



CITY OF IRVINE, CALIFORNIA

# 2015-16 BUDGET

PROPOSED

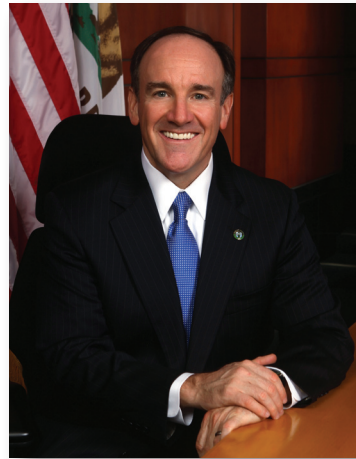




# IRVINE CITY OFFICIALS



STEVEN S. CHOI, PH.D.  
Mayor



JEFFREY LALLOWAY  
Mayor Pro Tem



BETH KROM  
Councilmember



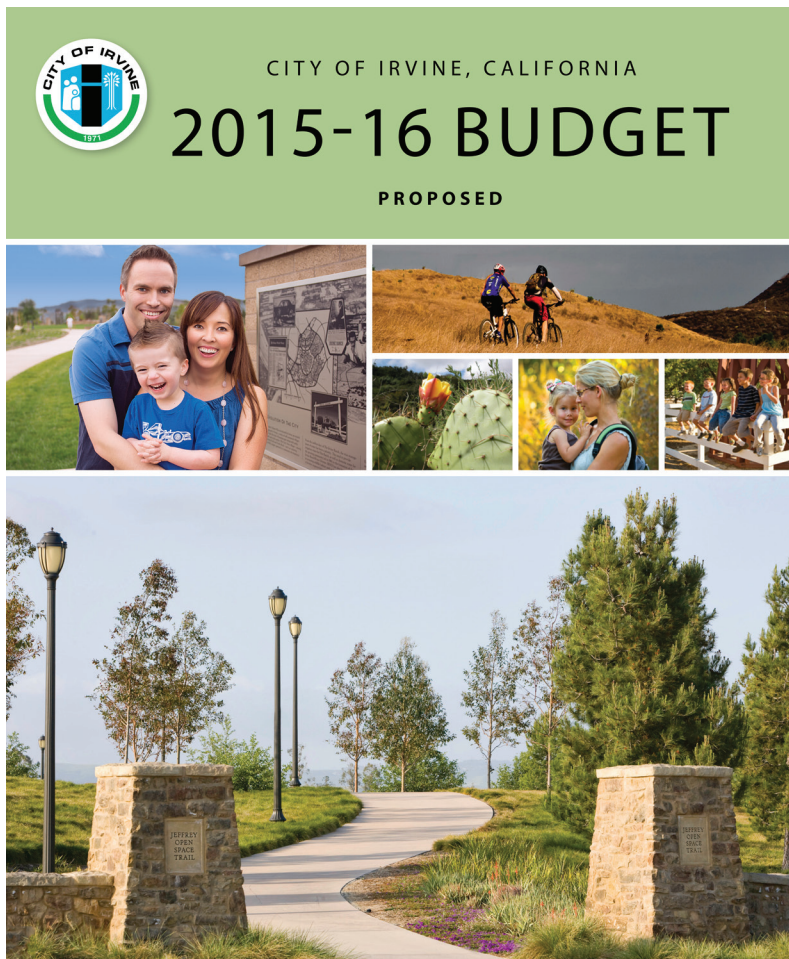
LYNN SCHOTT  
Councilwoman



CHRISTINA SHEA  
Councilwoman

City Manager • Sean Joyce

Assistant City Manager.....	Sharon Landers
Assistant City Manager, Orange County Great Park .....	Eric Tolles
City Attorney.....	Todd O. Litfin
City Clerk .....	Molly McLaughlin
Director of Administrative Services.....	Ken Brown
Acting Director of Community Development .....	Tim Gehrich
Interim Director of Community Services .....	Cindy Collins
Director of Public Affairs & Communications.....	Craig Reem
Director of Public Safety.....	David L. Maggard
Director of Public Works.....	Manuel Gomez



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### **About the cover.....**

*Since its incorporation in 1971, the City of Irvine, one of the nation's largest master-planned communities, has had strong City Council direction to balance the built environment and the natural environment. Beginning on June 7, 1988 with the Open Space Ballot Initiative, the City's dedicated open space land has been valued, preserved and protected. A protected habitat for many native plants and animals, open space also provides many recreational opportunities for the community. Residents can experience guided nature hikes and biking on open access days through Bommer Canyon trails, camp out with the family in Bommer Canyon or create lasting memories through nature-related programs and activities at the Turtle Rock Nature Center, Bommer Canyon, Orchard Hills, Portola Trails or Quail Hill Trails.*

*The newest phase of the Jeffrey Open Space Trail was opened in January 2015, adding to the City's vast permanent open space program. The new section of the trail features paved and granite trails, three pedestrian bridges and two undercrossings, providing for uninterrupted biking and walking connectivity through the Villages of Cypress, Woodbury and Stonegate.*

*The photos on this year's budget cover, from left to right, top to bottom, are as follows:*

- A family enjoying Jeffrey Open Space Trail
  - Biking in Bommer Canyon; Photo by 40 Anniversary Photo Contest Finalist Errol Smith
  - Cactus in Bommer Canyon; photo courtesy of Irvine Ranch Conservancy
  - Mother and daughter in Bommer Canyon; photo courtesy of Irvine Ranch Conservancy
  - Children enjoying Bommer Canyon; photo courtesy of Irvine Ranch Conservancy
  - Jeffrey Open Space Trail
-

# City of Irvine – Summary Budget

## Table of Contents

<b>Introduction .....</b>	<b>8</b>
User's Guide to the Budget .....	8
City Organizational Chart .....	13
General Contacts .....	14
Government Finance Officers Association (GFOA) Award .....	16
California Society of Municipal Finance Officers (CSMFO) Award.....	17
<b>City Manager's Budget Message .....</b>	<b>18</b>
Core Services.....	21
General Fund Resources and Expenditures.....	23
Budget Highlights.....	24
<b>Revenue and Resource Estimates.....</b>	<b>28</b>
Key Indicators .....	29
Summary of Resources.....	31
Revenue Profiles.....	34
<b>Personnel and Staffing .....</b>	<b>44</b>
Position Increases and Decreases .....	46
Full-Time Personnel by Classification .....	47
<b>Budget Summary.....</b>	<b>52</b>
General Fund Resources .....	55
General Fund Expenditures .....	56
Charts and Summary Tables.....	57
<b>City Manager's Office.....</b>	<b>74</b>
City Council.....	77
City Manager .....	80
City Clerk .....	83
<b>Administrative Services.....</b>	<b>86</b>
Administration .....	89
Fiscal Services.....	92
Human Resources .....	95
Budget and Strategic Business Plan .....	98
<b>Community Development.....</b>	<b>102</b>
Administration .....	105
Building and Safety Services.....	108
Housing Services .....	111
Planning and Development Services.....	114



# City of Irvine – Summary Budget

## Table of Contents

<b>Community Services</b>	<b>118</b>
Administration, Business and Support Services	121
Animal Care Center	124
Aquatic Services	127
Athletic Services	130
Child, Youth and Family Services	133
Community Parks and Special Events	136
Fine Arts Center	139
Environmental Programs	142
Senior Services	145
Transportation Services	148
<b>Public Safety</b>	<b>152</b>
Administration and Professional Development	155
Police Operations	158
Business Services	161
Information Technology	164
<b>Public Works</b>	<b>168</b>
Administration	171
Development Engineering	174
Fleet Services	177
Landscape Maintenance	180
Project Management	183
Signal Operations and Maintenance	186
Street and Right-of-Way Maintenance	189
Transportation Planning and Project Development	192
Transit Services	195
Facilities Maintenance	198
<b>Non-Departmental</b>	<b>202</b>
<b>Special Funds</b>	<b>206</b>
Budget Summary	208
General Reserve Funds	210
Special Revenue Funds	213
Capital Projects Funds	219
Internal Service Funds	225
<b>Capital Improvement Program</b>	<b>232</b>
CIP Project Descriptions	242
<b>Strategic Business Plan</b>	<b>294</b>
<b>Financial Policies</b>	<b>320</b>

# City of Irvine – Summary Budget

## Table of Contents

Accounting and Reporting Policies.....	321
Budget Policies .....	325
Budget Calendar .....	339
Budget Adjustments.....	337
Capital Improvement Project Policies.....	343
Capital Improvement Finance Policies .....	346
Debt Limits.....	347
Investment Policies .....	349
Revenue Policies .....	350
<b>General Information and Irvine Profile .....</b>	<b>354</b>
<b>Glossary.....</b>	<b>362</b>
Acronyms.....	362
Terms .....	368



# **City of Irvine – Summary Budget Table of Contents**

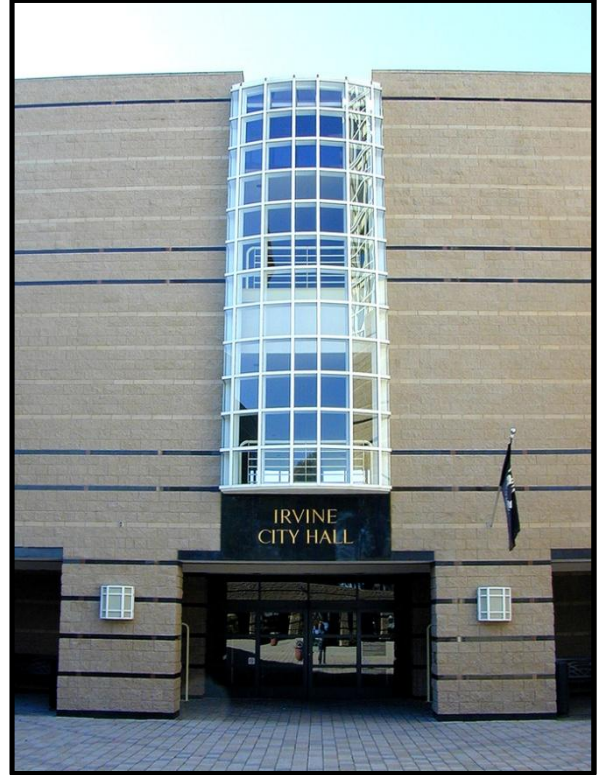
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# Introduction

## User's Guide to the Budget

A local government budget is a plan to match existing resources with the needs of the community. The functions of local government stem from three levels of policy direction: federal, state and local. Within this intergovernmental system, local government is the workhorse of domestic policy. Local government has the responsibility to provide basic public services such as maintaining streets and roadways, providing traffic management systems, maintaining parks, providing community services, and ensuring public safety. Local government must also fulfill certain state and national policy objectives such as transportation and environmental protection while implementing the expectations and values of its citizens.

For local governments, the primary tool used to coordinate these requirements is the budget. Article X of the Irvine City Charter and Section I-3-210 of the Irvine Code of Ordinances set forth the legal requirements for preparation of the annual budget. The City of Irvine's Budget provides the residents of Irvine with a plan for matching available resources to the services, goals and objectives specified in Irvine's Strategic Business Plan.



The below guide is designed to assist readers in understanding the information provided in the FY 2015-16 Budget, as well as how the document is organized. The FY 2015-16 Budget document includes 18 chapters and a glossary. The explanations below provide additional details for each of the sections.

### ***Introduction***

Provides a description of the budget development process, citywide organization chart, key contacts throughout the City (including elected and appointed officials), and budget awards (Government Finance Officers Association Distinguished Budget Presentation Award and California Society of Municipal Finance Officers Excellence in Operational Budgeting Award).

### ***City Manager's Budget Message***

Overview of the budget including a summary of critical economic issues, City Council directed core services, and basic operations and strategic goals for FY 2015-16.

### ***Revenue Estimates***

General Fund revenue overview, description of revenue assumptions and methodology used to develop revenue estimates, revenue summary by category, and historical trends.



# Introduction

## ***Personnel and Staffing***

Summary of funded personnel and staffing changes over three fiscal years, as well as a list of full-time personnel by classification.

## ***Budget Summary***

Comprehensive overview of revenues and expenditures for all funds, as well as fund balance projections.

## ***Departmental Chapters***

Presents summary information on the City's operating departments:

City Manager's Office	Public Safety
Administrative Services	Public Works
Community Development	Non-Departmental
Community Services	

Department-wide summary information includes strategic goals and organizational charts, as well as a summary of staffing, revenues and expenditures over three fiscal years.

Information is further presented by service center, including FY 2015-16 standards, performance measures, and summary of staffing, revenues and expenditures over three fiscal years.

## ***Special Funds***

Overview of each of the City's Special Funds, including fund descriptions, revenues and expenditures.

Special Funds are classified into one of six categories:

- General Reserve
- Special Revenue
- Capital Projects
- Debt Service
- Internal Service
- Trust and Agency

## ***Capital Improvement Program***

Overview of the City's Capital Improvement Program (CIP), including FY 2015-16 revenues, expenditures and a citywide map highlighting project locations. This section also includes a project description page for each project, detailing its location, classification, expenditures, sustainability feature, and operations and maintenance costs.

## ***Strategic Business Plan***

Provides five-year General Fund projections beyond the budget year's projected revenues and expenditures. Provides a five-year capital project and infrastructure investment plan.

## ***Financial Policies***

Describes the City's financial objectives and outlines the City's financial management policies that guide the development and administration of the annual operating and capital budgets. Includes a budget calendar, debt limits, and other information.

# Introduction

## ***Community Profile***

Provides historical, demographic and statistical information on the City of Irvine, including information on the City's population, educational facilities, recreation and open space, and listing of the top property taxpayers, sales tax producers and employers in the City.

## ***Glossary***

Listing of acronyms and terms used throughout the budget document, as well as links to external websites where additional related information can be found, when appropriate.

## **Budget Policy Summary**

The City develops an annual budget according to legal and policy direction. The Budget Calendar is described in detail in the Financial Policies section, as well as the City's policies, which include:

- Prepare budgets for all funds of the City.
- Adopt budgets that are balanced as to resources and appropriations.
- Adopt budgets that do not exceed state constitutional limits.
- Adopt budgets prior to the beginning of the fiscal year in which they are to take effect.
- Allow adjustments to the budget with proper approvals.
- Maintain a general fund operating reserve equivalent to 15% of the originally adopted operations budget, with the goal of increasing reserves to 20% over a three-year period.
- Utilize encumbrances of appropriations as a budgetary control technique.
- Adopt budgets by City resolution.
- Exercise budget controls at the department level.

## **Budget Process Summary**

The City of Irvine operates on a fiscal year basis, starting July 1 and ending June 30. The budget is prepared by the Budget Office and Departmental Budget Coordinators under the supervision of the City Manager. The proposed budget is reviewed by the Finance Commission in public meetings in May, and transmitted to the City Council in June for review, public input, deliberation and adoption prior to the beginning of each new fiscal year (July 1). For the full Budget Calendar, see the Financial Policies section.

## **Budget Structure**

***Operations Budget:*** The operations budget, or General Fund budget, is the City's annual fiscal blueprint. The operations budget is a guide for the receipt and disbursement of funds used to provide daily, routine public services to the community. The operations budget outlines the many municipal services, programs and projects provided by the City during the fiscal year. It also identifies specific General Fund revenue estimates and expenditures necessary to implement services to the community.

***Capital Improvement Program Budget:*** The CIP budget details the acquisition, construction or rehabilitation of major capital facilities and infrastructure. The CIP budget



# Introduction

is used to account for the receipt and disbursement of funds for specific CIP projects. For many projects, revenue resources and expenditures may extend over several years.

**Special Funds Budget:** Special Funds are used to account for revenues and expenditures that are restricted by law or set aside for a special purpose. Each fund can be classified into one of six categories: General Reserve, Special Revenue, Capital Project, Debt Service, Internal Service, or Trust and Agency Funds.

## Responsibility for Preparation

The Budget Office, a division of the Administrative Services Department, is responsible for coordinating all revenue estimates contained in the budget. Estimates are reached by analyzing revenue history; national and local economic trends and indices; and development patterns in our local economy. Revenue projections used in the context of the annual budget are based on conservative assumptions to assure the City has adequate financial resources to meet its obligations and complete all programs approved by the City Council within the course of the fiscal year. When appropriate, these assumptions and specific program allocations are adjusted during the fiscal year.

The Budget Office also coordinates the development of all expenditure budgets, publishes the Budget Summary and Detail Budget books, and prepares Finance Commission and City Council budget reports.

## Budget Review

Irvine has four advisory commissions appointed by the City Council that are involved in the development and review of the annual budget. The Community Services Commission, Planning Commission and Senior Citizens Council provide budget input and analysis about programs relating to their particular areas of responsibility. The Finance Commission is specifically charged by the City Council to “review the City’s General Fund, Capital Improvement Program and Special Funds budget, including review of policies and procedures, timeframes, format, service delivery, funding alternatives and City Council priorities.” Following the publication of the proposed budget, the commissions hold public meetings to discuss the budget and provide specific recommendations to the City Council.

## Budget Adoption

Copies of the proposed budget are made available to the general public in May. After providing opportunities for public review and discussion at commission and City Council meetings, the budget is adopted by the City Council prior to June 30 at either a regular or special City Council meeting. After adoption, the budget may be amended by the City Manager if an amendment does not exceed existing appropriations in any separate fund.

## Basis of Accounting & Budget

Basis of accounting refers to the timing of revenue and expenditure recognition for budgeting and financial reporting. The City’s financial statements and accounting records are maintained in accordance with the recommendations of the Governmental Accounting Standards Board (GASB). Government-wide financial statements are reported using the economic resources measurement focus and accrual basis of accounting, as are the proprietary fund and fiduciary

# Introduction

fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the providers have been met. Budget development and budget adjustments utilize these same revenue and expenditure recognition timing policies and practices. As a general rule, the effect of inter-fund activity has been eliminated from the government-wide financial statements. Direct expenses have not been eliminated from the functional categories; indirect expenses and internal payments have been eliminated.

A carefully designed system of internal accounting controls is in operation at all times. These controls are designed to provide reasonable, but not absolute, assurances that safeguard assets against loss from unauthorized use or disposition and to ensure the reliability of financial records used in the preparation of financial statements. The concept of reasonable assurance recognizes the cost of a control should not exceed the benefit. The evaluation of costs and benefits likely to be derived require estimates and judgments by management. An independent, certified public accounting firm reviews the City's financial accounting processes, practices and records annually.

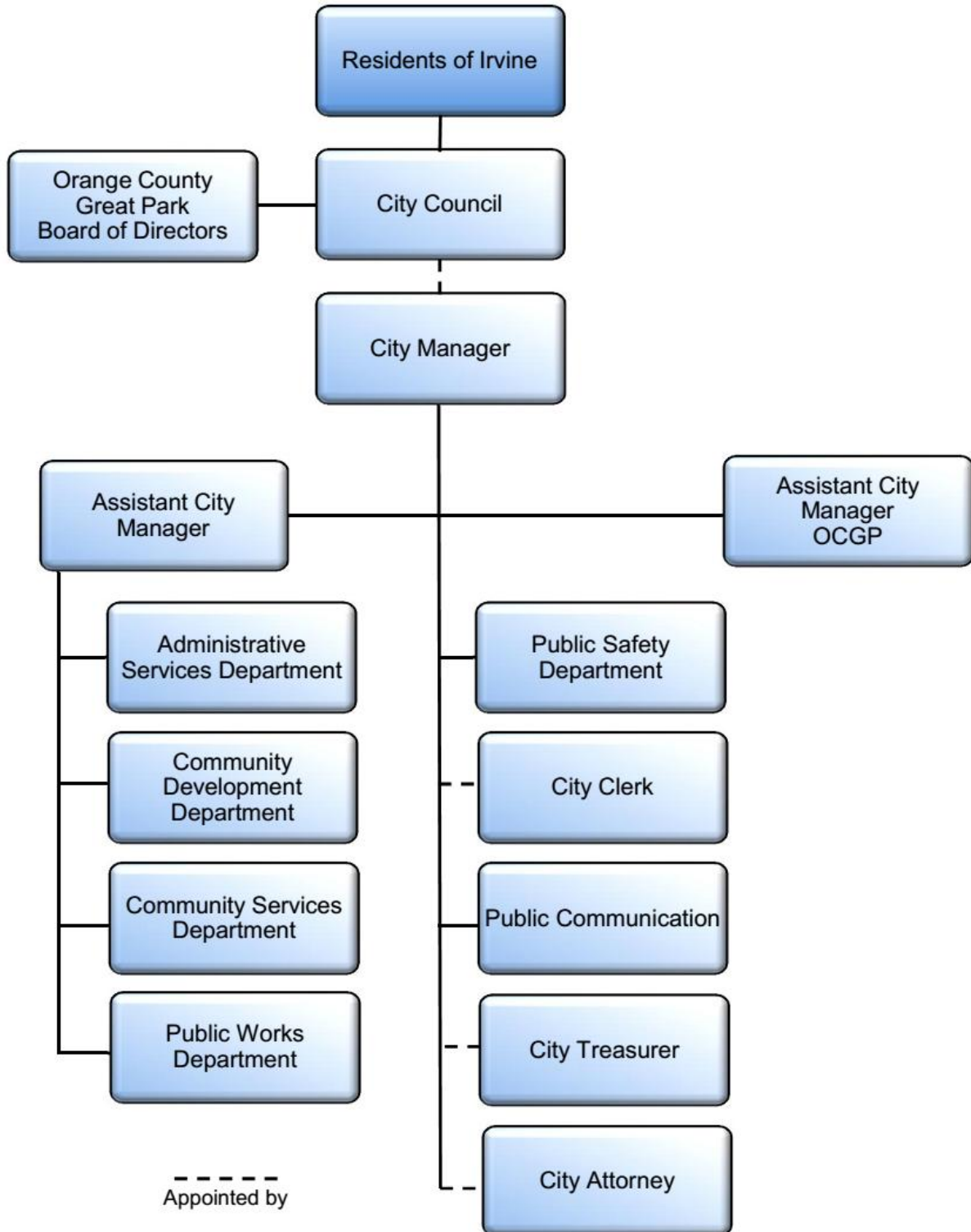
## Organizational Chart

Additional information about the services provided by the City is included in each department chapter in this document. Information about City services can also be found on the City's website ([www.cityofirvine.org](http://www.cityofirvine.org)) under the "Department" heading.



# Introduction

**City of Irvine Organizational Chart**



# Introduction

## General Contacts

### Elected and Appointed Officials

City Council	949-724-6233
Community Services Commission	949-724-6682
Finance Commission	949-724-6255
Orange County Great Park Board	949-724-7412
Planning Commission	949-724-6465
Senior Citizens Council	949-724-6670

### Administrative Offices

General Information	949-724-6000
Administrative Services Department	949-724-6255
City Clerk's Office	949-724-6205
City Manager's Office	949-724-6246
Community Development Department	949-724-6450
Community Services Department	949-724-6682
Public Safety Department	949-724-7103
Public Works Department	949-724-7516
City of Irvine Internet Home Page	<a href="http://www.cityofirvine.org">www.cityofirvine.org</a>
Orange County Great Park Internet Home Page	<a href="http://www.ocgp.org">www.ocgp.org</a>

# Introduction

## **Advisory Commissions**

### **Community Services Commission**

Kevin Trussell  
Michael Carroll  
Melissa Fox  
Scott Schultz  
Jim Shute

Chair  
Vice-Chair  
Commissioner  
Commissioner  
Commissioner

### **Finance Commission**

Allan Bartlett  
Russell Stein  
Don Dressler  
Karle Montgomery  
David Reyno

Chair  
Vice-Chair  
Commissioner  
Commissioner  
Commissioner

### **Planning Commission**

Anthony Kuo  
Greg Smith  
Patty Bartlett  
John Duong  
Mary Ann Gaido

Chair  
Vice-Chair  
Commissioner  
Commissioner  
Commissioner

### **Senior Citizens Council**

PK Wong  
Greta Jacobs  
Stan Jones  
Kathy Lee  
Donald Perdue  
Sima Ranjbar  
Vacant

Chair  
Vice-Chair  
Council Member  
Council Member  
Council Member  
Council Member  
Council Member



# Introduction

GFOA Distinguished Budget Presentation Award – FY 2014-15:



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Irvine, California, for its annual budget for FY 2014-15 beginning July 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, operations guide, financial plan and communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.

# Introduction

CSMFO Excellence in Operational Budgeting – FY 2014-15:



The California Society of Municipal Finance Officers (CSMFO) presented an Excellence in Operational Budgeting Award to the City of Irvine, California for its annual budget for the fiscal year 2014-15 beginning July 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets the criteria for excellence established by CSMFO.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we will submit it to CSMFO for review and evaluation.

# City Manager's Budget Message

**TO: CITY COUNCIL**  
**FROM: SEAN JOYCE, CITY MANAGER**

I am excited to present to you the City of Irvine's Proposed Budget for Fiscal Year 2015-16. This budget implements the City Council's priorities and strategic goals, provides a financial plan that continues the delivery of first-rate services to the community, and is responsive to the needs of our residents. The core values of innovation, integrity, professionalism, flexibility, and responsiveness guide our allocation of resources to meet the demands of a growing city. Through City Council's forward-thinking leadership, we have tackled recent challenges successfully, and continue to maintain a strong fiscal position and reputation for excellence.

Our success is well documented. For the tenth year in a row, Irvine was the safest city of its size in the nation. CNN's Money Magazine named Irvine the top California city in its "50 Best Places to Live" list. Irvine was named the Best Run City in America in 24/7 Wall Street's 2014 list. This said, we are not a city that is satisfied with prior year accomplishments, and so we continuously strive to do what we do better. The operating budget for Fiscal Year (FY) 2015-16 reflects the City's unwavering commitment to providing excellent service. This budget also reflects the City's focus on public safety through the addition of five police officers and two non-sworn public safety staff and provides funding toward the Countywide Coordinated Communications System used by police, fire, and public works agencies in the County. Also proposed is the addition of full-time staff in other operational areas to address critical service needs and staff facilities that have become too reliant on a part-time staffing model that is no longer cost effective, nor does it provide adequate, stable supervision.

The Orange County Great Park continues to be an active park offering a wide range of recreational, cultural, educational, and entertainment amenities and programs. The City will again host the U.S. Department of Energy Solar Decathlon in 2015. The next phases of the Park are being developed as part of the 688-acre Great Park Improvement Plan that is part of the agreement approved by the City Council in 2013 for Heritage Fields El Toro to construct 688 acres of the Park over a five year period. Consistent with that Plan, the first phase of demolition and site preparation began in FY 2014-15 and continues in FY 2015-16 with the construction of the Upper Bee, Upper Bosque and the first phase of the Sports Park features. Planning for the approximately 260 acre Cultural Terrace district continues into FY 2015-16. Great Park functions continue to operate through the City departments consistent with the 2014 integration of Great Park functions and staff into City departments.

I am pleased to present a balanced budget that allows us to exceptionally serve the community in the manner it deserves and expects. The Proposed FY 2015-16 Budget is comprised of operating revenues and expenditures of \$172.8 million. The balance in the City's contingency reserve is projected to be \$30.6 million at the end of fiscal year 2015-16, which equates to 17.7 percent of the City's proposed budget. At the end of the year, I will be asking the City Council to consider allocating some of the City's projected \$7 million Fiscal Year 2014-15 fund balance to reach the City Council's 20 percent funding goal.



# City Manager's Budget Message

## Economic Environment

We have been experiencing strong economic growth and the general consensus among economists is that the economy will continue to grow. In Orange County especially, the economy is firing on all cylinders. The job market is thriving with unemployment in Irvine at a relatively low 3.5 percent. Home prices are approaching previous peak levels, and demand, especially in the new home market, is strong. Countywide, hotel occupancy is at an all-time high. In the fourth quarter of 2014, the Irvine Spectrum area had the lowest overall office vacancy rate in the County at five percent.

Revenues in the proposed budget are based on information gleaned from economic data and detailed internal analyses. Sales tax is the City's largest source of revenue and is anticipated to increase by \$5.5 million, or 9.4 percent, over the FY 2014-15 estimate, including a one-time spike due to the end of the State's Triple Flip program. New construction is evident in the commercial and residential markets and will bolster the City's second largest revenue source, property tax. During the 2014 calendar year, 2,205 new residential units were constructed in Irvine. Property tax revenue is expected to grow by 6.1 percent as the City's assessed valuation, the largest in the County, grows. Hotel tax is the City's third largest revenue source and is also showing signs of growth. In FY 2015-16, hotel tax revenues are anticipated to be 9.1 percent greater than the current year estimate due to increased occupancy, higher room rates, and the anticipated addition of at least one new hotel during the year. Together, sales tax, property tax and hotel tax account for more than 75 percent of the City's General Fund operating revenues.

The FY 2015-16 General Fund operating budget is balanced with \$172.8 million in revenues and expenditures. Included in the budget is \$4 million of voter approved contributions to local schools, a \$6.8 million General Fund contribution to landscape, lighting and park maintenance, and \$2.5 million dedicated to infrastructure rehabilitation. Proposed operating expenditures are \$12.3 million, or 8.4 percent, higher than the prior fiscal year, reflecting a variety of factors, not least of which is the City's growth.

The proposed budget includes a net increase of 29 new full-time positions to meet critical service needs. Despite the additional 29 full-time positions proposed for next year, the total authorized full-time employees still numbers six positions fewer than in FY 2008-09, despite a 23 percent increase in population over the same time period. These positions ensure the community values and priorities are met while maintaining the outstanding services for which Irvine is known. The proposed positions are discussed in detail under the "Staffing" heading of this Budget Message.

Population growth increases service demand, particularly in the areas of public safety and community services. Increases in sworn staff and allocations of safety personnel resources are not based on arbitrary formulas or ratios, but on a careful determination of geographically based needs to ensure swift response times. Likewise, the allocation of other City staff is based on community need, for example, the number of community centers and parks and the anticipated increases in population utilizing City facilities based on development trends. In addition, the City's strategic use of contract staff enables the organization to maintain a lean and flexible workforce.

# City Manager's Budget Message

## Community Values

Irvine is home to almost 250,000 people who value the City's safety, high-quality educational opportunities, business-friendliness, cultural diversity, family-focused environment, and high aesthetic standards. Irvine's commitment to public safety, in particular, has resulted in recognition from the FBI as the safest city of its size in the country for 10 consecutive years. The proposed budget promotes the City's long-standing policies of recruiting and retaining a highly professional police force and utilizing progressive policing strategies, such as Geographic Policing.

Education is clearly a priority in Irvine. According to the most recent United States Census Bureau data, 65 percent of residents age 25 and older have a bachelor's degree or higher, compared with 31 percent for the nation and 37 percent for Orange County. Irvine's primary and secondary schools consistently rank as one of the finest educational systems in the nation and its students consistently rank above average in countywide Scholastic Aptitude Test (SAT) scores. Approximately 90 percent of all Irvine high school graduates attend college. In 2012, Irvine voters passed a ballot initiative that provides direct cash support to Irvine schools. The proposed budget includes \$4 million in direct support related to this measure, and an additional \$4.6 million in on-going indirect support for school resource officers, drug prevention programs, crossing guards, on-campus programs, and joint use agreements. In addition to excellent primary schools, Irvine boasts a number of highly regarded institutions of higher learning, including the University of California, Irvine (UCI); Concordia University; California State University, Fullerton – Irvine Campus; Irvine Valley College; and a significant number of satellite campuses for other regional universities.

A diverse local economy, talented workforce, mild climate and outstanding quality of life make Irvine the ideal location for business. Irvine continues to attract well-known technology and bio-science industries that choose Irvine as their corporate headquarters. The City's business-friendly initiatives include the City's Consultant Team Program, consisting of 330 members, which provides a streamlined approach for selecting pre-qualified contract consultants for professional services.

## Strategic Priorities

Irvine plans for the future through strategic planning and forward thinking. This budget supports the following on-going City priorities:

- Maintaining essential services, including public safety, school support, community aesthetics, infrastructure, and human service programs;
- Funding infrastructure rehabilitation;
- Hiring additional police officers to maintain the City's high quality police services as the City grows;
- Developing parks, including Trabuco Community Park & Senior Center, Orchard Neighborhood Park Dog Run, and Quail Hill Community Park;
- Recruiting and retaining high quality employees;
- Replacing the existing countywide 800 MHz radio system in cooperation with the County of Orange (ongoing through 2018);

# City Manager's Budget Message

- Developing new operational facilities to accommodate population, program and infrastructure growth;
- Enhancing City-wide mobility; and
- Reducing the City's unfunded pension liability.

## Core Services

The City's core services consist of:

- Public safety;
- Maintenance of City infrastructure;
- Provision of life-affirming programs and services to the City's youngest, oldest and most vulnerable populations;
- Financial support of our public schools, K-12; and
- Preservation of the City's aesthetics and beauty.

Highlights of the proposed budget include funding for the following:

- Adding seven full-time public safety staff, including five Police Officers, a Management Analyst I, and a Forensic Specialist I.
- Maintaining 19 Community Parks, 39 Neighborhood Parks, 89 athletic fields, 126 sports courts, and 13 community centers and multi-use buildings, including outstanding programming for people of all ages and abilities.
- Maintaining 410 centerline lane miles of roadways, 889 acres of landscaping, 568 acres of public park lands, over 54 miles of off-street trails, 72,259 trees, and 5,600 acres of preserved open space.
- Providing support and assistance programs to older residents with physical, emotional and care-giving needs at the Al and Dorothy Keen Center for Senior Resources.
- Opening and staffing the new Trabuco Senior Center.
- Delivering hot meals to home-bound seniors.
- Continuing to provide door-to-door transportation for Irvine residents with disabilities and older adults for school, social, work and medical appointments through the TRIPS program.
- Implementing a variety of initiatives to respond to the needs of our young people through the Strategic Plan for Children, Youth and Families.
- Offering recreation and learning programs to provide safe and life-affirming experiences for Irvine's youngest, oldest and disabled residents.
- Continuing momentum at the Orange County Great Park, including hosting the return of the Solar Decathlon event this fall.

Education is an important Irvine community value and the City provides significant support to local schools. In FY 2015-16, the budget dedicates approximately \$8.6 million in direct and indirect support to Irvine's schools, increasing indirect operational support by \$40,000 over last year's budget. Irvine's budgeted support includes:



# City Manager's Budget Message

- Under Measure BB, the Irvine Support our Schools Initiative, the City provides \$4 million in direct financial support to the Irvine and Tustin Unified School Districts.
- Public Safety provides more than \$2.8 million in support to schools through the following programs:
  1. \$1.2 million - School Resource Officer Program at high schools. Measure BB provides an additional \$200,000 to expand the program to middle schools.
  2. \$600,000 - D.A.R.E. police officers and public safety assistants for drug prevention, safety education and life choices guidance to elementary school students.
  3. \$950,000 - Crossing Guards to enhance student safety.
- Community Services provides \$1.8 million in support through on-campus programs, student services and joint use facilities:
  1. \$810,000 - Athletic field and pool use.
  2. \$890,000 - High School and Middle School Youth Action Teams, Middle School after school sports and other programs.
  3. \$140,000 - Youth employment services providing pre-employment counseling and placement.

## Capital Improvement Program

Capital improvements are the building, upgrading or replacement of City infrastructure such as residential and arterial streets, bridges, traffic signals, storm drain systems and drainage channels, parks and public facilities. Irvine places a high priority on infrastructure construction, rehabilitation and maintenance. The five-year Capital Improvement Program (CIP) forecasts expenditures based on anticipated residential, commercial and industrial development as well as the condition of the City's infrastructure; it is an integral component of the City's five-year Strategic Business Plan.

Noteworthy projects underway now include:

- Adventure Playground
- Quail Hill Community Center and Park Improvement
- Citywide Traffic Management Study
- Slurry Seal & Local Street Rehabilitation – Walnut Village and Lower Peters Canyon
- Streetscape Rehabilitation – Westpark Village and University Drive (I-405 to Culver)
- Jeffery Road Pavement Rehabilitation
- Shade Structure installation at Lakeview and Rancho Senior Center
- ADA Upgrades at Lakeview Senior Center
- Great Park Backbone Infrastructure (Ridge Valley, Marine Way)

New infrastructure projects in the FY 2015-16 Capital Improvement Program (CIP) include:

### Circulation

- Final Design phase of a new traffic signal at Kazan/Walnut and McGaw/Armstrong intersections
- Final Design phase of intersection improvements at Culver/Alton, Culver/Main, and Jeffrey/Alton and right-of-way acquisition for Culver/University and Jamboree/Barranca
- Harvard pavement and streetscape rehabilitation

# City Manager's Budget Message

- Traffic signal rehabilitation, emergency back-up systems, and upgrades
- Slurry seal and local street rehabilitation: Quail Hill, Turtle Rock and Woodbury

## Buildings & Facilities

- ADA facility improvements at the Operations Support Facility and Animal Care Center
- Turtle Rock Community Park & Nature Center exterior wood siding painting and kitchen rehabilitation
- Replacement of interior fixtures and finishes at the Animal Care Center buildings, Lakeview Senior Center, Windrow Park, William J. Woollett Aquatics Complex, Cypress Community Center, and other facilities as necessary

## Parks & Open Space

- Playground equipment rehabilitation: Presley, San Leandro, Settlers and Stonegate
- Park landscape rehabilitation: Mike Ward Community Park, University Community Park, San Carlo Neighborhood Park, and Sweet Shade Neighborhood Park
- Orchard Neighborhood Park Dog Run
- Final design and construction of C Street and 8<sup>th</sup> Street Improvement in the Great Park
- Great Park environmental remediation
- Great Park Utility Upgrades

## General Fund Revenues: \$172.8 million

General Fund operating revenues are projected at \$172.8 million. Revenue projections are based on a number of factors, including forecasts from economic experts (UCLA, Chapman University and the Los Angeles Area Economic Development Corporation); trend analysis; judgmental forecasting; established formulas that measure relationships between revenue categories and growth within the City; and projections by the City's sales and property tax consultants. Revenue estimates reflect the City's best estimate of available operating resources next year.

## General Fund Expenditures: \$172.8 million

Proposed General Fund expenditures are \$172.8 million. The proposed budget reflects efficiencies achieved through the integration of Orange County Great Park operations into existing City departments. The proposed budget includes the same level of support as budgeted last year for the Irvine Barclay Theater, Legal Aid Society, Discovery Science Center, the Orange County Human Relations Commission, and Irvine Adult Day Health Services Inc., including the \$20,000 matching grant recently approved for a second year by the City Council. Additionally, each councilmember may recommend for City Council approval up to \$10,000 for allocations to important community groups.

# City Manager's Budget Message

## Budget Highlights

The FY 2015-16 Budget continues the City's operations and strategic goals identified below:

- *Ensuring a Safe and Secure Community*
  - Maintain a high level of commitment to safety by devoting 40 percent of all full-time staff (217 sworn police officers and 94 support staff) and 40 percent of General Fund expenditures to Public Safety to ensure Irvine remains the safest city in the nation.
  - Five new police officer positions are budgeted at less than 100 percent of salary to reflect the fiscal implications of staggered hiring.
  - Continue to utilize geographic policing to reduce crime and address community concerns.
  - Explore and utilize effective technologies to track and manage crime data.
- *Enhancing the City's Mobility*
  - Respond to increasing infrastructure maintenance responsibilities, including 1,224 new trees, approximately 2 additional centerline miles of medians and parkways, and the cost of electricity for 250 new City street lights in FY 2015-16.
  - Maintain and rehabilitate all City landscape, roadways, traffic signals, bike trails, parking lots and bridges in accordance with the City's strategic goals.
  - Operate the City's circulation and traffic signal system to maximize roadway capacity while minimizing vehicular delays, property loss and personal injury.
- *Maintaining a Clean and Beautiful City*
  - There is \$142.9 million budgeted for capital expenditures, including \$24.2 million for new projects and \$18.2 million for rehabilitation.
  - Capital improvement projects consist of: \$5.5 million in routine expenditures for property and equipment, \$95 million in multi-year infrastructure projects, and \$42.4 million in significant new non-routine infrastructure improvements (\$22.0 million for circulation projects; \$18.7 million for facility and park infrastructure; \$1.5 million for landscaping; and \$0.2 million for off-street bicycle trail infrastructure).
  - Promote best practices in the pursuit of facility modernization and energy efficiency.
- *Engaging the Community and Public Outreach*
  - Maintain high customer satisfaction and public confidence through the City's commitment to public access and community governance.
  - Implement the City's Strategic Plan for Children, Youth and Families, while working with the community to identify continuing and emerging areas of need.
  - Continue efforts of the City's Economic Development Team to attract, retain and grow businesses.
  - Building strategic relationships with major employers through a variety of activities, including business outreach, industry roundtable meetings, and collaborative projects.
  - Recognize and celebrate community diversity through programs and services, including the annual Global Village Festival.

# City Manager's Budget Message

## **Staffing: 777 Full-Time Employees & 307.71 Part-Time Employees (Full-Time Equivalents, FTE)**

The FY 2015-16 Budget includes funding for 777 full-time positions, a net increase of 29 full-time positions from FY 2014-15; and 307.71 FTE part-time positions, an increase of 39.60 FTEs. The majority of this increase is for hands-on staff directly providing services to the community, with minimal additional administrative personnel. Details of the proposed new positions are described below.

New positions proposed in the Public Safety Department for next year include five sworn Police Officers and a Forensic Specialist to maintain service levels for a growing population. Public Safety is also adding a Management Analyst for department operations and oversight responsibilities for citywide technology functions.

In Public Works, two Assistant Engineers for the Traffic Research and Control Center are being added to expand service hours and improve traffic flow. A Lead Landscape Maintenance Technician, required to be a licensed California Arborist, will oversee contracted tree trimming for a tree inventory that has grown more than 20 percent in the last three years and citywide biological pest control. A Supervisor and an Administrative Aide will support the Facility Maintenance division, which is responsible for all city parks and facilities. A Senior Construction Inspector is needed to handle the anticipated workload associated with construction efforts at the Great Park, other City projects, and other developer-constructed infrastructure projects. The Street Maintenance Specialist will be responsible for the maintenance of specialized drainage facilities, which grow as new street inventory increases.

The Community Services Department is experiencing an increased demand for services as the population grows and new facilities are added. Recent and upcoming additional service needs include the Great Park, Animal Care Center, aquatics facilities, and the anticipated openings of the Trabuco Senior Center and Adventure Playground. To assist with department management, a Deputy Director position is being added, following a staffing model that has been successful for the Public Safety, Public Works, and Community Development departments. During the last year, the Animal Care Center operations were evaluated, including discussions with stakeholders and experts in the animal care field. As a result of this process, six positions for the Animal Care Center are proposed in this year's budget; a Manager of Animal Care Services, a Volunteer Coordinator, a Veterinary Practice Manager, a Registered Veterinary Technician, a Community Services Specialist, and an Office Specialist. Additionally, the vacant Veterinarian position will be upgraded to a Chief Veterinarian position. Other Community Services positions include two Community Services Specialists (one for Adventure Playground and one for aquatics programs), a Program Specialist to provide additional capacity for contract classes, and a Superintendent and Supervisor for the Great Park sports fields. It is expected that the Great Park positions will not be hired until late spring/early summer of 2016 to prepare for the opening of the sports fields.

Community Development is adding a Principal Code Enforcement Inspector to address a workload that has increased in caseload and additional program oversight responsibilities such as the shopping cart ordinance and water quality facilities inspection and documentation. With increasing services across all departments, it stands to reason that Administrative Services, in its support function, is also experiencing increased service demands. A vacant part-time Senior Management Analyst and a vacant part-time Accountant are being converted to full-time to address employee relations and financial reporting needs, respectively.



# City Manager's Budget Message

## Looking Forward

Each year, the budget is developed through thoughtful and judicious planning. During the past five years of measured economic growth, Irvine's population continued to grow in accordance with its Master Plan. The City and its dedicated staff are committed to providing quality municipal services. To keep up with the needs of additional residents, facilities and infrastructure, there is a need for further resources. While the proposed budget does not contemplate any fee increases consistent with the City Council's previous direction, the budget anticipates sufficient revenues to support the addition of 29 new positions, still below the peak staffing level of FY 2008-09 thanks to efficiencies gained through the recessionary years, and those we strive for everyday that help us be more productive with fewer resources.

I would like to thank the employees of the City of Irvine for their hard work and ongoing dedication and the City Council for its inspirational and effective policy leadership and support as we work together to ensure Irvine's continued prominence as one of the safest and most desirable places to live and work in the nation. Working hand-in-hand, we will continue our commitment to ensuring public resources are managed as prudently and wisely as possible.

A handwritten signature in black ink, reading "Sean Joyce", written over a horizontal line.

Sean Joyce  
City Manager

# City Manager's Budget Message

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# Revenue and Resource Estimates

## General Fund

### Introduction



The City utilizes many techniques to forecast recurring revenues. These tools allow for multiple variables to be considered in the development of the forecasts, including institutional forecasts; the expert opinion of the City's sales and property tax consultant; various national, state and local economic indicators; and established formulas that measure relationships between revenue categories and growth within the City.

Revenue estimates are developed by the budget office and departmental budget liaisons using a variety of techniques, including trend analysis, judgmental forecasting, and expert opinion. Trend data includes historical fiscal performance and historical and projected data modified for known past, current and anticipated anomalies. Expert opinion includes the Chapman Economic & Business Review, the UCLA Anderson School of Management Orange County Outlook, the Los Angeles Economic Development Corporation (LAEDC), the City's sales tax and property tax consultants, and reports from various state and federal agencies. The forecasts presented are based on judgment that incorporates information provided by various analytical methods; known and potential legislative and development impacts; and national, state, and local conditions expected to affect local revenue sources.

The general consensus among economists is the national, state, and local economies are continuing to grow. The April 2015 UCLA forecast for Orange County noted the probability that Orange County economic growth would be just as expansive in 2016 as in 2015. We are experiencing broad based growth across nearly all sectors of the local economy. The California Economic Development Department reports that the unemployment rate in Irvine dropped from 4.4 percent in February 2014 to 3.5 percent in February 2015. Travel and tourism are up as evidenced by increased passenger travel through John Wayne Airport, higher hotel occupancy rates, and new hotel construction occurring in the City.

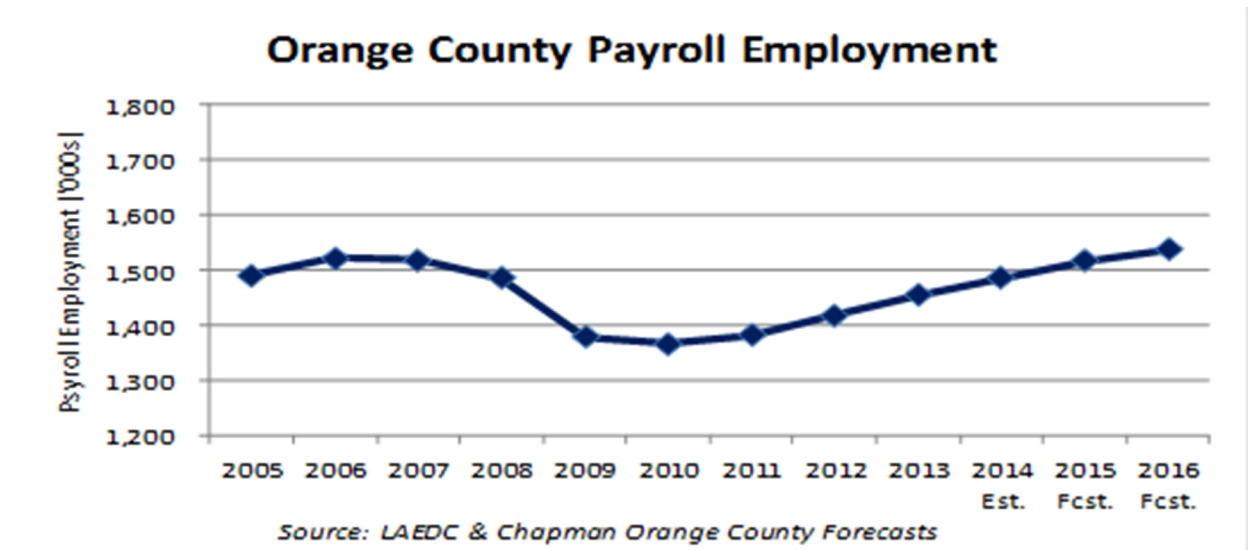
While all indications lead to continued economic growth, there are long-term risks to the financial forecast. The Federal Reserve is expected to begin a gradual tightening of the money supply by increasing the federal funds rate as early as June. Rapid shifts in currency valuations, acts of terrorism, or other unanticipated economic shocks may all impact the local economy, though the consensus economic opinion is that the economy will continue to expand. The City's total General Fund revenues for FY 2015-16 are projected to increase by about 6.9 percent over the current year's estimated revenues, as described on the following pages.

# Revenue and Resource Estimates

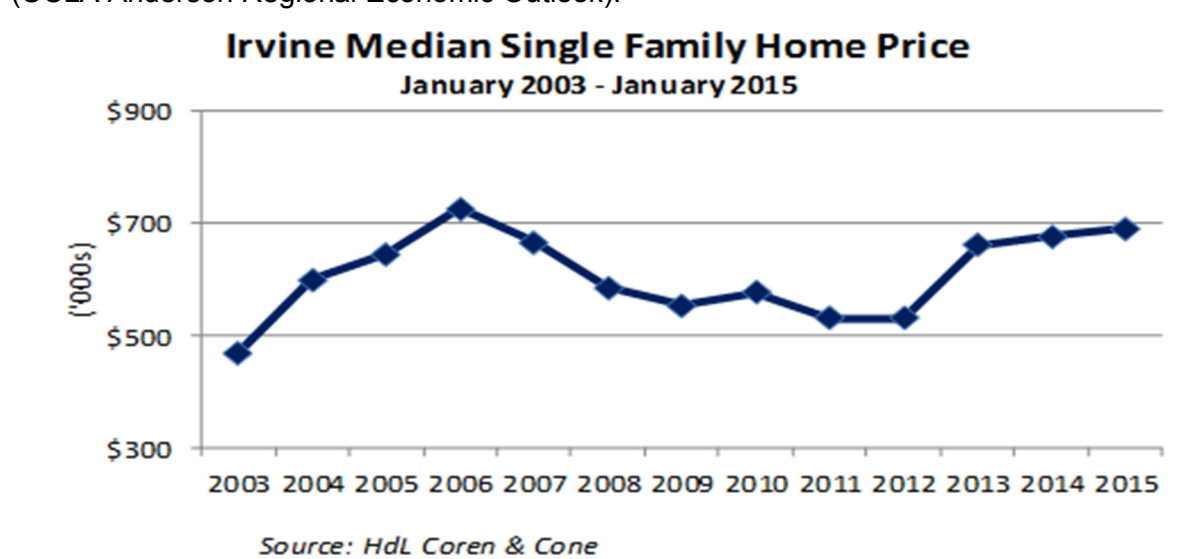
## General Fund

### Key Indicators

One of the most important factors that impact businesses and residents is the job market. Since 2010, Orange County has added more than 120,000 jobs for a 9 percent increase. Chapman University, UCLA, and the LAEDC are forecasting Orange County employment growth to be between 1.8 to 2.7 percent in 2015, with continued growth in 2016. Similarly, the unemployment rate in Orange County is expected to improve to less than 5 percent, well within the range of what most economists consider full employment. Increased business activity has a positive effect on the City's sales tax, hotel tax, and property tax revenues.



Irvine's residential real estate prices increased by approximately 2.5 percent in 2014. The median price of a detached single family home reached \$675,000 in 2014, and prices have shown an additional increase of 2.2 percent through the first two months of 2015. New homes are especially in demand with the median price reaching \$857,000 in December countywide (UCLA Anderson Regional Economic Outlook).

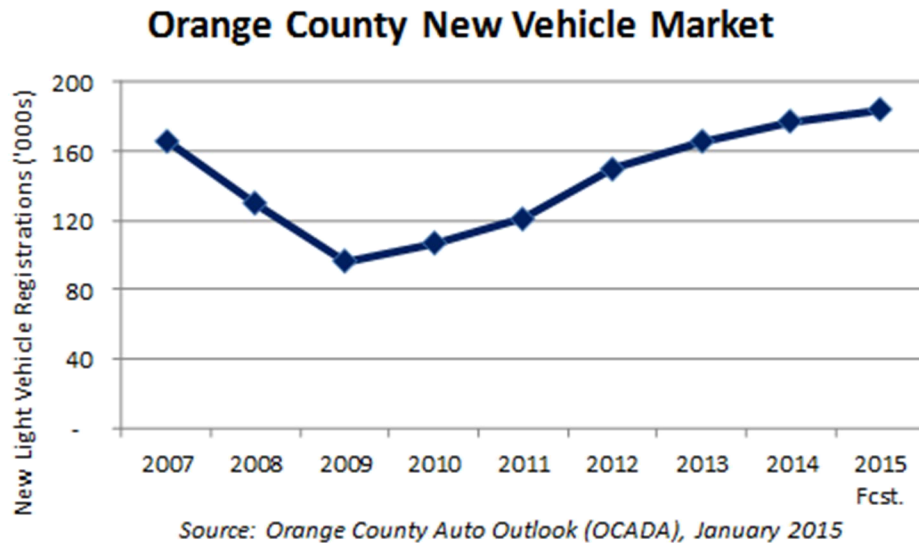




## Revenue and Resource Estimates

### General Fund

Vehicle sales and leasing is a significant component of the City's overall sales tax revenue. According to the Orange County Auto Dealers Association (OCADA), the average age of vehicles on the road exceeds 10 years and is considered very high. In 2014, OCADA forecasted an increase in auto sales of 6.1 percent while the actual increase was 6.8 percent. For 2015, OCADA is predicting an increase of 4.1 percent.



# Revenue and Resource Estimates

## General Fund

### Summary of General Fund Resources

Table 1 summarizes and compares actual General Fund resources realized in FY 2013-14, an estimate of FY 2014-15 resources, and projected FY 2015-16 resources. The emphasis of this table is to provide a comparison between the FY 2014-15 revenue and resource *estimate* and FY 2015-16's projection.

Table 1 Resources by Category	FY 2013-14 Actual	FY 2014-15 Estimate	FY 2015-16 Proposed	Increase / (Decrease)	
				\$	%
Sales Tax	\$ 55,579,512	\$ 59,012,000	\$ 64,530,000	\$ 5,518,000	9.4%
Property Tax	47,081,024	51,396,000	54,510,000	3,114,000	6.1%
Hotel Tax	9,331,273	10,298,771	11,235,000	936,229	9.1%
Hotel Improvement District	2,332,818	2,574,693	2,808,750	234,057	9.1%
Franchise Tax	8,559,748	8,865,937	9,257,000	391,063	4.4%
Program and Service Fees	9,276,446	9,995,412	10,556,833	561,421	5.6%
Utility Users Tax	4,517,699	4,646,371	4,787,000	140,629	3.0%
Documentary Transfer Tax	2,911,268	3,325,000	3,500,000	175,000	5.3%
Miscellaneous	8,277,871	8,400,440	8,539,032	138,592	1.6%
Overhead Reimbursements	2,176,653	3,022,508	3,006,199	(16,309)	(0.5%)
<b>Total Revenues by Category</b>	<b>\$ 150,044,311</b>	<b>\$ 161,537,132</b>	<b>\$ 172,729,814</b>	<b>\$11,192,682</b>	<b>6.9%</b>
Other Transfers-In	108,920	100,000	100,000	0	0.0%
<b>Total General Fund Resources</b>	<b>\$ 150,153,231</b>	<b>\$ 161,637,132</b>	<b>\$ 172,829,814</b>	<b>\$11,192,682</b>	<b>6.9%</b>

In FY 2015-16, it is anticipated that General Fund operating revenues will increase 6.9 percent compared to FY 2014-15 estimates, and the total General Fund resources (including transfers-in) will also increase by 6.9 percent. The increase in operating revenues is due primarily to growth in property tax, sales tax, and hotel tax.

# Revenue and Resource Estimates

## General Fund

Table 2 summarizes and compares actual General Fund resources realized in FY 2013-14, the FY 2014-15 Budget, and projected FY 2015-16 resources. The emphasis of this table is to provide a comparison between the FY 2014-15 revenue and resource *budget* and FY 2015-16's projection.

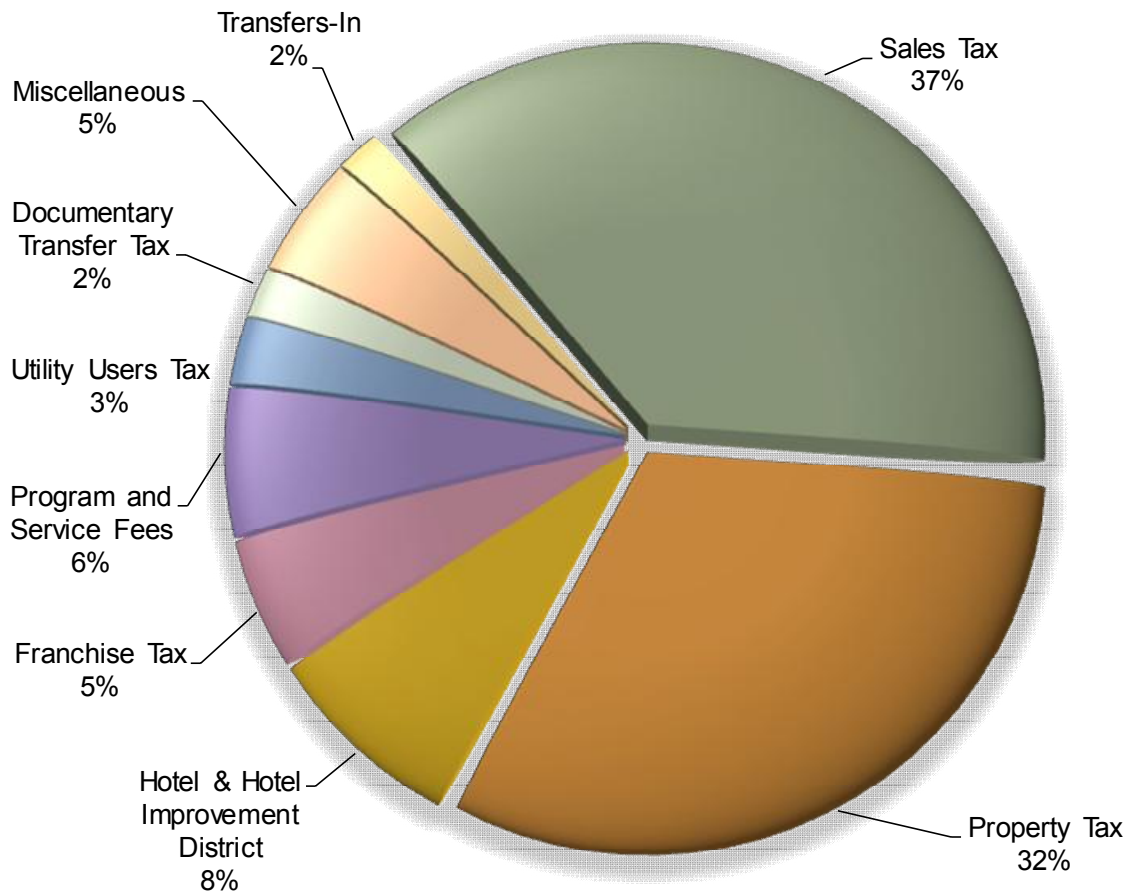
Table 2 Resources by Category	FY 2013-14 Actual	FY 2014-15 Budget	FY 2015-16 Proposed	Increase / (Decrease)	
				\$	%
Sales Tax	\$ 55,579,512	\$ 56,878,000	\$ 64,530,000	\$ 7,652,000	13.5%
Property Tax	47,081,024	48,835,000	54,510,000	5,675,000	11.6%
Hotel Tax	9,331,273	9,999,251	11,235,000	1,235,749	12.4%
Hotel Improvement District	2,332,818	2,499,813	2,808,750	308,937	12.4%
Franchise Tax	8,559,748	8,595,000	9,257,000	662,000	7.7%
Program and Service Fees	9,276,446	9,753,977	10,556,833	802,856	8.2%
Utility Users Tax	4,517,699	4,578,000	4,787,000	209,000	4.6%
Documentary Transfer Tax	2,911,268	3,500,000	3,500,000	0	0.0%
Miscellaneous	8,277,871	9,329,370	8,539,032	(790,338)	(8.5%)
Overhead Reimbursements	2,176,653	3,022,508	3,006,199	(16,309)	(0.5%)
<b>Total Revenues by Category</b>	<b>\$ 150,044,311</b>	<b>\$ 156,990,919</b>	<b>\$ 172,729,814</b>	<b>\$15,738,895</b>	<b>10.0%</b>
Other Transfers-In	108,920	100,000	100,000	0	0.0%
<b>Total General Fund Resources</b>	<b>\$ 150,153,231</b>	<b>\$ 157,090,919</b>	<b>\$ 172,829,814</b>	<b>\$15,738,895</b>	<b>10.0%</b>

Total General Fund resources are anticipated to increase from the FY 2014-15 Budget by \$15.7 million, or 10.0 percent, due primarily to increases in property tax, sales tax, and hotel tax.

# Revenue and Resource Estimates

## General Fund

The following chart illustrates the composition of the City's General Fund resources projected for FY 2015-16.



### Revenue Profiles

The following section provides a profile of the City's major General Fund (operating budget) revenue categories (please note that additional information on major special fund revenue sources is provided in the Special Funds chapter).

The revenue profiles provide background information on each revenue category. Trend information, including a 10-year graph, is also provided, as well as a discussion of the future outlook for each category.

# Revenue and Resource Estimates

## Sales Tax

### Description

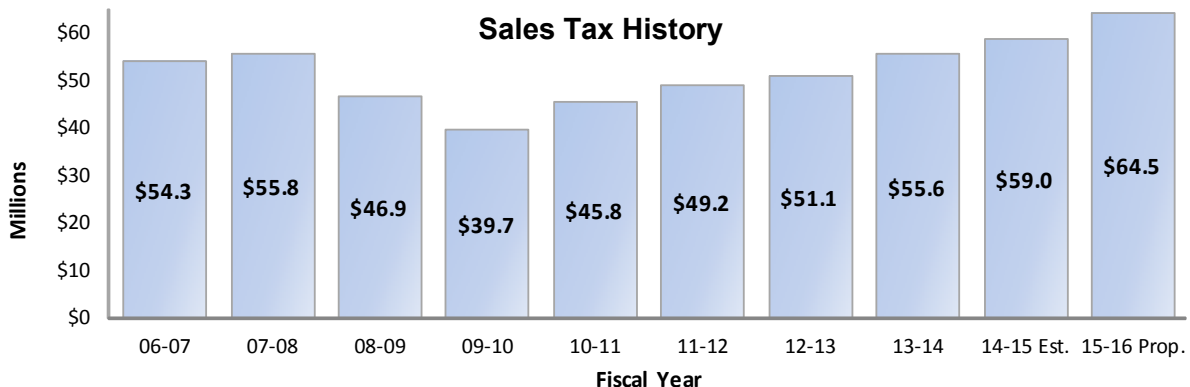
California sales tax is imposed on the total retail price of tangible personal property (excluding a variety of state mandated exemptions), while use tax is imposed on the purchaser for eligible transactions when sales tax has not been collected. The sales and use tax rate in Orange County is 8.0%, of which Irvine receives 1% from the California Board of Equalization (BOE) for transactions occurring within the City. Also included in the City's sales tax revenue projection is \$423,000 in funding from the state's Public Safety Augmentation Fund. Sales tax is the single largest component of the City's General Fund operating revenue sources, comprising 37% of next year's overall General Fund resources.

### Trend

Sales tax revenues have grown for six consecutive years since reaching a recessionary low in FY 2009-10. Gross sales tax receipts in the City of Irvine were up 6.2% in calendar year 2014 which is about the same as the prior year. Revenue is expected to outperform this year's budget by \$2 million, exhibiting growth particularly in the categories of building and construction, up 11%, and autos and transportation, up 10.5%, for calendar year 2014. Sales tax receipts are expected to exceed the pre-recessionary peak of \$55.8 million in FY 2014-15. The LAEDC expects taxable sales in Orange County to grow by 5.6% in 2015, while Beacon Economics is projecting a 4.8% increase statewide.

### Outlook

The City works closely with its sales tax consultant, HdL Coren & Cone, in projecting sales tax revenue. Based on HdL's analysis of the trend in year-to-date tax receipts, macroeconomic conditions (done in collaboration with its partner Beacon Economics) and an examination of local business data, the consultant anticipates the City will receive sales tax revenue of \$59.0 million in FY 2014-15. FY 2015-16 revenues are anticipated to increase by an additional \$5.5 million. In forecasting these revenues, the consultant assumed average economic growth in point-of-sale revenue of 4.0% and then made additions and adjustments to account for fund transfer corrections expected from the BOE, economic aberrations, business closeouts and expected recoveries. The estimate also includes a one-time spike related to the wind down of California's Economic Recovery Bond Act, known as the "Triple Flip". This true-up payment is estimated to be \$3.5 million. Excluding this payment the projected sales tax growth is about 3.5%, after adjusting for known aberrations.





# Revenue and Resource Estimates

## Property Tax

### Description

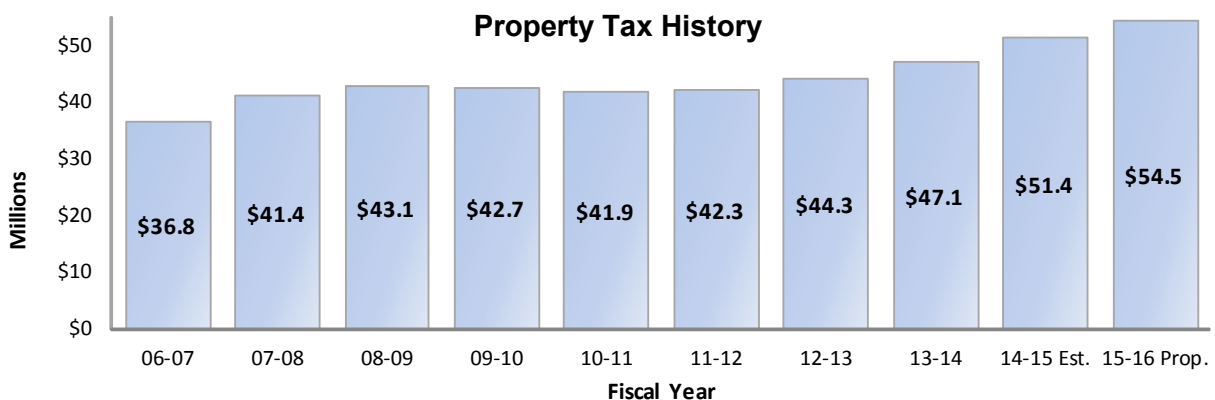
Property tax is a tax imposed on the value of real property, such as land and buildings. Property tax revenue is collected by the county and allocated according to state law among cities, counties, school districts and special districts. Irvine property owners pay a basic tax equal to 1% of the assessed value on real property. The City's General Fund receives approximately 2.8% of these 1% tax payments, with larger shares going to local schools, community colleges and the Orange County Fire Authority. As part of the State Budget Act of 2004, the legislature reduced motor vehicle license fee (VLF) revenue allocations to cities, replacing this funding with additional property tax allocations that change proportionately with the City's annual assessed valuation ("property tax in-lieu of VLF" revenue). The City also receives "no-low" property tax payments that provide a "floor" for the City's share of overall property tax payments. Including all these sources, Irvine receives approximately 9¢ of every \$1 of property taxes collected. The City's assessed valuation, at \$55.7 billion, is the largest in Orange County.

### Trend

Over time, the City's property tax revenue has grown exponentially reflecting both new development and increasing property values in Irvine, despite a slight dip in the aftermath of the 2007 to 2009 recession. Growth resumed in 2011-12, but at a very slow rate, until accelerating to 6.2% in FY 2013-14. Growth accelerated again in FY 2014-15 at a 9.2% rate.

### Outlook

The City works with its property tax consultant in projecting property tax revenue, an estimate made with four factors in mind: property turnover, pricing and appeals exposure, new construction activity, and Proposition 13's annual inflation adjustment. After considering these factors, the City projects Irvine's property tax revenues will increase 6.1% in FY 2015-16, a slower increase in growth from the year before. In FY 2014-15, the County Assessor restored the value to many properties that received value reductions during the economic downturn. Some of that activity will continue in FY 2015-16, however, it is anticipated to make less of an impact than the FY 2014-15 activity. In addition to this year's Proposition 13 inflation adjustment of 1.998%, assessed valuation will be positively influenced by significant growth in real estate prices and the construction of new residential units throughout the City. In 2014, the Irvine median single family home price increased 2.4% to \$675,000. Furthermore, the City's property tax projection includes the construction of 2,205 new housing units in 2014.



# Revenue and Resource Estimates

## Hotel Tax

### Description

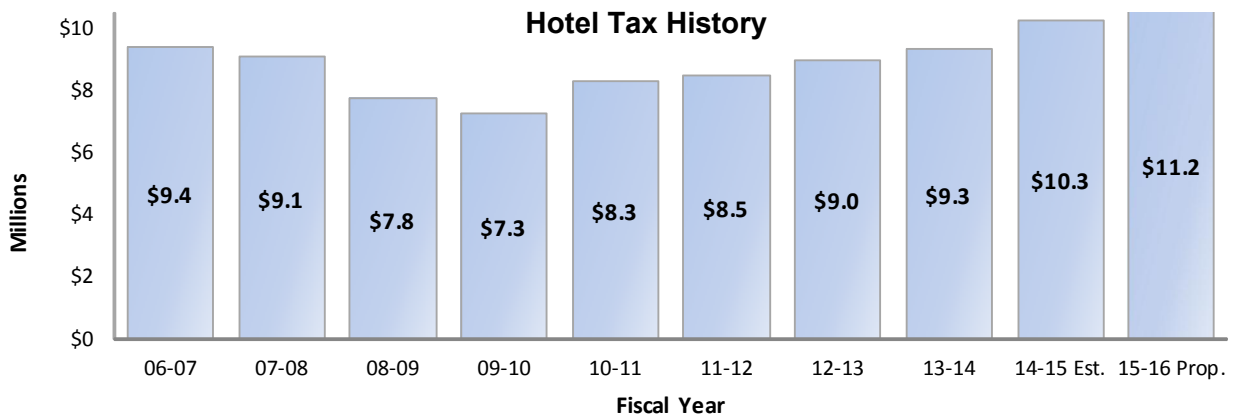
Hotel tax (also known as transient occupancy tax or TOT) is an 8% tax applied to the cost of hotel or other lodging stays of less than 30 days. Factors influencing hotel tax revenues include business and leisure travel, new hotels, hotel expansion, and room rate increases. In Irvine, hotel tax revenue is significantly correlated with the level of local business activity. Hotel taxes account for 8% of all projected General Fund resources next year.

### Trend

Irvine hotel revenue has rebounded strongly from the recessionary bottom as a result of higher room rates and increased occupancy. According to the UCLA Orange County Outlook, average occupancy rates for hotels have risen to the highest levels since the turn of the century. Occupancy rates surpassed 80% in January 2015 despite increasing room rates and the addition of new rooms.

### Outlook

The FY 2015-16 Budget projects continued growth in Irvine hotel tax revenue consistent with increases in local business activity, reflected in recent improvement in Orange County jobs and decreasing office vacancy rates within Irvine. The City is projecting 5% growth in organic hotel tax revenue, which is less than the City's sales tax consultant's projection for taxable sales growth in the restaurant and hotel business category. Additionally, a 170 room Hilton Garden Inn John Wayne Airport hotel is expected to open soon. Located on Morse Avenue, this five-story hotel will be one of the closest to the airport. The new hotel will result in a 5% increase in the City's hotel room inventory.



# Revenue and Resource Estimates

## Hotel Improvement District Tax

### Description

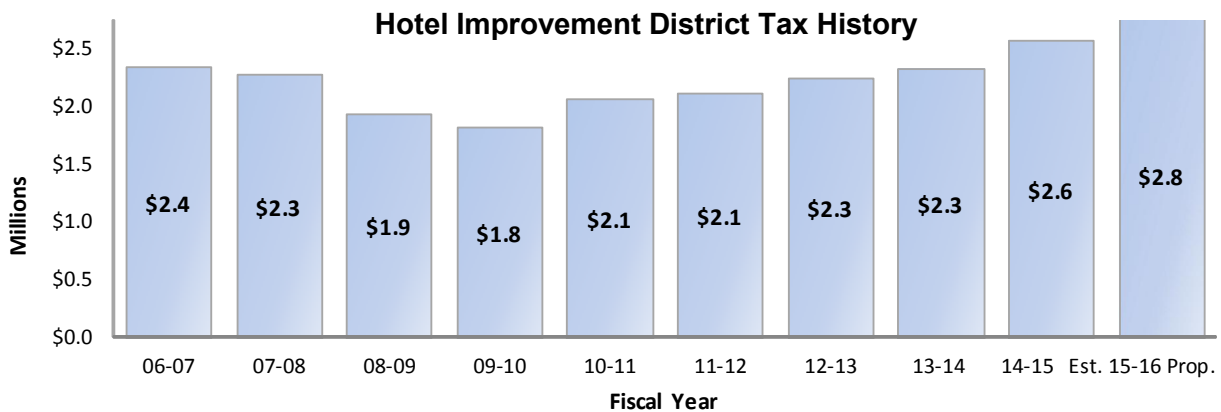
The City's hotel improvement district (HID) tax is a 2% tax applied to the cost of hotel or other lodging stays of less than 30 days. The HID tax is charged in addition to the City's base 8% hotel tax rate, with 75% of the proceeds designated for the Irvine Chamber of Commerce and the remaining 25% used to support the Irvine Barclay Theatre. The City's hotel improvement district was formed in late 2002 with the approval of area hoteliers. Factors influencing HID revenues include business and leisure travel, new hotels, hotel expansion, and room rate increases. In Irvine, HID revenue is significantly correlated with the level of local business activity.

### Trend

Irvine HID revenue has rebounded strongly from the recessionary bottom as a result of higher room rates and increased occupancy. According to the UCLA Orange County Outlook, average occupancy rates for hotels have risen to the highest levels since the turn of the century. Occupancy rates surpassed 80% in January 2015 despite increasing room rates and the addition of new rooms.

### Outlook

The FY 2015-16 Budget projects continued growth in Irvine HID revenue consistent with increases in local business activity, reflected in recent improvement in Orange County jobs and decreasing office vacancy rates within Irvine. The City is projecting 5% growth in organic hotel tax revenue, which is less than the City's sales tax consultant's projection for taxable sales growth in the restaurant and hotel business category. Additionally, a 170 room Hilton Garden Inn John Wayne Airport hotel is expected to open soon. Located on Morse Avenue, this five-story hotel will be one of the closest to the airport. The new hotel will result in a 5% increase in the City's hotel room inventory.



# Revenue and Resource Estimates

## Franchise Tax

### Description

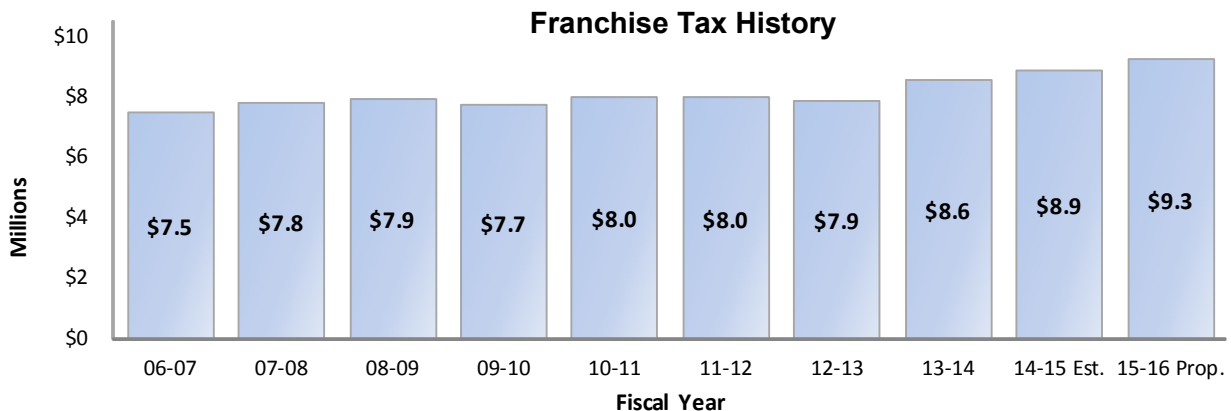
Franchise tax revenue consists of a tax on four franchise operations in Irvine: electric, gas, cable television and refuse. The state sets electric and gas tax rates that equal 1% of gross annual revenues and 5% of gross cable television revenues from within the City of Irvine. Refuse revenue is based on an established charge per truck.

### Trend

Franchise tax dipped very slightly during the recession, but otherwise has been stable and consistent. Over the long-term, revenues have increased with growth in the City's residential population and business activity. Revenues are also impacted by changes in gas and electric pricing. Revenues are expected to increase due to higher gas rates approved by the California Public Utilities (PUC) for 2015. Electrical rate increases have also been requested by Southern California Edison (SCE), though the PUC has not yet ruled on that request.

### Outlook

For FY 2015-16, franchise tax revenue is estimated at \$9.3 million, an increase of \$391,063, or 4.4%, from the current fiscal year-end estimate. Electrical related revenue is the largest component of the City's Franchise Tax revenue. The price of electricity is expected to further increase this year, as the Office of Ratepayer Advocates is supporting a rate increase with the PUC. While residential population is increasing, cable franchise revenue is estimated to remain relatively flat due to the increasing prevalence of alternative entertainment options including satellite television and online streaming service subscriptions. Refuse revenue estimates for FY 2014-15 appear lower than they otherwise would be due to the timing of prior year payments. The FY 2015-16 projection is based on actual receipts and excludes the timing difference, therefore the year-to-year increase appears inflated, however that revenue is expected to be relatively flat.



# Revenue and Resource Estimates

## Program and Service Fees

### Description

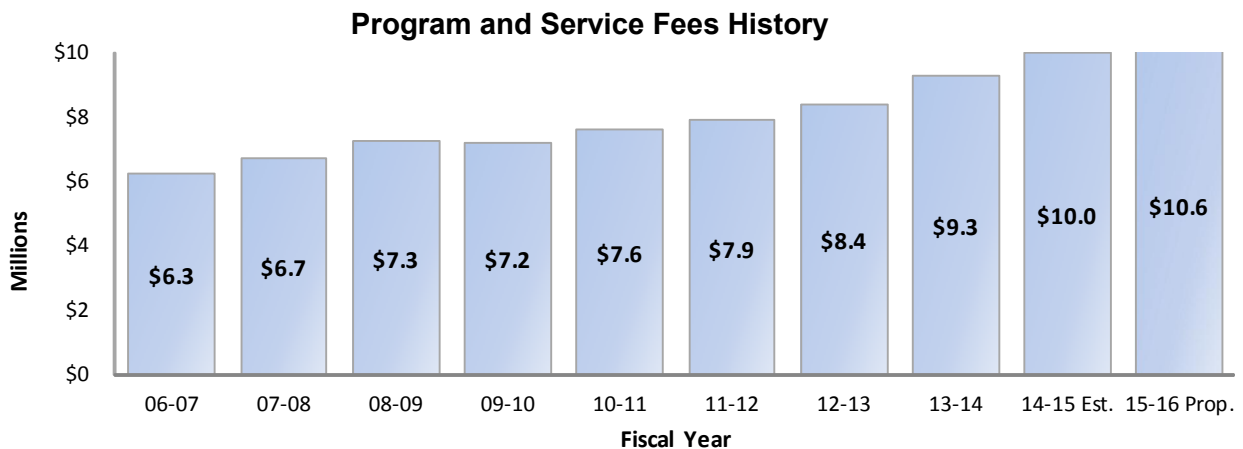
Program and service fees revenue consists primarily of fees for Community Services recreational and community activities including adult softball, tennis lessons, children's services, recreational and educational classes, and facility rentals.

### Trend

Program and service fees revenue has grown significantly over time as population has grown and the City's offerings of classes and recreational programs have expanded. Contributing to the growth last year was the reopening of Northwood Community Park after the park's modernization and expansion.

### Outlook

Revenue estimates are based on the projected number of classes and facilities, number of participants and fee charges, and staff's estimate regarding the demand for classes and programs. For FY 2015-16, Community Services fee revenue is estimated at \$10.6 million, an increase of \$561,421, or 5.6%, from the current FY 2014-15 estimate. The capacity to offer new programs and classes is considered in developing the program and service fee revenue projection. The FY 2015-16 Proposed Budget will recommend the addition of an employee to add capacity to the contract class offerings, resulting in increased services to the community in response to higher demand for services. Additionally, the Trabuco Senior Center is expected to open in the Fall, offering additional contract classes, recreational programs and facility rentals.





# Revenue and Resource Estimates

## Utility Users Tax

### Description

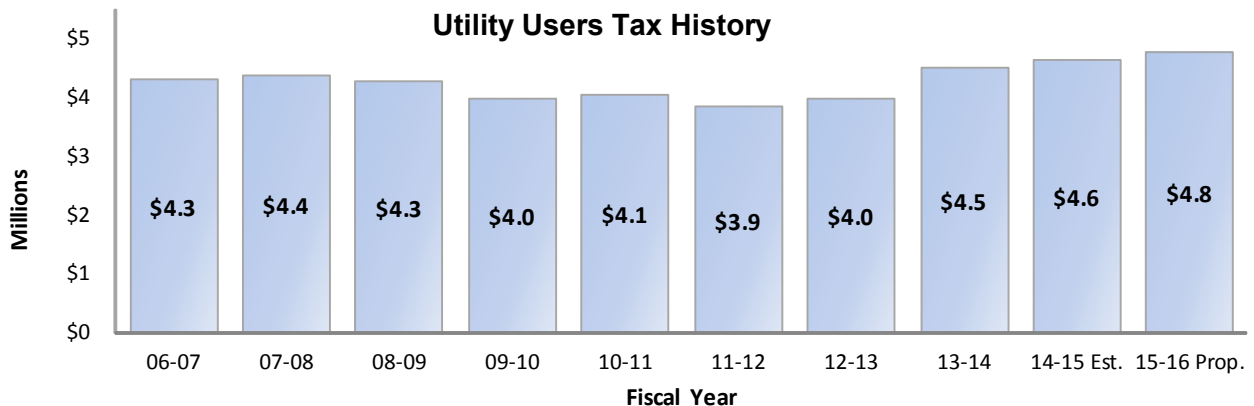
Utility users tax (UUT) is a 1.5% charge on all commercial utility activity in Irvine. The tax is assessed on electricity, natural gas and telephone charges, with the option of prepaying a \$5,000 maximum payment. Residential utility use is not taxed.

### Trend

UUT dipped very slightly during the recession, but otherwise has been stable and consistent. Over the long-term, revenues have increased with growth in the City's residential population and business activity. Revenues are also impacted by changes in gas and electric pricing. Revenues are expected to increase due to higher gas rates approved by the California Public Utilities (PUC) for 2015. Electrical rate increases have also been requested by Southern California Edison (SCE), though the PUC has not yet ruled on that request.

### Outlook

For FY 2015-16, UUT revenue is budgeted at \$4.8 million, which reflects an increase of \$140,629, or 3.0%, from the current FY 2014-15 estimate. Revenues are expected to grow due to heightened business activity and increases in the price of natural gas and electricity. Cushman & Wakefield reports that the vacancy rate for Irvine office space has decreased to 5.0% in the Spectrum area and 10.2% in the rest of the City in the fourth quarter of 2014 from 12.6% the year before. This increased occupancy results in increased utility usage. Additionally, the State's Unemployment Development Department reports the unemployment rate in Irvine dropped from 4.4% in February 2014 to 3.5% in February 2015. The Los Angeles Area Economic Development Corporation (LAEDC), Chapman and UCLA forecasts all project continued job growth in Orange County, with additional growth of 1.8% to 2.7% in 2015. These factors, combined with the rate increases discussed above, are expected to contribute to increased UUT revenue in the year to come.



# Revenue and Resource Estimates

## Documentary Transfer Tax

### Description

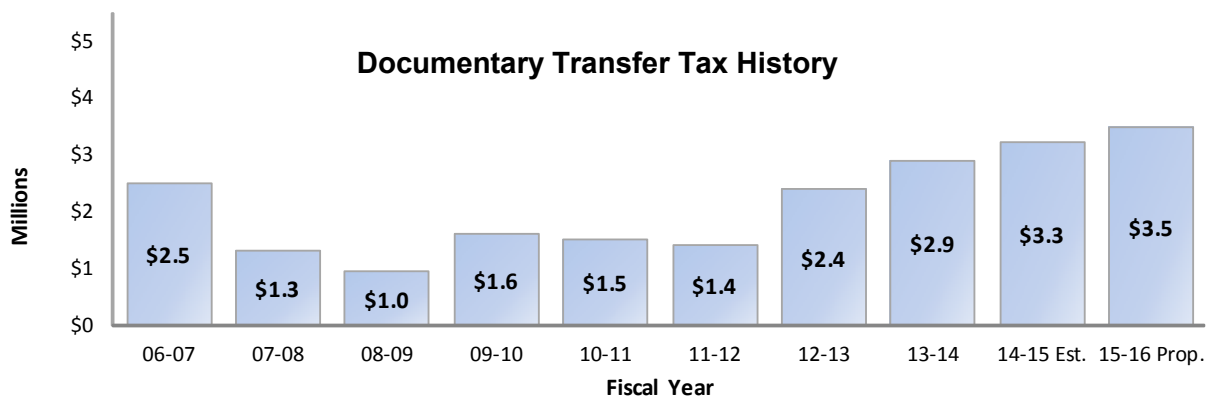
Documentary transfer tax revenue is based on the transfer of real property. When property is sold, the City receives \$55 per \$100,000 of the property sale value (\$550 per \$1 million). Documentary transfer tax revenue corresponds directly with the number of real estate transactions that occur in Irvine. Factors affecting property transfers are mortgage interest rates, new development and turnover in commercial property.

### Trend

Documentary transfer tax revenue is highly correlated with the ebb and flow of local real estate development activity, with revenues exhibiting significant volatility from year-to-year. Revenues are particularly influenced by large commercial property transactions. Revenues declined significantly from the peak years of commercial and residential development in the middle of the last decade, but have since rebounded strongly and are now approaching the 2005-06 peak of \$3.8 million. Last year, 2,205 residential housing units were built in Irvine and the median sale price of single family residences (full value sales) has increased more than 30% from the recessionary bottom. The commercial real estate market is also showing increased health with the Irvine office vacancy rate decreasing from 12.6% to 5.0% in the Spectrum area and 10.2% in the rest of the City since last year. Lease rates continue to increase, especially in the Greater Airport and South County areas, surpassing \$2.15 per square foot, according to the UCLA Anderson Orange County Outlook.

### Outlook

According to the February 2015 economic forecast from the Los Angeles Economic Development Council (LAEDC), "Orange County's economy has been one of the standout performers in California". Residential construction is increasing more rapidly in 2015 than the year before and is expected to be even stronger in 2016 due to the strengthening economy and pent-up demand related to demographic factors. The LAEDC also projects strong gains in new non-residential construction in 2015 and 2016. Both demand and prices for new homes continues to rise, with the countywide median price of new homes at \$857,000 (UCLA Anderson Orange County Outlook). As a result of these factors, Documentary Transfer Tax revenue is projected to remain elevated near its historical peak level next year.



# Revenue and Resource Estimates

## Miscellaneous Revenue

### Description

The miscellaneous revenue category is made up of a variety of relatively small revenue categories including fees for services, licenses and permits, fines and forfeitures and revenue from other agencies. These revenues include animal adoption and license fees, recovered staff charges, impound fees, traffic violations, false alarms, and business permit fee revenue.

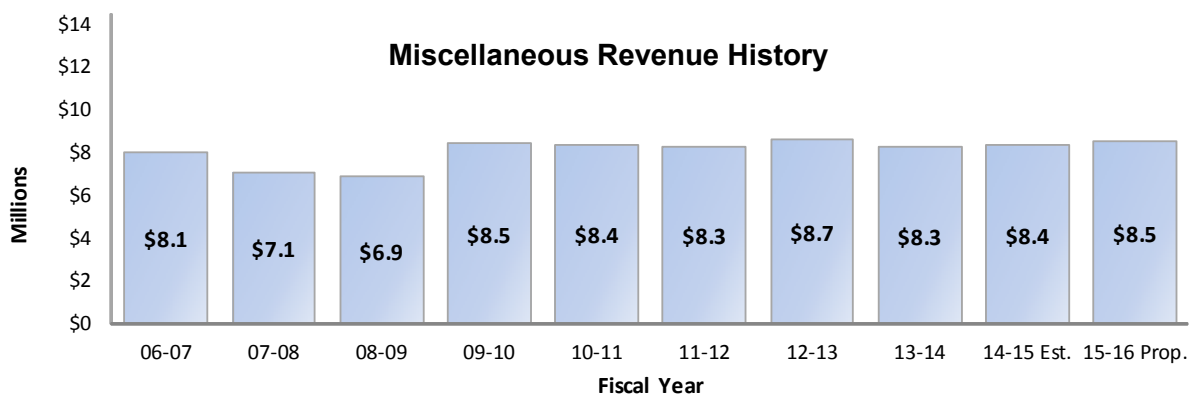
Detail of Miscellaneous Revenues	FY 2013-14 Actual	FY 2014-15 Estimate	FY 2015-16 Proposed	Increase / (Decrease)	
				\$	%
Licenses & Permits	\$ 1,220,400	\$ 1,249,000	\$ 1,214,026	\$ (34,974)	(2.8%)
Fines & Forfeitures	1,830,300	1,758,000	1,831,741	73,741	4.2%
Fees for Services	1,341,205	1,665,000	1,455,222	(209,778)	(12.6%)
Miscellaneous	1,459,012	1,300,000	1,020,617	(279,383)	(21.5%)
Revenue from Other Agencies	1,996,630	1,964,000	2,609,698	645,698	32.9%
Development/Inspection Fees	332,273	365,000	307,728	(57,272)	(15.7%)
Vehicle License Fees	98,051	99,440	100,000	560	0.6%
<b>Total Miscellaenous Revenues</b>	<b>\$ 8,277,871</b>	<b>\$ 8,400,440</b>	<b>\$ 8,539,032</b>	<b>\$ 138,592</b>	<b>1.6%</b>

### Trend

Revenues in the miscellaneous category have been relatively constant, generally fluctuating between \$7 and \$8 million over the last ten years.

### Outlook

Miscellaneous revenues for FY 2015-16 are estimated at \$8.5 million, an increase of \$138,592 from what is now expected in FY 2014-15. Bowerman Host Fees are the largest individual component of this category, projected at \$2.2 million in both FY 2014-15 and FY 2015-16. Additional outside grant funding is also included in this category. Revenues in the miscellaneous sub-category are budgeted down from current year estimates due to declines in animal adoptions and impound fees, grants, shifts of revenue to the Landscape, Lighting and Park Maintenance Fund, and the elimination of reimbursed security services due to development of the Great Park site.



# Revenue and Resource Estimates

## Transfers-In

### Transfers-In

Transfers-in next year include overhead and operating reimbursements. The Cost of Services Study identifies the amount of general City support costs attributable to development services. Direct costs of development related services and all development services revenue are budgeted in special funds. The portion of the fee revenues attributable to overhead support costs are shown as a transfer to the General Fund to reimburse the City for general overhead support. In FY 2015-16, the overhead reimbursement transfer-in will be \$3.1 million.

Costs for Council Executive Assistants are budgeted in the General Fund, with a \$100,000 transfer to the General Fund from the Orange County Great Park Fund to pay for the time Council Executive Assistants work on Orange County Great Park matters. This practice was established in fiscal year 2007-08 to promote administrative efficiency.

### Conclusion

Financial forecasting is, at best, an inexact science. Many experts and studies offer varied opinions and forecasts, each completely logical and reasonable. Staff has developed revenue estimates based on trends and forecasts available as of April 2015. These estimates take into account what has happened to our local economy, what our current revenue experiences are, and, as much as possible, what is likely to happen over the next 14 months.

# Personnel and Staffing

## Funded Personnel

**Mission Statement:** The mission of the employees of the City of Irvine is to create and maintain a community where people can live, work and play in an environment that is safe, vibrant and aesthetically pleasing.

The City of Irvine's five values reflect the interests and needs of the community, and the level of service they expect and deserve.



### Our five values are:

#### **Innovation**

We encourage new ideas to meet the needs of our community in a creative, progressive manner.

#### **Integrity**

We are guided by high standards of moral and ethical principals in all that we do.

#### **Professionalism**

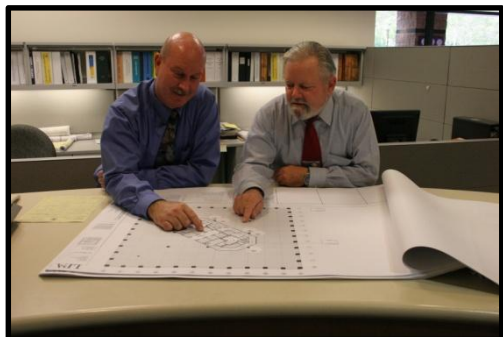
We strive to be the best through excellence, leadership, and training.

#### **Flexibility**

We appreciate the diversity of opinion resulting from a participatory government, and strive to be versatile in our dynamic organization.

#### **Responsiveness**

We believe in responding with mutual respect and sensitivity to the needs of the people we serve and to our fellow employees.



### Our commitment is:

To provide quality municipal services.

### Our belief is:

Cooperation and teamwork will help us achieve our mission.



# Personnel and Staffing

## Funded Personnel

### FULL-TIME PERSONNEL

DEPARTMENT	ACTUAL 2013-14	ADJUSTED 2014-15	PROPOSED 2015-16	PROPOSED INC. (DEC.)
City Manager	40.00	39.00	39.00	0.00
Administrative Services	48.00	48.00	50.00	2.00
Community Development	102.00	108.00	109.00	1.00
Community Services	108.00	109.00	121.00	12.00
Public Safety	298.00	304.00	311.00	7.00
Public Works	142.00	140.00	147.00	7.00
<b>TOTAL</b>	<b>738.00</b>	<b>748.00</b>	<b>777.00</b>	<b>29.00</b>

### PART-TIME PERSONNEL<sup>1</sup>

DEPARTMENT	ACTUAL 2013-14	ADJUSTED 2014-15	PROPOSED 2015-16	PROPOSED INC. (DEC.)
City Manager	7.21	10.12	10.11	-0.01
Administrative Services	5.32	5.80	4.50	-1.30
Community Development	1.80	1.80	2.80	1.00
Community Services	197.69	212.95	251.68	38.73
Public Safety	30.95	31.44	33.37	1.93
Public Works	4.30	6.00	5.25	-0.75
<b>TOTAL</b>	<b>247.27</b>	<b>268.11</b>	<b>307.71</b>	<b>39.60</b>

### NON-HOURLY POSITIONS<sup>2</sup>

DEPARTMENT	ACTUAL 2013-14	ADJUSTED 2014-15	PROPOSED 2015-16	PROPOSED INC. (DEC.)
City Manager	5.00	5.00	5.00	0.00
Administrative Services	5.00	5.00	5.00	0.00
Community Development	6.00	6.00	6.00	0.00
Community Services	12.00	12.00	12.00	0.00
Public Safety	39.40	42.00	42.00	0.00
Public Works	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>67.40</b>	<b>70.00</b>	<b>70.00</b>	<b>0.00</b>

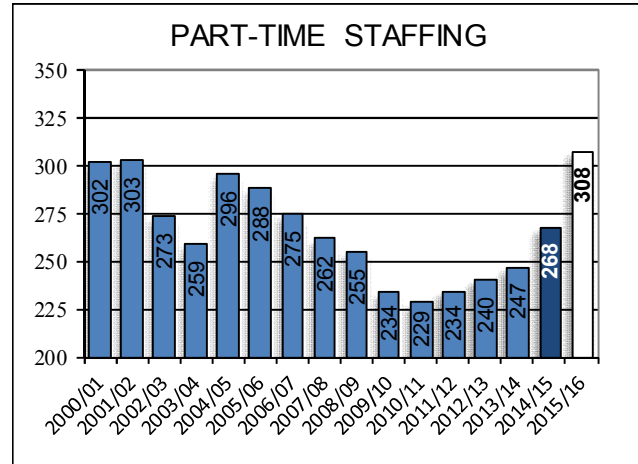
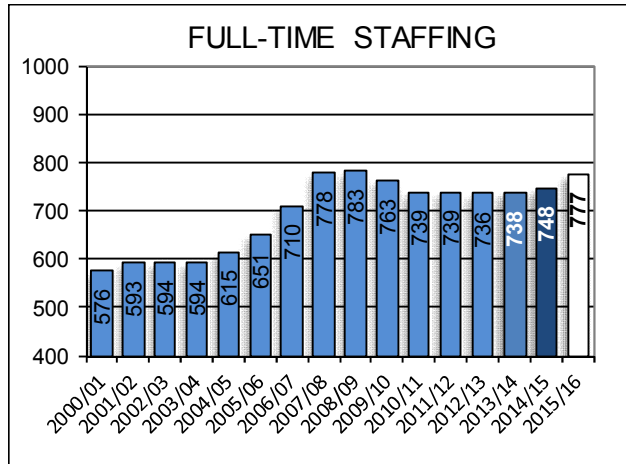
<sup>1</sup> Part-time staff hours converted to full-time equivalencies (FTEs) – one FTE equals 40 hours per week, 52 weeks per year.

<sup>2</sup> Positions paid by stipend including councilmembers, commissioners and crossing guards.

# Personnel and Staffing

## Funded Personnel

### TOTAL STAFFING (In Full-Time Equivalencies):



### POSITION INCREASES

<u>Department</u>	<u>Position</u>	<u>Section</u>	<u>Increase</u>
<i>City Manager</i>	No change from prior year		
<i>Administrative Services</i>	Accountant	Fiscal Services/Payroll	1.00
	Senior Management Analyst	Human Resources	1.00
<i>Community Development</i>	Principal Code Enforcement Inspector	Code Enforcement	1.00
<i>Community Services</i>	Deputy Director, Community Services	Administration	1.00
	Animal Care Center Volunteer Coordinator	Animal Care Center	1.00
	Manager	Animal Care Center	1.00
	Veterinary Practice Manager	Animal Care Center	1.00
	Community Services Specialist	Animal Care Center	1.00
	Registered Veterinary Technician	Animal Care Center	1.00
	Senior Office Specialist	Animal Care Center	1.00
	Community Services Superintendent	Athletics (Great Park)	1.00
	Community Services Supervisor	Athletics (Great Park)	1.00
	Community Services Specialist	Aquatics	1.00
	Community Services Specialist	Community Parks	1.00
	Program Specialist	Business & Support Services	1.00
<i>Public Safety</i>	Police Officer	Field Services	5.00
	Forensic Specialist I	Criminal Investigations	1.00
	Management Analyst I	Business Services	1.00
<i>Public Works</i>	Facilities Maintenance Supervisor	Facility Maintenance	1.00
	Administrative Aide	Facility Maintenance	1.00
	Street Maintenance Specialist	Street & Right of Way Maintenance	1.00
	Lead Landscape Maintenance Technician	Landscape Maintenance	1.00
	Assistant Engineer	Irvine Traffic Research & Control Center (ITRAC)	2.00
	Senior Construction Inspector	Project Management	1.00

<b>TOTAL</b>	<b>29.00</b>
<b>NET INCREASE (DECREASE)</b>	<b>29.00 <sup>3</sup></b>

<sup>3</sup>The proposed positions are discussed in detail under the Staffing heading of the City Manager's Budget Message.

## Personnel and Staffing

### Full-Time Personnel by Classification

Position/Classification	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b><u>Management</u></b>			
Animal Care Center Veterinarian	1.00	0.00	0.00
Assistant City Manager	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Assistant City Manager, Great Park	0.00	1.00	1.00
Chief Executive Officer, Great Park	1.00	0.00	0.00
Chief Veterinarian	0.00	1.00	1.00
City Clerk	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
Council Services Manager	1.00	1.00	1.00
Deputy Director	1.00	0.00	0.00
Deputy Director, IPD Bus Srv/City Tech	0.00	1.00	1.00
Deputy CEO, Great Park Corporation	1.00	0.00	0.00
Deputy Director, Community Development	1.00	0.00	1.00
Deputy Director, Community Services	0.00	0.00	1.00
Deputy Director, Public Safety/Police	1.00	1.00	1.00
Deputy Director, Public Works	1.00	1.00	1.00
Director of Administrative Services	1.00	1.00	1.00
Director of Community Development	1.00	1.00	1.00
Director of Community Services	1.00	1.00	1.00
Director of Public Affairs and Communication	1.00	1.00	1.00
Director of Public Safety/Chief of Police	1.00	1.00	1.00
Director of Public Works	1.00	1.00	1.00
Manager, Advance Planning	1.00	2.00	1.00
Manager, Animal Care Services	0.00	0.00	1.00
Manager, Budget and Business Planning	1.00	1.00	1.00
Manager, Building & Safety/CBO	1.00	1.00	1.00
Manager, Community Services	3.00	3.00	3.00
Manager, Engineering Services	1.00	1.00	1.00
Manager, Facilities Maintenance	0.00	1.00	1.00
Manager, Fiscal Services	1.00	1.00	1.00
Manager, Great Park Corporation	3.00	0.00	0.00
Manager, Great Park Planning and Development	0.00	1.00	1.00
Manager, Housing	1.00	1.00	1.00
Manager, Human Resources	1.00	1.00	1.00
Manager, Land and Assets	0.00	1.00	1.00
Manager, Public Services	1.00	1.00	1.00
Manager, Transit and Transportation	1.00	0.00	0.00
Police Commander	3.00	3.00	3.00
Police Lieutenant	8.00	8.00	8.00
Special Assistant to the Chief of Police	1.00	1.00	1.00
<b>TOTAL MANAGEMENT:</b>	<b>45.00</b>	<b>43.00</b>	<b>45.00</b>

# Personnel and Staffing

## Full-Time Personnel by Classification

Position/Classification	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b><u>Exempt/Administrative</u></b>			
Accountant	1.00	1.00	2.00
Administrative Coordinator	5.00	5.00	5.00
Animal Care Center Supervisor	1.00	2.00	1.00
Animal Services Supervisor	1.00	1.00	1.00
Applications/Programmer Analyst	1.00	1.00	1.00
Aquatics Supervisor	1.00	0.00	0.00
Assistant City Clerk	0.00	1.00	1.00
Associate Engineer	5.00	5.00	5.00
Associate Plan Check Engineer	1.00	2.00	2.00
Budget Officer	2.00	2.00	2.00
Building Inspection Supervisor	4.00	4.00	4.00
Business Administrator	1.00	1.00	1.00
Business Services Administrator	1.00	1.00	1.00
Buyer	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00
Code Enforcement Supervisor	1.00	1.00	1.00
Communications Bureau Supervisor	1.00	1.00	1.00
Community Services Superintendent	5.00	5.00	6.00
Community Services Supervisor	14.00	15.00	17.00
Construction Inspection Supervisor	1.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00
Emergency Management Coordinator	1.00	1.00	1.00
Engineering Geologist	1.00	1.00	1.00
Environmental Programs Administrator	1.00	1.00	1.00
Executive Coordinator	1.00	1.00	1.00
Executive Secretary	3.00	3.00	3.00
Facilities Maintenance Superintendent	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	2.00
Finance Administrator	2.00	2.00	2.00
Fleet Services Superintendent	1.00	1.00	1.00
Fleet Services Supervisor	1.00	1.00	1.00
FOR Families Specialist	1.00	1.00	1.00
GIS Supervisor	1.00	1.00	1.00
Human Resources Administrator	2.00	2.00	2.00
Human Resources Analyst I	1.00	1.00	1.00
Human Resources Analyst II	1.00	1.00	1.00
Information Technology Administrator	1.00	1.00	1.00
Landscape Maintenance Superintendent	1.00	1.00	1.00
Landscape Maintenance Supervisor	5.00	5.00	5.00
Management Analyst I	5.00	3.00	5.00
Management Analyst II	5.00	6.00	5.00
Municipal Records Administrator	1.00	1.00	1.00

## Personnel and Staffing

### Full-Time Personnel by Classification

Position/Classification	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b><u>Exempt/Administrative (continued)</u></b>			
Payroll Process Analyst	0.00	1.00	1.00
Payroll Supervisor	1.00	1.00	1.00
Permit Services Supervisor	1.00	1.00	1.00
Press Information Officer, IPD	0.00	0.00	1.00
Principal Code Enforcement Inspector	0.00	0.00	1.00
Principal Plan Check Engineer	2.00	2.00	2.00
Principal Planner	5.00	6.00	6.00
Project Development Administrator	3.00	4.00	4.00
Public Information Officer	1.00	1.00	0.00
Public Safety Records Supervisor	1.00	1.00	1.00
Public Safety Technology Analyst	1.00	1.00	1.00
Purchasing Agent	1.00	0.00	0.00
Purchasing/Contracts Administrator	0.00	1.00	1.00
Regulatory Affairs Supervisor	1.00	1.00	1.00
Right-of-Way Administrator	1.00	1.00	1.00
Risk Management Administrator	1.00	1.00	1.00
Senior Accountant	4.00	4.00	4.00
Senior Buyer	2.00	0.00	0.00
Senior Buyer/Contracts Coordinator	0.00	2.00	2.00
Senior Civil Engineer	6.00	6.00	6.00
Senior GIS Analyst	2.00	2.00	2.00
Senior Human Resources Analyst	1.00	1.00	1.00
Senior Management Analyst	11.00	11.00	12.00
Senior Media Services Coordinator	2.00	2.00	2.00
Senior Plan Check Engineer	6.00	6.00	6.00
Senior Planner	13.00	13.00	13.00
Senior Project Manager	8.00	7.00	7.00
Senior Transportation Analyst	8.00	7.00	7.00
Senior Transportation Engineer	2.00	2.00	2.00
Social Services Supervisor/Counselor	1.00	1.00	1.00
Special Programs Administrator	1.00	1.00	1.00
Street Maintenance Superintendent	1.00	1.00	1.00
Street Maintenance Supervisor	3.00	3.00	3.00
Supervising Information Specialist	1.00	0.00	0.00
Supervising Traffic Systems Specialist	2.00	1.00	1.00
Supervising Transportation Analyst	1.00	2.00	2.00
Supervisor of Accounting Services	1.00	1.00	1.00
Transit Programs Administrator	1.00	1.00	1.00
Treasury Specialist	1.00	1.00	1.00
Water Quality Administrator	1.00	1.00	1.00
<b>TOTAL EXEMPT/ADMINISTRATIVE:</b>	<b>184.00</b>	<b>186.00</b>	<b>193.00</b>



## Personnel and Staffing

### Full-Time Personnel by Classification

Position/Classification	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>Hourly</b>			
Accounting Technician	4.00	4.00	4.00
Administrative Aide	3.00	2.00	3.00
Administrative Secretary	21.00	19.00	19.00
Animal Care Center Volunteer Coordinator	0.00	0.00	1.00
Animal Services Officer	4.00	4.00	4.00
Aquatics Coordinator	2.00	2.00	2.00
Armorer	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	3.00
Assistant Planner	0.00	1.00	1.00
Associate Planner	7.00	6.00	6.00
Associate Transportation Analyst	2.00	2.00	2.00
Civilian Investigator I	2.00	3.00	3.00
Civilian Investigator II	6.00	6.00	7.00
Community Services Program Coordinator	21.00	26.00	27.00
Community Services Specialist	16.00	18.00	20.00
Construction Inspector	1.00	0.00	0.00
Deputy City Clerk II	2.00	1.00	1.00
Disability Services Coordinator	1.00	0.00	0.00
Duplicating Technician	1.00	1.00	1.00
Engineering Technician	3.00	3.00	3.00
Equipment Operator I	5.00	5.00	5.00
Equipment Operator II	2.00	2.00	2.00
Facilities Maintenance Specialist	4.00	4.00	4.00
Facilities Maintenance Technician	7.00	7.00	7.00
Facilities Reservation Coordinator	2.00	1.00	1.00
Food Services Specialist	1.00	0.00	0.00
Forensic Specialist I	1.00	0.00	1.00
Forensic Specialist II	3.00	4.00	4.00
Forensic Supervisor	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00
HRIS Specialist	2.00	1.00	1.00
Information Specialist	5.00	4.00	4.00
Landscape Contract Specialist	2.00	2.00	2.00
Landscape Maintenance Specialist	7.00	7.00	7.00
Landscape Maintenance Technician	2.00	2.00	2.00
Lead Accounting Technician	1.00	1.00	1.00
Lead Facilities Maintenance Technician	3.00	3.00	3.00
Lead Information Specialist	0.00	2.00	2.00
Lead Landscape Maintenance Technician	5.00	5.00	6.00
Lead Mail Coordinator	1.00	1.00	1.00
Lead Permit Specialist	1.00	1.00	1.00
Lead Street Maintenance Technician	7.00	7.00	7.00

# Personnel and Staffing

## Full-Time Personnel by Classification

Position/Classification	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>Hourly (continued)</b>			
License Specialist	4.00	4.00	4.00
Mail Coordinator	1.00	1.00	1.00
Master Facilities Maintenance Specialist	2.00	2.00	2.00
Media Services Specialist	2.00	2.00	2.00
Office Specialist	2.00	2.00	2.00
Para-Transit Driver	4.00	4.00	4.00
Payroll Specialist	0.00	1.00	1.00
Permit Specialist I	3.00	2.00	2.00
Permit Specialist II	2.00	4.00	4.00
Plans Examiner	2.00	2.00	2.00
Police Officer	167.00	170.00	175.00
Police Sergeant	29.00	29.00	29.00
Program Assistant	11.00	12.00	12.00
Program Specialist	13.00	12.00	13.00
Property & Evidence Specialist I	1.00	1.00	1.00
Property & Evidence Specialist II	1.00	1.00	1.00
Public Safety Assistant	5.00	5.00	4.00
Public Safety Dispatcher I	2.00	3.00	3.00
Public Safety Dispatcher II	13.00	12.00	12.00
Public Safety Lead Records Specialist	2.00	2.00	2.00
Public Safety Records Specialist	7.00	7.00	7.00
Registered Veterinary Technician	1.00	1.00	2.00
Senior Accounting Technician	5.00	5.00	5.00
Senior Animal Care Specialist	3.00	2.00	2.00
Senior Animal Services Officer	1.00	1.00	1.00
Senior Building Inspector	14.00	17.00	17.00
Senior Code Enforcement Inspector	3.00	3.00	3.00
Senior Construction Inspector	8.00	9.00	10.00
Senior Crime Analyst	1.00	1.00	1.00
Senior Equipment Mechanic	4.00	4.00	4.00
Senior Office Specialist	7.00	7.00	8.00
Senior Permit Specialist	2.00	2.00	2.00
Senior Public Safety Assistant	3.00	4.00	4.00
Senior Vehicle Installation Technician	1.00	1.00	1.00
Street Maintenance Specialist	4.00	4.00	5.00
Street Maintenance Technician	7.00	7.00	7.00
Supervising Public Safety Dispatcher	4.00	5.00	5.00
Traffic Systems Analyst	1.00	1.00	1.00
Traffic Systems Specialist	2.00	4.00	4.00
Traffic Systems Technician	2.00	0.00	0.00
Transit Program Dispatcher	1.00	1.00	1.00
Vehicle Installation Technician	1.00	1.00	1.00
Veterinary Practice Manager	0.00	0.00	1.00
<b>TOTAL HOURLY:</b>	<b>509.00</b>	<b>519.00</b>	<b>539.00</b>
<b>TOTAL - FULL-TIME FUNDED PERSONNEL:</b>	<b>738.00</b>	<b>748.00</b>	<b>777.00</b>

# Budget Summary

## General Fund Summary

### Budget at a Glance

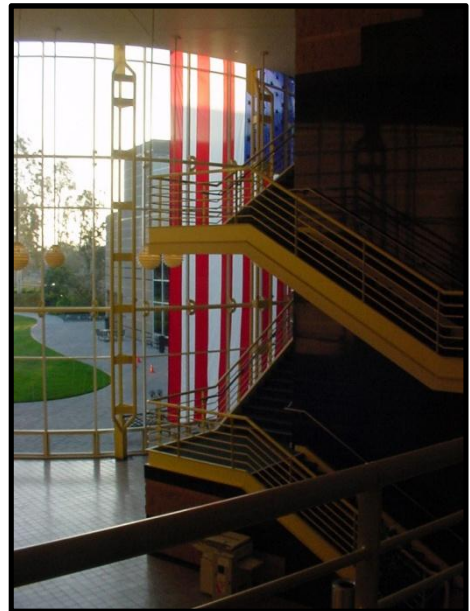
#### Introduction

The City's Budget consists of three major components: its General Fund Budget (general operations), Capital Improvement Program (CIP) Budget, and Special Funds Budget.

The General Fund Budget is the City's fiscal operating blueprint. The FY 2015-16 General Fund operating budget is based on resource projections of \$172,829,814. Departmental operating expenditures and transfers-out are budgeted at \$172,816,446.

The 2015-16 operating budget continues the City's commitment to fiscal responsibility and effective management. Next year's inflation adjusted appropriations, as budgeted, are slightly up to \$651 per capita, compared to the current year budget of \$635 per capita. Furthermore, the budget is balanced without the use of contingency reserve funding while concentrating resources on two of the community's key priorities: education and public safety. In accordance with the "Support Our Schools Initiative" (Measure BB), approved by Irvine voters in November 2012, next year's budget includes \$4.0 million of direct cash support for local schools. Additionally, indirect support in the amount of \$4.6 million is provided including crossing guards, school resource officers and other services. Next year's budget also appropriates new funding to hire five new police officers, increasing the City's total sworn contingent to 217 personnel. The addition of two civilian positions in the Public Safety department is also proposed: a Management Analyst I and a Forensic Specialist I. Resources are also budgeted to maintain expanding infrastructure including the anticipated opening of Trabuco Community Park and Adventure Playground in the fall. Community awards and grants to the Barclay Theater, Legal Aid Society, Discovery Science Center, the Orange County Human Relations Council, and Irvine Adult Day Health Services are maintained at the same level as the previous year, including the \$20,000 matching grant for Irvine Adult Day Health Services.

Revenue projections are based on the most current economic data available and budgeted appropriations reflect ongoing efforts to achieve efficiencies. Each City department has carefully evaluated its expenditures, seeking to maintain services while reducing costs wherever feasible. Contingencies traditionally built into the operating budget as a means of accounting for unexpected needs has been reduced to the most basic level or eliminated entirely. The assumed vacancy rate in budgeting salary and benefit costs for non-sworn personnel is 4% and 2% for sworn personnel. At the end of the year the City expects to have a balance of approximately \$30.6 million in its Contingency Reserve Fund as a buttress against unexpected events and future economic uncertainty. This reserve equates to 17.7% of the City's proposed budget. The City expects to finish the current fiscal year with a surplus that can be used by the City Council at the end of the year to reach its goal of increasing the City's Contingency Reserve Fund balance to 20%.



# **Budget Summary**

## **General Fund Summary**

The CIP Budget details the acquisition or construction of major capital facilities, infrastructure or equipment. The CIP Budget is used to account for the receipt and disbursement of funds for specific project related purposes that often span more than one year. Special Funds budgets are used to account for the receipt and disbursement of funds restricted by law or administered for specific purposes. The CIP and Special Funds budgets are detailed in later sections of this document.

A financial summary of the City's General and Special Funds is provided on the following pages.

### **Departmental Summaries**

#### **City Manager's Office**

The City Manager's Office provides legislative support, policy implementation, City Clerk, budget and strategic planning, elections, communication services, international and multicultural affairs, major capital improvement investments, and legal services. In addition, the City Manager's Office provides leadership for the City's operational departments. The department's budget is based on the continuation of essential, mandated, and City Council-directed services and includes General Fund expenditures of \$8,090,244 and revenues of \$44,500. The budget provides for a total of 39 full-time employees funded by both the General Fund and Special Funds.

#### **Administrative Services**

The Administrative Services Department includes human resources, risk management, payroll, budget and strategic planning, fiscal services, purchasing, and information technology services. The department's budget is based on the continuation of essential, mandated and City Council-directed services and includes General Fund expenditures of \$7,535,904 and revenues of \$369,789. The budget provides for a total of 50 full-time employees funded by both the General Fund and Special Funds.

#### **Community Development**

The Community Development Department provides services that ensure community values and standards are reflected in the physical environment. The Planning and Development Services Divisions provide a full range of planning services including land use planning, general plan amendments, development case processing, redevelopment plan implementation, and environment programs administration. The Building and Safety Division provides permit issuance, plan review, and building inspection services. Code enforcement and GIS mapping services ensure that the built environment complies with adopted codes and meets the needs of Irvine citizens. The Housing Division works to provide a full spectrum of housing options and manages the City of Irvine Community Land Trust. The department's budget is based on the continuation of essential, mandated, and City Council-directed services and includes expenditures of \$11,385,578 and revenues of \$360,600. The budget provides for a total of 109 full-time employees funded by both the General Fund and Special Funds.

#### **Community Services**

The Community Services Department is responsible for the operation of the City's Community Services programs. Recreation and other programs are conducted at two senior centers, five

# Budget Summary

## General Fund Summary

arts center, multiple community and neighborhood parks, a nature center, two aquatics facilities, and an animal care center. The department is also responsible for the operations of the City's open space habitats, and a rustic campground at Bommer Canyon. The department's budget is based on the continuation of essential, mandated, and City Council-directed services and includes General Fund expenditures of \$33,771,803 and revenues of \$12,952,185. The budget provides for a total of 121 full-time employees funded by both the General Fund and Special Funds.

### Public Safety

The Public Safety Department is entrusted with providing for the public's safety within the City's residential communities, commercial and industrial centers. The department's budget is based on the continuation of essential, mandated, and City Council-directed services and includes General Fund expenditures of \$68,798,953 and revenues of \$3,605,309. The budget provides for a total of 311 full-time employees.

### Public Works

The Public Works Department is responsible for developing, building and maintaining the City's public infrastructure and facilities through the application of timely, cost-effective and quality services to the Irvine community. Key services include transportation planning, signal operations, street, landscape and facility maintenance, engineering, fleet services, and capital improvement project administration and inspection. The department's budget is based on the continuation of essential, mandated, and City Council-directed services and includes General Fund expenditures of \$26,361,901 and revenues of \$619,672. The budget provides for a total of 147 full-time positions funded by both the General Fund and Special Funds.

### Non-Departmental

The Non-Departmental operating budget encompasses Hotel Improvement District (HID) pass-through payments to the Irvine Chamber of Commerce, financial support for community organizations including the Barclay Theater, Legal Aid Society, Discovery Science Center and the Orange County Human Relations Council, citywide taxes and assessments, sales tax and property tax audits and payments for recovered revenues, and also special situations not related to a specific department. No staff is budgeted in the Non-Departmental operating budget. The department's General Fund expenditures are \$3,625,063.

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# Budget Summary

## General Fund Summary

### General Fund Resources

General Fund resources total \$172,829,814 including transfers-in of \$3,106,199 to offset the cost of City overhead support for development related activities in Special Funds and \$100,000 from the Orange County Great Park (OCGP) to reimburse the General Fund for the time that City Council Executive Assistants work on OCGP matters. Please see the following Resources table for detailed information.

### RESOURCES

Revenues	FY 2013-14 ACTUAL	FY 2014-15 BUDGET	FY 2015-16 PROPOSED
Sales Tax	\$ 55,579,512	\$ 56,878,000	\$ 64,530,000
Property Tax	47,081,024	48,835,000	54,510,000
Vehicle License Fees	98,051	100,000	100,000
Hotel Tax	9,331,273	9,999,251	11,235,000
Franchise Tax	8,559,748	8,595,000	9,257,000
Program and Service Fees	9,276,445	9,753,977	10,556,833
Utility Users Tax	4,517,699	4,578,000	4,787,000
Fines & Forfeitures	1,830,300	1,826,033	1,831,741
Development/Inspection Fees	332,273	332,728	307,728
Documentary Transfer Tax	2,911,268	3,500,000	3,500,000
Licenses & Permits	1,220,400	1,218,000	1,214,026
Miscellaneous	1,459,012	1,011,010	1,020,617
Fees for Services	1,341,205	1,745,308	1,455,222
Revenue From Other Agencies	1,996,630	3,096,291	2,609,698
Assessment Revenue (HID)	2,332,818	2,499,813	2,808,750
<i>Sub-Total General Fund Revenue</i>	<b>\$ 147,867,658</b>	<b>\$ 153,968,411</b>	<b>\$ 169,723,615</b>
<u>General Fund Transfers-In (From)</u>			
Fund 005 (Overhead)	\$ 509,754	\$ 518,731	\$ 518,927
Fund 024 (Overhead)	1,297,159	2,007,437	2,092,905
Fund 027 (Overhead)	369,740	496,340	341,433
Fund 136 - Special Events			52,934
Fund 143 - Public Safety Grants	1,479	-	-
Fund 180 - OCGP (CC Aides)	100,000	100,000	100,000
Fund 260 - Project Close Outs	7,441	-	-
<i>Sub-Total General Fund Transfers-In</i>	<b>\$ 2,285,573</b>	<b>\$ 3,122,508</b>	<b>\$ 3,106,199</b>
<b>TOTAL GENERAL FUND RESOURCES</b>	<b>\$ 150,153,231</b>	<b>\$ 157,090,919</b>	<b>\$ 172,829,814</b>

# Budget Summary

## General Fund Summary

### General Fund Expenditures

General Fund budgeted expenditures are \$172,816,446. The budget includes a transfer of \$4.0 million to the City's Educational Partnership Fund in accordance with the "Support Our Schools Initiative" (Measure BB) approved by Irvine voters in November 2012. This is the third year of the three year financial support program ratified by the voters. In addition, the budget includes a transfer of \$6.7 million to the Landscape, Lighting and Park Maintenance (LLPM) fund. The cost for these activities are now entirely accounted for within the LLPM fund, rather than split between the General Fund and the LLPM as was done two years ago. The projected year-end balance of the City's Contingency Reserve Fund is 17.7% of budgeted appropriations, not including additional funding expected to be designated for reserves by the City Council during year-end closeout in November. As of the time of this writing, the City projects a General Fund year-end balance of approximately \$7 million.

### APPROPRIATIONS

	FY 2013-14 ACTUAL	FY 2014-15 BUDGET	FY 2015-16 PROPOSED
<u>Operating Appropriations</u>			
City Manager's Office	\$ 6,817,607	\$ 7,875,636	\$ 8,090,244
Administrative Services	6,126,247	6,568,482	7,535,904
Community Development	9,354,127	11,429,178	11,385,578
Community Services	26,965,442	29,627,079	33,771,803
Public Safety	59,092,728	64,307,416	68,798,953
Public Works	28,711,405	23,801,677	26,361,901
Non-Departmental	3,435,576	3,616,763	3,625,063
<i>Total Operating Appropriations</i>	<b>\$ 140,503,132</b>	<b>\$ 147,226,231</b>	<b>\$ 159,569,446</b>
<u>Operating Transfers-Out (To)</u>			
Asset Management Plan Fund	\$ 4,000,000	\$ 1,536,000	\$ -
Educational Partnership Fund	4,000,000	4,000,000	4,000,000
Contingency Reserve	2,415,463	6,900,000	-
Capital Improvement	-	50,000	-
Infrastructure & Rehabilitation Fund	2,000,000	-	2,500,000
Landscape, Lighting and Park Maint	-	6,837,990	6,747,000
<i>Total Operating Transfers-Out</i>	<b>\$ 12,415,463</b>	<b>\$ 19,323,990</b>	<b>\$ 13,247,000</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 152,918,595</b>	<b>\$ 166,550,221</b>	<b>\$ 172,816,446</b>

AVAILABLE FOR ALLOCATION OR RESERVES \$13,368

PROJECTED CONTINGENCY RESERVE FUND (AT YEAR END) \$30,593,101

PERCENT OF GENERAL FUND APPROPRIATIONS 17.7%

# Budget Summary

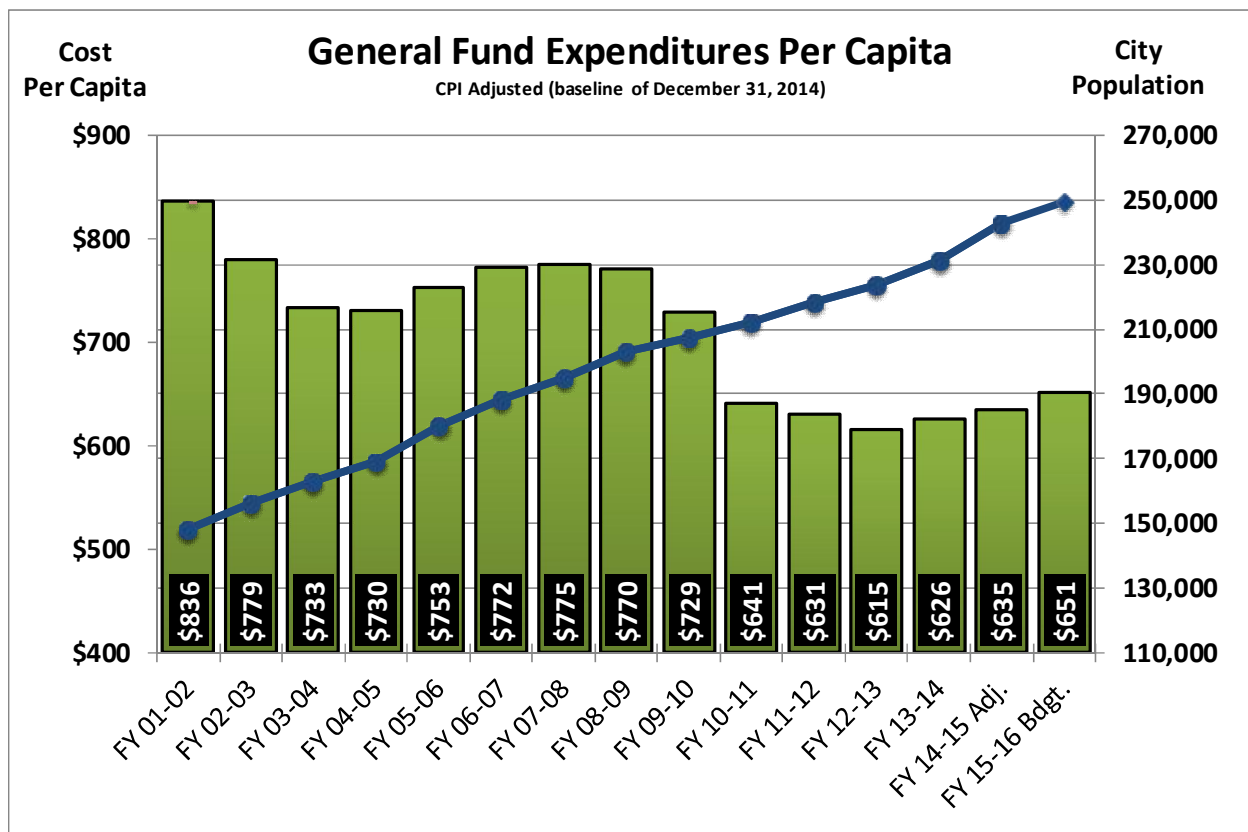
## General Fund Summary

### General Fund Summary

The graphs on the following pages provide information regarding the City's historical and projected per capita General Fund expenditures; General Fund revenues and transfers-in by department and budget category; General Fund operating expenditures and transfers-out by department and budget category; total resources and appropriations; detailed summary for all funds; and three year comparisons of revenues and expenditures for all funds.

### PER CAPITA EXPENDITURES

Next year's per capita costs as budgeted are up to \$651, compared to the current year, after adjusting for population growth and inflation.



#### Chart Notes

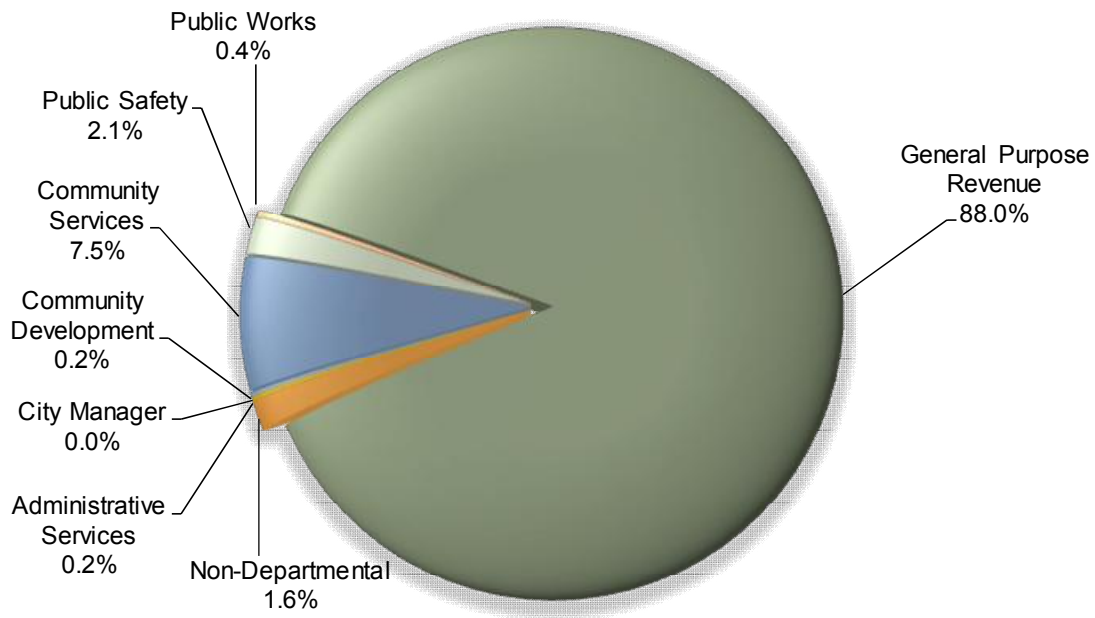
- The chart is presented from the perspective of December 2014 in inflation adjusted terms. Inflation for FY 2015-16 is projected at 2.3% (source: Chapman University economic forecast).
- Expenditures exclude transfers-out to other funds, except for the new Lighting, Landscape and Park Maintenance Fund transfer, to enhance comparability between fiscal years.
- Population data is reported by the California Department of Finance (DOF) as of January 1 of each year (FY 2014-15 uses the January 1, 2014 population figure). Population for 2015-16 is expected to be 249,595.

# Budget Summary

## General Fund Summary

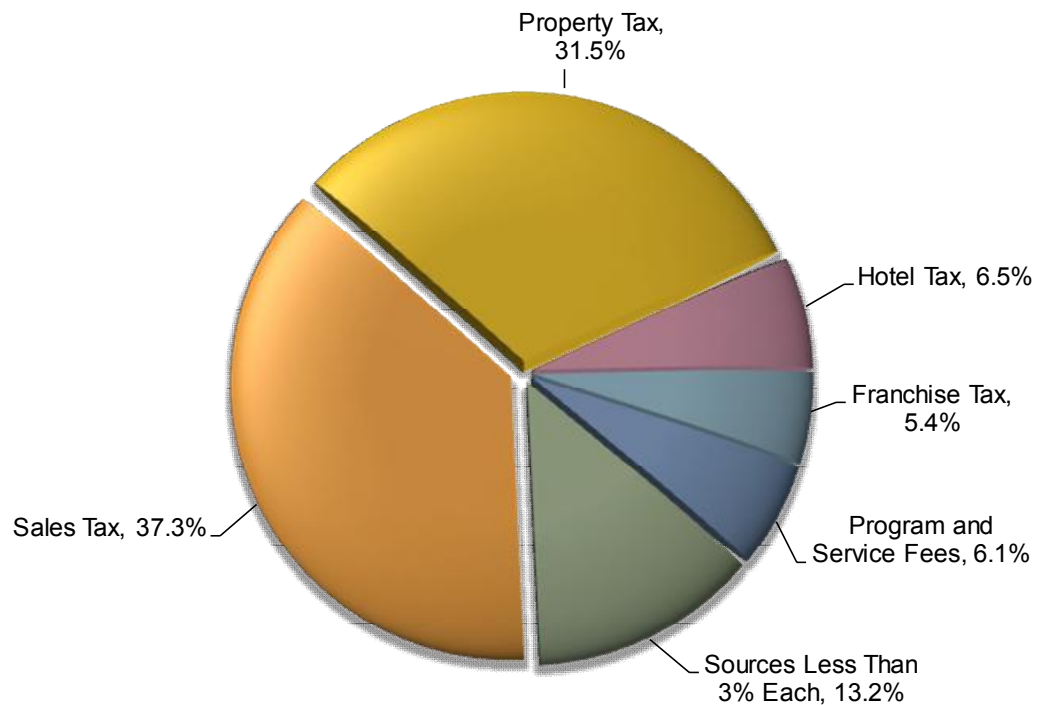
**OPERATING REVENUES & TRANSFERS-IN: \$172,829,814**

### By Department:



*Note: may not add to 100% due to rounding.*

### By Budget Category:

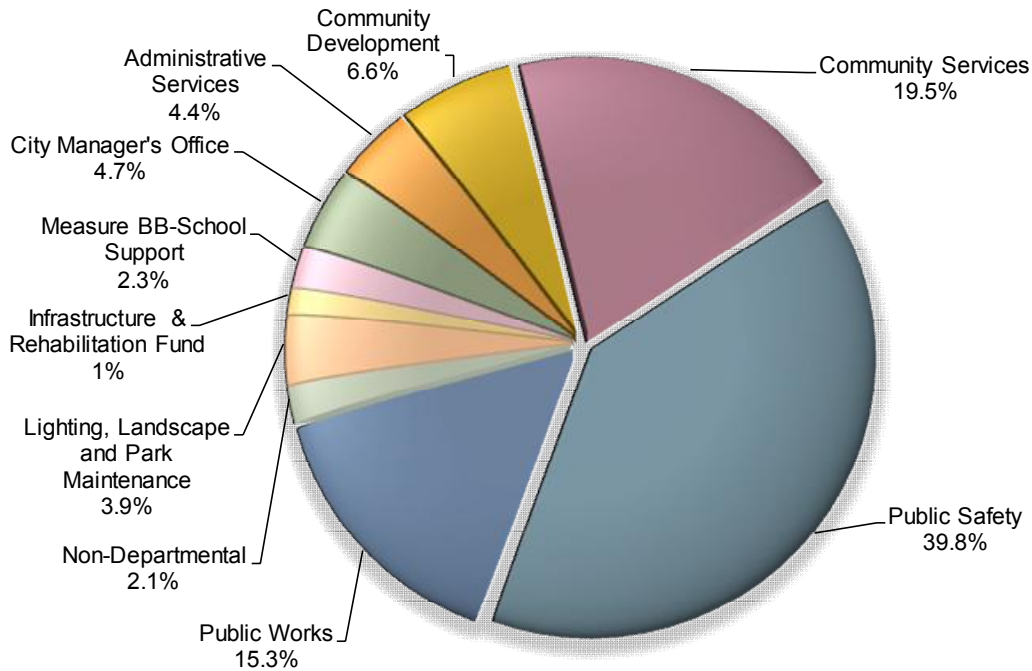


# Budget Summary

## General Fund Summary

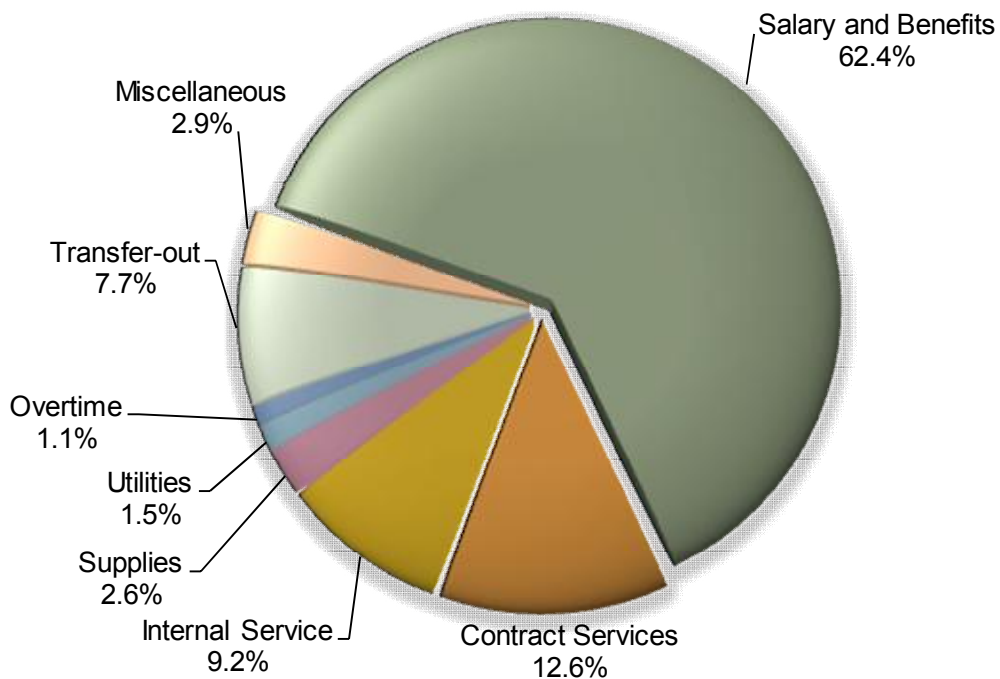
**OPERATING EXPENDITURES & TRANSFERS-OUT: \$172,816,446**

### By Department:



### By Budget Category:

*Note: may not add to 100% due to rounding*

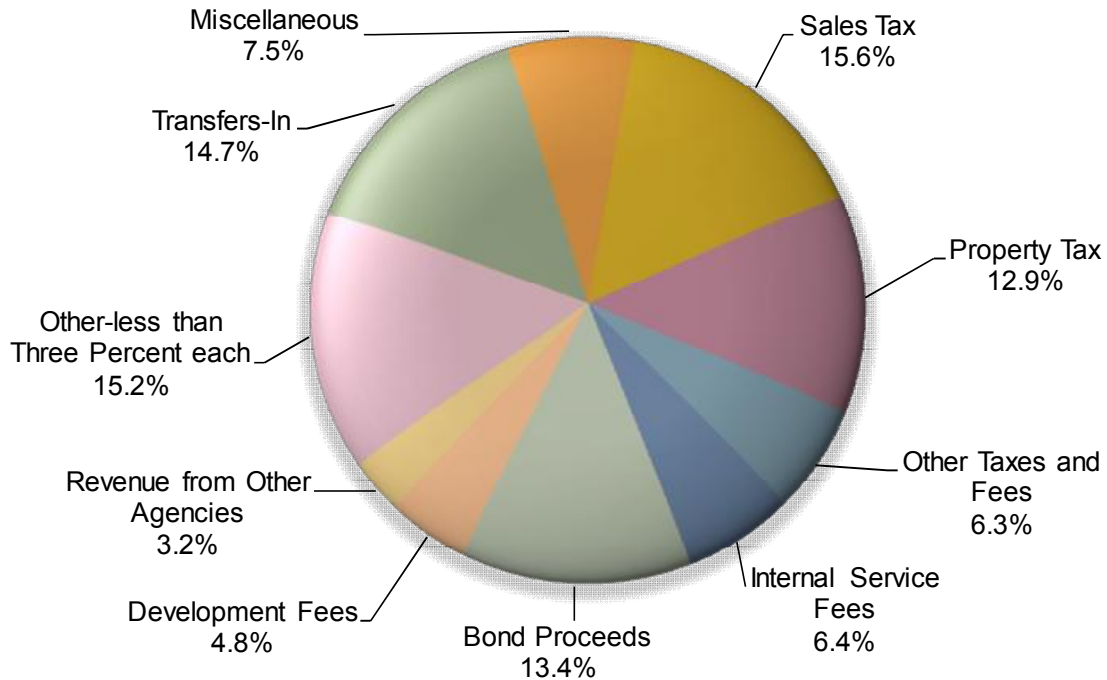




# Budget Summary

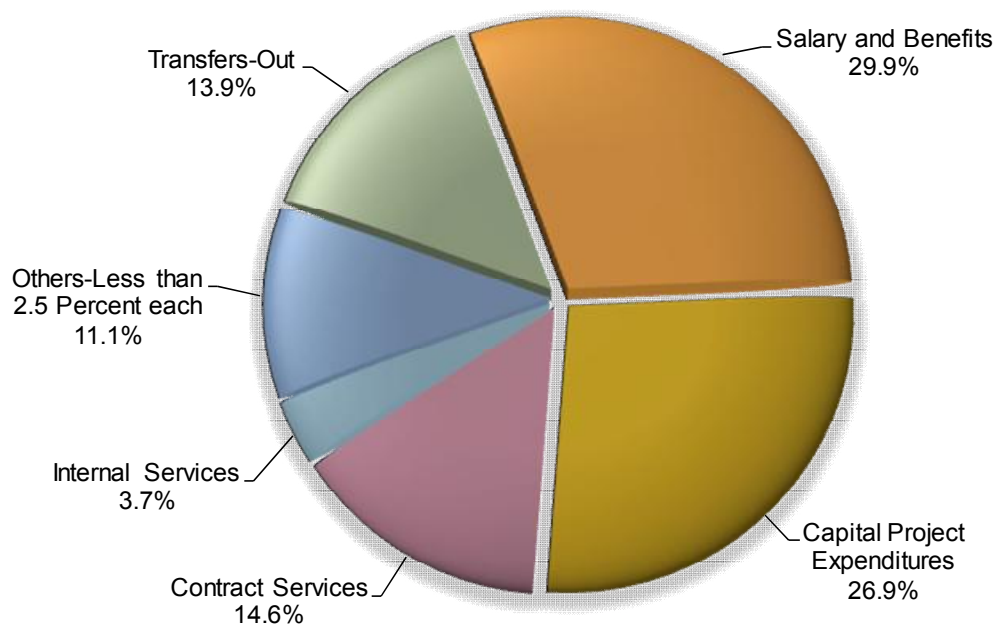
## All Funds Summary

**TOTAL RESOURCES (Including Transfers-In): \$441,891,153**



*Note: may not add to 100% due to rounding*

**TOTAL APPROPRIATIONS (Including Transfers-Out): \$468,351,485**



# Budget Summary

## Major Funds<sup>1</sup> – Summary by Budget Category

### GENERAL FUND (FUND #001)

BUDGET CATEGORY	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 PROPOSED
<b>REVENUES</b>			
ASSESSMENT REVENUE	\$ 2,332,818	\$ 2,499,813	\$ 2,808,750
DEVELOPMENT FEES	332,273	332,728	307,728
DOCUMENTARY TRANSFER TAX	2,911,268	3,500,000	3,500,000
FEES FOR SERVICES	1,341,205	1,745,308	1,455,222
FINES & FORFEITURES	1,830,300	1,826,033	1,831,741
FRANCHISE TAX	8,559,748	8,595,000	9,257,000
HOTEL TAX	9,331,273	10,298,771	11,235,000
LICENSES & PERMITS	1,220,400	1,218,000	1,214,026
MISCELLANEOUS REVENUES	1,459,012	1,011,010	1,020,617
MOTOR VEHICLE IN-LIEU REVENUES	98,051	100,000	100,000
PROGRAM AND SERVICE FEES	9,276,445	9,753,977	10,556,833
PROPERTY TAX	47,081,024	51,396,000	54,510,000
REVENUE FROM OTHER AGENCIES	1,996,630	3,096,291	2,609,698
SALES TAX	55,579,512	59,012,000	64,530,000
UTILITY USERS TAX	4,517,699	4,578,000	4,787,000
<b>SUB-TOTAL REVENUE</b>	<b>\$ 147,867,658</b>	<b>\$ 158,962,931</b>	<b>\$ 169,723,615</b>
TRANSFERS IN	2,285,573	2,546,921	3,106,199
<b>TOTAL RESOURCES</b>	<b>\$ 150,153,231</b>	<b>\$ 161,509,852</b>	<b>\$ 172,829,814</b>
<b>EXPENDITURES</b>			
CAPITAL EQUIPMENT	\$ 143,806	\$ 46,000	\$ 341,367
CLAIMS EXPENSE	-	7,500	-
CONTRACT SERVICES	17,837,060	19,098,000	21,836,219
INTERNAL SERVICE	12,417,803	13,533,959	15,849,899
LESS COST ALLOCATED	(243,729)	(308,000)	(232,000)
MISCELLANEOUS	2,947,922	2,738,000	3,151,938
OVERTIME SALARIES	2,455,981	2,515,000	1,828,253
REPAIRS & MAINTENANCE	615,824	673,000	807,896
SALARY & BENEFITS	96,283,045	99,435,000	107,898,217
SUPPLIES	3,615,436	3,928,000	4,540,812
TRAINING/BUS EXPENSE	760,754	819,000	1,017,221
UTILITIES	3,669,230	2,526,000	2,529,625
<b>SUB-TOTAL APPROPRIATIONS</b>	<b>\$ 140,503,132</b>	<b>\$ 145,011,459</b>	<b>\$ 159,569,446</b>
TRANSFERS OUT	12,415,463	19,323,990	13,247,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 152,918,595</b>	<b>\$ 164,335,449</b>	<b>\$ 172,816,446</b>
<b>NET INCREASE (DECREASE)</b>			
<b>IN FUND BALANCE</b>	<b>\$ (2,765,364)</b>	<b>\$ (2,825,597)</b>	<b>\$ 13,368</b>
<b>BEGINNING BALANCE - JULY 1</b>	<b>\$ 12,520,422</b>	<b>\$ 9,755,058</b>	<b>\$ 6,929,461</b>
<b>ENDING BALANCE - JUNE 30</b>	<b>\$ 9,755,058</b>	<b>\$ 6,929,461</b>	<b>\$ 6,942,829</b>

<sup>1</sup> A "Major Fund" is typically defined for the purpose of this presentation as a fund with more than 10% of total budgeted resources or expenditures in the budget year. The City's only qualifying fund this year, though, is the General Fund. To provide expanded information, other funds of interest and importance to the City are included in the presentation. The additional funds presented in the following pages include: the City's Contingency Reserve Fund (Fund #006), Asset Management Plan Fund (Fund #002), Orange County Great Park Operational Fund (Fund #180), and the Great Park Community Facilities District 2013-13 (Fund #204).

<sup>2</sup> As of the time of this writing, a FY 2014-15 General Fund year-end fund balance of approximately \$7 million is projected for the end of the year resulting from estimated expenditure savings and the outperformance of revenue estimates. The final number will be known at the closeout in November.

# Budget Summary

## Major Funds<sup>1</sup> – Summary by Budget Category

### CONTINGENCY RESERVE FUND (FUND #006)

BUDGET CATEGORY	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 PROPOSED
<b>REVENUES</b>			
MISCELLANEOUS REVENUES	\$ 225,463	\$ 185,542	\$ 286,617
<b>SUB-TOTAL REVENUE</b>	<b>\$ 225,463</b>	<b>\$ 185,542</b>	<b>\$ 286,617</b>
TRANSFERS-IN	2,415,463	6,900,000	-
<b>TOTAL RESOURCES</b>	<b>\$ 2,640,926</b>	<b>\$ 7,085,542</b>	<b>\$ 286,617</b>
<b>EXPENDITURES</b>			
<b>SUB-TOTAL APPROPRIATIONS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
TRANSFERS-OUT	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ 2,640,926</b>	<b>\$ 7,085,542</b>	<b>\$ 286,617</b>
<b>BEGINNING BALANCE - JULY 1</b>	<b>\$ 20,580,016</b>	<b>\$ 23,220,942</b>	<b>\$ 30,306,484</b>
<b>ENDING BALANCE - JUNE 30</b>	<b>\$ 23,220,942</b>	<b>\$ 30,306,484</b>	<b>\$ 30,593,101<sup>3</sup></b>

<sup>3</sup> The projected Contingency Fund balance at the end of FY 2015-16 represents approximately 17.7% of the proposed General Fund operating budget. This projection, however, does not include additional funds that can be designated for reserves by the City Council at the upcoming year-end close out in November. As of the time of this writing, the City is estimating an available year-end fund balance of approximately \$7 million, most of which could be designated to supplement the City's reserves. The City Council established a goal of bringing its reserve fund to 20% of its adopted General Fund appropriations budget by the close-out of FY 2015-16.

# Budget Summary

## Major Funds<sup>1</sup> – Summary by Budget Category

### ASSET MANAGEMENT PLAN FUND <sup>4</sup> (FUND #002)

BUDGET CATEGORY	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 PROPOSED
<b>REVENUES</b>			
MISCELLANEOUS REVENUES	\$ 611,710	\$ 329,963	\$ 667,281
<b>SUB-TOTAL REVENUE<sup>2</sup></b>	<b>\$ 611,710</b>	<b>\$ 329,963</b>	<b>\$ 667,281</b>
TRANSFERS-IN	4,000,000	1,536,000	-
<b>TOTAL RESOURCES</b>	<b>\$ 4,611,710</b>	<b>\$ 1,865,963</b>	<b>\$ 667,281</b>
<b>EXPENDITURES</b>			
SALARY & BENEFITS	\$ 8,000,000	\$ 5,000,000	\$ 5,000,000
<b>SUB-TOTAL APPROPRIATIONS</b>	<b>\$ 8,000,000</b>	<b>\$ 5,000,000</b>	<b>\$ 5,000,000</b>
TRANSFERS-OUT	574,000	339,818	291,483
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,574,000</b>	<b>\$ 5,339,818</b>	<b>\$ 5,291,483</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ (3,962,290)</b>	<b>\$ (3,473,855)</b>	<b>\$ (4,624,202)</b>
<b>BEGINNING BALANCE - JULY 1</b>	<b>\$ 62,067,949</b>	<b>\$ 58,105,659</b>	<b>\$ 54,631,804</b>
<b>ENDING BALANCE - JUNE 30</b>	<b>\$ 58,105,659</b>	<b>\$ 54,631,804</b>	<b>\$ 50,007,602</b>

<sup>4</sup> The City's Asset Management Plan (AMP) fund is a reserve fund that has long served as a funding source for rehabilitation of the City's infrastructure, been available as a financial reserve in case of a natural disaster or other emergency, provided a source for internal loans and liquidity and has been available to serve as collateral for City debt issues. On June 25, 2013, the City Council additionally adopted a plan to utilize \$5 million per year from the AMP for 10 years for the purpose of accelerating pay-down of the City's unfunded pension plan liability. With the accelerated payment plan, savings resulting from lower pension rates will be used to repay the AMP over time. The City Council will be asked to authorize FY 2015-16 contributions from the AMP as part of the upcoming budget adoption process. In advance of this, however, the \$5 million annual contributions for FY 2013-14 and FY 2014-15 are included in the budget projections. Since adoption of the City Council's plan, \$13 million to-date has been used to accelerate payment of the City's unfunded pension liability (\$10 million from the AMP and \$3 million from a General Fund surplus at the close-out of FY 2012-13). Another \$5 million is projected to be contributed through the end of FY 2015-16. \$2 million has already been repaid to the AMP from the FY 2012-13 and FY 2013-14 General Fund close-out surplus.

# Budget Summary

## Major Funds<sup>1</sup> – Summary by Budget Category

### ORANGE COUNTY GREAT PARK (FUND #180)

BUDGET CATEGORY	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 PROPOSED
<b>REVENUES</b>			
FEES FOR SERVICES	\$ 645,891	\$ -	\$ 1,000
MISCELLANEOUS REVENUES	10,765,351	162,103,382	23,440,476
PROGRAM AND SERVICE FEES	726,063	452,200	643,575
REVENUE FROM OTHER AGENCIES	1,038,772	-	200,000
<b>SUB-TOTAL REVENUE<sup>3</sup></b>	<b>\$ 13,176,077</b>	<b>\$ 162,555,582</b>	<b>\$ 24,285,051</b>
TRANSFERS-IN	-	829,635	-
<b>TOTAL RESOURCES</b>	<b>\$ 13,176,077</b>	<b>\$ 163,385,217</b>	<b>\$ 24,285,051</b>
<b>EXPENDITURES</b>			
CAPITAL EQUIPMENT	\$ 235,347	\$ 13,175	\$ 803,000
CONTRACT SERVICES	9,680,331	5,948,402	7,015,882
INTERNAL SERVICE	554,040	366,491	512,376
LESS COST ALLOCATED	(270)	-	-
MISCELLANEOUS	185,808	138,500	170,000
OVERTIME SALARIES	34,394	30,639	46,330
REPAIRS & MAINTENANCE	-	-	5,000
SALARY & BENEFITS	3,660,593	3,705,649	5,192,415
SUPPLIES	320,537	178,624	523,825
TRAINING/BUS EXPENSE	8,133	5,330	70,075
UTILITIES	420,829	397,906	513,000
<b>SUB-TOTAL APPROPRIATIONS</b>	<b>\$ 15,099,741</b>	<b>\$ 10,784,716</b>	<b>\$ 14,851,903</b>
TRANSFERS-OUT	100,000	3,445,000	1,020,140
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,199,741</b>	<b>\$ 14,229,716</b>	<b>\$ 15,872,043</b>
<b>NET INCREASE (DECREASE)</b>			
<b>IN FUND BALANCE</b>	<b>\$ (2,023,664)</b>	<b>\$ 149,155,501</b>	<b>\$ 8,413,008</b>
<b>BEGINNING BALANCE - JULY 1</b>	<b>\$ 163,391,939</b>	<b>\$ 161,368,275</b>	<b>\$ 310,523,776</b>
<b>ENDING BALANCE - JUNE 30</b>	<b>\$ 161,368,275 <sup>5</sup></b>	<b>\$ 310,523,776 <sup>5</sup></b>	<b>\$ 318,936,784 <sup>5</sup></b>

<sup>5</sup> The ending fund balance of the Orange County Great Park operating fund for FY 2013-14 includes reserves for the loan principal receivable from the former Redevelopment Agency. Excluding those reserves, actual available fund balance at the close of FY 2013-14 was nearly \$22 million. During FY 2014-15, the City and the State of California Department of Finance reached a settlement agreement related to the former Irvine Redevelopment activities which will result in payments to the City totaling \$292 million over an approximately 12 year period. As part of the settlement, the Irvine Community Land Trust will receive 5% of each payment, for a total of \$14.6 million over time. Reflected in the FY 2014-15 revenues is a gain of \$143.4 million, recognizing the increase between the principal of the former Redevelopment Agency loan and the net settlement amount. The ending fund balance in FY 2014-15 reserves \$277.4 million for the settlement agreement and \$932,000 for rehabilitation needs at the Great Park, and available fund balance of \$32.2 million. By the end of FY 2015-16, the available fund balance is expected to grow to \$40.2 million.

# Budget Summary

## Major Funds<sup>1</sup> – Summary by Budget Category

### GREAT PARK COMMUNITY FACILITIES DISTRICT 2013-3 (FUND #204)

BUDGET CATEGORY	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 PROPOSED
<b>REVENUES</b>			
MISCELLANEOUS REVENUES	\$ 500,047	\$ 46,806	\$ 8,959
BOND PROCEEDS		69,649,880	
<b><i>SUB-TOTAL REVENUE</i></b>	<b>\$ 500,047</b>	<b>\$ 69,696,686</b>	<b>\$ 8,959</b>
TRANSFERS-IN	-	-	-
<b><i>TOTAL RESOURCES</i></b>	<b>\$ 500,047</b>	<b>\$ 69,696,686</b>	<b>\$ 8,959</b>
<b>EXPENDITURES</b>			
SALARY & BENEFITS	\$ 103,425	\$ 165,536	\$ 235,934
CIP EXPENDITURES	363,332	28,966,927	39,062,834
MISCELLANEOUS		1,316,372	
<b><i>SUB-TOTAL APPROPRIATIONS</i></b>	<b>\$ 466,756</b>	<b>\$ 30,448,835</b>	<b>\$ 39,298,768</b>
TRANSFERS-OUT	-	-	-
<b><i>TOTAL EXPENDITURES</i></b>	<b>\$ 466,756</b>	<b>\$ 30,448,835</b>	<b>\$ 39,298,768</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ 33,291</b>	<b>\$ 39,247,851</b>	<b>\$ (39,289,809)</b>
<b>BEGINNING BALANCE - JULY 1</b>	<b>\$ 17,626</b>	<b>\$ 50,917</b>	<b>\$ 39,298,768</b>
<b>ENDING BALANCE - JUNE 30</b>	<b>\$ 50,917</b>	<b>\$ 39,298,768</b>	<b>\$ 8,959<sup>6</sup></b>

<sup>6</sup> Fund balance is projected to decrease in the Great Park Community Facilities District 2013-3 fund due to the construction of joint backbone infrastructure in the Orange County Great Park.



# Budget Summary

## Major Funds<sup>1</sup> – Summary by Budget Category

ALL OTHER FUNDS			
BUDGET CATEGORY	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 PROPOSED
<b>REVENUES</b>			
ASSESSMENT REVENUE	\$ 6,172,231	\$ 6,484,063	\$ 6,532,158
BOND PROCEEDS	25,256,763	18,700,000	59,000,000
CAPITAL CONTRIBUTIONS	53,612	187,000	326,000
CIP REVENUE	-	-	10,547,444
DEVELOPMENT FEES	21,963,654	33,995,447	20,683,905
FEES FOR SERVICES	1,331,519	1,334,923	1,747,645
FRANCHISE TAX	613,059	620,000	640,000
INTERNAL SERVICE FEES&REVENUE	18,526,325	24,585,733	28,423,543
LICENSES & PERMITS	5,342	4,000	5,000
MISCELLANEOUS REVENUES	9,857,572	4,622,845	7,627,192
OTHER REV - RECOVER'D EXPENDITUR	(262,037)	262,037	-
OTHER TAXES & FEES	56,954,841	39,893,593	27,820,989
PROGRAM AND SERVICE FEES	627,417	141,698	126,000
PROPERTY TAX	2,442,760	2,638,234	2,690,945
REVENUE FROM OTHER AGENCIES	13,499,465	17,147,887	11,296,621
SALES TAX	3,805,016	4,211,024	4,504,368
<b>SUB-TOTAL REVENUE<sup>7</sup></b>	<b>\$ 160,847,540</b>	<b>\$ 154,828,484</b>	<b>\$ 181,971,810</b>
TRANSFERS-IN	29,993,831	53,226,664	61,841,621
<b>TOTAL RESOURCES</b>	<b>\$ 190,841,371</b>	<b>\$ 208,055,148</b>	<b>\$ 243,813,431</b>
<b>EXPENDITURES</b>			
CAPITAL EQUIPMENT	\$ 2,941,598	\$ 5,074,513	\$ 4,311,738
CIP EXPENDITURES	48,195,664	38,927,930	86,970,383
CLAIMS EXPENSE	4,815,818	3,751,220	4,375,287
CONTRACT SERVICES	30,518,809	31,634,044	39,467,948
DEBT & A.D. ADMINISTRATION	2,866,998	6,742	10,981,872
INTERNAL SERVICE	380,707	891,943	1,105,624
MISCELLANEOUS	47,912	200	-
OVERTIME SALARIES	1,509,256	1,516,299	1,709,607
REPAIRS & MAINTENANCE	2,006,864	2,205,968	2,670,935
SALARY & BENEFITS	16,571,120	21,049,862	21,544,239
SUPPLIES	4,041,877	3,878,640	5,826,135
TRAINING/BUS EXPENSE	123,168	55,982	49,833
UTILITIES	3,982,227	5,429,483	5,669,949
<b>SUB-TOTAL APPROPRIATIONS</b>	<b>\$ 118,002,016</b>	<b>\$ 114,422,826</b>	<b>\$ 184,683,550</b>
TRANSFERS-OUT	25,605,404	41,930,412	50,389,197
<b>TOTAL EXPENDITURES</b>	<b>\$ 143,607,420</b>	<b>\$ 156,353,238</b>	<b>\$ 235,072,747</b>
<b>NET INCREASE (DECREASE)</b>			
<b>IN FUND BALANCE</b>	<b>\$ 47,233,951</b>	<b>\$ 51,701,910</b>	<b>\$ 8,740,684</b>
<b>BEGINNING BALANCE - JULY 1</b>	<b>\$ 376,718,681</b>	<b>\$ 423,952,632</b>	<b>\$ 475,654,542</b>
<b>ENDING BALANCE - JUNE 30</b>	<b>\$ 423,952,632</b>	<b>\$ 475,654,542</b>	<b>\$ 484,395,226</b>

<sup>7</sup> To avoid duplication, FY 2013-14 and FY 2014-15 excludes anticipated future revenue of \$45,413,233 and \$23,456,602, respectively, from Special Revenue and Capital Project Funds.

# Budget Summary

## Major Funds<sup>1</sup> – Summary by Budget Category

### ALL FUNDS COMBINED

BUDGET CATEGORY	2013-14 ACTUAL	2014-15 ESTIMATE	2015-16 PROPOSED
<b>REVENUES</b>			
ASSESSMENT REVENUE	\$ 8,505,049	\$ 8,983,876	\$ 9,340,908.00
BOND PROCEEDS	25,256,763	88,349,880	59,000,000
CAPITAL CONTRIBUTIONS	53,612	187,000	326,000
CIP REVENUE	0	0	10,547,444
DEVELOPMENT FEES	22,295,927	34,328,175	20,991,633
DOCUMENTARY TRANSFER TAX	2,911,268	3,500,000	3,500,000
FEES FOR SERVICES	3,318,615	3,080,231	3,203,867
FINES & FORFEITURES	1,830,300	1,826,033	1,831,741
FRANCHISE TAX	9,172,807	9,215,000	9,897,000
HOTEL TAX	9,331,273	10,298,771	11,235,000
INTERNAL SERVICE FEES&REVENUE	18,526,325	24,585,733	28,423,543
LICENSES & PERMITS	1,225,743	1,222,000	1,219,026
MISCELLANEOUS REVENUES	23,419,155	168,299,548	33,051,142
MOTOR VEHICLE IN-LIEU REVENUES	98,051	100,000	100,000
OTHER REV - RECOVER'D EXPENDITUR	(262,037)	262,037	0
OTHER TAXES & FEES	56,954,841	39,893,593	27,820,989
PROGRAM AND SERVICE FEES	10,629,926	10,347,875	11,326,408
PROPERTY TAX	49,523,784	54,034,234	57,200,945
REVENUE FROM OTHER AGENCIES	16,534,867	20,244,178	14,106,319
SALES TAX	59,384,528	63,223,024	69,034,368
UTILITY USERS TAX	4,517,699	4,578,000	4,787,000
<b>SUB-TOTAL REVENUE?</b>	<b>\$ 323,228,494</b>	<b>\$ 546,559,188</b>	<b>\$ 376,943,333</b>
TRANSFERS IN	38,694,867	65,039,220	64,947,820
<b>TOTAL RESOURCES</b>	<b>\$ 361,923,361</b>	<b>\$ 611,598,408</b>	<b>\$ 441,891,153</b>

### EXPENDITURES

CAPITAL EQUIPMENT	\$ 3,320,751	\$ 5,133,688	\$ 5,456,105
CIP EXPENDITURES	48,558,995	67,894,857	126,033,217
CLAIMS EXPENSE	4,815,818	3,758,720	4,375,287
CONTRACT SERVICES	58,036,200	56,680,446	68,320,048
DEBT & A.D. ADMINISTRATION	2,866,998	6,742	10,981,872
INTERNAL SERVICE	13,352,551	14,792,393	17,467,899
LESS COST ALLOCATED	(243,999)	(308,000)	(232,000)
MISCELLANEOUS	3,181,642	4,193,072	3,321,938
OVERTIME SALARIES	3,999,631	4,061,938	3,584,190
REPAIRS & MAINTENANCE	2,622,688	2,878,968	3,483,831
SALARY & BENEFITS	124,618,182	129,356,047	139,870,805
SUPPLIES	7,977,850	7,985,264	10,890,772
TRAINING/BUS EXPENSE	892,054	880,312	1,137,129
UTILITIES	8,072,286	8,353,389	8,712,574
<b>SUB-TOTAL APPROPRIATIONS</b>	<b>\$ 282,071,645</b>	<b>\$ 305,667,836</b>	<b>\$ 403,403,666</b>
TRANSFERS OUT	38,694,867	65,039,220	64,947,820
<b>TOTAL EXPENDITURES</b>	<b>\$ 320,766,512</b>	<b>\$ 370,707,056</b>	<b>\$ 468,351,485</b>

### NET INCREASE (DECREASE)

IN FUND BALANCE	\$ 41,156,849	\$ 240,891,352	\$ (26,460,332)
BEGINNING BALANCE - JULY 1	\$ 635,296,633	\$ 676,453,482	\$ 917,344,835
ENDING BALANCE - JUNE 30	\$ 676,453,482	\$ 917,344,835	\$ 890,884,502

# Budget Summary

## All Funds – Summary

FUND	FY 2015-16 GENERAL RESERVE FUNDS	BEGINNING BALANCE	REVENUE	TRANSFER IN	APPROPRIATIONS SALARIES/ BENEFITS	SERVICES/ SUPPLIES	TRANSFER OUT	ENDING BALANCE
001	GENERAL FUND	\$ 6,929,461	\$ 169,723,615	\$ 3,106,199	\$ 107,813,217	\$ 51,756,229	\$13,247,000	\$ 6,942,829
002	ASSET MANAGEMENT PLAN FUND	54,631,804	667,281	0	0	5,000,000	291,483	50,007,602
003	COMPENSATED ABSENCES FUND	4,172,466	2,023,969	0	709,236	0	0	5,487,199
005	DEVELOPMENT SERVICES FUND	1,431,648	3,857,905	0	1,731,790	1,805,000	518,927	1,233,836
006	CONTINGENCY RESERVE FUND	30,306,484	286,617	0	0	0	0	30,593,101
007	SCHOOL SUPPORT FUND	2,025,643	9,555	4,000,000	198,763	5,170,738	0	665,697
009	REVENUE CLEARING FUND	0	701,189	0	425,774	275,415	0	0
010	INFRASTRUCTURE & REHABILITATION FUND	3,785,508	27,913	2,791,483	40,534	580,000	5,830,439	153,931
011	ORANGE COUNTY FIRE AUTHORITY	29,080	28,788	0	0	0	0	57,868
024	BUILDING AND SAFETY FUND	829,190	15,558,899	0	7,117,346	5,492,502	2,092,905	1,685,336
027	DEVELOPMENT ENGINEERING FUND	1,104,602	1,720,053	0	758,803	701,500	341,433	1,022,919
General Reserve Funds Total		\$ 105,245,886	\$ 194,605,784	\$ 9,897,682	\$ 118,795,463	\$ 70,781,384	\$22,322,187	\$ 97,850,318

FUND	FY 2015-16 SPECIAL REVENUE FUNDS	BEGINNING BALANCE	REVENUE	TRANSFER IN	APPROPRIATIONS SALARIES/ BENEFITS	SERVICES/ SUPPLIES	TRANSFER OUT	ENDING BALANCE
111	GAS TAX FUND	\$ 8,613,492	\$ 5,148,068	\$0.00	\$ 26,608	\$ 1,307,500	\$12,385,532	\$ 41,920
112	LOCAL PARK FEES FUND	64,277,467	7,945,682	0	0	0	12,331,814	59,891,335
113	FEES & EXACTIONS FUND	7,113,407	737,127	141,814	0	0	142,186	7,850,162
114	HOME GRANT FUND	0	650,364	0	58,896	591,468	0	0
118	SYSTEMS DEVELOPMENT FUND	15,022,860	11,111,896	0	0	500,000	3,405,620	22,229,136
119	MAINTENANCE DISTRICT FUND	904,040	9,441,103	6,747,000	4,383,608	12,708,535	0	0
125	COMM DEVELOP BLOCK GRANT FUND	0	2,185,620	0	141,452	2,044,168	0	0
126	SENIOR SERVICES FUND	626,877	21,407	0	0	78,273	0	570,011
128	NUTRITION PROGRAM FUND	93,321	537,593	0	207,018	285,102	0	138,794
130	AB2766 - AIR QUALITY IMPROVMNT	988,728	307,338	0	5,948	266,250	629,533	394,335
132	SLURRY SEAL SUR CHG FUND	851,344	261,405	13,019,799	51,150	6,898,707	0	7,182,691
136	PUBLIC SAFETY SPECIAL EVENTS FUND	52,183	1,058,680	0	0	1,004,640	52,934	53,289
139	SUPPL LAW ENFORCEMENT SERV FD	399,605	401,764	0	0	796,719	0	4,650
143	PUBLIC SAFETY GRANTS	515,602	466,623	0	32,041	652,269	0	297,915
145	STRUCTURAL FIRE FUND	0	544,010	0	47,810	496,200	0	0
146	ISHUTTLE	2,632,563	3,203,665	121,704	327,781	2,132,106	0	3,498,045
149	SPECIAL PROGRAMS GRANTS FUND	0	500,000	0	0	500,000	0	0
151	ASSET FORFEITURE JUSTICE DEPT	597,116	2,621	0	0	592,865	0	6,872
152	ASSET FORFEITURE TREASURY DEPT	945	3	0	0	940	0	8
153	ASSET FORFEITURE OC AND STATE	214,989	1,284	0	0	213,572	0	2,701
154	MEASURE M FAIRSHARE M2	4,702,322	4,550,146	0	176,600	160,000	8,882,613	33,255
155	COMMUNITY SERVICES PRGRM FUND	885,693	570,526	0	154,912	757,264	0	544,043
180	ORANGE COUNTY GREAT PARK FUND	\$ 310,523,776	24,285,051	0	5,185,415	9,666,488	1,020,140	318,936,784
Special Revenue Funds Total		\$ 419,016,330	\$ 73,931,976	\$20,030,317	\$ 10,799,239	\$ 41,653,066	\$38,850,372	\$ 421,675,947

# Budget Summary

## All Funds – Summary

FUND	FY 2015-16 CAPITAL PROJECTS FUNDS	APPROPRIATIONS						
		BEGINNING BALANCE	REVENUE	TRANSFER IN	SALARIES/ BENEFITS	SERVICES/ SUPPLIES	TRANSFER OUT	ENDING BALANCE
203	CFD 05-2 IMPROVEMENTS - COLUMBUS GRV	\$ 378,608	\$ 3	\$ -	\$ -	\$ 378,611	\$ -	\$ -
204	CFD 2013-3 GREAT PARK	39,298,768	8,959	0	235,934	39,062,834	0	8,959
205	CFD 04-1 IMPROVEMENTS - CENTRAL PARK	18,723,853	9,169	0	0	900,000	0	17,833,022
206	AD 84-6 / 89-10 WESTPARK ASSESSMENT	2,825,614	3,157	0	22,726	2,806,045	0	0
207	AD 85-7 SPECTRUM 1, 3 & 4	1,344,076	108	0	0	1,344,184	0	0
208	AD 87-8 SPECTRUM 5	50,848	60	0	1,834	49,074	0	0
213	AD 94-13 OAKCREEK	478,859	30	0	0	478,889	0	0
214	AD 93-14 IRVINE SPECTRUM 6 & 7	23,237,328	10,775	0	10,181	3,102,036	0	20,135,886
215	AD 97-16 NORTHWEST IRVINE	17,965,149	8,827	0	3,667	1,200,733	0	16,769,576
216	AD 97-17 LOWER PETERS CANYON EAST	32,638,230	17,813	0	3,667	1,450,733	0	31,201,643
217	AD 00-18 SHADY CYN - TURTLE RIDGE	5,397,122	2,361	0	3,667	733	3,254,103	2,140,980
218	AD 03-19 NORTHERN SPHERE	8,986,080	4,534	0	4,683	200,937	0	8,784,994
219	AD 04-20 PORTOLA SPRINGS	971,818	21,007,785	0	31,840	5,306,368	0	16,641,395
220	AD 05-21 ORCHARD HILLS	8,651,643	3,232	0	31,840	4,006,368	0	4,616,667
221	AD 07-22 STONEGATE	7,715,749	3,697	0	21,678	584,336	0	7,113,432
223	AD 10-23 LAGUNA ALTURA	6,234,009	3,246	0	21,171	2,229,234	0	3,986,850
224	AD 11-24 CYPRESS VILLAGE	8,981,540	2,052	0	25,233	8,958,359	0	0
225	AD 13-25 EASTWOOD	79,034	38,009,890	0	55,248	20,011,049	0	18,022,627
250	CAPITAL IMPROV PROJ FUND - CIR	9,498,087	3,047,940	13,657,332	948,088	6,818,974	0	18,436,297
254	RAILROAD GRADE SEPARATION	1,436,929	6,287,019	43,635	0	1,851,413	0	5,916,170
260	CAPITAL IMPROV PROJ FUND-NON C	36,206,722	4,691,805	8,068,714	430,075	20,035,795	0	28,501,371
262	COL BILL BARBER MC MEMORIAL PK	2,036,108	16,569	0	0	553,962	0	1,498,715
270	NORTH IRVINE TRANSP MITIGATION PROGRAM	76,778,093	567,352	0	108,379	802,999	0	76,434,067
271	IRVINE BUSINESS COMPLEX FUND	67,056,433	5,191,188	0	211,323	1,173,040	0	70,863,258
272	IBC TRANSPORTATION MGMT PROGRAM	229,651	2,192	0	0	0	121,704	110,139
282	FEE DISTRICT NO. 92-1	36,626	349	0	0	0	0	36,975
286	OCGP DEVELOPMENT FUND	1,308,895	2,046,027	13,110,140	107,200	7,407,800	0	8,950,062
Capital Projects Funds Total		\$ 378,545,872	\$ 80,946,139	\$ 34,879,821	\$ 2,278,434	\$ 130,714,506	\$ 3,375,807	\$ 358,003,085

FUND	FY 2015-16 INTERNAL SERVICE FUNDS	APPROPRIATIONS						
		BEGINNING BALANCE	REVENUE	TRANSFER IN	SALARIES/ BENEFITS	SERVICES/ SUPPLIES	TRANSFER OUT	ENDING BALANCE
501	INVENTORY	\$ 136,609	\$ 284,480	\$ -	\$ 4,182	\$ 279,800	\$ -	\$ 137,107
570	INSURANCE FUND	1,930,974	8,337,020	0	775,401	7,626,928	0	1,865,665
574	FLEET SERVICES FUND	8,554,634	5,208,609	140,000	1,166,577	3,839,696	35,454	8,861,516
578	TELEPHONE, MAIL, DUPLIC SRV FUND	963,668	2,919,830	0	384,412	2,765,491	0	733,595
579	STRATEGIC TECHNOLOGY PLAN FUND	2,411,069	8,855,232	0	110,045	9,306,834	100,000	1,749,422
580	CIMC CENTER MAINT & OPERATIONS	539,793	1,854,263	0	431,052	1,691,157	264,000	7,847
Internal Service Funds Total		\$ 14,536,747	\$ 27,459,434	\$ 140,000	\$ 2,871,669	\$ 25,509,906	\$ 399,454	\$ 13,355,152
TOTAL - ALL FUNDS		\$ 917,344,835	\$ 376,943,333	\$ 64,947,820	\$ 134,744,805	\$ 268,658,861	\$ 64,947,820	\$ 890,884,502 <sup>8</sup>

<sup>8</sup> Totals may differ from All Funds Combined Summary due to rounding.

# Budget Summary

## All Funds – Expenditure Comparison<sup>9</sup>

FUND	FY 2015-16 GENERAL FUND	ACTUALS 2013-14	ADJUSTED BUDGET 2014-15	PROPOSED BUDGET 2015-16
001	GENERAL FUND	\$ 140,503,131	\$ 147,226,232	\$ 159,569,446
	General Fund Total	\$ 140,503,131	\$ 147,226,232	\$ 159,569,446

FUND	FY 2015-16 GENERAL RESERVE FUNDS	ACTUALS 2013-14	ADJUSTED BUDGET 2014-15	PROPOSED BUDGET 2015-16
002	ASSET MANAGEMENT PLAN FUND	\$ 8,000,000	\$ 5,000,000	\$ 5,000,000
003	COMPENSATED ABSENCES FUND	1,196,501	657,756	709,236
004	PAYROLL CLEARING FUND	-	-	-
005	DEVELOPMENT SERVICES FUND	3,189,381	3,284,026	3,536,790
007	SCHOOL SUPPORT FUND	3,500,750	5,370,250	5,369,501
009	REVENUE CLEARING FUND	691,534	702,989	701,189
010	INFRASTRUCTURE & REHABILITATION FUND	2,579,833	1,257,796	620,534
024	BUILDING AND SAFETY FUND	8,530,886	12,031,087	12,609,848
027	DEVELOPMENT ENGINEERING FUND	1,278,315	1,822,671	1,460,303
	General Reserve Funds Total	\$ 28,967,201	\$ 30,126,575	\$ 30,007,401

FUND	FY 2015-16 SPECIAL REVENUE FUNDS	ACTUALS 2013-14	ADJUSTED BUDGET 2014-15	PROPOSED BUDGET 2015-16
111	GAS TAX FUND	737,761	1,255,567	1,334,108
114	HOME GRANT FUND	520,372	474,094	650,364
118	SYSTEMS DEVELOPMENT FUND	372,414	760,112	500,000
119	MAINTENANCE DISTRICT FUND	8,857,668	16,317,622	17,092,143
125	COMM DEVELOP BLOCK GRANT FUND	2,034,039	1,228,485	2,185,620
126	SENIOR SERVICES FUND	31,338	61,028	78,273
128	NUTRITION PROGRAM FUND	392,855	398,014	492,120
130	AB2766 - AIR QUALITY IMPROVMNT	184,114	277,773	272,198
132	SLURRY SEAL SUR CHG FUND	7,902,085	5,241,104	6,949,857
136	PUBLIC SAFETY SPECIAL EVENTS FUND	1,117,161	835,074	1,004,640
139	SUPPL LAW ENFORCEMENT SERV FD	323,566	770,886	796,719
143	PUBLIC SAFETY GRANTS	1,073,331	971,208	684,310
145	STRUCTURAL FIRE FUND	373,887	729,154	544,010
146	ISHUTTLE	2,165,619	2,310,554	2,459,887
149	SPECIAL PROGRAMS GRANTS FUND	54,294	-	500,000
151	ASSET FORFEITURE JUSTICE DEPT	-	485,915	592,865
152	ASSET FORFEITURE TREASURY DEPT	284,596	8,990	940
153	ASSET FORFEITURE OC AND STATE	-	207,090	213,572
154	MEASURE M FAIRSHARE M2	149,445	335,070	336,600
155	COMMUNITY SERVICES PRGRM FUND	490,167	1,013,909	912,176
180	ORANGE COUNTY GREAT PARK FUND	15,099,741	15,156,110	14,851,903
	Special Revenue Funds Total	\$ 42,164,453	\$ 48,837,759	\$ 52,452,305

<sup>9</sup> Not including transfers

# Budget Summary

## All Funds – Expenditure Comparison<sup>9</sup>

FUND	FY 2015-16 CAPITAL PROJECTS FUNDS	ACTUALS 2013-14	BUDGET 2014-15	BUDGET 2015-16
203	CFD 05-2 IMPROVEMENTS - COLUMBUS GRV	\$ 238,179	\$ 888,999	\$ 378,611
204	CFD 2013-3 GREAT PARK	466,756	67,733,508	39,298,768
205	CFD 04-1 IMPROVEMENTS - CENTRAL PARK	-	-	900,000
206	AD 84-6 / 89-10 WESTPARK ASSESSMENT	-	3,432,657	2,828,771
207	AD 85-7 SPECTRUM 1, 3 & 4	3,127	432,847	1,344,184
208	AD 87-8 SPECTRUM 5	1,539,033	1,200,000	50,908
213	AD 94-13 OAKCREEK	26,884	800,000	478,889
214	AD 93-14 IRVINE SPECTRUM 6 & 7	223,508	3,200,000	3,112,217
215	AD 97-16 NORTHWEST IRVINE	-	1,200,000	1,204,400
216	AD 97-17 LOWER PETERS CANYON EAST	-	1,450,000	1,454,400
217	AD 00-18 SHADY CYN - TURTLE RIDGE	-	22,503	4,400
218	AD 03-19 NORTHERN SPHERE	565	10,000	205,620
219	AD 04-20 PORTOLA SPRINGS	594,866	50,000	5,338,208
220	AD 05-21 ORCHARD HILLS	5,017,057	5,000,000	4,038,208
221	AD 07-22 STONEGATE	1,551,283	8,400,000	606,014
223	AD 10-23 LAGUNA ALTURA	4,640,132	1,700,000	2,250,405
224	AD 11-24 CYPRESS VILLAGE	5,236,955	650,000	8,983,592
225	AD 13-25 EASTWOOD	137,851	141,712	20,066,297
250	CAPITAL IMPROV PROJ FUND - CIR	9,856,621	7,136,723	7,767,062
254	RAILROAD GRADE SEPARATION	3,156,658	4,500,000	1,851,413
260	CAPITAL IMPROV PROJ FUND-NON C	3,162,066	19,260,357	20,465,870
262	COL BILL BARBER MC MEMORIAL PK	2,601	1,214,000	553,962
270	NORTH IRVINE TRANSP MITIGATION PROGRAM	5,196,640	1,328,950	911,378
271	IRVINE BUSINESS COMPLEX FUND	225,712	1,096,532	1,384,363
272	IBC TRANSPORTATION MGMT PROGRAM	-	40,000	-
282	FEE DISTRICT NO. 92-1	1,796	-	-
286	OCGP DEVELOPMENT FUND	5,952,887	822,080	7,515,000
Capital Projects Funds Total		\$ 47,231,177	\$ 131,710,868	\$ 132,992,940

FUND	FY 2015-16 INTERNAL SERVICE FUNDS	ACTUALS 2013-14	ADJUSTED BUDGET 2014-15	PROPOSED BUDGET 2015-16
501	INVENTORY	\$ 284,156	\$ 283,938	\$ 283,982
570	INSURANCE FUND	8,126,710	7,746,612	8,402,329
574	FLEET SERVICES FUND	4,008,621	6,241,428	5,006,273
577	MISC. EQUIPMENT INT. SERVICE F	-	-	-
578	TELEPHONE, MAIL, DUPLIC SRV FUND	2,543,489	3,254,055	3,149,903
579	STRATEGIC TECHNOLOGY PLAN FUND	6,735,528	9,106,435	9,416,879
580	CIVIC CENTER MAINTENANCE & OPERATIONS FD	1,507,178	2,135,560	2,122,209
Internal Service Funds Total		\$ 23,205,682	\$ 28,768,028	\$ 28,381,575

<b>ALL FUNDS EXPENDITURE TOTALS</b>		<b>\$ 282,071,645</b>	<b>\$ 386,669,461</b>	<b>\$ 403,403,666</b>
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<sup>9</sup> Not including transfers



# Budget Summary

## All Funds – Revenue Comparison<sup>9</sup>

FUND	FY 2015-16 GENERAL FUND	ACTUALS 2013-14	ADJUSTED BUDGET 2014-15	PROPOSED BUDGET 2015-16
001	GENERAL FUND	\$ 147,867,657	\$ 153,968,411	\$ 169,723,615
	General Fund Total	\$ 147,867,657	\$ 153,968,411	\$ 169,723,615

FUND	FY 2015-16 GENERAL RESERVE FUNDS	ACTUALS 2013-14	ADJUSTED BUDGET 2014-15	PROPOSED BUDGET 2015-16
002	ASSET MANAGEMENT PLAN FUND	\$ 611,710	\$ 379,380	\$ 667,281
003	COMPENSATED ABSENCES FUND	1,699,243	1,720,962	2,023,969
004	PAYROLL CLEARING FUND	0	0	0
005	DEVELOPMENT SERVICES FUND	3,772,139	3,857,450	3,857,905
006	CONTINGENCY RESERVE FUND	225,463	172,251	286,617
007	SCHOOL SUPPORT FUND	6,028	15,144	9,555
009	REVENUE CLEARING FUND	691,534	702,989	701,189
010	INFRASTRUCTURE & REHABILITATION FUND	91,711	22,374	27,913
011	ORANGE COUNTY FIRE AUTHORITY	9,447	22,550	28,788
024	BUILDING AND SAFETY FUND	9,661,002	14,922,654	15,558,899
027	DEVELOPMENT ENGINEERING FUND	1,860,217	2,494,841	1,720,053
	General Reserve Funds Total	\$ 18,628,495	\$ 24,310,595	\$ 24,882,169

FUND	FY 2015-16 SPECIAL REVENUE FUNDS	ACTUALS 2013-14	ADJUSTED BUDGET 2014-15	PROPOSED BUDGET 2015-16
111	GAS TAX FUND	\$ 7,297,710	\$ 5,624,087	\$ 5,148,068
112	LOCAL PARK FEES FUND	25,000,907	13,107,806	7,945,682
113	FEES & EXACTIONS FUND	1,242,437	708,832	737,127
114	HOME GRANT FUND	520,372	474,094	650,364
118	SYSTEMS DEVELOPMENT FUND	9,527,110	10,653,021	11,111,896
119	MAINTENANCE DISTRICT FUND	8,649,440	8,910,819	9,441,103
125	COMM DEVELOP BLOCK GRANT FUND	2,034,039	1,228,485	2,185,620
126	SENIOR SERVICES FUND	41,963	20,571	21,407
128	NUTRITION PROGRAM FUND	341,994	427,014	537,593
130	AB2766 - AIR QUALITY IMPROVMNT	298,146	304,522	307,338
132	SLURRY SEAL SUR CHG FUND	692,623	242,105	261,405
136	PUBLIC SAFETY SPECIAL EVENTS FUND	1,134,457	840,170	1,058,680
139	SUPPL.LAW ENFORCEMENT SERV FD	400,020	362,040	401,764
143	PUBLIC SAFETY GRANTS	760,526	683,741	466,623
145	STRUCTURAL FIRE FUND	373,972	729,154	544,010
146	ISHUTTLE	2,976,823	3,038,811	3,203,665
149	SPECIAL PROGRAMS GRANTS FUND	54,294	0	500,000
151	ASSET FORFEITURE JUSTICE DEPT	189,584	2,613	2,621
152	ASSET FORFEITURE TREASURY DEPT	3,160	54	3
153	ASSET FORFEITURE OC AND STATE	46,862	977	1,284
154	MEASURE M FAIRSHARE M2	3,833,840	3,938,224	4,550,146
155	COMMUNITY SERVICES PRGRM FUND	677,002	611,292	570,526
156	REDEVELOPMENT OBLIGATION RETIREMENT FUND	0	0	0
180	ORANGE COUNTY GREAT PARK FUND	13,176,077	19,305,816	24,285,051
	Special Revenue Funds Total	\$ 79,273,358	\$ 71,214,248	\$ 73,931,976

<sup>9</sup> Not including transfers

# Budget Summary

## All Funds – Revenue Comparison<sup>9</sup>

FUND	FY 2015-16 CAPITAL PROJECTS FUNDS	ACTUALS 2013-14	ADJUSTED BUDGET 2014-15	PROPOSED BUDGET 2015-16
203	CFD 05-2 IMPROVEMENTS - COLUMBUS GRV	\$ 998	\$ 75	\$ 3
204	CFD 2013-3 GREAT PARK	500,047	67,757,079	8,959
205	CFD 04-1 IMPROVEMENTS - CENTRAL PARK	196	666	9,169
206	AD 84-6 / 89-10 WESTPARK ASSESSMENT	2,006	3,002	3,157
207	AD 85-7 SPECTRUM 1, 3 & 4	363	24	108
208	AD 87-8 SPECTRUM 5	712	1,421	60
213	AD 94-13 OAKCREEK	141	109	30
214	AD 93-14 IRVINE SPECTRUM 6 & 7	11,528	19,371	10,775
215	AD 97-16 NORTHWEST IRVINE	8,391	12,943	8,827
216	AD 97-17 LOWER PETERS CANYON EAST	16,126	25,474	17,813
217	AD 00-18 SHADY CYN - TURTLE RIDGE	2,283	3,653	2,361
218	AD 03-19 NORTHERN SPHERE	3,775	5,915	4,534
219	AD 04-20 PORTOLA SPRINGS	1,211	1,464	21,007,785
220	AD 05-21 ORCHARD HILLS	15,001,332	4,981	3,232
221	AD 07-22 STONEGATE	5,113	4,550	3,697
223	AD 10-23 LAGUNA ALTURA	10,259,573	3,444	3,246
224	AD 11-24 CYPRESS VILLAGE	4,995	6,847	2,052
225	AD 13-25 EASTWOOD	179,991	0	38,009,890
250	CAPITAL IMPROV PROJ FUND - CIR	2,423,897	2,410,264	3,047,940
254	RAILROAD GRADE SEPARATION	2,369,267	(5,737)	6,287,019
260	CAPITAL IMPROV PROJ FUND-NON CIRC	397,420	1,582,789	4,691,805
262	COL BILL BARBER MC MEMORIAL PK	22,317	10,712	16,569
270	NORTH IRVINE TRANSP MITIGATION PROGRAM	6,873,399	503,771	567,352
271	IRVINE BUSINESS COMPLEX FUND	17,379,417	9,975,249	5,191,188
272	IBC TRANSPORTATION MGMT PROGRAM	4,606	2,071	2,192
280	OCGP INFRASTRUCTURE	8,779	0	0
282	FEE DISTRICT NO. 92-1	403	287	349
286	OCGP DEVELOPMENT FUND	55,892	9,397	2,046,027
Capital Projects Funds Total		\$ 55,534,176	\$ 82,339,821	\$ 80,946,139

FUND	FY 2015-16 INTERNAL SERVICE FUNDS	ACTUALS 2013-14	ADJUSTED BUDGET 2014-15	PROPOSED BUDGET 2015-16
501	INVENTORY	\$ 289,717	\$ 285,475	\$ 284,480
570	INSURANCE FUND	7,261,474	6,960,228	8,337,020
574	FLEET SERVICES FUND	4,595,647	4,913,186	5,208,609
577	MISC. EQUIPMENT INT. SERVICE F	0	0	0
578	TELEPHONE, MAIL, DUPLIC SRV FUND	2,452,073	2,488,255	2,919,830
579	STRATEGIC TECHNOLOGY PLAN FUND	5,756,626	6,740,401	8,855,232
580	CIVIC CENTER MAINTENANCE & OPERATIONS FD	1,569,271	1,804,842	1,854,263
Internal Service Funds Total		\$ 21,924,808	\$ 23,192,387	\$ 27,459,434

<b>ALL FUNDS REVENUE TOTALS</b>	<b>\$ 323,228,494</b>	<b>\$ 355,025,462</b>	<b>\$ 376,943,333</b>
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# City Manager's Office

## Budget Summary:

The FY 2015-16 City Manager's Office operating budget focuses resources on essential services and funds to meet the City's strategic goals. The City Manager's Office is entrusted with the administrative, strategic business planning, Orange County Great Park Planning and Development, legal, public information, and City Clerk functions of the organization. The department's budget is based on the continuation of essential, mandated and City Council-directed services, which includes expenditures of \$8,090,244 and revenues of \$44,500. The budget provides for a total of 39 full-time employees, 10.1 part-time employees (in FTEs), and the City Council.



The department's organizational structure, the services it provides during the year, and the revenues and expenditures required to implement the services are detailed in the subsequent pages.

## Strategic Goals:

### 1. Maintain and enhance the physical environment

- Provide administrative support to operating departments to ensure an attractive physical environment is maintained throughout the community.

### 2. Promote a safe and secure community

- Provide administrative support to operating departments for the elimination and prevention of disorder within the community.

### 3. Promote economic prosperity

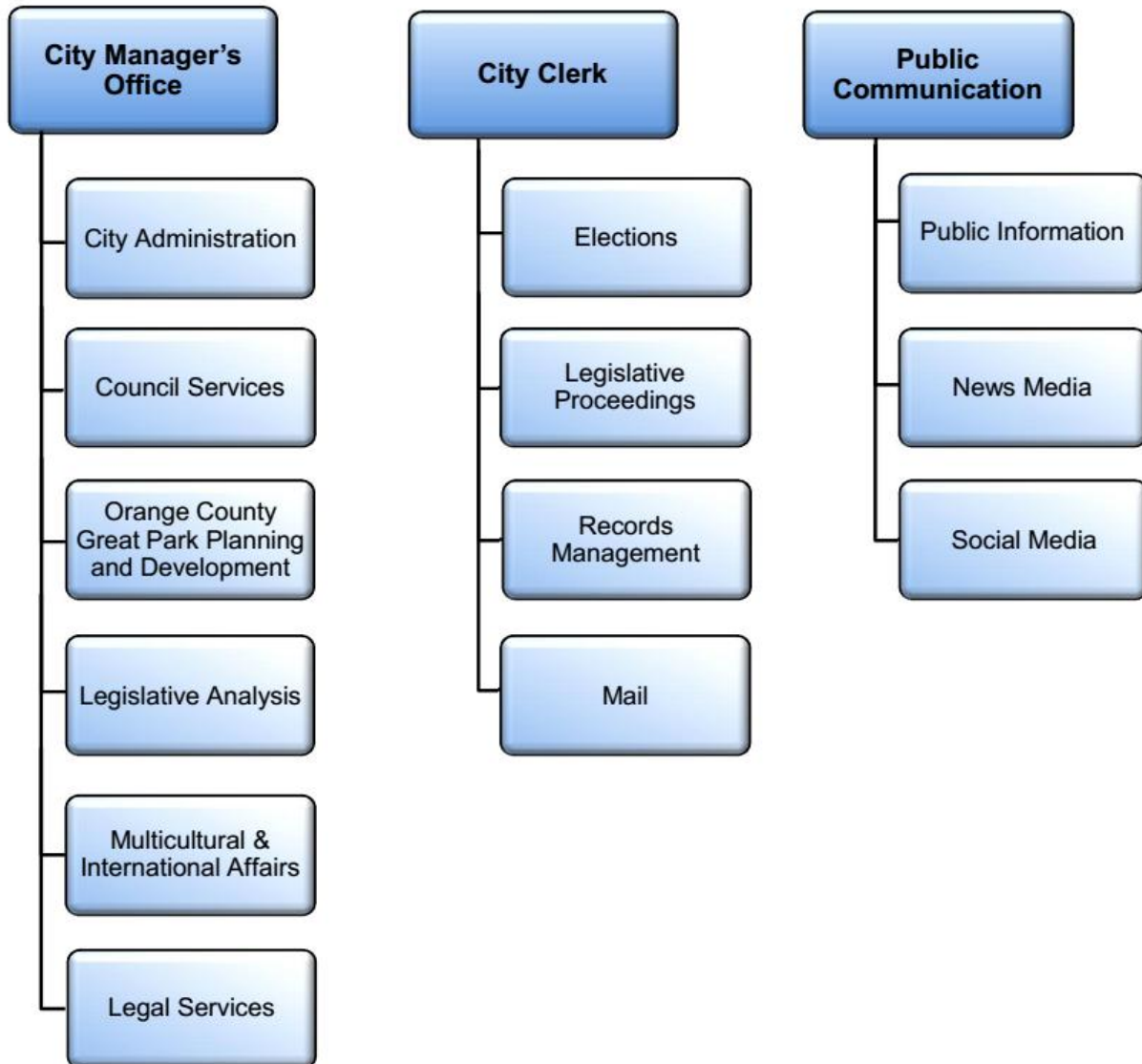
- Provide administrative support to ensure the City maintains and enhances a sound fiscal base.
- Conduct analysis of legislation that may impact City operations, particularly those pertaining to budget issues.

### 4. Promote effective government

- Oversee the development of the City's annual budget and financial forecasting
- Provide support to the City's elected leadership.
- Develop a comprehensive approach to capital planning efforts within the City.
- Engage the community through an active Public Information Office, including website updates, public access video, regularly published newsletters and online communications.
- Promote the City's cultural diversity through outreach and development of community partnerships.
- Enhance the profile of the City internationally by supporting Irvine's international relationships and receiving foreign dignitaries.

# City Manager's Office

## Services to the Community:



# City Manager's Office

## Department Budget Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS AND REVENUE			
Salaries & Benefits	\$4,724,159	\$5,198,450	\$5,404,984
Services & Supplies	\$2,093,448	\$2,677,186	\$2,685,260
Capital Equipment	\$0	\$0	\$0
Subtotal	\$6,817,607	\$7,875,636	\$8,090,244
Cost Allocated	0	0	0
Revenues	(52,725)	(36,500)	(44,500)
GENERAL FUND SUPPORT	\$6,764,882	\$7,839,136	\$8,045,744
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$511,886	\$1,325,277	\$1,395,433
Services & Supplies	\$2,768,925	\$6,503,643	\$6,231,459
Capital Equipment	\$0	\$77,000	\$69,006
Subtotal	\$3,280,811	\$7,905,920	\$7,695,898
ALL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$5,236,045	\$6,523,727	\$6,800,417
Services & Supplies	\$4,862,373	\$9,180,829	\$8,916,719
Capital Equipment	\$0	\$77,000	\$69,006
Cost Allocated	\$0	\$0	\$0
TOTAL COST	\$10,098,418	\$15,781,556	\$15,786,142
STAFFING SUMMARY			
Full Time	40.0	39.0	39.0
Part Time	7.2	10.1	10.1
Non-Hourly	5.0	5.0	5.0
TOTAL STAFFING	52.2	54.1	54.1

# City Manager's Office

## City Council

### Purpose:

To represent the Irvine community by establishing City policies and providing direction to the City Manager to develop and meet municipal goals and objectives.

### Summary of Services:

The City Council sets policy for the City. Included within the City Council budget is continued funding for City Council Executive Assistants, administrative support for City Council activities, City membership in regional organizations and support for public City Council meetings.

### 2015-16 Standards:

- |  | Strategic Goal(s)* |
|--|--------------------|
| • Set clear policy and provide clear direction to the City Manager.        | 1,2,3,4            |
| • Adopt an annual operating and capital improvement budget.                | 1,2,3,4            |
| • Hold City Council meetings that encourage public participation.          | 4                  |
| • Meet all requirements of the Brown Act.                                  | 4                  |
| • Skillfully represent City interests on regional issues affecting Irvine. | 1,2,3,4            |
| • Respond to constituent letters within two weeks.                         | 4                  |
| • Respond to constituent phone calls within one day.                       | 4                  |

\* Numbers denote linkage to the department's Strategic Goals; please see page 74 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Conducted City Council Meetings (# of meetings)	27	28	27
• Budget Proposed (annual budget)	1	1	1
<b>Efficiency</b>			
• Percent of City Council meetings held within scheduled timeframes	100%	100%	100%
• Annual budget proposed within established timeframes	Met	Met	Meet
• Percent of constituent inquiries responded to within established timeframes	99%	99%	99%
<b>Unit Cost</b>			
• City Council costs as a percent of overall General Fund Budget	0.9%	0.9%	1.0%
• Per capita cost	\$5.69	\$6.11	\$6.11
<b>Effectiveness</b>			
• Constituent satisfaction with City services	96%	96%	96%



# City Manager's Office

## City Council

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$854,235	\$971,344	\$984,289
Services & Supplies	\$460,487	\$511,065	\$540,156
Capital Equipment	\$0	\$0	\$0
Subtotal	\$1,314,721	\$1,482,409	\$1,524,445
Cost Allocated	0	0	0
Revenues	0	0	0
NET GENERAL FUND SUPPORT	\$1,314,721	\$1,482,409	\$1,524,445
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$409	\$65,279	\$62,451
Services & Supplies	\$0	\$0	\$0
Capital Equipment	\$0	\$0	\$0
Subtotal	\$409	\$65,279	\$62,451
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$854,644	\$1,036,623	\$1,046,740
Services & Supplies	\$460,487	\$511,065	\$540,156
Capital Equipment	\$0	\$0	\$0
Cost Allocated	\$0	\$0	\$0
TOTAL	\$1,315,131	\$1,547,688	\$1,586,896

# City Manager's Office

## City Council

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>FULL TIME</b>			
Administrative Secretary	1.00	1.50	1.50
Council Services Manager	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00
Program Assistant	0.50	0.00	0.00
Subtotal	3.50	3.50	3.50
<b>PART TIME</b>			
Council Executive Assistant	0.96	4.23	3.09
Senior Council Executive Assistant-EPT	2.10	1.36	1.60
Senior Council Executive Assistant-PT	1.49	1.44	1.58
Subtotal:	4.55	7.03	6.27
<b>NON-HOURLY</b>			
Council Person	3.00	1.50	1.50
Mayor	1.00	0.50	0.50
Mayor Pro Tem	1.00	0.50	0.50
OCGP Board Member	0.00	2.50	2.50
Subtotal:	5.00	5.00	5.00
<b>TOTAL STAFFING:</b>	<b>13.05</b>	<b>15.53</b>	<b>14.77</b>

# City Manager's Office

## City Manager

### Purpose:

To ensure City Council direction is properly implemented and operating departments successfully deliver quality services to the community.

### Summary of Services:

The City Manager's Office is responsible for overseeing all City operations, ensuring that departments deliver quality services; keeping the City Council and community informed on issues; providing direction to operating departments to ensure City Council policies are implemented properly; overseeing capital planning within the organization and throughout the City; working to influence state and federal legislation on matters of importance to the City; planning and development of the Orange County Great Park; promoting and supporting multicultural organizations; and fostering Irvine's international relationships.

### 2015-16 Standards:

	Strategic Goal(s)*
• Ensure the City Council is fully informed about City issues.	1,2,3,4
• Provide timely, complete and accurate City Council reports.	1,2,3,4
• Provide clear and concise direction to the Executive Management Team.	1,2,3,4
• Provide timely, accurate and efficient public information and communication services to both City staff and residents.	1,2,3,4
• Provide effective representation of the City's interests at regional, state and federal levels.	1,2,3,4
• Continue to showcase Irvine as a center for international exchange and innovation.	3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 74 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Weekly meetings with City Councilmembers (# of meetings)	255	255	255
• Executive Management Team meetings (# of meetings)	50	50	50
• Irvine Twitter "Followers"/Facebook "Likes"	14,628	19,837	23,000
• Number of foreign dignitaries/visitors received	335	500	550
<b>Efficiency</b>			
• Meetings held with each Councilmember on a weekly basis	Met	Met	Met
• Bi-monthly Executive Management Team meetings held within scheduled timeframes	Met	Met	Met
• Annual budget proposed within established timeframes	Met	Met	Met
<b>Unit Cost</b>			
• Percent of the City Manager's Department General Fund operating expenditures devoted to the City Manager's section	55.6%	52.2%	52.3%
• City Manager's section budget as a percent of the citywide General Fund Budget	2.5%	2.5%	2.4%
<b>Effectiveness</b>			
• Percent of resident satisfaction with City services	96%	96%	96%

# City Manager's Office

## City Manager

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$2,733,548	\$2,891,543	\$2,990,014
Services & Supplies	\$1,077,218	\$1,217,782	\$1,243,126
Capital Equipment	\$0	\$0	\$0
Subtotal	\$3,810,766	\$4,109,325	\$4,233,140
Cost Allocated	0	0	0
Revenues	(2,492)	0	0
NET GENERAL FUND SUPPORT	\$3,808,274	\$4,109,325	\$4,233,140
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$318,755	\$1,061,401	\$1,122,396
Services & Supplies	\$2,385,032	\$6,005,354	\$5,727,287
Capital Equipment	\$0	\$77,000	\$39,000
Subtotal	\$2,703,788	\$7,143,755	\$6,888,683
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$3,052,303	\$3,952,944	\$4,112,410
Services & Supplies	\$3,462,251	\$7,223,136	\$6,970,413
Capital Equipment	\$0	\$77,000	\$39,000
Cost Allocated	\$0	\$0	\$0
TOTAL	\$6,514,553	\$11,253,080	\$11,121,823

# City Manager's Office

## City Manager

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Aide	1.00	1.00	1.00
Administrative Secretary	1.00	0.50	0.50
Assistant City Manager	1.00	1.00	1.00
Assistant City Manager-Great Park	0.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Chief Executive Officer - Great Park	1.00	0.00	0.00
City Manager	1.00	1.00	1.00
Deputy CEO - Great Park Corporation	1.00	0.00	0.00
Director Of Public Affairs and Communica	1.00	1.00	1.00
Executive Coordinator	1.00	1.00	1.00
Executive Secretary	2.00	2.00	2.00
Management Analyst I	0.00	1.00	1.00
Management Analyst II	1.00	0.00	0.00
Manager, GP Planning & Development	0.00	1.00	1.00
Manager, Land and Assets	0.00	1.00	1.00
Media Services Specialist	2.00	2.00	2.00
Office Specialist	1.00	1.00	1.00
Program Assistant	0.50	1.00	1.00
Program Specialist	2.00	2.00	2.00
Senior Management Analyst	2.00	1.00	1.00
Senior Media Services Coordinator	2.00	2.00	2.00
Senior Project Manager	1.00	0.00	0.00
Special Programs Administrator	1.00	1.00	1.00
Subtotal	23.50	22.50	22.50
PART TIME			
Asst to the City Manager-PT	0.00	0.48	0.00
Council Services Manager-PT	0.48	0.48	0.48
Media Services Coord - EPT	0.80	0.00	0.00
Program Assistant-EPT	0.00	0.00	0.80
Subtotal	1.28	0.96	1.28
TOTAL STAFFING:	24.78	23.46	23.78

# City Manager's Office

## City Clerk

### Purpose:

To provide administration of legislative proceedings and municipal elections; professional support to the City Council, City Manager, members of the public, and staff; and records management administration of official City records and information.

### Summary of Services:

The City Clerk's Office connects the City and citizens with public information; provides administration of state campaign finance and conflict of interest regulations per the 1974 Political Reform Act, as well as the City's own Lobbyist Regulations; administers general and special municipal elections; provides oversight for public meetings per the Ralph M. Brown Act; manages agendas and official records for the City Council, boards and commissions; processes and retains agreements, resolutions, ordinances, and claims; administers the Irvine Records and Information System and Irvine Quick Records, a web interface to access public records on-line; processes all Requests for Information and subpoenas; acts as custodian of City records; creates, coordinates and maintains all City forms; and manages Centralized Mail Operations and Reception services.

### 2015-16 Standards:

**Strategic Goal(s)\***

- Provide professional, administrative, analytical and technical assistance to the City Council, City commissions, City Manager and the public for all legislative processes. 1,2,3,4
- Process all California Public Records Act information requests, claims, summons and subpoenas within legal guidelines. 4
- Maintain all records in accordance with the citywide Adjusted Retention Schedule. 4
- Provide election information and promote civic participation. 4
- Coordinate regulatory filings per state law. 4

\* Numbers denote linkage to the department's Strategic Goals; please see page 74 for details.

### Measurements:

	<b>Actual 2013-14</b>	<b>Estimate 2014-15</b>	<b>Budget 2015-16</b>
--	---------------------------	-----------------------------	---------------------------

#### Services

- |  |            |            |            |
|--|------------|------------|------------|
| • Total Number of Documents in Irvine Quick Records  | 13,160,769 | 14,200,000 | 15,525,000 |
| • Subpoenas and Public Information Requests processed                                      | 4,156      | 4,273      | 4,400      |
| • Conflict of Interest filings   | 475        | 540        | 525        |
| • Campaign filings   | 76         | 321        | 75         |
| • City Council/Successor Agency/Orange County Great Park/Oversight Board meetings attended | 44         | 48         | 45         |

#### Efficiency

- |   |      |      |      |
|---|------|------|------|
| • Percent of services provided within legal timeframes (Legislative/Records/Mail/Reception Divisions) | 100% | 100% | 100% |
|---|------|------|------|

#### Unit Cost

- |  |        |        |        |
|--|--------|--------|--------|
| • Per capita costs for the City Clerk's Office | \$7.10 | \$9.26 | \$9.17 |
|--|--------|--------|--------|

#### Effectiveness

- |  |     |     |     |
|--|-----|-----|-----|
| • Percent of constituent satisfaction with City services | 96% | 96% | 96% |
|--|-----|-----|-----|



# City Manager's Office

## City Clerk

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$1,136,376	\$1,335,563	\$1,430,681
Services & Supplies	\$555,743	\$948,339	\$901,978
Capital Equipment	\$0	\$0	\$0
Subtotal	\$1,692,119	\$2,283,902	\$2,332,659
Cost Allocated	0	0	0
Revenues	(50,233)	(36,500)	(44,500)
NET GENERAL FUND SUPPORT	\$1,641,886	\$2,247,402	\$2,288,159
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$192,722	\$198,597	\$210,586
Services & Supplies	\$383,893	\$498,289	\$504,172
Capital Equipment	\$0	\$0	\$30,006
Subtotal	\$576,614	\$696,886	\$744,764
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$1,329,098	\$1,534,160	\$1,641,267
Services & Supplies	\$939,636	\$1,446,628	\$1,406,150
Capital Equipment	\$0	\$0	\$30,006
Cost Allocated	\$0	\$0	\$0
TOTAL	\$2,268,734	\$2,980,788	\$3,077,423

# City Manager's Office

## City Clerk

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Assistant City Clerk	0.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Deputy City Clerk II	2.00	1.00	1.00
Information Specialist	4.00	3.00	3.00
Lead Information Specialist	0.00	2.00	2.00
Lead Mail Coordinator	1.00	1.00	1.00
Mail Coordinator	1.00	1.00	1.00
Municipal Records Administrator	1.00	1.00	1.00
Program Assistant	1.00	1.00	1.00
Senior Office Specialist	1.00	1.00	1.00
Supervising Information Specialist	1.00	0.00	0.00
Subtotal:	13.00	13.00	13.00
PART TIME			
Administrative Secretary-PT	0.00	0.00	0.48
Information Specialist-EPT	0.88	0.88	0.80
Office Specialist-EPT	0.00	0.75	0.80
Office Specialist-PT	0.50	0.50	0.48
Subtotal:	1.38	2.13	2.56
TOTAL STAFFING:	14.38	15.13	15.56

# Administrative Services Department

## Budget Summary

Administrative Services is responsible for accounting, treasury, debt administration, payroll, benefits administration, workers' compensation, risk management, recruiting, training and development, labor relations, budget and purchasing functions. The department serves the City Council, City Commissions, City Manager, City departments, employees and residents of Irvine. The FY 2015-16 net General Fund Budget of \$7,166,115 is an increase from the prior year by \$943,079, or 15%. The increase is mainly due to additional contract services and legal costs to investigate address and defend personnel actions due to legally mandated appeal procedures; additional contract services for training and recruiting efforts to meet priorities and organizational needs, as well as, replacing two unfilled part-time positions with two full-time positions to better support Finance and Human Resources. The budget provides funding for a total of 50 full-time and 4.5 part-time employees (in FTEs), as well as, five Finance Commissioners.



## Strategic Goals:

### 1. Maintain and enhance the physical environment

- Provide human resources, purchasing, budget, financial and risk management support to all departments in their efforts to enhance the City's physical environment.

### 2. Promote a safe and secure community

- Provide human resources, purchasing, budget, financial and risk management support to all departments in their efforts to enhance the community's safety and security.
- Coordinate facility safety audits to provide community groups with the safest possible environment.
- Provide for a safe work environment for all employees.

### 3. Promote economic prosperity

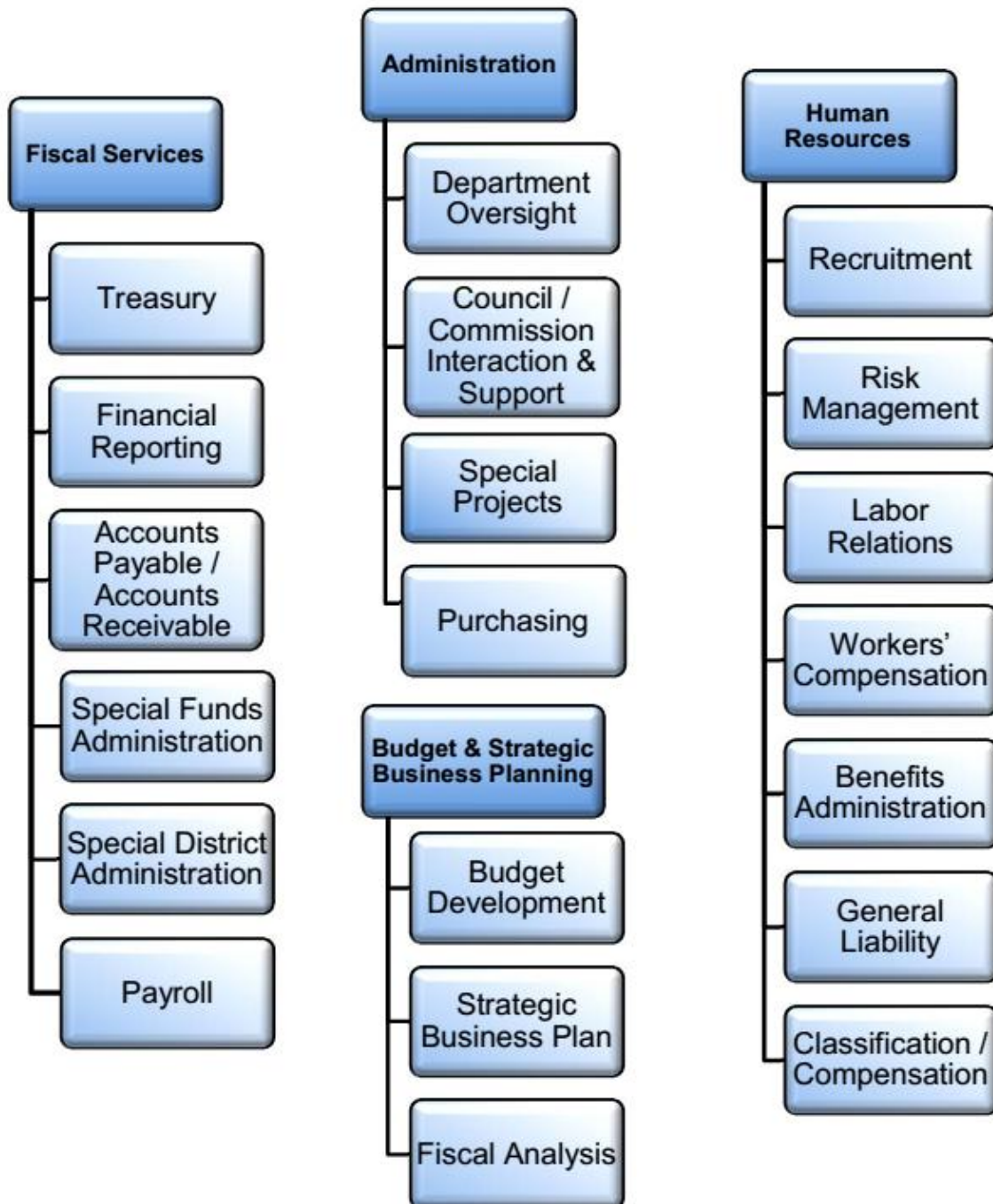
- Provide efficient government services that minimize the cost of services to the community.
- Provide and add value to the community with quality services and infrastructure enhancements through the administration of the City's financial assets.
- Effectively manage City debt to maintain the highest possible credit rating.
- Monitor conduit debt to provide the lowest possible costs for property owners.

### 4. Promote effective government

- Provide professional, effective and efficient support services.
- Establish standards for employee conduct, job classifications, recruitments, financial transactions, City computer use, and the purchase of goods and services.
- Hire and train staff members to provide City services.

# Administrative Services Department

## Services to the Community:



# Administrative Services Department

## Department Budget Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS AND REVENUE			
Salaries & Benefits	\$4,271,383	\$4,791,645	\$5,059,794
Services & Supplies	\$1,877,199	\$1,791,837	\$2,488,110
Capital Equipment	\$0	\$0	\$0
Subtotal	\$6,148,582	\$6,583,482	\$7,547,904
Cost Allocated	(22,335)	(15,000)	(12,000)
Revenues	(350,275)	(345,446)	(369,789)
GENERAL FUND SUPPORT	\$5,775,972	\$6,223,036	\$7,166,115
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$2,102,792	\$2,095,453	\$2,173,390
Services & Supplies	\$19,139,184	\$8,140,611	\$19,255,168
Capital Equipment	\$0	\$0	\$0
Subtotal	\$21,241,976	\$10,236,064	\$21,428,558
ALL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$6,374,175	\$6,887,098	\$7,233,184
Services & Supplies	\$21,016,383	\$9,932,448	\$21,743,278
Capital Equipment	\$0	\$0	\$0
Cost Allocated	(\$22,335)	(\$15,000)	(\$12,000)
TOTAL COST	\$27,368,223	\$16,804,546	\$28,964,462
STAFFING SUMMARY			
Full Time	48.0	48.0	50.0
Part Time	5.3	5.8	4.5
Non-Hourly	5.0	5.0	5.0
TOTAL STAFFING	58.3	58.8	59.5

# Administrative Services Department

## Administration

### Purpose:

To administer the day-to-day City administrative operations and provide long-range planning for all functions to ensure the City Council's strategic priorities are successfully implemented. Provide support to the departments in the areas of finance, human resources, risk management and purchasing.

### Summary of Services:

The Administration Division directs the day-to-day operations of all department functions. The division establishes and implements priorities, policies and procedures, and provides long-range planning for the department's three other divisions: Fiscal Services, Budget and Human Resources. The division supports the Finance Commission and coordinates its activities and implements its directives.

### 2015-16 Standards:

- |  | <b>Strategic Goal(s)*</b> |
|--|---------------------------|
| • Ensure the City is in compliance with all federal and state laws and City ordinances regarding financial reporting, purchasing, contracts, labor laws, and pension administration. | 1,2,3,4                   |
| • Create and maintain a safe work environment for employees by maintaining, educating and enforcing policies regarding workplace violence, sexual harassment and ergonomics.         | 2,4                       |
| • Work with employee associations in effective and fair negotiations regarding pay and benefit issues.   | 4                         |
| • Effectively coordinate and direct day-to-day activities for all department functions and divisions.  | 1,2,3,4                   |

\* Numbers denote linkage to the department's Strategic Goals; please see page 86 for details

### Measurements

#### Services

	<b>Actual 2013-14</b>	<b>Estimate 2014-15</b>	<b>Budget 2015-16</b>
• Finance Commission meetings conducted	14	15	20
• Investment Advisory Committee meetings conducted	4	3	4
• Defined Benefit/Defined Contribution meetings conducted	2	2	2

#### Unit Cost

• Total Administrative Services General Fund Budget as a percentage of the citywide General Fund Budget	4.0%	4.2%	4.3%
• Administrative Services General Fund budget per capita	\$29.37	\$26.27	\$27.32

#### Effectiveness

• Percent of public requests for files and information responded to within 10 days	80%	92%	90%
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# Administrative Services Department

## Administration

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$366,759	\$458,669	\$469,366
Services & Supplies	\$885,846	\$885,109	\$1,027,936
Capital Equipment	\$0	\$0	\$0
Subtotal	\$1,252,605	\$1,343,778	\$1,497,302
Cost Allocated	0	0	0
Revenues	(226)	0	0
NET GENERAL FUND SUPPORT	\$1,252,379	\$1,343,778	\$1,497,302
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$29,657	\$0	\$0
Services & Supplies	\$0	\$0	\$0
Capital Equipment	\$0	\$0	\$0
Subtotal	\$29,657	\$0	\$0
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$396,416	\$458,669	\$469,366
Services & Supplies	\$885,846	\$885,109	\$1,027,936
Capital Equipment	\$0	\$0	\$0
Cost Allocated	\$0	\$0	\$0
TOTAL	\$1,282,262	\$1,343,778	\$1,497,302

# Administrative Services Department

## Administration

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Coordinator	1.00	1.00	1.00
Director Of Administrative Services	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal:	2.00	2.00	2.00
PART TIME			
Senior Accountant-EPT	<u>0.00</u>	<u>0.80</u>	<u>0.80</u>
Subtotal:	0.00	0.80	0.80
NON-HOURLY			
Finance Commissioner	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Subtotal:	5.00	5.00	5.00
TOTAL STAFFING:	7.00	7.80	7.80

# Administrative Services Department

## Fiscal Services

### Purpose:

To protect the City's financial assets, ensure the annual budget is properly implemented, and the City's financial activities are conducted in a legal, accurate and timely manner concurrent with providing quality financial management services to City staff, customers and the community.

### Summary of Services:

The Fiscal Services Division administers the financial operations of the City through the Accounting, Purchasing and Treasury sections. The division also provides administrative support to the Investment Advisory Committee and Orange County Great Park Corporation. Specific functions include: annual financial report preparation; financial analysis and account reconciliation; financial and compliance audits; financial administration of grants and internal service funds; financial system security and enhancements; treasury portfolio administration; receipt, custody and recordation of all revenues; banking services; accounts receivable; accounts payable; issuance and administration of City debt; centralized purchasing; competitive bid process; contracts management; operation of a central warehouse; and financial planning support.

### 2015-16 Standards:

	Strategic Goal(s)*
• Provide responsive accounting services within generally accepted accounting principles.	1,2,3,4
• Deposit all revenues within one business day of receipt.	3,4
• Invest all funds in accordance with the City's investment policy.	1,2,3,4
• Provide services to customers by paying all vendors' invoices accurately and within payment terms.	1,2,3,4
• Ensure the City is in compliance with all federal and state laws and City ordinances regarding financial reporting and treasury operations.	1,2,3,4
• Provide accurate payroll services to employees in compliance with all federal and state laws and City ordinances, as well as the City's Personnel Regulations, memoranda of understanding, and Salary Resolutions.	1,2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 86 for details.

Measurements	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services (Output)</b>			
• Oversight Board to the Successor Agency of the Irvine Redevelopment Agency meetings conducted	6	3	2
• Number of A/P warrants and electronic payments	11,361	12,000	12,500
• Number of active developer deposit cases	1,654	3,300	3,500
• Total value of payables processed	\$220M	\$204M	\$211M
• Number of purchase orders placed	1,936	1,900	2,000
• Number of debt issues administered	47	26	29
• Number of requests for proposals/invitations for bids managed	123	136	100
• Average number of timesheets processed each pay period	1,216	1,267	1,280
<b>Unit Cost</b>			
• Fiscal Services as a percentage of the citywide General Fund Budget	1.5%	1.7%	1.7%
<b>Effectiveness</b>			
• Percent of funds placed in interest bearing accounts	99.8%	99.8%	99.9%
• Annual physical inventory of warehouse accuracy	99.7%	99%	99%
• Percent of purchasing services completed within service level agreement timeframes	99.5%	98%	98%

# Administrative Services Department

## Fiscal Services

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$2,198,783	\$2,357,746	\$2,489,302
Services & Supplies	\$273,980	\$263,189	\$319,265
Capital Equipment	\$0	\$0	\$0
Subtotal	\$2,472,763	\$2,620,935	\$2,808,567
Cost Allocated	(22,335)	(15,000)	(12,000)
Revenues	(344,351)	(321,231)	(344,954)
NET GENERAL FUND SUPPORT	\$2,106,077	\$2,284,704	\$2,451,613
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$1,053,301	\$1,133,759	\$1,144,397
Services & Supplies	\$3,460,977	\$1,168,859	\$11,643,200
Capital Equipment	\$0	\$0	\$0
Subtotal	\$4,514,278	\$2,302,618	\$12,787,597
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$3,252,084	\$3,491,505	\$3,633,699
Services & Supplies	\$3,734,958	\$1,432,048	\$11,962,465
Capital Equipment	\$0	\$0	\$0
Cost Allocated	(\$22,335)	(\$15,000)	(\$12,000)
TOTAL	\$6,964,707	\$4,908,553	\$15,584,164

# Administrative Services Department

## Fiscal Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Accountant	1.00	1.00	2.00
Accounting Technician	4.00	4.00	4.00
Administrative Secretary	1.00	1.00	1.00
Buyer	1.00	1.00	1.00
Finance Administrator	2.00	2.00	2.00
HRIS Specialist	1.00	0.00	0.00
Lead Accounting Technician	1.00	1.00	1.00
Management Analyst I	1.00	0.00	0.00
Manager, Fiscal Services	1.00	1.00	1.00
Payroll Process Analyst	0.00	1.00	1.00
Payroll Specialist	0.00	1.00	1.00
Payroll Supervisor	1.00	1.00	1.00
Purchasing Agent	1.00	0.00	0.00
Purchasing/Contracts Administrator	0.00	1.00	1.00
Senior Accountant	4.00	4.00	4.00
Senior Accounting Technician	3.00	3.00	3.00
Senior Buyer	2.00	0.00	0.00
Senior Buyer/Contracts Coordinator	0.00	2.00	2.00
Senior Management Analyst	1.00	1.00	1.00
Supervisor of Accounting Services	1.00	1.00	1.00
Treasury Specialist	1.00	1.00	1.00
Subtotal:	27.00	27.00	28.00
PART TIME			
Accountant-PT	0.50	0.50	0.00
Program Assistant-EPT	0.00	0.80	0.80
Senior Accounting Technician-EPT	0.80	0.00	0.00
Subtotal:	1.30	1.30	0.80
TOTAL STAFFING:	28.30	28.30	28.80

# Administrative Services Department

## Human Resources

### Purpose:

To support and maximize citywide productivity by attracting, retaining, developing, and managing a qualified workforce. To provide a variety of services and programs to ensure a safe and healthy work environment.

### Summary of Services:

Human Resources is responsible for the staffing, selection and development of the City's workforce and management of its benefit, liability, loss control and disability programs. Human Resources also provides labor relations, payroll, salary and benefit programs, manages the City's classification plan, and administers its pay-for-performance and training programs.

### 2015-16 Standards:

	Strategic Goal(s)*
• Prepare recruitment strategy and work plan within seven working days following receipt of position requisition.	1,2,3,4
• Ensure the City is in compliance with all federal and state laws and City ordinances, as well as the City's Personnel Regulations, Memoranda of Understanding and Salary Resolutions.	1,2,4
• Maintain the City's classification plan and respond to departmental requests for position reviews.	4
• Effectively manage the City's risk management, workers' compensation, municipal liability, property, employee benefits, retirement, ADA, employee safety and wellness programs.	2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 86 for details.

Measurements	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Output</b>			
• Number of COBRA and retiree health plan participants	158	158	155
• Number of recruitments	64	82	90
<b>Efficiency</b>			
• Percentage of City facilities in compliance with the Safety Policy and Standards within 90 days of inspection	82%	85%	85%
<b>Unit Cost</b>			
• Average workers' compensation cost per closed claim	\$13,471	\$14,145	\$15,828
• New workers' compensation claims per budgeted FTE	0.11	0.14	0.14
• Human Resources expenditures as a percentage of citywide General Fund expenditures	1.0%	1.2%	1.4%
<b>Effectiveness</b>			
• Percentage of appointments made from the first tier of the eligibility list	95%	95%	95%
• Percentage of appointments that pass probation	92%	90%	90%
• Litigated cases as a percentage of total open workers' compensation claims	22%	25%	25%
• Number of liability claims litigated per year	14	12	12



# Administrative Services Department

## Human Resources

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$1,237,383	\$1,487,295	\$1,595,168
Services & Supplies	\$668,498	\$622,205	\$1,116,205
Capital Equipment	\$0	\$0	\$0
Subtotal	\$1,905,880	\$2,109,500	\$2,711,373
Cost Allocated	0	0	0
Revenues	(253)	0	0
NET GENERAL FUND SUPPORT	\$1,905,627	\$2,109,500	\$2,711,373
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$728,539	\$737,068	\$764,251
Services & Supplies	\$7,373,000	\$6,971,752	\$7,602,928
Capital Equipment	\$0	\$0	\$0
Subtotal	\$8,101,539	\$7,708,820	\$8,367,179
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$1,965,922	\$2,224,363	\$2,359,419
Services & Supplies	\$8,041,498	\$7,593,957	\$8,719,133
Capital Equipment	\$0	\$0	\$0
Cost Allocated	\$0	\$0	\$0
TOTAL	\$10,007,420	\$9,818,320	\$11,078,552

# Administrative Services Department

## Human Resources

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>FULL TIME</b>			
Administrative Aide	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
HRIS Specialist	1.00	1.00	1.00
Human Resources Administrator	1.00	1.00	1.00
Human Resources Analyst I	1.00	1.00	1.00
Human Resources Analyst II	1.00	1.00	1.00
Manager, Human Resources	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00
Program Assistant	4.00	4.00	4.00
Program Specialist	1.00	1.00	1.00
Risk Management Administrator	1.00	1.00	1.00
Senior Human Resources Analyst	1.00	1.00	1.00
Senior Management Analyst	0.00	0.00	1.00
Subtotal:	15.00	15.00	16.00
<b>PART TIME</b>			
Human Resources Analyst II-PT	0.50	0.50	0.50
Human Resources Specialist-EPT	0.80	0.80	0.80
Management Analyst II-PT	0.50	0.50	0.00
Management Analyst I-PT	0.00	0.00	0.50
Manager, Human Resources-PT	0.12	0.00	0.00
Office Assistant I-PT	0.30	0.30	0.30
Office Specialist-EPT	0.00	0.80	0.00
Office Specialist-PT	0.50	0.00	0.00
Program Assistant-EPT	0.00	0.00	0.80
Program Specialist-PT	0.50	0.00	0.00
Senior Management Analyst-EPT	0.80	0.80	0.00
Subtotal:	4.02	3.70	2.90
<b>TOTAL STAFFING:</b>	<b>19.02</b>	<b>18.70</b>	<b>18.90</b>

# Administrative Services Department

## Budget and Strategic Business Plan

### Purpose:

To identify and allocate resources to strategic priorities and provide accurate financial information and forecasting to add maximum value to the City through competitive service improvements and technical innovation.

### Summary of Services:

Assist the City Council and Executive Management Team in allocating the City's resources to meet strategic priorities. Assistance includes developing the annual City budget to monitor projected revenues and expenditures versus actual revenue and expenditures. Additionally, the section is responsible for the development and maintenance of the City's long-range financial projection model, coordination of the City's land use projections, and evaluation of the fiscal impact of new development through the City's Strategic Business Plan. This section also develops cost of service studies to determine appropriate fees for fee-related City services.

### 2015-16 Standards:

	Strategic Goal(s)*
• Provide City Council with a adopted budget for adoption by June 30.	1,2,3,4
• Submit monthly budget reports within 30 days of the month-end financial close.	3,4
• Provide revenue projections supported by objective information and prudent assumptions.	3,4
• Assist other departments with budget preparation and forecasting economic trends impacting departmental operations.	1,2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 86 for details.

Measurements	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Preparation of the Budget (# of documents)	2	2	2
• Preparation/approval of budget adjustments (# of adjustments)	165	120	140
• Preparation of Monthly and Quarterly Budget Reports (# of reports)	10	10	10
<b>Efficiency</b>			
• Percent of financial reports submitted to Finance Commission within 30 days of month end close	100%	100%	100%
• Percent of City Attorney bills processed within standards	100%	100%	100%
• Percent of budget adjustments processed within standards	100%	100%	100%
<b>Unit Cost</b>			
• Percent of the Administrative Services Department General Fund operating expenditures for the Budget section	8.4%	7.7%	7.0%
• Cost per capita	\$2.24	\$2.10	\$2.13
<b>Effectiveness</b>			
• Received GFOA Budget Award	Yes	Yes	Yes
• Received CSMFO Budget Award	Yes	Yes	Yes
• Average number of follow-up questions for monthly financial reports	4	4	4

# Administrative Services Department

## Budget and Strategic Business Plan

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$468,458	\$487,935	\$505,958
Services & Supplies	\$48,875	\$21,334	\$24,704
Capital Equipment	\$0	\$0	\$0
Subtotal	\$517,333	\$509,269	\$530,662
Cost Allocated	0	0	0
Revenues	(5,444)	(24,215)	(24,835)
NET GENERAL FUND SUPPORT	\$511,889	\$485,054	\$505,827
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$35,764	\$224,626	\$264,742
Services & Supplies	\$0	\$0	\$9,040
Capital Equipment	\$0	\$0	\$0
Subtotal	\$35,764	\$224,626	\$273,782
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$504,223	\$712,561	\$770,700
Services & Supplies	\$48,875	\$21,334	\$33,744
Capital Equipment	\$0	\$0	\$0
Cost Allocated	\$0	\$0	\$0
TOTAL	\$553,098	\$733,895	\$804,444

# Administrative Services Department

## Budget and Strategic Business Plan

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Budget Officer	2.00	2.00	2.00
Management Analyst I	1.00	0.00	0.00
Management Analyst II	0.00	1.00	1.00
Manager, Budget And Business Planning	1.00	1.00	1.00
Subtotal:	4.00	4.00	4.00
TOTAL STAFFING:	4.00	4.00	4.00

# **Administrative Services Department**

## **Budget and Strategic Business Plan**

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# Community Development Department

## Budget Summary:

The FY 2015-16 Community Development Department operating budget focuses resources on essential services and funds to meet the City's strategic goals. The department is entrusted with planning the City's residential communities and commercial/industrial centers, as well as ensuring that all construction in the City complies with building codes. Additionally, the department is responsible for implementing the City's housing and Federal Grant programs. The department's budget is based on the continuation of essential, mandated and City Council-directed services and includes expenditures of \$11,385,578 and revenues of \$360,600. The budget provides for a total of 109 full-time employees and five part-time positions (2.8 FTEs).



## Strategic Goals:

### 1. Maintain and enhance the physical environment

- Provide discretionary case processing, building and grading plan check, and inspection and code enforcement services.
- Ensure the City's General Plan accurately reflects the community's goals regarding infrastructure and physical development.

### 2. Promote a safe and secure community

- Provide code enforcement services to ensure buildings are maintained and used consistently with codes and ordinances.
- Promote and provide strategies for sustainable development.
- Develop a full spectrum of housing according to the City's Housing Strategic Plan.

### 3. Promote economic prosperity

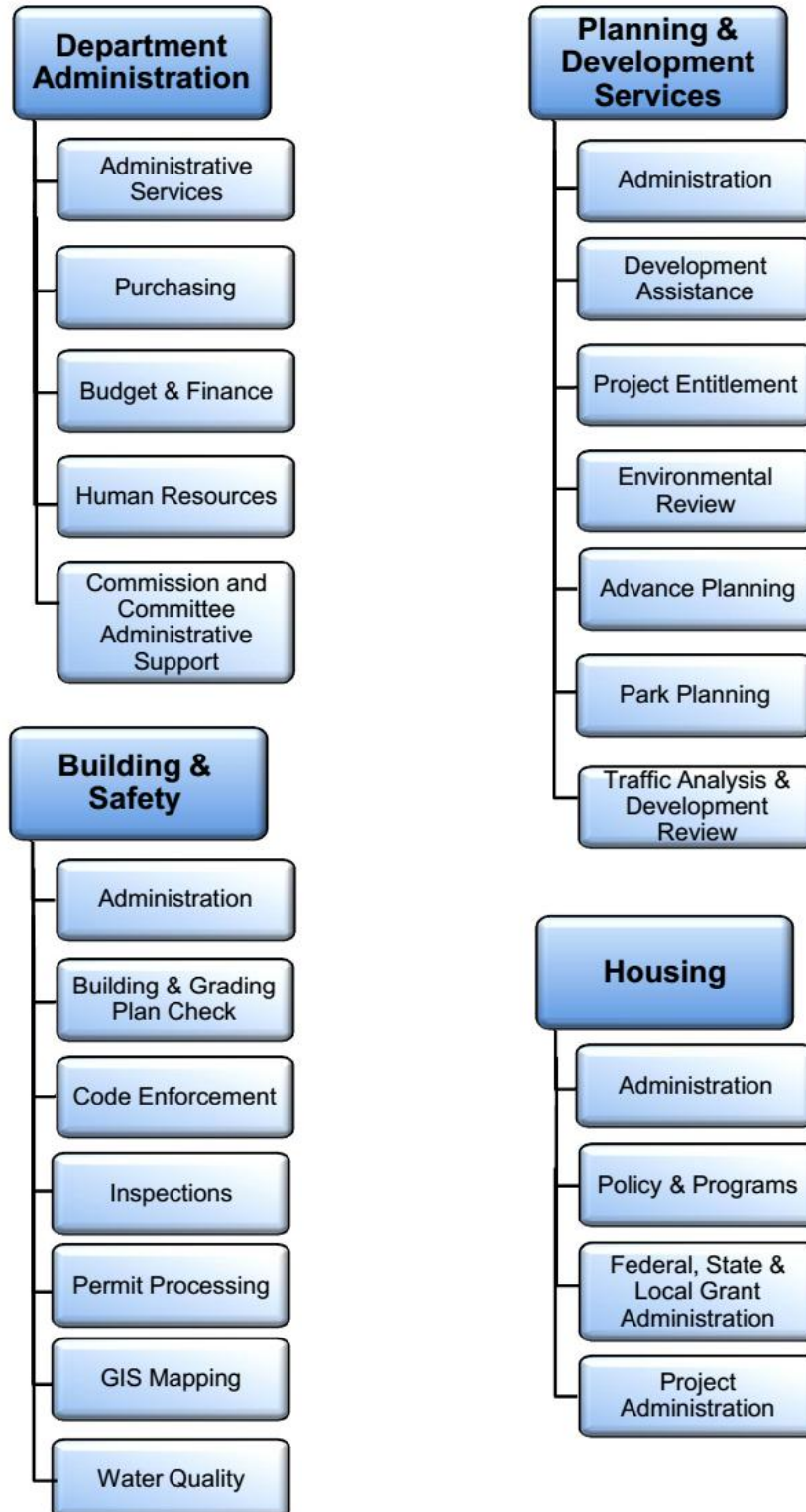
- Continue to take actions that make Irvine an attractive place to do business, such as maintaining development processing time standards and competitive fee structures.

### 4. Promote effective government

- Provide the highest quality service in the most cost-effective manner.
- Provide consistently professional services to the residents and constituents of the community.

# Community Development Department

## Services to the Community:



# Community Development Department

## Department Budget Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS AND REVENUE			
Salaries & Benefits	\$6,830,771	\$7,251,010	\$7,627,080
Services & Supplies	\$2,523,400	\$4,178,168	\$3,718,498
Capital Equipment	\$0	\$0	\$40,000
Subtotal	\$9,354,171	\$11,429,178	\$11,385,578
Cost Allocated	(45)	0	0
Revenues	(382,415)	(417,800)	(360,600)
GENERAL FUND SUPPORT	\$8,971,712	\$11,011,378	\$11,024,978
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$7,952,330	\$9,087,325	\$9,154,952
Services & Supplies	\$8,536,862	\$8,975,346	\$10,165,808
Capital Equipment	\$0	\$125,000	\$5,000
Subtotal	\$16,489,192	\$18,187,671	\$19,325,760
ALL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$14,783,101	\$16,338,335	\$16,782,032
Services & Supplies	\$11,060,263	\$13,153,513	\$13,884,306
Capital Equipment	\$0	\$125,000	\$45,000
Cost Allocated	(\$45)	\$0	\$0
TOTAL COST	\$25,843,319	\$29,616,848	\$30,711,338
STAFFING SUMMARY			
Full Time	102.0	108.0	109.0
Part Time	1.8	1.8	2.8
Non-Hourly	6.0	6.0	6.0
TOTAL STAFFING	109.8	115.8	117.8

# Community Development Department

## Administration

### Purpose:

To ensure the City Council's strategic priorities are successfully implemented through the activities of the department's operating divisions: Planning and Development Services, Building and Safety, and Housing.

### Summary of Services:

The Administration section directs all department functions: establishes and implements priorities, policies and procedures; provides oversight of contracts; and provides administrative support in human resources, training, budget, purchasing, finance and special projects for the department's 108 full-time and two part-time employees. Annually, the section continues to process more than 300 public requests for records research.

### 2015-16 Standards:

	Strategic Goal(s)*
• Complete by established deadlines a department budget that implements Strategic Business Plan priorities.	1,2,3,4
• Process all budgetary, personnel and financial/purchasing transactions according to established timeframes.	4
• Ensure customer expectations are addressed through weekly reviews of customer response forms.	1,2,3,4
• Continue to compare City processing procedures, costs and timeframes to those of surrounding cities and formulate recommendations to assure competitiveness.	3,4
• Respond to 100% of the public's requests for files and information within 10 days.	3,4
• Monitor department expenditures and revenues to ensure budget guidelines are met.	4

\* Numbers denote linkage to the department's Strategic Goals; please see page 102 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Planning Commission meetings conducted	17	19	18
• Zoning Administrator meetings conducted	23	19	21
• Subdivision Committee meetings conducted	10	11	11
<b>Efficiency</b>			
• Percent of public requests for files and information responded to within 10 days.	100%	100%	100%
<b>Unit Cost</b>			
• CD Administration as a percent of the department General Fund Budget	24.3%	20.3%	23.0%
• CD Administration as a percent of the citywide General Fund Budget	1.5%	1.5%	1.5%
<b>Effectiveness</b>			
• Number of customers served at the Planning/Zoning and Building and Safety Counters	26,200	29,000	30,200

# Community Development Department

## Administration

### Service Center Summary:

Staffing Detail – All Funds		Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE				
Salaries & Benefits		\$690,308	\$647,866	\$658,391
Services & Supplies		\$1,584,729	\$1,672,434	\$1,965,722
Capital Equipment		\$0	\$0	\$0
	Subtotal	\$2,275,037	\$2,320,300	\$2,624,113
Cost Allocated		0	0	0
Revenues		(52,828)	(52,500)	(53,100)
NET GENERAL FUND SUPPORT		\$2,222,209	\$2,267,800	\$2,571,013
SPECIAL FUNDS: APPROPRIATIONS				
Salaries & Benefits		\$157,023	\$54,890	\$41,202
Services & Supplies		\$0	\$110,000	\$100,000
Capital Equipment		\$0	\$0	\$0
	Subtotal	\$157,023	\$164,890	\$141,202
ALL FUNDS: APPROPRIATIONS TOTAL				
Salaries & Benefits		\$847,331	\$702,756	\$699,593
Services & Supplies		\$1,584,729	\$1,782,434	\$2,065,722
Capital Equipment		\$0	\$0	\$0
Cost Allocated		\$0	\$0	\$0
	TOTAL	\$2,432,060	\$2,485,190	\$2,765,315

# Community Development Department

## Administration

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Aide	1.00	0.00	0.00
Administrative Coordinator	1.00	1.00	1.00
Director Of Community Development	1.00	1.00	1.00
Program Assistant	0.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Senior Office Specialist	1.00	0.00	0.00
Subtotal:	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>
TOTAL STAFFING:	5.00	4.00	4.00



# Community Development Department

## Building & Safety Services

### Purpose:

To ensure all new and completed construction in the City complies with City and state codes; all permitting systems serve the needs of the public; and Geographic Information Systems (GIS) meet the needs of internal and external customers.

### Summary of Services:

The Building and Safety Services Division provides quality plan review and field inspection services, as well as coordinates permit approvals with City departments and outside agencies. The division is also responsible for enforcing the City's codes and regulations pertaining to the use and condition of developed property, including the enforcement of City sign and water quality ordinances. Staff also maintains a citywide geographical information mapping system.

### 2015-16 Standards:

	Strategic Goal(s)*
• Complete all plan checks within specified timeframes.	1,3,4
• Complete inspections on the workday following receipt of the inspection request.	1,2,3,4
• Calculate accurate fees for 95% of permit applications within 24 hours of plan check completion.	1,3,4
• Respond to water quality, fire and life safety complaints within two working days.	1,2,3,4
• Respond to non-fire and non-life safety complaints within five working days.	1,2,3,4
• Develop and maintain GIS information for Public Safety and other City department GIS applications within customer timeframes.	1,2,3,4
• Complete water quality inspections required by NPDES Water Quality Permit.	1,2,4
• Implement mobile devices for field personnel.	3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 102 for details.

Measurements:	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Number of applications received	2,697	2,900	3,100
• Number of inspections completed	158,467	175,000	180,000
• Number of permits issued	12,635	13,000	14,000
• Number of Code Enforcement cases received	1,267	1,300	1,400
• Number of GIS projects completed	583	720	828
<b>Efficiency</b>			
• Respond to water quality, fire and life safety complaints within two days	99%	99%	99%
• Plan checks completed within established timeframes	87%	85%	85%
<b>Unit Cost</b>			
• Average plan check cost per sq/ft – new SFD units	\$0.39	\$0.39	\$0.39
• Average inspection cost per sq/ft – new SFD units	\$0.28	\$0.28	\$0.28
<b>Effectiveness</b>			
• % of inspections performed within one day of request	99%	99%	99%

# Community Development Department

## Building & Safety Services

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$2,653,588	\$2,468,885	\$2,639,293
Services & Supplies	\$716,946	\$1,201,419	\$1,549,476
Capital Equipment	\$0	\$0	\$40,000
Subtotal	\$3,370,534	\$3,670,304	\$4,228,769
Cost Allocated	(23)	0	0
Revenues	(57,904)	(7,500)	(7,500)
NET GENERAL FUND SUPPORT	\$3,312,608	\$3,662,804	\$4,221,269
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$5,814,317	\$7,167,755	\$7,405,532
Services & Supplies	\$3,198,467	\$5,402,381	\$5,431,002
Capital Equipment	\$0	\$125,000	\$5,000
Subtotal	\$9,012,784	\$12,695,136	\$12,841,534
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$8,467,905	\$9,636,640	\$10,044,825
Services & Supplies	\$3,915,414	\$6,603,800	\$6,980,478
Capital Equipment	\$0	\$125,000	\$45,000
Cost Allocated	(\$23)	\$0	\$0
TOTAL	\$12,383,296	\$16,365,440	\$17,070,303

# Community Development Department

## Building & Safety Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>FULL TIME</b>			
Administrative Secretary	1.00	1.00	1.00
Associate Plan Check Engineer	1.00	2.00	2.00
Building Inspection Supervisor	4.00	4.00	4.00
Code Enforcement Supervisor	1.00	1.00	1.00
Engineering Geologist	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00
GIS Supervisor	1.00	1.00	1.00
Lead Permit Specialist	1.00	1.00	1.00
Manager, Building & Safety/CBO	1.00	1.00	1.00
Permit Services Supervisor	1.00	1.00	1.00
Permit Specialist I	3.00	2.00	2.00
Permit Specialist II	2.00	4.00	4.00
Plans Examiner	2.00	2.00	2.00
Principal Code Enforcement Inspector	0.00	0.00	1.00
Principal Plan Check Engineer	2.00	2.00	2.00
Senior Building Inspector	14.00	17.00	17.00
Senior Civil Engineer	1.00	1.00	1.00
Senior Code Enforcement Inspector	3.00	3.00	3.00
Senior Construction Inspector	5.00	6.00	6.00
Senior GIS Analyst	2.00	2.00	2.00
Senior Management Analyst	1.00	1.00	1.00
Senior Office Specialist	3.00	3.00	3.00
Senior Permit Specialist	2.00	2.00	2.00
Senior Plan Check Engineer	6.00	6.00	6.00
Water Quality Administrator	1.00	1.00	1.00
Subtotal:	60.00	66.00	67.00
<b>PART TIME</b>			
GIS Applications Specialist-PT	0.50	0.50	0.50
Intern I-PT	0.00	0.00	1.00
Subtotal:	0.50	0.50	1.50
<b>TOTAL STAFFING:</b>	<b>60.50</b>	<b>66.50</b>	<b>68.50</b>

# Community Development Department

## Housing Services

### Purpose:

To successfully implement City housing programs and the City's Housing Strategy and Implementation Plan for the provision of a full spectrum of housing in the City of Irvine and utilize all funding sources available for housing development including housing in-lieu fees; Community Development Block Grant (CDBG) and HOME Investment Partnership Act; and state funds.

### Summary of Services:

The Housing Services Division oversees City affordable housing programs; administers City affordable housing ordinances and compliance reviews of new residential developments; processes updates to City housing ordinances as required by state law; administers all federal entitlement grant programs; and provides information to residents seeking information on housing related services and affordable housing opportunities. The Housing Services Division also provides administrative services for the Irvine Community Land Trust, manages all CDBG and HOME program recipient contracts, state housing programs, and the City's Residential Rehabilitation Program.

### 2015-16 Standards:

	Strategic Goal(s)*
• Secure state funding to leverage City resources for affordable housing projects.	1,2,4
• Complete the federally mandated Annual Action Plan by May 2016, and Consolidated Annual Performance Evaluation Report by October 2015.	2,4
• Respond to questions and requests for housing information within five business days.	2,3,4
• Monitor federal CDBG and HOME recipients for compliance with agreement requirements on a quarterly and/or an annual basis.	2,4
• Monitor affordable housing agreements to ensure timely compliance by developers and operators.	1,2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 102 for details.

Measurements:	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Number of public agencies assisted	16	15	12
• Number of responses to requests for affordable housing and other related services information	600	600	600
• Number of Fair Housing Foundation calls for assistance	236	250	250
<b>Efficiency</b>			
• Complete interagency review within timeframes established by the requesting agencies	100%	100%	100%

# Community Development Department

## Housing Services

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$278,484	\$565,764	\$579,492
Services & Supplies	\$109,183	\$138,100	\$72,600
Capital Equipment	\$0	\$0	\$0
Subtotal	\$387,667	\$703,864	\$652,092
Cost Allocated	0	0	0
Revenues	(925)	(72,800)	(40,000)
NET GENERAL FUND SUPPORT	\$386,742	\$631,064	\$612,092
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$424,085	\$152,502	\$154,791
Services & Supplies	\$3,766,116	\$1,501,980	\$2,631,456
Capital Equipment	\$0	\$0	\$0
Subtotal	\$4,190,202	\$1,654,482	\$2,786,247
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$702,569	\$718,266	\$734,283
Services & Supplies	\$3,875,299	\$1,640,080	\$2,704,056
Capital Equipment	\$0	\$0	\$0
Cost Allocated	\$0	\$0	\$0
TOTAL	\$4,577,868	\$2,358,346	\$3,438,339

# Community Development Department

## Housing Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Secretary	1.00	1.00	1.00
Manager, Housing	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Subtotal:	4.00	4.00	4.00
PART TIME			
Assistant Planner-EPT	0.80	0.80	0.80
Subtotal:	0.80	0.80	0.80
TOTAL STAFFING:	4.80	4.80	4.80

# Community Development Department

## Planning & Development Services

### Purpose:

To successfully implement programs that fulfill the City's strategic priorities with respect to development, provide high quality services to customers at a reasonable rate, and direct and allocate resources for current and advance planning programs.

### Summary of Services:

The Planning and Development Services Division oversees all current and long-range planning programs for the City. This division is responsible for processing all development applications, and planning and zoning new villages. The division also provides support to the Planning Commission, Zoning Administrator, Subdivision Committee, and City Manager's Office. The division implements the standards in the General Plan and Zoning Code and maintains the City's land use databases.

### 2015-16 Standards:

	Strategic Goal(s)*
• Continue build out of the IBC area in accordance with the IBC Vision Plan and Overlay Zoning Code.	1,2,3,4
• Complete required 5-Year Update to the IBC Traffic Study.	2,3,4
• Continue the entitlement process for the Great Park, Heritage Fields and North Irvine areas.	1,2,3,4
• Complete the Planning Area 17 General Plan Amendment and Zone Change.	1,2,3,4
• Continue preparation of the Parks and Facilities Master Plan.	1,2,3,4
• Continue entitlement of the Northern Sphere.	1,2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 102 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Number of cases reviewed by the Planning Commission	83	86	90
• Number of cases reviewed by the Zoning Administrator	51	56	60
• Number of cases reviewed by the Subdivision Committee	16	14	20
• Number of code compliance cases processed	478	472	500
<b>Efficiency</b>			
• Permits processed within established timeframes	95%	95%	95%
<b>Unit Cost</b>			
• Average processing cost for a Tentative Tract Map	\$20,000	\$20,000	\$20,000
• Average processing cost for a Master Plan	\$8,700	\$8,700	\$8,700
• Average processing cost for a Conditional Use Permit (PC)	\$10,390	\$10,390	\$10,390
• Average processing cost for a Major Code Compliance	\$3,500	\$3,500	\$3,500
<b>Effectiveness</b>			
• Customers assisted by development assistance staff	9,320	11,800	11,800



# Community Development Department

## Planning & Development Services

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
<b>GENERAL FUND: APPROPRIATIONS &amp; REVENUE</b>			
Salaries & Benefits	\$3,208,391	\$3,568,495	\$3,749,904
Services & Supplies	\$112,542	\$1,166,215	\$130,700
Capital Equipment	\$0	\$0	\$0
Subtotal	\$3,320,933	\$4,734,710	\$3,880,604
Cost Allocated	(22)	0	0
Revenues	(270,758)	(285,000)	(260,000)
<b>NET GENERAL FUND SUPPORT</b>	<b>\$3,050,153</b>	<b>\$4,449,710</b>	<b>\$3,620,604</b>
 <b>SPECIAL FUNDS: APPROPRIATIONS</b>			
Salaries & Benefits	\$1,556,905	\$1,712,178	\$1,553,427
Services & Supplies	\$1,572,279	\$1,960,985	\$2,003,350
Capital Equipment	\$0	\$0	\$0
Subtotal	\$3,129,183	\$3,673,163	\$3,556,777
 <b>ALL FUNDS: APPROPRIATIONS TOTAL</b>			
Salaries & Benefits	\$4,765,296	\$5,280,673	\$5,303,331
Services & Supplies	\$1,684,821	\$3,127,200	\$2,134,050
Capital Equipment	\$0	\$0	\$0
Cost Allocated	(\$22)	\$0	\$0
<b>TOTAL</b>	<b>\$6,450,095</b>	<b>\$8,407,873</b>	<b>\$7,437,381</b>

# Community Development Department

## Planning & Development Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>FULL TIME</b>			
Administrative Secretary	2.00	2.00	2.00
Assistant Planner	0.00	1.00	1.00
Associate Planner	7.00	6.00	6.00
Deputy Director, Community Development	1.00	0.00	1.00
Manager, Advance Planning	1.00	2.00	1.00
Principal Planner	4.00	5.00	5.00
Project Development Administrator	1.00	1.00	1.00
Senior Planner	12.00	12.00	12.00
Senior Transportation Analyst	4.00	4.00	4.00
Supervising Transportation Analyst	1.00	1.00	1.00
Subtotal:	33.00	34.00	34.00
<b>PART TIME</b>			
Program Assistant-PT	0.50	0.50	0.50
Subtotal:	0.50	0.50	0.50
<b>NON-HOURLY</b>			
Planning Commissioner	5.00	5.00	5.00
Zoning Administrator	1.00	1.00	1.00
Subtotal:	6.00	6.00	6.00
<b>TOTAL STAFFING:</b>	<b>39.50</b>	<b>40.50</b>	<b>40.50</b>

**Community Development Department**  
**Planning & Development Services**

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# Community Services Department

## Budget Summary:

The Community Services Department operating budget focuses resources on core services to meet the City's strategic goals. The Community Services Department delivers or coordinates programs that enhance the quality of life enjoyed by Irvine's residents. General Fund expenditures are \$33,771,803 and revenues are \$12,952,185, resulting in a net cost to the General Fund of \$20,819,618. The Budget provides for a total of 121 full-time employees, 252 part-time employees (in FTEs), and 12 non-hourly employees for the Community Services Commission and Senior Council.



## Strategic Goals:

### 1. Maintain and enhance the physical environment

- Operate clean and attractive environmentally friendly facilities that reflect community needs and standards.
- Manage, protect and restore the sensitive and valuable habitat within the Irvine Open Space Preserve.

### 2. Promote a safe and secure community

- Provide activities and resources that support and assist families and decrease social isolation in the community.

### 3. Promote economic prosperity

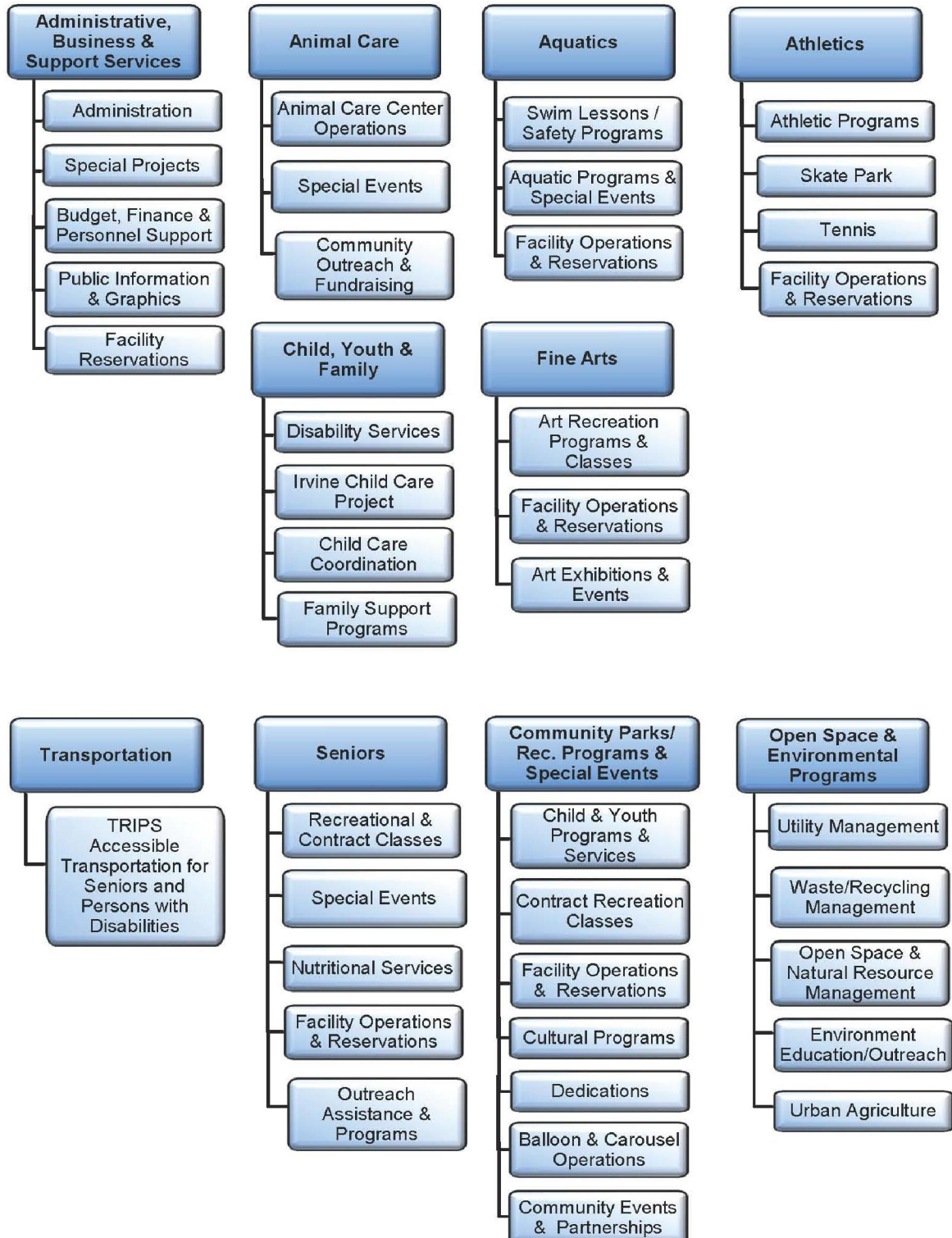
- Support local businesses and nonprofit organizations through collaboration and coordination of activities.

### 4. Promote effective government

- Meet standards for all services.
- Provide highest quality service at most cost-effective rate.
- Provide consistently professional services to community residents and constituents.

# Community Services Department

## Services to the Community:



# Community Services Department

## Department Budget Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS AND REVENUE			
Salaries & Benefits	\$17,893,776	\$19,505,563	\$22,060,068
Services & Supplies	\$8,995,415	\$9,751,663	\$11,511,368
Capital Equipment	\$76,824	\$369,853	\$200,367
Subtotal	\$26,966,015	\$29,627,079	\$33,771,803
Cost Allocated	(573)	0	0
Revenues	(11,546,168)	(12,370,941)	(12,952,185)
GENERAL FUND SUPPORT	\$15,419,274	\$17,256,138	\$20,819,618
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$857,654	\$2,469,621	\$3,031,665
Services & Supplies	\$3,726,744	\$6,362,601	\$5,624,231
Capital Equipment	\$0	\$62,349	\$792,000
Subtotal	\$4,584,398	\$8,894,571	\$9,447,896
ALL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$18,751,429	\$21,975,184	\$25,091,733
Services & Supplies	\$12,722,159	\$16,114,264	\$17,135,599
Capital Equipment	\$76,824	\$432,202	\$992,367
Cost Allocated	(\$573)	\$0	\$0
TOTAL COST	\$31,549,839	\$38,521,650	\$43,219,699
STAFFING SUMMARY			
Full Time	108.0	109.0	121.0
Part Time	197.6	213.0	251.68
Non-Hourly	12.0	12.0	12.0
TOTAL STAFFING	317.6	334.0	384.7

# Community Services Department

## Administration, Business & Support Services

### Purpose:

To ensure department programs and services support City strategic goals and policies, and systems and practices facilitate effective and efficient service delivery to the community, City officials and in-house staff, including public communication.

### Summary of Services:

Provide resources necessary to direct, manage and support operations of the department; conduct long-range planning; and manage the human, fiscal, capital and natural resources of the department. Provide administrative and management support to the City Council, City commissions and City Manager, as well as assist community groups and organizations. Provide administrative, analytical and technical assistance to the department management team and staff in the areas of technology, budget development, fiscal operations, marketing, graphics and website development, clerical and special projects, and human resources activities. Provide a centralized reservation system for use of City facilities, and centralized class registration services for department recreational and instructional classes. Under the General Fund, \$2.6 million in shared department costs (i.e. facility maintenance, mail and duplicating, telecommunications and technology) are charged to this service center.

### 2015-16 Standards:

	Strategic Goal(s)*
• Maximize utilization of technology for financial management, information-sharing, class registration and facility bookings.	2,4
• Improve staff efficiency while maintaining high-quality customer service.	4
• Affordable advertising opportunities in City publications such as Inside Irvine.	4
• Stability in net General Fund support required for services provided.	3

\* Numbers denote linkage to the department's Strategic Goals; please see page 118 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Facility bookings	33,322	38,000	39,000
• Class registrations	99,811	97,000	98,000
<b>Efficiency</b>			
• Part-time FTE budgeted for Class Registration and Facility Reservation transactions	4.8	4.8	5.7
• Class Registration and Facility Reservation transactions per part-time budgeted FTE	25,577	29,167	25,439
<b>Unit Cost</b>			
• Net General Fund cost as a percent of the department budget	27.4%	32.1%	29.5%
• Net General Fund cost per capita (City population)	\$22.39	\$22.84	\$24.64
<b>Effectiveness</b>			
• % of class transactions via Internet or Voice Recognition	50%	55%	56%
• Number of advertising partners	51	55	56



# Community Services Department

## Administration, Business & Support Services

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
<b>GENERAL FUND: APPROPRIATIONS &amp; REVENUE</b>			
Salaries & Benefits	\$2,531,713	\$2,741,003	\$3,021,400
Services & Supplies	\$2,801,797	\$2,971,933	\$3,296,171
Capital Equipment	\$0	\$0	\$0
Subtotal	\$5,333,510	\$5,712,936	\$6,317,571
Cost Allocated	0	0	0
Revenues	(154,332)	(171,700)	(168,150)
<b>NET GENERAL FUND SUPPORT</b>	<b>\$5,179,179</b>	<b>\$5,541,236</b>	<b>\$6,149,421</b>
 <b>SPECIAL FUNDS: APPROPRIATIONS</b>			
Salaries & Benefits	\$171,454	\$103,550	\$416,236
Services & Supplies	\$3,775	\$35,000	\$35,000
Capital Equipment	\$0	\$0	\$0
Subtotal	\$175,229	\$138,550	\$451,236
 <b>ALL FUNDS: APPROPRIATIONS TOTAL</b>			
Salaries & Benefits	\$2,703,167	\$2,844,553	\$3,437,636
Services & Supplies	\$2,805,572	\$3,006,933	\$3,331,171
Capital Equipment	\$0	\$0	\$0
Cost Allocated	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$5,508,739</b>	<b>\$5,851,486</b>	<b>\$6,768,807</b>

# Community Services Department

## Administration, Business & Support Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>FULL TIME</b>			
Administrative Coordinator	1.00	1.00	1.00
Administrative Secretary	3.00	3.00	3.00
Community Services Program Coordinator	0.00	1.00	1.00
Community Services Superintendent	0.15	0.30	0.45
Community Services Supervisor	1.00	1.00	0.98
Deputy Director, Community Services	0.00	0.00	1.00
Director of Community Services	1.00	1.00	1.00
Facilities Reservation Coordinator	1.00	1.00	1.00
Management Analyst I	1.00	0.00	0.00
Management Analyst II	0.00	1.00	2.00
Manager, Community Services	3.00	2.20	3.00
Program Specialist	1.00	1.00	2.00
Senior Management Analyst	2.00	2.00	2.00
Subtotal:	14.15	14.50	18.43
<b>PART TIME</b>			
Administrative Aide-EPT	0.80	0.80	0.80
Administrative Secretary-EPT	0.75	0.75	0.75
Community Services Leader III-PT	1.19	1.29	1.21
Community Service Senior Leader-EPT	0.75	1.55	1.60
Graphics Designer-EPT	0.80	0.80	0.75
Office Assistant III-EPT	0.00	0.80	0.00
Office Assistant II-PT	0.00	0.96	0.96
Office Assistant I-PT	0.25	0.25	0.48
Reservation Specialist II-EPT	2.25	2.25	2.40
Reservation Specialist III-PT	0.50	0.50	0.50
Reservation Specialist I-PT	1.85	2.28	2.40
Senior Graphics Designer-RPT	0.80	0.80	0.80
Senior Office Specialist-EPT	0.00	0.00	0.60
Subtotal:	9.94	13.03	13.25
<b>NON-HOURLY</b>			
Community Services Commissioner	5.00	5.00	5.00
Subtotal:	5.00	5.00	5.00
<b>TOTAL STAFFING:</b>	<b>29.09</b>	<b>32.53</b>	<b>36.68</b>

# Community Services Department

## Animal Care Center

### Purpose:

The Irvine Animal Care Center (IACC) provides quality humane animal services in a safe, clean and caring environment. IACC provides for animal sheltering, basic needs, return to owner, adoption and early spay/neuter of animals. Additionally, IACC provides state-mandated licensing services and depository services for animals. IACC is well known for the Third Chance and Enhanced Care Programs assisted by special funds generated through donations, fundraising, special events and product sales.

### Summary of Services:

The Irvine Animal Care Center provides a program that strongly promotes pet owner responsibility, pet registration, adoptions, community involvement, animal spay and neutering, humane education, and service to the community. On an annual basis, the Center houses and provides care for animals including, but not limited to, dogs, cats, rabbits, and various forms of wildlife. Additionally, volunteers provide IACC service to foster, exercise, socialize and groom animals as well as provide fundraising and special events support.

### 2015-16 Standards:

	Strategic Goal(s)*
• Meet state mandates and basic care standards.	4
• Maintain an active volunteer support program.	4
• Reduce the average number of sheltered days through marketing and programs.	4
• Implement a community-based pet license program.	4

\* Numbers denote linkage to the department's Strategic Goals; please see page 118 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Inventory</b>			
• Facility – Animal Care Center (square feet)	20,670	20,670	20,670
• Kennels (# of kennels)	222	222	222
• Animal registration (# of active dog licenses)	12,100	11,900	12,000
<b>Efficiency</b>			
• Annual number of animals sheltered	3,000	2,800	3,800
• Annual number of sheltered days	59,500	63,500	83,600
• Average number of sheltered days	20	23	22
• Annual volunteer hours	53,000	41,000	50,000
<b>Unit Cost</b>			
• Net General Fund cost as a percent of the department budget	8.5%	10.2%	12.4%
• Net General Fund cost per capita (City population)	\$6.98	\$7.28	\$10.34
• Net General Fund cost per animal per shelter day	\$27.14	\$27.83	\$30.87
<b>Effectiveness</b>			
• Customer Service Survey responses			
▪ Overall impression of the facility (excellent / good)	92% / 4%	93% / 5%	95% / 5%
▪ Overall quality of service received (excellent / good)	93% / 4%	95% / 5%	95% / 5%

# Community Services Department

## Animal Care Center

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
<b>GENERAL FUND: APPROPRIATIONS &amp; REVENUE</b>			
Salaries & Benefits	\$1,848,854	\$2,194,436	\$2,936,906
Services & Supplies	\$395,275	\$329,279	\$501,611
Capital Equipment	\$0	\$200,000	\$0
Subtotal	\$2,244,129	\$2,723,715	\$3,438,517
Cost Allocated	0	0	0
Revenues	(629,906)	(957,700)	(857,700)
<b>NET GENERAL FUND SUPPORT</b>	<b>\$1,614,223</b>	<b>\$1,766,015</b>	<b>\$2,580,817</b>
<b>SPECIAL FUNDS: APPROPRIATIONS</b>			
Salaries & Benefits	\$6,045	\$0	\$34,358
Services & Supplies	\$340,272	\$634,608	\$595,300
Capital Equipment	\$0	\$22,382	\$0
Subtotal	\$346,317	\$656,990	\$629,658
<b>ALL FUNDS: APPROPRIATIONS TOTAL</b>			
Salaries & Benefits	\$1,854,898	\$2,194,436	\$2,971,264
Services & Supplies	\$735,548	\$963,887	\$1,096,911
Capital Equipment	\$0	\$222,382	\$0
Cost Allocated	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$2,590,446</b>	<b>\$3,380,706</b>	<b>\$4,068,175</b>

# Community Services Department

## Animal Care Center

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Animal Care Center Supervisor	1.00	2.00	1.00
Animal Care Center Veterinarian	1.00	0.00	0.00
Animal Care Center Volunteer Coordinator	0.00	0.00	1.00
Business Administrator	1.00	1.00	1.00
Chief Veterinarian	0.00	1.00	1.00
Community Services Program Coordinator	1.00	1.00	1.00
Community Services Specialist	0.00	0.00	1.00
Community Services Supervisor	0.00	0.00	1.00
Manager, Animal Care Services	0.00	0.00	1.00
Program Assistant	0.00	1.00	1.00
Registered Veterinary Technician	1.00	1.00	2.00
Senior Accounting Technician	1.00	1.00	1.00
Senior Animal Care Specialist	3.00	2.00	2.00
Senior Office Specialist	0.00	0.00	1.00
Veterinary Practices Manager	0.00	0.00	1.00
Subtotal:	9.00	10.00	16.00
PART TIME			
Animal Care Attendant-EPT	0.00	7.15	10.40
Animal Care Attendant-PT	8.79	5.76	3.36
Animal Care Center Vet - PT	0.00	0.48	0.48
Animal Care Specialist-EPT	4.50	4.60	5.60
Community Services Leader III-PT	0.48	0.48	0.48
Community Services Leader III-EPT	0.00	0.00	0.80
Community Services Senior Leader-EPT	0.75	0.80	0.00
Department Aide-PT	0.15	0.15	0.15
Office Assistant II-EPT	0.00	0.75	1.60
Office Assistant III-EPT	0.75	2.35	0.80
Office Assistant II-PT	1.92	0.48	0.48
Senior Animal Care Specialist-EPT	0.00	0.00	0.80
Subtotal:	17.34	23.00	24.95
TOTAL STAFFING:	26.34	33.00	40.95

# Community Services Department

## Aquatic Services

### Purpose:

To promote health and safety throughout the community by providing a comprehensive aquatics program, services and facilities.

### Summary of Services:

The Aquatics section provides support and enhancements to educational, recreational and special interest aquatic programs for the Irvine community. The section provides for the safe and efficient operation of the Northwood High School and William Woollett Jr. Aquatics Centers; scheduling of community and school use; local, state, national and international special events; recreation programs for all ages and abilities in a wide range of aquatic interests; water safety awareness and education with the Learn to Swim program; year-round Lap Swimming and Recreation Swimming programs; and welcoming participants with special needs whenever possible. The section also provides staff support to the Irvine Aquatics Advisory Board, Southern California Public Pool Operators Association, and Aquatics section of the California Parks and Recreation Society.

### 2015-16 Standards:

**Strategic Goal(s)\***

- Provide a safe environment for the community to enjoy aquatic activities. 1,2,4
- Maintain a rewarding program with high participation. 2,4
- Continue emphasis on special events to widen the reach of aquatics in the community. 2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 118 for details.

<b>Measurements:</b>	<b>Actual 2013-14</b>	<b>Estimate 2014-15</b>	<b>Budget 2015-16</b>
<b>Inventory</b>			
• Pools (# of pools)	4	4	4
• Pool facilities (square feet)	13,400	13,400	13,400
• Participants - Learn to Swim	7,824	7,564	7,100
• Participants - Lap & Recreational	17,164	17,400	17,000
• Special Events (# of days)	155	153	150
<b>Efficiency</b>			
• Percent of program registrations processed within one business day	100%	100%	100%
• Percent of facility use applications processed within three business days	100%	100%	100%
• Annual hours of operations	4,106	4,106	4,106
<b>Unit Cost</b>			
• Net General Fund cost as a percent of the department budget	1.8%	2.4%	3.6%
• Net General Fund cost per capita (City population)	\$1.50	\$1.73	\$2.99
• Net General Fund cost per hour (programs only)	\$84.77	\$102.45	\$151.03
<b>Effectiveness</b>			
• Percent of satisfied program customers	99%	99%	99%

# Community Services Department

## Aquatic Services

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$1,138,072	\$1,133,363	\$1,549,435
Services & Supplies	\$49,575	\$67,300	\$106,426
Capital Equipment	\$1,236	\$0	\$0
Subtotal	\$1,188,883	\$1,200,663	\$1,655,861
Cost Allocated	0	0	0
Revenues	(840,797)	(780,000)	(909,362)
NET GENERAL FUND SUPPORT	\$348,086	\$420,663	\$746,499
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$1,512	\$0	\$0
Services & Supplies	\$16,026	\$0	\$0
Capital Equipment	\$0	\$0	\$0
Subtotal	\$17,538	\$0	\$0
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$1,139,584	\$1,133,363	\$1,549,435
Services & Supplies	\$65,600	\$67,300	\$106,426
Capital Equipment	\$1,236	\$0	\$0
Cost Allocated	\$0	\$0	\$0
TOTAL	\$1,206,420	\$1,200,663	\$1,655,861



# Community Services Department

## Aquatic Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Aquatics Coordinator	2.00	2.00	2.00
Aquatics Supervisor	1.00	0.00	0.00
Community Services Specialist	0.00	1.00	2.00
Community Services Superintendent	0.40	0.40	0.40
Community Services Supervisor	0.00	1.00	1.00
	<u>3.40</u>	<u>4.40</u>	<u>5.40</u>
PART TIME			
Community Services Leader III-PT	0.10	0.00	0.00
Lifeguard-PT	3.80	3.76	9.22
Pool Manager-EPT	3.14	3.12	3.20
Pool Manager-PT	2.40	2.40	2.40
Swim Instructor/Lifeguard-PT	10.85	10.20	12.57
Subtotal:	<u>20.29</u>	<u>19.48</u>	<u>27.39</u>
TOTAL STAFFING:	23.69	23.88	32.79

# Community Services Department

## Athletic Services

### Purpose:

To manage and provide a variety of recreational sports facilities, sports leagues, sports camps/clinics and special events for the Irvine community, as well as provide individuals, families and businesses opportunities to participate in positive community activities.

### Summary of Services:

The Athletics section serves the Irvine community with a variety of programs and services. The Athletics section manages a comprehensive youth and adult tennis program and an adult sports league that serves approximately 1,475 teams each year (720 softball teams, 315 gym league teams and 440 adult soccer teams). The Athletics section organizes events, such as, the Harvest Cup Soccer Tournament and USTA National Open Tennis Championships. The section manages reservations, and the allocations of all City, school district and some local college sports facilities under joint use agreements. Sports parks host numerous large sports tournaments and events, which include numerous large soccer and baseball tournaments, the American Softball Association's Champions Cup, the Premier Girls Fastpitch National Championship and the World Cup of Softball. The section provides supervision of the City's parks system, the Park Ambassador Program, and provides staff support to the Irvine Sports Committee.

### 2015-16 Standards:

- |  | Strategic Goal(s)* |
|--|--------------------|
| • Provide safe park environments for the Irvine community.                       | 1,2,3,4            |
| • Provide timely and accurate field scheduling services to the Irvine community. | 1,2,3,4            |
| • Directly provide high-quality adult sports league experiences.                 | 2,4                |

\* Numbers denote linkage to the department's Strategic Goals; please see page 118 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Inventory</b>			
• Facilities (# of joint use gyms)	10	10	10
• Community Parks	19	19	20
• Neighborhood Parks/Vista Points	37	38	38
• Skate Park	1	1	1
• Tennis Courts	64	64	64
<b>Efficiency</b>			
• Number of adult sports teams	1,478	1,449	1,475
• Number of adult league games	7,166	6,935	7,100
• Number of youth sports organizations	27	25	24
• Number of youth sports participants	19,932	19,800	20,000
<b>Unit Cost</b>			
• Net General Fund cost as a percent of the department budget	0.9%	1.1%	.9%
• Net General Fund cost per capita (population)	\$0.75	\$ .79	\$ .76
<b>Effectiveness</b>			
• Percentage of satisfied athletic participants	99%	99%	99%

# Community Services Department

## Athletic Services

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$1,777,367	\$1,954,814	\$1,997,679
Services & Supplies	\$1,384,326	\$1,361,433	\$1,625,982
Capital Equipment	\$7,619	\$9,000	\$10,000
Subtotal	\$3,169,311	\$3,325,247	\$3,633,661
Cost Allocated	0	0	0
Revenues	(2,996,362)	(3,134,566)	(3,444,700)
NET GENERAL FUND SUPPORT	\$172,949	\$190,681	\$188,961
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$4,681	\$0	\$423,769
Services & Supplies	\$0	\$43,201	\$154,495
Capital Equipment	\$0	\$0	\$10,000
Subtotal	\$4,681	\$43,201	\$588,264
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$1,782,048	\$1,954,814	\$2,421,448
Services & Supplies	\$1,384,326	\$1,404,634	\$1,780,477
Capital Equipment	\$7,619	\$9,000	\$20,000
Cost Allocated	\$0	\$0	\$0
TOTAL	\$3,173,993	\$3,368,448	\$4,221,925

# Community Services Department

## Athletic Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>FULL TIME</b>			
Community Services Program Coordinato	4.00	4.00	4.00
Community Services Specialist	2.00	2.00	2.00
Community Services Superintendent	0.90	0.90	2.00
Community Services Supervisor	1.80	1.80	3.00
Program Specialist	0.00	0.00	1.00
Subtotal:	8.70	8.70	12.00
<b>PART TIME</b>			
Community Services Leader III-EPT	4.75	5.60	5.60
Community Services Leader III-PT	4.05	3.37	3.95
Community Services Leader III-RPT	0.80	0.80	0.80
Community Services Leader II-PT	8.87	9.17	10.03
Community Services Leader I-PT	0.26	0.33	0.15
Community Services Senior Leader-EPT	2.40	2.40	4.00
Department Aide-PT	0.08	0.00	0.00
Reservation Specialist II-EPT	0.80	0.80	0.80
Reservation Specialist II-PT	0.00	0.00	0.49
Reservation Specialist I-PT	0.48	0.00	0.00
Swim Instructor/Lifeguard-PT	0.00	0.15	0.00
Subtotal:	22.49	22.62	25.82
<b>TOTAL STAFFING:</b>	<b>31.19</b>	<b>31.32</b>	<b>37.82</b>

# Community Services Department

## Child, Youth & Family Services

### Purpose:

To promote the safety, health and well-being of children, youth and families living in Irvine through the provision of positive recreational, social and educational opportunities. In addition, to facilitate effective linkage of families to community resources and the provision of safe and affordable child care.

### Summary of Services:

The section provides comprehensive services and programs in areas of community education and training; recreation programming for teens; youth employment services; individual and family assistance, programs and support services; disabilities services; and child resources. Program objectives are accomplished with the support of citizen assistance groups including the Irvine Residents with Disabilities Advisory Board, Irvine Child Care Committee, Irvine Child Care Project, and Strategic Plan for Children, Youth and Families Advisory Committee.

### 2015-16 Standards:

	Strategic Goal(s)*
• Provide information and support activities to residents or families with disabilities.	2,4
• Provide confidential consultation and development of action plans to support families in need through the FOR Families program.	2,4
• Provide support to Irvine Police Department's Community Outreach Program.	2,4
• Serve clients through the Child Care Coordination Information and Referral program.	2,4
• Engage Irvine teens in constructive activities during high-risk time periods.	2, 4
• Connect young people in Irvine to volunteer and community service experiences.	2,3,4
• Provide intake, training and referral services to connect young people to positions of employment.	2,3,4
• Provide information, training and capacity development to child care providers.	2,3,4
• Provide program administration to the Irvine Child Care Project, a Joint Powers Agreement between the City and Irvine Unified School District.	2,3,4
• Implement Strategic Plan for Children, Youth and Families programs and activities.	2,3,4
• Work with the Irvine Children, Youth and Families Advisory Committee to achieve community input and oversight.	2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 118 for details.

Measurements:	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Efficiency</b>			
• Number of child care coordination hours of direct service	5,000	5,000	5,000
• Number of school sites served through the Irvine Child Care Project (JPA)	22	22	24
• Number of children per day served through the Irvine Child Care Project	2,000	2,000	2,100
• Number of school sites served by Youth Action Team programs	12	13	16
<b>Effectiveness</b>			
• Net General Fund cost as a percent of the department budget	9.9%	12.3%	11.1%
• Net General Fund cost per capita (City population)	\$8.12	\$8.72	\$9.23

# Community Services Department

## Child, Youth & Family Services

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
<b>GENERAL FUND: APPROPRIATIONS &amp; REVENUE</b>			
Salaries & Benefits	\$1,890,365	\$2,056,943	\$2,263,591
Services & Supplies	\$393,018	\$469,724	\$506,305
Capital Equipment	\$30,249	\$40,000	\$35,000
Subtotal	\$2,313,632	\$2,566,667	\$2,804,896
Cost Allocated	0	0	0
Revenues	(434,554)	(450,010)	(500,010)
<b>NET GENERAL FUND SUPPORT</b>	<b>\$1,879,078</b>	<b>\$2,116,657</b>	<b>\$2,304,886</b>
 <b>SPECIAL FUNDS: APPROPRIATIONS</b>			
Salaries & Benefits	\$8,396	\$45,000	\$31,153
Services & Supplies	\$2,340,922	\$2,349,192	\$2,307,000
Capital Equipment	\$0	\$0	\$0
Subtotal	\$2,349,318	\$2,394,192	\$2,338,153
 <b>ALL FUNDS: APPROPRIATIONS TOTAL</b>			
Salaries & Benefits	\$1,898,761	\$2,101,943	\$2,294,744
Services & Supplies	\$2,733,940	\$2,818,916	\$2,813,305
Capital Equipment	\$30,249	\$40,000	\$35,000
Cost Allocated	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$4,662,950</b>	<b>\$4,960,859</b>	<b>\$5,143,049</b>

# Community Services Department

## Child, Youth & Family Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Community Services Program Coordinato	4.00	4.00	4.70
Community Services Specialist	0.00	1.00	1.00
Community Services Superintendent	0.41	0.51	0.39
Community Services Supervisor	2.10	2.25	2.20
Disability Services Coordinator	1.00	0.00	0.00
FOR Families Specialist	1.00	1.00	1.00
Program Assistant	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Subtotal:	10.51	10.76	11.29
PART TIME			
Community Services Leader III-EPT	4.80	4.05	7.20
Community Services Leader III-PT	2.46	3.22	1.48
Community Services Leader II-PT	0.57	0.00	0.56
Community Services Leader I-PT	0.00	0.57	0.56
Community Services Senior Leader-EPT	5.60	4.80	4.80
Community Services Senior Leader-PT	0.20	0.20	0.40
Department Aide-PT	1.65	1.50	1.50
Office Assistant III-EPT	0.80	0.80	0.80
Office Assistant III-PT	0.75	0.75	0.75
Office Assistant II-PT	0.00	0.48	0.48
Outreach Assistant-EPT	0.80	0.80	1.35
Subtotal:	17.63	17.17	19.88
TOTAL STAFFING:	28.14	27.93	31.17



# Community Services Department

## Community Parks & Special Events

### Purpose:

To deliver a wide range of quality, community-responsive programmed and self-directed recreational and social activities and services while facilitating a safe, clean and sustainable environment.

### Summary of Services:

The Community Parks section provides recreation, human service programs and self-directed experiences for individuals of all ages at 10 community park sites, three special facilities, neighborhood parks, and Irvine public schools. In addition, the Orange County Great Park Operations section provides a variety of special amenities, programs and spaces for the public.

The Special Events section produces a variety of cultural arts and citywide special events for all ages and populations within the community. Events for FY 2014-15 include the Irvine Global Village Festival, Summer Concerts, Joyful Jingles, David Sills Lower Peters Canyon Park dedication, Pacific Symphony, and Veterans Day and Memorial Day Ceremonies.

### 2015-16 Standards:

- |   |                           |
|---|---------------------------|
|   | <b>Strategic Goal(s)*</b> |
| • Operate Community Park facilities, which meet the recreational needs of Irvine residents and are safe, clean and green.   | 1,2,3,4                   |
| • Deliver programming and services to fulfill the goals and strategies of the Strategic Plan for Children, Youth and Families.  | 2,3,4                     |
| • Engage community partners in the delivery of recreational and educational programming which improves health, safety, resiliency and well-being of Irvine residents. | 2,3,4                     |

\* Numbers denote linkage to the department's Strategic Goals; please see page 118 for details 2, 3, 4

Measurements:	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Inventory</b>			
• Community Parks/Orange County Great Park facilities (# of facilities)	9	10	13
• Facilities (square feet)	90,952	94,842	108,685
• Cultural Arts and Activities/Special Events	9	17	16
<b>Services</b>			
• Number of supervised programs	233	233	255
• Number of unique registrants served (Irvine households)	17,000	18,000	20,000
• Number of participants (special events)	26,000	54,000	55,000
<b>Unit Cost</b>			
• Net General Fund cost as a percent of the department budget	12.3%	16.3%	14.8%
• Net General Fund cost per capita (City population)	\$10.04	\$11.59	\$12.37
<b>Effectiveness</b>			
• Percentage of combined customer service satisfaction rating of either "very good" or "excellent"	90%	90%	90%

# Community Services Department

## Community Parks & Special Events

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$4,439,511	\$4,862,483	\$5,116,766
Services & Supplies	\$1,788,094	\$2,110,199	\$2,334,576
Capital Equipment	\$0	\$35,000	\$72,500
Subtotal	\$6,227,604	\$7,007,682	\$7,523,842
Cost Allocated	0	0	0
Revenues	(3,905,048)	(4,195,567)	(4,437,206)
NET GENERAL FUND SUPPORT	\$2,322,556	\$2,812,115	\$3,086,636
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$345,539	\$2,095,648	\$1,236,124
Services & Supplies	\$802,579	\$3,049,722	\$1,942,170
Capital Equipment	\$0	\$39,967	\$752,000
Subtotal	\$1,148,118	\$5,185,337	\$3,930,294
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$4,785,050	\$6,958,131	\$6,352,890
Services & Supplies	\$2,590,672	\$5,159,921	\$4,276,746
Capital Equipment	\$0	\$74,967	\$824,500
Cost Allocated	\$0	\$0	\$0
TOTAL	\$7,375,722	\$12,193,019	\$11,454,136

# Community Services Department

## Community Parks & Special Events

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Secretary	2.00	0.00	0.00
Community Services Program Coordinato	7.00	7.75	7.30
Community Services Specialist	12.00	12.25	12.00
Community Services Superintendent	1.74	2.12	1.89
Community Services Supervisor	5.40	6.70	6.32
Management Analyst II	1.00	1.00	0.00
Manager, Community Services	0.00	0.80	0.00
Manager, Great Park Corporation	2.00	0.00	0.00
Program Specialist	3.00	1.75	0.00
Senior Office Specialist	1.00	1.00	1.00
Subtotal:	35.14	33.37	28.51
PART TIME			
Administrative Secretary-PT	0	0.48	0
Community Services Leader III-EPT	10.34	11.95	15.5
Community Services Leader III-PT	13.48	17.38	20.86
Community Services Leader II-PT	18.18	19.65	18.09
Community Services Leader I-PT	9.47	7.59	9.36
Community Services Senior Leader-EPT	12.75	11.34	13.3
Community Services Senior Leader-PT	0	0	1.23
Department Aide-PT	0.74	0.55	0.62
Graphics Designer-EPT	0	0	0.05
Management Analyst II-EPT	0	0.8	0
Office Assistant III-EPT	0	0	0.8
Senior Accounting Tech - EPT	0	0	0.8
Senior Office Specialist-EPT	0.80	0.80	0.20
Subtotal:	65.76	70.54	80.81
TOTAL STAFFING:	100.90	103.91	109.32

# Community Services Department

## Fine Arts

### Purpose:

To encourage public participation in quality and diverse creative activities for all ages in an interactive environment, and build community awareness of the value and function of the arts.

### Summary of Services:

The Fine Arts section plans, organizes and implements a variety of quality creative activities at the Irvine Fine Arts Center and Orange County Great Park Palm Court Arts Complex. These activities include youth art camps and after school programs; teen and adult open studio and lecture programs; and innovative drop-in programs and art classes for all ages. The section facilitates a dynamic exhibition program featuring nine annual art exhibits and opening receptions; collaborates with Irvine Unified School District to host music and arts events; provides excursions to galleries and museums; and produces two annual signature arts festivals.

### 2015-16 Standards:

- |  | <b>Strategic Goal(s)*</b> |
|--|---------------------------|
| • Provide quality and diverse creative activities for all ages that build community awareness of the value and function of the arts. | 1,2,3,4                   |
| • Plan, organize, implement and evaluate programs and services identified in the Fine Arts 2015-16 Program Plan.                     | 1,2,3,4                   |
| • Deliver programming that assists in fulfilling the goals and strategies of the Strategic Plan for Children, Youth and Families.    | 2,3,4                     |
| • Achieve a 95% rating of "good" or "excellent" on customer satisfaction.  | 2,4                       |

\* Numbers denote linkage to the department's Strategic Goals; please see page 118 for details.

### Measurements:

	<b>Actual 2013-14</b>	<b>Estimate 2014-15</b>	<b>Budget 2015-16</b>
<b>Inventory</b>			
• Facilities (# of facilities)	1	3	2
• Facilities (square feet)	18,600	26,100	21,600
<b>Services</b>			
• Classes, activities & events	625	666	695
• Participants	24,334	40,780	41,120
• Volunteer hours	8,879	8,880	8,880
• Programs per hour of operation	4.5:1	4.5:1	4.5:1
<b>Efficiency</b>			
• Percent change in the number of participants from the previous fiscal year	(1.4%)	68%	.83%
• Number of hours open/supervised	3,154	4,722	5,005
<b>Unit Cost</b>			
• Net General Fund cost as a percent of the department budget	3.5%	3.6%	3.8%
• Net General Fund cost per capita (City population)	\$2.83	\$2.55	\$3.20
<b>Effectiveness</b>			
• Percentage of satisfied program participants	98%	98%	98%

# Community Services Department

## Fine Arts

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$960,972	\$945,542	\$1,113,207
Services & Supplies	\$320,506	\$314,200	\$332,700
Capital Equipment	\$0	\$0	\$0
Subtotal	\$1,281,479	\$1,259,742	\$1,445,907
Cost Allocated	0	0	0
Revenues	(626,428)	(642,000)	(646,700)
NET GENERAL FUND SUPPORT	\$655,050	\$617,742	\$799,207
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$17,515	\$0	\$284,485
Services & Supplies	\$0	\$0	\$130,700
Capital Equipment	\$0	\$0	\$0
Subtotal	\$17,515	\$0	\$415,185
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$978,488	\$945,542	\$1,397,692
Services & Supplies	\$320,506	\$314,200	\$463,400
Capital Equipment	\$0	\$0	\$0
Cost Allocated	\$0	\$0	\$0
TOTAL	\$1,298,994	\$1,259,742	\$1,861,092

# Community Services Department

## Fine Arts

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>FULL TIME</b>			
Community Services Program Coordinato	3.00	2.25	3.00
Community Services Specialist	1.00	0.75	1.00
Community Services Superintendent	0.10	0.13	0.35
Community Services Supervisor	1.00	0.75	1.00
Program Specialist	1.00	0.25	1.00
Subtotal:	6.10	4.13	6.35
<b>PART TIME</b>			
Community Services Leader III-EPT	2.25	2.25	3.90
Community Services Leader III-PT	3.42	3.46	5.30
Community Services Leader II-PT	2.69	2.69	2.22
Community Services Leader I-PT	0.62	0.62	0.62
Community Services Senior Leader-EPT	2.25	2.06	3.05
Department Aide-PT	0.77	0.72	0.74
Office Assistant II-PT	0.48	0.48	0.00
Office Assistant I-PT	0.38	0.38	0.00
Subtotal:	12.86	12.66	15.83
<b>TOTAL STAFFING:</b>	18.96	16.79	22.18

# Community Services Department

## Environmental Programs

### Purpose:

Conserve and manage open space, energy and waste resources, and cultivate urban agriculture.

### Summary of Services:

Develop and implement municipal and community-wide environmental programs through leadership, education, technical assistance and regulatory compliance, advancing conservation, resource efficiency and effective stewardship of resources.

- Energy management consistent with Council-adopted Energy Plan and Green Building Policy, California Energy Efficiency Strategic Plan, and AB 32.
- Open space management, habitat protection/restoration, and agriculture cultivation in compliance with the Natural Community Conservation Plan and General Plan.
- Waste management and recycling in compliance with AB 949 and AB 341.

### 2015-16 Standards:

**Strategic  
Goal(s)\***

- Administer contracts with the Irvine Ranch Conservancy (IRC) for effective habitat preservation and restoration, infrastructure improvements and public access programs. 1,2,3,4
- Foster urban agriculture through education and programming. 1,4
- Manage franchise agreements to reduce waste to landfills and promote recycling. 3,4
- Coordinate compliance with other California state laws and requirements. 4
- Facilitate community partnerships, including energy efficiency, waste reduction and recycling workshops. 3,4
- Attend community events and present educational materials to community groups.

\* Numbers denote linkage to the department's Strategic Goals; please see page 118 for details. 3,4

### Measurements:

<b>Actual 2013-14</b>	<b>Estimate 2014-15</b>	<b>Budget 2015-16</b>
---------------------------	-----------------------------	---------------------------

#### Services

- |  |       |       |       |
|--|-------|-------|-------|
| • Open Space – City Owned Preservation Areas (acres)                                       | 5,250 | 5,590 | 5,600 |
| • Urban Agriculture workshops/classes  | 42    | 45    | 70    |
| • Divert 50% of the waste stream from landfills  | 100%  | 100%  | 100%  |
| • Energy efficiency projects   | 5     | 5     | 5     |
| • Participation in at least five community outreach events promoting resource conservation | 100%  | 100%  | 100%  |

#### Unit Cost

- |   |        |        |        |
|---|--------|--------|--------|
| • Net General Fund cost as a percent of the department budget | 4.1%   | 6.1%   | 6.6%   |
| • Net General Fund cost per capita (City population)          | \$3.37 | \$4.37 | \$5.48 |



# Community Services Department

## Environmental Programs

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$670,313	\$626,583	\$652,009
Services & Supplies	\$1,289,502	\$1,505,683	\$1,804,683
Capital Equipment	\$19,693	\$0	\$0
Subtotal	\$1,979,508	\$2,132,266	\$2,456,692
Cost Allocated	0	0	0
Revenues	(1,200,736)	(1,073,000)	(1,089,392)
NET GENERAL FUND SUPPORT	\$778,772	\$1,059,266	\$1,367,300
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$0	\$17,259	\$398,522
Services & Supplies	\$0	\$0	\$126,191
Capital Equipment	\$0	\$0	\$0
Subtotal	\$0	\$17,259	\$524,713
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$670,313	\$643,842	\$1,050,531
Services & Supplies	\$1,289,502	\$1,505,683	\$1,930,874
Capital Equipment	\$19,693	\$0	\$0
Cost Allocated	\$0	\$0	\$0
TOTAL	\$1,979,508	\$2,149,525	\$2,981,405

# Community Services Department

## Environmental Programs

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Environmental Programs Administrator	1.00	1.00	1.00
Management Analyst I	1.00	0.00	0.00
Management Analyst II	0.00	1.00	1.00
Senior Management Analyst	2.00	2.00	2.00
Subtotal:	4.00	4.00	4.00
PART TIME			
Community Services Leader III-PT	0.00	0.00	1.89
Community Services Senior Leader-EPT	0.80	0.80	2.40
Management Analyst II-EPT	0.00	0.00	0.80
Program Assistant-PT	0.50	0.48	0.49
Program Specialist-EPT	0.00	0.00	0.44
Program Specialist-PT	0.00	0.48	0.49
Subtotal:	1.30	1.76	6.51
TOTAL STAFFING:	5.30	5.76	10.51

# Community Services Department

## Senior Services

### Purpose:

To provide essential and critical services to senior residents to ensure their safety and wellness and implementation of the 2013-17 Senior Strategic Plan.

### Summary of Services:

The Senior Services program offers a range of services including:

- Facility reservations
- Nutrition services
- Recreation
- Transportation
- Outreach services
- Health, safety and welfare education
- In-home support
- Coordination with other organizations

Additionally, support is provided to the Irvine Senior Citizens Council. Senior Services supports the City's strategic goals by promoting a safe and secure community and contributing to a good quality of life for our senior community.

### 2015-16 Standards:

- |   | Strategic Goal(s)* |
|---|--------------------|
| • Facilitate contact for recreation, nutrition, education, facility reservation, information and referrals. | 2,3,4              |
| • Use volunteer hours for general support duties.   | 4                  |
| • Maintain 25% of facility hours for non-senior program use.  | 2,4                |

\* Numbers denote linkage to the department's Strategic Goals; please see page 118 for details.

Measurements:	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Inventory</b>			
• Senior Facilities	2	2	3
• Facilities (square feet)	41,610	41,610	41,610
<b>Services</b>			
• Programs	300	320	441
• Number of participant contact units	241,500	245,000	289,326
• Supervised hours	8,520	8,520	8,611
• Volunteer hours	47,100	45,000	37,913
<b>Efficiency</b>			
• Percent of programs reaching maximum enrollment	85%	90%	90%
• Change in participant contacts from previous fiscal year	5%	1%	5%
<b>Unit Cost</b>			
• Net General Fund cost as a percent of the department budget	8.0%	10.9%	11.6%
• Net General Fund cost per capita (City population)	\$6.52	\$7.73	\$9.65
<b>Effectiveness</b>			
• Percent of outreach customers connected to other agencies	80%	80%	85%

# Community Services Department

## Senior Services

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$1,669,463	\$1,967,482	\$2,303,505
Services & Supplies	\$231,858	\$296,753	\$615,044
Capital Equipment	\$18,027	\$50,853	\$47,867
Subtotal	\$1,919,348	\$2,315,088	\$2,966,416
Cost Allocated	0	0	0
Revenues	(411,757)	(439,500)	(558,815)
NET GENERAL FUND SUPPORT	\$1,507,591	\$1,875,588	\$2,407,601
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$177,408	\$199,471	\$207,018
Services & Supplies	\$221,340	\$245,978	\$333,375
Capital Equipment	\$0	\$0	\$30,000
Subtotal	\$398,748	\$445,449	\$570,393
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$1,846,872	\$2,166,953	\$2,510,523
Services & Supplies	\$453,198	\$542,731	\$948,419
Capital Equipment	\$18,027	\$50,853	\$77,867
Cost Allocated	\$0	\$0	\$0
TOTAL	\$2,318,096	\$2,760,537	\$3,536,809

# Community Services Department

## Senior Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>FULL TIME</b>			
Community Services Program Coordinato	2.00	5.00	5.00
Community Services Specialist	1.00	1.00	1.00
Community Services Superintendent	0.40	0.40	0.40
Community Services Supervisor	1.00	1.00	1.00
Food Services Specialist	1.00	0.00	0.00
Program Specialist	1.00	1.00	1.00
Senior Accounting Technician	1.00	1.00	1.00
Social Services Supervisor/Counselor	1.00	1.00	1.00
Subtotal:	8.40	10.40	10.40
<b>PART TIME</b>			
Community Services Leader III-EPT	2.40	2.40	2.94
Community Services Leader III-PT	0.95	0.95	0.93
Community Services Leader II-PT	5.50	5.50	6.99
Community Services Leader I-PT	0.00	0.95	0.95
Community Services Senior Leader-EPT	3.95	4.75	5.29
Department Aide-PT	0.46	0.45	0.45
Kitchen Assistant II-PT	0.93	0.48	0.48
Kitchen Assistant II-EPT	1.55	1.55	1.55
Kitchen Assistant I-PT	0.05	0.45	0.64
Lead Cook-EPT	0.80	0.80	0.80
Office Assistant III-EPT	0.80	0.80	0.80
Office Assistant II-PT	1.16	1.16	1.15
Office Assistant I-PT	1.72	1.72	2.32
Outreach Assistant-EPT	1.60	1.60	2.14
Outreach Assistant-PT	1.33	1.43	1.62
Program Specialist-EPT	0.80	0.80	0.80
Subtotal:	24.00	25.79	29.85
<b>NON-HOURLY</b>			
Senior Citizen's Council	7.00	7.00	7.00
Subtotal:	7.00	7.00	7.00
<b>TOTAL STAFFING:</b>	<b>39.40</b>	<b>43.19</b>	<b>47.25</b>

# Community Services Department

## Transportation Services

### Purpose:

To provide consolidated paratransit services for qualified Irvine residents and individuals 18 years or older, who are unable to drive due to a permanent physical and/or cognitive disability.

### Summary of Services:

The TRIPS program provides paratransit services to qualified Irvine residents, empowering residents to achieve a reasonable level of independent living and community participation. The program provides wheelchair accessible, door-to-door transportation services for disabled adults permanently unable to drive (including attendance at various City programs, medical appointments, and other significant functions) and evacuation transportation during local emergencies. The TRIPS program provides Irvine Adult Day Health Services with client transport on a contractual basis. The Irvine Residents with Disabilities Advisory Board and Irvine Senior Citizens Council provide input and oversight for the program.

### 2015-16 Standards:

	Strategic Goal(s)*
• Provide rides and other passenger accommodations for registered participants.	2,4
• Provide transportation service to Rancho and Lakeview Senior Centers.	2,4
• Provide transportation for Community Services program participants when wheelchair accessible, lift-equipped vehicles are required.	2,4
• Provide transportation for clients of Irvine Adult Day Health Services, Inc.	2,4
• Provide shopping and faith service shuttles.	2,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 118 for details.

Measurements:	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Passenger boarding (# of one-way trips)	29,000	29,000	30,000
• Referrals to other agencies (# of referrals)	220	114	120
• New registrations processed (# of registrations)	90	95	105
<b>Efficiency</b>			
• Percent change in the number of boardings from previous fiscal year	16%	0%	0%
• Percent change in number of new registrations processed from previous fiscal year	13%	6%	11%
<b>Unit Cost</b>			
• Net General Fund cost as a percent of the department budget	4.2%	5.0%	5.7%
• Net General Fund cost per capita (City population)	\$3.46	\$3.53	\$4.76
<b>Effectiveness</b>			
• Percentage of request turndowns	2%	2%	1%

# Community Services Department

## Transportation Services

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$866,175	\$1,022,914	\$1,105,570
Services & Supplies	\$281,518	\$325,159	\$387,870
Capital Equipment	\$0	\$35,000	\$35,000
Subtotal	\$1,147,693	\$1,383,073	\$1,528,440
Cost Allocated	0	0	0
Revenues	(346,121)	(526,898)	(340,150)
NET GENERAL FUND SUPPORT	\$801,573	\$856,175	\$1,188,290
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$28,887	\$8,693	\$0
Services & Supplies	\$1,831	\$4,900	\$0
Capital Equipment	\$0	\$0	\$0
Subtotal	\$30,718	\$13,593	\$0
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$895,063	\$1,031,607	\$1,105,570
Services & Supplies	\$283,349	\$330,059	\$387,870
Capital Equipment	\$0	\$35,000	\$35,000
Cost Allocated	\$0	\$0	\$0
TOTAL	\$1,178,412	\$1,396,666	\$1,528,440



# Community Services Department

## Transportation Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Community Services Program Coordinato	1.00	1.00	1.00
Community Services Superintendent	0.20	0.25	0.13
Community Services Supervisor	0.50	0.50	0.50
Information Specialist	1.00	1.00	1.00
Para-Transit Driver	4.00	4.00	4.00
Senior Office Specialist	0.00	1.00	1.00
Transit Program Dispatcher	1.00	1.00	1.00
Subtotal:	7.70	8.75	8.63
PART TIME			
Office Assistant III-EPT	0.00	0.80	0.80
Office Assistant II-PT	1.21	0.41	0.45
Para-Transit Driver-EPT	4.00	4.80	4.80
Para-Transit Driver-PT	0.92	0.92	0.90
Transit Program Dispatcher-PT	0.00	0.00	0.48
Subtotal:	6.13	6.93	7.43
TOTAL STAFFING:	13.83	15.68	16.06

# **Community Services Department**

## **Transportation Services**

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# Public Safety Department

## Budget Summary:

The FY 2015-16 Public Safety operating budget focuses resources on essential services, and funds these services to meet the City's strategic goals. Public Safety is entrusted with providing for the public's safety within the City's residential communities, commercial and industrial centers, and recreational and open space areas. Public Safety is also responsible for information technology, duplicating and telecommunications. The department's budget is based on the continuation of essential, mandated and City Council-directed services and includes General Fund expenditures of \$68.8 million and revenues of \$3.6 million. The budget provides for a total of 311 full-time and 75.35 part-time employees (in FTEs).



The department's organizational structure, services it will provide during the year, and the revenues and expenditures required to implement the services, are detailed in the subsequent pages.

## Strategic Goals:

### 1. Maintain and enhance the physical environment

- Provide assistance to other departments in preventing visible deterioration through code enforcement and graffiti removal efforts.
- Provide technology support to all departments.

### 2. Promote a safe and secure community

- Provide resources and activities that support and assist Community Policing and Problem Solving efforts through Geo-policing.
- Provide timely and effective response to emergency and non-emergency calls for service.
- Promote activities and resources that support and assist youth through the collaboration and coordination of activities with the school district and other local organizations during youth-based activities.
- Provide technology support to all departments in their efforts to enhance the community's safety and security.

### 3. Promote economic prosperity

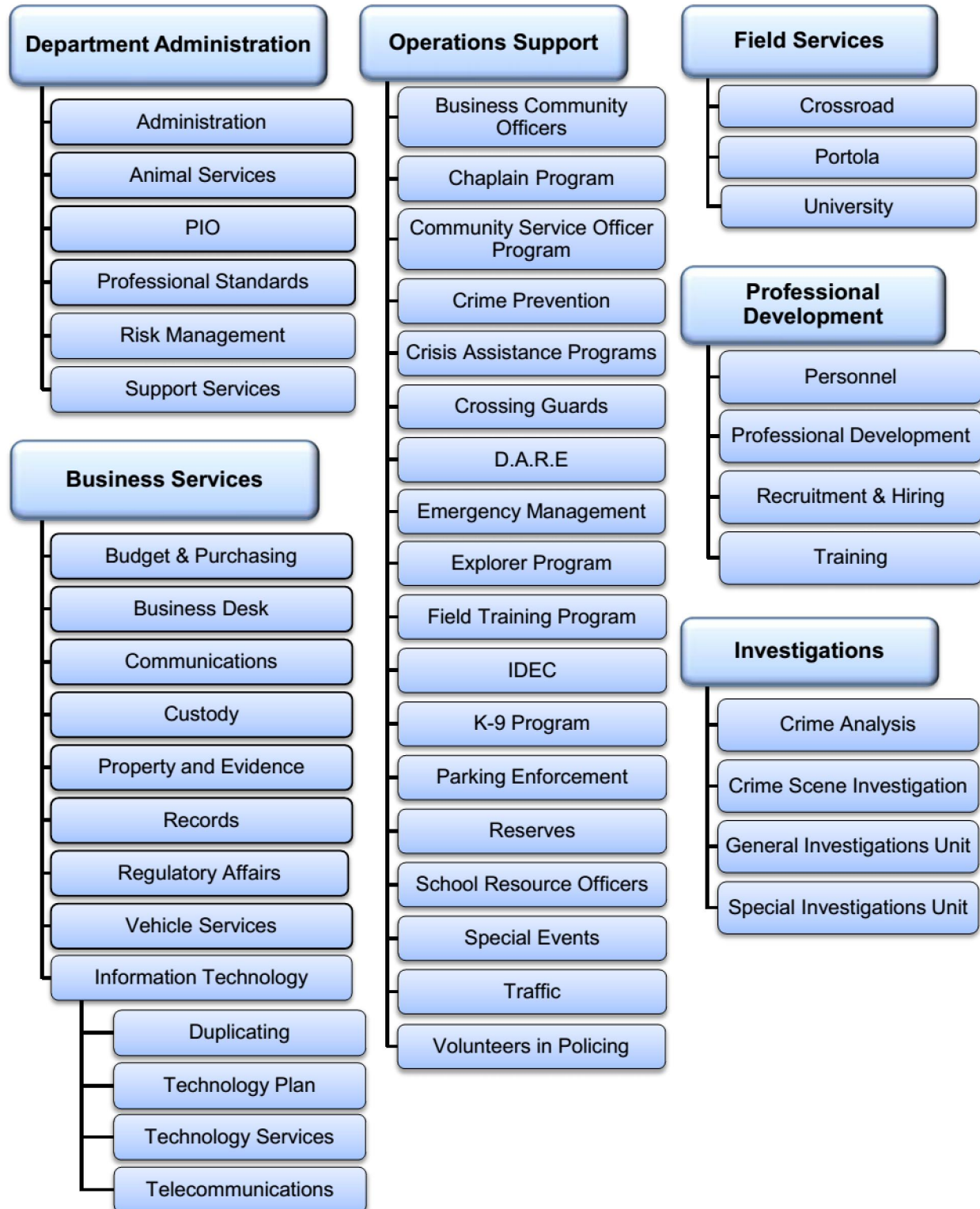
- Support local businesses and non-profit organizations through collaboration and coordination of activities that enhance community safety.

### 4. Promote effective government

- Meet standards for all services.
- Provide the highest quality service at the most cost-effective rate.
- Establish standards for City computer use.
- Provide an efficient and effective information technology infrastructure.
- Provide consistently professional services to residents and constituents of the community.

# Public Safety Department

## Services to the Community:



# Public Safety Department

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS AND REVENUE			
Salaries & Benefits	\$51,622,833	\$55,494,742	\$58,411,557
Services & Supplies	\$7,457,500	\$8,812,674	\$10,369,396
Capital Equipment	\$12,865	\$0	\$18,000
Subtotal	\$59,093,198	\$64,307,416	\$68,798,953
Cost Allocated	(470)	0	0
Revenues	(4,054,810)	(3,916,227)	(3,605,309)
GENERAL FUND SUPPORT	\$55,037,918	\$60,391,189	\$65,193,644
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$2,524,750	\$2,545,774	\$2,286,182
Services & Supplies	\$1,142,216	\$12,619,434	\$11,728,885
Capital Equipment	\$368,728	\$1,016,057	\$2,217,997
Subtotal	\$4,035,694	\$16,181,265	\$16,233,064
ALL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$54,147,583	\$58,040,516	\$60,697,739
Services & Supplies	\$8,599,716	\$21,432,109	\$22,098,281
Capital Equipment	\$381,593	\$1,016,057	\$2,235,997
Cost Allocated	(\$470)	\$0	\$0
TOTAL COST	\$63,128,422	\$80,488,682	\$85,032,017
STAFFING SUMMARY			
Full Time	298.0	304.0	311.0
Part Time	31.0	31.4	33.4
Non-Hourly	39.4	42.0	42.0
TOTAL STAFFING	368.4	377.4	386.4

# Public Safety Department

## Administration & Professional Development

### Purpose:

To administer the day-to-day operations of the Public Safety Department, provide long-range planning on public safety issues, and recruit and train department personnel.

### Summary of Services:

The Office of the Director of Public Safety provides overall direction and guidance to the department's divisions, including coordination and liaison responsibilities with the Orange County Fire Authority. Fire protection is provided to the citizens of Irvine under an agreement with the Orange County Fire Authority. Administration also includes the Office of Professional Standards, Public Information Office, Planning Review, and Animal Services. The Animal Services program provides support for animal control activities. Professional Development coordinates departmental recruitments and training, as well as conducts department research projects.

### 2015-16 Standards:

**Strategic Goal(s)\***

- Provide a close working relationship with the community, as well as other City departments, and state and federal agencies. 1,2,3,4
- Provide overall direction and coordination of all Public Safety Department divisions, including fire service provided by the Orange County Fire Authority. 1,2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 152 for details.

Measurements	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Community-initiated calls (# of calls)	87,576	90,583	93,693
• Officer-initiated calls (# of calls)	84,164	85,002	86,702
• Total calls for service	171,740	175,585	180,395
• Animal-related service calls (# of calls)	9,727	9,948	10,345
<b>Efficiency</b>			
• Percent of calls initiated by the community	51%	52%	52%
• Percent of activity initiated by Officers	49%	48%	48%
• Percent change in community and Officer-initiated calls for service from the previous year	-3%	2%	2.7%
• Percent change in number of Animal-related service calls from previous year	-9%	2%	4%
<b>Effectiveness</b>			
• Part I Uniform Crime Rates – violent crimes per 1,000 residents	.48	.34	NA
• Part I Uniform Crime Rates – property crimes per 1,000 residents	13.2	13.4	NA

# Public Safety Department

## Administration & Professional Development

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$5,889,655	\$5,902,084	\$4,989,952
Services & Supplies	\$1,927,301	\$2,265,397	\$1,592,404
Capital Equipment	\$5,197	\$0	\$0
Subtotal	\$7,822,152	\$8,167,481	\$6,582,356
Cost Allocated	(470)	0	0
Revenues	(498,908)	(602,188)	(490,860)
NET GENERAL FUND SUPPORT	\$7,322,775	\$7,565,293	\$6,091,496
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$57,784	\$0	\$0
Services & Supplies	\$134,667	\$35,574	\$41,190
Capital Equipment	\$23,784	\$50,000	\$0
Subtotal	\$216,235	\$85,574	\$41,190
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$5,947,439	\$5,902,084	\$4,989,952
Services & Supplies	\$2,061,968	\$2,300,971	\$1,633,594
Capital Equipment	\$28,981	\$50,000	\$0
Cost Allocated	(\$470)	\$0	\$0
TOTAL	\$8,037,918	\$8,253,055	\$6,623,546



# Public Safety Department

## Administration & Professional Development

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Coordinator	1.00	1.00	1.00
Administrative Secretary	3.00	3.00	3.00
Animal Services Officer	4.00	4.00	4.00
Animal Services Supervisor	1.00	1.00	1.00
Armorer	1.00	1.00	1.00
Business Services Administrator	1.00	1.00	0.00
Crime Analyst	1.00	0.00	0.00
Deputy Director, Public Safety/Police	1.00	1.00	1.00
Director Of Public Safety/Chief of Police	1.00	1.00	1.00
Management Analyst II	1.00	1.00	1.00
Police Lieutenant	4.00	4.00	3.00
Police Officer	2.00	2.00	2.00
Police Sergeant	2.00	2.00	2.00
Press Information Officer, IPD	0.00	0.00	1.00
Program Assistant	1.00	1.00	1.00
Program Specialist	1.00	1.00	0.00
Property & Evidence Specialist I	1.00	1.00	0.00
Property & Evidence Specialist II	1.00	1.00	0.00
Public Information Officer	1.00	1.00	0.00
Public Safety Assistant	2.00	2.00	1.00
Senior Animal Services Officer	1.00	1.00	1.00
Senior Crime Analyst	1.00	0.00	0.00
Senior Public Safety Assistant	1.00	1.00	1.00
Senior Vehicle Installation Technician	1.00	1.00	0.00
Special Assistant to the Chief of Police	1.00	1.00	1.00
Vehicle Installation Technician	1.00	1.00	0.00
Subtotal:	36.00	34.00	26.00
PART TIME			
GIS Analyst-PT	0.73	0.00	0.00
Management Analyst I-PT	0.48	0.48	0.48
Property & Evidence Specialist II-PT	0.00	0.24	0.00
Public Safety Assistant-PT	1.92	1.44	0.96
Subtotal:	3.13	2.16	1.44
TOTAL STAFFING:	39.13	36.16	27.44

# Public Safety Department

## Police Operations

### Purpose:

To respond to emergency and non-emergency field service requests and incidents, as well as provide investigative follow-up to reported crimes.

### Summary of Services:

Police Operations provides a variety of field, traffic, investigation, and operations support, including emergency service requests; responding to in-progress and reported crimes; citizen assistance; and a wide range of non-criminal activities. In 2014-15, while patrolling 65 square miles, Patrol and Traffic Enforcement investigated 1,594 traffic collisions, responded to 85% of the Priority I calls within 10 minutes, and issued over 21,000 traffic citations.

### 2015-16 Standards:

	Strategic Goal(s)*
• Respond to Priority E calls within 6 minutes 88% of the time.	2,4
• Respond to Priority I calls within 10 minutes 85% of the time.	2,4
• Process all arrestees in a safe and timely manner, while ensuring compliance with state and local standards.	2,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 152 for details.

Measurements	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Priority E calls (# of calls)	492	507	532
• Priority I calls (# of calls)	3,251	3,380	3,549
• Arrestees processed (# of arrestees)	2,601	2,260	2,160
• Traffic citations (# of citations)	22,760	21,454	21,668
• Traffic collisions (# of traffic collisions)	1,584	1,594	1,610
<b>Efficiency</b>			
• Percent of Priority E calls responded to within established timeframe	90%	88%	88%
• Percent of Priority I calls responded to within established timeframe	85%	85%	85%
• Percent change in arrestees processed from the previous year	-8%	-13%	-4%
• Percent change in traffic citations from the previous year	-2%	-6%	1%
• Percent change in traffic collisions from the previous year	4%	.6%	1%
<b>Unit Cost</b>			
• Percent of Public Safety Department General Fund operating budget devoted to the Police Operations division	74%	74%	73%
<b>Effectiveness</b>			
• Traffic Index (hazardous citations divided by the number of injury collisions)	29	26	NA
• Traffic collisions per 1,000 population	6.9	6.6	NA

# Public Safety Department

## Police Operations

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>FUNDS</b>			
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$40,946,281	\$44,381,203	\$47,216,441
Services & Supplies	\$2,992,009	\$3,190,122	\$3,341,074
Capital Equipment	\$0	\$0	\$0
Subtotal	\$43,938,291	\$47,571,325	\$50,557,515
Cost Allocated	0	0	0
Revenues	(2,414,932)	(2,247,942)	(1,949,839)
NET GENERAL FUND SUPPORT	\$41,523,359	\$45,323,383	\$48,607,676
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$2,466,060	\$2,262,252	\$2,033,757
Services & Supplies	\$941,512	\$2,171,343	\$1,272,229
Capital Equipment	\$344,944	\$14,306	\$659,958
Subtotal	\$3,752,517	\$4,447,901	\$3,965,944
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$43,412,341	\$46,643,455	\$49,250,198
Services & Supplies	\$3,933,522	\$5,361,465	\$4,613,303
Capital Equipment	\$344,944	\$14,306	\$659,958
Cost Allocated	\$0	\$0	\$0
TOTAL	\$47,690,807	\$52,019,226	\$54,523,459

# Public Safety Department

## Police Operations

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Secretary	1.00	1.00	1.00
Civilian Investigator I	2.00	3.00	3.00
Civilian Investigator II	6.00	6.00	7.00
Crime Analyst	0.00	1.00	1.00
Emergency Management Coordinator	1.00	1.00	1.00
Forensic Specialist I	1.00	0.00	1.00
Forensic Specialist II	3.00	4.00	4.00
Forensic Supervisor	1.00	1.00	1.00
Police Commander	3.00	3.00	3.00
Police Lieutenant	4.00	4.00	5.00
Police Officer	165.00	168.00	173.00
Police Sergeant	27.00	27.00	27.00
Program Specialist	2.00	2.00	3.00
Public Safety Assistant	2.00	2.00	1.00
Senior Crime Analyst	0.00	1.00	1.00
Senior Public Safety Assistant	1.00	2.00	2.00
Subtotal:	219.00	226.00	234.00
PART TIME			
Civilian Investigator I-PT	0.48	0.48	0.48
GIS Analyst-PT	0.00	0.73	0.73
Public Safety Aide-PT	0.67	0.67	0.59
Public Safety Assistant-EPT	0.80	1.60	1.60
Public Safety Assistant-PT	14.17	11.54	14.58
Senior Public Safety Assistant-EPT	0.80	0.80	0.80
Senior Public Safety Assistant-PT	0.96	2.41	1.21
Subtotal:	17.88	18.23	19.99
NON-HOURLY			
Crossing Guard-EPT	31.80	34.00	35.00
Crossing Guard-RPT	7.60	8.00	7.00
Subtotal:	39.40	42.00	42.00
TOTAL STAFFING:	276.28	286.23	295.99

# Public Safety Department

## Business Services

### Purpose:

To maintain a support network for Public Safety and City Operations.

### Summary of Services:

Business Services is responsible for the management of Regulatory Affairs, the Police Business Desk, Police Records, Communications, Custody, Auxiliary Services and Information Technology. Auxiliary Services is responsible for property and evidence control, vehicle fleet maintenance and inventory control.

### 2015-16 Standards:

	Strategic Goal(s)*
• Effectively process business licenses in a timely manner.	4
• Effectively receive and secure evidence and property to ensure no items are lost.	2,4
• Receive, file and process all police reports in a timely manner.	2,4
• Receive calls in Communications in a timely manner.	2,4
• Effectively receive and secure evidence and property.	2,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 152 for details.

Measurements	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Business licenses processed (# of licenses)	15,272	18,549	18,734
• Records processed (# of records)	16,532	16,711	17,379
• Total calls received in Communications (# of calls)	181,219	181,746	189,016
• Evidence/property received (# of items received into Property)	10,220	12,418	12,915
<b>Efficiency</b>			
• Percent change in the number of business licenses processed from previous year	1%	21%	1%
• Percent change in the number of records processed from previous year	-5%	1%	4%
• Percent change in the number of calls received in Communications from previous year	-3%	.3%	4%
• Percent change in the number of property items processed from previous year	-13%	22%	4%
<b>Unit Cost</b>			
• Percent of Public Safety Department General Fund operating budget devoted to Business Services	12%	13%	17%
<b>Effectiveness</b>			
• Percent of 9-1-1 emergency calls answered by call receivers within 10 seconds	95%	93%	95%

# Public Safety Department

## Business Services

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$4,786,898	\$5,211,455	\$6,205,164
Services & Supplies	\$2,538,190	\$3,357,155	\$5,435,918
Capital Equipment	\$7,668	\$0	\$18,000
Subtotal	\$7,332,755	\$8,568,610	\$11,659,082
Cost Allocated	0	0	0
Revenues	(1,140,971)	(1,066,097)	(1,164,610)
NET GENERAL FUND SUPPORT	\$6,191,784	\$7,502,513	\$10,494,472
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$905	\$0	\$0
Services & Supplies	\$62,166	\$29,700	\$38,358
Capital Equipment	\$0	\$0	\$399,000
Subtotal	\$63,071	\$29,700	\$437,358
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$4,787,803	\$5,211,455	\$6,205,164
Services & Supplies	\$2,600,356	\$3,386,855	\$5,474,276
Capital Equipment	\$7,668	\$0	\$417,000
Cost Allocated	\$0	\$0	\$0
TOTAL	\$7,395,827	\$8,598,310	\$12,096,440

# Public Safety Department

## Business Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Applications Programmer/Analyst	1.00	1.00	1.00
Business Services Administrator	0.00	0.00	1.00
Communications Bureau Supervisor	1.00	1.00	1.00
Deputy Director	1.00	0.00	0.00
Deputy Director, IPD Bus Srv/City Tech	0.00	1.00	1.00
License Specialist	4.00	4.00	4.00
Management Analyst I	0.00	0.00	1.00
Property & Evidence Specialist I	0.00	0.00	1.00
Property & Evidence Specialist II	0.00	0.00	1.00
Public Safety Assistant	1.00	1.00	2.00
Public Safety Dispatcher I	2.00	3.00	3.00
Public Safety Dispatcher II	13.00	12.00	12.00
Public Safety Lead Records Specialist	2.00	2.00	2.00
Public Safety Records Specialist	7.00	7.00	7.00
Public Safety Records Supervisor	1.00	1.00	1.00
Public Safety Technology Analyst	1.00	1.00	1.00
Regulatory Affairs Supervisor	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Senior Public Safety Assistant	1.00	1.00	1.00
Senior Vehicle Installation Technician	0.00	0.00	1.00
Supervising Public Safety Dispatcher	4.00	5.00	5.00
Vehicle Installation Technician	0.00	0.00	1.00
Subtotal:	41.00	42.00	49.00
PART TIME			
License Specialist-PT	0.96	0.48	0.48
Office Specialist-PT	2.88	1.92	1.44
Property & Evidence Specialist II-PT	0.00	0.00	0.24
Public Safety Assistant-EPT	1.60	1.60	0.80
Public Safety Assistant-PT	3.31	6.57	8.50
Public Safety Dispatcher II-EPT	0.73	0.00	0.00
Public Safety Dispatcher II-PT	0.48	0.48	0.48
Subtotal:	9.96	11.05	11.94
TOTAL STAFFING	50.96	53.05	60.94



# Public Safety Department

## Information Technology

### Purpose:

To ensure the continued innovation, viability, and sustainability of citywide technology assets, including computing hardware, software, networks, telecommunications, duplicating, and audio/visual services. To update the five-year plan for maintaining these assets and adapting them to changes in technology.

### Summary of Services:

The Information Technology Division administers all citywide technology efforts, including short and long range planning, project management, maintenance, and Information Technology contract administration. Most services are coordinated through contract services, primarily under the City's master Information Services Agreement. Specific functions include contracted helpdesk, network/server and applications support; annually recurring hardware and software maintenance; scheduled asset replacements; Information Technology project management; wired and wireless telecommunications; telecommunications utility administration; and duplicating center and citywide copier support.

### 2015-16 Standards:

- |   | <b>Strategic Goal(s)*</b> |
|---|---------------------------|
| • Maintain and annually update the five-year Strategic Technology Plan.             | 1,2,3,4                   |
| • Complete service requests within Service Level Agreement limits.                  | 1,2,3,4                   |
| • Maintain high network and systems availability.                                   | 1,2,4                     |
| • Ensure City is in compliance with all federal and state laws and City ordinances. | 1,2,3,4                   |
| • Maintain daily data backups of all servers.                                       | 1,4                       |

\* Numbers denote linkage to the department's Strategic Goals; please see page 152 for details.

Measurements	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Output</b>			
• System-wide backups performed daily	100%	65%	100%
<b>Effectiveness</b>			
• Computer network availability	99.97%	99.94%	99.8%
• Software application availability	99.97%	99.85%	99.8%
• Network security updates	98.98%	94.26%	100%

# Public Safety Department

## Information Technology

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$0	\$0	\$0
Services & Supplies	\$0	\$0	\$0
Capital Equipment	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Cost Allocated	0	0	0
Revenues	0	0	0
NET GENERAL FUND SUPPORT	\$0	\$0	\$0
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$0	\$283,522	\$252,425
Services & Supplies	\$3,870	\$10,382,817	\$10,377,108
Capital Equipment	\$0	\$951,751	\$1,159,039
Subtotal	\$3,870	\$11,618,090	\$11,788,572
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$0	\$283,522	\$252,425
Services & Supplies	\$3,870	\$10,382,817	\$10,377,108
Capital Equipment	\$0	\$951,751	\$1,159,039
Cost Allocated	\$0	\$0	\$0
TOTAL	\$3,870	\$11,618,090	\$11,788,572

# Public Safety Department

## Information Technology

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Duplicating Technician	1.00	1.00	1.00
Information Technology Administrator	1.00	1.00	1.00
Subtotal:	2.00	2.00	2.00
TOTAL STAFFING:	2.00	2.00	2.00

# **Public Safety Department**

## **Information Technology**

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# Public Works Department

## Budget Summary:

The FY 2015-16 Public Works Department operating budget focuses resources on essential services to meet the City's strategic goals. The Public Works Department is entrusted with developing, building and maintaining public infrastructure and facilities.

The department's budget is based on the continuation of essential, mandated and City Council-directed services and includes General Fund expenditures of \$26,581,901, Special Funds expenditures of \$37,960,592 and revenues of \$619,672. The budget provides for a total of 147 full-time employees and 5.3 part-time employees (in FTEs). The department's organizational structure, the services it will provide during the year, and the revenue and expenditures required to implement the services are detailed in the subsequent pages.



## Strategic Goals:

### 1. Maintain and enhance the physical environment

- Maintain and rehabilitate all City landscape, roadways, traffic signals, bicycle trails, parking lots, facilities, and bridges in accordance with the City's strategic goals.

### 2. Promote a safe and secure community

- Provide well-maintained parks and City facilities.
- Provide fast response to assistance calls for accident clean-up, roadway debris removal and emergencies, including storm and hazardous material spill responses and facilities' maintenance needs and concerns.
- Operate the City's circulation and traffic signal system to maximize roadway capacity while minimizing vehicular delays, property loss and personal injury.

### 3. Promote economic prosperity

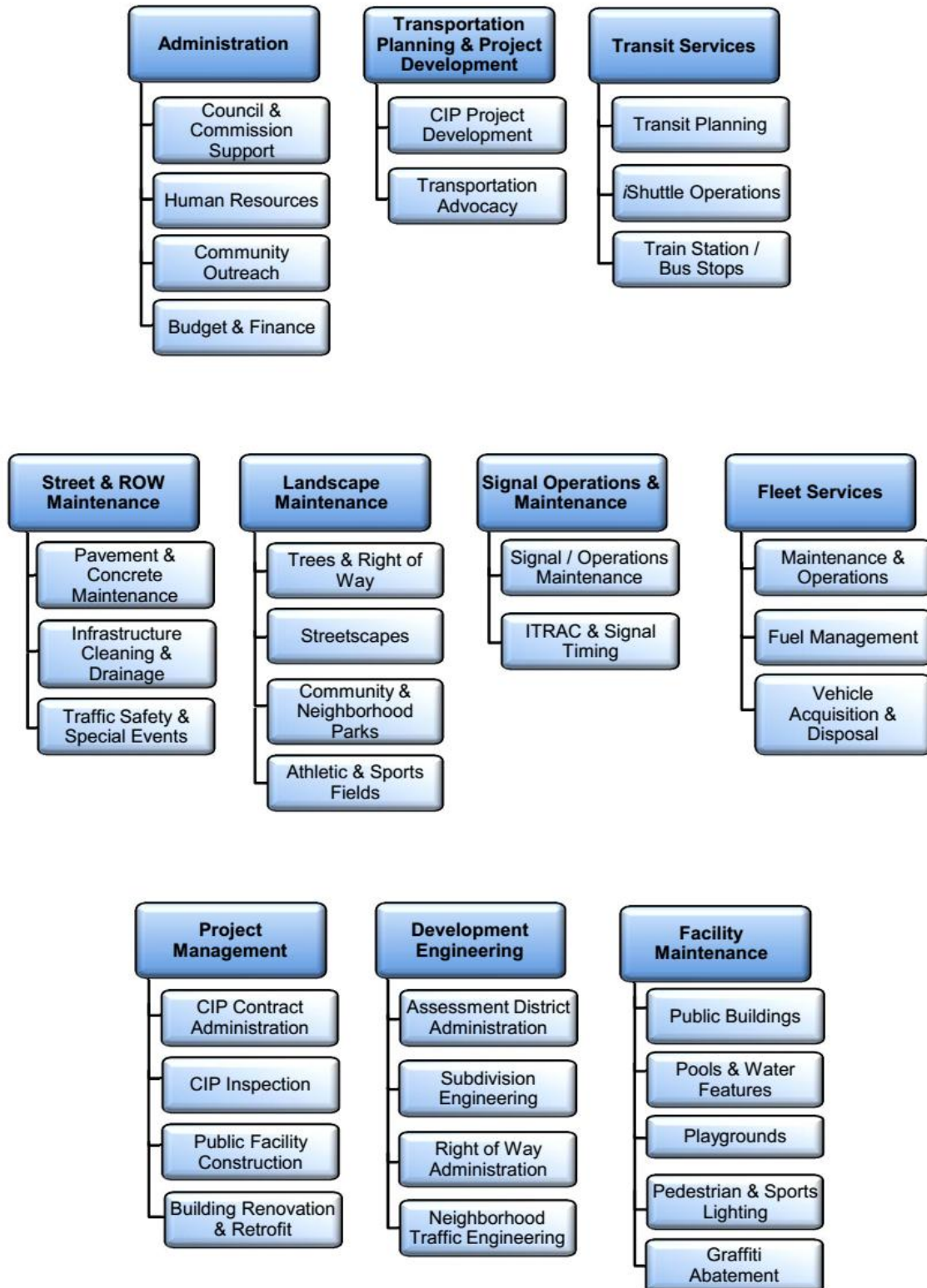
- Prevent deterioration of the City's infrastructure through a planned schedule of maintenance.
- Implement the City's annual Capital Improvement Program and advance the City's strategic goals for capital improvement.
- Ensure the City's eligibility for transportation funding and actively pursue funding opportunities to bring about priority City projects.

### 4. Promote effective government

- Provide the highest quality service at the most cost-effective rate.

# Public Works Department

## Services to the Community:



# Public Works Department

## Department Budget Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS AND REVENUE			
Salaries & Benefits	\$13,409,216	\$9,923,948	\$11,162,987
Services & Supplies	\$15,481,490	\$14,087,729	\$15,335,914
Capital Equipment	\$54,117	\$0	\$83,000
Subtotal	\$28,944,823	\$24,011,677	\$26,581,901
Cost Allocated	(233,418)	(210,000)	(220,000)
Revenues	(880,207)	(748,801)	(619,672)
GENERAL FUND SUPPORT	\$27,831,198	\$23,052,876	\$25,742,229
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$5,398,109	\$9,814,882	\$9,977,667
Services & Supplies	\$18,590,106	\$25,454,092	\$25,952,190
Capital Equipment	\$534,748	\$3,873,252	\$2,030,735
Subtotal	\$24,522,963	\$39,142,226	\$37,960,592
ALL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$18,807,325	\$19,738,830	\$21,140,654
Services & Supplies	\$34,071,596	\$39,541,821	\$41,288,104
Capital Equipment	\$588,865	\$3,873,252	\$2,113,735
Cost Allocated	(\$233,418)	(\$210,000)	(\$220,000)
TOTAL COST	\$53,234,368	\$62,943,903	\$64,322,493
STAFFING SUMMARY			
Full Time	142.0	140.0	147.0
Part Time	4.3	6.0	5.3
Non-Hourly	0.0	0.0	0.0
TOTAL STAFFING	146.3	146.0	152.3



# Public Works Department

## Administration

### Purpose:

To ensure the department's programs and services support the City's strategic goals and policies, and systems and practices facilitate effective and efficient service delivery to the community.

### Summary of Services:

The Administration Division coordinates department-wide activities such as policy development; coordinating communications with the City Council, City commissions and residents; managing human resources matters; coordinating information technology solutions; and providing fiscal analysis, reporting, budget development and administration. Additional responsibilities include workload analysis, special projects, administrative support, and participation in regional, local, and interdepartmental committees and task forces.

### 2015-16 Standards:

	Strategic Goal(s)*
• Provide quality support to all Public Works divisions through on-time delivery of administrative services.	1,2,3,4
• Provide timely support and assistance to the City Council, City commissions and City Manager's Office.	2,3,4
• Provide leadership and recommendations for policy direction on local and regional infrastructure matters.	2,3,4
• Provide and promote opportunities for community education and community outreach for department programs and projects.	4
• Implement all budgetary and financial processes according to City policies and established timeframes.	4

\* Numbers denote linkage to the department's Strategic Goals; please see page 168 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Efficiency</b>			
• Complete correspondence, City Manager and City Council letters, and reports within established timeframes	100%	100%	100%
• Complete performance reviews within established guidelines	100%	100%	100%
<b>Unit Cost</b>			
• Public Works Administration General Fund Budget as a percent of citywide General Fund Budget	1.5%	1.5%	1.6%
• Percent of Public Works Department General Fund budget devoted to Administration	7.6%	10.1%	10.2%
• Public Works Department General Fund Budget per capita	\$9.56	\$10.07	\$10.82
<b>Effectiveness</b>			
• Percent of standards achieved	100%	100%	100%

# Public Works Department Administration

## Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$923,540	\$966,093	\$1,007,469
Services & Supplies	\$1,284,798	\$1,455,456	\$1,692,931
Capital Equipment	\$0	\$0	\$0
Subtotal	\$2,208,338	\$2,421,549	\$2,700,400
Cost Allocated	0	0	0
Revenues	(121,593)	(284,820)	(284,710)
NET GENERAL FUND SUPPORT	\$2,086,746	\$2,136,729	\$2,415,690
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$30,220	\$0	\$0
Services & Supplies	\$0	\$0	\$26,200
Capital Equipment	\$0	\$0	\$0
Subtotal	\$30,220	\$0	\$26,200
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$953,761	\$966,093	\$1,007,469
Services & Supplies	\$1,284,798	\$1,455,456	\$1,719,131
Capital Equipment	\$0	\$0	\$0
Cost Allocated	\$0	\$0	\$0
TOTAL	\$2,238,559	\$2,421,549	\$2,726,600

# Public Works Department

## Administration

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Coordinator	1.00	1.00	1.00
Deputy Director, Public Works	1.00	1.00	1.00
Director of Public Works	1.00	1.00	1.00
Human Resources Administrator	1.00	1.00	1.00
Management Analyst II	1.00	0.00	0.00
Senior Management Analyst	0.00	1.00	1.00
Subtotal:	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
TOTAL STAFFING:	5.00	5.00	5.00

# Public Works Department

## Development Engineering

### Purpose:

To provide engineering services related to the construction and operation of infrastructure improvements within the City's right-of-way and on private property.

### Summary of Services:

The Development Engineering Division reviews and approves subdivision maps, landscaping, drainage, and public and private street improvement plans. Additional responsibilities include Assessment District and Community Facility District (CFD) administration; Capital Improvement Program (CIP) design administration; identification and acquisition of right-of-way required for capital improvement projects; and administration of the Flood Plain Management programs. The Division is also responsible for the City's traffic circulation system, maintaining and implementing traffic control standards to ensure safety for the traveling public.

### 2015-16 Standards:

	Strategic Goal(s)*
• Provide efficient processing of improvement plans, discretionary reviews and subdivision maps.	1,2,3,4
• Ensure improvements associated with all submittals are in compliance with City standards.	1,2,3,4
• Ensure CIP projects are designed in accordance with City standards and within the approved project budget.	1,2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 168 for details.

Measurements:	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Plan Checks reviewed (# of plans)	411	375	375
• CIP projects designed (# of projects)	27	17	17
• Assessment District and CFD Funds reimbursed	\$15M	\$41M	\$132M
• Neighborhood traffic work requests submitted	153	156	160
<b>Efficiency</b>			
• Percent of first plan checks completed within the established timeframe of 15 business days	100%	100%	100%
• Percent of subsequent plan checks completed within the established timeframe of eight business days	100%	100%	100%
• Percent of CIP design projects completed within established schedule	95%	96%	100%
<b>Unit Cost</b>			
• Development Engineering General Fund Budget as a percent of citywide General Fund Budget	1.1%	0.6%	0.5%
• Percent of Public Works Department General Fund devoted to Development Engineering	5.3%	3.8%	3.5%
• Development Engineering General Fund Budget per capita	\$6.62	\$3.79	\$3.68
<b>Effectiveness</b>			
• Percent of applications approved with three or fewer plan check reviews	97%	98%	100%
• Percent of CIP projects completed within established budget	100%	96%	100%

# Public Works Department

## Development Engineering

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$1,076,600	\$828,027	\$837,468
Services & Supplies	\$453,685	\$83,919	\$81,310
Capital Equipment	\$0	\$0	\$0
Subtotal	\$1,530,285	\$911,946	\$918,778
Cost Allocated	(56,494)	(40,000)	(40,000)
Revenues	(7,014)	0	0
NET GENERAL FUND SUPPORT	\$1,466,778	\$871,946	\$878,778
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$879,800	\$1,233,688	\$1,702,082
Services & Supplies	\$2,436,523	\$3,552,600	\$3,083,855
Capital Equipment	\$0	\$0	\$0
Subtotal	\$3,316,323	\$4,786,288	\$4,785,937
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$1,956,400	\$2,061,715	\$2,539,550
Services & Supplies	\$2,890,208	\$3,636,519	\$3,165,165
Capital Equipment	\$0	\$0	\$0
Cost Allocated	(\$56,494)	(\$40,000)	(\$40,000)
TOTAL	\$4,790,115	\$5,658,234	\$5,664,715

# Public Works Department

## Development Engineering

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Secretary	0.50	0.50	0.50
Associate Engineer	3.00	2.00	2.00
City Engineer	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00
Manager, Engineering Services	0.40	0.33	0.33
Project Development Administrator	0.00	1.00	1.00
Right-of-Way Administrator	1.00	1.00	1.00
Senior Civil Engineer	3.00	3.00	5.00
Senior Project Manager	1.00	1.00	1.00
Senior Transportation Analyst	1.00	1.00	1.00
Senior Transportation Engineer	1.00	1.00	1.00
Subtotal:	12.90	12.83	14.83
PART TIME			
Engineering Technician-PT	0.00	0.50	0.50
Office Assistant III-EPT	0.75	0.75	0.75
Subtotal:	0.75	1.25	1.25
TOTAL STAFFING:	13.65	14.08	16.08

# Public Works Department

## Fleet Services

### Purpose:

To provide services for the acquisition, maintenance, replacement and disposal of all City vehicles and significant equipment and to provide fuel management services.

### Summary of Services:

The Fleet Services Division provides preventative, reactive and predictive maintenance as well as custom fabrication to the City's fleet vehicles, ensuring vehicle reliability for various user departments citywide. Additionally, the Division is responsible for managing the City's underground fuel storage tanks and fueling islands, ensuring proper management of fuel. Alternative fuels are also utilized in order to conform to Air Quality Management District standards and to promote a cleaner environment.

### 2015-16 Standards:

#### Strategic Goal(s)\*

- Provide quality support to all City departments for on-time and error-free vehicle maintenance services. 1,2,4
- Provide leadership and recommendations for policy direction for the increased use of alternative fuel vehicles. 1,2,3,4
- Implement all budgetary and financial processes according to City policies and established timeframes to reduce operating costs for fleet vehicles. 1,2,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 168 for details.

Measurements	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Inventory</b>			
• City vehicles maintained	341	341	341
• City equipment maintained	59	59	59
<b>Efficiency</b>			
• Vehicle Serviced within three hours	97%	99%	100%
• Mechanical repairs completed within one work day or less	90%	95%	95%
<b>Unit Cost</b>			
• Fleet Budget as a percent of Citywide Budget	2.7%	3.9%	2.9%
• Fleet Budget as a percent of Department Operating Budget	7.4%	9.8%	7.7%
• Fleet Budget per capita	\$ 17.13	\$ 25.74	\$ 19.86
<b>Effectiveness</b>			
• Percent of standards achieved	100%	100%	100%
• Vehicle downtime of less than 3% (excluding accidents and capital improvements)	95%	98%	100%



# Public Works Department

## Fleet Services

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$0	\$0	\$0
Services & Supplies	\$0	\$0	\$0
Capital Equipment	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Cost Allocated	0	0	0
Revenues	0	0	0
NET GENERAL FUND SUPPORT	\$0	\$0	\$0
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$1,108,224	\$1,119,223	\$1,117,798
Services & Supplies	\$2,847,656	\$1,994,775	\$1,976,961
Capital Equipment	\$0	\$3,079,158	\$1,862,735
Subtotal	\$3,955,880	\$6,193,156	\$4,957,494
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$1,108,224	\$1,119,223	\$1,117,798
Services & Supplies	\$2,847,656	\$1,994,775	\$1,976,961
Capital Equipment	\$0	\$3,079,158	\$1,862,735
Cost Allocated	\$0	\$0	\$0
TOTAL	\$3,955,880	\$6,193,156	\$4,957,494

# Public Works Department

## Fleet Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Fleet Services Superintendent	1.00	1.00	1.00
Fleet Services Supervisor	1.00	1.00	1.00
Management Analyst I	0.25	0.50	0.50
Management Analyst II	0.25	0.00	0.00
Manager, Public Services	0.25	0.25	0.25
Program Assistant	1.00	1.00	1.00
Senior Equipment Mechanic	4.00	4.00	4.00
Subtotal:	<u>7.75</u>	<u>7.75</u>	<u>7.75</u>
PART TIME			
Equipment Mechanic-PT	0.50	0.50	0.50
Office Assistant II-PT	0.10	0.10	0.10
Subtotal:	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>
TOTAL STAFFING:	8.35	8.35	8.35

# Public Works Department

## Landscape Maintenance

### Purpose:

To maintain the City's parks, streetscapes, athletic fields, greenbelts, and trees.

### Summary of Services:

The Landscape Maintenance Division provides landscape maintenance services to the City's Civic Center, community and neighborhood parks, Orange County Great Park, athletic fields, streetscapes, trees, and eucalyptus windrows. Specific services include contract management of all parks and street landscape maintenance, sports fields and infield maintenance, tree trimming, weed abatement, and water management. To achieve optimum efficiency and service quality, private contractors and professionally recognized performance standards are integrated into the division's operations.

### 2015-16 Standards:

**Strategic Goal(s)\***

- Contribute to a safe and vibrant community by providing parks and landscapes that enhance the physical environment, and youth and community sports fields that promote community participation. 1,2,3,4
- Contribute to quality in government by providing services in a competitive, cost-effective manner. 4

\* Numbers denote linkage to the department's Strategic Goals; please see page 168 for details.

<b>Measurements:</b>	<b>Actual 2013-14</b>	<b>Estimate 2014-15</b>	<b>Budget 2015-16</b>
<b>Inventory</b>			
• Community Parks (# of parks)	19	19	19
• Neighborhood Parks/Vista Points	38	39	39
• Athletic Infields (# of infields)	47	48	48
• Sports Fields (Acres)	139	155	164
• Streetscapes (Acres)	834	872	889
• Trees (# of trees)	64,881	71,035	72,259
• Water Meters/Smart Irrigation Controllers	577/786	588/815	601/834
<b>Efficiency</b>			
• Public service requests completed within 15 days	100%	100%	100%
• Parks & streetscapes meeting water usage guidelines	100%	100%	100%
<b>Unit Cost</b>			
• Landscape Maintenance General Fund Budget as a percent of citywide General Fund Budget	7.8%	5.6%	5.6%
• Percent of Public Works Department General Fund devoted to Landscape Maintenance	39.0%	36.3%	36.4%
• Landscape Maintenance General Fund Budget per capita	\$48.85	\$36.24	\$38.79
• Per acre cost to maintain streetscape	\$7,980	\$8,383	\$9,261
<b>Effectiveness</b>			
• Percent of landscape maintained at service standards	100%	100%	100%
• Percent of trees trimmed per the posted trim schedule	100%	100%	100%
• Percent of sports fields prepped for scheduled events	100%	100%	100%

# Public Works Department

## Landscape Maintenance

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$2,897,100	\$1,495,105	\$1,653,506
Services & Supplies	\$8,386,219	\$7,222,115	\$7,993,606
Capital Equipment	\$0	\$0	\$34,000
Subtotal	\$11,283,319	\$8,717,220	\$9,681,112
Cost Allocated	(727)	0	0
Revenues	(211,433)	(132,000)	(34,000)
NET GENERAL FUND SUPPORT	\$11,071,159	\$8,585,220	\$9,647,112
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$82,006	\$1,663,756	\$1,742,088
Services & Supplies	\$3,921,783	\$8,186,100	\$8,652,969
Capital Equipment	\$0	\$0	\$0
Subtotal	\$4,003,789	\$9,849,856	\$10,395,057
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$2,979,105	\$3,158,861	\$3,395,594
Services & Supplies	\$12,308,002	\$15,408,215	\$16,646,575
Capital Equipment	\$0	\$0	\$34,000
Cost Allocated	(\$727)	\$0	\$0
TOTAL	\$15,286,381	\$18,567,076	\$20,076,169

# Public Works Department

## Landscape Maintenance

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Secretary	0.34	0.34	0.34
Landscape Contract Specialist	2.00	2.00	2.00
Landscape Maintenance Specialist	7.00	7.00	7.00
Landscape Maintenance Superintendent	1.00	1.00	1.00
Landscape Maintenance Supervisor	4.00	5.00	5.00
Landscape Maintenance Technician	2.00	2.00	2.00
Lead Landscape Maintenance Technician	5.00	5.00	6.00
Management Analyst I	0.25	0.50	0.50
Management Analyst II	0.25	0.00	0.00
Manager, Public Services	0.25	0.25	0.25
Program Specialist	1.00	1.00	1.00
Senior Project Manager	0.66	0.00	0.00
Subtotal:	23.75	24.09	25.09
PART TIME			
Office Assistant II-PT	0.10	0.10	0.10
Subtotal:	0.10	0.10	0.10
TOTAL STAFFING:	23.85	24.19	25.19

# Public Works Department

## Project Management

### Purpose:

To provide engineering and administrative services related to construction and inspection of all publicly-funded infrastructure.

### Summary of Services:

The Project Management Division initiates, coordinates, monitors, and inspects activities related to the City's Capital Improvement Program (CIP) involving construction contracts for new and rehabilitated roads, traffic signals, bridges, drainage facilities, parks, buildings, bicycle and riding/hiking trails, and landscaping. This division also administers federal, state, county, and City funded programs as they relate to the construction of infrastructure projects, and provides construction inspection for assessment and special district projects to assure compliance with City standards. The division also coordinates and administers the rehabilitation of all City-owned facilities. This includes public buildings, parks, playgrounds and athletic equipment.

### 2015-16 Standards:

**Strategic Goal(s)\***

- The Project Management Division ensures that CIP and facilities rehab projects are constructed within the approved project budget and in compliance with City-approved plans and specifications. 1,2,3,4
- Develop and administer an annual rehabilitation program consistent with the City's strategic goals. 1,2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 168 for details.

<b>Measurements:</b>	<b>Actual 2013-14</b>	<b>Estimate 2014-15</b>	<b>Budget 2015-16</b>
<b>Services</b>			
• Contracts Awarded (# of contracts)	25	25	26
• CIP and Rehabilitation Projects Constructed (# of projects)	27	26	17
<b>Efficiency</b>			
• Percent of CIP projects completed within established schedule	96%	99%	100%
<b>Unit Cost</b>			
• Project Management General Fund Budget as a percent of citywide General Fund Budget	0.5%	0.4%	0.5%
• Percent of Public Works Department General Fund devoted to Project Management.	2.7%	2.4%	3.2%
• Project Management General Fund Budget per capita	\$3.33	\$2.39	\$3.44
<b>Effectiveness</b>			
• Percent of CIP projects completed within established budget	99%	99%	100%

# Public Works Department

## Project Management

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$639,713	\$438,761	\$674,977
Services & Supplies	\$129,263	\$135,857	\$183,848
Capital Equipment	\$0	\$0	\$0
Subtotal	\$768,976	\$574,618	\$858,825
Cost Allocated	(163,137)	(170,000)	(180,000)
Revenues	(32,728)	(32,728)	(32,728)
NET GENERAL FUND SUPPORT	\$573,110	\$371,890	\$646,097
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$1,523,112	\$1,783,685	\$1,358,546
Services & Supplies	\$455,900	\$0	\$0
Capital Equipment	\$523,378	\$499,740	\$0
Subtotal	\$2,502,389	\$2,283,425	\$1,358,546
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$2,162,825	\$2,222,446	\$2,033,523
Services & Supplies	\$585,163	\$135,857	\$183,848
Capital Equipment	\$523,378	\$499,740	\$0
Cost Allocated	(\$163,137)	(\$170,000)	(\$180,000)
TOTAL	\$3,108,228	\$2,688,044	\$2,037,371



# Public Works Department

## Project Management

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Secretary	1.25	1.00	1.00
Construction Inspection Supervisor	1.00	1.00	1.00
Construction Inspector	1.00	0.00	0.00
Landscape Maintenance Supervisor	1.00	0.00	0.00
Manager, Engineering Services	0.40	0.34	0.34
Program Assistant	1.00	1.00	1.00
Project Development Administrator	1.00	1.00	1.00
Senior Civil Engineer	2.00	2.00	0.00
Senior Construction Inspector	3.00	3.00	4.00
Senior Project Manager	4.34	5.00	5.00
Subtotal	15.99	14.34	13.34
TOTAL STAFFING:	15.99	14.34	13.34

# Public Works Department

## Signal Operations & Maintenance

### Purpose:

To maintain and enhance the safety and quality of life for the traveling public by maximizing roadway safety and flow, while minimizing vehicular delays and risk of property loss and personal injuries.

### Summary of Services:

The Signal Operations and Maintenance Division provides for the operation, maintenance and rehabilitation of the City's traffic signal system and signal synchronization efforts. Specific services include the review and development of City traffic signal design guidelines and standards; response to resident concerns regarding traffic flow and signal operations and implementation of corrective measures when appropriate; participation in traffic-related litigation; and management of the Irvine Traffic Research and Control (ITRAC) Center.

### 2015-16 Standards:

- |   |                           |
|---|---------------------------|
|   | <b>Strategic Goal(s)*</b> |
| • Utilize technology and innovative strategies to effectively manage traffic flows through the City.  | 1,2,3,4                   |
| • Implement signal timing plans on all major arterials with the goal to reduce traffic delays and increase traffic flow.  | 2,3,4                     |
| • Provide for the timely repair, maintenance and rehabilitation of traffic signal equipment, crosswalk warning lights and communication network to optimize operational efficiency. | 1,2,3,4                   |

\* Numbers denote linkage to the department's Strategic Goals; please see page 168 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Special events/construction traffic management incidents	31	60	74
• Signalized Intersections (# of intersections)	332	338	341
• CCTV Cameras (# of cameras)	182	193	200
• Intersection Street Name Signs installed with light-emitting diode (LED)	58	118	178
• Intersection Safety Lights installed with LED	37	82	142
• Battery Backup Systems (# of intersections)	275	310	330
<b>Efficiency</b>			
• Response to signal timing and service requests within one business day	90%	98%	100%
• Completion of service requests within three business days	99%	100%	100%
<b>Unit Cost</b>			
• Signal Operations & Maintenance General Fund Budget as a percent of citywide General Fund Budget	1.8%	0.5%	0.6%
• Percent of Department General Fund devoted to Signal Operations & Maintenance	9.0%	3.4%	4.0%
• Signal Operations & Maintenance General Fund Budget per capita	\$11.29	\$3.37	\$4.22
<b>Effectiveness</b>			
• Percent of service requests completed within three days	99%	100%	100%

# Public Works Department

## Signal Operations & Maintenance

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$2,058,109	\$774,813	\$1,012,985
Services & Supplies	\$550,773	\$35,631	\$39,751
Capital Equipment	\$0	\$0	\$0
Subtotal	\$2,608,882	\$810,444	\$1,052,736
Cost Allocated	(11,363)	0	0
Revenues	(41,386)	(8,000)	(8,000)
NET GENERAL FUND SUPPORT	\$2,556,133	\$802,444	\$1,044,736
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$54,356	\$1,577,541	\$1,529,395
Services & Supplies	\$997,161	\$1,577,588	\$1,696,107
Capital Equipment	\$0	\$0	\$0
Subtotal	\$1,051,518	\$3,155,129	\$3,225,502
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$2,112,466	\$2,352,354	\$2,542,380
Services & Supplies	\$1,547,934	\$1,613,218	\$1,735,858
Capital Equipment	\$0	\$0	\$0
Cost Allocated	(\$11,363)	\$0	\$0
TOTAL	\$3,649,037	\$3,965,572	\$4,278,238

# Public Works Department

## Signal Operations & Maintenance

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Secretary	0.58	0.83	0.83
Assistant Engineer	1.00	1.00	3.00
Associate Engineer	1.00	2.00	2.00
Engineering Technician	2.00	2.00	2.00
Management Analyst I	0.25	0.50	0.50
Management Analyst II	0.25	0.00	0.00
Manager, Engineering Services	0.20	0.33	0.33
Manager, Public Services	0.25	0.25	0.25
Senior Office Specialist	1.00	1.00	1.00
Senior Project Manager	1.00	1.00	1.00
Senior Transportation Analyst	1.00	0.00	0.00
Senior Transportation Engineer	1.00	1.00	1.00
Supervising Traffic Systems Specialist	2.00	1.00	1.00
Supervising Transportation Analyst	0.00	1.00	1.00
Traffic Systems Analyst	1.00	1.00	1.00
Traffic Systems Specialist	2.00	4.00	4.00
Traffic Systems Technician	2.00	0.00	0.00
Subtotal:	16.53	16.91	18.91
PART TIME			
Office Assistant II-PT	0.20	0.20	0.20
Subtotal:	0.20	0.20	0.20
TOTAL STAFFING:	16.73	17.11	19.11

# Public Works Department

## Street & Right-of-Way Maintenance

### Purpose:

To inspect and maintain the City's infrastructure in order to provide safe, hazard-free roadways for motorists and obstruction-free access to sidewalks and bicycle trails for pedestrians, bicyclists and the physically-challenged.

### Summary of Services:

The Street and Right-of-Way (ROW) Maintenance Division oversees in-house, contract and consultant services related to the inspection and maintenance of City infrastructure, including pavement management programs, asphalt surfaces, concrete surfaces, street sweeping and infrastructure cleaning, public drainage facilities, guide signs, pavement messages, special events and striping within the City's right-of-way.

### 2015-16 Standards:

	Strategic Goal(s)*
• Provide timely inspections and maintenance of roadways, sidewalks, bicycle trails, and other street and right-of-way infrastructure.	1,2,3,4
• Minimize liability by providing obstruction-free driving surfaces, safe concrete surfaces for pedestrians and the physically-challenged, and smooth traffic flow with roadway warning devices.	1,2,3,4
• Provide debris-free drainage systems to prevent flooding and to sustain water quality standards.	1,2,4
• Update and maintain the City's Pavement Management Program.	1,2,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 168 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Inventory</b>			
• Roadway (Asphalt - # of centerline miles)	399	408	410
• Bike Trails (Asphalt - # of linear miles)	54.1	55	59
• Parking Lots (Asphalt – acres)	62.43	77	77.19
• Curbs & Gutters (Concrete - # of miles)	1,460	1,473	1,484
• Sidewalks/Park Pathways (Concrete - # of miles)	937.5	943.5	952
• Storm Drain Catch Basins (# of basins)	4,327	4,334	4,541
• Street Sweeping (# of curb miles)	38,449	38,884	39,189
<b>Efficiency</b>			
• Percent of response to public service requests within three business days	100%	100%	100%
• Percent of school crosswalks re-painted annually	100%	100%	100%
• Percent of arterial/residential street sweeping on schedule	100%	100%	100%
<b>Unit Cost</b>			
• Street and Right-of-Way Maintenance General Fund Budget as a percent of citywide General Fund Budget	4.2%	4.1%	3.8%
• Percent of Public Works General Fund devoted to Street & ROW Maintenance	21.0%	26.7%	24.7%
• Street & ROW General Fund Budget per capita	\$26.37	\$26.61	\$26.35
<b>Effectiveness</b>			
• Percent of public roadways maintained at or above 65 PCI standard	84%	94%	94%

# Public Works Department

## Street & Right-of-Way Maintenance

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$4,077,235	\$3,988,213	\$4,246,217
Services & Supplies	\$1,998,277	\$2,414,408	\$2,316,172
Capital Equipment	\$15,744	\$0	\$15,000
Subtotal	\$6,091,257	\$6,402,621	\$6,577,389
Cost Allocated	(670)	0	0
Revenues	(9,107)	0	0
NET GENERAL FUND SUPPORT	\$6,081,480	\$6,402,621	\$6,577,389
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$2,299	\$69,022	\$52,183
Services & Supplies	\$1,265,605	\$1,424,200	\$1,606,200
Capital Equipment	\$0	\$0	\$0
Subtotal	\$1,267,904	\$1,493,222	\$1,658,383
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$4,079,534	\$4,057,235	\$4,298,400
Services & Supplies	\$3,263,883	\$3,838,608	\$3,922,372
Capital Equipment	\$15,744	\$0	\$15,000
Cost Allocated	(\$670)	\$0	\$0
TOTAL	\$7,358,491	\$7,895,843	\$8,235,772

# Public Works Department

## Street & Right-of-Way Maintenance

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Secretary	0.33	0.33	0.33
Associate Engineer	1.00	1.00	1.00
Equipment Operator I	5.00	5.00	5.00
Equipment Operator II	2.00	2.00	2.00
Lead Street Maintenance Technician	7.00	7.00	7.00
Management Analyst I	0.25	0.50	0.50
Management Analyst II	0.25	0.00	0.00
Manager, Public Services	0.25	0.25	0.25
Street Maintenance Specialist	4.00	4.00	5.00
Street Maintenance Superintendent	1.00	1.00	1.00
Street Maintenance Supervisor	3.00	3.00	3.00
Street Maintenance Technician	7.00	7.00	7.00
Subtotal	31.08	31.08	32.08
PART TIME			
Office Assistant II-PT	0.10	0.10	0.10
Subtotal:	0.10	0.10	0.10
TOTAL STAFFING:	31.18	31.18	32.18



# Public Works Department

## Transportation Planning & Project Development

### Purpose:

To plan, identify funding and advance the development of an integrated, high-quality, sustainable multi-modal transportation system using maximum outside revenues and resources.

### Summary of Services:

The Transportation Planning and Project Development Division defines, develops and coordinates the implementation of transportation infrastructure/circulation improvements in concert with local and regional land use planning and development, the City's General Plan, and related policies and mandates.

### 2015-16 Standards:

	Strategic Goal(s)*
<ul style="list-style-type: none"> <li>Pursue and secure the maximum amount of outside funding through effective leveraging of available City fund balances.</li> </ul>	3,4
<ul style="list-style-type: none"> <li>Monitor and implement transportation needs for the North Irvine Transportation Mitigation Program (NITM) and Irvine Business Complex.</li> </ul>	2,3,4
<ul style="list-style-type: none"> <li>Monitor regionally and nationally significant transportation initiatives to ensure City transportation interests are met.</li> </ul>	2,3,4
<ul style="list-style-type: none"> <li>Develop capital improvement projects in order to ensure local transportation needs are met.</li> </ul>	1,2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 168 for details.

Measurements:	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
<ul style="list-style-type: none"> <li>Grant Applications Submitted (# of applications)</li> </ul>	10	14	15
<ul style="list-style-type: none"> <li>Grant Awards (# awarded)</li> </ul>	8	7	8
<b>Efficiency</b>			
<ul style="list-style-type: none"> <li>Percent of customer requests resolved within designated timeframe</li> </ul>	100%	100%	100%
<ul style="list-style-type: none"> <li>Percent of mandated reports completed in timeframe</li> </ul>	100%	100%	100%
<b>Unit Cost</b>			
<ul style="list-style-type: none"> <li>Transportation Planning and Project Development General Fund Budget as a percent of citywide General Fund Budget</li> </ul>	0.4%	0.4%	0.3%
<ul style="list-style-type: none"> <li>Percent of Public Works Department General Fund devoted to Transportation Planning &amp; Project Development</li> </ul>	1.8%	2.4%	2.2%
<ul style="list-style-type: none"> <li>Transportation Planning and Project Development General Fund Budget per capita</li> </ul>	\$2.31	\$2.38	\$2.34
<b>Effectiveness</b>			
<ul style="list-style-type: none"> <li>Maintained Measure M2/CMP funding consistency</li> </ul>	100%	100%	100%
<ul style="list-style-type: none"> <li>Percent of written citizen requests completed within 15 days</li> </ul>	100%	100%	100%

# Public Works Department

## Transportation Planning & Project Development

### Service Center Summary:

Funds Summary	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$464,388	\$461,318	\$472,916
Services & Supplies	\$69,143	\$110,748	\$111,490
Capital Equipment	\$0	\$0	\$0
Subtotal	\$533,531	\$572,066	\$584,406
Cost Allocated	(1,027)	0	0
Revenues	0	0	0
NET GENERAL FUND SUPPORT	\$532,504	\$572,066	\$584,406
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$226,297	\$223,594	\$228,257
Services & Supplies	\$239,843	\$797,510	\$945,000
Capital Equipment	\$0	\$0	\$0
Subtotal	\$466,140	\$1,021,104	\$1,173,257
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$690,685	\$684,912	\$701,173
Services & Supplies	\$308,986	\$908,258	\$1,056,490
Capital Equipment	\$0	\$0	\$0
Cost Allocated	(\$1,027)	\$0	\$0
TOTAL	\$998,644	\$1,593,170	\$1,757,663

# Public Works Department

## Transportation Planning & Project Development

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Secretary	0.50	0.50	0.50
Associate Transportation Analyst	1.00	1.00	1.00
Management Analyst I	1.00	1.00	1.00
Manager, Transit And Transportation	0.50	0.00	0.00
Project Development Administrator	1.00	1.00	1.00
Senior Transportation Analyst	1.00	1.00	1.00
Subtotal:	5.00	4.50	4.50
TOTAL STAFFING:	5.00	4.50	4.50

# Public Works Department

## Transit Services

### Purpose:

To plan, identify funding and advance the development of an integrated, sustainable high-quality transit system using maximum outside revenues and resources.

### Summary of Services:

The Transit Services Division implements City Council-approved transit initiatives that enable the transportation system to carry more people with less roadway congestion and improve the quality of life in the City and region. The division defines, develops and coordinates the implementation of the City's fixed route transit services, the *iShuttle*, providing connections from Irvine Station through the Spectrum area and Tustin Metrolink Station within the Irvine Business Complex (IBC) to major employers and residential communities. Transit Services manages the Irvine Station leases and security contracts, oversees the project development phases of any future Irvine Station programs, and is responsible for maintenance and the provision of bus stop amenities throughout the City. The division also participates in regional transit studies that focus on alternative transportation strategies.

### 2015-16 Standards:

	Strategic Goal(s)*
• Manage Irvine Station activities to ensure it remains a safe, vibrant and convenient transit facility.	1,2,3,4
• Manage City bus stops and maximize bus stop revenue at locations with amenities and advertising panels.	1,2,3,4
• Manage the City's <i>iShuttle</i> services to ensure they provide safe, reliable transit connection for commuters.	1,2,3,4
• Manage Active Transportation program to promote the use of the City's bikeways and trails.	2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 168 for details.

### Measurements:

	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Services</b>			
• Monthly maintenance of bus shelters and bus stops	220	220	220
• Annual <i>iShuttle</i> boardings	261,169	254,367	255,384
<b>Efficiency</b>			
• Percent <i>iShuttle</i> operating cost recovery	100%	100%	100%
• Annual vehicle miles reduced	5,101,805	4,968,931	4,988,798
<b>Unit Cost</b>			
• Transit Services General Fund Budget as a percent of citywide General Fund Budget	0.2%	0.1%	0.2%
• Percent of Public Works Department General Fund devoted to Transit Division	1.2%	0.8%	1.1%
• Transit Services General Fund Budget per capita	\$1.48	\$0.84	\$1.18
<b>Effectiveness</b>			
• Irvine Station tenant occupancy	43%	43%	70%
• Percent of written citizen requests completed within 15 days	100%	100%	100%

# Public Works Department

## Transit Services

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$162,230	\$158,714	\$168,480
Services & Supplies	\$179,480	\$42,500	\$126,700
Capital Equipment	\$0	\$0	\$0
Subtotal	\$341,711	\$201,214	\$295,180
Cost Allocated	0	0	0
Revenues	(370,015)	(200,000)	(189,600)
NET GENERAL FUND SUPPORT	(\$28,304)	\$1,214	\$105,580
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$291,251	\$309,136	\$327,781
Services & Supplies	\$2,039,933	\$2,291,418	\$2,882,106
Capital Equipment	\$0	\$30,000	\$30,000
Subtotal	\$2,331,184	\$2,630,554	\$3,239,887
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$453,481	\$467,850	\$496,261
Services & Supplies	\$2,219,414	\$2,333,918	\$3,008,806
Capital Equipment	\$0	\$30,000	\$30,000
Cost Allocated	\$0	\$0	\$0
TOTAL	\$2,672,895	\$2,831,768	\$3,535,067

# Public Works Department

## Transit Services

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME			
Administrative Secretary	0.50	0.50	0.50
Associate Transportation Analyst	1.00	1.00	1.00
Manager, Transit And Transportation	0.50	0.00	0.00
Senior Transportation Analyst	1.00	1.00	1.00
Transit Programs Administrator	1.00	1.00	1.00
Subtotal:	4.00	3.50	3.50
TOTAL STAFFING:	4.00	3.50	3.50

# Public Works Department

## Facilities Maintenance

### Purpose:

To protect the City's investment in public buildings, park equipment and other amenities through a properly developed and executed facility maintenance program.

### Summary of Services:

The Facilities Maintenance Division provides inspection services, preventive and corrective maintenance of the City's facilities and buildings located in community and neighborhood parks, including the Orange County Great Park. Services provided by the Facilities Maintenance Division include maintenance of playground and athletic field equipment; park, trail and facility lighting; maintenance of electrical, plumbing and HVAC systems; and the citywide graffiti abatement program.

### 2015-16 Standards:

	Strategic Goal(s)*
• Control breakdown and liability potential on park play and athletic equipment.	1,2,3,4
• Remove graffiti on City-owned facilities within 48 hours of notification.	1,2,4
• Maintain all facility systems (HVAC, electrical and plumbing) on-line and functional.	1,2,3,4
• Conduct preventive maintenance and inspection processes on a scheduled basis and record data on a computerized maintenance management system.	1,2,3,4

\* Numbers denote linkage to the department's Strategic Goals; please see page 168 for details.

Measurements:	Actual 2013-14	Estimate 2014-15	Budget 2015-16
<b>Inventory</b>			
• Community Parks	19	19	19
• Neighborhood Parks	38	39	39
• Trails (# of linear miles)	54.1	55	59
• Facilities/Buildings (square feet)	1,026,390	1,430,280	1,447,169
<b>Services</b>			
• Graffiti removal	595	310	350
• Corrective work requests (# of requests)	1,725	1,451	1,495
<b>Efficiency</b>			
• Percent of graffiti removed within 48 hours of report	99%	99%	99%
• Percent of corrective work requests completed	94%	94%	95%
• Percent of preventive work requests completed	97%	97%	97%
<b>Unit Cost</b>			
• Facilities Maintenance General Fund Budget as a percent of citywide General Fund Budget	2.5%	2.2%	2.3%
• Percent of Public Works Department General Fund devoted to Facilities Maintenance	12.4%	14.2%	14.7%
• Facilities Maintenance General Fund Budget per capita	\$15.49	\$14.13	\$15.68
<b>Effectiveness</b>			
• Work requests and orders completed	8,570	5,762	5,700



# Public Works Department

## Facilities Maintenance

### Service Center Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS & REVENUE			
Salaries & Benefits	\$1,110,301	\$812,904	\$1,088,969
Services & Supplies	\$2,429,851	\$2,587,095	\$2,790,106
Capital Equipment	\$38,373	\$0	\$34,000
Subtotal	\$3,578,525	\$3,399,999	\$0
Cost Allocated	0	0	0
Revenues	(86,932)	(91,253)	(70,634)
NET GENERAL FUND SUPPORT	\$3,491,594	\$3,308,746	\$3,842,441
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$1,200,544	\$1,835,237	\$1,919,537
Services & Supplies	\$4,385,701	\$5,629,902	\$5,082,792
Capital Equipment	\$11,370	\$264,353	\$138,000
Subtotal	\$5,597,615	\$7,729,492	\$7,140,329
ALL FUNDS: APPROPRIATIONS TOTAL			
Salaries & Benefits	\$2,310,845	\$2,648,141	\$3,008,506
Services & Supplies	\$6,815,553	\$8,216,996	\$7,872,898
Capital Equipment	\$49,743	\$264,353	\$172,000
Cost Allocated	\$0	\$0	\$0
TOTAL	\$9,176,141	\$11,129,491	\$11,053,404

# Public Works Department

## Facilities Maintenance

### Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
<b>FULL TIME</b>			
Administrative Aide	0.00	0.00	1.00
Facilities Maintenance Specialist	4.00	4.00	4.00
Facilities Maintenance Superintendent	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	2.00
Facilities Maintenance Technician	7.00	7.00	7.00
Lead Facilities Maintenance Technician	3.00	3.00	3.00
Manager, Facilities Maintenance & Reh	0.00	1.00	1.00
Manager, Great Park Corporation	1.00	0.00	0.00
Master Facilities Maintenance Specialis	2.00	2.00	2.00
Program Assistant	1.00	0.00	0.00
Program Specialist	0.00	1.00	1.00
Subtotal:	20.00	20.00	22.00
<b>PART TIME</b>			
Administrative Aide-EPT	0.80	0.75	0.00
Community Services Leader III-EPT	0.80	1.50	1.50
Community Services Leader III-PT	0.48	0.00	0.00
Facilities Maintenance Technician-EPT	0.00	0.75	0.75
Office Assistant II-EPT	0.00	0.75	0.75
Office Assistant II-PT	0.48	0.00	0.00
Subtotal:	2.56	3.75	3.00
<b>TOTAL STAFFING:</b>	<b>22.56</b>	<b>23.75</b>	<b>25.00</b>

# **Public Works Department**

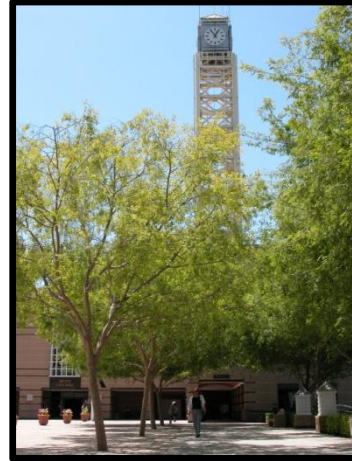
## **Facilities Maintenance**

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# Non-Departmental

## Budget Summary:

The FY 2015-16 Non-Departmental budget of \$3,625,063 provides funds for the continuation of essential, mandated and City Council directed services. In particular, the Non-Departmental budget includes legal and litigation services; sales and property tax audits; property taxes and assessments on City properties; and the City's contribution to Adult Day Health Services, Irvine Barclay Theatre, and other community organizations.



## Strategic Goals:

### 1. Maintain and enhance the physical environment

- Provide funding to continue community facilities and activities such as the Barclay Theatre and Adult Day Health programs.

### 2. Promote a safe and secure community

- Provide funding to continue support for the Adult Day Health program.

### 3. Promote economic prosperity

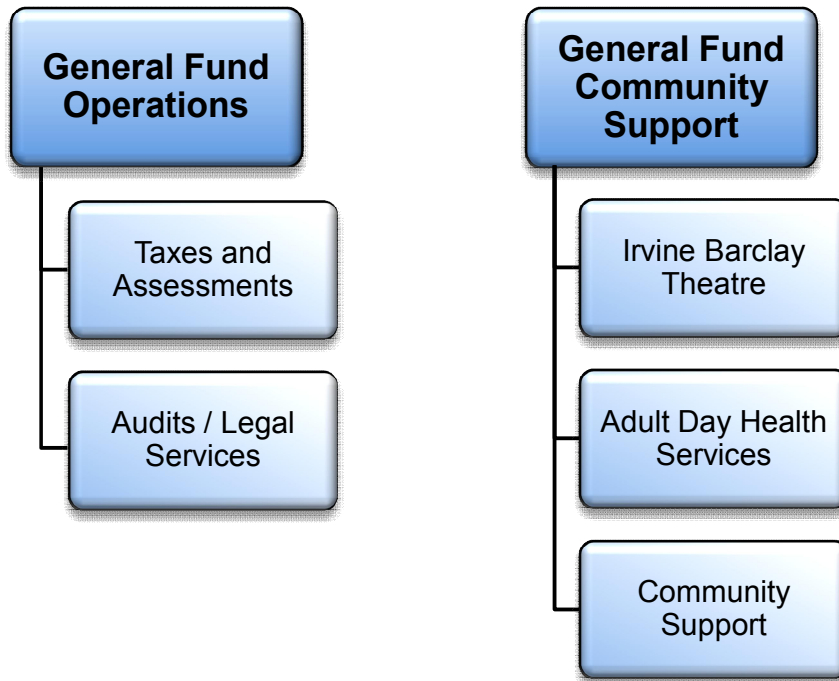
- Provide funding to continue the City's ongoing Non-Departmental programs that enhance economic prosperity in the community.

### 4. Promote effective government

- Provide the highest quality service at the most cost-effective rate.
- Maximize property and sales tax revenues by using auditors to correct misallocation of taxes.

# Non-Departmental

## Services to the Community:



# Non-Departmental

## Department Budget Summary:

<b>Funds Summary</b>	<b>Actuals 2013-14</b>	<b>Adjusted Budget 2014-15</b>	<b>Proposed Budget 2015-16</b>
GENERAL FUND: APPROPRIATIONS AND REVENUE			
Salaries & Benefits	\$0	\$0	\$0
Services & Supplies	\$3,435,576	\$3,616,763	\$3,625,063
Capital Equipment	\$0	\$0	\$0
Subtotal	\$3,435,576	\$3,616,763	\$3,625,063
Cost Allocated	0	0	0
Revenues	(2,334,169)	(2,499,813)	(2,808,750)
GENERAL FUND SUPPORT	\$1,101,407	\$1,116,950	\$816,313
SPECIAL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$8,000,000	\$5,657,756	\$5,709,236
Services & Supplies	\$0	\$0	\$0
Capital Equipment	\$0	\$0	\$0
Subtotal	\$8,000,000	\$5,657,756	\$5,709,236
ALL FUNDS: APPROPRIATIONS			
Salaries & Benefits	\$8,000,000	\$5,657,756	\$5,709,236
Services & Supplies	\$3,435,576	\$3,616,763	\$3,625,063
Capital Equipment	\$0	\$0	\$0
Cost Allocated	\$0	\$0	\$0
TOTAL COST	\$11,435,576	\$9,274,519	\$9,334,299
STAFFING SUMMARY			
Full Time	0.0	0.0	0.0
Part Time	0.0	0.0	0.0
Non-Hourly	0.0	0.0	0.0
TOTAL STAFFING	0.0	0.0	0.0

# Non-Departmental

## Service Center Summary:

Staffing Detail – All Funds	Actuals 2013-14	Adjusted Budget 2014-15	Proposed Budget 2015-16
FULL TIME & PART TIME	None	None	None
TOTAL STAFFING:	None	None	None

# Special Funds

## Budget Summary

### Introduction

The FY 2015-16 Proposed Budget is comprised of 70 individual funds. Each of these individual funds is classified into one of six categories: General Reserve, Special Revenue, Capital Projects, Debt Service, Internal Service, or Trust & Agency Funds.

A brief description of the categories and corresponding summary of the revenue and expenditure activity are provided below. A description of each fund, as well as a table summarizing the revenue (not including beginning balances) and expenditure activity of all special funds, is provided in the following pages.



Additional special fund summary information can be found in the Budget Summary section of this document. An expanded presentation of each special fund is presented in the FY 2015-16 Detail Budget.

### Top Special Fund Revenue Sources

There are a variety of sources of special fund revenue. However, four significant sources are Bonds and Assessments (\$65,532,158), Miscellaneous Revenues (\$32,030,525), Other Taxes & Fees (\$28,465,989), and Internal Services Fees and Revenue (\$28,423,543). Combined with General Fund revenue (excluding transfers-in), these sources account for approximately 93% of the total revenues of all appropriated funds.

Bonds and Assessment Revenues are comprised of landscape, lighting, and park maintenance special assessments and levies within specially designated areas, Assessment Districts, for public improvement activities.

A majority of Miscellaneous Revenues are from the Orange County Great Park Fund as the result of the former redevelopment agency settlement agreement with the State Department of Finance. The remaining miscellaneous revenues include a variety of small revenue sources, predominantly comprised of interest; rent from the Fleet Services Fund based on its operating budget and costs; and rent anticipated to be received from Orange County Great Park lease and rental agreements.

Other Taxes & Fees is comprised of franchise fees, fines and forfeitures, transient occupancy, documentary transfers, and utilities users' tax. The majority of Other Taxes and Fees revenue is derived from fees collected when expansion and new development occurs. These fees are used to fund wastewater, storm water, transportation and park facilities needed to support growth in the community.

Internal Services Fees and Revenue is comprised of reimbursements from the City's operating departments for shared internal services – compensated absences, information technology,



## Special Funds

### Budget Summary

Civic Center maintenance, and telephone, mail and duplicating services. Revenues are based on the estimated cost of service for each of the internal services funds.

#### General Reserve Funds

The 11 General Reserve Funds are required to be separated by City Council direction, state or federal statutes, or for accountability purposes. Funds in this category include: the General Fund, Asset Management Plan Fund; Compensated Absences Fund; three development related funds; Contingency Reserve Fund; Educational Partnership Fund; Infrastructure & Rehabilitation Fund; and Revenue Clearing Fund. The General Fund is detailed in other sections of this document. For purposes of clarity, the following review of General Reserve Funds does not include General Fund totals. For FY 2015-16, General Reserve Fund revenues are estimated to be \$24,882,169, and appropriations are \$30,007,401 (not including transfers).

#### Special Revenue Funds

The 23 Special Revenue Funds are established to account for financial transactions from restricted revenue sources, as determined by law or administrative action. Gas Tax, Measure M Sales Tax, Systems Development Charge (SDC), Maintenance Assessment District, Irvine Business Complex (IBC), Community Development Block Grants (CDBG), iShuttle, Orange County Great Park, and numerous other grant related funds are included in this classification. For FY 2015-16, Special Revenue Fund revenues are estimated to be \$73,931,976 and appropriations are \$52,452,305 (not including transfers).

#### Capital Projects Funds

The 27 Capital Projects Funds are established to account for infrastructure and public facility improvements. Typically, budgets in these funds span several years. For FY 2015-16, Capital Projects revenues are estimated to be \$80,946,139 and appropriations are \$132,992,940 (not including transfers).

#### Debt Service Funds

For FY 2015-16, no Debt Service Fund revenues or appropriations are projected.

#### Internal Services Funds

The six Internal Services Funds account for the financing of goods or services provided by one department to another on a cost reimbursement basis. These functions include: Inventory; Insurance; Fleet Services; Telephone, Mail, and Duplicating; Civic Center Maintenance & Operations; and Strategic Technology Plan. For FY 2015-16, Internal Service Fund revenues are estimated to be \$27,459,434 and appropriations are \$28,381,575 (not including transfers).

#### Trust and Agency Funds

The City's practice is to account for revenues and appropriations within the appropriate Assessment District or Community Facilities District. These bonds (issued under the 1913 and 1915 Improvement Bond Act or the Mello-Roos Community Facilities Act of 1982) are not liabilities of the City of Irvine and do not provide resources for government operations. Special District Funds such as these may be used only for purposes identified in the bond issuance documents and therefore are not subject to annual budgeting.

# Special Funds

## Budget Summary

### Special Funds Budget Summary

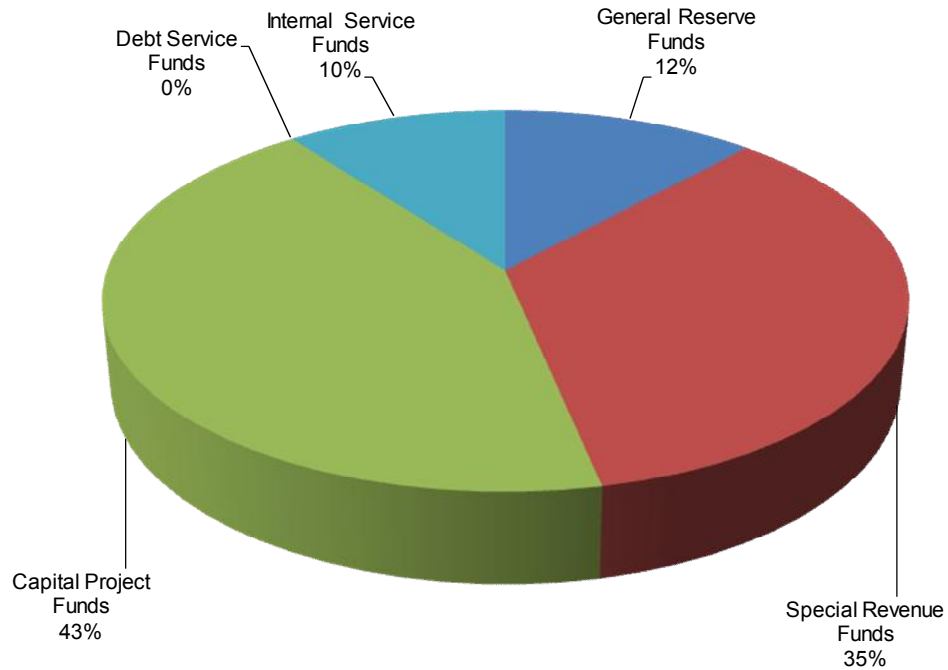
For FY 2015-16, estimated Special Funds revenues and transfers-in (exclusive of the General Fund) are \$269,061,339, and appropriations and transfers-out are \$295,535,041. The majority of these revenues and appropriations are restricted as to their use in Capital Projects and Special Revenue Funds.

Category Summary	Revenues & Transfers-In	Appropriations & Transfers-Out
General Reserve Funds	\$31,673,652	\$39,082,588
Special Revenue Funds	93,962,293	\$91,302,677
Capital Project Funds	115,825,960	\$136,368,747
Debt Service Funds	0	\$0
Internal Service Funds	27,599,434	\$28,781,029
<b>Total</b>	<b>\$269,061,339</b>	<b>\$295,535,041</b>

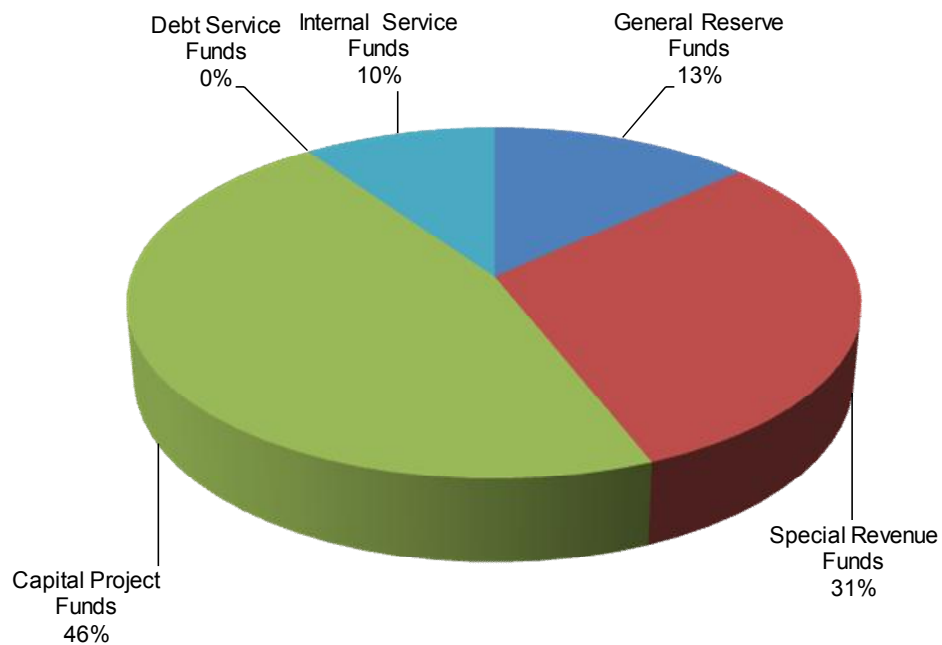
# Special Funds

## Budget Summary

**Revenues & Transfers- In: \$269,061,339**



**Appropriations & Transfers- Out: \$295,535,041**



## **Special Funds**

### **General Reserve Funds**

#### **Fund 002: ASSET MANAGEMENT PLAN FUND**

The City's Asset Management Plan (AMP) has a fundamental purpose similar to an endowment to provide a long-term funding source for rehabilitation of City infrastructure while preserving the Fund's principal balance. Additionally, the City Council adopted a plan to reduce the City's unfunded actuarial accrued liability (UAAL) with CalPERS by designating the AMP as a funding source. Commencing FY 2012-13 the AMP will make annual payments of \$5 million over a 10 year period. Repayment will be through General Fund year end allocations and annual pension rate savings. FY 2015-16 pension rate savings is estimated to be \$212,478. This fund also provides financial reserves to respond to natural disasters and other emergencies and provides a source for internal loans and liquidity.

#### **Fund 003: COMPENSATED ABSENCES FUND**

This fund was created to accumulate funding for the City's anticipated payments for compensated absences due to imminent retirements and terminations. Departments pay a percentage of their salaries sufficient to meet current payouts, plus a contribution to future liabilities to this fund. The City's goal is to accumulate enough funding to cover 50% of the accrued liability for estimated accrued leave termination payments. The contribution rates in 2015, per the latest actuarial study, are 3.33% of net base pay for sworn employees and 2.63% of net base pay for non-sworn employees. Fiscal year 2015-16 projected payouts upon separation are estimated to be \$0.7 million. Fund balance at the end of FY 2015-16 is expected to be approximately \$5.5 million.

#### **Fund 005: DEVELOPMENT SERVICES FUND**

The Development Services Fund accounts for the financial transactions related to development case processing. Developers are required to make an initial deposit upon opening a case project. The deposit is drawn down upon as processing costs are incurred until the balance reaches the minimum required deposit established by the City. Any costs incurred in excess of the minimum required deposit are billed to and paid directly by the developer. Fees for development processing costs, such as those related to General Plan amendments, zone changes, master plans, park plans and park design, transportation impacts, development agreements, tentative tract and parcel maps, and sign programs, are based on the direct costs required to review, check and inspect development applications submitted to the City for approval, plus applicable overhead costs. These fees are set and approved by City Council action. When a development case is completed and all related costs have been billed, any balance remaining in the developer's deposit account is refunded. Development activity in this fund during FY 2015-16 is expected to remain flat with less than 1% increase in development revenues.

#### **Fund 006: CONTINGENCY RESERVE FUND**

At the close of FY 2011-12, the City Council adopted a policy goal of increasing the Contingency Reserve Fund balance from a target level of 15 percent of General Fund adopted budget operating appropriations to 20 percent over the course of the next three fiscal years, with a minimum reserve of 3 percent. The Contingency Fund's FY 2015-16 projected year-end balance of \$30.6 is about 17.7 percent of the FY 2015-16 proposed budget. The anticipated FY 2014-15 General Fund surplus of approximately \$7 million could be used to reach the 20 percent target at the close of the year.

## **Special Funds**

### **General Reserve Funds**

#### **Fund 007: EDUCATIONAL PARTNERSHIP FUND**

This fund is used to account for the City's direct financial support of Irvine schools through the Educational Partnership Fund and Challenge Match Grant Programs. The programs were established by City Council action in January 2006, continued per Measure R passed by voters in November 2010, and expanded and extended through FY 2015-16 per Measure BB passed by voters in November 2012. Educational Partnership Fund program funds are used to support twelve program areas such as health and guidance services, school nurses, classroom and support staff, supplies, field trips, and school resource officer program. The Challenge Match Grant program is a matching grant program for the preservation of class size support.

#### **Fund 009: REVENUE CLEARING FUND**

This fund is utilized to accumulate all investment revenue and related expenses of the City's investment portfolios. At month end, net revenues are distributed to all participating funds based on their respective average daily cash balance ratio to total cash, resulting in a zero cash balance in this fund.

#### **Fund 010: INFRASTRUCTURE & REHABILITATION FUND**

This fund was created to provide for the accumulation and distribution of funds for City rehabilitation projects. The source of revenue for this fund is the interest earnings from the Asset Management Plan Fund and an allocation from the General Fund. For FY 2015-16, approximately \$2.7 million is proposed to be appropriated for various new capital projects, and \$3.1 million for continuation of existing capital projects. Additionally, \$0.6 million is appropriated for the following rehabilitation efforts: \$0.4 million is for renovation of turf fields to uphold surface playability, and \$0.2 million is earmarked for city park concrete rehabilitation, bridge inspection services, and replacement of waste and recycling receptacles at city facilities. It is typical to see fluctuations in spending levels due to project timing and funding availability. These funds will not transfer immediately; instead, the transfers will be completed after the expenditures have been incurred in the capital improvement funds in order to maximize interest earnings in the Infrastructure and Rehabilitation Fund.

#### **Fund 011: ORANGE COUNTY FIRE AUTHORITY**

This fund accounts for the equity payments to be received pursuant to an amendment to the Joint Power Authority Agreement (JPAA) with the Orange County Fire Authority (OCFA) approved by City Council on October 8, 2013. The amendment was approved by 20 of OCFA's 24 member agencies and became effective on November 18, 2013. The amendment authorizes payment by OCFA to the City and other entities of equity adjustment to compensate in part such entities for the overpayment of property taxes by their residents in relation to the services received by such jurisdictions from the OCFA. Implementation of the amended JPAA is estimated to generate \$173.7 million in equity payments to the City assuming baseline property tax growth assumptions.

The County of Orange filed a legal challenge to the amendment, and the trial court ruled that the amendment to the JPAA was invalid because the OCFA did not have the legal ability to make payments for such purpose. The OCFA and the City have appealed the trial court ruling. Prior to the trial court ruling as noted above, the OCFA made one payment to the City of \$2,988,081,

## **Special Funds**

### **General Reserve Funds**

pursuant to the amended JPAA. If OCFA and the City lose the appeal, the payment will need to be returned to OCFA, consequently the revenue has been deferred until the conclusion of the legal challenge.

#### **Fund 024: BUILDING AND SAFETY FUND**

The Building and Safety Fund accounts for development processing activities such as plan check, inspection and permit issuance. User fees are charged for development processing activities in order to recoup the cost of providing these services. The rate structure for the user fees imposed for these services was approved by City Council Resolution No. 09-54. During the past year, development activity in the City has continued to remain strong with the first significant activity in new office space creation since the recession. Construction valuation totaled \$1.4 billion for permits issued in calendar year 2014 which is on par with the previous year. This level of development activity is expected to continue in FY 2015-16, led by new residential development across a broad area of the City including Stonegate, Portola Springs, Cypress Village, Great Park Neighborhoods, Orchard Hills, Hidden Valley, and the Irvine Business Complex (IBC). Continued non-residential development activity in the IBC with several hotel projects and in the Spectrum area with high-rise office developments such as the Broadcom campus, Shady Creek Medical Offices, and the Los Olivos Retail Center, as well as strong activity in the non-residential tenant improvement sector is also expected to continue throughout the City.

#### **Fund 027: DEVELOPMENT ENGINEERING FUND**

The Development Engineering Fund accounts for development processing activities and the corresponding user fees charged in order to recoup the cost of services. The Development Engineering function of Public Works ensures plan submittals for streets, landscape, drainage and subdivision maps comply with city, state and federal standards and best engineering practices. The rate structure for the fees imposed for these services was approved by City Council Resolution No. 13-50.

## **Special Funds**

### **Special Revenue Funds**

#### **Fund 111: GAS TAX FUND**

The City receives Gas Tax funds from Sections 2103, 2105, 2106, 2107, and 2107.5 of the Streets and Highways Code. State law requires these funds be utilized solely for street-related purposes such as new street construction, rehabilitation, and maintenance. Specific capital projects for street and traffic signal improvements and rehabilitation endeavors are identified in the Capital Improvement Program (CIP) budget. The proposed appropriation for FY 2015-16 is approximately \$13.7 million, which includes the following new projects: \$3.5 million for slurry seal and local street rehabilitation, \$1.5 million for Harvard Avenue roadway/streetscape rehabilitation, \$1.1 million for city-wide streetscape and \$1.1 million for various signal upgrades, ADA handicap ramps, and curb, gutter, and sidewalk rehabilitation. Another \$5.2 million for the continuation of various existing capital improvement projects and \$1.3 million is earmarked for annual street maintenance and traffic marking operations.

#### **Fund 112: LOCAL PARK FEES FUND**

The Subdivision Map Act of the California Government Code requires developers to provide either land or fees to the local municipal government for the purpose of providing or improving recreational facilities in the area and adjacent areas of the proposed developer improvements. This legislation is also known as the Quimby Act. The City allocates these funds to various parks and recreation projects in conjunction with the annual CIP budget. When new projects or new phases to existing projects are budgeted, the funds are transferred to the project. For FY 2015-16, \$12,190,000 is appropriated to the Orange County Great Park for improvements such as the construction of C Street and 8th Street, utility improvements, and hardscape and landscape improvements along a portion of Ridge Valley and Marine Way.

#### **Fund 113: FEES & EXACTIONS FUND**

The Fees and Exactions Fund collects fees imposed on developers and property owners for future capital improvement projects from which they will receive a direct benefit. Funds are collected in advance of the actual construction of the project. When the project's priority places it in the current year construction project list, reserve funds and accumulated interest in this fund are transferred to the capital project construction fund to finance the project's construction. In FY 2014-15, \$20,000 of the Pedestrian Bridge reserves are expected to be expended on the Kelvin Pedestrian Bridge project and in FY 2015-16, an additional \$142,186 of the Pedestrian Bridge reserves are proposed to be allocated to the Kelvin Pedestrian Bridge Project. This fund also tracks the outstanding Mitigation Measure 123 fee credit due to the University of California, Irvine (UCI) for future development in the University Research Park. These fee credits have caused the Restricted MM123 Mitigation fund balance to appear negative. As UCI uses the fee credit, the negative fund balance will decrease.

#### **Fund 114: HOME GRANT FUND**

This fund was established to satisfy legal requirements that HOME Investment Partnership Program (HOME) funds be segregated from other funds. HOME funds are awarded to the City by the U.S. Department of Housing and Urban Development. HOME funds are used for eligible affordable housing activities throughout the community. A separate staff report will be presented to the City Council for budgeting purposes for FY 2015-16, which will include a reprogramming of remaining unused budgeted funds from prior years and programming of new grant revenue and related appropriations.



## **Special Funds**

### **Special Revenue Funds**

#### **Fund 118: SYSTEMS DEVELOPMENT FUND**

The City imposes a 1% Systems Development Tax on all new development within the City, which is accounted for in this special revenue fund. This tax was instituted by Title 2, Division 9, Chapter 6 of the City's Municipal Code, with 50% of the receipts applied to circulation projects and 50% to non-circulation projects. Revenues are collected within this fund and subsequently transferred to the capital improvement construction funds to finance infrastructure development. For FY 2015-16, \$1.8 million of the SDC Non Circulation fee is appropriated to various new and existing projects: \$1 million earmarked for the construction of a dog run at Orchard Neighborhood Park; \$0.8 million for ADA facility improvements, playground ADA and safety compliance improvements. In addition, \$0.4 million is appropriated for two studies, pedestrian/bikeway planning and facility improvement. The appropriations for SDC Circulation is \$1.6 million: \$1.3 million for various new signal synchronization projects to improve the safety and efficiency of traffic flow throughout City and \$0.3 million for two new projects to design left turn pockets on Culver at Alton and Main Street intersections due to heightened safety concerns. Additionally, \$0.1 million is earmarked for traffic data collection study.

#### **Fund 119: MAINTENANCE DISTRICT FUND**

This fund accounts for the collection and distribution of maintenance assessments levied for street lighting, community and neighborhood park landscape, lighting and maintenance. Projected revenues include \$2.7 million of ad valorem property taxes for lighting, \$0.2 million in miscellaneous revenues and an estimated \$6.5 million in Landscape, Lighting and Park Maintenance (LLPM) special assessments. Total service costs are estimated at \$17 million and exceed funds available through these assessments. The General Fund will be contributing \$6.7 million towards the costs and the balance of \$0.9 million will be coming out of the LLPM fund balance. Receipt of assessment and property tax revenues are cyclical, while fund expenditures occur fairly evenly throughout the fiscal year.

#### **Fund 125: COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

This fund was established to satisfy legal requirements that Community Development Block Grant (CDBG) funds be segregated from other funds. CDBG funds are used to provide a variety of public service programs throughout the community. A separate staff report will be presented to the City Council for budgeting purposes for FY 2015-16, which will include a reprogramming of remaining unused budgeted funds from prior years, repayments to the CDBG Fund for loans previously made, and programming of the new grant revenue and related appropriations.

#### **Fund 126: SENIOR SERVICES FUND**

This fund was created to account for restricted monies as a result of an agreement to terminate the Irvine Senior Foundation. The agreement provided funding for two endowments, one for the senior services program and the other for scholarships. Senior services program endowment has a principal balance of \$400,000, interest earnings from the principal are restricted for the senior services program. The scholarship endowment has an additional limitation per the agreement, any interest earned and not expended within the time requirement will, increase the endowment principal. The scholarship endowment balance is \$96,484. All programs will be funded by interest allocation from the endowments or private donations. The funds are used to purchase services and materials to benefit senior citizens at Lakeview Senior Center (LSC) and



## **Special Funds**

### **Special Revenue Funds**

the Irvine Adult Day Health Service Center (IADHC). The funds are also used for class scholarships at the senior centers. Private donations will be used as the donors designates.

#### **Fund 128: NUTRITION PROGRAM FUND**

This fund was established to account for the senior nutrition program. These funds are used for meal preparation and program administration to provide high quality meals for seniors at the Lakeview Senior Center and through home delivery. The nutrition program is funded by grants from the County of Orange Area Agency on Aging and the United States Department of Health & Human Services. Funding is supplemented by donations from the National Charity League for home deliveries and from those served at the Lakeview Senior Center.

#### **Fund 130: AB2766 - AIR QUALITY IMPROVEMENT FUND**

This fund accounts for the City's programs implementing Assembly Bill (AB) 2766, the California Clean Air Act of 1988. Under the provisions of AB 2766, 40% of the fees imposed by the South Coast Air Quality Management District (SCAQMD) are allocated to local jurisdictions to fund expenditures for the reduction of air pollution from motor vehicles. Past qualifying projects have included the purchase of alternative fuel (CNG) vehicles, acquisition of emission credits pursuant to SCAQMD Rule 2202, and various educational and outreach programs to encourage commuter use of transit and rail systems. In FY 2015-16, \$901,591 is budgeted to support the following: \$175,000 for Irvine Station operations and maintenance; \$75,000 for Bike/Pedestrian Transit Access and Stops improvements; \$140,000 for low emission vehicles (CNG vehicles, street sweeper, and water truck); \$489,533 for infrastructure improvements related to the use of the City's bikeway system and transit stops/station to support active transportation; \$15,000 for Rule 2202; and \$7,198 towards administration.

#### **Fund 132: SLURRY SEAL SURCHARGE FUND**

The slurry seal development surcharge fee was established by City Ordinance No. 86-10 in order to provide funds for up to a one-inch overlay on City streets that had wear and tear due to construction related traffic. Revenues collected are restricted to slurry seal and overlay projects (not to exceed one inch) and are appropriated within this fund. These efforts are coordinated with the Pavement Management Program in order to most efficiently maintain the City's circulation system. For FY 2015-16, the annual Slurry Seal and Local Street Rehabilitation project is proposed at \$8.7 million along with the continuation of various existing capital improvement projects. Due to the nature of slurry seal work, most projects span two fiscal years beginning in May and concluding in September.

#### **Fund 136: PUBLIC SAFETY SPECIAL EVENTS FUND**

This fund is used to account for major special events (i.e. Verizon Wireless Amphitheater, Pacific Symphony), non-major special events, and intergovernmental services such as traffic control for the City's special events. These events require the direct application of police skills and place a burden on current equipment inventory. The City recovers these expenditures by directly billing the entities utilizing these services based on actual personnel hourly rates plus applicable indirect costs for the cost and maintenance of equipment necessary to provide the services.

## **Special Funds**

### **Special Revenue Funds**

#### **Fund 139: SUPPLEMENTAL LAW ENFORCEMENT SERVICES**

The California Legislature, through Assembly Bill (AB) 3229, authorized funds for public safety programs and \$100 million was allocated statewide to be used for "front line law enforcement services," including anti-gang, community crime prevention and juvenile justice programs. Funds are to supplement and not supplant front line local law enforcement needs. The current funding source for SLESF funds is the "Enhanced Law Enforcement Subaccount" in the State's Motor Vehicle License Fees Fund. This funding has been renewed each year since 1996; although the funding amount to the City of Irvine varies year to year. Funds not expended in FY 2014-15 and funds projected to be received in FY 2015-16 are budgeted for overtime, directed patrol, and supplies and services. Funds received must be expended or encumbered no later than June 30 of the fiscal year following receipt.

#### **Fund 143: PUBLIC SAFETY GRANTS**

This fund was established to account for federal, state and local grants and donations assigned for Public Safety activities. Previously awarded grants such as the Urban Area Security Initiative, Justice Assistance Grant, Office of Traffic Safety STEP Grant, BSCC County Grant and Sobriety Checkpoint Grant, will be expended in FY 2015-16 for various public safety programs, officer training, equipment, and supplies. A donation received in FY 2013-14 was not completely expended; \$42,846 of the remaining donation is expected to be spent on supplies in FY 2015-16. The Public Safety Vehicle Abatement Program (SAAV) administered by Orange County Transportation Authority and authorized through Assembly Bill 4114, sunsetted during FY 2012-13. The remaining SAAV funds will continue to be expended until depleted; approximately \$32,000 is appropriated for two part-time parking officers.

#### **Fund 145: STRUCTURAL FIRE FUND**

The Orange County Fire Authority (OCFA) established its Structural Fire Entitlement Fund on July 22, 1999, to compensate certain cities for being net financial contributors to overall OCFA operations. Irvine, as a "donor" city, as of December 31, 2014, will receive approximately \$4.5 million. Future interest will be allocated based on funds remaining. Of the \$4.5 million available, \$3.9 million has been spent on the Community Emergency Response Team, firebreaks, Traffic Signal Preempt System, and other fire safety related projects. The City and OCFA must agree upon and approve all qualifying projects in advance. For Fiscal Year 2015-16, the City plans to appropriate \$554,010 for two part-time public safety administrators, Community Emergency Response Team supplies, and funding for bi-directional amplifier improvements.

#### **Fund 146: iSHUTTLE**

This fund was established to account for operation of iShuttle services in the Irvine Business Center (IBC) and Irvine Spectrum areas. In January 2011, the City entered into a cooperative agreement with the Orange County Transportation Authority (OCTA) to transfer \$121.3 million of Proposition 116 funds to OCTA in exchange for a 30-year funding stream for iShuttle operations and maintenance, bus purchases and/or leases, and support costs up to a maximum annual obligation provided in the agreement. Per the cooperative agreement, the City will be allocated \$2.7 million in FY 2015-16 from OCTA. This fund is also expected to receive \$256,423 in contributions through a public-private partnership and \$123,800 in iShuttle fare revenue and Metrolink reimbursement agreement.

## **Special Funds**

### **Special Revenue Funds**

#### **Fund 149: SPECIAL PROGRAMS GRANTS**

This fund was established in FY 2009-10 to account for miscellaneous grants for all departments that do not pertain to other special revenue funds. In November 2014, the California Transportation Commission awarded \$500,000 to the City for a Regional Active Transportation Program project in Orange County. The funds will be used for the development of a citywide bicycle, pedestrian, and motorist safety program which will include educational materials, maps, training classes, events, media outreach, etc. The purpose of the project is to educate, encourage, and enforce community safe practices for bicyclists, pedestrians, and motorists. The project is anticipated to begin in FY 2015-16.

#### **FUND 151: ASSET FORFEITURE JUSTICE DEPARTMENT**

The Asset Forfeiture Justice Department Fund is the depository for equitable sharing payments received from the Department of Justice. These are amounts paid to state and local law enforcement agencies for assistance in forfeiture cases. The equitable sharing payment reflects the degree of direct participation in law enforcement efforts resulting in forfeiture. When Public Safety works joint cases with the Justice Department agencies (DEA, FBI, ATF, US Postal Inspection Service, etc.) assets seized on these joint cases are turned over to the Justice Department; the Justice Department then distributes the funds equitably to the various law enforcement agencies based on the agencies direct participation in the case. By law, these funds may only be spent for law enforcement purposes and are intended to supplement, not supplant, existing funds. As required by Justice Department guidelines, anticipated revenues should not be budgeted until actually received, due to the uncertainty of the amounts and timing of forfeitures. Appropriations are budgeted out of available fund balance. Use of the funds must support law enforcement. Examples of uses of these funds include training, supplies, equipment, and ammunition. For fiscal year 2015-16, \$100,000 is appropriated for custom computer equipment in the police emergency vehicles.

#### **Fund 152 : ASSET FORFEITURE TREASURY DEPARTMENT**

The Asset Forfeiture Treasury Department Fund is the depository for equitable sharing payments received from the US Department of the Treasury. These are amounts paid to state and local law enforcement agencies for assistance in forfeiture cases. The equitable sharing payment reflects the degree of direct participation in law enforcement efforts resulting in forfeitures. When Public Safety works joint cases with the Treasury Department agencies (ICE, IRS, US Secret Service, US Coast Guard, etc.) assets seized on these joint cases are turned over to the Treasury Department; the Treasury Department then distributes the funds equitably to the various law enforcement agencies based on the agencies direct participation in the case. By law, these funds may only be spent for law enforcement purposes and are intended to supplement, not supplant, existing funds. Examples of uses of these funds include training, supplies, equipment, and ammunition. Due to the uncertain nature of the timing and amount of forfeitures, and in accordance with fund guidelines, revenues should not be budgeted until actually received. Appropriations are funded by the available fund balance.

#### **Fund 153 : ASSET FORFEITURE ORANGE COUNTY AND STATE**

The Regional Narcotics Suppression Program has served the citizens of Orange County since December 1986. Under state and federal statutes, the City of Irvine receives an equitable share of seized drug funds and real property, along with reimbursement of related overtime expenses

## **Special Funds**

### **Special Revenue Funds**

in exchange for participating in the program. These funds may only be spent for law enforcement purposes and are intended to supplement, not supplant, existing funds. Revenues may not be budgeted until actually received due to the uncertainty of timing and amount of forfeitures. Appropriations are funded by the available fund balance. Fifteen percent of the funds must be spent to combat drug abuse and divert gang activity. The funds are expected to be used for one-time purchases of operational supplies.

#### **Fund 154: MEASURE M FAIRSHARE M2**

This fund was created to account for the City's share of the Measure M2 one-half cent sales tax approved by Orange County voters and administered by the Orange County Transportation Authority. Funding is allocated to the City for streets, roads and transit projects. In FY 2015-16, the City will receive approximately \$4.5 million in Measure M2 Fairshare funding and appropriations are approximately \$9.2 million. Capital improvement projects appropriations are \$8.9 million, which includes \$8.2 million for slurry seal projects, and \$0.7 million for annual street maintenance and signal operations.

#### **Fund 155: COMMUNITY SERVICES PROGRAM FUND**

The Community Services Program Fund was established to account for funding from donations, sponsorships, special events and grants that are restricted to specific activities not provided in the General Fund. In FY 2015-16, the Community Services Program Fund anticipates \$235,300 in donations to benefit the Animal Care Center; \$161,930 from a Safe Routes to Schools Grant; \$32,000 in merchandise sales; and \$65,000 from special events. The funds are allocated to the following programs: \$22,451 for Athletic Programs; \$38,153 for Child, Youth and Family Programs; \$58,272 for park services, \$163,642 for a bicycle and walking safety education program for Irvine students; and \$629,658 for Animal Care Center programs.

#### **Fund 180: ORANGE COUNTY GREAT PARK FUND**

This fund is used to account for administrative, operating, maintenance, and programming expenditures of the Orange County Great Park (OCGP). Formed by the Irvine City Council on July 7, 2003, the Orange County Great Park Corporation is a California Nonprofit Public Benefit Corporation, created for the specific purpose of managing the development, operation, maintenance, and activation of the Orange County Great Park. The Orange County Great Park Corporation is governed by a five-member board of directors, all of which are the members of the Irvine City Council. The OCGP Corporation Board is responsible for adopting policies concerning planning, designing, constructing, operating, and maintaining the public portions of the Park; ensuring that policy guidelines and design principles are implemented; providing direction with respect to planning, designing, and constructing the Park; and overseeing construction of the Park. The City of Irvine is responsible for initiating and approving land use modifications; managing all financial matters, including contracts for professional and maintenance services related to the Park; and managing all funds related to development of the Park, including accounting for all Park related expenditures and investing portions of the funds not needed for immediate use in accordance with the City's investment policy. Last year a Rehabilitation Asset Management Plan (RAMP) was established with a reserve balance of \$932,000. The FY15-16 Budget contemplates a reserve balance of \$1,354,410 after \$1,174,410 in additions and \$752,000 in uses for the balloon rehabilitation.

## **Special Funds**

### **Capital Projects Funds**

#### **Fund 203: CFD 05-2 IMPROVEMENTS - COLUMBUS GROVE**

This fund accounts for the cost of improvements in Community Facilities District 2005-2 (Columbus Grove). The completed improvements for FY 2014-15 include the Jamboree/Warner Traffic Signal and the pavement rehabilitation of the Irvine Center Drive between Culver and Harvard. In FY 2015-16, staff will proceed with closing this fund. The residual bond construction funds will be used to redeem outstanding fixed rate bonds during FY 2015-16.

#### **Fund 204: CFD 2013-3 GREAT PARK**

The Great Park Community Facilities District (CFD) covers over 3,100 acres of land generally bordered to the southwest by Interstate 5, to the northwest by State Highway 133, to the northeast by State Highway 241 and to the southeast by Alton Parkway. This fund provides for the construction of joint backbone infrastructure serving both the Heritage Fields development and the Orange County Great Park and potential additional infrastructure funding for both the City and Heritage Fields. The developer is performing the construction of backbone infrastructure, while City staff is providing the inspection, project review and reimbursement functions. The first phase of bonds was issued in August 2014 in the amount of \$69.6 million. A second phase of bond issue is contemplated for FY 2015-16.

#### **Fund 205: CFD 04-1 IMPROVEMENTS - CENTRAL PARK**

This fund accounts for the construction of improvements in Community Facilities District (CFD) 2004-1, Central Park, located at the northwest corner of Jamboree and Michelson. Public improvements include street widening, utility relocation, and other related elements to mitigate the impact of development on the surrounding Irvine Business Complex area. The CFD will also provide partial funding for a pedestrian bridge over Jamboree, which would be located immediately north of the Jamboree/Michelson intersection. The developer has advanced \$250,000 towards the bridge that will be refunded from the sale of the bonds. A bond sale is anticipated to occur in June 2015.

#### **Fund 206: AD 84-6 / 89-10 WESTPARK ASSESSMENT**

This fund accounts for construction activities associated with Assessment Districts 84-6 and 89-10 (Westpark). The remaining funds are designated for traffic signal upgrades and the San Diego Creek trail lighting improvements. Both projects are expected to be completed by the end of this fiscal year. Following completion of these projects, City staff will proceed with closing this fund.

#### **Fund 207: AD 85-7 SPECTRUM 1, 3 & 4**

This fund accounts for the construction of circulation improvements in and around the Technology Center, Irvine Center, and Bio-Science Center. This bond issue absorbed the outstanding debt and all remaining construction funds of Assessment Districts 83-4 and 84-5. The City and the developer are completing the remaining improvements to San Diego Creek and its tributaries. Following completion of this project, City staff will proceed with closing this fund. In FY 2015-16, City staff will proceed with closing this fund and any remaining funds will be used to redeem outstanding fixed rate bonds.



## **Special Funds**

### **Capital Projects Funds**

#### **Fund 208: AD 87-8 SPECTRUM 5**

This fund accounts for the construction of circulation improvements in and around Spectrum 5 North. Major construction activity in this district includes improvements to Irvine Center Drive, Lake Forest Drive, Research Drive, Bake Parkway, and other arterial streets. The developer is responsible for the construction activity while City staff is providing the inspection, project review and reimbursement functions. Reimbursement of the costs to extend Bake Parkway and Lake Forest Drive was completed during fiscal year 2014-15. In FY 2015-16, City staff will proceed with closing this fund.

#### **Fund 213: AD 94-13 OAKCREEK**

This fund accounts for the construction of improvements in the Oakcreek area. Funded improvements occurred in and around Jeffrey, Sand Canyon, Alton, and Irvine Center Drive. The remaining improvement is a bicycle trail on the north side of I-405, between Jeffrey and Sand Canyon, was completed during the fiscal year 2014-15. In FY 2015-16, City staff will proceed with closing this fund and the residual construction funds will be used to redeem outstanding fixed rate bonds.

#### **Fund 214: AD 93-14 IRVINE SPECTRUM 6 & 7**

This fund accounts for the construction of improvements in the Spectrum 6 and Spectrum 7 areas. The improvements consist of construction of roadways, drainage and related improvements to existing and new arterials, including Barranca, Irvine Center Drive, Laguna Canyon Road, Sand Canyon, Oak Canyon, and Technology. The district has contributed to the Jeffrey and Sand Canyon Grade Separation projects. Design and construction of improvements in this district has resumed, with the design of the Technology extension and construction of the Sand Canyon Grade Separation project. Construction activities will be performed by the developer while City staff will provide the inspection, project review and reimbursement functions.

#### **Fund 215: AD 97-16 NORTHWEST IRVINE**

This fund accounts for costs associated with improvements in the Northwest Irvine area including Jamboree Road, Portola Parkway, Irvine Boulevard, and Bryan Avenue. Additionally, the cities of Irvine and Tustin and the developer have agreed on contributions from both this assessment district and Assessment District 97-17, Lower Peters Canyon East, towards the improvements at Tustin Ranch Road and Edinger Avenue. At the completion of these road improvements, the developer will provide the agreed upon contribution to the City of Tustin and request reimbursement from the City of Irvine.

#### **Fund 216: AD 97-17 LOWER PETERS CANYON EAST**

This fund accounts for costs associated with improvements in the Lower Peters Canyon East area including Culver Drive, Portola Parkway and El Camino Real. Additionally, the cities of Irvine and Tustin and the developer have agreed on contributions from both this assessment district and Assessment District 97-16, Northwest Irvine, towards the improvements at Tustin Ranch Road and Edinger Avenue. At the completion of these road improvements, the developer will provide the agreed upon contribution to the City of Tustin and request reimbursement from the City of Irvine.

## **Special Funds**

### **Capital Projects Funds**

#### **Fund 217: AD 00-18 SHADY CANYON - TURTLE RIDGE**

This fund accounts for the construction of improvements in the Shady Canyon, Turtle Ridge, and Quail Hill neighborhoods. Funded improvements include roadways, traffic signals, flood control and drainage facilities, trails, and utilities in and around Shady Canyon, Bonita Canyon, Culver, and several internal streets. The timeframe for constructing the remaining improvements is dependent on factors such as the progress of land development and the availability of additional supplemental funds. This assessment district will be contributing to the Laguna Canyon Road and I-405 Overcrossing Project. The fair share contribution is contingent upon the award of the construction contract.

#### **Fund 218: AD 03-19 NORTHERN SPHERE**

This fund accounts for costs associated with improvements in the Northern Sphere, commonly known as Woodbury. Funded improvements include roadway, drainage, traffic signal, and trail improvements to Irvine Boulevard, Jeffrey, Trabuco, Sand Canyon, Bryan, and several internal streets. The remaining project to be funded is the construction of a fire station, which is scheduled for completion by 2019. Construction will be performed by the developer and City staff will provide the inspection, project review and reimbursement functions.

#### **Fund 219: AD 04-20 PORTOLA SPRINGS**

This fund accounts for the construction of improvements in Portola Springs, which is bounded by State Route (SR) 133 to the northwest, Irvine Boulevard and the site of the Great Park to the southwest and southeast, and SR 241 and open space lands to the northeast. Three phases of bonds were issued to fund roadway, drainage, traffic signal, utility, and trail improvements to Portola Parkway, Irvine Boulevard, Ridge Valley, Arrowhead, and several internal streets. Another phase of bond issue is anticipated to occur in December 2015. Construction activities are performed by the developer while City staff is providing the inspection, project review and reimbursement functions.

#### **Fund 220: AD 05-21 ORCHARD HILLS**

This fund accounts for construction activities in the Orchard Hills development, located north of Portola Parkway and south of Santiago Hills between State Route 261 and Jeffrey Road. Bonds are being issued in phases to fund the construction of public roadway, sanitary sewer, domestic water, reclaimed water and flood control improvements within and adjacent to Portola Parkway, Orchard Hills Loop Road, and interior public streets for four planned neighborhoods. The first phase of bonds was issued in the amount of \$68.8 million in May 2006 and the second phase of bonds was issued in the amount of \$15 million in March 2014. Construction activities are being performed by the developer while City staff is providing the inspection, project review and reimbursement functions.

#### **Fund 221: AD 07-22 STONEGATE**

This fund accounts for construction activities in the Stonegate development, located north of Irvine Boulevard and south of Portola Parkway, between Jeffrey and State Route 261. Construction activities include public roadway, sanitary sewer, domestic water, reclaimed water, utility, and flood control improvements, and are being performed by the developer while City staff is providing the inspection, acquisition, project review and reimbursement functions.

## **Special Funds**

### **Capital Projects Funds**

Construction of improvements will continue over the next few years.

#### **Fund 223: AD 10-23 LAGUNA ALTURA**

This fund accounts for construction activities in Planning Area 18, also known as Laguna Altura, and is bounded by State Route 133, south of Interstate 405 and north of Lake Forest Drive. Infrastructure improvements for the southern portion of the development are scheduled for completion during the fiscal year. Construction activity is being performed by the developer while City staff is providing the inspection, project review and reimbursement functions.

#### **Fund 224: AD 11-24 CYPRESS VILLAGE**

This fund accounts for construction activities in Planning Area 40, also known as Cypress Village. Public improvements include streets, drainage facilities and utilities in the development, which is bounded by Trabuco, Jeffrey, Sand Canyon and Interstate 5. Construction activity is being performed by the developer while City staff is providing the inspection, project review and reimbursement functions. The improvements will be completed during fiscal year 2014-15. City staff will process the remaining reimbursements and close this fund. Any residual construction funds will be used to redeem outstanding fixed rate bonds.

#### **Fund 225: AD 13-25 PLANNING AREA 5B**

This fund accounts for construction of improvements in Planning Area 5B located at the northwest corner of Jeffrey and Irvine Boulevard. The district will fund public improvements such as the widening of Jeffrey and Irvine Boulevard along the assessment district boundaries, interior streets, sewer and water lines, storm drain, traffic signals, and utilities. The district was formed in April 2014 and the expenditures are supported by the developer cash advance until the bonds are sold. A bond sale is anticipated to occur in late 2015.

#### **Fund 250: CAPITAL IMPROVEMENT PROJECT FUND - CIRCULATION**

This fund accounts for the construction and rehabilitation of the City's general circulation related infrastructure, including traffic signals, streets, medians, and bridges. The Capital Improvement Program budget provides specific project information regarding estimated revenue and appropriations impacting this fund. Total new allocations within the fund for FY 2015-16 are approximately \$6.1 million, \$6.0 million of which are from Gas Tax, Measure M2, and development fees. The remaining balance of \$0.1 million is from the Infrastructure and Rehabilitation fund. Some of the larger project appropriations for FY 2015-16 are: Harvard Avenue Roadway/Streetscape Rehabilitation, \$1.5 million; FY 2015-16 Streetscape Rehabilitation, \$1.1 million; and Citywide Traffic Signal Rehabilitation, \$0.5 million.

#### **Fund 254: RAILROAD GRADE SEPARATION**

This fund accounts for the City's railroad grade separation projects. The two projects are the Sand Canyon Grade Separation and Jeffrey Road Grade Separation. The construction for the Jeffrey Road Grade Separation was recently completed and is in the closeout process. Construction for the Sand Canyon Grade Separation project is ongoing, and is managed by the Orange County Transportation Authority (OCTA). OCTA is lead agency for the construction and construction management and the City is the lead agency for environmental review, final design, right of way acquisition, and utility relocation. The construction for the train overcrossing in the Sand Canyon Grade Separation project is nearing completion. In FY 2015-16, an additional



## **Special Funds**

### **Capital Projects Funds**

\$6.2 million of OCTA revenue is budgeted to cover the actual cost of utilities relocation, railroad work by SCRRRA, temporary construction easements and all other project supports encumbered by the City.

#### **Fund 260: CAPITAL IMPROVEMENT PROJECT FUND - NON CIRCULATION**

This fund accounts for the City's non-circulation capital improvement projects, including the construction and rehabilitation of parks, facilities, landscaping, and related projects. The separation of circulation and non-circulation projects within different funds is necessary for preparation of the City's Annual Street Report required by the State Controller. The Capital Improvement Program budget provides specific project information regarding estimated revenue and appropriations affecting this fund. Proposed new budgeted appropriations in FY 2015-16 are approximately \$5.0 million, \$4.0 million for new projects and \$1.0 million for existing projects. Some of the largest project appropriations for FY 2015-16 are: \$1.0 million for the Orchard Neighborhood Park Dog Run; \$0.6 million, American Disability Act Facility improvements; \$0.5 million, Heating and Ventilation system replacements; and \$0.4 million for various City facility interior finishes and fixtures replacements.

#### **Fund 262: COLONEL BILL BARBER MARINE CORPS MEMORIAL PARK**

This fund accounts for the development of the Colonel Bill Barber Marine Corps Memorial Park, which is located on a 48-acre park site adjacent to the Irvine Civic Center. Construction of Phase I and II is complete. During FY 2015-16, staff will continue work on Phase III which includes preparation of a conceptual design, CEQA, public facility review drawings, construction drawings, and plan check/fees. Construction will be scheduled upon completion of the aforementioned activities.

#### **Fund 270: NORTH IRVINE TRANSP MITIGATION PROGRAM**

This fund was established by City Council Ordinance No. 03-20, to adopt the North Irvine Transportation Mitigation Program (NITM). The NITM Program provides funding for the coordinated and phased installation of required traffic and transportation improvements identified in the Comprehensive NITM Traffic Study in connection with land use entitlements for City Planning Areas 1, 2, 5, 6, 8, 9, 30, 40, and 51. Developers are required to pay NITM fees for new development in these aforementioned planning areas. New and existing project appropriations for FY 2015-16 total approximately \$0.9 million of accumulated NITM fees. The largest projects are: Sand Canyon at I-5 Northbound Ramp, \$380,000; Culver and University Improvement, \$250,000; and a new project at Jeffrey and Irvine Center Drive Intersection, \$75,000.

#### **Fund 271: IRVINE BUSINESS COMPLEX FUND**

This fund was established to account for fee revenues generated by development activity within the Irvine Business Complex (IBC) area of the City and to track infrastructure spending within the same area. Over the years, the City has received numerous grants from state, county, and federal agencies to supplement its fee revenue in the development of infrastructure projects within the IBC area. Existing IBC area capital improvement project design and construction activities are expected to continue into FY 2015-16, the largest projects are the Barranca/Red Hill to State Route 55 improvement and Alton at State Route 55 overcrossing improvement. For FY 2015-16, approximately \$485,000 from the IBC Neighborhood Infrastructure fees are

## **Special Funds**

### **Capital Projects Funds**

appropriated to the existing IBC Sidewalk project to acquire right-of-way and continuation of the design of sidewalks within the IBC Business Complex; another \$568,000 for the acquisition of right-of-way to widen the intersection of Jamboree/Barranca in the Jamboree/Barranca Intersection Improvement project. Also, an additional \$500,000 is budgeted for consultant support of the five-year update of traffic and environmental studies in the IBC areas.

#### **Fund 272: IBC TRANSPORTATION MGMT PROGRAM**

The Transportation Management Program Fund was established to account for transportation demand management strategies within the Irvine Business Center (IBC) area. One of these strategies is the iShuttle route in the IBC area. For FY 2015-16, a \$122,000 transfer to the iShuttle Fund is proposed as a match for the Orange County Transportation Authority Grant.

#### **Fund 282: FEE DISTRICT 92-1**

This district was formed to fund equipment and a portion of the construction costs for Fire Station No. 6 located in Westpark North. This fire station serves Planning Area 38 (Westpark North) and portions of Planning Areas 14 (Westpark) and 36 (Irvine Business Complex). Fees are collected at the time permits are issued for development of parcels within the district. In accordance with an agreement, the developer provided an advance of the fee district's contribution toward the construction of the Fire Station, and was reimbursed as fees were received at the issuance of development permits within the district.

#### **Fund 286: ORANGE COUNTY GREAT PARK DEVELOPMENT FUND**

This fund is used to account for expenditures related to the planning, design, demolition, and construction of the Orange County Great Park. The original funding source was, and continues to be, a transfer from the Orange County Great Park Fund 180. Projects in this fund include: the construction of C Street and 8th Street improvements, utility infrastructure improvements, environmental remediation, landscape and hardscape work along a portion of Ridge Valley and Marine Way, basin slope repair, and the relocation of restroom facilities and design of the operations trailer relocation.

## **Special Funds**

### **Internal Service Funds**

#### **Fund 501: INVENTORY FUND**

This fund accounts for the acquisition cost of materials and supplies maintained at the City's central warehouse. Funding for acquisition of materials is provided by charges to user departments. The City uses the "First In, First Out" (FIFO) method of inventory costing.

#### **Fund 570: INSURANCE FUND**

The Insurance Fund administers a loss prevention program that protects the City against financial loss from on-the-job injuries; administers the City's general risk, property insurance, loss exposure, and citywide benefit programs; and accounts for unemployment insurance. This fund is financed from self-insurance premiums paid by the departments as a percentage of salaries. In addition to the reserve amount in the fund balance, as of June 30, 2014, the City has set aside approximately \$14.9 million as a liability within the fund to pay for future claims costs.

#### **Fund 574: FLEET SERVICES FUND**

The Fleet Services Fund is the operating fund that provides for all vehicle maintenance, fueling and replacements. Fleet Services manages the City's fleet vehicles. Rental rates are charged to the various user departments and those rates are designed to recover the associated acquisition, replacement, maintenance and fuel costs. Those rental rates, based on this fund's operating budget and costs, are included in each department's budgeted expenditures. As of June 30, 2014, fund capital assets totaled \$14.5 million with accumulated depreciation of \$10 million. FY 2014-15 vehicle purchases are estimated at \$3 million and recommended purchases for FY 2015-16 total \$1.8 million.

#### **Fund 578: TELEPHONE, MAIL, DUPLICATING SERVICES FUND**

This fund was established to centralize Telecommunications, Mail and Duplicating Services. The Telecommunications Program provides coordination and administration of all voice and data services, including service providers, maintenance, equipment, and supplies for wired and wireless communications. The Duplicating Program provides for the administration of a centralized duplicating center as well as all citywide copier machines, printing devices and duplicating supplies. The Mail Center processes all incoming and outgoing mail citywide. The Mail Center provides services for City Hall and its 24 satellite facilities, such as the parks and senior centers. These services include support staff and contract oversight for all mail operations. All costs associated with these services are expensed from this fund with supporting revenues from the General Fund, as well as other funds that use these services. FY 2015-16 proposed budget expenditures for these services are as follows: \$1,223,859 for duplicating costs, \$744,764 for mail costs, and \$1,164,557 for telecommunications costs.

#### **Fund 579: STRATEGIC TECHNOLOGY PLAN FUND**

The Strategic Technology Plan Fund receives revenue from each department based on number of workstations connected to the network and department specific allocations for maintenance and projects. The Strategic Technology Fund uses those revenues to plan, build and maintain the City's technology infrastructure. In addition, new technologies are evaluated and cost benefit analyses performed on those which might be of value to the City. The emphasis for FY 2015-16 is to maintain existing infrastructure, improve service levels, and implement innovative solutions

## **Special Funds**

### **Internal Service Funds**

and initiatives which provide efficiencies, reduce operational expense or provide enhanced services to staff or residences.

#### **Fund 580: CIVIC CENTER MAINTENANCE & OPERATIONS FUND**

The Civic Center Facility Maintenance Fund includes all maintenance, custodial, staffing and equipment costs associated with the operation of the Civic Center. The expenses associated with facility maintenance and operations are recorded in this fund with supporting revenues from the General Fund and other funds that use this service. Revenues are allocated from the departments' budgets based on share of Civic Center square footage.

# Special Funds

## Resources

FUND	FUND NAME	PROPERTY TAX	SALES TAX	OTHER TAXES & FEES	REVENUE/ OTHER AGENCIES	DEVELOPMENT FEES
002	ASSET MANAGEMENT PLAN FUND	-	-	-	-	-
003	COMPENSATED ABSENCES FUND	-	-	-	-	-
005	DEVELOPMENT SERVICES FUND	-	-	-	-	3,817,905
006	CONTINGENCY RESERVE FUND	-	-	-	-	-
007	SCHOOL SUPPORT FUND	-	-	-	-	-
009	REVENUE CLEARING FUND	-	-	-	-	-
010	INFRASTRUCTURE & REHABILITATION FUND	-	-	-	-	-
011	ORANGE COUNTY FIRE AUTHORITY	-	-	-	-	-
024	BUILDING AND SAFETY FUND	-	-	5,000	-	15,226,000
027	DEVELOPMENT ENGINEERING FUND	-	-	-	-	1,640,000
111	GAS TAX FUND	-	-	5,110,315	-	-
112	LOCAL PARK FEES FUND	-	-	7,417,500	-	-
113	FEES & EXACTIONS FUND	-	-	640,000	-	-
114	HOME GRANT FUND	-	-	-	650,364	-
118	SYSTEMS DEVELOPMENT FUND	-	-	10,929,600	-	-
119	MAINTENANCE DISTRICT FUND	2,690,945	-	-	-	-
125	COMM DEVELOP BLOCK GRANT FUND	-	-	-	2,185,620	-
126	SENIOR SERVICES FUND	-	-	-	-	-
128	NUTRITION PROGRAM FUND	-	-	-	381,714	-
130	AB2766 - AIR QUALITY IMPROVMNT	-	-	-	300,000	-
132	SLURRY SEAL SUR CHG FUND	-	-	-	-	-
136	PUBLIC SAFETY SPECIAL EVENTS FUND	-	-	-	-	-
139	SUPPL.LAW ENFORCEMENT SERV.FD	-	-	-	400,000	-
143	PUBLIC SAFETY GRANTS	-	-	-	63,623	-
145	STRUCTURAL FIRE FUND	-	-	-	544,010	-
146	ISHUTTLE	-	-	-	2,736,246	-
149	SPECIAL PROGRAMS GRANT FUND	-	-	-	500,000	-
151-153	ASSET FORFEITURE JUSTICE DEPT	-	-	-	-	-
154	MEASURE M FAIRSHARE M2	-	4,504,368	-	-	-
155	COMMUNITY SERVICES PRGRM FUND	-	-	-	161,930	-
180	ORANGE COUNTY GREAT PARK FUND	-	-	-	200,000	-
203	CFD 05-2 IMPROVEMENTS - COLUMBUS GRV	-	-	-	-	-
204	CFD 2013-3 GREAT PARK	-	-	-	-	-
205	CFD 04-1 IMPROVEMENTS - CENTRAL PARK	-	-	-	-	-
206-225	ASSESSMENT DISTRICTS	-	-	-	-	-
250	CAPITAL IMPROV PROJ FUND - CIR	-	-	-	1,835,942	-
254	RAILROAD GRADE SEPARATION	-	-	-	1,252,824	-
260	CAPITAL IMPROV PROJ FUND-NON C	-	-	-	101,233	-
262	COL BILL BARBER MC MEMORIAL PK	-	-	-	-	-
270	NORTH IRVINE TRANSP MITIGATION PROGRAM	-	-	-	-	-
271	IRVINE BUSINESS COMPLEX FUND	-	-	4,363,574	123,115	-
272	IBC TRANSPORTATION MGMT PROGRAM	-	-	-	-	-
282	FEE DISTRICT NO. 92-1	-	-	-	-	-
286	OCGP DEVELOPMENT FUND	-	-	-	-	-
501	INVENTORY	-	-	-	-	-
570	INSURANCE FUND	-	-	-	-	-
574	FLEET SERVICES FUND	-	-	-	60,000	-
578	TELEPHONE, MAIL, DUPLIC SRV FUND	-	-	-	-	-
579	STRATEGIC TECHNOLOGY PLAN FUND	-	-	-	-	-
580	CIVIC CENTER MAINTENANCE & OPERATIONS FD	-	-	-	-	-
TOTAL		2,690,945	4,504,368	28,465,989	11,496,621	20,683,905

# Special Funds Resources Table

FUND	PROGRAM & SERVICE FEES	CIP REVENUE	FEES FOR SERVICES	MISC. REVENUES	BOND & ASSMT. REVENUE	INTERNAL SERVICES	TRANSFERS IN	TOTAL RESOURCES
002	-	-	-	667,281	-	-	-	667,281
003	-	-	-	47,052	-	1,976,917	-	2,023,969
005	-	-	26,000	14,000	-	-	-	3,857,905
006	-	-	-	286,617	-	-	-	286,617
007	-	-	-	9,555	-	-	4,000,000	4,009,555
009	-	-	-	701,189	-	-	-	701,189
010	-	-	-	27,913	-	-	2,791,483	2,819,396
011	-	-	-	28,788	-	-	-	28,788
024	-	-	222,000	105,899	-	-	-	15,558,899
027	-	-	67,165	12,888	-	-	-	1,720,053
111	-	-	-	37,753	-	-	-	5,148,068
112	-	-	-	528,182	-	-	-	7,945,682
113	-	-	-	97,127	-	-	141,814	878,941
114	-	-	-	-	-	-	-	650,364
118	-	-	-	182,296	-	-	-	11,111,896
119	-	-	108,000	110,000	6,532,158	-	6,747,000	16,188,103
125	-	-	-	-	-	-	-	2,185,620
126	-	-	-	21,407	-	-	-	21,407
128	24,000	-	-	131,879	-	-	-	537,593
130	-	-	-	7,338	-	-	-	307,338
132	-	-	-	261,405	-	-	13,019,799	13,281,204
136	-	-	1,040,580	18,100	-	-	-	1,058,680
139	-	-	-	1,764	-	-	-	401,764
143	-	-	-	403,000	-	-	-	466,623
145	-	-	-	-	-	-	-	544,010
146	-	-	183,900	283,519	-	-	121,704	3,325,369
149	-	-	-	-	-	-	-	500,000
151-153	-	-	-	3,908	-	-	-	3,908
154	-	-	30,000	15,778	-	-	-	4,550,146
155	97,000	-	70,000	241,596	-	-	-	570,526
180	643,575	-	1,000	23,440,476	-	-	-	24,285,051
203	-	-	-	3	-	-	-	3
204	-	-	-	8,959	-	-	-	8,959
205	-	-	-	9,169	-	-	-	9,169
206-225	-	-	-	77,567	59,000,000	-	-	59,077,567
250	-	1,138,549	-	73,449	-	-	13,657,332	16,705,272
254	-	5,026,614	-	7,581	-	-	43,635	6,330,654
260	-	4,327,158	-	263,414	-	-	8,068,714	12,760,519
262	-	-	-	16,569	-	-	-	16,569
270	-	-	-	567,352	-	-	-	567,352
271	-	55,123	-	649,376	-	-	-	5,191,188
272	-	-	-	2,192	-	-	-	2,192
282	-	-	-	349	-	-	-	349
286	-	-	-	2,046,027	-	-	13,110,140	15,156,167
501	-	-	-	284,480	-	-	-	284,480
570	3,000	-	-	151,245	-	8,182,775	-	8,337,020
574	2,000	326,000	-	164,290	-	4,656,319	140,000	5,348,609
578	-	-	-	5,395	-	2,914,435	-	2,919,830
579	-	-	-	12,135	-	8,843,097	-	8,855,232
580	-	-	-	4,263	-	1,850,000	-	1,854,263
	<b>769,575</b>	<b>10,873,444</b>	<b>1,748,645</b>	<b>32,030,525</b>	<b>65,532,158</b>	<b>28,423,543</b>	<b>61,841,621</b>	<b>269,061,339</b>

# Special Funds

## Appropriations Table

FUND	FUND NAME	SALARY & BENEFITS	OVERTIME SALARIES	SUPPLIES	INTERNAL SERVICE	TRAINING & BUSINESS EXPENSE	REPAIRS/MAINT.
002	ASSET MANAGEMENT PLAN FUND	5,000,000	-	-	-	-	-
003	COMPENSATED ABSENCES FUND	709,236	-	-	-	-	-
005	DEVELOPMENT SERVICES FUND	1,731,790	-	-	250,000	-	-
006	CONTINGENCY RESERVE FUND	-	-	-	-	-	-
007	SCHOOL SUPPORT FUND	198,763	-	1,237	-	-	-
009	REVENUE CLEARING FUND	425,774	-	6,175	-	2,570	-
010	INFRASTRUCTURE & REHABILITATION FUND	40,534	-	-	-	-	-
011	ORANGE COUNTY FIRE AUTHORITY	-	-	-	-	-	-
024	BUILDING AND SAFETY FUND	7,135,346	260,500	135,500	197,452	28,050	7,000
027	DEVELOPMENT ENGINEERING FUND	758,803	-	-	-	-	-
111	GAS TAX FUND	26,608	-	15,000	-	-	114,640
112	LOCAL PARK FEES FUND	-	-	-	-	-	-
113	FEES & EXACTIONS FUND	-	-	-	-	-	-
114	HOME GRANT FUND	58,896	-	-	-	-	-
118	SYSTEMS DEVELOPMENT FUND	-	-	-	-	-	-
119	MAINTENANCE DISTRICT FUND	4,397,608	26,400	268,000	442,027	100	69,000
125	COMM DEVELOP BLOCK GRANT FUND	141,452	-	-	-	-	-
126	SENIOR SERVICES FUND	-	-	38,850	-	750	-
128	NUTRITION PROGRAM FUND	207,018	-	196,566	-	636	-
130	AB2766 - AIR QUALITY IMPROVMNT	5,948	-	-	-	-	-
132	SLURRY SEAL SUR CHG FUND	51,150	-	-	-	-	-
136	PUBLIC SAFETY SPECIAL EVENTS FUND	-	985,225	-	13,615	-	-
139	SUPPL.LAW ENFORCEMENT SERV.FD	-	346,719	450,000	-	-	-
143	PUBLIC SAFETY GRANTS	32,041	45,763	118,895	-	-	-
145	STRUCTURAL FIRE FUND	47,810	-	20,000	-	-	-
146	ISHUTTLE	327,781	-	32,879	-	3,927	-
149	SPECIAL PROGRAMS GRANT FUND	-	-	-	-	-	-
151-153	ASSET FORFEITURE FUNDS	-	-	707,377	-	-	-
154	MEASURE M FAIRSHARE M2	176,600	-	-	-	-	-
155	COMMUNITY SERVICES PRGRM FUND	154,912	42,000	173,264	-	200	-
180	ORANGE COUNTY GREAT PARK FUND	5,192,415	46,330	523,825	512,376	70,075	5,000
203	CFD 05-2 IMPROVEMENTS - COLUMBUS GRV	-	-	-	-	-	-
204	CFD 2013-3 GREAT PARK	235,934	-	-	-	-	-
205	CFD 04-1 IMPROVEMENTS - CENTRAL PARK	-	-	-	-	-	-
206-225	ASSESSMENT DISTRICTS	237,435	-	-	-	-	-
250	CAPITAL IMPROV PROJ FUND - CIR	948,088	-	-	-	-	-
254	RAILROAD GRADE SEPARATION	-	-	-	-	-	-
260	CAPITAL IMPROV PROJ FUND-NON C	430,075	-	-	-	-	-
262	COL BILL BARBER MC MEMORIAL PK	-	-	-	-	-	-
270	NORTH IRVINE TRANSP MITIGATION PROGRAM	108,379	-	-	-	-	-
271	IRVINE BUSINESS COMPLEX FUND	211,323	-	-	-	-	-
272	IBC TRANSPORTATION MGMT PROGRAM	-	-	-	-	-	-
282	FEE DISTRICT NO. 92-1	-	-	-	-	-	-
286	OCGP DEVELOPMENT FUND	107,200	-	-	-	-	-
501	INVENTORY	4,182	-	279,800	-	-	-
570	INSURANCE FUND	775,401	-	71,650	-	3,700	-
574	FLEET SERVICES FUND	1,166,577	-	1,651,300	26,485	3,300	9,000
578	TELEPHONE, MAIL, DUPLIC SRV FUND	384,412	2,000	734,313	43,738	500	144,302
579	STRATEGIC TECHNOLOGY PLAN FUND	110,045	-	823,829	127,000	2,500	2,326,993
580	CIVIC CENTER MAINTENANCE & OPERATIONS FD	433,052	1,000	101,500	5,307	3,600	-
<b>TOTAL</b>		<b>31,972,588</b>	<b>1,755,937</b>	<b>6,349,960</b>	<b>1,618,000</b>	<b>119,908</b>	<b>2,675,935</b>

# Special Funds Appropriations Table

FUND	UTILITIES	CAPITAL EQPT.	MISCELLANEOUS	CLAIMS	CIP	CONTRACT SERVICES	DEBT/AD ADMINISTRATION	TRANSFERS OUT	TOTAL ALLOCATIONS
002	-	-	-	-	-	-	-	291,483	5,291,483
003	-	-	-	-	-	-	-	-	709,236
005	-	-	-	-	-	1,555,000	-	518,927	4,055,717
006	-	-	-	-	-	-	-	-	-
007	-	-	-	-	-	5,169,501	-	-	5,369,501
009	-	-	-	-	-	266,670	-	-	701,189
010	-	-	-	-	-	580,000	-	5,830,439	6,450,973
011	-	-	-	-	-	-	-	-	-
024	-	5,000	-	-	-	4,841,000	-	2,092,905	14,702,753
027	-	-	-	-	-	701,500	-	341,433	1,801,736
111	-	-	-	-	-	1,177,860	-	12,385,532	13,719,640
112	-	-	-	-	-	-	-	12,331,814	12,331,814
113	-	-	-	-	-	-	-	142,186	142,186
114	-	-	-	-	-	591,468	-	-	650,364
118	-	-	-	-	-	500,000	-	3,405,620	3,905,620
119	4,304,699	-	-	-	-	7,584,309	-	-	17,092,143
125	-	-	-	-	-	2,044,168	-	-	2,185,620
126	-	3,000	-	-	-	35,673	-	-	78,273
128	-	27,000	-	-	-	60,900	-	-	492,120
130	-	-	-	-	-	266,250	-	629,533	901,731
132	-	-	-	-	6,898,707	-	-	-	6,949,857
136	-	-	-	-	-	5,800	-	52,934	1,057,574
139	-	-	-	-	-	-	-	-	796,719
143	-	482,758	-	-	-	4,853	-	-	684,310
145	-	476,200	-	-	-	-	-	-	544,010
146	-	-	-	-	-	2,095,300	-	-	2,459,887
149	-	-	-	-	-	500,000	-	-	500,000
151-153	-	100,000	-	-	-	-	-	-	807,377
154	-	30,000	-	-	-	130,000	-	8,882,613	9,219,213
155	-	-	-	-	-	541,800	-	-	912,176
180	513,000	803,000	170,000	-	-	7,015,882	-	1,020,140	15,872,043
203	-	-	-	-	-	-	378,611	-	378,611
204	-	-	-	-	39,062,834	-	-	-	39,298,768
205	-	-	-	-	900,000	-	-	-	900,000
206-225	-	-	-	-	41,127,693	-	10,601,385	3,254,103	55,220,616
250	-	-	-	-	6,818,974	-	-	-	7,767,062
254	-	-	-	-	1,851,413	-	-	-	1,851,413
260	-	-	-	-	20,035,795	-	-	-	20,465,870
262	-	-	-	-	553,962	-	-	-	553,962
270	-	-	-	-	702,999	100,000	-	-	911,378
271	-	-	-	-	673,040	500,000	-	-	1,384,363
272	-	-	-	-	-	-	-	121,704	121,704
282	-	-	-	-	-	-	-	-	-
286	-	-	-	-	7,407,800	-	-	-	7,515,000
501	-	-	-	-	-	-	-	-	283,982
570	-	-	-	4,340,287	-	3,211,291	-	-	8,402,329
574	-	1,862,735	-	35,000	-	250,000	1,876	35,454	5,041,727
578	737,000	60,006	-	-	-	1,043,632	-	-	3,149,903
579	-	1,129,039	-	-	-	4,897,473	-	100,000	9,516,879
580	628,250	136,000	-	-	-	813,500	-	264,000	2,386,209
	<b>6,182,949</b>	<b>5,114,738</b>	<b>170,000</b>	<b>4,375,287</b>	<b>126,033,217</b>	<b>46,483,830</b>	<b>10,981,872</b>	<b>51,700,820</b>	<b>295,535,041</b>



# Special Funds

## Appropriations by Department Table<sup>1</sup>

FUND	FUND NAME	DEPARTMENT						
		CM	AS	CD	CS	PS	PW	ND
001	GENERAL FUND	X	X	X	X	X	X	X
002	ASSET MANAGEMENT PLAN FUND							X
003	COMPENSATED ABSENCES FUND	X	X	X	X	X	X	X
005	DEVELOPMENT SERVICES FUND		X	X	X	X	X	X
007	EDUCATIONAL PARTNERSHIP FUND	X			X			
009	REVENUE CLEARING FUND		X					
010	INFRASTRUCTURE & REHABILITATION FUND		X		X		X	X
011	ORANGE COUNTY FIRE AUTHORITY							X
024	BUILDING AND SAFETY FUND			X				X
027	DEVELOPMENT ENGINEERING FUND						X	X
111	GAS TAX FUND		X				X	X
112	LOCAL PARK FEES FUND							X
113	FEES & EXACTIONS FUND							X
114	HOME GRANT FUND		X	X				
118	SYSTEMS DEVELOPMENT FUND						X	X
119	MAINTENANCE DISTRICT FUND		X		X		X	
125	COMM DEVELOP BLOCK GRANT FUND		X	X				
126	SENIOR SERVICES FUND				X			
128	NUTRITION PROGRAM FUND				X			
130	AB2766 - AIR QUALITY IMPROVMNT		X				X	X
132	SLURRY SEAL SUR CHG FUND		X				X	
136	PUBLIC SAFETY SPECIAL EVENTS FUND					X		
139	SUPPL.LAW ENFORCEMENT SERV.FD					X		
143	PUBLIC SAFETY GRANTS					X		
145	STRUCTURAL FIRE FUND					X		
146	ISHUTTLE						X	
149	SPECIAL PROGRAMS GRANTS						X	
151-153	ASSET FORFEITURE FUNDS					X		
154	MEASURE M FAIRSHARE M 2		X				X	X
155	COMMUNITY SERVICES PRGRM FUND				X			
180	ORANGE COUNTY GREAT PARK FUND	X	X	X	X	X	X	X
203	CFD 05-2 IMPROVEMENTS - COLUMBUS GRV						X	X
204	CFD 2013-3 GREAT PARK		X				X	
205	CFD 04-1 IMPROVEMENTS - CENTRAL PARK						X	
206-225	ASSESSMENT DISTRICTS						X	X
250	CAPITAL IMPROVEMENT PROJ FUND - CIR		X				X	
254	RAILROAD GRADE SEPARATION							X
260	CAPITAL IMPROVEMENT PROJ FUND - NON C		X		X		X	
262	COLONEL BILL BARBER MEMORIAL PARK				X			
270	NORTH IRVINE TRANS MITIGATION PROGRAM		X				X	
271	IRVINE BUSINESS COMPLEX FUND		X				X	
272	IBC TRANSPORTATION MGMT PROGRAM						X	X
282	FEE DISTRICT 92-1 (WESTPARK NORTH)							X
286	OCGP DEVELOPMENT FUND	X						X
501	INVENTORY		X					
570	INSURANCE FUND		X					
574	FLEET SERVICES FUND		X				X	X
578	TELEPHONE, MAIL, DUPLIC. SRV FUND	X	X					
579	STRATEGIC TECHNOLOGY PLAN FUND		X					
580	CIVIC CENTER MAINTENANCE & OPERATIONS FD	X	X		X			

<sup>1</sup> This table shows which departments charge to specific funds.

# Capital Improvement Program

## Introduction

The Capital Improvement Program (CIP) is an extension of the Strategic Business Plan, a long range fiscal forecast, which identifies major public improvements to the City's infrastructure over the next five years. The CIP is important for planning and managing Irvine's growth and development, as well as maintaining existing infrastructure.

Planning for capital improvements is an ongoing process. As the City's infrastructure condition and needs change, capital programs and priorities must be adjusted. New construction may be required to accommodate increased demand or replace aging facilities while existing infrastructure requires periodic rehabilitation, replacement or other improvements to protect the City's investments.



The plan provides cost estimates for each project and identifies funding sources with consideration given to ongoing resources. Because priorities can change, projects included in outward planning years serve as a guide for future capital investments and are not guaranteed for funding.

Each year as part of the regular budget process, the CIP is updated allowing the City to re-evaluate its priorities and needs each subsequent year based upon the most current revenue projections and project priorities. During the development of the CIP, capital projects affecting public health and safety, and/or legal mandates receive the highest priority. Emphasis is also placed on capital projects maintaining service levels or preventing deterioration of facilities.

CIP projects are requested by the departments; reviewed and evaluated by the Budget Office to ensure the City's priorities, infrastructure needs, financial capacity of the city, and impact the projects could have on the City's operating budget are addressed; and funding is ultimately approved by the City Council as part of the budget. The CIP is also reviewed by the Planning Commission to ensure consistency with the City's General Plan.

Although the Strategic Business Plan spans five years, funds for only the first year are appropriated within the FY 2015-16 Budget. In general, the CIP Budget provides funding for infrastructure construction and rehabilitation, while the operating budget and other special funds provide funding for routine infrastructure maintenance. The CIP Budget functions as an extension of the City's long-term capital plan.

Assessment of the conditions of City owned and maintained community parks and centers is an essential part of facility planning for the City. In 2014, a Facilities Condition Assessment (FCA) was completed on buildings over 30 years old evaluating exterior and interior finishes and systems, mechanical, electrical, and plumbing systems, accessibility, health, and safety systems, and site paving. Projected needs over the next ten years were identified and prioritized projects are incorporated in the proposed FY 2015-16 budget and CIP.

# Capital Improvement Program

The City places a high priority on infrastructure construction, rehabilitation, and maintenance efforts to ensure its streets, landscaping, and facilities are built, maintained, and rehabilitated according to best practices and promote environmental sustainability. Emphasizing rehabilitation and effective maintenance practices minimizes deterioration and costly remediation efforts, thereby extending the useful life of infrastructure improvements and providing long-term savings.

## Capital Improvement Projects

Capital Improvements are the building, upgrading, or replacement of city infrastructure such as residential and arterial streets, bridges, traffic signals, storm drain systems and drainage channels, parks and public service providing facilities.

Infrastructure improvements are considered capital improvement projects when the expected life of the asset spans multiple years (in excess of two years) and expenditures are at least \$50,000. These significant non-routine capital expenditures are accounted for as capital projects within the CIP special funds. Equipment, operating and maintenance costs are identified for inclusion in future operating budgets.

In contrast, routine capital purchases of new vehicles, computer hardware and other equipment are largely accounted for in special funds, such as the Fleet Services and Strategic Technology Plan Funds. These assets are capitalized when the initial individual cost is \$5,000 or more with an estimated useful life greater than two years.

The estimated useful lives (Table 1) applied to property, plant, equipment and infrastructure assets ranges from three to 62 years.

FY 2015-16 capital expenditures total \$142.9 million as displayed in Table 2. Expenditures consist of \$5.5 million in routine expenditures for property and equipment, \$42.4 million in new significant non-routine capital infrastructure improvement appropriations and also continuing appropriations from multi-year projects. Due to the long construction periods of most significant CIP projects, capital expenditures tend to span several years, and consequently, a line item of \$95 million has been incorporated in the table to account for continuing City CIP project appropriations that have been funded in prior years. These continuing projects are reevaluated annually during the fiscal year-end review process.

**Table 1**  
**Estimated Useful Asset Life**

Assets	Years
Infrastructure	17 - 62
Buildings and systems	40
Improvements other than buildings	15
Automotive equipment	3 - 10
Other miscellaneous equipment	3 - 10

# Capital Improvement Program

**Table 2**  
**Capital Expenditures**

**Routine Capital Expenditures**

Capital Equipment - Office Furniture	\$20,000
Capital Equipment - Computer Hardware	1,151,547
Capital Equipment - Computer Software	114,250
Capital Equipment - Vehicles	2,053,500
Capital Equipment - Miscellaneous	2,037,073
Lease Purchase Agreements	79,735
Routine Capital Expenditures Total	5,456,105

**Nonroutine Capital Expenditures**

FY 2015-16 CIP Appropriations

Circulation Related Infrastructure (Streets, Traffic Signals, etc.)	22,010,119
Facility and Park Infrastructure	18,678,500
Landscape Infrastructure	1,450,000
Off-Street Bicycle Trail Infrastructure	225,000
FY 2015-16 Nonroutine Capital Expenditures Subtotal	42,363,619

Prior Year CIP Appropriations

Continuing Multi-Year Infrastructure Projects ( <i>Fiscal Year-End Report, Nov. 2014</i> )	95,040,955
Nonroutine Capital Expenditures Total	137,404,574

Total Capital Expenditures	<u>\$142,860,679</u>
----------------------------	----------------------

# Capital Improvement Program

## CIP Projects

Irvine places a high priority on infrastructure construction, rehabilitation and maintenance. Projects are selected, planned and designed emphasizing practices that prevent deterioration and costly remediation efforts. This strategy extends the useful life of infrastructure improvements and provides long-term savings.

### Rehabilitation

Plans to manage rehabilitation concentrate on specific areas each year, enabling cost management through economies of scale. This permits the City to pay for current maintenance and rehabilitation, while anticipating and planning for future needs.

Irvine spends millions of dollars each year for preventive maintenance, including storm drain inspection and cleaning; graffiti and litter removal; mowing; tree trimming; and regular upkeep of traffic signals. Proper attention to preventive maintenance extends the useful life of the City's assets and prevents expensive structural problems.

### New Construction

New construction projects preserve and enhance the City's ability to serve the community and sustain Irvine's growth.

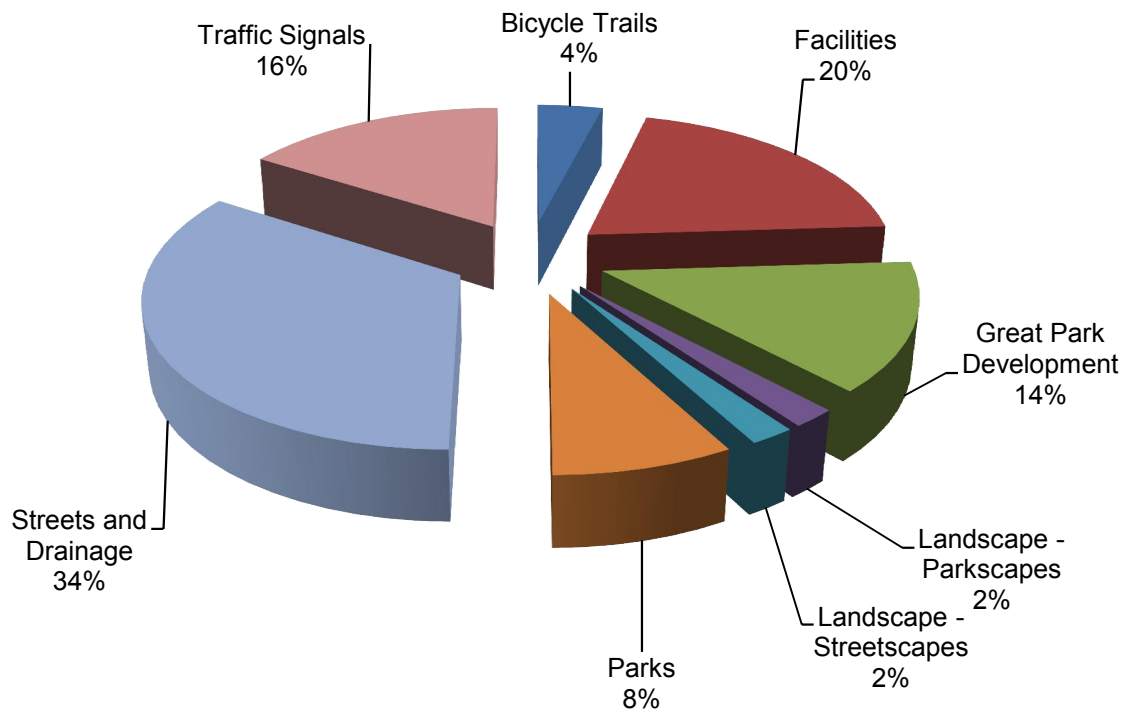
The FY 2015-16 CIP Budget funds 50 projects; of which 31 are part of the City's infrastructure rehabilitation program. The remaining 19 projects are classified as new construction or design. Rehabilitation projects make up 57% of the CIP Budget, while new projects account for 43%. At \$18.2 million, rehabilitation funding increases by \$4.9 million from the prior year, furthering the City Council's strategic priority of allocating additional funding for infrastructure and rehabilitation projects to maintain the City's aesthetics and preserve its infrastructure assets at a high level. Significant new construction and design projects are anticipated for arterial road improvements and construction of park facilities and utility infrastructure. The FY 2015-16 CIP projects are summarized by project type in Table 3 and Chart 1.

**Table 3**  
**CIP Project Summary**

Project Type	Count	New Construction & Design	Rehabilitation	Total
Bicycle Trails	2	25,000	200,000	225,000
Facilities	9		2,702,500	2,702,500
Facilities - Lighting	1		100,000	100,000
Great Park Development	7	14,030,000	160,000	14,190,000
Landscape - Parkscapes	1		350,000	350,000
Landscape - Streetscapes	1		1,100,000	1,100,000
Parks	4	987,500	698,500	1,686,000
Streets and Drainage	17	8,650,119	11,340,000	19,990,119
Traffic Signals	8	470,000	1,550,000	2,020,000
<b>Total</b>	<b>50</b>	<b>24,162,619</b>	<b>18,201,000</b>	<b>42,363,619</b>

# Capital Improvement Program

**Chart 1**  
**CIP Projects by Type**  
**Total Appropriations: \$42,363,619**



# Capital Improvement Program

## Revenue Sources and Categories

The CIP outlines planned capital improvements, given available financial resources. Funding for capital projects is received from a variety of sources as displayed in Table 4 and Chart 2.

Approximately 20% of the FY 2015-16 CIP Budget is derived from grants, developer contributions to build specific projects, and other one-time revenue sources, while the rest originates from recurring City revenues. In addition, certain revenue sources are restricted to specific kinds of projects (circulation versus non-circulation), geographic areas, or construction types (new construction versus rehabilitation).

These funding sources are budgeted within the applicable special fund group: General Reserve (Fund 010), Special Revenue (Funds 111, 112, 118, 132, 154, 180, 270 and 271), Capital Projects (Funds 250, 254, 260, and 286) and Internal Service (Fund 579 and 580). Fund summaries and descriptions are located in the Special Funds section of this document.

**Table 4**  
**CIP Revenue Source Summary**

Revenue Source	New Construction & Design	Rehabilitation	Total Funding
Dedicated Transportation Funds <sup>1</sup>	6,333,023	6,827,558	13,160,581
Developer Impact Fees <sup>2</sup>	15,829,596	8,007,239	23,836,835
Grants		308,500	308,500
Great Park	2,000,000		2,000,000
Internal Service Funds <sup>3</sup>		364,000	364,000
Rehab Reserve Funds		2,693,703	2,693,703
<b>Total</b>	<b>24,162,619</b>	<b>18,201,000</b>	<b>42,363,619</b>

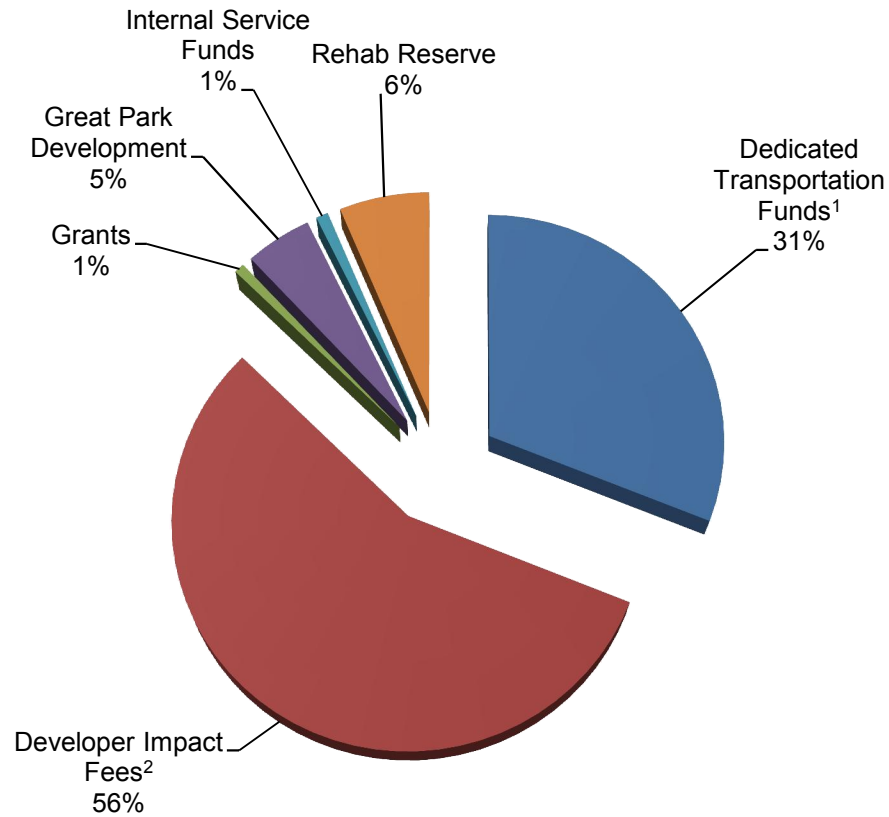
<sup>1</sup> Dedicated Transportation Funds include: Gas Tax and Measure M funds, Air Quality Management Program (AQMD), and various federal, state, regional and local resources.

<sup>2</sup> Developer Impact Fees include: System Development Charges (SDC), Local Park Fees (Park-In Lieu), Slurry Seal, Irvine Business Complex Fees, and the North Irvine Mitigation Program (NITM).

<sup>3</sup> Internal Service Funds include: Fleet Services, Strategic Technology Plan and Civic Center Maintenance & Operations.

# Capital Improvement Program

**Chart 2**  
**CIP Projects by Revenue Type**  
Revenue Total: \$42,363,619





# Capital Improvement Program

## Summary by Category

The last section of this chapter provides project detail of planned projects to be started during fiscal year 2015-16. For each capital expenditure, the CIP includes a project description, approved funding levels and sources, and, if applicable, an estimate of ongoing operating costs.

Project descriptions are grouped into the following categories:

- Circulation and Mobility
- Buildings and Facilities
- Parks and Open Space

### **Circulation and Mobility**

Circulation and mobility projects focus on:

- Circulation improvements
- Traffic management systems.

Funding for circulation-related projects comes from a variety of sources, including Gas Tax; Measure M2; State and Federal grants; and developer fees. Additionally, the General Fund budget allocates funding for street and right-of-way maintenance programs.

To meet Orange County Transportation Authority (OCTA) requirements and to qualify for Measure M2 funding, the City's Pavement Management Program utilizes MicroPaver, the countywide software system, to assist in establishing rehabilitation priorities of arterial streets (major roadways) and local streets based on the weighted value of the Pavement Condition Index (PCI).

The PCI for roadway segments is determined through the visual inspection of surface conditions and maintenance history. The City selected a median PCI of 65 as its minimum, allowable standard, with no more than 10 percent of its arterial streets below a PCI of 45. The current average PCI is 83.

The condition of Irvine's street network ranks among the highest in Orange County, with the City investing more than \$7 million per year in slurry seal and street rehabilitation efforts.

The City made notable improvements to its traffic signal system by initiating a program to install pedestrian countdown timers, battery back-up systems and bicycle video detection systems to maintain safe and efficient traffic circulation. Routine maintenance of the traffic signal system will continue to include a five-year replacement program for light emitting diode (LED) signal indicators and installation of battery back-up systems at signalized intersections to ensure that traffic flows smoothly and safely on City streets.

\$23.3 million is budgeted for circulation projects which include new intersection improvements and rehabilitation projects. New construction circulation projects total \$9.1 million, consisting of: \$6.3 million for the Sand Canyon Avenue grade separation and widening to six lanes from Burt Road to Oak Canyon; \$1.5 million for new traffic signals and intersection improvements; and \$0.5 million for the acquisition of right-of-way for new sidewalk projects within the Irvine Business Complex.

# Capital Improvement Program

Circulation related rehabilitation projects total \$14.2 million, highlighted by: \$8.7 million of local street rehabilitation within the villages of Quail Hill, Turtle Rock and Woodbury; \$1.6 million for traffic signal synchronizations and system improvements; \$1.5 million to rehabilitate Harvard Avenue pavement and streetscape; \$1.1 million for rehabilitation of landscaping and irrigation systems within city-wide streetscapes; and \$0.6 million in final design has been budgeted to rehabilitate Alton Parkway from the I-5 to Barranca, Campus Drive from University Drive to Carlson, and Michelson Drive from Culver Drive to University Drive.

## **Buildings and Facilities**

Capital improvement to facilities can be modifications to existing building or new construction.

Public facilities include:

- Irvine Civic Center
- Irvine Station
- Irvine Child Development Center
- Operations and Support Facility
- Animal Care Facility
- Community Centers
- Fine Arts Center
- Senior Centers
- Aquatic Centers and Pools

\$2.8 million has been budgeted for facility and park related projects, highlighted by: \$1.7 million for building system upgrades and facility rehabilitation; and \$0.6 million ADA facility improvements requiring design and rehabilitation.

## **Parks and Open Space**

Irvine's parks and open space land and facilities were acquired or built through developer land or park-in-lieu fee contribution requirements, park bonds, grants, and General and Special Fund resources.

\$16.2 million has been budgeted for park and open space projects, highlighted by: \$11 million for modification and construction of utility infrastructure at the Great Park; \$2 million for phase two environmental remediation of unknown sites encountered on City owned or leased property during Heritage Fields development and joint backbone infrastructure projects with the City; \$1 million to complete construction of a dog run in Orchard Neighborhood Park; \$0.4 million has been budgeted for city-wide park landscaping projects at Mike Ward (Woodbridge), San Carlo, San Marco, Sweetshade, and University Parks; and \$0.3 million to rehabilitate the exterior and interior finishes at both the Turtle Rock Community Park Center and Nature Center.

# Capital Improvement Program

## General Fund Impact of Significant and Non-Routine Capital Projects

New capital improvement projects can have far reaching impacts on the General Fund. When the City commits to a project, it also commits to funding ongoing operation, maintenance and rehabilitation costs associated with the project. While many of the projects included in the CIP are rehabilitation projects that do not increase the City's infrastructure inventory and, therefore, have no appreciable impact on ongoing maintenance and operations costs, some projects can have a significant impact.

Table 5 identifies new CIP projects expected to impact the City's ongoing operating and maintenance (O&M) costs once the projects are built and fully operational.

As part of the City's effort to ensure Irvine's infrastructure is well maintained, the City Council and staff plan for ongoing infrastructure maintenance and rehabilitation. This is done as part of the strategic business planning efforts which analyzes long-term operating revenues and expenditures and the impact of planned infrastructure improvements.

**Table 5**  
**Estimated Operating and Maintenance (O&M) Costs**

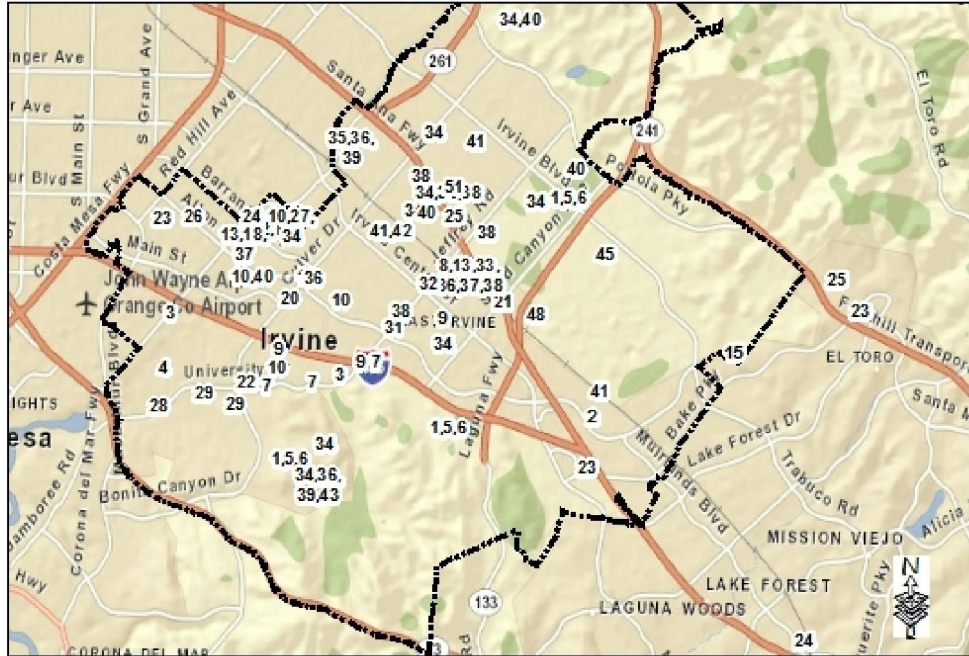
Project Title	Annual O&M Cost
Culver/Alton Turn Pocket Improvements	90
Culver/Main Turn Pocket Improvements	90
Culver/University Intersection Improvements	450
IBC Sidewalk Improvement Project	5,600
University Drive Widening	5,670
Jamboree/Barranca Intersection Improvements	730
Jeffrey/Alton Intersection Improvements	550
Jeffrey/Irvine Center Drive Intersection Improvements	1,650
Kazan/Walnut Traffic Signal	5,000
McGraw/Armstrong Traffic Signal	5,000
Orchard Neighborhood Dog Run	25,000
<b>Total Estimated O&amp;M Costs</b>	<b>49,830</b>

## Conclusion

The CIP Budget provides funding for infrastructure construction and rehabilitation efforts, including improvements to the City's circulation network and public facilities. The CIP Budget represents a balanced long-term plan reflecting the City Council's strategic goals and priorities outlined in the Strategic Business Plan.

# Capital Improvement Program

## City of Irvine CIP Project Locations Citywide projects not displayed



#	CIP Project Title	#	CIP Project Title
1	Slurry Seal & Local Streets Rehabilitation	27	Civic Center Third Floor Server Room Upgrades
2	Alton Parkway Pavement Rehabilitation	28	University Drive Widening (Campus to MacArthur)
3	Michelson Drive Pavement Rehabilitation	29	Harvard Avenue Roadway/Streetscape Rehabilitation
4	Campus Drive Pavement Rehabilitation	30	Bikeway Wayfinding Signage & Parking
5	ADA Access Ramp Improvements	31	Jeffrey/Alton Intersection Improvements
6	Curbs/Gutters/Sidewalks Rehabilitation	32	Jeffrey/ICD Intersection Improvements
7	Off-Street Bicycle Trails Rehabilitation	33	ADA Facility Improvements
8	Storm Drain Rehabilitation/Slope Restoration	34	Athletic Court Resurfacing
9	Streetscape Rehabilitation	35	Exterior Wood Siding Replacement & Painting
10	Park Landscape Rehabilitation	36	Fencing Replacements
11	Traffic Signal Upgrades	37	HVAC & Refrigeration Replacements
12	Traffic Signal LED Indicator Upgrades	38	Interior Finishes & Fixtures Replacements
13	Traffic Signal Network Rehabilitation	39	Light Pole Replacements
14	Traffic Signal Emergency Back-Up System Installation	40	Playground Safety Surfacing Rehabilitation
15	Traffic Signal Controller Module Upgrade	41	Roof Replacements
16	Traffic Signal Vehicle & Bicycle Detection Systems Installation	42	Shade Structure Replacement
17	Not Applicable	43	Turtle Rock Community Park Center & Nature Center Upgrades
18	City Council Chambers/CTC Lighting System Upgrades	44	Basin Slope Repair & Inlet/Outlet Pipe Structure Retaining Wall
19	Culver/Alton Left Turn Pocket Improvements	45	C Street & 8th Street Improvements
20	Culver/Main Left Turn Pocket Improvements	46	Operations Trailer Relocation
21	Sand Canyon Avenue Grade Separation	47	Site Utility Infrastructure
22	Culver/University Intersection Improvements	48	Ridge Valley/Marine Way Landscape Edge
23	IBC Sidewalk Improvements	49	Not Applicable
24	Jamboree/Barranca Intersection Improvements	50	Great Park Improvement Area Environmental Remediation - Phase II
25	Kazan/Walnut Traffic Signal	51	Orchard Neighborhood Park Dog Run
26	MacGaw/Armstrong Traffic Signal	52	Great Park Restroom Relocation

# Capital Improvement Program

## Project Descriptions

**Title:** Slurry Seal & Local Streets Rehabilitation #1

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Rehabilitation

**Description:** This annual program provides slurry seal and/or rehabilitation of roadway pavement throughout the City. Planned areas for this year's project include Quail Hill, Turtle Rock and Woodbury.

**Sustainable Feature:** Slurry seal mixes using recycled materials are an option for inclusion into this project.

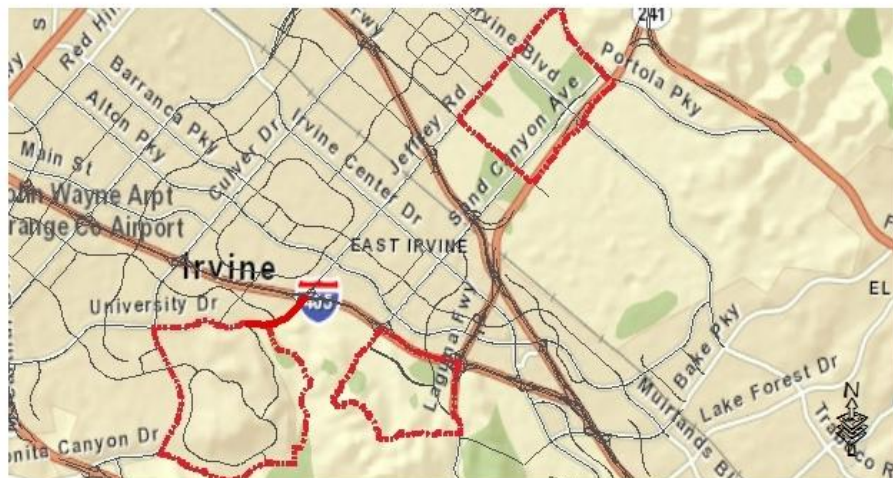
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Gas Tax	\$ 3,464,047	\$ 2,218,871	\$ 2,018,855	\$ 6,419,188	\$ 6,378,907	\$ 20,714,868
Slurry Seal	753,085	267,020	273,963	280,812	288,393	1,863,273
M2 Fairshare	4,482,868	4,514,109	4,728,075		1,332,700	14,767,692
Rehab Reserve			629,107			704,167
<b>Total</b>	<b>\$ 8,700,000</b>	<b>\$ 7,000,000</b>	<b>\$ 7,650,000</b>	<b>\$ 6,700,000</b>	<b>\$ 8,000,000</b>	<b>\$ 38,050,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

**Slurry Seal and Local Streets Rehabilitation -  
Quail Hill, Turtle Rock and Woodbury**





# Capital Improvement Program

## Project Descriptions

<b>Title:</b>	<b>Alton Parkway Pavement Rehabilitation</b>	<b>#2</b>
<b>Category:</b>	Circulation & Mobility	
<b>Type:</b>	Streets & Drainage	<b>Classification:</b> Rehabilitation
<b>Description:</b>	Final design for the rehabilitation of Alton Parkway from I-5 to Barranca. A new layer of rubberized asphalt will be placed on the existing surface to restore the pavement's structural stability. The project is anticipated to extend the useful life of the roadway by an additional 15 years.	
<b>Sustainable Feature:</b>	Arterial rehabilitation will utilize miscellaneous base (recycled aggregate) and rubberized asphalt concrete (recycled tires).	

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
M2 Fairshare	\$ 275,000					\$ 275,000
Gas Tax			3,640,000			3,640,000
<b>Total</b>	<b>\$ 275,000</b>		<b>\$ 3,640,000</b>			<b>\$ 3,915,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:**

### Alton Parkway Pavement Rehabilitation



# Capital Improvement Program

## Project Descriptions

**Title:** Michelson Drive Pavement Rehabilitation **#3**

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Rehabilitation

**Description:** Final design for the rehabilitation of Michelson Drive from Culver to University. A new layer of rubberized asphalt will be placed on the existing surface to restore the pavement's structural stability. The project is anticipated to extend the useful life of the roadway by an additional 15 years.

**Sustainable Feature:** Arterial rehabilitation will utilize miscellaneous base (recycled aggregate) and rubberized asphalt concrete (recycled tires).

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
M2 Fairshare	\$ 200,000			\$ 1,800,000		\$ 1,820,000
<b>Total</b>	<b>\$ 200,000</b>			<b>\$ 1,800,000</b>		<b>\$ 1,820,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### Michelson Drive Pavement Rehabilitation



# Capital Improvement Program

## Project Descriptions

**Title:** Campus Drive Pavement Rehabilitation **#4**

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Rehabilitation

**Description:** Final design for the rehabilitation of Campus Drive from University to Carlson. A new layer of rubberized asphalt will be placed on the existing surface to restore the pavement's structural stability. The project is anticipated to extend the useful life of the roadway by an additional 15 years.

**Sustainable Feature:** Arterial rehabilitation will utilize miscellaneous base (recycled aggregate) and rubberized asphalt concrete (recycled tires).

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
M2 Fairshare	\$ 200,000					\$ 200,000
Gas Tax			1,300,000			1,300,000
<b>Total</b>	<b>\$ 200,000</b>		<b>\$ 1,300,000</b>			<b>\$ 1,500,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### Campus Drive Pavement Rehabilitation





# Capital Improvement Program

## Project Descriptions

**Title:** ADA Access Ramp Improvements #5

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Rehabilitation

**Description:** This annual project provides funding for upgrades to access ramps in compliance with Americans with Disabilities Act throughout the Slurry Seal and Local Streets Rehabilitation project area and other areas as deemed necessary. Locations planned for these upgrades include Quail Hill, Turtle Rock and Woodbury.

**Sustainable Feature:** Concrete mixes made from recycled materials are an option for inclusion into this project..

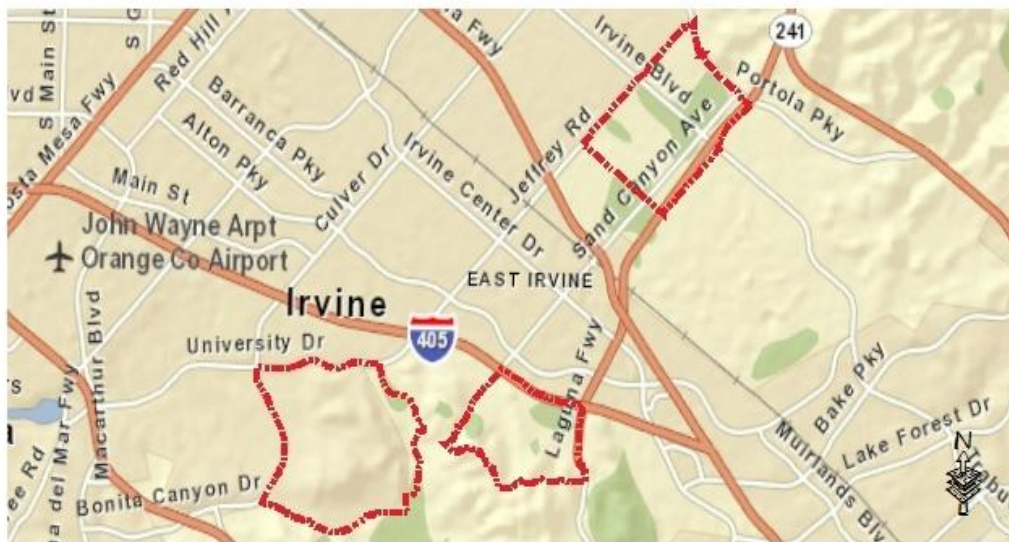
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Gas Tax	\$ 100,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 225,000	\$ 1,025,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 300,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 225,000</b>	<b>\$ 1,025,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:**

### ADA Access Ramp Improvements - Quail Hill, Turtle Rock and Woodbury



# Capital Improvement Program

## Project Descriptions

**Title:** Curbs/Gutters/Sidewalks Rehabilitation #6

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Rehabilitation

**Description:** This annual funding provides rehabilitation and repair of various curbs, gutters and sidewalks throughout the City. Planned areas for this year's program include Quail Hill, Turtle Rock, Woodbury and other areas as deemed necessary.

**Sustainable Feature:** Concrete mixes made from recycled materials are an option for inclusion into this project..

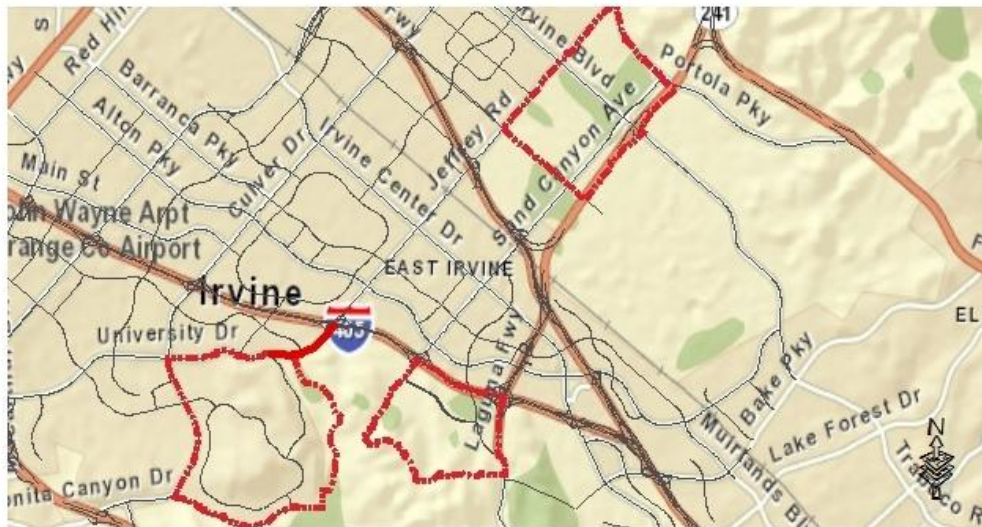
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Gas Tax	\$ 185,000	\$ 415,000	\$ 300,000	\$ 300,000	\$ 325,000	\$ 1,525,000
<b>Total</b>	<b>\$ 185,000</b>	<b>\$ 415,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 325,000</b>	<b>\$ 1,525,000</b>

**O&M Costs:** No new operations and maintenance costs.

**Location:**

### Curbs/Gutters/Sidewalk Rehabilitation - Quail Hill, Turtle Rock and Woodbury



# Capital Improvement Program

## Project Descriptions

**Title:** Off-Street Bicycle Trails Rehabilitation #7

**Category:** Circulation & Mobility

**Type:** Bicycle Trails **Classification:** Rehabilitation

**Description:** This annual funding provides preventative maintenance including repairs and/or slurry seal and rehabilitation of existing off-street bicycle trails throughout the City. Planned areas for this year's program include Quail Hill Trail, University Trail and other areas as deemed necessary.

**Sustainable Feature:** Recycled aggregate and asphalt mixes are an option for inclusion into this project.

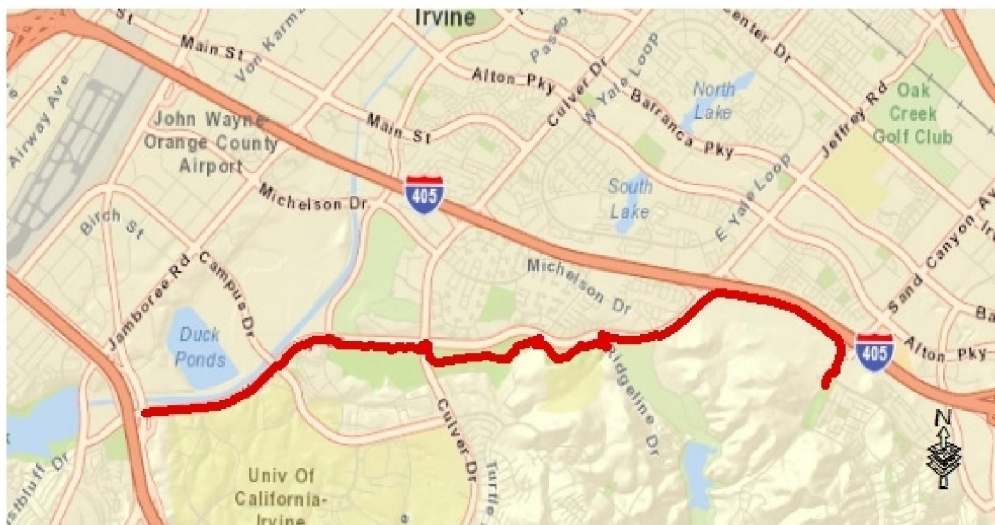
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 200,000	\$ 200,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 1,075,000
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 225,000</b>	<b>\$ 250,000</b>	<b>\$ 1,075,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### Off-Street Bicycle Trails Rehabilitation - Quail Hill Trail and University Trail





# Capital Improvement Program

## Project Descriptions

**Title:** Storm Drain Rehabilitation/Slope Restoration #8

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Rehabilitation

**Description:** This annual funding provides as needed rehabilitation and upgrade of storm drain systems and slopes throughout the City to meet existing drainage area conditions and standards. The drainage system is inspected annually to identify and schedule storm drain facilities and slopes that are in need of repair. Planned for FY 15/16 may be a continuation of FY 14/15 work at Warner Open Channel and other locations as deemed necessary by inspections. Also included may be design/development of Storm Drain Line upgrades at the City's Operation Support Facility (OSF).

**Sustainable Feature:** Not Applicable.

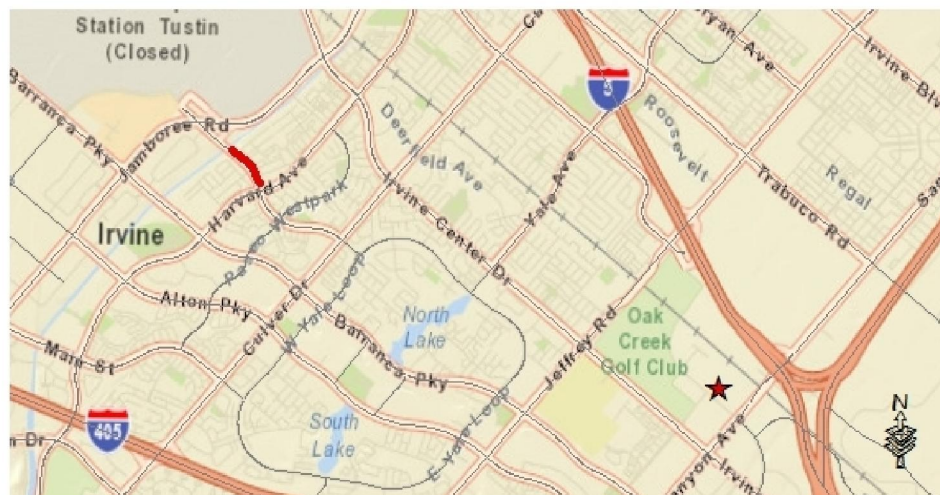
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 95,203	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 295,203
Gas Tax	104,797	150,000	150,000	150,000	150,000	704,797
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 1,000,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### Storm Drain Rehab/Slope Restoration - Warner Channel and OSF



# Capital Improvement Program

## Project Descriptions

**Title:** Streetscape Rehabilitation **#9**

**Category:** Circulation & Mobility

**Type:** Landscape – Streetscapes **Classification:** Rehabilitation

**Description:** Annual program for rehabilitation of landscaping and irrigation systems within citywide streetscapes to introduce improvements to irrigation systems with a focus on reducing inefficiencies and water run off by installing master valves, weather based irrigation controllers, flow sensors, drip emitters and new nozzle technology. This program also looks for opportunities to replace existing turf grass medians with California friendly plant material to reduce water, fertilizer and chemical usage. This year the focus will be on rehabilitation of streetscape landscaping within the villages of Oak Creek and University Park along with work on University Drive.

**Sustainable Feature:** Sustainable features related to the rehabilitation of street landscaping may include: use of reclaimed water, high efficiency irrigation controllers that adjust to weather conditions; and California friendly plants that require less water. These improvements save energy and natural resources.

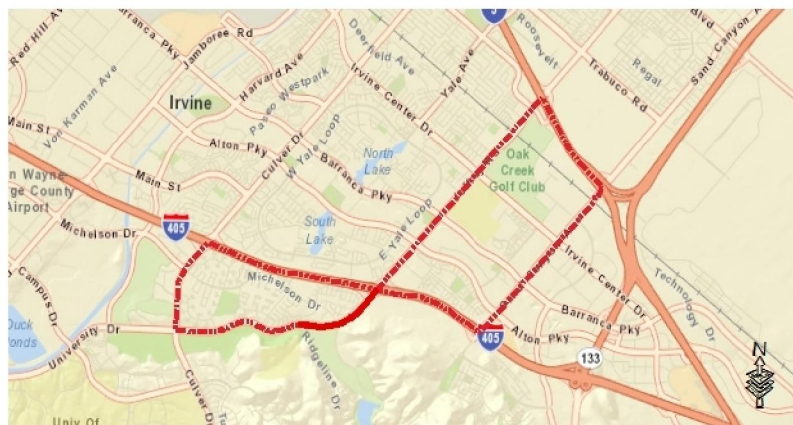
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Gas Tax	\$ 1,100,000	\$ 1,100,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 5,800,000
<b>Total</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 5,800,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

**Streetscape Rehabilitation - Villages of Oak Creek and University Park and on University Drive near I-405**



# Capital Improvement Program

## Project Descriptions

**Title:** Park Landscape Rehabilitation **#10**

**Category:** Parks & Open Space

**Type:** Landscape - Parksapes **Classification:** Rehabilitation

**Description:** Annual programming for rehabilitation of landscaping and irrigation systems at citywide park facilities including Mike Ward (Woodbridge Park), San Carlo Park, San Marco Park, Sweetshade Park and University Park and other areas as deemed necessary. Programming includes replacement of outdated irrigation systems, including mainlines, sprinklers, valves and wiring. This program also updates irrigation controllers to centrally controlled weather-based systems, replants tree voids and rejuvenates existing planters.

**Sustainable Feature:** Sustainable features related to the rehabilitation of street landscaping may include: use of reclaimed water, high efficiency irrigation controllers that adjust to weather conditions; and California friendly plants that require less water. These improvements save energy and natural resources.

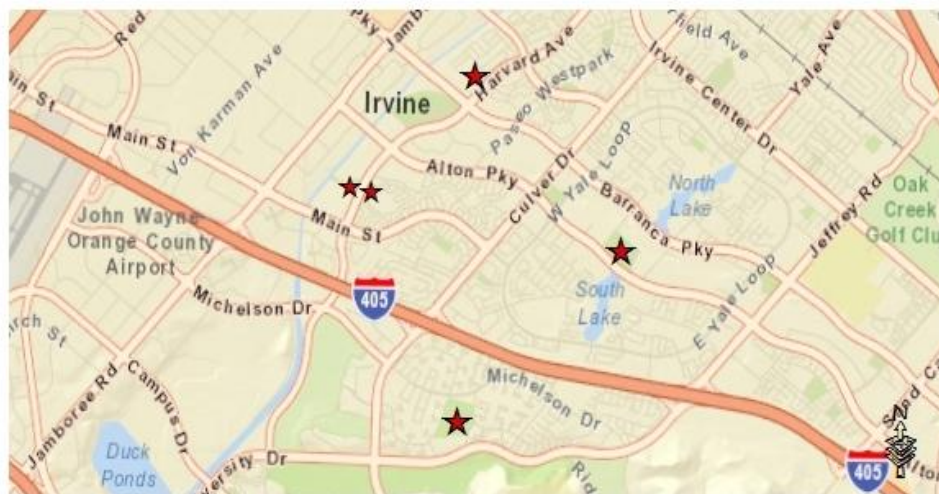
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000
<b>Total</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>	<b>\$ 1,750,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### Park Landscape Rehabilitation - Mike Ward, San Carlo, San Marco, Sweetshade and University Park



# Capital Improvement Program

## Project Descriptions

**Title:** Traffic Signal Upgrades #11

**Category:** Circulation & Mobility

**Type:** Traffic Signals **Classification:** Rehabilitation

**Description:** Citywide upgrade of traffic signal indication heads, overhead street name signs, signal controller hardware, network communication infrastructures, closed-circuit surveillance cameras, in-pavement lighted crosswalks, fiber optic communications, audible pedestrian push buttons, vehicle detection loops and video detection systems. This annual program provides programmed upgrades to ensure optimal operation of traffic signal systems to mitigate increased traffic congestion due to City growth.

**Sustainable Feature:** Improves overall efficiency of the City's circulation system, thereby reducing mobile source emissions resulting in improved air quality and improved health.

**Project Budget:**

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
SDC Circulation	\$ 450,000					\$ 450,000
Gas Tax		500,000	500,000		500,000	1,500,000
M2 Fairshare				500,000		500,000
<b>Total</b>	<b>\$ 450,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 2,450,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:** Citywide



# Capital Improvement Program

## Project Descriptions

**Title:** Traffic Signal LED Indicator Upgrades **#12**

**Category:** Circulation & Mobility

**Type:** Traffic Signals **Classification:** Rehabilitation

**Description:** Upgrade of the red-yellow-green Light Emitting Diode (LED) signal indicators, LED lamps for overhead street name signs and LED lamps for both overhead safety lights and pedestrian countdown timers. This programs calls for lamp replacement upgrades to occur on a rotating five-year schedule. The LED signal indicators and pedestrian countdown timer lamps must be operable to maintain an optimal traffic signal system to mitigate increased traffic congestion caused by City growth and continue to enhance pedestrian safety at crosswalks.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions resulting in improved air quality and improved health.

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Gas Tax	\$ 380,000	\$ 380,000	\$ 380,000		\$ 380,000	\$ 1,520,000
M2 Fairshare				380,000		380,000
<b>Total</b>	<b>\$ 380,000</b>	<b>\$ 380,000</b>	<b>\$ 380,000</b>	<b>\$ 380,000</b>	<b>\$ 380,000</b>	<b>\$ 1,900,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### Traffic Signal LED Indicator Upgrades - West of Harvard



# Capital Improvement Program

## Project Descriptions

**Title:** Traffic Signal Network Rehabilitation **#13**

**Category:** Circulation & Mobility

**Type:** Traffic Signals **Classification:** Rehabilitation

**Description:** Rehabilitation of the traffic signal network computer workstations and servers, software license servers, software license renewal, field fiber network switches and video wall equipment. This annual rehabilitation program maintains efficient operation of the vital traffic signal systems network and provides support to the citywide traffic signal synchronization efforts.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions.

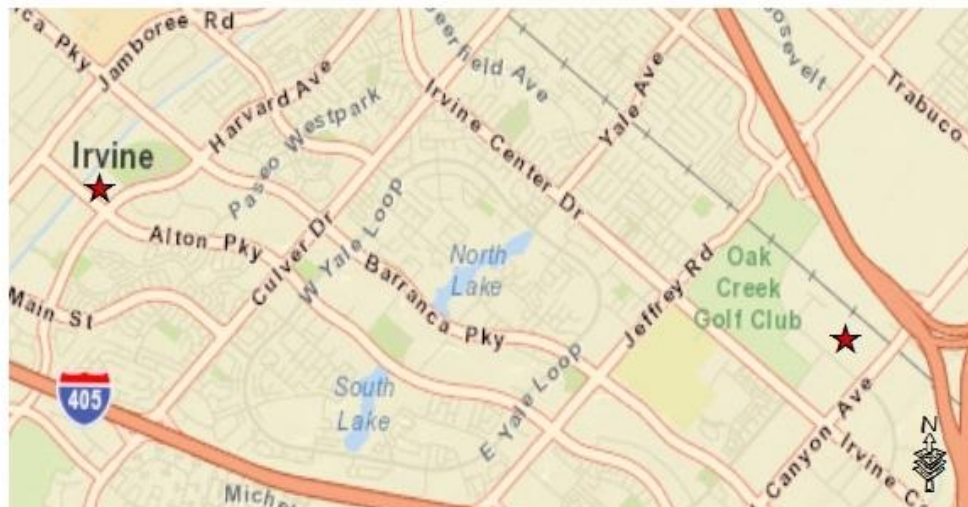
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Gas Tax	\$ 95,000	\$ 110,000	\$ 120,000	\$ 125,000	\$ 125,000	\$ 575,000
<b>Total</b>	<b>\$ 95,000</b>	<b>\$ 110,000</b>	<b>\$ 120,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 575,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### Traffic Signal Network Rehabilitation - City Hall and OSF



# Capital Improvement Program

## Project Descriptions

**Title:** Traffic Signal Emergency Back-Up System Installation **#14**

**Category:** Circulation & Mobility

**Type:** Traffic Signals **Classification:** Construction

**Description:** Installation of emergency power back-up systems consisting of batteries, switches and power conditioners. The use of battery back-up systems has provided continued traffic signal service during power outages thereby ensuring safety and traffic flow will not be compromised. This program provides emergency back-up systems at approximately 15 intersections annually and will allow staff to efficiently maintain and respond to the City's growth.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions resulting in improved air quality and improved health.

**Project Budget:**

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
SDC Circulation	\$ 173,120					\$ 173,120
Gas Tax	26,880	50,000	50,000	75,000	80,000	281,880
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 75,000</b>	<b>\$ 80,000</b>	<b>\$ 455,000</b>

**Location:** Citywide

# Capital Improvement Program

## Project Descriptions

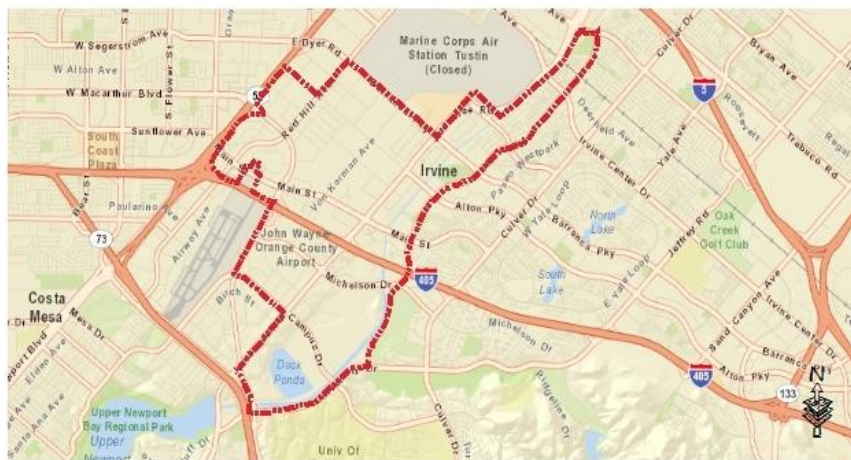
<b>Title:</b>	<b>Traffic Signal Controller Module Upgrades</b>	<b>#15</b>
<b>Category:</b>	Circulation & Mobility	
<b>Type:</b>	Traffic Signals	<b>Classification:</b> Construction
<b>Description:</b>	<p>Installation of ASC/3 modules to existing signal controllers to make them compatible with the current signal management and synchronization centralized software CentraCS. This program will convert approximately 50 signalized intersections annually for five years to complete the signal management software conversion. This program will only affect the signals that are on local and collector roads and not eligible for Measure M2 Traffic Signal Synchronization Program grant which concentrates on major regional corridors. The cost estimate includes hardware and software licenses for the modules and necessary computer servers to support the additional intersections.</p>	
<b>Sustainable Feature:</b>	Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions.	

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Gas Tax	\$ 125,000	\$ 125,000	\$ 140,000		\$ 125,000	\$ 515,000
M2 Fairshare				125,000		125,000
<b>Total</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 140,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 640,000</b>

### Location:

#### Traffic Signal Controller Module Upgrades - West of Harvard





# Capital Improvement Program

## Project Descriptions

**Title:** Traffic Signal Vehicle & Bicycle Video Detection System **#16**

**Category:** Circulation & Mobility

**Type:** Traffic Signals **Classification:** Rehabilitation

**Description:** Replacement of the in-pavement detector loops with above ground video detection systems. This program will convert approximately 5 major signalized intersections annually. The video detection systems ensure bicycles and motorcycles will be detected as well as motor vehicles at all approaches as required by federal standards. This project will ensure optimal operation of traffic signal systems and enhance the safety of bicyclists and motorcyclists at intersection approaches.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions resulting in improved air quality and improved health.

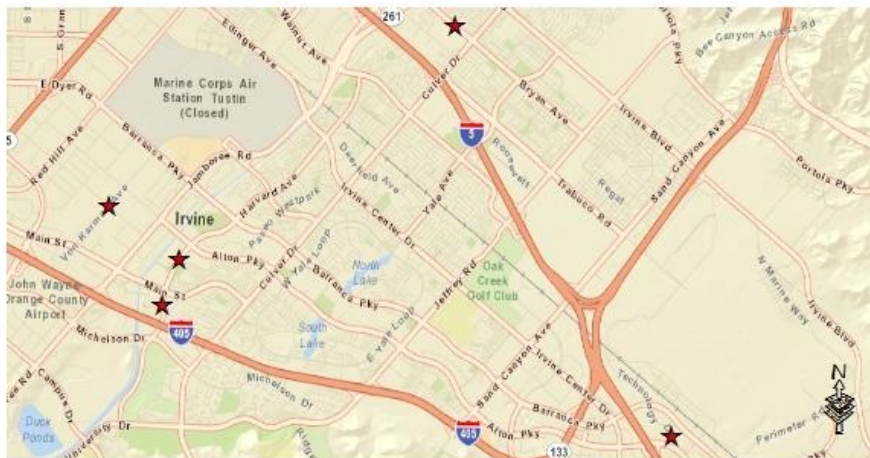
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Gas Tax	\$ 120,000	\$ 300,000	\$ 300,000		\$ 300,000	\$ 1,020,000
SDC Circulation	180,000					180,000
M2 Fairshare				300,000		300,000
<b>Total</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 1,500,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

**Traffic Signal Vehicle & Bicycle Video Detection System -  
Bryan & Rubicon, Harvard & Coronado, Harvard & San Marino,  
Technology & Pavilion, Von Karman & McGaw**



## Capital Improvement Program Project Descriptions

**Title:** City Council Chambers/CTC Lighting System Upgrades #18

**Category:** Building & Facilities

**Type:** Facilities - Lighting      **Classification:** Rehabilitation

**Description:** Preliminary engineering phase for the replacement of the existing lighting system infrastructure, within the Council Chambers and Conference and Training Center, with a more modern and functional lighting system.

**Sustainable Feature:** Not Applicable.

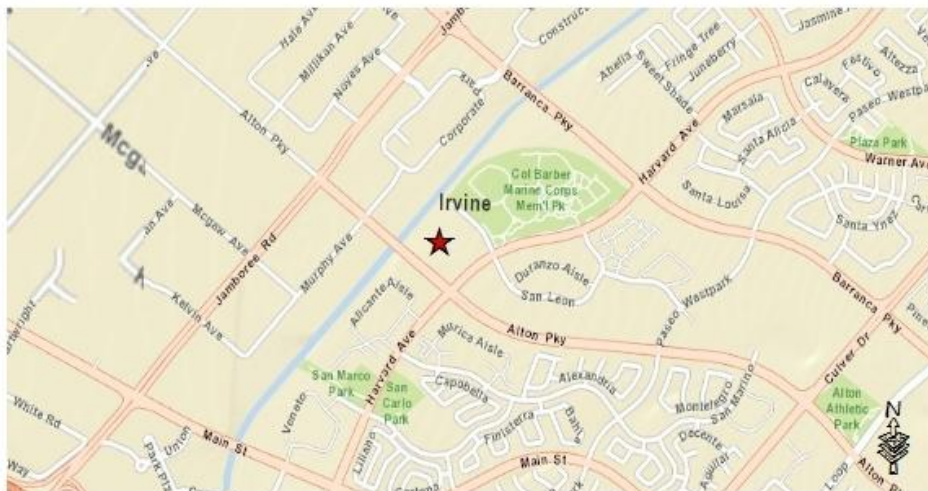
## Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Tech Fund	\$ 100,000					\$ 100,000
<b>Total</b>	<b>\$ 100,000</b>					<b>\$ 100,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:**

## City Council Chambers/CTC Lighting System Upgrades



# Capital Improvement Program

## Project Descriptions

**Title:** Culver/Alton Left Turn Pocket Improvements **#19**

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Construction

**Description:** Final design phase for capacity enhancing improvements at the Culver/Alton intersection including extension of the northbound left-turn pocket length. This project relieves increased traffic congestion due to City growth and accommodates more vehicles in the left turn pockets.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions resulting in improved air quality and improved health.

### Project Budget:

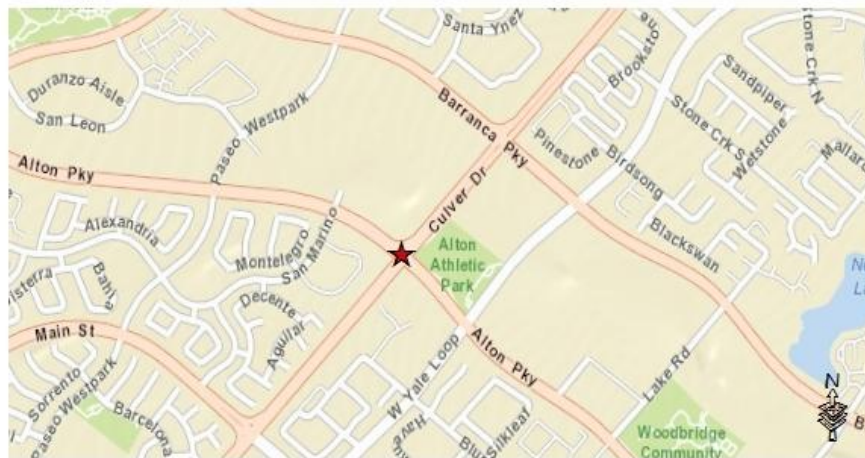
Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
SDC Circulation	\$ 145,000	\$ 600,000				\$ 745,000
<b>Total</b>	<b>\$ 145,000</b>	<b>\$ 600,000</b>				<b>\$ 745,000</b>

### O & M Costs:

Type	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Supplies & Services			\$ 90	\$ 90	\$ 90	\$ 270
<b>Total</b>			<b>\$ 90</b>	<b>\$ 90</b>	<b>\$ 90</b>	<b>\$ 270</b>

### Location:

#### Culver/Alton Left Turn Pocket Improvements





# Capital Improvement Program

## Project Descriptions

**Title:** Culver/Main Left Turn Pocket Improvements **#20**

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Construction

**Description:** Final design phase for capacity enhancing improvements at the Culver/Main intersection including extension of the northbound left-turn pocket length. This project relieves increased traffic congestion due to City growth and accommodates more vehicles in the left turn pockets.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system; thereby reducing mobile source emissions resulting in improved air quality and improved health.

### Project Budget:

Funding Source(s)	2014-15	2015-16	2016-17	2017-18	2018-19	Total
SDC Circulation	\$ 145,000	\$ 600,000				\$ 745,000
<b>Total</b>	<b>\$ 145,000</b>	<b>\$ 600,000</b>				<b>\$ 745,000</b>

### O & M Costs:

Type	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Supplies & Services			\$ 90	\$ 90	\$ 90	\$ 270
<b>Total</b>			<b>\$ 90</b>	<b>\$ 90</b>	<b>\$ 90</b>	<b>\$ 270</b>

### Location:

#### Culver/Main Left Turn Pocket Improvements



# Capital Improvement Program

## Project Descriptions

**Title:** Sand Canyon Avenue Grade Separation **#21**

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Construction

**Description:** Construction of a grade separated crossing at Sand Canyon and the railroad tracks is nearing completion. This project will also widen Sand Canyon to six lanes from Burt Road to Oak Canyon. For FY 2015-16, an additional \$6.2 million of OCTA revenue is budgeted to cover the cost of utilities relocation, railroad work, temporary construction easements and all other project supports encumbered by the City.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions.

### Project Budget:

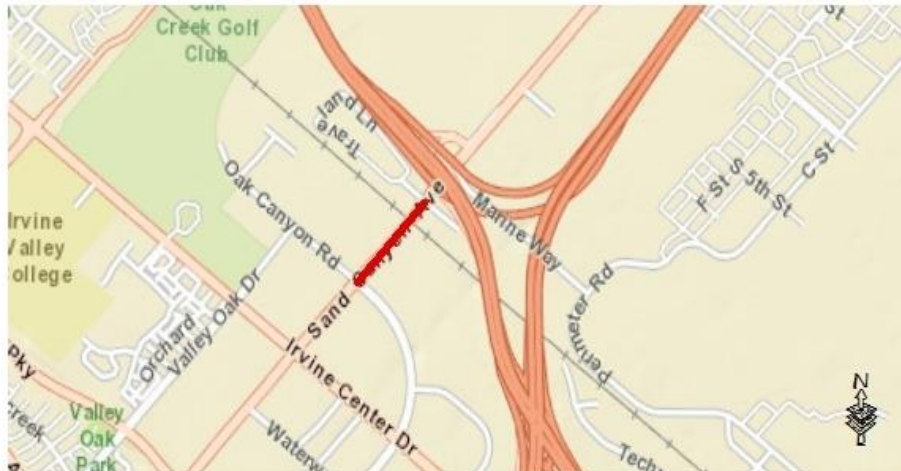
Funding Source(s)	Prior Yr(s) Funding	2015-16	2016-17	2017-18	2018-19	2019-20	Total
OCTA Revenue	\$ 14,732,013	\$ 6,264,119					\$ 20,996,132
SDC Circulation	5,902,000						5,902,000
Measure M	100,000						100,000
Contributions	4,904,783						4,904,783
AD 93-14	3,070,000						3,070,000
Local Funding	1,094,868						1,094,868
<b>Total</b>	<b>\$ 29,803,664*</b>	<b>\$ 6,264,119</b>					<b>\$ 36,067,783</b>

*\*Prior year funding has been expended for design, right of way and utility relocation. The total project cost is \$64 million and is funded by Orange County Transportation Authority.*

**O&M Costs:** No new operations and maintenance costs.

### Location:

#### Sand Canyon Avenue Grade Separation



# Capital Improvement Program

## Project Descriptions

**Title:** Culver/University Intersection Improvements #22

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Construction

**Description:** Acquisition of right-of-way to widen the intersection of Culver/University to provide dual northbound right-turn lanes, one additional northbound through lane, and one additional eastbound and southbound de-facto right turn lane.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions.

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
NITM	\$ 304,000	\$ 4,000,000				\$ 4,304,000
<b>Total</b>	<b>\$ 304,000</b>	<b>\$ 4,000,000</b>				<b>\$ 4,304,000</b>

### Operating Budget Impact:

Type	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Supplies & Services			\$ 450	\$ 450	\$ 450	\$ 1,350
<b>Total</b>			<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ 1,350</b>

### Location:

#### Culver/University Intersection Improvements



# Capital Improvement Program

## Project Descriptions

**Title:** IBC Sidewalk Improvements **#23**

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Construction

**Description:** Acquisition of right-of-way for new sidewalk projects within the Irvine Business Complex. Locations include Armstrong, DuBridge, Gates, Millikan, Noyes and Teller.

**Sustainable Feature:** Concrete mixes made from recycled materials are an option for inclusion into this project.

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
IBC Fees	\$ 485,000	\$ 1,900,600				\$ 2,385,600
<b>Total</b>	<b>\$ 485,000</b>	<b>\$ 1,900,600</b>				<b>\$ 2,385,600</b>

### O & M Costs:

Type	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Services & Supplies			\$ 5,600	\$ 5,600	\$ 5,600	\$ 16,800
<b>Total</b>			<b>\$ 5,600</b>	<b>\$ 5,600</b>	<b>\$ 5,600</b>	<b>\$ 16,800</b>

### Location:

#### IBC Sidewalk Improvements





# Capital Improvement Program

## Project Descriptions

**Title:** Jamboree/Barranca Intersection Improvements **#24**

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Construction

**Description:** Acquisition of right-of-way to widen the intersection of Jamboree/Barranca to provide a 5th northbound through lane on Jamboree and a 3rd eastbound through lane on Barranca consistent with the Irvine Business Complex Vision Plan.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions.

### Project Budget:

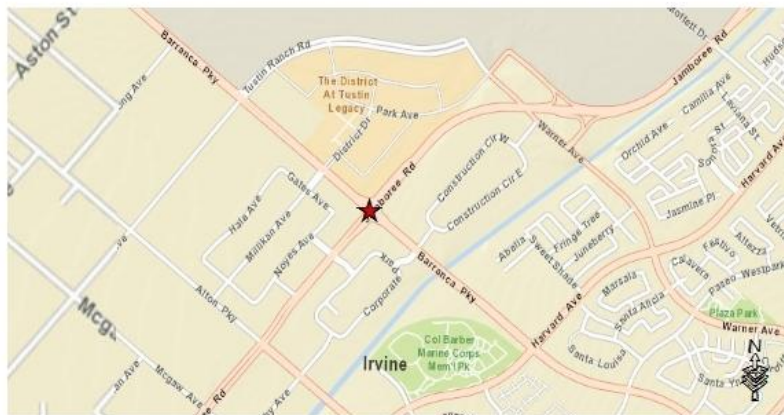
Funding Source(s)	Prior Yr(s) Funding	2015-16	2016-17	2017-18	2018-19	2019-20	Total
IBC Fees	\$ 538,477	\$ 499,096	\$ 3,294,000				\$ 4,961,573
M2-ICE	51,523	68,904					120,427
<b>Total</b>	<b>\$ 590,000</b>	<b>\$ 568,000</b>	<b>\$ 3,294,000</b>				<b>\$ 5,082,000</b>

### O & M Costs:

Type	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Service & Supplies			\$ 730	\$ 730	\$ 730	\$ 2,190
<b>Total</b>			<b>\$ 730</b>	<b>\$ 730</b>	<b>\$ 730</b>	<b>\$ 2,190</b>

### Location:

#### Jamboree/Barranca Intersection Improvements



# Capital Improvement Program

## Project Descriptions

**Title:** Kazan/Walnut Traffic Signal #25

**Category:** Circulation & Mobility

**Type:** Traffic Signal **Classification:** Construction

**Description:** Final design phase and acquisition of right-of-way for the construction of a new traffic signal at the intersection of Kazan and Walnut. This project location meets traffic signal warrants due to increased traffic volumes associated with City growth and enhances safety control measures.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions resulting in improved air quality and improved health.

### Project Budget:

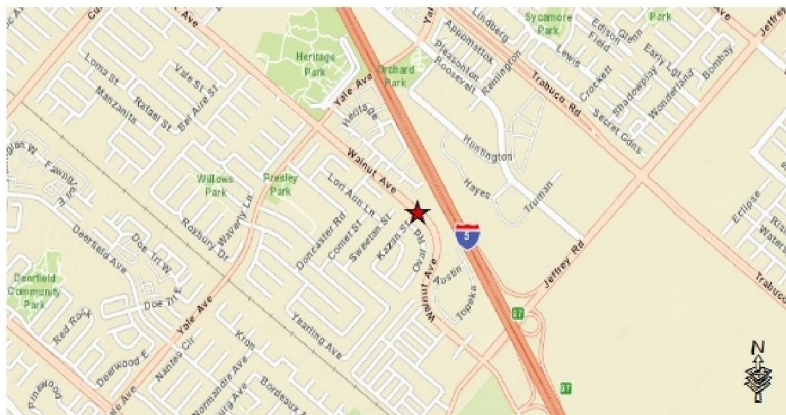
Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	Total
SDC Circulation	\$ 290,000	\$ 755,000				\$ 1,045,000
<b>Total</b>	<b>\$ 290,000</b>	<b>\$ 755,000</b>				<b>\$ 1,045,000</b>

### Operating Budget Impact:

Type	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Supplies & Services			\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
<b>Total</b>			<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 15,000</b>

### Location:

**Kazan/Walnut Traffic Signal**



# Capital Improvement Program

## Project Descriptions

**Title:** MacGaw/Armstrong Traffic Signal #26

**Category:** Circulation & Mobility

**Type:** Traffic Signals **Classification:** Construction

**Description:** Final design phase and acquisition of right-of-way for the construction of a new traffic signal at the intersection of McGaw and Armstrong. This project location meets traffic signal warrants due to increased traffic volumes associated with City growth and enhances safety control measures.

**Sustainable Feature:** Improves overall efficiency of the City's circulation system, thereby reducing mobile source emissions resulting in improved air quality and improved health.

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
SDC Circulation	\$ 180,000	\$ 752,000				\$ 932,000
<b>Total</b>	<b>\$ 180,000</b>	<b>\$ 752,000</b>				<b>\$ 932,000</b>

### Operating Budget Impact:

Type	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Supplies & Services			\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
<b>Total</b>			<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 15,000</b>

### Location:

#### McGaw/Armstrong Traffic Signal





# Capital Improvement Program

## Project Descriptions

**Title:** Civic Center Third Floor Server Room Upgrades #27

**Category:** Building & Facilities

**Type:** Facilities **Classification:** Rehabilitation

**Description:** Installation of fire suppression system and HVAC replacement at the Civic Center Third Floor Server Room.

**Sustainable Feature:** Design features to include high efficiency HVAC system and increased ventilation for improved indoor air quality.

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Civic Center	\$ 87,000					\$ 87,000
Rehab Reserve	85,500					\$ 85,500
<b>Total</b>	<b>\$ 172,500</b>					<b>\$ 172,500</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### Civic Center Third Floor Server Room Upgrades



# Capital Improvement Program

## Project Descriptions

**Title:** University Drive Widening (Campus to MacArthur) **#28**

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Construction

**Description:** Funding to initiate title searches, review legal descriptions and begin appraisal services for the construction of a third southbound and third northbound through lane. This project is needed to accommodate increased traffic volumes associated with the City's growth.

**Sustainable Feature:** Improves overall efficiency of the City's circulation system, thereby reducing mobile source emissions resulting in improved air quality and improved health.

### Project Budget:

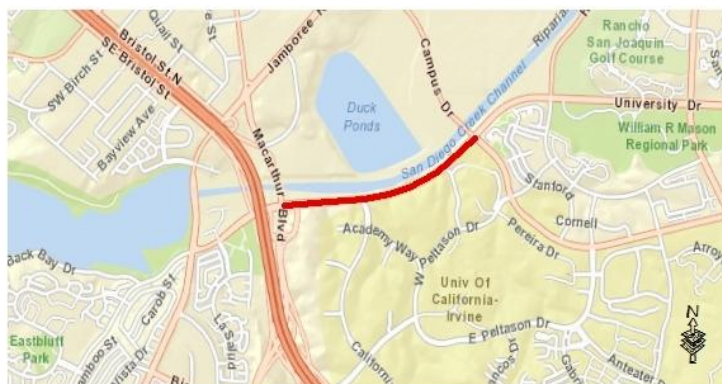
Funding Source(s)	Prior Yr(s) Funding	2015-16	2016-17	2017-18	2018-19	2019-20	Total
SDC Circulation	\$11,897,100	\$ 50,000	\$ 1,200,000		\$ 11,800,000		\$ 24,947,100
M2 - ACE	910,000						910,000
<b>Total</b>	<b>\$12,807,100</b>	<b>\$ 50,000</b>	<b>\$ 1,200,000</b>		<b>\$ 11,800,000</b>		<b>\$ 25,857,100</b>

### O & M Costs:

Type	2015-16	2016-17	2017-18	2018-19	2018-19	Total
Services & Supplies				\$ 5,670	\$ 5,670	\$ 11,340
<b>Total</b>				<b>\$ 5,670</b>	<b>\$ 5,670</b>	<b>\$ 11,340</b>

### Location:

#### University Drive Widening - Campus to MacArthur



# Capital Improvement Program

## Project Descriptions

**Title:** Harvard Avenue Roadway/Streetscape Rehabilitation **#29**

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Rehabilitation

**Description:** Pavement rehabilitation and removal and replacement of City parkway trees, curb and gutter and sidewalk to address damages from tree root intrusion on Harvard between Stanford and Columbia.

**Sustainable Feature:** Arterial rehabilitation will utilize miscellaneous base (recycled aggregate) and rubberized asphalt concrete (recycled tires).

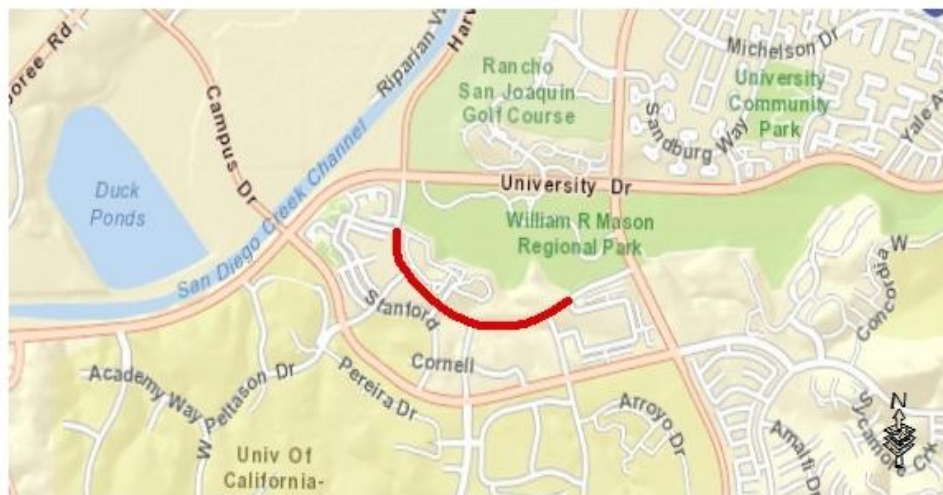
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Gas Tax	\$ 1,480,000					\$ 1,480,000
<b>Total</b>	<b>\$ 1,480,000</b>					<b>\$ 1,480,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:**

### Harvard Avenue Roadway/Streetscape Rehabilitation - Harvard between Stanford and Columbia



# Capital Improvement Program

## Project Descriptions

**Title:** Bikeway Wayfinding Signage & Parking **#30**

**Category:** Circulation & Mobility

**Type:** Bicycle Trails **Classification:** Construction

**Description:** Study and implement bikeway wayfinding signage and bicycle parking needs citywide to encourage alternative modes of transportation thereby reducing traffic congestion associated with continued City growth.

**Sustainable Feature:** Improves overall efficiency of the City's circulation system by removing vehicles from the roadways, thereby reducing mobile source emissions resulting in improved air quality and improved health.

### Project Budget:

Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	Total
SDC Non-Circulation	\$ 25,000	\$ 25,000				\$ 50,000
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>				<b>\$ 50,000</b>

**O&M Costs:** No new operations and maintenance costs.

**Location:** Citywide

## Capital Improvement Program Project Descriptions

<b>Title:</b>	<b>Jeffrey/Alton Intersection Improvements</b>	<b>#31</b>
<b>Category:</b>	Circulation & Mobility	
<b>Type:</b>	Streets & Drainage	<b>Classification:</b> Construction
<b>Description:</b>	Initiate final design phase to construct an additional 4th southbound through and de-facto right-turn lane.	
<b>Sustainable Feature:</b>	Improves overall efficiency of the City's circulation system, thereby reducing mobile source emissions.	

### Project Budget:

Funding Source(s)	Prior Yr(s) Funding	2015-16	2016-17	2017-18	2018-19	2019-20	Total
NITM	\$ 194,307	\$ 312,000	\$ 66,371	\$ 1,689,376			\$ 2,262,054
<b>Total</b>	<b>\$ 194,307</b>	<b>\$ 312,000</b>	<b>\$ 66,371</b>	<b>\$ 1,689,376</b>			<b>\$ 2,262,054</b>

### O & M Costs:

Type	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Services & Supplies				\$ 550	\$ 550	\$ 1,100
<b>Total</b>				<b>\$ 550</b>	<b>\$ 550</b>	<b>\$ 1,100</b>

**Location:**

## Jeffrey/Alton Intersection Improvements





# Capital Improvement Program

## Project Descriptions

**Title:** Jeffrey/Irvine Center Drive Intersection Improvements **#32**

**Category:** Circulation & Mobility

**Type:** Streets & Drainage **Classification:** Construction

**Description:** Initiate preliminary engineering phase to construct an additional 4th westbound and 4th northbound through lane, an additional 3rd southbound left-turn lane and convert the southbound right-turn lane to a 4th through lane.

**Sustainable Feature:** Improves the overall efficiency of the City's circulation system, thereby reducing mobile source emissions.

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
NITM	\$ 377,000	\$ 565,000	\$ 7,170,000	\$ 5,088,000		\$ 13,200,000
<b>Total</b>	<b>\$ 377,000</b>	<b>\$ 565,000</b>	<b>\$ 7,170,000</b>	<b>\$ 5,088,000</b>		<b>\$ 13,200,000</b>

### O & M Costs:

Type	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Services & Supplies					\$ 1,650	\$ 1,650
<b>Total</b>					<b>\$ 1,650</b>	<b>\$ 1,650</b>

### Location:

**Jeffrey/ICD Intersection Improvements**



# Capital Improvement Program

## Project Descriptions

**Title:** ADA Facility Improvements **#33**

**Category:** Building & Facilities

**Type:** Facilities **Classification:** Rehabilitation

**Description:** Provide various ADA improvements requiring design and reconstruction to non-compliant areas at the Animal Care Center, OSF and other areas as deemed necessary, per the facility condition assessment, to accommodate increased demand for these facilities due to City growth.

**Sustainable Feature:** Not Applicable

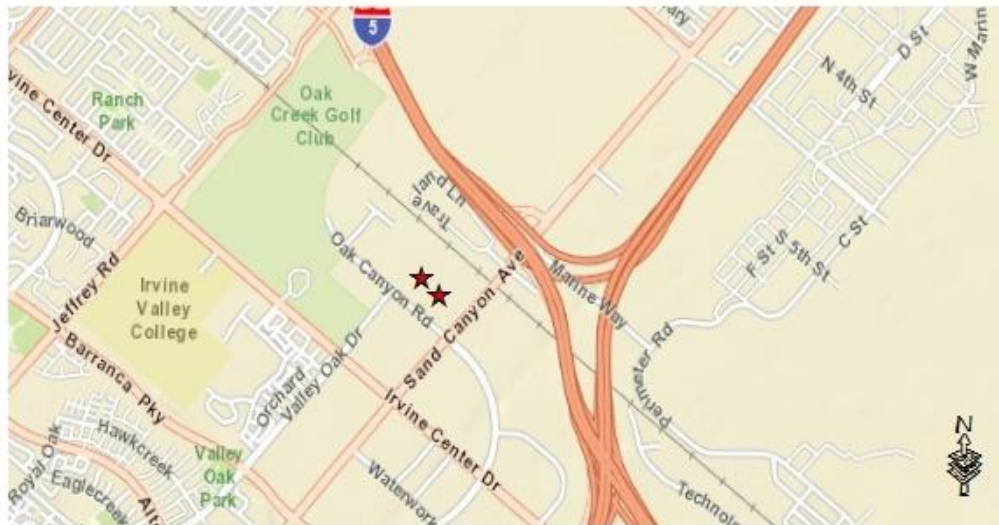
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
SDC Non-Circulation	\$ 620,000	\$ 200,000	\$ 200,000	\$ 920,000	\$ 200,000	\$ 2,140,000
<b>Total</b>	<b>\$ 620,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 920,000</b>	<b>\$ 200,000</b>	<b>\$ 2,140,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:**

### ADA Facility Improvements - Animal Care Center and OSF





# Capital Improvement Program

## Project Descriptions

**Title:** Athletic Court Resurfacing **#34**

**Category:** Parks & Open Space

**Type:** Parks **Classification:** Rehabilitation

**Description:** Athletic court hardscape resurfacing and top finishing at nine (9) park facilities including Canyon, Heritage, Meadowood, Racquet Club, San Marco, Turtle Rock, University, Valley Oak, Willows and other locations deemed necessary.

**Sustainable Feature:** Not Applicable

**Project Budget:**

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 230,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 630,000
<b>Total</b>	<b>\$ 230,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 630,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:**

**Athletic Court Resurfacing - Canyon, Heritage, Meadowood, Racquet Club, San Marco, Turtle Rock, University, Valley Oak and Willows**



# Capital Improvement Program

## Project Descriptions

**Title:** Exterior Wood Siding Replacement & Exterior Painting #35

**Category:** Building & Facilities

**Type:** Facilities **Classification:** Rehabilitation

**Description:** Replacement and installation of exterior building wood siding with durable composite panels, including fixture painting and finishing, for Harvard Community Park Building, University Community Park, Deerfield Community Park and other locations deemed necessary.

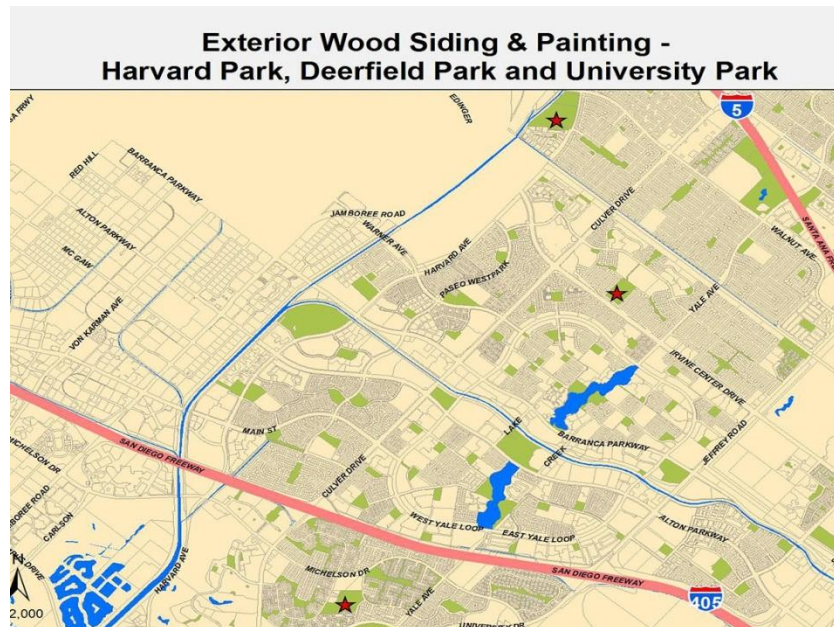
**Sustainable Feature:** This project is designed to improve energy efficiencies by increasing the insulation of the exterior walls.

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 200,000	\$ 230,000	\$ 250,000	\$ 100,000	\$ 350,000	\$ 1,130,000
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 230,000</b>	<b>\$ 250,000</b>	<b>\$ 100,000</b>	<b>\$ 350,000</b>	<b>\$ 1,130,000</b>

**O&M Costs:** No new operations and maintenance costs.

### Location:



# Capital Improvement Program

## Project Descriptions

**Title:** Fencing Replacements **#36**

**Category:** Building & Facilities

**Type:** Facilities **Classification:** Rehabilitation

**Description:** Citywide efforts to rehabilitate and replace fencing including gates, screens, footings and necessary hardware at Alton Community Park Baseball Fields, Harvard Community Park Baseball Fields, Operations Support Facility, Turtle Rock Community Park, and other locations deemed necessary.

**Sustainable Feature:** Not Applicable

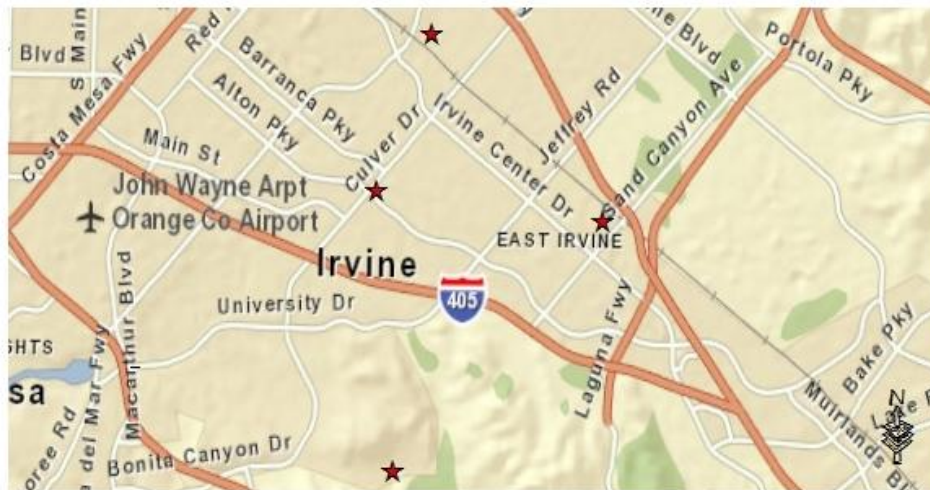
**Project Budget:**

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 200,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 50,000	\$ 340,000
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 50,000</b>	<b>\$ 340,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:**

**Fencing Replacements - Alton Community Park,  
Harvard Community Park, OSF and Turtle Rock Community Park**





# Capital Improvement Program

## Project Descriptions

**Title:** HVAC & Refrigeration Replacements **#37**

**Category:** Building & Facilities

**Type:** Facilities **Classification:** Rehabilitation

**Description:** Rehabilitate and replace HVAC and refrigeration units at the OSF buildings, Civic Center, and other locations deemed necessary. Rehabilitation work includes replacement of HVAC and refrigeration package units and/or components, any associated necessary remediation/cleaning, and replacement/installation of ducting and insulation.

**Sustainable Feature:** This project will include high efficiency HVAC units and improve indoor air quality.

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 373,000	\$ 900,000	\$ 445,000	\$ 740,000	\$ 500,000	\$ 2,958,000
Civic Center	177,000					177,000
<b>Total</b>	<b>\$ 550,000</b>	<b>\$ 900,000</b>	<b>\$ 445,000</b>	<b>\$ 740,000</b>	<b>\$ 500,000</b>	<b>\$ 3,135,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### HVAC & Refrigeration Replacements - OSF and Civic Center



# Capital Improvement Program

## Project Descriptions

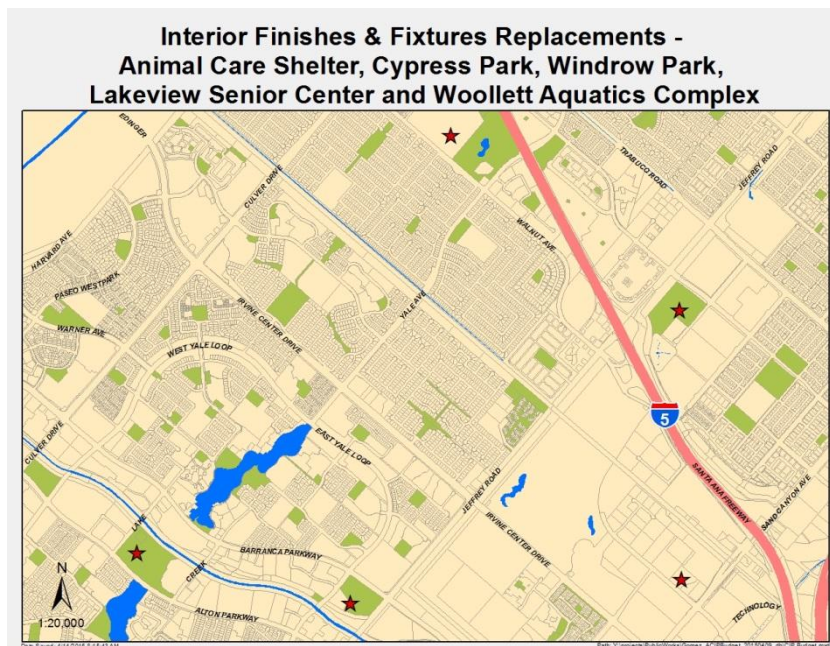
<b>Title:</b>	<b>Interior Finishes &amp; Fixtures Replacements</b>	<b>#38</b>
<b>Category:</b>	Building & Facilities	
<b>Type:</b>	Facilities	<b>Classification:</b> Rehabilitation
<b>Description:</b>	Replacement of carpeting, cabinets, countertops, appliances, light fixtures, doors and hardware, blinds and other interior finishes at the Animal Care buildings, Cypress Community Park, Windrow Park, Woollette Aquatics Complex, Lakeview Senior Center and other locations deemed necessary.	
<b>Sustainable Feature:</b>	Replace with energy efficient appliances and recycled carpeting material where applicable.	

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 500,000	\$ 250,000	\$ 290,000	\$ 250,000	\$ 350,000	\$ 1,640,000
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 250,000</b>	<b>\$ 290,000</b>	<b>\$ 250,000</b>	<b>\$ 350,000</b>	<b>\$ 1,640,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:**



# Capital Improvement Program

## Project Descriptions

**Title:** Light Pole Replacements **#39**

**Category:** Building & Facilities

**Type:** Facilities **Classification:** Rehabilitation

**Description:** Citywide efforts to maintain and replace light poles, fixtures and footings, if necessary, at Bill Barber Park, Harvard Park and at the Irvine Station. In addition, ultrasonic testing will be performed at various locations.

**Sustainable Feature:** This project is designated to replace aging light poles and retrofit lights with energy efficient models.

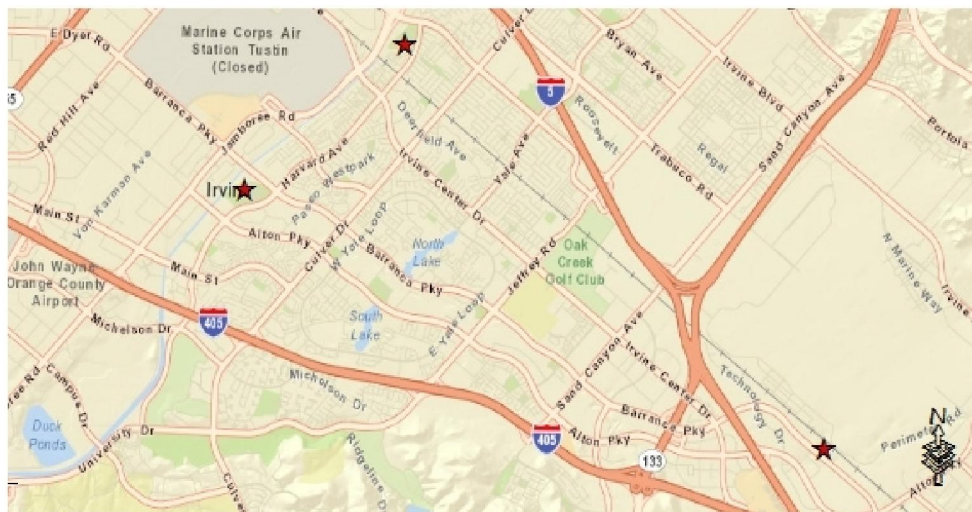
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 250,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 450,000
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 450,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

### Light Pole Replacements - Bill Barber Park, Harvard Park and Irvine Station





# Capital Improvement Program

## Project Descriptions

**Title:** Playground Safety Surfacing Rehabilitation **#40**

**Category:** Parks & Open Space

**Type:** Parks **Classification:** Rehabilitation

**Description:** Installation of playground safety surface to comply with ADA and State park safety standards to accommodate growth and usage of existing playgrounds at Presley Park, San Leandro Park, Settlers Park, Stonegate Park and other locations as deemed necessary.

**Sustainable Feature:** This project is designed to use recycled rubber safety surfacing material.

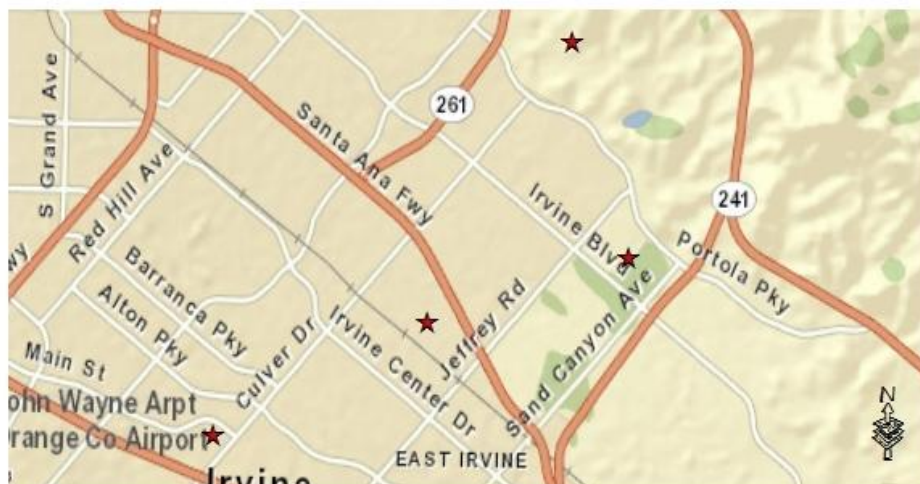
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
SDC Fees - Non Circulation	\$ 160,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 360,000
<b>Total</b>	<b>\$ 160,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 360,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

**Playground Safety Surfacing Rehabilitation for ADA and Safety Compliance - San Leandro Park, Presley Park, Settlers Park and Stonegate Park**





# Capital Improvement Program

## Project Descriptions

**Title:** Roof Replacements #41

**Category:** Building & Facilities

**Type:** Facilities **Classification:** Rehabilitation

**Description:** Replace roofs at Deerfield Park Community Center and Northwood Park Restroom Building that have exceeded their functional life cycle. Work may include remediation, replacement of roofing materials, structural and non-structural building components.

**Sustainable Feature:** Not Applicable

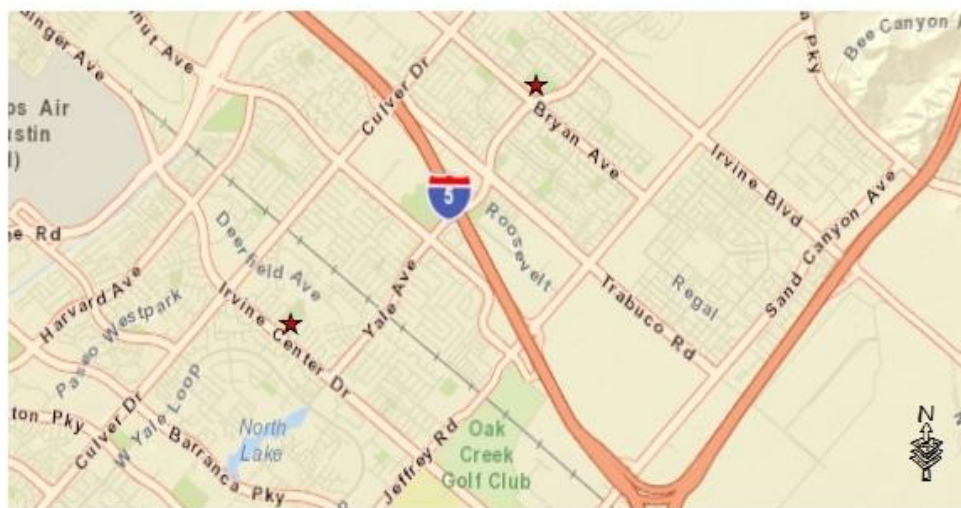
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 155,000	\$ 625,000	\$ 360,000	\$ 400,000	\$ 300,000	\$ 1,840,000
<b>Total</b>	<b>\$ 155,000</b>	<b>\$ 625,000</b>	<b>\$ 360,000</b>	<b>\$ 400,000</b>	<b>\$ 300,000</b>	<b>\$ 1,840,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:**

### Roof Replacements - Deerfield Park and Northwood Park Restroom Building



# Capital Improvement Program

## Project Descriptions

**Title:** Shade Structure Replacement #42

**Category:** Building & Facilities

**Type:** Facilities **Classification:** Rehabilitation

**Description:** Replace a shade structure at Deerfield Community Park that has exceeded its functional life cycle. Work may include replacement of the footings, wood structure and adjacent hardscape.

**Sustainable Feature:** Not Applicable

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Rehab Reserve	\$ 55,000					\$ 55,000
<b>Total</b>	<b>\$ 55,000</b>					<b>\$ 55,000</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### Shade Structure Replacement - Deerfield Community Park



# Capital Improvement Program

## Project Descriptions

**Title:** Turtle Rock Community Park Center & Nature Center Upgrades **#43**

**Category:** Building & Facilities

**Type:** Parks **Classification:** Rehabilitation

**Description:** Work to include exterior painted wood siding and finishing, kitchen rehabilitation and other interior finishes at both Turtle Rock Community Park Center and Nature Center.

**Sustainable Feature:** This project may include replacement of carpeting with recycled content and application of low emitting paints, sealants and coatings.

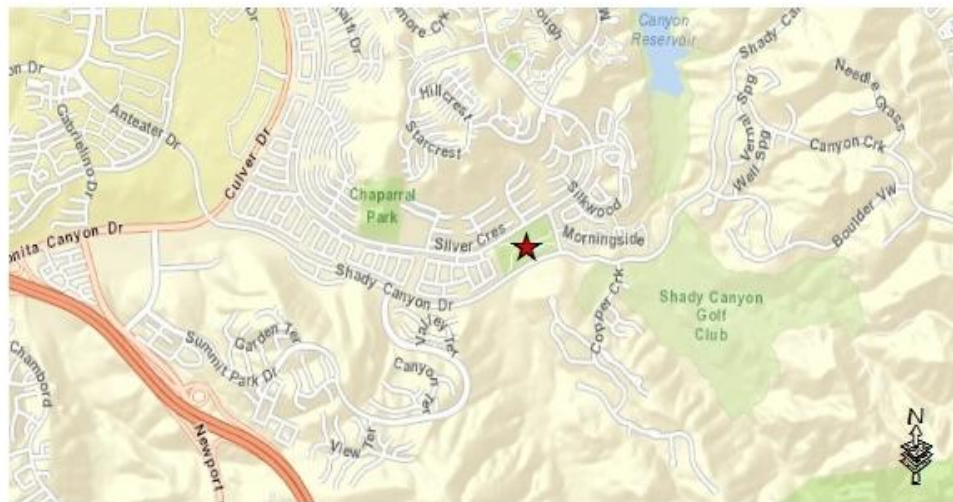
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Housing Parks Grant	\$ 308,500					\$ 308,500
<b>Total</b>	<b>\$ 308,500</b>					<b>\$ 308,500</b>

**O & M Costs:** No new operations and maintenance costs.

### Location:

#### Turtle Rock Community Park and Nature Center



# Capital Improvement Program

## Project Descriptions

**Title:** Basin Slope Repair & Inlet/Outlet Pipe Structure Retaining Wall #44

**Category:** Great Park

**Type:** Great Park Development **Classification:** Rehabilitation

**Description:** Repair basin 1 slope slippage and construct retaining wall around pond 1 outlet to pond 2 to prevent clogging of pipe structures.

**Sustainable Feature:** Concrete mixes made from recycled materials are an option for inclusion into this project.

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Local Park Fees	\$ 160,000					\$ 160,000
<b>Total</b>	<b>\$ 160,000</b>					<b>\$ 160,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:** Great Park



# Capital Improvement Program

## Project Descriptions

**Title:** C Street & 8th Street Improvements #45

**Category:** Great Park

**Type:** Great Park Development **Classification:** Construction

**Description:** Final design and construction of C Street and 8th Street including final design and construction of utility infrastructure.

**Sustainable Feature:** Concrete mixes made from recycled materials are an option for inclusion into this project.

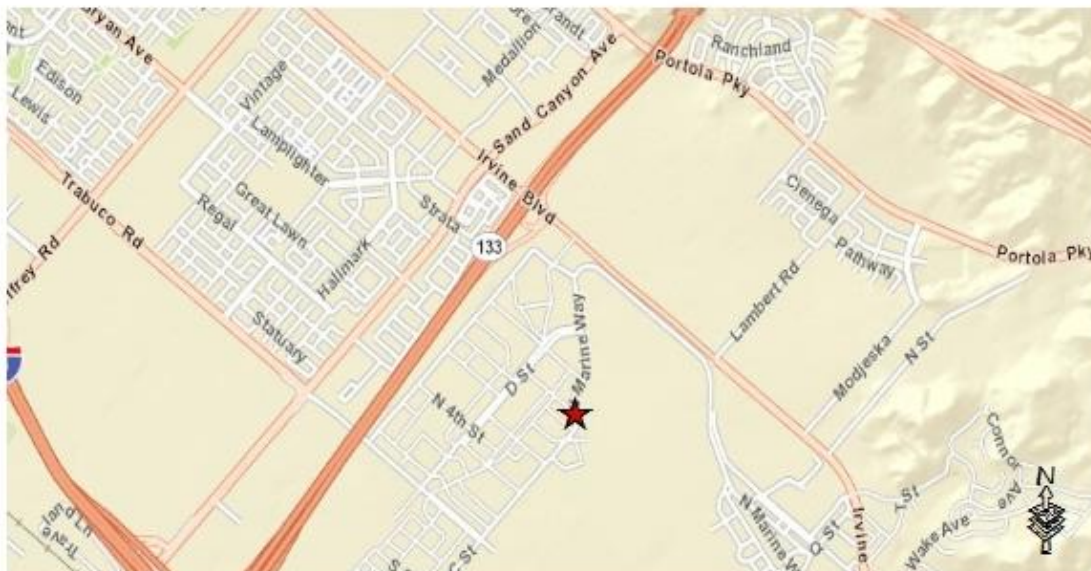
### Project Budget:

Funding Source(s)	2014-15	2015-16	2016-17	2017-18	2018-19	Total
Local Park Fees	\$ 9,075,000					\$ 9,075,000
<b>Total</b>	<b>\$ 9,075,000</b>					<b>\$ 9,075,000</b>

**O & M Costs:** To Be Determined

**Location:**

### C Street & 8th Street Improvements - Great Park



# Capital Improvement Program

## Project Descriptions

**Title:** Operations Trailer Relocation **#46**

**Category:** Great Park

**Type:** Great Park Development **Classification:** Construction

**Description:** Design of the relocation of the Great Park Operations trailer to an area adjacent to the current Development Office trailer. Existing Operations storage to be relocated to a nearby former military facility building.

**Sustainable Feature:** Not Applicable

**Project Budget:**

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Local Park Fees	\$ 255,000					\$ 255,000
<b>Total</b>	<b>\$ 255,000</b>					<b>\$ 255,000</b>

**O & M Costs:** To Be Determined

**Location:** To Be Determined

# Capital Improvement Program

## Project Descriptions

**Title:** Site Utility Infrastructure #47

**Category:** Great Park

**Type:** Great Park Development **Classification:** Construction

**Description:** Modification of the utility and water quality infrastructure to enable the addition, relocation and reconnection of various utility lines and services to new backbone infrastructure.

**Sustainable Feature:** Not Applicable

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Local Park Fees	\$ 1,850,000					\$ 1,850,000
<b>Total</b>	<b>\$ 1,850,000</b>					<b>\$ 1,850,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:** To Be Determined



# Capital Improvement Program

## Project Descriptions

**Title:** Ridge Valley/Marine Way Landscape Edge #48

**Category:** Great Park

**Type:** Great Park Development **Classification:** Construction

**Description:** Design of landscape and hardscape improvement along a portion of Ridge Valley and Marine Way.

**Sustainable Feature:** Sustainable features related to street landscaping improvements that include: use of reclaimed water, high efficiency irrigation controllers that adjust to weather conditions; and California friendly plants that require less water. These improvements save energy and natural resources.

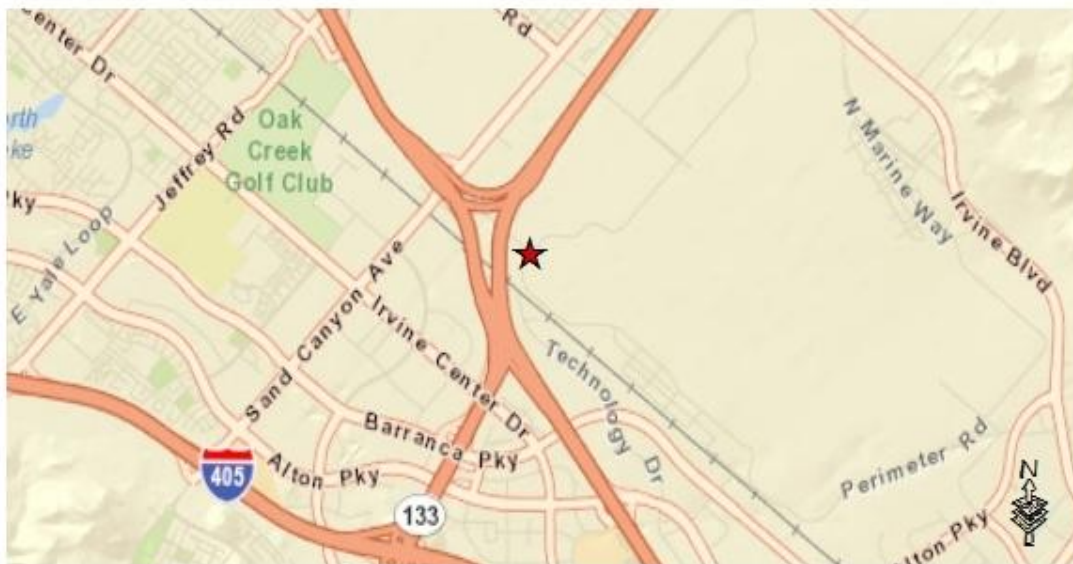
### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Local Park Fees	\$ 750,000					\$ 750,000
<b>Total</b>	<b>\$ 750,000</b>					<b>\$ 750,000</b>

**O & M Costs:** To Be Determined

### Location:

#### Ridge Valley/Marine Way Landscape Edge



# Capital Improvement Program

## Project Descriptions

**Title:** Great Park Environmental Remediation - Phase II **#50**

**Category:** Great Park

**Type:** Great Park Development **Classification:** Construction

**Description:** Environmental remediation work required to remediate unknown sites encountered on City owned or leased property during Heritage Fields development of the 688 acre park plan.

**Sustainable Feature:** Not Applicable

### Project Budget:

Funding Source (s)	Prior Yr(s) Funding	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Great Park - Developers	\$ 2,000,000	\$ 2,000,000					\$ 4,000,000
<b>Total</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>					<b>\$ 4,000,000</b>

**O&M Costs:** No new operations and maintenance costs.

**Location:** To Be Determined

# Capital Improvement Program

## Project Descriptions

**Title:** Orchard Neighborhood Park Dog Run **#51**

**Category:** Parks & Open Space

**Type:** Parks **Classification:** Construction

**Description:** Complete design engineering and construction of dog run in Orchard Neighborhood Park, including grading; resurfacing; water quality compliance; installation of complete site fence enclosure, walkways, benches, trash receptacles, dog drinking fountains, play/exercise equipment and signage.

**Sustainable Feature:** Not Applicable

### Project Budget:

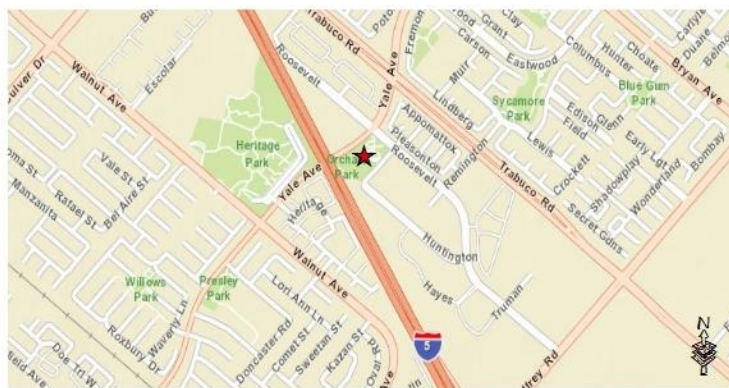
Funding Source(s)	Prior Year(s) Funding	2015-16	2016-17	2017-18	2018-19	2019-20	Total
SDC Non-Circulation	\$ 300,000	\$ 987,500					\$ 1,287,500
<b>Total</b>	<b>\$ 300,000</b>	<b>\$ 987,500</b>					<b>\$ 1,287,500</b>

### O & M Costs:

Type	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Services & Supplies				\$ 25,000	\$ 25,000	\$ 50,000
<b>Total</b>				<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 50,000</b>

### Location:

**Orchard Neighborhood Park Dog Run**



# Capital Improvement Program

## Project Descriptions

**Title:** Great Park Restroom Relocation **#52**

**Category:** Great Park

**Type:** Great Park Development **Classification:** Construction

**Description:** Relocation of the portable restroom at the Great Park North Lawn to a location that accommodates the abandonment of an active sewer line that impacts the 688 sports park development.

**Sustainable Feature:** Not Applicable

### Project Budget:

Funding Source(s)	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Local Park Fees	\$ 100,000					\$ 100,000
<b>Total</b>	<b>\$ 100,000</b>					<b>\$ 100,000</b>

**O & M Costs:** No new operations and maintenance costs.

**Location:** To Be Determined

# **Capital Improvement Program**

## **Project Descriptions**

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# Strategic Business Plan Summary

## Strategic Business Plan

Irvine's Strategic Business Plan (SBP) was created in 1994 to help the City Council assess the impact of policy decisions on the City's future quality of life. The SBP evaluates the City's financial capability to achieve its goals; helps set priorities for City operations and the annual budget; and guides the City's capital improvement and rehabilitation program.

The SBP establishes the foundation and framework for guiding policy and financial management decisions. This long-term perspective integrates strategic planning and budgeting in order to forecast and actively communicate challenges and opportunities before they arise.

The City Council's goals are predicated on the understanding that investments of financial, physical and staff resources today ensure the community's quality of life is preserved and enhanced in the future.

Reflecting current economic conditions and expectations, as well as existing service levels and policies; the SBP, in collaboration with the budget development process, provides an early warning of potential budget challenges from a long-term perspective. The SBP provides short and long-term operating budget outlooks for General Fund revenues and expenditures. The purpose of the operating forecast is to identify long-term financial trends, opportunities and imbalances so they can be proactively addressed.

It is important to note, the SBP projects five years into the future based on the fiscal year 2015-16 budget and existing budgetary relationships, while the budget is based on an itemized analysis of supply, contract and staffing needs required to meet established service standards and City Council priorities. As a result, the SBP provides a big picture, long-term outlook and the budget a detailed, short-term plan. The SBP also presents the five-year Capital Improvement Program (CIP), the City's investment plan for infrastructure, which guides staff in pursuing funding for future projects.

In response to the national and global economy, the SBP has focused on strategic allocation of limited resources as the City maintains its traditionally high level of service to the community. The City Council, in the last few years, has emphasized the importance of rebuilding the City's contingency reserves and paying down the unfunded pension liability.

This year's SBP depicts a City experiencing growth in a thriving economy. The City Council established a Strategic Priority of increasing the Contingency Reserve Fund to the 20 percent level at the close-out of FY 2014-15. Without additional contributions, the City anticipates having a Contingency Reserve Fund balance of \$30.6 million next year, which equates to 17.7 percent of the City's adopted budget as a buttress for future unexpected events and future economic uncertainty. The City Council will have the opportunity to dedicate additional funds to reserves, in the context of the FY 2014-15 year-end close-out, to meet the 20 percent goal.

## Strategic Priorities

An important component of the City's long-term planning efforts is the identification of strategic priorities, both programmatic and infrastructure related, to guide the General Fund outlook. Priorities, and the funding available to achieve them, change over time given evolving

# Strategic Business Plan Summary

community needs, and through the leadership of the City Council. While it is not an exhaustive list of initiatives, it provides important examples of a diverse set of strategic priorities.

Strategic Priorities include:

- Maintain essential services, including public safety, school support, community aesthetics, infrastructure, and human service programs;
  - Status: Accomplished
- Increase the City's contingency reserve fund balance to 20 percent of General Fund adopted budget operating appropriations (by the close-out of FY 2014-15);
  - Status: In progress
- Fund infrastructure rehabilitation;
  - Status: \$2.5 million earmarked in the FY 2015-16 Proposed Budget
- Hire additional police officers to maintain the City's high quality police services as the City grows;
  - Status: Accomplished/Earmarked in the forecast
- Develop parks, including Trabuco Community Park & Senior Center, Orchard Neighborhood Park Dog Run and Quail Hill Community Park;
  - Status: Parks and Facilities Master Plan in progress /Earmarked in the forecast
- Recruit and retain high quality employees;
  - Status: Ongoing
- Replace the existing countywide 800 MHz radio system in cooperation with the County of Orange (ongoing through 2018);
  - Status: In progress/Funding earmarked in the forecast
- Develop new operational facilities to accommodate population, program and infrastructure growth.
  - Status: Anticipated need
- Enhance citywide mobility; and
  - Status: Comprehensive traffic management study in progress
- Retire the City's unfunded pension liability
  - Status: Accelerated Pension Pay-down Plan adopted in 2013/Plan is ahead of schedule



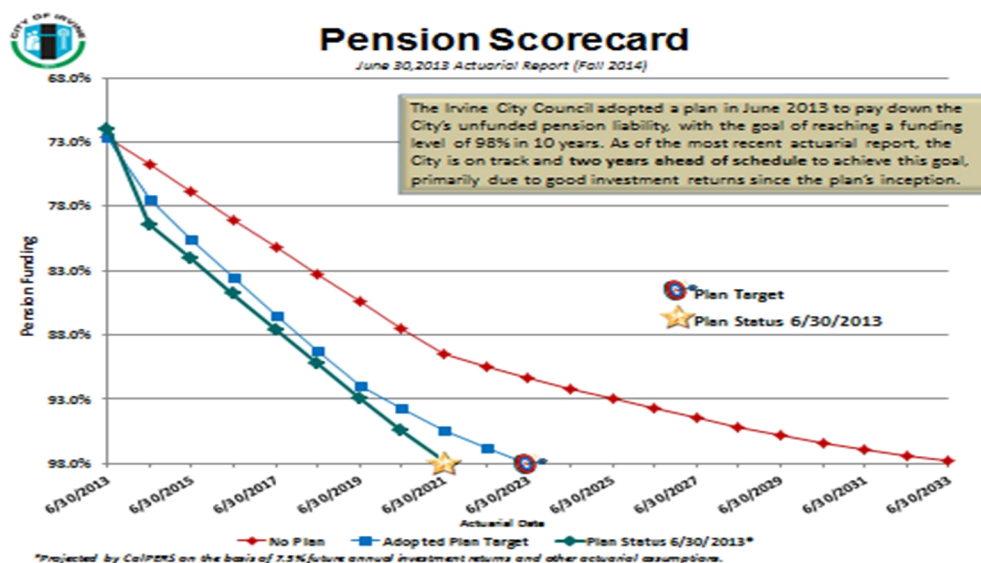
# Strategic Business Plan Summary

## Pension Plan

The City participates in the California Public Employees Retirement System (CalPERS) to provide retirement and other benefits to its employees. Detailed information on the City's plans with CalPERS can be found in the City's Comprehensive Annual Financial Report<sup>1</sup> and annual Actuarial Valuation Reports<sup>2</sup> prepared by CalPERS. These reports include information on required contributions, assets, liabilities and rates, methods and assumptions, as well as a risk analysis for the City's plans. Risks for the plans include potential differences in rates of termination, retirement, mortality, salary growth and investment returns compared to plan assumptions. Differences between actual experience and plan assumptions can increase the City's unfunded liability; a risk analysis section is provided within the Actuarial Valuation Reports showing the volatility of the City's annual funding rates, the impact of varying investment return scenarios on the City's future rates and an analysis of the impact of a change in the plan's discount rate on the City's future rates and liabilities.

To address its unfunded pension liability, the City of Irvine implemented a lower tier of retirement benefits for newly hired non-sworn personnel. Subsequently the California Legislature implemented the Public Employees' Pension Reform Act (PEPRA) that further lowers retirement formulas for all new members. CalPERS has also implemented a new rate structure to ensure the plans are fully funded within a 30-year period and has adjusted its mortality assumptions to reflect continuing improvements in longevity.

In June 2013 the Irvine City Council adopted a ten-year plan to reduce its unfunded pension liability. The goal to attain a funding level of 98% within ten-years utilizes funds from the City's Asset Management Plan (AMP) to make accelerated funding payments. This plan leverages the City's AMP funding, earning less than one percent per year, to reduce its unfunded pension liability growing at 7.5 percent per year. The accompanying Pension Scorecard graphic was presented to the City Council in November 2014 as a component of the City's first annual report on its pension funding status. The graph shows the City is expected to achieve its 98% plan funding goal in eight years, or two years earlier than originally projected. If future investment returns are less than 7.5 percent, or if there are other actuarial changes affecting the plan's funding level, then the number of years required to achieve the funding goal may increase.



# Strategic Business Plan Summary

One of the elements of the City Council adopted plan calls for the City to capture rate savings in the annual budget to repay the AMP over time. The City anticipates realizing the effect of extra payments made in decreasing its unfunded liability and a decrease in employer contribution rate beginning this fiscal year. Additional prepayments may be made in future years subject to evaluation and discretion of the City Council. Further information regarding the Accelerated Pension Liability Pay-down Plan can be found in the Budget-Financial Policies Chapter.

Based on the plan as adopted by the City Council and utilizing the most recent actuarial valuation, the table below summarizes the reduced projected payments to CalPERS for normal cost, unfunded liability contributions, and the annual savings realized from making those accelerated payments. There are a number of assumption and projections of the plan and they will be revisited each year; course adjustments can be made, as necessary, by the City Council.

## Projected Savings from Pension Pay-down Plan

CalPERS Projected Retirement Costs	2015-16B	2016-17F	2017-18F	2018-19F	2019-20F	2020-21F
Normal Cost	\$ 9,477,777	\$ 10,412,810	\$ 10,725,194	\$ 11,058,645	\$ 11,378,358	\$ 11,732,116
Unfunded Liability Contribution	\$ 11,232,905	\$ 12,272,764	\$ 13,333,889	\$ 14,459,333	\$ 15,646,325	\$ 16,179,027
Total Projected Retirement Costs	\$ 20,710,682	\$ 22,685,573	\$ 24,059,083	\$ 25,517,977	\$ 27,024,683	\$ 27,911,143
Pay-down Plan Savings	\$ 212,478	\$ 429,904	\$ 753,656	\$ 1,180,719	\$ 1,716,991	\$ 2,132,380

<sup>1</sup> City of Irvine Comprehensive Annual Financial Report, <http://intranet/news/displaynews.asp?NewsID=202&TargetID=1>

<sup>2</sup> CalPERS, Public Agency Actuarial Valuations, <https://www.calpers.ca.gov/index.jsp?bc=/about/forms-pubs/calpers-reports/actuarial-reports/browse-results.xml&strCatId=2&q=irvine-city>

# Strategic Business Plan Summary

## New Facilities

Over the course of the last several years, the City Council has discussed the potential for new facilities to accommodate future growth including a Library, Public Safety headquarters, Operations Support Facility expansion, Animal Care Center and dog parks. As the City prepares for the future it seeks to identify sources of funding to implement these policy priorities. One source of potential funding is rebates from the Orange County Fire Authority (OCFA) to address funding inequities for fire services provided to the City. Pending the outcome of the Validation Action lawsuit, the City could receive an estimated \$174 million or more of unrestricted revenue.

In addition to the OCFA agreement, General Fund contributions from year-end fund balance exist as another funding source. Over the past ten years, the City has averaged a General Fund balance of \$7.6 million that can be appropriated for City Council priority projects. An opportunity exists for City Council to allocate these funds to priority projects.

## Five-Year Fiscal Outlook

The Five-Year General Fund Outlook (Table 1) provides a framework for communicating the City's fiscal priorities and outlining the City's revenue and expenditure trends. The outlook, based on the City's FY 2015-16 budget, reflects the current economic conditions, trends, and assumptions anticipated.

Sales and property tax projections were developed with the City's sales and property tax consultant, HdL Companies, in collaboration with Beacon Economics. Input from outside experts, institutional economic forecasts, and the City's departments were also incorporated into the forecast.

The City, and most economic experts, anticipate a continued economic recovery reflected in modest growth in tax revenues. Over the forecast period, City operating revenues are anticipated to grow by an annual average of 5 percent. While moderate revenue growth is expected, the currently recovery along with job growth and higher incomes, improvements in the housing market and business travel all point to stronger consumer spending over the next few years. The residential real estate market continues to improve with 18,000 new construction homes projected over the next five years, adding approximately 39,000 new residents. Irvine hotels have seen improvements as business and leisure travel rebound fueled by historically high occupancy rates and the opening of five new hotels over the five-year forecast period.

Expenditures are projected to increase an average of 4.4 percent over the five-year forecast. The projected increase in expenditures is largely driven by staffing and operations of new park facilities; new Police, Community Services staff, retirement and health benefit costs; continued support to local schools; and growth in Irvine's population accompanied by increased demand for City services and a need for additional investments in infrastructure.

Given the myriad assumptions within the analysis, the outlook initially projects shortfalls of less than 0.3 percent in FY 2016-17 and FY 2017-18. The remainder of the years project surpluses. Over the five-year forecast period the General Fund balance reserve of 20 percent is maintained and infrastructure rehabilitation is funded. The City will monitor its progress and make corresponding adjustments as necessary.

# Strategic Business Plan Summary

With the accomplishment of its immediate goals, the City is cautiously optimistic about prospects of new growth and is working on multiple fronts to proactively plan from a long-term perspective.

The City will continue striving to enhance its economic development efforts, thereby increasing its tax and employment base for long-term stability; increasing operating efficiencies and cost effectiveness; maintaining traditions of careful fiscal management; and further developing financial capacity for the maintenance and construction of capital infrastructure investments.

## Summary of SBP Five-Year General Fund Projection

Summary Forecast	2015-16B	2016-17F	2017-18F	2018-19F	2019-20F	2020-21F
Total Resources	172,829,814	181,274,075	190,343,954	199,778,514	209,620,172	219,354,418
Total Expenses	172,816,446	181,578,772	190,900,769	198,938,444	208,193,543	214,725,755
Forecast Balance	13,368	(304,697)	(556,815)	840,070	1,426,630	4,628,662

# Strategic Business Plan Summary

## Assumptions

In any given fiscal year, the level of resources, expenditures and year-end positive balances are the result of countless variables, including the global, national and state economies; legislative mandates; tax policy; the state's financial and budget circumstances; changing land use or building patterns; and City Council priorities. To the extent these factors vary from the outlook's assumptions, outcomes will also vary. The City carefully monitors these factors and adjusts its operational and budget strategies accordingly.

The SBP's fiscal forecast includes the following key assumptions:

### General

- No tax or fee increases
- Continued provision of Irvine's traditionally high level of services to the community
- Sales and property tax estimates are projected in collaboration with the City's sales and property tax advisors
- CPI Inflation assumptions for Contracts and Supplies averages 2.4 percent
- No debt service payments for new facilities are included
- Continuation of direct financial support to Irvine and Tustin Unified School Districts, originally instituted under Measure BB
- Frank R. Bowerman Landfill in-county host-fee revenues, averaging \$1.8 million annually over the forecast period; Waste Disposal Agreement amendment out-of-county host fee revenues, averaging \$0.6 million annually over a four-year period beginning FY 2016-17
- Strategic Priorities are incorporated in the General Fund forecast, including hiring additional sworn police officers, developing and staffing new park facilities associated with increasing development, funding infrastructure rehabilitation and maintaining contingency reserves at the 20 percent target level

### Land Use

- Citywide Land Use Database Forecast is used for development projections
- Costs associated with the Orange County Great Park are not included, as it is accounted for outside the General Fund
- Acquisition and timing of open space is based on the General Plan Open Space Element Implementation Action Program and is a function of development for the 18 Implementation Districts
- Adopted General Plan factors are used to forecast population per dwelling unit and employees per 1,000 square feet of non-residential development
- Developers of residential subdivisions are required to dedicate park land, or pay fees in lieu of dedication, at the rate of five acres per 1,000 individuals added to the City's population
- 1,000 square feet of civic facilities will be developed or acquired for every park acre accepted by the City

### Staffing

- Changes to agreements with the City's employee associations incorporated only after approved
- Retirement rate contributions are based on California Public Employees' Retirement System (CalPERS) actuarial valuation and estimates of future contributions
- Long-term salary growth is projected at 3 percent

## Strategic Business Plan Summary

- Health care costs are projected on the basis of long-term medical cost estimates prepared by the City's insurance broker
- Continuous evaluation of the organizational structure to ensure the City realizes the most efficient staffing mix possible
- New personnel, including Public Safety, Public Works and Community Services staff commensurate with increases in population and infrastructure, to maintain City services to the community at its traditionally high level

### **Infrastructure**

- Development of new and expanded parks and facilities including Trabuco Community Park & Senior Center, Orchard Neighborhood Park Dog Run and Quail Hill Community Park
- Operating and maintenance costs associated with future planned park and facility development
- Additional annual contributions for infrastructure and rehabilitation projects to maintain the City's aesthetics and preserve its infrastructure assets at a high level

# Strategic Business Plan Summary

**Table 1**  
Five-Year General Fund Outlook

General Fund Resources	2015-16B	2016-17F	2017-18F	2018-19F	2019-20F	2020-21F
Sales Tax	64,530,000	64,475,190	67,892,375	71,490,671	75,279,677	78,893,101
Property Tax	54,510,000	57,998,640	61,768,552	65,845,276	69,565,534	73,486,599
Hotel Tax	11,235,000	12,906,402	13,216,155	13,533,343	13,858,143	14,204,597
Franchise Tax	8,667,000	8,991,322	9,335,351	9,690,715	10,101,034	10,507,737
Program and Services Fees	12,012,055	13,002,604	13,576,529	13,869,376	14,599,525	15,149,785
Utility User's Tax	4,787,000	5,025,887	5,218,189	5,416,827	5,646,184	5,873,519
Fines & Forfeitures	1,831,741	2,218,571	2,314,848	2,414,468	2,526,124	2,624,773
Development Fees	307,728	312,303	316,653	321,003	326,753	331,618
Doc. Transfer Tax	3,500,000	3,500,000	3,500,000	3,500,000	3,722,000	4,001,000
Licenses & Permits	1,804,026	2,119,269	2,215,382	2,314,888	2,425,622	2,519,942
Hotel Improvement Dst Assmnt	2,808,750	3,226,600	3,304,039	3,383,336	3,464,536	3,551,149
Miscellaneous	1,527,227	1,983,988	2,081,422	2,182,448	2,292,078	2,374,698
General Fund Resources	167,520,527	175,760,777	184,739,496	193,962,351	203,807,210	213,518,518
Transfers from Other Funds						
Development Services	2,953,265	3,140,621	3,184,363	3,228,106	3,285,927	3,338,115
OCGP Reimbursement	100,000	100,000	100,000	100,000	100,000	100,000
Contingency Reserve-In	-	-	-	-	-	-
Internal Services	-	-	-	-	-	-
Other-In	52,934	-	-	-	-	-
Bowerman Landfill	2,203,088	2,272,678	2,320,094	2,488,057	2,427,036	2,397,784
<b>Total Resources - All Sources</b>	<b>172,829,814</b>	<b>181,274,075</b>	<b>190,343,954</b>	<b>199,778,514</b>	<b>209,620,172</b>	<b>219,354,418</b>
Department Expenditures	2015-16B	2016-17F	2017-18F	2018-19F	2019-20F	2020-21F
Salaries & Other Benefits	90,783,798	95,275,815	99,924,434	104,560,822	109,253,961	113,753,510
Retirement	18,730,194	19,721,025	20,856,823	21,905,589	23,324,383	23,474,050
Contracts & Supplies	49,842,976	51,182,713	53,794,050	54,907,655	56,364,099	57,870,631
Debt Service	0	0	0	0	0	0
Total Operating Appropriations	159,356,968	166,179,553	174,575,307	181,374,065	188,942,443	195,098,191
Transfers to Other Funds						
Infrastructure & Rehabilitation	2,500,000	2,600,000	2,700,000	3,500,000	4,300,000	4,500,000
Educational Partnership Fund	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Contingency Reserve-Out	0	1,460,388	1,797,064	1,639,123	1,815,704	1,391,319
LLPM	6,747,000	6,908,928	7,074,742	7,244,536	7,418,405	7,603,865
Asset Management Plan	212,478	429,904	753,656	1,180,719	1,716,991	2,132,380
Other-Out	-	-	-	-	-	-
<b>Total Appropriations</b>	<b>172,816,446</b>	<b>181,578,772</b>	<b>190,900,769</b>	<b>198,938,444</b>	<b>208,193,543</b>	<b>214,725,755</b>
Summary Forecast	2015-16B	2016-17F	2017-18F	2018-19F	2019-20F	2020-21F
Total Resources	172,829,814	181,274,075	190,343,954	199,778,514	209,620,172	219,354,418
Total Expenses	172,816,446	181,578,772	190,900,769	198,938,444	208,193,543	214,725,755
<b>Forecast Balance</b>	<b>13,368</b>	<b>(304,697)</b>	<b>(556,815)</b>	<b>840,070</b>	<b>1,426,630</b>	<b>4,628,662</b>



# Strategic Business Plan Summary

## Contingency Planning

The preceding forecast is based on the prevailing economic outlook as of April 2015. As with all projections, substantial uncertainties exist that could affect the City's financial condition including the economy, state mandates, agreements with employee associations, and changes to the City's fee structure. Historically, periods of economic expansion are followed by economic contraction, or recession. Since the Great Depression, recessions have occurred every seven years on average. The consensus opinion among economists is for continued growth. The economic expansion that began six years ago has been a less robust pace than prior recoveries, which may extend the length of the recovery. If, however the economy should suffer a recession in the next several years, the City has a number of tools to mitigate these impacts.

The City was successful in the 2008 to 2011 period in managing the impacts of one of the worst recessions in modern history. Strategies used included re-evaluating service delivery options, delaying non-critical vacancies, eliminating non-critical vacant positions, postponing merit increases and cost of living adjustments, deferring contingency capital improvement projects, and deploying contingency reserves.

It is important to note that in any given fiscal year the level of resources, expenditures and year-end balances are the result of countless variables, including the global, national and state economies; legislative mandates; tax policy; the State's financial and budget circumstances; changing land use or building patterns; and City Council priorities. To the extent these factors vary from the five-year outlook's assumptions, outcomes will also vary.

The City closely monitors the economic environment and incorporates the latest information as part of the budget process. Corresponding adjustments will be made in the City's operational strategy to adapt to changing economic conditions.

## Orange County Great Park

The proposed Great Park Strategic Business Plan (GP-SBP) is based upon existing agreements, prior Board and City Council policy direction, proposed actions, and a forecast of available funding.

The projections include numerous assumptions regarding the operational model for the park, the pace of future development activity, the cost and completion of backbone infrastructure, and costs and revenues associated with park operations. As more of the park is built, we will learn more about how the design of the facilities impacts our operations and what is required to be successful in park programming. The financial projections will be refined and updated as studies are completed, operational decisions are finalized, and more experience is acquired in operating the new facilities when they are built.

The GP-SBP uses the fiscal year 2015-16 as the basis for future projections. The GP-SBP does not contemplate new or expanded programming or features at the Great Park outside of the 688-acres that is being developed on behalf of the City by Heritage Fields. Revenues from sponsorship opportunities or concessions were not included, consistent with the City's existing model. Revenues and expenditure projections escalate three percent per year unless otherwise

# Strategic Business Plan Summary

specified by contractual agreement. Interest earning calculations assume a rate of one percent per year, reflecting the low prevailing interest rate environment.

## Revenues

There are three categories of funding sources available to the Great Park; non-recurring, non-recurring funds restricted for capital improvements and recurring revenues available for operations. Non-Recurring revenues are finite resources that include funds received from agreements with Heritage Fields and public-private ground leases for interim non-park uses that will eventually terminate with build-out of the park. Funds restricted for capital costs include Quimby/Park-In-Lieu Fees plus the Design Allowance included in the Second Adjacent Landowner Agreement (ALA II). Recurring revenues include program revenues and Guaranteed Maintenance funding received from the Community Facilities District (CFD). Although the \$277M settlement from the Department of Finance can be used for the Great Park, it is not included in the GP-SBP projections. This funding remains available to the City Council for future appropriation.

Revenues expected to be available to the Orange County Great Park over the GP-SBP forecast period include \$15.4 million from the First Adjacent Landowner Agreement, \$6.3 million in Public Benefit Fees, \$61.5 million in annual Guaranteed Maintenance Amount payments from the Community Facilities District (CFD), \$8.7 million in public-private Ground Leases, \$2.5 million from existing program revenues, \$32 million in new revenues from the 688-Acre Project Area, which includes \$6.3 million of the \$10 million that Five Point has committed toward maintenance and operation costs as part of the Second Adjacent Landowner Agreement, and \$2.4 million in Other Miscellaneous Revenues. The GP-SBP uses a conservative approach to Golf Course revenues utilizing the “downside” revenue projection from the study commissioned by Heritage Fields. The projections assume contracting out Golf Course operations to a third party.

An important assumption is the projection that Secondary Maintenance funding will be available from the CFD in approximately FY 2022-23. The CFD is estimated to provide approximately \$20 million in annual Secondary Maintenance Funds, beginning in FY 2022-23, that can be used to offset park expenditures as deemed eligible under the Amended and Restated Development Agreement (ARDA). This amount increases at a rate of three percent per year. If adequate funds are not available within the CFD, or if the estimated cost of remaining backbone infrastructure plus a 25 percent contingency exceeds \$20 million, then Secondary Maintenance Fund revenue will not be available from the CFD for maintenance, operations and rehabilitation of the park. Secondary Maintenance Funds will be paid for 40 years after bond issuance within each CFD improvement area.

## Expenditures

Expenditures, as proposed in the FY 2015-16 Great Park Budget are used as the baseline for future projections. The ongoing cost for maintenance and operations of existing park amenities and park property is budgeted at \$10.7 million in FY 2015-16, which is on track with inflation adjusted projections made earlier in the year. Non-recurring costs for park development efforts are estimated at \$3.8 million in FY 2015-16.

At the November 26, 2013 Irvine City Council meeting, the City Council approved the Second Adjacent Landowner Agreement (ALA II) to develop 688-acres of parkland at the Great Park over a five year phased schedule. Park improvements provided by the ALA II include a 175-acre

## Strategic Business Plan Summary

Sports Park with 18 new additional soccer and multi-use fields, 25 tennis courts, 4 sports courts, 12 baseball/softball fields and 5 sand volleyball courts, a 188-acre golf course, golf practice facility and clubhouse, a 71-acre agriculture component, a 40-acre Bosque area, a 36-acre Upper Bee area, and a 178-acre Wildlife Corridor. The ALA II calls for the completion of the 688-acre improvements within five years.

# Strategic Business Plan Summary

**Table 2**  
**CITY OF IRVINE**

## **FY 2015-16 ORANGE COUNTY GREAT PARK FUND PROJECTIONS**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
<b>RESOURCES</b>						
<b>Revenues:</b>						
Developer Agreements	10,050,000	7,950,000	1,500,000	1,500,000	750,000	-
ARDA - Guaranteed Amount	9,500,000	9,785,000	10,078,550	10,380,906	10,692,333	11,013,104
Public-Private Ground Leases	3,250,880	2,060,680	1,733,130	825,000	800,000	-
Program Revenues	656,575	353,882	364,499	375,434	386,697	398,298
Revenues from New 688 Acres	-	2,230,272	3,570,855	6,539,788	9,684,769	9,937,812
Revenues from Other Agencies	400,000	-	-	-	-	-
Miscellaneous	427,596	435,810	376,296	312,271	270,415	202,079
<b>TOTAL RESOURCES</b>	<b>24,285,051</b>	<b>22,815,643</b>	<b>17,623,330</b>	<b>19,933,399</b>	<b>22,584,214</b>	<b>21,551,292</b>
<b>APPROPRIATIONS</b>						
<b>Operating Appropriations:</b>						
Ongoing Costs	10,698,681	11,019,641	11,350,231	11,690,738	12,041,460	12,402,704
Planning Studies, Design & Other	3,804,567 <sup>1</sup>	3,092,644	3,215,423	3,280,986	-	872,000 <sup>1</sup>
Costs for New 688 Acres	348,655	5,692,677	7,956,556	10,644,183	14,019,192	14,452,509
<b>Total Operating Appropriations</b>	<b>14,851,903</b>	<b>19,804,962</b>	<b>22,522,210</b>	<b>25,615,907</b>	<b>26,060,652</b>	<b>27,727,213</b>
<b>Transfers-Out (To)</b>						
General Fund	100,000	100,000	100,000	100,000	100,000	100,000
GP Development (Fund 286)	920,140	-	-	-	-	-
<b>Total Operating Transfers-Out</b>	<b>1,020,140</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>TOTAL APPROPRIATIONS</b>	<b>15,872,043</b>	<b>19,904,962</b>	<b>22,622,210</b>	<b>25,715,907</b>	<b>26,160,652</b>	<b>27,827,213</b>
RAMP Reserve	1,161,000	1,012,000	684,000	651,000	626,000	561,000
<b>NET INCREASE (DECREASE) IN FUND BALANCE<sup>2</sup></b>	<b>7,252,008</b>	<b>1,898,682</b>	<b>(5,682,879)</b>	<b>(6,433,507)</b>	<b>(4,202,438)</b>	<b>(6,836,920)</b>

1 - FY2015-16 and FY2020-21 includes \$752,000 and \$872,000 respectively for the cost of the balloon rehabilitation. This cost reoccurs approximately every 5-7 years and is offset by RAMP reserves.

2 - Secondary Maintenance Funding of up to \$20M per year, adjusted for inflation, is expected beginning around FY 2022-23

3 - Forecast does not include \$277.4M from the Department of Finance settlement agreement, expected to be paid over the next 12 years.

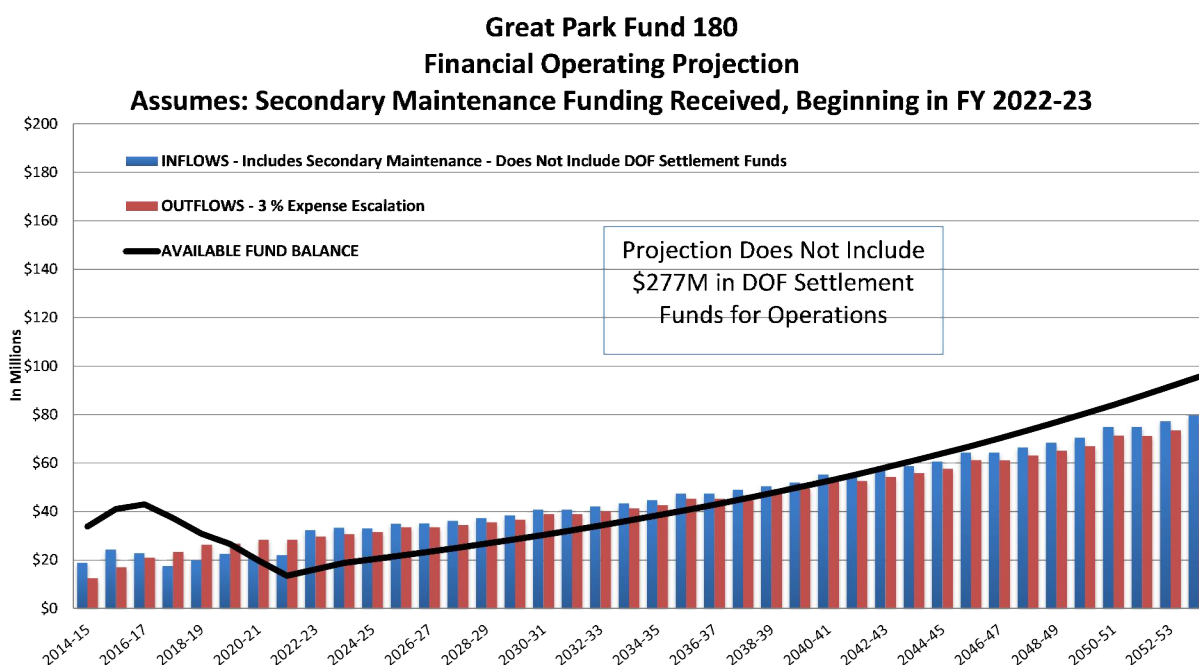
**Table 3**  
**REHABILITATION ASSET MANAGEMENT PLAN (RAMP) RESERVE PROJECTIONS**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
<b>Beginning Balance</b>	<b>932,000</b>	<b>1,354,410</b>	<b>2,390,074</b>	<b>3,089,665</b>	<b>3,778,071</b>	<b>4,448,112</b>
Additions: Annual Reserve <sup>4</sup>	1,174,410	1,035,664	714,591	688,407	670,041	602,371
Deletions: Qualified Expense	(752,000)	-	(15,000)	-	-	(872,000)
<b>Ending Balance</b>	<b>1,354,410</b>	<b>2,390,074</b>	<b>3,089,665</b>	<b>3,778,071</b>	<b>4,448,112</b>	<b>4,178,483</b>

4 - Includes projected interest earnings on reserve balance.

# Strategic Business Plan Summary

The following graph projects the fund balance over a period of 35 years. The projection assumes the receipt of up to \$20 million in secondary maintenance funding (as needed) beginning in FY 2022-23.



## Capital Improvement Program

As the City of Irvine looks to the future, City leaders and staff envision a community that has planned for growth and development and provides its citizens with quality services and programs. As one of the fastest growing and diverse cities in Orange County, the City of Irvine must meet the challenges of growth by providing adequate capital improvements for the citizens of Irvine. Capital improvement projects are a major component in planning for the future of the City.

The five-year Capital Improvement Program (CIP) forecasts infrastructure-related expenditures based on anticipated residential, commercial and industrial development, as well as the current condition of Irvine's infrastructure. CIP revenue projections are based on economic conditions, development estimates, special fund balances, and grants awarded to the City.

The CIP is focused on projects that preserve health and safety, and the long-term viability of infrastructure assets. Furthering the City Council's strategic priority of funding infrastructure rehabilitation, the FY 2015-16 Proposed Budget allocates an additional \$2.5 million to the Infrastructure and Rehabilitation Fund for rehabilitation projects prioritized by the Strategic Business Plan/City Council direction. Additional annual contributions for infrastructure purposes are earmarked in the five-year General Fund forecast.

Assessment of the conditions of City owned and maintained community parks and centers is an essential part of facility planning for the City. In 2014, a Facilities Condition Assessment (FCA) was completed on buildings over 30 years old evaluating exterior and interior finishes and

## Strategic Business Plan Summary

systems, mechanical, electrical, and plumbing systems, accessibility, health, and safety systems, and site paving. Projected needs over the next ten years were identified from the study and prioritized projects are incorporated in the proposed FY 2015-16 budget and CIP.

The outer years of the CIP serve as a guide for future capital investments and are typically imbalanced, due in part to the City's conservative approach to estimating revenues. For example, the City does not budget competitively sourced funding until it is awarded.

The five-year Capital Improvement Program (Table 4) includes maintenance, rehabilitation and new construction projects. Implementation of these projects is expected to maintain current standards for maintenance and rehabilitation of the City's infrastructure and facilities.

The CIP Chapter provides further detail of the FY 2015-16 CIP projects.

# Strategic Business Plan Summary

**Table 4**  
Five-Year Capital Improvement Program

Capital Improvement Program (CIP)				Prior Year(s) Funding	FY 2016 Budget	Impact on FY 2016 Operating Budget
Category	Project	Primary Funding Sources	Capital Cost			
<b>BUILDING &amp; FACILITIES</b>						
	800 MHz Next Generation Communication	Internal Service Funds	0	476,751		884,878
	Parking Lot Rehabilitation	Rehab Reserve	1,050,000	Annual		
	Turtle Rock Community Park & Nature Center	Grants	308,500		308,500	
	City Council Chambers/CTC Lighting System Upgrades	Internal Service Funds	100,000		100,000	
	Exterior Wood Siding Replacement & Painting	Rehab Reserve	1,130,000	Annual	200,000	
	Light Pole Replacements	Rehab Reserve	450,000	Annual	250,000	
	Electrical Upgrades	Rehab Reserve	720,000	Annual		
	Interior Finishes and Fixtures Replacements	Rehab Reserve	1,640,000	Annual	500,000	
	Shade Structures Replacement	Developer Impact Fees	55,000		55,000	
	ADA Facility Improvements	Developer Impact Fees	2,140,000	Annual	620,000	
	Building Safety Upgrades	Internal Service Funds, Rehab Reserve	1,059,000	Annual		36,000
	Civic Center Third Floor Server Room	Internal Service Funds, Rehab Reserve	172,500		172,500	
	City Facilities Exhaust Fan Upgrades	Rehab Reserve	50,000			
	Facilities Project Development	Developer Impact Fees, Rehab Reserve	0	Annual		200,000
	Fencing Replacements	Rehab Reserve	200,000	Annual	200,000	
	HVAC & Refrigeration Replacements	Rehab Reserve	3,135,000		550,000	
	Plumbing Improvements	Rehab Reserve	300,000	Annual		
	Roof Replacements	Rehab Reserve	1,840,000		155,000	
	Underground Storage Tanks Replacement	Internal Service Funds	800,000			
<b>BUILDING &amp; FACILITIES TOTAL</b>			<b>15,150,000</b>	<b>476,751</b>	<b>3,111,000</b>	<b>1,120,878</b>



# Strategic Business Plan Summary

**Table 4**  
Five-Year Capital Improvement Program

<b>FY 2017 Budget</b>	<b>Impact on FY 2017 Operating Budget</b>	<b>FY 2018 Budget</b>	<b>Impact on FY 2018 Operating Budget</b>	<b>FY 2019 Budget</b>	<b>Impact on FY 2019 Operating Budget</b>	<b>FY 2020 Budget</b>	<b>Impact on FY 2020 Operating Budget</b>	<b>Total Budget</b>
	1,161,770		1,635,101		798,550			4,957,050
475,000		175,000		175,000		225,000		1,050,000
								308,500
								100,000
230,000		250,000		100,000		350,000		1,130,000
50,000		50,000		50,000		50,000		450,000
200,000		220,000		200,000		100,000		720,000
250,000		290,000		250,000		350,000		1,640,000
								55,000
200,000		200,000		920,000		200,000		2,140,000
334,000		525,000			42,000	200,000		1,137,000
								172,500
	25,000					50,000		75,000
	100,000		100,000		100,000		100,000	600,000
	30,000		30,000		30,000		50,000	340,000
900,000		445,000		740,000		500,000		3,135,000
50,000		50,000		50,000		150,000		300,000
625,000		360,000		400,000		300,000		1,840,000
800,000								800,000
<b>4,114,000</b>	<b>1,316,770</b>	<b>2,565,000</b>	<b>1,765,101</b>	<b>2,885,000</b>	<b>970,550</b>	<b>2,475,000</b>	<b>150,000</b>	<b>20,950,050</b>

# Strategic Business Plan Summary

**Table 4**  
Five-Year Capital Improvement Program

<b>Capital Improvement Program (CIP)</b>				<b>Prior Year(s) Funding</b>	<b>FY 2016 Budget</b>	<b>Impact on FY 2016 Operating Budget</b>
<b>Category</b>	<b>Project</b>	<b>Primary Funding Sources</b>	<b>Capital Cost</b>			
<b>CIRCULATION &amp; MOBILITY</b>						
	Slurry Seal and Local Streets Rehabilitation	Dedicated Transportation Funds, Rehab Reserve	38,050,000	Annual	8,700,000	
	Street Maintenance	Dedicated Transportation Funds	0	Annual		950,000
	Yale Avenue Pavement Rehabilitation (Deerfield to I-5)	Dedicated Transportation Funds	2,275,000	275,000		
	Alton Parkway Pavement Rehabilitation (I-5 to Barranca)	Dedicated Transportation Funds	3,915,000		275,000	
	Michelson Drive Pavement Rehabilitation (Culver to University)	Dedicated Transportation Funds	2,000,000		200,000	
	Irvine Center Drive Pavement Rehabilitation (Barranca to Lake Forest)	Dedicated Transportation Funds	7,995,000			
	Irvine Center Drive Pavement Rehabilitation (Jeffrey to Barranca)	Dedicated Transportation Funds	300,000			
	Jamboree Road Pavement Rehabilitation (Michelle to Railroad Tracks)	Dedicated Transportation Funds, Rehab Reserve	3,750,000			
	Irvine Boulevard Pavement Rehabilitation (Culver to Jamboree)	Dedicated Transportation Funds	3,500,000			
	Portola Parkway Pavement Rehabilitation (261 Off-Ramp to Culver)	Dedicated Transportation Funds	300,000			
	Pavement Management Program	Rehab Reserve	0	Annual		50,000
	Campus Drive Pavement Rehabilitation (University to Carlson)	Dedicated Transportation Funds	1,500,000		200,000	
	ADA Access Ramp Improvements	Dedicated Transportation Funds	1,025,000	Annual	100,000	
	Curbs/Gutters/Sidewalks Rehabilitation	Dedicated Transportation Funds	1,525,000	Annual	185,000	
	Off-Street Bicycle Trails Rehabilitation	Rehab Reserve	1,075,000	Annual	200,000	
	Bridge Maintenance & Repair	Dedicated Transportation Funds, Rehab Reserve	0	Annual		200,000
	Bridge Inspection	Dedicated Transportation Funds, Rehab Reserve	0	Bi-Annual		

# Strategic Business Plan Summary

**Table 4**  
Five-Year Capital Improvement Program

<b>FY 2017 Budget</b>	<b>Impact on FY 2017 Operating Budget</b>	<b>FY 2018 Budget</b>	<b>Impact on FY 2018 Operating Budget</b>	<b>FY 2019 Budget</b>	<b>Impact on FY 2019 Operating Budget</b>	<b>FY 2020 Budget</b>	<b>Impact on FY 2020 Operating Budget</b>	<b>Total Budget</b>
7,000,000		7,650,000		6,700,000		8,000,000		38,050,000
	970,000		970,000		970,000		970,000	4,830,000
2,275,000								2,550,000
		3,640,000						3,915,000
				1,800,000				2,000,000
				350,000		7,645,000		7,995,000
						300,000		300,000
		250,000		3,500,000				3,750,000
				250,000		3,250,000		3,500,000
						300,000		300,000
	125,000		50,000		125,000		50,000	400,000
		1,300,000						1,500,000
300,000		200,000		200,000		225,000		1,025,000
415,000		300,000		300,000		325,000		1,525,000
200,000		200,000		225,000		250,000		1,075,000
	200,000		200,000		200,000		200,000	1,000,000
	65,000				80,000			145,000

# Strategic Business Plan Summary

**Table 4**  
Five-Year Capital Improvement Program

Capital Improvement Program (CIP)				Prior Year(s) Funding	FY 2016 Budget	Impact on FY 2016 Operating Budget
Category	Project	Primary Funding Sources	Capital Cost			
<b>CIRCULATION &amp; MOBILITY cont'd</b>						
	Storm Drain Rehabilitation/Slope Restoration	Dedicated Transportation Funds, Rehab Reserve	1,000,000	Annual	200,000	
	Street Rehabilitation Program Development	Dedicated Transportation Funds	0	Annual		140,000
	Barranca Parkway Pavement Rehabilitation (I-5 to Alton)	Dedicated Transportation Funds	2,500,000	295,000		
	Streetscape Rehabilitation	Dedicated Transportation Funds	5,800,000	Annual	1,100,000	
	Traffic Signal Upgrades	Dedicated Transportation Funds	2,450,000	Annual	450,000	
	Traffic Signal LED Indicator Upgrades	Dedicated Transportation Funds	1,900,000	Annual	380,000	
	Traffic Signal Network Rehabilitation	Dedicated Transportation Funds	575,000	Annual	95,000	
	Traffic Signal Emergency Back-Up System Installation	Dedicated Transportation Funds	455,000	Annual	200,000	
	Kazan/Walnut Traffic Signal	Developer Impact Fees	1,045,000		290,000	
	McGraw/Armstrong Traffic Signal	Developer Impact Fees	932,000		180,000	
	Trabuco/Remington Traffic Signal	Developer Impact Fees	2,723,500			
	Bike/Ped Transit Access Improvements	Dedicated Transportation Funds	0	Annual		75,000
	Irvine Station Operations	Dedicated Transportation Funds	0	Annual		175,000
	Bike/Ped Safety/Education Project - ATP	Grants	0			500,000
	Rule 2202 Air Quality Compliance	Dedicated Transportation Funds	0	Annual		15,000
	Bikeway Gap Closure	Developer Impact Fees	0	Annual		
	Traffic Data Collection	Developer Impact Fees	0			100,000
	Circulation Phasing Report	Developer Impact Fees	0			
	Circulation Program/Project Development	Dedicated Transportation Funds	0	Annual		200,000
	IBC Project Development	Developer Impact Fees	0	Annual		100,000
	IBC Sidewalk Improvement Project	Developer Impact Fees	2,385,600	422,800	485,000	
	Jamboree/Michelson Pedestrian Bridge	Developer Impact Fees	2,000,000			

# Strategic Business Plan Summary

**Table 4**  
Five-Year Capital Improvement Program

<b>FY 2017 Budget</b>	<b>Impact on FY 2017 Operating Budget</b>	<b>FY 2018 Budget</b>	<b>Impact on FY 2018 Operating Budget</b>	<b>FY 2019 Budget</b>	<b>Impact on FY 2019 Operating Budget</b>	<b>FY 2020 Budget</b>	<b>Impact on FY 2020 Operating Budget</b>	<b>Total Budget</b>
200,000		200,000		200,000		200,000		1,000,000
	100,000		200,000		140,000		160,000	740,000
2,500,000								2,795,000
1,100,000		1,200,000		1,200,000		1,200,000		5,800,000
500,000		500,000		500,000		500,000		2,450,000
380,000		380,000		380,000		380,000		1,900,000
110,000		120,000		125,000		125,000		575,000
50,000		50,000		75,000		80,000		455,000
755,000			5,000		5,000		5,000	1,060,000
752,000			5,000		5,000		5,000	947,000
		596,500		2,127,000			5,000	2,728,500
	75,000		75,000		75,000		75,000	375,000
	180,000		180,000		180,000		185,000	900,000
								500,000
	17,000		17,000		17,000		17,000	83,000
	200,000		200,000		200,000		200,000	800,000
								100,000
			120,000		200,000			320,000
	200,000		200,000		200,000		200,000	1,000,000
	180,000		180,000		100,000		180,000	740,000
1,900,600			5,600		5,600		5,600	2,825,200
		1,000,000		1,000,000				2,000,000

# Strategic Business Plan Summary

**Table 4**  
Five-Year Capital Improvement Program

<b>Capital Improvement Program (CIP)</b>				<b>Prior Year(s) Funding</b>	<b>FY 2016 Budget</b>	<b>Impact on FY 2016 Operating Budget</b>
<b>Category</b>	<b>Project</b>	<b>Primary Funding Sources</b>	<b>Capital Cost</b>			
<b>CIRCULATION &amp; MOBILITY cont'd</b>						
	Culver/Alton Turn Pocket Improvements	Developer Impact Fees	745,000		145,000	
	Culver/Main Turn Pocket Improvements	Developer Impact Fees	745,000		145,000	
	Culver/University Intersection Improvements	Developer Impact Fees	4,304,000	854,600	304,000	
	Jamboree/Main Intersection Improvements	Developer Impact Fees	6,089,000			
	Jamboree/Barranca Intersection Improvements	Developer Impact Fees	3,862,000	590,000	568,000	
	Bake/Jeronimo Intersection Improvements	Developer Impact Fees	970,000	1,212,000		
	Jeffrey/Walnut Intersection Improvements	Developer Impact Fees	1,406,850			
	Jeffrey/Alton Intersection Improvements	Developer Impact Fees	2,067,747	194,307	312,000	
	Jeffrey/Irvine Center Drive Intersection Improvements	Developer Impact Fees	13,200,000		377,000	
	Alton/Irvine Intersection Improvements	Developer Impact Fees	0			
	Laguna Canyon/Lake Forest Intersection Improvements	Developer Impact Fees	40,000			
	NITM Administration	Developer Impact Fees	0	<b>Annual</b>		100,000
	Sand Canyon/Oak Canyon Intersection Improvements	Developer Impact Fees	0			
	Sand Canyon Grade Separation	Dedicated Transportation	6,264,119	29,803,664	6,264,119	
	Laguna Canyon Road/I-405 Overcrossing	Developer Impact Fees	4,000,000	6,891,766		
	Traffic Signal Vehicle & Bicycle Video Detection	Transportation Funds	1,500,000	<b>Annual</b>	300,000	
	Traffic Signal Controller Module Upgrades	Dedicated Transportation Funds, Developer Impact Fees	640,000	<b>Annual</b>	125,000	
	University/Ridgeline Intersection Improvements	Developer Impact Fees, Dedicated Transportation Funds	1,900,000	250,000		
	Traffic Signal Synchronization Projects	Developer Impact Fees	500,000			
	Harvard Avenue Roadway/Streetscape Rehabilitation	Dedicated Transportation Funds	1,480,000		1,480,000	
	University Drive Widening (Campus to MacArthur)	Developer Impact Fees	13,050,000	2,127,100	50,000	
	Pump Station Replacement	Rehab Reserve	100,000			
	Irrigation Controllers Rehabilitation	Rehab Reserve	2,000,000			
<b>CIRCULATION &amp; MOBILITY TOTAL</b>			<b>155,839,816</b>	<b>42,916,237</b>	<b>23,310,119</b>	<b>2,605,000</b>

# Strategic Business Plan Summary

**Table 4**  
Five-Year Capital Improvement Program

<b>FY 2017 Budget</b>	<b>Impact on FY 2017 Operating Budget</b>	<b>FY 2018 Budget</b>	<b>Impact on FY 2018 Operating Budget</b>	<b>FY 2019 Budget</b>	<b>Impact on FY 2019 Operating Budget</b>	<b>FY 2020 Budget</b>	<b>Impact on FY 2020 Operating Budget</b>	<b>Total Budget</b>
600,000			90		90		90	745,270
600,000			90		90		90	745,270
4,000,000			450		450		450	5,159,950
2,022,000		4,067,000			2,150		2,150	6,093,300
3,294,000			730		730		730	4,454,190
				970,000				2,182,000
235,000		250,000		281,550		640,300		1,406,850
66,371		1,689,376			550		550	2,263,154
565,000		7,170,000		5,088,000			1,650	13,201,650
			22,000					22,000
				40,000			250	40,250
	100,000		250,000		100,000		100,000	650,000
							10,000	10,000
								36,067,783
						4,000,000		10,891,766
300,000		300,000		300,000		300,000		1,500,000
125,000		140,000		125,000		125,000		640,000
300,000		1,600,000			300		300	2,150,600
				500,000				500,000
								1,480,000
1,200,000				11,800,000				15,177,100
50,000						50,000		100,000
1,000,000				1,000,000				2,000,000
<b>32,794,971</b>	<b>2,412,000</b>	<b>32,802,876</b>	<b>2,680,960</b>	<b>39,036,550</b>	<b>2,606,960</b>	<b>27,895,300</b>	<b>2,373,860</b>	<b>211,434,833</b>



# Strategic Business Plan Summary

**Table 4**  
Five-Year Capital Improvement Program

Capital Improvement Program (CIP)				Prior Year(s) Funding	FY 2016 Budget	Impact on FY 2016 Operating Budget
Category	Project	Primary Funding Sources	Capital Cost			
<b>PARK &amp; OPEN SPACE</b>						
	Citywide Park Landscape Rehabilitation	Rehab Reserve	1,750,000	Annual	350,000	
	Athletic Courts Resurfacing	Rehab Reserve	630,000	Annual	230,000	
	Athletic Turf Rehabilitation	Rehab Reserve	0	Annual		400,000
	Orchard Neighborhood Park Dog Run	Developer Impact Fees	987,500	300,000	987,500	
	Playground Safety Surfacing Rehabilitation for ADA and Safety Compliance	Developer Impact Fees	360,000	Annual	160,000	
	Park Sign Replacements	Rehab Reserve	0	Annual		
	Waste & Recycling Receptacles Replacement	Rehab Reserve	0	Annual		5,000
	Concrete Repairs for Parks	Rehab Reserve	0	Annual		125,000
	Bikeway Wayfinding Signage & Parking	Developer Impact Fees	25,000		25,000	
<b>PARKS &amp; OPEN SPACE TOTAL</b>			<b>3,752,500</b>	<b>300,000</b>	<b>1,752,500</b>	<b>530,000</b>
<b>ORANGE COUNTY GREAT PARK</b>						
	Basin Slope Repair & Inlet/Outlet Pipe Structure Retaining Wall	Developer Impact Fees	160,000		160,000	
	C Street & 8th Street Improvements	Developer Impact Fees	9,075,000		9,075,000	
	Great Park Improvement Area Environmental Remediation - Phase II	Great Park Developer Contributions	2,000,000	2,000,000	2,000,000	
	Great Park Project Development	Developer Impact Fees	0	Annual		100,000
	Great Park Restroom Relocation	Developer Impact Fees	100,000		100,000	
	Ridgeway Valley/Marine Way Landscape Edge	Developer Impact Fees	750,000		750,000	
	Site Utility Infrastructure	Developer Impact Fees	1,850,000		1,850,000	
	Operations Trailer Relocation	Developer Impact Fees	255,000		255,000	
<b>ORANGE COUNTY GREAT PARK TOTAL</b>			<b>14,190,000</b>	<b>2,000,000</b>	<b>14,190,000</b>	<b>100,000</b>
<b>CAPITAL IMPROVEMENT PROGRAM</b>						
	<b>Building &amp; Facilities</b>		<b>15,150,000</b>	476,751	<b>3,111,000</b>	<b>1,120,878</b>
	<b>Circulation &amp; Mobility</b>		<b>155,839,816</b>	42,916,237	<b>23,310,119</b>	<b>2,605,000</b>
	<b>Parks &amp; Open Space</b>		<b>3,752,500</b>	300,000	<b>1,752,500</b>	<b>530,000</b>
	<b>Orange County Great Park</b>		<b>14,190,000</b>	2,000,000	<b>14,190,000</b>	<b>100,000</b>
<b>CAPITAL IMPROVEMENT PROGRAM GRAND TOTAL</b>			<b>188,932,316</b>	<b>45,692,988</b>	<b>42,363,619</b>	<b>4,355,878</b>

# Strategic Business Plan Summary

**Table 4**  
Five-Year Capital Improvement Program

<b>FY 2017 Budget</b>	<b>Impact on FY 2017 Operating Budget</b>	<b>FY 2018 Budget</b>	<b>Impact on FY 2018 Operating Budget</b>	<b>FY 2019 Budget</b>	<b>Impact on FY 2019 Operating Budget</b>	<b>FY 2020 Budget</b>	<b>Impact on FY 2020 Operating Budget</b>	<b>Total Budget</b>
350,000		350,000		350,000		350,000		1,750,000
100,000		100,000		100,000		100,000		630,000
	400,000		400,000		500,000		500,000	2,200,000
			25,000		25,000		25,000	1,362,500
50,000		50,000		50,000		50,000		360,000
	20,000		20,000		20,000		20,000	80,000
	10,000		10,000		10,000		10,000	45,000
	125,000		150,000		150,000		175,000	725,000
	25,000							50,000
<b>500,000</b>	<b>580,000</b>	<b>500,000</b>	<b>605,000</b>	<b>500,000</b>	<b>705,000</b>	<b>500,000</b>	<b>730,000</b>	<b>7,202,500</b>
								160,000
								9,075,000
								4,000,000
	100,000		100,000		100,000		100,000	500,000
								100,000
								750,000
								1,850,000
								255,000
<b>0</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>16,690,000</b>

4,114,000	1,316,770	2,565,000	1,765,101	2,885,000	970,550	2,475,000	150,000	20,950,050
32,794,971	2,412,000	32,802,876	2,680,960	39,036,550	2,606,960	27,895,300	2,373,860	211,434,833
500,000	580,000	500,000	605,000	500,000	705,000	500,000	730,000	7,202,500
0	100,000	0	100,000	0	100,000	0	100,000	16,690,000
37,408,971	4,408,770	35,867,876	5,151,061	42,421,550	4,382,510	30,870,300	3,353,860	256,277,383

# Strategic Business Plan Summary

## **Conclusion**

Irvine is fortunate to serve a dynamic and growing community that includes an increasingly diverse population and a thriving business community. Through thoughtful leadership and planning, the City will continue to provide high quality services to the community.

Short-term projections indicate continued financial discipline will be necessary as the economy and the City's revenues fully recover with time. Long-term, the City's financial future is bright. Irvine, with leadership from the City Council and in partnership with the community, will continue to fulfill its strategic goals, ensuring the community's high quality of life.

# Financial Policies

## Budget & Financial Policies

One of the chief responsibilities of the City of Irvine to its residents is the care of public funds. These financial management policies are designed to ensure the fiscal stability of the City of Irvine and guide the development and administration of the annual operating and capital budgets through wise and prudent management of municipal finances, while providing for the adequate funding of the services desired by the public and the maintenance of public facilities.



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### Objectives

The City's financial objectives address revenues, cash management, expenditures, debt and risk management, capital needs, and budgeting and management. Specific objectives are:

- To protect the policy-making ability of the City Council by ensuring important policy decisions are not dictated by financial problems or emergencies;
- To assist City management by providing accurate and timely information on financial conditions;
- To provide sound principles to guide the fiscal decisions of the City Council and City management;
- To provide essential public and capital facilities and prevent their deterioration;
- To set forth operational principles that minimize the cost of government and financial risk, to the extent consistent with services desired by the public;
- To enhance the policy-making ability of the City Council by providing accurate information on program costs;
- To employ revenue policies that seek to prevent undue or unbalanced reliance on one or a relatively few revenue sources; and,
- To implement a system of internal controls that ensures the legal and appropriate use of all City funds.

# **Financial Policies**

## **Accounting & Reporting Policies**

### **Accounting and Annual Reporting Policies**

The City's Comprehensive Annual Financial Report presents the government and its component units (entities for which the government is considered to be financially accountable) financial and operating activities. The City's blended component units, although legally separate entities, are, in substance, part of the City's operations and financial data from these units are combined with data of the City.

The government-wide financial statements report information on all of the non-fiduciary activities of the primary government and its component units. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, normally supported by taxes and inter-governmental revenues, are reported separately from business-type activities that rely, to a significant extent, on fees and charges for support. All City activities are governmental; no business-type activities are reported in the statements.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the providers have been met. As a general rule, the effect of inter-fund activity has been eliminated from the government-wide financial statements. Direct expenses have not been eliminated from the functional categories; indirect expenses and internal payments have been eliminated.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services or privileges provided; 2) operating grants and contributions; and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences are recorded only when payment is due.

Taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and are therefore recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered measurable and available only when the City receives cash.

# Financial Policies

## Accounting & Reporting Policies

The City reports major governmental funds and the following fund types:

- Special Revenue Funds account for proceeds of specific revenue sources that are legally restricted or otherwise designated for specific purposes;
- Debt Service Funds account for the accumulation of resources for and the payment of principal and interest on general long-term debt;
- Capital Projects Funds account for financial resources used for the acquisition or construction of infrastructure and major capital facilities;
- Permanent Funds account for resources that are legally restricted, to the extent that only earnings and not principal, may be used for purposes that support City programs. Adult day health services and senior citizen programs are funded from interest earnings and additional donations;
- Internal Service Funds account for operations that provide services to other departments of the City on a cost reimbursement basis. These services include self-insurance; acquisition, replacement and maintenance of the City's vehicle fleet; mail, telephone and duplicating; strategic technology; Civic Center maintenance and operations; and the central supplies warehouse;
- Pension and Employee Benefit Trust Funds account for the activities of the City's Defined Benefit Pension Plan for sworn employees, the Defined Contribution Pension Plan for non-sworn employees;
- Private-Purpose Trust Funds serve as custodian for the assets and liabilities of the Successor Agency Trust pending distribution to the appropriate taxing entities and the payment of enforceable obligations; and,
- Agency Funds are used to account for various activities in which the City acts as an agent, not as a principal. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

### Audit and Financial Reporting

Each year, as specified within Article X, Section 1008 of the City's Charter, entitled "Independent Audit," an audit will be conducted by an independent Certified Public Accountant Firm (CPA Firm).

The selection of the independent CPA Firm shall be in conformance with the City's competitive bidding procedures. The City shall request bids for audit services no less frequently than every five years. The CPA Firm shall provide the City Council with an Audit Communication Letter addressing significant findings of the auditors in conjunction with their opinion on the City's Comprehensive Annual Financial Report. These reports shall be submitted to the City Council within 60 days of receipt of the report.

At the conclusion of each fiscal year, the City Manager will make available a preliminary year-end General Fund, fund balance. It should be recognized, however, that the balance provided is subject to both unforeseen financial transactions of a material nature and subject to findings of the independent audit. An audit verified year-end balance will be available by the end of November and will be included within the year-end budget analysis report.

# Financial Policies

## Accounting & Reporting Policies

At the conclusion of the 1<sup>st</sup> fiscal quarter, and monthly thereafter, a financial report, which evaluates and details financial performance relative to the adjusted budget shall be provided to the Finance Commission and City Council.

### Monthly Financial Reporting

On a regular basis, the Budget Office will evaluate financial performance relative to the adopted and adjusted budget, and prepare and present reports to the City Council, City management, and Finance Commission. The purpose of these reports is as follows:

- Provide an early warning of potential concerns and problems.
- Identify, investigate and correct accounting errors.
- Evaluate and explain significance of on-going variances.
- Give decision makers time to consider actions that may be needed if major deviations in budget-to-actual expenditures or revenues become evident.

### Retirement Plan Administration

The City's retirement plans shall be in conformance with the Memorandum of Understanding with each of the employees associations.

#### ***Plans for Public Safety Sworn Employees:***

##### City of Irvine Defined Benefit Pension Plan

This Plan was only available to those Public Safety sworn employees hired before February 2, 2002, who elected to remain in this plan. This plan is now closed.

A Board of Trustees comprised of three members of City management appointed by the City Manager shall administer the plan.

Retirement plan investment vehicles are governed by a different set of guidelines than City investments. The Defined Benefit Pension Plan investments shall be controlled by the Trustee, which shall include adherence to the prudent investor rule, the safety of principal, liquidity, and reasonable rate of return.

The City's CPA Firm shall conduct an annual audit and submit an Audit Report and Audit Communication Letter to the City Council, Finance Commission, City Manager, and Board of Trustees. The Defined Benefit Pension Plan shall have a biennial actuarial study performed.

##### CalPERS Defined Benefit Pension Plan for Sworn Employees.

This Plan was available to those sworn employees employed on February 2, 2002, who elected to transfer from the City's Defined Benefit Pension Plan and is mandatory for those Public Safety sworn employees hired after February 2, 2002.

CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and City ordinance.



# **Financial Policies**

## **Accounting & Reporting Policies**

### ***Plans for Miscellaneous Non-Sworn Employees***

#### The City of Irvine Defined Contribution Pension Plan.

This Plan was only available to those miscellaneous non-sworn employees hired before July 1, 2003, who elected to remain in this Plan. This Plan is now closed.

The City and an appointed Trustee shall administer the Defined Contribution Pension Plan. Each individual employee has the ability to invest their retirement funds among a variety of diverse investment vehicles.

The City's CPA Firm shall conduct an annual audit and submit an Audit Report and Audit Communication Letter to the City Council, Finance Commission, City Manager, and Retirement Plan Committee.

#### CalPERS Defined Benefit Pension Plan for Miscellaneous (Non-Sworn) Employees

This Plan was available to those non-sworn employees employed on July 1, 2003, who elected to transfer from the City's Defined Contribution Plan and is mandatory for those miscellaneous employees hired after July 1, 2003.

CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and City ordinance.

# Financial Policies

## Budget Policies

The City utilizes the following policies to govern budget development and operations.

### Balanced Budget

The Irvine City Charter, Article X, Section No. 1001 sets the legal requirement for the City Manager to submit to the City Council a proposed budget for the ensuing fiscal year, and an accompanying message at such time as the City Council shall prescribe. It is the policy of the City Manager that this budget proposal be balanced. A balanced budget will be adopted by the City Council before the beginning of the fiscal year.

It is the City's policy to fund current year operating expenses with current year revenues. The budget proposal as presented by the City Manager shall be balanced, with recurring revenues meeting or exceeding recurring expenditures for ongoing operations. Non-recurring revenues may not be used to fund recurring expenditures without the approval of the City Council.

At the close of FY 2011-12, the City Council adopted a policy goal of increasing the Contingency Reserve Fund balance from a target level of 15% of General Fund adopted budget operating appropriations to 20% over the course of the next three fiscal years. The minimum reserve is 3%. The City Council may authorize the use of reserves and/or non-recurring revenues to balance the budget when unforeseen events occur that reduce the City's recurring revenues, and to direct the City Manager to make budgetary recommendations that will re-balance the budget within a specified timeframe.

### Budget Process

Article X of the Irvine City Charter and Section I-3-210 of the Code of Ordinances set forth the legal requirements for the preparation of the annual budget.

The fiscal budget is prepared by the City Manager for a one-year fiscal cycle beginning July 1 and ending June 30 of the following year and must be adopted by the City Council prior to the beginning of each fiscal year.

The Budget Office shall prepare and disseminate a budget preparation calendar that provides clear and concise direction on tasks and due dates. Departmental budget coordinators have responsibility for ensuring compliance with budget development policies, procedures and timelines.

Public input/review of the proposed budget is encouraged. The entire budget document shall also be available at City Hall for review. The Finance and Community Services Commissions shall hold at least one public meeting regarding the City Manager's proposed budget. After providing public notice and opportunity for public review and comment, the City Council shall adopt the annual budget at a public meeting prior to July 1.

The budget proposal presented by the City Manager shall reflect the continuation of current service levels wherever appropriate and/or shall include an explanation of any decreases and increases. Any reprogramming or budget shifts from the previous budget shall be clearly identified in the budget document.

After budget adoption, there shall be no changes in City programs or services that would result in significant and ongoing increases in City expenditures and obligations without City Manager and City Council review and approval.

# Financial Policies

## Budget Policies

### Reporting Responsibilities

The City's level of budgetary control is at the department level for the General Fund, at the budget category for the Orange County Great Park Fund, and at the individual fund level for all other funds, except funds related to the Orange County Great Park. In overseeing the City's General Fund budget, the City Manager is responsible for assuring departmental expenditures stay within the department's budget. The City Manager will notify the City Council as soon as possible of the necessity to over-expend any department appropriation, or to transfer funds between departments.

The City Manager will submit regularly scheduled budgetary reports to the City Council and Finance Commission comparing actual revenues and expenditures to the adjusted budget, explaining variances greater than \$100,000 or 10%. This report is to be prepared for the first quarter of the fiscal year and monthly thereafter, and shall include a written analysis and a re-projection, if appropriate.

The level of budgetary control for the Orange County Great Park Funds, in accordance with the Orange County Great Park Fiscal Transparency and Reforms Act approved by voters on November 4, 2014, is at the department and budget category level.

### General Fund Budgeting

The basic format of the budget shall identify programs within organizational structures. Programs are defined as specific services provided to the public, other departments, or other organizations. All assumptions, transfers and other relevant budget data shall be clearly stated.

The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt. Where possible, the budget and subsequent status reports will integrate performance measurement and productivity indicators.

In instances where specific activities/purchases are authorized by the City Council in a certain fiscal year and remain incomplete and/or unexpended, revenues and/or fund balance may be carried forward, at City Council's discretion, into the next fiscal year to support such activities/purchases.

Provisions will be made for adequate maintenance of the capital plant and equipment and for orderly rehabilitation and replacement within available revenue and budgetary limits. To show true cost of services, revenues and expenditures will be budgeted and accounted for directly in the appropriate fund. Costs for services provided by Special Funds to General Fund activities will be budgeted as an expense in the General Fund and as revenue to the Special Fund.

Budgetary and accounting procedures will conform to Generally Accepted Accounting Principles (GAAP) for governmental agencies.

### Special Fund Budgeting

The term "Special Funds" shall be used to identify all funds other than the General Fund (001), inclusive of the following fund types: General Reserve, Special Revenue, Capital Projects, Debt Service and Internal Service Funds. Special Funds shall be created when legally required, requested by the City Council, recommended by the Finance Commission, or to facilitate internal accounting and financial reporting procedures.

# Financial Policies

## Budget Policies

The annual budget for each Special Fund shall be prepared in conjunction with the General Fund budget and shall be submitted to the City Council for adoption prior to the beginning of the fiscal year. Special Funds budgetary and accounting procedures will conform to GAAP.

Activities of the Special Funds shall be reported to the Finance Commission and City Council on a regular basis consistent with General Fund reporting responsibilities. To show true cost of services, revenues and expenditures will be budgeted and accounted for directly in the appropriate fund. Costs for services provided between funds will be budgeted as an expense in the fund receiving the services and as revenue to the fund providing the services.

### Contract Budgeting

Approval to enter into contracts for the purchase of services is accomplished through the City's fiscal year budget approval process, except for those contracts exceeding \$1 million, which require Finance Commission review (or Great Park Board review for Great Park contracts), and City Council approval. City staff members enter into the budget system specific line item detail describing the nature of the contract services requested and the dollar value (including those exceeding \$1 million). These budgetary line items should align with specific contract requirements or types of services, even though there may be more than one individual contractor for the particular service, versus total program funding requirements.

In addition to the City's general requirements set forth above, the City Council retains the authority to specifically identify any contract during the fiscal year budget process for further review and approval prior to contract award regardless of contract value.

The annual pre-approval process eliminates the need to obtain individual Council approval for each contract throughout the fiscal year if no greater than \$1 million in value. Once the annual budget is approved, each contract service line item is assigned a unique number referred to as the "Job Ledger Key," or "J/L Key." This J/L Key number is required when entering Purchase Requisitions into the financial system for contract services. In the event the J/L Key limit has reached its limit, the system will block the Purchase Requisition entry.

From time to time, unanticipated circumstances may arise during the fiscal year that requires the City to enter into a contractual agreement for services not identified in the adopted budget. This includes new contract requirements, as well as contract amendments for additional scope of work and/or costs when the additional scope and/or costs are not consistent with items in the approved adopted budget.

When the scope of work and/or increased costs are inconsistent with the adopted budget, approval for the additional services must be obtained according to the following guidelines:

Great Park Contracts (regardless of amount)	Great Park Board Review and City Council Approval
Up to \$5,000	No formal approval required
>\$5,000 to \$30,000	Director's Approval
>\$30,000 to \$100,000	City Manager's Approval
>\$100,000	Finance Commission Review and City Council Approval

To request approval to enter into an unanticipated contract or contract amendment, a "Request for New or Revised Job Ledger Key Contract Limit" form must be prepared explaining the

# **Financial Policies**

## **Budget Policies**

justification for the new contract or contract amendment and the funding source. The form must be approved in accordance with the limits set forth above and submitted to the Purchasing Agent. Funding for an unanticipated contract requirement must be secured in accordance with the Budget Adjustment Policy.

### **Sole Source Procurements**

Staff is required to perform a competitive bidding process whenever feasible. However, there are instances when obtaining competitive bids or proposals is not possible. In such an event, staff must fully complete and submit a "Sole Source Request Form." The form must be signed by the requestor and department director prior to forwarding to the Purchasing Agent for approval. For procurements exceeding \$30K, additional sole source approval is required from the Director of Administrative Services and the Assistant City Manager. Sole source requests exceeding \$100K require review by the Finance Commission (or Orange County Great Park Board for Great Park procurements), followed by City Council review and approval. Procurements with monopolies such as utility companies do not require sole source approval, nor do procurements with other government agencies. For procurements involving rebates to the City, such rebate amounts may be deducted from the total cost of the procurement for the purpose of determining the appropriate level of approval required. For sole source approval via City Council action, staff must include language in the staff report stating it is a sole source request, and include supporting information such as how the pricing was determined to be fair and reasonable. For City Council approved sole source requests, a copy of the Minutes approving the request shall be attached to the PR in the financial system. In the event an actual procurement exceeds the approved sole source amount by greater than 30%, and/or requires a higher approval level from the original request, then a new Sole Source Request Form must be submitted. Sole source approvals shall be maintained by Purchasing staff.

### **Leasing**

A capital lease shall be considered only when the useful life of the item is equal to or greater than the length of the lease. If the item may become technologically obsolete or is likely to require major repair during the capital lease term, then the item should be either purchased or placed on a term operating lease.

### **Internal Service Funds**

Internal Service Funds account for the financing of goods or services provided by one department to another on a cost reimbursement basis. These functions include self insurance, inventory, fleet, mail/telephone and duplicating, strategic technology, and Civic Center maintenance & operations funds.

### **Self Insurance Fund**

The City's Insurance Fund is an internal service fund designed to recover the full cost of the risk management program through a percentage of payroll charges to the user departments. The major components of the City's risk management program are the self-insured workers' compensation and liability claims; excess insurance premiums; property insurance premiums and deductibles; unemployment claim payments; claims administration; and wellness programs.

# **Financial Policies**

## **Budget Policies**

### ***Purpose***

Provide a method of assessment, accounting and funding for the City's risk management program.

### ***Policy***

The City manages risk by self-insuring claims up to \$300,000 for workers' compensation claims, and \$350,000 for general liability claims. The City purchases additional coverage up to \$42 million through the California Insurance Pool Authority. The City purchases insurance for property with a \$10,000 deductible and automobile damage risk which carries a \$5,000 deductible. Earthquakes are subject to a 5% deductible with a minimum of \$100,000 per occurrence.

The City will maintain reserves to fund its outstanding self-insured liabilities at a range of 70% to 90% confidence level. This target applies to the outstanding liabilities in total, not on an individual program year basis. All estimates of the future costs of the program are uncertain due to the random nature of the events that will determine those costs. Actual results may vary, perhaps significantly, from the estimates underlying the actuarial report. Any additional funding will be designated for future catastrophic losses and regular fund operations.

# Financial Policies

## Budget Policies

### ***Procedure***

The City utilizes professional actuarial services to assess the self-insured liability associated with workers' compensation and general liability claims and follows Governmental Accounting Standards Board (GASB) guidelines with regard to reporting.

An annual actuarial study shall be conducted to provide an estimate of the self-insured liability to be recorded by the City in accordance with GASB Statement #10. GASB #10 requires the City to accrue a liability on its financial statements for a reasonable estimate of the cost of claims and expenses associated with all reported and unreported claims. For financial reporting purposes, the City is required to present a liability at an "expected" amount which corresponds to approximately a 50% confidence level. The actuarially determined liability amounts may be adjusted for claim information available subsequent to the actuarial report and up to 15% for administrative expenses associated with the program, known as unallocated loss adjustment expenses.

The City establishes the funding level for its self-insurance fund more conservatively than the GASB #10 minimum liability accrual standard, maintaining reserves at a range of 70% to 90% confidence level, meaning the actuary believes funding will be sufficient to pay claims in seven to nine years out of 10. Funding is provided by charging a percentage of payroll to all City departments. The percentage of payroll will be evaluated annually.

### ***Inventory Fund***

This fund provides for the acquisition of materials and supplies maintained at the City's central warehouse. Materials and supplies are "sold" as needed to various user departments. The City uses the "First In, First Out" (FIFO) method of inventory costing.

### ***Fleet Services Fund***

The City shall maintain an internal service fund to account for the original acquisition, replacement and ongoing maintenance, and operation of significant equipment. Significant equipment is defined as equipment costing \$5,000 or more, having a useful life of more than two years. The Fleet Services Fund shall own and maintain all rolling stock. The useful life assigned to equipment is based on established City policy and is consistent with generally accepted equipment life cycles and/or based upon City experiences. Replacement is determined by evaluation of criteria including age, and actual and projected vehicle maintenance costs. The goal is to maximize each vehicle's useful life, while minimizing lifetime cost.

Full purchase costs of new equipment shall be budgeted by the department purchasing the equipment. Thereafter, the department will budget for annual rental rates. The rental rates charged by the equipment internal service funds shall be adequate to cover equipment acquisition costs, other replacement cycle charges, maintenance, fleet services overhead costs, fuel island maintenance costs, where applicable, and any lease payment costs, loan amortization or related financing costs. Within the annual budget document, new and replacement equipment is individually identified.



# **Financial Policies**

## **Budget Policies**

### ***Telephone, Mail and Duplicating Fund***

The telecommunications program provides coordination and administration of all telephone lines, voicemail functions and design, equipment administration, paging and cellular services. The duplicating division centrally administers all copier acquisition and contract negotiations, networking equipment, training, maintenance and an on-site contractor's representative, who performs server maintenance and assistance with customer service. The Mail Center processes bulk and regular mailings, as well as assists in the design and creation of mailers to ensure the City meets United States Postal Service requirements. This division is also responsible for all mail services within the Civic Center and all of its satellite facilities, such as parks and senior centers. These services include support staff and contract oversight for all mail and duplicating operations. Expenses associated with these services are charged to user departments based on utilization.

### ***Strategic Technology Fund***

This internal service fund shall acquire and own information technology capital equipment, including workstations, network hardware, software applications and licenses, and related infrastructure. The fund shall also provide maintenance support of the assets, staff training services, supplies and services for related government-wide needs, and administer the project management, programming, and training services contract with the City's third-party information systems provider.

The Strategic Technology Plan, like the City's Strategic Business Plan, is a five-year projection of technological capital equipment and service needs. This Plan will be updated annually and presented for the City Council's review as part of the budgetary process. The Plan's multi-year projects shall be incorporated into the fund's annual operating budget, along with related administration costs.

Annual technology costs are budgeted in the General Fund in each department on a pro-rata basis, and revenues are budgeted to the Strategic Technology Fund.

### ***Civic Center Facility Maintenance Fund***

The Civic Center Facility Maintenance Fund was established in FY 2002-03. All maintenance, custodial and staffing costs associated with the operation of the Civic Center are included. All expenses associated with facility maintenance are expensed from this fund with supporting revenues budgeted from the General Fund (and other funds with offices at the Civic Center) on a per square foot basis and transferred monthly to the Civic Center Facility Maintenance Fund.

### **Maintenance of Capital Assets and City Infrastructure**

It is the City's intent to provide adequate annual funding to meet annual rehabilitation needs. The budget should provide sufficient funds for the regular repair and maintenance of all City capital assets.

When contemplating new capital facilities, the City will calculate and take into account the related future maintenance costs.

# Financial Policies

## Budget Policies

### Inter-fund Transfers

To the maximum extent feasible and appropriate, General Fund transfers to other funds shall be defined as payments intended for the support of specific programs or services. Amounts not needed to support such specific program or services shall revert to the General Fund's fund balance, unless City Council direction establishing the transfer for other items is enacted.

### Fund Balances

To maintain the City's credit rating and meet seasonal cash flow shortfalls, economic downturns or a local disaster, the budget shall provide for an anticipated fund balance for general government and enterprise fund types. Fund balance shall be exclusive of all restrictions, commitments, and assignments not available for use in emergencies and contingencies.

At the close of FY 2011-12, the City Council adopted a policy goal of increasing the Contingency Reserve Fund balance from the target level of 15% of General Fund adopted budget operating appropriations to 20% over the course of the next three fiscal years. The minimum reserve is 3%. The contingency reserve may be used at the discretion of the City Council to:

- Provide resources to make up for temporarily decreased revenues, such as state subventions.
- Provide temporary resources in the event of an economic downturn while expenditure reductions are implemented.
- Provide resources to meet emergency expenditures in the case of flood, fire, earthquake, landslides, or other disasters.

Whenever Contingency Reserve funds are used, the reserve shall be replenished as soon as possible. Fifty percent or more of available year-end funds may be allocated to the Contingency Reserve Fund annually until the reserve is at the target of 20% of adopted budget operating appropriations.

The City Council directs and approves the disposition of year-end fund balances. Annual rehabilitation needs will be funded using available year-end surplus funds. As a general rule, funds remaining after funding reservations and prior allocations will be divided accordingly: 60% to new capital projects, 20% to City Council discretionary projects, and 20% to the Asset Management Plan.

There are almost always important limitations on the purpose for which all or a portion of the resources of a governmental fund can be used. The forces of these limitations can vary significantly, depending upon their source. Therefore, the various components of fund balance are designed to indicate "the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the fund can be spent." Fund balance is categorized in five classifications, depicting the relative strength of the spending constraints placed on the purposes for which the resources can be used. The five classifications are:

- Nonspendable: amounts not in spendable form or are required to be maintained intact (inventories, prepaid items, endowment).
- Restricted: portions of fund balance that reflect resources subject to externally enforceable legal restrictions. Amounts constrained to specific purposes by their providers, through constitutional provisions, or by enabling legislation (Measure BB educational funds,

# Financial Policies

## Budget Policies

creditors, grantors, restricted donations or contributions, required 3% minimum contingency reserve).

- Committed: amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority (City Council), and remains binding unless removed in the same manner (over the required 3% minimum contingency reserve, SDC and IBC funding).
- Assigned: amounts a government intends to use for a specific purpose; intent can be expressed by the governing body, or by an official or body to which the governing body delegates the authority (year-end encumbrances, infrastructure and rehabilitation funding).
- Unassigned: amounts available for any purpose; reported only in the General Fund.

### Long-term Financial Planning

The City shall enhance the economic development of the community as a whole through prudent long-range financial planning, as well as providing competitive economic inducements to businesses locating within the City.

In the context of the Strategic Business Plan, the City will project revenues for the current and following five fiscal years, re-evaluating each existing and potential revenue source. The City shall develop and maintain methods for the inventory and projection of current and future development in the City and the related fiscal impacts in current budget dollars; these models should be maintained and refined on an annual basis.

### Proposition 4 – Gann Initiative

#### *Purpose*

Article XIII B of the California Constitution (enacted with the passage of Proposition 4 in 1979 and modified with the passage of Proposition 111 in 1990) restricts the appropriations growth rate for cities and other local jurisdictions. The legislation provides that the governing body shall annually establish its appropriations limit by resolution.

The appropriations limit is calculated by determining appropriations financed by proceeds of taxes in the 1978/79 base year and adjusting the limit each subsequent year for changes in the cost of living and population. This appropriation limit is the maximum limit of proceeds from taxes the City may collect or spend each year. Budgeted appropriations are limited to actual revenues if they are lower than the limit. The appropriation limit may be amended at any time during the fiscal year to reflect new data.

#### *Policy*

The City shall annually calculate the Gann Limit according to legally established procedures (California Government Code Section 9710). The City shall conform and adhere to all Gann Limit and related requirements. The City Council shall adopt by resolution the City's Gann appropriations limit prior to the fiscal year in question.

# Financial Policies

## Budget Policies

### ***Procedures***

The City Council shall pass a resolution annually certifying the City is in conformance with Gann requirements. The adoption of the appropriations limit by resolution of the City Council is to be completed prior to the fiscal year in question. Once the appropriation limit has been adopted, there are two publication requirements:

- The appropriations limit and the total appropriation subject to limitation must be published in the annual budget.
- The State Controller's Office requires the submission of an informational form along with the filing of the Annual Statement of Financial Transactions no later than 110 days after the close of each fiscal year.

Annually during the City's financial audit, the auditors apply agreed-upon procedures to ensure the City meets the requirements of Section 1.5 of Article XIII-B of the California Constitution.

### ***Summary***

The City's General Plan identifies the level and pace of growth of the undeveloped areas of the City. The Strategic Business Plan models expenditures and revenues based on these growth projections. Based on the City's growth plan and the Strategic Business Plan projections, the City will not reach its Gann expenditure limit in the foreseeable future.

### **Cost Accounting**

When feasible, costs will be charged directly to the appropriate funds/section/service. Costs for internal services such as insurance, duplicating, mail, telephone, equipment, vehicles, and technology will be charged to the end user (fund/section/service), using the most appropriate allocation method (number of computers, employees, phones, etc.).

To ensure that appropriate fees for services and cost recovery level goals are being met, the City will conduct formal cost of services studies on a regular basis. A cost of services analysis for development services shall be conducted at least every four years and at most every two years. Based on the cost of services study, development services and other fees as designated by the City Council shall include the cost of departmental and general City overhead costs. A cost of services analysis for Community Services programs and services shall be conducted every five years.

### **Asset Management Plan (AMP) Fund**

#### ***Purpose***

The purpose of the AMP Fund is to:

- Accumulate earnings to provide a long-term funding source for rehabilitation of City infrastructure while preserving the Fund's principal balance
- Provide financial reserves to respond to natural disasters and other emergencies
- Provide a source for internal loans and liquidity
- Serve as collateral for City debt issues

# Financial Policies

## Budget Policies

### ***General Policy***

This policy provides staff direction regarding the use of AMP Fund assets through the City's annual Operating Budget and Strategic Business Plan. City Council approval is required for any appropriation of AMP Fund assets or change to the AMP Fund Policy.

- The AMP Fund will retain 10% of revenues earned on its assets to protect the Fund's principal from being eroded by inflation.
- The AMP Fund will contribute funding toward rehabilitation of the City's infrastructure at a level no greater than its actual interest earnings (less 10%) from the most recent closed accounting year at the time the contribution is budgeted.
- The AMP Fund will maintain liquid reserves of at least 25% of total AMP assets.
- Management of the AMP Fund will conform with the City's Financial Policies and all City resolutions and ordinances.
- The AMP Fund will not make loans or otherwise encumber its assets in a manner that would result in its earnings decreasing from the prior accounting year (assuming the decrease in earnings is attributable to the loan/encumbrance of AMP Fund assets and not the performance of the City's overall investment portfolio/overall investment environment).
- AMP Fund loans and advances will be reimbursed unless otherwise directed by the City Council.
- AMP Fund loans will charge interest rates reflecting the length of the loan and risk associated with the borrower/project; projects presenting a higher risk profile and/or requiring longer-term loans will be charged higher interest rates.
- AMP Fund assets may not be used for any purpose without approval of the City Council.

### ***Accelerated Pension Liability Pay-down Plan***

On June 25, 2013 the City Council adopted a plan to address the City's CalPERS unfunded pension liability. The plan includes the following components:

- Utilize \$5 million per year from the AMP for 10 years to reduce the City's unfunded pension liability.
- Additionally utilize \$3 million from the year-end June 30, 2013 balance to reduce the City's unfunded pension liability
- Partially repay the AMP with \$1 million per year for 13 years from the year-end fund balance
- Additionally capture rate savings in the annual budget and earmark those savings in the annual budget until the AMP is repaid

Recognizing that economic conditions, earnings rates and CalPERS actuarial assumptions are fluid, the plan adopted by the City Council is a dynamic plan. The plan was implemented with the expectation it will be adjusted over time and can be stopped and started again if deemed necessary by the City Council due to a recession or for other reasons. Additional funding can also be contributed to offset adverse actuarial impacts or to further accelerate payment of the unfunded liability, as year-end surplus and other discretionary funds become available. To facilitate monitoring and decision making, an annual scorecard report will be presented to the City Council showing progress made in reducing the City's unfunded CalPERS pension liability,

# **Financial Policies**

## **Budget Policies**

the impact of the program on reducing rates and the amounts borrowed from and repaid to the City's AMP. The annual scorecard will be prepared and the program will continue until the City's pension funding reaches the 98% funding target.

In addition to the Plan adopted by the City Council outlined above, direction was provided to staff on June 10, 2014 to pay next year's employer pension costs, in a single lump sum at the beginning of the year, to take advantage of savings provided by CalPERS. Staff was directed to return to the City Council each subsequent year to make a recommendation regarding future year lump-sum prepayments. This recommendation will be part of the annual budget package presented to the City Council for consideration. When the lump-sum payment option is elected, the payment will be recorded in the City's Payroll Clearing Fund. The cost of the prepayment will be offset each pay period as retirement costs are expensed, until the prepayment is fully repaid by the end of the year. Actual retirement costs, taking advantage of the lump-sum prepayment discount, are expected to be less at the end of the year than budgeted. At the end of every year in which a lump-sum prepayment occurs, savings in budgeted General Fund retirement costs will, as a general rule, be recommended for transfer to the AMP during the annual year-end closeout. These savings will help to replenish funds borrowed from the AMP more quickly than would otherwise be possible.



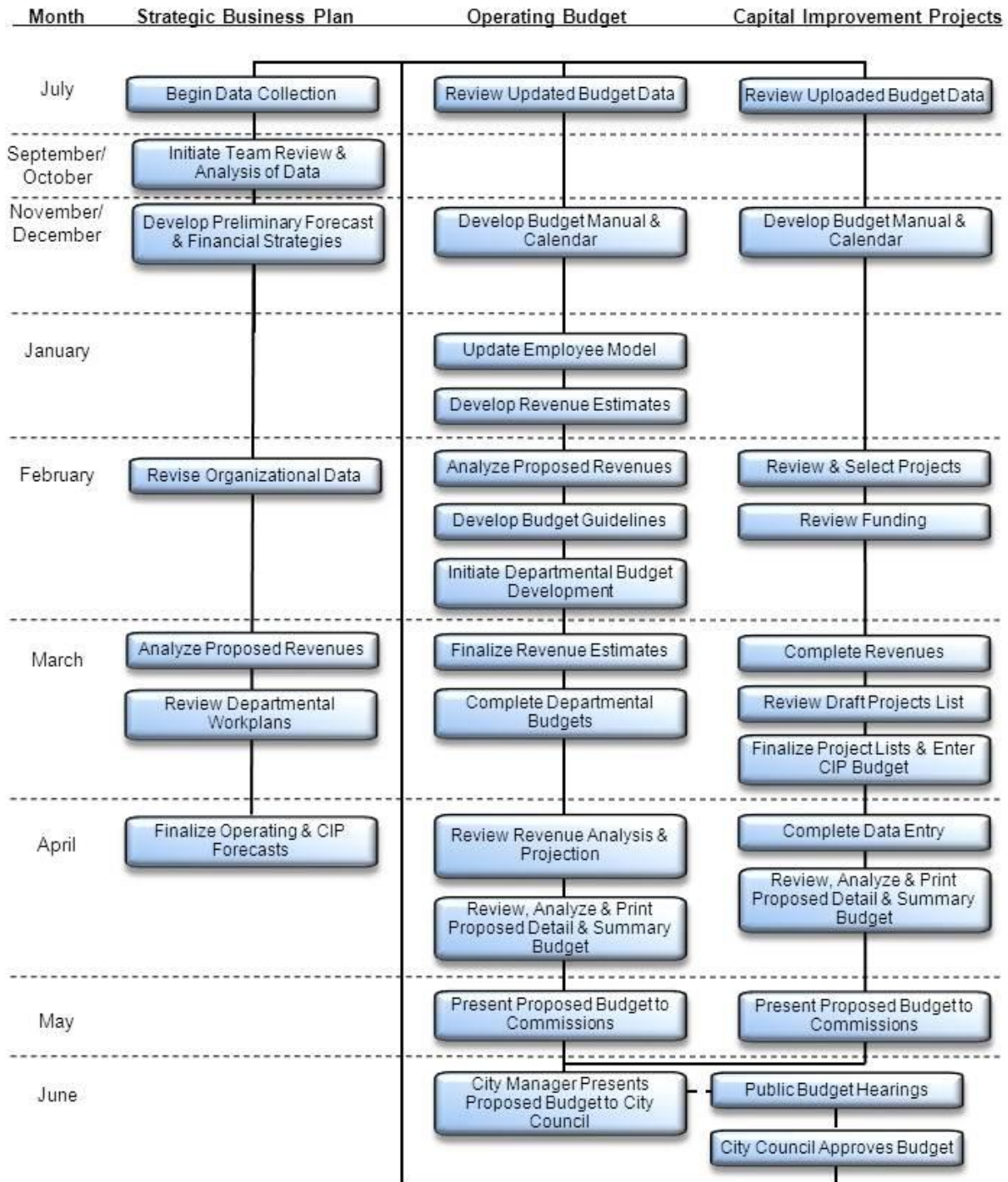
# Financial Policies

## Budget Policies

### Budget Calendar

Development of the City's annual budget will occur in a planned and consistent manner. The Budget Office shall publish an annual budget preparation calendar:

### Strategic Business Plan, Operating Budget and CIP Process





# Financial Policies

## Budget Adjustments

### Operating Budget Adjustments

#### *Purpose*

To provide an administrative process, along with budget and accounting control, for the General and Special Funds budgets (excluding the Great Park and Capital Improvement Program budgets).

#### *Policy*

Adjustments to the adopted or adjusted budget must be approved by the City Manager; Department Director; Manager of Budget and Business Planning; and Manager of Fiscal Services, reviewed by the Finance Commission (except when previously reviewed and approved by the Orange County Great Park Board of Directors, or when direction for the budget adjustment originates from a majority vote of the City Council) and approved by a majority vote of the City Council, unless the budget adjustment falls under one of the exceptions below. No budget adjustment for less than \$5,000 will be processed unless legally required for a new grant agreement.

Budget adjustment exceptions will be classified as one of the following types:

#### **Approvals Required: Manager of Budget and Business Planning, Manager of Fiscal Services, and Department Director.**

- A. Adjustments to revenues and/or expenditures in a single fund up to \$30,000 that do not decrease fund balance.
- B. Adjustments in a single department within a single fund that do not change the overall budgeted expenditures and have no net effect to salaries and benefits.
- C. Donations and related expenditures up to \$30,000 that do not require on-going financial commitment, long-term commitment to a program or service, matching funds, or recognition by the City Council.
- D. Grant agreements that have previously been approved by the City Council during the application process.

#### **Approvals Required: Manager of Budget and Business Planning, Manager of Fiscal Services, Department Director, and City Manager.**

- E. Adjustments to revenues and/or expenditures in a single fund between \$30,000 and \$50,000 that do not decrease fund balance.
- F. Adjustments in a single department within a single fund that do not change the overall budgeted expenditures but do change overall salaries and benefits.
- G. Donations and related expenditures between \$30,000 and \$50,000 that do not require on-going financial commitment, long-term commitment to a program or service, matching funds, or recognition by the City Council.

#### **Approvals Required: Manager of Budget and Business Planning, Manager of Fiscal Services, and City Manager.**

- H. City Manager adjustment within the General Fund only that does not increase or decrease the overall fund balance of the General Fund.

# Financial Policies

## Budget Adjustments

### Capital Project Budget Adjustments

#### Purpose

To provide an administrative process, along with budget and accounting control, for the Capital Improvement Program budget (excluding the Great Park budget).

#### Policy

Adjustments to the adopted or adjusted budget over \$50,000 must be approved by the City Manager; Department Director; Manager of Budget and Business Planning; and Manager of Fiscal Services, reviewed by the Finance Commission (except when previously reviewed and approved by the Orange County Great Park Board of Directors, or when direction for the budget adjustment originates from a majority vote of the City Council) and approved by a majority vote of the City Council, unless the budget adjustment falls under one of the exceptions below. Budget adjustments under \$50,000 do not need Finance Commission review. No budget adjustment for less than \$5,000 will be processed unless needed to close a capital project.

Budget adjustment exceptions will be classified as one of the following types:

#### Approvals Required: Manager of Budget and Business Planning, Manager of Fiscal Services, and Department Director.

- I. Removal of up to \$30,000 of surplus funds from a capital project, returning funding to the original source(s).
- J. Adjustments to revenues and/or expenditures to a single project up to \$30,000 that do not decrease fund balance.
- K. Grant agreements that have previously been approved by the City Council during the application process.
- L. Adjustments within an Assessment District (AD) or Community Facilities District (CFD) Capital Project Fund, provided the projects are identified in an approved AD Engineer's Report for CFD Resolution of Formation.

#### Approvals Required: Manager of Budget and Business Planning, Manager of Fiscal Services, Department Director, and City Manager.

- M. Removal of between \$30,000 and \$50,000 of surplus funds from a capital project, returning funding to the original source(s).
- N. Adjustments to revenues and/or expenditures to a single project between \$30,000 and \$50,000 that do not decrease fund balance.
- O. Adjustments between projects within the same fund of up to \$50,000 that do not increase overall capital improvement project revenue, expenditures or related transfers (allowed one time per fiscal year per project, excluding year-end report adjustments).

# Financial Policies

## Budget Adjustments

### Great Park Funds Budget Adjustment

#### Purpose

To provide an administrative process, along with budget and accounting control, for the Great Park Fund budget.

#### Policy

Adjustments to the adopted or adjusted budget must be approved by the City Manager; Department Director; Manager of Budget and Business Planning; and Manager of Fiscal Services, approved by the Orange County Great Park board of Directors, and approved by a majority vote of the City Council, unless the budget adjustment fall under on the exceptions below. No budget adjustment for less than \$5,000 will be processed unless legally required for a new grant agreement.

Budget adjustment exceptions will be classified as one of the following types:

**Approvals Required: Manager of Budget and Business Planning, Manager of Fiscal Services, and Department Director.**

- P. Adjustments in the Great Park Fund in a single department within the department's Great Park Budget category that does not change the overall budgeted expenditures.
- Q. Removal of up to \$30,000 of surplus funds from a Great Park capital project, returning funding to the original source(s).

**Approvals Required: Manager of Budget and Business Planning, Manager of Fiscal Services, Department Director, and City Manager.**

- R. Removal of between \$30,000 and \$50,000 of surplus funds from a Great Park capital project, returning funding to the original source(s).

# Financial Policies

## Budget Adjustments

### ***Budget Adjustment Procedure***

The originating department's personnel will either generate the budget adjustment form or request Fiscal Services staff help prepare the form. The Manager of Budget and Business Planning will initiate budget adjustments that affect more than one department (such as year-end funds and citywide salary and benefit changes). The budget adjustment request form must be filled out completely and include the following:

- General Information: department, division, section, service, name of person initiating request, and date of commission and council meetings (only for those that require this level of review);
- Reason for Request: reason code, short description, and justification;
- Fiscal Impact: description, account number, fund number, and amount of increase/decrease (rounded to the nearest dollar);
- Back up documentation supporting the budget adjustment; and,
- All required signatures.

If the budget adjustment requires Finance Commission review and/or City Council approval, one of the recommended actions should be to approve, or recommend approval of, the budget adjustment. If the City Council report does not clearly authorize the adjustment, it will be necessary to return to the City Council with another report for authorization for the budget adjustment.

### ***Budget Office and Fiscal Services Review***

The Manager of Budget and Business Planning and Manager of Fiscal Services shall review all budget adjustments for availability of funds and compliance with budget policy. The Department Director, Manager of Budget and Business Planning, and Manager of Fiscal Services or their designees shall sign the budget adjustment form prior to inclusion in the Finance Commission and/or City Council agenda packet. If the request is denied, it will be returned to the department with an explanation of why it was rejected. The request may then be revised and resubmitted or withdrawn by the department.

### ***Final Signatures, Distribution and Posting***

After the request has the appropriate approvals and signatures, it will be forwarded to Fiscal Services for posting. Fiscal Services will post the budget adjustment to the City's financial reporting system.

Budget adjustments will be posted to the City's financial system by month-end if all approvals are obtained and the budget adjustment is submitted to the Budget Office on or before the last business day of the month (for requests that do not require City Council approval) or in the month the City Council approved the budget adjustment (for requests that require City Council approval).

General Fund budget adjustments initiated by the City Manager will be reported to the Finance Commission and City Council in the next scheduled Monthly Financial Report.

Fiscal Services shall retain the original copy of all budget adjustments in accordance with the City's records retention schedule.

# **Financial Policies**

## **Budget Adjustments**

### ***Continuous Auditing***

Each month, the budget will be reconciled to the approved budget adjustments. Prior to the distribution of the monthly reports, the Fiscal Services designee shall verify the City's financial records reflect approved budget adjustments. Each month, the Manager of Budget and Business Planning will also verify all approved budget adjustments have been reflected in the budget model and are accounted for in the monthly financial report.

# **Financial Policies**

## **Capital Improvement Finance Policies**

The City utilizes the following policies to govern its Capital Improvement Program and the use of special funds that address community capital project needs.

### **Capital Improvement Program**

The City Manager shall develop and maintain a five-year projection of capital improvement projects based on the General Plan, Specific Plans, and on City Council approved projects. The five-year projection shall be presented as part of the annual Strategic Business Plan. The Capital Improvement Program (CIP) should be tied to projected revenue and expenditure constraints. Future planning should consider periods of revenue surplus and shortfall, and adjust projects and programs accordingly. The five-year projection shall include new capital projects, rehabilitation needs and long-term maintenance.

The City's CIP is budgeted on a multi-year basis. As a result, monies are allocated to projects in the fiscal year the funding sources are identified and available even though actual project construction may begin in later years. Annual appropriations for capital projects are contained in the appropriate special funds budget.

The City's capital program will recognize the borrowing limitation of not only the City but also the debt tolerance (direct and overlapping debt) of the City as a whole. The adopted annual budget shall contain a five-year summary projection of revenues and expenditures, which specifies the revenue sources and anticipated allocation schedule for the five-year CIP. This multi-year plan shall be updated on an annual basis. Individual capital improvement projects shall include a budgeted amount for City administration, whereby project estimates reflect the total cost of the project.

The City shall actively pursue outside funding sources for all capital improvement projects.

### **Capital Improvement Funding**

Within the limitation of existing law, various funding sources may be utilized for capital improvements. Capital projects shall not be dictated by the nature of funding available except to the extent that the projects meet an initial test required to achieve City goals and to the extent that projects must be placed in priority in order to utilize outside funding.

Unexpended project balances shall be carried forward to future fiscal years to complete the intent of the original budget, contingent upon approval by the City Council. Upon completion of capital projects, unspent funds shall be reported to the City Council through the year-end report. The City Manager shall provide recommendations to redirect the use of unspent capital project funds in the year-end report and the annual budget.

In no case shall projects incur a funding deficit without the approval of the City Council.

# **Financial Policies**

## **Capital Improvement Project Policies**

### **Resident Budget Requests**

#### ***Purpose***

To promote resident participation in maintaining and enhancing City owned or maintained infrastructure such as, but not limited to, roadways, storm drains, bike trails, parks, and facilities.

#### ***Policy***

The City will facilitate resident input into the City's Capital Improvement Program with a systematic process designed to evaluate and track requests. Specifically, staff will evaluate each new project suggestion in the context of the City's existing five-year capital program plan and in terms of available funding opportunities.

#### ***Procedure***

In order to promote, evaluate and track resident participation, staff will implement the following procedures:

- When a resident contacts the City with a capital improvement project request, it will be the responsibility of the department contacted to forward a Resident Budget Request Form to the resident, as well as assist them in correctly filling out the form. After the form has been completed and returned, the responsible department will forward a copy of the completed form to the Budget Office. The completed form shall contain cost estimates for the project developed by the appropriate department.
- If the resident's request does not fall within the contacted department's operations, the initial staff contacted will direct the resident to return the Resident Budget Request Form to the appropriate department, or to the City Manager's Office (CMO). Resident budget requests received by the CMO will be forwarded to the appropriate department.
- When the Budget Office receives a copy of the Resident Budget Request Form, it will be given a unique number for tracking purposes. Requests received before September 30 will be considered for funding in the next fiscal year's budget process.
- Departments will review each request in terms of existing programs and projects, feasibility and appropriateness. Some requests may already be funded, just not completed, and others may fall within jurisdictions such as the County of Orange, CalTrans or Irvine Unified School District. Once a request is deemed appropriate, the department will review the request in terms of its strategic goals, and provide a recommendation for funding. All resident budget requests recommended for funding will then have a detailed cost estimate prepared by the department.
- Once the status of the resident budget request has been determined, the appropriate department will prepare and send a detailed letter to the requester. This letter will include a restatement of the request, a detailed analysis of why the request is being recommended or rejected, and any relevant commission and City Council hearing dates. A copy of each response letter will be forwarded to the Budget Office.
- Department representatives will be required to attend commission and City Council budget hearings related to citizen capital improvement project requests, and be prepared to respond to questions regarding the status of each request.



## **Financial Policies**

### **Capital Improvement Project Policies**

- If the City's evaluation results in inclusion of the new project in its future work plans, it is typical for the project to then be incorporated into the City's Strategic Business Plan document as part of its five-year work program plan. The Strategic Business Plan is updated annually and, based on funding availability and changing City priorities, projects can be advanced, deferred or recommended for funding in the City's next annual capital budget proposal.
- Projects that are determined to have merit but which do not fit within the City's existing work program, or which are unfunded, may be added to the City's capital project watch list; this list is kept within the City's Strategic Business Plan document in a section titled "Potential Capital Improvement Projects for Future Consideration." The projects identified in this section are reviewed annually by staff when evaluating grant and other funding opportunities, and the projects listed there may be given future consideration as funding opportunities develop. The Strategic Business Plan document is reviewed annually by the City Council.

# **Financial Policies**

## **Capital Improvement Finance Policies**

The City uses the following policies relating to long-term financing of the City's Capital Improvement Program.

### **Capital Improvement Financing**

The City of Irvine's debt management shall conform to all other budgeting and financial reporting policies where applicable. All debt issuance shall comply with federal, state and City Charter requirements.

The City shall maintain an ongoing performance monitoring system of the various outstanding bond indebtedness issues and utilize this reporting system as a performance criterion for the administration of the City's outstanding indebtedness.

Debt issuance is an acceptable method of financing infrastructure and public facility projects within the City; however, should only be used if current revenues cannot cover the costs. The term of any City debt issue shall not exceed the useful life of the assets being acquired by the debt issue.

The City should take a proactive approach to improving and enhancing the City's bond rating and institute financial reporting processes to enhance the marketability of the City debt. Accompanying each debt issue will be an assessment of the City's capacity to repay the debt. The assessment will address the effects on the current operating budget; commitments to future operations, maintenance costs and reliable debt retirement sources will also be identified.

### **Use of Debt Financing**

Debt financing shall generally be limited to one-time capital improvement projects and only under the following circumstances:

- When the project's useful life will exceed the term of the financing;
- When project revenue or resources will be sufficient to service the debt; and
- When the project will benefit the residents of Irvine.

Debt financing shall not be considered appropriate for:

- Investment leveraging purposes;
- Current operating and maintenance expenses except for issuing short-term instruments such as revenue anticipation notes or tax anticipation notes; and
- Any recurring purpose (except as indicated above).

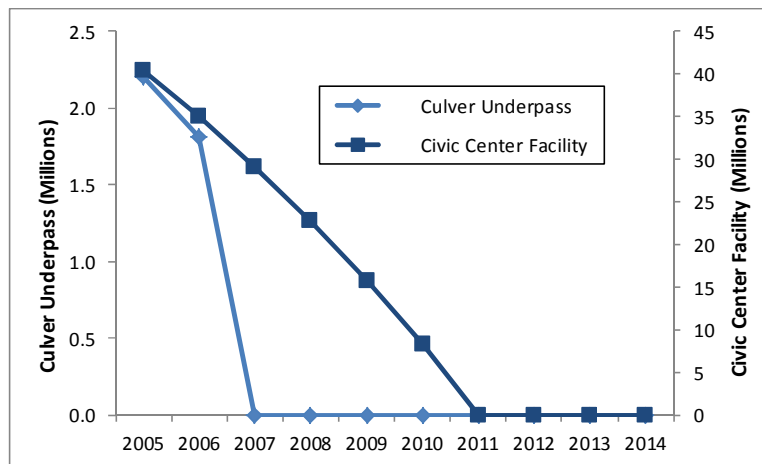
# Financial Policies

## Debt Limits

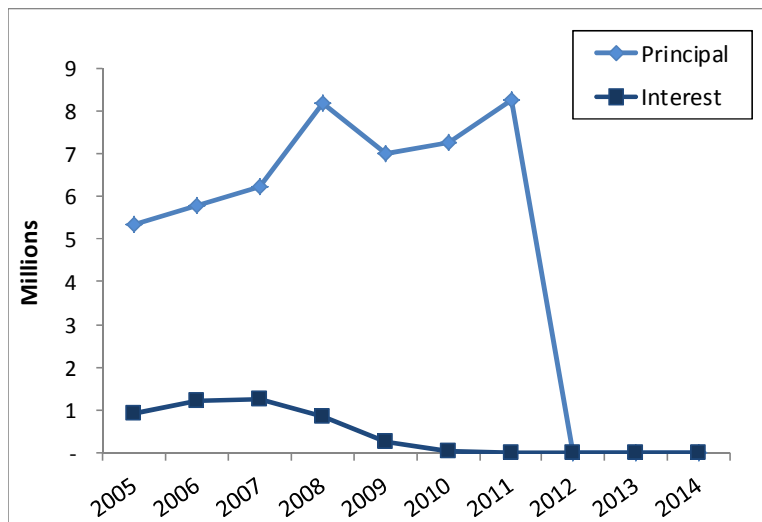
The City's outstanding long-term debt obligations were retired in FY 2010-11, as shown in the following tables.

Outstanding City Debt  
Fiscal Years ended 2010 through 2014

Type of Debt	2010	2011	2012	2013	2014
Certificates of Participation					
<i>Culver Underpass</i>	\$0	\$0	\$0	\$0	\$0
Lease Revenue Bonds					
<i>Civic Center Facility</i>	\$8,260,000	\$0	\$0	\$0	\$0
<b>Total City Debt</b>	<b>\$8,260,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



### Principal & Interest Costs:



# Financial Policies

## Debt Limits

### Legal Debt Margin

Under state law, the City has a legal debt limitation not to exceed 15% of the total adjusted assessed valuation of taxable property within City boundaries. In accordance with California Government Code Section 43605, only the City's general obligation bonds are subject to that legal debt limit. The City has no outstanding general obligation bonds. The table below summarizes the City's debt limit margin over a three-year period:

Computation of Debt Limit Margin  
Years ended 2012 through 2014

	2012	2013	2014
Assessed Valuation	\$ 47,136,231,043	\$ 48,646,093,255	\$ 51,002,248,297
Conversion Percentage	25%	25%	25%
Adjusted Assessed Valuation	\$ 11,784,057,761	\$ 12,161,523,314	\$ 12,750,562,074
Debt Limit Percentage	15%	15%	15%
Debt Limit	\$ 1,767,608,664	\$ 1,824,228,497	\$ 1,912,584,311
Total Net Debt Applicable to Limit:			
General Obligation Bonds	\$0	\$0	\$0
Legal Debt Margin	\$ 1,767,608,664	\$ 1,824,228,497	\$ 1,912,584,311

# Financial Policies

## Investment Policies

The City uses the following policies related to investing City funds.

### Goals

- The City of Irvine's Investment Policy is intended to provide specific criteria for the prudent investment of City funds. The goal is to enhance the economic status of the City while protecting pooled funds and meeting daily cash flow demands.
- The Investment Policy is in conformance with all federal, state and local laws governing the investment of monies under the control of the City Treasurer.
- The Investment Policy applies to the City's Pooled Investment Portfolio, Bond Proceeds Portfolio and Special District Portfolio. These portfolios encompass all monies under the direct oversight of the treasurer and include the following funds:

General Fund	Capital Project
Debt Service	Trust & Agency
Proprietary	Other Funds (which may
Special Revenue	be created)
Reserve Funds	

### Delegation of Authority

- The Irvine City Charter and the authority granted by City Council assign the responsibility of investing unexpended cash to the City Treasurer.
- The City Treasurer may delegate daily investment activity, such as carrying out the treasurer's investment instructions, confirming treasury transactions and other routine activities.
- Investments with a maturity of greater than five years must be approved by the City Council.

### Prudence

- The treasurer operates the City's pooled cash investment program under Section 53600.3 of the California Government Code, applicable state laws, and a Prudent Investor Rule. This affords a broad spectrum of investment opportunities so long as the investment is deemed prudent and permissible by the State of California, various bond indentures and the City's Annual Investment Policy. The treasurer strives to invest 100% of idle funds.

### Treasury Objectives

- The City will diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
- The treasurer maintains a diversified portfolio to accomplish the primary objectives in the following order of priority: safety, liquidity and yield.

### Maximum Maturities

- Maturities of investments will be selected based on liquidity requirements to minimize interest rate risk and maximize earnings. Current and expected yield curve analysis will be monitored and the portfolio will be invested accordingly.

# Financial Policies

## Revenue Policies

- In no event will securities with maximum maturities beyond four years exceed 40% of the portfolio's total carrying cost at the time of purchase.

### Portfolio Reporting

On a quarterly basis, or as otherwise requested by the City Manager, the City Treasurer shall provide to the City Council and Investment Advisory Committee a report indicating each of the City's investments. The report shall include a statement certifying the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may not, be available. The investment portfolio report shall include market information for all investments.

### Investment Advisory Committee

The City has a five-member Investment Advisory Committee. The committee advises the City on matters relating to the City's Investment Policies and the investment of City funds. The committee meets at least quarterly and reports directly to the City Council. Each City Council member appoints one member.

### Authorized Investments

The City is governed by the California Government Code, Sections 53600 et. seq. Within the context of these limitations, and based on the cost at time of purchase, the following investments are authorized, as further limited herein:

<u>Category</u>	<u>Percent</u>
US Treasuries	no limit
US Agencies	no limit
Banker's Acceptances	25%
Commercial Paper	15%
Repurchase Agreements	25%
Reverse Repurchase Agreement	15%
LAIF	25%
Municipal Bonds	no limit
Corporate Medium Term Notes	15%
Money Market Mutual Funds	20%

# **Financial Policies**

## **Revenue Policies**

### **Introduction**

The City utilizes the following policies to govern its operations and methods regarding revenues that are used for operations.

### **Sources of Revenue**

The City will strive to maintain a diversified and stable revenue system to provide protection from short-run fluctuations in any single revenue source to promote consistent service levels.

Intergovernmental assistance shall be used to finance only those capital improvements that are consistent with the capital improvement plan and local government priorities, and whose operation and maintenance costs have been included in operating budget forecasts.

Programs and services funded by restricted revenue will be clearly designated as such. Restricted revenue shall only be used for the purposes legally permissible and in a fiscally responsible manner. Restricted revenues shall be used prior to unrestricted revenue as legally permissible.

The City shall develop and maintain methods of forecasting future revenues and expenditures. These methods shall project the City's future revenues and expenditures through a variety of methods including, but not limited to, forecasts of the economy and future development of the City.

The portion of revenue from development fees that supports citywide overhead costs shall be classified as a General Purpose Revenue and identified as General Fund Revenue Transfers-In and be used to offset General Fund overhead costs.

### **Revenue Collection**

The City shall strive to improve its tax collection rate through legislative initiative and advocacy at the state level and cooperative effort at the county level.

### **Revenue Projection**

The Budget Office will estimate General Fund revenues using an objective and analytical process, as well as documenting and maintaining specific assumptions. In instances where there is uncertainty as to assumptions, conservative revenue projections shall be provided.

### **Fees and Cost Recovery**

User fees and charges shall be established at a level related to the direct and indirect cost of providing the service, wherever possible. The City will recalculate the full cost of activities supported by user fees to identify the impact of inflation and other cost increases. Fees shall be adjusted where appropriate to reflect these increases.

Development process costs and related administrative expense shall be totally offset by development fees, wherever possible.



# Financial Policies

## Revenue Policies

### Community Services Department Fees

The City shall set Community Services program fees that recover costs under the following guidelines:

- Self-Sufficient Activities (up to 100% recovery of direct, indirect, and department overhead costs).  
Contract Activities for Adults, Adult Recreation, Excursions for Adults and Contract Excursions.
- Partially-Supported Activities (up to 100% recovery of direct and indirect costs).  
Staffed Excursions for Children, Youth, and Families; Contract Activities for Children, Youth, and Families; Contract Activities for Seniors and Persons with Disabilities; and Animal Adoptions.
- Substantially-Supported Activities (up to 100% recovery of direct costs).  
Child and Youth Recreation, Learn-to-Swim, Special Events, Senior Recreation, Recreation for Persons with Disabilities, Community Safety Educations, TRIPS, Kids Klub, Animal Licenses, and Sheltering.
- Reasonable fees for individual activities and/or services may be set above or below these standards at the discretion of the director, not to exceed the Department Cost Level.
- Fees for NON-RESIDENT users of Community Services fee-based activities and services, such as those itemized on the approved fees list, shall be determined to recover \$5 in administrative cost per participant and activity in addition to the Resident Fees; the total paid shall not result in cost recovery exceeding the Department Cost Level.
- Fees to residents for activities and services categorized as “MISCELLANEOUS” in the approved List of Community Services Fees shall be set with the goal to recover 100% of costs at the Indirect Cost Level, with exceptions as noted in said list above.
- Non-resident fees for activities and services categorized as “MISCELLANEOUS” in the approved List of Community Services Fees shall be set to recover an administrative cost of \$5 per participant in addition to the Resident Fees, with exceptions as noted in said list; the total fee shall not result in cost recovery exceeding the Department Cost Level.

### Grants and Federal Funds

The City shall aggressively pursue all grant opportunities; however, before accepting grants, the City will consider the current and future implications of both accepting and rejecting the monies, including:

- The amount of matching funds required;
- In-kind services to be provided;
- Requirements for reporting, earmarking and level of effort requirements;
- The related operating expenses; and
- Length of grant and consequential disposition of service (i.e. is the City obliged to continue the services after the grant has ended).

# **Financial Policies**

## **Revenue Policies**

### **Gifts, Bequests and Donations to the City**

Gifts and donations will be evaluated to determine what, if any, obligations are to be placed upon the City. Gifts and bequests will be considered as “over and above” basic City appropriations.

Gifts, donations and/or bequests given to the City for the use of any of its departments or divisions and accepted shall be solely for the purpose intended by the donor. Unrestricted gifts will be expended on the recommendation of the related commission or other advisory board.

Gifts, donations and bequests shall be recorded in accordance with the Generally Accepted Accounting Principles.

### **Development Fee Deferrals**

Recognizing some fees are collected in advance of the work being performed and revenue collected in the prior year funds current expenses, a budget and accounting methodology for the recognition and deferral of Development Fees is necessary. By recognizing and deferring Development Fees on an established basis, the revenue activity will be more accurate relative to the revenue budget.

The Development Fee deferred revenues from the prior fiscal year will be recognized and posted to the appropriate current year revenue accounts during the new fiscal year. At the end of each fiscal year, Community Development and Public Works staff will provide an estimate to Fiscal Services for the fee amount and accounts collected during the year that should be deferred to the next fiscal year.

Fiscal Services will process journal entries recognizing prior year deferred revenues and deferring appropriate current year revenues as appropriate. At the end of each fiscal year, the total amount deferred will be reallocated to the next fiscal year based on this procedure.

The development revenue and deferral policies are recognized in the City’s budget model.

# General Information and Irvine Profile

## City of Irvine

The City of Irvine is located 40 miles southeast of Los Angeles and six miles from the ocean in Orange County, California. Incorporated as a Charter City in 1971 with a City Council-City Manager form of government, the first City Council revised the master plan developed by world-famous architect William Pereira for the landowner, the Irvine Company; the Irvine General Plan is the basis for all development in the City.

As one of the nation's largest master-planned communities, the City of Irvine will increase from its current size of 66 square miles to 74 square miles at build-out, and is the largest city in Orange County (in square miles). Over the last 43 years, Irvine has strategically grown into one of the safest cities in the country, promoting environmental stewardship; state-of-the-art transportation programs and systems; an enterprising business environment; stellar educational institutions; and a high quality of life.



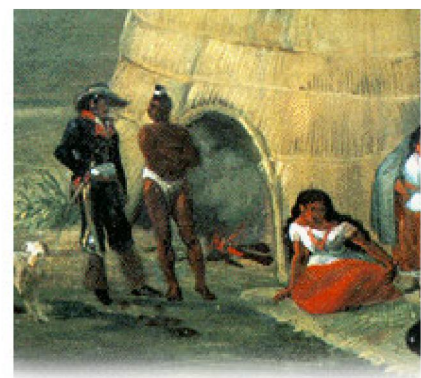
The City contracts for fire and medical services with the Orange County Fire Authority (a joint powers organization) and has three independent districts that provide library, education, and water and sewer service; Orange County Public Libraries is a network of 33 libraries in Orange County, 3 are located in Irvine; Irvine Unified School District includes 24 elementary schools, six middle schools and five high schools; The Irvine Ranch Water District provides water and sewer service.

Services provided by the City include animal control; building and safety regulation and inspection; general administrative services; planning and zoning; police; public facility and capital improvement construction; recreation and cultural programs; open space administration; street lighting; street maintenance; landscape maintenance; and transportation management.

## History

Archeological research establishes prehistoric man in the Irvine area at least 12,000 years ago, possibly even 18,000 years ago. Scattered evidence of early campsites and rock shelters can be seen in the undeveloped parts of the City.

Gabrielino Indians moved into the Irvine area 2,000 years ago, establishing dozens of villages. One village was located near the present San Joaquin marsh and another near the San Joaquin golf course. The Gabrielinos enjoyed an abundant food supply of shellfish, waterfowl and land animals. They lived in round, woven huts and were excellent basket weavers and makers of seashell and stone jewelry.



**Gabrielino Indians were the original inhabitants of what is now Orange County.**

Photograph courtesy of  
The Irvine Historical Society

## General Information and Irvine Profile

Gaspar de Portola, a Spanish explorer, entered the San Joaquin Valley in 1769, abruptly ending the tranquil life of the Gabrielinos. With the Spanish came forts, missions and herds of cattle. The King of Spain began to parcel out lands for missions and for a few large, private land grants. In 1831, after gaining independence from Spain, the Mexican government secularized the missions, assumed control of land holdings and began distributing ranchos to Mexican citizens who applied for grants.

In 1846, the Mexican army was defeated in the final battle of the Mexican-American War. The Treaty of Guadalupe was signed and California was annexed to the United States. The Congressional Act of 1851 forced landholders to reapply to the Board of Land Commissioners to get valid title to their ranchos. In 1868, outside investor Abel Stearns was successful in his suit to dissolve the rancho and divide the property among the claimants, four of whom were prosperous sheep ranchers: Benjamin and Thomas Flint, Llewellyn Bixby and James Irvine.



**Fly past parade at the El Toro airbase  
Circa 1943**

Photograph courtesy of  
The Flying Leatherneck Aviation Museum

The Irvine, Flint and Bixby ranches were devoted to sheep grazing, although in the 1870's tenant farming was permitted. During World War I, agriculture had intensified, and by 1918, some 60,000 acres of lima beans were grown on the Irvine Ranch. During World War II, two Marine Corps air facilities were built on land sold to the government by the Irvine Company.

In 1959, the University of California asked the Irvine Company for 1,000 acres for a new campus. The Irvine Company agreed, and the state accepted the land and purchased an additional 500 acres. The University's consulting architect, William Pereira, and Irvine Company planners drew up master plans for a city of 50,000 people surrounding the university. The area would include industrial zones, residential and recreational areas, commercial centers and greenbelts. The Irvine Industrial Complex West (now known as the Irvine Business Complex) opened and the villages of Turtle Rock, University Park, Culverdale, the Ranch, and Walnut were completed by 1970.

On December 28, 1971, the residents of these communities voted to incorporate a substantially larger city than that envisioned by the original Pereira plan in order to control the future of the area and protect its tax base. By January 1999, the City of Irvine had a population of 134,000 and a total area of 43 square miles. The City of Irvine's current residential population is estimated to be more than 249,000 and encompasses 66 square miles.

### Quick Facts

**Date of Incorporation**  
**Form of Government**  
**Incorporated Area**  
**Sphere of Influence Area**  
**Circulation System**

December 28, 1971  
Charter Law, City Council-City Manager  
66 square miles  
74 square miles  
1,931 lane miles

# General Information and Irvine Profile

<b>Median Household Income<sup>1</sup></b>		\$90,585
<b>Housing</b>	Dwelling Units <sup>2</sup>	95,016
	Median Home Value <sup>4</sup>	\$675,000
	Median Gross Rent <sup>1</sup>	\$1,846
<b>Assessed Valuation<sup>3</sup></b>	Total Assessed Value:	\$55,693,885,275
	Secured:	\$51,916,631,585
	Unsecured:	\$3,777,253,690

## Top 25 Sales Tax Producers<sup>4</sup>

Apple Computer	Kia of Irvine
Arbonne	Living Spaces Furniture
Autonation Toyota Irvine	Nordstrom
Best Buy	Norm Reeves Honda
Carmax	Pc Mall
Chevrolet of Irvine	Ralphs
Chevron	Target
Costco	Tesoro
E Plus Technology	Tilly's
Edwards Lifesciences	Tuttle Click Ford
Financial Services Vehicle Trust	Tuttle Click Mazda
IPC USA	Victor Medical
Irvine BMW	Walmart

Top 25 producers account for 33.04% of Irvine sales tax

<sup>1</sup> U.S. Census Bureau, 2009-2013 American Community Survey

<sup>2</sup> City of Irvine Land Use Database (excludes institutional housing)

<sup>3</sup> Orange County Auditor - Controller

<sup>4</sup> HdL Companies, the City's sales tax consultant (4Q 2014 Update)

# General Information and Irvine Profile

## Principal Property Tax Payers<sup>5</sup>

% Total Taxable Assessed Value	
Irvine Company	8.39%
Cypress Village Community Assoc.	1.35
Irvine Apartment Communities	1.32
Allergan	0.89
Groves of Orchard Hills Comm. Assoc.	0.79
B Braun Medical Inc.	0.69
Heritage Fields El Toro	0.66
Jamboree Center	0.63
LBA IV-PPI	0.55
John Hancock Life Insurance	0.51
<b>Total</b>	<b>15.77%</b>

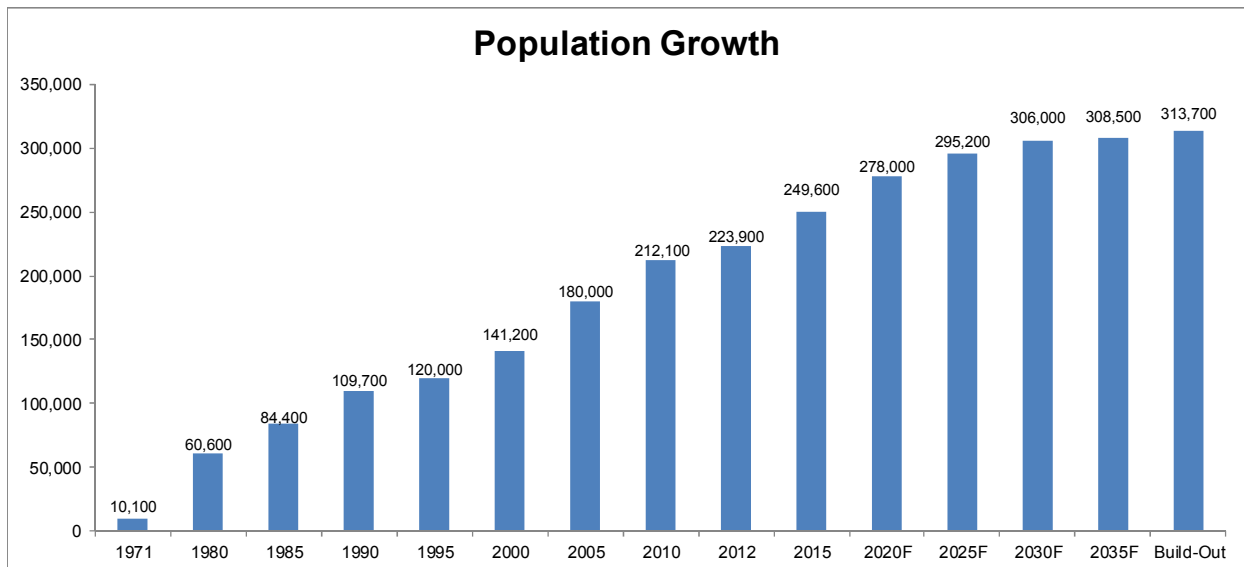
## Demographics

Irvine's strength is its people. The City is the success it is today because of the estimated 249,500 hard-working and community minded citizens who have chosen Irvine as their home (as of March 1, 2014, according to the City of Irvine Land Use Database). Irvine's population has grown significantly over the past 40 years, with population increases averaging 20% per year between 1970 and 1980. Between 1980 and 1990, the average increase dropped to 7% per year; and since 1990, the annual increase has averaged more than 3% per year. Because Irvine is a relatively new City and started with a young population base, only 12.7% of Irvine's population was in the over-55 category in 1990. By the year 2020, however, 28% of the City's population is expected to be over 55.

As Irvine has grown, so has our diversity – helping enhance the City's economic growth as increasing globalization, international trade and fast-growing emerging economies provide important business opportunities overseas. Today, Irvine is recognized as one of the most ethnically diverse and fully integrated cities in the country.

<sup>5</sup> HdL Companies, the City's property tax consultant (2014/15)

# General Information and Irvine Profile



**Median Age<sup>1</sup>** 34

**Registered Voters<sup>6</sup>** 105,886

**Ethnicity<sup>1</sup>**

White	44.9%
Asian	39.2%
Hispanic	9.6%
African American	1.8%
Other	4.5%

## Education

Irvine is fortunate to have outstanding educational facilities. The Irvine Unified School District (IUSD) has nationally recognized schools; student performance well above state and national comparisons; and comprehensive programs in academics, the arts and athletics. The City of Irvine has provided major support for Irvine schools in recent years – including ongoing health, safety and programmatic funding, as well as special grants to improve school health, nutrition, nursing and counseling.

Irvine Valley College is a community college which offers courses for students seeking a degree/certificate or transfer to a four-year university. University of California, Irvine (UCI) and Concordia University are also located in Irvine, offering extensive four-year undergraduate programs. UCI provides graduate level degrees in a variety of areas including medical, business and computer sciences.

Irvine is also home to satellite campuses of Alliant International University; California State University, Fullerton; University of La Verne; Keller Graduate School of Management; Pepperdine University; University of Southern California; and Webster University.

<sup>6</sup> City of Irvine, City Clerk's Office as of December 2014



# General Information and Irvine Profile

<b>Education<sup>1</sup></b>	High School Graduates	96%
	College Graduates	65%

<b>Irvine Unified School District</b>	<b>Enrollment</b>	<b>31,621</b>
---------------------------------------	-------------------	---------------

24 Elementary Schools

6 Junior High Schools

5 High Schools

<b>Colleges</b>	<b>Enrollment</b>
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UCI 29,588

Concordia University 4,046

Irvine Valley College 14,384

## Industry and Employment

Much of the credit for Irvine's success is attributable to the strength, dynamism and adaptability of the City's business community. Irvine has access to a highly educated, skilled labor force and a fully operational transportation network. Over 10,000 acres in the City are available for business uses. Irvine has issued more than 22,200 business licenses, of which 15,080 are businesses based in the City and range from Fortune 500 corporations to on-the-grow companies. Irvine continues to emerge as one of the nation's most prestigious business addresses. Within Irvine there are several major commercial/industrial centers: the Irvine Business Complex, University Research Park, and Irvine Spectrum.

The 2,700-acre Irvine Business Complex (IBC) is located adjacent to John Wayne Airport. A variety of professional and technical businesses, as well as residential properties, are located in this area. In 2010, the City Council adopted the IBC Vision Plan, a framework to facilitate the transition of IBC to a mixed-use neighborhood. Some of the leading companies located at the IBC are Edwards Lifesciences, Allergan Inc., and Western Digital.

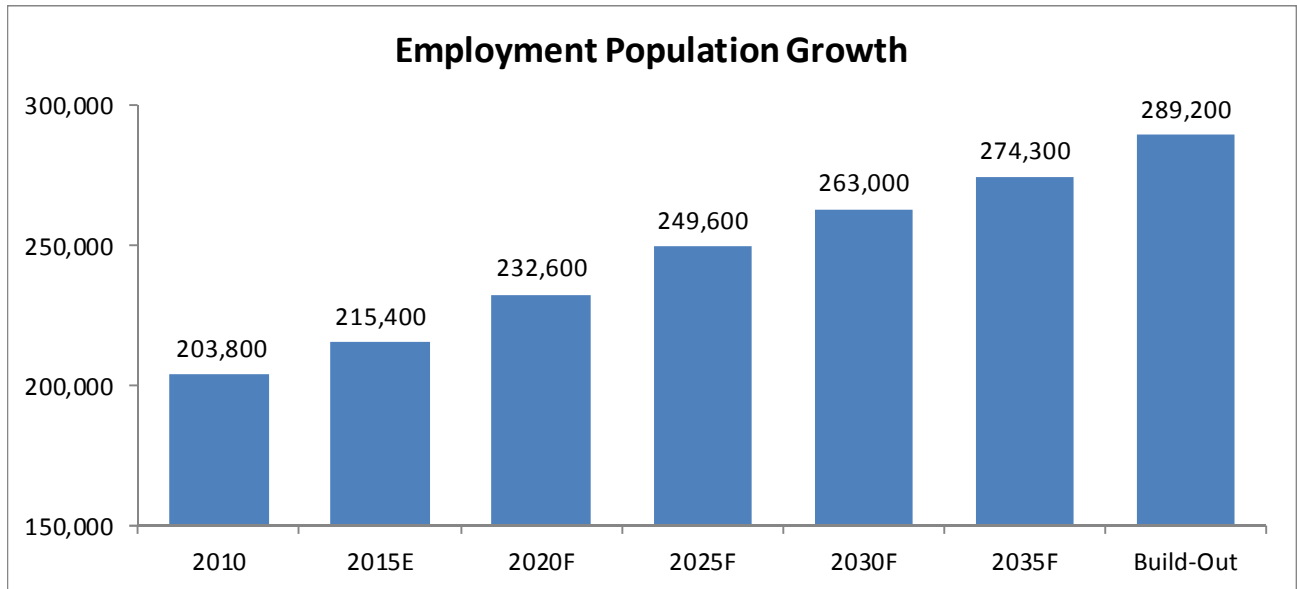


**Irvine Business Complex**

University Research Park is a 183-acre business, research and development office park located next to UCI. The Irvine Company developed University Research Park to promote a mutually beneficial association between innovative businesses and UCI. Some of University Research Park's companies include renowned local, regional and national companies such as Broadcom, Cisco Systems and Skyworks.

Irvine Spectrum, home to prestigious high-rises and campus-like environments, is one of California's leaders in its concentration of technology; research and development; and light manufacturing companies. Some of Irvine Spectrum's leading companies include Blizzard Entertainment Inc., Parker Hannifin, Thales Avionics and Alcon Research.

# General Information and Irvine Profile



## Employment Base<sup>7</sup>

213,936

## Top Employers<sup>8</sup>

### Company

### Employees

University of California, Irvine	15,750
Irvine Unified School District	4,285
Blizzard Entertainment Inc.	2,620
Broadcom	2,604
Edwards Lifesciences	2,575
Parker Hannifin	2,400
Allergan	1,922
Verizon Wireless	1,472
B Braun Medical Inc.	1,370
Western Digital Technologies	1,300

## Recreation and Open Space

Since its incorporation, one of Irvine's top priorities has been the preservation of open space and the provision of abundant parks, recreation and public places. The City's vision strives to balance community development with the preservation of the natural environment. To this end, Irvine has preserved more than 16,000 acres of total land area through various efforts, including the City's current inventory of 39 neighborhood public parks and 19 community public parks. More than one-third of the entire City has been or will eventually be preserved parks, trails and natural wild lands, protecting some of the most important and stunning chaparral landscapes in California.

<sup>7</sup> CA EDD & 2011-2013 American Community Survey (includes payroll jobs & self-employed individuals)

<sup>8</sup> City of Irvine Comprehensive Annual Financial Report Year Ended June 30, 2014

## General Information and Irvine Profile

In addition to its vast open space, the City of Irvine has three public golf courses, one 18-hole natural grass putting course, one golf practice center, one tennis club, and numerous public and private tennis courts. The City owns and manages over 568 acres of public park lands, over 54 miles of off-street trails, more than 5,600 acres of protected open space with recreational trails for pedestrians, mountain bikers and equestrians, and various public facilities including the Great Park, Irvine Fine Arts Center, William Woollett Jr. Aquatics Center and two senior centers.

Additionally, the Verizon Wireless Amphitheater is a 15,500-seat outdoor venue that is home to the Pacific Symphony Orchestra and other shows and festivals during the summer. The Irvine Spectrum Center is one of Southern California's most popular shopping and dining destinations, visited by 15 million people each year and featuring more than 130 stores, restaurants and entertainment venues.



Heritage Community Park

### Parks and Landscape Areas

Community Parks	19
Neighborhood Parks/Vista Points	39
Trees	69,828
Athletic Fields	89
Sports Courts	126
Sports Fields (acres)	155
Streetscape (acres)	889

### Orange County Great Park

Trees and Palms	2431
Shrubs and Ornamental Grasses (acres)	17
Hardscape (acres)	12
Turf (acres, 9 acres for Athletic Fields)	28
Synthetic Turf (acres)	4
18 Controllers/2 Water Meters	

# **Glossary**

## **Acronyms**

<b>AD</b>	Assessment District
<b>ADA</b>	Americans with Disabilities Act
<b>ADT</b>	Average Daily Trips
<b>AHFP</b>	Arterial Highway Financing Program
<b>AMP</b>	Asset Management Plan
<b>AQMD</b>	Air Quality Management District
<b>AQMP</b>	Air Quality Management Plan
<b>AS</b>	Administrative Services Department
<b>BOE</b>	Board of Equalization
<b>BID</b>	Business (Hotel) Improvement District
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CBO</b>	Chief Building Official
<b>CC</b>	City Council
<b>CD</b>	Community Development Department
<b>CDBG</b>	Community Development Block Grant
<b>CEQA</b>	California Environmental Quality Act
<b>CERT</b>	Community Emergency Response Training
<b>CFD</b>	Community Facilities District
<b>CIP</b>	Capital Improvement Program
<b>CM</b>	City Manager's Department
<b>CMP</b>	Congestion Management Plan
<b>CNG</b>	Compressed Natural Gas

## **Glossary**

### **Acronyms**

<b>COPS</b>	Community Oriented Policing Services
<b>CPI</b>	Consumer Price Index
<b>CS</b>	Community Services Department
<b>CSMFO</b>	California Society of Municipal Finance Officers
<b>CUP</b>	Conditional Use Permit
<b>DARE</b>	Drug Abuse Resistance Program
<b>DOF</b>	California Department of Finance
<b>E/FTC</b>	Eastern/Foothill Transportation Corridor
<b>EECBG</b>	Energy Efficiency and Conservation Block Grant
<b>EEMP</b>	Environmental Enhancement and Mitigation Program
<b>EIR</b>	Environmental Impact Report
<b>EPT</b>	Extended Part-Time
<b>ETC</b>	Eastern Transportation Corridor
<b>FHCOC</b>	Fair Housing Council of Orange County
<b>FTE</b>	Full-Time Equivalent
<b>GASB</b>	Governmental Accounting Standards Board
<b>GDP</b>	Gross Domestic Product
<b>GFOA</b>	Government Finance Officers Association
<b>GIS</b>	Geographical Information System
<b>GMA</b>	Growth Management Area
<b>GMP</b>	Growth Management Program
<b>GPA</b>	General Plan Amendment

## **Glossary**

### **Acronyms**

<b>GSP</b>	Gross State Product
<b>HID</b>	Hotel Improvement District
<b>HRIS</b>	Human Resources Information System
<b>HSIP</b>	Highway Safety Improvement Program
<b>HUD</b>	U.S. Department of Housing and Urban Development
<b>HVAC</b>	Heating, Ventilation and Air Conditioning
<b>IADHS</b>	Irvine Adult Day Health Services
<b>IBC</b>	Irvine Business Complex
<b>IBTOC</b>	Irvine Barclay Theatre Operating Company
<b>ICCP</b>	Irvine Child Care Project
<b>ICDCOC</b>	Irvine Child Development Center Operations Corporation
<b>IFAC</b>	Irvine Fine Arts Center
<b>IFAS</b>	Integrated Financial Accounting System
<b>IRC</b>	Irvine Ranch Conservancy
<b>IRWD</b>	Irvine Ranch Water District
<b>ITA</b>	Irvine Transportation Authority
<b>ITAM</b>	Irvine Transportation Analysis Model
<b>ITC</b>	Irvine Transportation Center
<b>ITRAC</b>	Irvine Traffic Research and Control Center
<b>IUSD</b>	Irvine Unified School District
<b>IVC</b>	Irvine Valley College
<b>LAEDC</b>	Los Angeles Economic Development Corporation

## **Glossary**

### **Acronyms**

<b>LAFCO</b>	Local Agency Formation Commission
<b>LAIF</b>	Local Agency Investment Fund
<b>LED</b>	Light Emitting Diode
<b>LLEBG</b>	Local Law Enforcement Block Grant
<b>LLPM</b>	Landscape, Lighting and Park Maintenance
<b>LSC</b>	Lakeview Senior Center
<b>M2</b>	Measure M Local Sales Tax Fair Share Funding
<b>M2-ACE</b>	Measure M (M2) – Arterial Capacity Enhancements Grant
<b>M2-TSSP</b>	Measure M (M2) – Traffic Signal Synchronization Program Grant
<b>M2-ICE</b>	Intersection Capacity Enhancement Grant
<b>M-GMA</b>	Measure M Growth Management Area Grant
<b>MCAS</b>	Marine Corps Air Station
<b>MOU</b>	Memorandum of Understanding
<b>MSRC</b>	Mobile Source Air Pollution Reduction Review Committee
<b>(N)</b>	Identifies a Budgeted Staff Position as New
<b>ND</b>	Non-Departmental Activities
<b>NITM</b>	North Irvine Transportation Mitigation
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>OCADA</b>	Orange County Automobile Dealers Association
<b>OCFA</b>	Orange County Fire Authority
<b>OCGP</b>	Orange Country Great Park
<b>OCGPC</b>	Orange County Great Park Corporation



## **Glossary**

### **Acronyms**

<b>OCIP</b>	Orange County Investment Pool
<b>OCTA</b>	Orange County Transportation Authority
<b>OCTAM</b>	Orange County Transportation Analysis Model
<b>OCUTT</b>	Orange County Unified Transportation Trust
<b>PARS</b>	Public Agency Retirement Services
<b>PERS</b>	Public Employees' Retirement System
<b>PMS</b>	Pavement Management System
<b>POST</b>	Peace Officer Standards Training
<b>PQI</b>	Pavement Quality Index
<b>PS</b>	Public Safety Department
<b>PT</b>	Part-Time
<b>PUC</b>	Public Utilities Commission
<b>PW</b>	Public Works Department
<b>RDA</b>	Redevelopment Agency
<b>ROW</b>	Right of Way
<b>RPT</b>	Regular Part-Time
<b>RSTP</b>	Regional Surface Transportation Program
<b>SBP</b>	Strategic Business Plan
<b>SCAG</b>	Southern California Association of Governments
<b>SCRRA</b>	Southern California Regional Rail Authority
<b>SDC</b>	Systems Development Charge
<b>SJHTC</b>	San Joaquin Hills Transportation Corridor

## **Glossary**

### **Acronyms**

<b>SLTPP</b>	State Local Transportation Partnership Program
<b>STP</b>	Strategic Technology Plan
<b>TCA</b>	Transportation Corridor Agencies
<b>TEA</b>	Tax Equity Allocation
<b>TMA</b>	Transportation Management Association
<b>TMP</b>	Transportation Management Plan
<b>TOT</b>	Transient Occupancy Tax
<b>TRIPS</b>	Transportation Service for Irvine Seniors and Residents with Disabilities
<b>TRO</b>	Trip Reduction Ordinance
<b>TUSD</b>	Tustin Unified School District
<b>UASI</b>	Urban Area Security Initiative
<b>UCI</b>	University of California, Irvine
<b>UCLA</b>	University of California, Los Angeles
<b>UUT</b>	Utility Users Tax
<b>(V)</b>	Identifies a Budgeted Staff Position as Vacant
<b>VLf</b>	Vehicle License Fee
<b>VoIP</b>	Voice Over Internet Protocol

# Glossary

## Terms

<b>Accrual Basis of Accounting</b>	A method of accounting that recognizes the financial effect of transactions, events, and inter-fund activities when they occur, regardless of the timing of related cash flows.
<b>Adjusted Budget</b>	The adopted budget plus any modifications (increases, decreases and transfers) approved by the City Council during the fiscal year.
<b>Air Quality Management District</b>	AQMD – the air pollution control agency for the four-county region including Los Angeles and Orange counties, as well as parts of Riverside and San Bernardino counties ( <a href="http://www.aqmd.gov">www.aqmd.gov</a> ).
<b>Air Quality Management Plan</b>	AQMP – a plan developed by the AQMD that serves as the blueprint for all the future rules necessary to bring the area into compliance with federal and state clean air standards.
<b>Allocation of Funds</b>	Setting aside funds for a specific purpose or program. An allocation of funds makes them available for expenditure.
<b>Appropriation</b>	A specific amount of money authorized by the City Council for an approved work program.
<b>Arterial Highway Financing Program</b>	AHFP – a Measure M funded program for pavement rehabilitation projects on arterial roadways in the county.
<b>Assessed Property</b>	The value set upon real estate or other property by the County Tax Assessor.
<b>Assessed Valuation</b>	A measure of the taxable value of property located within the City against which the tax rate is applied.
<b>Assessed Valuation (Secured)</b>	That part of the assessment roll containing state assessed property and property the taxes on which are a lien on real property sufficient to secure payment of taxes.
<b>Assessed Valuation (Unsecured)</b>	The remainder of the assessment roll that is not on the secured roll. The taxes on the unsecured roll are a personal liability of the assessed owner.
<b>Assessment District</b>	AD – a separate unit of government that manages specific resources within defined boundaries. Through self-financing, it can raise predictable funds, such as taxes, user fees or bonds, directly from the people who benefit from the services.
<b>Balanced Budget</b>	A budget in which planned expenditures do not exceed planned revenues.
<b>Bond Refinancing</b>	The pay off and re-issuance of bonds to obtain better interest rates and/or bond conditions.

# Glossary

## Terms

<b>Bonds</b>	A certificate of debt issued by an entity, guaranteeing payment of the original investments, plus interest.
<b>Budget Surplus</b>	The difference between operating revenues and operating expenditures. The Budget Surplus may be used for ongoing expenses (as opposed to year-end balance, which may be used only for one-time expenses).
<b>California Environmental Quality Act</b>	CEQA – a state statute enacted in 1970 that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible ( <a href="http://ceres.ca.gov/ceqa">ceres.ca.gov/ceqa</a> ).
<b>California Transportation Commission</b>	CTC – the agency responsible for programming and allocating funds for the construction of highway, passenger rail and transit improvements throughout California ( <a href="http://www.catc.ca.gov">www.catc.ca.gov</a> )
<b>Capital Equipment</b>	Equipment (fixed assets) with an initial individual cost of \$5,000 or more and an expected useful life greater than two years, such as automobiles, microcomputers and furniture.
<b>Capital Expenditure</b>	Expenditure for tangible property with an initial individual cost of \$5,000 or more and an expected useful life greater than two years per item.
<b>Capital Improvement Program Budget</b>	CIP Budget – a multi-year financial plan for construction of infrastructure, facilities, and rehabilitation such as buildings, streets, storm drains, and recreational facilities with an initial individual cost of at least \$50,000 and an estimated useful life greater than two years.
<b>City Council</b>	CC – comprised of the Mayor and four City Councilmembers who are elected at large by registered voters of the City. Councilmembers each serve a four-year term and the mayor serves a two-year term. The City of Irvine has a two-term limit for elected officials. The City Council adopts legislation, sets policy, adjudicates issues and establishes the budget of the City.
<b>Community Development Block Grant</b>	CDBG – provides eligible metropolitan cities and urban counties with annual direct grants to revitalize neighborhoods; expand affordable housing and economic opportunities; and/or improve community facilities and services, principally to benefit low- and moderate-income persons.
<b>Community Facilities District</b>	CFD – a special district that can issue tax-exempt bonds as a mechanism by which public entities finance construction and/or acquisition of facilities and provide public services to the district.
<b>Community Oriented Policing Services</b>	COPS – a grant program that provides partial funding of salaries for several front line law enforcement positions.

# Glossary

## Terms

<b>Comprehensive Annual Financial Report</b>	CAFR – the summarization of the City's financial activity for the previous fiscal year which also includes a summarization of significant milestones that were accomplished during the year by department, fiscal policies, and statistical information. The CAFR is prepared by December of each year.
<b>Conditional Use Permit</b>	CUP – allows a city or county to consider special uses which may be essential or desirable to a particular community, but which are not allowed as a matter of right within a zoning district, through a public hearing process.
<b>Congestion Management Plan</b>	CMP – defines a network of state highways and arterials, level of service standards and related procedures.
<b>Consumer Price Index</b>	CPI – a statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.
<b>Contingency Reserve</b>	The City has established a policy to set aside a percentage of its General Fund operating expenditures as a contingency reserve.
<b>Cost Allocated</b>	A method used to charge General Fund costs budgeted in one department to another department or another fund.
<b>Debt Service</b>	The payment of principal and interest on borrowed funds such as bonds.
<b>Department, (Function) Division, Section</b>	Organizational units within the Operations Budget that group resources together to provide related types of services.
<b>Discretionary Funding Opportunities</b>	Pertains to funds, grants or other resources that are not restricted as to use.
<b>Drug Abuse Resistance Program</b>	DARE – a police officer-led series of classroom lessons that teaches children from kindergarten through 12 <sup>th</sup> grade how to resist peer pressure and live productive drug- and violence-free lives ( <a href="http://www.dare.com">www.dare.com</a> ).
<b>Eastern/Foothill Transportation Corridor</b>	E/FTC – a network of toll roads extending from Anaheim Hills south to Coto de Caza.
<b>Encumbrance</b>	An amount of money committed for the payment of goods and services not yet received or paid for.
<b>Environmental Enhancement and Mitigation Program</b>	EEMP – a state funded grant program for projects related to environmental enhancement or design, particularly of transportation facilities.

# Glossary

## Terms

<b>Environmental Impact Report</b>	EIR – a public document used by governmental agencies to analyze the significant environmental effects of a proposed project, to identify alternatives and disclose possible ways to reduce or avoid potential environmental damage. The California Environmental Quality Act requires an EIR whenever the initial study or other evidence in the record has produced substantial evidence that the proposed project might produce significant environmental effects.
<b>Expenditure</b>	The actual payment for goods and services.
<b>Fair Housing Council of Orange County</b>	FHCOC – a private non-profit organization which fosters diversity in housing through education and the enforcement of state and federal fair housing laws ( <a href="http://www.fairhousingoc.org">www.fairhousingoc.org</a> ).
<b>Fees</b>	A general term used for any charge levied by government for providing a service or permitting an activity.
<b>Fiscal Year</b>	Any period of 12 consecutive months designated as the budget year. Irvine's budget year begins on July 1 and ends on June 30.
<b>FOR Families Program</b>	A Community Service program designed to strengthen families by providing support to individuals and families experiencing stress through short-term support; peer advisement and referral services; self-help groups; and information related to parenting, stress reduction, substance abuse and money management.
<b>Fringe Benefits</b>	These include retirement/pension; health, life, and disability insurance; workers' compensation; and vacation, administrative, medical and special leave of absence time.
<b>Full-Time Equivalent</b>	FTE – refers to part-time hours converted to one full-time equivalent position, which equals 40 hours per week, 52 weeks per year.
<b>Fund</b>	A self-balancing set of accounts to record revenues and expenditures associated with a specific purpose.
<b>Fund Balance</b>	Within a specific fund, the funds remaining when all current and prior year liabilities (expenditures) are subtracted from current and prior year assets (revenues).
<b>Gas Tax</b>	State tax received from gasoline sales utilized solely for street related purposes, such as new construction, rehabilitation or maintenance.
<b>General Fund</b>	The primary operating fund of the City (as opposed to all other City funds, which are designated as "Special Funds").

# Glossary

## Terms

<b>General Plan</b>	A comprehensive, long-range, policy document required by state law. The document establishes the City's overall spatial and temporal development pattern.
<b>Geographical Information System</b>	GIS – a computer system capable of assembling, storing, manipulating and displaying geographically referenced information.
<b>Goal</b>	A time/phased strategy that will implement a specific course of action or plan, typically, a long-term process.
<b>Government Finance Officers Association</b>	GFOA - professional association of state/provincial and local finance officers in the United States and Canada ( <a href="http://www.gfoa.org">www.gfoa.org</a> ).
<b>Governmental Accounting Standards Board</b>	GASB – organized in 1984 by the Financial Accounting Foundation to establish standards of financial accounting and reporting for state and local governmental entities ( <a href="http://www.gasb.org">www.gasb.org</a> ).
<b>Grants</b>	Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.
<b>Gross Domestic Product (Real)</b>	GDP – the total of the goods and services produced by labor and property located in the United States.
<b>Gross State Product</b>	GSP – the total of the goods and services produced by labor and property located in the State of California.
<b>Growth Management Area</b>	GMA – inter-jurisdictional planning regions within Orange County.
<b>Growth Management Program</b>	GMP – a Measure M funded program intended to address the cumulative regional traffic impacts of development not addressed by specific project mitigation and existing system deficiencies.
<b>HOME Program</b>	Federal housing assistance program that provides funds to low- and very low-income families for both rental units and privately owned dwellings.
<b>Hotel Improvement District</b>	HID – an additional 2% hotel tax, on top of the City's 8% base Transient Occupancy Tax (TOT) is collected for the Business (Hotel) Improvement District, with 1.5% designated for the Irvine Chamber of Commerce and 0.5% used for City sponsored cultural events.
<b>Hotel Tax</b>	Also known as the Transient Occupancy Tax (TOT) or bed tax – an 8% tax added to the cost of renting a hotel room within the City.



# Glossary

## Terms

<b>Infrastructure</b>	Includes the City's street, bridge, traffic signal, landscaping, and trail networks. To be capitalized as part of the City's infrastructure network, a related component must have an initial individual cost of at least \$50,000 and an estimated useful life greater than two years.
<b>Inputs</b>	Resources (e.g. dollars, staff and other assets) required to accomplish a job or provide a service.
<b>Integrated Financial Accounting System</b>	IFAS – Irvine's computerized accounting system used to coordinate the City's purchasing and general accounting procedures.
<b>Inter-Fund Transfers</b>	Payments from one fund to another fund, primarily for work or services provided.
<b>Irvine Adult Day Health Services</b>	IADHS – offers day-care programs to frail elderly and disabled adults over 50 who reside in Irvine, Newport Beach, Tustin, Corona Del Mar and surrounding areas ( <a href="http://www.irvineadhs.org">www.irvineadhs.org</a> ).
<b>Irvine Barclay Theatre Operating Company</b>	IBTOC – a private not-for-profit performing arts organization ( <a href="http://www.thebarclay.org">www.thebarclay.org</a> ).
<b>Irvine Company</b>	A privately held company best known for its comprehensive focus on quality of life in the balanced, sustainable communities it has planned and developed on the Irvine Ranch in Orange County, California ( <a href="http://www.irvinecompany.com">www.irvinecompany.com</a> ).
<b>Irvine Child Care Project</b>	ICCP – a Joint Powers Authority between the City of Irvine and the Irvine Unified School District. The project promotes quality before and after school child care by providing financial assistance to children from low-income working families through community-based, non-profit organizations located on elementary school sites for children of families who live and/or work in Irvine.
<b>Irvine Child Development Center Operations Corporation</b>	ICDCOC – a company contracted by the City to operate and provide child care services at the City-owned Child Development Center at the Civic Center ( <a href="http://www.icdcoc.com">www.icdcoc.com</a> ).
<b>Irvine Fine Arts Center</b>	IFAC – a City-operated arts facility located at Heritage Park offering classes, exhibitions and visual arts programming, as well as specialized studios for painting, ceramics, photography, jewelry, and culinary arts.
<b>Irvine Ranch Water District</b>	IRWD – provides domestic water service, sewage collection and water reclamation for the City of Irvine and portions of surrounding communities ( <a href="http://www.irwd.com">www.irwd.com</a> ).

# Glossary

## Terms

<b>Irvine Traffic Research and Control</b>	ITRAC – manages, operates and maintains the City's master traffic signal system computer to analyze/implement traffic signal timing and coordination parameters.
<b>Irvine Transportation Analysis Model</b>	ITAM – Irvine's computerized analytical tool used by traffic engineers and transportation planners to predict traffic conditions. ITAM is designed to simulate driver behavior by replicating land use, socioeconomic and roadway conditions. The results assist the City in planning needed roadway improvements, coordinating traffic signals, monitoring traffic and evaluating the impacts of new development.
<b>Irvine Transportation Authority</b>	ITA – a decision-making body that can be activated to address current transportation issues within the City.
<b>Irvine Transportation Center</b>	ITC – a regional multi-modal transportation center served by Amtrak and Metrolink trains and Orange County Transportation Authority buses.
<b>Irvine Unified School District</b>	IUSD – a local school district comprised of 22 elementary schools, five middle schools, four comprehensive high schools, and one continuation high school ( <a href="http://www.iusd.org">www.iusd.org</a> ).
<b>Irvine Valley College</b>	IVC – a two-year public community college located in Irvine ( <a href="http://www.ivc.edu">www.ivc.edu</a> ).
<b>Landscape, Lighting, and Park Maintenance</b>	LLPM – an assessment district to provide funds for park and parkway landscaping, lighting and park maintenance. The budget is detailed in Fund 119.
<b>Lease-Purchase Agreement</b>	Contractual agreements which are termed leases, but whose lease amount is applied to the purchase.
<b>Level of Effort</b>	Generally used to identify the number of staff providing a particular service.
<b>Level of Services</b>	Generally used to define the existing or current services, programs and facilities provided by government.
<b>Levy</b>	To impose taxes, special assessments or service charges for the support of governmental activities.
<b>Local Agency Formation Commission</b>	LAFCO – reviews proposals for the formation of new local governmental agencies and changes of organization in existing agencies ( <a href="http://www.oclafco.org">www.oclafco.org</a> ).

# Glossary

## Terms

<b>Local Agency Investment Fund</b>	LAIF – a voluntary program created by statute in 1977 in which participating agencies (local governments and special districts) invest public funds.
<b>Long-Term Debt</b>	Debt with a maturity of more than one year after issuance.
<b>Major Fund</b>	A fund that comprises more than 10% of total citywide budgeted revenues and transfers-in and/or 10% of total budgeted appropriations and transfers-out. Please see the “Major Funds – Summary by Budget Category” tables presented in the Budget Summary chapter.
<b>Measure M</b>	County-wide sales tax measure used to fund a variety of transportation-related projects.
<b>Measure M - Growth Management Area</b>	M-GMA – a county grant program that provides funding for projects that benefit the greatest number of jurisdictions within a designated growth management area (GMA) in Orange County. The primary objective of this program is to address current traffic deficiencies and the cumulative regional traffic impacts of development not addressed by specific project mitigation and existing system deficiencies.
<b>Measure M – Turnback</b>	The non-competitive portion of the sales tax revenue generated through Measure M that is “turned back” to the City. Funds are restricted to circulation related projects (street, traffic signal, etc.) and are received quarterly.
<b>Memorandum of Understanding</b>	MOU – an agreement outlining the terms of employment entered into between the City and employees of various bargaining units.
<b>Modified Accrual Basis of Accounting</b>	Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, or measurable, except for un-matured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.
<b>National Pollutant Discharge Elimination System</b>	NPDES – a permit program authorized by the Clean Water Act that controls water pollution by regulating point sources that discharge pollutants into waters of the United States.
<b>Objective</b>	Describes an outcome to be accomplished in specific, well-defined and measurable terms and is achievable within a specific timeframe; generally, programs have objectives.

# Glossary

## Terms

<b>Operating Budget</b>	A budget for General Fund department service delivery expenditures such as salaries, utilities and supplies. The day-to-day costs of delivering City services.
<b>Orange County Fire Authority</b>	OCFA – an agency that provides fire prevention/suppression and emergency services to 22 cities and all the unincorporated areas in Orange County ( <a href="http://www.ocfa.org">www.ocfa.org</a> ).
<b>Orange County Investment Pool</b>	OCIP – a pooling of cash by the county, local agencies and school districts for investment purposes run by the Orange County Treasurer.
<b>Orange County Transportation Authority</b>	OCTA – a regional transportation agency formed in 1991 to develop and implement unified transportation programs and services for Orange County ( <a href="http://www.octa.net">www.octa.net</a> ).
<b>Ordinances</b>	A formal legislative enactment by the governing board (i.e. City Council) of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.
<b>Outputs</b>	The general results expected from programs and functions.
<b>Part I Crimes</b>	The most serious criminal offenses, including murder, rape, robbery, aggravated assault, burglary, larceny/theft, auto theft and arson.
<b>Part II Crimes</b>	All other criminal offenses not defined as Part I crimes.
<b>Pavement Management System</b>	PMS – a computer-assisted decision-making process designed to help cities and counties prevent pavement problems through maintenance and repair in a timely, cost-effective manner.
<b>Pavement Quality Index</b>	PQI – a scale from 1 to 10 that measures the structure, surface condition and riding comfort of the roadway.
<b>Performance Budget</b>	A budget wherein expenditures are tied to the measurable performance of activities and work programs.
<b>Performance Measurements</b>	Statistical measures that are collected to show the impact of dollars spent on City services.
<b>Personnel Expenses</b>	Salaries and fringe benefits, such as pensions and insurance, for full-time and part-time employees of the City.
<b>Priority E Calls</b>	Refers to the most serious calls for emergency response for serious emergencies, in-progress calls and potentially life-threatening incidents that require a Code 3 (use of lights and siren) response.

# Glossary

## Terms

<b>Priority I Calls</b>	Refers to calls for emergency response for serious emergencies, in-progress calls and potentially life-threatening incidents that <b>do not</b> require a Code 3 (use of lights and siren) response.
<b>Program</b>	Represents major areas or support functions that can be defined as a service provided to citizens, other departments or other agencies.
<b>Program Budget</b>	A budget wherein expenditures are displayed primarily on programs of work and secondarily by the character and object class of the expenditure.
<b>Property Tax</b>	A tax levied on the assessed value of real property; also known as ad valorem tax. In California, this tax is limited to 1% with the exception of pre-Proposition 13 approved bond debt service.
<b>Proposition 13</b>	On June 6, 1978, the California electorate approved Proposition 13, the "People's Initiative to Limit Property Taxation," which limited the tax rate for real estate as follows: the maximum amount of any tax on real property shall not exceed 1% of the full cash value of such property.
<b>Proposition 218</b>	On November 5, 1996, the California electorate approved Proposition 218, the self-titled "Right to Vote on Taxes Act." Proposition 218 added articles XIIC and XIID to the California Constitution and made numerous changes to local government finance law. Public officials are required to conduct the public's business in compliance with Proposition 218.
<b>Public Employees' Retirement System</b>	PERS – provides retirement and health benefit services to members from the state, school districts and local public agencies ( <a href="http://www.calpers.ca.gov">www.calpers.ca.gov</a> ).
<b>Ralph M. Brown Act</b>	The Brown Act is a California law that insures the public can attend and participate in meetings of local government.
<b>Redevelopment Agency</b>	RDA – formerly charged with the oversight for the redevelopment process for the City of Irvine. In June 2011, the Redevelopment Dissolution Act, AB1x26, was signed by the Governor and later upheld by the California Supreme Court. As a result, all redevelopment agencies in California were dissolved effective February 1, 2012.
<b>Regional Surface Transportation Program</b>	RSTP – a federal and state funded grant program used for projects located on highway systems (classified higher than local roads or rural minor collectors), bridges on any public highway, and transit systems.
<b>Resolution</b>	A special or temporary order of a legislative body (e.g. City Council or Planning Commission) requiring less formality than an ordinance.
<b>Resources</b>	Units of dollars or physical input, such as work years or work hours, and other assets used to support and attain program objectives.

# Glossary

## Terms

<b>Revenue</b>	Annual income received by the City.
<b>Right of Way</b>	ROW – a strip of land occupied or intended to be occupied by a street, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or special use.
<b>San Joaquin Hills Transportation Corridor</b>	SJHTC – a toll road extending from Costa Mesa south to Laguna Niguel.
<b>Service Center</b>	Used for budgetary reporting, an organizational unit that provides a distinct and unique service. Various sections within a department that provide substantially similar services may be combined into one service center – for instance, the City Clerk’s Office and City Clerk Records are combined into one service center.
<b>Southern California Association of Governments</b>	SCAG – the Metropolitan Planning Organization for Los Angeles, Orange, San Bernardino, Riverside, Ventura and Imperial counties, that is mandated by the federal government to research and draw up plans for transportation, growth management, hazardous waste management and air quality ( <a href="http://www.scag.ca.gov">www.scag.ca.gov</a> ).
<b>Special Funds</b>	The City’s accounts are broken into distinct funds, each earmarked for a different purpose, with the principle and interest of the funds tracked separately. The City’s main operating fund is its General Fund, while all other City funds are designated as Special Funds.
<b>Strategic Business Plan</b>	SBP – a five-year planning “blueprint,” updated annually, that evaluates the City’s financial capability to achieve its goals; helps set priorities for City operations and the annual budget; and guides the City’s capital improvement and rehabilitation program ( <a href="http://www.cityofirvine.org/sbp">www.cityofirvine.org/sbp</a> ).
<b>Strategic Technology Plan</b>	STP – a plan that defines the City’s strategic goals for technology and defines the steps and costs to implement the new technology system over a five-year period.
<b>Systems Development Charge</b>	SDC – fees that are collected when expansion, new development or an intensification of use occurs on property served by City infrastructure. The fees are used to fund the non-assessable portion of the construction of infrastructure (wastewater, storm water, transportation and park facilities) needed to support growth in the community and to recoup a portion of the community’s investment in the infrastructure already in place.
<b>Traffic Enforcement Index</b>	The number of moving citations divided by the number of injury accidents.

# Glossary

## Terms

<b>Transfers-In/Out</b>	A transfer of resources between different City funds (see glossary definition of “Fund”). A transfer of cash from the City’s General Fund to a City Special Fund, for example, would be designated as a transfer-out in the General Fund, and then a transfer-in in the receiving Special Fund.
<b>Transient Occupancy Tax</b>	TOT – an 8% tax added to the cost of renting a hotel room within the City. Also known as the Hotel Tax.
<b>Transportation Corridor Agencies</b>	TCA – formed in 1986 to plan, finance, construct and operate Orange County’s public toll road system ( <a href="http://www.thetollroads.com">www.thetollroads.com</a> ).
<b>Transportation Management Association</b>	TMA – an association comprised of employers and property owners that promotes the use of alternative forms of commuting to the single occupant vehicle. Traffic congestion relief and air quality benefits are the primary goals of TMA.
<b>Transportation Management Plan</b>	TMP – a plan that promotes the reduction of single occupant vehicle use in order to improve air quality and relieve congestion.
<b>Transportation Subventions</b>	Funds from outside sources used to construct transportation improvements that must be used for specific projects.
<b>Trip Reduction Ordinance</b>	TRO – an ordinance that requires employers with 50 or more employees and/or driving aged students reporting to one site at least three days a week, six months per year to participate in the program.
<b>TRIPS</b>	A transit service for Irvine seniors and persons with disabilities, providing pre-scheduled transportation and regular shuttle services.
<b>Unencumbered Appropriation</b>	That portion of an allocation not yet expended or committed to a specific purpose.
<b>Unexpended Appropriation</b>	That portion of an allocation not yet actually paid.
<b>University of California, Irvine</b>	UCI – a traditional four-year and graduate level research university that offers courses of study in a variety of subject areas ( <a href="http://www.uci.edu">www.uci.edu</a> ).
<b>Voice Over Internet Protocol</b>	VoIP – used to manage the delivery of voice information over the Internet.
<b>Year-End Surplus</b>	Funds remaining at the end of a fiscal year that are available for allocation or for one-time purchases (not for on-going programs or services).