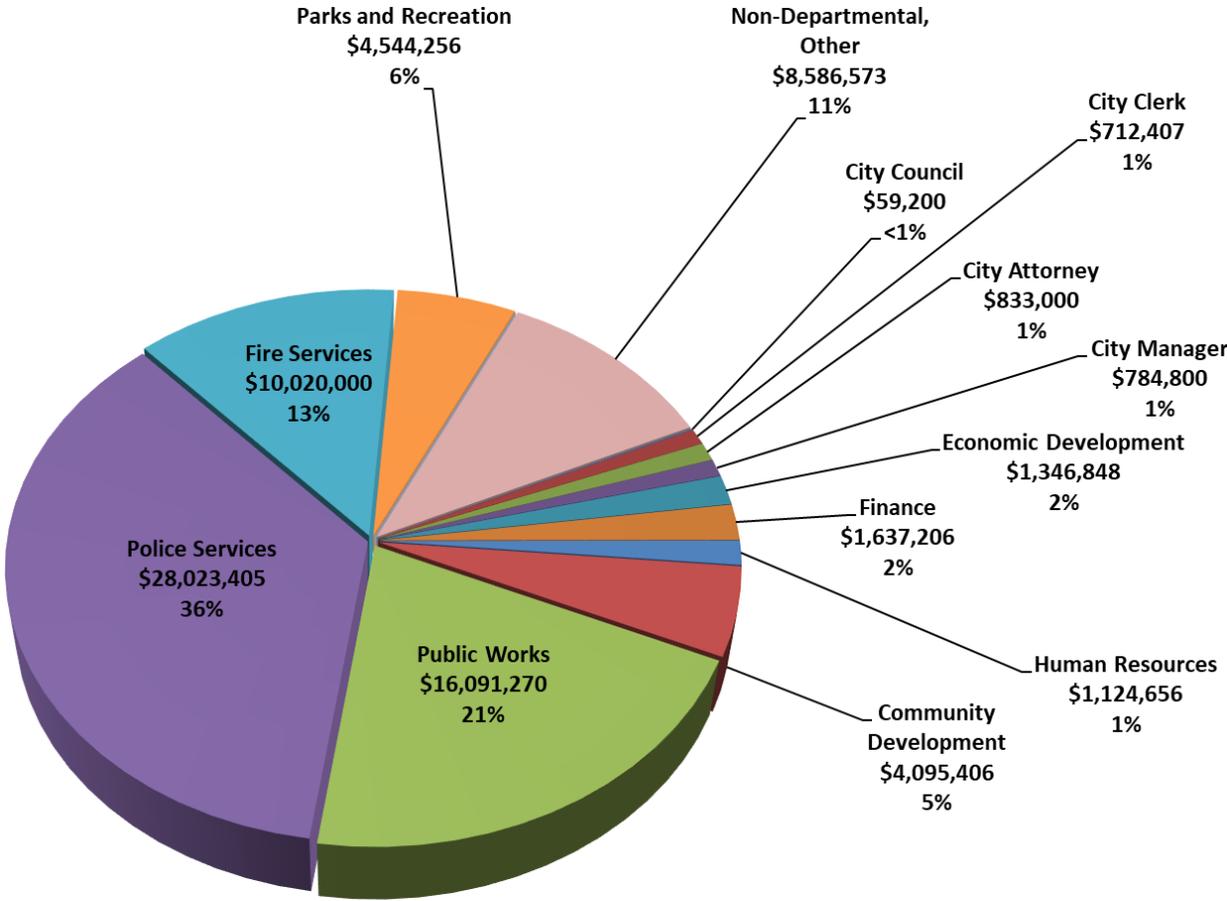


\$76,455,101



GENERAL FUND EXPENSES

FY 2022-23 General Fund Expenses

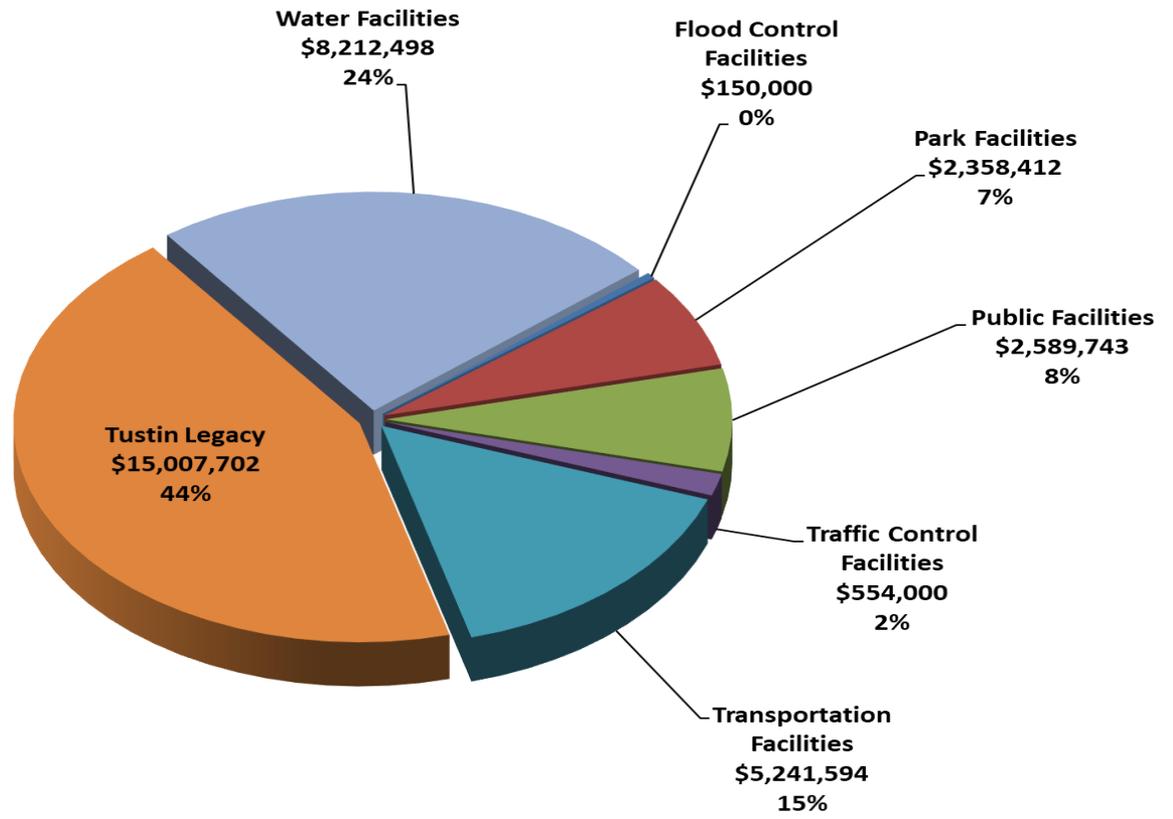


\$77,859,027



CAPITAL IMPROVEMENT PROJECTS

FY 2021-22 Capital Improvement Program



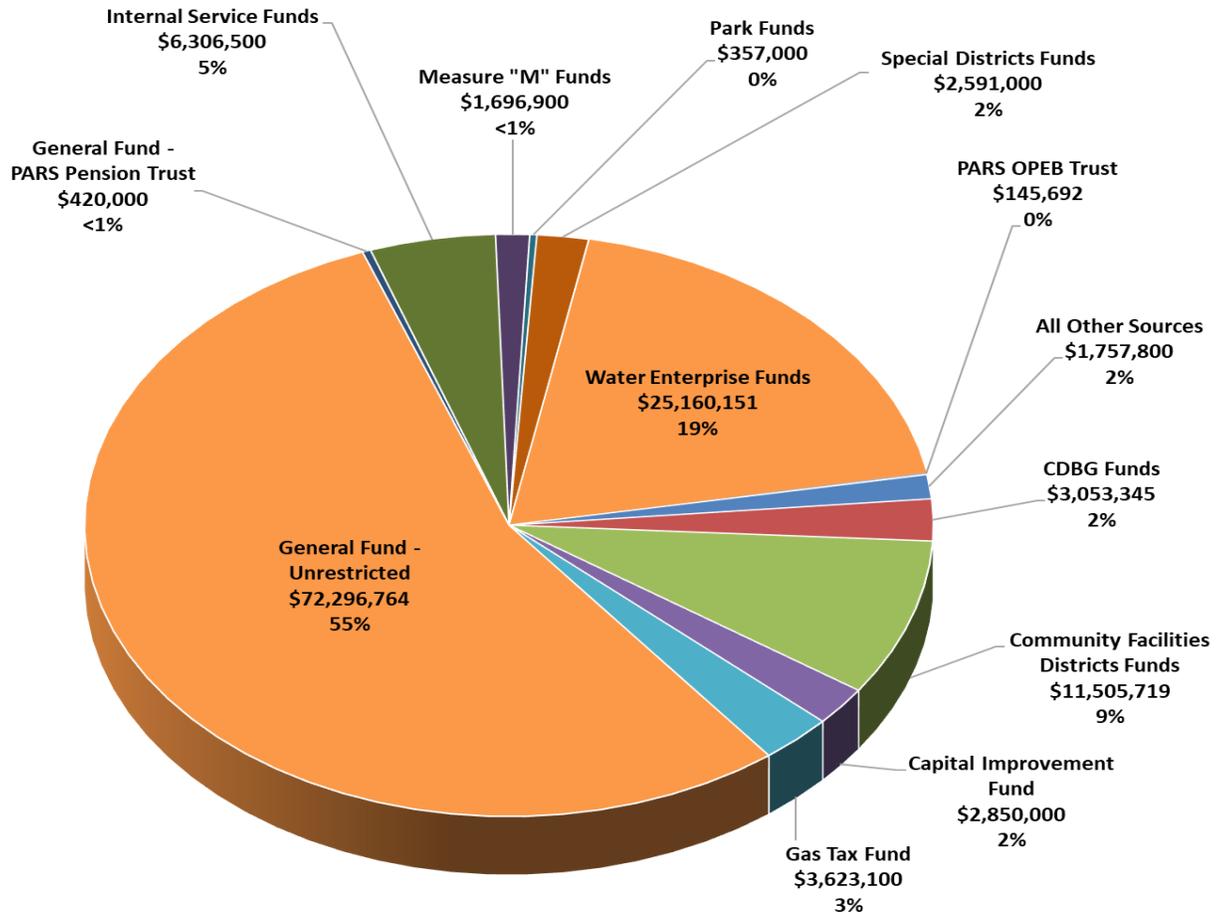
\$34,113,949





TOTAL BUDGET REVENUES

FY 2021-22 Total Budget Revenues

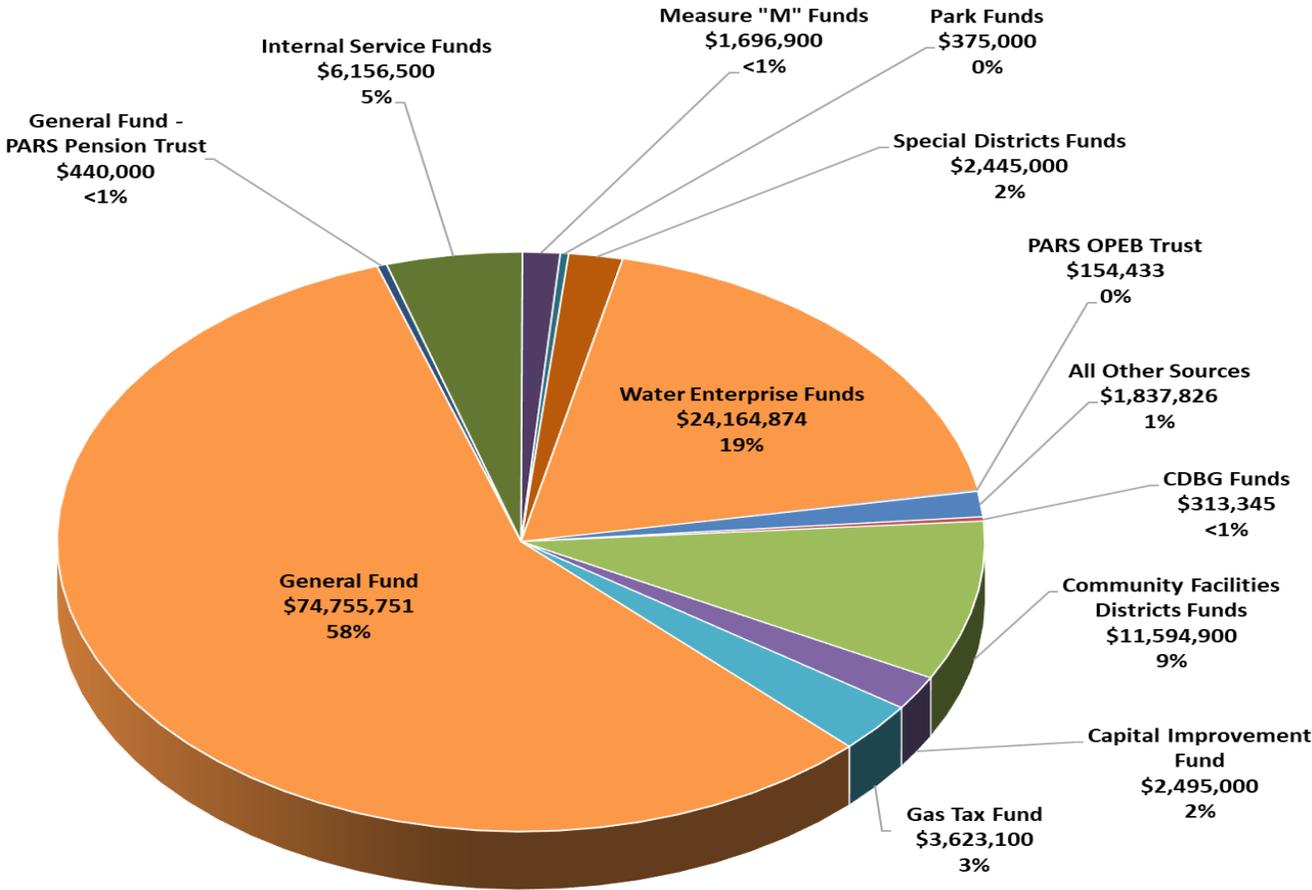


\$131,763,971



TOTAL BUDGET REVENUES

FY 2022-23 Total Budget Revenues

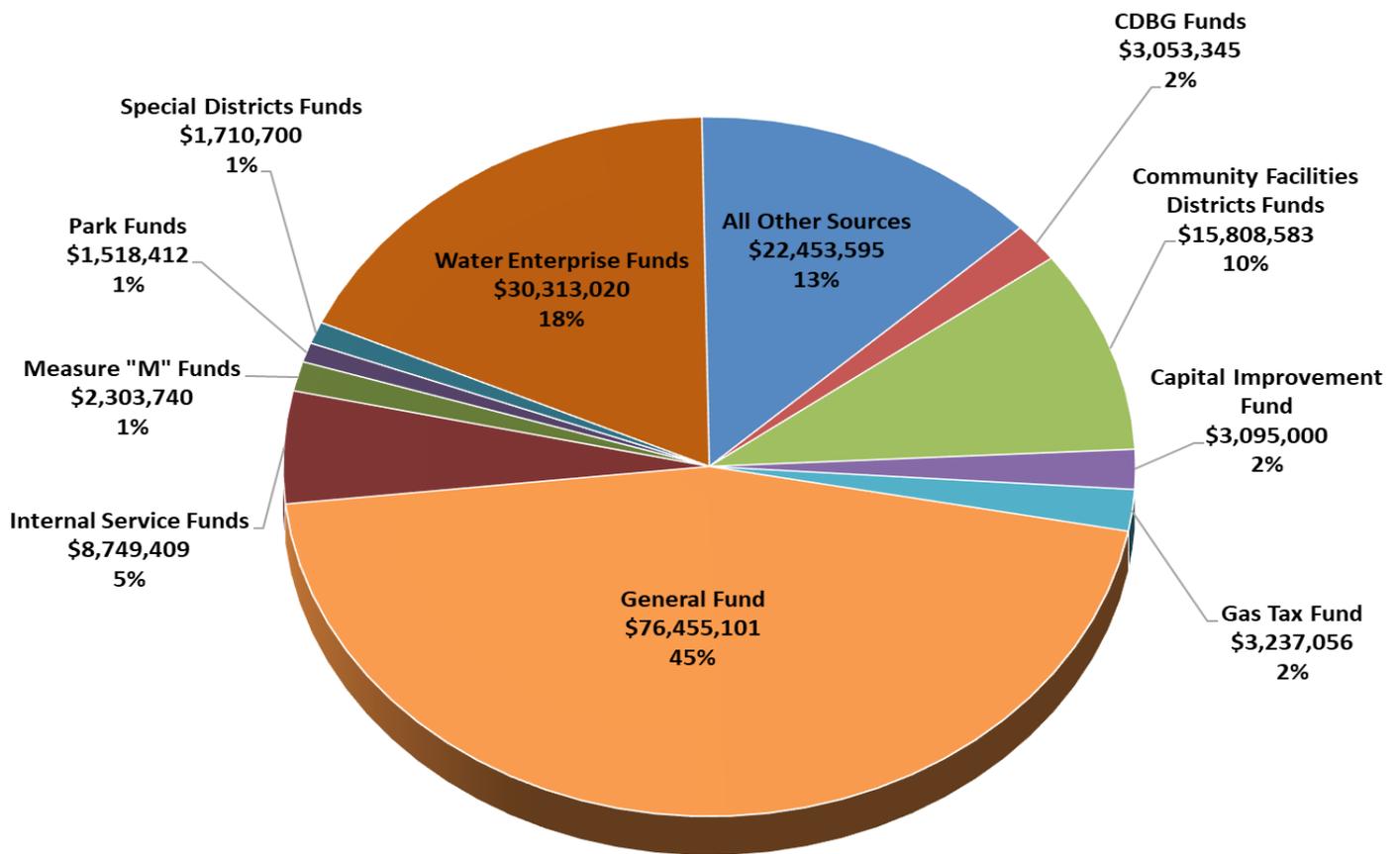


\$130,052,629



TOTAL BUDGET EXPENSES

FY 2021-22 Total Budget Expenses

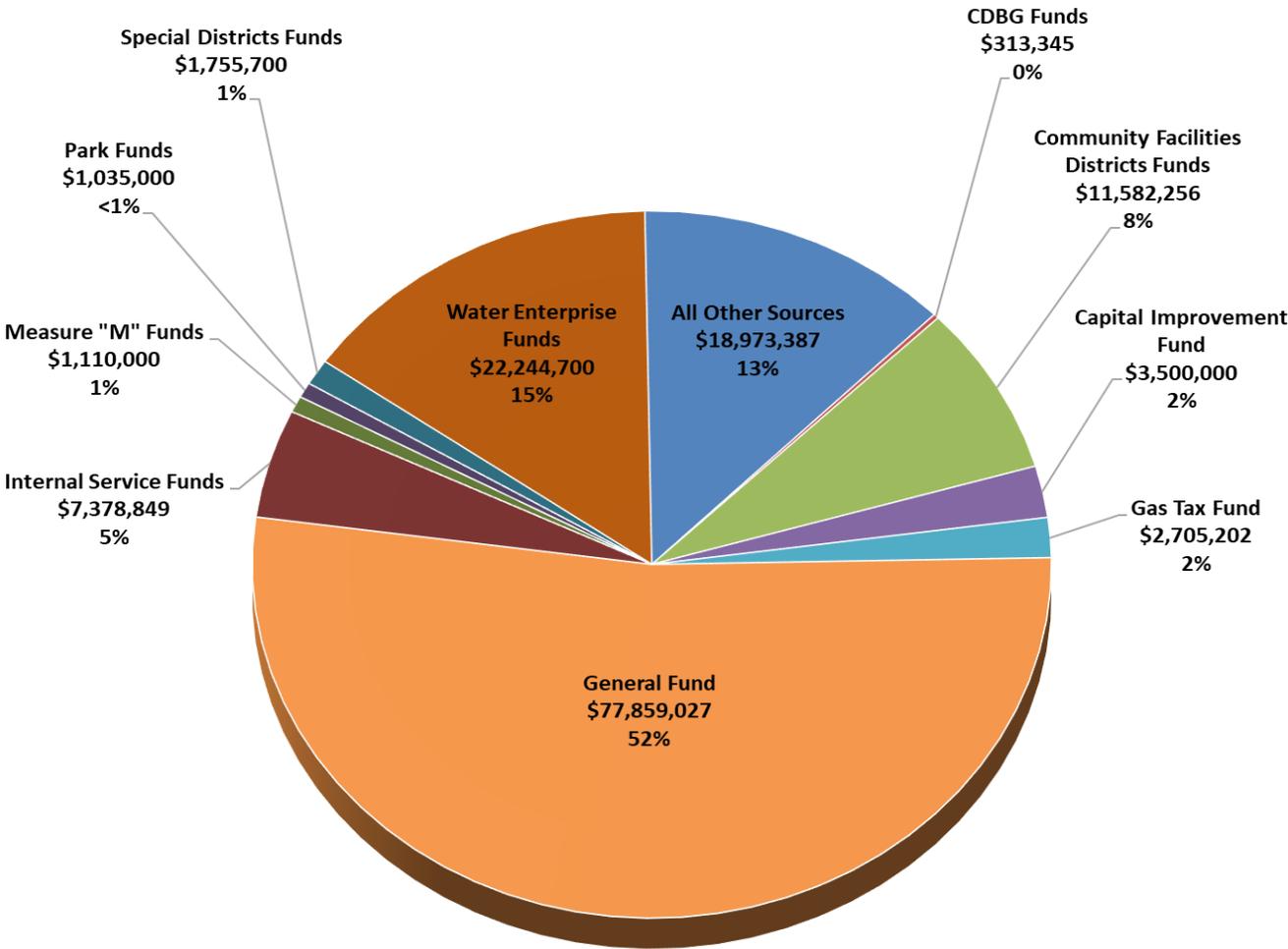


\$168,697,961



TOTAL BUDGET EXPENSES

FY 2022-23 Total Budget Expenses

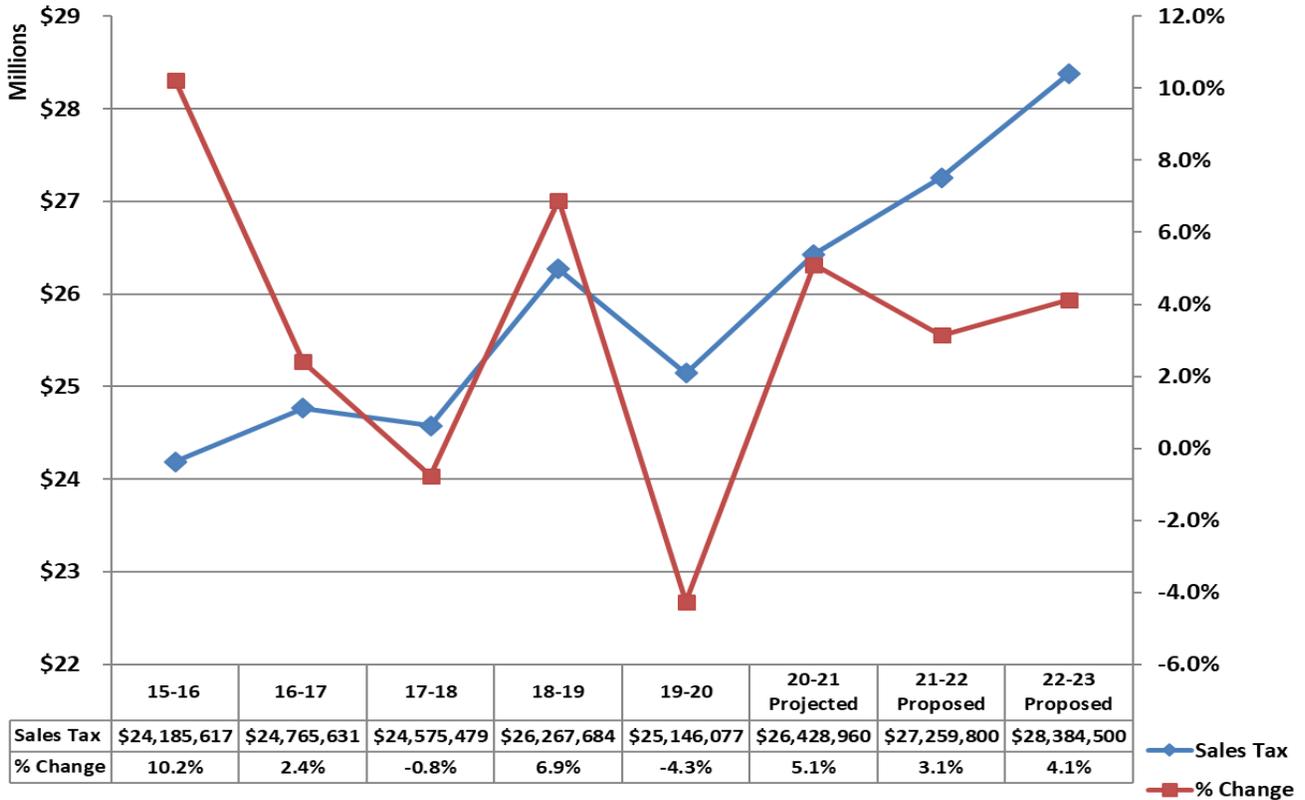


\$148,457,466



SALES TAX REVENUE

Sales Tax



2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

CLASSIFICATION PLAN – PERSONNEL BUDGETING

POSITION CONTROL REPORT	20-21 CURRENT BUDGET	20-21 YTD ACT	20-21 VACAN- CIES	21-22 ADOPTED BUDGET	21-22 NEW REQ	22-23 PROPOSED BUDGET	22-23 NEW REQ
City Clerk							
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	-	4.50	-	4.50	-
LEGISLATION TOTAL	4.50	4.50	-	4.50	-	4.50	-
ADMINISTRATION							
City Manager's Office							
City Manager	1.00	1.00	-	1.00	-	1.00	-
Assistant City Manager	1.00	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	5.00	-	5.00	-	5.00	-
Economic Development							
Executive Assistant	1.00	1.00	-	1.00	-	1.00	-
Deputy Director of Econ. Dev.	1.00	1.00	-	1.00	-	1.00	-
Director of Economic Development	1.00	1.00	-	1.00	-	1.00	-
Economic Development & Housing Manager	0.00	1.00	1.00	1.00	1.00 ¹	1.00	-
Senior Management Analyst	1.00	1.00	-	1.00	-	1.00	-
Management Analyst I/II	2.00	0.00	(2.00)	1.00	(1.00) ¹	1.00	-
Management Assistant	1.00	1.00	-	1.00	-	1.00	-
	7.00	6.00	(1.00)	7.00	-	7.00	-
Finance							
Accountant	1.00	1.00	-	1.00	-	1.00	-
Deputy Director of Finance	2.00	2.00	-	2.00	-	2.00	-
Director of Finance/City Treasurer	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	-
Senior Management Analyst	0.00	0.00	-	1.00	1.00 ²	1.00	-
	10.00	10.00	-	11.00	-	11.00	-
Information Technology							
Information Technology Specialist	3.00	3.00	-	3.00	-	3.00	-
Senior Information Tech Specialist	2.00	1.00	(1.00)	1.00	(1.00) ²	1.00	-
	5.00	4.00	(1.00)	4.00	(1.00)	4.00	-
FINANCE DEPARTMENT TOTAL	15.00	14.00	(1.00)	15.00	-	15.00	-
Human Resources							
Administrative Assistant	0.50	0.50	-	0.50	-	0.50	-
Director of 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	-	5.25	-	5.25	-
ADMINISTRATION TOTAL	32.25	30.25	(2.00)	32.25	-	32.25	-



2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

POSITION CONTROL REPORT	20-21 CURRENT BUDGET	20-21 YTD ACT	20-21 VACAN- CIES	21-22 ADOPTED BUDGET	21-22 NEW REQ	22-23 PROPOSED BUDGET	22-23 NEW REQ
COMMUNITY DEVELOPMENT							
<u>Planning</u>							
Assistant Director of CD - Planning	1.00	1.00	-	1.00	-	1.00	-
Assistant Planner	0.00	1.00	1.00	1.00	1.00 ³	1.00	-
Associate Planner	1.31	1.00	(0.31)	1.00	(0.31) ³	1.00	-
Director of Community Development	1.00	1.00	-	1.00	-	1.00	-
Executive Assistant	1.00	1.00	-	1.00	-	1.00	-
Principal Planner	2.00	1.00	(1.00)	1.00	(1.00) ⁴	1.00	-
Management Analyst I/II	1.00	0.50	(0.50)	0.50	(0.50) ⁵	0.50	-
Senior Planner	2.75	3.00	0.25	3.00	0.25 ⁵	3.00	-
	10.06	9.50	(0.56)	9.50	(0.56)	9.50	-
<u>Building</u>							
Administrative Assistant	1.00	1.00	-	1.00	-	1.00	-
Assistant Director of CD - Building	1.00	1.00	-	1.00	-	1.00	-
Building Inspector	2.00	2.00	-	2.00	-	2.00	-
Building Permit Technician	2.00	2.00	-	3.00	1.00 ⁶	3.00	-
Deputy Building Official	0.00	0.00	-	1.00	1.00 ⁷	1.00	-
Principal Plan Check Engineer	1.00	1.00	-	0.00	(1.00) ⁷	0.00	-
Senior Building Inspector	1.00	1.00	-	1.00	-	1.00	-
	8.00	8.00	-	9.00	1.00	9.00	-
<u>Code Enforcement</u>							
Code Enforcement Officer	1.50	1.50	-	0.50	(1.00) ⁸	0.50	-
Senior Code Enforcement Officer	0.00	0.00	-	1.00	1.00 ⁸	1.00	-
	1.50	1.50	-	1.50	-	1.50	-
<u>CDBG</u>							
Management Analyst I/II	0.00	0.50	0.50	0.50	0.50 ⁵	0.50	-
Associate Planner	0.69	0.00	(0.69)	0.00	(0.69) ⁵	0.00	-
Code Enforcement Officer	1.00	1.00	-	1.00	-	1.00	-
Senior Planner	0.25	0.00	(0.25)	0.00	(0.25) ⁵	0.00	-
	1.94	1.50	(0.44)	1.50	(0.44)	1.50	-
COMMUNITY DEVELOPMENT TOTAL	21.50	20.50	(1.00)	21.50	0.00	21.50	-
PUBLIC WORKS							
<u>PW Administration</u>							
Deputy Director of PW - Engineering	1.00	1.00	-	1.00	-	1.00	-
Director of PW / City Engineer	1.00	1.00	-	1.00	-	1.00	-
Executive Assistant	1.00	0.00	(1.00)	1.00	-	1.00	-
Public Works Manager	1.00	1.00	-	1.00	-	1.00	-
	4.00	3.00	(1.00)	4.00	-	4.00	-
<u>Engineering</u>							
Assistant Engineer	2.00	2.00	-	2.00	-	2.00	-
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	2.00	2.00	-	2.00	-	2.00	-
Public Works Inspector	1.00	1.00	-	1.00	-	1.00	-
Senior Public Works Inspector	2.00	2.00	-	2.00	-	2.00	-
	10.00	9.00	(1.00)	10.00	-	10.00	-



2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

POSITION CONTROL REPORT	20-21 CURRENT BUDGET	20-21 YTD ACT	20-21 VACAN- CIES	21-22 ADOPTED BUDGET	21-22 NEW REQ	22-23 PROPOSED BUDGET	22-23 NEW REQ
Streets							
Management Assistant	0.25	0.25	-	0.25	-	0.25	-
Equipment Operator	3.00	2.00	(1.00)	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/Sr. Maint. Worker	3.50	3.50	-	3.50	-	3.50	-
	8.50	7.50	(1.00)	8.50	-	8.50	-
Landscape							
Management Assistant	0.25	0.25	-	0.25	-	0.25	-
Field Services Manager	0.25	0.25	-	0.25	-	0.25	-
Maintenance Leadworker	3.00	2.00	(1.00)	3.00	-	3.00	-
Maintenance Supervisor	3.00	3.00	-	3.00	-	3.00	-
Maintenance Worker/Sr. Maint. Worker	13.00	12.00	(1.00)	14.00	1.00 ⁹	15.00	1.00 ⁹
	19.50	17.50	(2.00)	20.50	1.00	21.50	1.00
Water Quality							
Senior Management Analyst	1.00	1.00	-	1.00	-	1.00	-
	1.00	1.00	-	1.00	-	1.00	-
Vehicles							
Management Assistant	0.25	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	-
	4.50	4.50	-	4.50	-	4.50	-
Facilities							
Management Assistant	0.25	0.25	-	0.25	-	0.25	-
Field Services Manager	0.25	0.25	-	0.25	-	0.25	-
Electrician	1.00	0.00	(1.00)	1.00	-	1.00	-
Maintenance Leadworker	1.00	1.00	-	1.00	-	1.00	-
Maintenance Supervisor	0.50	0.50	-	0.50	-	0.50	-
Maintenance Worker/Sr. Maint. Worker	2.00	2.00	-	2.00	-	2.00	-
	5.00	4.00	(1.00)	5.00	-	5.00	-
PUBLIC WORKS TOTAL	52.50	46.50	(6.00)	53.50	1.00	54.50	1.00
POLICE							
Police Department Management Division							
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	0.00	(1.00)	1.00	-	1.00	-
Management Assistant	1.00	0.00	(1.00)	0.00	(1.00) ¹⁰	0.00	-
Police Captain	1.00	1.00	-	1.00	-	1.00	-
Police Chief	1.00	1.00	-	1.00	-	1.00	-
	6.00	4.00	(2.00)	5.00	(1.00)	5.00	-
City Operations							
Police Lieutenant	1.00	1.00	-	1.00	-	1.00	-
Police Sergeant	2.00	2.00	-	2.00	-	2.00	-
Police Officer ¹²	10.00	8.00	(2.00)	13.00	3.00 ¹¹	13.00	-
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	-
Police Fleet Coordinator	1.00	1.00	-	1.00	-	1.00	-
	18.00	16.00	(2.00)	21.00	3.00	21.00	-



2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

POSITION CONTROL REPORT	20-21 CURRENT BUDGET	20-21 YTD ACT	20-21 VACAN- CIES	21-22 ADOPTED BUDGET	21-22 NEW REQ	22-23 PROPOSED BUDGET	22-23 NEW REQ
<u>North Area Patrol</u>							
Police Lieutenant	1.00	1.00	-	1.00	-	1.00	-
Police Officer ¹²	18.00	18.00	-	18.00	-	18.00	-
Police Sergeant	5.00	5.00	-	5.00	-	5.00	-
	24.00	24.00	-	24.00	-	24.00	-
<u>South Area Patrol</u>							
Police Lieutenant	1.00	1.00	-	1.00	-	1.00	-
Police Officer ¹²	20.00	20.00	-	20.00	-	20.00	-
Police Sergeant	6.00	6.00	-	6.00	-	6.00	-
	27.00	27.00	-	27.00	-	27.00	-
<u>Special Operations</u>							
Police Lieutenant	1.00	1.00	-	1.00	-	1.00	-
Police Officer ¹²	21.00	21.00	-	21.00	-	21.00	-
Police Records Specialist	1.00	1.00	-	1.00	-	1.00	-
Police Sergeant	4.00	4.00	-	4.00	-	4.00	-
Police Services Officer I/II/III	4.00	4.00	-	4.00	-	4.00	-
	31.00	31.00	-	31.00	-	31.00	-
<u>Professional Standards</u>							
Police Lieutenant	1.00	1.00	-	1.00	-	1.00	-
Police Officer ¹²	1.00	1.00	-	1.00	-	1.00	-
Police Records Specialist	1.00	1.00	-	1.00	-	1.00	-
Police Sergeant	1.00	1.00	-	1.00	-	1.00	-
Police Services Officer I/II/III	1.00	1.00	-	1.00	-	1.00	-
	5.00	5.00	-	5.00	-	5.00	-
<u>Field Support</u>							
Police Communications Officer I/II	10.00	9.00	(1.00)	10.00	-	10.00	-
Police Communications Lead	2.00	2.00	-	2.00	-	2.00	-
Police Services Officer I/II/III	7.00	7.00	-	7.00	-	7.00	-
Police Support Services Supervisor	2.00	2.00	-	2.00	-	2.00	-
Police Support Services Manager	1.00	1.00	-	1.00	-	1.00	-
	22.00	21.00	(1.00)	22.00	-	22.00	-
<u>Operations Support</u>							
Police Records Specialist	8.00	7.00	(1.00)	8.00	-	8.00	-
Police Records 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	3.00	1.00	2.00	-	2.00	-
Management Analyst I/II	0.00	1.00	1.00	1.00	1.00 ¹⁰	1.00	-
Management Assistant	1.00	1.00	-	1.00	-	1.00	-
	16.00	17.00	1.00	17.00	1.00	17.00	-
POLICE TOTAL	149.00	145.00	(4.00)	152.00	3.00	152.00	-
<u>POLICE GRANT FUND</u>							
Crime Analyst (SLESF)	1.00	1.00	-	1.00	-	1.00	-
	1.00	1.00	-	1.00	-	1.00	-
PARKS & RECREATION							
<u>P & R Administration</u>							
Director of Parks & Recreation	1.00	1.00	-	1.00	-	1.00	-
Deputy Director of Parks & Rec	1.00	0.00	-	0.00	(1.00) ¹³	0.00	-
Recreation Superintendent	0.00	1.00	-	1.00	1.00 ¹³	1.00	-
Sr. Management Assistant	0.00	0.00	-	1.00	1.00 ¹⁴	1.00	-
Executive Assistant	1.00	1.00	-	0.00	(1.00) ¹⁴	0.00	-
	3.00	3.00	-	3.00	-	3.00	-

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

POSITION CONTROL REPORT	20-21 CURRENT BUDGET	20-21 YTD ACT	20-21 VACAN- CIES	21-22 ADOPTED BUDGET	21-22 NEW REQ	22-23 PROPOSED BUDGET	22-23 NEW REQ
Sports							
Administrative Assistant	1.00	1.00	-	1.00	-	1.00	-
Recreation Coordinator	1.00	1.00	-	2.00	1.00 ^{r15}	2.00	-
Recreation Supervisor	1.00	1.00	-	1.00	-	1.00	-
Recreation Program Specialist	1.00	1.00	-	0.00	(1.00) ^{r15}	0.00	-
	4.00	4.00	-	4.00	-	4.00	-
Classes/Cultural Arts							
Recreation Coordinator	1.00	1.00	-	1.00	-	1.00	-
Administrative Assistant	1.00	1.00	-	1.00	-	1.00	-
	2.00	2.00	-	2.00	-	2.00	-
Veterans Sports Park/Annex							
Recreation Coordinator	1.00	1.00	-	1.00	-	1.00	-
	1.00	1.00	-	1.00	-	1.00	-
Senior Programs							
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	-
	4.00	4.00	-	4.00	-	4.00	-
P & R Support Services							
Recreation Facilities Lead	2.00	2.00	-	2.00	-	2.00	-
	2.00	2.00	-	2.00	-	2.00	-
Tustin Youth Center							
Recreation Coordinator	1.00	1.00	-	1.00	-	1.00	-
	1.00	1.00	-	1.00	-	1.00	-
PARKS & RECREATION TOTAL	17.00	17.00	-	17.00	-	17.00	-
WATER ENTERPRISE							
Water Billing							
Accounting Specialist	2.50	2.00	(0.50)	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	-
	7.50	7.00	(0.50)	7.50	-	7.50	-
Water Administration							
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 Services Manager	1.00	1.00	-	1.00	-	1.00	-
Water Treatment Supervisor	0.25	0.25	-	0.25	-	0.25	-
	4.25	3.25	(1.00)	4.25	-	4.25	-
Water Operations							
Maintenance Worker/Sr. Maint. Worker	0.50	0.50	-	0.50	-	0.50	-
Water Maint. & Const. 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	-
	11.33	11.33	-	11.33	-	11.33	-
Main Street Plant							
Water Distribution Operator I/II	0.10	0.10	-	0.10	-	0.10	-
Water Treatment Operator I	1.25	1.25	-	1.25	-	1.25	-
Water Treatment Supervisor	0.13	0.13	-	0.13	-	0.13	-
	1.48	1.48	-	1.48	-	1.48	-



2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

	20-21 CURRENT BUDGET	20-21 YTD ACT	20-21 VACAN- CIES	21-22 ADOPTED BUDGET	21-22 NEW REQ	22-23 PROPOSED BUDGET	22-23 NEW REQ
POSITION CONTROL REPORT							
<u>17th St Desalter</u>							
Water Distribution Operator I/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	-
	1.60	1.60	-	1.60	-	1.60	-
<u>Imported Water</u>							
Water Distribution Operator I/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	-
	0.80	0.80	-	0.80	-	0.80	-
<u>Groundwater</u>							
Water Distribution Operator I/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	-
	2.05	2.05	-	2.05	-	2.05	-
WATER TOTAL	29.00	27.50	(1.50)	29.00	-	29.00	-
TOTAL CITY	306.75	292.25	(14.50)	310.75	4.00	311.75	1.00

- 1 One Senior Management Analyst position was converted into the position of Economic Development & Housing Manager. In addition, one Management Analyst II position was converted into the position of Senior Management Analyst. The net effect results in the addition of an Economic Development & Housing Manager and the reduction of a Management Analyst II.
- 2 One Senior Information Tech Specialist position was converted into the position of Senior Management Analyst.
- 3 One Associate Planner position was converted into the position of Assistant Planner.
- 4 Remove Principal Planner position that is no longer needed.
- 5 Associate Planner & Senior Planner position was moved from CDBG to Planning Division. Management Analyst I position was moved from Planning Division to CDBG.
- 6 Added new position funded with a corresponding reduction in consulting services.
- 7 Principal Plan Check Engineer position was converted into the position of Deputy Building Official.
- 8 One Code Enforcement Officer position was converted into the position of Senior Code Enforcement Officer.
- 9 Added new Maintenance Worker position.
- 10 One Management Assistant position was converted into the position of Management Analyst I.
- 11 Added new Police Officer positions.
- 12 Includes classifications in the Career Officer Program (Senior Officer I, Senior Officer II, and Master Officer).
- 13 Deputy Director of Parks & Rec position was converted into the position of Recreation Superintendent.
- 14 Executive Assistant position was converted into the position of Senior Management Assistant.
- 15 Recreation Program Specialist position was converted into the position of Recreation Coordinator.



GENERAL FUND REVENUE

TUSTIN



BUILDING OUR FUTURE
HONORING OUR PAST

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

REVENUE SUMMARY

Revenue Summary	19/20	20/21	20/21	21/22	21/23
	Actual	Budget	Projected	Adopted	Proposed
100 General Fund					
Property Tax in Lieu of VLF	8,375,803	8,827,800	8,827,800	9,033,800	9,303,900
Property Taxes	10,911,309	11,578,300	11,578,300	11,703,700	12,036,500
Residual Property Taxes	1,605,910	1,620,000	1,620,000	1,672,600	1,706,100
In Lieu-Prop Tax	28,747	28,916	28,916	29,494	30,083
AB 1290 Pass Thru	141,568	150,000	150,000	150,000	150,000
Special Tax B	0	0	0	0	0
Franchise Fees	1,582,395	1,532,800	1,532,800	1,576,000	1,576,000
Sales Tax Backfill	0	0	0	0	0
Sales and Use Tax	25,146,077	26,428,690	26,428,690	27,259,800	28,384,500
Sales Tax - Public Safety - Prop 172	341,441	315,000	315,000	350,000	350,000
Transient Occupancy Tax	1,593,532	700,000	700,000	1,627,500	1,920,400
Business License Fees	438,632	279,500	279,500	440,000	470,000
Real Property Transfer Tax	536,992	341,250	341,250	500,000	500,000
New Construction Tax	47,685	8,000	8,000	4,000	4,000
Planning Plan Check Fees	251,880	142,356	142,356	408,664	436,574
Building Permits & Plan Checks	1,353,025	561,780	561,780	1,893,321	2,032,873
Fees and Other Permits	393,899	360,900	360,900	442,700	442,700
Fines and Forfeitures	848,027	591,000	591,000	922,000	922,000
Interest Income	1,140,296	240,000	240,000	208,000	208,000
Use of property	1,861,108	1,474,940	1,474,940	1,881,841	1,958,073
POST Reimbursement	34,747	15,000	15,000	15,000	15,000
Revenue from Other Agencies	137,384	133,161	133,161	130,000	130,000
State Grants	42,428	173,200	173,200	30,000	30,000
Federal Grants	826,132	3,088,619	3,088,619	50,000	50,000
Sports Fees	177,528	116,000	116,000	274,000	315,000
Class Fees	272,458	100,000	100,000	265,000	350,000
Other Recreation Fees	108,502	56,000	56,000	222,000	313,000
Transfer In	8,993,601	9,446,800	9,482,388	9,278,363	9,030,648
Reimbursement from Other Funds	1,223,376	1,200,000	1,200,000	1,200,000	1,200,000
All Other Sources	856,256	313,962	313,962	728,981	890,400
General Fund Total	69,270,737	69,823,974	69,859,562	72,296,764	74,755,751

GENERAL FUND EXPENDITURES

TUSTIN



BUILDING OUR FUTURE
HONORING OUR PAST

CITY COUNCIL

TUSTIN



**BUILDING OUR FUTURE
HONORING OUR PAST**

2021-23 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.

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
City Council					
Personnel	0	0	0	0	8,400
Operations	27,576	50,800	50,800	50,800	50,800
Capital	0	0	0	0	0
	<u>27,576</u>	<u>50,800</u>	<u>50,800</u>	<u>50,800</u>	<u>59,200</u>



CITY MANAGER

TUSTIN

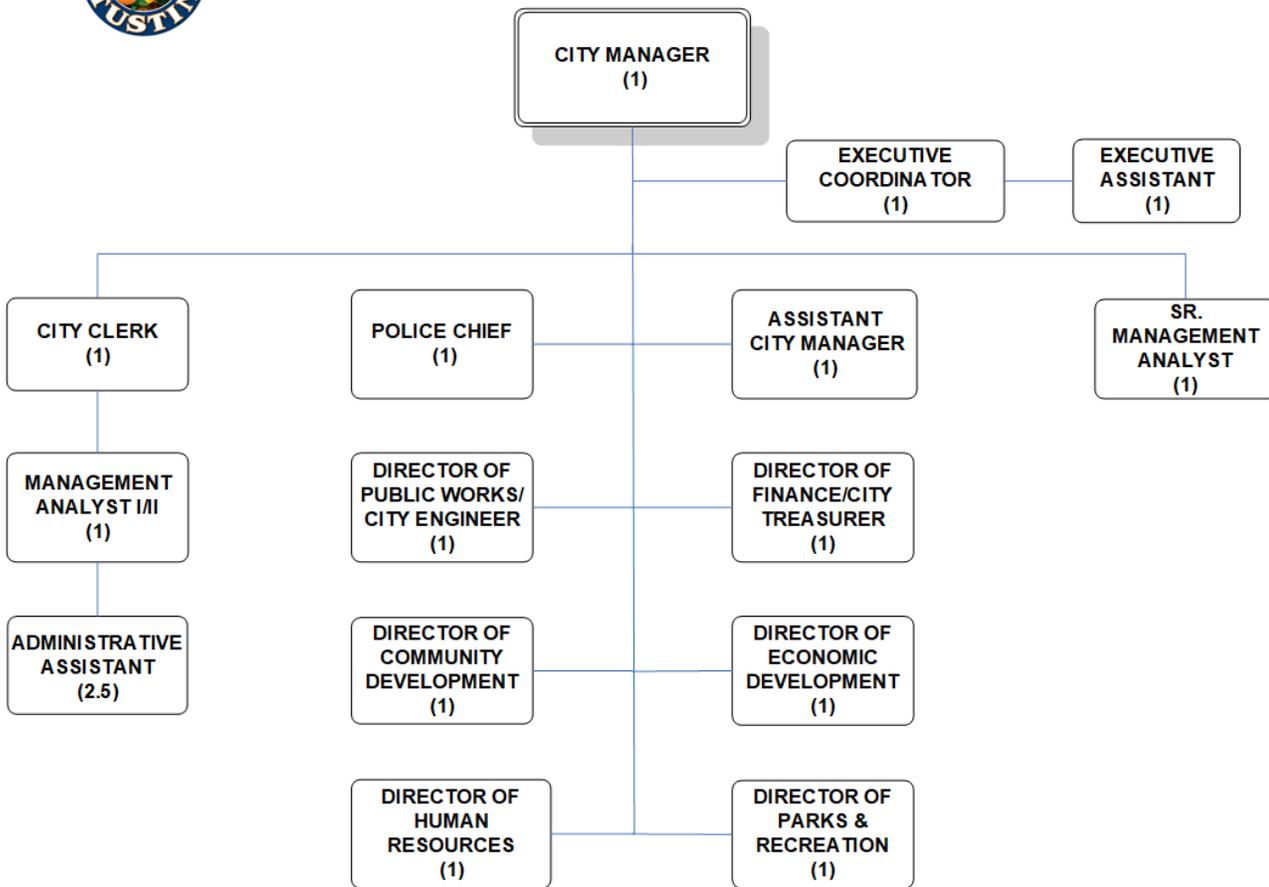


BUILDING OUR FUTURE
HONORING OUR PAST



CITY MANAGER'S OFFICE

ORGANIZATIONAL CHART



2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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 2021-23 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.

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
City Manager					
Personnel	604,755	701,225	699,057	717,400	717,400
Operations	53,072	67,400	67,400	67,400	67,400
Capital	0	0	0	0	0
	657,827	768,625	766,457	784,800	784,800



ECONOMIC DEVELOPMENT

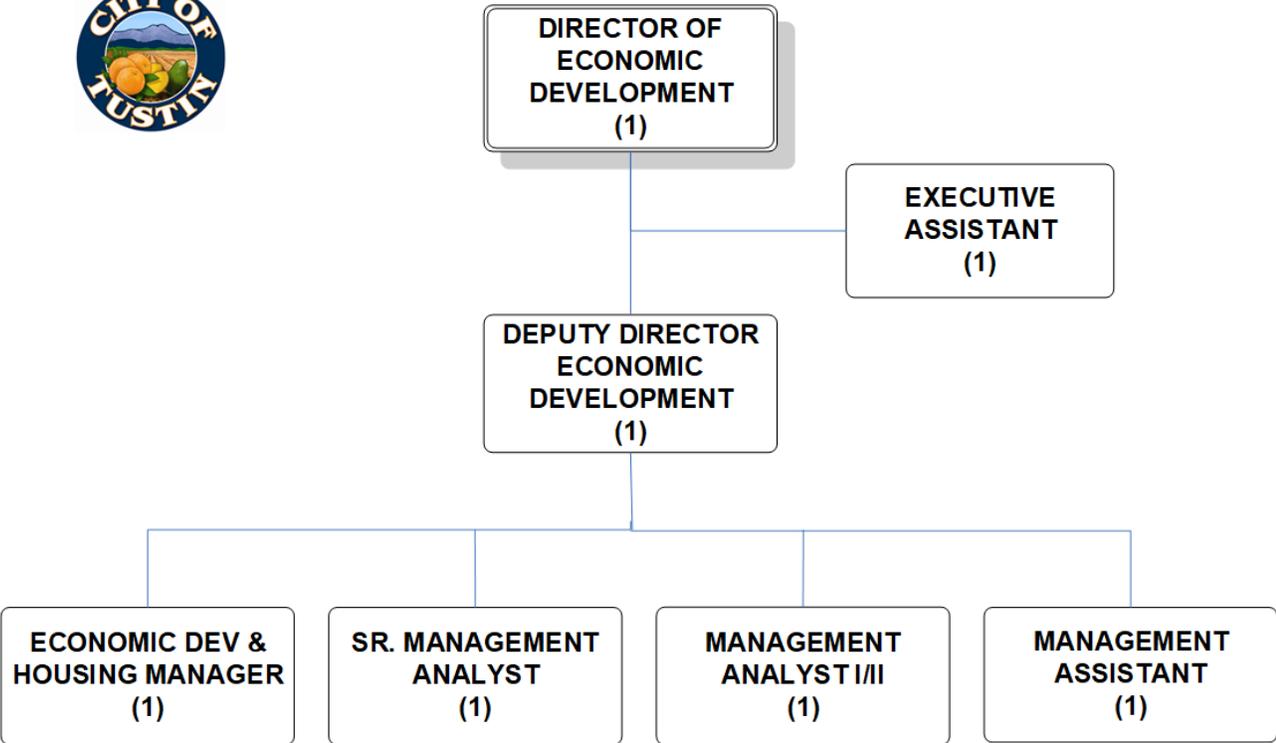
TUSTIN



BUILDING OUR FUTURE
HONORING OUR PAST



ECONOMIC DEVELOPMENT ORGANIZATIONAL CHART





2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Economic Development Division					
Personnel	815,943	1,052,766	878,118	1,061,800	1,061,700
Operations	326,719	2,310,754	2,254,838	470,044	285,148
Capital	0	0	0	0	0
	1,142,661	3,363,520	3,132,956	1,531,844	1,346,848

1) FY20/21 includes \$1,912,629 in CARES original budget money and \$1,917,233 in projected budget money

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

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 Reconciliation

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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2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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).

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
City Clerk					
Personnel	500,926	531,928	527,863	534,200	541,807
Operations	101,947	168,100	168,100	168,100	168,100
Capital	13,696	5,000	5,000	2,500	2,500
	616,569	705,028	700,963	704,800	712,407

CITY ATTORNEY

TUSTIN



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2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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.

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
City Attorney					
Personnel	0	0	0	0	0
Operations	698,431	833,000	833,000	833,000	833,000
Capital	0	0	0	0	0
	<u>698,431</u>	<u>833,000</u>	<u>833,000</u>	<u>833,000</u>	<u>833,000</u>

FINANCE

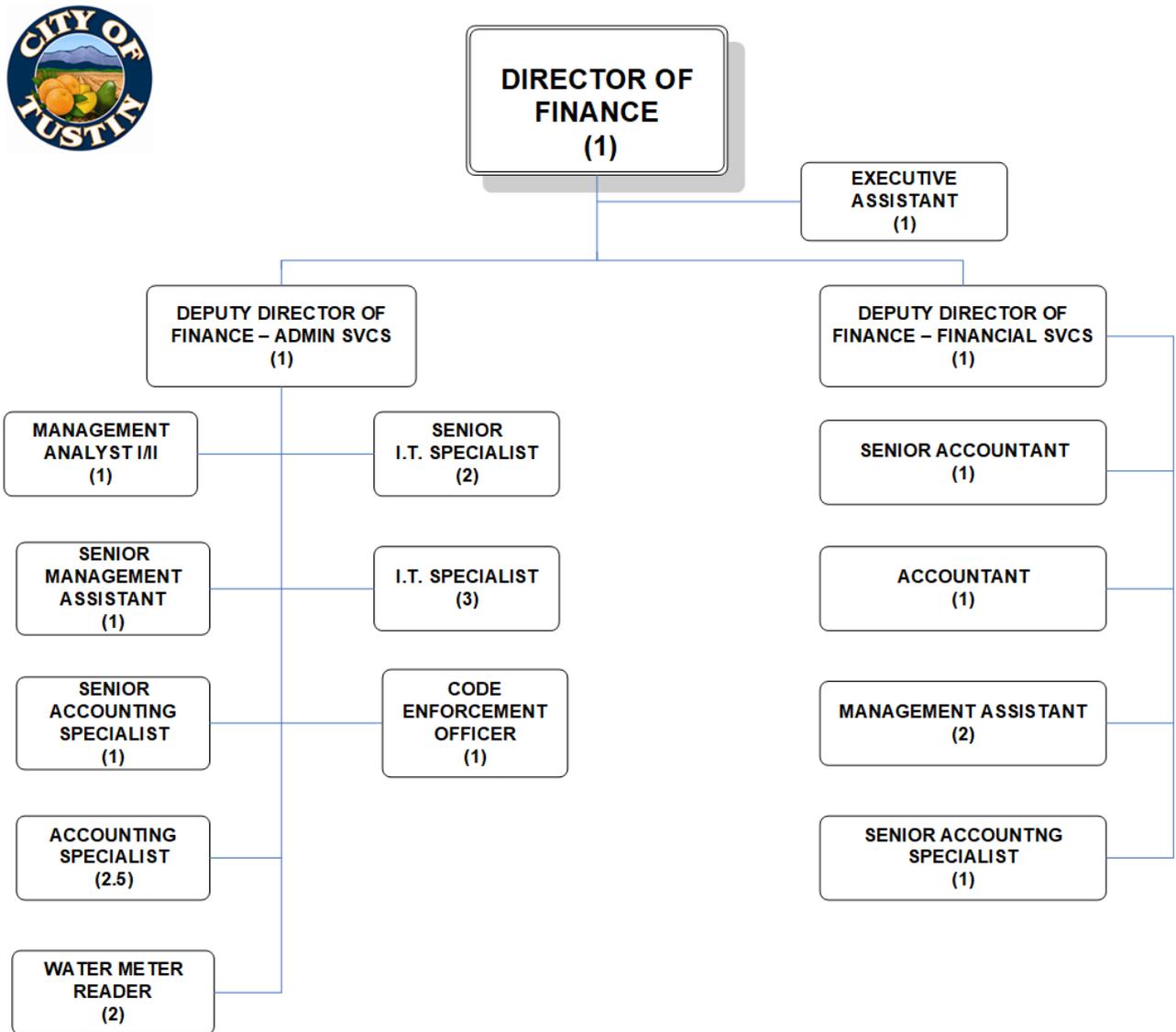
TUSTIN



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FINANCE DEPARTMENT'S ORGANIZATIONAL CHART



2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET
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.

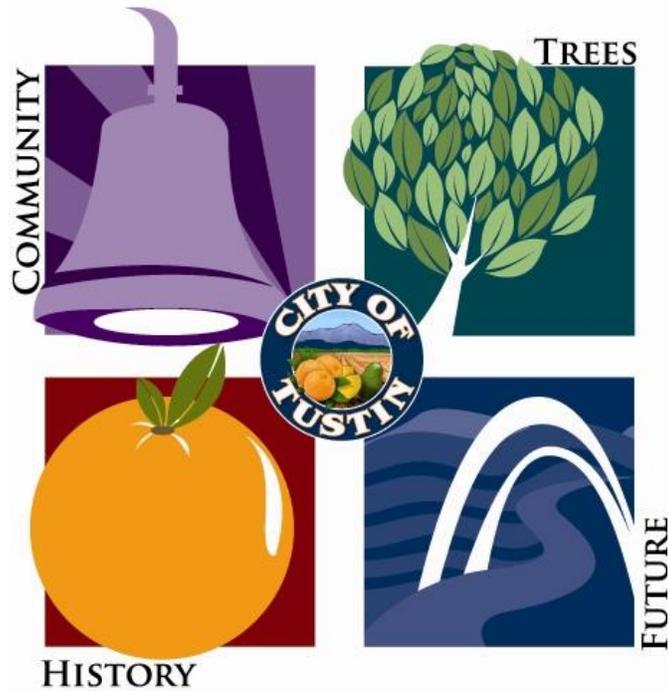
TASKS:

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.

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Finance					
Personnel	1,226,988	1,312,810	1,296,253	1,305,906	1,305,906
Operations	294,906	324,300	309,200	328,300	328,300
Capital	0	3,000	3,000	3,000	3,000
	1,521,894	1,640,110	1,608,453	1,637,206	1,637,206

HUMAN RESOURCES TUSTIN

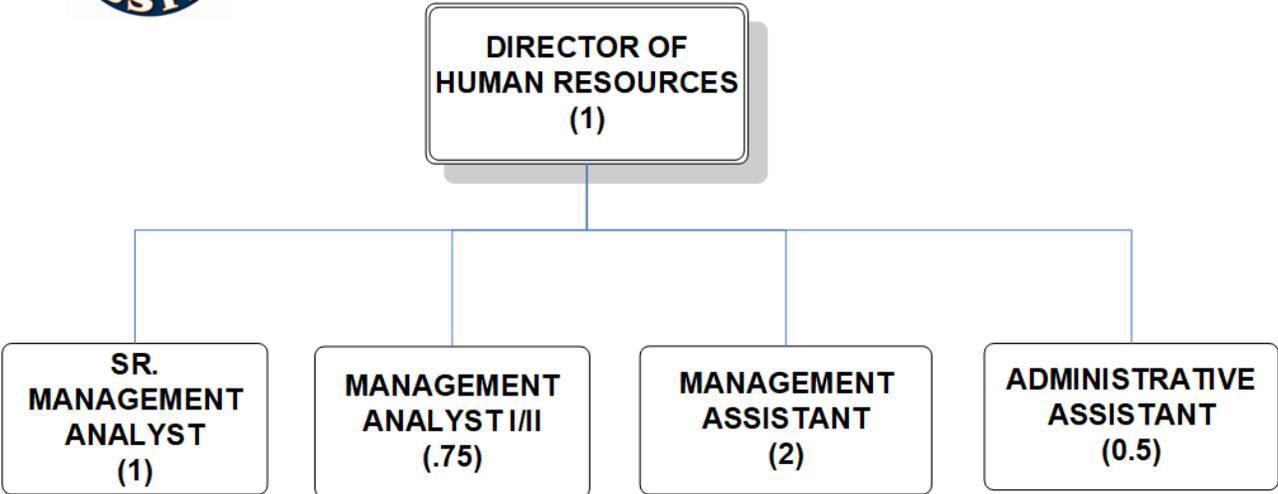


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HUMAN RESOURCES

ORGANIZATIONAL CHART



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.



GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Human Resources					
Personnel	713,382	722,829	738,417	731,631	731,831
Operations	309,648	353,075	311,625	305,325	392,825
Capital	7,807	0	0	5,000	0
	<u>1,030,838</u>	<u>1,075,904</u>	<u>1,050,042</u>	<u>1,041,956</u>	<u>1,124,656</u>

COMMUNITY DEVELOPMENT

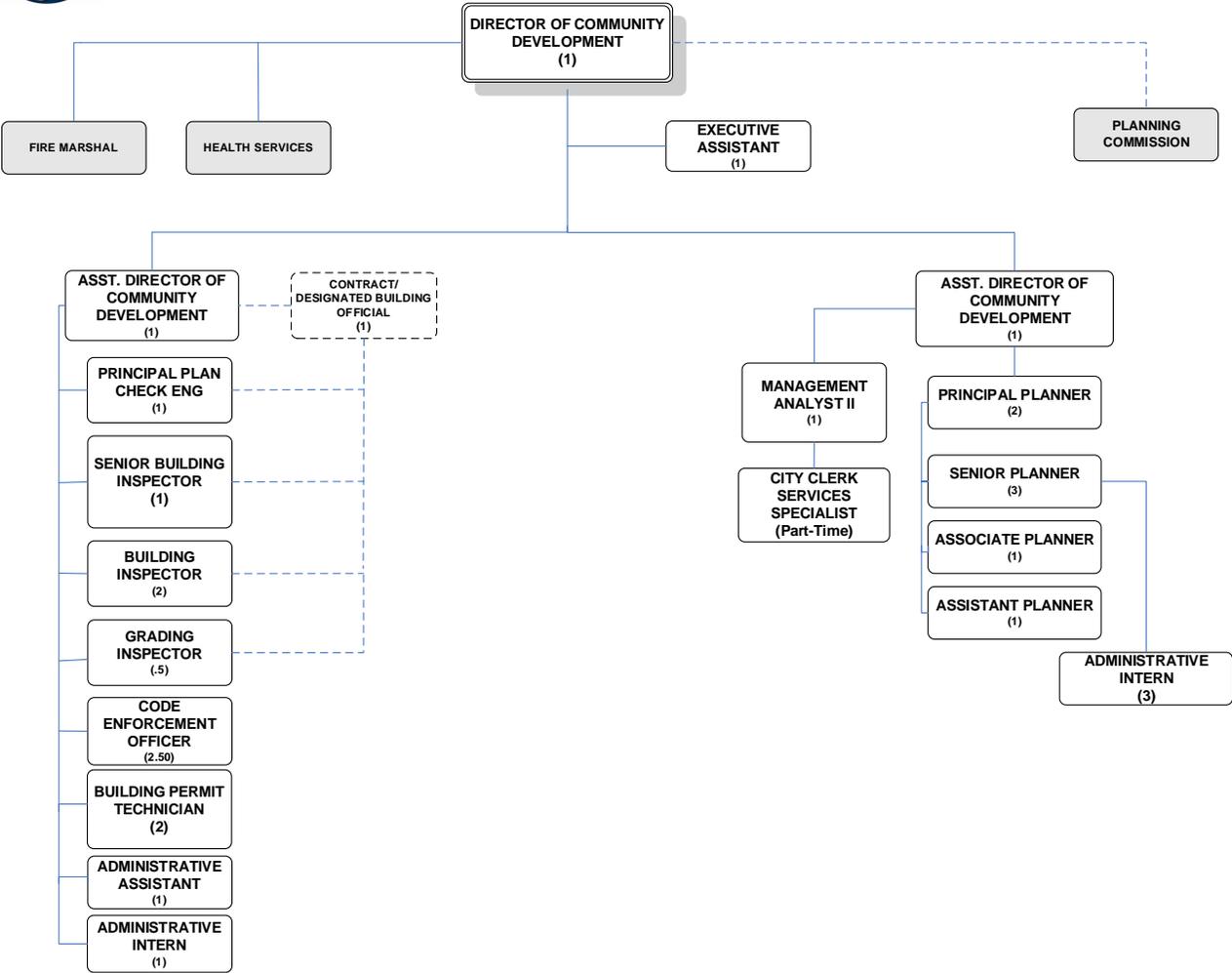
TUSTIN



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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, if prioritized and budgeted, 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.
4. Process discretionary entitlements, including design reviews, conditional use permits, variances, subdivisions, minor adjustments, etc.
5. Perform plan checks for new development, tenant improvements, and other building projects.
6. Process temporary use permits, large gathering use permits, temporary sign permits, and film permits.
7. Continue primary responsibility for planning and development monitoring tasks associated with the Tustin Legacy project.
8. Provide staff support for the administration of activities associated with the federal Community Development Block Grant (CDBG) Program including public service and public facility and improvement projects and with an annual allocation of \$804,893.
9. Continue to provide staff support for the administration of activities associated with the federal Community Development Block Grant (CDBG)-CV Program to be used to prevent, prepare for, and respond to the coronavirus (COVID-19) which has an allocation of \$1,220,716.
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.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

14. Assist the Public Works Department in preparing environmental documents for major capital improvement projects.
15. Complete the comprehensive revisions to the City's General Plan with consultant assistance and schedule Planning Commission and City Council workshops, budget permitting.
16. 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.
17. Administer and oversee the City's Cultural Resources District. Develop and implement a Cultural Resources District annual work program for the Planning Commission. Process Mills Act program contracts and administer the Tustin Historic Register Plaque Program.
18. Complete an update to the City's Historical Resources Survey Report and develop Historic Context Statement.
19. Complete an update to the City of Tustin's Housing Element including public outreach, workshops, and public hearings.
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 accessory dwelling units, density bonus, large family day care to remain in compliance with State law.
24. Evaluate potential code updates that will facilitate and streamline the entitlement review process.
25. Continue to provide trainings and workshops to the Planning Commission (and also Historic Cultural Resources Advisor Committee to the City Council).
26. Develop the framework for a Citywide Business Assistance Program to continue to fine-tune inter-departmental coordination for development projects and facilitate coordination with the Business community. Continue to provide a one-stop planning and community development counter to maintain quality of service throughout the City by providing services via phone, email, and public counter.

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

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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. Prepare and advertise a Request for Proposals and execute five-year contracts with consultants to continue contract plan check and support activities.
2. Prepare and adopt California Building Standards Codes with amendments (three-year cycle).
3. Administer and enforce the California Building Standards Codes.
4. Continue to implement new permit tracking software.
5. Continue to work with developers, allocate resources and coordinate with other agencies and departments to ensure continued progress at the Tustin Legacy.
6. 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.
7. 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).
8. Continue to utilize inspection staff in the role of “project coordinator” to guide homeowners through the construction project submittal and permitting process (an ombudsman approach that humanizes and simplifies the plan check and inspection correction process for persons unfamiliar with the City’s construction application, plan check and inspection requirements).
9. 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.
10. Update the City’s Building Codes as needed.
11. Update the City’s grading and private street design standards to be compatible with the current practice while maintaining quality standards.
12. Continue to update the Building Division pages on the City website to provide the public and contractors with Building Code information, Bulletins/Policies, useful links, and City handouts to ensure a uniform understanding and application of City Code requirements.
13. Continue to update the Building Division’s Procedure Manual and develop comprehensive internal operational policies.
14. Continue to support OCFA and Tustin Police emergency response needs related to evaluating structural safety following structure fires and vehicle accidents involving structures.
15. Continue an excellent standard of plan check and inspection to maintain code compliance and safety, while also preventing disruptions during construction.
16. Monitor and recommend measures to ensure the City’s compliance with the National Pollutant Discharge Elimination System (NPDES) Permit and Air Quality Management Plan.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

17. Administer the City's graffiti-removal program and actively participate in the City's Neighborhood Improvement Program.
18. Continue to implement courteous and business-friendly property maintenance, and zoning code enforcement, issuing administrative citations when necessary, and perform water quality inspections at all active construction sites, and existing commercial and industrial sites.

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20 Actual	20/21 Budget	20/21 Projected	21/22 Adopted	22/23 Proposed
Community Development					
Planning					
Personnel	1,711,841	1,548,582	1,455,728	1,774,436	1,774,536
Operations	228,134	342,350	342,350	310,800	290,800
Capital	0	0	0	0	0
	1,939,975	1,890,932	1,798,078	2,085,236	2,065,336
Building					
Personnel	618,793	999,692	971,102	984,200	984,300
Operations	1,030,742	1,024,000	1,024,000	794,070	797,570
Capital	0	0	0	0	0
	1,649,535	2,023,692	1,995,102	1,778,270	1,781,870
Code Enforcement					
Personnel	259,026	139,194	154,698	154,600	154,600
Operations	92,581	96,950	96,950	93,600	93,600
Capital	0	0	0	0	0
	351,607	236,144	251,648	248,200	248,200
Community Development					
Personnel	2,589,660	2,687,468	2,581,528	2,913,236	2,913,436
Operations	1,351,457	1,463,300	1,463,300	1,198,470	1,181,970
Capital	0	0	0	0	0
Comm. Development Total	3,941,117	4,150,768	4,044,828	4,111,706	4,095,406

PUBLIC WORKS

TUSTIN



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PUBLIC WORKS ORGANIZATIONAL CHART



City of Tustin Public Works Department

Director/City Engineer (1)

Executive Assistant (1)

Deputy PW Director – Engineering (1)

Sr. Management Analyst Environmental (1)

Deputy PW Director – Operations Vacant UF

Assistant PW Director Vacant UF

Public Works Manager (1)

Principal Engineer (1)

Public Works Manager (1)

Field Services Manager (1)

Management Assistant (1)

Principal Engineer (1)

Public Works Inspector/ Sr. Public Works Inspector (3.5)

Principal Engineer (1)

Associate Engineer-Water Enterprise (1)

City Arborist (1)

Parks & Landscape Supervisor (1)

Landscape Contracts Supervisor (1)

Fleet Supervisor (1)

Buildings & Streets Supervisor (1)

Associate Engineer Vacant UF

Senior Management Assistant (2)

Assistant Engineer (1)

Assistant Engineer (1)

Engineering Intern (2)

Irrigation Leadworker (1)

Parks Leadworker (1)

Playground Equipment Leadworker (1)

Equipment Mechanic (3)

Streets Leadworker (1)

Buildings Leadworker (1)

Senior Maintenance Worker/ Maintenance Worker (3)

Senior Maintenance Worker/ Maintenance Worker (7)

Senior Maintenance Worker/ Maintenance Worker (3)

PT Maintenance Aide (4)

Equipment Operator (3)

Senior Maintenance Worker/ Maintenance Worker (3.5)

Senior Maintenance Worker/ Maintenance Worker (2)

Electrician (1)

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.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Public Works					
Administration					
Personnel	609,153	370,918	322,252	399,400	399,400
Operations	689,309	685,400	651,900	689,400	689,400
Capital	0	0	0	0	0
	<u>1,298,463</u>	<u>1,056,318</u>	<u>974,152</u>	<u>1,088,800</u>	<u>1,088,800</u>
Engineering					
		0			
Personnel	1,030,856	1,284,018	1,289,309	1,274,000	1,274,100
Operations	23,039	154,000	54,000	154,000	154,000
Capital	0	0	0	0	0
	<u>1,053,895</u>	<u>1,438,018</u>	<u>1,343,309</u>	<u>1,428,000</u>	<u>1,428,100</u>
Streets					
		0			
Personnel	687,789	577,535	553,292	612,100	612,000
Operations	97,527	130,300	130,300	129,800	129,800
Capital	3,044,650	2,887,647	2,566,138	2,850,000	2,495,000
	<u>3,829,966</u>	<u>3,595,482</u>	<u>3,249,730</u>	<u>3,591,900</u>	<u>3,236,800</u>
Landscape					
Personnel	1,706,202	1,891,027	1,645,008	1,971,286	2,046,370
Operations	3,675,098	3,201,257	3,554,471	3,763,000	3,861,400
Capital	0	0	0	0	0
	<u>5,381,300</u>	<u>5,092,284</u>	<u>5,199,479</u>	<u>5,734,286</u>	<u>5,907,770</u>
Water Quality					
Personnel	170,890	177,584	175,098	175,100	175,100
Operations	282,892	380,000	350,500	385,500	385,500
Capital	0	0	0	0	0
	<u>453,782</u>	<u>557,584</u>	<u>525,598</u>	<u>560,600</u>	<u>560,600</u>
Fleet Maintenance					
Personnel	498,367	522,534	514,171	526,700	526,700
Operations	514,889	498,500	494,500	515,200	515,200
Capital	0	0	0	0	0
	<u>1,013,256</u>	<u>1,021,034</u>	<u>1,008,671</u>	<u>1,041,900</u>	<u>1,041,900</u>

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Building Facilities					
Personnel	413,665	413,449	430,134	428,000	428,000
Operations	1,976,424	1,804,751	2,247,848	2,357,300	2,399,300
Capital	0	0	0	0	0
	<u>2,390,088</u>	<u>2,218,200</u>	<u>2,677,982</u>	<u>2,785,300</u>	<u>2,827,300</u>
Emergency Services					
Personnel	0	0	0	0	0
Operations	0	0	0	0	0
Capital	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Public Works					
Personnel	5,116,921	5,237,065	4,929,263	5,386,586	5,461,670
Operations	7,259,179	6,854,208	7,483,519	7,994,200	8,134,600
Capital	3,044,650	2,887,647	2,566,138	2,850,000	2,495,000
Public Works Total	<u>15,420,750</u>	<u>14,978,920</u>	<u>14,978,920</u>	<u>16,230,786</u>	<u>16,091,270</u>

POLICE DEPARTMENT

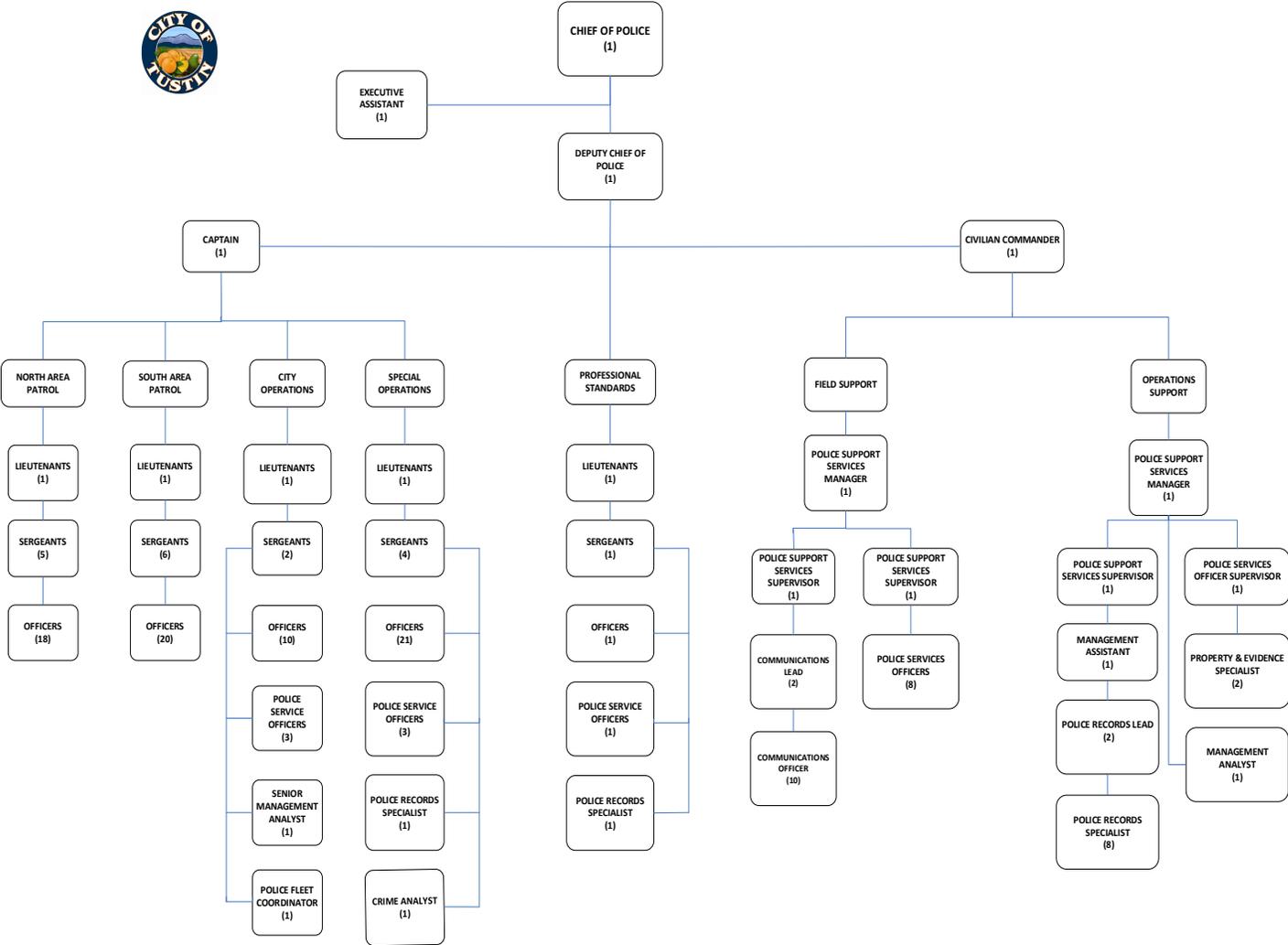
TUSTIN



BUILDING OUR FUTURE
HONORING OUR PAST



POLICE DEPARTMENT ORGANIZATIONAL CHART



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.

2020 TRAFFIC UNIT ACCOMPLISHMENTS:

1. Provided oversight of continued service and operations during the COVID-19 pandemic;

2. Ensured for the safety and well-being of personnel;
3. Provided command, control, and logistical support for personnel during widespread protests.

CITY OPERATIONS COMMAND

DESCRIPTION:

The City Operations Command consists of police personnel assigned to specialty assignment units and collateral duties which impact all areas within the City of Tustin borders. City Operations encompasses two primary units; the Traffic Unit and the Community Resources Unit. In addition to the primary units, City Operations also oversees the SWAT team, the Special Response Team (SRT), fleet operations, the canine program, and scheduling for the entire department. Its personnel are dedicated to supplement the Patrol Division in a variety of capacities such as the Traffic Unit, K-9 Unit, and SRT/SWAT. City Operations Command is currently positioned with one Lieutenant, two Sergeants, seven Officers, three Police service dogs, four Parking Control Officers, one Fleet Coordinator, three Police Services Officers, and one Emergency Manager.

The Traffic Unit is responsible for traffic enforcement within the Tustin city limits. The Traffic Unit includes one Sergeant, five Motor Officers, one Police Services Officer, and four 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 Fleet Coordinator is also an integral part of the Traffic Unit. The Police Fleet Coordinator plans, organizes, and executes the purchase, repair, and maintenance of all police department vehicles and all technological, mechanical, and defensive equipment contained within police department vehicles, and used by police officers and support staff.

The Community Resources Unit is responsible for working hand-in-hand with the community to help with crime reduction through education programs, and is responsible for handling quality-of-life issues throughout the City. In addition to those functions, the Community Resources 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 Community Resources Unit is comprised of a Police Sergeant, a Homeless Liaison Officer, a Community Impact Officer, and two Police Services Officers.

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 SWAT team is a joint team with the Irvine Police Department.

The SRT Team compliments the SWAT Team by providing specialized immediate tactical response to serious situations beyond the capacity of our Patrol Division.

TASKS:

Traffic Unit/Fleet/SWAT/SRT/Canine

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 to monitor the activities of those individuals on parole or

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

- 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;
 8. Performs Police Fleet Coordination to maintain fleet to optimal efficiency.

2020 Traffic Unit Accomplishments:

1. Easily re-deployed as a Rapid Response Team for the majority of 2020;
2. Active traffic enforcement was suspended for the majority of 2020 to reduce public interaction as a result of the COVID-19 pandemic.

2021 Traffic Unit Goals:

1. Reduce injury traffic collisions through enforcement and education;
2. Improve the quality of monthly training;
3. Staff the vacant motor officer positions;
4. Establish a motor officer to be a certified trainer;
5. Re-establish the OTS operations to include DUI Checkpoints.

2020 Fleet Accomplishments:

1. Acquired several new patrol vehicles;
2. Established a new system that allows patrol vehicles to be assigned to officers rather than a pool system. This has dramatically improved the overall quality of the patrol fleet.

2021 Fleet Goals:

1. Purchase and convert new vehicles based on the needs of the department;
2. Repair and maintain all department vehicles to ensure personnel safety.

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TASKS (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 program;
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.

2020 COMMUNITY RELATIONS ACCOMPLISHMENTS:

1. Created virtual platforms for community dialog due to COVID-19 in-person restrictions;
2. Completed the organization of the Community Resources area in the basement at City Hall.

2021 COMMUNITY RELATIONS GOALS:

1. Continue the buildout of the Annex;
2. Publish the first virtual Open House;
3. Increase community participation in the Neighborhood Watch Program;
4. Re-establish and improve the Volunteer Program.

TASKS (Emergency Management):

1. Coordinate emergency planning and training;
2. Recruit 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.

2020 EMERGENCY MANAGEMENT ACCOMPLISHMENTS:

1. Continued with organization, planning, and workability of the new EOC;
2. Participated in the planning for new EOC located at the re-located Public Works facility;

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

3. Recruitment and fulfillment of the vacant Emergency Manager position.

2021 EMERGENCY MANAGEMENT GOALS:

1. Re-establish and dramatically increase the CERT Program;
2. Complete the City's new Emergency Operation Center;
3. Participate on OCHCA Point of Dispensing exercise;
4. Create a three-year NIMS/SIMS/ICS training program for police department and city personnel;
5. Review and update all Emergency Plans.

TASKS (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.

2020 HOMELESS OUTREACH ACCOMPLISHMENTS:

1. Partnered with Tustin Temporary Emergency Shelter and assisted with providing resources to the homeless population during the COVID-19 pandemic.

2021 HOMELESS OUTREACH GOALS:

1. Provide resources and shelter to homeless population in Tustin;
2. Staff the Community Impact Officer position to compliment the Homeless Liaison Officer.

TASKS (Volunteer Unit):

1. Provide personnel support for different assignments throughout the department;
2. Assist with field work such as vacation patrol checks and special events crowd control.

2020 VOLUNTEER UNIT ACCOMPLISHMENTS:

1. To ensure all volunteers' health and safety during the COVID-19 pandemic, the department suspended all volunteer activities for the majority of the year;

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2. Coordinators communicated with all volunteers on a routine basis and offered resources, as well as, updates of department activities.

2021 VOLUNTEER UNIT GOALS:

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.

NORTH AREA PATROL**DESCRIPTION:**

The North Area Command consists of the area in the City north of the I-5 freeway. North Area Command is responsible for all reactive and proactive police problem solving in the north end of the City, including responding to citizen calls for service 24 hours a day, and 365 days a year. North Area command is currently staffed by one Lieutenant, five Sergeants, and 18 Patrol Officers and includes two Detention Officers.

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.

2020 PATROL CITY WIDE ACCOMPLISHMENTS:

1. Kept all employees safe and minimized potential exposure to COVID-19 while still providing services to the community;
2. Safely navigated through civil unrest activities and multiple fires within the City.

2021 PATROL CITY WIDE GOALS:

1. Protect the Community
2. Engage the Community
3. Improve Internal Operations

SOUTH AREA PATROL

DESCRIPTION:

South Area Command is responsible for all reactive and proactive police problem solving in the south end of the City, including responding to citizen calls for service 24 hours a day, and 365 days a year. South Area command is currently staffed by one Lieutenant, six Sergeants and 19 Patrol Officers.

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 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.

2020 PATROL CITY WIDE ACCOMPLISHMENTS:

1. Kept all employees safe and minimized potential exposure to COVID-19 while still providing services to the community;
2. Safely navigated through civil unrest activities and multiple fires within the City.

2021 PATROL CITY WIDE GOALS:

1. Protect the Community
2. Engage the Community

3. Improve Internal Operations

SPECIAL OPERATIONS

DESCRIPTION:

The Special Operations Division includes the Criminal Investigations Unit and the GRADE Unit, which are responsible for the investigation and disposition of a wide variety of crimes and suspicious activities within the City of Tustin.

The Criminal Investigations Unit includes the Major Crimes Team and Property Crimes Team. These two teams are responsible for comprehensive follow-up investigations on the majority of crimes reported to the Tustin Police Department. Detectives assigned to these teams are on-call around the clock to respond to crime scenes throughout the City. The Criminal Investigations Unit detectives are supported by civilian investigators, a court liaison, a Police Records Specialist, and a Crime Analyst. The investigators assigned to the unit are trained to handle criminal investigations in the same manner as a sworn police detective. The court liaison is a Police Services Officer who serves as a crucial link in daily communications with the Orange County District Attorney's Office, working to achieve the successful filing of charges in criminal complaints. The Crime Analyst uses state of the art technology and systems to not only document crime trends throughout the City, but predict the potential location of future crimes. The Crime Analyst also works as liaison with other municipal, state, and federal police agencies to maintain up-to-date information on relevant criminal activity in other jurisdictions.

The Criminal Investigations Unit also includes a full-time School Resource Officer, assigned as a liaison to the Tustin Unified School District, and detectives assigned to specialized regional task forces. Some of these task forces include Orange County Auto Theft Task Force, the Regional Narcotics Suppression Program, the Orange County Intelligence Assessment Center, and the Joint Terrorism Task Force.

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.

TASKS:

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

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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);
7. Provide personnel to the Orange County Intelligence Assessment Center (OCIAC), and the Joint Terrorism Task Force (JTTF).

2020 CRIMINAL INVESTIGATIONS UNIT ACCOMPLISHMENTS:

1. The Unit Investigated 847 cases in 2020;
2. Maintained the integrity and efficiency of the unit by implementing a staggered schedule throughout the COVID-19 Pandemic;
3. The Unit initiated 31 arrests;
4. The Unit served 41 search/ arrest warrants.

2021 CRIMINAL INVESTIGATIONS UNIT GOALS:

1. Attend briefings weekly to improve communication;
2. Strive to attain and maintain an average case clearance rate of 20%;
3. Improve efficiency by continuing to seek out and deploy new investigative technology and systems;
4. Continue to improve and implement the Crime Analyst’s predictive policing model deployed near the end of 2020;
5. Make arrests in 10% of cleared cases (approx. 80 arrests per year);
6. Send all CIU detectives and investigators to the ICI Core two-week investigations course.

PROFESSIONAL STANDARDS

DESCRIPTION:

The Professional Standards Division operates under the Community Policing Bureau. Personnel assigned to the Professional Standards Division (PSD) include the following: one Police Lieutenant, one Police Sergeant, one Police Officer, one Police Services Officers, one Police Records Specialist, three Master Reserve Officers. The Professional Standards Division is responsible for the recruitment and hiring of police department personnel. Additionally, the PSD is home to the department's Press Information Officer who works with various media outlets regarding the release of relevant information. The PSD is also responsible for conducting and tracking complaints of employee misconduct, as well as, oversight of the department’s information technology.

TASKS:***Personnel & Training Unit***

1. Recruit and hire all departmental employees;
2. Manage internal affairs files, background files, and training files;
3. Manage the employee performance evaluation system;
4. Represent the agency as custodian of records for all Pitchess Motion court appearances;
5. Manage the Cadet Program;
6. Manage the Explorer Program;
7. Investigate all serious complaints of misconduct or uses of force as determined by command staff;
8. Prepare yearly administrative statistical reports and state cost recovery reports;
9. Coordinate and track all formal training;
10. Author and track all internally generated training documents;
11. Ensure P.O.S.T. compliance with mandated training requirements;
12. Manage the Power DMS computer data system;
13. Coordinate new employee departmental orientations;
14. Manage citizen academy program;
15. Serve as liaison with P.O.S.T. police training academies;
16. Recruitment and hiring of all departmental employees;
17. Manage internal affairs files, background files, and training.

Information Technology

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.

2020 PSD ACCOMPLISHMENTS:

1. Kept all employees safe and minimized potential exposure to COVID-19 while still providing services to the community;

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2. Safely navigated through civil unrest activities and multiple fires within the City.

2021 PSD GOALS:

Personnel & Training 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 other social media outlets;
5. Ensure IA notification letters are sent out within set deadlines.

Public Information Officer:

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

Information Technology:

1. Ensure the 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. Implement the Mark43 CAD/RMS solution.

FIELD SUPPORT

DESCRIPTION:

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

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

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

TASKS (Communications Unit):

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

2020 COMMUNICATIONS UNIT ACCOMPLISHMENTS:

1. In 2020 the Communications Unit received 99,159 calls. 21,192 of those calls were 911 calls. The Communications Unit answered 99.53% of those calls within 15 seconds, well above the standard set by the National Emergency Number Association (NENA) of answering 90% of 911 calls within 15 seconds;
2. A Communications Training Officer was promoted to Communications Lead. A Communications Officer was hired and is currently in training. With respect to personnel, 11 of 12 Communications Officer positions are filled;
3. All full-time and part-time Communications Officers completed their 24 hours of POST mandated continuing education;
4. The Communications Unit remained staffed and fully functional during the COVID-19 pandemic;
5. Community Engagement activities were cut drastically due to the pandemic; however, the Communications Unit participated in the Turkey Giveaway, Santa Cop and Santa Sleigh.

2021 COMMUNICATION UNIT GOALS:

1. Recruit, train and become fully staffed in the Communications Center;
2. Redesign the Communications Training Manual to reflect the implementation of Mark43 CAD;
3. Continue to surpass the state requirement of answering 90% of all 911 calls within 15 seconds;
3. Build, train, and implement Mark43 CAD;
4. Complete the Emergency Operations Dispatch Center at the City Yard;
5. Continue to develop and mentor both Leads and Communications Officers;
6. Ensure all Communications Officers begin their 24 hours of continuing education for the new two-year cycle;
7. Continue to build morale through teambuilding activities and holding employees accountable.

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TASKS (PSO/CSI 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.

2020 PSO/CSI UNIT ACCOMPLISHMENTS:

1. Completed all front counter and CSI office renovations including a new workstation for the MROs who were assigned to the front desk for security purposes;
2. PSOs were brought up to date on their Field Evidence Technician certification;
3. Set up new IT infrastructure to enable the PSOs to work from different areas of the Tustin Civic Center as the station was being disinfected, and to make social distancing possible, during the pandemic;
4. Successfully modified our operations to ensure we continued to provide excellent support and the vast majority of police services during the height of the COVID-19 pandemic. We continued to take police reports, process vehicle releases, register sex and arson offenders, and assist citizens with a wide variety of requests while providing the safest environment possible;
5. Maintained availability for major incidents, such as protests, and crime scene investigations while adhering to COVID-19 PPE requirements and distancing guidelines.

2021 PSO/CSI UNIT GOALS:

1. Send more experienced PSOs who are interested in training new employees to the Field Training Officer course for certification;
2. Provide department wide training to patrol officers related to CSI and traffic collision investigation techniques;
3. Explore the possibility of employing part-time PSOs and Cadets to staff the front counter for the purpose of increasing full-time field support.

OPERATIONS SUPPORT**DESCRIPTION:**

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

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

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

TASKS (Property & Evidence):***Property and Evidence Unit***

1. Currently maintains and controls approximately 55,000 items of property and evidence.

2020 PROPERTY & EVIDENCE UNIT ACCOMPLISHMENTS:

1. Replaced ballistic vests nearing expiration dates;
2. Purchased tactical vests for all field personnel;
3. Reorganized lower parking garage and created additional working space for the Fleet Coordinator;
4. Completed project to install temperature-controlled equipment in the upper and lower areas of the unit.

2021 PROPERTY & EVIDENCE UNIT GOALS:

1. Complete audit of the Property & Evidence Unit;
2. Remodel the unit's bike cage area to properly address areas addressed in the department's audit results;
3. Remodel the property booking area to properly address areas addressed in the department's audit results;
4. Implement a consistent property booking training guide for field personnel.

TASKS (Record Unit):***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.

2020 RECORDS UNIT ACCOMPLISHMENTS:

1. Processed 7,443 reports;

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2. Completed 2,498 court packages;
3. Processed 525 citations;
4. Handled 4,113 records requests.

2021 RECORDS UNIT GOALS:

1. Update Records Unit training manual;
2. Continue career training and development of Records Unit staff;
3. Complete implementation of new records management system, and transition to National Incident Based Reporting System (NIBRS) statistical reporting system;
4. Implement new records management system.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20 Actual	20/21 Budget	20/21 Projected	21/22 Adopted	22/23 Proposed
Police					
Administration					
Personnel	1,184,875	1,034,821	1,239,770	1,191,700	1,191,800
Operations	3,168,723	2,154,678	2,109,404	2,139,060	2,139,060
Capital	0	0	0	0	0
	4,353,598	3,189,499	3,349,174	3,330,760	3,330,860
City Operations					
Personnel	3,185,928	4,273,221	3,714,236	4,423,375	4,445,939
Operations	538,520	596,264	642,987	802,054	802,054
Capital	0	0	0	0	0
	3,724,448	4,869,485	4,357,223	5,225,429	5,247,993
North Area Division					
Personnel	4,454,992	4,254,339	4,250,466	4,362,500	4,362,400
Operations	105,153	45,934	51,469	52,434	52,434
Capital	0	0	0	0	0
	4,560,144	4,300,273	4,301,935	4,414,934	4,414,834
South Area Division					
Personnel	4,477,950	4,244,615	4,204,139	4,413,633	4,413,633
Operations	87,029	45,834	50,730	48,334	48,334
Capital	0	0	0	0	0
	4,564,979	4,290,449	4,254,869	4,461,967	4,461,967
Special Operations Division					
Personnel	3,042,900	3,007,202	3,105,617	3,247,500	3,247,500
Operations	134,441	184,285	160,285	172,785	179,785
Capital	0	0	0	0	0
	3,177,341	3,191,487	3,265,902	3,420,285	3,427,285
Professional Standards Division					
Personnel	2,141,749	1,782,942	1,756,938	1,772,800	1,772,800
Operations	519,174	517,218	556,477	474,718	474,718
Capital	0	0	0	0	0
	2,660,923	2,300,160	2,313,415	2,247,518	2,247,518

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Field Support Services					
Personnel	2,472,116	2,680,571	2,586,859	2,704,800	2,704,900
Operations	244,896	406,425	406,425	257,025	257,025
Capital	0	0	0	0	0
	<u>2,717,012</u>	<u>3,086,996</u>	<u>2,993,284</u>	<u>2,961,825</u>	<u>2,961,925</u>
Operations Support Services					
Personnel	1,511,895	1,666,714	1,580,911	1,670,900	1,670,900
Operations	223,199	194,075	230,905	265,122	260,122
Capital	0	0	0	0	0
	<u>1,735,093</u>	<u>1,860,789</u>	<u>1,811,816</u>	<u>1,936,022</u>	<u>1,931,022</u>
Police					
Personnel	22,472,404	22,944,425	22,438,937	23,787,208	23,809,872
Operations	5,021,135	4,144,714	4,208,682	4,211,533	4,213,533
Capital	0	0	0	0	0
Police Total	<u>27,493,539</u>	<u>27,089,139</u>	<u>26,647,619</u>	<u>27,998,741</u>	<u>28,023,405</u>



FIRE

TUSTIN



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2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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.

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20 Actual	20/21 Budget	20/21 Projected	21/22 Adopted	22/23 Proposed
Fire Service Contract					
Personnel	0	0	0	0	0
Operations	8,676,428	9,309,400	9,309,400	9,768,000	10,020,000
Capital	0	0	0	0	0
Fire Service Contract Total	8,676,428	9,309,400	9,309,400	9,768,000	10,020,000

PARKS AND RECREATION

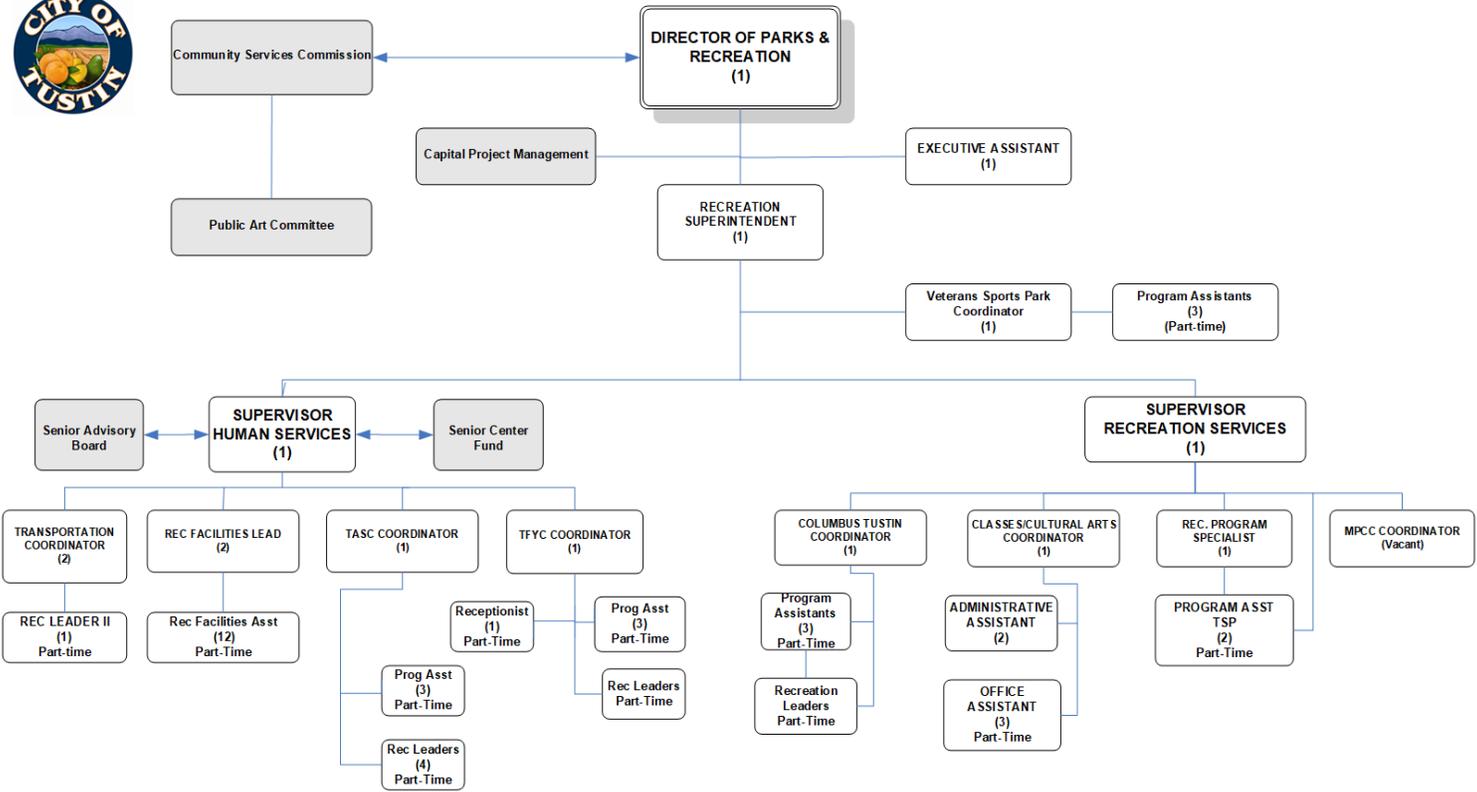
TUSTIN



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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 and Public Art Committee;
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, Community Services Commission, Public Art Committee, and related committees;
6. Facilitate communication and collaboration with community organizations and resident groups through multiple avenues, including social media;
7. Provide annual department goals and objectives;
8. Ensure consistency with Department Vision, Mission Statement and Values;
9. Investigate and secure grant funding.

2021-2023 GOALS:

1. Remove and replace the playground and shade sails and construct an awning of the café seating area at Tustin Sports Park;
2. Design and construct courtyard improvements at the Tustin Family and Youth Center;
3. Collaborate with Public Works to renovate Pine Tree Park;
4. Install shade structures at Laurel Glen and Camino Real Parks;
5. Develop a strategic plan for the Public Art Committee;
6. Secure donors for the Creative Signals Public Art program.

2019-2021 ACCOMPLISHMENTS:

1. Developed a strategic plan for the Community Services Commission and formulated a Seven-Year Capital Improvement Priority List;
2. Installed a picnic shelter and (2) bleacher shade structures at Columbus Tustin Park;
3. Collaborated with Public Works to renovate Peppertree Park;

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

4. Completed murals at Laurel Glen Park, Peppertree Park, and the Tustin Civic Center;
5. Finalized the painting of planter boxes to beautify the streets of Old Town Tustin;
6. Successfully opened Veterans Sports Park and The Annex at Tustin Legacy;
7. Oversaw the implementation of all applicable State, County, and CDC guidelines for City programs and facilities in response to the COVID-19 pandemic.

SPORTS

DESCRIPTION:

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

TASKS:

1. Coordinate and implement special events to include a safe and free Egg Hunt, Halloween Howl, Fourth of July, and Tustin Tiller Days Festival and Parade;
2. Coordinate the Tustin Youth Track 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 Recreation Center;
7. Provide community service and leadership opportunities to high school teenagers through Tustin Teens in Action and Counselors in Training programs;
8. Provide non-profit youth organizations with access to City facilities, including the gymnasium and sports fields.

2021-2023 GOALS:

1. Research and develop new programming for Adult Sports program to include a non-traditional softball league and an adult volleyball league;
2. Resume the Adult Sports program to an average of 50-60 teams per season;
3. Keep annual special events viable by adapting, changing, adding elements each year;
4. Administer and implement an Adult Sports Participant Survey to measure satisfaction and elicit suggestions for improvement;
5. Ensure the equitable distribution of the City's sports fields to local youth sports organizations per

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

Department's Field Allocation Policy;

6. Increase the cost of summer camps by 10% to meet expenditures by FY 2022-2023;
7. Secure a total of \$40,000 in sponsorship support (money/in-kind) from the local business community;
8. Expand the Tustin Teens in Action program to incorporate seminars on teen subjects (e.g. how to apply for a job, how to apply for college, finances, and how to prepare for interviews).

2019-2021 ACCOMPLISHMENTS:

1. Increased participation in the after-school program by 25% by expanding the program to Estock Elementary School, marketing, and making improvements to the existing program;
2. Ensured the equitable distribution of the City's sports fields to local youth sports organizations per the Department's Field Allocation Policy and reinforced a fee policy that charges these organizations for their field use;
3. Secured over \$30,000 in sponsorship support (money/in-kind) from the local business community;
4. Advanced the Tustin Youth Track Meet to utilizing a timing company for efficiency and accuracy;
5. Increased Tustin Teens in Action's participation by 5% and involvement in 2019 community outreach programs;
6. Conducted a modified Summer Day Camp program following all CDC, State, and County COVID-19 related guidelines;
7. Hosted two food box giveaway drive through events in collaboration with the Heritage Council of Orange County and the Tustin Community Foundation at Columbus Tustin Park.

CLASSES/CULTURAL ARTS

DESCRIPTION:

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

TASKS:

1. Provide a diverse selection of valuable 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;

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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 Tustin Tiller Days Parade;
7. Coordinate and implement the annual Summer Movies in the Park;
8. Manage the Tustin Community Center at the Market Place events and facility reservations.

2021-2023 GOALS:

1. Research and develop tennis classes and clinics for special needs families;
2. Research and develop new Special Interest classes for adults and youth;
3. Increase summer camp offerings from dance and youth sports contract instructors utilizing The Annex at Tustin Legacy and Veterans Sports Park;
4. Grow tennis and youth sports revenues by 5% through marketing campaigns and added class offerings in the Tustin Today Activity Guide;
5. Transition events hosted at the Tustin Community Center at The Market Place from adult focused to family Focused;
6. Continue with Tustin Tiller Days 'Play It Forward' campaign increasing local merchant involvement and foot traffic with event and business promotion through social media partnerships and City web pages;
7. Increase special event sponsorships from local merchants through in-person meetings promoting social media Share for Share and giveaway campaigns with merchant features on Instagram, Facebook, and City web pages;
8. Increase Parks and Recreation website and social media engagement with entertaining and original quarterly eblasts utilizing the CivicRec registration software.

2019-2021 ACCOMPLISHMENTS:

1. Increased revenue generated from contract classes by over 10% through increased patron and contract instructor communication and cooperation;
2. Oversaw Tustin Tiller Days Parade with over 100 entries in 2019;
3. Developed and implemented the Tustin Tiller Days 2020 'Play it Forward' marketing campaign increasing event awareness and participating with Old Town Tustin merchants and local business and health agencies;
4. Developed and implemented a successful 2020 summer Movies at the Hangar series in place of Movies in the Park, abiding by CDC, State, and County COVID-19 related guidelines;
5. Achieved a successful transition of the Reading Readiness Program from the Tustin Library (closed due to COVID-19) to the Annex at Tustin Legacy with sustained enrollment due to modified curriculum to transition to childcare;
6. Effective social media campaigns growing Instagram following by over 500%;

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

7. Established tennis clinics for special needs youth;
8. Increased contract instructor roster by over 10% including dance, technology, crime investigation, karate, and fitness for new moms.

VETERANS SPORTS PARK/THE ANNEX

DESCRIPTION:

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

TASKS:

1. Develop programs and policies to ensure the safe use of Veterans Sports Park and The Annex at Tustin Legacy;
2. Coordinate and implement special events to include a safe and free Memorial Day Remembrance Event and Veterans Day Celebration;
3. Provide organized and value based Adult Pickleball Sports Leagues and Tournaments;
4. Provide safe and wholesome summer day camp programming for local children;
5. Implement safe and enriching after school K-6 and drop-in programming for local area youth at The Annex;
6. Provide non-profit youth organizations with access to City facilities and fields.

2021-2023 GOALS:

1. Create Adult Pickleball Leagues and Tournaments that generate revenue for the City;
2. Research and develop activities, groups, and programs to promote a positive culture at the Veterans Sports Park Skate Park;
3. Create quarterly community events at Veterans Sports Park that residents of the Tustin Legacy area can walk to, such as food truck events or community picnics;
4. Further expand the childcare and youth programs at the community center at The Annex at Tustin Legacy;
5. Create and develop an impactful online presence for The Annex at Tustin Legacy and Veterans Sports Park;
6. Create and develop volunteer programs and opportunities for both youth and adults at The Annex at Tustin Legacy.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

2019-2021 ACCOMPLISHMENTS:

1. Safely opened Veterans Sports Park and The Annex at Tustin Legacy under COVID-19 guidelines and developed operations and policies for all major amenity areas;
2. Created and implemented childcare program at The Annex at Tustin Legacy;
3. Managed very high participant levels at the skate park and pickleball courts to ensure equity and public safety;
4. Produced a virtual Park Dedication and Veterans Day Celebration in 2020.

TUSTIN FAMILY AND YOUTH CENTER**DESCRIPTION:**

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

TASKS:

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 a free After-School Program/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.

2021-2023 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;

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

6. Conduct Mandated Reporting trainings for staff;
7. Conduct quarterly staff meetings to ensure that the Tustin Family and 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.

2019-2021 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. Registered participants to utilize the Senior Center’s transportation program for exercise classes;
4. Offered four parenting classes through the OC Health Department;
5. Received a scholarship to the 2019 OC Fair which provided free transportation, admission tickets, and spending money for 70 children;
6. Expanded the Cinco de Mayo event by moving it to Thorman Elementary which allowed for additional vendors, entertainment, and activities;
7. In partnership with Dental Care for Children, free dental services were offered to over 70 children and 30 adults;
8. Conducted the Kids Corner Preschool Program for twenty-five (25) 4-year old children to ensure their Kindergarten readiness;
9. Coordinated field trips for the Tustin Family and Youth Center participants to visit the children in the Tustin Medical Hospital once a week during the summer;
10. 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;
11. Collaborated with the Columbus Tustin Recreation Center to unite the Teens in Action programs from each facility to work together at special events;
12. 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;
13. Distributed over 3,000 food boxes to community members;
14. Provided 250 families with gifts and food for the whole family through the Holiday Gift Basket Program.

SUPPORT SERVICES

DESCRIPTION:

The Support Services Section is responsible for providing logistical support for City special events and meetings at City Hall/Civic Center, Columbus Tustin Recreation Center, Tustin Area Senior Center (TASC), Tustin Family and Youth Center (TFYC), The Annex, Tustin Library, City parks, and community centers. 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, recreation facilities, Senior Center, Tustin Library Meeting Rooms, and community centers;
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 and Youth Center, Columbus Tustin Recreation Center (CTRC), and the Tustin Area Senior Center.

2021-2023 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 internal and external reservations;
5. Provide adequate part-time staff coverage at all city events, meetings, rentals, daily operations, etc.;
6. Continue to provide COVID-19 cleaning and disinfecting of city facilities as recommended by CDC and OC Health Care Agency guidelines;
7. Establish professional standards and/or values for part-time Recreation Facilities Assistants;
8. Provide support and light maintenance of the Senior Center Garden.

2019-2021 ACCOMPLISHMENTS:

1. Continued to provide support to over 3,000 recreational classes and facility rentals;
2. Maintained off-site storage organized and items within two units;
3. Thoroughly cleaned and purged TASC kitchen closets and sheds;

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

4. Offered learning opportunities by allowing part-time staff to train with using tools and equipment at special events;
5. Provided additional part-time support for cleaning and set-ups at the newly opened facility, The Annex;
6. Provided support and new ideas for operating drive-through and walk-up food programs at TASC and TFYC;
7. Maintained City facilities cleaned and disinfected as recommended by COVID-19 CDC and OC Health Care Agency guidelines.

TUSTIN AREA SENIOR CENTER

DESCRIPTION:

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

TASKS:

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 life enriching interests;
2. Provide staff leadership and direction to the Senior Advisory Board, which includes the Senior Advisory Board Ways and Means Committee through fundraising activities and planning;
3. Provide staff support and manage all bookkeeping for the non-profit Tustin Area Senior Center Fund, Inc.;
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, 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, Concerts in the Park, Tree Lighting, and Broadway in the Park.

2021-2023 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. Continue to provide more diverse seminars covering an array of topics affecting seniors to include mental well-being and technology tips;
4. Increase revenue by 5% through various new and improved programs such as contract classes, excursions, and events for senior participants;

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

5. Provide additional online courses for seniors;
6. Increase awareness of resources to adult children of seniors;
7. Identify guidelines for the Volunteer Program;
8. Establish guidelines for the Senior Center Garden.

2019-2021 ACCOMPLISHMENTS:

1. Expanded transportation program to seniors residing on the outskirts of Tustin bordering Santa Ana and southwest Tustin;
2. Developed clear and prominent roles for Senior Advisory Board members;
3. Offered more diverse lectures and seminars pertaining to those 50 and older;
4. Increased participation in several fitness classes due to participation from southwest Tustin residents;
5. Hosted an annual meeting of the Orange County Senior Center Directors to discuss best practices and current issues faced by senior participants;
6. Through donations from the TASC Fund, Inc. and the Community Services Commission, continued to ensure no participants were turned away from obtaining lunch through the Meals on Wheels Congregate Meal Program;
7. Created new and innovative ways of handling food programs during the COVID-19 pandemic;
8. Managed funding of \$127,500 through the Federal CARES Act, which included identifying and reaching out to seniors in need and dispersing grocery store and restaurant gift cards to over 300 seniors in the Tustin area;
9. Offered training on use of Zoom application in order to facilitate online classes for seniors;
10. Facilitated over ten Zoom programs for seniors including fitness classes, lectures, and virtual Bingo;
11. Instituted social calls for seniors who are homebound due to the COVID-19 pandemic.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20 Actual	20/21 Budget	20/21 Projected	21/22 Adopted	22/23 Proposed
Parks & Recreation					
Administration					
Personnel	377,977	455,610	438,436	468,158	468,058
Operations	714,190	597,900	569,765	605,450	611,950
Capital	709	850	850	850	850
	1,092,876	1,054,360	1,009,051	1,074,458	1,080,858
Sports					
Personnel	638,014	743,580	611,952	744,405	762,403
Operations	176,545	330,300	110,000	306,900	319,900
Capital	1,939	6,000	6,000	4,000	4,000
	816,498	1,079,880	727,952	1,055,305	1,086,303
Classes/Cultural Services					
Personnel	332,655	376,114	326,670	353,600	353,600
Operations	468,979	435,129	277,150	376,700	432,200
Capital	16,236	19,000	17,000	19,500	19,500
	817,870	830,243	620,820	749,800	805,300
Veterans Sports Park/The Annex					
Personnel	0	0	0	98,020	118,600
Operations	0	0	0	65,200	64,700
Capital	0	0	0	2,500	2,000
	0	0	0	165,720	185,300
Senior Citizens					
Personnel	433,470	464,389	438,234	472,600	482,700
Operations	58,267	102,700	45,000	103,700	105,200
Capital	0	0	0	0	0
	491,737	567,089	483,234	576,300	587,900
Support Services					
Personnel	331,275	358,089	268,908	356,795	356,895
Operations	12,667	7,750	7,750	7,000	7,000
Capital	1,153	2,000	2,000	2,000	2,500
	345,095	367,839	278,658	365,795	366,395

 2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Tustin Youth Center					
Personnel	367,856	378,072	333,697	383,400	393,400
Operations	26,411	38,050	26,350	37,500	36,800
Capital	1,173	1,400	1,400	2,000	2,000
	<u>395,439</u>	<u>417,522</u>	<u>361,447</u>	<u>422,900</u>	<u>432,200</u>
Parks & Rec					
Personnel	2,481,247	2,775,854	2,417,898	2,876,978	2,935,656
Operations	1,457,059	1,511,829	1,036,015	1,502,450	1,577,750
Capital	21,209	29,250	27,250	30,850	30,850
Parks & Rec Total	<u>3,959,516</u>	<u>4,316,933</u>	<u>3,481,163</u>	<u>4,410,278</u>	<u>4,544,256</u>

NON-DEPARTMENTAL

TUSTIN



BUILDING OUR FUTURE
HONORING OUR PAST



2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

GENERAL FUND EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Non-Departmental					
Personnel	4,095,206	4,732,629	4,555,363	5,514,535	6,757,823
Operations	1,650,021	2,604,493	2,625,852	1,836,650	1,828,750
Capital	0	0	0	0	0
	<u>5,745,227</u>	<u>7,337,122</u>	<u>7,181,215</u>	<u>7,351,185</u>	<u>8,586,573</u>

2) FY20/21 includes \$1,119,993 in CARES original budget money and \$1,121,385 in projected budget money

ASSESSMENT DISTRICTS & COMMUNITY FACILITY DISTRICTS

TUSTIN



BUILDING OUR FUTURE
HONORING OUR PAST

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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.

EXPENDITURE SUMMARIES

ASSESSMENT DISTRICTS

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Assess. District 95-1 Construction					
Personnel	0	0	0	0	0
Operations	484,155	551,000	772,706	0	0
Capital	0	0	0	0	0
431 District 95-1 Const. Total	484,155	551,000	772,706	0	0

COMMUNITY FACILITIES DISTRICT

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
CFD 04-1					
Personnel	0	0	0	0	0
Operations	713,496	1,345,319	705,106	710,306	704,906
Capital	0	0	0	0	0
433 CFD 04-1 Total	713,496	1,345,319	705,106	710,306	704,906
CFD 06-1 Construction					
Personnel	0	0	0	0	0
Operations	125,070	6,540	4,810	6,540	0
Capital	0	2,610,000	2,678,000	125,668	0
434 CFD 06-1 Construction Total	125,070	2,616,540	2,682,810	132,208	0

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

Expenditure Summary		19/20	20/21	20/21	21/22	22/23
		Actual	Budget	Projected	Adopted	Proposed
CFD 06-1 Debt Svs						
	Personnel	0	0	0	0	0
	Operations	3,363,350	5,340,913	3,464,722	3,501,800	3,571,000
	Capital	0	0	0	0	0
435	CFD 06-1 Debt Svs Total	3,363,350	5,340,913	3,464,722	3,501,800	3,571,000
CFD 07-1 Debt Svs						
	Personnel	0	0	0	0	0
	Operations	925,918	1,122,725	950,140	951,800	1,047,300
	Capital	0	0	0	0	0
436	CFD 07-1 Debt Svs Total	925,918	1,122,725	950,140	951,800	1,047,300
CFD 14-01 Debt Service						
	Personnel	0	0	0	0	0
	Operations	1,489,915	1,443,175	1,516,760	1,527,500	1,556,900
	Capital	0	0	0	0	0
441	CFD 14-01 Debt Service Total	1,489,915	1,443,175	1,516,760	1,527,500	1,556,900
Special Tax B						
	Personnel	0	0	0	0	0
	Operations	3,486,418	4,154,000	4,547,440	4,607,819	4,700,000
	Capital	0	0	0	0	0
442	Special Tax B Total	3,486,418	4,154,000	4,547,440	4,607,819	4,700,000
CFD 14-01 Construction						
	Personnel	0	0	0	0	0
	Operations	0	2,150	4,038,380	2,150	2,150
	Capital	1,580,820	1,890,000	350,000	4,375,000	0
443	CFD 14-01 Construction	1,580,820	1,892,150	4,388,380	4,377,150	2,150

TUSTIN LANDSCAPE LIGHTING DISTRICT & STREET LIGHTING

TUSTIN



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HONORING OUR PAST

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

EXPENDITURE SUMMARY

LIGHTING LANDSCAPE DISTRICT

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Tustin LLD, Special District					
Personnel	0	0	0	0	0
Operations	1,225,099	1,229,000	1,293,000	1,238,000	1,270,000
Capital	0	0	0	0	0
141 Tustin LLD Total	1,225,099	1,229,000	1,293,000	1,238,000	1,270,000

STREET LIGHTING

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Tustin SL					
Personnel	0	107,700	107,700	107,700	107,700
Operations	830,616	960,500	874,020	365,000	378,000
Capital	0	0	0	0	0
142 Tustin SL Total	830,616	1,068,200	981,720	472,700	485,700

WATER ENTERPRISE

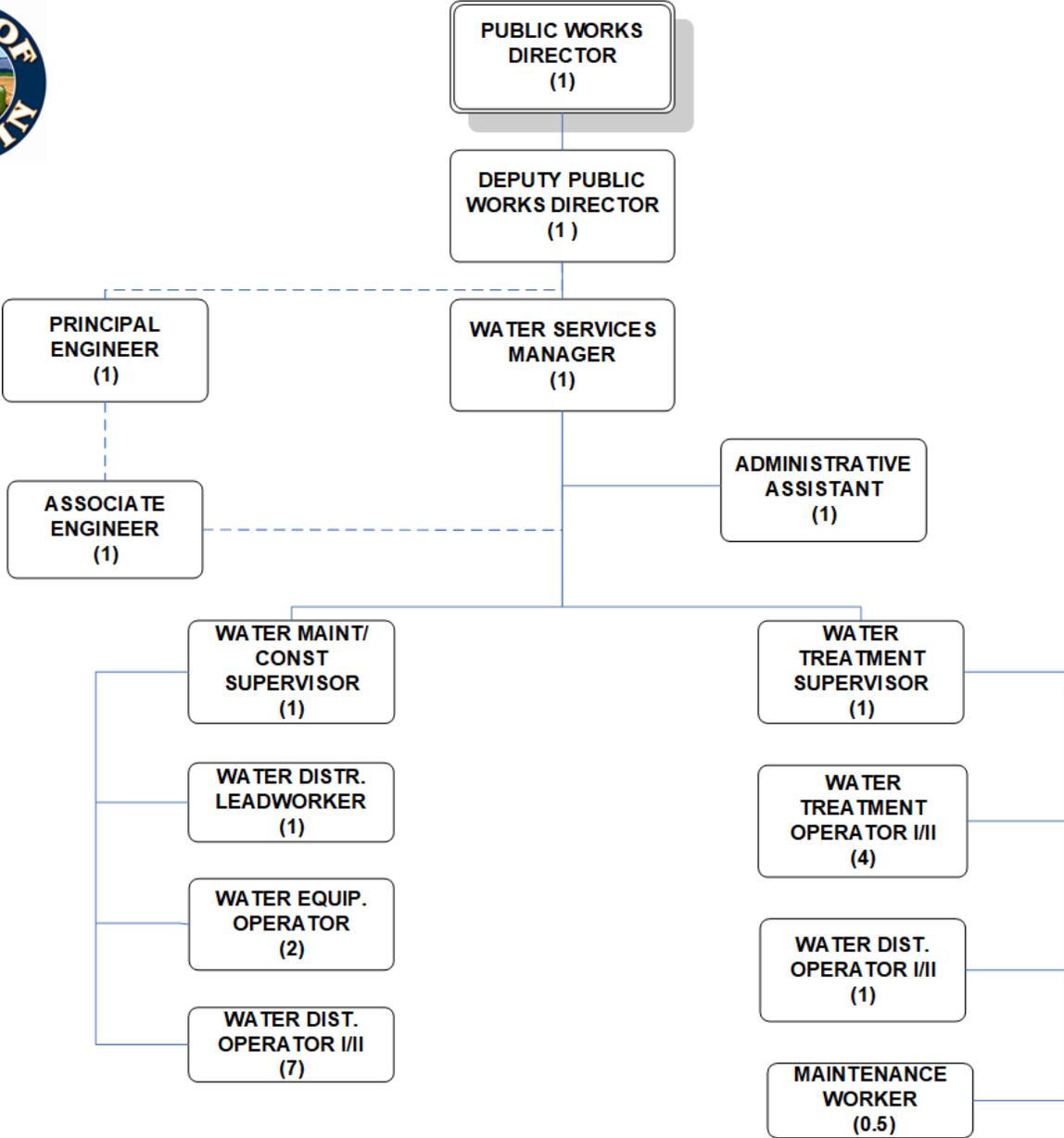
TUSTIN



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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. 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.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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.

17TH STREET DESALTER

DESCRIPTION:

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

TASKS:

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.

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

EXPENDITURE SUMMARY

Expenditure Summary	19/20 Actual	20/21 Budget	20/21 Projected	21/22 Adopted	22/23 Proposed
Water, Service Billing					
Personnel	813,087	1,020,700	955,560	1,145,600	1,146,400
Operations	1,575,702	3,397,300	3,431,128	3,397,300	3,398,600
Capital	18,806	50,000	20,000	50,000	50,000
	<u>2,407,594</u>	<u>4,468,000</u>	<u>4,406,688</u>	<u>4,592,900</u>	<u>4,595,000</u>
Water, Administration					
Personnel	759,447	787,100	967,883	845,700	848,000
Operations	2,664,433	2,420,579	3,478,893	3,238,890	3,240,300
Capital	0	0	0	0	0
	<u>3,423,880</u>	<u>3,207,679</u>	<u>4,446,776</u>	<u>4,084,590</u>	<u>4,088,300</u>
Water Distribution					
Personnel	1,104,956	1,276,300	1,184,290	1,276,300	1,275,000
Operations	235,169	150,200	241,700	379,900	258,000
Capital	0	0	0	0	0
	<u>1,340,125</u>	<u>1,426,500</u>	<u>1,425,990</u>	<u>1,656,200</u>	<u>1,533,000</u>
Main Street Facilities					
Personnel	82,316	173,100	154,262	173,100	173,000
Operations	98,019	92,800	81,300	62,500	162,000
Capital	0	0	0	0	0
	<u>180,335</u>	<u>265,900</u>	<u>235,562</u>	<u>235,600</u>	<u>335,000</u>
17th Street Desalter					
Personnel	330,863	243,300	222,656	243,300	244,000
Operations	1,922,231	1,913,100	2,300,362	2,536,300	2,535,400
Capital	0	0	0	0	0
	<u>2,253,094</u>	<u>2,156,400</u>	<u>2,523,018</u>	<u>2,779,600</u>	<u>2,779,400</u>
Imported Water					
Personnel	110,022	104,800	99,152	106,300	106,000
Operations	1,019,869	1,120,000	3,603,400	6,383,500	4,827,000
Capital	0	0	0	0	0
	<u>1,129,891</u>	<u>1,224,800</u>	<u>3,702,552</u>	<u>6,489,800</u>	<u>4,933,000</u>

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

Expenditure Summary	19/20 Actual	20/21 Budget	20/21 Projected	21/22 Adopted	22/23 Proposed
Water Production					
Personnel	276,839	232,400	238,777	257,400	257,000
Operations	4,256,598	5,237,770	3,432,770	1,504,432	2,974,000
Capital	0	0	0	0	0
	4,533,437	5,470,170	3,671,547	1,761,832	3,231,000
Water Utility Fund Total					
Personnel	3,477,530	3,837,700	3,822,581	4,047,700	4,049,400
Operations	11,772,021	14,331,749	16,569,553	17,502,822	17,395,300
Capital	18,806	50,000	20,000	50,000	50,000
300 Water Utility Fund Total	15,268,357	18,219,449	20,412,134	21,600,522	21,494,700
Water Capital Fund					
Personnel	0	0	0	0	0
Operations	425,625	643,511	740,287	500,000	500,000
Capital	0	0	2,577,648	4,626,140	250,000
301 Water Capital Fund Total	425,625	643,511	3,317,935	5,126,140	750,000
2011 Water Revenue Bond Fund					
Personnel	0	0	0	0	0
Operations	120	0	0	0	0
Capital Outlay	0	0	0	0	0
305 2011 Water Bond Fund Total	120	0	0	0	0
2013 Water Revenue Bond Fund					
Personnel	0	0	0	0	0
Operations	6,188	0	0	0	0
Capital Outlay	0	0	7,991,454	3,586,358	0
306 2013 Water Bond Fund Total	6,188	0	7,991,454	3,586,358	0

SPECIAL REVENUE FUNDS



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

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
CDBG Total					
Personnel	150,514	260,900	260,900	168,000	168,000
Operations	216,380	1,684,407	1,684,407	1,925,345	145,345
Capital	54,838	0	0	960,000	0
120 CDBG Total	421,732	1,945,307	1,945,307	3,053,345	313,345

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	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Cable PEG Fees					
Personnel	0	0	0	0	0
Operations	87,220	79,073	79,073	79,073	79,073
Capital	0	0	0	0	0
129 Cable PEG Fees Total	87,220	79,073	79,073	79,073	79,073

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	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
SCAQMD, Non-Departmental					
Personnel	0	0	0	0	0
Operations	204	500,000	466,690	0	0
Capital	0	0	33,310	0	0
133 SCAQMD Total	204	500,000	500,000	0	0

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	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Asset Forfeit, Non-Dept.					
Personnel	0	0	0	0	0
Operations	25	0	0	0	0
Capital	0	0	0	0	0
134 Asset Forfeit Total	25	0	0	0	0
RNSP Asset Forfeit, Non-Dept.					
Personnel	0	0	0	0	0
Operations	109,791	0	0	0	0
Capital	0	0	0	0	0
135 RNSP Asset Forfeit Total	109,791	0	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	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Suppl Law Enforcement, CIP					
Personnel	139,490	136,900	136,900	142,300	142,300
Operations	78	0	0	0	0
Capital	5,932	0	0	0	0
136 Suppl Law Total	145,499	136,900	136,900	142,300	142,300

MEASURE M2 FUNDS

DESCRIPTION:

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

EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Measure M2					
Personnel	0	0	0	0	0
Operations	119,241	40,000	351,401	40,000	40,000
Capital	464,906	1,958,197	2,075,900	2,263,740	1,070,000
139 Measure M2 Total	584,147	1,998,197	2,427,301	2,303,740	1,110,000

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

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Gas Tax Total					
Personnel	128,372	264,300	329,300	266,700	266,700
Operations	1,452,949	1,376,149	1,543,248	1,166,102	1,166,102
Capital	106,430	2,949,740	675,000	550,000	200,000
130 Gas Tax Total	1,687,752	4,590,189	2,547,548	1,982,802	1,632,802

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

Expenditure Summary		19/20	20/21	20/21	21/22	22/23
		Actual	Budget	Projected	Adopted	Proposed
Park Dev, CIP						
	Personnel	0	0	0	0	0
	Operations	427,419	22,164	110,549	0	0
	Capital	1,808,693	2,264,000	1,644,648	1,518,412	1,035,000
131	Park Dev Total	2,236,112	2,286,164	1,755,197	1,518,412	1,035,000
Park Dev Tustin Legacy, CIP						
	Personnel	0	0	0	0	0
	Operations	59	0	0	0	0
	Capital	714,580	242,650	55,632	0	0
132	Park Dev Tustin Legacy Total	714,639	242,650	55,632	0	0

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

INTERNAL SERVICE FUNDS

EXPENDITURE SUMMARY

Expenditure Summary	19/20 Actual	20/21 Budget	20/21 Projected	21/22 Adopted	22/23 Proposed
Workers Comp, Self Insurance					
Personnel	0	0	0	0	0
Operations	2,072,935	1,143,299	1,332,058	1,367,586	1,404,655
Capital	0	5,000	5,000	5,000	5,000
181 Workers Comp Total	2,072,935	1,148,299	1,337,058	1,372,586	1,409,655
Liability, Self Insurance					
Personnel	0	0	0	0	0
Operations	1,281,549	1,254,418	1,195,661	1,290,820	1,489,100
Capital	0	0	0	0	0
182 Liability Total	1,281,549	1,254,418	1,195,661	1,290,820	1,489,100
Unemployment, Self Insurance					
Personnel	0	0	0	0	0
Operations	4,920	25,000	(19,000)	25,000	25,000
Capital	0	0	0	0	0
183 Unemployment	4,920	25,000	(19,000)	25,000	25,000
Equipment Replacement					
Personnel	0	0	0	0	0
Operations	3,966	1,500	1,500	1,500	1,500
Capital	1,164,182	848,410	770,860	2,058,264	532,356
184 Equip. Replacement Total	1,168,149	849,910	772,360	2,059,764	533,856

BACKBONE & LAND HELD FOR RESALE FUNDS

EXPENDITURE SUMMARY

Expenditure Summary		19/20	20/21	20/21	21/22	22/23
		Actual	Budget	Projected	Adopted	Proposed
Oblig Reimb Frm Successor Agency						
	Personnel	0	0	0	0	0
	Operations	2,044,283	0	1,448	0	0
	Capital	0	0	0	0	0
186	Oblig Reimb Frm Successor A	2,044,283	0	1,448	0	0
Backbone Fee Fund						
	Personnel	0	0	0	56,100	55,900
	Operations	318,470	21,147	21,147	21,147	21,147
	Capital	15,802,302	8,798,107	3,119,788	2,175,000	5,500,000
187	Backbone Fee Fund Total	16,120,772	8,819,254	3,140,935	2,252,247	5,577,047
Land Held for Resale						
	Personnel	3,300,000	3,300,000	0	1,841,900	1,841,900
	Operations	5,340,019	8,000,552	7,249,461	7,836,344	8,823,474
	Capital	5,860,019	9,765,841	2,980,000	8,282,034	1,100,000
189	Land Held for Resale Total	14,500,037	21,066,393	10,229,461	17,960,278	11,765,374

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

ROAD MAINTENANCE & REHAB FUNDS

EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Road Maint & Rehab					
Personnel	0	0	0	22,400	22,400
Operations	4,458	0	17,418	0	0
Capital	424,492	804,083	916,854	1,231,854	1,050,000
140 Tustin LLD Total	428,950	804,083	934,272	1,254,254	1,072,400

SOLID WASTE FUNDS

EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Solid Waste					
Personnel	124,297	138,500	137,131	144,000	144,000
Operations	59,255	80,000	80,000	80,000	80,000
Capital	0	0	0	0	0
171 Solid Waste Total	183,551	218,500	217,131	224,000	224,000

SPECIAL EVENTS FUNDS

EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Special Events - Tustin Street Fair					
Personnel	0	5,000	2,500	5,000	5,000
Operations	38,562	148,153	76,325	117,153	117,153
Capital	0	0	0	0	0
	<u>38,562</u>	<u>153,153</u>	<u>78,825</u>	<u>122,153</u>	<u>122,153</u>
Special Events - Tustin Tiller Days					
Personnel	0	8,500	0	8,500	8,500
Operations	195,914	166,400	6,500	131,000	131,000
Capital	0	0	0	0	0
	<u>195,914</u>	<u>174,900</u>	<u>6,500</u>	<u>139,500</u>	<u>139,500</u>
Special Events - Other					
Personnel	0	0	0	0	0
Operations	27,635	55,500	5,000	55,500	55,500
Capital	0	0	0	0	0
	<u>27,635</u>	<u>55,500</u>	<u>5,000</u>	<u>55,500</u>	<u>55,500</u>
Special Events Total					
Personnel	0	13,500	2,500	13,500	13,500
Operations	262,111	370,053	87,825	303,653	303,653
Capital	0	0	0	0	0
180 Special Events Total	<u>262,111</u>	<u>383,553</u>	<u>90,325</u>	<u>317,153</u>	<u>317,153</u>

INFORMATION TECHNOLOGY

(INTERNAL SERVICE FUND)

TUSTIN



BUILDING OUR FUTURE
HONORING OUR PAST

2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

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

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Information Technology					
Personnel	455,058	842,400	771,300	859,300	859,300
Operations	1,021,575	1,950,746	1,971,752	2,030,746	1,950,746
Capital	764,761	1,111,193	1,111,193	1,111,193	1,111,193
185 Info. Technology Total	2,241,394	3,904,338	3,854,245	4,001,238	3,921,238

HOUSING AUTHORITY



 2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Tustin Housing Authority					
Personnel	404,321	351,900	353,597	368,600	368,600
Operations	889,596	1,912,047	1,203,405	1,109,944	499,840
Capital	0	0	0	0	0
575 Tustin Housing Authority Tot	1,293,917	2,263,947	1,557,002	1,478,544	868,440

CAPITAL IMPROVEMENT PROGRAM

TUSTIN

The central graphic features a 2x2 grid of icons. The top-left icon is a purple bell with the word 'COMMUNITY' written vertically to its left. The top-right icon is a green tree with the word 'TREES' written above it. The bottom-left icon is an orange with the word 'HISTORY' written below it. The bottom-right icon is a blue road with a white archway and the word 'FUTURE' written vertically to its right. In the center of the grid is a circular seal for the 'CITY OF TUSTIN' featuring a landscape with oranges and mountains.

COMMUNITY

TREES

HISTORY

FUTURE

CITY OF TUSTIN

BUILDING OUR FUTURE
HONORING OUR PAST

EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
CIP, CIP					
Personnel	0	0	0	0	0
Operations	53,865	0	213	0	0
Capital	7,643,426	2,887,647	2,887,138	3,095,000	3,500,000
200 CIP Total	7,697,291	2,887,647	2,887,351	3,095,000	3,500,000

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.

PARS OPEB TRUST

TUSTIN



BUILDING OUR FUTURE
HONORING OUR PAST

 2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
PARS OPEB Trust Fund					
Personnel	0	0	0	0	0
Operations	11,194	0	0	0	0
Capital	0	0	0	0	0
571 MCAS 2010 TABs Total	11,194	0	0	0	0

VOLUNTARY WORKFORCE HOUSING INCENTIVE PROGRAM





2021-23 FY OPERATING AND CAPITAL IMPROVEMENT BUDGET

DESCRIPTION:

The Voluntary Workforce Housing Incentive Program Fund accounts for fees received from developers who opt to construct a “residential project” that will receive the benefit of a “residential allocation reservation” (as defined in Tustin City Code section B9912) within any existing or future-adopted specific plan area as set forth in Ordinance No. 1491. All in-lieu fees are required to be expended exclusively to provide housing affordable to extremely low, very low, low, and moderate-income households in the City of Tustin, and administration and compliance monitoring of the Voluntary Workforce Housing Incentive Program.

EXPENDITURE SUMMARY

Expenditure Summary	19/20	20/21	20/21	21/22	22/23
	Actual	Budget	Projected	Adopted	Proposed
Voluntary Workforce Housing Incentive Prog					
Personnel	0	0	0	0	0
Operations	0	0	0	0	0
Capital	0	0	0	0	0
577 Voluntary Workforce Hsg Incentive Prog	0	0	0	0	0