

Fiscal Years 2013-14 & 2014-15



OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGETS



City of Yorba Linda, California
&
Successor Agency to the Yorba Linda
Redevelopment Agency

The City of Yorba Linda
and
The Successor Agency to
the Yorba Linda
Redevelopment Agency

Adopted Operating and Capital
Improvement Program Budgets

Fiscal Years
2013/14 & 2014/15

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CITY OF YORBA LINDA

P.O. BOX 87014

CALIFORNIA 92885-8714

June 18, 2013

Honorable Mayor and Members of the City Council:

I am pleased to submit the Operating and Capital Improvement Program Budget for Fiscal Years 13-14 and 14-15, 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 presented for your consideration.

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 13-14 and 14-15 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 \$39K for FY 13-14 and \$329K for FY 14-15 after accounting for General Fund transfers to the Landscape Maintenance Assessment District (LMAD) of approximately \$1.3 million and \$1.2 million, respectively. When Capital Improvement Program (CIP) projects of \$1.1 million in FY 13-14 and \$2.2 million in FY 14-15 are factored in, the General Fund reserves is scheduled to see a decline of approximately \$1.1 million and \$1.9 million, respectively.

Revenues – With the local economy beginning to show signs of a slight recovery from the recent recession, General Fund revenues are projected to be up almost \$2.0 million over the FY 12-13 budget at \$29.4 million for FY 13-14 and \$29.0 million for FY 14-15. However, General Fund revenues are still down approximately \$3.1 million, or 9.5% from a high point in FY 07-08. While revenues such as property tax, sales tax and building permit fees are seeing increases, other revenues such as interest earnings

remain low. In addition, the recent loss of Redevelopment contributions and property lease revenues are contributing to the overall lower revenues.

The revenue budget for FY 13-14 is comprised of property taxes - \$13.4 million (45%), sales taxes - \$5.8 million (20%), franchise fees/business license/other taxes - \$3.2 million (11%), planning & engineering - \$2.4 million (8%), recreation & rents - \$1.7 million (6%), administrative charges to other funds - \$1.1 million (4%), and other revenues - \$1.8 million (6%).

Expenditures – General Fund operating expenditures are projected to be about \$1.0 million higher than FY 12-13 at \$28.1 million for FY 13-14 and \$27.5 million for FY 14-15. However, expenditures are still down about \$2.8 million, or 9% lower than FY 07-08 expenditures. While the expenditures are up in FY 13-14, much of \$1.0 million is related to one-time costs which also have corresponding revenue sources. The overall trend of reduced 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 reinstatement of some of the prior year cuts from the FY 12-13 budget and increased personnel costs as a result of labor negotiations, operating expenditures are well below operating revenues.

The FY 13-14 expenditure budget by type is comprised of contractual services - \$14.7 million (53%), personnel services - \$10.0 million (35%), maintenance & operations - \$2.5 million (9%), and capital outlay - \$0.9 million (3%). By category, the FY 13-14 expenditure budget is comprised of police/safety services - \$9.4 million (34%), parks & recreation - \$5.7 million (20%), general government - \$4.8 million (17%), public works - \$4.4 million (16%), and community development - \$3.8 million (13%).

As mentioned above, the other non-operating expenditures of the General Fund consist of transfers out to the LMAD and CIP funds of approximately \$2.4 million for FY 13-14 and \$3.8 million for FY 14-15. 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 \$1.3 million FY 13-14 and \$1.2 million in FY 14-15.

For CIP, the General Fund is projected to allocate \$1.1 million in FY 13-14 and \$2.2 million in FY 14-15. Typically, these are projects that do not have another readily available funding source and would probably not be completed without General Fund support. Each year staff presents a list of recommended General Fund projects for the Council to consider with the knowledge that a certain amount of that funding will need to come from reserve balances. It is within the Council's sole discretion to either approve, deny or postpone these projects based on need and available funding.

Reserves – Total Available General Fund reserves remain very strong at an estimated 143% of operating costs through FY 12-13, and are projected to be approximately 138% by the end of FY 13-14 and 133% by the end of FY 14-15 after all transfers out including CIP. Total reserves include all amounts available to be spent, as well as those special reserves that have been set aside for buildings, equipment, liabilities and employee benefits.

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 Seven-Year 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 13-14, funding for tier one projects total \$2.2 million with \$1.0 million coming from the General Fund and another \$130K from the Building Reserves. For FY 14-15, funding for tier one projects total \$6.1 million with \$2.1 million coming from the General Fund and another \$100K from the Building Reserves. General Fund projects consist of street improvements, landscape improvements, traffic improvements, storm drain improvements, park improvements, and parking lot and golf course improvements. In addition, the Building Reserve projects consist of improvements and repairs to the Community Center, the Thomas Lasorda Jr. Field House.

The remainder of the tier one projects are funded by Gas Tax, Measure M, CDBG, Park In-Lieu funds, and OCTA grants. Major projects being funded by these sources are various street improvements, irrigation improvements, park improvements and environmental mitigation. Tier two projects total over \$95 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 \$11.0 million and \$12.0 million for each of the next two fiscal years with corresponding expenditures of about \$6.2 million. The balance will be used to repay loans to the Housing Fund and the General Fund over the next several years. Although the use of bond proceeds for the Town Center development project have recently been approved by the Department of Finance, they have already been appropriated in a prior year CIP budget.

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,



David J. Christian
Assistant 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.

CITY OF YORBA LINDA DESCRIPTION OF FUNDS

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.

Yorba Linda Refuse Fund is **restricted** to activities related to commercial and residential refuse collection and recycling.

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 7/1/2013	Adopted Revenues	Transfers From Other Funds	Available Resources	Adopted Expenditures	Transfers to Other Funds	Projected Fund Balance 6/30/2014
General Fund:	\$ 37,852,394	\$ 28,824,443	\$ 614,500	\$ 67,291,337	\$ (28,133,716)	\$ (2,255,077)	\$ 36,902,544
General Reserve Funds:							
Liability Insurance Reserve	3,042,733	20,550	-	3,063,283	-	-	3,063,283
Emp. Benefits Liability Reserve	1,095,400	10,400	-	1,105,800	-	-	1,105,800
Building Reserve	5,980,626	35,880	-	6,016,506	-	(130,000)	5,886,506
Equipment Reserve	1,069,613	6,000	-	1,075,613	-	(25,000)	1,050,613
Infrastructure Reserve	1,796,194	12,000	-	1,808,194	-	-	1,808,194
Total Reserve Funds	12,984,566	84,830	-	13,069,396	-	(155,000)	12,914,396
Special Revenue Funds:							
Gas Tax Fund	(1,523,965)	2,060,000	-	536,035	-	(487,500)	48,535
Measure M Fund	(632,380)	913,825	-	281,445	-	(120,000)	161,445
Grants & Competitive Fund	-	463,500	-	463,500	-	(463,500)	-
Traffic Safety Fund	22,084	130,551	-	152,635	-	(100,000)	52,635
Comm. Develop. Block Grant	-	216,687	-	216,687	(216,687)	-	-
Citizens Option Public Safety	17,475	102,525	-	120,000	-	(120,000)	-
Air Quality Management Dev.	861,921	82,880	-	944,801	-	(362,000)	582,801
Traffic Signal Imprvmt Fund	48,734	2,000	-	50,734	-	-	50,734
Park In-Lieu Fund	414,487	33,290	-	447,777	-	(30,000)	417,777
Master Plan for Drainage Fund	5,633,408	42,500	-	5,675,908	-	-	5,675,908
Traffic Mitigation Fund	1,942,116	17,680	-	1,959,796	-	-	1,959,796
Total Special Revenue Funds	6,783,880	4,065,438	-	10,849,318	(216,687)	(1,683,000)	8,949,631
Restricted Funds:							
Yorba Linda Public Library	7,102,685	4,415,051	-	11,517,736	(4,481,580)	-	7,036,156
Library Reserve Fund	6,769,720	500,000	-	7,269,720	-	-	7,269,720
Black Gold Golf Course Fund	3,819,221	5,900,245	-	9,719,466	(6,848,233)	-	2,871,233
Community Center Catering	(91,496)	266,266	-	174,770	(266,266)	-	(91,496)
Yorba Linda Refuse Fund	(762,688)	5,250,000	-	4,487,312	(5,250,000)	-	(762,688)
Capital Improvement Fund	-	-	2,212,000	2,212,000	(2,212,000)	-	-
Total Restricted Funds	16,837,442	16,331,562	2,212,000	35,381,004	(19,058,079)	-	16,322,925
Special Assessment Funds:							
Lighting & Lndscpe Maint. Dist.	2,040,125	6,050,143	1,254,577	9,344,845	(6,936,169)	-	2,408,676
Landscape Maint Dist # 9	(2,134)	6,036	12,000	15,902	(15,902)	-	-
Sewer Maintenance District Fund	269,584	-	-	269,584	-	-	269,584
Total Special Assessment Funds	2,307,575	6,056,179	1,266,577	9,630,331	(6,952,071)	-	2,678,260
TOTAL CITY FUNDS	\$ 76,765,857	\$ 55,362,452	\$ 4,093,077	\$ 136,221,386	\$ (54,360,553)	\$ (4,093,077)	\$ 77,767,756
SUCCESSOR AGENCY	21,743,414	11,634,785	482,100	33,860,299	(15,778,610)	(482,100)	17,599,589
TOTAL CITY AND AGENCY FUNDS	\$ 98,509,271	\$ 66,997,237	\$ 4,575,177	\$ 170,081,685	\$ (70,139,163)	\$ (4,575,177)	\$ 95,367,345

CITY OF YORBA LINDA FUND BALANCES

	Projected Fund Balance 7/1/2014	Adopted Revenues	Transfers From Other Funds	Available Resources	Adopted Expenditures	Transfers to Other Funds	Projected Fund Balance 6/30/2015
General Fund:	\$ 36,902,544	\$ 28,674,533	\$ 352,500	\$ 65,929,577	\$ (27,497,257)	\$ (3,344,344)	\$ 35,087,976
General Reserve Funds:							
Liability Insurance Reserve	3,063,283	20,550	-	3,083,833	-	-	3,083,833
Emp. Benefits Liability Reserve	1,105,800	10,400	-	1,116,200	-	-	1,116,200
Building Reserve	5,886,506	35,880	-	5,922,386	-	(100,000)	5,822,386
Equipment Reserve	1,050,613	6,000	-	1,056,613	-	(25,000)	1,031,613
Infrastructure Reserve	1,808,194	12,000	-	1,820,194	-	-	1,820,194
Total Reserve Funds	12,914,396	84,830	-	12,999,226	-	(125,000)	12,874,226
Special Revenue Funds:							
Gas Tax Fund	48,535	2,100,000	-	2,148,535	-	(1,887,500)	261,035
Measure M Fund	161,445	975,074	-	1,136,519	-	(575,000)	561,519
Grants & Competative Fund	-	270,000	-	270,000	-	(270,000)	-
Traffic Safety Fund	52,635	137,078	-	189,713	-	(100,000)	89,713
Comm. Develop. Block Grant	-	233,927	-	233,927	(203,927)	(30,000)	-
Citizens Option Public Safety	-	100,000	-	100,000	-	(100,000)	-
Air Quality Management Dev.	582,801	81,880	-	664,681	-	(120,000)	544,681
Traffic Signal Imprvmt Fund	50,734	2,000	-	52,734	-	-	52,734
Park In-Lieu Fund	417,777	671,563	-	1,089,340	-	(668,273)	421,067
Master Plan for Drainage Fund	5,675,908	42,500	-	5,718,408	-	-	5,718,408
Traffic Mitigation Fund	1,959,796	17,660	-	1,977,476	-	-	1,977,476
Total Special Revenue Funds	8,949,631	4,631,702	-	13,581,333	(203,927)	(3,750,773)	9,626,633
Restricted Funds:							
Yorba Linda Public Library	7,036,156	4,482,417	-	11,518,573	(4,539,861)	-	6,978,712
Library Reserve Fund	7,269,720	500,000	-	7,769,720	-	-	7,769,720
Black Gold Golf Course Fund	2,871,233	6,075,285	-	8,946,518	(7,009,801)	-	1,936,717
Community Center Catering	(91,496)	629,276	-	537,780	(629,276)	-	(91,496)
Yorba Linda Refuse Fund	(762,688)	5,250,000	-	4,487,312	(5,250,000)	-	(762,688)
Capital Improvement Fund	-	-	5,667,273	5,667,273	(5,667,273)	-	-
Total Restricted Funds	16,322,925	16,936,978	5,667,273	38,927,176	(23,096,211)	-	15,830,965
Special Assessment Funds:							
Lighting & Lndscape Maint. Dist.	2,408,676	6,179,062	1,188,344	9,776,082	(7,031,359)	-	2,744,723
Landscape Maint Dist # 9	-	4,437	12,000	16,437	(16,437)	-	-
Sewer Maintenance District Fund	269,584	-	-	269,584	-	-	269,584
Total Special Assessment Funds	2,678,260	6,183,499	1,200,344	10,062,103	(7,047,796)	-	3,014,307
TOTAL CITY FUNDS	\$ 77,767,756	\$ 56,511,542	\$ 7,220,117	\$ 141,499,415	\$ (57,845,191)	\$ (7,220,117)	\$ 76,434,107
SUCCESSOR AGENCY	17,599,589	11,634,785	3,321,855	32,556,229	(7,177,314)	(3,321,855)	22,057,060
TOTAL CITY AND AGENCY FUNDS	\$ 95,367,345	\$ 68,146,327	\$ 10,541,972	\$ 174,055,644	\$ (65,022,505)	\$ (10,541,972)	\$ 98,491,167

CITY OF YORBA LINDA REVENUES & TRANSFERS IN

	Audited FY 2010/11	Audited FY 2011/12	Projected FY 2012/13	Adopted FY 2013/14	Adopted FY 2014/15
General Fund:					
Property Tax	\$ 12,835,834	\$ 13,970,068	\$ 13,977,215	\$ 13,350,000	\$ 13,550,250
Sales & Use Tax	5,493,422	5,468,504	5,630,000	5,800,000	6,224,000
Franchise Fees	1,912,471	2,091,150	2,078,364	2,062,000	2,127,000
Business Tax	334,041	364,788	346,448	345,000	345,000
Property Transfer Tax	5,009,416	367,452	464,568	425,000	450,000
Transient Occupancy Tax	317,563	354,788	388,424	375,000	400,000
Motor Vehicle In-lieu	315,425	34,271	35,511	35,000	35,000
Building Permits & Plan Checks	1,607,244	1,185,205	1,890,193	2,249,580	1,796,653
Interest	277,793	421,533	250,000	250,000	250,000
Rents	1,233,353	959,792	556,709	574,100	575,500
Charge for Current Services	1,729,654	1,641,357	1,393,795	1,472,646	1,495,446
Charge for Admin. Services	1,490,986	1,587,428	1,056,564	1,130,117	1,209,684
Charge for Police Services	90,059	79,261	62,349	56,000	56,000
Miscellaneous Income	226,330	285,117	1,172,380	700,000	160,000
Total General Fund Operating	32,873,591	28,810,714	29,302,520	28,824,443	28,674,533
Transfers In from Other Funds	996,381	495,630	350,500	614,500	352,500
Total General Fund	\$ 33,869,972	\$ 29,306,344	\$ 29,653,020	\$ 29,438,943	\$ 29,027,033
Reserve Funds:					
Liability Insurance Reserve	\$ 20,557	\$ 32,982	\$ 20,550	\$ 20,550	\$ 20,550
Emp. Benefits Liability Reserve	23,525	34,717	10,400	10,400	10,400
Building Reserve	41,154	57,771	35,880	35,880	35,880
Equipment Reserve	4,986	7,254	6,000	6,000	6,000
Infrastructure Reserve	4,450	6,679	12,000	12,000	12,000
Disaster Response Fund	36,316	-	-	-	-
Total Reserve Funds	\$ 130,988	\$ 139,403	\$ 84,830	\$ 84,830	\$ 84,830

**CITY OF YORBA LINDA
REVENUES & TRANSFERS IN**

	Audited FY 2010/11	Audited FY 2011/12	Projected FY 2012/13	Adopted FY 2013/14	Adopted FY 2014/15
Special Revenue Funds:					
Gas Tax Fund	\$ 1,749,526	1,972,680	1,643,688	2,060,000	2,100,000
Measure M Fund	614,699	850,208	857,518	913,825	975,074
Grants and Competitive Fund	1,560,077	1,464,954	2,027,442	463,500	270,000
Traffic Safety Fund	203,525	159,576	124,334	130,551	137,078
Street Improvements Fund	1,922	(1,041)	-	-	-
Comm. Develop. Block Grant Fund	254,557	146,535	401,309	216,687	233,927
Citizens Option Public Safety Fund	112,874	111,980	100,000	102,525	100,000
Air Quality Management Dev. Fund	82,806	90,939	84,880	82,880	81,880
Traffic Signal Improvements Fund	141,923	3,258	2,000	2,000	2,000
Park In-Lieu Fund	14,879	9,868	3,290	33,290	671,563
Master Plan for Drainage Fund	180,768	60,358	42,500	42,500	42,500
Street Light & Energy Fund	642	(64)	-	-	-
Traffic Mitigation Fund	110,079	81,526	17,680	17,680	17,680
Total Special Revenue Funds	\$ 5,028,277	\$ 4,950,777	\$ 5,304,641	\$ 4,065,438	\$ 4,631,702
Restricted Funds:					
Yorba Linda Public Library Fund	\$ 4,353,073	\$ 4,504,731	\$ 4,287,040	\$ 4,415,051	\$ 4,482,417
Library Reserve Fund	494,231	470,259	500,000	500,000	500,000
Black Gold Golf Course Fund	5,181,402	5,829,362	5,600,241	5,900,245	6,075,285
Community Center Catering	-	-	122,819	266,266	629,276
Yorba Linda Refuse Fund	5,149,426	5,211,230	5,250,000	5,250,000	5,250,000
Capital Improvements Fund	5,053,378	7,104,558	28,087,922	2,212,000	5,667,273
Total Restricted Funds	\$ 20,231,510	\$ 23,120,140	\$ 43,848,022	\$ 18,543,562	\$ 22,604,251
Special Assessment Funds:					
Lighting & Landscape Maint. Dist.	\$ 7,504,213	\$ 7,159,644	\$ 7,048,598	\$ 7,304,720	\$ 7,367,406
Landscape Maint Dist # 9 Fund	20,387	4,264	14,136	18,036	16,437
Sewer Maintenance District Fund	465,775	3,345	-	-	-
Total Special Assessment Funds	\$ 7,990,375	\$ 7,167,253	\$ 7,062,734	\$ 7,322,756	\$ 7,383,843
TOTAL CITY FUNDS	\$ 67,251,122	\$ 64,683,917	\$ 85,953,247	\$ 59,455,529	\$ 63,731,659
SUCCESSOR AGENCY	47,465,903	16,278,538	4,828,526	12,116,885	14,956,640
TOTAL CITY AND AGENCY FUNDS	\$ 114,717,025	\$ 80,962,455	\$ 90,781,773	\$ 71,572,414	\$ 78,688,299

**CITY OF YORBA LINDA
EXPENDITURES & TRANSFERS OUT**

	Audited FY 2010/11	Audited FY 2011/12	Projected FY 2012/13	Adopted FY 2013/14	Adopted FY 2014/15
General Fund:					
Legislative & Support Services	\$ 5,250,934	\$ 4,259,450	\$ 5,021,091	\$ 4,836,999	\$ 4,937,365
Public Safety/Police Services	11,413,937	11,620,690	10,664,925	9,424,185	9,692,654
Community Development Dept	2,207,284	2,341,932	2,437,943	3,759,410	2,895,106
Public Works Department	3,215,735	3,305,622	3,516,904	4,448,956	4,232,037
Parks & Recreation Dept	5,009,416	5,136,319	5,202,567	5,664,166	5,740,095
Total General Fund Operating	<u>27,097,306</u>	<u>26,664,013</u>	<u>26,843,430</u>	<u>28,133,716</u>	<u>27,497,257</u>
Transfers Out	1,279,837	1,431,835	2,081,561	2,255,077	3,344,344
Total General Fund	<u>\$ 28,377,143</u>	<u>\$ 28,095,848</u>	<u>\$ 28,924,991</u>	<u>\$ 30,388,793</u>	<u>\$ 30,841,601</u>
Reserve Funds:					
Buildings Reserve	36,264	88,832	183,900	130,000	100,000
Equipment Reserve	9,689	190,006	217,900	25,000	25,000
Disaster Response Fund	639,781	6,695	-	-	-
Total Reserve Funds	<u>\$ 685,734</u>	<u>\$ 285,533</u>	<u>\$ 401,800</u>	<u>\$ 155,000</u>	<u>\$ 125,000</u>
Special Revenue Funds:					
Gas Tax Fund	\$ 1,297,251	\$ 2,775,735	\$ 4,459,763	\$ 487,500	\$ 1,887,500
Measure M Fund	1,513,851	646,711	872,295	120,000	575,000
Grants and Competative Fund	848,072	723,477	2,027,442	463,500	270,000
Traffic Safety Fund	225,000	138,101	100,000	100,000	100,000
Street Improvements Fund	57,789	209,789	-	-	-
Comm. Develop. Block Grant Fund	234,472	123,958	401,309	216,687	233,927
Citizens Option Public Safety Fund	102,582	108,759	120,000	120,000	100,000
Air Quality Management Dev. Fund	-	102,001	-	362,000	120,000
Traffic Signal Improvements Fund	-	510	500,000	-	-
Park In-Lieu Fund	78,384	43,040	-	30,000	668,273
Master Plan for Drainage Fund	194,707	4,359	-	-	-
Street Light & Energy Fund	42,500	-	-	-	-
Traffic Mitigation Fund	25,457	59,195	650,000	-	-
Total Special Revenue Funds	<u>\$ 4,620,065</u>	<u>\$ 4,935,635</u>	<u>\$ 9,130,809</u>	<u>\$ 1,899,687</u>	<u>\$ 3,954,700</u>
Restricted Funds:					
Yorba Linda Public Library Fund	\$ 3,822,478	\$ 3,786,620	\$ 4,318,296	\$ 4,481,580	\$ 4,539,861
Library Reserve Fund	-	1,166	2,635,000	-	-
Black Gold Golf Course Fund	6,777,965	6,733,247	6,784,693	6,848,233	7,009,801
Community Center Catering	-	-	122,819	266,266	629,276
Yorba Linda Refuse Fund	5,122,281	5,081,582	5,250,000	5,250,000	5,250,000
Capital Improvements Fund	5,053,379	7,104,559	28,087,922	2,212,000	5,667,273
Total Restricted Funds	<u>\$ 20,776,103</u>	<u>\$ 22,707,174</u>	<u>\$ 47,198,730</u>	<u>\$ 19,058,079</u>	<u>\$ 23,096,211</u>

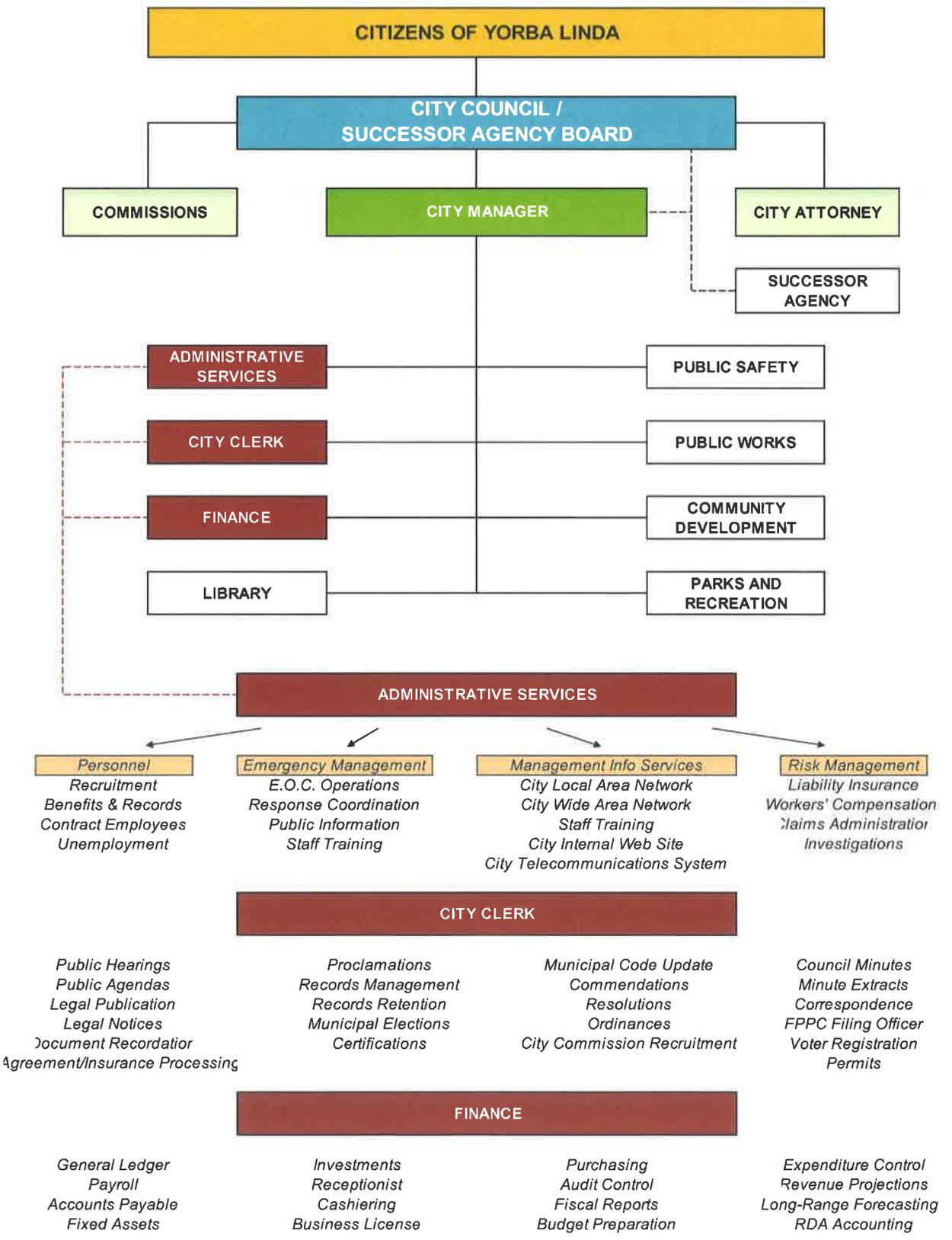
**CITY OF YORBA LINDA
EXPENDITURES & TRANSFERS OUT**

	Audited FY 2010/11	Audited FY 2011/12	Projected FY 2012/13	Adopted FY 2013/14	Adopted FY 2014/15
Special Assessment Funds:					
Lighting & Landscape Maint. Dist.	\$ 7,146,541	\$ 7,367,226	\$ 6,618,878	\$ 6,936,169	\$ 7,031,359
Landscape Maint Dist # 9 Fund	12,510	15,053	14,136	15,902	16,437
Sewer Maintenance District Fund	205,131	592	-	-	-
Total Special Assessment Funds	\$ 7,364,182	\$ 7,382,871	\$ 6,633,014	\$ 6,952,071	\$ 7,047,796
TOTAL CITY FUNDS	\$ 61,823,227	\$ 63,407,061	\$ 92,289,344	\$ 58,453,630	\$ 65,065,308
SUCCESSOR AGENCY	25,435,428	23,520,378	7,179,235	16,260,710	10,499,169
TOTAL CITY AND AGENCY FUNDS	\$ 87,258,655	\$ 86,927,439	\$ 99,468,579	\$ 74,714,340	\$ 75,564,477

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



**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Expenditures:</u>					
Personnel Services	\$2,247,517	\$2,255,433	\$2,650,130	\$2,773,955	\$2,863,368
Maintenance & Operations	1,991,101	787,281	1,205,836	740,610	801,388
Contract Services	977,408	1,188,591	1,116,069	1,158,034	1,100,109
Capital Outlay	34,908	28,145	49,056	164,400	172,500
TOTAL	<u>\$5,250,934</u>	<u>\$4,259,450</u>	<u>\$5,021,091</u>	<u>\$4,836,999</u>	<u>\$4,937,365</u>
<u>Funding Sources:</u>					
Business License Fees	\$307,707	\$353,643	\$335,735	\$335,000	\$335,000
Overhead Allocation	842,941	807,370	1,056,564	1,130,117	1,209,684
Redevelopment Agency	648,044	780,058	0	0	0
Equipment Reserve Fund	0	0	0	0	0
General Fund	3,452,242	2,318,379	3,628,792	3,371,882	3,392,681
TOTAL	<u>\$5,250,934</u>	<u>\$4,259,450</u>	<u>\$5,021,091</u>	<u>\$4,836,999</u>	<u>\$4,937,365</u>

Prior Year Accomplishments

- Adopted and implemented a balanced 1-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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

LEGISLATIVE, ADMINISTRATIVE SERVICES, CITY CLERK & FINANCE SUMMARY

<u>Personnel:</u>	<u>Actual</u> <u>2010/11</u>	<u>Actual</u> <u>2011/12</u>	<u>Projected</u> <u>2012/13</u>	<u>Adopted</u> <u>2013/14</u>	<u>Adopted</u> <u>2014/15</u>
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 to the City Manager	.20	.20	.20	.20	.20
Housing & Redevelopment Mgr.	.00	.00	1.00	1.00	1.00
Management Analyst	.00	.00	.80	.80	.80
Management Assistant	1.75	1.00	.00	.00	.00
Executive Assistant	.75	.75	.75	.75	.75
Office Assistant I	<u>1.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	4.70	2.95	3.75	3.75	3.75
Personnel					
Assistant to the City Manager	.40	.40	.40	.40	.40
Management Assistant	.00	.00	.00	.00	.00
Executive Secretary	<u>.25</u>	<u>.25</u>	<u>.25</u>	<u>.25</u>	<u>.25</u>
	.65	.65	.65	.65	.65
Information Technology					
MIS Manager	1.00	1.00	1.00	1.00	1.00
MIS Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
	2.00	2.00	2.00	2.00	2.00
Emergency Management					
Management Assistant	.25	.00	.00	.00	.00
Management Analyst	<u>.00</u>	<u>.00</u>	<u>.20</u>	<u>.20</u>	<u>.20</u>
	.25	.00	.20	.20	.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	.00	1.00	1.00	1.00	1.00
Part-Time Office Assistant I	<u>1.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	3.00	3.00	3.00	3.00	3.00

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

LEGISLATIVE, ADMINISTRATIVE SERVICES, CITY CLERK & FINANCE SUMMARY

<u>Personnel:</u>	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
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
Accounting Technician	2.00	2.00	2.00	2.00	2.00
Business License Technician	.00	.00	.00	.00	.00
Senior Account Clerk	2.00	2.00	2.00	2.00	2.00
Account Clerk	.00	.00	.00	.00	.00
Part-Time Account Clerk	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	6.00	6.00	6.00	6.00	6.00
Successor Agency					
Housing & Redevelopment Mgr.	.00	.75	.00	.00	.00
Housing & Redevelopment Spec.	<u>.75</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.75	.75	.00	.00	.00
GRAND TOTAL	<u>24.40</u>	<u>22.75</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Councilmembers	5.00	5.00	5.00	5.00	5.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	5.00	5.00	5.00	5.00	5.00
<i>Expenditures:</i>					
Personnel Services	\$91,330	\$93,068	\$112,202	\$109,394	\$113,165
Maintenance & Operations	19,103	37,309	45,474	52,438	52,438
Contract Services	16,000	16,000	16,000	25,000	25,000
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$126,433</u>	<u>\$146,377</u>	<u>\$173,676</u>	<u>\$186,832</u>	<u>\$190,603</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ Attendance at City Council and other agency meetings. ○ Adoption of balanced 2013/14 Operating and Capital Improvement Program Budgets. ○ Application and adherence to adopted City Council goals.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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 2010/11	Actual 2011/12	Projected 2012/13	Adopted 2013/14	Adopted 2014/15
<i>Personnel:</i>					
Full-Time Employees	4.70	2.95	3.75	3.75	3.75
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	4.70	2.95	3.75	3.75	3.75
<i>Expenditures:</i>					
Personnel Services	\$550,796	\$430,787	\$568,100	\$614,644	\$658,340
Maintenance & Operations	11,147	9,396	11,625	20,610	20,610
Contract Services	0	461	29,750	25,000	0
Capital Outlay	888	405	0	0	0
TOTAL	\$562,831	\$441,049	\$609,475	\$660,254	\$678,950

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

DEPARTMENT: LEGISLATIVE AND ADMINISTRATIVE SERVICES
DIVISION: PERSONNEL

Statement of Objectives:

The Personnel Division administers the recruitment, selection, and retention of full-time, part-time, and contract employees. The Personnel Division ensures that personnel practices are in compliance with the Fair Labor Standards Act, Meyers-Milias-Brown Act, and other applicable personnel laws. The Personnel Division prepares and maintains records, reports and surveys to provide information to the City Council, management, and employees.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.65	.65	.65	.65	.65
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.65	.65	.65	.65	.65
<i>Expenditures:</i>					
Personnel Services	\$390,287	\$435,759	\$569,046	\$566,727	\$590,172
Maintenance & Operations	27,057	36,118	31,461	30,800	33,400
Contract Services	1,572	1,600	1,000	41,500	1,500
Capital Outlay	0	0	0	15,000	0
TOTAL	<u>\$418,916</u>	<u>\$473,477</u>	<u>\$601,507</u>	<u>\$654,027</u>	<u>\$625,072</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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 and educational development opportunities to enhance staff knowledge and customer service. ○ Oversee personnel rules & regulations. 	<ul style="list-style-type: none"> ○ 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. ○ Development of staff knowledge and loyalty through educational development. ○ Update personnel processes, employee handbook and administrative orders

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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 website and public access channel.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	2.00	2.00	2.00	2.00	2.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	2.00	2.00	2.00	2.00	2.00
<i>Expenditures:</i>					
Personnel Services	\$243,171	\$235,342	\$269,996	\$286,654	\$288,522
Maintenance & Operations	2,175	332	2,650	6,200	6,200
Contract Services	37,980	52,600	52,000	57,500	57,500
Capital Outlay	21,434	19,901	42,000	45,000	45,000
TOTAL	<u>\$304,760</u>	<u>\$308,175</u>	<u>\$366,646</u>	<u>\$395,354</u>	<u>\$397,222</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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 Permit system. ○ Maintain and update the City's EOC phone system. ○ Assist with the transition to a paperless agenda. 	<ul style="list-style-type: none"> ○ Add 311 App to City's website. ○ 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. Add Kiosk capabilities in lobby of City Hall. ○ 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 2013/14 & 2014/15 OPERATING BUDGET**

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

Statement of Objectives:

The City Clerk's Department oversees the legislative history of the City Council, is responsible for the care and custody of all official City records, and researches and disseminates information for staff and the public. The City Clerk ensures the legislative process is "open and public" by publishing and posting notices and ordinances as required by law. The City Clerk conducts all municipal elections and serves as the filing officer for disclosure statements.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	2.00	3.00	3.00	3.00	3.00
Part-Time Employees (FTE)	<u>1.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	3.00	3.00	3.00	3.00	3.00
<i>Expenditures:</i>					
Personnel Services	\$267,554	\$313,055	\$345,158	\$367,133	\$369,730
Maintenance & Operations	68,904	80,542	51,010	39,965	75,410
Contract Services	14,622	12,770	10,555	16,900	12,975
Capital Outlay	0	3,200	5,900	0	0
TOTAL	<u>\$351,080</u>	<u>\$409,567</u>	<u>\$412,623</u>	<u>\$423,998</u>	<u>\$458,115</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Serve as filing officer for the Conflict of Interest/Campaign Disclosure Statement reporting per the Fair Political Practices Commission. ○ Conduct the November 4, 2014 General Municipal Election and encourage voter participation/turnout. ○ Maintain an effective records management system for the storage, preservation, and efficient retrieval of official City records. ○ Meet all legal requirements in the preparation and processing of Council agendas, packets, minutes, ordinances, resolutions, legal notices, deeds, contracts, insurance certificates, bonds, permits, Commission vacancies, subpoenas of records, claims, Public Records Act requests and Municipal Code updates. 	<ul style="list-style-type: none"> ○ Distribute and process 240 FPPC forms and manuals within legal time frames on an annual basis. ○ Prepare Candidates Handbooks, administer election deadlines and legal requirements. ○ Process & scan all agreements, deeds and other recorded documents, minutes, resolutions, ordinances, agendas & packets, campaign & financial statements into records management system for preservation and retrieval. ○ 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 maintain updated Municipal Code.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	6.00	6.00	6.00	6.00	6.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	6.00	6.00	6.00	6.00	6.00
<i>Expenditures:</i>					
Personnel Services	\$652,802	\$689,624	\$717,990	\$746,108	\$758,669
Maintenance & Operations	16,199	16,926	15,880	20,445	20,075
Contract Services	83,412	82,826	134,712	109,450	120,450
Capital Outlay	1,271	0	1,156	1,500	1,500
TOTAL	<u>\$753,684</u>	<u>\$789,376</u>	<u>\$869,738</u>	<u>\$877,503</u>	<u>\$900,694</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	0	0	0	0	0
Contract Services	617,344	835,390	650,000	650,000	650,000
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$617,344</u>	<u>\$835,390</u>	<u>\$650,000</u>	<u>\$650,000</u>	<u>\$650,000</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	145,517	137,592	136,350	155,552	155,625
Contract Services	155,356	88,723	144,250	159,000	159,000
Capital Outlay	3,420	4,639	0	93,000	0
TOTAL	<u>\$304,293</u>	<u>\$230,954</u>	<u>\$280,600</u>	<u>\$407,552</u>	<u>\$314,625</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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 overall objective in administering the programs is to reduce risk exposure and control costs related to claims and lawsuits.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.40	.40	.40	.40	.40
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.40	.40	.40	.40	.40
<i>Expenditures:</i>					
Personnel Services	\$45,725	\$57,798	\$60,646	\$62,065	\$62,467
Maintenance & Operations	1,689,541	458,949	899,362	400,000	420,000
Contract Services	34,883	74,882	52,618	50,000	50,000
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$1,770,149</u>	<u>\$591,629</u>	<u>\$1,012,626</u>	<u>\$512,065</u>	<u>\$532,467</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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

Statement of Objectives:

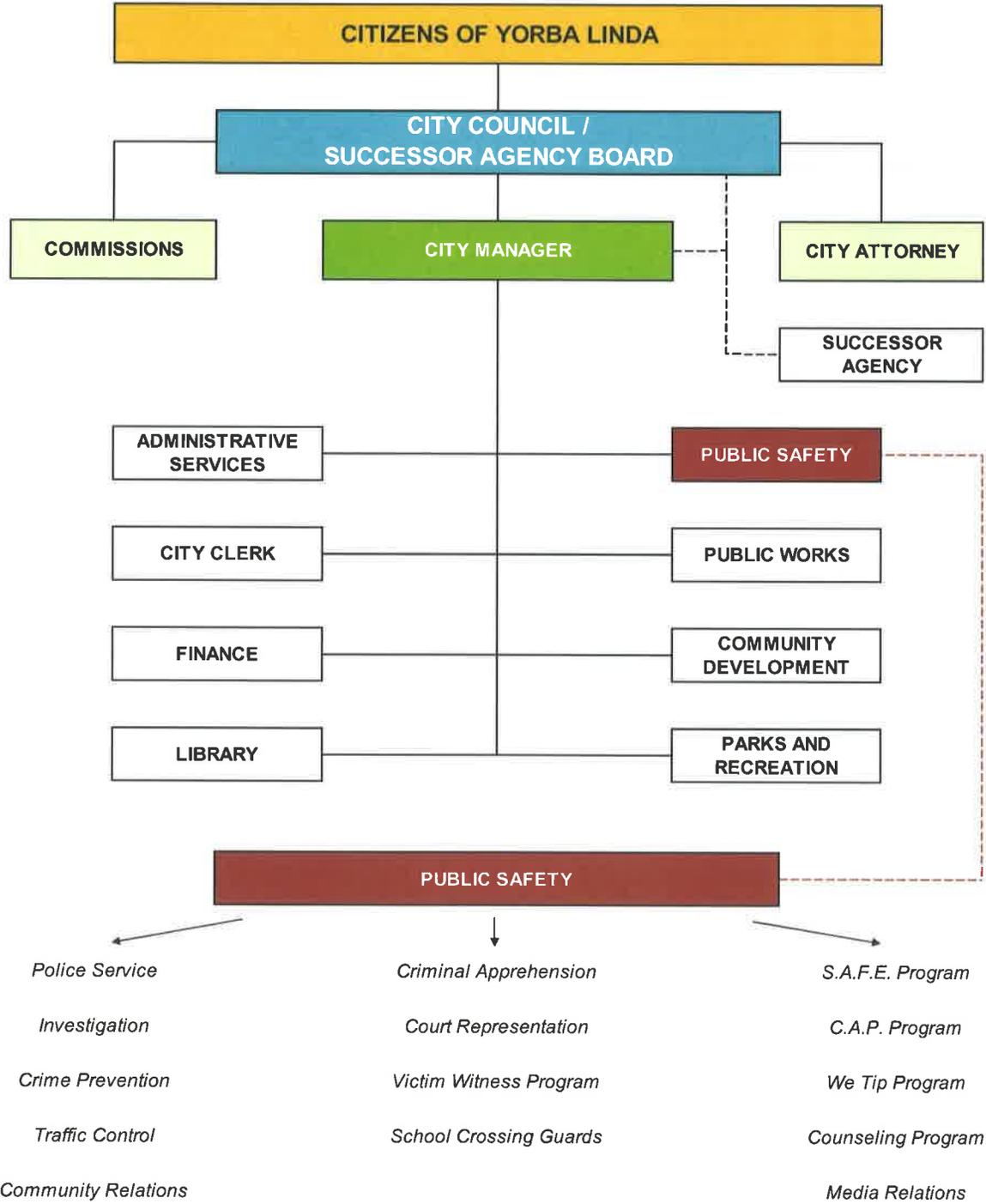
The Emergency Management Division administers and coordinates the City's planned response to emergency situations associated with disasters including earthquakes, floods, and hazardous materials incidents. The emergency response effort is designed to mitigate the impact of disasters, which pose major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

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.25	.00	.20	.20	.20
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.25	.00	.20	.20	.20
<i>Expenditures:</i>					
Personnel Services	\$5,852	\$0	\$6,992	\$21,230	\$22,303
Maintenance & Operations	11,458	10,117	12,024	14,600	17,630
Contract Services	16,239	23,339	25,184	23,684	23,684
Capital Outlay	7,895	0	0	9,900	126,000
TOTAL	<u>\$41,444</u>	<u>\$33,456</u>	<u>\$44,200</u>	<u>\$69,414</u>	<u>\$189,617</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Coordinate emergency preparedness training and response with the emergency manager, 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. 	<ul style="list-style-type: none"> ○ 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. ○ Retrain city staff to utilize the current 800 MHz countywide radio system

Public Safety

CITY OF YORBA LINDA ORGANIZATIONAL CHART



**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

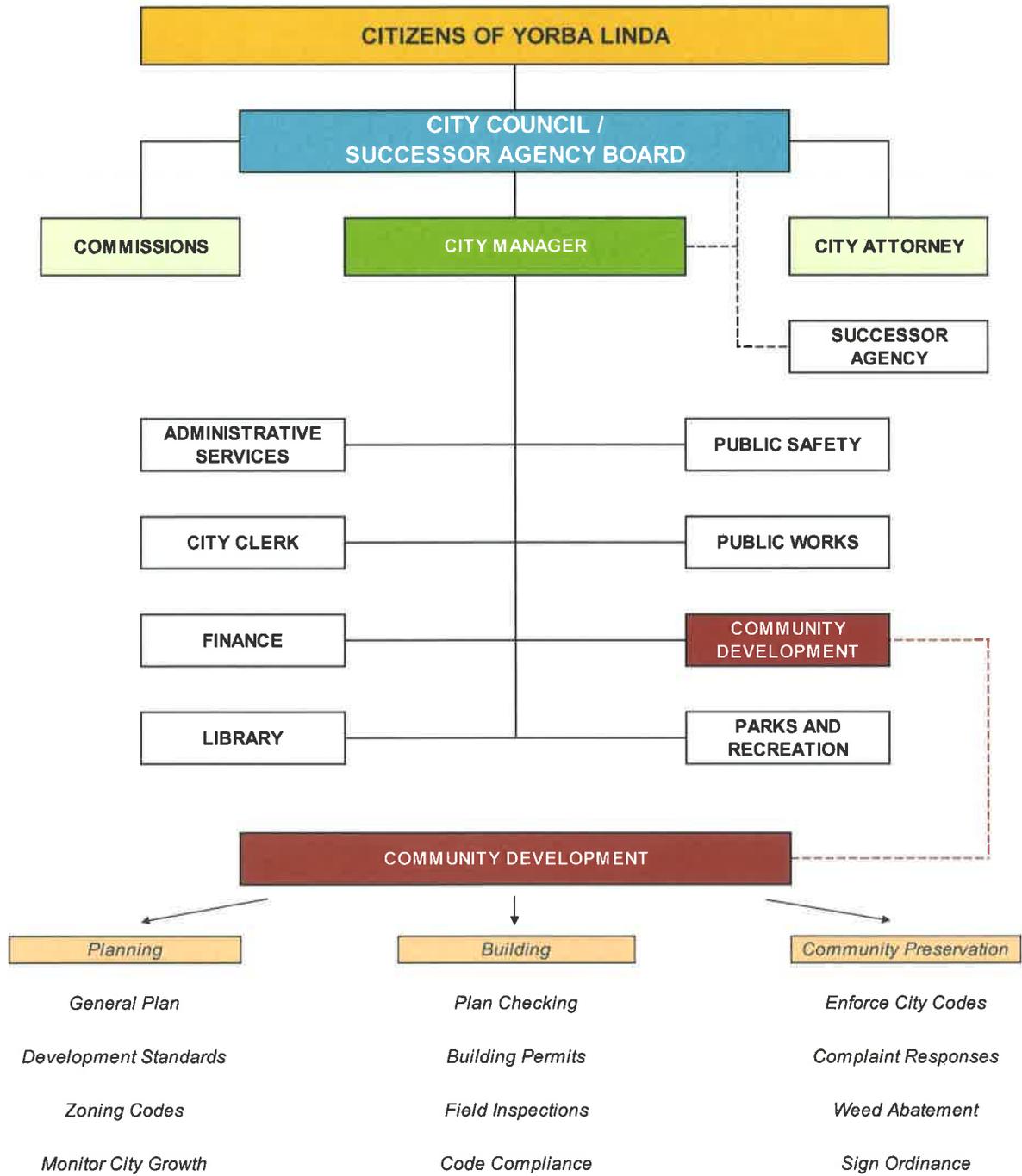
	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	16,156	16,012	95,613	209,540	215,220
Police/Safety Services	11,354,700	11,582,562	10,331,568	9,214,645	9,477,434
Other Contract Services	43,081	22,116	237,744	0	0
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$11,413,937</u>	<u>\$11,620,690</u>	<u>\$10,664,925</u>	<u>\$9,424,185</u>	<u>\$9,692,654</u>
<i>Funding Sources:</i>					
Traffic Safety Fund	\$225,000	\$138,101	\$100,000	\$100,000	\$100,000
COPS/SLEF/Federal Grants	132,037	108,759	120,000	120,000	120,000
Court Fines	45,899	16,878	6,555	6,000	6,000
False Alarm Billings	5,750	9,250	5,325	5,000	5,000
Vehicle Abatement	20,878	37,947	25,860	25,000	25,000
Booking Fees	17,532	15,186	24,609	20,000	20,000
General Fund	10,966,841	11,294,569	10,382,576	9,148,185	9,416,654
TOTAL	<u>\$11,413,937</u>	<u>\$11,620,690</u>	<u>\$10,664,925</u>	<u>\$9,424,185</u>	<u>\$9,692,654</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> o Maintain priority 1 response times of less than five minutes. o Involve the community in the public safety mission. o Utilize pro-active patrol activity to be a deterrent to criminal activity. o Improve aggressive traffic enforcement. o Bring available resources to bear to quickly address problems. o Field well trained Deputy Sheriffs. o Field Deputy Sheriffs focused on the mission of providing the best possible service to the community. 	<ul style="list-style-type: none"> o Track priority 1 response times daily. o Track participation in Neighborhood Watch. o Ensure staffing levels are maintained. o Track activity, Deputy participation, and training at all schools. o Field three well trained and properly equipped motor Deputies. o Utilize specialized investigative units, helicopters, Reserves, Explorers, SWAT, Mobile field force assets, and mutual aid when appropriate. o Track daily briefing and Department training. o 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



**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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.

	<u>Actual</u> 2010/11	<u>Actual</u> 2011/12	<u>Projected</u> 2012/13	<u>Adopted</u> 2013/14	<u>Adopted</u> 2014/15
<u>Expenditures:</u>					
Personnel Services	\$1,707,081	\$1,827,658	\$1,988,661	\$2,260,648	\$2,288,374
Maintenance & Operations	67,398	71,671	55,662	76,862	73,832
Contract Services	408,804	372,824	387,959	1,030,900	526,900
Capital Outlay	24,001	69,779	5,661	391,000	6,000
TOTAL	<u>\$2,207,284</u>	<u>\$2,341,932</u>	<u>\$2,437,943</u>	<u>\$3,759,410</u>	<u>\$2,895,106</u>
<u>Funding Sources:</u>					
Building Permits/Plan Check	\$1,604,250	\$1,182,328	\$1,888,136	\$2,249,580	\$1,796,653
Oil Well Inspections	6,000	2,767	2,625	3,000	3,000
Planning Fees	64,543	43,986	56,808	56,809	56,809
Weed Abatement	1,548	0	0	0	0
Administrative Citations	20,094	16,693	7,825	15,000	15,000
Grants	0	0	0	490,000	0
AQMD	0	0	0	56,000	0
General Fund	510,849	1,096,158	482,549	889,021	1,023,644
TOTAL	<u>\$2,207,284</u>	<u>\$2,341,932</u>	<u>\$2,437,943</u>	<u>\$3,759,410</u>	<u>\$2,895,106</u>

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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

<u>Personnel:</u>	<u>Actual</u> 2010/11	<u>Actual</u> 2011/12	<u>Projected</u> 2012/13	<u>Adopted</u> 2013/14	<u>Adopted</u> 2014/15
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	.00	.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Planning Aide	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	.00	.50	.70	.70	.70
Senior Office Assistant	.00	.00	.00	.00	.00
Office Assistant II	<u>.50</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	5.00	5.00	5.20	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	1.00	1.00
Building Permit Technician	2.00	2.00	2.00	2.00	2.00
Administrative Secretary	.00	.30	.20	.20	.20
Senior Office Assistant	1.00	1.00	.80	.80	.80
Office Assistant II	.30	.00	.00	.00	.00
Part-Time Permit Technician	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	8.50	8.50	8.20	9.20	9.20
Community Preservation					
Community Development Director	.20	.20	.20	.20	.20
Senior Code Enforcement Officer	.90	.90	.90	.90	.90
Senior Preservation Officer	.85	.85	.85	.85	.85
Preservation Officer	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	.00	.20	.10	.10	.10
Senior Office Assistant	.00	.00	.20	.20	.20
Office Assistant II	<u>.20</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	3.15	3.15	3.25	3.25	3.25

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

<u>Personnel:</u>	<u>Actual</u> 2010/11	<u>Actual</u> 2011/12	<u>Projected</u> 2012/13	<u>Adopted</u> 2013/14	<u>Adopted</u> 2014/15
NPDES					
Community Dev. Director	.00	.00	.00	.00	.00
Senior Code Enforcement Officer	.10	.10	.10	.10	.10
Senior Preservation Officer	.10	.10	.10	.10	.10
Preservation Officer	.00	.00	.00	.00	.00
Building Official	<u>.10</u>	<u>.10</u>	<u>.10</u>	<u>.10</u>	<u>.10</u>
	.30	.30	.30	.30	.30
Redevelopment/Successor Agcy.					
Housing & Redevelopment Mgr.	.00	.00	.00	.00	.00
Housing & Redevelopment Spec.	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
GRAND TOTAL	<u>16.95</u>	<u>16.95</u>	<u>16.95</u>	<u>18.95</u>	<u>18.95</u>

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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 2010/11	Actual 2011/12	Projected 2012/13	Adopted 2013/14	Adopted 2014/15
<i>Personnel:</i>					
Full-Time Employees	5.00	5.00	5.20	6.20	6.20
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	5.00	5.00	5.20	6.20	6.20
<i>Expenditures:</i>					
Personnel Services	\$561,063	\$599,616	\$665,045	\$789,339	\$801,748
Maintenance & Operations	17,655	21,926	20,070	21,237	23,637
Contract Services	69,339	44,168	84,942	554,000	50,000
Capital Outlay	0	2,354	4,000	2,000	4,000
TOTAL	\$648,057	\$668,064	\$774,057	\$1,366,576	\$879,385

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	8.50	8.50	8.20	9.20	9.20
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	<u>8.50</u>	<u>8.50</u>	<u>8.20</u>	<u>9.20</u>	<u>9.20</u>
<u>Expenditures:</u>					
Personnel Services	\$825,538	\$888,471	\$961,370	\$1,100,148	\$1,112,401
Maintenance & Operations	42,343	36,778	27,978	43,070	37,640
Contract Services	297,983	277,670	296,917	450,900	450,900
Capital Outlay	24,001	34,238	1,661	333,000	2,000
TOTAL	<u>\$1,189,865</u>	<u>\$1,237,157</u>	<u>\$1,287,926</u>	<u>\$1,927,118</u>	<u>\$1,602,941</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	3.15	3.15	3.25	3.25	3.25
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	3.15	3.15	3.25	3.25	3.25
<i>Expenditures:</i>					
Personnel Services	\$320,480	\$339,571	\$362,246	\$371,161	\$374,225
Maintenance & Operations	7,400	12,967	7,614	12,555	12,555
Contract Services	41,482	50,986	6,100	26,000	26,000
Capital Outlay	0	33,187	0	56,000	0
TOTAL	<u>\$369,362</u>	<u>\$436,711</u>	<u>\$375,960</u>	<u>\$465,716</u>	<u>\$412,780</u>

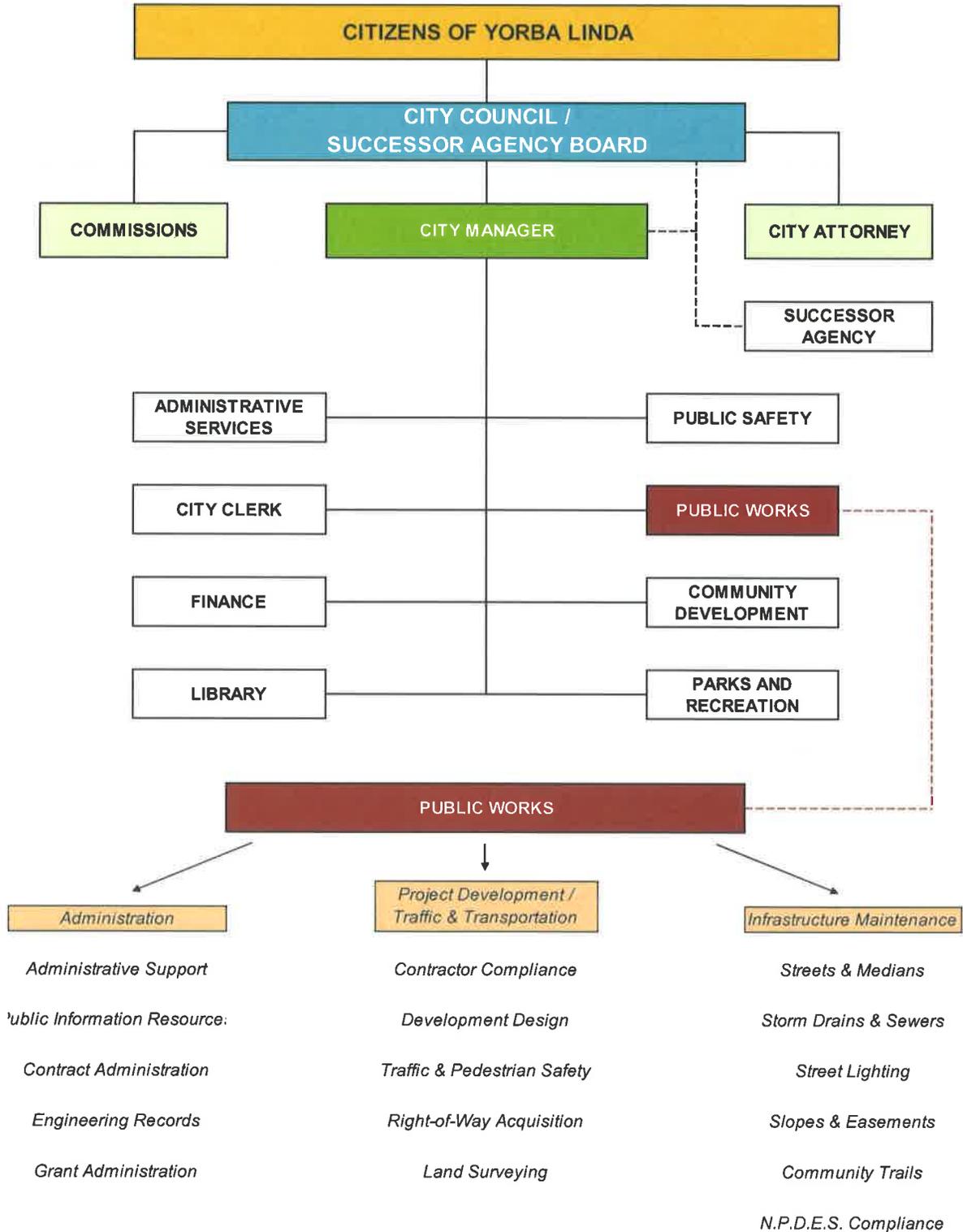
2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Provide prompt response for field investigation of citizen's complaints and achieve compliance of municipal and zoning code violations. ○ Assist Building, Fire, Engineering, Police and Planning Department efforts relating 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. 	<ul style="list-style-type: none"> ○ 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



**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

PUBLIC WORKS DEPARTMENT SUMMARY

STATEMENT OF PURPOSE:

The Public Works Department consists of Public Works Administration, Engineering, Traffic/Transportation, Public Works Maintenance, 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. Duties include capital improvement design and construction administration, development review, encroachment permit processing, traffic and transportation engineering, storm water quality management, and maintenance of the roadways, trails, traffic signals, street lights, storm drains, and public landscape

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Expenditures:</u>					
Personnel Services	\$1,839,040	\$1,872,109	\$1,968,649	\$2,189,131	\$2,225,662
Maintenance & Operations	240,265	236,169	271,195	283,125	303,375
Contract Services	1,084,087	1,133,755	1,222,696	1,704,000	1,586,000
Capital Outlay	52,343	63,589	54,364	272,700	117,000
TOTAL	<u>\$3,215,735</u>	<u>\$3,305,622</u>	<u>\$3,516,904</u>	<u>\$4,448,956</u>	<u>\$4,232,037</u>
<u>Funding Sources:</u>					
Permit Fees	\$257,761	\$230,462	\$103,979	\$109,000	\$109,000
AQMD	0	0	0	250,000	120,000
Equipment Reserve Fund	0	0	0	25,000	25,000
General Fund	2,957,974	3,075,160	3,412,925	4,064,956	3,978,037
TOTAL	<u>\$3,215,735</u>	<u>\$3,305,622</u>	<u>\$3,516,904</u>	<u>\$4,448,956</u>	<u>\$4,232,037</u>

Prior Year Accomplishments

- Completed the design and right-of-way purchases needed for the widening of Bastanchury Road from Eureka to Lakeview. Construction scheduled to begin in 2013/14 fiscal year.
- Completed the installation of a traffic signal at Buena Vista and Richfield utilizing a \$200,000 grant from OCTA.
- Completed the installation of two traffic signals on Bastanchury at Secretariat and Clydesdale.
- Completed a benefit analysis of the former LMAD Zone L2 which resulted in dividing the zone into 16 subzones identifying proper assessments for the more defined areas.
- Processed encroachment permits for major utility projects that involve construction within city roadways, including a major pipeline installation in Yorba Linda Bl by the Yorba Linda Water District.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

PUBLIC WORKS DEPARTMENT SUMMARY

<u>Personnel:</u>	<u>Actual</u> 2010/11	<u>Actual</u> 2011/12	<u>Projected</u> 2012/13	<u>Adopted</u> 2013/14	<u>Adopted</u> 2014/15
Administration					
Public Works Dir./City Engineer	.67	.70	.70	.70	.70
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	.00	.00	.00	.15	.15
Administrative Secretary	.35	.35	.35	.35	.35
Senior Office Assistant	<u>.10</u>	<u>.10</u>	<u>.10</u>	<u>.10</u>	<u>.10</u>
	1.67	1.70	1.70	1.85	1.85
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	.00	1.00	.00	.35	.35
Public Works Inspector II	1.00	1.00	1.00	.00	.00
Engineering Aide	.00	.00	1.00	1.00	1.00
Administrative Secretary	.40	.40	.40	.40	.40
Senior Office Assistant	<u>.10</u>	<u>.10</u>	<u>.10</u>	<u>.10</u>	<u>.10</u>
	3.45	4.50	4.50	3.85	3.85
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	1.00	1.00
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	<u>.10</u>	<u>.10</u>	<u>.10</u>	<u>.10</u>	<u>.10</u>
	1.45	1.45	1.45	1.45	1.45
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	.00	.00	.00	.50	.50
Public Works Superintendent	.05	.10	.10	.10	.10
Maint. Contract Administrator	<u>.00</u>	<u>.05</u>	<u>.05</u>	<u>.05</u>	<u>.05</u>
	.50	.60	.60	1.10	1.10

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

PUBLIC WORKS DEPARTMENT SUMMARY

<u>Personnel:</u>	<u>Actual</u> 2010/11	<u>Actual</u> 2011/12	<u>Projected</u> 2012/13	<u>Adopted</u> 2013/14	<u>Adopted</u> 2014/15
Maintenance					
Public Works Dir./City Engineer	.10	.10	.10	.10	.10
Assistant City Engineer	.10	.10	.10	.10	.10
Public Works Superintendent	.52	.57	.57	.57	.57
Senior Civil Engineer	.05	.05	.05	.05	.05
Assistant Civil Engineer	.05	.05	.05	.05	.05
Assistant Engineer	.00	.00	.00	.00	.00
Maint. Contract Administrator	.82	.87	.87	.87	.87
Leadman	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	6.00	6.00	6.00	6.00	6.00
Administrative Secretary	.10	.10	.10	.10	.10
Senior Office Assistant	<u>.20</u>	<u>.20</u>	<u>.20</u>	<u>.20</u>	<u>.20</u>
	8.94	9.04	9.04	9.04	9.04
Landscape Assessment District					
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
Senior Office Assistant	<u>.50</u>	<u>.50</u>	<u>.50</u>	<u>.50</u>	<u>.50</u>
	3.71	3.71	3.71	3.71	3.71
Sewer Maintenance					
Public Works Dir./City Engineer	.03	.00	.00	.00	.00
Public Works Superintendent	.15	.00	.00	.00	.00
Maint. Contract Administrator	<u>.10</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.28	.00	.00	.00	.00
GRAND TOTAL	<u>20.00</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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

Statement of Objectives:

The Public Works Administration Division provides administrative support and maintains the record keeping function for the department. The division provides public information, maintains records, administers contracts, and interacts with outside agencies on issues of importance to the City.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	1.67	1.70	1.70	1.85	1.85
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	1.67	1.70	1.70	1.85	1.85
<u>Expenditures:</u>					
Personnel Services	\$290,374	\$276,994	\$289,130	\$310,665	\$316,197
Maintenance & Operations	18,128	17,877	17,085	25,610	25,360
Contract Services	17,558	25,340	32,500	130,000	55,000
Capital Outlay	0	550	3,132	0	0
TOTAL	<u>\$326,060</u>	<u>\$320,761</u>	<u>\$341,847</u>	<u>\$466,275</u>	<u>\$396,557</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Assist in coordinating changes to the LMAD including administering the newly formed landscape maintenance citizens advisory committee, potential 218 vote, landscape renovation planning and potential reduction of landscape areas. ○ 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. ○ Provide technical reports, recommendations and other information requested by City Council, Planning Commission and City Staff. 	<ul style="list-style-type: none"> ○ Work with the landscape committee to set a schedule for addressing the issues facing the LMAD. Work with the community through the landscape committee to develop and implement solutions. ○ Regularly attend OCTA and other agency/board meetings as required to stay informed on local and regional issues that may affect the city. ○ Complete all reports, studies and other requests prior to and no later than established deadlines.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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

Statement of Objectives:

The Public Works Engineering Division provides technical support including design, construction, studies, right-of-way, and administration of the City CIP projects. The work involves coordinating permits and conditions of approval for new subdivisions, issuance of encroachment permits, inspection of public works improvements, NPDES permit compliance, design and administration of street, storm drain and landscape construction projects. The division is also responsible for ensuring compliance with federal, state and local regulations. The division will lead the integration and implementation of the City wide GIS program.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	3.45	4.50	4.50	3.85	3.85
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	3.45	4.50	4.50	3.85	3.85
<i>Expenditures:</i>					
Personnel Services	\$406,782	\$393,175	\$436,936	\$481,996	\$490,759
Maintenance & Operations	11,128	9,027	12,550	16,800	16,800
Contract Services	181,861	179,520	222,000	490,000	440,000
Capital Outlay	4,313	4,313	0	223,000	90,000
TOTAL	<u>\$604,084</u>	<u>\$586,035</u>	<u>\$671,486</u>	<u>\$1,211,796</u>	<u>\$1,037,559</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Manage the public portions and plan review and permit the private elements of the Town Center Redevelopment Project. ○ Implement Drainage Improvement projects in accordance with the Master Plan of Drainage Update. ○ Implement Pavement Management Program recommendations. ○ Facilitate various roadway widening projects on Bastanchury Road and on Lakeview Avenue. ○ Plan, develop new workflow, train, coordinate, and integrate new GIS program. 	<ul style="list-style-type: none"> ○ Prepare design documents for public infrastructure improvements. ○ Prepare design documents for high priority storm drain improvements. ○ Prepare design documents for Annual Slurry Seal Project. ○ Complete right-of-way acquisition, circulate environmental documents, and procure contractors to initiate construction. ○ Complete planning and needs assessment, implement new permitting and workflow utilizing GIS and ACELLA software. Develop City database layers for GIS application.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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

Statement of Objectives:

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

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	1.45	1.45	1.45	1.45	1.45
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	1.45	1.45	1.45	1.45	1.45
<i>Expenditures:</i>					
Personnel Services	\$221,972	\$226,193	\$235,696	\$240,848	\$242,769
Maintenance & Operations	5,011	5,338	5,260	6,160	6,160
Contract Services	54,030	132,507	90,000	145,000	115,000
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$281,013</u>	<u>\$364,038</u>	<u>\$330,956</u>	<u>\$392,008</u>	<u>\$363,929</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ 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. ○ Work with OCTA on addressing local traffic impact due to the 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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

Statement of Objectives:

The Public Works Maintenance Division maintains public streets, parkways, greenbelts, trails, traffic signals, street lights and storm drains. 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

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	8.94	9.04	9.04	9.04	9.04
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	8.94	9.04	9.04	9.04	9.04
<i>Expenditures:</i>					
Personnel Services	\$806,621	\$848,253	\$870,970	\$961,125	\$977,314
Maintenance & Operations	205,562	203,599	231,200	227,695	248,195
Contract Services	556,813	553,113	620,000	601,000	630,000
Capital Outlay	48,030	58,726	51,232	47,700	27,000
TOTAL	<u>\$1,617,026</u>	<u>\$1,663,691</u>	<u>\$1,773,402</u>	<u>\$1,837,520</u>	<u>\$1,882,509</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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 mandates/requirements as they relate to storm drain, fueling station, limited waste transfer station, vehicle fleet and NPDES. ○ Upgrade City's traffic control devices and street name signs as required by State regulations. 	<ul style="list-style-type: none"> ○ Provide staff and contractors with required maintenance standards equipment/training. ○ Prioritize and utilize the City's Pavement Management System to extend pavement life and provide safe roadways. ○ Provide a professional response to public inquiries through frequent communication within department and organization. ○ 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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. Our goal, as a co-permittee with the County of Orange, is to be in conformance with the NPDES permit.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.80	.90	.90	1.40	1.40
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.80	.90	.90	1.40	1.40
<i>Expenditures:</i>					
Personnel Services	\$113,291	\$127,494	\$135,917	\$194,497	\$198,623
Maintenance & Operations	436	328	5,100	6,860	6,860
Contract Services	273,825	243,275	258,196	338,000	346,000
Capital Outlay	0	0	0	2,000	0
TOTAL	<u>\$387,552</u>	<u>\$371,097</u>	<u>\$399,213</u>	<u>\$541,357</u>	<u>\$551,483</u>

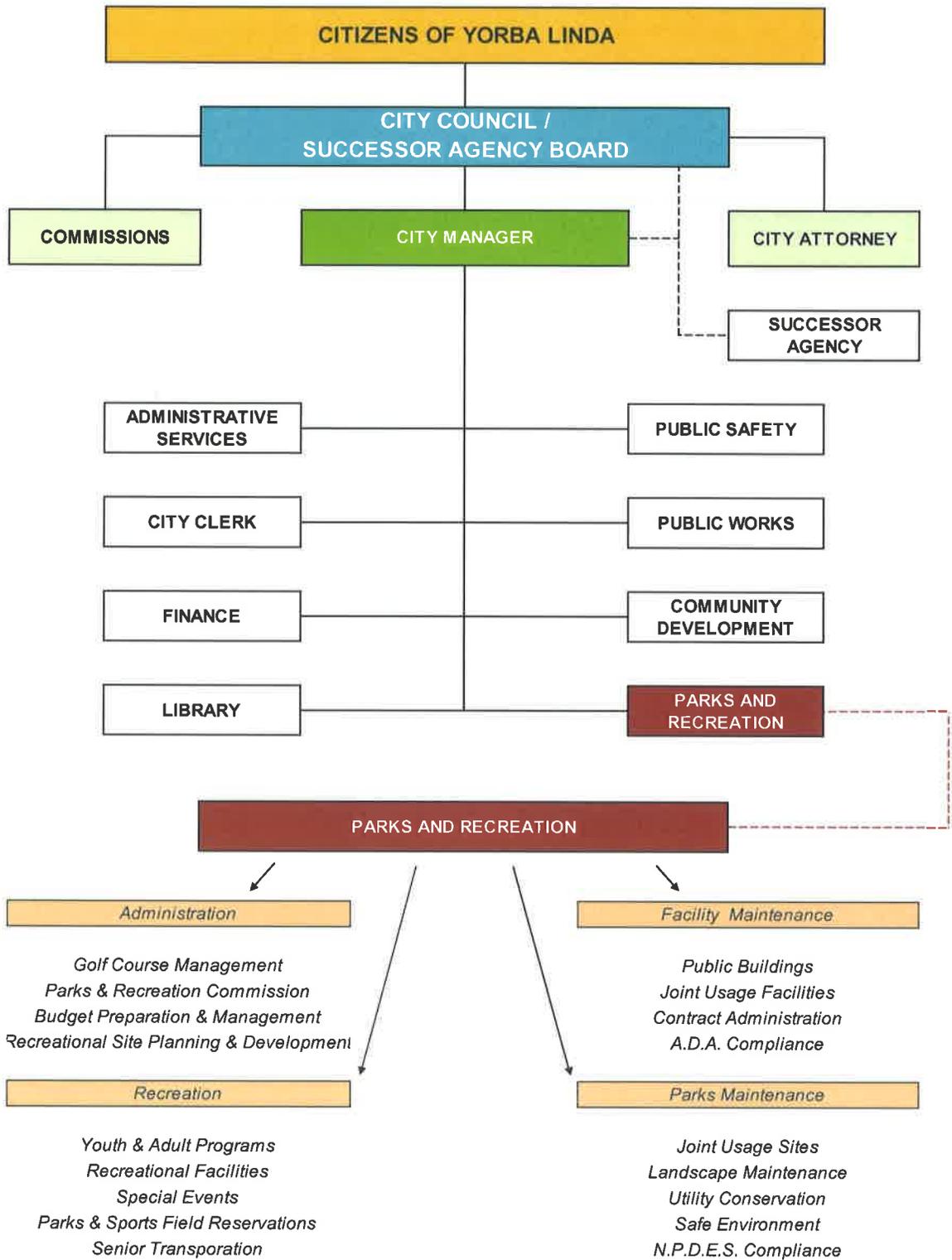
2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Review and update Local Implementation Plan and City Codes regarding NPDES regulations accordingly. ○ Review and approve development water quality management plan submittals. ○ Utilize education and enforcement methods 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 4th Term MS4 permit program elements; Municipal, new development, existing development, and construction. 	<ul style="list-style-type: none"> ○ 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



**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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, twenty-eight parks, encompassing 147 acres, Phillip S. Paxton Equestrian Center, and the Black Gold Golf Course. Classes offered vary from educational to recreational for youth, adult, and seniors.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Expenditures:</u>					
Personnel Services	\$2,401,357	\$2,619,100	\$2,650,494	\$2,880,584	\$2,914,224
Maintenance & Operations	994,013	1,097,927	1,061,404	1,144,196	1,177,115
Contract Services	1,488,980	1,349,571	1,447,277	1,615,386	1,643,756
Capital Outlay	125,066	69,721	43,392	24,000	5,000
TOTAL	<u>\$5,009,416</u>	<u>\$5,136,319</u>	<u>\$5,202,567</u>	<u>\$5,664,166</u>	<u>\$5,740,095</u>
<u>Funding Sources:</u>					
Parks & Rec. Programs	\$1,251,361	\$1,170,142	\$1,139,984	\$1,182,135	\$1,204,935
Facility Rentals	395,174	412,235	445,465	464,100	479,500
Donations/Sr. Mobility Program	149,989	167,016	75,739	100,002	100,002
Equipment Reserve Fund	0	0	0	0	0
General Fund	3,212,892	3,386,926	3,541,379	3,917,929	3,955,658
TOTAL	<u>\$5,009,416</u>	<u>\$5,136,319</u>	<u>\$5,202,567</u>	<u>\$5,664,166</u>	<u>\$5,740,095</u>

Prior Year Accomplishments

- Coordinated successful City-wide Special Events, including the July 4th Spectacular, Egg Hunt, Flashlight Egg Hunt, and the Concert In the Park series.
- YLWD (Yorba Linda Water District) Booster Pump project design
- Completed Veterans Park Lighting project
- Shapell Park irrigation mainline replacement
- Coordination of the City Volunteer Clean-up Project at Paxton Equestrian Arena and Arroyo Park
- Continued to implement the Armed Forces Military Banner Program
- Completed YLHS Park Plans for specifications and submittal to Department of State Architecture (DSA) for review
- Assisted with the Park and Recreation Master Plan
- Renegotiated City of Anaheim Agreement for Adult Sports Use of Yorba Regional Park.
- Assisted Veterans Memorial Committee.
- Continued to increase the Department's marketing campaign using social networking media such as Facebook and Twitter.

Prior Year Accomplishments- continued

- Yorba Linda Community Center kitchen remodel project.
- Completed 7-Step Park Process for Lucia Kust
- Completed 7-Step Park Process for Vista Del Verde II Master Plan
- Completed design for the Hurless Barton Amphitheater renovation project and Hurless Barton irrigation project.
- Completed the master plan for the YLCC wedding lawn project.
- Completed Master Plan for Vista Del Verde II Park.
- Completed Travis Ranch Activity Center gymnasium floor resurfacing and painting project
- RFP was generated for Facility Maintenance in order to reduce costs.
- Completed Master Plan and cost estimate for Citywide Dog Park at Jean Woodard Park.
- Developed use guidelines for Paxton Equestrian Center.
- Continued to implement new contract class opportunities for the senior population.
- Continued promotion of the Community Event Sponsorship Program to assist in offsetting program expenditures.
- Completed parking lot and ADA improvements at Brush Canyon Park, Eastside Community Park, Jessamyn West Park and the back parking lot at City Hall.
- Renovated the turf at Veterans Park and Yorba Linda Middle School Sports Field.
- Completed the Jean Woodard backstop removal project.
- Trimmed over 1,000 trees at City parks and City buildings
- Initiated Community Center office reorganization.
- Reinstated Movie in the Park program.
- Implemented new facility use fees for the Yorba Linda Community center, Thomas Lasorda Jr. Field House, Travis Ranch Activity Center, and picnic shelters.
- Implemented a monthly Department E-Newsletter to increase the Department's marketing campaign. Currently this is sent to over 8,000 subscribers.
- Initiated the development of the Yorba Linda Community Center website.
- Completed the upgrade of lobby furniture and décor at the Community Center. Collaborated with the designer to identify a new color scheme for carpet and paint.
- Continued to enhance the Senior Citizen Health and Resource Fair and Flu Clinic through increased sponsorships and the addition of more vendors.
- Designed special marketing campaign to celebrate the 30th year of Adventure Playground
- Provided wireless internet access at the Community Center for all users
- Implemented a Department wide Survey Monkey to enhance our client feedback
- Completed approved Capital Projects at Black Gold Golf Club, including the installation of the entrance monuments, and the new waterfall pump, and the completion of the patio cover.
- The number of rounds at Black Gold Golf Club increased from 55,000 to 60,000 in the last year.
- The Black Gold Golf Club Food and Beverage Department exceeded 2 million dollars in revenue.
- The Black Gold Golf Club continued the transition of the golf course to Kikuyugrass. The process is well ahead of schedule and under budget. Currently the Kikuyugrass is over 75% of the turf in the fairways and rough.
- The Black Gold Golf Club General Manager, Scott Heyn won the award of "General Manager of the Year" for Kemper Sports in 2012.
- The Black Gold Golf Club won the "Brides Choice Award" from The Wedding Wire, and the Club was voted "Best View" for the 12th hole by OC Weekly.
- An RFP was distributed to vendors for a new golf cart lease, resulting in a change of carts and a reduction in expenditures.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

PARKS AND RECREATION DEPARTMENT SUMMARY

<u>Personnel:</u>	<u>Actual</u> 2010/11	<u>Actual</u> 2011/12	<u>Projected</u> 2012/13	<u>Adopted</u> 2013/14	<u>Adopted</u> 2014/15
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	<u>.00</u>	<u>.00</u>	<u>.50</u>	<u>.50</u>	<u>.50</u>
	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	<u>.13</u>	<u>.13</u>	<u>.13</u>	<u>.13</u>	<u>.13</u>
	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	<u>3.46</u>	<u>3.46</u>	<u>3.46</u>	<u>3.46</u>	<u>3.46</u>
	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	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>	<u>2.05</u>
	3.43	3.43	3.43	3.43	3.43

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

PARKS AND RECREATION DEPARTMENT SUMMARY

<u>Personnel:</u>	<u>Actual</u> <u>2010/11</u>	<u>Actual</u> <u>2011/12</u>	<u>Projected</u> <u>2012/13</u>	<u>Adopted</u> <u>2013/14</u>	<u>Adopted</u> <u>2014/15</u>
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)	<u>.55</u>	<u>.55</u>	<u>.55</u>	<u>.55</u>	<u>.55</u>
	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	<u>3.61</u>	<u>4.10</u>	<u>4.10</u>	<u>4.10</u>	<u>4.10</u>
	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	<u>.00</u>	<u>.15</u>	<u>.15</u>	<u>.15</u>	<u>.15</u>
	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	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	2.20	2.20	2.20	2.20	2.20
GRAND TOTAL	<u>42.42</u>	<u>43.41</u>	<u>43.91</u>	<u>43.91</u>	<u>43.91</u>

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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, Placentia/Yorba Linda Unified School District and the YMCA; and interacts with outside agencies with mutual concerns to promote collaborative relationships and encourage the sharing of resources.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	2.10	2.10	2.10	2.10	2.10
Part-Time Employees (FTE)	<u>.00</u>	<u>.35</u>	<u>.85</u>	<u>.85</u>	<u>.85</u>
	2.10	2.45	2.95	2.95	2.95
<i>Expenditures:</i>					
Personnel Services	\$245,964	\$315,453	\$299,325	\$329,112	\$338,103
Maintenance & Operations	14,393	29,617	33,063	38,135	35,520
Contract Services	64,363	63,427	66,920	58,500	58,500
Capital Outlay	2,319	0	0	0	0
TOTAL	<u>\$327,039</u>	<u>\$408,497</u>	<u>\$399,308</u>	<u>\$425,747</u>	<u>\$432,123</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Complete the Parks and Recreation Master Plan. ○ Complete design and begin construction of YLHS Park. ○ Develop new agreement with the County of Orange for use of the Phillip S. Paxton Equestrian Center. ○ Complete the YLCC Kitchen Renovation Project. ○ Recommend new Park In Lieu fees. 	<ul style="list-style-type: none"> ○ Assist with final draft, and present plan to the P&R Commission and the City Council. ○ Work with PYLUSD to finalize plans, select construction contractor and begin construction of YLHS Park. ○ Meet with County of Orange staff to develop a new agreement between COO and the City for use of PPEC. ○ Complete YLCC kitchen renovation project, and begin use with Center Catering. ○ Work with P & R Commission and Planning Commission to develop new Park-in-lieu fees.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	3.95	4.05	4.05	4.25	4.25
Part-Time Employees (FTE)	<u>5.34</u>	<u>5.34</u>	<u>5.34</u>	<u>5.34</u>	<u>5.34</u>
	9.29	9.39	9.39	9.39	9.39
<u>Expenditures:</u>					
Personnel Services	\$423,906	\$452,902	\$431,603	\$585,892	\$592,409
Maintenance & Operations	132,523	122,736	115,142	164,289	165,889
Contract Services	606,473	578,267	594,758	632,830	649,350
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$1,162,902</u>	<u>\$1,153,905</u>	<u>\$1,141,503</u>	<u>\$1,383,011</u>	<u>\$1,407,648</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Continue to expand and enhance senior programs and activities to fit the needs of the evolving target population. ○ Continue to develop classes for all ages and abilities that include programs and activities for wellness, fitness and special needs. ○ Conduct a cost analysis of the contract class program to ensure costs are being recovered. ○ Enhance and expand customer service through the use of on-line registration and facility rental services (Active Network/YLRecOnline). ○ Expand marketing to include more ways to reach residents. ○ Expand tennis program to increase participant levels and revenue. ○ Review existing expenditures associated with the Quarterly Guide. ○ Enhance the Senior Mobility Program (T.R.A.I.L.S.), expand days of service, and offer special trips. 	<ul style="list-style-type: none"> ○ Collaborate with YL Public Library and local nonprofit organizations senior programs based on the results of the Parks & Recreation Master Plan Survey (ex. art, crafts, and music programs). ○ Obtain feedback from residents, local nonprofit service providers and businesses to identify community recreation needs as well as identify opportunities to collaborate and share community resources. ○ Utilize the results of the Parks and Recreation Master plan and survey results to determine the current community needs ○ Analyze class fees, minimum requirements, and cancellation rates of existing classes. ○ Explore optional services for facility and program registration services via online. ○ Continue marketing strategies which include: e-mail blast, and implement streaming of classes. ○ Implement additional target marketing mailing of postcards, demo days, and other services. ○ Seek additional high level tennis instructors to expand tennis classes, camps, and specialty programs. ○ Complete an RFP and select a vendor for printing the Quarterly Guide. ○ Complete an RFP and select a vendor to implement the Senior Mobility Program. Solicit sponsors to offset the costs of service and special trips.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	4.90	4.95	4.95	4.95	4.95
Part-Time Employees (FTE)	<u>15.08</u>	<u>15.57</u>	<u>15.57</u>	<u>15.57</u>	<u>15.57</u>
	19.98	20.52	20.52	20.52	20.52
<i>Expenditures:</i>					
Personnel Services	\$760,307	\$805,244	\$842,243	\$863,991	\$870,182
Maintenance & Operations	271,681	279,820	257,950	274,242	271,090
Contract Services	339,900	258,816	267,200	311,356	313,356
Capital Outlay	44,292	5,419	0	24,000	5,000
TOTAL	<u>\$1,416,180</u>	<u>\$1,349,299</u>	<u>\$1,367,393</u>	<u>\$1,473,589</u>	<u>\$1,459,628</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> o Advertise facility rentals at the recreation facilities. o Improve customer service and dissemination of information to the public. o Enhance and streamline facility rental application process of completion. o Conduct an annual audit and review of the current facility fee schedules to ensure direct costs are being recovered. o Update operations manuals for all recreation facilities. o Continue to explore ways to increase senior transportation services without General Fund support. o Complete facility upgrades and improvements at the Yorba Linda Community Center. o Respond to growing need for security guard services and provide competitive pricing for rental clients. o Continue to explore expansion of the use of the YLCC lawn area for use by rental organizations and private parties. 	<ul style="list-style-type: none"> o Produce a color brochure to be printed and downloaded on the City's website. o Expand the utilization of the City's website to inform the public on programs and services. o Explore the options to utilize online application and portable electronic devices. o Analyze rental and facility fees and compare to cost of facility maintenance and personnel. o Update current facility operations, emergency and staff policies and procedures. o Continue to explore possible grant funding for senior programs and services. o Complete RFP, select a vendor and install new equipment and décor. o Complete RFP for security services and select a vendor. o Survey surrounding cities and develop use fees and policies for these areas.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	8.85	8.70	8.70	8.70	8.70
Part-Time Employees (FTE)	<u>.00</u>	<u>.15</u>	<u>.15</u>	<u>.15</u>	<u>.15</u>
	8.85	8.85	8.85	8.85	8.85
<i>Expenditures:</i>					
Personnel Services	\$745,778	\$813,370	\$850,137	\$869,745	\$879,457
Maintenance & Operations	485,624	571,982	563,306	562,590	599,676
Contract Services	387,418	396,737	453,722	554,300	564,150
Capital Outlay	78,455	64,302	27,897	0	0
TOTAL	<u>\$1,697,275</u>	<u>\$1,846,391</u>	<u>\$1,895,062</u>	<u>\$1,986,635</u>	<u>\$2,043,283</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Provide cost effective maintenance of all City parks to ensure a clean and safe environment for all users. Coordinate safety inspection program 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 for City activities. ○ Prepare for the inclusion of the High School Park and Lucia Kust 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. ○ Complete the irrigation system at Hurless Barton to improve efficiency and the amphitheater renovations. 	<ul style="list-style-type: none"> ○ 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. ○ Complete RFP, select vendor and renovate the irrigation system.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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

Statement of Objectives:

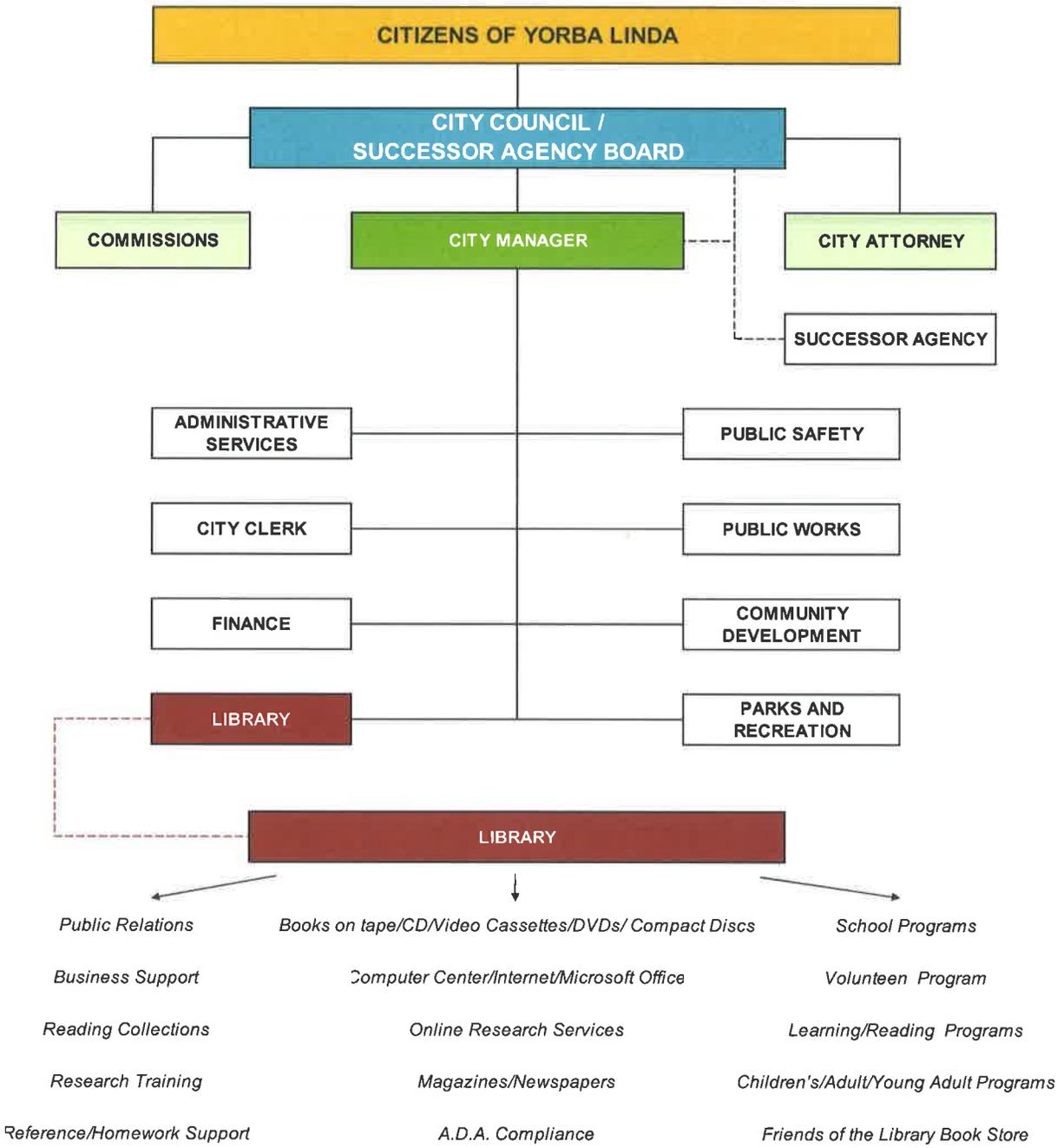
The Facilities Maintenance Division provides maintenance services to City Hall, the Public Library, Community Center, Travis Ranch Activity Center, Thomas Lasorda Jr. Field House, Police Services Building, Susanna Bixby Bryant Ranch Museum and the City's Public Works Yard. This is accomplished in a cost-effective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

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	2.20	2.20	2.20	2.20	2.20
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	2.20	2.20	2.20	2.20	2.20
<i>Expenditures:</i>					
Personnel Services	\$225,402	\$232,131	\$227,186	\$231,844	\$234,073
Maintenance & Operations	89,792	93,772	91,943	104,940	104,940
Contract Services	90,826	52,324	64,677	58,400	58,400
Capital Outlay	0	0	15,495	0	0
TOTAL	<u>\$406,020</u>	<u>\$378,227</u>	<u>\$399,301</u>	<u>\$395,184</u>	<u>\$397,413</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Provide cost effective maintenance of City buildings and facilities to ensure a clean and safe environment for City staff and the public. ○ Coordinate facilities maintenance efforts to provide for maximum usage for private and City activities. ○ Coordinate with PYLUSD the maintenance at the joint usage facilities: Travis Ranch Activity Center and the Field House. ○ Ensure appropriate practices are implemented to optimize utility usage. Explore the feasibility of the use of solar energy. ○ Ensure appropriate methods and schedules are implemented to maximize operational life of equipment. ○ Coordinate the design of the lighting retrofit at the Community Center. 	<ul style="list-style-type: none"> ○ Ensure public buildings meet all health and safety requirements for public use. ○ Meet semi-annually with facilities maintenance contractors to ensure schedules cause minimum conflict or disruption of services to user groups and staff. ○ Meet with PYLUSD staff to ensure cooperative efforts at all joint usage facilities. ○ Implement utility conservation efforts when feasible. Consult with vendors and engineers as to the possibility of adding solar panels to City facilities. ○ Establish a comprehensive preventative maintenance program to ensure all public buildings and equipment are maintained at optimum levels. ○ Consult with an engineer firm and generate a specification package for the bidding process.

Library Services

CITY OF YORBA LINDA ORGANIZATIONAL CHART



**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Expenditures:</u>					
Personnel Services	\$2,110,255	\$2,138,078	\$2,320,094	\$2,389,235	\$2,406,278
Maintenance & Operations	1,025,089	1,016,237	1,244,456	1,295,345	1,345,433
Contract Services	186,507	131,916	215,682	241,100	241,500
Capital Outlay	50,627	100,389	38,064	55,900	46,650
Transfer to Library Reserve	450,000	400,000	500,000	500,000	500,000
TOTAL	<u>\$3,822,478</u>	<u>\$3,786,620</u>	<u>\$4,318,296</u>	<u>\$4,481,580</u>	<u>\$4,539,861</u>
<u>Funding Sources:</u>					
Property Taxes	\$3,563,236	\$3,544,046	\$4,165,640	\$4,295,801	\$4,360,667
State Library Fund	56,833	46,367	0	0	0
Rentals, Fines, Interest	202,409	196,207	152,656	185,779	179,194
TOTAL	<u>\$3,822,478</u>	<u>\$3,786,620</u>	<u>\$4,318,296</u>	<u>\$4,481,580</u>	<u>\$4,539,861</u>

Prior Year Accomplishments

- Provided 3,176 open hours to the public and welcomed over 1,100 visitors per day.
- Offered 737 programs and class tours/school visits with 46,710 in attendance.
- Answered 84,188 reference questions.
- Checked out 874,333 books, e-books, magazines, DVDs and audio materials.
- Presented the City Council with architectural studies of several potential sites for a new Library facility. The City Council narrowed the options down to two: the Strawberry Field (Site 13) and the Tank Farm.
- Hosted 206,251 virtual visits to the Library website and provided 24/7 access to 34 databases. Provided public internet access to 266 computer users per day. Completed a project to increase the Library's connectivity bandwidth via fiber optic cabling.
- 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 two new technology services: a collection of circulating e-readers (Nooks) and an online downloadable magazine service.
- Launched the Library's Centennial Celebration in May 2013 to be continued through March 2014.
- Continues to act as City liaison to the Yorba Linda Historical Society and provide service to the Library Annex at the Susanna Bixby Bryant Museum.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

LIBRARY DEPARTMENT SUMMARY

<u>Personnel:</u>	<u>Actual</u> 2010/11	<u>Actual</u> 2011/12	<u>Projected</u> 2012/13	<u>Adopted</u> 2013/14	<u>Adopted</u> 2014/15
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	4.48	4.48	4.48	4.48	4.48
Part-time Library Technician	.55	.55	.55	.55	.55
Part-time Library Clerk	3.47	3.47	3.47	3.47	3.47
Part-time Graphics Specialist	.71	.71	.71	.71	.71
Part-time Library Page	<u>5.61</u>	<u>5.61</u>	<u>5.61</u>	<u>5.61</u>	<u>5.61</u>
GRAND TOTAL	<u>33.76</u>	<u>33.76</u>	<u>33.76</u>	<u>33.76</u>	<u>33.76</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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; begin circulating ThinkPads. ○ 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 passport provision & a seed lending library. ○ Continue to implement the five-year strategic plan for Library services. 	<ul style="list-style-type: none"> ○ Monthly: read & evaluate 8000+ reviews in order to select 1,500 items for the collections. ○ Monthly: circulate over 72,000 print, AV & digital items, issue 470 new Library cards, answers over 7,000 reference questions. ○ Monthly: provide public internet access to 6,500 computer 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 700 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 337,000 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)

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Operating Expenses	4,362,409	4,128,740	4,166,497	4,366,821	4,470,835
Cost of Sales	752,680	838,184	791,709	833,885	858,902
Debt Service Interest	767,636	753,894	742,354	725,579	707,551
Debt Service Principal	425,000	440,000	455,000	470,000	485,000
Debt Service Offset	-425,000	-440,000	-455,000	-470,000	-485,000
Expenses Paid by City	37,937	23,697	24,335	25,000	25,000
Capital Outlay	0	152,000	187,585	24,735	75,300
Depreciation Expense	835,090	814,519	850,000	850,000	850,000
Amortization of Bond Refi	22,213	22,213	22,213	22,213	22,213
TOTAL	<u>\$6,777,965</u>	<u>\$6,733,247</u>	<u>\$6,784,693</u>	<u>\$6,848,233</u>	<u>\$7,009,801</u>
<i>Funding Sources:</i>					
Golf Course Revenues	\$5,181,402	\$5,829,362	\$5,600,241	\$5,900,245	\$6,075,285
Fund Balance	1,596,563	903,885	1,184,452	947,988	934,516
TOTAL	<u>\$6,777,965</u>	<u>\$6,733,247</u>	<u>\$6,784,693</u>	<u>\$6,848,233</u>	<u>\$7,009,801</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Rebuild www.blackgoldgolf.com to further enhance the experience the guests enjoy online. ○ The social media campaign will continue to be a focus. The Club is very proud of the over 11,000 Facebook fans. The goal now is to push toward 15,000. ○ The Kikuyugrass transition plain is well underway and ahead of schedule. The goal this year is to be mostly complete and this will have an even less impact on the experience of the golfers. ○ 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. ○ The True Service training program continues to pay dividends in the form of service. A continuing education program is in place to keep the service attitude front of mind. ○ Continue community outreach by offering event and programming enhancements at the banquet and restaurant facilities. Some examples are the "4th of July Viewing Party", the "Halloween Kids Party", "Valentines Dinner", the "Bocce Ball Leagues", the premier brunches for Mothers Day, Fathers Day, Thanksgiving and Easter. Other events include "Taco Tuesdays", and the "Summer Wine Down" series. ○ The Players Club membership last year introduced the second level of membership: "The Black" membership. This has been a fantastic success keeping members loyal and increasing their frequency. ○ Continue to build the highest levels of player development programs in Orange County. There are multiple programs for all types of people and ability levels. ○ Launching a tournament series for the Players Club members to add to the experience of being a member. ○ 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. 	<ul style="list-style-type: none"> ○ Increase revenues for greens fees by driving tournament business, and an aggressive marketing campaign. The incremental rounds will be driven through aggressive tee sheet yield management. ○ Increase the average rate of golfing guests now that the demand has returned with the improved course improvements. ○ Increased food and beverage revenues through increased sales efforts, networking, and enhanced marketing. ○ Identifying new streams of revenue and maximize existing streams while strengthening customer service. An example of this is the new patio cover developing into a separate revenue stream, as well as increasing a la carte revenue. ○ Improve catering sales with the implementation of a new sales strategy that has already been showing fantastic results. There are also several very innovative marketing programs that will be launched to drive catering business. ○ The marketing for the catering business is being completely re-vamped and will be launched at the start of the year. ○ Developing a new menu that has a consistent theme to drive non-golf a la carte business. ○ Increase Players Club member's sales as well as have a higher retention rate with all the new programming designed for them.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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

Statement of Objectives:
The City has contracted with Kemper Sports Management Company to provide catering services at the Yorba Linda Community Center as a supplement to the services provided at Black Gold Golf Club.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Operating Expenses	0	0	122,819	266,266	629,276
Capital Outlay	0	0	0	0	0
TOTAL	<hr/> \$0	<hr/> \$0	<hr/> \$122,819	<hr/> \$266,266	<hr/> \$629,276
<i>Funding Sources:</i>					
Catering Revenues	\$0	\$0	\$38,340	\$201,860	\$689,753
General Fund	0	0	84,479	64,406	-60,477
TOTAL	<hr/> \$0	<hr/> \$0	<hr/> \$122,819	<hr/> \$266,266	<hr/> \$629,276

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Provide an alternative to large groups that want Black Gold Golf Club food & beverage service. ○ Maximize use of the Community Center for events in need of catering services. 	<ul style="list-style-type: none"> ○ Promote the Community Center as an alternative as part of the overall food & beverage/catering services provided. ○ Utilize the new kitchen at the Community Center to prepare food on-site.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**DEPARTMENT: YORBA LINDA REFUSE
DIVISION: REFUSE**

Statement of Objectives:

The Yorba Linda Refuse Program provides for the collection and disposal of waste, a citywide curbside recycling program, and a citywide yard waste program.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	0	0	0	0	0
Contract Services	5,122,281	5,081,582	5,250,000	5,250,000	5,250,000
Debt Services	0	0	0	0	0
Depreciation	0	0	0	0	0
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$5,122,281</u>	<u>\$5,081,582</u>	<u>\$5,250,000</u>	<u>\$5,250,000</u>	<u>\$5,250,000</u>
<i>Funding Sources:</i>					
Collection/Disposal Services	\$4,570,665	\$4,577,265	\$4,700,000	\$4,700,000	\$4,700,000
Recycling Income	456,020	404,015	450,000	450,000	450,000
Interest & Billing Fees	95,596	100,302	100,000	100,000	100,000
Grants/Miscellaneous	0	0	0	0	0
Fund Balance	0	0	0	0	0
TOTAL	<u>\$5,122,281</u>	<u>\$5,081,582</u>	<u>\$5,250,000</u>	<u>\$5,250,000</u>	<u>\$5,250,000</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Monitor the performance of Yorba Linda Disposal to ensure the timely collection and disposal of waste. 	<ul style="list-style-type: none"> ○ Trash and recyclables are collected in a timely manner and disposed of in accordance with local and state laws.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>1.55</u>	<u>.85</u>	<u>.67</u>	<u>.67</u>	<u>.67</u>
	1.55	.85	.67	.67	.67
<u>Expenditures:</u>					
Personnel Services	\$49,894	\$36,792	\$29,319	\$28,930	\$28,631
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$49,894</u>	<u>\$36,792</u>	<u>\$29,319</u>	<u>\$28,930</u>	<u>\$28,631</u>
<u>Funding Sources:</u>					
CDBG Funds	\$49,894	\$36,792	\$29,319	\$28,930	\$28,631
TOTAL	<u>\$49,894</u>	<u>\$36,792</u>	<u>\$29,319</u>	<u>\$28,930</u>	<u>\$28,631</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.05	.05	.05	.05	.05
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.05	.05	.05	.05	.05
<i>Expenditures:</i>					
Personnel Services	\$4,643	\$4,825	\$5,001	\$5,257	\$5,296
Maintenance & Operations	29,455	19,891	39,186	40,000	40,000
Contract Services	90,000	62,450	327,803	142,500	130,000
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$124,098</u>	<u>\$87,166</u>	<u>\$371,990</u>	<u>\$187,757</u>	<u>\$175,296</u>
<i>Funding Sources:</i>					
CDBG Funds	\$124,098	\$87,166	\$371,990	\$187,757	\$175,296
TOTAL	<u>\$124,098</u>	<u>\$87,166</u>	<u>\$371,990</u>	<u>\$187,757</u>	<u>\$175,296</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ 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.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

**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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<u>Expenditures:</u>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	0	102,001	0	362,000	120,000
TOTAL	<u>\$0</u>	<u>\$102,001</u>	<u>\$0</u>	<u>\$362,000</u>	<u>\$120,000</u>
<u>Funding Sources:</u>					
AQMD Funds	\$0	\$102,001	\$0	\$362,000	\$120,000
TOTAL	<u>\$0</u>	<u>\$102,001</u>	<u>\$0</u>	<u>\$362,000</u>	<u>\$120,000</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Whenever possible, purchase alternate fuel vehicles when adding or replacing vehicles in the City fleet. 	<ul style="list-style-type: none"> ○ Monitor AQMD regulations to ensure proper use of funds.

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Assessment Districts

Landscape Assessment Districts
Landscape Maintenance District #9

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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

Statement of Objectives:

The Street Light and Landscape Maintenance Assessment District was adopted on August 4, 1994, to consolidate all City landscape/lighting assessment districts into one. It provides for the maintenance of streetlights, traffic signals, parkways, medians, slopes, greenbelts and trails throughout the City that are included within the maintenance district. Funding is collected through the property tax bill.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	3.71	3.71	3.71	3.71	3.71
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	3.71	3.71	3.71	3.71	3.71
<u>Expenditures:</u>					
Personnel Services	\$371,442	\$416,006	\$431,489	\$433,557	\$434,056
Maintenance & Operations	3,132,279	3,401,584	3,376,415	3,407,213	3,486,616
Contract Services	3,642,820	3,549,636	2,810,974	3,095,399	3,110,687
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$7,146,541</u>	<u>\$7,367,226</u>	<u>\$6,618,878</u>	<u>\$6,936,169</u>	<u>\$7,031,359</u>
<u>Funding Sources:</u>					
Assessments/Property Tax	\$6,302,086	\$6,656,178	\$5,729,344	\$5,661,592	\$5,823,015
General Fund Transfer	694,455	368,086	869,534	1,254,577	1,188,344
Street Lights & Energy Fund	42,500	0	0	0	0
Interest Earnings	10,834	24,276	20,000	20,000	20,000
Other Revenue	96,666	111,099	0	0	0
Fund Balance	0	207,587	0	0	0
TOTAL	<u>\$7,146,541</u>	<u>\$7,367,226</u>	<u>\$6,618,878</u>	<u>\$6,936,169</u>	<u>\$7,031,359</u>

Prior Year Activity Summary

- o Completed a benefit analysis of Zone L-2 which resulted in the creation of 16 subzones.
- o Began the benefit analysis of the remaining zones of the district.
- o Continued to reduce irrigation water application for overall LMAD areas.
- o Continued installation of Phase I of a weather guided irrigation control network.

**CITY OF YORBA LINDA
FY 2013/14 & 2014/15 OPERATING BUDGET**

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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<u>Expenditures:</u>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	6,330	7,370	6,506	6,852	7,121
Contract Services	6,180	7,683	7,630	9,050	9,316
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$12,510</u>	<u>\$15,053</u>	<u>\$14,136</u>	<u>\$15,902</u>	<u>\$16,437</u>
<u>Funding Sources:</u>					
Property Taxes	\$4,309	\$4,264	\$4,695	\$3,902	\$4,437
General Fund Transfer	0	0	9,441	12,000	12,000
Fund Balance	8,201	10,789	0	0	0
TOTAL	<u>\$12,510</u>	<u>\$15,053</u>	<u>\$14,136</u>	<u>\$15,902</u>	<u>\$16,437</u>

Prior Year Activity Summary

- o Maintained service areas in accordance with City standards.
- o Continued to reduce irrigation water application for overall LMAD areas.
- o Continued implementation of an environmentally sensitive nutrient program.
- o 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 & Storm Drain Projects

Parks & Recreation Projects

Miscellaneous Improvement Projects

CITY OF YORBA LINDA
FY 2013/14 & 2014/15 CAPITAL IMPROVEMENT BUDGET

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.

	<u>Actual</u> 2010/11	<u>Actual</u> 2011/12	<u>Projected</u> 2012/13	<u>Adopted</u> 2013/14	<u>Adopted</u> 2014/15
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<u>Expenditures:</u>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	118,618	200,545	2,818,900	130,000	100,000
TOTAL	<u>\$118,618</u>	<u>\$200,545</u>	<u>\$2,818,900</u>	<u>\$130,000</u>	<u>\$100,000</u>
<u>Funding Sources:</u>					
General Fund	\$72,665	\$57,848	\$0	\$0	\$0
Building & Equip. Reserves	45,953	141,531	183,900	130,000	100,000
Library Reserves	0	1,166	2,635,000	0	0
Grants	0	0	0	0	0
TOTAL	<u>\$118,618</u>	<u>\$200,545</u>	<u>\$2,818,900</u>	<u>\$130,000</u>	<u>\$100,000</u>

Activity Summary

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

CITY OF YORBA LINDA
FY 2013/14 & 2014/15 CAPITAL IMPROVEMENT BUDGET

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.

	<u>Actual</u> 2010/11	<u>Actual</u> 2011/12	<u>Projected</u> 2012/13	<u>Adopted</u> 2013/14	<u>Adopted</u> 2014/15
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
<u>Expenditures:</u>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	3,887,688	3,323,324	7,660,000	1,075,000	4,260,000
TOTAL	<u>\$3,887,688</u>	<u>\$3,323,324</u>	<u>\$7,660,000</u>	<u>\$1,075,000</u>	<u>\$4,260,000</u>
<u>Funding Sources:</u>					
General Fund	\$230,712	\$231,109	\$0	\$475,000	\$1,775,000
Measure M Comp. & GMA	77,355	77,566	1,600,000	0	0
Measure M Fund	1,382,683	644,671	772,295	120,000	575,000
Gas Tax	1,289,751	2,125,684	4,452,263	480,000	1,880,000
Street Improvement Fund	57,789	209,789	0	0	0
Traffic Mitigation	25,457	1,535	500,000	0	0
Grants & Developers	823,941	32,970	335,442	0	0
Comm. Dev. Block Grant	0	0	0	0	30,000
TOTAL	<u>\$3,887,688</u>	<u>\$3,323,324</u>	<u>\$7,660,000</u>	<u>\$1,075,000</u>	<u>\$4,260,000</u>

Activity Summary

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

CITY OF YORBA LINDA
FY 2013/14 & 2014/15 CAPITAL IMPROVEMENT BUDGET

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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	64,586	18,295	170,000	258,000	0
TOTAL	<u>\$64,586</u>	<u>\$18,295</u>	<u>\$170,000</u>	<u>\$258,000</u>	<u>\$0</u>
<i>Funding Sources:</i>					
General Fund	\$35,814	\$18,295	\$24,500	\$64,500	\$0
Grants/Agreements	0	0	92,000	193,500	0
LMAD	28,772	0	53,500	0	0
TOTAL	<u>\$64,586</u>	<u>\$18,295</u>	<u>\$170,000</u>	<u>\$258,000</u>	<u>\$0</u>

Activity Summary

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

CITY OF YORBA LINDA
FY 2013/14 & 2014/15 CAPITAL IMPROVEMENT BUDGET

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 <u>2010/11</u>	Actual <u>2011/12</u>	Projected <u>2012/13</u>	Adopted <u>2013/14</u>	Adopted <u>2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	131,168	114,298	750,000	100,000	0
TOTAL	<u>\$131,168</u>	<u>\$114,298</u>	<u>\$750,000</u>	<u>\$100,000</u>	<u>\$0</u>
<i>Funding Sources:</i>					
General Fund	\$0	\$0	\$0	\$100,000	\$0
Gas Tax Fund	0	54,088	0	0	0
Traffic Signal Fund	0	510	500,000	0	0
Traffic Mitigation Fund	0	57,660	150,000	0	0
Measure M Fund	131,168	2,040	100,000	0	0
TOTAL	<u>\$131,168</u>	<u>\$114,298</u>	<u>\$750,000</u>	<u>\$100,000</u>	<u>\$0</u>

Activity Summary

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

CITY OF YORBA LINDA
FY 2013/14 & 2014/15 CAPITAL IMPROVEMENT BUDGET

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.

	<u>Actual</u> 2010/11	<u>Actual</u> 2011/12	<u>Projected</u> 2012/13	<u>Adopted</u> 2013/14	<u>Adopted</u> 2014/15
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<u>Expenditures:</u>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	194,707	9,879	0	175,000	100,000
TOTAL	<u>\$194,707</u>	<u>\$9,879</u>	<u>\$0</u>	<u>\$175,000</u>	<u>\$100,000</u>
<u>Funding Sources:</u>					
Master Drainage Fund	\$194,707	\$4,359	\$0	\$0	\$0
General Fund	0	5,520	0	175,000	100,000
TOTAL	<u>\$194,707</u>	<u>\$9,879</u>	<u>\$0</u>	<u>\$175,000</u>	<u>\$100,000</u>

Activity Summary

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

CITY OF YORBA LINDA
FY 2013/14 & 2014/15 CAPITAL IMPROVEMENT BUDGET

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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	320,828	913,428	168,975	102,000	857,273
TOTAL	<u>\$320,828</u>	<u>\$913,428</u>	<u>\$168,975</u>	<u>\$102,000</u>	<u>\$857,273</u>
<i>Funding Sources:</i>					
General Fund	\$112,124	\$313,056	\$168,975	\$72,000	\$189,000
Park In-Lieu Fees	78,384	43,040	0	30,000	668,273
Disaster Reserves	117,016	0	0	0	0
Grants	13,304	557,332	0	0	0
TOTAL	<u>\$320,828</u>	<u>\$913,428</u>	<u>\$168,975</u>	<u>\$102,000</u>	<u>\$857,273</u>

Activity Summary

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

CITY OF YORBA LINDA
FY 2013/14 & 2014/15 CAPITAL IMPROVEMENT BUDGET

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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	335,784	2,524,790	16,520,047	372,000	350,000
TOTAL	<u>\$335,784</u>	<u>\$2,524,790</u>	<u>\$16,520,047</u>	<u>\$372,000</u>	<u>\$350,000</u>
<i>Funding Sources:</i>					
General Fund	\$0	\$437,921	\$490,000	\$46,000	\$0
Grants/Agreement	0	60,342	0	270,000	270,000
Black Gold Golf Course	0	0	0	56,000	80,000
Equipment Reserves	0	0	217,900	0	0
Successor Agency	335,784	2,026,527	15,812,147	0	0
TOTAL	<u>\$335,784</u>	<u>\$2,524,790</u>	<u>\$16,520,047</u>	<u>\$372,000</u>	<u>\$350,000</u>

Activity Summary

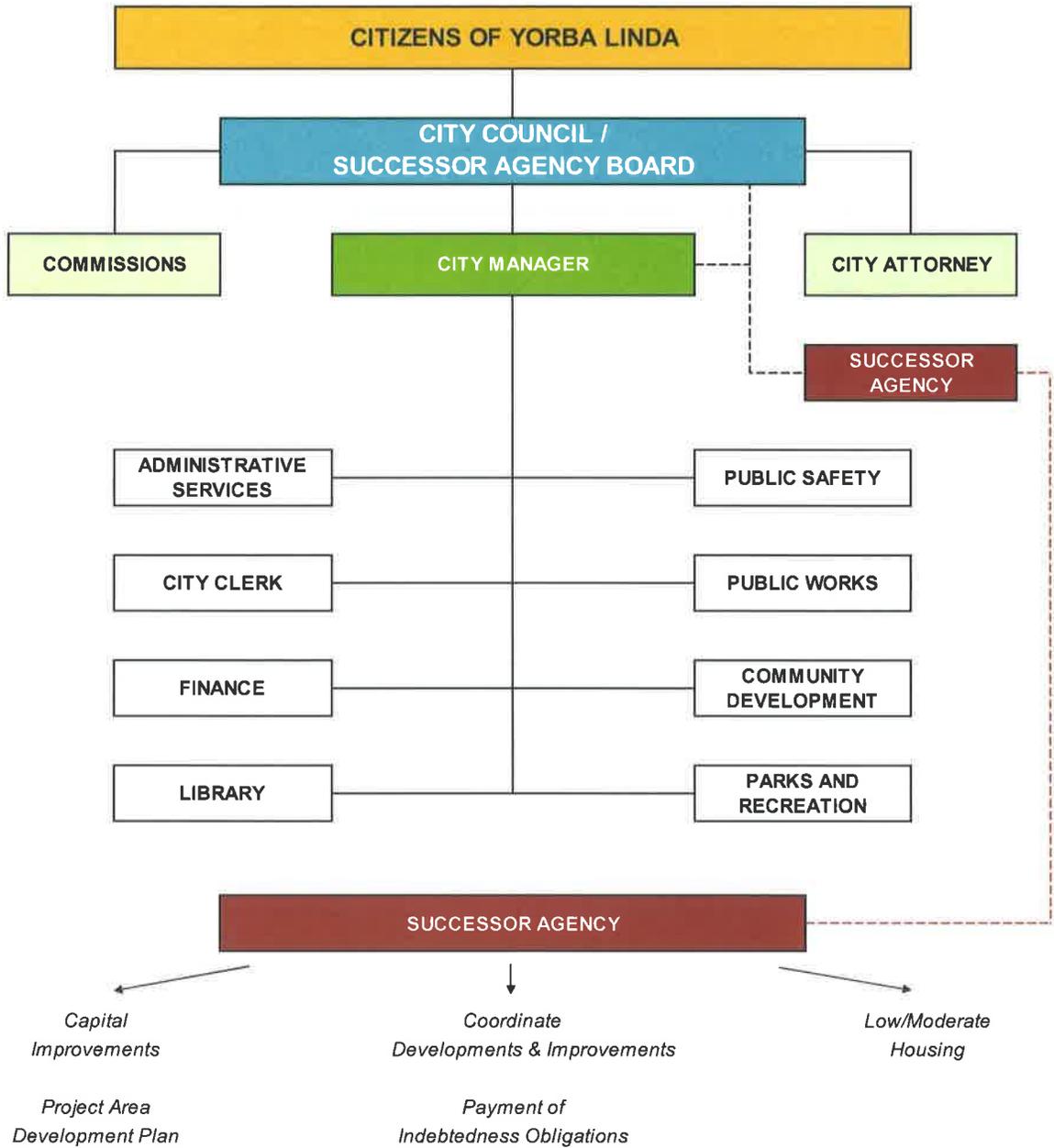
- See the 7-year Capital Improvement Program document for details.

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Successor Agency

Original Project Area Tax Increment Fund
Amended Project Area Tax Increment Fund
Residual Tax Increment Balance Fund
Housing Projects Fund
Miscellaneous Projects Fund
SAVI Ranch Business Park
Town Center Amended Project Area

CITY OF YORBA LINDA ORGANIZATIONAL CHART



SUCCESSOR AGENCY FUND BALANCES

	Projected Fund Balance 7/1/2013	Adopted Revenues	Transfers From Other Funds	Available Resources	Adopted Expenditures	Transfers to Other Funds	Projected Fund Balance 6/30/2014
Agency Funds:							
Original Area Tax Increment Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amended Area Tax Increment Fund	-	-	-	-	-	-	-
Residual Tax Increment Balance	-	11,634,785	-	11,634,785	(7,304,720)	(482,100)	3,847,965
RDA Housing	4,419,572	-	-	4,419,572	(21,000)	-	4,398,572
RDA Town Center Bond Proceeds	17,323,842	-	-	17,323,842	(7,970,790)	-	9,353,052
RDA Projects	-	-	482,100	482,100	(482,100)	-	-
TOTAL AGENCY FUNDS	\$ 21,743,414	\$ 11,634,785	\$ 482,100	\$ 33,860,299	\$ (15,778,610)	\$ (482,100)	\$ 17,599,589

SUCCESSOR AGENCY FUND BALANCES

	Projected		Transfers		Transfers	Projected
	Fund Balance	Adopted	From	Available	Adopted	Fund Balance
	7/1/2014	Revenues	Other Funds	Resources	Expenditures	6/30/2015

Agency Funds:

Original Area Tax Increment Fund	-	\$	-	\$	-	\$	-	-	-
Amended Area Tax Increment Fund	-		-		-		-		-
Residual Tax Increment Balance	3,847,965		11,634,785		-		15,482,750		(6,802,714)
RDA Housing	4,398,572		-		2,952,255		7,350,827		(5,000)
RDA Town Center Bond Proceeds	9,353,052		-		-		9,353,052		-
RDA Projects	-		-		369,600		369,600		(369,600)
TOTAL AGENCY FUNDS	\$ 17,599,589	\$	11,634,785	\$	3,321,855	\$	32,556,229	\$	(7,177,314)
									(3,321,855)
									22,057,060

SUCCESSOR AGENCY REVENUES & TRANSFERS IN

	Audited FY 2010/11	Audited FY 2011/12	Projected FY 2012/13	Adopted FY 2013/14	Adopted FY 2014/15
Original Area Tax Increment Fund:					
Former Tax Increment	\$ 18,842,099	\$ 10,282,671	\$ -	\$ -	-
Interest Earnings	32	-	-	-	-
Transfer from Residual Balance	-	3,700,718	-	-	-
Total Original Area TI Fund	\$ 18,842,131	\$ 13,983,389	\$ -	\$ -	-
Amended Area Tax Increment Fund:					
Former Tax Increment	\$ 2,802,524	\$ 1,093,120	\$ -	\$ -	-
Total Amended Area TI Fund	\$ 2,802,524	\$ 1,093,120	\$ -	\$ -	-
Residual Balance Fund:					
Transfer from Tax Inc. Funds	\$ 3,989,565	\$ 859,177	\$ -	\$ -	-
Property Tax Trust Fund	-	-	4,828,526	11,634,785	11,634,785
Interest Income	103,272	202,438	-	-	-
Total Tax Increment Clearing Fund	\$ 4,092,837	\$ 1,061,615	\$ 4,828,526	\$ 11,634,785	\$ 11,634,785
Housing Fund:					
Interest Income	\$ 74,472	\$ 27,618	\$ -	\$ -	-
Housing Set-aside Income	4,153,040	-	-	-	-
Transfer from Residual Balance Fund	-	-	-	-	2,952,255
Total Housing Fund	\$ 4,227,512	\$ 27,618	\$ -	\$ -	\$ 2,952,255
Town Center Bond Proceeds Fund:					
Bond Proceeds	\$ 17,312,883	\$ -	\$ -	\$ -	-
Interest Income	63,126	101,563	-	-	-
Total Miscellaneous Fund	\$ 17,376,009	\$ 101,563	\$ -	\$ -	-
Miscellaneous Projects Fund:					
Interest Income	\$ 17,219	\$ 307	\$ -	\$ -	-
Rents	96,745	-	-	-	-
Miscellaneous Income	10,926	10,926	-	-	-
Transfer from Residual Balance Fund	-	-	-	482,100	369,600
Total Miscellaneous Fund	\$ 124,890	\$ 11,233	\$ -	\$ 482,100	\$ 369,600
TOTAL AGENCY FUNDS	\$ 47,465,903	\$ 16,278,538	\$ 4,828,526	\$ 12,116,885	\$ 14,956,640

SUCCESSOR AGENCY EXPENDITURES & TRANSFERS OUT

	Audited FY 2010/11	Audited FY 2011/12	Projected FY 2012/13	Adopted FY 2013/14	Adopted FY 2014/15
Original Project Area Tax Increment Fund:					
Pass Thru Agreements	\$ 7,449,407	\$ 3,989,913	\$ -	\$ -	\$ -
Transfer to Housing Fund	3,766,981	-	-	-	-
Transfer to Residual Bal. Fund	2,447,802	-	-	-	-
Other Debt/Fiscal Agent Pymts	3,999,516	3,812,260	-	-	-
Supplemental ERAF	1,178,425	-	-	-	-
Total Original Project Area TI Fund	\$ 18,842,131	\$ 7,802,173	\$ -	\$ -	\$ -
Amended Project Area Tax Increment Fund:					
Pass Thru Agreements	\$ 874,702	\$ 233,943	\$ -	\$ -	\$ -
Transfer to Housing Fund	386,059	-	-	-	-
Transfer to Residual Bal. Fund	1,541,763	859,177	-	-	-
Total Amended Project Area TI Fund	\$ 2,802,524	\$ 1,093,120	\$ -	\$ -	\$ -
Residual Balance Fund:					
Debt/Fiscal Agent Pymts	\$ 815,950	\$ 1,693,329	\$ 6,201,253	\$ 7,304,720	\$ 6,802,714
Transfer to Amended Area TI Fund	872,227	3,700,718	-	-	-
Contractual Services	4,875	-	-	-	-
Transfer to Projects	-	1,800,000	631,678	482,100	369,600
Transfer to Housing	-	-	-	-	2,952,255
Dissolution Payment	-	3,879,351	-	-	-
Total Residual Balance Fund	\$ 1,693,052	\$ 11,073,398	\$ 6,832,931	\$ 7,786,820	\$ 10,124,569
Housing Fund:					
Administrative Costs	\$ 384,237	\$ 485,676	\$ 47	\$ -	\$ -
Contractual Services	409,296	183,884	62,555	21,000	5,000
Mortgage Assistance	25,750	-	-	-	-
Total Housing Fund	\$ 819,283	\$ 669,560	\$ 62,602	\$ 21,000	\$ 5,000
Town Center Bond Proceeds Fund:					
Capital Improvement Projects	\$ -	\$ 2,026,527	\$ -	\$ 7,970,790	\$ -
Total TC Bond Proceeds Fund	\$ -	\$ 2,026,527	\$ -	\$ 7,970,790	\$ -
Miscellaneous Projects Fund:					
Administrative Costs	\$ 436,594	\$ 528,101	\$ 4,800	\$ 16,000	\$ 16,000
Misc. Contractual Services	78,901	136,316	196,000	223,000	223,000
Savi Ranch Commercial Center	65,721	19,258	18,302	4,600	4,600
Town Center Project Area	697,222	171,925	64,600	238,500	126,000
Total Miscellaneous Fund	\$ 1,278,438	\$ 855,600	\$ 283,702	\$ 482,100	\$ 369,600
TOTAL AGENCY FUNDS	\$ 25,435,428	\$ 23,520,378	\$ 7,179,235	\$ 16,260,710	\$ 10,499,169

**SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2013/14 & 2014/15 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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Expenditures:</u>					
Personnel Services	\$132,875	\$154,544	\$0	\$0	\$0
Maint. & Operations	861,613	973,230	29,725	44,600	29,600
Contract Services	723,433	291,409	316,579	458,500	345,000
Pass-Through Pymts	8,507,909	4,223,856	0	0	0
Debt Service	4,636,540	5,505,589	6,201,253	7,304,720	6,802,714
Housing Set-Aside	4,153,040	0	0	0	0
Other Transfers	4,861,793	6,359,895	631,678	482,100	3,321,855
Capital Outlay	379,800	105,977	0	7,970,790	0
Supplemental ERAF	1,178,425	0	0	0	0
Dissolution Payment	0	3,879,351	0	0	0
TOTAL	<u>\$25,435,428</u>	<u>\$21,493,851</u>	<u>\$7,179,235</u>	<u>\$16,260,710</u>	<u>\$10,499,169</u>
<u>Funding Sources:</u>					
Tax Increment	\$21,644,655	\$11,375,791	\$0	\$0	\$0
Transfers Btwn Funds	2,512,335	859,176	0	0	0
Rentals/Other	124,890	11,234	9,177	0	0
Fund Balance	1,153,548	9,247,650	2,341,532	21,000	5,000
Prprty Tax Trust Fund	0	0	4,828,526	8,268,920	10,494,169
Bond Proceeds	0	0	0	7,970,790	0
TOTAL	<u>\$25,435,428</u>	<u>\$21,493,851</u>	<u>\$7,179,235</u>	<u>\$16,260,710</u>	<u>\$10,499,169</u>

Prior Year Accomplishments

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

**SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2013/14 & 2014/15 OPERATING BUDGET**

DIVISION: ORIGINAL AREA TAX INCREMENT FUND

Statement of Objectives:
N/A

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<u>Expenditures:</u>					
Pass-Through Payments	\$7,633,207	\$3,989,913	\$0	\$0	\$0
Debt Service	3,815,715	3,812,260	0	0	0
Transfer to Housing Fund	3,766,981	0	0	0	0
Transfer to Residual Fund	2,447,803	0	0	0	0
Supplemental ERAF Shift	1,178,425	0	0	0	0
TOTAL	<u>\$18,842,131</u>	<u>\$7,802,173</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>Funding Sources:</u>					
Tax Increment	\$18,842,131	\$7,802,173	\$0	\$0	\$0
Transfer - Housing Fund	0	0	0	0	0
Transfer - Residual Fund	0	0	0	0	0
Property Tax Trust Fund	0	0	0	0	0
TOTAL	<u>\$18,842,131</u>	<u>\$7,802,173</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

2013/15 Service Objectives	2013/15 Measurements
N/A	N/A

**SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2013/14 & 2014/15 OPERATING BUDGET**

DIVISION: AMENDED PROJECT AREA TAX INCREMENT FUND

Statement of Objectives:
N/A

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<u>Expenditures:</u>					
Pass-Through Payments	\$874,702	\$233,943	\$0	\$0	\$0
Transfer to Housing Fund	386,059	0	0	0	0
Transfer to Residual Fund	1,541,763	859,177	0	0	0
TOTAL	<u>\$2,802,524</u>	<u>\$1,093,120</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>Funding Sources:</u>					
Tax Increment	\$2,802,524	\$1,093,120	\$0	\$0	\$0
TOTAL	<u>\$2,802,524</u>	<u>\$1,093,120</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

2013/15 Service Objectives	2013/15 Measurements
N/A	N/A

**SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2013/14 & 2014/15 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.

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<u>Expenditures:</u>					
Debt Service	\$820,825	\$1,693,329	\$6,201,253	\$7,304,720	\$6,802,714
Transfer to Tax Increment	872,227	3,700,718	0	0	0
Transfer to Projects	0	1,800,000	631,678	482,100	369,600
Transfer to Housing	0	0	0	0	2,952,255
Dissolution Payment	0	3,879,351	0	0	0
TOTAL	<u>\$1,693,052</u>	<u>\$11,073,398</u>	<u>\$6,832,931</u>	<u>\$7,786,820</u>	<u>\$10,124,569</u>
<u>Funding Sources:</u>					
Transfers In	\$1,693,052	\$3,339,675	\$0	\$0	\$0
Fund Balance	0	7,733,723	2,004,405	0	0
Property Tax Trust Fund	0	0	4,828,526	7,786,820	10,124,569
TOTAL	<u>\$1,693,052</u>	<u>\$11,073,398</u>	<u>\$6,832,931</u>	<u>\$7,786,820</u>	<u>\$10,124,569</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Account for former Property Tax Trust Fund remittances from the O.C. Controller. ○ Transmit to Fiscal Agent, principal and interest payments. 	<ul style="list-style-type: none"> ○ Bonded Debt is paid according to their respective debt service schedules. ○ Other Agency debt is paid in accordance with their respective terms.

**SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2013/14 & 2014/15 OPERATING BUDGET**

DIVISION: HOUSING PROJECTS

Statement of Objectives:

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

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Full-Time Employees	1.00	1.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	1.00	1.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$127,717	\$151,843	\$0	\$0	\$0
Maintenance & Operations	282,270	333,833	47	0	0
Contract Services	409,296	183,884	62,555	21,000	5,000
Capital Outlay	0	0	0	0	0
Transfer to Tax Increment	0	0	0	0	0
TOTAL	<u>\$819,283</u>	<u>\$669,560</u>	<u>\$62,602</u>	<u>\$21,000</u>	<u>\$5,000</u>
<i>Funding Sources:</i>					
Housing Set-Aside	\$819,283	\$669,560	\$62,602	\$21,000	\$5,000
TOTAL	<u>\$819,283</u>	<u>\$669,560</u>	<u>\$62,602</u>	<u>\$21,000</u>	<u>\$5,000</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Support projects which may address affordable housing goals. ○ To address the issues concerning affordable housing described in the Housing Element of the General Plan. 	<ul style="list-style-type: none"> ○ 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.

**SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2013/14 & 2014/15 OPERATING BUDGET**

DIVISION: MISCELLANEOUS PROJECTS

Statement of Objectives:

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

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<i>Personnel:</i>					
Agency Board Members	5.00	5.00	.00	.00	.00
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	5.00	5.00	.00	.00	.00
<i>Expenditures:</i>					
Personnel Services	\$5,158	\$2,701	\$0	\$0	\$0
Maintenance & Operations	431,436	525,400	4,800	16,000	16,000
Contract Services	78,901	136,316	196,000	223,000	223,000
Capital Outlay	0	0	0	0	0
TOTAL	<u>\$515,495</u>	<u>\$664,417</u>	<u>\$200,800</u>	<u>\$239,000</u>	<u>\$239,000</u>
<i>Funding Sources:</i>					
Interest Earnings	\$17,219	\$308	\$2,206	\$0	\$0
Misc. Reimbursements	10,926	10,926	6,971	0	0
Fund Balance	487,350	653,183	191,623	0	0
Property Tax Trust Fund	0	0	0	239,000	239,000
TOTAL	<u>\$515,495</u>	<u>\$664,417</u>	<u>\$200,800</u>	<u>\$239,000</u>	<u>\$239,000</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Provide on-going support services for the general operating requirements. ○ Continue to provide economic development support. 	<ul style="list-style-type: none"> ○ Ensure that all eligible costs are reported on the Recognized Obligation Payment Schedules.

**SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2013/14 & 2014/15 OPERATING BUDGET**

DIVISION: SAVI RANCH BUSINESS PARK

Statement of Objectives:
N/A

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<u>Expenditures:</u>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	12,173	7,834	6,878	2,600	2,600
Contract Services	28,780	11,424	11,424	2,000	2,000
Capital Outlay	24,768	0	0	0	0
TOTAL	<u>\$65,721</u>	<u>\$19,258</u>	<u>\$18,302</u>	<u>\$4,600</u>	<u>\$4,600</u>
<u>Funding Sources:</u>					
Fund Balance	\$65,721	\$19,258	\$18,302	\$0	\$0
Property Tax Trust Fund	0	0	0	4,600	4,600
TOTAL	<u>\$65,721</u>	<u>\$19,258</u>	<u>\$18,302</u>	<u>\$4,600</u>	<u>\$4,600</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Provide on-going support services for the general operating requirements. ○ Continue to provide economic development support. 	<ul style="list-style-type: none"> ○ Ensure that all eligible costs are reported on the Recognized Obligation Payment Schedules.

**SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY
FY 2013/14 & 2014/15 OPERATING BUDGET**

DIVISION: TOWN CENTER AMENDED PROJECT AREA

Statement of Objectives:
N/A

	<u>Actual 2010/11</u>	<u>Actual 2011/12</u>	<u>Projected 2012/13</u>	<u>Adopted 2013/14</u>	<u>Adopted 2014/15</u>
<u>Personnel:</u>					
Full-Time Employees	.00	.00	.00	.00	.00
Part-Time Employees (FTE)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
	.00	.00	.00	.00	.00
<u>Expenditures:</u>					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations	135,734	106,163	18,000	11,000	11,000
Contract Services	206,456	60,181	46,600	227,500	115,000
Capital Outlay	355,032	5,581	0	7,970,790	0
TOTAL	<u>\$697,222</u>	<u>\$171,925</u>	<u>\$64,600</u>	<u>\$8,209,290</u>	<u>\$126,000</u>
<u>Funding Sources:</u>					
Property Rentals	\$96,745	\$0	\$0	\$0	\$0
Fund Balance	600,477	171,925	64,600	0	0
Bond Proceeds	0	0	0	7,970,790	0
Property Tax Trust Fund	0	0	0	238,500	126,000
TOTAL	<u>\$697,222</u>	<u>\$171,925</u>	<u>\$64,600</u>	<u>\$8,209,290</u>	<u>\$126,000</u>

2013/15 Service Objectives	2013/15 Measurements
<ul style="list-style-type: none"> ○ Provide on-going support services for the general operating requirements. ○ Continue to provide economic development support. ○ Begin the infrastructure design for the Town Center Development and acquire properties as needed. 	<ul style="list-style-type: none"> ○ Ensure that all eligible costs are reported on the Recognized Obligation Payment Schedules.

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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 Report	65,777
Net Assessed Valuation	Fiscal Year 2011/12	\$11,262,427,223
	Fiscal Year 2010/11	\$10,938,079,285
	Fiscal Year 2009/10	\$10,898,113,810
Principal Officers	Tom Lindsey	Mayor
	Craig Young	Mayor Pro-Tem
	John Anderson	Council Member
	Eugene Hernandez	Council Member
	Mark Schwing	Council Member
	Steven Rudometkin	City Manager
	Marcia Brown	City Clerk
	David Christian	Finance Director / Treasurer
	Steven Harris	Community Development Director
	Bill Calkins	Director of Parks & Recreation
	Mark Stowell	Public Works Director / City Engineer
	Melinda Steep	Library Director
	Commissions	Planning
Park & Recreation		5 Council appointees 4 year term
Library		5 Council appointees 4 year term
Traffic		5 Council appointees 4 year term
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 Suzanna Bixby Bryant Ranch Museum
	1 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

Resolutions

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

RESOLUTION NO. 2013-5197

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF YORBA LINDA APPROVING THE OPERATING
BUDGET FOR FISCAL YEARS 2013/14 AND 2014/15**

WHEREAS, the Finance Director has prepared and submitted to the City Council a proposed Operating Budget for Fiscal Year 2013/14 and Fiscal Year 2014/15; 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:

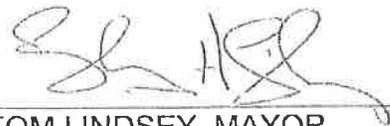
The proposed Operating Budget duly submitted and considered together with any supplemental revisions and amendments thereto, is hereby approved, adopted, and fixed as the budget of the City of Yorba Linda for the two fiscal years commencing July 1, 2013, and ending June 30, 2015, in the amounts and for 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

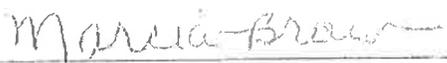
That the City Manager is hereby authorized to transfer monies as he may determine necessary to the competent operation and control of the City business, except that no such transfer shall be made in contravention to the State Law, City Policy or City Ordinance.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Yorba Linda, on the 18th day of June, 2013.



TOM LINDSEY, MAYOR
CITY OF YORBA LINDA

ATTEST:



MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

RESOLUTION NO. 2013-5197
PAGE NO. 2

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 18th day of June, 2013 and was carried by the following roll call vote:

AYES: COUNCILMEMBERS: ANDERSON; HERNANDEZ, LINDSEY, SCHWING, YOUNG
NOES: COUNCILMEMBERS: NONE
ABSENT: COUNCILMEMBERS: NONE



MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

RESOLUTION NO. 2013-5198

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YORBA LINDA APPROVING THE STREET IMPROVEMENTS, LANDSCAPE & MAINTENANCE, AND TRAFFIC CONTROL CAPITAL IMPROVEMENT PROGRAM BUDGETS FOR FISCAL YEARS 2013/14 AND 2014/15

WHEREAS, the Finance Director has prepared and submitted to the City Council a proposed Street Improvements, Landscape & Maintenance, and Traffic Control Capital Improvement Program Budget for Fiscal Year 2013/14 and Fiscal Year 2014/15; and

WHEREAS, the City Council reduced the budget in Fiscal Year 2013/14 by eliminating the El Cajon Trail Right of Way Study (\$75,000); 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, 2013, and ending June 30, 2015, 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.

RESOLUTION NO. 2013-5198
PAGE NO. 2

PASSED, APPROVED AND ADOPTED by the City Council of the City of Yorba Linda, on the 16th day of July, 2013.



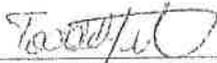
TOM LINDSEY, MAYOR
CITY OF YORBA LINDA

ATTEST:



MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP

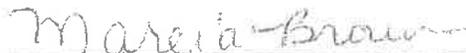


CITY ATTORNEY

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 16th day of July, 2013 and was carried by the following roll call vote:

AYES: COUNCIL MEMBERS: Anderson, Lindsey, Young
NOES: COUNCIL MEMBERS: Schwing
ABSENT: COUNCIL MEMBERS: Hernandez



MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

RESOLUTION NO. 2013-5199

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF YORBA LINDA APPROVING AND ADOPTING THE
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2013-14**

WHEREAS, the voters of California, on November 6, 1979, added Article XIII B 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 XIII B 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

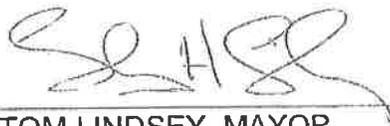
WHEREAS, the City Council may choose to use as adjustment factors either the annual growth in California Per Capita Income or the growth in the non-residential assessed valuation due to new construction within the City, and the City's population growth or the population growth of the County of Orange, 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 XIII B in determining the appropriation limit for Fiscal Year 2013-14.

NOW, THEREFORE, BE IT RESOLVED that the appropriations subject to limitation for the City of Yorba Linda for Fiscal Year 2013-14 shall be \$53,204,247.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Yorba Linda, on the 18th day of June, 2013.



TOM LINDSEY, MAYOR
CITY OF YORBA LINDA

ATTEST:



MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

RESOLUTION NO. 2013-5199
PAGE NO. 2
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 18th day of June, 2013, and was
carried by the following roll call vote:

AYES: COUNCILMEMBERS: ANDERSON, HERNANDEZ, 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 2013-14

APPROPRIATION LIMIT 2012-13 **\$50,141,538**

2013-14 Adjustment Factors

Population: (Choose one population factor)

City	0.940%	
Orange County	0.780%	1.0094
		x

Inflation: (Choose one Inflation factor)

California Per Capita Income	5.120%	1.0512
Non-Residential Construction	-1.380%	

Combined Adjustment Factor x 1.061081

APPROPRIATION LIMIT 2013-14 **\$53,204,247**

(Budgeted Tax Receipts for fiscal year 2013-14 = \$24,625,801)

RESOLUTION NO. 2014-5241

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YORBA LINDA APPROVING THE MUNICIPAL BUILDINGS & FACILITIES, STREET IMPROVEMENTS, SEWER & STORM DRAINS, AND MISCELLANEOUS CAPITAL IMPROVEMENT PROGRAM BUDGETS FOR FISCAL YEARS 2013/14 AND 2014/15

WHEREAS, the City Council has previously adopted Resolution No. 2013-5198 on July 16, 2013, approving various Capital Improvement Program Budgets for Fiscal Year 2013/14 and Fiscal Year 2014/15; and

WHEREAS, the Finance Director has prepared and submitted to the City Council proposed additional Municipal Buildings & Facilities, Street Improvements, Sewer & Storm Drains and Miscellaneous Capital Improvement Program Budgets for Fiscal Year 2013/14 and Fiscal Year 2014/15; 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 as follows:

Section 1. 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, 2013, and ending June 30, 2015, 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.

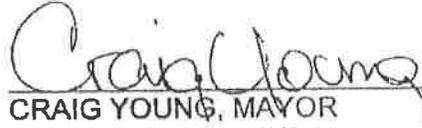
Section 2. That said adopted Capital Improvement Program Budget, including said supplemental revisions and amendments, shall be duly authenticated by the City Clerk, and the same shall be placed in the official files of the office of the Clerk of the City Council.

Section 3. That the City Manager is hereby authorized to make budgetary revisions if, in his opinion, revisions are necessary or proper.

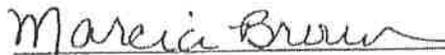
Section 4. That the City Manager is hereby authorized to transfer monies as he may determine necessary to the competent operation and control of the City business, except that no such transfer shall be made in contravention to the State Law, City Policy or City Ordinance.

RESOLUTION NO. 2014-5241
PAGE NO. 2

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Yorba Linda on the 1st day of April, 2014.


CRAIG YOUNG, MAYOR
CITY OF YORBA LINDA

ATTEST:


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 Council of the City of Yorba Linda held on the 1st day of April, 2014, and was carried by the following roll call vote:

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


MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

RESOLUTION NO. 2014-5244

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF YORBA LINDA APPROVING THE PARKS &
RECREATION CAPITAL IMPROVEMENT PROGRAM
BUDGETS FOR FISCAL YEARS 2013/14 AND 2014/15**

WHEREAS, the City Council has previously adopted Resolution No. 2013-5198 on July 16, 2013, approving various Capital Improvement Program Budgets for Fiscal Year 2013/14 and Fiscal Year 2014/15; and

WHEREAS, the Finance Director has prepared and submitted to the City Council proposed additional Parks & Recreation Capital Improvement Program Budgets for Fiscal Year 2013/14 and Fiscal Year 2014/15; 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:

Section 1. 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, 2013, and ending June 30, 2015, 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.

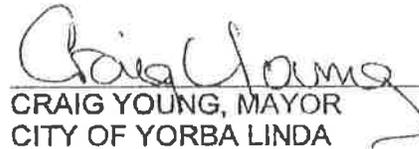
Section 2. That said adopted Capital Improvement Program Budget, including said supplemental revisions and amendments, shall be duly authenticated by the City Clerk, and the same shall be placed in the official files of the office of the Clerk of the City Council.

Section 3. That the City Manager is hereby authorized to make budgetary revisions if, in his opinion, revisions are necessary or proper.

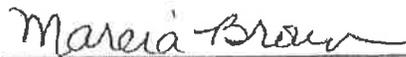
Section 4. That the City Manager is hereby authorized to transfer monies as he may determine necessary to the competent operation and control of the City business, except that no such transfer shall be made in contravention to the State Law, City Policy or City Ordinance.

RESOLUTION NO. 2014-5244
PAGE NO. 2

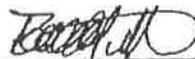
PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Yorba Linda on the 1st day of April, 2014.


CRAIG YOUNG, MAYOR
CITY OF YORBA LINDA

ATTEST:


MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

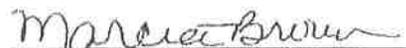
APPROVED AS TO FORM:
RUTAN & TUCKER, LLP


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 Council of the City of Yorba Linda held on the 1st day of April, 2014 and was carried by the following roll call vote:

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


MARCIA BROWN, CITY CLERK
CITY OF YORBA LINDA

SA TO THE YLRDA RESOLUTION NO. 2013-08

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE
YORBA LINDA REDEVELOPMENT AGENCY
APPROVING THE OPERATING AND CAPITAL
IMPROVEMENT PROGRAM BUDGET FOR FISCAL
YEARS 2013/14 AND 2014/15**

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 and Capital Improvement Program Budget for Fiscal Year 2013/14 and Fiscal Year 2014/15; and

WHEREAS, State Law requires the appropriation of operating and capital improvement program expenditures.

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

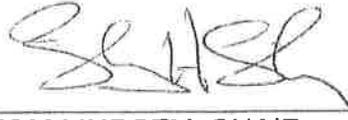
The proposed Operating and Capital Improvement Program Budget duly submitted and considered together with any supplemental revisions and amendments thereto, is hereby approved, adopted, and fixed as the budget of the Successor Agency to the Yorba Linda Redevelopment Agency for the fiscal years commencing July 1, 2013, and ending June 30, 2015, 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 and 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 Successor Agency business, except that no such transfer shall be made in contravention to the State Law, Policy or Ordinance.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Yorba Linda in its capacity as the Successor Agency to the Redevelopment Agency on this 18th day of June, 2013.



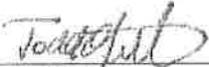
TOM LINDSEY, CHAIR
SUCCESSOR AGENCY TO
THE YORBA LINDA REDEVELOPMENT
AGENCY

ATTEST:



MARCIA BROWN, SECRETARY
SUCCESSOR AGENCY TO THE YORBA LINDA
REDEVELOPMENT AGENCY

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP



GENERAL COUNSEL TO THE SUCCESSOR AGENCY

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.

I, **MARCIA BROWN**, Secretary of the Successor Agency to the Yorba Linda Redevelopment Agency, Yorba Linda, California, **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the City Council acting as the Successor Agency to the Yorba Linda Redevelopment Agency held on the 18th day of June 2013 and was carried by the following roll call vote:

AYES: SUCCESSOR AGENCY MEMBERS: ANDERSON, HERNANDEZ, LINDSEY, SCHWING, YOUNG
NOES: SUCCESSOR AGENCY MEMBERS: NONE
ABSENT: SUCCESSOR AGENCY MEMBERS: NONE



MARCIA BROWN, SECRETARY
SUCCESSOR AGENCY TO THE YORBA
LINDA REDEVELOPMENT AGENCY