



City of La Verne



Annual Budget 2012-2013

City of La Verne

ANNUAL BUDGET 2012-2013 FISCAL YEAR

Don Kendrick
Mayor

Robert Rodriguez
Mayor Pro Tem

Charles Rosales
Council Member

Robin Carder
Council Member

Donna Redman
Council Member

Robert Russi
City Manager

Ronald Clark
Finance Officer

Evelyn Leach
City Clerk

COVER PHOTO

The University of La Verne's Vista La Verne student housing building was completed in August of 2012. At four-stories and 102,000 square feet, the building was one of the largest construction projects in the school's history, providing 9,700 square feet of retail space (currently being used for the University's book store) on the ground floor, and dorm rooms and amenities for 373 students. The building was designed to be energy efficient, and the contractor is striving for a LEED Silver certification in the coming months. The building has become an impressive visual landmark at the entry of Old Town La Verne for students, residents, and business owners and their customers.

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RESOLUTION NO. 12-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING A BUDGET FOR THE 2012-13 FISCAL YEAR

WHEREAS, the City Manager submitted a proposed budget for the 2012-13 fiscal year; and

WHEREAS, on June 18, 2012, the City Council held a study session on the proposed budget and made revisions thereto; and

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

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

Section 1. That revised figures prepared and submitted for the 2012-13 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, 2012, as revised by the City Council, be and the same, with proposed net City expenditures totaling \$46,981,000; is hereby approved, adopted and appropriated.

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.

PASSED, APPROVED AND ADOPTED this 18th day of June, 2012.

/s/ DON KENDRICK

Mayor Don Kendrick

ATTEST:

/s/ EVELYN C. LEACH

Evelyn C. Leach, City Clerk

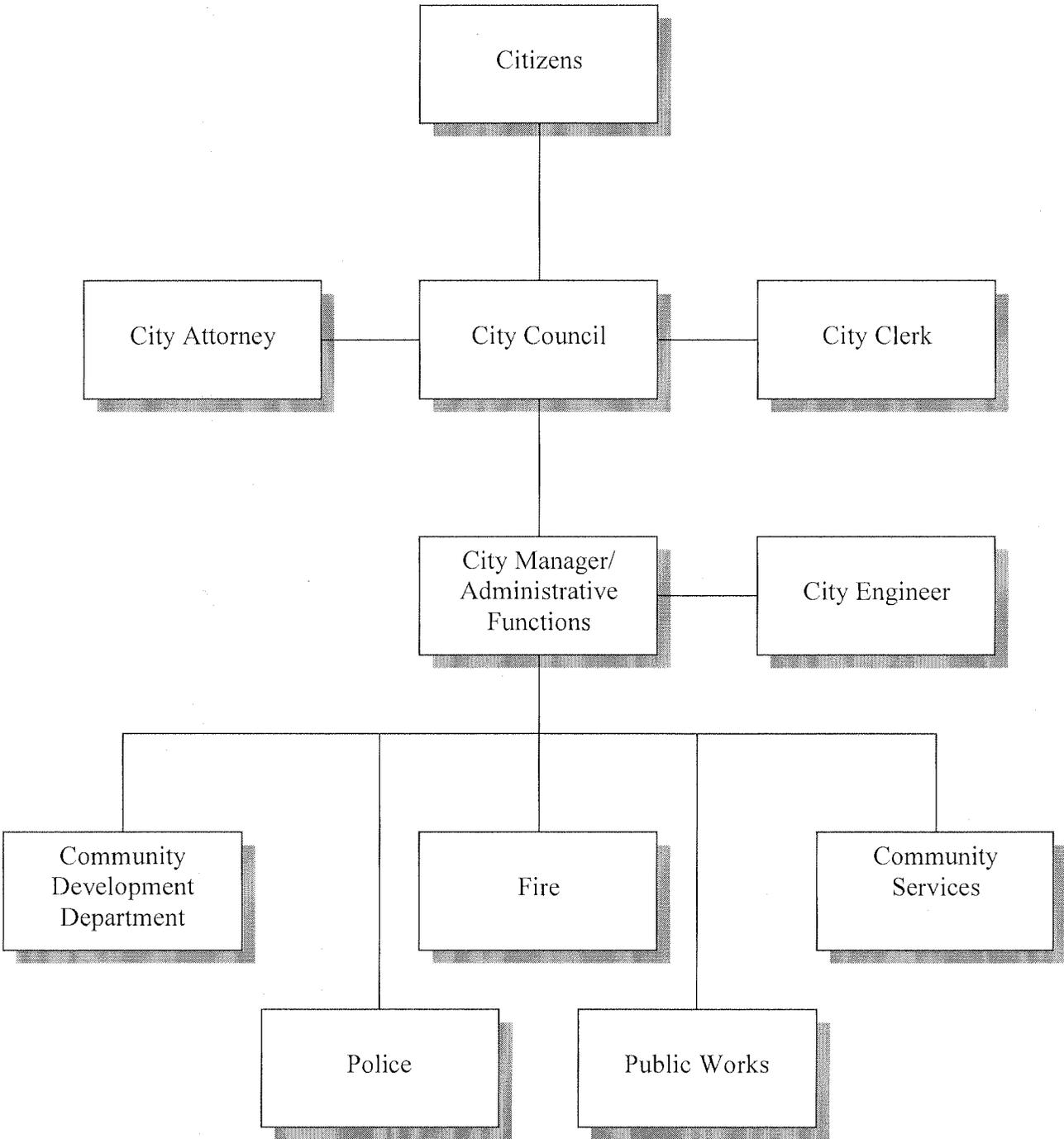
I hereby certify that the foregoing **Resolution No. 12-24** was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the **18th day of June, 2012**, by the following vote:

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

/s/ EVELYN C. LEACH

Evelyn Leach, City Clerk

City of La Verne



City of La Verne

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BUDGET MESSAGE 2012-13 Fiscal Year

Honorable Mayor and Members of La Verne City Council:

SUMMARY

I am pleased to present the City Council with the enclosed spending plan for the 2012-13 fiscal year which preserves the current level of services without using reserves. In summary, funding for activities supported by the General fund is \$28.8 million. While the budget does again rely on temporary measures to meet obligations, the level of one time "fixes" is \$600,000 less than what was required in the prior year. This year's fixes include applying savings from the prior year and use of one time revenues.

The City is benefitting from improved development activity as reflected in building permit revenues with several substantial projects expected to begin. However, there are a number of vacancies on the Foothill Boulevard corridor that have a negative impact on our economic base.

The budget also represents the addition of over \$1 million in new expenditures that should not be mistaken as increases in existing expenses. Some of these were the result of undoing cost saving measures that were used in prior budgets while others were created by the State's elimination of redevelopment agencies. This had an adverse effect on the amount of resources needed to balance the budget.

REVENUES

Projected resources used to support the General fund activities are expected to be \$28.1 million which is more than last year's adopted budget. While this is welcome news to balancing the budget, it is not the result of typical growth in all major sources, so I am again cautiously optimistic about this growth being sustainable. The three sources that experienced notable growth were Building Permits, Sales Tax, and Property Tax revenues. However, the Utility User Tax is estimated to be lower.

Building Permit revenues is where a majority of the overall growth exists due to higher than normal building activity with the commencement of Trammell Crow's Technology and Trade Center and Hutton Development's La Verne Village. Through these projects, the City will generate \$1 million more in revenue than a typical year's building permit receipts. So while the added revenue is good, it is not anticipated to continue in future years.

City of La Verne

Sales Tax revenue also reflects a mixed message. On one hand, there is growth which indicates our local economy is improving. On the other, it is lower than anticipated as several reliable tax producers have relocated out of the City or plan to be moving in the near future. While this provides us with opportunities for future growth, I fear these vacancies in our commercial centers have the potential of being disruptive to recovery at the local level if they remain unfilled for an extended period.

Also, while there is a notable increase in Property Tax (\$500,000), it is the result of redevelopment agencies being eliminated. Unfortunately, that increase comes with the addition of a greater amount of expenses that had previously been funded outside the General fund, making the net negative impact to the budget approximately \$300,000.

It is projected that the Utility Users' Tax will generate less as it has been trending downward for the past several years. While passage of Measures P this past March was successful at preserving existing revenues collected, it appears consumption of natural gas continues to decrease as does revenues from non-land line phone services, which is believed to be attributed to greater use of prepaid phone services that are not subject to the tax.

EXPENDITURES

The \$28.1 million needed to fund all General fund supported activities represents an increase of 5.8% over the prior year. Initially that seems like a significant increase. However, as detailed below, several new expenditures are included in this budget that were either required by State action or done to restore cuts implemented in prior years. Without these expenses, increases over the prior year will be less than 2%.

The most obvious burden of this year's budget process was absorbing most of the expenses that were previously paid by the City's redevelopment agency. The State's action of dissolving agencies state wide resulted in the City funding nearly \$1 million of mostly personnel related expenses from the General fund or contemplating their elimination. As a result, this year's Community Development budget reflects a substantial increase as most of these costs were allocated to that department's budget.

The budget also provides funding for future capital projects and expenditures. While reducing services over the past several years was done to balance the budget, so was lessening allocations for capital improvement projects and larger equipment purchases. As a result, reserve balances for

City of La Verne

these accounts are not adequate to meet needs and have caused the City to only fund projects on a piecemeal basis. While this year's allocation does not address the entire need, it does commit almost \$400,000 which will help replenish those funds and begin the process for directing resources going forward.

The budget also reinstates the Fire Chief and a Police Captain position back to full time. By allowing former employees to remain in their positions on a part-time basis, the City had used this staffing model as one of the temporary cost saving measures to balance budgets in prior years. Due to changing regulations in the California Public Employers Retirement System, the time is appropriate to bring these management positions back to full staffing. The only other notable personnel changes include, the Police Department's reduction of a vacant full time Police Aide to two part time positions, and the increase of part-time Maintenance Worker in Parks to full-time with a portion of the added cost offset by funding sources outside the General fund.

Three other costs saving measures which positively impacted this budget are health insurance, costs for animal control, and employee concessions. Due to a favorable market and negotiations with our carriers, increases for health insurance premiums came in at 4.5% which was significantly less than anticipated; also, successful canvassing for dog and cat licensing and Council's direction to apply a portion of surplus cat licensing funds resulted in the City's contribution to the Inland Valley Humane Society being reduced from last year. Lastly, employee concessions remain a key element towards achieving a balanced budget accounting for \$460,000 of costs being shared by all groups. In total, these measures resulted in expenditures being held down by almost \$600,000.

PROPOSED CAPITAL EQUIPMENT PURCHASES AND CAPITAL PROJECTS

Capital equipment purchases in the General fund were again kept to a minimum while those funded from other sources focused on items necessary to meet operational goals. In summary, purchases for all funds totaled \$529,000 with major purchases including: replacement of the work truck in the Water Department (\$100,000); three maintenance vehicles (\$95,000); four replacement vehicles for the Police Department (\$181,000); communication system for computers in patrol cars (\$40,000).

Additionally, approximately \$3.4 million for capital improvement projects is included in this year's budget. While the chart below highlights the major projects expected to be initiated, the following warrant a more detailed explanation.

City of La Verne

Improvements to Police Food Preparation Area – State and County regulations for operating a jail require periodic inspection. In the course of recent mandated annual inspections, it was identified that the department's food preparation area is in need of upgrades to satisfy State standards for serving meals to the trustees. Cost for the work is estimated at \$40,000 and will be shared equally between General fund and Asset Forfeiture resources.

Replacement Ladder Truck – As reported during the strategic planning workshop, with the completion of the University's residence hall and construction of the La Verne Village apartments, the Fire Department will be seeking Council authority in the coming months for replacement of the existing 22 year old ladder truck. Multiple non-General fund sources are available to fund the purchase including CFD 90-1, the new large building CFD, fire equipment fund and a one time developer payment. As such, while funding of \$1,200,000 is being designated in the budget, further Council action will be required before moving forward with developing specifications.

<u>Project</u>	<u>Allocation</u>	<u>Funding Source</u>
Pavement Management Program	\$831,000	Gas Tax/Measure R
Repairs at Wheeler Reservoir	\$280,000	Water
Well Rehabilitation (Two Sites)	\$390,000	Water
Sidewalk Rehabilitation	\$50,000	CDBG
Replace Thermostats at Public Safety	\$65,000	General
Filing system for Clerk's Office	\$30,000	General
Safety Related Improvements at Various Parks	\$37,000	Parks Development

As previously referenced, effort is being made to designate an annual allocation in this and subsequent budgets for future projects. Current estimates value the cost of CIP projects funded from the General fund at more than \$3 million during the next five years.

FUTURE OUTLOOK/CONCLUSION

For the last several years it has been necessary for the City to use one time savings to balance the budget. Understanding this is not the best long term strategy, the City Council gave direction at the strategic planning workshop to bring ongoing revenues in-line with expenditures. While this budget does not fully achieve that goal, it does reduce these one time measures by a one-third and does so without the use of reserves.

City of La Verne

While less one time fixes were needed to balance this budget, they still totaled \$1.3 million. To ensure there is adequate funding to maintain service levels in future years, this amount still needs to be reduced. As such, the City should focus on two solutions: Make sure existing revenue opportunities are being maximized and revisit what services are provided to determine if the most efficient models are being employed. To that end, over the next several months, staff will undertake the following:

Business License Review – Staff intends to bring forward a proposal to examine and audit the City's existing collection efforts. Research has shown that in other communities where this effort has been undertaken, they have experienced a 10-15% increase in collection. In addition, the consultant will review the City's current ordinance to determine if updates are needed. Although such amendments would require a vote of the electorate, that since the City's code governing business license taxes has not been updated in at least 25 years, it is likely that bringing them up to date with other agencies and current business practices could generate added revenue.

City Position Strategy – Another key component of improving our revenue streams is to reduce the number of vacancies in our commercial centers and prevent leakage from residents shopping outside our borders. In order to do that, a more formalized business attraction program is needed. Included in this year's budget is funding for the initiation of a positioning strategy for the City. Through this effort, a marketing firm will be selected to create a tool kit that will help market La Verne to desired businesses. Major outcomes of the plan will be to identify the City's key marketing points, create the appropriate visual representation of the image of our community to attract appropriate businesses, complete a market analysis that compares our desired business with market realities, and provide a strategy on how to attract likely matches.

Retirement Incentive – As a follow up to the budget process, departments have been asked to evaluate current operational models to see whether further refinements could result in more cost efficient operations. In some cases, this may require restructuring of existing staffing levels. In the event those opportunities exist and will provide a benefit to the General fund, it would be practical for the City to consider allowing another opportunity for incentivized retirements to achieve the desired savings. This is not first time the City implemented this tactic. Several years ago, the City provided early retirement opportunities which resulted in savings that are still benefitting the City.

City of La Verne

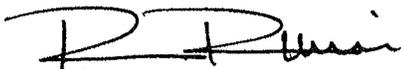
Expense Sharing – As noted previously, through negotiated concessions employees have begun sharing costs associated to their pension, which has contributed to balancing this and prior budgets. These employee concessions are acknowledged and greatly appreciated, but it is probable that further considerations must be negotiated not only to close the gap of one time savings but to also offset the increasing costs associated with retirements.

I am confident that through these efforts and other new revenues opportunities that will be applied in future years, the current one time savings measures can be further reduced. However, there continue to be threats that could adversely affect future budgets: additional maneuvers by the State to take local funds, increases in personnel costs that are beyond our control, or a second dip of the regional and national economy. So while we will continue to hope for the best, it is important to remain cognizant of these factors impacting the City's economic future.

Development of the operating budget is one of the most important processes a city undertakes. It identifies the priorities for the organization and shapes the character of a community. It also provides the citizenry an opportunity to see how their tax dollars are being utilized. I want to commend the management team for understanding the importance of this process and what this document represents. Without their effort, it would be impossible to achieve the desired outcome. Their ability to reevaluate their delivery models, using a team oriented approach, and careful ongoing management of their department budgets are key examples of that work in action.

Additionally, I want to thank the City Council for trusting in staff's ideas and for also taking an active role in the budget process. While we are all working toward the same goal of providing the residents with quality services during these extremely difficult financial times, it is important that all levels of the organization are united to achieve that objective. As I have stated before, we have an exceptional organization that has a long standing tradition of doing more with less, and serving the community to the best of its ability. I feel fortunate to have an opportunity to be a part of that team.

Respectfully submitted,



Robert Russi
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

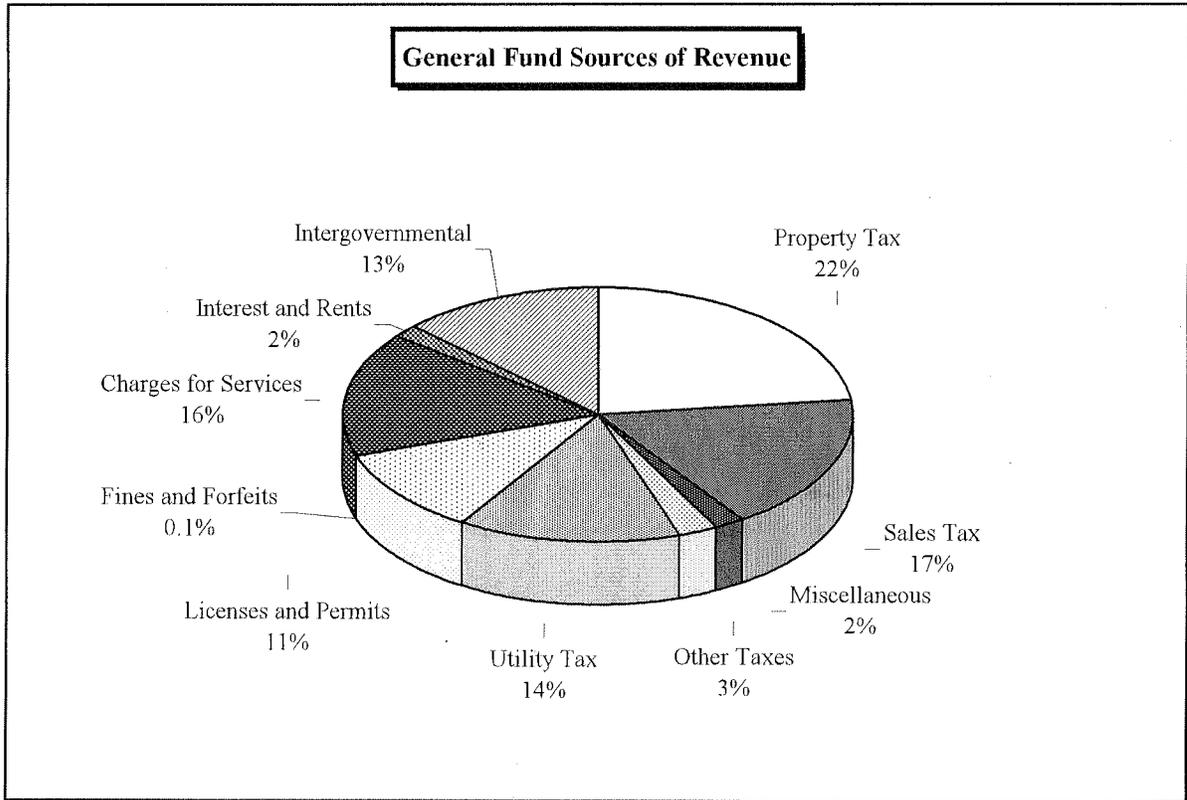
Our direction for the future is rooted in:

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.

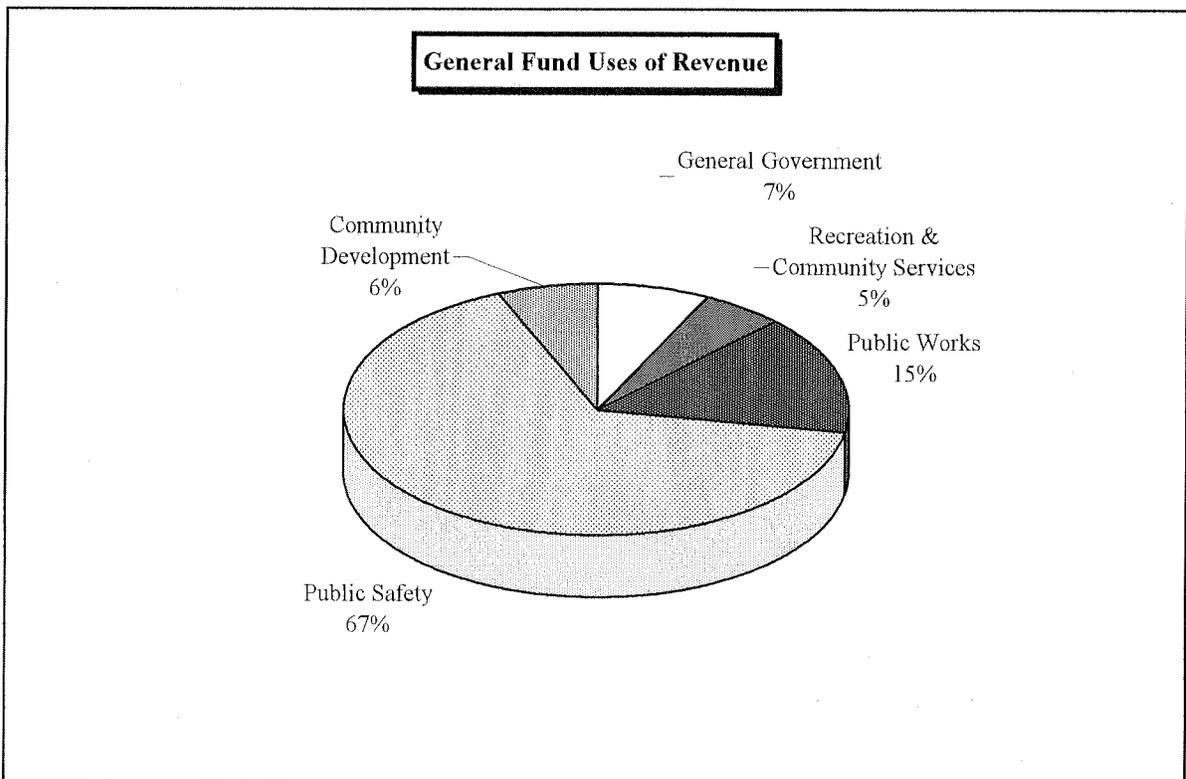
Concern over Finances – The threat of insufficient financial resources to pay for services and maintain infrastructure is an overriding issue of concern. Prudent financial management, wise economic development, and innovative management practices may balance this threat.

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
2012-13 Budget**

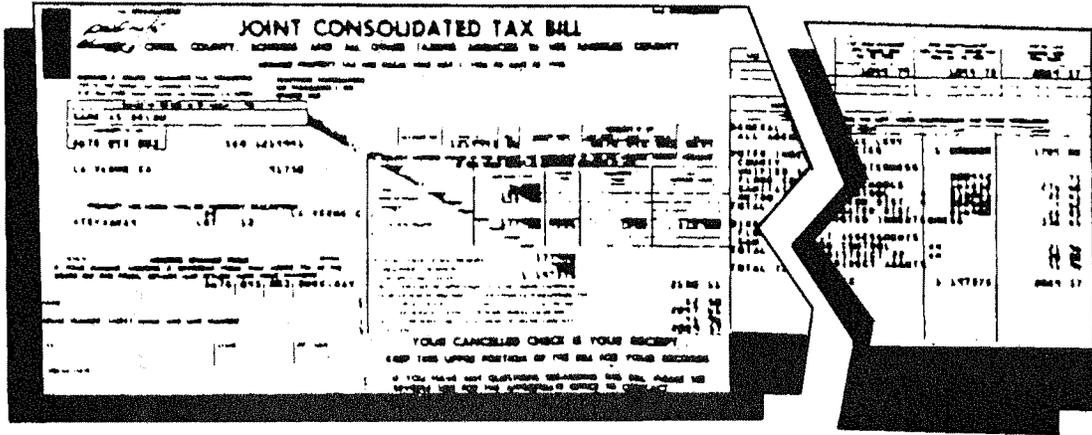


**Where the money goes
2012-13 Budget**



Excluding refuse and recycling pass thru

City of La Verne



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

CITY OF LA VERNE
\$359.41 – 17.2%

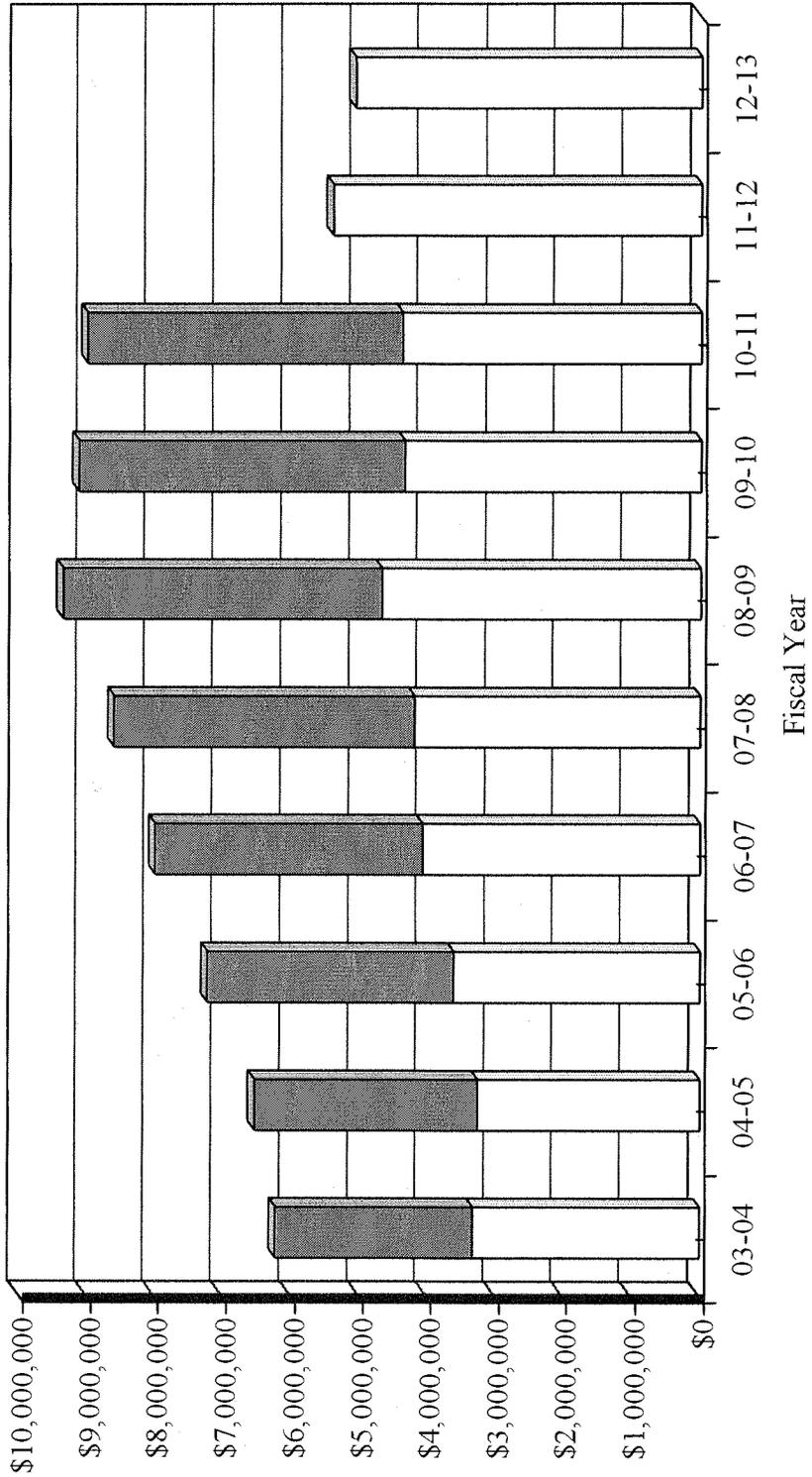
NOTE:

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

A TYPICAL TAX BILL

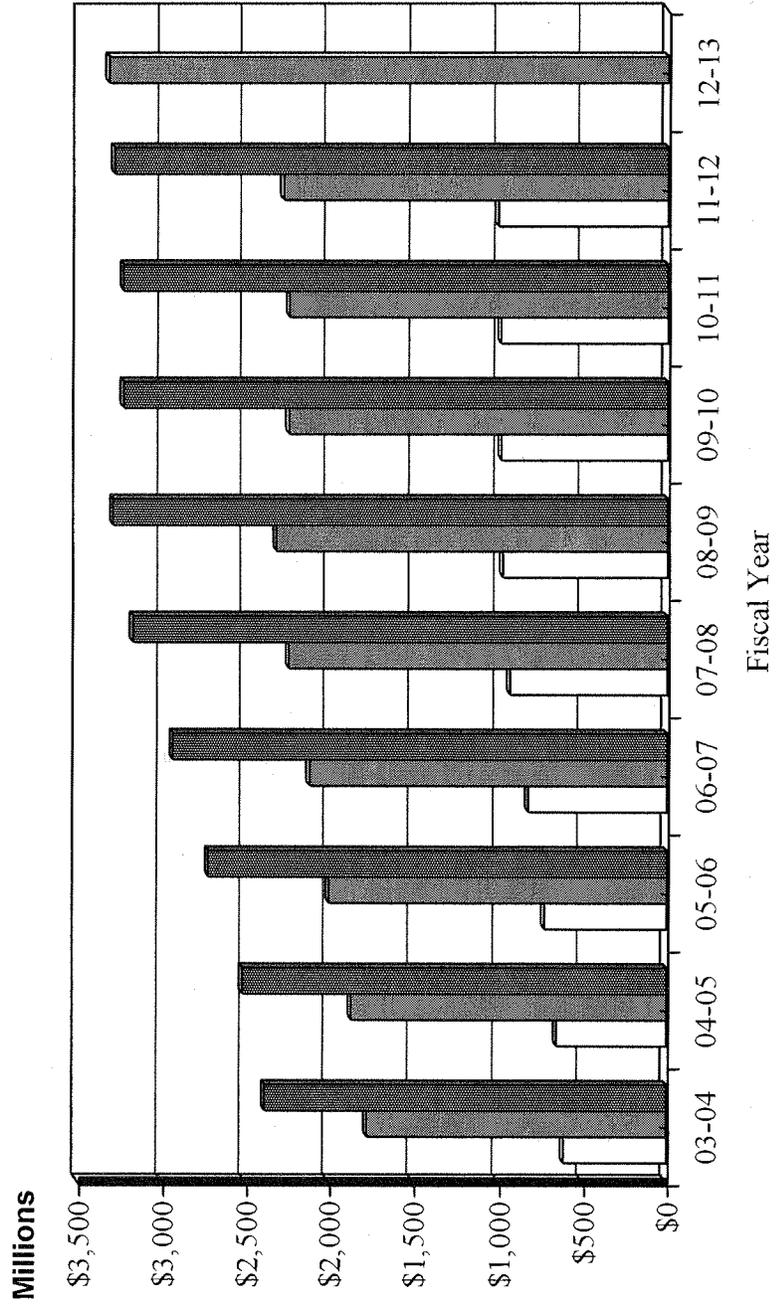
CITY OF LA VERNE Property Taxes Collected

LVRA
 City



CITY OF LA VERNE Assessed Valuation

□ LVRA
 ■ City
 ■ Total



City of La Verne

FISCAL YEAR	LVRA	CITY	TOTAL
2012-13 Est.	\$	\$	\$3,325,000,000
2011-12	1,011,273,422	2,279,380,049	3,290,653,471
2010-11	994,399,021	2,241,971,056	3,236,370,077
2009-10	989,509,283	2,244,865,580	3,234,374,863
2008-09	978,238,653	2,318,595,709	3,296,834,362
2007-08	935,111,524	2,241,629,667	3,176,741,191
2006-07	823,768,628	2,115,163,586	2,938,832,214
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

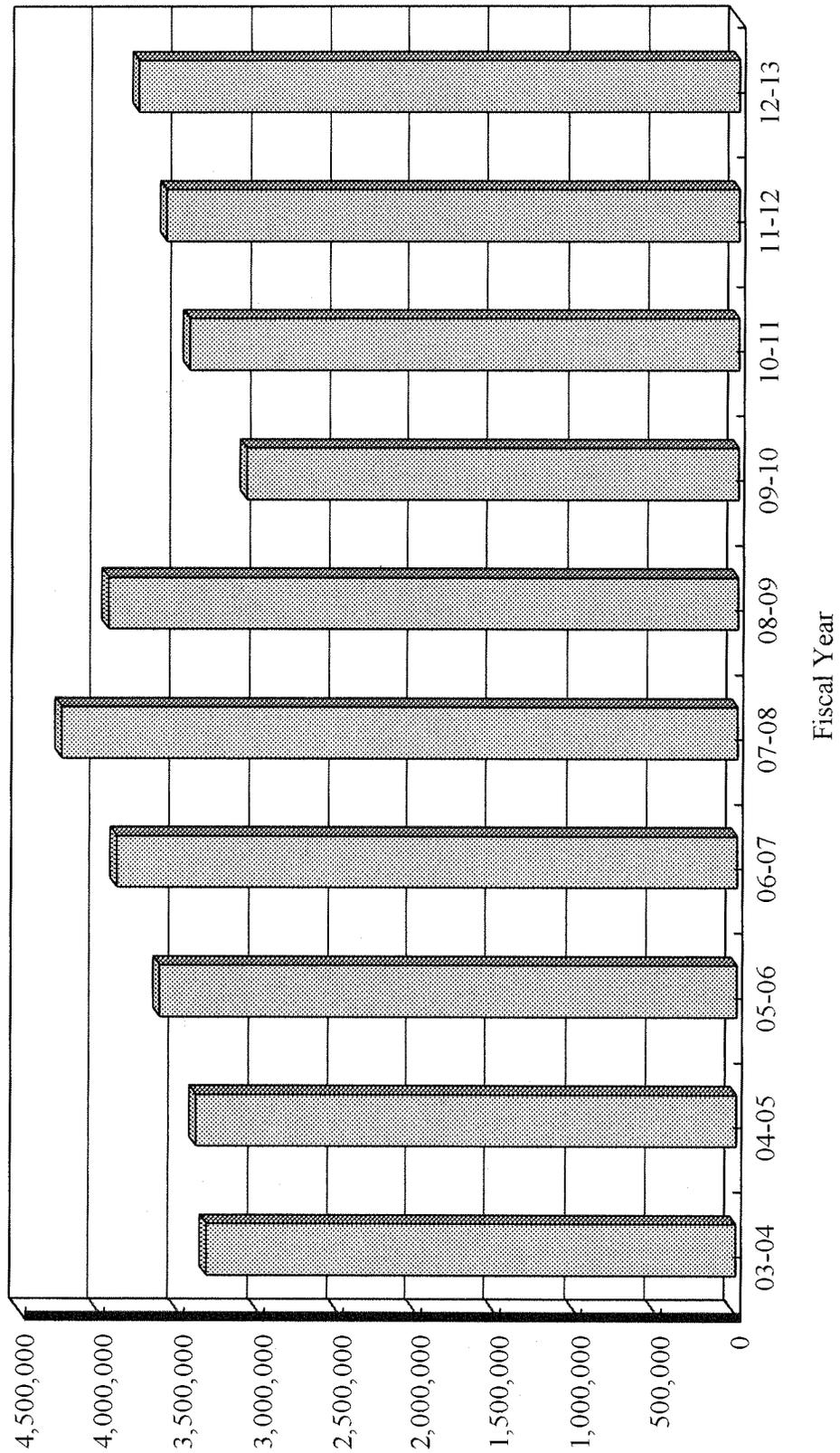
NOTES:

- 1) A State Constitutional Amendment approved by the voters on June 6, 1978, established a tax rate of 1% of market value for which the City receives a proportionate share. This rate is exclusive of bonded indebtedness requirements.
- 2) The La Verne Redevelopment Agency was dissolved effective February 1, 2012 under State legislation.

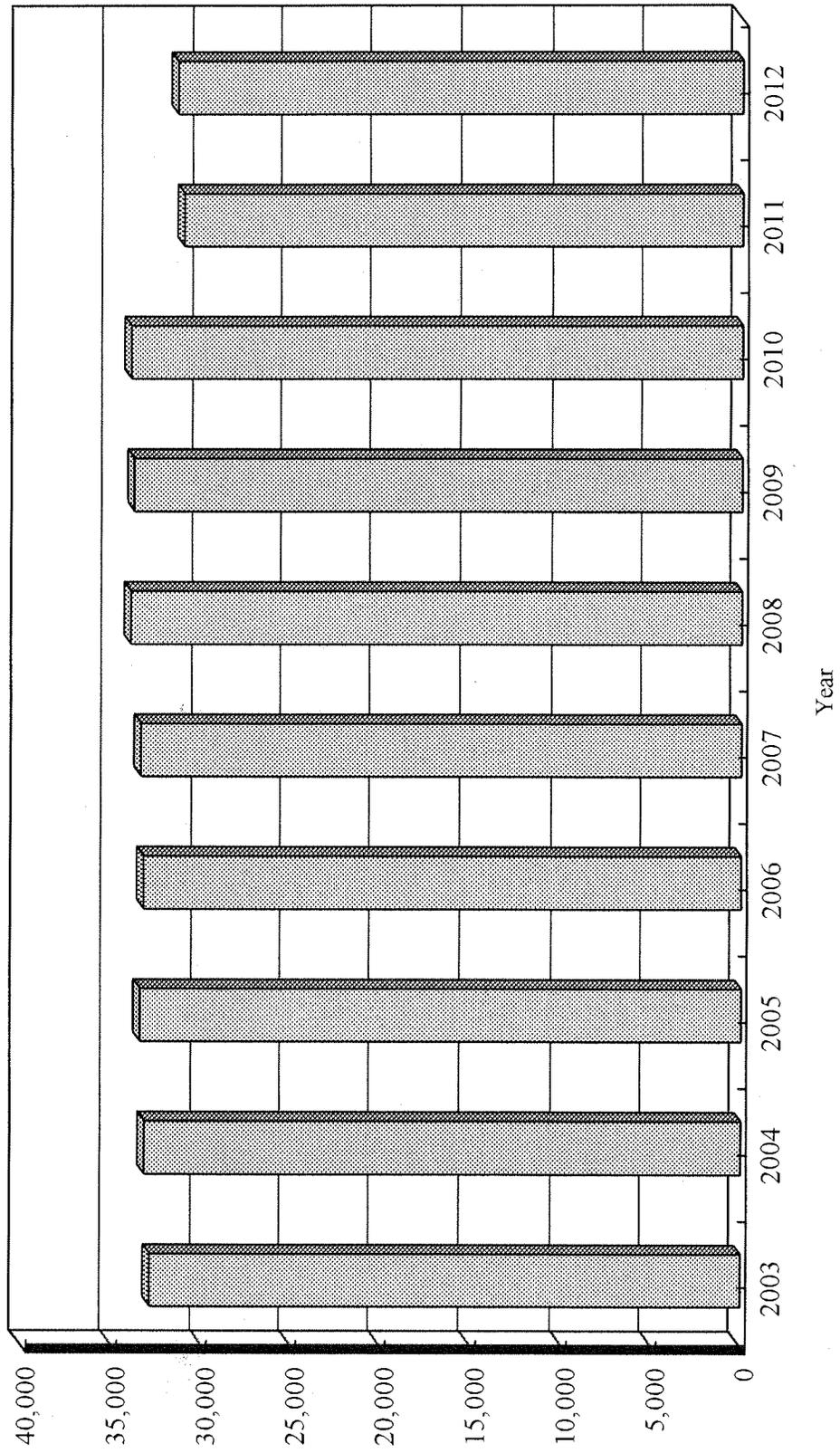
ASSESSED VALUATION

CITY OF LA VERNE

Sales Tax Receipts



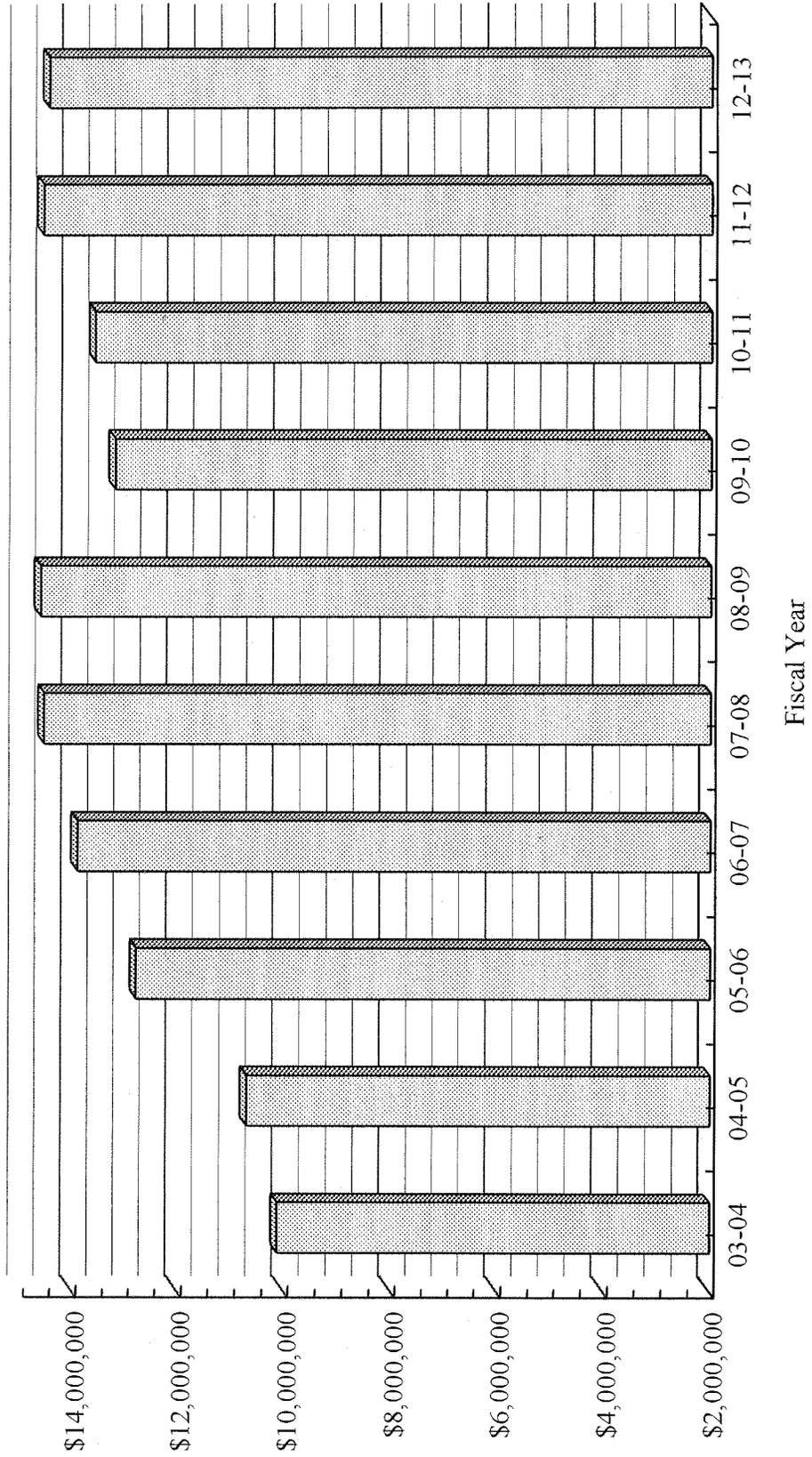
CITY OF LA VERNE Population



CITY OF LA VERNE

Trends in Top 4 General Fund Revenues

Property Tax, Sales Tax, Motor Vehicle Fees & Utility Tax



*California Society of
Municipal Finance Officers*

Certificate of Award

*Outstanding Financial Reporting
for the Fiscal Year Ending June 30, 2011*

Presented to the

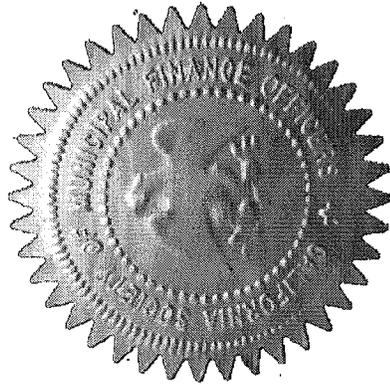
City of La Verne

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 reports were prepared.

February 29, 2012


Scott Johnson
CSMFO President


Chu Thai, Chair
Professional Standards and
Recognition Committee



Dedicated Excellence in Municipal Financial Reporting

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RESOLUTION NO. 12-25

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 2012-13 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 2012-2013 fiscal year on those appropriations subject to limitation under Article XIII-B; and

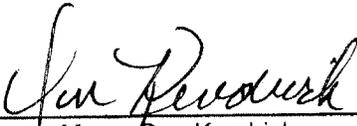
WHEREAS, the City Clerk has posted notice of the intention of the City Council to adopt such limitation at its meeting of June 18, 2012.

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 2012-13 fiscal year for appropriations subject to limitation under Article XIII-B shall be \$93,503,926. This limitation shall apply only to appropriations subject to limitation under Article XIII-B.

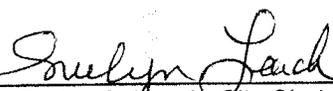
Section 2. That the Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force.

PASSED, APPROVED AND ADOPTED this 18TH day of June, 2012.



Mayor Don Kendrick

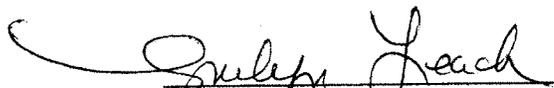
ATTEST:



Evelyn C. Leach, City Clerk

I hereby certify that the foregoing **Resolution No. 12-25** was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the 18th day of **June, 2012**, by the following vote:

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



Evelyn C. Leach, City Clerk

City of La Verne

REVENUE AND APPROPRIATION LIMITATIONS

2012-13 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 2011-12 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 2012-13 has been determined by the City to be \$93,503,926. However, analysis indicates that only about \$14.9 million of the 2012-13 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 2012-13 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.

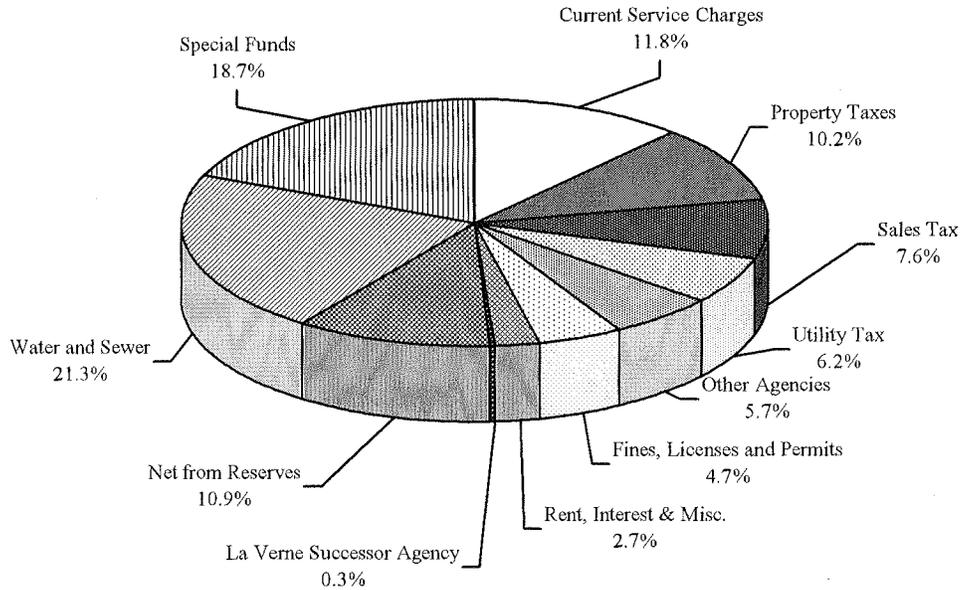
The following schedules indicate that the City is safely under the "excess sales tax" and "excess property tax" provisions of Assembly Bill 8.

City of La Verne

<u>SALES TAX</u>				Line Ref.
(1) Estimated 2012-13 Sales Tax			\$ 3,775,000	(a)
(2) F.Y. 2010-11 Sales Tax	\$ 3,600,000			(b)
Adjustment: Line (b) x 1.0377 cost of living factor	<u>3,735,720</u>			(c)
Line (c) x 1.0109 population factor			<u>3,776,493</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>0</u>	(e)
(4) Article XII B Appropriations Limitation		<u>93,503,926</u>		(f)
Estimated total proceeds of taxes	<u>\$14,899,105</u>			(g)
The amount from Line (e)	<u>0</u>			(h)
Line (g) minus Line (h)		<u>14,899,105</u>		(i)
Line (f) minus Line (i) (not less than zero)			<u>78,604,821</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. 2012-13 Property Tax			<u>5,045,000</u>	(m)
(2) F.Y. 2011-12 Property Tax	<u>5,371,000</u>			(n)
Adjustment: Line (n) x 1.03777 cost of living factor	<u>5,573,487</u>			(o)
Line (o) x 1.0109 population			<u>5,634,238</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>93,503,926</u>		(r)
Estimated total proceeds of taxes	<u>14,899,105</u>			(s)
The amount from Line (q)	<u>0</u>			(t)
Line (s) minus Line (t)		<u>14,899,105</u>		(u)
Line (r) minus Line (u) (Not less than zero)			<u>78,604,821</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	\$5,080,000	Net City Current Revenue	\$41,998,853
Sales Tax	3,775,000	Net from Reserves **	2,726,147
Utility Tax	3,100,000	Total City	\$44,725,000
Current Service Charges	5,889,950		
Other Agencies	2,833,300		
Fines, Licenses and Permits	2,350,000		
Rent and Interest	350,700	La Verne Successor Agency ***	
Miscellaneous	1,005,800	Miscellaneous	125,000
Total General Fund	\$24,384,750	Total LVSA Current Revenue	125,000
Water and Sewer	10,580,000		
Special Funds **	9,290,103	Net from Reserves	2,680,898
Total Current Year Revenue	\$44,254,853	Total LVSA	2,805,898
Less Interdepartmental Funds	(2,256,000)	Total City and LVSA	\$47,530,898

NOTE:

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

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

City of La Verne

2012-13 BUDGET

ESTIMATED REVENUES

Account Number	Source	2010-11 Actual	Estimated 2011-12	2012-13 Estimated	
				City Manager	Revised
GENERAL FUND(101):					
PROPERTY TAXES:					
-311-1010	Current Year Secured	3,751,049	3,800,000	3,850,000	3,850,000
-311-1011	Current Year Unsecured	138,432	135,000	135,000	135,000
-311-1510	Prior Year Secured	63,451	60,000	60,000	60,000
-311-1511	Prior Year Unsecured	4,731	5,000	5,000	5,000
-311-1600	Supplemental Tax Roll	71,564	50,000	50,000	50,000
-311-2100	Other Property Tax	139,047	1,181,000	800,000	800,000
-311-2110	Aircraft Tax	55,020	50,000	55,000	55,000
-311-2112	Homeowner's Exemption	34,586	35,000	35,000	35,000
-311-2500	Real Property Transfer Tax	72,817	55,000	55,000	55,000
-319-0000	Penalties and Interest	45,097	35,000	35,000	35,000
	Sub-Total	4,375,794	5,406,000	5,080,000	5,080,000
OTHER TAXES:					
-313-1000	Sales and Use Tax	3,457,066	3,600,000	3,775,000	3,775,000
-314-1000	Utility User Tax	3,156,997	3,075,000	3,100,000	3,100,000
-318-1000	Franchise Tax	553,197	550,000	550,000	550,000
	Sub-Total	7,167,260	7,225,000	7,425,000	7,425,000
LICENSES AND PERMITS:					
-321-0000	Business Licenses	352,407	345,000	340,000	340,000
-322-1000	Permits (Other)	34,645	32,000	30,500	30,500
-322-1005	Burglar Alarm Permits	10,950	9,000	8,000	8,000
-322-1010	Home Occupation Permit	16,809	15,000	15,000	15,000
-322-1017	Temp/Annual Overnite Parking	149,332	148,000	140,000	140,000
-322-1500	Building Permits	1,254,699	1,100,000	1,800,000	1,800,000
-322-2000	Public Works Permits	4,311	4,000	4,000	4,000
	Sub-Total	1,823,153	1,653,000	2,337,500	2,337,500
FINES AND FORFEITS:					
-350-1000	City Code Court Fine	7,539	8,000	7,000	7,000
-350-1200	False Burglar Alarm Penalty	3,450	2,500	2,500	2,500
-350-1300	Business License Penalty	4,152	3,000	3,000	3,000
	Sub-Total	15,141	13,500	12,500	12,500
USE OF MONEY AND PROPERTY:					
-361-0000	Interest Income	105,001	130,000	130,000	130,000
-364-1000	Rents	21,783	20,000	20,000	20,000
-364-1005	Cell Tower Space Rental	48,924	49,360	67,000	67,000
-364-1010	Recreation Facility/ Equipment Rental	52,963	61,700	71,700	71,700
-364-1016	Swimming Pool Rental	24,986	26,000	23,500	23,500
-364-1020	Fire Station III Rental	38,500	38,500	38,500	38,500
	Sub-Total	292,157	325,560	350,700	350,700

City of La Verne

2012-13 BUDGET

ESTIMATED REVENUES

Account Number	Source	2010-11 Actual	Estimated 2011-12	2012-13 Estimated	
				City Manager	Revised
INTERGOVERNMENTAL REVENUE:					
-331-1700	Homeland Security Grant	15,000	0	0	0
-331-2205	Assistance to Firefighters Grant	94,987	0	0	0
-331-2510	Bulletproof Vest Grant	6,360	0	0	0
-334-1600	Used Oil Recycling Grant	0	10,800	9,100	9,100
-334-1600	Beverage Recycling Grant	0	9,200	8,500	8,500
-335-1200	Motor Vehicle in Lieu Tax	2,582,883	2,480,000	2,500,000	2,500,000
-335-1515	P.O.S.T Reimbursement	9,454	4,500	2,000	2,000
-335-1500	State Mandated Cost Reimbursement	12,143	3,000	3,700	3,700
-335-2013	CAL-MMET Police Reimbursement	136,978	100,000	100,000	100,000
-336-1000	Prop. A Transfer Exchange	101,250	150,000	140,000	140,000
-336-1300	CDBG Funds Exchange	111,707	70,000	40,000	40,000
-336-2100	LA Impact Reimbursements	54,271	70,000	30,000	30,000
	Sub-Total	3,125,033	2,897,500	2,833,300	2,833,300
CHARGES FOR CURRENT SERVICES:					
-341-1005	Map and Copy Sales	13,483	12,200	11,500	11,500
-341-1500	Work for Others	48,013	24,000	153,000	153,000
-341-1504	Passport Service Fees	8,830	10,000	10,000	10,000
-341-1508	L A Impact Personnel Services	496,255	510,000	534,000	534,000
-341-1509	L A Impact Financial Services	187,830	118,000	120,000	120,000
-341-1512	Fire Department Reimbursements	64,637	102,000	300,000	300,000
-341-1520	Sports Park Maintenance	77,680	94,000	94,000	94,000
-341-1522	Cable Public Access	61,332	50,000	50,000	50,000
-341-1523	BUSD and ULV Pool Maintenance	69,543	70,000	70,000	70,000
-341-1524	BUSD Police Reimbursement	75,000	75,000	75,000	75,000
-341-1525	Sports Park Lighting	16,655	16,000	16,000	16,000
-341-1526	Other Parks Lighting	29,700	40,500	36,500	36,500
-341-1529	Valley Rancho Maintenance	6,000	6,000	6,000	6,000
-342-1008	Weapons Storage Fee Release	380	800	800	800
-342-1009	Livescan Fees	8,207	5,300	5,000	5,000
-342-1010	Trustee Program	37,380	30,000	30,000	30,000
-342-1012	Citation Write-Offs	1,154	1,000	1,000	1,000
-342-1015	PD-Hearing Officer	755	0	0	0
-342-1016	Special Duty Police Dept	105,663	104,550	104,550	104,550
-342-1017	Probation Payments	0	500	500	500
-342-1018	DUI Emergency Response	2,755	1,100	1,000	1,000
-342-1020	School Crossing Guard	15,000	15,000	20,000	20,000
-342-1021	LVPD Booking Fees	0	1,000	4,500	4,500
-342-1023	Southwest Borders Grant Reimbursement	0	66,000	88,600	88,600
-342-1510	Paramedic Service Fees	608,893	650,000	700,000	700,000
-342-1512	Fire Revenue Inspections	23,871	20,700	18,000	18,000
-344-1100	Plan Check Fees	20,378	15,000	65,000	65,000
-344-1200	Inspection Fees	20,268	15,000	65,000	65,000
-344-1512	Municipal Services Registration Fee	11,700	12,000	12,000	12,000
-344-2506	Graffiti Removal Reimbursement	45,000	26,200	0	0
-344-3010	Refuse Service Fees	2,781,558	2,364,000	2,400,000	2,400,000
-344-3015	Other Refuse Service Fees	107,500	100,000	100,000	100,000
-345-1000	Planning	600	1,400	800	800
-345-1011	Land Use Fees	5,860	7,000	5,000	5,000
-345-1012	Precise Plan of Design	12,654	8,000	8,000	8,000
-345-1013	Environmental Fees	1,600	1,400	1,200	1,200

City of La Verne

2012-13 BUDGET

ESTIMATED REVENUES

Account Number	Source	2010-11 Actual	Estimated 2011-12	2012-13 Estimated	
				City Manager	Revised
-345-1015	Planning Deposit Projects	137,218	195,000	125,000	125,000
-345-1016	State Mandated Planning Fee	25,490	12,000	10,000	10,000
-345-1023	State Buildings Standards Fee	1,123	0	0	0
-345-1024	Energy Efficiency Grant	0	0	20,000	20,000
-346-1000	Recreation Fee and Charges	218,388	220,000	230,000	230,000
-346-1011	Preschool	123,513	128,000	128,000	128,000
-346-1012	Recreation/BHS	31,047	30,000	30,000	30,000
-346-1020	Sports Programs	76,327	80,000	83,000	83,000
-346-1100	Aquatics Programs	88,544	106,300	106,000	106,000
-346-1200	Recreation Excursions	24,902	31,000	42,000	42,000
-346-1400	Special Event Activities	6,106	6,500	9,000	9,000
	Sub-Total	5,698,792	5,382,450	5,889,950	5,889,950
MISCELLANEOUS REVENUE:					
-363-1000	Sale of Property	539,799	426,000	251,000	251,000
-362-0000	Miscellaneous Revenue	36,987	215,900	204,800	204,800
	Sub-Total	576,786	641,900	455,800	455,800
TOTAL GENERAL FUND		23,074,116	23,544,910	24,384,750	24,384,750
PARAMEDIC SERVICE FUND(104):					
-342-1510	Paramedic Service Fees	689,647	690,000	710,000	710,000
TOTAL PARAMEDIC SERVICE FUND		689,647	690,000	710,000	710,000
GAS TAX FUND(206):					
-318-1510	Gas Tax 2107 Funds	233,316	236,000	236,200	236,200
-318-1515	Gas Tax 2107.5 Engineering	6,000	6,000	6,000	6,000
-318-1520	Gas Tax 2105 Funds	174,695	166,400	164,600	164,600
-318-1525	Gas Tax 2106 Funds	107,087	116,100	114,900	114,900
-318-1530	Gas Tax 2103 Funds	322,390	359,000	369,600	369,600
-331-1906	ARRA- Street Improvements	51,194	241,000	0	0
-334-1800	Safe Routes to School	0	0	100,000	100,000
-361-0000	Interest Income	12,232	7,000	10,000	10,000
TOTAL GAS TAX FUND		906,914	1,131,500	1,001,300	1,001,300
TRAFFIC SAFETY FUND(208):					
-335-1600	OTS Grant	52,370	11,600	0	0
-342-1013	DUI Vehicle Storage Release	13,200	12,000	12,000	12,000
-342-1014	Vehicle Storage Release	43,093	20,000	20,000	20,000
-342-1019	Other Vehicle Fees	32,490	16,000	15,000	15,000
-350-1100	Parking Violations	332,061	360,000	360,000	360,000
-350-1700	Vehicle Code Court Fines	101,463	50,000	50,000	50,000
TOTAL TRAFFIC SAFETY FUND		574,677	469,600	457,000	457,000
COUNTY AID TO CITIES FUND(209):					
-336-0000	County Gov't Shared Revenues	0	0	0	0
TOTAL COUNTY AID TO CITIES FUND		0	0	0	0

City of La Verne

2012-13 BUDGET

ESTIMATED REVENUES

Account Number	Source	2010-11 Actual	Estimated 2011-12	2012-13 Estimated	
				City Manager	Revised
<u>CDBG FUND(215):</u>					
-331-1500	CDBG Projects	40,020	133,065	132,657	132,657
TOTAL CDBG FUND		40,020	133,065	132,657	132,657
<u>O & M CFD FUND(216):</u>					
-361-0000	Interest Income	15,758	11,000	10,000	10,000
-370-2511	CFD Special Assessment	951,939	960,000	980,000	980,000
TOTAL O & M CFD FUND		967,697	971,000	990,000	990,000
<u>BICYCLE SAFETY FUND(222):</u>					
-336-1500	S.C.A.G. Grant-Pedestrian	67,972	100	0	0
-361-0000	Interest Income	101	0	0	0
TOTAL BICYCLE SAFETY FUND		68,073	100	0	0
<u>AFFORDABLE HOUSING FUND(226):</u>					
-345-1022	Housing Linkage Fee	0	1,500	6,000	6,000
-361-0000	Interest Income	7,162	6,000	5,000	5,000
TOTAL AFFORDABLE HOUSING FUND		7,162	7,500	11,000	11,000
<u>ASSET FORFEITURE(231):</u>					
-331-2600	Police Asset Confiscation	228,009	6,180	60,000	60,000
-331-2610	Dept of Justice/Asset Sharing	1,461,669	875,000	600,000	600,000
-331-2611	U. S. Treasury/Asset Sharing	4,637	23,000	1,000	1,000
-335-1700	State Asset Forfeiture	12,847	140,000	5,000	5,000
-336-2110	County Asset Forfeiture	0	27,000	0	0
-336-2110	LA Impact Salary Stipend	100,000	66,000	88,000	88,000
-361-0000	Interest Income	6,396	8,000	5,000	5,000
TOTAL ASSET FORFEITURE FUND		1,813,558	1,145,180	759,000	759,000
<u>LACMTA - PROPOSITION A FUND(232):</u>					
-336-1000	PROP A Allocation	459,584	485,000	487,000	487,000
-361-0000	Interest Revenue	2,636	2,500	2,500	2,500
TOTAL LACMTA - PROPOSITION A FUND		462,220	487,500	489,500	489,500
<u>LACMTA - PROPOSITION C FUND(234):</u>					
-336-1100	PROP C Allocation	381,460	400,000	404,000	404,000
-361-0000	Interest Revenue	4,517	4,000	4,000	4,000
TOTAL LACMTA - PROPOSITION C FUND		385,977	404,000	408,000	408,000

City of La Verne

2012-13 BUDGET

ESTIMATED REVENUES

Account Number	Source	2010-11 Actual	Estimated 2011-12	2012-13 Estimated	
				City Manager	Revised
<u>MEASURE R FUND(235):</u>					
-336-1400	Measure R	284,946	302,000	303,000	303,000
-361-0000	Interest Income	3,703	1,000	1,000	1,000
TOTAL MEASURE R FUND		288,649	303,000	304,000	304,000
<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	37,336	38,000	38,000	38,000
-361-0000	Interest Income	2,532	2,000	2,000	2,000
-363-1000	Sale of Property	0	800	0	0
TOTAL AB2766 MOBILE SOURCE AIR POLLUTION FUND		39,868	40,800	40,000	40,000
<u>PUBLIC SAFETY FUND(244):</u>					
-313-1100	PROP 172 Sales Tax	278,525	280,000	280,000	280,000
-342-1513	Fire Equipment Fee	0	500	1,000	1,000
-342-1514	Fire Facility Fee	0	7,500	37,500	37,500
-361-0000	Interest Income	6,538	5,000	5,000	5,000
TOTAL PUBLIC SAFETY FUND		285,063	293,000	323,500	323,500
<u>DOWNTOWN BUSINESS IMPROVEMENT FUND(245):</u>					
-321-1000	DBID Business Licenses	13,274	14,000	14,000	14,000
-361-0000	Interest Income	82	100	100	100
TOTAL DOWNTOWN BUSINESS IMPROVEMENT FUND		13,356	14,100	14,100	14,100
<u>MAINTENANCE ASSESSMENT DISTRICT FUND(246):</u>					
-361-0000	Interest Income	4,431	3,500	3,500	3,500
-370-1510	Landscape Maintenance Fees	336,647	331,000	331,000	331,000
-370-1511	Esperanza 84-1M Assmt. Fees	9,986	9,600	9,600	9,600
TOTAL MAINTENANCE ASSESSMENT DISTRICT FUND		351,064	344,100	344,100	344,100

City of La Verne

2012-13 BUDGET

ESTIMATED REVENUES

Account Number	Source	2010-11 Actual	Estimated 2011-12	2012-13 Estimated	
				City Manager	Revised
<u>FIRE EQUIPMENT REPLACEMENT FUND(250):</u>					
-331-1700	Homeland Security Grant	93,584	0	60,000	60,000
-331-2200	Other Federal Gov't Grants	181,075	62,000	0	0
-336-2300	AQMD Grant	0	120,000	0	0
-342-1515	Fire Equipment Rental Charge	3,108	13,000	6,000	6,000
-342-1516	Fire Administrative Fee	11,455	20,000	30,000	30,000
-361-0000	Interest Income	14,954	10,000	10,000	10,000
-362-0000	Miscellaneous Revenues	0	62,000	9,746	9,746
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		304,176	287,000	115,746	115,746
<u>LARGE BUILDING CFD FUND(252):</u>					
-342-1517	Fire Facilities - CFD	48,161	10,000	60,000	60,000
-361-0000	Interest Income	1,170	1,000	1,000	1,000
TOTAL LARGE BUILDING CFD FUND		49,331	11,000	61,000	61,000
<u>LOAN REPAYMENT FUND(326):</u>					
-362-0000	Miscellaneous Revenue		339,000	343,000	343,000
-362-2800	Pension Obligation Charges	1,320	872,000	901,000	901,000
TOTAL LOAN REPAYMENT FUND		1,320	1,211,000	1,244,000	1,244,000
<u>GENERAL CAPITAL IMPROVEMENT FUND(405):</u>					
-331-1700	Homeland Security Grant	0	216,500	0	0
-335-1905	ARRA-Energy Efficiency Grant	0	84,000	0	0
-335-2006	Highway Safety Improvement Program	191,565	0	0	0
-361-0000	Interest Income	3,200	2,000	2,000	2,000
-362-0000	Miscellaneous Income	14,888	43,400	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		209,653	345,900	2,000	2,000
<u>ROW MANAGEMENT FUND(406):</u>					
-361-0000	Interest Income	26,240	25,000	25,000	25,000
-362-2600	Street Impact Mitigation Fee	110,000	110,000	110,000	110,000
TOTAL ROW MANAGEMENT FUND		136,240	135,000	135,000	135,000
<u>I/S TECHNOLOGY FUND(407):</u>					
-361-0000	Interest Income	113	200	200	200
TOTAL I/S TECHNOLOGY FUND		113	200	200	200
<u>UNDERGROUND UTILITIES FUND(410):</u>					
-344-2600	Underground Utilities Fee	20,966	3,500	3,500	3,500
-361-0000	Interest Income	17,751	16,000	15,000	15,000
TOTAL UNDERGROUND UTILITIES FUND		38,717	19,500	18,500	18,500

City of La Verne

2012-13 BUDGET

ESTIMATED REVENUES

Account Number	Source	2010-11 Actual	Estimated 2011-12	2012-13 Estimated	
				City Manager	Revised
<u>PARK DEVELOPMENT FUND(412):</u>					
-318-1600	Park and Recreation Tax	585,360	5,700	60,000	60,000
-361-0000	Interest Revenues	3,639	6,000	5,000	5,000
-362-0000	Miscellaneous Income				
TOTAL PARK DEVELOPMENT FUND		588,999	11,700	65,000	65,000
<u>STORM DRAINAGE DISTRICT FUND(419):</u>					
-344-2700	Storm Drain Fees	20,966	3,500	3,500	3,500
-361-0000	Interest Income	15,451	15,000	15,000	15,000
TOTAL STORM DRAINAGE FUND		36,417	18,500	18,500	18,500
<u>WATER UTILITY FUND(502):</u>					
-345-1017	Plan Check Fees	1,010	10,000	10,000	10,000
-345-1500	Inspection Fees	1,010	10,000	10,000	10,000
-344-1510	Water Sales	8,361,798	8,490,000	9,005,000	9,005,000
-344-1512	Municipal Services Registration Fee	11,700	12,000	12,000	12,000
-344-1514	Conservation Surcharge	190,587	0	0	0
-344-1520	Meter Installations	4,501	2,500	2,500	2,500
-344-1525	Service Installations	27,600	7,000	15,000	15,000
-344-1526	Fire Flow Fee	1,450	14,500	14,500	14,500
-350-1500	Other Fines/Penalties	1,607	1,000	1,000	1,000
-350-1610	Late Penalty Fee	147,284	135,000	140,000	140,000
-350-1800	Utility Turnoff Delq Accts	27,105	23,000	23,000	23,000
-361-0000	Interest Income	22,226	10,000	10,000	10,000
-362-0000	Miscellaneous Revenue	19,683	50,000	6,000	6,000
-363-1000	Sale of Property	0	0	0	0
TOTAL WATER UTILITY FUND		8,817,561	8,765,000	9,249,000	9,249,000
<u>WATER CAPITAL IMPROVEMENT FUND(507):</u>					
-344-1610	Water Connection Fees	5,130	3,000	4,000	4,000
-344-1615	Water System Installation Fees	4,230	4,000	5,000	5,000
-344-1620	Water Acreage Connection Fees	14,477	19,000	10,000	10,000
-361-0000	Interest Income	73,293	50,000	50,000	50,000
TOTAL WATER CAPITAL IMPROVEMENT FUND		97,130	76,000	69,000	69,000
<u>MIRAMAR DEBT REPAYMENT FUND(519):</u>					
-344-1530	Miramar Service Charge	49,948	20,000	20,000	20,000
-361-0000	Interest Income	83,186	60,000	50,000	50,000
TOTAL MIRAMAR DEBT REPAYMENT FUND		133,134	80,000	70,000	70,000

City of La Verne

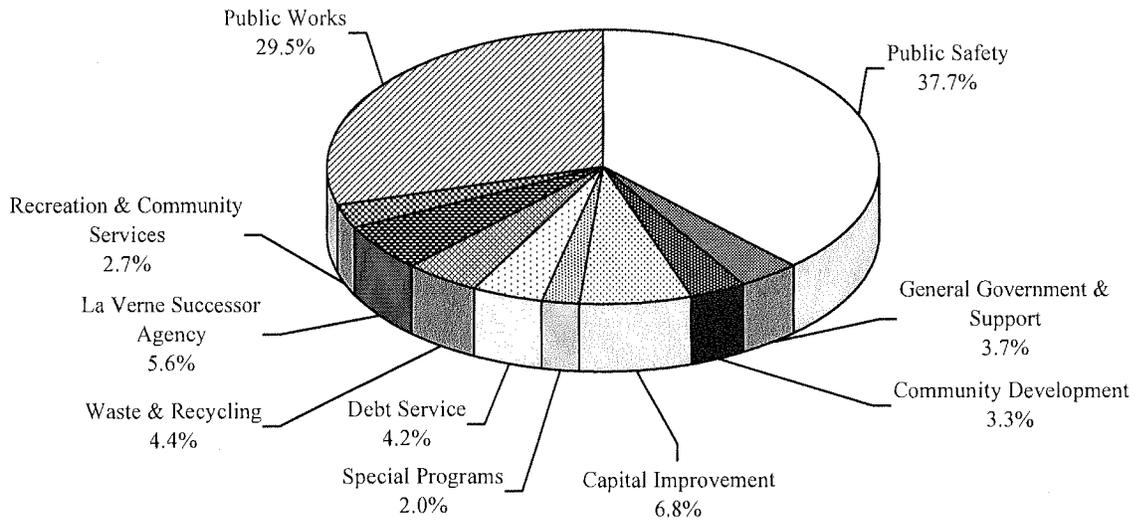
2012-13 BUDGET

ESTIMATED REVENUES

Account Number	Source	2010-11 Actual	Estimated 2011-12	2012-13 Estimated	
				City Manager	Revised
<u>SEWER UTILITY FUND(530):</u>					
-322-1015	Industrial Waste Permits	24,021	20,000	20,000	20,000
-341-1500	Work for Others	40,000	0	0	0
-344-1100	Plan Check Fees	19,034	330	500	500
-344-1200	Inspection Fees	19,034	330	500	500
-344-2010	Sewer Service Fees	1,196,400	1,200,000	1,300,000	1,300,000
-361-0000	Interest Income	15,511	10,000	10,000	10,000
TOTAL SEWER UTILITY FUND		1,314,000	1,230,660	1,331,000	1,331,000
<u>SEWER CAPITAL IMPROVEMENT FUND(531):</u>					
-344-2110	Sewer Main Line Fees	750	700	1,000	1,000
-344-2115	Sewer Connection Fees	11,246	5,000	5,000	5,000
-361-0000	Interest Income	40,856	40,000	40,000	40,000
TOTAL SEWER CAPITAL IMPROVEMENT FUND		52,852	45,700	46,000	46,000
<u>EQUIPMENT FUND(624):</u>					
-361-0000	Interest Income	9,816	8,000	6,000	6,000
-363-1000	Sale of Property	0	0	0	0
-364-1000	Rents (Maint. & Operations)	834,318	840,000	942,000	942,000
-364-1015	Rents (Depreciation)	427,305	403,000	413,000	413,000
TOTAL EQUIPMENT FUND		1,271,439	1,251,000	1,361,000	1,361,000
TOTAL ALL CITY FUNDS		43,119,143	43,567,515	44,254,853	44,254,853
Less Interdepartmental Funds		(2,144,000)	(2,127,000)	(2,256,000)	(2,256,000)
NET CITY REVENUE		40,975,143	41,440,515	41,998,853	41,998,853
<u>LA VERNE SUCCESSOR AGENCY:</u>					
REDEVELOPMENT OBLIGATION RETIREMENT FUND(730):					
-361-0000	Interest Income	0	0	0	0
-362-0000	Miscellaneous Revenue	0	0	125,000	125,000
SUB-TOTAL		0	0	125,000	125,000
LOW/MOD OBLIGATION RETIREMENT FUND(731):					
-361-0000	Interest Income	0	0	0	0
SUB-TOTAL		0	0	0	0
TOTAL LA VERNE SUCCESSOR AGENCY FUNDS		0	0	125,000	125,000
GRAND TOTAL CITY AND SUCCESSOR AGENCY:		40,975,143	41,440,515	42,123,853	42,123,853

City of La Verne

Uses of Funds



General Government & Support Services:		Capital Improvements	\$3,396,700
General Administration	\$527,184	Debt Service Requirements	2,081,000
City Clerk	236,621	Special Programs	980,650
City Manager	1,095,845		
Sub Total	\$1,859,650	Total City Expenditures	\$46,981,000
Public Safety:		Less Interdepartmental Funds	(2,256,000)
Police	\$11,603,675	Net City Expenditures	\$44,725,000
Fire	7,159,747	La Verne Successor Agency Expenditures	2,805,898
Sub Total	\$18,763,422	Total City and La Verne Successor Agency	\$47,530,898
Community Development	1,629,282		
Recreation & Community Services	1,358,037		
Public Works:			
City Buildings	401,772		
Street Maintenance	2,164,338		
Waste and Recycling	2,200,609		
Water Utility	7,891,705		
Sewer Utility	1,014,212		
Equipment Maintenance	1,478,273		
Park Maintenance	1,761,350		
Sub Total	16,912,259		

City of La Verne

2012-13 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	59,184	10,000	0	69,184
General Government				
Non-Departmental	0	375,000	0	375,000
Legal Services	0	83,000	0	83,000
DEPARTMENT TOTAL	59,184	468,000	0	527,184
<u>CITY CLERK DEPARTMENT:</u>				
Administration	132,158	12,000	0	144,158
Elections	22,463	70,000	0	92,463
DEPARTMENT TOTAL	154,621	82,000	0	236,621
<u>CITY MANAGER DEPARTMENT:</u>				
<u>CITY MANAGER DIVISION:</u>				
Administration	237,524	24,500	0	262,024
Personnel Division	671	39,000	0	39,671
SUB-TOTAL	238,195	63,500	0	301,695
<u>FINANCE DIVISION:</u>				
Administration	75,752	12,000	0	87,752
City Treasurer	56,814	22,000	0	78,814
Cashiering and Collections	36,773	3,500	0	40,273
Business Licensing	24,572	2,500	0	27,072
Accounting and Payroll	200,013	4,000	0	204,013
L. A. Impact Fiscal Services	28,108	800	0	28,908
SUB-TOTAL	422,032	44,800	0	466,832
<u>INFORMATION SYSTEMS DIVISION:</u>				
Administration	28,147	4,000	0	32,147
Mid-Range Computers	43,414	71,000	9,000	123,414
Personal Computers	88,022	15,000	4,625	107,647
Telephone Services	21,110	40,000	3,000	64,110
SUB-TOTAL	180,693	130,000	16,625	327,318
DEPARTMENT TOTAL	840,920	238,300	16,625	1,095,845

City of La Verne

2012-13 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	181,702	59,700	0	241,402
Planning	58,465	89,500	0	147,965
Planning Non-Deposit Projects	140,440	25,000	0	165,440
Code Enforcement/Building Inspection	44,075	682,000	0	726,075
Economic Development	103,804	100,000	0	203,804
Historic Preservation	18,452	2,500	0	20,952
Housing Programs	116,644	7,000	0	123,644
DEPARTMENT TOTAL	663,582	965,700	0	1,629,282
<u>FIRE DEPARTMENT:</u>				
Administration	500,841	38,600	0	539,441
Emergency Services	3,028,542	42,800	0	3,071,342
Fire Apprentice Program	57,600	50,100	0	107,700
Training	506,426	11,000	0	517,426
Station Maintenance	225,331	21,000	0	246,331
Fire Prevention	254,332	6,800	0	261,132
Emergency Preparedness	16,596	7,800	0	24,396
Paramedic Services	1,852,050	150,000	0	2,002,050
Vehicle Maintenance	259,929	130,000	0	389,929
DEPARTMENT TOTAL	6,701,647	458,100	0	7,159,747
<u>POLICE DEPARTMENT:</u>				
Administration	654,545	350,000	0	1,004,545
Communications	667,059	42,000	0	709,059
Jail Services/Livescan	107,998	42,000	0	149,998
Personnel Development/Training	45,707	40,000	0	85,707
Records and Clerical	308,641	32,000	18,000	358,641
Patrol Services	4,217,445	390,000	10,000	4,617,445
Investigations	1,886,233	115,000	0	2,001,233
Police Reserve Program	12,000	5,000	0	17,000
Crime Prevention/School Resource	294,407	31,000	0	325,407
PD-Information Systems	89,939	70,000	15,000	174,939
L. A. IMPACT Personnel Services	533,492	0	0	533,492
Traffic Services	436,696	180,000	0	616,696
Supplemental Law Enforcement	101,972	0	0	101,972
Asset Forfeiture	570,041	250,000	87,500	907,541
DEPARTMENT TOTAL	9,926,175	1,547,000	130,500	11,603,675

City of La Verne

2012-13 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>COMMUNITY SERVICES DEPARTMENT:</u>				
COMMUNITY SERVICES DIVISION:				
Administration	200,452	42,300	0	242,752
Recreation Programs	224,531	277,400	0	501,931
Facility Rentals	175,136	137,000	0	312,136
Swimming Pool Program	102,588	158,000	0	260,588
Special Events	10,030	30,600	0	40,630
SUB-TOTAL	712,737	645,300	0	1,358,037
DEPARTMENT TOTAL	712,737	645,300	0	1,358,037
<u>PUBLIC WORKS DEPARTMENT:</u>				
CITY BUILDING DIVISION:				
Administration	21,453	3,175	0	24,628
Building Maintenance	41,694	335,450	0	377,144
SUB-TOTAL	63,147	338,625	0	401,772
STREET MAINTENANCE DIVISION:				
Administration	89,993	308,895	0	398,888
Waste and Recycling	14,979	2,185,630	0	2,200,609
Street Maintenance	394,633	640,873	0	1,035,506
Traffic and Lighting	96,442	587,518	0	683,960
Graffiti Removal	32,084	13,900	0	45,984
SUB-TOTAL	628,131	3,736,816	0	4,364,947
WATER UTILITY DIVISION:				
Administration	380,529	357,672	2,775	740,976
Water Production	326,093	5,387,908	100,000	5,814,001
Transmission & Distribution	430,244	181,023	7,000	618,267
Customer Service	511,902	206,559	0	718,461
SUB-TOTAL	1,648,768	6,133,162	109,775	7,891,705

City of La Verne

2012-13 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
SEWER UTILITY DIVISION:				
Administration	446,817	144,954	1,850	593,621
Sewer System Maintenance	265,699	139,392	15,500	420,591
SUB-TOTAL	712,516	284,346	17,350	1,014,212
EQUIPMENT MAINTENANCE DIVISION:				
Administration	190,838	118,612	254,800	564,250
Preventative Maintenance	112,192	59,900	0	172,092
Repair Work	194,431	547,500	0	741,931
SUB-TOTAL	497,461	726,012	254,800	1,478,273
PARK MAINTENANCE DIVISION:				
Parks Administration	25,837	59,710	0	85,547
Parks Facility Maintenance	429,566	500,057	0	929,623
Tree Maintenance	141,213	234,172	0	375,385
Maintenance Assessment Districts	38,436	332,359	0	370,795
SUB-TOTAL	635,052	1,126,298	0	1,761,350
DEPARTMENT TOTAL	4,185,075	12,345,259	381,925	16,912,259
TOTAL CITY OPERATING	23,243,941	16,749,659	529,050	40,522,650
Less Interdepartmental Funds	0	(2,256,000)	0	(2,256,000)
NET CITY OPERATING BUDGET	23,243,941	14,493,659	529,050	38,266,650

City of La Verne

2012-13 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	115,000	115,000
I/S Technology Fund	0	0	0	0
Measure R Fund	0	0	350,000	350,000
Gas Tax Street Improvements	0	0	481,000	481,000
County Aid to Cities Fund	0	0	0	0
Water Capital Improvements	0	0	890,000	890,000
Sewer Capital Improvements	0	0	75,000	75,000
Storm Drain Fund	0	0	20,000	20,000
Park Development	0	0	162,000	162,000
Esperanza Road Improvement District	0	0	0	0
Fire Facilities/Equipment Funds	0	0	25,200	25,200
Large Building CFD Fund	0	0	0	0
Fire Equipment Replacement Fund	0	0	1,278,500	1,278,500
TOTAL CAPITAL IMPROVEMENTS PROJECTS	0	0	3,396,700	3,396,700
<u>SPECIAL PROGRAMS:</u>				
CDBG Projects & Programs	14,657	68,000	50,000	132,657
Bicycle Safety - TDA	0	0	0	0
PROP A LACMTA Programs	26,158	447,625	0	473,783
PROP C LACMTA Programs	76,406	213,500	19,300	309,206
Mobile Source Air Pollution(AB2766)	1,804	19,000	30,000	50,804
Downtown Business Improv. Dist.	0	14,200	0	14,200
TOTAL SPECIAL PROGRAMS	119,025	762,325	99,300	980,650
<u>DEBT SERVICE REQUIREMENTS:</u>				
Capitalized Leases/Pension Bond	0	2,081,000	0	2,081,000
TOTAL DEBT SERVICE	0	2,081,000	0	2,081,000
TOTAL CITY EXPENDITURES	23,362,966	17,336,984	4,025,050	44,725,000

City of La Verne

2012-13 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>LA VERNE SUCCESSOR AGENCY:</u>				
REDEVELOPMENT OBLIGATION RETIREMENT FUND:				
Administration	246,623	43,377	0	290,000
Debt Repayment	0	2,515,898	0	2,515,898
TOTAL REDEVELOPMENT OBLIGATION RETIREMENT FUNI	246,623	2,559,275	0	2,805,898
TOTAL LA VERNE SUCCESSOR AGENCY	246,623	2,559,275	0	2,805,898
TOTAL CITY AND SUCCESSOR AGENC	23,609,589	19,896,259	4,025,050	47,530,898

City of La Verne

SUMMARY OF FUND BALANCES

ANTICIPATED REVENUE, APPROPRIATIONS AND TRANSFERS 2012-13 BUDGET

Fund No.	Fund Title	Estimated Fund Balance 6/30/2012	Revenues	Appropriations	Net Transfers	Estimated Fund Balance 6/30/2013
101	General:					
	Undesignated Reserve	7,535,248	22,184,141	25,940,847	3,112,100	6,890,642
	Designated Reserve	1,298,750	2,200,609	2,200,609	0	1,298,750
104	Paramedic Service	0	710,000	0	(710,000)	0
206	Gas Tax	869,507	1,001,300	481,000	(361,000)	1,028,807
208	Traffic Safety	0	457,000	616,696	160,000	304
209	County Aid to Cities	0	0	0	0	0
215	CDBG	0	132,657	132,657	0	0
216	Operation & Maintenance CFD	883,356	990,000	0	(1,288,000)	585,356
222	Bicycle Safety & TDA	373	0	0	0	373
226	Affordable Housing	542,951	11,000	0	0	553,951
231	Asset Forfeiture	1,065,313	759,000	907,541	0	916,772
232	LACMTA - Proposition A	297,208	489,500	473,783	0	312,925
234	LACMTA - Proposition C	505,218	408,000	309,206	0	604,012
235	Measure R Fund	110,620	304,000	350,000	0	64,620
241	Supplemental Law Enf. Services	191	100,000	101,972	2,000	219
243	AB2766 Mobile Source Air Pollution	230,627	40,000	50,804	0	219,823
244	Public Safety Equipment	401,166	323,500	25,200	(280,000)	419,466
245	DBID	7,189	14,100	14,200	0	7,089
246	Maintenance Assessment Districts	362,057	344,100	370,795	0	335,362
250	Fire Equipment Replacement Fund	1,053,180	115,746	1,278,500	400,000	290,426
252	Large Building CFD Fund	122,365	61,000	0	(100,000)	83,365
326	Loan Repayment	182,037	1,244,000	1,244,000	0	182,037
405	General Capital Improvement	529,423	2,000	115,000	60,000	476,423
406	Right of Way Management	2,258,379	135,000	0	110,000	2,503,379
407	I/S Technology Fund	15,500	200	0	0	15,700
410	Underground Utilities	1,360,067	18,500	0	0	1,378,567
412	Park Development	590,450	65,000	162,000	0	493,450
419	Storm Drainage District	1,087,083	18,500	20,000	0	1,085,583
436	Esperanza Rd. Improvement District	49,460	0	0	0	49,460
502	Water Utility	465,481	9,249,000	7,891,705	(1,514,900)	307,876
507	Water Capital Improvement:	1,801,168	69,000	890,000	500,000	1,480,168
519	Miramar Debt Repayment	5,376,809	70,000	837,000	0	4,609,809
530	Sewer Utility	669,201	1,331,000	1,014,212	(430,200)	555,789
531	Sewer Capital Improvement	3,730,925	46,000	75,000	300,000	4,001,925
624	Equipment	384,766	1,361,000	1,478,273	0	267,493
TOTAL CITY		33,786,068	44,254,853	46,981,000	(40,000)	31,019,921
Less Interdepartmental Funds			(2,256,000)	(2,256,000)	0	0
NET CITY		33,786,068	41,998,853	44,725,000	(40,000)	31,019,921
LA VERNE SUCCESSOR AGENCY:						
730	Redevelopment Obligations					
	Retirement Fund	3,425,090	125,000	2,805,898	390,000	1,134,192
731	Low/Mod Obligations					
	Retirement Fund	3,594,584	0	0	(350,000)	3,244,584
TOTAL LVSA		7,019,674	125,000	2,805,898	40,000	4,378,776
TOTAL CITY AND LA VERNE SUCCESSOR AGENCY		40,805,742	42,123,853	47,530,898	0	35,398,697

City of La Verne

2012-13 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION SCHEDULE

Fund	Estimated Revenue	Interfund Transfers	Designated Reserve Expend(Retain)	Undesignated Reserve Expend(Retain)	Total Available Revenue	Total Proposed Expenditures
101 General	\$24,384,750	\$2,324,000	A \$544,606 N	N \$100,000	\$28,141,456	\$28,141,456
		\$1,155,100	B			
		(\$202,000)	C			
		(\$130,000)	D			
		\$5,000	H			
		(\$40,000)	I			
104 Paramedic Service	\$710,000	(\$710,000)	A		\$0	\$0
206 Gas Tax	\$1,001,300	(\$361,000)	A	(\$159,300) L	\$481,000	\$481,000
208 Traffic Safety	\$457,000	\$160,000	C	(\$304) L	\$616,696	\$616,696
209 County Aid to Cities	\$0				\$0	\$0
215 CDBG	\$132,657				\$132,657	\$132,657
216 Operation & Maint. CFD 90-1	\$990,000	(\$873,000)	A	\$298,000 M	\$0	\$0
		(\$415,000)	H			
222 Bicycle Safety	\$0				\$0	\$0
226 Affordable Housing	\$11,000			(\$11,000) L	\$0	\$0
231 Asset Forfeiture	\$759,000			\$148,541 M	\$907,541	\$907,541
232 LACMTA-Proposition A	\$489,500			(\$15,717) L	\$473,783	\$473,783
234 LACMTA-Proposition C	\$408,000			(\$98,794) L	\$309,206	\$309,206
235 Measure R	\$304,000			\$46,000 M	\$350,000	\$350,000
241 Supplemental Law Enf. Services Fund	\$100,000	\$2,000	C	(\$28) L	\$101,972	\$101,972
243 AB2766 Mobile Source Air Pollution	\$40,000			\$10,804 M	\$50,804	\$50,804
244 Public Safety Equipment	\$323,500	(\$280,000)	A	(\$18,300) L	\$25,200	\$25,200
245 Downtown Business Improvement District	\$14,100			\$100 M	\$14,200	\$14,200
246 Maintenance Assess. District	\$344,100			\$26,695 M	\$370,795	\$370,795
250 Fire Equipment Replacement Fund	\$115,746	\$400,000	H	\$762,754 M	\$1,278,500	\$1,278,500

City of La Verne

2012-13 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	\$61,000	(\$100,000)	A	\$39,000	M	\$0	\$0		
326 Loan Repayment	\$1,244,000					\$1,244,000	\$1,244,000		
405 General Capital Improvement	\$2,000	\$130,000	D	\$53,000	L	\$115,000	\$115,000		
		\$40,000	I						
		(\$110,000)	C						
406 ROW Management	\$135,000	\$110,000	C	(\$245,000)	L	\$0	\$0		
407 I/S Technology Fund	\$200			(\$200)	L	\$0	\$0		
410 Underground Utilities District	\$18,500			(\$18,500)	L	\$0	\$0		
412 Park Development	\$65,000			\$97,000	L	\$162,000	\$162,000		
419 Storm Drainage District	\$18,500			\$1,500	M	\$20,000	\$20,000		
436 Esperanza Rd. Imprv Dist	\$0					\$0	\$0		
502 Water Utility	\$9,249,000	(\$1,014,900)	B	\$157,605	M	\$7,891,705	\$7,891,705		
		(\$500,000)	K						
507 Water Capital Improvement	\$69,000	\$500,000	K	(\$20,000)	E	\$341,000	\$890,000		
519 Miramar Debt Repayment	\$70,000			\$767,000	M	\$837,000	\$837,000		
530 Sewer Utility	\$1,331,000	(\$140,200)	B	\$113,412	M	\$1,014,212	\$1,014,212		
		\$10,000	H						
		(\$300,000)	K						
531 Sewer Capital Improvement	\$46,000	\$300,000	K	(\$271,000)	L	\$75,000	\$75,000		
624 Equipment	\$1,361,000			\$254,800	G	(\$137,527)	L	\$1,478,273	\$1,478,273
TOTAL CITY	\$44,254,853	(\$40,000)		\$779,406		\$1,986,741	\$46,981,000	\$46,981,000	
Less Interdepartmental Funds	(\$2,256,000)					(\$2,256,000)	(\$2,256,000)		
NET CITY	\$41,998,853	(\$40,000)		\$779,406		\$1,986,741	\$44,725,000	\$44,725,000	
LA VERNE SUCCESSOR AGENCY:									
730 Redevelopment Obligation Retirement Fund	\$125,000	\$350,000	J	\$2,290,898	L	\$2,805,898	\$2,805,898		
		\$40,000	C						
731 Low/Mod Obligations Retirement Fund	\$0	(\$350,000)	J	\$350,000	L	\$0	\$0		
TOTAL LVSA	\$125,000	\$40,000		\$2,640,898		\$0	\$2,805,898	\$2,805,898	
TOTAL CITY AND LVSA	\$42,123,853	\$0		\$3,420,304		\$1,986,741	\$47,530,898	\$47,530,898	

City of La Verne

2012-13 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

A - Transfers to General Fund:

Paramedic Cost Reimbursement		710,000	
Gas Tax 2106	115,000		
Gas Tax 2107	236,000		
Gas Tax Interest Income	<u>10,000</u>		
Total Gas Tax		361,000	
Proposition 172 Public Safety-Current Year Revenue		280,000	
Proposition 172 Public Safety-Prior Year Revenue		0	
Community Facilities Dist. 90-1		873,000	
Large Building CFD Fund		<u>100,000</u>	
			<u>2,324,000</u>

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

Water Utility		1,014,900	
Sewer Utility		<u>140,200</u>	
			<u>1,155,100</u>

C - Transfers from General Fund/General Capital Improvement Fund to:

Traffic Safety Fund		160,000	
Supplemental Law Enforcement Services Fund		2,000	
Redevelopment Obligation Retirement Fund		40,000	
ROW Management Fund		<u>110,000</u>	
			<u>312,000</u>

D - Transfer from General Fund to:

General Capital Improvement Fund		<u>130,000</u>	
			<u>130,000</u>

E - Reserve Water Acreage Fees for Future System Improvements:

			<u>10,000</u>
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F - Interdepartmental Funds:

Pension Obligation Charges		901,000	
Equipment Rental Fees:			
General		1,090,000	
Water		161,300	
Sewer		79,700	
Equipment		<u>24,000</u>	
			<u>2,256,000</u>

G - Use Equipment Reserves for Equipment Replacement:

			<u>254,800</u>
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City of La Verne

2012-13 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	
General Fund	5,000	
Fire Equipment Replacement Fund	<u>400,000</u>	
		<u>415,000</u>
I - Transfers for Replacement of two Paramedic Ambulance Units:		
(1st of Ten Annual Appropriations)	20,000	
(8th of Ten Annual Appropriations)	<u>20,000</u>	
		<u>40,000</u>
J - Transfers to Redevelopment Obligation Retirement Fund from Low/Mod Obligation Retirement Fund	<u>350,000</u>	
		<u>350,000</u>
K - Use Reserves for Designated Purposes:		
L - Retain Required Reserves:		
M - Use Undesignated Reserves:		

City of La Verne

PERSONNEL SUMMARY

2012-2013 BUDGET

<u>DEPARTMENT</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>Dept. Request 2012-13</u>	<u>Recommended by Manager 2012-13</u>	<u>Council Approved 2012-13</u>
City Clerk	0.90	0.90	0.90	1.15	0.90	0.90	0.90
City Manager	7.94	7.54	6.94	6.41	6.56	6.56	6.56
Community Development	2.00	1.90	.90	1.58	6.28	5.28	5.28
Fire	36.00	36.00	36.00	36.00	36.00	36.00	36.00
Police	67.00	65.50	60.50	59.50	60.00	59.00	59.00
Recreation & Comm. Services	2.82	2.82	2.82	2.62	2.62	2.59	2.59
Public Works	49.42	49.02	46.20	45.20	46.20	46.00	46.00
Special Programs	1.03	1.41	0.57	0.54	0.79	1.02	1.02
LVRA Successor Agency	7.89	8.91	8.17	6.00	1.65	1.65	1.65
TOTAL REGULAR FULL-TIME POSITIONS	175.00	174.00	163.00	159.00	161.00	159.00	159.00

City of La Verne

LEASES CAPITALIZED

And

PENSION OBLIGATION BOND

City of La Verne

Capitalized Leases

Date	Original Amount	Principal Balance 6-30-12	Principal Due 2012-13	Interest Due 2012-13	Total Due 2012-13
Three Valleys Municipal Water District					
10-30-03	\$6,974,530	\$1,576,568	\$776,000	\$51,000	\$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 6-30-12	Principal Due 2012-13	Interest Due 2012-13	Total Due 2012-13
05-11-09	\$2,777,000	\$2,100,000	\$253,000	\$90,000	\$343,000

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 \$343,000

Pension Obligation Bond

Date	Original Amount	Principal Balance 6-30-12	Principal Due 2012-13	Interest Due 2012-13	Total Due 2012-13
05-04-06	\$8,380,000	\$6,225,000	\$535,000	\$366,000	\$901,000

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

2012 – 2013 Fiscal Year

General Administration

1000, 1600, 1700 SERIES

Department

Cost Center No.

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

The City Council Budget includes costs for monthly stipends, materials and meeting expenses associated to the Council's activities.

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

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

City of La Verne

General Administration

Summary

1000, 1600 & 1700 Series

Department	Cost Center	
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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	63,523	60,391	59,184	59,184
Other Operating Costs	500,000	468,000	468,000	468,000
Capital Outlay	0	0		
TOTAL:	563,523	528,391	527,184	527,184

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

General Fund	523,523	488,391	487,184	487,184
PEG	40,000	40,000	40,000	40,000
TOTAL:	563,523	528,391	527,184	527,184

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), PVRTA (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	63,523	60,391	59,184	59,184
Other Operating Costs	10,000	10,000	10,000	10,000
Capital Outlay	0	0	0	0
TOTAL:	73,523	70,391	69,184	69,184

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

General Fund	73,523	70,391	69,184	69,184
TOTAL:	73,523	70,391	69,184	69,184

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
TOTAL REG. PART-TIME	5.00	5.00	5.00	5.00
TOTAL POSITIONS	5.00	5.00	5.00	5.00
APPROPRIATIONS				
SALARIES & WAGES	31,140	31,140	31,140	31,140
TEMPORARY/OTHER PART TIME.....				
BENEFIT COSTS	32,383	29,251	28,044	28,044
TOTAL PERSONNEL SERVICES	63,523	60,391	59,184	59,184

City of La Verne

GENERAL ADMINISTRATION

CITY COUNCIL

1000

Department

Cost Center

Cost Center No.

Units of Measure

N/A

Personnel Services:

Stipends and health insurance for City Council Members.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Reduce personnel services 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, e.g. Fourth of July activities, etc.
5. To pay for the City's memberships in regional and intergovernmental agencies.
6. To fund La Verne's Community Television Channel (LVTV).
7. To pay L.A. County for the collection of property taxes.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	410,000	375,000	375,000	375,000
Capital Outlay	0	0	0	0
Total:	410,000	375,000	375,000	375,000
Personnel Authorized	0	0	0	0
<u>Source of Funds:</u>				
General Fund	370,000	335,000	335,000	335,000
PEG Fee	40,000	40,000	40,000	40,000
TOTAL:	436,000	375,000	375,000	375,000

City of La Verne

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

Units of Measure:

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

Community Based Agency Funding	11/12 Budget	Requested 12/13 Budget	City Mgr. Rec. 12/13 Budget	Council Approved
Chamber of Commerce*	15,000	0	0	0
Cable TV Community Access	40,000	40,000	40,000	40,000
Friends of the Fourth	5,000	10,000	10,000	10,000
Inland Valley Humane Society	96,700	70,000	70,000	70,000

*Funding Moved to Economic Development Cost Center 3006

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

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

Department	2009/10	2010/11	2011/12	2012/13
Police	91,659	160,404	188,217	284,441
Public Works	196,576	236,898	192,768	70,000
Sewer	12,288	12,288	12,811	16,021
Parks	78,616	66,320	52,741	8,825
Administration	78,560	57,859	30,727	0
Auto Liability Insurance & Risk Management	55,295	64,726	57,648	57,677
Fire (auto liability)	12,288	14,384	12,811	12,817
LVRA-General	15,360	17,980	16,013	0
LVRA-Low/Mod	15,360	17,980	16,014	0
Water	30,720	35,959	32,027	35,247
LV Mobile Country Club	21,504	25,171	22,419	25,634
Valley Rancho MHP	6,144	7,192	6,405	9,613

City Manager Recommendations

Funding levels as requested

City of La Verne

General Administration

Legal Services

1700

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. To process requests of the City Council and staff in a timely manner.
2. To defend the City's interests in pertinent matters.
3. To attend City Council meetings.
4. To advise City Council, Commissioners, and staff in legal matters.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	80,000	83,000	83,000	83,000
Capital Outlay	0	0	0	0
Total:	80,000	83,000	83,000	83,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	80,000	83,000	83,000	83,000
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TOTAL:	80,000	83,000	83,000	83,000
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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.

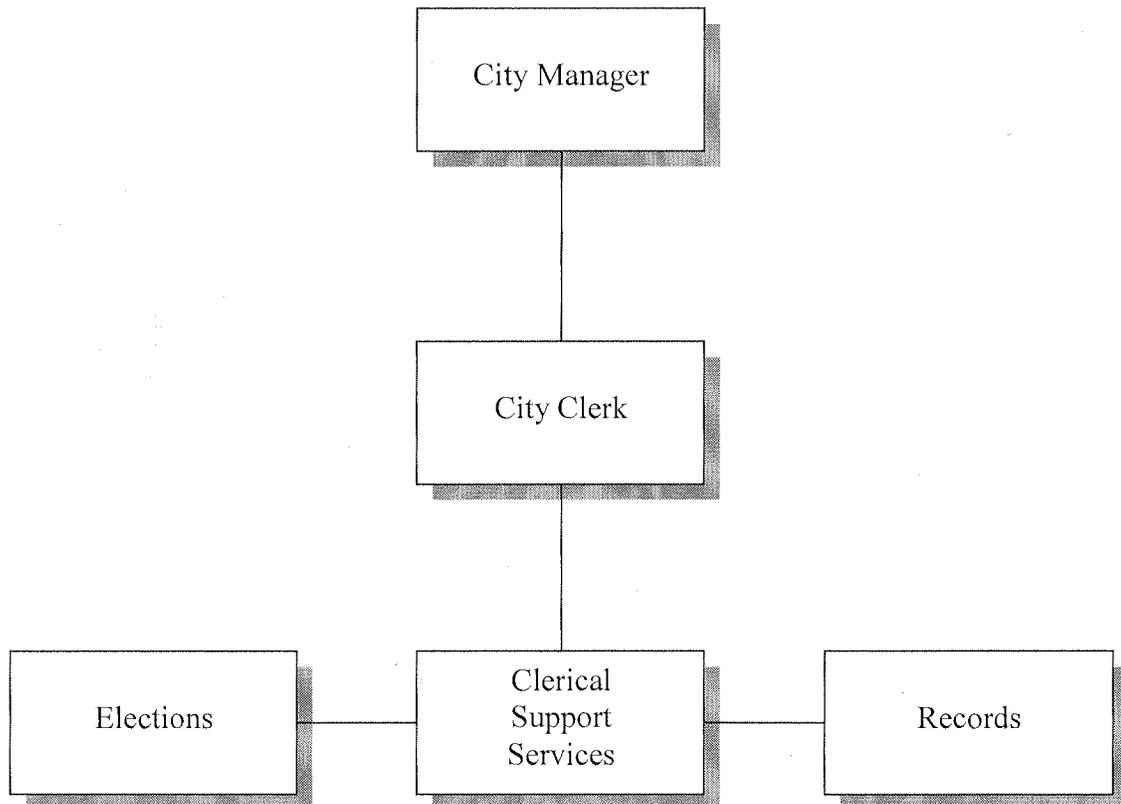
City Manager Recommendations

Funding levels as requested

City of La Verne

CITY CLERK

CITY CLERK DEPARTMENT



City of La Verne

BUDGET MESSAGE

2012 – 2013 Fiscal Year

City Clerk

1200 SERIES

Department

Cost Center No.

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

As the custodian of the Official Seal of the City of La Verne; the Clerk also serves as Secretary to the La Verne Successor Agency Oversight Board, 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 reflects costs associated with holding a General Municipal Election on March 5, 2013, in addition to planning and coordinating a candidate's forum.

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	149,550	161,576	154,621	154,621
Other Operating Costs	88,830	85,000	82,000	82,000
Capital Outlay	0	0	0	0
Total:	238,380	246,576	236,621	236,621

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

General Fund	238,380	246,576	236,621	236,621
TOTAL:	238,380	246,576	236,621	236,621

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

TOTAL FULL-TIME	.90	.90	.90	.90
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REGULAR PART-TIME				
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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	105,035	117,844	111,357	111,357
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OVERTIME	-	-		
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BENEFIT COSTS	44,515	43,732	43,264	43,264
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TOTAL PERSONNEL SERVICES	149,550	161,576	154,621	154,621
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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.
- Update "Records Management Program" per JPIA recommendations
- To enhance public relations while maintaining an environment whereby the public feels welcome and involved.
- To coordinate ongoing transfer of all permanent documents to a digital archiving system.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	135,750	132,322	132,158	132,158
Other Operating Costs	15,330	15,000	12,000	12,000
Capital Outlay	0	0	0	0
Total:	151,080	147,322	144,158	144,158
Personnel Authorized	.80	.80	.80	.80
Source of Funds:				
General Fund	151,080	147,322	144,158	144,158
TOTAL:	151,080	147,322	144,158	144,158

City of La Verne

City Clerk	Administration			1201
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	Projected <u>2012/13</u>
Council Minutes/Agendas Prepared	25	25	26	26
Resolutions Processed	70	70	75	75
Ordinances Processed	5	5	5	5
Elections Conducted	0	0	1	1
Proclamations	40	40	35	35
Successor Agency Agndas/Minutes (2/12)	-	-	-	15
Successor Agency Resolutions (2/12)	-	-	-	15
Oversite Board Agendas/Minutes (4/12)	-	-	-	15
Oversite Board Resolutions (4/12)	-	-	-	15
**LVRA Agendas/Minutes	6	9	11	0
**LVRA Resolutions	5	5	8	0
**LVRA OPA & Amendments	2	0	0	0
*LVHA Agendas/Minutes	0	0	0	0
*LVHA Resolutions	0	0	0	0
*JPFA Agendas/Minutes	2	1	2	2
*JPFA Resolutions	2	2	2	2
Passport Applications	511	376	400	450

* These Agencies were formed in 1996. **This Agency dissolved in 2/12

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 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 2013, 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 2012/13 budget reflects the costs associated with a General Municipal Election.
- The next General Municipal Election is scheduled for Tuesday, March 5, 2013.

Operational Plans:

- To prepare, plan and administer the March 2013, General Municipal Election.
- To ensure that vote-by-mail ballots are processed pursuant to Election Code.
- 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 the March 2013 election.
- Organize and coordinate the February 2013 - Candidate Forum.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	13,800	29,254	22,463	22,463
Other Operating Costs	73,500	70,000	70,000	70,000
Capital Outlay	0	0	0	0
Total:	87,300	99,254	92,463	92,463
Personnel Authorized	0.10	0.10	0.10	0.10
<u>Source of Funds:</u>				
General Fund	87,300	99,254	92,463	92,463
TOTAL:	87,300	99,254	92,463	92,463

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.

The 2012-13 Election budget includes part-time clerks to assist with the election.

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

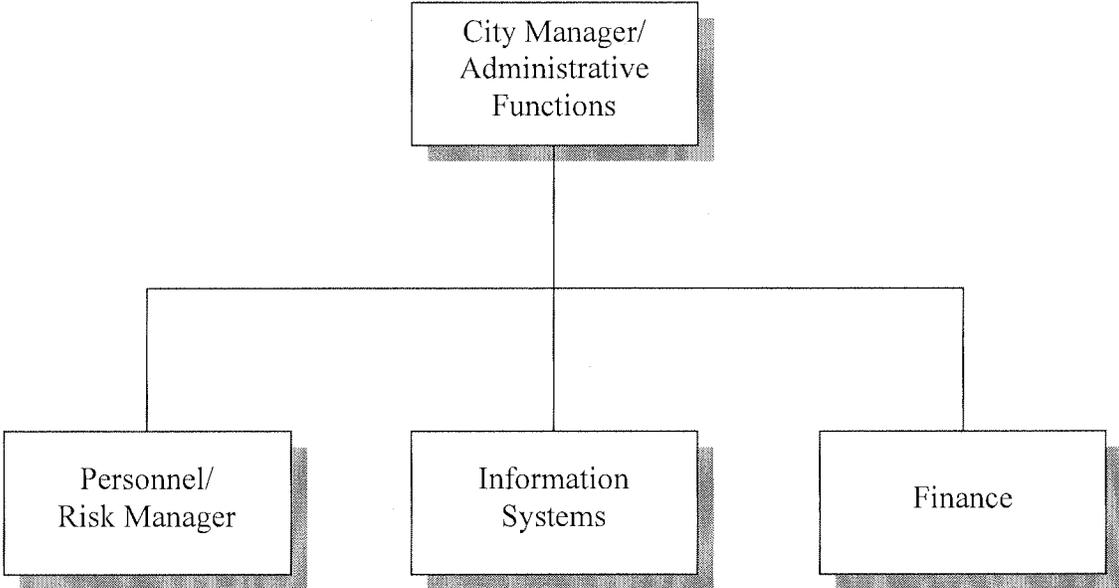
Reduce personnel services costs.

City of La Verne

CITY MANAGER

City of La Verne

CITY MANAGER



City of La Verne

BUDGET MESSAGE

2012 – 2013 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.

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. Personnel request for this cost center are reduced significantly as the staff member provided a majority of the clerical support has retired and the duties are now being handled under contract.

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.

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

Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	795,775	845,041	840,920	840,920
Other Operating Costs	243,000	244,300	238,300	238,300
Capital Outlay	0	21,250	16,625	16,625
Total:	1,038,775	1,110,591	1,095,845	1,095,845

Personnel Authorized	7.61	7.66	7.66	7.66
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Source of Funds:

General Fund	1,038,775	1,110,591	1,095,845	1,095,845
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TOTAL:	1,038,775	1,110,591	1,095,845	1,095,845
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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	.40	.55	.55	.55
Assistant City Manager	.00	.00	.00	.00
Assistant to the City Clerk	.75	.75	.75	.75
Information Systems Manager	.65	.65	.65	.65
Information System Specialist	1.00	1.00	1.00	1.00
Finance Officer	.70	.70	.70	.70
Accounting Manager	.41	.41	.41	.41
Accountant	1.00	1.00	1.00	1.00
Account Clerk II & III	1.50	1.50	1.50	1.50
TOTAL FULL-TIME	6.41	6.56	6.56	6.56
REGULAR PART-TIME				
Administrative Clerk II	0.80	.70	.70	.70
Account Clerk I	0.40	.40	.40	.40
TOTAL REG. PART-TIME	1.20	1.10	1.10	1.10
TOTAL POSITIONS	7.61	7.66	7.66	7.66
APPROPRIATIONS				
SALARIES & WAGES	558,840	598,309	598,308	598,308
OVERTIME	-	-	-	-
BENEFIT COSTS	236,935	246,732	242,612	242,612
TOTAL PERSONNEL SERVICES	795,775	845,041	840,920	840,920

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	193,584	239,148	238,195	238,195
Other Operating Costs	62,500	63,500	63,500	63,500
Capital Outlay	0	0	0	0
Total:	256,084	302,648	301,695	301,695

Personnel Authorized	1.95	2.00	2.00	2.00
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Source of Funds:

General Fund	256,084	302,648	301,695	301,695
TOTAL:	256,084	302,648	301,695	301,695

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	City Manager's Office			1300 Series
<u>Department</u>	<u>Cost Center</u>			<u>Cost Center No.</u>
CLASSIFICATION	<u>Position Quota</u>			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.40	.55	.55	.55
Assistant to the City Clerk	.75	.75	.75	.75
TOTAL FULL-TIME	1.15	1.30	1.30	1.30
REGULAR PART-TIME				
Administrative Clerk II	.80	.70	.70	.70
TOTAL REG. PART-TIME	0.80	0.70	0.70	0.70
TOTAL POSITIONS	1.95	2.00	2.00	2.00
APPROPRIATIONS				
SALARIES & WAGES	139,027	169,811	169,811	169,811
OVERTIME				
BENEFIT COSTS	54,557	69,337	68,384	68,384
TOTAL PERSONNEL SERVICES	193,584	239,148	238,195	238,195

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	192,915	238,477	237,524	237,524
Other Operating Costs	25,000	24,500	24,500	24,500
Capital Outlay	0	0	0	0
Total:	271,915	262,977	262,024	262,024

Personnel Authorized	1.95	2.00	2.00	2.00
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Source of Funds:

General Fund	217,915	262,977	262,024	262,024
TOTAL:	217,915	262,977	262,024	262,024

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, 75% of the Assistant to the City Clerk, and funding for a portion of an Administrative Clerk II.

Other Operating Costs and Capital Outlay:

Operating costs reflect expense for contractual clerical support.

City Manager Recommendations

Reduce personnel services 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	669	671	671	671
Other Operating Costs	37,500	39,000	39,000	39,000
Capital Outlay	0	0	0	0
Total:	38,169	39,671	39,671	39,671

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	38,169	39,671	39,671	39,671
TOTAL:	38,169	39,671	39,671	39,671

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 approximately 170 full and part time employees

Personnel Services:

Cost for portion of part time clerical support

Other Operating Costs and Capital Outlay:

Operating costs reflect expense for contractual clerical support

City Manager Recommendations

Funding levels as requested

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	424,366	424,218	422,032	422,032
Other Operating Costs	49,500	50,800	44,800	44,800
Capital Outlay	0	0	0	0
Total:	473,866	475,018	466,832	466,832

Personnel Authorized	4.01	4.01	4.01	4.01
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Source of Funds:

General Fund	473,866	475,018	466,832	466,832
TOTAL:	473,866	475,018	466,832	466,832

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)	.70	.70	.70	.70
Accounting Manager	.41	.41	.41	.41
Accountant	1.00	1.00	1.00	1.00
Account Clerk II & III	1.50	1.50	1.50	1.50
TOTAL FULL-TIME	3.61	3.61	3.61	3.61
REGULAR PART-TIME				
Account Clerk I	0.40	.40	.40	.40
TOTAL REG. PART-TIME	0.40	0.40	0.40	0.40
TOTAL POSITIONS	4.01	4.01	4.01	4.01
APPROPRIATIONS				
SALARIES & WAGES	296,836	305,521	305,520	305,520
OVERTIME				
BENEFIT COSTS	127,530	118,697	116,512	116,512
TOTAL PERSONNEL SERVICES	424,366	424,218	422,032	422,032

City of La Verne

City Managers Office
 Finance
 Department

Finance Administration
 Cost Center

1401

Cost Center No.

Long-Term Objectives:

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

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

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	76,938	76,016	75,752	75,752
Other Operating Costs	12,000	15,000	12,000	12,000
Capital Outlay	0	0	0	0
Total:	88,938	91,016	87,752	87,752

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

General Fund	88,938	91,016	87,752	87,752
TOTAL:	88,938	91,016	87,752	87,752

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 .40 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	Successor Agency	Bonded Debt
Sales Tax Management System	6,400		
Comprehensive Property Tax Management Program	3,800	4,600	800
	10,200	4,600	800
Total Requested	10,200	4,600	800

City Manager Recommendations

Reduce personnel services and other operating costs.

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	57,703	57,012	56,814	56,814
Other Operating Costs	25,500	25,000	22,000	22,000
Capital Outlay	0	0	0	0
Total:	83,203	82,012	78,814	78,814

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

General Fund	83,203	82,012	78,814	78,814
TOTAL:	83,203	82,012	78,814	78,814

City of La Verne

City Managers Office
Finance
Department

City Treasurer
Cost Center

1402
Cost Center No.

Units of Measure

	City and La Verne Redevelopment Agency				
	2007-08	2008-09	2009-10	2010-11	Estimate 2011-12
Avg. Dollars Invested	41,000,000	40,000,000	39,000,000	39,000,000	37,000,000
Interest Income	1,650,000	1,550,000	1,400,000	1,000,000	450,000
Avg. Interest Rate	4.3%	4.1%	2.9%	2.6%	1.2%
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

Reduce personnel services and other operating costs.

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	36,152	37,216	36,773	36,773
Other Operating Costs	5,000	3,500	3,500	3,500
Capital Outlay	0	0	0	0
Total:	41,152	40,716	40,273	40,273

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

General Fund	41,152	40,716	40,273	40,273
TOTAL:	41,152	40,716	40,273	40,273

City of La Verne

City Managers Office
Finance
Department

Cashiering & Collections
Cost Center

1403

Cost Center No.

Units of Measure

	2007-08	2008-09	2009-10	2010-11	Estimate 2011-12
Total Cash Transactions	65,000	65,000	64,000	64,000	65,000
Revenue Account Trans.	12,100	12,000	12,000	12,000	12,500
Utility Service Bills	51,600	51,500	51,500	51,500	55,700
Business Licenses	2,063	1,971	1,989	2,008	2,015
Regulatory Permits	196	237	225	225	260
Collection Agency Accounts	70	75	75	75	70

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

Reduce personnel services costs.

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	23,930	25,072	24,572	24,572
Other Operating Costs	2,500	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	26,430	27,572	27,072	27,072

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

General Fund	26,430	27,572	27,072	27,072
TOTAL:	26,430	27,572	27,072	27,072

City of La Verne

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

Units of Measure

	2007-08	2008-09	2009-10	2010-11	Estimate 2011-12
Business License Issued	2,063	1,971	1,989	2,008	2,015
Notices & Corresp. (Est.)	4,100	4,000	4,000	4,000	4,500
No. of Business Contacts	2,250	2,200	2,200	2,200	2,200
Business License Revenue	375,929	359,376	340,000	350,000	340,000
Business License Penalties	1,970	3,316	3,000	3,000	3,300
Home Occupation Permits	321	300	300	300	280
Regulatory Permits	196	237	225	225	260

Personnel Services:

Staffing consists of .30 Account Clerk II and .10 Account Clerk I.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

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	199,602	200,793	200,013	200,013
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	203,602	204,793	204,013	204,013

Personnel Authorized	2.21	2.21	2.21	2.21
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Source of Funds:

General Fund	203,602	204,793	204,013	204,013
TOTAL:	203,602	204,793	204,013	204,013

City of La Verne

City Managers Office
Finance
Department

Accounting & Payroll
Cost Center

1405
Cost Center No.

Units of Measure

	2007-08	2008-09	2009-10	2010-11	Estimate 2011-12
Payroll Checks	6,850	6,400	6,400	5,400	5,751
Treasurer's Checks	5,400	5,300	5,200	5,100	5,500
Payroll Transactions	51,000	50,000	50,000	50,000	51,000
Invoices and Inventory requisitions	12,700	12,000	11,500	11,500	12,000
Purchase Orders	300	230	200	200	240
Payroll & Other Reports	550	550	550	550	550
Accounts Payable Trans.	17,000	16,000	15,500	15,000	15,500
Encumbrance Transactions	550	350	300	300	350

Personnel Services:

Staffing consists of .41 Accounting Manager, 1.00 Accountant and .80 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

Reduce personnel services costs.

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	30,041	28,109	28,108	28,108
Other Operating Costs	500	800	800	800
Capital Outlay	0	0	0	0
Total:	30,541	28,909	28,908	28,908

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

General Fund	30,541	28,909	28,908	28,908
TOTAL:	30,541	28,909	28,908	28,908

City of La Verne

City Managers Office
Finance
Department

L.A. Impact Financial Services
Cost Center

1406
Cost Center No.

Units of Measure

	2007-08	2008-09	2009-10	2010-11	Estimate 2011-12
LAIMPACT Checks	1,100	1,000	1,000	1,000	1,300
Invoices and Requisitions	1,400	1,300	1,300	1,300	1,500
Accounts Payable Trans.	1,800	1,700	1,600	1,600	2,000
Payroll Checks	182	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	177,825	181,675	180,693	180,693
Other Operating Costs	131,000	130,000	130,000	130,000
Capital Outlay	0	21,250	16,625	16,625
Total:	308,825	332,925	327,318	327,318

Personnel Authorized	1.65	1.65	1.65	1.65
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Source of Funds:

General Fund	308,825	332,925	327,318	327,318
TOTAL:	308,825	332,925	327,318	327,318

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	Information Systems Summary		1500 Series	
<u>Department</u>	<u>Cost Center</u>		<u>Cost Center No.</u>	
CLASSIFICATION				
	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Information Systems Manager	.65	.65	.65	.65
Information Systems Specialist	1.00	1.00	1.00	1.00
TOTAL FULL-TIME				
	1.65	1.65	1.65	1.65
REGULAR PART-TIME				
TOTAL REG. PART-TIME				
	0.00	0.00	0.00	0.00
TOTAL POSITIONS				
	1.65	1.65	1.65	1.65
APPROPRIATIONS				
SALARIES & WAGES	122,977	122,977	122,977	122,977
OVERTIME				
BENEFIT COSTS	54,848	58,698	57,716	57,716
TOTAL PERSONNEL SERVICES	177,825	181,675	180,693	180,693

City of La Verne

City Manager's Office
Information Systems
Department

Administration-Information Systems
Cost Center

1501
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	28,999	28,247	28,147	28,147
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	32,999	32,247	32,147	32,147

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

General Fund	32,999	32,247	32,147	32,147
TOTAL:	32,999	32,247	32,147	32,147

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

Reduce personnel services costs.

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 support and maintenance of SunGard System and AS/400.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	42,644	43,653	43,414	43,414
Other Operating Costs	71,000	71,000	71,000	71,000
Capital Outlay	0	9,000	9,000	9,000
Total:	113,644	123,653	123,414	123,414

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

General Fund	113,644	123,653	123,414	123,414
TOTAL:	113,644	123,653	123,414	123,414

City of La Verne

City Manager's Office
Information Systems
Department

Mid-Range Computers

1502

Cost Center

Cost Center No.

Units of Measure

	2007-2008	2008-2009	2009-2010	2010-2011	Est 2012-2013
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:

Includes Check Printer and secure signature hardware replacement.

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers
Cost Center

1503
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	84,433	88,590	88,022	88,022
Other Operating Costs	15,000	15,000	15,000	15,000
Capital Outlay	0	9,250	4,625	4,625
Total:	99,433	112,840	107,647	107,647

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

General Fund	99,433	112,840	107,647	107,647
TOTAL:	99,433	112,840	107,647	107,647

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers
Cost Center

1503

Cost Center No.

Units of Measure

	2007-2008	2008-2009	2009-2010	2010-2011	Est 2012-2013
PCs Supported	70	70	73	73	73
Servers Supported	9	9	9	9	9
Wide Area Network	5	5	6	6	6
Network Access Points	200	200	248	248	248
Printer-Laser	15	15	16	16	16
Printer-Inkjet	25	25	20	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:

Includes computer hardware and software replacement.

City Manager Recommendations

Reduce personnel services and capital outlay costs.

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services
Cost Center

1504
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	21,749	21,185	21,110	21,110
Other Operating Costs	41,000	40,000	40,000	40,000
Capital Outlay	0	3,000	3,000	3,000
Total:	62,749	64,185	64,110	64,110

Personnel Authorized	.15	.15	.15	.15
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Source of Funds:

General Fund	62,749	64,185	64,110	64,110
TOTAL:	62,749	64,185	64,110	64,110

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services

1504

Department

Cost Center

Cost Center No.

Units of Measure

	2007-2008	2008-2009	2009-2010	2010-2011	Est 2012-2013
Lines Administered	148	150	150	150	150
FAX Machines	9	9	9	9	9

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

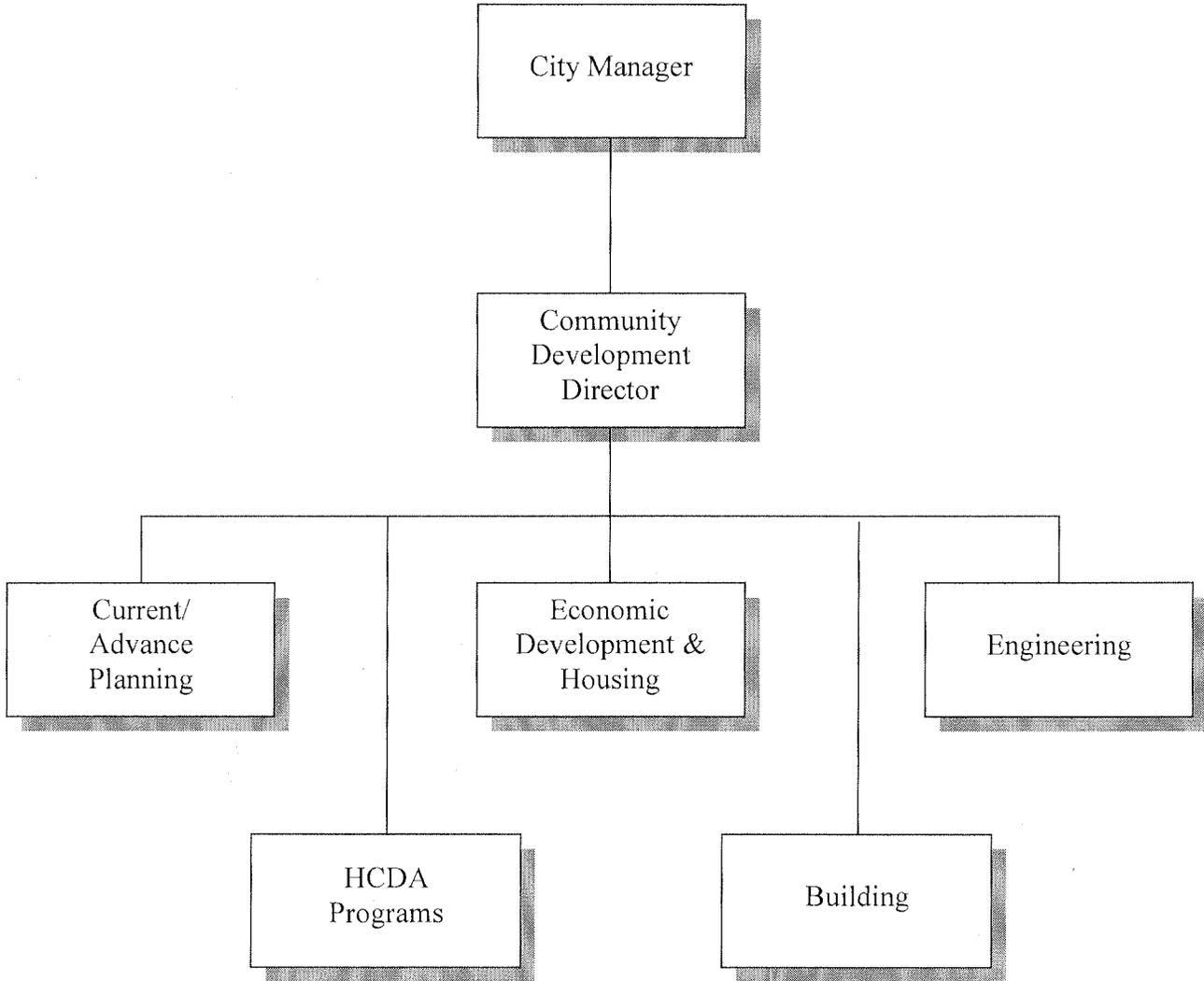
Includes hardware and software to replace traditional fax machine service.

City Manager Recommendations

Reduce personnel services costs.

COMMUNITY DEVELOPMENT

**COMMUNITY DEVELOPMENT
DEPARTMENT**



City of La Verne

BUDGET MESSAGE

2012-2013 Fiscal Year

Community Development

3000 Series

Department

Cost Center No.

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

This year's Community Development budget reflects a major change as the department absorbs those functions previously encompassed by the Redevelopment Agency- economic development, historic preservation, and housing. The State's elimination of redevelopment agencies in early 2012 necessitated placing those functions within the Community Development envelope. The result is an increased Community Development budget, but one which is significantly less than the prior two combined budgets.

Ironically, the elimination of redevelopment funding is coinciding with a micro climate of increased building activity here in La Verne, both at the planning and building permit levels. At the same time, the level of such development activity continues to place heavy demands with minimal staffing levels. The proposed budget reflects an anticipated retirement as well as the departure of an incumbent within the department, combined with a shuffling of staffing to ensure adequate coverage for project review and processing. The submitted City Manager's budget recognizes that some form of reorganization will likely be needed to assure adequate staffing and provided a reassessment of anticipated forthcoming projects and resultant revenues.

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

- Completion and opening of new Marshall's and Staples stores.
- Completion of Magnolia Courts senior housing development.
- Completion and opening of new restaurants including Chipotle, House of Wings, Chase's, Dillon's, Granny's Yogurt, and the 3rd Street Wine Shop.
- Completion of a new 400-space parking lot for the University of La Verne.
- Transition and unwinding of the La Verne Redevelopment Agency.
- Near completion and adoption of the Old Town La Verne Specific Plan, providing for transit-oriented development planning in vicinity of Gold Line light rail station.
- Staffing for Chamber of Commerce liaison and Old Town La Verne Business Improvement District, including staging of numerous community events including La Verne's first National Hot Rod Association (NHRA) "Fanfest."

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

- Preparation and implementation of a new Economic Development Positioning Strategy that will include professional marketing and demographic materials for use in attraction of national retailers.

City of La Verne

- Completion of the University of La Verne's 370-bed, 4-story "Vista La Verne" residence hall at D and Second Streets.
- Construction of the new La Verne Village, residential (172-unit) and commercial (15,000 sq.ft.) mixed-use development for the vacant Ford dealership site.
- Approval and new uses for the vacant Vons supermarket space and Garden Square restaurant building at Foothill and Wheeler.
- Construction of the 23-acre, 380,000 sq.ft. La Verne Technology and Trade Center by the Trammell Crow Company.
- Anticipated construction of homes in three residential projects- The Estates at Old Wheeler Ranch Road, Live Oak Trails, and Puddingstone Hill.
- Construction of 66 new patio homes on the vacant property at rear of Edwards/Regal Cinemas.
- Consideration of a fast food restaurant to replace the vacant Shell Service Station at Foothill Blvd. And Damien Ave.
- Continuing major construction of the ozone water treatment facility at the MWD Weymouth Water Treatment Plant.
- Construction and completion of a new gymnasium for Lighthouse Baptist Church.
- Consideration of Support/Transitional Housing development for the David and Margaret Home.

On its face, this year's Community Development budget reflects a 240% increase to last year's Community Development total. This is misleading, however, as the budget reflects, absorption of the City's former redevelopment activities, without benefit of the redevelopment tax increment revenue. This proposed budget (\$1,709,374) is in actuality a significant decrease from the prior year's combined Community Development and Redevelopment Agency budgets (\$4,771,135), while also noting that some aspects of the former RDA budget are addressed through the Agency Oversight budget and potential future affordable housing revenues.

City of La Verne

Community Development Department	Summary Cost Center	3000 Series Cost Center No.
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Long-Term Objectives:

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

Operational Plans:

1. Implement the General Plan.
2. Give good customer service while maintaining high development standards.
3. Participate in Capital Improvement Program development and implementation.
4. Process current projects, building permits, code enforcement fairly and efficiently and continue to review its effectiveness.
5. 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	165,757	719,142	663,582	663,582
Other Operating Costs	542,200	993,400	965,700	965,700
Capital Outlay	0	0	0	0
Total:	707,957	1,712,542	1,629,282	1,629,282
Personnel Authorized	1.58	9.28	8.28	8.28
Source of Funds:				
General Fund	707,957	1,712,542	1,629,282	1,629,282
TOTAL:	707,957	1,712,542	1,629,282	1,629,282

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
City Manager	.00	.25	.25	.25
Comm. Dev. Director	.20	.80	.80	.80
Principal Planner	.20	.80	.80	.80
Senior Planner	.00	1.00	.00	.00
Associate Planner	.88	1.88	1.88	1.88
Assistant Planner	.00	.00	.00	.00
Admin. Secretary	.30	.75	.75	.75
Admin. Clerk I	.00	.80	.80	.80
<hr/>				
TOTAL FULL-TIME	1.58	6.28	5.28	5.28
<hr/>				
REGULAR PART-TIME				
PT Assistant Planner	.00	1.00	1.00	1.00
PT Planning Intern	.00	1.00	1.00	1.00
PT Clerical Assistant II	.00	1.00	1.00	1.00
<hr/>				
TOTAL REG. PART-TIME	0.00	3.00	3.00	3.00
<hr/>				
TOTAL POSITIONS	1.58	9.28	8.28	8.28

APPROPRIATIONS

SALARIES & WAGES	117,207	512,438	476,478	476,478
OVERTIME	0	0	0	0
BENEFIT COSTS	48,550	206,704	187,104	187,104
TOTAL PERSONNEL SERVICES	165,757	719,142	663,582	663,582

City of La Verne

Community
Development
Department

Planning Administration

3001

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	32,985	182,410	181,702	181,702
Other Operating Costs	40,000	95,700	59,700	59,700
Capital Outlay	0	0	0	0
Total:	72,985	278,110	241,402	241,402
Personnel Authorized	0.30	2.50	2.50	2.50
Source of Funds:				
General Fund	72,985	278,110	241,402	241,402
TOTAL:	72,985	278,110	241,402	241,402

City of La Verne

Community Development Department	Planning Administration Cost Center	3001 Cost Center No.
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Units of Measure

	2009-2010	2010-2011	2011-2012	2012-2013 (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	2600	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 personnel services and 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	53,276	85,151	58,465	58,465
Other Operating Costs	48,000	89,500	89,500	89,500
Capital Outlay	0	0	0	0
Total:	101,276	174,651	147,965	147,965
Personnel Authorized	0.54	1.00	0.50	0.50
Source of Funds:				
General Fund	101,276	174,651	147,965	147,965
TOTAL:	101,276	174,651	147,965	147,965

City of La Verne

Community
Development
Department

Planning
Cost Center

3002
Cost Center No.

Units of Measure

	2009-2010	2010-2011	2011-2012	2012-2013 (est)
Conditional Use Permits	5	6	9	5
Environmental ND/EIR	3	4	5	5
GPA,ZC,Specific Plans	1	2	2	3
Subdivisions	1	1	2	1
Precise Plans	13	16	15	15
Variances	2	2	2	2
Ordinance Amendments	1	2	1	2
Tree Removal Permits	5	3	4	5
Development Agreements	0	1	1	1
Lot Line Adjustments	2	2	1	2

Personnel Services:

Personnel services includes salaries and benefits for Planning staff members

Allocations are made to continue activities listed under the operational plan.

Other Operating Costs and Capital Outlay:

Includes consulting and legal services for deposit projects.

Capital Outlay:

City Manager Recommendations

Delete Senior Planner

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	53,276	154,293	140,440	140,440
Other Operating Costs	27,200	25,000	25,000	25,000
Capital Outlay	0	0	0	0
Total:	80,476	179,293	165,440	165,440

Personnel Authorized	0.54	3.30	3.05	3.05
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Source of Funds:				
General Fund	80,476	179,293	165,440	165,440

TOTAL:	80,476	179,293	165,440	165,440
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City of La Verne

Community Development Department	Planning Non-Deposit Projects			3003
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>	2009-2010	2010-2011	2011-2012	2012-2013 (est)
Environmental/Neg.Dec./Cat. Ex.	100	100	100	100
Precise Plan	35	35	35	35
Variance/Minor Exception	3	3	3	3
Counter Approvals	730	740	750	760
Certificate of Use & Occupancy	55	55	60	60
Lot Line Adj., Lot Merger	2	2	2	2
Classification of Use	1	2	2	2
Parcel Map	1	1	1	1
Zoning Verification	3	3	3	4
Zoning Amendment	2	2	2	2
Second Unit Permits	0	1	1	2
Mills Act Contracts	0	1	1	1
Special Event Permits	25	25	34	35

Personnel Services:

Personnel Services include salaries and benefits for Planning staff members.

Other Operating Costs and Capital Outlay:

Includes consulting and legal services for non-deposit projects.

Capital Outlay:

City Manager Recommendations

Delete Senior Planner

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	26,220	44,278	44,075	44,075
Other Operating Costs	427,000	682,000	682,000	682,000
Capital Outlay	0	0	0	0
Total:	453,220	726,278	726,075	726,075

Personnel Authorized	0.20	0.50	0.50	0.50
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Source of Funds:				
General Fund	453,220	726,278	726,075	726,075

TOTAL:	453,220	726,278	726,075	726,075
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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>	2009-2010	2010-2011	2011-2012	2012-2013 (est)
Building Permits	300	300	325	325
All Other Permits	450	450	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

Reduce personnel services costs

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	0	0	0	0
Capital Outlay	0	0	0	0
Total:	0	0	0	0
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	0	0	0	0
TOTAL:	0	0	0	0

City of La Verne

Community
Development
Department

General Plan Update
Cost Center

3005
Cost Center No.

Units of Measure

1. Converted GIS Zoning Map
2. Converted GIS General Plan Land Use Map
3. Assessment of existing General Plan compliance, suitability, and accuracy.
4. Prioritize and modify Elements.
5. Determine baseline Sustainability expectations.
6. Initiate beginning public participation program.
7. Request Consultant Qualification Packages.

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

City of La Verne

Community
Development
Department

Economic Development
Cost Center

3006
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Prepare and implement Economic Development Positioning Strategy.
2. Maintain ongoing economic data base, including vacancy, sales tax, demographics, leakage, and other as appropriate.
3. Make regular contacts with businesses, property owners, and real estate community.
4. Provide ongoing liaison with Chamber of Commerce, Old Town La Verne Business Improvement District, Foothill merchants, La Verne
5. Actively participate in economic outreach events and organizations (e.g. ICSC)
- 6

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	-	104,179	103,804	103,804
Other Operating Costs	-	83,700	100,000	100,000
Capital Outlay	-	0	0	0
Total:	-	187,879	203,804	203,804
Personnel Authorized	-	0.60	0.60	0.60
Source of Funds:				
General Fund	-	187,879	203,804	203,804
TOTAL:	-	187,879	203,804	203,804

City of La Verne

Community
Development
Department

Economic Development
Cost Center

3006
Cost Center No.

Units of Measure

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

Personnel Services:

The proposed budget includes clerical and planning staff, with hours totaling less than one full time staff person. Duties include providing assistance to businesses and business retention and marketing of the City.

Other Operating Costs and Capital Outlay:

Operating expenses include marketing and promotion of the City.

Capital Outlay:

City Manager Recommendations

Adjust personnel services and other operating costs

City of La Verne

Community
Development
Department

Historic Preservation
Cost Center

3007
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	-	18,552	18,452	18,452
Other Operating Costs	-	10,500	2,500	2,500
Capital Outlay	-	0	0	0
Total:	-	29,052	20,952	20,952
<hr/>				
Personnel Authorized	-	0.20	0.20	0.20
<hr/>				
Source of Funds:				
General Fund	-	29,052	20,952	20,952
<hr/>				
TOTAL:	-	29,052	20,952	20,952

City of La Verne

Community
Development
Department

Historic Preservation
Cost Center

3007
Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

City Manager Recommendations

City of La Verne

Community
Development
Department

Housing Programs
Cost Center

3008
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Updated Housing Element
2. Require and incentivize privately built affordable housing through inclusionary housing requirements and assistance where feasible.
- 3
- 4
- 5
- 6

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	-	130,279	116,644	116,644
Other Operating Costs	-	7,000	7,000	7,000
Capital Outlay	-	0	0	0
Total:	-	137,279	123,644	123,644

Personnel Authorized	-	1.18	0.93	0.93
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Source of Funds:				
General Fund	-	137,279	123,644	123,644

TOTAL:	-	137,279	123,644	123,644
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City of La Verne

Community
Development
Department

Housing Programs

3008

Cost Center

Cost Center No.

Units of Measure

N/A

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

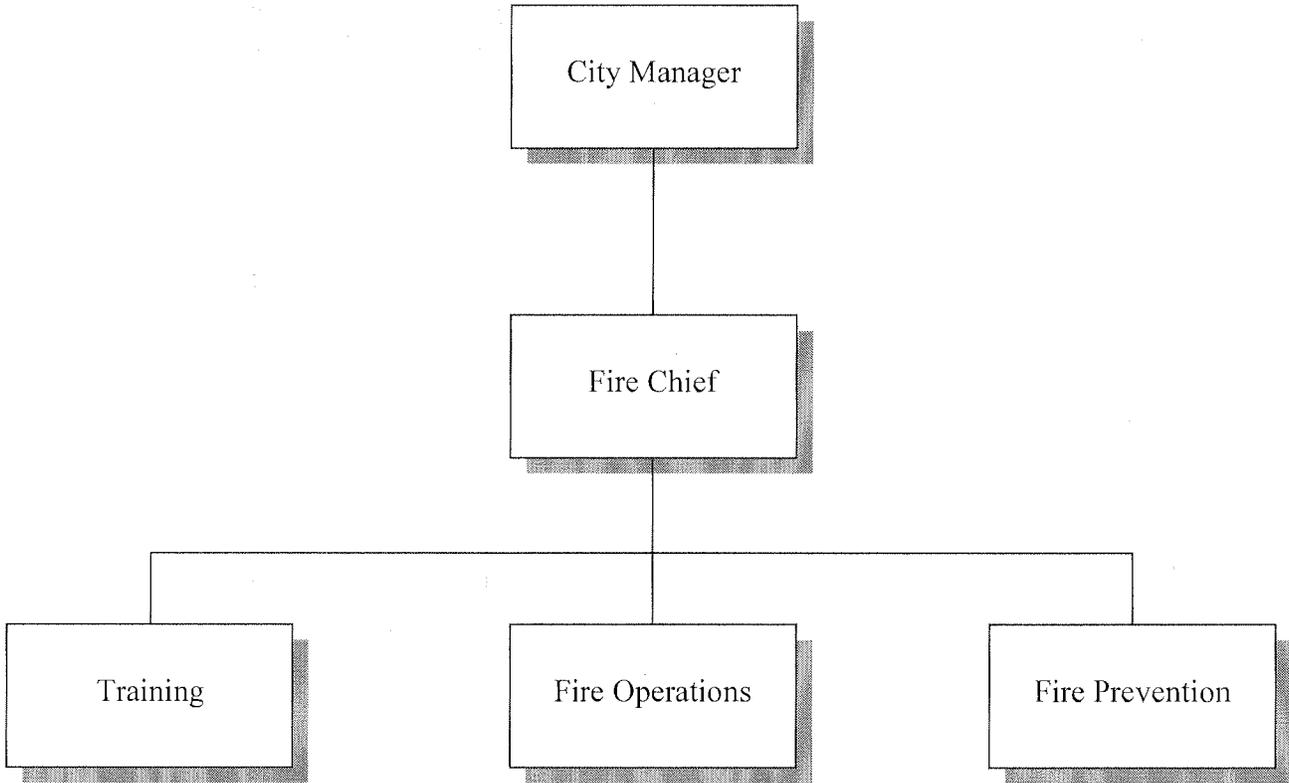
City Manager Recommendations

Delete Senior Planner

City of La Verne

FIRE

FIRE DEPARTMENT



City of La Verne

BUDGET MESSAGE

2012 – 2013 Fiscal Year

FIRE

2000

Department

Cost Center No.

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

This budget reflects changes in personnel services, operational costs and capital outlay requests to replace old or worn equipment.

Personnel changes include: 1) replacing the retiring Fire Chief from a part-time retired annuitant status with a full-time Fire Chief, 2) restoration of 3 Firefighter/Paramedic positions. Those positions will be augmented by CFD 11-01 funds, prior year cost savings and increased ambulance revenue, which will return the Fire Department to two Advanced Life Support ambulances, and 3) the number of Part-Time Administrative Battalion Chief positions is being increased from one to three positions. These positions are revenue neutral, as we are compensated by federal or state agencies for the fire assignments for which they are deployed.

The requested operational costs have been increased to reflect increased costs in vehicle maintenance, paramedic supplies and the billing company's percentage of the increased ambulance revenue.

All capital outlay requests has been purchased in the current fiscal year or funded by means other than the General Fund.

This budget is consistent with and supports the recommendations as outlined in the Fire Department's Strategic Plan.

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

City of La Verne

FIRE	SUMMARY	2000 SERIES
Department	Cost Center	Cost Center No.

Mission Statement:

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

Long Term Objectives:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	6,415,153	6,746,903	6,701,647	6,701,647
Other Operating Costs	425,221	458,100	458,100	458,100
Capital Outlay	101,082	120,800	0	0
Total:	6,941,456	7,325,803	7,159,747	7,159,747

Personnel Authorized	68	68	70	70
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Source of Funds:

General Fund	6,136,456	6,510,803	6,329,747	6,329,747
Paramedic Fund	685,000	690,000	710,000	710,000
Proposition 172/Public Safety Fund	120,000	125,000	120,000	120,000
TOTAL:	6,941,456	7,325,803	7,159,747	7,159,747

City of La Verne

DETAIL OF SALARIES & WAGES

FIRE	SUMMARY			2000 SERIES
Department	Cost Center			Cost Center No.
CLASSIFICATION				
	Position Quota			
	Current	Departmen Requests	City Manaç Recommen	Adopted Budget
Fire Chief	1	1	1	1
Battalion Chief	3	3	3	3
Fire Captain	6	6	6	6
Fire Engineer/Paramedic	3	3	3	3
Fire Engineer	6	6	6	6
Firefighter/Paramedic	15	15	15	15
Admin Secretary	1	1	1	1
Deputy Fire Marshal	1	1	1	1
TOTAL FULL-TIME	36	36	36	36
REGULAR PART-TIME				
Apprentices	24	24	24	24
Fire Captain/Admin	2	2	2	2
Deputy Chief	3	3	3	3
Administrative Battalion Chief	1	1	3	3
Administrative Officer	2	2	2	2
TOTAL REG. PART-TIME	32	32	34	34
TOTAL POSITIONS	68	68	70	70
APPROPRIATIONS				
SALARIES & WAGES	3,666,284	3,849,340	3,791,910	3,791,910
OVERTIME	677,724	638,722	680,606	680,606
BENEFIT COSTS	2,071,145	2,258,841	2,229,131	2,229,131
TOTAL PERSONNEL SERVICES	6,415,153	7,325,803	6,701,647	6,701,647

City of La Verne

FIRE	ADMINISTRATION		2001	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
To coordinate activities and programs to achieve management goals and objectives in fire suppression, training, fire prevention, disaster preparedness and paramedic services.				
<u>Operational Plans:</u>				
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.				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	354,380	503,408	500,841	500,841
Other Operating Costs	37,096	38,600	38,600	38,600
Capital Outlay	0	4,900	0	0
Total:	391,476	546,908	539,441	539,441
<hr/>				
Personnel Authorized	2.87	2.87	2.87	2.87
<hr/>				
Source of Funds:	391,476	546,908	539,441	539,441
General Fund				
<hr/>				
TOTAL:	391,476	546,908	539,441	539,441

City of La Verne

FIRE	ADMINISTRATION	2001
Department	Cost Center	Cost Center No.
<u>Units of Measure</u>		
Fire Administration manages the units of measure as depicted in the other eight cost centers within the Fire budget.		
<hr/>		
<u>Personnel Services:</u>		
Salary and benefits for the Administrative Secretary, .97 of the Fire Chief, .90 of a Battalion Chief, for a total of 2.87.		
<u>Other Operating Costs and Capital Outlay:</u>		
Funding represents the cost of printing, contract maintenance, office supplies, telephone, insurance, service awards, postage subscriptions and dues, meeting/staff development and miscellaneous expenses.		
<u>Capital Outlay:</u>		
Requests:	4,900	Copy Machine
Total:	4,900	
<hr/>		
<u>City Manager Recommendations</u>		
Adjust benefit costs in personnel services and find equipment from other resources.		

City of La Verne

FIRE	EMERGENCY SERVICES		2002	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
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.				
<u>Operational Plans:</u>				
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.				
<u>Budget Distribution</u>				
	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	2,964,773	3,049,903	3,028,542	3,028,542
Other Operating Costs	42,800	42,800	42,800	42,800
Capital Outlay	0	3,400	0	0
Total:	3,007,573	3,096,103	3,071,342	3,071,342
<u>Personnel Authorized</u>				
	15.60	15.60	15.60	15.60
<u>Source of Funds:</u>				
General Fund	3,007,573	3,096,103	3,071,342	3,071,342
TOTAL:	3,007,573	3,096,103	3,071,342	3,071,342

City of La Verne

FIRE	EMERGENCY SERVICES		2002	
Department	Cost Center		Cost Center No.	
<u>Units of Measure:</u>				
	Calendar Year			
	2009	2010	2011	2012 (est.)
Number of Fire Calls	505	408	446	440
Number of Rescue Calls	2303	2241	2302	2300
Number of Freeway Calls	81	92	60	70
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime .85 of a Battalion Chief, 4.44 Captains, 6.65 Engineers and 3.62 FF/Paramedics for a total of 15.60.				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the cost of contract radio maintenance, safety clothing, miscellaneous materials and vehicle insurance.				
<u>Capital Outlay:</u>				
Requests:	3,400	Rain Gear		
Total:	3,400			
<u>City Manager Recommendations</u>				
Adjust benefit costs in personnel services and fund equipment from other resources.				

City of La Verne

FIRE	FIRE APPRENTICE PROGRAM	2003		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
<p>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.</p>				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	53,733	57,862	57,600	57,600
Other Operating Costs	50,098	50,100	50,100	50,100
Capital Outlay	0	0	0	0
Total:	103,831	107,962	107,700	107,700
<hr/>				
Personnel Authorized	0.25	0.25	0.25	0.25
<hr/>				
Source of Funds:				
General Fund	103,831	107,962	107,700	107,700
<hr/>				
TOTAL:	103,831	107,962	107,700	107,700

City of La Verne

FIRE	FIRE APPRENTICE PROGRAM			2003
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	Calendar Year			
	2009	2010	2011	2012 (est.)
Duty Assignment (Shifts worked)	584	777	1,020	770
<u>Personnel Services:</u>				
Salaries and benefits for .25 of a Battalion Chief.				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the amount needed for 2 Apprentice firefighters daily, safety clothing training supplies and meeting/staff development.				
<u>Capital Outlay:</u>				
Requests: None				
<u>City Manager Recommendations</u>				
Funding levels as requested after adjustment to benefit costs in personnel services.				

City of La Verne

FIRE	TRAINING		2004	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
Provide a program that:				
<ol style="list-style-type: none"> 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. 				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	484,767	510,078	506,426	506,426
Other Operating Costs	11,000	11,000	11,000	11,000
Capital Outlay	0	32,000	0	0
Total:	495,767	553,078	517,426	517,426
<hr/>				
Personnel Authorized	2.63	2.63	2.63	2.63
<hr/>				
Source of Funds:				
General Fund	495,767	553,078	517,426	517,426
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TOTAL:	495,767	553,078	517,426	517,426

City of La Verne

FIRE	TRAINING				2004
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	Calendar Year				
	2009	2010	2011	2012 (est.)	
Full-Time Training Hours	10,711	9,941	9,678	10,000	
Apprentice/Reserve Training Hours	1,180	1,490	1,422	1,100	
<u>Personnel Services:</u>					
Funding reflects the salaries, benefits and overtime for training fire personnel. .30 of a Battalion Chief, .53 of Captains, .63 of Engineers, 1.17 of Firefighters for a total of 2.63.					
<u>Other Operating Costs and Capital Outlay:</u>					
Represents expenditures for office supplies, training materials, photo supplies, subscriptions and dues, meeting/staff development.					
<u>Capital Outlay:</u>					
Requests:	32,000	Portable Training Facility			
Total:	32,000				
<u>City Manager Recommendations</u>					
Adjust benefit costs in personnel services and fund equipment from other resources.					

City of La Verne

FIRE	STATION MAINTENANCE		2005	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
To maintain the Fire Department facilities in a clean, safe and attractive condition.				
<u>Operational Plans:</u>				
To utilize personnel effectively in maintaining the facilities in a clean, safe and attractive condition.				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	209,727	227,000	225,331	225,331
Other Operating Costs	17,400	21,000	21,000	21,000
Capital Outlay	0	11,600	0	0
Total:	227,127	259,600	246,331	246,331
<hr/>				
Personnel Authorized	1.21	1.21	1.21	1.21
<hr/>				
<u>Source of Funds:</u>				
General Fund	227,127	259,600	246,331	246,331
<hr/>				
TOTAL:	227,127	259,600	246,331	246,331

City of La Verne

FIRE	STATION MAINTENANCE			2005
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	<u>Calendar Year</u>			
	2009	2010	2011	2012
Station 1	10,352	10,352	10,352	10,352
Station 2	4,892	4,892	4,892	4,892
Station 3	4,869	4,869	4,869	4,869
Total square footage of buildings maintained.				
<hr/>				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime for .27 of a Captain, .33 of an Engineer and .56 of a Firefighter/Paramedic for a total of 1.16.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost of contract maintenance, small tools and miscellaneous materials.				
<hr/>				
<u>Capital Outlay:</u>				
Requests:	5,200	Roll Away Tool Boxes for Sta. 1 and Sta. 2		
	3,700	Ready Racks Storage for Sta. 1		
	1,500	Tool shed for Sta. 3		
	1,200	Four New Mattresses for Sta. 3		
Total:	11,600			
<hr/>				
<u>City Manager Recommendations</u>				
Adjust benefit costs in personnel services and fund equipment from other resources.				

City of La Verne

FIRE	FIRE PREVENTION		2006	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
To minimize life and property losses caused by fire, through effective fire prevention programs, including business inspections, fire investigation, weed abatement, public education and code enforcement.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. Inspect every school, public building and business building in the City. 2. Investigate every serious fire or hazardous chemical problem. 3. Investigate all fire hazard complaints. 4. Review all construction plans in reference to the 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. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	250,099	255,538	254,332	254,332
Other Operating Costs	6,800	6,800	6,800	6,800
Capital Outlay	0	0	0	0
Total:	256,899	262,338	261,132	261,132
<hr/>				
Personnel Authorized	1.79	1.79	1.79	1.79
<hr/>				
<u>Source of Funds:</u>				
General Fund	256,899	262,338	261,132	261,132
<hr/>				
TOTAL:	256,899	262,338	261,132	261,132

City of La Verne

FIRE	FIRE PREVENTION		2006	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	2009	2010	2011	2012 (est.)
*Business Inspections	791	794	778	780
Construction plan checks	45	27	35	30
Fire investigations	70	61	58	60
Weed/Nuisance complaints	25	20	18	20
Permits	143	112	122	115
Classroom Fire Safety presentations	6	3	6	5
Fire Station Tours	12	11	8	10
* Reflects new inspection scheduling.				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime for .30 of the Battalion Chief/Fire Marshal, 1.00 of the Deputy Fire Marshal, .21 of a Captain, .12 of an Engineer and .16 of a Firefighter/Paramedic, for a total of 1.79.				
<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost for office supplies, miscellaneous materials, photo supplies, subscriptions and dues, and meeting/staff development.				
<u>Capital Outlay:</u>				
	Requests:	none		
<u>City Manager Recommendations</u>				
Funding levels as requested after adjustment to benefit costs in personnel services.				

City of La Verne

FIRE	EMERGENCY PREPAREDNESS		2007	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
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.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. To promote a basis for conduct and coordination of operations, and the management of critical resources during an emergency. 2. Maintain Emergency Operations Center (EOC) in such a way as to enhance the effective and efficient management of disasters. 3. To promote and educate the public on emergency preparedness. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	6,141	16,669	16,596	16,596
Other Operating Costs	7,800	7,800	7,800	7,800
Capital Outlay	0	0	0	0
Total:	13,941	24,469	24,396	24,396
<hr/>				
Personnel Authorized	0.05	0.05	0.05	0.05
<hr/>				
Source of Funds:				
General Fund	13,941	24,469	24,396	24,396
TOTAL:	13,941	24,469	24,396	24,396

City of La Verne

FIRE	EMERGENCY PREPAREDNESS			2007
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	2009	2010	Calendar Year 2011	2012 (est.)
Emergency Preparedness Programs	3	3	2	2
Emergency Operations Center Exercise	1	2	1	1
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime of .03 of the Fire Chief and .02 of a Fire Captain for a total of .05.				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the cost of maintenance communication equipment, miscellaneous materials, telephone, and subscriptions and dues.				
<u>Capital Outlay:</u>				
Requests: None				
<u>City Manager Recommendations</u>				
Funding levels as requested after adjustment to benefit costs in personnel services.				

City of La Verne

FIRE	PARAMEDIC SERVICES		2008	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
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.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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) indentification cards to seniors and disabled members of the community. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,823,745	1,864,643	1,852,050	1,852,050
Other Operating Costs	130,877	150,000	150,000	150,000
Capital Outlay	0	0	0	0
Total:	1,954,622	2,014,643	2,002,050	2,002,050
<hr/>				
Personnel Authorized	10.24	10.24	10.24	10.24
<hr/>				
<u>Source of Funds:</u>				
General Fund	1,269,622	1,319,643	1,292,050	1,292,050
Paramedic Fund	685,000	695,000	710,000	710,000
TOTAL:	1,954,622	2,014,643	2,002,050	2,002,050

City of La Verne

FIRE	PARAMEDIC SERVICES		2008	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2009	2010	2011	2012 (est.)
Calls for Service:	2,303	2,241	2,302	2,300
Community Events: (Job Fairs, School Programs, CPR Classes)	36	37	35	30
Syringe Recycling Program (Contacts)	963	912	880	0/Disc.
Patients Transported (Total):	1,268	1,242	1,292	1,300
HAM Program	250	200	225	200
<u>Personnel Services:</u>				
Funding reflects the salaries, benefits and overtime for 9.04 Firefighter/Paramedics, .55 of a Fire Engineer, .40 of a Captain and .25 of the Battalion Chief/EMS for a total of 10.24.				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the cost of contract service, patient treatment supplies and materials, subscriptions and dues, meeting/staff development and equipment rental.				
<u>Capital Outlay:</u>				
	Requests:	none		
<u>City Manager Recommendations</u>				
Funding levels as requested after adjustment to benefit costs in personnel services.				

City of La Verne

FIRE	VEHICLE MAINTENANCE		2009	
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
To maintain all fire department equipment in a state of readiness, which will maximize life expectancy and ensure efficient operation at all times.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	267,788	261,802	259,929	259,929
Other Operating Costs	121,350	130,000	130,000	130,000
Capital Outlay	101,082	68,900	0	0
Total:	490,220	460,702	389,929	389,929
<hr/>				
Personnel Authorized	1.36	1.36	1.36	1.36
<hr/>				
<u>Source of Funds:</u>				
General Fund	370,220	335,702	269,929	269,929
Proposition 172	120,000	125,000	120,000	120,000
TOTAL:	490,220	460,702	389,929	389,929

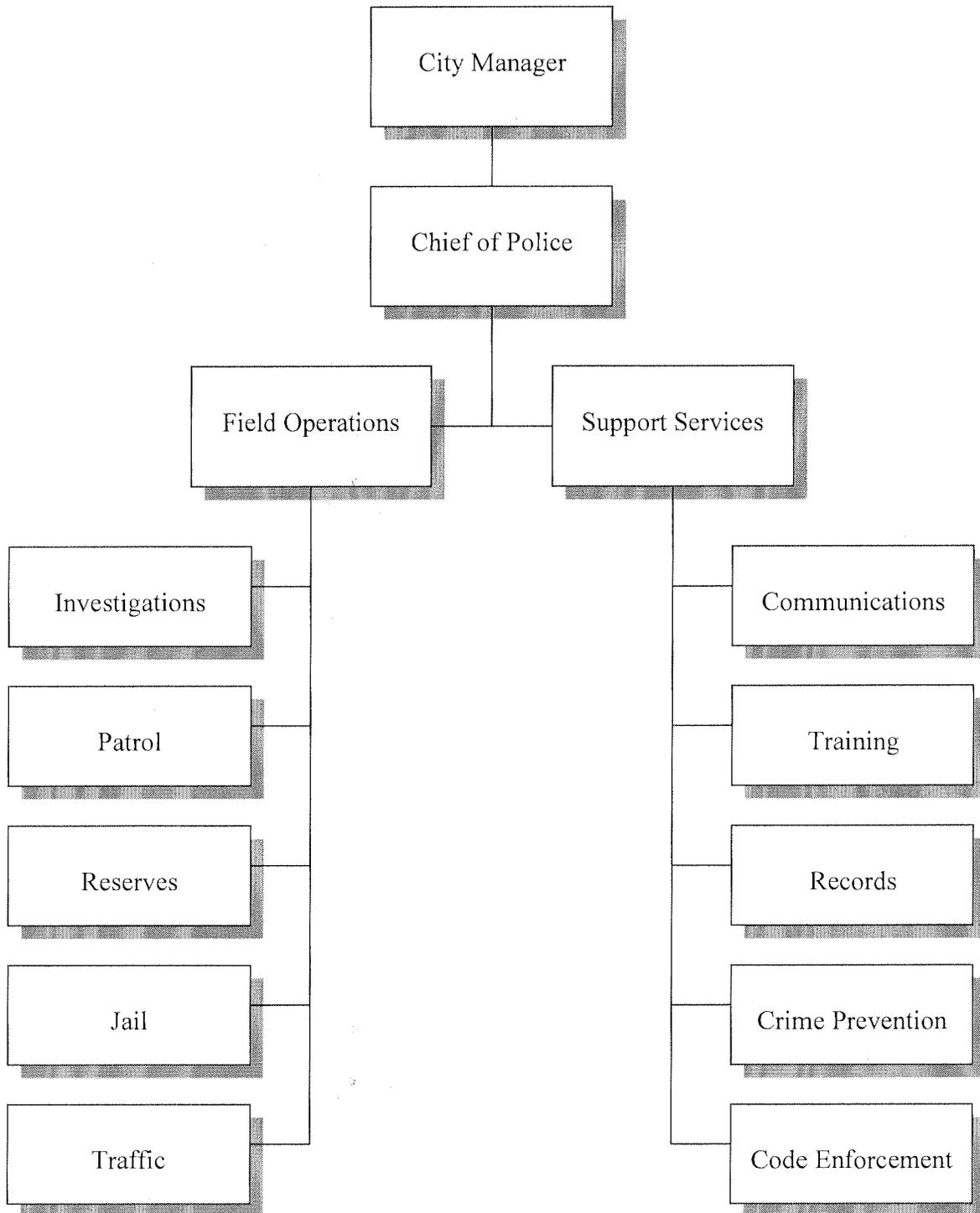
City of La Verne

FIRE	VEHICLE MAINTENANCE		2009	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2009	2010	2011	2012
Staff Cars	4	4	4	4
Type I Pumper	3	3	3	3
Type III Pumper	1	1	1	1
Aerial Truck	1	1	1	1
Patrol	1	1	1	1
Ambulance	3	3	3	3
Utility Truck	1	1	1	1
<hr/>				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime for .10 of a Battalion Chief, .09 of a Captain, .72 of an Engineer and .45 of a Firefighter/Paramedic for a total of 1.36.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost of maintenance on machinery and tools, miscellaneous supplies and equipment rental.				
<hr/>				
<u>Capital Outlay:</u>				
Requests:	2,646	Zico SCBA Brackets for Vehicles		
	9,254	Data Communication Equipment for Verizon Network		
	12,500	Portable Radios		
	25,000	Base Station Repeater		
	5,000	Narrow Banding Radio Equipment		
	11,000	Narrow Band Vehicle Radios		
	3,500	Relocation of Alerting Equipment		
Total:	68,900			
<hr/>				
<u>City Manager Recommendations</u>				
Adjust benefit costs in personnel services and fund equipment from other resources.				

City of La Verne

POLICE

POLICE DEPARTMENT



City of La Verne

Budget Message
2012-2013 Fiscal Year

POLICE

2500 SERIES

Department

Cost Center No.

The primary objective of the police department is to provide a safe environment through the effective delivery of professional law enforcement services. This budget represents the Department's efforts to meet our primary objective while maintaining fiscal responsibility.

Sworn officers' total 40, which maintains the minimum level of staffing in patrol necessary to provide acceptable service to the community. Included in the sworn staffing number is the return of one full-time captain's position. There was a reduction in civilian full-time staffing as it was necessary to reduce a vacant full-time police aide position to part-time.

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 fully 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.

Capital outlay requests include a remodel of the kitchen and food preparation area. Also requested are (5) Electronic Control Devices (ECD), and (5) Glock pistols to replace non-serviceable, like equipment. Other capital outlay requests were reduced and portions of the funding were shifted to sources other the General Fund.

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	9,541,616	10,012,344	9,926,175	9,926,175
Other Operating Costs	1,535,000	1,667,000	1,547,000	1,547,000
Capital Outlay	48,000	133,000	130,500	130,500
Total:	11,124,616	11,812,344	11,603,675	11,603,675

Personnel Authorized	70.50	73.00	74.00	74.00
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Source of Funds:

General Fund	8,953,928	9,543,680	9,270,642	9,270,642
Traffic Safety Fund	490,000	405,000	457,000	457,000
Narcotic Asset Forfeiture	682,457	843,919	907,541	907,541
Prop. 172	160,000	160,000	160,000	160,000
Bonita Unified School District	75,000	75,000	75,000	75,000
LA IMPACT	510,231	534,745	533,492	533,492
Supp. Law Enf./Block Grants	100,000	100,000	100,000	100,000
Office of Traffic Safety	3,000	0	0	0
Cal-MMET	150,000	150,000	100,000	100,000
TOTAL:	11,124,616	11,812,344	11,603,675	11,603,675

City of La Verne

DETAIL OF SALARIES & WAGES

POLICE	Summary			2500 Series
Department	Cost Center			Cost Center No.
CLASSIFICATION				
	Current	Department Requests	City Manager Recommended	Adopted Budget
Police Chief	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00
Police Lieutenant	4.00	4.00	4.00	4.00
Police Sergeant	5.00	6.00	6.00	6.00
Corporal	15.00	14.00	14.00	14.00
Police Officer	15.00	15.00	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	4.00	4.00	4.00	4.00
Information Systems Tech/Specialist	1.00	1.00	1.00	1.00
Police Aide II	1.00	1.00	0.00	0.00
Police Services Technician	1.50	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	59.50	60.00	59.00	59.00
REGULAR PART-TIME/CONTRACT EMPLOYEES				
Communications Officer	0.00	0.00	0.00	0.00
Police Aide	4.00	4.00	6.00	6.00
LA IMPACT Personnel	7.00	7.00	7.00	7.00
Consultant	0.00	2.00	2.00	2.00
TOTAL REG. PART-TIME	11.00	13.00	15.00	15.00
TOTAL POSITIONS	70.50	73.00	74.00	74.00
APPROPRIATIONS				
SALARIES & WAGES	5,735,471	6,080,373	6,070,483	6,070,483
OVERTIME	650,133	544,741	534,133	534,133
BENEFIT COSTS	3,156,012	3,387,230	3,321,559	3,321,559
TOTAL PERSONNEL SERVICES	9,541,616	10,012,344	9,926,175	9,926,175

City of La Verne

POLICE

Administration

2501

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

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

To increase community consciousness of crime and law enforcement problems.

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	501,099	657,884	654,545	654,545
Other Operating Costs	410,000	400,000	350,000	350,000
Capital Outlay	0	0	0	0
Total:	911,099	1,057,884	1,004,545	1,004,545

Personnel Authorized	3.00 FT 0 PT	3.00 FT 2 PT	3.00 FT 2 PT	3.00 FT 2 PT
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Source of Funds:

General Fund	911,099	1,057,884	1,004,545	1,004,545
TOTAL:	911,099	1,057,884	1,004,545	1,004,545

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, (2) part-time Consultant

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:

City Manager Recommendations

Reduce personnel services and other operating costs

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	325,670	439,405	436,696	436,696
Other Operating Costs	176,000	180,000	180,000	180,000
Capital Outlay	0	0	0	0
Total:	501,670	619,405	616,696	616,696

Personnel Authorized	1.00 FT 1.00 PT	2.00 FT 0 PT	2.00 FT 0 PT	2.00 FT 0 PT
Personnel Authorized	1.00 FT 1.00 PT	2.00 FT 0 PT	2.00 FT 0 PT	2.00 FT 0 PT

Source of Funds:				
General Fund	8,670	214,405	159,696	159,696
Traffic Safety Fund	490,000	405,000	457,000	457,000
OTS Grant	3,000	0	0	0
TOTAL:	501,670	619,405	616,696	616,696

City of La Verne

POLICE

Traffic Services

2502/2518

Department

Cost Center

Cost Center No.

Units of Measure

	2008	2009	2010	2011	2012 est
Injury Accidents	94	94	105	99	105
Non-Injury Accidents	147	132	238	204	210
Hazardous Citations	2,159	1,503	1,156	595	750
Non-Hazardous Citations	1,133	1,147	730	1,115	1,100
Parking Citations	16,440	10,718	9,212	10,605	11,000
# of Crossing Guard locations	6	6	6	6	6
Temporary ONP* permits	36,600	37,004	36,141	** 43,600	42,000
Annual ONP* permits	388	372	362	392	395

*Overnight parking

**RV and vehicle temporary ONP permits combined in 2011

Personnel Services:

Staffing consists of (1) lieutenant, (1) motor officer

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce personnel services cost

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	655,254	672,422	667,059	667,059
Other Operating Costs	41,000	42,000	42,000	42,000
Capital Outlay	0	0	0	0
Total:	696,254	714,422	709,059	709,059

Personnel Authorized	7.00 FT	7.00 FT	7.00 FT	7.00 FT
	0.00 PT	0.00 PT	0.00 PT	0.00 PT

Source of Funds:

General Fund	696,254	714,422	709,059	709,059
TOTAL:	696,254	714,422	709,059	709,059

City of La Verne

POLICE	Communications				2503
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2008	2009	2010	2011	2012 est
Reports processed	4,594	4,387	4,872	4,008	4,200
Police & Fire calls for service	18,525	* 20,281	20,252	19,170	19,050
911 average answer speed	2.4 sec	* 3.9 sec	3.08 sec	3.00 sec	3.00 sec

* Increase due to receiving wireless 911 calls direct

Personnel Services:

Personnel costs consist of wages and benefits for (7) Communication Officers

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce personnel services costs

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	132,754	132,548	107,998	107,998
Other Operating Costs	42,000	42,000	42,000	42,000
Capital Outlay	0	0	0	0
Total:	174,754	174,548	149,998	149,998

Personnel Authorized	1.50 FT 0 PT	1.50 FT 0 PT	.50 FT 2.00 PT	.50 FT 2.00 PT
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Source of Funds:

General Fund	174,754	174,548	149,998	149,998
TOTAL:	174,754	174,548	149,998	149,998

City of La Verne

POLICE

Jail Services/Live Scan

2504/2520

Department

Cost Center

Cost Center No.

Units of Measure

	2008	2009	2010	2011	2012 est
Daily average # of bookings	4.7	3.6	5.0	3.2	4.0
Total # of bookings	1,723	1,350	1,830	1,185	1,300
# of trustees	19	38	42	53	45

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:

City Manager Recommendations

Reduce (1) FT Police Aide II
Add (2) PT Police Aide I

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	22,628	46,230	45,707	45,707
Other Operating Costs	50,000	50,000	40,000	40,000
Capital Outlay	0	0	0	0
Total:	72,628	96,230	85,707	85,707

Personnel Authorized	.25 FT	.50 FT	.50 FT	.50 FT
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Source of Funds:

General Fund	72,628	96,230	85,707	85,707
TOTAL:	72,628	96,230	85,707	85,707

City of La Verne

POLICE	Personnel Development/Training				2505
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2008	2009	2010	2011	2012 est
P.O.S.T. reimbursed training hours	3,616	3,598	1,790	2,500	2,800
Other (non-reimbursed) training hours	2,176	2,141	347	1,847	2,744
Total training hours	5,792	5,739	2,137	4,347	5,544
<u>Personnel Services:</u>					
Wages and benefits for (.50) police services technician.					
<u>Other Operating Costs and Capital Outlay:</u>					
Operating costs include telephone services, communication equipment and contract maintenance.					
 <u>Capital Outlay:</u>					
 <u>City Manager Recommendations</u>					
Reduce personnel services and other operating costs					

City of La Verne

POLICE

Records & Clerical

2506

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	307,245	312,684	308,641	308,641
Other Operating Costs	32,000	32,000	32,000	32,000
Capital Outlay	18,000	18,000	18,000	18,000
Total:	357,245	362,684	358,641	358,641

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

General Fund	357,245	362,684	358,641	358,641
TOTAL:	357,245	362,684	358,641	358,641

City of La Verne

POLICE	Records & Clerical				2506
Department	Cost Center				Cost Center No.
<hr/>					
<u>Units of Measure</u>	2008	2009	2010	2011	2012 est
Reports processed	4,594	4,367	4,872	4,008	4,200
Citations processed	19,732	13,368	11,100	10,605	12,000
Arrests processed	1,694	1,350	1,830	1,185	1,300
<hr/>					
<u>Personnel Services:</u>					
Provide wages and benefits for (1) records supervisor, (3) police clerks					
<hr/>					
<u>Other Operating Costs and Capital Outlay:</u>					
Office supplies, outside printing, staff development and other miscellaneous costs.					
<u>Capital Outlay:</u>					
\$ 18,000 Lease payments on (4) copiers					
<hr/>					
<u>City Manager Recommendations</u>					
Funding levels as requested after adjustment to benefit costs in personnel services					

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	4,080,853	4,244,126	4,217,445	4,217,445
Other Operating Costs	382,000	390,000	390,000	390,000
Capital Outlay	0	50,000	10,000	10,000
Total:	4,462,853	4,684,126	4,617,445	4,617,445
Personnel Authorized	22.80 FT 0 PT	21.80 FT 0 PT	21.80 FT 0 PT	21.80 FT 0 PT
Source of Funds:				
General Fund	4,302,853	4,524,126	4,457,445	4,457,445
Prop. 172	160,000	160,000	160,000	160,000
TOTAL:	4,462,853	4,684,126	4,617,445	4,617,445

City of La Verne

POLICE	Patrol Services				2507
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2008	2009	2010	2011	2012 est
Calls for service	16,295	17,541	17,615	16,040	17,000
Average emergency response*	3.26 min	3.21 min	3.08 min	3.32 min	3.00 min
Arrests	1,694	1,350	1,300	1,185	1,250
Crime reports	4,594	4,387	4,300	4,008	4,200
8 major crimes reported	900	933	900	917	925

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

Personnel Services:

Personnel consists of (3) lieutenants, (4) sergeants, (8) corporals, (6.30) police officers, (.50) community services supervisor
 This cost center also provides premium overtime and court standby wages.
 Scheduled minimum staffing consists of (1) lieutenant, (1) sergeant and (3) corporals and/or police officers.

Other Operating Costs and Capital Outlay:

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

CAPITAL OUTLAY:

- \$5,000 (5) Electronic Control Devices (ECD)
- \$5,000 (5) Glock Model 22 pistols
- \$40,000 (15) Modems and aircards for patrol vehicles

City Manager Recommendations

- Reduce Capital Outlay
- Other funding levels as requested after adjustment to benefit 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	1,983,683	1,896,670	1,886,233	1,886,233
Other Operating Costs	115,000	115,000	115,000	115,000
Capital Outlay	0	0	0	0
Total:	2,098,683	2,011,670	2,001,233	2,001,233

Personnel Authorized	13.00	13.00	13.00	13.00
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Source of Funds:				
General Fund	1,948,683	1,861,670	1,851,233	1,851,233
Cal-MMET	150,000	150,000	150,000	150,000
TOTAL:	2,098,683	2,011,670	2,001,233	2,001,233

City of La Verne

POLICE	Investigations				2508/2517
Department	Cost Center				Cost Center No.
<hr/>					
<u>Units of Measure</u>	2008	2009	2010	2011	2012 est
Cases assigned	3,216	3,397	3,529	2,948	3,200
Cleared	2,210	2,411	2,717	2,164	2,500
Active	125	66	46	47	50
Inactive	865	889	751	716	775
Part I clearance rate	30%	30%	35%	34%	35%
<hr/>					
<u>Personnel Services:</u>					
Wages and benefits for (1) station sergeant, (5) investigators, (1) narcotics taskforce sergeant, (4) narcotics taskforce officers (1) police clerk II, and (1) police services technician.					
<hr/>					
<u>Other Operating Costs and Capital Outlay:</u>					
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.					
<u>Capital Outlay:</u>					
<hr/>					
<u>City Manager Recommendations</u>					
Funding levels as requested after adjustment to benefit costs in personnel services					

City of La Verne

POLICE

Police Reserve Program

2509

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	15,000	12,000	12,000	12,000
Other Operating Costs	3,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	18,000	17,000	17,000	17,000
Personnel Authorized	0	0	0	0
<u>Source of Funds:</u>				
General Fund	18,000	17,000	17,000	17,000
TOTAL:	18,000	17,000	17,000	17,000

City of La Verne

POLICE	Police Reserve Program				2509
<u>Department</u>	<u>Cost Center</u>				<u>Cost Center No.</u>
<u>Units of Measure</u>	2008	2009	2010	2011	2012 est
# of reserve officers	16	16	19	19	21
Training hours provided as P.O.S.T. standards	2,156	1,944	1,512	1,418	1,206
Reserve officers work hours - Volunteer	4,456	4,864	7,097	5,769	5,960

Personnel Services:

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Funding levels as requested

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

- To provide on-campus based police protection for students & faculty.
- To provide public relations contacts, Youth and Family Action Committee, gang awareness and maintain the R.S.V.P. Program.
- To provide various school programs, i.e., child abuse, rape prevention, sexual abuse, Every 15 Minutes presentations and continue a viable neighborhood watch program.
- To provide burglary and robbery awareness presentations for commercial businesses.
- To provide community outreach programs, i.e., National Night Out and Citizens Academy

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	257,275	296,588	294,407	294,407
Other Operating Costs	31,000	31,000	31,000	31,000
Capital Outlay	0	0	0	0
Total:	288,275	327,588	325,407	325,407
Personnel Authorized	2.25 FT	2.50 FT	2.50 FT	2.50 FT
Source of Funds:				
General Fund	213,275	252,588	250,407	250,407
Bonita Unified School District	75,000	75,000	75,000	75,000
TOTAL:	288,275	327,588	325,407	325,407

City of La Verne

POLICE	Crime Prevention/School Resource Officer				2510/2516
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>	2008	2009	2010	2011	2012 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	800	900	900	900	900
R.S.V.P. volunteer hours	6,910	6,171	6,991	7,225	7,420
<hr/>					
<u>Personnel Services:</u>					
Provide wages and benefits for (1) school resource police officer, (1) police services coordinator, and (.50) police services technician.					
<hr/>					
<u>Other Operating Costs and Capital Outlay:</u>					
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.					
<u>Capital Outlay:</u>					
<hr/>					
<u>City Manager Recommendations</u>					
Reduce personnel services 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	100,880	102,704	101,972	101,972
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	100,880	102,704	101,972	101,972
Personnel Authorized	.70 FT	.70 FT	.70 FT	.70 FT
Source of Funds:				
General Fund	100,880	2,704	1,972	1,972
Supplemental State Law Enforcement Fund	0	100,000	100,000	100,000
TOTAL:	100,880	102,704	101,972	101,972

City of La Verne

POLICE

Supplemental Law Enforcement Fund

2512

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Salary and benefits for (.70) Police Officer.

Other Operating Costs and Capital Outlay:

Capital Outlay:

City Manager Recommendations

Reduce personnel services costs

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	557,457	573,919	570,041	570,041
Other Operating Costs	125,000	250,000	250,000	250,000
Capital Outlay	0	20,000	87,500	87,500
Total:	682,457	843,919	907,541	907,541
Personnel Authorized	3.00 FT	3.00 FT	3.00 FT	3.00 FT
<u>Source of Funds:</u>				
Narcotic Confiscation Fund	682,457	843,919	907,541	907,541
TOTAL:	682,457	843,919	907,541	907,541

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 back fill officers for the (3) task force officers assigned to narcotics interdiction.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

\$20,000 - Capital improvement project

City Manager Recommendations

Reduce personnel services costs
Increase 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	91,587	90,419	89,939	89,939
Other Operating Costs	128,000	130,000	70,000	70,000
Capital Outlay	30,000	45,000	15,000	15,000
Total:	249,587	265,419	174,939	174,939
Personnel Authorized	1.00 FT	1.00 FT	1.00 FT	1.00 FT
Source of Funds:				
General Fund	249,587	265,419	174,939	174,939
TOTAL:	249,587	265,419	174,939	174,939

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:

\$30,000 Battery back up (UPS)

\$15,000 Fire Alarm System for radio room

City Manager Recommendations

Reduce personnel services costs

Reduce Capital Outlay

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	510,231	534,745	533,492	533,492
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	510,231	534,745	533,492	533,492
Personnel Authorized	7.00 FT	7.00 FT	7.00 FT	7.00 FT
Source of Funds:				
LA IMPACT	510,231	534,745	533,492	533,492
TOTAL:	510,231	534,745	533,492	533,492

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:

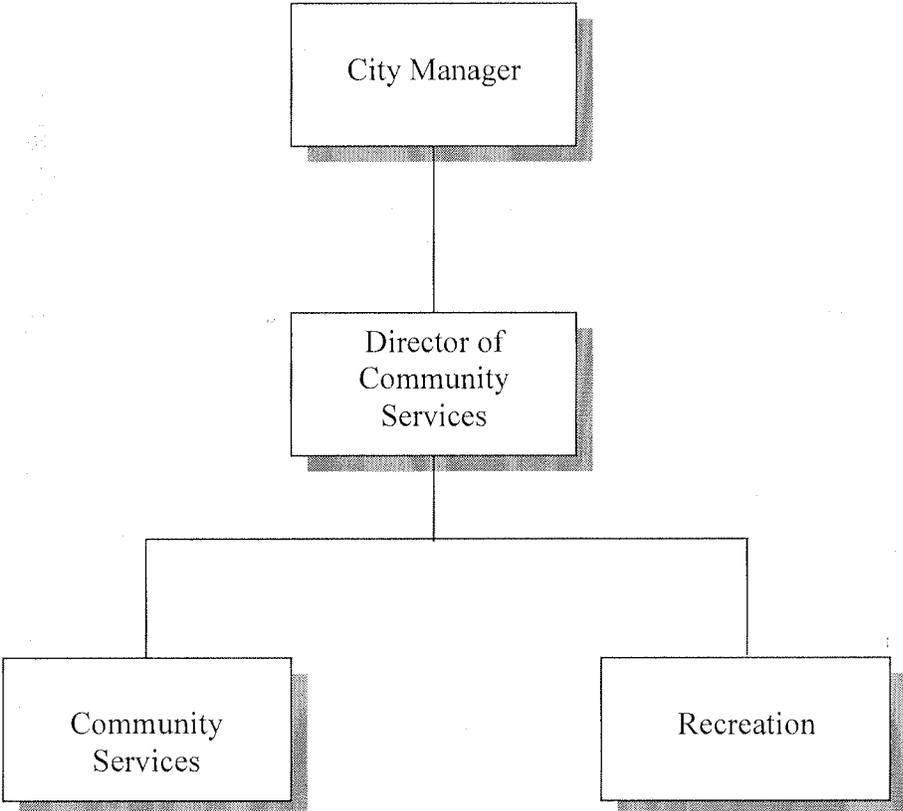
City Manager Recommendations

Reduce personnel services costs

City of La Verne

COMMUNITY SERVICES

**COMMUNITY SERVICES
DEPARTMENT**



City of La Verne

BUDGET MESSAGE

2012 - 2013 Fiscal Year

Community Services

6000, 6001- 6006, 6100, 6200, 6300

Department

Cost Center Number

The Community Services Department will continue to provide our residents with a wide variety of leisure services and recreational opportunities this upcoming year.

The department continues to provide programming for our tiny tots, youth, teens, adults, and senior citizens. These programs consist of youth and adult sports, excursions, special events, aquatics (swim classes), senior citizen's programs, fee and charge classes, and facility rentals. This year's request includes the addition of a new Special Needs recreation swim program one day a week at the Aquatics Center, and a new upgraded sound system at the Community Center.

As part of our ongoing effort to realize one of our strategic plan goals of becoming more self-sufficient, we will continue to find ways to offset our General Fund through donations and sponsorships. Our department will continue to manage each program with the emphasis on recovering costs and will research ways to increase our revenues through new programs and activities. Also new this year, we have identified user fees in our budget pages that help to offset our use of General Fund resources.

Requests for use of other Capital Improvement projects for this year included \$60,000 for the Open Space EIR, \$10,000 for repairs to Veterans Hall, and \$15,000 to replace the air conditioning unit at the Community Center. Unfortunately, due to limited funds in the Parks Development Fund, the \$60,000 for the Open Space EIR was not funded.

City of La Verne

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

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	747,108	729,504	712,737	712,737
Other Operating Costs	569,309	662,800	645,300	645,300
Capital Outlay	0	25,000	0	0
Total:	1,316,417	1,417,304	1,358,037	1,358,037

Personnel Authorized	6.74 including part-time	6.74 including part-time	6.56 including part-time	6.56 including part-time
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Source of Funds:

General Fund	640,917	717,284	634,837	634,837
User Fees				
Recreation Programs	455,000	500,000	513,000	513,000
Facility Rentals	102,600	95,220	95,200	95,200
Aquatics	109,000	95,800	106,000	106,000
Special Events	8,900	9,000	9,000	9,000
TOTAL:	1,316,417	1,417,304	1,358,037	1,358,037

City of La Verne

DETAIL OF SALARIES & WAGES

Community Services Division	SUMMARY				6000 Series
Department	Cost Center				Cost Center No.
CLASSIFICATION					
	Current	Department Requests	City Manager Recommended	Adopted Budget	
Community Services Director	.82	.82	.82	.82	
Community Services Supervisor	1.00	1.00	.97	.97	
Recreation Coordinator	.80	.80	.80	.80	
<hr/>					
TOTAL FULL-TIME	2.62	2.62	2.59	2.59	
<hr/>					
REGULAR PART-TIME					
Recreation Coordinator	1.00	1.00	1.00	1.00	
Recreation Specialist II	1.00	1.00	1.00	1.00	
Administrative Clerk II	1.32	1.32	1.17	1.17	
Administrative Clerk I	.80	.80	.80	.80	
Parks Worker III	.00	.00	.00	.00	
Clerical Assistant I	.00	.00	.00	.00	
Clerical Assistant II	.00	.00	.00	.00	
Recreation Specialist I	.00	.00	.00	.00	
<hr/>					
TOTAL REG. PART-TIME	4.12	4.12	3.97	3.97	
<hr/>					
TOTAL POSITIONS	6.74	6.74	6.56	6.56	
<hr/>					
APPROPRIATIONS					
SALARIES & WAGES	627,298	607,705	594,407	594,407	
OVERTIME	0	0	0	0	
BENEFIT COSTS	119,810	121,799	118,330	118,330	
TOTAL PERSONNEL SERVICES	747,108	729,504	712,737	712,737	

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 ensure 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, University of La V 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	205,742	206,412	200,452	200,452
Other Operating Costs	19,500	35,800	42,300	42,300
Capital Outlay	0	25,000	0	0
Total:	225,242	267,212	242,752	242,752

Personnel Authorized	2.14	2.14	1.99	1.99
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Source of Funds:

General Fund	225,242	267,212	242,752	242,752
TOTAL:	225,242	267,212	242,752	242,752

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 the Community Services Director, and part-time personnel.

Other Operating Costs and Capital Outlay:

\$25,000 budgeted for new pick-up truck needed for department use.

City Manager Recommendations:

Adjust personnel allocations and other operating costs.

City of La Verne

Community Services Division	Recreation Programs	6002-6006
Department	Cost Center	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 service activities for youth, adults, and seniors.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	250,168	239,285	224,531	224,531
Other Operating Costs	241,383	277,400	277,400	277,400
Capital Outlay	0	0	0	0
Total:	491,551	516,685	501,931	501,931

Personnel Authorized	1.80	1.80	1.60	1.60
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Source of Funds:				
General Fund	36,551	16,685	(11,069)	(11,069)
User Fees				
Fee & Charge Classes	208,000	220,000	230,000	230,000
Preschool	117,000	125,000	128,000	128,000
BHS Program	15,000	30,000	30,000	30,000
Sports Programs	85,000	83,000	83,000	83,000
Excursions	30,000	42,000	42,000	42,000
TOTAL:	491,551	516,685	501,931	501,931

City of La Verne

Community Services
Division
Department

Recreation Programs
Cost Center

6002-6006
Series
Cost Center No.

Estimated Units of Measure:

	2011/12			2012/13		
	Activity	Partic.	Revenue	Activity	Partic.	Revenue
Excursions (Family & Adult)	24 Excursions	1,000	\$23,000	24 Excursions	1,000	\$42,000
Adult Softball	26 Teams	364	\$8,700	26 Teams	350	\$8,700
T-ball	12 Teams	120	\$ 8,400	12 Teams	120	\$8,400
Youth Basketball	56 Teams	560	\$51,000	66 Teams	660	\$52,000
Women's Soccer	16 Teams	320	\$11,000	16 Teams	320	\$11,000
5 on 5 Basketball	36 Teams	280	\$ 9,000	36 Teams	280	\$9,000
City Track Meet	1 Meet	180	0	1 Meet	180	0
Classes	420 Classes	32,000	\$210,000	420 Classes	32,000	\$210,000
Preschool	8 Classes	162	\$117,000	8 Classes	162	\$117,000

Personnel Services:

Provides salaries and benefits for Community Services Supervisor, 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:

Adjust personnel allocations.

City of La Verne

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

Long-Term Objectives:

To provide the citizens of La Verne with multi-purpose facilities located at the Community Center and Veterans Hall for youth, teens, adults, seniors, businesses, and social gatherings. 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 and 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	181,801	184,427	175,136	175,136
Other Operating Costs	126,426	160,000	137,000	137,000
Capital Outlay	0	0	0	0
Total:	308,227	344,427	312,136	312,136

Personnel Authorized	2.80	2.80	2.77	2.77
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Source of Funds:

General Fund	205,627	249,207	216,936	216,936
User Fees				
Banners	900	1,020	1,000	1,000
Community Center	73,600	60,000	60,000	60,000
Aquatics Center	18,200	23,500	23,500	23,500
Park Shelters	500	1,400	1,400	1,400
Veterans Hall	6,400	7,000	7,000	7,000
Sports Fields	3,000	2,300	2,300	2,300
TOTAL:	308,227	344,427	312,136	312,136

City of La Verne

Community Services
 Division
 Department

Facility Rentals
 Cost Center

6100 Series
 Cost Center No.

Estimated Units of Measure:

	2011/12		2012/13	
	Rentals	Revenue	Rentals	Revenue
Community Center	37	\$50,000	45	\$71,000
Veterans Hall	32	\$6,400	40	\$9,000
Park Rentals	11	\$1,500	16	\$1,500

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Reduce 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 residents, local businesses, churches, and schools the opportunity to rent the Aquatics Center for their functions.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	97,596	88,826	102,588	102,588
Other Operating Costs	160,000	159,000	158,000	158,000
Capital Outlay	0	0	0	0
Total:	257,596	247,826	260,588	260,588

Personnel Authorized	0	0	0.20	0.20
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<u>Source of Funds:</u>				
General Fund	148,596	152,026	154,588	154,588
User Fees				
Aquatics	109,000	95,800	106,000	106,000
TOTAL:	257,596	247,826	260,588	260,588

City of La Verne

Community Services
 Division
 Department

Swimming Pool
 Cost Center

6200 Series
 Cost Center No.

Estimated Units of Measure:

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Swim Lesson Participants	1,258	1,222	1,168	1,172
Recreation Swim Participants	4,500	0	780	780
Pool Rentals	22	22	22	22
Swim Team Participants	150	187	115	120
Diving Class Participants	86	88	104	110
Water Aerobic Participants	50	50	50	47
Lap Swim Participants (June to Aug)	200	0	132	132

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:

Adjust personnel allocations and reduce other operating costs.

City of La Verne

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

Long-Term Objectives:

To provide a variety of special events, 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 dances for individuals with special needs.
- 5 - Provide a recreation guide two times per year with various City and departmental information.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	11,801	10,554	10,030	10,030
Other Operating Costs	22,000	30,600	30,600	30,600
Capital Outlay	0	0	0	0
Total:	33,801	41,154	40,630	40,630

Personnel Authorized	0	0	0	0
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Source of Funds:				
General Fund	24,901	32,154	31,630	31,630
User Fees				
Christmas Activities	8,500	8,500	8,500	8,500
Halloween Activities	400	500	500	500
TOTAL:	33,801	41,154	40,630	40,630

City of La Verne

Community Services
 Division
 Department

Special Events
 Cost Center

6300 Series
 Cost Center No.

Estimated Units of Measure:

	2010/11		2011/12		2012/13	
	Activity	Partic.	Activity	Partic.	Activity	Partic.
Easter Activities	2 Events	2,200	2 Events	2,200	2 Events	2,000
4th of July Program	1 Event	15,000	1 Event	15,000	1 Event	15,000
Christmas Activities	5 Events	3,000	5 Events	3,000	5 Events	3,000
Dances for Special Needs	4 Events	500	4 Events	500	4 Events	550

Personnel Services:

Provides for personnel to operate special events.

Other Operating Costs:

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

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

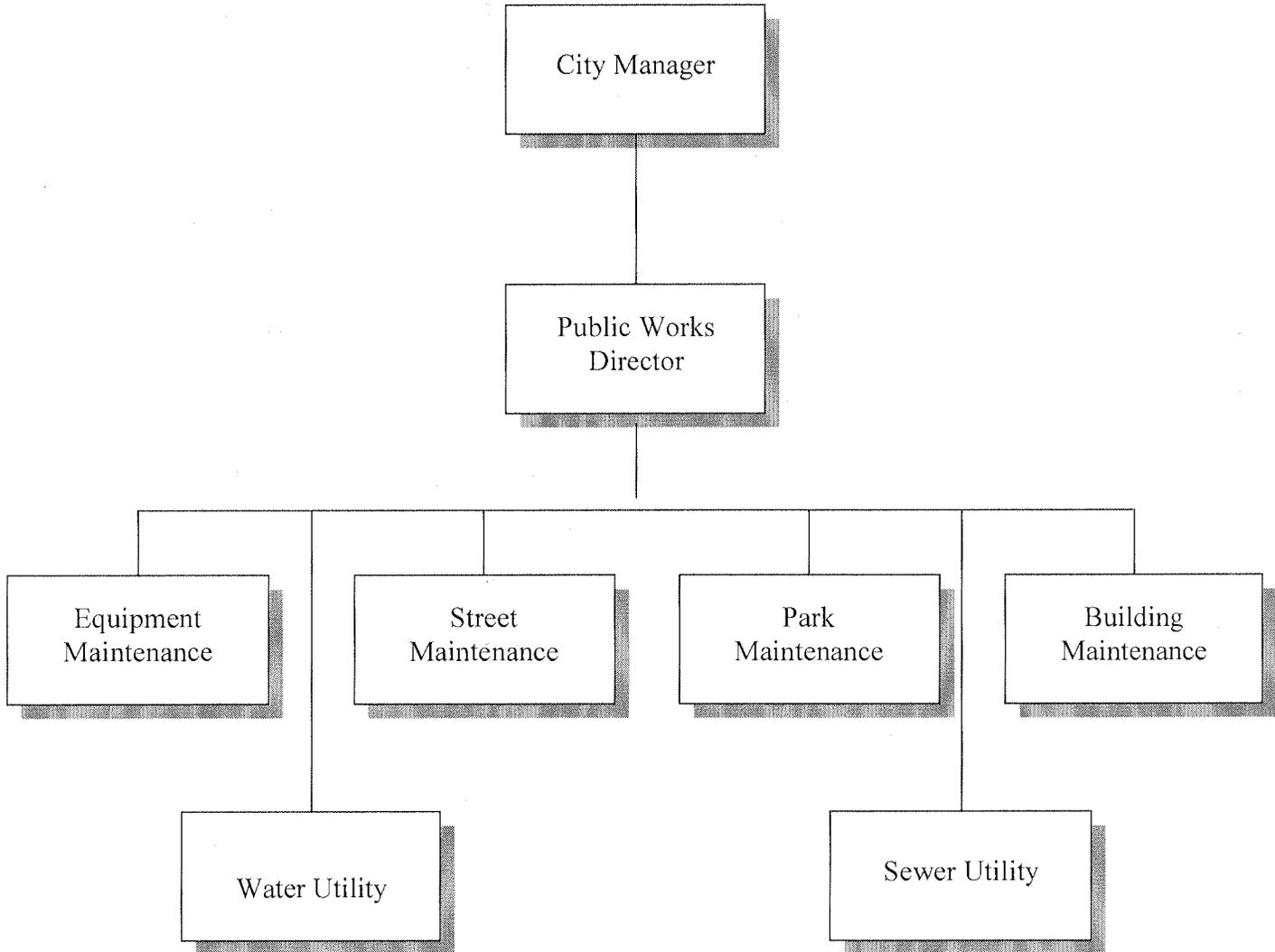
City Manager Recommendations:

Reduce personnel services costs.

City of La Verne

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT



City of La Verne

BUDGET MESSAGE

2012 – 2013 Fiscal Year

Public Works

4100, 4200, 4300, 4400, 4500, 4700, 5200

Department

Cost Center

The Public Works Department manages the planning, design, construction, operations, and maintenance of City facilities, utilities, and equipment to ensure they are safe and accessible to the community and City employees. The Department has a budget of approximately \$17 million and is comprised of 47 employees in six divisions: building maintenance, street maintenance, water utility, sewer utility, fleet maintenance, and park maintenance. The services provided by the public works department create a foundation for the City's overall service delivery to the community.

The Department continually strives to provide fiscally responsible services to the community, including the maintenance of infrastructure that functions safely and upholds an appearance that inspires public confidence. The reductions in the department's requests, along with the City Manager recommended reductions, are possible due to ongoing improvements in operations, employee dedication, and policy support from the City Manager and City Council. This budget maintains all services, yet includes reductions to requests without compromising operational safety or environmental responsibility.

The **building maintenance division** bears responsibility for the maintenance of 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. Reductions in expenditures for this division were achieved through previous and ongoing energy efficiency measures.

The **street maintenance division** is responsible for preserving and maintaining the community's investment in its right-of-way facilities and public services including the City's streets, sidewalks, curbs, gutters, storm drain infrastructure, traffic signals, and street sweeping and lighting, graffiti abatement, and contract refuse management. The majority of the operating budget is dedicated to liability insurance, contractual maintenance, energy costs, and contract refuse services. Funding for this division is always challenged by the amount of maintenance projects in need of funding versus available funding. The department has been able to reduce costs by training employees as inspectors rather than contracting for this service. It should be noted that funding for street maintenance activities is largely dependent on both the general fund and gas tax revenue from the State of California. While the gas tax revenues have remained stable, any future changes to the distribution of those funds would severely impact the division.

City of La Verne

The **water division** is dedicated to providing a reliable supply of high quality drinking water for domestic and commercial needs. The majority of the operating budget is dedicated to water purchases, utility costs, contractual services, liability insurance, and permit fees. The focus, as reflected in the operations budget and capital allocations, will continue to be placed on water quality enhancements, loss control programs, and water use efficiency programs. Previous system enhancements that increased the use of groundwater have resulted in reductions in expenditures for imported water; however, the continually rising cost of imported water remains the single highest expense for this division.

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

The **equipment maintenance division** provides support to all City departments in the acquisition, maintenance, repair, and cost recovery of the City's fleet. The objective of the division is to provide cost effective and dependable equipment to all City departments that is properly designed to furnish the necessary service. As such, the majority of the operating budget is once again dedicated to equipment purchases, fuel, auto parts, and liability insurance. This division has focused on fuel efficiency and use of alternative fuels, to reduce consumption of fossil fuels.

The **park maintenance division** is responsible for the maintenance of the 11,500 city trees, 19 parks, parkways, and medians. The operating budget funds tree maintenance, landscape maintenance, liability insurance, and administration and maintenance of the landscape maintenance assessment districts. Several efficiencies and costs savings have been realized through new, improved maintenance contracts. All landscape maintenance assessment districts are self-funded without any General Fund contributions.

City of La Verne

Public Works

Department Summary

4100 thru 4500,
4700, & 5200 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	4,077,395	4,233,608	4,185,085	4,185,085
Other Operating Costs	12,871,441	12,435,259	12,345,259	12,345,259
Capital Outlay	420,945	377,300	381,925	381,925
Total:	17,369,781	17,046,167	16,912,269	16,912,269

Personnel Authorized	47.80	47.80	47.80	47.80
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Source of Funds:

General Fund	3,556,406	3,671,528	3,560,665	3,560,665
Gas Tax	396,000	396,000	396,000	396,000
Water Fund	8,272,478	7,906,647	7,891,715	7,891,715
Sewer Fund	963,755	1,018,110	1,014,212	1,014,212
Equipment Fund	1,636,165	1,482,294	1,478,273	1,478,273
Refuse & Recycling	2,175,827	2,200,636	2,200,609	2,200,609
Landscape Assessment Districts	369,150	370,952	370,795	370,795
TOTAL:	17,369,781	17,046,167	16,912,269	16,912,269

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Department Summary

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

Department

Cost Center

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	1.00	1.00	1.00	1.00
Administrative Supt.	1.00	1.00	1.00	1.00
Maintenance Manager	1.00	1.00	1.00	1.00
Utility Manager	1.00	1.00	1.00	1.00
Administrative Clerk II	1.00	1.00	1.00	1.00
Maintenance Supervisor (Street/Parks)	2.00	2.00	2.00	2.00
Water Maint. Supervisor	1.00	1.00	1.00	1.00
Utility Supervisor	1.00	1.00	1.00	1.00
Maintenance Leadworker	3.00	3.00	3.00	3.00
Equipment Operator	1.00	1.00	1.00	1.00
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Worker I/II/III	16.00	17.00	16.80	16.80
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	1.00	1.00
Equipment Mechanic I/II	2.00	2.00	2.00	2.00
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	0.50	0.50	0.50	0.50
Auto Parts Technician	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	45.20	46.20	46.00	46.00
REGULAR PART-TIME				
Administrative Clerk I	1.00	1.00	1.00	1.00
Account Clerk I	0.60	0.60	0.60	0.60
Parks Maintenance Worker I	1.00	0.00	0.00	0.00
Parks Worker	0.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	2.60	1.60	1.60	1.60
TOTAL POSITIONS	47.80	47.80	47.60	47.60
APPROPRIATIONS				
SALARIES & WAGES	2,613,883	2,659,252	2,652,720	2,652,720
OVERTIME	94,858	94,858	94,858	94,858
BENEFIT COSTS	1,368,654	1,479,498	1,437,497	1,437,497
TOTAL PERSONNEL SERVICES	4,077,395	4,233,608	4,185,075	4,185,075

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	61,544	63,556	63,147	63,147
Other Operating Costs	332,899	338,625	338,625	338,625
Capital Outlay	0	0	0	0
Total:	394,443	402,181	401,772	401,772
Personnel Authorized	0.68	0.68	0.68	0.68
Source of Funds:				
General Fund	394,443	402,181	401,772	401,772
TOTAL:	394,443	402,181	401,772	401,772

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	.03	.03	.03	.03
Maintenance Manager	.10	.10	.10	.10
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Leadworker	.05	.05	.05	.05
Maintenance Worker I/II/III	.40	.40	.40	.40
TOTAL FULL-TIME	0.68	0.68	0.68	0.68
REGULAR PART-TIME	0.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	0.68	0.68	0.68	0.68
APPROPRIATIONS				
SALARIES & WAGES	40,865	41,663	41,663	41,663
OVERTIME	1,225	1,225	1,225	1,225
BENEFIT COSTS	19,454	20,668	20,259	20,259
TOTAL PERSONNEL SERVICES	61,544	63,556	63,147	63,147

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	20,622	21,478	21,453	21,453
Other Operating Costs	3,175	3,175	3,175	3,175
Capital Outlay	0	0	0	0
Total:	23,797	24,653	24,628	24,628
Personnel Authorized	.13	.13	.13	.13
Source of Funds:				
General Fund	23,797	24,653	24,628	24,628
TOTAL:	23,797	24,653	24,628	24,628

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

Reduce personnel services costs.

City of La Verne

Public Works

Building Maintenance

4102

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	40,922	42,078	41,694	41,694
Other Operating Costs	329,724	335,450	335,450	335,450
Capital Outlay	0	0	0	0
Total:	370,646	377,528	377,144	377,144
Personnel Authorized	0.55	0.55	0.55	0.55
Source of Funds:				
General Fund	370,646	377,528	377,144	377,144
TOTAL:	370,646	377,528	377,144	377,144

City of La Verne

Public Works	Building Maintenance		4102	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	Estimated <u>2012-13</u>
Buildings Maintained (sq. ft.)	67,301	67,301	67,301	67,301
HVAC Systems (tons)	165	165	165	165
Light Fixtures (ea.)	448	448	448	448
Office paper recycled (tons)	64	64	64	64
<u>Personnel Services:</u>				
To provide a proportional share of wages, benefits, and other costs for the Maintenance Manager, Maintenance Leadworker, and Maintenance Workers I/II/III.				
<u>Other Operating Costs and Capital Outlay:</u>				
Provides for routine operation and maintenance costs including utilities, service contracts, supplies, and other essential costs.				
<u>Capital Outlay:</u>				
	Department Request	Manager Recommended	Council Approved	
	0	0	0	
TOTAL:	0	0	0	
<u>City Manager Recommendations</u>				
Reduce personnel services 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	615,068	633,322	628,131	628,131
Other Operating Costs	3,705,601	3,806,816	3,736,816	3,736,816
Capital Outlay	0	0	0	0
Total:	4,320,669	4,440,138	4,364,947	4,364,947
Personnel Authorized	7.80	7.53	7.53	7.53
Source of Funds:				
Refuse & Recycling	2,175,827	2,200,636	2,200,609	2,200,609
General	1,748,842	1,843,502	1,768,338	1,768,338
Gas Tax	396,000	396,000	396,000	396,000
TOTAL:	4,320,669	4,440,138	4,364,947	4,364,947

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Street Maintenance Summary

4200 SERIES

Department

Cost Center

Cost Center No.

Position Quota

CLASSIFICATION

CLASSIFICATION	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.05	.05	.05	.05
Administrative Supt.	.15	.15	.15	.15
Maintenance Manager	.53	.53	.53	.53
Maintenance Supervisor	.75	.75	.75	.75
Maintenance Leadworker	.85	.85	.85	.85
Maintenance Worker I/II/III	4.20	4.20	4.20	4.20
Equipment Operator	1.00	1.00	1.00	1.00
<hr/>				
TOTAL FULL-TIME	7.53	7.53	7.53	7.53
<hr/>				
REGULAR PART-TIME	0.00	0.00	0.00	0.00
<hr/>				
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
<hr/>				
TOTAL POSITIONS	7.53	7.53	7.53	7.53

APPROPRIATIONS

SALARIES & WAGES	391,641	397,265	397,265	397,265
OVERTIME	11,029	11,029	11,029	11,029
BENEFIT COSTS	212,398	225,028	219,837	219,837
TOTAL PERSONNEL SERVICES	615,068	633,322	628,131	628,131

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	86,351	90,048	89,993	89,993
Other Operating Costs	304,629	308,895	308,895	308,895
Capital Outlay	0	0	0	0
Total:	390,980	398,943	398,888	398,888
Personnel Authorized	.58	.58	.58	.58
Source of Funds:				
General Fund	390,980	398,943	398,888	398,888
TOTAL:	390,980	398,943	398,888	398,888

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

City Manager Recommendations

Reduce personnel services costs.

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	14,827	15,006	14,979	14,979
Other Operating Costs	2,161,000	2,185,630	2,185,630	2,185,630
Capital Outlay	0	0	0	0
Total:	2,175,827	2,200,636	2,200,609	2,200,609
Personnel Authorized	.10	.10	.10	.10
Source of Funds:				
Refuse and Recycling	2,175,827	2,200,636	2,200,609	2,200,609
TOTAL:	2,175,827	2,200,636	2,200,609	2,200,609

City of La Verne

Public Works	Waste & Recycling			4202
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	Estimated <u>2012/13</u>
Number of Participants by size of refuse container:				
96-gallon	2,332	2,300	2,300	2,300
64-gallon	7,679	7,715	7,715	7,715
35-gallon	2,026	2,025	2,025	2,025
Refuse Disposal (tons)	36,241	37,469	25,739	30,000
Recycling/Diversion (tons)	10,618	11,110	10,111	11,000
Green Waste Diversion (tons)	6,404	6,486	6,130	6,200
Residential Waste Stream Diversion	48%	58%	47%	52%
Used Oil Recycled - curbside (gallons)	540	280	220	250
Used Oil Recycled - collection center	5,116	6,300	6,304	6,300
Used Oil Filters Recycled	1,500	1,500	1,500	1,500
Syringe Recycling - Participants	963	975	880	900
Christmas Trees Recycled (tons)	131	127	105	110
<hr/>				
<u>Personnel Services:</u>				
To provide a proportional share of wages and benefits for the Administrative Superintendent.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include refuse and recycling contract and AB 939 implementation measures.				
<u>Capital Outlay:</u>				
	Department Request	Manager Recommended	Council Approved	
	0	0	0	
TOTAL:	0	0	0	
<hr/>				
<u>City Manager Recommendations</u>				
Reduce personnel services costs.				

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	387,174	398,360	394,633	394,633
Other Operating Costs	658,275	690,873	640,873	640,873
Capital Outlay	0	0	0	0
Total:	1,045,449	1,089,233	1,035,506	1,035,506
Personnel Authorized	5.25	5.25	5.25	5.25
<u>Source of Funds:</u>				
General Fund	649,449	693,233	639,506	639,506
Gas Tax	396,000	396,000	396,000	396,000
TOTAL:	1,045,449	1,089,233	1,035,506	1,035,506

City of La Verne

Public Works

Street Maintenance

4203

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	Estimated <u>2012/13</u>
Streets to Maintain (Miles)	98	98	98	98
Patch AC Surface (Sq. Ft.)	145,000	165,000	165,000	160,000
Repair/Const. Concrete (Sq. Ft.)	200,000	39,500	47,500	45,000
Street Stripe/Mark (Lin. Miles)	85	85	85	85
Alleys (Miles)	14	14	14	14
Sidewalks (Miles)	206	205	205	205
Pavement Markings	903	915	915	915

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

Public Works

Street Lighting and Sweeping

4204

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To provide and maintain city street lights and traffic signals in an operable condition at all times and maintain clean streets.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	94,617	97,541	96,442	96,442
Other Operating Costs	558,597	607,518	587,518	587,518
Capital Outlay	0	0	0	0
Total:	653,214	705,059	683,960	683,960
Personnel Authorized	1.10	1.10	1.10	1.10
Source of Funds:				
General Fund	653,214	705,059	683,960	683,960
TOTAL:	653,214	705,059	683,960	683,960

City of La Verne

Public Works

Street Lighting and Sweeping

4204

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	Estimated <u>20012/13</u>
Street Sweeping (annual curb mi.)	7,204	7,204	7,204	4,800
Street Signs (ea.)	26,300	26,300	26,300	26,300
Street Lights	27,500	2,750	2,750	2,750
Traffic Signals	22	22	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

Reduce personnel services costs.
Reduce other operating costs.

City of La Verne

Public Works

Graffiti Removal

4205

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Elimination of graffiti throughout the community.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	32,099	32,367	32,084	32,084
Other Operating Costs	23,100	13,900	13,900	13,900
Capital Outlay	0	0	0	0
Total:	55,199	46,267	45,984	45,984
Personnel Authorized	.50	.50	.50	.50
Source of Funds:				
General Fund	55,199	46,267	45,984	45,984
TOTAL:	55,199	46,267	45,984	45,984

City of La Verne

Public Works

Graffiti Removal

4205

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	Estimated <u>2012/13</u>
No. of Removals - Public Property	140	133	150	180
Graffiti Removed (Sq. Ft.)	1,535	1,728	1,700	3,000
No. of Removals - Private Property	531	538	550	400
Graffiti Removed (Sq. Ft.)	10,900	8,665	9,500	8,000

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
TOTAL:	0	0	0

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

Public Works	Water Summary		4300 Series	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
N/A				
<u>Operational Plans:</u>				
N/A				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,612,933	1,666,485	1,648,778	1,648,778
Other Operating Costs	6,659,545	6,133,162	6,133,162	6,133,162
Capital Outlay	0	107,000	109,775	109,775
Total:	8,272,478	7,906,647	7,891,715	7,891,715
Personnel Authorized	18.60	18.60	18.60	18.60
<u>Source of Funds:</u>				
Water Fund	8,272,478	7,906,647	7,891,715	7,891,715
TOTAL:	8,272,478	7,906,647	7,891,715	7,891,715

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.	.45	.45	.45	.45
Utilities Manager	.70	.70	.70	.70
Wtr/Sewer Maint. Supervisor	.75	.75	.75	.75
Utility Supervisor	.50	.50	.50	.50
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Leadworker	.65	.65	.65	.65
Maintenance Worker I/II/III	3.90	3.90	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
Account Clerk I/II/III	.25	.25	.25	.25
Sr. Management Analyst	.50	.50	.50	.50
Water System Specialist	1.00	1.00	1.00	1.00
Administrative Clerk II	.60	.60	.60	.60
TOTAL FULL-TIME	17.70	17.70	17.70	17.70
REGULAR PART-TIME				
Administrative Clerk I	.60	.60	.60	.60
Account Clerk I	.30	.30	.30	.30
TOTAL REG. PART-TIME	0.90	0.90	0.90	0.90
TOTAL POSITIONS	18.60	18.60	18.60	18.60
APPROPRIATIONS				
SALARIES & WAGES	1,014,643	1,031,834	1,031,834	1,031,834
OVERTIME	46,800	46,800	46,800	46,800
BENEFIT COSTS	551,490	587,851	570,134	570,134
TOTAL PERSONNEL SERVICES	1,612,933	1,666,485	1,648,768	1,648,768

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	376,367	382,015	380,529	380,529
Other Operating Costs	397,210	357,672	357,672	357,672
Capital Outlay	0	0	2,775	2,775
Total:	773,577	739,687	740,976	740,976
Personnel Authorized	3.05	3.05	3.05	3.05
<u>Source of Funds:</u>				
Water Fund	773,577	739,687	740,976	740,976
TOTAL:	773,577	739,687	740,976	740,976

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
Replacement Computers & Licenses	0	2,775	2,775
TOTAL:	0	2,775	2,775

City Manager Recommendations

Reduce personnel services costs and increase capital outlay.

City of La Verne

Public Works

Water Production

4302

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	313,697	330,094	326,093	326,093
Other Operating Costs	5,842,653	5,387,908	5,387,908	5,387,908
Capital Outlay	0	100,000	100,000	100,000
Total:	6,156,350	5,818,002	5,814,001	5,814,001
Personnel Authorized	3.25	3.25	3.25	3.25
Source of Funds:				
Water Fund	6,156,350	5,818,002	5,814,001	5,814,001
TOTAL:	6,156,350	5,818,002	5,814,001	5,814,001

City of La Verne

Public Works

Water Production

4302

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	Estimated <u>2012/13</u>
Water Purchased (acre feet)	5,532	4,865	5,294	5,200
Water Production (acre feet)	2,701	2,517	2,164	2,100
Number of Wells Operated	8	9	9	9
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:

	Department Request	Manager Recommended	Council Approved
Water Maintenance Vehicle	100,000	100,000	100,000
TOTAL:	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>

City Manager Recommendations

Reduce personnel services costs.

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	412,442	436,204	430,244	430,244
Other Operating Costs	178,731	181,023	181,023	181,023
Capital Outlay	0	7,000	7000	7000
Total:	591,173	624,227	618,267	618,267
Personnel Authorized	5.05	5.05	5.05	5.05
Source of Funds:				
Water Fund	591,173	624,227	618,267	618,267
TOTAL:	591,173	624,227	618,267	618,267

City of La Verne

Public Works

Water Transmission/Distribution

4304

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	Estimated <u>2012/13</u>
Mainline Repairs (ea.)	7	6	6	7
Mainline Replaced (ft)	100	0	0	50
Service Lines Repaired	10	14	14	12
Service Lines Replaced (ea.)	50	38	50	50
Meter Leaks (ea.)	25	10	12	15
Emergency Responses/Call-outs	72	60	70	70
Mainline Valve Repair/Replace	10	12	12	15

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:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Ruggedized Notebook Computer& Software	7,000	7,000	7,000
TOTAL:	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>

City Manager Recommendations

Reduce personnel services costs.

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	510,427	518,172	511,912	511,912
Other Operating Costs	240,951	206,559	206,559	206,559
Capital Outlay	0	0	0	0
Total:	751,378	724,731	718,471	718,471
Personnel Authorized	6.35	6.35	6.35	6.35
Source of Funds:				
Water Fund	751,378	724,731	718,471	718,471
TOTAL:	751,378	724,731	718,471	718,471

City of La Verne

Public Works

Water Customer Service

4314

Department

Cost Center

Cost Center No.

<u>Units of Measure</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/112</u>	<u>Estimated 2012/13</u>
Water Utility Accounts	8,559	8,609	8,589	8,600
Water Billings	50,525	49,458	51,491	50,000
Late Notices	8,177	8,178	7,764	8,000
Delinquent Turn-off Notices	1,676	1,808	1,767	1,800
Discontinued for Nonpayment	179	308	252	250
Applications Processed	551	618	608	600
Closing Bills Processed	643	620	605	600
Field Checks	2,390	1,878	1,695	2,000
Customer Questions/Complaints	2,386	2,211	2,182	2,200
Meter Change-outs	728	550	642	750
Billing Inserts	16,311	8,000	18,000	18,000

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<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 costs.

City of La Verne

Public Works	Storm & Sanitary Sewer Summary		4400 Series	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
N/A				
<u>Operational Plans:</u>				
N/A				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	690,788	718,264	712,516	712,516
Other Operating Costs	271,967	284,346	284,346	284,346
Capital Outlay	1,000	15,500	17,350	17,350
Total:	963,755	1,018,110	1,014,212	1,014,212
<hr/>				
Personnel Authorized	7.45	7.45	9.45	11.45
<hr/>				
<u>Source of Funds:</u>				
Sewer Utility Fund	963,755	1,018,110	1,014,212	1,014,212
<hr/>				
TOTAL:	963,755	1,018,110	1,014,212	1,014,212

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Storm & Sanitary Sewer Summary

4400 SERIES

Department

Cost Center

Cost Center No.

Position Quota

CLASSIFICATION

	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.25	.25	.25	.25
Administrative Supt.	.35	.35	.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	2.50	2.50	2.50	2.50
Administrative Clerk II	.30	.30	.30	.30
Maintenance Leadworker	.45	.45	.45	.45
Utility Supervisor	.50	.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	.25	.25	.25	.25
TOTAL FULL-TIME	6.75	6.75	6.75	6.75
REGULAR PART-TIME				
Administrative Clerk I	.40	.40	.40	.40
Account Clerk I	.30	.30	.30	.30
TOTAL REG. PART-TIME	0.70	0.70	0.70	0.70
TOTAL POSITIONS	7.45	7.45	7.45	7.45

APPROPRIATIONS

SALARIES & WAGES	452,754	463,845	463,845	463,845
OVERTIME	15,600	15,600	15,600	15,600
BENEFIT COSTS	222,434	238,819	233,071	233,071
TOTAL PERSONNEL SERVICES	690,788	718,264	712,516	712,516

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	435,204	449,110	446,817	446,817
Other Operating Costs	139,692	144,954	144,954	144,954
Capital Outlay	0	0	1,850	1,850
Total:	574,896	594,064	593,621	593,621
Personnel Authorized	3.65	3.65	3.65	3.65
<u>Source of Funds:</u>				
Sewer Utility Fund	574,896	594,064	593,621	593,621
TOTAL:	574,896	594,064	593,621	593,621

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
Replacement Computers & Licenses	0	1,850	1,850
TOTAL:	0	1,850	1,850

City Manager Recommendations

Reduce personnel services costs and add capital outlay.

City of La Verne

Public Works

Storm & Sanitary Sewer System Maintenance

4402

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Effectively maintain the City's sewer collection system and pumping stations to minimize overflow potential.

Operational Plans:

1. Provide system maintenance at regularly scheduled intervals.
2. Document maintenance activities and condition of collection system using remote camera operation.
3. Provide routine cleaning of storm drain catch basins.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	255,584	269,154	265,699	265,699
Other Operating Costs	132,275	139,392	139,392	139,392
Capital Outlay	1,000	15,500	15,500	15,500
Total:	388,859	424,046	420,591	420,591
Personnel Authorized	3.10	3.10	3.10	3.10
Source of Funds:				
Sewer Utility Fund	388,859	424,046	420,591	420,591
TOTAL:	388,859	424,046	420,591	420,591

City of La Verne

Public Works

Storm & Sanitary Sewer System Maintenance

4402

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>Estimated 2012/13</u>
Pipe Cleaned (in feet)	549,120	300,000	300,000	300,000
Pipe Videotaped (in feet)	158,400	150,000	300,000	300,000
Dye Checks	4	2	2	2
Emergency Calls	5	2	2	2
Storm Drains Cleaned (miles)	3	3	3	3
Catch Basins Cleaned (ea.)	532	532	532	532
Pipe Roots Foamed (in feet)			40,000	40,000

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
Ruggedized Notebook Computer & Software	7,000	7,000	7,000
Camera Van Computer & Software	7,500	7,500	7,500
TOTAL:	15,500	15,500	15,500

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

Public Works	Equipment Maintenance Summary		4500 Series	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
N/A				
<u>Operational Plans:</u>				
N/A				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	486,855	501,482	497,461	497,461
Other Operating Costs	729,365	726,012	726,012	726,012
Capital Outlay	419,945	254,800	254,800	254,800
Total:	1,636,165	1,482,294	1,478,273	1,478,273
Personnel Authorized	5.20	5.20	7.20	9.20
<u>Source of Funds:</u>				
Equipment Fund	1,636,165	1,482,294	1,478,273	1,478,273
TOTAL:	1,636,165	1,482,294	1,478,273	1,478,273

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Equipment Maintenance Summary

4500 SERIES

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.10	.10	.10	.10
Fleet Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	1.00	1.00	1.00	1.00
Equipment Mechanic	2.00	2.00	2.00	2.00
Parts Technician	1.00	1.00	1.00	1.00
Administrative Clerk II	.10	.10	.10	.10
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TOTAL FULL-TIME	5.20	5.20	5.20	5.20
<hr/>				
REGULAR PART-TIME	0.00	0.00	0.00	0.00
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TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
<hr/>				
TOTAL POSITIONS	5.20	5.20	5.20	5.20

APPROPRIATIONS

SALARIES & WAGES	313,138	313,848	313,848	313,848
OVERTIME	20,204	20,204	20,204	20,204
BENEFIT COSTS	153,513	167,430	163,409	163,409
TOTAL PERSONNEL SERVICES	486,855	501,482	497,461	497,461

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	188,198	192,327	190,838	190,838
Other Operating Costs	121,730	118,612	118,612	118,612
Capital Outlay	419,945	254,800	254,800	254,800
Total:	729,873	565,739	564,250	564,250

Personnel Authorized	1.60	1.60	3.60	3.60
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Source of Funds:				
Equipment Fund	729,873	565,739	564,250	564,250

TOTAL:	729,873	565,739	564,250	564,250
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City of La Verne

Public Works

Equipment Administration

4501

Department

Cost Center

Cost Center No.

Units of Measure

	2009/10	2010/11	2011/12	Projected 2012/13
Motor Pool	203	203	203	203
Motorcycles	3	2	2	2
Fire Dept.	14	15	15	15
	<u>220</u>	<u>220</u>	<u>220</u>	<u>220</u>

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:

	Department Request	Manager Recommendation	Council Approved
Equipment Replacement	247,000	247,000	247,000
Deisel Retrofits	7,800	7,800	7,800
TOTAL:	<u>254,800</u>	<u>254,800</u>	<u>254,800</u>

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

2012-2013

AUTOMOTIVE AND WORK EQUIPMENT REPLACEMENT

I.D.#	DESCRIPTION REASON FOR REPLACEMENT	USER DEPT.	ESTIMATED RESALE VALUE	DEPARTMENT REQUEST	MANAGER REC.	COUNCIL APPROVED
1083	1989 Ford F-350 Service trk Worn out and unreliable	Water Dept.	\$800.00	\$35,000.00	\$35,000.00	\$35,000.00
1086	1999 Ford F-450 Service trk Outdated diesel engine. No longer legal for use in Cal.	Water Dept.	\$500.00	\$49,500.00	\$49,500.00	\$49,500.00
1091	2000 Ford F-150 Excessive mileage, due for replacement	Water Dept.	\$1,000.00	\$24,500.00	\$24,500.00	\$24,500.00
1094	1990 Sullair Air Compressor Outdated diesel engine. No longer legal for use in Cal.	Street Dept	\$200.00	\$21,000.00	\$21,000.00	\$21,000.00
2164	2005 Ford Crown Victoria Excessive mileage, No longer suitable for detective work	Police Dept.	\$1,800.00	\$31,000.00	\$31,000.00	\$31,000.00
2166	2002 Ford Crown Victoria Excessive mileage, No longer suitable for detective work	Police Dept.	\$1,500.00	\$26,000.00	\$26,000.00	\$26,000.00
2168	2001 Ford Taurus Excessive mileage, due for replacement	Police Dept.	\$1,200.00	\$25,000.00	\$25,000.00	\$25,000.00
3196	2009 Chev Tahoe Excessive Mileage, due for replacement	Police Dept.	\$2,500.00	\$35,000.00	\$35,000.00	\$35,000.00
TOTAL				\$247,000.00	\$247,000.00	\$247,000.00

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	108,906	113,272	112,192	112,192
Other Operating Costs	57,900	59,900	59,900	59,900
Capital Outlay	0	0	0	0
Total:	166,806	173,172	172,092	172,092

Personnel Authorized	1.50	3.50	3.50
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Source of Funds:				
Equipment Fund	166,806	173,172	172,092	172,092
TOTAL:	166,806	173,172	172,092	172,092

City of La Verne

Public Works

Preventative Maintenance

4502

Department

Cost Center

Cost Center No.

Units of Measure

STAFF HOURS TO SERVICE CITY EQUIPMENT

Group	2009/10	2010/11	2011/12	Projected 2012/13
Police Vehicles	724	809	868	899
Fire Equipment	452	505	543	562
Staff Vehicles	203	227	244	253
Maintenance Trucks	362	404	434	449
Heavy Equipment	407	455	489	505
Miscellaneous	45	51	54	56
Work for Others	68	76	82	84
	2261	2527	2714	2808

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

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	189,751	195,883	194,431	194,431
Other Operating Costs	549,735	547,500	547,500	547,500
Capital Outlay	0	0	0	0
Total:	739,486	743,383	741,931	741,931
Personnel Authorized	2.10	2.10	4.10	4.10
Source of Funds:				
Equipment Fund	739,486	743,383	741,931	741,931
TOTAL:	739,486	743,383	741,931	741,931

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>	2009/10	2010/11	2011/12	Projected 2012/13
Police Vehicles	754	842	805	787
Fire Equipment	829	927	885	865
Staff Vehicles	75	84	81	78
Maintenance Trucks	640	716	684	668
Heavy Equipment	904	1011	967	943
Miscellaneous	76	85	80	79
Work for Others	490	547	523	511
Total	3768	4212	4025	3931

Personnel Services:

To provide a proportional share of wages and benefits for the Fleet Superintendent and Equipment Mechanics. A substantial portion of the personnel services goes toward working for other departments (i.e. police radios, small equipment in maintenance divisions).

Other Operating Costs and Capital Outlay:

Operating costs include repair parts, fuel, tires, outside repair, and painting services.

Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

Public Works

City Wide Parks Summary

4700

Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	573,307	611,906	596,616	596,616
Other Operating Costs	839,814	813,939	793,939	793,939
Capital Outlay	0	0	0	0
Total:	1,413,121	1,425,845	1,390,555	1,390,555

Personnel Authorized	7.08	8.08	8.08	8.08
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Source of Funds:

General Fund	1,442,545	1,425,845	1,390,555	1,390,555
TOTAL:	1,442,545	1,425,845	1,390,555	1,390,555

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

City Wide Parks Summary

4700 Series

Department

Cost Center

Cost Center No.

CLASSIFICATION

Position Quota

	Current	Department Requests	City Manager Recommended	Adopted Budget
Park Maintenance Supervisor	.93	.93	.93	.93
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I/II/III	5.00	6.00	5.80	5.80
Director of Public Works	.05	.05	.05	.05
Admin. Superintendent	.05	.05	.05	.05
Maintenance Manager	.05	.05	.05	.05

TOTAL FULL-TIME	7.08	8.08	7.88	7.88
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REGULAR PART-TIME

Parks Maintenance Worker I	1.00	.00	.00	.00
Admin. Clerk	.00	.00	.00	.00
Parks Worker	.00	.00	.00	.00

TOTAL REG. PART-TIME	1.00	.00	.00	.00
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TOTAL POSITIONS	8.08	8.08	7.88	7.88
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APPROPRIATIONS

SALARIES & WAGES	374,855	384,145	377,613	377,613
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OVERTIME	0	0	0	0
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BENEFIT COSTS	198,452	227,761	219,003	219,003
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TOTAL PERSONNEL SERVICES	573,307	611,906	596,616	596,616
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City of La Verne

Public Works

Parks Administration

4701

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To effectively maintain all public parks, recreational facilities, and medians.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	25,189	25,892	25,837	25,837
Other Operating Costs	64,791	59,710	59,710	59,710
Capital Outlay	0	0	0	0
Total:	89,980	85,602	85,547	85,547

Personnel Authorized	0.15	0.15	2.15	2.15
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Source of Funds:

General Fund	89,980	85,602	85,547	85,547
TOTAL:	89,980	85,602	85,547	85,547

City of La Verne

Public Works

Parks Administration

4701

Department

Cost Center

Cost Center No.

Units of Measure:

Units of measure are not included for the Administration cost center. See the remaining cost center in the 4700 series for program-specific units of measure.

Personnel Services:

To provide a proportional share of wages and benefits for the Director of Public Works, Maintenance Mgr, Admin. Superintendent

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

Public Works

Parks Maintenance

4702

Department

Cost Center

Cost Center No.

Long-Term Objectives:

1. To provide safe, clean, and attractive park facilities.
2. To maintain park and recreational amenities in functional and good condition.
3. To provide maintenance in active parks to a "level B" standard of maintenance.
4. To provide maintenance in passive parks, medians, and other park facilities to a "level C" standard of maintenance.

Operational Plans:

Level B Maintenance:

1. Mowing turf areas weekly
2. Litter and leaf removal weekly
3. Edging each park twice monthly
4. Weed Control twice yearly
5. Aerating and fertilizing twice yearly
6. Checking and servicing restrooms daily
7. Trimming planters quarterly
8. Maintaining a designated water budget

Level C Maintenance:

1. Mowing turf areas twice monthly
2. Litter and leaf removal twice monthly
3. Edging each park monthly
4. Aerating and fertilizing yearly
5. Checking and servicing restrooms daily
6. Trimming planters twice yearly
7. Maintaining a designated water budget

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	418,289	441,045	429,566	429,566
Other Operating Costs	473,785	500,057	500,057	500,057
Capital Outlay	29,424	0	0	0
Total:	921,498	941,102	929,623	929,623

Personnel Authorized	5.28	6.03	6.03	6.03
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Source of Funds:

General Fund	921,498	941,102	929,623	929,623
TOTAL:	921,498	941,102	929,623	929,623

City of La Verne

Public Works

Parks Maintenance

4702

Department

Cost Center

Cost Center No.

Units of Measure:

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Picnic & Play Equipment Repaired	89	82	90	70
Acres of Grass Mowed	1,951	1,951	1,951	1,957
Linear Feet of Edging	416,450	416,450	416,450	4,000,000
Acres of Planter Area Maintained	414	414	414	414

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Reallocate personnel services costs.

City of La Verne

Public Works

Tree Maintenance

4703

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To provide maintenance for the City's 11,500 parkway trees resulting in healthy trees and reduced liabilities.

Operational Plans:

1. Effective administration of contractual tree trimming services.
2. Maintain and follow a strict six-year grid tree trimming program.
3. Effective and efficient use of full and part-time personnel.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	129,829	144,969	141,213	141,213
Other Operating Costs	301,238	254,172	234,172	234,172
Capital Outlay	0	0	0	0
Total:	431,067	399,141	375,385	375,385

Personnel Authorized	1.65	1.90	3.90	3.90
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Source of Funds:

General Fund	431,067	399,141	375,385	375,385
TOTAL:	431,067	399,141	375,385	375,385

City of La Verne

Public Works

Tree Maintenance

4703

Department

Cost Center

Cost Center No.

Units of Measure:

	<u>2008/09</u>	<u>2009/10</u>	<u>2011/12</u>	<u>2012/13</u>
Number of Trees Planted	50	30	10	4
Number of Trees Removed	100	55	50	40
Number of Trees Pruned	1,400	1,010	1,555	2,225
Number of Trees Root-pruned	15	75	75	50

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Reallocate personnel services costs and reduce other operating costs.

City of La Verne

Public Works	Maintenance Assessment Districts		5200 Series	
Department	Summary		Cost Center No.	
Department	Cost Center			
<u>Long-Term Objectives:</u>				
N/A				
<u>Operational Plans:</u>				
N/A				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	36,900	38,593	38,436	38,436
Other Operating Costs	332,250	332,359	332,359	332,359
Capital Outlay	0	0	0	0
Total:	369,150	370,952	370,795	370,795
Personnel Authorized	0.26	0.26	0.26	0.26
<u>Source of Funds:</u>				
Maint. Assessment Districts	355,066	360,724	360,619	360,619
Maint. District 84-1M	14,084	10,228	10,176	10,176
TOTAL:	369,150	370,952	370,795	370,795

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Maintenance Assessment Districts	5200 Series
Department	Summary Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Parks Supervisor	.07	.07	.07	.07
Maintenance Supervisor	.05	.05	.05	.05
Public Works Director	.07	.07	.07	.07
Maintenance Manager	.07	.07	.07	.07

TOTAL FULL-TIME	.26	.26	.26	.26
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REGULAR PART-TIME				
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TOTAL REG. PART-TIME	.00	.00	.00	.00
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TOTAL POSITIONS	0.26	0.26	0.26	0.26
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APPROPRIATIONS

SALARIES & WAGES	25,987	26,652	26,652	26,652
OVERTIME	0	0	0	0
BENEFIT COSTS	10,913	11,941	11,784	11,784
TOTAL PERSONNEL SERVICES	36,900	38,593	38,436	38,436

City of La Verne

Public Works/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:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	4,884	5,224	5,172	5,172
Other Operating Costs	9,200	5,004	5,004	5,004
Capital Outlay	0	0	0	0
Total:	14,084	10,228	10,176	10,176

Personnel Authorized	.05	.05	2.05	2.05
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Source of Funds:

Maint. District 84-1M	14,084	10,228	10,176	10,176
TOTAL:	14,084	10,228	10,176	10,176

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Esperanza Assessment
District No. 84-1M
Cost Center

5201
Cost Center No.

Units of Measure

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>Estimated 2012/13</u>
Inspections	12	12	12	12
Sq. Foot Slopes Maintained	394,711	394,711	394,711	394,711
Ln. Feet Drains Maintained	14,858	14,858	14,858	14,858
Sq. Foot Rip Rap	7,900	7,900	7,900	7,900

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

Public Works/Maint.
Assessment Districts
Department

First Street & Fulton Road
Assessment District 6, Zone 2
Cost Center

5202
Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally located on the northwest corner of First Street and Fulton Road.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

	Current Budget	Department Request	Manager Recommendation	Council Approved
Budget Distribution				
Personnel Services	321	333	332	332
Other Operating Costs	3,000	3,000	3,000	3,000
Capital Outlay	0	0	0	0
Total:	3,321	3,333	3,332	3,332
Personnel Authorized				
	.0021	.0021	2.0021	2.0021
Source of Funds:				
Maint. Assessment District	3,321	3,333	3,332	3,332
TOTAL:	3,321	3,333	3,332	3,332

City of La Verne

Public Works/Maint.
Assessment Districts
Department

First Street & Fulton Road
Assessment District 6, Zone 2
Cost Center

5202

Cost Center No.

Units of Measure:

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Acres of Landscape Maintained	.19 Acre	.19 Acre	.19 Acre	.19 Acre

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Wheeler Avenue and Tabor Lane
Assessment District 6, Zone 3
Cost Center

5203
Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally located on the southwest side of Wheeler Avenue, Tabor Street, and Ancona Avenue.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	458	476	474	474
Other Operating Costs	3,400	3,875	3,875	3,875
Capital Outlay	0	0	0	0
Total:	3,858	4,351	4,349	4,349
Personnel Authorized	.0030	.0030	.0030	.0030
<u>Source of Funds:</u>				
Maint. Assessment District	3,858	4,351	4,349	4,349
TOTAL:	3,858	4,351	4,349	4,349

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Wheeler Avenue and Tabor Lane
Assessment District 6, Zone 3
Cost Center

5203

Cost Center No.

Units of Measure:

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Acres of Landscape Maintained	.25 Acre	.25 Acre	.25 Acre	.25 Acre

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Rancho La Verne
Assessment District 6, Zone 4-1
Cost Center

5204
Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally located north of Baseline Road on Via Rancho La Verne and includes the riparian channel from Birdie Drive to Heritage Park.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	7,089	7,389	7,366	7,366
Other Operating Costs	66,000	68,080	68,080	68,080
Capital Outlay	0	0	0	0
Total:	73,089	75,469	75,446	75,446

Personnel Authorized	.0465	.0465	.0465	.0465
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Source of Funds:

Maint. Assessment Districts	73,089	75,469	75,446	75,446
TOTAL:	73,089	75,469	75,446	75,446

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Rancho La Verne
Assessment District 6, Zone 4-1
Cost Center

5204
Cost Center No.

Units of Measure:

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Acres of Landscape Maintained	11.74 Acres	11.74 Acres	11.74 Acres	11.74 Acres

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Live Oak
Assessment District 6, Zone 4-2
Cost Center

5205
Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally located on Esperanza Drive from Jasmine Circle to Golden Hills Road.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	5,488	5,721	5,703	5,703
Other Operating Costs	49,300	49,000	49,000	49,000
Capital Outlay	0	0	0	0
Total:	54,788	54,721	54,703	54,703

Personnel Authorized	.0360	.0360	.0360	.0360
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Source of Funds:

Maint. Assessment Districts	54,788	54,721	54,703	54,703
TOTAL:	54,788	54,721	54,703	54,703

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Live Oak
Assessment District 6, Zone 4-2
Cost Center

5205
Cost Center No.

Units of Measure:

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Acres of Landscape Maintained	2.46 Acres	2.46 Acres	2.46 Acres	2.46 Acres

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Amherst Street & Fruit Street
Assessment District 6, Zone 6
Cost Center

5206
Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally located on Fruit Street between Bowdoin Street and Amherst Street.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	412	429	428	428
Other Operating Costs	5,943	5,640	5,640	5,640
Capital Outlay	0	0	0	0
Total:	6,355	6,069	6,068	6,068

Personnel Authorized	.0027	.0027	.0027	.0027
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Source of Funds:

Maint. Assessment District	6,355	6,069	6,068	6,068
TOTAL:	6,355	6,069	6,068	6,068

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Amherst Street & Fruit Street
Assessment District 6, Zone 6
Cost Center

5206
Cost Center No.

Units of Measure:

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Acres of Landscape Maintained	.26 Acre	.26 Acre	.26 Acre	.26 Acre

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

City of La Verne

Public Works/Maint.
Assessment Districts
Department

La Verne Business Park
Assessment District 6, Zone 5
Cost Center

5207
Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally described as the median on Puddingstone Drive in the La Verne Business Park.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	2,241	2,336	2,329	2,329
Other Operating Costs	23,300	24,360	24,360	24,360
Capital Outlay	0	0	0	0
Total:	25,541	26,696	26,689	26,689
Personnel Authorized	.0147	.0147	2.0147	2.0147
<u>Source of Funds:</u>				
Maint. Assessment District	25,541	26,696	26,689	26,689
TOTAL:	25,541	26,696	26,689	26,689

City of La Verne

Public Works/Maint.
Assessment Districts
Department

La Verne Business Park
Assessment District 6, Zone 5
Cost Center

5207
Cost Center No.

Units of Measure:

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Acres of Landscape Maintained	.69 Acre	.69 Acre	.69 Acre	.69 Acre

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

Public Works/Maint.
Assessment Districts
Department

La Verne Heights
Assessment District 7
Cost Center

5208
Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally described as the greenbelt area that surrounds the La Verne Heights residential development in the Live Oak area.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Maintenance of the fuel modification zones.
5. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	10,336	10,774	10,740	10,740
Other Operating Costs	115,707	117,800	117,800	117,800
Capital Outlay	0	0	0	0
Total:	126,043	128,574	128,540	128,540

Personnel Authorized	.0678	.0678	.0678	.0678
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Source of Funds:

Maint. Assessment District	126,043	128,574	128,540	128,540
TOTAL:	126,043	128,574	128,540	128,540

City of La Verne

Public Works/Maint.
Assessment Districts
Department

La Verne Heights
Assessment District 7
Cost Center

5208
Cost Center No.

Units of Measure:

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Acres of Landscape Maintained	5.06 Acres	5.06 Acres	5.06 Acres	5.06 Acres

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Marshall Canyon
Assessment District 8
Cost Center

5209
Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally described as the area surrounding the Marshall Canyon Estates development north of Golden Hills Road.

Operational Plans:

1. Effective management of contractual maintenance services.
2. Efficient management of liabilities in parkways and landscaped areas.
3. Resourceful management of landscape maintenance district funding.
4. Maintenance of the fuel modification zones.
5. Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	5,671	5,911	5,892	5,892
Other Operating Costs	56,400	55,600	55,600	55,600
Capital Outlay	0	0	0	0
Total:	62,071	61,511	61,492	61,492

Personnel Authorized	.0372	.0372	.0372	.0372
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Source of Funds:

Maint. Assessment District	62,071	61,511	61,492	61,492
TOTAL:	62,071	61,511	61,492	61,492

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Marshall Canyon
Assessment District 8
Cost Center

5209

Cost Center No.

Units of Measure:

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Acres of Landscape Maintained	15.59 Acres	15.59 Acres	15.59 Acres	15.59 Acres

Personnel Services:

Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

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 2012/13 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 twentieth 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 2013/14 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

2012-2013 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
GENERAL CAPITAL IMPROVEMENT FUND:				
405-7021	Sidewalk Rehabilitation	50,000	0	0
405-7007	Public Safety HVAC/Thermostats	65,000	65,000	65,000
405-7007	Public Safety Food Preparation Area Remodel	20,000	20,000	20,000
405-70##	City Yard Solar Panels	350,000	0	0
405-70##	City Yard HVAC/Thermostats	25,000	0	0
405-7033	City Hall File System	30,000	30,000	30,000
405-70##	City Hall Front Doors	20,000	0	0
405-70##	City Hall Generator	125,000	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		685,000	115,000	115,000
PARK DEVELOPMENT FUND:				
412-74##	Replace Las Flores Park Shelters	172,000	0	0
412-7424	Tot Lots - Wheeler, Los Encinos & Emerald Parks	100,000	100,000	100,000
412-7441	Lordsburg, Kuns, Lowell Brandt, Repair & Replace Fall Protection	37,000	37,000	37,000
412-7408	Veteran's Hall Building Improvements	10,000	10,000	10,000
412-7443	Community Center AC Unit	15,000	15,000	15,000
412-74##	Environmental Impact Report	60,000	0	0
TOTAL PARK DEVELOPMENT FUND		394,000	162,000	162,000
FIRE FACILITY FUND:				
244-7013	Fire Station II Architectural Fees	20,000	20,000	20,000
244-7044	Tool Boxes for Station #1 & #2	5,200	5,200	5,200
TOTAL FIRE FACILITY FUND		25,200	25,200	25,200
FIRE EQUIPMENT REPLACEMENT FUND:				
250-7012	Aerial Ladder Truck	1,200,000	1,200,000	1,200,000
250-7044	Rain Gear	3,400	3,400	3,400
250-7044	Ready Rack Storage for Station #1	3,700	3,700	3,700
250-7044	Zico SCBA Brackets	2,646	2,646	2,646
250-7017	Data Communications Equipment	9,254	9,254	9,254
250-7020	Portable Radios	12,500	12,500	12,500
250-7017	Base Station Repeater	12,500	12,500	12,500
250-7020	Narrow Banding Radio Equipment	5,000	5,000	5,000
250-7020	Narrow Banding of Vehicle Radios	11,000	11,000	11,000
250-7038	Relocation of Alerting Equipment	3,500	3,500	3,500
250-7017	Battery Backup(UPS)	15,000	15,000	15,000
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		1,278,500	1,278,500	1,278,500

City of La Verne

2012-2013 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
GAS TAX STREET IMPROVEMENT FUND:				
206-7101	Pavement Management Program	230,000	230,000	230,000
206-7109	Gas Tax 2103	145,000	145,000	145,000
206-7110	Gas Tax Engineering	6,000	6,000	6,000
206-7123	Safe Routes to School Grant	100,000	100,000	100,000
TOTAL GAS TAX STREET IMP. FUND		481,000	481,000	481,000
MEASURE R FUND:				
235-7603	Pavement Management Program	350,000	350,000	350,000
TOTAL MEASURE R FUND		350,000	350,000	350,000
STORM DRAIN FUND				
419-4611	NPDES Permit Implementation	20,000	20,000	20,000
TOTAL STORM DRAIN FUND		20,000	20,000	20,000
WATER CAPITAL IMPROVEMENT FUND:				
507-7203	Water Line Replacement	75,000	75,000	75,000
507-7225	Leroy's Forebay/Reservoir Repairs	50,000	50,000	50,000
507-7233	La Verne Heights Well #1/Amherst Rehab.	390,000	390,000	390,000
507-7233	Install Aqua Pure @ Lincoln	30,000	30,000	30,000
507-7241	Emerald Reservoir #2 Roof Sealant Replacement	20,000	20,000	20,000
507-7243	Install Passive Mixing System @ Marshal Canyon Reservoir	45,000	45,000	45,000
507-7243	Install Passive Mixing System @ Wheeler Reservoir	280,000	280,000	280,000
TOTAL WATER CAPITAL IMP. FUND		890,000	890,000	890,000
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		4,198,700	3,396,700	3,396,700
SPECIAL PROGRAMS CAPITAL IMPROVEMENT				
COMMUNITY DEVELOPMENT BLOCK GRANT				
215-3415	Sidewalk Rehabilitation	50,000	50,000	50,000
TOTAL CDBG FUND		50,000	50,000	50,000
LACMTA - PROPOSITION C:				
234-5612	Get About Capital Expenditures	19,300	19,300	19,300
TOTAL LACMTA - PROPOSITION C FUND		19,300	19,300	19,300
AB2766 MOBILE SOURCE AIR POLLUTION:				
243-3106	Hybrid Vehicles Upgrades	30,000	30,000	30,000
TOTAL AB2766 FUND		30,000	30,000	30,000
SUBTOTAL SPECIAL PROGRAMS CIP		99,300	99,300	99,300
TOTAL CAPITAL IMPROVEMENT PROJECTS		4,298,000	3,496,000	3,496,000

City of La Verne

POTENTIAL MULTI-YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2013/2014	2014/2015	2015/2016	Beyond 2016
<u>PARK DEVELOPMENT:</u>					
Maniero Square Improvements	PDF		50,000		
City Gym/Teen Center	NFS				5,000,000
Replace Las Flores Park Shelters	PDF	150,000			
Open Space Master Plan	PDF	60,000			
Replace Emerald Park Shelters			85,000		
Reconstruction of Pelota Park Parking Lot			100,000		
Park Restroom Remodels(Las Flores/Kuns)			15,000		
Update Playground Equipment @ Emerald Park			75,000		
Master Plan Improvements	PDF			175,000	120,000
Tot Lots(3)	Grants/PDF		50,000		100,000
Shade Structures(15)	Grants/PDF				525,000
Williams Street Park	Grants/PDF				350,000
<u>PUBLIC SAFETY FACILITIES AND EQUIPMENT:</u>					
Expansion/Renovation or Relocation of Public Safety Facility	NFS				20,000,000
Police Kitchen/Break Room Remodel	GF/AF		150,000		
Public Safety 150KW Generator	GF	150,000			
Station II Remodel	FFE		230,000		
Command Vehicle U61	FFE/VEF/CFD	60,000			
Command Vehicle B61	FFE/VEF			80,000	
Ambulance	GF/FFE				275,000
<u>PUBLIC WORKS:</u>					
<u>Buildings</u>					
- City Hall Parking Lot Resurface	GF		150,000		
- Remodel City Hall Front Door Entrance	GF		25,000		
<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		
- 1-vu HVAC Mgmt Controls @ City Yard	GF		20,000		
- Re-roof City Yard Building				125,000	
- Parking Shade Structures @ City Yard	GF		30,000	30,000	
- City Yard HVAC/Thermostats		350,000			
<u>Public Safety Facility</u>					
-Refinish Exterior	AF				23,000
-Plumbing Improvements	AF				11,000
Upgrade Building to Building communication system(Fiber optic connections)	GF/WF/SF				200,000
Sidewalk Rehabilitation	CDBG/GT	50,000	50,000	50,000	50,000
<u>Street Improvements/Rehab.</u>					
Arrow Hwy. Rehabilitation					2,500,000
Baseline Road Rehabilitation					3,000,000
Emerald Bridge, N/Foothill	GT			600,000	600,000
Puddingstone Bridge					
Pavement Management	GT	650,000	650,000	650,000	650,000
Fund 406 GF Commitment Funding	GF	110,000	110,000	110,000	110,000

City of La Verne

POTENTIAL MULTI-YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2013/2014	2014/2015	2015/2016	Beyond 2016
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
Wheeler Ave. @ Puddingstone					
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					
<u>WATER IMPROVEMENTS:</u>					
Reservoir Rehabilitation	WF	75,000	75,000	75,000	75,000
Well Rehabilitation	WF	150,000	150,000	150,000	150,000
Master Plan Improvements	WF			1,500,000	
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>					
Sewer Line Repairs	SDF	75,000	75,000	75,000	75,000
<u>COMMUNITY DEVELOPMENT PROJECTS:</u>					
General Plan Update	GF/CDBG	100,000	150,000	150,000	
Gold Line Contribution	GF/PROP C				1,000,000
Downtown light fixture replacement (per Specific Plan)	DIBD				100,000
Monument signs at 6 locations	GF	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/DF		250,000		
Foothill Blvd. Median - Baseline to 210 Fwy	GF/DF		125,000		
Downtown street improvements, furniture, signs, etc., per Specific Plan)			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		2,455,000	3,705,000	4,154,000	39,499,000

City of La Verne

POTENTIAL MULTI-YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2013/2014	2014/2015	2015/2016	Beyond 2016
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				
Vehicle Equipment Fund	VEF				
Large Building CFD	CFD				
Paramedic Service Fund	PS				
Developer Funds	DF				
Downtown Business Imprv. District	DBID				
Fire Facility & Equipment Funds	FFE				
Calif. Dept. of Transportation	CDT				
Community Donations	CD				
No Funding Source	NFS				

City of La Verne

EQUIPMENT CAPITAL OUTLAY

City of La Verne

2012-13 BUDGET CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
FIRE				
2001	Copy Machine	\$4,900	\$0	\$0
2002	Rain Gear	\$3,400	\$0	\$0
2004	Portable Training Facility	\$32,000	\$0	\$0
2005	Roll Away Tool Boxese @ Stations 1 & 2	\$5,200	\$0	\$0
	Ready Racks Storage @ Station I	\$3,700	\$0	\$0
	Tool Shed @ Station 3	\$1,500	\$0	\$0
	Four New Mattresses @ Station 3	\$1,200	\$0	\$0
2009	Zico SCBA Brackets for Vehicles	\$2,646	\$0	\$0
	Data Communication Equipment	\$9,254	\$0	\$0
	Portable Radios	\$12,500	\$0	\$0
	Base Station Repeater	\$25,000	\$0	\$0
	Narrow Banding Radio Equipment	\$5,000	\$0	\$0
	Narrow Band Vehicle Radios	\$11,000	\$0	\$0
	Relocation of Alerting Equipment	\$3,500	\$0	\$0
		\$120,800	\$0	\$0
POLICE				
2506	Lease Payments (4) Copiers	\$18,000	\$18,000	\$18,000
2507	Five(5) Electronic Control Devices(ECD)	\$5,000	\$5,000	\$5,000
	Glock Model 22 Pistols(5)	\$5,000	\$5,000	\$5,000
	Modems & Aircards for Patrol Vehicles(15)	\$40,000	\$0	\$0
2519	Battery Backup(UPS)	\$30,000	\$15,000	\$15,000
	Fire Alarm Sytem for Radio Room	\$15,000	\$0	\$0
		\$113,000	\$43,000	\$43,000
INFORMATION SYSTEMS				
1502	Check Printer & Secure Signature Hardware Replacement	\$9,000	\$9,000	\$9,000
1503	Replacement Personal Computers & Licenses	\$9,250	\$4,625	\$4,625
1504	Fax Machine Hardware & Software	\$3,000	\$3,000	\$3,000
		\$21,250	\$16,625	\$16,625
COMMUNITY SERVICES				
6001	Pickup Truck	\$25,000	\$0	\$0
		\$25,000	\$0	\$0
TOTAL GENERAL FUND		\$280,050	\$59,625	\$59,625

City of La Verne

2012-13 BUDGET

CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
ASSET FORFEITURE FUND				
2514	Public Safety Food Preparation Area Remodel	\$20,000	\$20,000	\$20,000
	Modems & Aircards for Patrol Vehicles(15)	\$0	\$40,000	\$40,000
	Fire Alarm System for Radio Room	\$0	\$15,000	\$15,000
	Base Station Repeater	\$0	\$12,500	\$12,500
		\$20,000	\$87,500	\$87,500
WATER FUND				
4301	Replacement Personal Computers & Licenses	\$0	\$2,775	\$2,775
4302	Water Maintenance Vehicle	\$100,000	\$100,000	\$100,000
	Ruggedized Notebook Computer & Software	\$7,000	\$7,000	\$7,000
		\$107,000	\$109,775	\$109,775
SEWER FUND				
4401	Replacement Personal Computers & Licenses	\$0	\$1,850	\$1,850
4402	Emergency Preparedness Supplies	\$1,000	\$1,000	\$1,000
	Ruggedized Notebook Computer & Software	\$7,000	\$7,000	\$7,000
	Camera Van Computer & Software	\$7,500	\$7,500	\$7,500
		\$15,500	\$17,350	\$17,350
EQUIPMENT MAINTENANCE FUND				
4501	Auto and Equipment Replacement			
	Water Maintenance Vehicle	\$35,000	\$35,000	\$35,000
	Water Maintenance Vehicle	\$49,500	\$49,500	\$49,500
	Water Maintenance Vehicle	\$24,500	\$24,500	\$24,500
	Streets Maintenance Air Compressor	\$21,000	\$21,000	\$21,000
	Police Detective Vehicle	\$31,000	\$31,000	\$31,000
	Police Detective Vehicle	\$26,000	\$26,000	\$26,000
	Police Detective Vehicle	\$25,000	\$25,000	\$25,000
	Police Patrol Vehicle	\$35,000	\$35,000	\$35,000
	Diesel Retrofits	\$7,800	\$7,800	\$7,800
		\$254,800	\$254,800	\$254,800
TOTAL OTHER FUNDS		\$270,300	\$469,425	\$469,425
TOTAL ALL FUNDS		\$550,350	\$529,050	\$529,050

City of La Verne

SPECIAL PROGRAMS

City of La Verne

SPECIAL PROGRAMS

Special programs generally consist of projects funded by Federal, State, or other Agencies. These funds are restricted to pay for certain projects. Because the money comes from other government agencies, the specific programs and projects require approval by those agencies before funds can be spent.

Housing and Community Development Act (HCDA), and Community development Block Grants (CDBG) are Federal government funds allocated to the County of Los Angeles for sub-allocation to local agencies. The City Planning Department Staff normally administers and monitors these programs.

The Bicycle Safety Fund receives local grant funds under Article 3 of the Transportation Development Act. Monies are used to enhance transportation for bicycle, pedestrian and handicap access.

Proposition A Local Transit Assistance (PALTA) is a special voter approved one-half percent added to the sales tax within Los Angeles County. The funds are remitted to the City monthly by the County. However, the money can only be spent for County approved transportation related projects. Funds received but not spent within three years must be returned to the County for re-allocation to other agencies. Proposition A funds may not be used as a substitute for existing transportation projects fund by Proposition C.

Proposition C Local Return (LACTC) is special voter approved one-half percent addition to the sales tax within Los Angeles County. The funds are remitted to the City monthly by the Los Angeles County Transportation Commission (LACTC). The money can only be spent for County approved transportation, air quality, traffic congestion and certain street projects. Funds received but not spent within three years must be returned to the county for re-allocation to other agencies. Proposition C funds may not be used as a substitute for existing transportation projects funded by Proposition A.

AB 2766 authorizes the imposition of additional motor vehicle 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	95,886	100,426	119,025	119,025
Other Operating Costs	861,445	774,784	762,325	762,325
Capital Outlay	9,100	99,300	99,300	99,300
Total:	966,431	974,510	980,650	980,650

Personnel Authorized	.54	.79	1.02	1.02
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Source of Funds:

HCD/ADB	145,580	136,561	132,657	132,657
Bicycle Safety	0	0	0	0
PALTA	463,092	473,861	473,783	473,783
LACTC	319,659	299,084	309,206	309,206
AB 2766	21,000	50,804	50,804	50,804
DBID	17,100	14,200	14,200	14,200

TOTAL:	966,431	974,510	980,650	980,650
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City of La Verne

2012-2013 Budget
SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2012-2013	Project Description
<u>HCDA/CDBG FUND:</u>			
215-3403	Senior Hot Lunches(D96318-10)*	17,198	Provide nutritious hot meals to seniors 5 days a week at the senior center.
215-3409	Funds Exchange	58,000	Continuation of project to exchange available CDBG funds for unrestricted general funds.
215-3415	Sidewalk Improvementa	57,459	Provide sidewalk improvements at various City locations.
Total CDBG Projects		132,657	
* Denotes CDBG Project Number			
<u>PROPOSITION A FUND:</u>			
232-5501	Administration	22,292	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	146,500	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVRTA.
232-5509	Senior Citizen Bus Pass Subsidy	3,000	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	26,366	Continued funding for transportation of groups to recreational areas, cultural and special events.
232-5514	FHT Subsidy	6,200	Promote Foothill Transit ridership through pass subsidies.
232-5521	Funds Exchange	200,000	Continuation of project to exchange available Prop A transportation funds for unrestricted general funds.
Total Proposition A Projects		473,783	

City of La Verne

2012-2013 Budget
SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2012-2013	Project Description
<u>PROPOSITION C FUND:</u>			
234-5601	Administration	31,659	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	36,237	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.
234-5609	Metro Gold Line Foothill Extension Construction Authority	3,000	Participation costs associated with JPA annual dues.
234-5611	Bus Stop Maintenance	10,010	Continuation of project to maintain public transit bus benches.
234-5512	Get About Capital Outlay	19,300	La Verne's share of capital expenditure costs for the purchase of vehicles by the PVTA.
234-5513	Get About	146,500	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVTA.
234-5615	Community Newsletter	4,000	Dissemination of transportation information through the City newsletter/recreation guide.
234-5621	Gold Line Feasibility Study	35,000	Planning for area around a Gold Line station in La Verne as part of a light rail line that runs from Ontario to Pasadena.
Total Proposition C Projects		309,206	
<u>AB2766 FUND:</u>			
243-3101	Mobile Source Air Pollution	20,804	Operating costs for activities to promote reduction in air pollution.
243-3106	Alternative Fuel Vehicles	30,000	Purchase of equipment for the conversion to alternative fuel vehicles.
		50,804	
<u>DBID FUND:</u>			
245-3201	Downtown Business Improvement District	14,200	Operating costs for activities to promote the Downtown Business Improvement District