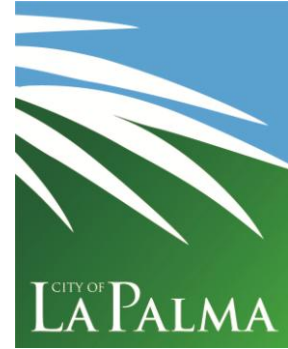


City of La Palma

Agenda Item No. 12



MEETING DATE: June 18, 2013

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBMITTED BY: Michael Solorza, Finance Director

AGENDA TITLE: Third Quarter Operating Report and City Council Goals Update, Fiscal Year 2012-13

PURPOSE:

This report provides a review of General Fund expenditure and revenue as well as an update on 2013 City Council goals through March 31, 2013.

SUMMARY:

Department Staff continue to maintain tight control of expenditures in Fiscal Year 2012-13. The budget amendments approved in September and November of 2012 were the first step in attempting to align expenditures with updated revenue projections. The latest projections estimate that General Fund expenditures across all departments will be \$9.12 million. That is \$520,000 less than the adopted budget and \$269,000 less than the amended budget. (It should be noted that, per City Council action in March, the Police Department budget was increased by \$200,000 in order to provide funding for upgrading their records management system.)

General Fund revenue is projected to be \$10.71 million, or \$999,000 higher than the adopted budget. As first reported in February as part of the mid-year operating update, the City will receive approximately \$923,000 in one-time property tax revenue from two sources: the dissolution of redevelopment and from the County of Orange. The one-time revenue from the County of Orange (\$105,000) is due to a court decision that ruled all Counties in the State of California were over-charging local agencies for the administration of property tax. This amount represents La Palma's multi-year share of the over-charged administration fees.

These updated expenditure and revenue amounts lead to a projected General Fund fund balance of approximately \$13.71 million by June 30, 2013. Additional details on expenditures and revenue are presented in the following section.

In addition to the financial data, Attachment 3 provides updates on the 2013 City Council goals. Much progress has been made on several goals, including the reduction of personnel expenditures, addressing unfunded liabilities, the maintenance of public safety, and

communication and outreach. For the 2013-14 fiscal year, we will begin to report quarterly on fund balance projections and progress towards meeting Department performance measures.

BACKGROUND:

The paragraphs below provide highlights of the significant changes to expenditures and revenue since the mid-year operating report presented in February (see Attachment 2 for additional information).

General Fund Expenditures:

Each department continues to watch spending closely. These efforts can be seen in the fact that expenditures across all departments are projected to be approximately \$269,000 lower than the amended budget. Much of the savings projected in the second quarter/mid-year report in February will come to fruition as the fiscal year ends. The paragraphs below provide descriptions of some of the significant areas of savings:

- There will be significant salary and benefits savings in the City Manager's budget due to the assumptions made at the time of budget adoption in June 2012 about the potential new hire for that position. A portion of these savings will be offset by increased legal costs (City Attorney budget). Due to proposals included in the FY 2013-14 adopted budget, it has been necessary for the City to engage its labor attorney more than originally anticipated. Overall, there will be an approximate \$27,000 savings in Administration, compared to the amended budget.
- The Community Development Department will realize savings due to delayed work on the General Plan update. At the time of the mid-year report in February, it was assumed a large portion of work would be completed on the General Plan update prior to year end. However, based on recent City Council action, much of this work will be done in summer, 2013. Also, a recent vacancy in the Code Enforcement Officer position will present additional salary and benefit savings not previously anticipated. A portion of this savings is offset by the need to increase the contract with Charles Abbot and Associates to provide minimal code enforcement services while a long-term plan is developed for providing code enforcement in the City. Overall, the Community Development Department's budget will be \$117,000 less than the FY 2012-13 amended budget.
- The Police Department's FY 2012-13 budget was amended in March 2013 in anticipation of upgrading their records management system. The Records and Communications program budget was increased by \$200,000, the approximate cost of the Spillman computer aided dispatch/records management system (CAD/RMS) software. Based on events earlier this year related to the Christopher Dorner case, overtime and reserve expenditures will end the fiscal year higher than originally projected. The \$63,000 in projected savings in the Police Department is primarily from the Spillman work not being completed in FY 2012-13.
- Public Works will see about \$17,000 in savings (compared to the amended budget) in FY 2012-13. The recent resignation of the Public Works Director/City Engineer effective May 10 will provide some savings in FY 2012-13. The full amount of salary and benefit savings will be partially offset by the need to engage a contract City Engineer. The FY 2013-14 adopted budget includes a bold restructuring of City operations that eliminates

this position and consolidates services under a new Community Services Department. Therefore, the City will realize ongoing savings from this restructuring.

- Finally, Recreation and Community Services should come in under their amended budget by about \$41,000. There are savings throughout the organization, but the largest share is coming from the Youth Development and Family Services program, with about \$11,000 in salary and benefit related savings. This Department has had two full-time staff (one Recreation Coordinator and one Recreation Specialist) leave this fiscal year, hence providing unanticipated savings in salary and benefits. There are also savings throughout the Department related to part-time salaries and supplies, as Department staff continue to closely monitor expenditures and maintain them within the (reduced) amended budget.

General Fund Revenue:

Overall, General Fund revenue is projected to be approximately \$999,000 higher than the adopted budget (\$10.71 million versus \$9.71 million). The vast majority of this increase is attributed to one-time property tax revenue due to the dissolution of redevelopment and a recently adjudicated Superior Court case.

The mid-year report in February noted the impending receipt of one-time property tax revenue from the dissolution of redevelopment. The required Due Diligence Reviews of the former Community Development Commission (CDC), and the subsequent payment to the State of over \$6.9 million in funds they deemed “uncommitted,” returned over \$800,000 in residual property tax to the City.

In addition, a Superior Court ruling on how counties throughout the State were assessing property tax administration fees on local agencies will provide \$105,000 to La Palma by June 30. This repayment of several years of over-charged administration fees is one-time revenue and the County of Orange will make this payment as part of the regular property tax apportionment process.

Business license revenue continues to exhibit a strong upward trend, as more local businesses take advantage of the City’s expanded use of technology (E2G2) to apply for and renew business licenses. In addition, it appears development activity – net of one-time payments by WalMart and Chase Bank – is picking up as well. The increased development activity coincides with the recently approved Master Fee Schedule update. The full impact of the increased planning and related permit fees will take a few months to realize. But, the improved cost recovery level of these fees will have a positive impact on revenue should the increased development activity continue in the coming months.

Sales tax revenue should also be discussed given the significant changes in recent months. The operative agreement the City entered into in September, 2012 with BP/Arco netted approximately \$390,000 in sales tax revenue for the October – December 2012 fiscal quarter. While BP/Arco has ceased operations within the city limits, the City has received recent positive news relating to the acquisition of BP/Arco assets by Tesoro. There will be no more sales tax revenue related to fuel sales by BP/Arco in FY 2012-13.

However, the recent news that the Federal Trade Commission and the State of California will not oppose the merger indicates that Tesoro can move forward with establishing a fuel sales desk within the city limits in the coming months, as per the operative agreement between Tesoro and La Palma approved in February 2013. In addition, the City has received recent

notifications from Tesoro related to required Federal tax documentation that further indicates their commitment to begin operations in La Palma in the very near future.

Goals, 2013 Progress and Status Update

Attachment 3 to this report provides a status updated on 2013 City Council goals through March 2013. In addition to milestones related to 2013 City Council goals, Staff developed specific performance measures for the FY 2013-14 adopted budget. These performance measures will more fully relate Departmental responsibilities and the progress towards meeting each as well as help ensure transparency relative to the alignment of the City's performance to organizational goals and community expectations.

Several 2013 City Council goals have already been accomplished:

- Reduced both overall general fund expenditures and personnel costs in FY 2013-14 compared to FY 2012-13.
- Improved and expanded communication and outreach relative to La Palma's financial situation, including: a new budget website and communications materials, additional budget meeting outreach presented in City publications and water bills, conducting three Budget Study Sessions (January 28, March 11, and May 15) to present varying Staff Plans for developing the FY 2013-14 budget, and presented budget information at five regular City Council meetings through budget adoption on June 4.
- Updated the Master Fee Schedule on March 19 to incorporate improved cost recovery and updated burden rates for the various charges for services assessed for City services.
- Presented a ten-year funding plan for the capital improvement plan (CIP) on February 19.
- Approved comprehensive Reserve Policies on March 19.
- Presented an outline of options for addressing Other Post Employment Benefits (OPEB) liabilities on February 5 and April 16 with recommendations on establishing an irrevocable trust with CalPERS California Employers' Retiree Benefit Trust (CERBT).
- Attracted new businesses to La Palma, which have opened since the close of the third quarter (Chase, Walmart, Tesoro, CJ Foods), that will increase both City revenues and jobs.
- Continued and funded all City special events in the FY 2013-14 adopted budget.
- Increased Corporate Connections sponsorships for support of events (ongoing).

Attachment 3 details the various progress made on the remaining City Council goals for 2013. Each quarterly report will provide regular updates on progress towards achieving City Council goals.

ALTERNATIVES:

Since this item is receive and file, there are no alternative actions necessary.

FISCAL IMPACT:

The continued focus on cost containment by all departments has positively impacted the City's financial condition. These efforts will continue into the foreseeable future, as the full impacts of the recently adopted FY 2013-14 budget are realized. The next quarterly operating report will include a preliminary projection of ending fund balances for all of the City's funds (i.e., as of June 30, 2013). This "pre-audit" presentation of projected fund balances will increase the amount of useful financial data available to the City Council and the public and will help frame any future financial decisions.

RECOMMENDED ACTION:

It is recommended that the City Council receive and file the Third Quarter Operating and 2013 City Council Goals report.

APPROVED:



Department Director



Finance (if applicable)



City Manager

- Attachment:
1. Fiscal Year 2012-13 Third Quarter Expenditure Projections
 2. Fiscal Year 2012-13 Third Quarter Revenue Projections
 3. 2013 City Council Goals Progress Update

Attachment 1

CITY OF LA PALMA

**THIRD QUARTER FINANCIAL REPORT
GENERAL FUND EXPENDITURES, BY DEPARTMENT
FISCAL YEAR QUARTER ENDING MARCH 31, 2013**

Department	FY 2012-13 Adopted Budget	FY 2012-13 Amended Budget*	FY 2012-13 Projected Expenditures	Variance Projected vs. Amended Budget \$	Variance Projected vs. Amended Budget %	Year-to-Date Actuals Through 03/31/2013	Prior Year-to- Date Actuals Through 03/31/2012	Variance 2013 vs. 2012 Over / (Under)	Prior Year Actual Annual 06/30/2012	FY 2012-13 Projected vs. FY 2011-12 Actuals, Variance
Administration	1,134,170	1,074,120	1,047,000	-27,120	-2.5%	737,021	805,737	-68,716	1,045,777	1,223
Community Development	668,600	662,450	545,100	-117,350	-17.7%	374,347	355,239	19,108	595,786	-50,686
Finance	432,930	424,570	422,200	-2,370	-0.6%	310,687	289,997	20,690	417,992	4,208
Police*	5,164,800	5,140,720	5,077,500	-63,220	-1.2%	3,668,567	3,600,331	68,236	5,012,595	64,905
Public Works	754,300	751,940	734,800	-17,140	-2.3%	508,509	569,541	-61,032	866,544	-131,744
Recreation and Community Services	1,489,400	1,339,380	1,297,500	-41,880	-3.1%	947,710	962,575	-14,866	1,385,444	-87,944
Total	\$ 9,644,200	\$ 9,393,180	\$ 9,124,100	\$ (269,080)	-2.9%	\$ 6,546,841	\$ 6,583,420	\$ (36,579)	\$ 9,324,138	\$ (200,038)

	\$ Variance	% Variance
Variance Amended vs. Adopted =>*	\$ (251,020)	-2.6%
Variance Projected vs. Adopted =>	\$ (520,100)	-5.4%
Variance Projected vs. Amended =>	\$ (269,080)	-2.9%

*A portion of the savings realized through two rounds of budget cuts (September 18 and November 20) is offset by the increase to the Police Department budget for implementation of a new records management system. The Police budget was amended (increased) by \$200,000 in March, 2013 per City Council action.

Attachment 2

CITY OF LA PALMA

THIRD QUARTER FINANCIAL REPORT GENERAL FUND REVENUES FISCAL YEAR QUARTER ENDING MARCH 31, 2013

Revenue Type	FY 2012-13 Adopted Budget	FY 2012-13 Amended Budget	FY 2012-13 Projected Revenue	Amended Variance to Budget \$	Amended Variance to Budget %	Year-to-Date Actuals Through 03/31/2013	Prior Year-to- Date Actuals Through 03/31/2012	Variance 2013 vs. 2012 YTD Over / (Under)	Prior Year Actual Annual 06/30/2012 <3>	Variance 2013 Projected vs. 2012 Totals Over / (Under)
Property Tax	\$ 2,920,200	\$ 2,920,200	\$ 3,064,600	\$ 144,400	5%	\$ 2,973,757	\$ 2,916,533	\$ 57,223	\$ 2,996,543	\$ 68,057
Sales Tax	3,827,500	3,827,500	3,679,000	<2> (148,500)	-4%	3,928,418	4,498,816	(570,398)	5,610,509	(1,931,509)
Utility Users Tax	950,000	950,000	915,000	(35,000)	-4%	817,821	782,012	35,809	893,605	21,396
Residual Property Tax	50,000	50,000	967,600	<1> 917,600	1835%	920,219	-	920,219	143,234	824,366
Franchise Fees	354,700	354,700	348,000	(6,700)	-2%	307,072	307,190	(118)	357,553	(9,553)
Transient Occupancy Tax	220,000	220,000	230,000	10,000	5%	193,479	166,068	27,412	227,539	2,462
Business Licenses	144,000	144,000	170,000	26,000	18%	167,171	143,790	23,381	144,219	25,781
Permits	66,500	66,500	105,420	38,920	59%	101,521	91,817	9,704	124,627	(19,207)
Intergovernmental	16,000	16,000	33,800	17,800	111%	33,515	28,973	4,543	48,973	(15,173)
Charges for Services	426,600	426,600	468,750	42,150	10%	436,274	412,948	23,326	482,884	(14,134)
Fines and Forfeitures	160,200	160,200	135,500	(24,700)	-15%	115,923	127,650	(11,727)	153,549	(18,049)
Use of Money and Property	211,000	211,000	213,125	2,125	1%	202,858	294,968	(92,110)	303,058	(89,933)
Other Revenue	77,800	77,800	92,800	15,000	19%	60,684	109,527	(48,843)	133,836	(41,036)
Interfund Transfers	283,100	283,100	283,100	-	0%	259,508	259,508	-	413,105	(130,005)
Total Revenues	\$ 9,707,600	\$ 9,707,600	\$ 10,706,695	\$ 999,095	10%	\$ 10,518,221	\$ 10,139,801	\$ 378,420	\$ 12,033,231	\$ (1,326,536)

<1> Includes additional one-time property tax returned to local taxing agencies through the due diligence review/residual property tax process required by AB1X26 / AB1484

<2> Includes two full fiscal quarters (July - December, 2012) of sales tax from BP/Arco

<3> FY 2011-12 amended revenue budget was \$10,288,400.

GENERAL FUND REVENUE PROJECTIONS

Projected One-time vs. Ongoing Revenue

THIRD QUARTER FINANCIAL REPORT

Updated through March 30, 2013

Revenue Type	FY 2011-12 Actuals	FY 2012-13 Adopted Budget	FY 2012-13 Amended Budget	FY 2012-13 Projected Revenue (Total)	FY 2012-13 Projected Ongoing Revenue	FY 2012-13 Projected One- Time Revenue	Amended Variance to Budget \$	Amended Variance to Budget %
GENERAL GOVERNMENT REVENUE:								
Property Tax	\$ 2,996,543	\$ 2,920,200	\$ 2,920,200	\$ 3,064,600	\$ 2,959,600	\$ 105,000	\$ 144,400	4.9%
Sales Tax	5,610,509	3,827,500	3,827,500	3,679,000	2,879,000	800,000	(148,500)	-3.9%
Utility Users Tax	893,605	950,000	950,000	915,000	915,000	-	(35,000)	-3.7%
Residual Prop Tax (Successory Agency)	143,234	50,000	50,000	967,600	150,000	817,600	917,600	1835.2%
Franchise Fees	357,553	354,700	354,700	348,000	348,000	-	(6,700)	-1.9%
Transient Occupancy Tax	227,539	220,000	220,000	230,000	230,000	-	10,000	4.5%
Use of Money and Property	303,057	211,200	211,200	213,125	200,125	13,000	1,925	0.9%
Other Revenue	263,841	77,800	77,800	92,800	92,800	-	15,000	19.3%
Interfund Transfers	283,100	283,100	283,100	283,100	283,100	-	-	0.0%
	\$ 11,078,981	\$ 8,894,500	\$ 8,894,500	\$ 9,793,225	\$ 8,057,625	\$ 1,735,600	\$ 898,725	10.1%
DEPARTMENTAL / PROGRAM REVENUE:								
Business Licenses	144,219	144,000	144,000	170,000	170,000	-	26,000	18.1%
Permits	124,628	66,500	66,500	105,420	105,420	-	38,920	58.5%
Intergovernmental	48,972	16,000	16,000	33,800	10,800	23,000	17,800	111.3%
Charges for Services	482,884	426,600	426,600	468,750	443,750	25,000	42,150	9.9%
Fines and Forfeitures	153,549	160,000	160,000	135,500	135,500	-	(24,500)	-15.3%
	\$ 954,252	\$ 813,100	\$ 813,100	\$ 913,470	\$ 865,470	\$ 48,000	\$ 100,370	12.3%
Total Revenue	\$ 12,033,233	\$ 9,707,600	\$ 9,707,600	\$ 10,706,695	\$ 8,923,095	\$ 1,783,600	\$ 999,095	10.3%

\$	12,033,231	\$	9,707,600	\$	9,707,600	\$	10,706,695
\$	(2)	\$	-	\$	-	\$	-

\$ 3,064,600	\$ -
\$ 3,679,000	\$ -
\$ 915,000	\$ -
\$ 967,600	\$ -
\$ 348,000	\$ -
\$ 230,000	\$ -
\$ 213,125	\$ -
\$ 92,800	\$ -
\$ 283,100	\$ -
\$ 9,793,225	\$ -

\$ 170,000	\$ -
\$ 105,420	\$ -
\$ 33,800	\$ -
\$ 468,750	\$ -
\$ 135,500	\$ -
\$ 913,470	\$ -
\$ 10,706,695	\$ -

Attachment 3

2013 City Council Goals Quarterly Goals Report and Updated Third Quarter, Fiscal Year 2012-13

GOAL	PROGRESS MADE DURING THE QUARTER	NEXT STEPS
<p>Balance Budget</p> <ol style="list-style-type: none"> 1. Reduce personnel costs 2. Reduce General Fund expenditures 3. Finalize City fees 4. Review reserves policy 5. Staff plan in February 6. Develop a plan to fund unfunded liabilities (GASB 45) 	<p><u>Reduce Personnel Costs:</u></p> <ul style="list-style-type: none"> • Proposed FY 2013-14 budget includes elimination of one Department Director (Public Works/City Engineer); re-organization of two departments • Recommended reduction of workforce in Community Development Department with elimination of permit tech through consolidation of public counter hours. <p><u>Reduce General Fund Expenditures:</u></p> <ul style="list-style-type: none"> • Proposed FY 2013-14 budget appropriations xx% less than FY 2012-13 amended budget <p><u>Finalize City Fees:</u></p> <ul style="list-style-type: none"> • Master Fee Schedule updated and approved by City Council on March 19, 2013 <p><u>Review Reserves Policy:</u></p> <ul style="list-style-type: none"> • New comprehensive reserves policy adopted by City Council on March 5, 2013 <p><u>Staff Plan in February:</u></p> <ul style="list-style-type: none"> • Plan for developing FY 2013-14 budget presented in January; several updates to original plan • Staff continues to update and refine organizational plan <p><u>Develop Plan to Fund Unfunded Liabilities:</u></p> <ul style="list-style-type: none"> • Plan to establish irrevocable trust with CalPERS approved by City Council on April 2, 2013 • Tentative plan to pre-fund trust in amount not to exceed \$1.5 million 	<p><u>Develop Plan to Fund Unfunded Liabilities:</u></p> <p>Staff working with actuary to get required report completed prior to returning for City Council action</p> <p><u>Reduce Personnel Costs:</u> Budget adoption scheduled for June 4</p> <p><u>Reduce General Fund Expenditures:</u> Budget adoption scheduled for June 4 City attorney RFP this summer</p> <p>Fund balance policies for other funds returning after the start of the new fiscal year</p> <p>Establishment of the trust returning to Council this summer</p>
<p>Create Proactive Economic Strategies</p> <ol style="list-style-type: none"> 1. Attract and retain businesses to 	<p><u>Attract and Retain Businesses:</u></p> <ul style="list-style-type: none"> • Responded to Developer interest on vacant Moody and Orangethorpe Site (Study Site #1.) 	<p>Walmart opening in May Chase opening in June Tesoro transfer completion in June</p>

Goal	Progress During Quarter	Next Steps
<p>increase revenues and employment opportunities.</p> <p>2. Create a well-defined Action Plan to achieve the goal.</p>	<ul style="list-style-type: none"> • Sent out solicitation letter to BevMo regarding Moody and Orangethorpe Site (Study Site #1.) • Held lunch meeting with Strategic Retail Advisors regarding vacant Walgreens property (PND Study Site #4.) • Held two meetings with Developers regarding the vacant Walgreens property and discussed process for entitlements (PND Study Site #4.) • Held several meeting with operator of Crescent Car Wash regarding revisions to his business plans including the addition of fuel sales and adding alcohol sales to his convenience store PND Study Site #6.) • Hosted two lunch meeting with property owner of vacant Family Mart space and prospective tenant. • Tesoro Operating Covenant Agreement finalized, adopted and recorded. • Tesoro Tenant Improvements expedited, plan checked, inspected, and finaled. • Coordinated outreach and recruitment effort for attracting CJ Foods corporate offices to La Palma • Held several consultation meetings regarding Concentra's relocation to the vacant Texas Loosey's space at 40 Centerpointe. • Conducted research and outreach for possible Billboard opportunities. • Held several meetings with City of Buena Park regarding the Centerpointe median enhancements. <p><u>Create Well-Defined Action Plan:</u></p> <ul style="list-style-type: none"> • Draft document being prepared. 	<p>BevMo requested additional information.</p> <p>Property in Escrow, staff working with Developer on entitlement application.</p> <p>Waiting for ABC's decision regarding PCN.</p> <p>Continue to look for possible tenants.</p> <p>No further action warranted.</p> <p>No further action warranted.</p> <p>CJ Foods Tenant Improvement Plans in plan check.</p> <p>Concentra's Tenant Improvement Plans in plan check.</p> <p>Evaluate opportunities and present results to City Council</p> <p>Contract on June 18, 2013 Agenda.</p> <p>To be scheduled for City Council consideration.</p>
<p>Maintain High Public Safety Levels</p> <p>1. Maintain critical and frontline</p>	<ul style="list-style-type: none"> • Investigating the viability of outsourcing police dispatching with two primary considerations: Lower costs without sacrificing expected levels of service delivery. Have had three 	<ul style="list-style-type: none"> • Dispatch proposals forthcoming • Spillman conversion preparation

Goal	Progress During Quarter	Next Steps
services	<p>agencies express interest. One had cost issues; one has CAD/RMS compatibility issues; one currently working on a formal quote.</p> <ul style="list-style-type: none"> • Secured a contract with Spillman Technologies to provide significant cost savings (\$65,000) for Computer Aided Dispatch (CAD) and Records Management System (RMS) with enhanced efficiencies and accuracy with data management (expected online in 11/13) • Received \$22,000 from the Regional Narcotic Suppression Program (RNSP) for our department's participation. Funds used to offset cost of ballistic concealment vests. • Working with OC Probation and OC Chiefs/Sheriff on AB 109 Realignment issues, strategies and funding sources. Recently received \$7,500 for the associated costs of Realignment of Parole to Probation in California to local agencies. • The Police Chief was selected as a member of the California Police Chiefs Association's Law and Legislative Committee which provides immediate and pending legislative changes that will have a direct impact on law enforcement practices and service levels. By proactively supporting and/or opposing proposed legislation, State (and Federal) Legislators are made aware of the collective concerns of police departments statewide. • Response Times for Priority 1 Calls for service average 2:39 minutes maintaining a goal 3:00 minutes or less average. • Maintaining a presence in the schools by graduating three PIY Classes (Miller, Los Coyotes, and Luther) and facilitating the curriculum to Walker JRHS 7th Graders. Actively recruiting, training, and supporting Post 437 Police Explorers program, Corporal Les Parsons was Friend of Education Award Recipient for John F. Kennedy High School (2013) 	<p>underway including GIS changes</p> <ul style="list-style-type: none"> • Maintain participation with RNSP and attend Executive Board Member Meetings to ensure timely disbursements of Asset Seizure Funds once Adjudicated by State and/or Federal protocols. • Attend Orange County Board of Supervisors Budget Hearings regarding this issue to maintain our current Realignment Funding based on population of each city and reimbursement for officer overtime expenditures that are probation taskforce related activities. • Monitor (monthly) officer response times to priority 1 calls for service to ensure a 3 minute or less average. • Meet with all three school districts prior to end of session and during the summer to plan for next year's curriculum of PIY
<p>Maintain Quality of Life</p> <ol style="list-style-type: none"> 1. Continue City Events 2. Analyze school alternatives to allow all La Palma kids to go to La Palma schools and advocate for solutions 	<ul style="list-style-type: none"> • Planning for State of the City Luncheon, Arbor Day, Memorial Day, Fitness Run for Fun, and Concerts in the Park proceeded, including the inclusion of a combined Civic Expo/National Night Out event in August. • Increased Corporate Connection sponsorships for events 	<ul style="list-style-type: none"> • Implement events as scheduled. • Research on schools issue continues; meeting with officials and legislators • Continue to pursue grants and matching funds for arterial paving projects (Valley View & La Palma

Goal	Progress During Quarter	Next Steps
<p>3. Funding plan for future streets improvements</p> <p>4. Stronger and more effective code enforcement, identify the need for assistance and connect with resources</p>	<ul style="list-style-type: none"> Planned for La Palma Avenue rehabilitation and residential pavement zone #6 <p><u>Stronger and More Effective Code Enforcement:</u></p> <ul style="list-style-type: none"> Experimented with adding parking enforcement to Code Enforcement responsibilities to enhance pro-active monitoring of neighborhoods. 	<p>Avenue from Moody to Valley View). Reduced funding will be necessary for residential paving due to previous rehabilitation.</p> <p>Parking Enforcement to move back to PD, Code Enforcement to remain Temp PT contract for FY 13-14</p>
<p>Communications/Engagement</p> <p>1. Increase involvement from the community by expanding communications and outreach efforts.</p> <p>2. Keep an open dialogue with employees and keep them informed.</p> <p>To maintain support and confidence, the process must be open and transparent.</p> <p>3. Implement engagement/outreach plan, re: financial situation</p>	<ul style="list-style-type: none"> Continued social media marketing and further increased “likes” and “followers” on Facebook and Twitter. Completed Financial Outreach Plan presented to the City Council and new website for 2013-14 budget developed Conducted an employee briefing and provided continual dialogue with employees through the Visionary. <p>Maintained a 2013-14 Budget Planning page that kept the public up-to-date on planned meetings and budget plans as they evolved.</p>	<ul style="list-style-type: none"> Incorporate social media use and technology into the State of the City presentation. Upcoming Laserfiche and Granicus changes to improve transparency and access to public records <p>Continue study sessions, Council meetings, employee and community newsletter articles, and add documents to budget website</p>

**La Palma
Recreation & Community Services**



Creating Unity in Community

WINTER REPORT

January - March 2013

La Palma Recreation & Community Services Department's many services, programs, and facilities are the tools we use to produce long-lasting and positive change within our community for our residents. We use these tools to accomplish these objectives:

- **Strengthen a sense of community** – we instill community pride and strengthen the social framework of the community through the development of strong families and neighborhoods.
- **Create and enhance places for people to gather** – we offer safe and attractive spaces and activities where people can gather for recreation and social opportunities that also enhance property and community values.
- **Improve health and well-being** – we address the physical and mental wellness of the community by improving fitness levels and promoting healthy nutritional habits; reducing stress; and preventing isolation among our seniors.
- **Foster youth development** – we focus special attention on our children by developing lifelong fitness and nutrition habits, developing positive resilience assets, and providing caring adult role models as leaders.
- **Promote cultural harmony** – we provide opportunities to appreciate, respect, and celebrate La Palma's many cultures, emphasizing that our cultural differences make the community stronger and more vibrant.
- **Encourages citizen involvement** – we offer ways in which residents of all ages can become engaged in the vitality of La Palma, thus increasing a sense of belonging to the community.

We'd like you to know how we're progressing towards the attainment of these objectives. Here's what we've done during the Winter 2013:



Strengthening a Sense of Community

2013 Winter Home Spotlight

In an effort to strengthen community pride and a sense of community, CAB's ongoing Home Spotlight Award recognizes a homeowner each quarter that has improved or maintained their home in an effort to keep La Palma beautiful. The 2013 Winter Home Spotlight was awarded to Jack and Judi Evans who have lived in their home at 5702 San Simeon for over 35 years. The Evans show pride of their home by keeping their lawn well maintained throughout the year.



Corporate Connection - Progress Report

In its seventh year, and with a refreshed design, the Corporate Connection is on its way to exceeding last year's total amount collected. Currently the program has raised \$18,100; a few organizations have pledged an additional \$13,500. The Corporate Connection is an annual sponsorship program connecting La Palma's business community to local government and its residents through their sponsorship of the various events that La Palma hosts every year. For their support, businesses receive a chance to showcase themselves as active partners of our community through promotional materials, banners & signs, and invitations to participate in the events.

Sponsor	Amount	Sponsorship
La Palma Intercommunity Hospital	\$ 8,000	Annual Platinum Sponsor
EDCO – Park Disposal	\$ 3,000	Annual Silver Sponsor
Rosendin Electric	\$ 3,000	Annual Silver Sponsor
The Flame Broiler	\$ 2,300	Bronze – Run For Fun / Concerts / Halloween Carnival Silver – La Palma Pageant / La Palma Days
Walmart Neighborhood Market	\$ 550	Silver – State of the City Platinum – Memorial Day
General Pump	\$ 300	Silver – Memorial Day Silver – Halloween Carnival
Multi-Sales Company	\$ 250	Miscellaneous Sponsor
West Coast Arborists, Inc.	\$ 200	Bronze – State of the City / Memorial Day Ceremony / Holiday Tree Lighting
Empire Pipe Cleaning & Equip.	\$ 150	Bronze – Memorial Day Ceremony / La Palma Pageant / Holiday Tree Lighting
MJC Construction	\$ 150	Silver – State of the City
AKAL Consultants	\$ 100	Silver – La Palma Pageant
Michele Steggel (ERA)	\$ 100	Bronze – State of the City
Total		\$18,100



Creating and Enhancing Places for People to Gather

Facility Permits

This past Winter we issued numerous permits for our indoor and outdoor facilities:

Facility	Number of Uses	Number of People	Number of Hours Rented
Community Center**	32	1,806	118
Pavilion	10	795	46.5
Gazebo	6	505	28
Softball/Soccer Field*	62	1,478	128
The Hub	45	411	67.5
Total	155	4,995	388

*The Softball/Soccer Field was closed for renovation for February.

** The Community Center was closed from mid February through March for the flooring project.

Central Park Multi-Use Field Maintenance, Irrigation, and Turf Care

The multi-use field was closed for the month of February for annual maintenance & care. The softball field maintenance methodology implemented by the Recreation Department allowed us to defer the laser leveling of the field for a year. All that was necessary for the infield was the application of top field conditioner.

The Public Works Department took the lead in renovating the Central Park turf. A renovator was brought in to dethatch and smooth the field; this resulted in easing compaction while lowering high spots. Public Works also applied gypsum to lower the salinity content of the soil, over seeded with warm weather grasses, and spread organic fertilizer. We expect to see an invigorated multi-use field once the weather gets warmer.

The Hub



The Hub continued to provide a safe environment for teens with staff acting as positive role models in the after school hours. Teens participate in activities such as Arts and Crafts, Wii and XBOX tournaments, Ping Pong Tournaments, and much more!

Month	Total Number	Average
January	150	10
February	240	12
March	235	11
Total	625	11

*The Hub was closed the first week of January for Winter Break.

The Hub was also being utilized in the mornings by the Older Adult program, the Advanced Computer class was held on Thursdays. Movies were being shown on Wednesday's; however with the lack of participation the program was cancelled.

The Hub is also available for meeting use by non-profit La Palma based organizations at no charge. The Hub is reserved on a quarterly basis with booking times of 6:00 - 7:30 p.m. or 7:30 – 9:00 p.m., Monday through Thursday. Currently we have 6 La Palma groups utilizing the facility. These groups include: La Palma Toastmasters, board meetings for Continental Little League and AYSO as well as troop meetings for Girl Scouts and Campfire Girls.

Teen Dances

These events are a great way to bring teens together in a safe environment while promoting physical fitness. Staff from both La Palma and Cypress had the support from the Youth Action Committee to operate the event in a successful manner.

Happy New Year Dance- January 19, 2013

This dance was for 7th to 8th graders to ring in the New Year with friends. There was 250 teens in attendance of which 30 were Fast Pass holders.

Sweet Heart Dance – February 16, 2013

We held our Sweet Heart Dance for 7th to 8th graders to celebrate Valentine’s Day. There were 185 teens in attendance of which 40 were Fast Pass holders.



Teen Fashion Scene – March 16, 2013

This event encouraged teens to build new relationships, while building positive self-esteem and showcasing apparel from various, local, stores. Sixty five teens modeled for this event, twenty of them were Youth Action Committee members and fifteen were residents of the city of La Palma. Styles for Less, Vans and Zoxstraps, just to name a few, donated clothing and accessories to be raffled off following the event. The event was well attended with over 375 in attendance.



Improving Health & Wellness

Fit N Fun

Fit N Fun is having another great year at all three elementary schools, George B. Miller, Los Coyotes and Luther. Recreation staff continues to implement new games and activities with the participants.

Specialist Tamara York has been contacting instructors from the mosaic to give free demonstrations of their classes to promote and hopefully offer a class in the future at Fit N Fun sites. In March, Art Innovator gave a free trial art class during Fit N Fun at Miller and Los Coyotes to promote their class offered through La Palma.

Average daily attendance for the winter quarter:

	January	February	March
Miller	54	56	58
Los Coyotes	85	82	86
Luther	38	35	35



USDA Commodities Distribution

This monthly food distribution program allows low income La Palma residents to supplement their food cabinets with donated items from the Second Harvest Food Bank of Orange County. USDA commodity distribution is scheduled for the third Tuesday of the month at 3:00 p.m. The following is the monthly breakdown for the quarter.

Month	Number of Households	Number of Individuals
January	11	28
February	12	30
March	17	46

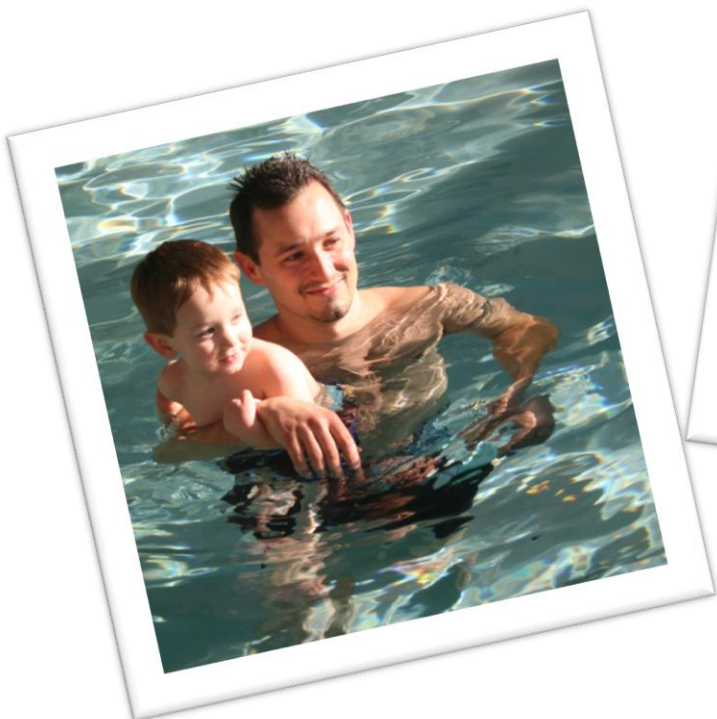
Meals on Wheels

In conjunction with La Palma Intercommunity Hospital, this program provides hot and cold meals to La Palma residents who are unable to prepare meals for themselves. Community volunteers deliver the meals Monday-Friday and offer a much needed social connection for the clients. As this is a need based program, the number of participants each month fluctuates with that need.

Month	Number of Clients
January	4
February	5
March	6

Aquatics Program at the La Palma Intercommunity Hospital Indoor Pool

The La Palma Intercommunity completed renovations to their indoor pool allowing Recreation Department, in collaboration with the Anaheim Family YMCA, to resume offering year-round aquatic classes. In addition to water safety classes, this facility allows us to offer a unique, shallow-water workout for older adults, which includes aerobic training; muscle conditioning; and stretching to promote flexibility and reduce stress and tension.





Fostering Youth Development

Tiny Tots

Once again, the Tiny Tots were very active in during the winter. The students have continued to learn their alphabet and completed letters J-T, lessons on shapes and numbers, number books (which helps develop math skills and number recognition), and much more. The classes also went on a field trip to John’s Incredible Pizza in Buena Park, where they received a tour, and created their own pizzas (and of course enjoyed eating them). February ended with lessons on dental health which included a visit from a local dentist and each participant went home with information for their parents and their very own tooth brush and a two minute timer (which is the amount of time you should spend brushing your teeth). In March the classes focused on Reading and Literacy, and took a field trip to La Palma’s Orange County Library; where they had a tour, story time, plus some healthy exercise on the walk there and back. Tiny Tots wrapped up Winter by having a Spring Party, which included an egg hunt.

Session 1 (1/7 – 2/22)

Session 2 (2/25-4/19)

Monday, Wednesday, Friday	30 Students
Tuesday, Thursday	20 Students

Monday, Wednesday, Friday	30 Students
Tuesday, Thursday	24 Students

Winter 2013 Contract Classes

This winter the Recreation Department offered 171 recreation classes focusing on five different areas such as education, music, art, dance, and fitness with new aquatics classes such as Water Fitness and Water Safety classes. A total of 861 students enrolled during the winter.



Encouraging Citizen Involvement

Volunteer Opportunities

We provided a number of opportunities for citizens to become involved in their community by volunteering for these events and programs:

<i>Program/Event</i>	<i>Number of Volunteers</i>	<i>Number of Hours Served</i>
Meals on Wheels	23	68
Teen Events	26	156
CAB	5	5
Total	54	229

Community Activities & Beautiful Communities (CAB) Reorganization – March 12, 2013

Although the CAB committee had a late start in 2013 (due to a large number of vacancies) they have hit the ground running by reelecting Nitesh Patel as Chair and electing Sally Alvis as Vice-Chair.

Returning this year is Brian Nakamura and Cheody Fortunato and the committee welcomed Pat Craig whom is serving her first term on the CAB committee.



Miscellaneous

January

Summer Concert Share Fair Meeting-January 17

Coordinator Adams took CAB member Cheody Fortunato to the annual Concert Share Fair. The two scouted talent for the 2013 Summer Concert in the Park series, which will have the theme, “Summer in the City”.

High School Mock Interviews-January 17

Supervisor Robinson assisted Anaheim High Schools Building Industry Technology Academy by being one member of the public to conduct mock interview with high school students.

Child Friendly Spaces Training-January 31

Supervisor Robinson and Specialist Dodd attended a Child Friendly Spaces Training, where they were instructed on how to set up friendly spaces in an emergency shelter.

February

Recreation Consortium Training-February 2

CPRS District 10 (Orange and Southwest LA County) conducts training for all Senior Recreation and Recreation Leaders working in the field. This past February four of our part time staff members attended training on Interacting with the Senior Populations, Art & Crafts, Interview Tips and Keeping staff Motivated. Senior Recreation Leader facilitated the Games & Ice Breaker trainings with Coordinator Adams. The training consisted of over 100 Recreation staff from various cities allowing our staff; to not only learn skills in sessions but to network with other cities. Coordinator Adams is a member of the committee that organized the training.

Best Arts Conference-February 2

Specialists Terry and Turner attended the 14th Annual Best arts Conference; where they received training on new craft ideas and classroom management skills.

Buena Park/La Palma Relay for Life Kick Off Event-February 4

Director Belknap, Supervisor Robinson, Coordinator Adams, and Senior Office Assistant Whalen attended and assisted in organizing the event. This event is designed to kick off the fundraising season for the Cities Relay for Life.

California Parks and Recreation Society District 10 General Membership Meeting-February 7

Supervisor Robinson, Coordinator Adams and Specialist York and Kim attended the free training and General Membership meeting for CPRS District 10 members. Marie Knight and Cathy Standiford were the speakers whose focus was on how to become a great mentor.

JPIA Recreation Academy-February 11-13

Director Belknap and Supervisor Robinson attended the JPIA Recreation Academy in Huntington Beach. The Academy focused on Risk Management in the recreation field such as Aquatics, fields, and sports.

California Parks and Recreation Society Mentor Event-February 21

Specialist Albarian continued serving on the CPRS Mentor Committee, this February was the last event of the year where Specialist Albarian helped plan. The topic of discussion for this event was on skills and talents that will impress a supervisor and how to progress in the profession.

Public Employee Leadership Program- February 21

Coordinator Adams and Senior Offices Assistant Whalen completed the California State University, Fullerton's Public Employee Leadership Development program in February. The program consisted of completion of 56 hours of instruction and they received 5.6 continuing education units.

March

California Parks and Recreation Society Conference-March 5-7

Director Belknap and Specialist Albarian attended a three day CPRS conference in San Jose to continue their lifelong learning in Recreation and where DJ accepted a prestigious statewide scholarship.