

City of Villa Park  
Fiscal Year 2012-2013  
Annual Operating Budget  
And  
Capital Improvement Program

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June 26, 2012



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# 2012-13 City Council Goals & Work Plan

- 1) Maintain the City's high-quality of life and physical property standards through regular assessment, inventory, maintenance, and improvement of the City's physical infrastructure and public amenities.
  - Evaluate the scope of the Mesa guardrail project and determine if Caltrans funding is still available.
  - Complete video assessment of the sewer system and complete a seven-year sewer master plan for adoption consideration by the City Council.
  - Review sewer user charge and ensure it is sufficient to meet rising maintenance demands, costs in the future, and maintain an appropriate level of overhead cost reimbursement to the City.
  - Continue to aggressively pursue the implementation of a Community Preservation Program (code enforcement) including the possible adoption of a rental inspection ordinance.
  - Complete the study of a limited business overlay for five identified properties along Santiago Blvd.
  - Adopt a master plan for the construction of new City entry monument signs and construct as many as fiscally possible.
  - Evaluate the possible inclusion of an electronic message board as part of the monument sign at Wanda and Santiago including the development of a policy to allow appropriate community advertising and notices.
  - Work with the neighboring City of Orange, where appropriate, to relocate new and improved City directional signs.
  - Work with the concerned property owners to agree to a public use easement for a Towne Centre Plaza project through a public private partnership agreement.
  - Complete the plans and specifications for the Towne Centre Plaza project with the goal of construction in FY 2013-14 if funding becomes available.
  - Complete the scheduled street maintenance projects as outlined in the City's Capital Improvement Program.
  - Continue staff attention and enforcement of NPDES regulations.
  - Complete the resurfacing and re-striping of the rear City Hall parking lot through the generous offer of a local resident.
  - Continue to identify median landscaping restoration projects, with the goal of completing several each year.

- 2) Maintain the City's low crime rate through the promotion of safe community standards and values.
  - Preserve the SRO program contingent upon continued COPS funding.
  - Implement directed patrols, when necessary, as an intervention method to reduce crime in specific areas of the City.
  - Find compliant ways to spend the City's CLEEP allocation for purposes that will enhance community safety.
  - Continue the revitalized implementation of the CERT program.
  - Continue to be sensitive to ways of supporting the OC Sheriff's Department and maintaining the City's strong relations with the Department; never allowing complacency to seep in.
  - Continue to publicly recognize the accomplishments of individual Deputies.
  - Invite Sheriff Hutchens to at least one major City event per year and see that she is publicly recognized.
  
- 3) Develop community awareness and involvement through enhanced community participation, partnerships, and regional programs.
  - Continue supporting the City's 50<sup>th</sup> Anniversary celebration.
  - Maintain the City's strong policy of public transparency by providing regular public information via the web, local news media, direct communication with residents, etc.
  - Provide support to the Villa Park Community Services Foundation, the Friends of the Villa Park Library and other community organizations.
  - Complete all of the elements of the Concert-fest that the City has committed for August 19, 2012 50<sup>th</sup> Anniversary celebration event.
  - Periodically hold Town Hall meetings on subjects of community wide interest that are not related to the internal management matters (e.g. personnel performance, salaries, interagency negotiations, etc.) of the City organization.
  
- 4) Promote and attract consumerism to the Villa Park Towne Centre through strong public-private partnerships and business retention programs.
  - Continue to explore ways of implementing strategies that will improve the quality and quantity of Towne Centre tenants.
  - In developing, the Towne Centre Plaza plans seek ways of linking this project in order for it to be an integral part of the Towne Centre development.
  - Consider hosting an annual meeting with the Towne Center property owners and semi-annual meetings with the tenants for purposes of discussing mutual concerns and cooperative solutions.
  - Continue using a sales tax consulting firm to identify possible misallocations by the State Board of Equalization.

- 5) Enhance and maintain the City's fiscal and organizational stability.
- Whenever possible add to the City's reserves either generally or for specific purposes such as infrastructure replacement.
  - Pursue grants where appropriate and manage them effectively with a specific focus on funding for the Towne Centre Plaza project.
  - Continually analyze contracts for potential cost savings.
  - Continue to provide the City Council with monthly revenue and expenditure variance reports.
  - Periodically review user fees to insure they are covering City costs.
  - Complete employee evaluations annually for each employee.
  - Provide appropriate training and development opportunities for all staff.
  - Hold regular "Villa Park Team" meetings so all team members are aware of the "Big Picture" regarding City initiatives.
  - Schedule an annual strategic planning session with the City Council in order to identify priorities and key issues for the following fiscal year.

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# Budget Overview

A budget serves many purposes. It is the City's annual financing and spending plan, providing a means for allocating resources to meet the needs and desires of the residents of the City. The budget balances City revenues with community priorities and requirements as set by the City Council. The annual budget serves as a communication device, a policy document, a resource allocation tool, an accountability tool, and a management tool. The budget document grants spending authority to City staff, as well as providing the spending plan for the City of Villa Park.

## Budget Overview

The City Manager's Budget Overview includes a short guide to the Budget and Philosophy statement to provide readers an understanding of how the Budget was produced, adopted by the City Council and carried out by City staff. The City Manager letter summarizes the budget by outlining major programs in progress, critical issues and challenges for the fiscal year, and accomplishments of the prior year. The letter also summarizes the financial components of the City, including revenue trends and significant new expenditures.

## Budget Policies & Procedures

This section of the budget contains policies and procedures adopted by the City Council, and highlights the budgeting process, guidelines, and a framework used to assemble the City's annual operating budget. The General Fund Reserve is discussed and highlighted as an introduction to the reserve.

## City Profile

This section contains summary information about the structure of the City government. It includes the City's history, a citywide organizational chart, and a summary of committees and boards established by the City Council.

## Summary of Financial Information

This section provides a synopsis of the City's financial structure. Included in this section are revenue and expenditure summaries, fund balance summaries, departmental summaries, and a personnel allocation table.

# Guide to the Budget

## General Fund

The accounts of the City are organized based on funds and account groups. These funds and account groups are organized to segregate and account for restricted resources. Each fund and account group is a separate accounting entity. The General Fund is the primary revenue source for most services cities typically offer; these include Public Safety, Building Services, Code Enforcement, Engineering, Planning, Public Works, City Attorney, and Administration including City Council, City Manager, City Clerk, and Finance.

## Other Funds

The Other Funds section contains non-general fund sources of revenues. These funds are grouped into Special Revenue Funds, Capital Fund, and Internal Service Fund. Each fund type is described in this section and a financial summary is provided for each.

## Departmental Detail

Each Department is represented providing the following information:

- Description of Department and Responsibilities and Services
- Budget Year projects
- Source of Revenue
- Expenditure Summary
- Major Budget changes
- Staffing

## Capital Improvement Plan

The Capital Improvement Projects scheduled for funding in the fiscal year are summarized in this section. A project description is provided, following the departmental summary, of each project scheduled to be completed during the fiscal year. A seven-year Capital Improvement Plan is included in the Capital Improvement section of the budget to present a comprehensive view of all proposed projects in the City that were recommended by the City Council and City management at the City Strategy Planning Meeting.

# Philosophy

*“Our mission is to deliver the best possible service to the residents of Villa Park using the most cost effective and efficient means.”*

The City of Villa Park is a very special place. The City is endowed with a beautiful physical setting, a strong sense of volunteerism, attractive neighborhoods, and prestigious schools. As City officials and employees, we are proud to say that we represent the City of Villa Park.

We take pride in our organization, our community, and ourselves. We endorse a set of fiscal policies that ensure the prudent management of City resources by proactively planning for the City’s needs and establishing sound budgetary practices.

We are committed to providing high quality and timely services to all residents in the community. We believe in maintaining a strong commitment to the community, the organization, and our profession. We believe in open and honest communication. We believe that the prudent management of the City’s resources demonstrates our respect to the citizens who have placed their trust in us.

- We value a personal approach to serving our residents.
- We believe in participative management.
- We encourage employees to enjoy their time at work.
- We encourage ideas that improve the employee, the organization, and the community.
- We value creativity. We believe in taking reasonable risks.
- We believe that our employees are the City’s most important assets in the provision of high quality services to the community.
- We value excellence in work product and customer satisfaction.
- We value a high ethical standard.
- We strive to set the standard of excellence and be the model for neighboring communities





# City of Villa Park

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**TO:** Honorable City Council

**FROM:** Don Powell, Interim City Manager  
Jarad Hildenbrand, City Manager Designee

**SUBJECT:** Fiscal Year 2012-2013 City Budget and Capital Improvement Plan

**DATE:** June 12, 2012

Jarad and I are pleased to present you with the FY 2012-13 City Budget and Capital Improvement Plan. As in many past years, this document has been completed through the incredible hard work and expertise of the City's Finance Director, Michelle Danaher.

The Council's fiscal frugality over the past several years, coupled with strong financial management by the City staff, has placed Villa Park in an enviable position as compared to other cities. There are no surprises in next year's budget; it is essentially business as usual. There are signs of economic recovery although Orange County was never affected by the recession to the same extent as many other areas in the State and the Nation.

## **REVENUES**

Overall, staff is assuming a slight increase of approximately \$4,000 more in General Fund revenues for FY 2012-13. The major fluctuations in revenues are an anticipated decrease in property taxes of \$30,000 or 2%, which is offset by the upswing of an anticipated growth in building activity within the City as well as utilization of OCFA Structural Fire Fund Entitlement money. Per the Deputy Building Official, building activity is on a rise from an all time low. It is projected that permit revenues will increase approximately 20% or about \$16,000 from FY 2011-12. With the Deputy Building Official now working as a part-time employee, the City, not a consulting firm, will benefit from this increase.

The City Engineer has submitted for two new grants for FY 2012-13 totaling \$418,000. The first grant of \$100,000 is with OCTA for installation of catch basin inlets, and the second grant of \$318,000 is under the State Local Partnership Program (SLPP) for enhanced construction of local roads. The City Engineer is also researching the Caltrans grant awarded to the City in 2007 for the Mesa Guardrail Curb/Gutter project. If the City is awarded the two new grants and the 2007 Caltrans grant is resurrected, the City will receive a total of \$622,500 and will proceed with the related capital expenditures. Additionally, the Planning Manager is seeking a grant for the Towne Centre Plaza project.

## **EXPENDITURES**

Concerning salary and benefits, there are savings produced as a result of the new City Manager's contract and the elimination of the Management Analyst position. No salary cost-of-living adjustments (COLA's) are assumed again this year. This is the fourth year that no COLA's are being made. A one-time bonus of 4% is budgeted for all employees except the new City Manager. PERS employer contribution rates are expected to increase by .308%, to a total of 20.354% of payroll. All employees will now pay 4% (1% more than last year) of their pay as a contribution toward their employee PERS contribution. However, as a result of the staff reorganization and contribution increases, the City anticipates an approximate combined savings of \$10,000 in PERS contributions this year.

City staff, with the assistance of OCTA, prepared a new calculation to cover the City's maintenance of effort (MOE) of \$263,000 in the General Fund; therefore, the City is utilizing more special project funding for the City's annual pavement rehabilitation projects in FY 2012-13. Staff added an additional \$44,000 to the General Fund Budget pavement management expenditures in order to reach a pavement rehabilitation project total of \$362,000. This amount exceeds the required match for the additional street rehabilitation money of \$318,000 from SLPP Transportation, but will cover the entire project submitted by the City Engineer.

The City is awaiting the renegotiation of the City Engineer's contract through CivilSource. The engineering contract is under review, so prior year expenditure levels are currently assumed until negotiations are completed.

In total, general fund expenditures are down 5% or \$120,800 from the FY 2011-12 levels.

## **OTHER FUNDS**

The City will set aside \$17,000 of the COPS monies to be utilized for directed assignments as the need arises. As a result of our IT security study, our City IT consultants recommended upgrading the City's EOC electronic equipment. Staff will utilize CLEEP money in FY 2012-13 for these purchases, which total \$3,000.

The City is awaiting the results from CivilSource's CCTV monitoring of the sewer system (approximate completion in October 2012); therefore, staff is assuming about the same sewer expenditures for FY 2012-13 (less the CCTV expenditure of \$170,000). However, we have recently learned that many of the sewer manhole covers have been paved over. This may cause our costs to increase in both locating these and opening them up. Once the monitoring is completed, a new seven year Sewer Master Plan will be created and the expenditures will be adjusted based on the new findings. Also, to more accurately reflect the City's overhead contribution to the City Improvement Sewer Fund, the administrative cost line item has been increased by \$9,500.

## **CAPITAL PROJECTS**

The following major capital projects are included in the budget:

- Catch Basin improvements
- City Entrance Monuments
- SLPP Transportation
- Towne Centre Plaza
- Mesa Drive Guardrail C/G

These represent one-time expenses totaling \$771,600 of which \$147,500 is made up of General Fund matching requirements. These projects are in addition to the annual sewer rehabilitation and pavement management work.

The City is utilizing OCTA Environmental Cleanup money to fund the installation of catch basin inlets. The City has applied for this grant and is awaiting approval in order to move forward on this project.

The City Council has requested that staff pursue replacing the entrance monument signs within the City. We are pursuing a master plan. Depending on cost, the City Council can elect to replace them all at once or incrementally. The Villa Park Community Services Foundation (“Foundation”) has also offered to generously provide \$14,800 for this project.

With the new City Hall façade project being completed in mid-July and under budget, staff is researching conceptual ideas for creating a Towne Centre Plaza. This will be a public-private collaboration with the property owners involved that will benefit the entire community. Funding assistance is being sought through grants, the Foundation and the County of Orange. It is possible the cost of this project could reach \$500,000. We are hoping that it will be less than this, but with total soft and hard costs it could be this expensive. This means it will be one of the biggest undertakings by this City; if not, the largest. If the cost exceeds \$500,000 it is probably beyond the City’s financial capabilities.

With regards to the Mesa Guardrail project, the City Engineer is researching to determine if the City is still eligible for the Caltrans money that had been allocated in past years to this project. The City Engineer is also studying the appropriate scope for this project so that it does not negatively impact the quality of life for adjacent property owners.

## **RESERVE FUNDS**

The Council has previously adopted a policy goal of having Undesignated General Fund Reserves at 40% of operating expenditures with all interest earnings accrued to the reserve fund. Local government finance best practices recommend General Fund reserves of at least 15-20%. The Villa Park Team has achieved all General Fund reserves at 46.02% of operating expenditures per the following designations:

1. General Fund Undesignated Reserves:	\$ 871,800
2. Designated Reserves:	
a.) Vehicle Replacement Reserve	10,000
b.) Infrastructure Replacement Reserve	62,100
c.) Towne Centre Plaza Reserve	100,000
d.) VPTV Capital Improvement Reserve	9,000
e.) Accrued Leave Reserve	15,000
f.) CJPIA Retro. Deposit Repayment Reserve	32,000
g.) Contingency Reserve	<u>5,000</u>
3. <b>Total General Fund Reserves</b>	<b>\$ 1,104,900</b>

Additionally, the City has Gas Tax reserves for median replacement of \$10,000; Sewer Assessment District reserves of \$13,000 for sewer pump replacement; and City Sewer Improvement Fund reserves of \$34,500 for sewer condition TV monitoring (\$30,000) and Sewer Master Plan Update (\$4,500). The latter figure is very low and will be augmented with additional sewer funds over the next seven years. With the special funds included, **total City reserves are \$1,162,400.**

### FUND BALANCE

Staff anticipates that we will have \$415,922 in unappropriated General Fund balance on June 30, 2013, which is available to be spent for any purpose deemed appropriate by the City Council. This is significantly higher than the unappropriated fund balance that existed in the prior year, approximately \$215,000 more, or nearly a 100%+ increase. The increase in this fund balance is a combined result of City staff researching new revenue sources and decreasing expenditures through re-bidding services, absorbing work in-house, and eliminating unnecessary costs.

### CONCLUSIONS

As stated previously, this is a business as usual budget that maintains healthy reserves while undertaking some capital projects that will continue to refurbish the appearance of the City. The revenue estimates are conservative and the expenditure projections are realistic. If there should be a significant downturn in the current economy, new projects being considered would need to be deferred until the economy recovered and revenues grew or other funding sources could be identified. The Villa Park Team is committed to energetically and carefully carrying out the City Council's policy directives and living within the budgetary parameters established by the City Council.

  
 Don Powell  
 Interim City Manager

  
 Jarad Hildenbrand  
 City Manager Designee

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## Budget Policies and Procedures

### Policy

The City of Villa Park is fiscally conservative in terms of elected leadership, budgeting practices, and expenditure history. This year's budget has been developed around the assumption that the current state of the economy will generally remain flat within this coming fiscal year. We anticipate the General Fund revenues and expenditures will not be robust in comparison to the previous Fiscal Year. These expectations have served as policy guidance for the development of our City's budget.

The City Manager is to submit a proposed balanced budget to the City Council each year in June. The goal of the Council and City Manager is for available funding to exceed ongoing appropriations, ensuring a balanced operating budget each fiscal year. For the purposes of ensuring this balanced operating budget, available funding includes only revenue projected to be received, and not fund balances from prior years.

Fund balances from prior years may be appropriated for one-time expenditures. This policy ensures that the budget remains structurally balanced across all funds. All funds are appropriated on an annual basis.

### Budget Basis

The budgetary basis of accounting determines when a government charges expenditures to a budget appropriation, or when it credits revenue to its funds for budgeting purposes. A fund is a separate fiscal and accounting entity with a separate set of accounting records. The use of Fund Accounting is one of the basic requirements of Generally Accepted Accounting Principles (GAAP) for government and one of the major differences between governmental and commercial accounting. It requires separate record keeping for each individual fund that a government uses. Governmental fund types and the agency funds use the ***modified accrual basis of accounting***. Under this method, revenues are recognized when they become available and measurable. "Measurable" means the amount can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized in the accounting period in which the fund liability is incurred. The accounting and reporting policies of the City conform to GAAP applicable to state and local governments. GAAP for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB).

## Responsibility

The City Manager and the Finance Director are responsible for preparing a budget in accordance with the guidelines established by the City Council and GAAP. The City Manager and Finance Director use direction provided throughout the year by the Council in conjunction with the annual Strategic Planning Meeting, as well as the understanding of the day-to-day operational needs of the City in order to prepare a balanced budget for presentation to the City Council.

## Budget Preparation

The City of Villa Park uses a “base budget” budgeting method. Each department requests an annual appropriation sufficient to fund current levels and other costs the department is responsible for managing. The budget base year is the prior years adopted budget, reducing it for previous one-time expenditures, increasing it for known future impacts (such as increased utility costs) and adding new proposed projects as determined necessary by key staff. The City does not automatically increase the budget by a percentage. For 2012-13, the City made several key adjustments noted in the department budgets reflecting the uncertain economic conditions, resulting in a balanced budget for 2012-13.

## Operating Budget

Ongoing operating costs should be supported by ongoing, stable revenue sources. This protects the City from fluctuating service levels and avoids crisis when one-time revenues are reduced or removed. Listed below are some corollaries to this policy:

- Fund balances or contingency accounts should be used only for one-time expenditures, such as capital equipment and capital improvements.
- Ongoing maintenance costs, such as street resurfacing and trails maintenance, shall be financed through recurring operating revenues rather than through a bond issuance.
- Fluctuating federal or state grants shall not be used to fund ongoing programs; instead, such revenue is to fund capital costs, equipment purchases, or public improvements.

## Revenue Policies

A diversified and stable revenue system will be maintained to ensure fiscal health and absorb short run fluctuations in any one revenue

source. This revenue philosophy is reviewed on a monthly basis. The Finance Director and City Manager review in detail revenues in accordance with the budget and cycling of receipts. If there is an area of concern, it is addressed within the month of the issue and expenditures are reduced if a revenue source is eliminated or declining. Unpredictable revenue sources, such as sales tax and interest earnings, constitute only a small portion of the City's revenue stream. A healthy mix of property tax, franchise fees, building fees, sales tax, business license fees, and other user fees fund ongoing operations.

The City Manager and Finance Director shall review the encumbrances and continuing appropriations to be submitted to the City Council for approval from one fiscal year to the next. The Finance Director shall also prepare financial reports in a format adequate for public presentation and understanding of the City's financial condition, along with the Comprehensive Annual Financial Report (CAFR).

User fees will be evaluated each year to ensure that, in general, user fees are sufficient to cover the cost of providing a given service to the end user. Proposed fees will be based on cost analysis prepared for each service, and considering the fees imposed by other similar cities providing the same services. Fees are adopted at a public hearing of the City Council, following input from stakeholders impacted by the fees.

One-time revenues, such as grant funds, sales of government assets, or other one-time payments are used for one-time expenditures, such as capital improvements, or placed in the City's restricted, assigned, or unassigned fund balances.

## Debt Policy

Unlike most cities in California, the City of Villa Park has no bonded indebtedness. It is the policy of the City Council that municipal debt is to be avoided, and that capital projects are generally to be funded on a "pay as you go" basis. Capital projects are pursued in light of the grant funded that is awarded.

## Contingency Planning

In the event of an emergency, such as a natural disaster or other unexpected major occurrence, the City Manager is authorized to incur expenses necessary to address immediate health and safety matters. The Emergency Response Plan adopted by the City Council will be followed in these situations. The Finance Director is responsible for documenting all expenditures for potential cost recovery.

Expenditures are spent on a priority basis that is based on an immediate need for the welfare of the community versus based on a want or desire.

### Capital Improvement Budget

The Seven-Year Capital Improvement Plan is prepared and updated each year. Although this plan may include unfunded projects that carry out the City's strategic and general plans, it must also include a capital-spending plan that identifies projects that can be completed with known funding sources. Council has a Strategic Planning Meeting with management on an annual basis and discusses the Seven-Year Capital Improvement Plan in light of the financial situation and projections presented by the Finance Director. At this Strategic Planning meeting, staff discusses and prioritizes the operational goals of the City first, then short-term goals and projects are addressed, and then long-term goals of the City are discussed. This strategy is utilized so that the big picture of the City's welfare and mission are addressed and met along with maintaining the conservatism and beauty of the City.

When planning capital projects the City must estimate the project's impact on the City's operating budget. Amendments to capital appropriations fall under the same guidelines as changes to the operating budget, with one exception that is written within every City contract stating: "Said compensation shall not exceed \$X,XXX provided that the City Manager or his designee may approve additional payment not-to-exceed the City Council authorized amount for change orders and for contingencies. In addition, any project change exceeding 20 percent of the original contract price must receive specific City Council approval. This approval can be by motion rather than resolution and may accompany a recommendation for award of bid, change order, or other Council action. While this approval is not a strict legal requirement, it serves to keep the Council informed on capital activity and funding, and ensures that revisions of project priorities are in line with Council expectations.

### Budget Review

During the budget review phase, the City Manager and Finance Director analyze operating and capital budget requests. Several scenarios are reviewed and readjustments are made as needed to reflect newer revenue and expenditure projections. The City Manager and Finance Director meet with other City staff beginning in January of each year to discuss changes in their department that would affect the next year's budget. Then in either April or May, the Budget and

Finance Committee (including its role as the Capital Improvement Committee) meets for a minimum of two times to review the projects and appropriation requests in the draft budget. The last step in early June is when the budget is taken to the City Council to review the budget during a budget study session. This study session is open to the public and provides a forum for Council to receive information and make recommendations regarding the budget year. These appropriations shall become a part of the City budget after approval by the City Council at the June City Council meeting.

The budget calendar for 2012-13 was as follows:

- January 11<sup>th</sup>, 1<sup>st</sup> meeting with staff discussing issues and priorities
- February 15<sup>th</sup>, 2<sup>nd</sup> meeting with staff revising issues and priorities
- March 7<sup>th</sup>, Strategic Planning meeting with full Council discussing capital projects and priorities
- April 11<sup>th</sup>, 1<sup>st</sup> Budget & Finance Committee meeting discussing budget draft
- May 1<sup>st</sup>, 2<sup>nd</sup> Budget & Finance Committee meeting discussing budget draft
- May 30<sup>th</sup>, 3<sup>rd</sup> Budget & Finance Committee meeting discussing budget draft
- June 12<sup>th</sup>, Council Budget Study Session discussing budget
- June 26<sup>th</sup>, Council meeting adopting the final budget

### Budget Adoption

The budget is required by law to be adopted prior to July 1<sup>st</sup> of each year. The budget must be balanced, that is, operating expenditures must be equal to or less than total operating revenues. Any changes in appropriated levels require City Council authorization. Upon adoption of the budget, the Finance Director prepares the final budget document.

### Budget Amendments

The budget is adopted at the fund and department level. The City Manager is authorized to make transfers between account codes and departments within each fund. On a periodic basis (minimum of 3 times a year), the Finance Director reviews the appropriations and if necessary, prepares a budget transfers within a fund for the City Manager's approval. Once approved by the City Manager, the Finance Director makes the appropriate Budget Amendment. However, City

Council approval is required for transfers between funds or increases to total appropriations, except for those inter-fund transfers approved in the budget. If a fund transfer is required, the Finance Director prepares a staff report that explains the reasoning for transfers between funds or reason for the need to increase appropriations and presents it to Council for approval. Once approved by Council, the Finance Director makes the appropriate Budget Amendment.

### General Fund Reserve

The City Council has prioritized the keeping of a General Fund Reserve. The City Council has historically established and maintained a General Fund Reserve separate from General Fund balances for financial contingencies and catastrophic events. In June 2011, the City Council adopted Resolution 2011-3158, establishing a formal policy for undesignated reserves. This policy requires a four-fifths vote of the entire City Council for use of undesignated reserves. The designated reserves established for anticipated future expenditures, such as vehicle replacement, infrastructure replacement, Towne Centre Plaza, VPTV capital, accrued employee leave, CJPIA retro. Deposit repayment, and contingency reserves are approved through the budget process.

The General Fund Reserve for Fiscal Year 2012-13 is \$871,800. Additional funds are set aside in General Fund Designated Reserves totaling \$233,100. A more detailed review of the General Fund Reserve is discussed on Page 56.

## Community Profile

### Overview

Villa Park is Orange County's second smallest city in land area and least populous, but the friendliest and most welcoming place to live. Here, you will find people with a wide range of backgrounds, interests, and occupations; quiet neighborhoods and beautiful residential streets; the lowest crime rate in the County; and four high performing schools within walking distance.

The City of Villa Park is in the center of Orange County. The City is 2.1 square miles in its entirety, with a population of approximately 5,900. The City contains approximately 2,000 residential homes with 95% home ownership. The median home value is \$1,395,000 with a median age of homes in Villa Park of 32 years. With the exception of the Villa Park Towne Centre, the only commercial center, the City is zoned for single-family residences and is almost 99.9% built out on lots that average approximately half an acre.

The Villa Park Towne Centre includes a grocery store, banks, a pharmacy with a postal substation, and a variety of specialty shops and offices. The Towne Centre also includes the Villa Park Library (a branch of the Orange County Public Library system), City Hall, and the Council Chamber/Community Room.

The schools - Villa Park High, Cerro Villa Middle, Villa Park Elementary and Serrano Elementary - are a part of the Orange Unified School District. At Villa Park schools, the pupil to teacher ratios average 25 to 1.

Although the City does not have a dedicated newspaper, staff sends out City newsletters as well as maintains a vibrant Electronic Network for news and community events. The City is served by the "Foothill Sentry," a community paper published once a month, which generously includes Villa Park news and events. In addition, the Orange County Register's Orange City News provides coverage of pertinent City news. Villa Park is also home to a strong community access cable presence with Villa Park Cable Access TV (VPTV) available on Channel 3 on Time Warner Cable, AT&T's U-Verse service, and streaming live on the City's website. Broadcasts of recent City Council meetings and "Meet the Mayor" programs are also available on demand on the City's website.

Villa Park's central location facilitates access to the wealth of cultural, social, recreational, business and philanthropic activities that Orange

County offers. The City is an oasis in the midst of urbanity, providing truthfulness to our motto, “The Hidden Jewel.”

## Governance

The City is governed by five council members, each elected for four-year terms, who serve without compensation and meet on the fourth Tuesday of each month at 7:00 p.m. Residents are encouraged to attend and participate in these meetings and the political life of the City. Council agendas are posted on the bulletin board outside of the City Hall as well as made available via the City’s website at [www.villapark.org](http://www.villapark.org). The City boasts the fewest number of paid staff members in the State, with four full time employees. The City Manager is appointed by the Council and serves as the Director of Planning, Public Works, and other positions. A small and friendly office staff and maintenance crew serve residents in a small town way without compromising quality and efficiency. Police, fire, legal, planning and engineering services are all contracted services to increase the efficiency and effectiveness of our service delivery. The City is strongly centered on acts of volunteerism and greatly encourages members of the Community to partake in that spirit.

## Community Pride

The residents of the City of Villa Park take extreme pride in the City and in the strong commitment towards community service and volunteerism.

The Villa Park Community Services Foundation (Foundation) was established in 2002 to receive donations for the benefit of a wide variety of community activities, services, and programs. The Foundation assists the entire community through the generous private support of long-time residents, newcomers, businesses, community events, and other caring people. The goals of the Foundation are to: provide recreational and other community activity opportunities in the City of Villa Park for youths, adults, and seniors; to coordinate the planning, preservation, and presentation of leisure, historical, and/or arts programs in Villa Park; and, to coordinate the use and development of community resources to promote and support activities which advance the overall well-being and improve the quality of life in Villa Park. Events sponsored by the VP Foundation include the Annual City Picnic; Halloween Fest; Santa Tour; and VP Boat Parade and Holiday Celebration. Beginning January 2012, the City began its yearlong 50<sup>th</sup> Anniversary celebrations.

The Villa Park Women's League, founded in 1969 has long been a center of activity and enthusiasm for City events. It is open to any Villa Park resident of voting age. The League's aims are to provide support, friendship and a focus for the citizens of Villa Park and to promote safety, education, beautification, and cultural enrichment within the City and its environs. It also sponsors a host of social and recreational activities for its members: bowling, bridge, gourmet, stitchery, golf, newcomers, etc. The League's major fundraiser in 2011 was the Holiday Home Tour. There is no better way to make friends and become a part of this community than to join the League.

The Villa Park Rotary Club was formed in 1995 and meets every Thursday morning at City Hall. The Rotary works for peace and goodwill locally and internationally. Service above self is their motto and they have proved it through their building of a medical center in Tecate, Mexico, along with many other philanthropic activities.

## History

Villa Park was incorporated 1962, but the history of the area goes back to around 1860. It was known in its early days as Mountain View. Villa Park came into usage when a post office was located here and the name Mountain View was already used in Northern California.

Villa Park was, for many years, an agricultural area producing, in turn, grapes, walnuts, apricots, and finally, citrus, which was the major crop for about 60 years and is most closely associated with our development. It was the citrus ranchers and their families who shaped Villa Park into a vital community and organized its incorporation to save it from what they believed were unwelcome zoning practices.

These ranchers established the Serrano Water District, which still provides Villa Park's water. (The district office is located on Lincoln Street.) They also founded the Villa Park Orchard's Association, still a thriving business in Orange; although the packing house that was the dominant Villa Park landmark for many years, located west of the Villa Park Towne Centre, and was torn down in 1983.

The citrus groves have yielded to the developers, but these pioneers have left an enduring legacy in our half-acre zoning, which has been instrumental in shaping the City's character, and in many of our street names; such as, Brewer, Nichols, Squire, Collins, Morrow, Ragan, Knuth, Workman, Adams, Wulff, Abbott, Durfee, Sterling, as well as, Hazel, Mary and Florence.

## Form of Government

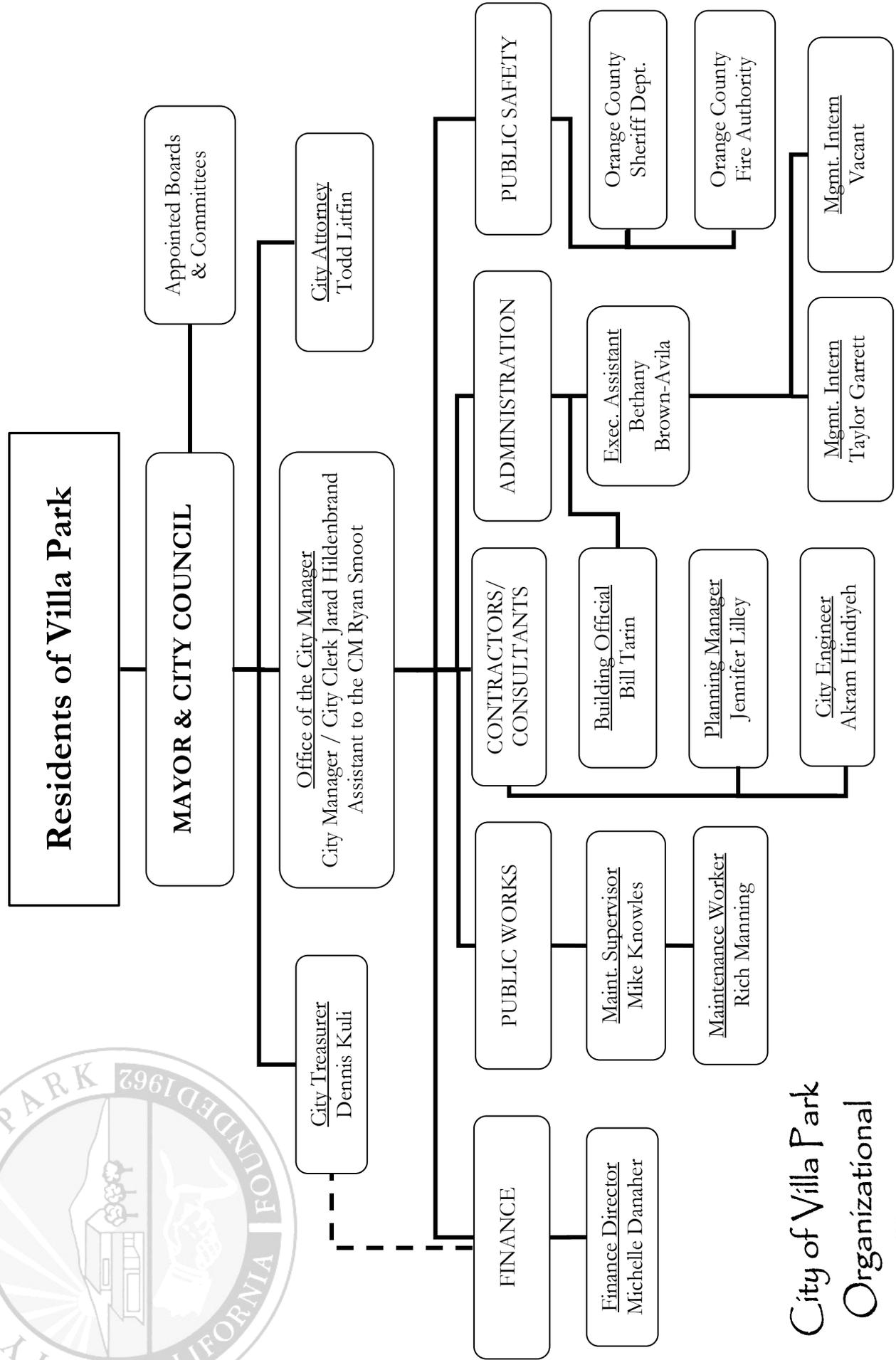
The City of Villa Park is a general-law City operating under a Council-Manager form of government, with the City Council acting as the part-time legislative body of the City. Five members are elected to the City Council at large on a nonpartisan basis, with members serving four-year terms. In 2006, the City's voters approved a term limits measure, restricting Councilmembers to serving no more than two (2) full terms. Villa Park Council members are the only non-compensated Council in Orange County and are strong advocates of community volunteerism. Elections are staggered every two years, with the Mayor and Mayor Pro Tem serving a one-year term as elected by the City Council.

The City Council appoints a City Manager to be the Chief Executive Officer responsible for the day-to-day operation of the City. The City Manager's duties are to serve as Director of Planning, Public Works, Building & Community Preservation, Public Safety, and Engineering. In addition, the City Manager manages city staff and serves as the City Clerk.

The City, through the leadership of the Council, encourages a philosophy of outsourcing in order to provide our residents the most effective and efficient form of government for least cost. Accordingly, the City maintains the among the fewest number of employees for any City in California, contracting out for most services instead.

Also appointed by the City Council are the City Attorney, who is the legal advisor to the Council; City Engineer, who is responsible for coordinating all major public works and capital improvements projects; and City Treasurer, who is responsible for the accurate reporting of financial information.

Committees of the City Council serve within assigned areas of responsibility for the purpose of gathering and studying information and making recommendations to the City Council. A majority vote of the City Council at a regular, adjourned, or special council meeting is required for approval of Committee recommendations or for the Committee authority to carry out a specific task. Standing Committees of the City Council include the Budget and Finance Committee, Community Development and Public Safety Committee, City/Schools Committee, Towne Centre Committee, Public Utilities and Transportation Committee, and Human Resources Committee.



City of Villa Park  
Organizational  
Chart

# Board Appointments and Committees

Committees of the Council serve at the pleasure of the City Council for the purpose of gathering information, studying information, and making recommendations to the City Council, as needed. A majority vote of the City Council at a regular, adjourned, or special Council Meeting shall be required for approval of Committee recommendations or for Committee authority to carry out a specific task.

Committees of the City Council shall be comprised of two Council Members who are appointed by the Mayor and approved by the Council. Assignments to the Committees are made at the next regular Council Meeting after the annual reorganization and are effective immediately. Each Council Committee may be given specific charges for the year when appointments are made. Each Committee has an appointed Chair. Citizens at large may be included to assist in carrying out a Committee's charges, as approved by the City Council. All Committee meetings are publicly noticed pursuant to the Brown Act, and members of the public are encouraged to attend.

## Appointments

### Orange County Vector Control

The appointee serves on the Orange County Vector Control District. The District protects public health by controlling rats, mosquitoes, biting flies, fire ants and other vector related problems. The District has 35 members, comprised of each Orange County City and one member from the County of Orange. Trustees serve without compensation; however, each receives \$100 per month as a flat sum fee in-lieu of travel expenses/itemized reimbursement.

### Orange County Fire Authority

The appointee serves as the city's principal representative on the Orange County Fire Authority (OCFA) Board of Directors. An alternate is also appointed. The position advises the City Council on all matters pertaining to fire protection and emergency medical response services in the City. The City's representative attends monthly meetings of the Board of Directors and serves on board committees, as appropriate. The committee provides information on the status of the OCFA Reserve Firefighters Program serving Villa Park and makes recommendations relating thereto. The Board members receive \$100 per meeting, with a maximum of \$300 a month.

## Orange County Sanitation District

In accordance with the California Health and Safety Code, the Board of Directors of the Orange County Sanitation District is comprised of the Mayor or other elected official from each municipality served by the District. The Orange County Sanitation District collects and treats sewage for a majority of the County area. The City of Villa Park makes an appointment and the representative attends meetings and advises the City on sanitation matters as well as represents our residents to the District. The District's Board of Directors meets monthly. Various committees within the board meet in addition to the full board. Board members receive \$212.50 per meeting, with a maximum of six (6) paid meetings a month, plus mileage.

## City Council Committees

### Finance and Budget

The Finance & Budget Committee reviews and signs the monthly List of Demands together with any supporting documentation. The Committee reviews the monthly Treasurer's reports for accuracy and adherence to City policy. The Committee is directly involved in the City's annual budget process, meeting several times in the development of the Budget to provide direction and comment as well as serves in the capacity of the former Capital Improvement Committee. As such, they are an advisory resource to the City Council and staff on Capital Improvement Projects assisting in the preparation of the Capital Improvement Plan for the upcoming Fiscal Year.

The Committee members sit as part of the appointed Investment Advisory Committee which reviews the City's investment policy, explores alternative short-term investments to maximize the rate of return on available City funds, and identifies possible new sources of revenue. The Committee reviews the annual Audit Report and Management Letter and reports to the City Council with recommendations.

The Chairman of the Committee serves as the City's principal representative on the California Joint Powers Insurance Authority (CJPIA) Board of Directors. The Committee serves to assist the City Manager in advising the Council on matters of insurance and risk management, attends semi-annual meetings of the CJPIA, votes on membership applications, and if necessary, dismissal from CJPIA

membership, approves the CJPIA's annual budget, and serves on the CJPIA executive committee.

### *Community Development and Public Safety*

The Community Development/Public Safety Committee is responsible for the review and interpretation of the City's General Plan, Zoning Code, and Subdivision of Land Ordinance. The Committee advises the City Council and makes recommendations on proposed revisions and amendments. The Committee reviews all second dwelling unit applications for conformity to Villa Park codes. The Committee advises the City Council and staff on streetscape plan implementation, reviews the City policy on approved trees for public improvements, reviews the final landscape plans that are required as a condition of approval, such as a Division of Land, Tract, or Parcel Map, and coordinates cooperative projects with other agencies.

The Committee is also charged with monitoring the operations of all agencies serving the City of Villa Park that relate to the safety and welfare of the general public, residents of Villa Park and their property, City employees and City property. Whenever a potentially unsafe condition arises, the Committee can study the situation with appropriate members of staff and recommend solutions for Council action. An ad hoc committee of citizens may be formed to assist in gathering information and making recommendations. The Committee advises the City Council on matters relating to traffic, public safety, and public health; and a member may attend hearings and testify on behalf of Villa Park after obtaining consensus of Council.

### *City/Schools Advisory*

The City/Schools Advisory Committee was formed by the City Council in 2007 to proactively address issues of Orange Unified School District (OUSD) schools within Villa Park boundaries, maintain open and honest communication, and foster a collaborative environment in order to resolve issues of mutual concern. Two members are appointed by the City Council, one to serve as the Chair. Additional members include two members of the School Board, an OUSD administrator and, when possible, the principals and parent group leadership of each public school in order to address issues and seek resolution.

## Human Resources

The Human Resources Committee serves as an advisory resource to the City Manager on personnel matters. The Committee reviews and updates position descriptions and classifications as required; reviews surveys of compensation plans of other cities of comparable size and similar positions and of private industry to maintain competitive position standards; reviews internal personnel policies; may develop or review salary and fringe benefit recommendations; and conducts periodic review of existing personnel forms.

## Public Utilities and Transportation

The Public Utilities and Transportation Committee serves as an advisory resource to staff and the City Council on any matter related to the services of the Serrano Water District; Southern California Edison Company; Southern California Gas Company; AT&T; Cable Franchisee; Trash Collection Franchisee and any other function in this category. The Chair formally represents the Council to these and other related entities.

## Villa Park Community Access Television

The Villa Park Community Access Television Corporation (VPTV) was historically a separate non-profit corporation set up to run the public access television needs for the City. VPTV Channel 3 is provided to Time Warner Cable and AT&T for distribution to viewers.

Beginning FY 2009-10, the City Council began to restructure VPTV operations to transition them to City operations, with the goal of improving quality and reducing operating expenses. The City Councilmembers are now serving as the Board of Directors for the VPTV Corporation, pending approval of the dissolution of the corporation by the California Attorney General. In the meantime, VPTV operations are being managed by City Staff, with the assistance of a consultant engineer, and student volunteers from the Villa Park High School media program.

## Council Appointed Resident Committees

### Investment Advisory Committee

The Investment Advisory Committee (IAC) is charged with the responsibility to offer advice with respect to the City's investments and the investment portfolio strategy of the City. The IAC consists of two City Council Members (the Budget & Finance Committee members) and five public members who are residents of the City. The chair and vice-chair are selected from the public members. The City Council has the option to appoint an alternate member to the IAC to serve in the absence of any public member. Terms for public members are two years. The City Manager, City Treasurer, and Finance Director attend all meetings.

### Villa Park Community Services Foundation

The Villa Park Community Services Foundation was formed in 2002. The mission of the Foundation includes providing safe recreational and other community opportunities for youth, adults, and seniors; coordinating the presentation of leisure, historical, music, and/or arts programs; and, coordinating the use and development of community resources to lessen the burdens of government and to improve the quality of life of persons who live, work or play in the City of Villa Park. In FY 2011-12 and FY 2012-13 the Foundation has spearheaded the 50<sup>th</sup> year anniversary celebrations for the City of Villa Park.

# Budget Summary

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operation of each fund is accounted for with a separate set of self-balancing accounts that comprise assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Certain funds have varying levels of restrictions imposed either by legal requirements or policy choices. It can be helpful to gain a broad overview of the City's finances through summaries of the different funds.

The City's funds are grouped into five basic types:

- General
- Special Revenue
- Capital
- Internal Service
- Fiduciary

The first three fund types listed above comprise the majority of the day-to-day operating activities of the City. The remaining fund types are more specialized funds, and typically account for specific activities rather than ongoing and recurring services. Brief descriptions of each fund type follow.

## General Fund

The **General Fund** is the primary revenue source and operating fund for most services cities typically offer. These include public safety, public works, building, code enforcement, engineering, and planning. In addition, City Council, City Manager, City Clerk, Finance, Support Services, and City Attorney budgets are predominantly funded by the General Fund.

The activities are financed through general tax dollars from property, sales, business license tax, and by revenues generated from permits, fees, and investment earnings.

## Special Revenue Fund

Special revenue funds account for activities funded by special purpose revenue, that is, revenues that are legally restricted to expenditures for a specific purpose. Many of these funds have grant-based or state statutory revenues, which may only be spent under specific guidelines.

The City maintains nine special revenue funds: Gas Tax, Aid to Cities, Traffic Safety, Measure M-Local Sales Tax, Sewer Assessment District, AQMD, Supplemental Law Enforcement Services Funds (SLESF or “COPS”), California Law Enforcement Equipment Program (or CLEEP), and the Sewer Improvement Fund.

### Assessment Districts

Included in the City’s nine Special Revenue Funds are two assessment funds; Sewer Assessment District No. 1 for the Sycamore Circle Pump Station and the City Sewer Maintenance/Improvement Fund. The Sewer Assessment District is charged to the residents of Sycamore Circle to cover costs associated with maintaining their sewage pumping station. The Sewer Service User Charge is assessed to all residents, schools, businesses, and local agencies for city-wide sewer improvements and maintenance.

### Capital Improvement Projects Fund

The Capital Improvement Project (CIP) fund is used for the acquisition or construction of major capital improvements. The City is required to maintain a seven-year CIP plan. The Catch Basin Improvements, City Entrance Monuments, SLPP Transportation, Towne Centre Plaza, and Mesa Street Guardrail Curb and Gutter Projects are scheduled for construction in Fiscal Year 2012-13.

Our seven-year financial projections show that the City continues to be financially stable. With the completion of several large capital projects that had been many years in the making (the Lemon and Taft projects), this year anticipates a lower level of activity in the capital projects area.

### Internal Service Fund

The City currently has one Internal Service Fund. The Employee Benefits Fund is used to collect benefit costs from all departments based on a cost allocation plan implemented by the City. Expenditures related to employee benefits are made from this fund. The fund is not included in the Revenue Summary because internal funds are used to pay into it.

### Fiduciary Fund Types

The Street Improvement Fund, formerly referred to as the Trust and Agency Fund, is used to account for assets held by the City as an agent or trustee for individuals, private organizations, other governments

and/or funds. The Street Improvement Fund is comprised of deposits placed for future curb, gutter, and right-of-way improvements to City streets during the construction of residential/commercial property.

### Financial Expenditure Summary by Department

The Departments represented in each of the specific Funds within the City are summarized below:

DEPARTMENT	FUND										
	General	Gas Tax	Aid to Cities	Traffic Safety	Meas. M Local Sales Tax	Sewer Pump Maint. Dist.	Capital Improvement	AQMD	COPS	City Sewer Maint/ Improv	CLEEP
City Council	X										
City Manager	X										
City Clerk	X										
Finance	X										
City Attorney	X										
Support Services	X						X				
Law Enforcement	X			X					X		X
Emergency Preparedness	X										
Civic Center	X										
General Public Works	X		X					X			
Street Maintenance	X	X	X		X						
Storm Drain Maintenance	X										
City Sewer Maintenance										X	
Sewer Pump Maintenance						X					
Building & Safety	X										
Community Preservation	X										
Planning	X										
Engineering	X										
Capital Improvement	X	X					X	X			

# Gann Limit

The Appropriations Limit, established by the State of California per Article XIII B of the California State Constitution, sets a limit for the annual appropriations of tax proceeds for all municipalities.

Article XIII B was amended by Proposition 111 to change the method of calculating the annual appropriations limit. Prior to Proposition 111, the appropriations limit was adjusted annually by the change in the cost of living or by the change in California per capita personal income, whichever was less, and by the percentage change in the population of the City.

Under the guidelines set forth by Proposition 111, the annual appropriations limit will not exceed a base year adjusted by the change in population of the City or the County combined with either the change in California per capita personal income or the change in the local assessment roll due to local non-residential construction. Proposition 111 also changed the base year for all municipalities to 1986-87. Starting with a base year limit of \$1,008,643 for 1986-87 and increasing it to the 2012-13 limit by using the guidelines set forth in Proposition 111, the calculation would be as follows:

<b>Appropriations Subject to Limitation for Fiscal Year 2012-2013</b>	
Proceeds from Taxes	\$ 2,106,300
Less: Current Year Limit (FY 12/13)	\$ 3,479,187
<b>Excess of Appropriations limit over proceeds of taxes</b>	<b>\$ (1,372,887)</b>
<i>* City is well below appropriations limit for FY 12/13</i>	

Section 9710 of the California Government Code, added in 1980 by the State legislature, requires the City Council to adopt the City's Gann appropriations limits for the following year by resolution. Accordingly, Resolution 2012-3199 was adopted by the City Council on June 26, 2012. Below is information for five years on the appropriations limit:

Fiscal Year	Prior Year's Limit	Add Change in Personal Income	Add Change in Population	Appropriation Limit
2008-09	\$3,053,723	4.29%	1.02%	\$3,217,212
2009-10	\$3,217,212	0.62%	1.02%	\$3,270,178
2010-11	\$3,270,178	-2.54%	1.01%	\$3,219,305
2011-12	\$3,219,305	2.51%	0.70%	\$3,323,210
<b>2012-13</b>	<b>\$3,323,210</b>	<b>3.77%</b>	<b>0.89%</b>	<b>\$3,479,187</b>

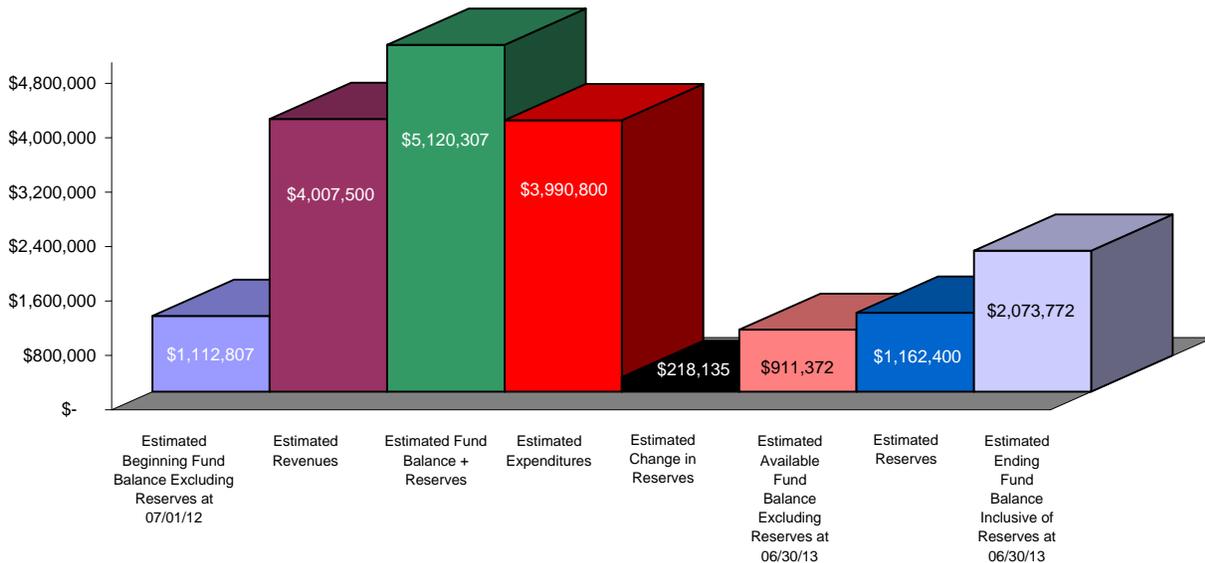
## *What is a Fund Balance?*

Fund Balance is a simple way to explain the net of revenues minus expenditures. If there are funds left over from activities, then you have a positive fund balance. If there are not enough funds left over, you have a negative fund balance. The Statement of Fund Balance looks at all of the funds within the City and makes this simple review. The Estimated Beginning Fund Balance is based on the City's eleven months of actual transactions plus an estimated month to complete a 12 month cycle of transactions for the current Fiscal Year. This column is an estimate because it will not be known until the City closes out its financial books, typically two months after the end of the Fiscal Year. After that point, estimates are used for the subsequent current year Revenues and Expenditures. Estimates are made based on projected revenues and expenditures, however, estimates may change greatly based on events.

The purpose of an Estimated Fund Balance is to assist City Staff in creating a budget and providing information to the City Council in which to make decisions. Available Fund Balances are important to creating a budget as the funds represent additional, planned funds to utilize in a proposed budget in addition to expected revenues which come in on an annual basis. Therefore, in the proposed budget City staff has utilized both the expected annual revenues and the known available fund balance in order to present a balanced budget. Based on priorities, there are years in which expenditures exceed annual revenues, however, the use of available fund balances completes the budget picture. When used in a pre-planned and strategic fashion, the use of available fund balances allows a City to accomplish priority projects as identified in the Capital Improvement Program or make additional improvements or repairs as the need arises.

The philosophy of Estimated Reserves is based upon two key factors. The first factor that creates the Estimated Reserves is the General Reserve Fund policy which establishes a formula that will recognize earnings to grow the reserve until it reaches 40% of General Fund expenditures less one-time capital expenditures. The second factor is based upon the goals of the City Council. City Council has the authority to designate various monies to "set-aside" funds for future projects or anticipated occurrences in the near future. This allows the City management to earmark excess funds in plentiful years to be utilized for services for the community in lean years.

### Fiscal Year Fund Balance 2012-13 Overview



## Fiscal Year 2012-2013 Budget Overview

Fund Balance Projections by Fund	Estimated Beginning	Fiscal Year 2012-2013	Fiscal Year 2012-2013	Fiscal Year 2012- 2013	Estimated Available Fund Balance Excluding Reserves at 06/30/13	Fiscal Year 2012-2013  Estimated Reserves	Estimated Ending Fund Balance Inclusive of Reserves at 06/30/13	Change of Beginning Balance of Year End of Year Balance	%
	Fund Balance Excluding Reserves at 07/01/12	Estimated Revenues	Fund Balance + Revenues	Estimated Expenditures and Change in Reserves	Reserves at 06/30/13			Balance	Change
General Fund	\$ 1,486,722	2,582,500	4,069,222	2,548,400	1,520,822	(1,104,900)	-	415,922	
General Fund Undesignated Reserve	(859,800)	-	(859,800)	12,000	(871,800)		871,800	871,800	
<b>Designated Reserves:</b>									
Vehicle Replacement Reserve	(5,000)	-	(5,000)	5,000	(10,000)		10,000	10,000	
Infrastructure Replacement Reserve	(57,100)	-	(57,100)	5,000	(62,100)		62,100	62,100	
Towne Centre Plaza Reserve	-	-	-	100,000	(100,000)		100,000	100,000	
VPTV Capital Improvements Reserve	(3,700)	-	(3,700)	5,300	(9,000)		9,000	9,000	
Accrued Leave Reserve	(5,000)	-	(5,000)	10,000	(15,000)		15,000	15,000	
CJPIA Retro. Deposit Repayment Reserve	-	-	-	32,000	(32,000)		32,000	32,000	
Contingency Reserve	-	-	-	5,000	(5,000)		5,000	5,000	
<b>Subtotal Fund Balance - General Fund</b>	<b>556,122</b>	<b>2,582,500</b>	<b>3,138,622</b>	<b>2,722,700</b>	<b>415,922</b>		<b>1,104,900</b>	<b>1,520,822</b>	<b>(140,200)</b> <b>-25%</b> <b>a</b>
Street Improvements *	114,276	-	114,276	-	114,276		-	114,276	-
Gas Tax Fund	30,642	170,300	200,942	189,000	11,942	(10,000)	-	1,942	
<b>Designated Reserves:</b>									
Median Replacement Reserve	(10,000)	-	(10,000)	-	(10,000)		10,000	10,000	
<b>Subtotal Fund Balance - Gas Tax Fund</b>	<b>20,642</b>	<b>170,300</b>	<b>190,942</b>	<b>189,000</b>	<b>1,942</b>		<b>10,000</b>	<b>11,942</b>	<b>(18,700)</b> <b>-91%</b> <b>b</b>
Aid to Cities Fund	810	5,100	5,910	5,000	910		-	910	100
Traffic Safety Fund	977	13,000	13,977	13,000	977		-	977	-
Measure M - Local Sales Tax Fund	12,403	77,100	89,503	88,000	1,503		-	1,503	(10,900)
Sewer Pump Maintenance District No. 1	42,304	14,100	56,404	25,700	30,704	(13,000)	-	17,704	-88%
<b>Designated Reserves:</b>									
Sewer Pump Reserve	-	-	-	13,000	(13,000)		13,000	13,000	
<b>Subtotal Fund Balance - Sewer Pump Maintenance District No. 1 Fund</b>	<b>42,304</b>	<b>14,100</b>	<b>56,404</b>	<b>38,700</b>	<b>17,704</b>		<b>13,000</b>	<b>30,704</b>	<b>(24,600)</b> <b>-58%</b> <b>d</b>
AQMD Fund	5,608	7,100	12,708	5,000	7,708		-	7,708	2,100
COPS Fund	109,850	100,300	210,150	102,000	108,150		-	108,150	(1,700)
Sewer Improvement Fund	71,937	415,300	487,237	394,500	92,737	(34,500)	-	58,237	-2%
<b>Designated Reserves:</b>									
Sewer Conditioning TV Monitoring Reserve	-	-	-	30,000	(30,000)		30,000	30,000	
Sewer Master Plan Update Reserve	(3,665)	-	(3,665)	835	(4,500)		4,500	4,500	
<b>Subtotal Fund Balance - Sewer Improvement Fund</b>	<b>68,272</b>	<b>415,300</b>	<b>483,572</b>	<b>425,335</b>	<b>58,237</b>		<b>34,500</b>	<b>92,737</b>	<b>(10,035)</b> <b>-15%</b> <b>f</b>
CLEEP Fund	57,500	100	57,600	10,100	47,500		-	47,500	(10,000)
Capital Facilities (Improvement) Fund	124,043	622,600	746,643	610,100	136,543		-	136,543	12,500
<b>TOTAL ALL FUNDS</b>	<b>\$ 1,112,807</b>	<b>4,007,500</b>	<b>5,120,307</b>	<b>4,208,935</b>	<b>911,372</b>		<b>1,162,400</b>	<b>2,073,772</b>	<b>(176,835)</b>
			Total Change in Reserves	218,135					
			Total Expenditures	<b>\$ 3,990,800</b>					

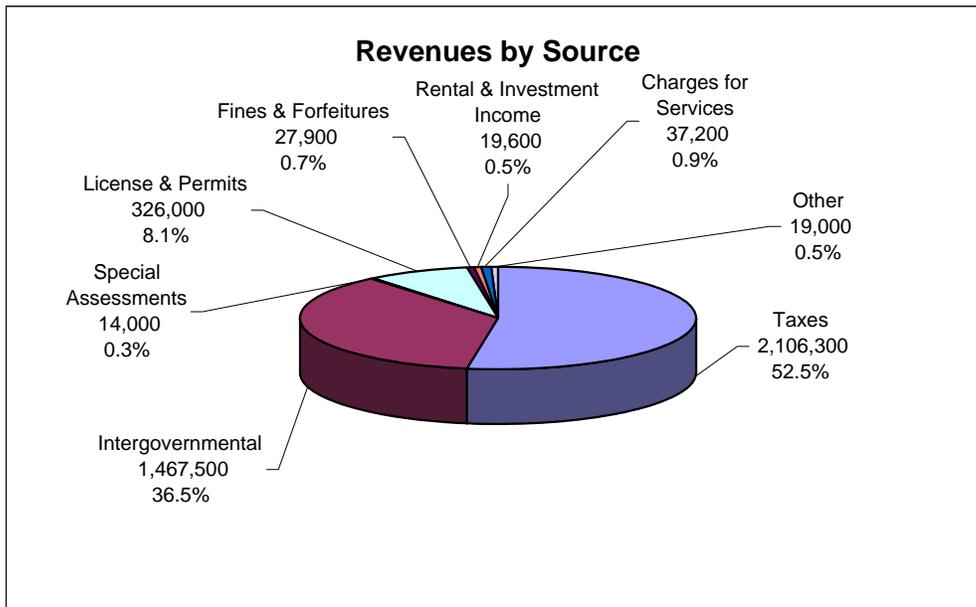
\* Formerly identified as Trust and Agency Fund in previous budgets, this fund is now called the Street Improvement Fund to align with the terminology used in the City's Audited Financial Statements.

### Explanations of greater than 10% change in beginning and ending Fund Balance:

- a In FY 2012-13 the General Fund added \$100,000 to the reserve for the Towne Centre Plaza project, and created a new reserve for the required CJPIA retro deposit repayment plan beginning July 2013 for \$32,000.
- b In order to meet the FY 2012-13 Maintenance of Effort (MOE) requirement for street improvements for Measure M eligibility, the City is utilizing more of the special project funding, i.e. Gas Tax and Measure M funds, to fund the street maintenance project costs this year.
- c In FY 2012-13 the City has more money to invest and the increase in Aid to Cities fund balance is the anticipated interest income.
- d In FY 2012-13 the Sewer Pump Maintenance District will replace one sewer pump and set up a sewer pump reserve to replace another pump in future years.
- e The AQMD Fund funded a School Traffic Site Improvements project in FY 2011-12, and no major projects are budgeted for in FY 2012-13, just maintenance costs.
- f In FY 2012-13 the Sewer Improvement Fund absorbed the administrative and insurance costs associated with maintaining the sewer fund.
- g The CLEEP Fund is a one-time source of money to be used for Law Enforcement Equipment Purchases and the Fund Balance will decrease each year as the City purchases equipment for law enforcement in order to better protect the residents in the City of Villa Park.
- h The Capital Projects Fund fund balance fluctuates every year based on timing issues. Most of the grants the City receives are cost reimbursement grants which means that the City most likely will spend the money in one fiscal year and be reimbursed through the granting agency in the next fiscal year.

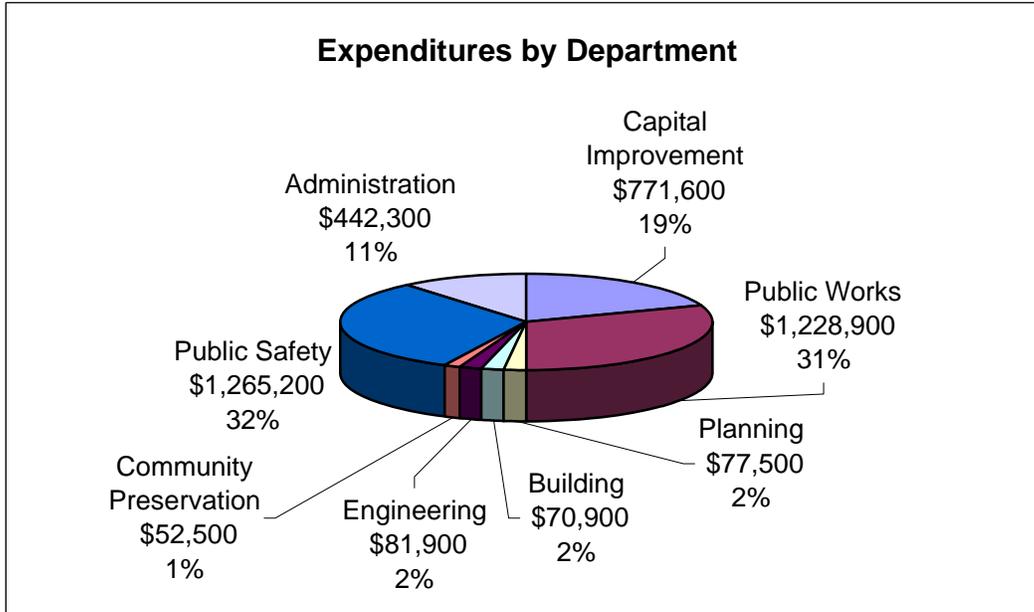
## FULL CITY BUDGET SUMMARY

Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Est. Actual	2012-2013 Budget
Taxes	\$ 2,196,322	2,135,350	2,186,673	2,142,900	2,106,300
Intergovernmental	1,149,609	1,047,111	1,641,301	1,856,400	1,457,500
Special Assessments	15,154	14,006	14,006	14,000	14,000
Licenses and Permits	368,861	338,796	349,468	307,800	326,000
Fines and Forfeitures	38,482	33,795	28,521	26,400	27,900
Rental and Investment Income	47,957	18,218	21,864	14,200	19,600
Charges for Services	35,882	38,730	43,780	32,800	37,200
Other	34,020	108,859	81,916	26,200	19,000
<b>Revenues</b>	<u>3,886,287</u>	<u>3,734,865</u>	<u>4,367,529</u>	<u>4,420,700</u>	<u>4,007,500</u>
Transfers In	292,700	-	-	47,692	-
<b>Total Financial Sources</b>	<u>4,178,987</u>	<u>3,734,865</u>	<u>4,367,529</u>	<u>4,468,392</u>	<u>4,007,500</u>
Personnel Services	446,719	557,618	581,224	607,900	611,300
Maintenance and Operations	2,538,748	2,294,413	2,027,307	2,750,100	2,286,900
Capital Outlay	166,434	589,691	381,669	317,300	321,000
Capital Projects	265,096	1,085,532	1,181,891	791,200	771,600
<b>Expenditures</b>	<u>3,416,997</u>	<u>4,527,254</u>	<u>4,172,091</u>	<u>4,466,500</u>	<u>3,990,800</u>
Transfers Out	292,700	-	-	47,692	-
<b>Total Financial Uses</b>	<u>3,709,697</u>	<u>4,527,254</u>	<u>4,172,091</u>	<u>4,514,192</u>	<u>3,990,800</u>
<b>Net Change in Fund Balances</b>	<u>469,290</u>	<u>(792,389)</u>	<u>195,438</u>	<u>(45,800)</u>	<u>16,700</u>

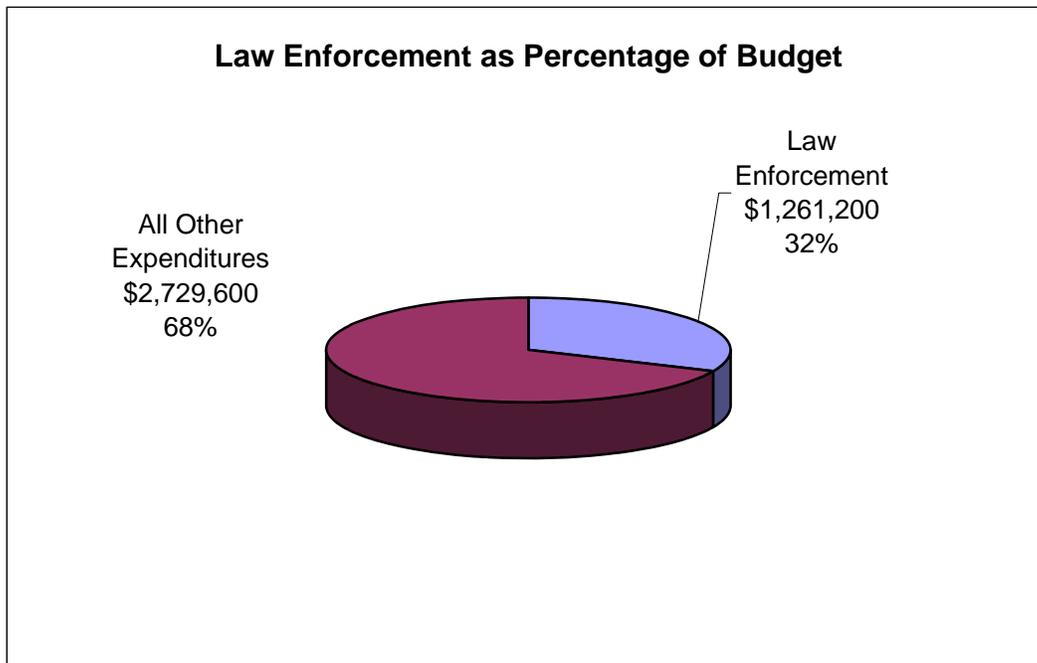


When reviewing the City's revenues in their entirety, \$4,007,500 has been budgeted and divided among the following eight categories: Taxes, Intergovernmental, Special Assessments, Licenses & Permits, Fines & Forfeitures, Rental & Investment Income, Charges for Services, and Other revenues.

## Fiscal Year 2012-2013 Budget Charts



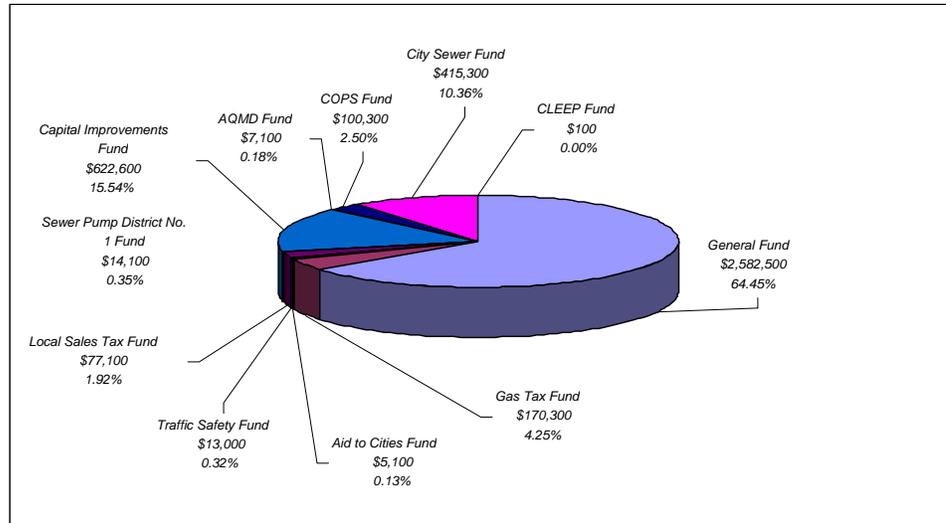
When reviewing the City's expenditures in their entirety, \$3,990,800 has been budgeted and divided among the departments operating within the City.



With an overall City expenditure of \$3,990,800, 32% of these expenditures are contributed to the payment of law enforcement services.

## Summary of Revenues

Total Available Funds for Fiscal Year 2012-2013 are \$5,120,307, which includes \$1,112,807 in beginning Fund Balance and revenues of \$4,007,500. This does not include the beginning Fund Balance Reserves of \$944,265.



The Revenue sources reflect all expected revenues to be received as well as existing fund balances needed to fund proposed expenditures for Fiscal Year 2012-13.

The balance forward is 28% of the total revenue budget and represents prior year fund balances available for expenditure in 2012-13 in the General, Special Revenue, Fiduciary, Internal Service, and Capital Improvement funds. It does not include the Fund Balance Reserves.

The General Fund revenue is approximately 64% of the total budget and is the largest resource of the budget. Information on the expenditure of funds is included in the department budget detail as part of the spending plan for that fund and department.

Special Revenue funds are 9% of the total budget and include the gas tax, aid to cities, traffic safety, local sales tax, air quality management district, COPS, and CLEEP fund.

The Assessment funds include the Sycamore Circle Sewer Pump Assessment District and the Sewer Service User Charge. This represents 11% of the total budget.

Capital Improvement Fund represents 16% of the total budget. Revenues from this fund are derived from grant revenues or previously allocated General Funds for specific Capital projects.

**SUMMARY OF REVENUES**

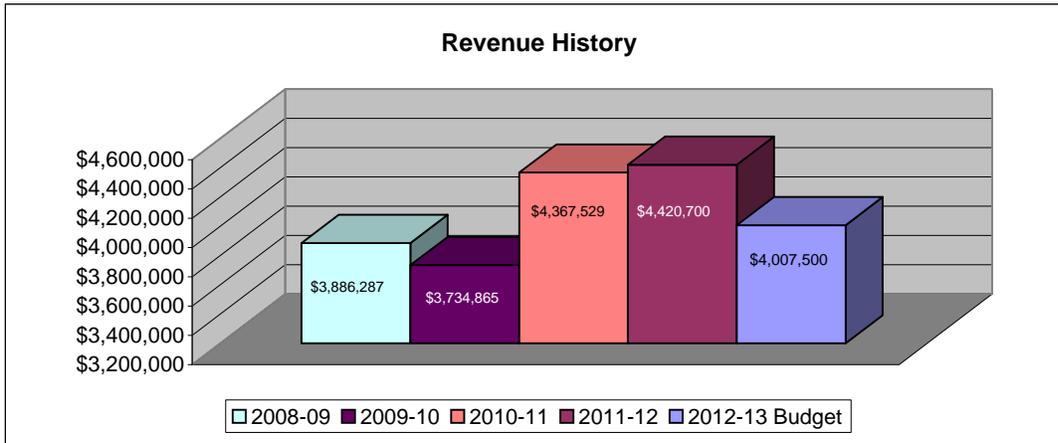
<b>Account</b>	<b>2008-09 Actual</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2011-12 Est. Actual</b>	<b>2012-13 Budget</b>	
<b><u>GENERAL FUND - 01</u></b>							
<b><u>Taxes</u></b>							
3010 Secured - Property Tax(Suppl/Pub Util)	\$ 1,347,358	1,304,806	1,346,051	1,312,000	1,343,300	1,312,000	1
3020 Unsecured - Property Tax	54,359	61,198	55,299	53,900	53,900	53,900	1
3030 Prior Years Property Tax (Sec/Unsec)	46,471	48,304	32,363	36,500	21,700	21,700	1
3035 Prop Tax in lieu of VLF	457,725	493,829	452,557	450,600	455,800	455,800	1
3040 Interest/Penalties(Sec PY Pen)	12,960	11,310	9,551	8,700	5,500	5,500	1
3120 Sales & Use Tax	159,085	95,683	163,765	119,400	161,800	156,000	2
3121 Sales & Use Tax - Public S.(1/2 Cent)	53,197	48,151	50,011	45,000	48,500	48,500	
3151 Business License Tax	36,553	35,284	34,610	34,000	29,500	30,000	
3160 Property Transfer Tax	28,614	36,785	42,466	38,000	22,900	22,900	1
<b>SUBTOTAL</b>	<b>2,196,322</b>	<b>2,135,350</b>	<b>2,186,673</b>	<b>2,098,100</b>	<b>2,142,900</b>	<b>2,106,300</b>	
<b><u>Intergovernmental</u></b>							
3520 Other Local Agency	21,640	18,222	28,484	26,800	25,300	51,000	3
3531 State Motor Vehicle Fees (VLF)	21,282	18,430	28,803	9,000	3,200	-	4
3536 State Homeowners Property Relief	12,071	10,362	12,033	10,000	10,100	10,000	
3539 Other State Revenues	2,417	2,386	2,420	2,400	2,400	-	5
<b>SUBTOTAL</b>	<b>57,410</b>	<b>49,400</b>	<b>71,740</b>	<b>48,200</b>	<b>41,000</b>	<b>61,000</b>	
<b><u>Licenses &amp; Permits</u></b>							
3140 Franchise Fees	237,104	214,110	220,770	220,000	220,000	220,000	
3210 Building Permits	113,288	108,932	110,569	112,000	80,000	96,000	6
3220 Miscellaneous Permits (sign, film, etc.)	5,834	2,010	2,081	2,100	2,100	2,000	
3280 Encroachment Permits	12,635	13,744	16,048	11,300	5,700	8,000	
<b>SUBTOTAL</b>	<b>368,861</b>	<b>338,796</b>	<b>349,468</b>	<b>345,400</b>	<b>307,800</b>	<b>326,000</b>	
<b><u>Fines &amp; Forfeitures</u></b>							
3302 Parking Citation Fees	17,363	21,309	15,046	15,000	15,200	15,000	
<b>SUBTOTAL</b>	<b>17,363</b>	<b>21,309</b>	<b>15,046</b>	<b>15,000</b>	<b>15,200</b>	<b>15,000</b>	
<b><u>Rental &amp; Investment Income</u></b>							
3410 Investment Earnings	30,876	12,171	19,246	20,000	12,700	18,000	7
<b>SUBTOTAL</b>	<b>30,876</b>	<b>12,171</b>	<b>19,246</b>	<b>20,000</b>	<b>12,700</b>	<b>18,000</b>	
<b><u>Charges for Services</u></b>							
3152 Business License Administration Fee	60	17,461	18,630	17,700	15,500	16,000	
3610 Zoning Fees	22,500	9,625	14,115	15,000	10,500	12,000	
3615 NPDES Fee	6,300	3,300	3,700	3,500	2,800	3,000	
3620 Grading Inspection/Issue Fees	900	1,000	-	3,000	-	1,000	
3625 Plan/Map Check Fees	550	3,000	-	3,000	-	1,000	
3640 Administrative Service Fees	2,992	1,444	3,080	1,500	2,500	2,700	
3642 Plans/Specs	2,580	2,900	4,255	3,000	1,500	1,500	
<b>SUBTOTAL</b>	<b>35,882</b>	<b>38,730</b>	<b>43,780</b>	<b>46,700</b>	<b>32,800</b>	<b>37,200</b>	
<b><u>Miscellaneous</u></b>							
3111 Nuisance Abatement	-	12,385	321	-	-	-	
3900 Miscellaneous	28,717	21,223	61,363	15,000	19,100	10,000	8
3902 City Council Chambers Support	4,127	6,243	8,916	6,000	6,800	8,000	
3906 City Council Chamber Cleaning Fee	315	705	-	500	-	-	
3908 Administrative Citations	861	68,303	11,316	2,000	300	1,000	
3950 Operating Transfer In	19,000	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>53,020</b>	<b>108,859</b>	<b>81,916</b>	<b>23,500</b>	<b>26,200</b>	<b>19,000</b>	
<b>TOTAL GENERAL FUND REVENUES</b>	<b>2,759,734</b>	<b>2,704,615</b>	<b>2,767,869</b>	<b>2,596,900</b>	<b>2,578,600</b>	<b>2,582,500</b>	

**SUMMARY OF REVENUES**

<b>Account</b>	<b>2008-09 Actual</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2011-12 Est. Actual</b>	<b>2012-13 Budget</b>
<b><u>GAS TAX FUND - 02</u></b>						
3410 Interest	4,829	1,112	416	300	200	300
3529 Section 2103	-	-	-	63,200	66,500	68,500
3534 Section 2105	43,055	33,813	33,661	34,000	30,900	30,500
3535 Section 2106	32,678	25,913	26,130	25,900	25,400	25,200
3536 Section 2107	57,545	44,954	44,715	45,200	43,700	43,800
3537 Section 2107.5	2,000	2,000	969	2,000	2,000	2,000
3900 Miscellaneous	7,831	-	-	-	-	-
3950 Operating Transfer In	-	-	-	47,692	47,692	-
<b>TOTAL GAS TAX REVENUES</b>	<b>147,938</b>	<b>107,792</b>	<b>105,891</b>	<b>218,292</b>	<b>216,392</b>	<b>170,300</b>
<b><u>AID TO CITIES FUND - 03</u></b>						
3410 Interest	2,014	751	383	300	200	100
3515 Traffic Congestion Relief	73,970	56,832	14,608	-	-	-
3520 Other Local Agencies	-	4,000	-	-	-	-
3529 HUTA Section 2103	-	-	47,692	-	-	-
3535 Other State Grants	55,000	5,000	-	5,000	5,000	5,000
3950 Operating Transfer In	132,700	-	-	-	-	-
<b>TOTAL AID TO CITIES REVENUES</b>	<b>263,684</b>	<b>66,583</b>	<b>62,683</b>	<b>5,300</b>	<b>5,200</b>	<b>5,100</b>
<b><u>TRAFFIC SAFETY FUND - 04</u></b>						
3310 Motor Vehicle Code Fines	21,119	12,486	13,475	13,000	11,200	12,900
3410 Interest	282	39	32	100	100	100
<b>TOTAL TRAFFIC SAFETY REVENUES</b>	<b>21,401</b>	<b>12,525</b>	<b>13,507</b>	<b>13,100</b>	<b>11,300</b>	<b>13,000</b>
<b><u>MEASURE M - LOCAL SALES TAX FUND - 05</u></b>						
3132 Measure M Transportation	61,982	53,984	53,484	70,300	70,300	77,000
3410 Interest	2,500	284	71	100	100	100
3950 Operating Transfer In	70,000	-	-	-	-	-
<b>TOTAL MEASURE M - LOCAL SALES TAX REVENUES</b>	<b>134,482</b>	<b>54,268</b>	<b>53,555</b>	<b>70,400</b>	<b>70,400</b>	<b>77,100</b>
<b><u>ASSESSMENT DISTRICTS FUND - 06 (SEWER PUMP MAINTENANCE DISTRICT 1)</u></b>						
3110 Sewer Maintenance Assessments	15,154	14,006	14,006	14,000	14,000	14,000
3410 Interest	412	171	112	100	100	100
<b>TOTAL ASSESSMENT REVENUES</b>	<b>15,566</b>	<b>14,177</b>	<b>14,118</b>	<b>14,100</b>	<b>14,100</b>	<b>14,100</b>
<b><u>CAPITAL IMPROVEMENT FUND - 07</u></b>						
3410 Interest	269	1,252	-	100	-	100
3520 Other Agencies	29,337	213,248	755,927	260,623	578,000	100,000
3535 Other State Grants	-	-	65,685	826,352	467,000	522,500
3733 OCTA Arterial Highway Rehabilitation	233,596	-	-	-	-	-
3950 Operating Transfers In	71,000	-	-	-	-	-
<b>TOTAL CAPITAL IMPROVEMENT REVENUES</b>	<b>334,202</b>	<b>214,500</b>	<b>821,612</b>	<b>1,087,075</b>	<b>1,045,000</b>	<b>622,600</b>
<b><u>AIR QUALITY MANAGEMENT FUND - 08</u></b>						
3410 Interest	185	56	45	100	100	100
3532 AB 2766 AQMD	6,594	7,155	7,320	11,600	11,600	7,000
<b>TOTAL AQMD REVENUES</b>	<b>6,779</b>	<b>7,211</b>	<b>7,365</b>	<b>11,700</b>	<b>11,700</b>	<b>7,100</b>
<b><u>COPS FUND - 09</u></b>						
3410 Interest	643	629	402	300	200	300
3532 AB 3229 COPS/SLESF	75,842	124,254	100,016	100,000	100,000	100,000
<b>TOTAL COPS REVENUES</b>	<b>76,485</b>	<b>124,883</b>	<b>100,418</b>	<b>100,300</b>	<b>100,200</b>	<b>100,300</b>
<b><u>SEWER IMPROVEMENT FUND - 11 (CITY SEWER IMPROVEMENT &amp; MAINTENANCE)</u></b>						
3410 Interest	3,377	1,521	922	300	400	300
3530 Sewer Improvement Fee	412,769	423,497	419,354	415,000	415,000	415,000
<b>TOTAL SEWER IMPROVEMENT FUND REVENUES</b>	<b>416,146</b>	<b>425,018</b>	<b>420,276</b>	<b>415,300</b>	<b>415,400</b>	<b>415,300</b>

**SUMMARY OF REVENUES**

<b>Account</b>	<b>2008-09 Actual</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2011-12 Est. Actual</b>	<b>2012-13 Budget</b>
<b><u>CLEEP FUND - 12</u></b>						
3410 Interest	2,570	232	235	100	100	100
3525 Other Agencies	-	3,061	-	-	-	-
<b>TOTAL SEWER IMPROVEMENT FUND REVENUES</b>	<b>2,570</b>	<b>3,293</b>	<b>235</b>	<b>100</b>	<b>100</b>	<b>100</b>
TOTAL ALL FUNDS (WITH TRANSFERS)	4,178,987	3,734,865	4,367,529	4,532,567	4,468,392	4,007,500
Less Operating Transfers	(292,700)	-	-	(47,692)	(47,692)	-
<b>TOTAL FISCAL YEAR REVENUES</b>	<b>\$ 3,886,287</b>	<b>3,734,865</b>	<b>4,367,529</b>	<b>4,484,875</b>	<b>4,420,700</b>	<b>4,007,500</b>



- After discussing projections with the County Assessor and Orange County Fire Authority, a flat projection in property taxes is conservatively assumed.
- MuniServices, LLC projected an \$8,000 increase in sales tax in FY 2012-13; however, in FY 2011-12 the City received an unusually large true-up payment (excess of approximately \$13,000) and staff is anticipating changes to the sales tax base; therefore, staff has assumed a slight net decrease of \$5,800.
- In FY 2012-13 the City will be using approximately \$28,000 of its apportionment of OCFA's Structural Fire Fund Entitlement money to offset CERT purchases and tree trimming within the City; and \$10,000 from SWD Recreation Inc. to fund the City's new flag pole.
- In FY 2011-12 the State swapped the City's State Motor Vehicle License Fees to fund the City's COP program.
- In FY 2011-12 the State sunseted the State Apprehension of Abandoned Vehicle (SAAV) program revenue.
- Per the Building Inspector, building activity is on the rise from an all time low. It is projected that permit revenues will increase approximately 20% from FY 2011-12.
- Investment earnings are anticipated to grow as a result of the City increasing its interest bearing cash by approximately \$500,000, through the receipt of anticipated City reimbursements of over \$500,000 in grant revenue at the end of FY 2011-12.
- A decrease in miscellaneous revenue in FY 2012-13 is realized as the City recognized a one-time revenue of \$11,000 in forfeited bonds in FY 2011-12.
- Per the Gas Tax auditor, the City should record it's HUTA 2103 revenue in the Gas Tax Fund not the Aid to Cities Fund. The HUTA 2103 revenue represents the Traffic Congestion Relief swapped out for Gas Tax money. FY 2010-11 revenue was transferred from the Aid to Cities Fund into the Gas Tax Fund.
- In FY 2012-13 the City is anticipating \$100,000 from OCTA, \$318,000 from SLPP (if grant is awarded), and \$204,500 from CalTrans (if Mesa Guardrail monies are still available) for its capital projects.

## Summary of Expenditures - All Funds

Department	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Proposed	Change from Prior Year Est. Actual	
CITY COUNCIL	\$ 14,698	5,269	5,996	9,100	5,900	16,300	10,400	176%
CITY MANAGER	68,200	72,090	75,662	82,700	82,800	69,200	(13,600)	-16%
CITY CLERK	95,371	67,870	76,933	74,300	71,900	67,500	(4,400)	-6%
FINANCE	130,087	121,548	126,719	131,400	131,400	115,200	(16,200)	-12%
CITY ATTORNEY	44,648	46,654	48,000	44,000	42,500	44,000	1,500	4%
SUPPORT SERVICES	142,707	121,647	124,632	130,100	125,600	130,100	4,500	4%
LAW ENFORCEMENT	1,102,245	1,185,904	1,211,078	1,258,100	1,235,900	1,261,200	25,300	2%
EMERGENCY PREPAREDNESS	197	3,347	68	100	100	4,000	3,900	3900%
CIVIC CENTER	129,513	66,808	67,436	69,700	64,200	62,000	(2,200)	-3%
PUBLIC WORKS GENERAL	283,115	282,659	254,354	301,600	294,300	257,900	(36,400)	-12%
STREET MAINTENANCE	579,490	412,338	124,246	713,500	712,700	427,000	(285,700)	-40%
STORM DRAIN MAINTENANCE	48,603	64,172	139,483	59,800	59,300	61,800	2,500	4%
CITY SEWER IMPROVEMENT/MAINT.	128,834	643,762	365,764	578,100	525,100	394,500	(130,600)	-25%
BUILDING	* 97,839	103,714	107,674	87,700	81,300	70,900	(10,400)	-13%
SEWER PUMP MAINT. DIST. 1	12,100	9,756	6,917	14,200	8,100	25,700	17,600	217%
COMMUNITY PRESERVATION	* 60,490	76,989	52,052	62,900	62,200	52,500	(9,700)	-16%
PLANNING	** 103,393	89,843	114,517	95,100	93,400	77,500	(15,900)	-17%
ENGINEERING	** 110,371	67,352	88,669	91,400	78,600	81,900	3,300	4%
<b>SUBTOTAL</b>	<b>3,151,901</b>	<b>3,441,722</b>	<b>2,990,200</b>	<b>3,803,800</b>	<b>3,675,300</b>	<b>3,219,200</b>	<b>(456,100)</b>	<b>-12%</b>
CAPITAL IMPROVEMENTS	265,096	1,085,532	1,181,891	832,800	791,200	771,600	(19,600)	-2%
Operating Transfers	292,700	-	-	-	47,692	-	(47,692)	
<b>TOTAL EXPENDITURES (WITH TRANSFERS)</b>	<b>3,709,697</b>	<b>4,527,254</b>	<b>4,172,091</b>	<b>4,636,600</b>	<b>4,514,192</b>	<b>3,990,800</b>	<b>(523,392)</b>	
Less Operating Transfers	(292,700)	-	-	-	(47,692)	-	47,692	
<b>TOTAL ALL EXPENDITURES</b>	<b>\$ 3,416,997</b>	<b>4,527,254</b>	<b>4,172,091</b>	<b>4,636,600</b>	<b>4,466,500</b>	<b>3,990,800</b>	<b>(475,700)</b>	

\* - In order to improve the City's analysis of the Building and Community Preservation expenditures, management has separated the previous building department (Account Number 01-4230) into two new departments: Building 01-4400 and Community Preservation 01-4610.

\*\* - In order to improve the City's analysis of the Planning and Engineering expenditures, management has separated the previous planning department (Account Number 01-4310) into two new departments: Planning 01-4620 and Engineering 01-4700.

### Major Fiscal Changes in Expenditures for FY 2012-2013

A summary of changes to department line item amounts from previous estimated actual.

**City Council** - 176% increase as there are three open Councilmember seats for the November election in FY 2012-13. New Councilmembers are encouraged to attend government training their first year on Council.

**City Manager** - 16% decrease due to the hiring of a new City Manager in FY 2012-13 and revised staff salary allocations as a result of the reorganization of staff.

**City Clerk** - 6% decrease as City Clerk duties are transferred from Assistant City Manager in FY 2011-12 to the Assistant to the City Manager and the Office Assistant in FY 2012-13.

**Finance** - 12% decrease due to the revised staff salary allocations as a result of the reorganization of staff in FY 2012-13.

**City Attorney** - no material changes from budget in FY 2011-12.

**Support Services** - 4% increase due purchase of computer and minor cable TV equipment in FY 2012-13, net of sewer overhead costs.

**Law Enforcement** - 2% increase from budget in FY 2011-12, as a result of the minor increase in the law enforcement contract, additional directed enforcement costs and additional CLEEP purchases in FY 2012-13.

**Emergency Preparedness** - 3900% increase due to the revamping of the City CERT program in FY 2012-13.

**Civic Center** - no material changes from budget in FY 2011-12.

**Public Works General** - 12% reduction due to the purchase of a vehicle in FY 2011-12 and the elimination of the street sweeping expenditure that is now absorbed by VP Disposal in FY 2012-13.

**Street Maintenance** - 40% decrease due to two years of pavement rehabilitation projects recognized in FY 2011-12.

**Storm Drain Maintenance** - no material changes from budget in FY 2011-12.

**City Sewer Improvement/Maintenance** - 25% decrease due to sewer condition TV monitoring project occurring in FY 2011-12. This expenditure occurs once every seven years.

**Building** - 13% decrease due to the City absorbing the contracted Building Inspector as an employee in FY 2012-13.

**Sewer Pump Maintenance Dist. 1** - 217% increase due to the replacement of a sewer pump in FY 2012-13.

**Community Preservation** - 16% decrease due to the revised staff salary allocations as a result of the reorganization of staff in FY 2012-13.

**Planning** - 17% decrease due to the revised staff salary allocations as a result of the reorganization of staff in FY 2012-13.

**Engineering** - 4% increase due to the revised staff salary allocations as a result of the reorganization of staff in FY 2012-13.

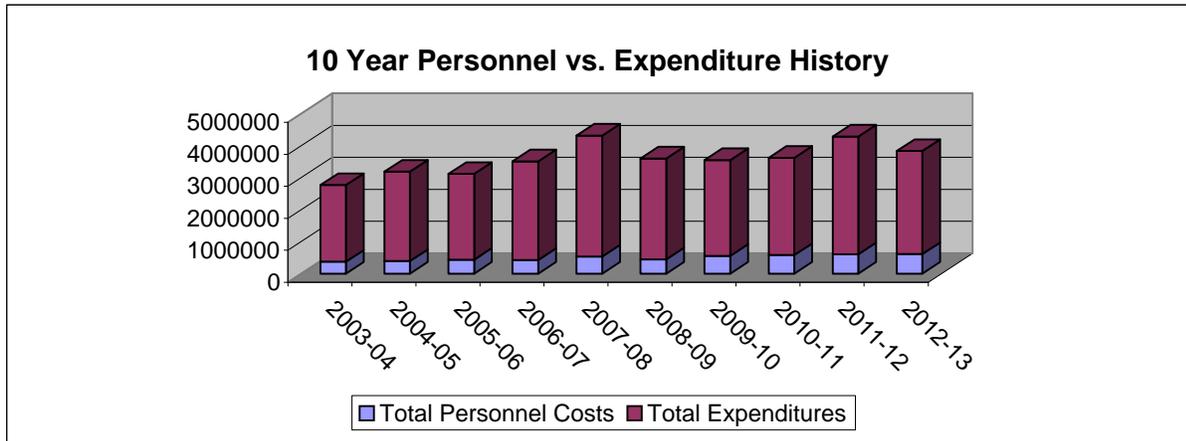
## SALARY AND EMPLOYEE BENEFITS SUMMARY

Position	2011-2012		2012-2013		Personnel Percentages*	
	Total S&EB	Budgeted Salary	Employee Benefits	Total S&EB		
1 City Manager/City Clerk	\$ 178,749	115,002	32,631	147,633	2003-04	15.6%
Finance Director	88,395	74,898	17,916	92,814	2004-05	14.0%
2 Management Analyst	55,451	-	-	-	2005-06	16.2%
Maintenance Supervisor	90,784	65,572	27,064	92,636	2006-07	13.9%
3 Maintenance Worker	68,057	45,078	23,929	69,007	2007-08	14.2%
Maintenance Overtime	5,000	5,000	-	5,000	2008-09	14.2%
4 Assistant to the City Manager	86,968	54,164	20,216	74,380	2009-10	18.7%
5 Executive Assistant	17,693	20,280	5,647	25,927	2010-11	19.1%
6 Building Inspector	13,100	52,000	22,099	74,099	2011-12	16.5%
7 Planning Intern	3,300	10,000	1,143	11,143	2012-13	19.0%
7 Administrative Intern	3,300	10,000	1,143	11,143		
<b>Total</b>	<b>\$ 604,196</b>	<b>451,993</b>	<b>151,788</b>	<b>603,782</b>		

\* Personnel percentages are calculated by dividing operating expenditures, excluding capital expenditures, by total salaries and benefits.

Employee Position Count	FY 10/11	FY 11/12	Budgeted FY 12/13	
1 City Manager/City Clerk	1	1	1	
4 Assistant to the City Manager	1	1	1	
Finance Director	0.5	0.5	0.5	
2 Management Analyst	1	1	0	+
Maintenance Supervisor	1	1	1	
3 Maintenance Worker	1	1	1	
5 Executive Assistant	0.5	0.5	0.5	
6 Building Inspector	0	0	0.5	^
7 Planning Intern	0	0	0.5	#
7 Administrative Intern	0	0	0.5	#
<b>Total Full Time Equivalent (FTE) Count</b>	<b>6</b>	<b>6</b>	<b>6.5</b>	<b>x</b>

- 1 Previous titled City Manager
- 2 Previously titled Management Assistant
- 3 Previously titled Maintenance Worker I
- 4 Previous titled Assistant City Manager/City Clerk
- 5 Previous titled Office Assistant
- 6 Previously building services provided by a contracting agency.
- 7 New position in FY 2012-2013
- + In FY 2012-2013 the Management Analyst position was frozen to reduce overhead.
- ^ In FY 2012-2013 the Building Inspector services were brought in house to be more productive as a City employee.
- # In FY 2012-2013 two part-time paid Intern positions were opened to assist in employee workload and eliminated a FT position.
- x Staffing full time equivalent levels increased by .5 in FY 2012-2013.



Expenditure Analysis by Fund  
Fiscal Year 2011-2012 (Prior Year)

Department	2011-12 Estimated Expenditure	General Fund (01)	Gas Tax (02)	Aid to Cities (03)	Traffic Safety (04)	Measure M				Capital Improv (07)	AQMD (08)	COPS (09)	City Sewer Maint./ Improv (11)	CLEEP (12)
						- Local Sales Tax (05)	Assess District (06)	11,100	97,000					
CITY COUNCIL	\$ 5,900	5,900	-	-	-	-	-	-	-	-	-	-	-	-
CITY MANAGER	82,800	82,800	-	-	-	-	-	-	-	-	-	-	-	-
CITY CLERK	71,900	71,900	-	-	-	-	-	-	-	-	-	-	-	-
FINANCE	131,400	131,400	-	-	-	-	-	-	-	-	-	-	-	-
CITY ATTORNEY	42,500	42,500	-	-	-	-	-	-	-	-	-	-	-	-
SUPPORT SERVICES	125,600	125,600	-	-	-	-	-	-	-	-	-	-	-	-
LAW ENFORCEMENT	1,235,900	1,120,100	-	-	11,100	-	-	-	-	-	97,000	-	-	7,700
EMERGENCY PREPAREDNESS	100	100	-	-	-	-	-	-	-	-	-	-	-	-
CIVIC CENTER	64,200	64,200	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC WORKS GENERAL	294,300	288,400	-	5,000	-	-	-	-	-	900	-	-	-	-
STREET MAINTENANCE	712,700	214,000	314,500	79,600	-	104,600	-	-	-	-	-	-	-	-
STORM DRAIN MAINTENANCE	59,300	59,300	-	-	-	-	-	-	-	-	-	-	-	-
CITY SEWER MAINT/IMPROV.	525,100	-	-	-	-	-	-	-	-	-	-	525,100	-	-
BUILDING	81,300	81,300	-	-	-	-	-	-	-	-	-	-	-	-
SEWER PUMP MAINT. DIST. 1	8,100	-	-	-	-	-	8,100	-	-	-	-	-	-	-
COMMUNITY PRESERVATION	62,200	62,200	-	-	-	-	-	-	-	-	-	-	-	-
PLANNING	93,400	93,400	-	-	-	-	-	-	-	-	-	-	-	-
ENGINEERING	78,600	78,600	-	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>3,675,300</b>	<b>2,521,700</b>	<b>314,500</b>	<b>84,600</b>	<b>11,100</b>	<b>104,600</b>	<b>8,100</b>	<b>-</b>	<b>900</b>	<b>97,000</b>	<b>525,100</b>	<b>7,700</b>		
CAPITAL IMPROVEMENTS	791,200	468,100	20,000	-	-	-	-	281,100	22,000	-	-	-	-	-
TRANSFERS OUT	47,692	-	-	47,692	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES \$</b>	<b>4,514,192</b>	<b>2,989,800</b>	<b>334,500</b>	<b>132,292</b>	<b>11,100</b>	<b>104,600</b>	<b>8,100</b>	<b>281,100</b>	<b>22,900</b>	<b>97,000</b>	<b>525,100</b>	<b>7,700</b>		

Expenditure Analysis by Fund  
Fiscal Year 2012-2013

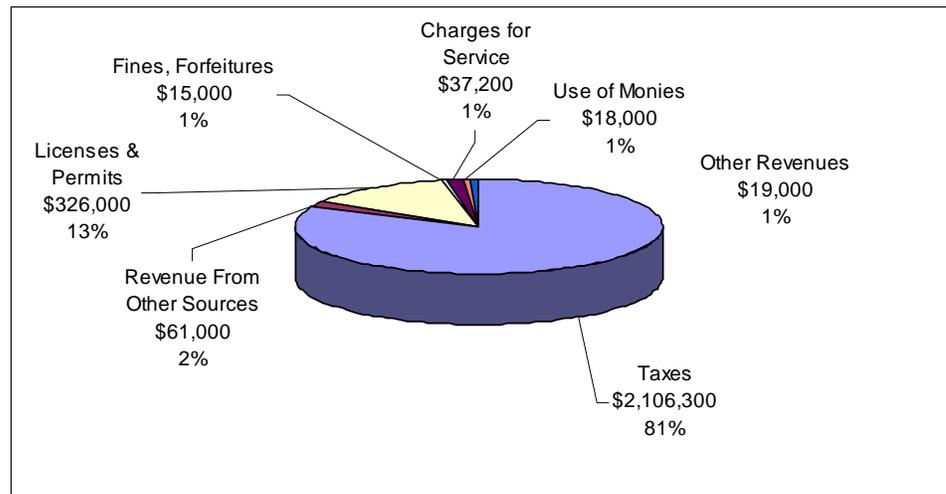
Department	2012-13 Proposed	General Fund (01)	Gas Tax (02)	Aid to Cities (03)	Traffic Safety (04)	Measure M				City Sewer		
						- Local Sales Tax (05)	Assess District (06)	Capital Improv (07)	AQMD (08)	COPS (09)	Maint. / Improv. (11)	CLEEP (12)
CITY COUNCIL	\$ 16,300	16,300	-	-	-	-	-	-	-	-	-	-
CITY MANAGER	69,200	69,200	-	-	-	-	-	-	-	-	-	-
CITY CLERK	67,500	67,500	-	-	-	-	-	-	-	-	-	-
FINANCE	115,200	115,200	-	-	-	-	-	-	-	-	-	-
CITY ATTORNEY	44,000	44,000	-	-	-	-	-	-	-	-	-	-
SUPPORT SERVICES	130,100	130,100	-	-	-	-	-	-	-	-	-	-
LAW ENFORCEMENT	1,261,200	1,136,100	-	-	13,000	-	-	-	-	102,000	-	10,100
EMERGENCY PREPAREDNESS	4,000	4,000	-	-	-	-	-	-	-	-	-	-
CIVIC CENTER	62,000	62,000	-	-	-	-	-	-	-	-	-	-
PUBLIC WORKS GENERAL	257,900	247,900	-	5,000	-	-	-	-	5,000	-	-	-
STREET MAINTENANCE	427,000	164,000	175,000	-	-	88,000	-	-	-	-	-	-
STORM DRAIN MAINTENANCE	61,800	61,800	-	-	-	-	-	-	-	-	-	-
CITY SEWER MAINT/IMPROV.	394,500	-	-	-	-	-	-	-	-	-	394,500	-
BUILDING	70,900	70,900	-	-	-	-	-	-	-	-	-	-
SEWER PUMP MAINT. DIST. 1	25,700	-	-	-	-	-	25,700	-	-	-	-	-
COMMUNITY PRESERVATION	52,500	52,500	-	-	-	-	-	-	-	-	-	-
PLANNING	77,500	77,500	-	-	-	-	-	-	-	-	-	-
ENGINEERING	81,900	81,900	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>3,219,200</b>	<b>2,400,900</b>	<b>175,000</b>	<b>5,000</b>	<b>13,000</b>	<b>88,000</b>	<b>25,700</b>	<b>-</b>	<b>5,000</b>	<b>102,000</b>	<b>394,500</b>	<b>10,100</b>
<b>CAPITAL IMPROVEMENTS</b>	<b>771,600</b>	<b>147,500</b>	<b>14,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>610,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ALL EXPENDITURES</b>	<b>\$ 3,990,800</b>	<b>2,548,400</b>	<b>189,000</b>	<b>5,000</b>	<b>13,000</b>	<b>88,000</b>	<b>25,700</b>	<b>610,100</b>	<b>5,000</b>	<b>102,000</b>	<b>394,500</b>	<b>10,100</b>
Administration	\$ 442,300	The City Budget can be thought of as five distinct parts: Administration (to include the departments of City Council, City Manager, City Clerk, Public Safety										
Public Safety	1,265,200	Finance, City Attorney and Support Services); Public Safety (Law Enforcement and Emergency Preparedness); Development Services (to										
Development Services	282,800	include Building, Community Preservation, Planning, and Engineering); Public Works (to include Civic Center, Public Works General, Street										
Public Works	1,228,900	Maintenance, Storm Drain Maintenance, City Sewer Improvement and Sewer Pump Maintenance); and, Capital Improvements (Capital										
Capital Improvements	771,600	Improvement projects and infrastructure).										
	<u>\$ 3,990,800</u>											

# General Fund Review

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	In \$	In %
	Actual	Actual	Actual	Est. Actual	Budgeted		
<b>Financial Sources:</b>							
Property Taxes	\$ 1,918,873	1,919,447	1,895,821	1,880,200	1,848,900	\$ (31,300)	-2%
Sales & Use Tax	159,085	95,683	163,765	161,800	156,000	(5,800)	-4%
Sales & Use Tax - Public S.	53,197	48,151	50,011	48,500	48,500	-	0%
Business License Tax	36,553	35,284	34,610	29,500	30,000	500	2%
Property Transfer Tax	28,614	36,785	42,466	22,900	22,900	-	0%
State Motor Vehicle Fees (VLF)	21,282	18,430	28,803	3,200	-	(3,200)	-100%
State Homeowners Prop. Relief	12,071	10,362	12,033	10,100	10,000	(100)	-1%
Other Agency Revenue	24,057	20,608	30,904	27,700	51,000	23,300	84%
Licenses & Permits	368,861	338,796	349,468	307,800	326,000	18,200	6%
Fines, Forfeitures & Penalties	17,363	21,309	15,046	15,200	15,000	(200)	-1%
Charges for Current Services	35,882	38,730	43,780	32,800	37,200	4,400	13%
Revenue from Use of Monies	30,876	12,171	19,246	12,700	18,000	5,300	42%
All Other Revenues	53,020	108,859	81,916	26,200	19,000	(7,200)	-27%
<b>Total Financial Sources</b>	<b>2,759,734</b>	<b>2,704,615</b>	<b>2,767,869</b>	<b>2,578,600</b>	<b>2,582,500</b>	<b>3,900</b>	<b>0%</b>
<b>Expenditures:</b>							
City Council	14,698	5,269	5,996	5,900	16,300	10,400	176%
City Manager	68,200	72,090	75,662	82,800	69,200	(13,600)	-16%
City Clerk	95,371	67,870	76,933	71,900	67,500	(4,400)	-6%
Finance	130,087	121,548	126,719	131,400	115,200	(16,200)	-12%
City Attorney	44,648	46,654	48,000	42,500	44,000	1,500	4%
Support Services	142,707	121,647	124,632	125,600	130,100	4,500	4%
Law Enforcement	1,002,105	1,084,221	1,096,246	1,120,100	1,136,100	16,000	1%
Emergency Preparedness	197	3,347	68	100	4,000	3,900	3900%
Civic Center	129,513	66,808	67,436	64,200	62,000	(2,200)	-3%
Public Works	277,059	265,929	254,354	288,400	247,900	(40,500)	-14%
Street Maintenance	27,145	128,178	70,387	214,000	164,000	(50,000)	-23%
Storm Drain Maintenance	48,603	64,172	139,483	59,300	61,800	2,500	4%
Building	97,839	103,714	107,674	81,300	70,900	(10,400)	-13%
Community Preservation	60,490	76,989	52,052	62,200	52,500	(9,700)	-16%
Planning	103,393	89,843	114,517	93,400	77,500	(15,900)	-17%
Engineering	110,371	67,352	88,669	78,600	81,900	3,300	4%
<b>Total Budget Expenditures</b>	<b>2,352,426</b>	<b>2,385,631</b>	<b>2,448,828</b>	<b>2,521,700</b>	<b>2,400,900</b>	<b>(120,800)</b>	<b>-5%</b>
Net Increase (Decrease) In Fund Before Capital Project Expenditures	<b>\$ 407,308</b>	<b>318,984</b>	<b>319,041</b>	<b>56,900</b>	<b>181,600</b>	<b>124,700</b>	<b>219%</b>
<b>Reserves:</b>							
<b>Undesignated Reserve</b>	<b>\$ 850,000</b>	<b>850,000</b>	<b>850,000</b>	<b>859,800</b>	<b>871,800</b>	<b>12,000</b>	<b>1%</b>
<b>Designated for:</b>							
Vehicle replacement	-	13,000	-	5,000	10,000	5,000	100%
Infrastructure replacement	-	50,000	27,100	57,100	62,100	5,000	9%
Towne Centre improvements	-	30,000	30,000	-	-	-	0%
Villa Park TV capital	-	35,200	-	3,700	9,000	5,300	143%
Accrued leave	-	5,000	1,500	5,000	15,000	10,000	200%
CJPIA retro deposit repayment	-	-	-	-	32,000	32,000	100%
Towne Centre plaza	-	-	-	-	100,000	100,000	100%
Contingency	-	-	-	-	5,000	5,000	100%
<b>Subtotal of designations</b>	<b>-</b>	<b>133,200</b>	<b>58,600</b>	<b>70,800</b>	<b>233,100</b>	<b>162,300</b>	<b>229%</b>

# Analysis of General Fund Revenues

The following chart illustrates the anticipated sources of General Fund revenues for Fiscal Year 2012-2013:



The seven revenue sources that comprise the City's discretionary General Fund revenues are taxes; revenues from other sources; licenses & permits; fines, forfeitures & penalties; charges for services; use of money (investment earnings); and other revenues (miscellaneous revenues). The four primary sources are discussed below.

## Taxes

Property tax receipts represent approximately 72% of the total General Fund Revenue while all taxes are 81%. The property tax revenue is derived from the City's share of the one-percent basic levy on the assessed valuation of real property within the City of Villa Park. The assessed valuation is equal to the market price when real estate is sold, but limited by the California State Constitution (Proposition 13) to a 2% annual increase thereafter. This has the effect of limiting growth in this revenue source to less than the average inflation rate unless (1) property is resold in an appreciating real estate market, or (2) significant new development activity bolsters the remaining stagnating tax base. There are no significant opportunities for future development activities in the City of Villa Park, as the city is 99% built out.

Based on analysis provided by the County Assessors office and management's conservatism, property tax revenue for Fiscal Year 2012-13 is projected to slightly decline. Property Tax in-lieu of Vehicle License Fees (see below) is included in the Taxes category for computation of revenues.

Sales tax revenue is derived from one percent of the sales price on taxable products sold within the City of Villa Park. The City's primary source of sales tax revenue is derived from the Villa Park Towne Centre; however, there is sales tax derived from home occupations as well. In FY 2011-12 the City received a significant true-up payment of \$24,000 of misallocated sales tax. MuniServices LLC has prepared a multi-year trend analysis for sales tax and although there is growth in the economy, the City is assuming a slight decline in sales tax revenue for FY 2012-13 in light of the abnormally high true up from FY 2011-12.

Business License Tax is imposed upon any business, trade, profession, or occupation specified in the City's business license ordinance. Any change to the Business License Tax levy would require voter approval. Although we are in a slow economic recovery, the business license trend analysis assumes a flat projection for this revenue stream.

### Revenue from Other Sources

There are two primary funding sources for this classification: Other Local Agency and State Homeowners Property Relief.

Other Local Agency monies represent various funding received from local agencies that support various general fund expenditures within the City. In FY 2012-13, the City has been promised the following one-time funding sources: \$28,000 from OCFA for tree trimming and CERT supplies; and \$10,000 from SWD Recreation Inc. to install a new flag pole at City Hall. Excluding these additional funding sources, other annual local agency monies are projected to remain flat in FY 2012-13.

State Homeowners Property Relief is state funds directed to local governments to pay for the property tax exemption claimed by homeowners.

In prior years, the City received vehicle license fees from the State based on car registration. This revenue was reduced by the Governor and Legislature starting in 1998. However, the passage of proposition 1A by the people of the State of California permanently reduced the Motor Vehicle License Fee from 2% from 65% of the value of the automobile. These fees were from the registration of vehicles throughout the state and were distributed to the cities and counties by the state based largely on population. To replace these constitutionally guaranteed fees, the implementation of a "Property Tax in Lieu of

Motor Vehicle in Lieu Fees” was enacted and is now a significant revenue source for the City which increases based on property valuation. Since they are property taxes, they are included now in the Taxes category. However, effective July 1, 2011, SB89 eliminated the Vehicle License Fee (VLF) revenue portion (small as it was to the City) as part of the Legislature’s efforts to solve the state’s chronic budget problems, the bill shifted all city VLF revenues to fund law enforcement grants (COPS) that previously had been paid by a temporary state tax. VLF revenue is not projected in the FY 2012-13 budget.

### Licenses & Permits

The four sources of revenue for this classification are franchise fees, building permits, miscellaneous permits such as film permits, and encroachment street & curb permits.

Franchise fees are received from various utility and video services company(s) that have legal contracts with the City to provide services to its residents. Franchise fees are projected to remain flat in FY 2012-13.

Building activity is projected to see an increase in the City for Fiscal Year 2012-13 from the all-time low seen in FY 2011-12. The revenue for this account is budgeted \$16,000 more than the prior fiscal year, which is consistent with the estimates prepared by the City’s Building Official.

Encroachment street & curb permits are issued for construction of driveways, curbs, or streets by residents or utility companies.

### Charges for Services

Charges for services consist of a variety of City provided services, however the most significant service provided is made up of zoning fees.

Zoning fees include, but are not limited to, variance and conditional use permits, site plan reviews, general plan amendments, and lot line adjustments. These fees are based on staffs’ time for reviewing projects that are required to be in compliance with the State and City building codes.

## All Other Revenues

All other revenues consist mainly of nuisance abatement revenue, administrative citations, investment earnings, and miscellaneous revenues. Nuisance abatement and administrative citations are two revenue streams that are a direct result of the City placing liens on residential properties for non-compliance with City codes. However, the current trends indicate no change in these revenues, as long as the City does not have a large number of non-compliant property owners. With the start of the Community Preservation Program in 2010, the compliance rate for community preservation actions remains high.

Investment earnings are the accumulation of interest earnings on the money the City has invested. In FY 2010-11, the City began investing its long-term reserve money in a five-year CD ladder. This strategy has given the City a greater return on its investments while still maintaining a high level of safety and liquidity required by the Government Code. Because of this increase in earnings, the City is additionally diversified its investments into a five-year Government Security ladder, which represents an anticipated increase in revenue of \$5,000 in FY 2012-13.

Miscellaneous revenues represent a variety of small non-routine revenues. In FY 2011-12, the City received approximately \$11,000 from one-time forfeited bonds. Excluding this one-time revenue source, the City projects miscellaneous revenues to remain flat in FY 2012-13.

# General Fund Reserves

A long term policy of prudent management and conservative spending has placed the City of Villa Park in a secure financial position. Fiscal stability will allow the City to respond to fiscal changes at the State level and prepare for emergency situations that may arise.

In FY 2011-12 the City Council adopted Resolution 2011-3158, which establishes a formal policy regarding financial reserves. The policy establishes undesignated General Fund reserves, along with a formula that will recognize interest earnings to grow that reserve until it reaches 40% of General Fund operating expenditures.

Fiscal Year	Undesignated General Fund Reserves	General Fund Operating Expenditures	Undesignated GF Reserves as a % of Expenditures
2008-09	\$850,000	\$2,352,426	36.13%
2009-10	850,000	2,385,631	35.63%
2010-11	850,000	2,448,828	34.71%
2011-12	859,800	2,521,700	34.10%
2012-13	871,800	2,400,900	36.31%

The allowable uses of General Fund Reserves include insulating General Fund programs and current service levels from large and unanticipated one-time expenditure requirements. The use of reserves may also offset revenue reductions due to a change in state or federal legislation, impacts from adverse litigation or environmental occurrences/disasters, safety issues, or similar unforeseen action and economic uncertainty to include the continual State budget deficit. Use of reserves in any of these circumstances would require a four-fifths vote of the City Council.

The Council's reserve policy also establishes designated reserves for anticipated future expenditures, such as vehicle replacement, infrastructure replacement, VPTV capital, accrued employee leave, and contingency reserves.

**For Fiscal Year 2012-13, the proposed undesignated General Fund Reserve level is \$871,800.** This level is approximately 36% of the General Fund revenues projected to be received during the fiscal year. In addition, \$233,100 is proposed to be set aside in designated General Fund Reserves for future use for vehicle replacement, infrastructure replacement, Towne Centre Plaza, VPTV capital, accrued employee leave, CJPIA retro deposit repayment, and contingency reserves.

In Fiscal Year 2012-13 budget, the City has anticipated the loss of the motor vehicle license revenue as it is a direct General Fund impact due to the State Legislature diverting funds from the City General Fund in order to save a Special Revenue source of revenue, the COPS funding. While the FY 2012-13 budget does not necessitate the use of reserves because of state impacts, these remain a potential threat to the City's financial position.

The proposed budget continues all operating services at their present levels. On-going revenues are sufficient to cover all foreseeable on-going operational expenditures.

## Other Funds

Other Funds included in the City of Villa Park budget are:

- Special Revenue Funds
- Capital Project Fund
- Internal Service Fund
- Fiduciary Funds

## Special Revenue Funds

### Special Revenue Funds

Special Revenue Funds account for activities funded by special purpose revenue that is legally restricted to specific use expenditures. The balance of the special revenue funds reflect one-time or limited duration funding from grants or the State of California and may take several fiscal years to properly expend the funds.

The on-going special revenue funds are:

- Gas Tax
- Traffic Safety
- Measure M - Local Sales Tax
- Sewer Pump Maintenance District 1 (Sycamore Circle)
- Air Quality Management District
- City Sewer Maintenance/Improvement

### Gas Tax Fund

This fund supports funding for the annual pavement rehabilitation project to repair/reconstruct the City's streets and roads. These funds are legally restricted for use in maintaining roads and streets. The revenue projections for the gas tax fund are from the California State Controllers shared revenue estimates; and per the California Legislative Office, the City is anticipating receiving all Highway Users Tax Account money for Fiscal Year 2012-13. The gas tax is apportioned

on vehicle registration assessed valuation and population, therefore as the population and assessed value of registered vehicles changes, and as the population changes, the apportionment received is adjusted accordingly.

### Traffic Safety Fund

This fund supplements public safety costs to the City through revenue received from moving violations.

### Measure M - Local Sales Tax Fund

This fund accounts for revenues received from the County's ½ cent local sales tax called Measure "M". Measure M is a voter approved tax used to fund improvement projects specifically for transportation, freeways, transit, and roads.

### Sewer Pump Maintenance District 1 Fund

The development of tract number 10523 and tract number 13204 required the construction of a sewer pump station that serves only the properties within the two tracts. It is considered appropriate that the owners of the properties served by the pump station pay for the operation and maintenance of this station.

### Air Quality Management District Fund

This fund accounts for revenues received from the South Coast Air Quality Management District to implement air quality improvement policies and programs. Revenues for Fiscal Year 2012-13 will be used to maintain the natural gas filling station for cit vehicles at the Civic Center.

### City Sewer Maintenance/Improvement Fund

The City Sewer Maintenance/Improvement fund collects a Sewer Service User Charge from each school, commercial, and government parcel within the City of Villa Park. The funds are used to maintain/improve the public sewer system in good to excellent operating condition and to meet current and future requirements as set forth by the State Water Quality Control Boards. The Sewer Service User Charge is based on the annual revenue requirements to operate and maintain the City sewer system and cannot be used for any other purpose.

## Single Purpose Special Revenue Funds

Additional Special Revenue funds can be categorized as the following:

- Aid to Cities Fund
- COPS Fund (Supplemental Law Enforcement Services)
- CLEEP Fund (California Law Enforcement Equipment Program)

These categories of special revenue funds are single purpose funds receiving revenue from specific grants and will be included on the schedule with beginning fund balance, expected revenues and expenditures, and projected ending fund balance as legally applicable.

### Aid to Cities Fund

This fund accounts for revenue received from federal, state, county, and other local agencies used for a specific project. Typical revenue is in the form of grants, so the Aid to Cities Fund fluctuates from year to year based on the City's ability to obtain grant funding.

### Citizens' Option Public Safety Fund

This fund accounts for a grant received from the State of California for Supplemental Law Enforcement Services. The grant is for \$100,000 and can only be used for front line law enforcement above regular contract services. The grant is subject to an annual approval, and it is anticipated to be funded in Fiscal Year 2012-13 through the diversion of State motor vehicle fee revenues.

### California Law Enforcement Equipment Program Fund

This fund accounts for a grant received from the State of California for California Law Enforcement Equipment purchases. The grant is was a one-time grant received in 2001 to stimulate homeland security among local law enforcement. These funds can only be used for law enforcement equipment purchases.

## Capital Projects Fund

### Capital Projects Fund

The Capital Projects Fund is used to account for the construction of major capital facilities for the City of Villa Park. Revenues credited to the Capital Projects Fund are direct grant revenues received for a particular project or funds specifically placed (banked) within the budget process for future year projects as a means to save for a project. This fund accounts for the financial resources allotted for the construction of capital facilities. The total cost of a capital project accrues in a single expenditure account. This accumulates until the

project is completed, at which time the account is closed and the expenditures are capitalized as infrastructure in the CAFR (Comprehensive Annual Financial Report). Capital projects are determined during the budget process in conjunction with the City Engineer and the Budget & Finance Committee.

This fiscal year the City will install Catch Basins; replace City Entrance Monuments; improve SLPP Transportation streets; design the Towne Centre Plaza; and redesign the Mesa Street Guardrail Curb and Gutter.

## Internal Service Fund

### Internal Service Fund

The Employee Benefits Fund is an internal service fund and was created as a result of the various inter-departmental functions each employee performs. Due to the fact that there are only five full time and two part-time budgeted employees, each employee is required to perform many functions across many departments. Benefits attributed to each employee are allocated to various departments depending upon the employee's time spent in each department to reflect proper costs recognized in that department.

## Fiduciary Fund

### Fiduciary Fund

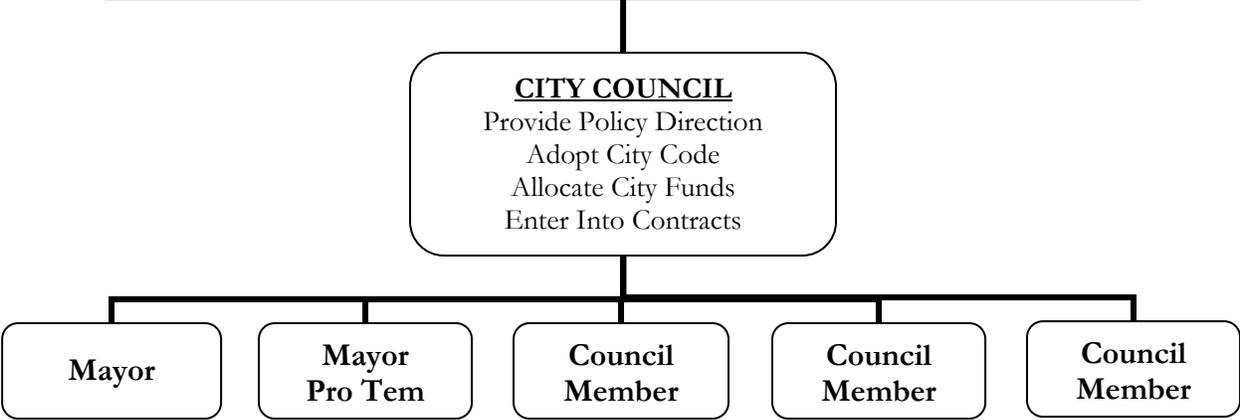
The City operates a fiduciary fund. Formerly called the Trust and Agency fund, it has been renamed to the Street Improvement Fund to follow the terminology used in the audited Financial Statements. The Street Improvement Fund is used to account for assets held by the City as an agent or trustee for individuals, private organizations, other governments and/or funds. Funds are received in the form of bonds required by the City for construction activities. The bonds cover potential damage, in the course of the activity, that may impact the City's streets or public right-of-ways.

# Departmental Information

The City Manager presents an annual Work Plan to Council (see City Council Goals and Work Plan on page 3). The Work Plan consists of Councils' goals and the City Manager's goals for the various departments within the City. These performance measures are followed up on each year with staff and the City Manager reports back to the Council throughout the year on the status of the goals. The accomplishments from the prior year and the goals for FY 2012-13 are documented in their respective budget section.

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# Office of the City Council



The City Council is comprised of five (5) individuals who are each elected to a four (4) year term. The City Council is the policy making and legislative body of the City of Villa Park. The City Council holds the authority over all legislative matters concerning the City, adopting all ordinances and resolutions. The Council also exercises its authority other matters requiring overall policy decisions and leadership.

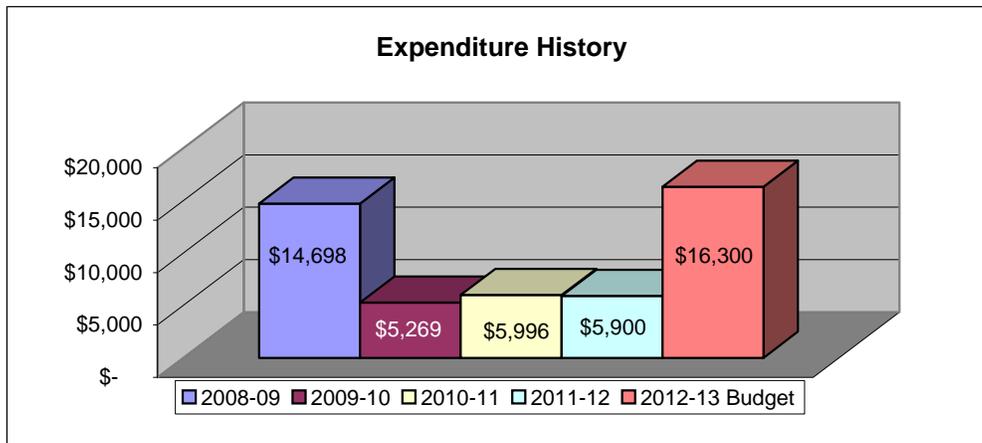
The City Council appoints the City Manager and City Attorney as well as the Villa Park Community Services Foundation Board and Investment Advisory Committee members. The Council may appoint other citizen committees to ensure broad-based citizen input in the City's affairs. In reaching policy decisions, the City Council reviews proposals designed to meet community needs and sustain service levels; directs staff to initiate new programs or update existing services; and oversees the financial condition of the City.

The City Council for the City of Villa Park is non-compensated. The Mayor and Mayor Pro Tem are selected by their fellow Council Members annually. The Mayor is the presiding officer at City Council meetings.

Department  
Administration  
Division  
4110 - City Council

Funding Sources  
General Fund - 01

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services (Council Support Staff)</u></b>							
4101	Salaries - Full Time	\$ -	735	-	-	-	-
4112	Salaries - Part Time	1,396	-	1,411	1,600	1,600	2,100 <sup>11</sup>
4132	Fringe Benefits - Part Time	180	-	296	600	600	600 <sup>11</sup>
	<b>Total Personnel Services</b>	<b>1,576</b>	<b>735</b>	<b>1,707</b>	<b>2,200</b>	<b>2,200</b>	<b>2,700</b>
<b><u>Maintenance and Operations</u></b>							
5105	Operating Supplies	2,615	517	1,207	500	400	1,100
5390	Contract Services	193	789	-	-	-	-
5630	Development Seminars	4,109	1,104	-	1,900	1,000	6,000 <sup>12</sup>
5701	Travel & Meetings	2,403	2,124	3,082	4,500	2,300	6,500 <sup>12</sup>
	<b>Total Maintenance and Operations</b>	<b>9,320</b>	<b>4,534</b>	<b>4,289</b>	<b>6,900</b>	<b>3,700</b>	<b>13,600</b>
<b><u>Capital Outlay</u></b>							
6100	Equipment	3,802	-	-	-	-	-
		<b>3,802</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Division Budget</b>	<b>\$ 14,698</b>	<b>5,269</b>	<b>5,996</b>	<b>9,100</b>	<b>5,900</b>	<b>16,300</b>



- <sup>11</sup> In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.
- <sup>12</sup> Total Development Seminars (5630) and Travel & Meetings (5701) are allocated in the amount of \$3,000 for the Mayor and \$2,000 for each of the other four Councilmembers. In FY 2012-13 Council will have two, possibly three new members; therefore, it is recommended for the new members to attend additional training seminars to understand government policy and procedures.

**Department**  
*Administration*  
**Division**  
*4110 - City Council*

**Funding Sources**  
*General Fund - 01*

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**Account Description**

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**5105 - Operating Supplies**

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Cost of plaques, special items of recognition, City Council photos (\$800 every two years), Sheriff recognition, and business cards.

**5390 - Contractual Services/Special**

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Provides for temporary office help.

**5630 - Development Seminars**

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Technical Workshops and conventions for Councilmember training. Each City Councilmember is allocated \$1,000 for seminars and the Mayor is allocated \$2,000 for the year. These costs include attendance to the Annual League of California City conference and other Council oriented seminars.

**5701 - Travel & Meetings**

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City Council attendance to various meetings. Each City Councilmember is allocated \$1,000 for travel and meetings throughout the year. These costs include attendance to monthly OC Division of League of Cities meetings and local meetings as required. An additional \$1,500 is budgeted for the council meeting refreshments, Sheriff Medal of Valor meeting, and various Sheriff appreciation items.

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The City Manager is appointed by the City Council and is the Chief Executive Officer of the City. The City Manager is responsible for the efficient and effective operation of all City department programs and services. The Assistant to the City Manager supports the City Manager in the supervision of operations and performs a variety of highly responsible and complex technical and administrative activities in support of the City Manager.

The City Manager is the City Clerk for the City of Villa Park. The City Manager serves as the Planning and Building, Public Works, Public Safety and Engineering Director.

**2011-12 Accomplishments**

- Completed virtually every item in the Priorities and Work Plan adopted by the City Council.
- Provided monthly comprehensive updates to the City Council and community regarding City operations.
- Managed the capital improvement program, including the City Hall Façade project and the completion of the Lemon Street project.
- Implemented various new policies and procedures to improve efficiency and accountability in the organization.
- Managed the first half of the 50<sup>th</sup> year anniversary celebrations for the City of Villa Park.

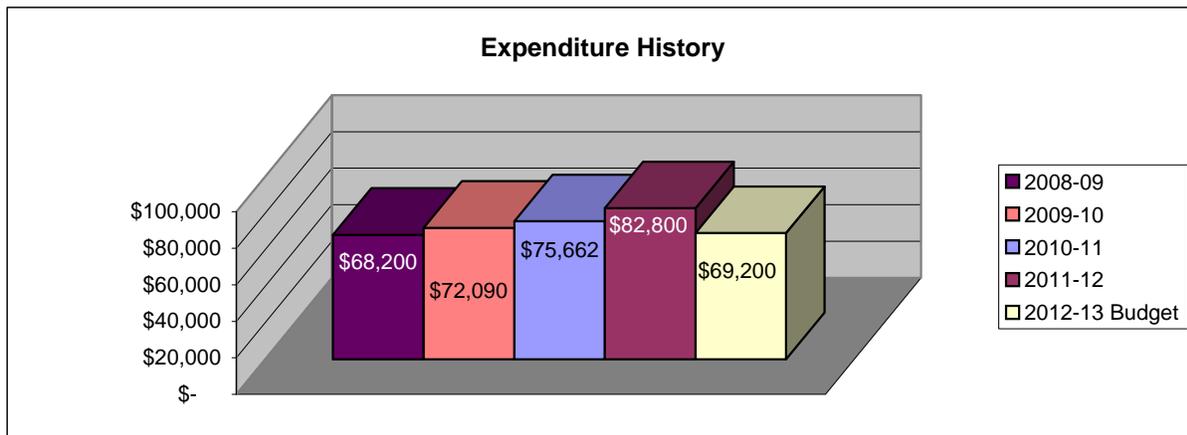
**2012-13 Goals**

- Successfully implement the City’s FY 2012-13 Work Plan.
- Manage the capital improvement program, including major Towne Centre Plaza project and City Entrance Monument project.
- Encourage the improvement of Villa Park Towne Centre through strong public-private partnerships.
- Manage the 50<sup>th</sup> year anniversary celebration for the City of Villa Park.

**Department**  
 Administration  
**Division**  
 4120 - City Manager

**Funding Sources**  
 General Fund - 01

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services</u></b>							
4101	Salaries - Full Time	\$ 32,095	43,566	45,396	42,900	42,900	40,000 <sup>11</sup>
4112	Salaries - Part Time	538	-	1,411	2,900	2,900	7,100 <sup>11</sup>
4131	Fringe Benefits - Full Time	13,472	19,024	18,142	17,900	17,900	11,900 <sup>11</sup>
4132	Fringe Benefits - Part Time	-	-	296	700	700	1,200 <sup>11</sup>
	<b>Total Personnel Services</b>	<b>46,105</b>	<b>62,590</b>	<b>65,245</b>	<b>64,400</b>	<b>64,400</b>	<b>60,200</b>
<b><u>Maintenance and Operations</u></b>							
5105	Operating Supplies	154	308	42	300	300	300
5308	Contractual Services-Special	75	-	-	-	-	-
5390	Contractual Services	900	4,650	5,522	5,000	5,300	4,000
5394	Contractual Services-ICM	16,906	-	-	8,200	8,200	- <sup>11</sup>
5625	Dues & Publications	1,075	642	590	800	800	700
5630	Development Seminars	1,922	3,042	1,344	1,600	1,600	1,500
5701	Travel & Meetings	1,063	858	2,919	2,400	2,200	2,500
	<b>Total Maintenance and Operations</b>	<b>22,095</b>	<b>9,500</b>	<b>10,417</b>	<b>18,300</b>	<b>18,400</b>	<b>9,000</b>
	<b>Total Division Budget</b>	<b>\$ 68,200</b>	<b>72,090</b>	<b>75,662</b>	<b>82,700</b>	<b>82,800</b>	<b>69,200</b>



<sup>11</sup> In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.

**Department**  
Administration  
**Division**  
4120 - City Manager

**Funding Sources**  
General Fund - 01

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**Account Description**

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**5105 - Operating Supplies**

Provides for various office supplies specific to the City Manager, to include business cards, calendar, etc.

**5308 - Contractual Services/Special**

Provides for temporary office help.

**5390 - Contractual Services**

Provides for contractual services used to perform miscellaneous services authorized by the City Manager, including our Sales Tax monitoring agreement with MuniServices.

**5394 - Contractual Services/ICM**

Interim City Manager services hired to manage the City and assist the City Council with recruiting a permanent City Manager.

**5625 - Dues & Publications**

Membership in professional organizations and purchase of professional journals and books - to include membership in National Association in Telecommunications of Officers and Advisors - \$50, California City Managers Foundation - \$500 and Municipal Management Association of Southern California for membership for Management Analyst - \$100.

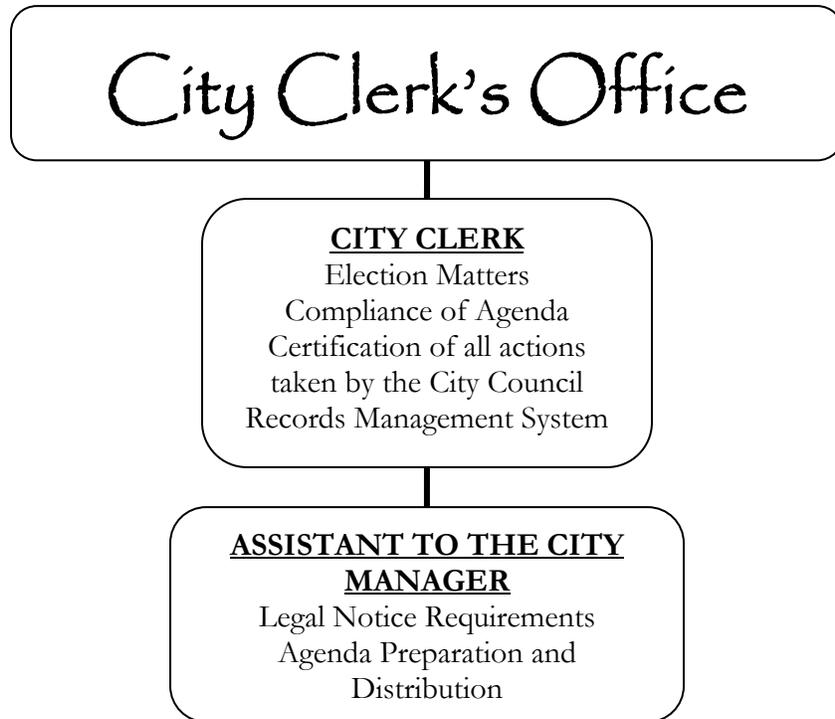
**5630 - Development Seminars**

Technical Workshops for staff training to be specifically approved by the City Manager. Trainings to include OC League of Cities conferences - \$1,500.

**5701 - Travel & Meetings**

City manager attended meetings such as: Orange County City Managers Meetings - \$600; CJPIA Risk Management Training; and other meeting & miscellaneous City related travel; along with Liebert & Cassidy training for all staff - \$1,000.

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The City Manager serves as the City Clerk. The City Clerk is the custodian of records for the City of Villa Park and the City's Election Official responsible for all General Municipal and Special Elections. The City Clerk is also responsible for assuring compliance with State and local laws such as the Brown Act (open meeting law) and Public Records Act.

The City Manager is a full-time position that also carries other responsibilities within the City. The Assistant to the City Manager position provides support as needed for all administrative duties assigned by the City Clerk including meeting minutes, records management, and compliance. The part-time Executive Assistant serves as a Deputy City Clerk. Management interns also prepare proclamations and certificates and coordinate with recipients for scheduling on Council agenda; duplicate and distribute agenda packets.

**2011-12 Accomplishments**

Implemented the City's records retention program, and with Council approval destroyed obsolete and unnecessary documents to free up storage space.  
 Provided and maintained records in accordance with the laws of the State of California.  
 Codified and maintained Villa Park Municipal Code.

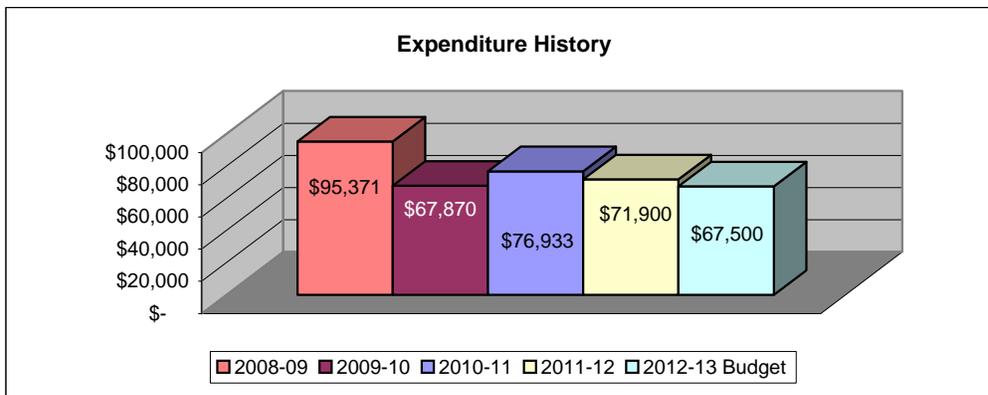
**2012-13 Goals**

Continue to maintain records in accordance with the laws of the State of California.  
 Continue the digitalization of Resolutions, Ordinances, and Minutes for storage and review.  
 Continue to provide access to the City's official record and legislative documents in as many different mediums as possible.  
 As part of the IT strategy for City operations, evaluate options for online records retrieval software.  
 Successfully conduct November 2012 election.

Department  
Administration  
Division  
4130 - City Clerk

Funding Sources  
General Fund - 01

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services</u></b>							
4101	Salaries - Full Time	\$ 27,282	41,605	41,829	42,900	42,900	31,300 11
4112	Salaries - Part Time	18,927	1,469	2,823	4,500	4,500	10,100 11
4131	Fringe Benefits - Full Time	18,543	17,887	17,353	16,900	16,900	10,300 11
4132	Fringe Benefits - Part Time	287	-	493	1,100	1,100	2,000 11
<b>Total Personnel Services</b>		<b>65,039</b>	<b>60,961</b>	<b>62,498</b>	<b>65,400</b>	<b>65,400</b>	<b>53,700</b>
<b><u>Maintenance and Operations</u></b>							
5105	Operating Supplies	111	167	493	400	300	400
5108	Legal Notices/Recordings	1,192	1,418	1,887	2,000	800	1,300
5308	Contractual Svcs	1,435	1,579	-	-	-	-
5390	Contractual Svcs/Special	3,560	2,265	3,503	2,500	2,000	2,800
5394	Contractual Services-ICM	11,271	-	-	2,800	2,800	- 11
5625	Dues & Publications	270	270	65	200	100	300
5630	Development Seminars	1,430	515	1,016	300	300	500
5701	Travel & Meetings	54	695	8	500	-	500
5810	Election Expenses	11,009	-	7,463	200	200	8,000 13
<b>Total Maintenance and Operations</b>		<b>30,332</b>	<b>6,909</b>	<b>14,435</b>	<b>8,900</b>	<b>6,500</b>	<b>13,800</b>
<b>Total Division Budget</b>		<b>\$ 95,371</b>	<b>67,870</b>	<b>76,933</b>	<b>74,300</b>	<b>71,900</b>	<b>67,500</b>



11 In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.

13 An election is held every two years, and FY 2012-13 is an election year.

**Department**  
Administration  
**Division**  
4130 - City Clerk

**Funding Sources**  
General Fund - 01

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**Account Description**

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**5105 - Operating Supplies**

Provides for various office supplies specific to the City Clerk function, to include business cards, calendars, and minute books (budgeted every 2-3 years).

**5108 - Legal Notices/Recordings**

Provides for various legal notices and recordings required for operation to include Variances, CUPS, Ordinances, and Negative Declarations. Some of these costs are reimbursed through the permitting process.

**5308 - Contractual Services**

Provides for temporary office help.

**5390 - Contractual Services/Special**

Provides for the Municipal California State Code Supplements and Updates and online postings.

**5394 - Contractual Services/ICM**

Interim City Manager services hired to manage the City and assist the City Council with recruiting a permanent City Manager.

**5625 - Dues & Publications**

Provides for membership in professional organizations and purchase of professional journals and publications. Include CA City Clerks Association dues - \$150, and \$100 of dues for Municipal Management Association of Southern California for City Clerk.

**5630 - Development Seminars**

Technical Workshops for staff training to include Personnel, Election Laws and Procedures. Must be approved by the City Manager.

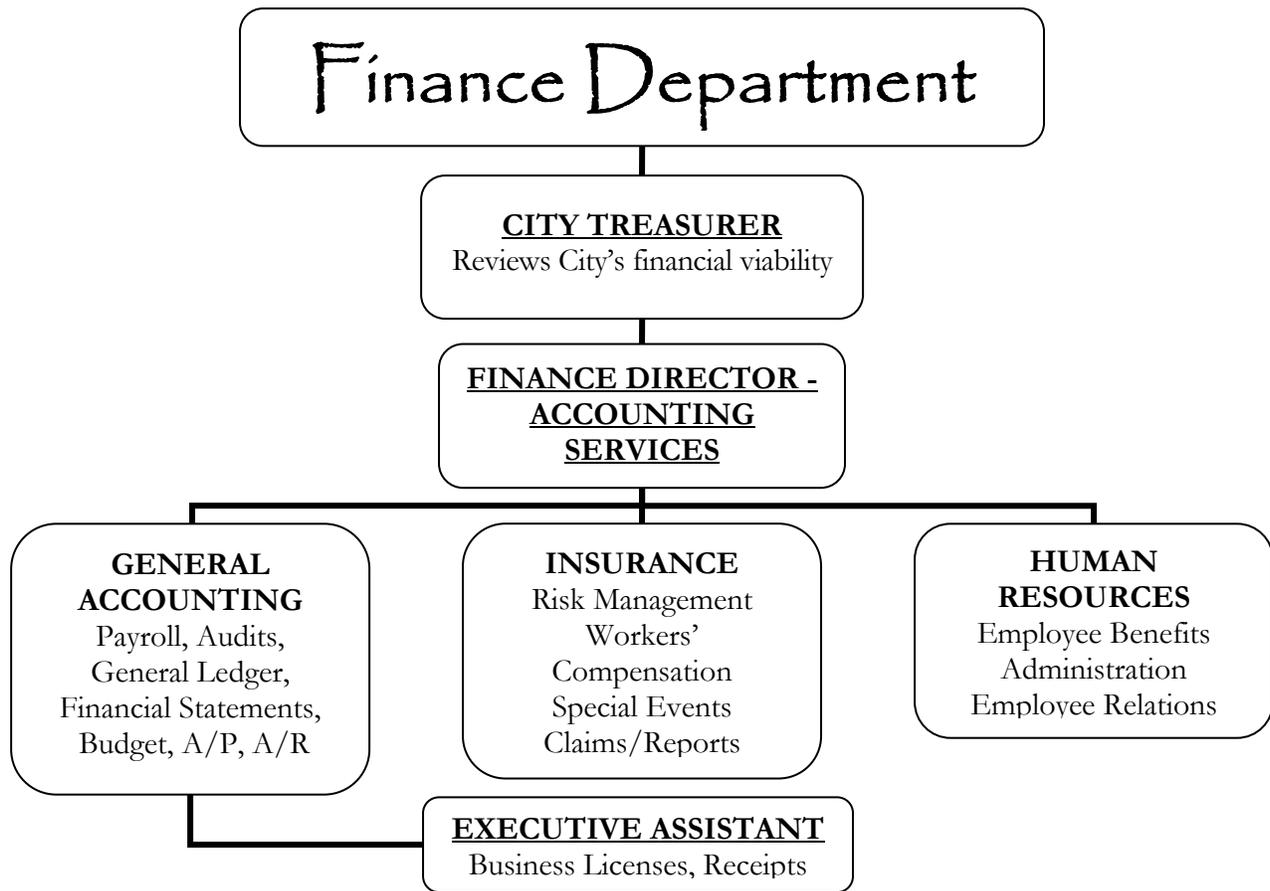
**5701 - Travel & Meetings**

Specified meetings for the City Clerk that are authorized by the City Manager, such as Southern California City Clerk Association meetings (approximately \$250), and other special policy and regulations meetings (MMASC).

**5810 - Election Expenses**

Provides for election related expenses paid to the County Registrar of Voters for General Election for both regular and absentee operations (every 2 years).

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The Finance Department plans, directs, and coordinates the fiscal affairs of the City in accordance with specific objectives established by legal and professional standards. It provides for the maintenance of the City's financial records, develops related systems, and provides management with information necessary for sound fiscal decisions. This includes preparation of the audit, appropriation control, payroll, cost and revenue accounting, accounts receivable, accounts payable, and business licensing. The Finance Department is also responsible for investing and safeguarding the City's cash in accordance with City Council investment policies.

**2011-12 Accomplishments**

- Prepared the first Comprehensive Annual Financial Report (CAFR) and completed the annual financial audit, with no significant deficiencies reported for the fiscal year.
- Managed the sales tax auditing service contract that investigated collection and remittance of sales taxes due to the City.
- Received the GFOA Distinguished Budget Award for FY 2011-12.
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting Award for the City CAFR for FY 2011-12.
- Aggressively managed all vendor contracts to minimize costs wherever possible.
- Renewed bank services with F&M Bank.

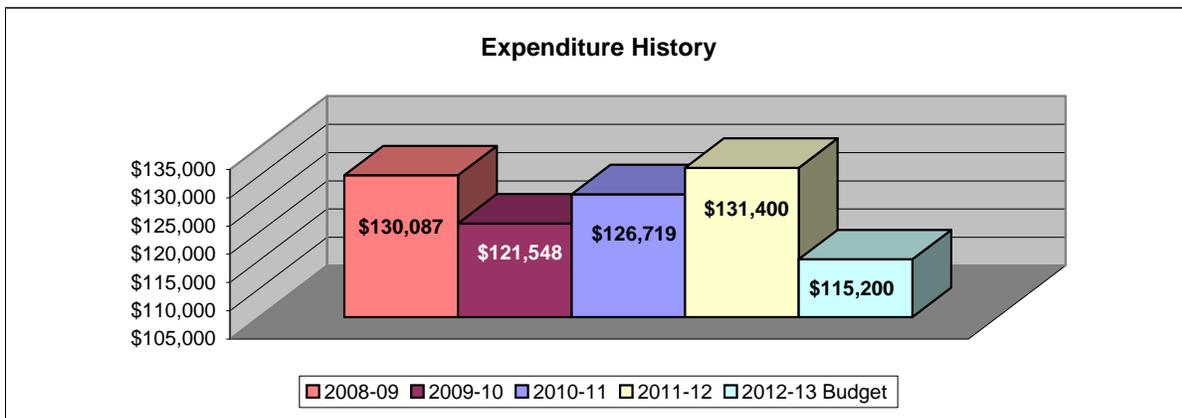
**2012-13 Goals**

- Pursue the GFOA Certificate of Achievement for Excellence in Financial Reporting for FYE 6/30/12.
- Pursue the GFOA Distinguished Budget Award for FYE 6/30/12.
- Continue to revise financial policies.
- Assist grant management with City Engineer over capital projects.

**Department**  
Administration  
**Division**  
4140 - Finance

**Funding Sources**  
General Fund - 01

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services</u></b>							
4101	Salaries - Full Time	\$ 11,549	12,276	12,725	12,900	12,900	5,700 <sup>11</sup>
4112	Salaries - Part Time	67,283	62,903	69,006	68,200	68,200	67,800 <sup>11</sup>
4131	Fringe Benefits - Full Time	5,029	5,583	5,423	5,900	5,900	1,800 <sup>11</sup>
4132	Fringe Benefits - Part Time	15,660	19,024	18,438	19,600	19,600	16,200 <sup>11</sup>
<b>Total Personnel Services</b>		<b>99,521</b>	<b>99,786</b>	<b>105,592</b>	<b>106,600</b>	<b>106,600</b>	<b>91,500</b>
<b><u>Maintenance and Operations</u></b>							
5105	Operating Supplies	97	372	133	400	400	200
5110	Misc. Finance Charges	667	740	751	400	400	700
5301	Prof. Services - Audit	18,600	14,200	15,580	16,500	16,700	17,300
5308	Contractual Svcs	460	1,579	-	-	-	-
5390	Prof. Services - Payroll	2,380	2,553	2,223	2,400	2,400	2,400
5391	Contract Svcs - Software Spt.	1,749	1,805	1,757	1,800	1,800	1,800
5394	Contractual Services-ICM	5,636	-	-	1,400	1,400	- <sup>11</sup>
5625	Dues & Publications	324	280	465	900	900	1,000
5630	Development Seminars	-	-	-	500	400	- <sup>14</sup>
5701	Travel & Meetings	95	142	-	200	200	200
5820	Interest Expense	558	91	218	300	200	100
<b>Total Maintenance and Operations</b>		<b>30,566</b>	<b>21,762</b>	<b>21,127</b>	<b>24,800</b>	<b>24,800</b>	<b>23,700</b>
<b>Total Division Budget</b>		<b>\$ 130,087</b>	<b>121,548</b>	<b>126,719</b>	<b>131,400</b>	<b>131,400</b>	<b>115,200</b>



<sup>11</sup> In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.

<sup>14</sup> Finance Director attends CSMFO conference when it is local. In FY 2012-13 it is located in Northern California.

**Department**  
Administration  
**Division**  
4140 - Finance

**Funding Sources**  
General Fund - 01

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**Account Summary**

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**5105 - Operating Supplies**

Provides for various office supplies specific to Finance, to include business cards, checks - \$400 (every other year), and other accounting needs.

**5110 - Misc. Finance Charges**

Miscellaneous bank charges throughout the fiscal year, OCIP-\$750 and PERS-\$150.

**5301 - Professional Services - Audit**

Contractual service required by the State and Federal government.

**5308 - Contractual Services**

Provides for temporary office help.

**5390 - Professional Services - Payroll**

This account provides for employee payroll services that are contracted out to a private vendor, PAYCHEX.

**5391 - Contract Svcs - Software Support**

Provides for contract software (Blackbaud-Fundware) support for the City's Finance Software systems, basic package - \$1,800.

**5394 - Contractual Services/ICM**

Interim City Manager services hired to manage the City and assist the City Council with recruiting a permanent City Manager.

**5625 - Dues & Publications**

Provides for membership in professional organizations such as CA State Municipal Finance Officers - \$200; Government Finance Officers Association - \$200; Budget Award - \$200 and purchase of professional journals and publications.

**5630 - Development Seminars**

Provides for attendance at CSMFO conference - \$500 and other conferences available.

**5701 - Travel & Meetings**

Specified meetings for the Finance Director that are authorized by the City Manager for special policy and regulations meetings, MHM training - \$100.

**5820 - Interest Expense**

This account provides for interest expense related to street/pool/spa bond refunds upon project completion.

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# City Attorney's Office

## **CITY ATTORNEY**

Provides Legal Advice and Counsel  
Represents the City in legal matters  
Drafts Resolutions & Ordinances

## **DEPUTY CITY ATTORNEY**

Legal Research and Assistance  
Serves in absence of City Attorney

### **2011-12 Accomplishments**

Kept the City out of litigation.

Completed the renegotiation of the City's solid waste collection franchise, secured rates that are more competitive for residents while increasing franchise revenues.

Contained legal costs at the level of prior fiscal years.

Assisted City with smooth transition for new City Manager and new City Council member.

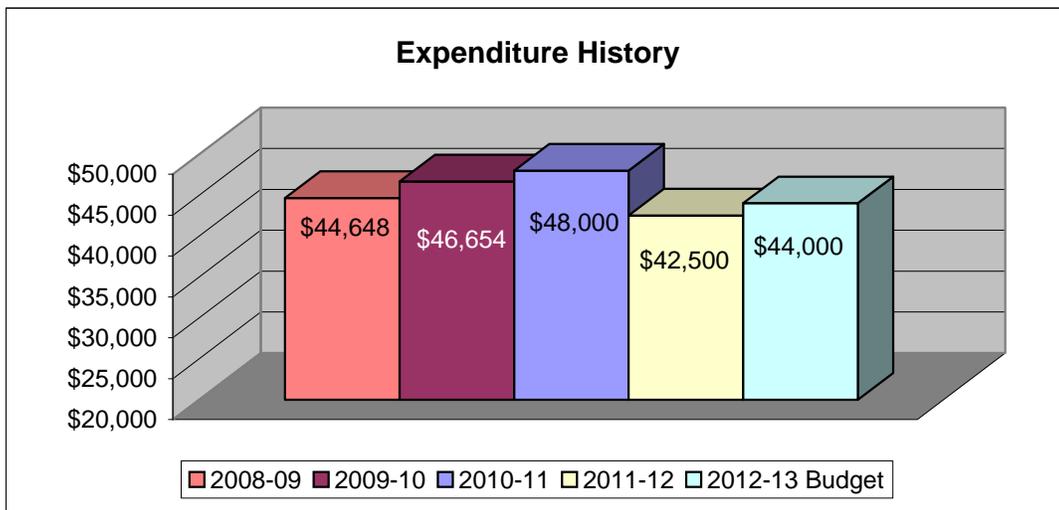
### **2012-2013 Goals**

Continue to provide economical legal services and steer city from costly legal battles to the fullest extent possible.

**Department**  
 Administration  
**Division**  
 4150 - City Attorney

**Funding Sources**  
 General Fund - 01

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
5303	Legal Services	\$ 41,757	41,420	42,000	42,000	42,000	43,000
5340	Other Legal Services	2,891	5,234	6,000	2,000	500	1,000
<b>Total Maintenance and Operations</b>		<b>44,648</b>	<b>46,654</b>	<b>48,000</b>	<b>44,000</b>	<b>42,500</b>	<b>44,000</b>
<b>Total Division Budget</b>		<b>\$ 44,648</b>	<b>46,654</b>	<b>48,000</b>	<b>44,000</b>	<b>42,500</b>	<b>44,000</b>



**Department**  
*Administration*  
**Division**  
*4150 - City Attorney*

**Funding Sources**  
*General Fund - 01*

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***Account Description***

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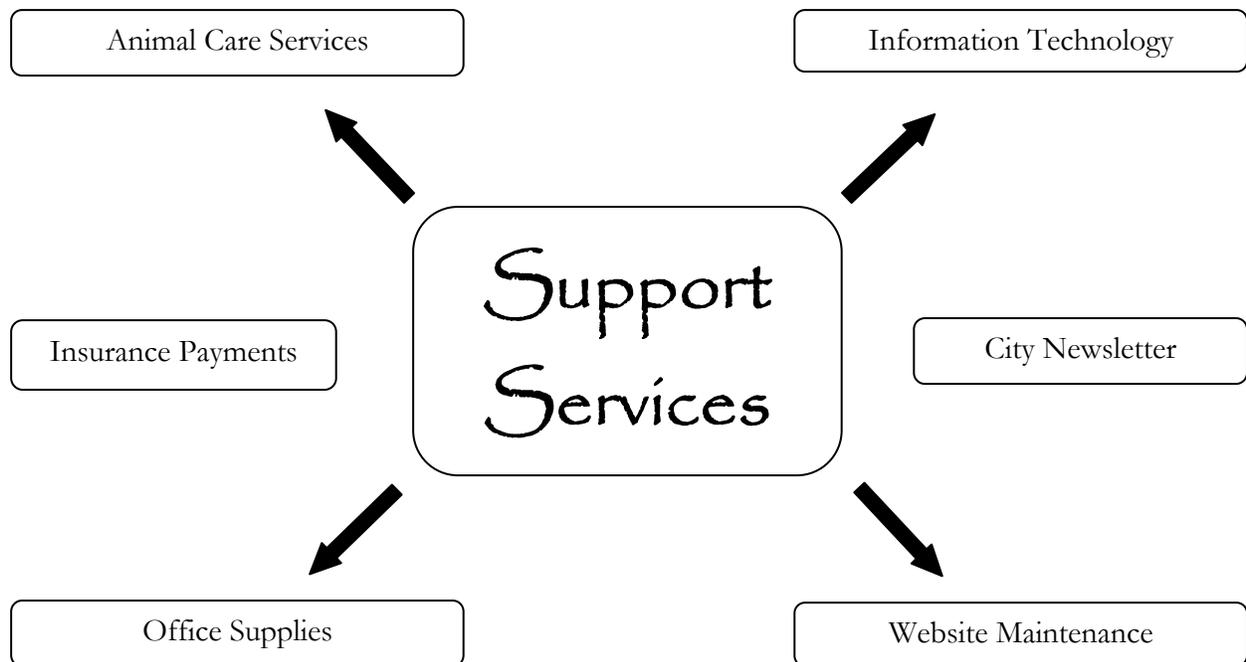
***5303 - Legal Services***

This account provides for the legal retainer for Rutan & Tucker.

***5340 - Other Legal Services***

Special legal services for the City such as Community Preservation, Nuisance Abatement, Election, Personnel, or other legal services.

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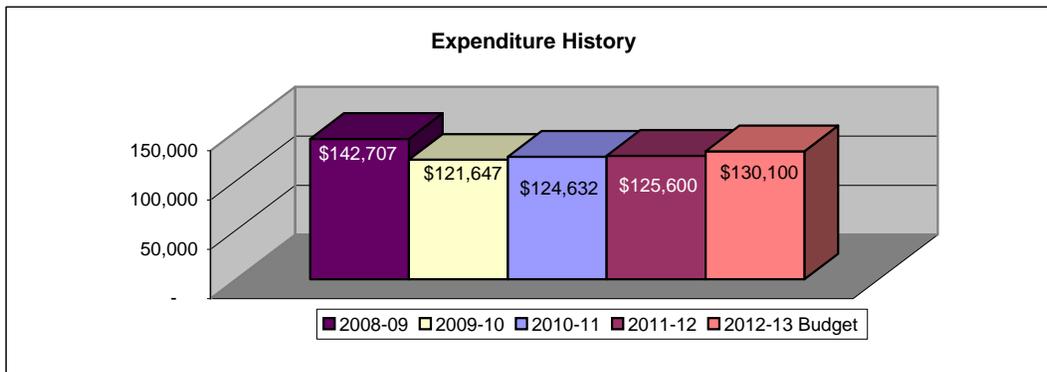
Support Services provides for expenditures not related to any one department in particular and general expenditures that pertain to the City as a whole.

For example, within the Support Services budget are costs related to general office supplies, postage, the City's newsletter production, and insurance payments. Since the City is small in size, other costs are detailed within Support Services because their inclusion in another department is either not warranted or is not closely associated with another department, such as the City's contract amount for Animal Care Services. In addition, the City does not contain a separate budget for information technology related items such as computer support or internet services. Those costs are within Support Services.

Department  
Administration  
Division  
4170 - Support Services

Funding Sources  
General Fund - 01  
Capital Projects - 07

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Maintenance and Operations</u></b>							
<b>General Fund - 01</b>							
5105	Operating Supplies	\$ 6,172	5,318	6,486	5,000	4,700	5,000
5107	Postage	2,625	1,121	2,414	2,100	2,000	1,700
5210	Maintenance/Office Equip.	5,680	5,157	5,147	4,000	4,000	4,500
5322	Animal Control Services	3,784	-	-	-	-	-
5323	City Newsletter	3,354	1,597	2,636	1,100	700	500
5324	City Newsletter Postage	617	-	-	-	-	-
5345	CATV Corporation	21,188	1,624	-	-	-	-
5346	Cable TV - Contract Svcs	-	10,315	7,073	8,000	8,000	6,000
5347	Info/Tech Support	2,257	1,042	5,295	8,800	8,800	7,300
5348	Cable TV-Miscellaneous Supp	-	2,810	3,381	200	100	1,100
5350	Website Maintenance/Dev.	653	1,052	1,397	2,500	2,100	1,900
5368	Community Programs	2,500	-	-	10,000	10,000	-
5390	Contract Services/Special	-	900	-	100	-	400
5403	Property Tax Admin. Fee	17,749	17,645	20,333	21,700	21,700	24,000
5405	Insurance - P.L./P.D.	60,562	55,091	54,186	52,000	52,000	53,800
5410	Budgeted Contingency	2,083	1,510	7,000	1,500	1,500	7,000
5625	Dues & Publications	13,416	14,277	8,534	9,000	9,000	5,900
5801	Miscellaneous	67	928	750	1,000	1,000	1,000
<b>Total Maintenance and Operations</b>		<b>142,707</b>	<b>120,387</b>	<b>124,632</b>	<b>127,000</b>	<b>125,600</b>	<b>120,100</b>
<b><u>Capital Outlay</u></b>							
<b>General Fund - 01</b>							
6100	Computer Equipment	-	-	-	-	-	5,000
6103	Cable TV Equipment	-	1,260	-	3,100	-	5,000
<b>Total Capital Outlay</b>		<b>-</b>	<b>1,260</b>	<b>-</b>	<b>3,100</b>	<b>-</b>	<b>10,000</b>
<b>Total Division Budget</b>		<b>\$ 142,707</b>	<b>121,647</b>	<b>124,632</b>	<b>130,100</b>	<b>125,600</b>	<b>130,100</b>



- 15 In FY 2012-13 City staff rebid VPTV video production for Council meetings and saved \$2,000.
- 16 Per City Council direction, the City donated \$10,000 in FY 2011-12 to the VPCSF for the City's 50th Anniversary Celebrations.
- 17 CJPIA rolled out their new calculation of the rolling retro deposit payments as to prefund insurance instead of using it as a loan. The City's insurance rates increased by \$7,800 in FY 2012-13; however, the Sewer Improvement Fund absorbed 10% of their share of these insurance costs, resulting in only an aggregate increase of \$1,800 to the General Fund in FY 2012-13.
- 18 City has opted out of OCCOG, SCAG and TIP for FY 2012-13.
- 19 In FY 2011-12 the City IT consultants recommended purchasing a new server for City Hall. This expenditure is reflected in the FY 2012-13 budget.

**Department**  
Administration  
**Division**  
4170 - Support Services

**Funding Sources**  
General Fund - 01  
Capital Projects - 07

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**Account Summary**

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**5105 - Operating Supplies**

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The account provides for general office supplies and printing of the budget.

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**5107 - Postage**

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The account provides for citywide general postage requirements.

---

**5210 - Maintenance/Office Equipment**

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This account provides for the routine maintenance of office equipment - copier, printers, fax machine, telephones, etc. This account combines the various accounts within the Administration function.

---

**5322 - Animal Control Services**

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This account provides for contract animal control services through the County of Orange. The City is billed for services in Villa Park that are in excess of the total animal license fee revenue collected by the County for City of Villa Park residents.

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**5323 - City Newsletter**

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This account provides for expenses related to preparing the weekly e-net City newsletter.

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**5346 - Cable TV - Contractual Services**

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This account provides for the cable TV contractual services for filming Council meetings - \$4,800 and monthly streaming of Council meetings - \$1,200.

---

**5347 - Information Technology Support**

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This account provides for hardware, software (Dream Weaver - \$500) and technology support with MCDA - \$4,800 to maintain the City's computer system.

---

**5348 - Cable TV Miscellaneous Support**

---

This account provides for miscellaneous small equipment and other services related to cable TV services.

---

**5350 - Website Maintenance/Development**

---

This account provides for the hosting and email management of the City's website.

---

**5368 - Community Programs**

---

This account provides funding for special projects authorized by Council to support the City's non-profits.

---

**5390 - Contract Services Special**

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This account provides for the City's computer consultant and miscellaneous software and hardware support. This is not an annual contract, but is used on an as-needed basis.

---

**5403 - Property Tax Admin Fee**

---

This account provides for the administrative fee assessed by the County in order to process the City's Property Tax revenue.

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**5405 - Insurance P.L./P.D./Pollution**

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This account provides for the Public Liability - \$49,800, Property Damage - \$8,800, Pollution (every 3 years, paid in 2011/12) Insurance through the CJPIA and crime insurance - \$800.

---

**5410 - Budgeted Contingency**

---

This account provides for various contingencies throughout the year on a support level. This account can also be used for special projects.

---

**5625 - Dues & Publications**

---

This account provides for various dues and publications to which the City prescribes: LOCC State - \$4,200 and LAFCO - \$900.

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**5801 - Miscellaneous**

---

This account provides for miscellaneous administrative costs associated with support services, including tuition reimbursement.

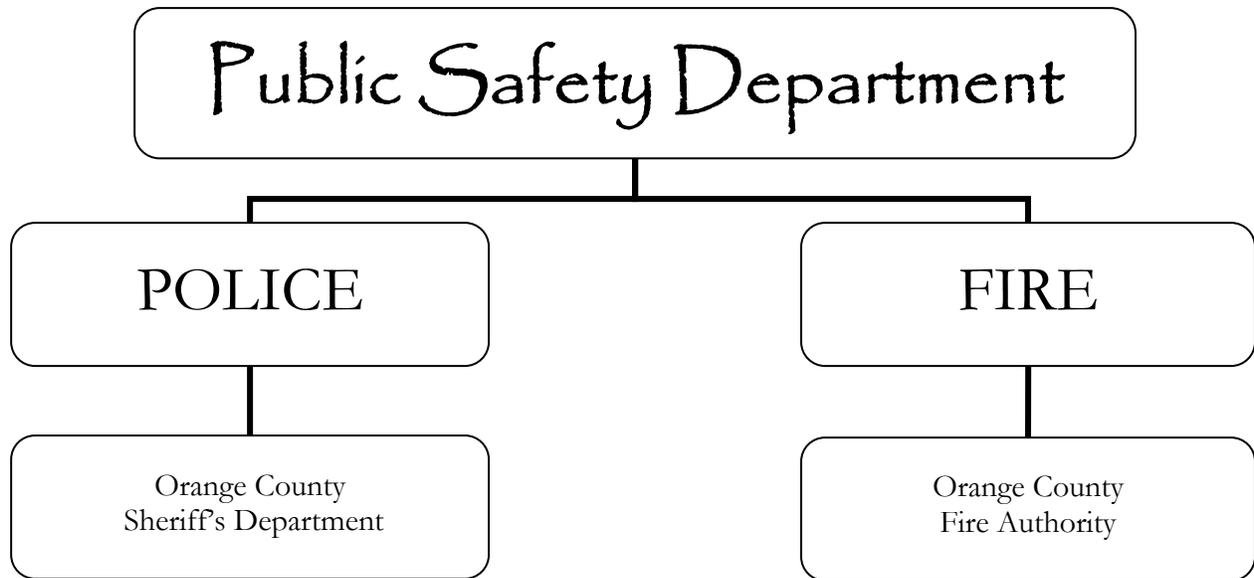
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**6103 - Cable TV Equipment**

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This account provides for capital replacement of equipment that relate to the cable TV program.

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The Orange County Sheriff's Department (for law enforcement services) and the Orange County Fire Authority (for fire and emergency medical services) proudly serve the City of Villa Park.

Since its incorporation in 1962, the City has contracted with the Orange County Sheriff's Department for law enforcement services and pays for the services primarily through General Fund revenues. Additionally, the City utilizes Supplemental Law Enforcement Services Funds (SLESF) made possible through the Citizen's Option for Public Safety Program (COPS) funded by the State of California. SLESF funds are for services over a base line contracted amount. The City specifically uses its SLESF money to fund a School Resource Officer (SRO) that is tasked with working proactively to address calls for police services on the City's school campuses. The City has used these funds conservatively over the years, building up a fund balance that can be utilized in a fiscal year if the State eliminates this funding source. In FY 2012-13, the State funding for the SLESF money is available. For Fiscal Year 2012-13, the County law enforcement contract is \$1,149,464.

The City is a founding member of the Orange County Fire Authority (OCFA), a joint powers authority providing fire and emergency medical services for twenty-three cities in Orange County and the unincorporated County of Orange. For 45 years, the volunteer Villa Park Engine Company 223 has served the City with dedicated volunteer reserve firefighters. Engine 223 is now considered a reserve engine, operating out of Station 23 as a back up to the career OCFA firefighters. The City does not contract with OCFA directly for services; instead, portions of property taxes paid to the County of Orange are allocated to the OCFA for fire and emergency medical services.

### **2011-12 Accomplishments**

Continued the School Resource Officer (SRO) position.

Continued to hold crime rates to historically low levels, maintaining a safe community.

Revitalized the Community Emergency Response Team (CERT) program by recruiting new CERT volunteers, appointing a Volunteer Coordinator, offering a CERT training session, and holding quarterly CERT volunteer meetings.

Worked with schools and parent groups to conduct a review of traffic safety issues at each of the City's four school sites.

Implemented the recommendations resulting from the School Site Traffic Reviews.

### **2012-13 Goals**

Continue the revitalization of the City's CERT program.

Offer one CERT Training Course.

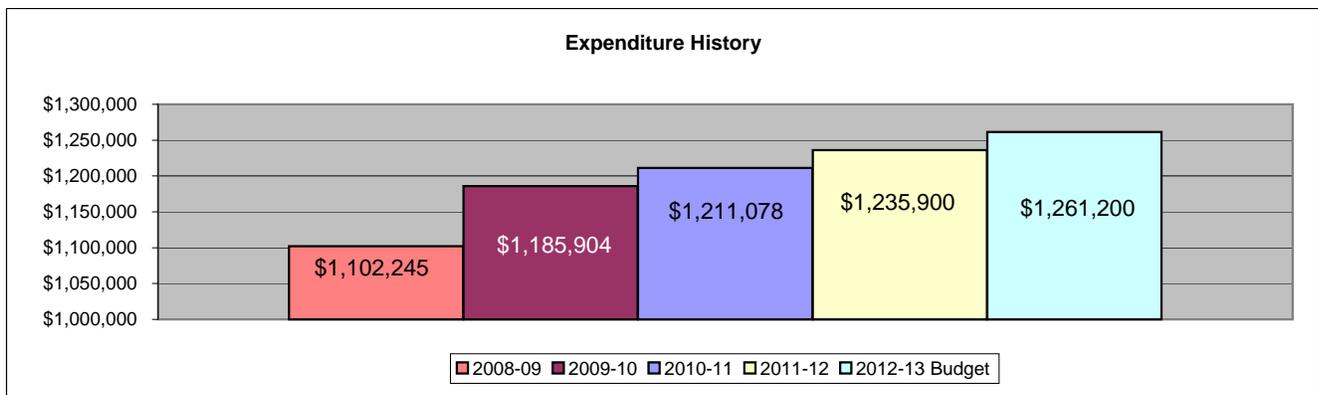
Continue the SRO program.

Continue to hold crime rates to historically low levels, maintaining a safe community.

**Department**  
Public Safety  
**Division**  
4210 - Law Enforcement

**Funding Sources**  
General Fund - 01  
Traffic Safety Fund - 04  
COPS Fund - 09  
CLEEP Fund - 12

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Maintenance and Operations</u></b>							
<b>General Fund - 01</b>							
5105	Office Supplies	\$ 175	361	120	300	200	200
5335	Cont. Services - General Law	987,338	1,062,290	1,072,259	1,102,300	1,095,300	1,117,100
5336	Cont. Services - Crossing Gd.	-	9,800	14,500	15,800	15,800	9,400
5338	Directed/Special Assignment	-	-	325	-	-	-
5339	Cont. Services - Parking	3,522	6,082	4,781	4,700	4,700	5,000
5340	Miscellaneous Equip. Costs	11,070	5,688	4,261	4,200	4,100	4,400
		<u>1,002,105</u>	<u>1,084,221</u>	<u>1,096,246</u>	<u>1,127,300</u>	<u>1,120,100</u>	<u>1,136,100</u>
<b>Traffic Safety Fund - 04</b>							
5335	Cont. Services - General Law	24,606	12,438	14,000	13,100	11,100	13,000
<b>COPS (Supplemental Law Enforcement Services) Fund - 09</b>							
5337	Cont. Services - Supplemental	63,157	67,671	80,218	85,000	82,000	85,000
5338	Directed/Special Assignment	-	-	13,204	25,000	15,000	17,000
5340	Misc. Equipment Costs	-	124	-	-	-	-
5395	Cont. Services-Nuisance Abatement	-	1,253	-	-	-	-
		<u>63,157</u>	<u>69,048</u>	<u>93,422</u>	<u>110,000</u>	<u>97,000</u>	<u>102,000</u>
<b>CLEEP (California Law Enforcement Equipment Program) Fund - 12</b>							
5340	Misc. Equipment Costs	6,527	10,495	7,410	7,700	7,700	7,100
	<b>Total Maintenance and Operations</b>	<u><b>1,096,395</b></u>	<u><b>1,176,202</b></u>	<u><b>1,211,078</b></u>	<u><b>1,258,100</b></u>	<u><b>1,235,900</b></u>	<u><b>1,258,200</b></u>
<b><u>Capital Outlay</u></b>							
<b>CLEEP (California Law Enforcement Equipment Program) Fund - 12</b>							
6100	Equipment	5,850	9,702	-	-	-	3,000
	<b>Total Capital Outlay</b>	<u><b>5,850</b></u>	<u><b>9,702</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>3,000</b></u>
	<b>Total Division Budget</b>	<u><b>\$ 1,102,245</b></u>	<u><b>1,185,904</b></u>	<u><b>1,211,078</b></u>	<u><b>1,258,100</b></u>	<u><b>1,235,900</b></u>	<u><b>1,261,200</b></u>



- 20 The City is billed a year in arrears for their crossing guard; therefore, the City is realizing a savings in FY 2012-13 for the elimination of a crossing guard in FY 2011-12.
- 21 In FY 2012-13 the City will fund and upgrade of EOC electronic equipment utilizing CLEEP money.

**Department**  
Public Safety  
**Division**  
4210 - Law Enforcement

**Funding Sources**  
General Fund - 01  
Traffic Safety Fund - 04  
COPS Fund - 09  
CLEEP Fund - 12

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**Account Description**

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**5105 - Office Supplies**

This account provides for miscellaneous office supply needs specific to the Sheriff's office such as toner and paper.

**5335 - Contract Services - General Law**

This account provides for the annual contract with the Orange County Sheriff's Department (OCSD) and includes the deployment of 4 deputies, 1/2 of an investigator, and auto theft task force participation.

**5336 - Contract Services - Crossing Guard**

This account provides for the Orange County Crossing Guard contract. The City has one crossing guard paid through the OCSD contract fee.

**5337 - Contract Services - Supplemental**

This account provides funding for one contract deputy position above a base line contract. The funding is Supplemental Law Enforcement Services (SLESF) funds.

**5338 - Directed - Special Assignment**

This account provides for various special assignment/directed enforcement activities requested by the City. Examples include community events, Council Meeting coverage, protest control, and additional enforcement if required.

**5339 - Contract Services - Parking**

This account provides for the fees associated with processing the parking citations fines issued.

**5340 - Misc. Equipment Costs**

This account provides various communication charges to include standard quarterly communications charges, 800 MHz, & Mobile Data Computer costs. These costs are funded through the CLEEP grant. Additional equipment or uniform costs may be applied here.

**5395 - Contract Services - Nuisance Abatement**

This account provides funding for law enforcement support when staff is handling community preservation issues.

**6100 - Equipment**

Equipment and office space remodel for the Emergency Office Command Center "EOC" using CLEEP funds.

**Department**  
 Public Safety  
**Division**  
 4215 - Emergency Preparedness

**Funding Sources**  
 General Fund - 01

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Maintenance and Operations</u></b>							
5105	Operating Supplies	\$ 197	54	68	100	100	4,000 <sup>22</sup>
5390	Contractual Services	-	3,293	-	-	-	-
<b>Total Maintenance and Operations</b>		<b>197</b>	<b>3,347</b>	<b>68</b>	<b>100</b>	<b>100</b>	<b>4,000</b>
<b>Total Division Budget</b>		<b>\$ 197</b>	<b>3,347</b>	<b>68</b>	<b>100</b>	<b>100</b>	<b>4,000</b>

22 The City is revamping the CERT program and will purchase new supplies to enhance the program.

**Department**

*Public Safety*

**Division**

*4215 - Emergency Preparedness*

**Funding Sources**

*General Fund - 01*

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***Account Description***

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***5105 - Operating Supplies***

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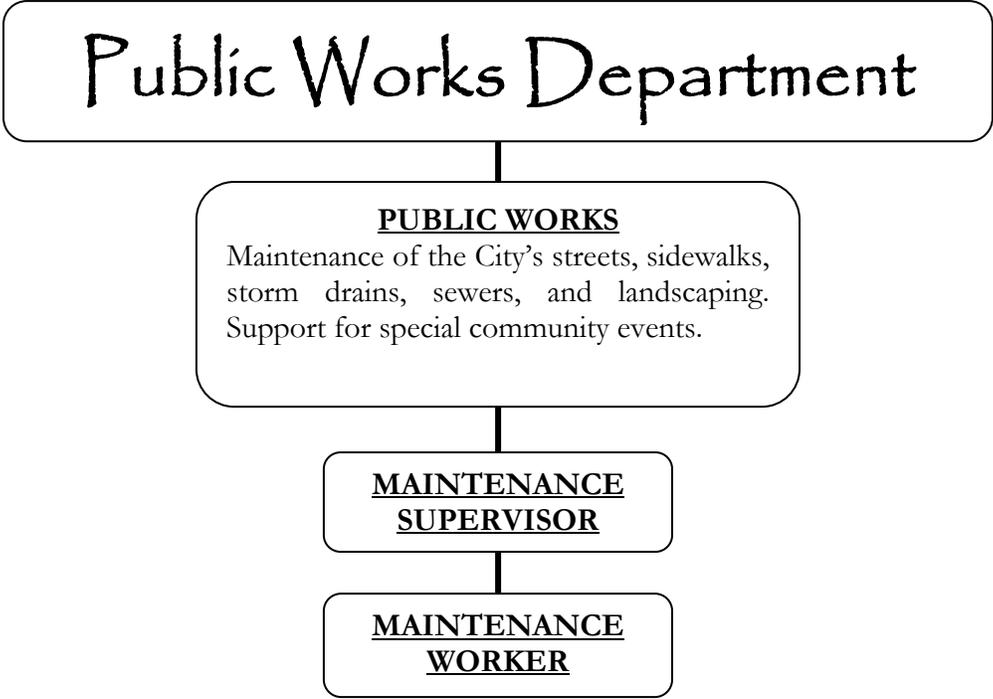
This account provides for miscellaneous supply needs specific to emergency preparedness, Community Emergency Response Team (CERT).

***5390 - Contractual Services***

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This account covers contracts or services related to emergency preparedness to include, but not limited to, supplemental disaster training or contracts for services/maintenance of items.

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The Public Works Department is responsible for the maintenance of the City street system, which includes signs, markings, sidewalks and traffic signals; the non-potable water system which includes the operation and maintenance of water distribution on City medians, streets, and right-of-ways; landscape maintenance which includes median, street, wall, and greenbelt maintenance; storm drain maintenance which includes the cleaning and flushing of storm drain systems; and the maintenance of the City's Civic Center.

**2011-12 Accomplishments**

- Provided support services for community events, such as the Boat Parade, Santa Tour, Halloween Fest, Women's League Home Tour and Family Picnic.
- Provided monthly maintenance reports to the City Manager.
- Developed a curb/gutter/sidewalk deficiency reporting program and maintenance schedule to better track costs and maintenance needs.

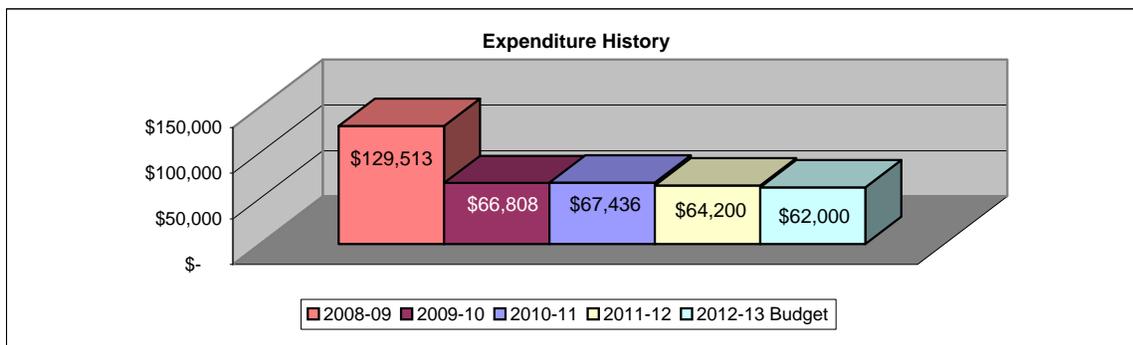
**2012-13 Goals**

- Continue to review maintenance procedures/practices for efficiencies and cost savings.
- Continue to identify median landscaping restoration projects, with the goal of completing several each fiscal year.
- Maintain resident satisfaction and strong commitment to community aesthetics.

**Department**  
 Public Works  
**Division**  
 4315 - Civic Center

**Funding Sources**  
 General Fund - 01

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget	
<b><u>Personnel Services</u></b>								
4101	Salaries - Full Time	\$ 18,503	18,220	19,382	18,700	18,200	18,900	11
4112	Salaries - Part Time	698	367	706	1,300	1,300	3,100	11
4131	Fringe Benefits - Full Time	8,173	9,305	8,972	8,000	8,800	8,400	11
4132	Fringe Benefits - Part Time	72	-	197	400	400	600	11
	<b>Total Personnel Services</b>	<b>27,446</b>	<b>27,892</b>	<b>29,257</b>	<b>28,400</b>	<b>28,700</b>	<b>31,000</b>	
<b><u>Maintenance and Operations</u></b>								
5105	Operating Supplies	4,076	3,466	3,274	3,600	2,700	2,700	
5201	Building Maintenance	22,327	6,705	5,303	7,000	6,700	4,500	23, 24
5308	Contract Services	96	395	-	-	-	-	
5320	Chamber Maintenance	668	953	-	1,000	800	700	23
5390	Custodial Services	5,383	5,940	5,940	6,000	5,100	5,300	23
5394	Contract Services-ICM	-	-	-	600	600	-	11
5501	Telephone Utilities	4,347	4,126	3,988	2,800	2,100	1,500	23
5505	Electric Utilities	16,275	16,596	17,844	18,400	16,500	15,300	23
5520	Gas Utilities	446	394	1,388	1,400	500	800	23
5530	Water Utilities	337	341	442	500	500	200	
	<b>Total Maintenance and Operations</b>	<b>53,955</b>	<b>38,916</b>	<b>38,179</b>	<b>41,300</b>	<b>35,500</b>	<b>31,000</b>	
<b><u>Capital Outlay</u></b>								
6100	Office Equipment & Furniture	13,902	-	-	-	-	-	
6102	Council Chamber Remodel	34,210	-	-	-	-	-	
	<b>Total Capital Outlay</b>	<b>48,112</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total Division Budget</b>	<b>\$ 129,513</b>	<b>66,808</b>	<b>67,436</b>	<b>69,700</b>	<b>64,200</b>	<b>62,000</b>	



- 11 In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.
- 23 In FY 2012-13, the City decreased the General Fund civic center costs by 10% and charged the Sewer Improvement Fund for these related administrative costs.

**Department**  
Public Works  
**Division**  
4315-Civic Center

**Funding Sources**  
General Fund - 01

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**Account Description**

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**5105 - Operating Supplies**

This account provides for various day-to-day operating supplies for City Hall, including restroom supplies.

**5201 - Building Maintenance**

This account provides for on-going maintenance activities & certain minor repair work at City Hall.

**5308 - Contractual Services**

Provides for temporary office help.

**5320 - Chamber Maintenance**

This account provides for maintenance and/or replacement of furniture & fixtures in the City Hall Council Chambers.

**5390 - Custodial Services**

Custodial services for City Hall, Library, and the Chambers three times a week, \$6,000.

**5394 - Contractual Services/ICM**

Interim City Manager services hired to manage the City and assist the City Council with recruiting a permanent City Manager.

**5501 - Telephone Utilities**

Utility costs for telephone services at City Hall.

**5505 - Electric Utilities**

Utility costs for electric services at City Hall.

**5520 - Gas Utilities**

Utility costs for gas services at City Hall.

**5530 - Water Utilities**

Utility costs for water services at City Hall.

**6100 - Office Equipment & Furniture**

This account provides for replacement of furniture & fixtures throughout the Civic Center.

**6102 - Council Chamber Remodel**

This account provides for purchases made on behalf of the Council Chamber remodel project, 2009.

**Department**

Public Works

**Division**

4320-Public Works General

**Funding Sources**

General Fund - 01

Aid to Cities Fund - 03

AQMD Fund - 08

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget	
<b><u>Personnel Services</u></b>								
<b>General Fund - 01</b>								
4101	Salaries - Full Time	\$ 58,969	66,035	69,234	71,500	67,400	70,900	11
4112	Salaries - Part Time	1,473	1,102	706	1,400	1,400	3,100	11
4131	Fringe Benefits - Full Time	27,999	37,946	33,326	32,800	32,800	29,800	11
4132	Fringe Benefits - Part Time	215	-	197	400	400	600	11
		<u>88,656</u>	<u>105,083</u>	<u>103,463</u>	<u>106,100</u>	<u>102,000</u>	<u>104,400</u>	
<b>Aid to Cities Fund - 03</b>								
4101	Salaries - Full Time	5,710	7,994	-	5,000	5,000	5,000	
4112	Salaries - Part Time	1,200	-	-	-	-	-	
		<u>6,910</u>	<u>7,994</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	
	<b>Total Personnel Services</b>	<b>95,566</b>	<b>113,077</b>	<b>103,463</b>	<b>111,100</b>	<b>107,000</b>	<b>109,400</b>	
<b><u>Maintenance and Operations</u></b>								
<b>General Fund - 01</b>								
5105	Operating Supplies	6,675	4,335	4,254	6,600	5,800	6,000	
5115	Uniform Expense	696	511	393	800	800	500	
5205	Vehicle Operation/Maint.	16,724	11,054	16,157	13,000	13,000	13,000	
5210	Equipment Maintenance	-	570	-	2,000	2,000	2,000	
5215	Traffic Signal Maint	10,538	7,321	10,188	12,000	12,000	12,000	
5220	Equipment Rental	64	188	-	100	-	100	
5225	Recreational Trail Maint.	1,677	3,144	2,184	2,400	2,100	2,200	
5308	Contractual Services	289	1,184	-	-	-	-	
5309	Street Sweeping	44,737	36,758	35,417	17,800	17,800	-	25
5370	Weed Abatement	-	1,800	700	1,000	500	500	
5371	Tree Trimming/Spraying	21,100	24,350	23,100	25,700	25,700	24,000	
5372	Traffic Striping	7,598	12,013	514	12,000	12,000	12,000	
5380	Landscape Maintenance	27,601	24,900	23,158	23,000	23,000	23,000	
5394	Contractual Services-ICM	1,127	-	-	600	600	-	11
5505	Electric Utilities	5,428	5,517	6,206	6,000	5,600	6,200	
5530	Water Utilities	22,315	16,162	26,537	35,000	35,000	37,000	
		<u>166,569</u>	<u>149,807</u>	<u>148,808</u>	<u>158,000</u>	<u>155,900</u>	<u>138,500</u>	
<b>Aid to Cities Fund - 03</b>								
5105	Operating Supplies	1,488	4,025	-	-	-	-	
5308	Contract Services	4,603	6,087	-	-	-	-	
		<u>6,091</u>	<u>10,112</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>AQMD Fund - 08</b>								
5210	Equipment Maintenance	395	3,923	-	-	-	3,000	
	<b>Total Maintenance and Operations</b>	<b>173,055</b>	<b>163,842</b>	<b>148,808</b>	<b>158,000</b>	<b>155,900</b>	<b>141,500</b>	
<b><u>Capital Outlay</u></b>								
<b>General Fund - 01</b>								
6200	Equipment & Repairs	-	2,338	80	1,000	-	500	
6202	Equipment Replacement	1,105	-	-	1,500	1,500	500	
6300	Vehicle Replacement	-	-	-	24,000	24,000	-	26
6301	Roadway, Fence, & Wall	3,184	3,402	2,003	5,000	5,000	4,000	
		<u>4,289</u>	<u>5,740</u>	<u>2,083</u>	<u>31,500</u>	<u>30,500</u>	<u>5,000</u>	
<b>AQMD Fund - 08</b>								
6202	Equipment Replacement	10,205	-	-	1,000	900	2,000	
	<b>Total Capital Outlay</b>	<b>14,494</b>	<b>5,740</b>	<b>2,083</b>	<b>32,500</b>	<b>31,400</b>	<b>7,000</b>	
	<b>Total Division Budget</b>	<b>\$ 283,115</b>	<b>282,659</b>	<b>254,354</b>	<b>301,600</b>	<b>294,300</b>	<b>257,900</b>	

11 In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.

25 In FY 2011-12 the City renegotiated its' contract with VP Disposal to absorb the City's street sweeping services.

26 In FY 2011-12 the City purchased a new public works vehicle.

**Department**  
Public Works  
**Division**  
4320-Public Works General

**Funding Sources**  
General Fund - 01  
Aid to Cities Fund - 03  
AQMD Fund - 08

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**Account Description**

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**5105 - Operating Supplies**

This account provides for various operational supplies for the Public Works General functions, to include chemicals, tools, and the maintenance of small equipment, etc.

**5115 - Uniform Expense**

This account provides for uniform cleaning and rental.

**5205 - Vehicle Operation & Maintenance**

This account provides for fuel, various repairs, and replacement of minor parts of vehicles.

**5210 - Equipment Maintenance**

This account provides purchasing of small tools and other small equipment repairs.

**5215 - Traffic Signal Maintenance**

This is a contract account for traffic signal maintenance of city operated signals and joint use with the City of Orange.

**5220 - Equipment Rental**

This account provides for highway sign rental and miscellaneous equipment.

**5225 - Recreational Trail Maintenance**

This account provides for expenditures related to trail and amenity maintenance (i.e. doggie bags).

**5308 - Contractual Services**

Provides for special studies through temporary office help.

**5309 - Contract Services - Street Sweeping**

This account provides for expenditures related to the City's street sweeping contract. Effective January 1, 2012 VP Disposal is absorbing this cost for the City.

**5370 - Weed Abatement**

This account provides for expenditures related to weed abatement.

**5371 - Tree Trimming/Spraying**

Contract maintenance services for tree and tree stump removal, trimming, and spraying.

**5372 - Traffic Striping**

This account provides for contract or in-house street and traffic striping including stenciling streets.

**5380 - Landscape Maintenance**

This account provides for contract landscape maintenance services.

**5394 - Contractual Services-ICM**

Interim City Manager services hired to manage the City and assist the City Council with recruiting a permanent City Manager.

**5505 - Electric Utilities**

This account provides for electric utilities for various off-premise meters.

**5530 - Water Utilities**

This account provides for water services for various park and median landscaping.

**6200 - Equipment & Repairs**

This account provides for purchase of small equipment and repairs.

**6202 - Equipment Replacement**

This account is for the replacement of large equipment.

**6300 - Vehicle Replacement**

This account provides for replacement of vehicles.

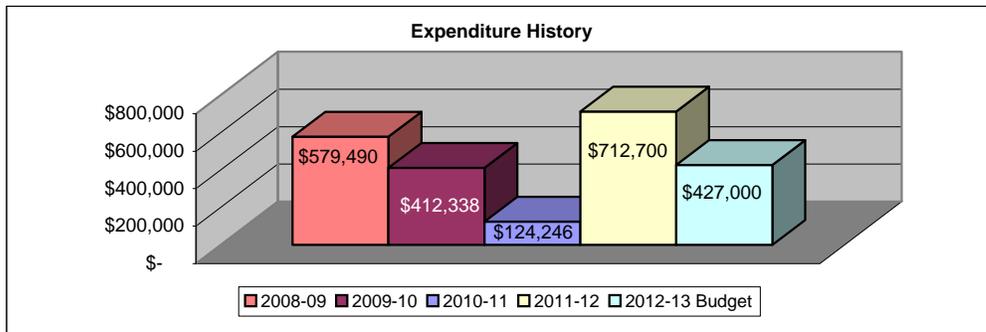
**6301 - Roadway Fence & Wall**

Various large purchases to enhance the roadway, fence, or median planters repair throughout the City. Replace certain irrigation systems throughout the City.

**Department**  
Public Works  
**Division**  
4340 - Street Maintenance

**Funding Sources**  
General Fund - 01  
Gas Tax Fund - 02  
Aid to Cities Fund - 03  
Measure M - Local Sales Tax Fund - 05

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget	
<b><u>Personnel Services</u></b>								
<b>General Fund - 01</b>								
4101	Salaries - Full Time	\$ 10,290	10,523	16,842	16,800	16,800	17,800	11
4131	Fringe Benefits - Full Time	4,580	5,480	7,986	7,100	7,800	8,200	11
<b>Total Personnel Services</b>		<b>14,870</b>	<b>16,003</b>	<b>24,828</b>	<b>23,900</b>	<b>24,600</b>	<b>26,000</b>	
<b><u>Maintenance and Operations</u></b>								
<b>General Fund - 01</b>								
5105	Operating Supplies	8,159	5,299	5,199	4,900	4,900	6,000	
5374	Sidewalk Repair	9,950	15,975	20,000	20,000	20,000	20,000	
5376	Pavement Rehabilitation	2,325	96,200	360	159,500	159,500	112,000	27
5382	Rule 20A Underground Utilities	-	-	20,000	5,000	5,000	-	28
		20,434	117,474	45,559	189,400	189,400	138,000	
<b>Gas Tax Fund - 02</b>								
5376	Pavement Rehabilitation	143,800	106,400	26,063	309,000	309,000	165,000	27
5381	Median Repairs	18,686	-	10,780	7,000	5,500	10,000	
		162,486	106,400	36,843	316,000	314,500	175,000	
<b>Aid to Cities Fund - 03</b>								
5376	Pavement Rehabilitation	163,700	82,815	16,717	79,600	79,600	-	27
<b>Measure M - Local Sales Tax Fund - 05</b>								
5302	Administrative Costs	-	8,146	299	3,200	3,200	3,000	
5376	Pavement Rehabilitation	218,000	81,500	-	101,400	101,400	85,000	27
		218,000	89,646	299	104,600	104,600	88,000	
<b>Total Maintenance and Operations</b>		<b>564,620</b>	<b>396,335</b>	<b>99,418</b>	<b>689,600</b>	<b>688,100</b>	<b>401,000</b>	
<b>Total Division Budget</b>		<b>\$ 579,490</b>	<b>412,338</b>	<b>124,246</b>	<b>713,500</b>	<b>712,700</b>	<b>427,000</b>	



- 11 In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.
- 27 Pavement rehabilitation varies from year to year depending on funding from the State and County. The City's MOE for Measure M is \$263,000, so that will be the minimum General Fund goal for each year. In FY 2012-13 the City staff, with the assistance of OCTA, prepared a new calculation for the City's MOE; therefore, the City is utilizing more of the special project funding for the City's annual pavement rehabilitation project. Also, in FY 2011-12 the City realized both the FY 2010-11 and FY 2011-12 annual pavement rehabilitation projects. Also, the Traffic Congestion Relief revenue was swapped out with Gas Tax money; therefore, in FY 2012-13 there are no pavement rehabilitation expenses in the Aid to Cities Fund which reflects the transfer of revenue to the Gas Tax Fund.
- 28 In FY 2011-12 the City purchased Rule 20A money from the City of Laguna Woods at a discount in order to increase the amount of funding the City of Villa Park had for the Rule 20A undergrounding project.

**Department**  
*Public Works*  
**Division**  
*4340 - Street Maintenance*

**Funding Sources**  
*General Fund - 01*  
*Gas Tax Fund - 02*  
*Aid to Cities Fund - 03*  
*Local Sales Tax Fund - 05*

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**Account Summary**

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**5105 - Operating Supplies**

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This account provides for various operational supplies for the Public Works street maintenance functions, to include signs, pavement markers, etc.

**5302 - Administrative Costs**

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This account is for administration costs related to filing annual Measure M reporting.

**5374 - Sidewalk Repair**

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This account is for grinding, replacement, and root repairs for sections of sidewalks.

**5376 - Pavement Rehabilitation**

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This account is for the annual major pavement rehabilitation project based on the City's Pavement Management Program. The project is partially funded by grant revenue.

**5381 - Median Repairs**

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This account is used for repairing the medians that are damaged in vehicular accidents.

**5382 - Rule 20A Underground Utilities**

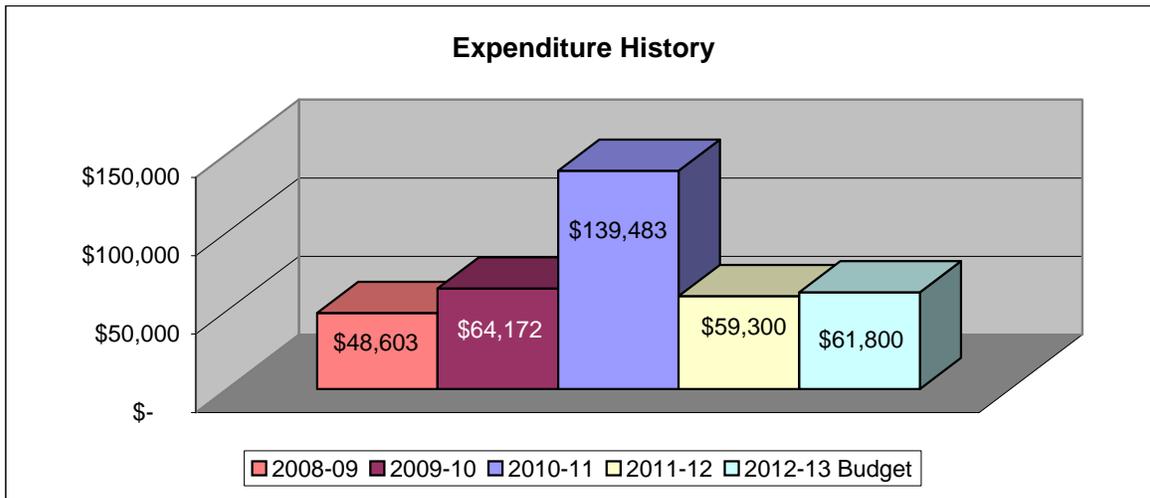
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This account is used to purchase Rule 20A money from other municipalities at a discounted rate to increase the amount of funding the City has for Rule 20A undergrounding projects.

**Department**  
 Public Works  
**Division**  
 4350 - Storm Drain Maintenance

**Funding Sources**  
 General Fund - 01

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services</u></b>							
4101	Salaries - Full Time	\$ 5,072	8,914	9,425	9,600	9,600	11,200 <sup>11</sup>
4131	Fringe Benefits - Full Time	2,335	4,343	4,240	4,300	4,300	4,600 <sup>11</sup>
<b>Total Personnel Services</b>		<b>7,407</b>	<b>13,257</b>	<b>13,665</b>	<b>13,900</b>	<b>13,900</b>	<b>15,800</b>
<b><u>Maintenance and Operations</u></b>							
5378	Storm Drain Maintenance	10,500	11,033	9,880	11,000	10,500	11,000
5379	NPDES Activities	17,506	12,474	12,520	14,000	14,000	15,000
5391	Contractual Svcs-NPDES	13,190	18,610	16,999	20,000	20,000	20,000
5394	Contractual Svcs-ICM	-	-	-	900	900	- <sup>11</sup>
<b>Total Maintenance and Operations</b>		<b>41,196</b>	<b>42,117</b>	<b>39,399</b>	<b>45,900</b>	<b>45,400</b>	<b>46,000</b>
<b><u>Capital Outlay</u></b>							
6201	Storm Drain Improvement/Repair	-	8,798	86,419	-	-	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>8,798</b>	<b>86,419</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Division Budget</b>		<b>\$ 48,603</b>	<b>64,172</b>	<b>139,483</b>	<b>59,800</b>	<b>59,300</b>	<b>61,800</b>



<sup>11</sup> In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.

**Department**

*Public Works*

**Division**

*4350 - Storm Drain Maintenance*

**Funding Sources**

*General Fund - 01*

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**Account Summary**

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**5378 - Storm Drain Maintenance**

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Miscellaneous cleaning and flushing of storm drain systems and cleaning of storm drain channels such as Canyon/Mesa Storm Drain Channel.

**5379 - NPDES Activities**

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Activities mandated by the National Pollutant Discharge Elimination System. These costs are based on the program requirements including updating the City Local Implementation Plan, preparing City procedures, meetings, training sessions, site inspections, and County costs - \$11,000.

**5391 - Contract Services - NPDES**

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This account provides for planning contract services through the City's engineering contract.

**5394 - Contract Services-ICM**

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Interim City Manager services hired to manage the City for six months and assist the City Council with recruiting a permanent City Manager.

**6201 - Storm Drain Improvement/Repair**

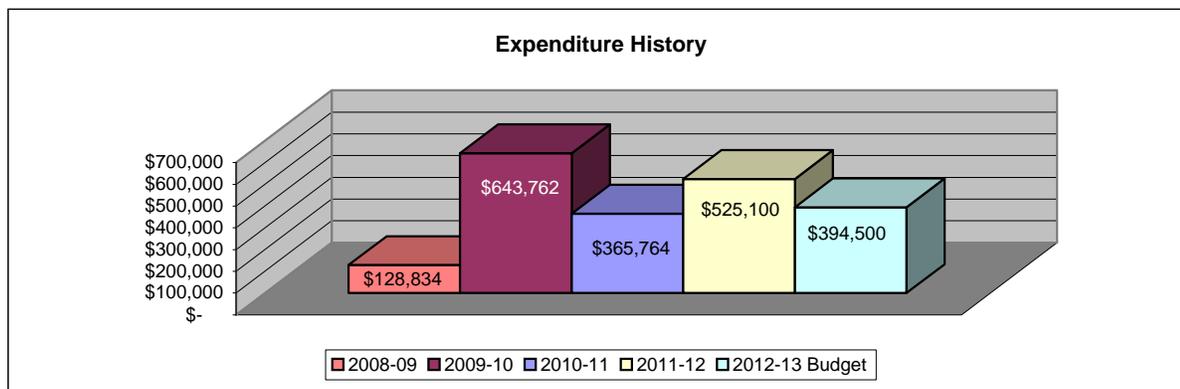
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Replacement or rehabilitation of damaged existing corrugated metal pipe storm drains.

Department  
Public Works  
Division  
4360 - City Sewer Maintenance/Improvement

Funding Sources  
Sewer Improvement Fund - 11

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services</u></b>							
4101	Salaries - Full Time	\$ 12,425	14,698	16,841	17,700	17,700	16,900 <sup>11</sup>
4112	Salaries - Part Time	4,595	4,696	5,036	5,300	5,300	7,500 <sup>11</sup>
4131	Fringe Benefits - Full Time	5,369	7,134	6,902	7,100	7,100	6,300 <sup>11</sup>
4132	Fringe Benefits - Part Time	1,224	1,448	1,380	1,400	1,400	1,800 <sup>11</sup>
	<b>Total Personnel Services</b>	<b>23,613</b>	<b>27,976</b>	<b>30,159</b>	<b>31,500</b>	<b>31,500</b>	<b>32,500</b>
<b><u>Maintenance and Operations</u></b>							
5302	Administrative Costs	-	-	43	100	-	9,500 <sup>29</sup>
5305	Engineering Retainer	-	8,865	10,000	15,000	15,000	15,000
5377	Sewer Repair	-	4,076	3,655	4,700	3,000	4,000
5378	Sewer Cleaning	-	21,190	19,558	25,000	-	25,000
5380	Sewer Cond TV Monitoring	-	-	-	196,000	170,000	- <sup>30</sup>
5385	Sewer Mapping	1,570	-	-	2,000	500	2,000
5387	Waste Discharge Reqmts	14,263	22,699	9,939	17,000	18,300	20,500 <sup>31</sup>
5394	Contractual Services - ICM	1,691	-	-	900	900	- <sup>11</sup>
	<b>Total Maintenance and Operations</b>	<b>17,524</b>	<b>56,830</b>	<b>43,195</b>	<b>260,700</b>	<b>207,700</b>	<b>76,000</b>
<b><u>Capital Outlay</u></b>							
6100	Sewer Improvement Projects	87,697	558,956	292,410	285,900	285,900	286,000
	<b>Total Capital Outlay</b>	<b>87,697</b>	<b>558,956</b>	<b>292,410</b>	<b>285,900</b>	<b>285,900</b>	<b>286,000</b>
	<b>Total Division Budget</b>	<b>\$ 128,834</b>	<b>643,762</b>	<b>365,764</b>	<b>578,100</b>	<b>525,100</b>	<b>394,500</b>



- 11 In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.
- 29 In FY 2012-13 staff researched the civic center costs and insurance costs that related to the Sewer Improvement Fund and charged a total of \$9,500 in administrative costs to the Sewer Improvement Fund.
- 30 Every seven years a Sewer Condition TV Monitoring of the sewers is performed, this occurred in FY 2011-12.
- 31 The State Water Resources Control Board increased their annual permit fee by \$1,500 in FY 2012-13.

\* Division 4360 was recorded in Funds 01 and 03 through FY 2005-06. Beginning in FY 2006-07, expenses for this division were recorded in Fund 11.

**Department**  
Public Works  
**Division**  
4360 - City Sewer Maintenance/Improvement

**Funding Sources**  
Sewer Improvement Fund - 11

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**Account Description**

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**5302 - Administrative Costs**

This account provides for billing costs associated with administering the Sewer User Fee - payable to the County of Orange.

**5305 - Engineering Retainer**

This account provides for sewer related City engineering services under a basic retainer.

**5377 - Sewer Repair**

This account provides for minor or emergency sewer repair items outside the larger improvement project.

**5378 - Sewer Cleaning**

This account provides for routine cleaning and maintenance of sewers conducted annually.

**5380 - Sewer Condition TV Monitoring**

This account provides for Closed Circuit TV condition evaluation of the City sewer system. Funds will be set aside each year until the seventh year of the program in order to conduct a full system evaluation (FY 2011-12). Beginning in FY 2010-11, this is reflected as a reserve rather than an expense line item until the year the expenditure is incurred.

**5385 - Sewer Mapping**

This account provides for the preparation and updating of a Geographic Information System (GIS) based sewer mapping system that includes storm drain facilities as required by the Waste Discharge Order.

**5387 - Waste Discharge Requirements**

This account provides for the activities mandated by Waste Discharge Orders from the Regional Water Quality Control Board - \$5,300 and State Water Quality Control Board - \$1,600. This includes annual reports and other mandatory elements conducted during the year - \$13,600.

**5394 - Contractual Services/ICM**

Interim City Manager services hired to manage the City and assist the City Council with recruiting a permanent City Manager.

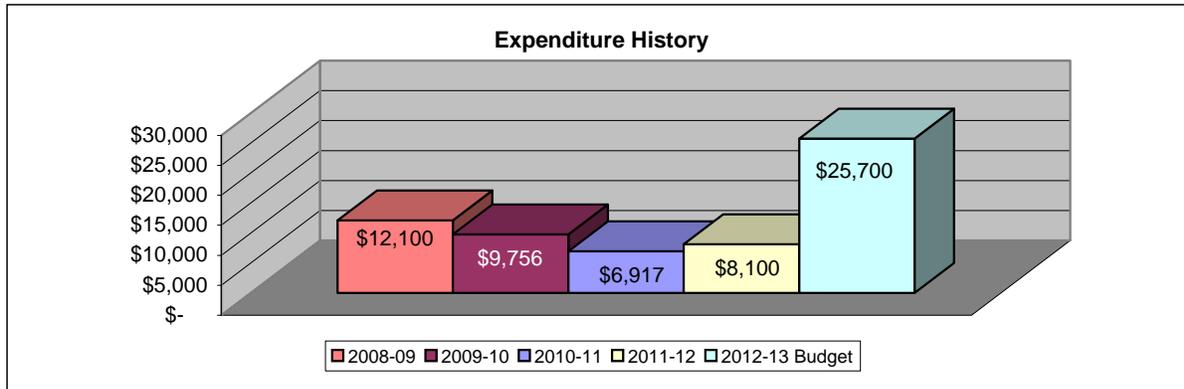
**6100 - Sewer Improvement Projects**

Improvement of various high priority sewer locations using noted deficient areas in the Master Plan. Exact project design to be determined as the project scope is defined and bid.

**Department**  
 Public Works  
**Division**  
 4500 - Sewer Pump Maintenance District No. 1

**Funding Sources**  
 Assessment District - 06

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services</u></b>							
4112	Salaries - Part Time	\$ -	671	719	800	800	1,500 <sup>11</sup>
4132	Fringe Benefits - Part Time	-	207	197	200	200	400 <sup>11</sup>
<b>Total Personnel Services</b>		<b>-</b>	<b>878</b>	<b>916</b>	<b>1,000</b>	<b>1,000</b>	<b>1,900</b>
<b><u>Maintenance and Operations</u></b>							
5304	Engineering Services	2,075	-	-	1,100	1,100	4,000 <sup>32</sup>
5390	Contractual Services	2,823	2,751	2,730	3,000	2,800	3,000
5391	Miscellaneous Contractual	973	165	1,650	3,500	2,400	1,000
5505	Electric Utilities	750	727	864	1,000	800	800
<b>Total Maintenance and Operations</b>		<b>6,621</b>	<b>3,643</b>	<b>5,244</b>	<b>8,600</b>	<b>7,100</b>	<b>8,800</b>
<b><u>Capital Outlay</u></b>							
6200	Machinery & Equipment	5,479	5,235	757	4,600	-	15,000 <sup>32</sup>
<b>Total Capital Outlay</b>		<b>5,479</b>	<b>5,235</b>	<b>757</b>	<b>4,600</b>	<b>-</b>	<b>15,000</b>
<b>Total Division Budget</b>		<b>\$ 12,100</b>	<b>9,756</b>	<b>6,917</b>	<b>14,200</b>	<b>8,100</b>	<b>25,700</b>



<sup>11</sup> In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.

<sup>32</sup> Per the City Engineer, a sewer pump will be replaced in FY 2012-13 for approximately \$13,000 along with additional engineering review time for the pump replacement.

**Department**

*Public Works*

**Division**

*4500 - Sewer Pump Maintenance District No. 1*

**Funding Sources**

*Assessment District - 06*

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***Account Description***

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***5304 - Engineering Services***

Assessment District engineering evaluation performed by the City Engineer.

***5390 - Contractual Services***

Monthly maintenance/repair performed by City Contractor.

***5391 - Miscellaneous Contractual***

Minor repairs beyond the monthly maintenance and repairs.

***5505 - Electric Utilities***

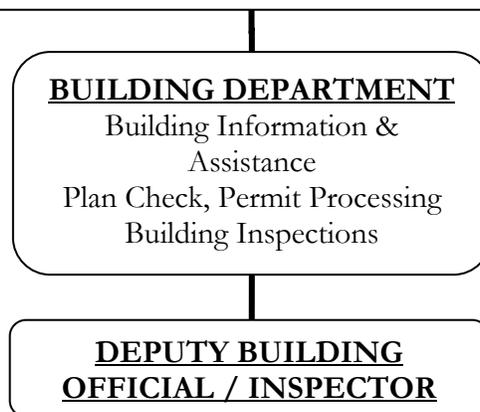
Electrical utilities for the pumping station.

***6200 - Machinery & Equipment***

Major equipment replacement or major repairs on the pumping station.

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# Building & Safety Department



The Building and Safety Department is responsible for the building and safety standards for the design, construction, use, and occupancy of all buildings and structures within the City of Villa Park. The Department provide a full range of plan checking services, construction permitting, and field verification inspection services for all new construction, room additions, area renovations, interior and exterior alterations and/or remodeling construction activities to assure that all building structures meet the minimum life safety standards as referenced in the State and local building codes as adopted by the City of Villa Park.

The development experience starts at our development services counter located at City Hall. City personnel will assist you with the processing of your project and guide you through the somewhat complex process. Once all of the necessary city reviews are completed and your project is thereby approved, you will be ready to begin the building permit issuance process.

## **2011-12 Accomplishments**

Continued to provide high-level customer service for all development projects.

Reviewed the City's practices regarding construction bonds, and implement new policies and procedures for their administration.

Continued enforcement in response to community complaints.

Implemented the City Council's Towne Centre Incentive Program to encourage private development through building fee refunds for eligible improvement projects.

Oversaw construction management on the City Hall Façade.

## **2012-13 Goals**

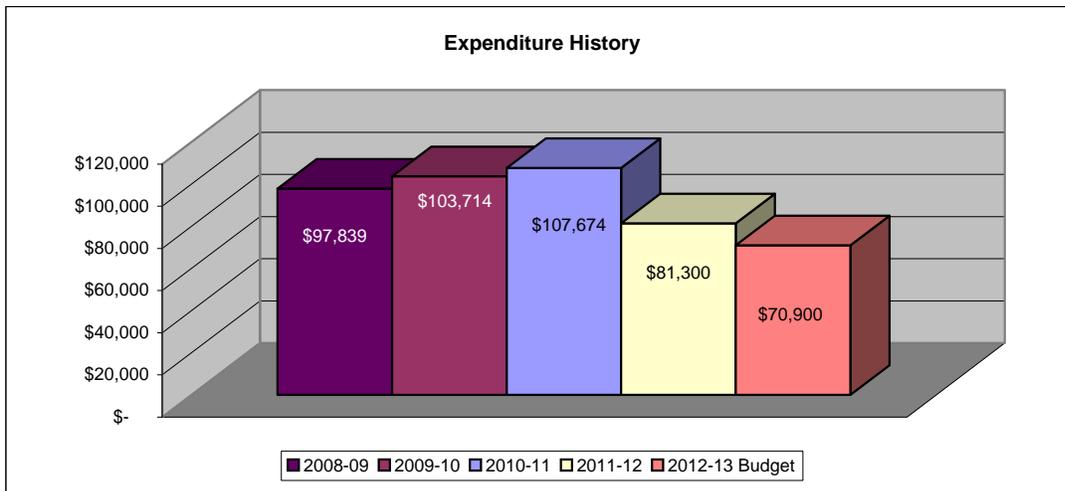
As part of the IT strategy for City operations, evaluate options for software specifically designed for building permits, inspections, and related reports and certificates.

Department  
 Building  
 Division  
 4400 - Building

Funding Sources  
 General Fund - 01

**PREVIOUSLY combined with DEPARTMENT 01-4230**

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services</u></b>							
4101	Salaries - Full Time	\$ 5,148	9,800	10,176	11,200	11,200	7,400 <sup>11</sup>
4112	Salaries - Part Time	698	367	706	8,200	8,200	42,900 <sup>33</sup>
4131	Fringe Benefits - Full Time	2,156	4,446	4,240	4,600	4,600	2,300 <sup>11</sup>
4132	Fringe Benefits - Part Time	72	-	197	3,600	3,600	18,000 <sup>33</sup>
<b>Total Personnel Services</b>		<b>8,074</b>	<b>14,613</b>	<b>15,319</b>	<b>27,600</b>	<b>27,600</b>	<b>70,600</b>
<b><u>Maintenance and Operations</u></b>							
5105	Operating Supplies	-	359	-	-	-	-
5308	Cont. Services - Building	86,351	88,347	92,255	58,500	52,100	- <sup>33</sup>
5390	Contractual Services/Special	96	395	-	-	-	-
5394	Contractual Services - ICM	2,818	-	-	1,400	1,400	- <sup>11</sup>
5625	Dues & Publications	-	-	100	200	200	300
<b>Total Maintenance and Operations</b>		<b>89,265</b>	<b>89,101</b>	<b>92,355</b>	<b>60,100</b>	<b>53,700</b>	<b>300</b>
<b><u>Capital Outlay</u></b>							
6101	Furniture	500	-	-	-	-	-
<b>Total Capital Outlay</b>		<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Division Budget</b>		<b>\$ 97,839</b>	<b>103,714</b>	<b>107,674</b>	<b>87,700</b>	<b>81,300</b>	<b>70,900</b>



<sup>11</sup> In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.

<sup>33</sup> In FY 2011-12, the City terminated its contract with the Engineering firm for Building Inspection services. The City hired the contract Building Inspector as a part-time employee, who will also assist in code enforcement.

**Department**  
*Building*  
**Division**  
*4400 - Building*

**Funding Sources**  
*General Fund - 01*

---

**Account Summary**

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***5105 - Operating Supplies***

---

This account provides for operational supplies directly related to the Building Department to include business cards, building codes (every five years), and building permit forms (every other year).

***5308 - Contract Services - Building***

---

This account provides for the Building Department contract services at 80% of the estimated revenues. These costs are reimbursed through the permitting process, through April 2012. As of May 2012, the Building Inspector became an employee and is expensed through payroll.

***5390 - Contractual Services/Special***

---

Provides for temporary office help.

***5394 - Contractual Services/ICM***

---

Interim City Manager services hired to manage the City and assist the City Council with recruiting a permanent City Manager.

***5625 - Dues & Publications***

---

Provides for membership in professional organizations such as Building Code membership.

***6101 - Furniture***

---

This account is to track furniture expenditures made for the building department.

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# Community Preservation Department

## **COMMUNITY PRESERVATION OFFICER**

Enforcement program established to correct violations of municipal codes and land use requirements and to ensure property maintenance.

The primary responsibility of Community Preservation is to correct violations of the City's municipal codes and land use requirements to ensure the health, safety and aesthetic appearance of the City is maintained. Systematic Community Preservation ensures that the City's high quality of life and aesthetic values are maintained to the benefit of all residents.

The City Manager, Building Inspector, and Assistant to the City Manager serve as Community Preservation Officers. The Building Inspector enforces building code violations.

The City updated its property maintenance codes and consolidated the standards within one defined section of the Villa Park Municipal Code in order to better educate residents regarding property standards and provide City Staff more tools with which to maintain the quality housing and property appearance.

### **2011-12 Accomplishments**

Continued enforcement on both an active basis and in response to community complaints.

### **2012-13 Goals**

Continue public education efforts to reduce instances of code infractions.

Investigate complaints and begin initial case setup within 72 hours for minor infractions and sooner for infractions that are more serious.

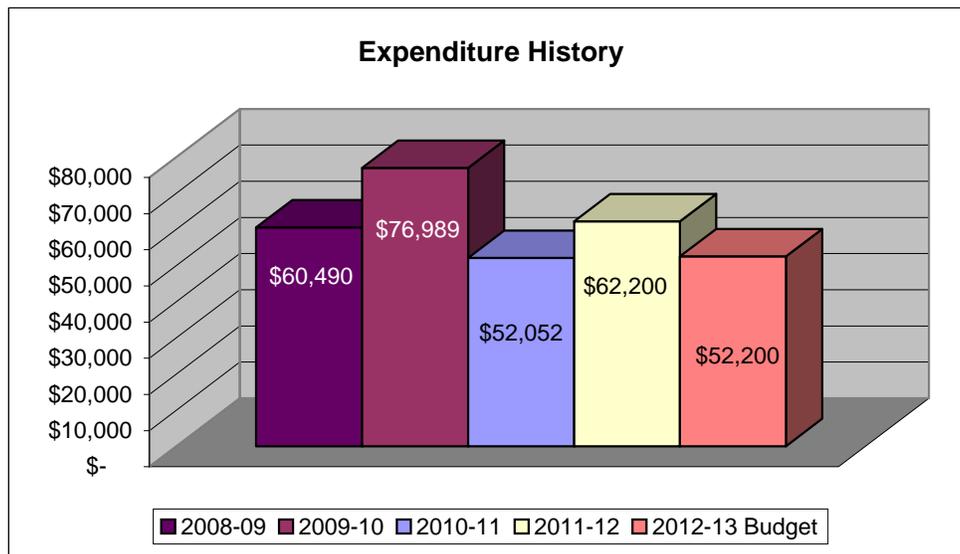
Establish standardized policies and procedures for Code Enforcement

Department  
 Planning  
 Division  
 4610 - Community Preservation

Funding Sources  
 General Fund - 01

**PREVIOUSLY combined with DEPARTMENT 01-4230**

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services</u></b>							
4101	Salaries - Full Time	\$ 10,296	31,190	35,989	37,400	37,400	25,500 <sup>11</sup>
4112	Salaries - Part Time	698	367	706	3,600	3,600	12,100 <sup>33</sup>
4131	Fringe Benefits - Full Time	4,311	14,889	15,085	16,300	16,300	8,700 <sup>11</sup>
4132	Fringe Benefits - Part Time	72	-	197	400	400	4,800 <sup>33</sup>
	<b>Total Personnel Services</b>	<b>15,377</b>	<b>46,446</b>	<b>51,977</b>	<b>57,700</b>	<b>57,700</b>	<b>51,100</b>
<b><u>Maintenance and Operations</u></b>							
5309	Cont. Services - Comm. Preserv.	39,150	4,770	-	-	-	-
5390	Contractual Services/Special	96	395	-	-	-	-
5394	Contractual Services - ICM	5,635	-	-	4,100	4,100	- <sup>11</sup>
5395	Contract Svcs/Nuisance Abatement	-	25,265	-	800	100	1,000
5625	Dues & Publications	-	113	75	100	100	100
5630	Development Seminars	40	-	-	200	200	200
5701	Travel & Meetings	192	-	-	-	-	100
	<b>Total Maintenance and Operations</b>	<b>45,113</b>	<b>30,543</b>	<b>75</b>	<b>5,200</b>	<b>4,500</b>	<b>1,400</b>
	<b>Total Division Budget</b>	<b>\$ 60,490</b>	<b>76,989</b>	<b>52,052</b>	<b>62,900</b>	<b>62,200</b>	<b>52,500</b>



- <sup>11</sup> In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.
- <sup>33</sup> In FY 2011-12, the City terminated its contract with the Engineering firm for Building Inspection services. The City hired the contract Building Inspector as a part-time employee, who will also assist in code enforcement.

**Department**

*Planning*

**Division**

*4610 - Community Preservation*

**Funding Sources**

*General Fund - 01*

---

**Account Summary**

---

***5309 - Contract Services - Community Preservation***

---

This account provides for the building Community Preservation contract services through the City's engineering contract.

***5390 - Contractual Services/Special***

---

Provides for temporary office help.

***5394 - Contractual Services/ICM***

---

Interim City Manager services hired to manage the City and assist the City Council with recruiting a permanent City Manager.

***5395 - Contract Services - Nuisance Abatement***

---

This account provides for costs required and related to abatement of nuisance properties within the City.

***5625 - Dues & Publications***

---

This account provides for dues & publication subscriptions for the Community Preservation function.

***5630 - Development Seminars***

---

This account allows for community preservation official training. Training must be approved by the City Manager.

***5701 - Travel & Meetings***

---

This account provides for the cost of attending regular community preservation official meetings. Meetings must be approved by the City Manager.

# Planning Department

## **PLANNING MANAGER**

Zoning & Planning Information  
General Plan Consistency  
Site Plan/Architectural Review

The Planning Department oversees residential and commercial development within the City. The Planning Manager administers the City's general plan through the zoning and subdivision ordinances under direction of the City Manager as Planning Director. The Planning Manager provides professional analysis of land use and environmental issues, prepares staff reports for discretionary permit applications including Conditional Use Permits and Variance requests and responds to inquiries of the development community and the residents.

The Planning Director serves as the zoning administrator, review and making decisions on minor land use applications and minor code deviations. The Planning Manager provides technical support and makes recommendations to the Planning Director for policy decisions, minor code deviations, review of land use applications and determination. The Planning Department, reviews and makes recommendations to the City Council for all comprehensive plan amendments and zone changes, and in coordination with the Engineering Department reviews and makes recommendations for land division.

The City Council serves as the City's planning commission, and reviews and approves Conditional Use Permits, Variances, and major land use decisions.

### **2011-12 Accomplishments**

Worked with Towne Centre property owners and merchants to implement the Towne Centre Incentive Program, which resulted in improvements to the City (i.e. new tenants, new signs, etc.).

Completed the work on the Housing Element to work to gain State Certification.

Implemented new project logging system to track new applications.

Conduct a parking survey and analysis of the Towne Centre.

### **2012-13 Goals**

Complete the Housing Element review and gain certification through the State of California.

Update specific portions of the Zoning Code to correct internal conflicts and clean up in consistencies.

Work to develop a comprehensive design and update to the Towne Centre Development standards to improve appearance of the center from the major streets, update the mobility for pedestrians and vehicles, improve safety and accessibility and encourage investment and updating of the center overall.

Update specific sites on the zoning map to ensure accurate and consistent zoning exists on all properties throughout the City.

Complete a Climate Action Plan.

Research and identify grants available to the City to enhance and improve programs, projects and quality of services to the community.

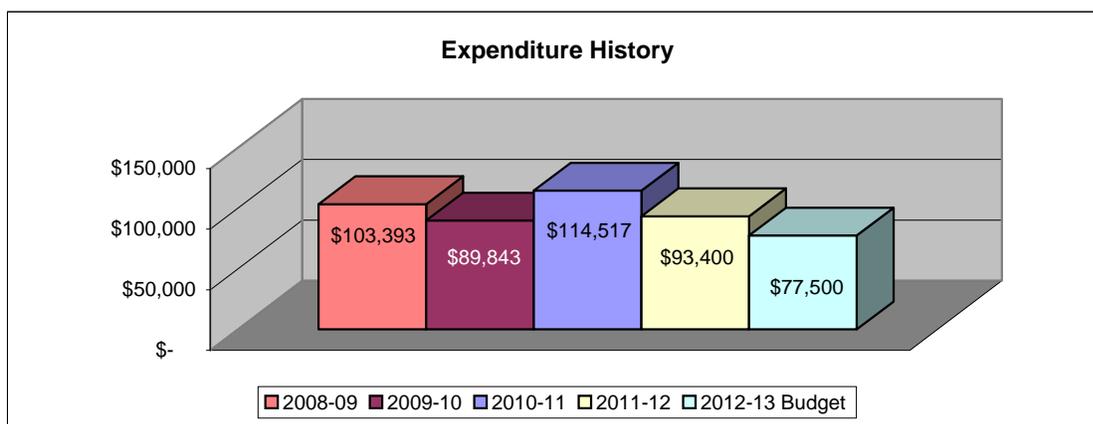
Improve public outreach and education on planning issues with the community members and business owners.

Department  
 Planning  
 Division  
 4620 Planning

Funding Sources  
 General Fund - 01

**PREVIOUSLY combined with DEPARTMENT 01-4310**

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services</u></b>							
4101	Salaries - Full Time	\$ 20,160	39,326	40,885	40,300	40,300	31,200 <sup>11</sup>
4112	Salaries - Part Time	2,850	367	706	1,400	1,400	3,100 <sup>11</sup>
4131	Fringe Benefits - Full Time	9,430	17,474	16,860	16,200	16,200	9,600 <sup>11</sup>
4132	Fringe Benefits - Part Time	72	-	197	400	400	600 <sup>11</sup>
	<b>Total Personnel Services</b>	<b>32,512</b>	<b>57,167</b>	<b>58,648</b>	<b>58,300</b>	<b>58,300</b>	<b>44,500</b>
<b><u>Maintenance and Operations</u></b>							
5105	Operating Supplies	36	125	178	100	-	100
5308	Contractual Services	396	395	-	-	-	-
5368	Geographic Info Systems	4,012	2,229	2,000	3,500	3,000	4,000
5390	Contract Srvcs/Special Studies	30,104	5,640	31,560	3,000	2,000	3,000
5393	Contract Srvcs/Planning	27,180	24,287	22,131	24,000	24,000	25,200
5394	Contractual Services - ICM	8,453	-	-	5,500	5,500	- <sup>11</sup>
5625	Dues & publications	200	-	-	200	200	200
5701	Travel & Meetings	-	-	-	500	400	500
	<b>Total Maintenance and Operations</b>	<b>70,381</b>	<b>32,676</b>	<b>55,869</b>	<b>36,800</b>	<b>35,100</b>	<b>33,000</b>
<b><u>Capital Outlay</u></b>							
6101	Furniture	500	-	-	-	-	-
	<b>Total Capital Outlay</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Division Budget</b>	<b>\$ 103,393</b>	<b>89,843</b>	<b>114,517</b>	<b>95,100</b>	<b>93,400</b>	<b>77,500</b>



<sup>11</sup> In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.

**Department**  
Planning  
**Division**  
4620 Planning

**Funding Sources**  
General Fund - 01

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**Account Description**

---

**5105 - Operating Supplies**

This account provides for miscellaneous office supplies directly related to the Planning function to include business cards, special paper or folders, etc.

**5308 - Contractual Services/Special**

Provides for temporary office help.

**5368 - Geographic Information Systems**

This account provides for maintenance and expansions costs related to the City GIS and the IWorQ annual fee \$3,000.

**5390 - Contract Services/Special Studies**

Planning may complete unique studies each year.

**5393 - Contract Services/Planning**

This account provides for the Planning Department contract services with Lilley Planning Group.

**5394 - Contractual Services/ICM**

Interim City Manager services hired to manage the City and assist the City Council with recruiting a permanent City Manager.

**5625 - Dues & Publications**

This account provides for dues & publication subscriptions for the Planning function.

**5701 - Travel & Meetings**

This account provides for the cost of attending regular planning meetings. Meetings must be approved by the City Manager.

**6101 - Furniture**

This account is to track furniture expenditures made for the building and planning departments.

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# Engineering Department

## **CITY ENGINEER**

Capital Improvement Projects  
Construction Management  
Public Improvements

The Engineering Department provides engineering services to ensure consistent community development and sound engineering/construction practices for public improvements and private development. The City of Villa Park contracts out its engineering services to include all design, plans and construction management needs.

The City Engineer provides direct management of public works projects such as storm water, sewer, and street infrastructure in an efficient manner as well as providing technical assistance to all operating departments. In addition, the City Engineer works with both private and public developments to ensure compliance to City specifications for land developments. In this role, the Department reviews and makes recommendations to the City Council for all comprehensive plan amendments, rezones, and subdivisions, in coordination with the Planning Department.

### **2011-12 Accomplishments**

Completed the Lemon Street trail project.  
Completed the City Hall Façade Improvement project.  
Completed the School Site Traffic Improvements Projects.  
Completed the annual pavement rehabilitation program on streets throughout the City.  
Completed the annual sewer improvements.  
Completed the CCTV sewer monitoring project.

### **2012-13 Goals**

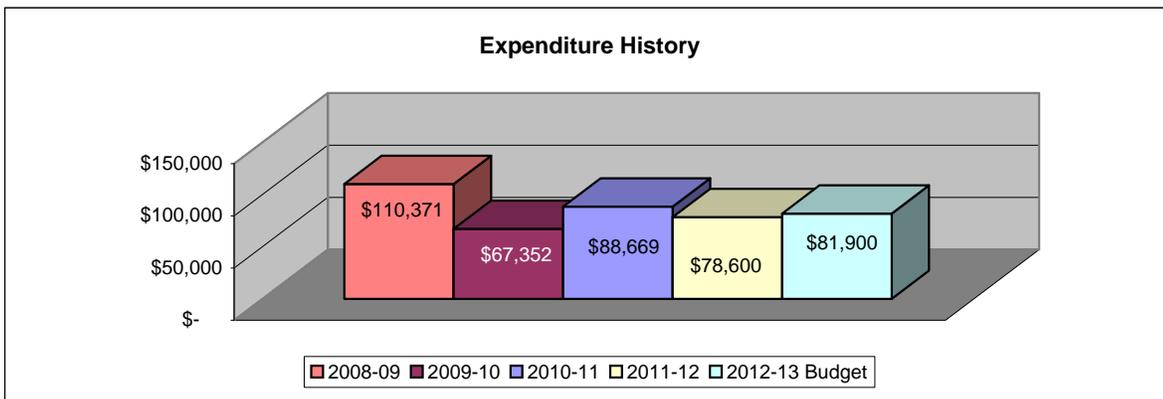
Complete the redesign of the Mesa Street Guardrail Curb and Gutter Project.  
Develop plans to revitalize the entrance monuments around the City, using a phased multi-year approach.  
Complete the Catch Basin Improvements project.  
Complete the annual pavement rehabilitation program on streets throughout the City (SLPP Transportation project).  
Complete the Seven Year Sewer Master Plan.  
Develop plans to revitalize and enhance the Towne Centre Plaza.

Department  
Engineering  
Division  
4700 Engineering

Funding Sources  
General Fund - 01

**PREVIOUSLY combined with DEPARTMENT 01-4310**

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><u>Personnel Services</u></b>							
4101	Salaries - Full Time	\$ 5,148	10,482	10,904	10,800	10,800	8,500 <sup>11</sup>
4112	Salaries - Part Time	2,094	1,102	2,117	3,000	3,000	7,500 <sup>11</sup>
4131	Fringe Benefits - Full Time	2,155	4,653	4,535	4,400	4,400	2,700 <sup>11</sup>
4132	Fringe Benefits - Part Time	216	-	394	800	800	1,700 <sup>11</sup>
	<b>Total Personnel Services</b>	<b>9,613</b>	<b>16,237</b>	<b>17,950</b>	<b>19,000</b>	<b>19,000</b>	<b>20,400</b>
<b><u>Maintenance and Operations</u></b>							
5105	Operating Supplies	-	-	-	-	-	-
5305	Engineering Retainer	43,830	30,332	31,500	36,500	36,500	36,500
5308	Contractual Services	289	1,184	13,068	-	-	-
5351	Encroachment Permits	18,585	2,740	-	9,000	4,700	8,000
5352	Traffic Engineering	-	-	-	11,000	7,000	5,000 <sup>34</sup>
5353	Plan/Map Check	1,380	3,050	-	3,000	2,000	3,000
5354	Grading Inspection	4,080	3,610	2,070	3,000	-	1,000
5355	Special Studies & Reports	27,560	10,199	5,751	5,000	5,000	5,000
5356	Tentative Map Processing	-	-	-	500	-	-
5390	Contract Srvcs/Spcl Stdies	2,216	-	18,330	3,000	3,000	3,000
5394	Contractual Services - ICM	2,818	-	-	1,400	1,400	- <sup>11</sup>
	<b>Total Maintenance and Operations</b>	<b>100,758</b>	<b>51,115</b>	<b>70,719</b>	<b>72,400</b>	<b>59,600</b>	<b>61,500</b>
	<b>Total Division Budget</b>	<b>\$ 110,371</b>	<b>67,352</b>	<b>88,669</b>	<b>91,400</b>	<b>78,600</b>	<b>81,900</b>



<sup>10</sup> In Fiscal Year (FY) 2012-13 a new City Manager was hired, the Management Analyst position was eliminated, and two part-time interns were budgeted for a complete year in FY 2012-13. Also, the total allocation of salaries has changed based on the work performed by various staff. In FY 2011-12 the City had an Interim City Manager for four months who was an independent contractor with no employee benefits.

<sup>34</sup> In FY 2011-12 an E&T Survey for speed limits is budgeted.

**Department**  
Engineering  
**Division**  
4700 Engineering

**Funding Sources**  
General Fund - 01

---

**Account Description**

---

**5105 - Operating Supplies**

This account provides for miscellaneous office supplies directly related to the Engineering function to include business cards, special paper or folders, etc.

**5305 - Engineering Retainer**

This account provides for general City engineering services under a basic retainer.

**5308 - Contractual Services/Special**

Provides for temporary office help.

**5351 - Encroachment Permits**

This account provides for costs relating to over-the-counter right of way permits and subsequent inspections by the City Engineer, contractual services at 80% of estimated revenues.

**5352 - Traffic Engineering**

This account provides funding for select traffic engineering studies and investigations. Includes E&T Survey for speed limits study (every 5 years).

**5353 - Plan/Map Check**

Funds for checking of grading plans, improvement plans, subdivision maps, and lot lines. Fees are collected to fully reimburse these expenses.

**5354 - Grading Inspection**

Fund for inspections made on grading permits issued. These expenses are fully reimbursed by the grading permit fees collected.

**5355 - Special Studies & Reports - Routine**

This provides funds for various engineering studies throughout the City related to engineering activities as well as sewer, storm drain, and street projects. Studies include Disadvantage Business Enterprise Study; Grant Applications; etc.

**5356 - Tentative Map Processing**

This account provides for the processing of tentative maps related to lot splits, etc.

**5390 - Contract Services/Special Studies - Unique**

The City Engineer may complete several unique studies each year.

**5394 - Contractual Services - ICM**

Interim City Manager services hired to manage the City and assist the City Council with recruiting a permanent City Manager.

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**Department**  
 Transfers Out  
**Division**  
 4800 - Transfers Out

**Funding Sources**  
 Gas Tax Fund - 02  
 Aid to Cities Fund - 03  
 CLEEP Fund - 12

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b>Transfers Out</b>							
<b>Gas Tax Fund - 02</b>							
9100	Operating Transfers Out	\$ 273,700	-	-	-	-	-
<b>Aid to Cities Fund - 03</b>							
9100	Operating Transfers Out	-	-	-	-	47,692	-
<b>CLEEP (California Law Enforcement Equipment Program) Fund - 12</b>							
9100	Operating Transfers Out	19,000	-	-	-	-	-
<b>Total Transfers Out</b>		<b>292,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,692</b>	<b>-</b>
<b>Total Division Budget</b>		<b>\$ 292,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,692</b>	<b>-</b>

<sup>9</sup> Per the Gas Tax auditor, the City should record it's HUTA 2103 revenue in the Gas Tax Fund not the Aid to Cities Fund. The HUTA 2103 revenue represents the Traffic Congestion Relief swapped out for Gas Tax money. FY 2010-11 revenue was transferred from the Aid to Cities Fund into the Gas Tax Fund.

**Account Description**

**9100 - Operating Transfers Out**

This account is used to transfer monies from one fund into another based on Council approval.

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A Capital Improvement is a major expenditure of City funds for the improvement of City infrastructure. A major expenditure is any expenditure greater than \$10,000 and with a useful life greater than five years. The City implements a 7-year Capital Improvement Program established by the City Council upon recommendation by the Budget and Finance Committee. The Capital Improvement Program (CIP) is designed to anticipate capital improvement projects and schedule them over a period of time so that they may be constructed in the most efficient and cost effective method possible.

A CIP allows the matching of costs to anticipated income. As potential projects are reviewed, the City considers the benefits, alternatives, and impact of ongoing operating costs. Projects enter the CIP process through the City Council, City Manager, Finance Director, City Engineer, Public Works, or public initiative. Given the dynamics of capital priorities, projects are reviewed annually for revision based on policy direction, fiscal changes, and organizational or environmental changes. Extenuating circumstances, such as natural emergencies, damage to City facilities, regulatory mandates, changes to state and federal laws, and increased operational demands, can cause an immediate change to the CIP that could reorganize priorities and cancel or delay other projects.

In the Fiscal Year 2012-13 the City anticipates approximately \$771,000 in capital expenditures. Approximately 81% of these expenditures are funded through grants and special revenue funds, while the General Fund is responsible for a mere 19% of these improvements. The projects slated for this year will require minimal maintenance in future years and will be easily absorbed by City staff.

**Department**  
*Capital Improvement*  
**Division**  
 7000 - Capital Projects

**Funding Sources**  
 General Fund - 01  
 Gas Tax Fund - 02  
 Capital Improvement Fund - 07  
 AQMD Fund - 08

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b>Capital Projects</b>							
<b>General Fund - 01</b>							
7025	Taft Ave. Improvements	\$ 13,566	11,344	213,367	-	-	-
7028	Towne Centre Entrance	-	9,950	-	-	-	-
7030	Cannon Wall Failure - 2008	68,422	41,141	-	-	-	-
7031	Lemon St.-Rec trail VP-Santiago	22,768	6,780	19,379	-	-	-
7032	Lemon St.-Landscape VP-Santiago	13,798	6,346	15,937	-	-	-
7033	Lemon St.-Rec trail Santiago-Valley	38,358	21,061	21,493	18,300	18,300	-
7034	Safe Route-Flashers & Timers	2,730	360	-	-	-	-
7035	Safe Route-Center Street	18,614	1,620	-	-	-	-
7036	Federal Stimulus - Santiago/Lemon	39,820	11,562	2,150	-	-	-
7038	Ciy Hall Façade Improvements	-	-	29,435	486,400	430,000	-
7039	Towne Centre Signage	-	-	19,481	-	-	-
7041	Towne Centre Plaza	-	-	-	5,000	-	33,000
7042	Catch Basin Improvements	-	-	-	-	-	30,000
7044	City Entrance Monuments	-	-	-	-	19,800	20,200
8052	Mesa Drive Guardrail C/G	13,539	-	-	-	-	64,300
<b>General Fund Total</b>		<b>231,615</b>	<b>110,164</b>	<b>321,242</b>	<b>509,700</b>	<b>468,100</b>	<b>147,500</b>
<b>Gas Tax Fund - 02</b>							
7028	Towne Centre Entrance	-	65,025	-	-	-	-
7030	Cannon Wall Failure - 2008	7,271	-	-	-	-	-
8052	Mesa Drive Guardrail C/G	-	-	-	20,000	20,000	14,000
<b>Gas Tax Fund Total</b>		<b>7,271</b>	<b>65,025</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>14,000</b>
<b>Capital Improvement Fund - 07</b>							
7025	Taft Ave. Improvements	1,415	-	218,748	-	-	-
7028	Towne Centre Entrance	22,500	186,857	-	-	-	-
7030	Cannon Wall Failure - 2008	-	213,247	-	-	-	-
7031	Lemon St.-Rec trail VP-Santiago	-	-	285,930	-	-	-
7032	Lemon St.-Landscape VP-Santiago	-	-	121,227	-	-	-
7033	Lemon St.-Rec trail Santiago-Valley	-	-	227,972	240,000	240,000	-
7034	Safe Route-Flashers & Timers	-	34,472	-	-	-	-
7035	Safe Route-Center Street	-	40,266	-	-	-	-
7036	Federal Stimulus - Santiago/Lemon	-	435,501	-	-	-	-
7037	Civic Center Energy Efficiency Impr.	-	-	6,772	17,900	17,900	-
7042	Catch Basin Improvements	-	-	-	-	-	100,000
7043	SLPP Transporation	-	-	-	-	-	318,000
8051	Civic Center Smoke Alarm	-	-	-	23,200	23,200	-
8052	Mesa Drive Guardrail C/G	2,295	-	-	-	-	192,100
<b>Capital Improvement Fund Total</b>		<b>26,210</b>	<b>910,343</b>	<b>860,649</b>	<b>281,100</b>	<b>281,100</b>	<b>610,100</b>
<b>AQMD Fund - 08</b>							
7040	School Site Traffic Improvements	-	-	-	22,000	22,000	-
<b>AQMD Fund Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>22,000</b>	<b>22,000</b>	<b>-</b>
<b>Total Division Budget</b>		<b>\$ 265,096</b>	<b>1,085,532</b>	<b>1,181,891</b>	<b>832,800</b>	<b>791,200</b>	<b>771,600</b>

**City of Villa Park  
Seven-Year Capital Improvement Program  
Fiscal Year 2012-2013 through Fiscal Year 2018-2019**

<i>Project Description</i>	<i>Estimated Cost</i>	<i>Previously Spent</i>	<i>FY 12/13</i>	<i>FY 13/14</i>	<i>FY 14/15</i>	<i>FY 15/16</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>FY 18/19</i>
<b>Catch Basin Improvements</b> - Install catch basin inlets.	\$ 130,000								
<b>General fund</b>			<b>30,000</b>						
OCTA Environmental Cleanup (potential funding)				100,000					
<b>City Entrance Monuments</b> - Install monument signs to the five entrance signs to the City of Villa Park.	\$ 80,000								
<b>General fund</b>		<b>5,000</b>	<b>17,200</b>	<b>20,000</b>	<b>20,000</b>				
Community Funding		14,800	3,000						
<b>SLPP Transportation</b> - Improve local streets and road conditions.	\$ 680,000								
<b>General fund #4340-5376</b>			<b>112,000</b>						
Gas Tax fund #4340-5376			165,000						
Measure M - Local Sales Tax fund #4340-5376			85,000						
State Proposition 1B State-Local Partnership Program Funds			318,000						
<b>Towne Centre Plaza</b> - Prepare concept plans for enhancing the Towne Centre Plaza.	\$ 433,000								
<b>General fund</b>		-	<b>33,000</b>	<b>100,000</b>	<b>100,000</b>	<b>200,000</b>			
(Potential to obtain grant funding)									
<b>Mesa Drive Curb, Gutter &amp; Guardrail</b> - Install curb & gutter and guardrail on Mesa east of Henderson.	\$ 328,100								
<b>General fund</b>		<b>25,300</b>	<b>64,300</b>						
Gas Tax fund		20,000	14,000						
CalTrans HSIP grant		12,400	192,100						
<b>Public Works Building Expansion</b> - Prepare concept plans for replacement of Public Works building/garage with a 2-story building.	\$ 20,000								
<b>General fund</b>				<b>20,000</b>					
<b>Lemon Street Median</b> - Landscape/median improvements from Santiago to Valley.	\$ 295,298								
<b>General fund</b>				<b>295,298</b>					
(Potential to obtain grant funding)									
<b>Canyon/Mesa Recreational Trail</b> - Improvement to the drainage channel, to include trail, along Canyon Drive from Canyon to Mesa.	\$ 550,000								
<b>General fund</b>					<b>550,000</b>				
(Potential to obtain grant funding)									
<b>Loma Trail Improvements</b> - Grading and improvements to easement to create a trail between Loma and Las Flores.	\$ 320,000								
<b>General fund</b>						<b>320,000</b>			
(Potential to obtain grant funding)									
<b>Canyon Storm Drain Extension</b> - Extend existing from terminus to north of Mesa Drive.	\$ 110,000								
<b>General fund</b>						<b>110,000</b>			
<b>Center Street Storm Drain</b> - 24" relief system from Serrano to Valley.	\$ 440,000								
<b>General fund</b>						<b>40,000</b>	<b>400,000</b>		
<b>Santiago Blvd Storm Drain</b> - Extension of existing system from Sherwood Circle to Phelan (24" & 30" pipe).	\$ 330,000								
<b>General fund</b>					<b>30,000</b>	<b>300,000</b>			
<b>Aubrey Circle Storm Drain</b> - Obtain right-of-way and replace existing private open channel with storm drain pipe.	\$ 275,000								
<b>General fund</b>						<b>25,000</b>	<b>250,000</b>		
<b>Street improvements at various locations</b>	\$ 500,000							250,000	250,000
<b>Storm drain improvements at various locations</b>	\$ 350,000							250,000	100,000
	<b>\$ 4,841,398</b>	<b>77,500</b>	<b>1,133,600</b>	<b>435,298</b>	<b>700,000</b>	<b>995,000</b>	<b>650,000</b>	<b>500,000</b>	<b>350,000</b>
<b>General fund matching and funding requirements</b>	<b>\$ 3,917,098</b>	<b>30,300</b>	<b>256,500</b>	<b>435,298</b>	<b>700,000</b>	<b>995,000</b>	<b>650,000</b>	<b>500,000</b>	<b>350,000</b>
Various granting sources	\$ 924,300	47,200	877,100	-	-	-	-	-	-
<b>Totals</b>	<b>\$ 4,841,398</b>	<b>77,500</b>	<b>1,133,600</b>	<b>435,298</b>	<b>700,000</b>	<b>995,000</b>	<b>650,000</b>	<b>500,000</b>	<b>350,000</b>

**Department**  
*Capital Projects*  
**Acct No.**  
 7042

**Project Name**  
*Catch Basin Improvements*

**Funding Sources**  
*General Fund - 01*  
*Capital Improvement Fund - 07*

**Budget Backup**

**PROJECT PURPOSE**

The City has applied for a grant through OCTA to install Catch Basin screens at multiple locations to reduce pollution and catch debris before entering the storm drain system.

**PROJECT DETAILED DESCRIPTION**

This project includes the procurement, installation, maintenance and evaluation of round curb inlet filters on 80 existing City-owned catch basin locations, all within public street's right-of-way. This represents approximately 1/3 of the City's catch basins. It is anticipated that the installation will be performed between January and June, 2013, while maintenance and tracking of accumulation data will continue for a period of five years. This project will help to ensure that the debris, metals and other pollutants from the City's catch basins are caught before entering the storm drains and are able to be removed. The screens would prohibit a significant amount of pollutants from entering the storm drain system, both during dry seasons and during high flow events. This will allow debris and pollutants to be removed during the normal maintenance process before entering the storm drain while ensuring that during high flow events, the City's streets remain clear from flooding. The project will also allow the City to better monitor and track the amount of debris and pollutants that are removed while improving the safety of maintenance workers by allowing for simplified removal of debris without entering the catch basin.

<b>PROJECT FUNDING</b>	
<b>General Fund</b>	\$ 30,000
<b>Capital Improvement Fund</b>	
<i>OCTA Environmental Cleanup</i>	100,000
	-
	<b>\$ 130,000</b>



**PROJECT FUNDING & EXPENDITURES SCHEDULE**

<b>Funding Source</b>	<b>Fiscal Year</b>				
	<i>Prior Years</i>	<i>09/10</i>	<i>10/11</i>	<i>11/12</i>	<i>12/13</i>
General Fund	\$ -	-	-	-	30,000
OCTA Environmental	-	-	-	-	100,000
<b>Totals</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>130,000</b>

**Department**  
*Capital Projects*  
**Acct No.**  
 7044

**Project Name**  
*City Entrance Monuments*

**Funding Sources**  
*General Fund - 01*

**Budget Backup**

**PROJECT PURPOSE**

The purpose of this project is to replace the City Entrance Monuments as a beautification project.

**PROJECT DETAILED DESCRIPTION**

The project was presented by Councilman Barnett as a beautification project at the April 24, 2012 City Council meeting. Council directed staff to bring back designs of monument sign replacements at the City's entrance points. Staff has worked with Bravo Sign and Design to design concept drawings and coordinate the design of these signs with the design of the City Hall Façade Project.

This is a community beautification project, and the Villa Park Women's League, Villa Park Rotary, and the Villa Park Community Services Foundation are all willing to assist the City with funding this project.

<b>PROJECT FUNDING</b>	
<b>General Fund</b>	\$ 62,200
VPWL	2,000
VP Rotary	1,000
VPCSF	14,800
<b>Total community contributions</b>	17,800
	<b>\$ 80,000</b>



**PROJECT FUNDING & EXPENDITURES SCHEDULE**

<b>Funding Source</b>	<b>Fiscal Year</b>				
	<i>Prior Years</i>	<i>09/10</i>	<i>10/11</i>	<i>11/12</i>	<i>12/13</i>
General Fund	\$ -	-	-	5,000	17,200
VPWL	-	-	-	-	2,000
VP Rotary	-	-	-	-	1,000
VPCSF	-	-	-	14,800	-
<b>Totals</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>19,800</b>	<b>20,200</b>





**Department**  
*Capital Projects*  
**Acct No.**  
 8052

**Project Name**  
 Mesa Drive Guardrail, Curb & Gutter

**Funding Sources**  
 General Fund - 01  
 Gas Tax Fund - 02  
 Capital Improvement Fund - 07

**Budget Backup**

**PROJECT PURPOSE**

The purpose of the project is to make safety improvement to a curve on Mesa Drive as a vehicle travels westbound prior to the intersection of Henderson Way. Additionally, the current asphalt curb will be replaced with a standard concrete curb and gutter system.

**PROJECT DETAILED DESCRIPTION**

The project is to replace a current guardrail system that is not up to new California standards. The project will additionally remove portions of asphalt and rebuild small areas of Mesa Street approximately 900 feet east of the intersection of Lemon Street to include new concrete curb and gutter. The project will move the guardrail closer to the street area, within specifications. Pedestrian access is provided across the street on a small portion of City trail. The City submitted the project to the State Department of Transportation (Caltrans) for a Highway Safety Improvement Program Grant. This project was originally bid in September 2008, however it has been a stale project to date. The project now requires a redesign to remain within the budget available for the project.

<b>PROJECT FUNDING</b>	
<b>General Fund</b>	\$ 89,600
<b>Gas Tax Fund</b>	34,000
<b>Capital Improvement Fund</b>	
<i>Caltrans HSIP Grant</i>	204,500
	<b>\$ 328,100</b>



**PROJECT FUNDING & EXPENDITURES SCHEDULE**

<b>Funding Source</b>	<b>Fiscal Year</b>				
	<b>Prior Years</b>	<b>09/10</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
General Fund	\$ 25,201	-	-	-	64,300
Gas Tax Fund	20,000	-	-	-	14,000
Caltrans HSIP	12,401	-	-	-	192,100
<b>Totals</b>	<b>\$ 57,602</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>270,400</b>

**Fund Balance Summary  
FY 2012-2013**

General Fund - 01	Street Improvements Fund - 01a	Gas Tax Fund - 02	Aid to Cities Fund - 03	Traffic Safety Fund - 04	Measure M - Local Sales Tax Fund - 05	Assessment District Fund - 06	Capital Improvements Fund - 07	AQMD Fund - 08	COPS Fund - 09	City Sewer Improvements Fund - 11	CLEEP Fund - 12	SUMMARY
1,897,922	114,276	148,750	127,902	777	46,603	36,304	(639,857)	16,808	106,650	181,637	65,100	2,102,872
2,578,600	-	216,392	5,200	11,300	70,400	14,100	1,045,000	11,700	100,200	415,400	100	4,468,392
(2,989,800)	-	(334,500)	(132,292)	(11,100)	(104,600)	(8,100)	(281,100)	(22,900)	(97,000)	(525,100)	(7,700)	(4,514,192)
<b>1,486,722</b>	<b>114,276</b>	<b>30,642</b>	<b>810</b>	<b>977</b>	<b>12,403</b>	<b>42,304</b>	<b>124,043</b>	<b>5,608</b>	<b>109,850</b>	<b>71,937</b>	<b>57,500</b>	<b>2,057,072</b>
2,582,500	-	170,300	5,100	13,000	77,100	14,100	622,600	7,100	100,300	415,300	100	4,007,500
(2,400,900)	-	(175,000)	(5,000)	(13,000)	(88,000)	(25,700)	-	(5,000)	(102,000)	(394,500)	(10,100)	(3,219,200)
(147,500)	-	(14,000)	-	-	-	-	(610,100)	-	-	-	-	(771,600)
<b>1,520,822</b>	<b>114,276</b>	<b>11,942</b>	<b>910</b>	<b>977</b>	<b>1,503</b>	<b>30,704</b>	<b>136,543</b>	<b>7,708</b>	<b>108,150</b>	<b>92,737</b>	<b>47,500</b>	<b>2,073,772</b>

Ending Fund Balance from audited financial statements for the FYE 6/30/11  
 Estimated revenues for FY 11/12  
 Estimated expenditures for FY 11/12  
 Est. FB at 6/30/12 available inclusive of reserves

Budget 12-13 revenues  
 Budget 12-13 operating expenditures  
 Budget 12-13 capital expenditures  
 Est. Fund Balance at 6/30/13 inclusive of reserves

**FUND BALANCE BREAKDOWN**

Undesignated Reserves:	Reserve fund established by Council for 871,800 FY 2012-2013
871,800	871,800
<b>Designated Reserves:</b>	
10,000	10,000
62,100	62,100
100,000	100,000
9,000	9,000
15,000	15,000
32,000	32,000
5,000	5,000
10,000	10,000
13,000	13,000
30,000	30,000
4,500	4,500
233,100	233,100
1,104,900	1,104,900
<b>Available Fund Balance:</b>	<b>Available Fund Balance:</b>
415,922	415,922
114,276	114,276
1,942	1,942
910	910
977	977
1,503	1,503
17,704	17,704
136,543	136,543
7,708	7,708
108,150	108,150
47,500	47,500
911,372	911,372
<b>Total Fund Balance:</b>	<b>Total Fund Balance:</b>
1,520,822	1,520,822
114,276	114,276
11,942	11,942
910	910
977	977
1,503	1,503
30,704	30,704
136,543	136,543
7,708	7,708
108,150	108,150
47,500	47,500
2,073,772	2,073,772

Vehicle replacement reserve  
 Infrastructure replacement reserve  
 Towne Centre Plaza reserve  
 VPTV capital reserve  
 Accrued leave reserve  
 C/JPIA retro. deposit repayment reserve  
 Contingency reserve  
 Median replacement reserve  
 Sewer pump reserve  
 Sewer conditioning TV monitoring reserve  
 Sewer master plan update reserve

Estimated designated reserves at 6/30/13  
 Total reserves at 6/30/13  
 Est. available Fund Balance at 6/30/13  
 Est. Fund Balance at 6/30/13 inclusive of reserves

**Summary of Gas Tax Fund - 02**

<i>Department</i>	<i>Division</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Actual</i>	<i>2010-2011 Actual</i>	<i>2011-2012 Est. Actual</i>	<i>2012-2013 Budget</i>
<b>Beginning Fund Balance</b>		<b>\$ 438,854</b>	<b>143,335</b>	<b>79,702</b>	<b>148,750</b>	<b>30,642</b>
<b>Revenues</b>		<b>147,938</b>	<b>107,792</b>	<b>105,891</b>	<b>216,392</b>	<b>170,300</b>
<b>Expenditures</b>						
<b>Public Works</b>						
4340 - Street Maintenance		162,486	106,400	36,843	314,500	175,000
<b>Transfers Out</b>						
4800 - Operating Transfers Out		273,700	-	-	-	-
<b>Capital Improvement</b>						
7000 - Capital Projects		7,271	65,025	-	20,000	14,000
	<b>Subtotal of Expenditures</b>	<b>443,457</b>	<b>171,425</b>	<b>36,843</b>	<b>334,500</b>	<b>189,000</b>
<b>Ending Fund Balance</b>		<b>\$ 143,335</b>	<b>79,702</b>	<b>148,750</b>	<b>30,642</b>	<b>11,942</b>

**Summary of Aid to Cities Fund - 03**

<i>Department</i>	<i>Division</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Actual</i>	<i>2010-2011 Actual</i>	<i>2011-2012 Est. Actual</i>	<i>2012-2013 Budget</i>
<b>Beginning Fund Balance</b>		<b>\$ 29,291</b>	<b>116,274</b>	<b>81,936</b>	<b>127,902</b>	<b>810</b>
<b>Revenues</b>		<b>263,684</b>	<b>66,583</b>	<b>62,683</b>	<b>5,200</b>	<b>5,100</b>
<b>Expenditures</b>						
<b>Public Works</b>						
4320 - Public Works General		13,001	18,106	-	5,000	5,000
4340 - Street Maintenance		163,700	82,815	16,717	79,600	-
<b>Subtotal of Public Works</b>		<b>176,701</b>	<b>100,921</b>	<b>16,717</b>	<b>84,600</b>	<b>5,000</b>
<b>Transfers Out</b>						
4800 - Operating Transfers Out		-	-	-	47,692	-
<b>Subtotal of Expenditures</b>		<b>176,701</b>	<b>100,921</b>	<b>16,717</b>	<b>132,292</b>	<b>5,000</b>
<b>Ending Fund Balance</b>		<b>\$ 116,274</b>	<b>81,936</b>	<b>127,902</b>	<b>810</b>	<b>910</b>

**Summary of Traffic Safety Fund - 04**

<i>Department</i>	<i>Division</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Actual</i>	<i>2010-2011 Actual</i>	<i>2011-2012 Est. Actual</i>	<i>2012-2013 Budget</i>
<b>Beginning Fund Balance</b>		<b>\$ 4,388</b>	<b>1,183</b>	<b>1,270</b>	<b>777</b>	<b>977</b>
<b>Revenues</b>		<b>21,401</b>	<b>12,525</b>	<b>13,507</b>	<b>11,300</b>	<b>13,000</b>
<b>Expenditures</b>						
<b>Public Safety</b>						
4210 - Law Enforcement		<u>24,606</u>	<u>12,438</u>	<u>14,000</u>	<u>11,100</u>	<u>13,000</u>
<b>Ending Fund Balance</b>		<b><u>\$ 1,183</u></b>	<b><u>1,270</u></b>	<b><u>777</u></b>	<b><u>977</u></b>	<b><u>977</u></b>

**Summary of Measure M - Local Sales Tax Fund - 05**

<i>Department</i>	<i>Division</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Actual</i>	<i>2010-2011 Actual</i>	<i>2011-2012 Est. Actual</i>	<i>2012-2013 Budget</i>
<b>Beginning Fund Balance</b>		<b>\$ 112,243</b>	<b>28,725</b>	<b>(6,653)</b>	<b>46,603</b>	<b>12,403</b>
<b>Revenues</b>		<b>134,482</b>	<b>54,268</b>	<b>53,555</b>	<b>70,400</b>	<b>77,100</b>
<b>Expenditures</b>						
<b>Public Works</b>						
4340 - Street Maintenance		<u>218,000</u>	<u>89,646</u>	<u>299</u>	<u>104,600</u>	<u>88,000</u>
<b>Ending Fund Balance</b>		<b><u>\$ 28,725</u></b>	<b><u>(6,653)</u></b>	<b><u>46,603</u></b>	<b><u>12,403</u></b>	<b><u>1,503</u></b>

**Summary of Assessment District Fund - 06**

<i>Department</i>	<i>Division</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Actual</i>	<i>2010-2011 Actual</i>	<i>2011-2012 Est. Actual</i>	<i>2012-2013 Budget</i>
<b>Beginning Fund Balance</b>		<b>\$ 21,216</b>	<b>24,682</b>	<b>29,103</b>	<b>36,304</b>	<b>42,304</b>
<b>Revenues</b>		<b>15,566</b>	<b>14,177</b>	<b>14,118</b>	<b>14,100</b>	<b>14,100</b>
<b>Expenditures</b>						
<b>Public Works</b>						
4500 - Sewer Pump Maintenance District No. 1		<u>12,100</u>	<u>9,756</u>	<u>6,917</u>	<u>8,100</u>	<u>25,700</u>
<b>Ending Fund Balance</b>		<b><u>\$ 24,682</u></b>	<b><u>29,103</u></b>	<b><u>36,304</u></b>	<b><u>42,304</u></b>	<b><u>30,704</u></b>

**Summary of Capital Projects Improvement Fund - 07**

<b>Department</b>	<b>Division</b>	<b>2008-2009 Actual</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Est. Actual</b>	<b>2012-2013 Budget</b>
<b>Beginning Fund Balance</b>		\$ (212,969) *	95,023	(600,820) *	(639,857) *	124,043
<b>Revenues</b>		334,202	214,500	821,612	1,045,000	622,600
<b>Expenditures</b>						
<b>Administration</b>						
4170 - Support Services		-	-	-	-	-
<b>Capital Improvement</b>						
7000 - Capital Projects		<u>26,210</u>	<u>910,343</u>	<u>860,649</u>	<u>281,100</u>	<u>610,100</u>
<b>Subtotal of Expenditures</b>		<u>26,210</u>	<u>910,343</u>	<u>860,649</u>	<u>281,100</u>	<u>610,100</u>
<b>Ending Fund Balance</b>		<u>\$ 95,023</u>	<u>(600,820) *</u>	<u>(639,857) *</u>	<u>124,043</u>	<u>136,543</u>

\*- The Capital Improvement Projects Fund is used for acquisition or construction of major capital improvements. These projects typically straded a minimum of one to two years in duration. Most of these projects are funded by grants that are on a cost reimbursement basis; therefore, the City will expend money in one year and receive the funding in the following year which results in a negative fund balance. This is not an adverse situation, just a timing issue of receipt of the corresponding revenue.

**Summary of AQMD Fund - 08**

<i>Department</i>	<i>Division</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Actual</i>	<i>2010-2011 Actual</i>	<i>2011-2012 Est. Actual</i>	<i>2012-2013 Budget</i>
<b>Beginning Fund Balance</b>		<b>\$ 9,976</b>	<b>6,155</b>	<b>9,443</b>	<b>16,808</b>	<b>5,608</b>
<b>Revenues</b>		<b>6,779</b>	<b>7,211</b>	<b>7,365</b>	<b>11,700</b>	<b>7,100</b>
<b>Expenditures</b>						
<b>Public Works</b>						
4320 - Public Works General		10,600	3,923	-	900	5,000
<b>Capital Improvement</b>						
7000 - Capital Projects		-	-	-	22,000	-
<b>Subtotal of Expenditures</b>		<b>10,600</b>	<b>3,923</b>	<b>-</b>	<b>22,900</b>	<b>5,000</b>
<b>Ending Fund Balance</b>		<b>\$ 6,155</b>	<b>9,443</b>	<b>16,808</b>	<b>5,608</b>	<b>7,708</b>

**Summary of COPS Fund - 09**

<i>Department</i>	<i>Division</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Actual</i>	<i>2010-2011 Actual</i>	<i>2011-2012 Est. Actual</i>	<i>2012-2013 Budget</i>
<b>Beginning Fund Balance</b>		<b>\$ 30,491</b>	<b>43,819</b>	<b>99,654</b>	<b>106,650</b>	<b>109,850</b>
<b>Revenues</b>		<b>76,485</b>	<b>124,883</b>	<b>100,418</b>	<b>100,200</b>	<b>100,300</b>
<b>Expenditures</b>						
<b>Public Safety</b>						
4210 - Law Enforcement		<u>63,157</u>	<u>69,048</u>	<u>93,422</u>	<u>97,000</u>	<u>102,000</u>
<b>Ending Fund Balance</b>		<b><u>\$ 43,819</u></b>	<b><u>99,654</u></b>	<b><u>106,650</u></b>	<b><u>109,850</u></b>	<b><u>108,150</u></b>

**Summary of Sewer Improvement Fund - 11**

<i>Department</i>	<i>Division</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Actual</i>	<i>2010-2011 Actual</i>	<i>2011-2012 Est. Actual</i>	<i>2012-2013 Budget</i>
<b>Beginning Fund Balance</b>		<b>\$ 58,557</b>	<b>345,869</b>	<b>127,125</b>	<b>181,637</b>	<b>71,937</b>
<b>Revenues</b>		<b>416,146</b>	<b>425,018</b>	<b>420,276</b>	<b>415,400</b>	<b>415,300</b>
<b>Expenditures</b>						
<b>Public Works</b>						
4360 - City Sewer Improvement/Maintenance		<u>128,834</u>	<u>643,762</u>	<u>365,764</u>	<u>525,100</u>	<u>394,500</u>
<b>Ending Fund Balance</b>		<b><u>\$ 345,869</u></b>	<b><u>127,125</u></b>	<b><u>181,637</u></b>	<b><u>71,937</u></b>	<b><u>92,737</u></b>

**Summary of CLEEP Fund - 12**

<i>Department</i>	<i>Division</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Actual</i>	<i>2010-2011 Actual</i>	<i>2011-2012 Est. Actual</i>	<i>2012-2013 Budget</i>
<b>Beginning Fund Balance</b>		<b>\$ 117,986</b>	<b>89,179</b>	<b>72,275</b>	<b>65,100</b>	<b>57,500</b>
<b>Revenues</b>		<b>2,570</b>	<b>3,293</b>	<b>235</b>	<b>100</b>	<b>100</b>
<b>Expenditures</b>						
<b>Public Safety</b>						
4210 - Law Enforcement		12,377	20,197	7,410	7,700	10,100
<b>Transfers Out</b>						
4800 - Transfers Out		19,000	-	-	-	-
	<b>Subtotal of Expenditures</b>	<b>31,377</b>	<b>20,197</b>	<b>7,410</b>	<b>7,700</b>	<b>10,100</b>
<b>Ending Fund Balance</b>		<b>\$ 89,179</b>	<b>72,275</b>	<b>65,100</b>	<b>57,500</b>	<b>47,500</b>

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# Internal Services Fund

The City of Villa Park has one Internal Service Fund, the Employee Benefits Fund. The Employee Benefits Fund is used for expenditures relating to employee benefits. These benefits are allocated to each department based on the personnel allocation plan and collected in the employee benefit fund to provide for the related benefits expense. The use of this fund is to better track the costs of employee benefits. The fund is not reported on the Summary of Revenues because it is not incoming revenue to the City. It is an internal fund paid for by General Fund revenues already in the receipt of the City. The expenditures from the fund are recorded as expenditures in each department.

Major increases in expenditures within the Employee Benefits Fund result from the City's participation in the Public Employee's Retirement System (PERS). As recently as 2004, the City was considered "super funded" within PERS. That is, the funds invested by the City for pension obligations were funded entirely by returns on the investments. Declining market conditions, changes to the City's pension plan in 2004, and inclusion of the City by PERS into a small cities share-risk pool increased the City's liability and therefore the amount of funds required to pay into PERS to fund future pension liability. As a benefit to the employees, the City currently pays 3% of the employees' contribution to PERS and the employee contributes additional 4% of their salary toward PERS. The employees' contribution will increase 1% each year until employee are funding the entire 7% in fiscal year 2015-16.

**Department**  
*Internal Service*  
**Division**  
 4180 - Employee Benefit Fund

No.	Account Title	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Est. Actual	2012-2013 Budget
<b><i>Maintenance and Operations</i></b>							
2065	Social Security	\$ 4,170	455	851	200	200	200
2075	FICA & Medicare	4,724	5,763	6,141	6,200	6,400	8,000
2355	Retirement Benefits	72,574	110,235	90,243	103,400	113,400	95,400
2365	Life Insurance	865	1,170	1,084	1,200	1,200	900
2375	Medical/Dental Coverage	35,944	46,104	48,620	46,600	51,200	45,700
2385	Worker's Compensation	4,854	6,417	7,879	7,900	6,000	9,700
2450	Miscellaneous	-	-	-	300	-	300
<b>Total Maintenance and Operations</b>		<b>123,131</b>	<b>170,144</b>	<b>154,818</b>	<b>165,800</b>	<b>178,400</b>	<b>160,200</b>
<b>Total Division Budget</b>		<b>\$ 123,131</b>	<b>170,144</b>	<b>154,818</b>	<b>165,800</b>	<b>178,400</b>	<b>160,200</b>

**Account Description**

**2065 - Social Security**

This City is required to participate in Social Security for all hourly non-PERS staff.

**2075 - FICA & Medicare**

The City is required to participate in FICA and Medicare programs for all staff.

**2355 - Retirement Benefits**

This account pays for the City and employee's share of CalPERS retirement, it does not include the employee's portion of 4%.

**2365 - Life Insurance**

This account provides for the City's cost to provide life insurance for employees under the City's benefits package.

**2375 - Medical & Dental Coverage**

This account provides for the City's cost for enrolling employees in medical and dental coverage's under the City's benefits package.

**2385 - Worker's Compensation**

Provides a total benefit amount for the City's Worker's Compensation benefits under California Law.

**2450 - Miscellaneous**

This account provides for any costs related to employee benefits not budgeted in any other accounts in this division.

The Employee Benefits Fund is an internal service fund set up to account for the costs associated with employee benefits. Simply put, the City places funds into the Employee Benefit Fund to pay for the benefits provided to employees. Funds entering the Employee Benefit Fund are not new revenues - they are internal transfers from the General Fund. The Employee Benefits Fund is therefore not found in the Revenue Summary because it is not revenue to the City. It is, however, an expense. The largest expense is retirement benefits followed by medical and dental coverage. Both are payable to the California Public Employees Retirement Fund. Due to stock market conditions and a change in retirement rates, the City now pays approximately 20.2% of each employee's salary in addition to the 3% of the employees' 7% portion. Beginning in FY 2012-13, employees will contribute 4% of their salary toward PERS.

## Glossary of Budget Terms

**Accounting System** - The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

**Activity** - A unit of budgetary accountability and control that encompasses specific and distinguishable lines of work performance for the purpose of accomplishing a function for which the City is responsible.

**Adopted Budget** - The budget document formally approved by the City Council.

**Allocated Costs** - A method for allocating overhead time and other expenses to activities that provide direct services.

**Allotments** - Management allocation of appropriated funds subject to legal constraints.

**Appropriation** - An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the Appropriation Ordinance. An appropriation is usually for a fixed amount and time limited, and must be expended before the deadline.

**Assessed Valuation** - A valuation set upon real estate or other property by the County Assessor and the State as a basis for levying taxes.

**Authorized Positions** - Positions approved by the City Council which may or may not have funding (see Budgeted Positions).

**Base Budget** - Those resources necessary to meet an established and existing service level.

**Basis of Budgeting** - Basis of budgeting refers to the method used for recognizing revenues and expenditures in budget. The City uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles (GAAP).

**Beginning (or Available) Fund Balance** - Fund balance available in a fund from the end of the prior year for use in the following year.

**Budget** - A planning and controlling document for financial operation with estimates of proposed expenditures and revenues for a given

period of time, usually one year. A plan or action expressed in numbers.

**Budget Document** - The official written statement prepared by the budget office and supporting staff.

**Budget Modification** - A change of expenditure levels and corresponding resources needed to accomplish an existing service level or unanticipated service as approved by the City Council.

**Budgeted Positions** - The number of full-time equivalent positions to be funded in the budget. Example: Funding of two half-time positions would equal one full-time equivalent position.

**Budget Supplement** - A request for an increase or decrease in an existing service level (over and above the base budget).

**CAFR** – Comprehensive Annual Financial Report – The annual financial report presentation that is accepted by the Government Finance Officers Association (GFOA).

**Capital Improvement Budget** - A plan for capital expenditures and the means of financing them, to be incurred each year over a fixed period of years, to meet capital needs arising from long-term work program. Included are expenditures made for land, building, permanent public works projects, major reconstruction or renovation of structures, and major landscaping or park improvements.

**Capital Outlays** - Expenditures for the acquisition of capital assets.

**Carry-over Balance** - Balance of funds brought forward from prior years.

**Contingency** - Funds appropriated by the City Council for unforeseen needs.

**Department** - An organizational unit comprised of divisions or programs. It is possible for a department to be comprised of only one division.

**Discretionary Revenue** - Money that the City Council has the authority to allocate for any purpose. Often refers to the General Fund, as opposed to Special Funds.

**Division** - A functional grouping of related activities within a department. There are usually several activities within a division.

**Employee (Fringe) Benefits** - The cost to the City for contribution to employee retirement, social security, health and workers' compensation programs.

**Encumbrance** - Funds not yet expended and are delegated or set aside in anticipation of an expenditure in the form of a purchase order, contract, or other commitment, chargeable to an appropriation. These funds cease to be an encumbrance when paid.

**Enterprise Fund** - Established to finance and account for the operation and maintenance of facilities and services which are predominately self-supporting by user charges.

**Expenditure** - Designates the cost of goods delivered or services rendered, whether paid or unpaid. Where accounts are kept on the accrual or modified accrual basis of accounting, costs are recorded when goods are received or services rendered. Where accounts are kept on a cash basis, expenditures are recognized when the cash payments are made.

**Fees** - A charge to cover the cost of services (e.g., building inspection fee, zoning fee, etc.).

**Fiscal Year** - A twelve-month period of time to which the budget applies. For the City of Villa Park, this period is from July 1 through June 30.

**Fixed Asset** - A tangible item of a long-term character such as land, buildings, furniture, and other equipment with a unit cost in excess of \$1,000.

**Full Time Equivalency (FTE)** - One or more employee positions totaling one full year of service or approximately 2080 hours a year.

**Fund** - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations.

**Fund Balance** - Within a specific operating fund, the net of expenditures and revenues.

**Funding Source** - Identifies fund(s) that will provide resources for City expenditures.

**Gas Tax Fund** - This fund is required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of City streets.

**General Fund** - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use.

**General Plan** - The General Plan is a long-range planning document that provides the City a framework for action and the direction in which to focus that action. General Plan Elements are areas in which the City has elected to administer and manage the delivery of services to its community.

**General Revenue** - General sources of income the City collects and receives into the Treasury for public use (e.g., property tax). There are no restrictions as to the use of these monies - often referred to as Discretionary Revenue.

**Grant** - A contribution from one government unit to another, usually made for a specific purpose and time period.

**Interfund Transfers** - Monies appropriated from one fund to another fund. This is done to reimburse the fund for expenses or to finance the operation of the other fund.

**Internal Service Funds** - These are funds used to account for the financing of goods or services provided by one department or program to other departments or programs of the City on a cost-reimbursement basis.

**Municipal Code** - A book that contains City Council approved ordinances presently in effect. The Code defines City policies in various categories.

**Objectives** - Identifies the desired results of the activities of a program.

**Operating Budget** - A programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the City, which does not include capital improvement projects.

**Operating Expenses** - Expenses incurred as a result of day-to-day operations.

**Ordinance** - A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has higher legal standing than a resolution. A law set forth by a government authority, specifically, a municipal regulation.

**PERS** - Public Employees Retirement System. - A pension plan administered by the State of California for government agencies.

**Personnel Expenditures** - Salaries and wages paid to employees.

**Program Revenues** – Revenues received by a department as a result of the services or operations of that department (such as user fees), which are used to finance the related services or programs. Program Revenue is not discretionary (general-purpose) revenue.

**Property Tax** - California State Constitution Article XIII A provides that the combined maximum property tax rate on any given property equal 1% of its assessed value, unless an additional amount has been approved by voters for special taxes or general obligation bonds. The County assesses properties, bills and collects these property taxes. The County remits the City's share, including all penalties and interest.

**Property Transfer Tax** – This tax is levied at a rate of \$1.50 per \$100 of the value of consideration of equity value transferred. The County collects the tax and the City receives the revenues. The City can use up to one third of the revenue for seismic retrofits. Revenues are dependent on how frequently the property is transferred and on the accrued value at the time of transfer.

**Proposed Budget** - The working document for the fiscal year under discussion.

**Repairs and Maintenance** - Expenditures for repairs and maintenance of all equipment and supplies, buildings, structures and grounds.

**Reserve** - An account used to earmark a portion of the fund balance as legally segregated for a specific use.

**Resolution** - A special order of the City Council that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

**Restricted Use Funds** – Funds designated for use for a specific purpose.

**Revenue Bonds** - A type of bond usually issued to construct facilities. The bonds are repaid from revenue produced by the operation of those facilities.

**Revenues** - Amounts estimated to be available for appropriation during the fiscal year. Included are carry-over balances and new revenues.

**Sales Tax** - The City receives one percent of the 8.75% of taxes assessed on retail sales or leases of tangible personal property in the City.

**Secured Taxes** - Taxes levied on real properties in the City which are "secured" by liens on the properties.

**Service Level** - Indicates a project's effect on existing levels of service provision or identifies a new service to be provided to the public.

**Special Assessment Fund** - A fund used to account for the financing of public improvements or services deemed to benefit primarily the properties against which special assessments are levied.

**Spending Limitation (Gann Limit)** - Article XIII B of the California Constitution establishes a spending limitation on government agencies within California. The spending limit is a mandated calculation of how much the City is allowed to expend in one fiscal year. The amounts of appropriations subject to the limit are budgeted proceeds of taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriate limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

**Supplemental Assessment** - An assessment of real property occurring after the real property lien date of January 1st of each year as a result of new construction or a change in ownership. The assessor determines the new value of the property based on current market values, and then calculates the difference between the new value and the old value set on January 1st.

**Tax Levy** - Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation of property.

**Tax Rate** - The amount of tax levied for each \$100 of assessed valuation.

**Year-End** - This terms means as of June 30th (end of the fiscal year).

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**RESOLUTION NO. 2012-3199**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VILLA PARK ADOPTING THE BUDGET, APPROPRIATING REVENUE, AND ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2012-13.**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a proposed budget for the 2012-13 Fiscal Year commencing July 1, 2012, and ending June 30, 2013, and the proposed annual budget is on file in the City Clerk's Office; and

**WHEREAS**, the City Council has made certain revisions, corrections, and modifications to said proposed budget and the City Manager has caused the proposed budget document to be corrected to reflect the changes ordered by the City Council; and

**WHEREAS**, the City Council held a study session on the proposed Budget on June 12, 2012, and a Public Hearing on the proposed budget on June 26, 2012, where all interested persons were provided the opportunity to be heard; and

**WHEREAS**, final considerations were made at said hearing; and

**WHEREAS**, a proposed Seven-Year Capital Improvement Program for the City of Villa Park was submitted to the City Council and is on file in the City Clerk's Office; and

**WHEREAS**, the City Council has considered the budget and comments thereon, and has determined it is necessary for the efficient management of the City that certain sums of revenue be appropriated to the various departments, officers, agencies and activities of the City, and an appropriations limit be established for FY 2012-13 in meeting the legal requirements of Article XIII B of the California Constitution, including the designation of certain revenues as tax proceeds or non-proceeds, as set forth in said budget.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Villa Park as follows:

**SECTION 1:**

- A) In accordance with the provisions of Proposition 111 and Senate Bill 88, the City Council of the City of Villa Park selects the Growth in the California Per Capita Income and the Growth in the population of the County of Orange in determining the Appropriations Limit for Fiscal Year 2012-13.
- B) The Department of Finance has notified the City of the change in the California Per Capita income and such change is 3.77% for the prior calendar year.

- C) The Department of Finance has notified the City of the change in population of the County of Orange County and such change is 0.89%.
- D) Pursuant to California Constitution Article XIII B, Section 1 and Government Code sections 7900 et seq., and pursuant to the guidelines set forth by Proposition 111, the City appropriations limit must be adjusted for changes from the base year of 1986-87 to the fiscal year ending June 30, 2012, by the changes in the California Per Capita income and in population.
- E) The appropriations limit documentation applicable to this Resolution has been available for public inspection for fifteen days prior to approval by the City Council, pursuant to Government Code section 7910.

**SECTION 2:** The City Council finds and determines that the appropriations subject to limitations in the 1986-87 Fiscal Year were \$1,008,643 and that utilizing this figure in conjunction with the formula for computation of the appropriations limitation, as set forth in Chapter 1205 of the Revenue and Taxation Code, the appropriations limit for the City during the 2012-13 Fiscal Year is revised to \$3,479,187.

**SECTION 3:** The City Council hereby identifies and authorizes a total estimated operations/capital project budget of \$3,998,000 and appropriates said money from the various funds to each account set forth in said budget, incorporated herein by reference, the sums as shown for such account in the 2012-13 budget. The City Manager is authorized and empowered to expend such sum for the purpose of such account but no expenditure by any office or department for any items within an account will exceed the amount budgeted therefore without prior approval of the City Manager.

**SECTION 4:** The City Council hereby identifies and authorizes release of fund balance designations and budget amendments (Exhibit A) for a total of \$30,000.

**SECTION 5:** The budget, incorporated herein by reference, is adopted by Resolution as the Annual Budget for the City of Villa Park for Fiscal Year commencing July 1, 2012, and ending June 30, 2013.

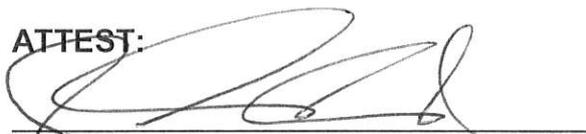
**SECTION 6:** The Capital Improvement Program presented to the City Council on June 26, 2012, is retained as the 2012-2019 Seven-Year Capital Improvement Program for the City of Villa Park.

**SECTION 7:** The City Council finds and determines that the City's proposed budget for the 2012-13 Fiscal Year is as presented, and incorporated herewith is in compliance with the City's appropriations limitation, and hereby approves and adopts this budget in its entirety, text and amounts hereinafter, as a statement of City policy for the Fiscal Year 2012-13 and authorizes the City Manager to carry out the City's expenditures in conformity therewith.

**SECTION 8:** That the City Clerk shall certify to the adoption of this Resolution and certify this record to be a full true, correct copy of the action taken.

**PASSED AND ADOPTED** by the City Council of the City of Villa Park at a regular meeting held on the 26<sup>th</sup> day of June, 2012.

  
\_\_\_\_\_  
Brad Reese, Mayor  
City of Villa Park

**ATTEST:**  
  
\_\_\_\_\_  
Jarad L. Hildenbrand, City Clerk  
City of Villa Park

STATE OF CALIFORNIA }  
COUNTY OF ORANGE } SS  
CITY OF VILLA PARK }

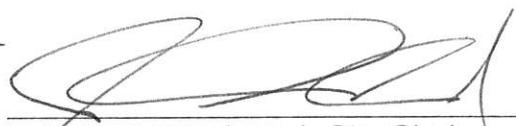
I, **Jarad L. Hildenbrand**, City Clerk of the City of Villa Park **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Villa Park held on the 26<sup>th</sup> day of June, 2012, and was carried by the following roll call vote, to wit:

AYES: COUNCILMEMBERS: *BARNETT, PAULY, REESE*

NOES: COUNCILMEMBERS: *MACALONEY, UMER*

ABSENT: COUNCILMEMBERS: *NONE*

ABSTAIN: COUNCILMEMBERS: *NONE*

  
\_\_\_\_\_  
Jarad L. Hildenbrand, City Clerk  
City of Villa Park

**City of Villa Park  
Fund Balance Designation Release and Final Budget Amendment  
FY 2011-2012**

Release of Fund Balance Designations for Fiscal Year 2011-2012

<u>General Fund</u>	<u>Amount</u>
Release from the Towne Centre Improvements Reserve the money to be spent on the City Towne Centre Improvements, façade, monument signs, and directional signage projects.	\$ 30,000
<b>Total Fund Balance Designations Released</b>	<b>\$ 30,000</b>

Final Budget Amendments for FY 2011-12

<u>General Fund</u>	<u>Amount</u>
<u>Revenue</u>	
Increase account 01-0010-3520 for VPCSF donation of \$14,800 for city entrance monument signs.	14,800
<u>Expenditures</u>	
Increase account 07-7000-7039 for city entrance monument signs.	(14,800)
<b>Total per General Fund</b>	<b>-</b>
<u>Gas Tax Fund</u>	
<u>Revenue</u>	
Increase account 02-0010-3950 for HUTA 2103 FY 10-11 revenue previously recorded in the Aid to Cities Fund, transferred in FY 11-12 per State auditors.	47,692
Increase account 02-0010-3529 for HUTA 2103 FY 11-12 revenue previously budgeted for in the Aid to Cities Fund, transferred in FY 11-12 per State auditors.	63,200
<b>Total per Gas Tax Fund</b>	<b>110,892</b>
<u>Aid to Cities Fund</u>	
<u>Revenue</u>	
Decrease account 03-0010-3529 for HUTA 2103 FY 11-12 revenue previously budgeted for in the Aid to Cities Fund to be transferred to the Gas Tax Fund per the State auditors.	(63,200)
<u>Transfers Out</u>	
Increase account 03-4800-9100 for HUTA 2103 FY 10-11 revenue previously recorded in the Aid to Cities Fund, transferred to the Gas Tax Fund per the State auditors.	(47,692)
<b>Total per Aid to Cities Fund</b>	<b>(110,892)</b>
<u>Capital Improvement Projects Fund</u>	
<u>Revenue</u>	
Increase account 07-0010-3520 for the OCFA grant money to fund the Library Fire Alarms.	8,000
<u>Expenditures</u>	
Increase account 07-7000-8051 for the Library Fire Alarms.	\$ (8,000)
<b>Total per Capital Improvement Projects Fund</b>	<b>-</b>
<b>Total Budget Amendments</b>	<b>\$ -</b>
<b>Totals</b>	<b>\$ 30,000</b>

RESOLUTION NO. 2012-3201

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VILLA PARK ESTABLISHING SALARY AND BENEFIT RATES FOR ALL CLASSES OF EMPLOYMENT AND SUPERSEDING RESOLUTION NO. 2011-3160.

THE CITY COUNCIL OF THE CITY OF VILLA PARK, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

**SECTION 1.** Superseding the previous Salary Resolution, the following salary ranges are assigned to each full time position in the City.

<u>Position</u>	<u>Monthly Range</u>	<u>Current Rate</u>
Maintenance Worker	\$2,672 to \$3,612	\$3,612
Maintenance Supervisor	\$4,580 to \$5,428	\$5,254
Assistant to the City Manager	\$4,167 to \$5,172	\$4,167
City Manager	Determined by contract	

**SECTION 2.** The City of Villa Park shall continue to provide the following benefits:

I. RETIREMENT:

1. The City shall pay three percent (3%) of the normal member contributions to the California Public Employees Retirement System as employer paid member contributions and report same percent to PERS as compensation. This benefit shall apply to all miscellaneous class employees. City employees shall pay four percent (4%) of the normal member contributions. Beginning in FY 2011-12, employees contribute an additional 1% of pay each fiscal year, until employees are paying the full 7% normal member contribution.

II. MEDICAL INSURANCE:

1. The City shall pay the minimum required monthly contribution for medical insurance for active employees as required by the Public Employees' Medical and Hospital Care Act. To the extent required by state law, the City shall also contribute this amount for retirees.

III. CAFETERIA BENEFITS:

1. In addition to the contribution noted in Section 2, Part I (1) above, the City will pay up to the full cost of health maintenance organization (HMO) medical insurance for current full time employees and 66 2/3 percent of their family members. For purposes of this section, the term "family members" are dependants of the employee who meet the eligibility requirements for coverage under the HMO plan

and are enrolled by the employee. Effective July 1, 2008, the City will pay for the full cost of HMO medical insurance for full time employees hired after this date and 33 percent of their family members. For employees that select an insurance plan that exceeds the highest HMO plan, the City will contribute the amount equal to the highest HMO plan for the employee, and for their family members in the percentages outlined above; the employee shall pay the difference.

2. The City will provide a dental insurance plan. The City will contribute the full cost for a plan chosen by the City Manager that covers all current full time employees and 66 2/3 percent of their family members. Effective July 1, 2008, the City will pay for the full cost of dental insurance for full time employees hired after this date and 33 percent of their family members.
3. The City shall provide life insurance to full time employees in the amount of \$50,000. The City Manager shall be provided life insurance on the basis of 100% of his/her annual salary up to a maximum of \$100,000, provided that any amount over \$50,000 is reported as compensation as required by accounting standards. The City may participate in an alternative insurance plan paid for entirely by employees for additional benefits to include life, vision, or additional supplemental coverage.
4. The City shall provide a medical insurance rebate program whereby full time employees who are currently enrolled under a medical insurance program through a spouse or other source, can exchange their City's insurance for a cash rebate. This rebate shall equal \$250 per month if one or more family members are or would be covered in the City's plan or \$150 per month if the employee is or would be covered as a single in the program.
5. In accordance with the California Labor Code, the City pays the premium for unemployment insurance for City employees. The City participates as a reimbursable employer with the California Employment Development Department. As such, the City reimburses its unemployment account only after funds are withdrawn to pay a qualified claim.
6. Under provisions of the Workers' Compensation Insurance Law of California, any employee injured on the job in the course of employment is entitled to disability compensation and medical care. Full time employees may utilize sick leave during the period of absence due to a work-related illness or injury. However, when payment of workers' compensation benefits is received by the employee:
  - a) He/she must endorse the check over to the City;
  - b) The City will convert the dollar amount of the check to sick leave hours (total amount of check divided by hourly wage); and
  - c) The City will credit the employee's sick leave account by that number of hours. Employees who do not wish to cover this period with sick leave, or

who lack adequate sick leave hours, may keep the check from workers' compensation.

IV. VACATION:

1. Full time employees accrue vacation according to the following schedule:

Years of Service	Annual Rate (hours)
01-05	96
06-10	120
11	128
12	136
13	144
14	152
15+	160

2. Vacation will be credited monthly on a prorated basis proportionate to a full working month. Upon termination or retirement, full time employees shall be compensated at the current pay scale for their accrued vacation prior to such action to a maximum of 160 hours. No employee shall carry forward to any succeeding calendar year more than 160 hours of accrued vacation. However, after ten (10) years of service, a full time employee shall be entitled to accrue up to two (2) times their annual leave. The purpose of providing vacation is to allow employees time away from the work environment so that when they return they will be fully rested and able to carry on their work assignments.
3. Hourly employees averaging fewer than 20 hours per week will accrue vacation time after the first six (6) months at the rate of four (4) hours per month up to a maximum of 80 hours. Hourly employees averaging greater than 20 hours per week shall accrue vacation at a rate of 6 hours per month up to a maximum of 80 hours.

V. HOLIDAYS:

1. The City will provide employees 88 paid hours a calendar year for holidays plus 8 hours of personal leave time off for full time employees for a total of 96 hours per year. All holiday hours must be taken during the calendar year in which they are earned and cannot be credited to the succeeding year. Hourly employees shall be eligible for holiday pay at a rate of 6 hours per holiday provided that the employee has worked at least 8 hours during the pay period encompassing the holiday and the employee averages a minimum of 20 hours per week. Hourly employees are not eligible for personal leave time.
2. The City will observe eleven (11) paid holidays in FY 2012-13. These include:

Independence Day (Wednesday, July 4)  
Labor Day (Monday, September 3)  
Veteran's Day (Friday, November 12)  
Thanksgiving Holiday (fourth Thursday and Friday in November)  
Christmas Eve (Monday, December 24)  
Christmas Day (Tuesday, December 25)  
New Year's Eve (Monday, December 31)  
New Year's Day (Tuesday, January 1)  
President's Day (Monday, February 18)  
Memorial Day (Monday, May 27)

3. Full time staff will be given time off on the Wednesday, Thursday and Friday between the Christmas and New Year's holidays in 2012 with pay. Part time employees will be given the opportunity to take this time off without pay, to take this time off using vacation hours, or to work their regular schedule.

#### VI. LEAVES OF ABSENCE:

1. Full time employee sick leave with pay shall accrue at the rate of sixteen (16) hours per calendar quarter of service, succeeding the first such month of service, up to a maximum of sixty (60) days at an employee's regular daily pay rate.
2. Upon termination or retirement, full time employees will be compensated for all accrued sick leave prior to such action not to exceed twenty-eight (28) days at the employee's daily pay rate.
3. Hourly employees that work at least twenty (20) hours per week for at least six (6) months per year shall receive accrued sick leave credits at the rate of eight (8) hours per calendar quarter of service up to a maximum of thirty (30) days at an employee's regular daily pay rate. Sick leave shall not be allowed for hourly employees working less than twenty (20) hours per week.
4. Bereavement leave of up to three (3) days leave with pay will be granted to full time employees in the event of the death of an immediate family member. This includes any relative by blood or marriage that is an actual member of the employee's household, and/or any parent, parent-in-law, spouse, child, brother or sister of the employee regardless of residence. Sick leave, vacation, or floating holiday hours may be applied to a bereavement period for bereaving a family member not included under the City's bereavement policy.
5. Any employee holding a full time position who is ordered to active duty in the U.S. Armed Forces shall be entitled to reinstatement with no loss of seniority rights and full reimbursement for up to 80 hours per year. Prior to use of any military leave, an official copy of military orders must be on file with the office of the City Manager.

6. Employees called to serve jury duty will be granted a leave of absence for the period of service required. Employees shall be paid the difference between his/her full salary and any payment received for such service, except travel pay for a maximum of one (1) day or one (1) trial not to exceed five (5) days.
7. In compliance with the California Family Rights Act (CFRA) of 1991 and the Federal Family and Medical Leave Act (FMLA) of 1993, the City will provide up to 12 weeks in any 12 month period, unpaid, job-protected leave to eligible employees for certain family and medical reasons, in accordance with Policy Number C-25 of the City's Operations and Personnel Procedures Manual.
8. The City may, at the discretion of the City Manager, grant an employee a leave of absence for up to three months without pay. Leave without pay is intended for unusual circumstances and approval will be evaluated based upon the impact to departmental functions and work force levels. Leave without pay will only be granted upon complete use of accrued sick leave, vacation, and floating holiday hours.

#### VIII. OVERTIME:

1. Employees designated as exempt are exempt from receiving overtime compensation.
2. Employees classified as non-exempt will receive compensation for approved overtime work as follows: Hours worked by non-exempt staff in excess of 40 paid hours in a seven day work week are considered overtime. All eligible personnel shall be compensated for authorized overtime at the rate of one and one-half times his/her equivalent hourly rate of pay, or shall be allowed to accumulate one and one-half hours of compensatory time (of up to 30 hours) for each overtime hour worked. Such compensatory time, however, must be taken during the pay period in which accrued with City Manager approval.

#### IX. MISCELLANEOUS BENEFITS:

1. Full-time employees may be allowed reimbursement for tuition and books for classes and programs approved in advance by the City Manager. The amount of reimbursement shall be limited to the prevailing cost for tuition and books at an approved institution with a cap of \$1,000 per semester. Those staff members using tuition reimbursement funds are required to maintain full-time status with the City for a period of one year following use of the funds. If full-time status is not maintained and the employee separates from employment voluntarily, the funds used within the last twelve months of employment shall be deducted from the employee's final payout upon separation.

2. Regular Public Works employees will be reimbursed for work clothing and/or work boots, in an amount not to exceed \$250 per employee per fiscal year, upon the presentation of receipts and approval of the City Manager.
3. For those employees not provided with an automobile allowance or City vehicle, the City will reimburse an employee at the current IRS rate per mile for authorized use of an employee's private vehicle on City business.
4. The City may provide City Manager, Maintenance Supervisor and Building Inspector with a City paid cellular telephone. Personal calls and texts within the basic plan level are considered additional income per IRS rulings and added to calendar year W-2 forms.
5. When an employee is promoted to a higher classification, the employee shall be assigned to the step in the new classification that provides an increase over the salary received immediately prior to such promotion. Promoted full time employees will be subject to a one-year probationary period.

**SECTION 3.** Hourly, part-time employees are to be compensated at a rate fixed on the following schedule:

Position Title	Hourly Rate	Current Rate
Finance Director	\$50.25 to \$65.25	\$54.87
Building Inspector	\$40.00 to \$50.00	\$40.00
Executive Assistant	\$9.00 to \$15.00	\$15.00
Management Intern	\$10.00	\$10.00

The City Manager may hire, on an hourly basis, positions identified as full time according to the current salary resolution. Such positions shall only be hired when filling in temporarily for an existing full time position. In addition, with Human Resources Committee concurrence, the City Manager may hire, on an hourly basis, positions identified as part-time to cover positions not listed in the salary resolution as a means to provide necessary City services.

**SECTION 4.** Rates of compensation as listed in this Resolution shall be effective on the pay period starting July 1, 2012.

**SECTION 5.** All benefits in this Resolution shall be reviewed annually in their entirety.

**SECTION 6.** Salaries for each position are based on the results of salary surveys, conducted as required when reviewing salaries. The pay range for each position is generally set based, in part, on a trended average of ten (10%) percent below the average salary for the comparative position based on the survey. For Fiscal Year 2011-2012, in recognition of the current economic climate salary ranges will not be adjusted as warranted by a salary survey. This section shall not apply to the salary of the City Manager which shall be set independently by the City Council.

**PASSED AND ADOPTED** by the City Council of the City of Villa Park at a regular meeting of the City Council held on the 24<sup>th</sup> day of July, 2012.

  
\_\_\_\_\_  
Brad Reese, Mayor  
City of Villa Park

**ATTEST:**

  
\_\_\_\_\_  
Jarad L. Hildenbrand, City Clerk  
City of Villa Park

STATE OF CALIFORNIA }  
COUNTY OF ORANGE } SS  
CITY OF VILLA PARK }

I, **Jarad L. Hildenbrand**, City Clerk of the City of Villa Park **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Villa Park held on the 24<sup>th</sup> day of July, 2012 and was carried by the following roll call vote, to wit:

AYES: COUNCILMEMBERS: *BARRETT, ALVER, MACALONEY, REESE*

NOES: COUNCILMEMBERS: *PAULY*

ABSENT: COUNCILMEMBERS: *NONE*

ABSTAIN: COUNCILMEMBERS: *NONE*

  
\_\_\_\_\_  
Jarad L. Hildenbrand, City Clerk  
City of Villa Park

2012-2013 Operating Budget Notes:

