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RESOLUTION NO. 08-30

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AND THE LA VERNE REDEVELOPMENT AGENCY, ADOPTING A BUDGET FOR THE 2008-09 FISCAL YEAR

WHEREAS, the City Manager submitted a proposed budget for the 2008-09 fiscal year; and

WHEREAS, on June 2, 2008, 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; and

WHEREAS, on June 2, 2008, the La Verne Redevelopment Agency Board reviewed and considered its proposed budget and did tentatively adopt its said proposed budget;

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

Section 1. That revised figures prepared and submitted for the 2008-09 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, 2008, as revised by the City Council, be and the same, with proposed net City expenditures totaling \$46,831,555; and La Verne Redevelopment Agency proposed expenditures totaling \$3,759,078; for a combined City and Agency total of \$ 50,590,633, is hereby approved, adopted and appropriated.

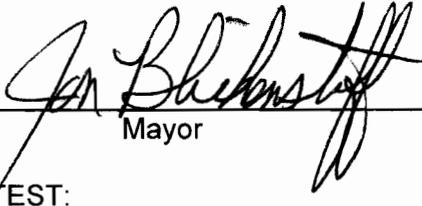
Section 3. That the Mayor and Chairman shall sign and the City Clerk and Secretary shall certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force.

1
2 APPROVED AND ADOPTED by the La Verne Redevelopment Agency 2nd
3 day of June 2008.

4 APPROVED AND ADOPTED by City of La Verne City Council this 2nd day
5 of June 2008.

6 CITY OF LA VERNE

LA VERNE REDEVELOPMENT AGENCY

7
8 
9 _____
10 Mayor


_____ Chairman

ATTEST:

11 
12 _____
City Clerk


_____ Secretary

13 I hereby certify that the foregoing Resolution was duly and regularly adopted by
14 the City Council of the City of La Verne at a meeting thereof held on the 2nd day of June
15 2008 by the following vote:

16 AYES Nasmyth, Kendrick, Johnson, Rodriguez, and Mayor Blickenstaff.
17 NOES: None.
18 ABSENT: None.
19 ABSTAIN: None.

20 
21 _____
Evelyn C. Clark, City Clerk

City of La Verne

ANNUAL BUDGET 2008-2009 FISCAL YEAR

Jon Blickenstaff
Mayor

Steven F. Johnson
Mayor Pro Tem

Don Kendrick
Council Member

Donna Redman Nasmyth
Council Member

Robert F. Rodriguez
Council Member

Martin R. Lomeli
City Manager

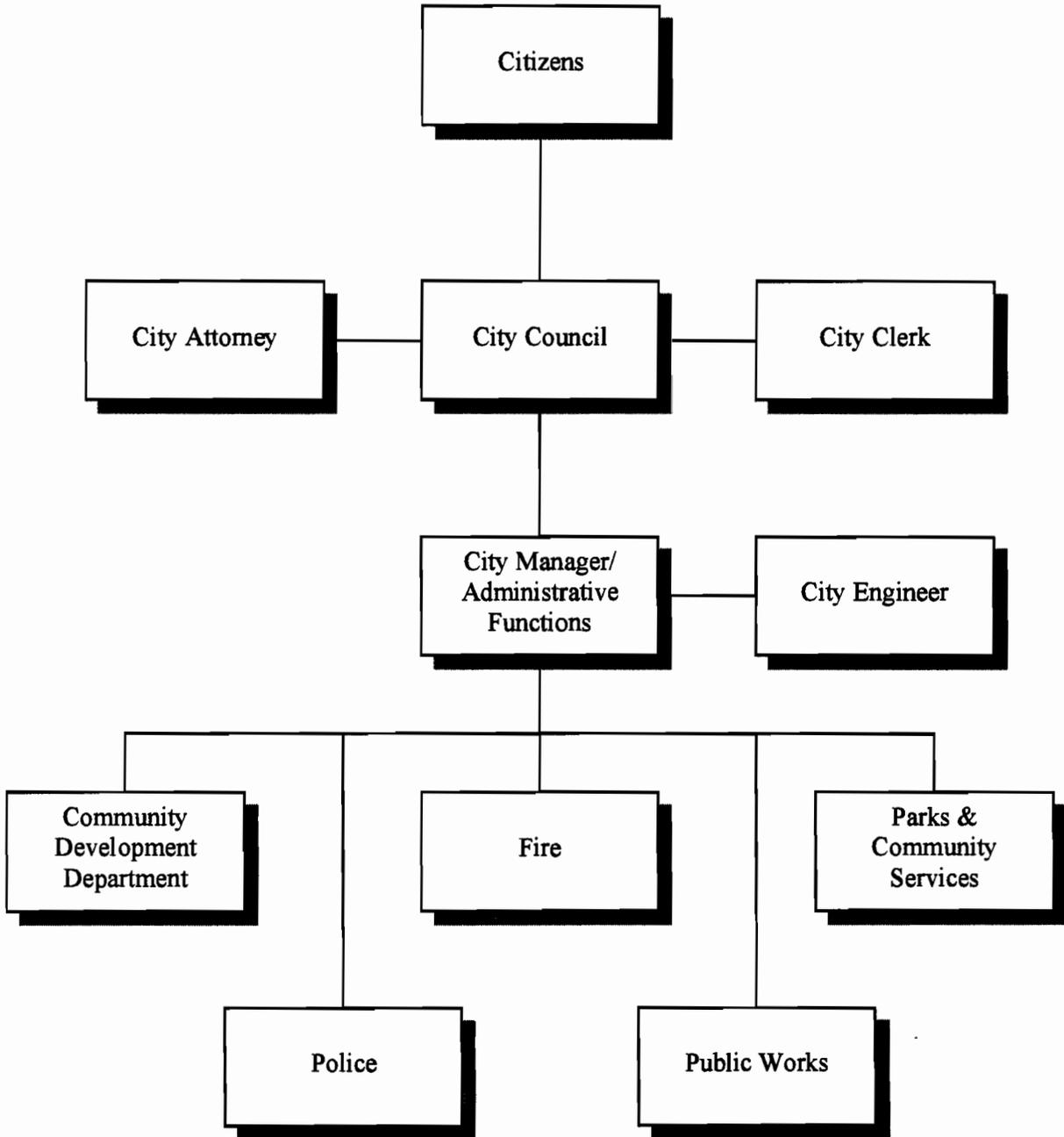
Ronald L. Clark
Finance Officer

Evelyn C. Clark
City Clerk

COVER PHOTOS

The budget cover this year highlights the City's newest retail center, The Commons at La Verne. The Commons is the redevelopment of a former Kmart site. The new anchors are a Vons, Ross Dress for Less, and a Famous Footwear outlet. The \$29 million, 125,000 square foot project also includes two dozen other retail tenants. Sales tax from the project will be an asset in meeting the City's future needs.

City of La Verne



City of La Verne

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City of La Verne

BUDGET MESSAGE 2008 – 2009 Fiscal Year

Honorable Mayor and Members of La Verne City Council:

SUMMARY

I am pleased to present the City Council the City's 2008-09 operational budget that ensures a base level of services to the community. However, it was necessary to reduce some non-essential elements for the coming year. Even with the proposed reductions, the recommended budget exceeds projected resources, requiring the use of \$300,000 of Reserve Funds to provide a balanced budget. Even with this allocation, the Reserve Fund balance still meets the Council's established policy of 15% of General Fund expenditures.

A slowing of the economy, increasing costs of providing services, and loss of several funding sources are all contributing factors that necessitated service reductions and use of reserves.

REVENUES

Projected revenues for Sales Tax, Vehicle In Lieu Fee (VLF), Property Tax, and the Utility Users Tax (UUT) remain consistent with historical proportions and are the predominate share of General Fund resources. However, similar to last year's estimates, growth of revenues is expected to be negligible due to a continued slowing of the economy and troubled housing market. Building permit revenues are up slightly compared to the prior year as development of the senior housing project on Foothill Boulevard should be underway and should generate \$260,000.

The recent news of the Foothill Ford closure resulted in a reduction of \$100,000 of sales tax revenue projections. Although there is still expected to be growth in sales tax estimates, it is only due to the addition of two new significant sales tax generators, (the Hyundai dealership and completion of the Commons Development). Without these new businesses, local sales tax revenue would be approximately \$200,000 – \$300,000 lower than the prior year.

In addition, there are two areas where substantial growth is anticipated: parking enforcement revenue, and proceeds from the sale of Proposition A funds. Parking revenue increases are attributed to contract enforcement services, which established more proactive, regular enforcement citywide. However, this will not continue to grow in future years as the number of citations issued will likely diminish as compliance is achieved. Also included in this year's budget is a \$200,000 increase in revenue received from the trade of Proposition "A" funds. The sizable reserve balance in the City's Proposition C account allows all of this year's mass transit programs be funded solely from

City of La Verne

Proposition C. Therefore, more of the City's Proposition A allocation is budgeted to be sold to another agency.

In contrast, it was necessary to reduce projected revenues from the following sources: 1) Grant Revenues –The elimination of Los Angeles County's Taskforce for Regional Auto Theft Prevention (T.R.A.P) will result in the loss of \$120,000 in revenue. 2) Vehicle Impounds – In the 2007-08 budget this revenue was reduced as a result of case law limiting impounds. This year more restrictive court decisions have resulted in further reducing the coming year's expected revenue. 3) School Resource Officer – The combination of losing a grant, and the Bonita Unified School District's financial situation eliminated funding to support a resource officer at the middle school.

EXPENDITURES

Expenses for General Fund activities total \$25.5 million, which is a 5.1% increase over the 2007-08 year appropriations. While increases over the prior year appear minimal, reducing several elements from last year lessened the growth of expenses. The rising costs of goods (fuel prices, utilities) are having a similar impact on the City's operational budget as on personal budgets. These increases make it increasingly more difficult to maintain existing level of services. As will be noted in the following section, several cuts are recommended to offset these increases.

Personnel Changes – This year's budget recommendation proposes the reduction of three (two vacant) police officer positions and limits funding for the detective bureau lieutenant to the first half of the year. The loss of a grant as well as the cost sharing by the School District will cause the school resource officer assigned to the middle school to return to a patrol assignment, the second position was lost due to the elimination of a task force assignment; while the third is achieved by the elimination of an administrative sworn position. The incumbent detective police lieutenant is on a post retirement employment contract that will expire in the fall of 2008. It is intended that the assignment will not be filled upon the completion of his contract. The supervision of the bureau will be assumed by one of the Police Captains.

There were also several changes made in the cost distribution of certain positions to more accurately account for time spent on non general fund projects thus reducing the impact on the General Fund. Also, as a result of a new accounting standard (GASB 45) \$320,000 was added to personnel costs overall in order for the City to begin offsetting future costs of retiree medical expenses. The only new full time position added in the City is in the Water Division where a new customer service representative is being proposed to deal with field audits and customer

City of La Verne

compliance. As required by the mobile command vehicle grant, an additional \$15,000 was also included in the police department's personnel budget to fund the costs associated with transportation and operation of the mobile command vehicle when used by Area D agencies.

Other Substantive Changes

Increases - The allocation to the Friends of Fourth Committee was raised by \$2,500 for a total of \$10,000. Since ticket sale revenue is historically lower when the holiday falls on the weekend and days surrounding it, the Committee is requesting a higher allocation from the City to help offset the cost of the pyrotechnics and entertainment for the Fourth of July show. Additionally, included in the police department's budget is an added \$200,000 for legal fees, which represents a final payment for the City's defense of lawsuits not covered by insurance.

Reductions - The most significant reduction is the elimination of the General Fund's annual contribution to the streets right of way fund to support street improvement efforts. Although this is being offset through a one-time allocation of \$540,000 from Proposition 1b, it still reduces the funding for maintenance projects. It was also necessary to reduce funding for tree trimming service by \$50,000, which will result in one-third less scheduled maintenance during the year. Another proposed change is a \$20,000 savings to the General Fund by transferring a portion of the City's obligation for the Chamber of Commerce contract to the Redevelopment Agency.

NEW PROGRAMS AND MAJOR PROJECTS

Redevelopment Agency Management Review Audit – \$13,000 is budgeted for a consultant to conduct a comprehensive analysis and audit of current redevelopment practices, project area plan status, and revenue/expenditure practices. The last time a similar assessment was conducted was in 1990.

Public Safety Building Expansion Study – It is proposed that \$45,000 be budgeted for additional work associated to the plan for remodel/reuse of the Public Safety Facility. Although, it was determined that pursuing a General Obligation Bond during the March 2009 election would not occur, it was Council's direction that further study be completed to verify the space needs for police and fire operations, as well as determine the seismic condition of the existing facility. The City is also exploring partnerships with other public agencies to lessen the costs of this project.

Reverse 911 System – Distributed between police and water funds, \$15,000 was included for the annual licensing agreement of a reverse 911 notification system. The system will provide City

City of La Verne

personnel with the ability to send messages to all home listings and pre-registered cell phones. Messages can be directed to specific neighborhoods or sent citywide and can be utilized for evacuations, emergency service interruptions, street closures, and other infrastructure emergencies.

Acquisition of Property on First Street – Since this property was acquired late last fiscal year, no funding is requested for the purchase in the current budget. However, there are expected to be budgetary impacts in the future, both positively and negatively as the City determines how best to utilize this property (i.e. expansion of corporate yard, storage for public safety, etc).

Additionally, following is a summary of the proposed capital improvement projects:

<u>Project</u>	<u>Allocation</u>	<u>Funding Source</u>
Public Safety Renovation	\$1,080,000	Federal Grant/General Fund/Asset Forfeiture
Pavement Management Program	\$1,260,000	Proposition 1a/Gas Tax/Proposition C
Radio System for Maintenance Operations	\$150,000	General Fund
Replacement of Ambulance	\$200,000	General Fund
Replacement of E Street Waterline	\$1,300,000	Water Fund
Various Water System Improvements	\$670,000	Water Fund
Completion of D Street Resurfacing	\$90,000	Redevelopment Agency
Upgrades to Playground Equipment at 3 parks	\$90,000	Park Development
TOTAL	\$4,840,000	

PROPOSED CAPITAL EQUIPMENT PURCHASES

This year's budget requests a total of \$653,000 for the purchase of capital equipment. Major purchases include: computers and related upgrades citywide (\$32,700); annual lease payment for a fire engine (\$101,000), seven new vehicles for police operations (\$215,500); two maintenance vehicles (\$48,500); and replacement of the overnight parking permit machine (\$20,000).

FUTURE OUTLOOK/CONCLUSION

In my previous budget message, I expressed concerns over the cost of providing public safety services and how La Verne will be challenged in the future as these costs continue to exceed

City of La Verne

revenues. While I noted that three positions were cut from the police department's budget, the cost of public safety is still significant, representing approximately 73% of all General Fund expenses. Over the years, the City Council and staff have been creative at identifying and creating specific funding sources to offset some of these costs. However, those opportunities are becoming increasingly scarce which could ultimately put more of the burden of future increases upon the General Fund. I fear that unless other dedicated revenues can be identified, the long-term challenge for the City Council will need to focus on what will be an acceptable level of service.

The potential threats to Utility User Tax revenues that were communicated during the City's 2007 strategic workshop are unfortunately still looming. While staff has been looking at options to preserve this revenue source, the likely solution seems to include asking voters to amend the existing ordinance to incorporate new technologies. This is an approach most agencies with UUT's have taken which has yielded favorable results. It is my intent during the summer to present this option to the City Council for possible consideration on the March 2009 ballot.

Looking beyond 2008-09, besides the obvious issues associated with the national economy and the overall housing market, there are two concerns I have specific to La Verne. Several potential projects on the horizon should allow building permits to remain strong for the coming two budget cycles; however, as major development opportunities in the City diminish, I expect this once reliable revenue source will drop significantly. Additionally, the change in ownership of the Ford dealership consequently resulted in a Hyundai dealership and accompanying revenues, but the closure of Foothill Ford, makes redevelopment for this commercial site eminent but also vital to the continued viability of La Verne.

The opening of La Verne Commons should prove to be a great economic stimulant to the City and will hopefully trigger further revitalization to the area of Wheeler and Foothill. Another significant one time revenue on the horizon should be the State reimbursement for relinquishment of Baseline Road. While still preliminary, I expect that before the end of this fiscal year, an agreement may be negotiated that will include a payment to the City for the assumption of maintenance responsibility for Baseline Road. Revenues received from that transaction should be allocated to the streets right of way fund.

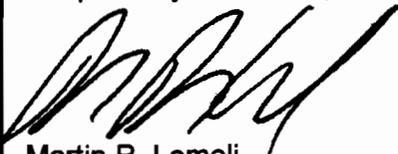
Typically, the City's annual budgeting process is completed with the Council's adoption. However, this year the State is facing an unprecedented \$17 billion shortfall that will likely impact local government. While I am confident there will be cuts that affect the City, to what extent remains

City of La Verne

unknown. While nothing is certain, proposed fixes being reported include reductions in funding specific to public safety operations and Vehicle In Lieu Fees not protected by Proposition 1a which represents over \$500,000 in revenues to La Verne; to increasing revenues by borrowing against future lottery proceeds or temporarily raising sales tax by 1%. Dependent on the extent of State actions, it might be necessary for the City Council to consider a greater use of Reserve funds or implement other cuts in services.

As always I extend appreciation to the department heads and the management team for the realistic and resourceful approach to the budgeting process. I commend them for being concerned about their individual department needs, while being cognizant of the bigger picture, operation and health for the organization overall. I also wish to thank the City Council for their continued guidance, leadership and trust in the City staff's ability to meet the needs of the community.

Respectfully submitted,



Martin R. Lomeli
City Manager

City of La Verne

EXCERPTS FROM THE CITY OF LA VERNE STRATEGIC PLAN

Our Mission

The mission of the City of La Verne is to provide a full range of effective municipal services to members of our community.

To accomplish this we are committed to:

- preserving the virtues of a "small town;"
- focusing on quality of life for all;
- being responsive to current and emerging citizen needs and concerns;
- meeting challenges collectively through sound leadership and teamwork;
- enhancing citizen services through careful financial management;
- conducting government in an open environment that encourages community participation; and
- promoting the "Pride of La Verne" through our employees, community organizations, and citizenry.

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.

City of La Verne

STATEMENT OF STRATEGY

Our direction for the future is rooted in:

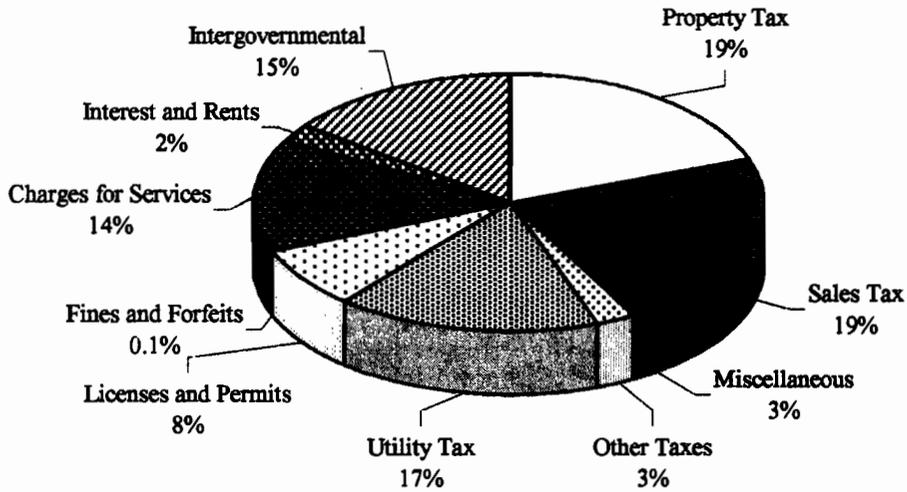
Being a "Full Service" City – Services are provided through a combination of internal departments staffed by City of La Verne employees and contracts with outside entities. The basis for this method of operation is the belief that City departments and employees are often more responsive to the needs 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.

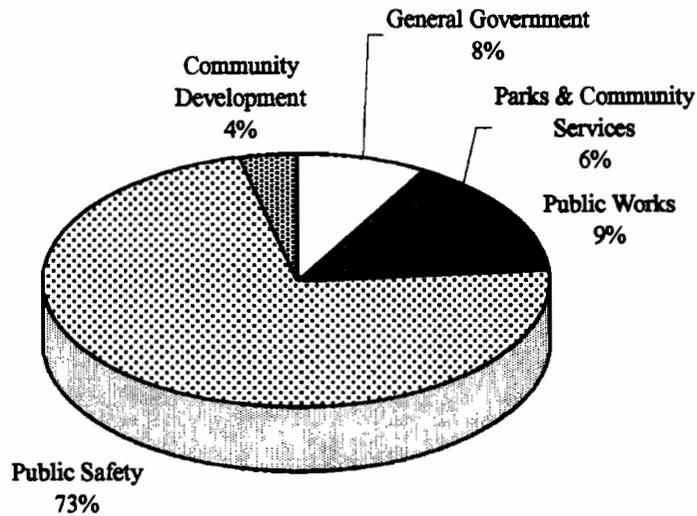
Where the money comes from
2008-09 Budget

General Fund Sources of Revenue



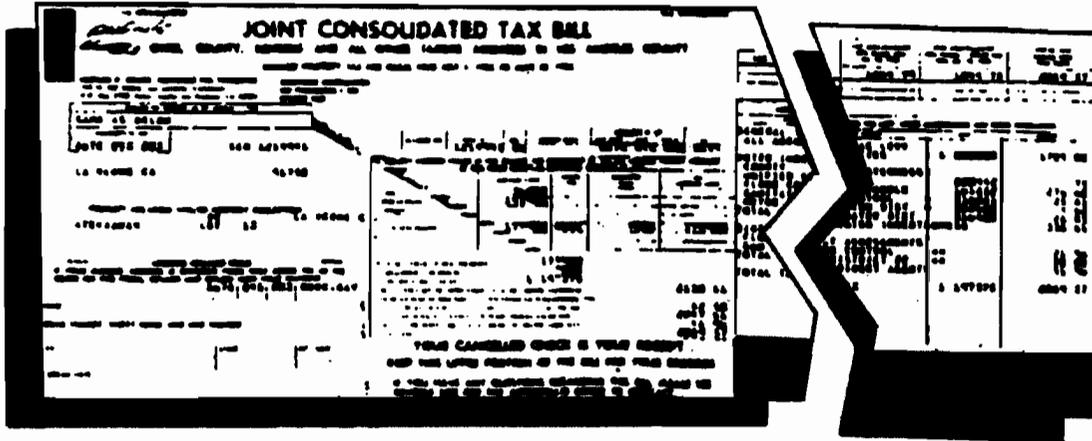
Where the money goes
2008-09 Budget

General Fund Uses of Revenue



Excluding refuse and recycling pass thru

City of La Verne



LOS ANGELES COUNTY, SCHOOLS,
AND OTHER AGENCIES: \$1,730.16 – 82.8%

CITY OF LA VERNE
\$359.41 – 17.2%

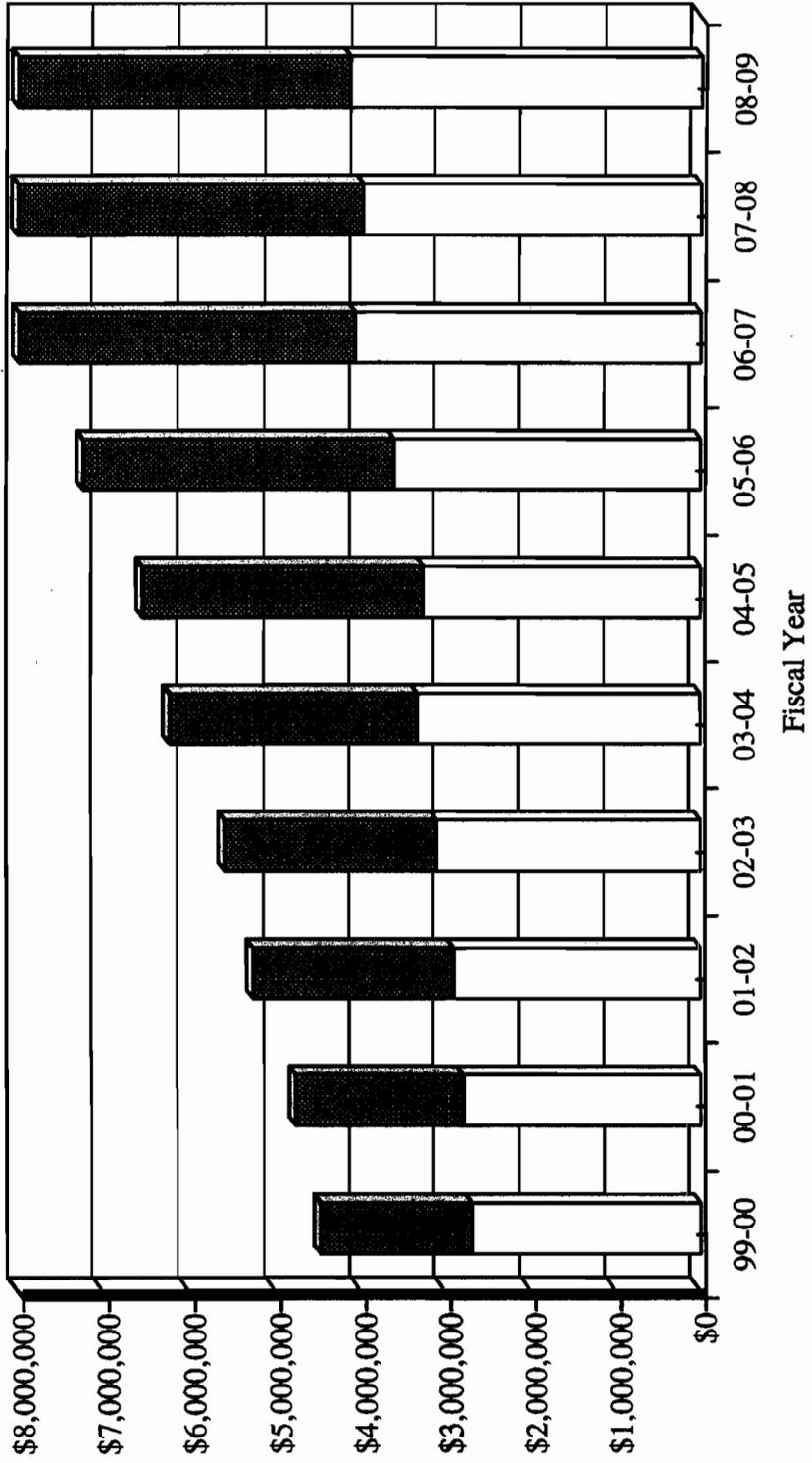
NOTE:

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.

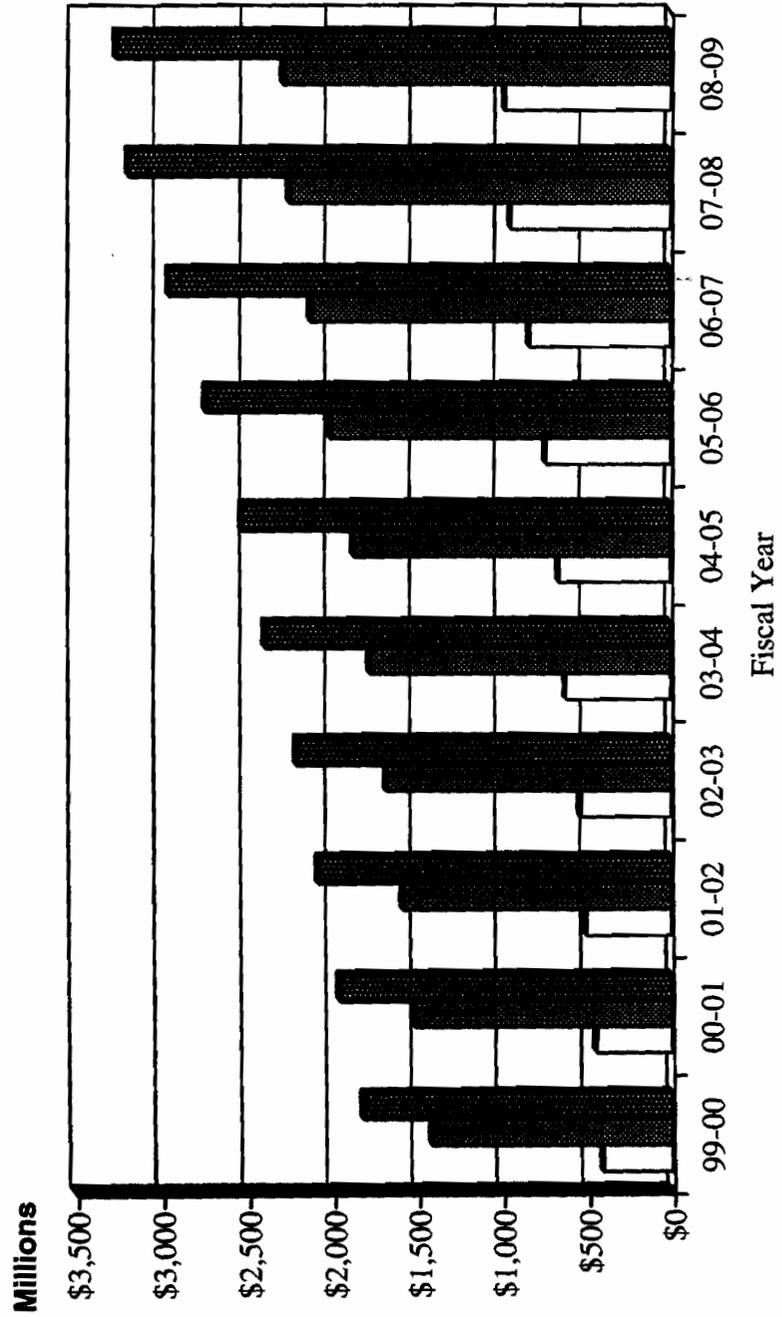
A TYPICAL TAX BILL

CITY OF LA VERNE Property Taxes Collected

LVRA
 City



CITY OF LA VERNE Assessed Valuation



City of La Verne

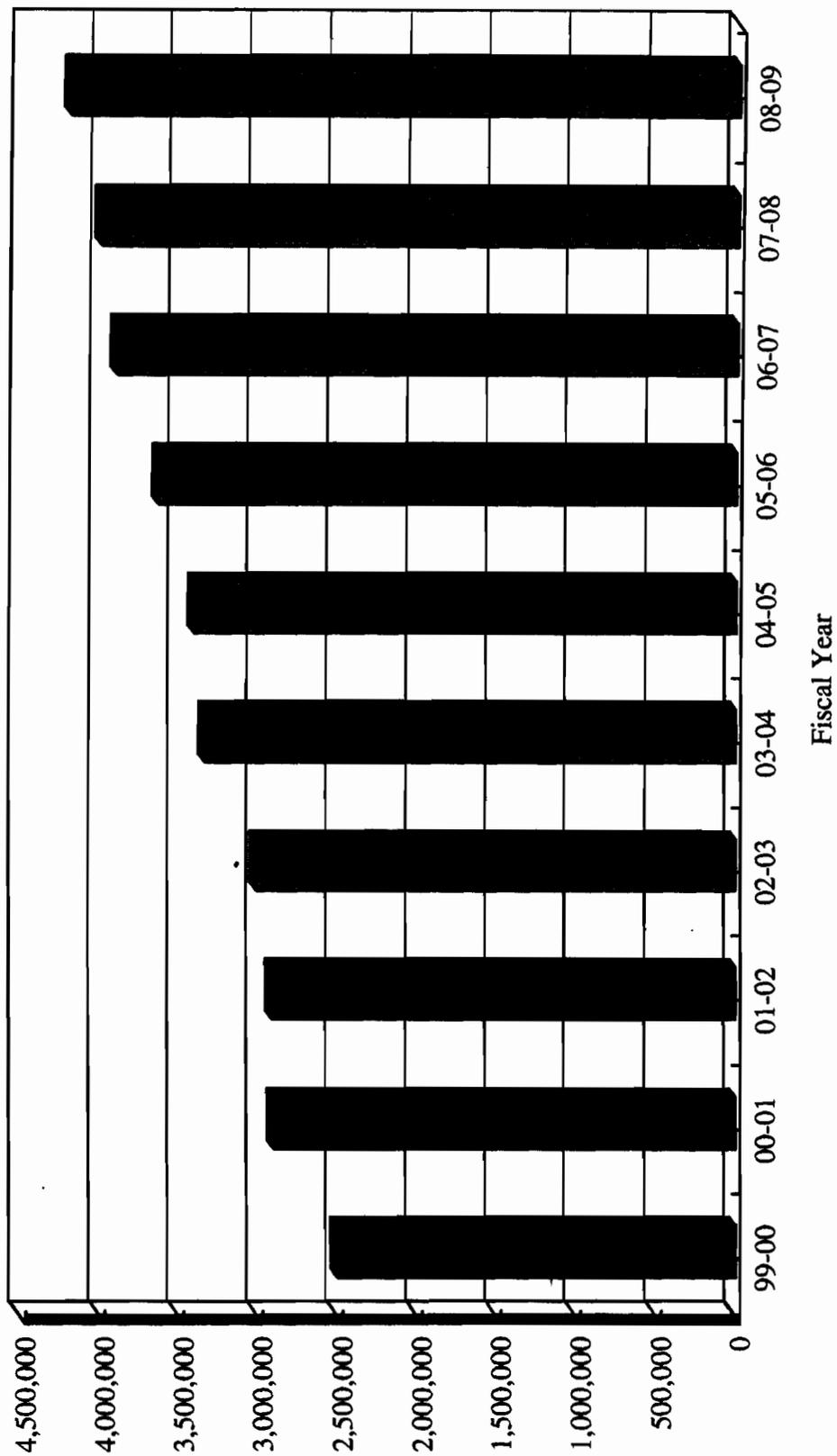
FISCAL YEAR	LVRA	CITY	TOTAL
2008-09 Est	\$970,000,000	\$2,280,000,000	\$3,250,000,000
2007-08	935,111,524	2,241,629,667	3,176,741,191
2006-07	823,768,628	2,115,183,586	2,938,932,214
2005-06	727,960,001	1,998,645,817	2,726,605,818
2004-05	655,560,654	1,863,321,771	2,518,882,425
2003-04	614,248,979	1,768,426,950	2,382,675,929
2002-03	530,496,053	1,670,842,673	2,201,338,726
2001-02	496,849,459	1,576,334,778	2,073,184,237
2000-01	442,085,414	1,509,473,663	1,951,559,077
1999-00	398,692,032	1,414,100,090	1,812,792,122

NOTES:

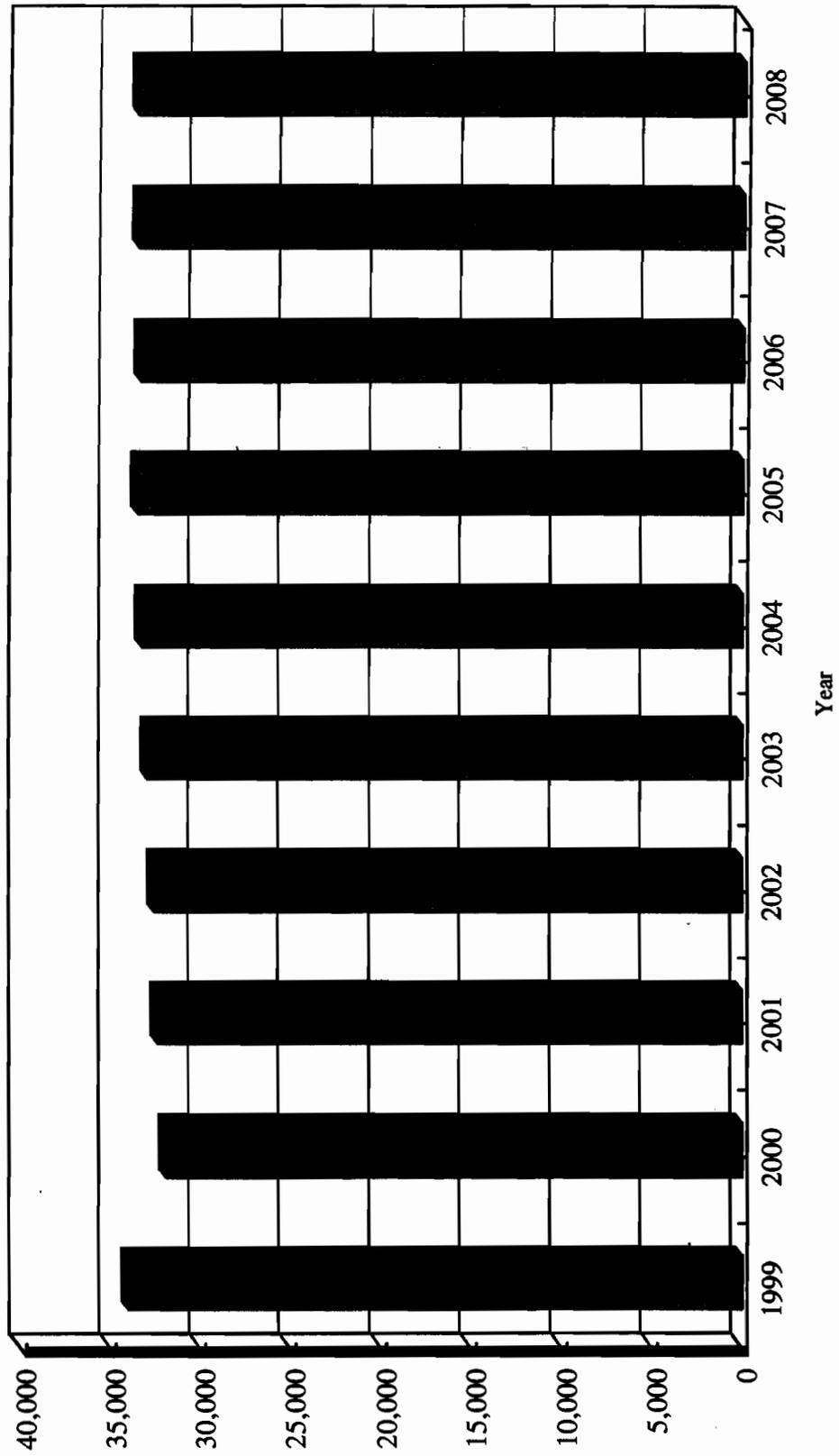
- 1) A State Constitutional Amendment approved by the voters on June 6, 1978, established a tax rate of 1% of market value for which the City receives a proportionate share. This rate is exclusive of bonded indebtedness requirements.
- 2) The La Verne Redevelopment Agency Tax increment assessed value is the difference between the current year total assessed value and the base year assessed value.
- 3) 1978-79 is the base year for the original Redevelopment project area for which the assessed value stated at 100% of market value equals \$50,001,666.
- 4) In 1982, the Redevelopment project area was increased by Annexation No. 1. The assessed value for the 1981-82 base year for the added area is \$82,457,887.
- 5) In 1994, the Redevelopment project area was increased by Annexation No. 3. The assessed value for the 1994-95 base year for the added area is \$53,377,393. The combined total of all three base years is \$185,836,946.

ASSESSED VALUATION

CITY OF LA VERNE Sales Tax Receipts



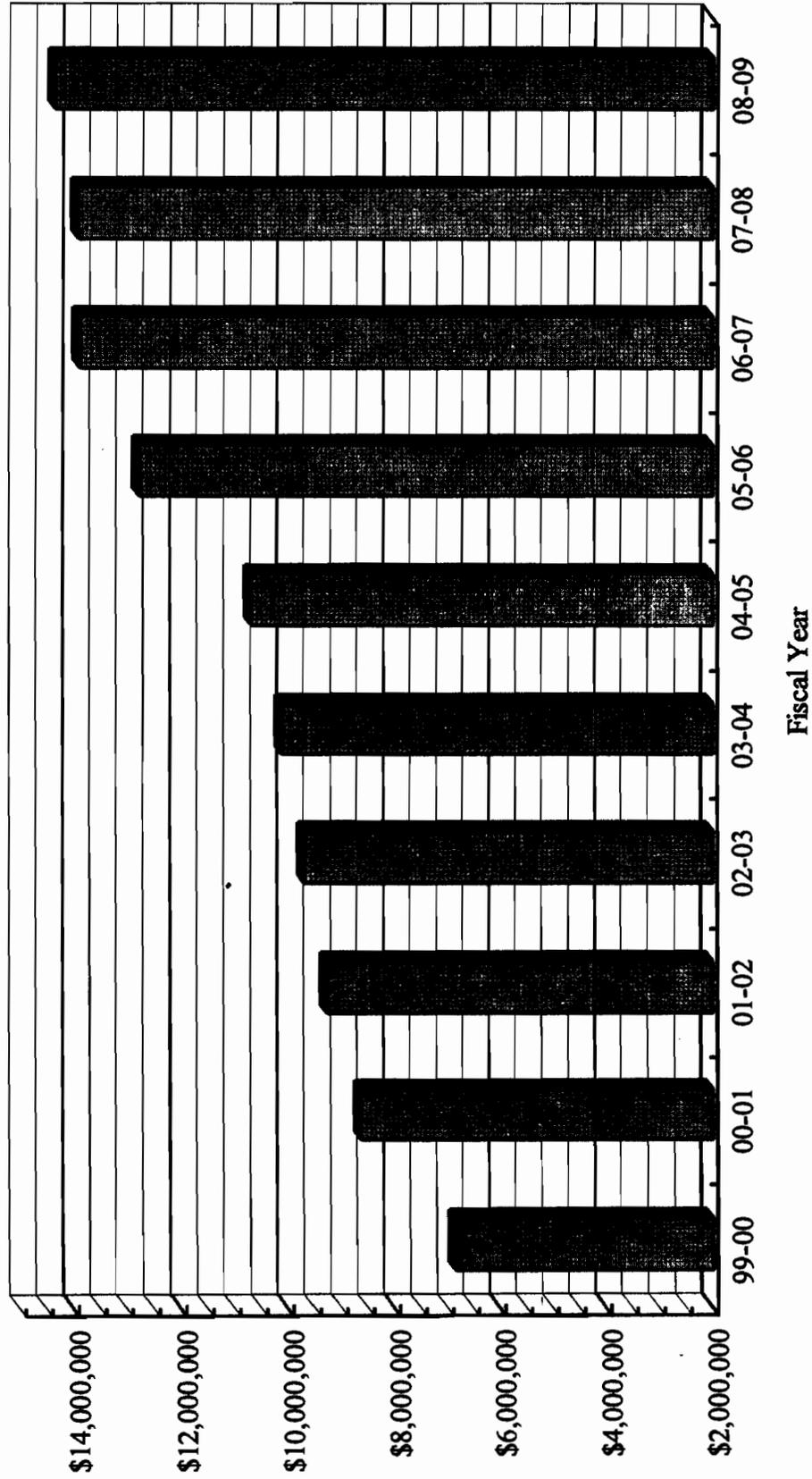
CITY OF LA VERNE Population



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 2005-06

Presented to the

City of LaVerne

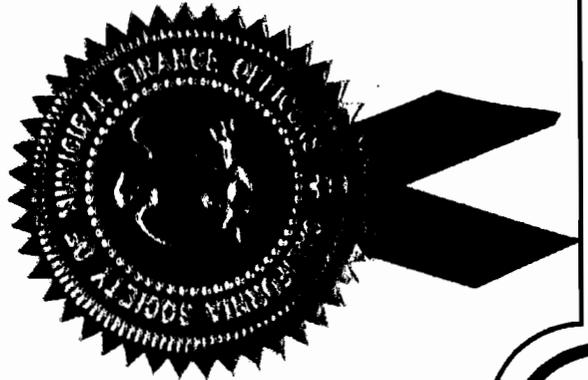
*This certificate is issued in recognition of meeting professional standards and criteria in reporting
which reflect a high level of quality in the annual financial statements
and in the underlying accounting system from which the reports were prepared.*

March 6, 2007



Jesse Takahagi
Professional and Technical Standards Committee

Dedicated to Excellence in Municipal Financial Management



1 RESOLUTION NO. 08-31

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES,
3 STATE OF CALIFORNIA, ADOPTING AN APPROPRIATIONS LIMITATION FOR THE 2008-2009
4 FISCAL YEAR

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

9 WHEREAS, the City Council wishes to set an appropriations limitation for the 2008-2009
10 fiscal year on those appropriations subject to limitation under Article XIII-B; and

11 WHEREAS, the City Clerk has posted notice of the intention of the City Council to adopt such
12 limitation at its meeting of June 2, 2008.

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

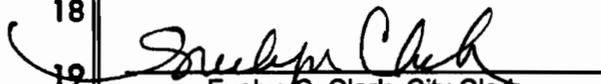
15 Section 1. That the annual appropriations limitation for the City for the
16 2008-09 fiscal year for appropriations subject to limitation under Article XIII-B shall be \$85,523,557. This
17 limitation shall apply only to appropriations subject to limitation under Article XIII-B.

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

20 APPROVED AND ADOPTED this 2nd day of June 2008.

21 
22 Jon Blickenstaff, Mayor

23 ATTEST:

24 
25 Evelyn C. Clark, City Clerk

26 I hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the
27 City of La Verne at a meeting thereof held on the 2nd day of June 2008 by the following vote:

28 AYES Nasmyth, Kendrick, Johnson, Rodriguez, and Mayor Blickenstaff.
NOES: None.
ABSENT: None.
ABSTAIN: None.


Evelyn C. Clark, City Clerk

City of La Verne

REVENUE AND APPROPRIATION LIMITATIONS

2008-09 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 2007-08 appropriation limit 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 2008-09 has been determined by the City to be \$85,523,557. However, analysis indicates that only about \$15.1 million of the 2008-09 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 2008-09 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

<u>SALES TAX</u>			<u>Line Ref.</u>
(1) Estimated 2008-09 Sales Tax		<u>\$ 4,100,000</u>	(a)
(2) F.Y. 2007-08 Sales Tax	<u>\$ 4,000,000</u>		(b)
Adjustment: Line (b) x 1.0690 cost of living factor	<u>4,276,000</u>		(c)
Line (c) x 1.0235 population factor		<u>4,376,486</u>	(d)
(3) Difference (Line (a) minus Line (d)) (Not less than zero)		<u>0</u>	(e)
(If Line (e) is zero or negative enter - 0 - on Line (1) and continue with Part IV)			
(4) Article XII B Appropriations Limitation	<u>85,523,557</u>		(f)
Estimated total proceeds of taxes	<u>\$15,087,950</u>		(g)
The amount from Line (e)	<u>0</u>		(h)
Line (g) minus Line (h)	<u>15,087,950</u>		(i)
Line (f) minus Line (i) (not less than zero)		<u>70,435,607</u>	(j)
Line (e) minus Line (j)		<u>0</u>	(k)
(5) Excess Sales Tax Line (Line (k) - 2)			(l)
 <u>PROPERTY TAX</u>			
(1) Estimated F.Y. 2008-09 Property Tax		<u>4,105,000</u>	(m)
(2) F.Y. 2007-08 Property Tax	<u>3,953,000</u>		(n)
Adjustment:			
Line (n) x 1.0690 cost of living factor	<u>4,225,757</u>		(o)
Line (o) x 1.0235 population		<u>4,325,062</u>	(p)
(3) Difference: Line (m) minus Line (p)		<u>0</u>	(q)
(Not less than zero)			
(If Line q is zero or negative enter -0- on Line (x))			
(4) Article XIII B Appropriations Limitation	<u>85,523,557</u>		(r)
Estimated total proceeds of taxes	<u>15,087,950</u>		(s)
The amount from Line (q)	<u>0</u>		(t)
Line (s) minus Line (t)	<u>15,087,950</u>		(u)
Line (r) minus Line (u) (Not less than zero)		<u>70,435,607</u>	(v)
Line (q) minus Line (v)		<u>0</u>	(w)
(5) Excess property tax (Line (w) - 4)		<u>0</u>	(x)

City of La Verne

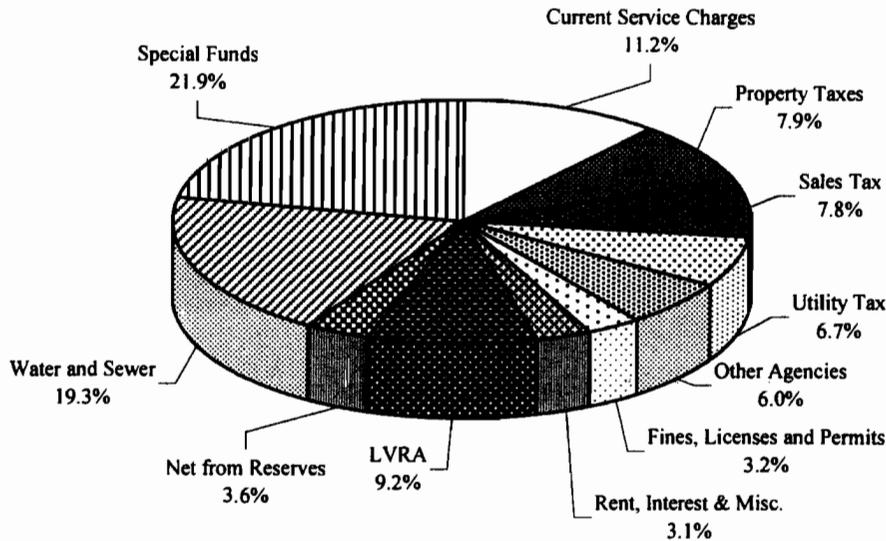
2008-09 BUDGET

ESTIMATED REVENUES

Account Number	Source	2006-07 Actual	Estimated 2007-08	2008-09 Estimated	
				City Manager	Revised
GENERAL FUND(101):					
PROPERTY TAXES:					
-311-1010	Current Year Secured	3,402,790	3,500,000	3,600,000	3,600,000
-311-1011	Current Year Unsecured	178,925	175,000	200,000	200,000
-311-1510	Prior Year Secured	-435	5,000	20,000	20,000
-311-1511	Prior Year Unsecured	10,682	10,000	10,000	10,000
-311-2100	Other Property Tax	0	0	60,000	60,000
-311-2110	Aircraft Tax	82,722	75,000	75,000	75,000
-311-2112	Homeowner's Exemption	36,586	38,000	40,000	40,000
-319-0000	Penalties and Interest	31,042	30,000	35,000	35,000
-311-1600	Supplemental Tax Roll	330,105	150,000	100,000	100,000
	Sub-Total	4,072,417	3,983,000	4,140,000	4,140,000
OTHER TAXES:					
-311-2500	Real Property Transfer Tax	134,379	60,000	75,000	75,000
-313-1000	Sales and Use Tax	3,899,793	4,000,000	4,100,000	4,100,000
-314-1000	Utility User Tax	3,521,540	3,500,000	3,550,000	3,550,000
-318-1000	Franchise Tax	627,844	490,000	500,000	500,000
	Sub-Total	8,183,556	8,050,000	8,225,000	8,225,000
LICENSES AND PERMITS:					
-321-0000	Business Licenses	343,667	340,000	350,000	350,000
-322-1000	Permits (Other)	27,825	25,300	24,000	24,000
-322-1005	Burglar Alarm Permits	6,510	4,500	4,500	4,500
-322-1010	Home Occupation Permit	20,047	20,000	20,000	20,000
-322-1017	Temp/Annual Overnite Parking	63,335	110,000	105,000	105,000
-322-1500	Building Permits	1,049,519	1,000,000	1,145,000	1,145,000
-322-2000	Public Works Permits	11,593	5,000	5,000	5,000
	Sub-Total	1,522,496	1,504,800	1,653,500	1,653,500
FINES AND FORFEITS:					
-350-1000	City Code Court Fine	15,541	12,000	12,000	12,000
-350-1200	False Burglar Alarm Penalty	13,275	10,000	8,000	8,000
-350-1300	Business License Penalty	4,111	2,500	3,000	3,000
	Sub-Total	32,927	24,500	23,000	23,000
USE OF MONEY AND PROPERTY:					
-361-0000	Interest Income	355,420	250,000	250,000	250,000
-364-1000	Rents	76,656	75,000	76,000	76,000
-364-1010	Recreation Facility/ Equipment Rental	94,256	87,000	87,200	87,200
-364-1016	Swimming Pool Rental	2,913	5,700	6,000	6,000
-364-1020	Fire Station III Rental	0	36,000	36,000	36,000
	Sub-Total	529,245	453,700	455,200	455,200

City of La Verne

Sources of Funds



Property Taxes	\$4,140,000	Net City Current Revenue	\$43,826,076
Sales Tax	4,100,000	Net from Reserves **	<u>3,005,479</u>
Utility Tax	3,550,000	Total City	\$46,831,555
Current Service Charges	5,920,600		
Other Agencies	3,159,700	La Verne Redevelopment Agency ***	
Fines, Licenses and Permits	1,676,500	Tax Increment	4,101,000
Rent and Interest	455,200	Loan Proceeds	470,000
Miscellaneous	<u>1,203,000</u>	Interest & Rent Income	293,000
Total General Fund	\$24,205,000	Miscellaneous	-
		Total LVRA Current Revenue	4,864,000
Water and Sewer	10,188,100		
Special Funds **	<u>11,516,976</u>	Net from Reserves	<u>(1,104,922)</u>
Total Current Year Revenue	\$45,910,076	Total LVRA	3,759,078
Less Interdepartmental Funds	(2,084,000)	Total City and LVRA	<u>\$50,590,633</u>

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 Redevelopment Agency, which is a separate legal entity from the City.

City of La Verne

2008-09 BUDGET

ESTIMATED REVENUES

Account Number	Source	2006-07 Actual	Estimated 2007-08	2008-09 Estimated	
				City Manager	Revised
INTERGOVERNMENTAL REVENUE:					
-331-1300	COPS Resource Officer Grant	36,973	51,600	0	0
-331-1700	Federal Homeland Security Grant	474,971	4,700	0	0
-331-2100	Fire Department Federal Grants	0	0	0	0
-335-1515	P.O.S.T Reimbursement	30,995	27,000	27,000	27,000
-335-1200	Motor Vehicle in Lieu Tax	2,400,962	2,450,000	2,475,000	2,475,000
-335-1300	Off Highway Motor Vehicle Fees	0	0	0	0
-335-1500	State Mandated Cost Reimbursement	25,141	12,000	13,000	13,000
-335-1800	LA Impact Reimbursements	31,058	27,000	30,000	30,000
-335-2000	Other State Grants	4,526	8,700	700	700
-335-2013	CAL-MET Police Reimbursement	54,260	135,000	142,000	142,000
-336-2200	L.A. County T.R.A.P.(ATTF)	107,636	56,000	0	0
-336-1000	Prop. A Transfer Exchange	198,750	212,000	400,000	400,000
-336-1300	CDBG Funds Exchange	0	90,000	72,000	72,000
	Sub-Total	3,365,272	3,074,000	3,159,700	3,159,700
CHARGES FOR CURRENT SERVICES:					
-341-1005	Map and Copy Sales	13,116	12,000	12,000	12,000
-341-1500	Work for Others	45,983	70,000	44,000	44,000
-341-1508	L A Impact Personnel Services	426,205	456,000	481,000	481,000
-341-1509	L A Impact Financial Services	115,200	150,000	150,000	150,000
-341-1512	Fire Department Reimbursements	543,801	800,000	500,000	500,000
-341-1522	Cable Public Access	44,128	47,800	48,000	48,000
-341-1523	BUSD and ULV Pool Maintenance	140,830	100,000	115,000	115,000
-341-1524	BUSD Police Reimbursement	108,919	168,000	72,000	72,000
-342-1008	Weapons Storage Fee Release	0	1,000	1,200	1,200
-342-1009	Livescan Fees	13,674	15,000	15,000	15,000
-342-1010	Trustee Program	20,729	50,000	25,000	25,000
-342-1012	Citation Write-Offs	1,581	1,700	1,000	1,000
-342-1015	PD-Hearing Officer	4,961	5,000	5,000	5,000
-342-1016	Special Duty Police Dept	104,728	110,000	110,000	110,000
-342-1017	Probation Payments	355	500	500	500
-342-1018	DUI Emergency Response	2,543	3,500	1,500	1,500
-342-1020	School Crossing Guard	15,000	15,000	15,000	15,000
-342-1021	LVPD Booking Fees	0	0	20,000	20,000
-342-1510	Paramedic Service Fees	536,715	550,000	525,000	525,000
-342-1512	Fire Revenue Inspections	12,253	15,000	15,000	15,000
-344-1100	Plan Check Fees	43,140	20,000	20,000	20,000
-344-1200	Inspection Fees	41,459	22,500	20,000	20,000
-344-1512	Municipal Services Registration Fee	10,095	12,000	12,000	12,000
-344-2506	Graffiti Removal Reimbursement	31,500	25,000	25,000	25,000
-344-3010	Refuse Service Fees	2,570,299	2,720,000	2,900,000	2,900,000
-344-3015	Other Refuse Service Fees	100,000	100,000	100,000	100,000
-345-1000	Planning	1,000	500	1,000	1,000
-345-1010	Division of Land	175	500	1,000	1,000
-345-1011	Land Use Fees	1,375	3,000	3,500	3,500
-345-1012	Precise Plan of Design	15,903	20,000	17,500	17,500
-345-1013	Environmental Fees	5,250	2,000	2,000	2,000
-345-1015	Planning Deposit Projects	171,310	125,000	145,000	145,000

City of La Verne

2008-09 BUDGET

ESTIMATED REVENUES

Account Number	Source	2006-07 Actual	Estimated 2007-08	2008-09 Estimated	
				City Manager	Revised
-345-1016	State Mandated Planning Fee	18,735	20,000	15,000	15,000
-345-1019	Appeals	150	1,500	0	0
-346-1000	Recreation Fee and Charges	200,145	190,000	185,000	185,000
-346-1011	Preschool	113,164	105,000	105,000	105,000
-346-1012	Recreation/BHS	6,703	17,000	17,000	17,000
-346-1020	Sports Programs	76,992	67,000	67,000	67,000
-346-1100	Aquatics Programs	93,818	95,700	95,700	95,700
-346-1200	Recreation Excursions	28,175	26,000	26,000	26,000
-346-1400	Special Event Activities	5,847	6,500	6,700	6,700
	Sub-Total	5,685,956	6,149,700	5,920,600	5,920,600
MISCELLANEOUS REVENUE:					
-363-1000	Sale of Property	258,306	268,000	250,000	250,000
-362-0000	Miscellaneous Revenue	570,761	300,000	378,000	378,000
	Sub-Total	829,067	568,000	628,000	628,000
	TOTAL GENERAL FUND	24,220,936	23,807,700	24,205,000	24,205,000
<u>PARAMEDIC SERVICE FUND(104):</u>					
-342-1510	Paramedic Service Fees	641,591	640,000	665,000	665,000
	TOTAL PARAMEDIC SERVICE FUND	641,591	640,000	665,000	665,000
<u>GAS TAX FUND(206):</u>					
-318-1510	Gas Tax 2107 Funds	271,460	270,000	270,000	270,000
-318-1515	Gas Tax Engineering	6,000	6,000	6,000	6,000
-318-1520	Gas Tax 2105 Funds	203,077	206,000	206,000	206,000
-318-1525	Gas Tax 2106 Funds	123,545	124,000	124,000	124,000
-335-2005	Traffic Congestion Relief	244,925	140,000	140,000	140,000
-335-2010	Surface Transportation Pgm-Local	900,000	0	0	0
-335-2011	Rubberized Asphalt Recycling	150,000	0	0	0
-335-2300	Prop 1B Transportation	0	538,004	0	0
-361-0000	Interest Income	13,577	14,000	12,000	12,000
	TOTAL GAS TAX FUND	1,912,584	1,298,004	758,000	758,000
<u>TRAFFIC SAFETY FUND(208):</u>					
-335-1600	OTS Grant	72,368	50,000	22,000	22,000
-342-1013	DUI Vehicle Storage Release	39,975	28,000	25,000	25,000
-342-1014	Vehicle Storage Release	73,033	50,000	10,000	10,000
-342-1019	Other Vehicle Fees	80,805	45,000	10,000	10,000
-350-1100	Parking Violations	242,602	525,000	500,000	500,000
-350-1700	Vehicle Code Court Fines	131,349	100,000	125,000	125,000
-362-0000	Miscellaneous Revenues	0	0	8,400	8,400
	TOTAL TRAFFIC SAFETY FUND	640,132	798,000	700,400	700,400
<u>CDBG FUND(215):</u>					
-331-1500	CDBG Projects	62,626	236,000	168,876	168,876
	TOTAL CDBG FUND	62,626	236,000	168,876	168,876

City of La Verne

2008-09 BUDGET

ESTIMATED REVENUES

Account Number	Source	2006-07 Actual	Estimated 2007-08	2008-09 Estimated	
				City Manager	Revised
<u>O & M CFD FUND(216):</u>					
-361-0000	Interest Income	58,141	42,000	40,000	40,000
-370-2511	CFD Special Assessment	797,070	825,000	875,000	875,000
TOTAL O & M CFD FUND		855,211	867,000	915,000	915,000
<u>BICYCLE SAFETY FUND(222):</u>					
-336-1500	S.C.A.G. Grant-Pedestrian	0	60,000	0	0
-361-0000	Interest Income	0	0	0	0
TOTAL BICYCLE SAFETY FUND		0	60,000	0	0
<u>AFFORDABLE HOUSING FUND(226):</u>					
-345-1022	Housing Linkage Fee	21,000	5,000	150,000	150,000
-361-0000	Interest Income	10,568	10,000	8,000	8,000
TOTAL O & M CFD FUND		31,568	15,000	158,000	158,000
<u>ASSET FORFEITURE(231):</u>					
-331-2610	Homeland Security Grant	48,983	0	0	0
-331-2610	Dept of Justice/Asset Sharing	144,244	244,700	250,000	250,000
-331-2611	U. S. Treasury/Asset Sharing	426	14,200	0	0
-331-2612	L. A. Impact/Asset Forfeiture	121,193	0	15,000	15,000
-334-1200	State Homeland Security	20,707	0	0	0
-335-1700	State Asset Forfeiture	11,009	6,100	0	0
-361-0000	Interest Income	98,422	70,000	50,000	50,000
-363-0000	Sale of Property	1,624	0	0	0
TOTAL ASSET FORFEITURE FUND		446,608	335,000	315,000	315,000
<u>LACMTA - PROPOSITION A FUND(232):</u>					
-336-1000	PROP A Allocation	535,919	550,000	560,000	560,000
-361-0000	Interest Revenue	12,989	10,000	5,000	5,000
TOTAL LACMTA - PROPOSITION A FUND		548,908	560,000	565,000	565,000
<u>LACMTA - PROPOSITION C FUND(234):</u>					
-336-1100	PROP C Allocation	445,418	460,000	470,000	470,000
-361-0000	Interest Revenue	37,981	30,000	15,000	15,000
TOTAL LACMTA - PROPOSITION C FUND		483,399	490,000	485,000	485,000
<u>SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND(241):</u>					
-336-1200	Supplement Law Enf. Services Fund	100,000	100,000	100,000	100,000
-361-0000	Interest Income	244	800	500	500
TOTAL SUPPLEMENT LAW ENFORCEMENT SERVICES FUND		100,244	100,800	100,500	100,500

City of La Verne

2008-09 BUDGET

ESTIMATED REVENUES

Account Number	Source	2006-07 Actual	Estimated 2007-08	2008-09 Estimated	
				City Manager	Revised
<u>AB2766 MOBILE SOURCE AIR POLLUTION(243):</u>					
-336-2000	AQMD Fees	38,890	38,000	40,000	40,000
-336-2300	AQMD Grant	0	100,000	0	0
-361-0000	Interest Income	14,709	10,000	5,000	5,000
TOTAL AB2766 MOBILE SOURCE AIR POLLUTION FUND		53,599	148,000	45,000	45,000
<u>PUBLIC SAFETY FUND(244):</u>					
-313-1100	PROP 172 Sales Tax	320,983	315,000	315,000	315,000
-342-1513	Fire Equipment Fee	385	0	0	0
-342-1514	Fire Facility Fee	7,504	0	0	0
-361-0000	Interest Income	89,730	15,000	5,000	5,000
TOTAL PUBLIC SAFETY EQUIPMENT FUND		418,602	330,000	320,000	320,000
<u>DOWNTOWN BUSINESS IMPROVEMENT FUND(245):</u>					
-321-1000	DBID Business Licenses	14,489	14,000	14,000	14,000
-361-0000	Interest Income	804	400	500	500
-362-2200	Harvest Festival	650	2,200	2,000	2,000
-362-2300	Cool Cruise	13,086	14,000	0	0
TOTAL DOWNTOWN BUSINESS IMPROVEMENT FUND		29,029	30,600	16,500	16,500
<u>MAINTENANCE ASSESSMENT DISTRICT FUND(246):</u>					
-361-0000	Interest Income	9,968	5,000	5,000	5,000
-370-1510	Landscape Maintenance Fees	302,475	301,000	302,000	302,000
-370-1511	Esperanza 84-1M Assmt. Fees	9,143	9,600	9,600	9,600
TOTAL MAINTENANCE ASSESSMENT DISTRICT FUND		321,586	315,600	316,600	316,600
<u>CITYWIDE LIGHTING & LANDSCAPE DISTRICT FUND(248):</u>					
-334-1000	State Park Grant	38,025	0	0	0
-341-1520	Sports Park Maintenance	25,000	52,500	45,000	45,000
-341-1525	Sports Park Lighting	16,875	10,000	10,000	10,000
-341-1526	Other Parks Lighting	20,819	15,000	15,000	15,000
-363-1010	Scrap Metal	0	1,100	0	0
-364-1000	Rents	14,094	13,500	13,500	13,500
TOTAL CITYWIDE LIGHTING & LANDSCAPE DISTRICT FUND		114,813	92,100	83,500	83,500
<u>FIRE EQUIPMENT REPLACEMENT FUND(250):</u>					
-342-1515	Fire Equipment Rental Charge	41,231	64,000	10,000	10,000
-342-1516	Fire Administrative Fee	104,194	142,000	50,000	50,000
-361-0000	Interest Income	22,518	24,000	24,000	24,000
-362-0000	Miscellaneous Revenue	0	0	16,100	16,100
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		167,943	230,000	100,100	100,100

City of La Verne

2008-09 BUDGET

ESTIMATED REVENUES

Account Number	Source	2006-07 Actual	Estimated 2007-08	2008-09 Estimated	
				City Manager	Revised
<u>OTHER FIRE FACILITY FUND(251):</u>					
-342-1517	Fire Facilities	0	22,518	75,000	75,000
-361-0000	Interest Income	0	0	0	0
TOTAL OTHER FIRE FACILITY FUND		0	22,518	75,000	75,000
<u>LOAN REPAYMENT FUND(326):</u>					
-362-0000	Miscellaneous Revenue	367,000	360,000	360,000	360,000
-363-1500	Pension Obligation Charges	742,450	770,000	794,000	794,000
TOTAL LOAN REPAYMENT FUND		1,109,450	1,130,000	1,154,000	1,154,000
<u>GENERAL CAPITAL IMPROVEMENT FUND(405):</u>					
-331-1700	Other Federal Government Grants	74,000	426,000	807,000	807,000
-335-2200	State Homeland Security	0	300,000	0	0
-336-2400	LA County Homeland Security	66,871	50,000	0	0
-361-0000	Interest Income	9,042	2,000	2,000	2,000
-362-0000	Miscellaneous Income	12,500	0	0	0
TOTAL CAPITAL IMPROVEMENT FUND		162,413	778,000	809,000	809,000
<u>ROW MANAGEMENT FUND(406):</u>					
-335-0000	State Gov't Shared Revenue	0	0	800,000	800,000
-361-0000	Interest Income	35,867	25,000	25,000	25,000
-362-0000	Miscellaneous Income	0	0	50,000	50,000
-362-2600	Street Impact Mitigation Fee	100,000	100,000	100,000	100,000
-363-1000	Sale of Property	0	50,000	0	0
TOTAL ROW MANAGEMENT FUND		135,867	175,000	975,000	975,000
<u>I/S TECHNOLOGY FUND(407):</u>					
-361-0000	Interest Income	469	500	500	500
-362-0000	Miscellaneous Income	5,000	0	0	0
TOTAL I/S TECHNOLOGY FUND		5,469	500	500	500
<u>UNDERGROUND UTILITIES FUND(410):</u>					
-344-2600	Underground Utilities Fee	20,300	40,000	15,000	15,000
-361-0000	Interest Income	60,815	40,000	40,000	40,000
TOTAL UNDERGROUND UTILITIES FUND		81,115	80,000	55,000	55,000
<u>PARK DEVELOPMENT FUND(412):</u>					
-318-1600	Park and Recreation Tax	123,657	230,000	280,000	280,000
-334-1000	State Parks Grant	38,025	825,000	0	0
-361-0000	Interest Revenues	18,309	4,000	1,000	1,000
-363-1000	Sale of Property	500	0	0	0
TOTAL PARK DEVELOPMENT FUND		180,491	1,059,000	281,000	281,000

City of La Verne

2008-09 BUDGET

ESTIMATED REVENUES

Account Number	Source	2006-07 Actual	Estimated 2007-08	2008-09 Estimated	
				City Manager	Revised
<u>STORM DRAINAGE DISTRICT FUND(419):</u>					
-344-2700	Storm Drain Fees	6,359	60,000	20,000	20,000
-361-0000	Interest Income	58,051	40,000	40,000	40,000
TOTAL STORM DRAINAGE FUND		64,410	100,000	60,000	60,000
<u>WATER UTILITY FUND(502):</u>					
-345-1017	Plan Check Fees	6,210	7,500	7,500	7,500
-345-1500	Inspection Fees	5,550	4,000	5,000	5,000
-344-1510	Water Sales	8,269,817	9,105,000	9,125,000	9,125,000
-344-1512	Municipal Services Registration Fee	9,865	10,000	10,000	10,000
-344-1520	Meter Installations	14,440	10,000	10,000	10,000
-344-1525	Service Installations	19,900	10,000	15,000	15,000
-344-1526	Fire Flow Fee	975	4,000	4,000	4,000
-350-1500	Other Fines/Penalties	625	2,400	2,000	2,000
-350-1610	Late Penalty Fee	111,619	125,000	125,000	125,000
-350-1800	Utility Turnoff Delq Accts	21,135	16,000	16,000	16,000
-361-0000	Interest Income	4,676	15,000	15,000	15,000
-362-0000	Miscellaneous Revenue	16,569	5,600	5,600	5,600
-363-1000	Sale of Property	0	0	0	0
TOTAL WATER UTILITY FUND		8,481,381	9,314,500	9,340,100	9,340,100
<u>WATER CAPITAL IMPROVEMENT FUND(507):</u>					
-341-1500	Work for Others	2,238,809	0	0	0
-344-1610	Water Connection Fees	17,545	20,000	20,000	20,000
-344-1615	Water System Installation Fees	15,330	22,000	20,000	20,000
-344-1620	Water Acreage Connection Fees	54,806	10,000	20,000	20,000
-361-0000	Interest Income	331,891	170,000	150,000	150,000
TOTAL WATER CAPITAL IMPROVEMENT FUND		2,658,381	222,000	210,000	210,000
<u>MIRAMAR DEBT REPAYMENT FUND(519):</u>					
-344-1530	Miramar Service Charge	673,463	630,000	570,000	570,000
-361-0000	Interest Income	387,702	230,000	200,000	200,000
TOTAL MIRAMAR DEBT REPAYMENT FUND		1,061,165	860,000	770,000	770,000
<u>SEWER UTILITY FUND(530):</u>					
-322-1015	Industrial Waste Permits	28,902	24,000	24,000	24,000
-344-1100	Plan Check Fees	1,230	3,200	2,000	2,000
-344-1200	Inspection Fees	1,230	12,000	2,000	2,000
-344-1214	NPDES-Restaurant Inspection Fee	0	0	0	0
-344-2010	Sewer Service Fees	782,294	780,000	780,000	780,000
-361-0000	Interest Income	74,120	50,000	40,000	40,000
TOTAL SEWER UTILITY FUND		887,776	869,200	848,000	848,000

City of La Verne

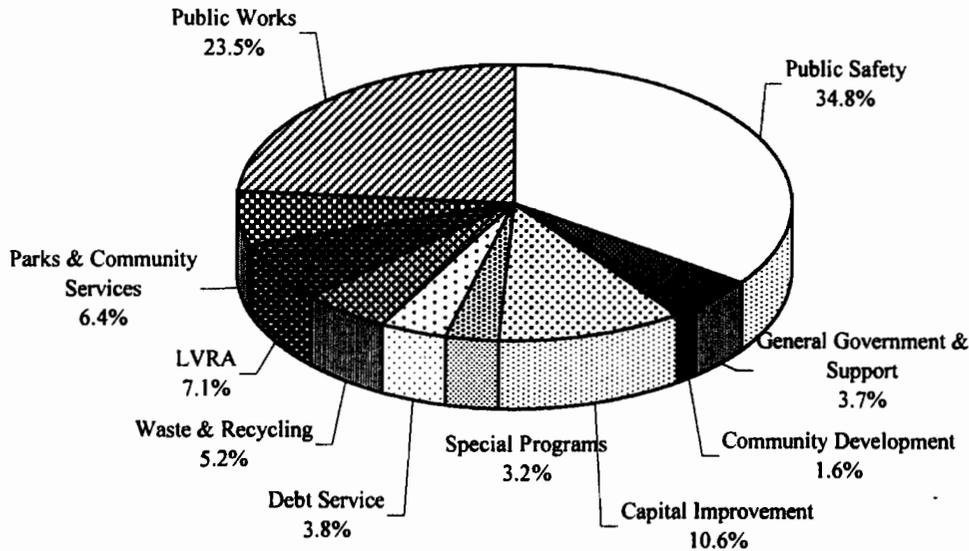
2008-09 BUDGET

ESTIMATED REVENUES

Account Number	Source	2006-07 Actual	Estimated 2007-08	2008-09 Estimated	
				City Manager	Revised
SEWER CAPITAL IMPROVEMENT FUND(531):					
-344-2110	Sewer Main Line Fees	9,405	8,500	5,000	5,000
-344-2115	Sewer Connection Fees	6,987	5,300	5,000	5,000
-361-0000	Interest Income	133,120	90,000	80,000	80,000
TOTAL SEWER CAPITAL IMPROVEMENT FUND		149,512	103,800	90,000	90,000
EQUIPMENT FUND(624):					
-361-0000	Interest Income	56,497	40,000	35,000	35,000
-362-0000	Miscellaneous Revenue	0	0	0	0
-363-1000	Sale of Property	2,924	6,600	0	0
-364-1000	Rents (Maint. & Operations)	810,031	820,000	841,000	841,000
-364-1015	Rents (Depreciation)	414,726	405,000	449,000	449,000
TOTAL EQUIPMENT FUND		1,284,178	1,271,600	1,325,000	1,325,000
TOTAL ALL CITY FUNDS		47,310,987	46,339,922	45,910,076	45,910,076
Less Interdepartmental Funds		(1,980,000)	(2,004,000)	(2,084,000)	(2,084,000)
NET CITY REVENUE		45,330,987	44,335,922	43,826,076	43,826,076
LA VERNE REDEVELOPMENT AGENCY:					
LVRA GENERAL FUND(427):					
-361-0000	Interest Income	9,588	12,000	8,000	8,000
-362-0000	Miscellaneous Revenue	0	0	0	0
-364-1000	Rents	5,017	5,000	5,000	5,000
-392-1600	Gain on Land Held for Resale	0	140,000	0	0
-393-1500	Loan Proceeds	390,000	470,000	470,000	470,000
SUB-TOTAL		404,605	627,000	483,000	483,000
LVRA LOW/MODERATE INCOME HOUSING FUND(228):					
-311-1600	Supplemental Tax Roll	121,559	100,000	50,000	50,000
-311-2010	Increment Current Year	1,629,185	1,750,000	1,800,000	1,800,000
-311-2011	Increment Prior Year	-14,577	0	0	0
-361-0000	Interest Income	167,404	250,000	230,000	230,000
SUB-TOTAL		1,903,571	2,100,000	2,080,000	2,080,000
LVRA DEBT SERVICE FUND(329):					
-311-1600	Supplemental Tax Roll	144,709	115,000	50,000	50,000
-311-2010	Increment Current Year	2,051,994	2,150,000	2,200,000	2,200,000
-311-2011	Increment Prior Year	-17,562	0	1,000	1,000
-361-0000	Interest Income	62,800	80,000	50,000	50,000
SUB-TOTAL		2,241,941	2,345,000	2,301,000	2,301,000
TOTAL LA VERNE REDEVELOPMENT AGENCY FUNDS		4,550,117	5,072,000	4,864,000	4,864,000
GRAND TOTAL CITY AND AGENCY:		49,881,104	49,407,922	48,690,076	48,690,076

City of La Verne

Uses of Funds



General Government & Support Services:		Capital Improvements	\$5,607,500
General Administration	\$617,294	Debt Service Requirements	1,996,000
City Clerk	206,191	Special Programs	1,674,874
City Manager	1,112,238		
Sub Total	\$1,935,723	Total City Expenditures	\$48,915,555
Public Safety:		Less Interdepartmental Funds	(2,084,000)
Police	\$11,626,291		
Fire	6,728,225	Net City Expenditures	\$46,831,555
Sub Total	\$18,354,516	La Verne Redevelopment Agency Expenditures	3,759,078
Community Development	845,494	Total City and La Verne Redevelopment Agency	\$50,590,633
Park Maintenance	2,011,127		
Recreation & Community Services	1,350,830		
Public Works:			
City Buildings	369,578		
Street Maintenance	2,258,602		
Waste and Recycling	2,749,721		
Water Utility	7,577,436		
Sewer Utility	737,689		
Equipment Maintenance	1,446,465		
Sub Total	15,139,491		

City of La Verne

2008-09 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>GENERAL ADMINISTRATION:</u>				
City Council	73,694	11,300	0	84,994
General Government				
Non-Departmental	0	446,300	0	446,300
Legal Services	0	86,000	0	86,000
DEPARTMENT TOTAL	73,694	543,600	0	617,294
<u>CITY CLERK DEPARTMENT:</u>				
Administration	106,306	15,350	0	121,656
Elections	19,835	64,700	0	84,535
DEPARTMENT TOTAL	126,141	80,050	0	206,191
<u>CITY MANAGER DEPARTMENT:</u>				
CITY MANAGER DIVISION:				
Administration	266,607	9,300	0	275,907
Personnel Division	87,141	33,500	0	120,641
SUB-TOTAL	353,748	42,800	0	396,548
FINANCE DIVISION:				
Administration	51,209	16,000	0	67,209
City Treasurer	53,294	20,000	0	73,294
Cashiering and Collections	48,761	5,000	0	53,761
Business Licensing	31,385	3,000	0	34,385
Accounting and Payroll	156,600	4,000	0	160,600
L. A. Impact Fiscal Services	16,189	1,000	0	17,189
SUB-TOTAL	357,438	49,000	0	406,438
INFORMATION SYSTEMS DIVISION:				
Administration	25,376	5,000	0	30,376
Mid-Range Computers	38,338	70,000	3,800	112,138
Personal Computers	76,950	10,000	9,100	96,050
Telephone Services	12,688	58,000	0	70,688
SUB-TOTAL	153,352	143,000	12,900	309,252
DEPARTMENT TOTAL	864,538	234,800	12,900	1,112,238

City of La Verne

2008-09 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>COMMUNITY DEVELOPMENT:</u>				
Administration	31,014	41,900	0	72,914
Planning	87,241	68,000	0	155,241
Planning Non-Deposit Projects	40,225	32,100	0	72,325
Code Enforcement/Building Inspection	31,014	499,000	0	530,014
General Plan Update	0	15,000	0	15,000
DEPARTMENT TOTAL	189,494	656,000	0	845,494
<u>FIRE DEPARTMENT:</u>				
Administration	394,078	39,500	0	433,578
Emergency Services	2,662,566	38,500	0	2,701,066
Fire Reserve Program	51,940	46,400	0	98,340
Training	500,822	11,800	0	512,622
Station Maintenance	207,694	8,100	0	215,794
Fire Prevention	277,182	6,800	0	283,982
Disaster Preparedness	31,398	6,900	0	38,298
Paramedic Services	1,893,337	130,000	0	2,023,337
Vehicle Maintenance	192,140	127,986	101,082	421,208
DEPARTMENT TOTAL	6,211,157	415,986	101,082	6,728,225
<u>POLICE DEPARTMENT:</u>				
Administration	533,503	560,000	0	1,093,503
Communications	658,037	62,000	0	720,037
Jail Services	166,431	63,500	0	229,931
Personnel Development/Training	40,438	90,000	0	130,438
Records and Clerical	325,215	30,000	16,000	371,215
Patrol Services	4,198,646	475,000	0	4,673,646
Investigations	1,535,904	121,000	0	1,656,904
Police Reserve Program	35,000	7,000	0	42,000
Crime Prevention/School Resource	209,512	37,500	0	247,012
PD-Information Systems	85,585	125,000	0	210,585
L.A. IMPACT Personnel Services	481,562	0	0	481,562
Traffic Services	838,709	200,000	20,000	1,058,709
Supplemental Law Enforcement	108,508	0	0	108,508
Asset Forfeiture	431,441	60,000	110,800	602,241
DEPARTMENT TOTAL	9,648,491	1,831,000	146,800	11,626,291

City of La Verne

2008-09 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>PARKS AND COMMUNITY SERVICES DEPARTMENT:</u>				
PARK MAINTENANCE DIVISION:				
Administration	0	100,000	0	100,000
Parks Facility Maintenance	696,947	566,368	0	1,263,315
Tree Maintenance	95,630	130,136	0	225,766
Riparian Channel Maintenance	0	15,000	0	15,000
Maintenance Assessment Division	23,047	383,999	0	407,046
SUB-TOTAL	815,624	1,195,503	0	2,011,127
COMMUNITY SERVICES DIVISION:				
Administration	168,578	20,990	0	189,568
Recreation Programs	215,992	211,450	0	427,442
Facility Rentals	240,130	139,760	0	379,890
Swimming Pool Program	107,141	200,000	0	307,141
Special Events	10,189	36,600	0	46,789
SUB-TOTAL	742,030	608,800	0	1,350,830
DEPARTMENT TOTAL	1,557,654	1,804,303	0	3,361,957
<u>PUBLIC WORKS DEPARTMENT:</u>				
CITY BUILDING DIVISION:				
Administration	22,924	1,300	0	24,224
Building Maintenance	28,804	316,550	0	345,354
SUB-TOTAL	51,728	317,850	0	369,578
STREET MAINTENANCE DIVISION:				
Administration	141,298	346,009	0	487,307
Waste and Recycling	34,721	2,715,000	0	2,749,721
Street Maintenance	411,498	708,638	0	1,120,136
Traffic and Lighting	85,890	533,232	0	619,122
Graffiti Removal	19,437	12,600	0	32,037
SUB-TOTAL	692,844	4,315,479	0	5,008,323

City of La Verne

2008-09 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
WATER UTILITY DIVISION:				
Administration	321,630	434,621	8,300	764,551
Water Production	257,404	5,220,398	0	5,477,802
Transmission & Distribution	389,330	168,514	0	557,844
Customer Service	542,269	169,470	65,500	777,239
SUB-TOTAL	1,510,633	5,993,003	73,800	7,577,436
SEWER UTILITY DIVISION:				
Administration	305,155	123,026	2,600	430,781
Sewer System Maintenance	211,517	95,391	0	306,908
SUB-TOTAL	516,672	218,417	2,600	737,689
EQUIPMENT MAINTENANCE DIVISION:				
Administration	182,482	109,586	317,250	609,318
Preventative Maintenance	96,070	51,500	0	147,570
Repair Work	180,827	508,750	0	689,577
SUB-TOTAL	459,379	669,836	317,250	1,446,465
DEPARTMENT TOTAL	3,231,256	11,514,585	393,650	15,139,491
TOTAL CITY OPERATING	21,902,425	17,080,324	654,432	39,637,181
Less Interdepartmental Funds	0	(2,084,000)	0	(2,084,000)
NET CITY OPERATING BUDGET	21,902,425	14,996,324	654,432	37,553,181

City of La Verne

2008-09 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>CAPITAL IMPROVEMENTS:</u>				
General Capital Improvement Fund	0	0	1,733,000	1,733,000
ROW Management Fund	0	0	50,000	50,000
Gas Tax Street Improvements	0	0	1,170,000	1,170,000
Water Capital Improvements	0	0	2,145,000	2,145,000
Sewer Capital Improvements	0	0	118,000	118,000
Park Development	0	0	241,250	241,250
Esperanza Road Improvement District	0	0	56,150	56,150
Fire Facilities/Equipment Funds	0	0	21,000	21,000
Fire Equipment Replacement Fund	0	0	73,100	73,100
TOTAL CAPITAL IMPROVEMENTS PROJECTS	0	0	5,607,500	5,607,500
<u>SPECIAL PROGRAMS:</u>				
CDBG Projects & Programs	15,507	153,369	0	168,876
Bicycle Safety - TDA	0	0	0	0
PROP A LACMTA Programs	40,649	480,000	0	520,649
PROP C LACMTA Programs	126,349	487,300	207,600	821,249
Mobile Source Air Pollution	1,981	24,119	114,000	140,100
Downtown Business Improv. Dist.	0	24,000	0	24,000
TOTAL SPECIAL PROGRAMS	184,486	1,168,788	321,600	1,674,874
<u>DEBT SERVICE REQUIREMENTS:</u>				
Capitalized Leases/Pension Bond	0	1,996,000	0	1,996,000
TOTAL DEBT SERVICE	0	1,996,000	0	1,996,000
TOTAL CITY EXPENDITURES	22,086,911	18,161,112	6,583,532	46,831,555

City of La Verne

2008-09 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>LA VERNE REDEVELOPMENT AGENCY:</u>				
LVRA GENERAL FUND:				
Administration	287,777	202,173	3,800	493,750
Historic Preservation	19,809	19,493	0	39,302
Economic Development	55,240	257,800	0	313,040
TOTAL LVRA GENERAL FUND	362,826	479,466	3,800	846,092
LVRA LOW/MODERATE INCOME HOUSING FUND:				
Administration	583,457	279,529	0	862,986
Housing Rehab. & Special Programs	0	300,000	0	300,000
Debt Repayment	0	350,000	0	350,000
TOTAL LVRA LOW/MODERATE INCOME HOUSING FUND	583,457	929,529	0	1,512,986
LVRA DEBT SERVICE:	0	1,400,000	0	1,400,000
TOTAL LVRA DEBT SERVICE FUND	0	1,400,000	0	1,400,000
TOTAL LA VERNE REDEVELOPMENT AGENCY	946,283	2,808,995	3,800	3,759,078
TOTAL CITY AND AGENCY	23,033,194	20,970,107	6,587,332	50,590,633

City of La Verne

SUMMARY OF FUND BALANCES

ANTICIPATED REVENUE, APPROPRIATIONS AND TRANSFERS 2008-09 BUDGET

Fund No. Fund Title	Estimated Fund Balance 6/30/2008	Revenues	Appropriations	Net Transfers	Estimated Fund Balance 6/30/2009
101 General:					
Undesignated Reserve	5,012,857	21,455,279	22,794,126	671,100	4,345,110
Designated Reserve	2,297,770	2,749,721	2,749,721	0	2,297,770
104 Paramedic Service	0	665,000	0	(665,000)	0
206 Gas Tax	847,542	758,000	1,170,000	(396,000)	39,542
208 Traffic Safety	24,155	700,400	1,058,709	358,000	23,846
209 County Aid to Cities	103,243	0	0	0	103,243
215 CDBG	0	168,876	168,876	0	0
216 Operation & Maintenance CFD	1,093,202	915,000	0	(888,000)	1,120,202
222 Bicycle Safety & TDA	0	0	0	0	0
226 Affordable Housing	290,770	158,000	0	0	448,770
231 Asset Forfeiture	1,165,915	315,000	602,241	(10,000)	868,674
232 LACMTA - Proposition A	381,602	565,000	520,649	0	425,953
234 LACMTA - Proposition C	781,443	485,000	821,249	0	445,194
241 Supplemental Law Enf. Services	425	100,500	108,508	8,000	417
243 AB2766 Mobile Source Air Pollution	226,100	45,000	140,100	0	131,000
244 Public Safety Equipment	411,295	320,000	21,000	(345,000)	365,295
245 Downtown Business Improvement District	14,747	16,500	24,000	0	7,247
246 Maintenance Assessment Districts	251,983	316,600	407,046	20,000	181,537
248 Lighting and Landscape Maintenance Fund	43,047	83,500	2,155,240	2,057,000	28,307
250 Fire Equipment Replacement Fund	869,277	100,100	73,100	(24,000)	872,277
251 Other Fire Facility Fund	22,518	75,000	0	0	97,518
326 Loan Repayment	914,810	1,154,000	1,157,000	(703,000)	208,810
405 General Capital Improvement	66,640	809,000	1,733,000	927,000	69,640
406 Right of Way Management	751,617	975,000	50,000	0	1,676,617
407 I/S Technology Fund	17,388	500	0	0	17,888
410 Underground Utilities	1,210,117	55,000	0	0	1,265,117
412 Park Development	15,586	281,000	241,250	0	55,336
419 Storm Drainage District	1,031,733	60,000	0	0	1,091,733
436 Esperanza Rd. Improvement District	56,150	0	56,150	0	0
502 Water Utility	1,881,887	9,340,100	7,577,436	(1,434,900)	2,209,651
507 Water Capital Improvement:	3,328,802	210,000	2,145,000	500,000	1,893,802
519 Miramar Debt Repayment	7,211,533	770,000	839,000	0	7,142,533
530 Sewer Utility	1,602,748	848,000	737,689	(570,200)	1,142,859
531 Sewer Capital Improvement	2,572,877	90,000	118,000	500,000	3,044,877
624 Equipment	990,147	1,325,000	1,446,465	(5,000)	863,682
TOTAL CITY	35,489,926	45,910,076	48,915,555	0	32,484,447
Less Interdepartmental Funds		(2,084,000)	(2,084,000)	0	0
NET CITY	35,489,926	43,826,076	46,831,555	0	32,484,447
LA VERNE REDEVELOPMENT AGENCY:					
427 LVRA - General	1,464,439	483,000	846,092	0	1,101,347
228 LVRA - Low/Moderate Income Housing	4,735,775	2,080,000	1,512,986	0	5,302,789
329 LVRA - Debt Service	1,658,847	2,301,000	1,400,000	0	2,559,847
TOTAL LVRA	7,859,061	4,864,000	3,759,078	0	8,963,983
TOTAL CITY AND LA VERNE REDEVELOPMENT AGENCY	43,348,987	48,690,076	50,590,633	0	41,448,430

City of La Verne

2008-09 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	\$24,205,000	\$2,488,000	A		\$25,543,847	\$25,543,847
		\$1,015,100	B			
		(\$366,000)	C			
		(\$2,072,000)	I			
		(\$214,000)	J	\$174,000		
		(\$180,000)	L	\$180,000		
104 Paramedic Service	\$665,000	(\$665,000)	A		\$0	\$0
206 Gas Tax	\$758,000	(\$396,000)	A	\$808,000	\$1,170,000	\$1,170,000
208 Traffic Safety	\$700,400	\$358,000	C	\$309	\$1,058,709	\$1,058,709
215 CDBG	\$168,876				\$168,876	\$168,876
216 Operation & Maint. CFD 90-1	\$915,000	(\$873,000)	A	(\$27,000)	\$0	\$0
		(\$15,000)	H			
222 Bicycle Safety	\$0				\$0	\$0
226 Affordable Housing	\$158,000			(\$158,000)	\$0	\$0
231 Asset Forfeiture	\$315,000	(\$10,000)	K	\$297,241	\$602,241	\$602,241
232 LACMTA-Proposition A	\$565,000			(\$44,351)	\$520,649	\$520,649
234 LACMTA-Proposition C	\$485,000			\$336,249	\$821,249	\$821,249
241 Supplemental Law Enf. Services Fund	\$100,500	\$8,000	C	\$8	\$108,508	\$108,508
243 AB2766 Mobile Source Air Pollution	\$45,000			\$95,100	\$140,100	\$140,100
244 Public Safety Equipment	\$320,000	(\$345,000)	A	\$46,000	\$21,000	\$21,000
245 Downtown Business Improvement District	\$16,500			\$7,500	\$24,000	\$24,000
246 Maintenance Assess. District	\$316,600	\$20,000	C	\$70,446	\$407,046	\$407,046
248 Citywide Lighting & Landscape Dist.	\$83,500	\$2,072,000	I	\$14,740	\$2,155,240	\$2,155,240
		\$5,000	H			
		(\$20,000)	C			
250 Fire Equipment Replacement Fund	\$100,100	(\$24,000)	A	(\$3,000)	\$73,100	\$73,100
251 Other Fire Facility Fund	\$75,000			(\$75,000)	\$0	\$0
326 Loan Repayment	\$1,154,000	(\$703,000)	D	\$706,000	\$1,157,000	\$1,157,000

City of La Verne

2008-09 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
405 General Capital Improvement	\$809,000	\$703,000 \$214,000 \$10,000	D (\$3,000) J K	L	\$1,733,000	\$1,733,000
406 ROW Management	\$975,000		(\$925,000)	M	\$50,000	\$50,000
407 I/S Technology Fund	\$500		(\$500)	M	\$0	\$0
410 Underground Utilities District	\$55,000		(\$55,000)	M	\$0	\$0
412 Park Development	\$281,000		(\$39,750)	M	\$241,250	\$241,250
419 Storm Drainage District	\$60,000		(\$60,000)	M	\$0	\$0
436 Esperanza Rd. Imprv Dist	\$0		\$56,150	L	\$56,150	\$56,150
502 Water Utility	\$9,340,100	(\$934,900) (\$500,000)	B L		(\$327,764)	M \$7,577,436
507 Water Capital Improvement	\$210,000	\$500,000	L	(\$20,000) \$1,455,000	E L	\$2,145,000
519 Miramar Debt Repayment	\$770,000		\$69,000	L	\$839,000	\$839,000
530 Sewer Utility	\$848,000	(\$80,200) \$10,000 (\$500,000)	B H L		\$459,889	L \$737,689
531 Sewer Capital Improvement	\$90,000	\$500,000	L		(\$472,000)	M \$118,000
624 Equipment	\$1,325,000	(\$185,000) \$180,000	A L	\$281,000	G	(\$154,535) M \$1,446,465
TOTAL CITY	\$45,910,076	\$0	\$3,186,142	(\$180,663)	\$48,915,555	\$48,915,555
Less Interdepartmental Funds	(\$2,084,000)				(\$2,084,000)	(\$2,084,000)
NET CITY	\$43,826,076	\$0	\$3,186,142	(\$180,663)	\$46,831,555	\$46,831,555
LA VERNE REDEVELOPMENT AGENCY:						
427 LVRA-General	\$483,000		\$363,092	L	\$846,092	\$846,092
228 LVRA-Low/Mod Housing	\$2,080,000		(\$567,014)	L	\$1,512,986	\$1,512,986
329 LVRA - Debt Service	\$2,301,000		(\$901,000)	L	\$1,400,000	\$1,400,000
TOTAL LVRA	\$4,864,000	\$0	(\$1,104,922)		\$0	\$3,759,078
TOTAL CITY AND LVRA	\$48,690,076	\$0	\$2,081,220	(\$180,663)	\$50,590,633	\$50,590,633

City of La Verne

2008-09 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

A - Transfers to General Fund:

Paramedic Cost Reimbursement		665,000	
Gas Tax 2106	124,000		
Gas Tax 2107	270,000		
Gas Tax Interest Income	<u>2,000</u>		
Total Gas Tax		396,000	
Proposition 172 Public Safety-Current Year Revenue		315,000	
Proposition 172 Public Safety-Prior Year Revenue		25,000	
Community Facilities Dist. 90-1		873,000	
Equipment Fund		185,000	
Fire Facility and Fire Equipment Fund		<u>29,000</u>	
			<u>2,488,000</u>

B - Allocate and Reimburse General Fund for Support, Overhead Costs and Service Fees:

Water Utility		934,900	
Sewer Utility		<u>80,200</u>	
			<u>1,015,100</u>

C - Transfers from General Fund/Landscape Maintenance Fund to:

Traffic Safety Fund		358,000	
Supplemental Law Enforcement Services Fund		8,000	
Maintenance Assessment Districts		<u>20,000</u>	
			<u>386,000</u>

D - Transfer from General Debt Service to:

General Capital Improvement Fund		<u>703,000</u>	
			<u>703,000</u>

E - Reserve Water Acreage Fees for Future System Improvements:

		<u>20,000</u>	
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F - Interdepartmental Funds:

Pension Obligation Charges		794,000	
Equipment Rental Fees:			
General		877,000	
Water		135,500	
Sewer		41,500	
Equipment		21,000	
Citywide Landscape District		<u>215,000</u>	
			<u>2,084,000</u>

G - Use Equipment Reserves for Equipment Replacement:

		<u>281,000</u>	
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City of La Verne

2008-09 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

H - Transfer CFD 90-1 Special Taxes to Reimburse those Operational Costs Incurred in:		
Sewer Fund	10,000	
Lighting and Landscape Maintenance Fund	<u>5,000</u>	
		<u>15,000</u>
I - Transfer to Citywide Lighting & Landscape Maintenance Fund:		<u>2,072,000</u>
J - Transfers for Replacement of two Paramedic Ambulance Units:		
Prior Year Reserved Appropriations	174,000	
(7th of Ten Annual Appropriations)	20,000	
(4th of Ten Annual Appropriations)	<u>20,000</u>	
		<u>214,000</u>
K - Transfers to General Capital Improvement fund from Asset Forfeiture Fund	<u>10,000</u>	
		<u>10,000</u>
L - Use Reserves for Designated Purposes:		
M - Retain Required Reserves:		
N - Use Undesignated Reserves:		

City of La Verne

PERSONNEL SUMMARY

2008-2009 BUDGET

<u>DEPARTMENT</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Dept. Request 2008-09</u>	<u>Recommended by Manager 2008-09</u>	<u>Council Approved 2008-09</u>
City Clerk	.90	.90	.90	.90	.90	.90	.90
City Manager	8.49	8.39	8.24	8.19	8.19	7.94	7.94
Community Development	2.55	2.90	2.90	2.50	3.10	2.00	2.00
Fire	36.00	36.00	36.00	36.00	36.00	36.00	36.00
Police	66.00	67.00	71.00	71.00	71.00	68.00	68.00
Park Maintenance	9.90	9.87	9.87	9.87	11.87	9.87	9.87
Recreation & Comm. Services	2.82	2.82	2.82	2.82	3.19	2.82	2.82
Public Works	36.37	36.40	36.55	38.55	39.55	39.55	39.55
Special Programs	1.12	1.09	1.04	1.04	1.67	1.03	1.03
La Verne Redevelopment Agency	<u>6.85</u>	<u>6.63</u>	<u>6.68</u>	<u>7.13</u>	<u>6.53</u>	<u>7.89</u>	<u>7.89</u>
TOTAL REGULAR FULL-TIME POSITIONS	<u>171.00</u>	<u>172.00</u>	<u>176.00</u>	<u>178.00</u>	<u>182.00</u>	<u>176.00</u>	<u>176.00</u>

City of La Verne

CAPITALIZED LEASES and PENSION OBLIGATION BOND

City of La Verne

Capitalized Leases

Date	Original Amount	Principal Balance 6-30-08	Principal Due 2008-09	Interest Due 2008-09	Total Due 2008-09
Three Valleys Municipal Water District					
10-30-03	\$6,974,530	\$4,439,910	\$681,000	\$148,000	\$829,000

On October 5, 1984, the City of La Verne entered into a sublease agreement with Three Valleys Municipal Water District to participate in the financing of costs for the Miramar Water Treatment, Water Transmission, and Hydroelectric Generating Facilities. On October 30, 2003, \$16,125,000 in certificates of Participation (third refunding obligation) were issued by Three Valley's Municipal Water District (TVMWD), which funded the shared costs for the facility.

The City's share of payments under the sublease is 43.2529% of the total lease payments made by TVMWD. Sublease payments are due each year on October 5 and April 5, with the final payment due October 5, 2013.

Source of Funds:

Miramar Debt Repayment \$829,000.

Date	Original Amount	Principal Balance 6-30-08	Principal Due 2008-09	Interest Due 2008-09	Total Due 2008-09
05-23-96	\$4,640,000	\$2,935,000	\$195,000	\$167,000	\$362,000

On November 1, 1988, \$5,000,000 in Certificates of Participation were issued by the State Street Bank and Trust Company pursuant to a lease agreement with the City of La Verne. The City will use the proceeds from the certificates to finance the acquisition, construction and installation of certain public improvements relating to the San Polo (Koll) Business Park and various Redevelopment Agency public improvements. On May 23, 1996, the City refunded the original issue in order to obtain the benefits of lower interest rates, thereby reducing the yearly debt service costs by approximately \$28,000.

Source Funds:

Loan Repayment Fund \$362,000

Pension Obligation Bond

Date	Original Amount	Principal Balance 6-30-08	Principal Due 2008-09	Interest Due 2008-09	Total Due 2008-09
05-04-06	\$8,380,000	\$7,855,000	\$340,000	\$454,000	\$794,000

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 final principal payment is due June 1, 2020.

GENERAL ADMINISTRATION

City of La Verne

BUDGET MESSAGE

2008 – 2009 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 to the Council's activities.

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 and the Miss La Verne Scholarship Program 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 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.
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Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	79,973	74,810	73,694	73,694
Other Operating Costs	524,000	580,600	543,600	543,600
Capital Outlay	0	0	0	0
Total:	603,973	655,410	617,294	617,294

Personnel Authorized	5 elected	5 elected	5 elected	5 elected
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Source of Funds:

General Fund	598,973	650,410	612,294	612,294
PEG	5,000	5,000	5,000	5,000
TOTAL:	603,973	655,410	617,294	617,294

City of La Verne

DETAIL OF SALARIES & WAGES

General Administration

Summary

1000 Series

Department

Cost Center

Cost Center No.

CLASSIFICATION

Position Quota

Current

Department
Requests

City Manager
Recommended

Adopted
Budget

TOTAL FULL-TIME

REGULAR PART-TIME

City Council(elected)	5.00	5.00	5.00	5.00
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TOTAL REG. PART-TIME	5.00	5.00	5.00	5.00
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TOTAL POSITIONS	5.00	5.00	5.00	5.00
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APPROPRIATIONS

SALARIES & WAGES	31,140	31,140	31,140	31,140
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TEMPORARY/OTHER PART TIME.....

BENEFIT COSTS	48,833	43,670	42,554	42,554
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TOTAL PERSONNEL SERVICES	79,973	74,810	73,694	73,694
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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 (LVTU 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	79,973	74,810	73,694	73,694
Other Operating Costs	33,000	11,300	11,300	11,300
Capital Outlay	0	0	0	0
Total:	112,973	86,110	84,994	84,994
Personnel Authorized	5 elected	5 elected	5 elected	5 elected
Source of Funds:				
General Fund	112,973	86,110	84,994	84,994
TOTAL:	112,973	86,110	84,994	84,994

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 \$1,000 per City Council Member. 2007-08 included an allocation for hiring of consultant to evaluate options for the Public Safety GO Bond.

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in 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 efforts, e.g. Chamber of Commerce, 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	411,000	483,300	446,300	446,300
Capital Outlay	0	0	0	0
Total:	411,000	483,300	446,300	446,300

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	406,000	478,300	441,300	441,300
PEG	5,000	5,000	5,000	5,000
TOTAL:	411,000	483,300	446,300	446,300

City of La Verne

General Administration	Non-Departmental	1600
<u>Department</u>	<u>Cost Center</u>	<u>Cost Center No.</u>

Units of Measure:

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

<u>Community Based Agency Funding</u>	<u>07/08 Budget</u>	<u>Requested: 08/09 Budget</u>	<u>City Mgr. Rec. 08/09 Budget</u>	<u>08/09 Council Approved</u>
Chamber of Commerce	35,000	35,000	15,000	15,000
Cable TV Community Access	76,000	76,000	76,000	76,000
Friends of the Fourth	7,500	10,000	10,000	10,000
Inland Valley Humane Society	78,700	111,000	111,000	111,000
La Verne Burns Scholarship	700	700	700	700

Property Insurance: This cost center includes a \$16,000 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:

<u>Department</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Police	131,300	100,750	99,200	102,053
Public Works	159,180	152,050	143,325	178,166
Sewer	10,460	10,900	11,450	12,597
Parks & Community Services	71,183	97,945	99,370	95,795
Administration	25,000	52,738	73,200	80,536
Auto Liability Insurance & Risk Management	47,050	49,000	51,530	56,686
Fire (auto liability)	10,460	10,900	11,450	12,597
LVRA-General	13,070	13,630	14,320	15,746
LVRA-Low/Mod	13,070	13,630	14,320	15,746
Water	26,140	27,260	28,630	31,492
LV Mobile Country Club	10,460	10,900	20,040	22,045
Valley Rancho MHP	5,230	5,450	5,725	6,298

City Manager Recommendations

Have Redevelopment Agency fund portion of Chamber contract and reduce 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	80,000	86,000	86,000	86,000
Capital Outlay	0	0	0	0
Total:	80,000	86,000	86,000	86,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	80,000	86,000	86,000	86,000
TOTAL:	80,000	86,000	86,000	86,000

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.

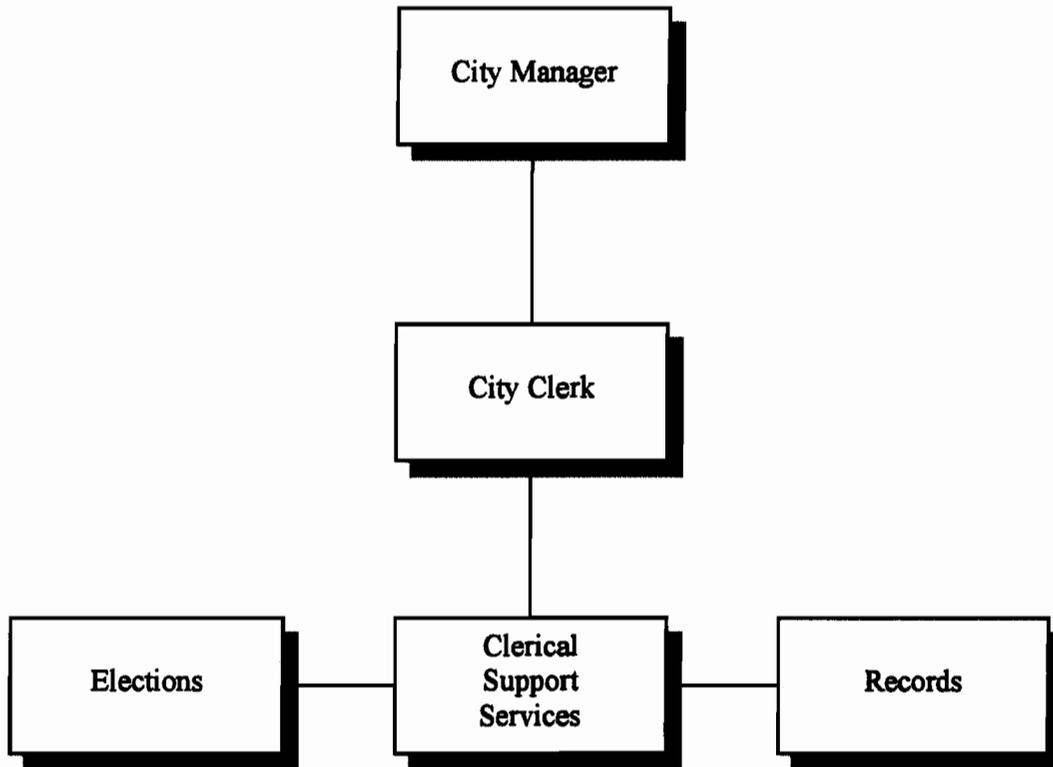
City Manager Recommendations

Funding levels as requested

City of La Verne

CITY CLERK

CITY CLERK DEPARTMENT



City of La Verne

BUDGET MESSAGE

2008 – 2009 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 Redevelopment 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" cost center for FY 08/09 reflects costs associated with holding a General Municipal Election.

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 also administered by the Clerk's office.

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	118,603	126,250	126,141	126,141
Other Operating Costs	22,415	85,050	80,050	80,050
Capital Outlay	2500	0	0	0
Total:	143,518	211,300	206,191	206,191

Personnel Authorized	.90	.90	.90	.90
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Source of Funds:

General Fund	143,518	211,300	206,191	206,191
TOTAL:	143,518	211,300	206,191	206,191

City of La Verne

DETAIL OF SALARIES & WAGES

City Clerk	Summary			1200 Series
Department	Cost Center			Cost Center No.
<hr/>				
CLASSIFICATION				
	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Clerk	.90	.90	.90	.90
<hr/>				
TOTAL FULL-TIME	.90	.90	.90	.90
<hr/>				
REGULAR PART-TIME				
<hr/>				
TOTAL REG. PART-TIME	.00	.00	.00	.00
<hr/>				
TOTAL POSITIONS	.90	.90	.90	.90
<hr/>				
APPROPRIATIONS				
SALARIES & WAGES	86,076	93,128	93,128	93,128
OVERTIME	0	0	0	0
BENEFIT COSTS	32,527	33,122	33,013	33,013
TOTAL PERSONNEL SERVICES	118,603	126,250	126,141	126,141

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.
- To maintain a multi-functional "Records Management Program."
- 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	106,249	106,402	106,306	106,306
Other Operating Costs	17,915	20,350	15,350	15,350
Capital Outlay	2,500	0	0	0
Total:	126,664	126,752	121,656	121,656
Personnel Authorized	.80	.80	.80	.80
Source of Funds:				
General Fund	126,664	126,752	121,656	121,656
TOTAL:	126,664	126,752	121,656	121,656

City of La Verne

City Clerk

Administration

1201

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Projected 2008/09</u>
Council Minutes/Agendas Prepared	23	27	25	26
Resolutions Processed	100	101	102	105
Ordinances Processed	12	7	10	10
Elections Conducted	0	0	0	1
Proclamations	40	45	45	45
LVRA Agenda/Minutes	10	7	5	5
LVRA Resolutions	8	5	3	5
LVRA OPA & Amendments	3	4	0	2
*LVHA Agenda/Minutes	0	0	0	0
*LVHA Resolutions	0	0	0	0
*JPFA Agenda/Minutes	1	1	2	1
*JPFA Resolutions	3	3	2	3
Passport Applications	353	364	488	594

* These Agencies were formed in 1996.

Personnel Services:

80% of the City Clerk's position.

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.
- Supply costs related to providing U.S. Passport service.

City Manager Recommendations

Reduce other operating costs

City of La Verne

City Clerk	Elections	1204
Department	Cost Center	Cost Center No.

Long-Term Objectives:

- To prepare, plan and administer the March 2009, 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 2008/09 budget reflects the costs associated with a General Municipal Election.
- The next General Municipal Election is scheduled for Tuesday, March 3, 2009.

Operational Plans:

- 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 voter and multilingual outreach for March 2009 election.
- Organize and coordinate February 2009 - Candidate Forum.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	12,354	19,848	19,835	19,835
Other Operating Costs	4,500	64,700	64,700	64,700
Capital Outlay	0	0	0	0
Total:	16,854	84,548	84,535	84,535

Personnel Authorized	0.10	0.10	0.10	0.10
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Source of Funds:

General Fund	16,854	84,548	84,535	84,535
TOTAL:	16,854	84,548	84,535	84,535

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:

10% of the City Clerk's position.

Other Operating Costs and Capital Outlay:

Funding in this cost center would provide both personnel and 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 candidate forum.
- Legal noticing and community promotion to comply with Voting Rights Act.
- Staff development pertaining to current California Election laws.

City Manager Recommendations

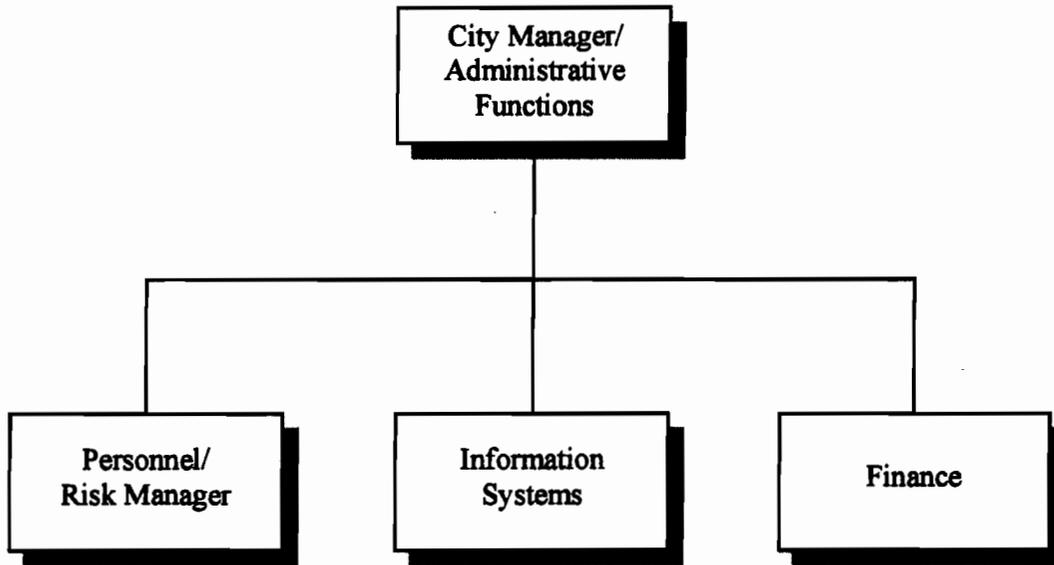
Funding levels as requested.

City of La Verne

CITY MANAGER

City of La Verne

CITY MANAGER



City of La Verne

City Manager

Summary

1300, 1400 & 1500

Department

Cost Center

Series

Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	934,705	915,075	884,538	884,538
Other Operating Costs	237,800	234,800	234,800	234,800
Capital Outlay	7,500	40,000	12,900	12,900
TOTAL:	1,180,005	1,189,875	1,112,238	1,112,238

Personnel Authorized	9.99	9.99	9.74	9.74
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Source of Funds:

General Fund	1,180,005	1,189,875	1,112,238	1,112,238
TOTAL:	1,180,005	1,189,875	1,112,238	1,112,238

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	.50	.50	.40	.40
Assistant City Manager	.55	.55	.50	.50
Secretary to City Manager	.90	.90	.80	.80
Deputy City Clerk	.75	.75	.75	.75
Information Systems Manager	.60	.60	.60	.60
Information System Specialist	1.00	1.00	1.00	1.00
Finance Officer	.55	.55	.55	.55
Accounting Manager	.24	.24	.24	.24
Accountant	1.00	1.00	1.00	1.00
Account Clerk I	.35	.35	.35	.35
Account Clerk II & III	1.75	1.75	1.75	1.75

TOTAL FULL-TIME	8.19	8.19	7.94	7.94
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REGULAR PART-TIME

Business License Insp.	1.00	1.00	1.00	1.00
Administrative Clerk II	0.80	.80	.80	.80

TOTAL REG. PART-TIME	1.80	1.80	1.80	1.80
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TOTAL POSITIONS	9.99	9.99	9.74	9.74
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APPROPRIATIONS

SALARIES & WAGES	680,299	669,518	632,670	632,670
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OVERTIME	-	-		
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BENEFIT COSTS	254,406	245,557	231,868	231,868
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TOTAL PERSONNEL SERVICES	934,705	915,075	864,538	864,538
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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	401,610	399,449	353,748	353,748
Other Operating Costs	42,800	42,800	42,800	42,800
Capital Outlay	0	0	0	0
Total:	444,410	442,249	396,548	396,548

Personnel Authorized	3.50	3.50	3.25	3.25
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Source of Funds:

General Fund	444,410	442,249	396,548	396,548
TOTAL:	444,410	442,249	396,548	396,548

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	.50	.50	.40	.40
Assistant City Manager	.55	.55	.50	.50
Executive Assistant to the City Manager	.90	.90	.80	.80
Assistant to the City Clerk	.75	.75	.75	.75

TOTAL FULL-TIME	2.70	2.70	2.45	2.45
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REGULAR PART-TIME

Administrative Clerk II	.80	.80	.80	.80
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TOTAL REG. PART-TIME	0.80	0.80	0.80	0.80
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TOTAL POSITIONS	3.50	3.50	3.25	3.25
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APPROPRIATIONS

SALARIES & WAGES	300,371	294,933	262,083	262,083
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OVERTIME				
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BENEFIT COSTS	101,239	104,516	91,665	91,665
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TOTAL PERSONNEL SERVICES	401,610	399,449	353,748	353,748
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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 the 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 adequately meet current and future needs of the community

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	313,406	312,171	266,607	266,607
Other Operating Costs	9,300	9,300	9,300	9,300
Capital Outlay	0	0	0	0
Total:	322,706	321,471	275,907	275,907

Personnel Authorized	2.85	2.85	2.60	2.60
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Source of Funds:

General Fund	322,706	321,471	275,907	275,907
TOTAL:	322,706	321,471	275,907	275,907

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 respective accomplishments outlined in the details of the Personnel, Finance, and Information Systems cost centers.

Personnel Services:

Personnel costs consist of 50% of the salaries and benefits for the City Manager, 25% of the Assistant City Manager, 55% of the Executive Assistant to the City Manager, 75% of the Assistant to the City Clerk, and funding for a portion of an Administrative Clerk II.

Other Operating Costs and Capital Outlay:

N/A

City Manager Recommendations

Adjust personnel allocations

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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	88,204	87,278	87,141	87,141
Other Operating Costs	33,500	33,500	33,500	33,500
Capital Outlay	0	0	0	0
Total:	121,704	120,778	120,641	120,641

Personnel Authorized	.65	.65	.65	.65
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Source of Funds:

General Fund	121,704	120,778	120,641	120,641
TOTAL:	121,704	120,778	120,641	120,641

City of La Verne

City Manager

Personnel & Risk Management

1302

Department

Cost Center

Cost Center No.

Units of Measure

Implement trainings and awareness of workers' compensation system to reduce costs of claims
Evaluate 25 claims for damages against the City
Coordinate 15 recruitments for hiring of full and part-time employees
Process annual evaluations for 175 staff members

Personnel Services:

Personnel costs are comprised of salaries and benefits for 30% of the Assistant City Manager and 35% of the Executive Assistant to the City Manager.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Funding levels as requested after costs adjustment in personnel services.

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	371,867	362,017	357,438	357,438
Other Operating Costs	50,000	49,000	49,000	49,000
Capital Outlay	0	0	0	0
Total:	421,867	411,017	406,438	406,438

Personnel Authorized	4.89	4.89	4.89	4.89
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Source of Funds:

General Fund	421,867	411,017	406,438	406,438
TOTAL:	421,867	411,017	406,438	406,438

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 Officer/Asst. to CM (Deputy City Treasurer)	.55	.55	.55	.55
Account Clerk I	.35	.35	.35	.35
Accounting Manager	.24	.24	.24	.24
Accountant	1.00	1.00	1.00	1.00
Account Clerk II & III	1.75	1.75	1.75	1.75
TOTAL FULL-TIME	3.89	3.89	3.89	3.89
REGULAR PART-TIME				
Business License Insp.	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	1.00	1.00	1.00	1.00
TOTAL POSITIONS	4.89	4.89	4.89	4.89
APPROPRIATIONS				
SALARIES & WAGES	264,660	262,976	258,978	258,978
OVERTIME				
BENEFIT COSTS	107,207	99,041	98,460	98,460
TOTAL PERSONNEL SERVICES	371,867	362,017	357,438	357,438

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 Officer/Asst. to CM (Deputy City Treasurer)	.55	.55	.55	.55
Account Clerk I	.35	.35	.35	.35
Accounting Manager	.24	.24	.24	.24
Accountant	1.00	1.00	1.00	1.00
Account Clerk II & III	1.75	1.75	1.75	1.75
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TOTAL FULL-TIME	3.89	3.89	3.89	3.89
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REGULAR PART-TIME				
Business License Insp.	1.00	1.00	1.00	1.00
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TOTAL REG. PART-TIME	1.00	1.00	1.00	1.00
<hr/>				
TOTAL POSITIONS	4.89	4.89	4.89	4.89
<hr/>				
APPROPRIATIONS				
SALARIES & WAGES	264,660	262,976	258,978	258,978
OVERTIME	-	-		
BENEFIT COSTS	107,207	99,041	98,460	98,460
TOTAL PERSONNEL SERVICES	371,867	362,017	357,438	357,438

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	75,546	51,331	51,209	51,209
Other Operating Costs	16,000	16,000	16,000	16,000
Capital Outlay	0	0	0	0
Total:	91,546	67,331	67,209	67,209

Personnel Authorized	.35	.35	.35	.35
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Source of Funds:

General Fund	91,546	67,331	67,209	67,209
TOTAL:	91,546	67,331	67,209	67,209

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 .25 Finance Officer and .10 Account Clerk III.

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	Redevelopment Agency	Bonded Debt
Sales Tax Management System	3,000	3,200	
Comprehensive Property Tax Management Program	3,800	4,600	800
Total Requested	6,800	7,800	800

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in 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 the La Verne Redevelopment Agency 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	47,695	53,430	53,294	53,294
Other Operating Costs	20,000	20,000	20,000	20,000
Capital Outlay	0	0	0	0
Total:	67,695	73,430	73,294	73,294

Personnel Authorized	.30	.30	.30	.30
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Source of Funds:

General Fund	67,695	73,430	73,294	73,294
TOTAL:	67,695	73,430	73,294	73,294

City of La Verne

City Managers Office
 Finance
 Department

City Treasurer

1402

Cost Center

Cost Center No.

Units of Measure

	City and La Verne Redevelopment Agency				
	2004-05	2005-06	2006-07	2007-08	Estimate 2008-09
Avg. Dollars Invested	39,000,000	40,000,000	38,000,000	41,000,000	40,000,000
Interest Income	1,400,000	1,600,000	1,630,000	1,650,000	1,550,000
Avg. Interest Rate	3.6%	4.0%	4.3%	4.1%	3.9%
Assessment Districts	9	9	9	9	9
CFD Notices	65	65	65	65	65

Personnel Services:

Staffing consists of .30 Finance Officer/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

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

City Managers Office
Finance
Department

Cashiering & Collections
Cost Center

1403
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	46,247	48,798	48,761	48,761
Other Operating Costs	6,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	52,247	53,798	53,761	53,761

Personnel Authorized	.80	.80	.80	.80
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Source of Funds:

General Fund	52,247	53,798	53,761	53,761
TOTAL:	52,247	53,798	53,761	53,761

City of La Verne

City Managers Office
Finance
Department

Cashiering & Collections
Cost Center

1403

Cost Center No.

Units of Measure

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Estimate 2008-09</u>
Total Cash Transactions	64,323	61,414	65,342	65,000	64,000
Revenue Account Trans.	8,263	9,105	11,203	11,500	12,000
Utility Service Bills	53,895	49,985	51,786	51,000	51,500
Business Licenses	1,929	2,079	2,138	2,000	2,000
Regulatory Permits	236	245	215	200	200
Collection Agency Accounts	80	80	75	70	75
Agency Recoveries	\$10,000	\$8,500	\$8,000	\$8,000	\$8,000

Personnel Services:

The cashiering work station must be staffed a full ten hours each work day. Vacation, sick leave, and lunch coverage for the Cashier are provided primarily by the Account Clerk II & III positions.

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

Funding levels as requested.

City of La Verne

City Managers Office
 Finance
 Department

Business License
 Cost Center

1404

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	35,671	35,600	31,385	31,385
Other Operating Costs	3,000	3,000	3,000	3,000
Capital Outlay	0	0	0	0
Total:	38,671	38,600	34,385	34,385

Personnel Authorized	1.40	1.40	1.40	1.40
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Source of Funds:

General Fund	38,671	38,600	34,385	34,385
TOTAL:	38,671	38,600	34,385	34,385

City of La Verne

City Managers Office
Finance
Department

Business License
Cost Center

1404
Cost Center No.

Units of Measure

	2004-05	2005-06	2006-07	2007-08	Estimate 2008-09
Business License Issued	1,900	1,800	2,000	2,000	2,000
Notices & Corresp. (Est.)	4,300	4,200	4,300	4,000	4,000
No. of Business Contacts	2,100	2,100	2,200	2,200	2,200
Business License Revenue	314,000	333,000	330,000	340,000	350,000
Business License Penalties	1,600	2,400	4,000	3,000	2,500
Home Occupation Permits	280	310	320	280	300
Regulatory Permits	205	195	245	220	225

Personnel Services:

Staffing consists of .40 Account Clerk III and 1.00 part-time Business License Inspector.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Reduce part-time wages and adjust benefit costs in 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	155,278	156,669	156,600	156,600
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	159,278	160,669	160,600	160,600

Personnel Authorized	2.04	2.04	2.04	2.04
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Source of Funds:

General Fund	159,278	160,669	160,600	160,600
TOTAL:	159,278	160,669	160,600	160,600

City of La Verne

City Managers Office
Finance
Department

Accounting & Payroll
Cost Center

1405

Cost Center No.

Units of Measure

	2004-05	2005-06	2006-07	2007-08	Estimate 2008-09
Payroll Checks	6,900	6,600	6,800	6,850	6,900
Treasurer's Checks	6,500	6,300	6,200	6,200	6,600
Payroll Transactions	53,000	52,000	53,000	51,000	52,000
Invoices and Inventory requisitions	13,000	12,800	13,000	12,700	12,800
Purchase Orders	300	300	300	300	450
Payroll & Other Reports	550	550	550	550	550
Accounts Payable Trans.	21,000	20,600	19,800	19,500	19,000
Encumbrance Transactions	600	575	600	550	700

Personnel Services:

Staffing consists of .24 Accounting Manager, 1.00 Accountant and .80 Account Clerk II.

Other Operating Costs and Capital Outlay:

Operating costs include financial reporting forms, costs for educational training and supplies for accounting records. \$4,300 for laserfiche scanner and software.

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in 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.

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	11,430	16,189	16,189	16,189
Other Operating Costs	1,000	1,000	1,000	1,000
Capital Outlay	0	0	0	0
Total:	12,430	17,189	17,189	17,189

Personnel Authorized	.00	.00	.00	.00
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Source of Funds:

General Fund	12,430	17,189	17,189	17,189
TOTAL:	12,430	17,189	17,189	17,189

City of La Verne

City Managers Office

L.A. Impact Financial Services

1406

Finance

Department

Cost Center

Cost Center No.

Units of Measure

	2004-05	2005-06	2006-07	2007-08	Estimate 2008-09
LAIMPACT Checks	1,250	1,100	1,000	1,100	850
Invoices and Requisitions	2,000	1,900	1,900	1,900	1,300
Accounts Payable Trans.	8,000	7,800	7,900	7,800	7,700
Payroll Checks	190	212	193	182	182

Personnel Services:

Staffing primarily consists of additional time spent by Accounting Manager and Account Clerk II.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Funding levels as requested.

City of La Verne

City Manager's Office

Summary-Information Systems

1500 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To improve existing systems and procedures.

Operational Plans:

Review existing maintenance 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	161,228	153,609	153,352	153,352
Other Operating Costs	145,000	143,000	143,000	143,000
Capital Outlay	7,500	40,000	12,900	12,900
Total:	313,728	336,609	309,252	309,252

Personnel Authorized	1.60	1.60	1.60	1.60
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Source of Funds:

General Fund	313,728	336,609	309,252	309,252
TOTAL:	313,728	336,609	309,252	309,252

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	.60	.60	.60	.60
Information Systems Specialist	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	1.60	1.60	1.60	1.60
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REGULAR PART-TIME

TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
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TOTAL POSITIONS	1.60	1.60	1.60	1.60
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APPROPRIATIONS

SALARIES & WAGES	115,268	111,609	111,609	111,609
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OVERTIME

BENEFIT COSTS	45,960	42,000	41,743	41,743
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TOTAL PERSONNEL SERVICES	161,228	153,609	153,352	153,352
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City of La Verne

City Manager's Office
Information Systems
Department

Administration-Information Systems

1501

Cost Center

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 needs and recommend solutions to streamline operations.
3. Provide information in a timely manner.
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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	39,590	25,412	25,376	25,376
Other Operating Costs	5,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	44,590	30,412	30,376	30,376

Personnel Authorized	.20	.20	.20	.20
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Source of Funds:

General Fund	44,590	30,412	30,376	30,376
TOTAL:	44,590	30,412	30,376	30,376

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:

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in 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 proactive support and maintenance of H.T.E. 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 problems get 'technical' or 'confusing'.
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	35,415	38,402	38,338	38,338
Other Operating Costs	71,000	70,000	70,000	70,000
Capital Outlay	6,000	15,000	3,800	3,800
Total:	112,415	123,402	112,138	112,138
Personnel Authorized	.40	.40	.40	.40
<u>Source of Funds:</u>				
General Fund	112,415	123,402	112,138	112,138
TOTAL:	112,415	123,402	112,138	112,138

City of La Verne

City Manager's Office
Information Systems
Department

Mid-Range Computers
Cost Center

1502
Cost Center No.

Units of Measure

	2004-2005	2005-2006	2006-2007	2007-2008	Est 2008-2009
Work Stations	60	60	60	60	60

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:

Requests include replacement of network printers & replacement of AS/400 backup system.

City Manager Recommendations

Reduce capital outlay funding.

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers

1503

Cost Center

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 a training program to employees.
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	74,846	77,089	76,950	76,950
Other Operating Costs	11,000	10,000	10,000	10,000
Capital Outlay	1500	25,000	9,100	9,100
Total:	87,346	112,089	96,050	96,050

Personnel Authorized	.90	.90	.90	.90
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Source of Funds:

General Fund	87,346	112,089	96,050	96,050
TOTAL:	87,346	112,089	96,050	96,050

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers

1503

Cost Center

Cost Center No.

Units of Measure

	2004-2005	2005-2006	2006-2007	2007-2008	Est 2008-2009
PCs Supported	69	70	70	70	70
Servers Supported	8	9	8	9	9
Wide Area Network	4	5	5	5	5
Network Access Points	200	200	200	200	200
Printer-Laser	15	15	15	15	15
Printer-Inkjet	25	25	25	25	25

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:

Requests include the replacement of existing PCs and Software Licensing & replacement of Document Management System storage and backup

City Manager Recommendations

Reduce capital outlay funding.

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services

1504

Cost Center

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	11,377	12,706	12,688	12,688
Other Operating Costs	58,000	58,000	58,000	58,000
Capital Outlay	0	0	0	0
Total:	69,377	70,706	70,688	70,688

Personnel Authorized	.10	.10	.10	.10
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Source of Funds:

General Fund	69,377	70,706	70,688	70,688
TOTAL:	69,377	70,706	70,688	70,688

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services

1504

Cost Center

Cost Center No.

Units of Measure

	2004-2005	2005-2006	2006-2007	2007-2008	Est 2008-2009
Lines Administered	146	146	146	148	150
FAX Machines	9	9	9	9	9

Personnel Services:

Staffing consists of .10 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:

City Manager Recommendations

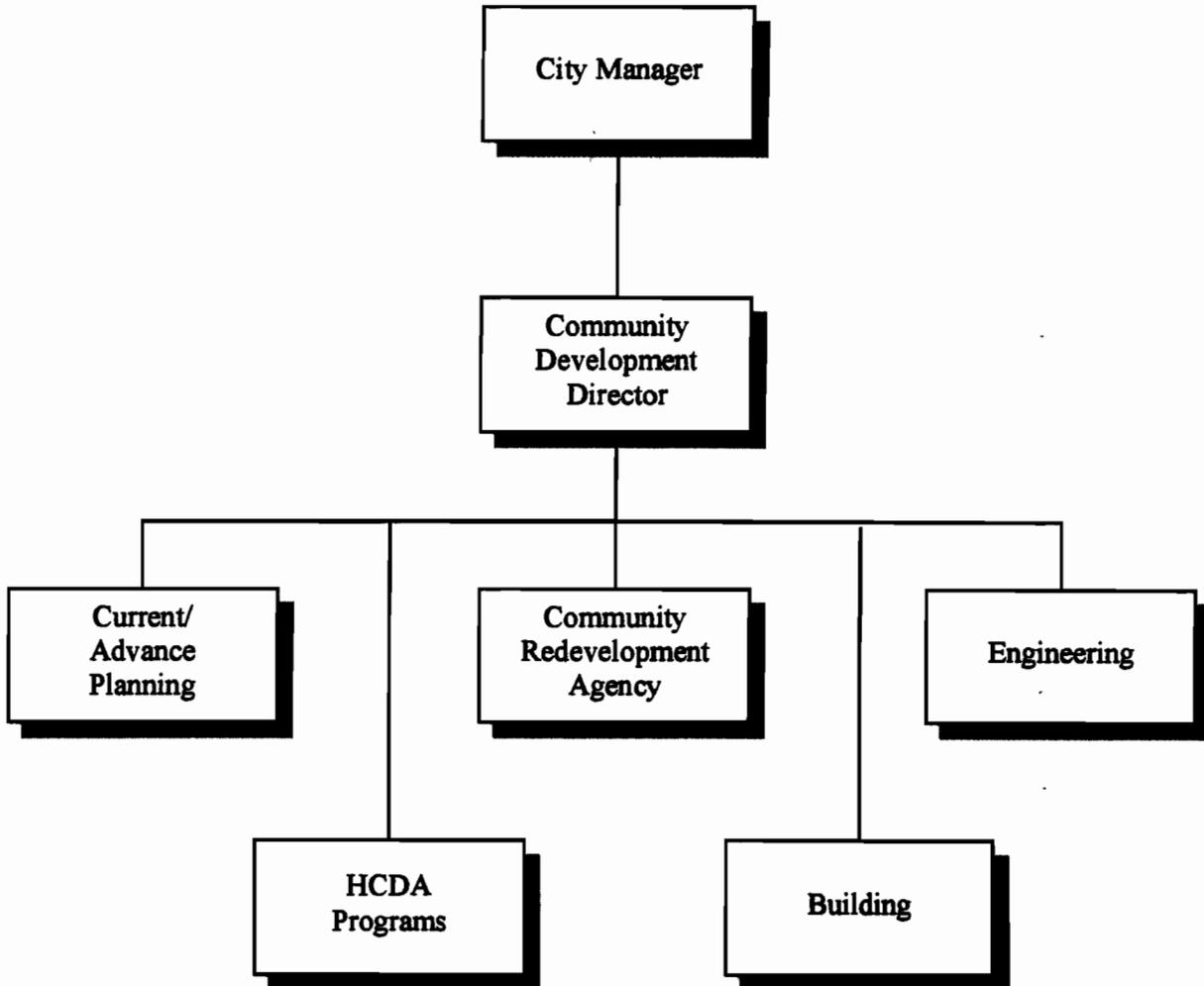
Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

COMMUNITY DEVELOPMENT

City of La Verne

COMMUNITY DEVELOPMENT DEPARTMENT



City of La Verne

BUDGET MESSAGE

2008 – 2009 Fiscal Year

Community Development

3000 Series

Department

Cost Center No.

The Community Development Department continues its role in the oversight of balanced land use and economic development. Striving to create and maintain La Verne's "Quality of Life" is "Job #1." Challenges continue to exist in addressing the needs of a nearly built-out community, a vibrant Old Town, effects of an impending light rail transit system, a growing University, and continued economic vitality along Foothill Boulevard. Further adding to the challenge is the reality of an increasingly limited number of developable sites, residential, commercial, and industrial.

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

- Near completion of the The Commons at La Verne; the redevelopment of the former Kmart center, that includes a state-of-the-art Vons supermarket, a Vons Fuel station, a Ross Department store and many other new retail uses.
- Near completion of the Housing Element Update, which was prepared by staff and the Housing Element Working Group, comprised of Council members, Planning Commissioners, and a large diverse group of residents, business owners, developers, and staff.
- Preparation of a Design Framework Plan as the beginning of a new specific plan for Old Town La Verne that would address Old Town and Fairplex-adjacent land use for the next 20 years, including transit oriented developments, mixed use development, and in conjunction with the anticipated Gold Line station.
- Construction began on Magnolia Court, a 101-unit senior condominium complex on Foothill Boulevard that will include significant in-lieu sales tax fees to the City.
- Construction began on a new showroom and warehouse building for Outdoor Elegance; an existing business specializing in high quality outdoor furniture and holiday décor.
- Construction began on the new modern University of La Verne (ULV) Student Center that will serve as the heart of the campus and major activity center for the University.
- Adoption of a milestone Heritage Tree Preservation Ordinance.
- Completion of 900 Palomares, a new high quality business park with warehouse and office space.
- Completion of the Lutheran High School Master Plan and EIR that included a significant public participation component and sensitive project/neighborhood considerations that reflected both the needs of residents and the school.
- Completion of several new public art pieces in the community including new projects facing Arrow Highway and within The La Verne Commons.

City of La Verne

Despite dwindling sites, actual development and building permit revenues once again exceeded estimates. A variety of small infill residential projects, particularly additions and remodels, continue to occur, including the increasingly popular second units. New residential development continues to decline as suitable sites become scarce and the regional housing market continues to decline. However, it is expected that such projects as Worden Ranch, and possibly Live Oak Trails and Puddingstone Hill, will continue to move forward with construction.

Old Town La Verne continues as a strong retail area with virtually no vacancy. The Design Framework Plan and forthcoming Specific Plan are intended to serve as a "blueprint" for the continued growth and vitality of Old Town in a manner that is sensitive to retaining the history and charm of the area.

Foothill Boulevard continues to be a strong retail corridor for the community and region. Revitalization and redevelopment will continue to be the land use focus given practically no remaining vacant sites.

Industrial development also remains strong, although few sites have slowed new project growth. Planning efforts are underway to encourage new business park development to the west of the ULV Sports Complex site and infill properties near Arrow Highway.

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

- Construction of all or a portion of the Worden Ranch "Estates at Old Wheeler Road."
- Completion of Magnolia Court, a 101-unit senior condominium complex on Foothill Boulevard.
- Completion of a major expansion to Outdoor Elegance.
- Processing of the environmental documents and creation of a new specific plan for Old Town, which would include the areas between Old Town and the Fairplex.
- Project and environmental approvals and initial development of the ULV Sports Complex south of Arrow Highway.
- Consideration of a new ULV Residence Hall dormitory project
- Consideration of a new industrial Business Park on the ULV "Brown" property.
- Major construction of the ozone water treatment facility at the MWD Weymouth Water Treatment Plant.
- Completion of the Puddingstone Hill Specific Plan and EIR.
- Construction of major new hangar and business park development at Brackett Airport.

This year's Community Development budget maintains a status quo with regard to personnel, cost centers, and programs. Projected expenditure totals are reduced from last year to correspond with gradual reductions in construction and development activity and to reflect continued expenditure shifts to the La Verne Redevelopment Agency where feasible and appropriate.

City of La Verne

<u>Community Development Department</u>	<u>Summary Cost Center</u>	<u>3000 Series Cost Center No.</u>
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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.

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. Improve department image and 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	220,282	291,494	189,494	189,494
Other Operating Costs	521,959	396,000	656,000	656,000
Capital Outlay	0	0	0	0
Total:	742,241	687,494	845,494	845,494
Personnel Authorized	2.50	3.10	2.00	2.00
Source of Funds:				
General Fund	742,241	687,494	845,494	845,494
TOTAL:	742,241	687,494	845,494	845,494

City of La Verne

DETAIL OF SALARIES & WAGES

Community Development Department	Summary Cost Center	3000 SERIES Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Comm. Dev. Director	.20	.20	.20	.20
Principal Planner	.40	1.00	.30	.30
Senior Planner	.95	.60	.60	.60
Associate Planner	.35	.00	.00	.00
Assistant Planner	.00	.70	.30	.30
Admin. Secretary	.00	.60	.60	.60
Admin. Aide	.60	.00	.00	.00

TOTAL FULL-TIME	2.50	3.10	2.00	2.00
REGULAR PART-TIME				
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	2.50	3.10	2.00	2.00

APPROPRIATIONS				
SALARIES & WAGES	159,863	209,382	137,184	137,184
OVERTIME	0	0	0	0
BENEFIT COSTS	60,419	82,112	52,310	52,310
TOTAL PERSONNEL SERVICES	220,282	291,494	189,494	189,494

City of La Verne

Community
Development
Department

Planning Administration

Cost Center

3001

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	31,317	31,078	31,014	31,014
Other Operating Costs	48,859	47,900	41,900	41,900
Capital Outlay	0	0	0	0
Total:	80,176	78,978	72,914	72,914

Personnel Authorized	0.30	0.30	0.30	0.30
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Source of Funds:

General Fund	80,176	78,978	72,914	72,914
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TOTAL:	80,176	78,978	72,914	72,914
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City of La Verne

Community
Development
Department

Planning Administration

3001

Department

Cost Center

Cost Center No.

Units of Measure

	2005-06	2006-07	2007-08	2008-09 (est)
Meetings	45	50	50	50
Staff Review Committee	52	52	52	52
Development Review Committee	17	17	17	17
Planning Commission	12	12	12	12
Public Service:				
Public Counter Inquiries	3000	3000	3000	3000
Telephone Inquiries	2000	2500	2600	2600
Agenda Packages Produced	30	30	30	30

Personnel Services: 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. The non-deposit planning activities covered under this cost center are accounted for in FY 2008-09 planning non-deposit projects.

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

Reduce other operating costs

City of La Verne

Community
Development
Department

Planning

3002

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	96,972	182,496	87,241	87,241
Other Operating Costs	53,000	68,000	68,000	68,000
Capital Outlay	0	0	0	0
Total:	149,972	250,496	155,241	155,241
Personnel Authorized	1.10	1.90	0.90	0.90
Source of Funds:				
General Fund	149,972	250,496	155,241	155,241
TOTAL:	149,972	250,496	155,241	155,241

City of La Verne

Community Development Department	Planning Cost Center	3002 Cost Center No.
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Units of Measure

	2005-06	2006-07	2007-08	2008-09 (est.)
Conditional Use Permits	9	10	12	10
Environmental ND/EIR	8	9	10	8
GPA,ZC,Specific Plan	2	3	2	2
Subdivisions	4	4	3	2
Precise Plans	15	13	10	10
Variance	4	6	3	3
Ordinance Amendments	3	2	2	2
Tree Removal Permits	1	2	2	2
Development Agreements	2	0	1	1
Lot Line Adjustments	5	3	2	2

Personnel Services:

Personnel services includes salaries and benefits for Principal Planner (0.30), Senior Planners (.40), Asst. Planners (.20)

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 allocations

City of La Verne

Community
Development
Department

Planning Non-Deposit
Cost Center

3003
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 citizens groups.
5. Continue 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	61,705	46,842	40,225	40,225
Other Operating Costs	33,100	33,100	32,100	32,100
Capital Outlay	0	0	0	0
Total:	94,805	79,942	72,325	72,325
Personnel Authorized	0.80	0.60	0.50	0.50
Source of Funds:				
General Fund	94,805	79,942	72,325	72,325
TOTAL:	94,805	79,942	72,325	72,325

City of La Verne

Community
Development
Department

Planning Non-Deposit Projects

3003

Cost Center

Cost Center No.

<u>Units of Measure</u>	2005-06	2006-07	2007-08	2008-09 (est.)
Environmental/Neg.Dec./Cat. Ex.	120	120	125	120
Precise Plan	65	65	50	50
Variance/Minor Exception	5	5	3	5
Counter Approvals	775	775	785	775
Certificate of Use & Occupancy	65	65	65	65
Lot Line Adj., Lot Merger	7	6	2	5
Classification of Use	1	3	2	3
Parcel Map	1	2	2	2
Zoning Verification	5	3	5	3
Zoning Amendment	0	2	2	2
Second Unit Permits	3	0	4	4
Special Event Permits	21	15	35	35

Personnel Services:

Personnel Services include salaries and benefits for Senior Planners (.20), Assistant Planners (.10) and Administrative Secretary (.20)

Other Operating Costs and Capital Outlay:

Includes consulting and legal services for non-deposit projects

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations and reduce other operating costs

City of La Verne

Community
Development
Department

Building Insp/Code Enforcement
Cost Center

3004
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 recent changes to the L.A. County Building Code.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	30,288	31,078	31,014	31,014
Other Operating Costs	372,000	232,000	499,000	499,000
Capital Outlay	0	0	0	0
Total:	402,288	263,078	530,014	530,014
Personnel Authorized	0.30	0.30	0.30	0.30
Source of Funds:				
General Fund	402,288	263,078	530,014	530,014
TOTAL:	402,288	263,078	530,014	530,014

City of La Verne

Community Development Department	Building Insp/Code Enforcement Cost Center			3004 Cost Center No.
<u>Units of Measure</u>	2005-06	2006-07	2007-08	2008-09 (est.)
Building Permits	400	440	300	400
All Other Permits	400	490	575	450
Code Enforcement	40	40	40	40
District Attorney Referrals	1	1	1	1

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

Increase other operating costs based upon changes in building permit revenues

City of La Verne

Community
Development
Department

General Plan Update
Cost Center

3005
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.

Operational Plans:

Convert zoning and General Plan maps to a format compatible with the City's G.I.S. software. Increased use of G.I.S. to create specific maps and conduct studies necessary for an update to the City's General Plan.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	15,000	15,000	15,000	15,000
Capital Outlay	0	0	0	0
Total:	15,000	15,000	15,000	15,000
Personnel Authorized	0.00	0.00	0.00	0.00
Source of Funds: General Fund	15,000	15,000	15,000	15,000
TOTAL:	15,000	15,000	15,000	15,000

City of La Verne

<u>Community Development Department</u>	<u>General Plan Update</u>		<u>3005</u>
	<u>Cost Center</u>		<u>Cost Center No.</u>
<u>Units of Measure</u>	<u>2007-08</u>	<u>2008-09 (est.)</u>	
G.I.S. Subscriptions	2	2	

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Operating expenses include costs for initial work on an update to the General Plan.

Capital Outlay:

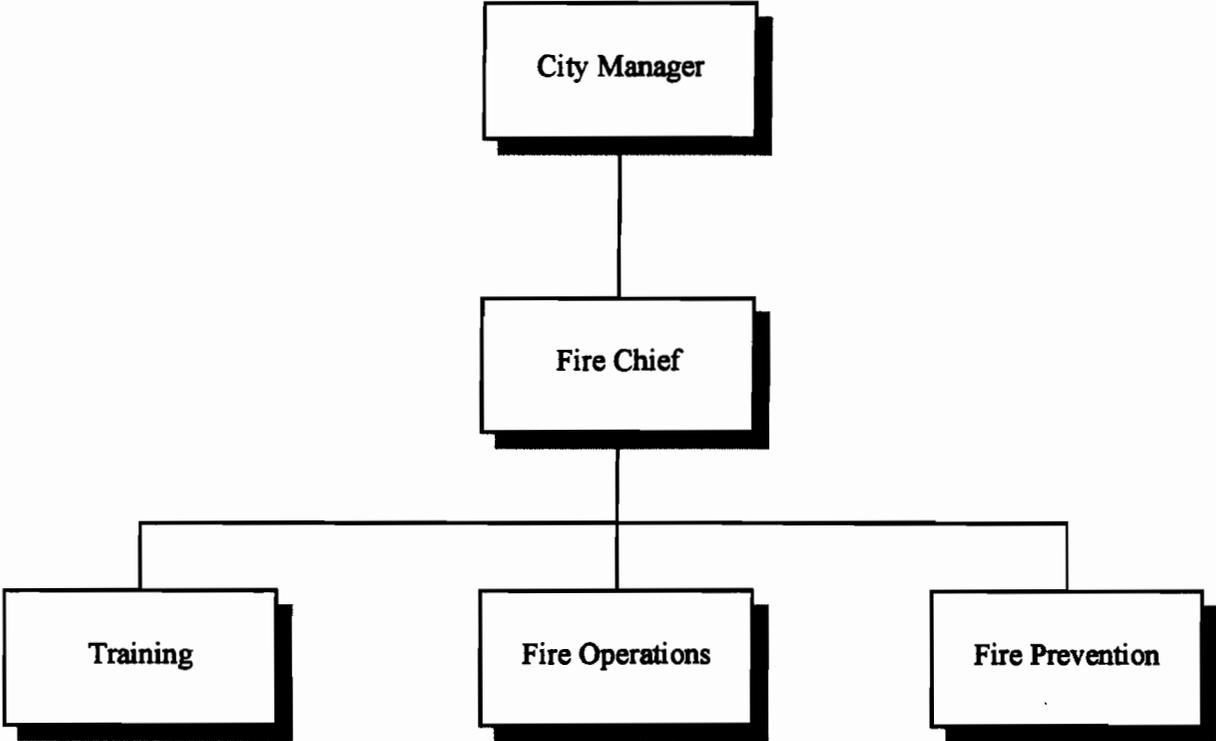
City Manager Recommendations

Funding levels as requested

City of La Verne

FIRE

FIRE DEPARTMENT



City of La Verne

BUDGET MESSAGE

2008 – 2009 Fiscal Year

FIRE

2000

Department

Cost Center No.

The Fire Department's budget was prepared with the goal of providing the highest level of affordable services to the La Verne community. The budget presented, represents a sincere approach to this goal.

This requested budget reflects no changes in current personnel services, a reduction of approximately \$50,000 in operational costs, and capital outlay requests to replace old or worn equipment.

The reduction in operational costs compared to last year's budget are a result of:
1) no consultant cost to create the Large Building Community Facilities District,
2) elimination of the anticipated interoperable radio subscriber fee and 3)
miscellaneous minor reductions in most of Fire Department's nine operational divisions. The only capital outlay item funded in this budget by the General Fund is the lease payment on the new fire engine. All other capital outlay requests were purchased this fiscal year or funded outside the General Fund. This budget is consistent with and supports the recommendations as outlined in the Fire Department's Strategic Plan.

As always, the Fire Department sincerely appreciates the support that has always been extended by the City Council and City Manager.

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	5,624,777	6,235,059	6,211,157	6,211,157
Other Operating Costs	468,627	447,486	415,986	415,986
Capital Outlay	122,752	166,382	101,082	101,082
Total:	6,216,156	6,848,927	6,728,225	6,728,225

Personnel Authorized	66	66	65	65
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Source of Funds:

General Fund	5,446,156	6,053,927	5,928,225	5,928,225
Paramedic Fund	640,000	665,000	665,000	665,000
Proposition 172/Public Safety Fund	130,000	130,000	135,000	135,000
TOTAL:	6,216,156	6,848,927	6,728,225	6,728,225

City of La Verne

DETAIL OF SALARIES & WAGES

FIRE	SUMMARY			2000 SERIES
Department	Cost Center			Cost Center No.
<hr/>				
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
<hr/>				
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
Admin Secretary	1	1	1	1
Deputy Fire Marshal	1	1	1	1
<hr/>				
TOTAL FULL-TIME	36	36	36	36
<hr/>				
REGULAR PART-TIME				
Apprentices	24	24	24	24
Fire Captain/Admin	1	1	1	1
Deputy Chief	2	2	2	2
Administrative Officer	2	2	2	2
Fire Prevention Aide	1	1	0	0
TOTAL REG. PART-TIME	30	30	65	65
<hr/>				
TOTAL POSITIONS	66	66	65	65
<hr/>				
APPROPRIATIONS				
SALARIES & WAGES	3,247,700	3,627,143	3,599,034	3,599,034
OVERTIME	761,344	788,500	788,500	788,500
BENEFIT COSTS	1,615,733	1,819,416	1,823,623	1,823,623
TOTAL PERSONNEL SERVICES	5,624,777	6,235,059	6,211,157	6,211,157

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	407,618	394,231	394,078	394,078
Other Operating Costs	57,000	42,000	39,500	39,500
Capital Outlay	0	13,000	0	0
Total:	464,618	449,231	433,578	433,578
Personnel Authorized	2.82	2.22	2.22	2.22
Source of Funds:				
General Fund	464,618	449,231	433,578	433,578
TOTAL:	464,618	449,231	433,578	433,578

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 Administrative Secretary, .97 of the Fire Chief, .25 of a Battalion Chief, for a total of 2.22.

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:

Requests:	5,000	2 GIS Computers
	8,000	1 GIS Plotter/Printer
Total:	<u>13,000</u>	

City Manager Recommendations

Reduce other operating costs and purchase one GIS computer from Fire Equipment Fund.

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	2,271,625	2,666,158	2,662,566	2,662,566
Other Operating Costs	64,000	54,500	38,500	38,500
Capital Outlay	11,670	0	0	0
Total:	2,347,295	2,720,658	2,701,066	2,701,066
Personnel Authorized	14.78	14.78	14.78	14.78
Source of Funds:				
General Fund	2,347,295	2,720,658	2,701,066	2,701,066
TOTAL:	2,347,295	2,720,658	2,701,066	2,701,066

City of La Verne

FIRE	EMERGENCY SERVICES	2002
Department	Cost Center	Cost Center No.

Units of Measure:

	Calendar Year			
	2005	2006	2007	2008 (est.)
Number of Fire Calls	431	451	435	450
Number of Rescue Calls	2224	2229	2255	2200
Number of Freeway Calls	78	59	69	70

Personnel Services:

Reflects the salaries, benefits and overtime .85 of a Battalion Chief, 4.50 Captains, 4.73 Engineers and 4.7 Firefighter/Paramedics for a total of 14.78.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests: None

City Manager Recommendations

Reduce other operating costs.

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	46,709	52,012	51,940	51,940
Other Operating Costs	53,427	51,400	46,400	46,400
Capital Outlay	0	0	0	0
Total:	100,136	103,412	98,340	98,340
Personnel Authorized	0.25	0.25	0.25	0.25
Source of Funds:				
General Fund	100,136	103,412	98,340	98,340
TOTAL:	100,136	103,412	98,340	98,340

City of La Verne

FIRE

FIRE APPRENTICE PROGRAM

2003

Department

Cost Center

Cost Center No.

Units of Measure

Calendar Year

	2005	2006	2007	2008 (est.)
Duty Assignment (Shifts worked)	678	675	572	650
Monthly Drills	18	20	20	20

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:

Requests: None

City Manager Recommendations

Reduce other operating costs.

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	436,655	501,562	500,822	500,822
Other Operating Costs	14,800	12,800	11,800	11,800
Capital Outlay	0	0	0	0
Total:	451,455	514,362	512,622	512,622

Personnel Authorized	2.76	2.76	2.76	2.76
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Source of Funds:				
General Fund	451,455	514,362	512,622	512,622

TOTAL:	451,455	514,362	512,622	512,622
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City of La Verne

FIRE	TRAINING				2004
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	Calendar Year				
	2005	2006	2007	2008 (est.)	
Full-Time Training Hours	9,731	10,491	9,238	10,000	
Apprentice/Reserve Training Hours	1,146	731	1,186	1,200	
<hr/>					
<u>Personnel Services:</u>					
Funding reflects the salaries, benefits and overtime for training fire personnel. .55 of a Battalion Chief, .63 of Captains, .47 of Engineers, 1.11 of Firefighters for a total of 2.76.					
<hr/>					
<u>Other Operating Costs and Capital Outlay:</u>					
Represents expenditures for office supplies, training materials, photo supplies, subscriptions and dues, meeting/staff development.					
<u>Capital Outlay:</u>					
	Requests:	None			
<hr/>					
<u>City Manager Recommendations</u>					
Reduce other operating costs.					

City of La Verne

FIRE

STATION MAINTENANCE

2005

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	186,654	208,022	207,694	207,694
Other Operating Costs	8,700	8,100	8,100	8,100
Capital Outlay	0	6,000	0	0
Total:	195,354	222,122	215,794	215,794
Personnel Authorized	1.25	1.25	1.25	1.25
Source of Funds:				
General Fund	195,354	222,122	215,794	215,794
TOTAL:	195,354	222,122	215,794	215,794

City of La Verne

FIRE	STATION MAINTENANCE			2005
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>		<u>Calendar Year</u>		
	2005	2006	2007	2008
Station 1	9202	9202	9202	10352
Station 2	4892	4892	4892	4892
Station 3			4869	4869
Total square footage of buildings maintained.				
<hr/>				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime for .25 of a Captain, .15 of an Engineer and .85 of a Firefighter/Paramedic for a total of 1.25.				
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<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost of contract maintenance, small tools and miscellaneous materials.				
<u>Capital Outlay:</u>				
Requests:	6,000	13 Mattresses and Box Springs		
Total:	6,000			
<hr/>				
<u>City Manager Recommendations</u>				
Delete capital outlay.				

City of La Verne

FIRE	FIRE PREVENTION		2006	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
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.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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 Uniform 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 Uniform Fire Code. 				
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Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	267,364	292,989	277,182	277,182
Other Operating Costs	6,800	6,800	6,800	6,800
Capital Outlay	0	0	0	0
Total:	274,164	299,789	283,982	283,982
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Personnel Authorized	1.99	1.99	1.99	1.99
<hr/>				
Source of Funds:				
General Fund	274,164	299,789	283,982	283,982
TOTAL:	274,164	299,789	283,982	283,982

City of La Verne

FIRE	FIRE PREVENTION		2006
Department	Cost Center		Cost Center No.

Units of Measure

	2006	2007	2008 (est.)
*Business Inspections	548	570	575
Construction plan checks	60	56	50
Fire investigations	83	67	70
Weed/Nuisance complaints	14	10	10
Permits	3	96	100
Classroom Fire Safety presentations	4	6	6
Fire Station Tours	13	15	15

* Reflects new inspection scheduling.

Personnel Services:

Reflects the salaries, benefits and overtime for .80 of the Battalion Chief/Fire Marshal, 1.00 of the Deputy Fire Marshal, .07 of a Captain, .04 of an Engineer and .08 of a Firefighter/Paramedic, for a total of 1.99.

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:

Requests: None

City Manager Recommendations

Delete Fire Prevention Aide.

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:				
<ol style="list-style-type: none"> 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	19,695	31,404	31,398	31,398
Other Operating Costs	8,900	8,900	6,900	6,900
Capital Outlay	5,000	5,000	0	0
Total:	33,595	45,304	38,298	38,298
Personnel Authorized	0.08	0.08	0.08	0.08
Source of Funds:				
General Fund	33,595	45,304	38,298	38,298
TOTAL:	33,595	45,304	38,298	38,298

City of La Verne

FIRE	EMERGENCY PREPAREDNESS	2007
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2005	2006	2007	2008 (est.)
Emergency Preparedness Programs	3	4	3	3
Emergency Operations Center Exercise	2	2	2	2

Personnel Services:

Reflects the salaries, benefits and overtime of .03 of the Fire chief and .02 of a Battalion Chief for a total of .08.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	5,000	EOC Improvements
Total:	5,000	

City Manager Recommendations

Reduce other operating costs and delete capital outlay.

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 2,200 medical alarms and 450 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) identification cards to seniors and disabled members of the community.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,819,407	1,896,247	1,893,337	1,893,337
Other Operating Costs	130,000	135,000	130,000	130,000
Capital Outlay	0	6,000	0	0
Total:	1,949,407	2,037,247	2,023,337	2,023,337
Personnel Authorized	11.60	11.60	11.60	11.60
Source of Funds:				
General Fund	1,309,407	1,372,247	1,358,337	1,358,337
Paramedic Fund	640,000	665,000	665,000	665,000
TOTAL:	1,949,407	2,037,247	2,023,337	2,023,337

City of La Verne

FIRE	PARAMEDIC SERVICES		2008	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2005	2006	2007	2008 (est.)
Calls for Service:	2,224	2,229	2,255	2,200
Community Events: (Job Fairs, School Programs, CPR Classes)	48	40	36	40
Syringe Recycling Program (Contacts)	651	592	740	750
Patients Transported (Total):	1,217	1,183	1,262	1,200
HAM Program	300	50	178	210
Personnel Services:				
Funding reflects the salaries, benefits and overtime for 10.10 Firefighter/Paramedics, .05 of a Fire Engineer and .25 of the Battalion Chief/EMS for a total of 10.40.				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the cost of contract service, patient treatment supplies and materials, subscriptions and dues, meeting/staff development and equipment rental.				
<u>Capital Outlay:</u>				
Requests:	6,000	3 Positive Pressure Units		
Total:	6,000			
<u>City Manager Recommendations</u>				
Reduce other operating costs and delete capital outlay.				

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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	169,050	192,434	192,140	192,140
Other Operating Costs	125,000	127,986	127,986	127,986
Capital Outlay	106,082	136,382	101,082	101,082
Total:	400,132	456,802	421,208	421,208

Personnel Authorized	1.07	1.07	1.07	1.07
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Source of Funds:				
General Fund	270,132	326,802	286,208	286,208
Proposition 172	130,000	130,000	135,000	135,000
TOTAL:	400,132	456,802	421,208	421,208

City of La Verne

FIRE

VEHICLE MAINTENANCE

2009

Department

Cost Center

Cost Center No.

Units of Measure

	Calendar Year			
	2005	2006	2007	2008
Staff Cars	3	3	3	4
Type I Pumper	3	3	4	4
Type III Pumper	1	1	1	1
Aerial Truck	1	1	1	1
Van	1	1	0	0
Patrol	1	1	1	1
Ambulance	3	3	3	3
Utility Truck	1	1	1	1

Personnel Services:

Reflects the salaries, benefits and overtime for .10 of a Captain, .51 of an Engineer and .46 of a Firefighter/Paramedic for a total of 1.07.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	1,700	Scene Lights For E-62
	13,600	Hurst Cutter And Spreader
	13,000	Hurst Tool Couplings
	101,082	Lease Payment For E-61
	5,000	Replacement Hose
	2,000	Traffic Safety Devices
Total:	136,382	

City Manager Recommendations

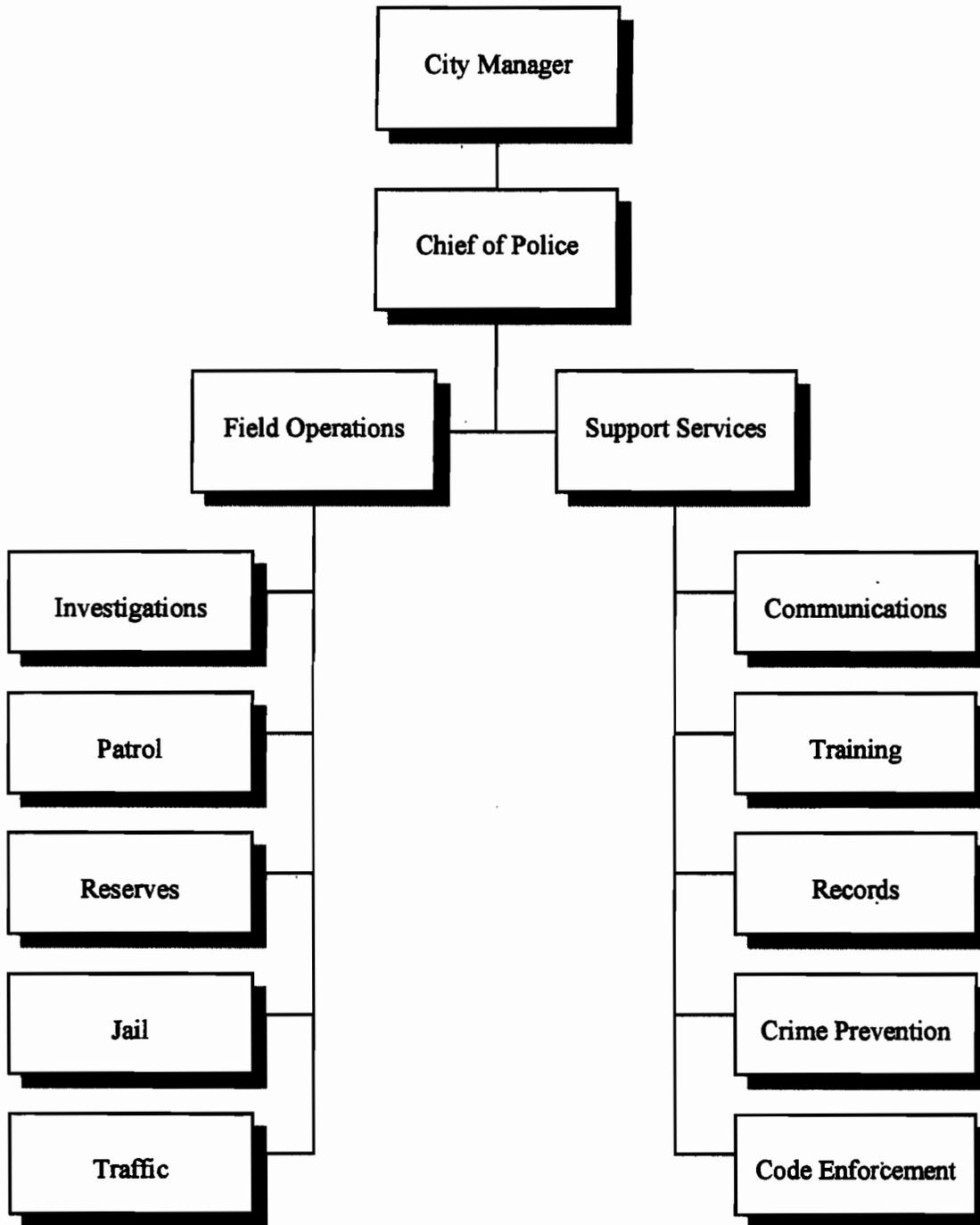
Fund E-61 lease payment, purchase Hurst Cutter and Spreader from Fire Equipment Fund and delete balance of capital outlay items.

City of La Verne

POLICE

City of La Verne

POLICE DEPARTMENT



City of La Verne

Budget Message 2008-2009 Fiscal Year

POLICE

2500 SERIES

Department

Cost Center No.

The requested budget represents the Police Department's commitment to provide service and protection to the community while maintaining fiscal responsibility.

Three civilian part-time Mobile Command Post Operator positions are requested to staff the Area D Mutual Aid Mobile Command Post when activated (one operator needed per activation). Additional hours are requested for part-time communications officers to provide for two communications officers on-duty 24/7.

The assignment of four officers to drug enforcement task forces is expected to continue. Two officers are assigned to LA IMPACT, one officer is assigned to a federal drug task force with the USDOJ DEA, and the fourth officer is assigned to Cal-MMET. Officers hired to fill vacancies of drug task force officers are funded through sources other than the general fund. The Cal-MMET position is funded through a County managed State grant.

The performance period of a City managed federal school resource officer grant is ending and will reduce the school resource officer program to one officer. The USDOJ COPS grant funded 50 percent of the officer with the District partially funding the balance. Insufficient available funding between the District and City prohibits continued funding of the position. The sole school resource officer will be partially funded through the District and will remain available to all La Verne schools with emphasis placed at the high school.

Further federal court case decisions continue to impact police authority to tow vehicles. As such, significantly greater revenue reductions are anticipated in storage/impound fees and vehicle release fees.

Increases in operational costs are attributed to increases in City equipment charges, contractual service agreements, and insurance rates.

The Capital Improvement Project that involves relocating and building a new Communications Center and Emergency Operations Center is well underway with anticipated completion in winter 2009. Other improvements in this CIP include the needed remodel/expansion of male and female locker rooms and office space conversion of the vacated space left by the relocation of the Communications Center.

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 just and fairness.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	9,452,435	10,008,509	9,648,491	9,648,491
Other Operating Costs	1,475,737	1,841,000	1,831,000	1,831,000
Capital Outlay	253,758	183,800	146,800	146,800
Total:	11,181,930	12,033,309	11,626,291	11,626,291

Personnel Authorized	84.00	84.00	81.00	81.00
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Source of Funds:

General Fund	8,747,760	9,899,272	9,322,088	9,322,088
Traffic Safety	620,000	664,000	678,400	678,400
Narcotic Asset Forfeiture	532,060	429,551	602,241	602,241
T.R.A.P.	128,000	0	0	0
Prop. 172	195,000	195,000	205,000	205,000
Bonita Unified School District	168,000	76,869	72,000	72,000
LA IMPACT	434,210	481,617	481,562	481,562
Supp. Law Enf./Block Grants	101,000	101,000	101,000	101,000
Office of Traffic Safety	120,900	44,000	22,000	22,000
Cal-MMET	135,000	142,000	142,000	142,000
TOTAL:	11,181,930	12,033,309	11,626,291	11,626,291

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	2.00	2.00	2.00	2.00
Police Lieutenant	5.00	5.00	5.00	5.00
Police Sergeant	5.00	5.00	5.00	5.00
Corporal	18.00	18.00	17.00	17.00
Police Officer	19.00	19.00	17.00	17.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Services Coordinator	1.00	1.00	1.00	1.00
Communications Officer	7.00	7.00	7.00	7.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Police Clerk I & II	5.00	5.00	5.00	5.00
Information Systems Tech/Specialist	1.00	1.00	1.00	1.00
Police Aide	2.00	2.00	2.00	2.00
Police Services Technician	2.00	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	71.00	71.00	68.00	68.00
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REGULAR PART-TIME/CONTRACT EMPLOYEES

Communications Officer	2.00	2.00	2.00	2.00
Police Aide	4.00	4.00	4.00	4.00
LA IMPACT Personnel	7.00	7.00	7.00	7.00

TOTAL REG. PART-TIME	13.00	13.00	13.00	13.00
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TOTAL POSITIONS	84.00	84.00	81.00	81.00
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APPROPRIATIONS

SALARIES & WAGES	6,040,773	6,283,941	5,995,537	5,995,537
OVERTIME	484,880	458,296	558,298	558,298
BENEFIT COSTS	2,926,782	3,266,272	3,094,656	3,094,656
TOTAL PERSONNEL SERVICES	9,452,435	10,008,509	9,648,491	9,648,491

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	839,483	739,299	533,503	533,503
Other Operating Costs	326,000	560,000	560,000	560,000
Capital Outlay	0	15,000	0	0
Total:	1,165,483	1,314,299	1,093,503	1,093,503

Personnel Authorized	4.00 FT 0 PT	4.00 FT 0 PT	3.00 FT 0 PT	3.00 FT 0 PT
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Source of Funds:

General Fund	1,165,483	1,314,299	1,093,503	1,093,503
TOTAL:	1,165,483	1,314,299	1,093,503	1,093,503

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, (2) Police Captain, and (1) full-time Administrative Secretary.

Other Operating Costs and Capital Outlay:

Operating costs include all contractual services, legal services, telephones, postage, staff development and City equipment rental, liability insurance and other professional services.

Capital Outlay:

\$15,000 - Uniform badges (civillian and volunteer)

City Manager Recommendations

Adjust personnel allocations and delete capital outlay

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. Provide (2) Hearing Officers for the administrative review of parking citations.
9. Maintain contractual services for the administration of parking citations.
10. Conduct a minimum of six (6) Sobriety/Safety checkpoints.
11. Participate in two (2) regional traffic enforcement programs.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	844,588	838,393	838,709	838,709
Other Operating Costs	171,000	200,000	200,000	200,000
Capital Outlay	25,000	40,000	20,000	20,000
Total:	1,040,588	1,078,393	1,058,709	1,058,709

Personnel Authorized	4.00 FT	4.00 FT	4.00 FT	4.00 FT
	4.00 FT	4.00 PT	4.00 PT	4.00 PT

Source of Funds:				
General Fund	299,688	370,393	358,309	358,309
Traffic Safety Fund	620,000	664,000	678,400	678,400
OTS Grant	120,900	44,000	22,000	22,000
TOTAL:	1,040,588	1,078,403	1,058,709	1,058,709

City of La Verne

POLICE

Traffic Services

2502/2518

Department

Cost Center

Cost Center No.

Units of Measure

	2004	2005	2006	2007	2008 est
Injury Accidents	102	100	114	90	100
Non-Injury Accidents	299	249	206	191	168
Hazardous Citations	1,890	1,647	2,465	1,819	1,955
Non-Hazardous Citations	663	968	1,282	1,026	1,100
Parking Citations	7,290	4,645	4,501	11,765	14,400
# of Crossing Guard locations	6	6	6	6	6
Temporary ONP* permits	30,254	30,341	15,060	22,278	26,500
Annual ONP* permits	337	348	326	358	365

*Overnight parking

Personnel Services:

Staffing consists of (1) lieutenant, (3) corporals, (4) non-sworn part-time police aides, (6) crossing guards (part-time temporary), and (2) parking citation hearing officers (contract).

Other Operating Costs and Capital Outlay:

Operating costs include equipment maintenance, uniform and safety equipment, miscellaneous motorcycle parts, city equipment rental rate and contractual services for parking citations.

Capital Outlay:

\$20,000 Parking Permit Machine
 \$20,000 Training/spare motorcycle

City Manager Recommendations

Reduce capital outlay

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. Provide receptionist services as needed.
5. Maintain professional in-service training requirements of the State Fire Marshal.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	622,005	675,992	658,037	658,037
Other Operating Costs	46,000	62,000	62,000	62,000
Capital Outlay	0	0	0	0
Total:	668,005	737,992	720,037	720,037

Personnel Authorized	7.00 FT 2.00 PT	7.00FT 2.00 PT	7.00 FT 2.00 PT	7.00 FT 2.00 PT
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Source of Funds:

General Fund	668,005	737,992	720,037	720,037
TOTAL:	668,005	737,992	720,037	720,037

City of La Verne

POLICE	Communications				2503
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2004	2005	2006	2007	2008 est
Reports processed	4,960	4,971	5,323	5,029	5,100
Police & Fire calls for service	18,240	18,346	18,907	19,561	19,968
911 average answer speed	4.7 sec	2.6 sec	2.2 sec	2.3 sec	2.2 sec

Personnel Services:

Personnel costs consist of wages and benefits for (7) full-time and (2) part-time communications officers plus overtime when required.

Other Operating Costs and Capital Outlay:

Operating costs include telephone services, communication equipment contract maintenance, and radio subscriber fees for a countywide interoperable radio system.

Capital Outlay:

None

City Manager Recommendations

Reduce funding for part-time personnel

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 trusty program for sentenced prisoners that complies with the Board of Corrections minimum jail standards.
4. Maintain revenues from trusty program of \$20,000.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	156,126	166,851	166,431	166,431
Other Operating Costs	63,200	63,500	63,500	63,500
Capital Outlay	0	0	0	0
Total:	219,326	230,351	229,931	229,931

Personnel Authorized	2.50 FT 0 PT	2.50 FT 0 PT	2.50 FT 0 PT	2.50 FT 0 PT
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Source of Funds:

General Fund	219,326	230,351	229,931	229,931
TOTAL:	219,326	230,351	229,931	229,931

City of La Verne

POLICE

Jail Services/Live Scan

2504/2520

Department

Cost Center

Cost Center No.

Units of Measure

	2004	2005	2006	2007	2008 est
Daily average # of bookings	3.4	5.2	4.9	5.5	5.5
Total # of bookings	1,141	1,892	2,343	2,001	2,000
# of trustees	15	15	18	15	15

Personnel Services:

Salary and benefits for (.50) full-time community services supervisor, (2) FT police aide II.

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:

None

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services

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 and 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	35,631	40,652	40,438	40,438
Other Operating Costs	80,000	100,000	90,000	90,000
Capital Outlay	0	0	0	0
Total:	115,631	140,652	130,438	130,438

Personnel Authorized	.50 FT	.50 FT	.50 FT	.50 FT
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Source of Funds:

General Fund	115,631	140,652	130,438	130,438
TOTAL:	115,631	140,652	130,438	130,438

City of La Verne

POLICE

Personnel Development/Training

2505

Department

Cost Center

Cost Center No.

Units of Measure

	2004	2005	2006	2007	2008 est
P.O.S.T. reimbursed training hours	2,915	2,996	3,204	6,346	5,000
Other (non-reimbursed) training hours	800	996	2,381	2,880	2,000
Total training hours	3,715	3,992	5,585	9,226	7,000

Personnel Services:

Wages and benefits for (.50) police services technician.

Other Operating Costs and Capital Outlay:

Range supplies, non-reimbursed training, meetings, armory maintenance, and non-sworn employee's training.

Capital Outlay:

None

City Manager Recommendations

Reduce other operating costs

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	252,311	326,512	325,215	325,215
Other Operating Costs	25,500	30,000	30,000	30,000
Capital Outlay	16,000	56,000	16,000	16,000
Total:	293,811	412,512	371,215	371,215

Personnel Authorized	4.00 FT 0 PT	5.00 FT 0 PT	5.00 FT 0 PT	5.00 FT 0 PT
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Source of Funds:

General Fund	293,811	412,512	371,215	371,215
TOTAL:	293,811	412,512	371,215	371,215

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department	Cost Center					Cost Center No.
<u>Units of Measure</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008 est</u>	
Crime prevention, citizen awareness, and public safety programs	65	65	65	65	65	65
School programs for young people	62	65	65	65	65	65
School resource officer						
Student counseling/contacts	590	450	665	1,000	665	665
R.S.V.P. volunteer hours	5,994	5,759	6,445	7,506	7,700	7,700

Personnel Services:

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

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" and background investigation costs for volunteers.

Capital Outlay:

None

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services

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	161,683	108,631	108,508	108,508
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	161,683	108,631	108,508	108,508
Personnel Authorized	1.87 FT	.78 FT	.78 FT	.78 FT
<u>Source of Funds:</u>				
General Fund	60,683	7,631	7,508	7,508
Supplemental State Law Enforcement Fund	101,000	101,000	101,000	101,000
TOTAL:	161,683	108,631	108,508	108,508

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 (.78) Police Officer.

Other Operating Costs and Capital Outlay:

Capital Outlay:

None

City Manager Recommendations

Funding levels as requested

City of La Verne

POLICE

Records & Clerical

2506

Department

Cost Center

Cost Center No.

Units of Measure

	2004	2005	2006	2007	2008 est
Reports processed	4,732	4,687	5,323	5,029	5,100
Citations processed	11,019	8,692	11,597	14,610	21,000
Arrests processed	1,141	1,892	2,343	1,984	2,000

Personnel Services:

Provide wages and benefits for (1) records supervisor, (4) police clerks

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

\$16,000 Copier lease payment

\$40,000 False alarm/business license computer tracking and billing system

City Manager Recommendations

Fund false alarm software system from Asset Forfeiture

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, State and Local 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	3,668,834	4,167,698	4,198,646	4,198,646
Other Operating Costs	468,037	475,000	475,000	475,000
Capital Outlay	0	10,000	0	0
Total:	4,136,871	4,652,698	4,673,646	4,673,646

Personnel Authorized	26.13 FT	28.22 FT	27.22 FT	27.22 FT
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Source of Funds:

General Fund	3,941,871	4,457,698	4,468,646	4,468,646
Prop. 172	195,000	195,000	205,000	205,000
TOTAL:	4,136,871	4,652,698	4,673,646	4,673,646

City of La Verne

POLICE

Patrol Services

2507

Department

Cost Center

Cost Center No.

Units of Measure

	2004	2005	2006	2007	2008 est
Calls for service	15,076	15,807	16,099	16,974	17,820
Average emergency response*	1.31 min	2.11 min	1.55 min	2.04 min	1.75 min
Arrests	1,141	1,892	2,343	2,001	2,000
Crime reports	4,732	4,971	5,323	5,029	5,100
8 major crimes reported	990	1,210	1,087	1,064	1,050

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

Personnel Services:

Personnel consists of (3) lieutenants, (4) sergeants, (6.5) corporals, (13.22) police officers, (.50) community services supervisor, (.50) school resource officer, (3) part-time mobile command post operators. This cost center also provides premium overtime and court standby wages. Scheduled minimum staffing consists of (1) lieutenant, (1) sergeant and (3) corporals or police officers.

Other Operating Costs and Capital Outlay:

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

CAPITAL OUTLAY:

\$10,000 Graffiti/vandalism remote camera system

City Manager Recommendations

Adjust personnel allocations and fund capital outlay from Asset Forfeiture

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	1,766,408	1,801,634	1,535,904	1,535,904
Other Operating Costs	87,000	121,000	121,000	121,000
Capital Outlay	0	4,100	0	0
Total:	1,853,408	1,926,734	1,656,904	1,656,904
Personnel Authorized	14.00	13.00	12.00	12.00
Source of Funds:				
General Fund	1,590,408	1,784,734	1,514,904	1,514,904
Cal-MMET	135,000	142,000	142,000	142,000
Auto Theft Task Force	128,000	0	0	0
TOTAL:	1,853,408	1,926,734	1,656,904	1,656,904

City of La Verne

POLICE

Investigations

2508/2517

Department

Cost Center

Cost Center No.

Units of Measure

	2004	2005	2006	2007	2008 est
Cases assigned	3,366	3,564	3,799	3,679	3,675
Cleared	2,049	2,131	2,526	2,247	2,400
Active	112	123	201	627	265
Inactive	562	427	382	742	528
Part I clearance rate	29%	34%	34%	31%	28%

Personnel Services:

Wages and benefits for (1) lieutenant, (1) sergeant, (5) investigators, (4) drug suppression officers, (1) police clerk II, 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:

\$3,000 Digital record
 \$350 Tactical entry ram
 \$350 Pelican rolling equipment case
 \$400 (1) set of breaching tools and ram

City Manager Recommendations

Adjust personnel allocations and fund a portion of capital outlay from Asset Forfeiture

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, train, and maintain four (4) additional reserve officers, increasing the number of reserve officers in the program from 14 to 20.
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
Pe. sonnel Services	0	35,000	35,000	35,000
Other Operating Costs	17,000	7,000	7,000	7,000
Capital Outlay	0	0	0	0
Total:	17,000	42,000	42,000	42,000
Personnel Authorized	0	0	0	0
<u>Source of Funds:</u>				
General Fund	17,000	42,000	42,000	42,000
TOTAL:	17,000	42,000	42,000	42,000

City of La Verne

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

<u>Units of Measure</u>	2004	2005	2006	2007	2008 est
# of reserve officers	16	14	13	16	17
Training hours provided as P.O.S.T. standards	1,656	1,421	1,402	902	1,400
Reserve officers work hours - Volunteer	3,420	2,661	3,041	4,537	4,965

Personnel Services:

Other Operating Costs and Capital Outlay:

Monthly stipend pay (annual average \$600.00 per officer), shooting and range supplies, safety equipment such as guns, vests, leather gear, badges, and training.

Capital Outlay:

None

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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	303,274	210,240	209,512	209,512
Other Operating Costs	35,000	37,500	37,500	37,500
Capital Outlay	0	0	0	0
Total:	338,274	247,740	247,012	247,012

Personnel Authorized	3	2	2	2
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Source of Funds:				
General Fund	170,274	170,871	175,012	175,012
Bonita Unified School District	168,000	76,869	72,000	72,000
TOTAL:	338,274	247,740	247,012	247,012

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department

Cost Center

Cost Center No.

<u>Units of Measure</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008 est</u>
Crime prevention, citizen awareness, and public safety programs	65	65	65	65	65
School programs for young people	62	65	65	65	65
School resource officer Student counseling/contacts	590	450	665	1,000	665
R.S.V.P. volunteer hours	5,994	5,759	6,445	7,506	7,700

Personnel Services:

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

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" and background investigation costs for volunteers.

Capital Outlay:

None

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services

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	161,683	108,631	108,508	108,508
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	161,683	108,631	108,508	108,508

Personnel Authorized	1.87 FT	.78 FT	.78 FT	.78 FT
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Source of Funds:

General Fund	60,683	7,631	7,508	7,508
Supplemental State Law Enforcement Fund	101,000	101,000	101,000	101,000
TOTAL:	161,683	108,631	108,508	108,508

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 (.78) Police Officer.

Other Operating Costs and Capital Outlay:

Capital Outlay:

None

City Manager Recommendations

Funding levels as requested

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 assets forfeiture funds which includes replacement officers for task force officers who are assigned to narcotics interdiction 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	284,302	329,951	431,441	431,441
Other Operating Costs	35,000	60,000	60,000	60,000
Capital Outlay	212,758	39,600	110,800	110,800
Total:	532,060	429,551	602,241	602,241

Personnel Authorized	3.00	3.00	3.00	3.00
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Source of Funds:

Narcotic Confiscation Fund	532,060	429,551	602,241	602,241
TOTAL:	532,060	429,551	602,241	602,241

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, increased cash seizure are anticipated with the assignment of a task force officer to a federal drug task force.

Personnel Services:

Wages and benefits for (3) police officers assigned to the Patrol Division. These officers are replacement for (3) task force officer assigned to narcotics interdiction.

Other Operating Costs and Capital Outlay:

Vehicle maintenance, pager rentals, Narcotics Officers' Association conference, legal notices and publications.

Capital Outlay:

\$20,000 (20) Tasers
\$3,000 Digital crime scene camera
\$500 Digital video camera
\$7,500 Body wire
\$4,500 Emergency lighting equipment for slicktop patrol car
\$4,100 Personal digital recorders

City Manager Recommendations

Increase funding for overtime and capital outlay

City of La Verne

POLICE

Information Systems

2519

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To coordinate and administer the data processing needs of the Police Department in a highly responsive and efficient manner.

To integrate the various information systems within the Public Safety Departments to meet the needs of the Police and Fire Departments.

To provide timely and comprehensive crime data to staff and both governmental and non-governmental entities.

To provide crime trend analysis and other management issues to police managers in a time responsive manner so these issues can be addressed readily to preserve the high quality of life in the community.

Explore new ways of utilizing information technology to achieve effectiveness and efficiency in achieving organizational goals.

Operational Plans:

1. To maintain control of data processing systems in order to preserve the integrity and security of the systems.
2. To provide training on software programs for employees to enhance their skills and increase their effectiveness.
3. Maintain computer systems in good working order.
4. Provide on-sight assistance to users on an as needed basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	83,580	86,039	85,585	85,585
Other Operating Costs	122,000	125,000	125,000	125,000
Capital Outlay	0	19,100	0	0
Total:	205,580	230,139	210,585	210,585
Personnel Authorized	1 FT	1 FT	1 FT	1 FT
Source of Funds:				
General Fund	205,580	230,139	210,585	210,585
TOTAL:	205,580	230,139	210,585	210,585

City of La Verne

POLICE

Information Systems

2519

Department

Cost Center

Cost Center No.

Units of Measure

None.

Personnel Services:

Wages and benefits for (1) Information Systems Specialist

Other Operating Costs and Capital Outlay:

Operating costs include all contractual services for staffing, systems administration, software licensing, maintenance agreements and general computer supplies and equipment.

Capital Outlay:

\$15,600 (12) Computer workstations/monitors
\$3,500 Network scanner

City Manager Recommendations

Fund a portion of capital outlay from Asset Forfeiture

City of La Verne

POLICE

LA IMPACT SUPPORT SERVICES

2522

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Operational Plans:

All costs associated with this cost center are fully reimbursed by LA IMPACT.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	434,210	481,617	481,562	481,562
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	434,210	481,617	481,562	481,562
Personnel Authorized	7.00	7.00	7.00	7.00
Source of Funds:				
LA IMPACT	434,210	481,617	481,562	481,562
TOTAL:	434,210	481,617	481,562	481,562

City of La Verne

POLICE

LA IMPACT Support Services

2522

Department

Cost Center

Cost Center No.

Units of Measure

The Police Department is acting as a conduit to fund these positions for the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (LA IMPACT).

Personnel Services:

Provide salary and benefits for (7) Administrative Assistants.

Other Operating Costs and Capital Outlay:

None

Capital Outlay:

None

City Manager Recommendations

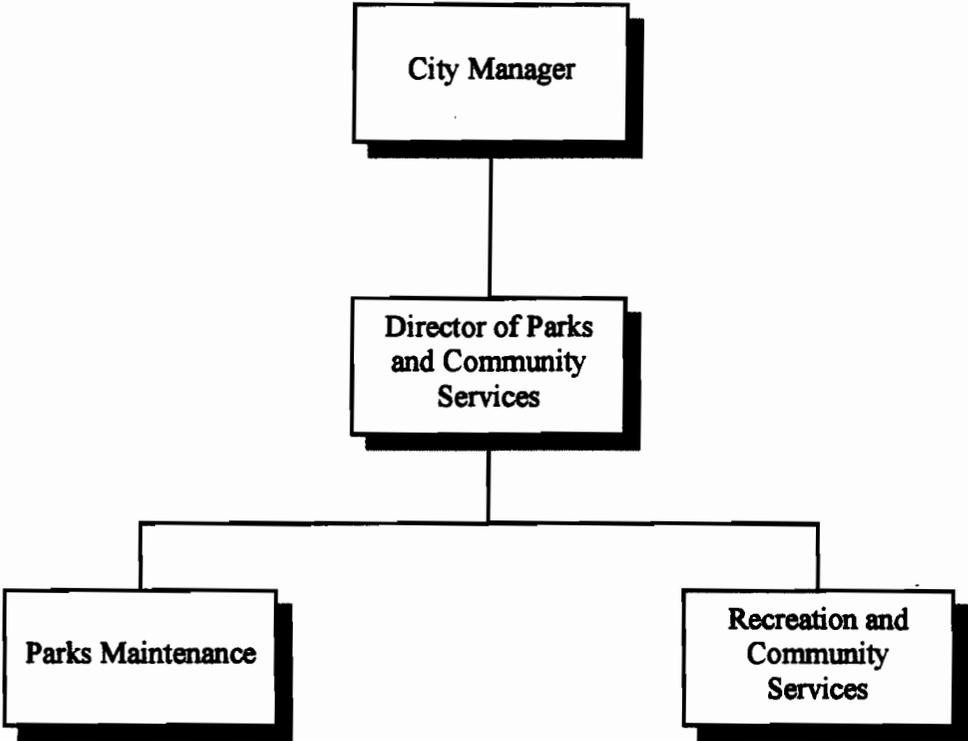
Funding levels as requested after benefit costs adjustment in personnel services

City of La Verne

PARKS AND COMMUNITY SERVICES

City of La Verne

**PARKS AND COMMUNITY SERVICES
DEPARTMENT**



City of La Verne

Budget Message

2008 - 2009 Fiscal Year

Parks and Community Services
Department

5100, 5200, 5300, 5700, 6000
Cost Center Number

The Parks and Community Services Department will continue to provide a wide variety of leisure and recreational opportunities for the community and maintain the City's 19 parks, 11,500 street trees, medians, and common landscape areas. The following is an overview of the respective division budgets.

The Parks Division budget request has an increase in personnel for two maintenance worker I's for tree maintenance. However, this personnel increase will decrease the tree-trimming contract.

Parks capital improvement projects include the installation of a central computerized irrigation system, playground equipment at Live Oak and Los Encinos Parks, and a re-roof of the Skate Park shelter.

This year's Community Services Division's budget request has a slight personnel increase over last year for a full-time administrative clerk II. This Division will continue to provide programming for our tiny tots, youth, teens, adults, and senior citizens. The program consists of youth and adult sports, excursions, special events, aquatics, senior citizen's programs, fee and charge classes, and facility rentals.

Capital Improvements include a computerized lighting system for Oak Mesa Park and the repair of the air conditioning system at the Community Center.

City of La Verne

Parks & Community
Services
Department

Summary

Cost Center

5100, 5200, 5300
5700 & 6000 Series
Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,558,788	1,708,736	1,557,654	1,557,654
Other Operating Costs	1,821,434	1,771,303	1,804,303	1,804,303
Capital Outlay	0	0	0	0
Total:	3,380,222	3,480,039	3,361,957	3,361,957

Personnel Authorized	26.42	26.42	24.42	24.42
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Source of Funds:

General Fund	2,984,263	3,072,918	2,954,911	2,954,911
Maint. Dist Assessments	384,213	395,141	395,069	395,069
84-1M Assessments	11,746	11,980	11,977	11,977

TOTAL:	3,380,222	3,480,039	3,361,957	3,361,957
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City of La Verne

DETAIL OF SALARIES & WAGES

Park & Community Services Department	SUMMARY			5100, 5200, 5300 5700 & 6000 Cost Center No.
Department	Cost Center			Cost Center No.
CLASSIFICATION				
	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Parks & Community Services Director	.82	.82	.82	.82
Parks Manager	1.00	1.00	1.00	1.00
Administrative Aide	.82	.82	.82	.82
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	5.00	5.00	3.00	3.00
Parks Maintenance Worker II	1.00	2.00	2.00	2.00
Parks Maintenance Worker III	.00	1.00	1.00	1.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Supervisor	.05	.05	.05	.05
Recreation Coordinator	1.00	1.00	1.00	1.00
Administrative Clerk II	.00	.37	0.00	.00
TOTAL FULL-TIME	12.69	15.06	12.69	12.69
REGULAR PART-TIME				
Recreation Coordinator	3.00	3.00	3.00	3.00
Recreation Specialist II	1.00	1.00	1.00	1.00
Administrative Clerk II	1.37	1.00	1.37	1.37
Clerical Assistant I	3.00	2.00	2.00	2.00
Administrative Clerk I	1.00	1.00	1.00	1.00
Parks Worker I	1.00	1.00	1.00	1.00
Parks Worker II	2.36	1.36	1.36	1.36
Parks Worker III	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	13.73	11.36	11.73	11.73
TOTAL POSITIONS	26.42	26.42	24.42	24.42
APPROPRIATIONS				
SALARIES & WAGES	1,229,796	1,311,380	1,203,110	1,203,110
OVERTIME				
BENEFIT COSTS	328,992	397,356	354,544	354,544
TOTAL PERSONNEL SERVICES	1,558,788	1,708,736	1,557,654	1,557,654

City of La Verne

Parks Maintenance Division Department	Summary Cost Center	5100, 5200, 5300 & 5700 Series Cost Center No.
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Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	756,347	911,245	815,624	815,624
Other Operating Costs	1,196,904	1,162,503	1,195,503	1,195,503
Capital Outlay	0	0	0	0
Total:	1,953,251	2,073,748	2,011,127	2,011,127

Personnel Authorized	12.23	14.23	12.23	12.23
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Source of Funds:				
General Fund	1,557,292	1,666,627	1,604,081	1,604,081
Maint. Dist Assessments	384,213	395,141	395,069	395,069
84-1M Assessments	11,746	11,980	11,977	11,977
TOTAL:	1,953,251	2,073,748	2,011,127	2,011,127

City of La Verne

DETAIL OF SALARIES & WAGES

Combined Parks Division <hr/> Department	SUMMARY <hr/> Cost Center	5100, 5200, 5300 & 5700 Series <hr/> Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Parks & Community Services Director	.42	.42	.42	.42
Parks Manager	1.00	1.00	1.00	1.00
Administrative Aide	.40	.40	.40	.40
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	5.00	5.00	3.00	3.00
Parks Maintenance Worker II	1.00	2.00	2.00	2.00
Parks Maintenance Worker III	.00	1.00	1.00	1.00
Maintenance Supervisor	.05	.05	.05	.05

TOTAL FULL-TIME	9.87	11.87	9.87	9.87
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REGULAR PART-TIME

Parks Worker I	1.36	1.36	1.36	1.36
Clerical Assistant I	1.00	1.00	1.00	1.00

TOTAL REG. PART-TIME	2.36	2.36	2.36	2.36
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TOTAL POSITIONS	12.23	14.23	12.23	12.23
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APPROPRIATIONS

SALARIES & WAGES	524,318	613,101	551,533	551,533
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OVERTIME				
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BENEFIT COSTS	232,029	298,144	264,091	264,091
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TOTAL PERSONNEL SERVICES	756,347	911,245	815,624	815,624
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City of La Verne

Parks Maintenance
 Division
 Department

Summary

 Cost Center

5100 & 5200
 Series

 Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	21,950	23,122	23,047	23,047
Other Operating Costs	474,009	483,999	483,999	483,999
Capital Outlay	0	0	0	0
Total:	495,959	507,121	507,046	507,046

Personnel Authorized	.18	.18	.18	.18
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Source of Funds:				
General Fund	100,000	100,000	100,000	100,000
Maint. Dist Assessments	384,213	395,141	395,069	395,069
84-1M Assessments	11,746	11,980	11,977	11,977
TOTAL:	495,959	507,121	507,046	507,046

City of La Verne

Parks Maintenance
Division
Department

Parks Administration
Cost Center

5101

Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	100,000	100,000	100,000	100,000
Capital Outlay	0	0	0	0
Total:	100,000	100,000	100,000	100,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	100,000	100,000	100,000	100,000
TOTAL:	100,000	100,000	100,000	100,000

City of La Verne

Parks Maintenance
Division
Department

Parks Administration
Cost Center

5101
Cost Center No.

Units of Measure

To manage this department in an effective manner.

Personnel Services:

No personnel services.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Funding levels as requested.

City of La Verne

Parks Division/Maint.
Assessment Districts

Summary

5200 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Provide an aesthetically pleasing landscape environment for those residents living within the Landscape Assessment Districts. Also administer the necessary maintenance of storm drains and slopes on Esperanza Drive.

Operational Plans:

- 1 - Identify maintenance standards and specifications.
- 2 - Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	21,950	23,122	23,047	23,047
Other Operating Costs	374,009	383,999	383,999	383,999
Capital Outlay	0	0	0	0
Total:	395,959	407,121	407,046	407,046

Personnel Authorized	0.18	0.18	0.18	0.18
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Source of Funds:

<u>Landscape Maintenance</u>				
District Assessments	384,213	395,141	395,069	395,069
84-1M Assessments	11,746	11,980	11,977	11,977
TOTAL:	395,959	407,121	407,046	407,046

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Esperanza Assessment
District No. 84-1M
Cost Center

5201

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:

Assessment District 84-1M is located on Esperanza Drive from Yucca Drive to Jasmine Circle.

Inspection of slopes and storm drains after each storm totaling two inches or more, but not less than twice per season; removal of brush and debris from inlet and outlet structures; reseed slopes as necessary to maintain adequate root structure and control erosion.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	4,635	4,869	4,866	4,866
Other Operating Costs	7,111	7,111	7,111	7,111
Capital Outlay	0	0	0	0
Total:	11,746	11,980	11,977	11,977

Personnel Authorized	.05	.05	.05	.05
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Source of Funds:

Maintenance District 84-1M Assessments	11,746	11,980	11,977	11,977
TOTAL:	11,746	11,980	11,977	11,977

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Esperanza Assessment
District No. 84-1M
Cost Center

5201

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Inspections	12	12	12	12
Sq. Foot Slopes Maintained	394,711	394,711	394,711	394,711
Ln. Foot Drains Maintained	14,858	14,858	14,858	14,858
Sq. Foot Rip Rap	7,900	7,900	7,900	7,900

Personnel Services:

Personnel services provides wages and benefits for Street Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Includes contract maintenance services, miscellaneous materials, supplies, and engineering services.

City Manager Recommendations

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
 Department

First Street & Fulton Road
Assessment District #2
 Cost Center

5202

Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing parkways for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #2 is located on the northwest corner of First Street and Fulton Street. The landscaping consists of ivy groundcover, Ornamental Plum trees, Junipers, and Xylosma shrubs.

A contractual maintenance firm provides safe, attractive, and clean parkways by removing litter and debris. Activities include mowing, edging, weed control, and pruning of trees on a routine basis.

	Current Budget	Department Request	Manager Recommendation	Council Approved
Budget Distribution				
Personnel Services	1,332	1,404	1,398	1,398
Other Operating Costs	3,823	3,823	3,823	3,823
Capital Outlay	0	0	0	0
Total:	5,155	5,227	5,221	5,221
Personnel Authorized				
	.01	.01	.01	.01
Source of Funds:				
Landscape Maintenance	5,155	5,227	5,221	5,221
District Assessments				
TOTAL:	5,155	5,227	5,221	5,221

City of La Verne

Parks Division/Maint.
Assessment Districts
 Department

First Street & Fulton Road
Assessment District #2
 Cost Center

5202

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Acres of Landscape Maintained	1/4 Acre	1/4 Acre	1/4 Acre	1/4 Acre

Personnel Services:

Personnel services provides wages and benefits for Parks Manager.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, nursery materials.

City Manager Recommendations

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Wheeler and Tabor Lane
Assessment District #3
Cost Center

5203

Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing parkways for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #3 is located on the southwest side of Wheeler Avenue, Tabor Street, and Ancona Avenue. The landscaping consists of turf, ivy groundcover, Junipers, Liquidambar, and Canary Island Pine trees.

A contractual maintenance firm provides safe, attractive, and clean parkways by removing litter and debris. Activities include mowing, edging, weed control, and pruning on a regular basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,332	1,404	1,398	1,398
Other Operating Costs	6,410	6,410	6,410	6,410
Capital Outlay	0	0	0	0
Total:	7,742	7,814	7,808	7,808

Personnel Authorized	.01	.01	.01	.01
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Source of Funds:

Landscape Maintenance District Assessments	7,742	7,814	7,808	7,808
TOTAL:	7,742	7,814	7,808	7,808

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Wheeler and Tabor Lane
Assessment District #3
Cost Center

5203

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Acres of Landscape Maintained	1/5 Acre	1/5 Acre	1/5 Acre	1/5 Acre

Personnel Services:

Personnel services provides wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, nursery materials.

City Manager Recommendations

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
 Assessment Districts
 Department

Rancho La Verne
 Assessment District #4A & #4B
 Cost Center

5204 & 5205
 Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing medians and parkways for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #4A is located north of Baseline Road on Via Rancho La Verne. It also includes a Riparian Channel from Birdie Drive to Heritage Park. The landscaping includes turf, trees, and groundcover. Assessment District #4B is located on Esperanza Drive from Jasmine Circle to Golden Hills Road. The landscaping includes shrubs, trees, and groundcover.

A contractual firm provides safe, attractive, and clean parkways and medians by removing litter and debris. Activities include mowing, edging, weed control, and tree pruning on a routine basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	3,996	4,212	4,196	4,196
Other Operating Costs	160,987	160,987	160,987	160,987
Capital Outlay	0	0	0	0
Total:	164,983	165,199	165,183	165,183

Personnel Authorized	.03	.03	.03	.03
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Source of Funds:

Landscape Maintenance District Assessments	164,983	165,199	165,183	165,183
TOTAL:	164,983	165,199	165,183	165,183

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Rancho La Verne
Assessment District #4A & #4B
Cost Center

5204 & 5205

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Acres of Landscape Maintained	18 Acres	18 Acres	18 Acres	18 Acres

Personnel Services:

Personnel services provides wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
 Department

Amherst & Fruit Street
Assessment District #6
 Cost Center

5206

Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing landscape area for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #6 is located on Fruit Street between Bowdoin and Amherst Streets. The landscaping consists of perennials, trees, and shrubs.

A contractual firm provides safe, attractive, and clean parkways by removing litter and debris. Activities include edging, weed control, and tree pruning on a routine basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,332	1,404	1,398	1,398
Other Operating Costs	7,350	7,350	7,350	7,350
Capital Outlay	0	0	0	0
Total:	8,682	8,754	8,748	8,748

Personnel Authorized	.01	.01	.01	.01
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Source of Funds:

Landscape Maintenance District Assessments	8,682	8,754	8,748	8,748
TOTAL:	8,682	8,754	8,748	8,748

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Amherst & Fruit Street
Assessment District #6
Cost Center

5206
Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Acres of Landscape Maintained	1/10 Acre	1/10 Acre	1/10 Acre	1/10 Acre

Personnel Services:

Personnel services provides wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, and nursery materials.

City Manager Recommendations

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

La Verne Business Park
Assessment District #5
Cost Center

5207
Cost Center No.

Long-Term Objectives:

Provide an aesthetically pleasing landscape environment within the La Verne Business Park.

Operational Plans:

Assessment District #5 is the median on Puddingstone Drive in the La Verne Business Park. The landscaping consists of turf and Ornamental Plum and Pear trees.

A contractual firm provides safe, attractive, and clean medians by removing litter and debris. Activities include mowing, edging, weed control, and tree pruning on a regular basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,332	1,404	1,398	1,398
Other Operating Costs	19,669	19,669	19,669	19,669
Capital Outlay	0	0	0	0
Total:	21,001	21,073	21,067	21,067

Personnel Authorized	.01	.01	.01	.01
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Source of Funds:

Landscape Maintenance District Assessments	21,001	21,073	21,067	21,067
TOTAL:	21,001	21,073	21,067	21,067

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

La Verne Business Park
Assessment District #5
Cost Center

5207

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Acres of Landscape Maintained	1/10 Acre	1/10 Acre	1/10 Acre	1/10 Acre

Personnel Services:

Personnel services provides wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, and nursery materials.

City Manager Recommendations

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

La Verne Heights
Assessment District #7
Cost Center

5208

Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing landscape areas for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #7 is the greenbelt area that surrounds the La Verne Heights Homeowner's Development in the Live Oak area. The landscaping consists of fuel modification zones and an Oak tree preserve. The plant material is drought tolerant and fire resistant.

A contractual firm provides safe, attractive, and clean landscape areas by removing litter and debris.

Activities include: edging, weed control, and tree pruning on a regular basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,332	1,404	1,398	1,398
Other Operating Costs	110,725	120,715	120,715	120,715
Capital Outlay	0	0	0	0
Total:	112,057	122,119	122,113	122,113

Personnel Authorized	.01	.01	.01	.01
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Source of Funds:

Landscape Maintenance				
District Assessments	112,057	122,119	122,113	122,113
TOTAL:	112,057	122,119	122,113	122,113

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

La Verne Heights
Assessment District #7
Cost Center

5208

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Acres of Landscape Maintained	16 Acres	16 Acres	16 Acres	16 Acres

Personnel Services:

Personnel services provides wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, and nursery items.

City Manager Recommendations

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
 Department

Marshall Canyon
Assessment District #8
 Cost Center

5209
Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing landscape areas for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #8 surrounds the Marshall Canyon Estates Development north of Golden Hills Road. The landscaping consists of fuel modification zones and drought tolerant and fire resistant plant material.

A contractual firm provides safe, attractive, and clean landscape areas by removing litter and debris. Activities include edging, weed control, and tree pruning on a regular basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	6,659	7,021	6,995	6,995
Other Operating Costs	57,934	57,934	57,934	57,934
Capital Outlay	0	0	0	0
Total:	64,593	64,955	64,929	64,929

Personnel Authorized	.05	.05	.05	.05
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Source of Funds:

Landscape Maintenance District Assessments	64,593	64,955	64,929	64,929
TOTAL:	64,593	64,955	64,929	64,929

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Marshall Canyon
Assessment District #8
Cost Center

5209

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Acres of Landscape Maintained	7 Acres	7 Acres	7 Acres	7 Acres

Personnel Services:

Personnel services provides wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, and nursery items.

City Manager Recommendations

Adjust funding per final engineer's report.

City of La Verne

Former City-Wide
Landscape District
Department

Summary

5300 & 5700
Series

Cost Center

Cost Center No.

Long-Term Objectives:

To efficiently direct the Parks Maintenance Division to provide the necessary maintenance for all parks, medians, and street trees.

Operational Plans:

- 1 - Continue to insure that maintenance level standards are maintained in City parks, medians, and street trees.
- 2 - To review parks maintenance practices and revise policies and procedures in compliance with State and Federal law.
- 3 - To assist the City Council, City Manager, and other departments in matters concerning parks related practices.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	734,397	888,123	792,577	792,577
Other Operating Costs	722,895	678,504	711,504	711,504
Capital Outlay	0	0	0	0
Total:	1,457,292	1,566,627	1,504,081	1,504,081

Personnel Authorized	12.05	14.05	12.05	12.05
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Source of Funds:

General Fund	1,457,292	1,566,627	1,504,081	1,504,081
TOTAL:	1,457,292	1,566,627	1,504,081	1,504,081

City of La Verne

Parks Division

Street Tree Maintenance

5303

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To provide for the maintenance and aesthetic appearance of the City's 11,500 parkway trees.

Operational Plans:

- 1 - Insure a sidewalk path for residents by corrective pruning and thinning of trees.
- 2 - To furnish emergency response to hazardous tree situations after normal work hours and on weekends.
- 3 - To provide root pruning along sidewalks.
- 4 - To provide assistance to other departments as required.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	90,474	95,799	95,630	95,630
Other Operating Costs	182,686	87,136	130,136	130,136
Capital Outlay	0	0	0	0
Total:	273,160	182,935	225,766	225,766

Personnel Authorized	1.6	1.6	1.6	1.6
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Source of Funds:

General Fund	273,160	182,935	225,766	225,766
TOTAL:	273,160	182,935	225,766	225,766

City of La Verne

Parks Division

Street Tree Maintenance

5303

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Number of Banners Hung	125	140	155	155
Number of Trees Planted	50	50	50	50
Number of Trees Removed	100	120	100	100
Number of Trees Pruned	1,200	1,400	1400	1400
Number of Trees Root Pruned	12	15	15	15

Personnel Services:

Personnel services: Two new full-time tree maintenance workers.

Other Operating Costs and Capital Outlay:

Operating costs are for a tree maintenance contract.

City Manager Recommendations

Increase funding for contractual tree maintenance.

City of La Verne

City-Wide Landscape
District
Department

Riparian Channel Maintenance
Cost Center

5305
Cost Center No.

Long-Term Objectives:

To provide the citizens of La Verne with an aesthetically pleasing riparian trail for their enjoyment and safety through proper maintenance.

Operational Plans:

A contractual firm provides a safe, attractive, and clean trail by removing litter and debris. Activities include mowing, edging, weed control, and tree pruning on a regular basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	15,000	15,000	15,000	15,000
Capital Outlay	0	0	0	0
Total:	15,000	15,000	15,000	15,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	15,000	15,000	15,000	15,000
TOTAL:	15,000	15,000	15,000	15,000

City of La Verne

City-Wide Landscape
District
Department

Riparian Channel Maintenance

5305

Cost Center

Cost Center No.

Units of Measure

Acres of Landscape
Maintained

2005/06

2006/07

2007/08

2008/09

12 acres

12 acres

12 acres

12 acres

Personnel Services:

None.

Other Operating Costs and Capital Outlay:

Operating costs include: contractual maintenance, utilities, chemicals, and nursery materials.

City Manager Recommendations

Funding levels as requested.

City of La Verne

Parks Division

Active Parks Facility Maintenance

5700 Series

Department

Cost Center

Active Facilities

Cost Center No.

Long-Term Objectives:

To maintain a "B" level of service for the following City parks by implementing an effective and efficient maintenance program. The active parks are where most of our community events and athletic programs are scheduled. Also includes park maintenance administration (5701).

- Heritage Park, 5001 Via De Mansion (5706)
- Las Flores Park, 3175 Bolling Avenue (5708)
- Live Oak Park, 5701 Shemiran (5710)
- Lowell Brandt Park, 7201 Stephens Ranch Road (5712)
- Oak Mesa Park, 5400 Wheeler Avenue (5714)
- Pelota Park, 1505 Holly Oak (5715)
- Skate Park, 3102 "D" Street (5722)
- Sports Park, 3102 "D" Street (5717)
- Wheeler Avenue Park, 1499 Palomares (5719)

Operational Plans:

Level "B" maintenance includes:

- 1 - Mowing each park every week;
- 2 - Flail cutting athletic fields once a week;
- 3 - Edging each park every other week;
- 4 - Aerating and fertilizing every two months;
- 5 - Checking and servicing restrooms daily;
- 6 - Trimming planters quarterly;
- 7 - Maintaining a water schedule in compliance with the City's water ordinance.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	351,632	365,206	364,397	364,397
Other Operating Costs	445,801	487,505	477,505	477,505
Capital Outlay	0	0	0	0
Total:	797,433	852,711	841,902	841,902

Personnel Authorized	5.75	5.68	5.68	5.68
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Source of Funds:

General Fund	797,433	852,711	841,902	841,902
TOTAL:	797,433	852,711	841,902	841,902

City of La Verne

Parks Division

Active Parks Facility Maintenance

5700 Series

Active Facilities

Department

Cost Center

Cost Center No.

Units of Measure

Estimated

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Picnic Tables & Play			
Equipment Repaired	90	90	90
Acres of Grass Mowed	1,951	1,951	1,951
Linear Feet of Edging	416,450	416,450	416,450
Acres of Planter Area			
Maintained	414	414	414

Personnel Services:

Personnel services provides wages and benefits for: Director, Administrative Aide, Parks Manager, Parks Supervisor, Parks Lead Worker, Maintenance Worker I, Maintenance Worker II, Maintenance Worker III, and Part-time.

Other Operating Costs and Capital Outlay:

Operational costs include: contracting landscape maintenance, custodial supplies, irrigation, materials, utilities, and City equipment rental fees.

City Manager Recommendations

Adjust personnel services and reduce other operating costs.

City of La Verne

Parks Division

Passive Parks Facility Maintenance

5700 Series
Passive Facilities
Cost Center No.

Department

Cost Center

Long-Term Objectives:

To maintain a "C" level of service for the following passive City parks by implementing an effective and efficient maintenance program.

The passive parks are neighborhood parks used by the surrounding community.

- Emerald Park, 1900 Genesse (5704)
- Golden Hills Park, 2300 Golden Hills Road (5705)
- Kuns Park, 1600 Bonita Avenue (5707)
- Lordsburg Park, 1922 Walnut Avenue (5720)
- Los Encinos Park, 1101 West Aldersgate (5711)
- Mills Park, 5601 Wheeler Avenue (5713)

Operational Plans:

A level "C" maintenance includes:

- 1 - Mowing each park every week;
- 2 - Edging each park every other week;
- 3 - Aerating and fertilizing every four months;
- 4 - Maintaining a watering schedule in compliance with the City's water ordinance;
- 5 - Trimming planters quarterly;
- 6 - Checking and servicing restrooms daily.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	149,054	170,277	169,769	169,769
Other Operating Costs	40,747	48,055	48,055	48,055
Capital Outlay	0	0	0	0
Total:	189,801	218,332	217,824	217,824

Personnel Authorized	2.79	2.33	2.33	2.33
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Source of Funds:

General Fund	189,801	218,332	217,824	217,824
TOTAL:	189,801	218,332	217,824	217,824

City of La Verne

Parks Division

Passive Parks Facility Maintenance

5700 Series
Passive Facilities
Cost Center No.

Department

Cost Center

Units of Measure

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Picnic Tables & Play			
Equipment Repaired	27	27	27
Acres of Grass Mowed	520	520	520
Linear Feet of Edging	129,450	129,450	129,450
Acres of Planter Area			
Maintained	110	110	110

Personnel Services:

Personnel services provides wages and benefits for: Parks Manager, Parks Supervisor, Parks Leadworker, Parks Maintenance Worker, Parks Maintenance Worker II, and part-time personnel.

Other Operating Costs and Capital Outlay:

Operational costs include: contracting landscape maintenance, custodial supplies, irrigation, materials, utilities, and City equipment rental fees.

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

Parks Division

Other Parks Facility Maintenance

5700 Series

Other Facilities

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To maintain a "C" level of service for the following miscellaneous City parks facilities by implementing an effective and efficient maintenance program.

Other park facilities include small neighborhood parks, landscape areas, and other park duties.

Challenger Park, 1909 Wright Avenue (5724)

Downtown Business District Area includes planters, parking area, and Mainiero Square (5703)

Lincoln Park, 2525 White Avenue (5709)

Price/Hayes Mini Park, 3500 Columbia (5723)

Rustic Canyon, 7311 Calle Aragon (5716)

Tree work, various City trees throughout the City (5718)

Valley Rancho Park, 2909 Arrow Highway (5721)

Operational Plans:

A Level "C" maintenance includes:

- 1 - Mowing each park every week;
- 2 - Edging each park every other week;
- 3 - Aerating and fertilizing every four months;
- 4 - Maintaining a watering schedule in compliance with the City's water ordinance;
- 5 - Trimming planters quarterly.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	143,237	256,841	162,781	162,781
Other Operating Costs	38,661	40,808	40,808	40,808
Capital Outlay	0	0	0	0
Total:	181,898	297,649	203,589	203,589

Personnel Authorized	1.91	4.44	2.44	2.44
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Source of Funds:

General Fund	181,898	297,649	203,589	203,589
TOTAL:	181,898	297,649	203,589	203,589

City of La Verne

Parks Division	Other Parks Facility Maintenance		5700 Series
Department	Cost Center		Other Facilities Cost Center No.
Units of Measure			
Estimated	2006/07	2007/08	2008/09
Picnic Tables & Play Equipment Repaired	15	15	15
Acres of Grass Mowed	130	130	130
Linear Feet of Edging	101,450	101,450	101,450
Acres of Planter Area Maintained	28	28	28
<hr/>			
Personnel Services:			
Personnel services provides wages and benefits for: Parks Manager; Parks Supervisor; Parks Leadworker; Parks Maintenance Worker I; Parks Maintenance Worker II; and Part-time personnel.			
<hr/>			
Other Operating Costs:			
Operational costs include: contracting landscape maintenance, custodial supplies, irrigation, materials, utilities, and City equipment rental fees.			
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City Manager Recommendations			
Delete two new parks maintenance worker I positions.			

City of La Verne

Community Services Division	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	802,441	797,491	742,030	742,030
Other Operating Costs	624,530	608,800	608,800	608,800
Capital Outlay	0	0	0	0
Total:	1,426,971	1,406,291	1,350,830	1,350,830

Personnel Authorized	14.19 including part-time	12.19 including part-time	12.19 including part-time	12.19 including part-time
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Source of Funds:

General Fund	1,426,971	1,406,291	1,350,830	1,350,830
TOTAL:	1,426,971	1,406,291	1,350,830	1,350,830

City of La Verne

DETAIL OF SALARIES & WAGES

Community Services Division <u>Department</u>	SUMMARY			6000 Series
	<u>Cost Center</u>			<u>Cost Center No.</u>
CLASSIFICATION				
	<u>Position Quota</u>			
	<u>Current</u>	<u>Department Requests</u>	<u>City Manager Recommended</u>	<u>Adopted Budget</u>
Parks & Community Services Director	.40	.40	.40	.40
Administrative Aide	.42	.42	.42	.42
Community Services Supervisor	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Administrative Clerk II	.00	.37	.00	.00
TOTAL FULL-TIME	2.82	3.19	2.82	2.82
REGULAR PART-TIME				
Recreation Coordinator	3.00	3.00	3.00	3.00
Recreation Specialist II	1.00	1.00	1.00	1.00
Administrative Clerk II	1.37	1.00	1.37	1.37
Administrative Clerk I	1.00	1.00	1.00	1.00
Parks Worker III	1.00	1.00	1.00	1.00
Clerical Assistant I	2.00	1.00	1.00	1.00
Parks Worker I	1.00	1.00	1.00	1.00
Recreation Specialist IV	1.00	.00	.00	.00
TOTAL REG. PART-TIME	11.37	9.00	9.37	9.37
TOTAL POSITIONS	14.19	12.19	12.19	12.19
APPROPRIATIONS				
SALARIES & WAGES	705,478	698,279	651,577	651,577
OVERTIME	-			
BENEFIT COSTS	96,963	99,212	90,453	90,453
TOTAL PERSONNEL SERVICES	802,441	797,491	742,030	742,030

City of La Verne

Community Services
Division

Administration

6001

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To maintain and coordinate the combined function of recreation and community services to insure leisure activities and programs 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, the business community, and service organizations.
- 3 - To assist City Council, 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	171,774	176,425	168,578	168,578
Other Operating Costs	21,000	20,990	20,990	20,990
Capital Outlay	0	0	0	0
Total:	192,774	197,415	189,568	189,568

Personnel Authorized	4.19	3.19	3.19	3.19
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Source of Funds:

General Fund	192,774	197,415	189,568	189,568
TOTAL:	192,774	197,415	189,568	189,568

City of La Verne

Community Services
Division

Administration

6001

Department

Cost Center

Cost Center No.

Units of Measure

Personnel Services:

Personnel services provides salaries and benefits for Parks and Community Services Director; Administrative Aide; and part-time personnel.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Maintain administrative clerk II as part-time position.

City of La Verne

Community Services
Division
Department

Recreation Programs
Cost Center

6002-6006
Series
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

- 1 - Offer an adult softball program one time per year.
- 2 - Offer youth sports programs such as t-ball and youth basketball.
- 3 - Offer an adult basketball and women's soccer program three times per year.
- 4 - Provide a variety of excursions two times per month for adults and seniors.
- 5 - Maintain a balance of recreation and community services activities for youth, adults, and seniors.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	228,907	223,127	215,992	215,992
Other Operating Costs	209,960	211,450	211,450	211,450
Capital Outlay	0	0	0	0
Total:	438,867	434,577	427,442	427,442

Personnel Authorized	1.25	1.00	1.00	1.00
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Source of Funds:

General Fund	438,867	434,577	427,442	427,442
TOTAL:	438,867	434,577	427,442	427,442

City of La Verne

Community Services
Division
Department

Recreation Programs
Cost Center

6002-6006
Series
Cost Center No.

Estimated Units of Measure

	2007/08			2008/09		
	Activity	Partic.	Revenue	Activity	Partic.	Revenue
Excursions (Family & Adult)	28 Excursions	1,000	\$23,000	28 Excursions	1,000	\$23,000
Adult Softball	36 Teams	540	\$ 7,700	36 Teams	540	\$ 7,700
T-ball	16 Teams	160	\$ 7,700	16 Teams	160	\$ 7,700
Youth Basketball	69 Teams	621	\$25,000	69 Teams	621	\$25,000
Women's Soccer	12 Teams	18	\$10,896	16 Teams	220	\$ 9,500
5 on 5 Basketball	36 Teams	360	\$ 8,100	36 Teams	360	\$ 8,100
City Track Meet	1 Meet	150	0	1 Meet	150	0
Classes	160 Classes	31,250	\$162,000	175 Classes	32,000	\$185,000

Personnel Services:

Provides salaries and benefits for Recreation Coordinator and all part-time temporary personnel.

Personnel includes sports and excursions specialists, recreation leaders, coaches, scorekeepers, and administrative personnel.

Other Operating Costs and Capital Outlay:

Provides for equipment and supplies for all recreation programs such as youth and adult sports leagues, excursion tickets and buses, special events, preschool, softball tournaments, and miscellaneous utility charges.

City Manager Recommendations

Reduce personnel services.

City of La Verne

Community Services
Division
Department

Facility Rentals
Cost Center

6100 Series
Cost Center No.

Long-Term Objectives:

To provide the citizens of La Verne with multi-purpose facilities located at the Community Center, Veterans' Hall, and Oak Mesa Preschool facility for youth, teens, adults, seniors, businesses, and social gatherings. Offer an extensive program involving community oriented social services. Also provide citizens with the opportunity to rent one of the many La Verne parks for weddings, birthday parties, company picnic, etc.

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 - Cross-train staff members to be more diversified.
- 3 - Develop Community Center, Veterans' Hall, and Oak Mesa marketing/management strategies.
- 4 - Promote strong development and department staff in the area of customer service.
- 5 - 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	284,082	270,123	240,130	240,130
Other Operating Costs	134,760	139,760	139,760	139,760
Capital Outlay	0	0	0	0
Total:	418,842	409,883	379,890	379,890

Personnel Authorized	7.75	7.00	7.00	7.00
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Source of Funds:

General Fund	418,842	409,883	379,890	379,890
TOTAL:	418,842	409,883	379,890	379,890

City of La Verne

Community Services
 Division
 Department

Facility Rentals
 Cost Center

6100 Series
 Cost Center No.

Estimated Units of Measure

	2007/08			2008/09		
	Rentals	Partic.	Revenue	Rentals	Partic.	Revenue
Community Center	150	52,000	\$ 85,000	132	45,000	75,000
Veterans Hall	93	4,600	\$ 5,650	83	4,000	5,000
Oak Mesa	15	150	\$ 350	15	150	350
Park Rentals	125	1,205	\$ 8,000	125	1,025	8,000

Personnel Services:

Personnel services provides salaries and wages for the Community Center Supervisor; Regular part-time; and part-time personnel.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Reduce personnel services.

City of La Verne

Community Services
Division
Department

Swimming Pool
Cost Center

6200 Series
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 provide for the rental of the pool for 5th grade parties, company picnics, church groups, club teams, etc. .

Operational Plans:

- 1 - To offer basic through advanced swimming and diving instruction.
- 2 - To offer the citizens of this community recreational swimming.
- 3 - To offer instruction in water and pool safety.
- 4 - To offer the community specialized water classes such as water aerobics, lap swim, and private swim lessons.
- 5 - To operate a successful youth swim team - the La Verne Gators.
- 6 - To coordinate the use of the pool with Bonita High School and the University of La Verne.
- 7 - To offer 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	109,196	117,627	107,141	107,141
Other Operating Costs	224,200	200,000	200,000	200,000
Capital Outlay	0	0	0	0
Total:	333,396	317,627	307,141	307,141

Personnel Authorized	1.00	1.00	1.00	1.00
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Source of Funds:

General Fund	333,396	317,627	307,141	307,141
TOTAL:	333,396	317,627	307,141	307,141

City of La Verne

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

Estimated Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Swim Lesson Participants	1,750	1,800	1,800	1,800
Rec. Swim Participants	4,500	4,500	4,500	4,500
Pool Rentals	22	22	22	22
Swim Team Participants	150	150	150	150
Diving Class Participants	130	140	140	140
Water Aerobic Participants	45	50	50	50
Lap Swim Participants (April to Oct.)	200	200	200	200

Personnel Services:

Salaries and benefits are for 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

Reduce personnel services.

City of La Verne

Community Services
Division
Department

Special Events
Cost Center

6300 Series
Cost Center No.

Long-Term Objectives:

To provide a variety of special events and a recreation and community services brochure 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 a recreation brochure three times per year with various City and departmental information.
- 5 - Administer the City's Gardenfest program.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	8,482	10,189	10,189	10,189
Other Operating Costs	34,610	36,600	36,600	36,600
Capital Outlay	0	0	0	0
Total:	43,092	46,789	46,789	46,789

Personnel Authorized	0	0	0	0
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Source of Funds: General Fund	43,092	46,789	46,789	46,789
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TOTAL:	43,092	46,789	46,789	46,789
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City of La Verne

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

Estimated Units of Measure

	2006/07		2007/08		2008/09	
	Activity	Partic.	Activity	Partic.	Activity	Partic.
Easter Activities	2 Events	2,200	2 Events	2,200	2 Events	2,500
4th of July Program	1 Event	15,000	1 Event	15,000	1 Event	15,000
Christmas Activities	5 Events	1,000	5 Events	1,000	5 Events	1,000
Gardenfest Program	1 Event	100	1 Event	100	1 Event	100
Dance for Disabled	4 Events	200	4 Events	200	4 Events	250

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 Gardenfest Program, the Dance for the Disabled, and the 4th of July celebration.

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

City Manager Recommendations

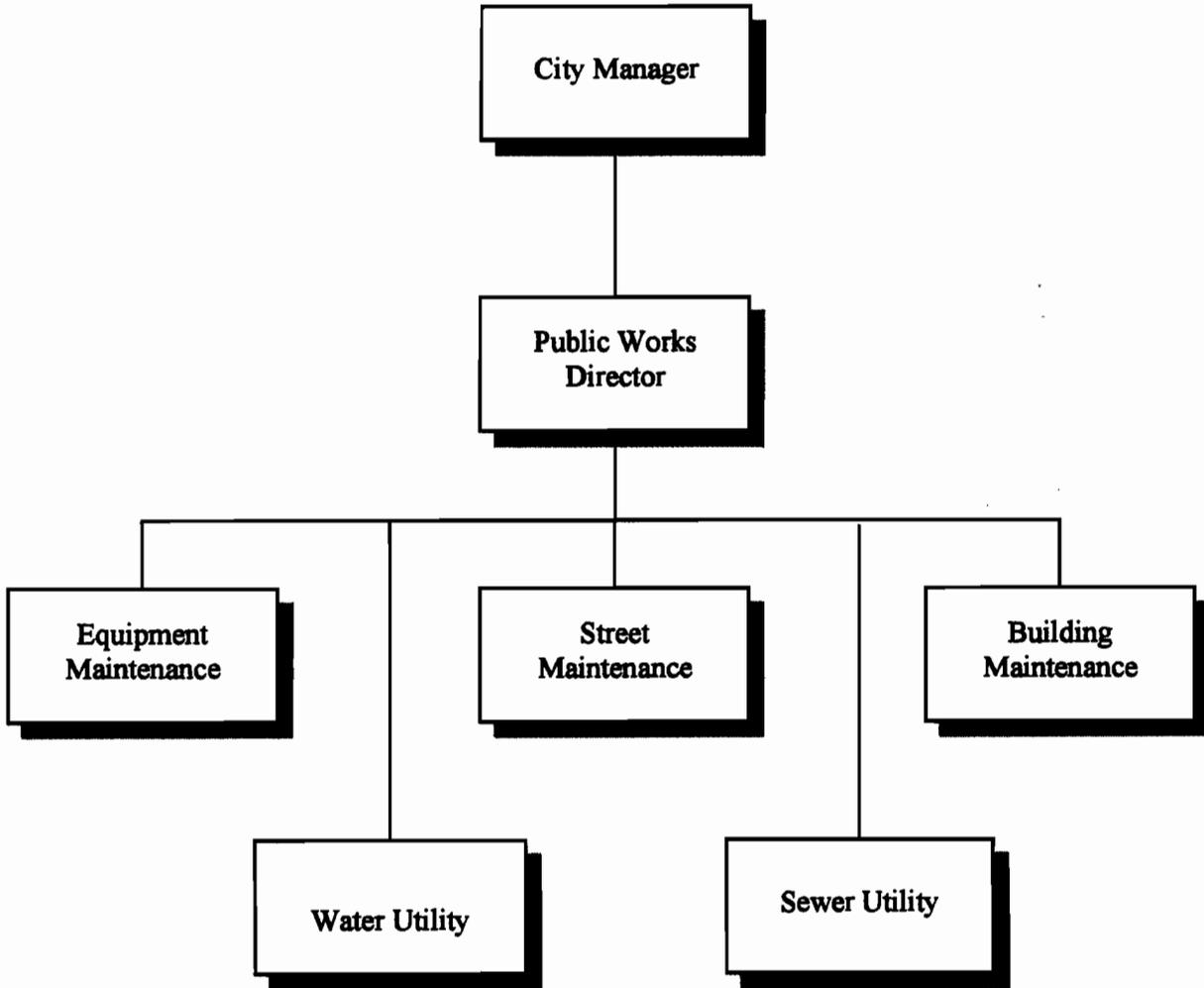
Funding levels as requested.

City of La Verne

PUBLIC WORKS

City of La Verne

PUBLIC WORKS DEPARTMENT



City of La Verne

BUDGET MESSAGE

2007 – 2008 Fiscal Year

Public Works

4100, 4200, 4300, 4400, 4500

Department

Cost Center

Public works services provide a foundation for quality of life standards in the community. The services provided by this department must address the needs of the community while maintaining fiscal and environmental responsibility. The main increases in this budget request are related directly to increase in energy and fuel costs. These costs also impact the cost of other products and contract services, such as contract refuse service. In the La Verne tradition, however, we consistently find ways to do more with less. In the course of managing public facilities, street maintenance, refuse service, equipment maintenance, water service, storm and sanitary sewer services, we must also be aware that the delivery of these services may have an effect on our carbon footprint. Several aspects of our service delivery actually address these needs. For example, the increased use of compressed natural gas vehicles (CNG) in our fleet and the use of liquefied natural gas (LNG) refuse trucks reduce our emissions and dependence on foreign oil. Additionally, the development of the Live Oak Conjunctive Use Project is helping to clean out our groundwater basins to preserve our groundwater source. Operational efficiencies combined with environmental awareness present a responsible and conservative budget request.

The goal of the **building division** is to maintain City facilities efficiently so that they function safely and uphold an appearance that inspires public confidence. This division maintains and operates City Hall, the City Yard, the Public Safety Facility, Fire Station II, Fire Station III, and the fire communications building. The majority of the operating budget is dedicated to utility costs, building maintenance, and contractual janitorial services.

The **street maintenance division** is responsible for the maintenance of the City's streets, sidewalks, curbs, gutters, storm drain infrastructure, traffic signals, street sweeping and lighting, graffiti abatement, and contract refuse management. This budget primarily reflects a maintenance of effort from the previous year with most significant increase in contract refuse service. This increase, however, is directly related to rising fuel and transportation costs. Every cent of the operational budget is dedicated to preserving and maintaining the community's investment in its right-of-way facilities.

The **water division** is responsible for providing a reliable supply of high quality drinking water now and in the future. The majority of the operating budget is dedicated to water purchases, utility costs, contractual services, liability insurance, and permit fees. The most significant operational increase is related

City of La Verne

to energy costs. While the cost of imported water continues to increase, a portion of that expense may be offset by the operation of the Amherst Groundwater Treatment Facility. The City continues to pursue system enhancements that are intended to lessen the City's reliance on imported water and increased usage of ground water sources. In addition, the focus will continue to be placed on conservation and water use efficiency strategies to assist with water supply issues during the ongoing dry conditions. Reaching out to the customer to encourage conservation measures will be coupled with an ongoing system loss control program that includes meter testing and leak detection programs.

The **sewer division** is responsible for both sanitary and storm sewer maintenance and operations. This division is responsible for the implementation of the federally mandated National Pollutant Discharge Elimination System (NPDES) and state mandated Sewer System Management Plan. The primary objective of this division is to assure cost-effective service delivery that protects the health and welfare of the community through effective sanitary and storm sewer operations. Included in the operational budget are plans for root control in 5,000 linear feet of sewer main and the continued hydrocleaning and televising of the sewer mains. These activities limit spontaneous releases from the sewer system and protect our storm drain system from unnecessary pollutants.

The **equipment maintenance division** supports all City departments in the acquisition, maintenance, repair, and cost recovery of the City's fleet and equipment. As such, the majority of the operating budget is dedicated to equipment purchases, fuel, auto parts, and liability insurance. In addition, two major issues impact this budget, both negatively and positively. First, and foremost, the rising cost of fuel has a tremendous impact on operational costs. Fuel costs are anticipated to be at least 22% higher in fiscal year 2008-2009. Secondly, the division continues to take steps to reduce our carbon footprint through two significant projects. With the completion of the compressed natural gas (CNG) refueling station at the City Yard, the CNG fleet will expand from four vehicles to ten vehicles. This will result in lower emissions as well as lower operational costs. The division has also retrofitted 20% of the diesel equipment with emission control devices and another 40% are scheduled in 2009.

City of La Verne

Public Works

Department Summary

4100, 4200, 4300,
4400 & 4500 Series
Cost Center No.

Department	Cost Center	
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Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	2,999,002	3,240,286	3,231,256	3,231,256
Other Operating Costs	10,607,406	11,493,085	11,514,585	11,514,585
Capital Outlay	633,527	374,850	393,650	393,650
Total:	14,239,935	15,108,221	15,139,491	15,139,491

Personnel Authorized	39.55	40.55	40.55	40.55
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Source of Funds:

General Fund	2,151,060	2,334,648	2,232,180	2,232,180
Gas Tax	396,000	396,000	396,000	396,000
Water Fund	7,001,890	7,542,434	7,577,436	7,577,436
Sewer Fund	702,286	717,821	737,689	737,689
Equipment Fund	1,498,930	1,448,058	1,446,465	1,446,465
Refuse & Recycling	2,489,769	2,669,260	2,749,721	2,749,721

TOTAL:	14,239,935	15,108,221	15,139,491	15,139,491
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City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Department Summary

4100, 4200, 4300,
4400 & 4500 Series
Cost Center No.

Department

Cost Center

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	1.00	1.00	1.00	1.00
Administrative Supt.	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 Secretary/PW	1.00	1.00	1.00	1.00
Maintenance Supervisor (Street)	0.95	0.95	0.95	0.95
Wtr/Sewer Maint. Supervisor	1.00	1.00	1.00	1.00
Utility Supervisor	1.00	1.00	1.00	1.00
Maintenance Leadworker	2.00	2.00	2.00	2.00
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	12.00	12.00	12.00	12.00
Customer Service Rep. I/II	5.00	6.00	6.00	6.00
Fleet Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	1.00	1.00	1.00	1.00
Equipment Mechanic	3.00	3.00	3.00	3.00
Water Systems Specialist	1.00	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00	1.00
Information Systems Manager	0.35	0.35	0.35	0.35
Accounting Manager	0.35	0.35	0.35	0.35
Account Clerk I/II/III	0.90	0.90	0.90	0.90

TOTAL FULL-TIME	38.55	39.55	39.55	39.55
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REGULAR PART-TIME

Administrative Clerk I	1.00	1.00	1.00	1.00
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TOTAL REG. PART-TIME	1.00	1.00	1.00	1.00
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TOTAL POSITIONS	39.55	40.55	40.55	40.55
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APPROPRIATIONS

SALARIES & WAGES	2,032,644	2,134,046	2,134,046	2,134,046
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OVERTIME	59,779	62,259	62,259	62,259
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BENEFIT COSTS	906,579	1,043,981	1,034,951	1,034,951
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TOTAL PERSONNEL SERVICES	2,999,002	3,240,286	3,231,256	3,231,256
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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	48,225	51,851	51,728	51,728
Other Operating Costs	312,200	339,850	317,850	317,850
Capital Outlay	0	0	0	0
Total:	360,425	391,701	369,578	369,578
Personnel Authorized	0.55	0.55	0.55	0.55
Source of Funds:				
General Fund	360,425	391,701	369,578	369,578
TOTAL:	360,425	391,701	369,578	369,578

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Building Summary

4100 SERIES

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.05	.05	.05	.05
Maintenance Manager	.10	.10	.10	.10
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Leadworker	.05	.05	.05	.05
Maintenance Worker I/II/III	.15	.25	.25	.25
TOTAL FULL-TIME	0.55	0.55	0.55	0.55
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	0.55	0.55	0.55	0.55
APPROPRIATIONS				
SALARIES & WAGES	32,906	34,332	34,332	34,332
OVERTIME	1,116	1,184	1,184	1,184
BENEFIT COSTS	14,203	16,335	16,212	16,212
TOTAL PERSONNEL SERVICES	48,225	51,851	51,728	51,728

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	22,419	22,963	22,924	22,924
Other Operating Costs	5,600	6,300	1,300	1,300
Capital Outlay	0	0	0	0
Total:	28,019	29,263	24,224	24,224
Personnel Authorized	.15	.15	.15	.15
Source of Funds:				
General Fund	28,019	29,263	24,224	24,224
TOTAL:	28,019	29,263	24,224	24,224

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 administration. See each of 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 Operations Superintendent.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Reduce other operating costs.

City of La Verne

Public Works

Building Maintenance

4102

Department

Cost Center

Cost Center No.

Long-Term Objectives:

1. To provide safe, clean and attractive public facilities and to ensure maximum service life.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	25,806	28,888	28,804	28,804
Other Operating Costs	306,600	333,550	316,550	316,550
Capital Outlay	0	0	0	0
Total:	332,406	362,438	345,354	345,354
Personnel Authorized	0.40	0.40	.40	.40
Source of Funds:				
General Fund	332,406	362,438	345,354	345,354
TOTAL:	332,406	362,438	345,354	345,354

City of La Verne

Public Works

Building Maintenance

4102

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Estimated 2008/09</u>
Buildings Maintained (sq. ft.)	53,284	59,384	64,253	64,253
HVAC Systems (tons)	129	142	160	160
Light Fixtures (ea.)	306	361	416	416
Office paper recycled (tons)	61	62	63	63

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:

	<u>Department Request</u>	<u>Manager</u>	<u>Council</u>
	0	0	0
TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>

City Manager Recommendations

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	630,602	694,928	692,844	692,844
Other Operating Costs	4,045,802	4,311,979	4,315,479	4,315,479
Capital Outlay	0	1,300	0	0
Total:	4,676,404	5,008,207	5,008,323	5,008,323

Personnel Authorized	9.15	9.15	9.15	9.15
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Source of Funds:

Refuse & Recycling	2,489,769	2,669,260	2,749,721	2,749,721
General	1,790,635	1,942,947	1,862,602	1,862,602
Gas Tax	396,000	396,000	396,000	396,000

TOTAL:	4,676,404	5,008,207	5,008,323	5,008,323
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City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Street Maintenance Summary

4200 SERIES

Department	Cost Center	Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.15	.15	.15	.15
Administrative Supt.	.40	.40	.40	.40
Maintenance Manager	.65	.65	.65	.65
Maintenance Supervisor	.75	.75	.75	.75
Maintenance Leadworker	.85	.85	.85	.85
Maintenance Worker I/II/III	5.15	5.15	5.15	5.15
Equipment Operator	1.00	1.00	1.00	1.00
Administrative Secretary	.20	.20	.20	.20

TOTAL FULL-TIME	9.15	9.15	9.15	9.15
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	9.15	9.15	9.15	9.15

APPROPRIATIONS

SALARIES & WAGES	424,184	449,959	449,959	449,959
OVERTIME	10,049	10,656	10,656	10,656
BENEFIT COSTS	196,369	234,313	232,229	232,229
TOTAL PERSONNEL SERVICES	630,602	694,928	692,844	692,844

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. Full implementation of Pavement Management Program.
3. Update and administration of 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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	137,965	141,511	141,298	141,298
Other Operating Costs	370,456	402,009	346,009	346,009
Capital Outlay	0	1300	0	0
Total:	508,421	544,820	487,307	487,307

Personnel Authorized	1.10	1.10	1.10	1.10
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Source of Funds:				
General Fund	508,421	544,820	487,307	487,307
TOTAL:	508,421	544,820	487,307	487,307

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 administration. 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, Administrative Superintendent and Administrative Secretary.

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
Replacement PC	1,300	0	0
TOTAL:	1,300	0	0

City Manager Recommendations

Reduce other operating costs and delete capital outlay.

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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	35,769	34,760	34,721	34,721
Other Operating Costs	2,454,000	2,634,500	2,715,000	2,715,000
Capital Outlay	0	0	0	0
Total:	2,489,769	2,669,260	2,749,721	2,749,721

Personnel Authorized	.25	.25	.25	.25
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Source of Funds:				
Refuse and Recycling	2,489,769	2,669,260	2,749,721	2,749,721
TOTAL:	2,489,769	2,669,260	2,749,721	2,749,721

City of La Verne

Public Works

Waste & Recycling

4202

Department

Cost Center

Cost Center No.

Units of Measure

Estimated

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Number of Participants by size of refuse container:				
96-gallon	2,127	2,260	2,275	2,275
64-gallon	7,970	8,433	8,450	8,450
35-gallon	2,104	1,853	1,870	1,870
Refuse Disposal (tons)	33,964	32,041	28,287	30,000
Recycling Diversion (tons)	13,902	12,308	11,625	12,000
Green Waste Diversion (tons)	5,653	6,714	5,824	6,000
Residential Waste Stream Diversion	47%	48%	47%	49%
Used Oil Recycled - curbside (gallons)	835	770	800	800
Used Oil Recycled - collection center	63,731	62,880	63,000	63,500
Used Oil Filters Recycled	1,837	1,600	1,680	1,700
Syringe Recycling - Participants	651	572	740	750
Christmas Trees Recycled (tons)	95	62	65	65

Personnel Services:

To provide a proportional share of wages and benefits for the Administrative Superintendent.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
	0	0	0
TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>

City Manager Recommendations

Adjust other operating costs per contractual agreement for services.

City of La Verne

Public Works

Street Maintenance

4203

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Maintenance of city rights-of-way 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, 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	362,125	412,876	411,498	411,498
Other Operating Costs	719,929	729,638	708,638	708,638
Capital Outlay	0	0	0	0
Total:	1,082,054	1,142,514	1,120,136	1,120,136
Personnel Authorized	6.35	6.35	6.35	6.35
Source of Funds:				
General Fund	686,054	746,514	724,136	724,136
Gas Tax	396,000	396,000	396,000	396,000
TOTAL:	1,082,054	1,142,514	1,120,136	1,120,136

City of La Verne

Public Works

Street Maintenance

4203

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Estimated 2008/09</u>
Streets to Maintain (Miles)	98	98	98	98
Patch AC Surface (Sq. Ft.)	900,000	985,000	1,000,000	1,000,000
Repair/Const. Concrete (Sq. Ft.)	120,000	140,000	200,000	200,000
Street Stripe/Mark (Lin. Miles)	85	85	85	85
Alleys (Miles)	14	14	14	14
Sidewalks (Miles)	205	205	206	205
Pavement Markings	913	913	935	903

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. Operating increases include contractual maintenance efforts and city equipment rental charges.

Capital Outlay:

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

TOTALS:

City Manager Recommendations

Reduce 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 and traffic signals in an operable condition at all times and maintain clean streets.

Operational Plans:

1. Ensure proper operation of traffic signals through contractual service and communication with Caltrans.
2. Endeavor to sweep all city streets a minimum of every three weeks.
3. Ensure communication with Southern California Edison relative to street light operation.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	77,335	86,333	85,890	85,890
Other Operating Costs	488,817	533,232	533,232	533,232
Capital Outlay	0	0	0	0
Total:	566,152	619,565	619,122	619,122
Personnel Authorized	1.10	1.10	1.10	1.10
Source of Funds:				
General Fund	566,152	619,565	619,122	619,122
TOTAL:	566,152	619,565	619,122	619,122

City of La Verne

Public Works

Street Lighting and Sweeping

4204

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Estimated 2008/09</u>
Street Sweeping (annual curb mi.)	6,900	7,100	7,200	7,200
Street Signs (ea.)	25,350	26,000	26,200	26,200
Street Lights	2,695	2,695	2,700	2,700
Traffic Signals	17	17	18	19

Personnel Services:

To provide a proportional shares 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:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
	0	0	0
TOTAL:	0	0	0

City Manager Recommendations

Funding levels as requested after benefit cost adjustments in personnel services.

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	17,408	19,448	19,437	19,437
Other Operating Costs	12,600	12,600	12,600	12,600
Capital Outlay	0	0	0	0
Total:	30,008	32,048	32,037	32,037

Personnel Authorized	.35	.35	.35	.35
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Source of Funds:

General Fund	30,008	32,048	32,037	32,037
TOTAL:	30,008	32,048	32,037	32,037

City of La Verne

Public Works

Graffiti Removal

4205

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Estimated 2008/09</u>
No. of Removals - Public Property	560	1,651	3,187	2,500
Graffiti Removed (Sq. Ft.)	6,468	10,037	11,170	10,000
No. of Removals - Private Property	580	2,121	3,054	3,000
Graffiti Removed (Sq. Ft.)	15,176	56,283	32,179	50,000

Personnel Services:

To provide a proportional shares of wages, benefits and overtime for the Maintenance Worker.

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, stickers.

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
	0	0	0
TOTALS:	0	0	0

City Manager Recommendations

Funding levels as requested after benefit cost adjustments in personnel services.

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	1,400,119	1,514,431	1,510,633	1,510,633
Other Operating Costs	5,481,271	5,973,003	5,993,003	5,993,003
Capital Outlay	120,500	55,000	73,800	73,800
Total:	7,001,890	7,542,434	7,577,436	7,577,436

Personnel Authorized	18.60	19.60	19.60	19.60
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Source of Funds:

Water Fund	7,001,890	7,542,434	7,577,436	7,577,436
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TOTAL:	7,001,890	7,542,434	7,577,436	7,577,436
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City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Water Summary

4300 SERIES

Department

Cost Center

Cost Center No.

CLASSIFICATION

Position Quota

	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.45	.45	.45	.45
Administrative Supt.	.35	.35	.35	.35
Water Superintendent	.70	.70	.70	.70
Wtr/Sewer Maint. Supervisor	.75	.75	.75	.75
Utility Supervisor	.85	.85	.85	.85
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Leadworker	.70	.70	.70	.70
Maintenance Worker I/II/III	4.20	4.20	4.20	4.20
Customer Service Rep. I/II	4.55	5.55	5.55	5.55
Information Systems Manager	.20	.20	.20	.20
Accounting Manager	.35	.35	.35	.35
Administrative Secretary/PW	.50	.50	.50	.50
Account Clerk I/II/III	.90	.90	.90	.90
Administrative Secretary/Fin.	.00	.00	.00	.00
Administrative Analyst	.50	.50	.50	.50
Water System Specialist	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	18.00	19.00	19.00	19.00
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REGULAR PART-TIME

Administrative Clerk I	.60	.60	.60	.60
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TOTAL REG. PART-TIME	0.60	0.60	0.60	0.60
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TOTAL POSITIONS	18.60	19.60	19.60	19.60
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APPROPRIATIONS

SALARIES & WAGES	958,039	1,010,875	1,010,875	1,010,875
OVERTIME	21,771	23,088	23,088	23,088
BENEFIT COSTS	420,309	480,468	480,468	480,468
TOTAL PERSONNEL SERVICES	1,400,119	1,514,431	1,514,431	1,514,431

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 liaison with Six Basins Watermaster.
2. Continue to monitor ground water production to maximize use of groundwater.
2. Continue to develop programs and operational efficiencies to improve the production of groundwater.
3. Maintain and update operational disaster preparedness plans.
4. Promote water conservation and public awareness through education.
5. Revise and update capital improvement program.
6. Manage contractual engineering services and construction contracts.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	318,631	322,116	321,630	321,630
Other Operating Costs	424,049	414,621	434,621	434,621
Capital Outlay	6,000	4,500	8,300	8,300
Total:	748,680	741,237	764,551	764,551
Personnel Authorized	3.00	3.00	3.00	3.00
<u>Source of Funds:</u>				
Water Fund	748,680	732,856	764,551	764,551
TOTAL:	748,680	732,856	764,551	764,551

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 administration. 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, Administrative Superintendent, Administrative Analyst and Administrative Secretary.

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
Personal Computers & Licenses	4,500	4,500	4,500
AS400 Backup		3,800	3,800
TOTAL:	4,500	8,300	8,300

City Manager Recommendations

Adjust funding for other operating costs and capital outlay.

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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	238,373	257,791	257,404	257,404
Other Operating Costs	4,720,573	5,220,398	5,220,398	5,220,398
Capital Outlay	60500	0	0	0
Total:	5,019,446	5,478,189	5,477,802	5,477,802

Personnel Authorized	3.25	3.25	3.25	3.25
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Source of Funds:

Water Fund	5,019,446	5,478,189	5,477,802	5,477,802
TOTAL:	5,019,446	5,478,189	5,477,802	5,477,802

City of La Verne

Public Works

Water Production

4302

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	Estimated <u>2008/09</u>
Water Purchased in acre feet	6,943	7,267	7,200	5,238
Water Production in acre feet	1,651	1,816	2,000	3,762
Number of Wells operated	10	9	8	8
Number of Reservoirs maintained	13	13	13	13
Pump Stations	10	10	10	10
Hydropneumatic Stations	2	2	1	0

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. Operating increases are mainly due to the increased cost of imported water.

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
	0	0	0
TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in 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 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	362,926	391,018	389,330	389,330
Other Operating Costs	174,837	168,514	168,514	168,514
Capital Outlay	41,000	0	0	0
Total:	578,763	559,532	557,844	557,844
Personnel Authorized	5.40	5.40	5.40	5.40
Source of Funds:				
Water Fund	578,763	559,532	557,844	557,844
TOTAL:	578,763	559,532	557,844	557,844

City of La Verne

Public Works

Water Transmission/Distribution

4304

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Estimated 2008/09</u>
Mainline Repairs (ea.)	14	15	7	10
Mainline Replaced (ft)	2023	500	25	100
Service Lines Repaired	17	15	20	10
Service Lines Replaced (ea.)	47	30	22	30
Meter Leaks (ea.)	26	25	15	25
Emergency Responses/Call outs	65	60	25	35

Personnel Services:

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

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:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
	0	0	0
TOTALS:	<u>0</u>	<u>0</u>	<u>0</u>

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in 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 business days of the request.
3. Continue the meter maintenance programs, including periodic testing of large commercial meters and both repair and replacement of residential meters to minimize lost revenue.
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	480,189	543,506	542,269	542,269
Other Operating Costs	161,812	169,470	169,470	169,470
Capital Outlay	13,000	50,500	65,500	65,500
Total:	655,001	763,476	777,239	777,239
Personnel Authorized	6.95	7.95	7.95	7.95
Source of Funds:				
Water Fund	655,001	763,476	777,239	777,239
TOTAL:	655,001	763,476	777,239	777,239

City of La Verne

Public Works

Water Customer Service

4314

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Estimated 2008/09</u>
Water Utility Accounts	8,500	8,501	8,561	8,540
Water Billings	58,556	48,640	48,720	49,000
Late Notices	5,100	6,323	6,832	6,800
Delinquent Turn-off Notices	788	1,299	1,351	1,300
Discontinued for Nonpayment	72	112	138	120
Applications Processed	488	433	451	450
Closing Bills Processed	476	458	466	460
Field Checks	2,668	2,390	2,406	2,400
Customer Complaints/Questions	2,064	2,001	1,863	1,900
Meter Change-outs	950	1,112	500	700
Billing inserts	25,165	16,212	24,318	24,000

Personnel Services:

To provide wages and benefits for Administrative Superintendent, Utility Supervisor, Customer Service Representatives, Accounting Manager, Administrative Secretary 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:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
New Vehicle/Tools for new CSR position	35,500	35,500	35,500
Meter Reading equipment replacement	10,000	25,000	25,000
Reverse 911	5,000	5,000	5,000
TOTALS:	50,500	65,500	65,500

City Manager Recommendations

Adjust funding for capital outlay.

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	481,478	518,104	516,672	516,672
Other Operating Costs	212,308	198,417	218,417	218,417
Capital Outlay	8,500	1,300	2,600	2,600
Total:	702,286	717,821	737,689	737,689
Personnel Authorized	6.05	6.05	6.05	6.05
Source of Funds:				
Sewer Utility Fund	702,286	717,821	737,689	737,689
TOTAL:	702,286	717,821	737,689	737,689

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Storm & Sanitary Sewer Summary

4400 SERIES

Department Cost Center Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.25	.25	.25	.25
Administrative Supt.	.25	.25	.25	.25
Maintenance Operations Supt.	.25	.25	.25	.25
Water Superintendent	.30	.30	.30	.30
Wtr./Sewer Maint. Supervisor	.25	.25	.25	.25
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Worker I/II/III	2.40	2.40	2.40	2.40
Administrative Secretary/PW	.20	.20	.20	.20
Maintenance Leadworker	.40	.40	.40	.40
Utility Supervisor	.15	.15	.15	.15
Customer Service Rep. I/II	.45	.45	.45	.45
Administrative Analyst	.50	.50	.50	.50
Information Systems Manager	.15	.15	.15	.15

TOTAL FULL-TIME	5.65	5.65	5.65	5.65
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REGULAR PART-TIME

Administrative Clerk I	.40	.40	.40	.40
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TOTAL REG. PART-TIME	0.40	0.40	0.40	0.40
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TOTAL POSITIONS	6.05	6.05	6.05	6.05
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APPROPRIATIONS

SALARIES & WAGES	335,112	349,746	349,746	349,746
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OVERTIME	7,257	7,696	7,696	7,696
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BENEFIT COSTS	139,109	180,662	159,230	159,230
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TOTAL PERSONNEL SERVICES	481,478	518,104	516,672	516,672
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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 review and evaluate the sewer system for effective operation and maintenance.
2. Ensure compliance with the mandates of the federal National Pollutant Discharge Elimination System (NPDES) and Capacity, Management, Operations, and Maintenance (CMOM) programs.
3. Implementation of an updated sewer master plan.
4. Development of the capital improvement program.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	289,383	305,740	305,155	305,155
Other Operating Costs	117,149	103,026	123,026	123,026
Capital Outlay	7,500	1,300	2,600	2,600
Total:	414,032	410,066	430,781	430,781
Personnel Authorized	2.90	2.90	2.90	2.90
Source of Funds:				
Sewer Utility Fund	414,032	410,066	430,781	430,781
TOTAL:	414,032	410,066	430,781	430,781

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 administration. See each of the remaining cost centers 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, Administrative Superintendent, Administrative Analyst and Administrative Secretary.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Replacement PC	1,300	2,600	2,600
TOTALS:	1,300	2,600	2,600

City Manager Recommendations

Adjust funding for other operating costs and capital outlay.

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.

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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	192,095	212,364	211,517	211,517
Other Operating Costs	95,159	95,391	95,391	95,391
Capital Outlay	1,000	0	0	0
Total:	288,254	307,755	306,908	306,908
Personnel Authorized	3.15	3.15	3.15	3.15
Source of Funds:				
Sewer Utility Fund	288,254	307,755	306,908	306,908
TOTAL:	288,254	307,755	306,908	306,908

City of La Verne

Public Works

Storm & Sanitary Sewer System Maintenance

4402

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	Estimated <u>2008/09</u>
Pipe Cleaned (in feet)	248,000	330,000	565,000	550,000
Pipe Videotaped (in feet)	208,000	150,000	200,000	150,000
Dye Checks	4	5	2	2
Emergency Calls	4	5	5	5
Storm Drains cleaned (miles)	3	3	3	3
Catch Basins cleaned (ea.)	390	390	390	390

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.

Other Operating Costs and Capital Outlay:

Operating costs include contractual maintenance and services, uniforms and safety equipment, energy, and city equipment rental.

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
	0	0	0
TOTALS:	<u>0</u>	<u>0</u>	<u>0</u>

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

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	438,578	460,972	459,379	459,379
Other Operating Costs	555,825	669,836	669,836	669,836
Capital Outlay	504,527	317,250	317,250	317,250
Total:	1,498,930	1,448,058	1,446,465	1,446,465

Personnel Authorized	5.20	5.20	5.20	5.20
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Source of Funds:				
Equipment Fund	1,498,930	1,448,058	1,446,465	1,446,465
TOTAL:	1,498,930	1,448,058	1,446,465	1,446,465

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Equipment Maintenance Summary

4500 SERIES

Department

Cost Center

Cost Center No.

Position Quota

CLASSIFICATION

CLASSIFICATION	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
Heavy Equipment Mechanic	1.00	1.00	1.00	1.00
Equipment Mechanic	2.00	2.00	2.00	2.00
Parts Technician	1.00	1.00	1.00	1.00
Administrative Secretary	.10	.10	.10	.10

TOTAL FULL-TIME	5.20	5.20	5.20	5.20
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REGULAR PART-TIME	0.00	0.00	0.00	0.00
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TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
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TOTAL POSITIONS	5.20	5.20	5.20	5.20
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APPROPRIATIONS

SALARIES & WAGES	282,403	289,134	289,134	289,134
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OVERTIME	19,586	19,635	19,635	19,635
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BENEFIT COSTS	136,589	152,203	150,610	150,610
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TOTAL PERSONNEL SERVICES	438,578	460,972	459,379	459,379
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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 environment.

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	161,500	183,040	182,482	182,482
Other Operating Costs	101,050	109,586	109,586	109,586
Capital Outlay	504,527	317,250	317,250	317,250
Total:	767,077	609,876	609,318	609,318

Personnel Authorized	1.25	1.25	1.25	1.25
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Source of Funds:				
Equipment Fund	767,077	609,876	609,318	609,318

TOTAL:	767,077	609,876	609,318	609,318
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City of La Verne

Public Works

Equipment Administration

4501

Department

Cost Center

Cost Center No.

Units of Measure

	2005/06	2006/07	2007/08	Estimated 2008/09
Motor Pool/Other Work Equipment Maintained	195	197	201	203
Fire Department Equipment Maintained	14	13	14	14
Police Motorcycles Maintained	3	3	3	3
TOTALS	209	210	215	220

Personnel Services:

To provide a proportional share of wages, benefits and overtime for the Director of Public Works, Fleet Superintendent
Equipment Mechanics and Administrative Secretary.

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
Autos/Equipment	312,600	312,600	312,600
Repalcement PC/Handheld Device	3,300	3,300	3,300
Under Vehicle Transmission Jack	1,350	1,350	1,350
TOTAL:	317,250	317,250	317,250

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in pesonnel services.

City of La Verne

2008-2009

AUTOMOTIVE AND WORK EQUIPMENT REPLACEMENT

I.D.#	DESCRIPTION REASON FOR REPLACEMENT	USER DEPT.	ESTIMATED RESALE VALUE	DEPARTMENT REQUEST	MANAGER REC.	COUNCIL APPROVED
1050	1997 Ford Explorer No longer suitable for Fire dept. use	Fire Dept.	\$1,200.00	\$37,000.00	\$37,000.00	\$37,000.00
1092	1995 Ford F250 Worn out, due for replacement	Street Dept.	\$1,200.00	\$28,500.00	\$28,500.00	\$28,500.00
1097	1987 L/Siegler Arrowboard Worn out, unreliable	Street Dept.	\$350.00	\$6,500.00	\$6,500.00	\$6,500.00
1162	1997 Ford Ranger High mileage, unreliable, due for replacement	Police Dept.	\$800.00	\$20,000.00	\$20,000.00	\$20,000.00
2021	1996 Ford Ranger Excessive mileage, due for replacement	Parks Dept.	\$800.00	\$20,000.00	\$20,000.00	\$20,000.00
2171	2001 Ford Crown Victoria Excessive Mileage, due for replacement	Police Dept.	\$3,000.00	\$27,500.00	\$27,500.00	\$27,500.00
3178	2005 Chevrolet Tahoe Excessive mileage.	Police Dept.	\$3,000.00	\$34,000.00	\$34,000.00	\$34,000.00
3179	2006 Crown Vict. Patrol Unit Excessive mileage.	Police Dept.	\$3,000.00	\$28,500.00	\$28,500.00	\$28,500.00
3180	2006 Crown Vict. Patrol Unit Excessive mileage.	Police Dept.	\$3,000.00	\$28,500.00	\$28,500.00	\$28,500.00
3181	2006 Crown Vict. Patrol Unit Excessive mileage.	Police Dept.	\$3,000.00	\$28,500.00	\$28,500.00	\$28,500.00
3182	2006 Crown Vict. Patrol Unit Excessive mileage.	Police Dept.	\$3,000.00	\$28,500.00	\$28,500.00	\$28,500.00
	GPS Vehicle Upgrades	All Depts.	N/A	\$25,100.00	\$25,100.00	\$25,100.00
	TOTAL			\$312,600.00	\$312,600.00	\$312,600.00

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	97,410	96,421	96,070	96,070
Other Operating Costs	28,500	51,500	51,500	51,500
Capital Outlay	0	0	0	0
Total:	125,910	147,921	147,570	147,570

Personnel Authorized	1.65	1.65	1.65	1.65
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Source of Funds:				
Equipment Fund	125,910	147,921	147,570	147,570

TOTAL:	125,910	147,921	147,570	147,570
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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

Group	2005/06	2006/07	2007/08	Estimated 2008/09
Police Vehicles	851	865	719	898
Fire Equipment	380	371	449	562
Staff Vehicles	218	222	202	253
Maintenance Trucks	378	370	359	449
Heavy Equipment	438	445	404	505
Miscellaneous	73	74	45	56
Work for Others	95	124	68	85
Total	2,433	2,471	2,246	2,808

Personnel Services:

Provides a proportional share of wages and benefits for the Equipment Mechanics.

Other Operating Costs and Capital Outlay:

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
	0	0	0
TOTALS:	0	0	0

City Manager Recommendations

Funding levels as requested after benefit cost adjustments in 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	179,668	181,511	180,827	180,827
Other Operating Costs	426,275	508,750	508,750	508,750
Capital Outlay	0	0	0	0
Total:	605,943	690,261	689,577	689,577
Personnel Authorized	2.3	2.3	2.3	2.3
Source of Funds:				
Equipment Fund	517,101	690,261	689,577	689,577
TOTAL:	517,101	690,261	689,577	689,577

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

<u>Group</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Estimated 2008/09</u>
Police Vehicles	876	621	629	786
Fire Equipment	1,022	723	692	865
Staff Vehicles	97	70	63	80
Maintenance Trucks	827	585	535	668
Heavy Equipment	1,265	895	755	943
Miscellaneous	100	68	62	78
Work for Others	681	482	409	511
Total	4,868	3,444	3,145	3,931

Personnel Services:

Provides 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:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
	0	0	0
TOTALS:	0	0	0

City Manager Recommendations

Funding levels as requested after benefit cost adjustments in personnel services.

CAPITAL IMPROVEMENTS

City of La Verne

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 a fixed period of time. The length of time we will use is approximately four years plus the current year. This period is not fixed by any hard and fast rule and can be adjusted when necessary. 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 first year of the CIP. Funds for 2008/09 capital program are specifically appropriated as provided by law. Projects are more clearly defined, costed and timed than other projects in the CIP. The capital improvement budget is adopted along with the city's annual operating budget.

City of La Verne

III. OVERVIEW OF CIP PROCESS

This will be the City of La Verne's seventeenth multi-year CIP. It is anticipated that the evolution of this document will be dynamic in nature. Future years will be able to build upon the frame work of the previous year's adopted program. Capital projects summarized for the periods 2009/10 and beyond are subject to change based upon annual review by the City Council. Dollar amounts and estimated year of disbursement may vary as a result of funding availability or other community priorities as determined by the City Council.

The ultimate product of the CIP process is the annual capital budget. The four steps necessary to prepare the final document are as follows:

Step 1 Generate CIP Proposals.

Step 2 Prioritize Capital Improvement Requests.

Step 3 City Council Review of CIP.

Step 4 Executing the Capital Budget.

PROJECT PRIORITIZATION. Each department has generated a number of project requests. Project priorities have been assigned by the City Manager using the following rating system:

1. **Essential**-projects required to meet anticipated needs for replacement or expansion of facilities, finish a partially completed project, perform obligations under various contractual Owner Participation Agreements, or fulfill City Council commitments.
2. **Desirable**-projects needed for more effective and efficient delivery of services, but which are clearly subordinate to 1.
3. **Deferrable**-projects needed for ideal operation, but which can be postponed indefinitely without substantial harm to present services.

City of La Verne

2008-2009 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
GENERAL CAPITAL IMPROVEMENT FUND:				
405-7007	PSF Seismic Study & Architectural Services	50,000	45,000	45,000
405-70##	City Hall Parking Lot Rehab & HVAC Duct Cleaning	115,000	0	0
405-7020	Public Works & Parks Mobile Radios Replacement	150,000	150,000	150,000
405-7005	Emergency Backup Power - City Yard	135,000	135,000	135,000
405-7021	Sidewalk Rehabilitation	50,000	0	0
405-7037	Public Safety Technology Equipment & Building Refurbishment	1,080,000	1,080,000	1,080,000
405-70##	West Marshall Canyon Timber Pile Fencing- storm flow diversion	50,000	0	0
405-7008	Maintenance Facility Canopies-East End	75,000	75,000	75,000
405-7001	City Yard Fuel Tank Upgrade	48,000	48,000	48,000
405-7012	Ambulance Replacement	200,000	200,000	200,000
405-70##	Station I Improvements-Upstairs	50,000	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		2,003,000	1,733,000	1,733,000
PARK DEVELOPMENT FUND:				
412-7404	Bonita High School Gym Refinishing	1,000	1,000	1,000
412-7450	Lighting Controler System	70,000	70,000	70,000
412-7451	Install Calsense Controller	57,000	57,000	57,000
412-7441	Parks Playground Equipment(Live Oak, Wheeler, Los Encinos)	150,000	90,000	90,000
412-74##	Drinking Fountain(Pelota)	2,000	0	0
412-7423	Skate Park Shelter Roof	3,250	3,250	3,250
412-7443	Center Air Conditioner(Kitchen)	20,000	20,000	20,000
412-7417	Vets Hall Memorial	40,000	0	0
TOTAL PARK DEVELOPMENT FUND		343,250	241,250	241,250
FIRE FACILITY FUND:				
244-7012	Command Vehicle	21,000	21,000	21,000
TOTAL FIRE FACILITY FUND		21,000	21,000	21,000
FIRE EQUIPMENT REPLACEMENT FUND:				
250-7044	Fire Department Equipment	16,100	16,100	16,100
250-7012	Command Vehicle	22,000	22,000	22,000
250-7038	Pre-Alert System - Station I & II	35,000	35,000	35,000
TOTAL FIRE FACILITY FUND		73,100	73,100	73,100

City of La Verne

2008-2009 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
GAS TAX STREET IMPROVEMENT FUND:				
206-7101	Pavement Management Program	550,000	550,000	550,000
206-7110	Gas Tax Engineering	6,000	6,000	6,000
206-7111	Pavement Rehabilitation/Restorate: - Benton & Holly Oak - Second St.-East of White - Park Ave. -South of Bonita - Magnolia Ave. - South of Bonita - First Street - E to Fulton - Slurry 08/09 - Sedalia/Juanita area - Traffic Signal Upgrade-Arrow @Fairplex/E. Street	1,460,000	614,000	614,000
TOTAL GAS TAX STREET IMP. FUND		2,016,000	1,170,000	1,170,000
RIGHT-OF-WAY MANAGEMENT FUND				
406-76##	Fiber Optics Management	50,000	50,000	50,000
TOTAL RIGHT-OF-WAY MGMT. FUND		50,000	50,000	50,000
ESPERANZA IMPROVEMENT DISTRICT FUND:				
436-7601	Esperanza Road Maintenance	56,150	56,150	56,150
		56,150	56,150	56,150
WATER CAPITAL IMPROVEMENT FUND:				
507-7203	Water Line Replacement	75,000	75,000	75,000
507-7204	Plateau Marshal Canyon - 16 inch waterline crossing	170,000	170,000	170,000
507-7223	Water System Improvements	500,000	500,000	500,000
507-7234	Meter Replacement Program	100,000	100,000	100,000
507-7238	E Street Waterline Replacement	1,300,000	1,300,000	1,300,000
TOTAL WATER CAPITAL IMP. FUND		2,145,000	2,145,000	2,145,000
SEWER CAPITAL IMPROVEMENT FUND:				
531-7301	Sewer Mainline Replacement	110,000	110,000	110,000
531-7307	Sewer Manhole Improvements	8,000	8,000	8,000
TOTAL SEWER CAPITAL IMP. FUND		118,000	118,000	118,000
SUBTOTAL CAPITAL IMPROVEMENT PROJECTS		6,825,500	5,607,500	5,607,500

City of La Verne

2008-2009 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
SPECIAL PROGRAMS CAPITAL IMPROVEMENT				
LACMTA - PROPOSITION C:				
234-5612	Get About Capital Expenditures	7,600	7,600	7,600
234-5622	Street Resurfacing - Park Ave. & Magnolia Ave.	200,000	200,000	200,000
	TOTAL LACMTA - PROPOSITION C FUND	207,600	207,600	207,600
AB2766 MOBILE SOURCE AIR POLLUTION:				
243-3106	CNG Vehicle Conversions	114,000	114,000	114,000
	TOTAL AB2766 FUND	114,000	114,000	114,000
	SUBTOTAL SPECIAL PROGRAMS CIP	321,600	321,600	321,600
	TOTAL CAPITAL IMPROVEMENT PROJECTS	7,147,100	5,929,100	5,929,100

City of La Verne

POTENTIAL 5 YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2009/2010	2010/2011	2011/2012	Beyond 2012
<u>PARK DEVELOPMENT:</u>					
BHS Gym Refinishing	PDF	1,000	1,000	1,000	1,000
City Gym/Teen Center	Bond				5,000,000
Tot Lots(3)	Grants/PDF		50,000		100,000
Shade Structures(15)	Grants/PDF				525,000
Beach Street Park	Grants/PDF				350,000
<u>PUBLIC SAFETY FACILITIES AND EQUIPMENT:</u>					
Expansion/Renovation or Relocation of Public Safety Facility	GF/AF				20,000,000
Fire Engine	GF	500,000			
Fire Department Staff Vehicle	GF		30,000		
Utility Vehicle Replacement	GF		40,000		
Station II Remodel	GF			250,000	
<u>PUBLIC WORKS:</u>					
<u>Maintenance Yard</u>					
- Material Bin Canopies	GF		75,000		
- Parking Lot/Landscape Improvements	GF	24,000			
- Upgrade Shop for CNG Vehicle Repairs			150,000		
<u>Public Safety Facility</u>					
-Refinish Exterior	GF				23,000
-Plumbing Improvements	GF				11,000
-Roof Repairs	GF				65,000
-Kitchen Remodel	GF				20,000
-Station I Improvements-Upstairs	GF				50,000
Upgrade Building to Building communication system(Fiber optic connections)	GF/WF/SF				200,000
Sidewalk Rehabilitation	GF/CDBG/GT	50,000	50,000	50,000	50,000
<u>Street Improvements/Rehab.</u>					
Crack Seal	GT	75,000			
Golden Hills Road(entire)	GT			650,000	650,000
Emerald Bridge, N/Foothill	GT			600,000	600,000
Pavement Management	GT	650,000	650,000	650,000	650,000
<u>Traffic Signals***</u>					
White Ave. @ Durwood	GF/GT			200,000	
White Ave. @ Bonita Ave.-Upgrade	GF/GT				100,000
Arrow Hwy. @ Wheeler Ave.-Upgrade	GF/GT				125,000
Wheeler Ave. @ Birdie or Via Arroyo	GF/GT		225,000		
Foothill Blvd. @ Bradford St.	GF/GT				225,000
D Street @ Durwood	GF/GT				200,000
Bonita Ave. @ A Street	GF/GT				200,000
Arrow Hwy. @ D Street	GF/GT				250,000

*** Subject to appropriate traffic warrants

City of La Verne

POTENTIAL 5 YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2009/2010	2010/2011	2011/2012	Beyond 2012
<u>WATER IMPROVEMENTS:</u>					
Plateau plant and Summit Water Line	WF				400,000
Ion exchange treatment plant @ White Ave.	WF	1,800,000			
Various Water Line Replacements	WF	75,000	75,000	150,000	250,000
<u>STORM DRAIN IMPROVEMENTS</u>					
NPDES Permit Implementation	SDF	50,000	50,000	50,000	50,000
<u>COMMUNITY DEVELOPMENT PROJECTS:</u>					
General Plan Update	GF/RDA/CDBG	100,000	150,000	150,000	
Gold Line Contribution	GF/RDA/PROP C				1,000,000
Downtown light fixture replacement (per Specific Plan)	RDA/DBID				100,000
Monument signs at 6 locations	GF/RDA	10,000	10,000	10,000	
Median development Baseline Road - Foothill Blvd. to Rodeo Lane	GF/CDT				1,300,000
Wheeler Ave. median island - 210 Freeway Golden Hills Road	GF				1,400,000
Wheeler Ave Median - Tabor to 210 Fwy	GF/RDA/DF		250,000		
Foothill Blvd. Median - Baseline to 210 Fwy	GF/RDA/DF		125,000		
Downtown street improvements, furniture, signs, etc., per Specific Plan)	RDA		30,000		
Median island improvements - Fruit St. Amherst to Route 210 Fwy	GF/CDT		750,000		
Puddingstone median island improvements - Wheeler to Wright	DF				140,000
Arrow Highway median island improvements - White Ave. to East city limits	Grants/DF				120,000
TOTAL		3,335,000	2,711,000	2,761,000	34,155,000

Funding Codes:

General Fund	GF
Park Development Fund	PDF
Gas Tax Fund	GT
Community Development Block Grant	CDBG
Asset Forfeiture Fund	AF
Water Fund	WF
Sewer Fund	SF
Storm Drain Fund	SDF
Federal & State Grants	Grants
Redevelopment Agency	RDA
Paramedic Service Fund	PS
Developer Funds	DF
Downtown Business Imprv. District	DBID
Fire Facility & Equipment Funds	FFE
Calif. Dept. of Transportation	CDT
To Be Determined	TBD

EQUIPMENT CAPITAL OUTLAY

City of La Verne

2008-09 BUDGET CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
FIRE				
2001	GIS Personal Computers(2)	\$5,000	\$0	\$0
	GIS Printer/Plotter	\$8,000	\$0	\$0
2005	Mattresses & Boxsprings(13)	\$6,000	\$0	\$0
2007	EOC Improvements	\$5,000	\$0	\$0
2008	Positive Pressure Units(3)	\$6,000	\$0	\$0
2009	Scene Lights for E-62	\$1,700	\$0	\$0
	Hurst Cutter & Spreader	\$13,600	\$0	\$0
	Hurst Tool Couplings	\$13,000	\$0	\$0
	Loan Payment #2 Engine E-61	\$101,082	\$101,082	\$101,082
	Traffic Safety Devices	\$2,000	\$0	\$0
	Replacement Hoses	\$5,000	\$0	\$0
		\$166,382	\$101,082	\$101,082
POLICE				
2501	Uniform Badges(Civilian & Volunteer)	\$15,000	\$0	\$0
2506	Copier Lease Payment	\$16,000	\$16,000	\$16,000
	Alarm Track False Alarm Software System	\$40,000	\$0	\$0
2507	Graffiti/Vandalism Remote Camera System	\$10,000	\$0	\$0
2508	Digital Recording Equipment	\$3,000	\$0	\$0
	Tactical Entry Ram	\$350	\$0	\$0
	Pelican rolling equipment case	\$350	\$0	\$0
	Set of Breaching Tools & Ram(1)	\$400	\$0	\$0
2519	Personal Computers(12)	\$15,600	\$0	\$0
	Network Scanner	\$3,500	\$0	\$0
		\$104,200	\$16,000	\$16,000
INFORMATION SYSTEMS				
1502	Network Hardware for Printers(2)	\$3,600	\$0	\$0
	Replacement AS400 Backup System(1/3)	\$11,400	\$3,800	\$3,800
1503	Personal Computers & Licenses(7)	\$11,700	\$9,100	\$9,100
	Document Management System storage & backup	\$13,300	\$0	\$0
		\$40,000	\$12,900	\$12,900
PUBLIC WORKS				
4201	Personal Computer	\$1,300	\$0	\$0
		\$1,300	\$0	\$0
TOTAL GENERAL FUND		\$311,882	\$129,982	\$129,982
TRAFFIC SAFETY FUND				
2502	Parking Permit Machine	\$20,000	\$20,000	\$20,000
	Training/Spare Motorcycle	\$20,000	\$0	\$0
		\$40,000	\$20,000	\$20,000
LA VERNE REDEVELOPMENT AGENCY				
3501	Replacement AS400 Backup System(1/3)	\$0	\$3,800	\$3,800
		\$0	\$3,800	\$3,800

City of La Verne

2008-09 BUDGET CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
ASSET FORFEITURE FUND				
2514	Tasers(20)	\$20,000	\$20,000	\$20,000
	Digital Camera(1)	\$3,000	\$3,000	\$3,000
	Digital Video Camera(1)	\$500	\$500	\$500
	Body Wire	\$7,500	\$7,500	\$7,500
	Emergency Lighting Equipment for Slicktop Patrol Car	\$4,500	\$4,500	\$4,500
	Personal Digital Recorders(40)	\$4,100	\$4,100	\$4,100
	Personal Computers(4)	\$0	\$5,200	\$5,200
	Uniform Vests(18)	\$20,000	\$20,000	\$20,000
	Dispatch Console Emergency Backup Battery	\$6,000	\$6,000	\$6,000
	Alarm Track False Alarm Software System	\$0	\$20,000	\$20,000
	Reverse 911	\$0	\$10,000	\$10,000
	Graffiti/Vandalism Remote Camera System	\$0	\$10,000	\$10,000
		\$65,600	\$110,800	\$110,800
WATER FUND				
4301	Personal Computers & Licenses	\$4,500	\$4,500	\$4,500
	Replacement AS400 Backup System(1/3)	\$0	\$3,800	\$3,800
4314	New Vehicle/Tools for new CSR position	\$35,500	\$35,500	\$35,500
	Meter Reading equipment replacement	\$10,000	\$25,000	\$25,000
	Reverse 911	\$5,000	\$5,000	\$5,000
		\$55,000	\$73,800	\$73,800
SEWER FUND				
4401	Personal Computers & Licenses(2)	\$1,300	\$2,600	\$2,600
		\$1,300	\$2,600	\$2,600
EQUIPMENT MAINTENANCE FUND				
4501	Auto and Equipment Replacement			
	Fire Command Vehicle	\$37,000	\$37,000	\$37,000
	Streets Maintenance Pickup 3/4 Ton	\$28,500	\$28,500	\$28,500
	Streets Maintenance Arrowboard	\$6,500	\$6,500	\$6,500
	Parks Maintenance Pickup	\$20,000	\$20,000	\$20,000
	Police Traffic Pickup	\$20,000	\$20,000	\$20,000
	Police Detective SUV	\$34,000	\$34,000	\$34,000
	Police Detective Vehicle	\$27,500	\$27,500	\$27,500
	Police Patrol Vehicle	\$28,500	\$28,500	\$28,500
	Police Patrol Vehicle	\$28,500	\$28,500	\$28,500
	Police Patrol Vehicle	\$28,500	\$28,500	\$28,500
	Police Patrol Vehicle	\$28,500	\$28,500	\$28,500
	GPS Vehicle Upgrades	\$25,100	\$25,100	\$25,100
	Replacement PC/Handheld Device	\$3,300	\$3,300	\$3,300
	Under Vehicle Transmission Jack	\$1,350	\$1,350	\$1,350
		\$317,250	\$317,250	\$317,250
TOTAL OTHER FUNDS		\$479,150	\$528,250	\$528,250
TOTAL ALL FUNDS		\$791,032	\$658,232	\$658,232

City of La Verne

SPECIAL PROGRAMS

City of La Verne

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
Cost Center No.

Department

Cost Center

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	167,995	197,573	184,486	184,486
Other Operating Costs	1,108,773	1,155,701	1,168,788	1,168,788
Capital Outlay	1,321,324	321,600	321,600	321,600
Total:	2,598,092	1,674,874	1,674,874	1,674,874

Personnel Authorized	1.04	1.67	1.03	1.03
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Source of Funds:				
HCDA/CDBG	387,389	168,876	168,876	168,876
Bicycle Safety	60,000	0	0	0
PALTA	503,228	520,849	520,849	520,849
LACTC	1,009,573	821,249	821,249	821,249
AB 2766	595,404	140,100	140,100	140,100
DBID	42,500	24,000	24,000	24,000
TOTAL:	2,598,092	1,674,874	1,674,874	1,674,874

City of La Verne

2008-2009 Budget

SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2008-2009	Project Description
<u>HCDA/CDBG FUND:</u>			
215-3401	Planning & Administration(D96316-07)*	16,000	Provide overall CDBG Admin.
215-3402	Tri-City Mental Health(D96317-07)*	15,331	Continue education outreach and mental health services to low-mod income residents.
215-3403	Senior Hot Lunches(D96318-07)*	10,000	Provide nutritious hot meals to seniors 5 days a week at the senior center.
215-3409	Funds Exchange	127,545	Continuation of project to exchange available CDBG funds for unrestricted general funds.
Total CDBG Projects		168,876	
* Denotes CDBG Project Number			
<u>PROPOSITION A FUND:</u>			
232-5501	Administration	40,649	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.
232-5521	Funds Exchange	480,000	Continuation of project to exchange available Prop A transportation funds for unrestricted general funds.
Total Proposition A Projects		520,649	

City of La Verne

2008-2009 Budget
SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2008-2009	Project Description
PROPOSITION C FUND:			
234-5601	Administration	24,022	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	58,143	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	20,309	Continuation of preparation, administration, and implementation of transportation demand policies and procedures related to reduction of traffic congestion and air quality improvements.
234-5606	Senior Citizen Bus Pass Subsidy	9,000	Continuation of subsidies for the purchase of transit bus passes by senior citizens.
234-5607	Get About Fare Subsidy	3,000	Continuation of project to provide subsidies for Get About dial-a-ride for seniors and handicapped citizens.
234-5608	Metrolink Pass Subsidy	72,000	Continuation of program to promote Metrolink ridership through pass subsidies.
234-5609	S.G. Valley COG	5,300	Participation costs associated with membership in Council of Governments.
234-5610	Recreational Transit Excursions	31,048	Continued funding for transportation of groups to recreational areas, cultural and special events.
234-5611	Bus Stop Maintenance	12,827	Continuation of project to maintain public transit bus benches.

City of La Verne

2008-2009 Budget SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2008-2009	Project Description
<u>PROPOSITION C FUND:</u>		(continued)	
234-5512	Get About Capital Outlay	7,600	La Verne's share of capital expenditure costs for the purchase of vehicles by the PVTA.
234-5513	Get About	200,000	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.
234-5621	Gold Line(Phase II) Study	140,000	Planning for area around a Gold Line station in La Verne as part of a light rail line that runs from Ontario to Pasadena.
234-5622	Street Resurfacing	200,000	Street rehabilitation.
234-5628	FHT Subsidy	6,000	Promote Foothill Transit ridership through pass subsidies.
234-5629	Get About Extended Service	5,000	Additional Get About service for evenings, weekends, and Saturdays.
Total Proposition C Projects		<u>821,249</u>	
<u>AB2766 FUND:</u>			
243-3101	Mobile Source Air Pollution	26,100	Operating costs for activities to promote reduction in air pollution.
243-3107	CNG Vehicle Conversions	114,000	Funding to convert existing City vehicles to CNG.
Total AB2766 Projects		<u>140,100</u>	
<u>DBID FUND:</u>			
245-3201	Downtown Business Improvement District	24,000	Operating costs for activities to promote the Downtown Business Improvement District.

City of La Verne

LA VERNE REDEVELOPMENT AGENCY

City of La Verne

BUDGET MESSAGE

2008 -- 2009 Fiscal
Year

La Verne Redevelopment Agency

427, 228, 329

Department

Cost Center No.

The La Verne Redevelopment Agency provides the City's focus for economic development, housing programs, and the overall betterment of the community. Commitment to economic development and decent affordable housing are the Agency's major objectives, tempered with consideration of existing local community needs and maintaining La Verne's high quality of life.

La Verne Redevelopment Agency activities continue to foster and bolster strong economic development in the La Verne community, with excellent retail growth along the Foothill Boulevard corridor and in Old Town La Verne, and strong employment and technical growth in the La Verne Business Park/Arrow Highway corridor. All commercial and industrial sectors continue to enjoy very low vacancy rates, with continued moderate growth.

The last year saw an infusion of working capital into the La Verne Redevelopment Agency as a result of the sale of the MWD site south of Arrow Highway to the University of La Verne. This will allow the Agency to assume certain previously city-paid service and personnel costs, as well as undertaking several one-time project expenditures.

In the last year the La Verne Redevelopment Agency realized several important achievements, as follows:

- Near completion of the The Commons at La Verne; the redevelopment of the former Kmart center, that includes a state-of-the-art Vons supermarket, a Vons Fuel station, a Ross Department store and many other new retail uses.
- Construction began on the 102-unit Hsientien senior residential condominium project on Foothill Blvd, just east of Towne Center Drive. This project will include a \$750,000 sales tax in-lieu payment to the City.
- Near completion of the Housing Element Update, which will provide a renewed focus for the Agency and City housing programs.
- Preparation of a Design Framework Plan as the beginning of a new specific plan for Old Town La Verne that would address Old Town and Fairplex-adjacent land use for the next 20 years, including transit oriented developments, mixed use development, and in conjunction with the anticipated Gold Line station.
- Continued support of events and improvements in Old Town La Verne, and including staff support for the Old Town La Verne Business Improvement District.
- Successful re-initiation of the Housing Rehabilitation Grants program. The program has been revamped with emphasis on first time applicants and demonstration of need.
- Maintained a strong economic development strategy, including a renewed excellent relationship with the Chamber of Commerce and superior customer service to the business community including Agency-induced/supported businesses such as Foothill Ford, Intelli-Tech, and Haaker Equipment.

City of La Verne

A major focus for the Agency in the coming year will be to address two vacant retail vacancies within the Foothill Boulevard corridor; the recently vacated Vons store at Wheeler Avenue and the Pep Boys Building adjacent to The La Verne Commons. The former is critical to the continued success of many other retail tenants in the Wheeler center, while the latter is important in continuing the cachet and success of the Commons.

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

- Preparation of the Gold Line Transit Oriented Specific Plan as a major revision to the Lordsburg and Arrow Corridor Specific Plans.
- Funding for the repaving of D Street in the Old Town area, to be accomplished in-concert with a City funded pavement project for other portions of D Street.
- Land acquisition on Walnut Street and Williams Avenue with affordable housing funds for possible development of new Habitat for Humanity home construction, subject to Agency Board and neighborhood input and concurrence.
- Re-initiation of economic development grants in Old Town under a Façade Easement program.
- Contract for the preparation of a Management Review Assessment for all Agency finances and activities.
- In-house preparation of the State mandated 5-year Implementation Plan.
- Consideration of proposal(s) for development of the two vacant Regal (Edwards) Theater sites.
- Maintain a proactive approach in attracting business with strong employment and sales tax production in the City's retail and industrial areas.
- Development of a redevelopment strategy for the Agency-owned Valley Rancho Mobile Home Park.

The La Verne Redevelopment Agency Budget remains fairly status quo, except for efforts to enhance the Agency's commitment to affordable housing goals and to foster economic development.

City of La Verne

La Verne
 Redevelopment Agency
 Department

Summary

3500 & 3600
 Series
 Cost Center No.

Cost Center

Long-Term Objectives:

1. Meet the objectives of California law for removal of blight and provision of decent, safe, and sanitary housing.
2. Promote economic development.
3. Achieve cautious, land sensitive development.
4. Preserve and enhance the City's quality of life, historic, and aesthetic characteristics.

Operational Plans:

1. Revise and adopt an Economic Strategy which meets current City and Agency objectives.
2. Implement owner participation agreements, disposition/development agreements.
3. Implement the Capital Improvement Program (CIP).
4. Implement a Fascade Easement Program for Old Town.
5. Repave D Street in Old Town.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	811,754	801,585	946,283	946,283
Other Operating Costs	3,709,683	2,768,995	2,808,995	2,808,995
Capital Outlay	11,500	0	3,800	3,800
Total:	4,532,937	3,570,580	3,759,078	3,759,078

Personnel Authorized	9.13	8.53	9.89	9.89
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Source of Funds:

LVRA General	1,042,799	718,746	846,092	846,092
Low/Mod Housing	2,090,138	1,451,834	1,512,986	1,512,986
LVRA Debt Service	1,400,000	1,400,000	1,400,000	1,400,000

TOTAL:	4,532,937	3,570,580	3,759,078	3,759,078
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City of La Verne

DETAIL OF SALARIES & WAGES

La Verne
Redevelopment Agency
 Department

Summary

 Cost Center

3500 & 3600
 Series

 Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager/Exec. Dir.	.50	.50	.60	.60
Asst. City Manager	.20	.20	.25	.25
Comm. Dev. Director	.80	.80	.80	.80
Finance Officer	.45	.45	.45	.45
Info. Systems Admin.	.05	.05	.05	.05
Principal Planner	.60	.00	.70	.70
City Clerk	.10	.10	.10	.10
Senior Planner	1.68	1.03	1.04	1.04
Accounting Manager	.35	.35	.35	.35
Associate Planner	.65	.00	.00	.00
Assistant Planner	.00	1.30	1.70	1.70
Deputy City Clerk	.25	.25	.25	.25
Admin Secretary	.00	.40	.40	.40
Executive Assistant to the City Manager	.10	.10	.20	.20
Admin. Aide	.40	.00	.00	.00
Admin. Clerk I	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	7.13	6.53	7.89	7.89
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REGULAR PART-TIME				
Graduate Planning Intern	0.00	1.00	1.00	1.00
Planning Intern	1.00	0.00	0.00	0.00
Clerical Assistant I	0.00	1.00	1.00	1.00
Youth Worker	1.00	0.00	0.00	0.00

TOTAL REG. PART-TIME	2.00	2.00	2.00	2.00
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TOTAL POSITIONS	9.13	8.53	9.89	9.89
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APPROPRIATIONS

SALARIES & WAGES	592,335	584,199	689,248	689,248
OVERTIME	0	0	0	0
BENEFIT COSTS	219,419	217,386	257,035	257,035
TOTAL PERSONNEL SERVICES	811,754	801,585	946,283	946,283

City of La Verne

La Verne
Redevelopment Agency
Department

Administration
Cost Center

3500 Series
Cost Center No.

Long-Term Objectives:

To effectively administer the La Verne Redevelopment Agency. The City of La Verne provides staffing necessary for Agency operation, in order to provide a visible Agency, responsible to the community by completing improvements and infrastructure to benefit the City of La Verne. Staff operations also include economic development, cultural resource preservation, and housing programs (see cost centers 3501, 3502, 3503).

Operational Plans:

1. Implement the Foothill Boulevard Specific Plan, Arrow Corridor Specific Plan, and Economic Development Action Plan.
2. Revise and adopt economic strategy.
3. Implement a Fascade Easement Program for Old Town.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	294,736	279,280	362,826	362,826
Other Operating Costs	221,045	439,466	479,466	479,466
Capital Outlay	10,000	0	3,800	3,800
Total:	525,781	718,746	846,092	846,092
Personnel Authorized	2.61	2.31	3.01	3.01
Source of Funds:				
LVRA General and Debt Services	525,781	718,746	846,092	846,092
TOTAL:	525,781	718,746	846,092	846,092

City of La Verne

DETAIL OF SALARIES & WAGES

La Verne Redevelopment Agency Department	Administration Cost Center	3500 Series Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager/Exec. Dir.	.20	.20	.30	.30
Comm. Dev. Director	.30	.30	.30	.30
Finance Officer	.15	.15	.15	.15
Principal Planner	.30	.00	.40	.40
Senior Planner	.85	.55	.55	.55
Associate Planner	.30	.00	.00	.00
Assistant Planner	.00	.60	.70	.70
Deputy City Clerk	.15	.15	.15	.15
Accounting Manager	.16	.16	.16	.16
Admin. Secretary	.20	.20	.20	.20
Executive Assistnat to the City Manager	.00	.00	.10	.10

TOTAL FULL-TIME	2.61	2.31	3.01	3.01
REGULAR PART-TIME				
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	2.61	2.31	3.01	3.01

APPROPRIATIONS				
SALARIES & WAGES	212,154	200,509	261,195	261,195
OVERTIME	0	0	0	0
BENEFIT COSTS	82,582	78,771	101,631	101,631
TOTAL PERSONNEL SERVICES	294,736	279,280	362,826	362,826

City of La Verne

La Verne
Redevelopment Agency
Department

Administration
Cost Center

3501
Cost Center No.

Long-Term Objectives:

To effectively administer the La Verne Redevelopment Agency. The City of La Verne provides staffing necessary for Agency operation, in order to provide a visible Agency, responsible to the community by completing improvements and infrastructure to benefit the City of La Verne. Staff operations also include economic development, cultural resource preservation, and housing programs (see cost centers 3502, 3503, 3605).

Operational Plans:

1. Implement the Foothill Boulevard Specific Plan, Arrow Corridor Specific Plan, and Economic Development Action Plan.
2. Revise and adopt economic strategy.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	233,053	225,450	287,777	287,777
Other Operating Costs	150,282	202,173	202,173	202,173
Capital Outlay	0	0	3,800	3,800
Total:	383,335	427,623	493,750	493,750

Personnel Authorized	1.96	1.86	2.36	2.36
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Source of Funds:				
LVRA General	383,335	427,623	493,750	493,750

TOTAL:	383,335	427,623	493,750	493,750
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City of La Verne

La Verne
Redevelopment Agency
Department

Administration
Cost Center

3501
Cost Center No.

Units of Measure

	2005-06	2006-07	2007-08	2008-2009 (est)
Owner Participation Agreements (approved)	1	2	0	2
(URM)	0	0	0	0
(Façade)	0	0	0	0
(Other)	1	0	0	0
Capital Improvement Projects	0	0	0	0

Personnel Services:

City administration, planning and support services. Staff costs for overall Agency administration.

Other Operating Costs and Capital Outlay:

Operational costs include funding for contractual services/ Hinderliter/ Property tax consultant (5,600); normal engineering, architectural and landscape services (10,000); legal expense (14,000); insurance (15,750); auditing (4,300); CAM Fees (4,500); CFD Fees for Lots 1 & 2 (31,000); and property tax administrative fees (65,000).

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations and capital outlay funding

City of La Verne

La Verne
Redevelopment Agency
Department

Cultural Resources/Preservation

3502

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 City Historian information accessible.
8. Initiate study of historic downtown

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	18,771	19,813	19,809	19,809
Other Operating Costs	24,563	19,493	19,493	19,493
Capital Outlay	10,000	0	0	0
Total:	53,334	39,306	39,302	39,302

Personnel Authorized	0.20	0.20	0.20	0.20
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Source of Funds:				
LVRA General	53,334	39,306	39,302	39,302

TOTAL:	53,334	39,306	39,302	39,302
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City of La Verne

La Verne
Redevelopment Agency
Department

Cultural Resources/Preservation

3502

Cost Center

Cost Center No.

Units of Measure

	2005-06	2006-07	2007-08	2008-2009 (est)
1. Counter, Phone inquiries	125	128	128	125
2. Archival research and product purchase; reproductions; photography; artifact purchase	75	75	75	75
3. Mills contracts, survey reports, designations	1	2	2	2
4. Design consultations	12	15	15	15
5. CEQA determinations; PC/CC meetings and preparations, outside presentations	2	2	2	2

Personnel Services:

To provide staff assistance for historical property project requests. The portion of salary shown here reflects the existing volume of citizen phone calls and counter visits, requests by La Verne Heritage, schools, and other community organizations such as SOLVE.

Other Operating Costs and Capital Outlay:

Funding for Historic Plaque Program (\$1,500)
Funding for historic places directory sign (\$1,000)

Capital Outlay:

City Manager Recommendations

Funding levels as requested

City of La Verne

La Verne
Redevelopment Agency
 Department

Economic Development

 Cost Center

3503

 Cost Center No.

Long-Term Objectives:

Promote economic development to achieve a broader retail base, enhanced revenues, cultural and entertainment opportunities.
 Implement the Economic Development Action Plan.

Operational Plans:

1. Implement the Agency/Chamber of Commerce economic development program to establish a broader and more detailed accounting of strategies and responsibilities.
2. Use the RFP process, in connection with owner participation agreements, to more broadly secure developer interest on key parcels.
3. Continue a comprehensive marketing strategy to sell La Verne's strengths as a location for business.
4. Initiate urban design and Gold Line studies for downtown.
5. Implement a Fascade Easement Program for Old Town.
6. Repave D Street in Old Town.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	42,912	34,017	55,240	55,240
Other Operating Costs	46,200	217,800	257,800	257,800
Capital Outlay	0	0	0	0
Total:	89,112	251,817	313,040	313,040

Personnel Authorized	0.45	0.25	0.45	0.45
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Source of Funds:				
LVRA General	89,112	251,817	313,040	313,040

TOTAL:	89,112	251,817	313,040	313,040
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City of La Verne

La Verne Redevelopment Agency Department	Economic Development Cost Center	3503 Cost Center No.
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<u>Units of Measure</u>	2005-06	2006-07	2007-08	2008-09 (est)
Owner Participations Agreements & Commercial Rehabilitation	1	2	0	1
Marketing Packages & Proposals	10	10	10	10

Personnel Services:

Funds in this cost center provide for .15 of the Community Development Director's salary, .20 of the Principal Planner's salary, and .10 of the Administrative Secretary's salary.

Other Operating Costs and Capital Outlay:

Operating funds include general promotions and marketing, business recruitment and retention, owner participation agreements and other non-capital costs needed to implement the City's Economic Development Action Plan. Repaving of D Street in Old Town La Verne is included within the operational expenses (\$70,000).

Capital Improvement Project:

City Manager Recommendations

Adjust personnel allocations and other operating costs

City of La Verne

La Verne
Redevelopment Agency
 Department

Low/Mod Adm. Housing

 Cost Center

3605
3606, and 3607
 Cost Center No.

Long-Term Objectives:

Administration of the twenty percent set aside for projects which benefit low/moderate income housing areas.

Operational Plans:

<u>FUND</u>	<u>COST CENTER</u>	<u>ACTIVITY</u>
228	3605	Administration
228	3606	Low/Mod Housing Rehabilitation Grants
228	3607	Low/Mod Housing Debt Service

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	517,018	522,305	583,457	583,457
Other Operating Costs	1,571,620	929,529	929,529	929,529
Capital Outlay	1,500	0	0	0
Total:	2,090,138	1,451,834	1,512,986	1,512,986

Personnel Authorized	6.52	6.22	6.88	6.88
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<u>Source of Funds:</u>				
Low/Mod Housing Fund	2,090,138	1,451,834	1,512,986	1,512,986

TOTAL:	2,090,138	1,451,834	1,512,986	1,512,986
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City of La Verne

DETAIL OF SALARIES & WAGES

La Verne
Redevelopment Agency
 Department

Low/Mod Admin. Housing

 Cost Center

3605
3606 & 3607
 Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager/Exec. Dir.	.30	.30	.30	.30
Asst. to the City Manager	.20	.20	.25	.25
Comm. Dev. Director	.50	.50	.50	.50
Finance Officer	.30	.30	.30	.30
City Clerk	.10	.10	.10	.10
Principal Planner	.30	.00	.30	.30
Senior Planner	.83	.48	.49	.49
Accounting Manager	.19	.19	.19	.19
Assoc. Planner	.35	.00	.00	.00
Assistant Planner	.00	.70	1.00	1.00
Admin. Aide	.30	.00	.00	.00
Deputy City Clerk	.10	.10	.10	.10
Executive Assistant to the City Manager	.00	.10	.10	.10
Info. Sys. Administrator	.05	.05	.05	.05
Administrative Secretary	.00	.20	.20	.20
Admin. Clerk I	1.00	1.00	1.00	1.00
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TOTAL FULL-TIME	4.52	4.22	4.88	4.88
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REGULAR PART-TIME				
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Graduate Planning Intern	0.00	1.00	1.00	1.00
Planning Intern	1.00	0.00	0.00	0.00
Clerical Assistant I	0.00	1.00	1.00	1.00
Youth Worker	1.00	0.00	0.00	0.00
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TOTAL REG. PART-TIME	2.00	2.00	2.00	2.00
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TOTAL POSITIONS	6.52	6.22	6.88	6.88
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APPROPRIATIONS				
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SALARIES & WAGES	380,181	383,690	428,053	428,053
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OVERTIME	0	0	0	0
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BENEFIT COSTS	136,837	138,615	155,404	155,404
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TOTAL PERSONNEL SERVICES	517,018	522,305	583,457	583,457

City of La Verne

La Verne
Redevelopment Agency
 Department

Low/Mod Administration
Housing
 Cost Center

3605
3606 & 3608
 Cost Center No.

Units of Measure

	2005-06	2006-07	2007-2008	UNITS SERVED	COST CENTER
Low Mod Loans & Grants	150,000	150,000	150,000	20	3605

Personnel Services:

City planning and support services costs to administer the Low/Moderate Income Housing programs.

Other Operating Costs and Capital Outlay:

- Annual Audit - 4,300 (3605)
- Property Tax Administrative Fees - 75,000 (3605)
- Legal Fees - 16,000 (3605)
- Contract/Professional Services - 150,000 (3606)
- Insurance - 15,750 (3605)
- Graffiti Removal - 25,000 (3605)
- Gold Line Study and EIR - 87,500 (3605)

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations

City of La Verne

La Verne
Redevelopment Agency
 Department

Low/Mod Debt Service

 Cost Center

3607

 Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

Low/Mod Housing Fund obligations incurred to finance affordable housing activities in the Central City Redevelopment Project area.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	450,000	350,000	350,000	350,000
Capital Outlay	0	0	0	0
Total:	450,000	350,000	350,000	350,000

Personnel Authorized	0.00	0.00	0.00	0.00
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Source of Funds: Low/Mod Housing Fund	450,000	350,000	350,000	350,000
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TOTAL:	450,000	350,000	350,000	350,000
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City of La Verne

La Verne
Redevelopment Agency
Department

LVRA Debt Service

3550

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

State-mandated payment of Agency Obligations incurred to finance redevelopment activities in the Central City Redevelopment Project Area.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	1,400,000	1,400,000	1,400,000	1,400,000
Capital Outlay	0	0	0	0
Total:	1,400,000	1,400,000	1,400,000	1,400,000
Personnel Authorized	0.00	0.00	0.00	0.00
Source of Funds:				
LVRA Debt Service	1,400,000	1,400,000	1,400,000	1,400,000
TOTAL:	1,400,000	1,400,000	1,400,000	1,400,000

City of La Verne

LA VERNE REDEVELOPMENT AGENCY DEBT SERVICE 2008-09 FISCAL YEAR

Date Term	Original Amount	Principal Balance	Principal Due	Interest Due	Total Payable	Carry Over to
		6-30-08	2008-09	2008-09	2008-09	Future Yr.
a - 07-01-85 27 yrs.	2,571,854	2,539,287	40,000	240,000	240,000	40,000
b - 07-29-07 1 yr.	470,000	470,000	470,000	37,000	507,000	
- 07-01-05 10 yrs.	1,540,000	911,685	116,000	36,000	152,000	
c - 12-01-03 5 yrs.	500,000	344,000	35,000	0	35,000	
d - 02-06-06 5 yrs.	300,000	217,000	80,000	0	80,000	
e - 05-01-96 29 yrs.	4,640,000	2,935,000	195,000	167,000	362,000	
f - 03-15-04 10 yrs.	500,000	442,000	24,000	0	24,000	
TOTALS	\$10,521,854	\$7,858,972	\$ 960,000	\$480,000	\$1,400,000	\$ 40,000

City of La Verne

LA VERNE REDEVELOPMENT AGENCY DEBT SERVICE (CONTINUED)

- a – Owner Participation Agreement, La Verne Towne Center Associates, 100% of net increment revenue.
- b – Loan, City of La Verne advance of funds.
- c – Owner Participation Agreement, Foothill Ford, 18% of sales tax applied towards property rental assistance.
- d – Owner Participation Agreement, Intelli-Tech, 50% of sales tax applied towards economic development assistance.
- e – Reimbursement Agreement, City of La Verne, for construction, installation and reimbursement of prior expenditures relating to the San Polo (Koll) Business Park and various agency public improvements.
- f – Owner Participation Agreement, Advanced Equipment Sales, 50% of sales tax applied towards economic development assistance.