



Leadership Laguna

SESSION ONE:

GENERAL GOVERNMENT OVERVIEW

Course Overview

- ▶ Week 1: Welcome & General Government Overview
- ▶ Week 2: Public Safety
- ▶ Week 3: City Attorney and Water Quality
- ▶ Week 4: Public Works, Community Services, and Cultural Arts
- ▶ Week 5: Community Development

Topics for Today Include:

- ▶ Roles and Responsibilities of Elected Officials
- ▶ Council/Manager form of government
- ▶ Intergovernmental Relations
- ▶ Finance and Budget



Roles and Responsibilities of Elected Officials



Roles and Responsibilities

ELECTED CITY COUNCIL

- ▶ Legislative (ordinances) and policy-making body
- ▶ Approves budget and contracts
- ▶ Focuses on long-term vision of the community
- ▶ Appoints City Manager, City Attorney, and Commission, Board, and Committee members
- ▶ Sits on various subcommittees and organizations

Laguna Beach City Council



Steve Dictorow
Mayor



Toni Iseman
Mayor Pro-Tem



Bob Whalen



Kelly Boyd



Rob ZurSchmiede

Roles and Responsibilities

ELECTED CITY CLERK

- ▶ Official City Council Records Keeper and election official
- ▶ Prepares meeting agendas, process ordinances & resolutions, and notary services
- ▶ Coordinates municipal elections
- ▶ Domestic Partnerships and marriages



Roles and Responsibilities

ELECTED CITY TREASURER

- ▶ Chief Investment officer
- ▶ Banking services
- ▶ Cash flow management
- ▶ May also include bond/assessment district administration and Transient Occupancy Tax (TOT) audits



Council/Manager Form of Government



Council/Manager Form of Government

- ▶ Citizens elect City Council members
- ▶ City Council develops the long-term vision for the community
- ▶ City Council appoints a City Manager

**CITIZENS OF LAGUNA
BEACH**

City Council

City Manager

City Departments



Roles and Responsibilities

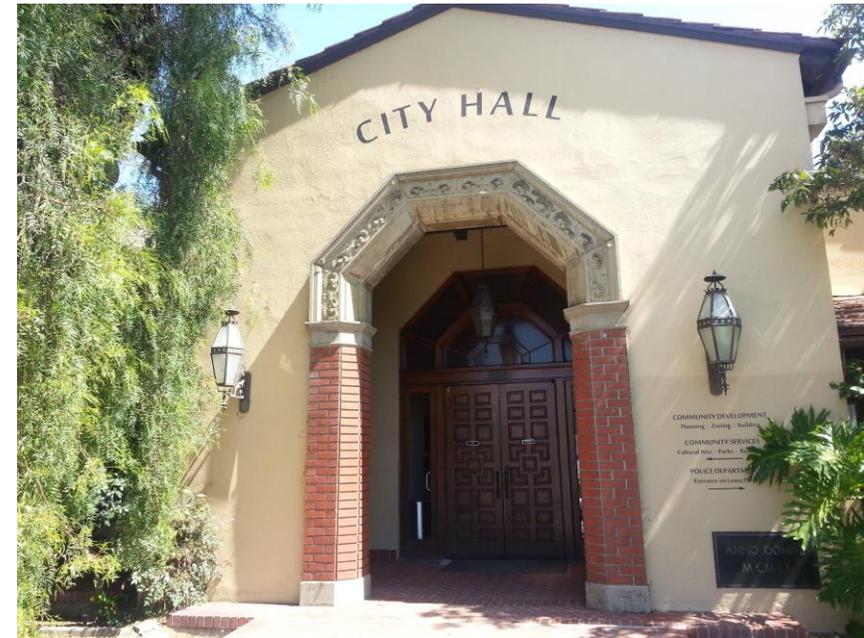
APPOINTED CITY MANAGER

- ▶ Chief Advisor to City Council
- ▶ Implements City Council's policies, ordinances, and directions
- ▶ Prepares and administers the budget
- ▶ Chief Administrative Official
- ▶ Hires and manages all city employees and services
- ▶ 27 years in local government



City Departments

- ▶ Administrative Services
- ▶ Community Development
- ▶ Community Services
- ▶ Cultural Arts
- ▶ Fire
- ▶ Marine Safety
- ▶ Police
- ▶ Public Works
- ▶ Water Quality



Benefits of Council/Manager Form of Government

1. Political power concentrated in the ENTIRE legislative body
2. Policy making resides with City Council; day-to-day operations resides with City Manager
3. City Manager carries out policy established by City Council
4. Purchasing/Proposals/Bids – Acquired through defined processes based on qualifications and price
5. More engaged and involved residents



Roles and Responsibilities

APPOINTED CITY ATTORNEY

- ▶ Advises all city officials and employees regarding legal matters
- ▶ Prepares ordinances & resolutions
- ▶ Defends the City in court actions
- ▶ Prosecutes violators of local laws
- ▶ Drafts/reviews contracts
- ▶ City Attorney for 34 years



List of Commissions, Board, and Committees

- ▶ Arts Commission
- ▶ Design Review Board/Board of Adjustment
- ▶ Emergency & Disaster Preparedness Committee
- ▶ Environmental Sustainability Committee
- ▶ Heritage Committee
- ▶ HIV Advisory Committee
- ▶ Housing & Human Services Committee
- ▶ Parking, Traffic, Circulation Committee
- ▶ Personnel Board
- ▶ Planning Commission
- ▶ Recreation Committee
- ▶ South Laguna Water/Sewer Committee
- ▶ View Restoration Committee



City Council Subcommittees

- ▶ Mission Hospital Laguna Beach
- ▶ School District Use of Facilities Agreement
- ▶ Policing
- ▶ Undergrounding
- ▶ Airport Noise
- ▶ Economic Development/Business Assistance
- ▶ Community Survey
- ▶ Short-Term Lodging
- ▶ Others as needed



Organizations Represented by City Council

- ▶ Business Improvement District
- ▶ Festival of Arts Board of Directors
- ▶ League of California Cities
 - ▶ OC Division
 - ▶ Coastal Coalition
 - ▶ Environmental Quality Committee
- ▶ Festival Coordinating Committee
- ▶ Irvine Bowl Policy Committee
- ▶ Laguna Playhouse Committee
- ▶ Laguna Art Museum Board
- ▶ Laguna Beach Seniors
- ▶ Laguna Canyon Foundation



Intergovernmental Relations

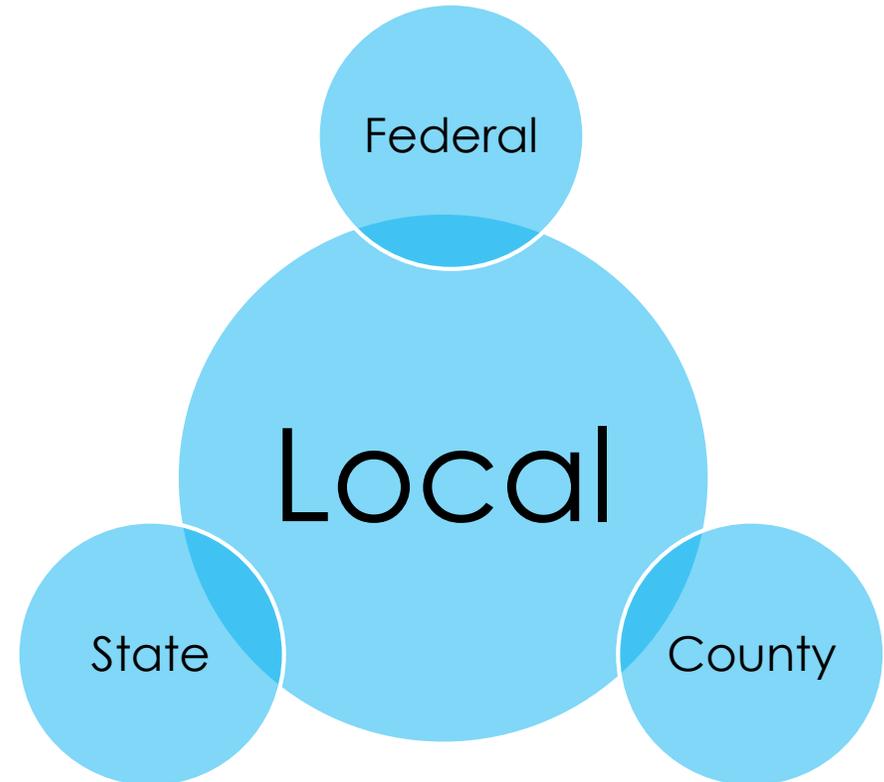
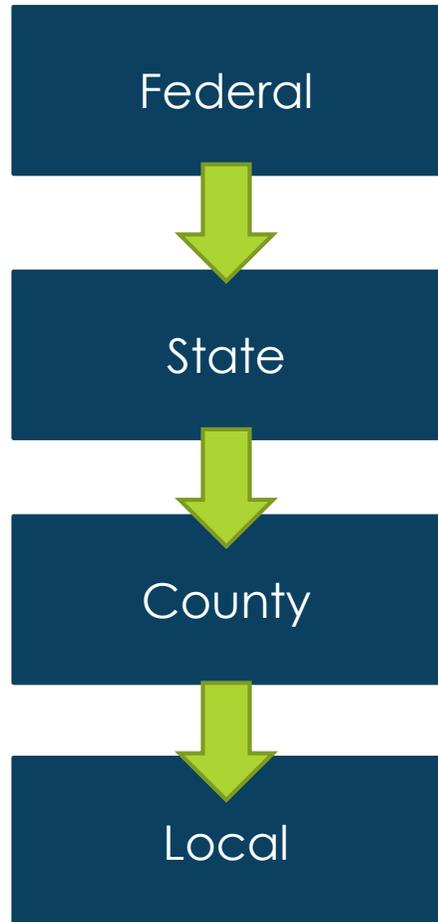


Old Orange
County
Courthouse

California State
Capitol Building



Intergovernmental Relations



Intergovernmental Relations

Local

- ▶ Laguna Beach Unified School District
- ▶ Laguna Beach County Water District
- ▶ South Coast Water District
- ▶ South Orange County Association of Mayors
- ▶ South Orange County Wastewater Authority (SOCWA)
- ▶ South Orange County Watershed Management Area Executive Committee

LBUSD

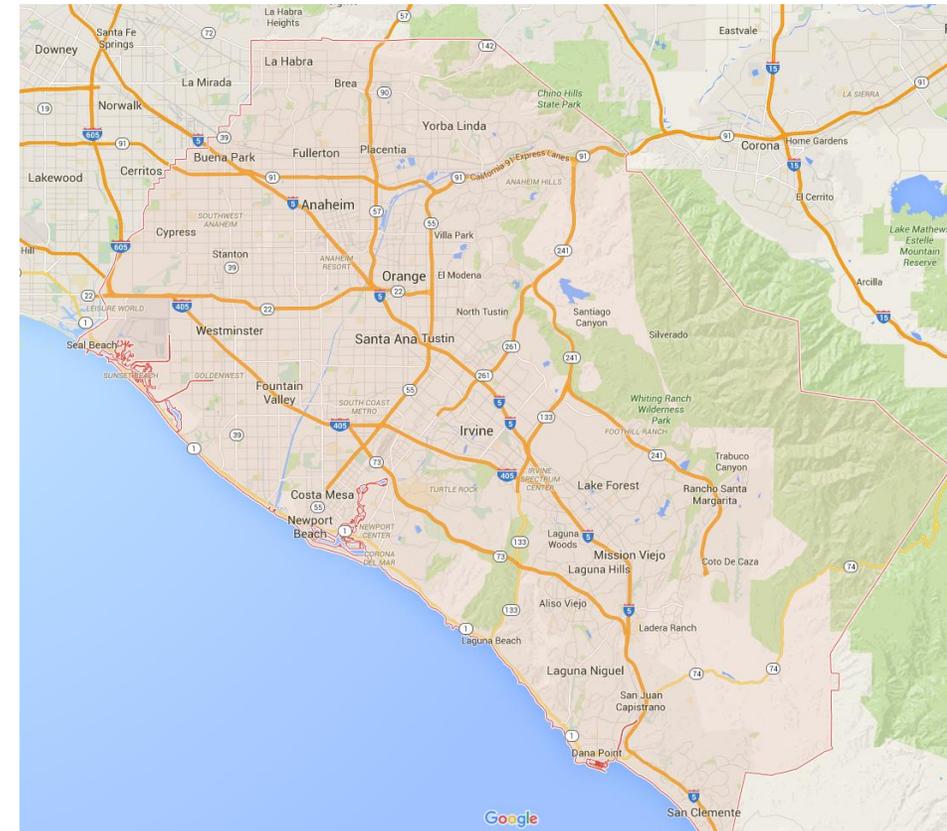


LAGUNA BEACH
COUNTY WATER DISTRICT

Intergovernmental Relations

County

- ▶ Orange County Transportation Authority
- ▶ Orange County City Selection Committee
- ▶ Orange County Flood
- ▶ Orange County Parks
- ▶ Orange County Vector Control District
- ▶ Orange County Library Advisory Committee



Intergovernmental Relations

State

- ▶ CA Department of Transportation (Caltrans)
- ▶ CA Coastal Commission
- ▶ SoCal Association of Governments (Regional)
- ▶ Assembly Member Matthew Harper & State Senator John Moorlach

Federal

- ▶ Congressman Dana Rohrabacher
- ▶ Senators Dianne Feinstein & Barbara Boxer

California



How to Connect with City Hall

- ▶ Attend a City Council Meeting
- ▶ Volunteer to apply as a member of a Commission, Board, or Committee
- ▶ Visit the City's website (www.lagunabeachcity.net)
- ▶ Ask Laguna – Answers to Frequently Asked Questions 24/7
- ▶ Call or Email us
- ▶ Stop by City Hall to see staff
- ▶ Stay Connected
 - ▶ Facebook
 - ▶ Twitter
 - ▶ Nixle – Text “92651” to 888777



Questions and Answers???



Finance and Information Technology



FINANCE AND INFORMATION TECHNOLOGY ROLES AND RESPONSIBILITIES

FINANCE
Accounting
Payroll
Accounts Payable
Financial Reporting

**INFORMATION
TECHNOLOGY &
DIGITAL
COMMUNICATION**

**Budget
And
City Finances**

Department Overview

- ▶ Finance (7 staff):
 - ▶ Oversees the payroll and accounts payable functions
 - ▶ Ensures all financial transactions are properly accounted for in accordance with generally accepted accounting principles
 - ▶ Assist the City Manager in the preparation of the budget
 - ▶ Assists in forecasting and cost estimates
 - ▶ Serves the residents by providing cashiering, business license administration, shoppers permits and other activities
 - ▶ Financial Reporting
- ▶ Information Technology Services (2 staff) supports to the City's network and phone system
- ▶ Digital Communications (1 staff) supports the website and social media(Facebook, Twitter)

Finance Division

- ▶ Keep track of what has happened
 - ▶ Recording and collection of revenue (property, sales, TOT, fees, assessment districts)
 - ▶ Recording of all expenditures
 - ▶ Accounts receivable, accounts payable, payroll and purchasing
 - ▶ Over 10,000 Payroll checks
 - ▶ Over 7,000 Vendor checks
 - ▶ Preparation Financial Statements, and other required financial reports
 - ▶ Annual Audit and financial statements
 - ▶ Monthly department reports
 - ▶ State Controllers Report, Compensation Reporting, Grant Reporting, and more



Finance Division: Continued

- ▶ Plan for what will happen
 - ▶ Budget
 - ▶ Revenue Projections (Property Tax, Sales Tax, TOT Tax, Fees)
 - ▶ Expenditure Estimates (Salaries and Benefits, Contract Services)
 - ▶ Asset Management (inventory tracking and asset replacement)
- ▶ Strategies to Manage what might happen
 - ▶ Contingency planning

Finance, Summary of the Year

- ▶ Payroll (every other week) / Account Payable (every other week)
- ▶ Annual Audit and Financial Reporting is 6 months, July – December
- ▶ Budget process is 9 Months, September – June
- ▶ Shoppers permits every other summer
- ▶ Daily activity: cashiering, business license, recording of financial activity
- ▶ Monthly activity: bank reconciliations, monthly reports, and other reviews

Information Technology Services (IT)

Network Infrastructure:

- ▶ Desktops (over 200), mobile devices, and printers
- ▶ Servers (over 40), switches, and network connections
- ▶ Communication to the internet
- ▶ Firewall (protection from the outside, gatekeeper)
- ▶ Subnetworks and remote networks

Service Delivery:

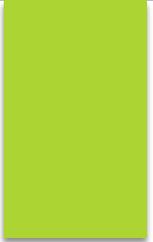
- ▶ Application supports (over 50 different applications)
- ▶ Review of new applications
- ▶ Network Security
- ▶ Wireless support
- ▶ Email
- ▶ Phone System
- ▶ Audio/Video Support

Website and Social Media

- ▶ Social media effort:
 - ▶ Connect with our residents
 - ▶ Offer fans and followers an opportunity to engage with Laguna Beach's government
 - ▶ Enhance life in Laguna Beach by keeping residents apprised of events, activities, disruptions, and emergencies.
- ▶ Facebook Page and Twitter
 - ▶ <https://www.facebook.com/cityofLagunaBeach>
 - ▶ <https://twitter.com/lagunabeachgov>
- ▶ Manage the City website
 - ▶ Update with new content (current events, city projects, and other City news)
 - ▶ Assist Departments in managing content
 - ▶ Add new features to the website that enhance visitors experience



Budgeting and Finances



THE CITY BUDGET
GOVERNMENTAL ACCOUNTING
REVENUES
EXPENDITURES

City Finances

- Budget appropriations \$91.5 million
 - General Fund is \$55.9 million
 - Sewer Fund is \$11.2
 - Capital Improvement Fund \$7.2 million
 - Parking Fund \$3.2 million
 - Transit Fund is \$3.1
 - Internal Service Funds \$8.9 million

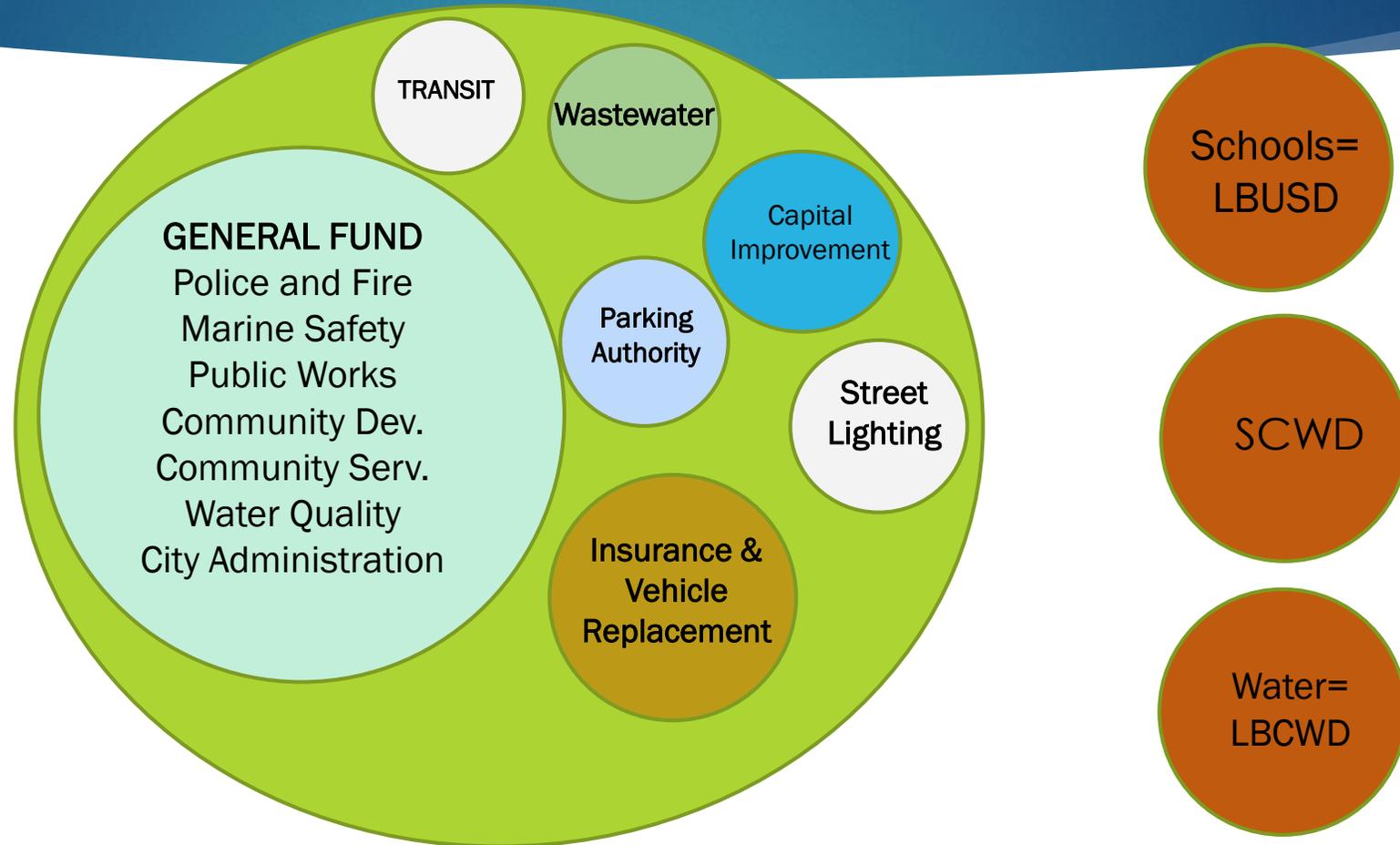


A Budget

- Main purpose is to present to City Council, the public, and city staff a clear picture of the services the city plans to provide over the next two years.
- Reflects the City Council and City Manager's approach to execute the goals, plans, and services of the City.
- Serves as the foundation for financial planning and control.
- A communication tool to the public on financial resources and spending.

City Funds

What's In the City Budget

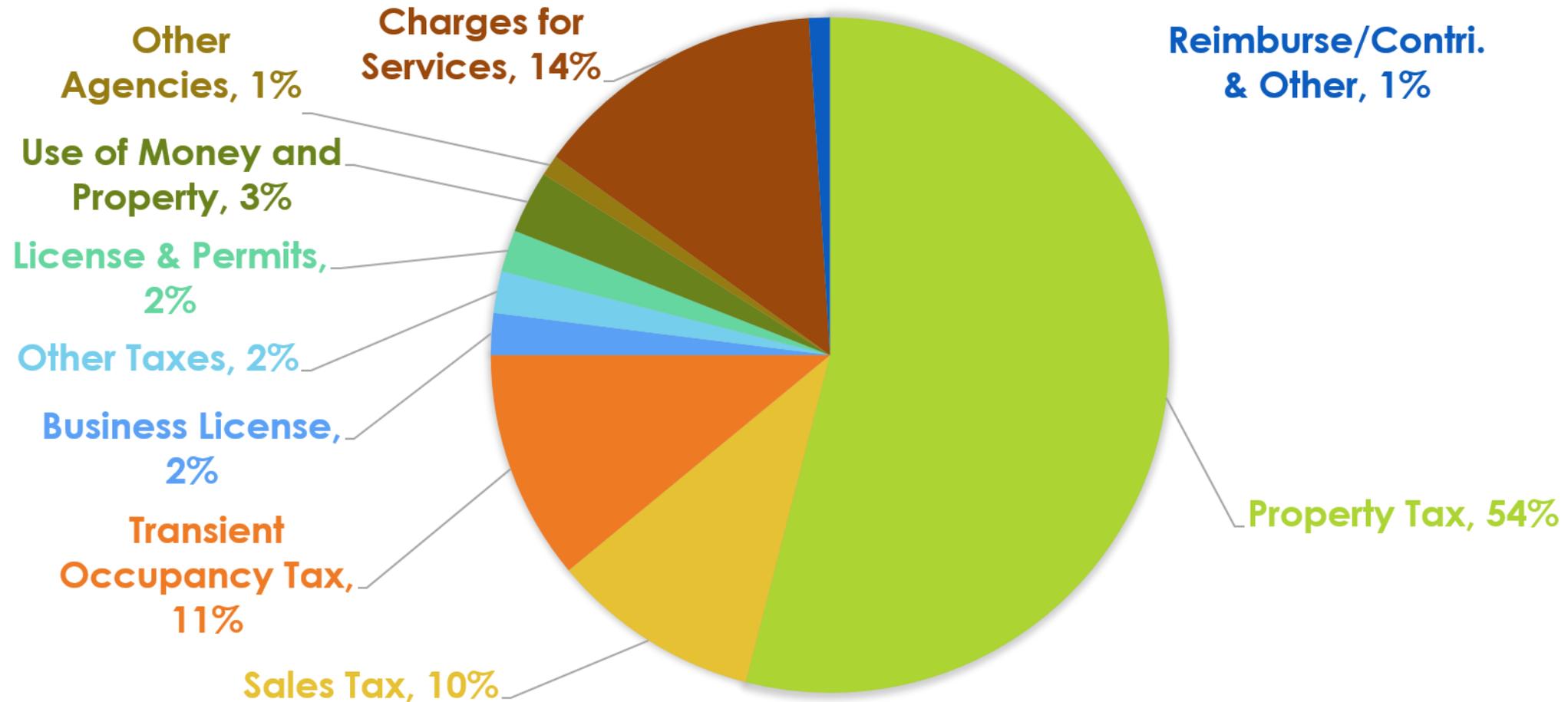


Laguna Beach Budget: How is it Organized

- Transmittal letter
- Summary Information
- Revenue Estimates
- Departments Appropriations and by Fund (14)
- Summary Information
- Capital Programs
- Revenues and Expenditures are by Line item
 - Allows a more detailed evaluation
 - High degree of control

		Public Works Department Budget Detail		All Divisions	
Account No.	Account Title	Actual Expenditures 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16	Adopted Budget 2016-17
Salaries and Wages					
1001	Salaries, Full Time	\$3,549,522	\$3,884,100	\$4,192,000	4,317,400
1003	Salaries, Part Time	842,598	811,100	1,252,000	1,252,000
1006	Salaries, Overtime	176,518	161,400	187,300	187,300
1009	Salaries, Redistributed	42,100	42,400	28,100	28,100
1038	Sick Leave Payoff	55,576	33,300	37,800	39,100
1040	Vacation Payoff	59,641	73,600	72,800	76,700
1042	Comp Time Payoffs	2,500	2,500	2,000	2,000
1053	Holiday Allowance	1,616			
1101	Retirement	780,893	833,000	783,000	865,400
1103	P.A.R.S. Retirement	11,952	30,500	47,000	47,000
1104	P.E.R.S. Unfunded Liability		241,500	357,100	303,300
1201	Workers' Compensation	114,200	114,200	121,400	121,400
1300	Employee Group Insurance	683,400	751,800	865,600	939,100
1318	Medicare Insurance	50,765	63,200	78,900	80,700
	Subtotal	6,371,281	7,042,600	8,025,000	8,259,500
Maintenance and Operations					
2001	Uniforms and Laundry	21,505	33,100	40,000	40,000
2011	Training, Travel and Dues	19,138	27,600	33,900	34,100
2021	Natural Gas	5,274	8,500	5,900	6,200
2024	Electricity	280,460	307,800	282,600	296,700
2027	Water	232,487	159,200	223,600	235,600
2031	Telephone	16,248	31,400	20,400	21,300
2051	Gas and Lubrications	235,088	418,000	465,800	465,800
2101	Materials and Supplies	483,076	577,300	623,600	613,700
2150	Rents and Leases	541,695	510,100	760,000	782,400
2170	General Insurance	467,800	536,300	528,300	528,300
2201	Repairs and Maint. Automotive	218,988	188,000	236,000	236,000
2222	Repairs and Maint. Other	100,221	130,100	142,600	145,600
2281	Printing	24,299	49,100	56,800	56,800
2302	Legal Advertising		400	1,000	1,000
2401	Contractual Services	3,221,291	3,370,500	3,828,000	3,849,100
2432	Postage	5,041	6,000	2,500	2,500
2508	Vehicle Cost Redistribution	(120,444)	(90,000)	(90,000)	(90,000)
2804	Costs Redistributed	325,500	325,500	361,700	361,700
	Depreciation	197,697			
	Subtotal	6,275,364	6,587,900	7,522,700	7,586,800

General Fund Revenues



Property Taxes

How much goes to the City

State,
County,
Schools and
Special
Districts 76%

City, 24%

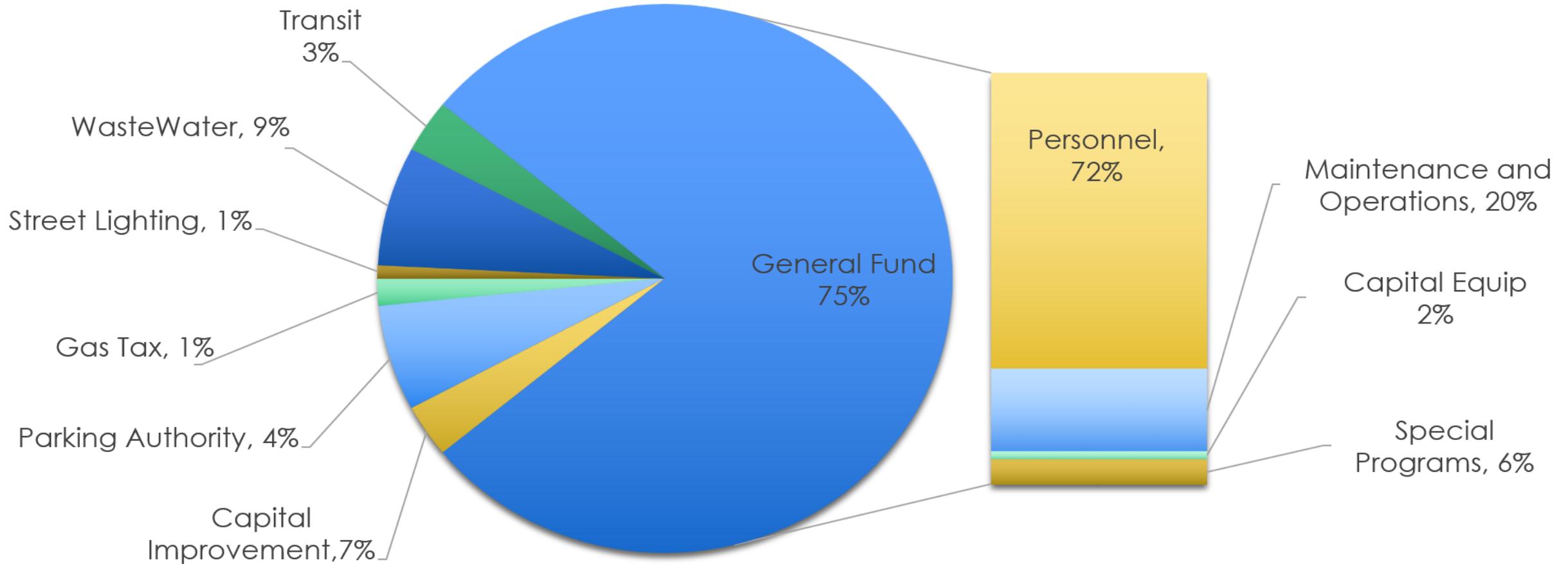


Sales Tax

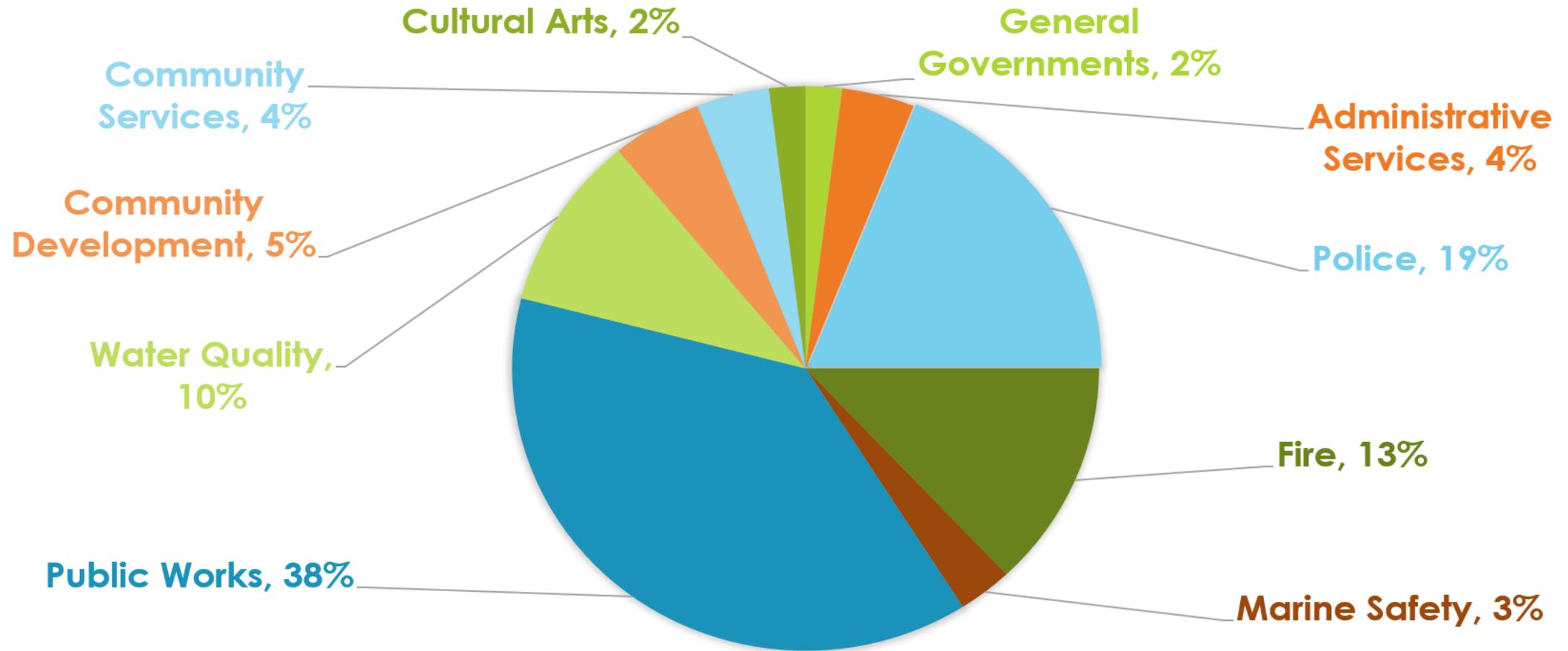
For each dollar you spend

Rate	Jurisdiction	Purpose
3.6875%	State	Goes to State's General Fund
0.25%	State	Goes to State's General Fund
0.50%	State	Goes to Local Public Safety Fund to support local criminal justice activities (1993)
0.25%	State	Goes to State's Education Protection Account to support school districts, county offices of education, charter schools, and community college districts.
0.50%	State	Goes to Local Revenue Fund to support local health and social services programs (1991 Realignment)
1.06%	State	Goes to Local Revenue Fund 2011
0.25%	Local	Goes to county transportation funds
1.00%	Local	Goes to city or county operations
0.50%	Local	Measure M2 (OCTA)
8.00%	State/Local	Total Statewide Base Sales and Use Tax Rate

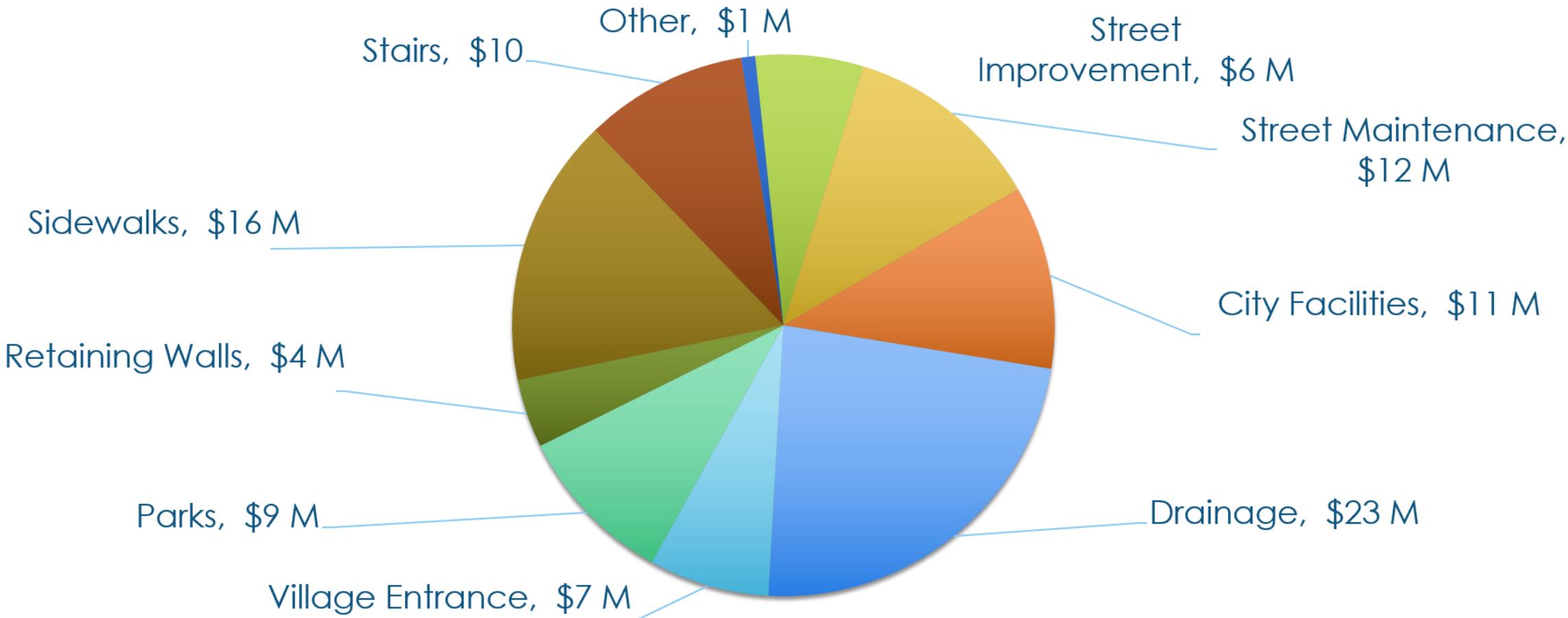
Expenditures by Fund



Expenditures by Department



CIP 10-Year Distribution by Project Type Presented at Budget Workshop in 2015



Reserves

- Reserves are similar to a savings account
- Reserves can be funds accumulated for use in an emergency
 - Disaster Contingency Fund (\$6.1 million)
- Reserves can be restricted (specific uses) and unrestricted
 - General Fund 20% reserve (\$11.6 million)

The Budget Process: A Review (Year 1)

- 
- Salary/Benefit, Healthcare and Fleet Inventory (Oct/Nov)
 - City Council strategies priorities communicated to staff (Jan)
 - Mid-year Presentation (January)
 - Revenue Estimates, two-year forecasts (March)
 - Comprehensive Department Review with City Manager (March)
 - Review 10-year CIP (March)
 - Preliminary Budget Submitted to City Council (May)
 - Budget Workshop (May)
 - Public Hearings (May/June)
 - Adoption of the Budget (June)

The Budget Process: An Overview (Year 2)

- 
- City Council strategies priorities communicated to staff (Jan)
 - Mid-year Presentation (January)
 - Update revenue estimates (March)
 - Status Review with City Manager (March)
 - Review for any adjustments to 10-year CIP (March)
 - Preliminary Budget changes submitted to City Council (May)
 - Budget Workshop (May 24th, 2016)
 - Public Hearings (May/June)
 - Adoption of the budget changes (June)

Questions and Answers???

