City of La Verne

Annual Budget
2016-2017

City of La Verne

ANNUAL BUDGET
2016-2017 FISCAL YEAR

Don Kendrick
Mayor

Charles Rosales
Mayor Pro Tem

Donna Redman
Council Member

Robin Carder
Council Member

Tim Hepburn
Council Member

Robert Russi
City Manager

Richard Martinez
Finance Director

Teri Baker
City Clerk

COVER PHOTO

University of La Verne Parking Structure

Historic Old Town La Verne welcomes the first structure of its kind. The University of La Verne held its grand opening ceremony for the structure on September 1, 2016. The five level-four story parking structure features 940 spaces, LED lighting throughout, and electric vehicle charging stations. The installation of the University's first solar array, located on the roof, provides power to the structure, Campus Safety and Transportation offices, Leo Park, and the surrounding surface parking lot. This power source, along with the repurpose of existing asphalt, creates a sustainable and eco-friendly addition to the University and the community of La Verne.

RESOLUTION NO. 16-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING A BUDGET FOR THE 2016-17 FISCAL YEAR

WHEREAS, the City Manager submitted a proposed budget for the 2016-17 fiscal year; and

WHEREAS, on June 20, 2016, the City Council held a study session on the proposed budget and made revisions thereto; and

WHEREAS, the City Council did tentatively adopt said proposed budget.

NOW; THEREFORE, BE IT RESOLVED by the City Council of the City of La Verne as follows:

Section 1. That revised figures prepared and submitted for the 2016-17 budget be and the same are hereby, in all things, approved and appropriated and any necessary transfers between accounts and funds is hereby authorized, approved, and appropriated.

Section 2. That the budget proposed by the City Manager for the fiscal year commencing on July 1, 2016, as revised by the City Council, be and the same, with proposed net City expenditures totaling $54,457,704 is hereby approved, adopted and appropriated.

Section 3. That the Mayor shall sign and the Deputy City Clerk shall certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force.

PASSED, APPROVED AND ADOPTED this **20th** day of **June, 2016.**

/s/ DON KENDRICK

Mayor Don Kendrick

ATTEST:

/s/ Lupe Gaeta Estrella

Lupe Gaeta Estrella CMC, Deputy City Clerk

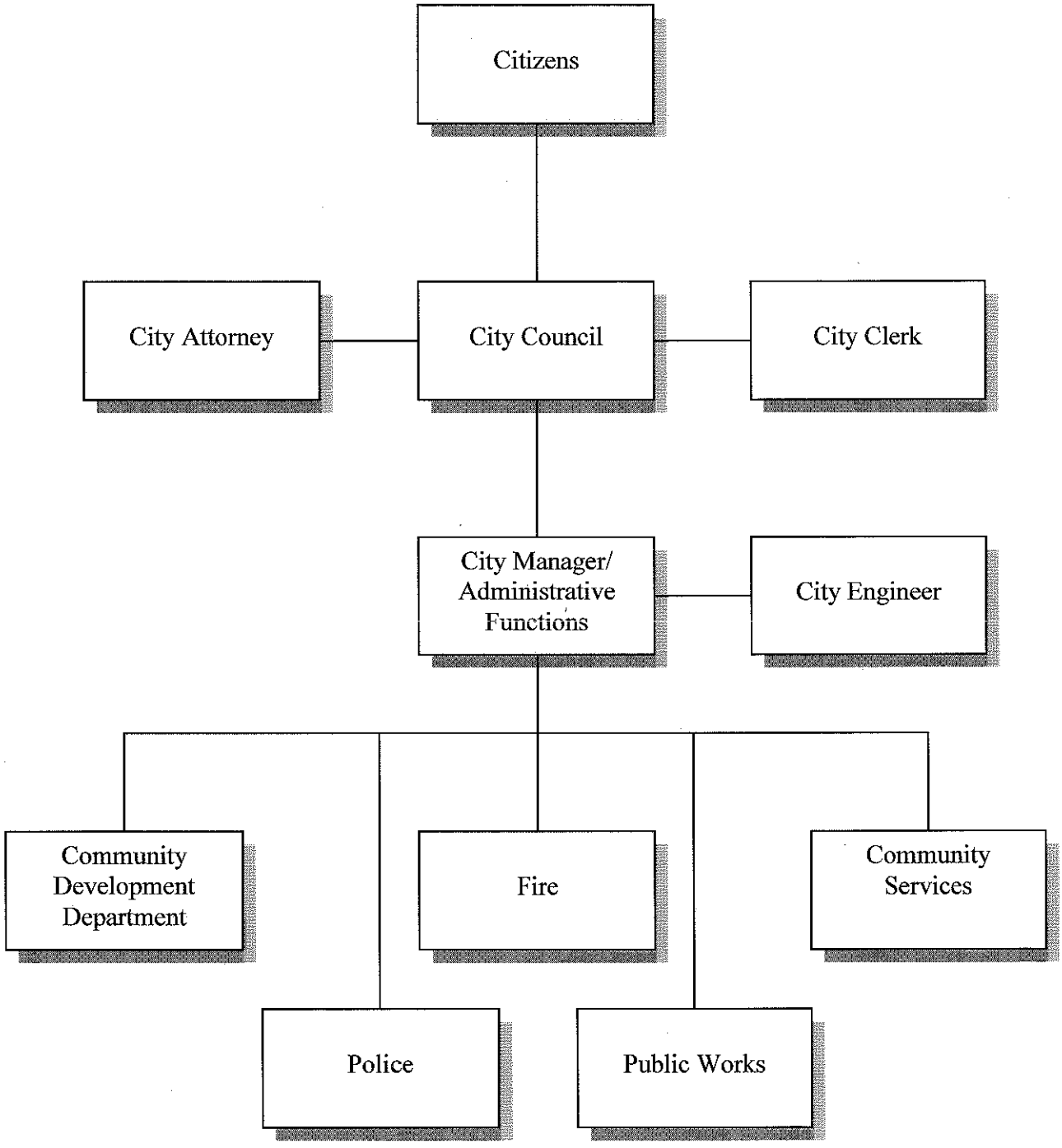
I hereby certify that the foregoing **Resolution No. 16-45** was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the **20th day of June, 2016,** by the following vote:

AYES: Hepburn, Rosales, Carder, Redman, and Mayor Kendrick.
NOES: None.
ABSENT: None.
ABSTAIN: None.

/s/ Lupe Gaeta Estrella

Lupe Gaeta Estrella CMC, Deputy City Clerk

City of La Verne



City of La Verne

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City of La Verne

BUDGET MESSAGE
2016-17 FISCAL YEAR

Honorable Mayor and Members of La Verne City Council:

Summary

The following represents the spending plan of the 2016/17 fiscal year for the City. In total it is requested that $54.4 million be appropriated across all funding sources. This figure reflects expenses for both General and restricted funds operational activities, capital improvement projects, and major equipment purchases. These requests fulfill each department's requirements to maintain, and in some cases, increase services to the community.

As it relates to activities supported by the General Fund, overall $31 million is needed which is supported by just over $30 million in anticipated revenues and transfers. The remaining gap of $960,000 is being proposed to be filled by using savings from the prior year. The savings resulted from the City receiving a higher amount of one-time revenues than expected during the prior year.

Requested expenses are up $3.8 million (7.6%) from the prior year. A majority of the changes in this year's budget are the result of increases in expenses to outside parties and not the addition of services. As for revenues, while several sustained revenue sources are expected to grow, overall projected revenues will be less as fees from building permits will be significantly less as no major projects are expected during the upcoming budget cycle.

Equally noteworthy is the position of the City's General Fund reserves. It is anticipated the end of year balance will be better than projected and exceed $12 million. While portions of this are earmarked for particular obligations, and $1 million is programmed to fill the current year's funding gap, the remaining balance will still be in excess of the Council's policy of setting aside 15% for emergencies.

Revenues

An initial look at revenues will reflect a downward trend over the prior year. However, this is not a cause for concern as a closer examination reveals all major, recurring, revenue sources (VLF, Property Tax, Sales Tax, and Utility Users' Tax) that represent 2/3 of all General Fund revenues, are expected to increase. The main cause of this anomaly is a significant drop in building permit revenues and the loss of several one-time revenues received in the last year. In total this equates to more than $2.3 million in revenues. Eliminating these revenues from projections shows an overall growth pattern of 1.5%.

As to the four major revenue streams, they will total over $18 million. There are various reasons for these increases that are detailed below, however they are all expected to increase as a result of their normal growth pattern and not unusual occurrences. The largest of these is again Property Tax which is expected to increase by $600,000 (8% over the prior year). While part of this change can still be attributed to the State's elimination of Redevelopment Agencies, a majority of this year's change comes from added housing and taxable properties and the continued growth in assessed values from a strong housing market in La Verne.

Second largest change was Sales Tax which will be increased by $300,000 (7%). While part of this change can be attributed to a growing economy, a majority is the result of the expiration of a "triple flip" exchange the State initiated to mitigate its financial issues in the wake of the Great Recession.

The remaining two major areas, UUT and VLF, are both expected to increase but on a much lesser scale. Increases in UUT will come from the implementation of new State law that will allow for the collection of UUT on prepaid phone cards and is expected to generate $75,000 - $100,000 annually. Increases in VLF are linked to new housing coming available as this revenue is distributed based on a formula including the growth in community's assessed valuation formula.

Other recurring, and reliable revenue sources are those generated from the paramedic service fee and billing insurance carriers which is connected to providing medical aid transport. Between these two sources $1.4 million will be generated. However, it should be pointed out that while this helps to offset the cost of providing medical response and transport services to the community, the General Fund will still be required to subsidize $1 million of the cost of this service.

Other noteworthy changes in revenues include the addition of two new revenue sources that are the result of contractual arrangements with outside parties. The first is an extension of an existing practice where our finance department provides financial services to a local law enforcement task force, and the City will be compensated for those services. The second is the leasing of property to a water agency to allow them to construct and operate a well site on a portion of our unused land. Through both agreements an ongoing annual revenue stream in excess of $50,000 will be created.

Revenues that have either decreased significantly or ceased all together include Cal-Met reimbursement, parking citations, and building permit fees. The grant for Cal-Met was eliminated as the

obligation to assign an officer to the special task force could no longer be supported. Also, there has been a noticeable downward trend on revenue from parking citations which is anticipated to further diminish as the University's new parking structure comes on-line. As previously mentioned, the third and most significant revenue loss is the result of no major building projects being scheduled to occur in the next fiscal year. Over the past 4 years the City has enjoyed a sustained pattern of major development: La Verne Village, Vista La Verne, ULV Parking Structure, and Gilead Sciences, are a few examples of such projects. While revenue from this activity is one-time, this pattern provided a revenue stream that helped the City avoid major deficits during the past several years. For comparison, during the past four years revenues in this area ranged from $1.3 – $2.4 million. This year only $850,000 is expected to be received from such building activities.

Expenses

Expenses of General Fund related activities are expected to be just over $31 million. Again, while in the aggregate it appears that there is only a slight increase from the prior year's approved requests, this year's budget includes the addition of $800,000 in new expenses, most of which is being absorbed through the reduction of others. As such, requests reflect primarily a static budget due in part to the fact that these new expenses could not be avoided. While it is customary to have normal growth from year to year, the $800,000 is due to specific areas that warrant further explanation.

Two that were somewhat uncontrollable are related to disallowance of Successor Agency costs by the State and costs associated to the 2017 election. The others are increases related to insurance costs as they are the direct result of activity in the areas of claims against the City; either in the form of an individual's loss from damages, or employees and work-related injuries. Increases in these areas is higher than expected. This occurs when claims are not able to be settled or dismissed and with injuries where employees have been out on extended leaves. In both cases we have begun working with our carrier to see what changes can be made to reverse this pattern.

Beyond those listed above, the only other changes in expenses are related to personnel, which is attributed to two factors: incremental increases in cost for existing positions, and addition of new positions. Fortunately incremental increases only rose slightly as benefit costs (health insurance, retirement, and other benefits) only had minor increases which was a welcome break from the recent patterns the City has experienced. As for changes in positions, five new full-time positions and upgrades or reclassification to six existing positions are being requested and are as follows.

2 Police Aides & Community Services Officer – As previously presented to Council, these changes reflect the department's changing operational demands. By taking advantage of two retirements in the department, the Chief was able to restructure the non-sworn staffing in a manner that would provide better support in the field. Making these changes will allow limited officer time to be directed away from non-emergent reports and calls for service and be focused on active patrol and enforcement. Also the CSO position will provide a more consistent representation for the department to various segments of the community. As these changes are coordinated with the elimination of two positions that remained vacant after the previous individuals retired, there was no impact on the budget for these additions.

Administrative Clerk in Community Services – This position was requested last year but was not filled due to funding constraints. The change will upgrade an existing part-time position to full-time. This request is being brought forward as it is believed necessary to improve service, provide continuity of coverage, and stability to the department's office staffing. The latter point is of major concern since in the past three years the department has experienced a continual rehiring as previous incumbents have sought full-time employment elsewhere.

Account Clerk I in Finance – This is also a carryover request. This request would reinstate an existing part-time position to full-time status. This position had previously been reduced as a necessary cost cutting measure several years ago. It is believed fulfilling this request now is appropriate as it is being done in conjunction with the addition of a third party contract that will create additional work for the department and provide a funding source to support the adjustment.

Position Upgrades – Additionally, six requests to upgrade existing positions are also included. The purpose of these changes varies from cross-training in preparation of upcoming retirements of senior staff, to changing positions and their pay to reflect additional duties being added in an effort to respond to changing needs. In total these changes will result in $50,000 of new costs.

One countermeasure included is the refinancing of an existing debt. By doing this the City will reduce its annual payment, freeing up $200,000 - $220,000 that can be used to meet other operational needs. In short, the 2006 Pension Obligation bonds will be paid off and financed internally. By moving to an internal loan the City can achieve a savings as it will provide a more favorable interest rate than what is being currently paid on the outstanding bonds.

Lastly, there are several anticipated expenses that will likely require an appropriation sometime during the year. However, since staff is not far enough into the planning process to understand what will be needed, funding is not requested as part of the budget. I bring them up only because their costs will be significant so they warrant mentioning as part of the overall budget picture. These include: Final steps for the formation of the Enhanced Infrastructure District – As Council knows, significant headway has been made in this effort of being proactive in the development of the TOD along Arrow Highway. Remaining aspects will include a programmatic EIR as well as further assistance from bond counsel and our consultant, which collectively could cost $100,000 to complete. City's Market Classification and Compensation Study – As instructed during the City's Strategic Plan, staff has been working with the employee associations to outline the study as well as how changes will be implemented but we are not in a position to authorize execution of an agreement to begin. Estimated cost is $30,000. Lastly is the further examination of pursuing a revenue measure – While several steps have been initiated there are still other recommended actions should the Council decide this Fall to seek voters' approval next March. Estimated cost is $90,000.

Capital Outlay/Capital Improvement Projects (CIP)

The budget provides funding of $770,000 in capital expenditures. A majority of these expenses are directed to sources other than the General Fund as has been the case in the past. Only exception to that are purchases that were deemed absolutely necessary for safety or operational needs and an alternative source could not be identified. Major expenditures here include: replacement of repeater at Station 2 ($35,000) shooting range remodel ($100,000), upgrade to software in Dispatch ($22,000), replacement of 6 vehicles and maintenance equipment ($325,000).

This budget also includes authorization of funding for the City's capital improvement projects (CIP) the City expects to undertake during the next year. In total, there are 26 projects totaling over $7 million across all funding sources. Although there is a separate review process for these projects, since their spending authority is tied to the budget they are incorporated in the budget document. The General Fund is responsible for nearly $1.5 million of those projects. CIP expenses are those major projects staff and Council have identified and scheduled over a five-year period. During this year's review, it was necessary to advance or delay projects from what was initially expected for various reasons. This year the following changes were incorporated into the final CIP budget:

Bike Trail Improvements – This project is being advanced as the grant funding got approved for an earlier fiscal year than previously anticipated. Although planning and design are still to be completed,

the project will be initiated two years sooner than planned. At a minimum, expected improvements include completion of bike lanes on Arrow, Baseline, Wheeler, and other segments of the community. It is important to point out that in addition staff will coordinate a workshop with interested stakeholders to give input on what other amenities might be included.

Upgrade to CNG Facility at City Yard – The CIP also includes two CNG related projects: equipment shop improvements for FY 16/17 and fuel station expansion planned for FY 19/20. While a grant application was submitted this past year that could potentially fund both projects, the City was only awarded for the expansion, as a result the project order was switched and the expansion will be done this year and shop improvements will be bumped back to FY 19/20.

Telemetry System – Also changed was the upgrades to the City's SCADA program, which monitors and controls various functions within the water system. The project was amended to include an additional $200,000 for replacement of the SCADA communications systems. This new radio system is necessary to improve reliability of the SCADA system. It will also expand capabilities of the existing radio system already in use for the Police department's surveillance cameras and license plate reading systems as well as the Public Works department's traffic management system.

Other Noteworthy Projects – Continuation of improvements in Old Town including permanent stage at Maniero Square, street bollards to accommodate safe street closures, and replacement of street lighting and tree lights, completion of drought tolerant medians, the completion of the Fruit Street median from its current ending to the freeway, and funding for a signal at White Avenue and Durward Way (provided it meets traffic warrants).

Future Outlook

Each year we are able to piece together a spending plan that allows us to provide the core level of services to the community. While past years have anticipated the need to use some savings to balance, at the end of year we have been able to use less than expected. This was typically the result of some unknown one-time revenue or an unexpected development moving forward and the revenue from that being used to fill that financial void. Although we are fortunate to have these surprises, this approach creates an inability to effectively manage and plan for the future because that funding cannot be counted on.

While this is an issue the Council is aware of and is exploring ways to change, it is important to note this will not be corrected without our intervention. We have a structural problem as ongoing revenues

are not sufficient to cover the recurring expenses needed to operate the City. As a result, we have become dependent on one-time revenues as a means to cover these expenses. Being a full service City is expensive and by its nature has a variety of equally important parts that require their share of funding to fulfill their respective missions.

The City Council and management team has done an exceptional job of remaining fiscally prudent and navigated through challenging times while not affecting services to the residents. While we will continue to remain vigilant to that end, identifying a long term strategy to reliably fund annual costs is needed. Because, if we were to live within our current and projected means, we could not continue to provide the services to our community and retain our fiscal stability in the long term.

As reported during the Strategic Plan, it is estimated that the City will be faced with a $1 million to $1.2 million shortfall in each of the next four years. After that time the number is expected to be cut in half as the refinanced POB payment will expire, however our deficit will still hover around $500,000.

That is not to say we do not remain cognizant of opportunities on the horizon and willing to initiate measures to maximize them (i.e. Old Town Specific Plan & EIFD). However, there is no guarantee on when such developments will occur or how significant they will ultimately be. That being the case, we must take steps accordingly, if we expect to continue in our current manner of providing the quality and level of services to the community.

While we may continue to be fortunate in filling part of the gaps we project, that method does not foster an environment of looking at the community's emerging needs. I have stated it before the management team has learned to shape requests around living within the limited means, and stretching every dollar, but I fear if the focus is constantly on budgetary limits it causes theirs and the Council's attention to be directed on how to achieve greater efficiencies in services and away from betterments in those services we could provide to the residents.

Conclusion

Notwithstanding the above, I am pleased with this budget and what it represents for the community. I believe the funding requested provides for the continued level of services the community expects and deserves and in limited places allows for expansion. The budget reflects a continuation of a strong local economy on multiple fronts. With a balanced, sustained growth of major revenues sources we are in a strengthened position by not being overly dependent on one source over another.

Every budget process has a multitude of paths that must be navigated during its formation and it is never a one size fits all approach. I am fortunate that as we work through the variety of obstacles that lie between the unmet needs and the resources available, I am surrounded by a team of managers that understand the dilemma and are solution-oriented.

It is because of this philosophy that this budget is able to strike the right balance for us to be a full service city that meets the community's needs. I acknowledge there is another layer of requests that departments would seek, if the resources were available, to further expand on the services they provide. However, they understand the need for the organization to serve all areas well is part of what makes La Verne a strong community. This highlights the point that providing a balanced budget comes with individual sacrifices that are not always seen by everyone, so compliments to the management team as always is first and foremost for that shared vision.

Also, the City Council continues to dedicate their work in being mindful in how we move forward. Collectively, you understand the need to explore calculated risks, and that we cannot be all things but we can do a lot with what is available when we are strategic. You allow me and the management team to push the limits in an effort to be better service providers to the community. Your guidance, trust, and clear direction enables this team to be successful at implementing strategies as effectively and efficiently as our means allow. I know I speak for all of them in expressing our appreciation for your selfless, dedicated, leadership. This community is well served by your leadership and love for giving back.

La Verne is a special place and this team is an example of that. I thank you again for allowing me to continue to be a part of it.

Respectfully submitted,

Bob Russi
City Manager

EXCERPTS FROM THE CITY OF LA VERNE STRATEGIC PLAN

ADOPTED MAY 2016

Our Mission

The City of La Verne strives to maintain a full range of efficient municipal services to preserve our hometown charm and quality of life while being responsive to the community's current and emerging needs.

STRATEGIC VALUES

- **Service** – Our primary purpose and driving force is to deliver a variety of services and programs that meet basic human needs, including but not limited to, the protection of life and property, the provision of clean water, and the operation of sanitation systems. We also strive to proactively provide a wide variety of high quality services that directly impact quality of life within the community in an effective, efficient, economical and friendly manner.

- **Hometown Virtues** – Openness, accessibility, courtesy, community participation, volunteerism, a sense of heritage, and service with a "personal touch" that makes us unique in the vast Southern California metropolitan area. It is by design that our organizational structure is efficient and, by prevailing standards, relatively unbureaucratic. We strive to preserve that hometown charm while we continue to evolve and grow.

- **Quality of Life** – Beyond the provision of high quality services to satisfy basic human needs, we are concerned with quality of life issues that affect all members of the community. Concern for quality of life encompasses, but is not limited to, protection of the environment, sound infrastructure, safety, community aesthetics, access to education, and community and personal leisure activities.

- **Responsiveness** – Responsiveness includes responding to the ever-evolving needs of a diverse community and is key to citizen satisfaction. Community participation is encouraged and solicited. Feedback from citizens is welcomed and thoughtfully evaluated in the formation of public policy.

- **Sound Leadership** – Effective leadership and management of the organization is contingent on the competence and the active participation of the City Council, the City Manager, and the respective Department Heads. Sound leadership presupposes the quality of trustworthiness, integrity, and honest representation by all elected and appointed City officials while maintaining transparency through the decision-making.

- **Prudent Financial Management** - We embrace a tradition of fiscal conservatism that calls for prudent spending and maintenance of a sufficient general fund reserve to cover unanticipated expenditures. We strive to be proactive in finding innovative fiscal alternatives that enable us to continue to find creative means of funding the evolving needs of the community.

- **Teamwork** – The concept of teamwork is vitally important to the successful delivery of services. Joining of forces and pooling resources in a common effort is the rule and not an exception. Teamwork extends beyond the City Council and City departments to partnerships with outside agencies including commercial and community organizations which work jointly to provide a network of services within our community.

- **Pride** – As an organization we strive for and recognize excellence on a personal, organizational, and community level. The "Pride of La Verne" is not just the name on an orange crate label from our heritage, but a feeling of community involvement and commitment. This standard of excellence extends to the thousands of hours of volunteerism and employee commitment that support the delivery of services in the community including public safety, senior services, education, social services, and more.

SETTING OUR PRIORITIES

As confirmed in the 2016 workshop, being a full service city that provides a full range of municipal services to the community in the most cost effective manner is paramount to our identity. While much value is placed in doing what is necessary to maintain that standard, there are also other issues of concern that will affect the organization and as such, require our consideration.

Providing service is our primary objective and we will aim to ensure we can effectively provide the breadth, level, and full range of services that will meet the community's current and future needs. We will achieve that by:

- Understanding the community needs
- Proactive planning
- Providing financial stability
- Hiring and retaining quality personnel

During the workshop, departments presented a list of priority issues that had potential impact to their respective operations and required council direction. Collectively, Department Heads and the City Council members reviewed each item and consolidated the list to three priorities that were deemed to be most significant to the organization. After evaluating possible outcomes, the City Council identified a preferred alternative for each. Following that, the group developed and agreed on the steps necessary to achieve each goal, which are detailed in the following implementation plans. It is important to note that since the preferred alternative only establish general direction to staff, subsequent council actions will be required as necessitated by each.

City of La Verne

STRATEGIC VALUES

Service – Our primary purpose and driving force is to deliver a variety of services and programs that meet basic human needs as well a wide variety of high quality services that directly impact quality of life within the community in an effective, efficient, economical and friendly manner.

Small Town Virtues – Openness, accessibility, courtesy, community participation, volunteerism, a sense of heritage, and service with a "personal touch" reflect the "small town" appeal that makes us unique in the vast southern California metropolitan area.

Quality of Life – We are concerned with quality of life issues that affect all members of the community. Concern for quality of life encompasses, but is not limited to, protection of the environment, safety, community aesthetics, opportunities for community and personal leisure activity, etc.

Responsiveness – Responsiveness includes responding to the ever-evolving needs of a diverse community and is key to citizen satisfaction. Feedback from citizens is welcomed and thoughtfully evaluated in the formation of public policy.

Sound Leadership – Effective leadership and management of the organization is contingent on the competence and the active participation of the City Council, the City Manager, and the respective Department Heads. Sound leadership presupposes the quality of trustworthiness and honest representation by all elected and appointed city officials.

Prudent Financial Management – We embrace a tradition of fiscal conservatism which calls for prudent spending and maintenance of a sufficient general fund reserve to cover our unanticipated expenditures. We strive to find innovative fiscal alternatives that enable us to continue to find creative means of funding the evolving needs of the community.

Teamwork – The concept of teamwork is vitally important to the successful delivery of services. Teamwork extends beyond the City Council and city departments to partnerships with outside agencies that work jointly to provide a network of services within our community.

Pride – As an organization we strive for and recognize excellence on a personal level, an organizational level and on a community level. The "Pride of La Verne" is not just the name on an orange crate label from our heritage, but an almost tangible feeling of community involvement and commitment.

These values "drive" the organization.

STATEMENT OF STRATEGY

Our direction for the future is rooted in:

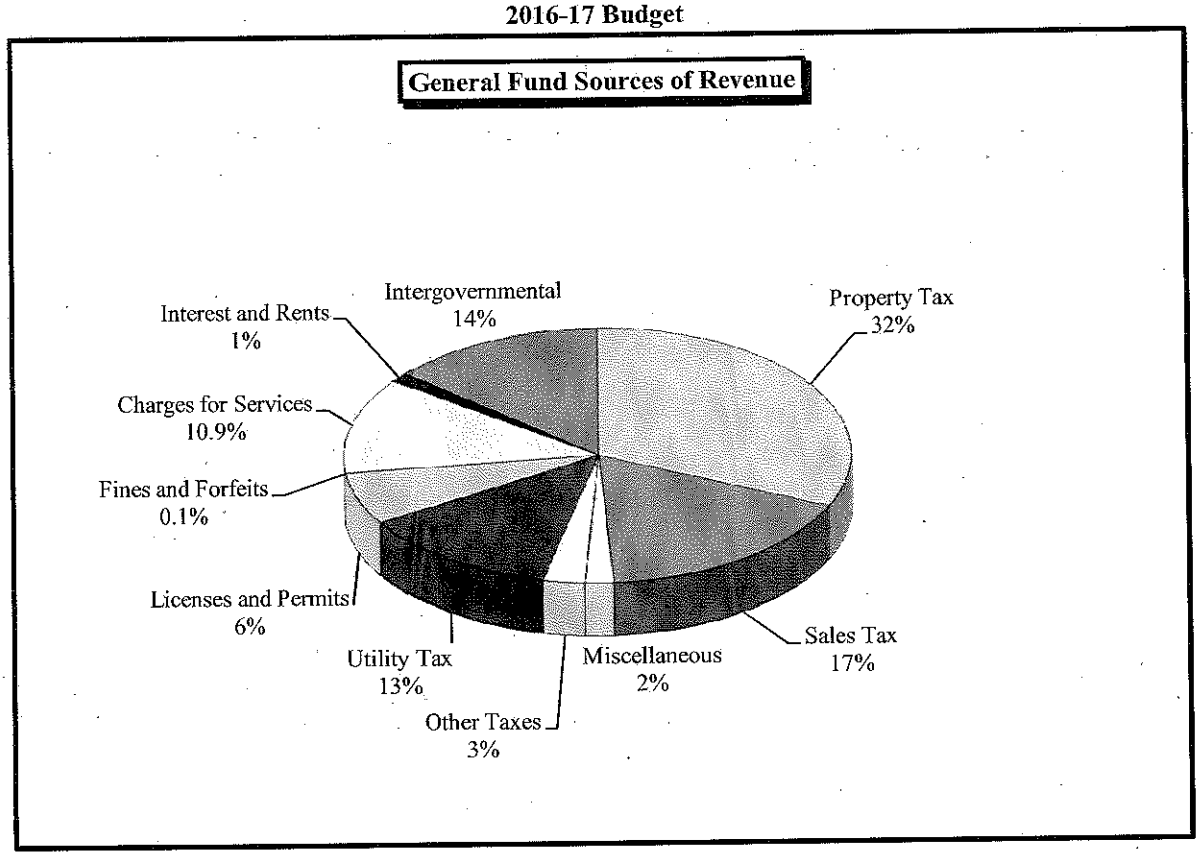
Being a "Full Service" City – Services are provided through a combination of internal departments staffed by City of La Verne employees and contracts with outside entities. The basis for this method of operation is the belief that City departments and employees are often more responsive to the needs and concerns of the community. A high level of responsiveness and commitment to the community translates into a superior level of service and a better quality of life for the citizenry.

Concern over Finances – The threat of insufficient financial resources to pay for services and maintain infrastructure is an overriding issue of concern. Prudent financial management, wise economic development, and innovative management practices may balance this threat.

Expansion of Services – Maintaining and enhancing the City's level of high quality service delivery will be our challenge. Continuing and expanding levels of service with an already "lean" organization will require all facets of our organization to work together as a team and to develop new and innovative service delivery techniques.

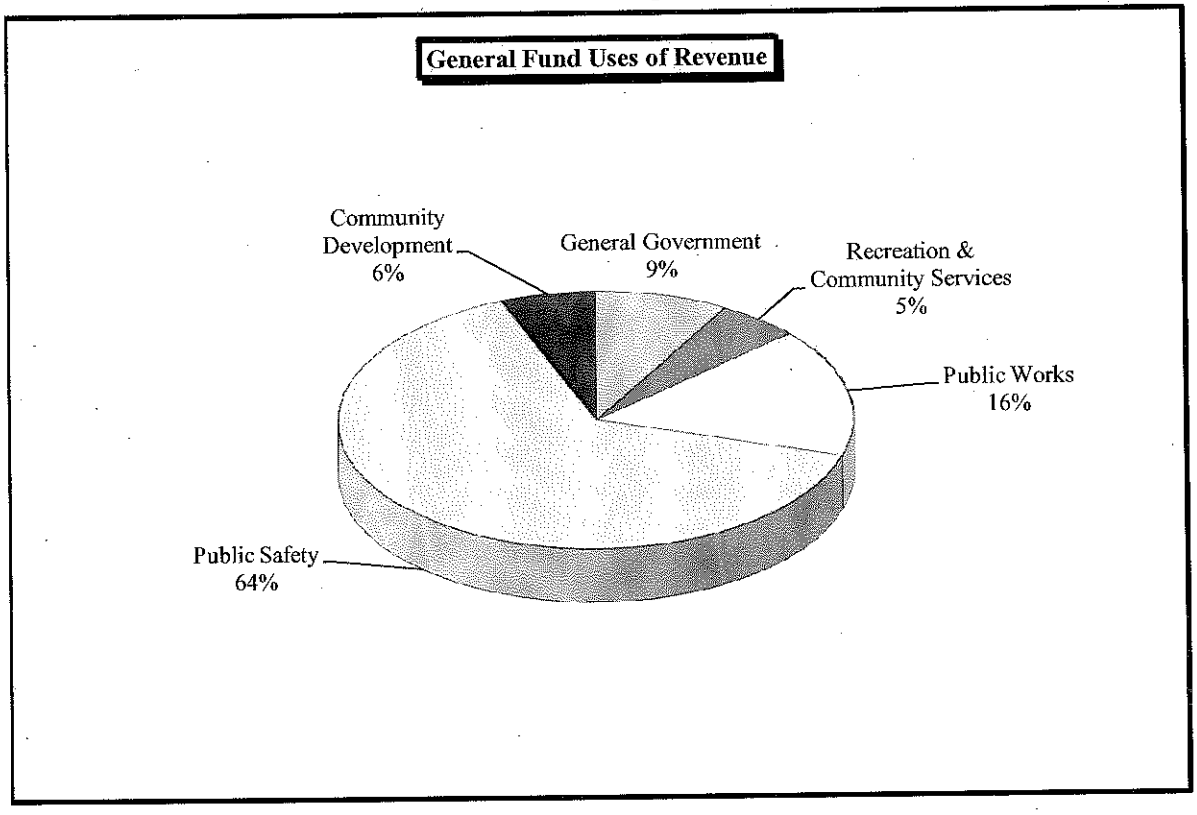
Where the money comes from

2016-17 Budget

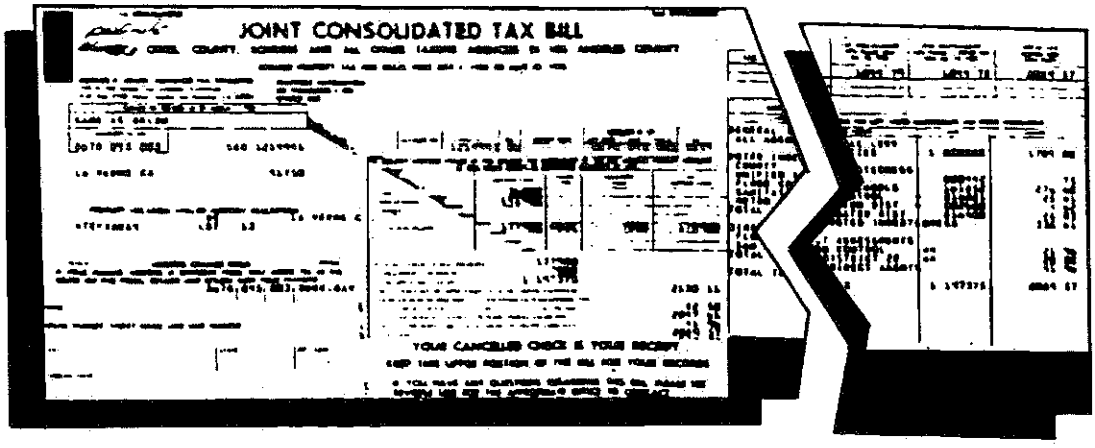


Where the money goes

2016-17 Budget



Excluding refuse and recycling pass thru



LOS ANGELES COUNTY, SCHOOLS,

AND OTHER AGENCIES: $1,730.16 – 82.8%

CITY OF LA VERNE

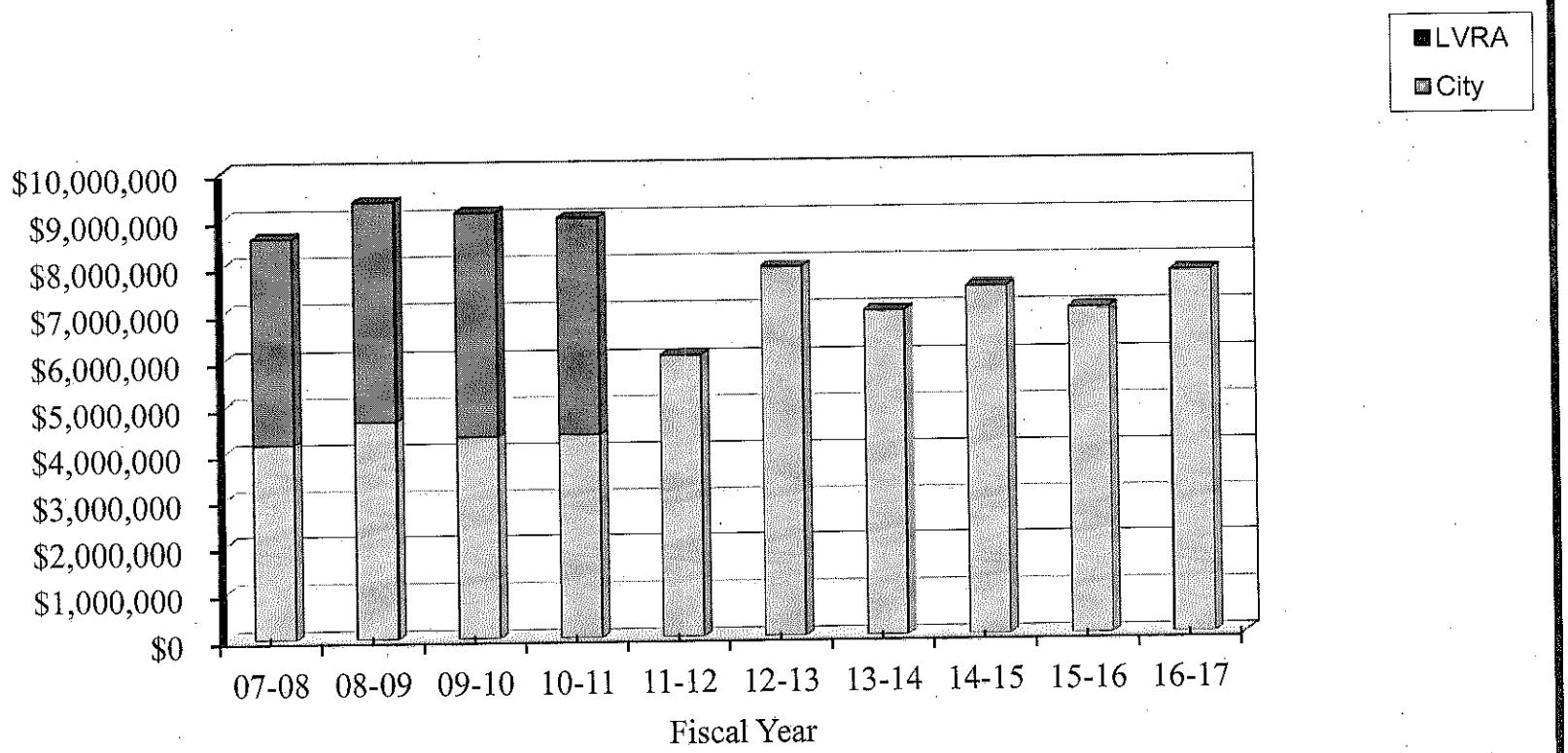
$359.41 – 17.2%

NOTE:

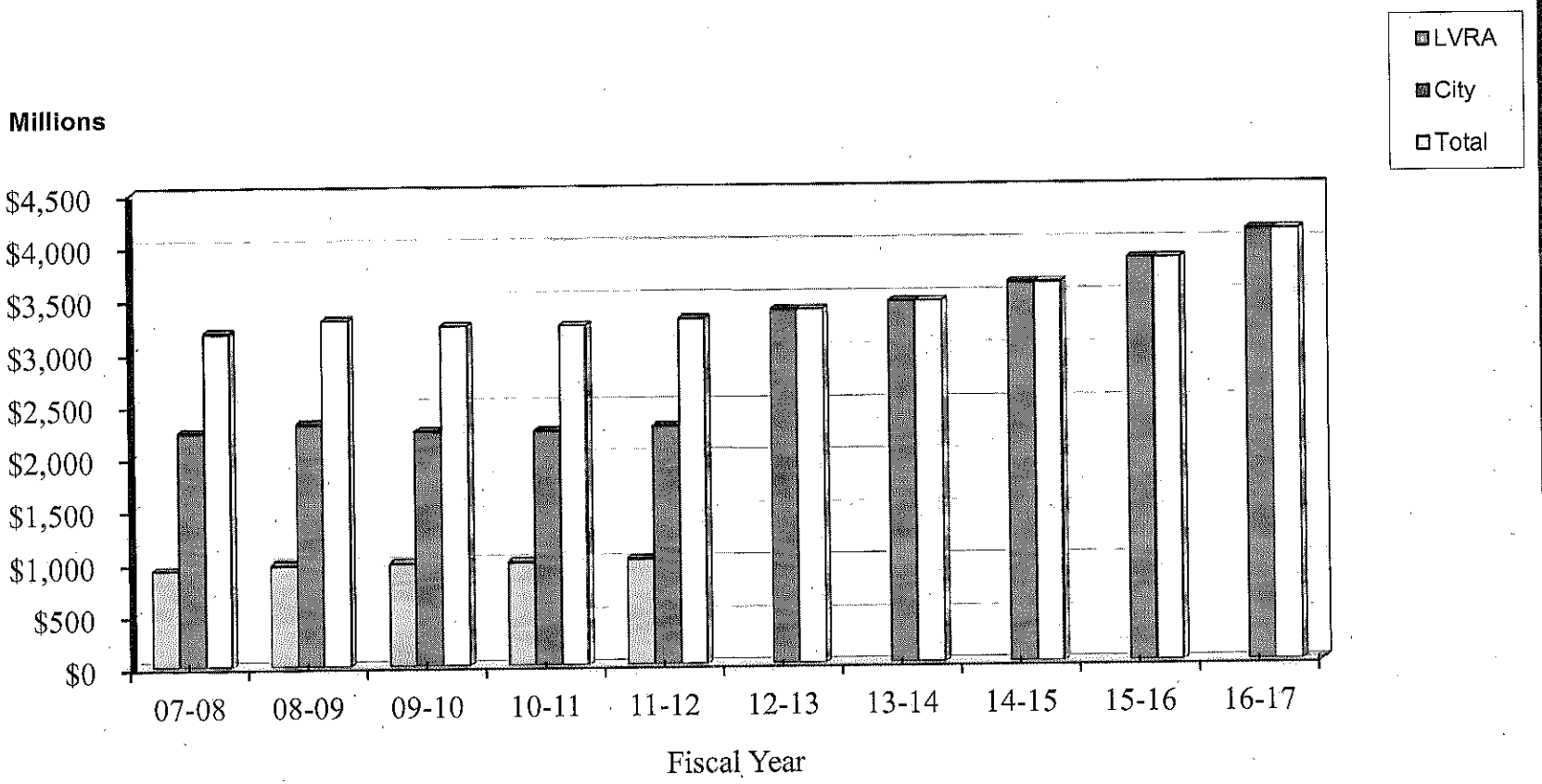
The City of La Verne receives less than one fifth (20%) of the receipts from the average property tax bill. Most of the funds go to other agencies. Of this typical property tax bill totaling $2,089.57, the City of La Verne receives only $359.41 or 17.2%. The remaining $1,730.16 (82.8%) goes towards schools, county and other agencies.

A TYPICAL TAX BILL

CITY OF LA VERNE
Property Taxes Collected



CITY OF LA VERNE
Assessed Valuation



City of La Verne

FISCAL YEAR	LVRA	CITY	TOTAL
2016-17	$	$4,106,934,467	$4,106,934,467
2015-16		3,836,805,384	3,836,805,384
2014-15		3,609,374,978	3,609,374,978
2013-14		3,440,912,883	3,440,912,883
2012-13		3,367,676,631	3,367,676,631
2011-12	1,011,273,422	2,279,380,049	3,290,653,471
2010-11	994,399,021	2,241,971,056	3,236,370,077
2009-10	989,509,283	2,244,865,580	3,234,374,863
2008-09	978,238,653	2,318,595,709	3,296,834,362
2007-08	935,111,524	2,241,629,667	3,176,741,191
2006-07	823,768,628	2,115,163,586	2,938,832,214

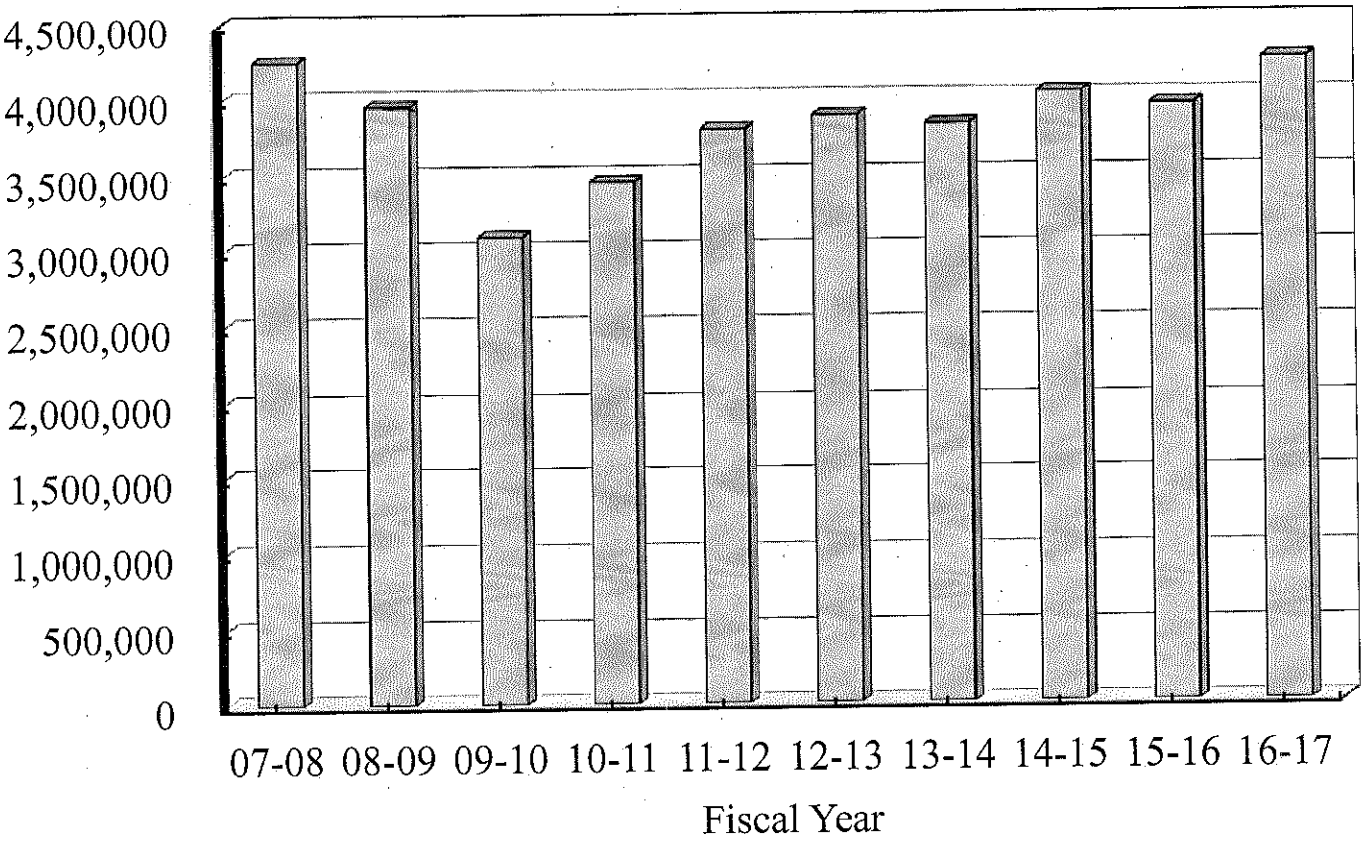
NOTES:

1) A State Constitutional Amendment approved by the voters on June 6, 1978, established a tax rate of 1% of market value for which the City receives a proportionate share. This rate is exclusive of bonded indebtedness requirements.

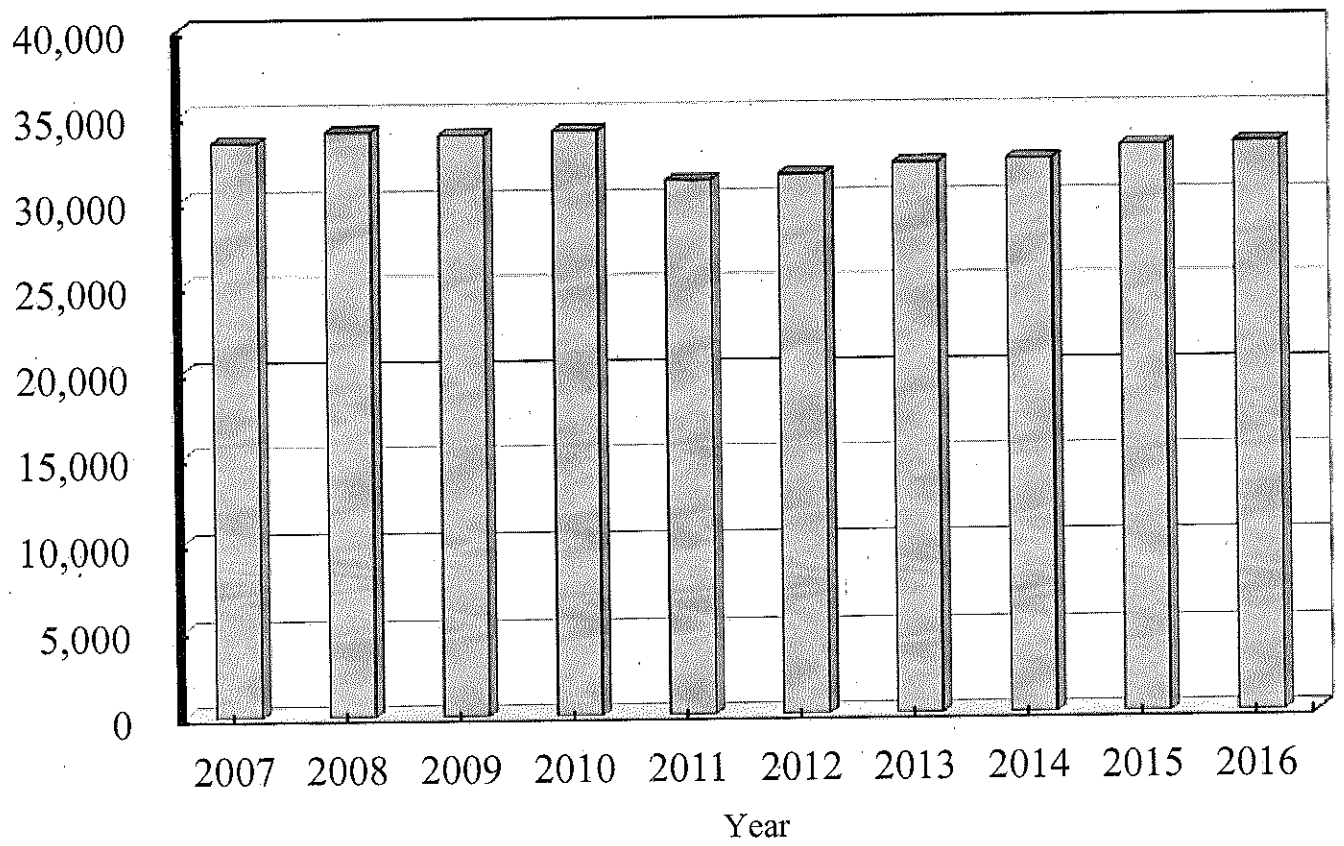
2) The La Verne Redevelopment Agency was dissolved effective February 1, 2012 under State legislation.

ASSESSED VALUATION

CITY OF LA VERNE
Sales Tax Receipts

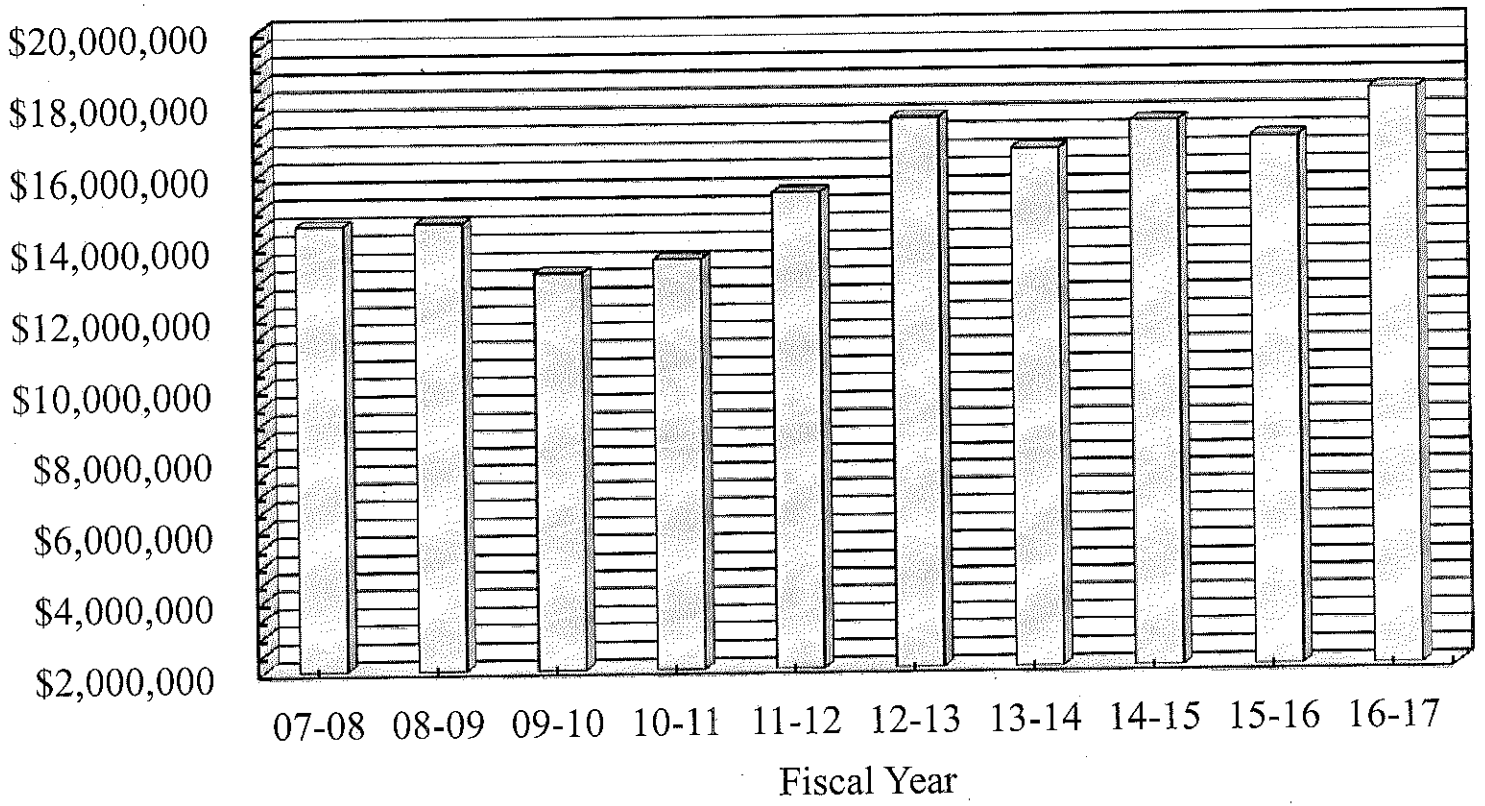


CITY OF LA VERNE
Population



CITY OF LA VERNE

Trends in Top 4 General Fund Revenues
Property Tax, Sales Tax, Motor Vehicle Fees & Utility Tax



California Society of Municipal Finance Officers

Certificate of Award

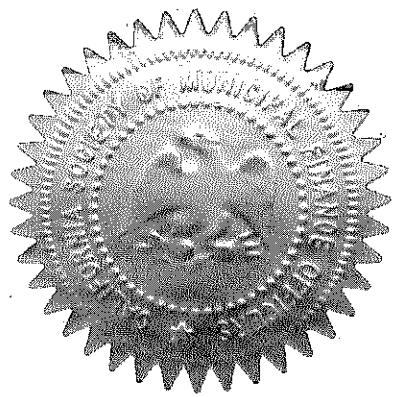
Outstanding Financial Reporting Award
Fiscal Year Ending June 30, 2015

Presented to the

City of La Verne

For meeting the criteria established to achieve the Outstanding Financial Reporting Award.

February 23, 2016



Jesse Takahashi
CSMFO President

Michael Gomez, Chair
Professional Standards and Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

RESOLUTION NO. 16-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING AN APPROPRIATIONS LIMITATION FOR THE 2016-17 FISCAL YEAR

WHEREAS, Article XIII-B of the Constitution of the State of California provides that total annual appropriations subject to limitation of the City shall not exceed the appropriations limit of the City for the prior year adjusted for changes in the cost of living or population, except as otherwise provided in said Article; and

WHEREAS, the City Council wishes to set an appropriations limitation for the 2016-2017 fiscal year on those appropriations subject to limitation under Article XIII-B; and

WHEREAS, the City Clerk has posted notice of the intention of the City Council to adopt such limitation on May 18, 2016.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Verne as follows:

Section 1. That the annual appropriations limitation for the City for the 2016-17 fiscal year for appropriations subject to limitation under Article XIII-B shall be $123,847,871. This limitation shall apply only to appropriations subject to limitation under Article XIII-B.

Section 2. That the Mayor shall sign and the Deputy City Clerk shall certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force.

PASSED, APPROVED AND ADOPTED this **20TH day** of June, **2016.**

/s/ DON KENDRICK

Mayor Don Kendrick

ATTEST:

/s/ Lupe Gaeta Estrella

Lupe Gaeta Estrella CMC, Deputy City Clerk

I hereby certify that the foregoing **Resolution No. 16-46 was** duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the **20th day of June, 2016**, by the following vote:

AYES: Hepburn, Rosales, Carder, Redman, and Mayor Kendrick.
NOES: None.
ABSENT: None.
ABSTAIN: None.

/s/ Lupe Gaeta Estrella

Lupe Gaeta Estrella CMC, Deputy City Clerk

REVENUE AND APPROPRIATION LIMITATIONS

2016-17 BUDGET

In compliance with statutory regulations the following analysis is provided to show the City's fiscal picture in light of taxation and revenue limitations imposed by State voter approved initiatives.

1. Proposition 4 – Appropriation Limit

The provisions are complex and have been simplified to the extent possible in this review. This measure is concerned with appropriations financed by "proceed of taxes". Appropriations which are financed by fees, fines, or specified State/Federal grants are exempted. The appropriation limit is derived by adjusting the 2015-16 appropriation limits for changes in population and cost of living. In accordance with these guidelines as revised under Proposition III, the appropriation limit for the City of La Verne for Fiscal Year 2016-17 has been determined by the City to be $123,847,871. However, analysis indicates that only about $18.7 million of the 2016-17 appropriations are subject to the provisions of Proposition 4. Accordingly, the City is safely under the appropriation limit. The balance of appropriations are financed by service fees, fines, and other excluded sources. Should the proceeds of taxes exceed the appropriation limit, such amount would be refunded to the taxpayers by a revision of the tax rates or fee schedules within the next two subsequent years.

2. Assembly Bill 8 – Sales and Property Tax Limitations

Whereas, Proposition 4 is concerned with the proceeds of taxes for all appropriations, Assembly Bill 8 is specifically concerned with sales and property taxes. Assembly Bill 8 states that should sales and/or property taxes grow faster than population growth and the cost of living, then a portion of the funds exceeding the limitation is subject to refund to the State. Such funds would be transferred to the State School Building Lease Purchase Fund to be used solely for new school building for grades K-12.

It is necessary to go through a series of steps to determine the extent to which amounts may be subject to refund to the State. The following are the computations based on the 2016-17 Budget. (Assembly Bill 8 specifically requires that these computations be set forth in the Budget.) Separate calculations are required for sales tax and for property tax.

The following schedules indicate that the City is safely under the "excess sales tax" and "excess property tax" provisions of Assembly Bill 8.

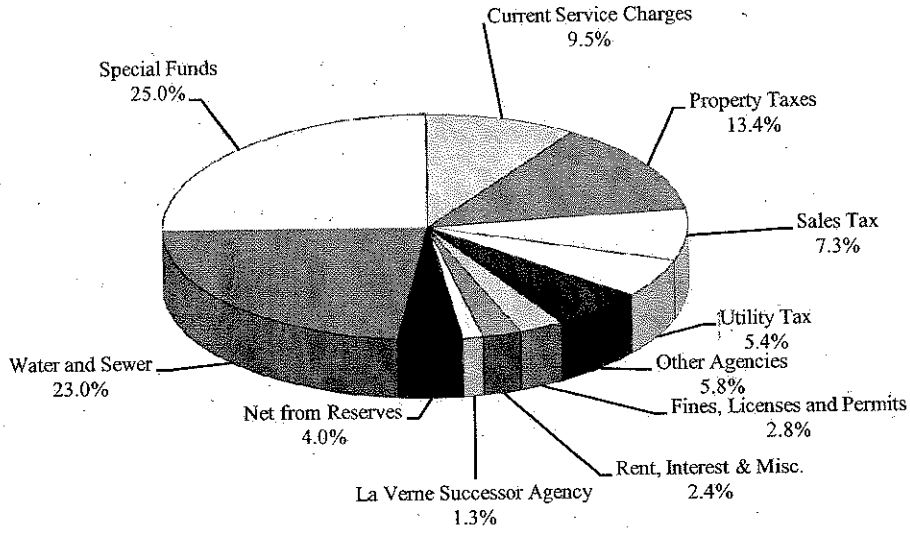
City of La Verne

SALES TAX				Line Ref.
(1) Estimated 2016-17 Sales Tax			$ 4,250,000	(a)
(2) F.Y. 2015-16 Sales Tax		$ 4,515,000		(b)
Adjustment: Line (b) x 1.0537 cost of living factor		4,757,455		(c)
Line (c) x 1.0085 population factor			4,797,894	(d)
(3) Difference (Line (a) minus Line (d) (Not less than zero)			0	(e)
(If Line (e) is zero or negative enter – 0 – on Line (1) and continue with Part IV)				
(4) Article XIII B Appropriations Limitation		123,847,871		(f)
Estimated total proceeds of taxes	$18,731,494			(g)
The amount from Line (e)	0			(h)
Line (g) minus Line (h)		18,731,494		(i)
Line (f) minus Line (i) (not less than zero)			$105,116,377	(j)
Line (e) minus Line (j)			0	(k)
(5) Excess Sales Tax Line (Line (k) – 2)			0	(l)

PROPERTY TAX				Line Ref.
(1) Estimated F.Y. 2016-17 Property Tax			7,802,500	(m)
(2) F.Y. 2015-16 Property Tax		7,221,434		(n)
Adjustment:				
Line (n) x 1.0537 cost of living factor		7,609,225		(o)
Line (o) x 1.0085 population			7,673,903	(p)
(3) Difference: Line (m) minus Line (p)				
(Not less than zero)			128,597	(q)
(If Line q is zero or negative enter -0- on Line (x)				
(4) Article XIII B Appropriations Limitation		123,847,871		(r)
Estimated total proceeds of taxes		18,731,494		(s)
The amount from Line (q)		128,597		(t)
Line (s) minus Line (t)		18,602,897		(u)
Line (r) minus Line (u) (Not less than zero)			105,244,974	(v)
Line (q) minus Line (v)			0	(w)
(5) Excess property tax (Line (w) – 4)			0	(x)

City of La Verne

Sources of Funds



Property Taxes	$7,802,500
Sales Tax	4,250,000
Utility Tax	3,150,000
Current Service Charges	5,503,700
Intergovernmental Revenue	3,356,200
Fines, Licenses and Permits	1,621,500
Rent and Interest	298,250
Miscellaneous	1,094,800
Total General Fund	**$27,076,950**
Water and Sewer	13,365,300
Special Funds **	14,531,375
Total Current Year Revenue	**$54,973,625**
Less Interdepartmental Funds	(2,488,000)

Net City Current Revenue	$52,485,625
Net from Reserves **	1,972,079
Total City	**$54,457,704**
La Verne Successor Agency ***	
Government Shared Revenues	729,500
Total LVSA Current Revenue	**729,500**
Reserves & Transfers In	352,328
Total LVSA	**1,081,828**
Total City and LVSA	**$55,539,532**

NOTE:

** These revenues and reserves are restricted for specific purposes. They include bond proceeds, grants, development impact fees and other resources restricted by law.

*** These revenues are restricted for use by the La Verne Successor Agency.

City of La Verne

2016-17 BUDGET

ESTIMATED REVENUES

Account Number	Source	2014-15 Actual	Estimated 2015-16	2016-17 Estimated City Manager	2016-17 Estimated Revised
GENERAL FUND(101):					
	PROPERTY TAXES:				
-311-1010	Current Year Secured	4,457,468	6,600,000	7,250,000	7,250,000
-311-1011	Current Year Unsecured	269,462	168,000	175,000	175,000
-311-1510	Prior Year Secured	-13,297	0	1,000	1,000
-311-1511	Prior Year Unsecured	5,200	4,000	5,000	5,000
-311-1600	Supplemental Tax Roll	198,298	125,000	100,000	100,000
-311-2100	Other Property Tax	2,333,957	51,434	51,500	51,500
-311-2110	Aircraft Tax	48,492	63,000	60,000	60,000
-311-2112	Homeowner's Exemption	31,409	30,000	30,000	30,000
-311-2500	Real Property Transfer Tax	139,298	150,000	100,000	100,000
-319-0000	Penalties and Interest	33,922	30,000	30,000	30,000
	Sub-Total	7,504,209	7,221,434	7,802,500	7,802,500
	OTHER TAXES:				
-313-1000	Sales and Use Tax	4,032,563	4,515,000	4,250,000	4,250,000
-314-1000	Utility User Tax	3,087,587	3,100,000	3,150,000	3,150,000
-318-1000	Franchise Tax	659,511	630,000	650,000	650,000
	Sub-Total	7,779,661	8,245,000	8,050,000	8,050,000
	LICENSES AND PERMITS:				
-321-0000	Business Licenses	456,432	437,000	450,000	450,000
-322-1000	Permits (Other)	29,941	29,100	29,000	29,000
-322-1005	Burglar Alarm Permits	8,700	10,000	10,000	10,000
-322-1010	Home Occupation Permit	22,655	19,000	19,000	19,000
-322-1017	Temp/Annual Overnite Parking	156,747	171,000	174,000	174,000
-322-1500	Building Permits	2,766,132	2,450,000	922,000	922,000
-322-2000	Public Works Permits	4,203	4,000	4,000	4,000
	Sub-Total	3,444,810	3,120,100	1,608,000	1,608,000
	FINES AND FORFEITS:				
-350-1000	City Code Court Fine	859	0	0	0
-350-1200	False Burglar Alarm Penalty	8,140	7,500	7,500	7,500
-350-1300	Business License Penalty	10,934	6,000	6,000	6,000
-350-1300	Other Fines/Penalties	0	100	0	0
	Sub-Total	19,933	13,600	13,500	13,500
	USE OF MONEY AND PROPERTY:				
-361-0000	Interest Income	93,955	110,000	100,000	100,000
-364-1000	Rents	33,473	35,000	35,000	35,000
-364-1005	Cell Tower Space Rental	68,452	68,500	68,500	68,500
-364-1010	Recreation Facility/ Equipment Rental	72,649	69,250	70,250	70,250
-364-1016	Swimming Pool Rental	29,321	24,000	24,500	24,500
-364-1020	Fire Station III Rental	0	0	0	0
	Sub-Total	297,850	306,750	298,250	298,250

City of La Verne

2016-17 BUDGET

ESTIMATED REVENUES

Account Number	Source	2014-15 Actual	Estimated 2015-16	2016-17 Estimated City Manager	2016-17 Estimated Revised
	INTERGOVERNMENTAL REVENUE:				
-331-1700	Homeland Security Grant	32,496	0	0	0
-331-2207	Ground Emergency Medical Transport	0	0	12,000	12,000
-334-1600	Used Oil Recycling Grant	9,083	9,084	9,100	9,100
-334-1700	Beverage Recycling Grant	8,674	8,748	8,700	8,700
-335-1200	Motor Vehicle in Lieu Tax	2,721,045	2,891,000	2,990,000	2,990,000
-335-1515	P.O.S.T Reimbursement	15,893	10,000	10,000	10,000
-335-1500	State Mandated Cost Reimbursement	50,487	365,589	900	900
-335-1518	Disability Access/SB1186	495	2,000	500	500
-335-2013	CAL-MMET Police Reimbursement	38,648	37,058	0	0
-335-2013	AB 109 Realignment	111,095	111,095	85,000	85,000
-336-1000	Prop. A Transfer Exchange	187,500	182,000	210,000	210,000
-336-2100	LA Impact Reimbursements	96,001	30,000	30,000	30,000
	Sub-Total	3,271,417	3,646,574	3,356,200	3,356,200
	CHARGES FOR CURRENT SERVICES:				
-341-1005	Map and Copy Sales	15,476	14,000	9,000	9,000
-341-1405	Business License Processing Fee	14,220	13,000	13,000	13,000
-341-1500	Work for Others	52,355	22,540	22,500	22,500
-341-1504	Passport Service Fees	20,106	19,000	19,000	19,000
-341-1509	L A Impact Financial Services	130,000	130,000	130,000	130,000
-341-1510	JRIC Financial Services	0	0	25,000	25,000
-341-1512	Fire Department Reimbursements	442,647	625,000	400,000	400,000
-341-1520	Sports Park Maintenance	212,955	100,000	100,000	100,000
-341-1523	BUSD and ULV Pool Maintenance	97,323	85,000	82,000	82,000
-341-1524	BUSD Police Reimbursement	81,254	83,300	83,300	83,300
-341-1525	Sports Park Lighting	20,169	20,000	20,000	20,000
-341-1526	Other Parks Lighting	40,167	47,000	42,000	42,000
-341-1529	Valley Rancho Maintenance	6,000	6,000	6,000	6,000
-342-1008	Weapons Storage Fee Release	0	0	300	300
-342-1009	Livescan Fees	3,986	6,000	6,000	6,000
-342-1010	Trustee Program	38,020	22,000	22,000	22,000
-342-1012	Citation Write-Offs	1,763	700	700	700
-342-1015	PD-Hearing Officer	144	100	200	200
-342-1016	Special Duty Police Dept	125,291	149,900	134,400	134,400
-342-1018	DUI Emergency Response	11,818	6,000	6,000	6,000
-342-1020	School Crossing Guard	20,000	20,000	20,000	20,000
-342-1021	LVPD Booking Fees	7,700	5,000	5,000	5,000
-342-1023	Southwest Borders Grant Reimbursement	89,080	0	0	0
-342-1510	Paramedic Service Fees	626,824	660,000	660,000	660,000
-342-1512	Fire Revenue Inspections	25,458	42,000	22,000	22,000
-342-1512	Fire Plan Check	0	11,000	5,000	5,000
-344-1100	Plan Check Fees	20,505	13,000	10,000	10,000
-344-1200	Inspection Fees	20,470	13,000	10,000	10,000
-344-1512	Municipal Services Registration Fee	13,455	12,000	12,000	12,000
-344-3010	Refuse Service Fees	2,394,202	2,520,000	2,546,000	2,546,000
-344-3015	Other Refuse Service Fees	125,935	55,000	55,000	55,000
-345-1000	Planning	925	300	500	500
-345-1010	Division of Land	70	300	0	0
-345-1011	Land Use Fees	4,900	7,500	5,000	5,000
-345-1012	Precise Plan of Design	17,777	10,000	10,000	10,000

City of La Verne

2016-17 BUDGET

ESTIMATED REVENUES

Account Number	Source	2014-15 Actual	Estimated 2015-16	2016-17 Estimated City Manager	2016-17 Estimated Revised
-345-1013	Environmental Fees	1,850	1,500	1,200	1,200
-345-1015	Planning Deposit Projects	193,190	347,400	246,800	246,800
-345-1016	State Mandated Planning Fee	54,319	80,000	20,000	20,000
-345-1020	Appeals	75	300	0	0
-345-1021	Engineering & Planning Consulting	0	40,000	40,000	40,000
-345-1023	State Buildings Standards Fee	1,520	400	400	400
-346-1000	Recreation Fee and Charges	247,360	260,000	260,000	260,000
-346-1011	Preschool	110,530	111,000	119,000	119,000
-346-1012	Recreation/BHS	22,233	20,000	20,000	20,000
-346-1020	Sports Programs	80,702	82,000	84,000	84,000
-346-1100	Aquatics Programs	159,895	172,697	176,000	176,000
-346-1200	Recreation Excursions	48,656	46,000	48,000	48,000
-346-1400	Special Event Activities	8,044	6,177	6,400	6,400
	Sub-Total	5,609,369	5,886,114	5,503,700	5,503,700
	MISCELLANEOUS REVENUE:				
-363-1000	Sale of Property	250,506	258,318	285,000	285,000
-362-0000	Miscellaneous Revenue	118,783	343,827	159,800	159,800
	Sub-Total	369,289	602,145	444,800	444,800
	TOTAL GENERAL FUND	**28,296,538**	**29,041,717**	**27,076,950**	**27,076,950**
PARAMEDIC SERVICE FUND(104):					
-342-1510	Paramedic Service Fees	751,623	760,000	775,000	775,000
	TOTAL PARAMEDIC SERVICE FUND	751,623	760,000	775,000	775,000
GAS TAX FUND(206):					
-318-1510	Gas Tax 2107 Funds	236,051	265,974	286,577	286,577
-318-1515	Gas Tax 2107.5 Engineering	6,000	6,000	6,000	6,000
-318-1520	Gas Tax 2105 Funds	184,441	194,541	206,369	206,369
-318-1525	Gas Tax 2106 Funds	113,463	105,098	105,531	105,531
-318-1530	Gas Tax 2103 Funds	315,217	154,237	80,133	80,133
-335-2010	Surface Transportation Program-Local	0	0	434,000	434,000
-361-0000	Interest Income	15,837	20,000	15,000	15,000
	TOTAL GAS TAX FUND	871,009	745,850	1,133,610	1,133,610
TRAFFIC SAFETY FUND(208):					
-335-1600	OTS Grant	61,128	16,913	0	0
-342-1013	DUI Vehicle Storage Release	25,600	22,000	25,000	25,000
-342-1014	Vehicle Storage Release	27,022	30,000	35,000	35,000
-342-1019	Other Vehicle Fees	11,105	19,000	25,000	25,000
-350-1100	Parking Violations	499,464	420,000	415,000	415,000
-350-1700	Vehicle Code Court Fines	83,190	90,000	115,000	115,000
-361-0000	Interest Income	977	1,000	1,000	1,000
-363-0000	Sale of Property	0	0	0	0
	TOTAL TRAFFIC SAFETY FUND	708,486	598,913	616,000	616,000
COUNTY AID TO CITIES FUND(209):					
-336-0000	County Gov't Shared Revenues	0	0	0	0
	TOTAL COUNTY AID TO CITIES FUND	0	0	0	0

City of La Verne

2016-17 BUDGET

ESTIMATED REVENUES

Account Number	Source	2014-15 Actual	Estimated 2015-16	2016-17 Estimated City Manager	2016-17 Estimated Revised
CDBG FUND(215):					
-331-1500	CDBG Projects	74,150	73,446	264,912	264,912
	TOTAL CDBG FUND	74,150	73,446	264,912	264,912
O & M CFD FUND(216):					
-361-0000	Interest Income	3,410	1,300	1,000	1,000
-362-0000	Miscellaneous Revenues	0	10,622	0	0
-370-2511	CFD Special Assessment	1,011,841	1,109,000	1,130,000	1,130,000
	TOTAL O & M CFD FUND	1,015,251	1,120,922	1,131,000	1,131,000
CABLE PUBLIC ACCESS FUND(221):					
-341-1522	Cable Public Access	78,469	79,000	79,000	79,000
-361-0000	Interest Income	202	300	300	300
	TOTAL CABLE PUBLIC ACCESS FUND	78,671	79,300	79,300	79,300
BICYCLE SAFETY FUND(222):					
-336-1500	S.C.A.G. Grant-Pedestrian	0	87,785	0	0
-361-0000	Interest Income	1	200	0	0
	TOTAL BICYCLE SAFETY FUND	1	87,985	0	0
DOWNTOWN PARKING IN LIEU FUND(223):					
-322-1011	Old Town LV Merchant Parking Permit	0	0	26,000	26,000
-345-1026	Parking Mitigation Development Impact Fee	0	0	46,000	46,000
-361-0000	Interest Income	0	0	0	0
	TOTAL DOWNTOWN PARKING FUND	0	0	72,000	72,000
AFFORDABLE HOUSING FUND(226):					
-345-1022	Housing Linkage Fee	115,834	35,000	40,000	40,000
-345-1025	Affordable Housing In-Lieu	0	0	0	0
-361-0000	Interest Income	6,018	9,000	9,000	9,000
	TOTAL AFFORDABLE HOUSING FUND	121,852	44,000	49,000	49,000
ASSET FORFEITURE(231):					
-331-2600	Police Asset Confiscation	750	0	0	0
-331-2610	Dept of Justice/Asset Sharing	1,047,911	483,000	200,000	200,000
-331-2611	U. S. Treasury/Asset Sharing	22,073	0	0	0
-335-1700	State Asset Forfeiture	2,907	89,697	0	0
-336-1600	County Asset Forfeiture	0	98,867	0	0
-336-2110	LA Impact Salary Stipend	89,080	0	0	0
-361-0000	Interest Income	24,979	30,000	30,000	30,000
-363-1000	Sale of Property	3,919	0	0	0
	TOTAL ASSET FORFEITURE FUND	1,191,619	701,564	230,000	230,000

City of La Verne

2016-17 BUDGET

ESTIMATED REVENUES

Account Number	Source	2014-15 Actual	Estimated 2015-16	2016-17 Estimated City Manager	2016-17 Estimated Revised
LACMTA - PROPOSITION A FUND(232):					
-336-1000	PROP A Allocation	566,654	593,000	616,000	616,000
-361-0000	Interest Revenue	2,133	3,000	2,500	2,500
	TOTAL LACMTA - PROPOSITION A FUND	568,787	596,000	618,500	618,500
LACMTA - PROPOSITION C FUND(234):					
-336-1100	PROP C Allocation	470,950	489,300	510,000	510,000
-361-0000	Interest Revenue	5,842	7,500	7,500	7,500
-362-0000	Miscellaneous Revenues	35,000	0	0	0
	TOTAL LACMTA - PROPOSITION C FUND	511,792	496,800	517,500	517,500
MEASURE R FUND(235):					
-336-1400	Measure R	352,599	350,000	383,000	383,000
-361-0000	Interest Income	2,955	1,500	1,500	1,500
	TOTAL MEASURE R FUND	355,554	351,500	384,500	384,500
PROP 172 PUBLIC SAFETY FUND(240):					
-313-1100	PROP 172 Sales Tax	0	350,000	350,000	350,000
-361-0000	Interest Income	0	1,500	1,500	1,500
	TOTAL PROP 172 PUBLIC SAFETY FUND	0	351,500	351,500	351,500
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND(241):					
-336-1200	Supplement Law Enf. Services Fund	106,230	114,618	100,000	100,000
-361-0000	Interest Income	33	40	30	30
	TOTAL SUPPLEMENT LAW ENFORCEMENT SERVICES FUND	106,263	114,658	100,030	100,030
AB2766 MOBILE SOURCE AIR POLLUTION(243):					
-336-2000	AQMD Fees	50,308	40,000	40,000	40,000
-336-2300	AQMD Grant	0	0	225,000	225,000
-361-0000	Interest Income	2,518	4,000	2,000	2,000
-363-1000	Sale of Property	0	0	0	0
	TOTAL AB2766 MOBILE SOURCE AIR POLLUTION FUND	52,826	44,000	267,000	267,000
PUBLIC SAFETY EQUIPMENT/FACILITIES FUND(244):					
-313-1100	PROP 172 Sales Tax	355,210	0	0	0
-342-1513	Fire Equipment Fee	1,925	0	2,695	2,695
-342-1514	Fire Facility Fee	37,520	0	52,528	52,528
-361-0000	Interest Income	5,381	5,500	5,000	5,000
	TOTAL PUBLIC SAFETY FUND	400,036	5,500	60,223	60,223

City of La Verne

2016-17 BUDGET

ESTIMATED REVENUES

Account Number	Source	2014-15 Actual	Estimated 2015-16	2016-17 Estimated City Manager	2016-17 Estimated Revised
DOWNTOWN BUSINESS IMPROVEMENT FUND(245):					
-321-1000	DBID Business Licenses	17,635	17,500	17,500	17,500
-361-0000	Interest Income	369	370	350	350
-362-3100	Wine Walk	41,102	41,000	41,000	41,000
	TOTAL DOWNTOWN BUSINESS IMPROVEMENT FUND	59,106	58,870	58,850	58,850
MAINTENANCE ASSESSMENT DISTRICT FUND(246):					
-361-0000	Interest Income	3,213	3,000	2,500	2,500
-370-1510	Landscape Maintenance Fees	334,420	335,000	335,000	335,000
-370-1511	Esperanza 84-1M Assmt. Fees	9,555	9,600	9,600	9,600
	TOTAL MAINTENANCE ASSESSMENT DISTRICT FUND	347,188	347,600	347,100	347,100
FIRE EQUIPMENT REPLACEMENT FUND(250):					
-331-2205	Assistance to Firefighters Grant	70,200	0	0	0
-331-2207	Ground Emergency Medical Transport	0	0	28,000	28,000
-342-1515	Fire Equipment Rental Charge	4,032	10,000	8,000	8,000
-342-1516	Fire Administrative Fee	132,707	102,850	70,000	70,000
-361-0000	Interest Income	7,559	7,500	7,000	7,000
-362-0000	Miscellaneous Revenue	0	0	5,500	5,500
	TOTAL FIRE EQUIPMENT REPLACEMENT FUND	214,498	120,350	118,500	118,500
LARGE BUILDING CFD FUND(252):					
-342-1517	Fire Facilities - CFD	400,000	0	0	0
-361-0000	Interest Income	-82	500	500	500
-370-2512	Large Buildings CFD 11-1	82,781	82,000	84,000	84,000
	TOTAL LARGE BUILDING CFD FUND	482,699	82,500	84,500	84,500
LOAN REPAYMENT FUND(326):					
-362-0000	Miscellaneous Revenue	0	0	438,000	438,000
-362-2800	Pension Obligation Charges	1,320	990,000	690,000	690,000
-393-1500	Proceeds of Loans	0	0	2,500,000	2,500,000
	TOTAL LOAN REPAYMENT FUND	1,320	990,000	3,628,000	3,628,000
GENERAL CAPITAL IMPROVEMENT FUND(405):					
-331-1700	Homeland Security Grant	50,000	0	0	0
-336-0000	County Gov't Shared Revenues	0	0	400,000	400,000
-344-3100	MWD Water Conservation Grant	0	278,702	0	0
-361-0000	Interest Income	17,733	25,000	25,000	25,000
-362-0000	Miscellaneous Income	8,258	10,000	210,000	210,000
-393-1500	Proceeds of Loans	0	0	385,000	385,000
	TOTAL GENERAL CAPITAL IMPROVEMENT FUND	75,991	313,702	1,020,000	1,020,000

City of La Verne

2016-17 BUDGET

ESTIMATED REVENUES

Account Number	Source	2014-15 Actual	Estimated 2015-16	2016-17 Estimated City Manager	2016-17 Estimated Revised
ROW MANAGEMENT FUND(406):					
-361-0000	Interest Income	18,759	20,000	20,000	20,000
-362-2600	Street Impact Mitigation Fee	110,000	120,000	120,000	120,000
	TOTAL ROW MANAGEMENT FUND	128,759	140,000	140,000	140,000
I/S TECHNOLOGY FUND(407):					
-361-0000	Interest Income	293	350	350	350
-362-0000	Miscellaneous Revenue	0	2,012	0	0
	TOTAL I/S TECHNOLOGY FUND	293	2,362	350	350
UNDERGROUND UTILITIES FUND(410):					
-344-2600	Underground Utilities Fee	142,782	1,261	10,000	10,000
-361-0000	Interest Income	10,098	7,000	1,000	1,000
	TOTAL UNDERGROUND UTILITIES FUND	152,880	8,261	11,000	11,000
PARK DEVELOPMENT FUND(412):					
-318-1600	Park and Recreation Tax	448,599	22,500	50,000	50,000
-361-0000	Interest Revenues	7,340	7,000	5,000	5,000
-362-0000	Miscellaneous Revenue	0	0	50,000	50,000
	TOTAL PARK DEVELOPMENT FUND	455,939	29,500	105,000	105,000
YOUTH SPORTS CIP FUND(413):					
-346-1000	Recreation Fee and Charges	0	0	190,000	190,000
-361-0000	Interest Income	0	0	500	500
	TOTAL YOUTH SPORTS CIP FUND	0	0	190,500	190,500
STORM DRAINAGE DISTRICT FUND(419):					
-341-1507	Work for Others	4,012	0	0	0
-344-2700	Storm Drain Fees	116,149	8,611	10,000	10,000
-361-0000	Interest Income	8,905	9,000	8,000	8,000
	TOTAL STORM DRAINAGE FUND	129,066	17,611	18,000	18,000

City of La Verne

2016-17 BUDGET

ESTIMATED REVENUES

Account Number	Source	2014-15 Actual	Estimated 2015-16	2016-17 Estimated City Manager	2016-17 Estimated Revised
WATER UTILITY FUND(502):					
-322-2010	Misc-PW Permit	1,100	50	0	0
-345-1017	Plan Check Fees	9,422	250	0	0
-345-1500	Inspection Fees	9,422	250	0	0
-344-1510	Water Sales	9,682,768	9,605,000	11,117,000	11,117,000
-344-1512	Municipal Services Registration Fee	13,455	12,000	13,000	13,000
-344-1514	Conservation Surcharge	16,771	500,000	500,000	500,000
-344-1520	Meter Installations	16,975	5,000	5,000	5,000
-344-1525	Service Installations	17,000	10,000	10,000	10,000
-344-1526	Fire Flow Fee	6,000	5,000	1,000	1,000
-350-1500	Other Fines/Penalties	513	200	500	500
-350-1610	Late Penalty Fee	86,782	75,000	80,000	80,000
-350-1800	Utility Turnoff Delq Accts	28,185	25,000	30,000	30,000
-361-0000	Interest Income	8,140	5,000	5,000	5,000
-362-0000	Miscellaneous Revenue	1,365	7,125	800	800
-363-1000	Sale of Property	0	0	55,000	55,000
	TOTAL WATER UTILITY FUND	9,897,898	10,249,875	11,817,300	11,817,300
WATER CAPITAL IMPROVEMENT FUND(507):					
-344-1610	Water Connection Fees	44,610	0	30,000	30,000
-344-1615	Water System Installation Fees	51,627	750	10,000	10,000
-344-1620	Water Acreage Connection Fees	395,045	1,072	200,000	200,000
-361-0000	Interest Income	38,200	42,900	37,000	37,000
-362-0000	Miscellaneous Revenue	0	0	0	0
	TOTAL WATER CAPITAL IMPROVEMENT FUND	529,482	44,722	277,000	277,000
MIRAMAR DEBT REPAYMENT FUND(519):					
-344-1530	Miramar Service Charge	335,775	8,216	10,000	10,000
-361-0000	Interest Income	28,793	30,000	25,000	25,000
	TOTAL MIRAMAR DEBT REPAYMENT FUND	364,568	38,216	35,000	35,000
SEWER UTILITY FUND(530):					
-322-1015	Industrial Waste Permits	24,075	18,000	20,000	20,000
-344-1100	Plan Check Fees	6,979	6,000	8,000	8,000
-344-1200	Inspection Fees	6,979	6,000	8,000	8,000
-344-1214	NPDES -Inspection Fee	19,001	20,000	20,000	20,000
-344-2010	Sewer Service Fees	1,447,876	1,450,000	1,450,000	1,450,000
-344-2020	Sewer Service Consumption Fees	43,466	40,000	40,000	40,000
-361-0000	Interest Income	3,427	2,000	2,000	2,000
	TOTAL SEWER UTILITY FUND	1,551,803	1,542,000	1,548,000	1,548,000

City of La Verne

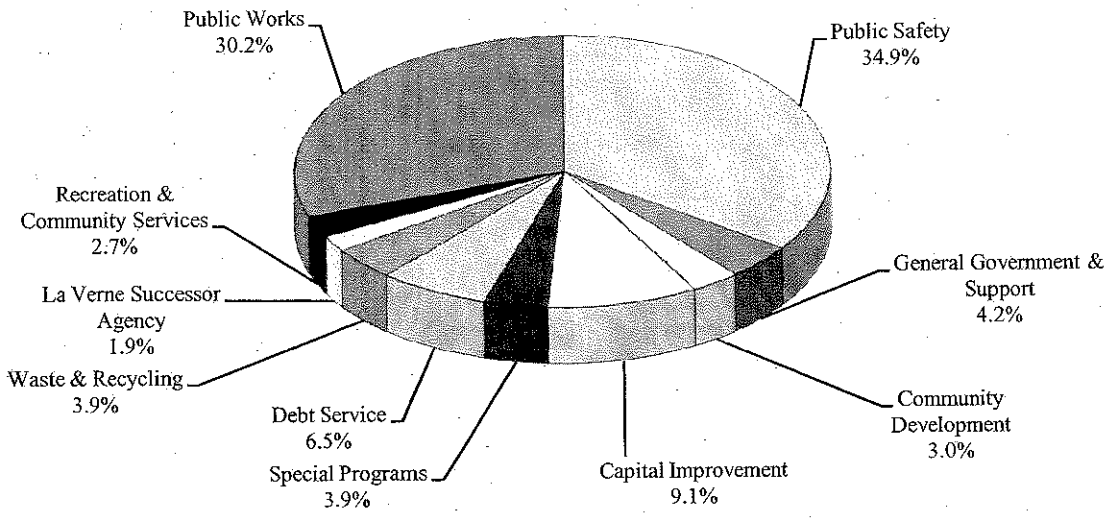
2016-17 BUDGET

ESTIMATED REVENUES

Account Number	Source	2014-15 Actual	Estimated 2015-16	2016-17 Estimated City Manager	2016-17 Estimated Revised
SEWER CAPITAL IMPROVEMENT FUND(531):					
-344-2100	Sewer Capital Improvement	80,000	462,227	0	0
-344-2110	Sewer Main Line Fees	37,949	1,800	5,000	5,000
-344-2115	Sewer Connection Fees	18,779	3,325	5,000	5,000
-361-0000	Interest Income	32,544	35,000	30,000	30,000
-362-0000	Miscellaneous Revenue	0	44,400	0	0
	TOTAL SEWER CAPITAL IMPROVEMENT FUND	169,272	546,752	40,000	40,000
EQUIPMENT FUND(624):					
-361-0000	Interest Income	4,849	5,000	4,500	4,500
-362-0000	Miscellaneous Revenue	0	0	0	0
-363-1000	Sale of Property	10,926	8,696	5,000	5,000
-364-1000	Rents (Maint. & Operations)	1,145,016	1,354,400	1,266,500	1,266,500
-364-1015	Rents (Depreciation)	434,037	458,400	531,500	531,500
	TOTAL EQUIPMENT FUND	1,594,828	1,826,496	1,807,500	1,807,500
	TOTAL ALL CITY FUNDS	51,260,048	51,572,472	54,973,625	54,973,625
	Less Interdepartmental Funds	(2,701,000)	(2,802,800)	(2,488,000)	(2,488,000)
	NET CITY REVENUE	48,559,048	48,769,672	52,485,625	52,485,625
LA VERNE SUCCESSOR AGENCY:					
	REDEVELOPMENT OBLIGATION RETIREMENT FUND(730):				
-336-0000	Government Shared Revenue	112,271	459,012	729,500	729,500
-361-0000	Interest Income	1,467	0	0	0
	SUB-TOTAL	113,738	459,012	729,500	729,500
	TOTAL LA VERNE SUCCESSOR AGENCY FUNDS	113,738	459,012	729,500	729,500
GRAND TOTAL CITY AND SUCCESSOR AGENCY:		48,672,786	49,228,684	53,215,125	53,215,125

City of La Verne

Uses of Funds



General Government & Support Services:		
General Administration		$536,911
City Clerk		293,984
City Manager		1,586,852
	Sub Total	**$2,417,747**
Public Safety:		
Police		$12,124,259
Fire		8,108,938
	Sub Total	**$20,233,197**
Community Development		1,717,475
Recreation & Community Services		1,509,507
Public Works:		
City Buildings		395,475
Street Maintenance		2,575,840
Waste and Recycling		2,258,155
Water Utility		9,567,801
Sewer Utility		1,274,151
Equipment Maintenance		1,632,869
Park Maintenance		2,091,056
	Sub Total	**19,795,347**

Capital Improvements	$5,258,750
Debt Service Requirements	3,777,000
Special Programs	2,236,681
Total City Expenditures	**$56,945,704**
Less Interdepartmental Funds	(2,488,000)
Net City Expenditures	**$54,457,704**
La Verne Successor Agency Expenditures	1,081,828
Total City and La Verne Successor Agency	**$55,539,532**

City of La Verne

2016-17 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
GENERAL ADMINISTRATION:				
City Council	56,911	10,000	0	66,911
General Government				
Non-Departmental	0	385,000	0	385,000
Legal Services	0	85,000	0	85,000
DEPARTMENT TOTAL	**56,911**	**480,000**	**0**	**536,911**
CITY CLERK DEPARTMENT:				
Administration	142,253	12,000	0	154,253
Elections	52,731	87,000	0	139,731
DEPARTMENT TOTAL	**194,984**	**99,000**	**0**	**293,984**
CITY MANAGER DEPARTMENT:				
CITY MANAGER DIVISION:				
Administration	281,187	10,000	0	291,187
Personnel Division	160,817	30,000	0	190,817
SUB-TOTAL	**442,004**	**40,000**	**0**	**482,004**
FINANCE DIVISION:				
Administration	80,553	14,000	0	94,553
City Treasurer	62,652	28,000	0	90,652
Cashiering and Collections	46,971	2,000	0	48,971
Business Licensing	32,471	2,000	0	34,471
Accounting and Payroll	206,145	3,500	0	209,645
L. A. Impact Fiscal Services	36,214	500	0	36,714
SUB-TOTAL	**465,006**	**50,000**	**0**	**515,006**
INFORMATION SYSTEMS DIVISION:				
Administration	33,146	4,000	0	37,146
Mid-Range Computers	47,391	73,000	0	120,391
Personal Computers	92,452	24,000	12,000	128,452
Telephone Services	24,858	44,000	0	68,858
Public Safety Services	105,995	125,000	4,000	234,995
SUB-TOTAL	**303,842**	**270,000**	**16,000**	**589,842**
DEPARTMENT TOTAL	**1,210,852**	**360,000**	**16,000**	**1,586,852**

City of La Verne

2016-17 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
COMMUNITY DEVELOPMENT:				
Administration	292,525	51,000	0	343,525
Planning	89,705	155,800	0	245,505
Planning Non-Deposit Projects	142,394	39,000	0	181,394
Code Enforcement/Building Inspection	69,003	374,000	0	443,003
General Plan Update	0	40,000	0	40,000
Economic Development	147,046	113,000	0	260,046
Historic Preservation	14,188	2,500	0	16,688
Housing Programs	176,314	11,000	0	187,314
DEPARTMENT TOTAL	**931,175**	**786,300**	**0**	**1,717,475**
FIRE DEPARTMENT:				
Administration	634,005	55,100	0	689,105
Emergency Services	3,084,273	89,100	35,000	3,208,373
Fire Apprentice Program	67,906	52,600	0	120,506
Training	603,972	20,750	0	624,722
Station Maintenance	253,792	22,500	0	276,292
Fire Prevention	283,835	10,250	0	294,085
Emergency Preparedness	20,179	9,400	0	29,579
Paramedic Services	2,100,493	214,200	0	2,314,693
Vehicle Maintenance	279,383	272,200	0	551,583
DEPARTMENT TOTAL	**7,327,838**	**746,100**	**35,000**	**8,108,938**
POLICE DEPARTMENT:				
Administration	688,310	470,000	0	1,158,310
Communications	757,168	60,000	0	817,168
Jail Services/Livescan	299,927	32,000	0	331,927
Personnel Development/Training	55,714	37,000	0	92,714
Records and Clerical	385,196	31,000	32,000	448,196
Patrol Services	5,000,339	490,000	0	5,490,339
Investigations	1,473,594	195,000	0	1,668,594
Police Reserve Program	36,903	5,000	0	41,903
Crime Prevention/School Resource	225,360	36,000	0	261,360
AB 109 Task Force	85,000	0	0	85,000
Traffic Services	598,574	220,000	0	818,574
Supplemental Law Enforcement	118,106	0	0	118,106
Asset Forfeiture	422,068	100,000	270,000	792,068
DEPARTMENT TOTAL	**10,146,259**	**1,676,000**	**302,000**	**12,124,259**

City of La Verne

2016-17 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
COMMUNITY SERVICES DEPARTMENT:				
COMMUNITY SERVICES DIVISION:				
Administration	263,587	50,000	0	313,587
Recreation Programs	230,032	262,500	0	492,532
Facility Rentals	204,083	121,300	0	325,383
Swimming Pool Program	144,103	188,000	0	332,103
Special Events	10,902	35,000	0	45,902
SUB-TOTAL	**852,707**	**656,800**	**0**	**1,509,507**
DEPARTMENT TOTAL	**852,707**	**656,800**	**0**	**1,509,507**
PUBLIC WORKS DEPARTMENT:				
CITY BUILDING DIVISION:				
Administration	23,957	4,900	0	28,857
Building Maintenance	50,618	316,000	0	366,618
SUB-TOTAL	**74,575**	**320,900**	**0**	**395,475**
STREET MAINTENANCE DIVISION:				
Administration	113,459	510,100	0	623,559
Waste and Recycling	13,955	2,244,200	0	2,258,155
Street Maintenance	448,070	669,600	2,500	1,120,170
Traffic and Lighting	107,582	660,600	0	768,182
Graffiti Removal	44,829	19,100	0	63,929
SUB-TOTAL	**727,895**	**4,103,600**	**2,500**	**4,833,995**
WATER UTILITY DIVISION:				
Administration	409,781	496,600	0	906,381
Water Production	381,527	6,665,100	40,000	7,086,627
Transmission & Distribution	452,301	310,750	6,000	769,051
Customer Service	563,392	242,350	0	805,742
SUB-TOTAL	**1,807,001**	**7,714,800**	**46,000**	**9,567,801**

City of La Verne

2016-17 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
SEWER UTILITY DIVISION:				
Administration	471,814	231,800	2,500	706,114
Sewer System Maintenance	268,537	299,500	0	568,037
SUB-TOTAL	**740,351**	**531,300**	**2,500**	**1,274,151**
EQUIPMENT MAINTENANCE DIVISION:				
Administration	214,847	154,600	341,500	710,947
Preventative Maintenance	99,176	57,500	0	156,676
Repair Work	238,996	526,250	0	765,246
SUB-TOTAL	**553,019**	**738,350**	**341,500**	**1,632,869**
PARK MAINTENANCE DIVISION:				
Parks Administration	27,323	121,600	0	148,923
Parks Facility Maintenance	526,400	557,500	27,000	1,110,900
Tree Maintenance	180,353	225,900	0	406,253
Maintenance Assessment Districts	42,334	382,646	0	424,980
SUB-TOTAL	**776,410**	**1,287,646**	**27,000**	**2,091,056**
DEPARTMENT TOTAL	**4,679,251**	**14,696,596**	**419,500**	**19,795,347**
TOTAL CITY OPERATING	**25,399,977**	**19,500,796**	**772,500**	**45,673,273**
Less Interdepartmental Funds	0	(2,488,000)	0	(2,488,000)
NET CITY OPERATING BUDGET	**25,399,977**	**17,012,796**	**772,500**	**43,185,273**

City of La Verne

2016-17 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
CAPITAL IMPROVEMENTS:				
General Capital Improvement Fund	0	0	2,035,000	2,035,000
Measure R Fund	0	0	350,000	350,000
Gas Tax Street Improvements	0	0	1,481,000	1,481,000
Water Capital Improvements	0	0	560,000	560,000
Sewer Capital Improvements	0	0	225,000	225,000
Park Development	0	0	225,000	225,000
San Polo CFD 90-1 Maintenance Fund	0	0	3,000	3,000
Fire Facilities/Equipment Funds	0	0	50,000	50,000
Large Building CFD Fund	0	0	0	0
Fire Equipment Replacement Fund	0	0	329,750	329,750
TOTAL CAPITAL IMPROVEMENTS PROJECTS	**0**	**0**	**5,258,750**	**5,258,750**
SPECIAL PROGRAMS:				
CDBG Projects & Programs	16,902	13,010	235,000	264,912
Bicycle Safety - TDA	0	0	9,300	9,300
Affordable Housing Fund	0	37,297	0	37,297
PROP A LACMTA Programs	34,388	581,200	0	615,588
PROP C LACMTA Programs	82,384	310,000	380,000	772,384
Mobile Source Air Pollution(AB2766)	1,900	15,000	450,000	466,900
Downtown Business Improv. Dist.	0	51,800	18,500	70,300
TOTAL SPECIAL PROGRAMS	**135,574**	**1,008,307**	**1,092,800**	**2,236,681**
DEBT SERVICE REQUIREMENTS:				
Water Loan Repayment/Pension Bond	0	3,777,000	0	3,777,000
TOTAL DEBT SERVICE	**0**	**3,777,000**	**0**	**3,777,000**
TOTAL CITY EXPENDITURES	**25,535,551**	**21,798,103**	**7,124,050**	**54,457,704**

City of La Verne

2016-17 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
LA VERNE SUCCESSOR AGENCY:				
REDEVELOPMENT OBLIGATION RETIREMENT FUND:				
Administration	134,328	16,000	0	150,328
Debt Repayment	0	931,500	0	931,500
TOTAL REDEVELOPMENT OBLIGATION RETIREMENT FUND	**134,328**	**947,500**	**0**	**1,081,828**
TOTAL LA VERNE SUCCESSOR AGENCY	**134,328**	**947,500**	**0**	**1,081,828**
TOTAL CITY AND SUCCESSOR AGENCY	**25,669,879**	**22,745,603**	**7,124,050**	**55,539,532**

City of La Verne

SUMMARY OF FUND BALANCES

ANTICIPATED REVENUE, APPROPRIATIONS AND TRANSFERS
2016-17 BUDGET

Fund No.	Fund Title	Estimated Fund Balance 6/30/2016	Revenues	Appropriations	Net Transfers	Estimated Fund Balance 6/30/2017
101	General:					
	Undesignated Reserve	10,525,704	24,818,795	28,786,569	2,983,700	9,541,630
	Designated Reserve	2,078,565	2,258,155	2,258,155	0	2,078,565
104	Paramedic Service	0	775,000	0	(775,000)	0
206	Gas Tax	1,493,663	1,133,610	1,481,000	(396,000)	750,273
208	Traffic Safety	45,162	616,000	818,574	202,000	44,588
209	County Aid to Cities	0	0	0	0	0
215	CDBG	0	264,912	264,912	0	0
216	Operation & Maintenance CFD	232,366	1,131,000	3,000	(946,000)	414,366
221	Cable Public Access	48,686	79,300	0	(55,000)	72,986
222	Bicycle Safety & TDA	9,300	0	9,300	0	0
223	Downtown Parking In-Lieu	0	72,000	0	0	72,000
226	Affordable Housing	900,258	49,000	37,297	0	911,961
231	Asset Forfeiture	3,634,895	230,000	792,068	0	3,072,827
232	LACMTA - Proposition A	410,256	618,500	615,588	0	413,168
234	LACMTA - Proposition C	859,320	517,500	772,384	0	604,436
235	Measure R Fund	250,495	384,500	350,000	0	284,995
240	Prop 172 Public Safety	59,835	351,500	0	(350,000)	61,335
241	Supplemental Law Enf. Services	17,529	100,030	118,106	10,000	9,453
243	AB2766 Mobile Source Air Pollution	370,002	267,000	466,900	0	170,102
244	Public Safety Equipment/Facilities	572,872	60,223	50,000	0	583,095
245	DBID	78,936	58,850	70,300	0	67,486
246	Maintenance Assessment Districts	546,216	347,100	424,980	1,400	469,736
250	Fire Equipment Replacement Fund	1,269,735	118,500	329,750	0	1,058,485
252	Large Building CFD Fund	83,315	84,500	0	(80,000)	87,815
326	Loan Repayment	1,082,037	3,628,000	3,777,000	0	933,037
405	General Capital Improvement	1,221,752	1,020,000	2,035,000	290,000	496,752
406	Right of Way Management	3,177,640	140,000	0	100,000	3,417,640
407	I/S Technology Fund	55,822	350	0	0	56,172
410	Underground Utilities	64,098	11,000	0	0	75,098
412	Park Development	1,138,885	105,000	225,000	0	1,018,885
413	Youth Sports CIP	0	190,500	0	0	190,500
419	Storm Drainage District	1,450,497	18,000	0	0	1,468,497
436	Esperanza Rd. Improvement District	49,481	0	0	0	49,481
502	Water Utility	1,149,445	11,817,300	9,567,801	(1,764,900)	1,634,044
507	Water Capital Improvement:	2,287,129	277,000	560,000	750,000	2,754,129
519	Miramar Debt Repayment	4,637,756	35,000	0	0	4,672,756
530	Sewer Utility	502,677	1,548,000	1,274,151	(420,200)	356,326
531	Sewer Capital Improvement	3,784,621	40,000	225,000	300,000	3,899,621
624	Equipment	898,864	1,807,500	1,632,869	0	1,073,495
	TOTAL CITY	**44,987,814**	**54,973,625**	**56,945,704**	**(150,000)**	**42,865,735**
	Less Interdepartmental Funds		(2,488,000)	(2,488,000)	0	0
	NET CITY	**44,987,814**	**52,485,625**	**54,457,704**	**(150,000)**	**42,865,735**
	LA VERNE SUCCESSOR AGENCY:					
730	Redevelopment Obligations Retirement Fund	511,844	729,500	1,081,828	150,000	309,516
	TOTAL LVSA	**511,844**	**729,500**	**1,081,828**	**150,000**	**309,516**
	TOTAL CITY AND LA VERNE SUCCESSOR AGENCY	**45,499,658**	**53,215,125**	**55,539,532**	**0**	**43,175,251**

City of La Verne

2016-17 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION SCHEDULE

Fund	Estimated Revenue	Interfund Transfers	Designated Reserve Expend(Retain)	Undesignated Reserve Expend(Retain)	Total Available Revenue	Total Proposed Expenditures
101 General	$27,076,950	$2,562,000 A $1,155,100 B ($713,400) C $20,000 H ($40,000) I	$984,074 L		$31,044,724	$31,044,724
104 Paramedic Service	$775,000	($775,000) A			$0	$0
206 Gas Tax	$1,133,610	($396,000) A	$743,390 J		$1,481,000	$1,481,000
208 Traffic Safety	$616,000	$202,000 C	$574 J		$818,574	$818,574
209 County Aid to Cities	$0				$0	$0
215 CDBG	$264,912				$264,912	$264,912
216 Operation & Maint. CFD 90-1	$1,131,000	($906,000) A ($40,000) H	($182,000) K		$3,000	$3,000
221 Cable Public Access	$79,300	($55,000) A	($24,300) K		$0	$0
222 Bicycle Safety	$0		$9,300 J		$9,300	$9,300
223 Downtown Parking In-Lieu	$72,000		($72,000) K		$0	$0
226 Affordable Housing	$49,000		($11,703) K		$37,297	$37,297
231 Asset Forfeiture	$230,000		$562,068 J		$792,068	$792,068
232 LACMTA-Proposition A	$618,500		($2,912) K		$615,588	$615,588
234 LACMTA-Proposition C	$517,500		$254,884 J		$772,384	$772,384
235 Measure R	$384,500		($34,500) K		$350,000	$350,000
240 Prop 172 Public Safety	351,500	($350,000) A	($1,500) K		$0	$0
241 Supplemental Law Enf. Services Fund	$100,030	$10,000 C	$8,076 J		$118,106	$118,106
243 AB2766 Mobile Source Air Pollution	$267,000		$199,900 J		$466,900	$466,900
244 Public Safety Equipment/ Facilities Fund	$60,223		($10,223) K		$50,000	$50,000
245 Downtown Business Improvement District	$58,850		$11,450 J		$70,300	$70,300
246 Maintenance Assess. District	$347,100	$1,400 C	$76,480 J		$424,980	$424,980
250 Fire Equipment Replacement Fund	$118,500		$211,250 J		$329,750	$329,750

City of La Verne

2016-17 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION SCHEDULE

Fund	Estimated Revenue	Interfund Transfers	Designated Reserve Expend(Retain)	Undesignated Reserve Expend(Retain)	Total Available Revenue	Total Proposed Expenditures
252 Large Building CFD Fund	$84,500	($80,000) A	($4,500) K		$0	$0
326 Loan Repayment	$3,628,000		$149,000		$3,777,000	$3,777,000
405 General Capital Improvement	$1,020,000	$350,000 C $40,000 I ($100,000) D	$725,000 J		$2,035,000	$2,035,000
406 ROW Management	$140,000	$100,000 D	($240,000) K		$0	$0
407 I/S Technology Fund	$350		($350) K		$0	$0
410 Underground Utilities District	$11,000		($11,000) K		$0	$0
412 Park Development	$105,000		$120,000 J		$225,000	$225,000
413 Youth Sports CIP Fund	$190,500		($190,500) K		$0	$0
419 Storm Drainage District	$18,000		($18,000) K		$0	$0
436 Esperanza Rd. Imprv Dist	$0				$0	$0
502 Water Utility	$11,817,300	($1,014,900) B ($750,000) K		($484,599) K	$9,567,801	$9,567,801
507 Water Capital Improvement	$277,000	$750,000 K	($200,000) E ($267,000) K		$560,000	$560,000
519 Miramar Debt Repayment	$35,000		($35,000) K		$0	$0
530 Sewer Utility	$1,548,000	($140,200) B $20,000 H ($300,000) K		$146,351 L	$1,274,151	$1,274,151
531 Sewer Capital Improvement	$40,000	$300,000 K		($115,000) K	$225,000	$225,000
624 Equipment	$1,807,500		$321,000 G	($495,631) K	$1,632,869	$1,632,869
TOTAL CITY	**$54,973,625**	**($150,000)**	**$3,070,958**	**($948,879)**	**$56,945,704**	**$56,945,704**
Less Interdepartmental Funds	($2,488,000)				($2,488,000)	($2,488,000)
NET CITY	**$52,485,625**	**($150,000)**	**$3,070,958**	**($948,879)**	**$54,457,704**	**$54,457,704**
LA VERNE SUCCESSOR AGENCY:						
730 Redevelopment Obligation Retirement Fund	$729,500	$150,000 C	$202,328 J		$1,081,828	$1,081,828
TOTAL LVSA	**$729,500**	**$150,000**	**$202,328**	**$0**	**$1,081,828**	**$1,081,828**
TOTAL CITY AND LVSA	**$53,215,125**	**$0**	**$3,273,286**	**($948,879)**	**$55,539,532**	**$55,539,532**

City of La Verne

2016-17 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

A - Transfers to General Fund:			
Paramedic Cost Reimbursement		775,000	
Gas Tax 2106	105,000		
Gas Tax 2107	286,000		
Gas Tax Interest Income	5,000		
Total Gas Tax		396,000	
Proposition 172 Public Safety-Current Year Revenue		350,000	
Proposition 172 Public Safety-Prior Year Revenue		0	
Community Facilities Dist. 90-1		886,000	
Cable Public Access Fund		55,000	
Large Building CFD Fund		80,000	
			2,542,000
B - Allocate and Reimburse General Fund for Support, Overhead Costs and Service Fees:			
Water Utility		1,014,900	
Sewer Utility		140,200	
			1,155,100
C - Transfer from General Fund to:			
Supplemental Law Enforcement Services Fund		10,000	
Traffic Safety Fund		202,000	
Redevelopment Obligation Retirement Fund		150,000	
Lighting and Landscape Maintenance Fund		1,400	
General Capital Improvement Fund		350,000	
			713,400
D - Transfers from General Capital Improvement Fund to:			
ROW Management Fund		100,000	
			100,000
E - Reserve Water Acreage Fees for Future System Improvements:			200,000
F - Interdepartmental Funds:			
Water Loan/Pension Obligation Refi Charges		690,000	
Equipment Rental Fees:			
General		1,488,000	
Water		187,800	
Sewer		96,400	
Equipment		25,800	
			2,488,000
G - Use Equipment Reserves for Equipment Replacement:			321,500

City of La Verne

2016-17 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

H -	Transfer CFD 90-1 Special Taxes to Reimburse those Operational Costs Incurred in:		
	Sewer Fund	20,000	
	General Fund	20,000	
			40,000
I -	Transfers for Replacement of two Paramedic Ambulance Units:		
	(4th of Ten Annual Appropriations)	20,000	
	(1st of Ten Annual Appropriations)	20,000	
			40,000
J -	Use Reserves for Designated Purposes:		
K -	Retain Required Reserves:		
L -	Use Undesignated Reserves:		

City of La Verne

PERSONNEL SUMMARY

2016-2017 BUDGET

DEPARTMENT	2012-13	2013-14	2014-15	2015-16	Dept. Request 2016-17	Recommended by Manager 2016-17	Council Approved 2016-17
City Clerk	1.15	.75	.85	.85	1.05	1.15	
City Manager	6.56	6.96	7.56	9.71	10.01	9.91	
Community Development	5.28	5.03	6.00	7.20	8.27	7.27	
Fire	36.00	36.00	36.00	36.00	36.00	36.00	
Police	59.00	57.00	60.00	64.00	66.00	65.00	
Recreation & Comm. Services	2.59	2.62	2.62	2.62	2.92	2.92	
Public Works	46.00	46.03	46.04	46.04	46.52	46.52	
Special Programs	.77	.71	.68	.68	1.33	1.33	
LVRA Successor Agency	1.65	1.90	1.25	.90	.90	.90	
TOTAL REGULAR FULL-TIME POSITIONS	159. 00	157.00	161.00	168.00	173.00	171.00	

PENSION OBLIGATION BOND

Pension Obligation Bond

Date	Original Amount	Principal Balance 6-30-16	Principal Due 2016-17	Interest Due 2016-17	Total Due 2016-17
05-04-06	$8,380,000	$3,710,000	$3,710,000	$38,000	$3,748,000

On May 4, 2006, $8,380,000 in taxable Pension Obligation Bonds were issued by the City to payoff the side fund Obligation due CalPERS under the City's existing retirement plans. The average coupon interest rate for the Pension Bonds was 5.83% compared with the 7.75% rate CalPERS was charging. The City is electing payoff early the entire principal amount outstanding on August 1, 2016.

Source Funds:

Loan Repayment Fund $3,748,000

Miramar Fund Loan Repayment

Date	Original Amount	Principal Balance 6-30-16	Principal Due 2016-17	Interest Due 2016-17	Total Due 2016-17
08-01-16	$2,500,000	$0	$0	$29,000	$29,000

On August 1, 2016, the City will borrow $2,500,000 to assist in paying off the outstanding taxable Pension Obligation Bonds. The interest rate on the loan is 1.25% compared to the 6.0% interest rate remaining on the Pension Obligation Bonds. The term of the loan will be 5 years, with Principal and Interest payments beginning August 1, 2017.

Source Funds:

Loan Repayment Fund $29,000

GENERAL ADMINISTRATION

City of La Verne

BUDGET MESSAGE

2016 – 2017 Fiscal Year

General Administration	1000, 1600, 1700 SERIES
Department	Cost Center No.

This series of cost centers includes the budgets for the City Council, Legal Services, as well as some general activities that are considered as Non-Departmental.

The City Council budget includes costs for monthly stipends, materials and meeting expenses associated with the Council's activities. All funding levels have been maintained at the prior year levels.

Legal Services covers legal expenses for the City Council and all departments except Community Development and the Police Department who have a separate allocation for legal costs within their department's cost centers.

The Non-Departmental cost center is defined as a budget where expenses that do not belong to a specific department are paid. These include funding for the City's partnership with Friends of the Fourth as well as costs associated with the City's memberships in various organizations including the League of California Cities, Southern California Association of Governments (SCAG) and the San Gabriel Valley Council of Governments (SGVCOG). Additionally, expenses for property insurance premiums, auditing services, animal control services and the agreement for operation of La Verne's public access cable channel are also included in this cost center. The budget also provides for payment of a fee to Los Angeles County Controller's Office for collection of Property Tax Revenue allocated to the City.

City of La Verne

General Administration	Summary	1000, 1600 & 1700 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	57,592	57,472	56,911	56,911
Other Operating Costs	511,000	453,000	480,000	480,000
Capital Outlay	0	0	0	0
TOTAL:	568,592	510,472	536,911	536,911
Personnel Authorized	5 elected	5 elected	5 elected	5 elected
Source of Funds:				
General Fund	513,592	455,472	481,911	481,911
PEG	55,000	55,000	55,000	55,000
TOTAL:	568,592	510,472	536,911	536,911

City of La Verne

General Administration	Summary	1000
Department	Cost Center	Cost Center No.

Long-Term Objectives:

1. To work together as a City Council "team" in meeting the challenges which face the City.
2. To obtain the necessary training to develop expertise in each Council Member's individual field of interest and assignment.
3. To further develop and strengthen working relationships with the City Manager and department heads.
4. To concentrate on long range strategic planning objectives rather than on short term solutions.
5. To achieve greater financial stability for the City through emphasis on economic development.
6. To maintain and improve the quality of life for all citizens of La Verne through realization of the long-term objectives of each of the operating departments.
7. To develop and maintain community partnerships for the enhancement of public services and meeting challenges of mutual concern. Examples of ongoing community partnerships include Bonita Unified School District (joint development and use of school/recreation facilities), PVTA (transportation), University of La Verne (LVTV and joint use of facilities), etc.
8. To encourage and facilitate creative and sound fiscal management. Examples include innovative financing techniques when appropriate and Council review of operational goals on a semi-annual basis.

Operational Plans:

To provide and maintain primary copy equipment, supplies and travel expense for City Council activities.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	57,592	57,472	56,911	56,911
Other Operating Costs	10,000	10,000	10,000	10,000
Capital Outlay	0	0	0	0
TOTAL:	67,592	67,472	66,911	66,911
Personnel Authorized	5 elected	5 elected	5 elected	5 elected
Source of Funds:				
General Fund	67,592	67,472	66,911	66,911
TOTAL:	67,592	67,472	66,911	66,911

City of La Verne

DETAIL OF SALARIES & WAGES

General Administration	Summary	1000 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Request	City Manager Recommended	Adopted Budget
TOTAL FULL-TIME				
REGULAR PART-TIME				
City Council(elected)	5.00	5.00	5.00	5.00
TOTAL REG. PART-TIME	5.00	5.00	5.00	5.00
TOTAL POSITIONS	5.00	5.00	5.00	5.00
APPROPRIATIONS				
SALARIES & WAGES	25,254	24,912	24,912	24,912
TEMPORORY/OTHER PART TIME.....				
BENEFIT COSTS	32,338	33,836	31,999	31,999
TOTAL PERSONNEL SERVICES	57,592	58,748	56,911	56,911

City of La Verne

General Administration	City Council	1000
Department	Cost Center	Cost Center No.

Units of Measure

N/A

Personnel Services:

Stipends and health insurance for City Council Members.

Other Operating Costs and Capital Outlay:

Operating costs consist of office supplies and materials, and meeting expenses. Meeting expenses are limited to $500 per City Council Member.

City Manager Recommendations

Adjust personnel services.

City of La Verne

General Administration	Non-Departmental	1600
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide for municipal services that are not of unique benefit to any particular department's individual operation.

Operational Plans:

1. To provide animal control services to the community.
2. To fund a portion of the City's general liability and property insurance needs.
3. To fund an annual audit of City operations.
4. To fund community promotion, e.g, Fourth of July activities, etc.
5. To pay for the City's memberships in regional and intergovernmental agencies.
6. To fund La Verne's Community Television Channel (LVTV).
7. To pay L.A. County for the collection of property taxes.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	416,000	358,000	385,000	385,000
Capital Outlay	0	0	0	0
Total:	416,000	358,000	385,000	385,000
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	361,000	303,000	330,000	330,000
PEG Fee	55,000	55,000	55,000	55,000
TOTAL:	416,000	358,000	385,000	385,000

City of La Verne

General Administration	Non-Departmental	1600
Department	Cost Center	Cost Center No.

Units of Measure:

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

Community Based Agency Funding	Council Approved	Requested 16/17 Budget	City Mgr. Rec. 16/17 Budget	Council Approved
Cable TV Community Access	$ 55,000	$ 55,000	$ 55,000	$ 55,000
Friends of the Fourth	7,500	7,500	7,500	7,500
Inland Valley Humane Society	92,000	115,000	115,000	115,000

Cost Center previously included funding for Chamber which is now funded in Economic Development Cost Center 3006

Property Insurance: This cost center includes a $15,000 allocation for insurance for City facilities and non departmental activities. An additional $3,000 is also budgeted in the Fire Department cost center for emergency vehicle insurance and $44,000 is budgeted in the Water Department for Earthquake Coverage on reservoir structures.

Liability Insurance: The breakdown of the general liability and auto insurance allocations is as follows:

Department	2013/14	2014/15	2015/16	2016/17
Police	$ 340,238	$ 348,329	$ 340,412	$ 295,406
Public Works	191,853	156,607	239,883	281,445
Sewer	18,855	17,909	21,200	22,451
Parks	37,458	35,902	59,945	101,197
Administration	0	0	0	0
Auto Liability Ins. & Risk Management	67,880	64,471	76,320	80,825
Fire (auto liability)	15,084	14,327	16,960	17,961
LVRA-General	0	0	0	0
LVRA-Low/Mod	0	0	0	0
Water	41,482	39,399	46,640	49,393
LV Mobile Country Club	30,169	28,654	33,920	35,922
Valley Rancho MHP	11,313	10,745	12,720	13,471

City Manager Recommendations

Increase other operating costs.

City of La Verne

General Administration	Legal Services	1700
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide legal assistance to the City Council, administration and City departments, with the exception of specialized services for the Community Development Department and Police Department which have their legal costs charged to their respective cost centers. To provide legal staff support to minimize future legal difficulties and to defend the City's interests in court.

Operational Plans:

1. To process requests of the City Council and staff in a timely manner.

2. To defend the City's interests in pertinent matters.

3. To attend City Council meetings.

4. To advise City Council, Commissioners, and staff in legal matters.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	85,000	85,000	85,000	85,000
Capital Outlay	0	0	0	0
Total:	85,000	85,000	85,000	85,000
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	85,000	85,000	85,000	85,000
TOTAL:	85,000	85,000	85,000	85,000

City of La Verne

General Administration	Legal Services	1700
Department	Cost Center	Cost Center No.

Units of Measure

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

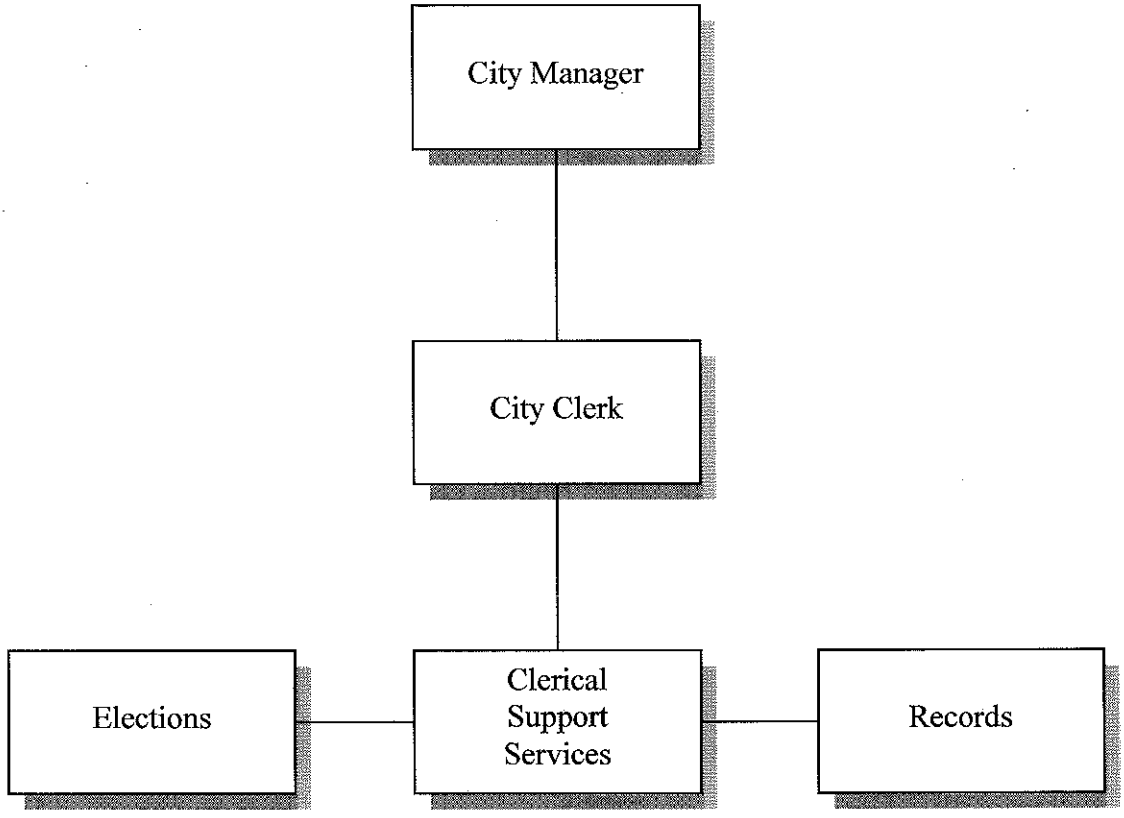
The request provides for contract City Attorney services and allows for other specialized legal services as needed. The City's general legal expenses are based on a retainer schedule rather than a straight hourly rate. Specialized legal costs are included for membership in a Labor Relations Consortium along with outside services beyond the scope of retainer. In addition, Community Development and Police cost centers include allocations for legal services.

City Manager Recommendations

Funding levels approved as requested.

CITY CLERK

CITY CLERK DEPARTMENT



City of La Verne

BUDGET MESSAGE

2016 – 2017 Fiscal Year

City Clerk	1200 SERIES
Department	Cost Center No.

The City Clerk is appointed by the City Council and governed by the provisions of Government Code, Elections Code, and the La Verne Municipal Code. The Clerk serves the public, elected officials, and the City organization by providing effective processing, distribution and retention of information and official records and is committed to ethically and impartially preserving legislative record and providing public information.

As the custodian of the Official Seal of the City of La Verne; the Clerk also serves as Secretary to the La Verne Successor Agency, Public Finance Authority, and Housing Authority; and certifies copies of official records. In addition, the Clerk is also responsible for all municipal legislative processes (including ordinances, contracts, agreements, minutes, resolutions, and agenda preparation); administers oaths and affirmations, and coordinates recruitment and appointments by the City Council to City commissions and committees.

Management of all official documents is the responsibility of the City Clerk in addition to coordinating the retention and retrieval of all official documents, ensuring compliance with the City's Records Management Program, and directing the in-house optical imaging program to ensure easy access to public records and recovery in the event of a disaster.

All municipal elections are conducted by the Clerk's office, which are regularly scheduled in March of odd numbered years. This includes processing of nomination papers, candidate statements, ballot measures, arguments, legal advertising and verification of voter registration information from the Los Angeles County Registrar-Recorder. The Clerk also ensures that all election related activities comply with state and federal laws as well as requirements set forth by the Fair Political Practices Commission and Department of Justice to include voter education and outreach programs. In addition, the Clerk serves as the filing officer for candidate and campaign finance filings, Statements of Economic Interests, and ensures compliance with State Conflicts of Interest and Campaign reporting laws. This fiscal year is an election year; therefore, the Elections operational cost center for Fiscal Year 2016-17 has been increased to $87,000 accordingly.

The City of La Verne is designated by the U.S. Department of State; Bureau of Consular Affairs as an authorized Passport Acceptance Facility at which citizens can obtain passport-processing services. This function is administered by the Clerk's office; however, the Community Services Department accepts applications.

City of La Verne

City Clerk	Summary	1200 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	144,747	151,998	194,984	194,984
Other Operating Costs	18,000	99,000	99,000	99,000
Capital Outlay	0	0	0	0
Total:	162,747	250,998	293,984	293,984
Personnel Authorized	0.85	0.85	1.15	1.15
Source of Funds:				
General Fund	162,747	250,998	293,984	293,984
TOTAL:	162,747	250,998	293,984	293,984

City of La Verne

DETAIL OF SALARIES & WAGES

City Clerk	Summary	1200 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Clerk	.00	.00	.00	.00
Assistant to the City Manager	.60	.60	.80	.80
Assistant City Clerk	.25	.25	.35	.35
TOTAL FULL-TIME	.85	.85	1.15	1.15
REGULAR PART-TIME				
TOTAL REG. PART-TIME	.00	.00	.00	.00
TOTAL POSITIONS	.85	.85	1.15	1.15

APPROPRIATIONS

SALARIES & WAGES	99,152	103,241	132,188	132,188
OVERTIME				
BENEFIT COSTS	45,595	48,757	62,796	62,796
TOTAL PERSONNEL SERVICES	144,747	151,998	194,984	194,984

City of La Verne

City Clerk	Administration	1201
Department	Cost Center	Cost Center No.

Long-Term Objectives:

The long-term objectives of the City Clerk are:

- To coordinate legislative, citizen and public activities of the City Council.

- To process and coordinate City Council agendas, minutes and corresponding actions including the maintenance of all permanent records.

- To process ordinances, resolutions and public correspondence while maintaining an ongoing update of the La Verne Municipal Code.

- Update "Records Management Program" per JPIA recommendations

- To enhance public relations while maintaining an environment whereby the public feels welcome and involved.

- To coordinate ongoing transfer of all permanent documents to a digital archiving system.

Operational Plans:

1. To maintain the highest level of service and provide information in a quick and courteous manner.
2. To coordinate and maintain agendas and minutes to ensure the timely processing of ordinances, resolutions, agreements and other related documents.
3. To coordinate updates to the La Verne Municipal Code.
4. To create and maintain a friendly environment whereby the public feels welcome.
5. To encourage public involvement in the legislative process.
6. As filing officer for the City, prepare and maintain all political and economic filings for elected and appointed officials, in addition to designated employees.
7. To coordinate with Information Systems the storage of permanent and historical records.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	106,126	108,225	142,253	142,253
Other Operating Costs	13,000	12,000	12,000	12,000
Capital Outlay	0	0	0	0
Total:	119,126	120,225	154,253	154,253
Personnel Authorized	0.65	0.65	0.85	0.85
Source of Funds:				
General Fund	119,126	120,225	154,253	154,253
TOTAL:	119,126	120,225	154,253	154,253

City of La Verne

City Clerk	Administration	1201
Department	Cost Center	Cost Center No.

Units of Measure

	2013/14	2014/15	2015/16	Projected 2016/17
Council Minutes/Agendas Prepared	26	26	33	30
Resolutions Processed	95	95	90	90
Ordinances Processed	15	10	10	10
Elections Conducted	0	1	0	1
Proclamations/Ceremonial Certificates	62	60	58	60
Successor Agency Agendas/Minutes	5	4	5	3
Successor Agency Resolutions	5	4	7	2
Oversight Board Agendas/Minutes	5	5	2	2
Oversight Board Resolutions	5	5	3	1
*JPFA Agendas/Minutes	0	0	0	0
*JPFA Resolutions	0	0	0	0
**Passport Applications	450	619	635	0**
Insurance Claims			16	15

* These Agencies were formed in 1996. **Passport Services transferred to Community Services effective January 2016

Personnel Services:

Costs include salary and benefits for 80% of the Assistant to City Manager and 35% of Assistant City Clerk positions
A part-time clerical assistant has been hired to assist with the records management program which includes imaging the City's original minutes, resolutions, ordinances as well as historical and other related documents.

Other Operating Costs and Capital Outlay

Operating costs include:

- Subscription, dues & staff development.
- Legal notices & publications.
- Meeting/staff development.
- Notary and City Clerk Certification training for City Clerk and Deputy City Clerk.
- Maintenance of central filing system, ongoing imaging services and outside shredding services.
- Professional services to maintain La Verne Municipal Code.
- Professional services to maintain LaserFiche, optical imaging equipment.

City Manager Recommendations

Adjust personnel services

City of La Verne

City Clerk	Elections	1204
Department	Cost Center	Cost Center No.

Long-Term Objectives:

- To prepare, plan and administer the March 2017, General Municipal Election.
- To guarantee to the citizens of La Verne that the electoral process and activities are open and accessible to everyone.
- To work diligently to publicize the electoral process and promote voter participation.
- The next General Municipal Election is scheduled for Tuesday, March 7, 2017.

Operational Plans:

- Plan and administer the March 2017, General Municipal Election.
- To assist citizens with election information.
- To provide candidate information and nomination materials to all potential candidates.
- To provide and maintain all campaign filing requirements set forth by the Fair Political Practices Commission (FPPC).
- Organize and coordinate the February 2017 - Candidate Forum.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	38,621	43,773	52,731	52,731
Other Operating Costs	5,000	87,000	87,000	87,000
Capital Outlay	0	0	0	0
Total:	43,621	130,773	139,731	139,731
Personnel Authorized	0.20	0.20	0.30	0.30
Source of Funds:				
General Fund	43,621	130,773	139,731	139,731
TOTAL:	43,621	130,773	139,731	139,731

City of La Verne

City Clerk	Elections	1204
Department	Cost Center	Cost Center No.

Units of Measure:

- During years of a municipal election, the City Clerk's Office coordinates all election related activities to ensure compliance with state and federal laws as well as requirements set forth by the Fair Political Practices Commission (FPPC), pursuant to the Political Reform Act of 1974.

Personnel Services:

20% of the Assistant to the City Manager position and 10% of the Assistant City Clerk.

Other Operating Costs and Capital Outlay:

Funding in this cost center provides for professional services related to all election expenses.

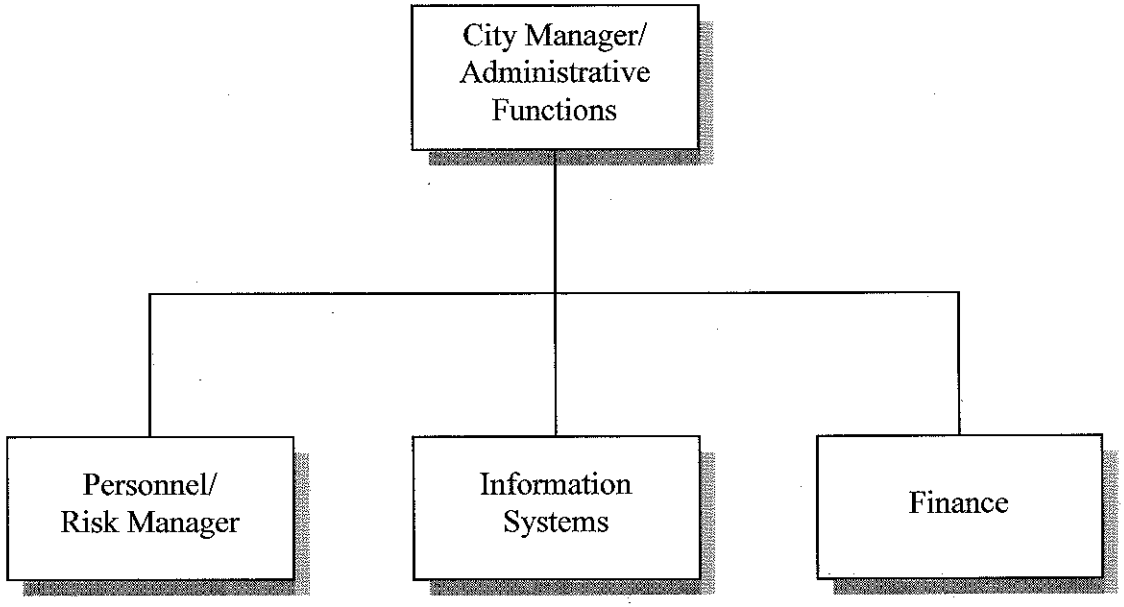
- Costs associated with the Voting Rights Act including voter outreach, multi-lingual outreach and use of certified translators.
- Costs associated with holding a candidate forum.
- Legal noticing and community promotion to comply with Voting Rights Act.
- Staff development pertaining to current California Election laws.

City Manager Recommendations

Adjust personnel services

CITY MANAGER

CITY MANAGER



City of La Verne

BUDGET MESSAGE

2016 – 2017 Fiscal Year

City Manager	1300, 1400 & 1500 SERIES
Department	Cost Center No.

The City Manager's Department is composed of five functional divisions: the City Manager's Office, Finance, Information Systems, Personnel and Risk Management.

The City Manager's Office provides general direction and administration for all City departments and services. In addition, this department administers various ongoing operations including mobilehome rent control and related issues, cable television, public information, transportation, intergovernmental relations, Youth & Family Action Committee, Downtown La Verne Business Improvement District and strategic planning. The City Manager's Office will be implementing the priorities outlined in the Strategic Plan as updated and approved by the City Council in 2016 over the next several years.

The Finance Division provides fiscal support to all departments and management information on expenditures and revenues through program budgeting and cost accounting. It records and tracks all financial transactions of the City through its accounting, payroll, and cashiering and collection services. It also maintains budgetary controls on all departments and administers and enforces the business license regulations. In order to ensure maximum but safe investment earnings on City funds, the City Treasurer, and the Finance Director administer an investment program in compliance with state laws and City policy.

The Information Systems Division is responsible for providing information services to City "user" departments, which includes reporting, network security, network access and electronic communication. The Division also manages the use of telephones throughout City departments and monitors and provides network connectivity for the City's water, sewer and refuse services administered by the Public Works Department.

The recruitment and retention of good employees are the primary goals for the Personnel Management Division. In 2015-16, there were 20 employee recruitments with 20 recruitments projected for the coming year. For the second year, a Council guided emphasis on employee training as well as recognition will be continued from this cost center.

Protecting the City's assets through a citywide risk management program is the primary goal for the Risk Management Division. Responsibilities include ensuring that best practices are implemented across city divisions, managing and processing all claims, and development of ongoing employee training.

City of La Verne

City Manager	Summary	1300, 1400 & 1500 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,281,739	1,262,218	1,210,852	1,210,852
Other Operating Costs	384,750	422,000	360,000	360,000
Capital Outlay	12,000	26,000	16,000	16,000
TOTAL:	1,678,489	1,710,218	1,586,852	1,586,852
Personnel Authorized	12	12	12	12
Source of Funds:				
General Fund	1,678,489	1,710,218	1,586,852	1,586,852
TOTAL:	1,678,489	1,710,218	1,586,852	1,586,852

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	Summary	1300, 1400 & 1500 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.60	.60	.60	.60
Assistant to the City Manager	.40	.20	.20	.20
Assistant City Clerk	.75	.75	.65	.65
Personnel Officer	.60	.60	.60	.60
Information Systems Manager	.65	.65	.65	.65
Information Systems Specialist	2.00	2.00	2.00	2.00
Finance Director/Deputy City Treasurer	.80	.80	.80	.80
Accountant-Payroll Specialist	1.00	1.00	1.00	1.00
Accountant	.41	.41	.41	.41
Account Clerk III	1.00	.00	.00	.00
Account Clerk I	.50	1.00	1.00	1.00
Administrative Clerk II	1.00	1.00	1.00	1.00
Administrative Analyst	.00	1.00	1.00	1.00
TOTAL FULL-TIME	9.71	10.01	9.91	9.91
REGULAR PART-TIME				
Administrative Clerk II	.70	.70	.70	.70
Account Clerk I	.40	.00	.00	.00
Clerical Assistant I	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	2.10	1.70	1.70	1.70
TOTAL POSITIONS	11.81	11.71	11.61	11.61

APPROPRIATIONS

SALARIES & WAGES	843,960	822,719	802,650	802,650
OVERTIME	0	0	0	0
BENEFIT COSTS	437,779	439,499	408,202	408,202
TOTAL PERSONNEL SERVICES	1,281,739	1,262,218	1,210,852	1,210,852

City of La Verne

City Manager	City Manager Summary	1300 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	520,465	499,112	442,004	442,004
Other Operating Costs	50,000	85,000	40,000	40,000
Capital Outlay	0	0	0	0
Total:	570,465	584,112	482,004	482,004
Personnel Authorized	3.35	3.15	3.05	3.05
Source of Funds:				
General Fund	570,465	584,112	482,004	482,004
TOTAL:	570,465	584,112	482,004	482,004

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	City Manager's Office	1300 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.60	.60	.60	.60
Assistant to the City Manager	.40	.20	.20	.20
Personnel Officer	.60	.60	.60	.60
Assistant City Clerk	.75	.75	.65	.65
Administrative Clerk II	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	3.35	3.15	3.05	3.05
REGULAR PART-TIME				
Administrative Clerk II	.70	.70	.70	.70
TOTAL REG. PART-TIME	0.70	0.70	0.70	0.70
TOTAL POSITIONS	4.05	3.85	3.75	3.75

APPROPRIATIONS

SALARIES & WAGES	350,818	329,998	301,051	301,051
OVERTIME	0	0	0	0
BENEFIT COSTS	169,647	163,945	140,953	140,953
TOTAL PERSONNEL SERVICES	520,465	493,943	442,004	442,004

City of La Verne

City Manager	Administration	1301
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To manage the operations of the City in accordance with policies adopted by the City Council and applicable laws. The following long-term objectives have been established:

- Achieve a balanced budget and maintain an appropriate General Fund reserve balance (15% goal).

- Foster and promote an effective Department Head/City Manager/City Council management team.

- Direct the City's citizen-oriented economic development program.

- Monitor the work programs of all departments for peak efficiency and responsiveness.

Operational Plans:

- Facilitate development (through new and infill opportunities) of the Industrial, Foothill Boulevard, and Lordsburg specific plans.

- Pursue an aggressive economic development posture.

- Promote and perform strategic planning activities for the organization.

- Administer various ongoing functions including mobilehome rent control, cable television, intergovernmental relations, public information, Youth & Family Action Committee.

- Support efforts to ensure elements in the development of the open space and sports complex adaquately meet current and future needs of the community

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	357,210	340,970	281,187	281,187
Other Operating Costs	14,000	14,000	10,000	10,000
Capital Outlay	0	0	0	0
Total:	371,210	354,970	291,187	291,187
Personnel Authorized	1.55	1.75	1.65	1.65
Source of Funds:				
General Fund	371,210	354,970	291,187	291,187
TOTAL:	371,210	354,970	291,187	291,187

City of La Verne

City Manager	Administration	1301
Department	Cost Center	Cost Center No.

Units of Measure

Units of Measure for this cost center are determined by the respecitve accomplishments outlined in the details of the Personnel, Finance, and Information Systems cost centers.

Personnel Services:

Personnel costs consist of 60% of the salaries and benefits for the City Manager, 65% of the Assistant City Clerk, and funding for 40% of the Administrative Clerk II.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.

City of La Verne

City Manager	Personnel & Risk Management	1302
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To administer the City's personnel and employee relations programs which include recruitment and examination for in-house promotional and newly hired positions, administration of salary and benefits, facilitating labor relations with four recognized employee associations, training and development, and ensuring equal employment opportunities are available; as well as administer the City's risk management and insurance programs for general liability, workers' compensation, and property, which includes safety programs, loss reduction, and loss recovery.

Operational Plans:

To maintain positive relationships with employee association representatives and employees; to provide and maintain a personnel system which upholds the standards of the merit system and recruitment process in compliance with all applicable State and Federal laws; and to provide a risk management program that protects the City against the financial consequences of losses through identification, prevention and control of losses. Ensure practices and procedures are developed and maintained that minimize employee work related injuries.

Conduct a market classification and compensation study as discussed at the 2016 Strategic Planning Session.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	163,255	158,142	160,817	160,817
Other Operating Costs	36,000	71,000	30,000	30,000
Capital Outlay	0	0	0	0
Total:	199,255	229,142	190,817	190,817
Personnel Authorized	1.80	1.40	1.40	1.40
Source of Funds:				
General Fund	199,255	229,142	190,817	190,817
TOTAL:	199,255	229,142	190,817	190,817

City of La Verne

City Manager	Personnel & Risk Management	1302
Department	Cost Center	Cost Center No.

Units of Measure

Continue trainings and awareness of workers' compensation system to reduce costs of claims
Coordinate recruitments for hiring of full and part-time employees as needed
Process annual evaluations for approximately 170 full and part time employees

Personnel Services:

Personnel costs consist of 20% of the salaries and benefits for Assistant to the City Manager, 60% of the Personnel Officer,60% of the Administrative Clerk II, and a portion of part time clerical support.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.

City of La Verne

City Manager's Office Finance Department	Finance Summary Cost Center	1400 Series Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	449,110	460,123	465,006	465,006
Other Operating Costs	50,500	50,000	50,000	50,000
Capital Outlay	0	0	0	0
Total:	499,610	510,123	515,006	515,006
Personnel Authorized	4.21	5.21	5.21	5.21
Source of Funds:				
General Fund	499,610	510,123	515,006	515,006
TOTAL:	499,610	510,123	515,006	515,006

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	Finance Summary	1400 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
Finance Director (Deputy City Treasurer)	.80	.80	.80	.80
Accountant-Payroll Specialist	1.00	1.00	1.00	1.00
Accountant	.41	.41	.41	.41
Administrative Analyst	.00	1.00	1.00	1.00
Account Clerk III	1.00	.00	.00	.00
Account Clerk I	.50	1.00	1.00	1.00
TOTAL FULL-TIME	3.71	4.21	4.21	4.21
REGULAR PART-TIME				
Account Clerk I	.40	.00	.00	.00
Clerical Assistant I	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	1.40	1.00	1.00	1.00
TOTAL POSITIONS	5.11	5.21	5.21	5.21

APPROPRIATIONS

SALARIES & WAGES	298,698	302,872	311,750	311,750
OVERTIME	0	0	0	0
BENEFIT COSTS	150,412	157,251	153,256	153,256
TOTAL PERSONNEL SERVICES	449,110	460,123	465,006	465,006

City of La Verne

City Managers Office Finance Department	Finance Administration Cost Center	1401 Cost Center No.

Long-Term Objectives:

To provide a modern high standard fiscal reporting, cost accounting system, revenue and expenditure control system in accordance with professional standards; provide fiscal and management information for evaluation and administration of the activities and programs of the City.

To preserve/expand the City's financial resource base in order to maintain established municipal service levels.

To maintain a system of prioritizing the Capital Improvement needs of the City.

Operational Plans:

To provide fiscal support services to all departments and management information through the use of the program budget and reporting system; to track and evaluate economic development by monitoring sales and property tax revenues for major businesses; to pursue innovative and available financing sources and techniques; to update a five-year capital improvement program.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	76,830	80,446	80,553	80,553
Other Operating Costs	14,000	14,000	14,000	14,000
Capital Outlay	0	0	0	0
Total:	90,830	94,446	94,553	94,553
Personnel Authorized	0.45	0.45	0.45	0.45
Source of Funds:				
General Fund	90,830	94,446	94,553	94,553
TOTAL:	90,830	94,446	94,553	94,553

City of La Verne

City Managers Office Finance Department	Finance Administration Cost Center	1401 Cost Center No.

Units of Measure

Finance Administration manages the units of measure as reflected in the other five cost centers within the division's budget.

Personnel Services:

Staffing request consists of .45 Finance Director

Other Operating Costs and Capital Outlay:

Operating costs include office supplies, typewriter and check signer maintenance, meeting and staff development expenses, and postage for the entire finance function with the exception of business license mailings. Also included are pro-rata share of contractual costs for programs designed to enhance the City's financial resource base in property taxes, transfer taxes and sales taxes.

	General City	Successor Agency
Sales Tax Management System	$ 3,200	
Comprehensive Property Tax Management Program	$ 4,300	$ 4,300
Total Requested	$ 7,500	$ 4,300

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Managers Office Finance Department	City Treasurer Cost Center	1402 Cost Center No.

Long-Term Objectives:

To manage the investment program of the City and obtain market rate of return for investment earnings commensurate with safety, maturity, and liquidity in compliance with State Laws and City policy; to administer collections of Utility User's Tax and Special Tax Districts in accordance with State/Local Laws.

Operational Plans:

Maintain cash-flow schedules in order to monitor and manage the City's financial assets; prepare timely reporting of investment activities; process Utility User's Tax notices and exemptions as well as Special Tax District levies, collection of funds and disbursements to bondholders, maintain all related records, and provide applicable information for all bond status inquiries; maintain bond redemption and continuing disclosure records.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	61,553	62,569	62,652	62,652
Other Operating Costs	28,000	28,000	28,000	28,000
Capital Outlay	0	0	0	0
Total:	89,553	90,569	90,652	90,652
Personnel Authorized	0.35	0.35	0.35	0.35
Source of Funds:				
General Fund	89,553	90,569	90,652	90,652
TOTAL:	89,553	90,569	90,652	90,652

City of La Verne

City Managers Office / Finance — Department

City Treasurer — Cost Center

1402 — Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimate 2015-16	Projected 2016-17
Avg. Dollars Invested	$28,000,000	32,000,000	47,000,000	55,000,000	60,000,000
Interest Income	$210,000	225,000	325,000	350,000	350,000
Avg. Interest Rate	.75%	.70%	0.70%	1.00%	1.05%
Assessment Districts	9	9	9	9	9
CFD Notices	67	75	75	75	77

Personnel Services:

Staffing consists of .35 Finance Director/Deputy Treasurer.

Other Operating Costs and Capital Outlay:

Operating costs includes charges for check stock, treasurer's fidelity bond, comprehensive compliance and revenue protection program for utility users and franchise taxes, and bank service fees.

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Managers Office Finance	Cashiering & Collections	1403
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Maintain a high quality City revenue collection system and develop a computer supported system which enhances the collection and forecasting of revenues on a long-range basis; develop and implement an effective payments receivable system; provide effective communication with business license applicants and water utility customers.

Operational Plans:

Provide an efficient billing and collection system for monies due to the City; maintain effective payments receivable records; improve collection methods to decrease bad debts; accurately code and record all receipts with the correct account number; improve communications with other Departments pertaining to receivables and collections.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	31,145	47,492	46,971	46,971
Other Operating Costs	2,500	2,000	2,000	2,000
Capital Outlay	0	0	0	0
Total:	33,645	49,492	48,971	48,971
Personnel Authorized	0.80	1.40	1.40	1.40
Source of Funds:				
General Fund	33,645	49,492	48,971	48,971
TOTAL:	33,645	49,492	48,971	48,971

City of La Verne

City Managers Office Finance	Cashiering & Collections	1403
Department	Cost Center	Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimate 2015-16	Projected 2016-17
Total Cash Transactions	50,725	51,152	51,000	51,000	51,000
Utility Service Bills	50,000	50,000	50,000	50,000	50,000
Business Licenses	1,845	2,289	2,380	2,100	2,100
Regulatory Permits	309	300	276	275	280
Collection Agency Accounts	169	130	115	120	120

Personnel Services:

The cashiering work station must be staffed a full ten hours each work day. Daily public counter coverage is provided primarily by the Part time Clerical Assistant I (.80) and Account Clerk I (.50) & Administrative Analyst position (.10).

Other Operating Costs and Capital Outlay:

Operating costs include cash register maintenance, supplies and outside collection service costs on past due accounts.

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Managers Office / Finance	Business License	1404
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Maintain and further refine an effective business license code enforcement program, provide the public with information service and effective communications on behalf of the business community, to assure compliance with City regulations and provide maximum license revenue to the City.

Operational Plans:

Process and collect business license and related revenues; communicate with the public in a courteous and professional manner; update license application form and develop calendar year work program.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	33,045	32,879	32,471	32,471
Other Operating Costs	2,000	2,000	2,000	2,000
Capital Outlay	0	0	0	0
Total:	35,045	34,879	34,471	34,471
Personnel Authorized	0.35	0.70	0.70	0.70
Source of Funds:				
General Fund	35,045	34,879	34,471	34,471
TOTAL:	35,045	34,879	34,471	34,471

City of La Verne

City Managers Office / Finance (Department)	Business License (Cost Center)	1404 (Cost Center No.)

Units of Measure

	2012-13	2013-14	2014-15	Estimate 2015-16	Projected 2016-17
Business License Issued	1,845	2,289	2,435	2,100	2,100
Notices & Corresp. (Est.)	4,500	4,500	4,700	4,700	4,900
Business License Penalties	6,020	7,547	10,934	6,000	6,000
Regulatory Permits	309	300	276	275	280

Personnel Services:

Staffing consists of .50 Account Clerk I and part-time positions for .20 Clerical Assistant I.

Other Operating Costs and Capital Outlay:

Operating costs include general office supplies, postage, and Municipal Business Tax Association meetings and dues.

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Managers Office Finance Department	Accounting & Payroll Cost Center	1405 Cost Center No.

Long-Term Objectives:

To record and account for all financial transactions of the City including payroll, revenue, expenditures and budgetary controls in accordance with applicable Federal and State laws and County and City ordinances and generally accepted accounting principals; to provide comprehensive, timely, and responsive financial and management information to those responsible for or concerned with the operation of the City.

Operational Plans:

To update proprietary funds and general fixed asset data base.

To provide management information for current operations, budgeting and cost control.

Timely filing of all payroll and financial reports, including the annual State Controller's Report of Financial Transactions.

To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	219,998	209,270	206,145	206,145
Other Operating Costs	3,500	3,500	3,500	3,500
Capital Outlay	0	0	0	0
Total:	223,498	212,770	209,645	209,645
Personnel Authorized	2.26	2.20	2.20	2.20
Source of Funds:				
General Fund	223,498	212,770	209,645	209,645
TOTAL:	223,498	212,770	209,645	209,645

City of La Verne

City Managers Office Finance Department	Accounting & Payroll Cost Center	1405 Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimate 2015-16	Projected 2016-17
Payroll Checks/Deposits	6,000	6,300	6,500	6,700	6,500
Treasurer's Checks	5,503	5,644	5,700	5,700	5,700
Invoices and Inventory requisitions	11,500	11,700	11,800	11,800	11,800
Purchase Orders	250	250	250	250	250
Payroll & Other Reports	575	575	580	590	580

Personnel Services:

Staffing consists of .41 Accountant, 1.00 Accountant-Payroll Specialist and .79 Administrative Analyst position.

Other Operating Costs and Capital Outlay:

Operating costs include financial reporting forms, costs for educational training and supplies for accounting records.

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Managers Office Finance Department	L.A. Impact Financial Services Cost Center	1406 Cost Center No.

Long-Term Objectives:

To record and process financial transactions of the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. Impact) in accordance with agreement for financial support services as well as insure compliance with grants and internal policies.

Operational Plans:

To provide management information for current operations and cost control.

To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	26,539	27,467	36,214	36,214
Other Operating Costs	500	500	500	500
Capital Outlay	0	0	0	0
Total:	27,039	27,967	36,714	36,714
Personnel Authorized	0.00	0.11	0.11	0.11
Source of Funds:				
General Fund	27,039	27,967	36,714	36,714
TOTAL:	27,039	27,967	36,714	36,714

City of La Verne

City Managers Office / Finance — Department

L.A. IMPACT Financial Services — Cost Center

1406 — Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimate 2015-16	Projected 2016-17
LAIMPACT Checks	1,339	1,294	1,325	1,500	1,500
Invoices and Requisitions	1,450	1,500	1,500	1,650	1,650
Payroll Checks	98	0	0	0	0

Personnel Services:

Staffing primarily consists of additional time spent by Finance Director and Admin Analyst (.11) as covered under the third party agreement with LA IMPACT.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Manager's Office	Summary-Information Systems	1500 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To maintain and improve existing systems and procedures.

Operational Plans:

Review existing agreements to see if less expensive options can be realized.

Review and purchase equipment that will enable existing staff to deal with new technology issues.

Review software licensing alternatives.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	312,164	308,152	303,842	303,842
Other Operating Costs	284,250	287,000	270,000	270,000
Capital Outlay	12,000	26,000	16,000	16,000
Total:	608,414	621,152	589,842	589,842
Personnel Authorized	1.65	2.65	2.65	2.65
Source of Funds:				
General Fund	608,414	621,152	589,842	589,842
TOTAL:	608,414	621,152	589,842	589,842

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	Information Systems Summary	1500 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Information Systems Manager	.65	.65	.65	.65
Information Systems Specialist	2.00	2.00	2.00	2.00
TOTAL FULL-TIME	2.65	2.65	2.65	2.65
REGULAR PART-TIME				
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	2.65	2.65	2.65	2.65

APPROPRIATIONS

SALARIES & WAGES	194,444	189,849	189,849	189,849
OVERTIME	-	-	-	-
BENEFIT COSTS	117,720	118,303	113,993	113,993
TOTAL PERSONNEL SERVICES	312,164	308,152	303,842	303,842

City of La Verne

City Manager's Office Information Systems Department	Administration-Information Systems Cost Center	1501 Cost Center No.

Long-Term Objectives:

To coordinate and administer the activities relating to information processing in order to provide the highest level of service, quality and responsiveness to the various City departments currently supported.

Operational Plans:

1. Continue to maintain computer integrity and security.
2. Analyze departmental technology needs.
3. Provide access to reporting tools and assistance with their use.
4. Provide controls in the analysis and operations of Information Systems and Services.
5. Provide basic training or schedule trainers when needed to City Staff
6. Provide controls for hardware and software purchases and acquisitions to meet the City's needs.
7. Keep abreast of new management information technology.
8. Maintain existing contract relationships and pursue new partnerships.
9. Maintain inventory and replacement schedule.
10. Maintain appropriate supplies as needed.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	33,519	33,617	33,146	33,146
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	37,519	37,617	37,146	37,146
Personnel Authorized	0.20	0.20	0.20	0.20
Source of Funds:				
General Fund	37,519	37,617	37,146	37,146
TOTAL:	37,519	37,617	37,146	37,146

City of La Verne

City Manager's Office Information Systems Department	Administration-Information Systems Cost Center	1501 Cost Center No.

Units of Measure

Information Systems Administration manages the units of measure as reflected in the other cost centers within the division's budget.

Personnel Services:

Staffing consists of .20 Information Systems Manager.

Other Operating Costs and Capital Outlay:

Operating costs include general office supplies, subscriptions, professional dues, postage,mileage, meeting expenses, and general staff development.

Capital Outlay:

Department Request	Manager Recommended	Council Approved
0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

City Manager's Office Information Systems Department	Mid-Range Computers Cost Center	1502 Cost Center No.

Long-Term Objectives:

Obtain optimum use of existing computer resources with support and maintenance of SunGard System and AS/400.

Operational Plans:

1. Work closely with current software vendors to develop new program interfaces for City Departments.
2. Provide Hardware and Software support and assistance to all midrange computer users.
3. Assist with support calls to current software vendors when needed.
4. Provide basic training or schedule trainers when needed.
5. Manage and protect the information and its distribution.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	48,608	48,087	47,391	47,391
Other Operating Costs	73,500	75,000	73,000	73,000
Capital Outlay	0	0	0	0
Total:	122,108	123,087	120,391	120,391
Personnel Authorized	0.40	0.40	0.40	0.40
Source of Funds:				
General Fund	122,108	123,087	120,391	120,391
TOTAL:	122,108	123,087	120,391	120,391

City of La Verne

City Manager's Office Information Systems Department	Mid-Range Computers Cost Center	1502 Cost Center No.

Units of Measure

Units of measure apply to the maintainance of the AS/400 system and related licensed clients.

Personnel Services:

Staffing consists of .15 Information Systems Manager and .25 Information Systems Specialist.

Other Operating Costs and Capital Outlay:

Operating costs include computer maintenance of midrange computer systems located at City Hall. Office supplies, computer backup tapes, diskettes, cds, and miscellaneous supplies relating directly to the computer are included. The cost also includes the software license for a client access application.

Capital Outlay:

Department Request	Manager Recommended	Council Approved
0	0	0

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.

City of La Verne

City Manager's Office Information Systems Department	Personal Computers Cost Center	1503 Cost Center No.

Long-Term Objectives:

To provide technical support, maintenance, and assistance for Personal Computers and peripherals budgeted under this cost center and/or agreed upon for contractual service.

Operational Plans:

1. Provide support for Personal Computers.
2. Provide training to employees when needed.
3. Purchase and review software as needed.
4. Replace and repair Personal Computers.
5. Maintain server and network integrity and security.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	95,546	93,832	92,452	92,452
Other Operating Costs	22,000	24,000	24,000	24,000
Capital Outlay	3,000	12,000	12,000	12,000
Total:	120,546	129,832	128,452	128,452
Personnel Authorized	0.90	0.90	0.90	0.90
Source of Funds:				
General Fund	120,546	129,832	128,452	128,452
TOTAL:	120,546	129,832	128,452	128,452

City of La Verne

City Manager's Office Information Systems Department	Personal Computers Cost Center	1503 Cost Center No.

Units of Measure

To provide techology support for all Departments outside of Public Safety

To evaluate and implement new technology to enhance existing services

Personnel Services:

Staffing consists of .15 Information Systems Manager and .75 Information Systems Specialist.

Other Operating Costs and Capital Outlay:

Operating costs include maintenance and upkeep of personal computer equipment, personal computer supplies, miscellaneous supplies, and software.

Capital Outlay:	Department Request	Manager Recommended	Council Approved
Scheduled Replacement Computers	$ 12,000	$ 12,000	$ 12,000
	$ 12,000	$ 12,000	$ 12,000

City Manager Recommendations

Adjust personnel services.

City of La Verne

City Manager's Office Information Systems Department	Telephone Services Cost Center	1504 Cost Center No.

Long-Term Objectives:

To provide efficient modern telephone equipment and service to the staff at all City Facilities.

Operational Plans:

To administer and coordinate all activities pertaining to telephone service, installation, training and maintenance. To monitor and control costs on all phone activities in all supported departments\divisions.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	25,139	25,212	24,858	24,858
Other Operating Costs	43,750	44,000	44,000	44,000
Capital Outlay	0	0	0	0
Total:	68,889	69,212	68,858	68,858
Personnel Authorized	0.15	0.15	0.15	0.15
Source of Funds:				
General Fund	68,889	69,212	68,858	68,858
TOTAL:	68,889	69,212	68,858	68,858

City of La Verne

City Manager's Office Information Systems Department	Telephone Services Cost Center	1504 Cost Center No.

Units of Measure

Units of Measure includes the maintenance and programming of all PRIs, DIDs, and telephony equipment.

Personnel Services:

Staffing consists of .15 Information Systems Manager and covers all phones in all supported departments\divisions.

Other Operating Costs and Capital Outlay:

Operating costs include telephone and system maintenance; measured local unit charges, long distance toll charges, Data Circuits, service charges and line charges for all of City Hall, Community Center, Veteran's Hall, Parks, Aquatics Center, and the City Yard. Laser and ink jet supplies are also included for FAX machines.

Capital Outlay:

Department Request	Manager Recommended	Council Approved
0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

City Manager's Office Information Systems Department	Public Safety Services Cost Center	1505 Cost Center No.

Long-Term Objectives:

To provide high priority technology support for Public Safety services

To evaluate and implement new technology to enhance existing services

Operational Plans:

1. Provide support for Personal Computers.
2. Provide training to employees when needed.
3. Purchase and review software as needed.
4. Replace and repair Personal Computers.
5. Maintain server and network integrity and security.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	109,352	107,404	105,995	105,995
Other Operating Costs	141,000	140,000	125,000	125,000
Capital Outlay	9,000	14,000	4,000	4,000
Total:	259,352	261,404	234,995	234,995
Personnel Authorized	1.00	1.00	1.00	1.00
Source of Funds:				
General Fund	259,352	261,404	234,995	234,995
TOTAL:	259,352	261,404	234,995	234,995

City of La Verne

City Manager's Office Information Systems Department	Public Safety Services Cost Center	1505 Cost Center No.

Units of Measure

Units of Measure includes the maintenance and support of public safety computers and networks.

Personnel Services:

Staffing consists of 1.00 Information Systems Specialist

Other Operating Costs and Capital Outlay:

Operating costs include contracts, consumables, hardware and software support for related Public Safety Systems

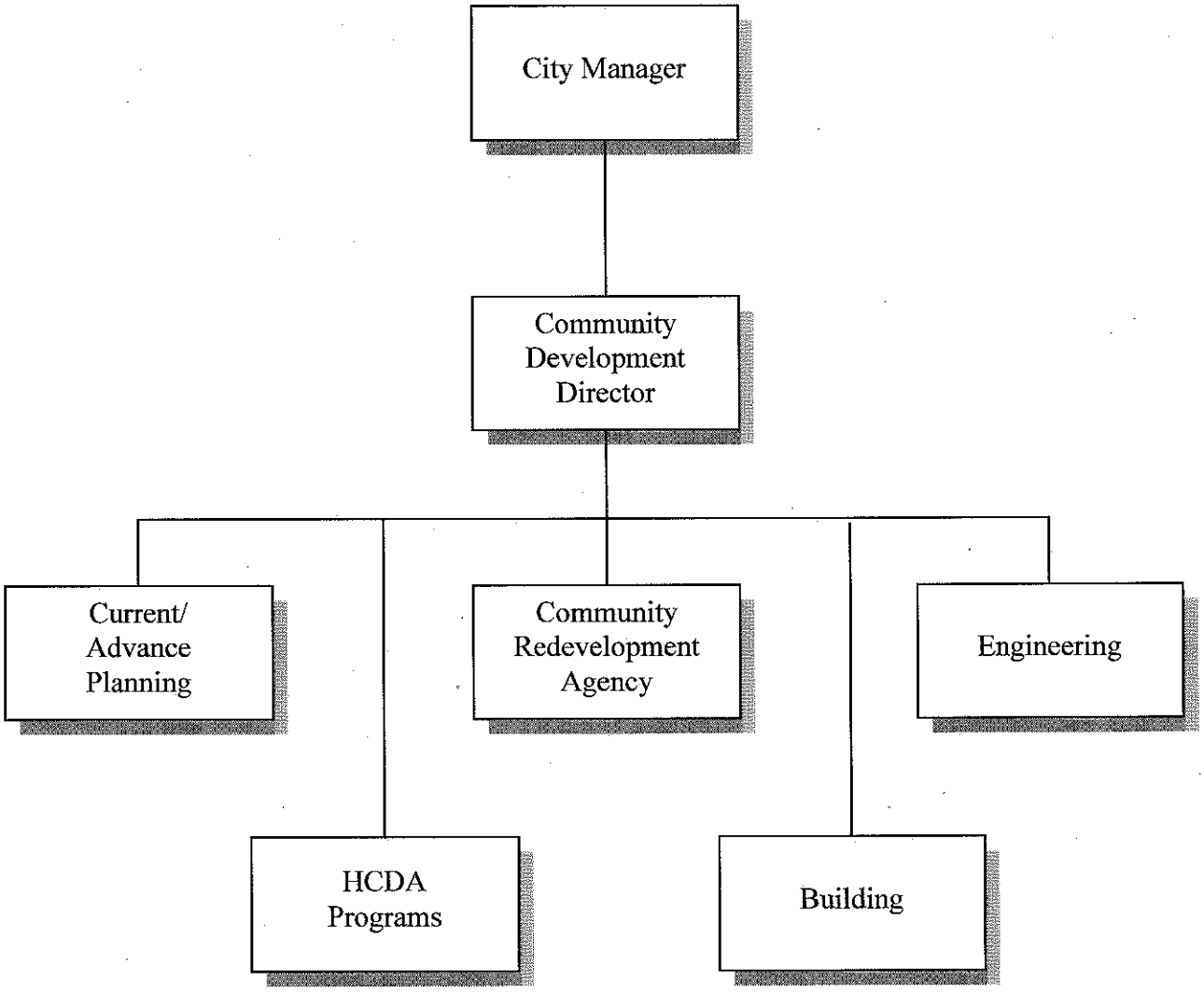
Capital Outlay:	Department Request	Manager Recommended	Council Approved
EOC Replacement Computers	$ 14,000	$ 4,000	$ 4,000
Training Laptops			
	$ 14,000	$ 4,000	$ 4,000

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.
Reduce capital outlay.

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPARTMENT



City of La Verne

BUDGET MESSAGE

2016-2017 Fiscal Year

Community Development

Department

3000 Series

Cost Center No.

The Community Development Department continues its role in the oversight of balanced land use and economic development, providing for the functions of city planning, building and safety, economic development, housing, and engineering. Striving to create and maintain La Verne's "Quality of Life" is always "Job #1."

This year's Community Development budget reflects reductions to projected revenues and associated expenditures that are the result of reduced building activity. The projected totals still reflect a healthy local economy, but are tempered in comparison to recent years, when historic highs were reached as a result of projects such as Gilead Sciences Pharmaceutical, the ULV Parking Structure, and over 300 housing units over the last 3 years. A return to more typical building levels has been expected, and underscores why high "one time" building revenues should not be presumed as a permanent resource.

Providing necessary staffing levels continues to be one of the ongoing challenges for the Community Development Department. The recent departure of a valued Associate Planner and the need for economic development and General Plan undertakings creates the need for creative staffing. Anticipated retirements in the coming budget year can also be expected to create staffing challenges.

In the last year the Department continued activities that effectively implement the adopted General Plan and City Council policy. These accomplishments included:

- Continued construction of the 23-acre, 400,000 sq.ft. Gilead Sciences Pharmaceutical facility.
- Completion and opening of the new ALDI supermarket in the La Verne Courtyard (OSH) shopping center.
- Opening of the new "Fourth Street Mill" restaurant on Bonita Ave.
- Construction and completion/near completion of 61 new housing units, including the following:
  - "Cedar Springs" 36 unit apartments (David and Margaret)
  - "Creekside" 22 Estate Homes (Meritage Homes)
  - 3 Bradford and Bowdoin single family homes (Hoike Dev.)
- Near completion and opening of the University of La Verne's 940-space Parking Structure.

- Continuing proactive Economic Development, including outreach to national retailers and commercial brokers.
- Elegant remodels to Old Town commercial buildings to accommodate one new and one relocated Old Town businesses.
- Adoption of a Water Conservation Landscape Ordinance.
- Effective coordination with Los Angeles County on a mutually agreed Land Use Compatibility Plan for Brackett Field Airport.
- Continuation of a successful, vibrant Old Town La Verne business community, and community events including the "La Verne Fresh" Farmers Market on Saturday mornings, La Verne's 4th "A Sip of La Verne" Wine Walk, a first class Cool Cruise car show, "Crusin' La Verne/Spark of Love" car show and toy drive, and Holiday Open House events.

Major objectives and projects in the coming year are expected to include:

- Department Leadership Transition.
- Continuing coordination of Gold Line light rail engineering, including proposed new parking structure and La Verne's Station Design and Art Review Committee, with anticipation for "Measure R-2" funding in November 2016.
- Implementation of the Transit-Oriented Development component of the 2016 Strategic Plan, including creation and launch of an Enhanced Infrastructure Financing District (EIFD) to create long term funding for infrastructure in the areas surrounding the Gold Line light rail station.
- Begin the General Plan update through retention of a consultant and creation of a 2-3 year work plan.
- Gradual occupancy of the Gilead Sciences Pharmaceutical facility, including completion of Wheeler Ave. south extension.
- Completion of a new realigned Golden Hills Road, in conjunction with occupancy of the Creekside homes.
- Consideration/construction of more than 50 new homes, including:
  -"Puddingstone Hill" (15 homes)
  -"Emerald Court" (19 homes; City Ventures) at Baseline Rd. and Emerald Ave.
  "Sage Canyon" (12 homes; Sea West Development)
  -Habitat for Humanity Home on First St.
  -Transit Oriented housing development on First Street, and potentially elsewhere.
- Construction and occupancy of the new Pomona Valley Hospital Medical Center, and including an overall shopping center remodel, for the former Marshall's location at Foothill Blvd. and Fruit St.
- Approval and opening of 3 new restaurants; "Foodie Cube" Japanese restaurant at Foothill Blvd. and Wheeler Ave., a Chinese Tea House restaurant on D St. in Old Town, and an unnamed dinner house in the former ULV bookstore building at Bonita Ave and D St.
- Completion of the Metropolitan Water District (MWD) Ozone Retrofit construction.
- Consideration of a new revised Master Plan for the University of La Verne.

- Approval and occupancy of a new anchor tenant for the former Steinmart store location at Foothill Blvd. and Wheeler Ave.
- Appointment of a new Planning Commissioner.

This year's Community Development budget, at $1,868,161, reflects a 20% decrease from last year's budget, primarily the result of projected reductions to anticipated building construction activity. Of note, the proposed Management Analyst is not within the City Manager's recommendation. However, the needed Economic Development functions of the position are still a priority, and are projected to be addressed through redirection of personnel costs as a result of anticipated retirements.

City of La Verne

Community Development Department	Summary Cost Center	3000 Series Cost Center No.

Long-Term Objectives:

1. Ensure cautious, land-sensitive, well-designed, high quality residential development.
2. Promote high quality commercial and industrial development that will reap economic benefits.
3. Preserve and enhance the City's quality of life and historic/aesthetic characteristics.
4. Improve the Department's internal operations, efficiency, and public image, and work cooperatively with other departments.
5. Enhance the strength and flexibility needed to respond effectively to unexpected challenges.
6. Carry out community development functions smoothly and implement state mandated local planning initiatives.
7. Create a work environment which encourages responsibility, cooperation, good humor, and peak staff performance.
8. Begin initial steps for future General Plan Update.

Operational Plans:

1. Implement the General Plan.
2. Give good customer service while maintaining high development standards.
3. Participate in Capital Improvement Program development and implementation.
4. Process current projects, building permits, code enforcement fairly and efficiently and continue to review its effectiveness.
5. Expand outreach to citizens and businesses.
6. Work cooperatively with other departments and other governmental agencies.
7. Promote staff incentives, training and a growth-inducing climate which stimulates peak performance.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	928,858	1,016,659	931,175	931,175
Other Operating Costs	1,317,931	780,300	786,300	786,300
Capital Outlay	0	0	0	0
Total:	2,246,789	1,796,959	1,717,475	1,717,475
Personnel Authorized	9.44	10.61	9.61	9.61
Source of Funds:				
General Fund	2,246,789	1,796,959	1,717,475	1,717,475
TOTAL:	2,246,789	1,796,959	1,717,475	1,717,475

City of La Verne

DETAIL OF SALARIES & WAGES

Community Development Department	Summary Cost Center	3000 SERIES Cost Center No.

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.30	.30	.30	.30
Comm. Dev. Director	.90	.90	.90	.90
Principal Planner	.90	.90	.90	.90
Senior Planner	.90	.97	.97	.97
Associate Planner	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Admin. Secretary	1.00	1.00	1.00	1.00
Admin. Clerk I	.80	.80	.80	.80
Mobile Home Park Liaison (P. Officer)	.40	.40	.40	.40
Management Analyst	.00	1.00	.00	.00
TOTAL FULL-TIME	7.20	8.27	7.27	7.27
REGULAR PART-TIME				
PT Planning Intern	1.00	1.00	1.00	1.00
PT Clerical Assistant I	1.00	1.00	1.00	1.00
PT Admin. Clerk II	.24	.34	.34	.34
TOTAL REG. PART-TIME	2.24	2.34	2.34	2.34
TOTAL POSITIONS	9.44	10.61	9.61	9.61

APPROPRIATIONS

SALARIES & WAGES	620,802	683,209	628,884	628,884
OVERTIME	0	0	0	0
BENEFIT COSTS	308,056	333,450	302,291	302,291
TOTAL PERSONNEL SERVICES	928,858	1,016,659	931,175	931,175

City of La Verne

Community Development	Planning Administration	3001
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Administer combined functions of planning, engineering, building, and community development to ensure high quality, economically sound development while being highly responsive to citizen concerns and needs.

Operational Plans:

1. Streamline and improve processing of permits and applications for development while maintaining high standards.
2. Pursue staff development, community outreach programs, and continued improvement of department's image.
3. Sustain volume of work projects accomplished per employee in the prior year.
4. Maintain computerized tracking system for projects and parcel information.
5. Improve customer service at the public counter by providing clear, well-organized, complete and convenient reference materials, maps and plans.
6. Continue to implement digital record program.
7. Provide acceptable level of staffing, within existing budget parameters.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	292,714	296,659	292,525	292,525
Other Operating Costs	51,000	51,000	51,000	51,000
Capital Outlay	0	0	0	0
Total:	343,714	347,659	343,525	343,525
Personnel Authorized	4.51	4.53	4.53	4.53
Source of Funds:				
General Fund	343,714	347,659	343,525	343,525
TOTAL:	343,714	347,659	343,525	343,525

City of La Verne

Community Development Department	Planning Administration	3001
	Cost Center	Cost Center No.

Units of Measure

	2013-2014	2014-2015	2015-2016	2016-2017 (est.)
Meetings	50	50	50	50
Staff Review Committee	50	50	50	50
Development Review Committee	14	14	14	14
Planning Commission	12	12	12	12

Public Service:

Each year the Community Development Department fields approximately 1,200 public inquiries at the public counter, 1,000 phone inquiries, and 800 internet/email inquiries. The Department also produces approximately 30 agenda packets each year.

The 3001 Administration cost center covers administrative management of planning functions and activities. It represents a portion of the costs of staffing the Planning Commission and DRC, counter service, telephone inquiries, planning projects involving other departments, and agenda packet preparation.

Other Operating Costs and Capital Outlay:

Operating costs requests include expenses for legal services and notices, copying and postage, office supplies, landscape and engineering contract services, maintenance and rental of office equipment and staff development, and costs related to the preparation of the General Plan Update.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Community Development	Planning	3002
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Promote high quality physical, economic and social development through a thorough, coordinated, planning process that meets the highest technical standards and fulfills the City's long and short term goals.

Operational Plans:

1. Ensure that new development is of a high quality caliber, meeting all City requirements and long term goals.
2. Implement General Plan, zoning ordinance, specific plans, and adopted planning policies.
3. Process major and minor projects in an efficient and effective manner.
4. Continue to implement quality architectural and landscape standards.
5. Process all incoming applications in compliance with statutory limits, while still maintaining acceptable standards.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	86,750	91,002	89,705	89,705
Other Operating Costs	95,500	155,800	155,800	155,800
Capital Outlay	0	0	0	0
Total:	182,250	246,802	245,505	245,505
Personnel Authorized	0.72	0.73	0.73	0.73
Source of Funds:				
General Fund	182,250	246,802	245,505	245,505
TOTAL:	182,250	246,802	245,505	245,505

City of La Verne

Community Development Department	Planning Cost Center	3002 Cost Center No.

Units of Measure

	2013	2014	2015	2016 (est.)
Conditional Use Permits	23	14	9	10
Environmental ND/EIR	1	3	3	3
GPA,ZC,Specific Plans	8	4	9	5
Subdivisions	2	2	3	2
Precise Plans	20	20	20	20
Variances	8	3	11	10
Ordinance Amendments	1	1	4	2
Heritage Tree Removal Permits	3	2	3	3
Development Agreements	0	1	0	1
Lot Line Adjustments	3	2	1	2

Personnel Services:

Personnel services includes salaries and benefits for Planning staff members. Allocations are made to continue activities listed under the operational plan.

Other Operating Costs and Capital Outlay:

Includes consulting and legal services for deposit projects.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Community Development Department	Planning Non-Deposit	3003
Department	Cost Center	Cost Center No.

Long-Term Objectives:

This is a cost center established for all non-recoverable planning operations, current and advanced, which are not covered by deposit project revenues.

Operational Plans:

1. Process development applications in an efficient and effective manner.
2. Undertake advanced planning studies to implement the General Plan and other established goals and policies.
3. Continue to participate in and implement CIP.
4. Continue to expand outreach to citizen groups.
5. Continue to work toward the creation of a plan for Old Town that addresses potential Transit Oriented Development.
6. Undertake special projects as shown on the staff project list.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	135,953	144,416	142,394	142,394
Other Operating Costs	39,000	39,000	39,000	39,000
Capital Outlay	0	0	0	0
Total:	174,953	183,416	181,394	181,394
Personnel Authorized	1.20	1.21	1.21	1.21
Source of Funds:				
General Fund	174,953	183,416	181,394	181,394
TOTAL:	174,953	183,416	181,394	181,394

City of La Verne

Community Development Department	Planning Non-Deposit Projects	3003
	Cost Center	Cost Center No.

Units of Measure	2013	2014	2015	2016 (est.)
Environmental/Neg.Dec./Cat. Ex.	100	100	100	100
Precise Plan	41	40	48	40
Variance/Minor Exception	3	5	2	3
Counter Approvals	775	780	760	760
Certificate of Use & Occupancy	60	60	60	60
Lot Line Adj., Lot Merger	3	3	2	3
Classification of Use	2	0	1	2
Parcel Map	1	1	0	1
Zoning Verification	6	2	10	8
Zoning Amendment	1	1	2	1
Second Unit Permits	5	4	1	4
Mills Act Contracts	0	2	2	2
Special Event Permits	43	48	40	45

Personnel Services:

Personnel Services include salaries and benefits for Planning staff members.

Other Operating Costs and Capital Outlay:

Includes consulting and legal services for non-deposit projects.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Community Development Department	Building Insp/Code Enforcement	3004
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Operate a building inspection and code enforcement program that fairly administers and firmly enforces all laws guiding residential, commercial, institutional, and industrial construction to protect the public health and safety.

Operational Plans:

1. Provide excellent customer service at the public counter.
2. Provide fair and knowledgeable inspection and code compliance services.
3. Pursue public outreach/education regarding building permits, signs, use and occupancy procedures.
4. Study and implement Americans with Disabilities Act requirements.
5. Enforce use and occupancy procedures.
6. Provide building code administration and enforcement consistent with the L.A. County Building Code.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	70,064	70,022	69,003	69,003
Other Operating Costs	981,000	338,000	374,000	374,000
Capital Outlay	0	0	0	0
Total:	1,051,064	408,022	443,003	443,003
Personnel Authorized	0.73	0.73	0.73	0.73
Source of Funds: General Fund	1,051,064	408,022	443,003	443,003
TOTAL:	1,051,064	408,022	443,003	443,003

City of La Verne

Community Development Department	Building Insp/Code Enforcement Cost Center			3004 Cost Center No.

Units of Measure	2013	2014	2015	2016 (est.)
Building Permits	537	657	710	500
All Other Permits	1,461	1,041	1505	1200
Code Enforcement	40	40	40	40
District Attorney Referrals	0	0	0	0

Personnel Services:

The proposed budget includes clerical and planning staff, with hours totaling less than one full time staff person. Duties include providing assistance at the front counter, telephones, and records management.

Other Operating Costs and Capital Outlay:

Operating expenses include costs for building inspections.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.
Increase other operating costs.

City of La Verne

Community Development Department	General Plan Update	3005
	Cost Center	Cost Center No.

Long-Term Objectives:

Begin initial steps to update the City's General Plan. Provides for the creation of maps and other groundwork needed to begin the process of conducting a comprehensive General Plan update (expected to commence in 2016-2017).

Operational Plans:

While there currently is no funding for this cost center, it is anticipated that the Community Development Department will commence work on the General Plan comprehensive update in 2016-2017.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	40,000	40,000	40,000	40,000
Capital Outlay	0	0	0	0
Total:	40,000	40,000	40,000	40,000
Personnel Authorized	0.00	0.00	0.00	0.00
Source of Funds:				
General Fund	40,000	40,000	40,000	40,000
TOTAL:	40,000	40,000	40,000	40,000

City of La Verne

Community Development Department	General Plan Update	3005
	Cost Center	Cost Center No.

Units of Measure

There are no Units of Measure anticipated in this fiscal year.

Personnel Services:

The proposed budget does not include salaries and benefits for personnel.

Other Operating Costs and Capital Outlay:

It is expected that a consultant will be retained to begin the process of updating the City's General Plan in 2016-2017

Capital Outlay:

City Manager Recommendations

Funding levels as requested.

City of La Verne

Community Development Department	Economic Development Cost Center	3006 Cost Center No.

Long-Term Objectives:

Operate an Economic Development program, including personnel and operating costs, to better promote the City and to expand the City's economic base.

Operational Plans:

1. Finalize and implement Economic Development Positioning Strategy.
2. Maintain ongoing economic data base, including vacancy, sales tax, demographics, leakage, and other as appropriate.
3. Make regular contacts with businesses, property owners, and real estate community.
4. Provide ongoing liaison with Chamber of Commerce, Old Town La Verne Business Improvement District, Foothill merchants, La Verne Business Park, and others as appropriate.
5. Actively participate in economic outreach events and organizations (e.g. ICSC)

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	152,876	221,364	147,046	147,046
Other Operating Costs	97,931	143,000	113,000	113,000
Capital Outlay	0	0	0	0
Total:	250,807	364,364	260,046	260,046
Personnel Authorized	0.84	1.84	0.84	0.84
Source of Funds: General Fund	250,807	364,364	260,046	260,046
TOTAL:	250,807	364,364	260,046	260,046

City of La Verne

Community Development	Economic Development	3006
Department	Cost Center	Cost Center No.

Units of Measure

1. Marketing packages and proposals.
2. Outreach to existing and prospective businesses.

Personnel Services:

The proposed budget includes clerical, planning, and administrative staff (Management Analyst 1.0, Admin. Secretary .15, Admin. Clerk I .16, Com. Dev. Director .23, Prncpl. Planner .10, City Mgr. .20), with hours totaling less than two full time staff person. Duties include providing assistance to businesses and business retention and marketing of the City.

Other Operating Costs and Capital Outlay:

Operating expenses include marketing and promotion of the City.

Capital Outlay:

City Manager Recommendations

Delete requested additional position.

City of La Verne

Community Development	Historic Preservation	3007
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To preserve, rehabilitate, maintain and enhance La Verne's cultural, scenic, architectural, archeological, and historic resources.

Operational Plans:

Establish and maintain a broad, innovative, and active historic/cultural preservation program for the City of La Verne through the following:

1. Offer design, technical consultation and public outreach services.
2. Offer Mills Act contracts and assistance with other tax incentives.
3. Implement Historical Building Code and historic guidelines of Lordsburg Specific Plan and the General Plan.
4. Supervise National Register nominations.
5. Adopt and implement preservation ordinances and update the historic survey.
6. Continue archival preservation of existing City records and exhibits.
7. Work with the Historical Society to make historical information accessible.
8. Initiate study of historic downtown.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	14,730	14,396	14,188	14,188
Other Operating Costs	2,500	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	17,230	16,896	16,688	16,688
Personnel Authorized	0.10	0.10	0.10	0.10
Source of Funds:				
General Fund	17,230	16,896	16,688	16,688
TOTAL:	17,230	16,896	16,688	16,688

City of La Verne

Community Development Department	Historic Preservation	3007
Department	Cost Center	Cost Center No.

Units of Measure

1. Counter, Phone inquiries ,
2. Archival research and product purchase; reproductions; photography; artifact acquisition
3. Mills contracts, survey reports, designations ,
4. Design consultations
5. CEQA determinations; PC/CC meetings and preparations, outside presentations

Personnel Services:

The proposed budget includes clerical and planning staff, with hours totaling less than one full time staff person.

Other Operating Costs and Capital Outlay:

Operating expense includes participation in the historic plaque program and membership to California Preservation Foundation.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Community Development Department	Housing Programs	3008
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide and implement housing programs which address fair and decent housing for a wide variety of incomes and households.

Operational Plans:

Require and incentivize privately built affordable housing through inclusionary housing requirements and assistance where feasible.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	175,771	178,800	176,314	176,314
Other Operating Costs	11,000	11,000	11,000	11,000
Capital Outlay	0	0	0	0
Total:	186,771	189,800	187,314	187,314
Personnel Authorized	1.34	1.13	1.13	1.13
Source of Funds:				
General Fund	186,771	189,800	187,314	187,314
TOTAL:	186,771	189,800	187,314	187,314

City of La Verne

Community Development Department	Housing Programs	3008
	Cost Center	Cost Center No.

Units of Measure

	2013-2014	2014-2015	2015-2016	2016-2017 (est.)
Residential Rehabilitations	0	0	0	0

Personnel Services:

The proposed budget includes clerical, planning, and administrative staff (Admin. Secretary .10, Admin. Clerk I .11, Snr. Planner .10, Com. Dev. Drctr. .12, Prncpl. Planner .10, City Mgr. .10, M.H.P. Liaison (P. Officer) .40, Asc. Planner .10), with hours totaling just over one full time staff person.

Other Operating Costs and Capital Outlay:

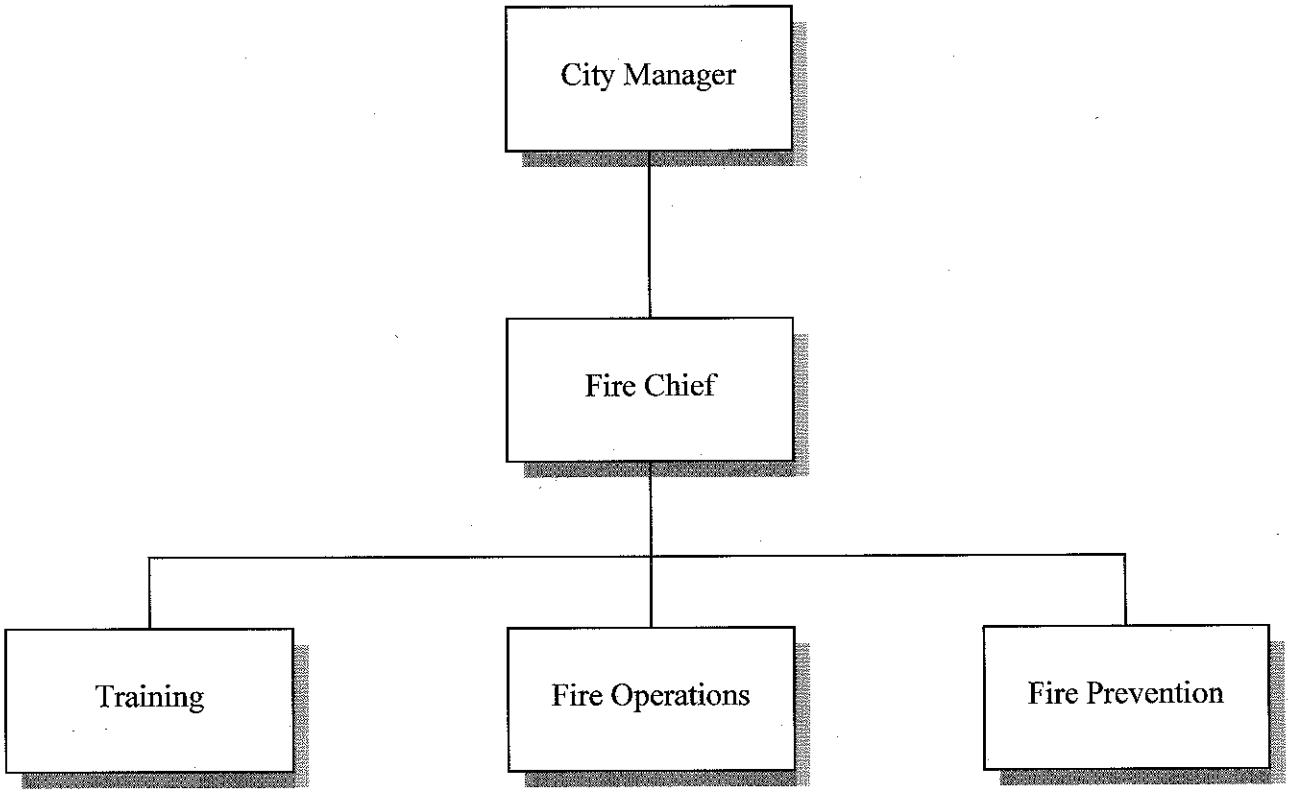
Capital Outlay:

City Manager Recommendations

Adjust personnel services.

FIRE

FIRE DEPARTMENT



City of La Verne

BUDGET MESSAGE

2016 – 2017 Fiscal Year

Fire	2000 Series
Department	Cost Center No.

The Fire Department's budget was prepared with the ongoing goal of providing the highest level of affordable services to the citizens of La Verne.

Again this year, challenges due to increased personnel costs, specifically workers compensation increases, have hampered the ability to further improve our service while minimizing budget impacts. In addition to the cost to treat injured employees, it is necessary to cover that employee with overtime personnel to ensure adequate emergency response capabilities are maintained. Due to a significant number of long-term injuries this year, workers compensation insurance rates have increased overall department personnel cost estimates.

This budget has no changes in the current staffing level of 34 sworn and 2 non-sworn department members. It does, however, include the re-classification of a non-sworn Administrative Clerk to a Management Analyst. This re-classification was identified as a goal in last year's budget, but funding at the time did not allow for its inclusion. The full cost of this increase was funded utilizing sources outside the general fund that were gained by assigning the Administrative Clerk as an acting Management Analyst over the past 6 months. The ability to identify non-general fund monies to supplement fire department needs is a primary goal of this re-classification, and has already demonstrated success that will far exceed the cost to implement the adjustment.

The department requests for operational costs have increased to meet current and expected needs. Some of the increases include insurance, paramedic equipment and medical supplies, portable radio repair and replacement, and emergency operations center training. Additionally, the recently approved Fire Department 2016-2021 Strategic Plan includes important programs that have an associated cost for implementation. This budget will initiate the first phase of the strategic plan that includes a fire safety education program for K-5, a residential smoke alarm program, and development of a Community Emergency Response Team (CERT).

This budget does include a capital outlay request for the replacement of a radio repeater in the city. This replacement is critical in maintaining communication with fire and other city departments as the repeater is at the end of its service life. A failure of this equipment could cause the inability of field crews to communicate effectively.

City of La Verne

Fire	Summary	2000 Series
Department	Cost Center	Cost Center No.

Mission Statement:

The objective of the La Verne Fire Department is to provide education and protection to preserve life, property, and the community's environment, in a safe, efficient, and cost effective manner.

Long Term Objectives:

1. To maintain a strategic plan for an emergency service delivery system that will meet the needs of the City now and in the future.
2. To enhance professional and physical standards for all emergency response personnel.
3. To consolidate services with the Police Department where possible.
4. To maintain a quality multi-hazard emergency/response plan, and effectively promote and exercise the plan within the City organization and the community at large.
5. To monitor and coordinate all areas of the Fire Department service delivery system to ensure the most cost effective and efficient service possible with available resources.
6. To minimize life and property losses caused by fire, through effective fire prevention programs, including business inspections, fire investigations, weed abatement, public education, and code enforcement.
7. To provide high quality, pre-hospital emergency care to the citizens of La Verne with the most cost effective means possible.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	7,646,792	7,432,411	7,327,838	7,327,838
Other Operating Costs	684,450	746,100	746,100	746,100
Capital Outlay	45,000	63,400	35,000	35,000
Total:	8,376,242	8,241,911	8,108,938	8,108,938
Personnel Authorized	70.00	70.00	70.00	70.00
Source of Funds:				
General Fund	7,488,242	7,351,911	7,193,938	7,193,938
Paramedic Fund	750,000	750,000	775,000	775,000
Proposition 172/Public Safety Fund	138,000	140,000	140,000	140,000
TOTAL:	8,376,242	8,241,911	8,108,938	8,108,938

City of La Verne

DETAIL OF SALARIES & WAGES

Fire	Summary	2000 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Fire Chief	1	1	1	1
Battalion Chief	3	3	3	3
Fire Captain	6	6	6	6
Fire Engineer/Paramedic	3	3	3	3
Fire Engineer	6	6	6	6
Firefighter/Paramedic	15	15	15	15
Deputy Fire Marshal	1	1	1	1
Admin Clerk II	1	0	0	0
Management Analyst- Fire	0	1	1	1
TOTAL FULL-TIME	36	36	36	36
REGULAR PART-TIME				
Apprentices	24	24	24	24
Fire Captain/Admin	2	2	2	2
Deputy Chief	3	3	3	3
Administrative Battalion Chief	3	3	3	3
Administrative Officer	2	2	2	2
TOTAL REG. PART-TIME	34	34	34	34
TOTAL POSITIONS	70	70	70	70

APPROPRIATIONS

SALARIES & WAGES	4,065,641	4,020,693	4,020,693	4,020,693
OVERTIME	1,067,326	668,894	668,894	668,894
BENEFIT COSTS	2,513,825	2,742,824	2,638,251	2,638,251
TOTAL PERSONNEL SERVICES	7,646,792	7,432,411	7,327,838	7,327,838

City of La Verne

Fire	Administration	2001
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To coordinate activities and programs to achieve management goals and objectives in fire suppression, training, fire prevention, disaster preparedness, and paramedic services.

Operational Plans:

1. To manage the nine (9) divisions of the Fire Department with the most cost efficient means possible.
2. Continue efforts to improve fire prevention activities, upgrade the City's disaster preparedness, and broaden the skills of all Fire Department personnel.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	627,708	643,683	634,005	634,005
Other Operating Costs	49,500	55,100	55,100	55,100
Capital Outlay	0	8,800	0	0
Total:	677,208	707,583	689,105	689,105
Personnel Authorized	2.87	2.87	2.87	2.87
Source of Funds:				
General Fund	677,208	707,583	689,105	689,105
TOTAL:	677,208	707,583	689,105	689,105

City of La Verne

Fire	Administration	2001
Department	Cost Center	Cost Center No.

Units of Measure

Fire Administration manages the units of measure as depicted in the other eight cost centers within the Fire budget.

Personnel Services:

Salary and benefits for the Management Analyst, .97 of the Fire Chief, .90 of a Battalion Chief, for a total of 2.87.

Other Operating Costs and Capital Outlay:
Funding represents the cost of printing, contract maintenance, office supplies, telephone, insurance, service awards, postage subscriptions and dues, meeting/staff development and miscellaneous expenses.

Capital Outlay:	Department Request	Manager Recommended	Council Approved
GIS City Mapping	$ 8,800	0	0
	$ 8,800	0	0

City Manager Recommendations

Adjust personnel services.
Delete capital outlay request.

City of La Verne

Fire	Emergency Services	2002
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To monitor and coordinate all areas of the Fire Department service delivery system to ensure the most effective service possible with available resources.

To provide quick and professional assistance in emergency situations so that lives may be saved and property damage minimized.

To enhance professional and physical standards for all emergency response personnel.

To meet the challenges posed by the 210 Freeway.

Operational Plans:

1. To maintain a high skill level for firefighters and paramedics so that lives and property can be assured of protection.
2. Monitor departmental training standards.
3. Update target hazard pre-fire plans.
4. Continue monitoring the consolidated police/fire dispatch system.
5. Maintain the goal of a five minute response time to all emergency incidents within the boundaries of the City.
6. To be able to mitigate simultaneous alarms on the 210 Freeway and within the City.
7. To record and analyze the number and types of incidents on the 210 Freeway.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	3,377,754	3,128,163	3,084,273	3,084,273
Other Operating Costs	51,050	89,100	89,100	89,100
Capital Outlay	0	7,600	35,000	35,000
Total:	3,428,804	3,224,863	3,208,373	3,208,373
Personnel Authorized	15.29	14.67	14.67	14.67
Source of Funds:				
General Fund	3,428,804	3,224,863	3,208,373	3,208,373
TOTAL:	3,428,804	3,224,863	3,208,373	3,208,373

City of La Verne

Fire	Emergency Services	2002
Department	Cost Center	Cost Center No.

Units of Measure:

	Calendar Year			
	2013	2014	2015	2016 (est.)
Number of Fire Calls	795	768	869	825
Number of Rescue Calls	2,326	2,326	2,373	2,425
Number of Freeway Calls	81	60	78	75

Personnel Services:

Reflects the salaries, benefits and overtime .85 of a Battalion Chief, 4.51 Captains, 5.05 Engineers and 4.26 FF/Paramedics for a total of 14.67.

Other Operating Costs and Capital Outlay:

Funding represents the cost of contract radio maintenance, safety clothing, miscellaneous materials and vehicle insurance.

Capital Outlay:	Department Request	Manager Recommended	Council Approved
Gas Monitor	$ 2,800	0	0
Fire Rescue Harness	$ 3,000	0	0
Fire Rehab Equipment	$ 1,800	0	0
Station II Repeater		$ 35,000	$ 35,000
	$ 7,600	$ 35,000	$ 35,000

City Manager Recommendations

Adjust personnel services.
Delete capital outlay request.
Add Station II Repeater Capital Outlay

City of La Verne

Fire	Fire Apprentice Program	2003
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To support and augment the daily staffing levels in order to ensure the most effective and efficient service possible to the citizens of La Verne.

Operational Plans:

1. Utilize the Apprentice Firefighters to achieve the lowest possible cost to the City.
2. To provide the knowledge and skills to safely perform firefighting and rescue operations.
3. Provide two (2) Apprentice Firefighters daily to augment full-time firefighters.
4. Recruit as needed to maintain twenty-four (24) Apprentice Firefighters.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	68,498	68,913	67,906	67,906
Other Operating Costs	52,600	52,600	52,600	52,600
Capital Outlay	0	0	0	0
Total:	121,098	121,513	120,506	120,506
Personnel Authorized	0.25	0.25	0.25	0.25
Source of Funds: General Fund	121,098	121,513	120,506	120,506
TOTAL:	121,098	121,513	120,506	120,506

City of La Verne

Fire	Fire Apprentice Program	2003
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2013	2014	2015	2016 (est.)
Duty Assignment (Shifts worked)	735	780	750	745

Personnel Services:

Salaries and benefits for .25 of a Battalion Chief.

Other Operating Costs and Capital Outlay:

Funding represents the amount needed for 2 Apprentice firefighters daily, safety clothing training supplies and meeting/staff development.

Capital Outlay:

Department Request	Manager Recommended	Council Approved
0	0	0
0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Fire	Training	2004
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Provide a program that:

1. Maintains a standard level of performance.
2. Affords the opportunity for personnel to improve their individual level of proficiency as it relates to career development.
3. Provides for safe operations of fire suppression activities.
4. Creates accountability at the Captain's level for implementation of the training program.
5. Maintain training records in Firehouse Software.

Operational Plans:

1. To support daily training programs for all full-time firefighters and apprentices.
2. To provide monthly training programs to all Apprentice Firefighters.
3. To promote monthly safety programs to the Department.
4. To provide outside training classes and seminars for fire personnel.
5. To continue to develop performance standards for the Department.
6. To continue evaluating departmental training standards.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	575,770	612,119	603,972	603,972
Other Operating Costs	20,000	20,750	20,750	20,750
Capital Outlay	0	0	0	0
Total:	595,770	632,869	624,722	624,722
Personnel Authorized	2.65	2.73	2.73	2.73
Source of Funds:				
General Fund	595,770	632,869	624,722	624,722
TOTAL:	595,770	632,869	624,722	624,722

City of La Verne

Fire	Training	2004
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2013	2014	2015	2016 (est.)
Full-Time Training Hours	13,388	11,881	11,341	11,225
Apprentice/Reserve Training Hours	1,579	1,251	1,354	1,385

Personnel Services:
Funding reflects the salaries, benefits and overtime for training fire personnel. .30 of a Battalion Chief, .58 of Captains, .72 of Engineers, 1.13 of Firefighters for a total of 2.73.

Other Operating Costs and Capital Outlay:
Represents expenditures for office supplies, training materials, photo supplies, subscriptions and dues, meeting/staff development.

Capital Outlay:

Department Request	Manager Recommended	Council Approved
0	0	0
0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Fire	Station Maintenance	2005
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To maintain the Fire Department facilities to a clean, safe, and attractive condition.

Operational Plans:

To utilize personnel effectively in maintaining the facilities to a clean, safe, and attractive condition.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	262,996	257,320	253,792	253,792
Other Operating Costs	22,000	22,500	22,500	22,500
Capital Outlay	0	10,500	0	0
Total:	284,996	290,320	276,292	276,292
Personnel Authorized	1.30	1.22	1.22	1.22
Source of Funds:				
General Fund	284,996	290,320	276,292	276,292
TOTAL:	284,996	290,320	276,292	276,292

City of La Verne

Fire	Station Maintenance	2005
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2013	2014	2015	2016 (est.)
Station 1	10,352	10,352	10,352	10,352
Station 2	4,892	4,892	4,892	4,892
Station 3	4,869	4,869	4,869	4,869

Total square footage of buildings maintained.

Personnel Services:
Reflects the salaries, benefits and overtime for .05 of a Battalion Chief, .23 of a Captain, .37 of an Engineer and .57 of a Firefighter/Paramedic for a total of 1.22.

Other Operating Costs and Capital Outlay:

Reflects the cost of contract maintenance, small tools and miscellaneous materials.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
$	10,500	0	0
$	10,500	0	0

City Manager Recommendations

Adjust personnel services.
Increase capital outlay.

City of La Verne

Fire	Fire Prevention	2006
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To minimize life and property losses caused by fire through effective fire prevention programs; including business inspections, fire investigation, weed abatement, public education, and code enforcement.

Operational Plans:

1. Inspect every school, public building and business building in the City.
2. Investigate every serious fire or hazardous chemical problem.
3. Investigate all fire hazard complaints.
4. Review all construction plans in reference to the California Fire Code.
5. Enforce all fire related codes.
6. Educate the public through various fire prevention presentations.
7. To conduct fire safety presentations to all La Verne elementary schools.
8. Issue fire permits pursuant to the California Fire Code.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	296,254	287,933	283,835	283,835
Other Operating Costs	8,550	10,250	10,250	10,250
Capital Outlay	0	5,500	0	0
Total:	304,804	303,683	294,085	294,085
Personnel Authorized	1.73	1.76	1.76	1.76
Source of Funds:				
General Fund	304,804	303,683	294,085	294,085
TOTAL:	304,804	303,683	294,085	294,085

City of La Verne

Fire	Fire Prevention	2006
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2013	2014	2015	2016 (est.)
Business Inspections	774	838	734	740
Construction plan checks	49	45	86	75
Fire investigations	79	58	86	80
Weed/Nuisance complaints	20	20	20	18
Permits	152	157	156	155
Classroom Fire Safety presentations	3	6	12	10
Fire Station Tours	17	24	28	25

Personnel Services:

Reflects the salaries, benefits and overtime for .30 of the Battalion Chief/Fire Marshal, 1.00 of the Deputy Fire Marshal, .17 of a Captain, .11 of an Engineer and .18 of a Firefighter/Paramedic, for a total of 1.76.

Other Operating Costs and Capital Outlay:

Reflects the cost for office supplies, miscellaneous materials, photo supplies, subscriptions and dues, and meeting/staff development.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
$	5,500	0	0
$	5,500	0	0

City Manager Recommendations

Adjust personnel services.
Delete capital outlay request.

City of La Verne

Fire	Emergency Preparedness	2007
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Maintain a quality multi-hazard emergency preparedness/response plan, and effectively promote and exercise the plan within the City organization, and the community at large.

Operational Plans:

1. To promote a basis for conduct and coordination of operations, and the management of critical resources during an emergency.
2. Maintain Emergency Operations Center (EOC) in such a way as to enhance the effective and efficient management of disasters.
3. To promote and educate the public on emergency preparedness.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	20,119	20,464	20,179	20,179
Other Operating Costs	7,750	9,400	9,400	9,400
Capital Outlay	0	0	0	0
Total:	27,869	29,864	29,579	29,579
Personnel Authorized	0.07	0.07	0.07	0.07
Source of Funds:				
General Fund	27,869	29,864	29,579	29,579
TOTAL:	27,869	29,864	29,579	29,579

City of La Verne

Fire	Emergency Preparedness	2007
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2013	2014	2015	2016 (est.)
Emergency Preparedness Programs	2	2	5	4
Emergency Operations Center Exercise	1	1	1	1

Personnel Services:
Reflects the salaries, benefits and overtime of .03 of the Fire Chief and .04 of a Fire Captain for a total of .07.

Other Operating Costs and Capital Outlay:

Funding represents the cost of maintenance communication equipment, miscellaneous materials, telephone, and subscriptions and dues.

Capital Outlay:

Department Request	Manager Recommended	Council Approved
0	0	0
0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Fire	Paramedic Services	2008
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide high quality, pre-hospital emergency care to the citizens of La Verne with the most cost effective means possible.

Promote excellence in the delivery of pre-hospital care by maintaining and or improving compliance with predetermined standards of system performance.

Promote the organization and individuals with meaningful and timely information regarding performance in relation to expectations.

Operational Plans:

1. To respond to approximately 2,600 medical alarms and 700 fire incidents.
2. To educate the citizens about medical emergencies.
3. To ensure that all paramedics receive a minimum of 24 hours in continuing education annually.
4. To recertify eleven paramedics.
5. To bill for paramedic and transportation services.
6. To offer daily blood pressure checks to the public.
7. To monitor system and individual performance and provide necessary reports.
8. To continue offering the History, Allergy and Medications (HAM) indentification cards to seniors and disabled members of the community.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	2,131,924	2,130,604	2,100,493	2,100,493
Other Operating Costs	203,000	214,200	214,200	214,200
Capital Outlay	0	0	0	0
Total:	2,334,924	2,344,804	2,314,693	2,314,693
Personnel Authorized	10.50	11.11	11.11	11.11
Source of Funds:				
General Fund	1,584,924	1,594,804	1,539,693	1,539,693
Paramedic Fund	750,000	750,000	775,000	775,000
TOTAL:	2,334,924	2,344,804	2,314,693	2,314,693

City of La Verne

Fire	Paramedic Services	2008
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2013	2014	2015	2016 (est.)
Calls for Service:	2,326	2,326	2,373	2425
Community Events: (Job Fairs, School Programs, CPR Classes)	30	21	50	45
(Contacts) Patients Transported (Total):	1,403	1,502	1,277	1470
HAM Program	155	250	200	175

Personnel Services:

Funding reflects the salaries, benefits and overtime for 8.41 Firefighter/Paramedics, 2.15 of a Fire Engineer, .30 of a Captain and .25 of the Battalion Chief/EMS for a total of 11.11.

Other Operating Costs and Capital Outlay:

Funding represents the cost of contract service, patient treatment supplies and materials, subscriptions and dues, meeting/staff development and equipment rental.

Capital Outlay:

Department Request	Manager Recommended	Council Approved
0	0	0
0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Fire	Vehicle Maintenance	2009
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To maintain all fire department equipment in a state of readiness, which will maximize life expectancy and ensure efficient operation at all times.

Operational Plans:

1. Each vehicle shall be reliable and safe to use in the event of an emergency alarm.
2. The vehicle shall be maintained in a clean and attractive condition.
3. The maintenance shall be preventive in nature and shall be designed to require a minimum of staff hours.
4. To perform a pre-trip vehicle inspection on all vehicles at the beginning of each shift.
5. To maintain a vehicle replacement program with fleet maintenance.
6. To support the efforts of the Fleet Maintenance Department in keeping Fire Department vehicles in the state of readiness.
7. To complete minor repairs and maintenance that will decrease fleet maintenance personnel workload.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	285,769	283,212	279,383	279,383
Other Operating Costs	270,000	272,200	272,200	272,200
Capital Outlay	45000	31,000	0	0
Total:	600,769	586,412	551,583	551,583
Personnel Authorized	1.34	1.32	1.32	1.32
Source of Funds:				
General Fund	462,769	446,412	411,583	411,583
Proposition 172	138,000	140,000	140,000	140,000
TOTAL:	600,769	586,412	551,583	551,583

City of La Verne

Fire	Vehicle Maintenance	2009
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2013	2014	2015	2016 (est.)
Staff Cars	4	4	4	4
Type I Pumper	3	3	3	3
Type III Pumper	1	1	1	1
Aerial Truck	1	1	1	1
Patrol	1	0*	0	0
Ambulance	3	3	3	3
Utility Truck	1	2*	2	2

*Replacement of Patrol Vehicle with additional Utility Vehicle in FY 2014-2015.

Personnel Services:
Reflects a portion of the salaries, benefits, and overtime for .10 of a Battalion Chief, .09 of a Captain, .72 of an Engineer and .45 of a Firefighter/Paramedic for a total of 1.36.

Other Operating Costs and Capital Outlay:

Reflects the cost of maintenance on machinery and tools, miscellaneous supplies and equipment rental.

Capital Outlay:

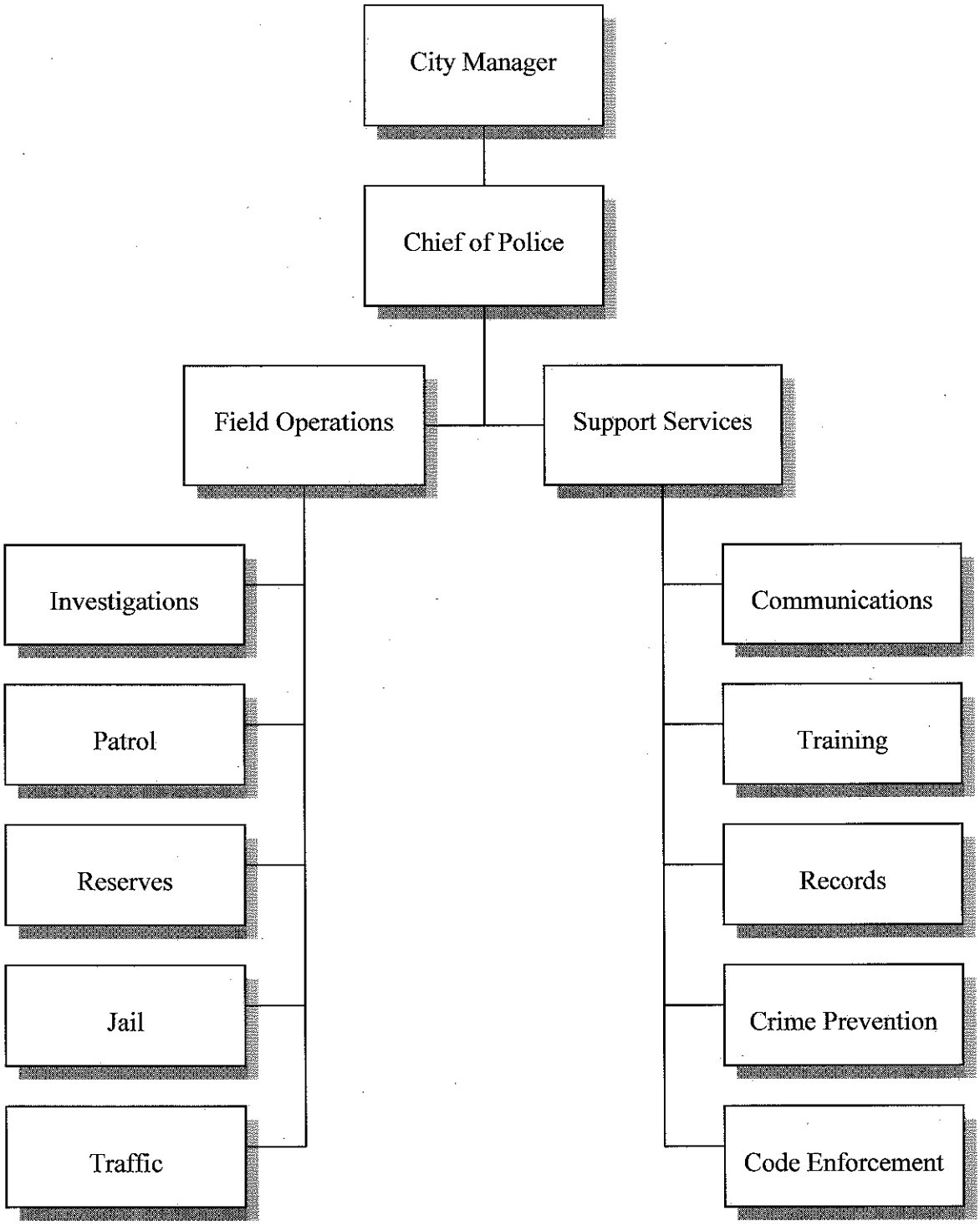
	Department Request	Manager Recommended	Council Approved
$	31,000	0	0
$	31,000	0	0

City Manager Recommendations

Adjust personnel services.
Delete capital outlay request.

POLICE

POLICE DEPARTMENT



City of La Verne

BUDGET MESSAGE

2016 – 2017 Fiscal Year

Police	2500 Series
Department	Cost Center No.

This budget represents the Police Department's best efforts to utilize all available resources in the delivery of effective and professional law enforcement services.

The number of sworn officers remains at 41. The Department will deploy a second full-time motor officer for traffic enforcement once the officer that was hired to replace the officer in patrol completes field training. January will mark nearly four years since the Department has deployed two full time motor officers. A portion of the motor officers' wages will be offset by revenues generated through towing fees as well as traffic and parking citations. Due to relatively recent changes in legislation and less traffic enforcement, revenues from these funds are expected to be lower than prior years.

The assignment of a K-9 officer to a drug interdiction taskforce will continue. One officer, previously hired to fill a vacancy left in patrol by a taskforce officer, will continue to be funded through non-general fund sources.

Funding for a new full-time communications officer was requested to provide for two communications officers 24 hours a day, 7 days a week. The request was suspended to explore other options, including alternatives in scheduling using current staffing levels.

Using existing funds from recent retirements, the Department will be hiring two additional Police Aides and one Community Services Officer. The Police Aides will be trained to take non-hazardous crime reports to include; burglary, theft, missing/lost property, found property, non-injury traffic collisions and hit & run investigations. The intent is to free up our officers' time so they can provide higher visibility and increased proactive patrol. The Community Services Officer responsibilities will include; neighborhood watch, business watch, community outreach programs, and promoting special events such as Every 15 Minutes, Open House, and Citizen's Academy.

The Bonita Unified School District will continue to fund a portion of the school resource officer who is assigned to serve all La Verne schools in the BUSD.

A few highlighted capital outlay requests include; a citizen online reporting system and a pistol range restoration and upgrade.

Notable changes in this budget include the loss of Cal-MMET's salary and benefit reimbursement for participation on the taskforce as well increases in workers compensation insurance payments.

City of La Verne

Police	SUMMARY	2500 SERIES
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To maintain effective communications and professional relationships with other City, County, State and Federal Departments or agencies in a concerted effort to improve law enforcement and quality of life in our community.

To develop an environment that encourages personal growth for employees and enables management to achieve the goals and objectives of the Department while managing both personnel and material resources.

To foster a pro-active law enforcement environment in the community to aid in the identification and resolution of criminal activity while advising the City Manager and the City Council of current and future needs in personnel, programs or financial support of the Department.

To increase community awareness of crime and law enforcement problems.

Operational Plans:

1. To enforce Federal, State and local laws that protects life and property while supporting the City Manager, City Council and City departments.

2. To maintain compliance in police policies and procedures with the ever changing Federal, State and local laws by reviewing, analyzing and updating as required.

3. To set a high standard of conduct and professionalism in the Department by providing effective leadership and direction while assessing employee performance and investigating personnel complaints with just and fairness.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	10,538,472	10,444,516	10,146,259	10,146,259
Other Operating Costs	1,741,000	1,742,000	1,676,000	1,676,000
Capital Outlay	1,015,602	362,000	302,000	302,000
Total:	13,295,074	12,548,516	12,124,259	12,124,259
Personnel Authorized	65.00	67.00	66.00	66.00
Source of Funds:				
General Fund	11,052,539	10,226,120	10,035,317	10,035,317
Traffic Safety Fund	590,239	828,634	818,574	818,574
Asset Forfeiture Program	1,122,296	765,962	792,068	792,068
Prop. 172	207,000	210,000	210,000	210,000
Bonita Unified School District	84,000	83,300	83,300	83,300
Supp. Law Enf./Block Grants	100,000	100,000	100,000	100,000
Cal-MMET	0	0	0	0
State Realignment Fund	111,000	85,000	85,000	85,000
OTS DUI Checkpoint Grant	28,000	0	0	0
TOTAL:	13,295,074	12,299,016	12,124,259	12,124,259

City of La Verne

DETAIL OF SALARIES & WAGES

Police	Summary	2500 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
Police Chief	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00
Police Lieutenant	4.00	5.00	5.00	5.00
Police Sergeant	6.00	5.00	5.00	5.00
Corporal	15.00	15.00	15.00	15.00
Police Officer	14.00	14.00	14.00	14.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Services Coordinator	2.00	1.00	1.00	1.00
Communications Officer	8.00	9.00	8.00	8.00
Community Services Supervisor	1.00	0.00	0.00	0.00
Police Clerk I & II	5.00	5.00	5.00	5.00
Police Services Technician	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Police Aide	4.00	6.00	6.00	6.00
Police Community Services Officer	0	1.00	1.00	1.00
TOTAL FULL-TIME	64.00	66.00	65.00	65.00
REGULAR PART-TIME/CONTRACT EMPLOYEES				
Communications Officer	0.00	0.00	0.00	0.00
Police Aide	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	1.00	1.00	1.00	1.00
TOTAL POSITIONS	65.00	67.00	66.00	66.00

APPROPRIATIONS

SALARIES & WAGES	6,009,340	5,794,983	5,742,481	5,742,481
OVERTIME	868,603	861,446	842,148	842,148
BENEFIT COSTS	3,660,529	3,788,087	3,561,630	3,561,630
TOTAL PERSONNEL SERVICES	10,538,472	10,444,516	10,146,259	10,146,259

City of La Verne

Police	Administration	2501
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To develop an environment that encourages personal growth for employees and enables management to achieve the goals and objectives of the Department while managing both personnel and material resources.

To maintain effective communications and professional relationships with other City, County, State and Federal Departments or agencies in a concerted effort to improve law enforcement and quality of life in our community.

To increase community consciousness of crime and law enforcement problems.

To foster a pro-active law enforcement environment within the community to aid in the identification and resolution of criminal activity while advising the City Manager and the City Council of current and future needs in personnel, programs or financial support of the Department.

Operational Plans:

1. To enforce Federal, State and local laws that protects life and property while supporting the City Manager, City Council and City departments.
2. To set a high standard of professionalism and conduct in the Department by providing effective leadership and direction while continually assessing employee performance and the fair and impartial investigations of personnel complaints.
3. To maintain compliance of police policies and procedures with the ever changing Federal, State, and local laws through reviewing, analyzing and updating as required.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	682,600	759,886	688,310	688,310
Other Operating Costs	452,000	470,000	470,000	470,000
Capital Outlay	0	0	0	0
Total:	1,134,600	1,229,886	1,158,310	1,158,310
Personnel Authorized	3.00 FT	4.00 FT	4.00 FT	4.00 FT
Source of Funds:				
General Fund	1,134,600	1,229,886	1,158,310	1,158,310
TOTAL:	1,134,600	1,229,886	1,158,310	1,158,310

City of La Verne

Police	Administration	2501
Department	Cost Center	Cost Center No.

Units of Measure

Administration's units of measure is determined through the effective management of each of the units of measure for the following cost centers (2502-2522) of this Department.

Personnel Services:

Staffing consists of (1) Police Chief, (1) Police Captain, (1) full-time Administrative Secretary, and (1) full-time Community Services Officer.

Other Operating Costs and Capital Outlay:

Capital Outlay:

City Manager Recommendations

Adjust personnel services.
Approve requested additional position.

City of La Verne

Police	Traffic Services	2502/2518
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Provide for the safe movement of pedestrian and vehicular traffic and encourage voluntary compliance with traffic laws.

Operational Plans:

1. Establish and maintain safe vehicular and pedestrian passage throughout the City.
2. Conduct thorough investigations of all traffic collisions.
3. Utilize problem oriented traffic enforcement to reduce the number of traffic collisions.
4. Work with the community to maintain a safe traffic flow for pedestrians and vehicles.
5. Identify and enforce violations that have been identified as primary factors for traffic collisions.
6. Enforce parking violations throughout the City.
7. Maintain a minimum of six (6) crossing guards for school children at predesignated locations.
8. Maintain contractual services for the administration of parking citations.
9. Conduct a minimum of three (3) Sobriety/Safety checkpoints.
10. Participate in two (2) regional traffic enforcement programs.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	426,952	608,364	598,574	598,574
Other Operating Costs	200,000	220,000	220,000	220,000
Capital Outlay	0	0	0	0
Total:	626,952	828,364	818,574	818,574
Personnel Authorized	1.50 FT 0.00 PT	3.00 FT 0.00 PT	3.00 FT 0.00 PT	3.00 FT 0.00 PT
Source of Funds:				
General Fund				
Traffic Safety Fund	598,952	828,634	818,574	818,574
OTS DUI Checkpoint Grant	28,000	0	0	0
TOTAL:	626,952	828,634	818,574	818,574

City of La Verne

Police	Traffic Services	2502/2518
Department	Cost Center	Cost Center No.

Units of Measure: Statistical data is calculated on a calendar year basis.

	2012	2013	2014	2015	2016 est
Injury Accidents	91	97	88	93	97
Non-Injury Accidents	167	209	175	197	205
Hazardous Citations	568	311	573	571	590
Non-Hazardous Citations	1,161	724	1,043	678	690
Parking Citations	10,293	11,007	11,337	11,755	12,150
# of Crossing Guard locations	6	6	6	6	6
Temporary ONP* permits	41,750	35,521	49,331	50,511	51,690
Annual ONP* permits	374	389	378	449	520

*Overnight parking

Personnel Services:

Staffing consists of (1) lieutenant, (1) police officer, and (1) Sr. Police Officer.

Other Operating Costs and Capital Outlay:

Operating costs include equipment maintenance, city equipment rental rate and contractual services for parking citations.

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.

City of La Verne

Police	Communications	2503
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Provide effective communication services to all line, investigative and staff programs of the Police and Fire Departments.

Operational Plans:

1. Answer emergency and non-emergency calls for service and dispatch the appropriate personnel and equipment from the Police and Fire Departments.
2. Receive and disseminate information that will facilitate line, staff and investigations for Police and Fire.
3. Process clerical work and computer entries as needed.
4. Maintain professional in-service training requirements of the State Fire Marshal.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	752,538	840,929	757,168	757,168
Other Operating Costs	55,000	110,000	60,000	60,000
Capital Outlay	0	0	0	0
Total:	807,538	950,929	817,168	817,168
Personnel Authorized	8.00 FT 0.00 PT	9.00 FT 0.00 PT	8.00 FT 0.00 PT	8.00 FT 0.00 PT
Source of Funds:				
General Fund	807,538	950,929	817,168	817,168
TOTAL:	807,538	950,929	817,168	817,168

City of La Verne

Police	Communications	2503
Department	Cost Center	Cost Center No.

Units of Measure: Statistical data is calculated on a calendar year basis.

	2012	2013	2014	2015	2016 est
Reports processed	4,012	3,900	3,731	4,065	4,565
Police & Fire calls for service	19,552	20,340	19,582	22,312	19,900
911 average answer speed	3.53 sec	3.54 sec	3.46 sec	3.69	3.3

Personnel Services:

Personnel costs consist of wages and benefits for (9) Communication Officers.

Other Operating Costs and Capital Outlay:

Operating costs include telephone services, communication equipment and contract maintenance.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.
Delete requested additional position.

City of La Verne

Police	Jail Services/Live Scan	2504/2520
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Provide high quality prisoner processing and detention. Maintain a clean, safe, secure jail environment for prisoners as well as Department personnel.

Operational Plans:

1. Process and confine all prisoners in a safe, secure manner.
2. Meet all mandatory state and local requirements.
3. Maintain a viable inmate worker program for sentenced prisoners that complies with the Board of Corrections minimum jail standard
4. Maintain revenues from inmate worker program of $20,000.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	336,029	305,339	299,927	299,927
Other Operating Costs	32,000	40,000	32,000	32,000
Capital Outlay	0	0	0	0
Total:	368,029	345,339	331,927	331,927
Personnel Authorized	4.50 FT 1.00 PT	6.00 FT 1.00 PT	6.00 FT 1.00 PT	6.00 FT 1.00 PT
Source of Funds:				
General Fund	368,029	345,339	331,927	331,927
TOTAL:	368,029	345,339	331,927	331,927

City of La Verne

Police	Jail Services/Live Scan	2504/2520
Department	Cost Center	Cost Center No.

Units of Measure: Statistical data is calculated on a calendar year basis.

	2012	2013	2014	2015	2016 est
Daily average # of bookings	3.2	3.6	3.9	4.0	4.2
Total # of bookings	1,182	1,295	1,296	1,449	1,550
# of inmate workers	35	34	33	22	25

Personnel Services:

Salary and benefits for (6) FT police aides and (1) part time police aide.

Other Operating Costs and Capital Outlay:

Laundry, medical services, photographic supplies, prisoner meals, DUI blood withdraw costs and other operational costs such as lock repairs, intercom repairs, alarm repairs, painting and detoxification cell repairs. Other miscellaneous expenses include blankets, mattresses, towels, personal hygiene items, etc. In addition funding is needed for prisoner pick up in outlying areas - under contract services and booking fees at the Los Angeles County Jail.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.
Fund 2 additional positions as requested.
Reduce other operating costs.

City of La Verne

Police	Personnel Development/Training	2505
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide for the initial screening, hiring, orientation and training of all sworn officers and civilians, both part-time and full-time employees. Provide continuous training and development of all personnel within the Department, in a manner which upgrades competency, minimizes civil liability, and improves the level of service to the community, while reducing employee turnover. Ensure that all sworn officers meet the minimum continued training requirements as set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.).

Operational Plans:

To provide a wide variety of training programs that are job related and mutually beneficial to both the Department and the employee.

To provide continuous training that meets federal, state and city requirements at a reasonable cost.

To provide and anticipate training to reflect the ever changing needs of the community and our profession at a reasonable cost.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	57,433	56,503	55,714	55,714
Other Operating Costs	50,000	37,000	37,000	37,000
Capital Outlay	0	0	0	0
Total:	107,433	93,503	92,714	92,714
Personnel Authorized	.50 FT	.50 FT	.50 FT	.50 FT
Source of Funds:				
General Fund	107,433	93,503	92,714	92,714
TOTAL:	107,433	93,503	92,714	92,714

City of La Verne

Police	Personnel Development/Training	2505
Department	Cost Center	Cost Center No.

Units of Measure

	2012	2013	2014	2015	2016 est
P.O.S.T. reimbursed training hours	2,352	3,200	3,530	1,668	2,600
Other (non-reimbursed) training hours	2,036	1,220	2,280	2,127	2,205
Total training hours	4,199	4,370	5,810	3,795	4,805

Personnel Services:

Wages and benefits for .50 of (1) police services coordinator.

Other Operating Costs and Capital Outlay:

Operating costs include telephone services, communication equipment and contract maintenance.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Police	Records & Clerical	2506
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide clerical services to patrol, investigations and staff within the Police Department; to provide current up-to-date accurate information and historical data to investigative and patrol personnel to facilitate suspect apprehension and deployment of human resources.

Operational Plans:

1. To process clerical work, records, disseminate, store, retrieve and destroy outdated information in a timely fashion while providing police services to the community in the most effective manner.
2. To produce informative, professional management reports to administrative staff, state and federal agencies.
3. To provide receptionist and supportive services to staff and investigative services.
4. To maintain informative and courteous communications with law enforcement agencies.
5. Maintain compliance with current legislation concerning the maintenance and confidentiality of police records.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	313,474	391,106	385,196	385,196
Other Operating Costs	32,000	36,000	31,000	31,000
Capital Outlay	22,000	32,000	32,000	32,000
Total:	367,474	459,106	448,196	448,196
Personnel Authorized	4.00 FT 0.00 PT	6.00 FT 0.00 PT	6.00 FT 0.00 PT	6.00 FT 0.00 PT
Source of Funds:				
General Fund	367,474	459,106	448,196	448,196
TOTAL:	367,474	459,106	448,196	448,196

City of La Verne

Police	Records & Clerical	2506
Department	Cost Center	Cost Center No.

Units of Measure	2012	2013	2014	2015	2016 est
Reports processed	4,012	3,900	3,371	4,065	4,565
Citations processed	12,022	11,007	12,953	13,004	13,075
Arrests processed	1,182	1,262	1,296	1,449	1,550

Personnel Services:

Provide wages and benefits for (1) records supervisor and (5) police clerks.

Other Operating Costs and Capital Outlay:

Office supplies, outside printing, staff development and other miscellaneous costs.

Capital Outlay:

$32,000 Copier/Printer lease payment

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.

City of La Verne

Police	Patrol Services	2507
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Provide for the protection of life and property; thoroughly investigate crimes against persons and property for the purpose of identification, apprehension and conviction of criminals; enforce all Vehicle Code violations to ensure safe passage of vehicular and pedestrian traffic in the City.

Operational Plans:

1. To conduct physical patrol of all areas of the City to reduce the probability of crimes.
2. To maintain a three minute or less response to emergency calls.
3. To enforce all local, Federal and State laws.
4. To respond to calls for service, prepare reports, issue citations and make arrests.
5. To prepare for emergency response in disaster situations.
6. To resolve problems through community based policing.
7. To maintain minimum staffing levels of (3) officers, (1) field supervisor and (1) watch commander.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	5,165,240	5,086,570	5,000,339	5,000,339
Other Operating Costs	485,000	490,000	490,000	490,000
Capital Outlay	0	20,000	0	0
Total:	5,650,240	5,596,570	5,490,339	5,490,339
Personnel Authorized	27.30 FT 0.00 PT	26.30 FT 0.00 PT	26.30 FT 0.00 PT	26.30 FT 0.00 PT
Source of Funds:				
General Fund	5,443,240	5,386,570	5,280,339	5,280,339
Prop. 172	207,000	210,000	210,000	210,000
TOTAL:	5,650,240	5,596,570	5,490,339	

City of La Verne

Police	Patrol Services	2507
Department	Cost Center	Cost Center No.

Units of Measure: Statisical data calculated on a calendar year basis.

	2012	2013	2014	2015	2016 est
Calls for service	16,784	17,219	16,488	19,029	19,900
Average emergency response*	3.53 min	3.54 min	3.46 min	3.30 min	3.35 min
Arrests	1,182	1,262	1,296	1,449	1,550
Crime reports	4,012	3,900	3,639	3,886	4,100
8 major crimes reported	1,067	988	1,036	1,108	1,200

*Average response time is measured from the time the call is dispatched until arrival.

Personnel Services:

Personnel consists of (4) lieutenants, (4) sergeants, (9) corporals, and (9.30) police officers.
Wages and benefits for (1) officer filling a vacancy left by a taskforce officer is paid through sources other than general fund.
This cost center also provides premium overtime and court standby wages.
Scheduled minimum staffing consists of (1) lieutenant, (1) sergeant and (3) corporals and/or police officers.

Other Operating Costs and Capital Outlay:

Operating costs are for equipment maintenance, uniform and safety equipment and other operational costs such as
City equipment rental rates for all patrol and patrol support vehicles.

CAPITAL OUTLAY:

City Manager Recommendations

Adjust personnel services.
Delete Capital Outlay request.

City of La Verne

Police	Investigations	2508/2517
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Thoroughly investigate all criminal matters as assigned exhausting all investigative leads and proactively address criminal activity.

Participate in Federal, State or County multi-jurisdictional task forces; that through participation will provide a level of training and experience not otherwise available to employees and will ultimately enhance policing in this community.

Operational Plans:

1. Achieve a clearance rate of at least 20% on all assigned Part 1*cases.
2. Conduct thorough and complete investigations on all assigned cases by utilizing all available resources.
3. Prepare and submit completed criminal investigations to the District Attorney's Office for criminal filing consideration.
4. Provide witness and expert testimony in criminal prosecution of all cases.
5. Provide Patrol Division with relevant and timely criminal intelligence to aid and assist them in the performance of their duties.
6. Provide assistance or relieve patrol of crime scene management, including extensive or unique evidence collection and interviewing of victims and witnesses at major crime scenes.

* Part I crimes include murder, rape, robbery, aggravated assault, burglary, vehicle theft, theft and arson. An offense is cleared when an arrest is made and charges have been brought against the arrestee. A case is also considered cleared if an offender has been identified and evidence supports an arrest but circumstances preclude arrest and prosecution.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,763,640	1,499,251	1,473,594	1,473,594
Other Operating Costs	194,000	195,000	195,000	195,000
Capital Outlay	0	0	0	0
Total:	1,957,640	1,694,251	1,668,594	1,668,594
Personnel Authorized	11.00 FT	8.00 FT	8.00 FT	8.00 FT
Source of Funds:				
General Fund	1,957,640	1,694,251	1,668,594	1,668,594
Cal-MMET	0	0	0	0
TOTAL:	1,957,640	1,694,251	1,668,594	1,668,594

City of La Verne

Police	Investigations	2508/2517
Department	Cost Center	Cost Center No.

Units of Measure: Statistical data calculated on a calendar year basis.

	2012	2013	2014	2015	2016 est
Cases assigned	2,980	2,892	2,941	3,049	3,160
Cleared	1,982	1,919	1,919	1,913	1,925
Active	57	85	85	208	220
Inactive	925	859	859	905	950
Part I clearance rate	31%	29%	34%	28%	29%

Personnel Services:

Wages and benefits for (5) investigators, (1) narcotics taskforce sergeant, (1) narcotics taskforce officer, and (1) police services technician.

Other Operating Costs and Capital Outlay:

City equipment rental rates, annual subscriptions to information data bases, investigators association dues, conference fees, telephone services, special evidence processing, and uniform and safety equipment.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Police	Police Reserve Program	2509
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide an organized adjunct police unit consisting of permanent part-time, fully trained reserve officers for the purpose of assisting and supplementing the regular police officers.

Operational Plans:

1. Recruit, hire, and train reserve officers, striving to increase the number of reserve officers in the program.

2. To continue to utilize reserve officers in such a capacity on patrol and in the station to supplement duties normally performed by regular officers.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	36,259	36,903	36,903	36,903
Other Operating Costs	5,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	41,259	41,903	41,903	41,903
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	41,259	41,903	41,903	41,903
TOTAL:	41,259	41,903	41,903	41,903

City of La Verne

Police	Police Reserve Program	2509
Department	Cost Center	Cost Center No.

Units of Measure: Statistical data is calculated on a calendar year basis.

	2012	2013	2014	2015	2016 est
# of reserve officers	21	18	19	18	20
Training hours provided as P.O.S.T. standards	1,206	1,440	1,440	1,248	1,340
Reserve officers work hours - Volunteer	5,960	5,815	4,988	4,020	4,200

Personnel Services:

Other Operating Costs and Capital Outlay:

Monthly stipend pay (annual average $900.00 per officer), shooting and range supplies, safety equipment such as guns, vests, leather gear, badges, and training.

Capital Outlay:

City Manager Recommendations

Funding levels as requested.

City of La Verne

Police	Crime Prevention/School Resource Officer	2510/2516
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To maintain a unit within the Police Department to handle a wide variety of administrative duties including crime prevention.
To reduce the crime rate within the City with various programs to both inform the public and solicit their cooperation in the prevention of crime by learning techniques to assist the Department with information that will increase apprehension possibilities.

Operational Plans:

To provide on-campus based police protection for students & faculty.

To provide public relations contacts, Youth and Family Action Committee, gang awareness and maintain the R.S.V.P. Program.

To provide various school programs, i.e., child abuse, rape prevention, sexual abuse, Every 15 Minutes presentations and continue a viable neighborhood watch program.

To provide burglary and robbery awareness presentations for commercial businesses.

To provide community outreach programs, i.e., National Night Out and Citizens Academy

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	334,590	228,773	225,360	225,360
Other Operating Costs	36,000	39,000	36,000	36,000
Capital Outlay	0	0	0	0
Total:	370,590	267,773	261,360	261,360
Personnel Authorized	2.50 FT	1.50 FT	1.50 FT	1.50 FT
Source of Funds:				
General Fund	286,590	182,423	176,010	176,010
Bonita Unified School District	84,000	85,350	85,350	85,350
TOTAL:	370,590	267,773	261,360	261,360

City of La Verne

Police	Crime Prevention/School Resource Officer	2510/2516
Department	Cost Center	Cost Center No.

Units of Measure

Statistical data alone is insufficient in determining the productivity, effectiveness and successes of the numerous programs within the Department. The Department values the partnership that has been developed with the community and strives to build on that relationship. Programs are constantly being developed and evaluated to ensure objectives are being met. Community outreach is evolving through personal contacts and technology, such as social media. The School Resource Officer Program has been proven effective in bridging the gap between schools, students and the police department. The Retired Senior Volunteer Program has been utilized by nearly every department in the City and they have been present at every significant event in the City for the last 2(

	2012	2013	2014	2015	2016 est
R.S.V.P. volunteer hours	7,420	7,850	8,771	8,175	8,500

Personnel Services:

Provide wages and benefits for (1) school resource police officer and .50 of (1) police services coordinator.

Other Operating Costs and Capital Outlay:

Citizen's Academy, community relations programs, R.S.V.P. uniforms and equipment, school program supplies and promotions, yearly "open house", "Every 15 minutes", National Night Out, and background investigation costs.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.

City of La Verne

Police	Supplemental Law Enforcement Fund	2512
Department	Cost Center	Cost Center No.

Long-Term Objectives:

The purpose of the Supplemental Law Enforcement Fund appropriation is to provide additional state funding for front line law enforcement personnel needs.

Operational Plans:

The use of these state funds is subject to recommendation by the Chief of Police and confirmation by the City Council. The anticipated use of these funds this year is to supplement personnel costs.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	117,105	119,930	118,106	118,106
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	117,105	119,930	118,106	118,106
Personnel Authorized	.70 FT	.70 FT	.70 FT	.70 FT
Source of Funds:				
General Fund	17,105	19,930	18,106	18,106
Supplemental State Law Enforcement Fund	100,000	100,000	100,000	100,000
TOTAL:	117,105	119,930	118,106	118,106

City of La Verne

Police	Supplemental Law Enforcement Fund	2512
Department	Cost Center	Cost Center No.

Units of Measure

The purpose of the Supplemental Law Enforcement Fund appropriation is to provide additional state funding for front line law enforcement personnel costs. The appropriation is based on Department of Finance population estimates as well as a minimum threshold for each city.

Personnel Services:

Salary and benefits for (.70) Police Officer.

Other Operating Costs and Capital Outlay:

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Police	Police Asset Forfeiture Account	2514
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To follow federal and state guidelines for the expenditure of asset forfeiture funds which includes replacement officers for officers who are assigned to narcotics interdiction taskforces as well as funding for new equipment and technology.

Operational Plans:

Funding of officers actively involved in narcotic enforcement is no longer allowed by federal asset forfeiture guidelines. Funding of the patrol officer is admissible, allowing a narcotics officer to have conflict-free funding from the general fund. This funding source is unstable and could fluctuate, however based on past experience, this is a reasonable projection.

Narcotic officers assigned to the specialized narcotics operations will detect and subsequently arrest and prosecute narcotic offenders which will subsequently reduce the availability of narcotics to communities of the San Gabriel Valley, including La Verne. Narcotic officers will confiscate any and all assets of the dealers related to their illegal sales of narcotics.

Narcotic officers will confiscate any and all assets of narcotic dealers as it correlates to the proceeds gained through the unlawful sales of narcotics.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	441,587	425,962	422,068	422,068
Other Operating Costs	200,000	100,000	100,000	100,000
Capital Outlay	993,602	240,000	270,000	270,000
Total:	1,635,189	765,962	792,068	792,068
Personnel Authorized	1.00 FT	1.00 FT	1.00 FT	1.00 FT
Source of Funds:				
Asset Forfeiture Fund	1,635,189	765,962	792,068	792,068
TOTAL:	1,635,189	765,962	792,068	792,068

City of La Verne

Police	Police Asset Forfeiture Account	2514
Department	Cost Center	Cost Center No.

Units of Measure

Allows for the participation in federal, state, county and local undercover narcotic operations and investigations to maintain a strong alliance between local and federal agencies which will result in major cash and drug seizures. This has been a substantial source of revenue for the Police Department in the last several years and although decreases in cash seizures have occurred in recent years, increases in cash seizures are occurring with the assignment of a task force officer to a federal drug task force.

Personnel Services:

Wages and benefits for (1) police officer assigned to the Patrol Division. This officer is a back fill officer for (1) taskforce officer assigned to narcotics interdiction.

Other Operating Costs and Capital Outlay:

Operating costs include telephone services, communication equipment, contract maintenance, conferences, legal notices, and publications.

Capital Outlay:	Department Requests	Manager Recommended	Council Approved
Tasers	$60,000	$60,000	
Equipment for 3 New Patrol Cars	$38,000	$38,000	
Spillman-Computer-Aided Dispatch Software	$22,000	$22,000	
Electric Key Storage	$20,000	$20,000	
Range Remodel	$100,000	$100,000	
Online Crime Reporting System	$0	$30,000	
	$240,000	$270,000	

City Manager Recommendations

Reduce personnel services.
Increase Capital Outlay request.

City of La Verne

Police	Realignment Fund	2524
Department	Cost Center	Cost Center No.

Long-Term Objectives:

The purpose of this State funding is to reduce crime and improve public safety by providing for additional law enforcement services to supervise the Post Release Community Supervision population, created through the implementation of AB 109. State funding was provided to the 58 Police Chiefs' Associations in the State to address issues with the realignment population. The funding is only guaranteed in the 2014/2015 fiscal year.

Operational Plans:

A patrol officer is being reassigned on a full-time basis to an AB 109 taskforce. Funding will be used to backfill the vacancy left in patrol, by the taskforce officer, on an overtime basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	111,025	85,000	85,000	85,000
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	111,025	85,000	85,000	85,000
Personnel Authorized	0	0	0	0
Source of Funds:				
State Funded	111,025	85,000	85,000	85,000
TOTAL:	111,025	85,000	85,000	85,000

City of La Verne

Police	Realignment Fund	2524
Department	Cost Center	Cost Center No.

Units of Measure

None

Personnel Services:

Overtime wages only

Other Operating Costs and Capital Outlay:

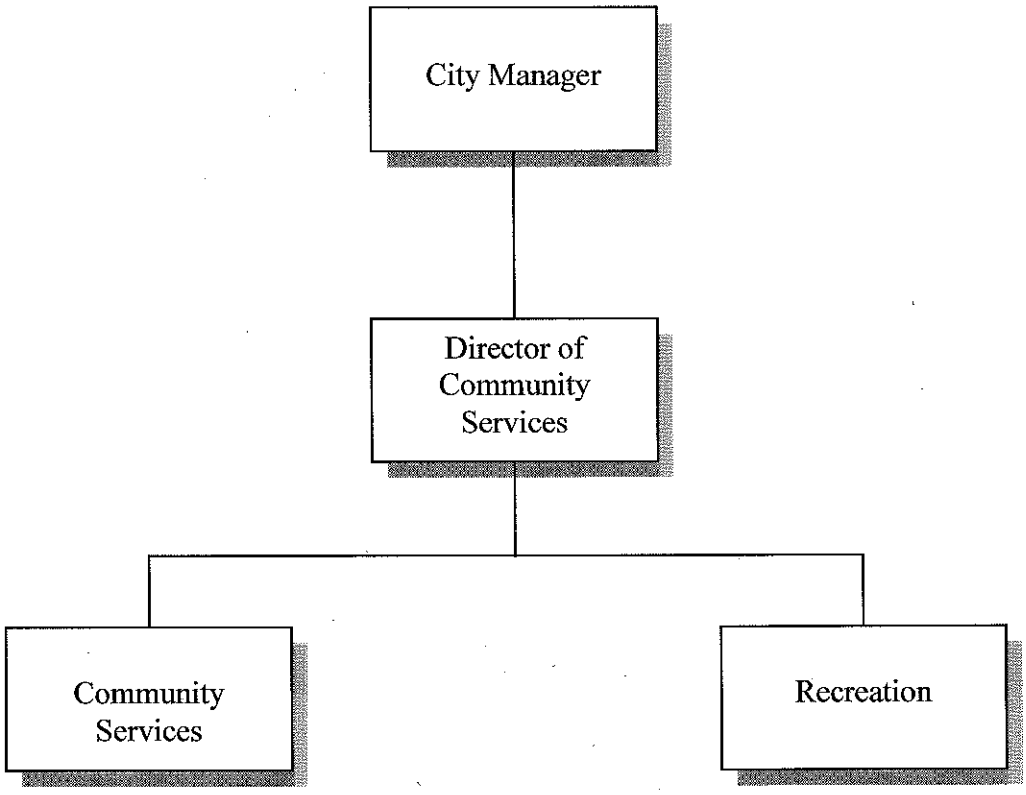
None

City Manager Recommendations

Funding levels as requested.

COMMUNITY SERVICES

COMMUNITY SERVICES DEPARTMENT



City of La Verne

BUDGET MESSAGE

2016 - 2017 Fiscal Year

Community Services	6000
Department	Cost Center Number

The Community Services Department will once again provide the community with a variety of leisure and recreational opportunities, parks and facility rental options, community special events, and transportation programs.

Funding for this year's budget will allow the Department to continue offering activities for tiny tots, youth, teens, adults, and senior citizens in a safe and attractive environment. These programs consist of 440 fee and charge classes, several community special events, 24 excursions, various inclusion activities, 225 summer aquatics classes, recreation swim, adult and youth sports, 100 free senior citizen classes and a nutrition program. In addition, we will increase funding for a full time Administrative Clerk in our front office. Having two staff in the front office at all times will provide the necessary staffing level that will enable us to meet our future customer service goals.

New programs for this year include an adult stretch and tone class, clock repair, Chinese language classes, a youth writing workshop, and monthly movies for seniors. Additional aquatics classes have been added in preparation for Claremont residents registering for our aquatics classes due to the closing of the Claremont City Pool.

The Department's top priority this year will be launching the process of the new Teen Center. We look forward to finding a location and looking at facility construction options and design to meet the needs of La Verne's teen population.

The Department is slated to complete three Capital Improvement Projects this year: the replacement of the pool filtration system, replacement of the Community Center HVAC, and the addition of a new HVAC system for the Community Center kitchen.

City of La Verne

Community Services	Summary	6000 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	828,409	893,032	852,707	852,707
Other Operating Costs	644,040	680,800	656,800	656,800
Capital Outlay	4,726	0	0	0
Total:	1,477,175	1,573,832	1,509,507	1,509,507
Personnel Authorized	9.74 including part-time	11.32 including part-time	10.32 including part-time	10.32 including part-time
Source of Funds:				
General Fund	731,625	789,682	705,357	705,357
User Fees				
Recreation Programs	490,000	513,000	531,000	531,000
Facility Rentals	88,150	82,250	82,250	82,250
Aquatics	160,000	182,500	184,500	184,500
Special Events	7,400	6,400	6,400	6,400
TOTAL:	1,477,175	1,573,832	1,509,507	1,509,507

City of La Verne

DETAIL OF SALARIES & WAGES

Community Services	SUMMARY	6000 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
Community Services Director	.82	.82	.82	.82
Recreation Coordinator (1)	1.80	1.00	1.80	1.80
Community Services Supervisor	.00	.80	.00	.00
Administration Clerk	.00	.30	.30	.30
TOTAL FULL-TIME	2.62	2.92	2.92	2.92
REGULAR PART-TIME				
Recreation Coordinator	2.87	3.00	3.00	3.00
Recreation Specialist II	1.00	1.00	1.00	1.00
Administrative Clerk II	.00	.80	.80	.80
Administrative Clerk I	2.25	1.60	.60	.60
Clerical Assistant	1.00	2.00	2.00	2.00
TOTAL REG. PART-TIME	7.12	8.40	7.40	7.40
TOTAL POSITIONS	9.74	11.32	10.32	10.32

APPROPRIATIONS

SALARIES & WAGES	630,851	735,915	704,417	704,417
OVERTIME				
BENEFIT COSTS	115,639	157,117	148,290	148,290
TOTAL PERSONNEL SERVICES	746,490	893,032	852,707	852,707

City of La Verne

Community Services	Administration	6001
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To maintain and coordinate the combined function of recreation and community services to ensure leisure activities, programs, and special events for all residents.

Operational Plans:

1 - Coordinate recreation and community services activities for youth, teens, adults, and seniors.

2 - Coordinate additional recreation and community services activities with sports organizations, the school district, University of La Verne, the business community, and service organizations.

3 - To assist the City Council, the City Manager, and other departments on the matters of recreation and community services related practices.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	239,814	280,227	263,587	263,587
Other Operating Costs	50,000	50,000	50,000	50,000
Capital Outlay	0	0	0	0
Total:	289,814	330,227	313,587	313,587
Personnel Authorized	3.47	5.37	4.37	4.37
Source of Funds:				
General Fund	289,814	330,227	313,587	313,587
TOTAL:	289,814	330,227	313,587	313,587

City of La Verne

Community Services	Administration	6001
Department	Cost Center	Cost Center No.

Units of Measure:

Personnel Services:

Personnel services provide salaries and benefits for the Community Services Director, and regular part-time personnel.

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Adjust personnel services.

City of La Verne

Community Services	Recreation Programs	6002-6006 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To enhance the delivery of recreation and community services programs to the community with particular emphasis on sports, excursions, and classes.

Operational Plans:

1 - Offer an adult softball program that includes 8 leagues during the summer and fall seasons.

2 - Offer youth sports programs such as t-ball and youth basketball.

3 - Offer an adult basketball and women's soccer leagues three times per year.

4 - Provide a variety of excursions two times per month for adults and seniors.

5 - Maintain a balance of community services and recreation classes for youth, adults, and seniors.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	230,076	243,938	230,032	230,032
Other Operating Costs	266,116	274,000	262,500	262,500
Capital Outlay	0	0	0	0
Total:	496,192	517,938	492,532	492,532
Personnel Authorized	1.98	1.98	1.98	1.98
Source of Funds:				
General Fund	6,192	4,938	(38,468)	(38,468)
User Fees				
Fee & Charge Classes	225,000	250,000	260,000	260,000
Preschool	113,000	113,000	119,000	119,000
BHS Program	20,000	20,000	20,000	20,000
Sports Programs	86,000	84,000	84,000	84,000
Excursions	46,000	46,000	48,000	48,000
TOTAL:	496,192	517,938	492,532	492,532

City of La Verne

Community Services	Recreation Programs	6002-6006 Series
Department	Cost Center	Cost Center No.

Estimated Units of Measure:

	2015/16			2016/17		
	Activity	Partic.	Revenue	Activity	Partic.	Revenue
Excursions (Family & Adult)	24 Excursions	1,000	$46,000	24 Excursions	1,000	$46,000
Adult Softball	24 Teams	480	$8,400	24 Teams	360	$8,400
T-ball	6 Teams	80	$6,000	6 Teams	80	$6,000
Youth Basketball	70 Teams	660	$53,600	70 Teams	660	$53,600
Women's Soccer	16 Teams	320	$9,000	16 Teams	320	$9,000
5 on 5 Basketball	36 Teams	280	$9,000	36 Teams	280	$9,000
City Track Meet	1 Meet	300	0	1 Meet	300	0
Classes	420 Classes	32,000	$225,000	440 Classes	33,500	$250,000
Preschool	10 Classes	180	$113,000	10 Classes	180	$113,000
BHS Programs	3 Programs	250	$20,000	3 Programs	250	$20,000

Personnel Services:

Provides salaries and benefits for Recreation Coordinators and part-time personnel.

Part-time personnel includes specialists, recreation leaders, scorekeepers, and administrative personnel.

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Adjust personnel services.
Reduce other operating costs.

City of La Verne

Community Services	Facility Rentals	6100 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide the citizens of La Verne with multi-purpose facilities located at the Community Center and Veterans Hall for youth, teens, adults, seniors, businesses, and social gatherings. Also, to provide citizens with the opportunity to rent La Verne parks for weddings, birthday parties, and company picnics.

Operational Plans:

1 - Provide safe, attractive, and clean facilities for wedding receptions, banquets, workshops, seminars, classes and park rentals. Continue to develop operational and maintenance plans for Veterans Hall, the Community Center, and Oak Mesa Park facilities.

2 - Develop Community Center, Veterans Hall, and Oak Mesa marketing and management strategies.

3 - Promote strong development and training for department staff in the area of customer service

4 - Build and develop community minded programs and services to cover all ages - youth, teen, adults, and seniors.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	210,581	208,989	204,083	204,083
Other Operating Costs	121,924	133,800	121,300	121,300
Capital Outlay	4,726	0	0	0
Total:	337,231	342,789	325,383	325,383
Personnel Authorized	3.97	3.65	3.65	3.65
Source of Funds:				
General Fund	249,081	260,539	243,133	243,133
User Fees				
Banners	850	750	750	750
Community Center	60,000	52,000	52,000	52,000
Aquatics Center	11,500	12,000	12,000	12,000
Park Shelters	4,300	3,500	3,500	3,500
Veterans Hall	10,000	12,000	12,000	12,000
Sports Fields	1,500	2,000	2,000	2,000
TOTAL:	337,231	342,789	325,383	325,383

City of La Verne

Community Services	Facility Rentals	6100 Series
Department	Cost Center	Cost Center No.

Estimated Units of Measure:

	2015/16		2016/17	
	Rentals	Revenue	Rentals	Revenue
Community Center	40	$60,000	35	$52,000
Veterans Hall	25	$10,000	28	$12,000
Park Rentals	30	$4,300	28	$3,500

Personnel Services:

Personnel services provide salaries and benefits for the Recreation Coordinators and part-time Recreation Coordinators, Recreation Specialist, Administrative Clerk, and Recreation Leaders.

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Adjust personnel services.
Reduce other operating costs.

City of La Verne

Community Services	Swimming Pool	6200 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide a well-rounded aquatics program through development and utilization of aquatics and water safety skills, comprehensive instruction, and recreational swimming. Also to provide for the rentals of elementary school year-end parties, company picnics, church groups, and club teams.

Operational Plans:

1 - To offer basic through advanced swimming and diving instruction.

2 - To offer instruction in water and pool safety.

3 - To offer the community specialized water classes such as water aerobics and private swim lessons.

4 - To operate a successful youth swim team - the La Verne Gators.

5 - To coordinate the use of the pool with Bonita High School and the University of La Verne.

6 - To offer residents, local businesses, churches, and schools the opportunity to rent the Aquatics Center for their functions.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	136,901	148,976	144,103	144,103
Other Operating Costs	171,000	188,000	188,000	188,000
Capital Outlay	0	0	0	0
Total:	307,901	336,976	332,103	332,103
Personnel Authorized	0.32	0.32	0.32	0.32
Source of Funds:				
General Fund	147,901	154,476	147,603	147,603
User Fees				
Aquatics Programs	145,000	170,000	172,000	172,000
Aquatics Rentals	15,000	12,500	12,500	12,500
TOTAL:	307,901	336,976	332,103	332,103

City of La Verne

Community Services	Swimming Pool	6200 Series
Department	Cost Center	Cost Center No.

Estimated Units of Measure:

	2015/16	2016/17
Swim Lesson Participants	1,570	1,650
Recreation Swim Participants	2,100	1,500
Pool Rentals	15	15
Swim Team Participants	327	327
Diving Class Participants	150	150
Water Aerobic Participants	12	0
Lap Swim Participants (June to Aug)	152	150

Personnel Services:

Salaries and benefits are for a portion (.32) of a full time Recreation Coordinator, one regular part-time pool manager plus assistant pool managers, lifeguards, instructors, and pool aides.

Other Operating Costs and Capital Outlay:

Provides for pool and recreational supplies for the Aquatics Center, uniforms for the staff, teaching and safety aides, and safety equipment such as backboards and rescue tubes.

City Manager Recommendations:

Adjust personnel services.

City of La Verne

Community Services	Special Events	6300 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide a variety of special events and recreation guides for all La Verne residents.

Operational Plans:

1 - Assist in the preparation and development of 4th of July activities.

2 - Assist in preparation and development of the Easter Egg Hunt.

3 - Administer the City's Christmas and Halloween special events.

4 - Provide dances for individuals with special needs.

5 - Provide a recreation guide two times per year, May and December, with various City services and departmental information.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	11,037	10,902	10,902	10,902
Other Operating Costs	35,000	35,000	35,000	35,000
Capital Outlay	0	0	0	0
Total:	46,037	45,902	45,902	45,902
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	38,637	39,502	39,502	39,502
User Fees				
Christmas Activities	7,000	6,000	6,000	6,000
Halloween Activities	400	400	400	400
TOTAL:	46,037	45,902	45,902	45,902

City of La Verne

Community Services	Special Events	6300 Series
Department	Cost Center	Cost Center No.

Estimated Units of Measure:

	2014/15		2015/16		2016/17	
	Activity	Partic.	Activity	Partic.	Activity	Partic.
Easter Activities	2 Events	2,200	2 Events	2,000	2 Events	2,000
4th of July Program	1 Event	15,000	1 Event	15,000	1 Event	15,000
Christmas Activities	1 Event	3,000	1 Event	3,500	1 Event	3,500
Dances for Special Needs	3 Events	500	3 Events	700	3 Events	700

We distribute 13,000 Recreation Guides to the community in May and December.

Personnel Services:

Provides for personnel to operate special events.

Other Operating Costs:

Operating costs to provide activities for Christmas and Easter and to run programs such as the Dance for individuals with special needs, and the 4th of July celebration.

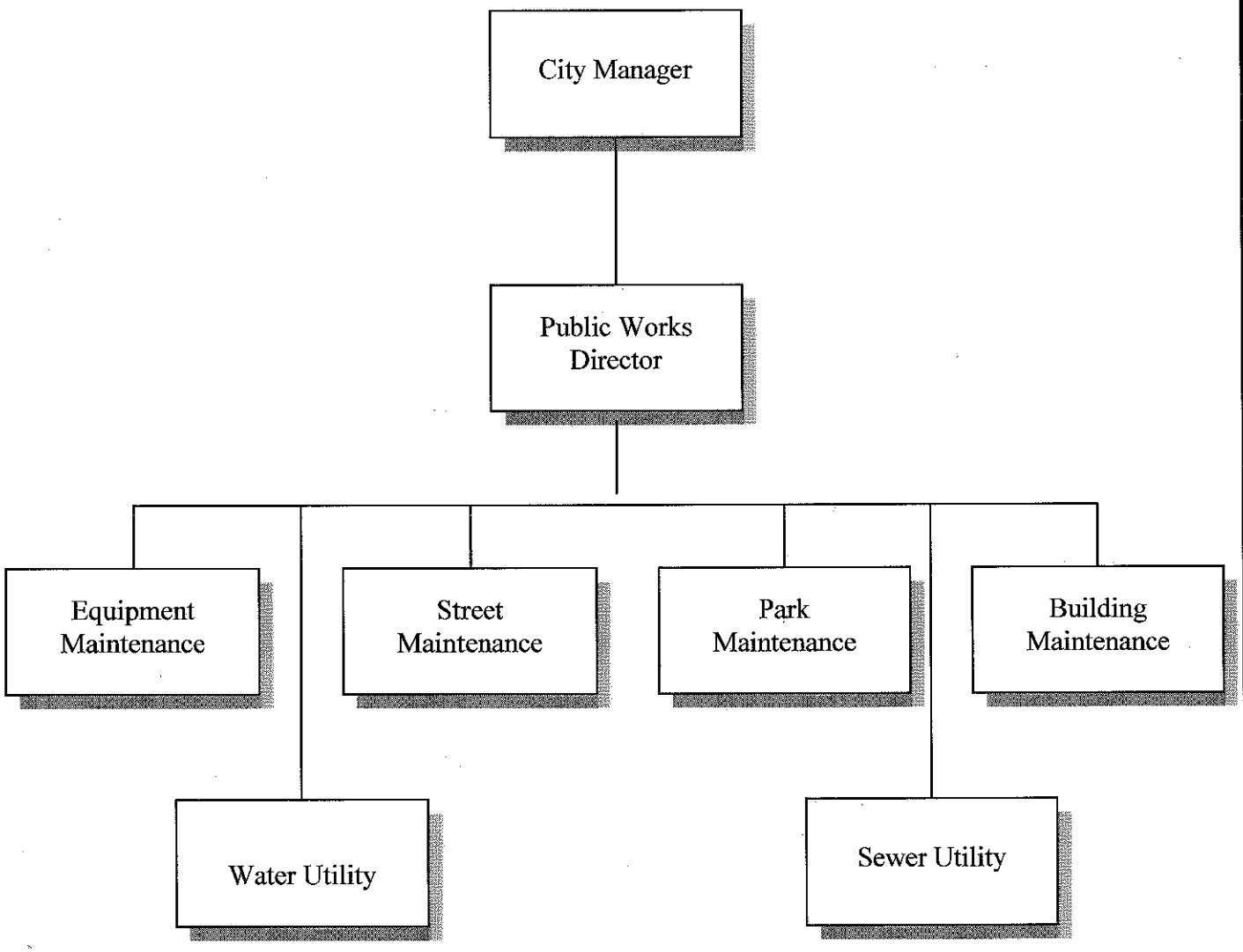
Also provides for printing, design, layout, and postage for the bi-annual Recreation Guide.

City Manager Recommendations:

Funding levels approved as requested

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT



City of La Verne

BUDGET MESSAGE

2016 - 2017 Fiscal Year

Public Works	4100, 4200, 4300, 4400, 4500, 4700, 5200
Department	Cost Center

The public works department is proud to present our budget request for 2016-2017. The department's budget request seeks to maintain our existing service levels to the community. Our personnel costs reflect a reduction of 1.3 percent, due in part to employee turnover within the maintenance ranks, resulting in new hires at entry level salaries. Overall operational expenses show a modest two percent increase, all of which is included in the streets, refuse, and parks maintenance budgets. Increases in these general funded budgets equal 7.7 percent over the prior year. One-third of the increase results from a significant reduction in gas tax revenues, while the remaining amount is due to higher liability insurance costs and refuse contract charges, the latter of which is offset by user fees.

Program expenses within the department remain budgeted at similar levels. This includes such activities as graffiti removal, NPDES compliance, water conservation and environmental programs, street sweeping, tree trimming, and janitorial service. A brief summary of the department's budget request for each operating division follows:

The **building division** is responsible for the general maintenance of the community's public buildings including: City Hall, City Yard, Public Safety Facility, Fire Station II, Fire Station III, and the Fire Department communications building. Supported activities include basic janitorial service, utility expenses, and repairs.

The **street maintenance division** has responsibility for maintenance and repair of the city's rights-of-way and related facilities including the city's streets, sidewalks, curbs, gutters, storm drain system, and traffic signals. The division also provides street sweeping services, graffiti abatement, and contract refuse management. Engineering, road maintenance, electrical power, liability insurance, equipment, and contractual maintenance services represent the majority of costs within this division. Expenses within this budget have grown by eight percent, mostly due to a $120,000 increase in liability insurance expense.

The **water division** is responsible for operation and maintenance of the city's water utility. Imported water purchases, power costs, chemicals, contractual maintenance services, liability insurance, and permit fees are the major expenditures within this budget. Expenses for the coming year have been reduced to reflect lower water sales and thus reduced import water purchases and chemical needs.

The **sewer division** is responsible for both sanitary and storm sewer maintenance and operations. Personnel make up the largest expense in sewer maintenance, followed by equipment and funding for various NPDES compliance activities. Costs within this division have also been reduced, yet services levels will remain consistent with previous years.

The **equipment maintenance division** provides support to all City departments in the acquisition, maintenance, repair, and cost recovery of the City's fleet. The operating budget is generally dedicated to fuel, auto parts, tires, software support, permitting, and liability insurance. The slight reduction in this budget reflects the lower cost of fuel.

The **park maintenance division** has responsibility for the maintenance of all city owned landscape areas and Nine Landscape Maintenance Districts (LMDs). The majority of costs within this budget are maintenance contracts for Sports Park, various citywide areas, and tree trimming, sports lighting, equipment charges, and liability insurance. The LMD budgets generally represent contractual maintenance costs and water expenses. The parks budget has also experienced an eight percent increase from fiscal 15/16 due to the significant increase in liability insurance expense previously noted.

City of La Verne

Public Works	Department Summary	4100 thru 4500, 4700, & 5200 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	4,888,699	4,761,301	4,679,251	4,679,251
Other Operating Costs	14,409,701	14,696,566	14,696,596	14,696,596
Capital Outlay	1,095,476	471,500	419,500	419,500
Total:	20,393,876	19,929,367	19,795,347	19,795,347
Personnel Authorized	48.54	49.54	49.52	49.52
Source of Funds:				
General Fund	4,159,380	4,465,143	4,353,391	4,353,391
Gas Tax	376,000	284,000	284,000	284,000
Water Fund	9,725,206	9,578,785	9,567,801	9,567,801
Sewer Fund	1,339,123	1,271,938	1,274,151	1,274,151
Equipment Fund	2,127,202	1,645,498	1,632,869	1,632,869
Refuse & Recycling	2,236,431	2,258,382	2,258,155	2,258,155
Landscape Assessment Districts	430,534	425,621	424,980	424,980
TOTAL:	20,393,876	19,929,367	19,795,347	19,795,347

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works — Department

Department Summary — Cost Center

4100 thru 4500, 4700 & 5200 Series — Cost Center No.

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
Director of Public Works	1.00	1.00	1.00	1.00
Public Works Manager	1.00	1.00	1.00	1.00
Maintenance Manager	1.00	1.00	1.00	1.00
Utility Manager	1.00	1.00	1.00	1.00
Administrative Clerk II	1.00	1.00	1.00	1.00
Maintenance Supervisor (Street/Parks)	2.00	2.00	2.00	2.00
Water Maint. Supervisor	1.00	1.00	1.00	1.00
Utility Supervisor	1.00	1.00	1.00	1.00
Maintenance Leadworker	3.00	4.00	4.00	4.00
Equipment Operator	1.00	1.00	1.00	1.00
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Worker I/II/III	16.84	14.84	14.84	14.84
Customer Service Rep. I/II	6.00	6.00	6.00	6.00
Fleet Superintendent	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	3.00	3.00	3.00	3.00
Water Systems Specialist	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Auto Parts Technician	0.50	0.00	0.00	0.00
Fleet Analyst	0.50	1.00	1.00	1.00
Irrigation Specialist	0.00	1.00	1.00	1.00
Information Systems Manager	0.35	0.35	0.35	0.35
Accountant	0.35	0.35	0.33	0.33
Account Clerk I/II/III	0.50	1.00	1.00	1.00
TOTAL FULL-TIME	46.04	46.54	46.52	46.52
REGULAR PART-TIME				
PT-Administrative Analyst	1.00	1.00	1.00	1.00
PT-Administrative Clerk I	1.00	1.00	1.00	1.00
PT-Account Clerk I	0.50	0.00	0.00	0.00
PT-Laborer	0.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	2.50	3.00	3.00	3.00
TOTAL POSITIONS	48.54	49.54	49.52	49.52

APPROPRIATIONS

SALARIES & WAGES	2,920,455	2,824,691	2,818,240	2,818,240
OVERTIME	141,923	195,280	185,280	185,280
BENEFIT COSTS	1,826,321	1,741,330	1,675,731	1,675,731
TOTAL PERSONNEL SERVICES	4,888,699	4,761,301	4,679,251	4,679,251

City of La Verne

Public Works	Building Summary	4100 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	78,010	76,107	74,575	74,575
Other Operating Costs	324,450	320,950	320,900	320,900
Capital Outlay	16,000	0	0	0
Total:	418,460	397,057	395,475	395,475
Personnel Authorized	0.68	0.68	0.68	0.68
Source of Funds: General Fund	418,460	397,057	395,475	395,475
TOTAL:	418,460	397,057	395,475	395,475

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works — Department

Building Summary — Cost Center

4100 SERIES — Cost Center No.

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
Director of Public Works	.03	.03	.03	.03
Maintenance Manager	.10	.10	.10	.10
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Leadworker	.05	.05	.05	.05
Maintenance Worker I/II/III	.40	.40	.40	.40
TOTAL FULL-TIME	0.68	0.68	0.68	0.68
REGULAR PART-TIME	0.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	0.68	0.68	0.68	0.68

APPROPRIATIONS

SALARIES & WAGES	46,340	45,377	45,377	45,377
OVERTIME	2,027	2,500	2,000	2,000
BENEFIT COSTS	29,643	28,230	27,198	27,198
TOTAL PERSONNEL SERVICES	78,010	76,107	74,575	74,575

City of La Verne

Public Works	Building Administration	4101
Department	Cost Center	Cost Center No.

Long-Term Objectives:

1. To effectively maintain public facilities including City Hall, City Yard, Public Safety Facility, Fire Stations 2 and 3.

Operational Plans:

1. Effective administration of contractual maintenance services.
2. Effective and efficient use of full-time personnel.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	25,091	24,342	23,957	23,957
Other Operating Costs	4,800	4,900	4,900	4,900
Capital Outlay	0	0	0	0
Total:	29,891	29,242	28,857	28,857
Personnel Authorized	0.13	0.13	0.13	0.13
Source of Funds: General Fund	29,891	29,242	28,857	28,857
TOTAL:	29,891	29,242	28,857	28,857

City of La Verne

Public Works	Building Administration	4101
Department	Cost Center	Cost Center No.

Units of Measure

Units of measure are not included for the Administration cost center. See the remaining cost centers in the 4100 series for program-specific units of measure.

Personnel Services:

To provide a proportional share of wages and benefits for the Director of Public Works and Maintenance Manager.

Other Operating Costs and Capital Outlay:

Operating costs include expenses for uniforms and cleaning, telephone, alarm systems, equipment rental and regulatory permits.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTAL:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works	Building Maintenance	4102
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide service that sustains and/or restores City facilities to a safe and attractive condition and promotes an appearance that will inspire public confidence.

Operational Plans:

Follow established maintenance schedules for all facilities, ensure effective use of contractual maintenance services and monitor/minimize utility costs.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	52,919	51,765	50,618	50,618
Other Operating Costs	319,650	316,050	316,000	316,000
Capital Outlay	16,000	0	0	0
Total:	388,569	367,815	366,618	366,618
Personnel Authorized	0.55	0.55	0.55	0.55
Source of Funds: General Fund	388,569	367,815	366,618	366,618
TOTAL:	388,569	367,815	366,618	366,618

City of La Verne

Public Works	Building Maintenance	4102
Department	Cost Center	Cost Center No.

Units of Measure

	2013-14	2014-15	2015-16	Estimated 2016-17
Buildings Maintained (sq. ft.)	67,301	67,301	67,301	67,301
HVAC Systems (tons)	165	165	165	165
Light Fixtures (ea.)	448	448	448	448
Office paper recycled (tons)	68	65	65	65
Solar Panels (kv)	N/A	70	70	130

Personnel Services:

To provide a proportional share of wages, benefits, and other costs for the Maintenance Manager, Maintenance Leadworker, and Maintenance Workers I/II/III.

Other Operating Costs and Capital Outlay:

Provides for routine operation and maintenance costs including utilities, service contracts, supplies, and other essential costs.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTAL:	0	0	0

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.

City of La Verne

Public Works	Street Maintenance Summary	4200 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	763,341	754,410	727,895	727,895
Other Operating Costs	3,936,855	4,103,573	4,103,600	4,103,600
Capital Outlay	82,000	2,500	2,500	2,500
Total:	4,782,196	4,860,483	4,833,995	4,833,995
Personnel Authorized	7.63	7.68	7.63	7.63
Source of Funds:				
Refuse & Recycling	2,236,431	2,258,382	2,258,155	2,258,155
General	2,169,765	2,318,101	2,291,840	2,291,840
Gas Tax	376,000	284,000	284,000	284,000
TOTAL:	4,782,196	4,860,483	4,833,995	4,833,995

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works (Department) | Street Maintenance Summary (Cost Center) | 4200 SERIES (Cost Center No.)

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.05	.10	.05	.05
Public Works Manager	.25	.25	.25	.25
Maintenance Manager	.53	.53	.53	.53
Maintenance Supervisor	.75	.75	.75	.75
Maintenance Leadworker	.85	.85	.85	.85
Maintenance Worker I/II/III	4.20	4.20	4.20	4.20
Equipment Operator	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	7.63	7.68	7.63	7.63
REGULAR PART-TIME	0.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	7.63	7.68	7.63	7.63

APPROPRIATIONS

SALARIES & WAGES	440,864	443,364	435,064	435,064
OVERTIME	18,247	22,500	18,000	18,000
BENEFIT COSTS	304,230	288,546	274,831	274,831
TOTAL PERSONNEL SERVICES	763,341	754,410	727,895	727,895

City of La Verne

Public Works	Streets Administration	4201
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Effectively administer the Street Maintenance Division to minimize liabilities and ensure safe, clean rights-of-way, including streets, alleys, curbs, gutters, sidewalks, and storm drains.

Operational Plans:

1. Continued evaluation of right-of-way facilities.
2. Implementation of Pavement Management Program.
3. Develop and implement the Capital Improvement Program.
4. Effective use of contract engineering services.
5. Pursue additional funding sources such as CDBG, STP-L, Prop C, and other outside grants.
6. Plan check and inspection of developments and public work permits.
7. Liason to Caltrans and other transportation agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	122,308	127,436	113,459	113,459
Other Operating Costs	406,737	510,100	510,100	510,100
Capital Outlay	0	0	0	0
Total:	529,045	637,536	623,559	623,559
Personnel Authorized	0.68	0.73	0.68	0.68
Source of Funds: General Fund	529,045	637,536	623,559	623,559
TOTAL:	529,045	637,536	623,559	623,559

City of La Verne

Public Works	Streets Administration	4201
Department	Cost Center	Cost Center No.

Units of Measure

Units of measure are not included for the Administration cost center. See each of the remaining cost centers in the 4200 series for program-specific units of measure.

Personnel Services:

Provides a proportional share of wages and benefits for the Director of Public Works, Maintenance Manager, and Public Works Manager.

Other Operating Costs and Capital Outlay:

Provides for engineering services, liability insurance, laundry service, and equipment rental.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTAL:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works	Waste & Recycling	4202
Department	Cost Center	Cost Center No.

Long-Term Objectives:

1. Cost effective management of the city's contract refuse and recycling programs.
2. Compliance with AB 939, the Integrated Waste Management Act of 1989, that requires all jurisdictions in California to divert 50% of their waste stream from landfills.

Operational Plans:

1. Continue development and implementation of programs to comply with mandated AB 939 requirements.
2. Public outreach and education.
3. Oversight and management of refuse contract.
4. Management of used oil and hazardous waste recycling programs.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	16,431	14,182	13,955	13,955
Other Operating Costs	2,220,000	2,244,200	2,244,200	2,244,200
Capital Outlay	0	0	0	0
Total:	2,236,431	2,258,382	2,258,155	2,258,155
Personnel Authorized	0.10	0.10	0.10	0.10
Source of Funds: Refuse and Recycling	2,236,431	2,258,382	2,258,155	2,258,155
TOTAL:	2,236,431	2,258,382	2,258,155	2,258,155

City of La Verne

Public Works	Waste & Recycling	4202
Department	Cost Center	Cost Center No.

Units of Measure	2013-14	2014-15	2015-16	Estimated 2016-17
Number of Participants by size of refuse container:				
96-gallon	2,491	2,496	2,500	2,900
64-gallon	4,882	4,892	4,900	4,700
35-gallon	2,023	2,004	2,000	1,700
Refuse Disposal (tons)	24,313	24,221	25,000	26,400
Recycling/Diversion (tons)	10,583	11,340	11,000	11,200
Green Waste Diversion (tons)	6,410	6,000	6,000	6,000
Residential Waste Stream Diversion	48%	47%	48%	47%
Used Oil Recycled - curbside (gallons)	156	151	200	200
Used Oil Recycled - collection center	6,300	6,300	6,300	6,300
Used Oil Filters Recycled	1,500	1,500	1,500	1,500
Syringe Recycling - Participants	308	301	300	300
Christmas Trees Recycled (tons)	110	110	110	110

*Drop in participant count is due to distribution of larger containers which require fewer containers to be distributed

Personnel Services:

To provide a proportional share of wages and benefits for the Public Works Manager.

Other Operating Costs and Capital Outlay:

Operating costs include refuse and recycling contract and AB 939 implementation measures.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTAL:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works	Street Maintenance	4203
Department	Cost Center	Cost Center No.

Long-Term Objectives:

The street maintenance division is responsible for providing infrastructure maintenance and implementing an aggressive pavement management program. Maintenance of city rights-of-way to be maintained in a safe, clean, and appealing condition. The right-of-way specifically includes all public roadways or pathways and related facilities such as the parkway, sidewalks, curbs, gutters and streets, in addition to any public property and property easements.

Operational Plans:

1. Maintain and repair streets, alleys, storm drains, and sidewalks based upon liability risk and priority of need.
2. Comply with all local, state, and federal requirements.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	475,404	457,694	448,070	448,070
Other Operating Costs	650,903	669,537	669,600	669,600
Capital Outlay	2,000	2,500	2,500	2,500
Total:	1,128,307	1,129,731	1,120,170	1,120,170
Personnel Authorized	5.25	5.25	5.25	5.25
Source of Funds:				
General Fund	752,307	845,731	836,170	836,170
Gas Tax	376,000	284,000	284,000	284,000
TOTAL:	1,128,307	1,129,731	1,120,170	1,120,170

City of La Verne

Public Works	Street Maintenance	4203
Department	Cost Center	Cost Center No.

Units of Measure

	2013-14	2014-15	2015-16	Estimated 2016-17
Streets to Maintain (Miles)	98	98	98	98
Patch AC Surface (Sq. Ft.)	160,000	160,000	158,000	165,000
Repair/Const. Concrete (Sq. Ft.)	45,000	45,000	33,000	40,000
Street Stripe/Mark (Lin. Miles)	85	85	85	85
Alleys (Miles)	14	14	14	14
Sidewalks (Miles)	205	205	205	205
Pavement Markings	915	915	915	915

Personnel Services:

To provide a proportional share of wages, benefits, and overtime for Maintenance Supervisor, Maintenance Leadworker, and Maintenance Workers I/II/III.

Other Operating Costs and Capital Outlay:

Operating costs include road materials such as asphalt, concrete and base rock, paint, signs, contractual maintenance services, and equipment rental.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Emergency Preparedness Supplies	$2,500	$2,500	$2,500
TOTAL:	$2,500	$2,500	$2,500

City Manager Recommendations

Adjust personnel services.
Adjust other operating costs.

City of La Verne

Public Works	Street Lighting and Sweeping	4204
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide and maintain city street lights, traffic signals and other lighting in an operable condition at all times and to keep La Verne beautiful by providing street sweeping services.

Operational Plans:

1. Ensure proper operation of traffic signals through contractual service and communication with Caltrans.
2. Endeavor to sweep all city streets bi-monthly.
3. Ensure communication with Southern California Edison relative to street light operation.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	103,092	109,709	107,582	107,582
Other Operating Costs	640,615	660,615	660,600	660,600
Capital Outlay	80,000	0	0	0
Total:	823,707	770,324	768,182	768,182
Personnel Authorized	1.10	1.10	1.10	1.10
Source of Funds: General Fund	823,707	770,324	768,182	768,182
TOTAL:	823,707	770,324	768,182	768,182

City of La Verne

Public Works	Street Lighting and Sweeping	4204
Department	Cost Center	Cost Center No.

Units of Measure

	2013-14	2014-15	2015-16	Estimated 2016-17
Street Sweeping (annual curb mi.)	7,200	7,200	7,200	7,200
Street Signs (ea.)	26,300	26,300	26,300	26,300
Street Lights	2,750	2,750	2,750	2,750
Traffic Signals	22	22	23	25

Personnel Services:

To provide a proportional share of wages, benefits, and overtime for the Maintenance Manager, Maintenance Supervisor, and Equipment Operator.

Other Operating Costs and Capital Outlay:

Operating costs include street sweeping activities, equipment rental, traffic signal maintenance through contractual service, and energy costs for traffic signals and street lights.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTAL:	0	0	0

City Manager Recommendations

Adjust personnel services.
Adjust other operating costs.

City of La Verne

Public Works	Graffiti Removal	4205
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Elimination of graffiti throughout the community.

Operational Plans:

1. Maintain graffiti hotline (596-8787).
2. Remove graffiti from city facilities and rights-of-way within two business days. Respond to graffiti attacks after hours when warranted.
3. Work with private property owners to eliminate graffiti from private property.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	46,106	45,389	44,829	44,829
Other Operating Costs	18,600	19,121	19,100	19,100
Capital Outlay	0	0	0	0
Total:	64,706	64,510	63,929	63,929
Personnel Authorized	0.50	0.50	0.50	0.50
Source of Funds: General Fund	64,706	64,510	63,929	63,929
TOTAL:	64,706	64,510	63,929	63,929

City of La Verne

Public Works	Graffiti Removal	4205
Department	Cost Center	Cost Center No.

Units of Measure

	2013-14	2014-15	2015-16	Estimated 2016-17
No. of Removals - Public Property	40	40	36	38
Graffiti Removed (Sq. Ft.)	1,000	1,000	1,576	1,190
No. of Removals - Private Property	1	5	57	22
Graffiti Removed (Sq. Ft.)	216	750	4,003	1,660

Personnel Services:

To provide a proportional share of wages, benefits, and overtime for the Maintenance Worker I/II/III.

Other Operating Costs and Capital Outlay:

Operating costs include small tool replacements and paint and materials for removal of various types of graffiti including paints, markers, and stickers.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTAL:	0	0	0

City Manager Recommendations

Adjust personnel services.
Adjust other operating costs.

City of La Verne

Public Works	Water Summary	4300 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,873,222	1,817,992	1,807,001	1,807,001
Other Operating Costs	7,664,209	7,714,793	7,714,800	7,714,800
Capital Outlay	187,775	46,000	46,000	46,000
Total:	9,725,206	9,578,785	9,567,801	9,567,801
Personnel Authorized	19.10	19.55	19.59	19.59
Source of Funds: Water Fund	9,725,206	9,578,785	9,567,801	9,567,801
TOTAL:	9,725,206	9,578,785	9,567,801	9,567,801

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works — Department

Water Summary — Cost Center

4300 SERIES — Cost Center No.

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
Director of Public Works	.45	.40	.45	.45
Public Works Manager	.35	.35	.35	.35
Utilities Manager	.70	.70	.70	.70
Wtr/Sewer Maint. Supervisor	.75	.75	.75	.75
Utility Supervisor	.50	.50	.50	.50
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Leadworker	.65	.65	.65	.65
Maintenance Worker I/II/III	4.05	4.05	4.05	4.05
Customer Service Rep. I/II	5.55	5.55	5.55	5.55
Management Analyst	.50	.50	.50	.50
Water System Specialist	1.00	1.00	1.00	1.00
Administrative Clerk II	.60	.60	.60	.60
Information Systems Manager	.20	.20	.20	.20
Accountant	.20	.20	.19	.19
Account Clerk I/II/III	.25	.50	.50	.50
TOTAL FULL-TIME	17.75	17.95	17.99	17.99
REGULAR PART-TIME				
PT-Administrative Clerk I	.60	.60	.60	.60
PT-Account Clerk I	.25	.00	.00	.00
PT-Administrative Analyst	.50	.50	.50	.50
PT-Laborer	.00	.50	.50	.50
TOTAL REG. PART-TIME	1.35	1.60	1.60	1.60
TOTAL POSITIONS	19.10	19.55	19.59	19.59

APPROPRIATIONS

SALARIES & WAGES	1,129,584	1,064,804	1,073,104	1,073,104
OVERTIME	57,023	100,000	100,000	100,000
BENEFIT COSTS	686,615	653,188	633,897	633,897
TOTAL PERSONNEL SERVICES	1,873,222	1,817,992	1,807,001	1,807,001

City of La Verne

Public Works	Water Administration	4301
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To effectively administer the functions of the Water Division.

Operational Plans:

1. Continue partnership with Six Basins Watermaster.
2. Continue to monitor groundwater production to maximize use of groundwater.
3. Continue to develop programs and operational efficiencies to improve the production of groundwater.
4. Maintain and update operational disaster preparedness plans.
5. Promote water conservation and public awareness through education and marketing.
6. Develop and implement the Capital Improvement Program and Water Master Plan.
7. Manage contractual engineering services and construction contracts.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	389,884	402,741	409,781	409,781
Other Operating Costs	377,033	496,593	496,600	496,600
Capital Outlay	63,705	0	0	0
Total:	830,622	899,334	906,381	906,381
Personnel Authorized	2.80	2.30	2.35	2.35
Source of Funds: Water Fund	830,622	899,334	906,381	906,381
TOTAL:	830,622	899,334	906,381	906,381

City of La Verne

Public Works	Water Administration	4301
Department	Cost Center	Cost Center No.

Units of Measure

Units of measure are not included for the Administration cost center. See each of the remaining cost centers in the 4300 series for program-specific units of measure.

Personnel Services:

Provide proportional share of wages and benefits for the Director of Public Works, Utility Manager, Public Works Manager Management Analyst, and Administrative Clerk II.

Other Operating Costs and Capital Outlay:

Operating costs include items such as engineering and legal fees, property tax payments, permits, equipment rental, laundry service, and staff development.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTAL:	0	0	0

City Manager Recommendations

Adjust personnel services.
Adjust other operating costs.

City of La Verne

Public Works	Water Production	4302
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide an adequate supply of the highest quality water to the community at the least cost.

Operational Plans:

1. Monitor all production related facilities 24 hours a day through the use of the computerized telemetry system including the Amherst Treatment Plant.
2. Conduct preventative maintenance on all facilities per scheduled intervals.
3. Operate production facilities per the operating plan to achieve maximum groundwater production and use, while minimizing pumping costs.
4. Comply with all local, state, and federal requirements relative to water quality.
5. Routinely sample water quality to ensure compliance with all state and federal standards.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	381,185	386,029	381,527	381,527
Other Operating Costs	6,756,076	6,665,100	6,665,100	6,665,100
Capital Outlay	0	40,000	40,000	40,000
Total:	7,137,261	7,091,129	7,086,627	7,086,627
Personnel Authorized	3.25	3.25	3.25	3.25
Source of Funds: Water Fund	7,137,261	7,091,129	7,086,627	7,086,627
TOTAL:	7,137,261	7,091,129	7,086,627	7,086,627

City of La Verne

Public Works	Water Production	4302
Department	Cost Center	Cost Center No.

Units of Measure

	2013-14	2014-15	2015-16	Estimated 2016-17
Water Purchased (acre feet)	6,178	5,477	4,600	4,700
Water Production (acre feet)	2,518	1,924	1,700	1,800
Number of Wells Operated	9	9	9	9
Number of Reservoirs Maintained	13	13	13	13
Pump Stations	10	10	10	10
Hydropneumatic Stations	1	1	1	1
Water Quality Samples	2143	2150	2150	2180

Personnel Services:

To provide wages, benefits, and overtime for Water Supervisor, Water Systems Specialist, and Water Production Operators.

Other Operating Costs and Capital Outlay:

Operating costs include water purchases, energy pumping charges, contractual maintenance, outside laboratory services for water quality testing, and equipment rental.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Security Improvements	$40,000	$40,000	$40,000
TOTAL:	$40,000	$40,000	$40,000

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works	Water Transmission/Distribution	4304
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Efficient and continuous delivery of water through the distribution grid.

Operational Plans:

1. Respond to and repair water leaks within appropriate time frames.
2. Respond to emergencies within 20 minutes, including 24-hour availability.
3. Replace old services and meters as required and in coordination with other capital improvements.
4. Inspect and maintain all fire hydrants and valves at scheduled intervals.
5. Perform related work such as valve maintenance program, leak detection monitoring, etc.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	516,495	457,891	452,301	452,301
Other Operating Costs	301,750	310,750	310,750	310,750
Capital Outlay	119,970	6,000	6,000	6,000
Total:	938,215	774,641	769,051	769,051
Personnel Authorized	5.20	5.20	5.20	5.20
Source of Funds:				
Water Fund	938,215	774,641	769,051	769,051
TOTAL:	938,215	774,641	769,051	769,051

City of La Verne

Public Works	Water Transmission/Distribution	4304
Department	Cost Center	Cost Center No.

Units of Measure

	2013-14	2014-15	2015-16	Estimated 2016-17
Mainline Repairs (ea.)	6	4	15	6
Service Lines Repaired	6	6	3	5
Service Lines Replaced (ea.)	36	15	25	20
Meter Leaks (ea.)	8	5	3	5
Emergency Responses/Call-outs	69	80	91	60
Mainline Valve Repair/Replace	9	8	12	10

Personnel Services:

To provide wages, benefits, overtime, and standby costs for the Water Maintenance Supervisor, Maintenance Leadworker, and Maintenance Workers I/II/III.

Other Operating Costs and Capital Outlay:

Operating costs include materials and other supplies necessary to repair and/or install water mainlines, service lines, hydrants, and meters plus equipment rental.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Liftgate	$4,000	$4,000	$4,000
Field Computer	$2,000	$2,000	$2,000
TOTAL:	$6,000.00	$6,000	$6,000

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works	Water Customer Service	4314
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide the highest level of customer service to the public. To develop the skills and knowledge of all personnel to provide efficient, accurate service and cost effective billing procedures.

Operational Plans:

1. Maintain quality public service for the functions of water, refuse, and sewer services and provide general information to the public concerning those services.
2. Install new services within two weeks of requests.
3. Continue the meter maintenance programs to minimize lost revenue, including the 3-year testing cycle of all water meters 1.5-inch and larger and 20-year replacement cycle of all residential water meters.
4. Continue collection efforts on delinquent accounts in order to maintain the lowest possible accounts receivable.
5. Maintain mandated cross-connection control program in accordance with state requirements.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	585,658	571,331	563,392	563,392
Other Operating Costs	229,350	242,350	242,350	242,350
Capital Outlay	4,100	0	0	0
Total:	819,108	813,681	805,742	805,742
Personnel Authorized	6.50	6.50	6.50	6.50
Source of Funds: Water Fund	819,108	813,681	805,742	805,742
TOTAL:	819,108	813,681	805,742	805,742

City of La Verne

Public Works	Water Customer Service	4314
Department	Cost Center	Cost Center No.

Units of Measure	2013-14	2014-2015	2015-16	Estimated 2016-17
Water Utility Accounts	8,375	8,500	8,589	8,600
Water Billings	48,723	48,500	51,131	51,600
Late Notices	8,577	8,600	8,752	8,500
Delinquent Turn-off Notices	1,732	1,800	1,706	1,700
Discontinued for Nonpayment	260	300	283	275
Applications Processed	651	650	655	650
Closing Bills Processed	638	625	623	600
Field Checks	1,062	1,500	1,169	1,300
Customer Questions/Complaints	2,340	2,400	2,600	2,600
Meter Change-outs	200	400	235	250
Online Bill Pay Accounts	2,700	3,200	3,374	3,400

Personnel Services:

To provide wages and benefits for Public Works Manager, Utility Supervisor, Customer Service Representatives I/II, Accountant, Administrative Clerk II, and Account Clerk I/II/III.

Other Operating Costs and Capital Outlay:

Operating costs include postage, office supplies, water meters, and equipment rental.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Computer Equipment			
TOTAL:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works	Storm & Sanitary Sewer Summary	4400 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	816,189	738,132	740,351	740,351
Other Operating Costs	501,934	531,306	531,300	531,300
Capital Outlay	21,000	2,500	2,500	2,500
Total:	1,339,123	1,271,938	1,274,151	1,274,151
Personnel Authorized	7.75	7.70	7.74	7.74
Source of Funds: Sewer Utility Fund	1,339,123	1,271,938	1,274,151	1,274,151
TOTAL:	1,339,123	1,271,938	1,274,151	1,274,151

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works — Department

Storm & Sanitary Sewer Summary — Cost Center

4400 SERIES — Cost Center No.

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
Director of Public Works	.25	.20	.25	.25
Public Works Manager	.35	.35	.35	.35
Maintenance Manager	.25	.25	.25	.25
Utility Manager	.30	.30	.30	.30
Wtr./Sewer Maint. Supervisor	.25	.25	.25	.25
Utility Supervisor	.50	.50	.50	.50
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Worker I/II/III	2.35	2.25	2.25	2.25
Maintenance Leadworker	.45	.55	.55	.55
Customer Service Rep. I/II	.45	.45	.45	.45
Administrative Clerk II	.30	.30	.30	.30
Management Analyst	.50	.50	.50	.50
Information Systems Manager	.15	.15	.15	.15
Accountant	.15	.15	.14	.14
Account Clerk I/II/II	.25	.50	.50	.50
TOTAL FULL-TIME	6.60	6.80	6.84	6.84
REGULAR PART-TIME				
PT-Administrative Analyst	.50	.50	.50	.50
PT-Administrative Clerk I	.40	.40	.40	.40
PT-Account Clerk	.25	.00	.00	.00
TOTAL REG. PART-TIME	1.15	0.90	0.90	0.90
TOTAL POSITIONS	7.75	7.70	7.74	7.74

APPROPRIATIONS

SALARIES & WAGES	511,940	461,952	470,252	470,252
OVERTIME	19,008	20,000	20,000	20,000
BENEFIT COSTS	285,241	256,180	250,099	250,099
TOTAL PERSONNEL SERVICES	816,189	738,132	740,351	740,351

City of La Verne

Public Works	Storm & Sanitary Sewer Administration	4401
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To effectively administer the functions of the sewer utility.

Operational Plans:

1. Continue to clean and televise to evaluate the sewer system for effective operation and maintenance.
2. Ensure compliance with the mandates of the Regional Board and follow CWEA guidelines for updates for compliance.
3. Continue to work with Los Angeles County Department of Public Works Industrial Waste Division to prevent sewer stoppages caused by Fats, Oils, and Grease (FOG).
4. Implementation of the Sewer Maintenance Management Plan.
5. Develop and implement the Capital Improvement Program.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	518,948	466,243	471,814	471,814
Other Operating Costs	205,914	231,761	231,800	231,800
Capital Outlay	20,000	2,500	2,500	2,500
Total:	744,862	700,504	706,114	706,114
Personnel Authorized	3.75	3.75	3.79	3.79
Source of Funds: Sewer Utility Fund	744,862	700,504	706,114	706,114
TOTAL:	744,862	700,504	706,114	706,114

City of La Verne

Public Works	Storm & Sanitary Sewer Administration	4401
Department	Cost Center	Cost Center No.

Units of Measure

Units of measure are not included for the Administration cost center. See the remaining cost center in the 4400 series for program-specific units of measure.

Personnel Services:

Provide wages and benefits for the Director of Public Works, Utility Manager, Maintenance Manager, Water Supervisor, Maintenance Supervisor, Public Works Manager, Management Analyst, and Administrative Clerk II.

Other Operating Costs and Capital Outlay:

Operating costs include engineering services, office supplies, and equipment rental.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Office Equipment	$1,000	$1,000	$1,000
Emergency Supplies	$1,500	$1,500	$1,500
TOTAL:	$2,500	$2,500	$2,500

City Manager Recommendations

Adjust personnel services.
Adjust other operating costs.

City of La Verne

Public Works	Storm & Sanitary Sewer System Maintenance	4402
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Effectively maintain the City's sewer collection system and pumping stations to minimize overflow potential. This includes inspecting mainlines for fats, oil and grease, root intrusion, and mainline off sets.

Operational Plans:

1. Provide system maintenance at regularly scheduled intervals.
2. Document maintenance activities and condition of collection system using remote camera operation.
3. Provide routine cleaning of storm drain catch basins.
4. Roots shall be removed within one week of discovery and off sets repaired within two weeks of discovery.
5. Areas with roots are placed on a 3-year rotating schedule for root foaming.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	297,241	271,889	268,537	268,537
Other Operating Costs	296,020	299,545	299,500	299,500
Capital Outlay	1,000	0	0	0
Total:	594,261	571,434	568,037	568,037
Personnel Authorized	2.85	3.05	3.05	3.05
Source of Funds: Sewer Utility Fund	594,261	571,434	568,037	568,037
TOTAL:	594,261	571,434	568,037	568,037

City of La Verne

Public Works	Storm & Sanitary Sewer System Maintenance	4402
Department	Cost Center	Cost Center No.

Units of Measure

	2013-14	2014-15	2015-16	Estimated 2016-17
Pipe Cleaned (in feet)	450,000	450,000	450,000	450,000
Pipe Videotaped (in feet)	350,000	350,000	350,000	350,000
Dye Tests	4	2	3	3
Emergency Calls	4	3	3	3
Catch Basins Cleaned (ea.)	532	532	532	532
Pipe Roots Foamed (in feet)	30,000	30,000	31,000	31,000

*Increase in dye tests due to audit of accounts without sewer service

Personnel Services:

Provides a proportional share of wages, benefits, overtime, and standby costs for the Maintenance Supervisor, Utility Supervisor, Maintenance Leadworker, and Maintenance Worker I/II/III.

Other Operating Costs and Capital Outlay:

Operating costs include contractual maintenance and services, uniforms and safety equipment, energy, and city equipment rental.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTAL:			

City Manager Recommendations

Adjust personnel services.
Adjust other operating costs.

City of La Verne

Public Works	Equipment Maintenance Summary	4500 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	595,702	565,673	553,019	553,019
Other Operating Costs	758,799	738,325	738,350	738,350
Capital Outlay	772,701	341,500	341,500	341,500
Total:	2,127,202	1,645,498	1,632,869	1,632,869
Personnel Authorized	5.20	5.20	5.20	5.20
Source of Funds: Equipment Fund	2,127,202	1,645,498	1,632,869	1,632,869
TOTAL:	2,127,202	1,645,498	1,632,869	1,632,869

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works — Department

Equipment Maintenance Summary — Cost Center

4500 SERIES — Cost Center No.

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.10	.10	.10	.10
Fleet Superintendent	1.00	1.00	1.00	1.00
Equipment Mechanic I	1.00	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00	2.00
Parts Technician	.50	.00	.00	.00
Administrative Clerk II	.10	.10	.10	.10
Administrative Analyst	.50	1.00	1.00	1.00
TOTAL FULL-TIME	5.20	5.20	5.20	5.20
REGULAR PART-TIME				
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	5.20	5.20	5.20	5.20

APPROPRIATIONS

SALARIES & WAGES	356,033	336,832	336,832	336,832
OVERTIME	25,343	30,000	25,000	25,000
BENEFIT COSTS	214,326	198,841	191,187	191,187
TOTAL PERSONNEL SERVICES	595,702	565,673	553,019	553,019

City of La Verne

Public Works	Equipment Administration	4501
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide management with accurate and up-to-date information pertinent to the operation and condition of the City's equipment fleet. To maintain safe, attractive, and efficient operation in the maintenance shop and provide for the replacement of equipment at previously established intervals. To ensure an environmentally risk free operation.

Operational Plans:

1. Provide management information on the use, condition, cost effectiveness, and safety of all equipment.
2. Inspect and evaluate all equipment considered for replacement.
3. Monitor specifications on new equipment available on the market.
4. Provide comprehensive training for fleet personnel on technological changes in the automotive industry.
5. Monitor and control the division's waste stream.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	237,222	218,015	214,847	214,847
Other Operating Costs	138,199	154,575	154,600	154,600
Capital Outlay	772,701	341,500	341,500	341,500
Total:	1,148,122	714,090	710,947	710,947
Personnel Authorized	1.60	1.60	1.60	1.60
Source of Funds: Equipment Fund	1,148,122	714,090	710,947	710,947
TOTAL:	1,148,122	714,090	710,947	710,947

City of La Verne

Public Works	Equipment Administration	4501
Department	Cost Center	Cost Center No.

Units of Measure

	2013-14	2014-15	2015-16	Projected 2016-17
Motor Pool	204	206	207	208
Motorcycles	2	2	2	2
Fire Dept.	15	15	16	16
Total	221	223	225	226

Personnel Services:

To provide a proportional share of wages and benefits for the Director of Public Works, Fleet Superintendent, Equipment Mechanics, Administrative Analyst and Administrative Clerk II.

Other Operating Costs and Capital Outlay:

Operating costs consist of administrative expenses necessary to maintain the division. Included are the costs of vehicle insurance, uniform service, small tool replacement and/or repair, training, miscellaneous materials, and waste recycling.

Capital Outlay:

	Department Request	Manager Recommendation	Council Approved
Equipment Replacement (See Schedule)	$321,500	$321,500	$321,500
CNG Station Upgrade	$20,000	$20,000	$20,000
TOTAL:	$341,500	$341,500	$341,500

City Manager Recommendations

Adjust personnel services.
Adjust other operating costs.

City of La Verne

2016-2017

AUTOMOTIVE AND WORK EQUIPMENT REPLACEMENT

I.D.#	DESCRIPTION REASON FOR REPLACEMENT	USER DEPT.	ESTIMATED RESALE VALUE	DEPARTMENT REQUEST	MANAGER REC.	COUNCIL APPROVED
1006	1997 Case Backhoe Unreliable, high emissions, outdated diesel engine.	Water Dept	$45,000.00	$118,000.00	$118,000.00	$118,000.00
2014	2006 BMW Motorcycle Accident, too costly to repair	Police Dept	$1,200.00	$28,000.00	$28,000.00	$28,000.00
2030	2004 Toro large area mower Unreliable, high operationg costs	Parks Dept	$2,500.00	$105,000.00	$105,000.00	$105,000.00
2159	2009 Ford Explorer High Milage, due for replacement	Police Dept	$4,000.00	$31,500.00	$31,500.00	$31,500.00
3199	2014 Ford Explorer Excessive mileage, due for replacement	Police Dept	$2,500.00	$39,000.00	$39,000.00	$39,000.00
	TOTAL			$321,500.00	$321,500.00	$321,500.00

City of La Verne

Public Works	Preventative Maintenance	4502
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Increase life and retain value of City-owned equipment. Provide safe, clean vehicles, reduce costly down time.

Operational Plans:

1. Service City-owned equipment at specific mileage/time intervals according to preventative maintenance schedules.
2. Thoroughly inspect equipment each time it is serviced to avert potential breakdowns and ensure the safe operation of all vehicles and equipment.
3. Schedule all equipment for repairs as discovered through preventative maintenance and inspections.
4. Monitor failures and premature wear characteristics to aid in setting vehicle replacement specifications.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	99,324	100,608	99,176	99,176
Other Operating Costs	57,400	57,500	57,500	57,500
Capital Outlay	0	0		
Total:	156,724	158,108	156,676	156,676
Personnel Authorized	1.30	1.30	1.30	1.30
Source of Funds: Equipment Fund	156,724	158,108	156,676	156,676
TOTAL:	156,724	158,108	156,676	156,676

City of La Verne

Public Works	Preventative Maintenance	4502
Department	Cost Center	Cost Center No.

Units of Measure

STAFF HOURS TO SERVICE CITY EQUIPMENT

Group	2013-14	2014-15	2015-16	Estimated 2016-17
Police Vehicles	951	827	700	764
Fire Equipment	699	608	515	561
Staff Vehicles	112	97	82	90
Maintenance Trucks	421	365	309	337
Heavy Equipment	475	414	350	382
Miscellaneous	84	73	62	67
Work for Others*	56	49	41	45

*Refers to the maintenance of small equipment not in the fleet division's inventory

Personnel Services:

To provide a proportional share of wages and benefits for the Equipment Mechanic I and Equipment Mechanic II's.

Other Operating Costs and Capital Outlay:

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:			

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works	Equipment Repair Work	4503
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide user departments with dependable, efficient, and safe equipment. To ensure the availability of all equipment when needed and improve vehicle performance and safety through a complete diagnosis and repair program.

Operational Plans:

1. Effect timely, cost efficient vehicle/equipment repair.
2. Coordinate repair activities to provide expedient service based upon user department priorities.
3. Make changes or modify equipment to suit individual maintenance department needs.
4. Increase overall value of fleet through a continual refurbishing program.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	259,156	247,050	238,996	238,996
Other Operating Costs	563,200	526,250	526,250	526,250
Capital Outlay	0	0	0	0
Total:	822,356	773,300	765,246	765,246
Personnel Authorized	2.30	2.30	2.30	2.30
Source of Funds: Equipment Fund	822,356	773,300	765,246	765,246
TOTAL:	822,356	773,300	765,246	765,246

City of La Verne

Public Works	Equipment Repair Work	4503
Department	Cost Center	Cost Center No.

Units of Measure

STAFF HOURS TO REPAIR CITY EQUIPMENT

Group	2013-14	2014-15	2015-16	Estimated 2016-17
Police Vehicles	985	1076	1033	988
Fire Equipment	1064	1163	1206	1153
Staff Vehicles	80	86	86	82
Maintenance Trucks	709	775	732	700
Heavy Equipment	788	861	904	865
Miscellaneous	79	86	129	123
Work for Others	236	258	215	206

Personnel Services:

To provide a proportional share of wages and benefits for the Fleet Superintendent and Equipment Mechanics. A substantial portion of the personnel services goes toward working for other departments (i.e. police radios, small equipment in maintenance divisions).

Other Operating Costs and Capital Outlay:

Operating costs include repair parts, fuel, tires, outside repair, and painting services.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:			

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works	Park Maintenance Summary	4700 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	720,222	766,012	734,076	734,076
Other Operating Costs	834,933	904,973	905,000	905,000
Capital Outlay	16,000	79,000	27,000	27,000
Total:	1,571,155	1,749,985	1,666,076	1,666,076
Personnel Authorized	7.92	8.47	8.42	8.42
Source of Funds:				
General Fund	1,571,155	1,749,985	1,666,076	1,666,076
TOTAL:	1,571,155	1,749,985	1,666,076	1,666,076

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Park Maintenance Summary	4700 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Director of Public Works	.05	.10	.05	.05
Public Works Manager	.05	.05	.05	.05
Maintenance Manager	.05	.05	.05	.05
Park Maintenance Supervisor	.93	.93	.93	.93
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I/II/III	5.84	5.84	5.84	5.84
TOTAL FULL-TIME	7.92	7.97	7.92	7.92
REGULAR PART-TIME				
PT-Laborer	.00	.50	.50	.50
TOTAL REG. PART-TIME	.00	.50	.50	.50
TOTAL POSITIONS	7.92	8.47	8.42	8.42

APPROPRIATIONS

SALARIES & WAGES	407,597	443,859	429,108	429,108
OVERTIME	20,275	20,280	20,280	20,280
BENEFIT COSTS	292,350	301,873	284,688	284,688
TOTAL PERSONNEL SERVICES	720,222	766,012	734,076	734,076

City of La Verne

Public Works	Park Administration	4701
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To effectively maintain all public parks, city-wide landscape areas, landscape maintenance districts and recreational facilities.

Operational Plans:

1. Effective administration of contractual maintenance services.
2. Effective and efficient use of full and part-time personnel.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	29,476	39,897	27,323	27,323
Other Operating Costs	58,400	121,597	121,600	121,600
Capital Outlay	0	0	0	0
Total:	87,876	161,494	148,923	148,923
Personnel Authorized	0.15	0.20	0.15	0.15
Source of Funds:				
General Fund	87,876	161,494	148,923	148,923
TOTAL:	87,876	161,494	148,923	148,923

City of La Verne

Public Works	Parks Administration	4701
Department	Cost Center	Cost Center No.

Units of Measure:

Units of measure are not included for the Administration cost center. See the remaining cost centers in the 4700 series for program-specific units of measure.

Personnel Services:

To provide a proportional share of wages and benefits for the Director of Public Works, Maintenance Manager and Public Works Manager.

Other Operating Costs and Capital Outlay:

Provide for consultant services, liability insurance, training and general office supplies.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.
Adjust other operating costs.

City of La Verne

Public Works	Park Maintenance	4702
Department	Cost Center	Cost Center No.

Long-Term Objectives:

1. To keep the City's parks, athletic fields & surfaces, landscaping and trees in a safe and aesthetically pleasing state.
2. To operate in the most cost effective manner.
3. To perform weed abatement on vacant City owned properties and open space.

Operational Plans:

1. Mowing turf areas weekly.
2. Litter and leaf removal weekly.
3. Edging each park twice monthly.
4. Weed Control twice yearly.
5. Aerating and fertilizing twice yearly.
6. Checking and servicing restrooms daily.
7. Trimming planters quarterly.
8. Maintaining a designated water budget.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	515,208	543,453	526,400	526,400
Other Operating Costs	550,633	557,495	557,500	557,500
Capital Outlay	16,000	79,000	27,000	27,000
Total:	1,081,841	1,179,948	1,110,900	1,110,900
Personnel Authorized	5.87	5.87	5.86	5.86
Source of Funds:				
General Fund	1,081,841	1,179,948	1,110,900	1,110,900
TOTAL:	1,081,841	1,179,948	1,110,900	1,110,900

City of La Verne

Public Works	Parks Maintenance	4702
Department	Cost Center	Cost Center No.

Units of Measure:

	2013-14	2014-15	2015-16	Estimated 2016-17
Picnic & Play Equipment Repaired	10	10	15	12
Acres of Grass Mowed	2,627	3,000	3,080	3,700
Linear Feet of Edging	416,450	416,450	416,450	416,450
Acres of Planter Area Maintained	414	414	414	414

Personnel Services:

To provide a proportional share of wages, and benefits for Maintenance Supervisor, Maintenance Leadworker, and Maintenance Worker I/II/III

Other Operating Costs and Capital Outlay:

Provides for contractual maintenance services, custodial supplies, utilities, materials and equipment rental.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Park Drinking Fountains	$12,000	0	0
Security Cameras	$40,000	0	0
Riding Detail Mower	$25,000	$25,000	$25,000
Emergency Preparedness Supplies	$2,000	$2,000	$2,000
TOTALS:	$79,000	$27,000	$27,000

City Manager Recommendations

Adjust personnel services.
Reduce capital outlay.

City of La Verne

Public Works	Tree Maintenance	4703
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide maintenance for the City's 10,619 parkway trees resulting in healthy trees and reduced liabilities.

Operational Plans:

1. Effective administration of contractual tree trimming services.
2. Maintain and follow a strict six-year grid tree trimming program.
3. Effective and efficient use of full and part-time personnel.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	175,538	182,662	180,353	180,353
Other Operating Costs	225,900	225,881	225,900	225,900
Capital Outlay	0	0	0	0
Total:	401,438	408,543	406,253	406,253
Personnel Authorized	1.90	1.90	1.91	1.91
Source of Funds:				
General Fund	401,438	408,543	406,253	406,253
TOTAL:	401,438	408,543	406,253	406,253

City of La Verne

Public Works	Tree Maintenance	4703
Department	Cost Center	Cost Center No.

Units of Measure:

	2013-14	2014-15	2015-16	Estimated 2016-17
Number of Trees Planted	4	5	35	20
Number of Trees Removed	38	40	120	70
Number of Trees Pruned*	1,643	1,550	1,780	1,850
Number of Trees Root-pruned	10	10	8	8

*Currently in fourth year of six year cycle

Personnel Services:

To provide a proportional share of wages, and benefits for Maintenance Supervisor, Maintenance Leadworker, and Maintenance Worker I/II/III

Other Operating Costs and Capital Outlay:

Provides for contractual maintenance services, tools and equipment rental.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works	Maintenance Assessment Districts Summary	5200 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	42,013	42,975	42,334	42,334
Other Operating Costs	388,521	382,646	382,646	382,646
Capital Outlay	0	0	0	0
Total:	430,534	425,621	424,980	424,980
Personnel Authorized	0.26	0.26	0.26	0.26
Source of Funds:				
Maint. Assessment Districts	430,534	424,228	424,519	424,519
General Fund	0	1,393	461	461
TOTAL:	430,534	425,621	424,980	424,980

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Maintenance Assessment Districts Summary	5200 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
Parks Supervisor	.07	.07	.07	.07
Maintenance Supervisor	.05	.05	.05	.05
Public Works Director	.07	.07	.07	.07
Maintenance Manager	.07	.07	.07	.07
TOTAL FULL-TIME	.26	.26	.26	.26
REGULAR PART-TIME				
TOTAL REG. PART-TIME	.00	.00	.00	.00
TOTAL POSITIONS	0.26	0.26	0.26	0.26
APPROPRIATIONS				
SALARIES & WAGES	28,097	28,503	28,503	28,503
OVERTIME	0	0	0	0
BENEFIT COSTS	13,916	14,472	13,831	13,831
TOTAL PERSONNEL SERVICES	42,013	42,975	42,334	42,334

City of La Verne

Public Works/Maint. Assessment Districts	Esperanza Assessment District No. 84-1M	5201
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Maintenance of storm drain facilities and slopes to provide protection to Esperanza Drive from storm water and storm water run-off.

Operational Plans:

1. Inspection of slopes and storm drains after each storm totaling two inches or more but not less than twice per season.
2. Removal of brush and debris from inlet and outlet structures.
3. Reseed slopes as necessary to maintain adequate root structure and control erosion.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	5,785	5,840	5,761	5,761
Other Operating Costs	4,400	6,900	6,900	6,900
Capital Outlay	0	0	0	0
Total:	10,185	12,740	12,661	12,661
Personnel Authorized	0.05	0.05	0.05	.05
Source of Funds:				
Maint. District 84-1M	10,185	12,740	12,661	12,661
TOTAL:	10,185	12,740	12,661	12,661

City of La Verne

Public Works/Maint. Assessment Districts Department	Esperanza Assessment District No. 84-1M Cost Center	5201 Cost Center No.

Units of Measure	2013-14	2014-15	2015-16	Estimated 2016-17
Inspections	12	12	12	12
Sq. Foot Slopes Maintained	394,711	394,711	394,711	394,711
Ln. Feet Drains Maintained	14,858	14,858	14,858	14,858
Sq. Foot Rip Rap	7,900	7,900	7,900	7,900

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Includes contract maintenance services, miscellaneous materials, supplies, and engineering services.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works/Maint. Assessment Districts	First Street & Fulton Road Assessment District 6, Zone 2	5202
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally located on the northwest corner of First Street and Fulton Road.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	363	372	366	366
Other Operating Costs	3,210	3,071	3,071	3,071
Capital Outlay	0	0	0	0
Total:	3,573	3,443	3,437	3,437
Personnel Authorized	.0021	.0021	.0021	.0021
Source of Funds: Maint. Assessment District	3,573	3,443	3,437	3,437
TOTAL:	3,573	3,443	3,437	3,437

City of La Verne

Public Works/Maint. Assessment Districts	First Street & Fulton Road Assessment District 6, Zone 2	5202
Department	Cost Center	Cost Center No.

Units of Measure:	2013-14	2014-15	2015-16	Estimated 2016-17
Acres of Landscape Maintained	.19 Acre	.19 Acre	.19 Acre	.19 Acre

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, and nursery materials.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works/Maint. Assessment Districts	Wheeler Avenue and Tabor Lane Assessment District 6, Zone 3	5203
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally located on the southwest side of Wheeler Avenue, Tabor Street, and Ancona Avenue.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	517	530	522	522
Other Operating Costs	4,250	3,325	3,325	3,325
Capital Outlay	0	0	0	0
Total:	4,767	3,855	3,847	3,847
Personnel Authorized	.0030	.0030	.0030	.0030
Source of Funds:				
Maint. Assessment District	3,386	3,386	3,386	3,386
General Fund	1381	472	461	461
TOTAL:	4,767	3,858	3,847	3,847

City of La Verne

Public Works/Maint. Assessment Districts	Wheeler Avenue and Tabor Lane Assessment District 6, Zone 3	5203
Department	Cost Center	Cost Center No.

Units of Measure:	2013-14	2014-15	2015-16	Estimated 2016-17
Acres of Landscape Maintained	.25 Acre	.25 Acre	.25 Acre	.25 Acre

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, and nursery materials.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works/Maint. Assessment Districts	Rancho La Verne Assessment District 6, Zone 4-1	5204
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally located north of Baseline Road on Via Rancho La Verne and includes the riparian channel from Birdie Drive to Heritage Park.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	8,022	8,223	8,099	8,099
Other Operating Costs	68,615	66,300	66,300	66,300
Capital Outlay	0	0		
Total:	76,637	74,523	74,399	74,399
Personnel Authorized	.0465	.0465	.0465	.0465
Source of Funds:				
Maint. Assessment Districts	76,637	74,523	74,399	74,399
TOTAL:	76,637	74,523	74,399	74,399

City of La Verne

Public Works/Maint. Assessment Districts	Rancho La Verne Assessment District 6, Zone 4-1	5204
Department	Cost Center	Cost Center No.

Units of Measure:

	2013-14	2014-15	2015-16	Estimated 2016-17
Acres of Landscape Maintained	11.74 Acres	11.74 Acres	11.74 Acres	11.74 Acres

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, nursery materials, and tree trimming.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works/Maint. Assessment Districts	Live Oak Assessment District 6, Zone 4-2	5205
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally located on Esperanza Drive from Jasmine Circle to Golden Hills Road.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	6,210	6,367	6,270	6,270
Other Operating Costs	42,118	40,750	40,750	40,750
Capital Outlay	0	0	0	0
Total:	48,328	47,117	47,020	47,020
Personnel Authorized	.0360	.0360	.0360	.0360
Source of Funds:				
Maint. Assessment Districts	48,328	47,117	47,020	47,020
TOTAL:	48,328	47,117	47,020	47,020

City of La Verne

Public Works/Maint.	Live Oak	5205
Assessment Districts	Assessment District 6, Zone 4-2	
Department	Cost Center	Cost Center No.

Units of Measure:	2013-14	2014-15	2015-16	Estimated 2016-17
Acres of Landscape Maintained	2.46 Acres	2.46 Acres	2.46 Acres	2.46 Acres
Brush Clearance (acres)				

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, and nursery materials.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works/Maint. Assessment Districts	Amherst Street & Fruit Street Assessment District 6, Zone 6	5206
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally located on Fruit Street between Bowdoin Street and Amherst Street.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	466	477	470	470
Other Operating Costs	6,125	9,100	9,100	9,100
Capital Outlay	0	0		
Total:	6,591	9,577	9,570	9,570
Personnel Authorized	.0027	.0027	.0027	.0027
Source of Funds:				
Maint. Assessment District	6,591	9,577	9,570	9,570
TOTAL:	6,591	9,577	9,570	9,570

City of La Verne

Public Works/Maint. Assessment Districts	Amherst Street & Fruit Street Assessment District 6, Zone 6	5206
Department	Cost Center	Cost Center No.

Units of Measure:	2013-14	2014-15	2015-16	Estimated 2016-17
Acres of Landscape Maintained	.26 Acre	.26 Acre	.26 Acre	.26 Acre

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, and nursery materials.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works/Maint. Assessment Districts	La Verne Business Park Assessment District 6, Zone 5	5207
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally described as the median on Puddingstone Drive in the La Verne Business Park.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	2,536	2,600	2,561	2,561
Other Operating Costs	26,603	53,000	53,000	53,000
Capital Outlay	0	0	0	0
Total:	29,139	55,600	55,561	55,561
Personnel Authorized	.0147	.0147	.0147	.0147
Source of Funds:				
Maint. Assessment District	29,139	55,600	55,561	55,561
TOTAL:	29,139	55,600	55,561	55,561

City of La Verne

Public Works/Maint. Assessment Districts Department	La Verne Business Park Assessment District 6, Zone 5 Cost Center	5207 Cost Center No.

Units of Measure:	2013-14	2014-15	2015-16	Estimated 2016-17
Acres of Landscape Maintained	.69 Acre	.69 Acre	.69 Acre	.69 Acre

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, and nursery materials.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works/Maint. Assessment Districts	La Verne Heights Assessment District 7	5208
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally described as the greenbelt area that surrounds the La Verne Heights residential development in the Live Oak area.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Maintenance of the fuel modification zones.
5. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	11,696	11,989	11,807	11,807
Other Operating Costs	164,500	136,000	136,000	136,000
Capital Outlay	0	0	0	0
Total:	176,196	147,989	147,807	147,807
Personnel Authorized	.0678	.0678	.0678	.0678
Source of Funds:				
Maint. Assessment District	176,196	147,989	147,807	147,807
TOTAL:	176,196	147,989	147,807	147,807

City of La Verne

Public Works/Maint. Assessment Districts Department	La Verne Heights Assessment District 7 Cost Center	5208 Cost Center No.

Units of Measure:	2013-14	2014-15	2015-16	Estimated 2016-17
Acres of Landscape Maintained	5.06 Acres	5.06 Acres	5.06 Acres	5.06 Acres
Brush Clearance (acres)				

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, nursery materials, and tree trimming.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works/Maint. Assessment Districts	Marshall Canyon Assessment District 8	5209
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally described as the area surrounding the Marshall Canyon Estates development north of Golden Hills Road.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Maintenance of the fuel modification zones.
5. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	6,418	6,577	6,478	6,478
Other Operating Costs	68,700	64,200	64,200	64,200
Capital Outlay	0	0	0	0
Total:	75,118	70,777	70,678	70,678
Personnel Authorized	.0372	.0372	.0372	.0372
Source of Funds:				
Maint. Assessment District	75,118	70,777	70,678	70,678
TOTAL:	75,118	70,777	70,678	70,678

City of La Verne

Public Works/Maint. Assessment Districts	Marshall Canyon Assessment District 8	5209
Department	Cost Center	Cost Center No.

Units of Measure:	2013-14	2014-15	2015-16	Estimated 2016-17
Acres of Landscape Maintained	15.59 Acres	15.59 Acres	15.59 Acres	15.59 Acres
Brush Clearance (acres)				

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, nursery materials, and tree trimming.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
TOTALS:	0	0	0

City Manager Recommendations

Adjust personnel services.

CAPITAL IMPROVEMENTS

CAPITAL IMPROVEMENT PROGRAM

I. PURPOSE OF THE PROGRAM

Through the strategic planning process, the development of a five-year Capital Improvement Program (CIP) has been established as a long-term objective. Development of a multi-year plan is a major undertaking that involves all operating departments along with the City Council.

The Capital Improvement Program will:

- Include a listing of needed public facility projects and major equipment purchases;
- establish an order of priority; and
- set forth a fiscal plan for implementation of the projects.

Upon completion of the Capital Improvement Program, the content of the program will be reviewed and adjusted on an annual basis as a part of the General Plan and Strategic Plan update processes.

II. BASIC DEFINITIONS

CAPITAL IMPROVEMENT. A capital improvement is a major equipment acquisition or construction project that usually requires expenditure of funds from sources other than normal operating revenues. A capital improvement can be best described by citing common examples such as; City Hall, Fire Station, Water and Sewer Facilities, Storm Drains, Park Land, Fire Truck, Computer Equipment, Traffic Signals, Right of Way Improvements and various other infrastructure assets of the City.

CAPITAL IMPROVEMENT PROGRAM. A capital improvement program is a plan to authorize, acquire or construct a number of capital improvements, according to a schedule over five years. The CIP includes projects from all of the city's departments and agencies and should list for each improvement project a description, justification, expected cost, financing plan, tentative construction or acquisition dates and any other data thought helpful.

CAPITAL BUDGET. The capital improvement budget is one-year length and is the current year of the CIP. Funds for 2016/17 capital program are specifically appropriated as provided by law. Projects are more clearly defined, costed and timed within the CIP document. The capital improvement budget is adopted along with the city's annual operating budget.

III. CIP PROCESS

For more information concerning an overview of the CIP process and project prioritization please refer to the adopted CIP document.

City of La Verne

2016-2017 BUDGET
CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund-Cost Center	CIP Number	Project Title	Request	City Manager Recommended	Council Approved
GENERAL CAPITAL IMPROVEMENT FUND:					
405-7008	16-11	City Yard Shade Structures	$60,000	$60,000	$60,000
405-7049	16-08	Community Center HVAC	$30,000	$30,000	$30,000
405-7052	14-09	General Plan Update	$200,000	$200,000	$200,000
405-7053	15-11	Foothill Drought Landscaping	$600,000	$600,000	$600,000
405-7054	15-13	NPDES Facilities Construction	$200,000	$200,000	$200,000
405-7056	16-02	Material Bin Covers	$75,000	$75,000	$75,000
405-7057	16-03	Median Installation	$350,000	$350,000	$350,000
405-7058	16-05	Old Town Street Lights	$30,000	$30,000	$30,000
405-7059	16-07	Maniero Park Stage	$35,000	$35,000	$35,000
405-7060	16-14	Farmers Market Bollards	$20,000	$20,000	$20,000
405-7061	16-21	Street Improvements	$35,000	$35,000	$35,000
405-7062	18-01	Bicycle Trail Improvements	$400,000	$400,000	$400,000
	TOTAL GENERAL CAPITAL IMPROVEMENT FUND		**$2,035,000**	**$2,035,000**	**$2,035,000**
PARK DEVELOPMENT FUND:					
412-7416	16-16	Pool Filtration System	$75,000	$75,000	$75,000
412-7431	16-08	Community Center HVAC	$30,000	$30,000	$30,000
412-7431	16-22	Community Center Kitchen HVAC	$80,000	$80,000	$80,000
412-7453	16-07	Maniero Park Stage	$40,000	$40,000	$40,000
	TOTAL PARK DEVELOPMENT FUND		**$225,000**	**$225,000**	**$225,000**
GAS TAX STREET IMPROVEMENT FUND:					
206-7101	AN-01	Pavement Management Program	$566,000	$566,000	$566,000
206-7110	AN-01	Gas Tax Engineering	$6,000	$6,000	$6,000
206-7112	AN-01	Surface Transportation Program - Local	$434,000	$434,000	$434,000
206-7124	15-02	Traffic Signal Improvements	$275,000	$275,000	$275,000
206-7126	16-01	White/Durward	$200,000	$200,000	$200,000
	TOTAL GAS TAX STREET IMPRV. FUND		**$1,481,000**	**$1,481,000**	**$1,481,000**
MEASURE R FUND:					
235-7603	AN-01	Pavement Management Program	$350,000	$350,000	$350,000
	TOTAL MEASURE R FUND		**$350,000**	**$350,000**	**$350,000**
FIRE FACILITY FUND:					
244-7025	16-15	Station I Locker Rooms	$50,000	$50,000	$50,000
	TOTAL FIRE FACILITY FUND		**$50,000**	**$50,000**	**$50,000**

City of La Verne

2016-2017 BUDGET
CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund-Cost Center	CIP Number	Project Title	Request	City Manager Recommended	Council Approved
SAN POLO CFD 90-1 MAINTENANCE FUND:					
216-7044	16-##	Fire Rescue Harness	$0	$3,000	$3,000
	TOTAL SAN POLO CFD 90-1 MAINT. FUND		**$0**	**$3,000**	**$3,000**
FIRE EQUIPMENT REPLACEMENT FUND:					
250-7024	14-03	Station 2 Remodel	$250,000	$250,000	$250,000
250-7044	16-##	Gas Monitors	$0	$2,800	$2,800
250-7044	16-##	Fire Rehab Equipment	$0	$1,800	$1,800
250-7044	16-##	Station Recliners	$0	$5,250	$5,250
250-7044	16-##	GIS Mapping	$0	$4,400	$4,400
250-7044	16-##	School Program Smoke Alarm	$0	$5,500	$5,500
250-7044	16-##	Storage Container Training Tower	$60,000	$60,000	$60,000
	TOTAL FIRE EQUIPMENT REPLACEMENT FUND		**$310,000**	**$329,750**	**$329,750**
WATER CAPITAL IMPROVEMENT FUND:					
502-7203	AN-03	Waterline Replacement	$75,000	$75,000	$75,000
507-7204	16-20	Telemetry Upgrades	$325,000	$325,000	$325,000
507-7243	16-18	Emerald 2 Mixer	$40,000	$40,000	$40,000
507-7253	16-17	Leroys Forebay Repairs	$75,000	$75,000	$75,000
507-7254	16-19	Plateau Reservoir Mixer	$45,000	$45,000	$45,000
	TOTAL WATER CAPITAL IMPRV. FUND		**$560,000**	**$560,000**	**$560,000**
SEWER CAPITAL IMPROVEMENT FUND:					
531-7301	AN-04	Sewer Lines Repair	$75,000	$75,000	$75,000
531-7309	15-13	NPDES Implementation	$150,000	$150,000	$150,000
	TOTAL SEWER CAPITAL IMPRV. FUND		**$225,000**	**$225,000**	**$225,000**
	SUBTOTAL CAPITAL IMPROVEMENT PROJECTS		**$5,236,000**	**$5,258,750**	**$5,258,750**

SPECIAL PROGRAMS CAPITAL IMPROVEMENT

COMMUNITY DEVELOPMENT BLOCK GRANT					
215-3408	16-##	ADA Park Improvements	$58,000	$58,000	$58,000
215-3408	16-##	ADA Drinking Fountains	$0	$12,000	$12,000
215-3415	16-##	Sidewalk Improvements	$125,000	$125,000	$125,000
215-3426	16-07	Maniero Square Stage	$40,000	$40,000	$40,000
	TOTAL CDBG FUND		**$223,000**	**$235,000**	**$235,000**

2016-2017 BUDGET
CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund-Cost Center	CIP Number	Project Title	Request	City Manager Recommended	Council Approved
TDA HANDICAP RAMPS					
222-3306	16-##	TDA Handicap Barrier Removal	$9,300	$9,300	$9,300
	TOTAL TDA HANDICAP RAMPS		**$9,300**	**$9,300**	**$9,300**
LACMTA - PROPOSITION C:					
234-5622	AN-01	Street Resurfacing	$380,000	$380,000	$380,000
	TOTAL LACMTA - PROPOSITION C FUND		**$380,000**	**$380,000**	**$380,000**
MOBILE SOURCE AIR POLUTION					
243-3105	16-12	City Yard CNG Upgrades	$450,000	$450,000	$450,000
	TOTAL MOBILE SOURCE AIR POLUTION		**$450,000**	**$450,000**	**$450,000**
DBID-DOWNTOWN BUSINESS IMPROVEMENT DISTRICT					
245-3201	16-05	Oldtown Street Lights	$18,500	$18,500	$18,500
	TOTAL DBID-DOWNTOWN BUSINESS IMPRV. FUND		**$18,500**	**$18,500**	**$18,500**
	SUBTOTAL SPECIAL PROGRAMS CIP		**$1,080,800**	**$1,092,800**	**$1,092,800**
	TOTAL CAPITAL IMPROVEMENT PROJECTS		**$6,316,800**	**$6,351,550**	**$6,351,550**

EQUIPMENT CAPITAL OUTLAY

City of La Verne

2016-17 BUDGET
CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
	FIRE			
2001	GIS City Mapping	$8,800	$0	$0
2002	Gas Monitors	$2,800	$0	$0
	Fire Rescue Harness	$3,000	$0	$0
	Fire Rehab Equipment	$1,800	$0	$0
	Station II Repeater	$0	$35,000	$35,000
2005	Station Recliners	$10,500	$0	$0
2006	School Program Smoke Alarm	$5,500	$0	$0
2009	Polaris Response/Rescue Vehicle	$24,000	$0	$0
	Fire Hose	$7,000	$0	$0
		$63,400	**$35,000**	**$35,000**
	POLICE			
2506	Copier/Printer Lease	$32,000	$32,000	$32,000
2507	Online Crime Reporting System	$20,000	$0	$0
		$52,000	**$32,000**	**$32,000**
	INFORMATION SYSTEMS			
1503	Personal Computers	$12,000	$12,000	$12,000
1505	EOC Replacement Computers/Training Laptops	$14,000	$4,000	$4,000
		$26,000	**$16,000**	**$16,000**
	STREETS MAINTENANCE			
4203	Emergency Preparedness Supplies	$2,500	$2,500	$2,500
		$2,500	**$2,500**	**$2,500**
	PARKS DIVISION			
4702	Park Drinking Fountains	$12,000	$0	$0
	Security Cameras	$40,000	$0	$0
	Riding Detail Mower	$25,000	$25,000	$25,000
	Emergency Preparedness Supplies	$2,000	$2,000	$2,000
		$79,000	**$27,000**	**$27,000**
	TOTAL GENERAL FUND	**$222,900**	**$112,500**	**$112,500**

City of La Verne

2016-17 BUDGET
CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
	ASSET FORFEITURE FUND			
2514	Tasers	$60,000	$60,000	$60,000
	Equipment for 3 New Patrol Cars	$38,000	$38,000	$38,000
	Spillman-Computer-Aided Dispatch Software	$22,000	$22,000	$22,000
	Electric Key Storage	$20,000	$20,000	$20,000
	Range Remodel	$100,000	$100,000	$100,000
	Online Crime Reporting System	$0	$30,000	$30,000
		$240,000	**$270,000**	**$270,000**
	WATER FUND			
4302	Security Improvements	$40,000	$40,000	$40,000
4304	Lift Gate	$4,000	$4,000	$4,000
	Field Computer	$2,000	$2,000	$2,000
		$46,000	**$46,000**	**$46,000**
	SEWER FUND			
4401	Office Equipment	$1,000	$1,000	$1,000
	Emergency Supplies	$1,500	$1,500	$1,500
		$2,500	**$2,500**	**$2,500**
	EQUIPMENT MAINTENANCE FUND			
4501	Auto and Equipment Replacement			
	Water Maintenance Vehicle	$118,000	$118,000	$118,000
	Park Maintenance Vehicle	$105,000	$105,000	$105,000
	Police Motorcycle	$28,000	$28,000	$28,000
	Police Detective Vehicle	$31,500	$31,500	$31,500
	Police Patrol Vehicle	$39,000	$39,000	$39,000
	CNG Station Upgrade	$20,000	$20,000	$20,000
		$341,500	**$341,500**	**$341,500**
	TOTAL OTHER FUNDS	**$630,000**	**$660,000**	**$660,000**
	TOTAL ALL FUNDS	**$852,900**	**$772,500**	**$772,500**

SPECIAL PROGRAMS

SPECIAL PROGRAMS

Special programs generally consist of projects funded by Federal, State, or other Agencies. These funds are restricted to pay for certain projects. Because the money comes from other government agencies, the specific programs and projects require approval by those agencies before funds can be spent.

Housing and Community Development Act (HCDA), and Community development Block Grants (CDBG) are Federal government funds allocated to the County of Los Angeles for sub-allocation to local agencies. The City Planning Department Staff normally administers and monitors these programs.

The Bicycle Safety Fund receives local grant funds under Article 3 of the Transportation Development Act. Monies are used to enhance transportation for bicycle, pedestrian and handicap access.

Proposition A Local Transit Assistance (PALTA) is a special voter approved one-half percent added to the sales tax within Los Angeles County. The funds are remitted to the City monthly by the County. However, the money can only be spent for County approved transportation related projects. Funds received but not spent within three years must be returned to the County for re-allocation to other agencies. Proposition A funds may not be used as a substitute for existing transportation projects fund by Proposition C.

Proposition C Local Return (LACTC) is special voter approved one-half percent addition to the sales tax within Los Angeles County. The funds are remitted to the City monthly by the Los Angeles County Transportation Commission (LACTC). The money can only be spent for County approved transportation, air quality, traffic congestion and certain street projects. Funds received but not spent within three years must be returned to the county for re-allocation to other agencies. Proposition C funds may not be used as a substitute for existing transportation projects funded by Proposition A.

AB 2766 authorizes the imposition of additional motor vehicle registration fees. Cities are eligible to receive 40% of the fees and are subject to being spent on reducing air pollution from motor vehicles.

The La Verne Downtown Business Improvement District (DBID) was established in April 1986. Funds are remitted to the City from businesses located within the districts boundaries. The funds are used for promotion of public events; general promotion of business advertising, decorations and other activities in the district.

City of La Verne

Special Programs	Summary	Funds 215, 222, 232, 234, 243 & 245
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	108,424	126,467	135,574	135,574
Other Operating Costs	1,254,379	1,011,372	1,008,307	1,008,307
Capital Outlay	578,265	1,080,800	1,092,800	1,092,800
Total:	1,941,068	2,218,639	2,236,681	2,236,681
Personnel Authorized	0.68	1.33	1.33	1.33
Source of Funds:				
HCDA/CDBG	78,751	252,912	264,912	264,912
Bicycle Safety	87,765	9,300	9,300	9,300
Affordable Housing	76,882	37,297	37,297	37,297
PALTA	579,107	617,272	615,588	615,588
LACTC	967,271	764,658	772,384	772,384
AB 2766	81,292	466,900	466,900	466,900
DBID	70,000	70,300	70,300	70,300
TOTAL:	1,941,068	2,218,639	2,236,681	2,236,681

City of La Verne

2016-2017 Budget

SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2016-2017	Project Description
HCDA/CDBG FUND:			
215-3403	Senior Hot Lunches(D96318-16)	19,912	Provide nutritious hot meals to seniors 5 days a week at the senior center.
215-3408	Park Improvements	70,000	Provides park improvements at various City locations
215-3415	Sidewalk Improvements	135,000	Provide sidewalk improvements at various City locations.
215-3426	Maniero Square Stage	40,000	Provide funding for accessibility for stage at Maniero Square.
Total CDBG Projects		264,912	
TDA ARTICLE 3 FUND:			
222-3306	TDA Handicap Barrier Removal	9,300	Provide sidewalk improvements at various City locations.
Total TDA Article 3 Projects		9,300	
AFFORDABLE HOUSING FUND:			
226-3616	Affordable Housing	37,297	Habitat for Humanity - Contribution for acquisition & construction.
Total Affordable Housing Projects		37,297	
PROPOSITION A FUND:			
232-5501	Administration	35,888	Administrative costs relating to, but not limited to, the preparation of application, correspondence, coordination of projects, keeping of financial records, public relations and program monitoring.
232-5502	Get About	205,500	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVTA.
232-5509	Senior Citizen Bus Pass Subsidy	1,200	Continuation of subsidies for the purchase of transit bus passes by senior citizens.
232-5510	Get About Fare Subsidy	6,500	Continuation of project to provide subsidies for Get About dial-a-ride for seniors and handicapped citizens.
232-5511	Metrolink Pass Subsidy	49,000	Continuation of program to promote Metrolink ridership through pass subsidies.
232-5512	S.G. Valley COG	5,300	Participation costs associated with membership in Council of Governments.
232-5513	Recreational Transit Excursions	25,000	Continued funding for transportation of groups to recreational areas, cultural and special events.
232-5514	FHT Subsidy	7,200	Promote Foothill Transit ridership through pass subsidies.
232-5521	Funds Exchange	280,000	Continuation of project to exchange available Prop A transportation funds for unrestricted general funds.
Total Proposition A Projects		615,588	

City of La Verne

2016-2017 Budget

SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2016-2017	Project Description
PROPOSITION C FUND:			
234-5601	Administration	35,349	Administrative costs relating to preparation of application, correspondence, coordination of projects, financial record keeping and program monitoring.
234-5603	Community Education Excursions	23,000	Continuation of project for educational excursions available to the general public.
234-5604	Transit Store Annex	38,349	Continuation of Transit Store Annex in City Hall to disseminate transportation information to the public and process tickets, subsidies, etc..
234-5605	Transportation Demand Management Plan	500	Continuation of preparation, administration, and implementation of transportation demand policies and procedures related to reduction of traffic congestion and air quality improvements.
234-5611	Bus Stop Maintenance	10,186	Continuation of project to maintain public transit bus benches.
234-5612	Get About Capital Outlay	20,500	La Verne's share of capital expenditure costs for the purchase of vehicles by the PVTA.
234-5613	Get About	205,500	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVTA.
234-5615	Community Newsletter	4,000	Dissemination of transportation information through the City newsletter/recreation guide.
234-5622	Street Resurfacing	380,000	Provide partial funding for street resurfacing.
234-5634	Gold Line Plaza Design	30,000	Provide funding for design of the Gold Line Plaza
234-5635	EIFD-Future Gold Line	25,000	Provide funding for EIFD-Future Gold Line.
Total Proposition C Projects		772,384	
AB2766 FUND:			
243-3101	Mobile Source Air Pollution	16,900	Operating costs for activities to promote reduction in air pollution.
243-3105	Shop CNG Upgrades	450,000	
Total AB2766 Projects		466,900	
DBID FUND:			
245-32##	Downtown Business Improvement District	70,300	Operating costs for activities to promote the Downtown Business Improvement District
Total DBID Projects		70,300	