CITY OF YORBA LINDA, CALIFORNIA
& SUCCESSOR AGENCY TO THE YORBA LINDA
REDEVELOPMENT AGENCY

Operating and Capital Improvement Program Budgets

Fiscal Years
2015-16
&
2016-17

The City of Yorba Linda

and

The Successor Agency to the Yorba Linda Redevelopment Agency

Adopted Operating and Capital Improvement Program Budgets

Fiscal Years 2015/16 & 2016/17

Table of Contents

	Page No.
Budget Message	i-iv
Fund Descriptions	1-4
Revenue, Expenditure & Fund Balances	5-10
General Fund:	
Legislative, Administrative Services, City Clerk & Finance	11-24
Public Safety	25-26
Community Development Department	27-34
Public Works Department	35-44
Parks & Recreation Department	45-54
Library Services	55-58
Restricted Funds:	
Black Gold Golf Course	59-60
Community Center Catering	61
Community Development Block Grant	62-63
Air Quality Management District	64
Assessment Districts:	
Street Light and Landscape Maintenance District	65
Landscape Maintenance District #9	66
Capital Improvement Program	67-74
Successor Agency:	
Revenues, Expenditures & Fund Balances	75-79
Department Summary	80
Residual Tax Increment Balance Fund	81
Housing Projects	82
Miscellaneous Projects	83
Town Center Bond Proceeds Fund	84
SA-Obligation Payment Fund	85
Statistics & Miscellaneous	87-98

CITY OF YORBA LINDA

P.O. BOX 87014 CALIFORNIA 92885-8714

July 21, 2015

Honorable Mayor and Members of the City Council:

I am pleased to submit the Operating and Capital Improvement Program Budget for Fiscal Years 15-16 and 16-17, for the City and Successor Agency. Yorba Linda has a policy of adopting a two-year budget, and after several years of single year budgets, due to economic uncertainties, a two-year budget is once again presented for your consideration for the second consecutive budget cycle.

Even though we continue to face challenging economic circumstances which could have a negative impact on our City, the Operating and Capital Improvement Program Budget for FY 15-16 and 16-17 allows us to deliver quality services to our residents, business and visitors, while being fiscally responsible given our limited resources. Due to the prudent actions of this and prior Councils, Yorba Linda has continued to be in a fiscally strong position despite the slow recovery in the economy. In light of our limited resources, our fiscally conservative approach to expenditures along with the accumulation of General Fund reserves should allow us to continue providing the high level of services Yorba Linda residents deserve. As always, staff will continue to monitor all aspects of the local, state and national economy and recommend adjustments to this and future spending plans if necessary.

GENERAL FUND OVERVIEW

Total General Fund budgeted operating revenues exceed budgeted operating expenditures by approximately $1.2 million for FY 15-16 and $360K for FY 16-17 after accounting for General Fund transfers to the Landscape Maintenance Assessment District (LMAD) of approximately $2.4 million for both years.

Revenues – With the local economy beginning to show signs of recovery from the recent recession, General Fund revenues are projected to be up $2.8 million over the FY 14-15 estimates at $33.0 million for FY 15-16 and $33.1 million for FY 16-17. However, General Fund projected revenues for FY 15-16 are only $300K higher than the high point in FY 07-08 before the recession. While revenues such as property tax, sales tax and building permit fees are seeing increases, other revenues such as interest earnings continue to remain low.

The revenue budget for FY 15-16 is comprised of property taxes - $15.9 million (49%), sales taxes - $6.7 million (21%), franchise fees/business license/other taxes - $3.3 million (10%), planning & engineering - $3.0 million (9%), recreation & rents - $1.7 million (5%), administrative charges to other funds - $1.3 million (4%), and other revenues - $950K (2%).

Expenditures – General Fund operating expenditures are projected to be about $1.2 million higher than FY 14-15 at $29.4 million for FY 15-16 and $30.4 million for FY 16-17. However, expenditures are still down about $800K from the high point in FY 07-08. While the expenditures are up in FY 15-16, much of increase is related to costs which also have corresponding revenue sources. The overall trend of lower expenditures over the last several years is due mainly to the efforts of the Council and City staff to continually reduce costs where appropriate and to negotiate the best possible deals with our contracting vendors. Even with the some of the increased costs as a result contract obligations and labor negotiations, operating expenditures are well below operating revenues.

The FY 15-16 expenditure budget by type is comprised of contractual services - $15.5 million (53%), personnel services - $10.8 million (36%), maintenance & operations - $2.5 million (9%), and capital outlay - $600K (2%). By category, the FY 15-16 expenditure budget is comprised of police/safety services - $10.5 million (36%), parks & recreation - $6.0 million (21%), general government - $5.7 million (19%), public works - $3.9 million (13%), and community development - $3.3 million (11%).

As mentioned above, the General Fund continues to support the operations of the LMAD via a fund transfer. While the LMAD is comprised of multiple maintenance and lighting zones throughout the City, each zone is accounted for individually for purposes of budgeting revenues and expenditures. Because the General Fund is now required to contribute to each zone, and because some zones do not collect enough assessments to cover the costs associated with their maintenance, the General Fund is projected to contribute approximately $2.4 million in both FY 15-16 and FY 16-17.

Reserves – Total General Fund reserves remain very strong at an estimated 80% of operating costs through FY 14-15. Total reserves include all amounts available to be spent, as well as those special reserves that have been set aside for buildings, facilities, equipment, liabilities and employee benefits. Without including the special reserves, the available General Fund operating reserves are at about 51% of the proposed expenditures for FY 15-16.

The City's reserve policy requires 50% of General Fund operating costs to be designated for natural or fiscal emergencies such as contingencies for unforeseen events, economic downturns or financial hardships, local disasters, or the loss of revenues to, or imposition of additional costs by, other agencies.

CAPITAL IMPROVEMENT PROGRAM

The City's Capital Improvement Program utilizes a two-tier approach with tier one projects being funded in the current fiscal period and tier two projects potentially being funded in future years. For FY 15-16, funding for tier one projects total $13.9 million with $140K coming from the General Fund and another $3.4 from the Special Reserves. For FY 16-17, funding for tier one projects total $15.1 million with $275K coming from the General Fund and another $5.0 from the Special Reserves. General Fund projects consist of street improvements, landscape improvements and circulation improvements. In addition, the Special Reserve projects consist of building & facility improvements, street improvements, drainage improvements and parking lot improvements. The projects funded by the General Fund typically do not have another readily available funding source and would probably not be completed without General Fund support.

The remainder of the tier one projects are funded by Gas Tax, Measure M, Park In-Lieu funds, LMAD and various grants. Major projects being funded by these sources are street improvements, irrigation improvements, traffic improvements, park improvements and environmental mitigation. Tier two projects total over $120.0 million and are yet to have a funding source assigned.

SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY

The Successor Agency continues to wind down the activities of the former Redevelopment Agency since its dissolution in February 2012. The Agency is projecting revenues of former tax increment between $6.0 million and $7.0 million for each of the next two fiscal years with corresponding equivalent expenditures.

CONCLUSION

Even though it appears Yorba Linda is beginning to see signs of recovery from the prolonged economic downturn, staff has presented Council with a balanced budget that is fiscally conservative in its revenue and expenditure projections. In addition, staff will continue monitoring revenues, expenditures and relevant economic data so we can keep the Council informed of the status of our fiscal condition. As always, we plan to present Council with updates at the mid-year as well as mid-term points to allow the opportunity for adjustments if necessary, and to provide direction as we look ahead to preparation of the future budgets.

The preparation of this budget was a complex, time consuming exercise that required careful attention to details as well as the City's big-picture goals and objectives. There's no doubt this would not be possible without the dedication and commitment of the City's Department Heads and their key staff members. To each of them, I extend my thanks and appreciation for their hard work and patience as we developed this budget. I would also like to express my appreciation to the members of the City Council for your

confidence in the City's management team as well as your policy direction in this budget process. This document reflects the hours you spent in discussion and deliberation, and the directions and suggestions which you offered, as well as the sincere compassion you have for this community.

Sincerely,

Mark A. Pulone
City Manager

CITY OF YORBA LINDA
DESCRIPTION OF FUNDS

OVERVIEW

All City monies are categorized into Funds depending on the way they are collected and the ways they are planned for use. The largest single fund is the General Fund. Money in the General Fund can be used for any legal purpose and the General Fund is the most flexible of all City funds.

Other Funds are restricted in their use by law. This means that these Funds may only be used for designated activities such as street construction or repair, park construction/ improvements or affordable housing. Some Funds, like the Library Fund, are restricted by City policy to certain activities.

OPERATING FUNDS

Operating Funds are those Funds, which provide basic municipal services. These Funds are categorized as the General Fund, Special Revenue Funds and Restricted Funds.

The **General Fund** is the main operating Fund for the City. All general tax revenue and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. The major General Fund revenue sources are: property tax, sales tax, franchise fees, transient occupancy tax, business license tax, motor vehicle tax, building permit fees, building plan check fees, engineering fees, and interest earnings. The General Fund is used for daily operating expenditures such as police services, planning, engineering, park maintenance, recreation programs and classes, and City administration.

Air Quality Management Fund accounts for clean air fees received from the South Coast Air Quality Management District. This money is **restricted** to certain types of transportation, trip reduction, and the purchase of alternate fuel vehicles.

Citizens Option Public Safety (COPS Program) Fund accounts for the revenues and expenditures that are associated with front-line police activity.

City-wide Lighting & Landscape Maintenance District Fund is **restricted** and provides funding for the maintenance of landscaped areas owned by the City, green belt maintenance and the operation of street lights.

Community Development Block Grant Fund is **restricted** by law to housing, public services and capital projects which benefit low-income persons or neighborhoods.

Competitive & Grant Fund includes monies received from grants for the construction, maintenance and repair of city streets, bridges, parks or and other capital improvement projects.

OPERATING FUNDS - continued

Gas Tax Fund includes monies received from the State of California, which **may only be used** for street construction, maintenance and repair.

Landscape Maintenance District #9 is **restricted** and provides funding for the maintenance of landscaped areas owned by the City of Yorba Linda in District #9.

Measure M Fund includes monies received from the County's Measure M tax and **may only be used** for street construction, maintenance and repair.

Park in-lieu Fund includes revenues and expenditures related to park improvements and construction. Revenues in the form of fees are levied on developers for the purpose of providing park and recreational facilities.

Successor Agency Housing Fund is **restricted** and administers housing set-aside funds for the development and promotion of affordable housing in accordance with Development Law.

Successor Agency Project Fund is used for administrative and improvement projects that benefit the former Yorba Linda Redevelopment Agency.

Successor Agency Bond Fund is used to hold the proceeds from the 2011 bond sale to fund infrastructure in the Town Center as well as remaining proceeds from the 2005 bond sale to fund various projects within the Town Center area.

Street Light & Energy Fund is **restricted** for street lighting maintenance and related capital projects.

Traffic Safety Fund is **restricted** by law and includes monies received from the State of California for school crossing guards, official traffic control devices and their maintenance, traffic accident prevention, and for the maintenance, improvement or construction of public streets, bridges, and culverts.

Yorba Linda Public Library Fund includes revenues and expenditures related to the operation of the City's library.

CITY OF YORBA LINDA
DESCRIPTION OF FUNDS

CAPITAL PROJECT FUNDS

Capital Projects Funds account for the acquisition or construction of major capital facilities not accounted for in other funds.

Capital Improvement Project (CIP) Fund is used to account for capital improvement projects within the City. Since many projects use a combination of funding sources, such as Gas Tax, Measure M, Grants and possibly Redevelopment Agency money, the expenditure accounting is coded to the CIP Fund and revenues are transferred into the CIP Fund from their respective **restricted** fund.

Master Plan of Drainage Fund is **restricted** and accounts for fees received from developers for constructing facilities in accordance with an adopted drainage master plan.

Street Improvement Fund is **restricted** and accounts for property owner contributions toward future street improvements.

Traffic Mitigation Fund is **restricted** and accounts for developer contributions for building the Master Plan of Arterial Highways.

Traffic Signal Improvements Fund is **restricted** and accounts for revenues received for the construction of traffic signals.

ENTERPRISE FUNDS

Enterprise Funds are funds that provide services that are financed through user charges. The City has three Enterprise Funds.

Black Gold Golf Course includes the revenues, expenses and debt related to the operation of the golf course.

Community Center Catering Fund includes revenues and expenses related to the catering operations administered by Kemper Sports Management.

DEBT SERVICE FUNDS

Debt Service Funds account for the accumulation of resources for and the payment of, interest and principal on some short-term and all long-term debt not otherwise included in any other fund. The City does not have any general bonded debt.

Successor Agency Original Area Tax Increment Fund is **restricted** for the accumulation of former tax increment and the payment of bonded debt related to the Original Project Area.

CITY OF YORBA LINDA
DESCRIPTION OF FUNDS

DEBT SERVICE FUNDS - continued

Successor Agency Amended Area Tax Increment Fund is **restricted** for the accumulation of former tax increment and the payment of bonded debt related to the Amended Project Area.

Successor Agency Residual Tax Increment Fund is **restricted** for the accumulation of former tax increment to pay debt related to the 2005 and 2011 Tax Allocation Bonds.

RESERVE FUNDS

Reserve Funds account for the accumulation of resources for use in current or future years.

City Buildings and Equipment Replacement Reserves consist of the accumulation of funds for the improvement and replacement of City assets.

Infrastructure Reserve consists of the accumulation of funds for the improvement and replacement of City infrastructure.

Employee Benefit Reserve consists of the annual employer liability for accrued vacation, sick leave and overtime.

General Liability Insurance Reserve consists of a mandatory amount required by our insurance authority and additional amount based upon an annual risk management report.

Library Reserve Fund consists of the accumulation of revenues for the future expansion of the City's Library.

FIDUCIARY FUNDS

Fiduciary Funds are used to account for assets held by a government in a trust or agent capacity for others. The City's one fiduciary fund accounts for all significant deposits that are received by the City related to development, fees collected on behalf of other governmental agencies and subsequently paid to them, and miscellaneous deposits that the City has elected to track. Since this fund does not have budgeted revenues and expenditures, no further discussion will be found in the body of this budget document.

CITY OF YORBA LINDA
FUND BALANCES

	Projected Fund Balance 7/1/2015	Adopted Revenues	Transfers From Other Funds	Available Resources	Adopted Expenditures	Transfers to Other Funds	Projected Fund Balance 6/30/2016
General Fund:	$ 39,132,859	32,367,364	609,500	$ 72,109,723	$ (29,443,862)	$ (2,501,337)	$ 40,164,524
General Reserve Funds:							
Liability Insurance Reserve	3,088,155	20,000	-	3,108,155	-	(1,500,000)	1,608,155
Emp. Benefits Liability Reserve	1,160,249	10,000	-	1,170,249	-	-	1,170,249
Building Reserve	5,717,626	30,000	-	5,747,626	-	(716,500)	5,031,126
Equipment Reserve	962,142	2,000	-	964,142	-	(241,000)	723,142
Infrastructure Reserve	1,804,437	5,000	-	1,809,437	-	(1,175,000)	634,437
Total Reserve Funds	12,732,609	67,000	-	12,799,609	-	(3,632,500)	9,167,109
Special Revenue Funds:							
Gas Tax Fund	161,024	1,481,988	-	1,643,012	-	(1,512,500)	130,512
Measure M Fund	1,004,782	1,019,020	-	2,023,802	-	(1,400,000)	623,802
Grants & Competative Fund	-	1,129,000	-	1,129,000	-	(1,129,000)	-
Traffic Safety Fund	44,101	85,000	-	129,101	-	(85,000)	44,101
Comm. Develop. Block Grant	50,000	168,988	-	218,988	(168,988)	-	50,000
Citizens Option Public Safety	13,556	100,000	-	113,556	-	(100,000)	13,556
Air Quality Management Dev.	785,444	85,000	-	870,444	-	(26,000)	844,444
Traffic Signal Imprvmt Fund	32,132	500	-	32,632	-	-	32,632
Park In-Lieu Fund	417,118	1,397,670	-	1,814,788	-	(4,289,246)	(2,474,458)
Master Plan for Drainage Fund	5,805,838	343,018	-	6,148,856	-	-	6,148,856
Mortgage Assistance Program Fund	450,000	-	-	450,000	-	-	450,000
Traffic Mitigation Fund	1,325,663	213,317	-	1,538,980	-	(150,000)	1,388,980
Total Special Revenue Funds	10,089,658	6,023,501	-	16,113,159	(168,988)	(8,691,746)	7,252,425
Restricted Funds:							
Yorba Linda Public Library	7,706,857	4,796,492	-	12,503,349	(4,076,788)	(500,000)	7,926,561
Library Reserve Fund	7,829,202	50,000	500,000	8,379,202	-	-	8,379,202
Black Gold Golf Course Fund	3,083,869	5,972,854	-	9,056,723	(6,445,255)	(107,000)	2,504,468
Community Center Catering	(175,902)	246,718	-	70,816	(248,115)	-	(177,299)
Yorba Linda Refuse Fund	(554,056)	-	-	(554,056)	-	-	(554,056)
Capital Improvement Fund	-	-	13,920,046	13,920,046	(13,920,046)	-	-
Total Restricted Funds	17,889,970	11,066,064	14,420,046	43,376,080	(24,690,204)	(607,000)	18,078,876
Special Assessment Funds:							
Lighting & Lndscpe Maint. Dist.	2,277,235	5,785,178	2,287,523	10,349,936	(8,926,214)	(808,300)	615,422
Landscape Maint Dist # 9	1,290	62,855	73,814	137,959	(137,314)	-	645
Sewer Maintenance District Fund	272,667	-	-	272,667	-	-	272,667
Total Special Assessment Funds	2,551,192	5,848,033	2,361,337	10,760,562	(9,063,528)	(808,300)	888,734
TOTAL CITY FUNDS	$ 82,396,288	$ 55,371,962	$ 17,390,883	$ 155,159,133	$ (63,366,582)	$ (16,240,883)	$ 75,551,668
SUCCESSOR AGENCY	20,285,890	6,961,275	922,100	28,169,265	(7,809,375)	(2,072,100)	18,287,790
TOTAL CITY AND AGENCY FUNDS	$ 102,682,178	$ 62,333,237	$ 18,312,983	$ 183,328,398	$ (71,175,957)	$ (18,312,983)	$ 93,839,458

CITY OF YORBA LINDA
FUND BALANCES

	Projected Fund Balance 7/1/2016	Adopted Revenues	Transfers From Other Funds	Available Resources	Adopted Expenditures	Transfers to Other Funds	Projected Fund Balance 6/30/2017
General Fund:	$ 40,164,524	$ 32,230,296	$ 853,125	$ 73,247,945	$ (30,364,625)	$ (2,635,627)	$ 40,247,693
General Reserve Funds:							
Liability Insurance Reserve	1,608,155	20,000	-	1,628,155	-	(1,286,144)	342,011
Emp. Benefits Liability Reserve	1,170,249	10,000	-	1,180,249	-	(1,129,255)	50,994
Building Reserve	5,031,126	30,000	-	5,061,126	-	(2,638,101)	2,423,025
Equipment Reserve	723,142	2,000	-	725,142	-	(410,625)	314,517
Infrastructure Reserve	634,437	5,000	-	639,437	-	-	639,437
Total Reserve Funds	9,167,109	67,000	-	9,234,109	-	(5,464,125)	3,769,984
Special Revenue Funds:							
Gas Tax Fund	130,512	1,481,988	-	1,612,500	-	(1,612,500)	-
Measure M Fund	623,802	1,078,719	-	1,702,521	-	(551,000)	1,151,521
Grants & Competative Fund	-	996,000	-	996,000	-	(996,000)	-
Traffic Safety Fund	44,101	85,000	-	129,101	-	(85,000)	44,101
Comm. Develop. Block Grant	50,000	180,000	-	230,000	(180,000)	(50,000)	-
Citizens Option Public Safety	13,556	100,000	-	113,556	-	(100,000)	13,556
Air Quality Management Dev.	844,444	85,000	-	929,444	-	-	929,444
Traffic Signal Imprvmt Fund	32,632	500	-	33,132	-	-	33,132
Park In-Lieu Fund	(2,474,458)	755,100	-	(1,719,358)	-	-	(1,719,358)
Master Plan for Drainage Fund	6,148,856	343,018	-	6,491,874	-	-	6,491,874
Mortgage Assistance Program Fund	450,000	-	-	450,000	-	-	450,000
Traffic Mitigation Fund	1,388,980	213,317	-	1,602,297	-	(250,000)	1,352,297
Total Special Revenue Funds	7,252,425	5,318,642	-	12,571,067	(180,000)	(3,644,500)	8,746,567
Restricted Funds:							
Yorba Linda Public Library	7,926,561	4,917,334	-	12,843,895	(4,195,287)	(500,000)	8,148,608
Library Reserve Fund	8,379,202	50,000	500,000	8,929,202	-	-	8,929,202
Black Gold Golf Course Fund	2,504,468	6,092,311	-	8,596,779	(6,660,494)	(270,000)	1,666,285
Community Center Catering	(177,299)	296,581	-	119,282	(277,477)	-	(158,195)
Yorba Linda Refuse Fund	(554,056)	-	-	(554,056)	-	-	(554,056)
Capital Improvement Fund	-	-	9,450,500	9,450,500	(15,091,287)	-	(5,640,787)
Total Restricted Funds	18,078,876	11,356,226	9,950,500	39,385,602	(26,224,545)	(770,000)	12,391,057
Special Assessment Funds:							
Lighting & Lndscpe Maint. Dist.	615,422	5,785,178	2,287,523	8,688,123	(8,188,123)	(500,000)	-
Landscape Maint Dist # 9	645	62,855	73,104	136,604	(136,604)	-	-
Sewer Maintenance District Fund	272,667	-	-	272,667	-	-	272,667
Total Special Assessment Funds	888,734	5,848,033	2,360,627	9,097,394	(8,324,727)	(500,000)	272,667
TOTAL CITY FUNDS	$ 75,551,668	$ 54,820,197	$ 13,164,252	$ 143,536,117	$ (65,093,897)	$ (13,014,252)	$ 65,427,968
SUCCESSOR AGENCY	19,437,790	6,818,835	-	26,256,625	(6,744,835)	(150,000)	19,361,790
TOTAL CITY AND AGENCY FUNDS	$ 94,989,458	$ 61,639,032	$ 13,164,252	$ 169,792,742	$ (71,838,732)	$ (13,164,252)	$ 84,789,758

CITY OF YORBA LINDA
REVENUES & TRANSFERS IN

	Audited FY 2012/13	Audited FY 2013/14	Projected FY 2014/15	Adopted FY 2015/16	Adopted FY 2016/17
General Fund:					
Property Tax	$ 14,609,891	$ 14,736,782	$ 15,035,249	$ 15,948,813	$ 16,418,577
Sales & Use Tax	5,625,581	6,048,248	6,274,000	6,672,125	6,943,885
Franchise Fees	2,088,406	2,086,354	2,127,000	2,067,000	2,067,000
Business Tax	334,362	431,267	345,000	361,500	361,500
Property Transfer Tax	503,390	650,228	450,000	450,000	450,000
Transient Occupancy Tax	400,476	434,583	400,000	405,000	405,000
Motor Vehicle In-lieu	35,511	29,389	35,000	30,000	30,000
Building Permits & Plan Checks	1,944,411	1,794,234	1,390,184	2,716,147	1,835,015
Interest	(58,036)	301,553	250,000	200,000	200,000
Rents	572,580	549,816	575,500	493,030	482,100
Charge for Current Services	1,469,126	1,530,193	1,466,915	1,584,981	1,553,731
Charge for Admin. Services	974,119	1,120,720	1,209,684	1,318,768	1,266,288
Charge for Police Services	68,367	49,788	71,000	20,000	20,000
Miscellaneous Income	1,704,219	1,319,100	160,000	100,000	197,200
Total General Fund Operating	30,272,403	31,082,255	29,789,532	32,367,364	32,230,296
Transfers In from Other Funds	1,477,132	416,441	352,500	609,500	853,125
Total General Fund	$ 31,749,535	$ 31,498,696	$ 30,142,032	$ 32,976,864	$ 33,083,421
Reserve Funds:					
Liability Insurance Reserve	469	33,411	20,550	20,000	20,000
Emp. Benefits Liability Reserve	(1,700)	33,856	10,400	10,000	10,000
Building Reserve	(6,877)	45,669	35,880	30,000	30,000
Equipment Reserve	(892)	3,908	6,000	2,000	2,000
Infrastructure Reserve	(862)	5,782	12,000	5,000	5,000
Total Reserve Funds	$ (9,862)	$ 122,625	$ 84,830	$ 67,000	$ 67,000
Special Revenue Funds:					
Gas Tax Fund	1,562,074	2,195,187	2,100,000	1,481,988	1,481,988
Measure M Fund	846,745	907,199	975,074	1,019,020	1,078,719
Grants and Competitive Fund	469,508	692,683	270,000	1,129,000	996,000
Traffic Safety Fund	122,084	84,939	137,078	85,000	85,000
Street Improvement Fund	369	-	-	-	-
Comm. Develop. Block Grant Fund	361,977	198,127	233,927	168,988	180,000
Citizens Option Public Safety Fund	99,361	116,080	100,000	100,000	100,000
Air Quality Management Dev. Fund	78,116	91,110	81,880	85,000	85,000
Traffic Signal Improvements Fund	(304)	1,777	2,000	500	500
Park In-Lieu Fund	2,474	29,340	671,563	1,397,670	755,100
Master Plan for Drainage Fund	(8,685)	129,930	42,500	343,018	343,018
Traffic Mitigation Fund	158,105	154,456	17,680	213,317	213,317
Total Special Revenue Funds	$ 3,691,824	$ 4,600,829	$ 4,631,702	$ 6,023,501	$ 5,318,642

CITY OF YORBA LINDA
REVENUES & TRANSFERS IN

	Audited FY 2012/13	Audited FY 2013/14	Projected FY 2014/15	Adopted FY 2015/16	Adopted FY 2016/17
Restricted Funds:					
Yorba Linda Public Library Fund	$ 4,701,277	$ 4,886,739	$ 4,482,417	$ 4,796,492	$ 4,917,334
Library Reserve Fund	491,739	565,982	500,000	550,000	550,000
Black Gold Golf Course Fund	5,750,497	5,799,565	6,075,285	5,972,854	6,092,311
Community Center Catering	29,481	101,816	126,876	246,718	296,581
Yorba Linda Refuse Fund	5,065,620	5,332,725	5,250,000	-	-
Capital Improvements Fund	6,055,206	9,806,988	33,630,767	13,920,046	9,450,500
Total Restricted Funds	$ 22,093,820	$ 26,493,814	$ 50,065,345	$ 25,486,110	$ 21,306,726
Special Assessment Funds:					
Lighting & Landscape Maint. Dist.	$ 7,325,966	$ 7,433,969	$ 7,404,406	$ 8,072,701	$ 8,072,701
Landscape Maint Dist # 9 Fund	4,793	17,084	16,437	136,669	135,959
Sewer Maintenance District Fund	(255)	3,083	-	-	-
Total Special Assessment Funds	$ 7,330,504	$ 7,454,135	$ 7,420,843	$ 8,209,370	$ 8,208,660
TOTAL CITY FUNDS	$ 64,855,821	$ 70,170,100	$ 92,344,752	$ 72,762,845	$ 67,984,450
SUCCESSOR AGENCY	14,682,037	22,660,205	7,021,864	7,883,375	6,818,835
TOTAL CITY AND AGENCY FUNDS	$ 79,537,858	$ 92,830,305	$ 99,366,616	$ 80,646,220	$ 74,803,284

CITY OF YORBA LINDA
EXPENDITURES & TRANSFERS OUT

	Audited FY 2012/13	Audited FY 2013/14	Projected FY 2014/15	Adopted FY 2015/16	Adopted FY 2016/17
General Fund:					
Legislative & Support Services	$ 4,631,243	$ 4,420,711	$ 4,849,017	$ 5,699,325	$ 5,928,869
Public Safety/Police Services	10,652,539	9,351,367	9,516,316	10,450,868	10,675,762
Community Development Dept	2,443,868	3,148,272	3,150,222	3,306,531	3,460,560
Public Works Department	3,311,533	3,567,833	4,456,742	3,932,748	4,179,272
Parks & Recreation Dept	5,216,331	5,718,612	5,701,928	6,054,390	6,120,162
Total General Fund Operating	26,255,515	26,206,795	27,674,225	29,443,862	30,364,625
Transfers Out	3,112,066	2,761,415	3,344,344	2,501,337	2,635,627
Total General Fund	$ 29,367,581	$ 28,968,210	$ 31,018,569	$ 31,945,199	$ 33,000,252
Reserve Funds:					
Liability Reserve	-	-	-	1,500,000	1,286,144
Emp. Benefits Liability Reserve	297,088	-	-	-	1,129,255
Buildings Reserve	493,544	325,667	380,813	716,500	2,638,101
Equipment Reserve	187,490	112,381	105,414	241,000	410,625
Infrastructure Reserve	-	-	-	1,175,000	-
Total Reserve Funds	$ 978,122	$ 438,048	$ 486,227	$ 3,632,500	$ 5,464,125
Special Revenue Funds:					
Gas Tax Fund	$ 1,052,985	$ 3,099,784	$ 4,475,788	$ 1,512,500	$ 1,612,500
Measure M Fund	1,024,254	465,437	2,177,069	1,400,000	551,000
Grants and Competative Fund	1,023,181	680,049	2,224,380	1,129,000	996,000
Traffic Safety Fund	100,000	100,000	100,000	85,000	85,000
Comm. Develop. Block Grant Fund	362,000	146,896	197,653	168,988	230,000
Citizens Option Public Safety Fund	120,000	120,000	100,000	100,000	100,000
Air Quality Management Dev. Fund	-	129,466	120,000	26,000	-
Traffic Signal Improvements Fund	226,692	20,379	-	-	-
Park In-Lieu Fund	36,498	-	698,273	4,289,246	-
Traffic Mitigation Fund	583,261	150,974	637,615	150,000	250,000
Total Special Revenue Funds	$ 4,528,871	$ 4,912,985	$ 10,730,778	$ 8,860,734	$ 3,824,500
Restricted Funds:					
Yorba Linda Public Library Fund	$ 4,078,124	$ 4,196,790	$ 4,550,912	$ 4,576,788	$ 4,695,287
Library Reserve Fund	25,100	6,500	5,902,234	-	-
Black Gold Golf Course Fund	6,365,714	6,395,657	7,100,146	6,552,255	6,930,494
Community Center Catering	120,977	156,893	629,276	248,115	277,477
Yorba Linda Refuse Fund	5,164,390	5,188,805	5,250,000	-	-
Capital Improvements Fund	6,055,207	9,852,237	27,676,029	13,920,046	15,091,287
Total Restricted Funds	$ 21,809,512	$ 25,796,882	$ 51,108,597	$ 25,297,204	$ 26,994,545

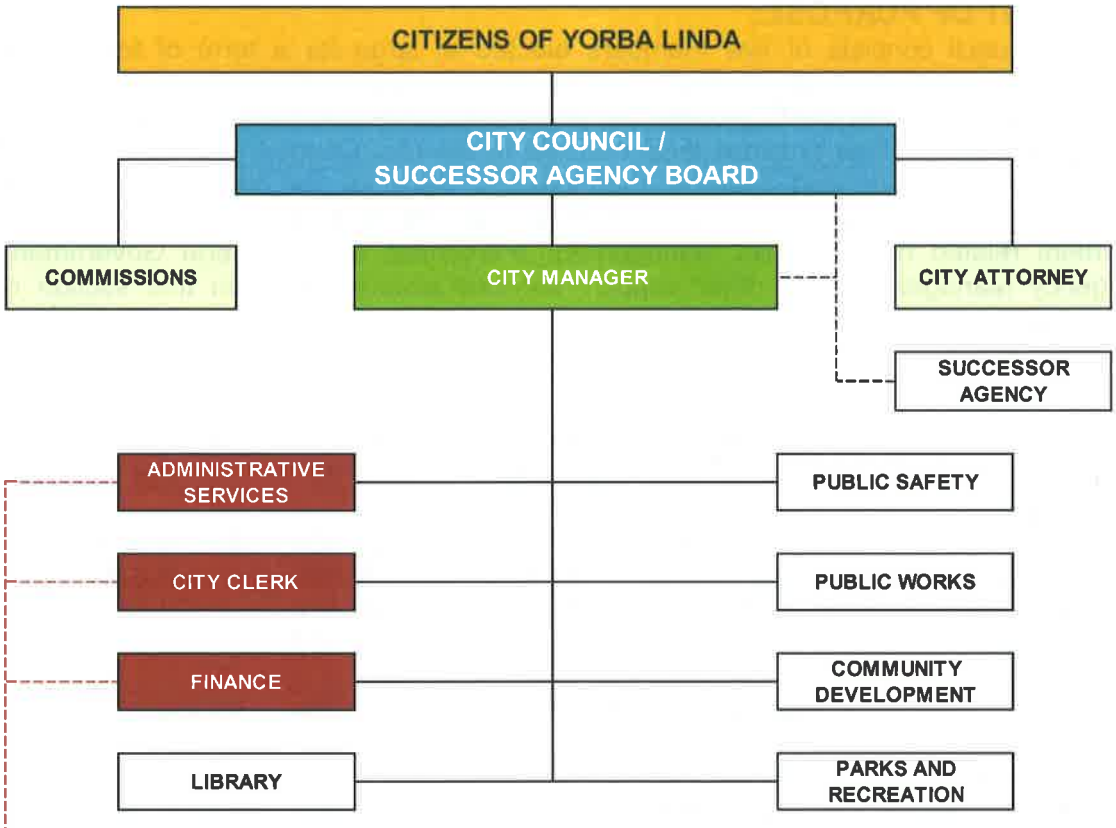
CITY OF YORBA LINDA
EXPENDITURES & TRANSFERS OUT

	Audited FY 2012/13	Audited FY 2013/14	Projected FY 2014/15	Adopted FY 2015/16	Adopted FY 2016/17
Special Assessment Funds:					
Lighting & Landscape Maint. Dist.	$ 7,166,865	$ 7,764,245	$ 7,248,509	$ 9,734,514	$ 8,688,123
Landscape Maint Dist # 9 Fund	14,341	15,069	16,437	137,314	136,604
Total Special Assessment Funds	$ 7,181,206	$ 7,779,314	$ 7,264,946	$ 9,871,828	$ 8,824,727
TOTAL CITY FUNDS	$ 63,865,292	$ 67,895,439	$ 100,609,117	$ 79,607,465	$ 78,108,149
SUCCESSOR AGENCY	17,110,141	26,034,083	7,021,864	9,881,475	6,894,835
TOTAL CITY AND AGENCY FUNDS	$ 80,975,433	$ 93,929,522	$ 107,630,981	$ 89,488,940	$ 85,002,984

Legislative, Administrative Services, City Clerk and Finance

City Council
City Manager
Personnel
Management Information Services
City Clerk
Finance
City Attorney
General Services
Risk Management
Emergency Management

CITY OF YORBA LINDA
ORGANIZATIONAL CHART



ADMINISTRATIVE SERVICES

Personnel	Emergency Management	Management Info Services	Risk Management
Recruitment	*E.O.C. Operations*	*City Local Area Network*	*Liability Insurance*
Benefits & Records	*Response Coordination*	*City Wide Area Network*	*Workers' Compensation*
Contract Employees	*Public Information*	*Staff Training*	*Claims Administration*
Unemployment	*Staff Training*	*City Internet Web Site*	*Investigations*
		City Telecommunications System	

CITY CLERK

Public Hearings	*Proclamations*	*Municipal Code Update*	*Council Minutes*
Public Agendas	*Records Management*	*Commendations*	*Minute Extracts*
Legal Publication	*Records Retention*	*Resolutions*	*Correspondence*
Legal Notices	*Municipal Elections*	*Ordinances*	*FPPC Filing Officer*
Document Recordation	*Certifications*	*City Commission Recruitment*	*Voter Registration*
Agreement/Insurance Processing			*Permits*

FINANCE

General Ledger	*Investments*	*Purchasing*	*Expenditure Control*
Payroll	*Receptionist*	*Audit Control*	*Revenue Projections*
Accounts Payable	*Cashiering*	*Fiscal Reports*	*Long-Range Forecasting*
Fixed Assets	*Business License*	*Budget Preparation*	*RDA Accounting*

LEGISLATIVE, ADMINISTRATIVE SERVICES, CITY CLERK & FINANCE SUMMARY

STATEMENT OF PURPOSE:
The City Council consists of five members elected at large for a term of four years and constitutes the legislative body of the City. The City Manager's Office is responsible for the efficient administration of the City under the policy guidelines established by the City Council. The City Attorney's Office provides legal counsel to the City Council. The City Clerk's Office provides administrative and records management services for the City. The Finance Department accounts for all monies received by the City and performs all accounting and investment related duties. Risk Management, Personnel, MIS, General Government and Emergency Management are other support services accounted for in this section of the budget.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Expenditures:					
Personnel Services	$2,445,462	$2,691,026	$2,956,480	$3,316,382	$3,397,065
Maintenance & Operations	1,253,128	533,767	1,049,125	824,646	827,296
Contract Services	897,208	1,075,588	1,180,104	1,321,073	1,303,358
Capital Outlay	35,445	120,330	322,500	237,224	401,150
TOTAL	$4,631,243	$4,420,711	$5,508,209	$5,699,325	$5,928,869
Funding Sources:					
Business License Fees	$322,965	$420,544	$335,000	$350,000	$350,000
Overhead Allocation	974,119	1,120,720	1,209,684	1,318,768	1,266,288
Redevelopment Agency	0	0	0	0	0
Equipment Reserve Fund	0	0	0	0	0
General Fund	3,334,159	2,879,447	3,963,525	4,030,557	4,312,581
TOTAL	$4,631,243	$4,420,711	$5,508,209	$5,699,325	$5,928,869

Prior Year Accomplishments

- Adopted and implemented a balanced 2-year Operating Budget and a 7-year Capital Improvement Program Budget.
- Adopted ordinances and resolutions necessary for governing the City.
- Authorized and administered contracts and agreements for municipal services.
- Recruited, reorganized and selected individuals to fill full-time and part-time positions.
- Enhanced the City website to further provide public information via the internet.
- Invested idle cash, met all payroll and accounts payable deadlines, issued financial statements in a timely manner, coordinated purchases, performed revenue and expenditure analysis and projections.

LEGISLATIVE, ADMINISTRATIVE SERVICES, CITY CLERK & FINANCE SUMMARY

Personnel:	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
City Council					
Council Members	5.00	5.00	5.00	5.00	5.00
City Manager					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	.00	.00	.00	1.00	1.00
Assistant to the City Manager	.20	.20	.20	.20	.20
Economic Development Manager	.00	.00	1.00	1.00	1.00
Executive Assistant	.75	.75	.75	.75	.75
Management Analyst	.00	.80	.80	.80	.80
	1.95	2.75	3.75	4.75	4.75
Personnel					
Assistant to the City Manager	.40	.40	.40	.40	.40
Executive Secretary	.25	.25	.25	.25	.25
	.65	.65	.65	.65	.65
Information Technology					
MIS Manager	1.00	1.00	1.00	1.00	1.00
MIS Administrator	.00	.00	.00	1.00	1.00
MIS Technician	1.00	1.00	1.00	.00	.00
	2.00	2.00	2.00	2.00	2.00
Emergency Management					
Management Analyst	.20	.20	.20	.20	.20
Emergency Mgmt. Coordinator	.00	.00	1.00	1.00	1.00
	.20	.20	1.20	1.20	1.20
Risk Management					
Assistant to the City Manager	.40	.40	.40	.40	.40
City Clerk					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Senior Office Assistant	1.00	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00	3.00

LEGISLATIVE, ADMINISTRATIVE SERVICES, CITY CLERK & FINANCE SUMMARY

Personnel:	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Finance					
Finance Director	1.00	1.00	1.00	1.00	1.00
Financial Services Manager	1.00	1.00	1.00	1.00	1.00
Accountant	.00	.00	.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00	2.00
Senior Account Clerk	2.00	2.00	2.00	1.00	1.00
	6.00	6.00	6.00	6.00	6.00
GRAND TOTAL	19.20	20.00	22.00	23.00	23.00

DEPARTMENT: **LEGISLATIVE AND ADMINISTRATIVE SERVICES**
DIVISION: **CITY COUNCIL**

Statement of Objectives:
The City Council consists of five members elected at large for a term of four years and constitutes the legislative body of the City. The City Council elects members of the Council each year to serve as Mayor and Mayor Pro Tem. The City Council formulates policy and approves the major actions through which the operating functions are achieved.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Councilmembers	5.00	5.00	5.00	5.00	5.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	5.00	5.00	5.00	5.00	5.00
Expenditures:					
Personnel Services	$97,088	$105,218	$113,165	$88,763	$66,694
Maintenance & Operations	45,444	44,348	52,438	70,948	71,200
Contract Services	16,000	25,000	25,000	25,000	25,000
Capital Outlay	0	0	0	0	0
TOTAL	$158,532	$174,566	$190,603	$184,711	$162,894

2015/17 Service Objectives	***2015/17 Measurements***
○ Establish overall policy and direction for the City. ○ Incorporate input from City Commissions as part of establishing policy. ○ Address concerns of the constituency and explore solutions in the best interests of the community. ○ Oversee operations and finances of the City. ○ Enhance public information to the constituency and improve organizational transparency.	○ Attendance at City Council and other agency meetings. ○ Adoption of balanced Operating and Capital Improvement Program Budgets. ○ Application and adherence to adopted City Council goals. ○ Launch new City website to improve public access.

DEPARTMENT: **LEGISLATIVE AND ADMINISTRATIVE SERVICES**
DIVISION: **CITY MANAGER**

Statement of Objectives:
The City Manager's Office is responsible for efficient administration of departmental activities and operations in providing services under the policy guidelines established by the City Council.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	1.95	2.75	3.75	4.75	4.75
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	1.95	2.75	3.75	4.75	4.75
Expenditures:					
Personnel Services	$452,953	$597,271	$671,535	$992,846	$1,006,680
Maintenance & Operations	8,302	12,932	20,610	28,900	28,900
Contract Services	29,750	0	4,995	25,000	50,000
Capital Outlay	0	0	0	3,500	0
TOTAL	$491,005	$610,203	$697,140	$1,050,246	$1,085,580

2015/17 Service Objectives	***2015/17 Measurements***
○ Ensure City Council direction is properly implemented and operating departments successfully deliver quality services to the community. ○ Provide leadership, strategic direction, and efficient administration of departmental activities, services and contracts. ○ Prepare a balanced operating budget and 7-year Capital Improvement Program to meet infrastructure needs. ○ Provide effective representation of the City's interests at regional, state and federal levels. ○ Ensure the City Council is fully informed about City issues. ○ Provide opportunities for residents to have access to a wide range of tolls and information in order to participate more fully in City government affairs.	○ Submittal of staff reports and projects to the City Council in an accurate and timely manner. ○ Adoption of a balanced budget and Capital Improvement Program. ○ Provision of timely, accurate, and efficient public information and communication services to Council, staff and residents. ○ Attendance and outreach to regional, state, and federal agencies on matters which affect City interests. ○ Provision of excellent customer service to the Council and community at large. ○ Distribute a quarterly Newsletter and eNewsletter to residents, highlighting information on a community interests, events, activities, and projects.

DEPARTMENT: **LEGISLATIVE AND ADMINISTRATIVE SERVICES**
DIVISION: **PERSONNEL**

Statement of Objectives:
The Personnel Division administers the compensation, benefits, recruitment and retention of full-time, part-time, and contract employees. It also ensures compliance with the Fair Labor Standards Act, Meyers-Milias-Brown Act, and other applicable personnel laws. The Personnel Division conducts labor negotiations, prepares and maintains records, submits timely reports and conducts surveys to provide information to the City Council, management, and employees.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.65	.65	.65	.65	.65
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.65	.65	.65	.65	.65
Expenditures:					
Personnel Services	$443,377	$483,665	$591,994	$618,063	$662,973
Maintenance & Operations	12,247	12,570	33,400	12,500	12,450
Contract Services	1,404	2,668	1,500	6,300	1,500
Capital Outlay	0	0	0	15,000	0
TOTAL	$457,028	$498,903	$626,894	$651,863	$676,923

2015/17 Service Objectives	***2015/17 Measurements***
○ Establish and implement wages, hours, terms and conditions of employment. ○ Analyze classification and compensation issues to ensure equity within the organization. ○ Maintain employee records and coordinate salary and benefit updates. ○ Maintain strong relationships with labor association representatives. ○ Provide training opportunities to enhance staff knowledge and customer service. ○ Oversee personnel rules & regulations.	○ Conduct and implement citywide classification and compensation study. ○ Upgrade personnel data system to expedite processing and to ensure accurate records are kept. ○ Conduct and conclude labor negotiations with the bargaining units prior to the end of current memorandums of understanding. ○ Update personnel processes, employee handbook and administrative orders.

DEPARTMENT: **LEGISLATIVE AND ADMINISTRATIVE SERVICES**
DIVISION: **MANAGEMENT INFORMATION SERVICES**

Statement of Objectives:
The Management Information Services (MIS) Division is responsible for the acquisition, installation, and maintenance of the City's information technology, audio visual, and telecommunications equipment. The MIS Division also develops and administers the City's public access channel.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	2.00	2.00	2.00	2.00	2.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	2.00	2.00	2.00	2.00	2.00
Expenditures:					
Personnel Services	$280,610	$287,816	$294,305	$311,348	$320,321
Maintenance & Operations	1,548	1,518	6,200	6,300	6,300
Contract Services	49,896	56,048	57,500	131,794	78,460
Capital Outlay	29,390	40,743	45,000	157,000	55,000
TOTAL	$361,444	$386,125	$403,005	$606,442	$460,081

2015/17 Service Objectives	***2015/17 Measurements***
○ Utilize technology to enhance public information. ○ Maintain & update the City's computer network to provide data storage and shared electronic information. ○ Maintain & update the City's telephone and voice mail systems. ○ Maintain and update the City's EOC phone system. ○ Assist with the transition to a paperless agenda.	○ Ensure that electronic information is processed efficiently with minimal downtime. Update the City's infrastructure to utilize the latest concepts. ○ Monitor the City's telephone and voice mail system functions so there is minimal downtime. ○ Ensure that information is available. ○ Ensure that the City's EOC phone system is easily deployed. Add new equipment as needed. ○ Upgrade the Document Management System and evaluate tablet connectivity.

CITY OF YORBA LINDA
FY 2015/16 & 2016/17 OPERATING BUDGET

DEPARTMENT: **CITY CLERK**
DIVISION: **CITY CLERK**

Statement of Objectives:
To plan, organize, and implement all functions of the City Clerk's Department in compliance with laws, regulations, and policies, with a commitment to developing and delivering department services and maintaining a cooperative working relationship with staff, elected officials, the public, and other agencies – ensuring that all responsibilities of the City Clerk are performed in accordance with California Government Code and Yorba Linda Municipal Code.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	3.00	3.00	3.00	3.00	3.00
Part-Time Employees (FTE)	0.00	.00	.00	.00	.00
	3.00	3.00	3.00	3.00	3.00
Expenditures:					
Personnel Services	$348,527	$377,068	$377,139	$388,284	$394,215
Maintenance & Operations	48,741	80,412	323,147	128,794	114,894
Contract Services	10,555	18,704	12,975	15,273	16,250
Capital Outlay	5,856	1,020	0	0	0
TOTAL	$413,679	$477,204	$713,261	$532,351	$525,359

2015/17 Service Objectives	***2015/17 Measurements***
○ Serve as filing officer for the Yorba Linda ○ Conduct the November 2016 General Municipal Election ○ Maintain effective records management system for the storage, preservation, and efficient retrieval of official City records. ○ Maintain official proceedings; meet all legal requirements in the preparation/processing of Council agendas, packets, minutes, extracts, Council Meeting follow-up, ordinances, resolutions, legal notices, contracts, insurance certificates, permits, bond releases, subpoenas of records, and Municipal Code updates.	○ Distribution/processing of FPPC forms/manuals ○ Processing all voter registration materials, Council candidate forms Coordination of election with County, ○ Provides the records management services which create and preserve the Public Record with integrity, and compliance with all legal provisions. ○ All legal requirements met re: coordinating/ preparing/posting agendas; scheduling public hearings; preparing/posting/mailing of notices; coordinating legal publications; preparing/processing City Council meeting minutes; preparing/processing resolutions/ordinances/correspondence/permits/bond releases; coordination of records subpoenas with appropriate departments; and the provision of an up-to-date Municipal Code.

DEPARTMENT: **FINANCE DEPARTMENT**
DIVISION: **FINANCE DEPARTMENT**

Statement of Objectives:
The Finance Department is accountable for all monies received by the City and Successor Agency to the former Redevelopment Agency and provides all financial management services. The Finance Department performs all financial record keeping and reporting, budget revenue and expenditure projections, cash flows, investments, payroll, accounts payable, purchasing, accounts receivable, business license collections, fixed assets, cashiering and receptionist functions.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	6.00	6.00	6.00	6.00	6.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	6.00	6.00	6.00	6.00	6.00
Expenditures:					
Personnel Services	$761,122	$756,352	$773,874	$778,909	$805,524
Maintenance & Operations	14,699	17,050	20,075	23,975	24,075
Contract Services	97,255	125,438	120,450	111,700	123,300
Capital Outlay	156	0	1,500	33,524	11,000
TOTAL	$873,232	$898,840	$915,899	$948,108	$963,899

2015/17 Service Objectives	***2015/17 Measurements***
◦ Invest idle cash for all funds in accordance with the City's Investment Policy. ◦ Prepare the operating and CIP budget and perform formal budget review at mid-year. ◦ Submit all legally required financial reports in a timely manner. ◦ Provide payroll functions for all departments. ◦ Process accounts payable invoices for payment. ◦ Process all business licenses and perform annual renewal of these licenses. ◦ Record daily revenue transactions. ◦ Provide City purchasing, cashiering, and receptionist functions. ◦ Coordinate annual external audit activities. ◦ Update and prepare new policies/ procedures and Administrative Orders as needed to strengthen internal controls.	◦ Process 125+ bi-weekly payroll checks. ◦ Process 200-300 semi-monthly accounts payable warrants. ◦ Process 800+ new Business License applications and 4,500+ renewals annually. ◦ Process 20-40 transactions at the cash register daily. ◦ Make accounting data available for departmental use on a monthly basis. ◦ Oversee investments of idle cash, which totals $100 million. ◦ Complete audit process and distribute financial statements by December of each year. ◦ Prepare and post Council Finance Committee agenda each Thursday prior to the next scheduled City Council meeting. ◦ Post revenue transactions on a daily basis.

DEPARTMENT: **LEGISLATIVE AND ADMINISTRATIVE SERVICES**
DIVISION: **CITY ATTORNEY**

***Statement of Objectives*:**
The City Attorney provides legal counsel to the City Council, Commissions and City Departments. The City Attorney drafts and reviews ordinances, resolutions, contracts, agreements and other legal documents. The City Attorney represents the City in matters of litigation involving the City.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	0	0	0	0	0
Contract Services	494,602	593,741	650,000	650,000	650,000
Capital Outlay	0	0	0	0	0
TOTAL	$494,602	$593,741	$650,000	$650,000	$650,000

2015/17 Service Objectives	*2015/17 Measurements*
○ Prepare ordinances, resolutions, contracts, agreements, and other legal documents. ○ Provide legal advice relative to court decisions and laws affecting the City. ○ Represent the City in defense of lawsuits filed against the City and file lawsuits on behalf of the City.	○ Timely preparation of legal documents for City Council consideration. ○ Timely notification to the City Council and staff relative to laws and their impact on the City. ○ Success rate of gaining favorable settlements on behalf of the City.

DEPARTMENT: **LEGISLATIVE AND ADMINISTRATIVE SERVICES**
DIVISION: **GENERAL SERVICES**

Statement of Objectives:
The General Services Division provides general operating services to all departments, not attributable to any single, department such as telephone, postage, copying, printing, audio/visual equipment, records storage, pool vehicle costs or miscellaneous contracts.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	126,840	145,596	155,625	154,540	154,540
Contract Services	156,504	227,792	234,000	286,858	289,700
Capital Outlay	43	61,261	0	6,200	0
TOTAL	$283,387	$434,649	$389,625	$447,598	$444,240

2015/17 Service Objectives	***2015/17 Measurements***
○ Ensure the City's office equipment remains in good operating condition. ○ Provide additional services such as animal control and coyote trapping for the safety of the community.	○ Ensure that the City's copy machines, fax machines, audio/visual devices and other office equipment functions efficiently with minimal downtime. ○ Review of animal control and coyote trapping to ensure services are rendered within allotted cost.

DEPARTMENT: **LEGISLATIVE AND ADMINISTRATIVE SERVICES**
DIVISION: **RISK MANAGEMENT**

Statement of Objectives:
The Risk Management Division administers the liability, property, and workers' compensation insurance programs. The Risk Management Division's tasking is to reduce risk exposure for City services and programs and control costs related to claims and lawsuits in conjunction with the City Attorney's Office. Risk Management personnel also serve on the Board of Directors of the California Insurance Pool Authority as part its participation with fifteen other member cities.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.40	.40	.40	.40	.40
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.40	.40	.40	.40	.40
Expenditures:					
Personnel Services	$61,785	$64,184	$63,719	$65,695	$66,729
Maintenance & Operations	983,784	200,845	420,000	389,639	403,787
Contract Services	17,456	2,911	50,000	50,000	50,000
Capital Outlay	0	0	0	0	0
TOTAL	$1,063,025	$267,940	$533,719	$505,334	$520,516

2015/17 Service Objectives	***2015/17 Measurements***
○ Investigate and handle liability claims against the City in an expeditious manner in conjunction with other departments and the third-party claims administrator, Carl Warren. ○ Work with the City Attorney to minimize expenses and settlement amounts related to lawsuits against the City. ○ Provide safety training for employees and work with Adminsure to administer workers' compensation claims filed against the City. ○ Participate on the California Insurance Pool Authority board for liability and workers compensation claims and provision of insurance programs.	○ Reduction in the number of liability claims filed against the City. ○ Reduction of overall expenses for legal costs and claim settlements. ○ Reduction in the number of work injuries and workers' compensation claims filed against the City. ○ Representation at all California Insurance Pool Authority meetings.

DEPARTMENT: **LEGISLATIVE AND ADMINISTRATIVE SERVICES**
DIVISION: **EMERGENCY MANAGEMENT**

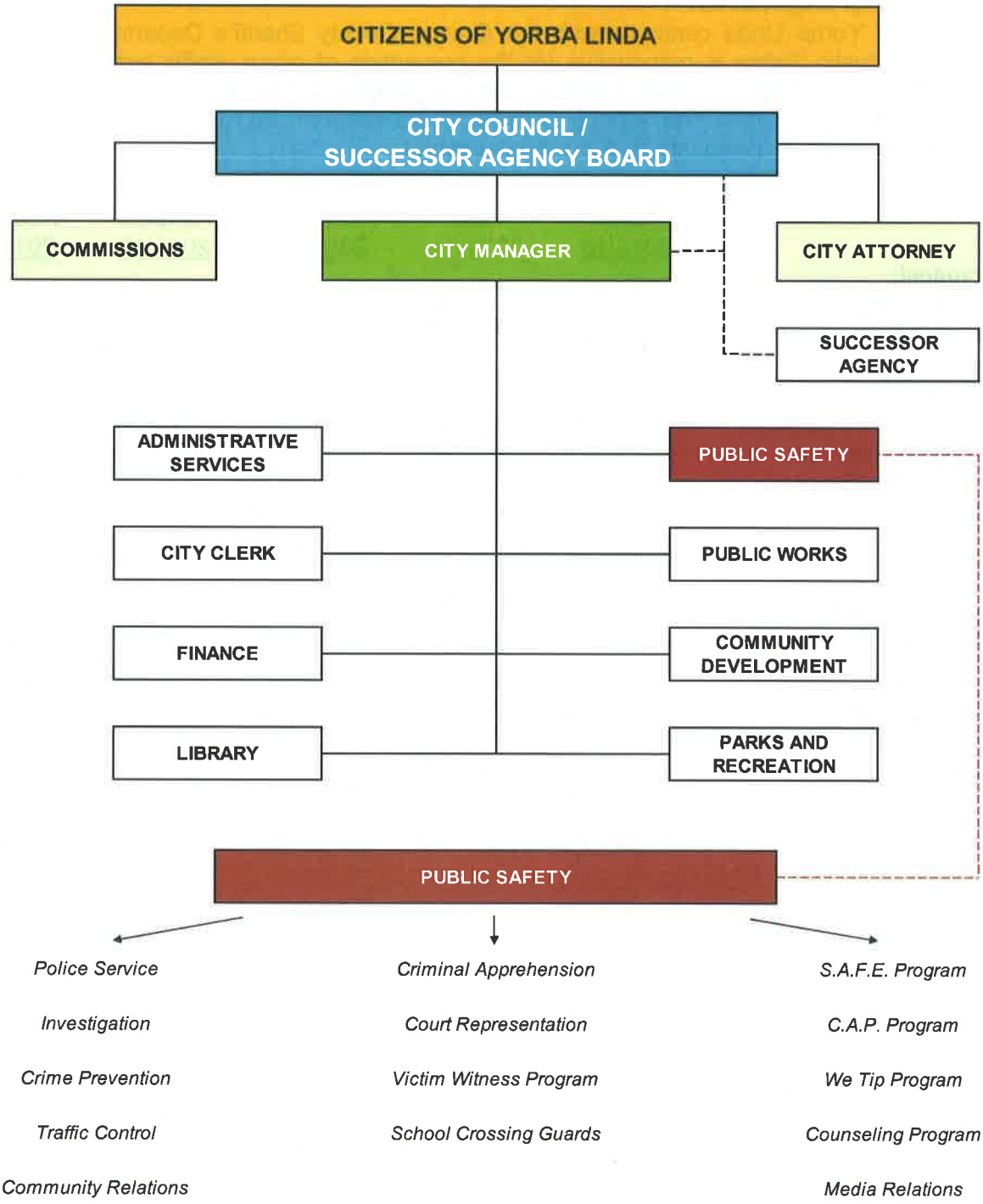
Statement of Objectives:
The Emergency Management Division administers and coordinates the City's planned response to emergency situations associated with disasters including earthquakes, floods, and hazardous materials incidents. The emergency response effort is designed to mitigate the impact of disasters, which pose major threat to life and property within the community.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.20	.20	1.20	1.20	1.20
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.20	.20	1.20	1.20	1.20
Expenditures:					
Personnel Services	$0	$19,452	$70,749	$72,474	$73,929
Maintenance & Operations	11,523	18,496	17,630	9,050	11,150
Contract Services	23,786	23,286	23,684	19,148	19,148
Capital Outlay	0	17,306	276,000	22,000	335,150
TOTAL	$35,309	$78,540	$388,063	$122,672	$439,377

2015/17 Service Objectives	***2015/17 Measurements***
○ Coordinate emergency preparedness training and response with the Emergency Management Coordinator, staff, public agencies and private organizations. ○ Disseminate public information to residents and businesses in the community relative to the City's emergency response plans and activities. ○ Promote community disaster preparedness by working cooperatively with residents, community partners, and businesses. ○ Initiate the 800MHz radios replacement and backbone system upgrades in conjunction with the Orange County Sheriff's Department Communications Division.	○ Provide emergency training and supplies to all employees for the emergency operations center and in the field. ○ Conduct an emergency evacuation and exercise with staff and public safety providers. ○ Update and disseminate emergency information via the City's website, Channel 3, and Alert OC. ○ Increase the number of CERT trained residents within the community. ○ Host community meetings, educating residents on disaster preparedness. ○ Train city staff to utilize the new 800 MHz countywide radio system.

Public Safety

CITY OF YORBA LINDA
ORGANIZATIONAL CHART



DEPARTMENT: **PUBLIC SAFETY**
DIVISION: **POLICE & CROSSING GUARD SERVICES**

Statement of Objectives:
The City of Yorba Linda contracts with the Orange County Sheriff's Department for police services. Public Safety is responsible for the prevention of crime, traffic enforcement, and maintenance of a high standard of general police protection to the community. In addition to traditional police services, the school crossing guard program and police community/public relations programs are also included in this cost center.

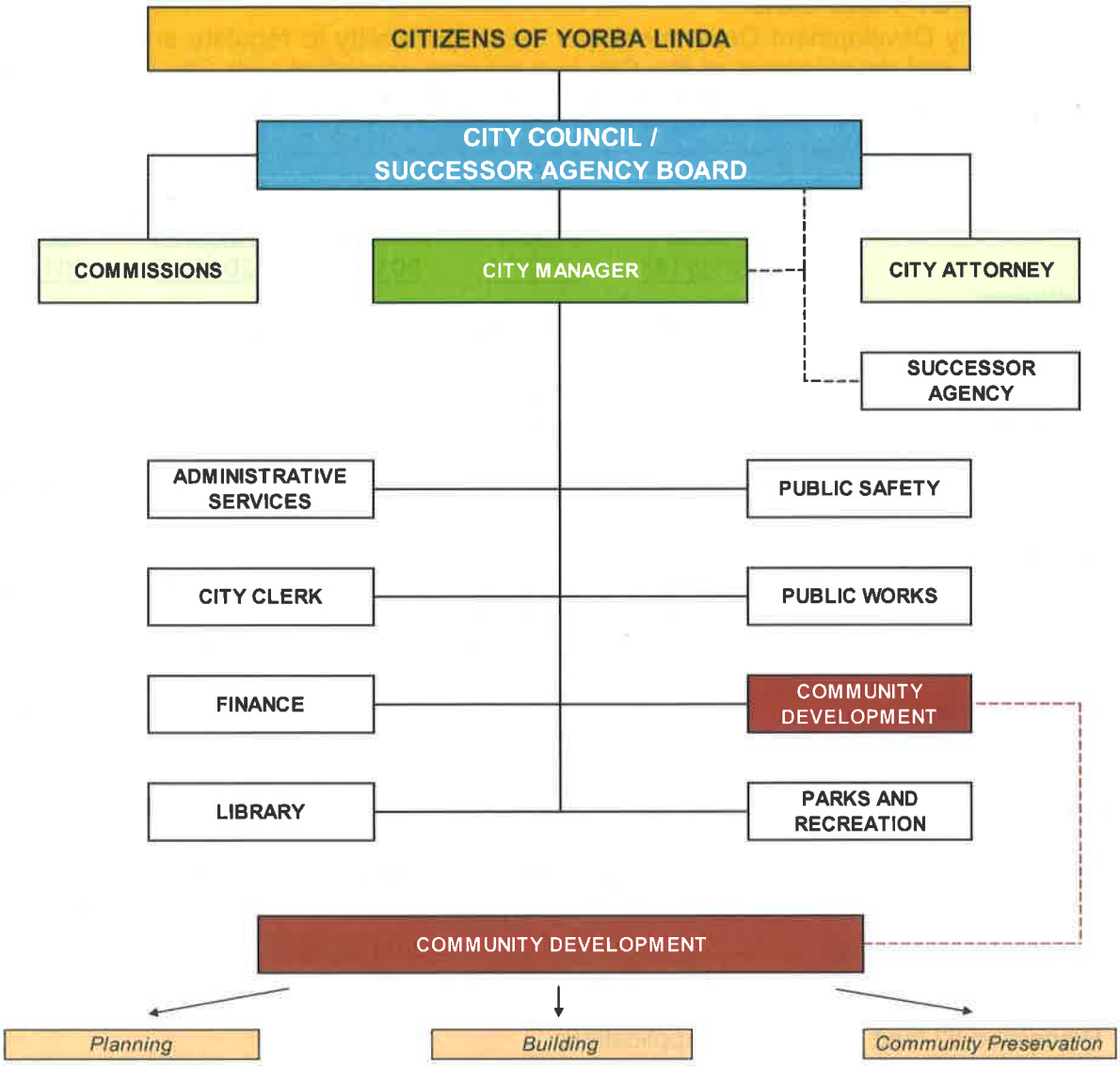
	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	78,953	180,290	215,220	193,700	193,700
Police/Safety Services	10,335,842	9,171,077	9,365,074	10,064,168	10,346,962
Other Contract Services	237,744	0	0	193,000	135,100
Capital Outlay	0	0	0	0	0
TOTAL	$10,652,539	$9,351,367	$9,580,294	$10,450,868	$10,675,762
Funding Sources:					
Traffic Safety Fund	$122,084	$84,939	$137,078	$85,000	$85,000
COPS/SLEF/Federal Grants	99,361	116,080	100,000	100,000	100,000
Court Fines	7,955	13,819	6,000	10,000	10,000
False Alarm Billings	6,400	0	5,000	0	0
Vehicle Abatement	19,860	0	0	0	0
Booking Fees	24,609	27,176	0	0	0
General Fund	10,372,270	9,109,353	9,332,216	10,255,868	10,480,762
TOTAL	$10,652,539	$9,351,367	$9,580,294	$10,450,868	$10,675,762

2015/17 Service Objectives	***2015/17 Measurements***
○ Maintain priority 1 response times of less than five minutes. ○ Involve the community in the public safety mission. ○ Utilize pro-active patrol activity to be a deterrent to criminal activity. ○ Improve aggressive traffic enforcement. ○ Bring available resources to bear to quickly address problems. ○ Field well trained Deputy Sherrifs. ○ Field Deputy Sherrifs focused on the mission of providing the best possible service to the community.	○ Track priority 1 response times daily. ○ Track participation in Neighborhood Watch. ○ Ensure staffing levels are maintained. ○ Track activity, Deputy participation, and training at all schools. ○ Field three well trained and properly equipped motor Deputies. ○ Utilize specialized investigative units, helicopters, Reserves, Explorers, SWAT, Mobile field force assets, and mutual aid when appropriate. ○ Track daily briefing and Department training. ○ Aggressive involvement of the Chief of Police Services in the setting of the Service Objectives and the Measurement of performance.

Community Development Department

Planning Division
Building Division
Community Preservation Division

CITY OF YORBA LINDA
ORGANIZATIONAL CHART



COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

STATEMENT OF PURPOSE:
The Community Development Department has the responsibility to regulate and enforce the orderly growth and development of the City in a manner consistent with City Council goals, standards and regulations to ensure the protection of the health, safety and welfare of its citizens.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Expenditures:					
Personnel Services	$1,994,634	$1,955,950	$2,027,441	$2,212,781	$2,276,560
Maintenance & Operations	55,044	74,090	103,832	81,342	84,692
Contract Services	391,312	862,366	771,038	980,408	1,058,308
Capital Outlay	2,878	255,866	6,000	32,000	41,000
TOTAL	$2,443,868	$3,148,272	$2,908,311	$3,306,531	$3,460,560
Funding Sources:					
Building Permits/Plan Check	$1,920,692	$1,762,337	$1,378,964	$2,702,297	$1,821,165
Oil Well Inspections	2,775	2,625	2,321	3,000	3,000
Planning Fees	50,529	32,014	43,957	56,809	56,809
Weed Abatement	0	1,331	0	0	0
Administrative Citations	9,543	8,793	15,000	10,000	10,000
Grants	0	0	0	0	0
AQMD	0	0	0	26,000	0
General Fund	460,329	1,341,172	1,468,069	508,425	1,569,586
TOTAL	$2,443,868	$3,148,272	$2,908,311	$3,306,531	$3,460,560

Prior Year Accomplishments

- Processed 83 land use/planning applications.
- Provided public zoning counter assistance to 2,829 visitors/residents.
- Issued 2,450 building permits with a valuation of approximately $43 million.
- Conducted 22,000 field inspections.
- Reviewed and processed approximately 2,400 construction building plan check projects.
- Resolved 1,032 community preservation complaints.
- Adopted 2008-14 Housing Element and Multi-Family Residential Design Guidelines.
- Conducted successful Measure B public education/outreach for Housing Element.
- Launched Comprehensive General Plan Update.
- Selected and entered into ENA with Town Center Developer.
- Adopted CalFire High Risk Zone Map.
- Completed Fire Recovery Facilitation Team (FRFT) efforts to assist affected property owners through rebuild efforts.

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

Personnel:	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Planning					
Community Development Director	.50	.50	.50	.50	.50
Principal Planner	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	.00	1.00	1.00	.00	.00
Assistant Planner	1.00	1.00	1.00	2.00	2.00
Planning Aide	1.00	1.00	1.00	.00	.00
Administrative Secretary	.70	.70	.70	.70	.70
Office Assistant II	.00	.00	.00	1.00	1.00
	5.20	6.20	6.20	6.20	6.20
Building					
Community Development Director	.30	.30	.30	.30	.30
Building Official	.90	.90	.90	.90	.90
Plan Check Engineer	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	2.00	2.00
Building Inspector Aide	1.00	1.00	1.00	.00	.00
Building Permit Technician	2.00	2.00	2.00	2.00	2.00
Administrative Secretary	.20	.20	.20	.20	.20
Senior Office Assistant	.80	.80	.80	.00	.00
Office Assistant II	.00	.00	.00	.80	.80
Part-Time Permit Technician	.50	.50	.50	.50	.50
	8.70	8.70	8.70	8.70	8.70
Community Preservation					
Community Development Director	.20	.20	.20	.20	.20
Senior Code Enforcement Officer	.90	.90	.90	.90	.90
Community Preservation Officer	1.85	1.85	1.85	1.85	1.85
Administrative Secretary	.10	.10	.10	.10	.10
Senior Office Assistant	.20	.20	.20	.00	.00
Office Assistant II	.00	.00	.00	.20	.20
	3.25	3.25	3.25	3.25	3.25

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

Personnel:	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
NPDES					
Senior Code Enforcement Officer	.10	.10	.10	.10	.10
Community Preservation Officer	.10	.10	.10	.10	.10
Building Official	.10	.10	.10	.10	.10
	.30	.30	.30	.30	.30
GRAND TOTAL	17.45	18.45	18.45	18.45	18.45

DEPARTMENT: **COMMUNITY DEVELOPMENT**
DIVISION: **PLANNING**

Statement of Objectives:
The Planning Division provides the community with short and long term planning, and coordinates and monitors the community's growth and development through preparation, updating and implementation of the General Plan, Specific Plans, Zoning Ordinance, Subdivision Ordinance, and the California Environmental Quality Act (CEQA). The Planning Division is also responsible for intergovernmental coordination with regional agencies and for the compliance with and implementation of Federal/State mandated regional planning requirements.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	5.00	6.00	6.20	6.20	6.20
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	5.00	6.00	6.20	6.20	6.20
Expenditures:					
Personnel Services	$678,812	$667,418	$817,817	$789,930	$816,763
Maintenance & Operations	15,421	21,565	23,637	29,377	26,477
Contract Services	51,423	255,715	110,138	84,844	75,064
Capital Outlay	1,182	1,274	4,000	4,000	4,000
TOTAL	$746,838	$945,972	$955,592	$908,151	$922,304

2015/17 Service Objectives	***2015/17 Measurements***
○ Provide information services to public inquiries. ○ Provide staff support to the Planning Commission. ○ Continue implementation of Town Center Specific Plan. ○ Continue Comprehensive Update to 1993 General Plan. ○ Process development applications expeditiously. ○ Enforce State Planning Law, Subdivision Map Act and the California Environmental Quality Act. ○ Complete zoning code revisions for historic resource preservation and temporary signs. ○ Prepare and adopt historic property design guidelines. ○ Initiate Savi Ranch Land Use and Mobility Vision Plan Study. ○ Participate in West Bastanchury site alternatives use study. ○ Monitor Cielo Vista and Esperanza Hills developments and potential annexations. ○ Prepare 2014-2021 Housing Element update and meet state adoption deadline. ○ Continue to assist in economic development/ marketing of Town Center and other commercially zoned property to support City tax base.	○ Respond to 20-60 telephone and 15-40 counter inquiries daily. ○ Process 70 Planning Commission applications annually. ○ Complete zoning code revisions for historic resource preservation and temporary signs. ○ Complete planning entitlement approvals for retail center project in Town Center. ○ Complete public review draft of updated General Plan by January 2014.

DEPARTMENT: **COMMUNITY DEVELOPMENT**
DIVISION: **BUILDING DIVISION**

Statement of Objectives:
The Building Division enforces minimum standards of public safety, health, welfare and property by controlling design, construction materials and safe use of all building and structures within the City's jurisdiction. The daily operations of the Division includes public counter service, plan checking service, field inspection service, permit issuance and records maintenance, in addition to providing architects, engineers and the general public with local building code information.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	8.20	8.20	8.20	8.20	8.20
Part-Time Employees (FTE)	.50	.50	.50	.50	.50
	8.70	8.70	8.70	8.70	8.70
Expenditures:					
Personnel Services	$939,879	$905,593	$827,897	$1,030,766	$1,062,314
Maintenance & Operations	31,581	47,387	67,640	42,640	49,140
Contract Services	333,005	598,946	634,900	867,564	955,244
Capital Outlay	1,696	205,380	2,000	28,000	37,000
TOTAL	$1,306,161	$1,757,306	$1,532,437	$1,968,970	$2,103,698

2015/17 Service Objectives	***2015/17 Measurements***
○ Implement and enforce 2013 Building Codes which become affective January 1st 2014, State/Federal codes and/or regulations in plan checking and inspection process. ○ Assist developers, contractors and homeowners in the interpretation of building codes and the construction of safe and sound structures. ○ Provide timely plan checking services and consistent interpretation of codes and regulations. ○ Provide staff support for plan check, inspections and public information. ○ Coordinate with outside public agencies and utilities in the application of building codes and provision of customer service. ○ Perform yearly construction NPDES inspections. ○ Provide plan check and Inspection services for the Town Center Retail Center.	○ Answer 120 telephone calls per day. ○ Respond to an average of 100-120 building inspection requests daily. ○ Assist an average of 35 people at the Building Division public counter daily. ○ Issue an average of 10 over-the-counter plan check services daily. ○ Process five (5) monthly and eight (8) yearly reports to City, County, State and Federal agencies.

DEPARTMENT: **COMMUNITY DEVELOPMENT**
DIVISION: **COMMUNITY PRESERVATION**

Statement of Objectives:
The Community Preservation Division provides enforcement of the City's municipal codes enacted to protect the health, safety and general welfare of the community, including investigation of complaints, issuance of notices, issuance of administrative citations, business license field inspections, oil well inspections, and the issuance of Temporary Use and Special Events permits.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	3.25	3.25	3.25	3.25	3.25
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	3.25	3.25	3.25	3.25	3.25
Expenditures:					
Personnel Services	$375,943	$382,939	$381,727	$392,085	$397,483
Maintenance & Operations	8,042	5,138	12,555	9,325	9,075
Contract Services	6,884	7,705	26,000	28,000	28,000
Capital Outlay	0	49,212	0	0	0
TOTAL	$390,869	$444,994	$420,282	$429,410	$434,558

2015/16 Service Objectives	***2016/17 Measurements***
○ Provide prompt response for field investigation of citizen's complaints and achieve compliance of municipal and zoning code violations. ○ Assist Building, Fire, Engineering, Police and Planning Department efforts relating to adherence of the municipal, zoning and uniform codes. ○ Enforce compliance with city codes in all cases of reported and discovered code violations. ○ Educate the public about applicable codes and regulation and to gain voluntary compliance whenever possible. ○ Conduct oil well inspections. ○ Provide NPDES Industrial inspections in coordination with the City's NPDES Program Manager. ○ Update the review/approval process for temporary, special event and noise permits. ○ Prepare and implement Home Occupation permit ordinance. ○ Prepare and implement Film permit ordinance.	○ Investigate 150-250 citizen complaints per month. ○ Prepare and issue 75-100 notices of violation per month. ○ Prepare documents and testify in court when necessary. ○ Conduct 40-50 business license field inspections per month. ○ Prepare and submit approximately 40-50 Community Development Block Grant cases annually. ○ Issue 1,140 Weed Abatement Notices annually. ○ Issue and process approximately 100 temporary use and special event permits. ○ Conduct 54 Industrial NPDES inspections to ensure compliance.

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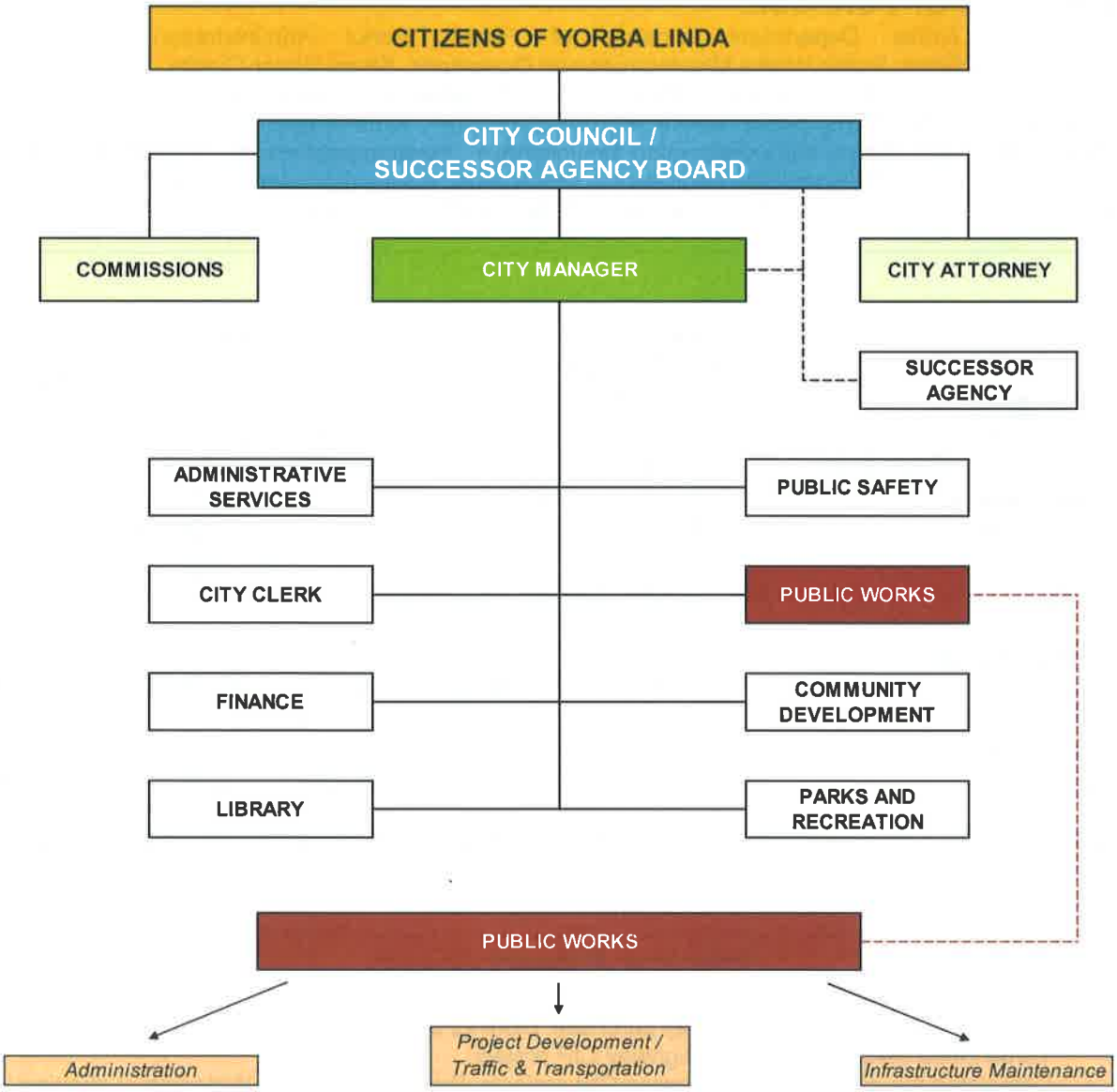
Public Works Department

Public Works Administration
Project Development Division
Traffic & Transportation Division
Infrastructure Maintenance Division
NPDES

CITY OF YORBA LINDA
ORGANIZATIONAL CHART



PUBLIC WORKS DEPARTMENT SUMMARY

STATEMENT OF PURPOSE:

The Public Works Department consists of Public Works Administration, Engineering, Traffic/Transportation, Public Works Maintenance and Operations, Storm Water Quality, And Street Light & Landscape Maintenance Assessment District. The Department is responsible for the planning and maintenance of the City's public works infrastructure and rights-of-way. Duties include capital improvement project design and construction administration, development review, encroachment permit processing, traffic and transportation engineering, storm water quality management, and maintenance of the City's rights-of-way, trails, traffic signals, street lights, storm drain, and public landscape.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Expenditures:					
Personnel Services	$1,917,365	$1,945,349	$2,270,271	$2,250,503	$2,312,177
Maintenance & Operations	257,504	239,659	335,375	356,845	358,395
Contract Services	1,130,226	1,271,102	1,641,000	1,288,500	1,476,700
Capital Outlay	6,438	111,723	117,000	36,900	32,000
TOTAL	$3,311,533	$3,567,833	$4,363,646	$3,932,748	$4,179,272
Funding Sources:					
Permit Fees	$156,152	$213,957	$109,000	$253,000	$193,000
AQMD	0	0	0	0	0
Equipment Reserve Fund	0	0	0	0	0
General Fund	3,155,381	3,353,876	4,254,646	3,679,748	3,986,272
TOTAL	$3,311,533	$3,567,833	$4,363,646	$3,932,748	$4,179,272

Prior Year Accomplishments

- Completed the design, right-of-way purchase, bidding, and construction of the Lakeview Ave, Yorba Linda Blvd, and Imperial Highway CIP project.
- Completed the design for the following CIP projects: Bastanchury Road Widening - Lakeview Ave. to Eureka Ave. and Prospect Ave to Imperial Hwy, Annual Pavement Preservation Project – Zone 5 , La Palma Ave Pavement Rehabilitation , Rose Drive Improvements – Yorba Linda Blvd to Imperial Hwy
- Completed the following construction projects: (1) Widening of Richfield Road between Rockrose Circle and Olive Tree Circle, (2) Annual slurry of Zones 4 and 6 pursuant to the City's Pavement Management Plan, (3) Rehabilitation of Yorba Linda Blvd from Lakeview Ave to Avocado Ave and from Rio Del Oro to Village Center Drive, and (4) Street and Storm Drain Improvements for Imperial Highway, Yorba Linda Blvd, and Lakeview Avenue.
- Applied for and received grant funds from the following agencies in the amount specified: OCTA APM $500,000, CTFP $387,000, Cal-Recycle $122,000, OCTA Traffic Synchronization $620,000
- Received applications for and issued the following permits: 743 encroachment permits, 278 haul permits, 33 grading permits.
- Completed a benefit analysis for the Street Lighting and Landscape Maintenance Assessment District for FY 14/15 Engineer's Report.

PUBLIC WORKS DEPARTMENT SUMMARY

Personnel:	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Administration					
Public Works Dir./City Engineer	.70	.70	.70	.55	.55
Assistant City Engineer	.35	.35	.35	.35	.35
Senior Civil Engineer	.05	.05	.05	.05	.05
Public Works Superintendent	.05	.05	.05	.05	.05
Assistant Civil Engineer	.10	.10	.10	.10	.10
Assistant Engineer	.05	.05	.05	.05	.05
Administrative Secretary	.35	.35	.35	.35	.35
Senior Office Assistant	.10	.10	.10	.10	.10
	1.75	1.75	1.75	1.60	1.60
Engineering					
Public Works Dir./City Engineer	.10	.10	.10	.10	.10
Assistant City Engineer	.45	.45	.45	.45	.45
Public Works Superintendent	.05	.10	.10	.10	.10
Senior Civil Engineer	.60	.60	.60	.60	.60
Assistant Civil Engineer	.75	.75	.75	.75	.75
Assistant Engineer	.30	.30	.30	.30	.30
Engineering Aide	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	.30	.30	.30	.30	.30
Senior Office Assistant	.10	.10	.10	.10	.10
	3.65	3.70	3.70	3.70	3.70
Traffic and Transportation					
Public Works Dir./City Engineer	.05	.05	.05	.05	.05
Assistant City Engineer	.05	.05	.05	.05	.05
Traffic Engineer/Transp. Manager	1.00	1.00	1.00	.90	.90
Public Works Superintendent	.05	.05	.05	.05	.05
Assistant Civil Engineer	.05	.05	.05	.05	.05
Administrative Secretary	.15	.15	.15	.15	.15
Senior Office Assistant	.10	.10	.10	.10	.10
	1.45	1.45	1.45	1.35	1.35
NPDES					
Public Works Dir./City Engineer	.05	.05	.05	.05	.05
Assistant City Engineer	.05	.05	.05	.05	.05
Senior Civil Engineer	.30	.30	.30	.30	.30
Assistant Civil Engineer	.05	.05	.05	.05	.05
Assistant Engineer	.65	.65	.65	.65	.65
Public Works Superintendent	.05	.10	.10	.10	.10
Maint. Contract Administrator	.00	.05	.05	.05	.05
	1.25	1.25	1.25	1.25	1.25

PUBLIC WORKS DEPARTMENT SUMMARY

Personnel:	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Maintenance					
Public Works Dir./City Engineer	.10	.10	.10	.10	.10
Assistant City Engineer	.10	.10	.10	.10	.10
Public Works Superintendent	.57	.57	.57	.57	.57
Senior Civil Engineer	.05	.05	.05	.05	.05
Assistant Civil Engineer	.05	.05	.05	.05	.05
Maint. Contract Administrator	.87	.87	.87	.87	.87
Leadman	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	5.00	5.00	5.00	5.00	5.00
Maintenance Worker I	1.00	2.00	2.00	2.00	2.00
Administrative Secretary	.10	.10	.10	.10	.10
Senior Office Assistant	.20	.20	.20	.20	.20
	9.04	10.04	10.04	10.04	10.04
Landscape Assessment District					
Public Works Dir./City Engineer	.00	.00	.00	.15	.15
Public Works Superintendent	.13	.13	.13	.13	.13
Maint. Contract Administrator	.08	.08	.08	.08	.08
Assessment District Manager	1.00	1.00	1.00	1.00	1.00
Senior Landscape Inspector	1.00	1.00	1.00	1.00	1.00
Landscape Inspector II	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	.00	.00	.00	.10	.10
Senior Office Assistant	.50	.50	.50	.50	.50
	3.71	3.71	3.71	3.96	3.96
GRAND TOTAL	20.85	21.90	21.90	21.90	21.90

DEPARTMENT: **PUBLIC WORKS DEPARTMENT**
DIVISION: **ADMINISTRATION**

Statement of Objectives:
The Public Works Administration Division provides executive support and maintains the document control function for the Department. The Division provides public information, maintains records, coordinates commission/committee meetings and agendas, administers contracts, and interacts with outside agencies on issues of importance to the City.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	1.75	1.75	1.75	1.60	1.60
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	1.75	1.75	1.75	1.60	1.60
Expenditures:					
Personnel Services	$319,774	$354,101	$322,534	$275,743	$286,795
Maintenance & Operations	14,686	13,431	25,360	24,975	20,975
Contract Services	8,930	50,762	70,000	38,000	38,000
Capital Outlay	3,132	935	0	500	500
TOTAL	$346,522	$419,229	$417,894	$339,218	$346,270

2015/17 Service Objectives	***2015/17 Measurements***
○ Administer and track the Department's budget.	○ Complete the Fiscal Year with expenditures less than the approved budget.
○ Stay involved in the OCTA Technical Advisory Committee and the Technical Steering Committee meetings on a regular basis to monitor grant opportunities and regional issues to maximize the city's share of grant funding.	○ Regularly attend OCTA and other agency/board meetings as required to stay informed on local and regional issues that may affect the city.
○ Provide technical reports, recommendations and other information requested by City Council, Planning Commission and City Staff.	○ Complete all reports, studies and other requests prior to and no later than established deadlines.

DEPARTMENT: **PUBLIC WORKS DEPARTMENT**
DIVISION: **ENGINEERING**

Statement of Objectives:
The Public Works Engineering Division provides technical support including design, construction, studies, and administration of the City rights-of-way CIP projects. The Division also coordinates permits and conditions of approval for new subdivisions, issuance of encroachment permits, inspection of public works improvements, NPDES permit compliance, design and administration of City rights-of-way, storm drain, and landscape construction projects. The division is also responsible for ensuring compliance with federal, state and local regulations.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	3.65	3.70	3.70	3.70	3.70
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	3.65	3.70	3.70	3.70	3.70
Expenditures:					
Personnel Services	$327,372	$318,402	$500,595	$519,444	$533,584
Maintenance & Operations	9,740	3,799	16,800	16,750	16,000
Contract Services	247,009	242,826	465,000	359,750	359,950
Capital Outlay	0	27,531	90,000	7,400	1,000
TOTAL	$584,121	$592,558	$1,072,395	$903,344	$910,534

2015/17 Service Objectives	***2015/17 Measurements***
○ Complete construction of public portions,, and permit the private elements of the Town Center Redevelopment Project.	○ Prepare design documents and facilitate construction of public infrastructure improvements.
○ Implement Pavement Management Program recommendations.	○ Prepare design documents and facilitate construction of Annual Pavement Preservation Program.
○ Complete construction of roadway widening projects on Bastanchury Road.	○ Coordinate utility relocations and facilitate construction for Bastanchury Road widening projects.
○ Complete construction of La Palma Avenue Rehabilitation.	○ Facilitate construction of La Palma Avenue Rehabilitation.
○ Implement GIS within the division.	○ Develop City database layers, coordinate training, and integrate ACCELA GIS application.

DEPARTMENT: **PUBLIC WORKS DEPARTMENT**
DIVISION: **TRAFFIC AND TRANSPORTATION**

Statement of Objectives:
The Public Works Traffic and Transportation Division provides the engineering support to promote safe and efficient day to day operations on the city's transportation system. The division is responsible for the planning, design, construction and operation of the city's traffic control devices and coordinating long-range transportation system planning within the city and other regional transportation programs to improve mobility.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	1.45	1.45	1.45	1.35	1.35
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	1.45	1.45	1.45	1.35	1.35
Expenditures:					
Personnel Services	$235,294	$244,712	$247,636	$235,285	$239,519
Maintenance & Operations	5,596	5,483	6,160	5,760	6,060
Contract Services	45,377	75,890	115,000	120,000	120,000
Capital Outlay	0	0	0	0	0
TOTAL	$286,267	$326,085	$368,796	$361,045	$365,579

2015/17 Service Objectives	***2015/17 Measurements***
○ Improve traffic safety for vehicles, pedestrians & equestrians throughout the City. ○ Address public inquiries & community traffic concerns. ○ Evaluate traffic signal timing to minimize traffic delay. ○ Maintain & upgrade traffic signal equipment for operations efficiency. ○ Coordinate with School District on traffic safety issues in school zones. ○ Review traffic impact studies for regional & private development projects. ○ Coordinate with OCTA on regional transportation projects.	○ Work with the School District and equestrian community to develop safety improvement projects. ○ Continue to work with OCTA on the Go Local Program and the Traffic Light Synchronization Program. ○ Continue to work with OCTA on the Traffic Signal Synchronization Program and regional bikeway projects. ○ Work with OCTA on addressing local traffic impact due to the Lakeview Ave grade separation projects. ○ Actively participate in agency/board meetings concerning regional transportation issues. ○ Coordinate the review of new development and encroachment permit projects with City streets. ○ Review of traffic related issues for new development and encroachment permit projects within City's right of way.

DEPARTMENT: **PUBLIC WORKS DEPARTMENT**
DIVISION: **PUBLIC WORKS MAINTENANCE**

Statement of Objectives:
The Public Works Maintenance Division maintains public streets, parkways, greenbelts, equestrian/bike trails, traffic signals, street lights, storm drains, vehicle fleet, and 800 mhz radio systems. The Division responds to citizen requests for information and administers contracts for street sweeping, traffic signal maintenance, concrete repair, tree trimming, street paving/marking and storm drain cleaning and maintenance.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	9.04	10.04	10.04	10.04	10.04
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	9.04	10.04	10.04	10.04	10.04
Expenditures:					
Personnel Services	$900,781	$896,443	$996,902	$1,000,644	$1,022,612
Maintenance & Operations	224,149	216,826	280,195	300,500	306,500
Contract Services	595,459	580,232	645,000	521,750	704,750
Capital Outlay	3,306	83,257	27,000	29,000	30,500
TOTAL	$1,723,695	$1,776,758	$1,949,097	$1,851,894	$2,064,362

2015/17 Service Objectives	***2015/17 Measurements***
○ Provide and maintain the City's infrastructure to meet the high level expectations of the residents. ○ Continue City's aggressive Pavement Preservation Program to extend pavement life and provide safe roadways. ○ Provide leadership in the commitment to excellence in customer service. ○ Comply with State/Federal mandates or requirements related to the City's storm drain system, fueling station, limited waste transfer station, City's fleet, and NPDES. ○ Continue the City's upgrades to the traffic control devices and street name signs as mandated by State/Federal requirements. ○ Continue our department's aggressive repairs/upgrades to the City's sidewalk, curb & gutter, and access ramps.	○ Provide staff and contractors with required maintenance standards equipment/training. ○ Continue implementing the City's Pavement Management System Report to extend the pavement life and provide safe roadways. ○ Provide a courteous and professional response to the public inquiries, concerns/issues within 72 hours. ○ Submit monthly transfer station reports, recertify gas pumps, tanks and monitoring system annually, submit annual smog check report to state and assist in the annual NPDES report. ○ Replace aging signs with new high reflective and larger signs per the State approved methodology and schedule. ○ Inspect, prioritize, and schedule repairs/upgrades to City's concrete infrastructure.

DEPARTMENT: **PUBLIC WORKS**
DIVISION: **STORM WATER QUALITY – NPDES**

Statement of Objectives:
The goals of the Clean Water Act are to restore and maintain the chemical, physical and biological integrity of the nation's waters. The Clean Water Act mandates a National Pollutant Discharge Elimination System (NPDES) permit for discharges into the waters of the United States. The City will operate and maintain a citywide storm drain system and stormwater program in conformance with its NPDES municipal stormwater permit.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	1.25	1.25	1.25	1.25	1.25
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	1.25	1.25	1.25	1.25	1.25
Expenditures:					
Personnel Services	$134,144	$131,691	$202,604	$219,387	$229,667
Maintenance & Operations	3,333	120	6,860	8,860	8,860
Contract Services	233,451	321,392	346,000	249,000	254,000
Capital Outlay	0	0	0	0	0
TOTAL	$370,928	$453,203	$555,464	$477,247	$492,527

2015/17 Service Objectives	***2015/17 Measurements***
○ Review and update Local Implementation Plan and City Codes regarding NPDES regulations accordingly. ○ Review and approve development water quality management plan submittals. ○ Utilize education and enforcement methods to gain voluntary compliance from industrial, commercial and residential properties. ○ Investigate all complaints of illegal discharges into the City storm drain system. ○ Manage the various four Term MS4 permit program elements; Municipal, new development, existing development, and construction and address any changes with future Permits.	○ Ensure compliance with the rules and regulations of the NPDES Permit and the Drainage Area Management Plan (DAMP). ○ Conduct all industrial, commercial, and development site inspections for any water quality compliance and violations. ○ Compile and submit annual Program Effectiveness Assessment report to the California Regional Water Quality Control Board. ○ Conduct and participate in core competency training. ○ Monitor, maintain and repair treatment control devices under City responsibility.

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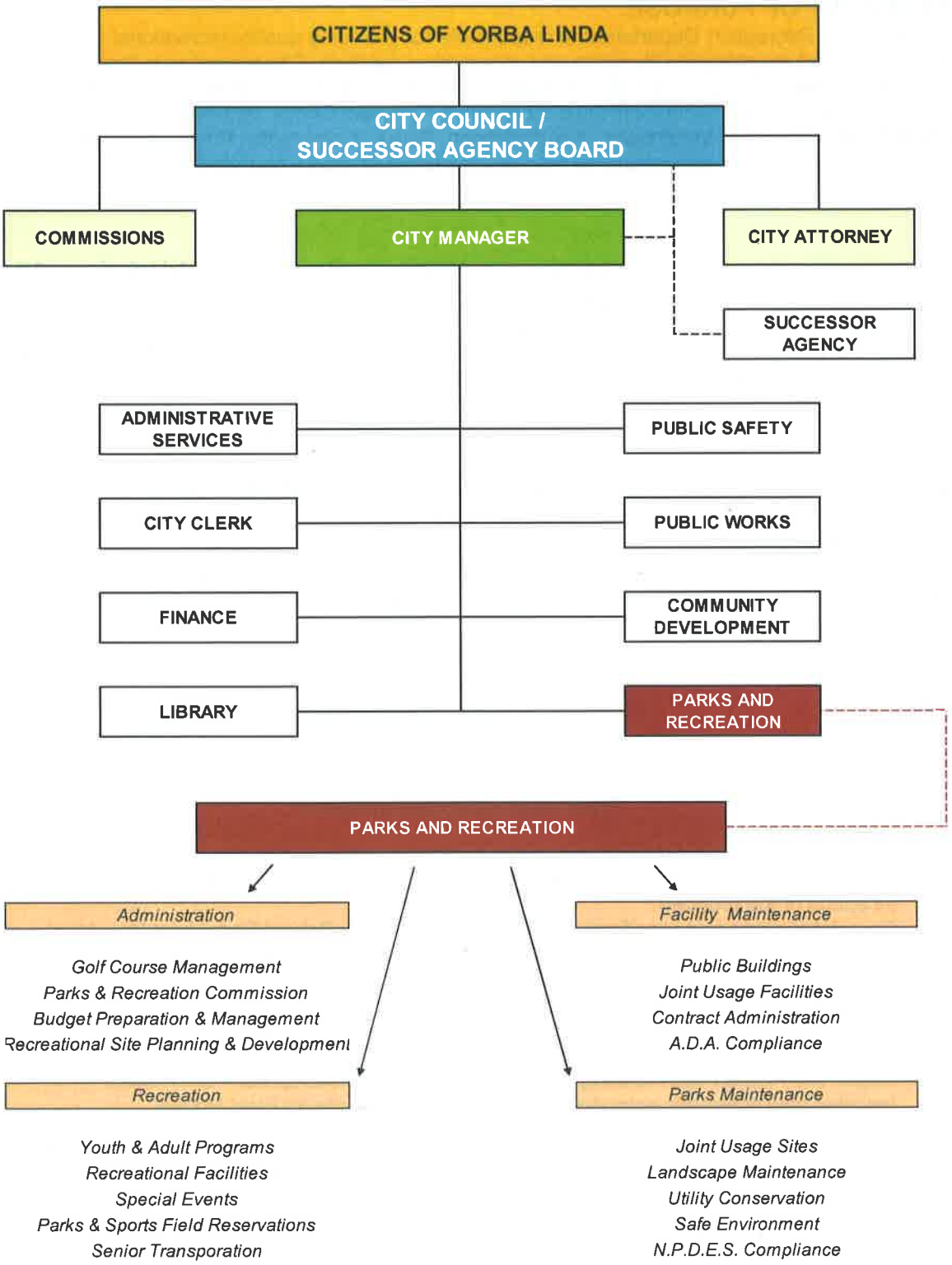
Parks and Recreation Department

Parks and Recreation Administration
Contract Classes and Youth Activities
Recreation Programs
Parks Maintenance Division
Facility Maintenance Division

CITY OF YORBA LINDA
ORGANIZATIONAL CHART



PARKS AND RECREATION DEPARTMENT SUMMARY

STATEMENT OF PURPOSE:

The Parks and Recreation Department is responsible for providing quality recreational opportunities for the residents and maintaining City parks and recreational facilities. City recreational facilities include the Community Center, Thomas Lasorda Jr. Field House, Travis Ranch Activity Center, Phillip S. Paxton Equestrian Center, Black Gold Golf Club, Community Catering Center and over 200 acres of parkland comprised of mini Parks/greenbelts, Neighborhood Parks, Community Parks, and joint use areas. Classes offered vary from educational to recreational for youth, adult, and seniors

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Expenditures:					
Personnel Services	$2,635,681	$2,824,392	$2,972,636	$3,045,598	$3,115,044
Maintenance & Operations	1,104,296	1,290,382	1,171,355	1,072,322	1,071,242
Contract Services	1,422,165	1,544,075	1,649,516	1,836,470	1,833,376
Capital Outlay	54,189	59,763	5,000	100,000	100,500
TOTAL	$5,216,331	$5,718,612	$5,798,507	$6,054,390	$6,120,162
Funding Sources:					
Parks & Rec. Programs	$1,158,187	$1,145,209	$1,204,935	$1,152,750	$1,181,500
Facility Rentals	461,335	446,591	479,500	468,030	482,100
Donations/Sr. Mobility Prgm.	94,088	132,604	100,002	117,922	117,922
General Fund	3,502,721	3,994,208	4,014,070	4,315,688	4,338,640
TOTAL	$5,216,331	$5,718,612	$5,798,507	$6,054,390	$6,120,162

Prior Year Accomplishments

- Completed the Parks and Recreation Master Plan adopted by City Council in August 2014.
- Coordinated the Military Banner Program with the highest number of banners displayed since the inception of the program.
- Completed plans and specifications for Yorba Linda High School Park (Joint Use Area).
- Collaborated with the Church of Latter Day Saints on a volunteer clean-up day at the Paxton Equestrian Center.
- Completed resurfacing of the Las Palomas tennis courts and the Jessamyn West basketball courts.
- Completed sand replenishment at the Jessamyn West Park volleyball courts.
- Began the 7-Step Park Planning Process for Gun Club Road Linear Park Project.
- Installed new automatic entry doors at the Thomas Lasorda Jr. Field House.
- Renovated the entrance to the Thomas Lasorda Jr. Field House to meet current ADA requirements.
- Installed two new energy efficient LED scoreboards in the Thomas Lasorda Jr. Field House gymnasium (funding via donation).
- Installed four automatic height adjusters in the Thomas Lasorda Jr. Field House to easily raise and lower the basket heights from ten feet to eight feet (funding via donation).

Prior Year Accomplishments- continued

- Coordinated successful City-wide Special Events, including the July 4th Spectacular, Egg Hunt, Flashlight Egg Hunt, Movies in the Park, and the Concert in the Park series.
- Contracted with an additional tennis contractor to expand the tennis program.
- Provided wireless access at the Thomas Lasorda Jr. Field House for all users.
- Completed flat roof maintenance at the Thomas Lasorda Jr. Field House.
- Completed turf renovations at Eastside Community Park, Travis Ranch Youth Park and Bryant Ranch Park.
- Completed the irrigation renovation design for Travis Ranch Youth Park.
- Performed unitary playground safety surface maintenance at Brush Canyon Park, Jean Woodard Park, Box Canyon Park, Eastside Community Park, Shapell Park and San Antonio Park.
- Completed restroom renovation at Brush Canyon Women's restroom.
- In October 2014, the most widely attended Senior Citizen's health faire to date was held with over 700 participants and nearly $4000 in sponsorship funds.
- Beginning July 1, 2014 the TRAILS program added a fourth day of service, allowing for transportation Tuesday-Friday from 8:00 a.m. to 4:00 p.m.
- Partnered with local services to offer additional Senior Citizen art and learning opportunities including a Senior Book Club in collaboration with the Library, a Guided Autobiography Class, Food for Life Series, and a Watercolor Painting class.
- Developed two additional Senior Citizen programs: Senior Striders and Stepping Out YL.
- Developed and mailed marketing pieces to promote summer camp programs.
- Collaborated with Community Center on-site Center Catering to develop rental and catering packages.
- Upgraded and installed a new security alarm at the Community Center.
- Implemented a new digital display directory at the Community Center.
- Received over 45% of program and activity registration online via www.YLRecOnline.com
- Successfully transitioned to a new registration and facility reservation cloud based system (ActiveNet).
- Conducted improvements to Lucia Kust Park.
- Completed approved Capital Projects at Black Gold Golf Club, including: replacement of the synthetic turf tee line for the driving range, new carpet throughout the clubhouse, audio visual upgrades to *derricks, and* interior paint enhancements.
- Replaced the roller shades in the banquet rooms, *derricks,* and conference room.
- Completed installation of lighting at the entry monuments at the corner of Lakeview Avenue and Black Gold Drive.
- The Black Gold Golf Club Food and Beverage Department revenues finished the fiscal year with $2.07M in revenue.
- Black Gold Golf Club continued the transition of the golf course from predominantly Ryegrass to Kikuyugrass. All fairways have 80%-95% Kikuyugrass population.
- Black Gold Golf Club exceeded its EBITDA budget and recognized year over year growth.
- Rebranded the existing Park View Grill as *derricks*. The concept with *derricks* is to present the image of a "restaurant at a golf course" versus a "golf course restaurant." The image implies that *derricks* is open to the public and welcomes golfers and non-golfers alike.
- Black Gold Golf Club received the following awards and accolades:
  - ✓ Wedding Wire: Brides Choice Award
  - ✓ The Knot: Best of Weddings Award
  - ✓ Kayden Studios – Bride Magazine – Top Orange County Wedding Venues
  - ✓ Golf Range Association of America: Top 50 Public Ranges
  - ✓ Southland Golf Magazine: Best of So Cal
    - ❖ #2 Best Greens in Southern California
    - ❖ #3 Best Practice Facility in Southern California
    - ❖ #4 Best 18th Hole in Southern California
    - ❖ #2 Best Clubhouse in Southern California

PARKS AND RECREATION DEPARTMENT SUMMARY

Personnel:	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Administration					
Parks & Recreation Director	.55	.55	.55	.55	.55
Parks & Rec. Superintendent	.00	.40	.40	.40	.40
Recreation Superintendent	.00	.00	.00	.00	.00
Parks & Facilities Superintendent	.40	.00	.00	.00	.00
Administrative Secretary	.75	.75	.75	.75	.75
Account Clerk	.40	.40	.40	.40	.40
Part-Time Parks & Rec. Specialist	.00	.35	.35	.35	.35
Part-Time Office Assistant	.00	.00	.50	.50	.50
	2.10	2.45	2.95	2.95	2.95
Contract Classes					
Parks & Rec. Superintendent	.00	.05	.05	.05	.05
Recreation Superintendent	.00	.00	.00	.00	.00
Recreation Supervisor	.45	.45	.45	.45	.45
Recreation Coordinator	1.55	1.55	1.55	2.05	2.05
Administrative Secretary	.25	.25	.25	.25	.25
Senior Office Assistant	.00	.00	.00	.00	.00
Account Clerk	.60	.60	.60	.60	.60
Part-Time Recreation Specialists	.42	.42	.42	.42	.42
Part-Time Recreation Leaders	.13	.13	.13	.13	.13
	3.40	3.45	3.45	3.45	3.45
Youth Activities					
Parks & Rec. Superintendent	.00	.05	.05	.05	.05
Recreation Superintendent	.00	.00	.00	.00	.00
Recreation Supervisor	.10	.10	.10	.10	.10
Recreation Coordinator	1.00	1.00	1.00	.70	.70
Part-Time Recreation Coordinator	.00	.00	.00	.00	.00
Part-Time Recreation Specialists	1.33	1.33	1.33	1.33	1.33
Part-Time Recreation Leaders	3.46	3.46	3.46	3.46	3.46
	5.89	5.94	5.94	5.94	5.94
Travis Ranch Activity Center					
Recreation Supervisor	.30	.30	.30	.30	.30
Recreation Coordinator	.40	.40	.40	.40	.40
Part-Time Recreation Specialists	.68	.68	.68	.68	.68
Part-Time Recreation Leaders	2.05	2.05	2.05	2.05	2.05
	3.43	3.43	3.43	3.43	3.43

PARKS AND RECREATION DEPARTMENT SUMMARY

Personnel:	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Community Center					
Parks & Rec. Superintendent	.00	.05	.05	.05	.05
Recreation Superintendent	.00	.00	.00	.00	.00
Recreation Supervisor	.55	.55	.55	.55	.55
Recreation Coordinator	1.35	1.35	1.35	.95	.95
Senior Office Assistant	.00	.00	.00	.00	.00
Custodian	1.00	1.00	1.00	1.00	1.00
Part-Time Recreation Specialists	1.27	1.27	1.27	1.27	1.27
Part-Time Recreation Leaders	5.81	5.81	5.81	5.81	5.81
Part-Time Rec. Spec. (CDBG)	.85	.85	.85	.85	.85
Part-Time Rec. Leaders (CDBG)	.55	.55	.55	.55	.55
	11.38	11.43	11.43	11.43	11.43
Thomas Lasorda Jr. Field House					
Recreation Supervisor	.60	.60	.60	.60	.60
Recreation Coordinator	.70	.70	.70	.85	.85
Part-Time Recreation Specialists	.26	.26	.26	.26	.26
Part-Time Recreation Leaders	3.61	4.10	4.10	4.10	4.10
	5.17	5.66	5.66	5.66	5.66
Parks Maintenance					
Parks & Recreation Director	.45	.45	.45	.45	.45
Parks & Rec. Superintendent	.00	.25	.25	.25	.25
Parks & Fac. Superintendent	.40	.00	.00	.00	.00
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	7.00	7.00	7.00	7.00	7.00
Leadman	.00	.00	.00	.00	.00
Part-Time Parks & Rec. Specialist	.00	.15	.15	.15	.15
	8.85	8.85	8.85	8.85	8.85
Facilities Maintenance					
Parks & Rec. Superintendent	.00	.20	.20	.20	.20
Parks & Fac. Superintendent	.20	.00	.00	.00	.00
Facilities Maintenance Technician	2.00	2.00	2.00	2.00	2.00
Part-time Maintenance Trainees	.00	.00	.00	.00	.00
	2.20	2.20	2.20	2.20	2.20
GRAND TOTAL	42.42	43.41	43.91	43.91	43.91

DEPARTMENT: **PARKS & RECREATION DEPARTMENT**
DIVISION: **ADMINISTRATION**

Statement of Objectives:
The Administration Division provides administrative support and maintains the record keeping function of the Parks and Recreation Department; provides staff support to the City Council and the Parks and Recreation Commission; disseminates public information related to park development and other related issues; develops and administers contracts, agreements and reports; serves as a liaison to organizations such as the Youth Sports Organizations and the Placentia/Yorba Linda Unified School District; and interacts with outside agencies with mutual concerns to promote collaborative relationships and encourage the sharing of resources.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	2.10	2.10	2.10	2.10	2.10
Part-Time Employees (FTE)	.00	.35	.85	.85	.85
	2.10	2.45	2.95	2.95	2.95
Expenditures:					
Personnel Services	$258,028	$302,675	$344,882	$317,914	$338,837
Maintenance & Operations	26,534	34,041	35,520	36,175	37,375
Contract Services	76,829	74,404	58,500	73,000	75,000
Capital Outlay	0	7,274	0	5,000	0
TOTAL	$361,391	$418,394	$438,902	$432,089	$451,212

2015/17 Service Objectives	***2015/17 Measurements***
○ Begin construction of Yorba Linda High School Park (Joint Use Area)	○ Work with PYLUSD and contract with RJM to monitor construction of Yorba Linda High School Park (Joint Use Area)
○ Implement a quarterly training program for all Recreation Division staff (FT & PT)	○ Schedule and coordinate trainings on a quarterly basis
○ Assist the Logan Wells Foundation to determine a location for a skate park	○ Collaborate with OC Parks, City of Anaheim, and the City of Placentia toward the development of a skate park at Yorba Regional Park
○ Determine a permanent solution for use of the Paxton Equestrian Center.	○ Work with the County of Orange to secure a long term lease of the Paxton Equestrian Center.
○ Finalize plans and complete construction of Gun Club Road Liner Park	○ Finalize plan and present to City Council for approval and work with Toll Bros. to construct the linear park.

DEPARTMENT: **PARKS & RECREATION DEPARTMENT**
DIVISION: **CONTRACT CLASSES AND YOUTH ACTIVITIES**

Statement of Objectives:
The Recreation Division consists of the Contract Classes and Youth Activities that provide a comprehensive variety of recreation classes and programs for all ages. This section of the Recreation Division is responsible for developing the quarterly Activity Guide, securing advertisements for the Guide; offering a compliment of senior services that are educational, social and fitness in nature; and disseminating of senior information via newsletters or forums; conducting youth special events and programs such as teen dances, holiday or seasonal programs, summer camps, and family events such as Celebration of the Arts, the summer concerts, July 4th Fireworks, youth summer programs, youth sports and Adventure Playground.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	3.95	4.05	4.05	4.25	4.25
Part-Time Employees (FTE)	5.34	5.34	5.34	5.34	5.34
	9.29	9.39	9.39	9.39	9.39
Expenditures:					
Personnel Services	$415,055	$585,294	$604,282	$632,436	$630,272
Maintenance & Operations	119,110	151,955	165,889	164,789	165,189
Contract Services	595,437	630,342	649,350	650,449	664,049
Capital Outlay	0	0	0	0	0
TOTAL	$1,129,602	$1,367,591	$1,419,521	$1,447,674	$1,459,510

2015/17 Service Objectives	***2015/17 Measurements***
○ Continue to provide low cost recreation, social, lifelong learning, and educational opportunities to older adults. This includes development and programming of services directly marketed to the new generation of older adults (baby boomers).	○ Continue to maximize classes and social programs, while continuing to seek joint ventures with various businesses and organizations.
○ Enhance Senior Transportation services via the TRAILS system.	○ Work closely with transportation provider to enhance scheduling trips and services to maximize service time and travel.
○ Research the feasibility of developing a senior citizen class membership fee which would allow seniors to attend select senior contract class for one monthly fee.	○ Review class statistics including revenue, participation figures, and survey participates. Implement new contract services with instructors and develop a membership based program via ActiveNet.
○ Continue to enhance and expand contract class opportunities for the public.	○ Add classes to available timeslots (ex. early AM, lunch, spring/winter breaks, etc.) and Utilize Department e-newsletter, social media, and additional marketing mailers to market programs available for all ages.
○ Develop a Master Plan for Adventure Playground.	○ Complete a Master Plan for a redesign of Adventure Playground to include a maintenance and operations plan.
○ Enhance the Teen Action Committee Program.	○ Increase total participants to 20-25 and establish a strong presence at every middle school in the city.
○ Increase opportunities and programs available to the teen population.	○ Research current trends in teen programming and network with professionals from other cities to ensure best practices.

DEPARTMENT: **PARKS & RECREATION DEPARTMENT**
DIVISION: **RECREATION (Community Ctr., Field House, Travis Ranch)**

Statement of Objectives:
The Recreation Division consists of three recreation facilities: the Yorba Linda Community Center, Thomas Lasorda Jr. Field House, and the Travis Ranch Activity Center. This section of the Recreation Division is responsible for facility operations, athletic field allocations and facility rentals. Staff assigned to these facilities is responsible for conducting senior programs and transportation, and adult sport leagues such as softball and basketball. In addition, the Thomas Lasorda Jr. Field House and the Travis Ranch Activity Center are joint use facilities with PYLUSD in which facility scheduling and maintenance is done in accordance with the agreement.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	4.90	4.95	4.95	4.95	4.95
Part-Time Employees (FTE)	15.08	15.57	15.57	15.57	15.57
	19.98	20.52	20.52	20.52	20.52
Expenditures:					
Personnel Services	$874,406	$807,409	$887,624	$923,348	$935,658
Maintenance & Operations	278,697	310,331	265,330	313,935	310,805
Contract Services	253,564	263,972	319,116	341,115	327,671
Capital Outlay	0	52,489	5,000	1,000	13,500
TOTAL	$1,406,667	$1,434,201	$1,477,070	$1,579,398	$1,587,634

2015/17 Service Objectives	***2015/17 Measurements***
○ Improve customer service and dissemination of information to the public	○ Invest in training opportunities for full and part-time staff and increase our marketing campaign via social media and the city website.
○ Provide a unique high quality experience to patrons, residents, and stakeholders while remaining fiscally responsible.	○ Continue to have regular staff trainings on Department updates, best practices, and customer service.
○ Identify areas of opportunity to increase facility use and revenue.	○ Utilize benchmarks and analytics to quantify facility usage, rental and client trends.
○ Continue to respond to community/user needs and trends.	○ Enable customer feedback on rental program and services (i.e. Survey Monkey, Facebook, satisfaction surveys).
○ Collaborate with on-site caterer, Center Catering, to develop rental and catering packages.	○ Continue to hold on-going meetings with Recreation staff and Kemper Sports to discuss upcoming facility rentals, facility enhancements, and client trends.
○ Enhance marketing efforts and development of Community Center website	○ Creation of a facility rental brochure, search engine optimization, and enhance Community Center website, www.YLCCenter.com.
○ Maximize use of the Field House gym and multi-purpose room during non-peak hours.	○ Enhance our marketing efforts and inform the surrounding communities about available times at the Thomas Lasorda Jr. Field House, particularly the competitive basketball community.

DEPARTMENT: **PARKS & RECREATION DEPARTMENT**
DIVISION: **PARK MAINTENANCE**

Statement of Objectives:
The Parks Maintenance Division is responsible for the maintenance and operation of 28 parks and landscaped areas encompassing 147 acres. The maintenance is accomplished in a cost-effective manner utilizing a balanced combination of contract landscape maintenance firms and City personnel.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	8.85	8.70	8.70	8.70	8.70
Part-Time Employees (FTE)	.00	.15	.15	.15	.15
	8.85	8.85	8.85	8.85	8.85
Expenditures:					
Personnel Services	$841,201	$866,807	$897,084	$925,409	$952,186
Maintenance & Operations	589,545	694,359	599,676	450,583	451,033
Contract Services	432,276	521,983	564,150	713,406	711,156
Capital Outlay	27,948	0	0	94,000	29,000
TOTAL	$1,890,970	$2,083,149	$2,060,910	$2,183,398	$2,143,375

2015/17 Service Objectives	***2015/17 Measurements***
○ Comply with water restrictions imposed as a result of the drought. ○ Provide cost effective maintenance of all City parks to ensure a clean and safe environment for all users. Coordinate safety inspection programs for playground equipment located in the City's park system. ○ Ensure resource conservation in all City parks. ○ Coordinate the park maintenance effort to provide maximum usage by private groups and City activities. ○ Prepare for the inclusion of Yorba Linda High School Park, Lucia Kust Park, and Gun Club Road Linear Park into the park system and ensure that the level of maintenance remains consistent with the City's park standards. ○ Coordinate maintenance at joint usage school and park sites with PYLUSD.	○ Develop strategies to more aggressive with water reductions in non-essential turf areas , slopes, and planters areas to balance out the overall water needs and maintain the current conditions of the athletic fields. ○ Pursue "best practices" methodology to ensure that high maintenance standards are implemented at all City parks ○ Incorporate water and electrical conservation systems in all new park construction and rehabilitation projects when feasible. ○ Meet semi-annually with landscape maintenance contractors to ensure that schedules cause minimum conflict or disruption of services to user groups and the public. ○ Review staffing and level of service in the division to ensure that standards are being met and resources are being utilized effectively and efficiently. ○ Meet with PYLUSD staff to ensure cooperative maintenance efforts at all joint usage facilities.

DEPARTMENT: **PARKS & RECREATION DEPARTMENT**
DIVISION: **FACILITIES MAINTENANCE**

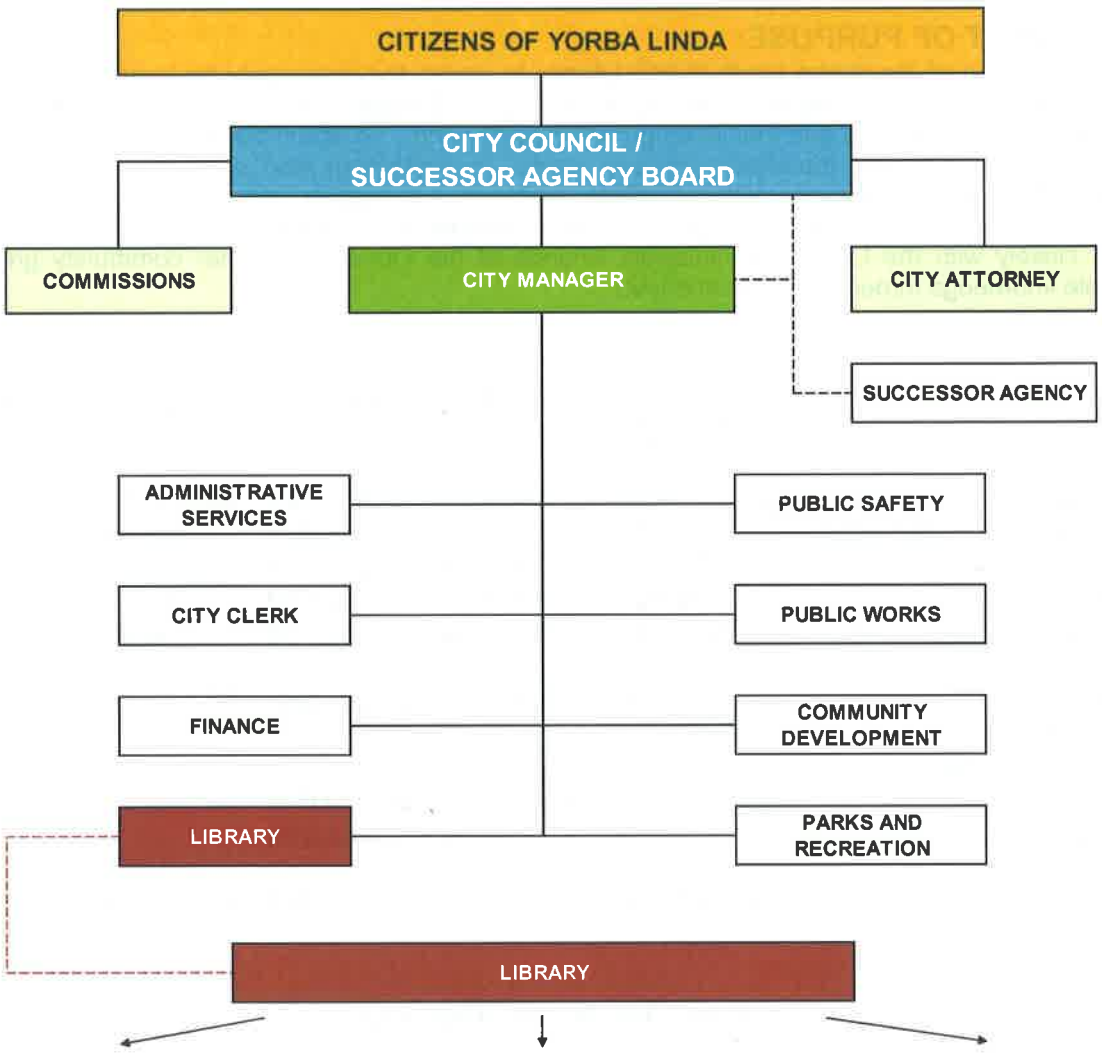
Statement of Objectives:
The Facilities Maintenance Division provides maintenance services to City Hall, the Public Library, Community Center, Travis Ranch Activity Center, Thomas Lasorda Jr. Field House, Police Services Building, Susanna Bixby Bryant Ranch Museum, Black Gold Golf Club, and the City's Public Works Yard. This is accomplished in a cost-effective manner through a balanced combination of facilities maintenance contractor firms and City personnel.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	2.20	2.20	2.20	2.20	2.20
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	2.20	2.20	2.20	2.20	2.20
Expenditures:					
Personnel Services	$246,991	$262,207	$238,765	$246,491	$258,091
Maintenance & Operations	90,410	99,696	104,940	106,840	106,840
Contract Services	64,059	53,374	58,400	58,500	55,500
Capital Outlay	26,241	0	0	0	58,000
TOTAL	$427,701	$415,277	$402,105	$411,831	$478,431

2015/17 Service Objectives	***2015/17 Measurements***
○ Provide cost effective maintenance of City buildings and facilities to ensure a clean and safe environment for City staff and the public.	○ Ensure public buildings meet all health and safety requirements for public use.
○ Coordinate facilities maintenance efforts to provide for maximum usage for private and City activities.	○ Meet semi-annually with facility maintenance contractors to ensure that schedules cause minimum conflict or disruption of services to user groups and the public.
○ Meet semi-annually with facility maintenance contractors to ensure that schedules cause minimum conflict or disruption of services to user groups and the public.	○ Meet with PYLUSD staff to ensure cooperative maintenance efforts at all joint usage facilities.
○ Ensure appropriate practices are implemented to optimize utility usage.	○ Implement utility conservation efforts when feasible.
○ Ensure appropriate methods and schedules are implemented to maximize operations life of equipment.	○ Establish a comprehensive preventative maintenance program to ensure all public buildings and equipment are maintained at optimum levels.
○ Explore the feasibility of the use of alternative energy sources.	○ Consult with vendors and engineers as to the possibility of the use of alternative energy sources at the City facilities.

Library Services

CITY OF YORBA LINDA
ORGANIZATIONAL CHART



Public Relations	*Books on tape/CD/Video Cassettes/DVDs/ Compact Discs*	*School Programs*
Business Support	*Computer Center/Internet/Microsoft Office*	*Volunteen Program*
Reading Collections	*Online Research Services*	*Learning/Reading Programs*
Research Training	*Magazines/Newspapers*	*Children's/Adult/Young Adult Programs*
Reference/Homework Support	*A.D.A. Compliance*	*Friends of the Library Book Store*

CITY OF YORBA LINDA
FY 2015/16 & 2016/17 OPERATING BUDGET

LIBRARY DEPARTMENT SUMMARY

STATEMENT OF PURPOSE:

It is the mission of the Yorba Linda Public Library to enrich the community by providing an inviting, technologically innovative physical and virtual place that stimulates imagination and encourages and develops a love of reading and the life-long pursuit of learning. To accomplish these goals, the Library lends print and non-print materials; provides access to technology and up-to-date online research services 24/7 via the Library's website; offers programs for children, teens and adults that satisfy curiosity and promote creativity; and provides a comfortable physical space to visit. The Library staff works closely with the Library Commission, Friends of the Library and other community groups to promote knowledge throughout the community.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Expenditures:					
Personnel Services	$2,278,250	$2,310,053	$2,406,278	$2,517,614	$2,553,687
Maintenance & Operations	1,120,145	1,194,140	1,345,433	1,268,574	1,260,200
Contract Services	153,072	145,068	241,500	247,465	242,265
Capital Outlay	26,657	47,529	46,650	43,135	139,135
Transfer to Library Reserve	500,000	500,000	500,000	500,000	500,000
TOTAL	$4,078,124	$4,196,790	$4,539,861	$4,576,788	$4,695,287
Funding Sources:					
Property Taxes	$4,078,124	$4,196,790	$4,349,616	$4,576,788	$4,695,287
Rentals, Fines, Interest	0	0	190,245	0	0
TOTAL	$4,078,124	$4,196,790	$4,539,861	$4,576,788	$4,695,287

Prior Year Accomplishments

- Provided 3,122 open hours to the public and welcomed over 1,100 visitors per day.
- Offered 601 programs and class tours/school visits with 46,865 in attendance.
- Answered 89,232 reference questions.
- Checked out 917,134 books, e-books, magazines, DVDs and audio materials.
- Hosted 213,565 virtual visits to the Library website and provided 24/7 access to 34 databases. Provided public internet access to with 53,689 computer sessions.
- Applied for and received a $10,000 grant from the National Endowment of the Arts to enhance Library events throughout the year.
- Provided customers with access to a collection of circulating laptops.
- Started receiving revenue by offering passport services.
- Updated Strategic Plan for FY 2015-2017.
- Continue to act as City liaison to the Yorba Linda Historical Society and provide service to the Library Annex at the Susanna Bixby Bryant Museum.

LIBRARY DEPARTMENT SUMMARY

Personnel:	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Library					
Library Director	1.00	1.00	1.00	1.00	1.00
Adult Services Manager	1.00	1.00	1.00	1.00	1.00
Children's Services Manager	1.00	1.00	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00
Tech. & Circ. Services Manager	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Librarian	5.00	5.00	5.00	5.00	5.00
Senior Library Technician	1.00	1.00	1.00	1.00	1.00
Library Technician	2.00	2.00	2.00	2.00	2.00
Senior Library Clerk	1.00	1.00	1.00	1.00	1.00
Library Clerk	2.00	2.00	2.00	2.00	2.00
Part-time Librarian	.85	.85	.85	.85	.85
Part-time Senior Library Assistant	1.09	1.09	1.09	1.09	1.09
Part-time Library Assistant	4.32	4.32	4.32	4.32	4.32
Part-time Library Technician	.55	.55	.55	.55	.55
Part-time Library Clerk	3.08	3.08	3.08	3.08	3.08
Part-time Graphics Specialist	.71	.71	.71	.71	.71
Part-time Library Page	3.95	3.95	3.95	3.95	3.95
GRAND TOTAL	31.55	31.55	31.55	31.55	31.55

2015/17 Service Objectives	***2015/17 Measurements***
○ Continue to develop long-term strategies for the provision of an adequately sized & appointed library facility. ○ Redesign the Library website to increase usability & more effectively publicize services. ○ Provide access to technology & online research tools; remain current with technological trends & need. ○ Provide reading & learning events for children, teens and adults; obtain grants & donations to help fund these events; partner with local organizations to promote reading & learning. ○ Select materials in all formats to meet the needs of the community. Expand digital collections. ○ Provide assistance to customers requesting help at all service desks. ○ Explore offering new services such as check-out services at each service desk, online book requests and library cards, & a music lending library. ○ Continue to update the strategic plan for library services.	○ Monthly: circulate over 74,000 print, AV & digital items, issue 500 new Library cards, answer over 7,000 reference questions. ○ Monthly: provide public internet access to 4,500 computer users and wireless access to 1,250 users ○ Monthly: deliver over 160 items to the Library Annex for customers to pick up in the east end of Yorba Linda. ○ Annually: offer over 600 programs, class visits, tours, etc. to 46,000+ participants. ○ Annually: participate in & contribute to community events. ○ Annually: accommodate over 200,000 virtual visitors to the Library's website 24/7. ○ Annually: Accommodate over 335,000 visitors to the Library & offer 3,000+ public service hours. ○ Annually: utilize 16,000 volunteer hours to provide added and support services.

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Restricted Funds

Black Gold Golf Course
Community Center Catering
Refuse Services
Community Development Block Grant (CDBG)
Air Quality Management District (AQMD)

DEPARTMENT: **PARKS & RECREATION**
DIVISION: **BLACK GOLD GOLF COURSE**

Statement of Objectives:
The City-owned Black Gold Golf Club opened on November 16, 2001. The City has contracted with Kemper Sports Management Company to operate the course, pro shop and banquet facilities. All revenues and costs associated with the Golf Course are accounted for in this Enterprise Fund.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Operating Expenses	4,125,518	4,071,211	4,133,958	4,342,472	4,385,897
Cost of Sales	841,790	831,935	842,121	853,137	861,668
Debt Service Interest	738,438	288,150	0	0	0
Debt Service Principal	455,000	470,000	0	0	0
Debt Service Offset	-455,000	-470,000	0	0	0
Expenses Paid by City	6,833	2,493	29,213	20,738	21,021
Capital Outlay	495,880	293,002	24,735	378,908	541,908
Depreciation Expense	776,788	916,231	850,000	850,000	850,000
Amortization of Bond Refi	0	0	0	0	0
TOTAL	$6,777,965	$6,733,247	$6,784,693	$6,445,255	$6,660,494
Funding Sources:					
Golf Course Revenues	$5,750,497	$5,799,565	$6,075,285	$5,972,854	$6,092,311
Fund Balance	1,027,468	933,682	709,408	472,401	568,183
TOTAL	$6,777,965	$6,733,247	$6,784,693	$6,445,255	$6,660,494

2015/17 Service Objectives	*2015/17 Measurements*
○ Rebuild www.blackgoldgolf.com to further enhance the experience our guests enjoy online, while making the website responsive to all browser types. ○ Our social media campaign will continue to be a focus. The Club is very proud to have over 12,000 Facebook fans, but has placed a stronger emphasis on utilizing Instagram to connect with customers through sharing photos. This effort generates enhanced brand awareness and 'Raving Fans' ○ Continue the "Play Fast Pass" and focus on the creating a culture of fast play. This has helped improve the experience of our guest while building loyalty, and differentiating ourselves from our competition on something other than price. ○ Our TrueService training program continues to pay dividends in the form of enhanced customer service. A continuing education program is in place to keep our service culture ingrained in our daily interactions. ○ Continue offering a wide-variety of non-golf events and programming enhancements. Some examples are the "4th of July Viewing Party", "Valentines Dinner", "Taco Tuesday" , "Off the Smoker Wednesday", "Rockin' Bocce Ball Leagues", the premier brunches for Easter, Mothers Day, Fathers Day, and Thanksgiving. ○ Continue driving a la carte revenue and building the *derricks* brand at Black Gold. ○ Our Players Club membership continues to maintain great traction and we expect to continue building on our success with keeping members loyal and increasing their frequency of visits to Black Gold. ○ Continue to build the highest level of player development programs in Orange County. There are multiple programs for all types of people and ability levels, including our "Tiny Tees"program that is designed specifically for children ages 3-7. ○ Continue to work alongside City staff at the Yorba Linda Community Center to market Center Catering and maximize facility rentals at both Black Gold and YLCC. We pride ourselves on being a one-stop shop with outstanding full service catering options.	○ Provide Best in Class digital marketing that is functional for all users. ○ Enhance customer satisfaction ratings, as measured by the TrueReview system and Net Promoter Scores. The Net Promoter Scores will help us to measure our "Raving Fans" and quantify our customer's willingness to recommend us to others. ○ Increase revenues for greens fees by driving tournament business to nearly 11,000 rounds annually. We will also drive incremental daily rounds through aggressive tee sheet yield management. ○ Increase the average rate per player, which is a result of the continued great service and improved golf course conditions due to the Kikuyugrass, coupled with our Best in Class customer service. ○ Increase participation in non-golf activities at the property. Growth will be recognized through continued marketing of creative programming, additional programs to target a wider audience and increase brand loyalty. ○ Increase food & beverage revenues through sales strategies, fresh and trendy menu offerings, along with great quality and consistency. ○ Increase Players Club membership sales through brand loyalty, targeted marketing and the new offering of a 3-in-1 membership with Desert Willow and The Crossings at Carlsbad. ○ Build a larger customer base through a wide variety of player profile programming. Player development programs create happy and loyal golfers. ○ Continue adapting to the market conditions and customer needs to exponentially increase revenues & profitability.

DEPARTMENT: **PARKS & RECREATION**
DIVISION: **COMMUNITY CENTER CATERING**

Statement of Objectives:
The City contracts with Kemper Sports Management Inc. to provide in-house catering services at the Yorba Linda Community Center as a supplement to the services provided at Black Gold Golf Club.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Operating Expenses	119,613	149,805	183,782	248,115	277,477
Capital Outlay	0	0	0	0	0
TOTAL	$119,613	$149,805	$183,782	$248,115	$277,477
Funding Sources:					
Catering Revenues	$29,481	$101,816	$126,876	$246,718	$277,477
General Fund	90,132	47,989	56,906	1,397	0
TOTAL	$119,613	$149,805	$183,782	$248,115	$277,477

2015/17 Service Objectives	***2015/17 Measurements***
○ Continue to work alongside City staff at the Yorba Linda Community Center to market Center Catering and maximize facility rentals at both Black Gold and YLCC.	○ Continue adapting to the market conditions and customer needs to exponentially increase revenues & profitability.
○ Continue to offer a one-stop shop for catering services with outstanding full service options.	○ Work with Recreation Division staff to market and cross promote full service catering options to Community Center rental clients.
○ Provide and expand options for package rates for catering and room rentals.	○ Center Catering staff and Recreation Division staff will collaborate to expand options available to clients.

DEPARTMENT: **COMMUNITY DEVELOPMENT BLOCK GRANT**
DIVISION: **SENIOR MEALS PROGRAM**

Statement of Objectives:
The Senior Meals program, conducted at the Yorba Linda Community Center, provides hot lunches to low-income seniors five days a week. This program is funded by CDBG with City staff administering the program and the County of Orange Office on Aging reviewing and awarding the contract to the vendor that prepares the meals.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	1.55	.85	.67	.67	.67
	1.55	.85	.67	.67	.67
Expenditures:					
Personnel Services	$29,411	$31,877	$28,631	$28,166	$30,000
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	0	0	0	0	0
TOTAL	$29,411	$31,877	$28,631	$28,166	$30,000
Funding Sources:					
CDBG Funds	$29,411	$31,877	$28,631	$28,166	$30,000
TOTAL	$29,411	$31,877	$28,631	$28,166	$30,000

2015/17 Service Objectives	***2015/17 Measurements***
○ To provide the senior meal program as directed by the Orange County Office on Aging. ○ Strive to increase attendance. ○ Continue to provide monthly lunches with activities/entertainment for seniors. ○ Recruit additional volunteers to assist with the serving of senior meals.	○ Maintain correspondence with the Orange County Office on Aging. ○ Continue to offer programs, entertainment or services in conjunction with the program and to increase attendance. ○ Coordinate with local organizations and service clubs.

DEPARTMENT: **COMMUNITY DEVELOPMENT BLOCK GRANT**
DIVISION: **GENERAL PROGRAM ACTIVITIES**

Statement of Objectives:
Various programs provide financial assistance to low and moderate income households and business owners of historical buildings in Town Center, as well as making ADA compliant improvements to areas of public benefit.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.05	.05	.05	.05	.05
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.05	.05	.05	.05	.05
Expenditures:					
Personnel Services	$4,909	$5,211	$5,296	$5,569	$5,654
Maintenance & Operations	327,680	109,808	170,000	135,253	144,346
Contract Services	0	0	0	0	0
Capital Outlay	0	0	0	0	0
TOTAL	$332,589	$115,019	$175,296	$140,822	$150,000
Funding Sources:					
CDBG Funds	$332,589	$115,019	$175,296	$140,822	$150,000
TOTAL	$332,589	$115,019	$175,296	$140,822	$150,000

2015/17 Service Objectives	***2015/17 Measurements***
○ To assist low-moderate income households with the mitigation of code enforcement violations and neighborhood clean-up projects. ○ To assist low-moderate income households with the repair, improvement, and rehabilitation of their property. ○ To assist low-moderate income business owners of historical buildings in Town Center with necessary rehabilitation of their structures. ○ To improve accessibility to existing public areas in conformance with ADA regulations.	○ To provide approximately 8-10 grants annually to income-qualified households to assist in residential rehabilitation activities that include mitigation of code violations, general clean-up projects, home repairs, paint programs, etc. ○ To provide 1-2 grants annually to income-qualified business owners of historical structures in Town Center. ○ To provide various ADA improvements to public buildings, parks and facilities in the city.

DEPARTMENT: **AIR QUALITY MANAGEMENT DISTRICT**
DIVISION: **CLEAN AIR PROGRAM**

Statement of Objectives:
The Air Quality Management District provides for distribution of funds for programs designed to mitigate and reduce air pollutants within the community.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	0	129,466	120,000	26,000	0
TOTAL	$0	$129,466	$120,000	$26,000	$0
Funding Sources:					
AQMD Funds	$0	$129,466	$120,000	$26,000	$0
TOTAL	$0	$129,466	$120,000	$26,000	$0

2015/17 Service Objectives	*2015/17 Measurements*
○ Whenever possible, purchase alternate fuel vehicles when adding or replacing vehicles in the City fleet.	○ Monitor AQMD regulations to ensure proper use of funds.

Assessment Districts

Landscape Assessment Districts
Landscape Maintenance District #9

DEPARTMENT: **ASSESSMENT DISTRICTS**
DIVISION: **STREET LIGHT AND LANDSCAPE MAINTENANCE DISTRICT**

Statement of Objectives:
The Street Lighting and Landscape Maintenance Assessment District provides and maintains various landscaping and lighting improvements throughout the City that provide special benefits to properties within the City. The District annually levies and collects special assessments for the City's maintenance efforts of the District.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	3.71	3.71	3.71	3.71	3.71
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	3.71	3.71	3.71	3.71	3.71
Expenditures:					
Personnel Services	$425,024	$436,489	$443,256	$509,517	$505,456
Maintenance & Operations	3,700,909	4,454,907	3,523,616	4,329,847	4,404,659
Contract Services	3,040,932	2,872,849	3,281,637	2,914,862	2,991,060
Capital Outlay	0	0	0	1,171,988	286,948
TOTAL	$7,166,865	$7,764,245	$7,248,509	$8,926,214	$8,188,123
Funding Sources:					
Assessments/Property Tax	$6,128,886	$6,160,370	$6,159,062	$5,780,678	$5,780,678
General Fund Transfer	1,148,816	1,202,658	1,225,344	2,236,270	2,236,270
Interest Earnings	0	12,726	20,000	10,000	10,000
TOTAL	$7,277,702	$7,375,754	$7,404,406	$8,026,948	$8,026,948

2015/17 Service Objectives	***2015/17 Measurements***
○ Administer the Street Lighting and Landscape Maintenance Assessment District. ○ Ensure the District is operating pursuant to the requirements of the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code and the provisions of the California Constitution Article XIIID. ○ Operate the District within the approved budget and research opportunities to ensure expenditures are no greater than the assessments collected in each Zone.	○ Develop the annual Engineer's Report for the Council review and approval. ○ Complete a special benefit analysis, as required, for Zones within the District. ○ Complete the Fiscal Year with expenditures less than the approved budget. ○ Process a Proposition 218 vote, if so directed by the City Council.

DEPARTMENT: **ASSESSMENT DISTRICTS**
DIVISION: **LANDSCAPE MAINTENANCE DISTRICT #9**

Statement of Objectives:
The Landscape Maintenance District #9 provides maintenance of parkways, slopes and trails adjacent to the public right-of-way and median islands in the neighborhood at the southwest corner of Yorba Linda Boulevard and Rio Del Oro. Funding is collected through the property tax bill of all properties located within the district.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$8,675	$8,675
Maintenance & Operations	7,031	9,722	7,121	52,989	52,279
Contract Services	7,310	5,346	9,316	75,650	75,650
Capital Outlay	0	0	0	0	0
TOTAL	$14,341	$15,068	$16,437	$137,314	$136,604
Funding Sources:					
Property Taxes	$4,793	$5,084	$4,437	$62,855	$62,855
General Fund Transfer	0	0	12,000	73,814	73,104
Fund Balance	0	12,000	0	0	0
TOTAL	$4,793	$17,084	$16,437	$136,669	$135,959

Prior Year Activity Summary

- Maintained service areas in accordance with City standards.
- Continued to reduce irrigation water application for overall LMAD areas.
- Continued implementation of an environmentally sensitive nutrient program.
- Continued installation of Phase I of a weather guided irrigation control network.

Capital Improvement Program

Municipal Buildings & Facilities Projects
Street Improvement Projects
Landscape Maintenance Projects
Traffic Control Projects
Sewers & Strom Drain Projects
Parks & Recreation Projects
Miscellaneous Improvement Projects

DEPARTMENT: **CAPITAL IMPROVEMENT PROGRAM**
DIVISION: **MUNICIPAL BUILDINGS / FACILITIES**

Statement of Objectives:
The Municipal Buildings and Facilities program implements that section of the City's Capital Improvement Program, which relates to improvements to City buildings and facilities.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	626,904	909,700	437,730	386,500	0
TOTAL	$626,904	$909,700	$437,730	$386,500	$0
Funding Sources:					
General Fund	$117,095	$577,533	$11,345	$0	$0
Building/Facility Reserves	468,545	325,667	426,385	386,500	0
Library Reserves	25,100	6,500	0	0	0
Grants	16,164	0	0	0	0
TOTAL	$626,904	$909,700	$437,730	$386,500	$0

Activity Summary

- See the 7-year Capital Improvement Program document for details.

DEPARTMENT: **CAPITAL IMPROVEMENT PROGRAM**
DIVISION: **STREET IMPROVEMENTS**

Statement of Objectives:
The Street Improvements Program implements that section of the City's Capital Improvement Program, which relates to the construction or improvements to City streets.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	2,617,180	4,088,702	10,695,228	6,805,000	4,345,787
TOTAL	$2,617,180	$4,088,702	$10,695,228	$6,805,000	$4,345,787
Funding Sources:					
General Fund	$42,661	$77,303	$2,164,400	$75,000	$75,000
Measure M Comp. & GMA	380,366	330,975	1,916,750	0	0
Measure M Fund	999,792	450,515	2,116,452	1,320,000	375,000
Gas Tax	1,064,999	3,081,996	3,833,288	1,505,000	1,505,000
Traffic Mitigation	96,781	48,722	493,518	0	0
Grants & Developers	32,581	16,866	170,820	1,005,000	0
Bonds/Special Reserves	0	82,325	0	2,000,000	2,340,787
CDBG Fund	0	0	0	0	50,000
Infrastructure Reserves	0	0	0	900,000	0
TOTAL	$2,617,180	$4,088,702	$10,695,228	$6,805,000	$4,345,787

Activity Summary

- See the 7-year Capital Improvement Program document for details.

DEPARTMENT: **CAPITAL IMPROVEMENT PROGRAM**
DIVISION: **LANDSCAPE CONSTRUCTION & MAINTENANCE**

Statement of Objectives:
The Landscape & Maintenance Program implements that section of the City's Capital Improvement Program, which relates to the construction and maintenance of median islands, slopes, streets and other large-scale beautification projects.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	107,869	77,800	383,121	823,300	500,000
TOTAL	$107,869	$77,800	$383,121	$823,300	$500,000
Funding Sources:					
General Fund	$103,210	$19,797	$343,389	$15,000	$0
Grants/Agreements	4,659	58,003	0	0	0
LMAD	0	0	39,732	808,300	500,000
TOTAL	$107,869	$77,800	$383,121	$823,300	$500,000

Activity Summary

- See the 7-year Capital Improvement Program document for details.

DEPARTMENT: **CAPITAL IMPROVEMENT PROGRAM**
DIVISION: **TRAFFIC CONTROL**

Statement of Objectives:
The Traffic Control Program implements that section of the City's Capital Improvement Program, which relates to the installation, modification or control of traffic signals within the City.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	935,674	137,553	379,714	354,000	922,000
TOTAL	$935,674	$137,553	$379,714	$354,000	$922,000
Funding Sources:					
General Fund	$0	$0	$175,000	$0	$0
Grants/Agreements	200,000	0	0	124,000	496,000
Traffic Signal Fund	223,359	20,379	0	0	0
Traffic Mitigation Fund	487,853	102,252	144,097	150,000	250,000
Measure M Fund	24,462	14,922	60,617	80,000	176,000
TOTAL	$935,674	$137,553	$379,714	$354,000	$922,000

Activity Summary

- See the 7-year Capital Improvement Program document for details.

DEPARTMENT: **CAPITAL IMPROVEMENT PROGRAM**
DIVISION: **SEWERS AND STORM DRAINS**

Statement of Objectives:
The Sewers and Storm Drain Program implements that section of the City's Capital Improvement Program, which relates to the maintenance of sewer facilities and the construction of community-wide drainage facilities.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	153,445	7,651	275,000	275,000	0
TOTAL	$153,445	$7,651	$275,000	$275,000	$0
Funding Sources:					
General Fund	$153,445	$7,651	$275,000	$0	$0
Infrastructure Reserves	0	0	0	275,000	0
TOTAL	$153,445	$7,651	$275,000	$275,000	$0

Activity Summary

- See the 7-year Capital Improvement Program document for details.

DEPARTMENT: **CAPITAL IMPROVEMENT PROGRAM**
DIVISION: **PARKS AND RECREATION**

Statement of Objectives:
The Parks and Recreation Program implements that section of the City's Capital Improvement Program, which relates to the development, construction and improvements of community-wide parks and recreational facilities in accordance with the recreation element of the General Plan.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	277,444	327,475	967,251	4,396,246	120,500
TOTAL	$277,444	$327,475	$967,251	$4,396,246	$120,500
Funding Sources:					
General Fund	$240,946	$276,245	$268,978	$0	$0
Park In-Lieu Fees	36,498	0	698,273	4,289,246	0
Building/Facility Reserves	0	0	0	107,000	120,500
CDBG	0	51,230	0	0	0
TOTAL	$277,444	$327,475	$967,251	$4,396,246	$120,500

Activity Summary

- See the 7-year Capital Improvement Program document for details.

DEPARTMENT: **CAPITAL IMPROVEMENT PROGRAM**
DIVISION: **MISCELLANEOUS IMPROVEMENT PROJECTS**

Statement of Objectives:
The Miscellaneous Improvement Projects Program implements that section of the City's Capital Improvement Program, which relates to the development and improvement of community-wide miscellaneous projects.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	1,336,691	4,303,356	14,537,985	880,000	9,203,000
TOTAL	$1,336,691	$4,303,356	$14,537,985	$880,000	$9,203,000
Funding Sources:					
General Fund	$383,192	$588,228	$420,343	$50,000	$200,000
Grants/Agreement	369,896	284,493	521,810	0	500,000
Black Gold Golf Course	0	0	0	107,000	270,000
Building/Facility Reserves	130,151	52,906	34,842	223,000	233,000
Bonds/Special Reserves	453,452	3,377,729	13,560,990	500,000	2,359,213
TOTAL	$1,336,691	$4,303,356	$14,537,985	$880,000	$3,562,213

Activity Summary

- See the 7-year Capital Improvement Program document for details.

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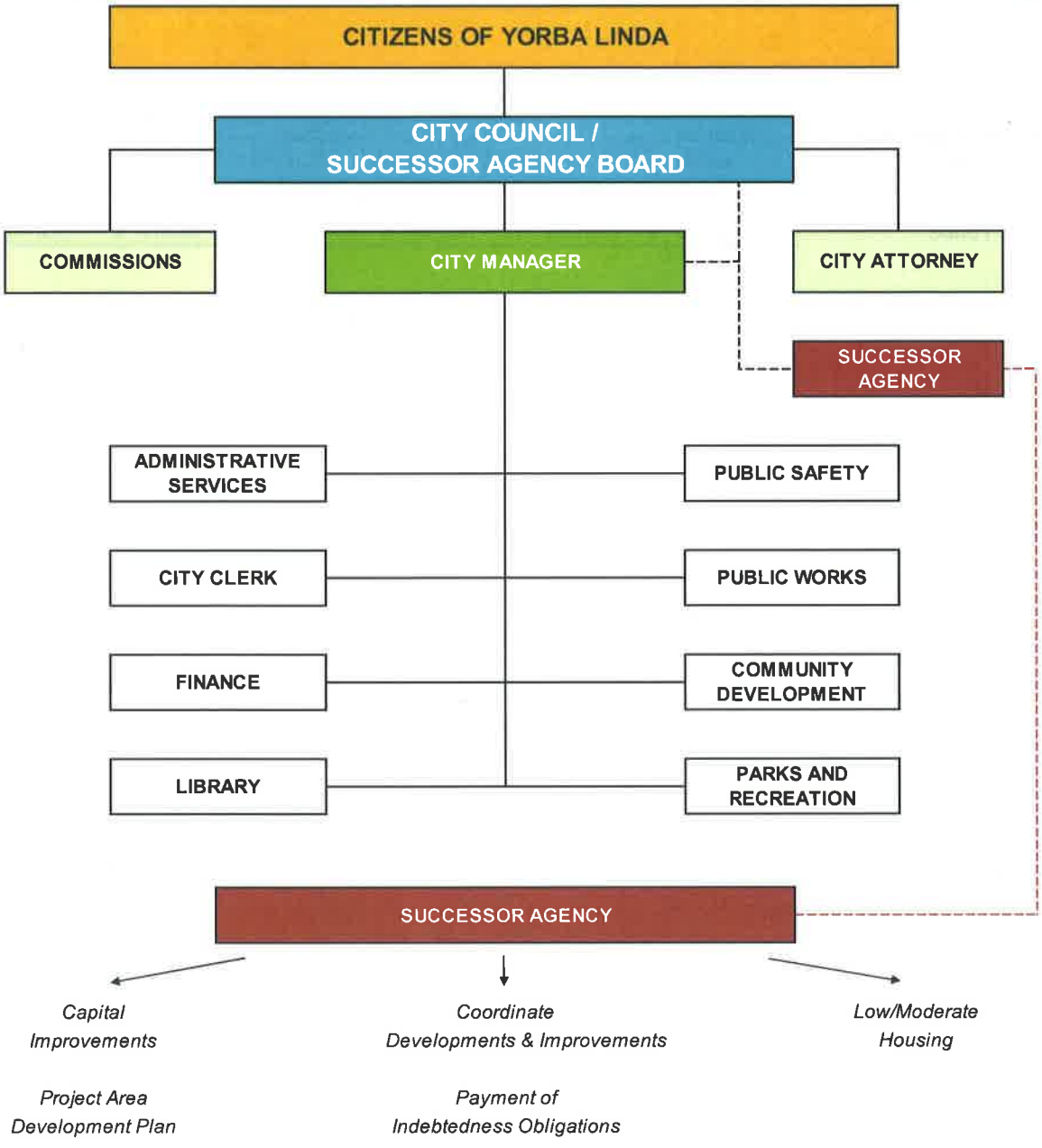
Successor Agency

Residual Tax Increment Balance Fund
Housing Projects Fund
Miscellaneous Projects Fund
Town Center Bond Proceeds Fund
Successor Agency Obligation Payment Fund

CITY OF YORBA LINDA
ORGANIZATIONAL CHART



SUCCESSOR AGENCY
FUND BALANCES

	Projected Fund Balance 7/1/2015	Adopted Revenues	Transfers From Other Funds	Available Resources	Adopted Expenditures	Transfers to Other Funds	Projected Fund Balance 6/30/2016
Agency Funds:							
Residual Tax Increment Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RDA Housing	2,033,847	-	922,100	2,955,947	(998,100)	-	1,957,847
RDA Town Center Bond Proceeds	17,329,943	-	-	17,329,943	-	-	17,329,943
Former LMIH Fund	922,100	-	-	922,100	-	(922,100)	-
SA Obligation Fund	-	6,961,275	-	6,961,275	(6,811,275)	-	150,000
TOTAL AGENCY FUNDS	$ 20,285,890	$ 6,961,275	$ 922,100	$ 28,169,265	$ (7,809,375)	$ (922,100)	$ 19,437,790

SUCCESSOR AGENCY
FUND BALANCES

	Projected Fund Balance 7/1/2016	Adopted Revenues	Transfers From Other Funds	Available Resources	Adopted Expenditures	Transfers to Other Funds	Projected Fund Balance 6/30/2017
Agency Funds:							
Residual Tax Increment Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RDA Housing	1,957,847	-	-	1,957,847	(76,000)	-	1,881,847
RDA Town Center Bond Proceeds	17,329,943	-	-	17,329,943	-	(1,000,000)	16,329,943
SA Obligation Fund	150,000	6,818,835	-	6,968,835	(6,818,835)	-	150,000
TOTAL AGENCY FUNDS	$ 19,437,790	$ 6,818,835	$ -	$ 26,256,625	$ (6,894,835)	$ (1,000,000)	$ 18,361,790

SUCCESSOR AGENCY
REVENUES & TRANSFERS IN

	Audited FY 2012/13	Audited FY 2013/14	Projected FY 2014/15	Adopted FY 2015/16	Adopted FY 2016/17
Residual Balance Fund:					
Interest Income	(10,466)	43,768	-	-	-
Transfers from other funds	3,252,825	11,657,370	-	-	-
Total Residual Balance Fund	$ 3,242,359	$ 11,701,138	$ -	$ -	$ -
Town Center Bond Proceeds Fund:					
Interest Income	$ (8,192)	$ 80,983	$ -	$ -	$ -
Transfers from other funds	9,835	-	-	-	-
Total Miscellaneous Fund	$ 1,643	$ 80,983	$ -	$ -	$ -
Housing Fund:					
Interest Income	$ 2,825	$ 3,259	$ -	$ -	$ -
Transfer from other funds	744,142	3,256,795	-	922,100	-
Total Housing Fund	$ 746,967	$ 3,260,054	$ -	$ 922,100	$ -
Miscellaneous Projects Fund:					
Interest Income	$ 8,670	$ 4,018	$ -	$ -	$ -
Miscellaneous Reimbursements	6,971	7,697	-	-	-
Transfers from other funds	1,402,193	289,588	-	-	-
Total Miscellaneous Fund	$ 1,417,834	$ 301,303	$ -	$ -	$ -
SA-Obligation Payment Fund					
Interest Income	$ (14,899)	$ 43,308	$ -	$ -	$ -
Redevelopment Property Tax Trust Fund	9,278,577	7,234,112	7,021,864	6,961,275	6,818,835
Total Miscellaneous Fund	$ 9,263,678	$ 7,277,420	$ 7,021,864	$ 6,961,275	$ 6,818,835
Former LMIH Fund					
Interest Income	$ 9,556	$ 39,307	$ -	$ -	$ -
Total Miscellaneous Fund	$ 9,556	$ 39,307	$ -	$ -	$ -
TOTAL AGENCY FUNDS	$ 14,682,037	$ 22,660,205	$ 7,021,864	$ 7,883,375	$ 6,818,835

SUCCESSOR AGENCY
EXPENDITURES & TRANSFERS OUT

	Audited FY 2012/13	Audited FY 2013/14	Projected FY 2014/15	Adopted FY 2015/16	Adopted FY 2016/17
Residual Balance Fund:					
Debt/Fiscal Agent Pymts	$ 4,123,295	$ 7,012,824	$ 7,021,864	$ -	$ -
Contractual Services	3,500	-	-	-	-
Transfers to other funds	631,678	-	-	-	-
Total Residual Balance Fund	$ 4,758,473	$ 7,012,824	$ 7,021,864	$ -	$ -
Town Center Bond Proceeds Fund:					
Capital Improvement Projects	$ -	$ 3,460,053	$ -	$ -	$ -
Total TC Bond Proceeds Fund	$ -	$ 3,460,053	$ -	$ -	$ -
Housing Fund:					
Administrative Costs	$ 65,295	$ 29,990	$ -	$ 1,000	$ 1,000
Contractual Services	44,553	41,187	-	75,000	75,000
Mortgage Assistance	-	-	-	922,100	-
Total Housing Fund	$ 109,848	$ 71,177	$ -	$ 998,100	$ 76,000
Miscellaneous Projects Fund:					
Administrative Costs	$ 119,753	$ 141,579	$ -	$ -	$ -
Misc. Contractual Services	6,888,698	144,697	-	-	-
Transfers to other funds	286,956	436,198	-	-	-
Total Miscellaneous Fund	$ 7,295,407	$ 722,474	$ -	$ -	$ -
SA-Obligation Payment Fund					
Administrative Costs	$ -	$ -	$ -	$ 250,000	$ 250,000
Debt Service Payments	-	-	-	6,356,695	6,347,835
Misc. Contractual Services	-	-	-	354,580	221,000
Transfers to other funds	4,202,271	11,510,760	-	-	-
Total Miscellaneous Fund	$ 4,202,271	$ 11,510,760	$ -	$ 6,961,275	$ 6,818,835
Former LMIH Fund					
Transfers to other funds	744,142	3,256,795	-	1,922,100	-
Total Miscellaneous Fund	$ 744,142	$ 3,256,795	$ -	$ 1,922,100	$ -
TOTAL AGENCY FUNDS	$ 17,110,141	$ 26,034,083	$ 7,021,864	$ 9,881,475	$ 6,894,835

SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2015/16 & 2016/17 DEPARTMENT SUMMARY

STATEMENT OF PURPOSE:
The Successor Agency will strive to identify Economic Development opportunities in the attraction, promotion and retention of local businesses. The Successor Agency will continue to wind down the affairs of the former Redevelopment Agency by completing projects and programs that were in progress prior Agency dissolution.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Expenditures:					
Administrative Costs	$0	$0	$0	$250,000	$250,000
Maint. & Operations	185,048	171,569	0	1,000	1,000
Contract Services	6,936,751	185,884	0	429,580	296,000
Pass-Through Pymts	0	0	0	0	0
Debt Service	4,123,295	7,012,824	7,021,864	6,356,695	6,347,835
Mortgage Assistance	0	0	0	922,100	0
Other Transfers	5,865,047	15,203,753	0	0	0
Capital Outlay	0	3,460,053	0	0	0
Supplemental ERAF	0	0	0	0	0
Dissolution Payment	0	0	0	0	0
TOTAL	$17,110,141	$26,034,083	$7,021,864	$7,959,375	$6,894,835
Funding Sources:					
Tax Increment	$0	$0	$0	$0	$0
Transfers Btwn Funds	5,865,047	15,203,753	0	922,100	0
Rentals/Other	0	136,165	0	0	0
Fund Balance	1,966,517	0	0	76,000	76,000
Prprty Tax Trust Fund	9,278,577	7,234,112	7,021,864	6,961,275	6,818,835
Bond Proceeds	0	3,460,053	0	0	0
TOTAL	$17,110,141	$26,034,083	$7,021,864	$7,959,375	$6,894,835

Prior Year Accomplishments

- Advanced negotiations with retail developer for commercial project in Town Center.
- Launched marketing efforts for 156,000 square feet of retail in Town Center.
- Coordinated efforts in facilitating a Costco gas station into the community.
- Initiated a Business Outreach Program.
- Assisted in the entitlement process for several large retailers, including Orchard Supply Hardware, Fresh Market, buy buy Baby, and 24-Hour Fitness.
- Commercial preparation of the 2014-2021 Draft Housing Element.
- Continued acquisition of condominium units in various multi-family complexes.

SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2015/16 & 2016/17 OPERATING BUDGET

DIVISION: **RESIDUAL TAX INCREMENT BALANCE FUND**

Statement of Objectives:
Former Property Tax Increment received in this fund will be used to pay debt service on outstanding bonds and other obligations as reported on the Recognized Obligation Payment Schedule.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees	.00	.00	.00	.00	.00
(FTE)	.00	.00	.00	.00	.00
Expenditures:					
Debt Service	$4,123,295	7,012,824	$7,021,864	$0	$0
Contract Services	3,500	0	0	0	0
Transfer to other funds	631,678	0	0	0	0
TOTAL	$4,758,473	$7,012,824	$7,021,864	$0	$0
Funding Sources:					
Transfers In	$4,758,473	$7,012,824	$7,021,864	$0	$0
Fund Balance	0	0	0	0	0
Property Tax Trust Fund	0	0	0	0	0
TOTAL	$4,758,473	$7,012,824	$7,021,864	$0	$0

2015/17 Service Objectives	***2015/17 Measurements***
○ Account for former Property Tax Trust Fund remittances from the O.C. Controller. ○ Transmit to Fiscal Agent, principal and interest payments.	○ Bonded Debt is paid according to their respective debt service schedules. ○ Other Agency debt is paid in accordance with their respective terms.

DIVISION: **HOUSING PROJECTS**

Statement of Objectives:
Encourage and support the implementation of affordable housing goals in accordance with the City's adopted Housing Element.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	1.00	1.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	1.00	1.00	.00	.00	.00
Expenditures:					
Personnel Services	$50,284	$16,389	$0	$0	$0
Maintenance & Operations	15,011	13,601	0	1,000	1,000
Contract Services	44,553	41,187	0	75,000	75,000
Capital Outlay	0	0	0	922,100	0
Transfer to Tax Increment	0	0	0	0	0
TOTAL	$109,848	$71,177	$0	$998,100	$76,000
Funding Sources:					
Housing Set-Aside	$109,848	$71,177	$0	$76,000	$76,000
Transfers from other funds	0	0	0	922,100	0
TOTAL	$109,848	$71,177	$0	$998,100	$76,000

2015/17 Service Objectives	***2015/17 Measurements***
○ Support projects which may address affordable housing goals. ○ To address the issues concerning affordable housing described in the Housing Element of the General Plan.	○ Respond to 10-15 inquiries per week regarding affordable housing in Yorba Linda. ○ Meet with interested participants regarding the development of affordable housing projects in the City.

DIVISION: **MISCELLANEOUS PROJECTS**

Statement of Objectives:
Provide support services and activities including, administrative, engineering, legal, consultation, auditing and other contract services as needed.

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Agency Board Members	.00	.00	.00	.00	.00
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	119,753	141,579	0	0	0
Contract Services	6,888,698	144,697	0	0	0
Transfers to other funds	286,956	436,198	0	0	0
TOTAL	$7,295,407	$722,474	$0	$0	$0
Funding Sources:					
Interest Earnings	$0	$0	$0	$0	$0
Misc. Reimbursements	0	0	0	0	0
Fund Balance	0	0	0	0	0
Property Tax Trust Fund	7,295,407	722,474	0	0	0
TOTAL	$7,295,407	$722,474	$0	$0	$0

2015/17 Service Objectives	***2015/17 Measurements***
o Provide on-going support services for the general operating requirements. o Continue to provide economic development support.	o Ensure that all eligible costs are reported on the Recognized Obligation Payment Schedules.

SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2015/16 & 2016/17 OPERATING BUDGET

DIVISION: **TOWN CENTER BOND PROCEEDS FUND**

Statement of Objectives:
N/A

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Personnel Services	$0	$0	$0	$0	$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Transfers to other funds	0	3,460,053	0	0	0
TOTAL	$0	$3,460,053	$0	$0	$0
Funding Sources:					
Property Rentals	$0	$0	$0	$0	$0
Fund Balance	0	0	0	0	0
Bond Proceeds	0	3,460,053	0	0	0
Property Tax Trust Fund	0	0	0	0	0
TOTAL	$0	$3,460,053	$0	$0	$0

2015/17 Service Objectives	***2015/17 Measurements***
o Provide on-going support services for the general operating requirements. o Continue to provide economic development support. o Begin the infrastructure design for the Town Center Development and acquire properties as needed.	o Ensure that all eligible costs are reported on the Recognized Obligation Payment Schedules.

SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2015/16 & 2016/17 OPERATING BUDGET

DIVISION: **SA-OBLIGATION PAYMENT FUND**

Statement of Objectives:
N/A

	Actual 2012/13	Actual 2013/14	Projected 2014/15	Adopted 2015/16	Adopted 2016/17
Personnel:					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
Expenditures:					
Administrative Costs	$0	$0	$0	$250,000	$250,000
Debt Service Payments	0	0	0	6,356,695	6,347,835
Contract Services	0	0	0	354,580	221,000
Transfers to other funds	4,202,271	11,510,760	0	0	0
TOTAL	$4,202,271	$11,510,760	$0	$6,961,275	$6,818,835
Funding Sources:					
Property Rentals	$0	$0	$0	$0	$0
Fund Balance	0	0	0	0	0
Bond Proceeds	0	0	0	0	0
Property Tax Trust Fund	4,202,271	11,510,760	0	6,961,275	6,818,835
TOTAL	$4,202,271	$11,510,760	$0	$6,961,275	$6,818,835

2015/17 Service Objectives	***2015/17 Measurements***
○ Provide on-going support services for the general operating requirements.	○ Ensure that all eligible costs are reported on the Recognized Obligation Payment Schedules.

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Resolutions

City Operating & CIP Budget Resolutions
GANN Limit Resolution
Successor Agency Budget Resolution

CITY OF YORBA LINDA
Community Profile

City Type		General Law
Incorporated		November 2,1967
Form of Government		Council / Manager
Area		22.4 square miles
Population	Department of Finance	67,069
Net Assessed Valuation	Fiscal Year 2014/15	$12,646,402,377
(OC Assessor Combined Tax Rolls)	Fiscal Year 2013/14	$11,842,337,130
	Fiscal Year 2012/13	$11,484,863,528
	Fiscal Year 2011/12	$11,262,967,490
	Fiscal Year 2010/11	$10,938,079,285
	Fiscal Year 2009/10	$10,898,113,810
Principal Officers	Eugene Hernandez	Mayor
	Tom Lindsey	Mayor Pro-Tem
	Peggy Huang	Council Member
	Mark Schwing	Council Member
	Craig Young	Council Member
	Mark Pulone	City Manager
	David Christian	Assistant City Manager/Finance Director/Treasurer
	Marcia Brown	City Clerk
	Steven Harris	Community Development Director
	Mike Kudron	Acting Director of Parks & Recreation
	Michael Wolfe	Public Works Director / Ctiy Engineer
	Carrie Lixey	Library Director
Commissions	Planning	5 Council appointees
	Park & Recreation	5 Council appointees
	Library	5 Council appointees
	Traffic	5 Council appointees
City Employees	Elected	5
	Full Time Equivalents	144

CITY OF YORBA LINDA

Community Services

Fire Services	Orange County Fire Authority	3 Stations	
Police Services	Orange County Sheriff Contract	Yorba Linda Police Services Facility	
Private Utilities / Services	Water	Yorba Linda Water District / So Calif. Water District	
	Electric	So Calif. Edison	
	Gas	So Calif. Gas	
	Cable Television	Time Warner	
	Disposal	Yorba Linda Disposal	
Recreation & Culture	1 City Library	64 hours/week for patron use	
	26 Parks	Over 140 acres	
	Recreation Facilities	Yorba Linda Community Center	
		Thomas Lasorda Jr. Field House	
		Travis Ranch Activity Center	
		Bryant Ranch Sports Park	
		Valley View Sports Park	
		Eastside Community Sports Complex	
		Black Gold Golf Course	
	1 Museum	Suzanna Bixby Bryant Ranch Museum	
Public Services	Miles of Streets	213 Centerline Miles	
	Miles of Multi Use Trails	over 100 miles	
	Number of Street Trees	approx 28,000	
	Number of Street Lights	5,537	
	Number of Traffic Signals	59	
	Number of Bridges	1	
Educational Facilities	Elementary Schools	8	
	Junior High & Middle Schools	3	
	High Schools	4	within 5 miles
	Private Schools (K-8)	4	
	Community Colleges	2	within 8 miles
	Universities & Colleges	4	within 6 miles

RESOLUTION NO. 2015-5317

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YORBA LINDA APPROVING THE OPERATING BUDGET FOR FISCAL YEARS 2015-16 AND 2016-17

WHEREAS, the Finance Director has prepared and submitted to the City Council a proposed Operating Budget for Fiscal Year 2015-16 and Fiscal Year 2016-17; and

WHEREAS, State Law requires the appropriation of operating expenditures.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yorba Linda, California as follows:

The proposed Operating Budget duly submitted and considered together with any supplemental revisions and amendments thereto, is hereby approved, adopted, and fixed as the budget of the City of Yorba Linda for the two fiscal years commencing July 1, 2015, and ending June 30, 2017, in the amounts and for the funds, purposes, functions, departments and activities as set forth in said document which is on file in the office of the City Clerk; and

That said adopted Operating Budget, including said supplemental revisions and amendments, shall be duly authenticated by the City Clerk, and the same shall be placed in the official files of the office of the Clerk of the City Council; and

That the City Manager is hereby authorized to make budgetary revisions if, in his opinion, revisions are necessary or proper; and

That the City Manager is hereby authorized to transfer monies as he may determine necessary to the competent operation and control of the City business, except that no such transfer shall be made in contravention to the State Law, City Policy or City Ordinance.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Yorba Linda, on the 15th day of September, 2015.

Gene Hernandez

GENE HERNANDEZ, MAYOR
CITY OF YORBA LINDA

ATTEST:

Marcia Brown

MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.

I, MARCIA BROWN, City Clerk of the City of Yorba Linda, California, **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the City of Yorba Linda held on the 15th day of September, 2015 and was carried by the following roll call vote:

AYES: COUNCIL MEMBERS: HERNANDEZ, HUANG, LINDSEY, SCHWING
NOES: COUNCIL MEMBERS: YOUNG
ABSENT: COUNCIL MEMBERS: NONE

MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

RESOLUTION NO. 2015-5322

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YORBA LINDA APPROVING THE CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEARS 2015-16 AND 2016-17

WHEREAS, the Finance Director has prepared and submitted to the City Council a proposed Capital Improvement Program Budget for Fiscal Year 2015-16 and Fiscal Year 2016-17; and

WHEREAS, State Law requires the appropriation of capital project expenditures.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yorba Linda, California as follows:

The proposed Capital Improvement Program Budget duly submitted and considered together with any supplemental revisions and amendments thereto, is hereby approved, adopted, and fixed as the budget of the City of Yorba Linda for the two fiscal years commencing July 1, 2015, and ending June 30, 2017, in the amounts and for the funds, purposes, functions, departments and activities as set forth in said document which is on file in the office of the City Clerk; and

That said adopted Capital Improvement Program Budget, including said supplemental revisions and amendments, shall be duly authenticated by the City Clerk, and the same shall be placed in the official files of the office of the Clerk of the City Council; and

That the City Manager is hereby authorized to make budgetary revisions if, in his opinion, revisions are necessary or proper; and

That the City Manager is hereby authorized to transfer monies as he may determine necessary to the competent operation and control of the City business, except that no such transfer shall be made in contravention to the State Law, City Policy or City Ordinance.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Yorba Linda, on the 15th day of September, 2015.

Gene Hernandez

GENE HERNANDEZ, MAYOR
CITY OF YORBA LINDA

ATTEST:

Marcia Brown

MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.

I, MARCIA BROWN, City Clerk of the City of Yorba Linda, California, **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the City of Yorba Linda held on the 15th day of September, 2015 and was carried by the following roll call vote:

AYES: COUNCIL MEMBERS: HERNANDEZ, HUANG, LINDSEY, SCHWING, YOUNG
NOES: COUNCIL MEMBERS: NONE
ABSENT: COUNCIL MEMBERS: NONE

MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

RESOLUTION NO. 2015-5312

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YORBA LINDA APPROVING AND ADOPTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2015-16

WHEREAS, the voters of California, on November 6, 1979, added Article XIIIB to the State Constitution placing a restriction on the amount of proceeds of tax revenues which can be appropriated by state and local governments during a fiscal year; and

WHEREAS, Article XIIIB provides that the appropriations limit for each fiscal year is calculated by adjusting the base year appropriations of Fiscal Year 1978-1979 for changes in the cost of living and population; and

WHEREAS, the City Council may choose to use as adjustment factors either the annual growth in California Per Capita Income or the growth in the non-residential assessed valuation due to new construction within the City, and the City's population growth or the population growth of the County of Orange, as provided by the State Department of Finance; and

WHEREAS, the selection of adjustment factors, calculation of the limit, and budgeted tax receipts are attached as Exhibit A; and

WHEREAS, the City of Yorba Linda has complied with all the provisions of Article XIIIB in determining the appropriation limit for Fiscal Year 2015-16.

NOW, THEREFORE, BE IT RESOLVED that the appropriations subject to limitation for the City of Yorba Linda for Fiscal Year 2015-16 shall be $56,222,844.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Yorba Linda on this 4th day of June, 2015.

Gene Hernandez

GENE HERNANDEZ, MAYOR
CITY OF YORBA LINDA

ATTEST:

Marcia Brown

MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP

CITY ATTORNEY

COUNTY OF ORANGE)
STATE OF CALIFORNIA) SS

I, MARCIA BROWN, City Clerk of the City of Yorba Linda, California, **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Yorba Linda held on the 4th day of June, 2015, and was carried by the following roll call vote:

AYES:	COUNCILMEMBERS:	**HERNANDEZ, HUANG, LINDSEY, SCHWING, YOUNG**
NOES:	COUNCILMEMBERS:	**NONE**
ABSENT:	COUNCILMEMBERS:	**NONE**

MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

EXHIBIT A
CITY OF YORBA LINDA
CALCULATION OF APPROPRIATION LIMIT
FISCAL YEAR 2015-16

APPROPRIATION LIMIT 2014-15			**$53,575,539**
2015-16 Adjustment Factors			
Population: (Choose one population factor)			
City	0.990%		
Orange County	1.080%	1.0108	
		x	
Inflation: (Choose one Inflation factor)			
California Per Capita Income	3.820%	1.0382	
Non-Residential Construction	1.190%		
Combined Adjustment Factor			x 1.049413
APPROPRIATION LIMIT 2015-16			**$56,222,844**

(Budgeted Tax Receipts for fiscal year 2015-16 = $28,465,680)

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SA RESOLUTION NO. 2015-10

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE YORBA LINDA REDEVELOPMENT AGENCY APPROVING THE OPERATING BUDGET FOR FISCAL YEARS 2015-16 AND 2016-17

WHEREAS, the Finance Director has prepared and submitted to the City Council acting as Successor Agency to the Yorba Linda Redevelopment Agency a proposed Operating Budget for Fiscal Year 2015-16 and Fiscal Year 2016-17; and

WHEREAS, State Law requires the appropriation of operating expenditures.

NOW, THEREFORE, BE IT RESOLVED by the City Council acting as Successor Agency to the Yorba Linda Redevelopment Agency as follows:

The proposed Operating Budget duly submitted and considered together with any supplemental revisions and amendments thereto, is hereby approved, adopted, and fixed as the budget of the Successor Agency to the Yorba Linda Redevelopment Agency for the fiscal years commencing July 1, 2015, and ending June 30, 2017, in the amounts and for the funds, purposes, functions, departments and activities as set forth in said document which is on file in the office of the City Clerk; and

That said adopted Operating Budget, including said supplemental revisions and amendments, shall be duly authenticated by the City Clerk, and the same shall be placed in the official files of the office of the Clerk of the City Council; and

That the City Manager is hereby authorized to make budgetary revisions if, in his opinion, revisions are necessary or proper; and

That the City Manager is hereby authorized to transfer monies as he may determine necessary to the competent operation and control of the Successor Agency business, except that no such transfer shall be made in contravention to the State Law, Policy or Ordinance.

PASSED, APPROVED AND ADOPTED by the City Council acting as Successor Agency to the Yorba Linda Redevelopment Agency, on the 15th day of September, 2015.

Gene Hernandez

GENE HERNANDEZ, MAYOR
CITY OF YORBA LINDA

ATTEST:

Marcia Brown

MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.

I, MARCIA BROWN, City Clerk of the City of Yorba Linda, California, **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the Successor Agency to the Yorba Linda Redevelopment Agency held on the 15th day of September, 2015 and was carried by the following roll call vote:

AYES: COUNCIL MEMBERS: **Hernandez, Huang, Lindsey, Schwing**
NOES: COUNCIL MEMBERS: **Young**
ABSENT: COUNCIL MEMBERS: **None**

MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA