**City of Laguna Woods**
**Central Service Cost Allocation Plan and Indirect Cost Rate Calculation**
***"Full Cost Plan"***

**For Use in Fiscal Year 2026/27**
**Based on Fiscal Year 2024/25 Actual Expenditures**

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# Use of Cost Allocation Plan and Indirect Cost Rate Outcomes
# (2 CFR 200 Plan / Full Cost Plan)

**2 CFR 200 Plan**

This version of the cost allocation plan and the accompanying indirect cost rate is intended to comply with Federal Office of Management and Budget (OMB) 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. 2 CFR Part 200 establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally-recognized Indian tribal governments (governmental units; non-federal entities).

***- This version of the plan and indirect cost rate should be used for recovery of costs from external funds such as Federal and/or State grants or agreements with other agencies for new awards and for additional funding to existing awards.***

**Full Cost Plan**

This version of the cost allocation plan provides an accurate reflection of the total operational costs of the City, but is not intended to comply with 2 CFR Part 200.

***- This version of the plan and indirect cost rate may be used for:***

***- Determining citywide overhead to be used in the fully-loaded cost basis for user and regulatory fees***

***- Determining interfund charges (e.g. transfers from Enterprise/Utility funds to the City's General Fund for central service support provided).***

# Summary Calculation of the Indirect Cost Rate

**Calculation of Indirect Cost Rate**

| Description | Total |
|---|---|
| Allocable Indirect Costs | $1,689,954 |
| Total Direct Costs (Modified) | $7,214,142 |
| **Indirect Cost Rate** | **23%** |

*Note: The cost allocation outcomes and this rate may be used for determining citywide overhead to be used in the fully-loaded cost basis for user and regulatory fees and/or for determining interfund charges (e.g. transfers from Enterprise/Utility funds to the City's General Fund for central service support provided). This rate is not intended to comply with 2 CFR Part 200.*

# Purpose of the Central Service Cost Allocation Plan

Most governmental units provide certain services, such as motor pools, computer centers, purchasing, accounting, etc., to operating agencies on a centralized basis. These services are often called central services. In contrast, operating/direct service units typically provide services directly to members of the public, such as building plan check and inspection, police, and recreation services. Since many fee-related services are performed within the individual operating/direct service units there needs to be a process whereby these central service costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. The central service cost allocation plan provides that process. All costs and other data used to distribute the costs included in the plan should be supported by formal accounting and other records that will support the propriety of the costs assigned to operating units.

Laguna Woods provides certain support services to operating units on a centralized basis. This plan allocates the costs of those support services to benefitted activities on a reasonable and consistent basis. This plan is supported by formal records that support the propriety of the assigned central service costs.

# Distribution of the Cost of Service to Benefitted Units

Laguna Woods operates as a "contract city" meaning that its small in-house staff leverages the resources of a variety of contract and joint powers organizations to provide efficient and cost effective services. While many central services are typically allocated based on factors such as "square footage occupied" or "employee count", these types of common allocation methods may actually over-allocate costs to certain of the City's operating units. In light of this, the cost plan allocates central services based on the modified total direct expenditures of the operating units receiving service. The modified total expenditures exclude pass-through amounts, transfers, non-operating expenditures, and capital expenditures. Additionally, the modified total expenditures have been adjusted to exclude distorting expenditures.

With the over-arching goal of creating a plan that equitably distributes the reasonable, allowable, and allocable costs of central services to benefitted units, several categories have been created to adjust for expenditures that could distort the allocation of central service costs. The adjustment categories are as follows:

- **Primary Public Safety Contract** - adjustments for contracts/expenses providing Police services delivery.
- **Major** - adjustments for contracts/expenses requiring significant support (e.g. Building Services Contract).
- **Moderate** - adjustments for contracts/expenditures requiring moderate support (e.g. Taxicab Voucher Program).
- **Minor** - adjustments for contracts/expenditures requiring minor support (e.g. Street Lighting).

Based on the categories above, the following adjustments are made:

- **Primary Public Safety Contract** - adjust out each contract/vendor expenditure after the first $150,000.
- **Major** - adjust out each contract/vendor expenditure after the first $50,000.
- **Moderate** - adjust out each contract/vendor expenditure after the first $25,000.
- **Minor** - adjust out each contract/vendor expenditure after the first $5,000.

This method produces an equitable distribution of costs while considering the additional effort required to achieve a greater degree of accuracy. Operating expenditures are readily identifiable, maintained by the City as part of its day-to-day operations and can be updated annually. Details regarding adjustments made to operating expenditures are found on pages 25 and 26 of this plan. If the operating structure of the City changes, or the City incorporates technology or financial enhancements that allow tracking and maintaining statistical data that can more accurately allocate costs without a disproportionate level of effort required to achieve greater accuracy, the City will update its allocation method.

## Identification of Support Service Programs, Summary of Allocable Costs and Allocation Bases

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Identification of Support Service Programs, Summary of Allocable Costs and Allocation Bases

| Program | Actual Expenditures | Unallowable Costs / Adjustments | Allocable Cost |
|---|---|---|---|
| City Council | $ 21,046 | $ - | $ 21,046 |
| General Government | 1,288,769 | (178,739) | 1,110,030 |
| Administrative Services | 558,878 | - | 558,878 |
| **Total** | **$ 1,868,693** | **$ (178,739)** | **$ 1,689,954** |

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Identification of Support Service Programs, Summary of Allocable Costs and Allocation Bases

| Program | Cost Pool | Allocation Base | Allocable Cost |
|---|---|---|---|
| City Council | City Council General Gov't Svcs | Modified Total Direct Costs Adjusted for Distorting Expenditures | $ 21,046 |
| General Government | City Mgr, City Atty, City Svcs | Modified Total Direct Costs Adjusted for Distorting Expenditures | $ 1,110,030 |
| Administrative Services | Admin. Services, Finance, IT | Modified Total Direct Costs Adjusted for Distorting Expenditures | $ 558,878 |
| **Total Allocation of Estimated Central Service Costs to Benefitted Units** | | | **$ 1,689,954** |

# Summary Schedule Showing the Allocation of Each Service to the Specific Benefitted Units

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Summary Schedule of Cost Allocation to All Programs

| | | Summary Allocation to Benefitted Units | | | |
|---|---|---|---|---|---|
| **Fund** | **Program Description** | **City Council General Gov't Svcs** | **City Mgr, City Atty, City Svcs** | **Admin. Services, Finance, IT** | **Allocation of Central Service Costs to Benefitted Units** |
| General Fd | City Council | $ - | $ - | $ - | $ - |
| General Fd | General Government | $ - | $ - | $ - | $ - |
| General Fd | Administrative Services | $ - | $ - | $ - | $ - |
| General Fd | Engineering & Infrastructure Services | $ 3,470 | $ 183,003 | $ 92,139 | $ 278,612 |
| General Fd | Planning & Environmental Services | $ 8,852 | $ 466,877 | $ 235,063 | $ 710,792 |
| General Fd | Public Safety Services | $ 4,239 | $ 223,598 | $ 112,577 | $ 340,414 |
| General Fd | Special Accounts | $ - | $ - | $ - | $ - |
| General Fd | Interfund Transfers | $ - | $ - | $ - | $ - |
| Transp'rtn | Fuel Tax | $ 1,793 | $ 94,593 | $ 47,626 | $ 144,012 |
| Transp'rtn | Road Repair and Accountability Act 2017 | $ - | $ - | $ - | $ - |
| Transp'rtn | Measure M2 | $ 1,774 | $ 93,556 | $ 47,104 | $ 142,433 |
| Public S'fty | Supplemental Law Enforcement Services Acct (SLE | $ - | $ - | $ - | $ - |
| Eng'rg & Infr Svcs | Mobile Source Reduction Fund | $ - | $ - | $ - | $ - |
| Comm Svcs | PEG/Cable Television | $ - | $ - | $ - | $ - |
| Comm Svcs | Senior Mobility | $ 918 | $ 48,403 | $ 24,370 | $ 73,691 |
| Comm Svcs | Community Development Block Grant | $ - | $ - | $ - | $ - |
| Comm Svcs | Civic Support Fund | $ - | $ - | $ - | $ - |
| Public S'fty | Federal Grants Programs Fund | $ - | $ - | $ - | $ - |
| Plann'g & Env Svcs | State of California Grants | $ - | $ - | $ - | $ - |
| Cap Projects | Capital Project Funds | $ - | $ - | $ - | $ - |
| **Total** | | **$ 21,046** | **$ 1,110,030** | **$ 558,878** | **$ 1,689,954** |

# Detail of Actual Costs and Adjustments for Support Service Programs

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Allocable Budget Unit Expenditure Details

| Department |
|---|
| City Council |

| GL Category | Actual Expenditures | Adjustment for Unallowables | Allocable Indirect Costs | Notes |
|---|---|---|---|---|
| Monthly Compensation | $ 14,700 | $ - | $ 14,700 | |
| Payroll Taxes | 1,125 | - | 1,125 | |
| Mileage and Parking | 62 | - | 62 | |
| Travel, Conferences & Meetings | 5,160 | - | 5,160 | |
| **Total** | **$ 21,046** | **$ -** | **$ 21,046** | |

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Allocable Budget Unit Expenditure Details

| Department |
|---|
| General Government |

| GL Category | Actual Expenditures | Adjustment for Unallowables | Allocable Indirect Costs | Notes |
|---|---|---|---|---|
| Salaries, Full-Time | $ 425,978 | - | 425,978 | |
| Salaries & OH - Contra Acct. | (4,909) | - | (4,909) | |
| Salaries, Part-Time | 52,377 | - | 52,377 | |
| Supplemental Allowances | 18,408 | - | 18,408 | |
| Benefit Administration | 3,283 | - | 3,283 | |
| Fringe Benefits | 48,746 | - | 48,746 | |
| Retiree Medical | 5,670 | - | 5,670 | |
| Retirement | 48,972 | - | 48,972 | |
| Non-Operating, CalPERS Lump Sum Payments | 96,448 | (96,448) | - | [a] |
| Payroll Taxes | 34,932 | - | 34,932 | |
| Office Equipment & Maintenance | 9,250 | - | 9,250 | |
| Janitorial Services, City Hall | 17,971 | - | 17,971 | |
| Janitorial Services, Library | 20,294 | - | 20,294 | |
| Maintenance, City Hall | 113,380 | - | 113,380 | |
| Telephones, City Hall | 11,839 | - | 11,839 | |
| Utilities, Electric, City Hall | 39,444 | - | 39,444 | |
| Utilities, Gas, City Hall | 699 | - | 699 | |
| Utilities, Internet, City Hall | 9,569 | - | 9,569 | |
| Utilities, Water, City Hall | 3,396 | - | 3,396 | |
| SB2557 Property Tax Admin Fee | 2,775 | (2,775) | - | [b] |
| Insurance | 72,998 | - | 72,998 | |
| Legal Services | 88,336 | - | 88,336 | [c] |
| Community Outreach | 3,295 | - | 3,295 | [d] |
| Meeting Accessibility and Broadcast Services | 15,249 | - | 15,249 | |
| Membership and Dues | 24,190 | - | 24,190 | [e] |
| Mileage and Parking | 1,933 | - | 1,933 | |
| Office Supplies & Activities | 11,708 | - | 11,708 | |
| Postage | 1,491 | - | 1,491 | |
| Printing | 518 | - | 518 | |
| Public Notices | 16,693 | - | 16,693 | |
| Records Management Services | 13,250 | - | 13,250 | |
| Travel, Conferences & Meetings | 1,071 | - | 1,071 | |
| City Council Election | 36,204 | (36,204) | - | [f] |
| Other Projects and Services | 43,312 | (43,312) | - | [g] |
| **Total** | **$ 1,288,769** | **$ (178,739)** | **$ 1,110,030** | |

[a] Exclude non-operating costs.
[b] Exclude tax administration fee.
[c] Legal services include counsel for general matters, and matters that affect the City's ability to enforce or modify its Municipal operations. Amounts and services will vary from year to year. Claims against government will be excluded.
[d] Community Outreach materials include ACFR summary information, maps, and awareness information.
[e] E.g. GFOA, CSMFO, City Clerk's Association membership dues.
[f] Exclude election costs.
[g] Exclude project costs.

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Allocable Budget Unit Expenditure Details

| Department |
|---|
| Administrative Services |

| GL Category | Actual Expenditures | Adjustment for Unallowables | Allocable Indirect Costs | Notes |
|---|---|---|---|---|
| Salaries, Full-Time | $ 242,559 | $ - | $ 242,559 | |
| Salaries & OH - Contra Acct. | (3,540) | - | $ (3,540) | |
| Supplemental Allowances | 2,754 | - | $ 2,754 | |
| Fringe Benefits | 45,025 | - | $ 45,025 | |
| Retirement | 19,681 | - | $ 19,681 | |
| Payroll Taxes | 18,040 | - | $ 18,040 | |
| Audit Services | 38,102 | - | $ 38,102 | |
| Finance and Payroll Services | 67,136 | - | $ 67,136 | |
| Card Processing Fees | 18,705 | - | $ 18,705 | |
| Information Technology Services | 86,140 | - | $ 86,140 | |
| Website Services | 24,276 | - | $ 24,276 | |
| **Total** | **$ 558,878** | **$ -** | **$ 558,878** | |

# Derivation of Indirect Cost Allocation Pools for Each Support Service Unit

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Derivation of Indirect Cost Allocation Pools

| Department |
| --- |
| City Council |

| GL Category | Allocable Cost | City Council General Gov't Svcs |
| --- | --- | --- |
| Monthly Compensation | $ 14,700 | 100% |
| Payroll Taxes | 1,125 | 100% |
| Mileage and Parking | 62 | 100% |
| Travel, Conferences & Meetings | 5,160 | 100% |
| **Total** | **$ 21,046** | **100%** |

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Derivation of Indirect Cost Allocation Pools

| Department |
|---|
| General Government |

| GL Category | Allocable Cost | City Mgr, City Atty, City Svcs |
|---|---|---|
| Salaries, Full-Time | $ 425,978 | 100% |
| Salaries & OH - Contra Acct. | $ (4,909) | 100% |
| Salaries, Part-Time | $ 52,377 | 100% |
| Supplemental Allowances | $ 18,408 | 100% |
| Benefit Administration | $ 3,283 | 100% |
| Fringe Benefits | $ 48,746 | 100% |
| Retiree Medical | $ 5,670 | 100% |
| Retirement | $ 48,972 | 100% |
| Non-Operating, CalPERS Lump Sum Payments | $ - | 100% |
| Payroll Taxes | $ 34,932 | 100% |
| Office Equipment & Maintenance | $ 9,250 | 100% |
| Janitorial Services, City Hall | $ 17,971 | 100% |
| Janitorial Services, Library | $ 20,294 | 100% |
| Maintenance, City Hall | $ 113,380 | 100% |
| Telephones, City Hall | $ 11,839 | 100% |
| Utilities, Electric, City Hall | $ 39,444 | 100% |
| Utilities, Gas, City Hall | $ 699 | 100% |
| Utilities, Internet, City Hall | $ 9,569 | 100% |
| Utilities, Water, City Hall | $ 3,396 | 100% |
| SB2557 Property Tax Admin Fee | $ - | 100% |
| Insurance | $ 72,998 | 100% |
| Legal Services | $ 88,336 | 100% |
| Community Outreach | $ 3,295 | 100% |
| Meeting Accessibility and Broadcast Services | $ 15,249 | 100% |
| Membership and Dues | $ 24,190 | 100% |
| Mileage and Parking | $ 1,933 | 100% |
| Office Supplies & Activities | $ 11,708 | 100% |
| Postage | $ 1,491 | 100% |
| Printing | $ 518 | 100% |
| Public Notices | $ 16,693 | 100% |
| Records Management Services | $ 13,250 | 100% |
| Travel, Conferences & Meetings | $ 1,071 | 100% |
| City Council Election | $ - | 100% |
| Other Projects and Services | $ - | 100% |
| **Total** | **$ 1,110,030** | **100%** |

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Derivation of Indirect Cost Allocation Pools

| Department |
|---|
| Administrative Services |

| GL Category | Allocable Cost | | Admin. Services, Finance, IT |
|---|---|---|---|
| Salaries, Full-Time | $ | 242,559 | 100% |
| Salaries & OH - Contra Acct. | $ | (3,540) | 100% |
| Supplemental Allowances | $ | 2,754 | 100% |
| Fringe Benefits | $ | 45,025 | 100% |
| Retirement | $ | 19,681 | 100% |
| Payroll Taxes | $ | 18,040 | 100% |
| Audit Services | $ | 38,102 | 100% |
| Finance and Payroll Services | $ | 67,136 | 100% |
| Card Processing Fees | $ | 18,705 | 100% |
| Information Technology Services | $ | 86,140 | 100% |
| Website Services | $ | 24,276 | 100% |
| **Total** | **$** | **558,878** | **100%** |

# Detail of Cost Allocation to Operating Units

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Detail of Cost Allocation to Programs

***Department:*** ***City Council***

***Cost Pool:*** ***City Council General Gov't Svcs***

***Allocation Base:*** ***Modified Total Direct Costs Adjusted for Distorting Expenditures***

| Fund Description | Department / Program | Modified Total Direct Costs Adjusted for Distorting Expenditures | Share of Initial Allocation | Initial Allocation |
|---|---|---|---|---|
| General Fd | City Council | $ - | 0.0% | $ - |
| General Fd | General Government | $ - | 0.0% | $ - |
| General Fd | Administrative Services | $ - | 0.0% | $ - |
| General Fd | Engineering & Infrastructure Services | $ 208,976 | 16.5% | $ 3,470 |
| General Fd | Planning & Environmental Services | $ 533,137 | 42.1% | $ 8,852 |
| General Fd | Public Safety Services | $ 255,331 | 20.1% | $ 4,239 |
| General Fd | Special Accounts | $ - | 0.0% | $ - |
| General Fd | Interfund Transfers | $ - | 0.0% | $ - |
| Transp'rtn | Fuel Tax | $ 108,018 | 8.5% | $ 1,793 |
| Transp'rtn | Road Repair and Accountability Act 2017 | $ - | 0.0% | $ - |
| Transp'rtn | Measure M2 | $ 106,834 | 8.4% | $ 1,774 |
| Public S'fty | Supplemental Law Enforcement Services Acct (S | $ - | 0.0% | $ - |
| Eng'rg & Infr Svcs | Mobile Source Reduction Fund | $ - | 0.0% | $ - |
| Comm Svcs | PEG/Cable Television | $ - | 0.0% | $ - |
| Comm Svcs | Senior Mobility | $ 55,273 | 4.4% | $ 918 |
| Comm Svcs | Community Development Block Grant | $ - | 0.0% | $ - |
| Comm Svcs | Civic Support Fund | $ - | 0.0% | $ - |
| Public S'fty | Federal Grants Programs Fund | $ - | 0.0% | $ - |
| Plann'g & Env Svcs | State of California Grants | $ - | 0.0% | $ - |
| Cap Projects | Capital Project Funds | $ - | 0.0% | $ - |
| **Total** | | **$ 1,267,568** | **100.0%** | **$ 21,046** |

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Detail of Cost Allocation to Programs

***Department:*** ***General Government***
***Cost Pool:*** ***City Mgr, City Atty, City Svcs***
***Allocation Base:*** ***Modified Total Direct Costs Adjusted for Distorting Expenditures***

| Fund Description | Department / Program | Modified Total Direct Costs Adjusted for Distorting Expenditures | Share of Initial Allocation | Initial Allocation |
|---|---|---|---|---|
| General Fd | City Council | $ - | 0.0% | $ - |
| General Fd | General Government | $ - | 0.0% | $ - |
| General Fd | Administrative Services | $ - | 0.0% | $ - |
| General Fd | Engineering & Infrastructure Services | $ 208,976 | 16.5% | $ 183,003 |
| General Fd | Planning & Environmental Services | $ 533,137 | 42.1% | $ 466,877 |
| General Fd | Public Safety Services | $ 255,331 | 20.1% | $ 223,598 |
| General Fd | Special Accounts | $ - | 0.0% | $ - |
| General Fd | Interfund Transfers | $ - | 0.0% | $ - |
| Transp'rtn | Fuel Tax | $ 108,018 | 8.5% | $ 94,593 |
| Transp'rtn | Road Repair and Accountability Act 2017 | $ - | 0.0% | $ - |
| Transp'rtn | Measure M2 | $ 106,834 | 8.4% | $ 93,556 |
| Public S'fty | Supplemental Law Enforcement Services Acct (S | $ - | 0.0% | $ - |
| Eng'rg & Infr Svcs | Mobile Source Reduction Fund | $ - | 0.0% | $ - |
| Comm Svcs | PEG/Cable Television | $ - | 0.0% | $ - |
| Comm Svcs | Senior Mobility | $ 55,273 | 4.4% | $ 48,403 |
| Comm Svcs | Community Development Block Grant | $ - | 0.0% | $ - |
| Comm Svcs | Civic Support Fund | $ - | 0.0% | $ - |
| Public S'fty | Federal Grants Programs Fund | $ - | 0.0% | $ - |
| Plann'g & Env Svcs | State of California Grants | $ - | 0.0% | $ - |
| Cap Projects | Capital Project Funds | $ - | 0.0% | $ - |
| **Total** | | **$ 1,267,568** | **100.0%** | **$ 1,110,030** |

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Detail of Cost Allocation to Programs

***Department:*** ***Administrative Services***
***Cost Pool:*** ***Admin. Services, Finance, IT***
***Allocation Base:*** ***Modified Total Direct Costs Adjusted for Distorting Expenditures***

| Fund Description | Department / Program | Modified Total Direct Costs Adjusted for Distorting Expenditures | Share of Initial Allocation | Initial Allocation |
|---|---|---|---|---|
| General Fd | City Council | $ - | 0.0% | $ - |
| General Fd | General Government | $ - | 0.0% | $ - |
| General Fd | Administrative Services | $ - | 0.0% | $ - |
| General Fd | Engineering & Infrastructure Services | $ 208,976 | 16.5% | $ 92,139 |
| General Fd | Planning & Environmental Services | $ 533,137 | 42.1% | $ 235,063 |
| General Fd | Public Safety Services | $ 255,331 | 20.1% | $ 112,577 |
| General Fd | Special Accounts | $ - | 0.0% | $ - |
| General Fd | Interfund Transfers | $ - | 0.0% | $ - |
| Transp'rtn | Fuel Tax | $ 108,018 | 8.5% | $ 47,626 |
| Transp'rtn | Road Repair and Accountability Act 2017 | $ - | 0.0% | $ - |
| Transp'rtn | Measure M2 | $ 106,834 | 8.4% | $ 47,104 |
| Public S'fty | Supplemental Law Enforcement Services Acct (S | $ - | 0.0% | $ - |
| Eng'rg & Infr Svcs | Mobile Source Reduction Fund | $ - | 0.0% | $ - |
| Comm Svcs | PEG/Cable Television | $ - | 0.0% | $ - |
| Comm Svcs | Senior Mobility | $ 55,273 | 4.4% | $ 24,370 |
| Comm Svcs | Community Development Block Grant | $ - | 0.0% | $ - |
| Comm Svcs | Civic Support Fund | $ - | 0.0% | $ - |
| Public S'fty | Federal Grants Programs Fund | $ - | 0.0% | $ - |
| Plann'g & Env Svcs | State of California Grants | $ - | 0.0% | $ - |
| Cap Projects | Capital Project Funds | $ - | 0.0% | $ - |
| **Total** | | **$ 1,267,568** | **100.0%** | **$ 558,878** |

# Detail of Statistics Used for Allocation of Indirect Costs

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Detail of Statistics Used for Allocation of Indirect Costs

| Fund Desc | Fd | Dept | Department / Program | Central Service Cost Center | Notes | Actual Expenditures | Adjustments | FY 24/25 Modified Expenditures | Modified Total Direct Costs | Share of Direct Costs | Adjustment for Distorting Expenditures (i.e. Contract Svcs) [f] | Modified Total Direct Costs Adjusted for Distorting Expenditures |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| General Fd | 001 | 1000 | City Council | Yes | | $ 21,046 | $ - | $ 21,046 | $ - | 0.00% | $ - | $ - |
| General Fd | 001 | 1200 | General Government | Yes | | 1,288,769 | (178,739) | 1,110,030 | - | 0.00% | - | - |
| General Fd | 001 | 1500 | Administrative Services | Yes | | 558,878 | - | 558,878 | - | 0.00% | - | - |
| General Fd | 001 | 2100 | Engineering & Infrastructu | No | | 402,481 | - | 402,481 | 402,481 | 5.58% | (193,505) | 208,976 |
| General Fd | 001 | 2400 | Planning & Environmenta | No | [a] | 1,856,733 | (13,874) | 1,842,859 | 1,842,859 | 25.55% | (1,309,722) | 533,137 |
| General Fd | 001 | 2700 | Public Safety Services | No | [a] | 3,269,957 | (6,940) | 3,263,017 | 3,263,017 | 45.23% | (3,007,686) | 255,331 |
| General Fd | 001 | 3000 | Special Accounts | No | [a] | 11,232 | (11,232) | - | - | 0.00% | - | - |
| General Fd | 001 | 3300 | Interfund Transfers | No | [b] | 1,740,852 | (1,740,852) | - | - | 0.00% | - | - |
| Transp'rtn | 100 | | Fuel Tax | No | | 395,965 | - | 395,965 | 395,965 | 5.49% | (287,947) | 108,018 |
| Transp'rtn | 105 | | Road Repair and Account | No | [c] | 49,007 | (49,007) | - | - | 0.00% | - | - |
| Transp'rtn | 111 | | Measure M2 | No | [d] | 223,246 | (682) | 222,564 | 222,564 | 3.09% | (115,730) | 106,834 |
| Public S'fty | 215 | | Supplemental Law Enforc | No | | 176,100 | - | 176,100 | 176,100 | 2.44% | (176,100) | - |
| Eng'rg & Inf | 300 | | Mobile Source Reduction | No | [c] | 154,794 | (154,794) | - | - | 0.00% | - | - |
| Comm Svcs | 400 | | PEG/Cable Television | No | [a][e] | - | - | - | - | 0.00% | - | - |
| Comm Svcs | 410 | | Senior Mobility | No | | 911,156 | - | 911,156 | 911,156 | 12.63% | (855,884) | 55,273 |
| Comm Svcs | 420 | | Community Development | No | [c] | 150,000 | (150,000) | - | - | 0.00% | - | - |
| Comm Svcs | 430 | | Civic Support Fund | No | [e] | 205 | (205) | - | - | 0.00% | - | - |
| Public S'fty | 433 | | Federal Grants Programs | No | [a][c] | 668,025 | (668,025) | - | - | 0.00% | - | - |
| Plann'g & Er | 435 | | State of California Grants | No | [a] | 226,059 | (226,059) | - | - | 0.00% | - | - |
| Cap Project | 500 | | Capital Project Funds | No | [c] | 1,069,716 | (1,069,716) | - | - | 0.00% | - | - |
| **Total** | | | | | | **$ 13,174,220** | **$ (4,270,124)** | **$ 8,904,096** | **$ 7,214,142** | **100.00%** | **$ (5,946,574)** | **$ 1,267,568** |

[a] Adjustment to exclude periodic and non-operating expenses.
[b] Adjustment to exclude Inter-Fund transfers.
[c] Adjustment to exclude capital expenditures.
[d] Adjustment to exclude allocated overhead expense.
[e] Adjustment to exclude immaterial distorting expenses.
[f] See worksheet labeled "Detail of Statistics Used for Allocation of Indirect Costs - Notes Regarding Distorting Expenditures" for details regarding these adjustments.

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Detail of Statistics Used for Allocation of Indirect Costs - Notes Regarding Distorting Expenditures

| Fund Description | Department / Program | Adjustment for Distorting Expenditures (i.e. Contract Svcs) | Notes | Total |
|---|---|---|---|---|
| General Fund | Engineering & Infrastructure Services | $ (193,505) | Adjustment to exclude: | |
| | | | Landscape Svcs (retained $25K for allocation - moderate). | 70,311 |
| | | | Landscape Svcs, M2 MOE (retained $25K for allocation - moderate). | 107,896 |
| | | | Utilities, Street Lights, Resi (retained $25K for allocation - moderate). | 15,298 |
| General Fund | Planning & Environmental Services | (1,309,722) | Adjustment to: | |
| | | | Bldg Svcs (retained $50K for allocation - major). | 1,035,374 |
| | | | Code Enforcement Services (retained $25K for allocation - moderate). | 69,388 |
| | | | Comm. Waste Events & Collections (retained $25K for allocation - moderate). | 29,518 |
| | | | Planning Services (retained $50K for allocation - major). | 96,407 |
| | | | Water Quality Services (retained $50K for allocation - major). | 79,035 |
| General Fund | Public Safety Services | (3,007,686) | Adjustment to: | |
| | | | Animal Services (retained $50K for allocation - major). | 75,604 |
| | | | Law Enforcement Services (retained $150K for allocation) | 2,932,082 |
| Transp Fds | Fuel Tax | (287,947) | Adjustment to: | |
| | | | Contract - Street Maintenance (retained $50K for allocation - major). | 235,565 |
| | | | Contract - Landscaping (retained $50K for allocation - major). | 52,382 |
| Transp Fds | Measure M2 | (115,730) | Adjustment to: | |
| | | | Contract - Traffic Engineering (retained $50K for allocation - major). | 52,351 |
| | | | Contract - Traffic Signal Main (retained $25K for allocation - moderate). | 63,379 |
| Public Sfty Fds | Public Safety | (176,100) | Adjustment to: | |
| | | | Supp. Law Enforcement Svcs - Capture allocation as part of GF Public Safety Svcs | 176,100 |
| Comm Svcs | Senior Mobility | $ (855,884) | Adjustment to: | |
| | | | Contract - Transportation (retained $25K for allocation - moderate). | 855,884 |
| **Total** | | **$ (5,946,574)** | | |

# Attachment

# Attachment A

# Reconciliation of Actual Expenditures to Amounts Used for Cost Allocation

The cost allocation plan and indirect cost rate proposal allocate the actual costs of central service units and executive level support to operating units. The actual costs allocated in this cost allocation plan and indirect cost rate proposal are derived from the City's actual audited expenses for the period ended June 30, 2025.

A summary of the reconciliation is shown on the following pages.

City of Laguna Woods
Central Service Cost Allocation Plan For Use During Fiscal Year 2026/27
Attachment A
**Fiscal Year 2024/25 Actual Expenses**

| Fund Description | Department / Program | Actual Expenditures | Allocated Indirect Costs | Exclusions and Adjustments | Modified Total Direct Costs | Total | *Difference* * | Notes |
|---|---|---|---|---|---|---|---|---|
| General Fd | City Council | $ 21,046 | $ 21,046 | $ - | $ - | $ 21,046 | $ - | |
| General Fd | General Government | $ 1,288,769 | $ 1,110,030 | $ 178,739 | $ 0 | $ 1,288,769 | $ - | |
| General Fd | Administrative Services | $ 558,878 | $ 558,878 | $ - | $ - | $ 558,878 | $ - | |
| General Fd | Engineering & Infrastructure Services | $ 402,481 | $ - | $ - | $ 402,481 | $ 402,481 | $ - | |
| General Fd | Planning & Environmental Services | $ 1,856,733 | $ - | $ 13,874 | $ 1,842,859 | $ 1,856,733 | $ - | [a] |
| General Fd | Public Safety Services | $ 3,269,957 | $ - | $ 6,940 | $ 3,263,017 | $ 3,269,957 | $ - | [a] |
| General Fd | Special Accounts | $ 11,232 | $ - | $ 11,232 | $ - | $ 11,232 | $ - | [a] |
| General Fd | Interfund Transfers | $ 1,740,852 | $ - | $ 1,740,852 | $ - | $ 1,740,852 | $ - | [b] |
| Transp'rtn | Fuel Tax | $ 395,965 | $ - | $ - | $ 395,965 | $ 395,965 | $ - | |
| Transp'rtn | Road Repair and Accountability Act 2017 | $ 49,007 | $ - | $ 49,007 | $ - | $ 49,007 | $ - | [c] |
| Transp'rtn | Measure M2 | $ 223,246 | $ - | $ 682 | $ 222,564 | $ 223,246 | $ - | [d] |
| Public S'fty | Supplemental Law Enforcement Services Acct (S | $ 176,100 | $ - | $ - | $ 176,100 | $ 176,100 | $ - | |
| Eng'rg & Infr Svcs | Mobile Source Reduction Fund | $ 154,794 | $ - | $ 154,794 | $ - | $ 154,794 | $ - | [c] |
| Comm Svcs | PEG/Cable Television | $ - | $ - | $ - | $ - | $ - | $ - | |
| Comm Svcs | Senior Mobility | $ 911,156 | $ - | $ - | $ 911,156 | $ 911,156 | $ - | |
| Comm Svcs | Community Development Block Grant | $ 150,000 | $ - | $ 150,000 | $ - | $ 150,000 | $ - | [c] |
| Comm Svcs | Civic Support Fund | $ 205 | $ - | $ 205 | $ - | $ 205 | $ - | [e] |
| Public S'fty | Federal Grants Programs Fund | $ 668,025 | $ - | $ 668,025 | $ - | $ 668,025 | $ - | [a][c] |
| Plann'g & Env Svc | State of California Grants | $ 226,059 | $ - | $ 226,059 | $ - | $ 226,059 | $ - | [a] |
| Cap Projects | Capital Project Funds | $ 1,069,716 | $ - | $ 1,069,716 | $ - | $ 1,069,716 | $ - | [c] |
| **Total** | | **$ 13,174,220** | **$ 1,689,954** | **$ 4,270,124** | **$ 7,214,142** | **$ 13,174,220** | **$ -** | |

[a] Adjustment to exclude periodic and non-operating expenses.
[b] Adjustment to exclude Inter-Fund transfers.
[c] Adjustment to exclude capital expenditures.
[d] Adjustment to exclude allocated overhead expense.
[e] Adjustment to exclude immaterial distorting expenses.
[f] See worksheet labeled "Detail of Statistics Used for Allocation of Indirect Costs - Notes Regarding Distorting Expenditures" for details regarding these adjustments.