



City of La Verne



Annual Budget 2014-2015

City of La Verne

ANNUAL BUDGET 2014-2015 FISCAL YEAR

Don Kendrick
Mayor

Donna Redman
Mayor Pro Tem

Robin Carder
Council Member

Charles Rosales
Council Member

Ron Ingels
Council Member

Robert Russi
City Manager

Ronald Clark
Finance Officer

Jeanette Vagnozzi
City Clerk

DEDICATION

This budget is dedicated to Ronald Lee Clark, retired Finance Officer, in honor of 28 years of exemplary service to the City of La Verne. Ron's years of service will always be distinguished by his conservative leadership through years of fluctuating economic times and his ability to make the City's limited resources meet its many financial demands. Ron Clark will also be remembered fondly by his friends and coworkers for his love of donuts and the Blue and Gold.

Go Bruins!

COVER PHOTO

The cover photo is picture of the Robert Rodriguez Pavilion at Las Flores Park at its dedication on May 10, 2014. After the passing of Council Member Rodriguez on July 7, 2013, City Council and staff searched for an appropriate place to memorialize his legacy to the La Verne community. This pavilion was renovated to include new shade structures, a new barbeque area, a walking path connecting it to the nearby Aquatic Center, and electrical outlets and lighting. This location was chosen due to significance to the Rodriguez family as a location of many family gatherings and celebrations, it is one of the most reserved facilities in the City and it is the site of the annual employee picnic. Most importantly, it represents much of what Robert valued: family, social gatherings, recreation, and community.

RESOLUTION NO. 14-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING A BUDGET FOR THE 2014-15 FISCAL YEAR

WHEREAS, the City Manager submitted a proposed budget for the 2014-15 fiscal year; and

WHEREAS, on June 16, 2014, 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.

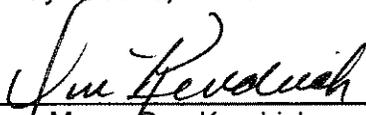
NOW; THEREFORE, BE IT RESOLVED by the City Council of the City of La Verne as follows:

Section 1. That revised figures prepared and submitted for the 2014-15 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, 2014, as revised by the City Council, be and the same, with proposed net City expenditures totaling \$46,534,322 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 16th day of June, 2014.



Mayor Don Kendrick

ATTEST:



Jeannette A. Vagnozzi, City Clerk

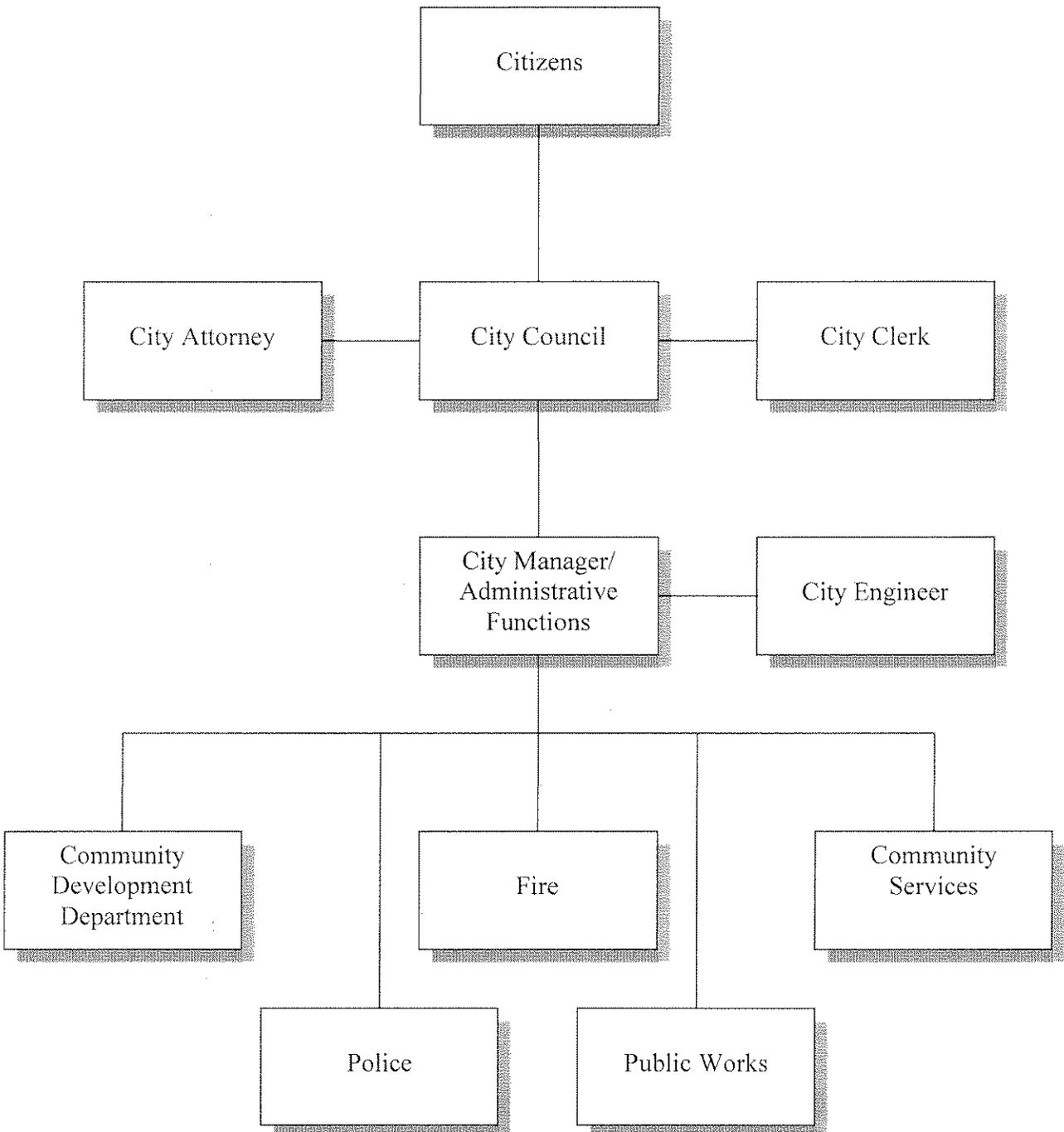
I hereby certify that the foregoing Resolution No. 14-36 was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the 16th day of June, 2014, by the following vote:

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



Jeannette A. Vagnozzi, City Clerk

City of La Verne



City of La Verne

TABLE OF CONTENTS

2014-15

City Manager's Message	1
Statistical Data and Graphs:	
General Fund Sources & Uses of Revenue	11
Property Taxes	13
Assessed Valuations	14
Sales Tax	16
Population	17
Top Four General Fund Revenues	18
Sources of Funds	23
Estimated Revenues	24
Uses of Funds	32
Summary of Expenditures by Department	33
Summary of Fund Balances	39
Inter-Fund Transfer and Reserve Appropriation Schedule	40
Personnel Summary	44
Pension Bond	45
General Administration	47
City Clerk	57
City Manager	66
Personnel & Risk Management	75
Finance	77
Information Systems	91
Community Development	101
Fire	123
Police	146
Community Services	179
Public Works	194
City Building Maintenance	200
Street Maintenance	206
Water Utility	218

City of La Verne

TABLE OF CONTENTS (Continued)

Sewer	228
Equipment Maintenance	234
Park Maintenance	243
Maintenance Assessment Districts	251
Capital Improvement Projects	271
Equipment Capital Outlay	276
Special Programs	279
Housing and Community Development (CDBG)	281
Proposition A Local Transit Assistance (PALTA)	282
Proposition C Local Assistance (LACTC)	283
Mobile Source Air Pollution (AB 2766)	283
Downtown Business Improvement District (DBID)	283

City of La Verne

BUDGET MESSAGE 2014-15 Fiscal Year

Honorable Mayor and Members of La Verne City Council:

SUMMARY

I am proud to present this budget for City Council consideration as it allows for the continuation of existing services and even provides for expansion of some. In total, this document represents funding to support all operational and capital activities of the City for the coming year and does not require the use of any reserves. Funding for activities supported by the General fund totals \$29.1 million.

Although one time resources are again needed to fulfill all the necessary obligations, the amount is being reduced from what was required in the prior year by \$400,000. Most of the temporary resources used are from appropriated but unspent funds of the prior year, with a small amount from additional revenue generated as a result of a continuation of stronger than normal development activity. The primary reason one-time resources were able to be reduced was growth in General fund expenses was only \$100,000.

This budget fulfills the operational objectives requested by each department while balancing the Council goal of narrowing the gap between recurring expenses and revenues, making use of General fund reserves unnecessary. As for the status of reserves, the balance exceeds the Council's policy of 15% of expenses. However, as noted in the conclusion, the future outlook does create some concern that should be addressed.

REVENUES

Overall the growth of revenues for the coming year is expected to increase by \$600,000 compared to the prior year's budget. While this 3% growth is noteworthy, a further examination within the specific sources reveals that the growth is not a widespread trend with only a select few increasing while others were on the decline and most major sources remaining flat.

On the rise are revenues from property tax, franchise fees, and business license. While increase in franchise fees and business licenses were sizeable compared to the prior year, they only represent growth of a small portion of overall revenue. The most significant increase was \$700,000 in property tax which is attributed to the elimination of the redevelopment agency and resulted in more property tax being available for General fund purposes. The amount does not make up for what was lost when RDA was eliminated, but will yield a slight benefit nonetheless.

City of La Verne

The most significant reduction came in revenue from building permits which is projected to generate \$1.3 million. In comparison, last year more than \$1.7 million was budgeted which reflected a high point for this category. With this year's reduction, the projected amount still exceeds a normal year which averages \$900,000. The current spike in building activity is primarily attributed to housing development where projects that had been approved several years ago are now being constructed. Also helping this projection are three industrial developments that are expected to be undertaken during the coming year.

A more significant concern than the drop in building permit revenue is the lack of growth in revenues from Utility Users Tax, Sales Tax and Vehicle In Lieu Fees. In total, these three represent almost 40% of our General Fund resources and over 70% of revenues that are expected to grow from year to year. This is significant and will be detailed more in the conclusion section below. However, more revenue growth will be essential if we expect to keep pace with the anticipated growth in expenses.

Fortunately, since expenditure requests for this year only netted minimal increases, the limited growth in revenue was still sufficient to absorb these costs.

EXPENDITURES

This budget requires \$29.5 million to fund all General fund supported activities. This represents an increase of less than \$100,000 when compared to the prior year's appropriations. However, the minimal increase in the aggregate only tells part of the story. Analyzing the specifics shows that several changes incorporated in this year's budget resulted in savings of approximately \$400,000 which masked the true impact of these expense increases. These included expanding of employee concessions and department restructuring due to retirements.

Overall, with the exception of a reduction in costs related to less building permit activity and added funding for the election in March 2015, major changes in expenditures are related to personnel costs. These include partial funding to reinstitute a traffic motor officer, funding for a part-time communications officer, and reallocating personnel from the Successor Agency to the City.

Funding for Motor Officer – This budget provides for the addition of a motor officer beginning January 2015. Unfortunately, due to budgetary limitations, it was necessary to disband the traffic motor assignment from the Police Department in 2010. Since that time, calls for traffic related enforcement have been dealt with on an "as available" basis and not through proactive patrol. By redeploying a traffic officer on a full time basis, the department will be able to provide more effective

City of La Verne

response in dealing with neighborhood traffic concerns, and allow for patrol units to handle more general law enforcement related calls for service.

Part Time Communications Officer – Two issues will be addressed by the addition of this position. Initially, it will provide two-person coverage in the dispatch center for all but 4 hours a week. Additionally, once the new 911 system is able to accept video and text messages, it is anticipated that there will be additional demands on the communications officers and this position will ensure dispatch has adequate staffing to handle the increased demand.

Successor Agency Personnel – As we continue to unwind obligations related to the redevelopment agency, funding the same level of personnel from the Successor Agency budget becomes less practical. As a result, it was necessary to move existing personnel costs in Community Development out of the Successor Agency cost center and into the portion of their budget supported by the General fund.

As highlighted previously, several cost saving measures instituted were key in reducing the burden of these added costs. The one that had the most significant effect was employees picking up more of the cost for their retirement. The changes implemented for this year will net a reduction of approximately \$300,000. This effort began in 2010 and will reach its full savings impact in January of 2016 as all employees will be paying their portion (8% or 9%) of the retirement costs. Also, instrumental in keeping cost increases to a minimum was reorganization in the City Manager's office which coincided with the planned retirement of the current Finance Officer.

PROPOSED CAPITAL EQUIPMENT PURCHASES AND CAPITAL PROJECTS

Capital equipment purchases for all funds are \$825,000. Of that amount, just \$94,500 falls within the General fund. In summary, most of the equipment purchases (\$400,000) are related to replacement of City vehicles that are beyond useful service life.

Additionally, there is approximately \$4.7 million of capital improvement projects included in this year's budget. This amount represents the projects anticipated for the coming year that were scheduled on the City's five year Capital Improvement Plan (CIP) and as such have the appropriate dedicated funding sources. The CIP is a separate document adopted by Council that provides an outlook of projects the City expects to undertake over the next five years along with their associated costs. In summary, the CIP anticipates the City will complete 49 projects totaling \$22.5 million in all funds over the next five years. In order to fulfill these goals, an ongoing funding commitment is

City of La Verne

needed. While in most cases funds are collected from outside sources such as development impact fees, state disbursements, and grants, it is also necessary to dedicate General fund dollars. To that end, it is anticipated that each year a minimum of \$200,000 will be directed from the General Fund towards upcoming capital projects. Following is a list of the major projects that are expected to be initiated in the coming year.

<u>Major Projects for 2014-15</u>	<u>Allocation</u>	<u>Funding Source</u>
Pavement Management Program	\$950,000	Gas Tax/Measure R
Emergency Generator at Public Safety	\$180,000	General/Asset Forfeiture
Sidewalk Rehabilitation	\$50,000	CDBG
Purchase of Ladder Truck	\$1,030,000	CFD's 90-1/Large Bldg
Traffic Signal at D & Dover	\$300,000	Prop C/General Fund
Re-Roofing of City Yard	\$125,000	General Fund
Well & Reservoir Rehabilitation	\$225,000	Water Fund

The above reflects only the major projects that are to be initiated in the coming year. In total, this year there are 25 projects or allocations to future projects that will be supported through the 2014-15 CIP.

FUTURE OUTLOOK/CONCLUSION

This year we once again made strides towards fulfilling the Council's intent of bringing ongoing revenues in line with recurring expenses. Although this is a noteworthy accomplishment, in recent years this has been achieved primarily through reductions in costs and not a growth in revenues. So the question remains what steps will be used to fill the gap in the future years? Adding to the complexity of managing this anticipated gap is the news that retirement premiums are expected to grow and remain well above historical levels. Over the next five years, it is estimated that the recurring funding gap would likely grow to \$3 million.

While our management team's philosophy continues to focus on finding cost effective ways to fulfill operational objectives, it is inevitable that expenses will continue to rise. Additionally, although several cost reducing measures were instrumental at ensuring previous budgets were balanced, unless the Council gives direction to negotiate additional employee concessions, there are only a limited number of opportunities to achieve additional effective savings through cuts. Given this, it

City of La Verne

would be my recommendation that the existing level of services not be expanded unless there is an ongoing dedicated funding source.

Typically, presenting a budget in this state, with the potential for revenue growth would be rewarding. However, given the report that costs associated to retirement are expected to rise significantly, it becomes more of a necessity that revenue growth exceeds historical patterns. Because if it does not, I fear we will again be challenged with the ability to fund the current level of services. Therefore, in order to ensure our fiscal viability, we must look at how we anticipate revenues will grow and where changes can be made to yield a better result.

Unfortunately, of all major revenue sources, it is anticipated that only one (Property Tax) will experience substantial growth in the coming years. Specifically, this source will have sizable growth due to two changes: 1) A portion of the former Redevelopment Agency has reached the maximum limit of tax increment revenue and will result in \$300,000 – \$500,000 of revenue being directed to the General fund; and 2) several major projects being added to the property tax rolls will increase the value and amount of properties to be assessed.

Of the remaining major sources (Sales Tax and UUT), there is nothing on the horizon that leads me to believe their growth will exceed that of the last several years, which has been minimal. Projections are for the Utility Users Tax to remain stagnant. The proliferation of prepaid phones and calling cards is on the rise and those transactions are currently exempt from local UUT which is having a noticeable impact on this revenue. Legislation was proposed to alleviate this loophole; however, it was vetoed by the Governor last year but a replacement bill is currently being considered in the legislature.

Sales Tax did experience a significant rebound from 2008-2011, but that growth pattern has tapered off over the last several years. Recognizing that, last year marketing efforts were expanded to promote retail vacancy in concert with brokers, and developing financial incentives that would be available to preferred tenants. However, at this time, there is no assurance that either of the two vacant anchor stores along the Foothill corridor will be occupied in the near future. Compounding this are indications that existing larger retailers whose sales are not meeting their company's projections and are up for lease renewal may opt to relocate or close completely. So while there is opportunity to increase productive use along the corridor, there is also the potential for existing projections to be reduced if the rumors become reality.

City of La Verne

One measure currently underway to increase revenue is to evaluate existing business license practices. To that end, a firm was commissioned to examine the City's current code in comparison with that of surrounding agencies. Once that review is complete, staff will be able to determine how existing formulas could be updated and what those changes would yield in the way of added revenue. Recognizing any changes will result in an increase in the cost of doing business in the City, we will need to be sensitive that this does not become a deterrent to our business attraction efforts. In either case, any changes brought before the Council will also need to be approved by the electorate during the March 2015 General Election.

Another opportunity exists in being a service provider for the City of Claremont. While still in the early stages, City staff is working with Claremont on how La Verne could operate the water system should they acquire it from the current operator. Depending on the model that is selected, it is likely that revenue will be generated that could be used to help offset some of these increases.

Lastly, and probably more speculative, is the impact that new development might have on improving certain revenue streams. As discussed previously, several projects that have resulted in increased building permit revenues will create a sustainable benefit as they will create more than 250 new housing units. In addition, the recent acquisition of the 23 acres at the terminus of Wheeler Avenue by Gilead Sciences, Inc, a major pharmaceuticals company, will result in a self-contained campus with 400,000 square feet of buildings and over 300 new employees to the City. While it would be hard to quantify what the net effect of these added developments will be, it is reasonable to assume that it will be positive.

It is important to note that individually none of the above approaches will solve the pending problem and some may not come to fruition at all. In that event, it would be easy to assume that our reserves could absorb the shortfall; while we have been fortunate to increase our reserves in recent years, I must caution that almost all of that increase has been the result of one-time money that we have received as a result of the dissolution of the Redevelopment Agency. So while those resources could be used as a short-term fix, use of reserves is not a sustainable strategy to deal with projected funding gaps.

Over the last several years, balancing the budget has been challenged by matching limited resources with departments' increasing needs. While that pattern held true this year, due to numerous reasons, most of the department requests were able to be fulfilled without much sacrifice. Unfortunately, at this time, the major challenge lies in looking ahead and how we plan for the

City of La Verne

impending shortfall. How well we are able to define our approach now will enable us to more proactively deal with the situation and prevent the need for less desirable reactionary approaches later on.

While it is unknown which path will be taken to address those problems, I know this organization has an outstanding group of managers and department heads that constantly look at how they can serve the community in the most efficient manner possible. This point gives me confidence that every effort will be made to reduce the effects of any shortfalls from being disruptive to the residents we serve.

In closing, I first want to thank the management team for their untiring efforts at working on common goals, especially during these times. It does not go unnoticed or underappreciated. While it is a group effort that brings this document together, for the last 27 versions, no one has dedicated more time or energy to its creation than Ron Clark. The City has benefited greatly from his guidance and oversight during his tenure. While this will be the last budget with his name on it, his influence will have a lasting effect for many years to come. I know I owe him a personal thank you for holding off on a well-deserved retirement to help navigate us through some challenging times. It is a great group of individuals that work for this organization and his story is just one example of what makes La Verne a special place.

Finally, to the City Council, as individuals, you do not take the responsibility of being good fiscal stewards lightly. Your concern for the particulars and constructive guidance help validate this document. As a collective group, you employ incredible displays of leadership and a true sense of teamwork when navigating through challenging issues. This trait feeds throughout the organization and enables the team to do their job in the most effective manner possible. Thank you for setting the example and having confidence in me and the management team's ability to do the best for the La Verne community and its constituents.

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:

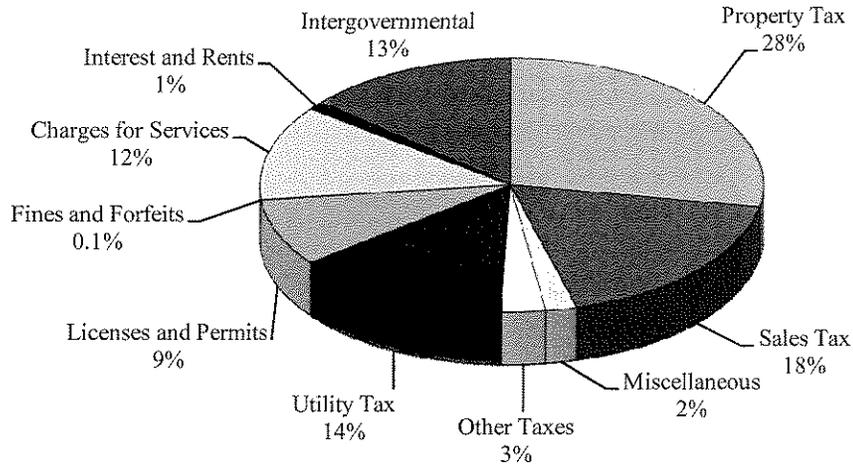
Being a “Full Service” City – Services are provided through a combination of internal departments staffed by City of La Verne employees and contracts with outside entities. The basis for this method of operation is the belief that City departments and employees are often more responsive to the needs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

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

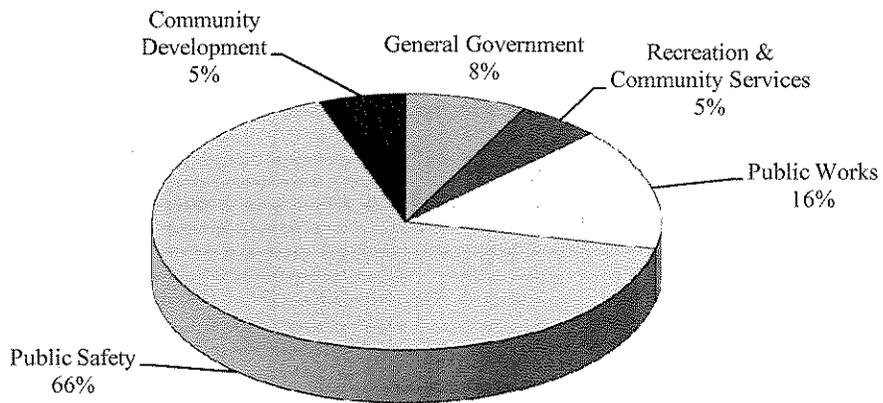
Where the money comes from
2014-15 Budget

General Fund Sources of Revenue

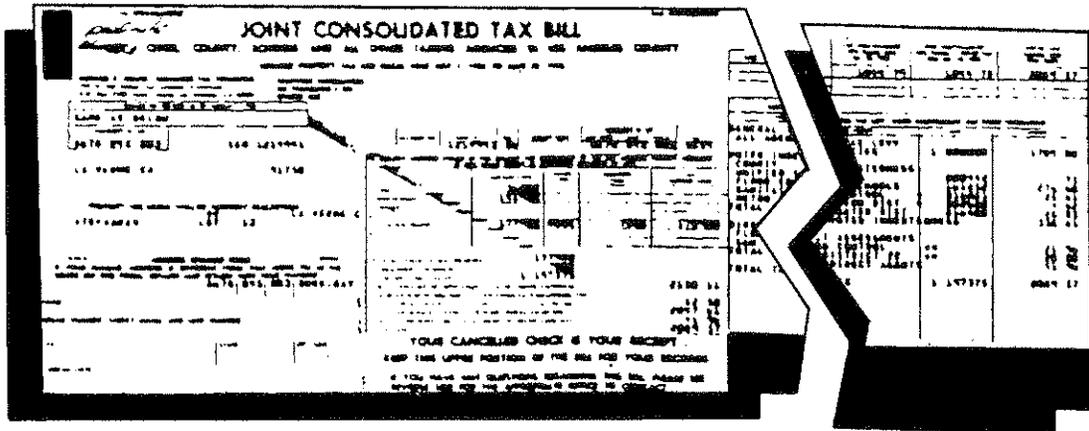


Where the money goes
2014-15 Budget

General Fund Uses of Revenue



Excluding refuse and recycling pass thru



↑

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

↑

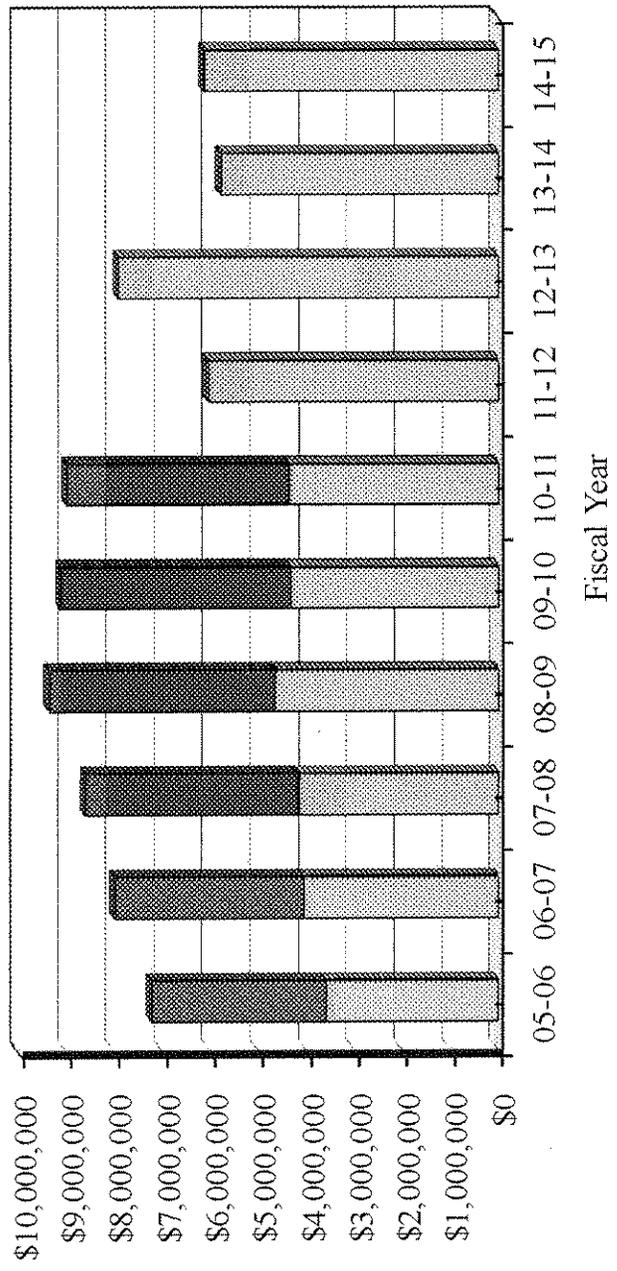
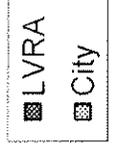
CITY OF LA VERNE
\$359.41 – 17.2%

NOTE:

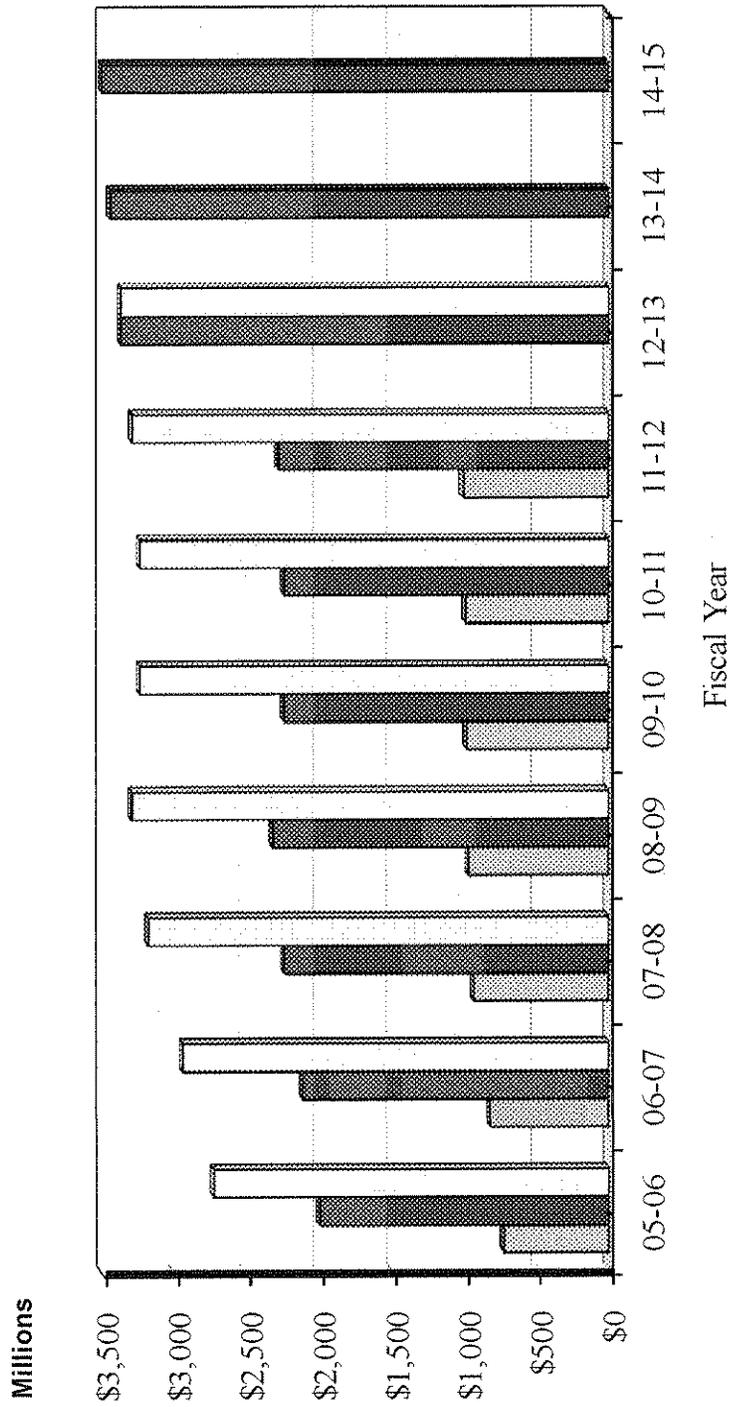
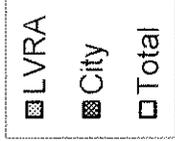
The City of La Verne receives less than one fifth (20%) of the receipts from the average property tax bill. Most of the funds go to other agencies. Of this typical property tax bill totaling \$2,089.57, the City of La Verne receives only \$359.41 or 17.2%. The remaining \$1,730.16 (82.8%) goes towards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

A TYPICAL TAX BILL

CITY OF LA VERNE Property Taxes Collected



CITY OF LA VERNE Assessed Valuation



City of La Verne

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

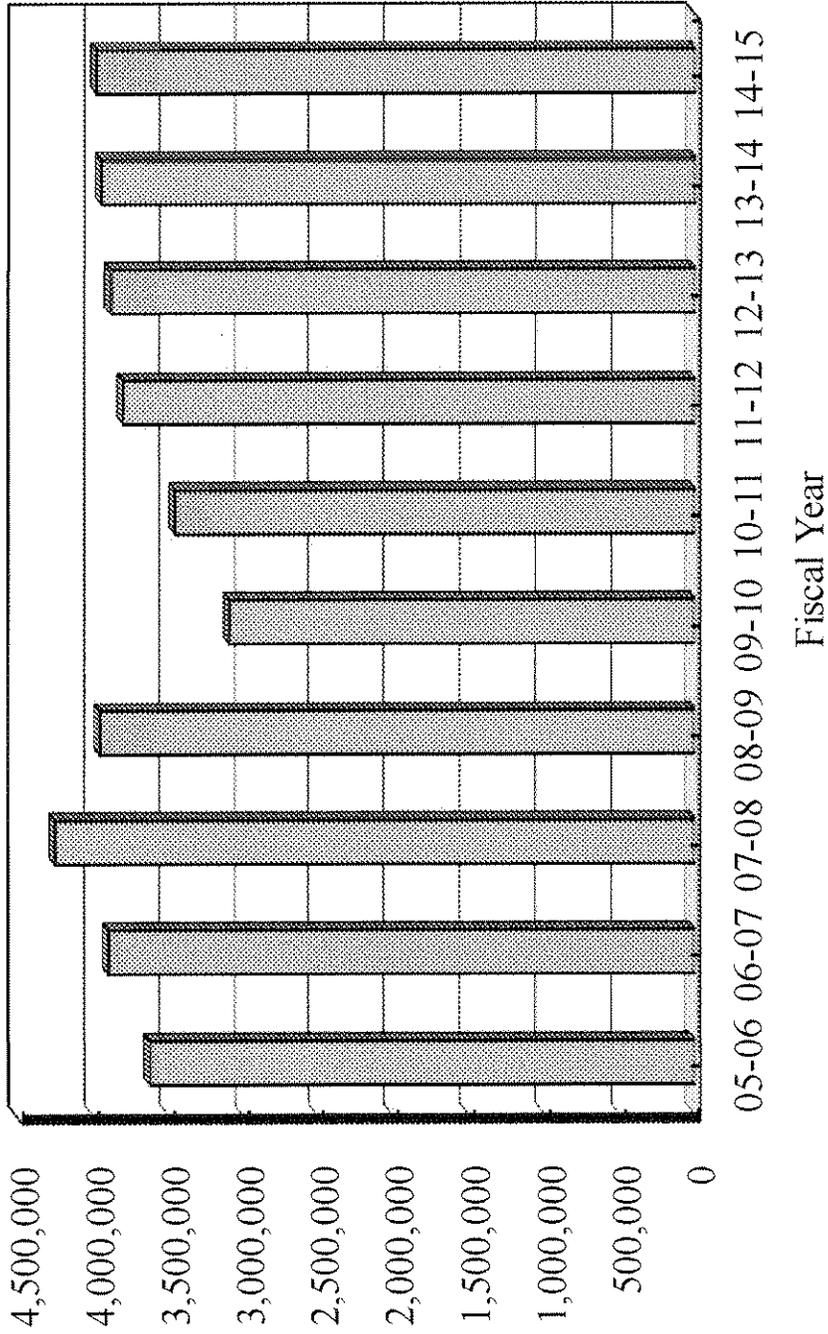
NOTES:

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

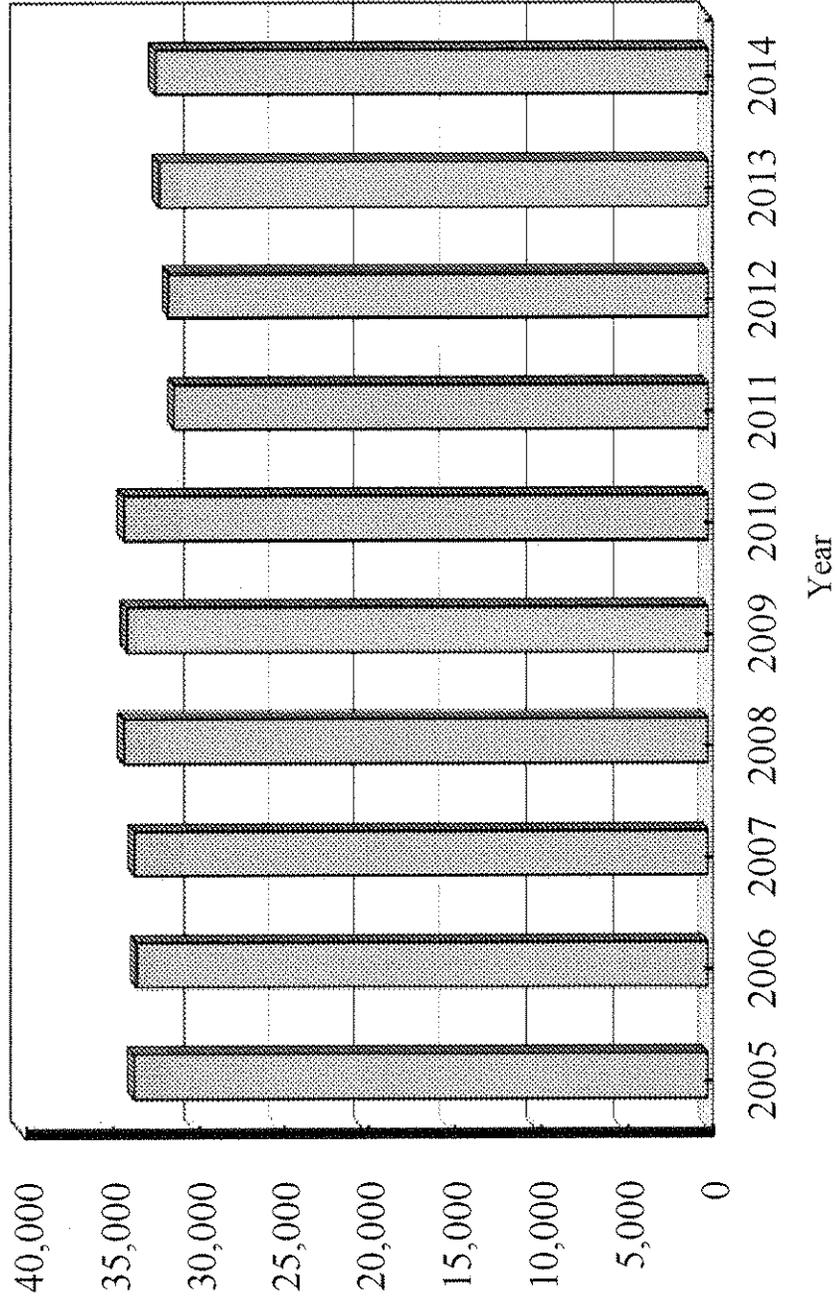
ASSESSED VALUATION

CITY OF LA VERNE

Sales Tax Receipts



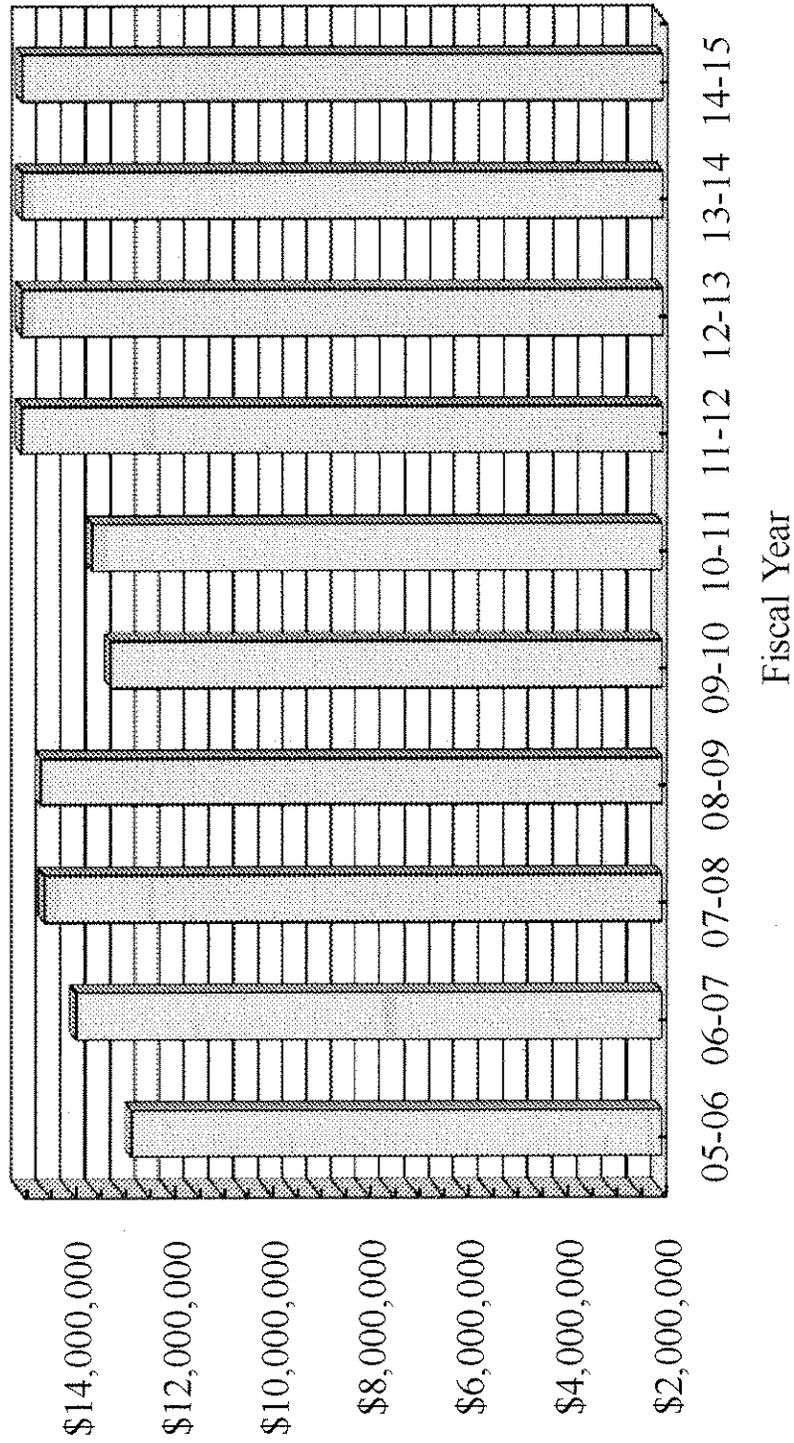
CITY OF LA VERNE Population



CITY OF LA VERNE

Trends in Top 4 General Fund Revenues

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



*California Society of
Municipal Finance Officers*

Certificate of Award

*Outstanding Financial Reporting Award
Fiscal Year Ending June 30, 2013*

Presented to the

City of La Verne

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

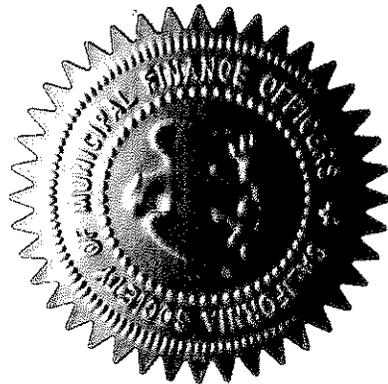
February 13, 2014

Pauline Marx

Pauline Marx
CSMFO President

Ken Brown

Ken Brown, Chair
Professional Standards and
Recognition Committee



Dedicated Excellence in Municipal Financial Reporting

RESOLUTION NO. 14-35

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 2014-15 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 2014-2015 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 16, 2014.

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 2014-15 fiscal year for appropriations subject to limitation under Article XIII-B shall be \$100608,873. This limitation shall apply only to appropriations subject to limitation under Article XIII-B.

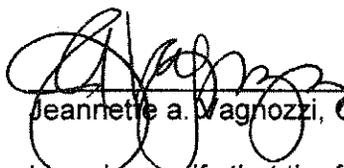
Section 2. That the Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force.

PASSED, APPROVED AND ADOPTED this 17TH day of June, 2013.



Mayor Don Kendrick

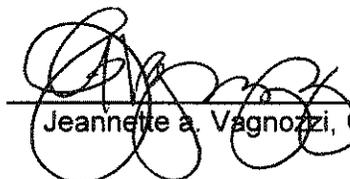
ATTEST:



Jeannette a. Vagnozzi, City Clerk

I hereby certify that the foregoing Resolution No. 14-35 was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the 16th day of June, 2014, by the following vote:

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



Jeannette a. Vagnozzi, City Clerk

City of La Verne

REVENUE AND APPROPRIATION LIMITATIONS

2014-15 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 2013-14 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 2014-15 has been determined by the City to be \$100,608,873. However, analysis indicates that only about \$16.3 million of the 2014-15 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 2014-15 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.

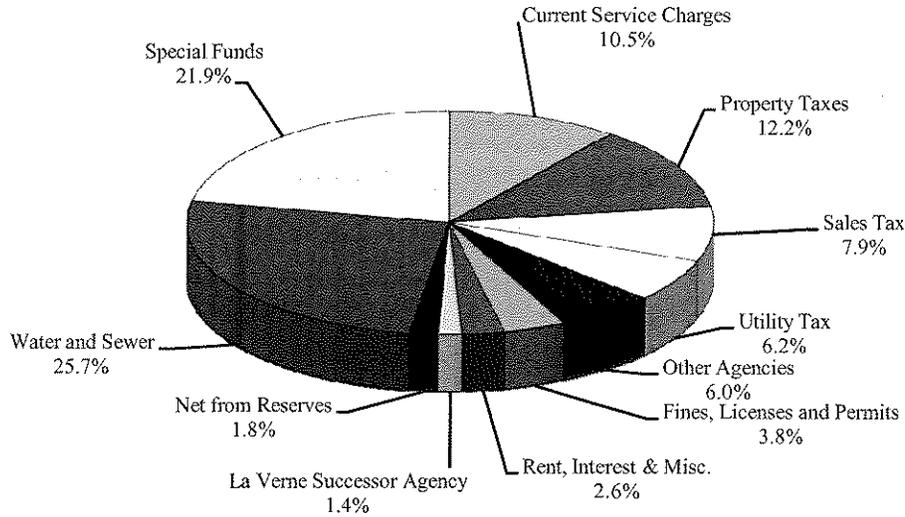
The following schedules indicate that the City is safely under the "excess sales tax" and "excess property tax" provisions of Assembly Bill 8.

City of La Verne

<u>SALES TAX</u>				Line Ref.
(1) Estimated 2014-15 Sales Tax		\$ 3,980,000		(a)
(2) F.Y. 2013-14 Sales Tax	\$ 3,950,000			(b)
Adjustment: Line (b) x .9977 cost of living factor	<u>3,940,915</u>			(c)
Line (c) x 1.0078 population factor		<u>3,971,654</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>8,346</u>		(e)
(4) Article XII B Appropriations Limitation	<u>100,608,873</u>			(f)
Estimated total proceeds of taxes	<u>\$16,334,688</u>			(g)
The amount from Line (e)	<u>8,346</u>			(h)
Line (g) minus Line (h)	<u>16,326,342</u>			(i)
Line (f) minus Line (i) (not less than zero)		<u>84,282,531</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. 2014-15 Property Tax		<u>6,111,300</u>		(m)
(2) F.Y. 2013-14 Property Tax	<u>5,766,300</u>			(n)
Adjustment:				
Line (n) x .9977 cost of living factor	<u>5,753,037</u>			(o)
Line (o) x 1.0078 population		<u>5,797,911</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>313,389</u>		(q)
(4) Article XIII B Appropriations Limitation	<u>100,608,873</u>			(r)
Estimated total proceeds of taxes	<u>16,326,342</u>			(s)
The amount from Line (q)	<u>313,389</u>			(t)
Line (s) minus Line (t)	<u>16,012,953</u>			(u)
Line (r) minus Line (u) (Not less than zero)		<u>84,595,920</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	\$6,141,300	Net City Current Revenue	\$45,855,756
Sales Tax	3,980,000	Net from Reserves **	678,566
Utility Tax	3,100,000	Total City	\$46,534,322
Current Service Charges	5,254,600		
Other Agencies	2,996,961		
Fines, Licenses and Permits	1,912,800		
Rent and Interest	244,600	La Verne Successor Agency ***	
Miscellaneous	1,054,000	Government Shared Revenues	715,000
Total General Fund	\$24,684,261	Total LVSA Current Revenue	715,000
Water and Sewer	12,888,700		
Special Funds **	10,983,795	Reserves & Transfers In	218,900
Total Current Year Revenue	\$48,556,756	Total LVSA	933,900
		Total City and LVSA	\$47,468,222
Less Interdepartmental Funds	(2,701,000)		

NOTE:

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

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

City of La Verne

2014-15 BUDGET

ESTIMATED REVENUES

Account Number	Source	2012-13 Actual	Estimated 2013-14	2014-15 Estimated	
				City Manager	Revised
GENERAL FUND(101):					
PROPERTY TAXES:					
-311-1010	Current Year Secured	4,150,843	3,975,000	4,050,000	4,050,000
-311-1011	Current Year Unsecured	129,832	260,000	250,000	250,000
-311-1510	Prior Year Secured	4,169	5,000	20,000	20,000
-311-1511	Prior Year Unsecured	5,444	7,000	5,000	5,000
-311-1600	Supplemental Tax Roll	104,949	121,000	105,000	105,000
-311-2100	Other Property Tax	3,288,812	1,201,300	1,501,300	1,501,300
-311-2110	Aircraft Tax	52,279	57,000	55,000	55,000
-311-2112	Homeowner's Exemption	33,467	35,000	35,000	35,000
-311-2500	Real Property Transfer Tax	111,177	105,000	90,000	90,000
-319-0000	Penalties and Interest	31,552	32,300	30,000	30,000
	Sub-Total	7,912,524	5,798,600	6,141,300	6,141,300
OTHER TAXES:					
-313-1000	Sales and Use Tax	3,885,736	3,950,000	3,980,000	3,980,000
-314-1000	Utility User Tax	3,098,144	3,080,000	3,100,000	3,100,000
-318-1000	Franchise Tax	608,852	600,000	620,000	620,000
	Sub-Total	7,592,732	7,630,000	7,700,000	7,700,000
LICENSES AND PERMITS:					
-321-0000	Business Licenses	399,791	430,000	400,000	400,000
-322-1000	Permits (Other)	27,609	29,000	23,500	23,500
-322-1005	Burglar Alarm Permits	6,347	8,000	8,000	8,000
-322-1010	Home Occupation Permit	19,756	25,000	20,000	20,000
-322-1017	Temp/Annual Overnite Parking	156,292	161,000	160,000	160,000
-322-1500	Building Permits	1,155,830	1,800,000	1,285,000	1,285,000
-322-2000	Public Works Permits	4,508	4,500	4,300	4,300
	Sub-Total	1,770,133	2,457,500	1,900,800	1,900,800
FINES AND FORFEITS:					
-350-1000	City Code Court Fine	6,453	5,000	5,000	5,000
-350-1200	False Burglar Alarm Penalty	5,400	7,000	4,000	4,000
-350-1300	Business License Penalty	6,020	7,000	3,000	3,000
	Sub-Total	17,873	19,000	12,000	12,000
USE OF MONEY AND PROPERTY:					
-361-0000	Interest Income	41,952	50,000	45,000	45,000
-364-1000	Rents	29,096	29,000	30,000	30,000
-364-1005	Cell Tower Space Rental	68,985	67,000	68,000	68,000
-364-1010	Recreation Facility/ Equipment Rental	54,247	61,350	63,350	63,350
-364-1016	Swimming Pool Rental	32,026	20,000	19,000	19,000
-364-1020	Fire Station III Rental	0	38,500	19,250	19,250
	Sub-Total	226,306	265,850	244,600	244,600

City of La Verne

2014-15 BUDGET

ESTIMATED REVENUES

Account Number	Source	2012-13 Actual	Estimated 2013-14	2014-15 Estimated	
				City Manager	Revised
INTERGOVERNMENTAL REVENUE:					
-331-1800	Disaster Mitigation Grant	0	41,964	0	0
-331-2206	Safe Route to Schools Grant	6,535	3,339	0	0
-334-1600	Used Oil Recycling Grant	9,130	9,039	9,083	9,083
-334-1700	Beverage Recycling Grant	8,660	8,714	8,578	8,578
-335-1200	Motor Vehicle in Lieu Tax	2,543,269	2,500,000	2,500,000	2,500,000
-335-1515	P.O.S.T Reimbursement	23,532	15,000	15,000	15,000
-335-1500	State Mandated Cost Reimbursement	711	1,700	1,700	1,700
-335-1518	Disability Access/SB1186	1,266	2,000	1,500	1,500
-335-2013	CAL-MMET Police Reimbursement	70,419	90,000	85,000	85,000
-335-2013	AB 109 Realignment	0	90,000	111,100	111,100
-336-1000	Prop. A Transfer Exchange	152,000	228,000	190,000	190,000
-336-1300	CDBG Funds Exchange	40,600	0	0	0
-336-2100	LA Impact Reimbursements	98,620	95,000	75,000	75,000
	Sub-Total	2,954,742	3,084,756	2,996,961	2,996,961
CHARGES FOR CURRENT SERVICES:					
-341-1005	Map and Copy Sales	13,405	15,000	11,000	11,000
-341-1405	Business License Processing Fee	7,920	13,000	5,000	5,000
-341-1500	Work for Others	189,249	51,973	27,000	27,000
-341-1504	Passport Service Fees	13,049	14,000	13,000	13,000
-341-1508	L A Impact Personnel Services	237,643	0	0	0
-341-1509	L A Impact Financial Services	139,100	130,000	130,000	130,000
-341-1512	Fire Department Reimbursements	514,312	450,000	250,000	250,000
-341-1520	Sports Park Maintenance	50,000	100,000	100,000	100,000
-341-1522	Cable Public Access	72,906	70,000	0	0
-341-1523	BUSD and ULV Pool Maintenance	66,789	91,000	80,000	80,000
-341-1524	BUSD Police Reimbursement	72,843	77,000	84,000	84,000
-341-1525	Sports Park Lighting	19,039	22,000	20,000	20,000
-341-1526	Other Parks Lighting	30,825	34,700	33,700	33,700
-341-1529	Valley Rancho Maintenance	6,000	6,000	6,000	6,000
-342-1008	Weapons Storage Fee Release	0	1,700	1,700	1,700
-342-1009	Livescan Fees	3,788	6,000	6,000	6,000
-342-1010	Trustee Program	37,298	35,000	45,000	45,000
-342-1012	Citation Write-Offs	1,640	1,500	1,200	1,200
-342-1015	PD-Hearing Officer	210	500	0	0
-342-1016	Special Duty Police Dept	103,272	108,400	104,400	104,400
-342-1018	DUI Emergency Response	3,177	7,000	6,000	6,000
-342-1020	School Crossing Guard	20,091	20,000	20,000	20,000
-342-1021	LVPD Booking Fees	9,825	10,000	10,000	10,000
-342-1023	Southwest Borders Grant Reimbursement	92,083	88,600	88,600	88,600
-342-1501	Misc Fire Department Services	352	0	0	0
-342-1510	Paramedic Service Fees	767,403	730,000	730,000	730,000
-342-1512	Fire Revenue Inspections	11,516	39,000	12,000	12,000
-344-1100	Plan Check Fees	52,220	18,000	10,000	10,000
-344-1200	Inspection Fees	63,914	18,000	10,000	10,000
-344-1512	Municipal Services Registration Fee	12,065	13,000	12,000	12,000
-344-3010	Refuse Service Fees	2,556,636	2,570,000	2,575,000	2,575,000
-344-3015	Other Refuse Service Fees	100,000	79,462	100,000	100,000
-345-1000	Planning	925	500	500	500
-345-1010	Division of Land	515	140	0	0
-345-1011	Land Use Fees	4,750	5,500	5,000	5,000
-345-1012	Precise Plan of Design	11,413	15,000	10,000	10,000

City of La Verne

2014-15 BUDGET

ESTIMATED REVENUES

Account Number	Source	2012-13 Actual	Estimated 2013-14	2014-15 Estimated	
				City Manager	Revised
-345-1013	Environmental Fees	1,400	1,500	1,200	1,200
-345-1015	Planning Deposit Projects	122,248	188,000	100,000	100,000
-345-1016	State Mandated Planning Fee	24,159	40,000	15,000	15,000
-345-1021	Engineering & Planning Consulting	0	17,666	0	0
-345-1023	State Buildings Standards Fee	229	300	0	0
-345-1024	Energy Efficiency Grant	950	500	0	0
-346-1000	Recreation Fee and Charges	227,793	235,000	235,000	235,000
-346-1011	Preschool	124,512	115,000	115,000	115,000
-346-1012	Recreation/BHS	19,140	20,000	20,000	20,000
-346-1020	Sports Programs	77,858	80,000	86,000	86,000
-346-1100	Aquatics Programs	113,629	123,500	126,000	126,000
-346-1200	Recreation Excursions	32,852	40,000	42,000	42,000
-346-1400	Special Event Activities	7,283	6,676	7,300	7,300
	Sub-Total	6,038,226	5,710,117	5,254,600	5,254,600

MISCELLANEOUS REVENUE:

-363-1000	Sale of Property	280,421	250,500	250,500	250,500
-362-0000	Miscellaneous Revenue	146,558	204,666	183,500	183,500
	Sub-Total	426,979	455,166	434,000	434,000

TOTAL GENERAL FUND	26,939,515	25,420,989	24,684,261	24,684,261
---------------------------	-------------------	-------------------	-------------------	-------------------

PARAMEDIC SERVICE FUND(104):

-342-1510	Paramedic Service Fees	730,366	730,000	730,000	730,000
	TOTAL PARAMEDIC SERVICE FUND	730,366	730,000	730,000	730,000

GAS TAX FUND(206):

-318-1510	Gas Tax 2107 Funds	241,420	201,700	201,000	201,000
-318-1515	Gas Tax 2107.5 Engineering	6,000	6,000	6,000	6,000
-318-1520	Gas Tax 2105 Funds	147,330	164,183	163,585	163,585
-318-1525	Gas Tax 2106 Funds	107,098	132,581	132,107	132,107
-318-1530	Gas Tax 2103 Funds	267,514	458,894	355,960	355,960
-334-1800	Safe Routes to School	0	0	0	0
-361-0000	Interest Income	6,244	7,000	4,000	4,000
	TOTAL GAS TAX FUND	775,606	970,358	862,652	862,652

TRAFFIC SAFETY FUND(208):

-335-1600	OTS Grant	0	22,920	20,000	20,000
-342-1013	DUI Vehicle Storage Release	17,600	31,000	17,000	17,000
-342-1014	Vehicle Storage Release	28,394	25,000	20,000	20,000
-342-1019	Other Vehicle Fees	20,850	25,000	15,000	15,000
-350-1100	Parking Violations	466,270	380,000	480,000	480,000
-350-1700	Vehicle Code Court Fines	94,406	90,000	90,000	90,000
-361-0000	Interest Income	49	500	400	400
	TOTAL TRAFFIC SAFETY FUND	627,569	574,420	642,400	642,400

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

2014-15 BUDGET

ESTIMATED REVENUES

Account Number	Source	2012-13 Actual	Estimated 2013-14	2014-15 Estimated	
				City Manager	Revised
<u>CDBG FUND(215):</u>					
-331-1500	CDBG Projects	65,279	91,001	78,751	78,751
TOTAL CDBG FUND		65,279	91,001	78,751	78,751
<u>O & M CFD FUND(216):</u>					
-361-0000	Interest Income	5,699	4,000	3,000	3,000
-370-2511	CFD Special Assessment	986,315	1,000,000	1,010,000	1,010,000
TOTAL O & M CFD FUND		992,014	1,004,000	1,013,000	1,013,000
<u>CABLE PUBLIC ACCESS FUND(221):</u>					
-341-1522	Cable Public Access	0	0	70,000	70,000
-361-0000	Interest Income	0	0	500	500
TOTAL BICYCLE SAFETY FUND		0	0	70,500	70,500
<u>BICYCLE SAFETY FUND(222):</u>					
-336-1500	S.C.A.G. Grant-Pedestrian	0	0	0	0
-361-0000	Interest Income	2	0	0	0
TOTAL BICYCLE SAFETY FUND		2	0	0	0
<u>AFFORDABLE HOUSING FUND(226):</u>					
-345-1022	Housing Linkage Fee	0	425,000	100,000	100,000
-361-0000	Interest Income	2,475	2,500	2,000	2,000
TOTAL AFFORDABLE HOUSING FUND		2,475	427,500	102,000	102,000
<u>ASSET FORFEITURE(231):</u>					
-331-2600	Police Asset Confiscation	0	93,400	0	0
-331-2610	Dept of Justice/Asset Sharing	803,885	3,100,000	500,000	500,000
-331-2611	U. S. Treasury/Asset Sharing	0	5,000	0	0
-335-1700	State Asset Forfeiture	60,649	38,000	5,000	5,000
-336-2110	LA Impact Salary Stipend	92,083	88,000	88,000	88,000
-361-0000	Interest Income	5,546	10,000	5,000	5,000
-363-1000	Sale of Property	0	3,500	0	0
TOTAL ASSET FORFEITURE FUND		962,163	3,337,900	598,000	598,000
<u>LACMTA - PROPOSITION A FUND(232):</u>					
-336-1000	PROP A Allocation	526,172	536,000	561,000	561,000
-361-0000	Interest Revenue	1,652	1,000	1,000	1,000
TOTAL LACMTA - PROPOSITION A FUND		527,824	537,000	562,000	562,000
<u>LACMTA - PROPOSITION C FUND(234):</u>					
-336-1100	PROP C Allocation	436,866	446,000	467,000	467,000
-361-0000	Interest Revenue	3,012	3,000	2,000	2,000
-362-0000	Miscellaneous Revenues	0	35,000	0	0
TOTAL LACMTA - PROPOSITION C FUND		439,878	484,000	469,000	469,000

City of La Verne

2014-15 BUDGET

ESTIMATED REVENUES

Account Number	Source	2012-13 Actual	Estimated 2013-14	2014-15 Estimated	
				City Manager	Revised
<u>MEASURE R FUND(235):</u>					
-336-1400	Measure R	326,942	325,000	342,042	342,042
-361-0000	Interest Income	1,428	1,500	700	700
TOTAL MEASURE R FUND		328,370	326,500	342,742	342,742
<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	8	0	0	0
TOTAL SUPPLEMENT LAW ENFORCEMENT SERVICES FUND		100,008	100,000	100,000	100,000
<u>AB2766 MOBILE SOURCE AIR POLLUTION(243):</u>					
-336-2000	AQMD Fees	37,952	38,000	39,000	39,000
-361-0000	Interest Income	1,665	1,500	1,500	1,500
-363-1000	Sale of Property	0	0	0	0
TOTAL AB2766 MOBILE SOURCE AIR POLLUTION FUND		39,617	39,500	40,500	40,500
<u>PUBLIC SAFETY FUND(244):</u>					
-313-1100	PROP 172 Sales Tax	324,178	325,000	330,000	330,000
-342-1513	Fire Equipment Fee	0	8,000	3,000	3,000
-342-1514	Fire Facility Fee	0	155,000	60,000	60,000
-361-0000	Interest Income	2,641	3,000	2,000	2,000
TOTAL PUBLIC SAFETY FUND		326,819	491,000	395,000	395,000
<u>DOWNTOWN BUSINESS IMPROVEMENT FUND(245):</u>					
-321-1000	DBID Business Licenses	15,392	15,500	15,000	15,000
-361-0000	Interest Income	104	150	100	100
-362-3100	Wine Walk	18,719	35,000	35,000	35,000
TOTAL DOWNTOWN BUSINESS IMPROVEMENT FUND		34,215	50,650	50,100	50,100
<u>MAINTENANCE ASSESSMENT DISTRICT FUND(246):</u>					
-361-0000	Interest Income	1,763	2,000	1,000	1,000
-370-1510	Landscape Maintenance Fees	333,572	325,000	340,000	340,000
-370-1511	Esperanza 84-1M Assmt. Fees	9,670	9,700	10,000	10,000
TOTAL MAINTENANCE ASSESSMENT DISTRICT FUND		345,005	336,700	351,000	351,000

City of La Verne

2014-15 BUDGET

ESTIMATED REVENUES

Account Number	Source	2012-13 Actual	Estimated 2013-14	2014-15 Estimated	
				City Manager	Revised
<u>FIRE EQUIPMENT REPLACEMENT FUND(250):</u>					
-331-2200	Other Federal Gov't Grants	0	0	0	0
-342-1515	Fire Equipment Rental Charge	3,360	2,112	2,000	2,000
-342-1516	Fire Administrative Fee	119,522	90,000	37,500	37,500
-361-0000	Interest Income	5,092	5,000	3,000	3,000
-362-0000	Miscellaneous Revenue	0	0	30,000	30,000
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		127,974	97,112	72,500	72,500
<u>LARGE BUILDING CFD FUND(252):</u>					
-342-1517	Fire Facilities - CFD	0	400,000	400,000	400,000
-361-0000	Interest Income	740	1,000	500	500
-370-2512	Large Buildings CFD 11-1	68,382	70,000	70,000	70,000
TOTAL LARGE BUILDING CFD FUND		69,122	471,000	470,500	470,500
<u>LOAN REPAYMENT FUND(326):</u>					
-362-0000	Miscellaneous Revenue	0	0	0	0
-362-2800	Pension Obligation Charges	1,320	931,000	963,000	963,000
TOTAL LOAN REPAYMENT FUND		1,320	931,000	963,000	963,000
<u>GENERAL CAPITAL IMPROVEMENT FUND(405):</u>					
-331-1700	Homeland Security Grant	25,993	0	50,000	50,000
-341-1515	Work for Others - Streets	75,000	0	0	0
-361-0000	Interest Income	4,962	8,000	9,000	9,000
-362-0000	Miscellaneous Income	118,000	8,000	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		223,955	16,000	59,000	59,000
<u>ROW MANAGEMENT FUND(406):</u>					
-361-0000	Interest Income	11,313	12,000	12,000	12,000
-362-2600	Street Impact Mitigation Fee	110,000	110,000	110,000	110,000
TOTAL ROW MANAGEMENT FUND		121,313	122,000	122,000	122,000
<u>I/S TECHNOLOGY FUND(407):</u>					
-361-0000	Interest Income	121	150	150	150
-362-0000	Miscellaneous Income	206	0	0	0
TOTAL I/S TECHNOLOGY FUND		327	150	150	150
<u>UNDERGROUND UTILITIES FUND(410):</u>					
-344-2600	Underground Utilities Fee	58,752	15,000	112,000	112,000
-361-0000	Interest Income	6,654	6,000	6,000	6,000
TOTAL UNDERGROUND UTILITIES FUND		65,406	21,000	118,000	118,000

City of La Verne

2014-15 BUDGET

ESTIMATED REVENUES

Account Number	Source	2012-13 Actual	Estimated 2013-14	2014-15 Estimated	
				City Manager	Revised
<u>PARK DEVELOPMENT FUND(412):</u>					
-318-1600	Park and Recreation Tax	14,535	501,000	214,000	214,000
-341-1507	Work for Others	55,000	0	0	0
-361-0000	Interest Revenues	2,724	2,000	2,000	2,000
TOTAL PARK DEVELOPMENT FUND		72,259	503,000	216,000	216,000
<u>STORM DRAINAGE DISTRICT FUND(419):</u>					
-344-2700	Storm Drain Fees	59,252	42,000	112,000	112,000
-361-0000	Interest Income	5,832	5,000	5,000	5,000
-362-0000	Miscellaneous Revenue	1,736	0	0	0
TOTAL STORM DRAINAGE FUND		66,820	47,000	117,000	117,000
<u>WATER UTILITY FUND(502):</u>					
-345-1017	Plan Check Fees	28,886	2,500	10,000	10,000
-345-1500	Inspection Fees	22,371	2,500	10,000	10,000
-344-1510	Water Sales	9,949,129	10,705,500	11,190,000	11,190,000
-344-1512	Municipal Services Registration Fee	12,065	13,000	12,000	12,000
-344-1520	Meter Installations	4,510	24,000	5,000	5,000
-344-1525	Service Installations	21,800	12,000	6,000	6,000
-344-1526	Fire Flow Fee	3,000	1,200	1,200	1,200
-350-1500	Other Fines/Penalties	750	2,000	1,000	1,000
-350-1610	Late Penalty Fee	161,632	135,000	140,000	140,000
-350-1800	Utility Turnoff Delq Accts	29,035	25,000	25,000	25,000
-361-0000	Interest Income	6,443	4,000	3,000	3,000
-362-0000	Miscellaneous Revenue	923	2,000	1,500	1,500
-363-1000	Sale of Property	0	5,320	0	0
TOTAL WATER UTILITY FUND		10,240,544	10,934,020	11,404,700	11,404,700
<u>WATER CAPITAL IMPROVEMENT FUND(507):</u>					
-344-1610	Water Connection Fees	8,100	100,000	50,000	50,000
-344-1615	Water System Installation Fees	1,875	31,000	10,000	10,000
-344-1620	Water Acreage Connection Fees	198,380	130,000	495,000	495,000
-361-0000	Interest Income	23,681	87,217	50,000	50,000
-362-0000	Miscellaneous Revenue	10,368	0	0	0
-363-1100	Surplus Water Rights	30,000	0	0	0
TOTAL WATER CAPITAL IMPROVEMENT FUND		272,404	348,217	605,000	605,000
<u>MIRAMAR DEBT REPAYMENT FUND(519):</u>					
-344-1530	Miramar Service Charge	75,472	350,000	40,000	40,000
-361-0000	Interest Income	22,080	20,000	20,000	20,000
TOTAL MIRAMAR DEBT REPAYMENT FUND		97,552	370,000	60,000	60,000

City of La Verne

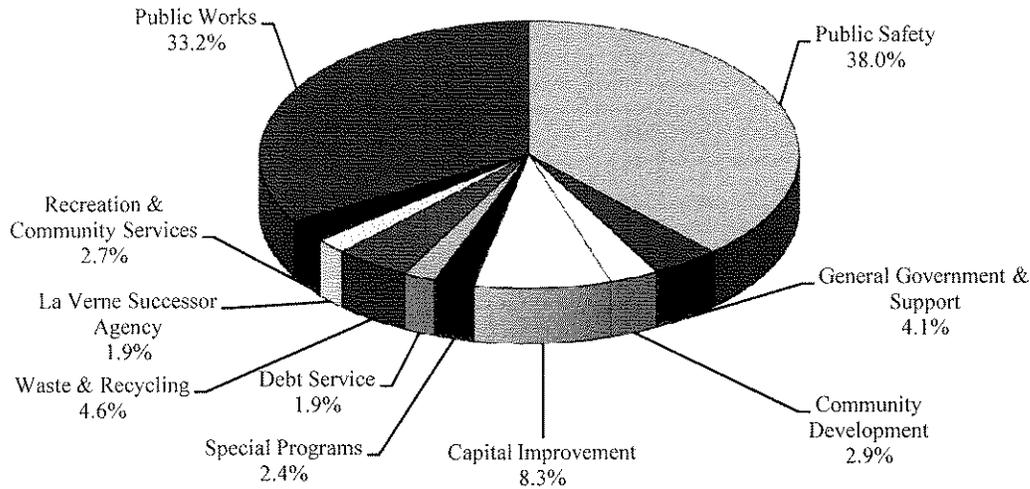
2014-15 BUDGET

ESTIMATED REVENUES

Account Number	Source	2012-13 Actual	Estimated 2013-14	2014-15 Estimated	
				City Manager	Revised
<u>SEWER UTILITY FUND(530):</u>					
-322-1015	Industrial Waste Permits	21,953	21,000	22,000	22,000
-344-1100	Plan Check Fees	27,590	5,000	5,000	5,000
-344-1200	Inspection Fees	22,411	5,000	5,000	5,000
-344-2010	Sewer Service Fees	1,354,400	1,450,000	1,450,000	1,450,000
-361-0000	Interest Income	2,286	2,000	2,000	2,000
TOTAL SEWER UTILITY FUND		1,428,640	1,483,000	1,484,000	1,484,000
<u>SEWER CAPITAL IMPROVEMENT FUND(531):</u>					
-344-2110	Sewer Main Line Fees	2,399	36,000	5,000	5,000
-344-2115	Sewer Connection Fees	890	29,000	1,000	1,000
-361-0000	Interest Income	20,254	19,000	20,000	20,000
-362-0000	Miscellaneous Revenue	0	43,995	0	0
TOTAL SEWER CAPITAL IMPROVEMENT FUND		23,543	127,995	26,000	26,000
<u>EQUIPMENT FUND(624):</u>					
-361-0000	Interest Income	2,154	2,000	2,000	2,000
-363-1000	Sale of Property	6,516	7,000	5,000	5,000
-364-1000	Rents (Maint. & Operations)	935,724	1,139,000	1,250,000	1,250,000
-364-1015	Rents (Depreciation)	392,436	406,000	490,000	490,000
TOTAL EQUIPMENT FUND		1,336,830	1,554,000	1,747,000	1,747,000
TOTAL ALL CITY FUNDS		47,384,734	51,947,012	48,556,756	48,556,756
Less Interdepartmental Funds		(2,256,000)	(2,521,000)	(2,701,000)	(2,701,000)
NET CITY REVENUE		45,128,734	49,426,012	45,855,756	45,855,756
<u>LA VERNE SUCCESSOR AGENCY:</u>					
REDEVELOPMENT OBLIGATION RETIREMENT FUND(730):					
-336-0000	Government Shared Revenue	965,631	444,313	715,000	715,000
-362-0000	Miscellaneous Revenue	203,000	9,883	0	0
-363-1000	Sale of Property	0	1,782,000	0	0
SUB-TOTAL		1,168,631	2,236,196	715,000	715,000
TOTAL LA VERNE SUCCESSOR AGENCY FUNDS		1,168,631	2,236,196	715,000	715,000
GRAND TOTAL CITY AND SUCCESSOR AGENCY:		46,297,365	51,662,208	46,570,756	46,570,756

City of La Verne

Uses of Funds



General Government & Support Services:		Capital Improvements	\$4,146,000
General Administration	\$571,877	Debt Service Requirements	963,000
City Clerk	225,996	Special Programs	1,213,510
City Manager	1,239,963	Total City Expenditures	\$49,235,322
Sub Total	\$2,037,836	Less Interdepartmental Funds	(2,701,000)
Public Safety:		Net City Expenditures	\$46,534,322
Police	\$11,751,010	La Verne Successor Agency Expenditures	933,900
Fire	7,332,699	Total City and La Verne Successor Agency	\$47,468,222
Sub Total	\$19,083,709		
Community Development	1,461,492		
Recreation & Community Services	1,386,307		
Public Works:			
City Buildings	368,127		
Street Maintenance	2,284,144		
Waste and Recycling	2,291,549		
Water Utility	9,366,392		
Sewer Utility	1,088,802		
Equipment Maintenance	1,683,424		
Park Maintenance	1,861,030		
Sub Total	18,943,468		

City of La Verne

2014-15 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>GENERAL ADMINISTRATION:</u>				
City Council	67,877	10,000	0	77,877
General Government				
Non-Departmental	0	409,000	0	409,000
Legal Services	0	85,000	0	85,000
DEPARTMENT TOTAL	67,877	504,000	0	571,877
<u>CITY CLERK DEPARTMENT:</u>				
Administration	91,397	9,000	0	100,397
Elections	41,599	84,000	0	125,599
DEPARTMENT TOTAL	132,996	93,000	0	225,996
<u>CITY MANAGER DEPARTMENT:</u>				
CITY MANAGER DIVISION:				
Administration	286,805	28,000	0	314,805
Personnel Division	109,383	44,500	0	153,883
SUB-TOTAL	396,188	72,500	0	468,688
FINANCE DIVISION:				
Administration	63,866	11,000	0	74,866
City Treasurer	47,899	25,000	0	72,899
Cashiering and Collections	31,001	2,500	0	33,501
Business Licensing	31,862	2,000	0	33,862
Accounting and Payroll	194,042	3,500	0	197,542
L. A. Impact Fiscal Services	26,180	500	0	26,680
SUB-TOTAL	394,850	44,500	0	439,350
INFORMATION SYSTEMS DIVISION:				
Administration	30,620	4,000	0	34,620
Mid-Range Computers	44,648	72,000	0	116,648
Personal Computers	88,012	22,680	4,500	115,192
Telephone Services	22,965	42,500	0	65,465
SUB-TOTAL	186,245	141,180	4,500	331,925
DEPARTMENT TOTAL	977,283	258,180	4,500	1,239,963

City of La Verne

2014-15 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>COMMUNITY DEVELOPMENT:</u>				
Administration	214,704	51,000	0	265,704
Planning	78,184	62,500	0	140,684
Planning Non-Deposit Projects	120,378	39,000	0	159,378
Code Enforcement/Building Inspection	59,152	486,000	0	545,152
Economic Development	117,189	62,500	0	179,689
Historic Preservation	13,619	2,500	0	16,119
Housing Programs	147,766	7,000	0	154,766
DEPARTMENT TOTAL	750,992	710,500	0	1,461,492
<u>FIRE DEPARTMENT:</u>				
Administration	539,146	48,000	0	587,146
Emergency Services	2,832,516	51,050	24,000	2,907,566
Fire Apprentice Program	62,011	52,600	0	114,611
Training	527,678	20,000	0	547,678
Station Maintenance	245,234	22,000	0	267,234
Fire Prevention	253,825	7,500	0	261,325
Emergency Preparedness	18,190	7,000	0	25,190
Paramedic Services	1,910,802	200,000	0	2,110,802
Vehicle Maintenance	261,147	250,000	0	511,147
DEPARTMENT TOTAL	6,650,549	658,150	24,000	7,332,699
<u>POLICE DEPARTMENT:</u>				
Administration	626,895	460,000	0	1,086,895
Communications	752,633	77,000	0	829,633
Jail Services/Livescan	102,413	40,000	0	142,413
Personnel Development/Training	50,194	44,000	0	94,194
Records and Clerical	304,144	32,000	22,000	358,144
Patrol Services	4,419,741	485,000	0	4,904,741
Investigations	1,989,885	135,000	0	2,124,885
Police Reserve Program	36,000	6,000	0	42,000
Crime Prevention/School Resource	312,191	36,000	0	348,191
PD-Information Systems	102,542	121,000	14,000	237,542
AB 109 Task Force	111,000	0	0	111,000
Traffic Services	426,505	195,000	0	621,505
Supplemental Law Enforcement	110,096	0	0	110,096
Asset Forfeiture	363,771	200,000	176,000	739,771
DEPARTMENT TOTAL	9,708,010	1,831,000	212,000	11,751,010

City of La Verne

2014-15 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>COMMUNITY SERVICES DEPARTMENT:</u>				
COMMUNITY SERVICES DIVISION:				
Administration	209,212	48,000	0	257,212
Recreation Programs	219,712	270,500	0	490,212
Facility Rentals	176,436	124,150	4,500	305,086
Swimming Pool Program	118,556	171,000	0	289,556
Special Events	10,541	33,700	0	44,241
SUB-TOTAL	734,457	647,350	4,500	1,386,307
DEPARTMENT TOTAL	734,457	647,350	4,500	1,386,307
<u>PUBLIC WORKS DEPARTMENT:</u>				
CITY BUILDING DIVISION:				
Administration	22,682	4,600	0	27,282
Building Maintenance	49,795	291,050	0	340,845
SUB-TOTAL	72,477	295,650	0	368,127
STREET MAINTENANCE DIVISION:				
Administration	108,588	323,800	0	432,388
Waste and Recycling	14,388	2,277,161	0	2,291,549
Street Maintenance	455,992	628,800	0	1,084,792
Traffic and Lighting	103,704	602,600	0	706,304
Graffiti Removal	42,060	18,600	0	60,660
SUB-TOTAL	724,732	3,850,961	0	4,575,693
WATER UTILITY DIVISION:				
Administration	341,901	379,900	20,000	741,801
Water Production	345,840	6,636,425	0	6,982,265
Transmission & Distribution	487,069	240,750	130,000	857,819
Customer Service	568,507	212,850	3,150	784,507
SUB-TOTAL	1,743,317	7,469,925	153,150	9,366,392

City of La Verne

2014-15 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
SEWER UTILITY DIVISION:				
Administration	450,457	195,600	23,150	669,207
Sewer System Maintenance	279,595	139,000	1,000	419,595
SUB-TOTAL	730,052	334,600	24,150	1,088,802
EQUIPMENT MAINTENANCE DIVISION:				
Administration	202,589	135,350	377,600	715,539
Preventative Maintenance	105,418	59,400	0	164,818
Repair Work	233,917	569,150	0	803,067
SUB-TOTAL	541,924	763,900	377,600	1,683,424
PARK MAINTENANCE DIVISION:				
Parks Administration	26,678	43,900	0	70,578
Parks Facility Maintenance	474,427	522,500	25,500	1,022,427
Tree Maintenance	158,461	227,600	0	386,061
Maintenance Assessment Districts	40,024	341,940	0	381,964
SUB-TOTAL	699,590	1,135,940	25,500	1,861,030
DEPARTMENT TOTAL	4,512,092	13,850,976	580,400	18,943,468
TOTAL CITY OPERATING	23,534,256	18,553,156	825,400	42,912,812
Less Interdepartmental Funds	0	(2,701,000)	0	(2,701,000)
NET CITY OPERATING BUDGET	23,534,256	15,852,156	825,400	40,211,812

City of La Verne

2014-15 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	770,000	770,000
Measure R Fund	0	0	350,000	350,000
Gas Tax Street Improvements	0	0	506,000	506,000
Water Capital Improvements	0	0	880,000	880,000
Sewer Capital Improvements	0	0	75,000	75,000
Park Development	0	0	150,000	150,000
San Polo CFD 90-1 Maintenance Fund	0	0	450,000	450,000
Fire Facilities/Equipment Funds	0	0	45,000	45,000
Large Building CFD Fund	0	0	860,000	860,000
Fire Equipment Replacement Fund	0	0	60,000	60,000
TOTAL CAPITAL IMPROVEMENTS PROJECTS	0	0	4,146,000	4,146,000
<u>SPECIAL PROGRAMS:</u>				
CDBG Projects & Programs	15,021	13,385	50,345	78,751
Bicycle Safety - TDA	0	400	0	400
PROP A LACMTA Programs	23,485	512,456	0	535,941
PROP C LACMTA Programs	68,758	202,856	270,000	541,614
Mobile Source Air Pollution(AB2766)	1,804	15,000	0	16,804
Downtown Business Improv. Dist.	0	40,000	0	40,000
TOTAL SPECIAL PROGRAMS	109,068	784,097	320,345	1,213,510
<u>DEBT SERVICE REQUIREMENTS:</u>				
Capitalized Leases/Pension Bond	0	963,000	0	963,000
TOTAL DEBT SERVICE	0	963,000	0	963,000
TOTAL CITY EXPENDITURES	23,643,324	17,599,253	5,291,745	46,534,322

City of La Verne

2014-15 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	193,900	15,000	0	208,900
Debt Repayment	0	725,000	0	725,000
TOTAL REDEVELOPMENT OBLIGATION RETIREMENT FUND	193,900	740,000	0	933,900
TOTAL LA VERNE SUCCESSOR AGENCY	193,900	740,000	0	933,900
TOTAL CITY AND SUCCESSOR AGENCY	23,837,224	18,339,253	5,291,745	47,468,222

City of La Verne

SUMMARY OF FUND BALANCES

ANTICIPATED REVENUE, APPROPRIATIONS AND TRANSFERS 2014-15 BUDGET

Fund No. Fund Title	Estimated Fund Balance 6/30/2014	Revenues	Appropriations	Net Transfers	Estimated Fund Balance 6/30/2015
101 General:					
Undesignated Reserve	10,483,716	22,392,712	26,629,309	3,416,100	9,663,219
Designated Reserve	1,544,899	2,291,549	2,291,549	0	1,544,899
104 Paramedic Service	0	730,000	0	(730,000)	0
206 Gas Tax	1,623,615	862,652	506,000	(338,000)	1,642,267
208 Traffic Safety	172,077	642,400	621,505	(36,000)	156,972
209 County Aid to Cities	0	0	0	0	0
215 CDBG	0	78,751	78,751	0	0
216 Operation & Maintenance CFD	498,212	1,013,000	450,000	(883,000)	178,212
221 Cable Public Access	4,125	70,500	0	(55,000)	19,625
222 Bicycle Safety & TDA	400	0	400	0	0
226 Affordable Housing	747,436	102,000	0	0	849,436
231 Asset Forfeiture	4,008,829	598,000	739,771	0	3,867,058
232 LACMTA - Proposition A	350,175	562,000	535,941	0	376,234
234 LACMTA - Proposition C	752,682	469,000	541,614	0	680,068
235 Measure R Fund	168,485	342,742	350,000	0	161,227
241 Supplemental Law Enf. Services	226	100,000	110,096	10,000	130
243 AB2766 Mobile Source Air Pollution	375,011	40,500	16,804	0	398,707
244 Public Safety Equipment	615,409	395,000	45,000	(344,000)	621,409
245 DBED	42,541	50,100	40,000	0	52,641
246 Maintenance Assessment Districts	439,463	351,000	381,964	0	408,499
250 Fire Equipment Replacement Fund	1,073,434	72,500	60,000	0	1,085,934
252 Large Building CFD Fund	489,422	470,500	860,000	(75,000)	24,922
326 Loan Repayment	1,082,037	963,000	963,000	0	1,082,037
405 General Capital Improvement	1,933,343	59,000	770,000	40,000	1,262,343
406 Right of Way Management	2,708,229	122,000	0	100,000	2,930,229
407 I/S Technology Fund	35,142	150	0	0	35,292
410 Underground Utilities	1,450,561	118,000	0	0	1,568,561
412 Park Development	339,661	216,000	150,000	0	405,661
419 Storm Drainage District	1,290,224	117,000	0	0	1,407,224
436 Esperanza Rd. Improvement District	49,481	0	0	0	49,481
502 Water Utility	2,119,867	11,404,700	9,366,392	(1,514,900)	2,643,275
507 Water Capital Improvement:	3,927,864	605,000	880,000	500,000	4,152,864
519 Miramar Debt Repayment	4,235,820	60,000	0	0	4,295,820
530 Sewer Utility	440,755	1,484,000	1,088,802	(430,200)	405,753
531 Sewer Capital Improvement	4,889,809	26,000	75,000	300,000	5,140,809
624 Equipment	385,794	1,747,000	1,683,424	0	449,370
TOTAL CITY	48,278,744	48,556,756	49,235,322	(40,000)	47,560,178
Less Interdepartmental Funds		(2,701,000)	(2,701,000)	0	0
NET CITY	48,278,744	45,855,756	46,534,322	(40,000)	47,560,178
<u>LA VERNE SUCCESSOR AGENCY:</u>					
730 Redevelopment Obligations Retirement Fund	1,019,085	715,000	933,900	40,000	840,185
TOTAL LVSA	1,019,085	715,000	933,900	40,000	840,185
TOTAL CITY AND LA VERNE SUCCESSOR AGENCY	49,297,829	46,570,756	47,468,222	0	48,400,363

City of La Verne

2014-15 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	\$24,684,261	\$2,446,000	A	\$820,497	L	\$28,920,858	\$28,920,858
		\$1,155,100	B				
		(\$150,000)	C				
		\$5,000	H				
		(\$40,000)	I				
104 Paramedic Service	\$730,000	(\$730,000)	A			\$0	\$0
206 Gas Tax	\$862,652	(\$338,000)	A	(\$18,652)	K	\$506,000	\$506,000
208 Traffic Safety	\$642,400	(\$36,000)	A	\$15,105	J	\$621,505	\$621,505
209 County Aid to Cities	\$0					\$0	\$0
215 CDBG	\$78,751					\$78,751	\$78,751
216 Operation & Maint. CFD 90-1	\$1,013,000	(\$868,000)	A	\$320,000	J	\$450,000	\$450,000
		(\$15,000)	H				
221 Cable Public Access	\$70,500	(\$55,000)	A	(\$15,500)	K	\$0	\$0
222 Bicycle Safety	\$0			\$400	J	\$400	\$400
226 Affordable Housing	\$102,000			(\$102,000)	K	\$0	\$0
231 Asset Forfeiture	\$598,000			\$141,771	J	\$739,771	\$739,771
232 LACMTA-Proposition A	\$562,000			(\$26,059)	K	\$535,941	\$535,941
234 LACMTA-Proposition C	\$469,000			\$72,614	J	\$541,614	\$541,614
235 Measure R	\$342,742			\$7,258	J	\$350,000	\$350,000
241 Supplemental Law Enf. Services Fund	\$100,000	\$10,000	C	\$96	J	\$110,096	\$110,096
243 AB2766 Mobile Source Air Pollution	\$40,500			(\$23,696)	K	\$16,804	\$16,804
244 Public Safety Equipment	\$395,000	(\$344,000)	A	(\$6,000)	K	\$45,000	\$45,000
245 Downtown Business Improvement District	\$50,100			(\$10,100)	K	\$40,000	\$40,000
246 Maintenance Assess. District	\$351,000			\$30,964	J	\$381,964	\$381,964
250 Fire Equipment Replacement Fund	\$72,500			(\$12,500)	K	\$60,000	\$60,000

City of La Verne

2014-15 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	\$470,500	(\$75,000) A	\$464,500 J		\$860,000	\$860,000
326 Loan Repayment	\$963,000				\$963,000	\$963,000
405 General Capital Improvement	\$59,000	\$100,000 C \$40,000 I (\$100,000) D	\$671,000 J		\$770,000	\$770,000
406 ROW Management	\$122,000	\$100,000 D	(\$222,000) K		\$0	\$0
407 I/S Technology Fund	\$150		(\$150) K		\$0	\$0
410 Underground Utilities District	\$118,000		(\$118,000) K		\$0	\$0
412 Park Development	\$216,000		(\$66,000) K		\$150,000	\$150,000
419 Storm Drainage District	\$117,000		(\$117,000) K		\$0	\$0
436 Esperanza Rd. Imprv Dist	\$0				\$0	\$0
502 Water Utility	\$11,404,700	(\$1,014,900) B (\$500,000) K		(\$523,408) K	\$9,366,392	\$9,366,392
507 Water Capital Improvement	\$605,000	\$500,000 K	(\$495,000) E \$270,000 J		\$880,000	\$880,000
519 Miramar Debt Repayment	\$60,000		(\$60,000) K		\$0	\$0
530 Sewer Utility	\$1,484,000	(\$140,200) B \$10,000 H (\$300,000) K			\$35,002 L	\$1,088,802
531 Sewer Capital Improvement	\$26,000	\$300,000 K		(\$251,000) K	\$75,000	\$75,000
624 Equipment	\$1,747,000		\$367,000 G	(\$430,576) K	\$1,683,424	\$1,683,424
TOTAL CITY	\$48,556,756	(\$40,000)	\$1,888,548	(\$1,169,982)	\$49,235,322	\$49,235,322
Less Interdepartmental Funds	(\$2,701,000)				(\$2,701,000)	(\$2,701,000)
NET CITY	\$45,855,756	(\$40,000)	\$1,888,548	(\$1,169,982)	\$46,534,322	\$46,534,322
LA VERNE SUCCESSOR AGENCY:						
730 Redevelopment Obligation Retirement Fund	\$715,000	\$40,000 C	\$178,900 J		\$933,900	\$933,900
TOTAL LVSA	\$715,000	\$40,000	\$178,900	\$0	\$933,900	\$933,900
TOTAL CITY AND LVSA	\$46,570,756	\$0	\$2,067,448	(\$1,169,982)	\$47,468,222	\$47,468,222

City of La Verne

2014-15 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

A - Transfers to General Fund:

Paramedic Cost Reimbursement	730,000	
Gas Tax 2106	132,000	
Gas Tax 2107	201,000	
Gas Tax Interest Income	<u>5,000</u>	
Total Gas Tax	338,000	
Proposition 172 Public Safety-Current Year Revenue	330,000	
Proposition 172 Public Safety-Prior Year Revenue	14,000	
Community Facilities Dist. 90-1	868,000	
Traffic Safety Fund	36,000	
Cable Public Access Fund	55,000	
Large Building CFD Fund	<u>75,000</u>	
		<u>2,446,000</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 - Transfer from General Fund to:

Supplemental Law Enforcement Services Fund	10,000	
Redevelopment Obligation Retirement Fund	40,000	
General Capital Improvement Fund	<u>100,000</u>	
		<u>150,000</u>

D - Transfers from General Capital Improvement Fund to:

ROW Management Fund	<u>100,000</u>	
		<u>100,000</u>

E - Reserve Water Acreage Fees for Future System Improvements:

495,000

F - Interdepartmental Funds:

Pension Obligation Charges	961,000	
Equipment Rental Fees:		
General	1,450,300	
Water	178,900	
Sewer	86,800	
Equipment	<u>24,000</u>	
		<u>2,701,000</u>

G - Use Equipment Reserves for Equipment Replacement:

367,000

City of La Verne

2014-15 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	<u>5,000</u>	
		<u>15,000</u>
I - Transfers for Replacement of two Paramedic Ambulance Units:		
(2nd of Ten Annual Appropriations)	20,000	
(9th of Ten Annual Appropriations)	<u>20,000</u>	
		<u>40,000</u>
J - Use Reserves for Designated Purposes:		
K - Retain Required Reserves:		
L - Use Undesignated Reserves:		

City of La Verne

PERSONNEL SUMMARY

2014-2015 BUDGET

<u>DEPARTMENT</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>Dept. Request 2014-15</u>	<u>Recommended by Manager 2014-15</u>	<u>Council Approved 2014-15</u>
City Clerk	.90	1.15	1.15	.75	.75	.85	.85
City Manager	6.94	6.41	6.56	6.96	7.56	7.56	7.56
Community Development	.90	1.58	5.28	5.03	5.45	6.00	6.00
Fire	36.00	36.00	36.00	36.00	36.00	36.00	36.00
Police	60.50	59.50	59.00	57.00	58.00	57.00	60.00
Recreation & Comm. Services	2.82	2.62	2.59	2.62	2.62	2.62	2.62
Public Works	46.20	45.20	46.00	46.03	46.04	46.04	46.04
Special Programs	.57	.54	.77	.71	.68	.68	.68
LVRA Successor Agency	8.17	6.00	1.65	1.90	1.90	1.25	1.25
TOTAL REGULAR FULL-TIME POSITIONS	163.00	159.00	159.00	157.00	159.00	158.00	161.00

City of La Verne

PENSION OBLIGATION BOND

City of La Verne

Pension Obligation Bond

Date	Original Amount	Principal Balance 6-30-14	Principal Due 2014-15	Interest Due 2014-15	Total Due 2014-15
05-04-06	\$8,380,000	\$5,095,000	\$660,000	\$303,000	\$963,000

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.

Source Funds:

Loan Repayment Fund \$963,000

City of La Verne

GENERAL ADMINISTRATION

City of La Verne

BUDGET MESSAGE

2014 – 2015 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 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.

This cost center reflects an increase in expenditures due to an increase in the fee from County Controller's Office for collection of Property Tax Revenue allocated to the City. This increase is offset by additional revenue in property taxes coming into the general fund.

City of La Verne

General Administration

Summary

1000, 1600 & 1700 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	57,909	70,181	67,877	67,877
Other Operating Costs	469,000	504,000	504,000	504,000
Capital Outlay	0	0	0	0
TOTAL:	526,909	574,181	571,877	571,877

Personnel Authorized	5 elected	5 elected	5 elected	5 elected
----------------------	-----------	-----------	-----------	-----------

Source of Funds:

General Fund	486,909	519,181	516,877	516,877
PEG	40,000	55,000	55,000	55,000
TOTAL:	526,909	574,181	571,877	571,877

City of La Verne

General Administration

Summary

1000

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	57,909	70,181	67,877	67,877
Other Operating Costs	10,000	10,000	10,000	10,000
Capital Outlay	0	0	0	0
TOTAL:	67,909	80,181	77,877	77,877
Personnel Authorized	5 elected	5 elected	5 elected	5 elected
<u>Source of Funds:</u>				
General Fund	67,909	80,181	77,877	77,877
TOTAL:	67,909	80,181	77,877	77,877

City of La Verne

DETAIL OF SALARIES & WAGES

General Administration	Summary			1000 Series					
Department	Cost Center			Cost Center No.					
CLASSIFICATION									
	Current	Department Requests	City Manager Recommended	Adopted Budget					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">Position Quota</td> <td></td> </tr> </table>						Position Quota			
	Position Quota								

City of La Verne

GENERAL ADMINISTRATION

CITY COUNCIL

1000

Department

Cost Center

Cost Center No.

Units of Measure

N/A

Personnel Services:

Stipends and health insurance for City Council Members.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Adjust Personnel Services

City of La Verne

General Administration

Non-Departmental

1600

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	374,000	409,000	409,000	409,000
Capital Outlay	0	0	0	0
Total:	374,000	409,000	409,000	409,000
Personnel Authorized	0	0	0	0
<u>Source of Funds:</u>				
General Fund	334,000	354,000	354,000	354,000
PEG Fee	40,000	55,000	55,000	55,000
TOTAL:	374,000	409,000	409,000	409,000

City of La Verne

General Administration

Non-Departmental

1600

<u>Department</u>	<u>Cost Center No.</u> <u>Center</u>	<u>Cost Center No.</u>
-------------------	--------------------------------------	------------------------

Units of Measure:

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

<u>Community Based Agency Funding</u>	<u>Council Approved</u>	<u>Requested 14/15 Budget</u>	<u>City Mgr. Rec. 14/15 Budget</u>	<u>Council Approved</u>
Cable TV Community Access	40,000	55,000	55,000	55,000
Friends of the Fourth	7,500	7,500	7,500	7,500
Inland Valley Humane Society	92,000	92,000	92,000	92,000

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

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

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

<u>Department</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Police	188,217	284,441	340,238	348,329
Public Works	192,768	70,000	191,853	156,607
Sewer	12,811	16,021	18,855	17,909
Parks	52,741	8,825	37,458	35,902
Administration	30,727	0	0	0
Auto Liability Ins. & Risk Management	57,648	57,677	67,880	64,471
Fire (auto liability)	12,811	12,817	15,084	14,327
LVRA-General	16,013	0	0	0
LVRA-Low/Mod	16,014	0	0	0
Water	32,027	35,247	41,482	39,399
LV Mobile Country Club	22,419	25,634	30,169	28,654
Valley Rancho MHP	6,405	9,613	11,313	10,745

City Manager Recommendations

Funding approved 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	85,000	85,000	85,000	85,000
Capital Outlay	0	0	0	0
Total:	85,000	85,000	85,000	85,000
Personnel Authorized	0	0	0	0
<u>Source of Funds:</u>				
General Fund	85,000	85,000	85,000	85,000
TOTAL:	85,000	85,000	85,000	85,000

City of La Verne

General Administration

Legal Services

1700

Department

Cost Center

Cost Center No.

Units of Measure

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

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

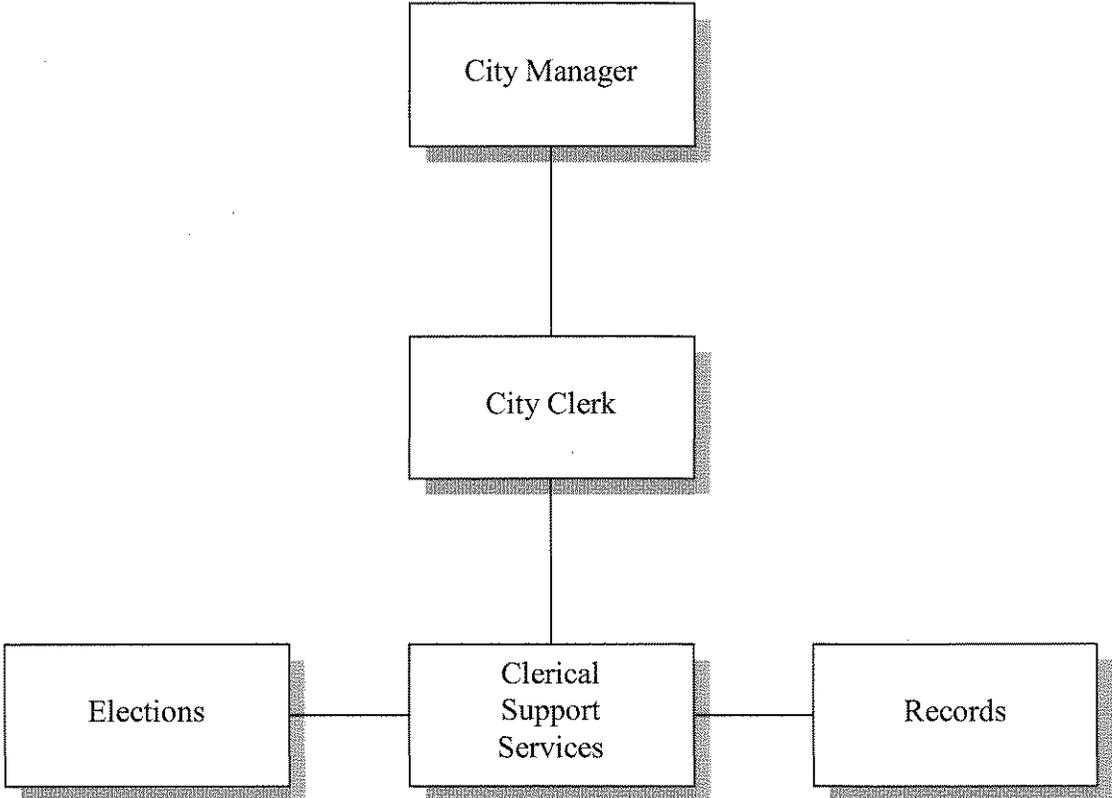
City Manager Recommendations

Funding approved as requested

City of La Verne

CITY CLERK

CITY CLERK DEPARTMENT



City of La Verne

BUDGET MESSAGE

2014 – 2015 Fiscal Year

City Clerk

1200 SERIES

Department

Cost Center No.

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

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

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

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

This fiscal year is an election year; therefore, the "Elections" cost center for FY 2014-2015 reflects costs associated with holding a General Municipal on March 3, 2015 in addition to planning and coordinating a candidate 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	110,417	117,124	132,996	132,996
Other Operating Costs	13,500	93,000	93,000	93,000
Capital Outlay	0	0	0	0
Total:	123,917	210,124	225,996	225,996

Personnel Authorized	1.15	0.75	0.85	0.85
----------------------	------	------	------	------

Source of Funds:

General Fund	123,917	210,124	225,996	225,996
TOTAL:	123,917	210,124	225,996	225,996

City of La Verne

DETAIL OF SALARIES & WAGES

City Clerk	Summary			1200 Series
Department	Cost Center			Cost Center No.
<hr/>				
<hr/>				
CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
<hr/>				
City Clerk	.90	.00	.00	.00
Assistant to the City Manager	.00	.50	.60	.60
Assistant City Clerk	.25	.25	.25	.25
<hr/>				
TOTAL FULL-TIME	1.15	.75	.85	.85
<hr/>				
REGULAR PART-TIME				
<hr/>				
TOTAL REG. PART-TIME	.00	.00	.00	.00
<hr/>				
TOTAL POSITIONS	1.15	.75	.85	.85
<hr/>				
APPROPRIATIONS				
<hr/>				
SALARIES & WAGES	79,354	82,084	93,714	93,714
<hr/>				
OVERTIME	-			
<hr/>				
BENEFIT COSTS	31,063	35,040	39,282	39,282
<hr/>				
TOTAL PERSONNEL SERVICES	110,417	117,124	132,996	132,996

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	86,056	92,058	91,397	91,397
Other Operating Costs	9,500	9,000	9,000	9,000
Capital Outlay	0	0	0	0
Total:	95,556	101,058	100,397	100,397
Personnel Authorized	1.05	.65	.65	.65
Source of Funds:				
General Fund	95,556	101,058	100,397	100,397
TOTAL:	95,556	101,058	100,397	100,397

City of La Verne

City Clerk

Administration

1201

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	Projected <u>2014/15</u>
Council Minutes/Agendas Prepared	26	24	26	26
Resolutions Processed	75	61	95	95
Ordinances Processed	5	8	15	10
Elections Conducted	1	0	0	1
Proclamations/Ceremonial Certificates	161	52	62	60
Successor Agency Agndas/Minutes (2/12)	1	5	5	4
Successor Agency Resolutions (2/12)	3	6	5	4
Oversite Board Agendas/Minutes (4/12)	4	7	5	5
Oversite Board Resolutions (4/12)	2	15	5	5
**LVRA Agendas/Minutes	11	0	0	0
**LVRA Resolutions	8	0	0	0
**LVRA OPA & Amendments	0	0	0	0
*LVHA Agendas/Minutes	0	0	0	0
*LVHA Resolutions	0	0	0	0
*JPFA Agendas/Minutes	2	2	0	0
*JPFA Resolutions	2	2	0	0
Passport Applications	400	380	450	619

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

Personnel Services:

Costs include salary and benefits for 40% of the Assistant to City Manager and 25% of Assistant to the City Clerk positions
A part-time clerical assistant has been hired to assist with the records management program which includes imaging the City's original minutes, resolutions, ordinances as well as historical and other related documents.

Other Operating Costs and Capital Outlay

Operating costs include:

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

City Manager Recommendations

Adjust personnel services.

City of La Verne

City Clerk	Elections	1204
Department	Cost Center	Cost Center No.

Long-Term Objectives:

- To prepare, plan and administer the March 2015, General Municipal Election.
- To guarantee to the citizens of La Verne that the electoral process and activities are open and accessible to everyone.
- To work diligently to publicize the electoral process and promote voter participation.
- The next General Municipal Election is scheduled for Tuesday, March 5, 2015.

Operational Plans:

- Plan and administer the March 2015, General Municipal Election.
- To assist citizens with election information.
- To provide candidate information and nomination materials to all potential candidates.
- To provide and maintain all campaign filing requirements set forth by the Fair Political Practices Commission (FPPC).
- Organize and coordinate the February 2015 - Candidate Forum.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	24,361	25,066	41,599	41,599
Other Operating Costs	4,000	84,000	84,000	84,000
Capital Outlay	0	0	0	0
Total:	28,361	109,066	125,599	125,599

Personnel Authorized	0.10	0.10	0.20	0.20
----------------------	------	------	------	------

Source of Funds:

General Fund	28,361	109,066	125,599	125,599
TOTAL:	28,361	109,066	125,599	125,599

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 Assistant to the City Manager position.

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

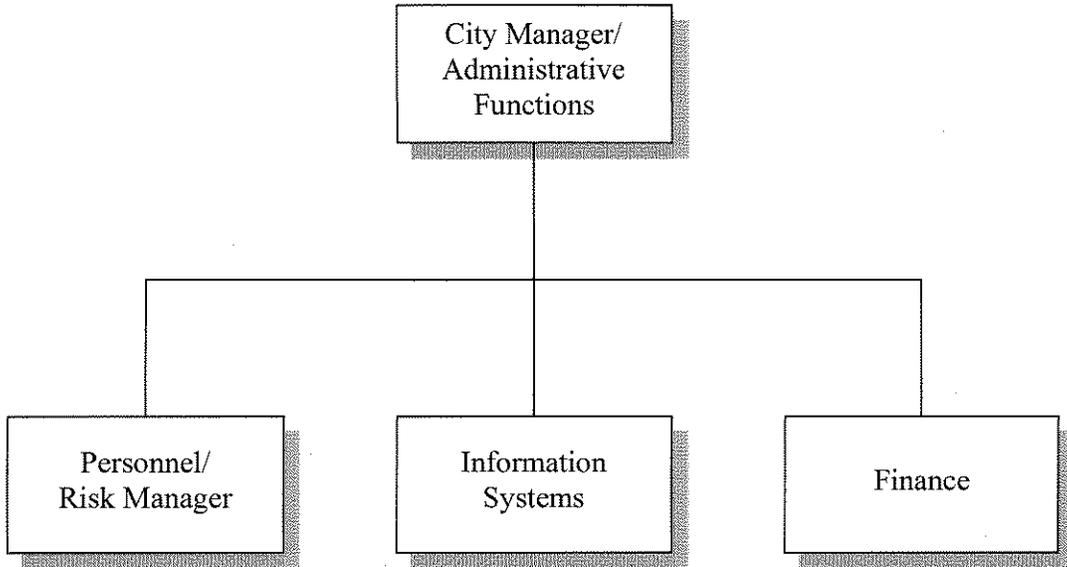
Increase personnel services.

City of La Verne

CITY MANAGER

City of La Verne

CITY MANAGER



City of La Verne

BUDGET MESSAGE

2014 – 2015 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. City Manager's Office has been restructured with the retirement of the Finance Officer/Assistant to the City Manager. This restructuring has resulted in an additional body; however, a net decrease in overall personnel costs.

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

Department

Cost Center

Series

Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	991,008	984,803	977,283	977,283
Other Operating Costs	261,800	260,180	258,180	258,180
Capital Outlay	6,000	10,800	4,500	4,500
TOTAL:	1,258,808	1,255,783	1,239,963	1,239,963

Personnel Authorized	9.06	9.66	9.66	9.66
----------------------	------	------	------	------

Source of Funds:

General Fund	1,258,808	1,255,783	1,239,963	1,239,963
TOTAL:	1,258,808	1,255,783	1,239,963	1,239,963

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	.55	.55	.55	.55
Assistant to the City Manager	.40	.40	.40	.40
Assistant to the City Clerk	.75	.75	.75	.75
Sr. Management Analyst	.00	.60	.60	.60
Information Systems Manager	.65	.65	.65	.65
Information Systems Specialist	1.00	1.00	1.00	1.00
Finance Officer/Asst. to CM	.70	.00	.00	.00
Finance Officer	.00	.70	.70	.70
Accounting Manager	.41	.00	.00	.00
Accountant-Payroll Specialist	1.00	1.00	1.00	1.00
Accountant	.00	.41	.41	.41
Account Clerk III	1.00	1.00	1.00	1.00
Account Clerk II	.50	.00	.00	.00
Account Clerk I	.00	.50	.50	.50
TOTAL FULL-TIME	6.96	7.56	7.56	7.56
REGULAR PART-TIME				
Administrative Clerk II	.70	.70	.70	.70
Account Clerk I	0.40	.40	.40	.40
Clerical Assistant I	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	2.10	2.10	2.10	2.10
TOTAL POSITIONS	9.06	9.66	9.66	9.66
APPROPRIATIONS				
SALARIES & WAGES	716,806	671,533	671,533	671,533
OVERTIME				
BENEFIT COSTS	274,202	313,270	305,750	305,750
TOTAL PERSONNEL SERVICES	991,008	984,803	977,283	977,283

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	308,494	399,694	396,188	396,188
Other Operating Costs	74,500	74,500	72,500	72,500
Capital Outlay	0	0	0	0
Total:	382,994	474,194	468,688	468,688

Personnel Authorized	2.4	3.0	3.0	3.0
----------------------	-----	-----	-----	-----

Source of Funds:

General Fund	382,994	474,194	468,688	468,688
--------------	---------	---------	---------	---------

TOTAL:	382,994	474,194	468,688	468,688
--------	---------	---------	---------	---------

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager

City Manager's Office

1300 Series

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.55	.55	.55	.55
Assistant to the City Manager	.40	.40	.40	.40
Sr. Management Analyst	.00	.60	.60	.60
Assistant to the City Clerk	.75	.75	.75	.75

TOTAL FULL-TIME	1.70	2.30	2.30	2.30
REGULAR PART-TIME				
Administrative Clerk II	.70	.70	.70	.70
TOTAL REG. PART-TIME	0.70	0.70	0.70	0.70
TOTAL POSITIONS	2.40	3.00	3.00	3.00

APPROPRIATIONS

SALARIES & WAGES	217,020	272,934	272,934	272,934
OVERTIME				
BENEFIT COSTS	91,474	126,760	123,254	123,254
TOTAL PERSONNEL SERVICES	308,494	399,694	396,188	396,188

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	276,283	289,115	286,805	286,805
Other Operating Costs	30,000	30,000	28,000	28,000
Capital Outlay	0	0	0	0
Total:	306,283	319,115	314,805	314,805

Personnel Authorized	2.20	2.20	2.20	2.20
----------------------	------	------	------	------

Source of Funds:

General Fund	306,283	319,115	314,805	314,805
TOTAL:	306,283	319,115	314,805	314,805

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 55% of the salaries and benefits for the City Manager, 20% of Assistant to the City Manager 75% of the Assistant to the City Clerk, and funding for 70% of the part time Administrative Clerk II.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Adjust Personnel Services
Reduce Other Operating Costs

City of La Verne

City Manager

Personnel & Risk Management

1302

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	32,211	110,579	109,383	109,383
Other Operating Costs	44,500	44,500	44,500	44,500
Capital Outlay	0	0	0	0
Total:	76,711	155,079	153,883	153,883

Personnel Authorized	.20	.80	.80	.80
----------------------	-----	-----	-----	-----

Source of Funds:

General Fund	76,711	155,079	153,883	153,883
TOTAL:	76,711	155,079	153,883	153,883

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:

Personnel costs consist of 20% of the salaries and benefits for Assistant to the City Manager, 60% of the Sr. Management Analyst, and a portion of part time clerical support.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Manager's Office
 Finance
 Department

Finance Summary

1400 Series

Cost Center

Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	493,537	397,046	394,850	394,850
Other Operating Costs	48,300	44,500	44,500	44,500
Capital Outlay	0	0	0	0
Total:	541,837	441,546	439,350	439,350

Personnel Authorized	5.01	5.01	5.01	5.01
----------------------	------	------	------	------

Source of Funds:

General Fund	541,837	441,546	439,350	439,350
TOTAL:	541,837	441,546	439,350	439,350

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 (Deputy City Treasurer)	.00	.70	.70	.70
Finance Officer/Asst. to CM (Deputy City Treasurer)	.70	.00	.00	.00
Accounting Manager	.41	.00	.00	.00
Accountant-Payroll Specialist	1.00	1.00	1.00	1.00
Accountant	.00	.41	.41	.41
Account Clerk III	1.00	1.00	1.00	1.00
Account Clerk II	.50	.00	.00	.00
Account Clerk I	.00	.50	.50	.50
TOTAL FULL-TIME	3.61	3.61	3.61	3.61
REGULAR PART-TIME				
Account Clerk I	0.40	.40	.40	.40
Clerical Assistant I	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	1.40	1.40	1.40	1.40
TOTAL POSITIONS	5.01	5.01	5.01	5.01
APPROPRIATIONS				
SALARIES & WAGES	369,084	273,220	273,220	273,220
OVERTIME				
BENEFIT COSTS	124,453	123,826	121,630	121,630
TOTAL PERSONNEL SERVICES	493,537	397,046	394,850	394,850

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	112,838	64,600	63,866	63,866
Other Operating Costs	12,000	11,000	11,000	11,000
Capital Outlay	0	0	0	0
Total:	124,838	75,600	74,866	74,866
Personnel Authorized	.40	.40	.40	.40
<u>Source of Funds:</u>				
General Fund	124,838	75,600	74,866	74,866
TOTAL:	124,838	75,600	74,866	74,866

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
Sales Tax Management System	3,200	
Comprehensive Property Tax Management Program	4,300	4,300
	7,500	4,300
Total Requested	7,500	4,300

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Managers Office
 Finance
 Department

City Treasurer
 Cost Center

1402

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	81,727	48,450	47,899	47,899
Other Operating Costs	25,500	25,000	25,000	25,000
Capital Outlay	0	0	0	0
Total:	107,227	73,450	72,899	72,899
Personnel Authorized	.30	.30	.30	.30
<u>Source of Funds:</u>				
General Fund	107,227	73,450	72,899	72,899
TOTAL:	107,227	73,450	72,899	72,899

City of La Verne

City Managers Office
Finance
Department

City Treasurer
Cost Center

1402

Cost Center No.

Units of Measure

	2010-11	2011-12	2012-13	Estimate 2013-14	Projected 2014-15
Avg. Dollars Invested	39,000,000	37,000,000	28,000,000	32,000,000	34,000,000
Interest Income	1,000,000	450,000	210,000	225,000	240,000
Avg. Interest Rate	2.6%	1.2%	0.75%	0.70%	0.70%
Assessment Districts	9	9	9	9	9
CFD Notices	65	67	67	75	75

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

Adjust Personnel Services

City of La Verne

City Managers Office
 Finance
 Department

Cashiering & Collections
 Cost Center

1403

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	32,547	31,034	31,001	31,001
Other Operating Costs	3,500	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	36,047	33,534	33,501	33,501

Personnel Authorized	.80	.80	.80	.80
----------------------	-----	-----	-----	-----

Source of Funds:

General Fund	36,047	33,534	33,501	33,501
TOTAL:	36,047	33,534	33,501	33,501

City of La Verne

City Managers Office
Finance

Cashiering & Collections

1403

Department

Cost Center

Cost Center No.

Units of Measure

	2010-11	2011-12	2012-13	Estimate 2013-14	Projected 2014-15
Total Cash Transactions	47,536	50,930	50,000	50,000	50,400
Utility Service Bills	49,458	51,491	50,000	50,000	50,000
Business Licenses	1,816	1,770	1,780	1,800	1,840
Regulatory Permits	308	309	300	300	280
Collection Agency Accounts	138	169	130	130	130

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 Clerical Assistant I and Account Clerk I & 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

Adjust Personnel Services

City of La Verne

City Managers Office
 Finance
 Department

Business License
 Cost Center

1404
 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	34,621	31,893	31,862	31,862
Other Operating Costs	2,500	2,000	2,000	2,000
Capital Outlay	0	0	0	0
Total:	37,121	33,893	33,862	33,862
Personnel Authorized	1.25	1.25	1.25	1.25
<u>Source of Funds:</u>				
General Fund	37,121	33,893	33,862	33,862
TOTAL:	37,121	33,893	33,862	33,862

City of La Verne

City Managers Office
Finance
Department

Business License

1404

Cost Center

Cost Center No.

Units of Measure

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Estimate 2013-14</u>	<u>Projected 2014-15</u>
Business License Issued	1,816	1,770	1,780	1,800	1,840
Notices & Corresp. (Est.)	4,000	4,000	4,500	4,500	4,700
Business License Penalties	3,614	3,667	4,100	4,000	3,800
Regulatory Permits	308	309	300	300	280

Personnel Services:

Staffing consists of .35 Account Clerk I and part-time positions for .10 Account Clerk I and .80 Clerical Assistant I.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Managers Office
Finance
Department

Accounting & Payroll
Cost Center

1405
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

- To update proprietary funds and general fixed asset data base.
- To provide management information for current operations, budgeting and cost control.
- Timely filing of all payroll and financial reports, including the annual State Controller's Report of Financial Transactions.
- To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	205,624	194,889	194,042	194,042
Other Operating Costs	4,000	3,500	3,500	3,500
Capital Outlay	0	0	0	0
Total:	209,624	198,389	197,542	197,542
Personnel Authorized	2.26	2.26	2.26	2.26
<u>Source of Funds:</u>				
General Fund	209,624	198,389	197,542	197,542
TOTAL:	209,624	198,389	197,542	197,542

City of La Verne

City Managers Office
Finance

Accounting & Payroll

1405

Department

Cost Center

Cost Center No.

Units of Measure

	2010-11	2011-12	2012-13	Estimate 2013-14	Projected 2014-15
Payroll Checks/Deposits	5,800	5,751	6,000	6,300	6,500
Treasurer's Checks	5,100	5,500	5,000	5,000	5,000
Invoices and Inventory requisitions	11,500	12,000	11,500	11,500	11,500
Purchase Orders	220	240	250	250	250
Payroll & Other Reports	550	550	575	575	580

Personnel Services:

Staffing consists of .41 Accountant, 1.00 Accountant-Payroll Specialist and .85 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

Adjust Personnel Services

City of La Verne

City Managers Office
Finance

L.A. Impact Financial Services

1406

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

To provide management information for current operations and cost control.

To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	26,180	26,180	26,180	26,180
Other Operating Costs	800	500	500	500
Capital Outlay	0	0	0	0
Total:	26,980	26,680	26,680	26,680

Personnel Authorized	.00	.00	.00	.00
----------------------	-----	-----	-----	-----

Source of Funds:

General Fund	26,980	26,680	26,680	26,680
TOTAL:	26,980	26,680	26,680	26,680

City of La Verne

City Managers Office
Finance

L.A. Impact Financial Services

1406

Department

Cost Center

Cost Center No.

Units of Measure

	2010-11	2011-12	2012-13	Estimate 2013-14	Projected 2014-15
LAIMPACT Checks	1,000	1,100	1,200	1,200	1,200
Invoices and Requisitions	1,300	1,350	1,400	1,400	1,500
Payroll Checks	182	182	98	0	0

Personnel Services:

Staffing primarily consists of additional time spent by Finance Officer and Account Clerk III as covered under the third party agreement with LA Impact.

Other Operating Costs and Capital Outlay:

Funding levels as requested

City Manager Recommendations

City of La Verne

City Manager's Office

Summary-Information Systems

1500 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To maintain and improve existing systems and procedures.

Operational Plans:

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

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

Review software licensing alternatives

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	188,977	188,063	186,245	186,245
Other Operating Costs	139,000	141,180	141,180	141,180
Capital Outlay	6,000	10,800	4,500	4,500
Total:	333,977	340,043	331,925	331,925
Personnel Authorized	1.65	1.65	1.65	1.65
<u>Source of Funds:</u>				
General Fund	333,977	340,043	331,925	331,925
TOTAL:	333,977	340,043	331,925	331,925

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Information Systems Manager	.65	.65	.65	.65
Information Systems Specialist	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	130,702	125,379	125,379	125,379
------------------------	---------	---------	---------	---------

OVERTIME

BENEFIT COSTS	58,275	62,684	60,866	60,866
---------------------	--------	--------	--------	--------

TOTAL PERSONNEL SERVICES	188,977	188,063	186,245	186,245
--------------------------------	---------	---------	---------	---------

City of La Verne

City Manager's Office
Information Systems
 Department

Administration-Information Systems

1501

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	31,088	30,978	30,620	30,620
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	35,088	34,978	34,620	34,620

Personnel Authorized	.20	.20	.20	.20
----------------------	-----	-----	-----	-----

Source of Funds:

General Fund	35,088	34,978	34,620	34,620
TOTAL:	35,088	34,978	34,620	34,620

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

Adjust Personnel Services

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	45,301	45,080	44,648	44,648
Other Operating Costs	73,000	72,000	72,000	72,000
Capital Outlay	0	0	0	0
Total:	118,301	117,080	116,648	116,648

Personnel Authorized	.40	.40	.40	.40
----------------------	-----	-----	-----	-----

Source of Funds:

General Fund	118,301	117,080	116,648	116,648
TOTAL:	118,301	117,080	116,648	116,648

City of La Verne

City Manager's Office
Information Systems
Department

Mid-Range Computers
Cost Center

1502
Cost Center No.

Units of Measure

Units of measure apply to the maintainance of the AS/400 system and 60 licensed clients.

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Manager's Office
Information Systems

Personal Computers

1503

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Provide support for Personal Computers.
2. Provide a training 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	89,273	88,771	88,012	88,012
Other Operating Costs	21,400	22,680	22,680	22,680
Capital Outlay	6,000	10,800	4,500	4,500
Total:	116,673	122,251	115,192	115,192

Personnel Authorized	.90	.90	.90	.90
----------------------	-----	-----	-----	-----

Source of Funds:

General Fund	116,673	122,251	119,192	119,192
TOTAL:	116,673	122,251	119,192	119,192

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers

1503

Department Cost Center Cost Center No.

Units of Measure

	2009-2010	2010-2011	2012-2013	2013-2014	Est 2014-2015
PCs Supported	73	73	73	74	74
Servers Supported	9	9	9	9	9
Wide Area Network	6	6	6	7	7
Network Access Points	248	248	248	250	250
Printer-Laser	16	16	16	19	21
Printer-Inkjet	20	20	20	16	14

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 Scheduled Replacement PCs

City Manager Recommendations

Adjust Personnel Services
Reduce Capital Outlay

City of La Verne

City Manager's Office
Information Systems
 Department

Telephone Services

1504

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	23,315	23,234	22,965	22,965
Other Operating Costs	40,600	42,500	42,500	42,500
Capital Outlay	0	0	0	0
Total:	63,915	65,734	65,465	65,465

Personnel Authorized	.15	.15	.15	.15
----------------------	-----	-----	-----	-----

Source of Funds:

General Fund	63,915	65,734	65,465	65,465
TOTAL:	63,915	65,734	65,465	65,465

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services
Cost Center

1504
Cost Center No.

Units of Measure

Units of Measure includes the maintenance and programming of 2 PRIs, 150 DIDs, and 7 fax machines.

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.

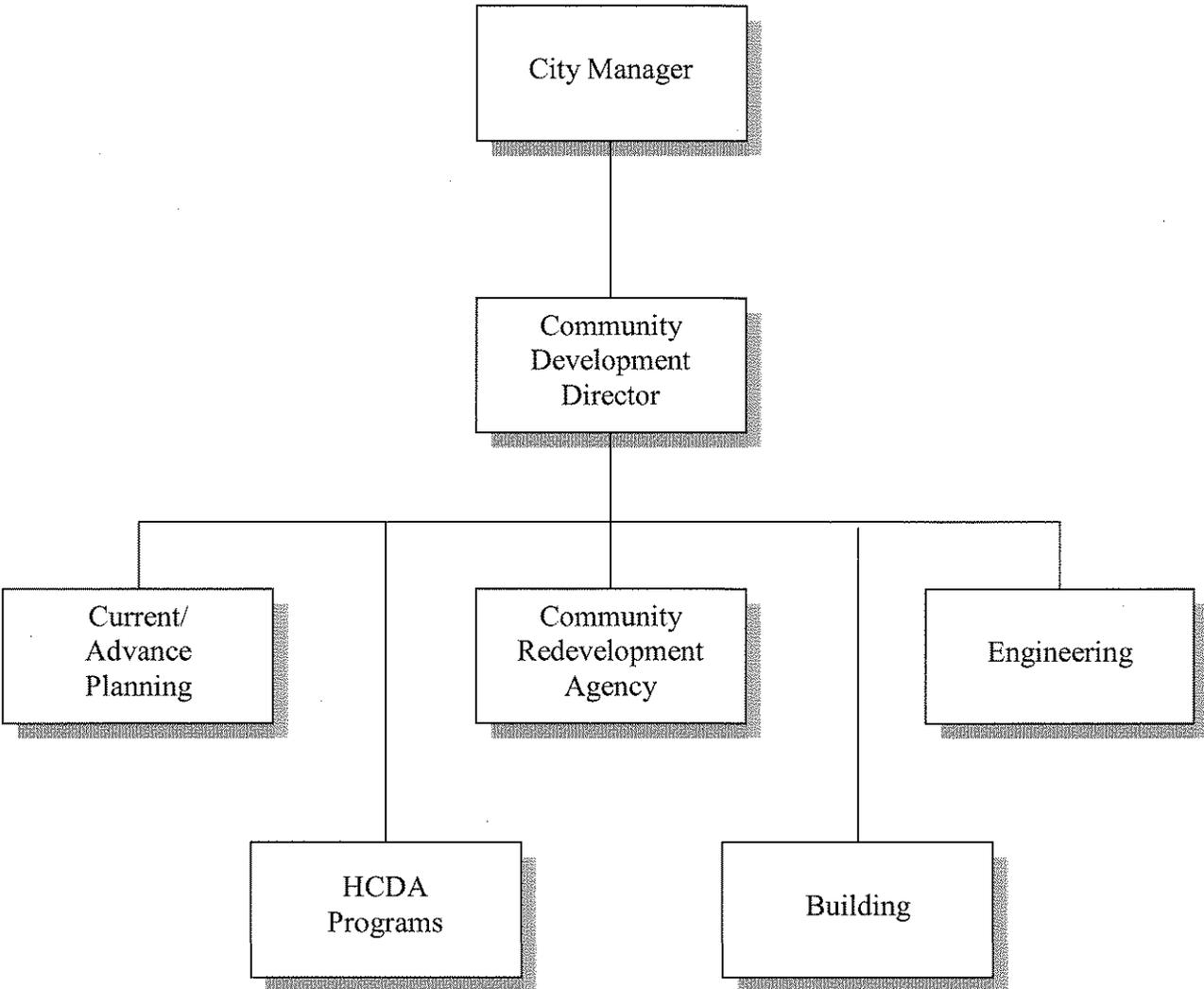
Capital Outlay:

City Manager Recommendations

Adjust personnel services

COMMUNITY DEVELOPMENT

**COMMUNITY DEVELOPMENT
DEPARTMENT**



City of La Verne

BUDGET MESSAGE

2014-2015 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, economic development, housing, and engineering. Striving to create and maintain La Verne's "Quality of Life" is always "Job #1."

The Community Development budget reflects the continued transition from the Redevelopment Agency dissolution, as the department absorbs functions and personnel previously identified within the La Verne Successor Agency budget. This includes portions of 3 administrative employees involved with mobile home rent control, which will now be funded through the Community Development Housing Division. In other areas, a previously anticipated retirement has been delayed indefinitely, requiring minor personnel expenditure increases. While still less than ideal, Community Development is now at a reasonable staffing level. The exception is one employee's short-term leave and need for a part-time intern. This generally ensures adequate coverage for project review and processing, but nonetheless is challenged by development spikes, major projects, and long range planning efforts.

La Verne's planning and building activity remains strong, continuing to place demands on existing staffing levels. At the same time, delay of an anticipated major industrial development, the La Verne Technology Center, created revenue challenges as the project transitions to a major pharmaceutical company's facility.

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

- Completion of the new La Verne Village mixed-use development, residential (172-unit) and commercial (15,000 sq.ft.), on the former Ford dealership site, with ongoing occupancy and leasing efforts.
- Continuation of the City's Economic Development Positioning Strategy efforts that now includes a dynamic business opportunity function on the City's website, along with professional marketing and demographic materials for use in attraction of national retailers.
- Completion and adoption of the revised Housing Element to the General Plan, with successful certification by the State of California.
- Award of Merit for the Old Town La Verne Specific Plan by the California State Chapter of the American Planning Association (transit-oriented development).
- Completion of the Campus West athletic facility and construction of a 400-space off-site shuttle parking lot for the University of La Verne.
- Opening of new restaurants, including Mr. D's Diner, Lordsburg Taphouse and Grill, Sabor A Mi Mexican Restaurant, and related uses such as expansion of Chase's Restaurant and the La Verne Brewing Company.

City of La Verne

- Completed renovation and opening of new commercial uses (Dollar Tree and Crunch Fitness) at Foothill and Wheeler, including new public art. A new Unleashed (by PETCO) store opened at La Verne Commons.
- Completion of the Jack in the Box fast food restaurant at Foothill and Damien.
- Completed sale of surplus former redevelopment properties at Wheeler and Yeager, with eventual construction of additional industrial development.
- Began/resumed construction of homes in three residential projects- The Estates at Old Wheeler Ranch Road (D.R. Horton), Live Oak Estates (Melia Homes), and Oakgrove Walk (Olson). Combined with La Verne Village, this saw the City issuing residential permits for more than 269 units over a 30-month period, placing La Verne in the top-10 cities for residential production in Los Angeles County (*Building Industry Association/2014*).
- Continuation of a successful, vibrant Old Town La Verne business community.
- Continued liaison staffing for Chamber of Commerce and Old Town La Verne Business Improvement District, including numerous successful community events (La Verne's 2nd "A Sip of La Verne" Wine Walk, a first class Cool Cruise car show, La Verne Health Expo, NHRA Fanfest, Crusin' La Verne/Spark of Love toy drive, and holiday open house events).

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

- Appointment of a new Planning Commissioner, to fill John Hackworth seat.
- Completion of a professionally-prepared Parking Study for Old Town La Verne which analyzes existing parking/use, and provides recommendations for improvements, including a long-term strategy for eventual construction of an appropriately sited and designed parking structure.
- Initiation of General Plan update (an estimated 3-4 year effort).
- Consideration of a new revised Master Plan for the University of La Verne.
- Continuing efforts to fill former vacant retail spaces on Foothill Blvd..
- Consideration of Brackett Airport Land Use Compatibility Plan (ALUCP).
- Consideration of the 23-acre, 400,000 sq.ft. Gilead Science Pharmaceutical Co. campus, and including completion of Wheeler Avenue south to Puddingstone Drive.
- Consideration of the 22-home "Creekside" development for the Grace Church /Sturrock Tree Farm property, and related reconstruction of Golden Hills Rd.
- Construction of the 36-unit "Cedar Springs" Supportive/Transitional housing development for the David and Margaret Home.
- Consideration of residential development proposal(s) for the 3-acre site at Baseline Rd. and Emerald Ave.
- Consideration of annexation and residential development for unincorporated properties on north side of Baseline Rd., between Fruit St. and Williams Ave.
- Construction and completion of industrial developments on Palomares and Wheeler (80,000 sq.ft. each).
- Ongoing Gold Line Light Rail project coordination.

This year's Community Development budget, at \$1,436,130 reflects a 23% decrease from last year's total, primarily the result of anticipated reductions from recent particularly high residential permit issuance, and delay to anticipated revenues from the La Verne Technology Center site. Personnel services are, nonetheless higher than the prior year, as a result of shifting personnel from the La Verne Successor Agency.

City of La Verne

Community
Development
Department

Summary
Cost Center

3000
Series
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Implement the General Plan.
2. Give good customer service while maintaining high development standards.
3. Participate in Capital Improvement Program development and implementation.
4. Process current projects, building permits, code enforcement fairly and efficiently and continue to review its effectiveness.
5. 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	613,883	696,230	750,992	750,992
Other Operating Costs	891,221	739,900	710,500	710,500
Capital Outlay	0	0	0	0
Total:	1,505,104	1,436,130	1,461,492	1,461,492
Personnel Authorized	8.28	6.55	8.10	8.10
<u>Source of Funds:</u>				
General Fund	1,505,104	1,436,130	1,461,492	1,461,492
TOTAL:	1,505,104	1,436,130	1,461,492	1,461,492

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.25	.25	.25	.25
Comm. Dev. Director	.80	.80	.80	.80
Principal Planner	.80	.80	.90	.90
Senior Planner	.00	.90	.90	.90
Associate Planner	.88	.00	.00	.00
Assistant Planner	.80	.80	1.00	1.00
Admin. Secretary	.75	.75	1.00	1.00
Admin. Clerk I	.75	.75	.75	.75
Senior Management Analyst	.00	.40	.40	.40

TOTAL FULL-TIME	5.03	5.45	6.00	6.00
-----------------	------	------	------	------

REGULAR PART-TIME

PT Assistant Planner	1.00	1.00	1.00	1.00
PT Planning Intern	1.00	.00	.00	.00
PT Clerical Assistant I	.00	.00	1.00	1.00
PT Admin. Clerk I	1.25	.00	.00	.00
PT Admin. Clerk II	.00	.10	.10	.10

TOTAL REG. PART-TIME	3.25	1.10	2.10	2.10
----------------------	------	------	------	------

TOTAL POSITIONS	8.28	6.55	8.10	8.10
-----------------	------	------	------	------

APPROPRIATIONS

SALARIES & WAGES	437,039	469,569	517,590	517,590
OVERTIME	0	0		
BENEFIT COSTS	176,844	226,661	233,402	233,402
TOTAL PERSONNEL SERVICES	613,883	696,230	750,992	750,992

City of La Verne

Community
Development
Department

Planning Administration
Cost Center

3001

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	185,365	185,646	214,704	214,704
Other Operating Costs	47,700	89,400	51,000	51,000
Capital Outlay	0	0	0	0
Total:	233,065	275,046	265,704	265,704
Personnel Authorized	3.54	2.31	3.46	3.46
<u>Source of Funds:</u>				
General Fund	233,065	275,046	265,714	265,714
TOTAL:	233,065	275,046	265,714	265,714

City of La Verne

Community
Development
Department

Planning Administration

3001

Department

Cost Center

Cost Center No.

Units of Measure

	2011-2012	2012-2013	2013-2014	2014-2015 (est.)
Meetings	50	50	50	50
Staff Review Committee	52	52	50	50
Development Review Committee	17	17	14	14
Planning Commission	12	12	12	12

Public Service:

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

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Increase Personnel Services allocation
Reduce Other Operating Costs

City of La Verne

Community
Development
Department

Planning
Cost Center

3002
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	57,454	62,104	78,184	78,184
Other Operating Costs	89,500	62,500	62,500	62,500
Capital Outlay	0	0	0	0
Total:	146,954	124,604	140,684	140,684
Personnel Authorized	0.49	0.51	0.71	0.71
Source of Funds:				
General Fund	146,954	124,604	140,684	140,684
TOTAL:	146,954	124,604	140,684	140,684

City of La Verne

Community Development Department	Planning Cost Center		3002 Cost Center No.	
<u>Units of Measure</u>				
	2011-2012*	2012-2013*	2013	2014 (est.)
Conditional Use Permits	9	16	23	20
Environmental ND/EIR	5	5	1	1
GPA,ZC,Specific Plans	2	4	8	2
Subdivisions	2	1	2	2
Precise Plans	15	15	20	20
Variances	2	5	8	5
Ordinance Amendments	1	0	1	1
Tree Removal Permits	4	3	3	3
Development Agreements	1	0	0	1
Lot Line Adjustments	1	2	3	3
<p>*Note: Previous year units of measure were based on the fiscal year while 2013 and on will be based on the calendar year.</p>				
<u>Personnel Services:</u>				
<p>Personnel services includes salaries and benefits for Planning staff members Allocations are made to continue activities listed under the operational plan.</p>				
<u>Other Operating Costs and Capital Outlay:</u>				
<p>Includes consulting and legal services for deposit projects.</p>				
<u>Capital Outlay:</u>				
<u>City Manager Recommendations</u>				
<p>Increase Personnel Services allocation</p>				

City of La Verne

Community
Development
Department

Planning Non-Deposit

3003

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	125,775	121,614	120,378	120,378
Other Operating Costs	39,000	39,000	39,000	39,000
Capital Outlay	0	0	0	0
Total:	164,775	160,614	159,378	159,378
Personnel Authorized	2.23	1.20	1.20	1.20
<u>Source of Funds:</u>				
General Fund	164,775	160,614	159,378	159,378
TOTAL:	164,775	160,614	159,378	159,378

City of La Verne

Community Development Department	Planning Non-Deposit Projects		3003	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>	2011-2012*	2012-2013*	2013	2014 (est.)
Environmental/Neg.Dec./Cat. Ex.	100	100	100	100
Precise Plan	35	35	41	40
Variance/Minor Exception	3	8	3	3
Counter Approvals	750	760	775	775
Certificate of Use & Occupancy	60	60	60	60
Lot Line Adj., Lot Merger	2	2	3	2
Classification of Use	2	2	2	2
Parcel Map	1	1	1	1
Zoning Verification	3	3	6	3
Zoning Amendment	2	2	1	2
Second Unit Permits	1	1	5	3
Mills Act Contracts	1	1	0	1
Special Event Permits	34	35	43	45
<p>*Note: Previous year units of measure were based on the fiscal year while 2013 and on will be based on the calendar year.</p>				
<u>Personnel Services:</u>				
<p>Personnel Services include salaries and benefits for Planning staff members.</p>				
<u>Other Operating Costs and Capital Outlay:</u>				
<p>Includes consulting and legal services for non-deposit projects.</p>				
<u>Capital Outlay:</u>				
<u>City Manager Recommendations</u>				
<p>Adjust Personnel Services</p>				

City of La Verne

Community
Development
Department

Building Insp/Code Enforcement

3004

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	35,413	45,551	59,152	59,152
Other Operating Costs	566,000	486,000	486,000	486,000
Capital Outlay	0	0	0	0
Total:	601,413	531,551	545,152	545,152
Personnel Authorized	0.50	0.50	0.70	0.70
Source of Funds:				
General Fund	601,413	531,551	545,152	545,152
TOTAL:	601,413	531,551	545,152	545,152

City of La Verne

Community Development Department	Building Insp/Code Enforcement			3004
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>	2011-2012*	2012-2013*	2013	2014 (.est)
Building Permits	325	325	537	400
All Other Permits	450	450	1,461	1,000
Code Enforcement	40	40	40	40
District Attorney Referrals	1	1	0	0

*Note: Previous year units of measure were based on the fiscal year while 2013 and on will be based on the calendar year.

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Operating expenses include costs for building inspections.

Capital Outlay:

City Manager Recommendations

Increase Personnel Services allocation

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 (expected to commence in 2015-2016).

Operational Plans:

While there currently is no funding for this cost center, it is anticipated that the Community Development Department will commence work on the General Plan comprehensive update in 2015-2016.

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

City of La Verne

Community
Development
Department

General Plan Update
Cost Center

3005
Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

There are no Operating Costs anticipated in this fiscal year.

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	108,323	118,242	117,189	117,189
Other Operating Costs	139,521	53,500	62,500	62,500
Capital Outlay	0	0	0	0
Total:	247,844	171,742	179,689	179,689
Personnel Authorized	0.75	0.75	0.75	0.75
Source of Funds:				
General Fund	247,844	171,742	179,689	179,689
TOTAL:	247,844	171,742	179,689	179,689

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, planning, and administrative staff (Admin. Secretary .15, Admin. Clerk I .15, Com. Dev. Director .20, Prncpl. Planner .10, City Mgr. .15), 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
Increase 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	13,449	13,763	13,619	13,619
Other Operating Costs	2,500	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	15,949	16,263	16,119	16,119
Personnel Authorized	0.10	0.10	0.10	0.10
Source of Funds:				
General Fund	15,949	16,263	16,119	16,119
TOTAL:	15,949	16,263	16,119	16,119

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 acquisition
3. Mills contracts, survey reports, designations
4. Design consultations
5. CEQA determinations; PC/CC meetings and preparations, outside presentations

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust Personnel Services

City of La Verne

Community
Development
Department

Housing Programs
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:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	88,104	149,310	147,766	147,766
Other Operating Costs	7,000	7,000	7,000	7,000
Capital Outlay	0	0	0	0
Total:	95,104	156,310	154,766	154,766
Personnel Authorized	0.67	1.18	1.18	1.18
Source of Funds:				
General Fund	95,104	156,310	154,766	154,766
TOTAL:	95,104	156,310	154,766	154,766

City of La Verne

Community Development Department	Housing Programs			3008
Department	Cost Center			Cost Center No.
<hr/>				
<u>Units of Measure</u>				
	2011-2012	2012-2013	2013-2014	2014-2015 (est.)
Residential Rehabilitations	0	0	0	0

Personnel Services:

The proposed budget includes clerical, planning, and administrative staff (Admin. Secretary .10, Admin. Clerk I .10, Snr. Planner .08, Com. Dev. Dirctr. .10, Prncpl. Planner .10, City Mgr. .10, Admin. Anlyst .40, PT Admin. Clerk II .10), with hours totaling just over one full time staff person.

Other Operating Costs and Capital Outlay:

Capital Outlay:

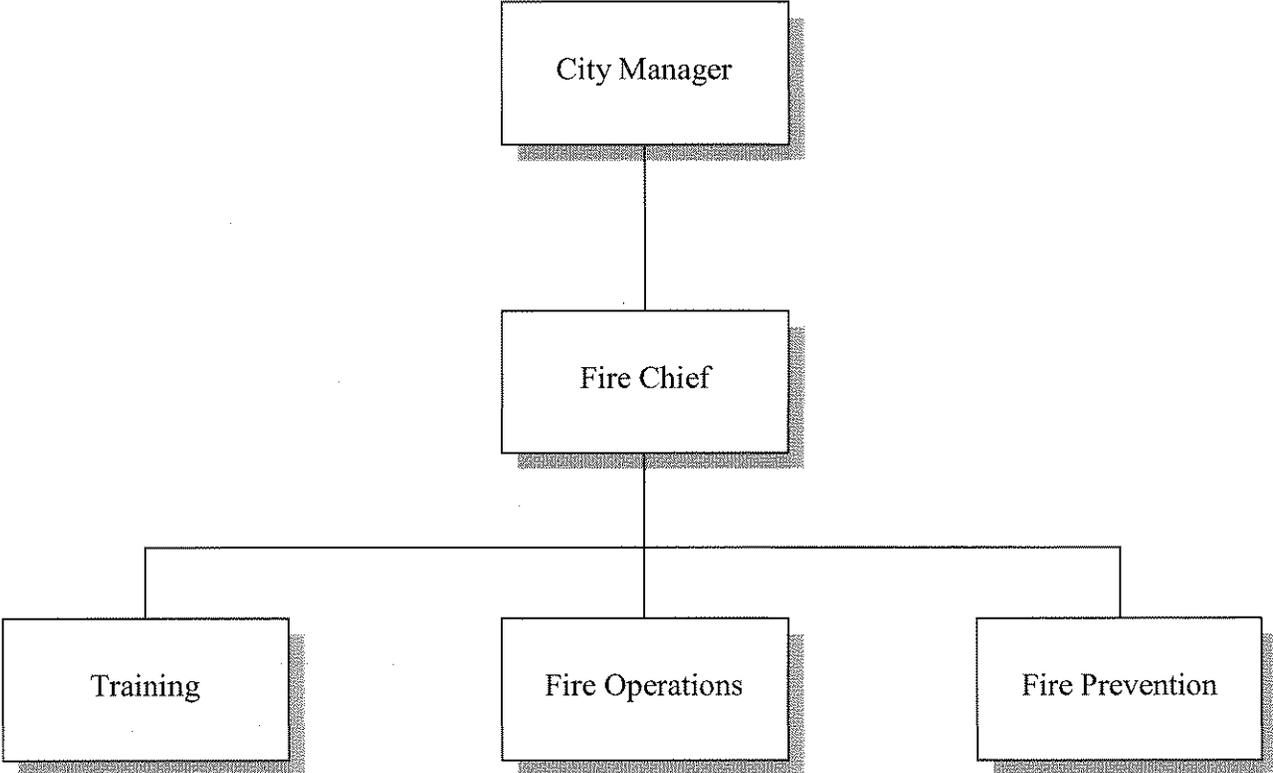
City Manager Recommendations

Adjust Personnel Services

City of La Verne

FIRE

FIRE DEPARTMENT



City of La Verne

BUDGET MESSAGE

2014 – 2015 Fiscal Year

FIRE

2000 Series

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. This budget represents an ongoing priority of reaching this goal.

This budget continues staffing levels at the current level of 34 sworn members. Three firefighter/paramedic positions that were returned in 2013 continue to be augmented by CFD 11-01 funds and provide for two Advanced Life Support Rescue Ambulances in the City. With 80% of Fire Department staff licensed as Paramedics, all La Verne Fire Department units that arrive at a call for service provide Advanced Life Support capabilities.

This budget reflects changes in operational costs and capital outlay requests to replace old or worn equipment and to meet federally mandated equipment replacement regulations. The service life of a significant portion of the structural firefighting turnout gear will expire this year. The replacement of this equipment is mandatory and costly. This includes safety gear for both full time and apprentice firefighters. Replacement of a significant portion of this equipment from non-General Fund sources has been identified which will limit the General Fund impact.

The requested operational costs have been increased to reflect increased costs in fire prevention activities, radio repair and maintenance, paramedic equipment, and cost of the annual Christmas program.

Capital outlay requests include public access automated external defibrillator (AED) replacement. Six AEDs are currently located in public facilities throughout the City. The current AEDs have reached the end of their service life. These public access AEDs will help improve the chance of survival for individuals experiencing sudden cardiac arrest. All other capital outlay requests will be 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.

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	6,668,405	6,846,217	6,650,549	6,650,549
Other Operating Costs	592,676	719,150	658,150	658,150
Capital Outlay	30,000	153,800	24,000	24,000
Total:	7,291,081	7,719,167	7,332,699	7,332,699

Personnel Authorized	70	70	70	70
----------------------	----	----	----	----

Source of Funds:

General Fund	6,431,081	6,824,167	6,467,699	6,467,699
Paramedic Fund	730,000	730,000	730,000	730,000
Proposition 172/Public Safety Fund	130,000	165,000	135,000	135,000
TOTAL:	7,291,081	7,719,167	7,332,699	7,332,699

City of La Verne

DETAIL OF SALARIES & WAGES

FIRE	SUMMARY			2000 SERIES
Department	Cost Center			Cost Center No.
Position Quota				
CLASSIFICATION	Current	Department Requests	City Manager Recommended	Adopted Budget
Fire Chief	1	1	1	1
Battalion Chief	3	3	3	3
Fire Captain	6	6	6	6
Fire Engineer/Paramedic	3	3	3	3
Fire Engineer	6	6	6	6
Firefighter/Paramedic	15	15	15	15
Admin Secretary	1	0	0	0
Deputy Fire Marshal	1	1	1	1
Admin Clerk II	0	1	1	1
TOTAL FULL-TIME				
	36	36	36	36
REGULAR PART-TIME				
Apprentices	24	24	24	24
Fire Captain/Admin	2	2	2	2
Deputy Chief	3	3	3	3
Administrative Battalion Chief	3	3	3	3
Administrative Officer	2	2	2	2
TOTAL REG. PART-TIME				
	34	34	34	34
TOTAL POSITIONS				
	70	70	70	70
APPROPRIATIONS				
SALARIES & WAGES	3,689,024	3,871,670	3,796,473	3,796,473
OVERTIME	654,989	657,146	657,146	657,146
BENEFIT COSTS	2,324,392	2,317,401	2,196,930	2,196,930
TOTAL PERSONNEL SERVICES				
	6,668,405	6,846,217	6,650,549	6,650,549

City of La Verne

FIRE

ADMINISTRATION

2001

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	522,904	562,770	539,146	539,146
Other Operating Costs	41,500	48,000	48,000	48,000
Capital Outlay	0	0	0	0
Total:	564,404	610,770	587,146	587,146
Personnel Authorized	2.87	2.87	2.87	2.87
Source of Funds:	564,404	610,770	587,164	587,164
General Fund				
TOTAL:	564,404	610,770	587,146	587,146

City of La Verne

FIRE

ADMINISTRATION

2001

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Salary and benefits for the Administrative Clerk II, .97 of the Fire Chief, .90 of a Battalion Chief, for a total of 2.87.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

FIRE

EMERGENCY SERVICES

2002

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

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

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

To meet the challenges posed by the 210 Freeway.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	2,949,743	2,921,842	2,382,516	2,382,516
Other Operating Costs	47,575	51,050	51,050	51,050
Capital Outlay	30,000	74,000	24,000	24,000
Total:	3,027,318	3,046,892	2,907,566	2,907,566

Personnel Authorized	15.29	15.29	15.29	15.29
----------------------	-------	-------	-------	-------

Source of Funds:

General Fund	3,027,318	3,046,892	2,907,566	2,907,566
TOTAL:	3,027,318	3,046,892	2,907,566	2,907,566

City of La Verne

FIRE	EMERGENCY SERVICES	2002
Department	Cost Center	Cost Center No.

Units of Measure:

	Calendar Year			
	2011	2012	2013	2014 (est.)
Number of Fire Calls	446	445	764*	765
Number of Rescue Calls	2,302	2,350	2,568	2,800
Number of Freeway Calls	60	69	81	75

*Increase in Number of Fire Calls for 2013 due to reclassification of types of calls included in category.

Personnel Services:

Reflects the salaries, benefits and overtime .85 of a Battalion Chief, 4.53 Captains, 5.65 Engineers and 5.01 FF/Paramedics for a total of 16.04.

Other Operating Costs and Capital Outlay:

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

<u>Capital Outlay:</u>	<u>Requests:</u>	<u>Manager Rec.</u>
Structural Turnout Gear	74,000	24,000
Total:	74,000	24,000

City Manager Recommendations

Adjust personnel services.
Reduce capital outlay.

City of La Verne

FIRE

FIRE APPRENTICE PROGRAM

2003

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	61,762	63,134	62,011	62,011
Other Operating Costs	52,600	62,600	52,600	52,600
Capital Outlay	0	0	0	0
Total:	114,362	125,734	114,611	114,611
Personnel Authorized	0.25	0.25	0.25	0.25
Source of Funds:				
General Fund	114,362	125,734	114,611	114,611
TOTAL:	114,362	125,734	114,611	114,611

City of La Verne

FIRE	FIRE APPRENTICE PROGRAM			2003
Department	Cost Center			Cost Center No.
<hr/>				
<u>Units of Measure</u>				
	<u>Calendar Year</u>			
	2011	2012	2013	2014 (est.)
Duty Assignment (Shifts worked)	1,020	782	735	780
<hr/>				
<u>Personnel Services:</u>				
Salaries and benefits for .25 of a Battalion Chief.				
<hr/>				
<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>				
<hr/>				
<u>City Manager Recommendations</u>				
Adjust personnel services. Reduce other operating costs.				

City of La Verne

FIRE	TRAINING	2004
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Provide a program that:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	542,054	538,894	527,678	527,678
Other Operating Costs	11,000	20,000	20,000	20,000
Capital Outlay	0	30,000	0	0
Total:	553,054	588,894	547,678	547,678
Personnel Authorized	2.65	2.65	2.65	2.65
Source of Funds:				
General Fund	553,054	588,894	547,678	547,678
TOTAL:	553,054	588,894	547,678	547,678

City of La Verne

FIRE	TRAINING		2004
Department	Cost Center		Cost Center No.
<hr/>			
<u>Units of Measure</u>			
	<u>Calendar Year</u>		
	2011	2012	2013
			2014 (est.)
Full-Time Training Hours	9,678	10,563	13,388
Apprentice/Reserve Training Hours	1,422	1,600	1,579
			1,600
<hr/>			
<u>Personnel Services:</u>			
Funding reflects the salaries, benefits and overtime for training fire personnel. .30 of a Battalion Chief, .53 of Captains, .69 of Engineers, 1.23 of Firefighters for a total of 2.75.			
<hr/>			
<u>Other Operating Costs and Capital Outlay:</u>			
Represents expenditures for office supplies, training materials, photo supplies, subscriptions and dues, meeting/staff development.			
<hr/>			
<u>Capital Outlay:</u>			
Requests:	30,000	Storage Container Training Tower	
Total:	30,000		
<hr/>			
<u>City Manager Recommendations</u>			
Adjust personnel services. Reduce capital outlay.			

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 to a clean, safe, and attractive condition.				
<hr/>				
<u>Operational Plans:</u>				
To utilize personnel effectively in maintaining the facilities to a clean, safe, and attractive condition.				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	245,930	251,111	245,234	245,234
Other Operating Costs	22,000	22,000	22,000	22,000
Capital Outlay	0	2,800	0	0
Total:	267,930	275,911	267,234	267,234
<hr/>				
Personnel Authorized	1.30	1.30	1.30	1.30
<hr/>				
<u>Source of Funds:</u>				
General Fund	267,930	275,911	267,234	267,234
TOTAL:	267,930	275,911	267,234	267,234

City of La Verne

FIRE

STATION MAINTENANCE

2005

Department

Cost Center

Cost Center No.

Units of Measure

Calendar Year

	2011	2012	2013	2014 (est.)
Station 1	10,352	10,352	10,352	10,352
Station 2	4,892	4,892	4,892	4,892
Station 3	4,869	4,869	4,869	4,869

Total square footage of buildings maintained.

Personnel Services:

Reflects the salaries, benefits and overtime for .05 of a Battalion Chief, .28 of a Captain, .37 of an Engineer and .60 of a Firefighter/Paramedic for a total of 1.30.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	2,800	Turbo Flood Vacuum
Total:	2,800	

City Manager Recommendations

Adjust personnel services.
Reduce capital outlay.

City of La Verne

FIRE	FIRE PREVENTION			2006
Department	Cost Center			Cost Center No.
<u>Long-Term Objectives:</u>				
To minimize life and property losses caused by fire through effective fire prevention programs; including business inspections, fire investigation, weed abatement, public education, and code enforcement.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. Inspect every school, public building and business building in the City. 2. Investigate every serious fire or hazardous chemical problem. 3. Investigate all fire hazard complaints. 4. Review all construction plans in reference to the 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	256,201	273,028	2,538,825	2,538,825
Other Operating Costs	6,800	7,500	7,500	7,500
Capital Outlay	0	0	0	0
Total:	263,001	280,528	261,325	261,325
<hr/>				
Personnel Authorized	1.73	1.73	1.73	1.73
<hr/>				
Source of Funds:				
General Fund	263,001	280,528	261,325	261,325
TOTAL:	263,001	280,528	261,325	261,325

City of La Verne

FIRE

FIRE PREVENTION

2006

Department

Cost Center

Cost Center No.

Units of Measure

Calendar Year

	2011	2012	2013	2014 (est.)
Business Inspections	778	772	774	775
Construction plan checks	35	33	49	35
Fire investigations	58	63	79	75
Weed/Nuisance complaints	18	17	20	20
Permits	122	98	152	150
Classroom Fire Safety presentations	6	3	3	10
Fire Station Tours	8	9	17	25

Personnel Services:

Reflects the salaries, benefits and overtime for .30 of the Battalion Chief/Fire Marshal, 1.00 of the Deputy Fire Marshal, .15 of a Captain, .12 of an Engineer and .15 of a Firefighter/Paramedic, for a total of 1.72.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

FIRE

EMERGENCY PREPAREDNESS

2007

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	18,023	18,483	18,190	18,190
Other Operating Costs	7,000	7,000	7,000	7,000
Capital Outlay	0	0	0	0
Total:	25,023	25,483	25,190	25,190
Personnel Authorized	0.07	0.07	0.07	0.07
Source of Funds:				
General Fund	25,023	25,483	25,190	25,190
TOTAL:	25,023	25,483	25,190	25,190

City of La Verne

FIRE

EMERGENCY PREPAREDNESS

2007

Department

Cost Center

Cost Center No.

Units of Measure

Calendar Year

	2011	2012	2013	2014 (est.)
Emergency Preparedness Programs	2	2	2	2
Emergency Operations Center Exercise	1	1	1	2

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust 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>				
1. To respond to approximately 2,300 medical alarms and 500 fire incidents.				
2. To educate the citizens about medical emergencies.				
3. To ensure that all paramedics receive a minimum of 24 hours in continuing education annually.				
4. To recertify eleven paramedics.				
5. To bill for paramedic and transportation services.				
6. To offer daily blood pressure checks to the public.				
7. To monitor system and individual performance and provide necessary reports.				
8. To continue offering the History, Allergy and Medications (HAM) identification cards to seniors and disabled members of the community.				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,808,352	1,945,394	1,910,802	1,910,802
Other Operating Costs	175,000	176,000	200,000	200,000
Capital Outlay	0	47,000	0	0
Total:	1,983,352	2,168,394	2,110,802	2,110,802
<hr/>				
Personnel Authorized	10.50	10.50	10.50	10.50
<hr/>				
Source of Funds:				
General Fund	1,983,352	2,168,394	1,380,802	1,380,802
Paramedic Fund	730,000	730,000	730,000	730,000
TOTAL:	1,983,352	2,168,394	2,110,802	2,110,802

City of La Verne

FIRE	PARAMEDIC SERVICES		2008	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2011	2012	2013	2014 (est.)
Calls for Service:	2,302	2,907	2,568	2,800
Community Events: (Job Fairs, School Programs, CPR Classes)	35	35	30	35
(Contacts)				
Patients Transported (Total):	1,292	1,433	1,403	1,450
HAM Program	225	196	155	200

Personnel Services:

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.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	47,000	Power Patient Transport Gurneys
Total:	47,000	

City Manager Recommendations

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

City of La Verne

FIRE

VEHICLE MAINTENANCE

2009

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	263,436	271,561	261,147	261,147
Other Operating Costs	229,201	325,000	250,000	250,000
Capital Outlay	0	0	0	0
Total:	492,637	596,561	511,147	511,147
Personnel Authorized	1.34	1.34	1.34	1.34
Source of Funds:				
General Fund	362,637	461,561	376,147	376,147
Proposition 172	130,000	135,000	135,000	135,000
TOTAL:	492,637	596,561	511,147	511,147

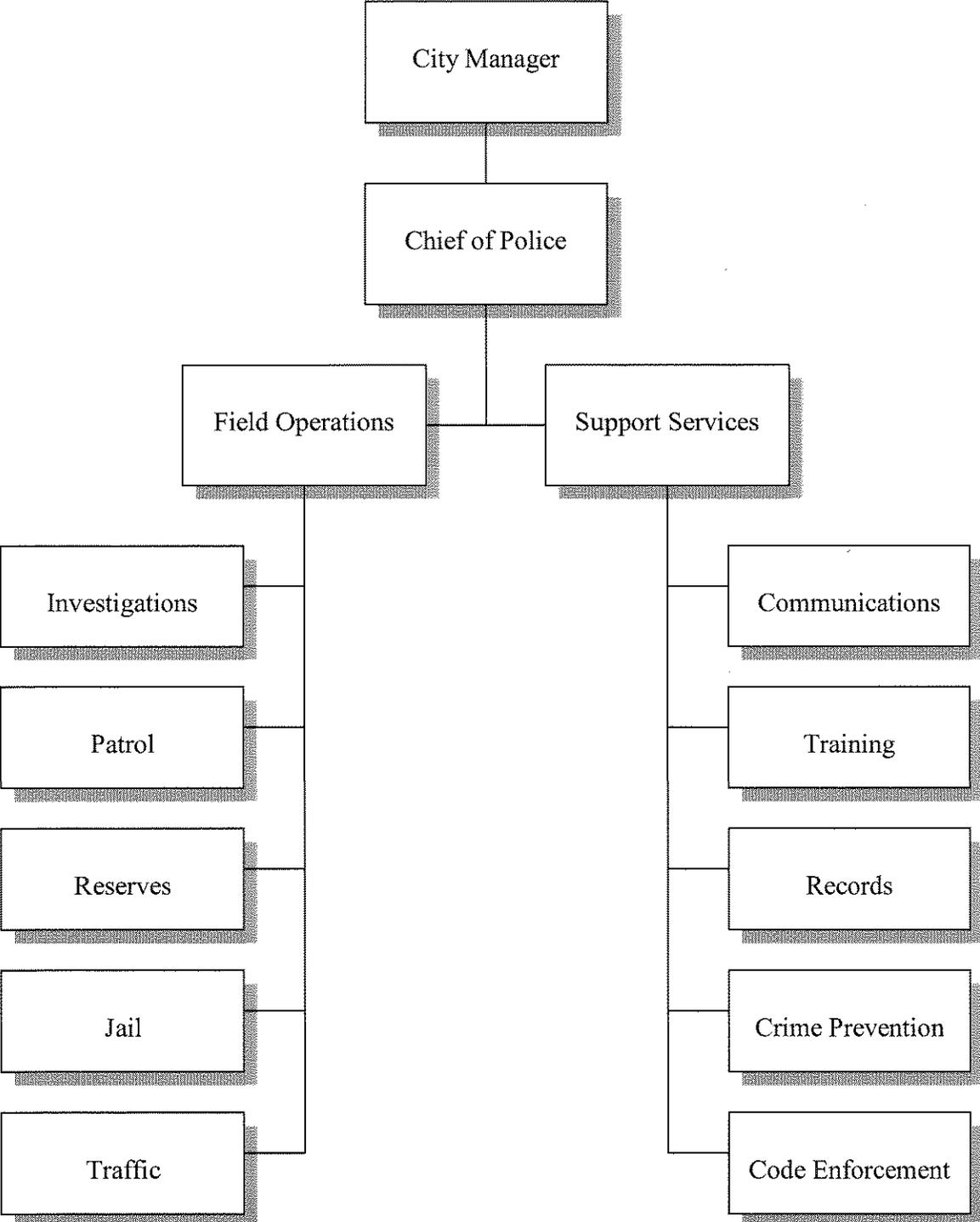
City of La Verne

FIRE	VEHICLE MAINTENANCE			2009
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	Calendar Year			
	2011	2012	2013	2014 (est.)
Staff Cars	4	4	4	4
Type I Pumper	3	3	3	3
Type III Pumper	1	1	1	1
Aerial Truck	1	1	1	1
Patrol	1	1	1	0*
Ambulance	3	3	3	3
Utility Truck	1	1	1	2*
*Replacement of Patrol Vehicle with additional Utility Vehicle in FY 2014-2015.				
<u>Personnel Services:</u>				
Reflects a portion of the salaries, benefits, and overtime for .10 of a Battalion Chief, .09 of a Captain, .72 of an Engineer and .45 of a Firefighter/Paramedic for a total of 1.36.				
<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost of maintenance on machinery and tools, miscellaneous supplies and equipment rental.				
<u>Capital Outlay:</u>				
<u>City Manager Recommendations</u>				
Adjust personnel services.				

City of La Verne

POLICE

POLICE DEPARTMENT



City of La Verne

Budget Message
2014-2015 Fiscal Year

POLICE

2500 SERIES

Department

Cost Center No.

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

The number of sworn officers remains at 39, which maintains the minimum staffing level necessary to provide acceptable service to the community. A request to fill an ongoing vacancy in the Detective Bureau was not funded.

One officer will be shifted from non-general fund sources to the general fund in January 2015. In turn, a taskforce officer will be brought back to patrol and a patrol officer will be reassigned to the Traffic Bureau as a motor officer. January will mark nearly two years since the Department has deployed a full time motor officer. A portion of the motor officer's wages will be offset by the recent increase in the overnight parking penalty.

The assignment of three officers to drug interdiction taskforces will continue. One officer, previously hired to fill a vacancy left in patrol by a taskforce officer, will continue to be funded through non-general fund sources. One taskforce officer is partially funded through a state grant and a taskforce sergeant is fully funded through sources other than the general fund.

Funding for a second, part-time communications officer will provide for two dispatchers nearly 24 hours a day, 7 days a week. New technology is expected to roll out in the first quarter of 2015 that will allow the public to text, email, and/or send images to 911 communications centers. It's anticipated that this technology will increase call volume by as much as fifty-percent and require more of the communications officer's time.

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

A few highlighted capital outlay requests include a cellular modem for every patrol vehicle and the (2) mobile automated license plate reader systems. The modems will replace the data radio frequency that currently sends data and photographs to the patrol cars. The modems are more reliable and deliver data faster than the radio frequency. The automated license plate readers will replace obsolete equipment and increase officer safety and efficiency.

Operational increases consisted of additional funding for maintenance/service agreements and the East San Gabriel Valley Regional Communications Network JPA.

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	9,570,942	10,003,314	9,633,010	9,708,010
Other Operating Costs	1,954,620	1,831,000	1,831,000	1,831,000
Capital Outlay	108,651	212,000	212,000	212,000
Total:	11,634,213	12,046,314	11,676,010	11,751,010

Personnel Authorized	64.00	66.00	65.00	65.00
----------------------	-------	-------	-------	-------

Source of Funds:

General Fund	9,674,868	10,278,664	9,739,734	9,814,734
Traffic Safety Fund	522,932	523,247	601,505	601,505
Asset Forfeiture Program	920,613	686,403	739,771	739,771
Prop. 172	170,000	165,000	195,000	195,000
Bonita Unified School District	77,000	77,000	84,000	84,000
Supp. Law Enf./Block Grants	100,000	100,000	100,000	100,000
Cal-MMET	48,000	85,000	85,000	85,000
State Realignment Fund	80,000	111,000	111,000	111,000
OTS DUI Checkpoint Grant	40,800	20,000	20,000	20,000

TOTAL:	11,634,213	12,046,314	11,676,010	11,751,010
--------	------------	------------	------------	------------

City of La Verne

DETAIL OF SALARIES & WAGES

POLICE	Summary			2500 Series
Department	Cost Center			Cost Center No.
CLASSIFICATION				
	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Police Chief	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00
Police Lieutenant	4.00	4.00	4.00	4.00
Police Sergeant	6.00	6.00	6.00	6.00
Corporal	15.00	15.00	15.00	15.00
Police Officer	12.00	13.00	12.00	12.00
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 Services Technician	2.00	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00
Police Aide	0.00	0.00	0.00	3.00
TOTAL FULL-TIME	57.00	58.00	57.00	60.00
REGULAR PART-TIME/CONTRACT EMPLOYEES				
Communications Officer	1.00	2.00	2.00	2.00
Police Aide	6.00	6.00	6.00	3.00
TOTAL REG. PART-TIME	7.00	8.00	8.00	5.00
TOTAL POSITIONS	64.00	66.00	65.00	65.00
APPROPRIATIONS				
SALARIES & WAGES	5,429,532	5,729,155	5,592,282	5,592,282
OVERTIME	822,345	843,342	843,342	843,342
BENEFIT COSTS	3,319,065	3,430,817	3,197,386	3,272,386
TOTAL PERSONNEL SERVICES	9,570,942	10,003,314	9,633,010	9,708,010

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	620,089	639,338	626,895	626,895
Other Operating Costs	461,800	460,000	460,000	460,000
Capital Outlay	0	0	0	0
Total:	1,081,889	1,099,338	1,086,895	1,086,895

Personnel Authorized	3.00 FT 0.00 PT	3.00 FT 0.00 PT	3.00 FT 0.00 PT	3.00 FT 0.00 PT
----------------------	--------------------	--------------------	--------------------	--------------------

Source of Funds:

General Fund	1,081,889	1,099,338	1,086,895	1,086,895
TOTAL:	1,081,889	1,099,338	1,086,895	1,086,895

City of La Verne

POLICE

Administration

2501

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

None

City Manager Recommendations

Adjust Personnel Services

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	378,732	348,247	426,505	426,505
Other Operating Costs	185,000	195,000	195,000	195,000
Capital Outlay	0	0	0	0
Total:	563,732	543,247	621,505	621,505

Personnel Authorized	1.00 FT	1.00FT	1.50FT	1.50FT
	1.00 PT	1.00PT	1.00PT	1.00PT

Source of Funds:

General Fund				
Traffic Safety Fund	522,932	523,247	601,505	601,505
OTS DUI Checkpoint Grant	40,800	20,000	20,000	20,000
TOTAL:	563,732	543,247	621,505	621,505

City of La Verne

POLICE

Traffic Services

2502/2518

Department

Cost Center

Cost Center No.

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

	2010	2011	2012	2013	2014 est
Injury Accidents	105	99	91	97	98
Non-Injury Accidents	238	204	167	209	205
Hazardous Citations	1,156	595	568	311	400
Non-Hazardous Citations	730	1,115	1,161	724	1,000
Parking Citations	9,212	10,605	10,293	11,007	11,500
# of Crossing Guard locations	6	6	6	6	6
Temporary ONP* permits	36,141	**43600	41,750	35,521	36,000
Annual ONP* permits	362	392	374	389	390

*Overnight parking

**RV and vehicle temporary ONP permits combined in 2011

Personnel Services:

Staffing consists of (1) lieutenant and (1) Part-time Police Aide

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Adjust Personnel Services allocation

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	685,226	758,076	752,633	752,633
Other Operating Costs	43,000	77,000	77,000	77,000
Capital Outlay	0	0	0	0
Total:	728,226	835,076	829,633	829,633

Personnel Authorized	7.00 FT 1.00 PT	7.00 FT 2.00 PT	7.00 FT 2.00 PT	7.00 FT 2.00 PT
----------------------	--------------------	--------------------	--------------------	--------------------

Source of Funds:

General Fund	728,226	835,076	829,633	829,633
TOTAL:	728,226	835,076	829,633	829,633

City of La Verne

POLICE

Communications

2503

Department

Cost Center

Cost Center No.

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

	2010	2011	2012	2013	2014 est
Reports processed	4,872	4,008	4,012	3,900	4,000
Police & Fire calls for service	20,252	19,170	19,552	20,340	19,900
911 average answer speed	3.08 sec	3.00 sec	3.53 sec	3.54 sec	3.30 sec

* Increase due to receiving wireless 911 calls direct

Personnel Services:

Personnel costs consist of wages and benefits for (7) Communication Officers and (2) Part-time Communication Officers

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Adjust Personnel Services

City of La Verne

POLICE

Jail Services/Live Scan

2504/2520

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	81,288	102,990	102,413	102,413
Other Operating Costs	40,000	40,000	40,000	40,000
Capital Outlay	0	0	0	0
Total:	121,288	142,990	142,413	142,413

Personnel Authorized	.50 FT 1.00 PT	.50 FT 1.00 PT	.50 FT 1.00 PT	.50 FT 1.00 PT
----------------------	-------------------	-------------------	-------------------	-------------------

Source of Funds:

General Fund	121,288	142,990	142,413	142,413
TOTAL:	121,288	142,990	142,413	142,413

City of La Verne

POLICE

Jail Services/Live Scan

2504/2520

Department

Cost Center

Cost Center No.

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

	2010	2011	2012	2013	2014 est
Daily average # of bookings	5.0	3.2	3.2	3.6	3.8
Total # of bookings	1,830	1,185	1,182	1,295	1,396
# inmate workers	42	53	35	34	36

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Adjust Personnel Services

City of La Verne

POLICE

Personnel Development/Training

2505

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To provide for the initial screening, hiring, orientation and training of all sworn officers and civilians, both part-time and full-time employees. Provide continuous training and development of all personnel within the Department, in a manner which upgrades competency, minimizes civil liability, and improves the level of service to the community, while reducing employee turnover. Ensure that all sworn officers meet the minimum continued training requirements as set forth 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	48,006	49,079	50,194	50,194
Other Operating Costs	42,000	44,000	44,000	44,000
Capital Outlay	0	0	0	0
Total:	90,006	93,079	94,194	94,194

Personnel Authorized	.50 FT	.50 FT	.50 FT	.50 FT
----------------------	--------	--------	--------	--------

Source of Funds:

General Fund	90,006	93,079	94,194	94,194
TOTAL:	90,006	93,079	94,194	94,194

City of La Verne

POLICE

Personnel Development/Training

2505

Department

Cost Center

Cost Center No.

Units of Measure

	2010	2011	2012	2013	2014 est
P.O.S.T. reimbursed training hours	1,790	2,500	2,352	3,200	3,400
Other (non-reimbursed) training hours	347	1,847	2,036	1,220	1,300
Total training hours	2,137	4,347	4,199	4,370	4,700

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Adjust Personnel Services

City of La Verne

POLICE

Records & Clerical

2506

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	309,267	308,166	304,144	304,144
Other Operating Costs	32,000	32,000	32,000	32,000
Capital Outlay	15,000	22,000	22,000	22,000
Total:	356,267	362,166	358,144	358,144

Personnel Authorized	4.00 FT	4.00 FT	4.00 FT	4.00 FT
	0.00 PT	0.00 PT	0.00 PT	0.00 PT

Source of Funds:

General Fund	356,267	362,166	358,144	358,144
TOTAL:	356,267	362,166	358,144	358,144

City of La Verne

POLICE	Records & Clerical				2506
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2010	2011	2012	2013	2014 est
Reports processed	4,872	4,008	4,012	3,900	4,000
Citations processed	11,100	10,605	12,022	11,007	11,500
Arrests processed	1,830	1,185	1,182	1,262	1,250
<hr/>					
<u>Personnel Services:</u>					
Provide wages and benefits for (1) records supervisor and (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>					
\$22,000 Copier/Printer Lease					
<hr/>					
<u>City Manager Recommendations</u>					
Adjust 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	4,440,886	4,722,237	4,344,741	4,419,741
Other Operating Costs	485,000	485,000	485,000	485,000
Capital Outlay	1,385	0	0	0
Total:	4,927,271	5,207,237	4,829,741	4,904,741

Personnel Authorized	23.80 FT 4.00 PT	24.80 FT 4.00 PT	22.80 FT 4.00 PT	25.80 FT 1.00 PT
----------------------	---------------------	---------------------	---------------------	---------------------

Source of Funds:				
General Fund	4,757,271	5,042,237	4,634,741	4,709,741
Prop. 172	170,000	165,000	195,000	195,000
TOTAL:	4,927,271	5,207,237	4,829,741	4,904,741

City of La Verne

POLICE

Patrol Services

2507

Department

Cost Center

Cost Center No.

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

	2010	2011	2012	2013	2014 est
Calls for service	17,615	16,040	16,784	17,219	17,000
Average emergency response*	3.08 min	3.32 min	3.53 min	3.54 min	3.40 min
Arrests	1,300	1,185	1,182	1,262	1,250
Crime reports	4,300	4,008	4,012	3,900	4,000
8 major crimes reported	900	917	1,067	988	1,000

*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, (10.30) police officers, (.50) community services supervisor. Wages and benefits for (1) officer filling a vacancy left by a taskforce officer is paid through sources other than general fund. This cost center also provides premium overtime and court standby wages. Scheduled minimum staffing consists of (1) lieutenant, (1) sergeant and (3) corporals and/or police officers.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Delete requested additional Positions
Adjust Personnel Services allocation

Council approved to add 3 full time Police Aides

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	1,954,532	2,084,568	1,989,885	1,989,885
Other Operating Costs	135,000	135,000	135,000	135,000
Capital Outlay	0	0	0	0
Total:	2,089,532	2,219,568	2,124,885	2,124,885
Personnel Authorized	12.00 FT	12.00 FT	12.00 FT	12.00 FT
<u>Source of Funds:</u>				
General Fund	2,041,532	2,134,568	2,039,885	2,039,885
Cal-MMET	48,000	85,000	85,000	85,000
TOTAL:	2,089,532	2,219,568	2,124,885	2,124,885

City of La Verne

POLICE

Investigations

2508/2517

Department

Cost Center

Cost Center No.

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

	2010	2011	2012	2013	2014 est
Cases assigned	3,529	2,948	2,980	2,892	2,800
Cleared	2,717	2,164	1,982	1,919	2,000
Active	46	47	57	85	59
Inactive	751	716	925	859	850
Part I clearance rate	35%	34%	31%	29%	30%

Personnel Services:

Wages and benefits for (1) sergeant, (4) investigators, (1) narcotics taskforce sergeant, (4) narcotics taskforce officers (1) police clerk II, and (1) police services technician. All wages and benefits for the taskforce sergeant are paid through sources other than general fund. .33 of wages and benefits for a taskforce officer are paid through sources other than general fund.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Adjust Personnel 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	12,000	36,000	36,000	36,000
Other Operating Costs	6,000	6,000	6,000	6,000
Capital Outlay	0	0	0	0
Total:	18,000	42,000	42,000	42,000
Personnel Authorized	0	0	0	0
<u>Source of Funds:</u>				
General Fund	18,000	42,000	42,000	42,000
TOTAL:	18,000	42,000	42,000	42,000

City of La Verne

POLICE

Police Reserve Program

2509

Department

Cost Center

Cost Center No.

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

	2010	2011	2012	2013	2014 est
# of reserve officers	19	19	21	18	20
Training hours provided as P.O.S.T. standards	1,512	1,418	1,206	1,440	1,509
Reserve officers work hours - Volunteer	7,097	5,769	5,960	5,815	5,912

Personnel Services:

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Funding levels as requested

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	307,818	315,940	312,191	312,191
Other Operating Costs	36,000	36,000	36,000	36,000
Capital Outlay	0	0	0	0
Total:	343,818	351,940	348,191	348,191

Personnel Authorized	2.50 FT	2.50 FT	2.50 FT	2.50 FT
----------------------	---------	---------	---------	---------

Source of Funds:

General Fund	266,818	274,940	264,191	264,191
Bonita Unified School District	77,000	77,000	84,000	84,000

TOTAL:	343,818	351,940	348,191	348,191
---------------	----------------	----------------	----------------	----------------

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department

Cost Center

Cost Center No.

Units of Measure

Statistical data alone is insufficient in determining the productivity, effectiveness and successes of the numerous programs within the Department. The Department values the partnership that has been developed with the community and strives to build on that relationship. Programs are constantly being developed and evaluated to ensure objectives are being met. Community outreach is evolving through personal contacts and technology, such as social media. The School Resource Officer Program has been proven effective in bridging the gap between schools, students and the police department. The Retired Senior Volunteer Program has been utilized by nearly department in the City and they have been present at every significant event in the City for the last 20 years.

	2010	2011	2012	2013	2014 est
R.S.V.P. volunteer hours	6,991	7,225	7,420	7,850	8,100

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Adjust Personnel Services

City of La Verne

POLICE

Supplemental Law Enforcement Fund

2512

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	110,355	113,028	110,096	110,096
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	110,355	113,028	110,096	110,096
Personnel Authorized	.70 FT	.70 FT	.70 FT	.70 FT
Source of Funds:				
General Fund	10,355	13,028	10,096	10,096
Supplemental State Law Enforcement Fund	100,000	100,000	100,000	100,000
TOTAL:	110,355	113,028	110,096	110,096

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:

None

City Manager Recommendations

Adjust Personnel Services

City of La Verne

POLICE

Police Asset Forfeiture Account

2514

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

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

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	450,527	310,403	363,771	363,771
Other Operating Costs	383,820	200,000	200,000	200,000
Capital Outlay	86,266	176,000	176,000	176,000
Total:	920,613	686,403	739,771	739,771

Personnel Authorized	2.00 FT	1.00 FT	1.50 FT	1.50 FT
----------------------	---------	---------	---------	---------

Source of Funds:

Asset Forfeiture Fund	920,613	686,403	739,771	739,771
TOTAL:	920,613	686,403	739,771	739,771

City of La Verne

POLICE

Police Asset Forfeiture Account

2514

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

\$42,500 Computer Virtualization
\$7,500 (7) Upgraded Computer Work Stations
\$35,000 (16) Cellular Modems for Patrol Vehicles
\$26,000 (2) Automated License Plate Reader
\$50,000 Electronic Access/Locking Door System
\$15,000 PSF Generator

City Manager Recommendations

Adjust Personnel Services allocation
Other Operating Costs & Capital Outlay as requested

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	92,216	104,242	102,542	102,542
Other Operating Costs	102,000	121,000	121,000	121,000
Capital Outlay	6,000	14,000	14,000	14,000
Total:	200,216	239,242	237,542	237,542
Personnel Authorized	1.00 FT	1.00 FT	1.00 FT	1.00 FT
Source of Funds:				
General Fund	200,216	239,242	237,542	237,542
TOTAL:	200,216	239,242	237,542	237,542

City of La Verne

POLICE

Information Systems

2519

Department

Cost Center

Cost Center No.

Units of Measure

None.

Personnel Services:

Wages and benefits for a requested upgrade for (1.00) Information Systems Administrator position.

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:

\$14,000 Livescan Fingerprinting System

City Manager Recommendations

Adjust Personnel Services

City of La Verne

POLICE

Realignment Fund

2524

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	80,000	111,000	111,000	111,000
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	80,000	111,000	111,000	111,000

Personnel Authorized	0	0	0	0
----------------------	---	---	---	---

Source of Funds:

State AB 109 Realignment Fund	80,000	111,000	111,000	111,000
TOTAL:	80,000	111,000	111,000	111,000

City of La Verne

POLICE

Realignment Fund

2524

Department

Cost Center

Cost Center No.

Units of Measure

None

Personnel Services:

Overtime wages only

Other Operating Costs and Capital Outlay:

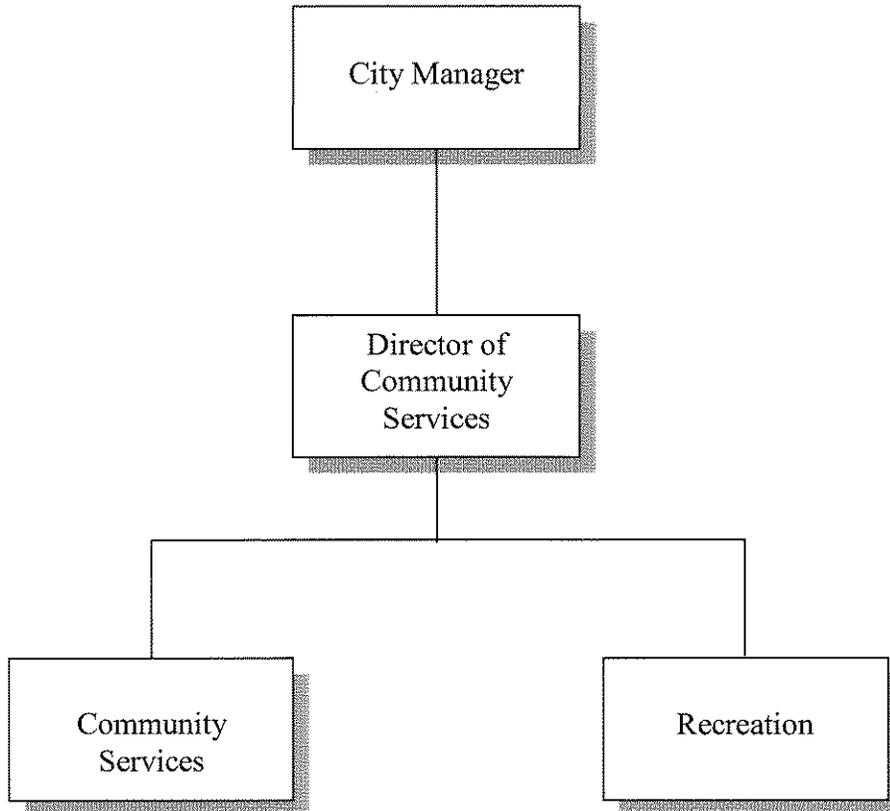
None

City Manager Recommendations

Funding levels as requested

COMMUNITY SERVICES

**COMMUNITY SERVICES
DEPARTMENT**



City of La Verne

BUDGET MESSAGE

2014 - 2015 Fiscal Year

Community Services

6000

Department

Cost Center Number

The Community Services Department provides the community with a variety of leisure and recreational opportunities, park and facility rentals, and transportation programs.

The department will continue to provide activities for all sectors of the community. These programs consist of youth and adult sports programs, fee and charge classes, excursions, aquatic classes, senior citizen programs, special events, and facility rentals.

Highlights for this upcoming year include the replacement of our full-time Community Services Supervisor with a full-time Recreation Coordinator and two new part-time Recreation Coordinators at the Community Center. A priority for Center staff will be to complete a new marketing plan to increase revenues and exposure at our facilities. New programs for this year include Scrapbooking/Crafting, Jazz Band Music Class, and Intro to Stand-Up Comedy. This year, our Adult Softball program will utilize the newly developed University of La Verne Campus West Athletic Facility for the summer/fall softball seasons.

The department is working towards meeting our goal of 55% self-sufficiency for the 2014/15 fiscal year. We will continue to solicit donation and sponsorships to offset costs at the Teen Summit, senior special events, Concerts in the Park, Halloween Parade, and Easter Egg Hunt.

While there are no Capital Improvement Projects scheduled for this year, there is a capital outlay request for a new ice machine at the Community Center.

City of La Verne

Community Services

Summary

6000 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	703,891	736,612	734,457	734,457
Other Operating Costs	633,939	645,350	647,350	647,350
Capital Outlay	22,926	7,500	4,500	4,500
Total:	1,360,756	1,389,462	1,386,307	1,386,307

Personnel Authorized	8.56 including part-time	8.60 including part-time	8.60 including part-time	8.60 including part-time
----------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

Source of Funds:

General Fund	644,856	677,612	672,957	672,957
User Fees				
Recreation Programs	490,000	494,000	498,000	498,000
Facility Rentals	84,600	77,350	72,350	72,350
Aquatics	134,300	133,500	136,000	136,000
Special Events	7,000	7,000	7,000	7,000
TOTAL:	1,360,756	1,389,462	1,386,307	1,386,307

City of La Verne

DETAIL OF SALARIES & WAGES

Community Services	SUMMARY				6000 Series
Department	Cost Center				Cost Center No.
CLASSIFICATION					
	Position Quota				
	Current	Department Requests	City Manager Recommended	Adopted Budget	
Community Services Director	.82	.82	.82	.82	
Recreation Coordinator (2)	.80	1.80	1.80	1.80	
Community Services Supervisor	1.00	.00	.00	.00	
TOTAL FULL-TIME					
	2.62	2.62	2.62	2.62	
REGULAR PART-TIME					
Recreation Coordinator	2.82	2.85	2.85	2.85	
Recreation Specialist II	1.00	1.00	1.00	1.00	
Administrative Clerk II	.32	.33	.33	.33	
Administrative Clerk I	1.80	1.80	1.80	1.80	
TOTAL REG. PART-TIME					
	5.94	5.98	5.98	5.98	
TOTAL POSITIONS					
	8.56	8.60	8.60	8.60	
APPROPRIATIONS					
SALARIES & WAGES	572,626	619,692	619,692	619,692	
OVERTIME	0	0	0	0	
BENEFIT COSTS	131,265	116,920	114,765	114,765	
TOTAL PERSONNEL SERVICES	703,891	736,612	734,457	734,457	

City of La Verne

Community Services

Administration

6001

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To maintain and coordinate the combined function of recreation and community services to ensure leisure activities 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 Verne, the business community, and service organizations.
- 3 - To assist the City Council, the City Manager, and other departments on the matters of recreation and community services related practices.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	205,376	210,731	209,212	209,212
Other Operating Costs	47,500	48,000	48,000	48,000
Capital Outlay	0	0	0	0
Total:	252,876	258,731	257,212	257,212

Personnel Authorized	2.14	2.15	2.15	2.15
----------------------	------	------	------	------

Source of Funds:

General Fund	252,876	258,731	257,212	257,212
TOTAL:	252,876	258,731	257,212	257,212

City of La Verne

Community Services

Administration

6001

Department

Cost Center

Cost Center No.

Units of Measure:

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

City of La Verne

Community Services

Recreation Programs

6002-6006

Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

- 1 - Offer an adult softball program that includes 8 leagues during the summer and fall seasons.
- 2 - Offer youth sports programs such as t-ball and youth basketball.
- 3 - Offer an adult basketball and women's soccer leagues three times per year.
- 4 - Provide a variety of excursions two times per month for adults and seniors.
- 5 - Maintain a balance of community services and recreation classes for youth, adults, and seniors.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	212,322	220,041	219,712	219,712
Other Operating Costs	267,100	270,500	270,500	270,500
Capital Outlay	11,926	0	0	0
Total:	491,348	490,541	490,212	490,212

Personnel Authorized	1.80	2.28	2.28	2.28
----------------------	------	------	------	------

Source of Funds:

General Fund	1,348	(3,459)	(7,788)	(7,788)
User Fees				
Fee & Charge Classes	230,000	235,000	235,000	235,000
Preschool	115,000	115,000	115,000	115,000
BHS Program	25,000	20,000	20,000	20,000
Sports Programs	78,000	82,000	86,000	86,000
Excursions	42,000	42,000	42,000	42,000

TOTAL:	491,348	490,541	490,212	490,212
---------------	----------------	----------------	----------------	----------------

City of La Verne

Community Services

Recreation Programs

6002-6006

Series

Department

Cost Center

Cost Center No.

Estimated Units of Measure:

	2013/14			2014/15		
	Activity	Partic.	Revenue	Activity	Partic.	Revenue
Excursions (Family & Adult)	24 Excursions	1,000	\$42,000	24 Excursions	1,000	\$42,000
Adult Softball	15 Teams	240	\$5,000	30 Teams	480	\$10,000
T-ball	10 Teams	130	\$ 7,700	10 Teams	130	\$7,700
Youth Basketball	70 Teams	660	\$51,300	70 Teams	660	\$51,300
Women's Soccer	16 Teams	320	\$9,000	16 Teams	320	\$9,000
5 on 5 Basketball	36 Teams	280	\$ 9,000	36 Teams	280	\$9,000
City Track Meet	1 Meet	361	0	1 Meet	361	0
Classes	420 Classes	32,000	\$230,000	440 Classes	32,000	\$235,000
Preschool	8 Classes	162	\$115,000	8 Classes	162	\$115,000

Personnel Services:

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

Part-time personnel includes specialists, recreation leaders, 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:

City of La Verne

Community Services

Facility Rentals

6100 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

- 1 - Provide safe, attractive, and clean facilities for wedding receptions, banquets, workshops, seminars, classes and park rentals. Continue to develop operational and maintenance plans for Veterans Hall, the Community Center, and Oak Mesa Park facilities.
- 2 - Develop Community Center, Veterans Hall, and Oak Mesa marketing and management strategies.
- 3 - Promote strong development and training for department staff in the area of customer service
- 4 - Build and develop community minded programs and services to cover all ages - youth, teen, adults, and seniors.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	163,236	176,543	176,436	176,436
Other Operating Costs	127,800	132,150	124,150	124,150
Capital Outlay	11,000	7,500	4,500	4,500
Total:	302,036	316,193	305,086	305,086

Personnel Authorized	4.32	3.85	3.85	3.85
----------------------	------	------	------	------

Source of Funds:

General Fund	217,436	238,843	232,736	232,736
User Fees				
Banners	600	850	850	850
Community Center	60,000	55,000	50,000	50,000
Aquatics Center	10,500	9,000	9,000	9,000
Park Shelters	2,200	3,500	3,500	3,500
Veterans Hall	7,000	7,000	7,000	7,000
Sports Fields	4,300	2,000	2,000	2,000

TOTAL:	302,036	316,193	305,086	305,086
---------------	----------------	----------------	----------------	----------------

City of La Verne

Community Services

Facility Rentals

6100 Series

Department

Cost Center

Cost Center No.

Estimated Units of Measure:

	2013/14		2014/15	
	Rentals	Revenue	Rentals	Revenue
Community Center	40	\$60,000	35	\$55,000
Veterans Hall	38	\$7,000	38	\$7,000
Park Rentals	26	\$2,200	34	\$3,400

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

City of La Verne

Community Services

Swimming Pool

6200 Series

Department	Cost Center	Cost Center No.
------------	-------------	-----------------

Long-Term Objectives:

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

Operational Plans:

- 1 - To offer basic through advanced swimming and diving instruction.
- 2 - To offer instruction in water and pool safety.
- 3 - To offer the community specialized water classes such as water aerobics, and private swim lessons.
- 4 - To operate a successful youth swim team - the La Verne Gators.
- 5 - To coordinate the use of the pool with Bonita High School and the University of La Verne.
- 6 - To offer residents, local businesses, churches, and schools the opportunity to rent the Aquatics Center for their functions.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	112,428	118,756	118,556	118,556
Other Operating Costs	159,000	161,000	171,000	171,000
Capital Outlay	0	0	0	0
Total:	271,428	279,756	289,556	289,556
Personnel Authorized	0.3	0.32	0.32	0.32
Source of Funds:				
General Fund	137,128	146,256	153,556	156,556
User Fees				
Aquatics Programs	111,300	123,500	126,000	126,000
Aquatics Rentals	23,000	10,000	10,000	10,000
TOTAL:	271,428	279,756	289,556	289,556

City of La Verne

Community Services

Swimming Pool

6200 Series

Department

Cost Center

Cost Center No.

Estimated Units of Measure:

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Swim Lesson Participants	1,168	1,224	1,349	1,350
Recreation Swim Participants	780	1,540	499	500
Pool Rentals	22	14	19	20
Swim Team Participants	115	104	187	185
Diving Class Participants	104	104	135	130
Water Aerobic Participants	50	14	51	50
Lap Swim Participants (June to Aug)	132	75	201	200

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

City of La Verne

Community Services

Special Events

6300 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

- 1 - Assist in the preparation and development of 4th of July activities.
- 2 - Assist in preparation and development of the Easter Egg Hunt.
- 3 - Administer the City's Christmas and Halloween special events.
- 4 - Provide dances for individuals with special needs.
- 5 - Provide a recreation guide two times per year, May and December, with various City services and departmental information.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	10,529	10,541	10,541	10,541
Other Operating Costs	32,539	33,700	33,700	33,700
Capital Outlay	0	0	0	0
Total:	43,068	44,241	44,241	44,241

Personnel Authorized	0	0	0	0
----------------------	---	---	---	---

Source of Funds:

General Fund	36,068	37,241	37,241	37,241
User Fees				
Christmas Activities	6,500	6,500	6,500	6,500
Halloween Activities	500	500	500	500

TOTAL:	43,068	44,241	44,241	44,241
---------------	---------------	---------------	---------------	---------------

City of La Verne

Community Services

Special Events

6300 Series

Department

Cost Center

Cost Center No.

Estimated Units of Measure:

	2012/13		2013/14		2014/15	
	Activity	Partic.	Activity	Partic.	Activity	Partic.
Easter Activities	2 Events	2,200	2 Events	2,000	2 Events	2,000
4th of July Program	1 Event	15,000	1 Event	15,000	1 Event	15,000
Christmas Activities	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

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

Personnel Services:

Provides for personnel to operate special events.

Other Operating Costs:

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

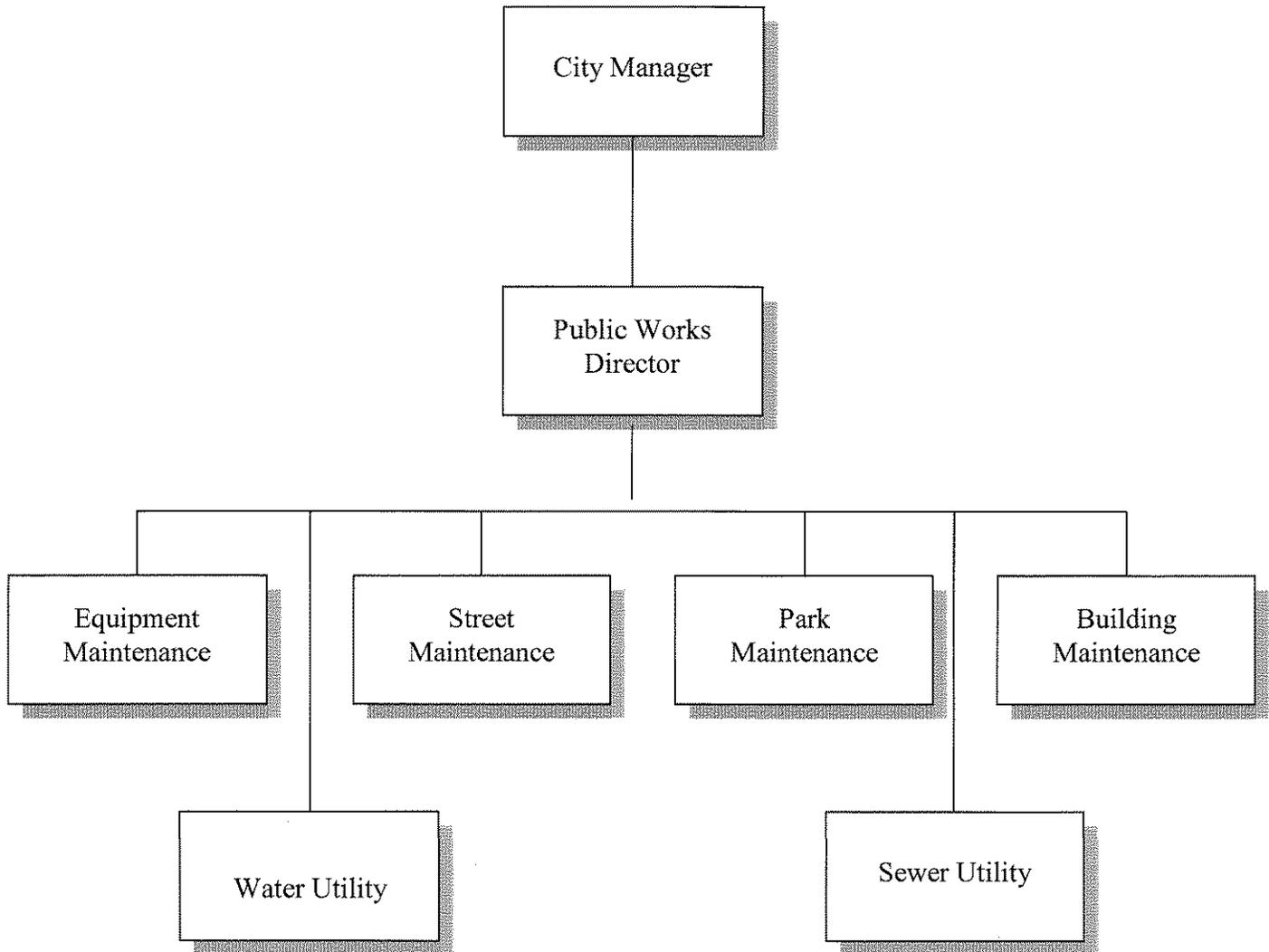
Also provides for printing, design, layout, and postage for the bi-annual Recreation Guide.

City Manager Recommendations:

City of La Verne

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT



City of La Verne

BUDGET MESSAGE

2014 – 2015 Fiscal Year

Public Works

4100, 4200, 4300, 4400, 4500, 4700

Department

Cost Center

The Public Works Department provides outstanding public service through a variety of operations, all of which contribute to making La Verne an attractive, vibrant, and safe community. Our mission is to design, build, maintain, improve, operate, and green the City's infrastructure and public rights-of-way with skill, pride, and a responsiveness that inspires confidence in our services and all City facilities. To achieve this undertaking, the Department has again submitted a responsible budget that supports our commitment to enhancing the quality of life in La Verne. This budget continues our efforts to provide safe and attractive public facilities, well maintained and clean streets, exceptional utility services, outstanding parks, and cost effective maintenance and environmental programs. The Department continues management of the capital improvement program (CIP) and is responsible for implementing a majority of the projects contained in the CIP. Following is a brief summary of the Department's budget request for each division activity:

Building Maintenance – General Fund

The Building Division maintains and operates City Hall, the City Yard, the Public Safety Facility, Fire Station II, Fire Station III, and the Fire Communications building. The Division is tasked with efficiently operating these buildings and providing maintenance services to ensure their long term use. The majority of the operating budget continues to be directed at utility costs, building repair and maintenance activities, and contract janitorial and HVAC services. This year's request is slightly less than the prior year due to anticipated benefits of the recent solar power installation at the City Yard.

Street Maintenance/Refuse – General/Refuse/Gas Tax Funds

All facilities within the public right-of-way are generally the responsibility of the Street Maintenance Division. This includes such things as City streets, sidewalks, curbs, gutters, storm drains, traffic signals, and signs. The Division is also responsible for street sweeping and lighting, graffiti abatement, and oversight of the refuse contract. A primary focus of the Division remains risk management and preservation of existing infrastructure. Doing so reduces the City's exposure to potentially expensive claims and extends the service life of our infrastructure, thereby avoiding more expensive replacement. Staff will also continue to aggressively pursue grants and other available funding sources to reduce general fund obligations and dwindling gas tax revenues.

City of La Verne

Water Utility – Water Fund

The Water Division is responsible for operation and maintenance of the City's water production, distribution, and treatment facilities as well as meter reading and related customer service functions. The group is tasked with ensuring the production, storage, and delivery of high quality water for domestic and industrial uses, irrigation, and fire protection. More than half of this budget is dedicated to imported water purchases from the Three Valleys Municipal Water District, which provides nearly 70 percent of the City's total annual supply. Much of the remaining budget is directed at personnel, utility costs, contractual maintenance services, water quality testing, liability insurance, and regulatory permits and fees.

Storm & Sanitary Sewer Utility – Sewer Fund

The Sewer Division is responsible for maintenance of the City's wastewater collection system, administration of the federally mandated National Pollutant Discharge Elimination System (NPDES) program, and other environmental programs. Routine cleaning and regular video inspection of the entire collection system once again will represent the bulk of the division's efforts. Focus will also be directed at compliance with the revised NPDES program and the new Municipal Separate Storm Sewer System (MS4) permit.

Equipment Maintenance – Equipment Fund

The Equipment Maintenance Division provides exceptional support to all operating departments through its management of the City's fleet. The Division's primary function is the repair and maintenance of varying equipment of all sizes, including police and fire vehicles, tractors, dump trucks, work trucks, and mowers. A great deal of time and effort is also dedicated to managing the purchase of new and replacement equipment as well as a number of environmental and regulatory compliance programs. The majority of the operating budget is dedicated to equipment purchases, fuel, auto parts, and liability insurance.

Park/Tree Maintenance – General Fund

Repair and maintenance of the City's parks, public landscape areas, and tree assets are the primary responsibility of the Parks Maintenance Division. Our goal is to provide safe, clean, and well maintained parks and facilities in the most efficient and cost effective manner that resources allow. Our focus will again remain on risk avoidance through a proactive tree trimming program and responsive attention to potential hazards. The bulk of the operating budget is directed at contractual maintenance services and utility expenses.

Maintenance Assessment Districts (LMD) – LMD Funds

The Public Works Department is lastly tasked with management of the City's nine landscape maintenance districts. These LMDs are funded through property owner assessments that fund landscape maintenance and fuel modification efforts benefiting the respective LMDs. The majority of this budget is allocated to contractual maintenance and irrigation costs.

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	4,386,101	4,637,188	4,512,092	4,512,092
Other Operating Costs	13,544,002	14,037,976	13,850,976	13,850,976
Capital Outlay	453,657	584,100	580,400	580,400
Total:	18,383,760	19,259,264	18,943,468	18,943,468

Personnel Authorized	47.63	47.64	47.64	47.64
----------------------	-------	-------	-------	-------

Source of Funds:

General Fund	4,021,955	3,980,849	3,793,337	3,793,337
Gas Tax	396,000	396,000	338,000	338,000
Water Fund	8,535,703	9,407,245	9,366,392	9,366,392
Sewer Fund	1,135,037	1,106,153	1,088,802	1,088,802
Equipment Fund	1,669,631	1,694,890	1,683,424	1,683,424
Refuse & Recycling	2,249,925	2,291,727	2,291,549	2,291,549
Landscape Assessment Districts	375,509	382,400	381,964	381,964
TOTAL:	18,383,760	19,259,264	18,943,468	18,943,468

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
Public Works Manager	1.00	1.00	1.00	1.00
Maintenance Manager	1.00	1.00	1.00	1.00
Utility Manager	1.00	1.00	1.00	1.00
Administrative Clerk II	1.00	1.00	1.00	1.00
Maintenance Supervisor (Street/Parks)	2.00	2.00	2.00	2.00
Water Maint. Supervisor	1.00	1.00	1.00	1.00
Utility Supervisor	1.00	1.00	1.00	1.00
Maintenance Leadworker	3.00	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	16.83	16.84	16.84	16.84
Customer Service Rep. I/II	6.00	6.00	6.00	6.00
Fleet Superintendent	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	3.00	3.00	3.00	3.00
Water Systems Specialist	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Information Systems Manager	0.35	0.35	0.35	0.35
Accountant	0.00	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
Accounting Manager	0.35	0.00	0.00	0.00
TOTAL FULL-TIME	46.03	46.04	46.04	46.04
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
TOTAL REG. PART-TIME	1.60	1.60	1.60	1.60
TOTAL POSITIONS	47.63	47.64	47.64	47.64
APPROPRIATIONS				
SALARIES & WAGES	2,697,458	2,763,030	2,742,377	2,742,377
OVERTIME	94,659	120,000	120,000	120,000
BENEFIT COSTS	1,593,984	1,754,158	1,649,715	1,649,715
TOTAL PERSONNEL SERVICES	4,386,101	4,637,188	4,512,092	4,512,092

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	66,078	73,754	72,477	72,477
Other Operating Costs	325,875	315,150	295,650	295,650
Capital Outlay	0	0	0	0
Total:	391,953	388,904	368,127	368,127
Personnel Authorized	0.68	0.68	0.68	0.68
Source of Funds:				
General Fund	391,953	388,904	368,127	368,127
TOTAL:	391,953	388,904	368,127	368,127

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	42,690	44,035	44,035	44,035
OVERTIME	1,225	2,000	2,000	2,000
BENEFIT COSTS	22,163	27,719	26,442	26,442
TOTAL PERSONNEL SERVICES	66,078	73,754	72,477	72,477

City of La Verne

Public Works

Building Administration

4101

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	22,444	22,769	22,682	22,682
Other Operating Costs	3,325	5,100	4,600	4,600
Capital Outlay	0	0	0	0
Total:	25,769	27,869	27,282	27,282
<hr/>				
Personnel Authorized	.13	.13	.13	.13
<hr/>				
Source of Funds:				
General Fund	25,769	27,869	27,282	27,282
TOTAL:	25,769	27,869	27,282	27,282

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

Adjust personnel services.

Reduce other operating costs.

City of La Verne

Public Works

Building Maintenance

4102

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	43,634	50,985	49,795	49,795
Other Operating Costs	322,550	310,050	291,050	291,050
Capital Outlay	0	0	0	0
Total:	366,184	361,035	340,845	340,845
Personnel Authorized	0.55	0.55	0.55	0.55
Source of Funds:				
General Fund	366,184	361,035	340,845	340,845
TOTAL:	366,184	361,035	340,845	340,845

City of La Verne

Public Works	Building Maintenance		4102	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	<u>2011/12</u>	<u>2012-13</u>	<u>2013-14</u>	Estimated <u>2014-15</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)	63	68	65	65
Solar Panels (kv)	N/A	N/A	N/A	70
<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>				
Adjust personnel services.				
Reduce other operating costs.				

City of La Verne

Public Works

Street Maintenance Summary

4200 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	658,769	742,283	724,732	724,732
Other Operating Costs	4,131,158	3,983,961	3,850,961	3,850,961
Capital Outlay	11,000	0	0	0
Total:	4,800,927	4,726,244	4,575,693	4,575,693

Personnel Authorized	7.53	7.63	7.63	7.63
----------------------	------	------	------	------

Source of Funds:

Refuse & Recycling	2,249,925	2,291,727	2,291,549	2,291,549
General	2,155,002	2,038,517	1,946,144	1,946,144
Gas Tax	396,000	396,000	338,000	338,000

TOTAL:	4,800,927	4,726,244	4,575,693	4,575,693
---------------	-----------	-----------	-----------	-----------

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Street Maintenance Summary

4200 SERIES

Department Cost Center Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.05	.05	.05	.05
Public Works Manager	.15	.25	.25	.25
Maintenance Manager	.53	.53	.53	.53
Maintenance Supervisor	.75	.75	.75	.75
Maintenance Leadworker	.85	.85	.85	.85
Maintenance Worker I/II/III	4.20	4.20	4.20	4.20
Equipment Operator	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	7.53	7.63	7.63	7.63
REGULAR PART-TIME	0.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	7.53	7.63	7.63	7.63

APPROPRIATIONS

SALARIES & WAGES	405,276	428,814	428,814	428,814
OVERTIME	11,029	18,000	18,000	18,000
BENEFIT COSTS	242,464	295,469	277,918	277,918
TOTAL PERSONNEL SERVICES	658,769	742,283	724,732	724,732

City of La Verne

Public Works

Streets Administration

4201

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	93,588	109,090	108,588	108,588
Other Operating Costs	373,948	433,800	323,800	323,800
Capital Outlay	0	0	0	0
Total:	467,536	542,890	432,388	432,388
Personnel Authorized	.58	.58	.58	.58
<u>Source of Funds:</u>				
General Fund	467,536	542,890	432,388	432,388
TOTAL:	467,536	542,890	432,388	432,388

City of La Verne

Public Works

Streets Administration

4201

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services.

Reduce other operating 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.
4. Management of used oil and hazardous waste recycling programs.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	14,894	14,566	14,388	14,388
Other Operating Costs	2,235,031	2,277,161	2,277,161	2,277,161
Capital Outlay	0	0	0	0
Total:	2,249,925	2,291,727	2,291,549	2,291,549
Personnel Authorized	.10	.10	.10	.10
Source of Funds:				
Refuse and Recycling	2,249,925	2,291,727	2,291,549	2,291,549
TOTAL:	2,249,925	2,291,727	2,291,549	2,291,549

City of La Verne

Public Works	Waste & Recycling		4202	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	Estimated <u>2014/15</u>
Number of Participants by size of refuse container:				
96-gallon	2,300	2,477	2,491	2,500
64-gallon	4,915	4,867	4,882	4,900
35-gallon	2,025	2,038	2,023	2,000
Refuse Disposal (tons)	25,739	24,056	24,313	25,000
Recycling/Diversion (tons)	10,111	10,632	10,583	11,000
Green Waste Diversion (tons)	6,130	6,186	6,410	6,500
Residential Waste Stream Diversion	47%	47%	48%	50%
Used Oil Recycled - curbside (gallons)	220	240	156	200
Used Oil Recycled - collection center	6,304	6,300	6,300	6,300
Used Oil Filters Recycled	1,500	1,500	1,500	1,500
Syringe Recycling - Participants	880	500 *	308	350
Christmas Trees Recycled (tons)	105	110	110	110
*Drop in participant count is due to distribution of larger containers which require fewer containers to be distributed				
<u>Personnel Services:</u>				
To provide a proportional share of wages and benefits for the Public Works Manager.				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include refuse and recycling contract and AB 939 implementation measures.				
<u>Capital Outlay:</u>				
	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>	
	0	0	0	
TOTAL:	0	0	0	
<u>City Manager Recommendations</u>				
Adjust personnel services.				

City of La Verne

Public Works

Street Maintenance

4203

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	416,100	468,581	455,992	455,992
Other Operating Costs	901,759	641,800	628,800	628,800
Capital Outlay	11,000	0	0	0
Total:	1,328,859	1,110,381	1,084,792	1,084,792

Personnel Authorized	5.25	5.25	5.25	5.25
----------------------	------	------	------	------

Source of Funds:

General Fund	932,859	714,381	746,792	746,792
Gas Tax	396,000	396,000	338,000	338,000
TOTAL:	1,328,859	1,110,381	1,084,792	1,084,792

City of La Verne

Public Works	Street Maintenance		4203	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	Estimated <u>2014/15</u>
Streets to Maintain (Miles)	98	98	98	98
Patch AC Surface (Sq. Ft.)	165,000	160,000	160,000	160,000
Repair/Const. Concrete (Sq. Ft.)	47,500	45,000	45,000	45,000
Street Stripe/Mark (Lin. Miles)	85	85	85	85
Alleys (Miles)	14	14	14	14
Sidewalks (Miles)	205	205	205	205
Pavement Markings	915	915	915	915
<hr/>				
<u>Personnel Services:</u>				
To provide a proportional share of wages, benefits, and overtime for Maintenance Supervisor, Maintenance Leadworker, and Maintenance Workers I/II/III.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include road materials such as asphalt, concrete and base rock, paint, signs, contractual maintenance services, and equipment rental.				
<hr/>				
<u>Capital Outlay:</u>				
	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>	
	0	0	0	
TOTAL:	<hr/> 0	<hr/> 0	<hr/> 0	
<hr/>				
<u>City Manager Recommendations</u>				
Adjust personnel services.				
Reduce other operating costs.				

City of La Verne

Public Works

Street Lighting and Sweeping

4204

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	101,071	107,141	103,704	103,704
Other Operating Costs	610,820	612,600	602,600	602,600
Capital Outlay	0	0	0	0
Total:	711,891	719,741	706,304	706,304
Personnel Authorized	1.10	1.10	1.10	1.10
Source of Funds:				
General Fund	711,891	719,741	706,304	706,304
TOTAL:	711,891	706,304	706,304	706,304

City of La Verne

Public Works

Street Lighting and Sweeping

4204

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	Estimated <u>2014/15</u>
Street Sweeping (annual curb mi.)	7,413	7,239	7,200	7,200
Street Signs (ea.)	26,300	26,300	26,300	26,300
Street Lights	2,750	2,750	2,750	2,750
Traffic Signals	22	22	22	23

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:

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

City Manager Recommendations

Adjust personnel services.

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	33,116	42,905	42,060	42,060
Other Operating Costs	9,600	18,600	18,600	18,600
Capital Outlay	0	0	0	0
Total:	42,716	61,505	60,660	60,660
Personnel Authorized	.50	.50	.50	.50
Source of Funds:				
General Fund	42,716	61,505	60,660	60,660
TOTAL:	42,716	61,505	60,660	60,660

City of La Verne

Public Works

Graffiti Removal

4205

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	Estimated <u>2014/15</u>
No. of Removals - Public Property	12	168	42	40
Graffiti Removed (Sq. Ft.)	915	2,778	1,008	1,000
No. of Removals - Private Property	97	47	1	5
Graffiti Removed (Sq. Ft.)	5,463	1,683	216	750

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:	<u>0</u>	<u>0</u>	<u>0</u>

City Manager Recommendations

Adjust personnel services.

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				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,712,919	1,787,320	1,743,317	1,743,317
Other Operating Costs	6,800,784	7,469,925	7,469,925	7,469,925
Capital Outlay	22,000	150,000	153,150	153,150
Total:	8,535,703	9,407,245	9,366,392	9,366,392
<hr/>				
Personnel Authorized	18.60	18.60	18.60	18.60
<hr/>				
<u>Source of Funds:</u>				
Water Fund	8,535,703	9,407,245	9,366,392	9,366,392
TOTAL:	8,535,703	9,407,245	9,366,392	9,366,392

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
Public Works Manager	.45	.35	.35	.35
Utilities Manager	.70	.70	.70	.70
Wtr/Sewer Maint. Supervisor	.75	.75	.75	.75
Utility Supervisor	.50	.50	.50	.50
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Leadworker	.65	.65	.65	.65
Maintenance Worker I/II/III	3.90	4.00	4.00	4.00
Customer Service Rep. I/II	5.55	5.55	5.55	5.55
Information Systems Manager	.20	.20	.20	.20
Accounting Manager	.20	.00	.00	.00
Account Clerk I/II/III	.25	.25	.25	.25
Management Analyst	.50	.50	.50	.50
Water System Specialist	1.00	1.00	1.00	1.00
Administrative Clerk II	.60	.60	.60	.60
Accountant	.00	.20	.20	.20
<hr/>				
TOTAL FULL-TIME	17.70	17.70	17.70	17.70
<hr/>				
REGULAR PART-TIME				
<hr/>				
Administrative Clerk I	.60	.60	.60	.60
Account Clerk I	.30	.30	.30	.30
<hr/>				
TOTAL REG. PART-TIME	0.90	0.90	0.90	0.90
<hr/>				
TOTAL POSITIONS	18.60	18.60	18.60	18.60
<hr/>				
APPROPRIATIONS				
<hr/>				
SALARIES & WAGES	1,041,394	1,052,845	1,046,441	1,046,441
<hr/>				
OVERTIME	46,804	56,250	56,250	56,250
<hr/>				
BENEFIT COSTS	624,721	678,225	640,626	640,626
<hr/>				
TOTAL PERSONNEL SERVICES	1,712,919	1,787,320	1,743,317	1,743,317

City of La Verne

Public Works

Water Administration

4301

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To effectively administer the functions of the Water Division.

Operational Plans:

1. Continue partnership with Six Basins Watermaster.
2. Continue to monitor 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 and marketing.
6. Develop and implement the Capital Improvement Program and Water Master Plan.
7. Manage contractual engineering services and construction contracts.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	391,649	351,710	341,901	341,901
Other Operating Costs	336,886	379,900	379,900	379,900
Capital Outlay	0	20,000	20,000	20,000
Total:	728,535	751,610	741,801	741,801
Personnel Authorized	3.05	2.80	2.80	2.80
<u>Source of Funds:</u>				
Water Fund	728,535	751,610	741,801	741,801
TOTAL:	728,535	751,610	741,801	741,801

City of La Verne

Public Works

Water Administration

4301

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Auto/Equipment	20,000	20,000	20,000
TOTAL:	20,000	20,000	20,000

City Manager Recommendations

Adjust personnel services.

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	322,615	355,040	345,840	345,840
Other Operating Costs	6,070,448	6,636,425	6,636,425	6,636,425
Capital Outlay	0	0	0	0
Total:	6,393,063	6,991,465	6,982,265	6,982,265
Personnel Authorized	3.25	3.25	3.25	3.25
Source of Funds:				
Water Fund	6,393,063	6,991,465	6,982,265	6,982,265
TOTAL:	6,393,063	6,991,465	6,982,265	6,982,265

City of La Verne

Public Works

Water Production

4302

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	Estimated <u>2014/15</u>
Water Purchased (acre feet)	5,654	6,084	6,019	6300
Water Production (acre feet)	2,098	2,364	2,426	2650
Number of Wells Operated	9	9	9	9
Number of Reservoirs Maintained	13	13	13	13
Pump Stations	10	10	10	10
Hydropneumatic Stations	1	1	1	1
Water Quality Samples	N/A	N/A	2143	2150

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works

Water Transmission/Distribution

4304

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Efficient and continuous delivery of water through the distribution grid.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	452,849	500,476	487,069	487,069
Other Operating Costs	190,441	240,750	240,750	240,750
Capital Outlay	22,000	130,000	130,000	130,000
Total:	665,290	871,226	857,819	857,819
Personnel Authorized	5.05	5.15	5.15	5.15
Source of Funds:				
Water Fund	665,290	871,226	857,819	857,819
TOTAL:	665,290	871,226	857,819	857,819

City of La Verne

Public Works

Water Transmission/Distribution

4304

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>Estimated</u> <u>2014/15</u>
Mainline Repairs (ea.)	6	5	6	6
Service Lines Repaired	14	4	6	4
Service Lines Replaced (ea.)	50	51	36	34
Meter Leaks (ea.)	12	11	8	6
Emergency Responses/Call-outs	70	59	69	80
Mainline Valve Repair/Replace	12	19	9	14

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</u> <u>Request</u>	<u>Manager</u> <u>Recommended</u>	<u>Council</u> <u>Approved</u>
Ruggedized Notebook Computer & Software	5,000	5,000	5,000
Water Service Truck	125,000	125,000	125,000
TOTAL:	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works

Water Customer Service

4314

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	545,806	580,094	568,507	568,507
Other Operating Costs	203,009	212,850	212,850	212,850
Capital Outlay	0	0	3,150	3,150
Total:	748,815	792,944	784,507	784,507
Personnel Authorized	6.35	6.50	6.50	6.50
<u>Source of Funds:</u>				
Water Fund	748,815	792,944	784,507	784,507
TOTAL:	748,815	792,944	784,507	784,507

City of La Verne

Public Works

Water Customer Service

4314

Department

Cost Center

Cost Center No.

<u>Units of Measure</u>	<u>2011/112</u>	<u>2012/13</u>	<u>2013/14</u>	<u>Estimated 2014/2015</u>
Water Utility Accounts	8,589	8,614	8,375	8500
Water Billings	51,491	52,232	48,723	48,500
Late Notices	7,764	8,464	8,577	8600
Delinquent Turn-off Notices	1,767	2,104	1,732	1800
Discontinued for Nonpayment	252	289	260	300
Applications Processed	608	594	651	650
Closing Bills Processed	605	620	638	625
Field Checks	1,695	2,358	1,062	1500
Customer Questions/Complaints	2,182	2,163	2,340	2400
Meter Change-outs	642	500	200	400
Online Bill Pay Accounts	N/A	N/A	2700	3200

Personnel Services:

To provide wages and benefits for Public Works Manager, 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>
Replacement personal computers.	0	3,150	3,150
TOTAL:	<u>0</u>	<u>3,150</u>	<u>3,150</u>

City Manager Recommendations

Adjust personnel services.

Increase capital outlay.

City of La Verne

Public Works

Storm & Sanitary Sewer Summary

4400 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	742,204	750,553	730,052	730,052
Other Operating Costs	384,833	334,600	334,600	334,600
Capital Outlay	8,000	21,000	24,150	24,150
Total:	1,135,037	1,106,153	1,088,802	1,088,802
Personnel Authorized	7.45	7.35	7.35	7.35
Source of Funds:				
Sewer Utility Fund	1,135,037	1,106,153	1,088,802	1,088,802
TOTAL:	1,135,037	1,106,153	1,088,802	1,088,802

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Storm & Sanitary Sewer Summary

4400 SERIES

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.25	.25	.25	.25
Public Works Manager	.35	.35	.35	.35
Maintenance Manager	.25	.25	.25	.25
Utility Manager	.30	.30	.30	.30
Wtr./Sewer Maint. Supervisor	.25	.25	.25	.25
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Worker I/II/III	2.50	2.40	2.40	2.40
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
Management Analyst	.50	.50	.50	.50
Information Systems Manager	.15	.15	.15	.15
Accounting Manager	.15	.00	.00	.00
Account Clerk I/II/III	.25	.25	.25	.25
Accountant	.00	.15	.15	.15
TOTAL FULL-TIME	6.75	6.65	6.65	6.65
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	7.35	7.35	7.35
APPROPRIATIONS				
SALARIES & WAGES	470,471	461,692	455,288	455,288
OVERTIME	15,601	18,750	18,750	18,750
BENEFIT COSTS	256,132	270,111	256,014	256,014
TOTAL PERSONNEL SERVICES	742,204	750,553	730,052	730,052

City of La Verne

Public Works

Storm & Sanitary Sewer Administration

4401

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To effectively administer the functions of the sewer utility.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	463,106	463,209	450,457	450,457
Other Operating Costs	245,966	195,600	195,600	195,600
Capital Outlay	0	20,000	23,150	23,150
Total:	709,072	678,809	669,207	669,207
Personnel Authorized	3.65	3.75	3.75	3.75
<u>Source of Funds:</u>				
Sewer Utility Fund	709,072	678,809	669,207	669,207
TOTAL:	709,072	678,809	669,207	669,207

City of La Verne

Public Works

Storm & Sanitary Sewer Administration

4401

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Auto/Equipment.	20,000	20,000	20,000
Replacement personal computers.	0	3,150	3,150
TOTAL:	20,000	23,150	23,150

City Manager Recommendations

Adjust personnel services.

Increase 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. This includes inspecting mainlines for fats, oil and grease, root intrusion, and mainline off sets.

Operational Plans:

1. Provide system maintenance at regularly scheduled intervals.
2. Document maintenance activities and condition of collection system using remote camera operation.
3. Provide routine cleaning of storm drain catch basins.
4. Roots shall be removed within one week of discovery and off sets repaired within two weeks of discovery.
5. Areas with roots are placed on a 3-year rotating schedule for root foaming.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	279,098	287,344	279,595	279,595
Other Operating Costs	138,867	139,000	139,000	139,000
Capital Outlay	8,000	1,000	1,000	1,000
Total:	425,965	427,344	419,595	419,595
Personnel Authorized	3.10	2.90	2.90	2.90
Source of Funds:				
Sewer Utility Fund	425,965	427,344	419,595	419,595
TOTAL:	425,965	427,344	419,595	419,595

City of La Verne

Public Works

Storm & Sanitary Sewer System Maintenance

4402

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	Estimated <u>2014/15</u>
Pipe Cleaned (in feet)	300,000	300,000	450,000	450,000
Pipe Videotaped (in feet)	300,000	300,000	350,000	350,000
Dye Checks	2	17 *	4	3
Emergency Calls	2	3	4	3
Catch Basins Cleaned (ea.)	532	532	532	532
Pipe Roots Foamed (in feet)	40,000	30,000	30,000	30,000

*Increase in dye tests due to audit of accounts without sewer service

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works

Equipment Maintenance Summary

4500 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	523,944	553,390	541,924	541,924
Other Operating Costs	743,030	763,900	763,900	763,900
Capital Outlay	402,657	377,600	377,600	377,600
Total:	1,669,631	1,694,890	1,683,424	1,683,424
Personnel Authorized	5.20	5.20	5.20	5.20
Source of Funds:				
Equipment Fund	1,669,631	1,694,890	1,683,424	1,683,424
TOTAL:	1,669,631	1,694,890	1,683,424	1,683,424

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
Equipment Mechanic I	1.00	1.00	1.00	1.00
Equipment Mechanic II	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

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

APPROPRIATIONS

SALARIES & WAGES	322,976	328,850	328,850	328,850
OVERTIME	20,000	25,000	25,000	25,000
BENEFIT COSTS	180,968	199,540	188,074	188,074
TOTAL PERSONNEL SERVICES	523,944	553,390	541,924	541,924

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	197,520	205,169	202,589	202,589
Other Operating Costs	130,630	135,350	135,350	135,350
Capital Outlay	402,657	377,600	377,600	377,600
Total:	730,807	718,119	715,539	715,539
Personnel Authorized	1.60	1.60	1.60	1.60
Source of Funds:				
Equipment Fund	730,807	718,119	715,539	715,539
TOTAL:	730,807	718,119	715,539	715,539

City of La Verne

Public Works

Equipment Administration

4501

Department

Cost Center

Cost Center No.

Units of Measure

	2011/12	2012/13	2013/14	Projected 2014/15
Motor Pool	203	203	204	206
Motorcycles	2	2	2	2
Fire Dept	15	15	15	16
Total	220	220	221	224

Personnel Services:

To provide a proportional share of wages and benefits for the Director of Public Works, Fleet Superintendent, Equipment Mechanics, Parts Technician and Administrative Clerk II.

Other Operating Costs and Capital Outlay:

Operating costs consist of administrative expenses necessary to maintain the division. Included are the costs of vehicle insurance, uniform service, small tool replacement and/or repair, training, miscellaneous materials, and waste recycling.

Capital Outlay:

	Department Request	Manager Recommendation	Council Approved
Equipment Replacement (See Schedule)	367,000	367,000	367,000
Mechanic Data Devices	10,600	10,600	10,600
TOTAL:	377,600	377,600	377,600

City Manager Recommendations

Adjust personnel services.

City of La Verne

2014-2015

AUTOMOTIVE AND WORK EQUIPMENT REPLACEMENT

I.D.#	DESCRIPTION REASON FOR REPLACEMENT	USER DEPT.	ESTIMATED RESALE VALUE	DEPARTMENT REQUEST	MANAGER REC.	COUNCIL APPROVED
1005	1981 Case Tractor Outdated, high emission diesel engine. Unreliable.	Public Works	\$2,500.00	\$92,500.00	\$92,500.00	\$92,500.00
1035	1992 Ford F-350 Flatbed Trk Excessive mileage and high maintenance costs.	Parks Dept.	\$1,200.00	\$35,500.00	\$35,500.00	\$35,500.00
2054	2003 Honda Accord Hybrid No longer suitable for dept. use, overdue for replacement	Fire Dept.	\$1,500.00	\$24,500.00	\$24,500.00	\$24,500.00
2072	2001 Ford F-150 Excessive mileage and high maintenance costs.	Water	\$1,000.00	\$24,500.00	\$24,500.00	\$24,500.00
3187	2009 Ford Crown Victoria Excessive mileage, due for replacement	Police	\$1,200.00	\$35,000.00	\$35,000.00	\$35,000.00
3188	2009 Ford Crown Victoria Excessive mileage, due for replacement	Police	\$1,200.00	\$35,000.00	\$35,000.00	\$35,000.00
3189	2009 Ford Crown Victoria Excessive mileage, due for replacement	Police	\$1,200.00	\$35,000.00	\$35,000.00	\$35,000.00
3190	2009 Ford Crown Victoria Excessive mileage, due for replacement	Police	\$1,200.00	\$35,000.00	\$35,000.00	\$35,000.00
1086	Water Service Truck	Water	N/A	\$50,000.00	\$50,000.00	\$50,000.00
TOTAL				\$367,000.00	\$367,000.00	\$367,000.00

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	121,268	108,412	105,418	105,418
Other Operating Costs	59,900	59,400	59,400	59,400
Capital Outlay	0	0	0	0
Total:	181,168	167,812	164,818	164,818
Personnel Authorized	1.50	1.30	1.30	1.30
Source of Funds:				
Equipment Fund	181,168	167,812	164,818	164,818
TOTAL:	181,168	167,812	164,818	164,818

City of La Verne

Public Works

Preventative Maintenance

4502

Department

Cost Center

Cost Center No.

Units of Measure

STAFF HOURS TO SERVICE CITY EQUIPMENT

<u>Group</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	Estimated <u>2014/15</u>
Police Vehicles	868	899	951	827
Fire Equipment	543	562	699	608
Staff Vehicles	244	253	112	97
Maintenance Trucks	434	449	421	365
Heavy Equipment	489	505	475	414
Miscellaneous	54	56	84	73
Work for Others*	82	84	56	49

*Refers to the maintenance of small equipment not in the fleet division's inventory

Personnel Services:

To provide a proportional share of wages and benefits for the Equipment Mechanic I and Equipment Mechanic II's.

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works

Equipment Repair Work

4503

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To provide user departments with dependable, efficient, and safe equipment. To ensure the availability of all equipment when needed and improve vehicle performance and safety through a complete diagnosis and repair program.

Operational Plans:

1. Effect timely, cost efficient vehicle/equipment repair.
2. Coordinate repair activities to provide expedient service based upon user department priorities.
3. Make changes or modify equipment to suit individual maintenance department needs.
4. Increase overall value of fleet through a continual refurbishing program.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	205,156	239,809	233,917	233,917
Other Operating Costs	552,500	569,150	569,150	569,150
Capital Outlay	0	0	0	0
Total:	757,656	808,959	803,067	803,067
Personnel Authorized	2.10	2.30	2.30	2.30
Source of Funds:				
Equipment Fund	757,656	808,959	803,067	803,067
TOTAL:	757,656	808,959	803,067	803,067

City of La Verne

Public Works

Equipment Repair Work

4503

Department

Cost Center

Cost Center No.

Units of Measure

STAFF HOURS TO REPAIR CITY EQUIPMENT

<u>Group</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>Estimated 2014/15</u>
Police Vehicles	805	787	985	1076
Fire Equipment	885	865	1064	1163
Staff Vehicles	81	78	80	86
Maintenance Trucks	684	668	709	775
Heavy Equipment	967	943	788	861
Miscellaneous	80	79	79	86
Work for Others	523	511	236	258

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:

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

City Manager Recommendations

Adjust personnel services.

City of La Verne

Public Works

Park Maintenance Summary

4700

Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	642,010	689,428	659,566	659,566
Other Operating Costs	822,990	828,500	794,000	794,000
Capital Outlay	10,000	35,500	25,500	25,500
Total:	1,475,000	1,553,428	1,479,066	1,479,066

Personnel Authorized	7.91	7.92	7.92	7.92
----------------------	------	------	------	------

Source of Funds:

General Fund	1,475,000	1,553,428	1,479,066	1,479,066
TOTAL:	1,475,000	1,553,428	1,479,066	1,479,066

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Park Maintenance Summary

4700 Series

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Park Maintenance Supervisor	.93	.93	.93	.93
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I/II/III	5.83	5.84	5.84	5.84
Director of Public Works	.05	.05	.05	.05
Public Works Manager	.05	.05	.05	.05
Maintenance Manager	.05	.05	.05	.05

TOTAL FULL-TIME	7.91	7.92	7.92	7.92
-----------------	------	------	------	------

REGULAR PART-TIME

TOTAL REG. PART-TIME	.00	.00	.00	.00
----------------------	-----	-----	-----	-----

TOTAL POSITIONS	7.91	7.92	7.92	7.92
-----------------	------	------	------	------

APPROPRIATIONS

SALARIES & WAGES	387,194	419,908	412,063	412,063
OVERTIME	0	0	0	0
BENEFIT COSTS	254,816	269,520	247,503	247,503
TOTAL PERSONNEL SERVICES	642,010	689,428	659,566	659,566

City of La Verne

Public Works

Park Administration

4701

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To effectively maintain all public parks, city-wide landscape areas, landscape maintenance districts and recreational facilities.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	26,708	26,878	26,678	26,678
Other Operating Costs	41,773	47,900	43,900	43,900
Capital Outlay	0	0	0	0
Total:	68,481	74,778	70,578	70,578
Personnel Authorized	0.15	0.15	0.15	0.15
<u>Source of Funds:</u>				
General Fund	68,481	74,778	70,578	70,578
TOTAL:	68,481	74,778	70,578	70,578

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, Public Works Manager.

Other Operating Costs and Capital Outlay:

Provide for consultant services, liability insurance, training and general office supplies.

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services.

Reduce other operating costs.

City of La Verne

Public Works

Park Maintenance

4702

Department

Cost Center

Cost Center No.

Long-Term Objectives:

1. To keep the City's parks, athletic fields & surfaces, landscaping and trees in a safe and aesthetically pleasing state.
2. To operate in the most cost effective manner.
3. To perform weed abatement on vacant City owned properties and open space.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	461,659	497,450	474,427	474,427
Other Operating Costs	551,045	552,000	522,500	522,500
Capital Outlay	10,000	35,500	25,500	25,500
Total:	1,022,704	1,084,950	1,022,427	1,022,427

Personnel Authorized	5.86	5.87	5.87	5.87
----------------------	------	------	------	------

Source of Funds:

General Fund	1,022,704	1,084,950	1,022,427	1,022,427
TOTAL:	1,022,704	1,084,950	1,022,427	1,022,427

City of La Verne

Public Works

Parks Maintenance

4702

Department

Cost Center

Cost Center No.

Units of Measure:

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Picnic & Play Equipment Repaired	90	70	10	10
Acres of Grass Mowed	1,951	1,957	2,627	3,000
Linear Feet of Edging	416,450	416,450	416,450	416,450
Acres of Planter Area Maintained	414	414	414	414

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Provides for contractual maintenance services, custodial supplies, utilities, materials and equipment rental.

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Auto-Truck	25,500	25,500	25,500
Aerator	10,000	0	0
TOTALS:	<u>35,500</u>	<u>25,500</u>	<u>25,500</u>

City Manager Recommendations

Adjust personnel services.

Reduce other operating costs and capital outlay.

City of La Verne

Public Works

Tree Maintenance

4703

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To provide maintenance for the City's 10,619 parkway trees resulting in healthy trees and reduced liabilities.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	153,643	165,100	158,461	158,461
Other Operating Costs	230,172	228,600	227,600	227,600
Capital Outlay	0	0	0	0
Total:	383,815	393,700	386,061	386,061
Personnel Authorized	1.90	1.90	1.90	1.90
<u>Source of Funds:</u>				
General Fund	383,815	393,700	386,061	386,061
TOTAL:	383,815	393,700	386,061	386,061

City of La Verne

Public Works	Tree Maintenance		4703	
Department	Cost Center		Cost Center No.	
<u>Units of Measure:</u>				
	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Number of Trees Planted	10	4	4	5
Number of Trees Removed	50	40	38	40
Number of Trees Pruned*	1,555	2,225	1,643	1,550
Number of Trees Root-pruned	75	50	10	10
*Currently in third year of six year cycle				
<u>Personnel Services:</u>				
To provide a proportional share of wages, and benefits for Maintenance Supervisor, Maintenance Leadworker, and Maintenance Worker I/II/III				
<u>Other Operating Costs and Capital Outlay:</u>				
Provides for contractual maintenance services, tools and equipment rental.				
<u>Capital Outlay:</u>				
	Department Request	Manager Recommended	Council Approved	
	0	0	0	
TOTALS:	0	0	0	
<u>City Manager Recommendations</u>				
Adjust personnel services.				
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	40,177	40,460	40,024	40,024
Other Operating Costs	335,332	341,940	341,940	341,940
Capital Outlay	0	0	0	0
Total:	375,509	382,400	381,964	381,964
Personnel Authorized	0.26	0.26	0.26	0.26
<u>Source of Funds:</u>				
Maint. Assessment Districts	364,860	371,455	371,140	371,140
Maint. District 84-1M	10,649	10,945	10,824	10,824
TOTAL:	375,509	382,400	381,964	381,964

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Maintenance Assessment Districts
Summary

5200 Series

Department

Cost Center

Cost Center No.

Position Quota

CLASSIFICATION

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

TOTAL FULL-TIME	.26	.26	.26	.26
-----------------	-----	-----	-----	-----

REGULAR PART-TIME

TOTAL REG. PART-TIME	.00	.00	.00	.00
----------------------	-----	-----	-----	-----

TOTAL POSITIONS	0.26	0.26	0.26	0.26
-----------------	------	------	------	------

APPROPRIATIONS

SALARIES & WAGES	27,457	26,886	26,886	26,886
OVERTIME	0	0	0	0
BENEFIT COSTS	12,720	13,574	13,138	13,138
TOTAL PERSONNEL SERVICES	40,177	40,460	40,024	40,024

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	5,349	5,645	5,524	5,524
Other Operating Costs	5,300	5,300	5,300	5,300
Capital Outlay	0	0	0	0
Total:	10,649	10,945	10,824	10,824

Personnel Authorized	.05	.0500	.05	.05
----------------------	-----	-------	-----	-----

Source of Funds:

Maint. District 84-1M	10,649	10,945	10,824	10,824
TOTAL:	10,649	10,945	10,824	10,824

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>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	Estimated <u>2014/15</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:

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

City Manager Recommendations

Adjust personnel services.

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	348	348	345	345
Other Operating Costs	3,150	3,200	3,200	3,200
Capital Outlay	0	0	0	0
Total:	3,498	3,548	3,545	3,545
Personnel Authorized				
	.0021	.0021	.0021	.0021
Source of Funds:				
Maint. Assessment District	3,498	3,548	3,545	3,545
TOTAL:	3,498	3,548	3,545	3,545

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>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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:

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

City Manager Recommendations

Adjust personnel services.

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	498	497	493	493
Other Operating Costs	3,955	3,945	3,945	3,945
Capital Outlay	0	0	0	0
Total:	4,453	4,442	4,438	4,438

Personnel Authorized	.0030	.0030	.0030	.0030
----------------------	-------	-------	-------	-------

Source of Funds:

Maint. Assessment District	4,453	4,442	4,438	4,438
TOTAL:	4,453	4,442	4,438	4,438

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>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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:

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

City Manager Recommendations

Adjust personnel services.

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	7,711	7,709	7,639	7,639
Other Operating Costs	72,320	68,515	68,515	68,515
Capital Outlay	0	0	0	0
Total:	80,031	76,224	76,154	76,154

Personnel Authorized	.0465	.0465	.0465	.0465
----------------------	-------	-------	-------	-------

Source of Funds:

Maint. Assessment Districts	80,031	76,224	76,154	76,154
TOTAL:	80,031	76,224	76,154	76,154

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>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services.

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	5,971	5,968	5,914	5,914
Other Operating Costs	44,670	47,870	47,870	47,870
Capital Outlay	0	0	0	0
Total:	50,641	53,838	53,784	53,784

Personnel Authorized	.0360	.0360	.0360	.0360
----------------------	-------	-------	-------	-------

Source of Funds:

Maint. Assessment Districts	50,641	53,838	53,784	53,784
TOTAL:	50,641	53,838	53,784	53,784

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>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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:

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

Adjust personnel services.

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	448	448	444	444
Other Operating Costs	6,095	6,160	6,160	6,160
Capital Outlay	0	0	0	0
Total:	6,543	6,608	6,604	6,604

Personnel Authorized	.0027	.0027	.0027	.0027
----------------------	-------	-------	-------	-------

Source of Funds:

Maint. Assessment District	6,543	6,608	6,604	6,604
TOTAL:	6,543	6,608	6,604	6,604

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>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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:

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

City Manager Recommendations

Adjust personnel services.

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	2,438	2,437	2,415	2,415
Other Operating Costs	14,920	19,450	19,450	19,450
Capital Outlay	0	0	0	0
Total:	17,358	21,887	21,865	21,865

Personnel Authorized	.0147	.0147	.0147	.0147
----------------------	-------	-------	-------	-------

Source of Funds:

Maint. Assessment District	17,358	21,887	21,865	21,865
TOTAL:	17,358	21,887	21,865	21,865

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>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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

Adjust personnel services.

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	11,244	11,240	11,138	11,138
Other Operating Costs	124,301	127,400	127,400	127,400
Capital Outlay	0	0	0	0
Total:	135,545	138,640	138,538	138,538

Personnel Authorized	.0678	.0678	.0678	.0678
----------------------	-------	-------	-------	-------

Source of Funds:

Maint. Assessment District	135,545	138,640	138,538	138,538
TOTAL:	135,545	138,640	138,538	138,538

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>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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, nursery materials, and tree trimming.

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services.

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	6,170	6,168	6,112	6,112
Other Operating Costs	60,621	60,100	60,100	60,100
Capital Outlay	0	0		
Total:	66,791	66,268	66,212	66,212
Personnel Authorized	.0372	.0372	.0372	.0372
<u>Source of Funds:</u>				
Maint. Assessment District	66,791	66,268	66,212	66,212
TOTAL:	66,791	66,268	66,212	66,212

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>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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, nursery materials, and tree trimming.

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services.

CAPITAL IMPROVEMENTS

City of La Verne

CAPITAL IMPROVEMENT PROGRAM

I. PURPOSE OF THE PROGRAM

Through the strategic planning process, the development of a five-year Capital Improvement Program (CIP) has been established as a long-term objective. Development of a multi-year plan is a major undertaking that involves all operating departments along with the City Council.

The Capital Improvement Program will:

- Include a listing of needed public facility projects and major equipment purchases;
- establish an order of priority; and
- set forth a fiscal plan for implementation of the projects.

Upon completion of the Capital Improvement Program, the content of the program will be reviewed and adjusted on an annual basis as a part of the General Plan and Strategic Plan update processes.

II. BASIC DEFINITIONS

CAPITAL IMPROVEMENT. A capital improvement is a major equipment acquisition or construction project that usually requires expenditure of funds from sources other than normal operating revenues. A capital improvement can be best described by citing common examples such as; City Hall, Fire Station, Water and Sewer Facilities, Storm Drains, Park Land, Fire Truck, Computer Equipment, Traffic Signals, Right of Way Improvements and various other infrastructure assets of the City.

CAPITAL IMPROVEMENT PROGRAM. A capital improvement program is a plan to authorize, acquire or construct a number of capital improvements, according to a schedule over five years. The CIP includes projects from all of the city's departments and agencies and should list for each improvement project a description, justification, expected cost, financing plan, tentative construction or acquisition dates and any other data thought helpful.

City of La Verne

CAPITAL BUDGET. The capital improvement budget is one-year length and is the current year of the CIP. Funds for 2014/15 capital program are specifically appropriated as provided by law. Projects are more clearly defined, costed and timed within the CIP document. The capital improvement budget is adopted along with the city's annual operating budget.

III. CIP PROCESS

For more information concerning an overview of the CIP process and project prioritization please refer to the adopted CIP document.

City of La Verne

2014-2015 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
GENERAL CAPITAL IMPROVEMENT FUND:				
405-7005	Public Safety Facility Generator	150,000	150,000	150,000
405-7021	Wheeler Median @ Yeager	25,000	25,000	25,000
405-7027	City Yard - Reroof Main Building	125,000	125,000	125,000
405-7027	City Yard - HVAC Management Controls	30,000	30,000	30,000
405-7027	City Yard - HVAC Replacement	40,000	40,000	40,000
405-7040	EKG Monitors & Public Access AED's	50,000	50,000	50,000
405-7051	D & Dover Traffic Signal	150,000	150,000	150,000
405-7052	General Plan Update - 1st of 2yr Allocation	200,000	200,000	200,000
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		770,000	770,000	770,000
PARK DEVELOPMENT FUND:				
412-7405	Tennis Court Lighting - Las Flores & Live Oak	40,000	40,000	40,000
412-7406	Heritage Basin Debris Removal	20,000	20,000	20,000
412-7414	Los Encinos Pedestrian Bridge Repair	15,000	15,000	15,000
412-7439	Parks Fall Protection - Oak Mesa, Lincoln & Heritage	60,000	60,000	60,000
412-7450	Park Restroom Upgrades - Los Flores & Kuns	15,000	15,000	15,000
TOTAL PARK DEVELOPMENT FUND		150,000	150,000	150,000
SAN POLO CFD 90-1 MAINTENANCE FUND:				
216-7605	San Polo Street Maintenance	250,000	250,000	250,000
216-7012	Aerial Ladder Truck-Final Payment	200,000	200,000	200,000
TOTAL SAN POLO CFD 90-1 MAINT. FUND		450,000	450,000	450,000
FIRE FACILITY FUND:				
244-7005	Public Safety Facility Generator	15,000	15,000	15,000
244-7044	Structural Turnout Gear	30,000	30,000	30,000
TOTAL FIRE FACILITY FUND		45,000	45,000	45,000
FIRE EQUIPMENT REPLACEMENT FUND:				
250-7044	Storage Container Training Tower	30,000	30,000	30,000
250-7044	Power Patient Transport Gurneys	30,000	30,000	30,000
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		60,000	60,000	60,000
LARGE BUILDING CFD FUND				
252-7012	Aerial Ladder Truck-Final Payment	830,000	830,000	830,000
252-7044	Structural Turnout Gear	30,000	30,000	30,000
TOTAL LARGE BUILDING CFD FUND		860,000	860,000	860,000

City of La Verne

2014-2015 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	500,000	500,000	500,000
206-7110	Gas Tax Engineering	6,000	6,000	6,000
TOTAL GAS TAX STREET IMP. FUND		506,000	506,000	506,000
MEASURE R FUND:				
235-7603	Pavement Management Program	350,000	350,000	350,000
TOTAL MEASURE R FUND		350,000	350,000	350,000
WATER CAPITAL IMPROVEMENT FUND:				
507-7203	Water Line Replacement	75,000	75,000	75,000
507-7225	Water - Reservoir Rehab	75,000	75,000	75,000
507-7233	Water - Well Rehab	150,000	150,000	150,000
507-7234	Water Meter Replacement Program	50,000	50,000	50,000
507-7243	Zone 3 Reservoir Mixing System	40,000	40,000	40,000
507-7244	Live Oak Hydro - Install Gen Set	100,000	100,000	100,000
507-7245	Water pH Adjustment System	250,000	250,000	250,000
507-7246	Reservoir Chemical Feed Systems	140,000	140,000	140,000
TOTAL WATER CAPITAL IMP. FUND		880,000	880,000	880,000
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		4,146,000	4,146,000	4,146,000
SPECIAL PROGRAMS CAPITAL IMPROVEMENT				
COMMUNITY DEVELOPMENT BLOCK GRANT				
215-3415	Sidewalk Rehabilitation	50,345	50,345	50,345
TOTAL CDBG FUND		50,345	50,345	50,345
LACMTA - PROPOSITION C:				
234-5612	Get About Capital Expenditures	20,000	20,000	20,000
234-5622	Street Resurfacing	100,000	100,000	100,000
234-5632	D & Dover Traffic Signal	150,000	150,000	150,000
TOTAL LACMTA - PROPOSITION C FUND		270,000	270,000	270,000
SUBTOTAL SPECIAL PROGRAMS CIP		320,345	320,345	320,345
TOTAL CAPITAL IMPROVEMENT PROJECTS		4,466,345	4,466,345	4,466,345

EQUIPMENT CAPITAL OUTLAY

City of La Verne

2014-15 BUDGET CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
FIRE				
2002	Structural Turnout Gear	\$74,000	\$24,000	\$24,000
2004	Storage Container Training Tower	\$30,000	\$0	\$0
2005	Turbo Flood Vacuum	\$2,800	\$0	\$0
2008	Power Patient Transport Gurneys	\$47,000	\$0	\$0
		\$153,800	\$24,000	\$24,000
POLICE				
2506	Copier/Printer Lease Payment	\$22,000	\$22,000	\$22,000
2519	Livescan Fingerprint Equipment	\$14,000	\$14,000	\$14,000
		\$36,000	\$36,000	\$36,000
INFORMATION SYSTEMS				
1503	Replacement Personal Computers	\$10,800	\$4,500	\$4,500
		\$10,800	\$4,500	\$4,500
PARKS DIVISION				
4702	Park Maintenance Vehicle	\$25,500	\$25,500	\$25,500
	Aerator	\$10,000	\$0	\$0
		\$35,500	\$25,500	\$25,500
COMMUNITY SERVICES				
6105	Ice Machine	\$4,500	\$4,500	\$4,500
	Refinish Hardwood Stage	\$1,850	\$0	\$0
	Community Center Equipment	\$1,150	\$0	\$0
		\$7,500	\$4,500	\$4,500
TOTAL GENERAL FUND		\$243,600	\$94,500	\$94,500

City of La Verne

2014-15 BUDGET CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
ASSET FORFEITURE FUND				
2514	Public Safety Facility Generator	\$15,000	\$15,000	\$15,000
	Dispatch Workstations	\$7,500	\$7,500	\$7,500
	Cellular Modems for Police Units	\$35,000	\$35,000	\$35,000
	Virtualization of Computer Servers	\$35,000	\$35,000	\$35,000
	Hosted E-mail Server Software	\$7,500	\$7,500	\$7,500
	Automated License Plate Reader Cameras(2)	\$26,000	\$26,000	\$26,000
	PSF Door Locking System	\$50,000	\$50,000	\$50,000
		\$176,000	\$176,000	\$176,000
WATER FUND				
4301	Auto/Equipment	\$20,000	\$20,000	\$20,000
4304	Ruggedized Notebook Computers & Software	\$5,000	\$5,000	\$5,000
	Water Department Service Truck	\$125,000	\$125,000	\$125,000
4314	Replacement Personal Computers	\$0	\$3,150	\$3,150
		\$150,000	\$153,150	\$153,150
SEWER FUND				
4401	Auto/Equipment	\$20,000	\$20,000	\$20,000
	Replacement Personal Computers	\$0	\$3,150	\$3,150
4402	Emergency Preparedness Supplies	\$1,000	\$1,000	\$1,000
		\$21,000	\$24,150	\$24,150
EQUIPMENT MAINTENANCE FUND				
4501	Auto and Equipment Replacement			
	Case Tractor	\$92,500	\$92,500	\$92,500
	Park Maintenance Vehicle	\$35,500	\$35,500	\$35,500
	Fire Department Vehicle	\$24,500	\$24,500	\$24,500
	Water Department Vehicle	\$24,500	\$24,500	\$24,500
	Water Department Service Truck	\$50,000	\$50,000	\$50,000
	Police Patrol Vehicle	\$35,000	\$35,000	\$35,000
	Police Patrol Vehicle	\$35,000	\$35,000	\$35,000
	Police Patrol Vehicle	\$35,000	\$35,000	\$35,000
	Police Patrol Vehicle	\$35,000	\$35,000	\$35,000
	Mechanic Data Devices	\$10,600	\$10,600	\$10,600
		\$377,600	\$377,600	\$377,600
TOTAL OTHER FUNDS		\$724,600	\$730,900	\$730,900
TOTAL ALL FUNDS		\$968,200	\$825,400	\$825,400

SPECIAL PROGRAMS

City of La Verne

SPECIAL PROGRAMS

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

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

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

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

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

AB 2766 authorizes the imposition of additional motor vehicle registration fees. Cities are eligible to receive 40% of the fees and are subject to being spent on reducing air pollution from motor vehicles.

The La Verne Downtown Business Improvement District (DBID) was established in April 1986. Funds are remitted to the City from businesses located within the districts boundaries. The funds are used for promotion of public events; general promotion of business advertising, decorations and other activities in the district.

City of La Verne

Special Programs

Summary

Funds 215, 222,
232, 234, 243 & 245
Cost Center No.

Department

Cost Center

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	115,636	110,014	109,068	109,068
Other Operating Costs	806,266	782,046	782,097	782,097
Capital Outlay	206,500	322,224	322,345	322,345
Total:	1,128,402	1,214,284	1,213,510	1,213,510

Personnel Authorized	.71	.68	.68	.68
----------------------	-----	-----	-----	-----

Source of Funds:

HCDA/CDBG	108,571	78,751	78,751	78,751
Bicycle Safety	-	400	400	400
PALTA	585,304	536,080	535,941	535,941
LACTC	387,749	542,249	541,614	541,614
AB 2766	16,578	16,804	16,804	16,804
DBID	30,200	40,000	40,000	40,000

TOTAL:	1,128,402	1,214,284	1,213,510	1,213,510
--------	-----------	-----------	-----------	-----------

City of La Verne

2014-2015 Budget

SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2014-2015	Project Description
<u>HCDA/CDBG FUND:</u>			
215-3403	Senior Hot Lunches(D96318-14)*	20,751	Provide nutritious hot meals to seniors 5 days a week at the senior center.
215-3415	Sidewalk Improvements	58,000	Provide sidewalk improvements at various City locations.
Total CDBG Projects		<u>78,751</u>	
* Denotes CDBG Project Number			
<u>TDA ARTICLE 3 FUND:</u>			
222-3305	TDA Sidewalk Improvements	400	Refund unprogramed TDA funds to MTA
Total TDA Article 3 Projects		<u>400</u>	
<u>PROPOSITION A FUND:</u>			
232-5501	Administration	24,985	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	170,856	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVTA.
232-5509	Senior Citizen Bus Pass Subsidy	1,600	Continuation of subsidies for the purchase of transit bus passes by senior citizens.
232-5510	Get About Fare Subsidy	6,500	Continuation of project to provide subsidies for Get About dial-a-ride for seniors and handicapped citizens.
232-5511	Metrolink Pass Subsidy	49,000	Continuation of program to promote Metrolink ridership through pass subsidies.
232-5512	S.G. Valley COG	5,300	Participation costs associated with membership in Council of Governments.
232-5513	Recreational Transit Excursions	20,500	Continued funding for transportation of groups to recreational areas, cultural and special events.
232-5514	FHT Subsidy	7,200	Promote Foothill Transit ridership through pass subsidies.
232-5521	Funds Exchange	250,000	Continuation of project to exchange available Prop A transportation funds for unrestricted general funds.
Total Proposition A Projects		<u>535,941</u>	

City of La Verne

2014-2015 Budget

SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2014-2015	Project Description
<u>PROPOSITION C FUND:</u>			
234-5601	Administration	29,576	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	30,926	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	9,756	Continuation of project to maintain public transit bus benches.
234-5512	Get About Capital Outlay	20,000	La Verne's share of capital expenditure costs for the purchase of vehicles by the PVTA.
234-5513	Get About	170,856	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVTA.
234-5615	Community Newsletter	4,000	Dissemination of transportation information through the City newsletter/recreation guide.
234-5622	Street Resurfacing	100,000	Provide partial funding for street resurfacing.
234-5632	D & Dover Traffic Signal	150,000	Provide partial funding for City traffic signal
Total Proposition C Projects		<u>541,614</u>	
<u>AB2766 FUND:</u>			
243-3101	Mobile Source Air Pollution	16,804	Operating costs for activities to promote reduction in air pollution.
<u>DBID FUND:</u>			
245-32##	Downtown Business Improvement District	40,000	Operating costs for activities to promote the Downtown Business Improvement District