



City of La Verne



Annual Budget 2011-2012

City of La Verne

ANNUAL BUDGET 2011-2012 FISCAL YEAR

Don Kendrick
Mayor

Robin Carder
Mayor Pro Tem

Charles Rosales
Council Member

Robert Rodriguez
Council Member

Donna Redman
Council Member

Robert Russi
City Manager

Ronald Clark
Finance Officer

Evelyn Leach
City Clerk

COVER PHOTO

La Verne Village will be the City's first mixed-use development, with 172 residential units and 15,000 square feet of commercial retail space, located at the former auto dealership site on Foothill Boulevard. The project will provide high-quality residences, with 26 of the units being deed restricted for affordable housing. The City Council, Redevelopment Agency, Planning Commission, and the Development Review Committee all approved the different aspects of the project in April/May of 2011. The project is expected to begin construction in the first quarter of 2012.

RESOLUTION NO. 11-46

1 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS
ANGELES, STATE OF CALIFORNIA, ADOPTING A BUDGET FOR THE 2011-12 FISCAL
YEAR

2 WHEREAS, the City Manager submitted a proposed budget for the 2011-12 fiscal
3 year; and

4 WHEREAS, on June 20, 2011, the City Council held a study session on the
proposed budget and made revisions thereto; and

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

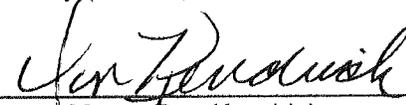
6 NOW; THEREFORE, BE IT RESOLVED by the City Council of the City of La Verne
7 as follows:

8 Section 1. That revised figures prepared and submitted for the 2011-12 budget be
9 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.

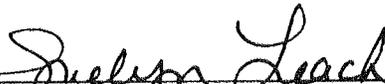
10 Section 2. That the budget proposed by the City Manager for the fiscal year
11 commencing on July 1, 2011, as revised by the City Council, be and the same, with proposed
net City expenditures totaling \$42,218,460; is hereby approved, adopted and appropriated.

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

14 PASSED, APPROVED AND ADOPTED this 20th day of June, 2011.

15 
16 _____
Mayor Don Kendrick

17 ATTEST:

18 
19 _____
Evelyn C. Leach, City Clerk

20 I hereby certify that the foregoing Resolution No. 11-46 was duly and regularly adopted by the
21 City Council of the City of La Verne at a meeting thereof held on the 20th day of June, 2011 by
the following vote:

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

26 
27 _____
Evelyn C. Leach, City Clerk

RESOLUTION NO. CRA-301

A RESOLUTION OF THE LA VERNE REDEVELOPMENT AGENCY, ADOPTING A BUDGET FOR THE 2011-12 FISCAL YEAR

WHEREAS, the Executive Director submitted a proposed budget for the 2011-12 fiscal year; and

WHEREAS, on June 20, 2011, the La Verne Redevelopment Agency Board reviewed and considered its proposed budget and did adopt its said proposed budget;

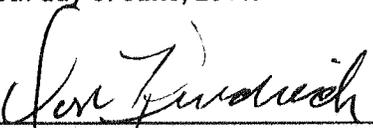
NOW; THEREFORE, BE IT RESOLVED by the La Verne Redevelopment Agency Board as follows:

Section 1. That revised figures prepared and submitted for the 2011-12 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 Executive Director for the fiscal year commencing on July 1, 2011, the La Verne Redevelopment Agency proposed expenditures totaling \$4,063,178, is hereby approved, adopted and appropriated.

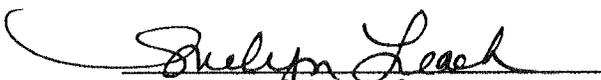
Section 3. That the Chairman shall sign and the Secretary shall certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force.

PASSED, APPROVED AND ADOPTED this 20th day of June, 2011.



Chairman Don Kendrick

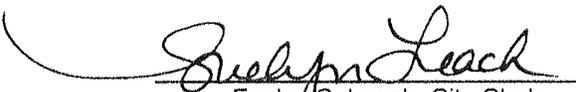
ATTEST:



Evelyn C. Leach, Secretary

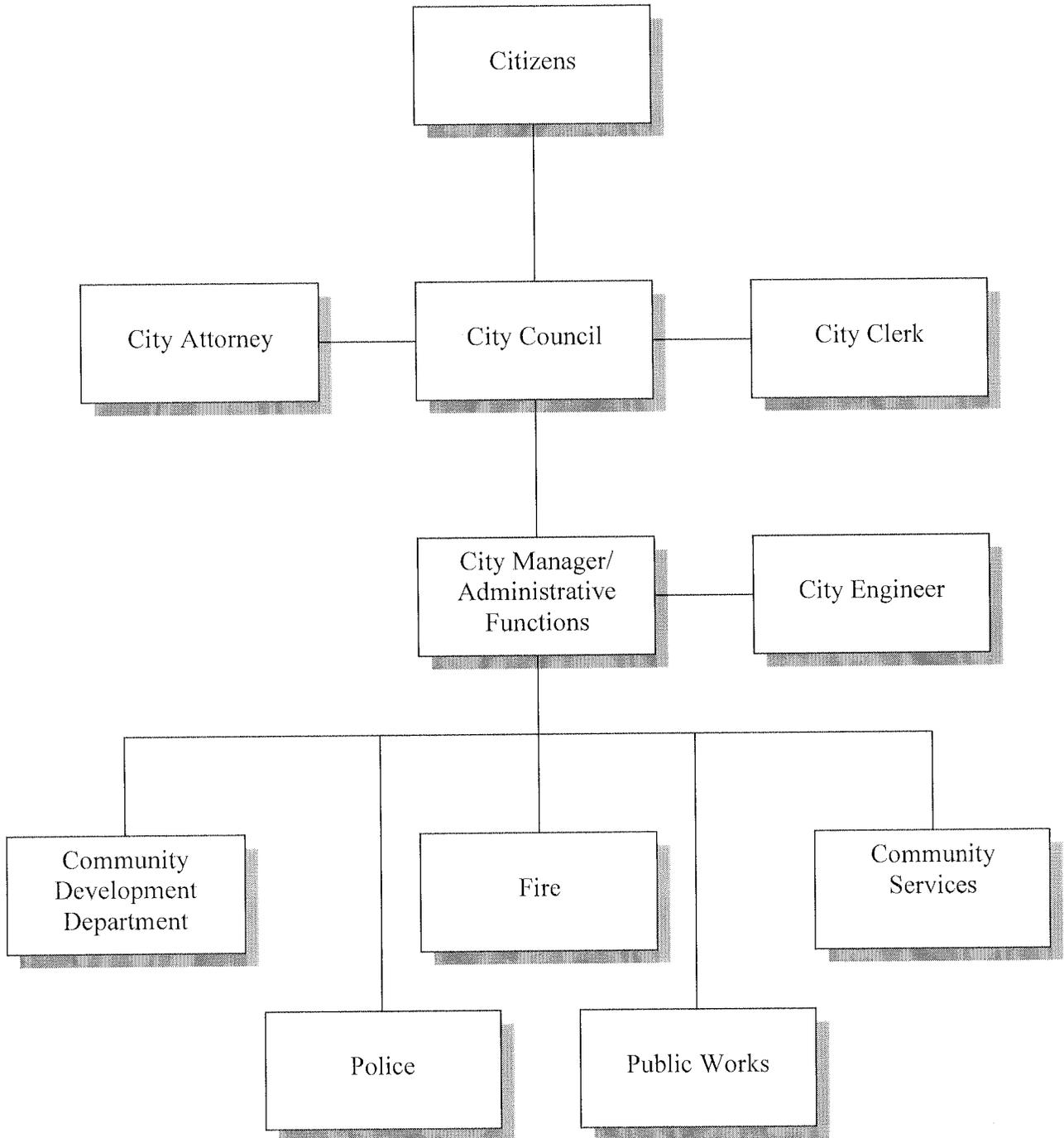
I hereby certify that the foregoing CRA Resolution No. 301 was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the 20th day of June, 2011 by the following vote:

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



Evelyn C. Leach, City Clerk

City of La Verne



City of La Verne

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City of La Verne

BUDGET MESSAGE 2011-12 Fiscal Year

Honorable Mayor and Members of La Verne City Council:

SUMMARY

Recognizing that even with substantial cuts to programs and services, last year's budget required the use of almost \$1 million in reserves to meet expenses, the department heads and I began this year's budget process with a feeling of apprehension. Fortunately, as a result of careful spending and a slight increase in retail sales and building activity, there will be savings from the 2010-11 appropriations that will be used to fund a portion of the coming year's activities. However, there is still a shortfall of \$200,000. I expect to compensate for the remainder through the additional use of reserves. Even with this use, the Reserve fund balance will still be above the Council's established policy of 15% of expenditures.

Indicators show that, at least at the local level, we are beginning to experience a recovery as the decline in revenues has slowed. While this will not translate into significant revenue increases, it is promising as it suggests we have reached the bottom. As a result, while additional cuts were still needed, none resulted in the elimination of any currently filled positions or drastic reductions in services. Additionally, continued and new concessions made by employee groups were integral in helping to combat increases in insurance and pension premiums while early retirements offered over the previous two budget cycles continue to provide savings.

This is all good news and gives promise for the future. However, it is important to note that since it was necessary to employ many one time fixes and use reserves to avoid substantial cuts to services, our fiscal challenges are not over. We will still need to be careful about our spending and determining when and if to restore programs and services as we move ahead.

REVENUES

Projected revenues from all General Fund sources are expected to be \$22.4 million which collectively is no change to last year's adopted budgeted amounts. However, the projections reflect positive signs as several major revenue sources are anticipated to be above their previous year's amounts. (Property Tax – \$30,000, Sales Tax – \$200,000, and Building Permits – \$670,000.) The only exceptions being revenues from the Utility Users' Tax which is down \$75,000 and attributed mostly to reduced consumption as well as refuse fees which were lowered by \$300,000 as changes in the billing of commercial accounts were instituted.

While a majority of the increases can be attributed to the overall improvement of the economy, building

City of La Verne

permit revenues, which have nearly tripled, is more a reflection of our growth locally. The projections for next year anticipate several major projects will be underway in the next 12 months. Hutton's La Verne Village Mixed Use Project; the University's Residence Hall, and improvements at Metropolitan Water District's Weymouth filtration plant will provide a significant amount of one time revenues in permit and impact fees.

This year also includes several new revenue sources. \$50,000 from the large building CFD which was recently authorized by Council and will be used to fund a portion of the three firefighters that are expected to be hired this Fall. Also, as an ongoing revenue source, the CFD is expected to grow as more large development occurs in the coming years. Additionally, in conjunction with the refuse contract last year, the City's waste hauler will begin paying a franchise fee on commercial accounts which is anticipated to generate \$60,000 annually.

EXPENDITURES

It has been noted before that our current budget challenges are not due to uncontrolled expenses but the drastic drop in revenues. This is again evident as current requests for General Fund activities are almost \$300,000 less than the prior year's. Even more telling is these requests also include \$500,000 of increases related to personnel benefits, and \$200,000 being shifted back to the General Fund from the Redevelopment Agency, meaning this year's expenditures were cut by more than \$1 million.

The City has been able to effectively manage the loss in revenue without severe cuts because of the multiple cost saving approaches that have been instituted over the past several years. These include: downsizing of staff through attrition and early retirement incentives, the current budget anticipates 159 full time employees, which is down from 178 four years ago; negotiated concessions with employee groups, as of this year all groups are paying a portion of their pension costs as well as new hires being required to pay their full share, and the consolidation of programs and services for cost effectiveness.

Last year's budget avoided layoffs, however, it was necessary to eliminate the funding for numerous vacant positions while most vacancies created by retirements went unfilled. As a result, little room remained in this budget for significant savings in personnel. In anticipation of this, department heads began making changes to expenditures during the 2010-11 fiscal year to help counteract some of the unavoidable increases in expenses. Through this effort, it is anticipated that the draw of reserves for 2010-11 will be reduced from \$900,000 to less than \$100,000. It is anticipated that a majority of this savings will be used to help balance this year's budget.

In addition to specific reductions listed below, the following changes were initiated in the current year and are not reflected in the requests, but were helpful in achieving savings. Through the continuation of the deferred

City of La Verne

retirement program several management positions that are critical to their respective department's operations have been filled by contract. This practice allows the continued employment of these former employees at a discounted expense to the City. It is anticipated that four individuals will be working under this arrangement. Also, the City received a grant to upgrade one of the Fire Department's engines. Doing this extended its service life, which eliminated the need to purchase a new unit, saving the cost of future annual lease payments. Aggregately, these resulted in requests being lowered by \$500,000

Last year, the Fire Department reduced the number of Firefighter/Paramedic positions by three. Initially, it was expected to be temporary with the rehiring scheduled for January 2011. However, realizing further savings were needed, this was extended and operational changes were made to accommodate this reduction to a more long-term basis. Fortunately, with the large building CFD being formed, salaries for the added positions can be partially funded from this source, which will allow the department to bring back those lost positions in October of 2011. Additionally, beginning this year the department will phase out the practice of "assigning" all firefighters as paramedics. Although newly hired personnel will have the necessary certifications, only those "assigned" to ambulances providing patient transport will be receiving the full assignment bonus.

The Police Department continues to operate patrol at the minimum acceptable staffing level on most shifts which consists of a three beat system. Fortunately, the department has a strong reserve officer program which has helped to augment staffing during busier times. Additionally, it was necessary to eliminate a part time communication officer position which has been vacant since last year. The department also continues to fund three officers on special assignment out of asset forfeiture funds in the amount of \$400,000. Unfortunately, these funds are a finite resource and may not be available for much longer, leaving some concern as to whether these positions can be funded going forward.

Moving parks and street tree maintenance to Public Works continues to yield favorable results in both operational efficiencies and improved delivery of services. As an example, they are restructuring the tree trimming program from need based to a grid based system which will shorten the time period that all City owned trees are trimmed and was accomplished without increasing requests. Further changes being instituted include the fleet division increasing the lifespan of patrol vehicles from three to four years which will reduce the General Fund's annual depreciation charges.

Community Services also took several steps at reducing their dependency on the General Fund. In restructuring their budgets and adjusting revenues, they will capture more of the direct costs associated to providing services. Additionally, several activities funded from restricted funding sources have been shifted under their control, allowing for some personnel expenses previously funded by the General Fund to be

City of La Verne

allocated to these special funds.

Although these cost saving changes were used to prevent the further use of reserves they were also instrumental in enabling the continuation or restoration of the following programs. School Resource Officer – Initially, it was feared this program would be cut, however the City's portion of the funding has been included enabling it to be continued, provided the school district is able to continue their share of the cost.

Recreational Swimming – Last year it was necessary to eliminate all open swim from budget. This year, it is proposed that it be reinstated on Friday afternoons throughout the summer.

PROPOSED CAPITAL EQUIPMENT PURCHASES AND CAPITAL PROJECTS

Capital requests were again kept to only those deemed absolutely necessary and most were funded from sources outside the General Fund. In summary, requests total \$690,000 with major purchases including: the lease payment for engine 61 (\$101,000), new skip loader (\$77,000); three maintenance vehicles (\$73,000); five replacement vehicles for the Police department (\$135,000); and partial funding for replacement of mobile computers in patrol cars (\$30,000).

Additionally, approximately \$2.4 million of capital improvement projects is also included in this year's budget. While the chart below lists the major projects expected to be initiated, the following warrant a more detailed explanation.

Traffic Signal Cameras – Through the Office of Homeland Security, the Police Department has secured a grant that will fund placement of 15 video cameras on main arterials throughout the City. The primary purpose of the cameras is to provide a buffer zone protection for Metropolitan Water District's Weymouth Treatment plant but since the cameras will be linked to the Dispatch center, the department will be able to monitor for all types of suspicious activity as well as track pursuits in real time.

Upgrade to Park Play Equipment – Replacement of the play equipment at Emerald, Wheeler, and Los Encinos parks have all been funded from Park Development funds. However, at this time that account does not have a sufficient balance to complete all budgeted projects. As a result, initiating this work will be predicated on whether new development projects that are anticipated for the coming year come to fruition.

<u>Project</u>	<u>Allocation</u>	<u>Funding Source</u>
Pavement Management Program	\$781,000	Gas Tax/Measure R
Fuel Modification	\$125,000	Fire Equipment
Meter Replacement Program	\$100,000	Water

City of La Verne

Well Rehabilitation (Two Sites)	\$275,000	Water
Ammonia Injector System	\$160,000	Water
Sidewalk Rehabilitation	\$25,000	General
Replace Roll Up Doors @ Stations 1 & 2	\$92,000	General
Replace Play Equipment – Various Parks	\$137,000	Parks Development
Park Restroom Remodel – Various Parks	\$25,000	Parks Development

FUTURE OUTLOOK/CONCLUSION

The use of reserves to balance a budget is never a pleasing solution. However, I am comfortable in submitting this proposal to Council as there are several factors that put this use in context and demonstrates the level of effort and consideration the department heads and management team put into evaluating their requests. These include: the transfer of \$200,000 in salaries out of the Redevelopment Agency, the loss of \$100,000 in COPS funding, \$75,000 reduction of UUT revenue and \$500,000 of increased pension and health insurance related expenses. Collectively, these caused the budget process to begin \$900,000 behind last year's. So, bringing that down to \$200,000 without further cuts in services makes such a request tolerable.

During these difficult times, we have been successful at bringing the budget together through a variety of solutions. Unfortunately, one of these strategies has been the use of short term fixes which include one time revenues and temporary expenditure reductions. While this approach is good at bridging gaps it is not a sustainable practice. The current budget again includes over \$1.6 million of temporary fixes and is a concern I have as we move forward. As such, it is my goal to work with Council in the coming year to develop a fiscal strategy to address how to reduce our use of these year to year fixes.

Equally concerning is the State's budget situation. Although voter approved protections reduce the ways local revenues can be taken away, since the Governor and Legislators have not fully addressed their financial problems, it is still possible they will look to city and county revenues as one of their fixes. While several independent reviews have determined the elimination of redevelopment agencies is illegal, we have initiated several steps to help mitigate the effects in the event the concept is approved nonetheless. These include the Council's authorization of cooperative agreements that will obligate future funding for capital projects and the reallocation of salaries. However, if such a measure is authorized, it will be necessary to cut or reallocate more than \$500,000 of general agency activities that would no longer have a funding source.

Additionally, there are several signs that better financial times are ahead. While recovery will be slow, it seems the worst of this recession is behind us, and economic vitality for the City and our business community appears strong. With the addition of several new retailers along the Foothill corridor and potential

City of La Verne

restaurants throughout the City, sales tax in general will begin to rebound as will our ability to generate more. Hutton Development Company's mixed use project will not only be an added revenue stream for the Agency and General Fund, but is expected to bring a new group of residents with a greater proportion of disposable income.

Another unexpected development that will provide long term financial benefits is the MWD parcel at the Wheeler Avenue terminus that was recently declared surplus. As of this writing, its sale appears imminent and the developer is anxious to move forward with a project that would expand the San Polo Business Park that is part of the 90-1 CFD, increasing this crucial revenue source. Lastly, a project that is further out on the horizon is the potential for transit oriented development that will complement the Gold Line. While the rail line is not expected to reach La Verne until after 2017, with the amendment to the Old Town Specific Plan, the City will have a roadmap for development that will maximize the area's productivity and help to redefine Old Town and the Arrow corridor.

Developing a budget of this magnitude is difficult and could not be done without the hard work of the entire management team. The effort of this group was even greater this year as we worked through the challenges and limitations knowing most of the "tricks in the bag" used and they responded exceptionally. Appreciation is also extended to the employee groups who have taken on part of the burden and understand everyone needs to be part of the solution during these difficult times.

I have participated in the development of City budgets for a number of years, but this being my first as City Manager, it was very important for me to start off on the right foot. I cannot thank the department heads enough for their work to that end. While each focused on their particular area, it was their collective effort that allowed me to complete this task. Not only were we able to significantly limit the use of reserves but it was done without further erosion to the services provided to the community.

In closing I would like to thank the Council for their support and trust in the management team and myself to serve this organization and community. This is a great organization and team. As a collective group, I know we will continue to be good fiscal stewards and strive to provide the community with the level of services they have come expect.

Respectfully submitted,



Robert Russi
City Manager

City of La Verne

EXCERPTS FROM THE CITY OF LA VERNE STRATEGIC PLAN

Our Mission

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

To accomplish this we are committed to:

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

City of La Verne

STRATEGIC VALUES

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

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

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

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

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

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

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

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

These values "drive" the organization.

City of La Verne

STATEMENT OF STRATEGY

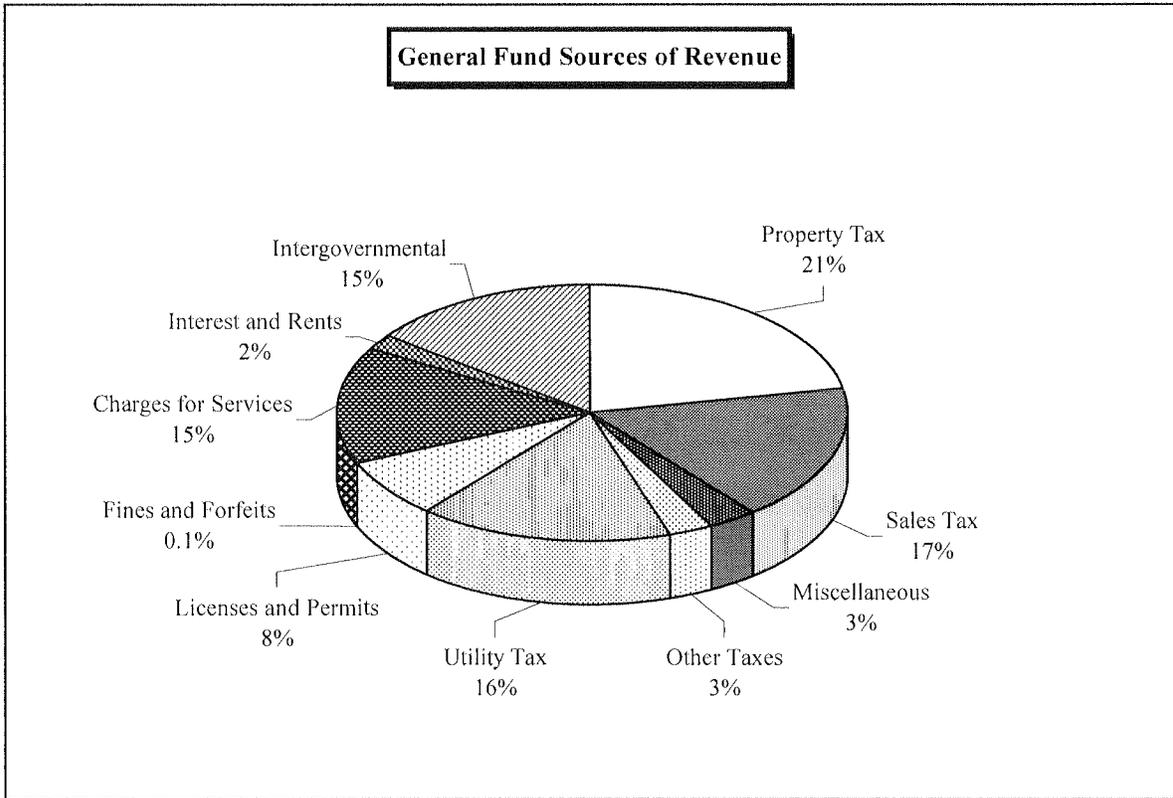
Our direction for the future is rooted in:

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

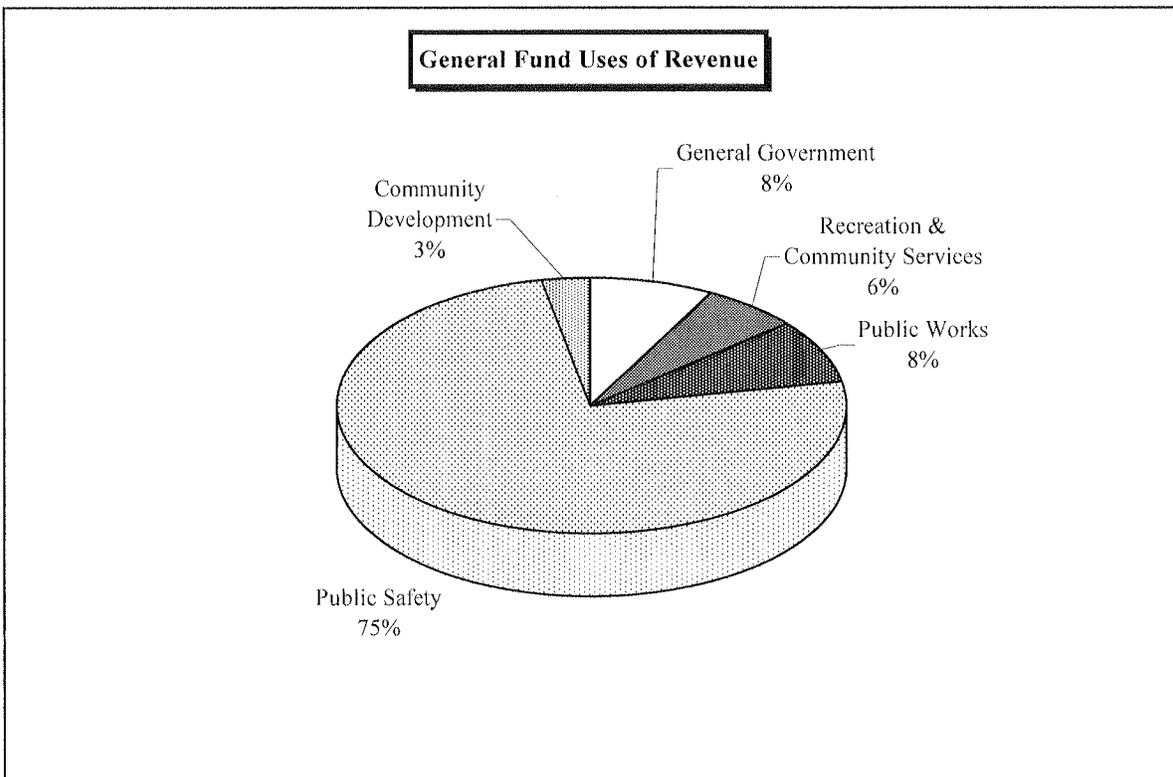
Concern over Finances – The threat of insufficient financial resources to pay for services and maintain infrastructure is an overriding issue of concern. Prudent financial management, wise economic development, and innovative management practices may balance this threat.

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

Where the money comes from
2011-12 Budget

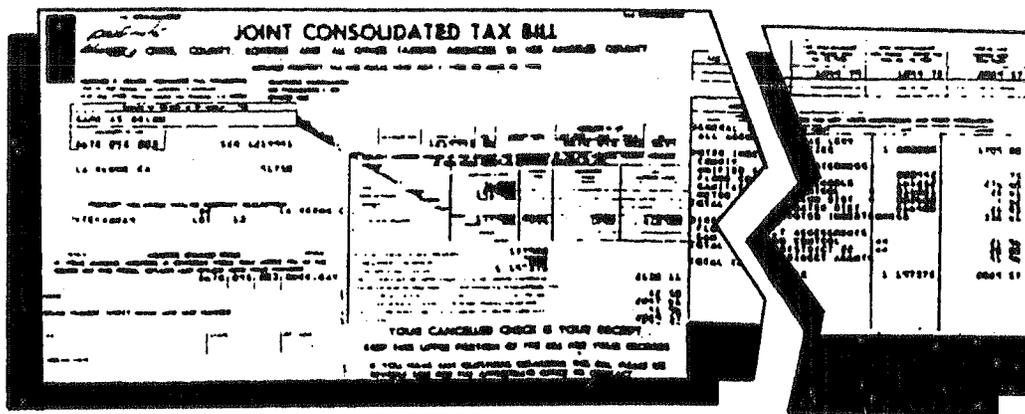


Where the money goes
2011-12 Budget



Excluding refuse and recycling pass thru

City of La Verne



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

CITY OF LA VERNE
\$359.41 – 17.2%

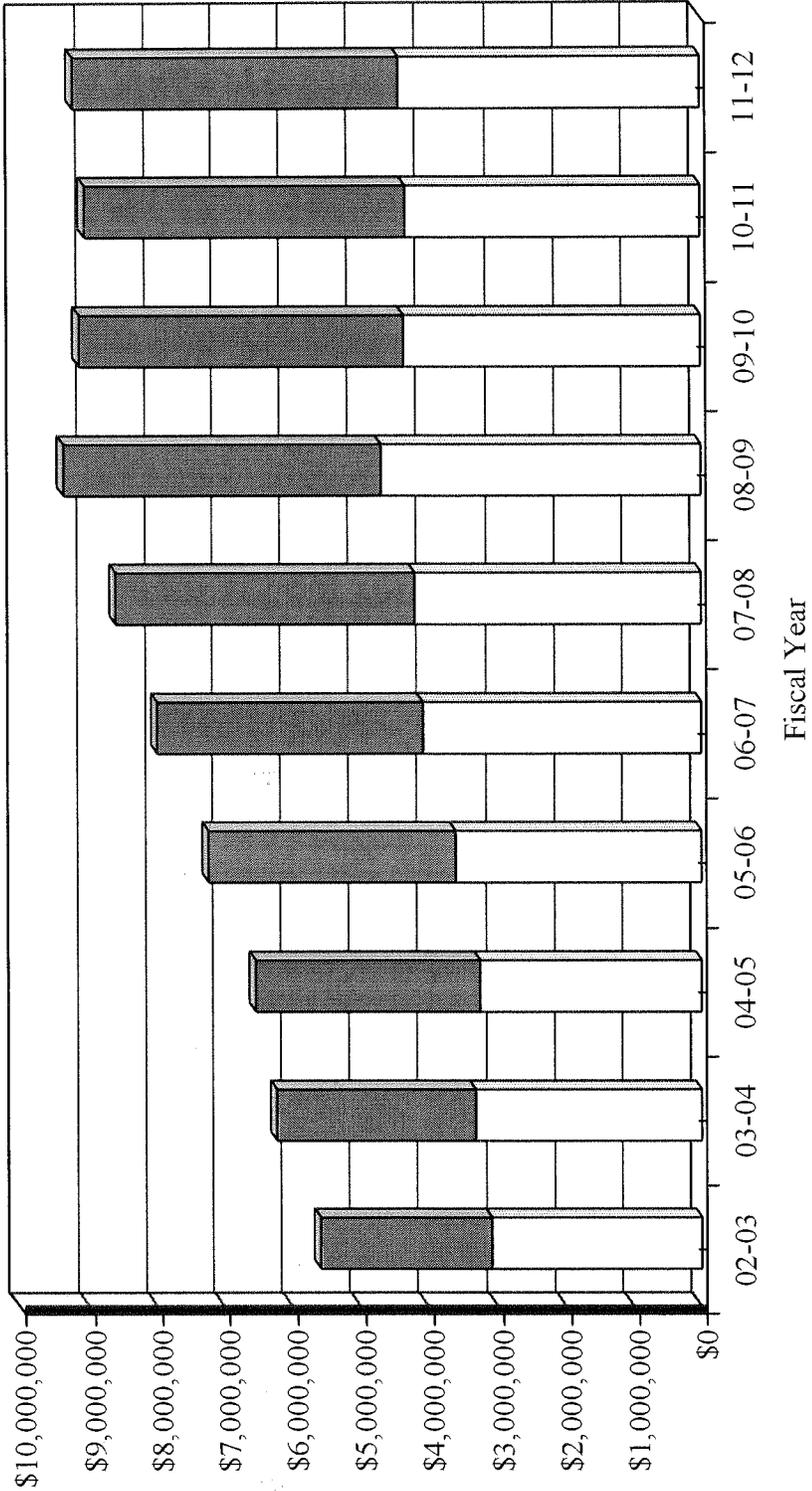
NOTE:

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

A TYPICAL TAX BILL

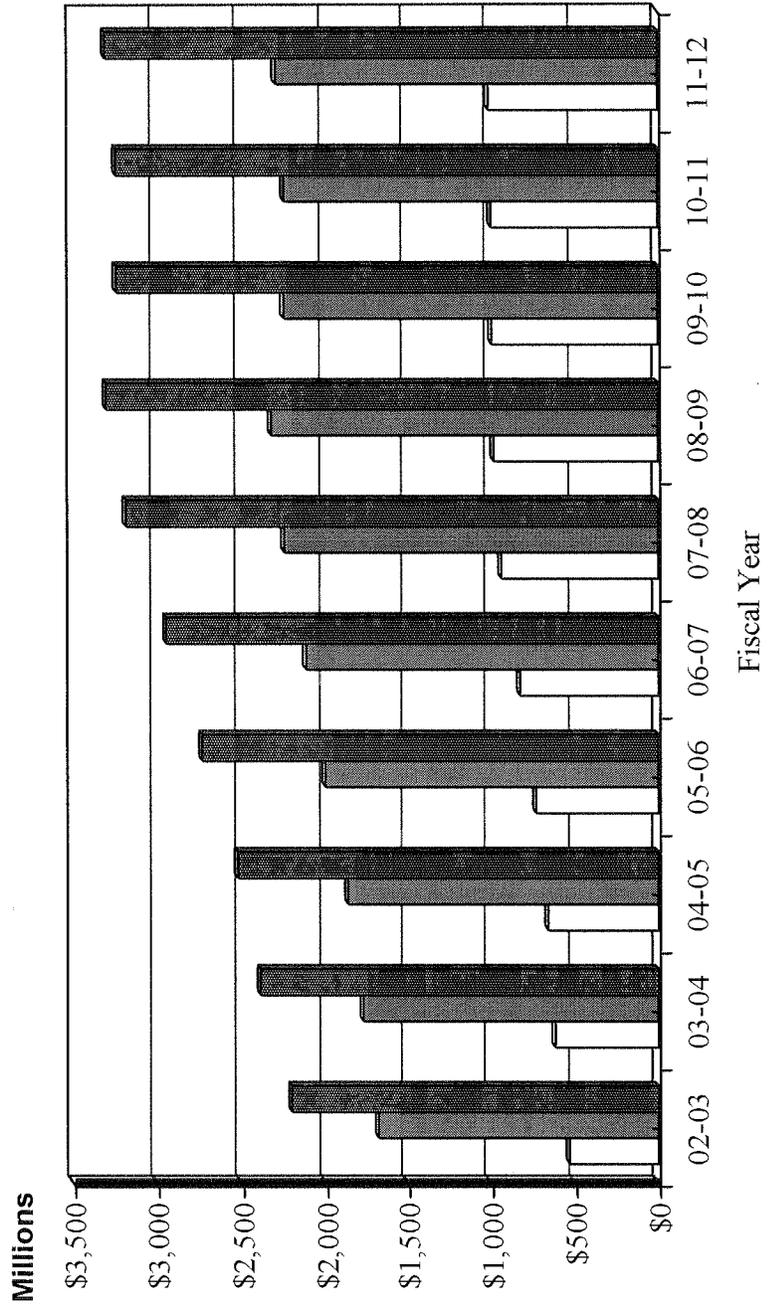
CITY OF LA VERNE Property Taxes Collected

■ LVRA
□ City



CITY OF LA VERNE Assessed Valuation

□ LVRA
 ■ City
 ■ Total



City of La Verne

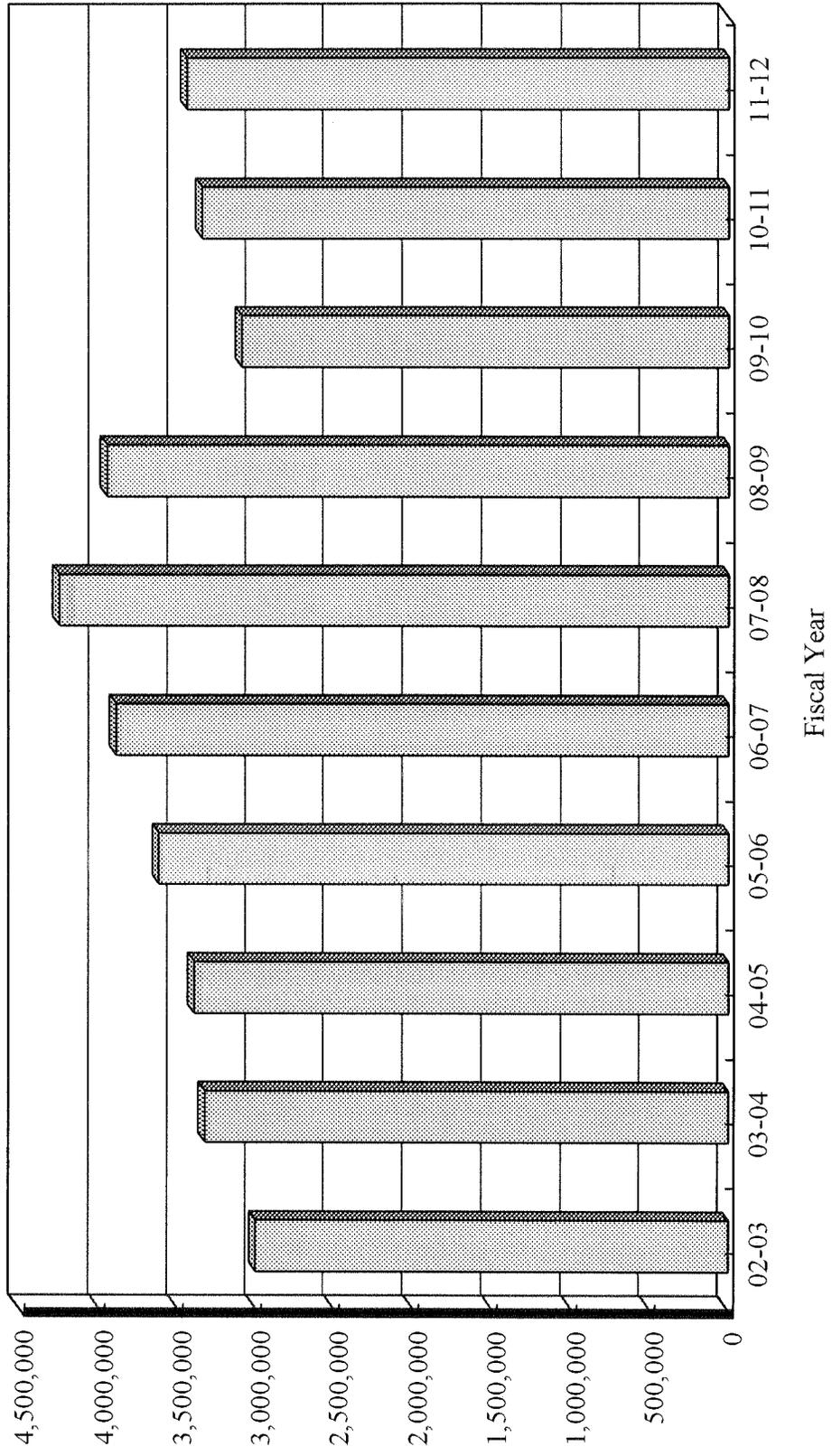
FISCAL YEAR	LVRA	CITY	TOTAL
2011-12 Est.	\$1,010,000,000	\$2,210,000,000	\$3,300,000,000
2010-11	994,399,021	2,241,971,056	3,236,370,077
2009-10	989,509,283	2,244,865,580	3,234,374,863
2008-09	978,238,653	2,318,595,709	3,296,834,362
2007-08	935,111,524	2,241,629,667	3,176,741,191
2006-07	823,768,628	2,115,163,586	2,938,832,214
2005-06	727,960,001	1,998,645,817	2,726,605,818
2004-05	655,560,654	1,863,321,771	2,518,882,425
2003-04	614,248,979	1,768,426,950	2,382,675,929
2002-03	530,496,053	1,670,842,673	2,201,338,726
2001-02	496,849,459	1,576,334,778	2,073,184,237

NOTES:

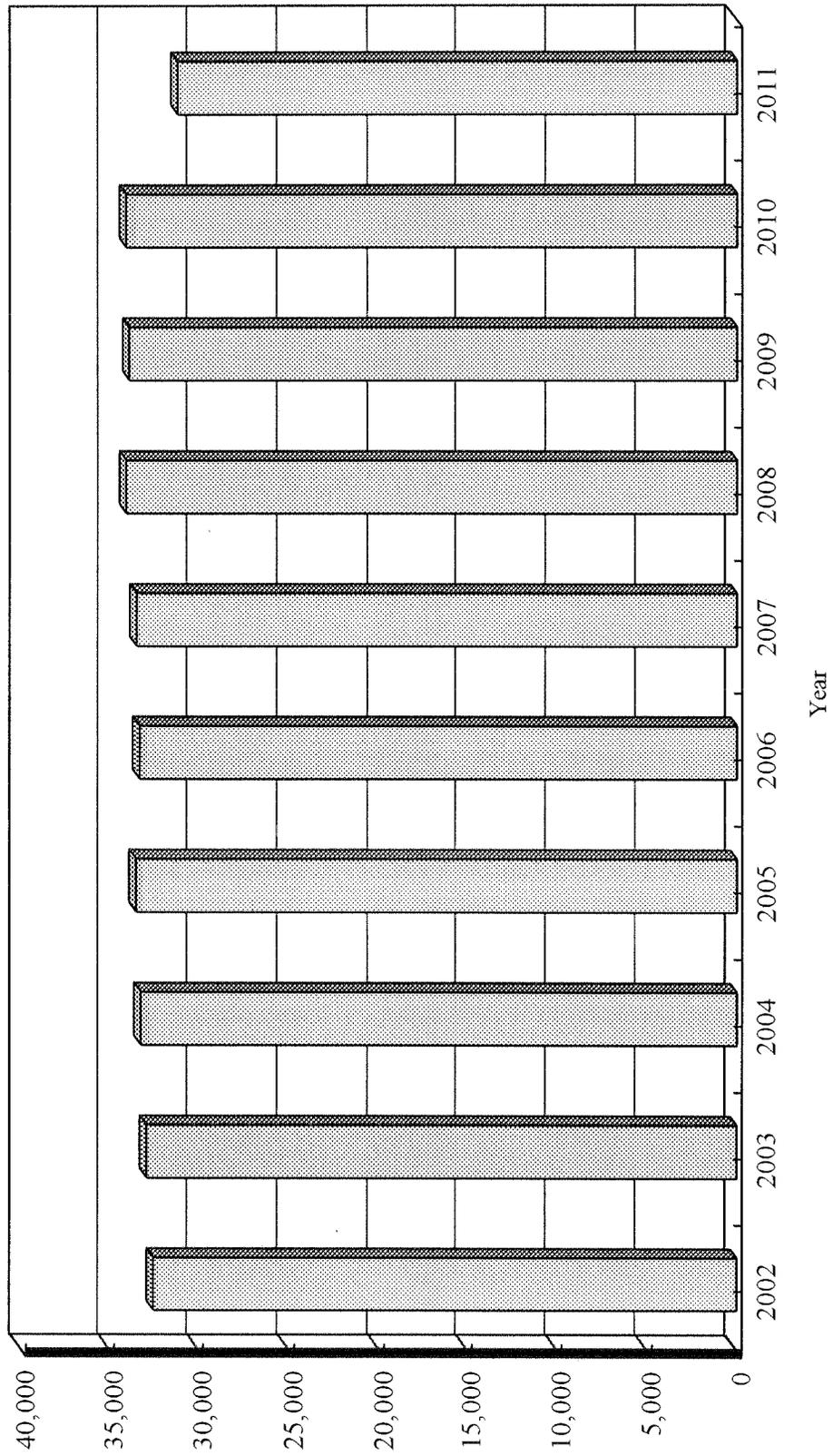
- 1) A State Constitutional Amendment approved by the voters on June 6, 1978, established a tax rate of 1% of market value for which the City receives a proportionate share. This rate is exclusive of bonded indebtedness requirements.
- 2) The La Verne Redevelopment Agency Tax increment assessed value is the difference between the current year total assessed value and the base year assessed value.
- 3) 1978-79 is the base year for the original Redevelopment project area for which the assessed value stated at 100% of market value equals \$58,556,888.
- 4) In 1982, the Redevelopment project area was increased by Annexation No. 1. The assessed value for the 1981-82 base year for the added area is \$82,457,833.
- 5) In 1994, the Redevelopment project area was increased by Annexation No. 3. The assessed value for the 1994-95 base year for the added area is \$52,892,022. The combined total of all three base years is \$193,906,743.

ASSESSED VALUATION

CITY OF LA VERNE Sales Tax Receipts



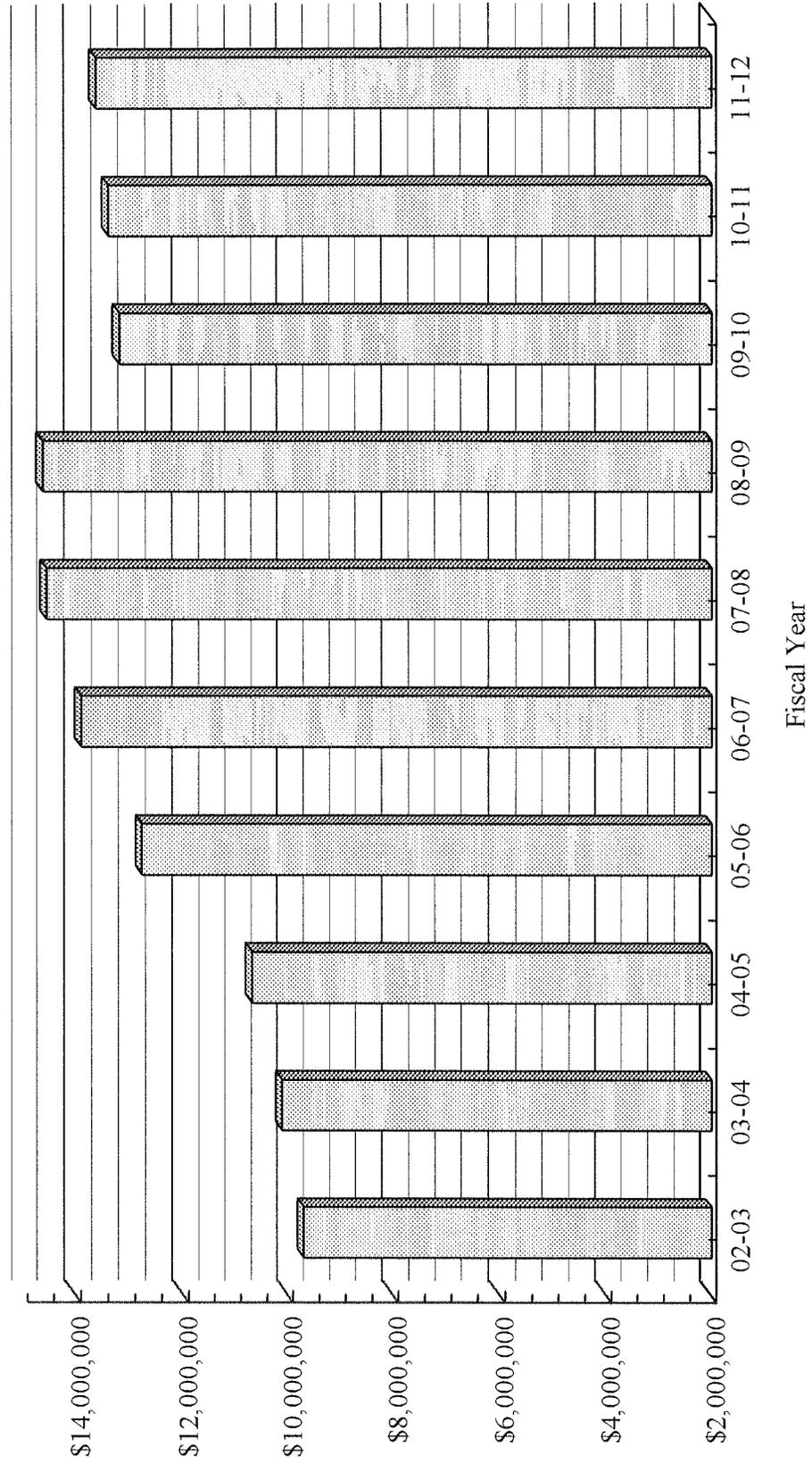
CITY OF LA VERNE Population



CITY OF LA VERNE

Trends in Top 4 General Fund Revenues

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



California Society of Municipal Finance Officers

Certificate of Award

***Outstanding Financial Reporting
for the Fiscal Year Ending June 30, 2010***

Presented to the

City of La Verne

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

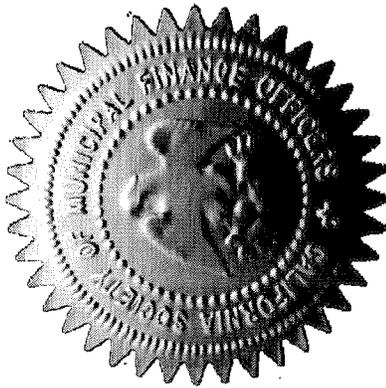
February 24, 2011



Ronnie Campbell
CSMFO President



Chu Thai, Chair
Professional Standards and
Recognition Committee



Dedicated Excellence in Municipal Financial Reporting

RESOLUTION NO. 11-47

1 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES,
2 STATE OF CALIFORNIA, ADOPTING AN APPROPRIATIONS LIMITATION FOR THE 2011-2012
3 FISCAL YEAR

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

8 **WHEREAS**, the City Council wishes to set an appropriations limitation for the 2011-2012
9 fiscal year on those appropriations subject to limitation under Article XIII-B; and

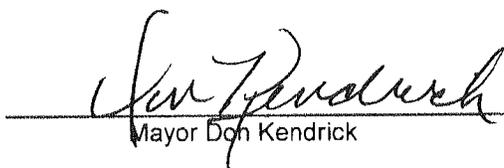
10 **WHEREAS**, the City Clerk has posted notice of the intention of the City Council to adopt such
11 limitation at its meeting of June 20 2011.

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

14 **Section 1.** That the annual appropriations limitation for the City for the
15 2011-12 fiscal year for appropriations subject to limitation under Article XIII-B shall be \$89,136,250. This
16 limitation shall apply only to appropriations subject to limitation under Article XIII-B.

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

19 **PASSED, APPROVED AND ADOPTED** this 20TH day of June, 2011.

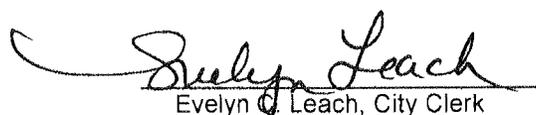
20
21 
22 Mayor Don Kendrick

23 ATTEST:

24 
25 Evelyn C. Leach, City Clerk

26 I hereby certify that the foregoing Resolution No. 11-47 was duly and regularly adopted by the
27 City Council of the City of La Verne at a meeting thereof held on the 20th day of June, 2011, by the
28 following vote:

29 AYES: Rosales, Carder, Redman, Rodriguez, and Mayor Kendrick.
30 NOES: None.
31 ABSENT: None.
32 ABSTAIN: None.

33 
34 Evelyn C. Leach, City Clerk

City of La Verne

REVENUE AND APPROPRIATION LIMITATIONS

2011-12 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 2010-11 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 2011-12 has been determined by the City to be \$89,136,250. However, analysis indicates that only about \$14.7 million of the 2011-12 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 2011-12 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.

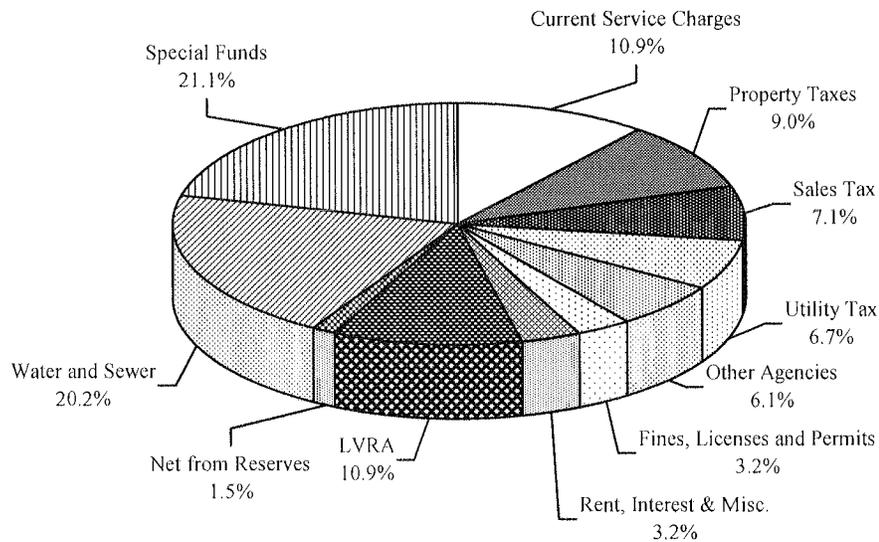
The following schedules indicate that the City is safely under the "excess sales tax" and "excess property tax" provisions of Assembly Bill 8.

City of La Verne

<u>SALES TAX</u>			Line Ref.
(1) Estimated 2011-12 Sales Tax		\$ 3,450,000	(a)
(2) F.Y. 2010-11 Sales Tax	<u>\$ 3,350,000</u>		(b)
Adjustment: Line (b) x 1.0251 cost of living factor	<u>3,434,085</u>		(c)
Line (c) x 1.0038 population factor		<u>3,447,135</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>2,865</u>	(e)
(4) Article XII B Appropriations Limitation	<u>89,136,250</u>		(f)
Estimated total proceeds of taxes	<u>\$14,719,498</u>		(g)
The amount from Line (e)	<u>2,865</u>		(h)
Line (g) minus Line (h)	<u>14,722,363</u>		(i)
Line (f) minus Line (i) (not less than zero)		<u>74,413,887</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. 2011-12 Property Tax		<u>4,345,000</u>	(m)
(2) F.Y. 2010-11 Property Tax	<u>4,280,000</u>		(n)
Adjustment:			
Line (n) x 1.0251 cost of living factor	<u>4,387,428</u>		(o)
Line (o) x 1.0038 population		<u>4,404,100</u>	(p)
(3) Difference: Line (m) minus Line (p) (Not less than zero) (If Line q is zero or negative enter -0- on Line (x))		<u>0</u>	(q)
(4) Article XIII B Appropriations Limitation	<u>89,136,250</u>		(r)
Estimated total proceeds of taxes	<u>14,719,498</u>		(s)
The amount from Line (q)	<u>0</u>		(t)
Line (s) minus Line (t)	<u>14,719,498</u>		(u)
Line (r) minus Line (u) (Not less than zero)		<u>74,416,752</u>	(v)
Line (q) minus Line (v)		<u>0</u>	(w)
(5) Excess property tax (Line (w) - 4)		<u>0</u>	(x)

City of La Verne

Sources of Funds



Property Taxes	\$4,380,000	Net City Current Revenue	\$40,299,215
Sales Tax	3,450,000	Net from Reserves **	1,919,245
Utility Tax	3,225,000	Total City	\$42,218,460
Current Service Charges	5,288,700		
Other Agencies	2,957,300	La Verne Redevelopment Agency ***	
Fines, Licenses and Permits	1,549,000	Tax Increment	4,810,000
Rent and Interest	382,100	Loan Proceeds	400,000
Miscellaneous	1,174,800	Interest & Rent Income	52,000
Total General Fund	\$22,406,900	Miscellaneous	-
		Total LVRA Current Revenue	5,262,000
Water and Sewer	9,793,500	Net from Reserves	(1,198,822)
Special Funds **	10,225,815	Total LVRA	4,063,178
Total Current Year Revenue	\$42,426,215		
		Total City and LVRA	\$46,281,638
Less Interdepartmental Funds	(2,127,000)		

NOTE:

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

*** These revenues are restricted for use by the La Verne Redevelopment Agency, which is a separate legal entity from the City.

City of La Verne

2011-12 BUDGET

ESTIMATED REVENUES

Account Number	Source	2009-10 Actual	Estimated 2010-11	2011-12 Estimated	
				City Manager	Revised
GENERAL FUND(101):					
PROPERTY TAXES:					
-311-1010	Current Year Secured	3,630,980	3,650,000	3,700,000	3,700,000
-311-1011	Current Year Unsecured	148,669	150,000	150,000	150,000
-311-1510	Prior Year Secured	116,362	120,000	120,000	120,000
-311-1511	Prior Year Unsecured	5,860	5,000	5,000	5,000
-311-1600	Supplemental Tax Roll	45,467	45,000	50,000	50,000
-311-2100	Other Property Tax	148,576	155,000	160,000	160,000
-311-2110	Aircraft Tax	59,812	65,000	65,000	65,000
-311-2112	Homeowner's Exemption	37,177	40,000	40,000	40,000
-311-2500	Real Property Transfer Tax	72,690	50,000	55,000	55,000
-319-0000	Penalties and Interest	78,239	35,000	35,000	35,000
	Sub-Total	4,343,832	4,315,000	4,380,000	4,380,000
OTHER TAXES:					
-313-1000	Sales and Use Tax	3,095,132	3,350,000	3,450,000	3,450,000
-314-1000	Utility User Tax	3,224,458	3,200,000	3,225,000	3,225,000
-318-1000	Franchise Tax	512,056	520,000	520,000	520,000
	Sub-Total	6,831,646	7,070,000	7,195,000	7,195,000
LICENSES AND PERMITS:					
-321-0000	Business Licenses	338,449	345,000	350,000	350,000
-322-1000	Permits (Other)	32,930	30,500	29,000	29,000
-322-1005	Burglar Alarm Permits	7,950	9,500	8,000	8,000
-322-1010	Home Occupation Permit	15,768	15,000	15,000	15,000
-322-1017	Temp/Annual Overnite Parking	137,078	135,000	135,000	135,000
-322-1500	Building Permits	561,688	960,000	995,000	995,000
-322-2000	Public Works Permits	4,591	4,000	4,500	4,500
	Sub-Total	1,098,454	1,499,000	1,536,500	1,536,500
FINES AND FORFEITS:					
-350-1000	City Code Court Fine	8,215	7,000	7,000	7,000
-350-1200	False Burglar Alarm Penalty	4,410	4,000	2,500	2,500
-350-1300	Business License Penalty	2,693	2,800	3,000	3,000
	Sub-Total	15,318	13,800	12,500	12,500
USE OF MONEY AND PROPERTY:					
-361-0000	Interest Income	112,882	170,000	175,000	175,000
-364-1000	Rents	22,528	20,000	20,000	20,000
-364-1005	Cell Tower Space Rental	51,613	34,000	46,000	46,000
-364-1010	Recreation Facility/ Equipment Rental	67,226	59,600	84,400	84,400
-364-1016	Swimming Pool Rental	15,549	18,200	18,200	18,200
-364-1020	Fire Station III Rental	44,533	38,500	38,500	38,500
	Sub-Total	314,331	340,300	382,100	382,100

City of La Verne

2011-12 BUDGET

ESTIMATED REVENUES

Account Number	Source	2009-10 Actual	Estimated 2010-11	2011-12 Estimated	
				City Manager	Revised
INTERGOVERNMENTAL REVENUE:					
-331-1300	COPS Resource Officer Grant				
-331-1700	Homeland Security Grant	0	15,000	0	0
-331-2200	Other Federal Grant	29,882	1,200	0	0
-331-2205	Assistance to Firefighters Grant	0	0	0	0
-334-1600	Used Oil Recycling Grant	0	0	6,000	6,000
-335-1200	Motor Vehicle in Lieu Tax	2,525,697	2,525,000	2,540,000	2,540,000
-335-1515	P.O.S.T Reimbursement	14,268	1,000	1,000	1,000
-335-1500	State Mandated Cost Reimbursement	7,536	11,200	10,700	10,700
-335-2013	CAL-MMET Police Reimbursement	173,103	157,000	150,000	150,000
-336-1000	Prop. A Transfer Exchange	202,500	101,200	134,000	134,000
-336-1300	CDBG Funds Exchange	102,495	111,700	85,600	85,600
-336-2100	LA Impact Reimbursements	62,954	38,600	30,000	30,000
	Sub-Total	3,118,435	2,961,900	2,957,300	2,957,300
CHARGES FOR CURRENT SERVICES:					
-341-1005	Map and Copy Sales	12,161	9,100	8,500	8,500
-341-1500	Work for Others	50,686	21,300	17,000	17,000
-341-1504	Passport Service Fees	13,096	10,000	10,000	10,000
-341-1508	L A Impact Personnel Services	489,854	494,100	511,300	511,300
-341-1509	L A Impact Financial Services	174,250	185,000	130,000	130,000
-341-1512	Fire Department Reimbursements	463,411	64,000	400,000	400,000
-341-1522	Cable Public Access	59,825	40,000	40,000	40,000
-341-1523	BUSD and ULV Pool Maintenance	89,547	87,000	87,000	87,000
-341-1524	BUSD Police Reimbursement	0	75,000	75,000	75,000
-342-1008	Weapons Storage Fee Release	130	500	800	800
-342-1009	Livescan Fees	7,776	14,000	14,000	14,000
-342-1010	Trustee Program	32,260	40,000	30,000	30,000
-342-1012	Citation Write-Offs	1,801	1,100	1,000	1,000
-342-1015	PD-Hearing Officer	7,040	1,000	1,000	1,000
-342-1016	Special Duty Police Dept	109,986	110,000	114,400	114,400
-342-1017	Probation Payments	433	500	500	500
-342-1018	DUI Emergency Response	6,520	2,500	2,500	2,500
-342-1020	School Crossing Guard	15,000	20,000	20,000	20,000
-342-1510	Paramedic Service Fees	663,277	600,000	600,000	600,000
-342-1512	Fire Revenue Inspections	11,366	10,000	10,000	10,000
-344-1100	Plan Check Fees	15,930	13,000	15,000	15,000
-344-1200	Inspection Fees	15,785	13,000	15,000	15,000
-344-1512	Municipal Services Registration Fee	12,565	12,000	12,000	12,000
-344-2506	Graffiti Removal Reimbursement	45,000	45,000	45,000	45,000
-344-3010	Refuse Service Fees	2,833,616	2,650,000	2,360,000	2,360,000
-344-3015	Other Refuse Service Fees	99,664	107,500	100,000	100,000
-345-1000	Planning	525	500	500	500
-345-1011	Land Use Fees	2,850	5,000	3,000	3,000
-345-1012	Precise Plan of Design	12,794	12,000	12,000	12,000
-345-1013	Environmental Fees	1,350	1,000	1,000	1,000
-345-1015	Planning Deposit Projects	145,525	90,000	70,000	70,000

City of La Verne

2011-12 BUDGET

ESTIMATED REVENUES

Account Number	Source	2009-10 Actual	Estimated 2010-11	2011-12 Estimated	
				City Manager	Revised
-345-1016	State Mandated Planning Fee	11,868	9,000	9,000	9,000
-345-1023	State Buildings Standards Fee	392	300	300	300
-346-1000	Recreation Fee and Charges	192,067	207,600	208,000	208,000
-346-1011	Preschool	109,300	117,000	117,000	117,000
-346-1012	Recreation/BHS	22,259	15,000	15,000	15,000
-346-1020	Sports Programs	60,788	74,000	85,000	85,000
-346-1100	Aquatics Programs	96,046	97,000	109,000	109,000
-346-1200	Recreation Excursions	32,398	27,000	30,000	30,000
-346-1400	Special Event Activities	5,527	4,800	8,900	8,900
	Sub-Total	5,924,668	5,285,800	5,288,700	5,288,700
MISCELLANEOUS REVENUE:					
-363-1000	Sale of Property	503,657	502,100	425,000	425,000
-362-0000	Miscellaneous Revenue	321,755	265,000	229,800	229,800
	Sub-Total	825,412	767,100	654,800	654,800
	TOTAL GENERAL FUND	22,472,096	22,252,900	22,406,900	22,406,900
<u>PARAMEDIC SERVICE FUND(104):</u>					
-342-1510	Paramedic Service Fees	673,741	680,000	685,000	685,000
	TOTAL PARAMEDIC SERVICE FUND	673,741	680,000	685,000	685,000
<u>GAS TAX FUND(206):</u>					
-318-1510	Gas Tax 2107 Funds	247,422	243,000	239,000	239,000
-318-1515	Gas Tax Engineering	6,000	6,000	6,000	6,000
-318-1520	Gas Tax 2105 Funds	185,643	183,000	180,000	180,000
-318-1525	Gas Tax 2106 Funds	113,277	112,000	110,000	110,000
-318-1530	Gas Tax 2103 Funds	0	340,000	377,000	377,000
-331-1906	ARRA- Street Improvements	684,710	0	0	0
-335-2005	Traffic Congestion Relief	307,469	0	0	0
-361-0000	Interest Income	15,310	17,000	20,000	20,000
	TOTAL GAS TAX FUND	1,559,831	901,000	932,000	932,000
<u>TRAFFIC SAFETY FUND(208):</u>					
-335-1600	OTS Grant	16,523	50,000	3,000	3,000
-342-1013	DUI Vehicle Storage Release	15,610	12,000	12,000	12,000
-342-1014	Vehicle Storage Release	47,235	42,000	38,000	38,000
-342-1019	Other Vehicle Fees	32,594	38,000	30,000	30,000
-350-1100	Parking Violations	379,328	280,000	350,000	350,000
-350-1700	Vehicle Code Court Fines	79,432	60,000	60,000	60,000
	TOTAL TRAFFIC SAFETY FUND	570,722	482,000	493,000	493,000
<u>COUNTY AID TO CITIES FUND(209):</u>					
-336-0000	County Gov't Shared Revenues	0	103,000	0	0
	TOTAL COUNTY AID TO CITIES FUND	0	103,000	0	0

City of La Verne

2011-12 BUDGET

ESTIMATED REVENUES

Account Number	Source	2009-10 Actual	Estimated 2010-11	2011-12 Estimated	
				City Manager	Revised
<u>CDBG FUND(215):</u>					
-331-1500	CDBG Projects	115,343	217,504	145,580	145,580
TOTAL CDBG FUND		115,343	217,504	145,580	145,580
<u>O & M CFD FUND(216):</u>					
-361-0000	Interest Income	24,042	17,000	20,000	20,000
-362-0000	Miscellaneous Revenues	19,000	0	0	0
-370-2511	CFD Special Assessment	959,351	930,000	950,000	950,000
TOTAL O & M CFD FUND		1,002,393	947,000	970,000	970,000
<u>BICYCLE SAFETY FUND(222):</u>					
-336-1500	S.C.A.G. Grant-Pedestrian	0	0	0	0
TOTAL BICYCLE SAFETY FUND		0	0	0	0
<u>AFFORDABLE HOUSING FUND(226):</u>					
-345-1022	Housing Linkage Fee	0	0	0	0
-361-0000	Interest Income	8,755	8,000	10,000	10,000
TOTAL AFFORDABLE HOUSING FUND		8,755	8,000	10,000	10,000
<u>ASSET FORFEITURE(231):</u>					
-331-2610	Police Asset Confiscation	0	50,000	50,000	50,000
-331-2610	Dept of Justice/Asset Sharing	281,843	980,000	700,000	700,000
-331-2611	U. S. Treasury/Asset Sharing	12,510	5,000	5,000	5,000
-335-1700	State Asset Forfeiture	44,517	5,000	5,000	5,000
-336-2110	LA Impact Salary Stipend	100,000	100,000	100,000	100,000
-361-0000	Interest Income	1,751	1,000	1,000	1,000
-363-1000	Sale of Property	10,768	0	0	0
TOTAL ASSET FORFEITURE FUND		451,389	1,141,000	861,000	861,000
<u>LACMTA - PROPOSITION A FUND(232):</u>					
-336-1000	PROP A Allocation	433,157	446,000	468,000	468,000
-361-0000	Interest Revenue	4,630	2,500	2,500	2,500
TOTAL LACMTA - PROPOSITION A FUND		437,787	448,500	470,500	470,500
<u>LACMTA - PROPOSITION C FUND(234):</u>					
-336-1100	PROP C Allocation	359,322	371,000	388,000	388,000
-361-0000	Interest Revenue	5,285	5,000	5,000	5,000
TOTAL LACMTA - PROPOSITION C FUND		364,607	376,000	393,000	393,000

City of La Verne

2011-12 BUDGET

ESTIMATED REVENUES

Account Number	Source	2009-10 Actual	Estimated 2010-11	2011-12 Estimated	
				City Manager	Revised
<u>MEASURE R FUND(235):</u>					
-336-1400	Measure R	216,196	250,000	291,000	291,000
-361-0000	Interest Income	1,946	3,000	3,000	3,000
TOTAL MEASURE R FUND		218,142	253,000	294,000	294,000
<u>SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND(241):</u>					
-336-1200	Supplement Law Enf. Services Fund	100,000	100,000	0	0
-361-0000	Interest Income	0	0	0	0
TOTAL SUPPLEMENT LAW ENFORCEMENT SERVICES FUND		100,000	100,000	0	0
<u>AB2766 MOBILE SOURCE AIR POLLUTION(243):</u>					
-336-2000	AQMD Fees	38,476	40,000	40,000	40,000
-361-0000	Interest Income	2,643	2,500	2,500	2,500
TOTAL AB2766 MOBILE SOURCE AIR POLLUTION FUND		41,119	42,500	42,500	42,500
<u>PUBLIC SAFETY FUND(244):</u>					
-313-1100	PROP 172 Sales Tax	266,416	265,000	280,000	280,000
-342-1513	Fire Equipment Fee	0	0	385	385
-342-1514	Fire Facility Fee	7,504	0	7,500	7,500
-361-0000	Interest Income	9,618	6,000	6,000	6,000
TOTAL PUBLIC SAFETY FUND		283,538	271,000	293,885	293,885
<u>DOWNTOWN BUSINESS IMPROVEMENT FUND(245):</u>					
-321-1000	DBID Business Licenses	14,357	14,000	14,000	14,000
-361-0000	Interest Income	125	100	100	100
TOTAL DOWNTOWN BUSINESS IMPROVEMENT FUND		14,482	14,100	14,100	14,100
<u>MAINTENANCE ASSESSMENT DISTRICT FUND(246):</u>					
-361-0000	Interest Income	4,001	4,000	4,000	4,000
-362-0000	Miscellaneous Revenues	3,500	0	0	0
-370-1510	Landscape Maintenance Fees	331,059	332,000	332,000	332,000
-370-1511	Esperanza 84-1M Assmt. Fees	8,966	9,400	9,400	9,400
TOTAL MAINTENANCE ASSESSMENT DISTRICT FUND		347,526	345,400	345,400	345,400

City of La Verne

2011-12 BUDGET

ESTIMATED REVENUES

Account Number	Source	2009-10 Actual	Estimated 2010-11	2011-12 Estimated	
				City Manager	Revised
<u>CITYWIDE LIGHTING & LANDSCAPE DISTRICT FUND(248):</u>					
-341-1520	Sports Park Maintenance	76,680	77,000	75,000	75,000
-341-1525	Sports Park Lighting	17,954	15,500	15,000	15,000
-341-1526	Other Parks Lighting	22,379	35,500	38,000	38,000
-341-1529	Valley Rancho Maintenance	10,077	6,000	6,000	6,000
-362-0000	Miscellaneous Revenues	5,000	1,000	1,000	1,000
-362-3000	Energy Rebates	0	37,000	0	0
-363-1010	Scrap Metal	70	0	0	0
-364-1000	Rents	38,650	30,000	30,000	30,000
TOTAL CITYWIDE LIGHTING & LANDSCAPE DISTRICT FUND		170,810	202,000	165,000	165,000
<u>FIRE EQUIPMENT REPLACEMENT FUND(250):</u>					
-331-1700	Homeland Security Grant	0	93,600	0	0
-331-2200	Other Federal Gov't Grants	5,000	181,000	50,000	50,000
-336-2300	AQMD Grant	0	0	120,000	120,000
-342-1515	Fire Equipment Rental Charge	39,074	3,100	6,000	6,000
-342-1516	Fire Administrative Fee	86,255	11,400	30,000	30,000
-361-0000	Interest Income	16,885	15,000	15,000	15,000
-362-0000	Miscellaneous Revenues	0	0	18,700	18,700
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		147,214	304,100	239,700	239,700
<u>LARGE BUILDING CFD FUND(252):</u>					
-342-1517	Fire Facilities - CFD	20,100	50,000	50,000	50,000
-361-0000	Interest Income	995	1,000	1,000	1,000
TOTAL LARGE BUILDING CFD FUND		21,095	51,000	51,000	51,000
<u>LOAN REPAYMENT FUND(326):</u>					
-362-0000	Miscellaneous Revenue	0	341,000	340,000	340,000
-362-2800	Pension Obligation Charges	0	846,000	872,000	872,000
TOTAL LOAN REPAYMENT FUND		0	1,187,000	1,212,000	1,212,000
<u>GENERAL CAPITAL IMPROVEMENT FUND(405):</u>					
-331-1700	Homeland Security Grant	77,377	0	194,000	194,000
-335-1905	ARRA-Energy Efficiency Grant	0	184,500	0	0
-335-2006	Highway Safety Improvement Program	0	191,565	0	0
-361-0000	Interest Income	2,165	3,500	1,000	1,000
-362-0000	Miscellaneous Income	112,710	0	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		192,252	379,565	195,000	195,000
<u>ROW MANAGEMENT FUND(406):</u>					
-361-0000	Interest Income	37,469	30,000	35,000	35,000
-362-0000	Miscellaneous Income	30,780	0	0	0
-362-2600	Street Impact Mitigation Fee	100,000	100,000	110,000	110,000
TOTAL ROW MANAGEMENT FUND		168,249	130,000	145,000	145,000

City of La Verne

2011-12 BUDGET

ESTIMATED REVENUES

Account Number	Source	2009-10 Actual	Estimated 2010-11	2011-12 Estimated	
				City Manager	Revised
<u>I/S TECHNOLOGY FUND(407):</u>					
-361-0000	Interest Income	165	150	150	150
-363-1000	Surplus Property Sales	1,370	0	0	0
TOTAL I/S TECHNOLOGY FUND		1,535	150	150	150
<u>UNDERGROUND UTILITIES FUND(410):</u>					
-344-2600	Underground Utilities Fee	5,714	1,200	3,500	3,500
-361-0000	Interest Income	21,533	20,000	20,000	20,000
TOTAL UNDERGROUND UTILITIES FUND		27,247	21,200	23,500	23,500
<u>PARK DEVELOPMENT FUND(412):</u>					
-318-1600	Park and Recreation Tax	13,362	13,500	700,000	700,000
-361-0000	Interest Revenues	1,911	1,000	5,000	5,000
-362-0000	Miscellaneous Income	15,000	0	0	0
TOTAL PARK DEVELOPMENT FUND		30,273	14,500	705,000	705,000
<u>STORM DRAINAGE DISTRICT FUND(419):</u>					
-344-2700	Storm Drain Fees	5,714	1,200	3,500	3,500
-361-0000	Interest Income	18,581	17,000	20,000	20,000
-362-0000	Miscellaneous Income	30,000	0	0	0
TOTAL STORM DRAINAGE FUND		54,295	18,200	23,500	23,500
<u>WATER UTILITY FUND(502):</u>					
-345-1017	Plan Check Fees	520	500	1,000	1,000
-345-1500	Inspection Fees	520	500	1,000	1,000
-344-1510	Water Sales	8,241,148	8,325,000	8,325,000	8,325,000
-344-1512	Municipal Services Registration Fee	12,565	12,000	12,000	12,000
-344-1514	Conservation Surcharge	431,598	300,000	0	0
-344-1520	Meter Installations	2,875	2,800	2,500	2,500
-344-1525	Service Installations	2,900	24,000	24,000	24,000
-344-1526	Fire Flow Fee	2,050	1,000	1,000	1,000
-350-1500	Other Fines/Penalties	2,650	2,000	2,000	2,000
-350-1610	Late Penalty Fee	139,587	140,000	140,000	140,000
-350-1800	Utility Turnoff Delq Accts	24,135	24,000	23,000	23,000
-361-0000	Interest Income	7,251	16,000	20,000	20,000
-362-0000	Miscellaneous Revenue	1,400	1,000	1,000	1,000
-363-1000	Sale of Property	11,357	8,000	5000	5000
TOTAL WATER UTILITY FUND		8,880,556	8,856,800	8,557,500	8,557,500

City of La Verne

2011-12 BUDGET

ESTIMATED REVENUES

Account Number	Source	2009-10 Actual	Estimated 2010-11	2011-12 Estimated	
				City Manager	Revised
<u>WATER CAPITAL IMPROVEMENT FUND(507):</u>					
-344-1610	Water Connection Fees	2,065	3,500	4,000	4,000
-344-1615	Water System Installation Fees	5,175	5,000	5,000	5,000
-344-1620	Water Acreage Connection Fees	8,190	15,000	10,000	10,000
-361-0000	Interest Income	82,364	60,000	60,000	60,000
TOTAL WATER CAPITAL IMPROVEMENT FUND		97,794	83,500	79,000	79,000
<u>MIRAMAR DEBT REPAYMENT FUND(519):</u>					
-344-1530	Miramar Service Charge	119,918	20,000	20,000	20,000
-361-0000	Interest Income	115,358	100,000	100,000	100,000
TOTAL MIRAMAR DEBT REPAYMENT FUND		235,276	120,000	120,000	120,000
<u>SEWER UTILITY FUND(530):</u>					
-322-1015	Industrial Waste Permits	21,258	20,000	20,000	20,000
-341-1500	Work for Others	0	40,000	0	0
-344-1100	Plan Check Fees	730	500	500	500
-344-1200	Inspection Fees	730	500	500	500
-344-1214	NPDES-Restaurant Inspection Fee	0	0	0	0
-344-2010	Sewer Service Fees	1,096,029	1,200,000	1,200,000	1,200,000
-361-0000	Interest Income	12,423	15,000	15,000	15,000
TOTAL SEWER UTILITY FUND		1,131,170	1,276,000	1,236,000	1,236,000
<u>SEWER CAPITAL IMPROVEMENT FUND(531):</u>					
-344-2110	Sewer Main Line Fees	5,175	1,000	1,000	1,000
-344-2115	Sewer Connection Fees	556	500	1,000	1,000
-361-0000	Interest Income	57,609	50,000	50,000	50,000
-362-0000	Miscellaneous Revenue	6,000	0	0	0
TOTAL SEWER CAPITAL IMPROVEMENT FUND		69,340	51,500	52,000	52,000
<u>EQUIPMENT FUND(624):</u>					
-361-0000	Interest Income	13,053	10,000	10,000	10,000
-362-0000	Miscellaneous Revenue	11,925	0	0	0
-363-1000	Sale of Property	0	0	0	0
-364-1000	Rents (Maint. & Operations)	841,726	835,000	852,000	852,000
-364-1015	Rents (Depreciation)	429,993	428,000	403,000	403,000
TOTAL EQUIPMENT FUND		1,296,697	1,273,000	1,265,000	1,265,000
TOTAL ALL CITY FUNDS		41,185,274	42,551,419	42,426,215	42,426,215
Less Interdepartmental Funds		(2,084,000)	(2,144,000)	(2,127,000)	(2,127,000)
NET CITY REVENUE		39,101,274	40,407,419	40,299,215	40,299,215

City of La Verne

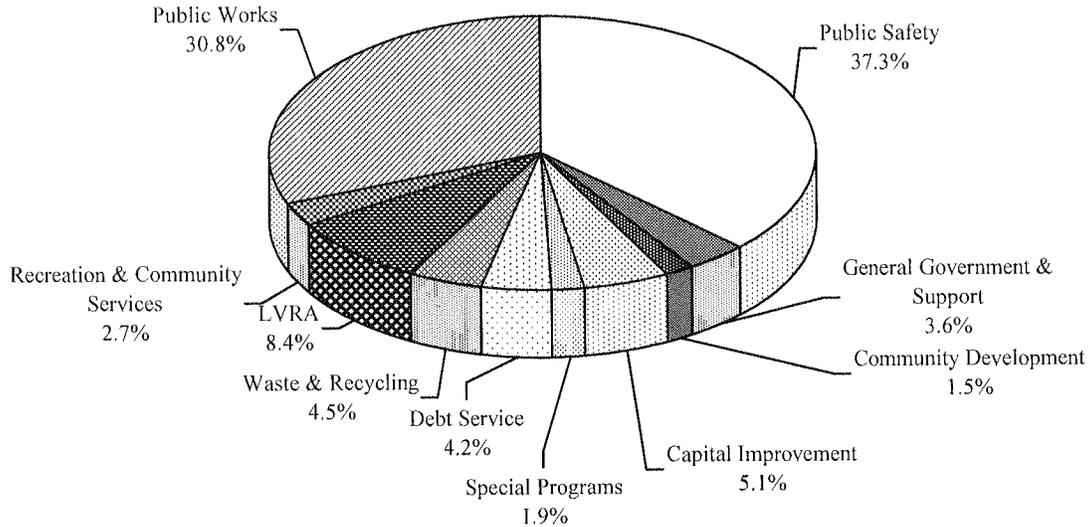
2011-12 BUDGET

ESTIMATED REVENUES

Account Number	Source	2009-10 Actual	Estimated 2010-11	2011-12 Estimated	
				City Manager	Revised
<u>LA VERNE REDEVELOPMENT AGENCY:</u>					
LVRA GENERAL FUND(427):					
-361-0000	Interest Income	8,631	8,000	8,000	8,000
-364-1000	Rents	5,536	5,000	5,000	5,000
-393-1500	Loan Proceeds	400,000	400,000	400,000	400,000
SUB-TOTAL		414,167	413,000	413,000	413,000
LVRA LOW/MODERATE INCOME HOUSING FUND(228):					
-311-1600	Supplemental Tax Roll	75,281	40,000	40,000	40,000
-311-2010	Increment Current Year	2,008,401	2,020,000	2,050,000	2,050,000
-311-2011	Increment Prior Year	-9,465	0	0	0
-361-0000	Interest Income	29,785	22,000	24,000	24,000
-362-0000	Miscellaneous Revenue	908	0	0	0
SUB-TOTAL		2,104,910	2,082,000	2,114,000	2,114,000
LVRA DEBT SERVICE FUND(329):					
-311-1600	Supplemental Tax Roll	115,565	40,000	40,000	40,000
-311-2010	Increment Current Year	2,611,529	2,630,000	2,680,000	2,680,000
-311-2011	Increment Prior Year	-13,820	0	0	0
-361-0000	Interest Income	10,818	15,000	15,000	15,000
SUB-TOTAL		2,724,092	2,685,000	2,735,000	2,735,000
TOTAL LA VERNE REDEVELOPMENT AGENCY FUNDS		5,243,169	5,180,000	5,262,000	5,262,000
GRAND TOTAL CITY AND AGENCY:		44,344,443	45,587,419	45,561,215	45,561,215

City of La Verne

Uses of Funds



General Government & Support Services:		Capital Improvements	\$2,446,800
General Administration	\$563,523	Debt Service Requirements	2,049,000
City Clerk	165,600	Special Programs	937,681
City Manager	1,035,275		
Sub Total	\$1,764,398	Total City Expenditures	\$44,345,460
Public Safety:		Less Interdepartmental Funds	(2,127,000)
Police	\$11,124,616		
Fire	6,939,545	Net City Expenditures	\$42,218,460
Sub Total	\$18,064,161	La Verne Redevelopment Agency Expenditures	4,063,178
Community Development	707,957	Total City and La Verne Redevelopment Agency	\$46,281,638
Recreation & Community Services	1,316,417		
Public Works:			
City Buildings	385,443		
Street Maintenance	2,137,465		
Waste and Recycling	2,164,827		
Water Utility	8,176,445		
Sewer Utility	959,017		
Equipment Maintenance	1,530,685		
Park Maintenance	1,705,164		
Sub Total	17,059,046		

City of La Verne

2011-12 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>GENERAL ADMINISTRATION:</u>				
City Council	63,523	10,000	0	73,523
General Government				
Non-Departmental	0	410,000	0	410,000
Legal Services	0	80,000	0	80,000
DEPARTMENT TOTAL	63,523	500,000	0	563,523
<u>CITY CLERK DEPARTMENT:</u>				
Administration	135,750	12,550	0	148,300
Elections	13,800	3,500	0	17,300
DEPARTMENT TOTAL	149,550	16,050	0	165,600
<u>CITY MANAGER DEPARTMENT:</u>				
CITY MANAGER DIVISION:				
Administration	192,915	25,000	0	217,915
Personnel Division	669	37,500	0	38,169
SUB-TOTAL	193,584	62,500	0	256,084
FINANCE DIVISION:				
Administration	76,938	12,000	0	88,938
City Treasurer	57,703	22,000	0	79,703
Cashiering and Collections	36,152	5,000	0	41,152
Business Licensing	23,930	2,500	0	26,430
Accounting and Payroll	199,602	4,000	0	203,602
L. A. Impact Fiscal Services	30,041	500	0	30,541
SUB-TOTAL	424,366	46,000	0	470,366
INFORMATION SYSTEMS DIVISION:				
Administration	28,999	4,000	0	32,999
Mid-Range Computers	42,644	71,000	0	113,644
Personal Computers	84,433	15,000	0	99,433
Telephone Services	21,749	41,000	0	62,749
SUB-TOTAL	177,825	131,000	0	308,825
DEPARTMENT TOTAL	795,775	239,500	0	1,035,275

City of La Verne

2011-12 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>COMMUNITY DEVELOPMENT:</u>				
Administration	32,985	40,000	0	72,985
Planning	53,276	48,000	0	101,276
Planning Non-Deposit Projects	53,276	27,200	0	80,476
Code Enforcement/Building Inspection	26,220	427,000	0	453,220
General Plan Update	0	0	0	0
DEPARTMENT TOTAL	165,757	542,200	0	707,957
<u>FIRE DEPARTMENT:</u>				
Administration	354,380	35,185	0	389,565
Emergency Services	2,964,773	42,800	0	3,007,573
Fire Apprentice Program	53,733	50,098	0	103,831
Training	484,767	11,000	0	495,767
Station Maintenance	209,727	17,400	0	227,127
Fire Prevention	250,099	6,800	0	256,899
Emergency Preparedness	6,141	7,800	0	13,941
Paramedic Services	1,823,745	130,877	0	1,954,622
Vehicle Maintenance	267,788	121,350	101,082	490,220
DEPARTMENT TOTAL	6,415,153	423,310	101,082	6,939,545
<u>POLICE DEPARTMENT:</u>				
Administration	501,099	410,000	0	911,099
Communications	655,254	41,000	0	696,254
Jail Services/Livescan	132,754	42,000	0	174,754
Personnel Development/Training	22,628	50,000	0	72,628
Records and Clerical	307,245	32,000	18,000	357,245
Patrol Services	4,080,853	382,000	0	4,462,853
Investigations	1,983,683	115,000	0	2,098,683
Police Reserve Program	15,000	3,000	0	18,000
Crime Prevention/School Resource	257,275	31,000	0	288,275
PD-Information Systems	91,587	128,000	30,000	249,587
L.A. IMPACT Personnel Services	510,231	0	0	510,231
Traffic Services	325,670	176,000	0	501,670
Supplemental Law Enforcement	100,880	0	0	100,880
Asset Forfeiture	557,457	125,000	0	682,457
DEPARTMENT TOTAL	9,541,616	1,535,000	48,000	11,124,616

City of La Verne

2011-12 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>COMMUNITY SERVICES DEPARTMENT:</u>				
COMMUNITY SERVICES DIVISION:				
Administration	205,742	19,500	0	225,242
Recreation Programs	250,168	241,383	0	491,551
Facility Rentals	181,801	126,426	0	308,227
Swimming Pool Program	97,596	160,000	0	257,596
Special Events	11,801	22,000	0	33,801
SUB-TOTAL	747,108	569,309	0	1,316,417
DEPARTMENT TOTAL	747,108	569,309	0	1,316,417
<u>PUBLIC WORKS DEPARTMENT:</u>				
CITY BUILDING DIVISION:				
Administration	20,622	3,175	0	23,797
Building Maintenance	40,922	320,724	0	361,646
SUB-TOTAL	61,544	323,899	0	385,443
STREET MAINTENANCE DIVISION:				
Administration	86,351	304,629	0	390,980
Waste and Recycling	14,827	2,150,000	0	2,164,827
Street Maintenance	387,174	650,898	0	1,038,072
Traffic and Lighting	94,617	558,597	0	653,214
Graffiti Removal	32,099	23,100	0	55,199
SUB-TOTAL	615,068	3,687,224	0	4,302,292
WATER UTILITY DIVISION:				
Administration	376,367	395,010	0	771,377
Water Production	313,697	5,822,285	0	6,135,982
Transmission & Distribution	412,442	178,731	0	591,173
Customer Service	510,427	167,486	0	677,913
SUB-TOTAL	1,612,933	6,563,512	0	8,176,445

City of La Verne

2011-12 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
SEWER UTILITY DIVISION:				
Administration	435,204	134,954	0	570,158
Sewer System Maintenance	255,584	132,275	1,000	388,859
SUB-TOTAL	690,788	267,229	1,000	959,017
EQUIPMENT MAINTENANCE DIVISION:				
Administration	188,198	121,730	314,500	624,428
Preventative Maintenance	108,906	57,900	0	166,806
Repair Work	189,751	549,700	0	739,451
SUB-TOTAL	486,855	729,330	314,500	1,530,685
PARK MAINTENANCE DIVISION:				
Parks Administration	25,189	64,791	0	89,980
Parks Facility Maintenance	418,289	473,785	0	892,074
Tree Maintenance	129,829	226,238	0	356,067
Maintenance Assessment Districts	36,900	330,143	0	367,043
SUB-TOTAL	610,207	1,094,957	0	1,705,164
DEPARTMENT TOTAL	4,077,395	12,666,151	315,500	17,059,046
TOTAL CITY OPERATING	21,955,877	16,491,520	464,582	38,911,979
Less Interdepartmental Funds	0	(2,127,000)	0	(2,127,000)
NET CITY OPERATING BUDGET	21,955,877	14,364,520	464,582	36,784,979

City of La Verne

2011-12 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>CAPITAL IMPROVEMENTS:</u>				
General Capital Improvement Fund	0	0	323,000	323,000
I/S Technology Fund	0	0	0	0
Measure R Fund	0	0	400,000	400,000
Gas Tax Street Improvements	0	0	381,000	381,000
County Aid to Cities Fund	0	0	0	0
Water Capital Improvements	0	0	870,000	870,000
Sewer Capital Improvements	0	0	75,000	75,000
Storm Drain Fund	0	0	0	0
Park Development	0	0	201,000	201,000
Esperanza Road Improvement District	0	0	0	0
Fire Facilities/Equipment Funds	0	0	32,800	32,800
Large Building CFD Fund	0	0	10,300	10,300
Fire Equipment Replacement Fund	0	0	153,700	153,700
TOTAL CAPITAL IMPROVEMENTS PROJECTS	0	0	2,446,800	2,446,800
<u>SPECIAL PROGRAMS:</u>				
CDBG Projects & Programs	10,411	135,169	0	145,580
Bicycle Safety - TDA	0	0	0	0
PROP A LACMTA Programs	24,367	438,725	0	463,092
PROP C LACMTA Programs	59,309	224,500	9,100	292,909
Mobile Source Air Pollution(AB2766)	1,799	19,201	0	21,000
Downtown Business Improv. Dist.	0	15,100	0	15,100
TOTAL SPECIAL PROGRAMS	95,886	832,695	9,100	937,681
<u>DEBT SERVICE REQUIREMENTS:</u>				
Capitalized Leases/Pension Bond	0	2,049,000	0	2,049,000
TOTAL DEBT SERVICE	0	2,049,000	0	2,049,000
TOTAL CITY EXPENDITURES	22,051,763	17,246,215	2,920,482	42,218,460

City of La Verne

2011-12 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>LA VERNE REDEVELOPMENT AGENCY:</u>				
LVRA GENERAL FUND:				
Administration	230,340	240,438	0	470,778
Historic Preservation	13,106	21,500	0	34,606
Economic Development	52,943	133,000	0	185,943
TOTAL LVRA GENERAL FUND	296,389	394,938	0	691,327
LVRA LOW/MODERATE INCOME HOUSING FUND:				
Administration	484,876	256,975	0	741,851
Housing Rehab. & Special Programs	0	300,000	0	300,000
Debt Repayment	0	350,000	0	350,000
TOTAL LVRA LOW/MODERATE INCOME HOUSING FUND	484,876	906,975	0	1,391,851
LVRA DEBT SERVICE:	0	1,980,000	0	1,980,000
TOTAL LVRA DEBT SERVICE FUND	0	1,980,000	0	1,980,000
TOTAL LA VERNE REDEVELOPMENT AGENCY	781,265	3,281,913	0	4,063,178
TOTAL CITY AND AGENCY	22,833,028	20,528,128	2,920,482	46,281,638

City of La Verne

SUMMARY OF FUND BALANCES

ANTICIPATED REVENUE, APPROPRIATIONS AND TRANSFERS 2011-12 BUDGET

Fund No.	Fund Title	Estimated Fund Balance 6/30/2011	Revenues	Appropriations	Net Transfers	Estimated Fund Balance 6/30/2012
101 General:						
	Undesignated Reserve	5,846,354	20,242,073	22,382,421	1,339,100	5,045,106
	Designated Reserve	1,983,967	2,164,827	2,164,827	0	1,983,967
104	Paramedic Service	0	685,000	0	(685,000)	0
206	Gas Tax	569,462	932,000	381,000	(361,000)	759,462
208	Traffic Safety	0	493,000	501,670	10,000	1,330
209	County Aid to Cities	0	0	0	0	0
215	CDBG	0	145,580	145,580	0	0
216	Operation & Maintenance CFD	884,909	970,000	0	(948,000)	906,909
222	Bicycle Safety & TDA	0	0	0	0	0
226	Affordable Housing	536,289	10,000	0	0	546,289
231	Asset Forfeiture	512,691	861,000	682,457	0	691,234
232	LACMTA - Proposition A	247,753	470,500	463,092	0	255,161
234	LACMTA - Proposition C	407,469	393,000	292,909	0	507,560
235	Measure R Fund	179,094	294,000	400,000	0	73,094
241	Supplemental Law Enf. Services	37	0	100,880	101,000	157
243	AB2766 Mobile Source Air Pollution	203,740	42,500	21,000	0	225,240
244	Public Safety Equipment	382,880	293,885	32,800	(280,000)	363,965
245	DBID	4,010	14,100	15,100	0	3,010
246	Maintenance Assessment Districts	352,181	345,400	367,043	20,000	350,538
248	Lighting and Landscape Maintenance Fund	138,099	165,000	2,046,534	1,829,000	85,565
250	Fire Equipment Replacement Fund	797,536	239,700	153,700	0	883,536
252	Large Building CFD Fund	108,093	51,000	10,300	(50,000)	98,793
326	Loan Repayment	182,537	1,212,000	1,212,000	0	182,537
405	General Capital Improvement	184,509	195,000	323,000	40,000	96,509
406	Right of Way Management	2,067,139	145,000	0	50,000	2,262,139
407	I/S Technology Fund	7,736	150	0	0	7,886
410	Underground Utilities	1,323,049	23,500	0	0	1,346,549
412	Park Development	640,266	705,000	201,000	0	1,144,266
419	Storm Drainage District	1,050,366	23,500	0	0	1,073,866
436	Esperanza Rd. Improvement District	0	0	0	0	0
502	Water Utility	1,808,372	8,557,500	8,176,445	(1,454,900)	734,527
507	Water Capital Improvement:	1,734,018	79,000	870,000	500,000	1,443,018
519	Miramar Debt Repayment	6,121,585	120,000	837,000	0	5,404,585
530	Sewer Utility	804,513	1,236,000	959,017	(410,200)	671,296
531	Sewer Capital Improvement	3,383,873	52,000	75,000	300,000	3,660,873
624	Equipment	482,299	1,265,000	1,530,685	0	216,614
TOTAL CITY		32,944,826	42,426,215	44,345,460	0	31,025,581
Less Interdepartmental Funds			(2,127,000)	(2,127,000)	0	0
NET CITY		32,944,826	40,299,215	42,218,460	0	31,025,581
LA VERNE REDEVELOPMENT AGENCY:						
427	LVRA - General	692,831	413,000	691,327	0	414,504
228	LVRA - Low/Moderate Income Housing	3,425,090	2,114,000	1,391,851	0	4,147,239
329	LVRA - Debt Service	1,158,258	2,735,000	1,980,000	0	1,913,258
TOTAL LVRA		5,276,179	5,262,000	4,063,178	0	6,475,001
TOTAL CITY AND LA VERNE REDEVELOPMENT AGENCY		38,221,005	45,561,215	46,281,638	0	37,500,582

City of La Verne

2011-12 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION SCHEDULE

Fund	Estimated Revenue	Interfund Transfers	Designated Reserve Expend(Retain)	Undesignated Reserve Expend(Retain)	Total Available Revenue	Total Proposed Expenditures
101 General	\$22,406,900	\$2,309,000	A \$600,000 L	\$201,248 N	\$24,547,248	\$24,547,248
		\$1,075,100 B				
		(\$161,000) C				
		(\$1,844,000) I				
		(\$40,000) J				
104 Paramedic Service	\$685,000	(\$685,000) A			\$0	\$0
206 Gas Tax	\$932,000	(\$361,000) A		(\$190,000) M	\$381,000	\$381,000
208 Traffic Safety	\$493,000	\$10,000 C		(\$1,330) M	\$501,670	\$501,670
209 County Aid to Cities	\$0				\$0	\$0
215 CDBG	\$145,580				\$145,580	\$145,580
216 Operation & Maint. CFD 90-1	\$970,000	(\$933,000) A (\$15,000) H		(\$22,000) M	\$0	\$0
222 Bicycle Safety	\$0				\$0	\$0
226 Affordable Housing	\$10,000			(\$10,000) M	\$0	\$0
231 Asset Forfeiture	\$861,000			(\$178,543) M	\$682,457	\$682,457
232 LACMTA-Proposition A	\$470,500			(\$7,408) M	\$463,092	\$463,092
234 LACMTA-Proposition C	\$393,000			(\$100,091) M	\$292,909	\$292,909
235 Measure R	\$294,000			\$106,000 N	\$400,000	\$400,000
241 Supplemental Law Enf. Services Fund	\$0	\$101,000 C		(\$120) M	\$100,880	\$100,880
243 AB2766 Mobile Source Air Pollution	\$42,500			(\$21,500) M	\$21,000	\$21,000
244 Public Safety Equipment	\$293,885	(\$280,000) A		\$18,915 N	\$32,800	\$32,800
245 Downtown Business Improvement District	\$14,100			\$1,000 N	\$15,100	\$15,100
246 Maintenance Assess. District	\$345,400	\$20,000 C		\$1,643 N	\$367,043	\$367,043
248 Citywide Lighting & Landscape Dist.	\$165,000	\$1,844,000 I \$5,000 H (\$20,000) C		\$52,534 N	\$2,046,534	\$2,046,534
250 Fire Equipment Replacement Fund	\$239,700			(\$86,000) M	\$153,700	\$153,700

City of La Verne

2011-12 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	\$51,000	(\$50,000)	A	\$9,300 N	\$10,300	\$10,300
326 Loan Repayment	\$1,212,000				\$1,212,000	\$1,212,000
405 General Capital Improvement	\$195,000	\$40,000	J	\$88,000 N	\$323,000	\$323,000
406 ROW Management	\$145,000	\$50,000	C	(\$195,000) M	\$0	\$0
407 I/S Technology Fund	\$150			(\$150) M	\$0	\$0
410 Underground Utilities District	\$23,500			(\$23,500) M	\$0	\$0
412 Park Development	\$705,000			(\$504,000) M	\$201,000	\$201,000
419 Storm Drainage District	\$23,500			(\$23,500) M	\$0	\$0
436 Esperanza Rd. Imprv Dist	\$0				\$0	\$0
502 Water Utility	\$8,557,500	(\$954,900)	B	\$1,073,845 M	\$8,176,445	\$8,176,445
507 Water Capital Improvement	\$79,000	(\$500,000) L	L	(\$20,000) E	\$311,000 N	\$870,000
519 Miramar Debt Repayment	\$120,000	\$500,000	L	\$717,000 N	\$837,000	\$837,000
530 Sewer Utility	\$1,236,000	(\$120,200)	B	\$133,217 N	\$959,017	\$959,017
		\$10,000	H			
		(\$300,000)	L			
531 Sewer Capital Improvement	\$52,000	\$300,000	L	(\$277,000) M	\$75,000	\$75,000
624 Equipment	\$1,265,000			\$265,685 G	\$1,530,685	\$1,530,685
TOTAL CITY	\$42,426,215	\$0	\$845,685	\$1,073,560	\$44,345,460	\$44,345,460
Less Interdepartmental Funds	(\$2,127,000)				(\$2,127,000)	(\$2,127,000)
NET CITY	\$40,299,215	\$0	\$845,685	\$1,073,560	\$42,218,460	\$42,218,460
LA VERNE REDEVELOPMENT AGENCY:						
427 LVRA-General	\$413,000		\$278,327	L	\$691,327	\$691,327
228 LVRA-Low/Mod Housing	\$2,114,000		(\$722,149)	M	\$1,391,851	\$1,391,851
329 LVRA - Debt Service	\$2,735,000		(\$755,000)	M	\$1,980,000	\$1,980,000
TOTAL LVRA	\$5,262,000	\$0	(\$1,198,822)	\$0	\$4,063,178	\$4,063,178
TOTAL CITY AND LVRA	\$45,561,215	\$0	(\$353,137)	\$1,073,560	\$46,281,638	\$46,281,638

City of La Verne

2011-12 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

A - Transfers to General Fund:

Paramedic Cost Reimbursement	685,000	
Gas Tax 2106	110,000	
Gas Tax 2107	239,000	
Gas Tax Interest Income	12,000	
Total Gas Tax	361,000	
Proposition 172 Public Safety-Current Year Revenue	280,000	
Proposition 172 Public Safety-Prior Year Revenue	0	
Community Facilities Dist. 90-1	933,000	
Large Building CFD Fund	50,000	
		2,309,000

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

Water Utility	954,900	
Sewer Utility	120,200	
		1,075,100

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

Traffic Safety Fund	10,000	
Supplemental Law Enforcement Services Fund	101,000	
Maintenance Assessment Districts	20,000	
ROW Management Fund	50,000	
		181,000

D - Transfer from General Debt Service to:

General Capital Improvement Fund	0	
		0

E - Reserve Water Acreage Fees for Future
System Improvements:

		20,000

F - Interdepartmental Funds:

Pension Obligation Charges	872,000	
Equipment Rental Fees:		
General	813,000	
Water	133,000	
Sewer	76,500	
Equipment	21,500	
Citywide Landscape District	211,000	
		2,127,000

G - Use Equipment Reserves for Equipment
Replacement:

		265,685

City of La Verne

2011-12 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

H - Transfer CFD 90-1 Special Taxes to Reimburse those Operational Costs Incurred in:		
Sewer Fund	10,000	
Lighting and Landscape Maintenance Fund	<u>5,000</u>	
		<u>15,000</u>
I - Transfer to Citywide Lighting & Landscape Maintenance Fund:		<u>1,844,000</u>
J - Transfers for Replacement of two Paramedic Ambulance Units:		
(10th of Ten Annual Appropriations)	20,000	
(7th of Ten Annual Appropriations)	<u>20,000</u>	
		<u>40,000</u>
K - Transfers to General Capital Improvement Fund from Other Funds	<u>0</u>	
		<u>0</u>
L - Use Reserves for Designated Purposes:		
M - Retain Required Reserves:		
N - Use Undesignated Reserves:		

City of La Verne

PERSONNEL SUMMARY

2011-2012 BUDGET

<u>DEPARTMENT</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>Dept. Request 2011-12</u>	<u>Recommended by Manager 2011-12</u>	<u>Council Approved 2011-12</u>
City Clerk	0.90	0.90	0.90	0.90	0.90	1.15	1.15
City Manager	8.19	7.94	7.54	6.94	5.84	6.41	6.41
Community Development	2.50	2.00	1.90	0.90	0.90	1.58	1.58
Fire	36.00	36.00	36.00	36.00	36.00	36.00	36.00
Police	71.00	67.00	65.50	60.50	59.50	59.50	59.50
Recreation & Comm. Services	2.82	2.82	2.82	2.82	2.62	2.62	2.62
Public Works	48.42	49.42	49.02	46.20	45.20	45.20	45.20
Special Programs	1.04	1.03	1.41	0.57	0.42	0.54	0.54
La Verne Redevelopment Agency	<u>7.13</u>	<u>7.89</u>	<u>8.91</u>	<u>8.17</u>	<u>7.62</u>	<u>6.00</u>	<u>6.00</u>
TOTAL REGULAR FULL-TIME POSITIONS	<u>178.00</u>	<u>175.00</u>	<u>174.00</u>	<u>163.00</u>	<u>159.00</u>	<u>159.00</u>	<u>159.00</u>

City of La Verne

CAPITALIZED LEASES and PENSION OBLIGATION BOND

City of La Verne

Capitalized Leases

Date	Original Amount	Principal Balance 6-30-11	Principal Due 2011-12	Interest Due 2011-12	Total Due 2011-12
Three Valleys Municipal Water District					
10-30-03	\$6,974,530	\$2,327,006	\$751,000	\$76,000	\$827,000

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

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

Source of Funds:

Miramar Debt Repayment \$827,000.

Date	Original Amount	Principal Balance 6-30-11	Principal Due 2011-12	Interest Due 2011-12	Total Due 2011-12
05-11-09	\$2,777,000	\$2,338,000	\$238,000	\$102,000	\$340,000

On November 1, 1988, \$5,000,000 in Certificates of Participation were issued by the State Street Bank and Trust Company pursuant to a lease agreement with the City of La Verne. The City will use the proceeds from the certificates to finance the acquisition, construction and installation of certain public improvements relating to the San Polo (Koll) Business Park and various Redevelopment Agency public improvements. On May 23, 1996 and again on May 11, 2009, the City refunded the bond issue in order to obtain the benefits of lower interest rates, thereby reducing the yearly debt service costs by approximately \$28,000 and \$20,000 respectively. The final principal payment is due November 1, 2018.

Source Funds:

Loan Repayment Fund \$341,000

Pension Obligation Bond

Date	Original Amount	Principal Balance 6-30-11	Principal Due 2011-12	Interest Due 2011-12	Total Due 2011-12
05-04-06	\$8,380,000	\$6,705,000	\$480,000	\$392,000	\$872,000

On May 4, 2006, \$8,380,000 in taxable Pension Obligation Bonds were issued by the City to payoff the side fund Obligation due CalPERS under the City's existing retirement plans. The average coupon interest rate for the Pension Bonds was 5.83% compared with the 7.75% rate CalPERS was charging. The final principal payment is due June 1, 2020.

City of La Verne

GENERAL ADMINISTRATION

City of La Verne

BUDGET MESSAGE

2011 – 12 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 not being associated to any one particular department.

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.

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	75,560	63,746	63,523	63,523
Other Operating Costs	523,000	499,000	500,000	500,000
Capital Outlay	0	0	0	0
TOTAL:	598,560	562,746	563,523	563,523

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

General Fund	558,560	522,746	523,523	523,523
PEG	40,000	40,000	40,000	40,000
TOTAL:	598,560	562,746	563,523	563,523

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget

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

APPROPRIATIONS				
SALARIES & WAGES	31,140	31,140	31,400	31,140
TEMPORARY/OTHER PART TIME.....				
BENEFIT COSTS	44,420	32,606	32,383	32,383
TOTAL PERSONNEL SERVICES	75,560	63,746	63,523	63,523

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	75,560	63,746	63,523	63,523
Other Operating Costs	9,000	9,000	10,000	10,000
Capital Outlay	0	0	0	0
TOTAL:	84,560	72,746	73,523	73,523

Personnel Authorized	5 elected	5 elected	5 elected	5 elected
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Source of Funds:				
General Fund	84,560	72,746	73,523	73,523
TOTAL:	84,560	72,746	73,523	73,523

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 benefit costs in personnel services and other operating costs.

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

1. To provide animal control services to the community.
2. To fund a portion of the City's general liability and property insurance needs.
3. To fund an annual audit of City operations.
4. To fund community promotion efforts, e.g. Chamber of Commerce, Fourth of July activities, etc.
5. To pay for the City's memberships in regional and intergovernmental agencies.
6. To fund La Verne's Community Television Channel (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	436,000	410,000	410,000	410,000
Capital Outlay	0	0	0	0
Total:	436,000	410,000	410,000	410,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	396,000	370,000	370,000	370,000
PEG Fee	40,000	40,000	40,000	40,000
TOTAL:	436,000	410,000	410,000	410,000

City of La Verne

General Administration Non-Departmental 1600

Department Cost Center Cost Center No.

Units of Measure:

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

<u>Community Based Agency Funding</u>	10/11 Budget	Requested 11/12 Budget	City Mgr. Rec. 11/12 Budget	11/12 Council Approved
Chamber of Commerce	15,000	15,000	15,000	15,000
Cable TV Community Access	40,000	40,000	40,000	40,000
Friends of the Fourth	5,000	5,000	5,000	5,000
Inland Valley Humane Society	96,700	98,000	98,000	98,000

Property Insurance: This cost center includes a \$12,000 allocation for insurance for City facilities and non departmental activities. An additional \$3,000 is also budgeted in the Fire Department cost center for emergency vehicle insurance and \$44,000 is budgeted in the Water Department for Earthquake Coverage on reservoir structures.

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

<u>Department</u>	2008/09	2009/10	2010/11	2011/12
Police	102,053	91,659	160,404	188,217
Public Works	178,166	196,576	236,898	192,768
Sewer	12,597	12,288	14,384	12,811
Parks & Community Services	95,795	78,616	66,320	52,741
Administration	80,536	78,560	57,859	30,727
Auto Liability Insurance & Risk Management	56,686	55,295	64,726	57,648
Fire (auto liability)	12,597	12,288	14,384	12,811
LVRA-General	15,746	15,360	17,980	16,013
LVRA-Low/Mod	15,746	15,360	17,980	16,014
Water	31,492	30,720	35,959	32,027
LV Mobile Country Club	22,045	21,504	25,171	22,419
Valley Rancho MHP	6,298	6,144	7,192	6,405

City Manager Recommendations

Funding levels as requested.

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	78,000	80,000	80,000	80,000
Capital Outlay	0	0	0	0
Total:	78,000	80,000	80,000	80,000
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	78,000	80,000	80,000	80,000
TOTAL:	78,000	80,000	80,000	80,000

City of La Verne

General Administration

Legal Services

1700

Department

Cost Center

Cost Center No.

Units of Measure

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

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

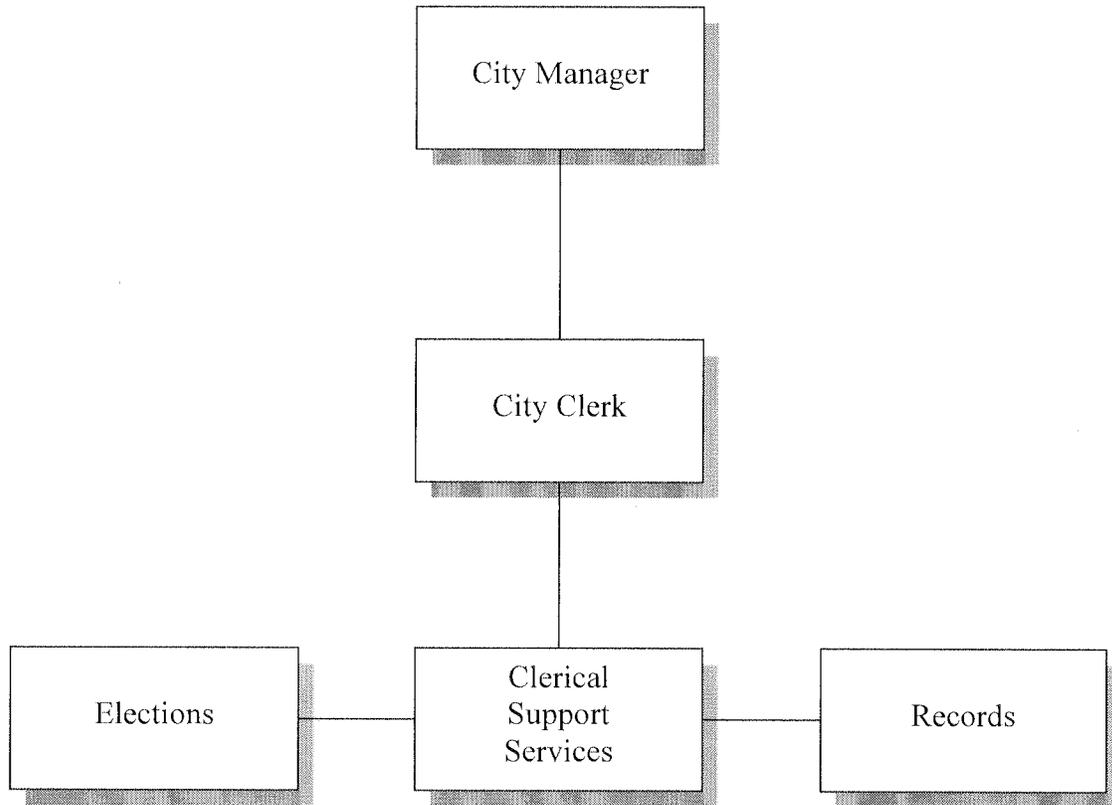
City Manager Recommendations

Funding levels as requested.

City of La Verne

CITY CLERK

CITY CLERK DEPARTMENT



City of La Verne

BUDGET MESSAGE

2011 – 2012 Fiscal Year

City Clerk

1200 SERIES

Department

Cost Center No.

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

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

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

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

This fiscal year is a non-election year; therefore, the "Elections" cost center for FY 11/12 reflects costs associated with preparing for the March 2013 election.

The City of La Verne is designated by the U.S. Department of State; Bureau of Consular Affairs as an authorized Passport Acceptance Facility at which citizens can obtain passport-processing services. This function is 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	130,001	128,840	149,550	149,550
Other Operating Costs	23,550	17,050	16,050	16,050
Capital Outlay	0	0	0	0
Total:	153,551	145,890	165,600	165,600

Personnel Authorized	.90	.90	1.15	1.15
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Source of Funds:

General Fund	153,551	145,890	165,600	165,600
TOTAL:	153,551	145,890	165,600	165,600

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Clerk	.90	.90	.90	.90
Assistant to the City Clerk	.00	.00	.25	.25

TOTAL FULL-TIME	.90	.90	1.15	1.15
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REGULAR PART-TIME

TOTAL REG. PART-TIME	.00	.00	.00	.00
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TOTAL POSITIONS	.90	.90	1.15	1.15
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APPROPRIATIONS

SALARIES & WAGES	94,848	91,556	105,035	105,035
OVERTIME	0	0	0	0
BENEFIT COSTS	35,153	37,284	44,515	44,515
TOTAL PERSONNEL SERVICES	130,001	128,840	149,550	149,550

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	108,608	115,010	135,750	135,750
Other Operating Costs	12,550	12,550	12,550	12,550
Capital Outlay	0	0	0	0
Total:	121,158	127,560	148,300	148,300
Personnel Authorized	.80	.80	1.05	1.05
Source of Funds:				
General Fund	121,158	127,560	148,300	148,300
TOTAL:	121,158	127,560	148,300	148,300

City of La Verne

City Clerk

Administration

1201

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	Projected <u>2011/12</u>
Council Minutes/Agendas Prepared	24	25	25	25
Resolutions Processed	87	70	107	100
Ordinances Processed	10	5	5	5
Elections Conducted	1	0	0	0
Proclamations	35	40	40	40
LVRA Agendas/Minutes	5	6	9	10
LVRA Resolutions	5	5	5	5
LVRA OPA & Amendments	2	2	0	5
*LVHA Agendas/Minutes	0	0	0	2
*LVHA Resolutions	0	0	0	2
*JPFA Agendas/Minutes	2	2	1	1
*JPFA Resolutions	2	2	2	2
Passport Applications	410	413	376	350

* These Agencies were formed in 1996.

Personnel Services:

80% of the City Clerk's position.

A part-time clerical assistant has been hired to assist with the records management program which includes imaging the City's original minutes, resolutions, ordinances as well as historical and other related documents.

Other Operating Costs and Capital Outlay

Operating costs include:

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

City Manager Recommendations

Adjust personnel allocations

City of La Verne

City Clerk

Elections

1204

Department

Cost Center

Cost Center No.

Long-Term Objectives:

- To prepare, plan and administer the March 2013 General Municipal Election.
- To guarantee to the citizens of La Verne that the electoral process and activities are open and accessible to everyone.
- To work diligently to publicize the electoral process and promote voter participation.
- The 2011/12 budget reflects the costs associated with a non-election year.
- The next General Municipal Election is scheduled for Tuesday, March 5, 2013.

Operational Plans:

- To assist citizens with election information.
- To provide and maintain all campaign filing requirements set forth by the Fair Political Practices Commission (FPPC).
- Plan for March 5, 2013 election.
- Plan voter and multilingual outreach for March 2013 election.
- Plan for February 2013 Candidate Forum.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	21,393	13,830	13,800	13,800
Other Operating Costs	11,000	4,500	3,500	3,500
Capital Outlay	0	0	0	0
Total:	32,393	18,330	17,300	17,300

Personnel Authorized	0.10	0.10	0.10	0.10
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Source of Funds:

General Fund	32,393	18,330	17,300	17,300
TOTAL:	32,393	18,330	17,300	17,300

City of La Verne

City Clerk

Elections

1204

Department

Cost Center

Cost Center No.

Units of Measure:

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

Personnel Services:

10% of the City Clerk's position.

Other Operating Costs and Capital Outlay:

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

- Staff development pertaining to current California Election laws.

City Manager Recommendations

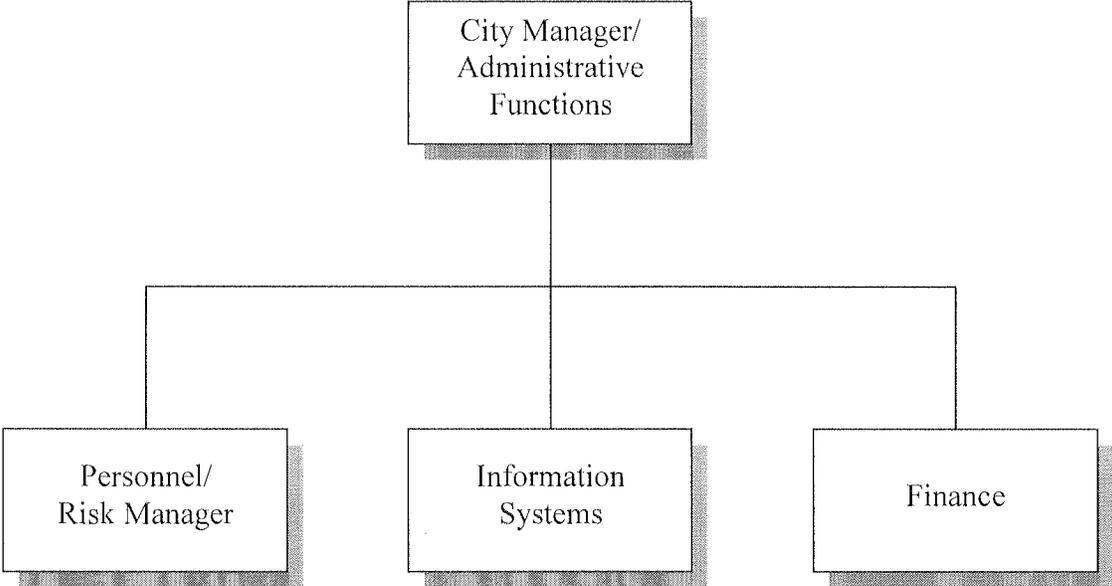
Adjust benefit costs in personnel services and reduce other operating costs.

City of La Verne

CITY MANAGER

City of La Verne

CITY MANAGER



City of La Verne

BUDGET MESSAGE

2011 – 2012 Fiscal Year

City Manager

1300, 1400 & 1500 SERIES

Department

Cost Center No.

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

The City Manager's Office provides general direction and administration for all City departments and services. In addition, this division administers various ongoing operations including mobilehome rent control and related issues, cable television, public information, transportation, intergovernmental relations, Youth & Family Action Committee, Downtown La Verne Business Improvement District and strategic planning. Personnel request for this cost center are reduced significantly as the staff member provided a majority of the clerical support has retired and the duties are now being handled under contract.

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

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

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

City of La Verne

City Manager

Summary

1300, 1400 & 1500
Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	821,709	708,634	795,775	795,775
Other Operating Costs	220,900	246,000	239,500	239,500
Capital Outlay	0	0	0	0
TOTAL:	1,042,609	954,634	1,035,275	1,035,275

Personnel Authorized	8.14	7.04	7.61	7.61
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Source of Funds:

General Fund	1,042,609	954,634	1,035,275	1,035,275
TOTAL:	1,042,609	954,634	1,035,275	1,035,275

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	Summary			1300, 1400 & 1500 Series
Department	Cost Center			Cost Center No.
<hr/>				
<hr/>				
CLASSIFICATION	<u>Position Quota</u>			
	Current	Department Requests	City Manager Recommended	Adopted Budget
<hr/>				
City Manager	.30	.30	.40	.40
Assistant City Manager	.40	.00	.00	.00
Executive Assistant to the City Manager	.70	.00	.00	.00
Assistant to the City Clerk	.75	.75	.75	.75
Information Systems Manager	.60	.60	.65	.65
Information System Specialist	1.00	1.00	1.00	1.00
Finance Officer	.55	.55	.70	.70
Accounting Manager	.24	.24	.41	.41
Accountant	1.00	1.00	1.00	1.00
Account Clerk II & III	1.40	1.40	1.50	1.50
<hr/>				
TOTAL FULL-TIME	6.94	5.84	6.41	6.41
<hr/>				
REGULAR PART-TIME				
Administrative Clerk II	0.80	.80	.80	.80
Account Clerk I	0.40	.40	.40	.40
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TOTAL REG. PART-TIME	1.20	1.20	1.20	1.20
<hr/>				
TOTAL POSITIONS	8.14	7.04	7.61	7.61
<hr/>				
APPROPRIATIONS				
SALARIES & WAGES	602,124	501,157	558,840	558,840
<hr/>				
OVERTIME	-	-		
<hr/>				
BENEFIT COSTS	219,585	207,477	236,935	236,935
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TOTAL PERSONNEL SERVICES	821,709	708,634	795,775	795,775

City of La Verne

City Manager

City Manager Summary

1300 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	311,738	168,568	193,584	193,584
Other Operating Costs	37,000	65,000	62,500	62,500
Capital Outlay	0	0	0	0
Total:	348,738	233,568	256,084	256,084

Personnel Authorized	2.95	1.85	1.95	1.95
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Source of Funds:

General Fund	348,738	233,568	256,084	256,084
TOTAL:	348,738	233,568	256,084	256,084

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager

City Manager's Office

1300 Series

Department

Cost Center

Cost Center No.

CLASSIFICATION

Position Quota

	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.30	.30	.40	.40
Assistant City Manager	.40	.00	.00	.00
Executive Assistant to the City Manager	.70	.00	.00	.00
Assistant to the City Clerk	.75	.75	.75	.75

TOTAL FULL-TIME	2.15	1.05	1.15	1.15
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REGULAR PART-TIME

Administrative Clerk II	.80	.80	.80	.80
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TOTAL REG. PART-TIME	0.80	0.80	0.80	0.80
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TOTAL POSITIONS	2.95	1.85	1.95	1.95
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APPROPRIATIONS

SALARIES & WAGES	229,310	125,185	139,027	139,027
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OVERTIME				
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BENEFIT COSTS	82,428	43,383	54,557	54,557
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TOTAL PERSONNEL SERVICES	311,738	168,568	193,584	193,584
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City of La Verne

City Manager

Administration

1301

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

- Achieve a balanced budget and maintain an appropriate General Fund reserve balance (15% goal).
- Foster and promote an effective Department Head/City Manager/City Council management team.
- Direct the City's citizen-oriented economic development program.
- Monitor the work programs of all departments for peak efficiency and responsiveness.

Operational Plans:

- Facilitate development (through new and infill opportunities) of the Industrial, Foothill Boulevard, and Lordsburg specific plans.
- Pursue an aggressive economic development posture.
- Promote and perform strategic planning activities for the organization.
- Administer various ongoing functions including mobilehome rent control, cable television, intergovernmental relations, public information, Youth & Family Action Committee.
- Support efforts to ensure elements in the development of the open space and sports complex adequately meet current and future needs of the community

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	242,255	167,899	192,915	192,915
Other Operating Costs	8,500	25,000	25,000	25,000
Capital Outlay	0	0	0	0
Total:	250,755	192,899	217,915	217,915

Personnel Authorized	2.40	1.85	1.95	1.95
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Source of Funds:

General Fund	250,755	192,899	217,915	217,915
TOTAL:	250,755	192,899	217,915	217,915

City of La Verne

City Manager

Administration

1301

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Personnel costs consist of 30% of the salaries and benefits for the City Manager, 75% of the Assistant to the City Clerk, and funding for a portion of an Administrative Clerk II.

Other Operating Costs and Capital Outlay:

N/A

City Manager Recommendations

Adjust personnel allocations.

City of La Verne

City Manager

Personnel & Risk Management

1302

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	69,483	669	669	669
Other Operating Costs	28,500	40,000	37,500	37,500
Capital Outlay	0	0	0	0
Total:	97,983	40,669	38,169	38,169

Personnel Authorized	.55	.10	.00	.00
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Source of Funds:

General Fund	97,983	40,669	38,169	38,169
TOTAL:	97,983	40,669	38,169	38,169

City of La Verne

City Manager

Personnel & Risk Management

1302

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Reduce other operating costs.

City of La Verne

City Manager's Office
Finance
Department

Finance Summary
Cost Center

1400 Series
Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	347,617	369,068	424,366	424,366
Other Operating Costs	48,000	48,000	46,000	46,000
Capital Outlay	0	0	0	0
Total:	395,617	417,068	470,366	470,366

Personnel Authorized	3.59	3.59	4.01	4.01
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Source of Funds:

General Fund	395,617	417,068	470,366	470,366
TOTAL:	395,617	417,068	470,366	470,366

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	Finance Summary		1400 Series	
Department	Cost Center		Cost Center No.	
CLASSIFICATION				
	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Finance Officer/Asst. to CM (Deputy City Treasurer)	.55	.55	.70	.70
Accounting Manager	.24	.24	.41	.41
Accountant	1.00	1.00	1.00	1.00
Account Clerk II & III	1.40	1.40	1.50	1.50
TOTAL FULL-TIME	3.19	3.19	3.61	3.61
REGULAR PART-TIME				
Account Clerk I	.40	.40	.40	.40
TOTAL REG. PART-TIME	0.40	.40	.40	.40
TOTAL POSITIONS	3.59	3.59	4.01	4.01
APPROPRIATIONS				
SALARIES & WAGES	254,729	257,887	296,836	296,836
OVERTIME				
BENEFIT COSTS	92,888	111,181	127,530	127,530
TOTAL PERSONNEL SERVICES	347,617	369,068	424,366	424,366

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	46,799	48,213	76,938	76,938
Other Operating Costs	14,000	14,000	12,000	12,000
Capital Outlay	0	0	0	0
Total:	60,799	62,213	88,938	88,938

Personnel Authorized	.25	.25	.40	.40
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Source of Funds:

General Fund	60,799	62,213	88,938	88,938
TOTAL:	60,799	62,213	88,938	88,938

City of La Verne

City Managers Office
 Finance
 Department

Finance Administration
 Cost Center

1401
 Cost Center No.

Units of Measure

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

Personnel Services:

Staffing request consists of .25 Finance Officer.

Other Operating Costs and Capital Outlay:

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

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

City Manager Recommendations

Adjust personnel allocations and reduce other operating costs.

City of La Verne

City Managers Office
 Finance
 Department

City Treasurer
 Cost Center

1402
 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	56,158	57,855	57,703	57,703
Other Operating Costs	22,000	22,000	22,000	22,000
Capital Outlay	0	0	0	0
Total:	78,158	79,855	79,703	79,703

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

General Fund	78,158	79,855	79,703	79,703
TOTAL:	78,158	79,855	79,703	79,703

City of La Verne

City Managers Office
 Finance
 Department

City Treasurer
 Cost Center

1402
 Cost Center No.

Units of Measure

	<u>City and La Verne Redevelopment Agency</u>				
	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>Estimate 2010-11</u>
Avg. Dollars Invested	38,000,000	41,000,000	40,000,000	39,000,000	39,000,000
Interest Income	1,630,000	1,650,000	1,550,000	1,400,000	1,000,000
Avg. Interest Rate	4.0%	4.3%	4.1%	2.9%	2.6%
Assessment Districts	9	9	9	9	9
CFD Notices	65	65	65	65	65

Personnel Services:

Staffing consists of .30 Finance Officer/Deputy Treasurer.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

City of La Verne

City Managers Office
Finance
Department

Cashiering & Collections
Cost Center

1403

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	35,873	36,673	36,152	36,152
Other Operating Costs	5,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	40,873	41,673	41,152	41,152

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

General Fund	40,873	41,673	41,152	41,152
TOTAL:	40,873	41,673	41,152	41,152

City of La Verne

City Managers Office
Finance
Department

Cashiering & Collections
Cost Center

1403

Cost Center No.

Units of Measure

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

Personnel Services:

The cashiering work station must be staffed a full ten hours each work day. Daily public counter coverage for the part-time cashier are provided primarily by the Account Clerk II & III positions.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	23,630	24,304	23,930	23,930
Other Operating Costs	2,500	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	26,130	26,804	26,430	26,430

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

General Fund	26,130	26,804	26,430	26,430
TOTAL:	26,130	26,804	26,430	26,430

City of La Verne

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

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

City of La Verne

City Managers Office
Finance
Department

Accounting & Payroll
Cost Center

1405
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

To update proprietary funds and general fixed asset data base.

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

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

To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	167,878	171,982	199,602	199,602
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	171,878	175,982	203,602	203,602

Personnel Authorized	1.94	1.94	2.21	2.21
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Source of Funds:

General Fund	171,878	175,982	203,602	203,602
TOTAL:	171,878	175,982	203,602	203,602

City of La Verne

City Managers Office
Finance
Department

Accounting & Payroll
Cost Center

1405
Cost Center No.

Units of Measure

	2006-07	2007-08	2008-09	2009-10	Estimate 2010-11
Payroll Checks	6,800	6,850	6,400	6,400	5,400
Treasurer's Checks	5,500	5,400	5,300	5,200	5,100
Payroll Transactions	53,000	51,000	50,000	50,000	50,000
Invoices and Inventory requisitions	13,000	12,700	12,000	11,500	11,500
Purchase Orders	300	300	230	200	200
Payroll & Other Reports	550	550	550	550	550
Accounts Payable Trans.	18,000	17,000	16,000	15,500	15,000
Encumbrance Transactions	600	550	350	300	300

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Adjust personnel allocations

City of La Verne

City Managers Office
 Finance
 Department

L.A. Impact Financial Services
 Cost Center

1406
 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

To provide management information for current operations and cost control.

To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	17,279	30,041	30,041	30,041
Other Operating Costs	500	500	500	500
Capital Outlay	0	0	0	0
Total:	17,779	30,541	30,541	30,541

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

General Fund	17,779	30,541	30,541	30,541
TOTAL:	17,779	30,541	30,541	30,541

City of La Verne

City Managers Office
 Finance
 Department

L.A. Impact Financial Services
 Cost Center

1406
 Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Funding levels as requested.

City of La Verne

City Manager's Office

Summary-Information Systems

1500 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To improve existing systems and procedures.

Operational Plans:

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

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

Review software licensing alternatives

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	162,354	170,998	177,825	177,825
Other Operating Costs	135,900	133,000	131,000	131,000
Capital Outlay	0	0	0	0
Total:	298,254	303,998	308,825	308,825

Personnel Authorized	1.6	1.6	1.65	1.65
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Source of Funds:

General Fund	298,254	303,998	308,825	308,825
TOTAL:	298,254	303,998	308,825	308,825

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	Information Systems Summary		1500 Series	
Department	Cost Center		Cost Center No.	
CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Information Systems Manager	.60	.60	.65	.65
Information Systems Specialist	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	1.60	1.60	1.65	1.65
REGULAR PART-TIME				
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	1.60	1.60	1.65	1.65
APPROPRIATIONS				
SALARIES & WAGES	118,085	118,085	122,977	122,977
OVERTIME				
BENEFIT COSTS	44,269	52,913	54,848	54,848
TOTAL PERSONNEL SERVICES	162,354	170,998	177,825	177,825

City of La Verne

City Manager's Office
Information Systems
Department

Administration-Information Systems
Cost Center

1501
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Continue to maintain computer integrity and security.
2. Analyze departmental needs and recommend solutions to streamline operations.
3. Provide information in a timely manner.
4. Provide controls in the analysis and operations of Information Systems and Services.
5. Provide basic training or schedule trainers when needed to City Staff
6. Provide controls for hardware and software purchases and acquisitions to meet the City's needs.
7. Keep abreast of new management information technology.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	26,981	29,077	28,999	28,999
Other Operating Costs	5,000	5,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	31,981	34,077	32,999	32,999

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

General Fund	31,981	34,077	32,999	32,999
TOTAL:	31,981	34,077	32,999	32,999

City of La Verne

City Manager's Office
Information Systems
Department

Administration-Information Systems
Cost Center

1501
Cost Center No.

Units of Measure

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

Personnel Services:

Staffing consists of .20 Information Systems Manager.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce other operating costs.

City of La Verne

City Manager's Office
Information Systems
Department

Mid-Range Computers

1502

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	40,588	42,749	42,644	42,644
Other Operating Costs	70,000	71,000	71,000	71,000
Capital Outlay	0	0	0	0
Total:	110,588	113,749	113,644	133,644

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

General Fund	110,588	113,749	113,644	113,644
TOTAL:	110,588	113,749	113,644	113,644

City of La Verne

City Manager's Office
Information Systems
 Department

Mid-Range Computers

1502

 Cost Center

 Cost Center No.

Units of Measure

	2006-2007	2007-2008	2008-2009	2009-2010	Est 2010-2011
Work Stations	60	60	60	60	60

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Funding levels as requested.

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers
Cost Center

1503
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	81,294	84,633	84,433	84,433
Other Operating Costs	14,000	15,000	15,000	15,000
Capital Outlay	0	0	0	0
Total:	95,294	99,633	99,433	99,433

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

General Fund	95,294	99,633	99,433	99,433
TOTAL:	95,294	99,633	99,433	99,433

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers

1503

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Funding levels as requested.

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services
Cost Center

1504
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	13,491	14,539	21,749	21,749
Other Operating Costs	46,900	42,000	41,000	41,000
Capital Outlay	0	0	0	0
Total:	60,391	56,539	62,749	62,749

Personnel Authorized	.10	.10	.15	.15
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Source of Funds:

General Fund	60,391	56,539	62,749	62,749
TOTAL:	60,391	56,539	62,749	62,749

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services

1504

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Staffing consists of .10 Information Systems Manager and covers all phones in all supported departments\divisions.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

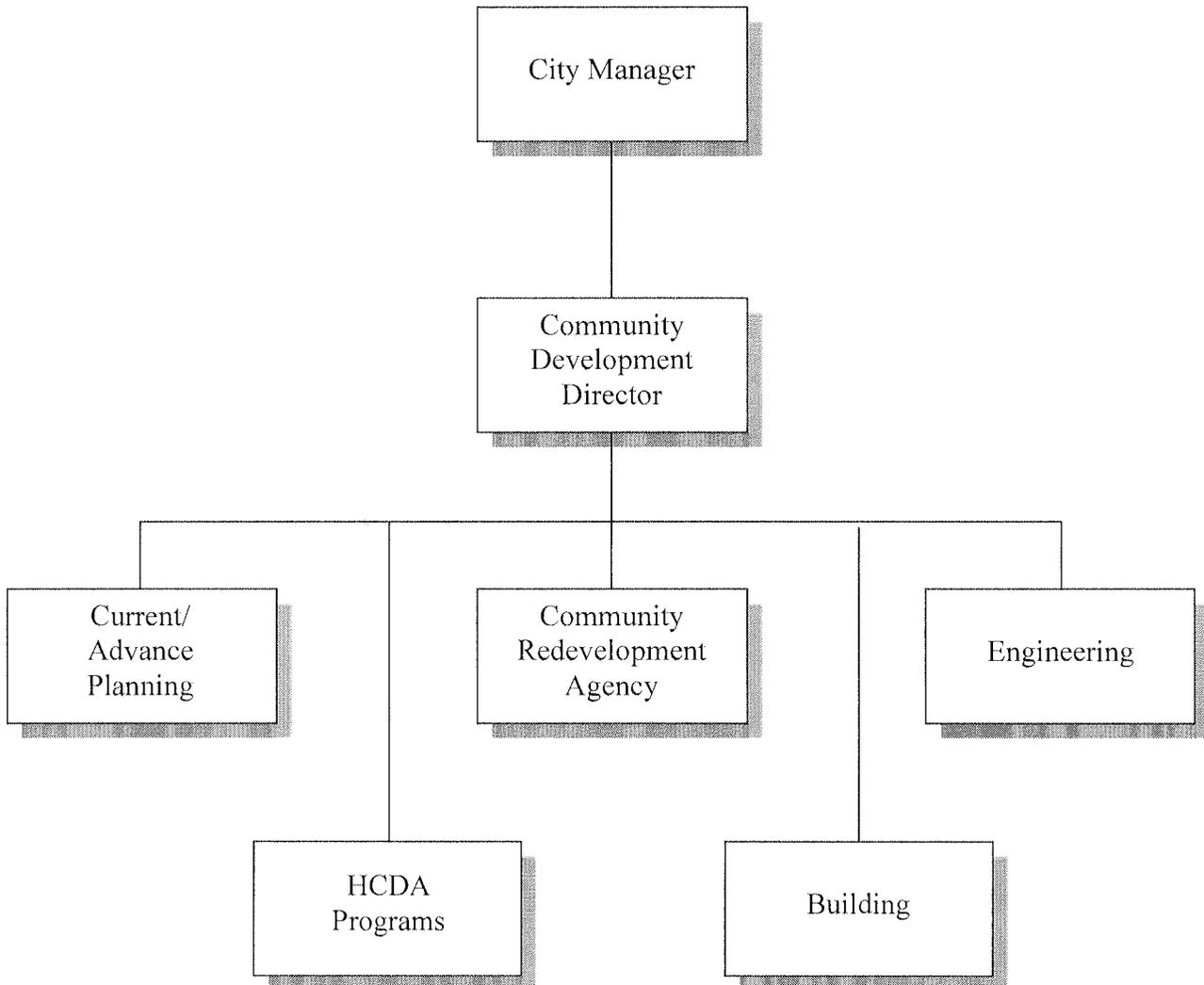
City Manager Recommendations

Adjust personnel allocations and reduce other operating costs.

City of La Verne

COMMUNITY DEVELOPMENT

**COMMUNITY DEVELOPMENT
DEPARTMENT**



City of La Verne

BUDGET MESSAGE

2011-2012 Fiscal Year

Community Development

3000 Series

Department

Cost Center No.

The Community Development Department continues its role in the oversight of balanced land use and economic development. Striving to create and maintain La Verne's "Quality of Life" is "Job #1."

Community Development is encouraged by a 2011 resurgence in new development, both at the planning and building permit levels. After a major three-year decline, new significant development proposals and construction are certainly welcome. At the same time, the level of such development activity places taxing demands on our "spartan" staffing levels. While no additional permanent personnel is proposed with this budget, as projected major development materializes, a need for temporary contract planning services is anticipated.

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

- Completion of the new Panera Bread Bakery and Café Restaurant at the northeast corner of Foothill Boulevard and Fruit Street, following demolition of the old Michael J's Restaurant.
- Conduct of an extensive public participation program and in-depth planning study to determine the feasibility of a quality, residential and commercial mixed-use development for the vacant Ford/Hyundai dealership site.
- Study and public outreach effort to determine the feasibility of abandoning First Street near the University of La Verne in order to facilitate a larger and better parking facility for the University.
- Completion of a major remodel to the University of La Verne's Morgan (formerly Founders) Auditorium.
- Near completion of Magnolia Court, a 101-unit senior condominium complex on Foothill Boulevard that included significant in-lieu sales tax fees to the City.
- Completion of the Kiddie Academy preschool on Baseline Road on a site that previously seemed nearly undevelopable.
- Completion and opening of new restaurants in existing retail spaces including Chipotle, Café Cabo, Chamela Grill, and Sergio's Mexican restaurants.
- Completion of the first home in the Hughes/Worden "Estates at Old Wheeler Road" single family subdivision.
- City Council appointment of three (3) new Planning Commissioners.
- Participation and endorsement of the current Gold Line Light Rail Transit alternative for La Verne, including the potential for enhanced parking facilities in closer proximity to the proposed station platform.
- Reinstatement of the Housing Rehabilitation Program in conjunction with retention of two entry-level planning interns.
- Adoption of a Specific Plan amendment to permit consideration of wine and beer tasting and retail shops in Old Town.

City of La Verne

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

- Construction of the new La Verne Village, residential (172-unit) and commercial (15,000 sq.ft.) mixed-use development for the vacant Ford/Hyundai dealership site.
- Continued construction and completion of the University of La Verne's 370-bed, 4-story residence hall at D and Second Streets.
- Completion and opening of Marshall's department store and Staples office supplies in the former Vons supermarket building at Foothill and White.
- A major remodel to the existing Towne Center (Target) shopping center.
- Approval and new uses for the vacant Vons supermarket space and Garden Square restaurant building at Foothill and Wheeler.
- Planning and initiation of a new Trammell Crow industrial business park for the 23-acre former Metropolitan Water District (MWD) property on Puddingstone Drive, across from Brackett Airport.
- Completion and adoption of the Old Town/Gold Line Specific Plan, that will address Old Town and Fairplex-adjacent land use for the next 20 years, including transit oriented developments, mixed use development, and in conjunction with the anticipated Gold Line Light Rail station.
- Construction of new office developments for Lachner Construction (Foothill, near Wheeler) and M. Wilson Electrical (Sierra Way).
- Anticipated construction of homes in three residential projects- The Estates at Old Wheeler Ranch Road, Live Oak Trails, and Puddingstone Hill.
- Consideration and potential construction of a new, larger In-N-Out restaurant at Foothill and D Street.
- Consideration of a fast food restaurant to replace the vacant Shell Service Station at Foothill Blvd. And Damien Ave.
- Continuing major construction of the ozone water treatment facility at the MWD Weymouth Water Treatment Plant.
- Opening of new businesses in Old Town including Granny's Yogurt, a sports bar restaurant, Chase's-a new wine themed restaurant, and the potential for two new wine tasting shops.
- Construction of a new gymnasium for Lighthouse Baptist Church.
- Consideration of new residential development on the vacant property at rear of Edwards/Regal Cinemas.
- Consideration of Support/Transitional Housing development for the David and Margaret Home.

This year's Community Development budget proposes a 35% increase to last year's budget total. This budget growth reflects projected increases to proposed projects and building permit revenues and corresponding consultant service costs, although personnel and other expenditures remain status quo and/or show reductions.

City of La Verne

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

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

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	77,219	89,732	165,757	165,757
Other Operating Costs	383,200	532,200	542,200	542,200
Capital Outlay	0	0	0	0
Total:	460,419	621,932	707,957	707,957

Personnel Authorized	0.90	0.90	1.58	1.58
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Source of Funds:

General Fund	460,419	621,932	707,957	707,957
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TOTAL:	460,419	621,932	707,957	707,957
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City of La Verne

DETAIL OF SALARIES & WAGES

Community Development Department	Summary Cost Center	3000 SERIES Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Comm. Dev. Director	.10	.10	.20	.20
Principal Planner	.10	.10	.20	.20
Senior Planner	.00	.00	.00	.00
Associate Planner	.20	.40	.88	.88
Assistant Planner	.20	.00	.00	.00
Admin. Secretary	.30	.30	.30	.30

TOTAL FULL-TIME	0.90	0.90	1.58	1.58
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REGULAR PART-TIME

TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
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TOTAL POSITIONS	0.90	0.90	1.58	1.58
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APPROPRIATIONS

SALARIES & WAGES	55,635	67,620	117,207	117,207
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OVERTIME	0	0	0	0
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BENEFIT COSTS	21,584	22,112	48,550	48,550
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TOTAL PERSONNEL SERVICES	77,219	89,732	165,757	165,757
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City of La Verne

Community
Development
Department

Planning Administration
Cost Center

3001
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	22,771	23,558	32,985	32,985
Other Operating Costs	40,000	40,000	40,000	40,000
Capital Outlay	0	0	0	0
Total:	62,771	63,558	72,985	72,985

Personnel Authorized	0.25	0.25	0.30	0.30
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Source of Funds:				
General Fund	62,771	63,558	72,985	72,985
TOTAL:	62,771	63,558	72,985	72,985

City of La Verne

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

	2008-09	2009-2010	2010-2011	2011-2012 (est)
Meetings	50	50	50	50
Staff Review Committee	52	52	52	52
Development Review Committee	17	17	17	17
Planning Commission	12	12	12	12
Public Service:				
Public Counter Inquiries	3000	3000	3000	3000
Telephone Inquiries	2600	2600	2600	2600
Agenda Packages Produced	30	30	30	30

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations

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	23,003	24,760	53,276	53,276
Other Operating Costs	68,000	48,000	48,000	48,000
Capital Outlay	0	0	0	0
Total:	91,003	72,760	101,276	101,276
Personnel Authorized	0.25	0.25	0.54	0.54
Source of Funds:				
General Fund	91,003	72,760	101,276	101,276
TOTAL:	91,003	72,760	101,276	101,276

City of La Verne

Community Development Department	Planning Cost Center	3002 Cost Center No.
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Units of Measure	2008-09	2009-2010	2010-2011	2011-2012 (est)
Conditional Use Permits	8	5	6	7
Environmental ND/EIR	4	3	4	5
GPA,ZC,Specific Plans	1	1	2	2
Subdivisions	1	1	1	1
Precise Plans	15	13	16	18
Variances	3	2	2	2
Ordinance Amendments	1	1	2	2
Tree Removal Permits	0	5	3	4
Development Agreements	0	0	1	1
Lot Line Adjustments	1	2	2	3

Personnel Services:

Personnel services includes salaries and benefits for Principal Planner (.05) and Assoc.Planners (.20)

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

Other Operating Costs and Capital Outlay:

Includes consulting and legal services for deposit projects.

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations

City of La Verne

Community
Development
Department

Planning Non-Deposit
Cost Center

3003
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	15,319	24,760	53,276	53,276
Other Operating Costs	27,200	27,200	27,200	27,200
Capital Outlay	0	0	0	0
Total:	42,519	51,960	80,476	80,476

Personnel Authorized	0.15	0.25	0.54	0.54
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Source of Funds:				
General Fund	42,519	51,960	80,476	80,476
TOTAL:	42,519	51,960	80,476	80,476

City of La Verne

Community
Development
Department

Planning Non-Deposit Projects

3003

Cost Center

Cost Center No.

<u>Units of Measure</u>	2008-2009	2009-2010	2010-2011	2011-2012 (est)
Environmental/Neg.Dec./Cat. Ex.	100	100	100	100
Precise Plan	36	35	35	35
Variance/Minor Exception	3	3	3	3
Counter Approvals	750	730	740	750
Certificate of Use & Occupancy	60	55	55	60
Lot Line Adj., Lot Merger	0	2	2	2
Classification of Use	3	1	2	2
Parcel Map	0	1	1	1
Zoning Verification	3	3	3	3
Zoning Amendment	1	2	2	2
Second Unit Permits	2	0	1	1
Mills Act Contracts	2	0	1	1
Special Event Permits	26	25	25	25

Personnel Services:

Personnel Services include salaries and benefits for Principal Planner (.05) and Associate Planners (.20)

Other Operating Costs and Capital Outlay:

Includes consulting and legal services for non-deposit projects.

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations

City of La Verne

Community
Development
Department

Building Insp/Code Enforcement
Cost Center

3004
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	16,126	16,654	26,220	26,220
Other Operating Costs	248,000	417,000	427,000	427,000
Capital Outlay	0	0	0	0
Total:	264,126	433,654	453,220	453,220

Personnel Authorized	0.15	0.15	0.20	0.20
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Source of Funds:				
General Fund	264,126	433,654	453,220	453,220
TOTAL:	264,126	433,654	453,220	453,220

City of La Verne

Community Development Department	Building Insp/Code Enforcement			3004
Department	Cost Center			Cost Center No.
Units of Measure	2008-09	2009-2010	2010-2011	2011-2012 (est)
Building Permits	325	300	300	325
All Other Permits	430	450	450	450
Code Enforcement	40	40	40	40
District Attorney Referrals	1	1	1	1

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Operating expenses include costs for building inspections.

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations and other operating costs

City of La Verne

Community
Development
Department

General Plan Update
Cost Center

3005

Cost Center No.

Long-Term Objectives:

Begin initial steps to update the City's General Plan. Provides for the creation of maps and other groundwork needed to begin the process of conducting a comprehensive General Plan update.

Operational Plans:

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

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

City of La Verne

Community
Development
Department

General Plan Update

3005

Cost Center

Cost Center No.

Units of Measure

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

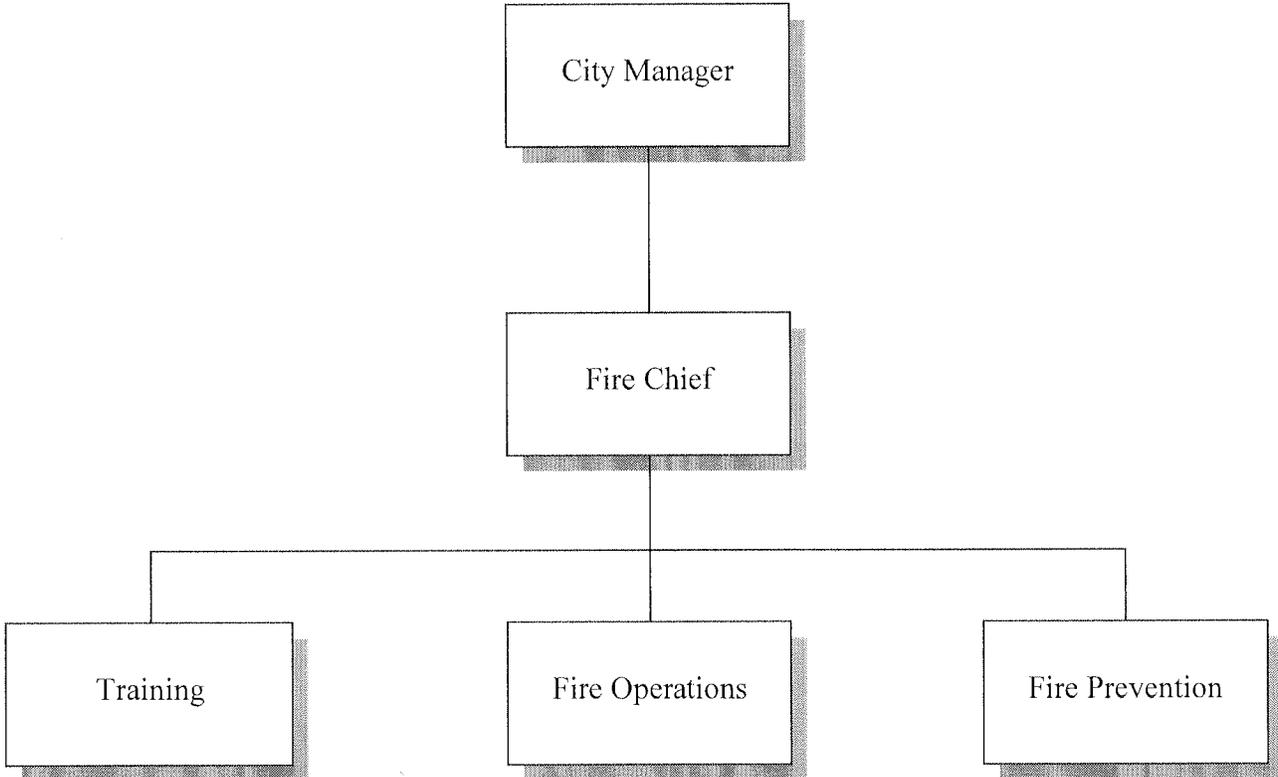
City Manager Recommendations

No funding

City of La Verne

FIRE

FIRE DEPARTMENT



City of La Verne

BUDGET MESSAGE

2011 – 2012 Fiscal Year

FIRE

2000

Department

Cost Center No.

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

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

The personnel changes include adding three FF/Paramedic positions after the first quarter. Those positions will be augmented by CFD 11-01 funds and prior year cost savings, which will return the Fire Department to two Advanced Life Support ambulances. In addition, the Fire Chief has agreed to work part-time for the fiscal year.

The requested operational costs have been reduced to an amount slightly less than last year's allocation despite increased costs.

With exception of the final lease payment (5th of 5) on a fire engine, all capital outlay requests has been purchased in the current fiscal year or funded by means other than the General Fund.

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

Despite significant increases in PERS (5%) and health care costs (10.5%), this budget reflects less impact on the General Fund than the previous two fiscal years.

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

City of La Verne

FIRE	SUMMARY	2000 SERIES
Department	Cost Center	Cost Center No.

Mission Statement:

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

Long Term Objectives:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	6,416,500	6,587,392	6,415,153	6,415,153
Other Operating Costs	423,712	431,310	423,310	423,310
Capital Outlay	101,082	183,982	101,082	101,082
Total:	6,941,294	7,202,684	6,939,545	6,939,545

Personnel Authorized	65	68	68	68
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Source of Funds:

General Fund	6,124,294	6,381,684	6,134,545	6,134,545
Paramedic Fund	687,000	691,000	685,000	685,000
Proposition 172/Public Safety Fund	130,000	130,000	120,000	120,000

TOTAL:	6,941,294	7,202,684	6,939,545	6,939,545
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City of La Verne

DETAIL OF SALARIES & WAGES

FIRE	SUMMARY			2000 SERIES
Department	Cost Center			Cost Center No.
CLASSIFICATION				
	Current	Department Requests	City Manager Recommended	Adopted Budget
	Position Quota			
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	12	15	15	15
Admin Secretary	1	1	1	1
Deputy Fire Marshal	1	1	1	1
TOTAL FULL-TIME	33	36	36	36
REGULAR PART-TIME				
Apprentices	24	24	24	24
Fire Captain/Admin	2	2	2	2
Deputy Chief	3	3	3	3
Administrative Battalion Chief	1	1	1	1
Administrative Officer	2	2	2	2
TOTAL REG. PART-TIME	32	32	32	32
TOTAL POSITIONS	65	68	68	68
APPROPRIATIONS				
SALARIES & WAGES	3,837,474	3,771,197	3,666,284	3,666,284
OVERTIME	779,395	678,594	677,724	677,724
BENEFIT COSTS	1,799,631	2,137,601	2,071,145	2,071,145
TOTAL PERSONNEL SERVICES	6,416,500	6,587,392	6,415,153	6,415,153

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	372,790	356,225	354,380	354,380
Other Operating Costs	42,185	42,185	35,185	35,185
Capital Outlay	0	0	0	0
Total:	414,975	398,407	389,565	389,565
Personnel Authorized	2.22	2.87	2.87	2.87
Source of Funds: General Fund	414,975	398,407	389,565	389,565
TOTAL:	414,975	398,407	389,565	389,565

City of La Verne

FIRE

ADMINISTRATION

2001

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Salary and benefits for the Administrative Secretary, .97 of the Fire Chief, .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:

Requests: none

City Manager Recommendations

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

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	2,691,158	3,082,959	2,964,773	2,964,773
Other Operating Costs	39,000	42,800	42,800	42,800
Capital Outlay	0	15,800	0	0
Total:	2,730,158	3,141,559	3,007,573	3,007,573
Personnel Authorized	15.38	15.60	15.60	15.60
Source of Funds:				
General Fund	2,730,158	3,082,959	3,007,573	3,007,573
TOTAL:	2,730,158	3,082,959	3,007,573	3,007,573

City of La Verne

FIRE	EMERGENCY SERVICES	2002
Department	Cost Center	Cost Center No.

Units of Measure:

	Calendar Year			
	2008	2009	2010	2011 (est.)
Number of Fire Calls	544	505	408	425
Number of Rescue Calls	2373	2303	2241	2300
Number of Freeway Calls	70	81	92	90

Personnel Services:

Reflects the salaries, benefits and overtime .85 of a Battalion Chief, 4.44 Captains, 6.65 Engineers and 3.62 FF/Paramedics for a total of 15.60.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	2,500	Rescue 42 Equipment
	10,000	Two Thermal Imaging Cameras
	3,300	High Rise Packs
Total:	15,800	

City Manager Recommendations

Reduce personnel service costs and fund equipment from other resources.

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 three (3) 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	59,544	53,841	53,733	53,733
Other Operating Costs	46,400	50,098	50,098	50,098
Capital Outlay	0	0	0	0
Total:	105,944	103,939	103,831	103,831
Personnel Authorized	0.25	0.25	0.25	0.25
Source of Funds:				
General Fund	105,944	103,939	103,831	103,831
TOTAL:	105,944	103,939	103,831	103,831

City of La Verne

FIRE	FIRE APPRENTICE PROGRAM			2003
Department	Cost Center			Cost Center No.
<hr/>				
<u>Units of Measure</u>				
	Calendar Year			
	2008	2009	2010	2011 (est.)
Duty Assignment (Shifts worked)	587	584	777	650
<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 3 Apprentice Firefighters daily, safety clothing training supplies and meeting/staff development.				
<u>Capital Outlay:</u>				
Requests: None				
<hr/>				
<u>City Manager Recommendations</u>				
Funding levels as requested.				

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	658,010	496,801	484,767	484,767
Other Operating Costs	11,800	11,800	11,000	11,000
Capital Outlay	0	11,200	0	0
Total:	669,810	519,801	495,767	495,767
Personnel Authorized	2.86	2.63	2.63	2.63
Source of Funds:				
General Fund	669,810	519,801	495,767	495,767
TOTAL:	669,810	519,801	495,767	495,767

City of La Verne

FIRE	TRAINING		2004
Department	Cost Center		Cost Center No.
<u>Units of Measure</u>			
	Calendar Year		
	2008	2009	2010
			2011 (est.)
Full-Time Training Hours	9,154	10,711	9,941
Apprentice/Reserve Training Hours	790	1,180	1,490
			1,200
<hr/>			
<u>Personnel Services:</u>			
Funding reflects the salaries, benefits and overtime for training fire personnel. .30 of a Battalion Chief, .53 of Captains, .63 of Engineers, 1.17 of Firefighters for a total of 2.63.			
<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:	2,500	Rescue Randy Manikin	
	8,700	Target Safety	
Total:	11,200		
<hr/>			
<u>City Manager Recommendations</u>			
Reduce personnel service costs and equipment.			

City of La Verne

FIRE

STATION MAINTENANCE

2005

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	221,987	216,997	209,727	209,727
Other Operating Costs	17,600	17,600	17,400	17,400
Capital Outlay	0	3,000	0	0
Total:	239,587	237,597	227,127	227,127
Personnel Authorized	1.29	1.21	1.21	1.21
Source of Funds:				
General Fund	239,587	237,597	227,127	227,127
TOTAL:	239,587	237,597	227,127	227,127

City of La Verne

FIRE	STATION MAINTENANCE			2005
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>		<u>Calendar Year</u>		
	2008	2009	2010	2011
Station 1	10,352	10,352	10,352	10,352
Station 2	4,892	4,892	4,892	4,892
Station 3	4,869	4,869	4,869	4,869
Total square footage of buildings maintained.				
<hr/>				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime for .27 of a Captain, .33 of an Engineer and .56 of a Firefighter/Paramedic for a total of 1.16.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost of contract maintenance, small tools and miscellaneous materials.				
<u>Capital Outlay:</u>				
Requests:	3,000	Storage Cabinets (PPE @ Station 1)		
Total:	3,000			
<hr/>				
<u>City Manager Recommendations</u>				
Reduce personnel service costs and equipment.				

City of La Verne

FIRE

FIRE PREVENTION

2006

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	308,154	256,427	250,099	250,099
Other Operating Costs	6,700	6,800	6,800	6,800
Capital Outlay	0	1600	0	0
Total:	314,854	264,827	256,899	256,899
Personnel Authorized	2.03	1.79	1.79	1.79
Source of Funds: General Fund	314,854	264,827	256,899	256,899
TOTAL:	314,854	264,827	256,899	256,899

City of La Verne

FIRE	FIRE PREVENTION		2006	
Department	Cost Center		Cost Center No.	

Units of Measure

	2008	2009	2010	2011 (est.)
*Business Inspections	629	791	794	795
Construction plan checks	49	45	27	30
Fire investigations	69	70	61	70
Weed/Nuisance complaints	5	25	20	25
Permits	142	143	112	120
Classroom Fire Safety presentations	4	6	3	5
Fire Station Tours	6	12	11	10

* Reflects new inspection scheduling.

Personnel Services:

Reflects the salaries, benefits and overtime for .30 of the Battalion Chief/Fire Marshal, 1.00 of the Deputy Fire Marshal, .21 of a Captain, .12 of an Engineer and .16 of a Firefighter/Paramedic, for a total of 1.79.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	1,600	Fire Investigation Kit
Total:	1,600	

City Manager Recommendations

Reduce personnel service costs and equipment.

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	65,628	6,144	6,141	6,141
Other Operating Costs	7,800	7,800	7,800	7,800
Capital Outlay	0	0	0	0
Total:	73,428	13,944	13,941	13,941
Personnel Authorized	0.08	0.05	0.05	0.05
Source of Funds:				
General Fund	73,428	13,944	13,941	13,941
TOTAL:	73,428	13,944	13,941	13,941

City of La Verne

FIRE	EMERGENCY PREPAREDNESS			2007
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	2008	2009	Calendar Year 2010	2011 (est.)
Emergency Preparedness Programs	3	3	3	2
Emergency Operations Center Exercise	2	1	2	2
<hr/>				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime of .03 of the Fire Chief and .02 of a Fire Captain for a total of .05.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the cost of maintenance communication equipment, miscellaneous materials, telephone, and subscriptions and dues.				
<u>Capital Outlay:</u>				
Requests: None				
<hr/>				
<u>City Manager Recommendations</u>				
Funding levels as requested.				

City of La Verne

FIRE

PARAMEDIC SERVICES

2008

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

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

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

Operational Plans:

1. To respond to approximately 2,300 medical alarms and 500 fire incidents.
2. To educate the citizens about medical emergencies.
3. To ensure that all paramedics receive a minimum of 24 hours in continuing education annually.
4. To recertify eleven paramedics.
5. To bill for paramedic and transportation services.
6. To offer daily blood pressure checks to the public.
7. To monitor system and individual performance and provide necessary reports.
8. To continue offering the History, Allergy and Medications (HAM) identification cards to seniors and disabled members of the community.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,827,578	1,844,764	1,823,745	1,823,745
Other Operating Costs	130,877	130,877	130,877	130,877
Capital Outlay	0	0	0	0
Total:	1,958,455	1,975,641	1,954,622	1,954,622
Personnel Authorized	10.70	10.24	10.24	10.24
Source of Funds:				
General Fund	1,271,455	1,288,641	1,269,622	1,269,622
Paramedic Fund	687,000	687,000	685,000	685,000
TOTAL:	1,958,455	1,975,641	1,954,622	1,954,622

City of La Verne

FIRE	PARAMEDIC SERVICES		2008	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2008	2009	2010	2011 (est.)
Calls for Service:	2,200	2,303	2,241	2,300
Community Events: (Job Fairs, School Programs, CPR Classes)	38	36	37	40
Syringe Recycling Program (Contacts)	788	963	912	475
Patients Transported (Total):	1,368	1,268	1,242	1,300
HAM Program	200	250	200	250

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: none

City Manager Recommendations

Reduce personnel service costs.

City of La Verne

FIRE

VEHICLE MAINTENANCE

2009

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	211,651	273,237	267,788	267,788
Other Operating Costs	121,350	121,350	121,350	121,350
Capital Outlay	101,082	152,382	101,082	101,082
Total:	434,083	546,969	490,220	490,220

Personnel Authorized	1.19	1.36	1.36	1.36
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Source of Funds:				
General Fund	304,083	416,969	370,220	370,220
Proposition 172	130,000	130,000	120,000	120,000
TOTAL:	434,083	546,969	490,220	490,220

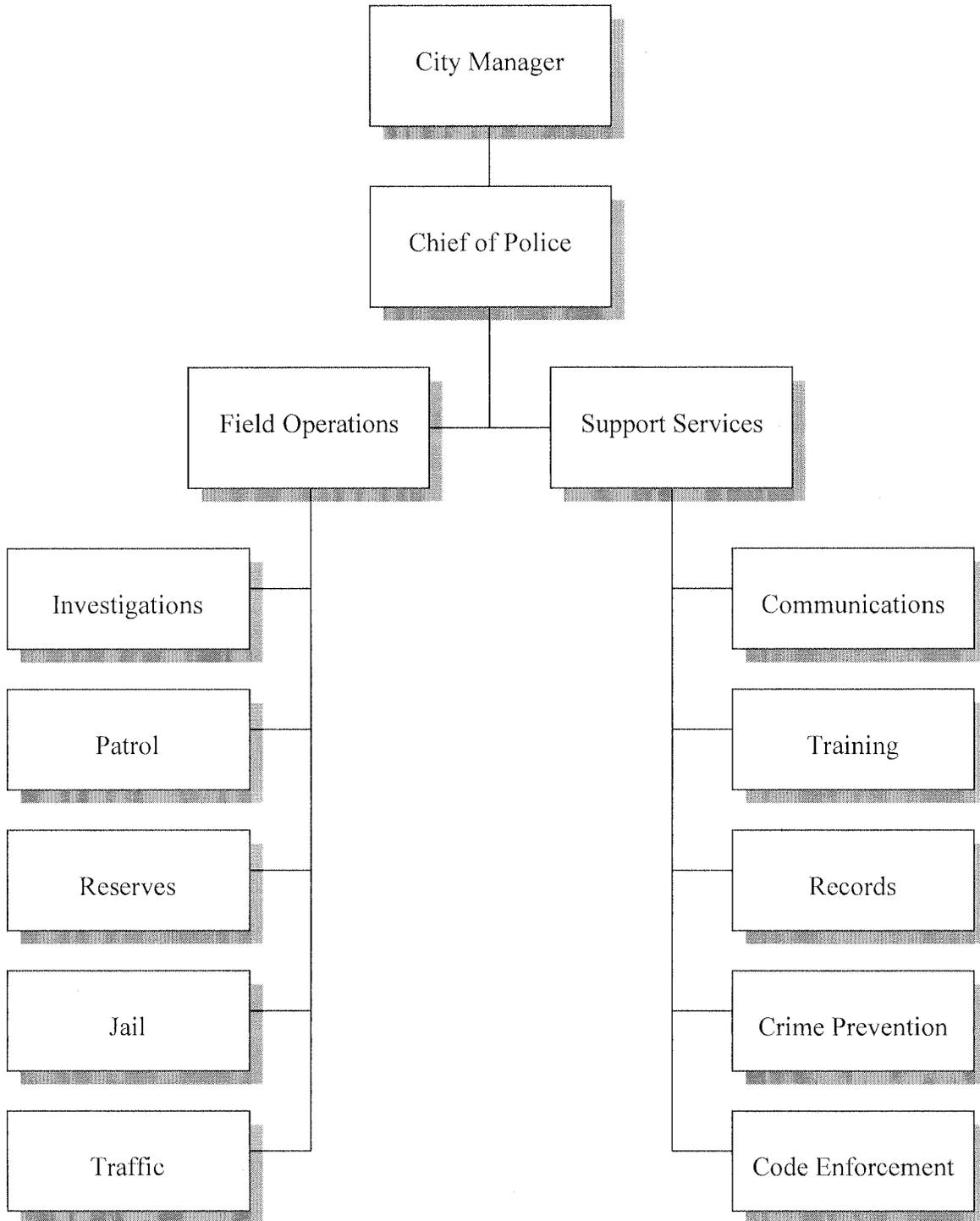
City of La Verne

FIRE	VEHICLE MAINTENANCE		2009	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2008	2009	2010	2011
Staff Cars	3	4	4	4
Type I Pumper	4	3	3	3
Type III Pumper	1	1	1	1
Aerial Truck	1	1	1	1
Patrol	1	1	1	1
Ambulance	3	3	3	3
Utility Truck	1	1	1	1
<hr/>				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime for .10 of a Battalion Chief, .09 of a Captain, .72 of an Engineer and .45 of a Firefighter/Paramedic for a total of 1.36.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost of maintenance on machinery and tools, miscellaneous supplies and equipment rental.				
<u>Capital Outlay:</u>				
Requests:	101,082	Engine 61 Lease (#5 of 5)		
	5,000	Hose		
	3,300	Two Gas Powered Fans		
	43,000	Equipment for New Engine		
Total:	152,382			
<hr/>				
<u>City Manager Recommendations</u>				
Reduce personnel service costs and fund equipment from other resources.				

City of La Verne

POLICE

POLICE DEPARTMENT



City of La Verne

Budget Message
2011-2012 Fiscal Year

POLICE

2500 SERIES

Department

Cost Center No.

The budget was prepared with the objective of providing the highest level of service and protection to the community while maintaining fiscal responsibility.

Sworn staffing levels remain at 41 which maintains the minimum level of staffing in patrol necessary to provide acceptable service to the community. Additionally, there is no reduction in civilian full-time staff but it was necessary to eliminate a vacant part-time communication officer position.

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

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

Capital outlay requests were reduced and purchases may be delayed until State funding levels have been determined.

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	9,314,804	9,626,499	9,541,616	9,541,616
Other Operating Costs	1,501,500	1,500,000	1,535,000	1,535,000
Capital Outlay	35,500	168,000	48,000	48,000
Total:	10,851,804	11,294,499	11,124,616	11,124,616

Personnel Authorized	72.50	71.50	70.50	70.50
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Source of Funds:

General Fund	8,674,960	9,379,460	9,053,928	9,053,928
Traffic Safety Fund	515,000	493,000	490,000	490,000
Narcotic Asset Forfeiture	621,353	406,532	682,457	682,457
Prop. 172	175,000	175,000	160,000	160,000
Bonita Unified School District	75,000	75,000	75,000	75,000
LA IMPACT	487,491	511,347	510,231	510,231
Supp. Law Enf./Block Grants	100,000	101,160	0	0
Office of Traffic Safety	46,000	3,000	3,000	3,000
Cal-MMET	157,000	150,000	150,000	150,000
TOTAL:	10,851,804	11,294,499	11,124,616	11,124,616

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	5.00	5.00	5.00
Corporal	15.00	15.00	15.00	15.00
Police Officer	15.00	15.00	15.00	15.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Services Coordinator	1.00	1.00	1.00	1.00
Communications Officer	7.00	7.00	7.00	7.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Police Clerk I & II	4.00	4.00	4.00	4.00
Information Systems Tech/Specialist	1.00	1.00	1.00	1.00
Police Aide	1.00	1.00	1.00	1.00
Police Services Technician	1.50	1.50	1.50	1.50
Administrative Secretary	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	60.50	59.50	59.50	59.50
REGULAR PART-TIME/CONTRACT EMPLOYEES				
Communications Officer	1.00	1.00	0.00	0.00
Police Aide	4.00	4.00	4.00	4.00
LA IMPACT Personnel	7.00	7.00	7.00	7.00
TOTAL REG. PART-TIME	12.00	12.00	11.00	11.00
TOTAL POSITIONS	72.50	71.50	70.50	70.50
APPROPRIATIONS				
SALARIES & WAGES	5,754,591	5,778,301	5,735,471	5,735,471
OVERTIME	650,116	650,133	650,133	650,133
BENEFIT COSTS	2,910,097	3,198,065	3,156,012	3,156,012
TOTAL PERSONNEL SERVICES	9,314,804	9,626,499	9,541,616	9,541,616

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 and 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	485,036	503,108	501,099	501,099
Other Operating Costs	408,000	375,000	410,000	410,000
Capital Outlay	0	0	0	0
Total:	893,036	878,108	911,099	911,099

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

General Fund	893,036	878,108	911,099	911,099
TOTAL:	893,036	878,108	911,099	911,099

City of La Verne

POLICE

Administration

2501

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce personnel service costs and adjust other operating costs

City of La Verne

POLICE

Traffic Services

2502/2518

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	562,916	292,364	325,670	325,670
Other Operating Costs	153,000	176,000	176,000	176,000
Capital Outlay	0	0	0	0
Total:	715,916	468,364	501,670	501,670

Personnel Authorized	2.00 FT 4.00 PT	1.00 FT	1.00 FT 1.00 PT	1.00 FT 1.00 PT
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Source of Funds:

General Fund	154,916	0	8,670	8,670
Traffic Safety Fund	515,000	465,364	490,000	490,000
OTS Grant	46,000	3,000	3,000	3,000
TOTAL:	715,916	468,364	501,670	501,670

City of La Verne

POLICE

Traffic Services

2502/2518

Department

Cost Center

Cost Center No.

Units of Measure

	2007	2008	2009	2010	2011 est
Injury Accidents	90	94	94	105	95
Non-Injury Accidents	191	147	132	238	180
Hazardous Citations	1,819	2,159	1,503	1,156	1,300
Non-Hazardous Citations	1,026	1,133	1,147	730	900
Parking Citations	11,765	16,440	10,718	9,212	9,100
# of Crossing Guard locations	6	6	6	6	6
Temporary ONP* permits	22,278	36,600	37,004	36,141	37,000
Annual ONP* permits	358	388	372	362	375

*Overnight parking

Personnel Services:

Staffing consists of (1) lieutenant, (1) PT 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:

City Manager Recommendations

Adjust personnel allocations to include part-time Police Aide

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	657,844	713,824	655,254	655,254
Other Operating Costs	42,000	41,000	41,000	41,000
Capital Outlay	0	0	0	0
Total:	699,844	754,824	696,254	696,254

Personnel Authorized	7.00 FT 1.00 PT	7.00 FT 1.00 PT	7.00 FT 0.00 PT	7.00 FT 0.00 PT
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Source of Funds:

General Fund	699,844	754,824	696,254	696,254
TOTAL:	699,844	754,824	696,254	696,254

City of La Verne

POLICE	Communications				2503
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2007	2008	2009	2010	2011 est
Reports processed	5,029	4,594	4,387	4,872	4,800
Police & Fire calls for service	19,561	18,525	* 20,281	20,252	20,000
911 average answer speed	2.3 sec	2.4 sec	* 3.9 sec	3.08 sec	3.00 sec
* Increase due to receiving wireless 911 calls direct					
<u>Personnel Services:</u>					
Personnel costs consist of wages and benefits for (7) FT and (1) PT communications officers.					
<u>Other Operating Costs and Capital Outlay:</u>					
Operating costs include telephone services, communication equipment and contract maintenance.					
<u>Capital Outlay:</u>					
<u>City Manager Recommendations</u>					
Delete vacant part-time communications officer					

City of La Verne

POLICE

Jail Services/Live Scan

2504/2520

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	130,131	134,111	132,754	132,754
Other Operating Costs	40,000	42,000	42,000	42,000
Capital Outlay	0	0	0	0
Total:	170,131	176,111	174,754	174,754

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

General Fund	170,131	176,111	174,754	174,754
TOTAL:	170,131	176,111	174,754	174,754

City of La Verne

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

Units of Measure

	2007	2008	2009	2010	2011 est.
Daily average # of bookings	5.5	4.7	3.6	5.0	4.0
Total # of bookings	2,001	1,723	1,350	1,830	1,600
# of trusties	15	19	38	42	40

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce personnel service costs

City of La Verne

POLICE

Personnel Development/Training

2505

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

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

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	21,658	23,078	22,628	22,628
Other Operating Costs	52,000	50,000	50,000	50,000
Capital Outlay	0	0	0	0
Total:	73,658	73,078	72,628	72,628
Personnel Authorized	.25 FT	.25 FT	.25 FT	.25 FT
<u>Source of Funds:</u>				
General Fund	73,658	73,078	72,628	72,628
TOTAL:	73,658	73,078	72,628	72,628

City of La Verne

POLICE

Personnel Development/Training

2505

Department

Cost Center

Cost Center No.

Units of Measure

	2007	2008	2009	2010	2011 est
P.O.S.T. reimbursed training hours	6,346	3,616	3,598	1,790	2,800
Other (non-reimbursed) training hours	2,880	2,176	2,141	347	1,500
Total training hours	9,226	5,792	5,739	2,137	4,300

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce personnel service costs

City of La Verne

POLICE

Records & Clerical

2506

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	300,457	309,299	307,245	307,245
Other Operating Costs	32,000	32,000	32,000	32,000
Capital Outlay	18,000	18,000	18,000	18,000
Total:	350,457	359,299	357,245	357,245

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

General Fund	350,457	359,299	357,245	357,245
TOTAL:	350,457	359,299	357,245	357,245

City of La Verne

POLICE	Records & Clerical			2506	
Department	Cost Center			Cost Center No.	
<u>Units of Measure</u>					
	2007	2008	2009	2010	2011 est
Reports processed	5,029	4,594	4,367	4,872	4,800
Citations processed	14,610	19,732	13,368	11,100	13,000
Arrests processed	1,984	1,694	1,350	1,830	1,600
<u>Personnel Services:</u>					
Provide wages and benefits for (1) records supervisor, (3) police clerks					
<u>Other Operating Costs and Capital Outlay:</u>					
Office supplies, outside printing, staff development and other miscellaneous costs.					
<u>Capital Outlay:</u>					
\$ 18,000 Lease payments on (4) copiers					
<u>City Manager Recommendations</u>					
Reduce personnel service costs					

City of La Verne

POLICE

Patrol Services

2507

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	3,810,097	4,413,360	4,080,853	4,080,853
Other Operating Costs	417,000	382,000	382,000	382,000
Capital Outlay	0	0	0	0
Total:	4,227,097	4,795,360	4,462,853	4,462,853

Personnel Authorized	23.13 FT 0 PT	24.80 FT 0 PT	22.80 FT 0 PT	22.80 FT 0 PT
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Source of Funds:

General Fund	4,052,097	4,620,360	4,302,853	4,302,853
Prop. 172	175,000	175,000	160,000	160,000
TOTAL:	4,227,097	4,795,360	4,462,853	4,462,853

City of La Verne

POLICE	Patrol Services				2507
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2007	2008	2009	2010	2011 est
Calls for service	16,974	16,295	17,541	17,615	18,000
Average emergency response*	2.04 min	3.26 min	3.21 min	3.08 min	3.00 min
Arrests	2,001	1,694	1,350	1,300	1,600
Crime reports	5,029	4,594	4,387	4,300	4,800
8 major crimes reported	1,064	900	933	900	900

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

Personnel Services:

Personnel consists of (3) lieutenants, (3) sergeants, (8) corporals, (10.30) police officers, (.50) community services supervisor, (.50) school resource officer.
 This cost center also provides premium overtime and court standby wages.
 Scheduled minimum staffing consists of (1) lieutenant, (1) sergeant and (3) corporals and/or police officers.

Other Operating Costs and Capital Outlay:

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

CAPITAL OUTLAY:

City Manager Recommendations

Adjust personnel allocations

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	1,897,511	1,993,075	1,983,683	1,983,683
Other Operating Costs	115,000	115,000	115,000	115,000
Capital Outlay	0	0	0	0
Total:	2,012,511	2,108,075	2,098,683	2,098,683
Personnel Authorized	13.00	13.00	13.00	13.00
<u>Source of Funds:</u>				
General Fund	1,855,511	1,958,075	1,948,683	1,948,683
Cal-MMET	157,000	150,000	150,000	150,000
TOTAL:	2,012,511	2,108,075	2,098,683	2,098,683

City of La Verne

POLICE

Investigations

2508/2517

Department

Cost Center

Cost Center No.

Units of Measure

	2007	2008	2009	2010	2011 est
Cases assigned	3,679	3,216	3,397	3,529	3,500
Cleared	2,247	2,210	2,411	2,717	2,600
Active	627	125	66	46	55
Inactive	742	865	889	751	800
Part I clearance rate	31%	30%	30%	35%	30%

Personnel Services:

Wages and benefits for (1) Bureau sergeant, (5) investigators, (1) narcotics taskforce sergeant, (4) narcotics taskforce officers (1) police clerk II, and (1) police services technician.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce personnel service costs

City of La Verne

POLICE

Police Reserve Program

2509

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	20,000	15,000	15,000	15,000
Other Operating Costs	5,000	3,000	3,000	3,000
Capital Outlay	0	0	0	0
Total:	25,000	18,000	18,000	18,000
Personnel Authorized	0	0	0	0
<u>Source of Funds:</u>				
General Fund	25,000	18,000	18,000	18,000
TOTAL:	25,000	3,000	18,000	18,000

City of La Verne

POLICE	Police Reserve Program				2509
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2007	2008	2009	2010	2011 est
# of reserve officers	16	16	16	19	23
Training hours provided as P.O.S.T. standards	902	2,156	1,944	1,512	1,300
Reserve officers work hours - Volunteer	4,537	4,456	4,864	7,097	7,450

Personnel Services:

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Funding levels as requested

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	204,538	258,358	257,275	257,275
Other Operating Costs	32,500	31,000	31,000	31,000
Capital Outlay	0	0	0	0
Total:	237,038	289,358	288,275	288,275
Personnel Authorized	1.75 FT	2.25 FT	2.25 FT	2.25 FT
<u>Source of Funds:</u>				
General Fund	162,038	214,358	213,275	213,275
Bonita Unified School District	75,000	75,000	75,000	75,000
TOTAL:	237,038	289,358	288,275	288,275

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department

Cost Center

Cost Center No.

Units of Measure	2007	2008	2009	2010	2011 est
Crime prevention, citizen awareness, and public safety programs	65	65	65	65	65
School programs for young people	65	65	65	65	65
School resource officer Student counseling/contacts	1,000	800	900	900	900
R.S.V.P. volunteer hours	7,506	6,910	6,171	6,991	7,200

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Citizen's Academy, community relations programs, R.S.V.P. uniforms and equipment, school program supplies and promotions, yearly "open house" and background investigation costs for volunteers.

Capital Outlay:

City Manager Recommendations

Reduce personnel service costs

City of La Verne

POLICE

Supplemental Law Enforcement Fund

2512

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	119,619	101,160	100,880	100,880
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	119,619	101,160	100,880	100,880
<hr/>				
Personnel Authorized	.87 FT	.70 FT	.70 FT	.70 FT
<hr/>				
Source of Funds:				
General Fund	19,619	0	100,880	100,880
Supplemental State Law Enforcement Fund	100,000	101,160	0	0
TOTAL:	119,619	101,160	100,880	100,880

City of La Verne

POLICE

Supplemental Law Enforcement Fund

2512

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Salary and benefits for (.70) Police Officer.

Other Operating Costs and Capital Outlay:

Capital Outlay:

City Manager Recommendations

Reduce personnel service costs

City of La Verne

POLICE

Police Asset Forfeiture Account

2514

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

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

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	528,853	281,532	557,457	557,457
Other Operating Costs	75,000	125,000	125,000	125,000
Capital Outlay	17,500	0	0	0
Total:	621,353	406,532	682,457	682,457
Personnel Authorized	3.00 FT	1.00 FT	3.00 FT	3.00 FT
<u>Source of Funds:</u>				
Narcotic Confiscation Fund	621,353	406,532	682,457	682,457
TOTAL:	621,353	406,532	682,457	682,457

City of La Verne

POLICE

Police Asset Forfeiture Account

2514

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations

City of La Verne

POLICE

Information Systems

2519

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

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

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

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

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	88,653	91,883	91,587	91,587
Other Operating Costs	130,000	128,000	128,000	128,000
Capital Outlay	0	150,000	30,000	30,000
Total:	218,653	369,883	249,587	249,587
Personnel Authorized	1.00 FT	1.00 FT	1.00 FT	1.00 FT
Source of Funds: General Fund	218,653	369,883	249,587	249,587
TOTAL:	218,653	369,883	249,587	249,587

City of La Verne

POLICE

Information Systems

2519

Department

Cost Center

Cost Center No.

Units of Measure

None.

Personnel Services:

Wages and benefits for (1) Information Systems Specialist

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

\$120,000 (13) Mobile data computers (MDC)
\$ 30,000 (1) Digital telephone / radio recorder

City Manager Recommendations

Reduce capital outlay funding

City of La Verne

POLICE

LA IMPACT Support Services

2522

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Provide salary and benefits for (7) Administrative Assistants.

Other Operating Costs and Capital Outlay:

None

Capital Outlay:

City Manager Recommendations

Reduce personnel service costs

City of La Verne

POLICE

LA IMPACT Support Services

2522

Department

Cost Center

Cost Center No.

Long-Term Objectives:

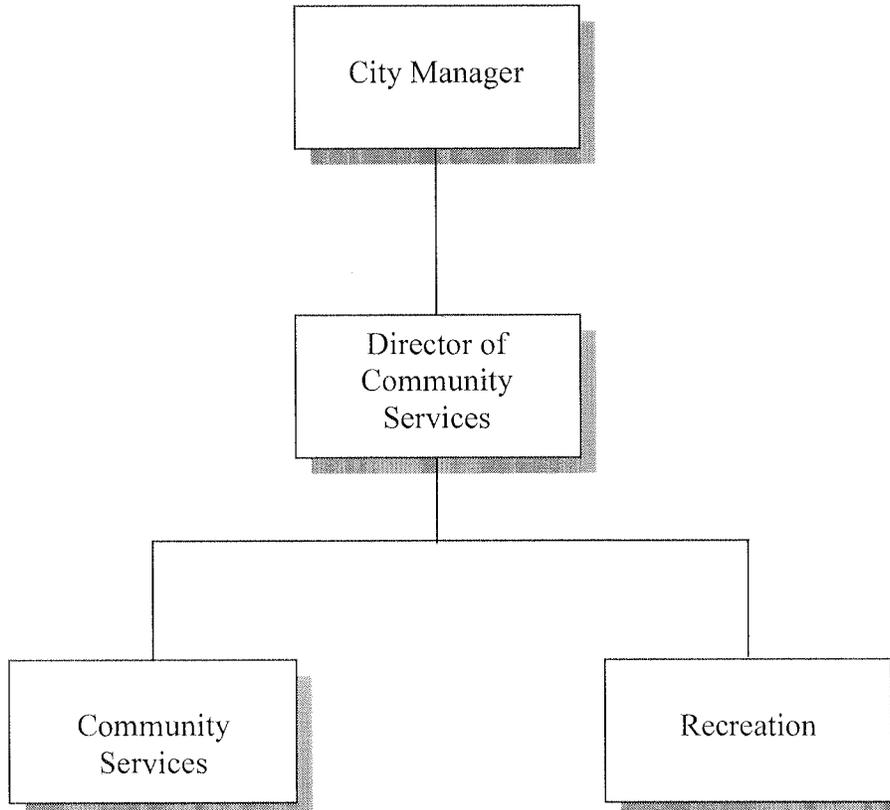
Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	487,491	511,347	510,231	510,231
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	487,491	511,347	510,231	510,231
Personnel Authorized	7.00	7.00	7.00	7.00
Source of Funds:				
LA IMPACT	487,491	511,347	510,231	510,231
TOTAL:	487,491	511,347	510,231	510,231

COMMUNITY SERVICES

**COMMUNITY SERVICES
DEPARTMENT**



City of La Verne

BUDGET MESSAGE

2011 - 2012 Fiscal Year

Community Services

6000, 6001- 6006, 6100, 6200, 6300

Department

Cost Center Number

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

This year's request included the addition of one day per week of recreation swim and daily lap swim for the summer session. The department will continue to provide programming for our tiny tots, youth, teens, adults, and senior citizens. These programs consist of youth and adult sports, excursions, special events, aquatics (swim classes), senior citizen's programs, fee and charge classes, and facility rentals.

Parks Capital Improvement projects include the Wheeler Avenue Park snack bar roof repair; restroom renovations at Pelota, Wheeler, Oak Mesa, and Live Oak Parks. Replacement play equipment will be installed at Wheeler Avenue and Los Encinos Parks (north playground). The protective rubber matting beneath the tot lots at Kuns, Lowell Brandt, and Lordsburg Parks will be repaired as well as the roof at the Community Center.

The department reinstated the addition of recreation swim one day a week and lap swim weekly with morning and evening sessions. In addition, the Community Services Department has incorporated funding for the opening and closing of park restrooms and the Skate Park. A notable change in this year's budget includes the elimination of our open gym program at Bonita High School.

City of La Verne

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

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	784,498	753,188	747,108	747,108
Other Operating Costs	583,325	566,309	569,309	569,309
Capital Outlay	0	0	0	0
Total:	1,367,823	1,319,497	1,316,417	1,316,417

Personnel Authorized	11.19 including part-time	10.99 including part-time	6.74 including part-time	6.74 including part-time
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Source of Funds:

General Fund	1,367,823	1,319,497	1,316,417	1,316,417
TOTAL:	1,367,823	1,319,497	1,316,417	1,316,417

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Community Services Director	.82	.82	.82	.82
Community Services Supervisor	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	.80	.80	.80
<hr/>				
TOTAL FULL-TIME	2.82	2.62	2.62	2.62
<hr/>				
REGULAR PART-TIME				
Recreation Coordinator	1.00	1.00	1.00	1.00
Recreation Specialist II	1.00	1.00	1.00	1.00
Administrative Clerk II	1.37	1.37	1.32	1.32
Administrative Clerk I	1.00	1.00	.80	.80
Parks Worker III	1.00	1.00	.00	.00
Clerical Assistant I	1.00	1.00	.00	.00
Clerical Assistant II	.00	.00	.00	.00
Recreation Specialist I	2.00	2.00	.00	.00
<hr/>				
TOTAL REG. PART-TIME	8.37	8.37	4.12	4.12
<hr/>				
TOTAL POSITIONS	11.19	10.99	6.74	6.74

APPROPRIATIONS

SALARIES & WAGES	668,468	628,563	627,298	627,298
OVERTIME	0	0	0	0
BENEFIT COSTS	116,030	124,625	119,810	119,810
TOTAL PERSONNEL SERVICES	784,498	753,188	747,108	747,108

City of La Verne

Community Services
Division
Department

Administration
Cost Center

6001

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

- 1 - Coordinate recreation and community services activities for youth, teens, adults, and seniors.
- 2 - Coordinate additional recreation and community services activities with sports organizations, the school district, 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	242,695	207,942	205,742	205,742
Other Operating Costs	35,000	20,000	19,500	19,500
Capital Outlay	0	0	0	0
Total:	277,695	227,942	225,242	225,242

Personnel Authorized	2.77	2.77	2.14	2.14
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Source of Funds:

General Fund	277,695	227,942	225,242	225,242
TOTAL:	277,695	227,942	225,242	225,242

City of La Verne

Community Services

Administration

6001

Division

Department

Cost Center

Cost Center No.

Units of Measure:

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Reduce personnel services and other operating costs.

City of La Verne

Community Services
Division
Department

Recreation Programs
Cost Center

6002-6006
Series
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	189,255	184,864	250,168	250,168
Other Operating Costs	214,000	237,883	241,383	241,383
Capital Outlay	0	0	0	0
Total:	403,255	422,747	491,551	491,551

Personnel Authorized	1.00	1.00	1.80	1.80
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Source of Funds:

General Fund	403,255	422,747	491,551	491,551
TOTAL:	403,255	422,747	491,551	491,551

City of La Verne

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

Estimated Units of Measure:

	2010/11			2011/12		
	Activity	Partic.	Revenue	Activity	Partic.	Revenue
Excursions (Family & Adult)	24 Excursions	1,000	\$23,000	24 Excursions	1,000	\$23,000
Adult Softball	26 Teams	364	\$8,710	26 Teams	364	\$8,710
T-ball	12 Teams	120	\$ 7,700	12 Teams	120	\$7,700
Youth Basketball	56 Teams	560	\$44,000	56 Teams	560	\$51,000
Women's Soccer	14 Teams	280	\$10,000	16 Teams	320	\$11,000
5 on 5 Basketball	36 Teams	280	\$ 8,100	36 Teams	280	\$9,000
City Track Meet	1 Meet	250	0	1 Meet	180	0
Classes	360 Classes	31,250	\$185,000	420 Classes	32,000	\$210,000
Preschool	8 Classes	162	\$100,000	8 Classes	162	\$117,000

Personnel Services:

Provides salaries and benefits for Community Services Supervisor, Recreation Coordinator, and all part-time personnel.

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Adjust personnel allocations and other operating costs.

City of La Verne

Community Services
 Division
 Department

Facility Rentals
 Cost Center

6100 Series
 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	248,682	250,985	181,801	181,801
Other Operating Costs	137,125	126,426	126,426	126,426
Capital Outlay	0	0	0	0
Total:	385,807	377,411	308,227	308,227
Personnel Authorized	7.00	6.00	2.80	2.80
<u>Source of Funds:</u>				
General Fund	385,807	377,411	308,227	308,227
TOTAL:	385,807	377,411	308,227	308,227

City of La Verne

Community Services
 Division
 Department

Facility Rentals
 Cost Center

6100 Series
 Cost Center No.

Estimated Units of Measure:

	2010/11		2011/12	
	<u>Rentals</u>	<u>Revenue</u>	<u>Rentals</u>	<u>Revenue</u>
Community Center	37	\$50,000	45	\$71,000
Veterans Hall	32	\$6,400	40	\$9,000
Park Rentals	11	\$1,500	16	\$1,500

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Adjust personnel allocations.

City of La Verne

Community Services
Division
Department

Swimming Pool
Cost Center

6200 Series
Cost Center No.

Long-Term Objectives:

To provide a well-rounded aquatics program through development and utilization of aquatics and water safety skills, comprehensive instruction, and recreational swimming. Also provide for the rental of the pool for fifth grade parties, company picnics, church groups, club teams, etc.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	92,064	97,596	97,596	97,596
Other Operating Costs	165,000	160,000	160,000	160,000
Capital Outlay	0	0	0	0
Total:	257,064	257,596	257,596	257,596

Personnel Authorized	1.00	1.00	0	0
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Source of Funds:

General Fund	257,064	257,596	257,596	257,596
TOTAL:	257,064	257,596	257,596	257,596

City of La Verne

Community Services
Division
Department

Swimming Pool
Cost Center

6200 Series
Cost Center No.

Estimated Units of Measure:

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Swim Lesson Participants	1,800	1,258	1,222	1,300
Recreation Swim Participants	4,500	4,500	0	1,500
Pool Rentals	22	22	22	22
Swim Team Participants	150	150	187	190
Diving Class Participants	80	86	88	90
Water Aerobic Participants	50	50	50	50
Lap Swim Participants (June to Aug)	200	200	0	300

Personnel Services:

Salaries and benefits are for one regular part-time pool manager plus assistant pool managers, lifeguards, instructors, and pool aides.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Funding levels as requested.

City of La Verne

Community Services
Division
Department

Special Events
Cost Center

6300 Series
Cost Center No.

Long-Term Objectives:

To provide a variety of special events and a community services and recreation guide for all La Verne residents.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	11,802	11,801	11,801	11,801
Other Operating Costs	32,200	22,000	22,000	22,000
Capital Outlay	0	0	0	0
Total:	44,002	33,801	33,801	33,801
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	44,002	33,801	33,801	33,801
TOTAL:	44,002	33,801	33,801	33,801

City of La Verne

Community Services
Division
Department

Special Events
Cost Center

6300 Series
Cost Center No.

Estimated Units of Measure:

	2009/10		2010/11		2011/12	
	Activity	Partic.	Activity	Partic.	Activity	Partic.
Easter Activities	2 Events	2,200	2 Events	2,200	2 Events	2,000
4th of July Program	1 Event	15,000	1 Event	15,000	1 Event	15,000
Christmas Activities	3 Events	3,000	3 Events	3,000	3 Events	3,000
Dances for Special Needs	4 Events	500	4 Events	500	4 Events	550

Personnel Services:

Provides for personnel to operate special events.

Other Operating Costs:

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

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

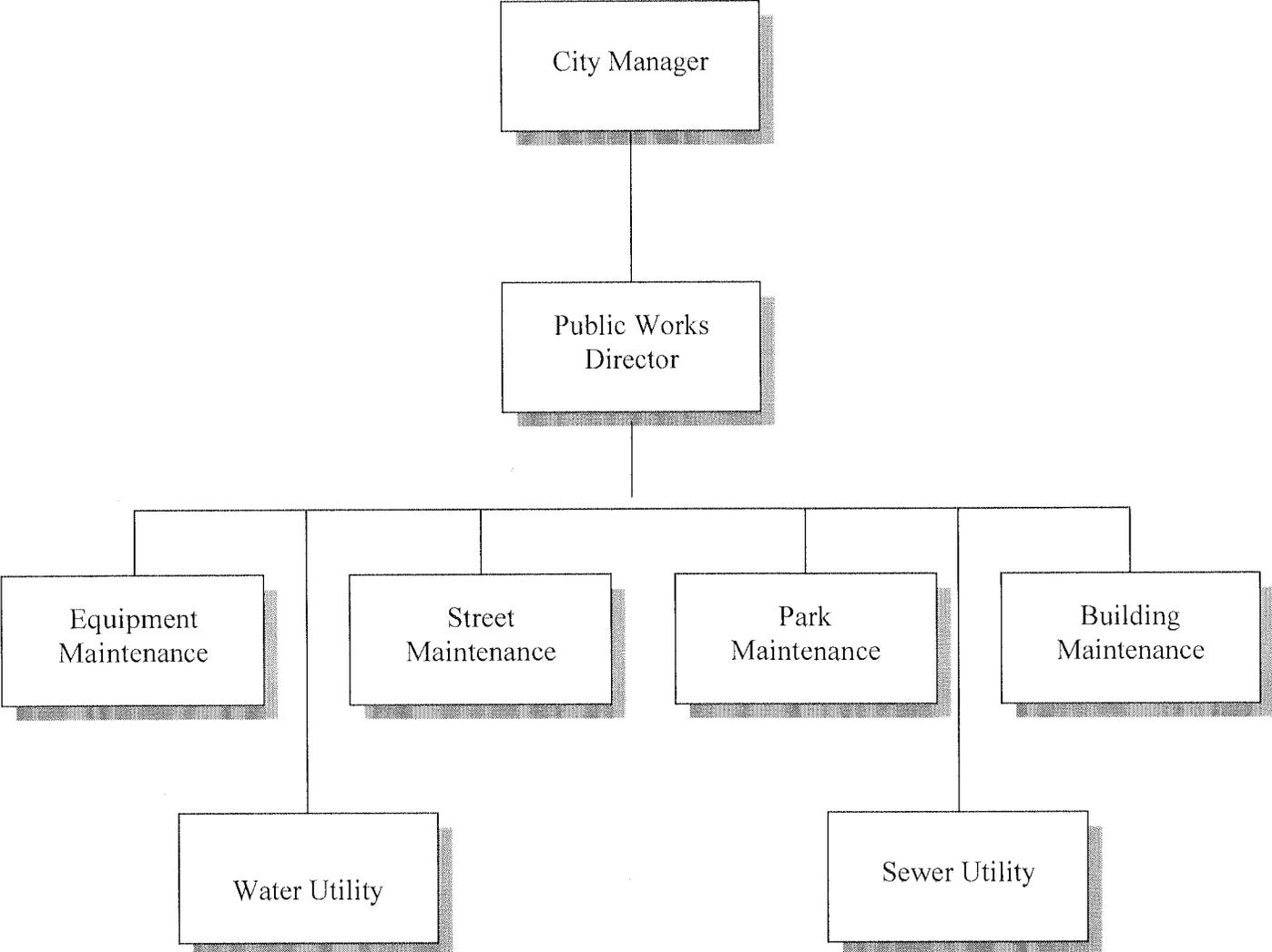
City Manager Recommendations:

Funding levels as requested.

City of La Verne

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT



City of La Verne

BUDGET MESSAGE

2011 – 2012 Fiscal Year

Public Works

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

Department

Cost Center

The public works department is comprised of six divisions: building maintenance, street maintenance, water utility, sewer utility, fleet maintenance, and park maintenance. The services provided by the public works department create a foundation for the City's overall service delivery to the community. As resources dwindle in challenging economic conditions, planning for public works services becomes a balancing act of maintaining fiscal, operational, and environmental responsibility. This year the budget submitted maintains all services, yet includes every possible reduction and savings available. A summary follows for each of the divisions.

The **building maintenance division** is responsible for the maintenance of public buildings including City Hall, City Yard, Public Safety Facility, Fire Station II, Fire Station III, and the Fire Department communications building. The majority of the operating budget is dedicated to utility costs, building maintenance, and contractual services. In the two prior fiscal years, this division used grant funding for energy efficient retrofits in several facilities. While the grants have ended, the ongoing energy savings from the projects funded by those grants is helping to partially offset the expected increases in energy costs.

The **street maintenance division** is dedicated to preserving and maintaining the community's investment in its right-of-way facilities and public services including the City's streets, sidewalks, curbs, gutters, storm drain infrastructure, traffic signals, and street sweeping and lighting, graffiti abatement, and contract refuse management. The majority of the operating budget is dedicated to liability insurance, contractual maintenance, energy costs, and contract refuse services. There was significant opportunity in the two prior years for grant funded infrastructure projects. While those opportunities have been exhausted, staff continues to aggressively pursue state and federal funding opportunities where available in an effort to stabilize funding desperately needed to maintain the City's infrastructure investment.

The **water division** is dedicated to providing a reliable supply of high quality drinking water for our community and commercial needs. The majority of the operating budget is dedicated to water purchases, utility costs, contractual services, liability insurance, and permit fees. The City continues to pursue system enhancements that are intended to lessen the City's reliance on imported water and increase the efficiency of service delivery; however, health department regulations and changes in the chemical profile of our water supply continue to increase the cost of doing business. The focus, as reflected in the operations

City of La Verne

budget and capital allocations, will continue to be placed on water quality enhancements, loss control programs, and water use efficiency programs.

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

The **equipment maintenance division** provides support to all City departments in the acquisition, maintenance, repair, and cost recovery of the City's fleet. The objective of the division is to provide cost effective and dependable equipment to all City departments that is properly designed to furnish the necessary service. As such, the majority of the operating budget is typically dedicated to equipment purchases, fuel, auto parts, and liability insurance.

The **park maintenance division** was reassigned to the public works department in fiscal year 2010-11 as part of a cost savings strategy. This division is responsible for the maintenance of the 11,500 city trees, 19 parks, parkways, and medians. This budget includes an increased allocation for tree trimming. This will create a defined six-year cycle of tree maintenance, improve the overall health of the trees, and reduce liabilities. Additionally, this division is responsible for the administration and maintenance of the landscape maintenance assessment districts. Several efficiencies have been realized in the landscape maintenance assessment districts due to improved maintenance contracts and administration. All landscape maintenance assessment districts are self-funded without any General Fund contributions.

City of La Verne

Public Works

Department Summary

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

Department

Cost Center

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	4,006,886	4,161,141	4,077,395	4,077,395
Other Operating Costs	13,646,904	13,062,151	12,666,151	12,666,151
Capital Outlay	248,940	338,500	315,500	315,500
Total:	17,902,730	17,561,792	17,059,046	17,059,046

Personnel Authorized	50.80	47.80	47.80	47.80
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Source of Funds:

General Fund	3,704,264	3,638,531	3,500,029	3,500,029
Gas Tax	396,000	396,000	361,000	361,000
Water Fund	8,329,861	8,220,134	8,176,445	8,176,445
Sewer Fund	921,117	978,867	959,017	959,017
Equipment Fund	1,396,267	1,536,799	1,530,685	1,530,685
Refuse & Recycling	2,624,007	2,424,359	2,164,827	2,164,827
Landscape Assessment Districts	531,214	367,102	367,043	367,043
TOTAL:	17,902,730	17,561,792	17,059,046	17,059,046

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Department Summary

4100 thru 4500,
4700 & 5200 Series

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	1.00	1.00	1.00	1.00
Administrative Supt.	1.00	1.00	1.00	1.00
Maintenance Manager	1.00	1.00	1.00	1.00
Utility Manager	1.00	1.00	1.00	1.00
Administrative Clerk II	1.00	1.00	1.00	1.00
Maintenance Supervisor (Street/Parks)	2.00	2.00	2.00	2.00
Water Maint. Supervisor	1.00	1.00	1.00	1.00
Utility Supervisor	1.00	1.00	1.00	1.00
Maintenance Leadworker	3.00	3.00	3.00	3.00
Equipment Operator	1.00	1.00	1.00	1.00
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Worker I/II/III	16.00	16.00	16.00	16.00
Customer Service Rep. I/II	6.00	6.00	6.00	6.00
Fleet Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	2.00	2.00	2.00	2.00
Water Systems Specialist	1.00	1.00	1.00	1.00
Sr. Management Analyst	1.00	1.00	1.00	1.00
Information Systems Manager	0.35	0.35	0.35	0.35
Accounting Manager	0.35	0.35	0.35	0.35
Account Clerk I/II/III	0.50	0.50	0.50	0.50
Auto Parts Technician	1.00	1.00	1.00	1.00
Park Manager	1.00	0.00	0.00	0.00
TOTAL FULL-TIME	46.20	45.20	45.20	45.20
REGULAR PART-TIME				
Administrative Clerk I	2.00	1.00	1.00	1.00
Account Clerk I	0.60	0.60	0.60	0.60
Parks Maintenance Worker I	1.00	1.00	1.00	1.00
Parks Worker	1.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	4.60	2.60	2.60	2.60
TOTAL POSITIONS	50.80	47.80	47.80	47.80
APPROPRIATIONS				
SALARIES & WAGES	2,597,168	2,612,393	2,613,883	2,613,883
OVERTIME	94,858	94,858	94,858	94,858
BENEFIT COSTS	1,314,860	1,453,890	1,368,654	1,368,654
TOTAL PERSONNEL SERVICES	4,006,886	4,161,141	4,077,395	4,077,395

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	63,647	62,221	61,544	61,544
Other Operating Costs	318,374	336,399	323,899	323,899
Capital Outlay	0	0	0	0
Total:	382,021	398,620	385,443	385,443
Personnel Authorized	0.70	0.68	0.68	0.68
Source of Funds:				
General Fund	382,021	398,620	385,443	385,443
TOTAL:	382,021	398,620	385,443	385,443

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Building Summary

4100 SERIES

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.05	.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
<hr/>				
TOTAL FULL-TIME	0.70	0.68	0.68	0.68
REGULAR PART-TIME	0.00	0.00	0.00	0.00
<hr/>				
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
<hr/>				
TOTAL POSITIONS	0.70	0.68	0.68	0.68

APPROPRIATIONS

SALARIES & WAGES	42,652	40,958	40,865	40,865
OVERTIME	1,225	1,225	1,225	1,225
BENEFIT COSTS	19,770	20,038	19,454	19,454
TOTAL PERSONNEL SERVICES	63,647	62,221	61,544	61,544

City of La Verne

Public Works	Building Administration	4101		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
1. To effectively maintain public facilities including City Hall, City Yard, Public Safety Facility, Fire Stations 2 and 3.				
<u>Operational Plans:</u>				
1. Effective administration of contractual maintenance services.				
2. Effective and efficient use of full-time personnel.				
<hr/>				
	Current Budget	Department Request	Manager Recommendation	Council Approved
Budget Distribution				
Personnel Services	22,957	20,665	20,622	20,622
Other Operating Costs	5,524	5,675	3,175	3,175
Capital Outlay	0	0	0	0
Total:	28,481	26,340	23,797	23,797
<hr/>				
Personnel Authorized	.15	.13	.13	.13
<hr/>				
<u>Source of Funds:</u>				
General Fund	28,481	26,340 0	23,797	23,797
TOTAL:	28,481	26,340	23,797	23,797

City of La Verne

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

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Reduce other operating costs.

City of La Verne

Public Works	Building Maintenance	4102		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
1. To provide safe, clean and attractive public facilities and to ensure maximum service life.				
<u>Operational Plans:</u>				
Follow established maintenance schedules for all facilities, ensure effective use of contractual maintenance services and minimize utility costs.				
<hr/>				
	Current Budget	Department Request	Manager Recommendation	Council Approved
Budget Distribution				
Personnel Services	40,690	41,556	40,922	40,922
Other Operating Costs	312,850	330,724	320,724	320,724
Capital Outlay	0	0	0	0
Total:	353,540	372,280	361,646	361,646
<hr/>				
Personnel Authorized	0.55	0.55	0.55	0.55
<hr/>				
<u>Source of Funds:</u>				
General Fund	353,540	372,280	361,646	361,646
TOTAL:	353,540	372,280	361,646	361,646

City of La Verne

Public Works	Building Maintenance			4102
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	Estimated <u>2011-12</u>
Buildings Maintained (sq. ft.)	64,253	74,301	74,301	74,301
HVAC Systems (tons)	160	165	165	165
Light Fixtures (ea.)	416	448	448	448
Office paper recycled (tons)	64	64	64	64
<u>Personnel Services:</u>				
To provide a proportional share of wages, benefits, and other costs for the Maintenance Manager, Maintenance Leadworker, and Maintenance Workers I/II/III.				
<u>Other Operating Costs and Capital Outlay:</u>				
Provides for routine operation and maintenance costs including utilities, service contracts, supplies, and other essential costs.				
<u>Capital Outlay:</u>				
	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>	
	0	0	0	
TOTAL:	0	0	0	
<u>City Manager Recommendations</u>				
Reduce other operating costs.				

City of La Verne

Public Works	Street Maintenance Summary			4200 Series
Department	Cost Center			Cost Center No.
<u>Long-Term Objectives:</u>				
N/A				
<u>Operational Plans:</u>				
N/A				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	641,668	624,517	615,068	615,068
Other Operating Costs	4,385,700	4,032,724	3,687,224	3,687,224
Capital Outlay	22,020	0	0	0
Total:	5,049,388	4,657,241	4,302,292	4,302,292
Personnel Authorized	7.80	7.53	7.53	7.53
<u>Source of Funds:</u>				
Refuse & Recycling	2,624,007	2,424,359	2,164,827	2,164,827
General	2,029,381	1,836,882	1,776,465	1,776,465
Gas Tax	396,000	396,000	361,000	361,000
TOTAL:	5,049,388	4,657,241	4,302,292	4,302,292

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.15	.05	.05	.05
Administrative Supt.	.20	.15	.15	.15
Maintenance Manager	.65	.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
Administrative Secretary				

TOTAL FULL-TIME	7.80	7.53	7.53	7.53
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	7.80	7.53	7.53	7.53

APPROPRIATIONS				
SALARIES & WAGES	415,615	393,227	391,641	391,641
OVERTIME	11,029	11,029	11,029	11,029
BENEFIT COSTS	215,024	220,261	212,398	212,398
TOTAL PERSONNEL SERVICES	641,668	624,517	615,068	615,068

City of La Verne

Public Works

Streets Administration

4201

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	122,189	86,524	86,351	86,351
Other Operating Costs	402,005	334,629	304,629	304,629
Capital Outlay	0	0	0	0
Total:	524,194	421,153	390,980	390,980
Personnel Authorized	.85	.58	.58	.58
Source of Funds:				
General Fund	524,194	421,153	390,980	390,980
TOTAL:	524,194	421,153	390,980	390,980

City of La Verne

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

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Reduce 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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	14,507	14,859	14,827	14,827
Other Operating Costs	2,609,500	2,409,500	2,150,000	2,150,000
Capital Outlay	0	0	0	0
Total:	2,624,007	2,424,359	2,164,827	2,164,827
Personnel Authorized	.10	.10	.10	.10
<u>Source of Funds:</u>				
Refuse and Recycling	2,624,007	2,424,359	2,164,827	2,164,827
TOTAL:	2,624,007	2,424,359	2,164,827	2,164,827

City of La Verne

Public Works	Waste & Recycling			4202
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				Estimated
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Number of Participants by size of refuse container:				
96-gallon	2,276	2,332	2,300	2,300
64-gallon	7,778	7,679	7,715	7,715
35-gallon	2,020	2,026	2,025	2,025
Refuse Disposal (tons)	27,641	36,241	37,469	36,000
Recycling/Diversion (tons)	11,338	10,618	11,110	11,500
Green Waste Diversion (tons)	7,013	6,404	6,486	7,000
Residential Waste Stream Diversion	47%	48%	58%	52%
Used Oil Recycled - curbside (gallons)	550	540	280	300
Used Oil Recycled - collection center	5,915	5,116	5,200	5,200
Used Oil Filters Recycled	2,250	1,500	1,500	1,500
Syringe Recycling - Participants	788	963	975	975
Christmas Trees Recycled (tons)	77	75	75	75
<hr/>				
<u>Personnel Services:</u>				
To provide a proportional share of wages and benefits for the Administrative Superintendent.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include refuse and recycling contract and AB 939 implementation measures.				
<u>Capital Outlay:</u>				
	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>	
	0	0	0	
TOTAL:	0	0	0	
<hr/>				
<u>City Manager Recommendations</u>				
Reduce other operating costs.				

City of La Verne

Public Works	Street Maintenance	4203		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
<p>Maintenance of city rights-of-way in a safe, clean, and appealing condition. The right-of-way specifically includes all public roadways or pathways and related facilities such as the parkway, sidewalks, curbs, gutters, streets, in addition to any public property and property easements.</p>				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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	380,443	394,290	387,174	387,174
Other Operating Costs	799,715	680,898	650,898	650,898
Capital Outlay	22,020	0	0	0
Total:	1,202,178	1,075,188	1,038,072	1,038,072
Personnel Authorized	5.25	5.25	5.25	5.25
<u>Source of Funds:</u>				
General Fund	806,178	679,188	677,072	677,072
Gas Tax	396,000	396,000	361,000	361,000
TOTAL:	1,202,178	1,075,188	1,038,072	1,038,072

City of La Verne

Public Works	Street Maintenance		4203	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	Estimated <u>2011/12</u>
Streets to Maintain (Miles)	98	98	98	98
Patch AC Surface (Sq. Ft.)	1,000,000	145,000	165,000	165,000
Repair/Const. Concrete (Sq. Ft.)	200,000	200,000	39,500	47,500
Street Stripe/Mark (Lin. Miles)	85	85	85	85
Alleys (Miles)	14	14	14	14
Sidewalks (Miles)	206	205	205	205
Pavement Markings	935	903	915	915
<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.				
<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.				
<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>				
Reduce other operating costs.				

City of La Verne

Public Works	Street Lighting and Sweeping	4204		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
To provide and maintain city street lights and traffic signals in an operable condition at all times and maintain clean streets.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. Ensure proper operation of traffic signals through contractual service and communication with Caltrans. 2. Endeavor to sweep all city streets a minimum of every three weeks. 3. Ensure communication with Southern California Edison relative to street light operation. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	92,585	96,096	94,617	94,617
Other Operating Costs	545,580	578,597	558,597	558,597
Capital Outlay	0	0	0	0
Total:	638,165	674,693	653,214	653,214
<hr/>				
Personnel Authorized	1.10	1.10	1.10	1.10
<hr/>				
<u>Source of Funds:</u>				
General Fund	638,165	674,693	653,214	653,214
TOTAL:	638,165	674,693	653,214	653,214

City of La Verne

Public Works	Street Lighting and Sweeping		4204	
Department	Cost Center		Cost Center No.	
<hr/>				
<u>Units of Measure</u>				
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	Estimated <u>2011/12</u>
Street Sweeping (annual curb mi.)	7,200	7,204	7,204	7,204
Street Signs (ea.)	26,200	26,300	26,300	26,300
Street Lights	2,700	2,750	2,750	2,750
Traffic Signals	18	22	22	22
<hr/>				
<u>Personnel Services:</u>				
To provide a proportional share of wages, benefits, and overtime for the Maintenance Manager, Maintenance Supervisor, and Equipment Operator.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include street sweeping activities, equipment rental, traffic signal maintenance through contractual service, and energy costs for traffic signals and street lights.				
<hr/>				
<u>Capital Outlay:</u>				
	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>	
	0	0	0	
TOTAL:	<hr/>	<hr/>	<hr/>	
	0	0	0	
<hr/>				
<u>City Manager Recommendations</u>				
Reduce other operating costs.				

City of La Verne

Public Works	Graffiti Removal	4205		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
Elimination of graffiti throughout the community.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	31,944	32,748	32,099	32,099
Other Operating Costs	28,900	29,100	23,100	23,100
Capital Outlay	0	0	0	0
Total:	60,844	61,848	55,199	55,199
<hr/>				
Personnel Authorized	.50	.50	.50	.50
<hr/>				
<u>Source of Funds:</u>				
General Fund	60,844	61,848	55,199	55,199
<hr/>				
TOTAL:	60,844	61,848	55,199	55,199

City of La Verne

Public Works	Graffiti Removal			4205
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	Estimated <u>2011/12</u>
No. of Removals - Public Property	2,000	140	133	150
Graffiti Removed (Sq. Ft.)	4,500	1,535	1,728	1,700
No. of Removals - Private Property	1,700	531	538	550
Graffiti Removed (Sq. Ft.)	27,000	10,900	8,665	9,500
<u>Personnel Services:</u>				
To provide a proportional share of wages, benefits, and overtime for the Maintenance Worker I/II/III.				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include small tool replacements and paint and materials for removal of various types of graffiti including paints, markers, and stickers.				
<u>Capital Outlay:</u>				
	Department Request	Manager Recommended	Council Approved	
	0	0	0	
TOTAL:	0	0	0	
<u>City Manager Recommendations</u>				
Reduce other operating costs.				

City of La Verne

Public Works	Water Summary			4300 Series
Department	Cost Center			Cost Center No.
<u>Long-Term Objectives:</u>				
N/A				
<u>Operational Plans:</u>				
N/A				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,558,036	1,656,622	1,612,933	1,612,933
Other Operating Costs	6,759,105	6,563,512	6,563,512	6,563,512
Capital Outlay	12,720	0	0	0
Total:	8,329,861	8,220,134	8,176,445	8,176,445
Personnel Authorized	18.60	18.60	18.60	18.60
<u>Source of Funds:</u>				
Water Fund	8,329,861	8,220,134	8,176,445	8,176,445
TOTAL:	8,329,861	8,220,134	8,176,445	8,176,445

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Water Summary			4300 SERIES
Department	Cost Center			Cost Center No.
CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.45	.45	.45	.45
Administrative Supt.	.45	.45	.45	.45
Utilities Manager	.70	.70	.70	.70
Wtr/Sewer Maint. Supervisor	.75	.75	.75	.75
Utility Supervisor	.50	.50	.50	.50
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Leadworker	.65	.65	.65	.65
Maintenance Worker I/II/III	3.90	3.90	3.90	3.90
Customer Service Rep. I/II	5.55	5.55	5.55	5.55
Information Systems Manager	.20	.20	.20	.20
Accounting Manager	.20	.20	.20	.20
Account Clerk I/II/III	.25	.25	.25	.25
Sr. Management Analyst	.50	.50	.50	.50
Water System Specialist	1.00	1.00	1.00	1.00
Administrative Clerk II	.60	.60	.60	.60
TOTAL FULL-TIME	17.70	17.70	17.70	17.70
REGULAR PART-TIME				
Administrative Clerk I	.60	.60	.60	.60
Account Clerk I	.30	.30	.30	.30
TOTAL REG. PART-TIME	0.90	0.90	0.90	0.90
TOTAL POSITIONS	18.60	18.60	18.60	18.60
APPROPRIATIONS				
SALARIES & WAGES	1,004,331	1,014,425	1,014,643	1,014,643
OVERTIME	46,800	46,800	46,800	46,800
BENEFIT COSTS	506,905	595,397	551,490	551,490
TOTAL PERSONNEL SERVICES	1,558,036	1,656,622	1,612,933	1,612,933

City of La Verne

Public Works	Water Administration	4301		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
To effectively administer the functions of the Water Division.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. Continue liaison with Six Basins Watermaster. 2. Continue to monitor ground water production to maximize use of groundwater. 3. Continue to develop programs and operational efficiencies to improve the production of groundwater. 4. Maintain and update operational disaster preparedness plans. 5. Promote water conservation and public awareness through education. 6. Develop and implement the Capital Improvement Program. 7. Manage contractual engineering services and construction contracts. 				
<u>Budget Distribution</u>				
	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	358,997	377,723	376,367	376,367
Other Operating Costs	401,316	395,010	395,010	395,010
Capital Outlay	0	0	0	0
Total:	760,313	772,733	771,377	771,377
<u>Personnel Authorized</u>				
	3.05	3.05	3.05	3.05
<u>Source of Funds:</u>				
Water Fund	760,313	772,733	771,377	771,377
TOTAL:	760,313	772,733	771,377	771,377

City of La Verne

Public Works

Water Administration

4301

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

City of La Verne

Public Works	Water Production	4302		
Department	Cost Center	Cost Center No.		
<hr/>				
<u>Long-Term Objectives:</u>				
To provide an adequate supply of the highest quality water to the community at the least cost.				
<hr/>				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	297,959	317,011	313,697	313,697
Other Operating Costs	6,018,012	5,822,285	5,822,285	5,822,285
Capital Outlay	0	0	0	0
Total:	6,315,971	6,139,296	6,135,982	6,135,982
<hr/>				
Personnel Authorized	3.25	3.25	3.25	3.25
<hr/>				
Source of Funds:				
Water Fund	6,315,971	6,139,296	6,135,982	6,135,982
TOTAL:	6,315,971	6,139,296	6,135,982	6,135,982

City of La Verne

Public Works	Water Production	4302		
Department	Cost Center	Cost Center No.		
<hr/>				
<u>Units of Measure</u>				
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	Estimated <u>2011/12</u>
Water Purchased (acre feet)	5,895	5,532	4,865	5,000
Water Production (acre feet)	2,862	2,701	2,517	2,600
Number of Wells Operated	8	8	9	9
Number of Reservoirs Maintained	13	13	13	13
Pump Stations	10	10	10	10
Hydropneumatic Stations	1	1	1	1
<hr/>				
<u>Personnel Services:</u>				
To provide wages, benefits, and overtime for Water Supervisor, Water Systems Specialist, and Water Production Operators.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include water purchases, energy pumping charges, contractual maintenance, outside laboratory services for water quality testing, 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/>	<hr/>	<hr/>	
	0	0	0	
<hr/>				
<u>City Manager Recommendations</u>				
Funding levels as requested.				

City of La Verne

Public Works	Water Transmission/Distribution	4304		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
Efficient and continuous delivery of water through the distribution grid.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. Respond to and repair water leaks within appropriate time frames. 2. Respond to emergencies within 20 minutes, including 24-hour availability. 3. Replace old services as required and in coordination with other capital improvements. 4. Inspect and maintain all fire hydrants and valves at scheduled intervals. 5. Perform related work such as valve maintenance program, leak detection monitoring, etc. 				
<u>Budget Distribution</u>				
	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	405,897	444,112	412,442	412,442
Other Operating Costs	173,959	178,731	178,731	178,731
Capital Outlay	12,720	0	0	0
Total:	592,576	622,843	591,173	591,173
<u>Personnel Authorized</u>				
	5.05	5.05	5.05	5.05
<u>Source of Funds:</u>				
Water Fund	592,576	622,843	591,173	591,173
TOTAL:	592,576	622,843	591,173	591,173

City of La Verne

<u>Public Works</u>	<u>Water Transmission/Distribution</u>	<u>4304</u>		
<u>Department</u>	<u>Cost Center</u>	<u>Cost Center No.</u>		
<hr/>				
<u>Units of Measure</u>				
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>Estimated 2011/12</u>
Mainline Repairs (ea.)	5	7	6	7
Mainline Replaced (ft)	200	100	0	50
Service Lines Repaired	10	10	14	12
Service Lines Replaced (ea.)	100	50	38	50
Meter Leaks (ea.)	25	25	10	15
Emergency Responses/Call-outs	40	72	60	70
Mainline Valve Repair/Replace	12	10	12	15
<hr/>				
<u>Personnel Services:</u>				
To provide wages, benefits, overtime, and standby costs for the Water Maintenance Supervisor, Maintenance Leadworker, and Maintenance Workers I/II/III.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include materials and other supplies necessary to repair and/or install water mainlines, service lines, hydrants, and meters plus equipment rental.				
<hr/>				
<u>Capital Outlay:</u>				
	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>	
	0	0	0	
TOTAL:	<hr/>	<hr/>	<hr/>	
	0	0	0	
<hr/>				
<u>City Manager Recommendations</u>				
Funding levels as requested, with correction to fringe benefits.				

City of La Verne

Public Works

Water Customer Service

4314

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	495,183	517,776	510,427	510,427
Other Operating Costs	165,818	167,486	167,486	167,486
Capital Outlay	0	0	0	0
Total:	661,001	685,262	677,913	677,913

Personnel Authorized	6.35	6.35	6.35	6.35
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Source of Funds:				
Water Fund	661,001	685,262	677,913	677,913
TOTAL:	661,001	685,262	677,913	677,913

City of La Verne

Public Works	Water Customer Service		4314	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	Estimated <u>2011/112</u>
Water Utility Accounts	8,560	8,559	8,609	8,610
Water Billings	49,431	50,525	49,458	50,000
Late Notices	7,151	8,177	8,178	8,200
Delinquent Turn-off Notices	1,590	1,676	1,808	1,800
Discontinued for Nonpayment	157	179	308	250
Applications Processed	450	551	618	600
Closing Bills Processed	478	643	620	600
Field Checks	2,346	2,390	1,878	2,000
Customer Complaints/Questions	1,641	2,386	2,211	2,200
Meter Change-outs	284	728	550	750
Billing Inserts	24,715	16,311	8,000	16,000
<u>Personnel Services:</u>				
To provide wages and benefits for Administrative Superintendent, Utility Supervisor, Customer Service Representatives I/II, Accounting Manager, Administrative Clerk II, and Account Clerk I/II/III.				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include postage, office supplies, water meters, and equipment rental.				
<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>				
Funding levels as requested.				

City of La Verne

Public Works	Storm & Sanitary Sewer Summary		4400 Series	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
N/A				
<u>Operational Plans:</u>				
N/A				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	670,726	710,638	690,788	690,788
Other Operating Costs	249,391	267,229	267,229	267,229
Capital Outlay	1,000	1,000	1,000	1,000
Total:	921,117	978,867	959,017	959,017
Personnel Authorized	7.45	7.45	7.45	7.45
<u>Source of Funds:</u>				
Sewer Utility Fund	921,117	978,867	959,017	959,017
TOTAL:	921,117	978,867	959,017	959,017

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Storm & Sanitary Sewer Summary

4400 SERIES

Department	Cost Center	Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget

Public Works Director	.25	.25	.25	.25
Administrative Supt.	.35	.35	.35	.35
Maintenance Manager	.25	.25	.25	.25
Utility Manager	.30	.30	.30	.30
Wtr./Sewer Maint. Supervisor	.25	.25	.25	.25
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Worker I/II/III	2.50	2.50	2.50	2.50
Administrative Clerk II	.30	.30	.30	.30
Maintenance Leadworker	.45	.45	.45	.45
Utility Supervisor	.50	.50	.50	.50
Customer Service Rep. I/II	.45	.45	.45	.45
Sr. Management Analyst	.50	.50	.50	.50
Information Systems Manager	.15	.15	.15	.15
Accounting Manager	.15	.15	.15	.15
Account Clerk I/II/III	.25	.25	.25	.25

TOTAL FULL-TIME	6.75	6.75	6.75	6.75
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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
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TOTAL POSITIONS	7.45	7.45	7.45	7.45
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APPROPRIATIONS

SALARIES & WAGES	447,767	452,902	452,754	452,754
OVERTIME	15,600	15,600	15,600	15,600
BENEFIT COSTS	207,359	242,136	222,434	222,434
TOTAL PERSONNEL SERVICES	670,726	710,638	690,788	690,788

City of La Verne

Public Works	Storm & Sanitary Sewer Administration	4401		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
To effectively administer the functions of the sewer utility.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. Continue to review and evaluate the sewer system for effective operation and maintenance. 2. Ensure compliance with the mandates of the federal National Pollutant Discharge Elimination System (NPDES) and Capacity, Management, Operations, and Maintenance (CMOM) programs. 3. Continue to work with Los Angeles County Department of Public Works Industrial Waste Division to prevent sewer stoppages caused by fats, oils, and grease (FOG). 4. Implementation of the Sewer Master Plan. 5. Develop and implement the Capital Improvement Program. 				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	418,954	437,631	435,204	435,204
Other Operating Costs	116,288	134,954	134,954	134,954
Capital Outlay	0	0	0	0
Total:	535,242	572,585	570,158	570,158
Personnel Authorized	3.65	3.65	3.65	3.65
Source of Funds:				
Sewer Utility Fund	535,242	572,585	570,158	570,158
TOTAL:	535,242	572,585	570,158	570,158

City of La Verne

Public Works	Storm & Sanitary Sewer Administration	4401	
Department	Cost Center	Cost Center No.	
<hr/>			
<u>Units of Measure</u>			
<p>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.</p>			
<hr/>			
<u>Personnel Services:</u>			
<p>Provide wages and benefits for the Director of Public Works, Utility Manager, Maintenance Manager, Water Supervisor, Maintenance Supervisor, Administrative Superintendent, Sr. Management Analyst, and Administrative Secretary.</p>			
<hr/>			
<u>Other Operating Costs and Capital Outlay:</u>			
<p>Operating costs include engineering services, office supplies, and equipment rental.</p>			
<hr/>			
<u>Capital Outlay:</u>			
	Department Request	Manager Recommended	Council Approved
	0	0	0
	<hr/>	<hr/>	<hr/>
TOTAL:	0	0	0
<hr/>			
<u>City Manager Recommendations</u>			
<p>Funding levels as requested.</p>			

City of La Verne

Public Works	Storm & Sanitary Sewer System Maintenance	4402		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
Effectively maintain the City's sewer collection system and pumping stations to minimize overflow potential.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	251,772	273,007	255,584	255,584
Other Operating Costs	133,103	132,275	132,275	132,275
Capital Outlay	1,000	1,000	1,000	1,000
Total:	385,875	406,282	388,859	388,859
<hr/>				
Personnel Authorized	3.10	3.10	3.10	3.10
<hr/>				
Source of Funds:				
Sewer Utility Fund	385,875	406,282	388,859	388,859
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TOTAL:	385,875	406,282	388,859	388,859

City of La Verne

Public Works	Storm & Sanitary Sewer System Maintenance		4402
Department	Cost Center		Cost Center No.
<u>Units of Measure</u>			
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
			Estimated <u>2011/12</u>
Pipe Cleaned (in feet)	565,000	549,120	300,000
Pipe Videotaped (in feet)	200,000	158,400	150,000
Dye Checks	2	4	2
Emergency Calls	5	5	2
Storm Drains cleaned (miles)	3	3	3
Catch Basins cleaned (ea.)	532	532	532
<u>Personnel Services:</u>			
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.			
<u>Other Operating Costs and Capital Outlay:</u>			
Operating costs include contractual maintenance and services, uniforms and safety equipment, energy, and city equipment rental.			
<u>Capital Outlay:</u>			
	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Emergency Preparedness Supplies	1,000	1,000	1,000
TOTAL:	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<u>City Manager Recommendations</u>			
Funding levels as requested.			

City of La Verne

Public Works	Equipment Maintenance Summary		4500 Series	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
N/A				
<u>Operational Plans:</u>				
N/A				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	493,222	492,969	486,855	486,855
Other Operating Costs	689,845	729,330	729,330	729,330
Capital Outlay	213,200	314,500	314,500	314,500
Total:	1,396,267	1,536,799	1,530,685	1,530,685
Personnel Authorized	5.20	5.20	5.20	5.20
<u>Source of Funds:</u>				
Equipment Fund	1,396,267	1,536,799	1,530,685	1,530,685
TOTAL:	1,396,267	1,536,799	1,530,685	1,530,685

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Equipment Maintenance Summary

4500 SERIES

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.10	.10	.10	.10
Fleet Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	1.00	1.00	1.00	1.00
Equipment Mechanic	2.00	2.00	2.00	2.00
Parts Technician	1.00	1.00	1.00	1.00
Administrative Clerk II	.10	.10	.10	.10
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	309,936	313,138	313,138	313,138
OVERTIME	20,204	20,204	20,204	20,204
BENEFIT COSTS	163,082	159,627	153,513	153,513
TOTAL PERSONNEL SERVICES	493,222	492,969	486,855	486,855

City of La Verne

Public Works	Equipment Administration	4501		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
<p>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.</p>				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	190,863	189,374	188,198	188,198
Other Operating Costs	124,200	121,730	121,730	121,730
Capital Outlay	213,200	314,500	314,500	314,500
Total:	528,263	625,604	624,428	624,428
<hr/>				
Personnel Authorized	1.60	1.60	1.60	1.60
<hr/>				
Source of Funds:				
Equipment Fund	528,263	625,604	624,428	624,428
TOTAL:	528,263	625,604	624,428	624,428

City of La Verne

Public Works	Equipment Administration			4501
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	2008/09	2009/10	2010/11	Projected 2011/12
Motor Pool	203	203	203	205
Motorcycles	3	3	2	2
Fire Dept.	14	14	15	15
	220	220	220	222
<u>Personnel Services:</u>				
To provide a proportional share of wages, benefits, and overtime for the Director of Public Works, Fleet Superintendent, Equipment Mechanics, Heavy Equipment Mechanic, and Administrative Secretary.				
<u>Other Operating Costs and Capital Outlay:</u>				
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.				
<u>Capital Outlay:</u>				
	Department Request	Manager Recommendation	Council Approved	
Equipment Replacement	283,500	283,500	283,500	
Deisel Retrofits	31,000	31,000	31,000	
TOTAL:	314,500	314,500	314,500	
<u>City Manager Recommendations</u>				
Funding levels as requested.				

City of La Verne

2011-2012

AUTOMOTIVE AND WORK EQUIPMENT REPLACEMENT

I.D.#	DESCRIPTION REASON FOR REPLACEMENT	USER DEPT.	ESTIMATED RESALE VALUE	DEPARTMENT REQUEST	MANAGER REC.	COUNCIL APPROVED
1104	1989 Case 480E Skiploader Worn out and unreliable. Too light for dept needs	Pub Wks Dept	\$1,800.00	\$77,000.00	\$77,000.00	\$77,000.00
1120	1995 Ford F-150 Pick-up Excessive fuel consumption; overdue for replacement.	Fleet Maint	\$1,200.00	\$24,500.00	\$24,500.00	\$24,500.00
2042	1999 Ford Crown Victoria Excessive mileage, high operating cost, overdue for replacement	Street Dept	\$1,200.00	\$24,500.00	\$24,500.00	\$24,500.00
2073	2002 Ford Explorer extremely high mileage, excessive fuel consumption, due for replacement	Water Dept	\$1,500.00	\$24,500.00	\$24,500.00	\$24,500.00
2165	2003 Ford Crown Victoria Excessive mileage, unreliable, due for replacement	Police Dept	\$1,500.00	\$25,000.00	\$25,000.00	\$25,000.00
3183	2008 Ford Crown Victoria Excessive Mileage	Police Dept	\$3,000.00	\$27,000.00	\$27,000.00	\$27,000.00
3184	2008 Ford Crown Victoria Excessive Mileage	Police Dept	\$3,000.00	\$27,000.00	\$27,000.00	\$27,000.00
3185	2008 Ford Crown Victoria Excessive Mileage	Police Dept	\$3,000.00	\$27,000.00	\$27,000.00	\$27,000.00
3186	2008 Ford Crown Victoria Excessive Mileage	Police Dept	\$3,000.00	\$27,000.00	\$27,000.00	\$27,000.00
TOTAL				\$283,500.00	\$283,500.00	\$283,500.00

City of La Verne

Public Works	Preventative Maintenance	4502		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
Increase life and retain value of city-owned equipment. Provide safe, clean vehicles, reduce costly down time.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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	102,520	110,983	108,906	108,906
Other Operating Costs	59,800	57,900	57,900	57,900
Capital Outlay	0	0	0	0
Total:	162,320	168,883	166,806	166,806
Personnel Authorized	1.35	1.50	1.50	1.50
Source of Funds:				
Equipment Fund	162,320	168,883	166,806	166,806
TOTAL:	162,320	168,883	166,806	166,806

City of La Verne

Public Works	Preventative Maintenance	4502		
Department	Cost Center	Cost Center No.		
<u>Units of Measure</u>				
STAFF HOURS TO SERVICE CITY EQUIPMENT				
<u>Group</u>	2008/09	2009/10	2010/11	Projected 2011/12
Police Vehicles	788	724	809	868
Fire Equipment	492	452	505	543
Staff Vehicles	222	203	227	244
Maintenance Trucks	394	362	404	434
Heavy Equipment	443	407	455	489
Miscellaneous	49	45	51	54
Work for Others	74	68	76	82
	2462	2261	2527	2714
<u>Personnel Services:</u>				
To provide a proportional share of wages and benefits for the Equipment Mechanics and Heavy Equipment Mechanic.				
<u>Other Operating Costs and Capital Outlay:</u>				
<u>Capital Outlay:</u>				
	Department Request	Manager Recommended	Council Approved	
	0	0	0	
TOTALS:	0	0	0	
<u>City Manager Recommendations</u>				
Funding levels as requested.				

City of La Verne

Public Works

Equipment Repair Work

4503

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	199,839	192,612	189,751	189,751
Other Operating Costs	505,845	549,700	549,700	549,700
Capital Outlay	0	0	0	0
Total:	705,684	742,312	739,451	739,451
Personnel Authorized	2.25	2.10	2.10	2.10
Source of Funds: Equipment Fund	705,684	742,312	739,451	739,451
TOTAL:	705,684	742,312	739,451	739,451

City of La Verne

Public Works	Equipment Repair Work	4503
Department	Cost Center	Cost Center No.

Units of Measure

STAFF HOURS TO REPAIR CITY EQUIPMENT

Group	2008/09	2009/10	2010/11	Projected 2011/12
Police Vehicles	689	754	842	805
Fire Equipment	758	829	927	885
Staff Vehicles	70	75	84	81
Maintenance Trucks	586	640	716	684
Heavy Equipment	827	904	1011	967
Miscellaneous	69	76	85	80
Work for Others	448	490	547	523
Total	3447	3768	4212	4025

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

City of La Verne

Public Works	City Wide Parks Summary		4700 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	555,231	577,215	573,307	573,307
Other Operating Costs	737,631	802,814	764,814	764,814
Capital Outlay	0	23,000	0	0
Total:	1,292,862	1,403,029	1,338,121	1,338,121
<hr/>				
Personnel Authorized	11.00	8.08	8.08	8.08
<hr/>				
<u>Source of Funds:</u>				
General Fund	1,292,862	1,403,029	1,338,121	1,338,121
TOTAL:	1,292,862	1,403,029	1,338,121	1,338,121

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

City Wide Parks Summary

4700 Series

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Parks Manager	1.00	.00	.00	.00
Park Maintenance Supervisor	1.00	.93	.93	.93
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I/II/III	5.00	5.00	5.00	5.00
Director of Public Works	.00	.05	.05	.05
Admin. Superintendent	.00	.05	.05	.05
Maintenance Manager	.00	.05	.05	.05
<hr/>				
TOTAL FULL-TIME	8.00	7.08	7.08	7.08
<hr/>				
REGULAR PART-TIME				
Parks Maintenance Worker I	1.00	1.00	1.00	1.00
Admin. Clerk	1.00	.00	.00	.00
Parks Worker	1.00	.00	.00	.00
<hr/>				
TOTAL REG. PART-TIME	3.00	1.00	1.00	1.00
<hr/>				
TOTAL POSITIONS	11	8.08	8.08	8.08
<hr/>				
APPROPRIATIONS				
SALARIES & WAGES	359,784	371,756	374,855	374,855
OVERTIME	0	0	0	0
BENEFIT COSTS	195,447	205,459	198,452	198,452
<hr/>				
TOTAL PERSONNEL SERVICES	555,231	577,215	573,307	573,307

City of La Verne

Public Works	Parks Administration	4701		
Department	Cost Center	Cost Center No.		
<hr/>				
<u>Long-Term Objectives:</u>				
To effectively maintain all public parks, recreational facilities, and medians.				
<hr/>				
<u>Operational Plans:</u>				
1. Effective administration of contractual maintenance services.				
2. Effective and efficient use of full and part-time personnel				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	25,246	25,189	25,189
Other Operating Costs	95,115	82,791	64,791	64,791
Capital Outlay	0	0	0	0
Total:	95,115	108,037	89,980	89,980
<hr/>				
Personnel Authorized	0	0.15	0.15	0.15
<hr/>				
<u>Source of Funds:</u>				
General Fund	95,115	108,037	89,980	89,980
TOTAL:	95,115	108,037	89,980	89,980

City of La Verne

Public Works

Parks Administration

4701

Department

Cost Center

Cost Center No.

Units of Measure:

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Reduce other operating costs. All other funding levels as requested.

City of La Verne

Public Works	Parks Maintenance	4702		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
<ol style="list-style-type: none"> 1. To provide safe, clean, and attractive park facilities. 2. To maintain park and recreational amenities in functional and good condition. 3. To provide maintenance in active parks to a "level B" standard of maintenance. 4. To provide maintenance in passive parks, medians, and other park facilities to a "level C" standard of maintenance. 				
<u>Operational Plans:</u>				
<u>Level B Maintenance:</u>		<u>Level C Maintenance:</u>		
<ol style="list-style-type: none"> 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 		<ol style="list-style-type: none"> 1. Mowing turf areas twice monthly 2. Litter and leaf removal twice monthly 3. Edging each park monthly 4. Aerating and fertilizing yearly 5. Checking and servicing restrooms daily 6. Trimming planters twice yearly 7. Maintaining a designated water budget 		
<u>Budget Distribution</u>				
	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	421,606	420,527	418,289	418,289
Other Operating Costs	530,516	493,785	473,785	473,785
Capital Outlay	0	23,000	0	0
Total:	952,122	937,312	892,074	892,074
<u>Personnel Authorized</u>				
	9.25	6.18	6.18	6.18
<u>Source of Funds:</u>				
General Fund	952,122	937,312	892,074	892,074
TOTAL:	952,122	937,312	892,074	892,074

City of La Verne

Public Works	Parks Maintenance		4702	
Department	Cost Center		Cost Center No.	
<u>Units of Measure:</u>				
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Picnic & Play Equipment Repaired	90	89	82	90
Acres of Grass Mowed	1,951	1,951	1,951	1,951
Linear Feet of Edging	416,450	416,450	416,450	416,450
Acres of Planter Area Maintained	414	414	414	414
<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>				
<u>Capital Outlay:</u>				
	Department Request	Manager Recommended	Council Approved	
Pick up truck for maintenance worker	23,000	0	0	
TOTALS:	23,000	0	0	
<u>City Manager Recommendations</u>				
Reduce other operating costs and capital outlay. All other funding levels as requested.				

City of La Verne

Public Works	Tree Maintenance	4703		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
To provide maintenance for the City's 11,500 parkway trees resulting in healthy trees and reduced liabilities.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 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. 				
<u>Budget Distribution</u>				
	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	133,625	131,442	129,829	129,829
Other Operating Costs	112,000	226,238	226,238	226,238
Capital Outlay	0	0	0	0
Total:	245,625	357,680	356,067	356,067
<u>Personnel Authorized</u>				
	1.75	1.75	1.75	1.75
<u>Source of Funds:</u>				
General Fund	245,625	357,680	356,067	356,067
TOTAL:	245,625	357,680	356,067	356,067

City of La Verne

Public Works	Tree Maintenance		4703	
Department	Cost Center		Cost Center No.	
<u>Units of Measure:</u>				
	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2001/12</u>
Number of Trees Planted	50	50	30	10
Number of Trees Removed	100	100	55	50
Number of Trees Pruned	1,400	1,400	1,010	1,555
Number of Trees Root-pruned	15	15	75	75
<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>				
<u>Capital Outlay:</u>				
	<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>	
<u>City Manager Recommendations</u>				
Reduce other operating costs. All other funding levels as requested.				

City of La Verne

Public Works	Maintenance Assessment Districts Summary		5200 Series	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
N/A				
<u>Operational Plans:</u>				
N/A				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	24,356	36,959	36,900	36,900
Other Operating Costs	506,858	330,143	330,143	330,143
Capital Outlay	0	0	0	0
Total:	531,214	367,102	367,043	367,043
Personnel Authorized	0.21	0.26	0.26	0.26
<u>Source of Funds:</u>				
Maint. Assessment Districts	519,032	353,037	352,959	352,959
Maint. District 84-1M	12,182	14,065	14,084	14,084
TOTAL:	531,214	367,102	367,043	367,043

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Maintenance Assessment Districts		5200 Series	
Department	Summary		Cost Center No.	
Department	Cost Center		Cost Center No.	
CLASSIFICATION				
	Current	Department Requests	City Manager Recommended	Adopted Budget
	Position Quota			
Parks & Community Services Director	.00	.00	.00	.00
Parks Manager	.20	.00	.00	.00
Parks Supervisor	.00	.07	.07	.07
Parks Leadworker	.00	.00	.00	.00
Parks Maintenance Worker I/II/III	.00	.00	.00	.00
Maintenance Supervisor	.05	.05	.05	.05
Public Works Director	.00	.07	.07	.07
Maintenance Manager	.00	.07	.07	.07
TOTAL FULL-TIME	0.21	.26	.26	.26
REGULAR PART-TIME				
TOTAL REG. PART-TIME	.00	.00	.00	.00
TOTAL POSITIONS	0.21	0.26	0.26	0.26
APPROPRIATIONS				
SALARIES & WAGES	17,083	25,987	25,987	25,987
OVERTIME	0	0	0	0
BENEFIT COSTS	7,273	10,972	10,913	10,913
TOTAL PERSONNEL SERVICES	24,356	36,959	36,900	36,900

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	5,071	4,865	4,884	4,884
Other Operating Costs	7,111	9,200	9,200	9,200
Capital Outlay	0	0	0	0
Total:	12,182	14,065	14,084	14,084

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

Maint. District 84-1M	12,182	14,065	14,084	14,084
TOTAL:	12,182	14,065	14,084	14,084

City of La Verne

Public Works/Maint.
Assessment Districts

Esperanza Assessment
District No. 84-1M

5201

Department

Cost Center

Cost Center No.

Units of Measure

Estimated

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</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

Funding levels as requested.

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	1,484	321	321	321
Other Operating Costs	4,289	3,000	3,000	3,000
Capital Outlay	0	0	0	0
Total:	5,773	3,321	3,321	3,321
Personnel Authorized				
	.01	.0021	.0021	.0021
Source of Funds:				
Maint. Assessment District	5,773	3,321	3,321	3,321
TOTAL:	5,773	3,321	3,321	3,321

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.
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Units of Measure:

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Acres of Landscape Maintained	.19 Acre	.19 Acre	.19 Acre	.19 Acre

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5203

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Effective management of contractual maintenance services.
2. Effective 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	1,484	459	458	458
Other Operating Costs	7,498	3,400	3,400	3,400
Capital Outlay	0	0	0	0
Total:	8,982	3,859	3,858	3,858

Personnel Authorized	.01	.0030	.0030	.0030
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Source of Funds:

Maint. Assessment District	8,982	3,859	3,858	3,858
TOTAL:	8,982	3,859	3,858	3,858

City of La Verne

<u>Public Works/Maint. Assessment Districts</u>	<u>Wheeler Avenue and Tabor Lane Assessment District 6, Zone 3</u>	<u>5203</u>		
Department	Cost Center	Cost Center No.		
<hr/>				
<u>Units of Measure:</u>				
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Acres of Landscape Maintained	.25 Acre	.25 Acre	.25 Acre	.25 Acre
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<u>Personnel Services:</u>				
Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include: contractual maintenance, utilities, chemicals, and nursery materials.				
<hr/>				
<u>Capital Outlay:</u>				
	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>	
	0	0	0	
TOTALS:	<hr/>	<hr/>	<hr/>	
	0	0	0	
<hr/>				
<u>City Manager Recommendations</u>				
Funding levels as requested.				

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5204
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,484	7,107	7,089	7,089
Other Operating Costs	149,798	66,000	66,000	66,000
Capital Outlay	0	0	0	0
Total:	151,282	73,107	73,089	73,089

Personnel Authorized	.03	.0465	.0465	.0465
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Source of Funds:

Maint. Assessment Districts	151,282	73,107	73,089	73,089
TOTAL:	151,282	73,107	73,089	73,089

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>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Acres of Landscape Maintained	11.74 Acres	11.74 Acres	11.74 Acres	11.74 Acres

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

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	2,966	5,502	5,488	5,488
Other Operating Costs	85,816	49,300	49,300	49,300
Capital Outlay	0	0	0	0
Total:	88,782	54,802	54,788	54,788

Personnel Authorized	.03	.0360	.0360	.0360
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Source of Funds:

Maint. Assessment Districts	88,782	54,802	54,788	54,788
TOTAL:	88,782	54,802	54,788	54,788

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>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Acres of Landscape Maintained	2.46 Acres	2.46 Acres	2.46 Acres	2.46 Acres

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

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	1,484	413	412	412
Other Operating Costs	8,495	5,943	5,943	5,943
Capital Outlay	0	0	0	0
Total:	9,979	6,356	6,355	6,355

Personnel Authorized	.01	.0027	.0027	.0027
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Source of Funds:

Maint. Assessment District	9,979	6,356	6,355	6,355
TOTAL:	9,979	6,356	6,355	6,355

City of La Verne

<u>Public Works/Maint. Assessment Districts</u>	<u>Amherst Street & Fruit Street Assessment District 6, Zone 6</u>		<u>5206</u>	
Department	Cost Center		Cost Center No.	
<hr/>				
<u>Units of Measure:</u>				
	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Acres of Landscape Maintained	.26 Acre	.26 Acre	.26 Acre	.26 Acre
<hr/>				
<u>Personnel Services:</u>				
Provide proportionate wages and benefits for the Public Works Director, Maintenance Manager, and Maintenance Supervisor.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Operating costs include: contractual maintenance, utilities, chemicals, and nursery materials.				
<hr/>				
<u>Capital Outlay:</u>				
	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>	
	0	0	0	
TOTALS:	<hr/> 0	<hr/> 0	<hr/> 0	
<hr/>				
<u>City Manager Recommendations</u>				
Funding levels as requested.				

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5207
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,484	2,246	2,241	2,241
Other Operating Costs	21,431	23,300	23,300	23,300
Capital Outlay	0	0	0	0
Total:	22,915	25,546	25,541	25,541

Personnel Authorized	.01	.0147	.0147	.0147
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Source of Funds:

Maint. Assessment District	22,915	25,546	25,541	25,541
TOTAL:	22,915	25,546	25,541	25,541

City of La Verne

Public Works/Maint. Assessment Districts	La Verne Business Park Assessment District 6, Zone 5	5207
Department	Cost Center	Cost Center No.

Units of Measure:

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</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

Funding levels as requested.

City of La Verne

Public Works/Maint.
Assessment Districts

La Verne Heights
Assessment District 7

5208

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,484	10,361	10,336	10,336
Other Operating Costs	148,900	113,600	113,600	113,600
Capital Outlay	0	0	0	0
Total:	150,384	123,961	123,936	123,936

Personnel Authorized	.01	.0678	.0678	.0678
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Source of Funds:

Maint. Assessment District	150,384	123,961	123,936	123,936
TOTAL:	150,384	123,961	123,936	123,936

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>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Acres of Landscape Maintained	5.06 Acres	5.06 Acres	5.06 Acres	5.06 Acres

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

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	7,415	5,685	5,671	5,671
Other Operating Costs	73,520	56,400	56,400	56,400
Capital Outlay	0	0	0	0
Total:	80,935	62,085	62,071	62,071

Personnel Authorized	.05	.0372	.0372	.0372
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Source of Funds:

Maint. Assessment District	80,935	62,085	62,071	62,071
TOTAL:	80,935	62,085	62,071	62,071

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>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Acres of Landscape Maintained	15.59 Acres	15.59 Acres	15.59 Acres	15.59 Acres

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested.

City of La Verne

CAPITAL IMPROVEMENTS

City of La Verne

CAPITAL IMPROVEMENT PROGRAM

I. PURPOSE OF THE PROGRAM

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

The Capital Improvement Program will:

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

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

II. BASIC DEFINITIONS

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

CAPITAL IMPROVEMENT PROGRAM. A capital improvement program is a plan to authorize, acquire or construct a number of capital improvements, according to a schedule over a fixed period of time. The length of time we will use is approximately four years plus the current year. This period is not fixed by any hard and fast rule and can be adjusted when necessary. The CIP includes projects from all of the city's departments and agencies and should list for each improvement project a description, justification, expected cost, financing plan, tentative construction or acquisition dates and any other data thought helpful.

City of La Verne

CAPITAL BUDGET. The capital improvement budget is one-year length and is the first year of the CIP. Funds for 2011/12 capital program are specifically appropriated as provided by law. Projects are more clearly defined, costed and timed than other projects in the CIP. The capital improvement budget is adopted along with the city's annual operating budget.

III. OVERVIEW OF CIP PROCESS

This will be the City of La Verne's nineteenth multi-year CIP. It is anticipated that the evolution of this document will be dynamic in nature. Future years will be able to build upon the frame work of the previous year's adopted program. Capital projects summarized for the periods 2012/13 and beyond are subject to change based upon annual review by the City Council. Dollar amounts and estimated year of disbursement may vary as a result of funding availability or other community priorities as determined by the City Council.

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

- Step 1 Generate CIP Proposals.
- Step 2 Prioritize Capital Improvement Requests.
- Step 3 City Council Review of CIP.
- Step 4 Executing the Capital Budget.

PROJECT PRIORITIZATION. Each department has generated a number of project requests. Project priorities have been evaluated by the City Manager and departments using the following criteria:

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

City of La Verne

2011-2012 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
GENERAL CAPITAL IMPROVEMENT FUND:				
405-7005	Public Safety 150KW Generator	150,000	0	0
405-7021	Sidewalk Rehabilitation	50,000	25,000	25,000
405-7039	Homeland Security Grant(Buffer Zone Protection Program)	194,000	194,000	194,000
405-7025	Replace Rollup Doors @ Station I	60,000	60,000	60,000
405-7024	Replace Rollup Doors @ Station II	32,000	32,000	32,000
405-7027	Replace Side Rolling Doors @ City Yard	12,000	12,000	12,000
405-70##	Remodel City Yard Office	30,000	0	0
405-70##	Remodel City Hall Front Door Entrance	15,000	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		543,000	323,000	323,000
PARK DEVELOPMENT FUND:				
412-74##	Replace Las Flores Park Shelters	150,000	0	0
412-74##	Replace Emerald Park Shelters	85,000	0	0
412-7422	Wheeler Park Snack Bar Reroof	9,000	9,000	9,000
412-7444	Restroom Remodels @ Pelota, Wheeler, Oak Mesa & Live Oak Parks	25,000	25,000	25,000
412-7424	Replace Wheeler Park Tot Lot	50,000	50,000	50,000
412-7448	Replace North Playground Equipment @ Los Encinos Park	50,000	50,000	50,000
412-74##	Update Playground @ Emerald Park	75,000	0	0
412-7441	Lordsburg, Kuns, Lowell Brandt, Repair & Replace Fall Protection	37,000	37,000	37,000
412-7443	Community Center Roof Repairs	30,000	30,000	30,000
412-74##	Veterans Hall Parking Lot Improvements	26,000	0	0
TOTAL PARK DEVELOPMENT FUND		537,000	201,000	201,000
FIRE FACILITY FUND:				
244-7013	Fire Station II Architectural Fees	20,000	20,000	20,000
244-7044	Replacement Hoses	5,000	5,000	5,000
244-7044	Thermal Imaging Camera	0	4,500	4,500
244-7044	Gas Powered Ventilation Fans	0	3,300	3,300
TOTAL FIRE FACILITY FUND		25,000	32,800	32,800

City of La Verne

2011-2012 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
FIRE EQUIPMENT REPLACEMENT FUND:				
250-7012	Incident Command Vehicle	10,000	10,000	10,000
250-7045	Fuel Modifications	125,000	125,000	125,000
250-7047	Target Training - FD	10,000	8,700	8,700
250-7014	SOP Manuals	10,000	10,000	10,000
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		155,000	153,700	153,700
LARGE BUILDING CFD FUND:				
252-7044	Thermal Imaging Camera	0	4,500	4,500
252-7044	Rescue Stabilizing Jacks	0	2,500	2,500
252-7044	Highrise Packs & Wyes	0	3,300	3,300
TOTAL LARGE BUILDING CFD FUND		0	10,300	10,300
GAS TAX STREET IMPROVEMENT FUND:				
206-7101	Pavement Management Program	230,000	230,000	230,000
206-7109	Traffic Congestion Relief(Prop42)	145,000	145,000	145,000
206-7110	Gas Tax Engineering	6,000	6,000	6,000
TOTAL GAS TAX STREET IMP. FUND		381,000	381,000	381,000
MEASURE R FUND:				
235-7603	Pavement Management Program	400,000	400,000	400,000
TOTAL MEASURE R FUND		400,000	400,000	400,000
WATER CAPITAL IMPROVEMENT FUND:				
507-7203	Water Line Replacement	75,000	75,000	75,000
507-7225	Reservoir Repairs	25,000	25,000	25,000
507-7234	Meter Replacement Program	100,000	100,000	100,000
507-7225	Recoat Dewenter Reservoir	110,000	110,000	110,000
507-7230	Zone 3 Reservoir Valve Installation	75,000	75,000	75,000
507-7233	Mills Tract & LVH #1 Well Rehab	275,000	275,000	275,000
507-7241	Emerald Reservoir Crack Repairs	50,000	50,000	50,000
507-7242	Ammonia Injector Systems(Amherst/White)	160,000	160,000	160,000
TOTAL WATER CAPITAL IMP. FUND		870,000	870,000	870,000
SEWER CAPITAL IMPROVEMENT FUND:				
531-7301	Sewer Mainline Replacement	75,000	75,000	75,000
TOTAL SEWER CAPITAL IMP. FUND		75,000	75,000	75,000
SUBTOTAL CAPITAL IMPROVEMENT PROJECTS		2,986,000	2,446,800	2,446,800

City of La Verne

2011-2012 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

<u>Fund- Cost Center</u>	<u>Project Title</u>	<u>Request</u>	<u>City Manager Recommended</u>	<u>Council Approved</u>
SPECIAL PROGRAMS CAPITAL IMPROVEMENT				
LACMTA - PROPOSITION C:				
234-5612	Get About Capital Expenditures	9,100	9,100	9,100
	TOTAL LACMTA - PROPOSITION C FUND	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>
	SUBTOTAL SPECIAL PROGRAMS CIP	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>
	TOTAL CAPITAL IMPROVEMENT PROJECTS	<u>2,995,100</u>	<u>2,455,900</u>	<u>2,455,900</u>

City of La Verne

POTENTIAL MULTI-YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2012/2013	2013/2014	2014/2015	Beyond 2015
<u>PARK DEVELOPMENT:</u>					
Maniero Square Improvements	PDF		50,000		
City Gym/Teen Center	NFS				5,000,000
Replace Las Flores Park Shelters		150,000			
Replace Emerald Park Shelters			85,000		
Reconstruction of Pelota Park Parking Lot			100,000		
Park Restroom Remodels(Las Flores/Kuns)			15,000		
Update Playground Equipment @ Emerald Park			75,000		
Master Plan Improvements				175,000	120,000
Tot Lots(3)	Grants/PDF		50,000		100,000
Shade Structures(15)	Grants/PDF				525,000
Williams Street Park	Grants/PDF				350,000
<u>PUBLIC SAFETY FACILITIES AND EQUIPMENT:</u>					
Expansion/Renovation or Relocation of Public Safety Facility	NFS				20,000,000
Police Kitchen/Break Room Remodel	GF/AF		150,000		
Public Safety 150KW Generator	GF	150,000			
Ladder Truck	CFD/GF/FFE			1,100,000	
Station II Remodel	FFE			250,000	
<u>PUBLIC WORKS:</u>					
<u>Buildings</u>					
- City Hall Parking Lot Resurface		150,000			
- Remodel City Hall Front Door Entrance			25,000		
- I-vu HVAC Mgmt Controls @ Community Center			40,000		
<u>Maintenance Yard</u>					
- Material Bin Canopies	GF		75,000		
- Parking Lot/Landscape Improvements	GF	24,000			
- Upgrade Shop for CNG Vehicle Repairs			150,000		
- I-vu HVAC Mgmt Controls @ City Yard		20,000			
- Re-roof City Yard Building				125,000	
- Parking Shade Structures @ City Yard		30,000	30,000		

City of La Verne

POTENTIAL MULTI-YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2012/2013	2013/2014	2014/2015	Beyond 2015
<u>Public Safety Facility</u>					
-Refinish Exterior	AF				23,000
-Plumbing Improvements	AF				11,000
-Kitchen Remodel	AF				20,000
-Station I Improvements-Upstairs	AF				50,000
-I-vu HVAC Mgmt Controls @ PSB		65,000			
Upgrade Building to Building communication system(Fiber optic connections)	GF/WF/SF				200,000
Sidewalk Rehabilitation	GF/CDBG/GT	50,000	50,000	50,000	50,000
Street Improvements/Rehab. Arrow Hwy. Rehabilitation					2,500,000
Baseline Road Rehabilitation					3,000,000
Emerald Bridge, N/Foothill	GT			600,000	600,000
Pavement Management	GT	650,000	650,000	650,000	650,000
Fund 406 GF Commitment Funding	GF	100,000	100,000	100,000	100,000
Traffic Signals***					
White Ave. @ Durwood	GF/GT			200,000	
White Ave. @ Bonita Ave.-Left Turn	GF/GT	140,000			
Arrow Hwy. @ Wheeler Ave.-Upgrade	GF/GT				125,000
Wheeler Ave. @ Birdie or Via Arroyo	GF/GT				225,000
Foothill Blvd. @ Bradford St.	GF/GT				225,000
D Street @ Durwood	GF/GT				200,000
Bonita Ave. @ A Street	GF/GT				200,000
Arrow Hwy. @ D Street - Left Turn	GF/GT				250,000

*** Subject to appropriate traffic warrants

WATER IMPROVEMENTS:

Reservoir Rehabilitation	WF	75,000	75,000	75,000	75,000
Well Rehabilitation	WF	150,000	150,000	150,000	150,000
Master Plan Improvements	WF			1,500,000	
Plateau plant and Summit Water Line	WF				400,000
Various Water Line Replacements	WF	75,000	75,000	150,000	250,000

STORM DRAIN IMPROVEMENTS

Sewer Line Repairs	SDF	75,000	75,000	75,000	75,000
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City of La Verne

POTENTIAL MULTI-YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2012/2013	2013/2014	2014/2015	Beyond 2015
<u>COMMUNITY DEVELOPMENT PROJECTS:</u>					
General Plan Update	GF/RDA/CDBG	100,000	150,000	150,000	
Gold Line Contribution	GF/RDA/PROP C				1,000,000
Downtown light fixture replacement (per Specific Plan)	RDA/DIBD				100,000
Monument signs at 6 locations	GF/RDA	10,000	10,000	10,000	
Median development Baseline Road - Foothill Blvd. to Rodeo Lane	GF/CDT				1,300,000
Wheeler Ave. median island - 210 Freeway Golden Hills Road	GF				1,400,000
Wheeler Ave Median - Tabor to 210 Fwy	GF/RDA/DF		250,000		
Foothill Blvd. Median - Baseline to 210 Fwy	GF/RDA/DF		125,000		
Downtown street improvements, furniture, signs, etc., per Specific Plan)	RDA		30,000		
Median island improvements - Fruit St. Amherst to Route 210 Fwy	GF/CDT		750,000		
Puddingstone median island improvements - Wheeler to Wright	DF				140,000
Arrow Highway median island improvements - White Ave. to East city limits	Grants/DF				120,000
Veterans Memorial	CD	60,000			
TOTAL		2,074,000	3,335,000	5,360,000	39,534,000

Funding Codes:

General Fund	GF
Park Development Fund	PDF
Gas Tax Fund	GT
Community Development Block Grant	CDBG
Asset Forfeiture Fund	AF
Water Fund	WF
Sewer Fund	SF
Storm Drain Fund	SDF
Federal & State Grants	Grants
Redevelopment Agency	RDA
Paramedic Service Fund	PS
Developer Funds	DF
Downtown Business Imprv. District	DBID
Fire Facility & Equipment Funds	FPE
Calif. Dept. of Transportation	CDT
Community Donations	CD
No Funding Source	NFS

City of La Verne

EQUIPMENT CAPITAL OUTLAY

City of La Verne

2011-12 BUDGET

CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
FIRE				
2002	Rescue 42 Equipment	\$2,500	\$0	\$0
	Thermal Imaging Cameras(2)	\$10,000	\$0	\$0
	High Rise Packs	\$3,300	\$0	\$0
2004	Rescue Randy Manikin	\$2,500	\$0	\$0
	Target Safety	\$8,700	\$0	\$0
2005	Storage Cabinets @ Station I	\$3,000	\$0	\$0
2006	Fire Investigation Kit	\$1,600	\$0	\$0
2009	Loan Payment #5 Engine E-61	\$101,082	\$101,082	\$101,082
	Replacement Hoses	\$5,000	\$0	\$0
	Gas Powered Fans(2)	\$3,300	\$0	\$0
	Equipment for New Engine	\$43,000	\$0	\$0
		\$183,982	\$101,082	\$101,082
POLICE				
2506	Copier Lease Payment	\$18,000	\$18,000	\$18,000
2519	Mobile Data Computers(13)	\$120,000	\$30,000	\$30,000
	Digital Telephone/Radio Recorder(1)	\$30,000	\$0	\$0
		\$168,000	\$48,000	\$48,000
PUBLIC WORKS				
4702	Park Maintenance Truck	\$23,000	\$0	\$0
		\$23,000	\$0	\$0
	TOTAL GENERAL FUND	\$374,982	\$149,082	\$149,082
SEWER FUND				
4402	Emergency Preparedness Supplies	\$1,000	\$1,000	\$1,000
		\$1,000	\$1,000	\$1,000
EQUIPMENT MAINTENANCE FUND				
4501	Auto and Equipment Replacement			
	Public Works Skiploader	\$77,000	\$77,000	\$77,000
	Fleet Maintenance Vehicle	\$24,500	\$24,500	\$24,500
	Streets Maintenance Vehicle	\$24,500	\$24,500	\$24,500
	Water Maintenance Vehicle	\$24,500	\$24,500	\$24,500
	Police Detective Vehicle	\$25,000	\$25,000	\$25,000
	Police Patrol Vehicle	\$27,000	\$27,000	\$27,000
	Police Patrol Vehicle	\$27,000	\$27,000	\$27,000
	Police Patrol Vehicle	\$27,000	\$27,000	\$27,000
	Police Patrol Vehicle	\$27,000	\$27,000	\$27,000
	Diesel Retrofits	\$31,000	\$31,000	\$31,000
		\$314,500	\$314,500	\$314,500
	TOTAL OTHER FUNDS	\$315,500	\$315,500	\$315,500
	TOTAL ALL FUNDS	\$690,482	\$464,582	\$464,582

City of La Verne

SPECIAL PROGRAMS

City of La Verne

SPECIAL PROGRAMS

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

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

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

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

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

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

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

City of La Verne

Special Programs

Summary

Funds 215, 222,
232, 234, 243 & 245

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	184,486	174,739	95,886	95,886
Other Operating Costs	1,168,788	1,003,863	832,695	832,695
Capital Outlay	608,525	259,300	9,100	9,100
Total:	1,961,799	1,437,902	937,681	937,681

Personnel Authorized	1.03	1.03	.54	.54
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Source of Funds:

HCD/CDBG	168,876	166,731	145,580	145,580
Bicycle Safety	0	0	0	0
PALTA	520,649	585,297	463,092	463,092
LACTC	1,096,249	643,874	292,909	292,909
AB 2766	152,025	21,000	21,000	21,000
DBID	24,000	21,000	15,100	15,100

TOTAL:	1,961,799	1,437,902	937,681	937,681
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City of La Verne

2011-2012 Budget
SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2010-2011	Project Description
<u>HCDA/CDBG FUND:</u>			
215-3401	Planning & Administration(D96316-10)*	10,918	Provide overall CDBG Admin.
215-3402	Tri-City Mental Health(D96317-10)*	11,837	Continue education outreach and mental health services to low-mod income residents.
215-3403	Senior Hot Lunches(D96318-10)*	10,000	Provide nutritious hot meals to seniors 5 days a week at the senior center.
215-3409	Funds Exchange	112,825	Continuation of project to exchange available CDBG funds for unrestricted general funds.
Total CDBG Projects		145,580	
* Denotes CDBG Project Number			
<u>PROPOSITION A FUND:</u>			
232-5501	Administration	18,517	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	142,000	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVT.A.
232-5509	Senior Citizen Bus Pass Subsidy	4,000	Continuation of subsidies for the purchase of transit bus passes by senior citizens.
232-5510	Get About Fare Subsidy	4,125	Continuation of project to provide subsidies for Get About dial-a-ride for seniors and handicapped citizens.
232-5511	Metrolink Pass Subsidy	60,000	Continuation of program to promote Metrolink ridership through pass subsidies.
232-5512	S.G. Valley COG	5,300	Participation costs associated with membership in Council of Governments.
232-5513	Recreational Transit Excursions	23,850	Continued funding for transportation of groups to recreational areas, cultural and special events.
232-5514	FHT Subsidy	5,300	Promote Foothill Transit ridership through pass subsidies.
232-5521	Funds Exchange	200,000	Continuation of project to exchange available Prop A transportation funds for unrestricted general funds.
Total Proposition A Projects		463,092	

City of La Verne

2011-2012 Budget
SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2010-2011	Project Description
<u>PROPOSITION C FUND:</u>			
234-5601	Administration	12,264	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	49,045	Continuation of Transit Store Annex in City Hall to disseminate transportation information to the public and process tickets, subsidies, etc..
234-5605	Transportation Demand Management Plan	500	Continuation of preparation, administration, and implementation of transportation demand policies and procedures related to reduction of traffic congestion and air quality improvements.
234-5611	Bus Stop Maintenance	5,000	Continuation of project to maintain public transit bus benches.
234-5512	Get About Capital Outlay	9,100	La Verne's share of capital expenditure costs for the purchase of vehicles by the PVTA.
234-5513	Get About	142,000	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVTA.
234-5615	Community Newsletter	4,000	Dissemination of transportation information through the City newsletter/recreation guide.
234-5621	Gold Line Feasibility Study	48,000	Planning for area around a Gold Line station in La Verne as part of a light rail line that runs from Ontario to Pasadena.
Total Proposition C Projects		<u>292,909</u>	
<u>AB2766 FUND:</u>			
243-3101	Mobile Source Air Pollution	21,000	Operating costs for activities to promote reduction in air pollution.
<u>DBID FUND:</u>			
245-3201	Downtown Business Improvement District	15,100	Operating costs for activities to promote the Downtown Business Improvement District.

City of La Verne

LA VERNE REDEVELOPMENT AGENCY

City of La Verne

BUDGET MESSAGE

2011-2012 Fiscal Year

La Verne Redevelopment Agency

427, 228, 329

Department

Cost Center No.

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

As required under the Health and Safety code, the Agency's budget for fiscal year 2011/2012 includes funding appropriations necessary for the production, improvement, or preservation of low and moderate income housing.

This past year has seen the very existence of the La Verne Redevelopment Agency threatened as part of the Governor's proposed budget. At this writing, elimination of Redevelopment Agencies is still being proposed statewide. This would be a tremendous loss to the La Verne community, given the Agency's past history and projected future accomplishments of providing for decent and affordable housing and facilitating economic development. The State of California's inability to control its own finances should not be an excuse to raid the funds of local government, but that is exactly what continues to occur. After a taking by the State of over \$2.4 million last year, the State has this year taken another nearly \$500,000, and elimination threatens to end the Agency's future altogether. This potential Agency "death penalty" is particularly frustrating as the State and local economy seem to be finally in a mode of recovery. Anticipated development in the coming year, at the residential, commercial, and industrial levels, is projected at levels not seen in La Verne in the last decade.

Despite such unanticipated and unacceptable fiscal raids, the Redevelopment Agency continues to operate in a fiscally prudent manner. This year's Agency budget reflects a reversal in terms of reducing the levels of personnel expenditures used to assist City functions. While such reductions require greater financial impacts to the City General Fund, the Agency hopes to continue this approach in coming years in order to safeguard services should Agency elimination and/or further takeaways prove a reality.

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

- Completion and Adoption of the Agency's 5-year Implementation Plan.
- Adoption of Infrastructure and Service agreements with the City in order to shelter existing financial commitments, anticipated infrastructure needs, and ongoing services.
- Attraction of major mixed-use development for the vacant Ford dealership site, including adoption of an affordable housing agreement, a development agreement addressing in-lieu sales tax payment, fire department services, and required traffic signal improvement.
- Reinstatement of the Housing Rehabilitation Grant program.
- Completion of the new Panera Bread Bakery and Café Restaurant at the northeast corner of Foothill Boulevard and Fruit Street, following demolition of the old Michael J's Restaurant.
- Near completion of Magnolia Court, a 101-unit senior condominium complex on Foothill.

City of La Verne

- Completion and opening of new restaurants in existing retail spaces including Chipotle, Café Cabo, Chamela Grill, and Sergio's Mexican restaurants.
- Participation and endorsement of the current Gold Line Light Rail Transit alternative for La Verne, including the potential for enhanced parking facilities in closer proximity to the proposed station.
- Continued support and staffing of events and improvements in Old Town La Verne.
- Maintained a strong economic development strategy, including a continued excellent relationship with the Chamber of Commerce and superior customer service.
- Continued participation with the International Council of Shopping Centers (ICSC). This provides the Agency an opportunity to network and encourage nationwide retailers and developers to locate and do business in La Verne.
- Hands-on assistance to attract and retain business, including numerous one-on-one meetings that include the Mayor, Council members, City Manager, and Community Development Director.

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

- Create a marketing and image plan for the City and Agency in order to better capitalize on economic development opportunities.
- Construction of the new La Verne Village, residential (172-unit) and commercial (15,000 sq.ft.) mixed-use development for the vacant Ford/Hyundai dealership site.
- Completion and opening of Marshall's department store and Staples office supplies in the former Vons supermarket building at Foothill and White.
- Planning and initiation of a new Trammell Crow industrial business park for the 23-acre former Metropolitan Water District (MWD) property on Puddingstone Drive, across from Brackett Airport.
- Completion and adoption of the Old Town/Gold Line Specific Plan, that will address Old Town and Fairplex-adjacent land use for the next 20 years, including transit oriented developments, mixed use development, and in conjunction with the anticipated Gold Line Light Rail station. Including attraction of potential transit-oriented development in close proximity to the Gold Line station site.
- Feasibility study for possible acquisition of the historic ULV Fruit Exchange Building.
- Consider a new, larger In-N-Out restaurant at Foothill and D Street.
- Consider a fast food restaurant to replace the vacant Shell Service Station at Foothill Blvd. and Damien Ave.
- Opening of new businesses in Old Town including a sports bar restaurant, Chase's-a new wine themed restaurant, and the potential for two new wine tasting shops.
- Consider Support/Transitional Housing development for the David and Margaret Home.
- Continue to provide proactive economic development emphasis for the following sites: 1) Regal sites, 2) vacant Marshalls building, and 3) the vacant Vons store and vacant restaurant at Wheeler and Foothill. These sites will continue to constitute a major focus for the Agency in the coming year.
- Attempt re-initiation of economic development grants in Old Town under a Facade Easement program.
- Undertake community streetscape improvements where feasible, including a decorative banner pole installation at Arrow Hwy. & D St. in conjunction with the Old Town merchants and University of La Verne.

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

City of La Verne

La Verne
Redevelopment Agency
 Department

Summary

 Cost Center

3500 & 3600

 Series
 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Revise and adopt an Economic Strategy which meets current City and Agency objectives.
2. Implement owner participation agreements, disposition/development agreements.
3. Implement the Capital Improvement Program (CIP).
4. Implement a Façade Easement Program for Old Town.
5. Create new community events sign at City Hall

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,045,331	984,572	781,265	781,265
Other Operating Costs	3,188,983	3,295,913	3,281,913	3,281,913
Capital Outlay	0	0	0	0
Total:	4,234,314	4,280,485	4,063,178	4,063,178

Personnel Authorized	10.57	11.02	9.10	9.10
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Source of Funds:

LVRA General	847,916	834,088	691,327	691,327
Low/Mod Housing	1,506,398	1,466,397	1,391,851	1,391,851
LVRA Debt Service	1,880,000	1,980,000	1,980,000	1,980,000
TOTAL:	4,234,314	4,280,485	4,063,178	4,063,178

City of La Verne

DETAIL OF SALARIES & WAGES

La Verne Redevelopment Agency Department	Summary Cost Center	3500 & 3600 Series Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager/Exec. Dir.	.70	.70	.60	.60
Asst. City Manager	.35	.00	.00	.00
Comm. Dev. Director	.90	.90	.80	.80
Finance Officer	.45	.45	.30	.30
Info. Systems Admin.	.05	.05	.00	.00
Principal Planner	.90	.90	.80	.80
City Clerk	.10	.10	.10	.10
Senior Planner	.00	.00	.00	.00
Accounting Manager	.37	.37	.20	.20
Associate Planner	.80	1.60	1.00	1.00
Assistant Planner	.70	.00	.00	.00
Deputy City Clerk	.25	.00	.00	.00
Assistant to the City Clerk	.00	.25	.00	.00
Admin Secretary	.70	.70	.70	.70
Executive Assistant to the City Manager	.30	.00	.00	.00
Admin. Clerk I	1.00	1.00	1.00	1.00
Police Services Technician	.50	.50	.50	.50
Account Clerk II	.10	.00	.00	.00
Account Clerk III	0.00	0.10	.00	.00

TOTAL FULL-TIME	8.17	7.62	6.00	6.00
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REGULAR PART-TIME				
Graduate Planning Intern	0.00	0.00	0.00	0.00
Planning Intern	1.00	2.00	2.00	2.00
Clerical Assistant I	1.00	0.00	0.00	0.00
Clerical Assistant II	0.00	1.00	1.00	1.00
Administrative Clerk I	0.10	0.10	0.10	0.10
Administrative Clerk II	0.30	0.30	0.00	0.00

TOTAL REG. PART-TIME	2.40	3.40	3.10	3.10
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TOTAL POSITIONS	10.57	11.02	9.10	9.10
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APPROPRIATIONS				
SALARIES & WAGES	750,929	687,323	550,670	550,670
OVERTIME	0	0	0	0
BENEFIT COSTS	294,402	297,249	230,595	230,595
TOTAL PERSONNEL SERVICES	1,045,331	984,572	781,265	781,265

City of La Verne

La Verne
Redevelopment Agency
Department

Administration
Cost Center

3500 Series
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Implement the Foothill Boulevard Specific Plan, Arrow Corridor Specific Plan, and Economic Development Action Plan.
2. Revise and adopt economic strategy.
3. Implement a Façade Easement Program for Old Town.
4. Create new community events sign at City Hall

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	435,221	419,150	296,389	296,389
Other Operating Costs	412,695	414,938	394,938	394,938
Capital Outlay	0	0	0	0
Total:	847,916	834,088	691,327	691,327

Personnel Authorized	3.19	3.09	2.10	2.10
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Source of Funds:

LVRA General and Debt Services	847,916	834,088	691,327	691,327
TOTAL:	847,916	834,088	691,327	691,327

City of La Verne

DETAIL OF SALARIES & WAGES

La Verne
Redevelopment Agency
Department

Administration
Cost Center

3500 Series
Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager/Exec. Dir.	.40	.40	.30	.30
Comm. Dev. Director	.40	.40	.35	.35
Finance Officer	.15	.15	.05	.05
Principal Planner	.40	.40	.40	.40
Senior Planner	.00	.00	.00	.00
Associate Planner	.30	.60	.20	.20
Assistant Planner	.20	.00	.00	.00
Deputy City Clerk	.17	.00	.00	.00
Assistant to the City Clerk	.00	.17	.00	.00
Accounting Manager	.17	.17	.10	.10
Admin. Secretary	.20	.20	.20	.20
Executive Assistant to the City Manager	.10	.00	.00	.00
Asst. City Manager	.10	.00	.00	.00
Account Clerk II	.10	.00	.00	.00
Account Clerk III	.00	.10	.00	.00
Police Services Technician	.50	.50	.50	.50

TOTAL FULL-TIME	3.19	3.09	2.10	2.10
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REGULAR PART-TIME

TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
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TOTAL POSITIONS	3.19	3.09	2.10	2.10
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APPROPRIATIONS

SALARIES & WAGES	308,255	286,827	203,389	203,389
OVERTIME	0	0	0	0
BENEFIT COSTS	126,966	132,323	93,000	93,000
TOTAL PERSONNEL SERVICES	435,221	419,150	296,389	296,389

City of La Verne

La Verne
 Redevelopment Agency
 Department

Administration

 Cost Center

3501

 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	365,732	346,967	230,340	230,340
Other Operating Costs	238,195	240,438	240,438	240,438
Capital Outlay	0	0	0	0
Total:	603,927	587,405	470,778	470,778
Personnel Authorized	2.69	2.79	1.63	1.63
Source of Funds:				
LVRA General	603,927	587,405	470,778	470,778
TOTAL:	603,927	587,405	470,778	470,778

City of La Verne

La Verne
Redevelopment Agency
 Department

Administration

 Cost Center

3501

 Cost Center No.

Units of Measure

	2008-2009	2009-2010	2010-2011	2011-2012 (est)
OPA's (approved)	0	1	0	1
(URM)	0	0	0	0
(Façade)	0	0	0	0
(Other)	0	0	0	0
Capital Improvement Projects	0	0	0	1

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Operational costs include funding for contractual services/ Hinderliter/ Property tax consultant (3,000); normal engineering, architectural and landscape services (12,000); legal expense (12,000); insurance (18,000); auditing (4,500); CFD Fees for Lots 1 & 2 (33,000); property tax administrative fees (82,000); and a new community message sign at City Hall (30,000).

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations

City of La Verne

La Verne
 Redevelopment Agency
 Department

Cultural Resources/Preservation

3502

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	12,461	13,137	13,106	13,106
Other Operating Costs	21,500	21,500	21,500	21,500
Capital Outlay	0	0	0	0
Total:	33,961	34,637	34,606	34,606
Personnel Authorized	0.10	0.10	0.10	0.10
Source of Funds:				
LVRA General	33,961	34,637	34,606	34,606
TOTAL:	33,961	34,637	34,606	34,606

City of La Verne

La Verne
Redevelopment Agency
Department

Cultural Resources/Preservation

Cost Center

3502

Cost Center No.

Units of Measure

	2008-2009	2009-2010	2010-2011	2011-2012 (est)
1. Counter, Phone inquiries	125	125	125	125
2. Archival research and product purchase; reproductions; photography; artifact purchase	75	75	75	75
3. Mills contracts, survey reports, designations	2	2	2	2
4. Design consultations	15	15	15	15
5. CEQA determinations; PC/CC meetings and preparations, outside presentations	2	2	2	2

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Funding levels as requested

City of La Verne

La Verne
Redevelopment Agency
Department

Economic Development
Cost Center

3503
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	57,028	59,046	52,943	52,943
Other Operating Costs	153,000	153,000	133,000	133,000
Capital Outlay	0	0	0	0
Total:	210,028	212,046	185,943	185,943
Personnel Authorized	0.40	0.40	0.37	0.37
Source of Funds:				
LVRA General	210,028	212,046	185,943	185,943
TOTAL:	210,028	212,046	185,943	185,943

City of La Verne

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

	2008-09	2009-2010	2010-2011	2011-2012 (est)
Owner Participation Agreements & Commercial Rehabilitation	0	1	1	1
Marketing Packages & Proposals	10	20	20	20

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Operating funds include general promotions and marketing, business recruitment and retention, owner participation agreements and other non-capital costs needed to implement the City's Economic Development Action Plan. Further work on the draft Old Town La Verne Specific Plan is also included in this cost center.

Capital Improvement Project:

City Manager Recommendations

Adjust personnel allocations and reduce other operating costs

City of La Verne

La Verne
Redevelopment Agency
Department

Low/Mod Adm. Housing
Cost Center

3605
3606, and 3607
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

	<u>Current Budget</u>	<u>Department Request</u>	<u>Manager Recommendation</u>	<u>Council Approved</u>
Budget Distribution				
Personnel Services	610,110	565,422	484,876	484,876
Other Operating Costs	896,288	900,975	906,975	906,975
Capital Outlay	0	0	0	0
Total:	1,506,398	1,466,397	1,391,851	1,391,851
Personnel Authorized	6.98	6.98	7.00	7.00
Source of Funds:				
Low/Mod Housing Fund	1,506,398	1,466,397	1,391,851	1,391,851
TOTAL:	1,506,398	1,466,397	1,391,851	1,391,851

City of La Verne

DETAIL OF SALARIES & WAGES

La Verne
Redevelopment Agency
Department

Low/Mod Admin. Housing
Cost Center

3605
3606 & 3607
Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget

City Manager/Exec. Dir.	.30	.30	.30	.30
Asst. to the City Manager	.25	.00	.00	.00
Comm. Dev. Director	.50	.50	.45	.45
Finance Officer	.30	.30	.25	.25
City Clerk	.10	.10	.10	.10
Principal Planner	.50	.50	.40	.40
Senior Planner	.00	.00	.00	.00
Accounting Manager	.20	.20	.10	.10
Assoc. Planner	.50	1.00	.80	.80
Assistant Planner	.50	.00	.00	.00
Deputy City Clerk	.08	.08	.00	.00
Executive Assistant to the City Manager	.20	.00	.00	.00
Info. Sys. Administrator	.05	.05	.00	.00
Administrative Secretary	.50	.50	.50	.50
Admin. Clerk I	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	4.98	4.53	3.90	3.90
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REGULAR PART-TIME

Planning Intern	1.00	2.00	2.00	2.00
Clerical Assistant I	1.00	0.00	0.00	0.00
Clerical Assistant II	0.00	1.00	1.00	1.00
Administrative Clerk I	0.10	0.10	0.10	0.10
Administrative Clerk II	0.30	0.30	0.00	0.00

TOTAL REG. PART-TIME	2.00	3.40	3.10	3.10
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TOTAL POSITIONS	6.98	7.93	7.00	7.00
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APPROPRIATIONS

SALARIES & WAGES	442,674	400,496	347,281	347,281
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OVERTIME	0	0	0	0
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BENEFIT COSTS	167,436	164,926	137,595	137,595
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TOTAL PERSONNEL SERVICES	610,110	565,422	484,876	484,876
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City of La Verne

La Verne Redevelopment Agency Department	Low/Mod Administration Housing Cost Center	3605 3606 & 3607 Cost Center No.
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<u>Units of Measure</u>	2008-2009	2009-2010	2010-2011	UNITS SERVED	COST CENTER
Low Mod Loans & Grants	150,000	150,000	100,000	15	3605

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Annual Audit - 4,500 (3605)
 Property Tax Consultant Fees - 3,000 (3605)
 Legal Fees - 15,000 (3605)
 Contract/Professional Services - 150,000 (3606)
 Insurance - 16,000 (3605)
 Graffiti Removal - 45,000 (3605)

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations and other operating costs

City of La Verne

La Verne
Redevelopment Agency
Department

Low/Mod Debt Service
Cost Center

3607
Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	350,000	350,000	350,000	350,000
Capital Outlay	0	0	0	0
Total:	350,000	350,000	350,000	350,000
Personnel Authorized	0.00	0.00	0.00	0.00
Source of Funds:				
Low/Mod Housing Fund	350,000	350,000	350,000	350,000
TOTAL:	350,000	350,000	350,000	350,000

City of La Verne

La Verne
Redevelopment Agency
Department

LVRA Debt Service
Cost Center

3550
Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	1,880,000	1,980,000	1,980,000	1,980,000
Capital Outlay	0	0	0	0
Total:	1,880,000	1,980,000	1,980,000	1,980,000
Personnel Authorized	0.00	0.00	0.00	0.00
Source of Funds:				
LVRA Debt Service	1,880,000	1,980,000	1,980,000	1,980,000
TOTAL:	1,880,000	1,980,000	1,980,000	1,980,000

City of La Verne

LA VERNE REDEVELOPMENT AGENCY DEBT SERVICE 2011-12 FISCAL YEAR

Date Term	Original Amount	Principal Balance	Principal Due	Interest Due	Total Payable
		6-30-11	2011-12	2011-12	2011-12
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a – 07-01-85 27 years	2,571,854	2,539,287	105,000	295,000	400,000
b – 07-29-10 1 year	400,000	400,000	400,000	32,000	432,000
– 07-01-05 10 years	1,540,000	551,365	130,000	22,000	152,000
c – 02-06-06 5 years	300,000	24,000	24,000	0	24,000
d – 05-11-09 9 years	2,777,000	2,338,000	238,000	101,000	339,000
e – 10-19-09 10 years	395,000	355,000	40,000	0	40,000
– 10-19-09 10 years	150,000	120,000	15,000	0	15,000
f – 05-17-10 5 years	2,400,000	1,920,000	480,000	0	480,000
– 05-16-11 5 years	490,000	490,000	98,000	0	98,000
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Totals	\$ 11,023,854	\$ 8,737,652	\$ 1,530,000	\$ 450,000	\$ 1,980,000

a – Owner Participation Agreement, La Verne Towne Center Associates, 100% of net increment revenue.

b – Loan, City of La Verne advance of funds.

c – Owner Participation Agreement, Intelli-Tech, 50% of sales tax applied towards economic development assistance.

d – Reimbursement Agreement, City of La Verne, for construction, installation and reimbursement of prior expenditures relating to the San Polo (Koll) Business Park and various agency public improvements.

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

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