City of Villa Park
Fiscal Year 2013-2014
Annual Operating Budget
And
Capital Improvement Program

Brad Reese, Mayor
Richard Barnett, Mayor Pro Tem
Diana Fascenelli, Councilwoman
Greg Mills, Councilman
Deborah Pauly, Councilwoman

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Submitted by:
Jarad Hildenbrand, City Manager
Michelle Danaher, Finance Director
June 25, 2013

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2013-14 City Council Goals & Work Plan

1) Enhance and maintain the City's fiscal and organizational stability.
   - Maintain and adopt a timely, healthy and balanced City budget.
   - Whenever possible add to the City's reserves either generally or for specific purposes such as infrastructure replacement.
   - Pursue grants when appropriate and manage them effectively with a specific focus on funding for the Towne Centre Plaza project.
   - Continue to analyze contracts for potential cost savings.
   - Continue to provide the City Council with monthly revenue and expenditure variance reports.
   - Analyze processes to deliver City services efficiently thereby reducing the cost of providing such services.
   - Ensure fair City tax and fees and allocate the cost of services to individuals who benefit.
   - 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.
   - Improve public access to information.
   - Schedule an annual strategic planning session with the City Council in order to identify priorities and key issues for the following fiscal year.
   - Continue to complete in a timely manner all federal, state and local reporting requirements.
   - Continue to maintain financial records in accordance with Government Accounting Standards.
   - Pursue Government Finance Officers Association (GFOA) annual Distinguished Budget Award.
   - Pursue GFOA annual Certificate of Achievement for Excellence in Financial Reporting.
   - Schedule an annual strategic planning session with the City Council in order to identify priorities and key issues for the following fiscal year.

2) Maintain the City's low crime rate through the promotion of safe community standards and values.
   - Ensure a safe community and protect rights of citizens.
   - Continue to strengthen sheriff-community relations.
   - Preserve the School Resource Officer (SRO) program contingent upon continued Citizens' Option Public Safety (COPS) funding.
   - Implement directed patrols, when necessary, as an intervention method to reduce crime in specific areas of the City.

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- Find compliant ways to spend the City's California Law Enforcement Equipment Program (CLEEP) allocation for purposes that will enhance community safety.
- Continue the revitalized implementation of the CERT program.
- 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.
- Strengthen resident involvement through communication and enhanced neighborhood watch programs.
- Continue to promote the "Do Not Solicit" Registry.

3) 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 (streets, storm drains, sewers) and public amenities (parkways and medians).

- Support and respond to neighborhood needs.
- Complete Zoning Code Update to improve processing, readability, and eliminate conflicting code sections.
- 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 charges and ensure they are 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.
- Continue to improve City entry monument signs per the master plan and construct as many as fiscally possible.
- Work with the neighboring City of Orange, when appropriate, to relocate new and improved City directional signs.
- Complete the scheduled street maintenance projects as outlined in the City's Capital Improvement Program.
- Continue to comply with regulations imposed by the National Pollutant Discharge Elimination System (NPDES) permit, General Waste Discharge Requirements for sewer utilities and future water quality obligations.
- 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.

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4) Encourage the improvement of Villa Park Towne Centre through strong public-private partnerships, promoting a diverse mix of retail tenants while incentivizing private investment in the Centre.

- Continue to explore ways of implementing strategies that will improve the quality and quantity of Towne Centre tenants.
- Work with the concerned property owners to agree on 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 when and if funding becomes available.
- 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.

5) Develop community awareness and involvement through enhanced community participation, partnerships, and regional programs.

- 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.
- Enhance family-friendly events, facilities and services.
- 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.

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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.

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Guide to the Budget

General Fund

The accounts of the City are organized basis of funds. These funds are organized to segregate and account for restricted resources. Each fund is a separate accounting entity. The General Fund is the primary revenue source for most city services; 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.

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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 for the residents 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

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City of Villa Park

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Honorable Mayor Reese and Members of the City Council
City of Villa Park
17855 Santiago Boulevard
Villa Park, California 92861

Dear Mayor Reese and Members of the City Council:

It is my pleasure to submit to you the Fiscal Year 2013-2014 proposed City Budget. As you know the City Budget is a plan of financial activity for the fiscal year that starts July 1, 2013 and ends June 30, 2014. This process is just another opportunity for the City to analyze all aspects of its operations to ensure that we continue to thrive and redefine ourselves despite our limited resources. Accordingly, I am confident the FY 2013-2014 City Budget preserves the quality-of-life programs and services that define us as "The Hidden Jewel."

To assist the readers in the review of the City Budget our Finance Director, Michelle Danaher, has summarized the information contained within the document in a City Budget Overview that follows this letter.

Through these tough times, you have increased your investment in the Villa Park community! You have increased your investment in the Villa Park Towne Centre! You have increased your investment in the City's aging infrastructure! You have increased your investment in City employees! You have not lost sight of the end result and continue to explore ways to evolve as a City and create easier access for the public we serve! I strongly believe that with the strategies incorporated in the FY 2013-2014 City Budget the City of Villa Park can accomplish these essential goals

To that end, the development of the proposed City Budget takes an enormous amount of staff time and effort, and has to be completed within a compressed timeline. My sincere appreciation is extended to Finance Director Michelle Danaher for her contribution - without her, we would not have a City Budget - as well as to the City Council and its Budget and Finance Committee for their leadership and support. Special recognition is also extended to every member of City staff for providing overall coordination of the budget development and document production.

Sincerely,

Jarad L. Hildenbrand
City Manager

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City of Villa Park

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TO: **Honorable City Council**
Jarad Hildenbrand, City Manager

FROM: **Michelle Danaher, Finance Director**

SUBJECT: **Fiscal Year 2013-2014 City Budget and Capital Improvement Plan**

DATE: **June 11, 2013**

I am pleased to present you with a brief City Budget Overview that will highlight key aspects of the FY 2013-14 City Budget and Capital Improvement Plan.

The Council's fiscal frugality in recent years, coupled with strong financial management by City staff, has placed Villa Park in an enviable position compared to other cities. There are no surprises in next year's budget; it is essentially business as usual. There are signs of an economic recovery although Orange County was not affected by the recession, to the same extent, as other areas in the State and the Nation.

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REVENUES

Overall, staff is assuming approximately $171,000 less in General Fund revenues for FY 2013-14. It is management's philosophy to budget revenues conservatively. One major fluctuation in revenues is $80,000 or 4.1% decrease in property taxes received in FY 2012-13, as the County Assessor anticipates no change in the prior year's budget; however, the City did receive additional taxes in FY 2012-13 that were not previously budgeted. The other reason for the downturn in revenue projections are: the one-time receipts of additional funds from the Villa Park Community Service Foundation (Foundation) of $30,000 to assist in funding the beautification of the City through the City Entrance Monuments, the one-time refund of $20,000 of overcharged property tax administration fee (PTAF), and the use of Orange County Fire Authority's (OCFA) structural fire fund entitlement money of $24,000 in FY 2012-13.

California City Finance has been analyzing the Highway User Tax Allocations to all cities throughout the state. The City recently received a letter noting that there have been various misallocations of Streets and Highways Code Section 2103 Highway Users Tax Allocations, which resulted in a reduction of $8,000 in FY 2012-13 projections. Due to the lack of information quoted by California City Finance, "Section 2103 revenues are proving to be highly volatile and difficult to project on an annual basis," management has conservatively budgeted flat revenue in the Gas Tax fund for the Section 2103 revenue stream.

The City Engineer also has submitted for two new grants for FY 2013-14 totaling $325,000. The first grant of $200,000 is with OCTA for installation of catch basin inlets, and the second grant of $125,000 is under the State Local Partnership Program (SLPP) for enhanced construction of local roads. Additionally, the Planning Manager is seeking a grant for the Towne Centre Plaza project.

EXPENDITURES

Concerning salary and benefits, there are no salary cost-of-living adjustments (COLA's) assumed again this year. This is the fifth year that no COLA's are being made. A 5% merit increase is budgeted for all employees that are not at the top of their pay step, except for the City Manager, whose salary is per his contract. PERS employer contribution rates are expected to increase by .183%, to a total of 20.537% of payroll. Also, all employees will now pay 5% (1% more than last year) of their pay as a contribution toward their employee PERS contribution. In conjunction with a pre-payment of the FY 2013-14 employer contribution and the increased PERS contributions by the employees, the city anticipates an $8,000 savings. However, along with this savings is an anticipated additional increase in medical costs for employees of approximately $18,000 as a result of the Health Care for America Plan (Obama Care).

The California Joint Powers Insurance Authority (CJPIA) has rolled out their new calculation of the rolling retro deposit payments to prefund insurance instead of using this plan as a loan for the City. The City has opted to pay back CJPIA in six installments of $32,000 at a nominal interest rate of 2.095% or $13,321 over six years. The City has initiated a new designated reserve, in the amount of $40,000, to cover this cost per year.

Another significant expenditure in FY 2013-14 for the City is absorbing a two year street project. 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 2013-14. In FY 2013-14 the City will be completing a two year pavement rehabilitation project as the FY 2012-13 project was delayed into the current year in order to utilize $125,000 of State-Local Partnership Program (SLPP) grant money for this project. The project is estimated to be approximately $680,000 which exceeds the General Fund OCTA MOE requirement for FY 2013-14.

In total, general fund expenditures are up 12.7% or $288,800 from the FY 2012-13 levels as a result of the two year pavement rehabilitation project.

OTHER FUNDS

In the FY 2012-13 the City completed several key expenditures that are non-recurring in FY 2013-14; therefore resulting in "savings" in the current FY 2013-14 of $568,000. The following projects were completed in FY 2012-13:

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- Closed Circuit TV (CCTV) monitoring of the sewer system - $135,000; and
- Two years worth of sewer improvements for FY 2011-12 and FY 2012-13 for a cost of $433,000.

CAPITAL PROJECTS

The following major capital projects are included in the budget:

Catch Basin improvements
City Entrance Monuments
SLPP Transportation
Towne Centre Plaza

These represent one-time expenses totaling $395,000 of which $70,000 or 18% 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. Depending upon costs, the City Council may elect to replace all the remaining signs at once or incrementally.

City staff is also researching conceptual ideas for creating a Towne Centre Plaza. This will be public/private collaboration with the property owners involved that will benefit the entire community. Funding assistance is being sought through grants, the Foundation and other county options. 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; possibly the largest. If the cost exceeds $500,000 it is more than likely beyond the City's financial capabilities. However, the City has designated reserves of $110,000 for development of this project.

RESERVE FUNDS

The Council 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 a significant benchmark in FY 2013-14 of $1,000,000 in their Undesignated General Reserve, an increase of $128,200 or 15% from FY 2012-13. This significant increase in the Undesignated General Reserve and additional General Fund reserves has allowed the City to reach a milestone of total General Fund reserves to be 50% of General Fund operating expenditures per the following designations:

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1. General Fund Undesignated Reserves:	$ 1,000,000
2. Designated Reserves:	
a.) Vehicle Replacement Reserve	20,000
b.) Infrastructure Replacement Reserve	70,000
c.) Towne Centre Plaza Reserve	110,000
d.) VPTV Capital Improvement Reserve	19,000
e.) Accrued Leave Reserve	20,000
f.) CJPIA Retro. Deposit Repayment Reserve	40,000
g.) Contingency Reserve	10,000
3. Total General Fund Reserves	$ 1,289,000

Additionally, the City has Gas Tax reserves for median replacement of $10,000; Sewer Assessment District reserves of $15,000 for sewer pump replacement; City Sewer Improvement reserves of $70,000 for sewer condition TV monitoring ($60,000) and Sewer Master Plan Update ($10,000), and CLEEP reserves of $10,000 for 800MHz Countywide Coordinated Community System (CCCS). With all City funds included, total City reserves are $1,394,000.

FUND BALANCE

Staff anticipates an $800,074 in unappropriated General Fund balance on June 30, 2014, 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 $384,000 more, or a 92% 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 to receive economy of scales on large projects, 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 is a significant downturn in the current economy, new projects being considered would need to be deferred until economic recovery, revenue growth or the identification of other funding sources. The Villa Park Team is committed to energetically and carefully carry out the City Council's policy directives and live within their budgetary parameters.

Michelle Danaher

Michelle Danaher
Finance Director

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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. Both the budgeting and accounting/reporting policies of the City conform to GAAP applicable to state and local governments. GAAP for local governments include

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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 2013-14, the City made several key adjustments noted in the department budgets reflecting the uncertain economic conditions, resulting in a balanced budget for 2013-14.

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.

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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 revenues in detail 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 funding 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 public heath and safety

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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 prioritized based upon the immediate needs of the community versus individual wants or desires.

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 adjustments 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

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each year to discuss changes in their department that would affect the next year's budget. Then, in April or May, the Budget and Finance Committee (including its role as the Capital Improvement Committee) meets twice, at a minimum, 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 for review 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 City Council meeting in June.

The budget calendar for 2013-14 was as follows:

- January 21th, 1st meeting with staff discussing issues and priorities
- February 18th, Strategic Planning meeting with full Council discussing capital projects and priorities
- April 3rd, 1st Budget & Finance Committee meeting discussing budget draft
- May 8st, 2nd Budget & Finance Committee meeting discussing budget draft
- May 29th, 3rd Budget & Finance Committee meeting discussing budget draft
- June 11th, Council Budget Study Session discussing budget
- June 25th, Council meeting adopting the final budget

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Budget Adoption

The budget is required by law to be adopted prior to July 1st 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 the 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 City Council for use of undesignated reserves. The designated reserves established for anticipated future expenditures, such as vehicle replacement, infrastructure replacement, Towne Centre Plaza, Villa Park Community Access TV (VPTV) capital, accrued employee leave, California Joint Powers Insurance Authority (CJPIA) retro. deposit repayment, and contingency reserves are approved through the budget process.

The General Fund Reserve for Fiscal Year 2013-14 is $1,000,000. Additional funds are set aside in General Fund Designated Reserves totaling $289,000. A more detailed review of the General Fund Reserve is discussed on Page 56.

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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 $997,500 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 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

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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 in 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. 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 pride in their City and in their 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 (VP); 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. In 2012, the Foundation organized several 50th Anniversary celebrations throughout the year.

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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 aims 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 2012 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 to be used when it was discovered that the name Mountain View was already used in a Northern California City.

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.

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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 the least cost. Accordingly, the City maintains the fewest number of employees of 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.

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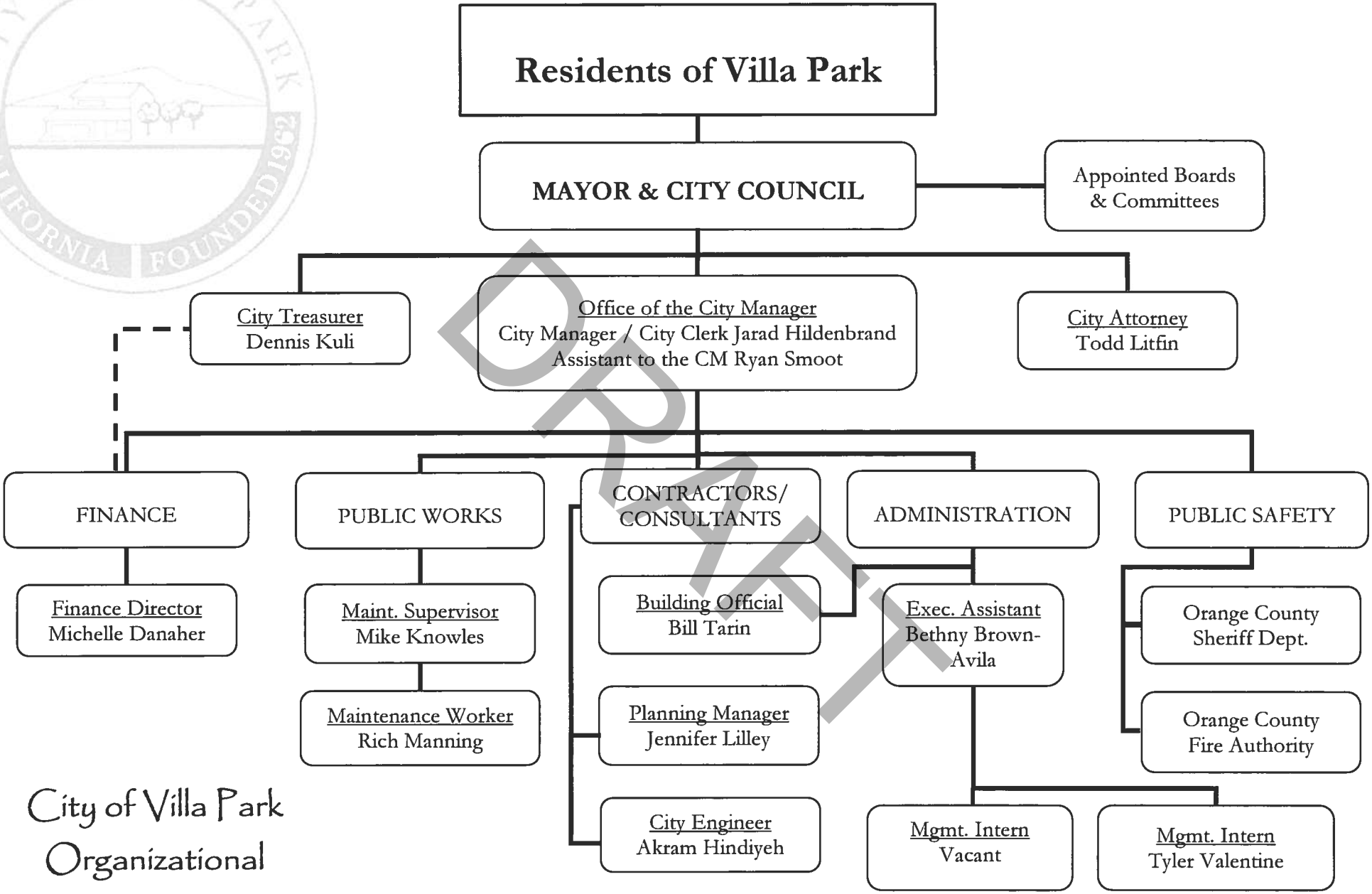

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City of Villa Park Organizational Chart

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.

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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 serve 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 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.

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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.

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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.

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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 spearheaded the 50th year anniversary celebrations for the City of Villa Park.

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Budget Summary

The accounts of the City are organized on the basis of funds. 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 purpose 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.

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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 Funds

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 five special revenue funds: Aid to Cities, Traffic Safety, AQMD, Supplemental Law Enforcement Services Funds (SLESF or "COPS"), and California Law Enforcement Equipment Program (or CLEEP).

Capital Project Funds

Capital project funds account for financial resources used for the acquisition or construction of major capital facilities. Many of these funds have grant-based or state statutory revenues, which may only be spent under specific guidelines.

The City maintains five capital project funds: Gas Tax, Measure M-Local Sales Tax, Sewer Assessment District, Capital Improvement, and the Sewer Improvement Fund.

Assessment Districts

Included in the City's five Capital Project 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

Also in included in the City's five Capital Project Funds is the Capital Improvement Project (CIP) fund. This 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, State-Local Partnership Program Transportation, and Towne Centre Plaza are scheduled for construction in Fiscal Year 2013-14.

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 City Hall Façade Improvements projects), this year anticipates a lower level of activity in the capital projects area.

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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.

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Financial Expenditure Summary by Department

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

	FUND										
DEPARTMENT	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				

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Gann Limit

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

Article XIIIB 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 2013-14 limit by using the guidelines set forth in Proposition 111, the calculation would be as follows:

Appropriations Subject to Limitation for Fiscal Year 2013-2014	
Proceeds from Taxes	$ 2,106,900
Less: Current Year Limit (FY 13/14)	$ 3,685,848
Excess of Appropriations limit over proceeds of taxes	**$ (1,578,948)**
** City is well below appropriations limit for FY 13/14*	

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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 2013-3199 was adopted by the City Council on June 25, 2013. 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
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
2012-13	$3,323,210	3.77%	0.89%	$3,479,187
2013-14	**$3,479,187**	**5.12%**	**0.78%**	**$3,685,848**

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.

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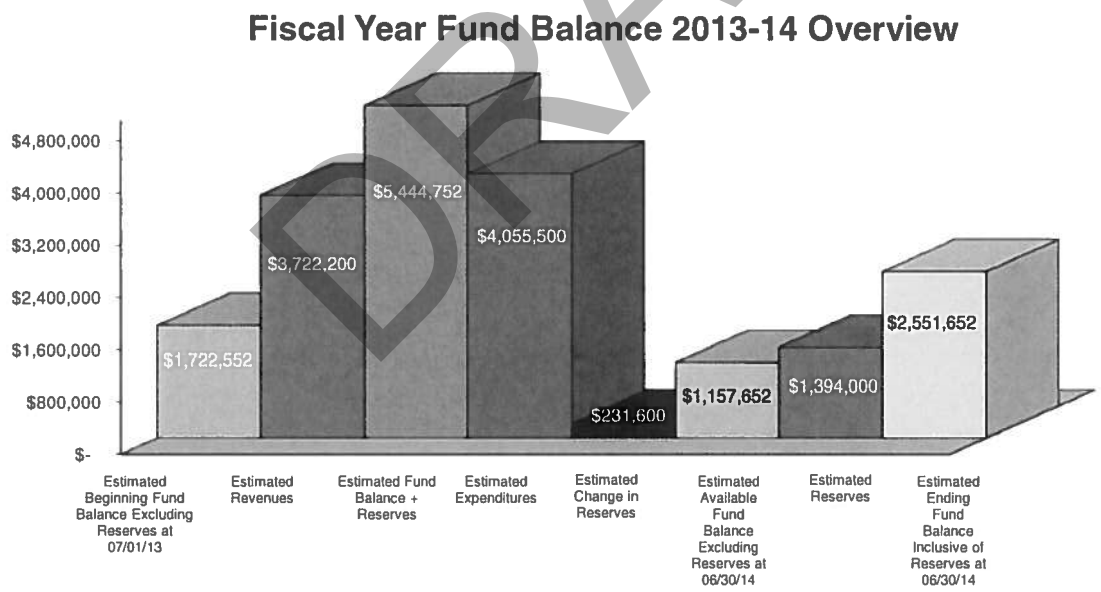

Fiscal Year 2013-2014 Budget Overview

Fund Balance Projections by Fund	Estimated Beginning Fund Balance Excluding Reserves at 07/01/13	Fiscal Year 2013-2014 Estimated Revenues	Fiscal Year 2013-2014 Fund Balance + Revenues	Fiscal Year 2013-2014 Estimated Expenditures and Change in Reserves	Estimated Available Fund Balance Excluding Reserves at 06/30/14	Fiscal Year 2013-2014 Estimated Reserves		Estimated Ending Fund Balance Inclusive of Reserves at 06/30/14	Change of Beginning of Year Balance to End of Year Balance	% Change	
General Fund	$ 2,122,974	2,599,400	4,722,374	2,633,300	2,089,074	(1,289,000)	-	800,074			
General Fund Undesignated Reserve	(871,800)	-	(871,800)	128,200	(1,000,000)		1,000,000	1,000,000			
Designated Reserves:											
Vehicle Replacement Reserve	(10,000)	-	(10,000)	10,000	(20,000)		20,000	20,000			
Infrastructure Replacement Reserve	(62,100)	-	(62,100)	7,900	(70,000)		70,000	70,000			
Towne Centre Plaza Reserve	(100,000)	-	(100,000)	10,000	(110,000)		110,000	110,000			
VPTV Capital Improvements Reserve	(9,000)	-	(9,000)	10,000	(19,000)		19,000	19,000			
Accrued Leave Reserve	(15,000)	-	(15,000)	5,000	(20,000)		20,000	20,000			
CJPIA Retro. Deposit Repayment Reserve	(32,000)	-	(32,000)	8,000	(40,000)		40,000	40,000			
Contingency Reserve	(5,000)	-	(5,000)	5,000	(10,000)		10,000	10,000			
Subtotal Fund Balance - General Fund	1,018,074	2,599,400	3,617,474	2,817,400	800,074		1,289,000	2,089,074	*(218,000)*	*-21%*	*a*
Street Improvements *	114,276	-	114,276	-	114,276		-	114,276	*-*	*0%*	
Gas Tax Fund	221,880	160,200	382,080	375,000	7,080	(10,000)	-	(2,920)			
Designated Reserves:											
Median Replacement Reserve	(10,000)	-	(10,000)	-	(10,000)		10,000	10,000			
Subtotal Fund Balance - Gas Tax Fund	211,880	160,200	372,080	375,000	(2,920)		10,000	7,080	*(214,800)*	*-101%*	*b*
Aid to Cities Fund	5,793	5,100	10,893	5,000	5,893		-	5,893	*100*	*2%*	
Traffic Safety Fund	4,590	18,100	22,690	18,000	4,690		-	4,690	*100*	*2%*	
Measure M - Local Sales Tax Fund	92,800	77,100	169,900	156,000	13,900		-	13,900	*(78,900)*	*-85%*	*b*
Sewer Pump Maintenance District No. 1	46,502	14,100	60,602	26,000	34,602	(15,000)	-	19,602			
Designated Reserves:											
Sewer Pump Reserve	(13,000)	-	(13,000)	2,000	(15,000)		15,000	15,000			
Subtotal Fund Balance - Sewer Pump Maintenance District No. 1 Fund	33,502	14,100	47,602	28,000	19,602		15,000	34,602	*(13,900)*	*-41%*	*c*
AQMD Fund	13,189	7,100	20,289	3,000	17,289		-	17,289	*4,100*	*31%*	*d*
COPS Fund	103,667	100,200	203,867	105,000	98,867		-	98,867	*(4,800)*	*-5%*	
Sewer Improvement Fund	211,726	415,700	627,426	402,000	225,426	(70,000)	-	155,426			
Designated Reserves:											
Sewer Conditioning TV Monitoring Reserve	(30,000)	-	(30,000)	30,000	(60,000)		60,000	60,000			
Sewer Master Plan Update Reserve	(4,500)	-	(4,500)	5,500	(10,000)		10,000	10,000			
Subtotal Fund Balance - Sewer Improvement Fund	177,226	415,700	592,926	437,500	155,426		70,000	225,426	*(21,800)*	*-12%*	*e*
CLEEP Fund	49,360	100	49,460	7,200	42,260	(10,000)	-	32,260			
Designated Reserves:											
800 MHz CCCS Migration Reserve	-	-	-	10,000	(10,000)		10,000	10,000			
Subtotal Fund Balance - CLEEP Fund	49,360	100	49,460	17,200	32,260		10,000	42,260	*(17,100)*	*-35%*	*f*
Capital Facilities (Improvement) Fund	(101,805)	325,100	223,295	325,000	(101,705)		-	(101,705)	*100*	*0%*	
TOTAL ALL FUNDS	***$ 1,722,552***	***3,722,200***	***5,444,752***	***4,287,100***	***1,157,652***		***1,394,000***	***2,551,652***	***(533,900)***		
			Total Change in Reserves	***231,600***							
			Total Expenditures	***$ 4,055,500***							

**** 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 2013-14 the General Fund is setting aside over $180,000 more in the reserves of the General Fund. Specifically, $128,200 more is contributed to the General Fund Undsignated Reserve Fund from FY 2012-13. The City also expended two years of General Fund monies to fund the street maintenance project in FY 2013-14.***

b ***In order to meet two years worth of Maintenance of Effort (MOE) (FY 2012-13 & FY 2013-14) requirement for street improvements for Measure M eligibility, the City is utilizing more of the special project funding, i.e. Gas Tax funds, along with Measure M funds to fund the two year street maintenance project costs this year.***

c ***In FY 2013-14 the Sewer Pump Maintenance District will replace another sewer pump and maintain a sewer pump reserve to replace future pumps when needed.***

d ***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 maintainance costs.***

e ***In FY 2013-14 the Sewer Improvement Fund absorbed the administrative and insurance costs associated with maintaining the sewer fund.***

f ***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. In FY 2013-14 the City set up a new reserve for the 800MHz Countywide Coordinated Communication System (CCCS) Migration (emergency radio) reserve.***

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FULL CITY BUDGET SUMMARY

Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget
Taxes	$ 2,135,350	2,186,673	2,202,637	2,116,300	2,193,500	2,106,900
Intergovernmental	1,047,111	1,641,301	1,637,822	1,460,800	946,100	1,115,200
Special Assessments	14,006	14,006	14,006	14,000	14,000	14,000
Licenses and Permits	338,796	349,468	318,961	326,000	344,400	342,300
Fines and Forfeitures	33,795	28,521	30,618	27,900	33,700	32,000
Rental and Investment Income	18,218	21,864	16,471	16,300	18,000	18,100
Charges for Services	38,730	43,780	43,914	60,200	78,600	75,700
Other	108,859	81,916	42,260	19,000	38,000	18,000
Revenues	3,734,865	4,367,529	4,306,689	4,040,500	3,666,300	3,722,200
Transfers In	-	-	47,692	-	-	-
Total Financial Sources	3,734,865	4,367,529	4,354,381	4,040,500	3,666,300	3,722,200
Personnel Services	557,618	581,224	597,807	651,200	633,100	660,400
Maintenance and Operations	2,294,413	2,027,307	2,567,883	2,447,700	2,015,700	2,684,100
Capital Outlay	589,691	381,669	50,620	474,100	457,300	316,000
Capital Projects	1,085,532	1,181,891	605,901	926,000	262,600	395,000
Expenditures	***4,527,254***	***4,172,091***	***3,822,211***	***4,499,000***	***3,368,700***	***4,055,500***
Transfers Out	-	-	47,692	-	-	-
Total Financial Uses	4,527,254	4,172,091	3,869,903	4,499,000	3,368,700	4,055,500
Net Change in Fund Balances	$ (792,389)	195,438	484,478	(458,500)	297,600	(333,300)

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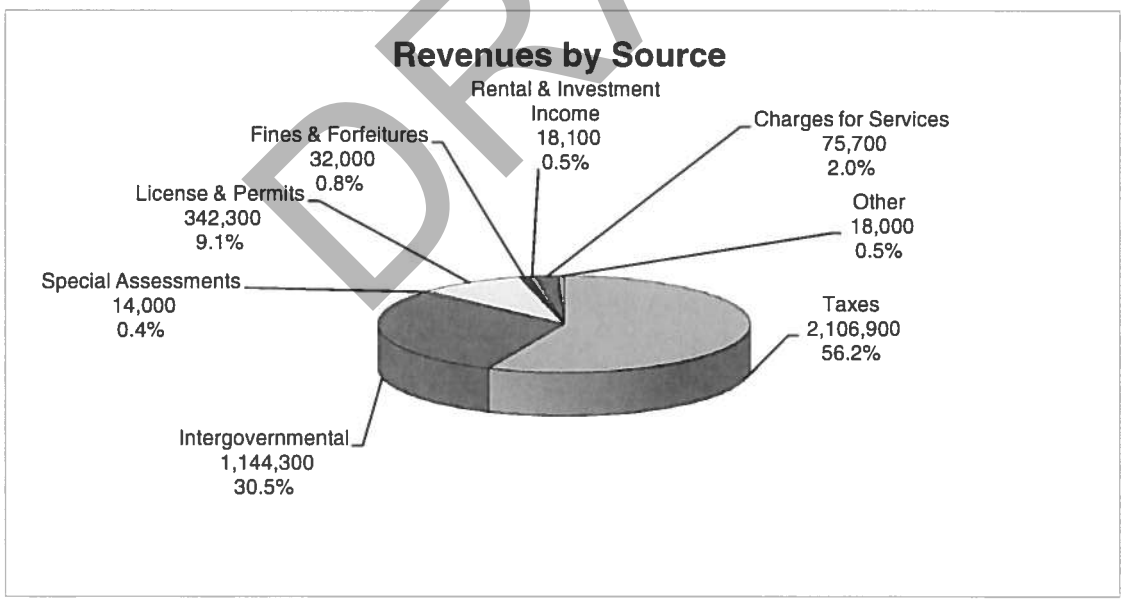
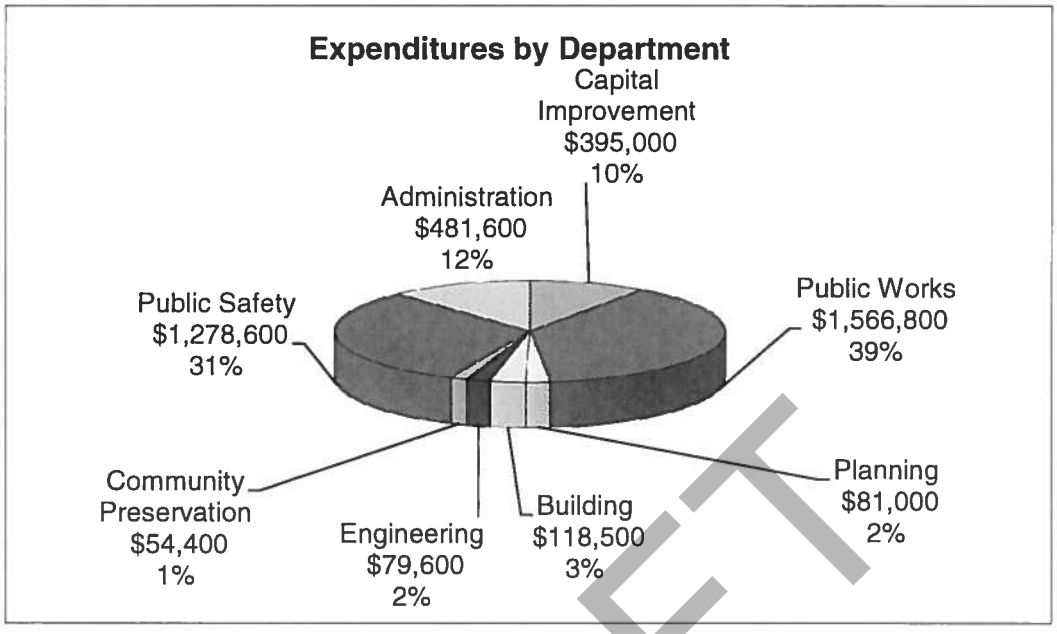
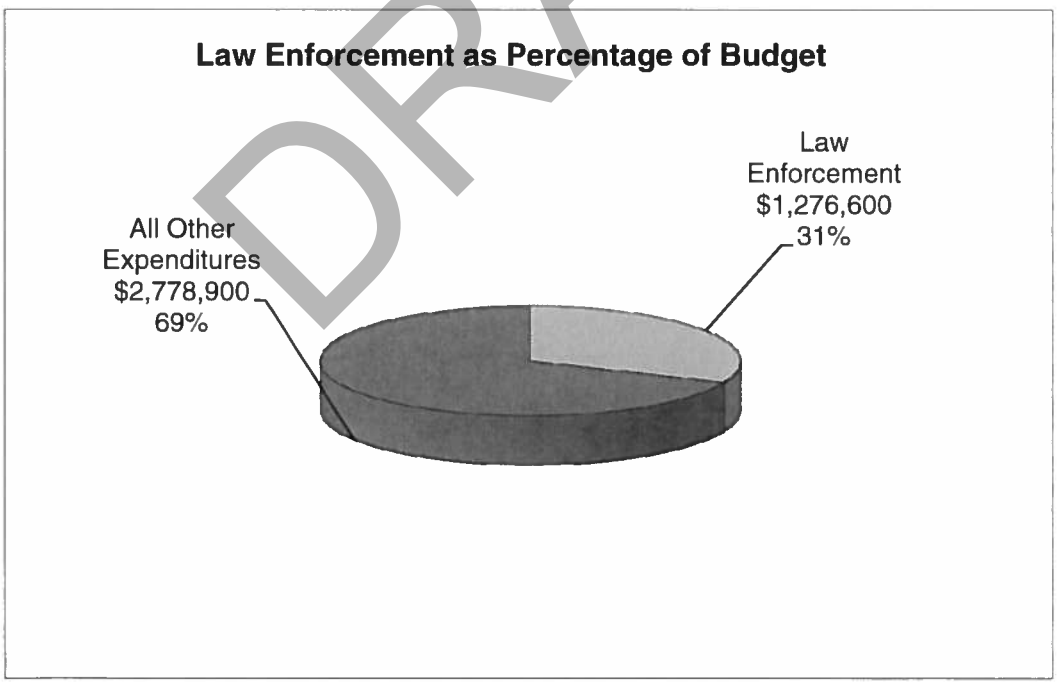


When reviewing the City's revenues in their entirety, $3,722,200 has been budgeted and divided among the following eight categories: Taxes, Intergovernmental, Special Assessments, Licenses & Permits, Fines & Forfeitures, Rental & Investment Income, Charges for Services, and Other revenues.

Fiscal Year 2013-2014 Budget Charts



When reviewing the City's expenditures in their entirety, $4,055,500 has been budgeted and divided among the departments operating within the City.



With an overall City expenditure of $4,055,500, 31% of these expenditures are contributed to the payment of law enforcement services.

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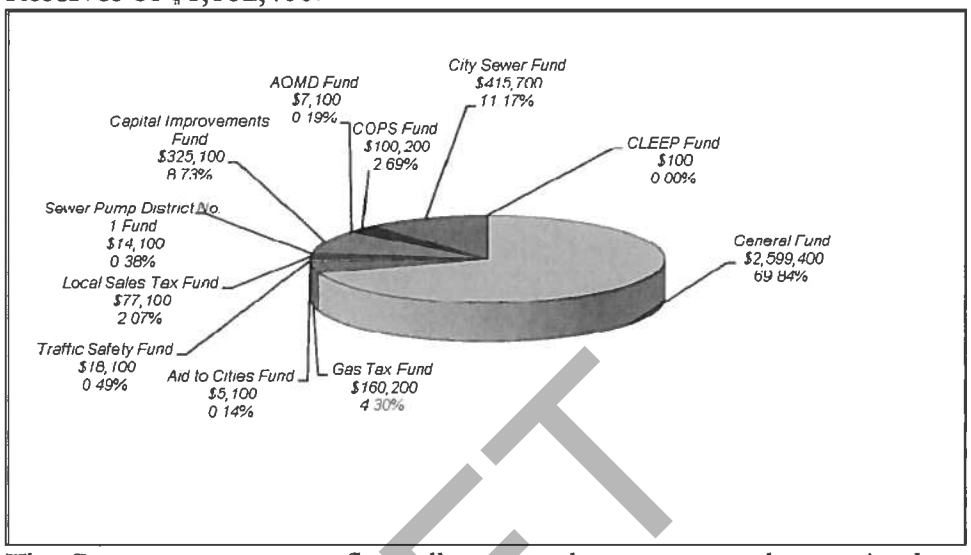
Summary of Revenues

Total Available Funds for Fiscal Year 2013-2014 are $5,444,752, which includes $1,722,552 in beginning Fund Balance and revenues of $3,722,200. This does not include the beginning Fund Balance Reserves of $1,162,400.



The Revenue sources reflect all expected revenues to be received as well as existing fund balances needed to fund proposed expenditures for Fiscal Year 2013-14.

The balance forward is 46% of the total revenue budget and represents prior year fund balances available for expenditure in 2013-14 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 70% 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 3% of the total budget and include the aid to cities, traffic safety, air quality management district, COPS, and CLEEP fund.

Capital Project funds include gas tax, local sales tax, sewer pump maintenance district no. 1, capital improvements, and sewer improvement funds.

The majority of the capital projects funds are made up of the Assessment funds that include the Sycamore Circle Sewer Pump Assessment District and the Sewer Service User Charge. The

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Assessment funds represent 11% of the total revenue budget. Another significant piece of the Capital Project funds is the Capital Improvement Fund which represents 9% of the total revenue budget. Revenues from this fund are derived from grant revenues or previously allocated General Funds for specific Capital projects. The final portion of the Capital Project funds is made up of the gas tax and local sales tax fund which represents 7% of total revenues.

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SUMMARY OF REVENUES

Account	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Est. Actual	2013-14 Budget	
GENERAL FUND - 01							
Taxes							
3010 Secured - Property Tax(Suppl/Pub Util)	$ 1,304,806	1,346,051	1,361,504	1,312,000	1,373,800	1,312,000	1
3020 Unsecured - Property Tax	61,198	55,299	55,043	53,900	49,700	49,700	1
3030 Prior Years Property Tax (Sec/Unsec)	48,304	32,363	22,508	21,700	20,800	20,800	1
3035 Prop Tax in lieu of VLF	493,829	452,557	456,720	455,800	466,400	455,800	1
3040 Interest/Penalties(Sec PY Pen)	11,310	9,551	7,517	5,500	5,300	5,300	1
3120 Sales & Use Tax	95,683	163,765	188,721	156,000	144,300	137,700	2
3121 Sales & Use Tax - Public S.(1/2 Cent)	48,151	50,011	54,120	48,500	55,000	55,000	
3151 Business License Tax	35,284	34,610	29,824	30,000	30,000	30,000	
3160 Property Transfer Tax	36,785	42,466	26,680	32,900	48,200	40,600	3
SUBTOTAL	***2,135,350***	***2,186,673***	***2,202,637***	***2,116,300***	***2,193,500***	***2,106,900***	
Intergovernmental							
3520 Other Local Agency	18,222	28,484	11,021	51,000	73,000	16,500	4
3531 State Motor Vehicle Fees (VLF)	18,430	28,803	3,120	3,300	3,300	-	5
3536 State Homeowners Property Relief	10,362	12,033	10,133	10,000	10,000	10,000	
3539 Other State Revenues	2,386	2,420	2,769	300	700	-	6
SUBTOTAL	***49,400***	***71,740***	***27,043***	***64,600***	***87,000***	***26,500***	
Licenses & Permits							
3140 Franchise Fees	214,110	220,770	228,368	220,000	227,400	222,300	
3210 Building Permits	108,932	110,569	82,646	96,000	107,000	107,000	7
3220 Miscellaneous Permits (sign, film, etc.)	2,010	2,081	2,049	2,000	2,000	2,000	
3280 Encroachment Permits	13,744	16,048	5,898	8,000	8,000	8,000	
3325 Fireworks Permits	-	-	-	-	-	3,000	
SUBTOTAL	***338,796***	***349,468***	***318,961***	***326,000***	***344,400***	***342,300***	
Fines & Forfeitures							
3302 Parking Citation Fees	21,309	15,046	16,519	10,000	13,000	14,000	
SUBTOTAL	***21,309***	***15,046***	***16,519***	***10,000***	***13,000***	***14,000***	
Rental & Investment Income							
3410 Investment Earnings	12,171	19,246	14,389	14,400	16,000	16,000	
SUBTOTAL	***12,171***	***19,246***	***14,389***	***14,400***	***16,000***	***16,000***	
Charges for Services							
3152 Business License Administration Fee	17,461	18,630	15,740	16,000	16,000	16,000	
3610 Zoning Fees	9,625	14,115	10,800	7,000	12,000	11,700	
3615 NPDES Fee	3,300	3,700	3,500	6,000	7,000	5,000	
3620 Grading Inspection/Issue Fees	1,000	-	-	1,000	1,000	1,000	
3625 Plan/Map Check Fees	3,000	-	-	1,000	1,000	1,000	
3626 Building Plan Check Fees	-	-	9,816	23,000	35,000	35,000	7
3630 Sewer Acreage Fees	-	-	-	1,000	1,000	1,000	
3640 Administrative Service Fees	1,444	3,080	2,828	3,700	5,000	4,000	
3642 Plans/Specs	2,900	4,255	1,230	1,500	600	1,000	
SUBTOTAL	***38,730***	***43,780***	***43,914***	***60,200***	***78,600***	***75,700***	
Miscellaneous							
3111 Nuisance Abatement	12,385	321	-	-	-	-	
3900 Miscellaneous	21,223	61,363	34,848	10,000	30,000	10,000	8
3902 City Council Chambers Support	6,243	8,916	7,195	8,000	7,500	7,500	
3906 City Council Chamber Cleaning Fee	705	-	-	-	-	-	
3908 Administrative Citations	68,303	11,316	217	1,000	500	500	
SUBTOTAL	***108,859***	***81,916***	***42,260***	***19,000***	***38,000***	***18,000***	
TOTAL GENERAL FUND REVENUES	***2,704,615***	***2,767,869***	***2,665,723***	***2,610,500***	***2,770,500***	***2,599,400***	

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SUMMARY OF REVENUES

Account	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Est. Actual	2013-14 Budget	
GAS TAX FUND - 02							
3410 Interest	1,112	416	228	300	300	200	
3529 Section 2103	-	-	84,027	68,500	60,200	60,200	9
3534 Section 2105	33,813	33,661	28,996	30,500	26,900	29,500	
3535 Section 2106	25,913	26,130	24,546	25,200	24,000	24,400	
3536 Section 2107	44,954	44,715	42,818	43,800	42,300	43,900	
3537 Section 2107.5	2,000	969	2,000	2,000	2,000	2,000	
3950 Operating Transfer In	-	-	47,692	-	-	-	
TOTAL GAS TAX REVENUES	***107,792***	***105,891***	***230,307***	***170,300***	***155,700***	***160,200***	
AID TO CITIES FUND - 03							
3410 Interest	751	383	167	100	100	100	
3515 Traffic Congestion Relief	56,832	14,608	-	-	-	-	
3520 Other Local Agencies	4,000	-	-	-	-	-	
3529 HUTA Section 2103	-	47,692	-	-	-	-	
3535 Other State Grants	5,000	-	10,000	5,000	5,000	5,000	
TOTAL AID TO CITIES REVENUES	***66,583***	***62,683***	***10,167***	***5,100***	***5,100***	***5,100***	
TRAFFIC SAFETY FUND - 04							
3310 Motor Vehicle Code Fines	12,486	13,475	14,099	17,900	20,700	18,000	
3410 Interest	39	32	14	100	100	100	
TOTAL TRAFFIC SAFETY REVENUES	***12,525***	***13,507***	***14,113***	***18,000***	***20,800***	***18,100***	
MEASURE M - LOCAL SALES TAX FUND - 05							
3132 Measure M Transportation	53,984	53,484	73,509	77,000	77,000	77,000	
3410 Interest	284	71	113	100	100	100	
TOTAL MEASURE M - LOCAL SALES TAX REVENUES	***54,268***	***53,555***	***73,622***	***77,100***	***77,100***	***77,100***	
ASSESSMENT DISTRICTS FUND - 06 (SEWER PUMP MAINTENANCE DISTRICT 1)							
3110 Sewer Maintenance Assessments	14,006	14,006	14,006	14,000	14,000	14,000	
3410 Interest	171	112	85	100	100	100	
TOTAL ASSESSMENT REVENUES	***14,177***	***14,118***	***14,091***	***14,100***	***14,100***	***14,100***	
CAPITAL IMPROVEMENT FUND - 07							
3410 Interest	1,252	-	282	100	-	100	
3520 Other Agencies	213,248	755,927	112,628	100,000	100,000	200,000	10
3535 Other State Grants	-	65,685	706,121	522,500	-	125,000	10
TOTAL CAPITAL IMPROVEMENT REVENUES	***214,500***	***821,612***	***819,031***	***622,600***	***100,000***	***325,100***	
AIR QUALITY MANAGEMENT FUND - 08							
3410 Interest	56	45	45	100	100	100	
3532 AB 2766 AQMD	7,155	7,320	11,993	7,000	7,000	7,000	
TOTAL AQMD REVENUES	***7,211***	***7,365***	***12,038***	***7,100***	***7,100***	***7,100***	
COPS FUND - 09							
3410 Interest	629	402	284	300	200	200	
3532 AB 3229 COPS/SLESF	124,254	100,016	100,000	100,000	100,000	100,000	
TOTAL COPS REVENUES	***124,883***	***100,418***	***100,284***	***100,300***	***100,200***	***100,200***	
SEWER IMPROVEMENT FUND - 11 (CITY SEWER IMPROVEMENT & MAINTENANCE)							
3410 Interest	1,521	922	727	600	900	1,000	
3530 Sewer Improvement Fee	423,497	419,354	414,141	414,700	414,700	414,700	
TOTAL SEWER IMPROVEMENT FUND REVENUES	***425,018***	***420,276***	***414,868***	***415,300***	***415,600***	***415,700***	

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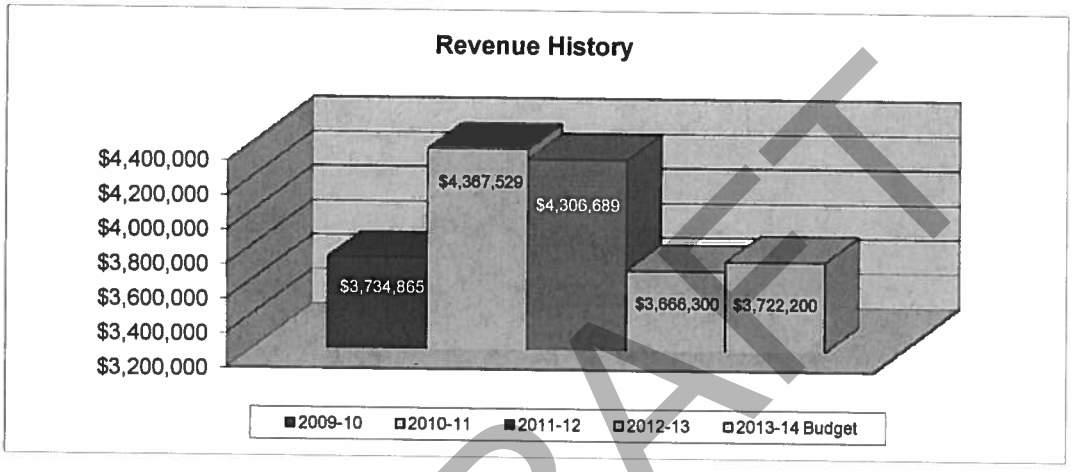
SUMMARY OF REVENUES

Account	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Est. Actual	2013-14 Budget
CLEEP FUND - 12						
3410 Interest	232	235	137	100	100	100
3525 Other Agencies	3,061	-	-	-	-	-
TOTAL SEWER IMPROVEMENT FUND REVENUES	***3,293***	***235***	***137***	***100***	***100***	***100***
TOTAL ALL FUNDS (WITH TRANSFERS)	3,734,865	4,367,529	4,354,381	4,040,500	3,666,300	3,722,200
Less Operating Transfers	-	-	(47,692)	-	-	-
TOTAL FISCAL YEAR REVENUES	***$ 3,734,865***	***4,367,529***	***4,306,689***	***4,040,500***	***3,666,300***	***3,722,200***



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1 After discussing projections with the County Assessor and OCFA, a flat projection in property taxes is conservatively assumed.
2 MuniServices, LLC projected an 3.1% increase in sales tax in FY 2013-14; however, in FY 2012-13 the City's sales tax base decreased by approximately $11,000; therefore, staff has assumed a slight net decrease of $6,600.
3 As the economy is recovering,real estate sales in FY 2012-13 have been on a significant rise, which has resulted in increased property transfer tax to the City. In FY 2013-14, we anticipate a conservative decrease of $8,000.
4 In FY 2013-14 the City will be using the remaining $7,000 of its apportionment of OCFA's Structural Fire Fund Entitlement money to offset CERT purchases and tree trimming within the City. There were no additional funding sources this year.
5 The State swaped the City's State Motor Vehicle License Fees to fund the City's COP program.
6 The State sunseted the State Apprehension of Abandonded Vehicle (SAAV) program revenue.
7 Per the Building Inspector, building activity is on the rise from an all time low. It is projected that permit revenues will increase approximately 19% from FY 2012-13 projections, approximatley a total increase of $23,000.
8 Per the 4/1/13 letter from the County of Orange, the City of Villa Park will be receiving a Property Tax Administration Fee (PTAF) refund for the FY 2006-2012. This is a one-time revenue source to be received in FY 2012-13 of approximately $20,000.
9 Per the California Local Governent Finance Almanac, the City's Highway Users Tax Account (HUTA) 2103 revenue apportionment has had several misallocations. The FY 2013-14 is conservatively budgeted as flat from FY 2012-13 actual projections.
10 In FY 2013-14 the City is anticipating $200,000 from OCTA and $125,000 from SLPP.

Summary of Expenditures - All Funds

Department		2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Proposed	Change from Prior Year Est. Actual	
CITY COUNCIL		$ 5,269	5,996	5,891	14,700	12,600	18,700	6,100	48%
CITY MANAGER		72,090	75,662	84,610	76,800	73,800	92,500	18,700	25%
CITY CLERK		67,870	76,933	72,126	61,900	57,900	53,100	(4,800)	-8%
FINANCE		121,548	126,719	139,369	119,800	119,800	107,800	(12,000)	-10%
CITY ATTORNEY		46,654	48,000	42,367	43,400	42,600	47,400	4,800	11%
SUPPORT SERVICES		121,647	124,632	120,897	127,600	122,500	162,100	39,600	32%
LAW ENFORCEMENT		1,185,904	1,211,078	1,243,879	1,260,200	1,256,900	1,276,600	19,700	2%
EMERGENCY PREPAREDNESS		3,347	68	58	2,000	-	2,000	2,000	100%
CIVIC CENTER		66,808	67,436	62,848	66,400	65,400	61,800	(3,600)	-6%
PUBLIC WORKS GENERAL		282,659	254,354	304,061	267,000	245,700	250,700	5,000	2%
STREET MAINTENANCE		412,338	124,246	657,258	463,100	88,600	759,100	670,500	757%
STORM DRAIN MAINTENANCE		64,172	139,483	50,966	60,300	58,600	67,200	8,600	15%
CITY SEWER IMPROVEMENT/MAINT.		643,762	365,764	124,480	685,300	675,900	402,000	(273,900)	-41%
BUILDING	*	103,714	107,674	77,746	86,000	72,600	118,500	45,900	63%
SEWER PUMP MAINT. DIST. 1		9,756	6,917	7,393	25,700	10,600	26,000	15,400	145%
COMMUNITY PRESERVATION	*	76,989	52,052	58,073	54,000	53,700	54,400	700	1%
PLANNING	**	89,843	114,517	96,034	77,600	77,200	81,000	3,800	5%
ENGINEERING	**	67,352	88,669	68,254	81,200	71,700	79,600	7,900	11%
SUBTOTAL		***3,441,722***	***2,990,200***	***3,216,310***	***3,573,000***	***3,106,100***	***3,660,500***	***554,400***	***18%***
CAPITAL IMPROVEMENTS		1,085,532	1,181,891	605,901	926,000	262,600	395,000	132,400	50%
		-	-	47,692	-	-	-	-	
TOTAL EXPENDITURES (WITH TRANSFERS)		***4,527,254***	***4,172,091***	***3,869,903***	***4,499,000***	***3,368,700***	***4,055,500***	***686,800***	
Less Operating Transfers		-	-	(47,692)	-	-	-	-	
TOTAL ALL EXPENDITURES		***$ 4,527,254***	***4,172,091***	***3,822,211***	***4,499,000***	***3,368,700***	***4,055,500***	***686,800***	

* - 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.

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Major Fiscal Changes in Expenditures for FY 2013-2014

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

City Council - 48% increase as Councilmembers are encouraged to attend government training every year on Council. Also revised staff salary allocations as a result of a comprehensive fee study and work load analysis in FY 2012-13.
City Manager - 25% increase due to the revised staff salary allocations as a result of the comprehensive fee study and work load analysis in FY 2012-13, and the anticipated actuarial study to be performed in FY 2013-14.
City Clerk - 8% decrease due to the revised staff salary allocations as a result of the comprehensive fee study and work load analysis in FY 2012-13.
Finance - 10% decrease due to the revised staff salary allocations as a result of the comprehensive fee study and work load analysis in FY 2012-13.
City Attorney - 11% increase due to an increase in the legal retainer from the 2008 fees.
Support Services - 32% increase as a result of the new CJPIA rolling retro deposit calculation. The first payment to CJPIA is due in FY 2013-14.
Law Enforcement - 2% increase from actuals in FY 2012-13, as a result of the minor increase in the law enforcement contract, along with additional directed enforcement costs FY 2013-14.
Emergency Preparedness - no material changes from actuals in FY 2012-13.
Civic Center - 6% decrease due to the revised staff salary allocations as a result of the comprehensive fee study and work load analysis in FY 2012-13.
Public Works General - 2% increase due to the nomial increases in maintenance expenditures.
Street Maintenance - 757% increase due to two years of pavement rehabilitation projects recognized in FY 2013-14.
Storm Drain Maintenance - 15% increase as a result of a new NPDES contract along with additional NPDES mitigation services in FY 2013-14.
City Sewer Improvement/Maintenance - 41% decrease due to a two year sewer improvement project and sewer condition TV monitoring project both recognized in FY 2012-13. The sewer condition TV monitoring project expenditure occurs once every seven years.
Building - 63% increase due to the first full year of the City absorbing the contracted Building Inspector as an employee in FY 2012-13 resulted in additional work to be performed. Management budgeted for additional hours for the Building Inpsector, based on the workload anticipated in FY 2013-14.
Sewer Pump Maintenance Dist. 1 - 145% increase due to the replacement of a sewer pump in FY 2013-14.
Community Preservation - no net material changes from actuals in FY 2012-13; however, a decrease in staff salary allocations as a result of the comprehensive fee study and work load analysis in FY 2012-13 is offset by an increase in nusiance abatement in FY 2013-14.
Planning - 5% increase due to the revised staff salary allocations as a result of the comprehensive fee study and work load analysis in FY 2012-13
Engineering - 11% increase due to the revised Engineering contract allocations to better reflect time spent in each department for FY 2013-14.

SALARY AND EMPLOYEE BENEFITS SUMMARY

	Position	2012-2013 Total S&EB	2013-2014 Budgeted Salary	2013-2014 Employee Benefits	2013-2014 Total S&EB
1	City Manager/City Clerk	$ 148,633	115,000	44,086	159,086
	Finance Director	98,491	86,881	22,183	109,064
2	Management Analyst	-	-	-	-
	Maintenance Supervisor	92,328	63,680	28,881	92,562
3	Maintenance Worker	69,516	43,777	26,219	69,996
	Maintenance Overtime	10,308	5,000	-	5,000
4	Assistant to the City Manager	75,547	57,750	25,162	82,912
5	Executive Assistant	26,382	20,483	6,256	26,739
6	Building Inspector	79,263	63,336	25,560	88,896
7	Planning Intern	11,143	10,000	1,944	11,944
7	Administrative Intern	8,697	10,000	1,944	11,944
Total		*$ 620,308*	*475,908*	*182,235*	*658,143*

Personnel Percentages*	
2004-05	14.0%
2005-06	16.2%
2006-07	13.9%
2007-08	14.2%
2008-09	14.2%
2009-10	16.2%
2010-11	19.4%
2011-12	18.6%
2012-13	19.9%
2013-14	18.0%

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

	Employee Position Count	FY 11/12	FY 12/13	Budgeted FY 13/14	
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	0	0	+
	Maintenance Supervisor	1	1	1	
3	Maintenance Worker	1	1	1	
	Executive Assistant	0.5	0.5	0.5	
6	Building Inspector	0	0.5	0.5	^
7	Planning Intern	0	0.5	0.5	#
7	Administrative Intern	0	0.5	0.5	#
	Total Full Time Equivalent (FTE) Count	6	6.5	6.5	x

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 Inpsector 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 frozen FT position.
x Staffing full time equivalent levels remained the same in FY 2013-2014.

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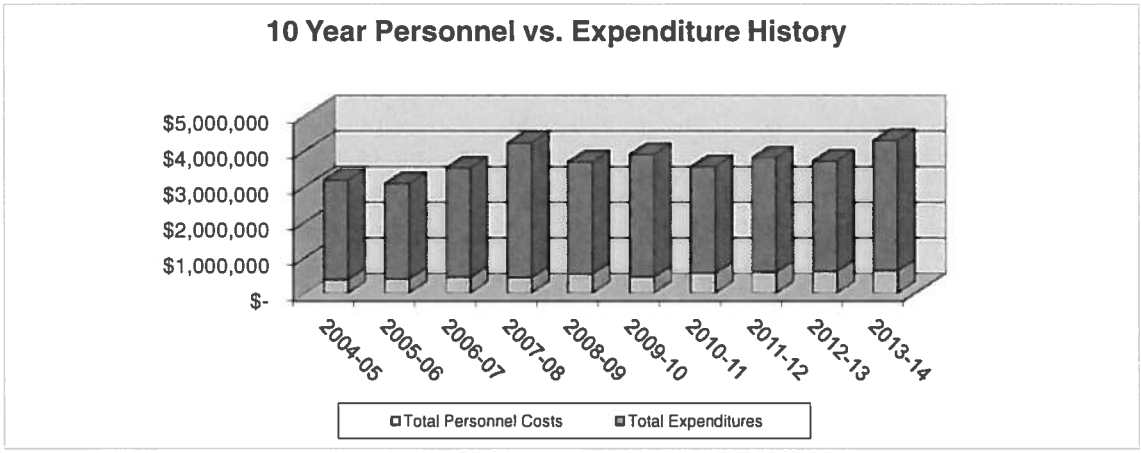

Expenditure Analysis by Fund
Fiscal Year 2012-2013 (Prior Year)

Department	2012-13 Estimated Expenditure	General Fund (01)	Gas Tax (02)	Aid to Cities (03)	Traffic Safety (04)	Measure M - Local Sales Tax (05)	Assess District (06)	Capital Improv (07)	AQMD (08)	COPS (09)	City Sewer Maint. / Improv (11)	CLEEP (12)
CITY COUNCIL	$ 12,600	12,600	-	-	-	-	-	-	-	-	-	-
CITY MANAGER	73,800	73,800	-	-	-	-	-	-	-	-	-	-
CITY CLERK	57,900	57,900	-	-	-	-	-	-	-	-	-	-
FINANCE	119,800	119,800	-	-	-	-	-	-	-	-	-	-
CITY ATTORNEY	42,600	42,600	-	-	-	-	-	-	-	-	-	-
SUPPORT SERVICES	122,500	122,500	-	-	-	-	-	-	-	-	-	-
LAW ENFORCEMENT	1,256,900	1,129,800	-	-	18,000	-	-	-	-	100,000	-	9,100
EMERGENCY PREPAREDNESS	-	-	-	-	-	-	-	-	-	-	-	-
CIVIC CENTER	65,400	65,400	-	-	-	-	-	-	-	-	-	-
PUBLIC WORKS GENERAL	245,700	234,800	-	5,000	-	-	-	-	5,900	-	-	-
STREET MAINTENANCE	88,600	81,500	6,600	-	-	500	-	-	-	-	-	-
STORM DRAIN MAINTENANCE	58,600	58,600	-	-	-	-	-	-	-	-	-	-
CITY SEWER MAINT/IMPROV.	675,900	-	-	-	-	-	-	-	-	-	675,900	-
BUILDING	72,600	72,600	-	-	-	-	-	-	-	-	-	-
SEWER PUMP MAINT. DIST. 1	10,600	-	-	-	-	-	10,600	-	-	-	-	-
COMMUNITY PRESERVATION	53,700	53,700	-	-	-	-	-	-	-	-	-	-
PLANNING	77,200	77,200	-	-	-	-	-	-	-	-	-	-
ENGINEERING	71,700	71,700	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	***3,106,100***	***2,274,500***	***6,600***	***5,000***	***18,000***	***500***	***10,600***	***-***	***5,900***	***100,000***	***675,900***	***9,100***
CAPITAL IMPROVEMENTS	262,600	161,800	-	-	-	-	-	100,800	-	-	-	-
TRANSFERS OUT	-	-	-	-	-	-	-	-	-	-	-	-
	$ 3,368,700	***2,436,300***	***6,600***	***5,000***	***18,000***	***500***	***10,600***	***100,800***	***5,900***	***100,000***	***675,900***	***9,100***

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Expenditure Analysis by Fund

Fiscal Year 2013-2014

Department	2013-14 Proposed	General Fund (01)	Gas Tax (02)	Aid to Cities (03)	Traffic Safety (04)	Measure M - Local Sales Tax (05)	Assess District (06)	Capital Improv (07)	AQMD (08)	COPS (09)	City Sewer Maint. / Improv. (11)	CLEEP (12)
CITY COUNCIL	$ 18,700	18,700	-	-	-	-	-	-	-	-	-	-
CITY MANAGER	92,500	92,500	-	-	-	-	-	-	-	-	-	-
CITY CLERK	53,100	53,100	-	-	-	-	-	-	-	-	-	-
FINANCE	107,800	107,800	-	-	-	-	-	-	-	-	-	-
CITY ATTORNEY	47,400	47,400	-	-	-	-	-	-	-	-	-	-
SUPPORT SERVICES	162,100	162,100	-	-	-	-	-	-	-	-	-	-
LAW ENFORCEMENT	1,276,600	1,146,400	-	-	18,000	-	-	-	-	105,000	-	7,200
EMERGENCY PREPAREDNESS	2,000	2,000	-	-	-	-	-	-	-	-	-	-
CIVIC CENTER	61,800	61,800	-	-	-	-	-	-	-	-	-	-
PUBLIC WORKS GENERAL	250,700	242,700	-	5,000	-	-	-	-	3,000	-	-	-
STREET MAINTENANCE	759,100	228,100	375,000	-	-	156,000	-	-	-	-	-	-
STORM DRAIN MAINTENANCE	67,200	67,200	-	-	-	-	-	-	-	-	-	-
CITY SEWER MAINT/IMPROV.	402,000	-	-	-	-	-	-	-	-	-	402,000	-
BUILDING	118,500	118,500	-	-	-	-	-	-	-	-	-	-
SEWER PUMP MAINT. DIST. 1	26,000	-	-	-	-	-	26,000	-	-	-	-	-
COMMUNITY PRESERVATION	54,400	54,400	-	-	-	-	-	-	-	-	-	-
PLANNING	81,000	81,000	-	-	-	-	-	-	-	-	-	-
ENGINEERING	79,600	79,600	-	-	-	-	-	-	-	-	-	-
SUBTOTAL	3,660,500	2,563,300	375,000	5,000	18,000	156,000	26,000	-	3,000	105,000	402,000	7,200
CAPITAL IMPROVEMENTS	395,000	70,000	-	-	-	-	-	325,000	-	-	-	-
TOTAL ALL EXPENDITURES	$ 4,055,500	2,633,300	375,000	5,000	18,000	156,000	26,000	325,000	3,000	105,000	402,000	7,200

Administration	$ 481,600
Public Safety	1,278,600
Development Services	333,500
Public Works	1,566,800
Capital Improvements	395,000
	$ 4,055,500

The City Budget can be thought of as five distinct parts: Administration (to include the departments of City Council, City Manager, City Clerk, Finance, City Attorney and Support Services); Public Safety (Law Enforcement and Emergency Preparedness); Development Services (to include Building, Community Preservation, Planning, and Engineering); Public Works (to include Civic Center, Public Works General, Street Maintenance, Storm Drain Maintenance, City Sewer Improvement and Sewer Pump Maintenance); and, Capital Improvements (Capital Improvement projects and infrastructure).

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General Fund Review

	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Est. Actual	2013-2014 Budgeted	Change From Prior Year In $	Change From Prior Year In %
Financial Sources:							
Property Taxes	$1,919,447	1,895,821	1,903,292	1,916,000	1,843,600	$ (72,400)	-4%
Sales & Use Tax	95,683	163,765	188,721	144,300	137,700	(6,600)	-5%
Sales & Use Tax - Public S.	48,151	50,011	54,120	55,000	55,000	-	0%
Business License Tax	35,284	34,610	29,824	30,000	30,000	-	0%
Property Transfer Tax	36,785	42,466	26,680	48,200	40,600	(7,600)	-16%
State Motor Vehicle Fees (VLF)	18,430	28,803	3,120	3,300	-	(3,300)	-100%
State Homeowners Prop. Relief	10,362	12,033	10,133	10,000	10,000	-	0%
Other Agency Revenue	20,608	30,904	13,790	73,700	16,500	(57,200)	-78%
Licenses & Permits	338,796	349,468	318,961	344,400	342,300	(2,100)	-1%
Fines, Forfeitures & Penalties	21,309	15,046	16,519	13,000	14,000	1,000	8%
Charges for Current Services	38,730	43,780	43,914	78,600	75,700	(2,900)	-4%
Revenue from Use of Monies	12,171	19,246	14,389	16,000	16,000	-	0%
All Other Revenues	108,859	81,916	42,260	38,000	18,000	(20,000)	-53%
Total Financial Sources	2,704,615	2,767,869	2,665,723	2,770,500	2,599,400	(171,100)	-6%
Expenditures:							
City Council	5,269	5,996	5,891	12,600	18,700	6,100	48%
City Manager	72,090	75,662	84,610	73,800	92,500	18,700	25%
City Clerk	67,870	76,933	72,126	57,900	53,100	(4,800)	-8%
Finance	121,548	126,719	139,369	119,800	107,800	(12,000)	-10%
City Attorney	46,654	48,000	42,367	42,600	47,400	4,800	11%
Support Services	121,647	124,632	120,897	122,500	162,100	39,600	32%
Law Enforcement	1,084,221	1,096,246	1,120,436	1,129,800	1,146,400	16,600	1%
Emergency Preparedness	3,347	68	58	-	2,000	2,000	100%
Civic Center	66,808	67,436	62,848	65,400	61,800	(3,600)	-6%
Public Works	265,929	254,354	282,204	234,800	242,700	7,900	3%
Street Maintenance	128,178	70,387	167,272	81,500	228,100	146,600	180%
Storm Drain Maintenance	64,172	139,483	50,966	58,600	67,200	8,600	15%
Building	103,714	107,674	77,746	72,600	118,500	45,900	63%
Community Preservation	76,989	52,052	58,073	53,700	54,400	700	1%
Planning	89,843	114,517	96,034	77,200	81,000	3,800	5%
Engineering	67,352	88,669	68,254	71,700	79,600	7,900	11%
Total Budget Expenditures	2,385,631	2,448,828	2,449,151	2,274,500	2,563,300	288,800	13%
Net Increase (Decrease) In Fund Before Capital Project Expenditures	$ 318,984	319,041	216,572	496,000	36,100	(459,900)	-93%
Reserves:							
Undesignated Reserve	$ 850,000	850,000	859,800	871,800	1,000,000	128,200	15%
Designated for:							
Vehicle replacement	13,000	-	5,000	10,000	20,000	10,000	100%
Infrastructure replacement	50,000	27,100	57,100	62,100	70,000	7,900	13%
Towne Centre improvements	30,000	30,000	-	-	-	-	0%
Villa Park TV capital	35,200	-	3,700	9,000	19,000	10,000	111%
Accrued leave	5,000	1,500	5,000	15,000	20,000	5,000	33%
CJPIA retro deposit repayment	-	-	-	32,000	40,000	8,000	100%
Towne Centre plaza	-	-	-	100,000	110,000	10,000	100%
Contingency	-	-	-	5,000	10,000	5,000	100%
Subtotal of designations	133,200	58,600	70,800	233,100	289,000	55,900	24%
Total Reserves	$ 983,200	908,600	930,600	1,104,900	1,289,000	184,100	17%
Total Reserves as a % of Operating Expenditures	***41.21%***	***37.10%***	***38.00%***	***48.58%***	***50.29%***		

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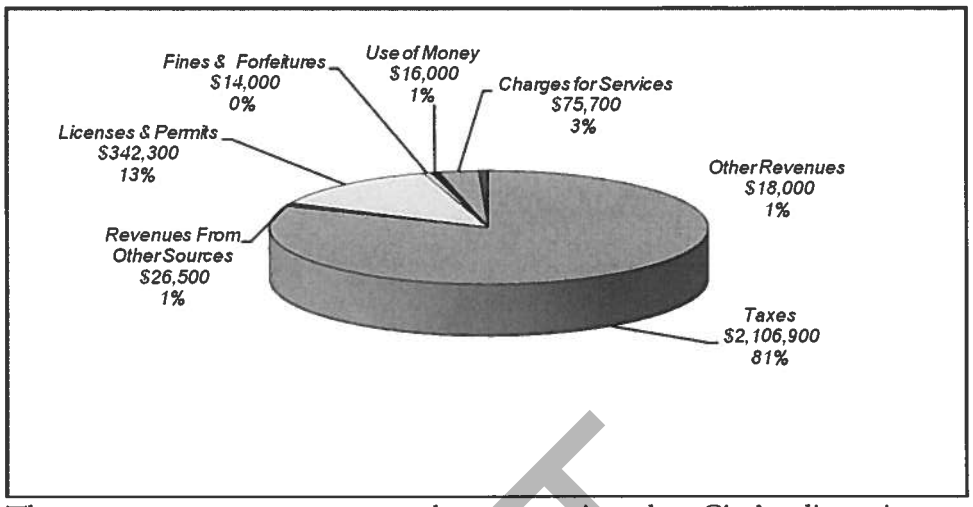
Analysis of General Fund Revenues

The following chart illustrates the anticipated sources of General Fund revenues for Fiscal Year 2013-14:



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 71% 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 2013-14 is projected to slightly increase; however, management is conservative projecting revenues to be flat. Property Tax in-lieu of Vehicle License Fees (see below) is included in the Taxes category for computation of revenues.

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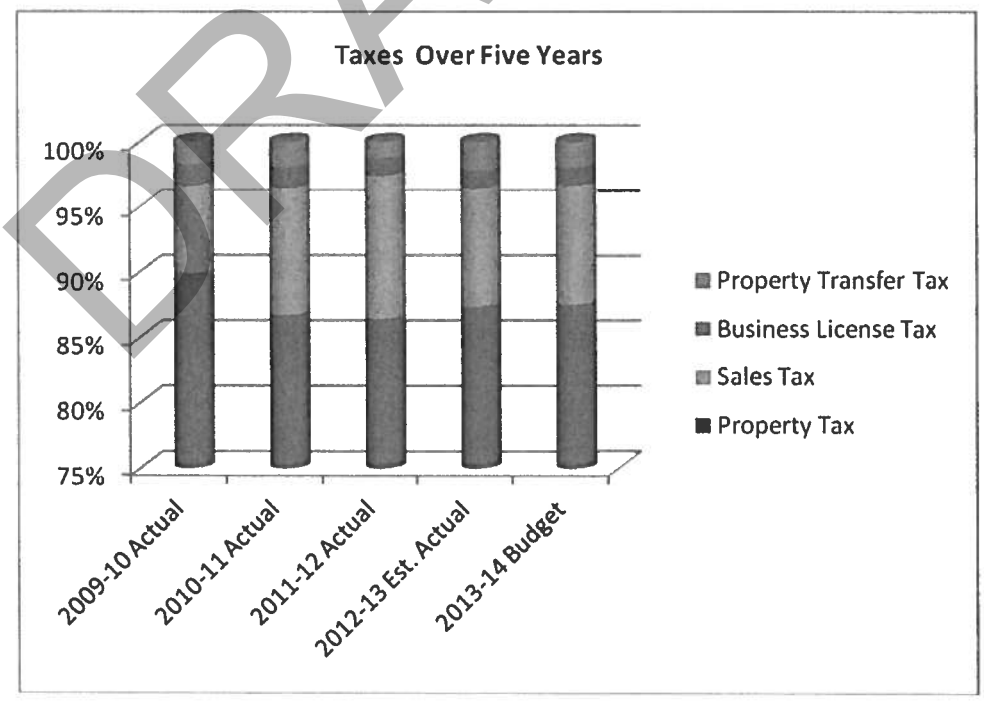
Sales tax revenue is derived from one percent of the sales price on taxable products sold within the City of Villa Park. The City's primary source of sales tax revenue is derived from the Villa Park Towne Centre; however, there is sales tax derived from home occupations as well. MuniServices LLC has prepared a multi-year trend analysis for sales tax and although there is anticipated growth of 3.1% in the economy, the City is assuming a slight decline as the City's sales tax base decreased in FY 2013-14.

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 conservative flat projection for this revenue stream.

Property Transfer taxes have been difficult to trend as the real estate market has been very volatile. In FY 2012-13, the City received 46% more revenue than was budgeted. Recognizing this trend will not continue, management opted to budget a mild 16% increase in property transfer tax revenue over the FY 2012-13 budget.



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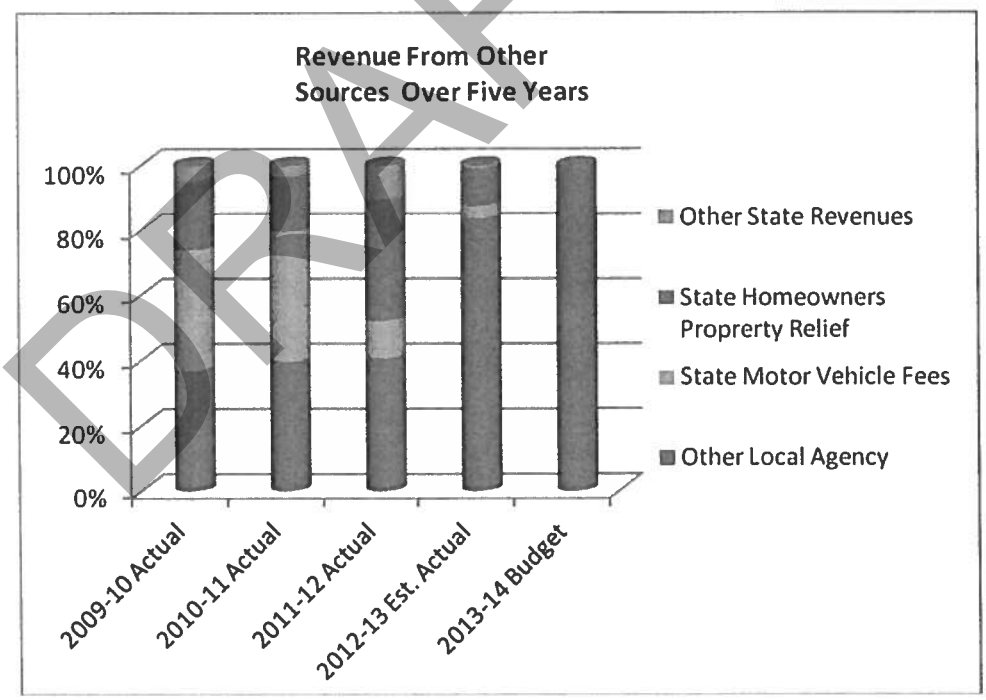
Revenue from Other Sources

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 received the following one-time funding sources: $24,000 from OCFA for tree trimming; $30,000 from the Foundation for City Entrance Monument neighborhood identification signs; PTAF refund of $20,000; and $8,000 from SWD Recreation Inc. to install a new flag pole at City Hall. FY 2013-14 revenue excluding these additional funding sources, is represented by other annual local agency monies and they are projected to remain flat.

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

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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 2013-14 budget.

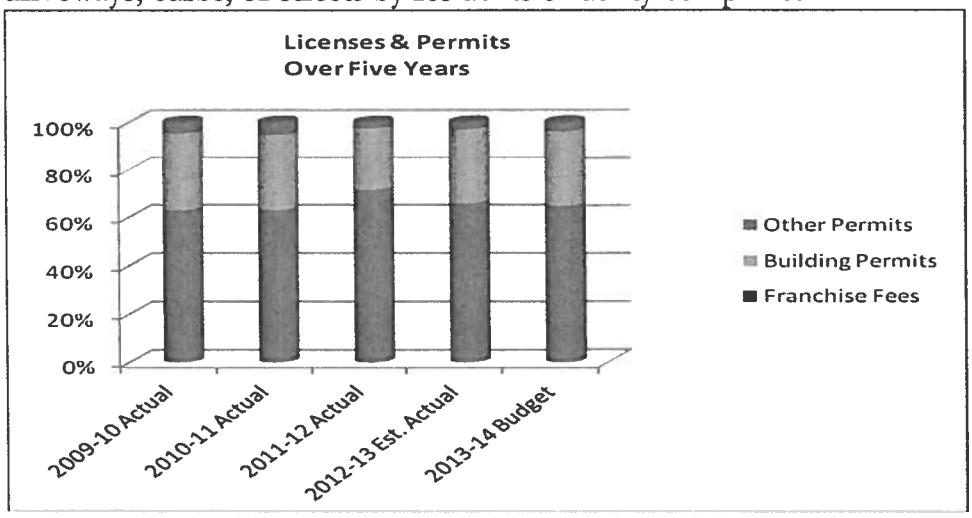
Licenses & Permits

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 conservatively projected to increase mildly from FY 2012-13 budget based on activity in FY 2012-13.

Building activity is projected to see a continued increase in the City for FY 2013-14 from the all-time low seen in FY 2011-12. The combined revenue for Building Permits and Building Plan Check Fees are budgeted $23,000 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.



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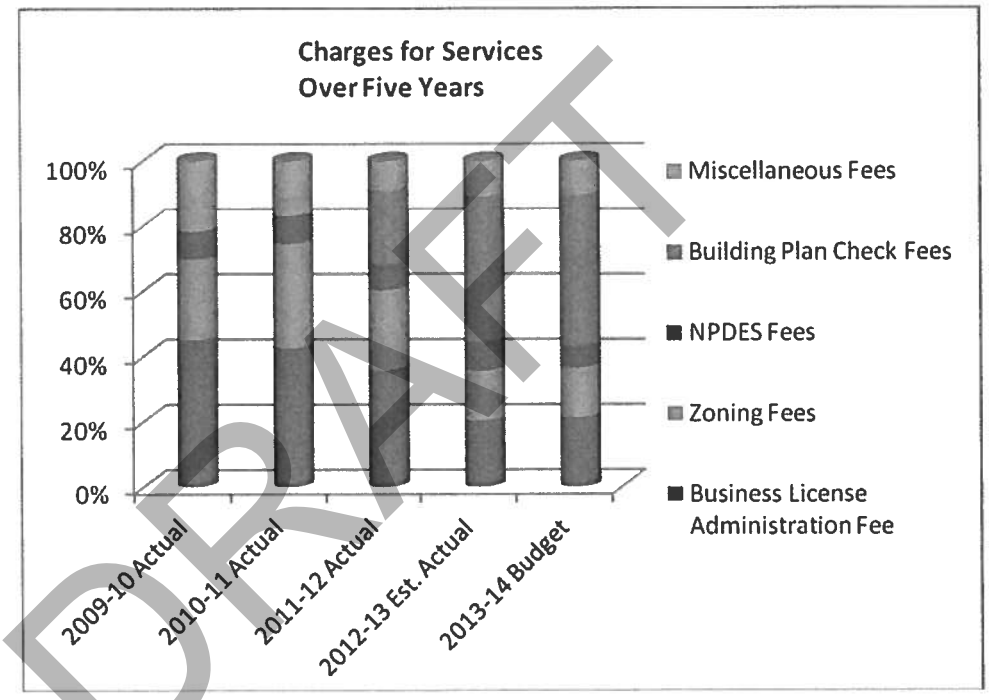
Charges for Services

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.



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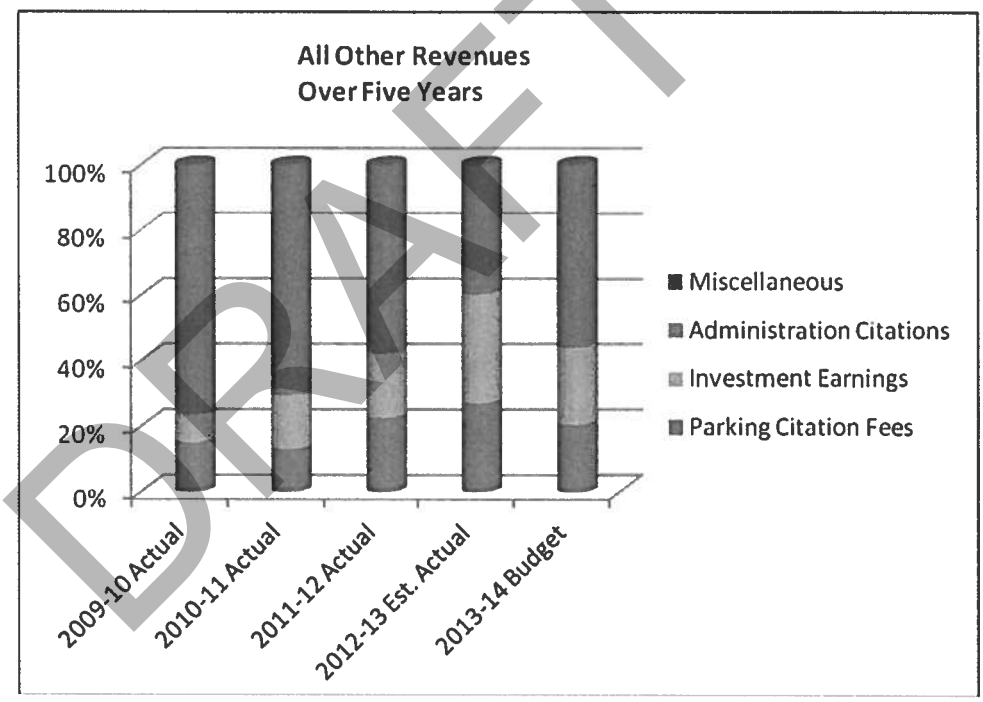
All Other Revenues

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 Certificates of Deposit (CD) laddering strategy. 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. As a result of this increase in earnings, the City is additionally diversified its investments into a five-year Government Security and Medium Term Notes ladder, which represents slight increase in revenue in FY 2013-14.

Miscellaneous revenues represent a variety of small non-routine revenues. The County of Orange performed an analysis of their PTAF charged from FY's 2006-2012 and this resulted in a one-time refund to the City of Villa Park of approximately $20,000 in FY 2012-13. Excluding this one-time revenue source, the City projects miscellaneous revenues to remain flat in FY 2013-14.



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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 the 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
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%
2013-14	1,000,000	2,563,300	39.01%

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, Towne Centre Plaza, VPTV capital, accrued employee leave, CJPIA retroactive deposit repayment, and contingency reserves.

For Fiscal Year 2013-14, the proposed undesignated General Fund Reserve level is $1,000,000. This level is 39% of the General Fund revenues projected to be received during the fiscal year. In addition, $289,000 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 leave, CJPIA retroactive deposit repayment, and contingency reserves.

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In Fiscal Year 2013-14 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 2013-14 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:

- Traffic Safety
- Air Quality Management District

Traffic Safety Fund

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

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 2013-14 will be used to maintain the natural gas filling station for city vehicles at the Civic Center.

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Single Purpose Special Revenue Funds

Additional Special Revenue funds can be categorized as the following:

- Aid to Cities
- COPS (Supplemental Law Enforcement Services)
- CLEEP (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 2013-14 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.

DRAFT

Capital Projects Funds

Capital Project Funds

The Capital Project Funds are used to account for the financial resources used for the acquisition or construction of major capital facilities for the City of Villa Park.

The capital project funds are:

- Gas Tax
- Measure M - Local Sales Tax
- Sewer Pump Maintenance District 1 (Sycamore Circle)
- Capital Improvement Projects

- 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 HUTA money for Fiscal Year 2013-14. 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.

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.

Capital Improvement Projects Fund

Revenues credited to the Capital Project Improvement 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.

DRAFT

This fiscal year the City will install Catch Basins; replace City Entrance Monuments; improve SLPP Transportation streets; and design the Towne Centre Plaza.

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 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.

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 four full-time and three 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.

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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 2013-14 are documented in their respective budget section.

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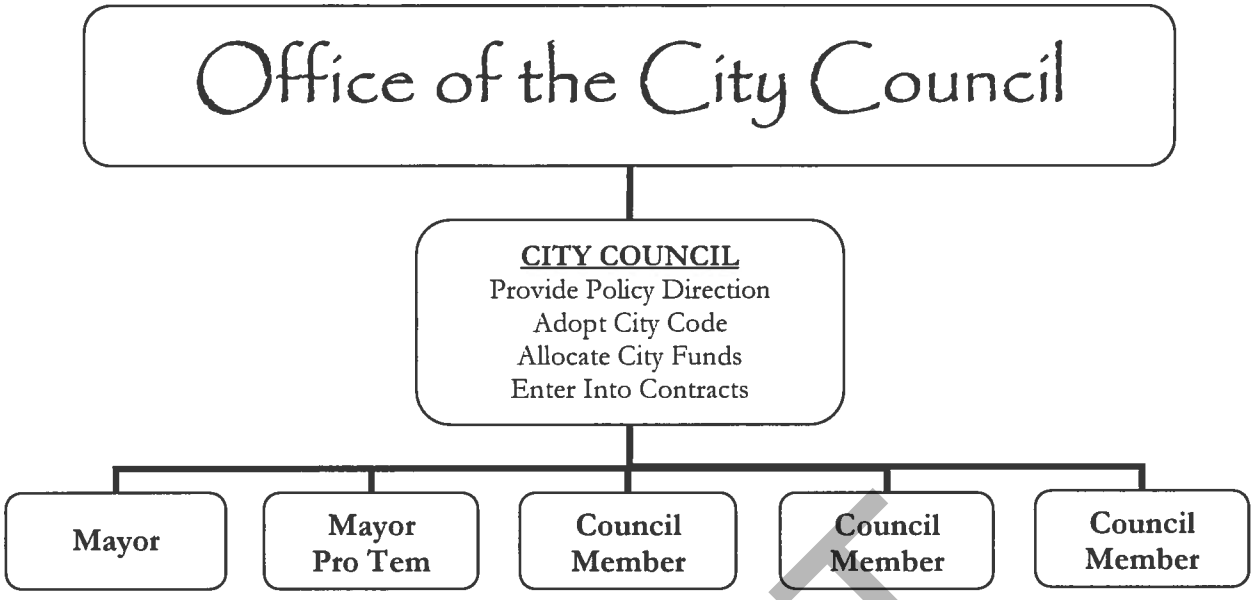

The City Council is comprised of five (5) individuals who are each elected to a four (4) year term. The City Council is the policy making and legislative body of the City of Villa Park. The City Council holds the authority over all legislative matters concerning the City, adopting all ordinances and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

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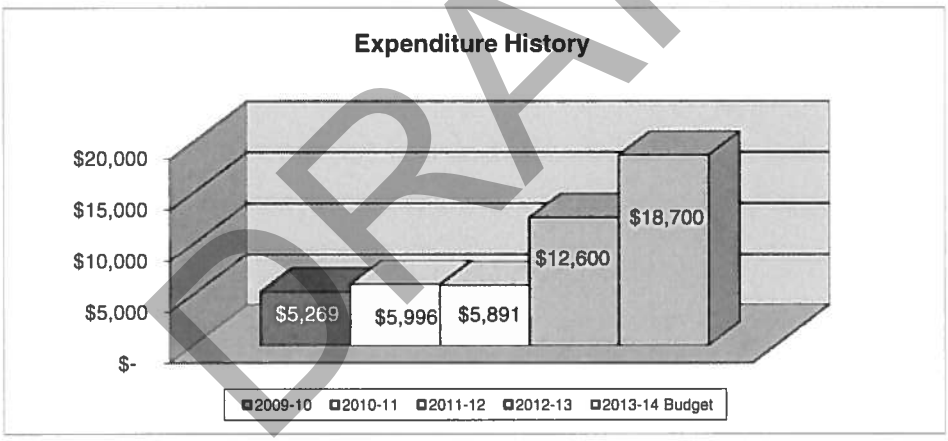
Department
Administration
Division
4110 - City Council

Funding Sources
General Fund - 01

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services (Council Support Staff)								
4101	Salaries - Full Time	$ 735	-	-	-	-	-	
4112	Salaries - Part Time	-	1,411	1,540	2,100	2,100	4,100	11
4132	Fringe Benefits - Part Time	-	296	534	700	700	1,100	11
	Total Personnel Services	***735***	***1,707***	***2,074***	***2,800***	***2,800***	***5,200***	
Maintenance and Operations								
5105	Operating Supplies	517	1,207	832	2,900	2,900	1,000	12
5390	Contract Services	789	-	-	-	-	-	
5630	Development Seminars	1,104	-	613	2,500	1,500	6,000	13
5701	Travel & Meetings	2,124	3,082	2,372	6,500	5,400	6,500	13
	Total Maintenance and Operations	***4,534***	***4,289***	***3,817***	***11,900***	***9,800***	***13,500***	
	Total Division Budget	***$ 5,269***	***5,996***	***5,891***	***14,700***	***12,600***	***18,700***	



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11 In Fiscal Year (FY) 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

12 In FY 2012-13 three new Council Members were elected resulting in new business cards and photos for the majority of Council.

13 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.

Department
Administration
Division
4110 - City Council

Funding Sources
General Fund - 01

Account Description

5105 - Operating Supplies

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

5630 - Development Seminars

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

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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City Manager's Office

CITY MANAGER
Day-to-Day City Operations
Staff Development & Oversight
Administration of Council Policy
Community Relations
City Clerk

ASSISTANT TO THE CITY MANAGER
Administrative Policy
Cable Franchise Liaison
Public Access Cable Channel

DRAFT

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.

2012-13 Accomplishments

Completed 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, Catch Basin Improvements project, and the City Entrance Monument neighborhood identification signs project.

Implemented various new policies and procedures to improve efficiency and accountability in the organization.

Managed the final half of the 50th year anniversary celebrations for the City of Villa Park.

2013-14 Goals

Successfully implement the City's FY 2013-14 Work Plan.

Manage the capital improvement program, including major Towne Centre Plaza project, Catch Basin Improvements project, City Entrance Monument project and SLPP Transportation project.

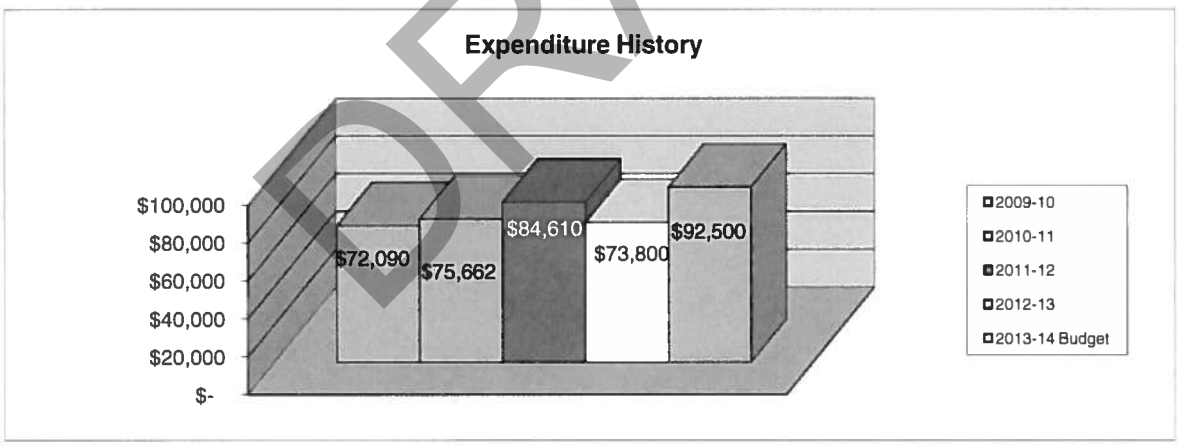
Encourage the improvement of Villa Park Towne Centre Plaza through strong public/private partnerships.

Manage the trial year of fireworks within the City.

Department
Administration
Division
4120 - City Manager

Funding Sources
General Fund - 01

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4101	Salaries - Full Time	$ 43,566	45,396	42,082	41,000	41,000	51,800	11
4112	Salaries - Part Time	-	1,411	2,452	6,100	5,700	3,600	11
4131	Fringe Benefits - Full Time	19,024	18,142	19,646	13,200	13,200	20,200	11
4132	Fringe Benefits - Part Time	-	296	439	1,400	1,400	800	11
	Total Personnel Services	***62,590***	***65,245***	***64,619***	***61,700***	***61,300***	***76,400***	
Maintenance and Operations								
5105	Operating Supplies	308	42	369	400	400	400	
5390	Contractual Services	4,650	5,522	5,429	10,100	10,100	12,000	14
5394	Contractual Services-ICM	-	-	9,958	-	-	-	
5625	Dues & Publications	642	590	540	600	-	200	
5630	Development Seminars	3,042	1,344	1,542	1,500	-	1,500	
5701	Travel & Meetings	858	2,919	2,153	2,500	2,000	2,000	
	Total Maintenance and Operations	***9,500***	***10,417***	***19,991***	***15,100***	***12,500***	***16,100***	
	Total Division Budget	***$ 72,090***	***75,662***	***84,610***	***76,800***	***73,800***	***92,500***	



11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

14 In FY 2013-14, the City anticipates contracting out for an actuarial study, approximatley $10,000.

DRAFT

Department
Administration
Division
4120 - City Manager

Funding Sources
General Fund - 01

Account Description

5105 - Operating Supplies

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

5390 - Contractual Services

Provides for contractual services used to perform miscellaneous services authorized by the City Manager.

5625 - Dues & Publications

Membership in professional organizations and purchase of professional journals and books.

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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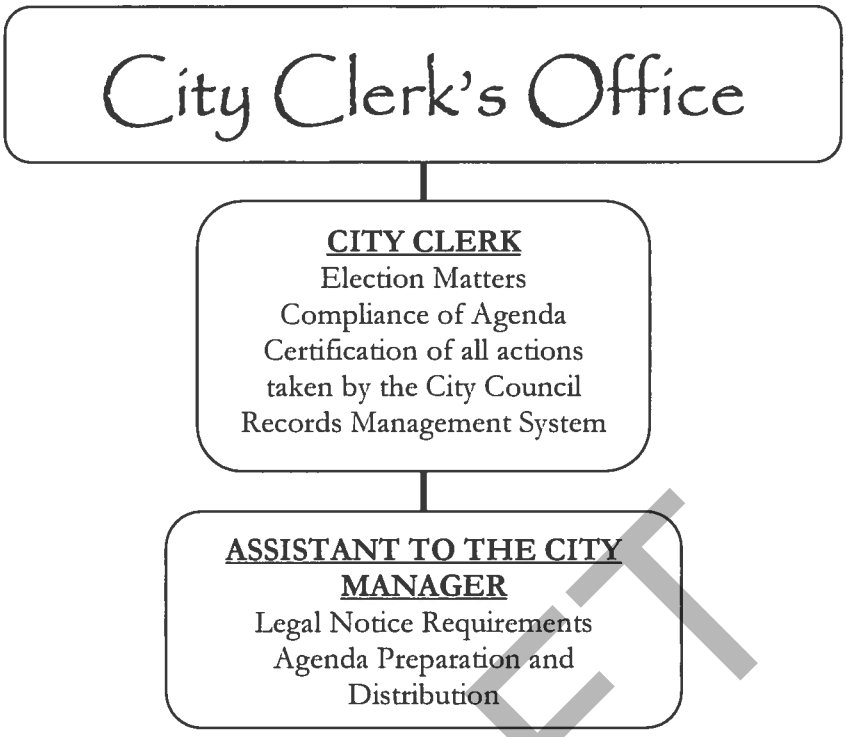

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The City Manager serves as the City Clerk. The City Clerk is the custodian of records for the City of Villa Park and the City's Election Official responsible for all General Municipal and Special Elections. The City Clerk is also responsible for assuring 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.

2012-13 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.
Successfully conducted November 2012 election.

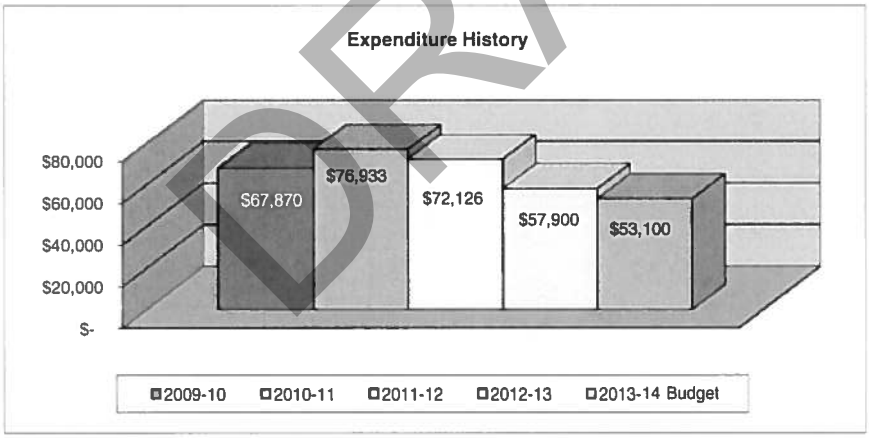
2013-14 Goals

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.

Department
Administration
Division
4130 - City Clerk

Funding Sources
General Fund - 01

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4101	Salaries - Full Time	$ 41,605	41,829	42,615	31,300	31,300	29,400	11
4112	Salaries - Part Time	1,469	2,823	4,187	9,700	9,000	6,100	11
4131	Fringe Benefits - Full Time	17,887	17,353	18,308	11,500	11,500	11,900	11
4132	Fringe Benefits - Part Time	-	493	1,013	2,300	2,300	1,700	11
	Total Personnel Services	***60,961***	***62,498***	***66,123***	***54,800***	***54,100***	***49,100***	
Maintenance and Operations								
5105	Operating Supplies	167	493	278	300	300	400	
5108	Legal Notices/Recordings	1,418	1,887	560	1,300	600	1,200	
5308	Contractual Svcs	1,579	-	-	-	-	-	
5390	Contractual Svcs/Special	2,265	3,503	1,471	2,800	1,600	2,000	
5394	Contractual Services-ICM	-	-	3,319	-	-	-	
5625	Dues & Publications	270	65	65	300	-	100	
5630	Development Seminars	515	1,016	200	500	-	200	
5701	Travel & Meetings	695	8	-	500	-	100	
5810	Election Expenses	-	7,463	110	1,400	1,300	-	15
	Total Maintenance and Operations	***6,909***	***14,435***	***6,003***	***7,100***	***3,800***	***4,000***	
	Total Division Budget	***$ 67,870***	***76,933***	***72,126***	***61,900***	***57,900***	***53,100***	



11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

15 An election is held every two years, and FY 2013-14 is not an election year.

DRAFT

Department
Administration
Division
4130 - City Clerk

Funding Sources
General Fund - 01

Account Description

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, Conditional Use Permits (CUPS), Ordinances, and Negative Declarations. Some of these costs are reimbursed through the permitting process.

5390 - Contractual Services/Special

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

5625 - Dues & Publications

Provides for membership in professional organizations and purchase of professional journals and publications.

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 and other special policy and regulations meetings.

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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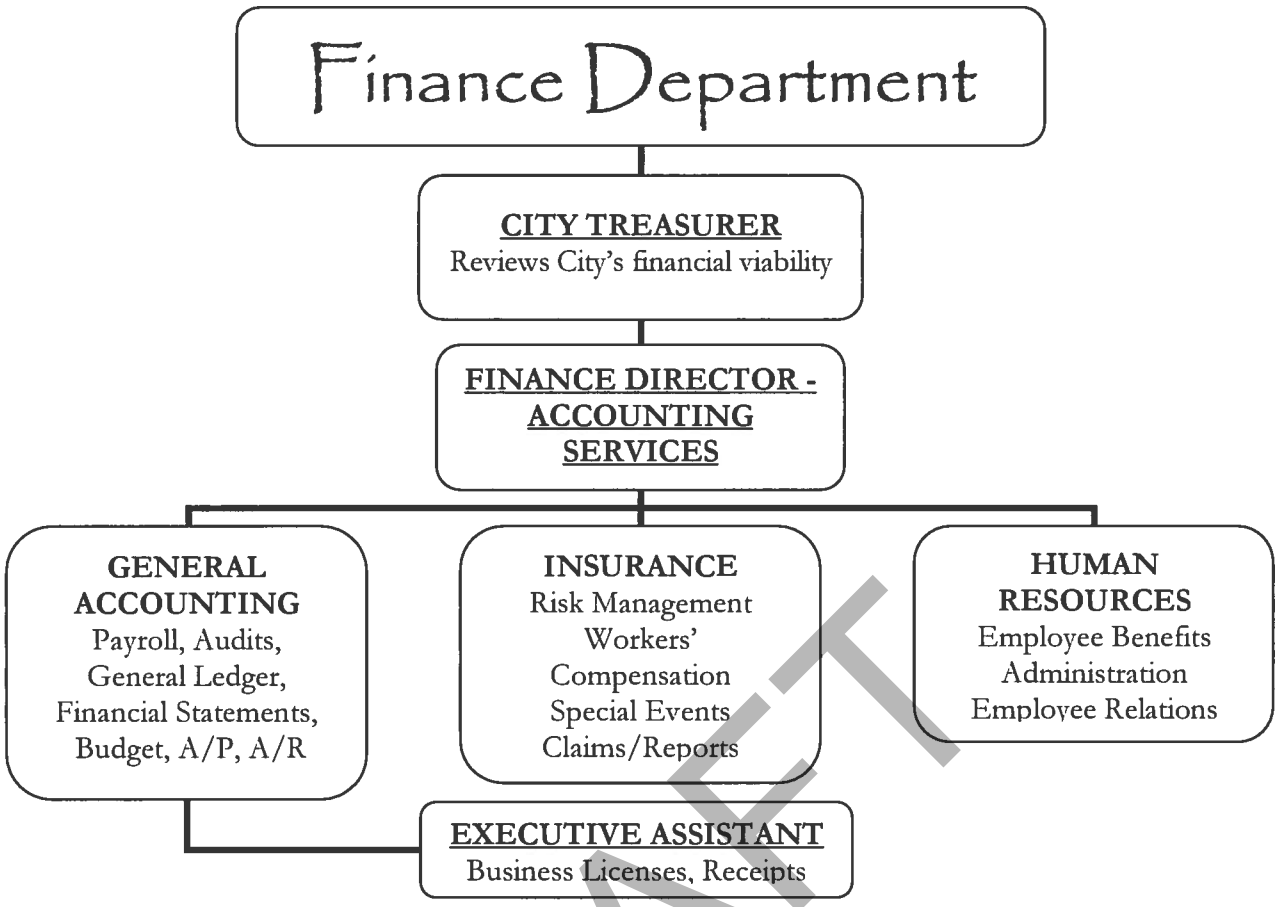

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The Finance Department plans, directs, and coordinates the fiscal affairs of the City in accordance with specific objectives established by legal and professional standards. It provides for the maintenance of the City's financial records, develops 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.

2012-13 Accomplishments

Prepared the second 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 2012-13.

Received the GFOA Certificate of Achievement for Excellence in Financial Reporting Award for the City CAFR for FY 2012-13.

Completed comprehensive citywide fee and charges rate study.

Aggressively managed all vendor contracts to minimize costs wherever possible.

2013-14 Goals

Pursue the GFOA Certificate of Achievement for Excellence in Financial Reporting for FYE 6/30/13.

Pursue the GFOA Distinguished Budget Award for FYE 6/30/13.

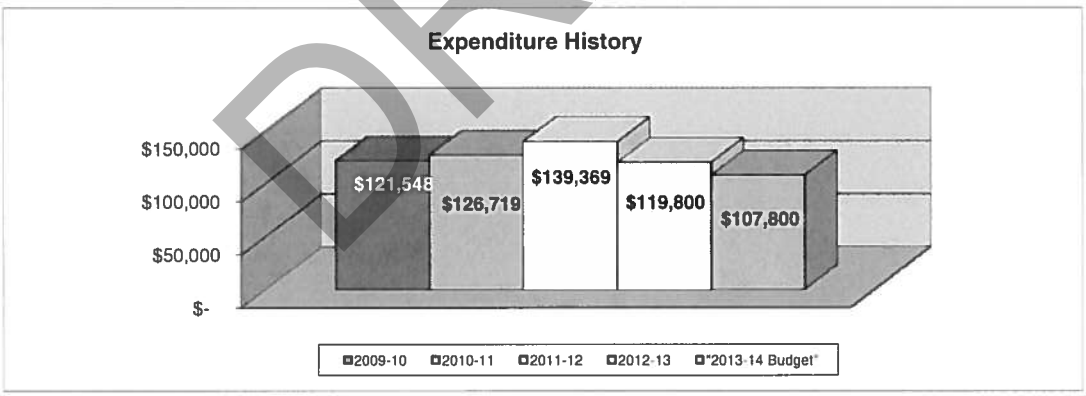
Continue to revise financial policies.

Assist grant management with City Engineer over capital projects.

Department
Administration
Division
4140 - Finance

Funding Sources
General Fund - 01

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4101	Salaries - Full Time	$ 12,276	12,725	12,698	5,700	5,700	5,800	11
4112	Salaries - Part Time	62,903	69,006	73,329	71,000	71,000	59,900	11
4131	Fringe Benefits - Full Time	5,583	5,423	5,746	2,000	2,000	2,300	11
4132	Fringe Benefits - Part Time	19,024	18,438	19,265	17,800	17,800	15,500	11
	Total Personnel Services	***99,786***	***105,592***	***111,038***	***96,500***	***96,500***	***83,500***	
Maintenance and Operations								
5105	Operating Supplies	372	133	376	200	200	400	
5110	Misc. Finance Charges	740	751	549	700	700	700	
5301	Prof. Services - Audit	14,200	15,580	20,046	17,300	17,300	17,500	
5308	Contractual Svcs	1,579	-	-	-	-	-	
5390	Prof. Services - Payroll	2,553	2,223	2,445	2,200	2,200	2,000	
5391	Contract Svcs - Software Spt.	1,805	1,757	1,756	1,800	1,800	1,900	
5394	Contractual Services-ICM	-	-	1,659	-	-	-	
5625	Dues & Publications	280	465	835	900	900	1,000	
5630	Development Seminars	-	-	350	-	-	500	16
5701	Travel & Meetings	142	-	176	100	100	200	
5820	Interest Expense	91	218	139	100	100	100	
	Total Maintenance and Operations	***21,762***	***21,127***	***28,331***	***23,300***	***23,300***	***24,300***	
	Total Division Budget	***$ 121,548***	***126,719***	***139,369***	***119,800***	***119,800***	***107,800***	



11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

16 Finance Director attends California Society of Municipal Finance Officers (CSMFO) conference when it is local. In FY 2013-14 it is located in Southern California.

DRAFT

Department
Administration
Division
4140 - Finance

Funding Sources
General Fund - 01

Account Summary

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 for Orange County Investment Pool (OCIP)-$750 and Public Employee Retirement System (PERS)-$150.

5301 - Professional Services - Audit

Contractual service required by the State and Federal government, and CAFR statisctical schedules - $900.

5390 - Professional Services - Payroll

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

5391 - Contract Svcs - Software Support

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

5625 - Dues & Publications

Provides for membership in professional organizations such as CSMFO - $200; GFOA - $200; Budget Award - $200; CAFR Award - $400 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.

DRAFT

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

DRAFT

2012-13 Accomplishments

Kept the City out of litigation.
Contained legal costs at the level of prior fiscal years.
Assisted City with smooth transition for new City Manager and new City Council members.

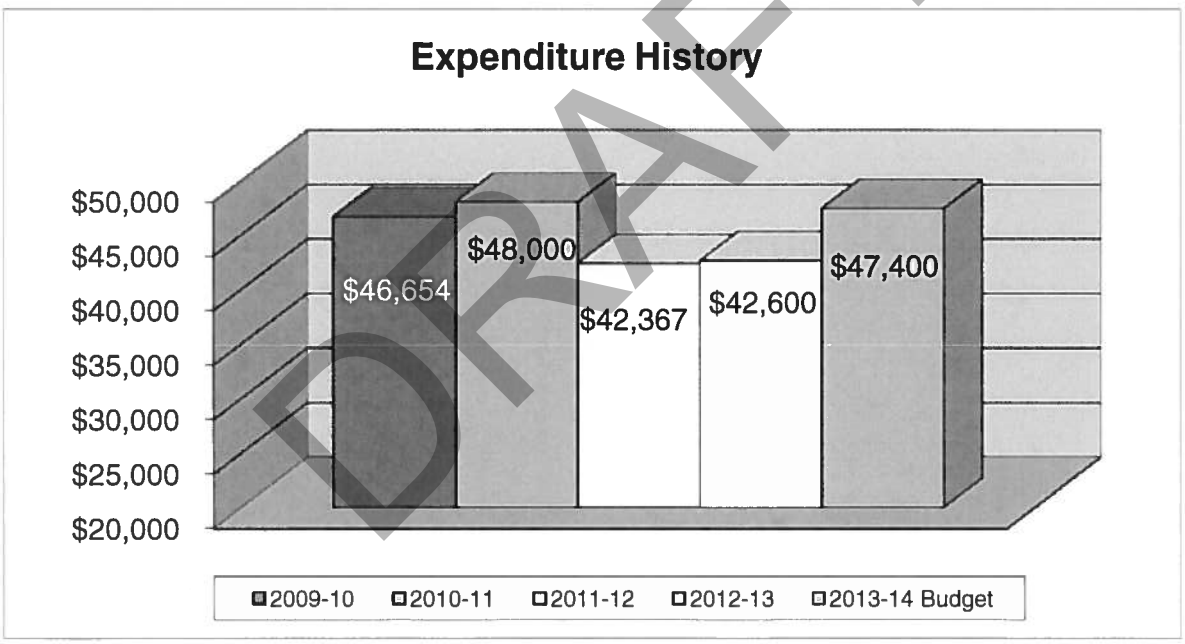
2013-14 Goals

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	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget
Maintenance and Operations							
5303	Legal Services	$ 41,420	42,000	41,767	42,500	42,000	44,400
5340	Other Legal Services	5,234	6,000	600	900	600	3,000
	Total Maintenance and Operations	***46,654***	***48,000***	***42,367***	***43,400***	***42,600***	***47,400***
	Total Division Budget	***$ 46,654***	***48,000***	***42,367***	***43,400***	***42,600***	***47,400***



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Department
Administration
Division
4150 - City Attorney

Funding Sources
General Fund - 01

Account Description

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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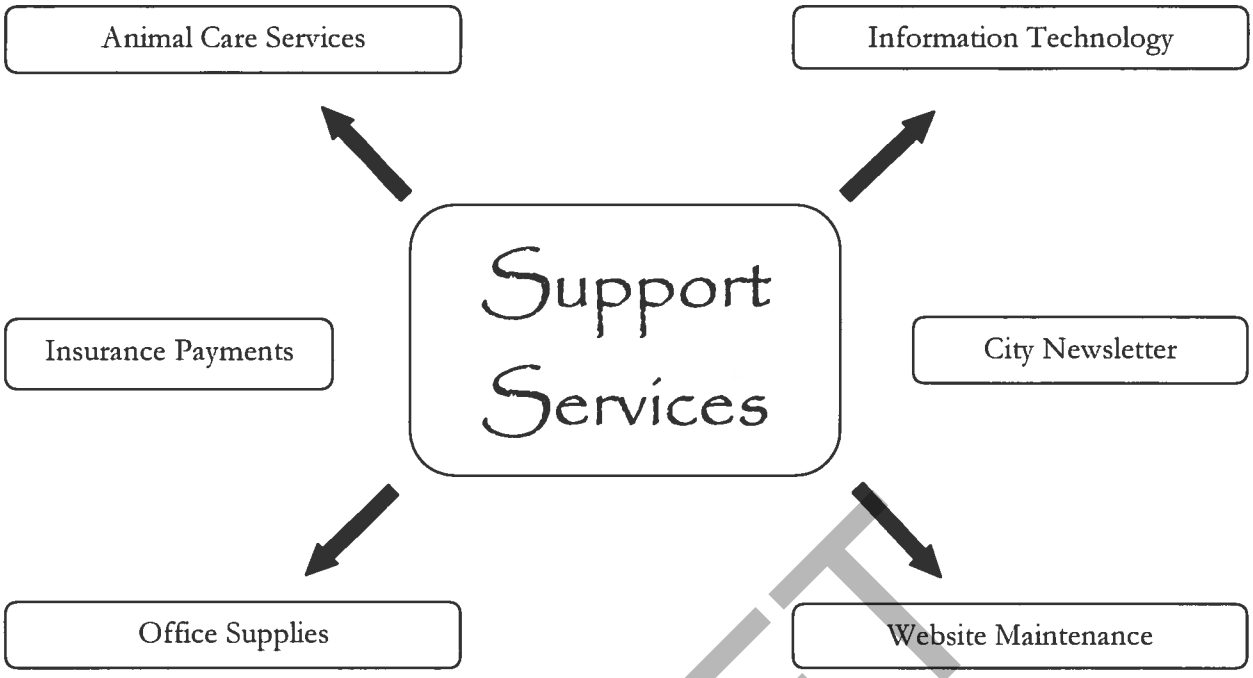

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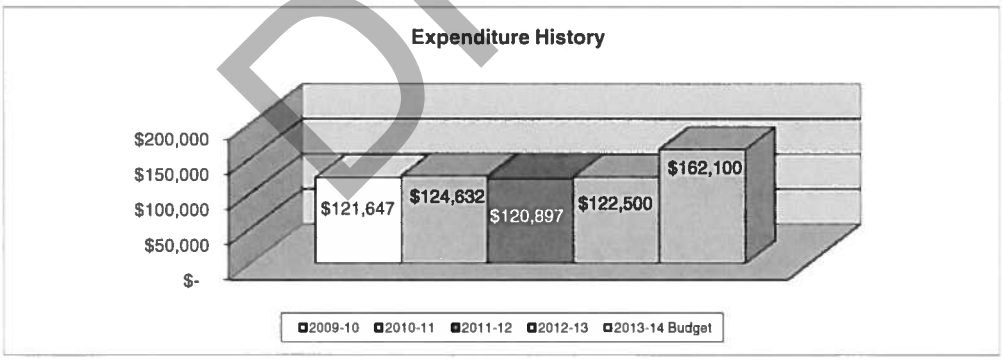
Support Services provides for expenditures not related to any one department in particular and general expenditures that pertain to the City as a whole.

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. In FY 2012-13 the CJPIA rolled out their new calculation of the rolling retroactive deposit payments as to prefund insurance instead of using it as a loan to the City. The City's first retroactive deposit payment is due in FY 2013-14. All of these costs are reported within Support Services.

Department
Administration
Division
4170 - Support Services

Funding Sources
General Fund - 01
Capital Projects - 07

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Maintenance and Operations								
General Fund - 01								
5105	Operating Supplies	$ 5,318	6,486	5,090	5,000	5,000	5,000	
5107	Postage	1,121	2,414	2,138	1,700	1,700	1,700	
5210	Maintenance/Office Equip.	5,157	5,147	3,998	4,000	4,000	3,900	
5322	Animal Control Services	-	-	-	-	-	-	
5323	City Newsletter	1,597	2,636	658	700	600	200	
5345	CATV Corporation	1,624	-	-	-	-	-	
5346	Cable TV - Contract Svcs	10,315	7,073	7,225	7,400	7,200	8,400	17
5347	Info/Tech Support	1,042	5,295	8,139	7,900	7,900	9,000	18
5348	Cable TV-Miscellaneous Supp	2,810	3,381	40	300	100	1,100	
5350	Website Maintenance/Dev.	1,052	1,397	2,100	1,900	1,900	500	18
5368	Community Programs	-	-	10,000	-	-	-	
5390	Contract Services/Special	900	-	-	400	-	-	
5403	Property Tax Admin. Fee	17,645	20,333	21,632	23,500	20,000	19,000	19
5405	Insurance - P.L./P.D.	55,091	54,186	50,243	53,800	53,800	80,100	20
5410	Budgeted Contingency	1,510	7,000	-	2,100	2,100	7,000	
5625	Dues & Publications	14,277	8,534	8,804	5,900	5,400	6,200	21
5801	Miscellaneous	928	750	830	1,000	800	12,000	22
Total Maintenance and Operations		***120,387***	***124,632***	***120,897***	***115,600***	***110,500***	***154,100***	
Capital Outlay								
General Fund - 01								
6100	Computer Equipment	-	-	-	5,000	5,000	1,000	23
6103	Cable TV Equipment	1,260	-	-	7,000	7,000	7,000	
Total Capital Outlay		***1,260***	***-***	***-***	***12,000***	***12,000***	***8,000***	
Total Division Budget		***$ 121,647***	***124,632***	***120,897***	***127,600***	***122,500***	***162,100***	



17 In FY 2013-14 City staff budgeted for a VPTV video production for Towne Centre promotioal video, approximatley $2,000.
18 In FY 2012-13 the City revamped its network and server. In FY 2013-14 the City began utilizing Office 365 for all users.
19 Per the 4/1/13 letter from the County of Orange, the County has audited and reduced the City of Villa Park's PTAF beginning in FY 2012-13. The redudction is approximately $4,000 a year.
20 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 first retro payment begins in FY 2013-14 which is $29,800; however, the Sewer Improvement Fund absorbed 10% of their share of these insurance costs, resulting in only an aggregate increase of $26,000 to the General Fund in FY 2013-14.
21 City has opted back into the Southern California Association of Governments (SCAG) and the Orange County Council of of Governments (OCCOG) demographics for FY 2013-14, and also switched to Association of California Cities-Orange County (ACC-OC) and opted out of League of California Cities (LOCC).
22 In FY 2013-14 City Manager and Assistant to the City Manager anticpate master tution reimbursement.
23 In FY 2012-13 the City purchased a new server for City Hall.

DRAFT

Department
Administration
Division
4170 - Support Services

Funding Sources
General Fund - 01
Capital Projects - 07

Account Summary

5105 - Operating Supplies

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

5107 - Postage

The account provides for citywide general postage requirements.

5210 - Maintenance/Office Equipment

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

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.

5323 - City Newsletter

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

5346 - Cable TV - Contractual Services

This account provides for the cable TV contractual services for filming Council meetings approximately 16/year- $6,400 and filming of a Towne Centre promotional video - $2,000.

5347 - Information Technology Support

This account provides for hardware, software (office 365 - $1,500); web address - $300 (every 5 years, expires 9/3/17) 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. In FY 13-14 Office 365 elimintes the majority of website maintenance costs.

5390 - Contract Services Special

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.

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

This account provides for the Public Liability - $48,400 plus retrospective deposit - $29,800, Property Damage, Pollution (every 3 years, paid in 2011/12) Insurance through the CJPIA and crime insurance.

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: ACC-OC - $3,000, Local Agency Formation Commission (LAFCO) - $900, SCAG - $700, OCCOG demographics - $900 and Trama Intervention Program (TIP) - $700.

5801 - Miscellaneous

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

6100 - Computer Equipment

This account provides for capital replacement of computer equipment.

6103 - Cable TV Equipment

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

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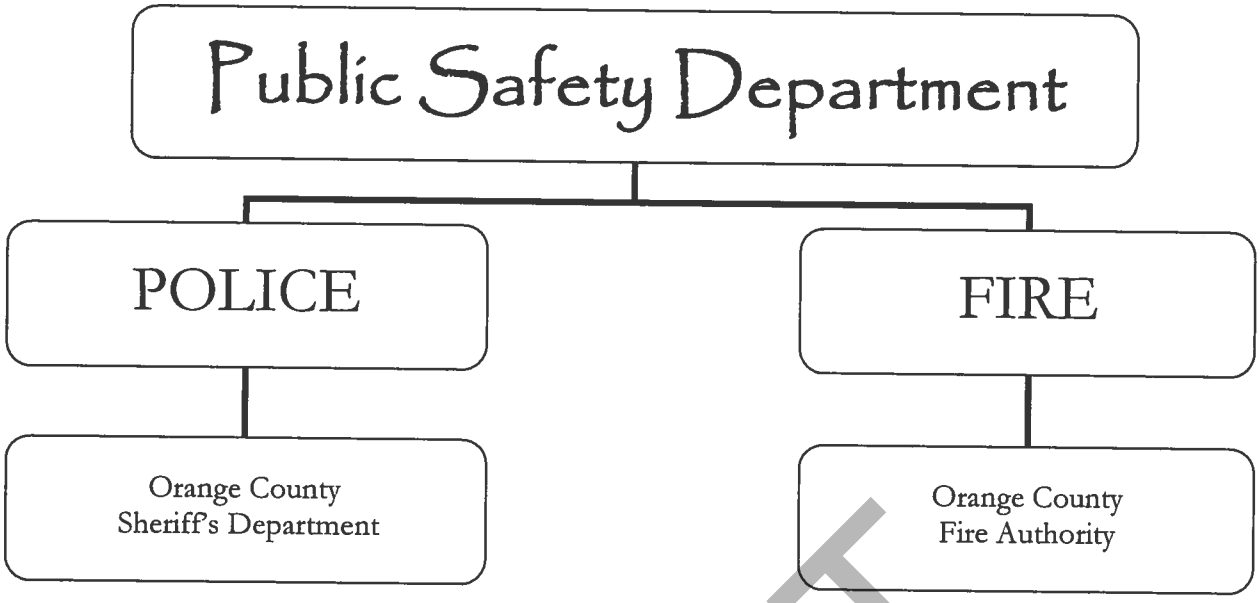

The Orange County Sheriff's Department (for law enforcement services) and the Orange County Fire Authority (for fire and emergency medical services) proudly serve the City of Villa Park.

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 SLESF made possible through the 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 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 2013-14, the State funding for the SLESF money is available. For Fiscal Year 2013-14, the County law enforcement contract is $1,162,046.

The City is a founding member of the 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.

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2012-13 Accomplishments

Continued the 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.

Implemented online vacation checks and increased social network capabilities.

2013-14 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.

DRAFT

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	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Maintenance and Operations								
General Fund - 01								
5105	Office Supplies	$ 361	120	139	200	200	200	
5335	Cont. Services - General Law	1,062,290	1,072,259	1,095,109	1,112,100	1,112,100	1,128,300	24
5336	Cont. Services - Crossing Gd.	9,800	14,500	15,800	9,400	9,400	9,500	
5338	Directed/Special Assignment	-	325	-	-	-	-	
5339	Cont. Services - Parking	6,082	4,781	5,332	4,000	4,000	4,000	
5340	Miscellaneous Equip. Costs	5,688	4,261	4,056	4,400	4,100	4,400	
		1,084,221	1,096,246	1,120,436	1,130,100	1,129,800	1,146,400	
Traffic Safety Fund - 04								
5335	Cont. Services - General Law	12,438	14,000	13,100	18,000	18,000	18,000	
COPS (Supplemental Law Enforcement Services) Fund - 09								
5337	Cont. Services - Supplemental	67,671	80,218	97,245	95,000	95,000	95,000	
5338	Directed/Special Assignment	-	13,204	5,990	7,000	5,000	10,000	
5340	Misc. Equipment Costs	124	-	231	-	-	-	
5395	Cont. Services-Nuisance Abatement	1,253	-	-	-	-	-	
		69,048	93,422	103,466	102,000	100,000	105,000	
CLEEP (California Law Enforcement Equipment Program) Fund - 12								
5340	Misc. Equipment Costs	10,495	7,410	6,877	7,100	7,100	7,200	
	Total Maintenance and Operations	***1,176,202***	***1,211,078***	***1,243,879***	***1,257,200***	***1,254,900***	***1,276,600***	
Capital Outlay								
CLEEP (California Law Enforcement Equipment Program) Fund - 12								
6100	Equipment	9,702	-	-	3,000	2,000	-	25
	Total Capital Outlay	***9,702***	***-***	***-***	***3,000***	***2,000***	***-***	
	Total Division Budget	***$ 1,185,904***	***1,211,078***	***1,243,879***	***1,260,200***	***1,256,900***	***1,276,600***	

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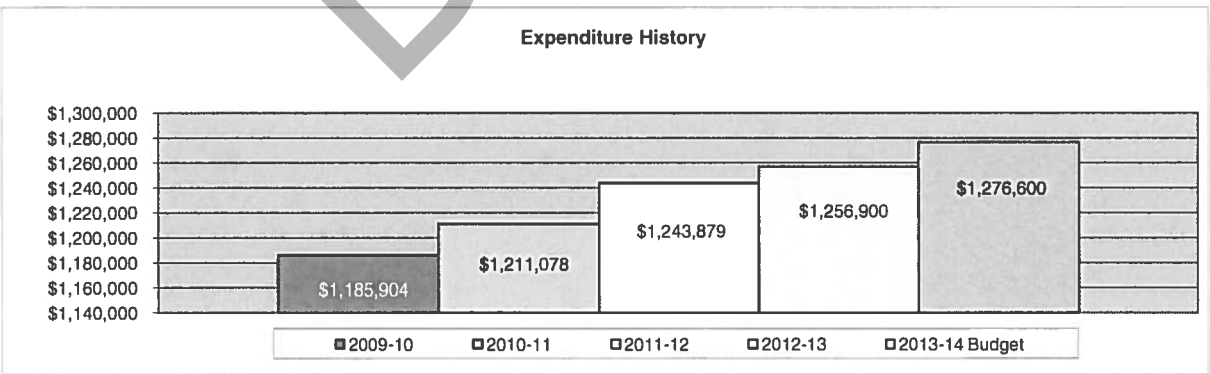

24 In FY 2013-14 the OCSD costs increased by 1.09%, plus the realized retirement credit of $3,000 in FY 2012-13.
25 In FY 2012-13 the City funded the upgrade of EOC electronic equipment utilizing CLEEP money.

Department
Public Safety
Division
4210 - Law Enforcement

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

Account Description

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 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 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.

6100 - Equipment

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

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Department
Public Safety
Division
4215 - Emergency Preparedness

Funding Sources
General Fund - 01

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Maintenance and Operations								
5105	Operating Supplies	$ 54	68	58	2,000	-	2,000	26
5390	Contractual Services	3,293	-	-	-	-	-	
	Total Maintenance and Operations	***3,347***	***68***	***58***	***2,000***	***-***	***2,000***	
	Total Division Budget	**$ 3,347**	**68**	**58**	**2,000**	**-**	**2,000**	

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

DRAFT

Department
Public Safety
Division
4215 - Emergency Preparedness

Funding Sources
General Fund - 01

Account Description

5105 - Operating Supplies

This account provides for miscellaneous supply needs specific to emergency preparedness, CERT.

DRAFT

Public Works Department

PUBLIC WORKS
Maintenance of the City's streets, sidewalks, storm drains, sewers, and landscaping. Support for special community events.

MAINTENANCE SUPERVISOR

MAINTENANCE WORKER

DRAFT

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.

2012-13 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.

2013-14 Goals

Continue to review maintenance procedures/practices for efficiencies and cost savings.

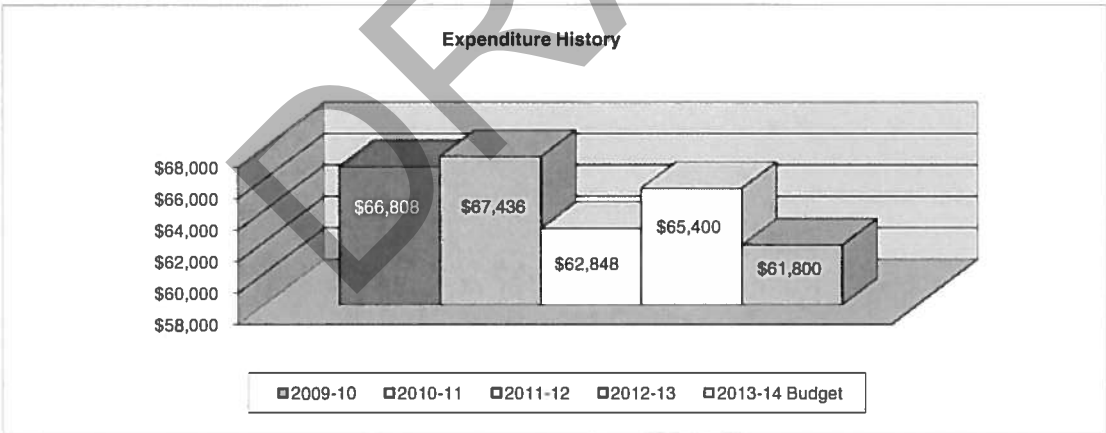
Continue to identify median landscaping restoration projects, with the goal of completing several each fiscal year.

Maintain resident satisfaction and strong commitment to community aesthetics.

Department
Public Works
Division
4315 - Civic Center

Funding Sources
General Fund - 01

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4101	Salaries - Full Time	$ 18,220	19,382	17,888	20,500	20,500	18,500	11
4112	Salaries - Part Time	367	706	1,135	2,600	2,600	1,600	11
4131	Fringe Benefits - Full Time	9,305	8,972	8,632	9,300	9,300	9,200	11
4132	Fringe Benefits - Part Time	-	197	346	700	700	500	11
	Total Personnel Services	***27,892***	***29,257***	***28,001***	***33,100***	***33,100***	***29,800***	
Maintenance and Operations								
5105	Operating Supplies	3,466	3,274	2,363	2,300	1,700	2,300	
5201	Building Maintenance	6,705	5,303	5,813	4,100	4,100	4,500	
5308	Contract Services	395	-	-	-	-	-	
5320	Chamber Maintenance	953	-	1,079	1,500	1,500	900	27
5390	Custodial Services	5,940	5,940	5,539	5,300	5,300	5,000	
5394	Contract Services-ICM	-	-	576	-	-	-	
5501	Telephone Utilities	4,126	3,988	2,202	1,800	1,800	1,500	
5505	Electric Utilities	16,596	17,844	16,336	16,800	16,400	16,400	
5520	Gas Utilities	394	1,388	435	800	800	700	
5530	Water Utilities	341	442	504	700	700	700	
	Total Maintenance and Operations	***38,916***	***38,179***	***34,847***	***33,300***	***32,300***	***32,000***	
	Total Division Budget	***$ 66,808***	***67,436***	***62,848***	***66,400***	***65,400***	***61,800***	



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11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

27 In FY 2012-13 the City made minor repairs to the Civic Center Chambers.

Department
Public Works
Division
4315-Civic Center

Funding Sources
General Fund - 01

Account Description

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.

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, $5,500.

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.

DRAFT

Department
Public Works
Division
4320-Public Works General

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

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
General Fund - 01								
4101	Salaries - Full Time	$ 66,035	69,234	64,254	70,900	67,900	64,300	11
4112	Salaries - Part Time	1,102	706	1,135	3,100	2,600	1,600	11
4131	Fringe Benefits - Full Time	37,946	33,326	32,029	33,000	33,100	32,500	11
4132	Fringe Benefits - Part Time	-	197	209	700	700	500	11
		105,083	103,463	97,627	107,700	104,300	98,900	
Aid to Cities Fund - 03								
4101	Salaries - Full Time	7,994	-	5,000	5,000	5,000	5,000	
		7,994	-	5,000	5,000	5,000	5,000	
	Total Personnel Services	***113,077***	***103,463***	***102,627***	***112,700***	***109,300***	***103,900***	
Maintenance and Operations								
General Fund - 01								
5105	Operating Supplies	4,335	4,254	9,737	7,000	7,000	7,000	
5115	Uniform Expense	511	393	849	500	500	700	
5205	Vehicle Operation/Maint.	11,054	16,157	14,234	13,000	13,000	14,000	
5210	Equipment Maintenance	570	-	787	2,000	2,000	2,000	
5215	Traffic Signal Maint	7,321	10,188	9,507	12,000	10,000	10,000	
5220	Equipment Rental	188	-	-	100	-	100	
5225	Recreational Trail Maint.	3,144	2,184	1,402	2,200	1,200	1,600	
5308	Contractual Services	1,184	-	-	-	-	-	
5309	Street Sweeping	36,758	35,417	17,709	-	-	1,600	28
5370	Weed Abatement	1,800	700	350	500	-	500	
5371	Tree Trimming/Spraying	24,350	23,100	25,650	24,000	24,000	24,000	
5372	Traffic Striping	12,013	514	11,486	12,000	6,000	12,000	
5380	Landscape Maintenance	24,900	23,158	23,000	23,000	23,000	23,000	
5394	Contractual Services-ICM	-	-	664	-	-	-	
5505	Electric Utilities	5,517	6,206	6,068	6,300	6,300	6,300	
5530	Water Utilities	16,162	26,537	32,988	36,900	34,000	36,000	
		149,807	148,808	154,431	139,500	127,000	138,800	
Aid to Cities Fund - 03								
5105	Operating Supplies	4,025	-	-	-	-	-	
5308	Contract Services	6,087	-	-	-	-	-	
		10,112	-	-	-	-	-	
AQMD Fund - 08								
5210	Equipment Maintenance	3,923	-	-	3,000	-	1,000	
	Total Maintenance and Operations	***163,842***	***148,808***	***154,431***	***142,500***	***127,000***	***139,800***	
Capital Outlay								
General Fund - 01								
6200	Equipment & Repairs	2,338	80	208	500	500	500	
6202	Equipment Replacement	-	-	1,130	400	-	500	
6300	Vehicle Replacement	-	-	24,615	-	-	-	
6301	Roadway, Fence, & Wall	3,402	2,003	4,193	3,000	3,000	4,000	
		5,740	2,083	30,146	3,900	3,500	5,000	
AQMD Fund - 08								
6202	Equipment Replacement	-	-	816	2,000	-	2,000	
6203	School Site Traffic Improvement	-	-	16,041	5,900	5,900	-	29
		-	-	16,857	7,900	5,900	2,000	
	Total Capital Outlay	***5,740***	***2,083***	***47,003***	***11,800***	***9,400***	***7,000***	
	Total Division Budget	***$ 282,659***	***254,354***	***304,061***	***267,000***	***245,700***	***250,700***	

11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

28 In FY 2012-13 the City Council approved Safe and Sane Fireworks. This will generate two days worth of street sweeping.

29 In FY 2012-13 the City concluded the School Site Traffic Improvements project.

DRAFT

Department
Public Works
Division
4320-Public Works General

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

Account Description

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).

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. Fireworks were approved for one year, and clean up is anticipated at $1,600.

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.

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.

6301 - Roadway Fence & Wall

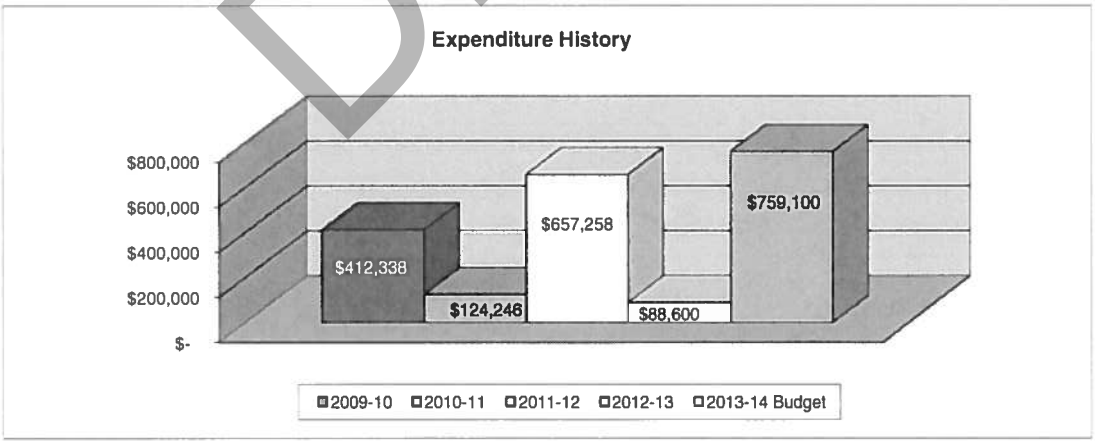
Various large purchases to enhance the roadway, fence, or median planters repair throughout the City. Replace certain irrigation systems throughout the City.

DRAFT

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	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
General Fund - 01								
4101	Salaries - Full Time	$ 10,523	16,842	16,847	19,400	19,400	17,200	11
4131	Fringe Benefits - Full Time	5,480	7,986	7,589	9,100	9,100	8,900	11
	Total Personnel Services	***16,003***	***24,828***	***24,436***	***28,500***	***28,500***	***26,100***	
Maintenance and Operations								
General Fund - 01								
5105	Operating Supplies	5,299	5,199	4,105	6,000	6,000	6,000	
5374	Sidewalk Repair	15,975	20,000	-	20,000	20,000	20,000	
5376	Pavement Rehabilitation	96,200	360	133,731	139,000	27,000	176,000	30
5382	Rule 20A Underground Utilities	-	20,000	5,000	-	-	-	
		117,474	45,559	142,836	165,000	53,000	202,000	
Gas Tax Fund - 02								
5376	Pavement Rehabilitation	106,400	26,063	301,851	171,600	6,600	365,000	30
5381	Median Repairs	-	10,780	4,425	10,000	-	10,000	
		106,400	36,843	306,276	181,600	6,600	375,000	
Aid to Cities Fund - 03								
5376	Pavement Rehabilitation	82,815	16,717	79,684	-	-	-	
Measure M - Local Sales Tax Fund - 05								
5302	Administrative Costs	8,146	299	2,700	3,000	500	1,000	
5376	Pavement Rehabilitation	81,500	-	101,326	85,000	-	155,000	30
		89,646	299	104,026	88,000	500	156,000	
	Total Maintenance and Operations	***396,335***	***99,418***	***632,822***	***434,600***	***60,100***	***733,000***	
	Total Division Budget	***$ 412,338***	***124,246***	***657,258***	***463,100***	***88,600***	***759,100***	



11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

30 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 2013-14 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 2012-13 the City partnered with SLPP and completed a pavement rehabilitation project in excess of $600,000.

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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

Account Summary

5105 - Operating Supplies

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

5302 - Administrative Costs

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

5374 - Sidewalk Repair

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

5376 - Pavement Rehabilitation

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

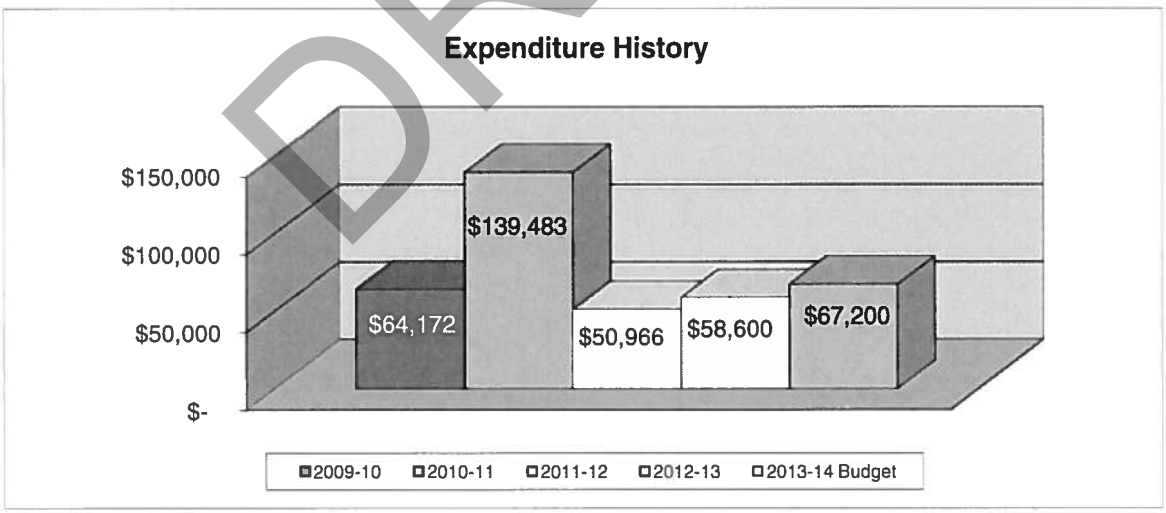
This account is used for repairing the medians that are damaged in vehicular accidents.

DRAFT

Department
Public Works
Division
4350 - Storm Drain Maintenance

Funding Sources
General Fund - 01

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4101	Salaries - Full Time	$ 8,914	9,425	8,957	12,000	12,000	11,000	11
4131	Fringe Benefits - Full Time	4,343	4,240	4,143	5,100	5,100	5,200	11
	Total Personnel Services	***13,257***	***13,665***	***13,100***	***17,100***	***17,100***	***16,200***	
Maintenance and Operations								
5378	Storm Drain Maintenance	11,033	9,880	10,500	10,500	10,500	11,000	
5379	NPDES Activities	12,474	12,520	10,589	12,700	11,000	12,000	
5391	Contractual Svcs-NPDES	18,610	16,999	15,912	20,000	20,000	28,000	31
5394	Contractual Svcs-ICM	-	-	865	-	-	-	
	Total Maintenance and Operations	***42,117***	***39,399***	***37,866***	***43,200***	***41,500***	***51,000***	
Capital Outlay								
6201	Storm Drain Improvement/Repair	8,798	86,419	-	-	-	-	
	Total Capital Outlay	***8,798***	***86,419***	***-***	***-***	***-***	***-***	
	Total Division Budget	***$ 64,172***	***139,483***	***50,966***	***60,300***	***58,600***	***67,200***	



11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

31 In FY 2013-14 the City entered into a new NPDES contract and included an additional $3,000 for mitigation services.

DRAFT

Department
Public Works
Division
4350 - Storm Drain Maintenance

Funding Sources
General Fund - 01

Account Summary

5378 - Storm Drain Maintenance

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

5379 - NPDES Activities

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 - $12,000.

5391 - Contract Services - NPDES

This account provides for planning contract services through the City's engineering contract plus additional mitigation services of $3,000.

6201 - Storm Drain Improvement/Repair

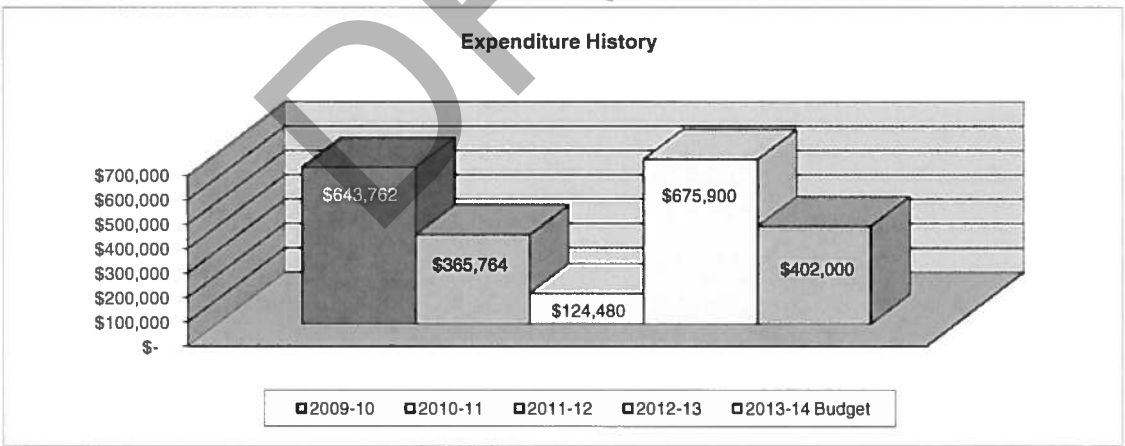
Replacement or rehabilitation of damaged existing corrugated metal pipe storm drains.

DRAFT

Department
Public Works
Division
4360 - City Sewer

Funding Sources
Sewer Improvement Fund - 11

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4101	Salaries - Full Time	$ 14,698	16,841	16,963	19,300	19,300	16,800	11
4112	Salaries - Part Time	4,696	5,036	5,331	8,100	8,100	8,700	11
4131	Fringe Benefits - Full Time	7,134	6,902	6,922	7,000	7,000	7,500	11
4132	Fringe Benefits - Part Time	1,448	1,380	1,390	2,000	2,000	2,300	11
	Total Personnel Services	***27,976***	***30,159***	***30,606***	***36,400***	***36,400***	***35,300***	
Maintenance and Operations								
5302	Administrative Costs	-	43	-	9,500	9,500	12,300	32
5305	Engineering Retainer	8,865	10,000	13,617	15,000	15,000	17,400	33
5377	Sewer Repair	4,076	3,655	352	4,000	1,000	4,000	
5378	Sewer Cleaning	21,190	19,558	1,650	25,000	25,000	25,000	
5380	Sewer Cond TV Monitoring	-	-	56,990	140,500	135,000	-	34
5385	Sewer Mapping	-	-	-	1,100	500	1,000	
5387	Waste Discharge Reqm'ts	22,699	9,939	16,652	20,500	19,600	21,000	
5394	Contractual Services - ICM	-	-	996	-	-	-	
	Total Maintenance and Operations	***56,830***	***43,195***	***90,257***	***215,600***	***205,600***	***80,700***	
Capital Outlay								
6100	Sewer Improvement Projects	558,956	292,410	3,617	433,300	433,900	286,000	35
	Total Capital Outlay	***558,956***	***292,410***	***3,617***	***433,300***	***433,900***	***286,000***	
	Total Division Budget	***$ 643,762***	***365,764***	***124,480***	***685,300***	***675,900***	***402,000***	



11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.
32 In FY 2013-14 staff researched the civic center costs and insurance costs that related to the Sewer Improvement Fund and charged a total of $12,300 in administrative costs to the Sewer Improvement Fund.
33 Management reallocated the contract Engineer's budget to better reflect time spent in each department for FY 2013-14.
34 Every seven years a Sewer Condition TV Monitoring of the sewers is performed, this occured in FY 2011-12.
35 In FY 2012-13 the City performed two sewer projects in one fiscal year.

* 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.

DRAFT

Department
Public Works
Division
4360 - City Sewer Maintenance/Improvement

Funding Sources
Sewer Improvement Fund - 11

Account Description

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 through 2012-13). 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 - $52,00 and State Water Quality Control Board - $1,600. This includes annual reports and other mandatory elements conducted during the year - $12,500.

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.

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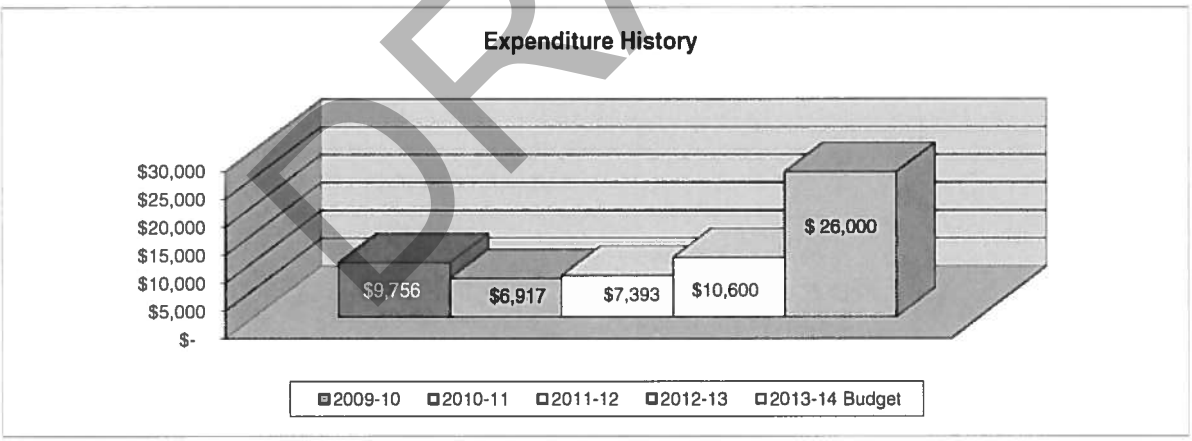
Department
Public Works
Division
4500 - Sewer Pump Maintenance

Funding Sources
Assessment District - 06

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4112	Salaries - Part Time	$ 671	719	761	1,600	1,600	1,800	11
4132	Fringe Benefits - Part Time	207	197	214	500	500	500	11
	Total Personnel Services	***878***	***916***	***975***	***2,100***	***2,100***	***2,300***	
Maintenance and Operations								
5304	Engineering Services	-	-	936	3,100	2,000	3,000	
5390	Contractual Services	2,751	2,730	2,790	3,200	3,200	3,200	
5391	Miscellaneous Contractual	165	1,650	1,925	2,400	2,400	1,500	
5505	Electric Utilities	727	864	767	900	900	1,000	
	Total Maintenance and Operations	***3,643***	***5,244***	***6,418***	***9,600***	***8,500***	***8,700***	
Capital Outlay								
6200	Machinery & Equipment	5,235	757	-	14,000	-	15,000	36
	Total Capital Outlay	***5,235***	***757***	***-***	***14,000***	***-***	***15,000***	
	Total Division Budget	***$ 9,756***	***6,917***	***7,393***	***25,700***	***10,600***	***26,000***	



11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

36 Per the City Engineer, a sewer pump will be replaced in FY 2013-14 for approximately $13,000 along with additional engineering review time for the pump replacement.

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

Funding Sources
Assessment District - 06

Account Description

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.

DRAFT

Building & Safety Department

BUILDING DEPARTMENT
Building Information & Assistance
Plan Check, Permit Processing
Building Inspections

DEPUTY BUILDING OFFICIAL / INSPECTOR

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 assists with the processing of each project and guides residents through the complex process. Once city reviews are completed and the project is approved, the building permit issuance process begins.

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2012-13 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.
Oversaw construction management on the City Hall Façade.
Purchased new GIS software specifically designed for building permits, inspections, and related reports and certificates.

2013-14 Goals

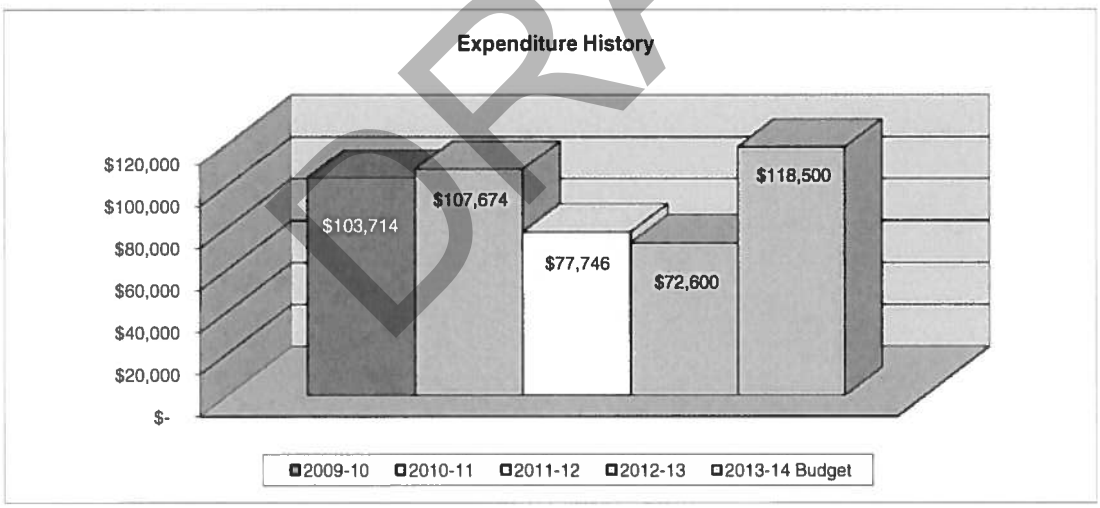
Provide high-level customer service for all development projects.
Provide enforcement in response to community complaints.

Department
Building
Division
4400 - Building

Funding Sources
General Fund - 01

PREVIOUSLY combined with DEPARTMENT 01-4230

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4101	Salaries - Full Time	$ 9,800	10,176	9,991	7,500	7,500	14,500	11
4112	Salaries - Part Time	367	706	6,556	52,300	43,000	71,200	11
4131	Fringe Benefits - Full Time	4,446	4,240	4,464	2,600	2,600	6,000	11
4132	Fringe Benefits - Part Time	-	197	183	23,000	18,900	26,100	11
	Total Personnel Services	***14,613***	***15,319***	***21,194***	***85,400***	***72,000***	***117,800***	
Maintenance and Operations								
5105	Operating Supplies	359	-	-	100	100	200	
5308	Cont. Services - Building	88,347	92,255	54,697	-	-	-	
5390	Contractual Services/Special	395	-	-	-	-	-	
5394	Contractual Services - ICM	-	-	1,660	-	-	-	
5625	Dues & Publications	-	100	195	300	300	300	
5701	Travel & Meetings	-	-	-	200	200	200	
	Total Maintenance and Operations	***89,101***	***92,355***	***56,552***	***600***	***600***	***700***	
	Total Division Budget	***$ 103,714***	***107,674***	***77,746***	***86,000***	***72,600***	***118,500***	



11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

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Department
Building
Division
4400 - Building

Funding Sources
General Fund - 01

Account Summary

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.

5625 - Dues & Publications

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

5701 - Travel & Meetings

Specified meetings for the Building Inspector that are authorized by the City Manager for special policy and regulations meetings.

DRAFT

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.

DRAFT

2012-13 Accomplishments

Continued enforcement on both an active basis and in response to community complaints.
Implemented and utilized the GIS software in tracking code enforcement activity.

2013-14 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	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4101	Salaries - Full Time	$ 31,190	35,989	35,934	25,600	25,600	28,900	11
4112	Salaries - Part Time	367	706	607	12,900	12,900	2,300	11
4131	Fringe Benefits - Full Time	14,889	15,085	15,931	9,700	9,700	12,000	11
4132	Fringe Benefits - Part Time	-	197	265	5,400	5,400	900	11
	Total Personnel Services	***46,446***	***51,977***	***52,737***	***53,600***	***53,600***	***44,100***	
Maintenance and Operations								
5309	Cont. Services - Comm. Preserv.	4,770	-	-	-	-	-	
5390	Contractual Services/Special	395	-	-	-	-	-	
5394	Contractual Services - ICM	-	-	4,979	-	-	-	
5395	Nuisance Abatement	25,265	-	153	100	100	10,000	37
5625	Dues & Publications	113	75	85	100	-	100	
5630	Development Seminars	-	-	119	100	-	100	
5701	Travel & Meetings	-	-	-	100	-	100	
	Total Maintenance and Operations	***30,543***	***75***	***5,336***	***400***	***100***	***10,300***	
	Total Division Budget	***$ 76,989***	***52,052***	***58,073***	***54,000***	***53,700***	***54,400***	

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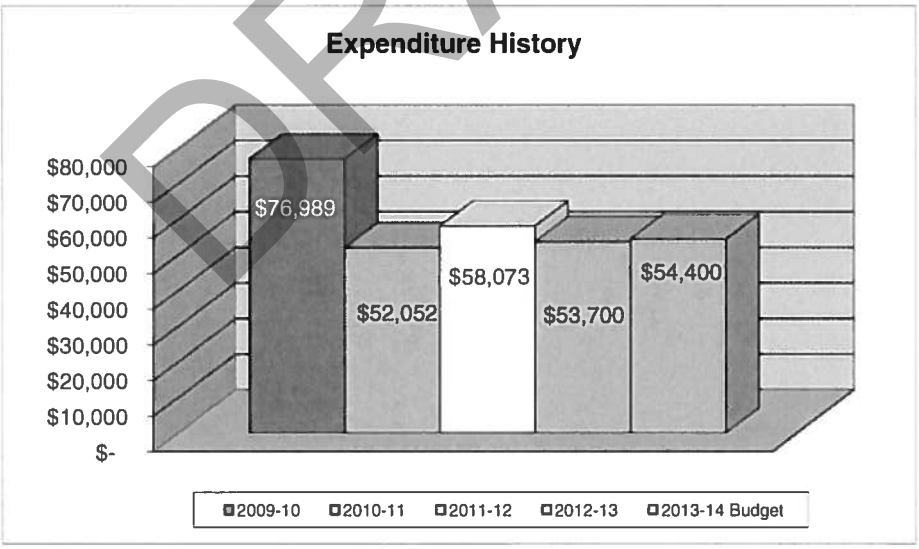

11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

37 City Council has requested staff to pursue Code Enforcement and Nuisance abatement in FY 2013-14 an increase of of approximately $10,000.

Department
Planning
Division
4610 - Community Preservation

Funding Sources
General Fund - 01

Account Summary

5395 - 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.

DRAFT

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.

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2012-13 Accomplishments

Conduct a parking survey and analysis of the Towne Centre.

Updated Zoning Code to include State required items related to Housing Element update.

Completed update to the commercial portion of the zoning code to revise development standards, parking requirements, create more flexibility for uses and correct issues related to nonconforming development.

Completed an analysis of lot sizes city-wide to identify "sub-standard" lots and develop a plan to correct the zoning issue.

Completed a new log and application tracking system to ensure timely review and accurate reporting of work effort for planning.

Completed a new data and mapping process to input information related to zoning and planning.

Conducted various Town Hall meetings and community outreach efforts on the Towne Centre, neighborhood issues and the Zoning Code.

2013-14 Goals

Update specific portions of the residential zoning Code to create clarity and eliminate inconsistencies and confusion.

Complete the latest Housing Element update and have the element certified by the State.

Review common variance and CUP applications and review issues with the Council to determine if any policy change is necessary to relieve any undue time, cost or process constraints for residents and businesses in the City.

Continue to work to improve coordination and communication with the Property Owner's in the Towne Centre. Hold at least two Towne Centre Committee meetings this year.

Improve the understanding and information about planning in Villa Park.

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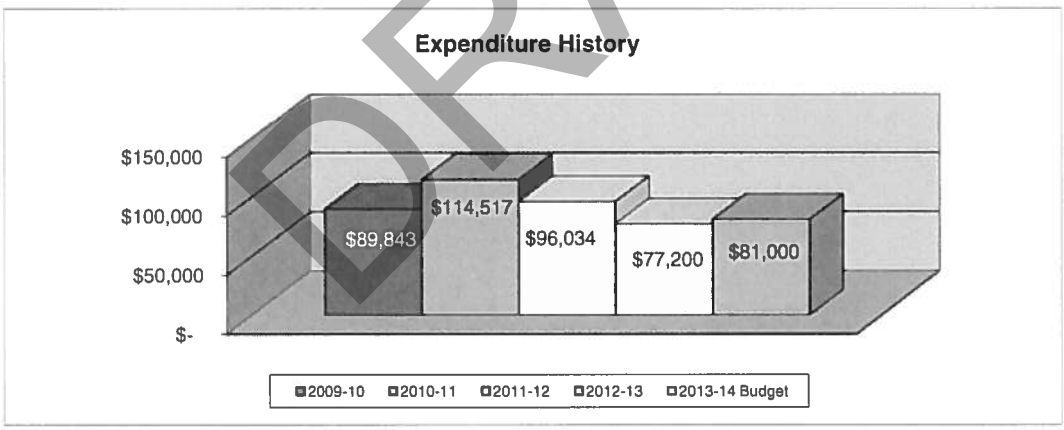
Department
Planning
Division
4620 Planning

Funding Sources
General Fund - 01

PREVIOUSLY combined with DEPARTMENT 01-4310

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4101	Salaries - Full Time	$ 39,326	40,885	39,927	31,600	31,600	17,300	11
4112	Salaries - Part Time	367	706	3,327	2,600	2,600	19,500	11
4131	Fringe Benefits - Full Time	17,474	16,860	17,723	10,700	10,700	7,000	11
4132	Fringe Benefits - Part Time	-	197	346	700	700	5,400	11
	Total Personnel Services	***57,167***	***58,648***	***61,323***	***45,600***	***45,600***	***49,200***	
Maintenance and Operations								
5105	Operating Supplies	125	178	-	100	100	100	
5308	Contractual Services	395	-	-	-	-	-	
5368	Geographic Info Systems	2,229	2,000	3,000	4,200	4,200	3,000	38
5390	Contract Srvcs/Special Studies	5,640	31,560	625	2,000	2,000	3,000	
5393	Contract Srvcs/Planning	24,287	22,131	24,000	25,200	25,200	25,200	
5394	Contractual Services - ICM	-	-	6,638	-	-	-	
5625	Dues & publications	-	-	125	200	-	100	
5701	Travel & Meetings	-	-	323	300	100	400	
	Total Maintenance and Operations	***32,676***	***55,869***	***34,711***	***32,000***	***31,600***	***31,800***	
	Total Division Budget	***$ 89,843***	***114,517***	***96,034***	***77,600***	***77,200***	***81,000***	



11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

38 In FY 2012-13 a new GIS permitting software was purchased.

DRAFT

Department
Planning
Division
4620 Planning

Funding Sources
General Fund - 01

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.

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.

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.

DRAFT

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.

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2012-13 Accomplishments

Completed the Lemon Street trail project.
Completed the City Hall Façade Improvement project.
Completed the annual sewer improvements.
Completed the Closed Circuit TV sewer monitoring project.
Completed the Catch Basin Improvements FY 12-13 project.
Completed the Seven Year Sewer Master Plan.

2013-14 Goals

Develop plans to revitalize the entrance monuments around the City, using a phased multi-year approach.
Complete the Catch Basin Improvements FY 13-14 project.
Complete the annual pavement rehabilitation program on streets throughout the City (SLPP Transportation project).
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	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget	
Personnel Services								
4101	Salaries - Full Time	$ 10,482	10,904	10,685	8,600	8,600	5,200	11
4112	Salaries - Part Time	1,102	2,117	2,711	7,400	7,200	10,800	11
4131	Fringe Benefits - Full Time	4,653	4,535	4,784	3,000	3,000	2,200	11
4132	Fringe Benefits - Part Time	-	394	774	1,900	1,900	3,300	11
	Total Personnel Services	***16,237***	***17,950***	***18,954***	***20,900***	***20,700***	***21,500***	
Maintenance and Operations								
5305	Engineering Retainer	30,332	31,500	31,061	36,500	36,500	42,300	33
5308	Contractual Services	1,184	13,068	-	-	-	-	
5351	Encroachment Permits	2,740	-	3,974	6,800	3,000	3,000	
5352	Traffic Engineering	-	-	6,628	5,000	500	1,000	
5353	Plan/Map Check	3,050	-	1,793	3,000	2,500	2,500	
5354	Grading Inspection	3,610	2,070	-	1,000	500	500	
5355	Special Studies & Reports	10,199	5,751	4,184	5,000	5,000	5,800	33
5390	Contract Srvcs/Spcl Stdies	-	18,330	-	3,000	3,000	3,000	
5394	Contractual Services - ICM	-	-	1,660	-	-	-	
	Total Maintenance and Operations	***51,115***	***70,719***	***49,300***	***60,300***	***51,000***	***58,100***	
	Total Division Budget	***$ 67,352***	***88,669***	***68,254***	***81,200***	***71,700***	***79,600***	

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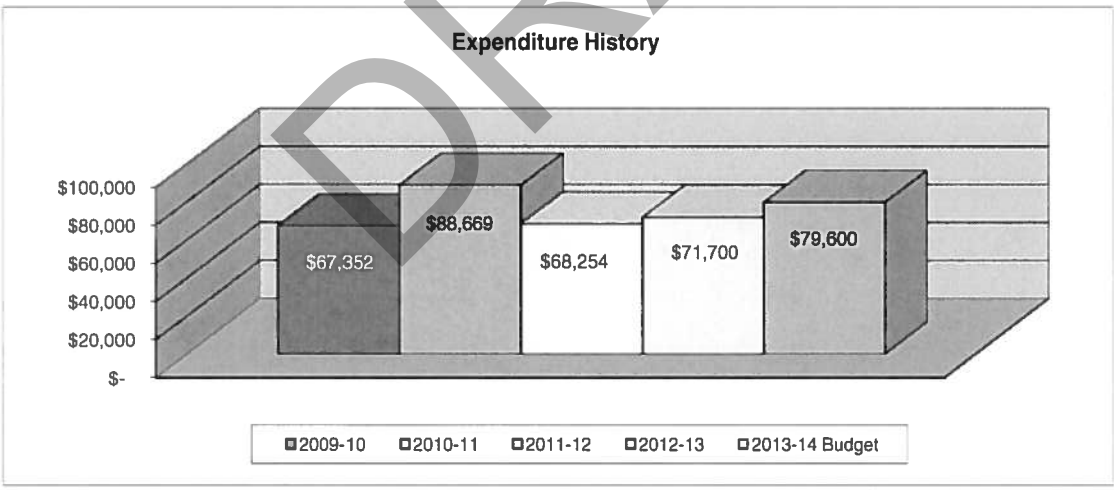

11 In FY 2013-14 a fee study was performed and the total allocation of salaries has changed based on the work performed by various staff.

33 Management reallocated the contract Engineer's budget to better reflect time spent in each department for FY 2013-14.

Department
Engineering
Division
4700 Engineering

Funding Sources
General Fund - 01

Account Description

5305 - Engineering Retainer

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

5351 - Encroachment Permits

This account provides for costs relating to over-the-counter right of way permits and subsequent inspections by the City Engineer.

5352 - Traffic Engineering

This account provides funding for select traffic engineering studies and investigations. Includes an Engineering & Traffic 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.

5390 - Contract Services/Special Studies - Unique

The City Engineer may complete several unique studies each year.

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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	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget
Transfers Out							
Gas Tax Fund - 02							
9100	Operating Transfers Out	$ -	-	-	-	-	-
Aid to Cities Fund - 03							
9100	Operating Transfers Out	-	-	47,692	-	-	-
CLEEP (California Law Enforcement Equipment Program) Fund - 12							
9100	Operating Transfers Out	-	-	-	-	-	-
	Total Transfers Out	-	-	47,692	-	-	-
	Total Division Budget	$ -	-	47,692	-	-	-

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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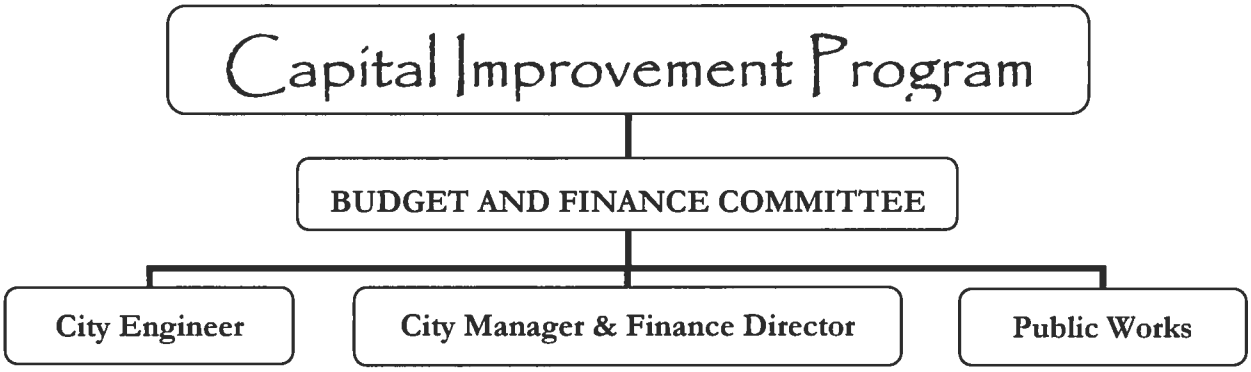

A Capital Improvement is a major expenditure of City funds for the improvement of City infrastructure. A major expenditure is any expenditure greater than $10,000 and with a useful life greater than five years. The City implements a 7-year Capital Improvement Program established by the City Council upon 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.

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 2013-14 the City anticipates approximately $395,000 in capital expenditures. Approximately 82% of these expenditures are funded through grants, while the General Fund is responsible for a mere 18% of these improvements. The projects slated for this year will require minimal maintenance in future years and will be easily absorbed by City staff.

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Department
Capital Improvement
Division
7000 - Capital Projects

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

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget
Capital Projects							
General Fund - 01							
7025	Taft Ave. Improvements	$ 11,344	213,367	-	-	-	-
7028	Towne Centre Entrance	9,950	-	-	-	-	-
7030	Cannon Wall Failure - 2008	41,141	-	-	-	-	-
7031	Lemon St.-Rec trail VP-Santiago	6,780	19,379	-	-	-	-
7032	Lemon St.-Landscape VP-Santiago	6,346	15,937	-	-	-	-
7033	Lemon St.-Rec trail Santiago-Valley	21,061	21,493	18,291	40,000	40,000	-
7034	Safe Route-Flashers & Timers	360	-	-	-	-	-
7035	Safe Route-Center Street	1,620	-	-	-	-	-
7036	Federal Stimulus - Santiago/Lemon	11,562	2,150	-	-	-	-
7038	City Hall Façade Improvements	-	29,435	304,909	77,000	65,000	-
7039	Towne Center Signage	-	19,481	-	-	-	-
7041	Towne Centre Plaza	-	-	-	33,000	-	30,000
7042	Catch Basin Improvements	-	-	-	30,000	-	-
7044	City Entrance Monuments	-	-	2,521	56,800	56,800	40,000
8052	Mesa Drive Guardrail C/G	-	-	-	64,300	-	-
	General Fund Total	***110,164***	***321,242***	***325,721***	***301,100***	***161,800***	***70,000***
Gas Tax Fund - 02							
7028	Towne Centre Entrance	65,025	-	-	-	-	-
8052	Mesa Drive Guardrail C/G	-	-	-	14,000	-	-
	Gas Tax Fund Total	***65,025***	***-***	***-***	***14,000***	***-***	***-***
Capital Improvement Fund - 07							
7025	Taft Ave. Improvements	-	218,748	-	-	-	-
7028	Towne Centre Entrance	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	239,976	-	-	-
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	17,860	-	-	-
7042	Catch Basin Improvements	-	-	-	100,000	100,000	200,000
7043	SLPP Transporation	-	-	-	318,000	-	125,000
8051	Civic Center Smoke Alarm	-	-	22,344	800	800	-
8052	Mesa Drive Guardrail C/G	-	-	-	192,100	-	-
	Capital Improvement Fund Total	***910,343***	***860,649***	***280,180***	***610,900***	***100,800***	***325,000***
	Total Division Budget	***$ 1,085,532***	***1,181,891***	***605,901***	***926,000***	***262,600***	***395,000***

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City of Villa Park
Seven-Year Capital Improvement Program
Fiscal Year 2013-2014 through Fiscal Year 2019-2020

Project Description	*Estimated Cost*	*Previously Spent*	*FY 13/14*	*FY 14/15*	*FY 15/16*	*FY 16/17*	*FY 17/18*	*FY 18/19*	*FY 19/20*
SLPP Transportation - Improve local streets and road conditions.	$ 651,304								
General fund #4340-5376		18,429	126,000						
Gas Tax fund #4340-5376		-	226,875						
Measure M - Local Sales Tax fund #4340-5376		-	155,000						
State Proposition 1B State-Local Partnership Program Funds			125,000						
Catch Basin Improvements - Install catch basin inlets.	$ 399,860								
General fund-maintenance for 5 yrs (for each project)			6,663	19,972	19,972	19,972	19,972	13,309	
OCTA Environmental Cleanup 12-13		100,000							
OCTA Environmental Cleanup 13-14 (potential funding)			200,000						
City Entrance Monuments - Install monument signs to the five entrance signs to the City of Villa Park.	$ 119,321								
General fund		59,321	40,000	20,000					
(Potential to obtain grant funding)									
Towne Centre Plaza - Prepare concept plans for enhancing the Towne Centre Plaza.	$ 433,000								
General fund		-	30,000	100,000	303,000				
(Potential to obtain grant funding)									
Public Works Building Expansion - Prepare concept plans for replacement of Public Works building/garage with a 2-story building.	$ 20,000								
General fund				20,000					
Lemon Street Median - Landscape/median improvements from Santiago to Valley.	$ 295,298								
General fund				119,022					
Transportation Enhancement grant				176,276					
Canyon/Mesa Recreational Trail - Improvement to the drainage channel, to include trail, along Canyon Drive from Canyon to Mesa.	$ 550,000								
General fund						550,000			
(Potential to obtain grant funding)									
Loma Trail Improvements - Grading and improvements to easement to create a trail between Loma and Las Flores.	$ 320,000								
General fund							320,000		
(Potential to obtain grant funding)									
Canyon Storm Drain Extension - Extend existing from terminus to north of Mesa Drive.	$ 110,000								
General fund							110,000		
Center Street Storm Drain - 24" relief system from Serrano to Valley.	$ 440,000								
General fund							40,000	400,000	
Santiago Blvd Storm Drain - Extension of existing system from Sherwood Circle to Phelan (24" & 30" pipe).	$ 330,000								
General fund								30,000	300,000
Aubrey Circle Storm Drain - Obtain right-of-way and replace existing private open channel with storm drain pipe.	$ 275,000								
General fund							25,000	250,000	
Street Improvements at various locations	$ 500,000								500,000
Storm drain Improvements at various locations	$ 350,000							100,000	250,000
	$ 4,793,783	***177,750***	***909,538***	***455,270***	***322,972***	***569,972***	***514,972***	***793,309***	***1,050,000***
General fund matching and funding requirements	**$ 3,810,632**	**77,750**	**202,663**	**278,994**	**322,972**	**569,972**	**514,972**	**793,309**	**1,050,000**
Various granting sources	$ 983,151	100,000	706,875	176,276	-	-	-	-	-
Totals	$ 4,793,783	177,750	909,538	455,270	322,972	569,972	514,972	793,309	1,050,000

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Department
Capital Projects
Acct No. **Project Name**
5376 & 7043 *SLPP Transportation*

Funding Sources
General Fund - 01
Gas Tax Fund - 02
Measure M Fund - 05
Capital Improvement Fund - 07

Budget Backup

PROJECT PURPOSE

The purpose of this project is utilize available State-Local Partnership Program funding, through OCTA to rehabilitate streets in the City and to extend their useful life

PROJECT DETAILED DESCRIPTION

The purpose of this project is to improve the roadway surface pavement conditions at multiple locations throughout the City. The sections of roadway included in this project have been selected based on Pavement Condition Index per the City's Pavement Management System as well as field evaluations and are those sections most in need of improvement. This project includes the rehabilitation, to include grind and overlay, of various streets within the City of Villa Park. The deteriorated sections of street will be removed and replaced as needed. The streets will be ground at the edge and the full street width will be resurfaced with 2 inches of asphalt concrete. Fabric will be used on certain street sections as need to prevent cracking. Damaged curb and gutter will be removed and replaced as needed to eliminate water ponding at the streets edge and improve drainage, eliminating potentially hazardous conditions and increasing the life expectancy of the roadway surface. While the City performs annual maintenance on a
rotating basis, this project will allow the City to greatly increase the number of streets to be rehabilitated.

Street rehabiliation is performed every year in various areas across town as to increase the life of the City streets. The upkeep of these streets is already in the budget for staff maintenance. No additional costs are assumed.

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PROJECT FUNDING	
General Fund	$ 144,429
Gas Tax Fund	226,875
Measure M Fund	155,000
Capital Improvement Fund	
SLPP Funding	125,000
	$ 651,304

PROJECT FUNDING & EXPENDITURES SCHEDULE

	Fiscal Year				
Funding Source	***Prior Years***	***10/11***	***11/12***	***12/13***	***13/14***
General Fund	$ -	-	-	18,429	126,000
Gas Tax Fund	-	-	-	-	226,875
Measure M Fund	-	-	-	-	155,000
SLPP Funding	-	-	-	-	125,000
Totals	$ -	-	-	18,429	632,875

Department
Capital Projects
Acct No. **Project Name**
7042 *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 filters at multiple locations to reduce pollution and catch debris before entering the storm drain system.

PROJECT DETAILED DESCRIPTION

This project includes two grant awarded projects. 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, 2014**, 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 more easily removed. The filters 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 system 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.
The storm drains are already cleaned out by City staff and the addition of the catch basins will save staff time on the cleaning process.

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PROJECT FUNDING	
General Fund	$99,860*
Capital Improvement Fund	
OCTA Environmental Cleanup	100,000
OCTA Environmental Cleanup	200,000
	-
	$ 300,000

PROJECT FUNDING & EXPENDITURES SCHEDULE

	Fiscal Year				
Funding Source	***Prior Years***	***10/11***	***11/12***	***12/13***	***13/14***
General Fund	$ -	-	-	-	6,663*
OCTA Environmental	-	-	-	100,000	200,000
Totals	$ -	-	-	100,000	206,663

* - The General Fund match is the like kind maintenance expenses that City staff will perform over the next five years.

Department
Capital Projects

Acct No. **Project Name**
7044 *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.

The new signs will have little to no maintenance, as the placement of the signs are in the greenbelts and medians in which City staff already maintains the landscaping. No additional costs are assumed.

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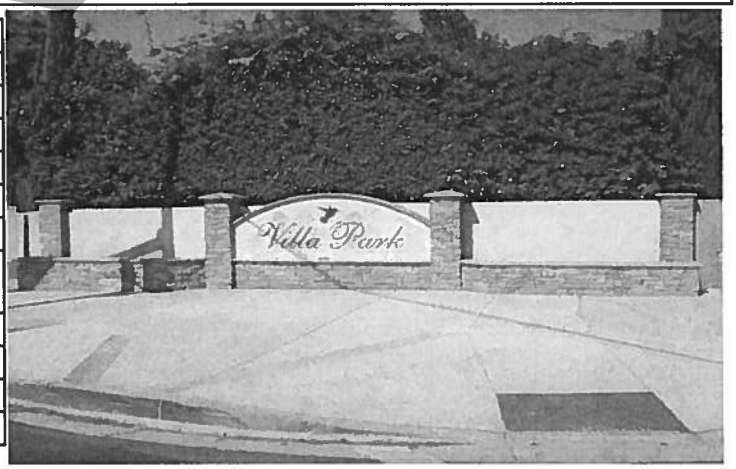
General Fund	$ 86,521
VPWL	2,000
VP Rotary	1,000
VPCSF	29,800
Total community contributions	32,800
	$ 119,321



PROJECT FUNDING & EXPENDITURES SCHEDULE

	Fiscal Year				
Funding Source	***Prior Years***	***10/11***	***11/12***	***12/13***	***13/14***
General Fund	$ -	-	2,521	25,000	40,000
VPWL	-	-	-	2,000	-
VP Rotary	-	-	-	1,000	-
VPCSF	-	-	-	29,800	-
Totals	$ -	-	2,521	57,800	40,000

Department
Capital Projects
Acct No. **Project Name**
7041 *Towne Centre Plaza*

Funding Sources
General Fund - 01

Budget Backup

PROJECT PURPOSE

The purpose of this project is to redesign and improve the Towne Centre Plaza to create an inviting atmosphere for community events and public and/or private use.

PROJECT DETAILED DESCRIPTION

The purpose of this project is to improve the overall look and condition of the area in front of the new City Hall Façade, and increase the usability of the space with regard to City events, such as the Women's League Home Tour, Halloween Fest, and Boat Parade.

The design and construction of this project is a cooperative agreement with the land owners within the Towne Centre. Upon the devleopment of this project, all parties will partake in the maintenance of this developmened area. Maintenance costs are yet to be determined as the plans are in the beginning phases of the project.

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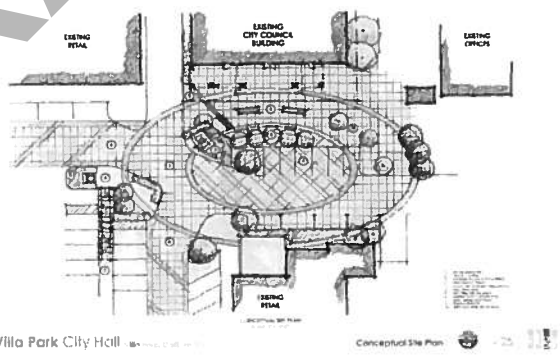
PROJECT FUNDING

General Fund	$ 433,000
	$ 433,000



PROJECT FUNDING & EXPENDITURES SCHEDULE

	Fiscal Year				
Funding Source	***Prior Years***	***10/11***	***11/12***	***12/13***	***13/14***
General Fund	$ -	-	-	-	30,000
	-	-	-	-	-
	-	-	-	-	-
Totals	$ -	-	-	-	30,000

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	
1,788,774	114,276	72,780	5,693	1,790	16,200	43,002	(101,005)	11,989	103,467	472,026	58,360	2,587,352	Ending Fund Balance from audited financial statements for the FYE 6/30/12
2,770,500	-	155,700	5,100	20,800	77,100	14,100	100,000	7,100	100,200	415,600	100	3,666,300	Estimated revenues for FY 12/13
(2,436,300)	-	(6,600)	(5,000)	(18,000)	(500)	(10,600)	(100,800)	(5,900)	(100,000)	(875,900)	(9,100)	(3,368,700)	Estimated expenditures for FY 12/13
2,122,974	**114,276**	**221,880**	**5,793**	**4,590**	**92,800**	**46,502**	**(101,805)**	**13,189**	**103,667**	**211,726**	**49,360**	**2,884,952**	**Est. FB at 6/30/13 available inclusive of reserves**
												-	
2,599,400	-	160,200	5,100	18,100	77,100	14,100	325,100	7,100	100,200	415,700	100	3,722,200	Budget 13-14 revenues
(2,563,300)	-	(375,000)	(5,000)	(18,000)	(156,000)	(26,000)	-	(3,000)	(105,000)	(402,000)	(7,200)	(3,660,500)	Budget 13-14 operating expenditures
(70,000)	-	-	-	-	-	-	(325,000)	-	-	-	-	(395,000)	Budget 13-14 capital expenditures
2,089,074	**114,276**	**7,080**	**5,893**	**4,690**	**13,900**	**34,602**	**(101,705)**	**17,289**	**98,867**	**225,426**	**42,260**	**2,551,652**	**Est. Fund Balance at 6/30/14 inclusive of reserves**
						FUND BALANCE BREAKDOWN							
Undesignated Reserves:													
1,000,000												**1,000,000**	**Reserve fund established by Council for FY 2013-2014**
Designated Reserves:													
20,000												20,000	Vehicle replacement reserve
70,000												70,000	Infrastructure replacement reserve
110,000												110,000	Towne Centre plaza reserve
19,000												19,000	VPTV capital reserve
20,000												20,000	Accrued leave reserve
40,000												40,000	CJPIA retro. deposit repayment reserve
10,000												10,000	Contingency reserve
		10,000										10,000	Median replacement reserve
						15,000						15,000	Sewer pump reserve
										60,000		60,000	Sewer conditioning TV monitoring reserve
										10,000		10,000	Sewer master plan update reserve
											10,000	10,000	800 Mhz CCCS Migration reserve
289,000	**-**	**10,000**	**-**	**-**	**-**	**15,000**	**-**	**-**	**-**	**70,000**	**10,000**	**394,000**	**Estimated designated reserves at 6/30/14**
1,289,000	**-**	**10,000**	**-**	**-**	**-**	**15,000**	**-**	**-**	**-**	**70,000**	**10,000**	**1,394,000**	**Total reserves at 6/30/14**
Available Fund Balance:													
800,074	**114,276**	**(2,920)**	**5,893**	**4,690**	**13,900**	**19,602**	**(101,705)**	**17,289**	**98,867**	**155,426**	**32,260**	**1,157,652**	**Est. available Fund Balance at 6/30/14**
Total Fund Balance:													
2,089,074	**114,276**	**7,080**	**5,893**	**4,690**	**13,900**	**34,602**	**(101,705)**	**17,289**	**98,867**	**225,426**	**42,260**	**2,551,652**	**Est. Fund Balance at 6/30/14 inclusive of reserves**

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Summary of Gas Tax Fund - 02

Department	Division	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Est. Actual	2013-2014 Budget
Beginning Fund Balance		***$ 143,334***	***79,701***	***148,749***	***72,780***	***221,880***
Revenues		***107,792***	***105,891***	***230,307***	***155,700***	***160,200***
Expenditures						
Public Works						
	4340 - Street Maintenance	106,400	36,843	306,276	6,600	375,000
Transfers Out						
	4800 - Operating Transfers Out	-	-	-	-	-
Capital Improvement						
	7000 - Capital Projects	65,025	-	-	-	-
	Subtotal of Expenditures	***171,425***	***36,843***	***306,276***	***6,600***	***375,000***
Ending Fund Balance		***$ 79,701***	***148,749***	***72,780***	***221,880***	***7,080***

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Summary of Aid to Cities Fund - 03

Department	Division	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Est. Actual	2013-2014 Budget
Beginning Fund Balance		***$ 116,274***	***81,936***	***127,902***	***5,693***	***5,793***
Revenues		***66,583***	***62,683***	***10,167***	***5,100***	***5,100***
Expenditures						
Public Works						
	4320 - Public Works General	18,106	-	5,000	5,000	5,000
	4340 - Street Maintenance	82,815	16,717	79,684	-	-
	Subtotal of Public Works	***100,921***	***16,717***	***84,684***	***5,000***	***5,000***
Transfers Out						
	4800 - Operating Transfers Out	-	-	47,692	-	-
	Subtotal of Expenditures	***100,921***	***16,717***	***132,376***	***5,000***	***5,000***
Ending Fund Balance		***$ 81,936***	***127,902***	***5,693***	***5,793***	***5,893***

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Summary of Traffic Safety Fund - 04

Department	*Division*	*2009-2010 Actual*	*2010-2011 Actual*	*2011-2012 Actual*	*2012-2013 Est. Actual*	*2013-2014 Budget*
Beginning Fund Balance		***$ 1,183***	***1,270***	***777***	***1,790***	***4,590***
Revenues		***12,525***	***13,507***	***14,113***	***20,800***	***18,100***
Expenditures						
Public Safety						
	4210 - Law Enforcement	12,438	14,000	13,100	18,000	18,000
Ending Fund Balance		***$ 1,270***	***777***	***1,790***	***4,590***	***4,690***

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Summary of Measure M - Local Sales Tax Fund - 05

Department	Division	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Est. Actual	2013-2014 Budget
Beginning Fund Balance		***$ 28,726***	***(6,652)***	***46,604***	***16,200***	***92,800***
Revenues		***54,268***	***53,555***	***73,622***	***77,100***	***77,100***
Expenditures						
Public Works						
	4340 - Street Maintenance	89,646	299	104,026	500	156,000
Ending Fund Balance		***$ (6,652)***	***46,604***	***16,200***	***92,800***	***13,900***

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Summary of Assessment District Fund - 06

Department	*Division*	*2009-2010 Actual*	*2010-2011 Actual*	*2011-2012 Actual*	*2012-2013 Est. Actual*	*2013-2014 Budget*
Beginning Fund Balance		***$ 24,682***	***29,103***	***36,304***	***43,002***	***46,502***
Revenues		***14,177***	***14,118***	***14,091***	***14,100***	***14,100***
Expenditures						
Public Works						
	4500 - Sewer Pump Maintenance District No. 1	9,756	6,917	7,393	10,600	26,000
Ending Fund Balance		***$ 29,103***	***36,304***	***43,002***	***46,502***	***34,602***

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Summary of Capital Projects Improvement Fund - 07

Department	Division	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Est. Actual	2013-2014 Budget
Beginning Fund Balance		***$ 95,024***	***(600,819) ****	***(639,856) ****	***(101,005) ****	***(101,805)***
Revenues		***214,500***	***821,612***	***819,031***	***100,000***	***325,100***
Expenditures						
Administration						
	4170 - Support Services	-	-	-	-	-
Capital Improvement						
	7000 - Capital Projects	910,343	860,649	280,180	100,800	325,000
	Subtotal of Expenditures	***910,343***	***860,649***	***280,180***	***100,800***	***325,000***
Ending Fund Balance		***$ (600,819) ****	***(639,856) ****	***(101,005) ****	***(101,805) ****	***(101,705)***

*- 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.

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Summary of AQMD Fund - 08

Department	Division	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Est. Actual	2013-2014 Budget
Beginning Fund Balance		***$ 6,155***	***9,443***	***16,808***	***11,989***	***13,189***
Revenues		***7,211***	***7,365***	***12,038***	***7,100***	***7,100***
Expenditures						
Public Works						
	4320 - Public Works General	3,923	-	16,857	5,900	3,000
Capital Improvement						
	7000 - Capital Projects	-	-	-	-	-
	Subtotal of Expenditures	***3,923***	***-***	***16,857***	***5,900***	***3,000***
Ending Fund Balance		***$ 9,443***	***16,808***	***11,989***	***13,189***	***17,289***

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Summary of COPS Fund - 09

Department	Division	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Est. Actual	2013-2014 Budget
Beginning Fund Balance		***$ 43,818***	***99,653***	***106,649***	***103,467***	***103,667***
Revenues		***124,883***	***100,418***	***100,284***	***100,200***	***100,200***
Expenditures						
Public Safety						
	4210 - Law Enforcement	69,048	93,422	103,466	100,000	105,000
Ending Fund Balance		***$ 99,653***	***106,649***	***103,467***	***103,667***	***98,867***

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Summary of Sewer Improvement Fund - 11

Department	Division	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Est. Actual	2013-2014 Budget
Beginning Fund Balance		***$ 345,870***	***127,126***	***181,638***	***472,026***	***211,726***
Revenues		***425,018***	***420,276***	***414,868***	***415,600***	***415,700***
Expenditures						
Public Works						
	4360 - City Sewer Improvement/Maintenance	643,762	365,764	124,480	675,900	402,000
Ending Fund Balance		***$ 127,126***	***181,638***	***472,026***	***211,726***	***225,426***

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Summary of CLEEP Fund - 12

Department	*Division*	*2009-2010 Actual*	*2010-2011 Actual*	*2011-2012 Actual*	*2012-2013 Est. Actual*	*2013-2014 Budget*
Beginning Fund Balance		***$ 89,179***	***72,275***	***65,100***	***58,360***	***49,360***
Revenues		***3,293***	***235***	***137***	***100***	***100***
Expenditures						
Public Safety						
	4210 - Law Enforcement	20,197	7,410	6,877	9,100	7,200
Transfers Out						
	4800 - Transfers Out	-	-	-	-	-
	Subtotal of Expenditures	***20,197***	***7,410***	***6,877***	***9,100***	***7,200***
Ending Fund Balance		***$ 72,275***	***65,100***	***58,360***	***49,360***	***42,260***

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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 2% of the employees' contribution to PERS and the employee contributes additional 5% 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.

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Department
Internal Service
Division
4180 - Employee Benefit Fund

No.	Account Title	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Est. Actual	2013-2014 Budget
Maintenance and Operations							
2065	Social Security	$ 455	851	1,004	3,600	3,600	4,000
2075	FICA & Medicare	5,763	6,141	6,341	6,900	6,500	7,800
2355	Retirement Benefits	110,235	90,243	100,419	103,000	102,200	101,800
2365	Life Insurance	1,170	1,084	1,012	900	900	900
2375	Medical/Dental Coverage	46,104	48,620	49,277	45,000	44,000	59,900
2385	Worker's Compensation	6,417	7,879	6,026	8,600	8,200	11,900
2450	Miscellaneous	-	-	-	-	-	200
	Total Maintenance and Operations	***170,144***	***154,818***	***164,079***	***168,000***	***165,400***	***186,500***
	Total Division Budget	***$ 170,144***	***154,818***	***164,079***	***168,000***	***165,400***	***186,500***

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 5%.

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 20.537% of each employee's salary in addition to the 2% of the employees' 7% portion. Beginning in FY 2013-14, employees will contribute 5% of their salary toward PERS.

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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.

Air Quality Management District (AQMD) – The air pollution control agency governing air quality.

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.

Association of California Cities – Orange County (ACC-OC) - A member agency whose mission is to protect and restore local governmental control to Cities.

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

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.

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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).

California Joint Powers Insurance Authority (CJPIA) – The joint powers insurance authority that provides insurance to the City of Villa Park.

California Law Enforcement Equipment Program (CLEEP) – In 2001, a one-time grant was awarded from the State of California to stimulate homeland security among law enforcement. These funds are allowable to be used for law enforcement equipment purchases.

California Society of Municipal Finance Officers (CSMFO) – A government agency that promotes excellence in financial management through innovation, continuing education and the professional development of our members.

Capital Improvement Budget - A plan for capital expenditures and the means of financing them, to be incurred each year over a fixed

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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 Improvement Program (CIP) – The program designed to detail all aspects of each capital project that will beautify the City of Villa Park.

Capital Outlays - Expenditures for the acquisition of capital assets.

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

Certificate of Deposit (CD) – An investment instrument used by the City to gain interest yet remain a safe and liquid investment for the City.

Citizens' Option Public Safety (COPS) –The public safety fund that tracks the activity for the SLESFs used for front line law enforcement.

Community Emergency Response Team (CERT) – A committee of volunteers that are trained to assist public officials in the event of a citywide emergency.

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

Conditional Use Permit (CUP) – A zoning exception that allows a property owner to **use** their land in a manner not otherwise permitted by zoning law.

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

Countywide Coordinated Community System (CCCS) – A Countywide group tasked to research and implement the new 800MHz radio system to be used for emergency purposes in Orange County, California.

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

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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.

Emergency Operations Center (EOC) - The physical building (17855 Santiago Blvd., Villa Park, CA 92861) where the City of Villa Park officials will congregate in the event of a citywide emergency.

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 (FY) - 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.

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Foundation – The community organization, also known as, the Villa Park Community Services Foundation, that puts on the a majority of community events in Villa Park.

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.

Generally Accepted Accounting Principles (GAAP) - Rules to which accountants adhere when preparing financial statements in order for all reporting in the United States is uniform.

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.

Geographic Information System (GIS) - Is a software system designed to capture, store, manipulate, analyze, manage, and present all types of geographical data.

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Government Accounting Standards Board (GASB) – An organization whose main purpose is to improve and create accounting reporting standards or generally accepted accounting principles (GAAP).

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

Highway Users Tax Account (HUTA) – The funding received from the State of California from motor vehicles that has a restricted use on transportation, streets and roads.

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.

Investment Advisory Committee (IAC) – The seven member committee that offers advice to City Management with respect to the City's investments and the investment portfolio strategy of the City.

League of California Cities (LOCC) – A member agency whose mission is to expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

Local Agency Formation Commission (LAFCO) - It is a regulatory agency with county-wide jurisdiction, established by state law to discourage urban sprawl and to encourage orderly and efficient provision of services, such as water, sewer, fire protection, etc.

Maintenance of Effort (MOE) – The benchmark that OCTA uses of general fund money required to be spent in order for the City of Villa Park to receive its Measure M funding.

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

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National Pollutant Discharge Elimination System – (NPDES) – The Clean Water Act program that controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

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.

Orange County (OC) – the County in California where the City of Villa Park is located.

Orange County Council of Governments (OCCOG) – A member agency in Orange County that is used by the City of Villa Park for its demographic statistics.

Orange County Fire Authority (OCFA) – The joint powers authority that provides fire and emergency medical services to the City of Villa Park.

Orange County Investment Pool (OCIP) – An investment instrument used by the City of Villa Park as a pooled investment regulated by the California Government Code and the Orange County Board of Supervisors under the oversight of the Orange County Treasurer-Tax Collector.

Orange County Sheriff's Department (OCSD) – The sheriff department that the City of Villa Park contracts with for law enforcement services.

Orange County Transportation Authority (OCTA) – The public sector transportation planning body and mass transit service provider to Orange County, California.

Orange Unified School District (OUSD) – The school district in which all Villa Park schools are located within.

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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.

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 Tax Administration Fee (PTAF) – The fee charged by the County of Orange for processing the property taxes for the City of Villa Park.

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.

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

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.

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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.

School Resource Officer (SRO) – A deputy sheriff tasked with working proactively to address calls for police services on the City's school campuses.

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.

Southern California Association of Governments (SCAG) - SCAG is the nation's largest metropolitan planning organization, representing six counties, 191 cities and more than 18 million residents. SCAG undertakes a variety of planning and policy initiatives to encourage a more sustainable Southern California now and in the future.

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

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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.

State Apprehension of Abandoned Vehicles (SAAV) – A state funded program that allocates funding to cities that have a vehicle apprehension program.

State-Local Partnership Program (SLPP) – The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 awards grant funds (SLPP) to eligible transportation projects nominated by an applicant transportation agency (OCTA). The City of Villa Park is a recipient of these funds.

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.

Supplemental Law Enforcement Services Funds (SLESF) – Grant funds received from the State of California that can only be used for front line law enforcement above regular contract services.

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.

Trauma Intervention Program (TIP) – A program that offers education and services for handling various trauma situations within the City.

Vehicle License Fee (VLF) – A state funded program that allocates a portion of the vehicle license fees to the corresponding City.

Villa Park Community Access Television (VPTV) – The cable access TV programming that the City of Villa Park offers its' residents.

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

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RESOLUTION NO. 2013-3245

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 2013-14.

WHEREAS, the City Manager has prepared and submitted to the City Council a proposed budget for the 2013-14 Fiscal Year commencing July 1, 2013, and ending June 30, 2014, 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 11, 2013, and a Public Hearing on the proposed budget on June 25, 2013, 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 2013-14 in meeting the legal requirements of Article XIIIB 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 2013-14.

B) The Department of Finance has notified the City of the change in the California Per Capita income and such change is 5.12% for the prior calendar year.

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C) The Department of Finance has notified the City of the change in population of the County of Orange County and such change is 0.78%.

D) Pursuant to California Constitution Article XIIIB, 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, 2013, 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 2013-14 Fiscal Year is revised to $3,685,848.

SECTION 3: The City Council hereby identifies and authorizes a total estimated operations/capital project budget of $4,055,500 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 2013-14 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 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, 2013, and ending June 30, 2014.

SECTION 5: The Capital Improvement Program presented to the City Council on June 25, 2013, is retained as the 2013-2020 Seven-Year Capital Improvement Program for the City of Villa Park.

SECTION 6: The City Council finds and determines that the City's proposed budget for the 2013-14 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 2013-14 and authorizes the City Manager to carry out the City's expenditures in conformity therewith.

SECTION 7: 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 25th day of June, 2013.

DRAFT

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 25th day of June, 2013, and was carried by the following roll call vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Jarad L. Hildenbrand, City Clerk
City of Villa Park

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RESOLUTION NO. 2013-3244

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. 2012-3201.

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.

Position	Monthly Range	Current Rate
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	$4,583
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 (2%) 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 (5%) 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

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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

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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.

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V. HOLIDAYS:

1. The City will provide employees 96 paid hours a calendar year for holidays. 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 ten (10) paid holidays in FY 2013-14. These include:

    1. Independence Day (Thursday, July 4 and Friday, July 5)
    2. Labor Day (Monday, September 2)
    3. Veterans Day (Monday, November 11)
    4. Thanksgiving Holiday (Thursday, Nov. 28 and Friday, Nov. 29)
    5. Christmas Eve (Tuesday, December 24)
    6. Christmas Day (Wednesday, December 25)
    7. New Year's Eve (Tuesday, December 31)
    8. New Year's Day (Wednesday, January 1)
    9. President's Day (Monday, February 17)
    10. Memorial Day (Monday, May 26)

3. Full time staff will be given Thursday, December 26, Friday, December 27, and Monday, December 30 off between the Christmas and New Year's holidays in 2013 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

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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.

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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, 2013.

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

PASSED AND ADOPTED by the City Council of the City of Villa Park at a regular meeting of the City Council held on the 25th day of June, 2013.

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_____
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 25th day of June, 2013 and was carried by the following roll call vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

_____
Jarad L. Hildenbrand, City Clerk
City of Villa Park

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