

RESOLUTION NO. 10-48

1 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS
ANGELES, STATE OF CALIFORNIA, ADOPTING A BUDGET FOR THE 2010-11 FISCAL
YEAR

2
3 WHEREAS, the City Manager submitted a proposed budget for the 2010-11 fiscal
year; and

4 WHEREAS, on June 21, 2010, the City Council held a study session on the proposed
budget and made revisions thereto; and

5
6 WHEREAS, the City Council did tentatively adopt said proposed budget.

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

8 Section 1. That revised figures prepared and submitted for the 2010-11 budget be
and the same are hereby, in all things, approved and appropriated and any necessary transfers
9 between accounts and funds is hereby authorized, approved, and appropriated.

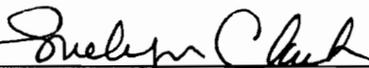
10 Section 2. That the budget proposed by the City Manager for the fiscal year
commencing on July 1, 2010, as revised by the City Council, be and the same, with proposed net
11 City expenditures totaling \$42,122,870; is hereby approved, adopted and appropriated.

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

13 PASSED, APPROVED AND ADOPTED this 21st day of June, 2010.

14
15 
16 Mayor Don Kendrick

17 ATTEST:

18 
Evelyn C. Clark, City Clerk

19 I hereby certify that the foregoing Resolution No. 10-48 was duly and regularly adopted
20 by the City Council of the City of La Verne at a meeting thereof held on the 21st day of
June, 2010 by the following vote:

21
22 AYES: Carder, Redman Nasmyth, Johnson, Rodriguez, and Mayor Kendrick.
23 NOES: None.
24 ABSENT: None.
25 ABSTAIN: None.

26
27
28 
Evelyn C. Clark, City Clerk
29



City of La Verne Annual Budget 2010-2011



City of La Verne

ANNUAL BUDGET 2010-2011 FISCAL YEAR

Don Kendrick
Mayor

Donna Redman Nasmyth
Mayor Pro Tem

Steven F. Johnson
Council Member

Robert Rodriguez
Council Member

Robin Carder
Council Member

Martin R. Lomeli
City Manager

Ronald L. Clark
Finance Officer

Evelyn C. Clark
City Clerk

DEDICATION

Martin R. Lomeli began working for the City of La Verne after one of the most tumultuous financial blows to local government in the history of California -- Prop 13. Anyone in local government at the time quickly had to learn to manage with dwindling and limited resources. There was no learning curve for Marty whatsoever due to his natural tendency toward, shall we say, *financial prudence*. While some may have called him "cheap," others have touted his excellent financial instincts.

His fiscal instincts got him through many rounds of the budget process, with 23 years as City Manager. Over the years he found a mosaic of creative solutions to patch the often significant gaps in the budget. He steered us through the bleakest financial times as well as times of great prosperity. It seems only fitting that passing his last budget was among his most challenging. Not to worry, his *miserly touch* kept us, if not *gold*, at least whole.

It is with great respect that the 2010-2011 budget is dedicated to honor the many years of service and financial wizardry of retired City Manager Martin R. Lomeli.

COVER PHOTO

In 2010, La Verne had a "bun in the oven," so to speak. Panera Bread was approved by the City Council, the former Michael J's Family Restaurant was demolished, the new building was erected in its place, and Panera Bread opened for business all within nine months. Panera Bread is a welcome addition to the Foothill commercial corridor.

RESOLUTION NO. 10-48

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3 YEAR

4 **WHEREAS**, the City Manager submitted a proposed budget for the 2010-11 fiscal
5 year; and

6 **WHEREAS**, on June 21, 2010, the City Council held a study session on the proposed
7 budget and made revisions thereto; and

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

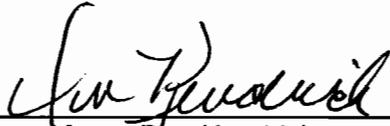
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10 as follows:

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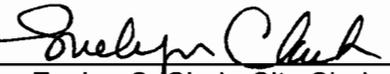
14 **Section 2.** That the budget proposed by the City Manager for the fiscal year
15 commencing on July 1, 2010, as revised by the City Council, be and the same, with proposed net
16 City expenditures totaling \$42,122,870; is hereby approved, adopted and appropriated.

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

19 **PASSED, APPROVED AND ADOPTED** this 21st day of June, 2010.

20 
21 _____
22 Mayor Don Kendrick

23 ATTEST:

24 
25 _____
26 Evelyn C. Clark, City Clerk

27 I hereby certify that the foregoing Resolution No. 10-48 was duly and regularly adopted
28 by the City Council of the City of La Verne at a meeting thereof held on the 21st day of
June, 2010 by the following vote:

AYES: Carder, Redman Nasmyth, Johnson, Rodriguez, and Mayor Kendrick.
NOES: None.
ABSENT: None.
ABSTAIN: None.



Evelyn C. Clark, City Clerk

RESOLUTION NO. CRA-292

A JOINT RESOLUTION OF THE LA VERNE REDEVELOPMENT AGENCY, ADOPTING A BUDGET FOR THE 2010-11 FISCAL YEAR

WHEREAS, the City Manager submitted a proposed budget for the 2010-11 fiscal year; and

WHEREAS, on June 21, 2010, the La Verne Redevelopment Agency Board reviewed and considered its proposed budget and did adopt its said proposed budget;

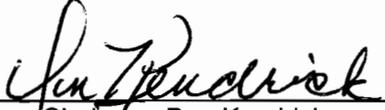
NOW; THEREFORE, BE IT RESOLVED by the La Verne Redevelopment Agency Board as follows:

Section 1. That revised figures prepared and submitted for the 2010-11 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.

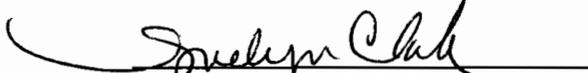
Section 2. That the budget proposed by the City Manager for the fiscal year commencing on July 1, 2010, the La Verne Redevelopment Agency proposed expenditures totaling \$4,234,314, is hereby approved, adopted and appropriated.

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

PASSED, APPROVED AND ADOPTED this 21st day of June, 2010.

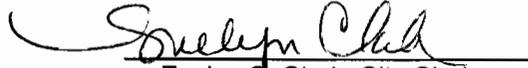

Chairman Don Kendrick

ATTEST:

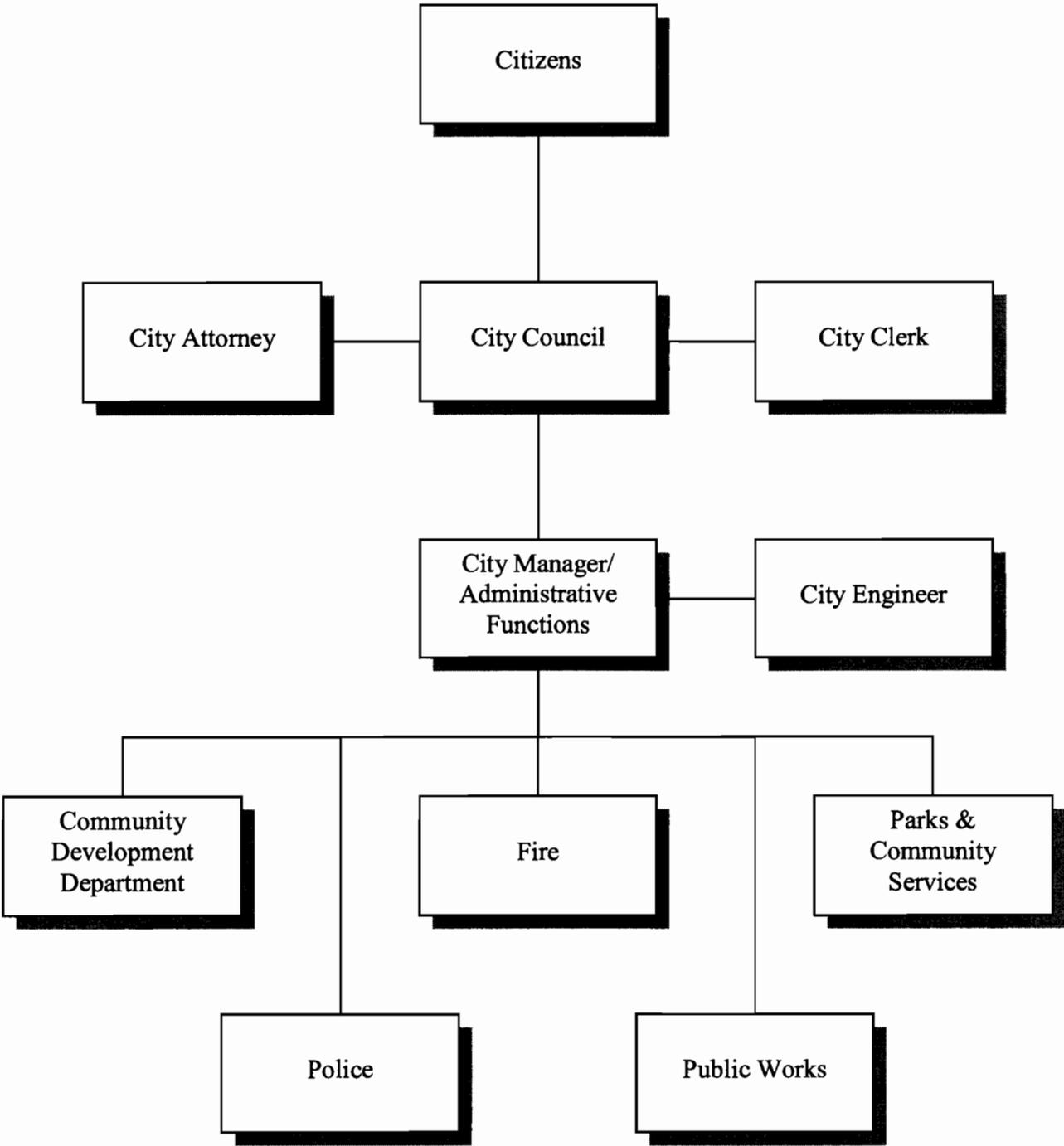

Evelyn C. Clark, Secretary

I hereby certify that the foregoing CRA Resolution No 292 was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the 21st day of June, 2010 by the following vote:

AYES: Carder, Redman Nasmyth, Vacancy, Rodriguez, and Mayor Kendrick.
NOES: None.
ABSENT: None.
ABSTAIN: None.


Evelyn C. Clark, City Clerk

City of La Verne



City of La Verne

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City of La Verne

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City of La Verne

BUDGET MESSAGE 2010 – 2011 Fiscal Year

Honorable Mayor and Members of La Verne City Council:

SUMMARY

At the strategic planning workshop last September it was anticipated this budget would be extremely difficult to balance because of the severe economic recession. That prediction was correct. The budget process began with expenditure requests \$3.5 million greater than anticipated revenue. Most of the deficit is attributed to a decline in revenues. The lasting recession has resulted in reduced staffing levels and operational expenditures wherever feasible.

As outlined at the May budget workshop, there were three overlapping goals utilized in developing this year's recommended budget: minimize reduction of services to residents, distribute reductions across all departments, and prevent layoffs of existing staff. While these goals were a priority, impacts could not be avoided. However, a variety of approaches including: withholding salary adjustments for all management positions, use of reserves, cost sharing benefits with employees, elimination of capital requests, early retirement incentives, and various reductions of part time personnel, were all used to bridge the budget shortfall and minimize effects to the stated goals.

Over the past decade the Council has been fiscally prudent, which has netted a reserve fund balance in excess of its established policy of 15% of expenditures. Unfortunately, between what was needed to balance the 2009-10 budget and the recommended use of \$1 million for 2010-11, a substantial portion has been depleted, but reserve levels will still remain above the stated goal of 15%.

Since the sustained weakened economic environment has reduced most revenue sources the increased use of reserves to temporarily mitigate further cuts is expected, but the uncertainty of a recovery does raise concern looking beyond calendar year 2011.

REVENUES

Because of the prolonged economic recovery to the country's worst fiscal crisis since the "Great Depression" of the 1930's, the City's General Fund revenues have dropped by 11% or \$2.7 million from their peak of \$25.1 million in 2008-09. Projected revenue for all sources is expected to decline to \$22.4 million, which is the similar to the amount received in fiscal year 2005-06.

City of La Verne

In previous fiscal years the City has been able to limit the amount of reserve funds used, as increases in some revenue sources have balanced out losses in others and by creatively utilizing one-time revenues. Unfortunately, with the exception of \$300,000 that was received from Three Valleys Municipal Water District in exchange for the sale of small portion of the City's water rights in the Pomona Basin, most one-time revenue sources have been exhausted. Additionally, revenue losses are projected in almost every source. Since 2008 – 09 Sales tax revenues are down - \$700,000, Property tax revenues are down - \$330,000, Utility Users Tax revenues are down \$80,000, and Building Permit Fees revenues are down \$325,000.

While losses far outweigh increases, there are indicators of a potential turnaround. Construction of Panera Bread Bakery/Café is underway and is expected to begin operations by the Fall. The University of La Verne is beginning the process for renovating Founders Hall, continuing with the next phase of their master plan. There is also serious development interest on the former Foothill Ford/Hyundai dealership. In addition, the housing market is also slowly rebounding which is promising for both property tax revenue from existing housing stock and hopefully the construction of previously approved housing projects that have been postponed for some time. Most importantly, sales tax revenues for the first quarter of 2010 were up. While it was only a slight increase compared to the prior year, it still represents the first increase in six quarters.

EXPENDITURES

When faced with a deficit in excess of \$3 million, there was no easy or single way to bring expenses in line with available resources. The problem was compounded, because department heads had already scaled back requests in anticipation of a difficult budget. Although cuts were carefully evaluated, some impacts to services and/or staff resulted in all departments.

In the last fiscal year it was evident the City would be facing another serious budget shortfall this year. As such, several measures were implemented to help lessen the burden in developing this year's budget. Some of these included: instituting a hiring freeze on most full time General Fund vacancies; offering early retirement incentives for selected positions; working with labor groups (Fire, Executive/Middle Management and Police Middle Management) on benefit concessions; and making use of the Deferred Retirement Option Plan (DROP) to temporarily reduce benefit costs.

In summary, General Fund activities in 2010-11 will total \$24.7 million, which is a 4% decrease from the 2009-10 appropriations. Based on clear Council direction at the budget workshop, this proposed budget was developed anticipating the use of \$1 million of reserves. Even so, other major adjustments were needed to bring expenses within available resources. These are outlined below along with a summary of potential impacts.

City of La Verne

Effects: Reduction of two full time captain positions to one full time equivalent will diminish the administrative support, and reduce availability and in-office time of upper management. Elimination of vacant police officer positions will require suspending operations of the Traffic division which will affect ability to fulfill targeted traffic enforcement and fewer officers per shift will limit ability to complete proactive patrol and cause an increase in response times. Elimination of police clerk position will result in delays of submitting mandated reports as well as reduce assistance with business telephone calls and lobby coverage. Loss of part-time communications officer will result in times when there will only be one communication officer on duty, which in turn could increase the response speed of 911 connections. By withdrawing from the helicopter JPA, the department will depend on LA County Sheriff for air support. This will have an impact on response times as requests are prioritized and location of the helicopter at time of need varies.

Public Works - \$250,000

Reduce funding for pavement management

Eliminate vacant maintenance worker position

Effects: Response to customer requests will be reduced both internally and externally, and there will be a significant reduction in the department's pavement maintenance activities. Department expects to direct the majority of its limited pavement management funding toward street preservation versus street replacement.

Parks and Community Services - \$160,000

Eliminate recreational swimming program

Reduce contract tree trimming

Reduce hours for part time parks workers

Effects: Based on last year's records, approximately 500 individuals will be affected by the elimination of recreational swimming, time slots will be reprogrammed with revenue generating additional swim classes. This year tree work will be reduced by 1,000 units with liability related responses being handled by City staff. Trash pick-up in public areas, bus stops, and parks will be reduced; staff support at selected community and departmental special events will be eliminated.

City of La Verne

In addition to the listed cuts, there is \$300,000 of savings included in this budget by offering a second round of early retirement incentives. These savings are based on the assumption that four individuals will participate (three miscellaneous and one sworn) and their position or their replacement's position would not be immediately backfilled. When added to the savings from early retirements offered during the previous budget, the City will have reduced more than \$1 million (\$600,000 of General Fund) in personnel costs through early retirements.

Another cost saving measure proposed to close the deficit is to consolidate parks maintenance operations within the Public Works Department. A member of park's management team is planning to retire, providing an opportunity to eliminate a position and merge the division's operations with Streets operations to be overseen by the Maintenance Manager. In the long run, it is anticipated this change will result in a more efficient operation for both divisions as over time there will be a better utilization of employees and distribution of work.

In total, approximately \$1.9 million of capital improvement projects is included in this year's budget. Following highlights some of the major projects that will be initiated:

<u>Project</u>	<u>Allocation</u>	<u>Funding Source</u>
Pavement Management Program	\$890,000	Proposition C/Gas Tax/Measure R
Energy Retrofits	\$185,000	Federal Stimulus
Fuel Modification Project	\$150,000	Fire Safe Council Grant
Driver Feedback Signs	\$142,000	Highway Safety Grant
Meter Replacement Program	\$100,000	Water Fund

PROPOSED CAPITAL EQUIPMENT PURCHASES

This year's budget requests a total of \$328,000 for the purchase of capital equipment. Major purchases include New mower (\$23,000); Heavy Equipment Lift (\$24,000); Five replacement vehicles for police department (\$140,000).

FUTURE OUTLOOK/CONCLUSION

Budgetarily, without a doubt, this is the most challenging period State and local governments have faced in decades. Knowing agencies throughout the State are faced with the similar challenges provides minimal comfort but does not help to solve the problem. Perhaps long-term consolidation of resources and functions could occur, dispatch, jail services, maintenance functions are all possible candidates for such consolidation.

City of La Verne

While the City takes pride in being a full service city, contracting with the private sector may also be a consideration in the future. I stated in last year's closing, that if the economic conditions did not improve, the City would not be able to maintain the existing level of services, this budget begins to fulfill that prediction. As is evidenced by some local development activity and information provided by consultants, I am optimistic that the worst of the recession has passed, however, recovery for local government is expected to be slow. This reality, coupled with all the reductions that have been made, and one-time monies used, makes me extremely concerned that unless there are notable changes or some unexpected development in the coming 12 months, the City Council will need to consider further reductions that could significantly alter already modified services levels.

While staff will continue to pursue economic development opportunities on key sites and position these locations for redevelopment as the economy recovers, the \$2.4 million State "theft" of Redevelopment Agency funds, will be felt for years to come. Although that payment has been made to the State, the Agency will need to repay the housing fund \$480,000 per year over the next 5 years. This obligation will limit the Agency's ability to assist development projects that will support its work plan and stimulate further economic and commercial improvements.

As a smaller full service City, La Verne has always been diligent at directing resources so that the organization is functioning in the most efficient manner possible. In the recent strategic plan update it was acknowledged that in difficult economic times being full service could come in conflict with the resources available. Over the past several years the management team has implemented ways to operate more efficiently, either by working with less staff, or by combining operations wherever possible, such as the proposed reorganization of parks maintenance. Also, with the exception of the Police Officers' Association whose negotiations will begin this Fall, all employee groups have agreed to concessions through some form of cost sharing formula on benefits. Additionally, this is the first time since the salary survey process was established that management positions will not receive median market adjustments. While all these efforts are appreciated and help to alleviate some of the financial burden they may not be enough to prevent further reductions from occurring if costs continue to escalate beyond revenues.

As reflected in their initial requests, the management team again recognized the difficult economic times facing the organization. Each budget process requires work and review from many individuals, but when wrestling with eliminating \$2.5 million, when requests are already reduced, it demands a full team effort to be successful. Unfortunately, reductions in several departments will impact their operations. Such changes not only have an effect on services but also impact morale, making demands on managing departmental operations more complex.

City of La Verne

In closing, I extend gratitude to all City staff, whose commitment to maintain services in this difficult economic time remains unsurpassed. I also recognize those in represented groups that made unpleasant concessions for the organization's long term success. I wish to acknowledge and thank the department heads for their support through this difficult process and the City Council for their leadership and confidence

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:

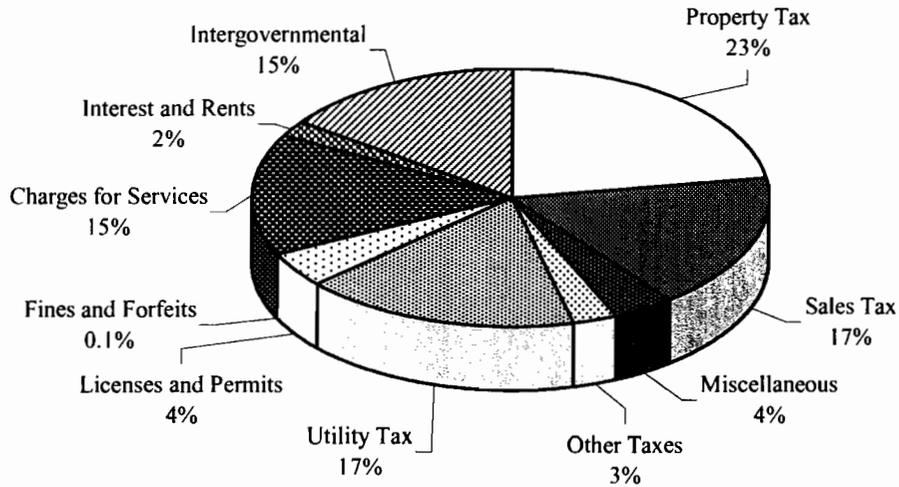
Being a “Full Service” City – Services are provided through a combination of internal departments staffed by City of La Verne employees and contracts with outside entities. The basis for this method of operation is the belief that City departments and employees are often more responsive to the needs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

Maintaining Quality – Continuing the delivery of high quality services will be our challenge. Maintaining the existing level of services with an already “lean” organization will require all facets of the organization to work together as a team and to develop new and innovative service delivery techniques.

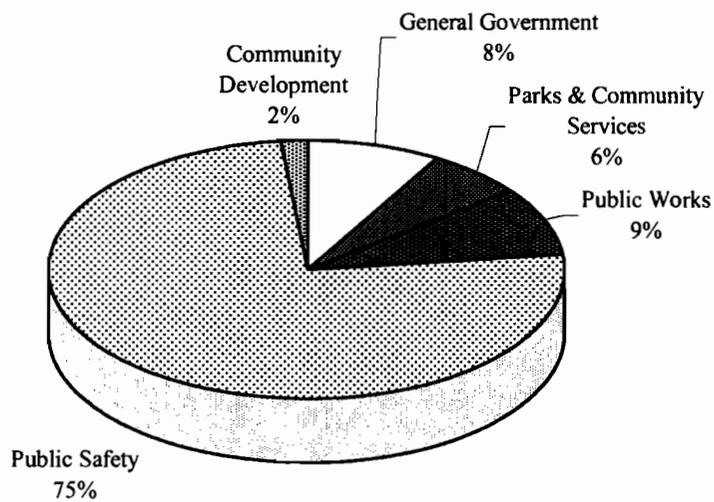
Where the money comes from
2010-11 Budget

General Fund Sources of Revenue



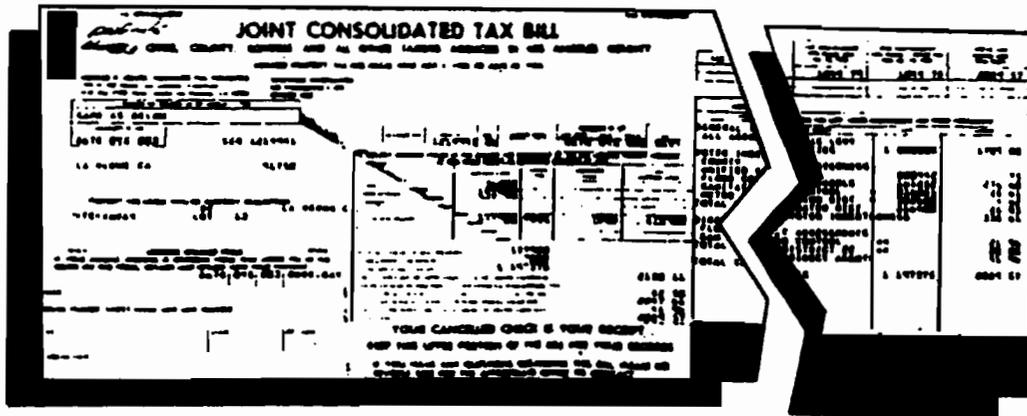
Where the money goes
2010-11 Budget

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%

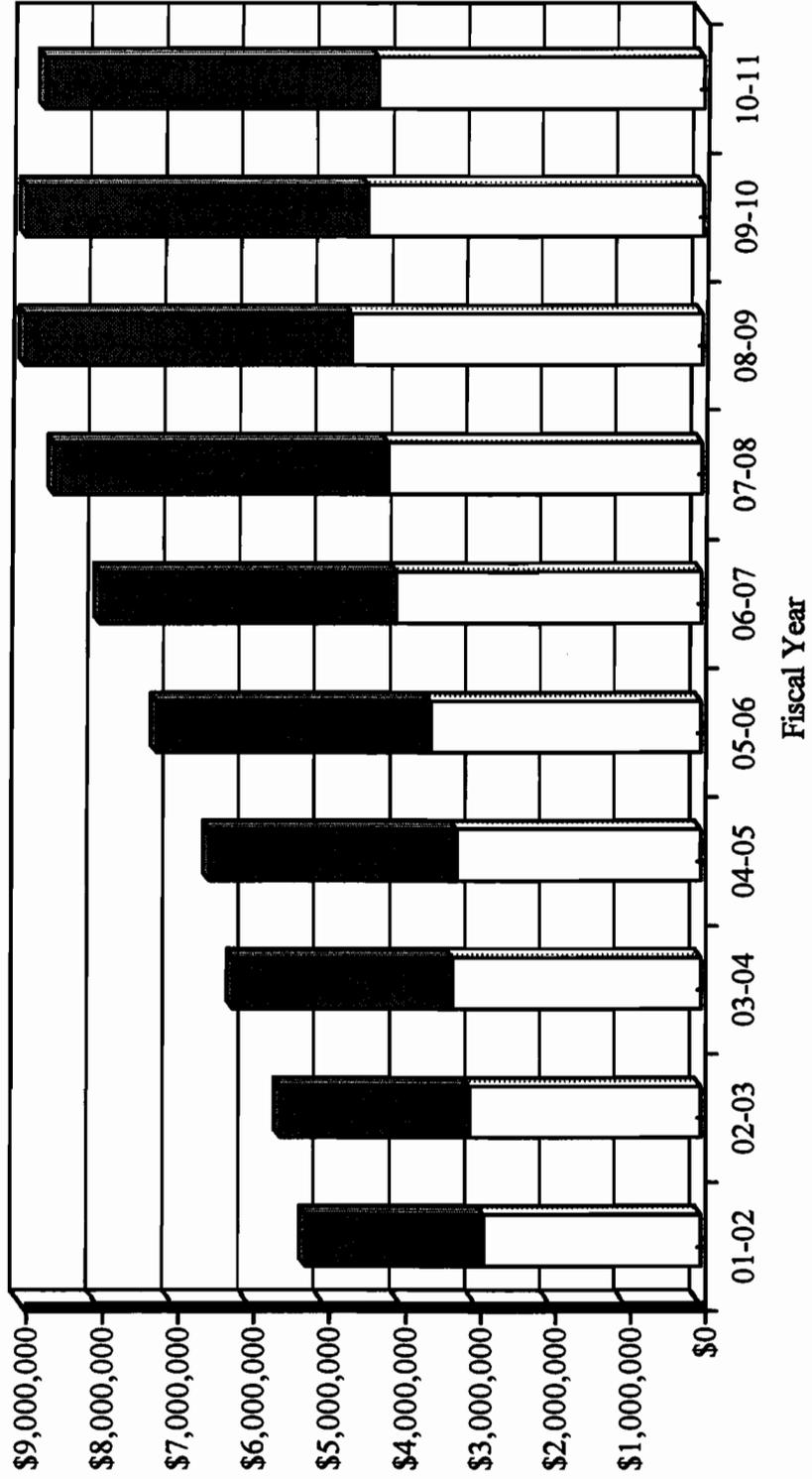
CITY OF LA VERNE
\$359.41 – 17.2%

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.

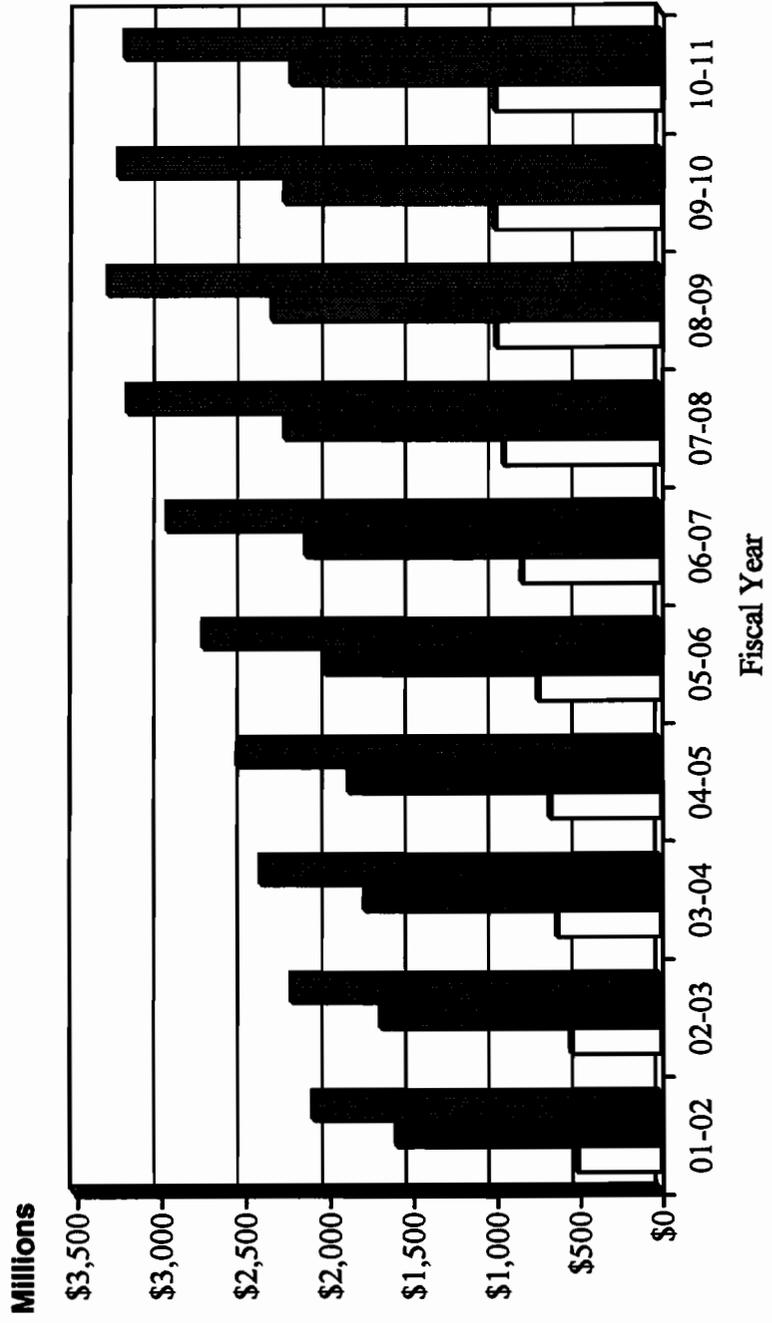
A TYPICAL TAX BILL

CITY OF LA VERNE Property Taxes Collected



CITY OF LA VERNE Assessed Valuation

□ LVRA
 ■ City
 ■ Total



City of La Verne

FISCAL YEAR	LVRA	CITY	TOTAL
2010-11 Est.	\$990,000,000	\$2,210,000,000	\$3,200,000,000
2009-10	989,509,283	2,244,865,580	3,234,374,863
2008-09	978,238,653	2,318,595,709	3,296,834,362
2007-08	935,111,524	2,241,629,667	3,176,741,191
2006-07	823,768,628	2,115,163,586	2,938,932,214
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

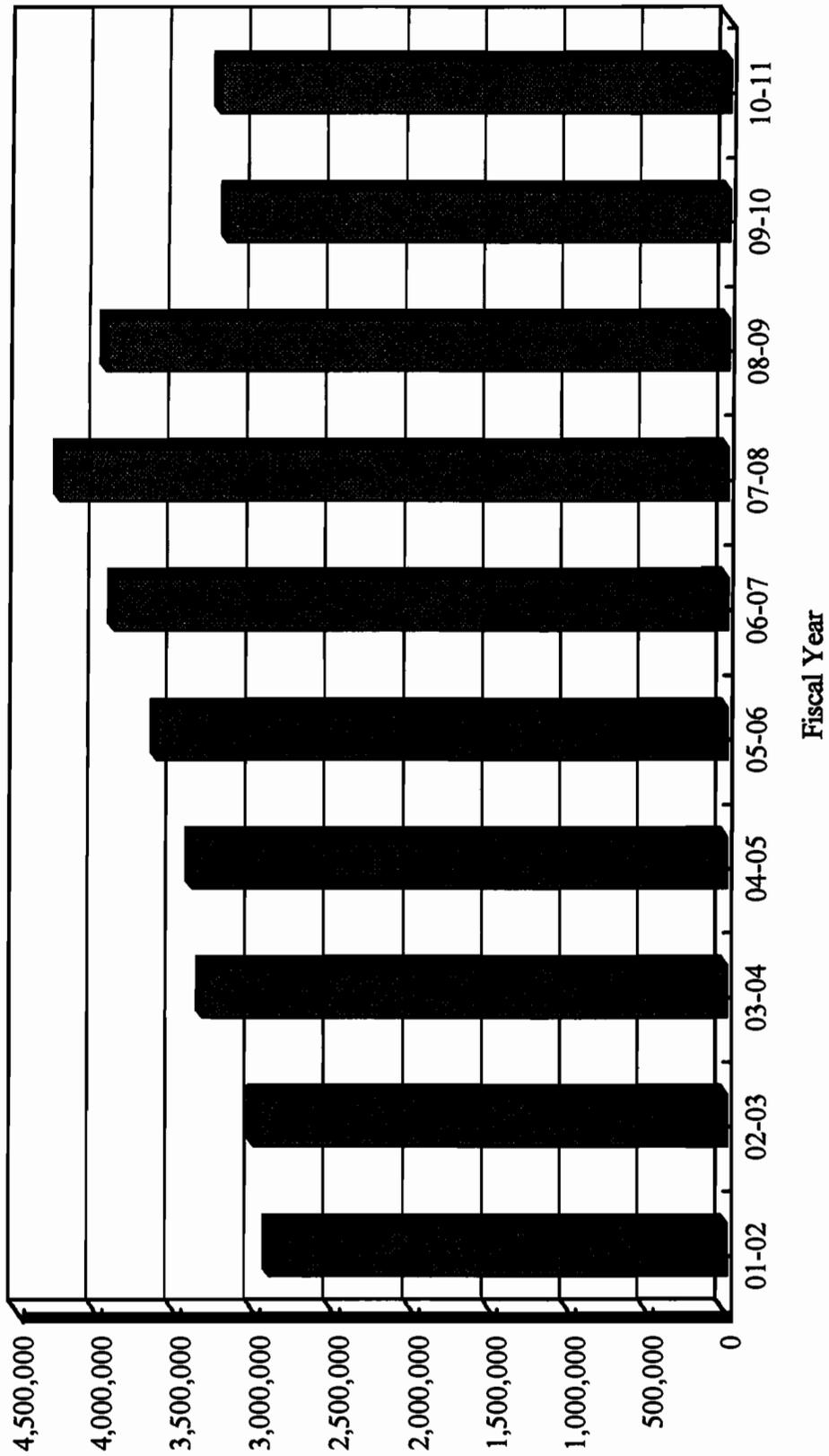
NOTES:

- 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 \$58,556,888.
- 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 \$82,457,833.
- 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 \$52,892,022. The combined total of all three base years is \$193,906,743.

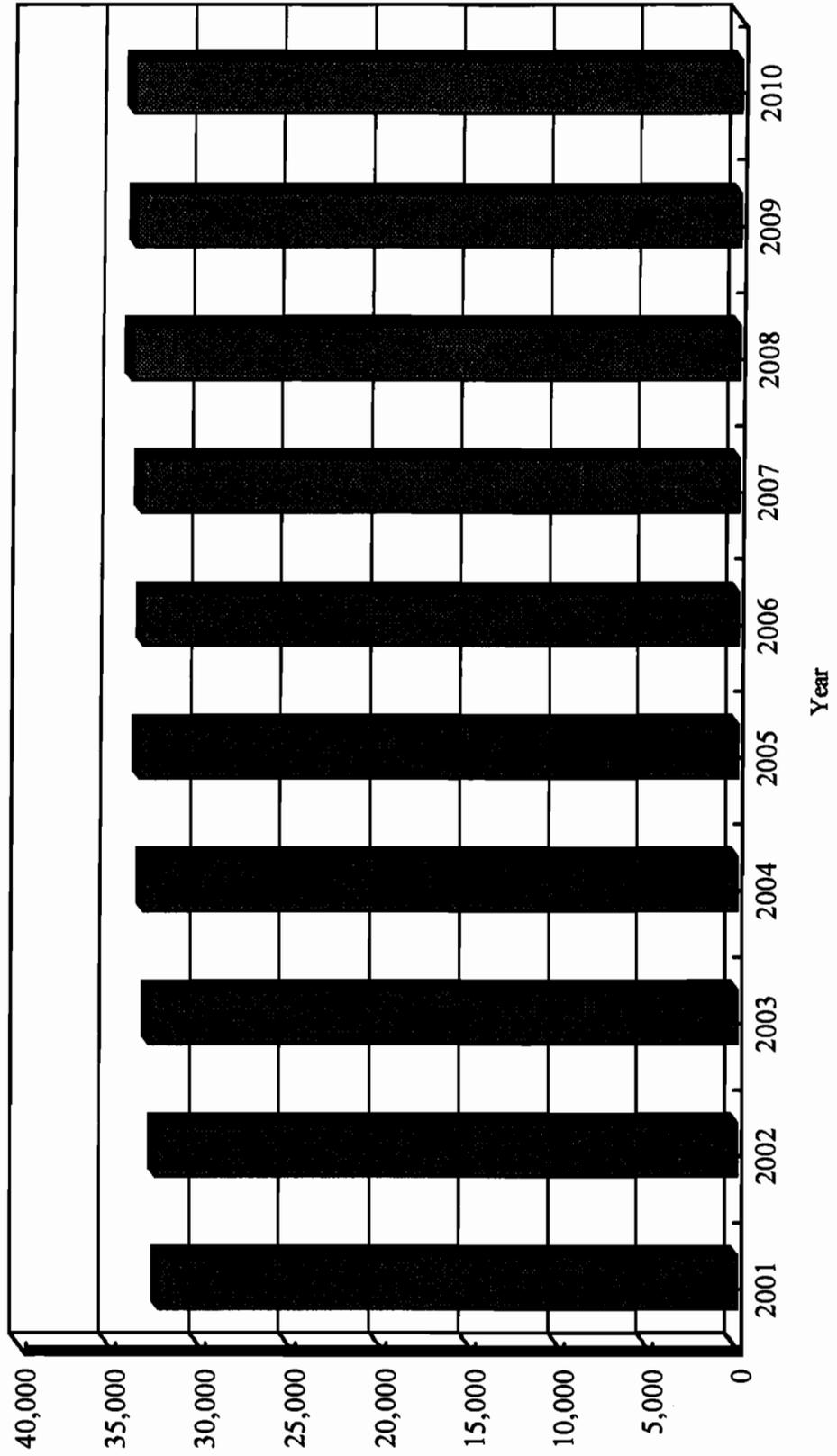
ASSESSED VALUATION

CITY OF LA VERNE

Sales Tax Receipts



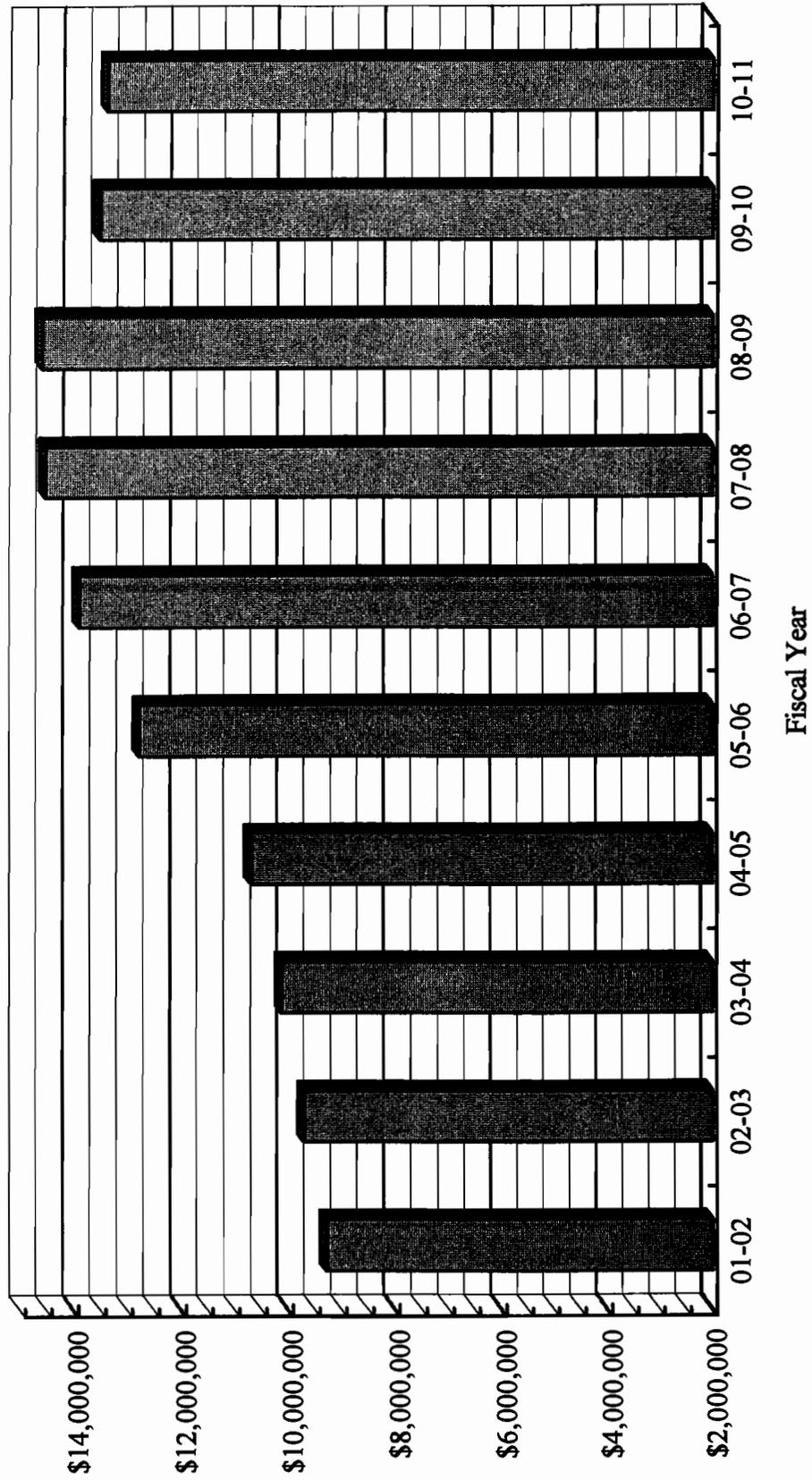
CITY OF LA VERNE Population



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 for the Fiscal
Year ending June 30, 2009*

Presented to the

City of La Verne

*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 systems from which the reports were prepared.*



Ronnie Campbell

Ronnie Campbell, President

Jeff Takahashi

Jeff Takahashi
Recognition Committee

Dedicated Excellence in Municipal Financial Management

RESOLUTION NO. 10-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING AN APPROPRIATIONS LIMITATION FOR THE 2010-2011 FISCAL YEAR

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

WHEREAS, the City Council wishes to set an appropriations limitation for the 2010-2011 fiscal year on those appropriations subject to limitation under Article XIII-B; and

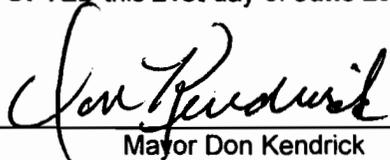
WHEREAS, the City Clerk has posted notice of the intention of the City Council to adopt such limitation at its meeting of June 21, 2010.

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

Section 1. That the annual appropriations limitation for the City for the 2010-11 fiscal year for appropriations subject to limitation under Article XIII-B shall be \$86,624,150. This limitation shall apply only to appropriations subject to limitation under Article XIII-B.

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

PASSED, APPROVED AND ADOPTED this 21st day of June 2010.



Mayor Don Kendrick

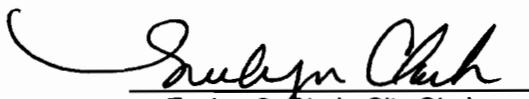
ATTEST:



Evelyn C. Clark, City Clerk

I hereby certify that the foregoing Resolution No. 10-49 was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the 21st day of June 2010 by the following vote:

AYES Carder, Redman Nasmyth, Johnson, Rodriguez, and Mayor Kendrick.
NOES: None.
ABSENT: None.
ABSTAIN: None.



Evelyn C. Clark, City Clerk

City of La Verne

REVENUE AND APPROPRIATION LIMITATIONS

2010-11 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 2009-10 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 2010-11 has been determined by the City to be \$86,624,150. However, analysis indicates that only about \$13.9 million of the 2010-11 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 2010-11 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.

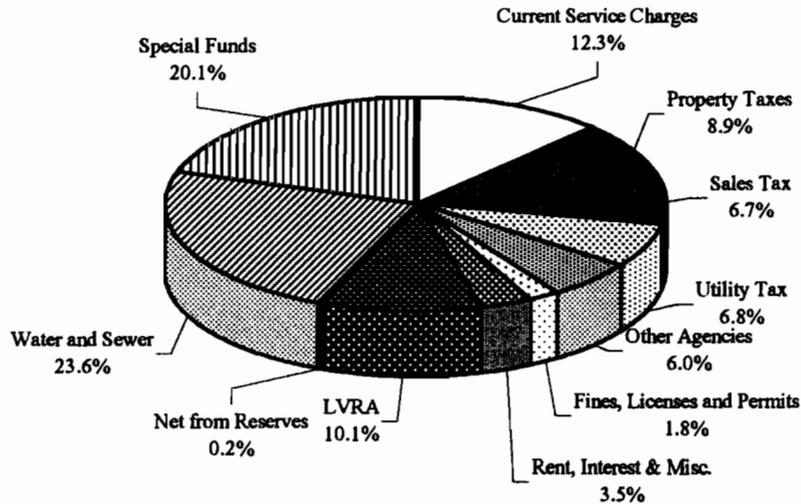
The following schedules indicate that the City is safely under the "excess sales tax" and "excess property tax" provisions of Assembly Bill 8.

City of La Verne

<u>SALES TAX</u>			<u>Line Ref.</u>
(1) Estimated 2010-11 Sales Tax		<u>\$ 3,250,000</u>	(a)
(2) F.Y. 2009-10 Sales Tax	<u>\$ 3,200,000</u>		(b)
Adjustment: Line (b) x 0.9746 cost of living factor	<u>3,118,720</u>		(c)
Line (c) x 1.0083 population factor		<u>3,144,605</u>	(d)
(3) Difference (Line (a) minus Line (d) (Not less than zero) (If Line (e) is zero or negative enter - 0 - on Line (1) and continue with Part IV)		<u>105,395</u>	(e)
(4) Article XII B Appropriations Limitation	<u>86,624,150</u>		(f)
Estimated total proceeds of taxes	<u>\$13,915,347</u>		(g)
The amount from Line (e)	<u>105,395</u>		(h)
Line (g) minus Line (h)	<u>13,809,952</u>		(i)
Line (f) minus Line (i) (not less than zero)		<u>72,814,198</u>	(j)
Line (e) minus Line (j)		<u>0</u>	(k)
(5) Excess Sales Tax Line (Line (k) - 2)		<u>0</u>	(l)
 <u>PROPERTY TAX</u>			
(1) Estimated F.Y. 2010-11 Property Tax		<u>4,315,000</u>	(m)
(2) F.Y. 2009-10 Property Tax	<u>4,393,000</u>		(n)
Adjustment:			
Line (n) x 0.9746 cost of living factor	<u>4,281,418</u>		(o)
Line (o) x 1.0083 population		<u>4,316,954</u>	(p)
(3) Difference: Line (m) minus Line (p) (Not less than zero) (If Line q is zero or negative enter -0- on Line (x)		<u>0</u>	(q)
(4) Article XIII B Appropriations Limitation	<u>86,624,150</u>		(r)
Estimated total proceeds of taxes	<u>13,915,347</u>		(s)
The amount from Line (q)	<u>0</u>		(t)
Line (s) minus Line (t)	<u>13,915,347</u>		(u)
Line (r) minus Line (u) (Not less than zero)		<u>72,708,803</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

Sources of Funds



Property Taxes	\$4,350,000	Net City Current Revenue	\$41,541,892
Sales Tax	3,250,000	Net from Reserves **	580,978
Utility Tax	3,300,000	Total City	\$42,122,870
Current Service Charges	6,015,500		
Other Agencies	2,903,200	La Verne Redevelopment Agency ***	
Fines, Licenses and Permits	881,000	Tax Increment	4,410,000
Rent and Interest	379,400	Loan Proceeds	400,000
Miscellaneous	1,307,400	Interest & Rent Income	125,000
Total General Fund	\$22,386,500	Miscellaneous	-
		Total LVRA Current Revenue	4,935,000
Water and Sewer	11,487,500	Net from Reserves	(700,686)
Special Funds **	9,811,892	Total LVRA	4,234,314
Total Current Year Revenue	\$43,685,892		
		Total City and LVRA	\$46,357,184
Less Interdepartmental Funds	(2,144,000)		

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

2010-11 BUDGET

ESTIMATED REVENUES

Account Number	Source	2008-09 Actual	Estimated 2009-10	2010-11 Estimated	
				City Manager	Revised
GENERAL FUND(101):					
PROPERTY TAXES:					
-311-1010	Current Year Secured	3,715,019	3,700,000	3,635,000	3,635,000
-311-1011	Current Year Unsecured	134,817	165,000	150,000	150,000
-311-1510	Prior Year Secured	197,232	180,000	180,000	180,000
-311-1511	Prior Year Unsecured	7,134	5,000	5,000	5,000
-311-2100	Other Property Tax	359,248	190,000	190,000	190,000
-311-2110	Aircraft Tax	56,928	65,000	65,000	65,000
-311-2112	Homeowner's Exemption	36,545	38,000	40,000	40,000
-319-0000	Penalties and Interest	55,550	80,000	35,000	35,000
-311-1600	Supplemental Tax Roll	117,523	50,000	50,000	50,000
	Sub-Total	4,679,996	4,473,000	4,350,000	4,350,000
OTHER TAXES:					
-311-2500	Real Property Transfer Tax	61,354	50,000	50,000	50,000
-313-1000	Sales and Use Tax	3,957,853	3,200,000	3,250,000	3,250,000
-314-1000	Utility User Tax	3,379,052	3,300,000	3,300,000	3,300,000
-318-1000	Franchise Tax	742,578	500,000	500,000	500,000
	Sub-Total	8,140,837	7,050,000	7,100,000	7,100,000
LICENSES AND PERMITS:					
-321-0000	Business Licenses	359,376	340,000	350,000	350,000
-322-1000	Permits (Other)	34,352	30,000	30,000	30,000
-322-1005	Burglar Alarm Permits	6,156	6,500	5,000	5,000
-322-1010	Home Occupation Permit	15,573	16,000	16,000	16,000
-322-1017	Temp/Annual Overnite Parking	137,703	135,000	135,000	135,000
-322-1500	Building Permits	649,941	473,000	325,000	325,000
-322-2000	Public Works Permits	4,040	4,100	5,000	5,000
	Sub-Total	1,207,141	1,004,600	866,000	866,000
FINES AND FORFEITS:					
-350-1000	City Code Court Fine	13,446	7,000	7,000	7,000
-350-1200	False Burglar Alarm Penalty	2,300	4,000	5,000	5,000
-350-1300	Business License Penalty	3,316	3,000	3,000	3,000
	Sub-Total	19,062	14,000	15,000	15,000
USE OF MONEY AND PROPERTY:					
-361-0000	Interest Income	228,744	200,000	210,000	210,000
-364-1000	Rents	71,343	70,000	56,000	56,000
-364-1010	Recreation Facility/ Equipment Rental	59,213	63,400	59,400	59,400
-364-1016	Swimming Pool Rental	10,384	15,500	15,500	15,500
-364-1020	Fire Station III Rental	72,000	41,000	38,500	38,500
	Sub-Total	441,684	389,900	379,400	379,400

City of La Verne

2010-11 BUDGET

ESTIMATED REVENUES

Account Number	Source	2008-09 Actual	Estimated 2009-10	2010-11 Estimated	
				City Manager	Revised
INTERGOVERNMENTAL REVENUE:					
-331-1300	COPS Resource Officer Grant	0	0	0	0
-331-2200	Other Federal Grant	0	30,000	0	0
-331-2205	Assistance to Firefighters Grant	0	102,000	0	0
-335-1515	P.O.S.T Reimbursement	35,158	12,500	10,000	10,000
-335-1200	Motor Vehicle in Lieu Tax	2,588,376	2,560,000	2,500,000	2,500,000
-335-1500	State Mandated Cost Reimbursement	2,963	5,000	4,500	4,500
-335-2000	Other State Grants	1,906	700	700	700
-335-2013	CAL-MMET Police Reimbursement	108,861	152,000	157,000	157,000
-336-2100	LA Impact Reimbursements	71,121	30,000	30,000	30,000
-336-1000	Prop. A Transfer Exchange	365,450	202,500	90,000	90,000
-336-1300	CDBG Funds Exchange	0	102,500	111,000	111,000
	Sub-Total	3,173,835	3,197,200	2,903,200	2,903,200
CHARGES FOR CURRENT SERVICES:					
-341-1005	Map and Copy Sales	10,544	10,000	9,300	9,300
-341-1500	Work for Others	3,693	22,600	9,000	9,000
-341-1504	Passport Service Fees	12,564	14,000	14,000	14,000
-341-1508	L A Impact Personnel Services	450,380	485,000	485,000	485,000
-341-1509	L A Impact Financial Services	174,250	170,000	185,000	185,000
-341-1512	Fire Department Reimbursements	849,802	460,000	500,000	500,000
-341-1522	Cable Public Access	22,624	32,000	32,000	32,000
-341-1523	BUSD and ULV Pool Maintenance	99,503	106,000	93,000	93,000
-341-1524	BUSD Police Reimbursement	73,588	30,000	75,000	75,000
-342-1008	Weapons Storage Fee Release	370	1,000	1,000	1,000
-342-1009	Livescan Fees	19,328	7,000	13,000	13,000
-342-1010	Trustee Program	30,003	27,000	20,000	20,000
-342-1012	Citation Write-Offs	1,380	1,000	1,000	1,000
-342-1015	PD-Hearing Officer	7,590	7,000	0	0
-342-1016	Special Duty Police Dept	118,813	114,400	110,000	110,000
-342-1017	Probation Payments	111	500	500	500
-342-1018	DUI Emergency Response	11,419	3,700	3,500	3,500
-342-1020	School Crossing Guard	15,000	15,000	20,000	20,000
-342-1510	Paramedic Service Fees	631,855	600,000	575,000	575,000
-342-1512	Fire Revenue Inspections	20,913	7,000	5,000	5,000
-344-1100	Plan Check Fees	33,553	15,000	15,000	15,000
-344-1200	Inspection Fees	33,663	15,000	15,000	15,000
-344-1512	Municipal Services Registration Fee	11,965	10,000	12,000	12,000
-344-2506	Graffiti Removal Reimbursement	25,000	45,000	45,000	45,000
-344-3010	Refuse Service Fees	2,855,521	2,980,000	3,080,000	3,080,000
-344-3015	Other Refuse Service Fees	100,139	99,700	100,000	100,000
-345-1000	Planning	700	500	500	500
-345-1011	Land Use Fees	3,600	3,000	3,000	3,000
-345-1012	Precise Plan of Design	8,704	12,000	12,000	12,000
-345-1013	Environmental Fees	1,350	1,000	1,000	1,000
-345-1015	Planning Deposit Projects	132,175	105,000	77,000	77,000

City of La Verne

2010-11 BUDGET

ESTIMATED REVENUES

Account Number	Source	2008-09 Actual	Estimated 2009-10	2010-11 Estimated	
				City Manager	Revised
-345-1016	State Mandated Planning Fee	18,818	9,000	9,000	9,000
-345-1020	Appeals	150	0	0	0
-345-1023	State Buildings Standards Fee	51	300	300	300
-346-1000	Recreation Fee and Charges	190,061	185,000	185,000	185,000
-346-1011	Preschool	99,183	96,000	100,000	100,000
-346-1012	Recreation/BHS	19,995	12,000	12,000	12,000
-346-1020	Sports Programs	60,534	65,000	65,000	65,000
-346-1100	Aquatics Programs	99,072	93,500	97,000	97,000
-346-1200	Recreation Excursions	27,911	30,000	30,000	30,000
-346-1400	Special Event Activities	6,571	5,420	5,400	5,400
	Sub-Total	6,282,446	5,895,620	6,015,500	6,015,500
MISCELLANEOUS REVENUE:					
-363-1000	Sale of Property	256,014	500,000	500,000	500,000
-362-0000	Miscellaneous Revenue	850,576	522,600	257,400	257,400
	Sub-Total	1,106,590	1,022,600	757,400	757,400
TOTAL GENERAL FUND		25,051,591	23,046,920	22,386,500	22,386,500
<u>PARAMEDIC SERVICE FUND(104):</u>					
-342-1510	Paramedic Service Fees	675,076	690,000	687,000	687,000
	TOTAL PARAMEDIC SERVICE FUND	675,076	690,000	687,000	687,000
<u>GAS TAX FUND(206):</u>					
-318-1510	Gas Tax 2107 Funds	243,198	242,000	242,000	242,000
-318-1515	Gas Tax Engineering	6,000	6,000	6,000	6,000
-318-1520	Gas Tax 2105 Funds	182,726	182,000	182,000	182,000
-318-1525	Gas Tax 2106 Funds	110,652	110,000	110,000	110,000
-331-1906	ARRA- Street Improvements	0	760,749	0	0
-335-2005	Traffic Congestion Relief	287,940	145,000	145,000	145,000
-335-2300	Prop 1B Transportation	497,264	0	0	0
-341-1500	Work for Others	41,540	0	0	0
-361-0000	Interest Income	48,913	32,000	32,000	32,000
-361-0000	Miscellaneous Revenues	161,971			
	TOTAL GAS TAX FUND	1,580,204	1,477,749	717,000	717,000
<u>TRAFFIC SAFETY FUND(208):</u>					
-335-1600	OTS Grant	14,433	22,000	46,000	46,000
-342-1013	DUI Vehicle Storage Release	15,250	15,000	15,000	15,000
-342-1014	Vehicle Storage Release	29,752	35,000	35,000	35,000
-342-1019	Other Vehicle Fees	0	20,000	40,000	40,000
-350-1100	Parking Violations	553,055	360,000	375,000	375,000
-350-1700	Vehicle Code Court Fines	104,478	57,000	50,000	50,000
-362-0000	Miscellaneous Revenues	8,473	0	0	0
	TOTAL TRAFFIC SAFETY FUND	725,441	509,000	561,000	561,000
<u>COUNTY AID TO CITIES FUND(209):</u>					
-336-0000	County Gov't Shared Revenues	0	0	21,500	21,500
	TOTAL COUNTY AID TO CITIES FUND	0	0	21,500	21,500

City of La Verne

2010-11 BUDGET

ESTIMATED REVENUES

Account Number	Source	2008-09 Actual	Estimated 2009-10	2010-11 Estimated	
				City Manager	Revised
<u>CDBG FUND(215):</u>					
-331-1500	CDBG Projects	226,007	166,731	217,504	217,504
TOTAL CDBG FUND		226,007	166,731	217,504	217,504
<u>O & M CFD FUND(216):</u>					
-361-0000	Interest Income	37,871	30,000	30,000	30,000
-362-0000	Miscellaneous Revenues	0	19,000	0	0
-370-2511	CFD Special Assessment	846,758	910,000	940,000	940,000
TOTAL O & M CFD FUND		884,629	959,000	970,000	970,000
<u>BICYCLE SAFETY FUND(222):</u>					
-336-1500	S.C.A.G. Grant-Pedestrian	0	0	67,800	67,800
TOTAL BICYCLE SAFETY FUND		0	0	67,800	67,800
<u>AFFORDABLE HOUSING FUND(226):</u>					
-345-1022	Housing Linkage Fee	151,500	1,500	4,500	4,500
-361-0000	Interest Income	16,773	12,000	12,000	12,000
TOTAL AFFORDABLE HOUSING FUND		168,273	13,500	16,500	16,500
<u>ASSET FORFEITURE(231):</u>					
-331-2610	Dept of Justice/Asset Sharing	488,915	170,000	600,000	600,000
-331-2611	U. S. Treasury/Asset Sharing	9,971	10,000	10,000	10,000
-335-1700	State Asset Forfeiture	13,540	5,000	5,000	5,000
-336-2110	LA Impact Salary Stipend	0	100,000	100,000	100,000
-361-0000	Interest Income	32,674	10,000	10,000	10,000
-363-1000	Sale of Property	1,600	0	0	0
TOTAL ASSET FORFEITURE FUND		546,700	295,000	725,000	725,000
<u>LACMTA - PROPOSITION A FUND(232):</u>					
-336-1000	PROP A Allocation	482,476	427,000	455,000	455,000
-361-0000	Interest Revenue	5,879	5,000	5,000	5,000
TOTAL LACMTA - PROPOSITION A FUND		488,355	432,000	460,000	460,000
<u>LACMTA - PROPOSITION C FUND(234):</u>					
-336-1100	PROP C Allocation	402,260	353,000	375,000	375,000
-361-0000	Interest Revenue	33,702	12,000	12,000	12,000
TOTAL LACMTA - PROPOSITION C FUND		435,962	365,000	387,000	387,000

City of La Verne

2010-11 BUDGET

ESTIMATED REVENUES

Account Number	Source	2008-09 Actual	Estimated 2009-10	2010-11 Estimated	
				City Manager	Revised
<u>MEASURE R FUND(235):</u>					
-336-1400	Measure R	0	200,000	280,000	280,000
-361-0000	Interest Income	0	1,000	1,000	1,000
TOTAL MEASURE R FUND		0	201,000	281,000	281,000
<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	0	0	0	0
TOTAL SUPPLEMENT LAW ENFORCEMENT SERVICES FUND		100,000	100,000	100,000	100,000
<u>AB2766 MOBILE SOURCE AIR POLLUTION(243):</u>					
-336-2000	AQMD Fees	39,594	40,000	40,000	40,000
-361-0000	Interest Income	7,539	4,000	4,000	4,000
TOTAL AB2766 MOBILE SOURCE AIR POLLUTION FUND		47,133	44,000	44,000	44,000
<u>PUBLIC SAFETY FUND(244):</u>					
-313-1100	PROP 172 Sales Tax	287,360	280,000	280,000	280,000
-342-1513	Fire Equipment Fee	385	0	1,000	1,000
-342-1514	Fire Facility Fee	0	7,500	22,500	22,500
-361-0000	Interest Income	18,794	12,000	12,000	12,000
TOTAL PUBLIC SAFETY FUND		306,539	299,500	315,500	315,500
<u>DOWNTOWN BUSINESS IMPROVEMENT FUND(245):</u>					
-321-1000	DBID Business Licenses	14,011	14,000	14,000	14,000
-361-0000	Interest Income	415	200	200	200
TOTAL DOWNTOWN BUSINESS IMPROVEMENT FUND		14,426	14,200	14,200	14,200
<u>MAINTENANCE ASSESSMENT DISTRICT FUND(246):</u>					
-361-0000	Interest Income	5,618	4,000	4,000	4,000
-362-0000	Miscellaneous Revenues	0	3,500	0	0
-370-1510	Landscape Maintenance Fees	301,738	331,000	332,000	332,000
-370-1511	Esperanza 84-1M Assmt. Fees	9,222	9,200	9,400	9,400
TOTAL MAINTENANCE ASSESSMENT DISTRICT FUND		316,578	347,700	345,400	345,400

City of La Verne

2010-11 BUDGET

ESTIMATED REVENUES

Account Number	Source	2008-09 Actual	Estimated 2009-10	2010-11 Estimated	
				City Manager	Revised
<u>CITYWIDE LIGHTING & LANDSCAPE DISTRICT FUND(248):</u>					
-341-1500	Work for Others	199	0	0	0
-341-1520	Sports Park Maintenance	25,000	65,000	45,000	45,000
-341-1525	Sports Park Lighting	19,026	10,000	15,000	15,000
-341-1526	Other Parks Lighting	25,646	21,000	21,000	21,000
-362-0000	Miscellaneous Revenues	0	5,000	10,000	10,000
-362-3000	Energy Rebates	0	0	37,200	37,200
-363-1010	Scrap Metal	11	70	0	0
-364-1000	Rents	25,183	32,000	34,000	34,000
TOTAL CITYWIDE LIGHTING & LANDSCAPE DISTRICT FUND		95,065	133,070	162,200	162,200
<u>FIRE EQUIPMENT REPLACEMENT FUND(250):</u>					
-331-1700	Homeland Security Grant	0	91,000	0	0
-331-2200	Other Federal Gov't Grants	0	50,000	198,000	198,000
-342-1515	Fire Equipment Rental Charge	25,346	39,000	10,000	10,000
-342-1516	Fire Administrative Fee	147,782	85,000	50,000	50,000
-361-0000	Interest Income	30,705	25,000	25,000	25,000
-362-0000	Miscellaneous Revenues	0	0	10,000	10,000
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		203,833	290,000	293,000	293,000
<u>LARGE BUILDING CFD FUND(252):</u>					
-342-1517	Fire Facilities - CFD	20,100	20,100	20,100	20,100
-361-0000	Interest Income	860	1,000	2,000	2,000
TOTAL LARGE BUILDING CFD FUND		20,960	21,100	22,100	22,100
<u>LOAN REPAYMENT FUND(326):</u>					
-362-0000	Miscellaneous Revenue	1,215	329,000	341,000	341,000
-393-2600	Long Term Lease Financing	2,777,000	817,000	846,000	846,000
TOTAL LOAN REPAYMENT FUND		2,778,215	1,146,000	1,187,000	1,187,000
<u>GENERAL CAPITAL IMPROVEMENT FUND(405):</u>					
-331-1200	Federal COPS Grants	912,949	0	0	0
-331-1700	Homeland Security Grant	0	77,377	0	0
-335-1905	ARRA-Energy Efficiency Grant	0	0	184,473	184,473
-335-2006	Highway Safety Improvement Program	0	0	191,565	191,565
-361-0000	Interest Income	0	1,000	0	0
-362-0000	Miscellaneous Income	0	12,700	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		912,949	91,077	376,038	376,038
<u>ROW MANAGEMENT FUND(406):</u>					
-335-0000	State Gov't Shared Revenues	950,000	0	0	0
-361-0000	Interest Income	29,475	40,000	40,000	40,000
-362-0000	Miscellaneous Income	30,384	30,700	0	0
-362-2600	Street Impact Mitigation Fee	100,000	100,000	100,000	100,000
TOTAL ROW MANAGEMENT FUND		1,109,859	170,700	140,000	140,000

City of La Verne

2010-11 BUDGET

ESTIMATED REVENUES

Account Number	Source	2008-09 Actual	Estimated 2009-10	2010-11 Estimated	
				City Manager	Revised
I/S TECHNOLOGY FUND(407):					
-361-0000	Interest Income	1,207	150	150	150
-362-0000	Miscellaneous Income	15,694	0	0	0
-363-1000	Surplus Property Sales	0	1,400	0	0
TOTAL I/S TECHNOLOGY FUND		16,901	1,550	150	150
UNDERGROUND UTILITIES FUND(410):					
-344-2600	Underground Utilities Fee	12,530	6,000	5,000	5,000
-361-0000	Interest Income	37,310	30,000	30,000	30,000
TOTAL UNDERGROUND UTILITIES FUND		49,840	36,000	35,000	35,000
PARK DEVELOPMENT FUND(412):					
-318-1600	Park and Recreation Tax	314,123	14,000	20,000	20,000
-334-1000	State Parks Grant	100,005	0	0	0
-361-0000	Interest Revenues	3,034	2,000	1,000	1,000
-362-0000	Miscellaneous Income	0	15,000	0	0
TOTAL PARK DEVELOPMENT FUND		417,162	31,000	21,000	21,000
STORM DRAINAGE DISTRICT FUND(419):					
-344-2700	Storm Drain Fees	1,160	3,400	5,000	5,000
-361-0000	Interest Income	31,472	25,000	25,000	25,000
-362-0000	Miscellaneous Income	0	30,000	0	0
TOTAL STORM DRAINAGE FUND		32,632	58,400	30,000	30,000
WATER UTILITY FUND(502):					
-345-1017	Plan Check Fees	130	0	2,000	2,000
-345-1500	Inspection Fees	3,680	0	5,000	5,000
-344-1510	Water Sales	7,676,723	9,575,000	10,075,000	10,075,000
-344-1512	Municipal Services Registration Fee	11,965	10,000	10,000	10,000
-344-1514	Conservation Surcharge	0	250,000	250,000	250,000
-344-1520	Meter Installations	490	3,500	1,000	1,000
-344-1525	Service Installations	0	5,000	5,000	5,000
-344-1526	Fire Flow Fee	3,000	1,000	1,000	1,000
-350-1500	Other Fines/Penalties	4,625	2,500	2,500	2,500
-350-1610	Late Penalty Fee	127,345	145,000	145,000	145,000
-350-1800	Utility Turnoff Delq Accts	22,695	20,000	20,000	20,000
-361-0000	Interest Income	5,861	5,000	5,000	5,000
-362-0000	Miscellaneous Revenue	7,972	14,000	6,000	6,000
-363-1000	Sale of Property	0	0	0	0
TOTAL WATER UTILITY FUND		7,864,486	10,031,000	10,527,500	10,527,500

City of La Verne

2010-11 BUDGET

ESTIMATED REVENUES

Account Number	Source	2008-09 Actual	Estimated 2009-10	2010-11 Estimated	
				City Manager	Revised
<u>WATER CAPITAL IMPROVEMENT FUND(507):</u>					
-344-1610	Water Connection Fees	39,480	2,700	5,000	5,000
-344-1615	Water System Installation Fees	7,155	5,100	5,000	5,000
-344-1620	Water Acreage Connection Fees	39,262	8,200	5,000	5,000
-361-0000	Interest Income	128,121	50,000	50,000	50,000
TOTAL WATER CAPITAL IMPROVEMENT FUND		214,018	66,000	65,000	65,000
<u>MIRAMAR DEBT REPAYMENT FUND(519):</u>					
-344-1530	Miramar Service Charge	703,910	167,000	20,000	20,000
-361-0000	Interest Income	212,015	150,000	140,000	140,000
TOTAL MIRAMAR DEBT REPAYMENT FUND		915,925	317,000	160,000	160,000
<u>SEWER UTILITY FUND(530):</u>					
-322-1015	Industrial Waste Permits	27,090	15,000	15,000	15,000
-344-1100	Plan Check Fees	0	500	0	0
-344-1200	Inspection Fees	0	500	0	0
-344-1214	NPDES-Restaurant Inspection Fee	0	0	0	0
-344-2010	Sewer Service Fees	774,588	920,000	920,000	920,000
-361-0000	Interest Income	47,802	25,000	25,000	25,000
TOTAL SEWER UTILITY FUND		849,480	961,000	960,000	960,000
<u>SEWER CAPITAL IMPROVEMENT FUND(531):</u>					
-344-2110	Sewer Main Line Fees	0	5,100	1,000	1,000
-344-2115	Sewer Connection Fees	375	500	1,000	1,000
-361-0000	Interest Income	79,048	70,000	70,000	70,000
-362-0000	Miscellaneous Revenue	0	6,000	0	0
TOTAL SEWER CAPITAL IMPROVEMENT FUND		79,423	81,600	72,000	72,000
<u>EQUIPMENT FUND(624):</u>					
-361-0000	Interest Income	29,684	20,000	20,000	20,000
-362-0000	Miscellaneous Revenue	19,343	12,000	0	0
-363-1000	Sale of Property	2,900	0	0	0
-364-1000	Rents (Maint. & Operations)	839,409	850,000	851,000	851,000
-364-1015	Rents (Depreciation)	421,765	422,000	447,000	447,000
TOTAL EQUIPMENT FUND		1,313,101	1,304,000	1,318,000	1,318,000
TOTAL ALL CITY FUNDS		48,440,763	43,700,797	43,685,892	43,685,892
Less Interdepartmental Funds		(2,004,000)	(2,084,000)	(2,144,000)	(2,144,000)
NET CITY REVENUE		46,436,763	41,616,797	41,541,892	41,541,892

City of La Verne

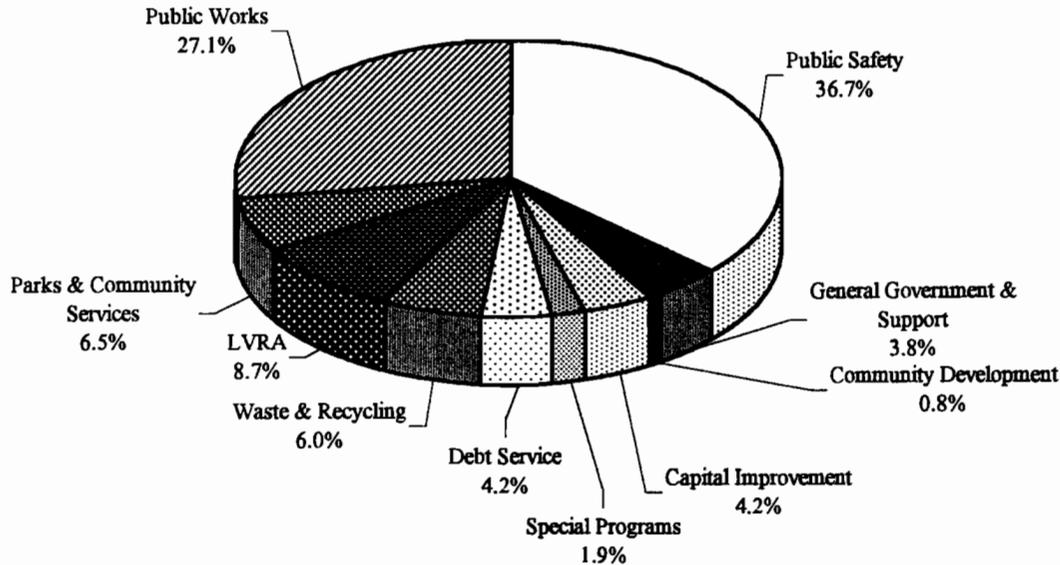
2010-11 BUDGET

ESTIMATED REVENUES

Account Number	Source	2008-09 Actual	Estimated 2009-10	2010-11 Estimated	
				City Manager	Revised
LA VERNE REDEVELOPMENT AGENCY:					
LVRA GENERAL FUND(427):					
-361-0000	Interest Income	39,219	25,000	25,000	25,000
-364-1000	Rents	5,369	5,000	5,000	5,000
-393-1500	Loan Proceeds	470,000	400,000	400,000	400,000
SUB-TOTAL		514,588	430,000	430,000	430,000
LVRA LOW/MODERATE INCOME HOUSING FUND(228):					
-311-1600	Supplemental Tax Roll	72,164	68,000	40,000	40,000
-311-2010	Increment Current Year	1,987,892	2,000,000	1,980,000	1,980,000
-311-2011	Increment Prior Year	3,849	0	0	0
-361-0000	Interest Income	104,869	75,000	75,000	75,000
-362-0000	Miscellaneous Revenue	0	700	0	0
SUB-TOTAL		2,168,774	2,143,700	2,095,000	2,095,000
LVRA DEBT SERVICE FUND(329):					
-311-1600	Supplemental Tax Roll	125,621	110,000	40,000	40,000
-311-2010	Increment Current Year	2,489,971	2,400,000	2,350,000	2,350,000
-311-2011	Increment Prior Year	5,316	0	0	0
-361-0000	Interest Income	40,519	20,000	20,000	20,000
SUB-TOTAL		2,661,427	2,530,000	2,410,000	2,410,000
TOTAL LA VERNE REDEVELOPMENT AGENCY FUNDS		5,344,789	5,103,700	4,935,000	4,935,000
GRAND TOTAL CITY AND AGENCY:		51,781,552	46,720,497	46,476,892	46,476,892

City of La Verne

Uses of Funds



General Government & Support Services:		Capital Improvements	\$2,056,973
General Administration	\$590,560	Debt Service Requirements	2,024,000
City Clerk	210,551	Special Programs	934,039
City Manager	1,035,709		
Sub Total	\$1,836,820	Total City Expenditures	\$44,266,870
Public Safety:		Less Interdepartmental Funds	(2,144,000)
Police	\$10,851,804	Net City Expenditures	\$42,122,870
Fire	6,938,109	La Verne Redevelopment Agency Expenditures	4,234,314
Sub Total	\$17,789,913	Total City and La Verne Redevelopment Agency	\$46,357,184
Community Development	385,419		
Park Maintenance	1,920,623		
Recreation & Community Services	1,254,560		
Public Works:			
City Buildings	382,021		
Street Maintenance	2,185,516		
Waste and Recycling	2,924,007		
Water Utility	8,286,906		
Sewer Utility	913,351		
Equipment Maintenance	1,372,722		
Sub Total	16,064,523		

City of La Verne

2010-11 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>GENERAL ADMINISTRATION:</u>				
City Council	75,560	9,000	0	84,560
General Government				
Non-Departmental	0	428,000	0	428,000
Legal Services	0	78,000	0	78,000
DEPARTMENT TOTAL	75,560	515,000	0	590,560
<u>CITY CLERK DEPARTMENT:</u>				
Administration	108,608	12,550	0	121,158
Elections	21,393	68,000	0	89,393
DEPARTMENT TOTAL	130,001	80,550	0	210,551
<u>CITY MANAGER DEPARTMENT:</u>				
CITY MANAGER DIVISION:				
Administration	242,255	8,500	0	250,755
Personnel Division	69,483	28,500	0	97,983
SUB-TOTAL	311,738	37,000	0	348,738
FINANCE DIVISION:				
Administration	46,799	14,000	0	60,799
City Treasurer	56,158	22,000	0	78,158
Cashiering and Collections	35,873	5,000	0	40,873
Business Licensing	23,630	2,500	0	26,130
Accounting and Payroll	167,878	4,000	0	171,878
L. A. Impact Fiscal Services	17,279	500	0	17,779
SUB-TOTAL	347,617	48,000	0	395,617
INFORMATION SYSTEMS DIVISION:				
Administration	26,981	5,000	0	31,981
Mid-Range Computers	40,588	70,000	0	110,588
Personal Computers	81,294	14,000	0	95,294
Telephone Services	13,491	40,000	0	53,491
SUB-TOTAL	162,354	129,000	0	291,354
DEPARTMENT TOTAL	821,709	214,000	0	1,035,709

City of La Verne

2010-11 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>COMMUNITY DEVELOPMENT:</u>				
Administration	22,771	40,000	0	62,771
Planning	23,003	68,000	0	91,003
Planning Non-Deposit Projects	15,319	27,200	0	42,519
Code Enforcement/Building Inspection	16,126	173,000	0	189,126
General Plan Update	0	0	0	0
DEPARTMENT TOTAL	77,219	308,200	0	385,419
<u>FIRE DEPARTMENT:</u>				
Administration	372,790	39,000	0	411,790
Emergency Services	2,691,158	39,000	0	2,730,158
Fire Apprentice Program	59,544	46,400	0	105,944
Training	658,010	11,800	0	669,810
Station Maintenance	221,987	17,600	0	239,587
Fire Prevention	308,154	6,700	0	314,854
Emergency Preparedness	65,628	7,800	0	73,428
Paramedic Services	1,827,578	130,877	0	1,958,455
Vehicle Maintenance	211,651	121,350	101,082	434,083
DEPARTMENT TOTAL	6,416,500	420,527	101,082	6,938,109
<u>POLICE DEPARTMENT:</u>				
Administration	485,036	408,000	0	893,036
Communications	657,844	42,000	0	699,844
Jail Services/Livescan	130,131	40,000	0	170,131
Personnel Development/Training	21,658	52,000	0	73,658
Records and Clerical	300,457	32,000	18,000	350,457
Patrol Services	3,810,097	417,000	0	4,227,097
Investigations	1,897,511	115,000	0	2,012,511
Police Reserve Program	20,000	5,000	0	25,000
Crime Prevention/School Resource	204,538	32,500	0	237,038
PD-Information Systems	88,653	130,000	0	218,653
L.A. IMPACT Personnel Services	487,491	0	0	487,491
Traffic Services	562,916	153,000	0	715,916
Supplemental Law Enforcement	119,619	0	0	119,619
Asset Forfeiture	528,853	75,000	17,500	621,353
DEPARTMENT TOTAL	9,314,804	1,501,500	35,500	10,851,804

City of La Verne

2010-11 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>PARKS AND COMMUNITY SERVICES DEPARTMENT:</u>				
PARK MAINTENANCE DIVISION:				
Administration	0	70,000	0	70,000
Parks Facility Maintenance	590,184	550,915	0	1,141,099
Tree Maintenance	78,310	100,000	0	178,310
Riparian Channel Maintenance	0	15,000	0	15,000
Maintenance Assessment District	24,356	491,858	0	516,214
SUB-TOTAL	692,850	1,227,773	0	1,920,623
COMMUNITY SERVICES DIVISION:				
Administration	129,432	35,000	0	164,432
Recreation Programs	189,255	214,000	0	403,255
Facility Rentals	248,682	137,125	0	385,807
Swimming Pool Program	92,064	165,000	0	257,064
Special Events	11,802	32,200	0	44,002
SUB-TOTAL	671,235	583,325	0	1,254,560
DEPARTMENT TOTAL	1,364,085	1,811,098	0	3,175,183
<u>PUBLIC WORKS DEPARTMENT:</u>				
CITY BUILDING DIVISION:				
Administration	22,957	5,524	0	28,481
Building Maintenance	40,690	312,850	0	353,540
SUB-TOTAL	63,647	318,374	0	382,021
STREET MAINTENANCE DIVISION:				
Administration	122,189	402,005	0	524,194
Waste and Recycling	14,507	2,909,500	0	2,924,007
Street Maintenance	380,443	580,670	1,000	962,113
Traffic and Lighting	92,585	545,580	0	638,165
Graffiti Removal	31,944	29,100	0	61,044
SUB-TOTAL	641,668	4,466,855	1,000	5,109,523

City of La Verne

2010-11 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
WATER UTILITY DIVISION:				
Administration	358,997	400,316	0	759,313
Water Production	297,959	5,988,777	0	6,286,736
Transmission & Distribution	405,897	173,959	0	579,856
Customer Service	495,183	165,818	0	661,001
SUB-TOTAL	1,558,036	6,728,870	0	8,286,906
SEWER UTILITY DIVISION:				
Administration	418,954	110,550	0	529,504
Sewer System Maintenance	251,772	131,075	1,000	383,847
SUB-TOTAL	670,726	241,625	1,000	913,351
EQUIPMENT MAINTENANCE DIVISION:				
Administration	190,863	129,700	190,000	510,563
Preventative Maintenance	102,520	59,800	0	162,320
Repair Work	199,839	500,000	0	699,839
SUB-TOTAL	493,222	689,500	190,000	1,372,722
DEPARTMENT TOTAL	3,427,299	12,445,224	192,000	16,064,523
TOTAL CITY OPERATING	21,627,177	17,296,099	328,582	39,251,858
Less Interdepartmental Funds	0	(2,144,000)	0	(2,144,000)
NET CITY OPERATING BUDGET	21,627,177	15,152,099	328,582	37,107,858

City of La Verne

2010-11 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	397,323	397,323
I/S Technology Fund	0	0	0	0
Measure R Fund	0	0	350,000	350,000
Gas Tax Street Improvements	0	0	681,000	681,000
County Aid to Cities Fund	0	0	41,500	41,500
Water Capital Improvements	0	0	200,000	200,000
Sewer Capital Improvements	0	0	75,000	75,000
Storm Drain Fund	0	0	0	0
Park Development	0	0	1,000	1,000
Esperanza Road Improvement District	0	0	56,150	56,150
Fire Facilities/Equipment Funds	0	0	25,000	25,000
Large Building CFD Fund	0	0	8,000	8,000
Fire Equipment Replacement Fund	0	0	222,000	222,000
TOTAL CAPITAL IMPROVEMENTS PROJECTS	0	0	2,056,973	2,056,973
<u>SPECIAL PROGRAMS:</u>				
CDBG Projects & Programs	15,368	202,136	0	217,504
Bicycle Safety - TDA	0	0	0	0
PROP A LACMTA Programs	42,568	385,195	0	427,763
PROP C LACMTA Programs	74,502	161,870	8,400	244,772
Mobile Source Air Pollution(AB2766)	1,950	19,050	0	21,000
Downtown Business Improv. Dist.	0	23,000	0	23,000
TOTAL SPECIAL PROGRAMS	134,388	791,251	8,400	934,039
<u>DEBT SERVICE REQUIREMENTS:</u>				
Capitalized Leases/Pension Bond	0	2,024,000	0	2,024,000
TOTAL DEBT SERVICE	0	2,024,000	0	2,024,000
TOTAL CITY EXPENDITURES	21,761,565	17,967,350	2,393,955	42,122,870

City of La Verne

2010-11 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	365,732	238,195	0	603,927
Historic Preservation	12,461	21,500	0	33,961
Economic Development	57,028	153,000	0	210,028
TOTAL LVRA GENERAL FUND	435,221	412,695	0	847,916
LVRA LOW/MODERATE INCOME HOUSING FUND:				
Administration	610,110	246,288	0	856,398
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	610,110	896,288	0	1,506,398
LVRA DEBT SERVICE:	0	1,880,000	0	1,880,000
TOTAL LVRA DEBT SERVICE FUND	0	1,880,000	0	1,880,000
TOTAL LA VERNE REDEVELOPMENT AGENCY	1,045,331	3,188,983	0	4,234,314
TOTAL CITY AND AGENCY	22,806,896	21,156,333	2,393,955	46,357,184

City of La Verne

SUMMARY OF FUND BALANCES

ANTICIPATED REVENUE, APPROPRIATIONS AND TRANSFERS 2010-11 BUDGET

Fund No. Fund Title	Estimated Fund Balance 6/30/2010	Revenues	Appropriations	Net Transfers	Estimated Fund Balance 6/30/2011
101 General:					
Undesignated Reserve	5,969,872	19,462,493	21,748,152	1,297,100	4,981,313
Designated Reserve	2,035,126	2,924,007	2,924,007	0	2,035,126
104 Paramedic Service	0	687,000	0	(687,000)	0
206 Gas Tax	663,234	717,000	681,000	(361,000)	338,234
208 Traffic Safety	340	561,000	715,916	160,000	5,424
209 County Aid to Cities	103,243	21,500	41,500	0	83,243
215 CDBG	0	217,504	217,504	0	0
216 Operation & Maintenance CFD	1,016,679	970,000	0	(948,000)	1,038,679
222 Bicycle Safety & TDA	0	67,800	0	0	67,800
226 Affordable Housing	533,034	16,500	0	0	549,534
231 Asset Forfeiture	1,982	725,000	621,353	0	105,629
232 LACMTA - Proposition A	194,172	460,000	427,763	0	226,409
234 LACMTA - Proposition C	179,967	387,000	244,772	0	322,195
235 Measure R Fund	84,926	281,000	350,000	0	15,926
241 Supplemental Law Enf. Services	137	100,000	119,619	20,000	518
243 AB2766 Mobile Source Air Pollution	170,582	44,000	21,000	0	193,582
244 Public Safety Equipment	453,843	315,500	25,000	(305,000)	439,343
245 DBID	8,812	14,200	23,000	0	12
246 Maintenance Assessment Districts	367,332	345,400	516,214	20,000	216,518
248 Lighting and Landscape Maintenance Fund	87,948	162,200	2,033,618	1,829,000	45,530
250 Fire Equipment Replacement Fund	1,117,097	293,000	222,000	0	1,188,097
252 Large Building CFD Fund	65,098	22,100	8,000	0	79,198
326 Loan Repayment	175,165	1,187,000	1,187,000	0	175,165
405 General Capital Improvement	97,196	376,038	397,323	40,000	115,911
406 Right of Way Management	2,039,590	140,000	0	0	2,179,590
407 I/S Technology Fund	5,101	150	0	0	5,251
410 Underground Utilities	1,310,603	35,000	0	0	1,345,603
412 Park Development	18,493	21,000	1,000	0	38,493
419 Storm Drainage District	1,036,272	30,000	0	0	1,066,272
436 Esperanza Rd. Improvement District	56,150	0	56,150	0	0
502 Water Utility	2,010,495	10,527,500	8,286,906	(1,454,900)	2,796,189
507 Water Capital Improvement:	1,357,931	65,000	200,000	500,000	1,722,931
519 Miramar Debt Repayment	6,920,546	160,000	837,000	0	6,243,546
530 Sewer Utility	892,806	960,000	913,351	(610,200)	329,255
531 Sewer Capital Improvement	2,906,322	72,000	75,000	500,000	3,403,322
624 Equipment	482,299	1,318,000	1,372,722	0	427,577
TOTAL CITY	32,362,393	43,685,892	44,266,870	0	31,781,415
Less Interdepartmental Funds		(2,144,000)	(2,144,000)	0	0
NET CITY	32,362,393	41,541,892	42,122,870	0	31,781,415
LA VERNE REDEVELOPMENT AGENCY:					
427 LVRA - General	825,106	430,000	847,916	0	407,190
228 LVRA - Low/Moderate Income Housing	3,472,657	2,095,000	1,506,398	0	4,061,259
329 LVRA - Debt Service	2,077,303	2,410,000	1,880,000	0	2,607,303
TOTAL LVRA	6,375,066	4,935,000	4,234,314	0	7,075,752
TOTAL CITY AND LA VERNE REDEVELOPMENT AGENCY	38,737,459	46,476,892	46,357,184	0	38,857,167

City of La Verne

2010-11 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	\$22,386,500	\$2,286,000 A \$1,075,100 B (\$180,000) C (\$1,844,000) I (\$40,000) J		\$988,559 N	\$24,672,159	\$24,672,159
104 Paramedic Service	\$687,000	(\$687,000) A			\$0	\$0
206 Gas Tax	\$717,000	(\$361,000) A	\$804,000 L	(\$479,000) M	\$681,000	\$681,000
208 Traffic Safety	\$561,000	\$160,000 C	\$176 L	(5,260) M	\$715,916	\$715,916
209 County Aid to Cities	\$21,500		\$41,500 L	(21,500) M	\$41,500	\$41,500
215 CDBG	\$217,504				\$217,504	\$217,504
216 Operation & Maint. CFD 90-1	\$970,000	(\$933,000) A (\$15,000) H	\$8,000 L	(\$30,000) M	\$0	\$0
222 Bicycle Safety	\$67,800			(\$67,800) M	\$0	\$0
226 Affordable Housing	\$16,500		(\$22,500) M	6,000 N	\$0	\$0
231 Asset Forfeiture	\$725,000		\$463,640 L	(\$567,287) M	\$621,353	\$621,353
232 LACMTA-Proposition A	\$460,000		\$99,297 L	(\$131,534) M	\$427,763	\$427,763
234 LACMTA-Proposition C	\$387,000		\$214,874 L	(\$357,102) M	\$244,772	\$244,772
235 Measure R	\$281,000		(\$500) M	69,500 N	\$350,000	\$350,000
241 Supplemental Law Enf. Services Fund	\$100,000	\$20,000 C	(\$291) M	(\$90) M	\$119,619	\$119,619
243 AB2766 Mobile Source Air Pollution	\$44,000		(\$24,000) M	\$1,000 N	\$21,000	\$21,000
244 Public Safety Equipment	\$315,500	(\$305,000) A	\$77,600 L	(\$63,100) M	\$25,000	\$25,000
245 Downtown Business Improvement District	\$14,200		\$8,500 L	\$300 N	\$23,000	\$23,000
246 Maintenance Assess. District	\$345,400	\$20,000 C	\$80,849 L	\$69,965 N	\$516,214	\$516,214
248 Citywide Lighting & Landscape Dist.	\$162,200	\$1,844,000 I \$5,000 H (\$20,000) C	\$62,989 L	(\$20,571) M	\$2,033,618	\$2,033,618
250 Fire Equipment Replacement Fund	\$293,000		\$13,000 L	(\$84,000) M	\$222,000	\$222,000

City of La Verne

2010-11 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION SCHEDULE

Fund	Estimated Revenue	Interfund Transfers	Designated Reserve Expend(Retain)		Undesignated Reserve Expend(Retain)	Total Available Revenue	Total Proposed Expenditures
252 Large Building CFD Fund	\$22,100		(\$15,600)	M	\$1,500	\$8,000	\$8,000
326 Loan Repayment	\$1,187,000		\$183,000	L	(\$183,000)	\$1,187,000	\$1,187,000
405 General Capital Improvement	\$376,038	\$40,000	\$200,000	L	(\$218,715)	\$397,323	\$397,323
406 ROW Management	\$140,000		(\$25,000)	M	(\$115,000)	\$0	\$0
407 I/S Technology Fund	\$150		\$36,000	L	(\$36,150)	\$0	\$0
410 Underground Utilities District	\$35,000		(\$55,000)	M	\$20,000	\$0	\$0
412 Park Development	\$21,000		\$132,500	L	(\$152,500)	\$1,000	\$1,000
419 Storm Drainage District	\$30,000		\$55,000	L	(\$85,000)	\$0	\$0
436 Esperanza Rd. Imprv Dist	\$0		\$56,150	L		\$56,150	\$56,150
502 Water Utility	\$10,527,500	(\$954,900)		B	(\$785,694)	\$8,286,906	\$8,286,906
		(\$500,000)		L			
507 Water Capital Improvement	\$65,000	\$500,000	(\$20,000)	E	(\$1,731,000)	\$200,000	\$200,000
			\$1,386,000	L			
519 Miramar Debt Repayment	\$160,000		\$13,000	L	\$664,000	\$837,000	\$837,000
530 Sewer Utility	\$960,000	(\$120,200)		B	\$563,551	\$913,351	\$913,351
		\$10,000		H			
		(\$500,000)		L			
531 Sewer Capital Improvement	\$72,000	\$500,000		L	(\$497,000)	\$75,000	\$75,000
624 Equipment	\$1,318,000		\$166,000	G	(\$111,278)	\$1,372,722	\$1,372,722
TOTAL CITY	\$43,685,892	\$0	\$3,939,184		(\$3,358,206)	\$44,266,870	\$44,266,870
Less Interdepartmental Funds	(\$2,144,000)					(\$2,144,000)	(\$2,144,000)
NET CITY	\$41,541,892	\$0	\$3,939,184		(\$3,358,206)	\$42,122,870	\$42,122,870
LA VERNE REDEVELOPMENT AGENCY:							
427 LVRA-General	\$430,000		\$417,916	L		\$847,916	\$847,916
228 LVRA-Low/Mod Housing	\$2,095,000		(\$588,602)	M		\$1,506,398	\$1,506,398
329 LVRA - Debt Service	\$2,410,000		(\$530,000)	M		\$1,880,000	\$1,880,000
TOTAL LVRA	\$4,935,000	\$0	(\$700,686)		\$0	\$4,234,314	\$4,234,314
TOTAL CITY AND LVRA	\$46,476,892	\$0	\$3,238,498		(\$3,358,206)	\$46,357,184	\$46,357,184

City of La Verne

2010-11 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

A - Transfers to General Fund:

Paramedic Cost Reimbursement		687,000	
Gas Tax 2106	110,000		
Gas Tax 2107	242,000		
Gas Tax Interest Income	<u>9,000</u>		
Total Gas Tax		361,000	
Proposition 172 Public Safety-Current Year Revenue		280,000	
Proposition 172 Public Safety-Prior Year Revenue		25,000	
Community Facilities Dist. 90-1		933,000	
Equipment Fund		0	
ROW Management Fund		0	
Fire Facility and Fire Equipment Fund		<u>0</u>	
			<u>2,286,000</u>

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

Water Utility		954,900	
Sewer Utility		<u>120,200</u>	
			<u>1,075,100</u>

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

Traffic Safety Fund		160,000	
Supplemental Law Enforcement Services Fund		20,000	
Maintenance Assessment Districts		<u>20,000</u>	
			<u>200,000</u>

D - Transfer from General Debt Service to:

General Capital Improvement Fund		<u>0</u>	
			<u>0</u>

E - Reserve Water Acreage Fees for Future System Improvements:

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

Pension Obligation Charges		846,000	
Equipment Rental Fees:			
General		863,000	
Water		126,500	
Sewer		77,000	
Equipment		18,500	
Citywide Landscape District		<u>213,000</u>	
			<u>2,144,000</u>

G - Use Equipment Reserves for Equipment Replacement:

			<u>166,000</u>
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City of La Verne

2010-11 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>1,844,000</u>
J - Transfers for Replacement of two Paramedic Ambulance Units:		
(9th of Ten Annual Appropriations)	20,000	
(6th of Ten Annual Appropriations)	<u>20,000</u>	<u>40,000</u>
K - Transfers to General Capital Improvement Fund from Other Funds	<u>0</u>	<u>0</u>
L - Use Reserves for Designated Purposes:		
M - Retain Required Reserves:		
N - Use Undesignated Reserves:		

City of La Verne

PERSONNEL SUMMARY

2010-2011 BUDGET

<u>DEPARTMENT</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>Dept. Request 2010-11</u>	<u>Recommended by Manager 2010-11</u>	<u>Council Approved 2010-11</u>
City Clerk	0.90	0.90	0.90	0.90	0.90	0.90	0.90
City Manager	8.24	8.19	7.94	7.54	6.94	6.94	6.94
Community Development	2.90	2.50	2.00	1.90	1.50	0.80	0.80
Fire	36.00	36.00	36.00	36.00	36.00	36.00	36.00
Police	71.00	71.00	67.00	65.50	64.50	60.50	60.5
Park Maintenance	9.87	9.87	9.87	9.47	8.47	8.47	8.47
Recreation & Comm. Services	2.82	2.82	2.82	2.82	2.40	2.40	2.40
Public Works	36.55	38.55	39.55	39.55	38.90	38.15	38.15
Special Programs	1.04	1.04	1.03	1.41	0.72	0.67	0.67
La Verne Redevelopment Agency	<u>6.68</u>	<u>7.13</u>	<u>7.89</u>	<u>8.91</u>	<u>8.67</u>	<u>8.17</u>	<u>8.17</u>
TOTAL REGULAR FULL-TIME POSITIONS	<u>176.00</u>	<u>178.00</u>	<u>175.00</u>	<u>174.00</u>	<u>169.00</u>	<u>163.00</u>	<u>163.00</u>

City of La Verne

**CAPITALIZED LEASES
and
PENSION OBLIGATION BOND**

City of La Verne

Capitalized Leases

Date	Original Amount	Principal Balance 6-30-10	Principal Due 2010-11	Interest Due 2010-11	Total Due 2010-11
Three Valleys Municipal Water District					
10-30-03	\$6,974,530	\$3,057,980	\$731,000	\$96,000	\$827,000

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 \$827,000.

Date	Original Amount	Principal Balance 6-30-10	Principal Due 2010-11	Interest Due 2010-11	Total Due 2010-11
05-11-09	\$2,777,000	\$2,567,000	\$229,000	\$112,000	\$341,000

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 and again on May 11, 2009, the City refunded the bond issue in order to obtain the benefits of lower interest rates, thereby reducing the yearly debt service costs by approximately \$28,000 and \$20,000 respectively. The final principal payment is due November 1, 2018.

Source Funds:

Loan Repayment Fund \$341,000

Pension Obligation Bond

Date	Original Amount	Principal Balance 6-30-10	Principal Due 2010-11	Interest Due 2010-11	Total Due 2010-11
05-04-06	\$8,380,000	\$7,135,000	\$430,000	\$416,000	\$846,000

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.

City of La Verne

GENERAL ADMINISTRATION

City of La Verne

BUDGET MESSAGE

2010 – 11 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.

Reductions made as a result of the May workshop were mostly associated to contributions to other organizations including: Friends of the Fourth, and the University of La Verne for cable access operations. As well as elimination of funding for the City Council's meeting expenses.

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	69,961	84,154	75,560	75,560
Other Operating Costs	566,700	561,400	515,000	515,000
Capital Outlay	0	0	0	0
TOTAL:	636,661	645,554	590,560	590,560

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

General Fund	596,661	615,554	560,560	560,560
PEG	40,000	30,000	30,000	30,000
TOTAL:	636,661	645,554	590,560	590,560

City of La Verne

General Administration

Summary

1000

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	69,961	84,154	75,560	75,560
Other Operating Costs	11,300	11,500	9,000	9,000
Capital Outlay	0	0	0	0
TOTAL:	81,261	95,654	84,560	84,560

Personnel Authorized	5 elected	5 elected	5 elected	5 elected
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Source of Funds:				
General Fund	81,261	95,654	84,560	84,560
TOTAL:	81,261	95,654	84,560	84,560

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	42,554	53,014	44,420	44,420
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TOTAL PERSONNEL SERVICES	73,694	84,154	75,560	75,560
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City of La Verne

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.

City Manager Recommendations

Adjust benefit costs in personnel services and reduce other operating costs

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 (LTV).
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	477,200	471,900	428,000	428,000
Capital Outlay	0	0	0	0
Total:	477,200	471,900	428,000	428,000
<hr/>				
Personnel Authorized	0	0	0	0
<hr/>				
Source of Funds:				
General Fund	437,200	441,900	398,000	398,000
PEG Fee	40,000	30,000	30,000	30,000
TOTAL:	477,200	471,900	428,000	428,000

City of La Verne

General Administration Non-Departmental 1600

Department Cost Center Cost Center No.

Units of Measure:

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

<u>Community Based Agency Funding</u>	09/10 Budget	Requested 10/11 Budget	City Mgr. Rec. 10/11 Budget	10/11 Council Approved
Chamber of Commerce	15,000	15,000	15,000	15,000
Cable TV Community Access	72,200	73,000	35,000	35,000
Friends of the Fourth	10,000	10,000	5,000	5,000
Inland Valley Humane Society	95,000	96,700	96,700	96,700

Property Insurance: This cost center includes a \$12,000 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>	2007/08	2008/09	2009/10	2010/11
Police	99,200	102,053	91,659	160,404
Public Works	143,325	178,166	196,576	236,898
Sewer	11,450	12,597	12,288	14,384
Parks & Community Services	99,370	95,795	78,616	66,320
Administration	73,200	80,536	78,560	57,859
Auto Liability Insurance & Risk Management	51,530	56,686	55,295	64,726
Fire (auto liability)	11,450	12,597	12,288	14,384
LVRA-General	14,320	15,746	15,360	17,980
LVRA-Low/Mod	14,320	15,746	15,360	17,980
Water	28,630	31,492	30,720	35,959
LV Mobile Country Club	20,040	22,045	21,504	25,171
Valley Rancho MHP	5,725	6,298	6,144	7,192

City Manager Recommendations

Reduce Funding for Community Access Cable T V contract and Friends of the Fourth

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	78,200	78,000	78,000	78,000
Capital Outlay	0	0	0	0
Total:	78,200	78,000	78,000	78,000
<hr/>				
Personnel Authorized	0	0	0	0
<hr/>				
<u>Source of Funds:</u>				
General Fund	78,200	78,000	78,000	78,000
<hr/>				
TOTAL:	78,200	78,000	78,000	78,000

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.

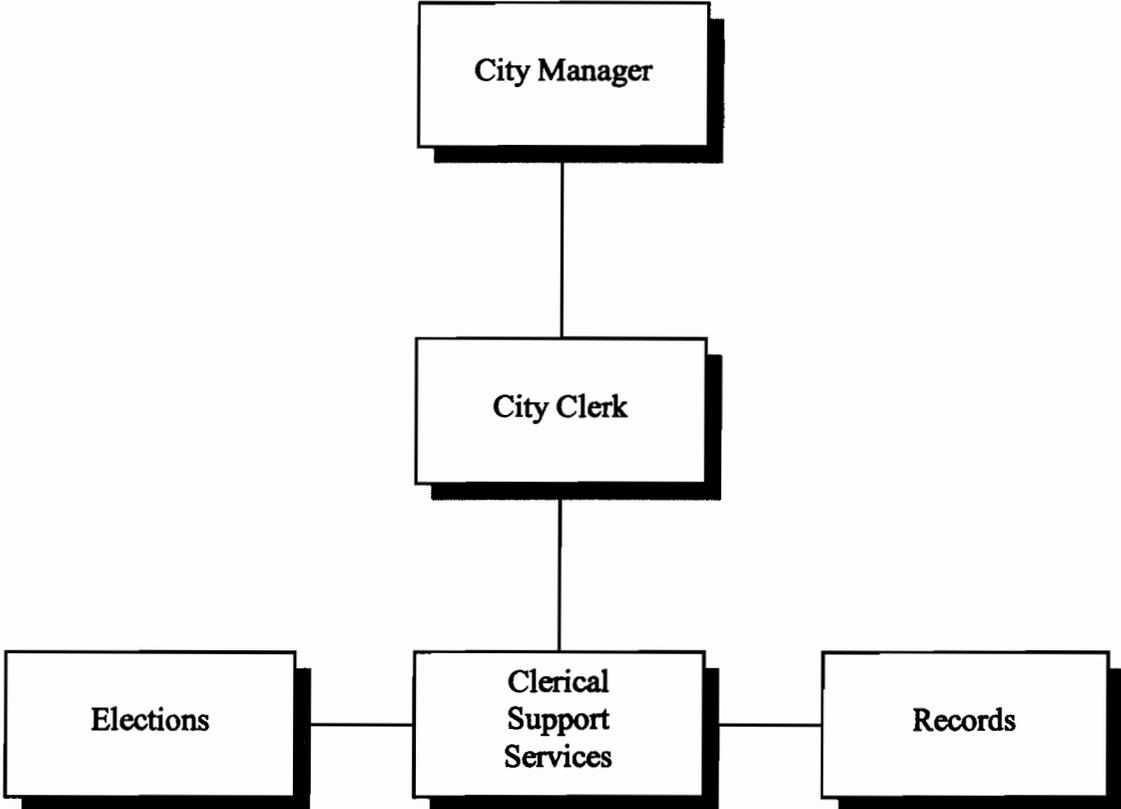
City Manager Recommendations

Funding levels as requested

City of La Verne

CITY CLERK

CITY CLERK DEPARTMENT



City of La Verne

BUDGET MESSAGE

2010 – 2011 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 10/11 reflects costs associated with holding a General Municipal Election.

This budget reflects reduction of part-time personnel in the City Clerk Department. The reduction in part-time personnel will impact the following operations: 1) Records management program (which includes optical imaging of permanent records and central file room records support); and 2) Maintaining and organizing city hall copy room.

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

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	127,419	135,254	130,001	130,001
Other Operating Costs	19,575	85,850	80,550	80,550
Capital Outlay	0	0	0	0
Total:	146,994	221,104	210,551	210,551

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

General Fund	146,994	221,104	210,551	210,551
TOTAL:	146,994	221,104	210,551	210,551

City of La Verne

DETAIL OF SALARIES & WAGES

City Clerk	Summary	1200 Series
Department	Cost Center	Cost Center No

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget

City Clerk	.90	.90	.90	.90
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TOTAL FULL-TIME	.90	.90	.90	.90
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REGULAR PART-TIME

TOTAL REG. PART-TIME	.00	.00	.00	.00
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TOTAL POSITIONS	.90	.90	.90	.90
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APPROPRIATIONS

SALARIES & WAGES	93,324	100,101	94,848	94,848
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OVERTIME	0	0	0	0
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BENEFIT COSTS	34,095	35,153	35,153	35,153
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TOTAL PERSONNEL SERVICES	127,419	135,254	130,001	130,001
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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	113,953	113,888	108,608	108,608
Other Operating Costs	15,075	15,850	12,550	12,550
Capital Outlay	0	0	0	0
Total:	129,028	129,738	121,158	121,158
Personnel Authorized	.80	.80	.80	.80
Source of Funds:				
General Fund	129,028	129,738	121,158	121,158
TOTAL:	129,028	129,738	121,158	121,158

City of La Verne

City Clerk

Administration

1201

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Projected 2010/11</u>
Council Minutes/Agendas Prepared	25	24	25	25
Resolutions Processed	102	87	70	70
Ordinances Processed	10	10	5	5
Elections Conducted	0	1	0	1
Proclamations	40	35	40	35
LVRA Agendas/Minutes	5	5	6	6
LVRA Resolutions	3	5	5	5
LVRA OPA & Amendments	1	2	2	2
*LVHA Agendas/Minutes	0	0	0	0
*LVHA Resolutions	0	0	0	0
*JPFA Agendas/Minutes	2	2	2	2
*JPFA Resolutions	2	2	2	2
Passport Applications	488	410	511	500

* 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 funding in part-time personnel services and 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 2011, 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 2010/11 budget reflects the costs associated with a General Municipal Election.
- The next General Municipal Election is scheduled for Tuesday, March 8, 2011.

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 2011 election.
- Organize and coordinate February 2011 - Candidate Forum.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	13,466	21,366	21,393	21,393
Other Operating Costs	4,500	70,000	68,000	68,000
Capital Outlay	0	0	0	0
Total:	17,966	91,366	89,393	89,393
Personnel Authorized	0.10	0.10	0.10	0.10
<u>Source of Funds:</u>				
General Fund	17,966	91,366	89,393	89,393
TOTAL:	17,966	91,366	89,393	89,393

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.

In 2008-09, a part-time clerk was hired to assist with the election and is being requested in the 2010-11 budget.

Other Operating Costs and Capital Outlay:

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

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

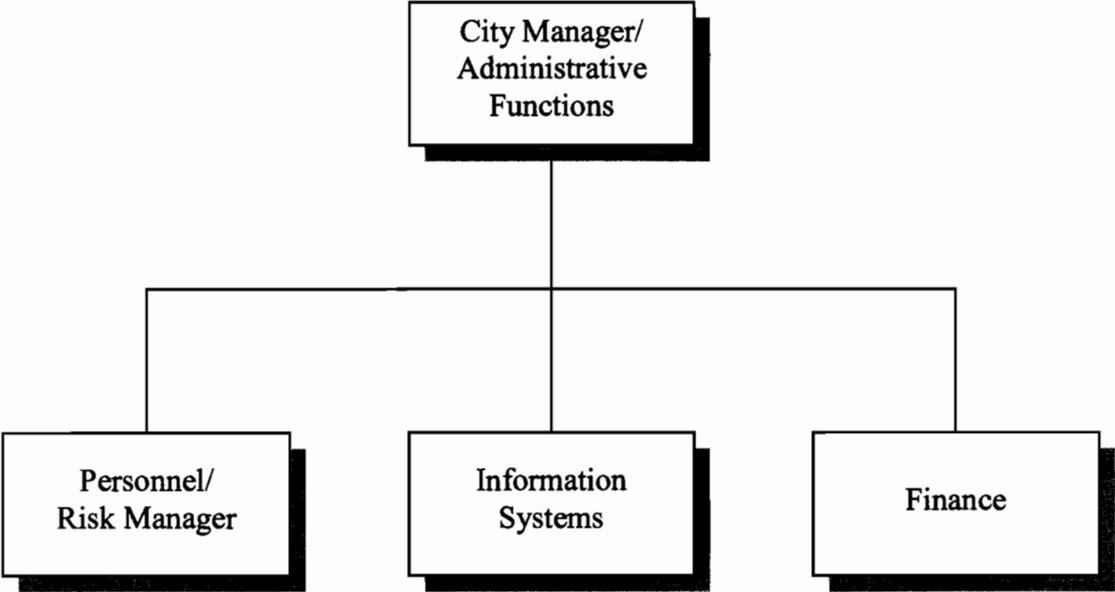
City Manager Recommendations

Adjust benefit costs in personnel services and reduce other operating costs.

City of La Verne

CITY MANAGER

CITY MANAGER



City of La Verne

BUDGET MESSAGE

2010 – 2011 Fiscal Year

City Manager

1300, 1400 & 1500 SERIES

Department

Cost Center No.

The City Manager's Department is composed of four functional divisions: the City Manager's Office, Finance, Information Systems, and Personnel/Risk Management. This year's budget request for all operational areas reflects slight reductions in personnel and as a result service levels over prior years.

The City Manager's Office provides general direction and administration for all City departments and services. In addition, this division administers various ongoing operations including mobilehome rent control and related issues, cable television, public information, transportation, intergovernmental relations, Youth & Family Action Committee, Downtown La Verne Business Improvement District and strategic planning.

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

The Information Systems Division is responsible for providing information services to City "user" departments, which includes reporting, network security, network access and electronic communication. The Division also manages the use of telephones throughout City departments and monitors and provides network connectivity for the City's water, sewer and refuse services administered by the Public Works Department. Last year a new phone system was installed to improve functionality and efficiency. As a result of the system's implementation, it is estimated that savings over all funds will be in excess of \$40,000.

The recruitment and retention of good employees and protecting the City's assets are primary goals of the Personnel/Risk Management Division. Labor negotiations with four recognized employee organizations and a Citywide risk management program are also key responsibilities in maintaining an effective human resources system for over 200 full and part-time employees.

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	831,973	820,546	821,709	821,709
Other Operating Costs	227,300	215,000	214,000	214,000
Capital Outlay	48,000	17,000	0	0
TOTAL:	1,107,273	1,052,546	1,035,709	1,035,709

Personnel Authorized	9.34	8.14	8.14	8.14
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Source of Funds:

General Fund	1,107,273	1,052,546	1,035,709	1,035,709
TOTAL:	1,107,273	1,052,546	1,035,709	1,035,709

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	.30	.30	.30	.30
Assistant City Manager	.40	.40	.40	.40
Executive Assistant to the City Manager	.70	.70	.70	.70
Assistant to the 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	.00	.00	.00
Account Clerk II & III	1.65	1.40	1.40	1.40
<hr/>				
TOTAL FULL-TIME	7.54	6.94	6.94	6.94
<hr/>				
REGULAR PART-TIME				
<hr/>				
Business License Insp.	1.00	.00	.00	.00
Administrative Clerk II	0.80	.80	.80	.80
Account Clerk I	0.00	.40	.40	.40
<hr/>				
TOTAL REG. PART-TIME	1.80	1.20	1.20	1.20
<hr/>				
TOTAL POSITIONS	9.34	8.14	8.14	8.14

APPROPRIATIONS

SALARIES & WAGES	615,165	601,742	602,124	602,124
OVERTIME	-	-	-	-
BENEFIT COSTS	216,808	218,804	219,585	219,585
TOTAL PERSONNEL SERVICES	831,973	820,546	821,709	821,709

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	311,694	311,195	311,738	311,738
Other Operating Costs	36,300	38,000	37,000	37,000
Capital Outlay	0	0	0	0
Total:	347,994	349,195	348,738	348,738

Personnel Authorized	2.95	2.95	2.95	2.95
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Source of Funds:

General Fund	347,994	349,195	348,738	348,738
TOTAL:	347,994	349,195	348,738	348,738

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	.30	.30	.30	.30
Assistant City Manager	.40	.40	.40	.40
Executive Assistant to the City Manager	.70	.70	.70	.70
Assistant to the City Clerk	.75	.75	.75	.75

TOTAL FULL-TIME	2.15	2.15	2.15	2.15
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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	2.95	2.95	2.95	2.95
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APPROPRIATIONS

SALARIES & WAGES	232,926	229,310	229,310	229,310
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OVERTIME				
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BENEFIT COSTS	78,768	81,885	82,428	82,428
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TOTAL PERSONNEL SERVICES	311,694	311,195	311,738	311,738
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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 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	242,178	241,852	242,255	242,255
Other Operating Costs	8,050	9,000	8,500	8,500
Capital Outlay	0	0	0	0
Total:	250,228	250,852	250,755	250,755

Personnel Authorized	2.40	2.40	2.40	2.40
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Source of Funds:

General Fund	250,228	250,852	250,755	250,755
TOTAL:	250,228	250,852	250,755	250,755

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 30% of the salaries and benefits for the City Manager, 20% of the Assistant City Manager, 35% 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 benefit costs in personnel services and reduce other operating costs

City of La Verne

City Manager

Personnel & Risk Management

1302

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	69,516	69,343	69,483	69,483
Other Operating Costs	28,250	29,000	28,500	28,500
Capital Outlay	0			
Total:	97,766	98,343	97,983	97,983

Personnel Authorized	.55	.55	.55	.55
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Source of Funds:

General Fund	97,766	98,343	97,983	97,983
TOTAL:	97,766	98,343	97,983	97,983

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 recruitments for hiring of full and part-time employees as needed
Process annual evaluations for 175 staff members

Personnel Services:

Personnel costs are comprised of salaries and benefits for 20% of the Assistant City Manager and 35% of the Executive Assistant to the City Manager.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Adjust benefit costs in personnel services and reduce other operating costs

City of La Verne

City Manager's Office
Finance
Department

Finance Summary
Cost Center

1400 Series
Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	357,818	347,327	347,617	347,617
Other Operating Costs	48,000	48,000	48,000	48,000
Capital Outlay	0	0	0	0
Total:	405,818	395,327	395,617	395,617

Personnel Authorized	4.79	3.59	3.59	3.59
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Source of Funds:

General Fund	405,818	395,327	395,617	395,617
TOTAL:	405,818	395,327	395,617	395,617

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	.00	.00	.00
Accounting Manager	.24	.24	.24	.24
Accountant	1.00	1.00	1.00	1.00
Account Clerk II & III	1.65	1.40	1.40	1.40
TOTAL FULL-TIME	3.79	3.19	3.19	3.19
REGULAR PART-TIME				
Business License Insp.	1.00	.00	.00	.00
Account Clerk I	.00	.40	.40	.40
TOTAL REG. PART-TIME	1.00	.40	.40	.40
TOTAL POSITIONS	4.79	3.59	3.59	3.59
APPROPRIATIONS				
SALARIES & WAGES	262,624	254,347	254,729	254,729
OVERTIME				
BENEFIT COSTS	95,194	92,980	92,888	92,888
TOTAL PERSONNEL SERVICES	357,818	347,327	347,617	347,617

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	51,606	46,710	46,799	46,799
Other Operating Costs	16,000	14,000	14,000	14,000
Capital Outlay	0	0	0	0
Total:	67,606	60,710	60,799	60,799

Personnel Authorized	.35	.25	.25	.25
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Source of Funds:

General Fund	67,606	60,710	60,799	60,799
TOTAL:	67,606	60,710	60,799	60,799

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.

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	3,200	3,200	
Comprehensive Property Tax Management Program	3,800	4,600	800
	7,000	7,800	800
Total Requested	7,000	7,800	800

City Manager Recommendations

Funding levels as requested

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	55,263	56,052	56,158	56,158
Other Operating Costs	21,000	22,000	22,000	22,000
Capital Outlay	0	0	0	0
Total:	76,263	78,052	78,158	78,158

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

General Fund	76,263	78,052	78,158	78,158
TOTAL:	76,263	78,052	78,158	78,158

City of La Verne

City Managers Office
 Finance
 Department

City Treasurer
 Cost Center

1402

Cost Center No.

Units of Measure

	<u>City and La Verne Redevelopment Agency</u>				
	2006-07	2007-08	2008-09	2009-10	Estimate 2010-11
Avg. Dollars Invested	38,000,000	41,000,000	40,000,000	39,000,000	39,000,000
Interest Income	1,630,000	1,650,000	1,550,000	1,400,000	1,000,000
Avg. Interest Rate	4.0%	4.3%	4.1%	2.9%	2.6%
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

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	46,907	35,903	35,873	35,873
Other Operating Costs	4,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	50,907	40,903	40,873	40,873

Personnel Authorized	.80	.70	.70	.70
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Source of Funds:

General Fund	50,907	40,903	40,873	40,873
TOTAL:	50,907	40,903	40,873	40,873

City of La Verne

City Managers Office
Finance
Department

Cashiering & Collections
Cost Center

1403

Cost Center No.

Units of Measure

	2006-07	2007-08	2008-09	2009-10	Estimate 2010-11
Total Cash Transactions	65,300	65,000	65,000	64,000	64,000
Revenue Account Trans.	11,500	12,000	12,000	12,000	12,000
Utility Service Bills	51,700	51,600	51,500	51,500	51,500
Business Licenses	1,692	1,858	1,828	1,850	1,850
Regulatory Permits	182	196	237	250	250
Collection Agency Accounts	75	70	75	75	75

Personnel Services:

The cashiering work station must be staffed a full ten hours each work day. Daily public counter coverage for the part-time 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	24,461	23,602	23,630	23,630
Other Operating Costs	2,500	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	26,961	26,102	26,130	26,130

Personnel Authorized	1.40	.40	.40	.40
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Source of Funds:

General Fund	26,961	26,102	26,130	26,130
TOTAL:	26,961	26,102	26,130	26,130

City of La Verne

City Managers Office
Finance

Business License

1404

Department

Cost Center

Cost Center No.

Units of Measure

	2006-07	2007-08	2008-09	2009-10	Estimate 2010-11
Business License Issued	1,858	1,828	1,800	1,850	1,900
Notices & Corresp. (Est.)	4,300	4,100	4,000	4,000	4,000
No. of Business Contacts	2,200	2,250	2,200	2,200	2,200
Business License Revenue	343,667	375,929	359,376	340,000	350,000
Business License Penalties	4,111	1,970	3,316	3,000	3,000
Home Occupation Permits	364	321	300	300	300
Regulatory Permits	182	196	237	225	225

Personnel Services:

Staffing consists of .30 Account Clerk II and .10 part-time Account Clerk I.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Fuding levels as requested

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	162,769	167,781	167,878	167,878
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	166,769	171,781	171,878	171,878

Personnel Authorized	1.94	1.94	1.94	1.94
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Source of Funds:

General Fund	166,769	171,781	171,878	171,878
TOTAL:	166,769	171,781	171,878	171,878

City of La Verne

City Managers Office
Finance
Department

Accounting & Payroll

1405

Cost Center

Cost Center No.

Units of Measure

	2006-07	2007-08	2008-09	2009-10	Estimate 2010-11
Payroll Checks	6,800	6,850	6,400	6,400	5,400
Treasurer's Checks	5,500	5,400	5,300	5,200	5,100
Payroll Transactions	53,000	51,000	50,000	50,000	50,000
Invoices and Inventory requisitions	13,000	12,700	12,000	11,500	11,500
Purchase Orders	300	300	230	200	200
Payroll & Other Reports	550	550	550	550	550
Accounts Payable Trans.	18,000	17,000	18,000	15,500	15,000
Encumbrance Transactions	600	550	350	300	300

Personnel Services:

Staffing consists of .24 Accounting Manager, 1.00 Accountant and .70 Account Clerk III.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Funding levels as requested

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	16,812	17,279	17,279	17,279
Other Operating Costs	500	500	500	500
Capital Outlay	0	0	0	0
Total:	17,312	17,779	17,779	17,779

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

General Fund	17,312	17,779	17,779	17,779
TOTAL:	17,312	17,779	17,779	17,779

City of La Verne

City Managers Office
Finance

L.A. Impact Financial Services

1406

Department

Cost Center

Cost Center No.

Units of Measure

	2006-07	2007-08	2008-09	2009-10	Estimate 2010-11
LAIMPACT Checks	1,000	1,100	1,000	1,000	1,000
Invoices and Requisitions	1,500	1,400	1,300	1,300	1,300
Accounts Payable Trans.	1,900	1,800	1,700	1,600	1,600
Payroll Checks	193	182	182	182	182

Personnel Services:

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

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 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	162,461	162,024	162,354	162,354
Other Operating Costs	143,000	129,000	129,000	129,000
Capital Outlay	48,000	17,000	0	0
Total:	353,461	308,024	291,354	291,354

Personnel Authorized	1.60	1.60	1.60	1.60
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Source of Funds:

General Fund	353,461	308,024	291,354	291,354
TOTAL:	353,461	308,024	291,354	291,354

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager Department	Information Systems Summary Cost Center	1500 Series 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
<hr/>				
TOTAL FULL-TIME	1.60	1.60	1.60	1.60
<hr/>				
REGULAR PART-TIME				
<hr/>				
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
<hr/>				
TOTAL POSITIONS	1.60	1.60	1.60	1.60
<hr/>				
APPROPRIATIONS				
SALARIES & WAGES	119,615	118,085	118,085	118,085
<hr/>				
OVERTIME				
<hr/>				
BENEFIT COSTS	42,846	43,939	44,269	44,269
<hr/>				
TOTAL PERSONNEL SERVICES	162,461	162,024	162,354	162,354

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	27,141	26,925	26,981	26,981
Other Operating Costs	5,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	32,141	31,925	31,981	31,981

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

General Fund	32,141	31,925	31,981	31,981
TOTAL:	32,141	31,925	31,981	31,981

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

City of La Verne

City Manager's Office
Information Systems
Department

Mid-Range Computers

1502

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Work closely with current software vendors to develop new program interfaces for City Departments.
2. Provide Hardware and Software support and assistance to all midrange computer users.
3. Assist with support calls to current software vendors when 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	40,017	40,506	40,588	40,588
Other Operating Costs	70,000	70,000	70,000	70,000
Capital Outlay	0	0	0	0
Total:	110,017	110,506	110,588	110,588

Personnel Authorized	.40	.40	.40	.40
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Source of Funds:

General Fund	110,017	110,506	110,588	110,588
TOTAL:	110,017	110,506	110,588	110,588

City of La Verne

City Manager's Office
Information Systems
Department

Mid-Range Computers
Cost Center

1502
Cost Center No.

Units of Measure

	2006-2007	2007-2008	2008-2009	2009-2010	Est 2010-2011
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:

City Manager Recommendations

Funding levels as requested

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	82,029	81,130	81,294	81,294
Other Operating Costs	10,000	14,000	14,000	14,000
Capital Outlay	0	10,000	0	0
Total:	92,029	105,130	95,294	95,294

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

General Fund	92,029	105,130	95,294	95,294
TOTAL:	92,029	105,130	95,294	95,294

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers

Cost Center

1503

Cost Center No.

Units of Measure

	2006-2007	2007-2008	2008-2009	2009-2010	Est 2010-2011
PCs Supported	70	70	70	73	74
Servers Supported	8	9	9	9	6
Wide Area Network	5	5	5	6	8
Network Access Points	200	200	200	248	248
Printer-Laser	15	15	15	16	16
Printer-Inkjet	25	25	25	20	20

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

City Manager Recommendations

Delete capital outlay

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	13,274	13,463	13,491	13,491
Other Operating Costs	58,000	40,000	40,000	40,000
Capital Outlay	48000	7,000	0	0
Total:	119,274	60,463	53,491	53,491

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

General Fund	119,274	60,463	53,491	53,491
TOTAL:	119,274	60,463	53,491	53,491

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services

Cost Center

1504

Cost Center No.

Units of Measure

	2006-2007	2007-2008	2008-2009	2009-2010	Est 2010-2011
Lines Administered	146	148	150	150	39*
FAX Machines	9	9	9	9	10

* This change reflects the use of new technology for telecommunication transmission.

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:

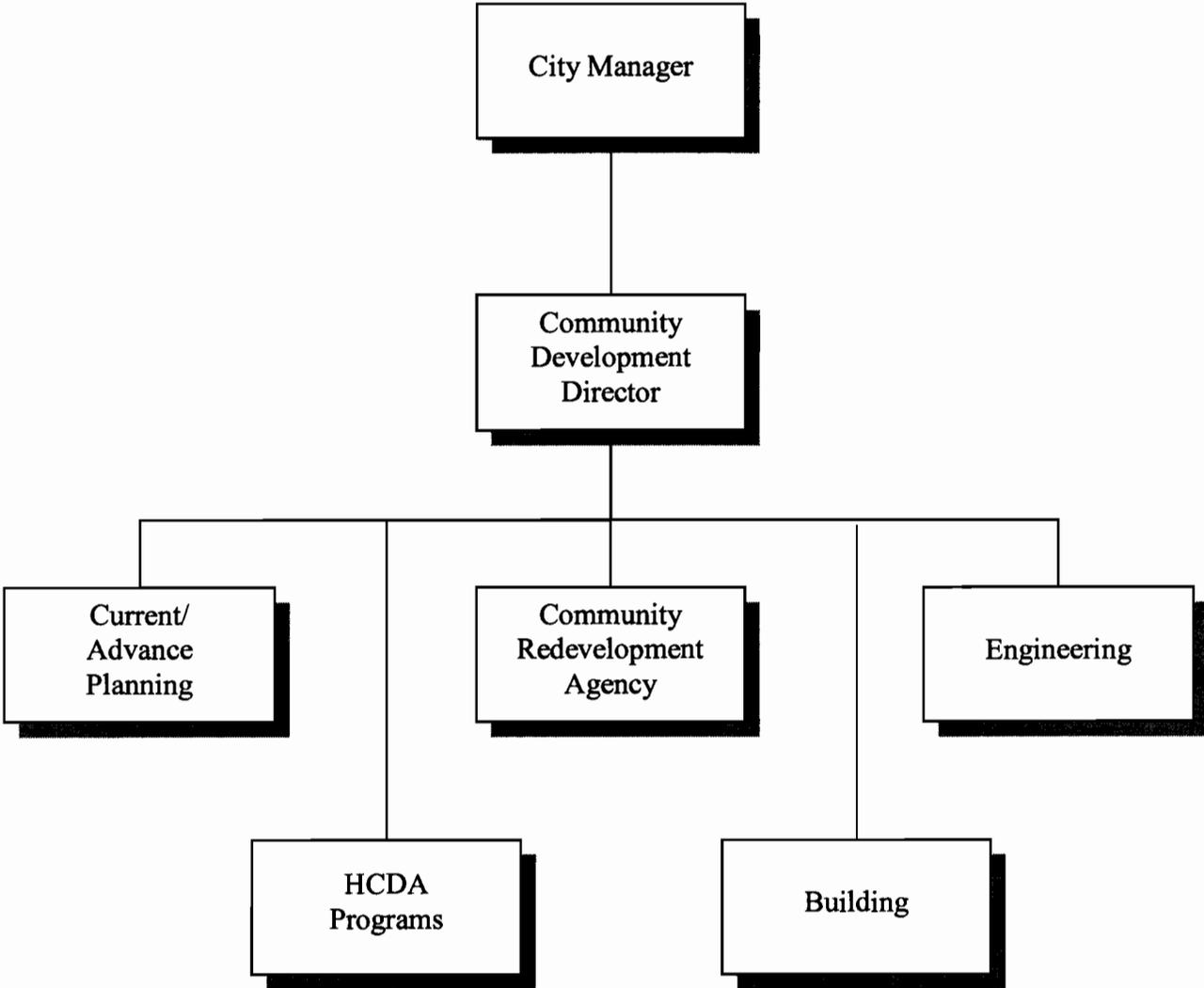
Requests include the addition of dedicated phones for the EOC facility.

City Manager Recommendations

Delete capital outlay

COMMUNITY DEVELOPMENT

**COMMUNITY DEVELOPMENT
DEPARTMENT**



City of La Verne

Budget Message 2010-2011 Fiscal Year

Community Development
Department

3000 Series
Cost Center No.

The Community Development Department continues its role in the oversight of balanced land use and economic development. Striving to create and maintain La Verne's "Quality of Life" is "Job #1." Economic development continues to be of vital importance and the greatest of challenges today. Significant reductions to local sales tax revenues, building permits, and impact fee revenues overall continue to challenge the City and this Department.

Reflecting these revenue shortfalls, Community Development has reduced its budget accordingly, with the following specific reductions:

- a) **Reduce Building Inspections and Plan Check Services-** Building inspections on Friday (when City Hall is closed) will be suspended, except for emergency circumstances and for critical economic development projects. In-house plan check services will be reduced, possibly resulting in increases to length of plan check turnaround and reduction to "over the counter" plan check/permit issuance.
- b) **Reallocate and Reduce Personnel Services-** Additional personnel cost expenditures are being shifted to the Redevelopment Agency budget where feasible; a short term solution given declining life of Agency and increasing State impacts to Agency budget resources.
- c) **Suspension of Less Essential Services and Programs-** The Housing Rehabilitation Grant Program (typically 25-30 annual recipients; typically seniors) will be suspended due to insufficient personnel to administer the program. A limited amount of emergency grants will remain available for bona fide emergency conditions. Other suspended programs will include the Community Design Awards, the digital records program, and all start-up General Plan Update funding.

These reductions follow the early retirements of two key Senior Planner positions in late 2009, without replacements.

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

- Adoption and State Certification 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.
- Completion of the new modern 40,000 sq.ft. University of La Verne (ULV) Student Center that will serve as the heart of the campus and major activity center for the University.
- Continuation of the Old Town/Gold Line Specific Plan, that will 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 Light Rail station.
- Construction continues on Magnolia Court, a 101-unit senior condominium complex on Foothill Boulevard that included significant in-lieu sales tax fees to the City.
- Completion of the Puddingstone Hill Specific Plan and EIR.
- Completion of new aviation-related industrial and office space at Brackett Airport.

City of La Verne

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

- Completion of the new Panera Bread Bakery and Café Restaurant at the northeast corner of Foothill Boulevard and Fruit Street, following demolition of the old Michael J's Restaurant.
- Completion of Magnolia Court, a 101-unit senior condominium complex on Foothill Boulevard.
- Consideration of a development for the vacant, 8-acre, Gillette property; former location of Foothill/Person Ford and Hyundai at the northeast corner of Foothill Boulevard and Bradford Street. A mixed use development is presently being evaluated that proposes a combination of retail commercial and higher density multi-family residential. Such a development requires comparison with an otherwise potential neighborhood shopping center for the property. Fiscal, Traffic, Environmental, and neighborhood review will be critical to this project consideration.
- Construction and completion of major renovations to the University of La Verne's Founders Hall (Morgan) Auditorium.
- Completion of the new Kiddie Academy Preschool and Daycare facility at 931 Baseline Road, near Foothill Boulevard.
- Construction of retail commercial space behind Grapevine Restaurant (at Moreno).
- Construction of new office developments for Lachner Construction (Foothill, near Wheeler) and M. Wilson Electrical (Sierra Way).
- Anticipated beginning construction of homes in three residential projects- the Estates at Worden Ranch, Live Oak Trails, and Puddingstone Hill.
- Consideration and potential construction of a new, larger In-N-Out restaurant at Foothill and D Street.
- Consideration of alternate restaurant uses following the recent closure of the Shell Service Station at Foothill Blvd. And Damien Ave.
- Major construction of the ozone water treatment facility at the MWD Weymouth Water Treatment Plant.
- Consideration of a significant business park/industrial development on the 23-acre MWD property on Puddingstone Drive (across from Brackett Airport).
- City Council appointment of two new Planning Commissioners by June 2011 to replace incumbent commissioners whose terms will be expiring.

This year's Community Development budget proposes a 21% reduction from last year's budget total, with program reductions as indicated above. 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

Community
Development
Department

Summary
Cost Center

3000
Series
Cost Center No.

Long-Term Objectives:

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

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	155,012	132,466	77,219	77,219
Other Operating Costs	418,100	318,100	308,200	308,200
Capital Outlay	0	0	0	0
Total:	573,112	450,566	385,419	385,419
Personnel Authorized	1.90	1.50	0.80	0.80
<u>Source of Funds:</u>				
General Fund	573,112	450,566	385,419	385,419
TOTAL:	573,112	450,566	385,419	385,419

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	.10	.10	.10	.10
Principal Planner	.20	.20	.10	.10
Senior Planner	.60	.00	.00	.00
Associate Planner	.20	.20	.20	.20
Assistant Planner	.20	.40	.10	.10
Admin. Secretary	.60	.60	.30	.30

TOTAL FULL-TIME	1.90	1.50	0.80	0.80
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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	1.90	1.50	0.80	0.80
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APPROPRIATIONS				
SALARIES & WAGES	113,468	94,846	55,635	55,635
OVERTIME	0	0	0	0
BENEFIT COSTS	41,544	37,620	21,584	21,584
TOTAL PERSONNEL SERVICES	155,012	132,466	77,219	77,219

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	22,529	22,748	22,771	22,771
Other Operating Costs	42,400	42,400	40,000	40,000
Capital Outlay	0	0	0	0
Total:	64,929	65,148	62,771	62,771

Personnel Authorized	0.25	0.25	0.25	0.25
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Source of Funds:

General Fund	64,929	65,148	62,771	62,771
TOTAL:	64,929	65,148	62,771	62,771

City of La Verne

Community
Development
Department

Planning Administration
Cost Center

3001
Cost Center No.

Units of Measure

	2007-08	2008-09	2009-2010	2010-2011 (est)
Meetings	50	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	2500	2600	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.

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
Cost Center

3002
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	41,417	36,842	23,003	23,003
Other Operating Costs	68,000	68,000	68,000	68,000
Capital Outlay	0	0	0	0
Total:	109,417	104,842	91,003	91,003
Personnel Authorized	0.50	0.40	0.25	0.25
Source of Funds:				
General Fund	109,417	104,842	91,003	91,003
TOTAL:	109,417	104,842	91,003	91,003

City of La Verne

Community Development Department	Planning Cost Center	3002 Cost Center No.
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<u>Units of Measure</u>	2007-08	2008-09	2009-2010	2010-2011 (est)
Conditional Use Permits	12	8	5	6
Environmental ND/EIR	10	4	3	4
GPA,ZC,Specific Plans	2	1	1	2
Subdivisions	3	1	1	1
Precise Plans	10	15	13	16
Variances	3	3	2	2
Ordinance Amendments	2	1	1	2
Tree Removal Permits	2	0	5	3
Development Agreements	1	0	0	1
Lot Line Adjustments	2	1	2	2

Personnel Services:

Personnel services includes salaries and benefits for Principal Planner (.10), Assoc.Planner (.10), and Assistant 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 citizen groups.
5. Continue to work toward the creation of a plan for Old Town that addresses potential Transit Oriented Development.
6. Undertake special projects as shown on the staff project list.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	68,718	50,128	15,319	15,319
Other Operating Costs	27,200	27,200	27,200	27,200
Capital Outlay	0	0	0	0
Total:	95,918	77,328	42,519	42,519

Personnel Authorized	0.90	0.60	0.15	0.15
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Source of Funds:				
General Fund	95,918	77,328	42,519	42,519

TOTAL:	95,918	77,328	42,519	42,519
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City of La Verne

Community
Development
Department

Planning Non-Deposit Projects

3003

Cost Center

Cost Center No.

<u>Units of Measure</u>	2007-2008	2008-2009	2009-2010	2010-2011 (est)
Environmental/Neg.Dec./Cat. Ex.	125	100	100	100
Precise Plan	50	36	35	35
Variance/Minor Exception	3	3	3	3
Counter Approvals	785	750	730	740
Certificate of Use & Occupancy	65	60	55	55
Lot Line Adj., Lot Merger	2	0	2	2
Classification of Use	2	3	1	2
Parcel Map	2	0	1	1
Zoning Verification	5	3	3	3
Zoning Amendment	2	1	2	2
Second Unit Permits	4	2	0	1
Mills Act Contracts	0	2	0	1
Special Event Permits	35	26	25	25

Personnel Services:

Personnel Services include salaries and benefits for Principal Planner (.10), Associate Planner (.10), Assistant Planner (.20) 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

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	22,348	22,748	16,126	16,126
Other Operating Costs	273,000	173,000	173,000	173,000
Capital Outlay	0	0	0	0
Total:	295,348	195,748	189,126	189,126

Personnel Authorized	0.25	0.25	0.15	0.15
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Source of Funds:				
General Fund	295,348	195,748	189,126	189,126

TOTAL:	295,348	195,748	189,126	189,126
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City of La Verne

Community Development Department	Building Insp/Code Enforcement			3004
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>	2007-08	2008-09	2009-2010	2010-2011 (est)
Building Permits	300	325	300	300
All Other Permits	575	430	450	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

Adjust personnel allocations

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	7,500	7,500	0	0
Capital Outlay	0	0	0	0
Total:	7,500	7,500	0	0
Personnel Authorized	0.00	0.00	0	0
Source of Funds:				
General Fund	7,500	7,500	0	0
TOTAL:	7,500	7,500	0	0

City of La Verne

Community
Development
Department

General Plan Update
Cost Center

3005
Cost Center No.

Units of Measure

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

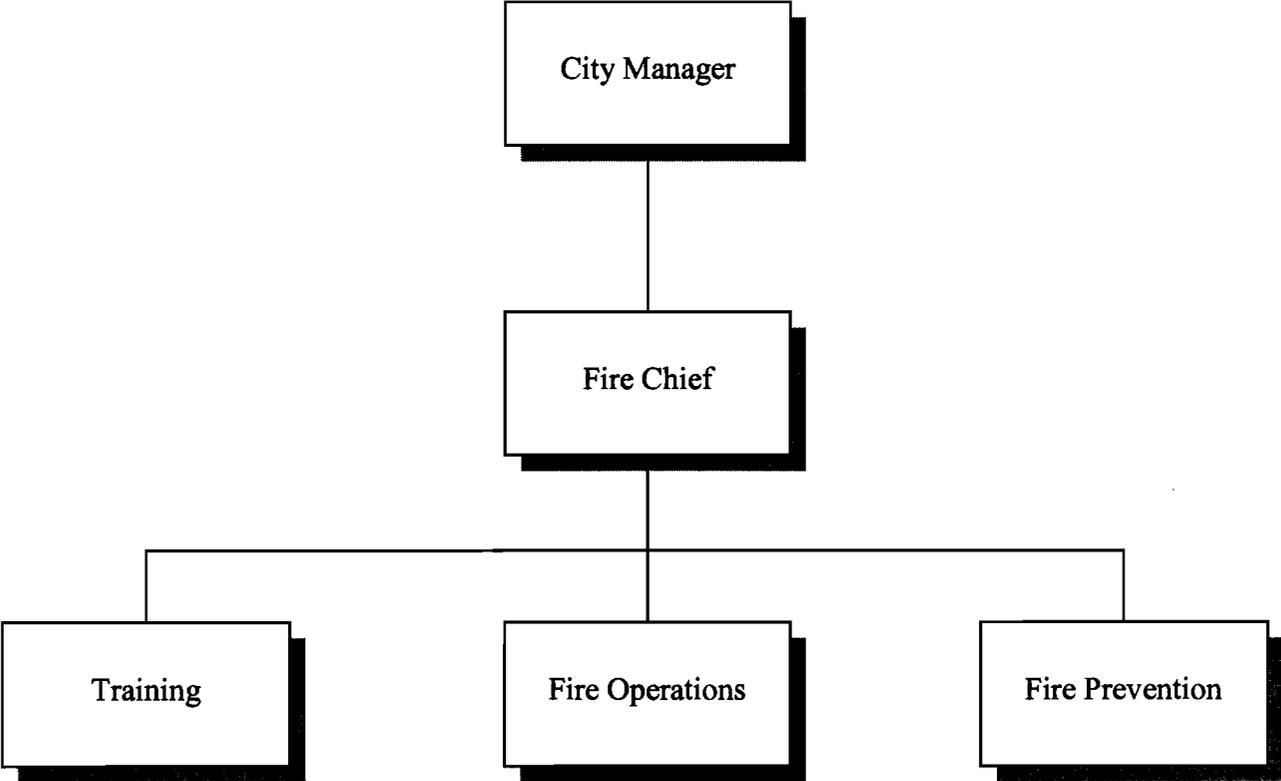
City Manager Recommendations

Delete other operating costs

City of La Verne

FIRE

FIRE DEPARTMENT



City of La Verne

BUDGET MESSAGE

2010 – 2011 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.

The Fire Department submitted a proposed budget to the City Manager that requested approximately \$150,000 less funding than the current year without any service reductions. The reduction was accomplished as a result of MOU negotiations, placing three personnel on the Deferred Retirement Option Program (DROP) and reducing operational expenditures.

In the first budget meeting, the City Manager and Fire staff agreed to \$99,000 in additional Departmental cuts without impacting services. This was accomplished by: 1) reducing the budgeted amount of overtime by \$25,000, 2) placing one Fire Captain in the DROP for one-half year and 3) all capital outlay requests were purchased this fiscal year, funded outside the General Fund or deferred.

The City Manager requested Fire staff to prepare a plan to cut an additional \$100,000. As a result of the budget workshop, that plan is being implemented. It is accomplished by temporarily reducing the number of FF/Paramedics on duty each day by one for approximately three and one-half months.

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	6,807,253	6,550,298	6,416,500	6,416,500
Other Operating Costs	430,883	420,527	420,527	420,527
Capital Outlay	103,582	125,682	101,082	101,082
Total:	7,341,718	7,096,507	6,938,109	6,938,109

Personnel Authorized	66	68	68	68
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Source of Funds:

General Fund	6,523,718	6,279,507	6,121,109	6,121,109
Paramedic Fund	688,000	687,000	687,000	687,000
Proposition 172/Public Safety Fund	130,000	130,000	130,000	130,000
TOTAL:	7,341,718	7,096,507	6,938,109	6,938,109

City of La Verne

DETAIL OF SALARIES & WAGES

FIRE	SUMMARY			2000 SERIES
Department	Cost Center			Cost Center No.
<hr/>				
<hr/>				
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	2	2	2
Deputy Chief	3	3	3	3
Administrative Battalion Chief	0	1	1	1
Administrative Officer	2	2	2	2
TOTAL REG. PART-TIME	30	32	32	32
<hr/>				
TOTAL POSITIONS	66	68	68	68
<hr/>				
APPROPRIATIONS				
SALARIES & WAGES	3,967,748	3,901,568	3,837,474	3,837,474
OVERTIME	898,735	806,135	779,395	779,395
BENEFIT COSTS	1,940,770	1,842,595	1,799,631	1,799,631
TOTAL PERSONNEL SERVICES	6,807,253	6,550,298	6,416,500	6,416,500

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	484,678	372,511	372,790	372,790
Other Operating Costs	54,205	39,000	39,000	39,000
Capital Outlay	0	8,000	0	0
Total:	538,883	419,511	411,790	411,790
Personnel Authorized	2.22	2.22	2.22	2.22
Source of Funds: General Fund	538,883	419,511	411,790	411,790
TOTAL:	468,832	419,511	411,790	411,790

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:	8,000	Large Building CFD Consultant Fees
Total:	<u>8,000</u>	

City Manager Recommendations

Adjust benefit costs in personnel services, and have CFD Consultant paid from Fund #252 Large Building CFD 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	2,795,741	2,738,888	2,691,158	2,691,158
Other Operating Costs	38,500	39,000	39,000	39,000
Capital Outlay	0	1,600	0	0
Total:	2,834,241	2,779,488	2,730,158	2,730,158
Personnel Authorized	15.38	15.38	15.38	15.38
<u>Source of Funds:</u>				
General Fund	2,834,241	2,779,488	2,730,158	2,730,158
TOTAL:	2,834,241	2,779,488	2,730,158	2,730,158

City of La Verne

FIRE	EMERGENCY SERVICES	2002
Department	Cost Center	Cost Center No.

Units of Measure:

	Calendar Year			
	2007	2008	2009	2010 (est.)
Number of Fire Calls	435	544	505	500
Number of Rescue Calls	2255	2373	2303	2300
Number of Freeway Calls	69	70	81	70

Personnel Services:

Reflects the salaries, benefits and overtime .85 of a Battalion Chief, 4.50 Captains, 5.33 Engineers and 4.70 FF/Paramedics for a total of 15.38.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests: 1,600 Gas Monitors

Total: 1,600

City Manager Recommendations

Delete capital outlay and reduce personnel service 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	61,304	59,659	59,544	59,544
Other Operating Costs	53,128	46,400	46,400	46,400
Capital Outlay	0	0	0	0
Total:	114,432	106,059	105,944	105,944

Personnel Authorized	0.25	0.25	0.25	0.25
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Source of Funds:				
General Fund	114,432	106,059	105,944	105,944
TOTAL:	114,432	106,059	105,944	105,944

City of La Verne

FIRE

FIRE APPRENTICE PROGRAM

2003

Department

Cost Center

Cost Center No.

Units of Measure

Calendar Year

2007

2008

2009

2010 (est.)

Duty Assignment
(Shifts worked)

572

587

584

620

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

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

City of La Verne

FIRE	TRAINING	2004
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Provide a program that:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	708,042	661,418	658,010	658,010
Other Operating Costs	9,500	11,800	11,800	11,800
Capital Outlay	2,500	7,000	0	0
Total:	720,042	680,218	669,810	669,810

Personnel Authorized	2.86	2.86	2.86	2.86
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<u>Source of Funds:</u>				
General Fund	720,042	680,218	669,810	669,810

TOTAL:	720,042	680,218	669,810	669,810
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City of La Verne

FIRE	TRAINING	2004
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2007	2008	2009	2010 (est.)
Full-Time Training Hours	9,238	9,154	10,711	10,000
Apprentice/Reserve Training Hours	1,186	790	1,180	1,100

Personnel Services:

Funding reflects the salaries, benefits and overtime for training fire personnel. .55 of a Battalion Chief, .63 of Captains, .77 of Engineers, .91 of Firefighters for a total of 2.86.

Other Operating Costs and Capital Outlay:

Represents expenditures for office supplies, training materials, photo supplies, subscriptions and dues, meeting/staff development.

Capital Outlay:

Requests:	7,000	Training Software
Total:	7,000	

City Manager Recommendations

Delete capital outlay and adjust benefit costs in personnel services.

City of La Verne

FIRE

STATION MAINTENANCE

2005

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To maintain the Fire Department facilities 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	223,969	228,871	221,987	221,987
Other Operating Costs	8,100	17,600	17,600	17,600
Capital Outlay	0	3,000	0	0
Total:	232,069	249,471	239,587	239,587
Personnel Authorized	1.29	1.29	1.29	1.29
Source of Funds:				
General Fund	232,069	249,471	239,587	239,587
TOTAL:	231,955	249,471	239,587	239,587

City of La Verne

FIRE	STATION MAINTENANCE			2005
Department	Cost Center			Cost Center No.

<u>Units of Measure</u>	<u>Calendar Year</u>			
	2007	2008	2009	2010
Station 1	9202	10352	10352	10352
Station 2	4892	4892	4892	4892
Station 3	4869	4869	4869	4869

Total square footage of buildings maintained.

Personnel Services:

Reflects the salaries, benefits and overtime for .25 of a Captain, .30 of an Engineer and .74 of a Firefighter/Paramedic for a total of 1.29.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	3,000	Storage Cabinets
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Total:	3,000	
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City Manager Recommendations

Delete capital outlay and reduce personnel service costs.

City of La Verne

FIRE	FIRE PREVENTION	2006
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	301,756	309,757	308,154	308,154
Other Operating Costs	6,700	6,700	6,700	6,700
Capital Outlay	0	0	0	0
Total:	308,456	316,457	314,854	314,854

Personnel Authorized	2.03	2.03	2.03	2.03
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Source of Funds:				
General Fund	308,456	316,457	314,854	314,854
TOTAL:	308,456	316,457	314,854	314,854

City of La Verne

FIRE	FIRE PREVENTION		2006	
Department	Cost Center		Cost Center No.	

Units of Measure

	2007	2008	2009	2010 (est.)
*Business Inspections	570	629	791	700
Construction plan checks	56	49	45	40
Fire investigations	67	69	70	70
Weed/Nuisance complaints	10	5	25	20
Permits	96	142	143	135
Classroom Fire Safety presentations	6	4	6	6
Fire Station Tours	15	6	12	12

* 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, .07 of an Engineer and .09 of a Firefighter/Paramedic, for a total of 2.03.

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

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

City of La Verne

FIRE

EMERGENCY PREPAREDNESS

2007

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	73,957	65,584	65,628	65,628
Other Operating Costs	8,300	7,800	7,800	7,800
Capital Outlay	0	0	0	0
Total:	82,257	73,384	73,428	73,428
Personnel Authorized	0.08	0.08	0.08	0.08
Source of Funds:				
General Fund	82,257	73,384	73,428	73,428
TOTAL:	82,257	73,384	73,428	73,428

City of La Verne

FIRE

EMERGENCY PREPAREDNESS

2007

Department

Cost Center

Cost Center No.

Units of Measure

	Calendar Year			
	2007	2008	2009	2010 (est.)
Emergency Preparedness Programs	3	3	3	3
Emergency Operations Center Exercise	2	2	1	2

Personnel Services:

Reflects the salaries, benefits and overtime of .03 of the Fire Chief and .05 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: None

City Manager Recommendations

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

City of La Verne

FIRE

PARAMEDIC SERVICES

2008

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

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

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

Operational Plans:

1. To respond to approximately 2,300 medical alarms and 500 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	1,946,760	1,895,729	1,827,578	1,827,578
Other Operating Costs	131,000	130,877	130,877	130,877
Capital Outlay	0	0	0	0
Total:	2,077,760	2,026,606	1,958,455	1,958,455
Personnel Authorized	10.70	10.70	10.70	10.70
Source of Funds:				
General Fund	1,389,760	1,339,606	1,271,455	1,271,455
Paramedic Fund	688,000	687,000	687,000	687,000
TOTAL:	2,077,760	2,026,606	1,958,455	1,958,455

City of La Verne

FIRE	PARAMEDIC SERVICES		2008	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2007	2008	2009	2010 (est.)
Calls for Service:	2,255	2,200	2,303	2,300
Community Events: (Job Fairs, School Programs, CPR Classes)	36	38	36	40
Syringe Recycling Program (Contacts)	740	788	963	975
Patients Transported (Total):	1,262	1,368	1,268	1,300
HAM Program	178	200	250	200

Personnel Services:

Funding reflects the salaries, benefits and overtime for 8.10 Firefighter/Paramedics, 1.90 of a Fire Engineer, .45 of a Captain and .25 of the Battalion Chief/EMS for a total of 10.70.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests: none

City Manager Recommendations

Reduce personnel service costs. Other operating funding as requested.

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	211,046	217,881	211,651	211,651
Other Operating Costs	121,450	121,350	121,350	121,350
Capital Outlay	101,082	106,082	101,082	101,082
Total:	433,578	445,313	434,083	434,083

Personnel Authorized	1.19	1.19	1.19	1.19
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Source of Funds:

General Fund	303,578	315,313	304,083	304,083
Proposition 172	130,000	130,000	130,000	130,000
TOTAL:	433,578	445,313	434,083	434,083

City of La Verne

FIRE

VEHICLE MAINTENANCE

2009

Department

Cost Center

Cost Center No.

Units of Measure

	Calendar Year			
	2007	2008	2009	2010
Staff Cars	3	3	4	4
Type I Pumper	3	4	3	3
Type III Pumper	1	1	1	1
Aerial Truck	1	1	1	1
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, .63 of an Engineer and .46 of a Firefighter/Paramedic for a total of 1.19.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	101,082	Engine 61 Lease (#4 of 5)
	5,000	Hose
Total:	<u>106,082</u>	

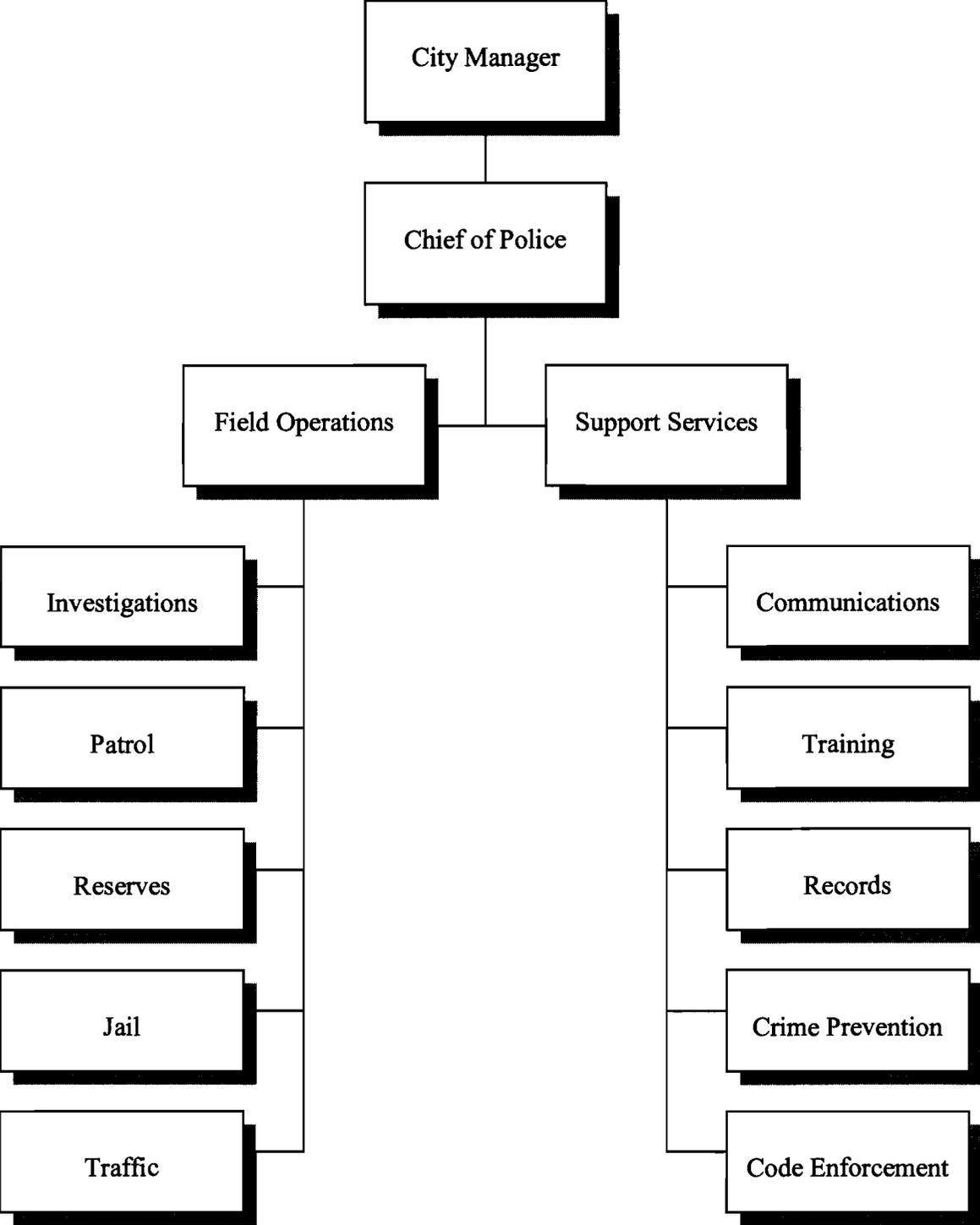
City Manager Recommendations

Reduce capital outlay and reduce personnel service costs.

City of La Verne

POLICE

POLICE DEPARTMENT



City of La Verne

Budget Message 2010-2011 Fiscal Year

POLICE

2500 SERIES

Department

Cost Center No.

The Police Department's budget was prepared with the goal of providing the highest level of service and protection to the community at an affordable cost.

In this year's budget there are several significant changes being proposed for adoption by City Council. In the initial budget review meeting with the City Manager, substantial reductions were made in sworn staffing levels. One captain's position and two police officer positions were eliminated. It is also anticipated that a sergeant may take advantage of an early retirement option which when combined with the previous staffing losses will reduce the number of budgeted sworn personnel from 45 to 41. Additional reductions were made in operational budgets and with the exception of an on-going lease payment; all capital outlay requests from the General Fund were eliminated.

In a subsequent budget review meeting, it was found that additional reductions were needed to meet budgetary limitations. Further department cuts include; withdrawing from the Foothill Air Support Team (FAST) program, elimination of funding for a full-time police clerk as well as a part-time communications officer, eliminating one contract parking enforcement officer, and removing a staff vehicle and a police motorcycle from service. Funding allocations for two part-time command post operator positions were also reduced.

The assignment of five officers to drug enforcement task forces is expected to continue. Officers previously hired to fill the vacancies of three task force officers are still funded through sources other than the General Fund. One task force officer is funded through a County managed State grant and a task force sergeant is partially funded through sources other than the General Fund.

The Bonita Unified School District will continue to fund a portion of the school resource officer assigned to serve all the schools in the City

City of La Verne

POLICE	SUMMARY	2500 SERIES
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

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

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

To increase community awareness of crime and law enforcement problems.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	9,863,699	10,128,224	9,314,804	9,314,804
Other Operating Costs	1,630,995	1,560,500	1,501,500	1,501,500
Capital Outlay	108,850	46,000	35,500	35,500
Total:	11,603,544	11,734,724	10,851,804	10,851,804

Personnel Authorized	78.50	77.50	72.50	72.50
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Source of Funds:

General Fund	9,006,731	9,627,271	8,674,960	8,674,960
Traffic Safety Fund	770,000	515,000	515,000	515,000
Narcotic Asset Forfeiture	885,547	600,686	621,353	621,353
Prop. 172	205,000	175,000	175,000	175,000
Bonita Unified School District	0	75,000	75,000	75,000
LA IMPACT	484,266	484,767	487,491	487,491
Supp. Law Enf./Block Grants	100,000	100,000	100,000	100,000
Office of Traffic Safety	0	0	46,000	46,000
Cal-MMET	152,000	157,000	157,000	157,000
TOTAL:	11,603,544	11,734,724	10,851,804	10,851,804

City of La Verne

DETAIL OF SALARIES & WAGES

POLICE Department	Summary Cost Center	2500 Series 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	1.00	1.00
Police Lieutenant	4.00	4.00	4.00	4.00
Police Sergeant	6.00	6.00	6.00	6.00
Corporal	16.00	16.00	15.00	15.00
Police Officer	17.00	16.00	15.00	15.00
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	4.00	4.00
Information Systems Tech/Specialist	1.00	1.00	1.00	1.00
Police Aide	1.00	1.00	1.00	1.00
Police Services Technician	1.50	1.50	1.50	1.50
Administrative Secretary	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	65.50	64.50	60.50	60.50
REGULAR PART-TIME/CONTRACT EMPLOYEES				
Communications Officer	2.00	2.00	1.00	1.00
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	12.00	12.00
TOTAL POSITIONS	78.50	77.50	72.50	72.50
APPROPRIATIONS				
SALARIES & WAGES	6,202,570	6,305,686	5,754,591	5,754,591
OVERTIME	615,225	650,116	650,116	650,116
BENEFIT COSTS	3,045,904	3,172,422	2,910,097	2,910,097
TOTAL PERSONNEL SERVICES	9,863,699	10,128,224	9,314,804	9,314,804

City of La Verne

POLICE
Department

Administration
Cost Center

2501
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	751,072	878,966	485,036	485,036
Other Operating Costs	350,000	350,000	408,000	408,000
Capital Outlay	0	0	0	0
Total:	1,101,072	1,228,966	893,036	893,036

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	1,101,072	1,228,966	893,036	893,036
TOTAL:	1,101,072	1,228,966	893,036	893,036

City of La Verne

POLICE

Administration

2501

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Reduce two full-time captain positions to one full-time equivalent position and adjust other operating costs for additional liability insurance.

City of La Verne

POLICE

Traffic Services

2502/2518

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	772,530	846,255	562,916	562,916
Other Operating Costs	215,000	215,000	153,000	153,000
Capital Outlay	0	1,000	0	0
Total:	987,530	1,062,255	715,916	715,916

Personnel Authorized	4.00 FT	4.00 FT	2.00 FT	2.00 FT
	4.00 PT	4.00 PT	4.00 PT	4.00 PT

Source of Funds:

General Fund	217,530	547,255	154,916	154,916
Traffic Safety Fund	770,000	515,000	515,000	515,000
OTS Grant	0	0	46,000	46,000

TOTAL:	987,530	1,062,255	715,916	715,916
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City of La Verne

POLICE	Traffic Services				2502/2518
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2006	2007	2008	2009	2010 est
Injury Accidents	114	90	94	94	95
Non-Injury Accidents	206	191	147	132	140
Hazardous Citations	2,465	1,819	2,159	1,503	1,600
Non-Hazardous Citations	1,282	1,026	1,133	1,147	1,200
Parking Citations	4,501	11,765	16,440	10,718	9,000
# of Crossing Guard locations	6	6	6	6	6
Temporary ONP* permits	15,060	22,278	36,600	37,004	38,000
Annual ONP* permits	326	358	388	372	375

*Overnight parking

Personnel Services:

Staffing consists of (1) lieutenant, (1) corporals, (4) non-sworn part-time police aides, (6) crossing guards (part-time temporary).

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:

\$1,000 Traffic accident reconstruction software

City Manager Recommendations

Adjust personnel allocations, reduce other operating costs and delete 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. Maintain professional in-service training requirements of the State Fire Marshal.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	699,695	724,383	657,844	657,844
Other Operating Costs	50,452	42,000	42,000	42,000
Capital Outlay	0	0	0	0
Total:	750,147	766,383	699,844	699,844

Personnel Authorized	7.00 FT 2.00 PT	7.00 FT 2.00 PT	7.00 FT 1.00 PT	7.00 FT 1.00 PT
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Source of Funds:

General Fund	750,147	766,383	699,844	699,844
TOTAL:	750,147	766,383	699,844	699,844

City of La Verne

POLICE	Communications				2503
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2006	2007	2008	2009	2010 est
Reports processed	5,323	5,029	4,594	4,387	4,470
Police & Fire calls for service	18,907	19,561	18,525	* 20,281	20,972
911 average answer speed	2.2 sec	2.3 sec	2.4 sec	* 3.9 sec	4.1 sec

* Increase due to receiving wireless 911 calls direct

Personnel Services:

Personnel costs consist of wages and benefits for (7) full-time and (1) part-time communications officers plus overtime when required.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Delete one part-time communications officer and adjust benefit costs in personnel services.

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	126,103	130,002	130,131	130,131
Other Operating Costs	40,000	42,000	40,000	40,000
Capital Outlay	0	0	0	0
Total:	166,103	172,002	170,131	170,131

Personnel Authorized	1.50 FT 0 PT	1.50 FT 0 PT	1.50 FT 0 PT	1.50 FT 0 PT
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Source of Funds:

General Fund	166,103	172,002	170,131	170,131
TOTAL:	166,103	172,002	170,131	170,131

City of La Verne

POLICE	Jail Services/Live Scan				2504/2520
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2006	2007	2008	2009	2010 est
Daily average # of bookings	4.9	5.5	4.7	3.6	4.1
Total # of bookings	2,343	2,001	1,723	1,350	1,527
# of trusties	18	15	19	38	40

Personnel Services:

Salary and benefits for (.50) full-time community services supervisor, (1) 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

Reduce other operating costs.

City of La Verne

POLICE

Personnel Development/Training

2505

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

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

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	20,963	21,659	21,658	21,658
Other Operating Costs	65,000	52,000	52,000	52,000
Capital Outlay	0	0	0	0
Total:	85,963	73,659	73,658	73,658

Personnel Authorized	.25 FT	.25 FT	.25 FT	.25 FT
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Source of Funds:

General Fund	85,963	73,659	73,658	73,658
TOTAL:	85,963	73,659	73,658	73,658

City of La Verne

POLICE	Personnel Development/Training				2505
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2006	2007	2008	2009	2010 est
P.O.S.T. reimbursed training hours	3,204	6,346	3,616	3,598	2,860
Other (non-reimbursed) training hours	2,381	2,880	2,176	2,141	1,600
Total training hours	5,585	9,226	5,792	5,739	4,460

Personnel Services:

Wages and benefits for (.25) police services technician.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Funding levels as requested.

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	339,274	357,706	300,457	300,457
Other Operating Costs	32,000	32,000	32,000	32,000
Capital Outlay	18,000	18,000	18,000	18,000
Total:	389,274	407,706	350,457	350,457

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

General Fund	389,274	407,706	350,457	350,457
TOTAL:	389,274	407,706	350,457	350,457

City of La Verne

POLICE

Records & Clerical

2506

Department

Cost Center

Cost Center No.

Units of Measure

	2006	2007	2008	2009	2010 est
Reports processed	5,323	5,029	4,594	4,367	4,150
Citations processed	11,597	14,610	19,732	13,368	14,000
Arrests processed	2,343	1,984	1,694	1,350	1,300

Personnel Services:

Provide wages and benefits for (1) records supervisor, (3) police clerks

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

\$18,000 Lease payment on (4) copiers

City Manager Recommendations

Delete one police clerk.

City of La Verne

POLICE

Patrol Services

2507

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	3,887,468	3,993,015	3,810,097	3,810,097
Other Operating Costs	441,043	445,000	417,000	417,000
Capital Outlay	0	0	0	0
Total:	4,328,511	4,438,015	4,227,097	4,227,097

Personnel Authorized	26.22 FT 0 PT	24.13 FT 0 PT	23.13 FT 0 PT	23.13 FT 0 PT
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Source of Funds:

General Fund	4,123,511	4,263,015	4,052,097	4,052,097
Prop. 172	205,000	175,000	175,000	175,000
TOTAL:	4,328,511	4,438,015	4,227,097	4,227,097

City of La Verne

POLICE

Patrol Services

2507

Department

Cost Center

Cost Center No.

Units of Measure

	2006	2007	2008	2009	2010 est
Calls for service	16,099	16,974	16,295	17,541	18,400
Average emergency response*	1.55 min	2.04 min	3.26 min	3.21 min	3.00 min
Arrests	2,343	2,001	1,694	1,350	1,300
Crime reports	5,323	5,029	4,594	4,387	4,300
8 major crimes reported	1,087	1,064	900	933	900

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

Personnel Services:

Personnel consists of (3) lieutenants, (4) sergeants, (7) corporals, (8.13) police officers, (.50) community services supervisor, (.50) school resource officer.

This cost center also provides premium overtime and court standby wages.

Scheduled minimum staffing consists of (1) lieutenant, (1) sergeant and (3) corporals and police officers.

Other Operating Costs and Capital Outlay:

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

CAPITAL OUTLAY:

None

City Manager Recommendations

Delete two vacant officer positions, adjust personnel allocations and reduce other operating costs.

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	1,711,337	1,735,019	1,897,511	1,897,511
Other Operating Costs	125,000	125,000	115,000	115,000
Capital Outlay	0	0	0	0
Total:	1,836,337	1,860,019	2,012,511	2,012,511
Personnel Authorized	12.00	12.00	13.00	13.00
Source of Funds:				
General Fund	1,694,337	1,703,019	1,855,511	1,855,511
Cal-MMET	142,000	157,000	157,000	157,000
TOTAL:	1,836,337	1,860,019	2,012,511	2,012,511

City of La Verne

POLICE	Investigations				2508/2517
Department	Cost Center				Cost Center No.
Units of Measure					
	2006	2007	2008	2009	2010 est
Cases assigned	3,799	3,679	3,216	3,397	3,500
Cleared	2,526	2,247	2,210	2,411	2,530
Active	201	627	125	66	70
Inactive	382	742	865	889	915
Part I clearance rate	34%	31%	30%	30%	30%

Personnel Services:

Wages and benefits for (1) sergeant, (5) investigators, (1) narcotics taskforce sergeant, (4) narcotics taskforce 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:

None

City Manager Recommendations

Adjust personnel allocations and reduce other operating costs.

City of La Verne

POLICE

Police Reserve Program

2509

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Recruit, hire, and train reserve officers, striving to increase the number of reserve officers in the program.
2. To continue to utilize reserve officers in such a capacity on patrol and in the station to supplement duties normally performed by regular officers.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	20,000	20,000	20,000
Other Operating Costs	12,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	12,000	25,000	25,000	25,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	12,000	25,000	25,000	25,000
TOTAL:	12,000	25,000	25,000	25,000

City of La Verne

POLICE	Police Reserve Program				2509
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2006	2007	2008	2009	2010 est
# of reserve officers	13	16	16	16	23
Training hours provided as P.O.S.T. standards	1,402	902	2,156	1,944	1,950
Reserve officers work hours - Volunteer	3,041	4,537	4,456	4,864	4,900

Personnel Services:

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	200,237	203,676	204,538	204,538
Other Operating Costs	37,500	37,500	32,500	32,500
Capital Outlay	0	0	0	0
Total:	237,737	241,176	237,038	237,038
Personnel Authorized	1.75 FT	1.75 FT	1.75 FT	1.75 FT
Source of Funds:				
General Fund	237,737	166,176	162,038	162,038
Bonita Unified School District	0	75,000	75,000	75,000
TOTAL:	237,737	241,176	237,038	237,038

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department	Cost Center			Cost Center No.	
Units of Measure	2006	2007	2008	2009	2010 est
Crime prevention, citizen awareness, and public safety programs	65	65	65	65	65
School programs for young people	65	65	65	65	65
School resource officer Student counseling/contacts	665	1,000	800	900	900
R.S.V.P. volunteer hours	6,445	7,506	6,910	6,171	6,500

Personnel Services:

Provide wages and benefits for (.50) school resource police officer, (1) police services coordinator, and (.25) 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

Reduce other operating costs.

City of La Verne

POLICE

Supplemental Law Enforcement Fund

2512

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	117,709	118,566	119,619	119,619
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	117,709	118,566	119,619	119,619

Personnel Authorized	.87 FT	.87 FT	.87 FT	.87 FT
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Source of Funds:

General Fund	17,709	18,566	19,619	19,619
Supplemental State Law Enforcement Fund	100,000	100,000	100,000	100,000

TOTAL:	117,709	118,566	119,619	119,619
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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 (.87) Police Officer.

Other Operating Costs and Capital Outlay:

Capital Outlay:

None

City Manager Recommendations

Adjust benefit costs in personnel services.

City of La Verne

POLICE

Police Asset Forfeiture Account

2514

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To follow federal and state guidelines for the expenditure of asset forfeiture funds which includes replacement officers for 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	664,697	525,686	528,853	528,853
Other Operating Costs	130,000	75,000	75,000	75,000
Capital Outlay	90,850	0	17,500	17,500
Total:	885,547	600,686	621,353	621,353

Personnel Authorized	3.00 FT	3.00 FT	3.00 FT	3.00 FT
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Source of Funds:

Narcotic Confiscation Fund	885,547	600,686	621,353	621,353
TOTAL:	885,547	600,686	621,353	621,353

City of La Verne

POLICE

Police Asset Forfeiture Account

2514

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Wages and benefits for (3) police officers assigned to the Patrol Division. These officers are replacements for (3) task force officers assigned to narcotics interdiction. .42% funds the remaining balance of a stipend to provide for the total wages and benefits of a sergeant assigned to a narcotic interdiction taskforce.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Adjust benefit costs in personnel services and increase funding for 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	88,348	88,524	88,653	88,653
Other Operating Costs	130,000	137,000	130,000	130,000
Capital Outlay	0	27,000	0	0
Total:	218,348	252,524	218,653	218,653
Personnel Authorized	1.00 FT	1.00 FT	1.00 FT	1.00 FT
Source of Funds:				
General Fund	218,348	252,524	218,653	218,653
TOTAL:	218,348	252,524	218,653	218,653

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

Capital Outlay:

\$ 7,500 (3) Workstations / Monitors
\$11,500 Backup Solution Software
\$ 8,000 Anti-Spam Solution Software

City Manager Recommendations

Reduce other operating costs and fund a portion of capital outlay items from asset forfeiture monies.

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	484,266	484,767	487,491	487,491
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	484,266	484,767	487,491	487,491

Personnel Authorized	7.00	7.00	7.00	7.00
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Source of Funds:				
LA IMPACT	484,266	484,767	487,491	487,491

TOTAL:	484,266	484,767	487,491	487,491
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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

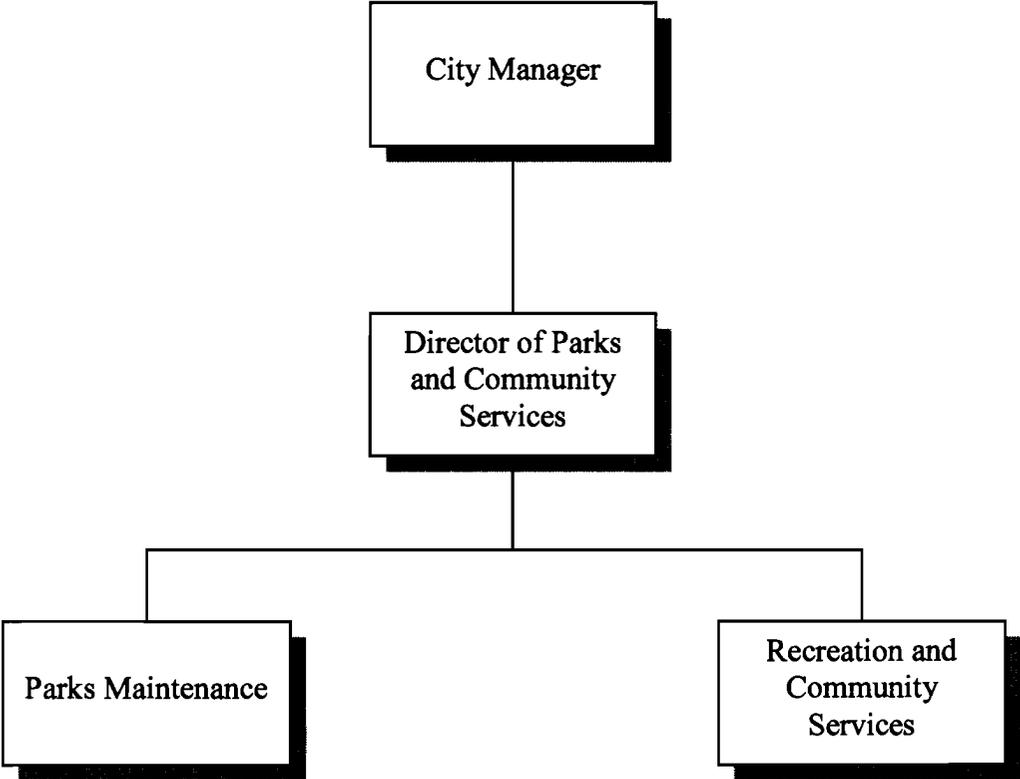
City Manager Recommendations

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

City of La Verne

PARKS AND COMMUNITY SERVICES

**PARKS AND COMMUNITY SERVICES
DEPARTMENT**



City of La Verne

BUDGET MESSAGE

2010 - 2011 Fiscal Year

Parks and Community Services

5100, 5200, 5300, 5700, 6000

Department

Cost Center Number

The Parks and Community Services Department will 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 budgets.

The Parks maintenance division requested an additional \$25,000 in tree maintenance, which provides for the trimming of 250 more trees. All other areas will remain the same.

The City Manager's review resulted in the tree trimming budget being reduced by \$100,000. This will result in the division trimming 1,000 less trees. Also, as a result of the May budget workshop, an additional \$30,000 was estimated from Parks maintenance for part-time staff. This will result in a decrease in trash pick up in public areas, bus stops, and parks. There will also be a loss of assistance for some community and department special events.

With the potential retirement of the Parks Manager's, the opportunity to move the Parks Maintenance operations to Public Works is being evaluated and could result in further savings in the coming years.

The only Parks capital improvement projects included in this year's request is the installation of a tot lot at Wheeler Avenue Park which was not funded, due to a lack of funds in the Parks Development Fund.

This year's Community Services request included a reduction in the number of days for recreation swim. 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 (swim classes), senior citizen's programs, fee and charge classes, and facility rentals.

The City Manager's review resulted in the loss of the remaining recreational swim and lap swim days which reduced requests by an additional \$37,000.

While funds were not allocated for construction of the Veterans Memorial, the project will be funded through donations and fundraising.

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	1,551,387	1,543,625	1,364,085	1,364,085
Other Operating Costs	1,953,812	1,916,098	1,811,098	1,811,098
Capital Outlay	0	0	0	0
Total:	3,505,199	3,459,723	3,175,183	3,175,183

Personnel Authorized	24.82	24.24	22.24	22.24
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Source of Funds:

General Fund	2,989,905	2,943,529	2,658,969	2,658,969
Maint. Assessment Districts	503,216	503,997	504,032	504,032
Maint. District 84-1M	12,078	12,197	12,182	12,182

TOTAL:	3,505,199	3,459,723	3,175,183	3,175,183
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City of La Verne

DETAIL OF SALARIES & WAGES

Parks & Community Services Department	SUMMARY Cost Center	5100, 5200, 5300 5700 & 6000 Cost Center No.
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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
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	3.00	2.00	2.00	2.00
Parks Maintenance Worker II	2.00	2.00	3.00	3.00
Parks Maintenance Worker III	1.00	1.00	.00	.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 Aide	.42	.00	.00	.00

TOTAL FULL-TIME	12.29	10.87	10.87	10.87
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REGULAR PART-TIME

Recreation Coordinator	3.00	1.00	1.00	1.00
Recreation Specialist I	1.00	3.00	3.00	3.00
Recreation Specialist II	1.00	1.00	1.00	1.00
Administrative Clerk II	1.37	1.37	1.37	1.37
Clerical Assistant I	1.00	1.00	1.00	1.00
Clerical Assistant II	1.00	1.00	1.00	1.00
Administrative Clerk I	0.80	1.00	1.00	1.00
Parks Maintenance Worker I	1.00	1.00	1.00	1.00
Parks Worker I	0.00	0.00	.00	.00
Parks Worker II	1.36	2.00	1.00	1.00
Parks Worker III	1.00	1.00	.00	.00

TOTAL REG. PART-TIME	12.53	13.37	11.37	11.37
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TOTAL POSITIONS	24.82	24.24	22.24	22.24
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APPROPRIATIONS

SALARIES & WAGES	1,190,355	1,188,706	1,045,335	1,045,335
OVERTIME	0	0	0	0
BENEFIT COSTS	361,032	354,919	318,750	318,750
TOTAL PERSONNEL SERVICES	1,551,387	1,543,625	1,364,085	1,364,085

City of La Verne

Parks Maintenance
Division
Department

Summary
Cost Center

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

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	828,822	831,980	692,850	692,850
Other Operating Costs	1,310,460	1,327,773	1,227,773	1,227,773
Capital Outlay	0	0	0	0
Total:	2,139,282	2,159,753	1,920,623	1,920,623

Personnel Authorized	12.23	12.62	11.47	11.47
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Source of Funds:

General Fund	1,623,988	1,643,559	1,404,409	1,404,409
Maint. District Assessments	503,216	503,997	504,032	504,032
84-1M Assessments	12,078	12,197	12,182	12,182

TOTAL:	2,130,536	2,159,753	1,920,623	1,920,623
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City of La Verne

DETAIL OF SALARIES & WAGES

Combined Parks Division Department	SUMMARY			5100, 5200, 5300 & 5700 Series Cost Center No.
	Cost Center			
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
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	3.00	2.00	2.00	2.00
Parks Maintenance Worker II	2.00	2.00	3.00	3.00
Parks Maintenance Worker III	1.00	1.00	.00	.00
Maintenance Supervisor	.05	.05	.05	.05
TOTAL FULL-TIME	9.47	8.47	8.47	8.47
REGULAR PART-TIME				
Parks Maintenance Worker I	1.00	1.00	1.00	1.00
Parks Worker II	1.36	2.00	1.00	1.00
Clerical Assistant II	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	3.36	4.00	3.00	3.00
TOTAL POSITIONS	12.83	12.47	11.47	11.47
APPROPRIATIONS				
SALARIES & WAGES	567,429	571,546	466,364	466,364
OVERTIME	0	0	0	0
BENEFIT COSTS	261,393	260,434	226,486	226,486
TOTAL PERSONNEL SERVICES	828,822	831,980	692,850	692,850

City of La Verne

Parks Maintenance Division	Summary	5100 & 5200
Department	Cost Center	Series
		Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	23,436	24,336	24,356	24,356
Other Operating Costs	571,858	561,858	561,858	561,858
Capital Outlay	0	0	0	0
Total:	595,294	586,194	586,214	586,214

Personnel Authorized	.18	.18	.18	18
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Source of Funds:

General Fund	80,000	70,000	70,000	70,000
Maint. Assessment Districts	503,216	503,997	504,032	504,032
Maint. District 84-1M	12,078	12,197	12,182	12,182
TOTAL:	595,294	586,194	586,214	586,214

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	80,000	70,000	70,000	70,000
Capital Outlay	0	0	0	0
Total:	80,000	70,000	70,000	70,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	80,000	70,000	70,000	70,000
TOTAL:	80,000	70,000	70,000	70,000

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
Department

Summary

5200 Series

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	23,436	24,336	24,356	24,356
Other Operating Costs	491,858	491,858	491,858	491,858
Capital Outlay	0	0	0	0
Total:	515,294	516,194	516,214	516,214

Personnel Authorized	0.18	0.18	0.18	0.18
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Source of Funds:

Landscape Maintenance				
Maint. Assessment Districts	503,317	503,997	504,032	504,032
Maint. District 84-1M	11,977	12,197	12,182	12,182
TOTAL:	515,294	516,194	516,214	516,214

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	4,967	5,088	5,071	5,071
Other Operating Costs	7,111	7,111	7,111	7,111
Capital Outlay	0	0	0	0
Total:	12,078	12,199	12,182	12,182

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

Maint. District 84-1M	12,078	12,199	12,182	12,182
TOTAL:	12,078	12,199	12,182	12,182

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>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</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 provide 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 Road. 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, and weed control.

	Current Budget	Department Request	Manager Recommendation	Council Approved
Budget Distribution				
Personnel Services	1,421	1,481	1,484	1,484
Other Operating Costs	4,289	4,289	4,289	4,289
Capital Outlay	0	0	0	0
Total:	5,710	5,770	5,773	5,773
Personnel Authorized				
	.01	.01	.01	.01
Source of Funds:				
Maint. Assessment Districts	5,710	5,770	5,773	5,773
TOTAL:	5,710	5,770	5,773	5,773

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>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Acres of Landscape Maintained	1/4 Acre	1/4 Acre	1/4 Acre	1/4 Acre

Personnel Services:

Personnel services provide wages and benefits for 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

Wheeler Avenue 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, Liquidamber, and Canary Island Pine trees.

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,421	1,481	1,484	1,484
Other Operating Costs	7,498	7,498	7,498	7,498
Capital Outlay	0	0	0	0
Total:	8,919	8,979	8,982	8,982
Personnel Authorized	.01	.01	.01	.01
<u>Source of Funds:</u>				
Maint. Assessment Districts	8,919	8,979	8,982	8,982
TOTAL:	8,919	8,979	8,982	8,982

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Wheeler Avenue and Tabor Lane
Assessment District #3
Cost Center

5203
Cost Center No.

Units of Measure:

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Acres of Landscape Maintained	1/5 Acre	1/5 Acre	1/5 Acre	1/5 Acre

Personnel Services:

Personnel services provide 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

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, and weed control.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	4,262	4,441	4,450	4,450
Other Operating Costs	220,614	220,614	220,614	220,614
Capital Outlay	0	0	0	0
Total:	224,876	225,055	225,064	225,064
Personnel Authorized	.03	.03	.03	.03
<u>Source of Funds:</u>				
Landscape Maintenance District Assessments	224,876	225,055	225,064	225,064
TOTAL:	224,876	225,055	225,064	225,064

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>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Acres of Landscape Maintained	18 Acres	18 Acres	18 Acres	18 Acres

Personnel Services:

Personnel services provide 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 Street & Fruit Street
Assessment District #6
Cost Center

5206
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 #6 is located on Fruit Street between Bowdoin Street and Amherst Street. 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 and weed control.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,421	1,481	1,484	1,484
Other Operating Costs	8,495	8,495	8,495	8,495
Capital Outlay	0	0	0	0
Total:	9,916	9,976	9,979	9,979
Personnel Authorized	.01	.01	.01	01
<u>Source of Funds:</u>				
Landscape Maintenance District Assessments	9,916	9,976	9,979	9,979
TOTAL:	9,916	9,976	9,979	9,979

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Amherst Street & Fruit Street
Assessment District #6
Cost Center

5206
Cost Center No.

Units of Measure:

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Acres of Landscape Maintained	1/10 Acre	1/10 Acre	1/10 Acre	1/10 Acre

Personnel Services:

Personnel services provide 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, and weed control.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,421	1,481	1,484	1,484
Other Operating Costs	21,431	21,431	21,431	21,431
Capital Outlay	0	0	0	0
Total:	22,852	22,912	22,915	22,915

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

Maint. Assessment Districts	22,852	22,912	22,915	22,915
TOTAL:	22,852	22,912	22,915	22,915

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>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Acres of Landscape Maintained	1/10 Acre	1/10 Acre	1/10 Acre	1/10 Acre

Personnel Services:

Personnel services provide 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 and weed control.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,421	1,481	1,484	1,484
Other Operating Costs	148,900	148,900	148,900	148,900
Capital Outlay	0	0	0	0
Total:	150,321	150,381	150,384	150,384

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

Maint. Assessment Districts	150,321	150,381	150,384	150,384
TOTAL:	150,321	150,381	150,384	150,384

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>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Acres of Landscape Maintained	16 Acres	16 Acres	16 Acres	16 Acres

Personnel Services:

Personnel services provide 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 and weed control.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	7,102	7,402	7,415	7,415
Other Operating Costs	73,520	73,520	73,520	73,520
Capital Outlay	0	0	0	0
Total:	80,622	80,922	80,935	80,935

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

Landscape Maintenance District Assessments	80,622	80,922	80,935	80,935
TOTAL:	80,622	80,922	80,935	80,935

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>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Acres of Landscape Maintained	7 Acres	7 Acres	7 Acres	7 Acres

Personnel Services:

Personnel services provide 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

Cost Center

5300 & 5700
Series

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	805,386	807,644	668,494	668,494
Other Operating Costs	738,602	765,915	665,915	665,915
Capital Outlay	0	0	0	0
Total:	1,543,988	1,573,559	1,334,409	1,334,409

Personnel Authorized	12.65	12.29	11.29	11.29
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Source of Funds:

General Fund	1,543,988	1,573,559	1,334,409	1,334,409
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TOTAL:	1,543,988	1,573,559	1,334,409	1,334,409
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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 an emergency response system for 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	99,241	108,775	78,310	78,310
Other Operating Costs	172,687	200,000	100,000	100,000
Capital Outlay	0	0	0	0
Total:	271,928	308,775	178,310	178,310
Personnel Authorized	2.2	1.45	1.28	1.28
<u>Source of Funds:</u>				
General Fund	271,928	308,775	178,310	178,310
TOTAL:	271,928	293,737	178,310	178,310

City of La Verne

Parks Division

Street Tree Maintenance

5303

Department

Cost Center

Cost Center No.

Units of Measure:

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Number of Banners Hung	155	155	155
Number of Trees Planted	50	50	50
Number of Trees Removed	100	100	100
Number of Trees Pruned	1,400	1,450	1,500
Number of Trees Root-pruned	15	15	20

Personnel Services:

Other Operating Costs and Capital Outlay:

Operating costs are for a tree maintenance contract.

City Manager Recommendations:

Adjust personnel services and reduce other operating costs for contract 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 routine 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				
Total:	15,000	15,000	15,000	15,000
Personnel Authorized	0	0	0	0
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
Cost Center

5305

Cost Center No

Units of Measure:

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Acres of Landscape Maintained	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	376,991	368,790	318,870	318,870
Other Operating Costs	468,412	468,412	468,412	468,412
Capital Outlay	0	0	0	0
Total:	845,403	837,202	787,282	787,282

Personnel Authorized	5.68	5.17	4.76	4.76
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Source of Funds:

General Fund	845,403	837,202	787,282	787,282
TOTAL:	845,403	837,202	787,282	787,282

City of La Verne

Parks Division

Active Parks Facility Maintenance

5700 Series

Department

Cost Center

Active Facilities

Cost Center No.

Estimated Units of Measure:

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</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 provide 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 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:

Reduce personnel services for part-time.

City of La Verne

Parks Division

Passive Parks Facility Maintenance

5700 Series

Department

Cost Center

Passive Facilities

Cost Center No.

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; (During winter season, every other 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	168,028	168,174	133,874	133,874
Other Operating Costs	42,695	42,695	42,695	42,695
Capital Outlay	0	0	0	0
Total:	210,723	210,869	176,569	176,569
Personnel Authorized	2.33	2.83	2.62	2.62
<u>Source of Funds:</u>				
General Fund	210,723	210,869	176,569	176,569
TOTAL:	210,723	235,911	176,569	176,569

City of La Verne

Parks Division

Passive Parks Facility Maintenance

5700 Series
Passive Facilities
Cost Center No.

Department

Cost Center

Units of Measure:

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</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:

Reduce personnel services for part-time.

City of La Verne

Parks Division

Other Parks Facility Maintenance

5700 Series

Department

Cost Center

Other Facilities

Cost Center No.

Long-Term Objectives:

To maintain a "C" level of service for the following miscellaneous City park 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; (During winter season, every other 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	161,126	161,905	137,440	137,440
Other Operating Costs	39,808	39,808	39,808	39,808
Capital Outlay	0	0	0	0
Total:	200,934	201,713	177,248	177,248
Personnel Authorized	2.44	2.84	2.63	2.63
<u>Source of Funds:</u>				
General Fund	200,934	201,713	177,248	177,248
TOTAL:	200,934	201,713	177,248	177,248

City of La Verne

Parks Division

Other Parks Facility Maintenance

5700 Series

Department

Cost Center

Other Facilities

Cost Center No.

Estimated Units of Measure:

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
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

Personnel Services:

Personnel services provide wages and benefits for: Parks Manager; Parks Supervisor; Parks Leadworker; Parks Maintenance Worker I; Parks Maintenance Worker II; and part-time personnel.

Other Operating Costs:

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

City Manager Recommendations:

Reduce personnel services for part-time.

City of La Verne

Community Services
Division
Department

Summary
Cost Center

6000 Series
Cost Center No

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	722,565	711,645	671,235	671,235
Other Operating Costs	643,352	588,325	583,325	583,325
Capital Outlay	0	0	0	0
Total:	1,365,917	1,299,970	1,254,560	1,254,560

Personnel Authorized	11.99 including part-time	11.77 including part-time	10.77 including part-time	10.77 including part-time
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Source of Funds:

General Fund	1,365,917	1,299,970	1,254,560	1,254,560
TOTAL:	1,365,917	1,299,970	1,254,560	1,254,560

City of La Verne

DETAIL OF SALARIES & WAGES

Community Services
Division

SUMMARY

6000 Series

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Parks & Community Services Director	.40	.40	.40	.40
Administrative Aide	.42	.00	.00	.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	2.82	2.40	2.40	2.40
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REGULAR PART-TIME

Recreation Coordinator	3.00	1.00	1.00	1.00
Recreation Specialist II	1.00	1.00	1.00	1.00
Administrative Clerk II	1.37	1.37	1.37	1.37
Administrative Clerk I	.80	1.00	1.00	1.00
Parks Worker III	1.00	1.00	.00	.00
Clerical Assistant I	1.00	1.00	1.00	1.00
Clerical Assistant II	.00	.00	.00	.00
Recreation Specialist I	1.00	3.00	3.00	3.00

TOTAL REG. PART-TIME	9.17	9.37	8.37	8.37
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TOTAL POSITIONS	11.99	11.77	10.77	10.77
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APPROPRIATIONS

SALARIES & WAGES	622,926	617,160	578,971	578,971
OVERTIME	0	0	0	0
BENEFIT COSTS	99,639	94,485	92,264	92,264
TOTAL PERSONNEL SERVICES	722,565	711,645	671,235	671,235

City of La Verne

Community Services
Division
Department

Administration
Cost Center

6001

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	151,568	129,303	129,432	129,432
Other Operating Costs	20,000	35,000	35,000	35,000
Capital Outlay	0	0	0	0
Total:	171,568	164,303	164,432	164,432

Personnel Authorized	3.19	1.77	2.77	2.77
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Source of Funds:

General Fund	171,568	164,303	164,432	164,432
TOTAL:	171,568	164,303	164,432	164,432

City of La Verne

Community Services
Division
Department

Administration
Cost Center

6001
Cost Center No.

Units of Measure:

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Funding levels as requested.

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	211,921	199,494	189,255	189,255
Other Operating Costs	216,328	214,000	214,000	214,000
Capital Outlay	0	0	0	0
Total:	428,249	413,494	403,255	403,255

Personnel Authorized	1.00	1.00	1.00	1.00
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Source of Funds.

General Fund	428,249	413,494	403,255	403,255
TOTAL:	428,249	413,494	403,255	403,255

City of La Verne

Community Services
 Division
 Department

Recreation Programs
 Cost Center

6002-6006
 Series
 Cost Center No.

Estimated Units of Measure:

	2009/10			2010/11		
	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	\$ 12,000	36 Teams	540	\$12,000
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	14 Teams	340	\$14,000	14 Teams	340	\$14,000
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 personnel.

Personnel includes sports and excursion 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:

Funding levels as requested after reduction in part-time 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 and Veterans' Hall 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 picnics, 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	227,879	272,930	248,682	248,682
Other Operating Costs	134,260	142,125	137,125	137,125
Capital Outlay	0	0	0	0
Total:	362,139	415,055	385,807	385,807

Personnel Authorized	7.00	6.00	6.00	6.00
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Source of Funds:

General Fund	362,139	415,055	385,807	385,807
TOTAL:	362,139	415,055	385,807	385,807

City of La Verne

Community Services
Division
Department

Facility Rentals
Cost Center

6100 Series
Cost Center No.

Estimated Units of Measure:

	2009/10			2009/10		
	Rentals	Partic.	Revenue	Rentals	Partic.	Revenue
Community Center	132	33,700	\$ 75,000	88	22,500	\$ 50,000
Veterans' Hall	10	800	5,000	15	1,200	\$6,460
Oak Mesa	0	0	0	0	0	0
Park Rentals	125	1,025	\$ 8,000	125	1,025	\$ 8,000

Personnel Services:

Personnel services provide 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 funding for part-time personnel services and other operating costs.

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 fifth grade parties, company picnics, church groups, club teams, etc.

Operational Plans:

- 1 - To offer basic through advanced swimming and diving instruction.
- 2 - To offer instruction in water and pool safety.
- 3 - To offer the community specialized water classes such as water aerobics, and private swim lessons.
- 4 - To operate a successful youth swim team - the La Verne Gators.
- 5 - To coordinate the use of the pool with Bonita High School and the University of La Verne.
- 6 - To offer 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	118,780	98,116	92,064	92,064
Other Operating Costs	235,864	165,000	165,000	165,000
Capital Outlay	0	0	0	0
Total:	354,644	263,116	257,064	257,064
Personnel Authorized	1.00	1.00	1.00	1.00
<u>Source of Funds:</u>				
General Fund	354,644	263,116	257,064	257,064
TOTAL:	354,644	263,116	257,064	257,064

City of La Verne

Community Services
Division
Department

Swimming Pool
Cost Center

6200 Series
Cost Center No.

Estimated Units of Measure:

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Swim Lesson Participants	1,800	1,800	1,800	1,800
Recreation Swim Participants	1,500	1,200	1,200	0
Pool Rentals	22	22	22	22
Swim Team Participants	150	150	150	150
Diving Class Participants	140	140	140	140
Water Aerobic Participants	50	50	50	50
Lap Swim Participants (April to Oct.)	200	200	100	0

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 and adjust other operating costs.

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 community services and recreation guide 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 guide three times per year with various City and departmental information.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	12,417	11,802	11,802	11,802
Other Operating Costs	36,900	32,200	32,200	32,200
Capital Outlay	0	0	0	0
Total.	49,317	44,002	44,002	44,002
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	49,317	44,002	44,002	44,002
TOTAL:	49,317	44,002	44,002	44,002

City of La Verne

Community Services
Division
Department

Special Events
Cost Center

6300 Series
Cost Center No.

Estimated Units of Measure:

	200/09		2009/10		2010/11	
	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
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.

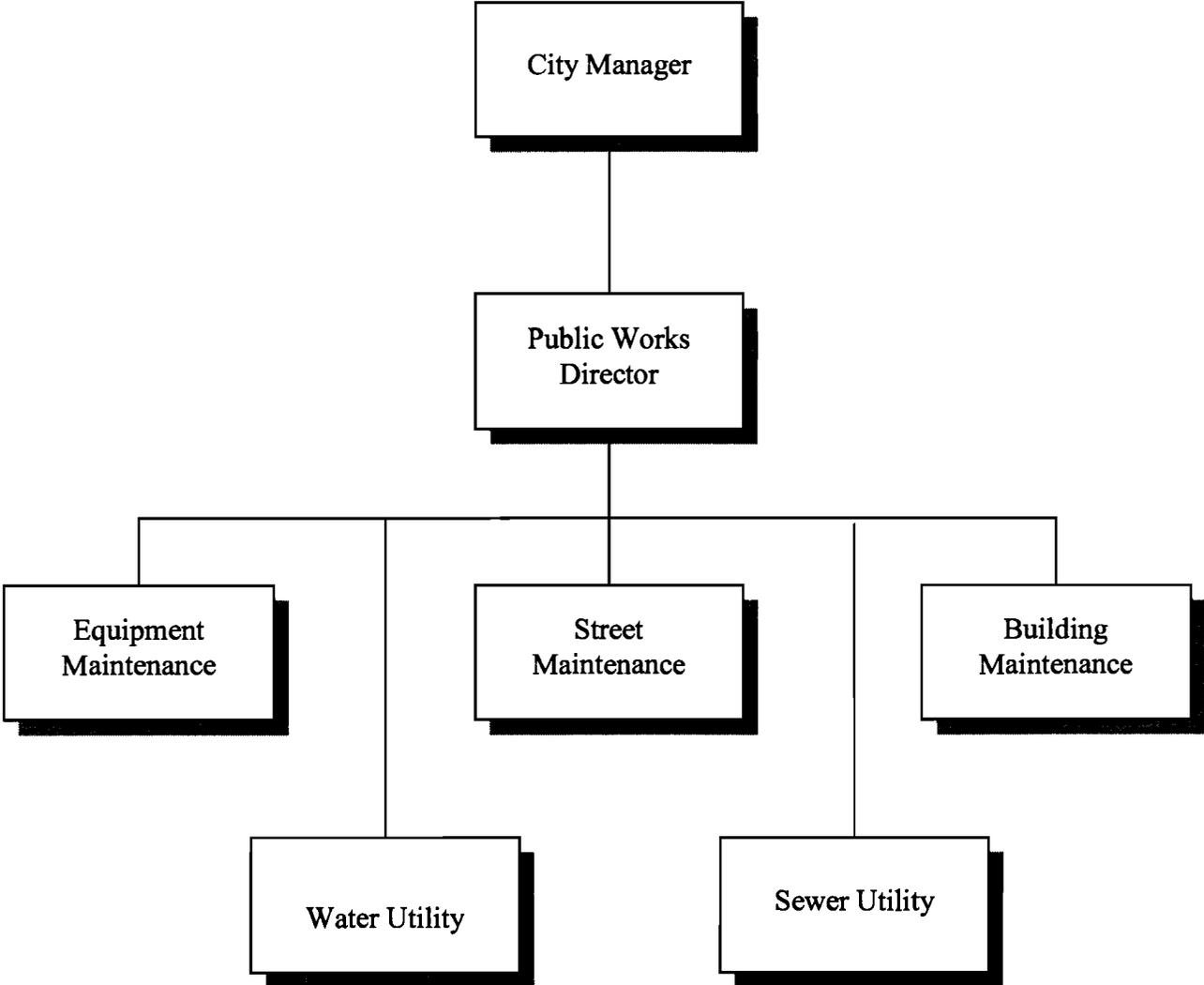
City Manager Recommendations:

Funding levels as requested.

City of La Verne

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT



City of La Verne

BUDGET MESSAGE

2010 – 2011 Fiscal Year

Public Works

4100, 4200, 4300, 4400, 4500

Department

Cost Center

Public works services provide the foundational infrastructure for a community to thrive. The vast network of streets, sidewalks, water systems, waste water systems, and storm drains connects the people we serve and the environment in which we live. In the course of managing public facilities, street maintenance, refuse service, equipment maintenance, water service, storm and sanitary sewer services, we must constantly strive to do more with dwindling resources. This year is no different. The fiscal challenges have been great throughout the City and within the Public Works Department. With budget requests reduced by some \$300,000, the department will see reductions in street maintenance contracts, engineering services, and personnel. The impacts from these reductions will be a reduced response to customer requests, both internally and externally, and a significant reduction in the department's pavement maintenance activities during the coming year. Each year the department faces challenges with increased environmental regulations, a growing need for maintenance of our aging infrastructure, and rising costs of construction materials and energy. The department, as every department in the City, is committed to efficiently and effectively utilizing the resources available.

The Public Works Department is organized in five divisions as follows:

The **building division** maintains public buildings including City Hall, City Yard, Public Safety Facility, Fire Station II, Fire Station III, and the Fire Department communications building. The majority of the operating budget is dedicated to utility costs, building maintenance, and contractual services. In the previous fiscal year, several energy-efficiency measures were implemented. These measures, along with previously reduced maintenance contracts, have enabled the division to request a budget that simply maintains an already lean, effective work plan.

The **street maintenance division** maintains the community's investment in its right-of-way facilities, including the City's streets, sidewalks, curbs, gutters, storm drain infrastructure, traffic signals, street sweeping and lighting, graffiti abatement, and contract refuse management. The division takes advantage of every funding source and opportunity to fund much needed infrastructure maintenance; however, many of the special and/or one-time funding sources have been exhausted. The recommended reductions to this budget will eliminate one maintenance worker position (currently vacant), some engineering services, and street maintenance contracts. For the 2010-11 fiscal year, the

City of La Verne

department expects to direct the majority of its limited pavement management funding toward street preservation versus street replacement.

The **water division** provides a reliable supply of high quality drinking water for our community and commercial needs. The majority of the operating budget is dedicated to water purchases, utility costs, contractual services, liability insurance, and permit fees. Water costs continue to increase and drought conditions persist. The City engages in ongoing efforts to pursue system enhancements that are intended to lessen the City's reliance on imported water and increase usage of ground water sources; however, the drought and regulatory conditions consistently present challenges. 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 strategy of enhancing groundwater resources and water use efficiency will continue to be the focus for this division.

The **sewer division** provides 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), state mandated Sewer System Management Plan. The primary objective of this division is to adequately maintain and monitor the waste conveyance system, limit spontaneous releases, and protect our storm drain system from unnecessary pollutants all while meeting regulatory requirements. As with the other divisions, this budget request represents a maintenance of effort.

The **equipment maintenance division** provides support to all City departments in the acquisition, maintenance, repair, and cost recovery of the City's fleet. As such, the majority of the operating budget is typically dedicated to equipment purchases, fuel, auto parts, and liability insurance. The budget for this division represents a maintenance of effort with limited vehicle acquisitions.

Overall the Public Works Department strives to constantly achieve operational efficiencies that create a foundation for the City's overall service delivery to the community. While there are financial challenges presented in this budget, the commitment to a fiscally conservative and environmentally sound service delivery remain unchanged.

City of La Verne

Public Works

Department Summary

4100, 4200, 4300,
4400 & 4500 Series
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	3,391,835	3,491,910	3,427,299	3,427,299
Other Operating Costs	11,569,443	12,625,724	12,445,224	12,445,224
Capital Outlay	923,992	300,500	192,000	192,000
Total:	15,885,270	16,418,134	16,064,523	16,064,523

Personnel Authorized	40.55	40.55	39.75	39.75
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Source of Funds:

General Fund	2,387,698	2,421,535	2,206,537	2,206,537
Gas Tax	396,000	396,000	361,000	361,000
Water Fund	7,695,814	8,274,252	8,286,906	8,286,906
Sewer Fund	1,150,816	898,890	913,351	913,351
Equipment Fund	1,437,129	1,481,767	1,372,722	1,372,722
Refuse & Recycling	2,817,813	2,945,690	2,924,007	2,924,007

TOTAL:	15,885,270	16,418,134	16,064,523	16,064,523
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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

Position Quota

CLASSIFICATION

	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	.00	.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	11.00	11.00
Customer Service Rep. I/II	6.00	6.00	6.00	6.00
Fleet Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	1.00	1.00	0.00	0.00
Equipment Mechanic I/II	2.00	2.00	3.00	3.00
Water Systems Specialist	1.00	1.00	1.00	1.00
Sr. Management 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	0.35	0.50	0.50
Auto Parts Technician	1.00	1.00	1.00	1.00
Administrative Clerk II	0.00	0.00	1.00	1.00
TOTAL FULL-TIME	39.55	39.00	38.15	38.15
REGULAR PART-TIME				
Administrative Clerk I	1.00	1.00	1.00	1.00
Account Clerk 1	0.00	0.55	.60	.60
TOTAL REG. PART-TIME	1.00	1.55	1.60	1.60
TOTAL POSITIONS	40.55	40.55	39.75	39.75

APPROPRIATIONS

SALARIES & WAGES	2,237,290	2,259,238	2,220,301	2,220,301
OVERTIME	94,878	94,858	94,858	94,858
BENEFIT COSTS	1,059,667	1,137,814	1,112,140	1,112,140
TOTAL PERSONNEL SERVICES	3,391,835	3,491,910	3,427,299	3,427,299

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	90,487	66,384	63,647	63,647
Other Operating Costs	299,625	338,374	318,374	318,374
Capital Outlay	1,000	0	0	0
Total:	391,112	404,758	382,021	382,021
Personnel Authorized	0.55	0.55	0.70	0.70
Source of Funds:				
General Fund	391,112	404,758	382,021	382,021
TOTAL:	391,112	404,758	382,021	382,021

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	.25	.25	.40	.40

TOTAL FULL-TIME	0.55	0.55	0.70	0.70
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	0.70	0.70

APPROPRIATIONS

SALARIES & WAGES	65,931	44,216	42,652	42,652
OVERTIME	1,225	1,225	1,225	1,225
BENEFIT COSTS	23,331	20,943	19,770	19,770
TOTAL PERSONNEL SERVICES	90,487	66,384	63,647	63,647

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	22,149	22,908	22,957	22,957
Other Operating Costs	2,025	5,524	5,524	5,524
Capital Outlay	0	0	0	0
Total:	24,174	28,432	28,481	28,481
Personnel Authorized	.15	.15	.15	.15
Source of Funds:				
General Fund	24,174	28,432	28,481	28,481
TOTAL:	24,174	28,432	28,481	28,481

City of La Verne

Public Works

Building Administration

4101

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

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	68,338	43,476	40,690	40,690
Other Operating Costs	297,600	332,850	312,850	312,850
Capital Outlay	1,000	0	0	0
Total:	366,938	376,326	353,540	353,540
Personnel Authorized	0.40	0.40	0.55	0.55
Source of Funds:				
General Fund	366,938	376,326	353,540	353,540
TOTAL:	366,938	376,326	353,540	353,540

City of La Verne

Public Works

Building Maintenance

4102

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Estimated 2010-11</u>
Buildings Maintained (sq. ft.)	64,253	64,253	67,301	67,301
HVAC Systems (tons)	160	160	165	165
Light Fixtures (ea.)	416	416	448	448
Office paper recycled (tons)	63	64	64	64

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:	0	0	0

City Manager Recommendations

Adjust personnel allocations.
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	667,997	730,612	641,668	641,668
Other Operating Costs	4,359,684	4,626,855	4,466,855	4,466,855
Capital Outlay	182,718	1,000	1,000	1,000
Total:	5,210,399	5,358,467	5,109,523	5,109,523

Personnel Authorized	9.15	9.15	7.80	7.80
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Source of Funds:

Refuse & Recycling	2,817,813	2,945,690	2,924,007	2,924,007
General	1,996,586	2,016,777	1,824,516	1,824,516
Gas Tax	396,000	396,000	361,000	361,000

TOTAL:	5,210,399	5,358,467	5,109,523	5,109,523
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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.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.15	.15	.15	.15
Administrative Supt.	.40	.40	.20	.20
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	4.20	4.20
Equipment Operator	1.00	1.00	1.00	1.00
Administrative Secretary	.20	.20	.00	.00

TOTAL FULL-TIME	9.15	9.15	7.80	7.80
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	7.80	7.80

APPROPRIATIONS

SALARIES & WAGES	440,232	472,789	415,615	415,615
OVERTIME	11,029	11,029	11,029	11,029
BENEFIT COSTS	216,736	246,794	215,024	215,024
TOTAL PERSONNEL SERVICES	667,997	730,612	641,668	641,668

City of La Verne

Public Works

Streets Administration

4201

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	137,633	142,370	122,189	122,189
Other Operating Costs	371,019	412,005	402,005	402,005
Capital Outlay	0	0	0	0
Total:	508,652	554,375	524,194	524,194
Personnel Authorized	1.10	1.10	.85	.85
<u>Source of Funds:</u>				
General Fund	508,652	554,375	524,194	524,194
TOTAL:	508,652	554,375	524,194	524,194

City of La Verne

Public Works

Streets Administration

4201

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Provides a proportional share of wages and benefits for the Director of Public Works, Maintenance Manager, 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
0	0	0

TOTAL:

0	0	0
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City Manager Recommendations

Reduce personnel services by adjusting personnel allocations.

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	38,813	36,190	14,507	14,507
Other Operating Costs	2,779,000	2,909,500	2,909,500	2,909,500
Capital Outlay	0	0	0	0
Total:	2,817,813	2,945,690	2,924,007	2,924,007
Personnel Authorized	.25	.25	.10	.10
Source of Funds:				
Refuse and Recycling	2,817,813	2,945,690	2,924,007	2,924,007
TOTAL:	2,817,813	2,945,690	2,924,007	2,924,007

City of La Verne

Public Works

Waste & Recycling

4202

Department

Cost Center

Cost Center No.

<u>Units of Measure</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Estimated 2010/11</u>
Number of Participants by size of refuse container:				
96-gallon	2,275	2,276	2,332	2,300
64-gallon	8,450	7,778	7,679	7,715
35-gallon	1,870	2,020	2,026	2,025
Refuse Disposal (tons)	28,287	27,641	36,241	32,000
Recycling/Diversion (tons)	11,625	11,338	10,618	11,500
Green Waste Diversion (tons)	5,824	7,013	6,404	7,000
Residential Waste Stream Diversion	47%	47%	48%	50%
Used Oil Recycled - curbside (gallons)	800	550	445	500
Used Oil Recycled - collection center	63,000	5,915	6,000	6,000
Used Oil Filters Recycled	1,680	2,250	2,250	2,250
Syringe Recycling - Participants	740	788	963	975
Christmas Trees Recycled (tons)	65	77	75	75

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:	0	0	0

City Manager Recommendations

Reduce personnel services by reducing personnel allocations.

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	371,518	427,519	380,443	380,443
Other Operating Costs	635,185	730,670	580,670	580,670
Capital Outlay	182,718	1,000	1,000	1,000
Total:	1,189,421	1,159,189	962,113	962,113
Personnel Authorized	6.35	6.35	5.25	5.25
Source of Funds:				
General Fund	793,421	763,189	601,113	601,113
Gas Tax	396,000	396,000	361,000	361,000
TOTAL:	1,189,421	1,159,189	962,113	962,113

City of La Verne

Public Works

Street Maintenance

4203

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Estimated 2010/11</u>
Streets to Maintain (Miles)	98	98	98	98
Patch AC Surface (Sq. Ft.)	1,000,000	1,000,000	145,000	165,000
Repair/Const. Concrete (Sq. Ft.)	200,000	200,000	39,500	47,500
Street Stripe/Mark (Lin. Miles)	85	85	85	85
Alleys (Miles)	14	14	14	14
Sidewalks (Miles)	206	205	205	205
Pavement Markings	935	903	915	915

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Emergency Preparedness Supplies	1,000	1,000	1,000
TOTAL:	1,000	1,000	1,000

City Manager Recommendations

Adjust personnel allocations and delete one vacant street maintenance worker position.
Reduce other operating costs designated for street maintenance.

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	89,285	92,600	92,585	92,585
Other Operating Costs	545,580	545,580	545,580	545,580
Capital Outlay	0	0	0	0
Total:	634,865	638,180	638,165	638,165
Personnel Authorized	1.10	1.10	1.10	1.10
Source of Funds:				
General Fund	634,865	638,180	638,165	638,165
TOTAL:	634,865	638,180	638,165	638,165

City of La Verne

Public Works

Street Lighting and Sweeping

4204

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	Estimated <u>20010/11</u>
Street Sweeping (annual curb mi.)	7,200	7,200	7,204	7,204
Street Signs (ea.)	26,200	26,200	26,300	26,300
Street Lights	2,700	2,700	2,750	2,750
Traffic Signals	18	18	22	22

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

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	30,748	31,933	31,944	31,944
Other Operating Costs	28,900	29,100	29,100	29,100
Capital Outlay	0	0	0	0
Total:	59,648	61,033	61,044	61,044
Personnel Authorized	.35	.35	.50	.50
Source of Funds:				
General Fund	59,648	61,033	61,044	61,044
TOTAL:	59,648	61,033	61,044	61,044

City of La Verne

Public Works

Graffiti Removal

4205

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Estimated 2010/11</u>
No. of Removals - Public Property Graffiti Removed (Sq. Ft.)	3,187 11,170	2,000 4,500	140 1,535	150 2,000
No. of Removals - Private Property Graffiti Removed (Sq. Ft.)	3,054 32,179	1,700 27,000	531 10,900	615 12,000

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<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.

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	1,559,340	1,545,382	1,558,036	1,558,036
Other Operating Costs	6,021,533	6,728,870	6,728,870	6,728,870
Capital Outlay	114,941	0	0	0
Total:	7,695,814	8,274,252	8,286,906	8,286,906
Personnel Authorized	18.80	18.20	18.60	18.60
<u>Source of Funds:</u>				
Water Fund	7,695,814	8,274,252	8,286,906	8,286,906
TOTAL:	7,695,814	8,274,252	8,286,906	8,286,906

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	.45	.45
Utilities Manager	.70	.70	.70	.70
Wtr/Sewer Maint. Supervisor	.75	.75	.75	.75
Utility Supervisor	.85	.35	.50	.50
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Leadworker	.70	.70	.65	.65
Maintenance Worker I/II/III	3.85	3.85	3.90	3.90
Customer Service Rep. I/II	5.55	5.55	5.55	5.55
Information Systems Manager	.20	.20	.20	.20
Accounting Manager	.20	.20	.20	.20
Administrative Secretary	.50	.50	.00	.00
Account Clerk I/II/III	.60	.25	.25	.25
Sr. Management Analyst	.50	.50	.50	.50
Water System Specialist	1.00	1.00	1.00	1.00
Administrative Clerk II	.00	.00	.60	.60
TOTAL FULL-TIME	18.20	17.35	17.70	17.70
REGULAR PART-TIME				
Administrative Clerk I	.60	.60	.60	.60
Account Clerk I	.00	.25	.30	.30
TOTAL REG. PART-TIME	0.60	0.85	0.90	0.90
TOTAL POSITIONS	18.80	18.20	18.60	18.60
APPROPRIATIONS				
SALARIES & WAGES	1,028,088	993,670	1,004,331	1,004,331
OVERTIME	46,800	46,800	46,800	46,800
BENEFIT COSTS	484,452	504,912	506,905	506,905
TOTAL PERSONNEL SERVICES	1,559,340	1,545,382	1,558,036	1,558,036

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.
3. Continue to develop programs and operational efficiencies to improve the production of groundwater.
4. Maintain and update operational disaster preparedness plans.
5. Promote water conservation and public awareness through education.
6. Develop and implement the Capital Improvement Program.
7. Manage contractual engineering services and construction contracts.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	332,736	339,290	358,997	358,997
Other Operating Costs	399,689	400,316	400,316	400,316
Capital Outlay	10,000	0	0	0
Total:	742,425	739,606	759,313	759,313
Personnel Authorized	3.00	3.00	3.05	3.05
Source of Funds:				
Water Fund	742,425	739,606	759,313	759,313
TOTAL:	742,425	739,606	759,313	759,313

City of La Verne

Public Works

Water Administration

4301

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Provide proportional share of wages and benefits for the Director of Public Works, Utility Manager, Administrative Superintendent, Sr. Management 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
	0	0	0
TOTAL:	0	0	0

City Manager Recommendations

Adjust personnel allocations.

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	285,328	302,946	297,959	297,959
Other Operating Costs	5,266,873	5,988,777	5,988,777	5,988,777
Capital Outlay	49,841	0	0	0
Total:	5,602,042	6,291,723	6,286,736	6,286,736
Personnel Authorized	3.25	3.25	3.25	3.25
Source of Funds:				
Water Fund	5,602,042	6,291,723	6,286,736	6,286,736
TOTAL:	5,602,042	6,291,723	6,286,736	6,286,736

City of La Verne

Public Works

Water Production

4302

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Estimated 2010/11</u>
Water Purchased (acre feet)	7,184	5,895	5,800	5,800
Water Production (acre feet)	1,828	2,862	2,700	2,700
Number of Wells Operated	8	8	8	8
Number of Reservoirs Maintained	13	13	13	13
Pump Stations	10	10	10	10
Hydropneumatic Stations	1	1	1	1

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

TOTAL:

	0	0	0
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City Manager Recommendations

Funding levels as requested after benefit cost 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	389,828	406,920	405,897	405,897
Other Operating Costs	173,756	173,959	173,959	173,959
Capital Outlay	18,600	0	0	0
Total:	582,184	580,879	579,856	579,856
Personnel Authorized	5.40	5.05	5.05	5.05
Source of Funds:				
Water Fund	582,184	580,879	579,856	579,856
TOTAL:	582,184	580,879	579,856	579,856

City of La Verne

Public Works

Water Transmission/Distribution

4304

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Estimated 2010/11</u>
Mainline Repairs (ea.)	7	5	7	5
Mainline Replaced (ft)	25	200	100	100
Service Lines Repaired	20	10	10	5
Service Lines Replaced (ea.)	22	100	50	50
Meter Leaks (ea.)	15	25	25	10
Emergency Responses/Call-outs	25	40	72	70
Mainline Valve Repair/Replace	5	12	10	10

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Department Request	Manager Recommended	Council Approved
0	0	0

TOTALS:

0	0	0
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City Manager Recommendations

Funding levels as requested after benefit cost 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 weeks of the request.
3. Continue the meter maintenance programs to minimize lost revenue, including the 3-year testing cycle of all water meters 1.5-inch and larger and 20-year replacement cycle of all residential water meters.
4. Continue collection efforts on delinquent accounts in order to maintain the lowest possible accounts receivable.
5. Maintain mandated cross connection control program in accordance with state requirements.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	551,448	496,226	495,183	495,183
Other Operating Costs	181,215	165,818	165,818	165,818
Capital Outlay	36,500	0	0	0
Total:	769,163	662,044	661,001	661,001
Personnel Authorized	7.15	6.90	6.35	6.35
Source of Funds:				
Water Fund	769,163	662,044	661,001	661,001
TOTAL:	769,163	662,044	661,001	661,001

City of La Verne

Public Works

Water Customer Service

4314

Department

Cost Center

Cost Center No.

<u>Units of Measure</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Estimated 2010/11</u>
Water Utility Accounts	8,561	8,560	8,559	8,560
Water Billings	48,720	49,431	50,525	50,000
Late Notices	6,832	7,151	8,177	8,200
Delinquent Turn-off Notices	1,351	1,590	1,676	1,675
Discontinued for Nonpayment	138	157	179	180
Applications Processed	451	450	551	550
Closing Bills Processed	466	478	643	640
Field Checks	2,406	2,346	2,390	2,390
Customer Complaints/Questions	1,863	1,641	2,386	2,100
Meter Change-outs	500	284	728	700
Billing Inserts	24,318	24,715	16,311	20,000

Personnel Services:

To provide wages and benefits for Administrative Superintendent, Utility Supervisor, Customer Service Representatives I/II, 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:

Department Request	Manager Recommended	Council Approved
0	0	0

TOTALS:	0	0	0
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City Manager Recommendations

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

City of La Verne

Public Works

Storm & Sanitary Sewer Summary

4400 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	594,449	656,265	670,726	670,726
Other Operating Costs	217,767	241,625	241,625	241,625
Capital Outlay	338,600	1,000	1,000	1,000
Total:	1,150,816	898,890	913,351	913,351
Personnel Authorized	6.85	7.45	7.45	7.45
<u>Source of Funds:</u>				
Sewer Utility Fund	1,150,816	898,890	913,351	913,351
TOTAL:	1,150,816	898,890	913,351	913,351

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Storm & Sanitary Sewer Summary

4400 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	.25	.25	.25	.25
Administrative Supt.	.25	.25	.35	.35
Maintenance Manager	.25	.25	.25	.25
Utility Manager	.30	.30	.30	.30
Wtr./Sewer Maint. Supervisor	.25	.25	.25	.25
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Worker I/II/III	2.75	2.75	2.50	2.50
Administrative Secretary	.20	.20	.00	.00
Maintenance Leadworker	.40	.40	.45	.45
Utility Supervisor	.15	.50	.50	.50
Customer Service Rep. I/II	.45	.45	.45	.45
Sr. Management Analyst	.50	.50	.50	.50
Information Systems Manager	.15	.15	.15	.15
Accounting Manager	.15	.15	.15	.15
Account Clerk I/II/II	.30	.25	.25	.25
Administrative Clerk II	.00	.00	.30	.30

TOTAL FULL-TIME	6.45	6.75	6.75	6.75
REGULAR PART-TIME				
Administrative Clerk I	.40	.40	.40	.40
Account Clerk I	.00	.30	.30	.30
TOTAL REG. PART-TIME	0.40	0.70	0.70	0.70
TOTAL POSITIONS	6.85	7.45	7.45	7.45

APPROPRIATIONS

SALARIES & WAGES	398,871	437,823	447,767	447,767
OVERTIME	15,600	15,600	15,600	15,600
BENEFIT COSTS	179,978	202,842	207,359	207,359
TOTAL PERSONNEL SERVICES	594,449	656,265	670,726	670,726

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. Continue to work with Los Angeles County Department of Public Works Industrial Waste Division to prevent sewer stoppages caused by fats, oils, and grease (FOG).
4. Implementation of the Sewer Master Plan.
5. Develop and implement the Capital Improvement Program.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	352,823	404,115	418,954	418,954
Other Operating Costs	123,476	110,550	110,550	110,550
Capital Outlay	10,000	0	0	0
Total:	486,299	514,665	529,504	529,504
Personnel Authorized	3.35	3.70	3.65	3.65
Source of Funds:				
Sewer Utility Fund	486,299	514,665	529,504	529,504
TOTAL:	486,299	514,665	529,504	529,504

City of La Verne

Public Works

Storm & Sanitary Sewer Administration

4401

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Provide wages and benefits for the Director of Public Works, Utility Manager, Maintenance Manager, Water Supervisor, Maintenance Supervisor, Administrative Superintendent, Sr. Management 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
0	0	0

TOTALS:

0	0	0
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City Manager Recommendations

Adjust personnel allocations.

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	241,626	252,150	251,772	251,772
Other Operating Costs	94,291	131,075	131,075	131,075
Capital Outlay	328,600	1,000	1,000	1,000
Total:	664,517	384,225	383,847	383,847

Personnel Authorized	3.15	3.50	3.10	3.10
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Source of Funds:

Sewer Utility Fund	664,517	384,225	383,847	383,847
TOTAL:	664,517	384,225	383,847	383,847

City of La Verne

Public Works

Storm & Sanitary Sewer System Maintenance

4402

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Estimated 2010/11</u>
Pipe Cleaned (in feet)	330,000	565,000	549,120	550,000
Pipe Videotaped (in feet)	150,000	200,000	158,400	158,000
Dye Checks	5	2	4	4
Emergency Calls	5	5	5	5
Storm Drains cleaned (miles)	3	3	3	3
Catch Basins cleaned (ea.)	532	532	532	532

Personnel Services:

Provides a proportional share of wages, benefits, overtime, and standby costs for the Maintenance Supervisor, Utility Supervisor, Maintenance Leadworker, and Maintenance Worker I/II/III.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Emergency Preparedness Supplies	1,000	1,000	1,000
TOTALS:	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>

City Manager Recommendations

Funding levels as requested.

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	479,562	493,267	493,222	493,222
Other Operating Costs	670,834	690,000	689,500	689,500
Capital Outlay	286,733	298,500	190,000	190,000
Total:	1,437,129	1,481,767	1,372,722	1,372,722

Personnel Authorized	5.20	5.20	5.20	5.20
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Source of Funds:

Equipment Fund	1,437,129	1,481,767	1,372,722	1,372,722
TOTAL:	1,437,129	1,481,767	1,372,722	1,372,722

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Equipment Maintenance Summary

4500 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	.10	.10	.10	.10
Fleet Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	1.00	1.00	.00	.00
Equipment Mechanic	2.00	2.00	3.00	3.00
Parts Technician	1.00	1.00	1.00	1.00
Administrative Secretary	.10	.10	.00	.00
Administrative Clerk II	.00	.00	.10	.10

TOTAL FULL-TIME	5.20	5.20	5.20	5.20
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	5.20	5.20	5.20	5.20

APPROPRIATIONS

SALARIES & WAGES	304,168	310,740	309,936	309,936
OVERTIME	20,224	20,204	20,204	20,204
BENEFIT COSTS	155,170	162,323	163,082	163,082
TOTAL PERSONNEL SERVICES	479,562	493,267	493,222	493,222

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	189,623	190,981	190,863	190,863
Other Operating Costs	109,100	120,200	129,700	129,700
Capital Outlay	286,733	298,500	190,000	190,000
Total:	585,456	609,681	510,563	510,563

Personnel Authorized	1.25	1.25	1.60	1.60
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Source of Funds:				
Equipment Fund	585,456	609,681	510,563	510,563

TOTAL:	585,456	609,681	510,563	510,563
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City of La Verne

Public Works

Equipment Administration

4501

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Estimated 2010/11</u>
Motor Pool	201	203	205	206
Motorcycles	3	3	3	3
Fire Dept.	14	14	15	15
	218	220	223	224

Personnel Services:

To provide a proportional share of wages, benefits, and overtime for the Director of Public Works, Fleet Superintendent, Equipment Mechanics, Heavy Equipment Mechanic, 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:

	<u>Department Request</u>	<u>Manager Recommendation</u>	<u>Council Approved</u>
Heavy Duty Column Lift	48,000	24,000	24,000
TOTAL:	48,000	24,000	24,000

City Manager Recommendations

Reduce capital outlay.
Increase other operating costs.

City of La Verne

2010-2011

AUTOMOTIVE AND WORK EQUIPMENT REPLACEMENT

I.D.#	DESCRIPTION REASON FOR REPLACEMENT	USER DEPT.	ESTIMATED RESALE VALUE	DEPARTMENT REQUEST	MANAGER REC.	COUNCIL APPROVED
1029	1991 Toro Gmdmstr Mower Worn out and unreliable	Parks Dept.	\$600.00	\$23,500.00	\$23,500.00	\$23,500.00
2042	1999 Ford Crown Victoria Excessive mileage, due for replacement	Street Dept.	\$1,200.00	\$28,000.00	\$0.00	\$0.00
					\$0.00	\$0.00
2026	2001 Ford Crown Victoria Excessive mileage, due for replacement	Parks Dept.	\$1,500.00	\$28,000.00		
2167	2002 Ford Crown Victoria Excessive mileage, unreliable, due for replacement	Police Dept.- Detective Bureau	\$1,500.00	\$28,500.00	\$0.00	\$0.00
2169	2001 Ford Taurus Excessive mileage, due for replacement	Police Dept.- Detective Bureau	\$800.00	\$28,500.00	\$28,500.00	\$28,500.00
3183	2008 Ford Crown Victoria Excessive Mileage	Police Dept.- Patrol	\$3,000.00	\$28,500.00	\$28,500.00	\$28,500.00
3184	2008 Ford Crown Victoria Excessive Mileage	Police Dept. - Patrol	\$3,000.00	\$28,500.00	\$28,500.00	\$28,500.00
3185	2008 Ford Crown Victoria Excessive Mileage	Police Dept.- Patrol	\$3,000.00	\$28,500.00	\$28,500.00	\$28,500.00
3186	2008 Ford Crown Victoria Excessive Mileage	Police Dept. - Patrol	\$3,000.00	\$28,500.00	\$28,500.00	\$28,500.00
TOTAL				\$250,500.00	\$166,000.00	\$166,000.00

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	103,753	102,500	102,520	102,520
Other Operating Costs	62,490	59,800	59,800	59,800
Capital Outlay	0	0	0	0
Total:	166,243	162,300	162,320	162,320

Personnel Authorized	1.65	1.65	1.35	1.35
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Source of Funds:				
Equipment Fund	166,243	162,300	162,320	162,320

TOTAL:	166,243	162,300	162,320	162,320
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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

<u>Group</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Projected 2009/10</u>
Police Vehicles	719	788	724	809
Fire Equipment	449	492	452	505
Staff Vehicles	202	222	203	227
Maintenance Trucks	359	394	362	404
Heavy Equipment	404	443	407	455
Miscellaneous	45	49	45	51
Work for Others	68	74	68	76
	<u>2246</u>	<u>2462</u>	<u>2261</u>	<u>2527</u>

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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>
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City Manager Recommendations

Funding levels as requested.

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	186,186	199,786	199,839	199,839
Other Operating Costs	499,244	510,000	500,000	500,000
Capital Outlay	0	0	0	0
Total:	685,430	709,786	699,839	699,839
Personnel Authorized	2.30	2.30	2.25	2.25
Source of Funds:				
Equipment Fund	685,430	709,786	699,839	699,839
TOTAL:	685,430	709,786	699,839	699,839

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>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>Projected 2010/11</u>
Police Vehicles	629	689	754	842
Fire Equipment	692	758	829	927
Staff Vehicles	63	70	75	84
Maintenance Trucks	535	586	640	716
Heavy Equipment	755	827	904	1011
Miscellaneous	62	69	76	85
Work for Others	409	448	490	547
Total	3145	3447	3768	4212

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

Reduce other operating costs.

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.

City of La Verne

CAPITAL BUDGET. The capital improvement budget is one-year length and is the first year of the CIP. Funds for 2010/11 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.

III. OVERVIEW OF CIP PROCESS

This will be the City of La Verne's eighteenth 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 2011/12 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 evaluated by the City Manager and departments using the following criteria:

- 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.
- Desirable-projects needed for more effective and efficient delivery of services.
- Deferrable-projects needed for ideal operation, but which can be postponed indefinitely without substantial harm to present services.

City of La Verne

2010-2011 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
GENERAL CAPITAL IMPROVEMENT FUND:				
405-7005	Public Safety 150KW Generator	150,000	0	0
405-7021	Sidewalk Rehabilitation	50,000	0	0
405-7046	ARRA Energy Efficiency Retrofit Grant	184,473	184,473	184,473
405-7048	HSIP Grant for Speed Feedback Signs	212,850	212,850	212,850
405-70##	Public Safety Kitchen/Break Area Remodel	100,000	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		697,323	397,323	397,323
PARK DEVELOPMENT FUND:				
412-7404	Bonita High School Gym Refinishing	1,000	1,000	1,000
412-7411	Veterans Hall Memorial	50,000	0	0
412-74##	Wheeler Park Playground Equipment	60,000	0	0
TOTAL PARK DEVELOPMENT FUND		111,000	1,000	1,000
FIRE FACILITY FUND:				
244-7013	Fire Station II Architectural Fees	20,000	20,000	20,000
244-7044	Replacement Hoses	5,000	5,000	5,000
TOTAL FIRE FACILITY FUND		25,000	25,000	25,000
FIRE EQUIPMENT REPLACEMENT FUND:				
250-7012	Incident Command Vehicle	12,000	12,000	12,000
250-7025	Fire Station I Improvements	50,000	50,000	50,000
250-7045	Fuel Modifications	150,000	150,000	150,000
250-7047	Target Training - FD	10,000	10,000	10,000
TOTAL FIRE FACILITY FUND		222,000	222,000	222,000
LARGE BUILDING CFD FUND:				
252-7000	Large Building Contractual Services	8,000	8,000	8,000
TOTAL LARGE BUILDING CFD FUND		8,000	8,000	8,000
GAS TAX STREET IMPROVEMENT FUND:				
206-7101	Pavement Management Program	530,000	530,000	530,000
206-7109	Traffic Congestion Relief(Prop42)	145,000	145,000	145,000
206-7110	Gas Tax Engineering	6,000	6,000	6,000
TOTAL GAS TAX STREET IMP. FUND		681,000	681,000	681,000

City of La Verne

2010-2011 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
COUNTY AID TO CITIES FUND:				
209-7603	Pavement Management Program	41,500	41,500	41,500
TOTAL COUNTY AID TO CITIES FUND		41,500	41,500	41,500
MEASURE R FUND:				
235-7603	Pavement Management Program	350,000	350,000	350,000
TOTAL MEASURE R FUND		350,000	350,000	350,000
ESPERANZA IMPROVEMENT DISTRICT FUND:				
436-7601	Esperanza Road Maintenance	56,150	56,150	56,150
TOTAL ESPERANZA IMPR. DIST. FUND		56,150	56,150	56,150
WATER CAPITAL IMPROVEMENT FUND:				
507-7203	Water Line Replacement	75,000	75,000	75,000
507-7225	Reservoir Repairs	25,000	25,000	25,000
507-7234	Meter Replacement Program	100,000	100,000	100,000
TOTAL WATER CAPITAL IMP. FUND		200,000	200,000	200,000
SEWER CAPITAL IMPROVEMENT FUND:				
531-7301	Sewer Mainline Replacement	75,000	75,000	75,000
TOTAL SEWER CAPITAL IMP. FUND		75,000	75,000	75,000
SUBTOTAL CAPITAL IMPROVEMENT PROJECTS		2,466,973	2,056,973	2,056,973
SPECIAL PROGRAMS CAPITAL IMPROVEMENT				
LACMTA - PROPOSITION C:				
234-5612	Get About Capital Expenditures	8,400	8,400	8,400
TOTAL LACMTA - PROPOSITION C FUND		8,400	8,400	8,400
SUBTOTAL SPECIAL PROGRAMS CIP		8,400	8,400	8,400
TOTAL CAPITAL IMPROVEMENT PROJECTS		2,475,373	2,065,373	2,065,373

City of La Verne

POTENTIAL MULTI-YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2011/2012	2012/2013	2013/2014	Beyond 2014
<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	
Public Safety 150KW Generator	GF	150,000			
<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
-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
Street Improvements/Rehab. Emerald Bridge, N/Foothill	GT			600,000	600,000
Pavement Management	GT	650,000	650,000	650,000	650,000
Traffic Signals***					
White Ave. @ Durwood	GF/GT			200,000	
White Ave. @ Bonita Ave.-Left Turn	GF/GT	140,000			
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 - Left Turn	GF/GT				250,000

*** Subject to appropriate traffic warrants

City of La Verne

POTENTIAL MULTI-YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2011/2012	2012/2013	2013/2014	Beyond 2014
<u>WATER IMPROVEMENTS:</u>					
Plateau plant and Summit Water Line	WF				400,000
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		1,750,000	2,711,000	2,111,000	33,340,000

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

2010-11 BUDGET CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
FIRE				
2001	Large Building CFD Consulting	\$8,000	\$0	\$0
2002	Gas Monitors	\$1,600	\$0	\$0
2004	Training Software	\$7,000	\$0	\$0
2005	Storage Cabinets	\$3,000	\$0	\$0
2009	Loan Payment #4 Engine E-61	\$101,082	\$101,082	\$101,082
	Replacement Hoses	\$5,000	\$0	\$0
		\$125,682	\$101,082	\$101,082
POLICE				
2506	Copier Lease Payment	\$18,000	\$18,000	\$18,000
2519	Computer Workstations & Monitors(3)	\$4,000	\$0	\$0
	Backup Solution Software	\$8,500	\$0	\$0
	Anti-Spam Solution Software	\$5,000	\$0	\$0
		\$35,500	\$18,000	\$18,000
INFORMATION SYSTEMS				
1503	Replacement Personal Computers & Licenses	\$10,000	\$0	\$0
1504	EOC Dedicated Phones	\$7,000	\$0	\$0
		\$17,000	\$0	\$0
PUBLIC WORKS				
4203	Emergency Preparedness Supplies	\$1,000	\$1,000	\$1,000
		\$1,000	\$1,000	\$1,000
TOTAL GENERAL FUND		\$179,182	\$120,082	\$120,082
TRAFFIC SAFETY FUND				
2502	Traffic Accident Reconstruction Software	\$1,000		
		\$1,000	\$0	\$0
ASSET FORFEITURE FUND				
2514	Computer Workstations & Monitors(3)	\$0	\$4,000	\$4,000
	Backup Solution Software	\$0	\$8,500	\$8,500
	Anti-Spam Solution Software	\$0	\$5,000	\$5,000
		\$0	\$17,500	\$17,500
SEWER FUND				
4402	Emergency Preparedness Supplies	\$1,000	\$1,000	\$1,000
		\$1,000	\$1,000	\$1,000
EQUIPMENT MAINTENANCE FUND				
4501	Auto and Equipment Replacement			
	Parks Maintenance Mower	\$23,500	\$23,500	\$23,500
	Streets Maintenance Vehicle	\$28,000	\$0	\$0
	Parks Maintenance Vehicle	\$28,000	\$0	\$0
	Police Detective Vehicle	\$28,500	\$0	\$0
	Police Detective 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
	Police Patrol Vehicle	\$28,500	\$28,500	\$28,500
	Heavy Duty Column Lift	\$48,000	\$24,000	\$24,000
		\$298,500	\$190,000	\$190,000
TOTAL OTHER FUNDS		\$300,500	\$208,500	\$208,500
TOTAL ALL FUNDS		\$479,682	\$328,582	\$328,582

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 registrartion 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	174,739	132,310	134,388	134,388
Other Operating Costs	1,135,107	787,119	791,251	791,251
Capital Outlay	259,300	8,400	8,400	8,400
Total:	1,569,146	927,829	934,039	934,039
Personnel Authorized	1.41	.72	.67	.67
Source of Funds:				
HCDA/CDBG	166,731	217,504	217,504	217,504
Bicycle Safety	0	0	0	0
PALTA	585,297	427,685	427,763	427,763
LACTC	715,541	242,640	244,772	244,772
AB 2766	80,577	21,000	21,000	21,000
DBID	21,000	19,000	23,000	23,000
TOTAL:	1,569,146	927,829	934,039	934,039

City of La Verne

2010-2011 Budget SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2010-2011	Project Description
<u>HCDA/CDBG FUND:</u>			
215-3401	Planning & Administration(D96316-10)*	16,000	Provide overall CDBG Admin.
215-3402	Tri-City Mental Health(D96317-10)*	14,964	Continue education outreach and mental health services to low-mod income residents.
215-3403	Senior Hot Lunches(D96318-10)*	10,000	Provide nutritious hot meals to seniors 5 days a week at the senior center.
215-3409	Funds Exchange	176,540	Continuation of project to exchange available CDBG funds for unrestricted general funds.
Total CDBG Projects		217,504	
* Denotes CDBG Project Number			
<u>PROPOSITION A FUND:</u>			
232-5501	Administration	42,568	Administrative costs relating to, but not limited to, the preparation of application, correspondence, coordination of projects, keeping of financial records, public relations and program monitoring.
232-5502	Get About	131,370	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVTA.
232-5509	Senior Citizen Bus Pass Subsidy	5,400	Continuation of subsidies for the purchase of transit bus passes by senior citizens.
232-5510	Get About Fare Subsidy	4,125	Continuation of project to provide subsidies for Get About dial-a-ride for seniors and handicapped citizens.
232-5511	Metrolink Pass Subsidy	60,000	Continuation of program to promote Metrolink ridership through pass subsidies.
232-5512	S.G. Valley COG	5,300	Participation costs associated with membership in Council of Governments.
232-5513	Recreational Transit Excursions	23,000	Continued funding for transportation of groups to recreational areas, cultural and special events.
232-5514	FHT Subsidy	6,000	Promote Foothill Transit ridership through pass subsidies.
232-5521	Funds Exchange	150,000	Continuation of project to exchange available Prop A transportation funds for unrestricted general funds.
Total Proposition A Projects		427,763	

City of La Verne

2010-2011 Budget SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2010-2011	Project Description
<u>PROPOSITION C FUND:</u>			
234-5601	Administration	26,096	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	48,365	Continuation of Transit Store Annex in City Hall to disseminate transportation information to the public and process tickets, subsidies, etc..
234-5605	Transportation Demand Management Plan	500	Continuation of preparation, administration, and implementation of transportation demand policies and procedures related to reduction of traffic congestion and air quality improvements.
234-5611	Bus Stop Maintenance	3,041	Continuation of project to maintain public transit bus benches.
234-5512	Get About Capital Outlay	8,400	La Verne's share of capital expenditure costs for the purchase of vehicles by the PVTA.
234-5513	Get About	131,370	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.
Total Proposition C Projects		244,772	
<u>AB2766 FUND:</u>			
243-3101	Mobile Source Air Pollution	21,000	Operating costs for activities to promote reduction in air pollution.
<u>DBID FUND:</u>			
245-3201	Downtown Business Improvement District	23,000	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 2010-2011 Fiscal Year

La Verne Redevelopment Agency
Department

427,428,329 Series
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 community needs and maintaining La Verne's excellent quality of life.

The overall decline in the national and state economy continues to have an adverse effect on the local economy of La Verne. For the second year in a row the City has endured both declining sales tax revenues and reduced construction/building permit activity and revenues. While City and Agency revenue reductions continue to occur, the State of California increased the local burden in the past year by taking over \$2.4 million from the La Verne Redevelopment Agency as a required payment to the Supplemental Educational Revenue Augmentation Fund (SERAF). Such fiscal taking was also required of most other RDA agencies throughout the State, with legal protests proving fruitless. These takings were in addition to mandated State "borrowing" of funds from the City in the previous year.

Despite such unanticipated and unacceptable fiscal raids, the Redevelopment Agency continues to operate in a fiscally prudent manner. As a result the Agency will again take on the costs of additional personnel and program costs from the City, where appropriate and feasible. Such absorption of City budget costs has finite limits, however, and will eventually be unfeasible as the Agency's project term declines and expires.

The Housing Rehabilitation Grant Program (typically 25-30 annual recipients; typically seniors) will be suspended due to insufficient personnel to administer the program. A limited amount of emergency grants will remain available for bona fide emergency conditions.

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

- Construction is underway on the new Panera Bread Bakery and Café Restaurant at the northeast corner of Foothill Boulevard and Fruit Street.
- Construction continues on the 101-unit Hsientien "Magnolia Court" senior residential condominium project on Foothill Boulevard, just east of Towne Center Drive. In 2009-2010 this project provided a \$750,000 sales tax in-lieu payment to the City.
- Adoption and State certification of the Housing Element Update, which provides a renewed focus for the Agency and City housing programs.
- Preparation of a new Specific Plan for Old Town La Verne that will 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 Light Rail 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.
- Maintained a strong economic development strategy, including a continued excellent relationship with the Chamber of Commerce and superior customer service to the business community.

City of La Verne

In response to several factors, including the declining economy, reduced revenues, vacant, unproductive sites and dwindling new sites, Agency staff continues its enhanced economic development focus. The Agency is now taking a stronger role and participation with the International Council of Shopping Centers (ICSC). This provides the Agency an opportunity to network and encourage nationwide retailers and developers to locate and do business in La Verne. Technical assistance has also been provided to individual property owners and outreach/marketing has been ongoing with property owners, potential tenants, brokers, and developers. In addition, strong attention has been given, and will continue, to retain existing businesses; both commercial and industrial.

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

- Continue to provide proactive economic development emphasis for the following sites: 1) Gillette Foothill Ford site, 2) Regal sites, and 4) the vacant Vons store at Wheeler and Foothill. These sites will continue to constitute a major focus for the Agency in the coming year.
- Consideration of a development for the vacant, 8-acre, Gillette property; former location of Foothill/Person Ford and Hyundai at the northeast corner of Foothill Boulevard and Bradford Street. A mixed use development is presently being evaluated that proposes a combination of retail commercial and higher density multi-family residential. Such a development requires comparison with an otherwise potential neighborhood shopping center for the property. Fiscal, Traffic, Environmental, and neighborhood review will be critical to this project consideration.
- Proactive efforts to fill the vacant Vons space at Foothill and Wheeler, including consideration of freestanding freeway-oriented signage.
- Housing Implementation programs following adoption of the Housing Element Update, including required residential zone changes, emergency shelter ordinance, transitional housing and reasonable housing accommodation, and a homeless resource guide.
- Preparation of the Gold Line Transit Oriented Specific Plan as a major revision to the Lordsburg and Arrow Corridor Specific Plans.
- Propose a small single-family affordable housing development on Agency-owned property on Walnut St., subject to Agency Board and neighborhood input and concurrence.
- Attempt re-initiation of economic development grants in Old Town under a Façade Easement program.
- Prepare a Management Review Assessment for all Agency finances and activities.
- In-house preparation of the State mandated 5-year Implementation Plan.
- Undertake community streetscape improvements where feasible, including consideration of an electronic reader board sign at City Hall, community focused "river rock" sign at Wheeler and Foothill, and a decorative banner pole installation at Arrow Hwy. & D St. in conjunction with the Old Town merchants and University of La Verne.

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

 Cost Center

3500 & 3600
 Series

 Cost Center No.

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 Façade Easement Program for Old Town.
5. Create new community events sign at City Hall

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,106,007	1,080,260	1,045,331	1,045,331
Other Operating Costs	2,801,879	2,702,983	3,188,983	3,188,983
Capital Outlay	10,000	0	0	0
Total:	3,917,886	3,783,243	4,234,314	4,234,314

Personnel Authorized	10.91	10.67	10.17	10.17
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Source of Funds:

LVRA General	929,366	871,883	847,916	847,916
Low/Mod Housing	1,588,520	1,511,360	1,506,398	1,506,398
LVRA Debt Service	1,400,000	1,400,000	1,880,000	1,880,000
TOTAL:	3,917,886	3,783,243	4,234,314	4,234,314

City of La Verne

DETAIL OF SALARIES & WAGES

La Verne Redevelopment Agency Department	Summary <hr/> Cost Center	3500 & 3600 Series <hr/> Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager/Exec. Dir.	.70	.70	.70	.70
Asst. City Manager	.35	.35	.35	.35
Comm. Dev. Director	.90	.90	.90	.90
Finance Officer	.45	.45	.45	.45
Info. Systems Admin.	.05	.05	.05	.05
Principal Planner	.80	.80	.90	.90
City Clerk	.10	.10	.10	.10
Senior Planner	1.04	.00	.00	.00
Accounting Manager	.37	.37	.37	.37
Associate Planner	.80	.80	.80	.80
Assistant Planner	.80	1.60	.70	.70
Deputy City Clerk	.25	.25	.25	.25
Admin Secretary	.40	.40	.70	.70
Executive Assistant to the City Manager	.30	.30	.30	.30
Admin. Clerk I	1.00	1.00	1.00	1.00
Police Services Technician	.50	.50	.50	.50
Account Clerk II	.10	.10	.10	.10

TOTAL FULL-TIME	8.91	8.67	8.17	8.17
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REGULAR PART-TIME

Graduate Planning Intern	1.00	0.00	0.00	0.00
Planning Intern	0.00	1.00	1.00	1.00
Clerical Assistant I	1.00	1.00	1.00	1.00

TOTAL REG. PART-TIME	2.00	2.00	2.00	2.00
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TOTAL POSITIONS	10.91	10.67	10.17	10.17
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APPROPRIATIONS

SALARIES & WAGES	808,968	749,650	750,929	750,929
OVERTIME	0	0	0	0
BENEFIT COSTS	297,039	330,610	294,402	294,402
TOTAL PERSONNEL SERVICES	1,106,007	1,080,260	1,045,331	1,045,331

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 Façade Easement Program for Old Town.
4. Create new community events sign at City Hall

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	491,001	465,188	435,221	435,221
Other Operating Costs	433,365	406,695	412,695	412,695
Capital Outlay	5,000	0	0	0
Total:	929,366	871,883	847,916	847,916

Personnel Authorized	3.84	3.59	3.19	3.19
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Source of Funds:

LVRA General and Debt Services	929,366	871,883	847,916	847,916
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TOTAL:	929,366	871,883	847,916	847,916
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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.	.40	.40	.40	.40
Comm. Dev. Director	.40	.40	.40	.40
Finance Officer	.15	.15	.15	.15
Principal Planner	.40	.40	.40	.40
Senior Planner	.55	.00	.00	.00
Associate Planner	.30	.30	.30	.30
Assistant Planner	.30	.60	.20	.20
Deputy City Clerk	.17	.17	.17	.17
Accounting Manager	.17	.17	.17	.17
Admin. Secretary	.20	.20	.20	.20
Executive Assistant to the City Manager	.10	.10	.10	.10
Asst. City Manager	.10	.10	.10	.10
Account Clerk II	.10	.10	.10	.10
Police Services Technician	.50	.50	.50	.50

TOTAL FULL-TIME	3.84	3.59	3.19	3.19
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REGULAR PART-TIME				
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TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
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TOTAL POSITIONS	3.84	3.59	3.19	3.19
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APPROPRIATIONS

SALARIES & WAGES	355,560	329,522	308,255	308,255
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OVERTIME	0	0	0	0
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BENEFIT COSTS	135,441	135,666	126,966	126,966
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TOTAL PERSONNEL SERVICES	491,001	465,188	435,221	435,221
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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	403,967	395,820	365,732	365,732
Other Operating Costs	218,695	232,195	238,195	238,195
Capital Outlay	5,000	0	0	0
Total:	627,662	628,015	603,927	603,927

Personnel Authorized	3.11	3.09	2.69	2.69
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Source of Funds:				
LVRA General	627,662	628,015	603,927	603,927

TOTAL:	627,662	628,015	603,927	603,927
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City of La Verne

La Verne Redevelopment Agency Department	Administration Cost Center	3501 Cost Center No.
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Units of Measure

	2007-08	2008-2009	2009-2010	2010-2011 (est)
OPA's (approved)	0	0	1	1
(URM)	0	0	0	0
(Façade)	0	0	0	0
(Other)	0	0	0	0
Capital Improvement Projects	0	0	0	1

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 (3,200); normal engineering, architectural and landscape services (12,000); legal expense (12,000); insurance (18,000); auditing (4,500); CFD Fees for Lots 1 & 2 (33,000); property tax administrative fees (75,000); and a new community message sign at City Hall (30,000).

Capital Outlay:

City Manager Recommendations

Delete portion if vacant assistant planner, adjust personnel allocations and other operating costs

City of La Verne

La Verne
Redevelopment Agency
Department

Cultural Resources/Preservation
Cost Center

3502
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	20,473	0	12,461	12,461
Other Operating Costs	30,993	21,500	21,500	21,500
Capital Outlay	0	0	0	0
Total:	51,466	21,500	33,961	33,961
Personnel Authorized	0.20	.00	0.10	0.10
Source of Funds:				
LVRA General	51,466	21,500	33,961	33,961
TOTAL:	51,466	21,500	33,961	33,961

City of La Verne

La Verne Redevelopment Agency Department	Cultural Resources/Preservation Cost Center	3502 Cost Center No.
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Units of Measure

	2007-08	2008-2009	2009-2010	2010-2011
1. Counter, Phone inquiries	128	125	125	125
2. Archival research and product purchase; reproductions; photography; artifact purchase	75	75	75	75
3. Mills contracts, survey reports, designations	2	2	2	2
4. Design consultations	15	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

Adjust personnel allocations

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 Old Town La Verne Specific Plan.
5. Implement a Façade Easement Program for Old Town.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	66,561	69,368	57,028	57,028
Other Operating Costs	183,677	153,000	153,000	153,000
Capital Outlay	0	0	0	0
Total:	250,238	222,368	210,028	210,028
Personnel Authorized	0.50	0.50	0.40	0.40
Source of Funds:				
LVRA General	250,238	222,368	210,028	210,028
TOTAL:	250,238	222,368	210,028	210,028

City of La Verne

La Verne Redevelopment Agency Department	Economic Development Cost Center	3503 Cost Center No.
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Units of Measure

	2007-08	2008-09	2009-2010	2010-2011
Owner Participation Agreements & Commercial Rehabilitation	0	0	1	1
Marketing Packages & Proposals	10	10	20	20

Personnel Services:

Funds in this cost center provide for .20 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. Further work on the draft Old Town La Verne Specific Plan is also included in this cost center.

Capital Improvement Project:

City Manager Recommendations

Adjust personnel allocations

City of La Verne

La Verne
Redevelopment Agency
Department

Low/Mod Adm. Housing

3605
3606, and 3607
Cost Center No.

Cost Center

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	615,006	615,072	610,110	610,110
Other Operating Costs	968,514	896,288	896,288	896,288
Capital Outlay	5,000	0	0	0
Total:	1,588,520	1,511,360	1,506,398	1,506,398

Personnel Authorized	7.08	7.08	6.98	6.98
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Source of Funds:

Low/Mod Housing Fund	1,588,520	1,511,360	1,506,398	1,506,398
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TOTAL:	1,588,520	1,511,360	1,506,398	1,506,398
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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.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager/Exec. Dir.	.30	.30	.30	.30
Asst. to the City Manager	.25	.25	.25	.25
Comm. Dev. Director	.50	.50	.50	.50
Finance Officer	.30	.30	.30	.30
City Clerk	.10	.10	.10	.10
Principal Planner	.40	.40	.50	.50
Senior Planner	.49	.00	.00	.00
Accounting Manager	.19	.20	.20	.20
Assoc. Planner	.50	.50	.50	.50
Assistant Planner	.50	1.00	.50	.50
Deputy City Clerk	.10	.08	.08	.08
Executive Assistant to the City Manager	.20	.20	.20	.20
Info. Sys. Administrator	.05	.05	.05	.05
Administrative Secretary	.20	.20	.50	.50
Admin. Clerk I	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	5.08	5.08	4.98	4.98
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REGULAR PART-TIME				
Planning Intern	1.00	1.00	1.00	1.00
Clerical Assistant I	1.00	1.00	1.00	1.00

TOTAL REG. PART-TIME	2.00	2.00	2.00	2.00
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TOTAL POSITIONS	7.08	7.08	6.98	6.98
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APPROPRIATIONS				
SALARIES & WAGES	453,408	420,128	442,674	442,674
OVERTIME	0	0	0	0
BENEFIT COSTS	161,598	194,944	167,436	167,436
TOTAL PERSONNEL SERVICES	615,006	615,072	610,110	610,110

City of La Verne

La Verne Redevelopment Agency Department	Low/Mod Administration Housing Cost Center	3605 3606 & 3607 Cost Center No.
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<u>Units of Measure</u>	2007-2008	2008-2009	2009-2010	UNITS SERVED	COST CENTER
Low Mod Loans & Grants	150,000	150,000	150,000	25	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 - 4,500 (3605)
- Property Tax Consultant Fees - 2,400 (3605)
- Legal Fees - 15,000 (3605)
- Contract/Professional Services - 150,000 (3606)
- Insurance - 18,000 (3605)
- Graffiti Removal - 45,000 (3605)
- Old Town La Verne Specific Plan - 25,000 (3605)

Capital Outlay:

City Manager Recommendations

Delete portion of vacant assistant planner and 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	350,000	350,000	350,000	350,000
Capital Outlay	0	0	0	0
Total:	350,000	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	350,000	350,000	350,000	350,000
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TOTAL:	350,000	350,000	350,000	350,000
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City of La Verne

La Verne
Redevelopment Agency
 Department

LVRA Debt Service

 Cost Center

3550

 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	1,880,000	1,880,000
Capital Outlay	0	0	0	0
Total:	1,400,000	1,400,000	1,880,000	1,880,000
Personnel Authorized	0.00	0.00	0.00	0.00
Source of Funds:				
LVRA Debt Service	1,400,000	1,400,000	1,880,000	1,880,000
TOTAL:	1,400,000	1,400,000	1,880,000	1,880,000

City of La Verne

LA VERNE REDEVELOPMENT AGENCY DEBT SERVICE 2010-11 FISCAL YEAR

Date Term	Original Amount	Principal Balance 6-30-10	Principal Due 2010-11	Interest Due 2010-11	Total Payable 2010-11
a – 07-01-85 27 yrs.	2,571,854	2,539,287	76,000	309,000	385,000
b – 07-29-09 1 yr.	400,000	400,000	400,000	32,000	432,000
– 07-01-05 10 yrs.	1,540,000	676,212	125,000	27,000	152,000
c – 02-06-06 5 yrs.	300,000	83,000	50,000	0	50,000
d – 05-11-09 9 yrs.	2,777,000	2,567,000	229,000	112,000	341,000
e – 10-19-09 10 yrs.	395,000	395,000	40,000	0	40,000
f – 05-17-10 5 yrs.	2,400,000	2,400,000	480,000	0	480,000
TOTALS	\$10,383,854	\$9,060,499	\$ 1,400,000	\$480,000	\$1,880,000

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, Intelli-Tech, 50% of sales tax applied towards economic development assistance.

d – 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.

e – Owner Participation Agreement, Haaker Equipment Company, portion of sales tax applied towards economic development assistance.

f – Loan, Redevelopment Agency Low/Moderate Income Housing Fund.