

2.0. CITY ORGANIZATION

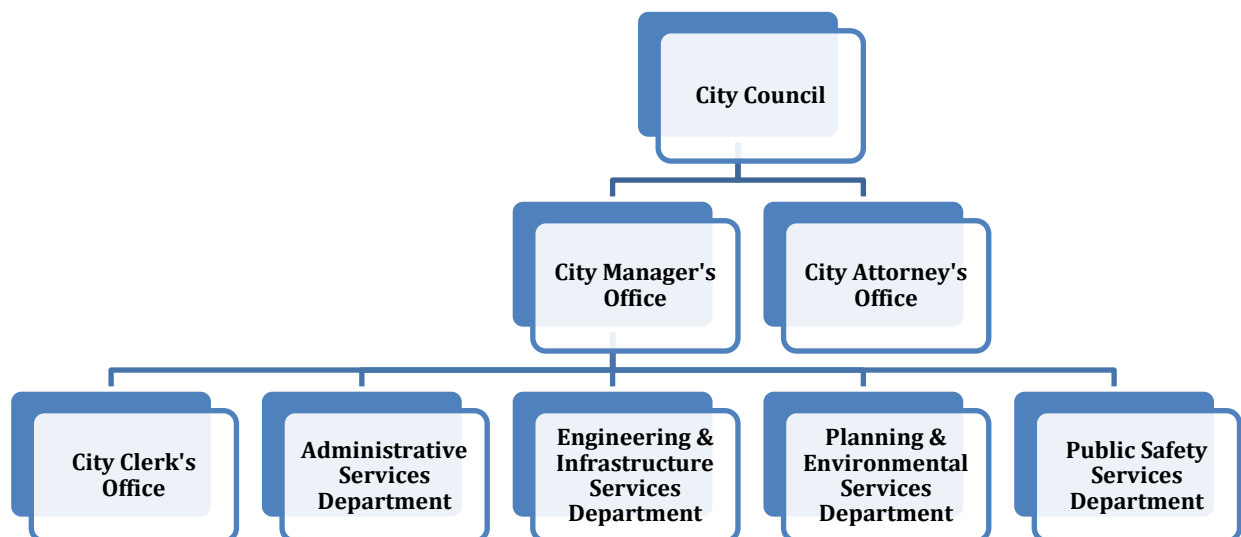
This chapter provides a brief overview of the City of Laguna Woods' internal structure in order to establish a context for understanding how this budget and work plan will be implemented.

DEPARTMENTAL STRUCTURE

The City is organized into the following eight departments:

- City Council
- City Manager's Office
- City Attorney's Office
- City Clerk's Office
- Administrative Services Department
- Engineering & Infrastructure Services Department
- Planning & Environmental Services Department
- Public Safety Services Department

[Organizational Chart – Departments]



As a contract city, many departmental functions are coordinated by City personnel and performed under contract with independent, franchise, and

joint powers agencies. This chapter reviews the organizational structures and allocations of City personnel and the City Attorney's Office.

CITY COUNCIL

Cynthia Conners – current term ends in 2028

Shari L. Horne – current term ends in 2028

Pearl Lee – current term ends in 2028

Annie McCary – current term ends in 2026

Carol Moore – current term ends in 2026

The City of Laguna Woods is a general law city with a council-manager form of government, meaning that it operates within the parameters of California municipal law with an elected City Council as its legislative body. The City Council appoints a City Manager who serves as the City's chief executive officer and a City Attorney who serves as the City's primary legal counsel.

The five members of the City Council are residents of Laguna Woods who are elected by registered voters to four-year terms. Elections occur “at-large” (citywide) in even-numbered years with two and then three members of the City Council elected at subsequent elections. All five offices are nonpartisan.

The City Council appoints a Mayor and Mayor Pro Tem from amongst its membership to preside over City Council meetings, execute certain legal instruments and authorizations, and attend to various representative and ceremonial matters. The Mayor Pro Tem serves as the Mayor in their absence.

Since April 19, 2023, the City Council has served as the Board of Directors of the Laguna Woods Civic Support Fund, a City-established nonprofit public benefit corporation that can support City and local public library activities.

CITY ATTORNEY'S OFFICE

Alisha Patterson, City Attorney

Shawna McKee, Assistant City Attorney

(under contract with Rutan & Tucker, LLP)

The City Attorney is appointed by the City Council to serve as the City's primary legal counsel. The City Attorney takes direction from the City Council and works closely with the City Manager.

MID-YEAR UPDATE (6/17/26)

In addition to providing legal representation for the City, the City Attorney's Office advises the City Council and City personnel on official business and is responsible for preparing, reviewing, and approving the form of ordinances, agreements, and other instruments.

The City Attorney's Office is a contract function. Associated expenditures are included in the Legal Services line item of the General Government section of this budget; however, legal services provided for special projects, and other related expenditures, may be charged to those projects.

AUTHORIZED CITY EMPLOYEE POSITIONS

This budget and work plan includes an authorized personnel allocation of 18.25 full-time equivalent ("FTE") employee positions, which is an increase of 8.00 FTE employee positions as compared to the fiscal year immediately preceding this budget and work plan (Fiscal Year 2024-25). The increase is attributable to the "in-sourcing" of building and code enforcement functions that were formerly performed by consultants (one Building Official, three Building Inspectors, two Permit Technicians, and one Code Enforcement Officer) and the addition of a new Planning & Environmental Services Director position to manage and provide oversight for those and other functions.

Over the 12 years spanning fiscal years 2015-16 through 2026-27, the average number of authorized employee positions is projected to be 10.84 FTE.

[Authorized City Employee Positions – Citywide (Table)]

Position	Number Authorized by Fiscal Year											
	2015 -16	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27
<i>Full-time Employees [full-time equivalents (FTE)]</i>												
Accountant/ Senior Accountant (A) ("Accountant Series")	(A)	(A)	(A)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	-	-
Administrative Services Director/City Treasurer	1.00	1.00	1.00	1.00	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)	1.00 (B)
Animal Outreach Officer	-	-	-	-	-	-	-	-	-	-	-	1.00
Assistant City Manager	1.00	-	-	-	-	-	-	-	-	-	-	-
Assistant to the City Manager	-	-	-	-	-	-	-	-	0.54 (J)	1.00	1.00	-
Building Inspector	-	-	-	-	-	-	-	-	-	-	3.00	3.00

MID-YEAR UPDATE (6/17/26)

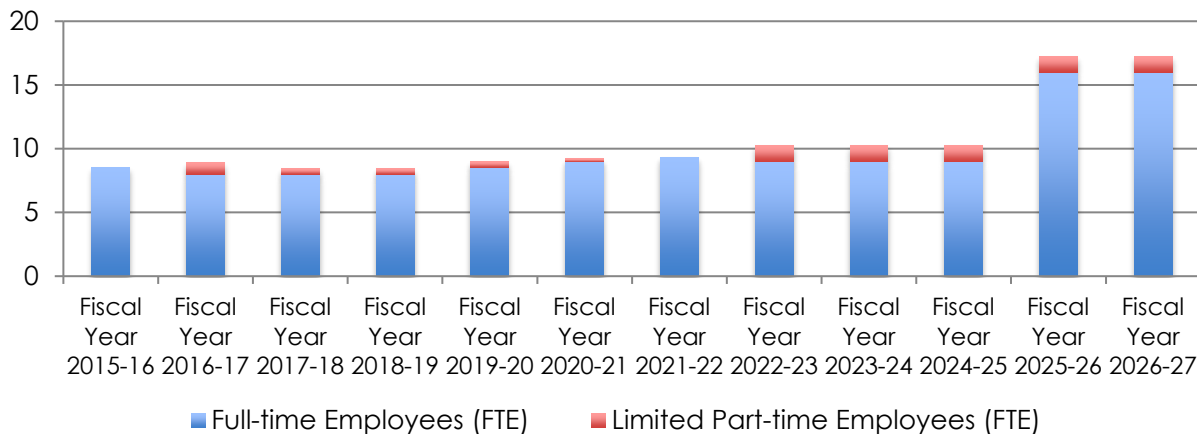
Position	Number Authorized by Fiscal Year											
	2015 -16	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27
Building Official	-	-	-	-	-	-	-	-	-	-	1.00	1.00
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	-	-	-	-	-	-	-	-	-	-	1.00	1.00
Community Services Manager	0.50 (C)	-	-	-	-	-	-	-	-	-	-	-
Conservation Administrator	-	-	-	-	-	-	-	-	1.00	1.00	-	-
Deputy City Clerk	1.00	1.00	1.00	0.47 (D)	(D)	(D)	(D)	(D)	(D)	(D)	(D)	(D)
Deputy City Clerk/ City Clerk (B) ("City Clerk Series")	-	-	-	0.53 (D)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Development Administrator	-	-	-	-	-	-	-	-	0.46 (K)	-	-	-
Development Manager	-	-	-	-	-	-	-	-	0.54 (K)	1.00	-	-
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	0.44 (E)	2.00	2.00	2.00	2.54 (F)	3.00	3.29 (G)	4.00	0.46 (J)	-	1.00	1.00
Management Assistant	0.56 (E)	-	-	-	-	-	-	-	-	-	-	-
Permit Technician	-	-	-	-	-	-	-	-	-	-	2.00	2.00
Planning & Environmental Services Director	-	-	-	-	-	-	-	-	-	-	1.00	1.00
Public Works Administrator	-	-	-	-	-	-	-	-	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	(A)	(A)	(A)	(A)	(A)	(A)	(A)	(A)	(A)
Senior Planner	-	-	-	-	-	-	-	-	-	-	1.00	1.00
Total FTE – full-time positions	8.50	8.00	8.00	8.00	8.54	9.00	9.29	9.00	9.00	9.00	17.00	17.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>												
Customer Service Representative	-	0.45 (H)	-	-	-	-	-	-	-	-	-	-
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	-	0.45	0.45	0.45	0.45	0.23	-	-	-	-	-	-
Receptionist	-	-	-	-	-	-	-	1.25 (I)	1.25 (I)	1.25 (I)	1.25 (I)	1.25 (I)
Total FTE – part-time positions	-	0.90	0.45	0.45	0.45	0.23	-	1.25	1.25	1.25	1.25	1.25
Total FTE – all positions	8.50	8.90	8.45	8.45	9.99	9.23	9.29	10.25	10.25	10.25	18.25	18.25
Year-over-year change		0.40	(0.45)	-	1.54	(0.76)	0.06	0.96	-	-	8.00	-

- (A) The Senior Accountant position was transitioned to a dual-class position consisting of both Accountant and Senior Accountant classes beginning in Fiscal Year 2018-19.
- (B) The Administrative Services Director/City Treasurer position has been authorized as a full-time, 1.00 FTE, but filled as a part-time, approximately 0.60 FTE, since January 2, 2020.
- (C) A Community Services Manager position was authorized from July 1, 2015-December 31, 2015 (0.50 FTE).
- (D) The Deputy City Clerk position was transitioned to a dual-class position consisting of both Deputy City Clerk and City Clerk classes beginning on December 18, 2019. A Deputy City Clerk position was authorized from July 1, 2018-December 17, 2018 (0.47 FTE), and a Deputy City Clerk/City Clerk position was authorized beginning on December 18, 2018

MID-YEAR UPDATE (6/17/26)

- (0.53 FTE), resulting in a net FTE of 1.00.
- (E) A Management Assistant position was authorized from July 1, 2015-January 19, 2016 (0.56 FTE), and a Management Analyst/Senior Management Analyst position was authorized beginning on January 20, 2016 (0.44 FTE), resulting in a net FTE of 1.00.
 - (F) 2.00 FTE Management Analyst/Senior Management Analyst positions were authorized from July 1, 2019-December 17, 2019. Beginning on December 18, 2019, an additional 1.00 position was authorized, resulting in a total net FTE of 2.54 for Fiscal Year 2019-20.
 - (G) 3.00 FTE Management Analyst/Senior Management Analyst positions were authorized from July 1, 2021-March 15, 2022. Beginning on March 16, 2022, an additional 1.00 position was authorized, resulting in a total net FTE of 3.29 for Fiscal Year 2021-22. That additional position remained vacant through Fiscal Year 2022-23.
 - (H) A 0.45 FTE Customer Service Representative was authorized, but never filled.
 - (I) Four Receptionist positions were authorized up to a total of 1.25 FTE.
 - (J) A Management Analyst/Senior Management Analyst position was authorized from July 1, 2023-December 15, 2023 (0.46 FTE), and an Assistant to the City Manager position was authorized beginning on December 15, 2023 (0.54 FTE), resulting in a net FTE of 1.00.
 - (K) A Development Administrator position was authorized from July 1, 2023-December 15, 2023 (0.46 FTE), and a Development Manager position was authorized beginning on December 15, 2023 (0.54 FTE), resulting in a net FTE of 1.00.

[Authorized City Employee Positions – Citywide (Graph)]

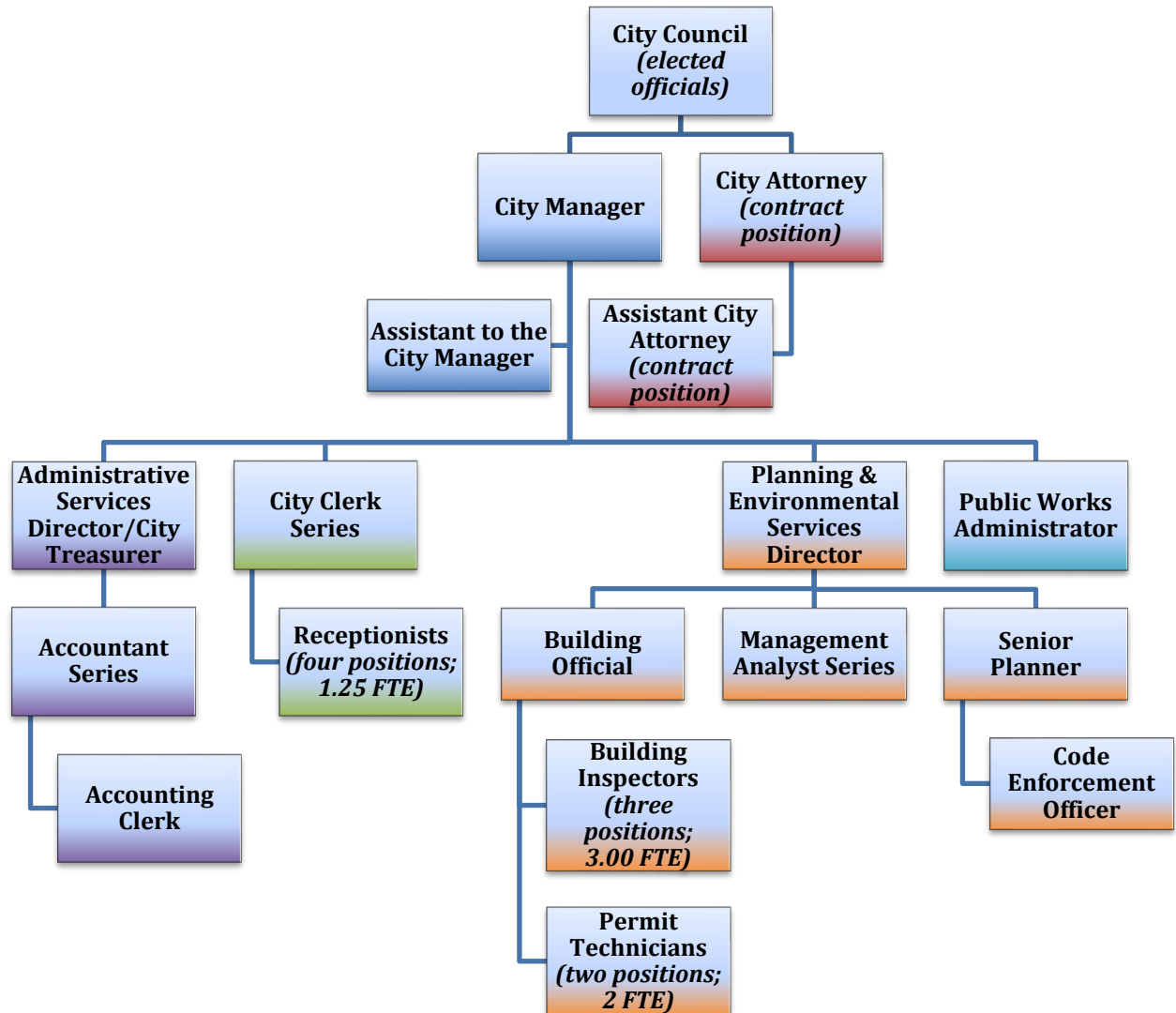


[Authorized City Employee Positions, Fiscal Years 2025-27 – Departmental]

<u>City Manager's Office</u> 1 FTE	<u>Engineering & Infrastructure Services Department</u> 1 FTE
<u>City Clerk's Office</u> 2.25 FTE	<u>Planning & Environmental Services Department</u> 10 FTE
<u>Administrative Services Department</u> 3 FTE	<u>Public Safety Services Department</u> 1 FTE

REPORTING RELATIONSHIPS

[Organizational Chart – Reporting Relationships – Fiscal Year 2025-26]



City Council

Administrative Services Department

City Manager's Office

Engineering & Infrastructure Services Department

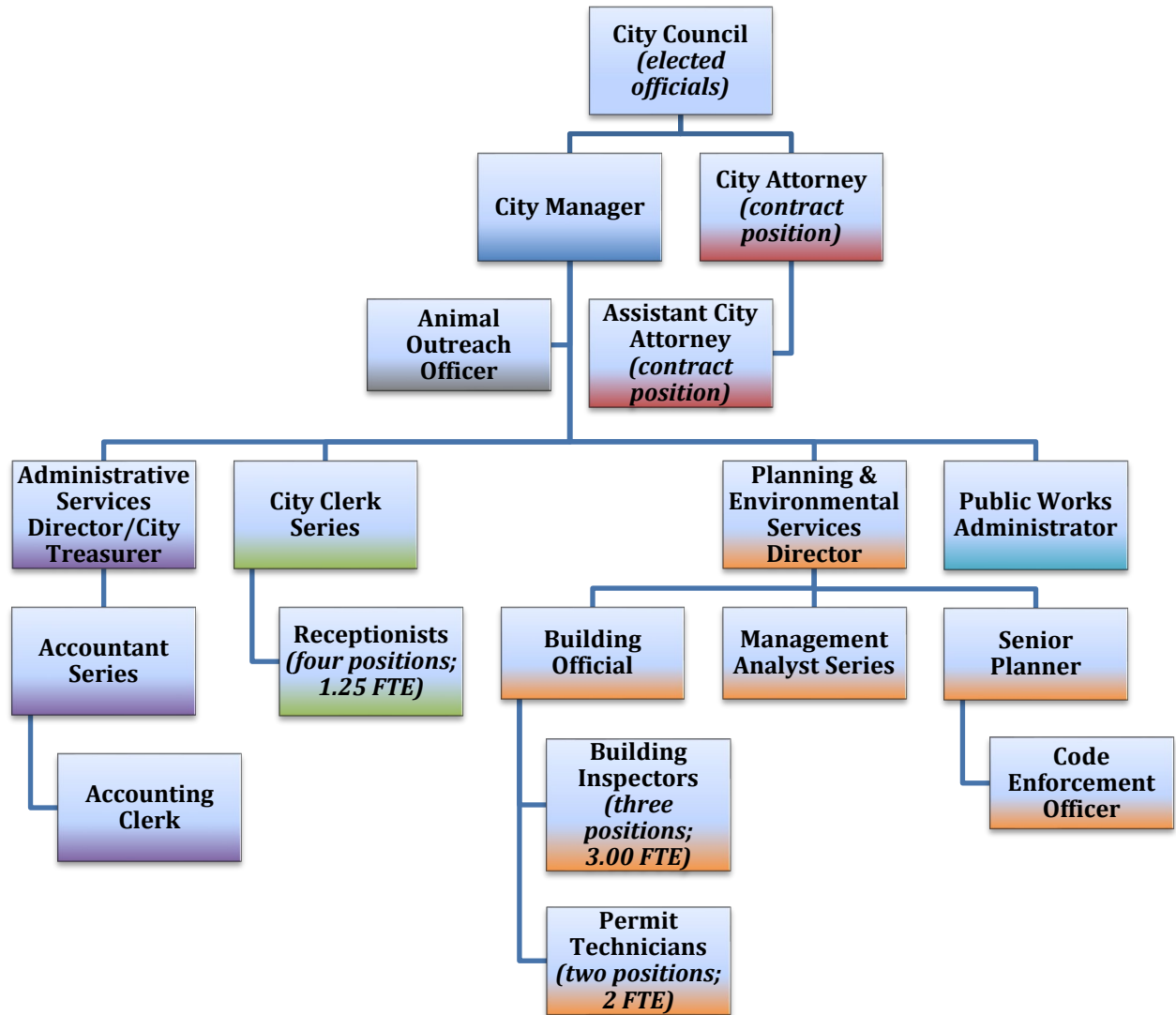
City Attorney's Office

Planning & Environmental Services Department

City Clerk's Office

MID-YEAR UPDATE (6/17/26)

[Organizational Chart – Reporting Relationships – Fiscal Year 2026-27]



City Council

Administrative Services Department

City Manager's Office

Engineering & Infrastructure Services Department

City Attorney's Office

Planning & Environmental Services Department

City Clerk's Office

Public Safety Services Department

CITY MANAGER'S OFFICE

Christopher Macon, City Manager

The City Manager is appointed by the City Council to serve as the City's chief executive officer responsible for overseeing daily operations and implementing the City Council's direction and policy. All City employees are hired and work under the ultimate authority of the City Manager.

In addition to providing organizational oversight and development, the City Manager's Office works closely with the City Attorney's Office; facilitates public and inter-governmental relations; manages long-range planning and special projects; and, coordinates public safety services.

In the absence of separately appointed incumbents, the City Manager may also serve as City Clerk and City Treasurer. When serving as City Clerk, the City Manager provides director-level management of the City Clerk's Office.

The City Manager serves as the Chief Executive Officer of the Laguna Woods Civic Support Fund.

[Authorized City Employee Positions – City Manager's Office]

Position	Number Authorized by Fiscal Year											
	2015 -16	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27
<i>Full-time Employees [full-time equivalents (FTE)]</i>												
Assistant to the City Manager	-	-	-	-	-	-	-	-	0.54 (D)	1.00	1.00	-
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Manager	0.50 (A)	-	-	-	-	-	-	-	-	-	-	-
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	-	-	-	-	-	-	0.29 (B)	1.00 (B)	0.46 (D)	-	-	-
Management Assistant	0.56 (C)	-	-	-	-	-	-	-	-	-	-	-
Total FTE – full-time positions	2.06	1.00	1.00	1.00	1.00	1.00	1.29	2.00	2.00	2.00	2.00	1.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>												
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	-	0.45	0.45	0.45	0.45	0.23	-	-	-	-	-	-
Total FTE – part-time positions	-	0.45	0.45	0.45	0.45	0.23	-	-	-	-	-	-
Total FTE – all positions	2.06	1.45	1.45	1.45	1.45	1.23	1.29	2.00	2.00	2.00	2.00	1.00
Year-over-year change	(0.61)	-	-	-	-	(0.22)	0.06	0.71	-	-	-	(1.0)

MID-YEAR UPDATE (6/17/26)

- (A) A Community Services Manager position was authorized from July 1, 2015-December 31, 2015 (0.50 FTE).
- (B) A Management Analyst/Senior Management Analyst position was authorized on March 16, 2022, but remained vacant through Fiscal Year 2022-23.
- (C) A Management Assistant position was authorized from July 1, 2015-January 19, 2016 (0.56 FTE).
- (D) A Management Analyst/Senior Management Analyst position was authorized from July 1, 2023-December 15, 2023 (0.46 FTE), and an Assistant to the City Manager position was authorized beginning on December 15, 2023 (0.54 FTE), resulting in a net FTE of 1.00.

Personnel allocated to the City Manager's Office are included in the General Government section of this budget.

CITY CLERK'S OFFICE

Yolie Trippy, CMC, City Clerk

The City Clerk is appointed by the City Manager to serve as the City's local elections official and custodian of records. The City Clerk implements state laws pertaining to legislative and recordkeeping functions, including the Political Reform Act, Public Records Act, and Ralph M. Brown Act.

The City Clerk's Office also operates City Hall's front counter, provides notary public and acknowledgement services, responds to public records requests, and manages the local government television channel.

Since October 2022, notary public and acknowledgement services have been provided with assistance from personnel from other departments. All notary public and acknowledgement services are coordinated and supervised by the City Clerk's Office.

The City Clerk serves as the Secretary of the Laguna Woods Civic Support Fund.

[Authorized City Employee Positions – City Clerk's Office]

Position	Number Authorized by Fiscal Year											
	2015 -16	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27
<i>Full-time Employees [full-time equivalents (FTE)]</i>												
Administrative Coordinator	(A)	(A)	(A)	(A)	1.00	1.00	1.00	-	-	-	-	-
Deputy City Clerk/ City Clerk (B) ("City Clerk Series")	(A)	(A)	(A)	(A)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

MID-YEAR UPDATE (6/17/26)

Position	Number Authorized by Fiscal Year											
	2015 -16	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27
Total FTE – full-time positions	-	-	-	-	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>												
-	-	(C)	-	-	-	-	-	-	-	-	-	-
Receptionist	-	-	-	-	-	-	-	1.25 (D)	1.25 (D)	1.25 (D)	1.25 (D)	1.25 (D)
Total FTE – part-time positions	-	-	-	-	-	-	-	1.25	1.25	1.25	1.25	1.25
Total FTE – all positions	-	-	-	-	2.00	2.00	2.00	2.25	2.25	2.25	2.25	2.25
Year-over-year change	-	-	-	-	-	-	-	0.25	-	-	-	-

- (A) Prior to Fiscal Year 2019-20, these positions were allocated to the Administrative Services Department.
- (B) The Deputy City Clerk position was transitioned to a dual-class position consisting of both Deputy City Clerk and City Clerk classes beginning on December 18, 2019.
- (C) A Customer Service Representative position (0.45 FTE) was authorized, but never filled, in Fiscal Year 2016-17, when the City Clerk's Office was allocated to the Administrative Services Department. The position was intended to support the functions of what is today the City's Clerk Office.
- (D) Four Receptionist positions were authorized up to a total, full-time equivalency of 1.25.

Personnel allocated to the City Clerk's Office, and notary public stipends paid to personnel from other departments who assist with providing notary public and acknowledgement services, are included in the General Government section of this budget.

ADMINISTRATIVE SERVICES DEPARTMENT

Liz Torres, Administrative Services Director/City Treasurer

The Administrative Services Department is responsible for finance, accounting, purchasing, payroll, human resources, and information technology functions, as well as insurance and workers' compensation programs.

The City Treasurer's Office is part of the Administrative Services Department with investment-related responsibilities set forth in state law, the Laguna Woods Municipal Code, and City Council policy.

The City Treasurer serves as the Chief Financial Officer of the Laguna Woods Civic Support Fund.

MID-YEAR UPDATE (6/17/26)

[Authorized City Employee Positions – Administrative Services Department]

Position	Number Authorized by Fiscal Year											
	2015 -16	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27
<i>Full-time Employees [full-time equivalents (FTE)]</i>												
Accountant/ Senior Accountant (A) ("Accountant Series")	(A)	(A)	(A)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	(B)	(B)	(B)	-	-	-	-	-
Administrative Services Director/City Treasurer	1.00	1.00	1.00	1.00	1.00 (C)	1.00 (C)	1.00 (C)	1.00 (C)	1.00 (C)	1.00 (C)	1.00 (C)	1.00 (C)
Deputy City Clerk	1.00	1.00	1.00	0.47 (D)	-	-	-	-	-	-	-	-
Deputy City Clerk/ City Clerk (B) ("City Clerk Series")	-	-	-	0.53 (D)	(B)	(B)	(B)	(B)	(B)	(B)	(B)	(B)
Senior Accountant	1.00	1.00	1.00	(A)	(A)	(A)	(A)	(A)	(A)	(A)	(A)	(A)
Total FTE – full-time positions	5.00	5.00	5.00	5.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>												
Customer Service Representative	-	0.45 (E)	-	-	-	-	-	-	-	-	-	-
Total FTE – part-time positions	-	0.45	-	-	-	-	-	-	-	-	-	-
Total FTE – all positions	5.00	5.45	5.00	5.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Year-over-year change		0.45	(0.45)	-	(2.00)	-	-	-	-	-	-	-

- (A) The Senior Accountant position was transitioned to a dual-class position consisting of both Accountant and Senior Accountant classes beginning in Fiscal Year 2018-19.
- (B) Beginning in Fiscal Year 2019-20, these positions were reallocated to the newly separated City Clerk's Office.
- (C) The Administrative Services Director/City Treasurer position has been authorized as a full-time, 1.00 FTE, but filled as a part-time, approximately 0.60 FTE, since January 2, 2020.
- (D) The Deputy City Clerk position was transitioned to a dual-class position consisting of both Deputy City Clerk and City Clerk classes beginning on December 18, 2019. A Deputy City Clerk position was authorized from July 1, 2018-December 17, 2018 (0.47 FTE), and a Deputy City Clerk/City Clerk position was authorized beginning on December 18, 2018 (0.53 FTE), resulting in a net FTE of 1.00.
- (E) The Customer Service Representative position was authorized, but never filled. The position was intended to support the functions of what is today the City Clerk's Office.

Personnel allocated to the Administrative Services Department are included in the Administrative Services Department section of this budget.

ENGINEERING & INFRASTRUCTURE SERVICES DEPARTMENT

Christopher Macon, City Manager

MID-YEAR UPDATE (6/17/26)

The Engineering & Infrastructure Services Department is responsible for the operation, maintenance, construction, and improvement of public property. In addition to City Hall, the Public Library Building, and the three public parks, the Engineering & Infrastructure Services Department's purview includes public streets, sidewalks, traffic signals, streetlights, transit shelters, drainage systems, and landscaping.

[Authorized City Employee Positions – Engineering & Infrastructure Services Department]

Position	Number Authorized by Fiscal Year											
	2015 -16	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27
<i>Full-time Employees [full-time equivalents (FTE)]</i>												
Assistant City Manager	0.25	-	-	-	-	-	-	-	-	-	-	-
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	0.44 (A)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	-
Public Works Administrator	-	-	-	-	-	-	-	-	1.00	1.00	1.00	1.00
Total FTE – full-time positions	0.69	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>												
-	-	-	-	-	-	-	-	-	-	-	-	-
Total FTE – part-time positions	-	-	-	-	-	-	-	-	-	-	-	-
Total FTE – all positions	0.69	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Year-over-year change	0.31	-	-	-	-	-	-	-	-	-	-	-

(A) A Management Analyst/Senior Management Analyst position was authorized beginning on January 20, 2016 (0.44 FTE).

Due to the elimination of the full-time Assistant City Manager position in Fiscal Year 2016-17, the City Manager provides director-level management for the Engineering & Infrastructure Services Department. The City Manager is included in the General Government section of this budget.

Personnel allocated to the Engineering & Infrastructure Services Department are included in the Engineering & Infrastructure Services Department section of this budget.

PLANNING & ENVIRONMENTAL SERVICES DEPARTMENT

Nadia Cook, Planning & Environmental Services Director

The Planning & Environmental Services Department is responsible for functions related to private construction and the built environment, including planning,

MID-YEAR UPDATE (6/17/26)

building, economic development, and code enforcement, as well as resource conservation, water quality (stormwater), and waste and recycling.

[Authorized City Employee Positions – Planning & Environmental Services Department]

Position	Number Authorized by Fiscal Year											
	2015 -16	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27
<i>Full-time Employees [full-time equivalents (FTE)]</i>												
Assistant City Manager	0.75	-	-	-	-	-	-	-	-	-	-	-
Building Inspector	-	-	-	-	-	-	-	-	-	-	3.00	3.00
Building Official	-	-	-	-	-	-	-	-	-	-	1.00	1.00
Code Enforcement Officer	-	-	-	-	-	-	-	-	-	-	1.00	1.00
Conservation Administrator	-	-	-	-	-	-	-	-	1.00	1.00	-	-
Development Administrator	-	-	-	-	-	-	-	-	0.46 (A)	-	-	-
Development Manager	-	-	-	-	-	-	-	-	0.54 (A)	1.00	-	-
Management Analyst/ Senior Management Analyst ("Management Analyst Series")	-	2.00	2.00	2.00	2.00	2.00	2.00	2.00		-	1.00	1.00
Permit Technician	-	-	-	-	-	-	-	-	-	-	2.00	2.00
Planning & Environmental Services Director	-	-	-	-	-	-	-	-	-	-	1.00	1.00
Senior Planner	-	-	-	-	-	-	-	-	-	-	1.00	1.00
Total FTE – full-time positions	0.75	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	10.00	10.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>												
-	-	-	-	-	-	-	-	-	-	-	-	-
Total FTE – part-time positions	-	-	-	-	-	-	-	-	-	-	-	-
Total FTE – all positions	0.75	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	10.00	10.00
Year-over-year change	1.25	-	-	-	-	-	-	-	-	-	8.00	-

(A) A Development Administrator position was authorized from July 1, 2023-December 15, 2023 (0.46 FTE), and a Development Manager position was authorized beginning on December 15, 2023 (0.54 FTE), resulting in a net FTE of 1.00.

Personnel allocated to the Planning & Environmental Services Department are included in the Planning & Environmental Services Department section of this budget.

PUBLIC SAFETY SERVICES DEPARTMENT

Christopher Macon, City Manager

The Public Safety Services Department includes law enforcement and animal

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control and shelter services, for which the City contracts with the Orange County Sheriff's Department and City of Laguna Beach, respectively. Other public safety agreements and emergency management functions are also included in the Public Safety Services Department, as are liaison activities with the Orange County Fire Authority (a joint powers authority of which the City is a member) and County of Orange-contracted 9-1-1 emergency ambulance services.

[Authorized City Employee Positions – Public Safety Services Department]

Position	Number Authorized by Fiscal Year											
	2015 -16	2016 -17	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27
<i>Full-time Employees [full-time equivalents (FTE)]</i>												
Animal Outreach Officer	-	-	-	-	-	-	-	-	-	-	-	1.00
Total FTE – full-time positions	-	-	-	-	-	-	-	-	-	-	-	1.00
<i>Limited Part-time Employees [full-time equivalents (FTE)]</i>												
-	-	-	-	-	-	-	-	-	-	-	-	-
Total FTE – part-time positions	-	-	-	-	-	-	-	-	-	-	-	-
Total FTE – all positions	-	-	-	-	-	-	-	-	-	-	-	1.00
Year-over-year change	-	-	-	-	-	-	-	-	-	-	-	1.00

FUTURE OUTLOOK FOR CITY EMPLOYEE POSITIONS

Animal Services

Effective July 1, 2026, the City added a new, full-time Animal Outreach Officer position to address increased workload requirements and augment contract animal services provided the City of Laguna Beach. This position was added on a temporary basis and will be reevaluated during the Fiscal Years 2027-29 Budget & Work Plan development process.

Building Services

As has occurred with the Accountant/Senior Accountant, Deputy City Clerk/City Clerk, and Management Analyst/Senior Management Analyst positions, the City anticipates transitioning the Building Inspector and Permit Technician positions to dual-class positions (e.g., Building Inspector/Building Inspector II and Permit Technician/Senior Permit Technician). Dual-class positions provide opportunities for employee development and career advancement.

Code Enforcement Services

As has occurred with the Accountant/Senior Accountant, Deputy City Clerk/City Clerk, and Management Analyst/Senior Management Analyst positions, the City anticipates transitioning the Code Enforcement Officer position to a dual-class position (e.g., Code Enforcement Officer/Senior Code Enforcement Officer). Dual-class positions provide opportunities for employee development and career advancement.

Human Resources

With the “in-sourcing” of building and code enforcement functions resulting in an increase of 8.00 FTE employee positions beginning in Fiscal Year 2025-26, the City anticipates increasing need for a Human Resources Analyst position to assist with employee payroll, benefits, and training functions.

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