



City of La Verne



Annual Budget 2013-2014

City of La Verne

ANNUAL BUDGET 2013-2014 FISCAL YEAR

Don Kendrick
Mayor

Charles Rosales
Mayor Pro Tem

Robert Rodriguez
Council Member

Robin Carder
Council Member

Donna Redman
Council Member

Robert Russi
City Manager

Ronald Clark
Finance Officer

Jeanette Vagnozzi
City Clerk

DEDICATION

In Memory of
Council Member Robert F. Rodriguez
1929-2013

Council Member Robert Rodriguez was the longest serving elected official in the history of La Verne with 31 years on the City Council. Robert grew up in La Verne and experienced the changes in La Verne from the citrus groves of the past to the thriving residential community it is today. He was part of the vision and dynamic decisions that helped shape and change La Verne in positive ways. He understood the importance of balancing the services provided to the residents with fiscal responsibility. His ability to identify alternative funding sources was instrumental in bringing several programs and projects to fruition that will benefit the community for years to come. In good times and challenging times, you could always count on Robert's good nature to lighten the mood and bring people together with laughter. His personality, care for this community, and life of community service earned him the self and Council proclaimed distinction as the "Pride of La Verne." Robert is missed by his entire family at the City of La Verne; but his legacy of service and joyfulness will always remain.

COVER PHOTO

The cover photo is a picture of the La Verne Veterans Memorial dedicated on May 27, 2013. This memorial, built primarily with donations, honors the residents of La Verne who gave the ultimate sacrifice for our freedom. In addition, it celebrates the service of all military personnel for their courage, honor, and commitment. This project has been in development since 2009 and will continue to evolve as a place where people may gather to remember or celebrate the service of a loved one, where veterans can gather and share their experiences, and where our youth will play and learn about the service of the veterans in our community.

RESOLUTION NO. 13-56

1 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS
2 ANGELES, STATE OF CALIFORNIA, ADOPTING A BUDGET FOR THE 2013-14 FISCAL
3 YEAR

4 **WHEREAS**, the City Manager submitted a proposed budget for the 2013-14 fiscal
5 year; and

6 **WHEREAS**, on June 17, 2013, the City Council held a study session on the
7 proposed budget and made revisions thereto; and

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

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

11 **Section 1.** That revised figures prepared and submitted for the 2013-14 budget be
12 and the same are hereby, in all things, approved and appropriated and any necessary transfers
13 between accounts and funds is hereby authorized, approved, and appropriated.

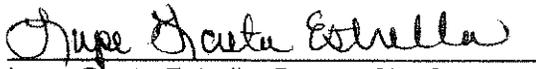
14 **Section 2.** That the budget proposed by the City Manager for the fiscal year
15 commencing on July 1, 2013, as revised by the City Council, be and the same, with proposed
16 net City expenditures totaling \$45,379,574; is hereby approved, adopted and appropriated.

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

19 **PASSED, APPROVED AND ADOPTED** this 17th day of June, 2013.

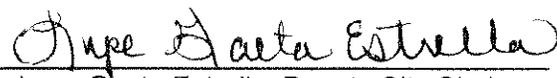
20 
Mayor Don Kendrick

21 ATTEST:

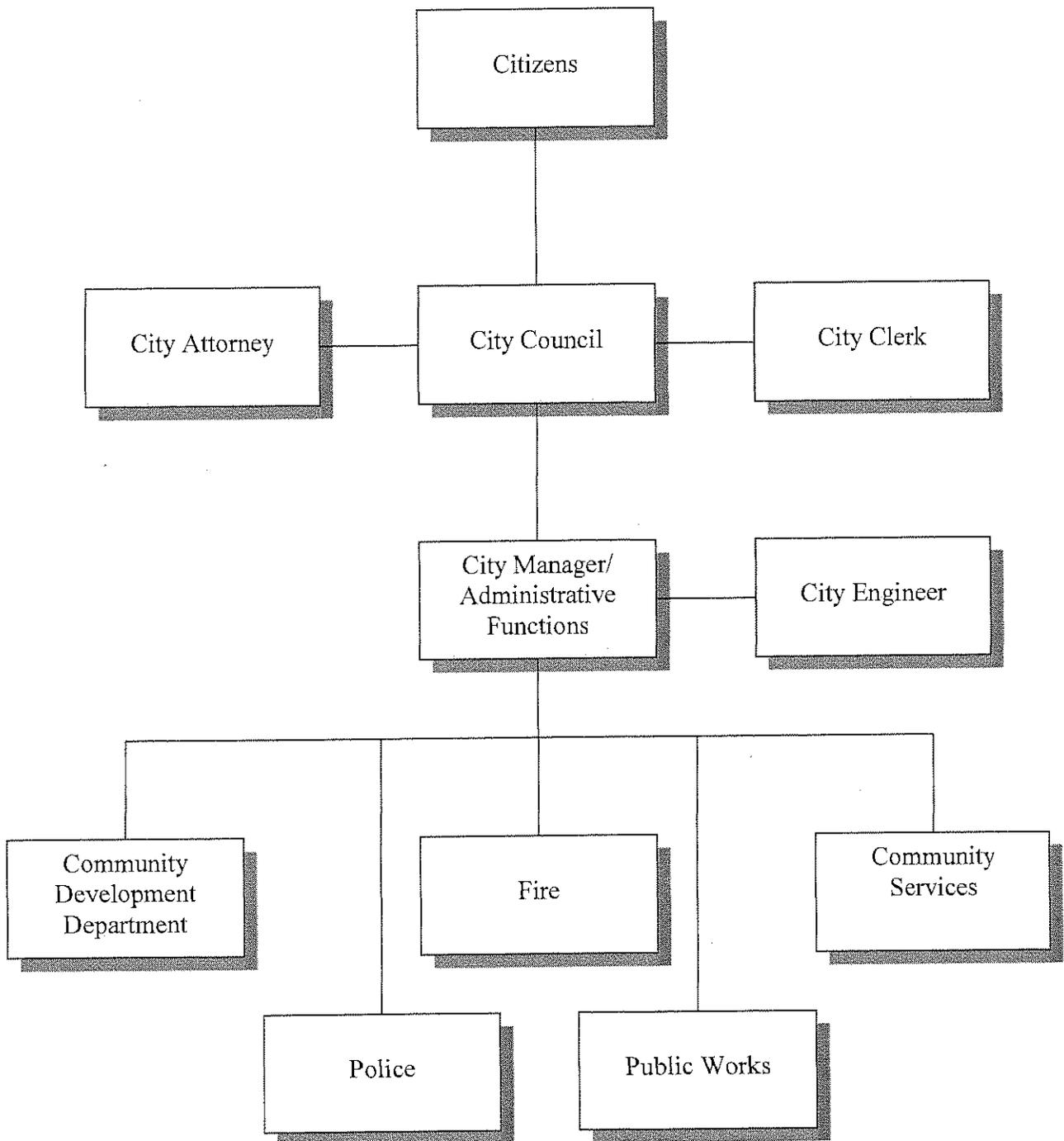
22 
23 Lupe Gaeta Estrella, Deputy City Clerk

24 I hereby certify that the foregoing **Resolution No. 13-56** was duly and regularly adopted by the
25 City Council of the City of La Verne at a meeting thereof held on the **17th day of June, 2013**, by
26 the following vote:

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

30 
31 Lupe Gaeta Estrella, Deputy City Clerk

City of La Verne



City of La Verne

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City of La Verne

BUDGET MESSAGE 2013-14 Fiscal Year

Honorable Mayor and Members of La Verne City Council:

SUMMARY

I am pleased to present the City Council with the attached 2013-14 budget which represents funding for all operational and capital activities of the City for the coming year. The enclosed spending plan ensures the existing level of services will be maintained and most importantly without any use of reserves. In summary, funding for activities supported by the General Fund is \$29.1 million. While the budget does again rely on temporary measures to meet obligations, the level of one time "fixes" has again been reduced from what was utilized in prior years.

Two key elements of one-time fixes included are higher than normal building permit revenues and the use of savings from the prior year. The City is yet again benefitting from improved development activity. This is the result of several housing projects getting underway as well as the expected commencement of the La Verne Technology Center adjacent to the San Polo Business Park. Additionally, careful budget management at the department level has allowed the City to keep 2012-13 expenditures below budgeted authority, providing a savings of approximately \$400,000.

Also included in this budget is more than \$1.3 million of new expenditures or significant increases in existing ones. While some are not expected to be reoccurring (increased payments for workers' compensation and general liability insurance) most will be a burden on future budgets (i.e. increases in health insurance premiums and funding commitment for future equipment replacement and capital improvement projects).

REVENUES

In the aggregate it is projected that sufficient resources will be collected to support the General Fund activities and are expected to exceed last year's adopted budget. While projected resources will allow for a balanced budget there is concern as the overall growth in revenues, 1.3%, does not keep pace with the 1.6% growth of expenses. Also a majority of the increase in revenues is the result of building permit revenue which is not reoccurring. So, as detailed below, even this modest growth under the status quo, may not be sustainable in the future.

A majority of the increase in building permit revenues is attributed to two projects, Trammell Crow's 23 acre Technology and Trade Center in San Polo Business Park and the Olson Company's 66-unit housing project on 7.5 acres behind Edwards Cinema. Through these projects, the City is expected

City of La Verne

to yield over \$750,000 more in revenue than a typical year's building permit receipts. So while the added revenue is welcome, we cannot expect that the level will be repeated. Because of this, as explained at the end of this message, steps to find replacement revenues will be needed.

Sales tax revenue is again expected to be slightly improved over the prior year but is still \$400,000 less than what was collected at the peak in 2008. While indications are there will continue to be a steady recovery, any significant growth in sales tax would only result in the form of an unusually large sales tax producer opening in the City. As Council is aware the City's marketing efforts have been stepped up to that end and will continue. However, certain limitations create a perception with national retail site selectors that our Foothill Blvd. corridor is less appealing in terms of potential sales production than existing power centers in our surrounding communities. It is through these new marketing efforts that we hope we can change that opinion by highlighting strengths and benefits our commercial area offer to potential retailers.

Property tax is also expected to be \$200,000 more than the prior year. This increase is the result of us now having a better understanding of how future disbursements of property tax will occur as a result of the elimination of redevelopment agencies. Additionally, as we look ahead, new and anticipated development of larger projects should have an ongoing positive effect as revaluation of these properties should yield greater property taxes for the City.

Additionally, through an effort to ensure revenue opportunities are being maximized, favorable returns have resulted through an examination of business license activity. By engaging the services of an outside firm to verify all businesses are appropriately paying business license taxes the City is expected to increase revenues from business license by \$20,000 - \$30,000.

Alternatively, two previously reliable sources have been reduced, or eliminated. Changes in federal guidelines have eliminated the City's ability to trade CDBG funds that are unprogrammed. In the past, this practice has generated \$50,000 to \$75,000 that was used to offset General Fund expenses while usually reliable grant reimbursements for task force positions have been drastically reduced.

EXPENDITURES

The \$29.1 million needed to fund all General Fund supported activities represents an increase of only 1.6% over the prior year. When taking into consideration that \$1.3 million of increases is the

City of La Verne

result of required obligations or costs passed on by others, department requests are actually at or below the prior year.

The most significant aspect of these increases can be categorized in the area of personnel and falls primarily within benefits. While workers compensation and health insurance premiums make up the majority, increased payments for the retirement system are also a factor. In total these three components result in \$725,000 of added costs to the City. Additional factors related to these increases include a higher payment to meet obligations for replacement of City equipment in the future and satisfying the Council's commitment to fund the previously approved 5-year capital improvement program.

Fortunately, in anticipation of some of these increases, the Council implemented several measures to avoid major impacts to operations. The most effective of those being authorizing another round of incentivized retirements which netted a savings of over \$300,000 for the two budget cycles and resulted in a reduction of full time positions from 159 to 157. Additionally, the continued effort of transferring the employee's portion of retirement costs back to the respective members is also helping to bridge the funding gap while not affecting services to the residents.

Other personnel related changes incorporated in this budget include moving of a sworn officer position from Asset Forfeiture back to the General Fund. This was deemed necessary as grant funding opportunities were lessening and resulted in reducing our compliment of task force assignments and moving a position back to patrol. Additionally, funding is included for reclassifying the position of City Clerk to Assistant to the City Manager to accommodate the anticipated redistribution of duties throughout Administration. Also an effort to minimize impacts of the latest changes associated to national health care reform, scheduling of part time employees will be restricted to 28 hours as new guidelines require those who work 30 or more hours will be eligible for City funded health insurance coverage.

PROPOSED CAPITAL EQUIPMENT PURCHASES AND CAPITAL PROJECTS

Capital equipment purchases for the General Fund at \$89,000 are minimal and most others being proposed were allocated to other funds where deemed appropriate. In summary, purchases for all funds totaled \$356,000 with the majority of those purchases (\$220,000) related to replacement of City vehicles that are beyond useful service.

City of La Verne

Additionally, there is approximately \$3.8 million of capital improvement projects included in this year's budget. While the following list reflects some of the major projects that are expected to take place in the coming year, the most noteworthy aspect is these projects also represent the first year of the City's recently adopted Capital Improvement Program. This program which is under a separate document provides a five year outlook of projects, and their associated costs, that the City expects to undertake. Through this effort City Council and staff will be able to better prepare with the allocation of resources in both staffing and finances to take on these projects without placing significant burdens on regular operations. In summary, it is anticipated that over the next five years the City will complete 53 of projects totaling \$20.7 million across all funds. In order to help achieve this, the City Council has made a commitment to direct at least \$200,000 annually from the General Fund towards these upcoming projects.

<u>Major Projects for 2013-14</u>	<u>Allocation</u>	<u>Funding Source</u>
Pavement Management Program	\$725,000	Gas Tax/Measure R
Solar Panels at City Yard	\$325,000	General
Sidewalk Rehabilitation	\$50,000	CDBG
Upgrades to SCADA System	\$100,000	Water
Sports Lighting for Campus West	\$550,000	Parks Development
Tot Lot Replacement (Two Parks)	\$125,000	Parks Development
Replacement of Shelters at Las Flores	\$200,000	Parks Development

The above reflects only the major projects that are to be initiated in the coming year. In total, this year there are 24 projects or allocations to future projects that will be supported through the 2013-14 CIP.

FUTURE OUTLOOK/CONCLUSION

Although this budget does require one time resources to be balanced, the amount needed has been reduced by \$800,000 over the previous two budget cycles and is moving in the direction of the Council's goal established during the 2012 strategic planning workshop of bringing ongoing resources in line with expenditures. While I am pleased that the many measures implemented to this point have proved helpful, completely fulfilling the goal and eliminating the remaining \$1.1 million will be a journey. We have the framework of a plan to help us get there; however, there are several obstacles on the horizon that will make accomplishing that goal more difficult.

City of La Verne

While several opportunities lie within the context of maximizing existing revenue streams we need to recognize that normal growth in these sources cannot be expected to fill this gap as that growth is needed to offset usual rising costs of providing services. Considering that, we must look for those opportunities that are beyond that natural growth pattern and most importantly are sustainable.

Updating and Review of Business Licensing – As stated above, the effort of examining business license activity achieved favorable results that should provide an ongoing increase in that revenue. However, it was noted as part of that process that the City's existing business license code has not been revisited in over 20 years. A preliminary review has concluded that by updating the code to current standards and bringing calculations inline with surrounding agencies a substantial increase in that revenue could be achieved. While that can only be done at a municipal election it is an effort that I will encourage the Council to consider.

Property Tax – One of the benefits of dissolution of the Redevelopment Agency is that additional property tax will be made available to the City for operational purposes. While it does not offset what was lost, it is a positive consequence just the same. Given this, and the fact that the City has several large projects that will be undertaken or completed during the next 12 – 18 months, the City's property tax revenue is expected to grow by \$200,000 when the current projects are fully valued and taxed by the County Assessor.

Community Facilities District (CFD) 90-1 – When the San Polo business park was developed the City Council at that time had the foresight to establish a CFD for the purposes of funding a portion of the salaries for the services to be provided to that new development. While most of the assessed area is built out there are still several parcels that are scheduled for development in the coming year. Once completed and included in the district they will generate approximately \$200,000 of added revenue to offset applicable public safety costs.

Unfortunately, counter to the above, are obstacles that will work against these efforts. These are expenses that over the next 5 years are expected to increase beyond the normal pattern and will further complicate the ability to balance the budget. What is most troubling is these expenses will be reoccurring and compounding. Also the fact that they are related to personnel makes them expenses that cannot be reduced or changed without reopening or renegotiating existing labor agreements. As a service related industry it is expected that labor is one of the predominant expenses of the City. While we have done a good job over the last five years of reducing payroll primarily through

City of La Verne

reduction in the City's workforce, increases in other compensable benefits have effectively neutralized any savings that would be achieved from that effort.

In short, a majority of these increases have been and are expected to continue in two main areas, health insurance premiums and payment to Cal PERS for pension obligations. Since the passage of the affordable health care act, the City's costs for health insurance have steadily risen. This current year includes a 10% increase which adds \$170,000 to City expenses. Projections from our brokers are that as the remaining provisions of this new legislation are implemented it is expected that cost for coverage will continue to increase in a similar manner.

Additionally, and of greater magnitude, is the increasing cost to fund the City's pension system. Although the State recently adopted pension reform, it will take years before there are tangible effects from these changes. In the meantime, Cal PERS is continuing to refine its assumptions and calculations in an effort to ensure there is adequate funding for the system in the future. The effect of these changes is that rates will continue to rise for the foreseeable future. Based on a recent communication from Cal PERS staff estimates that, each year for the next five, rates for La Verne's safety members will increase 2% while that of miscellaneous employees will grow by 1%. This means that each year we can expect PERS costs will grow by approximately \$200,000 or \$1,000,000 by 2018. Given that on average the City currently pays \$51,000 in benefits for every \$100,000 of salary if these two occur as predicted, that ratio will continue to increase.

All this being taken into account leaves me concerned. Although we will continue to make strides and implement a plan to provide balanced budgets, these factors will continue to hinder those efforts. While I expect we will continue to find ways to maximize revenues it is not realistic to expect that we will be able to find new revenues streams to offset these growing costs and fill that remaining budget gap. As such and regrettably, at a minimum the existing cost sharing approaches need to be maintained and, if this trend continues, expanded upon in order for the City to remain fiscally solvent.

While it is my signature that gets put on this message, it could not be done without the work and dedication of an entire team who understands that we can only successfully meet the needs of this community as a balanced organization and not by advancement of an individual department. Therefore, it should not go unstated that compliments about this document and its contents go to the department heads and their staff for their dedication and focus on that greater goal. It is their careful analysis that ensures requests are reasonable and will suit their operational needs, and their

City of La Verne

constant oversight throughout the year that keeps us at or under budget. Without that dedication it would not be possible to present the Council with such a document.

Lastly, I want to acknowledge the City Council for their leadership and for making efficient and cost effective government a priority. This group has been faced with some of our most challenging financial times over recent years. Times of such challenges have a tendency to create conflict and division. We have had neither. I believe your guidance and supportive approach are in part what has enabled us to successfully navigate through these struggles in a unified productive approach. I feel that I am fortunate to be part of such a good group and am constantly reminded of that by the efforts of all.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Russi". The signature is stylized with a large initial "R" and a cursive "Russi".

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:

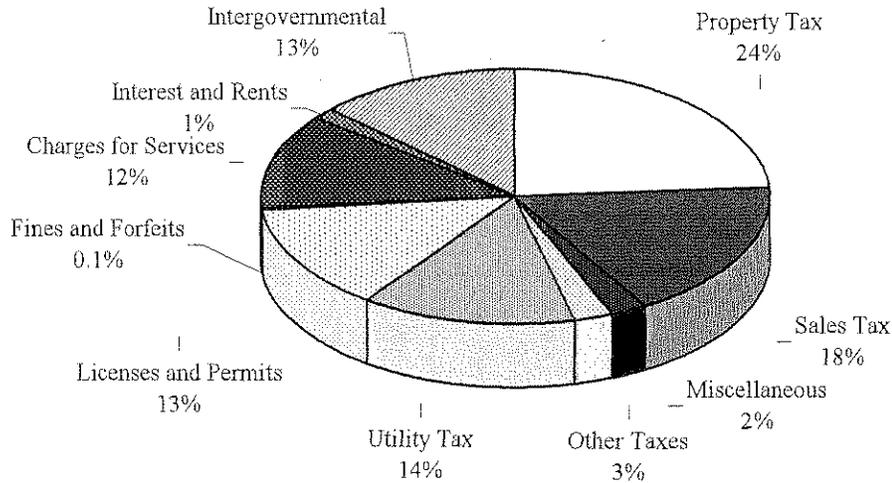
Being a “Full Service” City – Services are provided through a combination of internal departments staffed by City of La Verne employees and contracts with outside entities. The basis for this method of operation is the belief that City departments and employees are often more responsive to the needs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

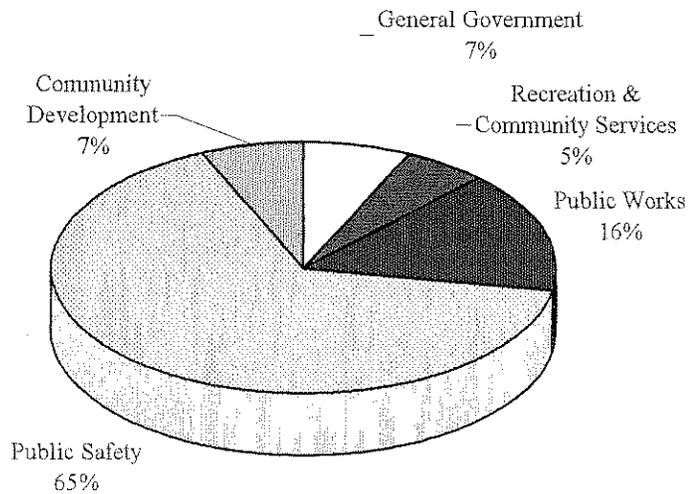
Where the money comes from
2013-14 Budget

General Fund Sources of Revenue



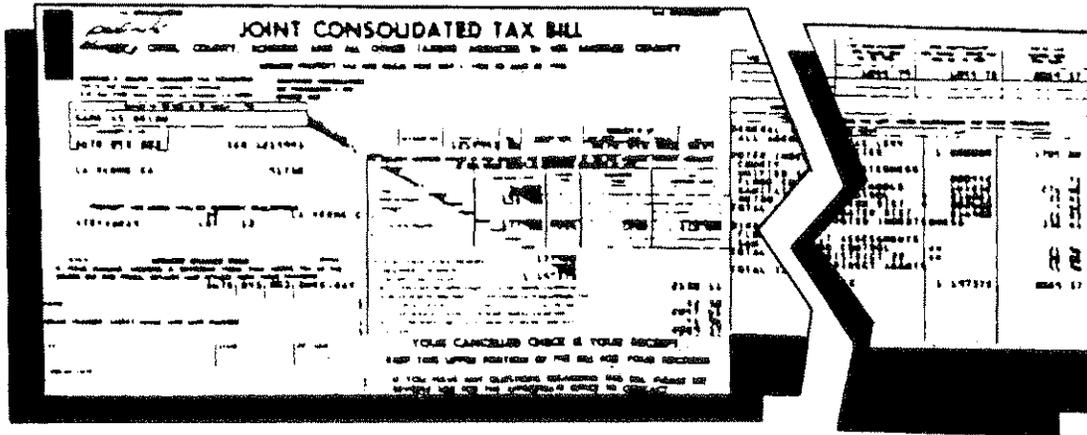
Where the money goes
2013-14 Budget

General Fund Uses of Revenue



Excluding refuse and recycling pass thru

City of La Verne



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

CITY OF LA VERNE
\$359.41 – 17.2%

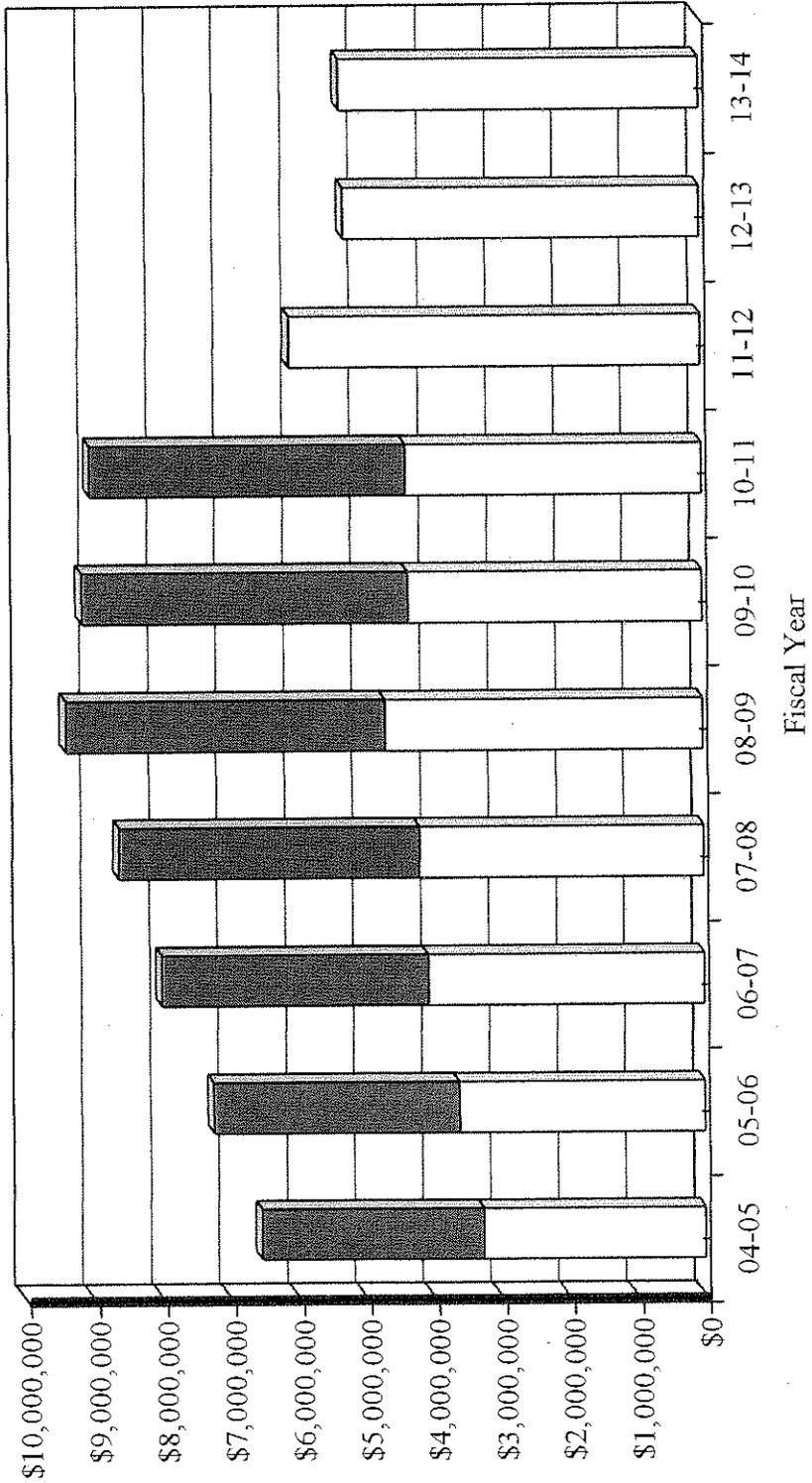
NOTE:

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

A TYPICAL TAX BILL

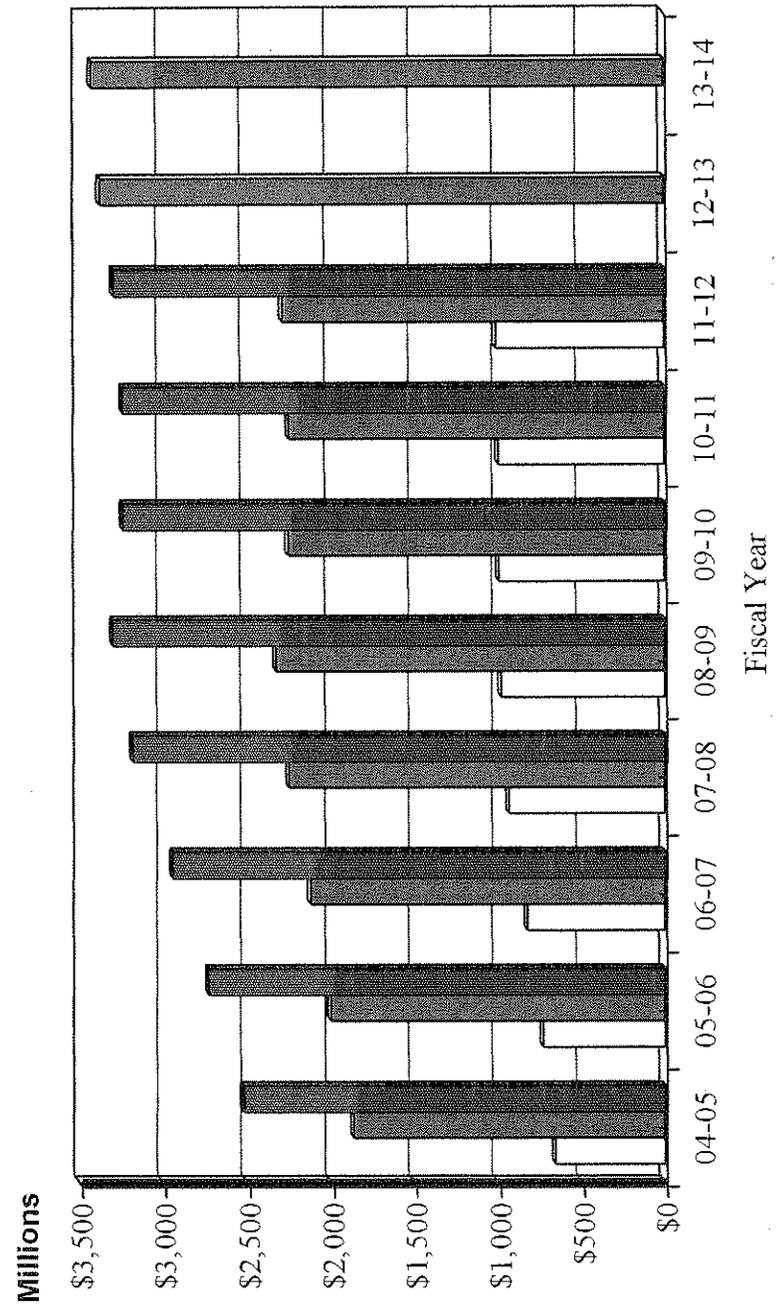
CITY OF LA VERNE Property Taxes Collected

LVRA
 City



CITY OF LA VERNE Assessed Valuation

□ LVRA
 ■ City
 ■ Total



City of La Verne

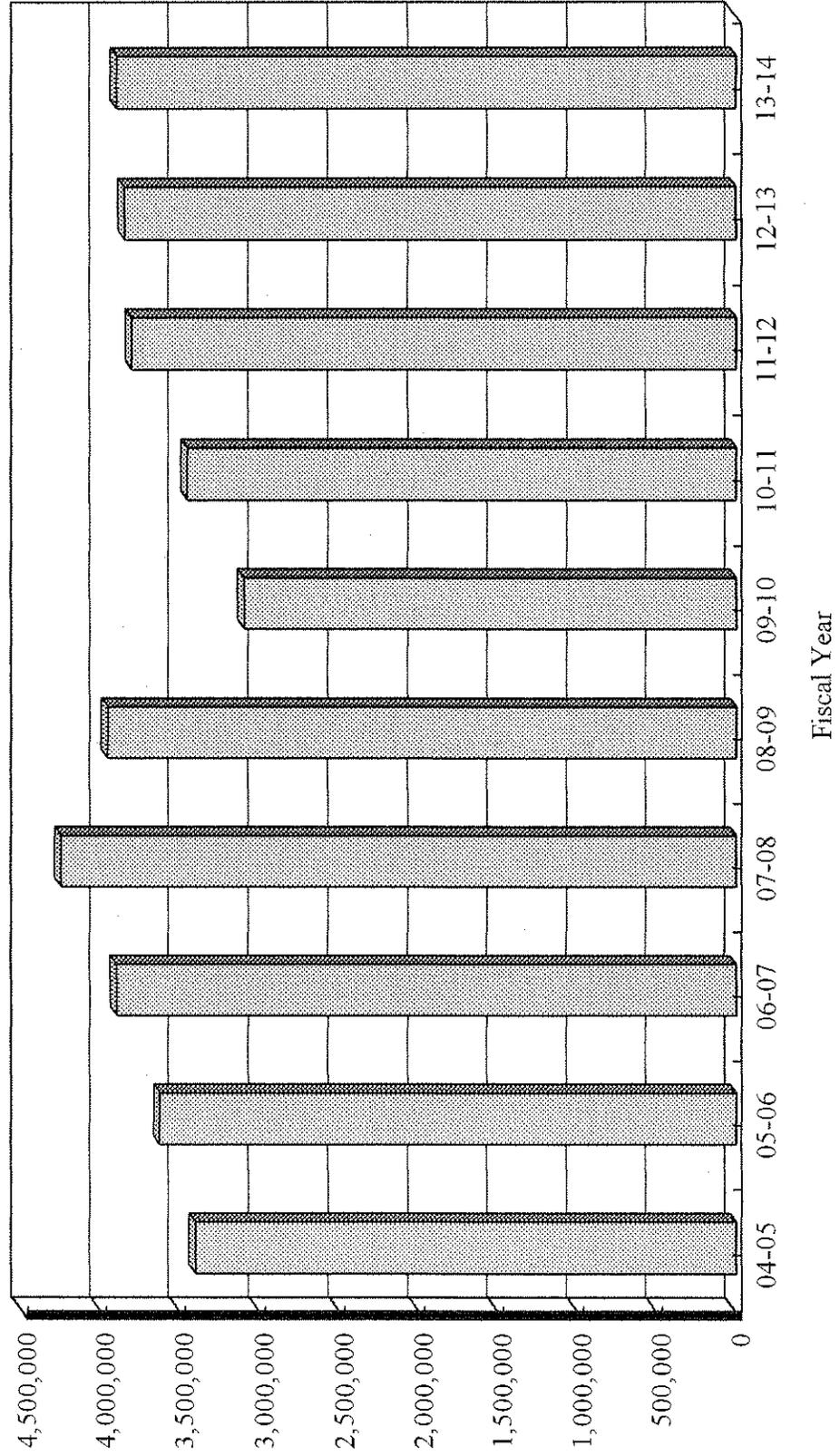
FISCAL YEAR	LVRA	CITY	TOTAL
2013-14 Est.	\$	\$	\$ 3,420,000,000
2012-13			3,367,676,631
2011-12	1,011,273,422	2,279,380,049	3,290,653,471
2010-11	994,399,021	2,241,971,056	3,236,370,077
2009-10	989,509,283	2,244,865,580	3,234,374,863
2008-09	978,238,653	2,318,595,709	3,296,834,362
2007-08	935,111,524	2,241,629,667	3,176,741,191
2006-07	823,768,628	2,115,163,586	2,938,832,214
2005-06	727,960,001	1,998,645,817	2,726,605,818
2004-05	655,560,654	1,863,321,771	2,518,882,425
2003-04	614,248,979	1,768,426,950	2,382,675,929

NOTES:

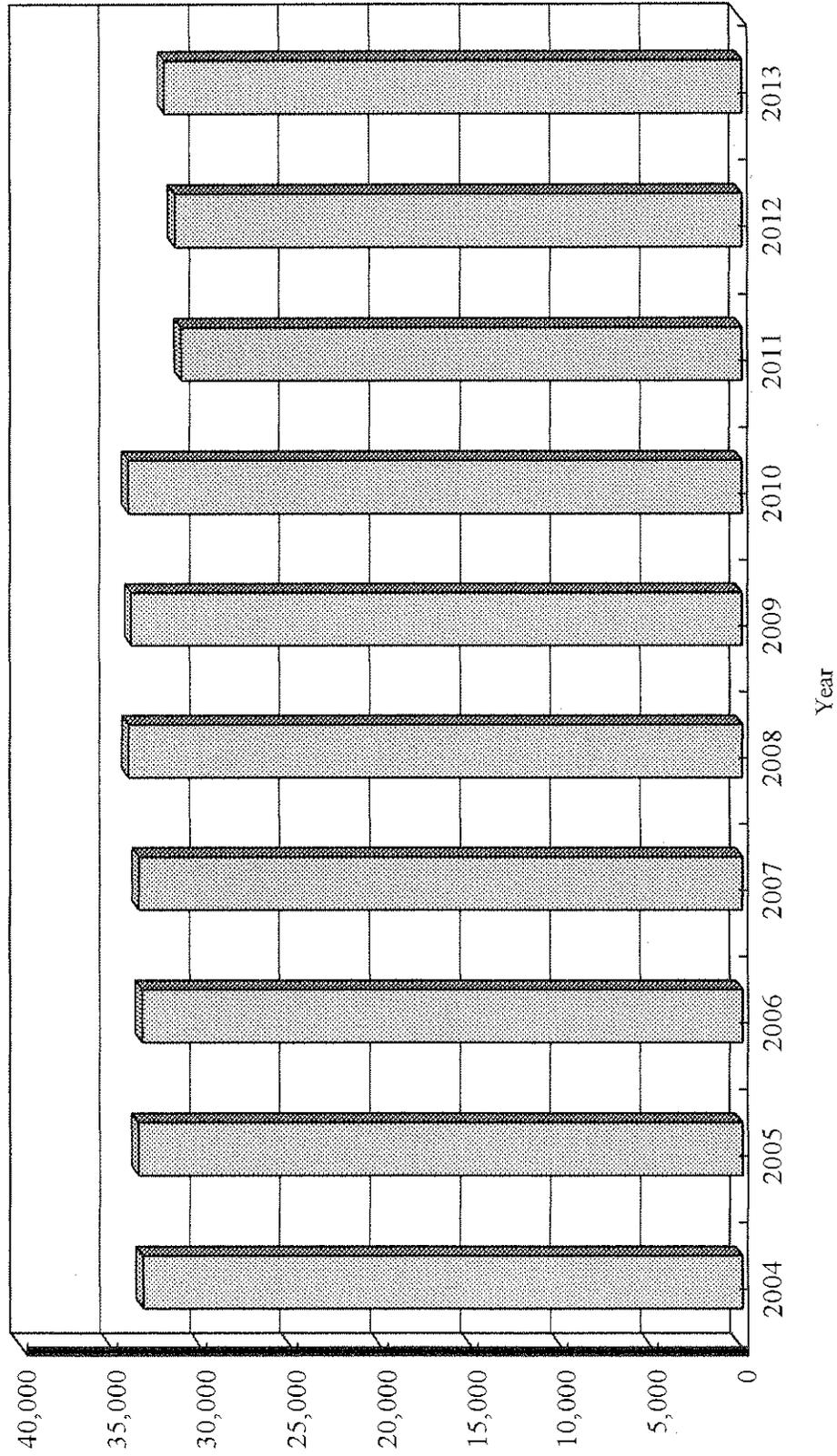
- 1) A State Constitutional Amendment approved by the voters on June 6, 1978, established a tax rate of 1% of market value for which the City receives a proportionate share. This rate is exclusive of bonded indebtedness requirements.
- 2) The La Verne Redevelopment Agency was dissolved effective February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

ASSESSED VALUATION

CITY OF LA VERNE
Sales Tax Receipts



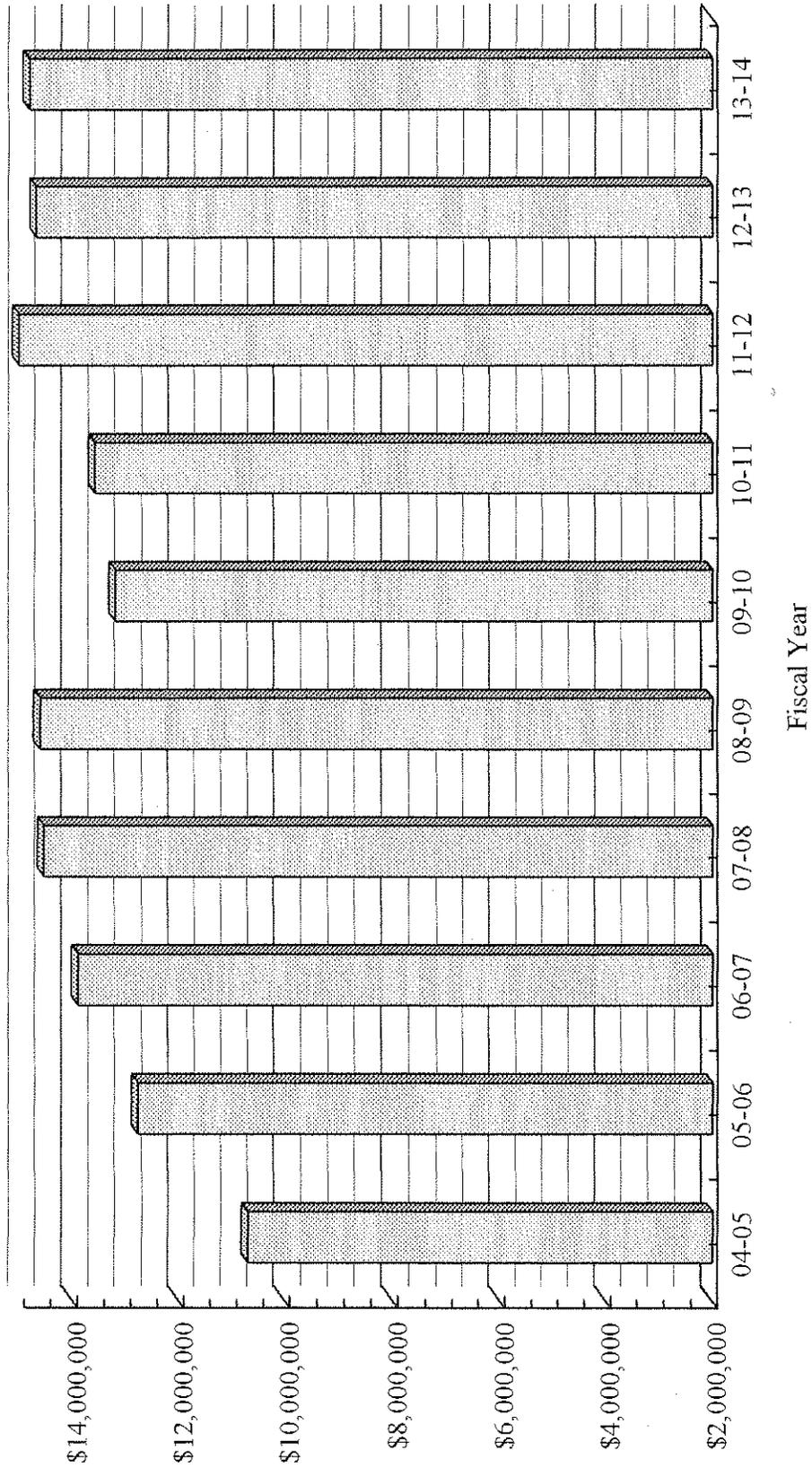
CITY OF LA VERNE Population



CITY OF LA VERNE

Trends in Top 4 General Fund Revenues

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



*California Society of
Municipal Finance Officers*

Certificate of Award

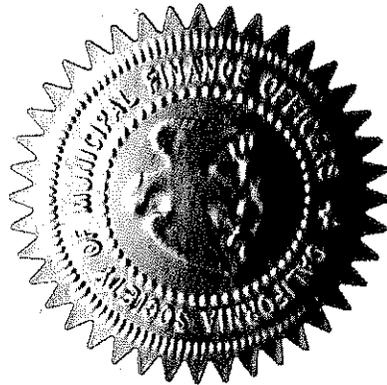
***Outstanding Financial Reporting Award
Fiscal Year Ending June 30, 2012***

Presented to the

City of La Verne

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

February 6, 2013



Laura M Nomura

*Laura Nomura
CSMFO President*

Scott Catlett

*Scott Catlett, Chair
Professional Standards and
Recognition Committee*

Dedicated Excellence in Municipal Financial Reporting

RESOLUTION NO. 13-55

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 2013-14 FISCAL
3 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 2013-2014
9 fiscal year on those appropriations subject to limitation under Article XIII-B; and

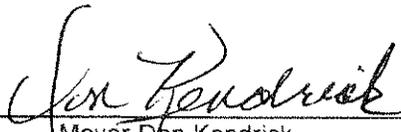
10 **WHEREAS**, the City Clerk has posted notice of the intention of the City Council to adopt such
11 limitation at its meeting of June 17, 2013.

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

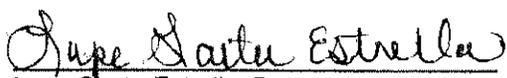
14 **Section 1.** That the annual appropriations limitation for the City for the
15 2013-14 fiscal year for appropriations subject to limitation under Article XIII-B shall be \$100,058,551.
16 This limitation shall apply only to appropriations subject to limitation under Article XIII-B.

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 17TH day of June, 2013.

20 
21 _____
22 Mayor Don Kendrick

23 ATTEST:

24 
25 _____
26 Lupe Gaeta Estrella, Deputy City Clerk

27 I hereby certify that the foregoing **Resolution No. 13-55** was duly and regularly adopted by the City
28 Council of the City of La Verne at a meeting thereof held on the 17th day of June, 2013, by the following
29 vote:

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

30 
31 _____
32 Lupe Gaeta Estrella, Deputy City Clerk

City of La Verne

REVENUE AND APPROPRIATION LIMITATIONS

2013-14 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 2012-13 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 2013-14 has been determined by the City to be \$100,058,551. However, analysis indicates that only about \$15.9 million of the 2013-14 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 2013-14 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.

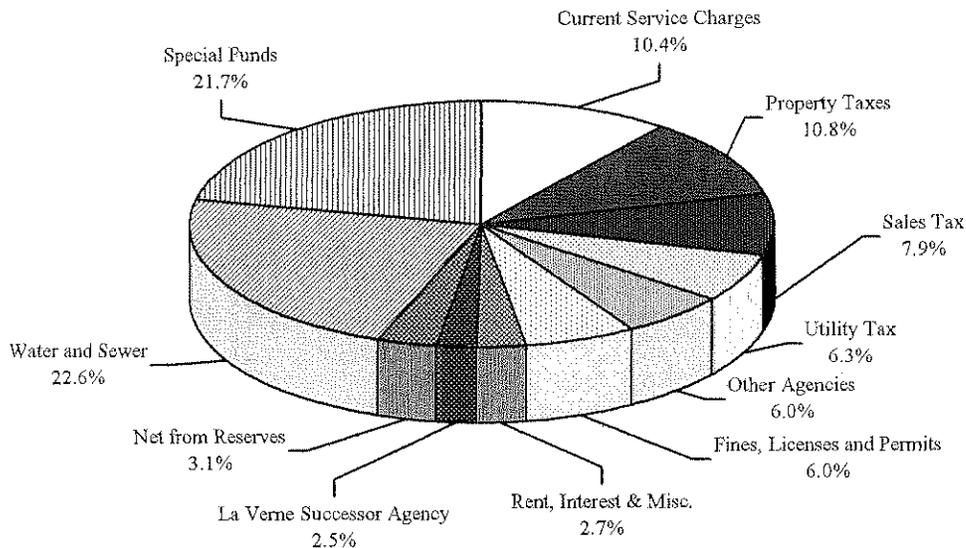
The following schedules indicate that the City is safely under the "excess sales tax" and "excess property tax" provisions of Assembly Bill 8.

City of La Verne

<u>SALES TAX</u>		Line Ref.
(1) Estimated 2013-14 Sales Tax	\$ 3,900,000	(a)
(2) F.Y. 2012-13 Sales Tax	<u>\$ 3,850,000</u>	(b)
Adjustment: Line (b) x 1.0512 cost of living factor	<u>4,047,120</u>	(c)
Line (c) x 1.0180 population factor	<u>4,119,968</u>	(d)
(3) Difference (Line (a) minus Line (d)) (Not less than zero) (If Line (e) is zero or negative enter - 0 - on Line (1) and continue with Part IV)	<u>0</u>	(e)
(4) Article XII B Appropriations Limitation	<u>100,058,551</u>	(f)
Estimated total proceeds of taxes	<u>\$15,900,780</u>	(g)
The amount from Line (e)	<u>0</u>	(h)
Line (g) minus Line (h)	<u>15,900,780</u>	(i)
Line (f) minus Line (i) (not less than zero)	<u>84,157,771</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. 2013-14 Property Tax	<u>5,266,200</u>	(m)
(2) F.Y. 2012-13 Property Tax	<u>5,243,200</u>	(n)
Adjustment:		(o)
Line (n) x 1.0512 cost of living factor	<u>5,511,652</u>	(o)
Line (o) x 1.0180 population	<u>5,610,862</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>100,058,551</u>	(r)
Estimated total proceeds of taxes	<u>15,900,780</u>	(s)
The amount from Line (q)	<u>0</u>	(t)
Line (s) minus Line (t)	<u>15,900,780</u>	(u)
Line (r) minus Line (u) (Not less than zero)	<u>84,157,771</u>	(v)
Line (q) minus Line (v)	<u>0</u>	(w)
(5) Excess property tax (Line (w) - 4)	<u>0</u>	(x)

City of La Verne

Sources of Funds



Property Taxes	\$5,296,200	Net City Current Revenue	\$43,873,746
Sales Tax	3,900,000	Net from Reserves **	1,505,828
Utility Tax	3,100,000	Total City	\$45,379,574
Current Service Charges	5,136,575		
Other Agencies	2,927,900		
Fines, Licenses and Permits	2,972,500		
Rent and Interest	273,100	La Verne Successor Agency ***	
Miscellaneous	1,049,300	Government Shared Revenues	972,000
Total General Fund	\$24,655,575	Miscellaneous	250,000
		Total LVSA Current Revenue	1,222,000
Water and Sewer	11,088,500		
Special Funds **	10,650,671	Reserves & Transfers In	41,204
Total Current Year Revenue	\$46,394,746	Total LVSA	1,263,204
Less Interdepartmental Funds	(2,521,000)	Total City and LVSA	\$46,642,778

NOTE:

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

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

City of La Verne

2013-14 BUDGET

ESTIMATED REVENUES

Account Number	Source	2011-12 Actual	Estimated 2012-13	2013-14 Estimated	
				City Manager	Revised
GENERAL FUND(101):					
PROPERTY TAXES:					
-311-1010	Current Year Secured	3,840,700	3,850,000	3,900,000	3,900,000
-311-1011	Current Year Unsecured	147,712	135,000	135,000	135,000
-311-1510	Prior Year Secured	-10,503	20,000	20,000	20,000
-311-1511	Prior Year Unsecured	5,341	2,000	5,000	5,000
-311-1600	Supplemental Tax Roll	72,959	60,000	60,000	60,000
-311-2100	Other Property Tax	1,813,636	1,001,200	1,001,200	1,001,200
-311-2110	Aircraft Tax	47,945	50,000	50,000	50,000
-311-2112	Homeowner's Exemption	34,516	35,000	35,000	35,000
-311-2500	Real Property Transfer Tax	77,809	60,000	60,000	60,000
-319-0000	Penalties and Interest	29,234	30,000	30,000	30,000
	Sub-Total	6,059,349	5,243,200	5,296,200	5,296,200
OTHER TAXES:					
-313-1000	Sales and Use Tax	3,803,845	3,850,000	3,900,000	3,900,000
-314-1000	Utility User Tax	3,047,986	3,080,000	3,100,000	3,100,000
-318-1000	Franchise Tax	578,637	570,000	570,000	570,000
	Sub-Total	7,430,468	7,500,000	7,570,000	7,570,000
LICENSES AND PERMITS:					
-321-0000	Business Licenses	341,380	360,000	360,000	360,000
-322-1000	Permits (Other)	35,897	28,000	28,000	28,000
-322-1005	Burglar Alarm Permits	12,150	8,000	8,000	8,000
-322-1010	Home Occupation Permit	16,332	15,000	15,000	15,000
-322-1017	Temp/Annual Overnite Parking	149,573	145,000	145,000	145,000
-322-1500	Building Permits	1,014,378	990,000	2,400,000	2,400,000
-322-2000	Public Works Permits	3,713	3,500	4,000	4,000
	Sub-Total	1,573,423	1,549,500	2,960,000	2,960,000
FINES AND FORFEITS:					
-350-1000	City Code Court Fine	12,122	7,000	7,000	7,000
-350-1200	False Burglar Alarm Penalty	2,800	3,000	2,500	2,500
-350-1300	Business License Penalty	3,221	3,000	3,000	3,000
	Sub-Total	18,143	13,000	12,500	12,500
USE OF MONEY AND PROPERTY:					
-361-0000	Interest Income	106,542	30,000	40,000	40,000
-364-1000	Rents	23,199	20,000	20,000	20,000
-364-1005	Cell Tower Space Rental	64,729	67,000	67,000	67,000
-364-1010	Recreation Facility/ Equipment Rental	60,878	57,400	74,100	74,100
-364-1016	Swimming Pool Rental	26,116	29,000	33,500	33,500
-364-1020	Fire Station III Rental	38,500	38,500	38,500	38,500
	Sub-Total	319,964	241,900	273,100	273,100

City of La Verne

2013-14 BUDGET

ESTIMATED REVENUES

Account Number	Source	2011-12 Actual	Estimated 2012-13	2013-14 Estimated	
				City Manager	Revised
INTERGOVERNMENTAL REVENUE:					
-331-1700	Homeland Security Grant	0	0	0	0
-331-2510	Bulletproof Vest Grant	3,039	0	0	0
-334-1600	Used Oil Recycling Grant	10,825	9,100	9,000	9,000
-334-1600	Beverage Recycling Grant	9,190	8,600	8,500	8,500
-335-1200	Motor Vehicle in Lieu Tax	2,484,960	2,500,000	2,500,000	2,500,000
-335-1515	P.O.S.T Reimbursement	11,997	18,000	10,000	10,000
-335-1500	State Mandated Cost Reimbursement	2,519	3,600	2,400	2,400
-335-2013	CAL-MMET Police Reimbursement	66,587	66,000	48,000	48,000
-335-2013	AB 109 Realignment	0	0	80,000	80,000
-336-1000	Prop. A Transfer Exchange	150,000	152,000	220,000	220,000
-336-1300	CDBG Funds Exchange	70,217	40,600	0	0
-336-2100	LA Impact Reimbursements	97,590	50,000	50,000	50,000
	Sub-Total	2,906,924	2,847,900	2,927,900	2,927,900
CHARGES FOR CURRENT SERVICES:					
-341-1005	Map and Copy Sales	14,181	9,000	7,000	7,000
-341-1405	Business License Processing Fee	0	3,300	2,000	2,000
-341-1500	Work for Others	22,116	188,500	28,500	28,500
-341-1504	Passport Service Fees	12,045	6,000	6,000	6,000
-341-1508	L A Impact Personnel Services	523,227	255,500	0	0
-341-1509	L A Impact Financial Services	128,080	120,000	120,000	120,000
-341-1512	Fire Department Reimbursements	99,647	450,000	230,000	230,000
-341-1520	Sports Park Maintenance	102,680	94,000	94,000	94,000
-341-1522	Cable Public Access	66,196	65,000	65,000	65,000
-341-1523	BUSD and ULV Pool Maintenance	80,495	80,000	80,000	80,000
-341-1524	BUSD Police Reimbursement	75,000	75,000	77,000	77,000
-341-1525	Sports Park Lighting	19,116	18,000	18,000	18,000
-341-1526	Other Parks Lighting	38,989	32,500	32,500	32,500
-341-1529	Valley Rancho Maintenance	6,000	6,000	6,000	6,000
-342-1008	Weapons Storage Fee Release	580	400	400	400
-342-1009	Livescan Fees	5,462	6,000	6,000	6,000
-342-1010	Trustee Program	24,245	50,000	35,000	35,000
-342-1012	Citation Write-Offs	1,074	1,500	150	150
-342-1015	PD-Hearing Officer	731	125	125	125
-342-1016	Special Duty Police Dept	105,580	107,500	104,500	104,500
-342-1017	Probation Payments	350	5	0	0
-342-1018	DUI Emergency Response	3,539	2,500	1,500	1,500
-342-1020	School Crossing Guard	15,000	20,000	20,000	20,000
-342-1021	LVPD Booking Fees	3,989	10,000	15,000	15,000
-342-1023	Southwest Borders Grant Reimbursement	63,995	88,600	88,600	88,600
-342-1501	Misc Fire Department Services	3,332	350	0	0
-342-1510	Paramedic Service Fees	705,615	730,000	730,000	730,000
-342-1512	Fire Revenue Inspections	21,622	6,000	21,000	21,000
-344-1100	Plan Check Fees	16,305	65,000	30,000	30,000
-344-1200	Inspection Fees	16,525	65,000	30,000	30,000
-344-1512	Municipal Services Registration Fee	12,385	12,000	12,000	12,000
-344-2506	Graffiti Removal Reimbursement	26,250	0	0	0
-344-3010	Refuse Service Fees	2,544,174	2,400,000	2,453,000	2,453,000
-344-3015	Other Refuse Service Fees	100,000	100,000	100,000	100,000
-345-1000	Planning	1,237	800	800	800
-345-1011	Land Use Fees	6,775	4,500	5,000	5,000
-345-1012	Precise Plan of Design	8,047	20,000	8,000	8,000

City of La Verne

2013-14 BUDGET

ESTIMATED REVENUES

Account Number	Source	2011-12 Actual	Estimated 2012-13	2013-14 Estimated	
				City Manager	Revised
-345-1013	Environmental Fees	1,775	1,200	1,200	1,200
-345-1015	Planning Deposit Projects	261,465	95,000	90,000	90,000
-345-1016	State Mandated Planning Fee	23,044	10,000	10,000	10,000
-345-1023	State Buildings Standards Fee	584	605	0	0
-345-1024	Energy Efficiency Grant	0	1,700	0	0
-346-1000	Recreation Fee and Charges	244,349	230,000	230,000	230,000
-346-1011	Preschool	122,999	117,000	115,000	115,000
-346-1012	Recreation/BHS	20,252	25,000	25,000	25,000
-346-1020	Sports Programs	75,092	76,000	78,000	78,000
-346-1100	Aquatics Programs	114,371	109,300	111,300	111,300
-346-1200	Recreation Excursions	35,135	36,000	42,000	42,000
-346-1400	Special Event Activities	6,532	7,246	7,000	7,000
	Sub-Total	5,780,182	5,802,131	5,136,575	5,136,575

MISCELLANEOUS REVENUE:

-363-1000	Sale of Property	425,824	280,500	276,000	276,000
-362-0000	Miscellaneous Revenue	56,563	213,817	203,300	203,300
	Sub-Total	482,387	494,317	479,300	479,300

TOTAL GENERAL FUND **24,570,840** **23,691,948** **24,655,575** **24,655,575**

PARAMEDIC SERVICE FUND(104):

-342-1510	Paramedic Service Fees	701,890	715,000	730,000	730,000
	TOTAL PARAMEDIC SERVICE FUND	701,890	715,000	730,000	730,000

GAS TAX FUND(206):

-318-1510	Gas Tax 2107 Funds	222,381	236,000	236,800	236,800
-318-1515	Gas Tax 2107.5 Engineering	6,000	6,000	6,000	6,000
-318-1520	Gas Tax 2105 Funds	154,933	155,000	159,000	159,000
-318-1525	Gas Tax 2106 Funds	105,129	105,000	110,200	110,200
-318-1530	Gas Tax 2103 Funds	457,890	360,000	482,000	482,000
-331-1906	ARRA- Street Improvements	241,000	0	0	0
-334-1800	Safe Routes to School	0	100,000	100,000	100,000
-361-0000	Interest Income	8,118	5,000	5,000	5,000
	TOTAL GAS TAX FUND	1,195,451	967,000	1,099,000	1,099,000

TRAFFIC SAFETY FUND(208):

-335-1600	OTS Grant	11,672	0	0	0
-342-1013	DUI Vehicle Storage Release	11,100	14,000	15,000	15,000
-342-1014	Vehicle Storage Release	17,929	20,000	20,000	20,000
-342-1019	Other Vehicle Fees	17,195	24,000	24,000	24,000
-350-1100	Parking Violations	401,698	400,000	445,000	445,000
-350-1700	Vehicle Code Court Fines	71,254	95,000	50,000	50,000
-361-0000	Interest Income	62	0	0	0
	TOTAL TRAFFIC SAFETY FUND	530,910	553,000	554,000	554,000

COUNTY AID TO CITIES FUND(209):

-336-0000	County Gov't Shared Revenues	0	0	0	0
	TOTAL COUNTY AID TO CITIES FUND	0	0	0	0

City of La Verne

2013-14 BUDGET

ESTIMATED REVENUES

Account Number	Source	2011-12 Actual	Estimated 2012-13	2013-14 Estimated	
				City Manager	Revised
<u>CDBG FUND(215):</u>					
-331-1500	CDBG Projects	32,754	74,657	103,571	103,571
TOTAL CDBG FUND		32,754	74,657	103,571	103,571
<u>O & M CFD FUND(216):</u>					
-361-0000	Interest Income	11,458	5,000	5,000	5,000
-370-2511	CFD Special Assessment	983,258	988,000	1,000,000	1,000,000
TOTAL O & M CFD FUND		994,716	993,000	1,005,000	1,005,000
<u>BICYCLE SAFETY FUND(222):</u>					
-336-1500	S.C.A.G. Grant-Pedestrian	100	0	0	0
-361-0000	Interest Income	0	0	0	0
TOTAL BICYCLE SAFETY FUND		100	0	0	0
<u>AFFORDABLE HOUSING FUND(226):</u>					
-345-1022	Housing Linkage Fee	1,500	0	598,000	598,000
-361-0000	Interest Income	5,500	3,000	2,000	2,000
TOTAL AFFORDABLE HOUSING FUND		7,000	3,000	600,000	600,000
<u>ASSET FORFEITURE(231):</u>					
-331-2600	Police Asset Confiscation	-30,920	0	0	0
-331-2610	Dept of Justice/Asset Sharing	893,824	750,000	500,000	500,000
-331-2611	U. S. Treasury/Asset Sharing	24,058	0	0	0
-335-1700	State Asset Forfeiture	341,631	23,000	5,000	5,000
-336-2110	County Asset Forfeiture	0	0	0	0
-336-2110	LA Impact Salary Stipend	88,995	88,000	88,000	88,000
-361-0000	Interest Income	15,284	5,000	5,000	5,000
-365-1000	Unclaimed Property	37,847	0	0	0
TOTAL ASSET FORFEITURE FUND		1,370,719	866,000	598,000	598,000
<u>LACMTA - PROPOSITION A FUND(232):</u>					
-336-1000	PROP A Allocation	497,586	523,000	535,000	535,000
-361-0000	Interest Revenue	2,632	1,500	1,500	1,500
TOTAL LACMTA - PROPOSITION A FUND		500,218	524,500	536,500	536,500
<u>LACMTA - PROPOSITION C FUND(234):</u>					
-336-1100	PROP C Allocation	413,084	434,000	444,000	444,000
-361-0000	Interest Revenue	5,167	3,000	3,000	3,000
-362-0000	Miscellaneous Revenues	0	0	35,000	35,000
TOTAL LACMTA - PROPOSITION C FUND		418,251	437,000	482,000	482,000

City of La Verne

2013-14 BUDGET

ESTIMATED REVENUES

Account Number	Source	2011-12 Actual	Estimated 2012-13	2013-14 Estimated	
				City Manager	Revised
<u>MEASURE R FUND(235):</u>					
-336-1400	Measure R	307,548	303,000	333,000	333,000
-361-0000	Interest Income	0	600	600	600
TOTAL MEASURE R FUND		307,548	303,600	333,600	333,600
<u>SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND(241):</u>					
-336-1200	Supplement Law Enf. Services Fund	100,000	100,000	100,000	100,000
-361-0000	Interest Income	28	0	0	0
TOTAL SUPPLEMENT LAW ENFORCEMENT SERVICES FUND		100,028	100,000	100,000	100,000
<u>AB2766 MOBILE SOURCE AIR POLLUTION(243):</u>					
-336-2000	AQMD Fees	39,081	38,000	38,000	38,000
-336-2300	AQMD Grant	80,708	0	0	0
-361-0000	Interest Income	2,237	1,500	1,500	1,500
-363-1000	Sale of Property	800	0	0	0
TOTAL AB2766 MOBILE SOURCE AIR POLLUTION FUND		122,826	39,500	39,500	39,500
<u>PUBLIC SAFETY FUND(244):</u>					
-313-1100	PROP 172 Sales Tax	300,374	300,000	300,000	300,000
-342-1513	Fire Equipment Fee	535	0	4,600	4,600
-342-1514	Fire Facility Fee	7,504	0	90,000	90,000
-361-0000	Interest Income	5,135	2,000	2,000	2,000
TOTAL PUBLIC SAFETY FUND		313,548	302,000	396,600	396,600
<u>DOWNTOWN BUSINESS IMPROVEMENT FUND(245):</u>					
-321-1000	DBID Business Licenses	16,998	14,000	14,000	14,000
-361-0000	Interest Income	141	100	100	100
-362-3100	Wine Walk	0	18,600	19,000	19,000
TOTAL DOWNTOWN BUSINESS IMPROVEMENT FUND		17,139	32,700	33,100	33,100
<u>MAINTENANCE ASSESSMENT DISTRICT FUND(246):</u>					
-361-0000	Interest Income	3,089	1,500	1,500	1,500
-370-1510	Landscape Maintenance Fees	331,472	331,000	331,000	331,000
-370-1511	Esperanza 84-1M Assmt. Fees	9,852	9,600	9,600	9,600
TOTAL MAINTENANCE ASSESSMENT DISTRICT FUND		344,413	342,100	342,100	342,100

City of La Verne

2013-14 BUDGET

ESTIMATED REVENUES

Account Number	Source	2011-12 Actual	Estimated 2012-13	2013-14 Estimated	
				City Manager	Revised
<u>FIRE EQUIPMENT REPLACEMENT FUND(250):</u>					
-331-2200	Other Federal Gov't Grants	62,025	0	0	0
-336-2300	AQMD Grant	120,203	0	0	0
-342-1515	Fire Equipment Rental Charge	13,060	1,800	4,000	4,000
-342-1516	Fire Administrative Fee	20,551	93,362	30,000	30,000
-361-0000	Interest Income	8,716	5,000	5,000	5,000
-362-0000	Miscellaneous Revenues	74,330	0	0	0
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		298,885	100,162	39,000	39,000
<u>LARGE BUILDING CFD FUND(252):</u>					
-342-1517	Fire Facilities - CFD	15,666	65,000	70,000	70,000
-361-0000	Interest Income	1,146	600	600	600
TOTAL LARGE BUILDING CFD FUND		16,812	65,600	70,600	70,600
<u>LOAN REPAYMENT FUND(326):</u>					
-362-0000	Miscellaneous Revenue	47,775	0	0	0
-362-2800	Pension Obligation Charges	1,320	901,000	931,000	931,000
TOTAL LOAN REPAYMENT FUND		49,095	901,000	931,000	931,000
<u>GENERAL CAPITAL IMPROVEMENT FUND(405):</u>					
-331-1700	Homeland Security Grant	237,170	57,994	0	0
-335-1905	ARRA-Energy Efficiency Grant	172,377	0	0	0
-341-1515	Work for Others - Streets	0	75,000	0	0
-361-0000	Interest Income	3,588	3,000	3,000	3,000
-362-0000	Miscellaneous Income	45,783	100,000	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		458,918	235,994	3,000	3,000
<u>ROW MANAGEMENT FUND(406):</u>					
-361-0000	Interest Income	21,536	10,000	10,000	10,000
-362-2600	Street Impact Mitigation Fee	110,000	110,000	110,000	110,000
TOTAL ROW MANAGEMENT FUND		131,536	120,000	120,000	120,000
<u>I/S TECHNOLOGY FUND(407):</u>					
-341-1507	Work for Others	3,168	0	0	0
-361-0000	Interest Income	198	100	100	100
-362-0000	Miscellaneous Income	0	206	0	0
TOTAL I/S TECHNOLOGY FUND		3,366	306	100	100
<u>UNDERGROUND UTILITIES FUND(410):</u>					
-344-2600	Underground Utilities Fee	9,800	60,000	10,000	10,000
-361-0000	Interest Income	13,787	7,000	7,000	7,000
TOTAL UNDERGROUND UTILITIES FUND		23,587	67,000	17,000	17,000

City of La Verne

2013-14 BUDGET

ESTIMATED REVENUES

Account Number	Source	2011-12 Actual	Estimated 2012-13	2013-14 Estimated	
				City Manager	Revised
<u>PARK DEVELOPMENT FUND(412):</u>					
-318-1600	Park and Recreation Tax	49,474	10,000	750,000	750,000
-341-1507	Work for Others	0	47,000	0	0
-361-0000	Interest Revenues	6,987	2,000	2,000	2,000
TOTAL PARK DEVELOPMENT FUND		56,461	59,000	752,000	752,000
<u>STORM DRAINAGE DISTRICT FUND(419):</u>					
-344-2700	Storm Drain Fees	9,800	60,000	10,000	10,000
-361-0000	Interest Income	12,027	6,000	6,000	6,000
TOTAL STORM DRAINAGE FUND		21,827	66,000	16,000	16,000
<u>WATER UTILITY FUND(502):</u>					
-345-1017	Plan Check Fees	1,410	30,000	10,000	10,000
-345-1500	Inspection Fees	1,410	16,000	10,000	10,000
-344-1510	Water Sales	8,788,503	9,105,000	9,405,000	9,405,000
-344-1512	Municipal Services Registration Fee	12,385	12,000	12,000	12,000
-344-1520	Meter Installations	2,111	5,300	2,500	2,500
-344-1525	Service Installations	3,400	18,000	16,000	16,000
-344-1526	Fire Flow Fee	4,325	4,000	4,000	4,000
-350-1500	Other Fines/Penalties	625	1,000	1,000	1,000
-350-1610	Late Penalty Fee	146,770	140,000	140,000	140,000
-350-1800	Utility Turnoff Delq Accts	30,549	25,000	25,000	25,000
-361-0000	Interest Income	6,087	5,000	5,000	5,000
-362-0000	Miscellaneous Revenue	68,385	3,000	3,000	3,000
-363-1000	Sale of Property	0	0	0	0
TOTAL WATER UTILITY FUND		9,065,960	9,364,300	9,633,500	9,633,500
<u>WATER CAPITAL IMPROVEMENT FUND(507):</u>					
-344-1610	Water Connection Fees	6,270	6,000	5,000	5,000
-344-1615	Water System Installation Fees	10,254	5,000	5,000	5,000
-344-1620	Water Acreage Connection Fees	21,406	200,000	20,000	20,000
-361-0000	Interest Income	48,488	40,000	40,000	40,000
-362-0000	Miscellaneous Revenue	0	10,000	0	0
-363-1100	Surplus Water Rights	0	30,000	25,000	25,000
TOTAL WATER CAPITAL IMPROVEMENT FUND		86,418	291,000	95,000	95,000
<u>MIRAMAR DEBT REPAYMENT FUND(519):</u>					
-344-1530	Miramar Service Charge	39,377	50,000	20,000	20,000
-361-0000	Interest Income	55,238	30,000	25,000	25,000
TOTAL MIRAMAR DEBT REPAYMENT FUND		94,615	80,000	45,000	45,000

City of La Verne

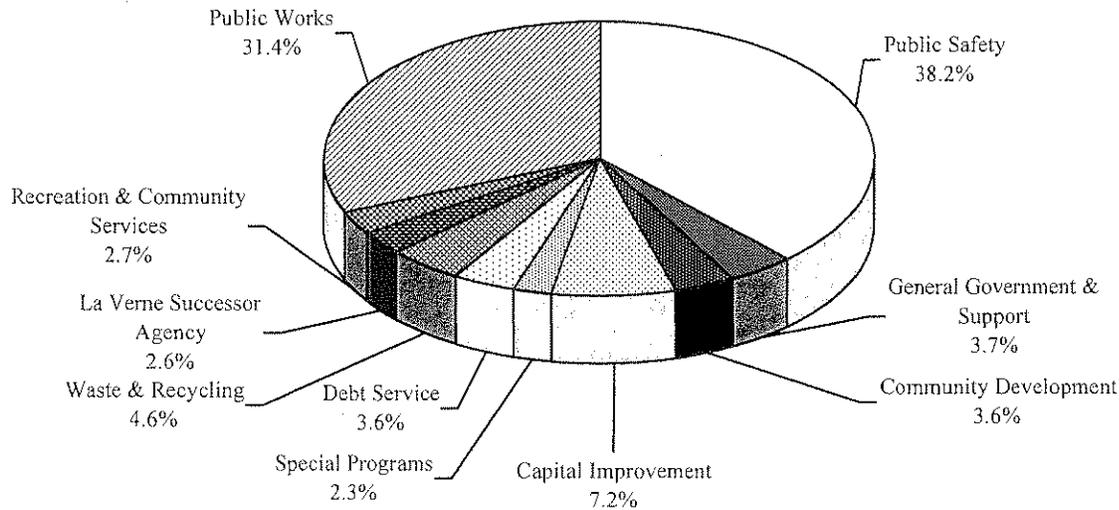
2013-14 BUDGET

ESTIMATED REVENUES

Account Number	Source	2011-12 Actual	Estimated 2012-13	2013-14 Estimated	
				City Manager	Revised
<u>SEWER UTILITY FUND(530):</u>					
-322-1015	Industrial Waste Permits	20,421	20,000	20,000	20,000
-341-1500	Work for Others	0	0	0	0
-344-1100	Plan Check Fees	955	25,000	1,500	1,500
-344-1200	Inspection Fees	955	15,000	1,500	1,500
-344-2010	Sewer Service Fees	1,230,452	1,306,000	1,430,000	1,430,000
-361-0000	Interest Income	7,113	2,000	2,000	2,000
TOTAL SEWER UTILITY FUND		1,259,896	1,368,000	1,455,000	1,455,000
<u>SEWER CAPITAL IMPROVEMENT FUND(531):</u>					
-344-2110	Sewer Main Line Fees	7,576	1,000	1,000	1,000
-344-2115	Sewer Connection Fees	1,192	1,000	1,000	1,000
-361-0000	Interest Income	38,612	20,000	15,000	15,000
TOTAL SEWER CAPITAL IMPROVEMENT FUND		47,380	22,000	17,000	17,000
<u>EQUIPMENT FUND(624):</u>					
-361-0000	Interest Income	6,637	2,000	2,000	2,000
-363-1000	Sale of Property	19,255	7,500	0	0
-364-1000	Rents (Maint. & Operations)	842,523	936,000	1,150,000	1,150,000
-364-1015	Rents (Depreciation)	391,246	392,000	440,000	440,000
TOTAL EQUIPMENT FUND		1,259,661	1,337,500	1,592,000	1,592,000
TOTAL ALL CITY FUNDS		44,402,768	44,022,867	46,394,746	46,394,746
Less Interdepartmental Funds		(2,127,000)	(2,256,000)	(2,521,000)	(2,521,000)
NET CITY REVENUE		42,275,768	41,766,867	43,873,746	43,873,746
<u>LA VERNE SUCCESSOR AGENCY:</u>					
REDEVELOPMENT OBLIGATION RETIREMENT FUND(730):					
-336-0000	Government Shared Revenue	0	1,090,631	972,000	972,000
-362-0000	Miscellaneous Revenue	0	203,000	250,000	250,000
SUB-TOTAL		0	1,293,631	1,222,000	1,222,000
TOTAL LA VERNE SUCCESSOR AGENCY FUNDS		0	1,293,631	1,222,000	1,222,000
GRAND TOTAL CITY AND SUCCESSOR AGENCY:		42,275,768	43,060,498	45,095,746	45,095,746

City of La Verne

Uses of Funds



General Government & Support Services:		Capital Improvements	\$3,550,372
General Administration	\$512,909	Debt Service Requirements	1,768,000
City Clerk	123,917	Special Programs	1,123,402
City Manager	1,192,096		
Sub Total	\$1,828,922	Total City Expenditures	\$47,900,574
Public Safety:		Less Interdepartmental Funds	(2,521,000)
Police	\$11,497,765	Net City Expenditures	\$45,379,574
Fire	7,268,981	La Verne Successor Agency Expenditures	1,263,204
Sub Total	\$18,766,746	Total City and La Verne Successor Agency	\$46,642,778
Community Development	1,768,522		
Recreation & Community Services	1,383,830		
Public Works:			
City Buildings	391,677		
Street Maintenance	2,248,502		
Waste and Recycling	2,249,925		
Water Utility	8,432,563		
Sewer Utility	1,072,071		
Equipment Maintenance	1,485,665		
Park Maintenance	1,830,377		
Sub Total	17,710,780		

City of La Verne

2013-14 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
<u>GENERAL ADMINISTRATION:</u>				
City Council	57,909	10,000	0	67,909
General Government				
Non-Departmental	0	360,000	0	360,000
Legal Services	0	85,000	0	85,000
DEPARTMENT TOTAL	57,909	455,000	0	512,909
<u>CITY CLERK DEPARTMENT:</u>				
Administration	86,056	9,500	0	95,556
Elections	24,361	4,000	0	28,361
DEPARTMENT TOTAL	110,417	13,500	0	123,917
<u>CITY MANAGER DEPARTMENT:</u>				
CITY MANAGER DIVISION:				
Administration	276,283	30,000	0	306,283
Personnel Division	32,211	44,500	0	76,711
SUB-TOTAL	308,494	74,500	0	382,994
FINANCE DIVISION:				
Administration	78,038	12,000	0	90,038
City Treasurer	58,527	22,000	0	80,527
Cashiering and Collections	32,452	3,500	0	35,952
Business Licensing	37,520	2,500	0	40,020
Accounting and Payroll	205,333	4,000	0	209,333
L. A. Impact Fiscal Services	26,180	800	0	26,980
SUB-TOTAL	438,050	44,800	0	482,850
INFORMATION SYSTEMS DIVISION:				
Administration	29,788	4,000	0	33,788
Mid-Range Computers	43,451	73,000	0	116,451
Personal Computers	85,673	21,400	6,000	113,073
Telephone Services	22,340	40,600	0	62,940
SUB-TOTAL	181,252	139,000	6,000	326,252
DEPARTMENT TOTAL	927,796	258,300	6,000	1,192,096

City of La Verne

2013-14 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>COMMUNITY DEVELOPMENT:</u>				
Administration	184,933	47,700	0	232,633
Planning	57,454	89,500	0	146,954
Planning Non-Deposit Projects	125,775	39,000	0	164,775
Code Enforcement/Building Inspection	35,284	916,000	0	951,284
Economic Development	108,323	53,500	0	161,823
Historic Preservation	13,449	2,500	0	15,949
Housing Programs	88,104	7,000	0	95,104
DEPARTMENT TOTAL	613,322	1,155,200	0	1,768,522
<u>FIRE DEPARTMENT:</u>				
Administration	522,013	41,500	0	563,513
Emergency Services	2,939,820	47,575	30,000	3,017,395
Fire Apprentice Program	61,506	52,600	0	114,106
Training	540,250	11,000	0	551,250
Station Maintenance	245,099	22,000	0	267,099
Fire Prevention	255,634	6,800	0	262,434
Emergency Preparedness	18,005	7,000	0	25,005
Paramedic Services	1,801,480	175,000	0	1,976,480
Vehicle Maintenance	262,498	229,201	0	491,699
DEPARTMENT TOTAL	6,646,305	592,676	30,000	7,268,981
<u>POLICE DEPARTMENT:</u>				
Administration	617,398	456,000	0	1,073,398
Communications	702,124	43,000	0	745,124
Jail Services/Livescan	100,288	43,000	0	143,288
Personnel Development/Training	47,437	42,000	0	89,437
Records and Clerical	309,267	32,000	15,000	356,267
Patrol Services	4,402,892	485,000	0	4,887,892
Investigations	1,933,865	135,000	0	2,068,865
Police Reserve Program	12,000	6,000	0	18,000
Crime Prevention/School Resource	306,164	36,000	0	342,164
PD-Information Systems	92,216	102,000	6,000	200,216
AB 109 Task Force	80,000	0	0	80,000
Traffic Services	336,864	185,000	0	521,864
Supplemental Law Enforcement	109,155	0	0	109,155
Asset Forfeiture	447,095	400,000	15,000	862,095
DEPARTMENT TOTAL	9,496,765	1,965,000	36,000	11,497,765

City of La Verne

2013-14 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	205,376	47,500	0	252,876
Recreation Programs	223,722	267,100	0	490,822
Facility Rentals	186,836	127,800	11,000	325,636
Swimming Pool Program	112,428	159,000	0	271,428
Special Events	10,529	32,539	0	43,068
SUB-TOTAL	738,891	633,939	11,000	1,383,830
DEPARTMENT TOTAL	738,891	633,939	11,000	1,383,830
<u>PUBLIC WORKS DEPARTMENT:</u>				
CITY BUILDING DIVISION:				
Administration	22,444	3,325	0	25,769
Building Maintenance	43,358	322,550	0	365,908
SUB-TOTAL	65,802	325,875	0	391,677
STREET MAINTENANCE DIVISION:				
Administration	93,588	330,559	0	424,147
Waste and Recycling	14,894	2,235,031	0	2,249,925
Street Maintenance	412,982	646,435	11,000	1,070,417
Traffic and Lighting	100,402	610,820	0	711,222
Graffiti Removal	33,116	9,600	0	42,716
SUB-TOTAL	654,982	3,832,445	11,000	4,498,427
WATER UTILITY DIVISION:				
Administration	390,349	331,154	0	721,503
Water Production	320,993	5,982,608	0	6,303,601
Transmission & Distribution	449,985	190,441	22,000	662,426
Customer Service	542,024	203,009	0	745,033
SUB-TOTAL	1,703,351	6,707,212	22,000	8,432,563

City of La Verne

2013-14 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
SEWER UTILITY DIVISION:				
Administration	461,614	186,228	0	647,842
Sewer System Maintenance	277,362	138,867	8,000	424,229
SUB-TOTAL	738,976	325,095	8,000	1,072,071
EQUIPMENT MAINTENANCE DIVISION:				
Administration	197,181	130,630	222,000	549,811
Preventative Maintenance	120,003	59,900	0	179,903
Repair Work	203,451	552,500	0	755,951
SUB-TOTAL	520,635	743,030	222,000	1,485,665
PARK MAINTENANCE DIVISION:				
Parks Administration	26,708	41,773	0	68,481
Parks Facility Maintenance	457,429	541,495	10,000	1,008,924
Tree Maintenance	153,643	230,172	0	383,815
Maintenance Assessment Districts	40,177	328,980	0	369,157
SUB-TOTAL	677,957	1,142,420	10,000	1,830,377
DEPARTMENT TOTAL	4,361,703	13,076,077	273,000	17,710,780
TOTAL CITY OPERATING	22,953,108	18,149,692	356,000	41,458,800
Less Interdepartmental Funds	0	(2,521,000)	0	(2,521,000)
NET CITY OPERATING BUDGET	22,953,108	15,628,692	356,000	38,937,800

City of La Verne

2013-14 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>CAPITAL IMPROVEMENTS:</u>				
General Capital Improvement Fund	0	0	827,000	827,000
I/S Technology Fund	0	0	0	0
Measure R Fund	0	0	350,000	350,000
Gas Tax Street Improvements	0	0	481,000	481,000
County Aid to Cities Fund	0	0	0	0
Water Capital Improvements	0	0	365,000	365,000
Sewer Capital Improvements	0	0	125,000	125,000
Storm Drain Fund	0	0	0	0
Park Development	0	0	990,000	990,000
San Polo CFD 90-1 Maintenance Fund	0	0	300,000	300,000
Fire Facilities/Equipment Funds	0	0	78,231	78,231
Large Building CFD Fund	0	0	2,000	2,000
Fire Equipment Replacement Fund	0	0	32,141	32,141
TOTAL CAPITAL IMPROVEMENTS PROJECTS	0	0	3,550,372	3,550,372
<u>SPECIAL PROGRAMS:</u>				
CDBG Projects & Programs	15,105	13,466	75,000	103,571
Bicycle Safety - TDA	0	0	0	0
PROP A LACMTA Programs	25,704	559,600	0	585,304
PROP C LACMTA Programs	68,249	190,000	129,500	387,749
Mobile Source Air Pollution(AB2766)	1,578	15,000	0	16,578
Downtown Business Improv. Dist.	0	30,200	0	30,200
TOTAL SPECIAL PROGRAMS	110,636	808,266	204,500	1,123,402
<u>DEBT SERVICE REQUIREMENTS:</u>				
Capitalized Leases/Pension Bond	0	1,768,000	0	1,768,000
TOTAL DEBT SERVICE	0	1,768,000	0	1,768,000
TOTAL CITY EXPENDITURES	23,063,744	18,204,958	4,110,872	45,379,574

City of La Verne

2013-14 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
LA VERNE SUCCESSOR AGENCY:				
REDEVELOPMENT OBLIGATION RETIREMENT FUND:				
Administration	276,204	15,000	0	291,204
Debt Repayment	0	972,000	0	972,000
TOTAL REDEVELOPMENT OBLIGATION RETIREMENT FUND	276,204	987,000	0	1,263,204
TOTAL LA VERNE SUCCESSOR AGENCY	276,204	987,000	0	1,263,204
TOTAL CITY AND SUCCESSOR AGENCY	23,339,948	19,191,958	4,110,872	46,642,778

City of La Verne

SUMMARY OF FUND BALANCES

ANTICIPATED REVENUE, APPROPRIATIONS AND TRANSFERS 2013-14 BUDGET

Fund No. Fund Title	Estimated Fund Balance 6/30/2013	Revenues	Appropriations	Net Transfers	Estimated Fund Balance 6/30/2014
101 General:					
Undesignated Reserve	8,040,568	22,405,650	26,356,305	3,319,100	7,409,013
Designated Reserve	1,866,649	2,249,925	2,249,925	0	1,866,649
104 Paramedic Service	0	730,000	0	(730,000)	0
206 Gas Tax	1,240,853	1,099,000	481,000	(352,000)	1,506,853
208 Traffic Safety	42,495	554,000	521,864	46,000	120,631
209 County Aid to Cities	0	0	0	0	0
215 CDBG	0	103,571	103,571	0	0
216 Operation & Maintenance CFD	702,524	1,005,000	300,000	(888,000)	519,524
222 Bicycle Safety & TDA	376	0	0	0	376
226 Affordable Housing	545,951	600,000	0	0	1,145,951
231 Asset Forfeiture	1,130,929	598,000	862,095	0	866,834
232 LACMTA - Proposition A	362,937	536,500	585,304	0	314,133
234 LACMTA - Proposition C	661,863	482,000	387,749	0	756,114
235 Measure R Fund	17,380	333,600	350,000	0	980
241 Supplemental Law Enf. Services	67	100,000	109,155	10,000	912
243 AB2766 Mobile Source Air Pollution	345,921	39,500	16,578	0	368,843
244 Public Safety Equipment	444,787	396,600	78,231	(300,000)	463,156
245 DBID	24,536	33,100	30,200	0	27,436
246 Maintenance Assessment Districts	367,895	342,100	369,157	0	340,838
250 Fire Equipment Replacement Fund	1,071,603	39,000	32,141	(15,000)	1,063,462
252 Large Building CFD Fund	98,245	70,600	2,000	(75,000)	91,845
326 Loan Repayment	182,037	931,000	931,000	0	182,037
405 General Capital Improvement	1,544,196	3,000	827,000	40,000	760,196
406 Right of Way Management	2,484,915	120,000	0	100,000	2,704,915
407 I/S Technology Fund	23,021	100	0	0	23,121
410 Underground Utilities	1,431,154	17,000	0	0	1,448,154
412 Park Development	536,482	752,000	990,000	0	298,482
419 Storm Drainage District	1,236,410	16,000	0	0	1,252,410
436 Esperanza Rd. Improvement District	49,481	0	0	0	49,481
502 Water Utility	1,108,029	9,633,500	8,432,563	(1,514,900)	794,066
507 Water Capital Improvement:	2,368,510	95,000	365,000	500,000	2,598,510
519 Miramar Debt Repayment	4,646,889	45,000	837,000	0	3,854,889
530 Sewer Utility	449,358	1,455,000	1,072,071	(430,200)	402,087
531 Sewer Capital Improvement	4,225,935	17,000	125,000	300,000	4,417,935
624 Equipment	258,494	1,592,000	1,485,665	(50,000)	314,829
TOTAL CITY	37,510,490	46,394,746	47,900,574	(40,000)	35,964,662
Less Interdepartmental Funds		(2,521,000)	(2,521,000)	0	0
NET CITY	37,510,490	43,873,746	45,379,574	(40,000)	35,964,662
LA VERNE SUCCESSOR AGENCY:					
730 Redevelopment Obligations Retirement Fund	741,514	1,222,000	1,263,204	40,000	740,310
TOTAL LVSA	741,514	1,222,000	1,263,204	40,000	740,310
TOTAL CITY AND LA VERNE SUCCESSOR AGENCY	38,252,004	45,095,746	46,642,778	0	36,704,972

City of La Verne

2013-14 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION SCHEDULE

Fund	Estimated Revenue	Interfund Transfers	Designated Reserve Expend(Retain)	Undesignated Reserve Expend(Retain)	Total Available Revenue	Total Proposed Expenditures
101 General	\$24,655,575	\$2,395,000	A \$400,000	J \$231,555	\$28,606,230	\$28,606,230
		\$1,155,100	B			
		(\$96,000)	C			
		(\$100,000)	D			
		\$5,000	H			
		(\$40,000)	I			
104 Paramedic Service	\$730,000	(\$730,000)	A		\$0	\$0
206 Gas Tax	\$1,099,000	(\$352,000)	A	(\$266,000)	\$481,000	\$481,000
208 Traffic Safety	\$554,000	\$46,000	C	(\$78,136)	\$521,864	\$521,864
209 County Aid to Cities	\$0				\$0	\$0
215 CDBG	\$103,571				\$103,571	\$103,571
216 Operation & Maint. CFD 90-1	\$1,005,000	(\$873,000)	A	\$183,000	\$300,000	\$300,000
		(\$15,000)	H			
222 Bicycle Safety	\$0				\$0	\$0
226 Affordable Housing	\$600,000			(\$600,000)	\$0	\$0
231 Asset Forfeiture	\$598,000			\$264,095	\$862,095	\$862,095
232 LACMTA-Proposition A	\$536,500			\$48,804	\$585,304	\$585,304
234 LACMTA-Proposition C	\$482,000			(\$94,251)	\$387,749	\$387,749
235 Measure R	\$333,600			\$16,400	\$350,000	\$350,000
241 Supplemental Law Enf. Services Fund	\$100,000	\$10,000	C	(\$845)	\$109,155	\$109,155
243 AB2766 Mobile Source Air Pollution	\$39,500			(\$22,922)	\$16,578	\$16,578
244 Public Safety Equipment	\$396,600	(\$300,000)	A	(\$18,369)	\$78,231	\$78,231
245 Downtown Business Improvement District	\$33,100			(\$2,900)	\$30,200	\$30,200
246 Maintenance Assess. District	\$342,100			\$27,057	\$369,157	\$369,157
250 Fire Equipment Replacement Fund	\$39,000	(\$15,000)	A	\$8,141	\$32,141	\$32,141

City of La Verne

2013-14 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	\$70,600	(\$75,000) A		\$6,400 L	\$2,000	\$2,000
326 Loan Repayment	\$931,000				\$931,000	\$931,000
405 General Capital Improvement	\$3,000	\$100,000 D \$40,000 I (\$100,000) C		\$784,000 L	\$827,000	\$827,000
406 ROW Management	\$120,000	\$100,000 C		(\$220,000) K	\$0	\$0
407 I/S Technology Fund	\$100			(\$100) K	\$0	\$0
410 Underground Utilities District	\$17,000			(\$17,000) K	\$0	\$0
412 Park Development	\$752,000			\$238,000 L	\$990,000	\$990,000
419 Storm Drainage District	\$16,000			(\$16,000) K	\$0	\$0
436 Esperanza Rd. Imprv Dist	\$0				\$0	\$0
502 Water Utility	\$9,633,500	(\$1,014,900) B (\$500,000) K		\$313,963 L	\$8,432,563	\$8,432,563
507 Water Capital Improvement	\$95,000	\$500,000 K	(\$20,000) E	(\$210,000) K	\$365,000	\$365,000
519 Miramar Debt Repayment	\$45,000			\$792,000 L	\$837,000	\$837,000
530 Sewer Utility	\$1,455,000	(\$140,200) B \$10,000 H (\$300,000) K		\$47,271 L	\$1,072,071	\$1,072,071
531 Sewer Capital Improvement	\$17,000	\$300,000 K		(\$192,000) K	\$125,000	\$125,000
624 Equipment	\$1,592,000	(\$50,000) A	\$222,000 G	(\$278,335) K	\$1,485,665	\$1,485,665
TOTAL CITY	\$46,394,746	(\$40,000)	\$602,000	\$943,828	\$47,900,574	\$47,900,574
Less Interdepartmental Funds	(\$2,521,000)				(\$2,521,000)	(\$2,521,000)
NET CITY	\$43,873,746	(\$40,000)	\$602,000	\$943,828	\$45,379,574	\$45,379,574
LA VERNE SUCCESSOR AGENCY:						
730 Redevelopment Obligation Retirement Fund	\$1,222,000	\$40,000 C	\$1,204 J		\$1,263,204	\$1,263,204
TOTAL LVSA	\$1,222,000	\$40,000	\$1,204	\$0	\$1,263,204	\$1,263,204
TOTAL CITY AND LVSA	\$45,095,746	\$0	\$603,204	\$943,828	\$46,642,778	\$46,642,778

City of La Verne

2013-14 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

A - Transfers to General Fund:

Paramedic Cost Reimbursement		730,000	
Gas Tax 2106	110,200		
Gas Tax 2107	236,800		
Gas Tax Interest Income	<u>5,000</u>		
Total Gas Tax		352,000	
Proposition 172 Public Safety-Current Year Revenue		300,000	
Fire Equipment Replacement Fund		15,000	
Community Facilities Dist. 90-1		873,000	
Equipment Fund		50,000	
Large Building CFD Fund		<u>75,000</u>	
			<u>2,395,000</u>

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

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

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

Traffic Safety Fund		46,000	
Supplemental Law Enforcement Services Fund		10,000	
Redevelopment Obligation Retirement Fund		40,000	
ROW Management Fund		<u>100,000</u>	
			<u>196,000</u>

D - Transfer from General Fund to:

General Capital Improvement Fund		<u>100,000</u>	
			<u>100,000</u>

E - Reserve Water Acreage Fees for Future System Improvements:

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

Pension Obligation Charges		930,000	
Equipment Rental Fees:			
General		1,315,000	
Water		171,200	
Sewer		79,800	
Equipment		<u>24,000</u>	
			<u>2,520,000</u>

G - Use Equipment Reserves for Equipment Replacement:

			<u>222,000</u>
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City of La Verne

2013-14 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

H - Transfer CFD 90-1 Special Taxes to Reimburse those Operational Costs Incurred in:		
Sewer Fund	10,000	
General Fund	<u>5,000</u>	
		<u>15,000</u>
I - Transfers for Replacement of two Paramedic Ambulance Units:		
(1st of Ten Annual Appropriations)	20,000	
(8th of Ten Annual Appropriations)	<u>20,000</u>	
		<u>40,000</u>
J - Use Reserves for Designated Purposes:		
K - Retain Required Reserves:		
L - Use Undesignated Reserves:		

City of La Verne

PERSONNEL SUMMARY

2013-2014 BUDGET

<u>DEPARTMENT</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Dept. Request 2013-14</u>	<u>Recommended by Manager 2013-14</u>	<u>Council Approved 2013-14</u>
City Clerk	.90	.90	1.15	1.15	.75	.75	.75
City Manager	7.54	6.94	6.41	6.56	6.96	6.96	6.96
Community Development	1.90	.90	1.58	5.28	4.95	5.03	5.03
Fire	36.00	36.00	36.00	36.00	36.00	36.00	36.00
Police	65.50	60.50	59.50	59.00	57.00	57.00	57.00
Recreation & Comm. Services	2.82	2.82	2.62	2.59	2.62	2.62	2.62
Public Works	49.02	46.20	45.20	46.00	46.03	46.03	46.03
Special Programs	1.41	.57	.54	.77	.79	.71	.71
LVRA Successor Agency	<u>8.91</u>	<u>8.17</u>	<u>6.00</u>	<u>1.65</u>	<u>1.90</u>	<u>1.90</u>	<u>1.90</u>
TOTAL REGULAR FULL-TIME POSITIONS	<u>174.00</u>	<u>163.00</u>	<u>159.00</u>	<u>159.00</u>	<u>157.00</u>	<u>157.00</u>	<u>157.00</u>

LEASES CAPITALIZED
And
PENSION OBLIGATION BOND

City of La Verne

Capitalized Leases

Date	Original Amount	Principal Balance 6-30-13	Principal Due 2013-14	Interest Due 2013-14	Total Due 2013-14
Three Valleys Municipal Water District					
10-30-03	\$6,974,530	\$ 801,000	\$801,000	\$26,000	\$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.

Pension Obligation Bond

Date	Original Amount	Principal Balance 6-30-13	Principal Due 2013-14	Interest Due 2013-14	Total Due 2013-14
05-04-06	\$8,380,000	\$5,690,000	\$595,000	\$336,000	\$931,000

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

Source Funds:

Loan Repayment Fund \$931,000

City of La Verne

GENERAL ADMINISTRATION

City of La Verne

BUDGET MESSAGE

2013 – 14 Fiscal Year

General Administration

1000, 1600, 1700 SERIES

Department

Cost Center No.

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

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

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

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

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	59,184	58,680	57,909	57,909
Other Operating Costs	468,000	470,000	455,000	455,000
Capital Outlay		0	0	0
TOTAL:	527,184	528,680	512,909	512,909

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

General Fund	487,184	488,680	472,909	472,909
PEG	40,000	40,000	40,000	40,000
TOTAL:	527,184	528,680	512,909	512,909

City of La Verne

DETAIL OF SALARIES & WAGES

General Administration	Summary			1000 Series
Department	Cost Center			Cost Center No.
CLASSIFICATION	Current	Position Quota		Adopted
		Department	City Manager	Budget
		Requests	Recommended	Budget
TOTAL FULL-TIME				
REGULAR PART-TIME				
City Council(elected)	5.00	5.00	5.00	5.00
TOTAL REG. PART-TIME				
	5.00	5.00	5.00	5.00
TOTAL POSITIONS				
	5.00	5.00	5.00	5.00
APPROPRIATIONS				
SALARIES & WAGES	31,140	31,140	31,140	31,140
TEMPORARY/OTHER PART TIME.....				
BENEFIT COSTS	28,044	27,540	27,540	27,540
TOTAL PERSONNEL SERVICES				
	59,184	58,680	58,680	58,680

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 (LTV 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	59,184	58,680	57,909	57,909
Other Operating Costs	10,000	10,000	10,000	10,000
Capital Outlay	0	0	0	
TOTAL:	69,184	68,680	67,909	67,909

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

General Fund	69,184	68,680	67,909	67,909
TOTAL:	69,184	68,680	67,909	67,909

City of La Verne

GENERAL ADMINISTRATION

CITY COUNCIL

1000

Department

Cost Center

Cost Center No.

Units of Measure

N/A

Personnel Services:

Stipends and health insurance for City Council Members.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Reduce Personnel Services Costs

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	375,000	375,000	360,000	360,000
Capital Outlay	0	0	0	0
Total:	375,000	375,000	375,000	375,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	335,000	335,000	320,000	320,000
PEG Fee	40,000	40,000	40,000	40,000
TOTAL:	375,000	375,000	360,000	360,000

City of La Verne

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

Units of Measure:

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

Community Based Agency Funding	Council Approved	Requested 13/14 Budget	City Mgr. Rec. 13/14 Budget	Council Approved
Cable TV Community Access	40,000	40,000	40,000	
Friends of the Fourth	7,500	7,500	7,500	
Inland Valley Humane Society	70,000	92,000	92,000	

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

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

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

<u>Department</u>	2010/11	2011/12	2012/13	2013/14
Police	160,404	188,217	284,441	340,238
Public Works	236,898	192,768	70,000	191,853
Sewer	12,288	12,811	16,021	18,855
Parks	66,320	52,741	8,825	37,458
Administration	57,859	30,727	0	0
Auto Liability Insurance & Risk Management	64,726	57,648	57,677	67,880
Fire (auto liability)	14,384	12,811	12,817	15,084
LVRA-General	17,980	16,013	0	0
LVRA-Low/Mod	17,980	16,014	0	0
Water	35,959	32,027	35,247	41,482
LV Mobile Country Club	25,171	22,419	25,634	30,169
Valley Rancho MHP	7,192	6,405	9,613	11,313

City Manager Recommendations

Reduce Other Operating Costs

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	83,000	85,000	85,000	85,000
Capital Outlay	0	0	0	0
Total:	83,000	85,000	85,000	85,000

Personnel Authorized	0	0	0	0
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<u>Source of Funds:</u>				
General Fund	83,000	85,000	85,000	85,000
TOTAL:	83,000	85,000	85,000	85,000

City of La Verne

General Administration

Legal Services

1700

Department

Cost Center

Cost Center No.

Units of Measure

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

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

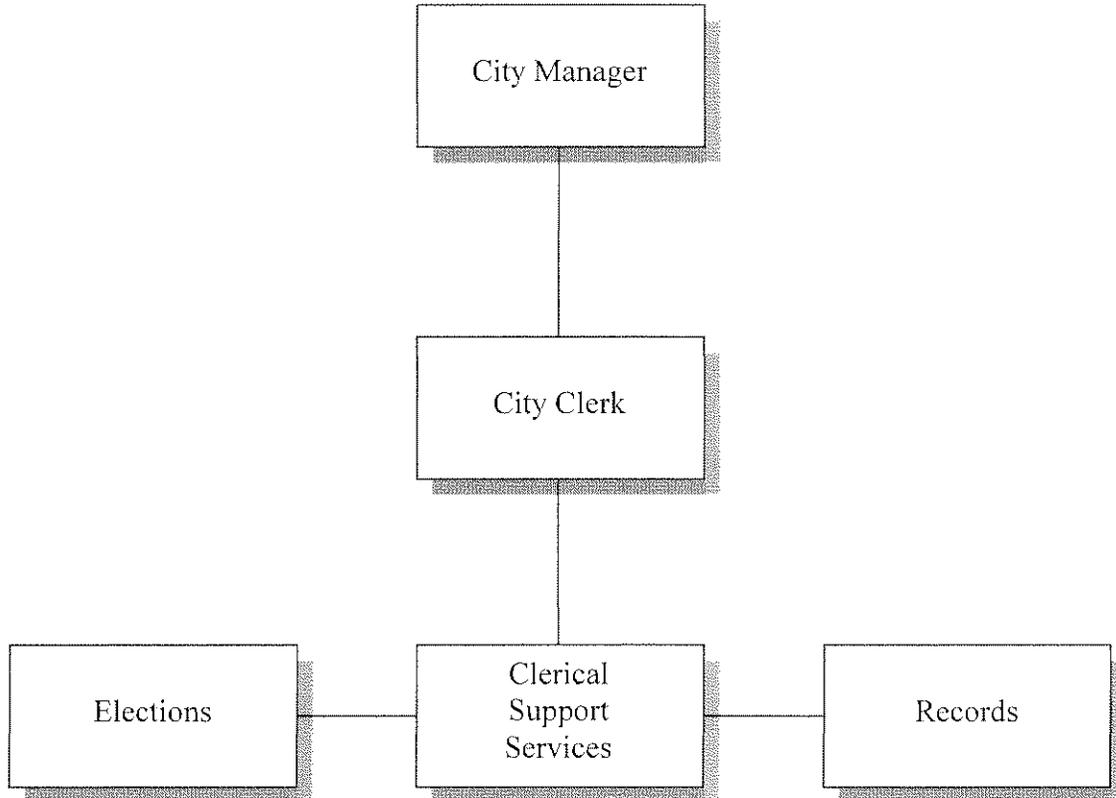
City Manager Recommendations

Funding levels as requested

City of La Verne

CITY CLERK

CITY CLERK DEPARTMENT



City of La Verne

BUDGET MESSAGE

2013 – 2014 Fiscal Year

City Clerk

1200 SERIES

Department

Cost Center No.

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

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

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

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

As an election does not fall within this fiscal year, the "Elections" cost center reflects a significant reduction over the prior year as a result of there being limited activity required. Additionally, personnel in the City Clerk cost center has been reduced as the City Clerk position has been reclassified to Assistant to the City Manager with duties and a portion of the salary being redistributed to other costs accordingly.

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	154,621	110,963	110,417	110,417
Other Operating Costs	82,000	16,000	13,500	13,500
Capital Outlay	0	0	0	0
Total:	236,621	126,963	123,917	123,917

Personnel Authorized	1.15	0.75	0.75	0.75
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Source of Funds:

General Fund	236,621	126,963	123,917	123,917
TOTAL:	236,621	126,963	123,917	123,917

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	.00	.00	.00
Assistant to the City Manager	.00	.50	.50	.50
Assistant City Clerk	.25	.25	.25	.25
TOTAL FULL-TIME	1.15	.75	.75	.75
REGULAR PART-TIME				
TOTAL REG. PART-TIME	.00	.00	.00	.00
TOTAL POSITIONS	1.15	.75	.75	.75

APPROPRIATIONS

SALARIES & WAGES	111,357	79,354	79,354	79,354
OVERTIME	-	-	-	-
BENEFIT COSTS	43,264	31,609	31,063	31,063
TOTAL PERSONNEL SERVICES	154,621	110,963	110,417	110,417

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	132,158	86,524	86,056	86,056
Other Operating Costs	12,000	12,000	9,500	9,500
Capital Outlay	0	0	0	0
Total:	144,158	98,524	95,556	95,556
Personnel Authorized	1.05	.65	.65	.65
Source of Funds:				
General Fund	144,158	98,524	95,556	95,556
TOTAL:	144,158	98,524	95,556	95,556

City of La Verne

City Clerk	Administration			1201
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Projected 2013/14</u>
Council Minutes/Agendas Prepared	25	26	24	26
Resolutions Processed	70	75	61	75
Ordinances Processed	5	5	8	5
Elections Conducted	0	1	0	1
Proclamations/Ceremonial Certificates	88	161	52	60
Successor Agency Agendas/Minutes (2/12)	-	1	5	15
Successor Agency Resolutions (2/12)	-	3	6	15
Oversite Board Agendas/Minutes (4/12)	-	4	7	15
Oversite Board Resolutions (4/12)	-	2	15	15
**LVRA Agendas/Minutes	9	11	0	0
**LVRA Resolutions	5	8	0	0
**LVRA OPA & Amendments	0	0	0	0
*LVHA Agendas/Minutes	0	0	0	0
*LVHA Resolutions	0	0	0	0
*JPFA Agendas/Minutes	1	2	2	2
*JPFA Resolutions	2	2	2	2
Passport Applications	376	400	380	450

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

Personnel Services:

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

Other Operating Costs and Capital Outlay

Operating costs include:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

City Clerk

Elections

1204

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	22,463	24,439	24,361	24,361
Other Operating Costs	70,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	92,463	28,439	28,361	28,361

Personnel Authorized	0.10	0.10	0.10	0.10
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Source of Funds:

General Fund	92,463	28,439	28,361	28,361
TOTAL:	92,463	28,439	28,361	28,361

City of La Verne

City Clerk

Elections

1204

Department

Cost Center

Cost Center No.

Units of Measure:

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

Personnel Services:

10% of the Assistant to the City Manager position.

Other Operating Costs and Capital Outlay:

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

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

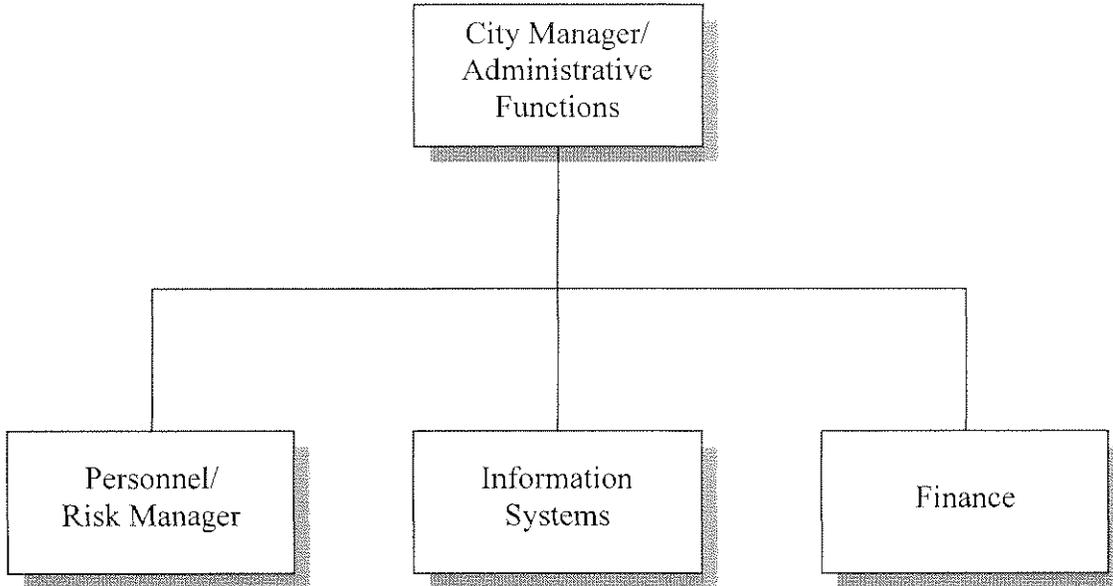
City Manager Recommendations

Reduce personnel services costs.

City of La Verne

CITY MANAGER

CITY MANAGER



City of La Verne

BUDGET MESSAGE

2013 – 2014 Fiscal Year

City Manager

1300, 1400 & 1500 SERIES

Department

Cost Center No.

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

The City Manager's Office provides general direction and administration for all City departments and services. In addition, this division administers various ongoing operations including mobilehome rent control and related issues, cable television, public information, transportation, intergovernmental relations, Youth & Family Action Committee, Downtown La Verne Business Improvement District and strategic planning. City Manager's Office budget for personnel has been increased as it reflects redistribution of workload and salary associated to reclassification of the Assistant to the City Manager position who will also oversee operations of the City Clerks' office.

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 cashiering 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	City Manager Summary		1300 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	238,195	309,702	308,494	308,494
Other Operating Costs	63,500	74,500	74,500	74,500
Capital Outlay	-	-		-
Total:	301,695	384,202	382,994	382,994
<hr/>				
Personnel Authorized	2.0	2.4	2.4	2.4
<hr/>				
<u>Source of Funds:</u>				
General Fund	301,695	384,202	382,994	382,994
TOTAL:	301,695	384,202	382,994	382,994

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	City Manager's Office	1300 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget

City Manager	.55	.55	.55	.55
Assistant to the City Clerk	.75	.75	.75	.75
Assistant to the City Manager	0	.40	.40	.40

TOTAL FULL-TIME	1.30	1.70	1.70	1.70
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REGULAR PART-TIME

Administrative Clerk II	.70	.70	.70	.70
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TOTAL REG. PART-TIME	0.70	0.70	0.70	0.70
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TOTAL POSITIONS	2.00	2.40	2.40	2.40
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APPROPRIATIONS

SALARIES & WAGES	169,811	217,020	217,020	217,020
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OVERTIME

BENEFIT COSTS	68,384	92,682	91,474	91,474
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TOTAL PERSONNEL SERVICES	238,195	309,702	308,494	308,494
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City of La Verne

City Manager	Administration	1301		
Department	Cost Center	Cost Center No.		
<u>Long-Term Objectives:</u>				
<p>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:</p> <ul style="list-style-type: none"> - 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. 				
<u>Operational Plans:</u>				
<ul style="list-style-type: none"> - 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	237,524	277,824	276,283	276,283
Other Operating Costs	24,500	30,000	30,000	30,000
Capital Outlay	0	0	0	0
Total:	262,024	307,824	306,283	306,283
Personnel Authorized	2.00	2.20	2.20	2.20
<u>Source of Funds:</u>				
General Fund	262,024	307,824	306,283	306,283
TOTAL:	262,024	307,824	306,283	306,283

City of La Verne

City Manager

Administration

1301

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Personnel costs consist of 55% of the salaries and benefits for the City Manager, 20% of Assistant to the City Manager 75% of the Assistant to the City Clerk, and funding for a portion of an Administrative Clerk II.

Other Operating Costs and Capital Outlay:

Operating costs reflect expense for contractual clerical support.

City Manager Recommendations

Reduce Personnel Services costs

City of La Verne

City Manager	Personnel & Risk Management	1302		
Department	Cost Center	Cost Center No.		
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<u>Long-Term Objectives:</u>				
<p>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.</p>				
<hr/>				
<u>Operational Plans:</u>				
<p>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.</p>				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	671	31,878	32,211	32,211
Other Operating Costs	39,000	44,500	44,500	44,500
Capital Outlay	0	0	0	0
Total:	39,671	76,378	76,711	76,711
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Personnel Authorized	0	.2	.2	.2
<hr/>				
<u>Source of Funds:</u>				
General Fund	39,671	76,378	76,711	76,711
TOTAL:	39,671	76,378	76,711	76,711

City of La Verne

City Manager	Personnel & Risk Management	1302
Department	Cost Center	Cost Center No.
<u>Units of Measure</u>		
Implement trainings and awareness of workers' compensation system to reduce costs of claims Evaluate 25 claims for damages against the City Coordinate recruitments for hiring of full and part-time employees as needed Process annual evaluations for approximately 170 full and part time employees		
<u>Personnel Services:</u>		
Personnel costs consist of 20% of the salaries and benefits for Assistant to the City manager and a portion of part time clerical support.		
<u>Other Operating Costs and Capital Outlay:</u>		
Operating costs reflect expense for contractual clerical support		
<u>City Manager Recommendations</u>		
Adjust Personnel Services costs		

City of La Verne

City Manager's Office
Finance
Department

Finance Summary

1400 Series

Cost Center

Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	422,032	432,495	438,050	438,050
Other Operating Costs	48,300	44,800	44,800	44,800
Capital Outlay	0	0	0	0
Total:	470,332	477,295	482,850	482,850
Personnel Authorized	4.01	4.01	4.01	4.01
<u>Source of Funds:</u>				
General Fund	470,332	477,295	482,850	482,850
TOTAL:	470,332	477,295	482,850	482,850

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager

Finance Summary

1400 Series

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Finance Officer/Asst. to CM (Deputy City Treasurer)	.70	.70	.70	.70
Accounting Manager	.41	.41	.41	.41
Accountant	1.00	1.00	1.00	1.00
Account Clerk II & III	1.50	1.50	1.50	1.50

TOTAL FULL-TIME	3.61	3.61	3.61	3.61
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REGULAR PART-TIME

Account Clerk I	0.40	.40	.40	.40
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TOTAL REG. PART-TIME	0.40	0.40	0.40	0.40
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TOTAL POSITIONS	4.01	4.01	4.01	4.01
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APPROPRIATIONS

SALARIES & WAGES	305,520	306,708	313,708	313,708
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OVERTIME

BENEFIT COSTS	116,512	125,787	124,342	124,342
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TOTAL PERSONNEL SERVICES	422,032	432,495	438,050	438,050
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City of La Verne

City Managers Office
Finance

Finance Administration

1401

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

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

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	75,752	78,351	78,038	78,038
Other Operating Costs	12,000	12,000	12,000	12,000
Capital Outlay	0	0	0	0
Total:	87,752	90,351	90,038	90,038

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

General Fund	87,752	90,351	90,038	90,038
TOTAL:	87,752	90,351	90,038	90,038

City of La Verne

City Managers Office
 Finance
 Department

Finance Administration

 Cost Center

1401

 Cost Center No.

Units of Measure

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

Personnel Services:

Staffing request consists of .40 Finance Officer

Other Operating Costs and Capital Outlay:

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

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

City Manager Recommendations

Reduce personnel services 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 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	56,814	58,763	58,527	58,527
Other Operating Costs	25,500	22,000	22,000	22,000
Capital Outlay	0	0	0	0
Total:	82,314	80,763	80,527	80,527
Personnel Authorized	.30	.30	.30	.30
<u>Source of Funds:</u>				
General Fund	82,314	80,763	80,527	80,527
TOTAL:	82,314	80,763	80,527	80,527

City of La Verne

City Managers Office
 Finance
 Department

City Treasurer

1402

Cost Center

Cost Center No.

Units of Measure

	2009-10	2010-11	2011-12	Estimate 2012-13	Projected 2013-14
Avg. Dollars Invested	39,000,000	39,000,000	37,000,000	28,000,000	26,000,000
Interest Income	1,400,000	1,000,000	450,000	210,000	180,000
Avg. Interest Rate	2.9%	2.6%	1.2%	0.75%	0.70%
Assessment Districts	9	9	9	9	9
CFD Notices	65	65	67	67	69

Personnel Services:

Staffing consists of .30 Finance Officer/Deputy Treasurer.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

City Managers Office
Finance

Cashiering & Collections

1403

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	36,773	32,590	32,452	32,452
Other Operating Costs	3,500	3,500	3,500	3,500
Capital Outlay	0	0	0	0
Total:	40,273	36,090	35,952	35,952

Personnel Authorized	.70	.60	.60	.60
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Source of Funds:

General Fund	40,273	36,090	35,952	35,952
TOTAL:	40,273	36,090	35,952	35,952

City of La Verne

City Managers Office
Finance
Department

Cashiering & Collections

1403

Cost Center

Cost Center No.

Units of Measure

	2009-10	2010-11	2011-12	Estimate 2012-13	Projected 2013-14
Total Cash Transactions	47,135	47,536	50,930	50,000	50,000
Utility Service Bills	50,525	49,458	51,491	50,000	50,000
Business Licenses	1,762	1,816	1,770	1,780	1,800
Regulatory Permits	290	308	309	300	300
Collection Agency Accounts	146	138	169	130	130

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

City Managers Office
 Finance
 Department

Business License
 Cost Center

1404

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	24,572	37,763	37,520	37,520
Other Operating Costs	2,500	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	27,072	40,263	40,020	40,020
Personnel Authorized	.40	.45	.45	.45
<u>Source of Funds:</u>				
General Fund	27,072	40,263	40,020	40,020
TOTAL:	27,072	40,263	40,020	40,020

City of La Verne

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

Units of Measure

	2009-10	2010-11	2011-12	Estimate 2012-13	Projected 2013-14
Business License Issued	1,762	1,816	1,770	1,780	1,800
Notices & Corresp. (Est.)	4,000	4,000	4,000	4,500	4,500
Business License Penalties	3,330	3,614	3,667	4,100	4,000
Regulatory Permits	290	308	309	300	300

Personnel Services:

Staffing consists of .35 Account Clerk II and .10 Account Clerk I.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

City Managers Office
Finance

Accounting & Payroll

1405

Department

Cost Center

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	200,013	205,848	205,333	205,333
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	204,013	209,848	209,333	209,333

Personnel Authorized	2.21	2.26	2.26	2.26
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Source of Funds:

General Fund	204,013	209,848	209,333	209,333
TOTAL:	204,013	209,848	209,333	209,333

City of La Verne

City Managers Office
Finance
Department

Accounting & Payroll

1405

Cost Center

Cost Center No.

Units of Measure

	2009-10	2010-11	2011-12	Estimate 2012-13	Projected 2013-14
Payroll Checks/Deposits	6,400	5,800	5,751	6,000	6,300
Treasurer's Checks	5,200	5,100	5,500	5,000	5,000
Invoices and Inventory requisitions	11,500	11,500	12,000	11,500	11,500
Purchase Orders	200	220	240	250	250
Payroll & Other Reports	550	550	550	575	575

Personnel Services:

Staffing consists of .41 Accounting Manager, 1.00 Accountant and .85 Account Clerk III.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

City Managers Office
 Finance
 Department

L.A. Impact Financial Services
 Cost Center

1406
 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

To provide management information for current operations and cost control.
 To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	28,108	19,180	26,180	26,180
Other Operating Costs	800	800	800	800
Capital Outlay	0	0	0	0
Total:	28,908	19,980	26,980	26,980

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

General Fund	28,908	19,980	26,980	26,980
TOTAL:	28,908	19,980	26,980	26,980

City of La Verne

City Managers Office
 Finance
 Department

L.A. Impact Financial Services

1406

Cost Center

Cost Center No.

Units of Measure

	2009-10	2010-11	2011-12	Estimate 2012-13	Projected 2013-14
LAIMPACT Checks	1,000	1,000	1,100	1,200	1,200
Invoices and Requisitions	1,300	1,300	1,350	1,400	1,400
Payroll Checks	182	182	182	98	0

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Adjust personnel services per third party agreement.

City of La Verne

City Manager's Office

Summary-Information Systems

1500 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To maintain and improve existing systems and procedures.

Operational Plans:

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

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

Review software licensing alternatives

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	180,693	182,018	181,252	181,252
Other Operating Costs	130,000	139,000	139,000	139,000
Capital Outlay	23,102	6,000	6,000	6,000
Total:	333,795	327,018	326,252	326,252

Personnel Authorized	1.65	1.65	1.65	1.65
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Source of Funds:

General Fund	333,795	327,018	326,252	326,252
TOTAL:	333,795	327,018	326,252	326,252

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	Information Systems Summary		1500 Series	
Department	Cost Center		Cost Center No.	
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
<hr/>				
Information Systems Manager	.65	.65	.65	.65
Information Systems Specialist	1.00	1.00	1.00	1.00
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TOTAL FULL-TIME	1.65	1.65	1.65	1.65
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REGULAR PART-TIME				
<hr/>				
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
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TOTAL POSITIONS	1.65	1.65	1.65	1.65
<hr/>				
APPROPRIATIONS				
<hr/>				
SALARIES & WAGES	122,977	122,977	122,977	122,977
<hr/>				
OVERTIME				
<hr/>				
BENEFIT COSTS	57,716	59,041	58,275	58,275
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TOTAL PERSONNEL SERVICES	180,693	182,018	181,252	181,252

City of La Verne

City Manager's Office
Information Systems
 Department

Administration-Information Systems

 Cost Center

1501

 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	28,147	29,944	29,788	29,788
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	3,349	0	0	0
Total:	35,496	33,944	33,788	33,788

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

General Fund	35,496	33,944	33,788	33,788
TOTAL:	35,496	33,944	33,788	33,788

City of La Verne

City Manager's Office
Information Systems
Department

Administration-Information Systems
Cost Center

1501
Cost Center No.

Units of Measure

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

Personnel Services:

Staffing consists of .20 Information Systems Manager.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce personnel services costs

City of La Verne

City Manager's Office
Information Systems
Department

Mid-Range Computers

1502

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	43,414	43,633	43,451	43,451
Other Operating Costs	71,000	73,000	73,000	73,000
Capital Outlay	9,000	0	0	0
Total:	123,414	116,633	116,451	116,451

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

General Fund	123,414	116,633	116,451	116,451
TOTAL:	123,414	116,633	116,451	116,451

City of La Verne

City Manager's Office
Information Systems
Department

Mid-Range Computers
Cost Center

1502
Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce personnel services costs

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers
Cost Center

1503
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	88,022	85,983	85,673	85,673
Other Operating Costs	15,000	21,400	21,400	21,400
Capital Outlay	4,625	6,000	6,000	6,000
Total:	107,647	113,383	113,073	113,073
Personnel Authorized	.90	.90	.90	.90
<u>Source of Funds:</u>				
General Fund	107,647	113,383	113,073	113,073
TOTAL:	107,647	113,383	113,073	113,073

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers

1503

Department

Cost Center

Cost Center No.

Units of Measure

	2008-2009	2009-2010	2010-2011	2012-2013	Est 2013-2014
PCs Supported	70	73	73	73	74
Servers Supported	9	9	9	9	10
Wide Area Network	5	6	6	6	7
Network Access Points	200	248	248	248	250
Printer-Laser	15	16	16	16	18
Printer-Inkjet	25	20	20	20	16

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.

Addition of Maintenance Agreement for Laserfische, Endpoint Licensing, Presentation Supplies.

Capital Outlay:

Includes Server Replacement.

City Manager Recommendations

Reduce personnel services costs

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services

1504

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	21,110	22,458	22,340	22,340
Other Operating Costs	40,000	40,600	40,600	40,600
Capital Outlay	6,128	0	0	0
Total:	67,238	63,058	62,940	62,940
Personnel Authorized	.15	.15	.15	.15
<u>Source of Funds:</u>				
General Fund	67,238	63,058	62,940	62,940
TOTAL:	67,238	63,058	62,940	62,940

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services
Cost Center

1504
Cost Center No.

Units of Measure

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

Personnel Services:

Staffing consists of .15 information Systems Manager and covers all phones in all supported departments\divisions.

Other Operating Costs and Capital Outlay:

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

Increased Internet Costs

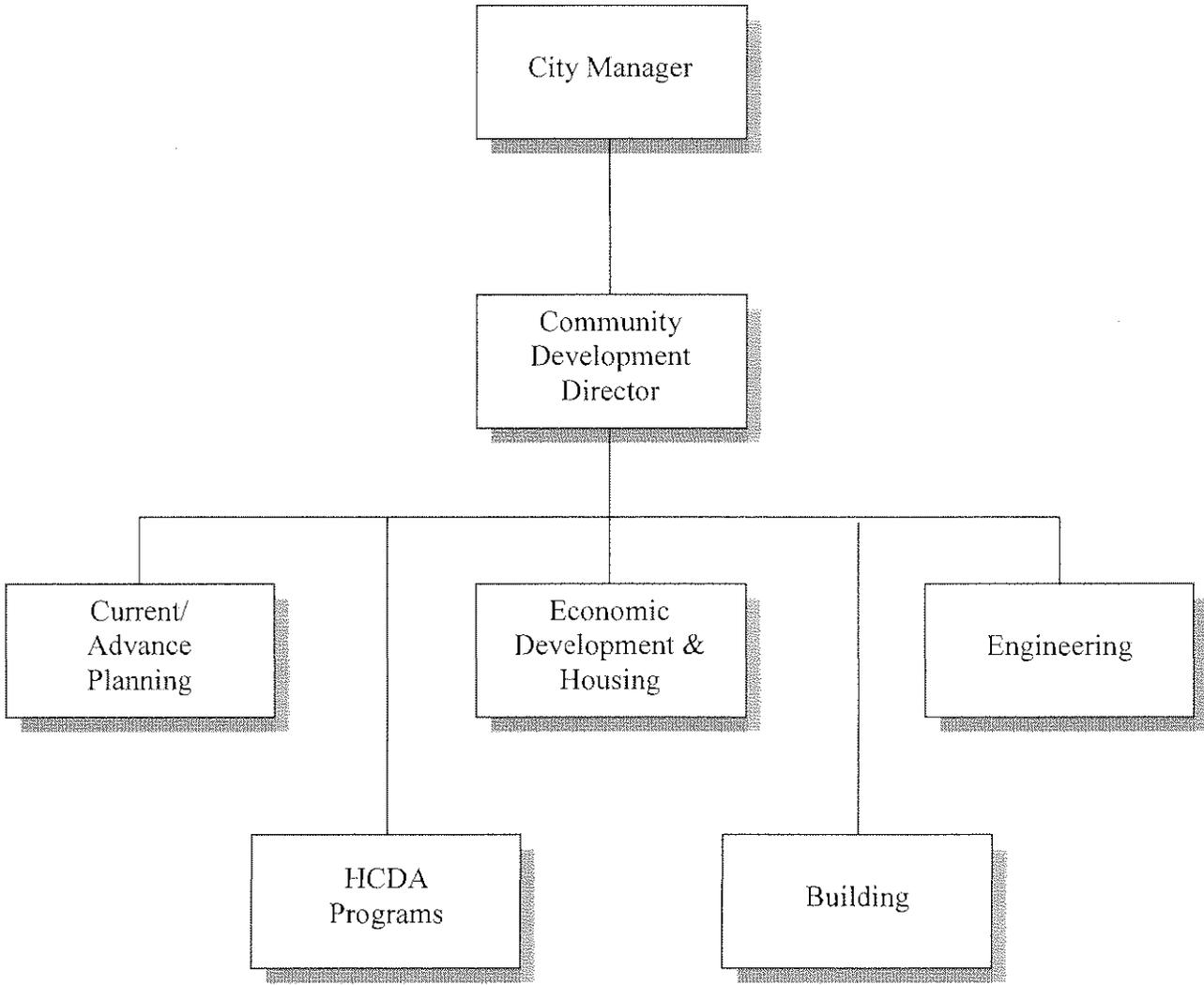
Capital Outlay:

City Manager Recommendations

Reduce personnel services costs

COMMUNITY DEVELOPMENT

**COMMUNITY DEVELOPMENT
DEPARTMENT**



City of La Verne

BUDGET MESSAGE

2013-2014 Fiscal Year

Community
Development

3000 Series

—
Department

Cost Center No.

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

Community Development's budget continues to reflect the transition from the dissolution of the Redevelopment Agency, as the department absorbs certain prior redevelopment functions - economic development, historic preservation, and housing.

La Verne's local planning and building activity remains strong, continuing to place demands on existing staffing levels. The proposed Community Development budget reflects an anticipated retirement as well as the continuing department restructuring that began last year to ensure adequate coverage for project review and processing.

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

- Initiation of a new Economic Development Positioning Strategy that includes professional marketing and demographic materials for use in attraction of national retailers.
- Completion and adoption of the Old Town La Verne Specific Plan, providing for transit-oriented development planning in vicinity of Gold Line light rail station. The Specific Plan received an American Planning Association "Award of Merit" by the Los Angeles Section, and is under consideration for similar State recognition.
- Completion of the University of La Verne's 370-bed, 4-story "Vista La Verne" residence hall at D and Second Streets.
- Completion of a new gymnasium at the Lighthouse Baptist Church.
- Groundbreaking for the long-awaited University of La Verne "Campus West" athletic facility west of Wheeler, south of Arrow Highway.
- Opening of new restaurants, including X2O, Pappa's Artisanal, and Saltillo's Grill.
- Staffing for Chamber of Commerce liaison and Old Town La Verne Business Improvement District, including staging of numerous community events including La Verne's first Wine Walk, an improved Cool Cruise car show, and continuation of the (NHRA) "Fanfest."

City of La Verne

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

- Completion and adoption of a revised Housing Element to the General Plan, with certification by the State of California.
- Initiation of a professionally-prepared Parking Study for Old Town La Verne which will analyze existing parking and parking use, and will provide recommendations for improvements, including a long-term strategy for eventual construction of an appropriately sited and designed parking structure.
- Completed construction of the new La Verne Village, residential (172-unit) and commercial (15,000 sq.ft.) mixed-use development on the former Ford dealership site.
- Construction of Campus West athletic facility and construction of a 400-space off-site shuttle parking lot for the University of La Verne.
- Completed renovation and opening of new commercial uses and a new restaurant at the former Vons supermarket property at Foothill and Wheeler.
- Construction of the 23-acre, 380,000 sq.ft. La Verne Technology and Trade Center by the Trammell Crow Company or their successor.
- Anticipated construction of homes in three residential projects- The Estates at Old Wheeler Ranch Road, Live Oak Estates, and Puddingstone Hill.
- Construction of the Olson Development Company's "Oakgrove Walk" development; 66 new homes on the property to the rear of Edwards/Regal Cinemas.
- Construction of a Jack in the Box fast food restaurant at Foothill and Damien.
- Continuing major construction of the ozone water treatment facility at the MWD Weymouth Water Treatment Plant.
- Construction of the 36-unit "Cedar Springs" Supportive/Transitional housing development for the David and Margaret Home.
- The sale of surplus former redevelopment properties at Wheeler and Wright, with eventual construction of additional industrial development.

This year's Community Development budget reflects a 7% increase above last year's total. The modest overall increase to the budget total reflects anticipated project review, plan check, and permits, with commensurate contracted service costs. Personnel services are proposed at slightly less cost than the prior year, though with a percentage increase in actual personnel, which reflects a retirement of the incumbent department secretary, and a reorganization of personnel to provide necessary services.

City of La Verne

Community
Development
Department

Summary
Cost Center

3000
Series
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Implement the General Plan.
2. Give good customer service while maintaining high development standards.
3. Participate in Capital Improvement Program development and implementation.
4. Process current projects, building permits, code enforcement fairly and efficiently and continue to review its effectiveness.
5. Improve department image and expand outreach to citizens and businesses.
6. Work cooperatively with other departments and other governmental agencies.
7. Promote staff incentives, training and a growth-inducing climate which stimulates peak performance.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	663,582	622,058	613,322	613,322
Other Operating Costs	965,700	1,121,200	1,155,200	1,155,200
Capital Outlay	0	0	0	0
Total:	1,629,282	1,743,258	1,768,522	1,768,522
Personnel Authorized	8.28	8.45	8.28	8.28
Source of Funds:				
General Fund	1,629,282	1,743,258	1,768,522	1,768,522
TOTAL:	1,629,282	1,743,258	1,768,522	1,768,522

City of La Verne

DETAIL OF SALARIES & WAGES

Community Development Department	Summary Cost Center	3000 SERIES Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.25	.25	.25	.25
Comm. Dev. Director	.80	.80	.80	.80
Principal Planner	.80	.80	.80	.80
Associate Planner	1.88	.80	.88	.88
Assistant Planner	.00	.80	.80	.80
Admin. Secretary	.75	.75	.75	.75
Admin. Clerk I	.80	.75	.75	.75

TOTAL FULL-TIME	5.28	4.95	5.03	5.03
REGULAR PART-TIME				
PT Assistant Planner	1.00	1.00	1.00	1.00
PT Planning Intern	1.00	1.00	1.00	1.00
PT Clerical Assistant II	1.00	.00	.00	.00
PT Admin. Clerk I	.00	1.50	1.25	1.25
TOTAL REG. PART-TIME	3.00	3.50	3.25	3.25
TOTAL POSITIONS	8.28	8.45	8.28	8.28

APPROPRIATIONS

SALARIES & WAGES	476,478	445,494	436,599	436,599
OVERTIME	0	0	0	0
BENEFIT COSTS	187,104	176,564	176,723	176,723
TOTAL PERSONNEL SERVICES	663,582	622,058	613,322	613,322

City of La Verne

Community
Development
Department

Planning Administration

3001

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	181,702	200,227	184,933	184,933
Other Operating Costs	59,700	61,700	47,700	47,700
Capital Outlay	0	0	0	0
Total:	241,402	261,927	232,633	232,633
Personnel Authorized	2.50	3.79	3.54	3.54
<u>Source of Funds:</u>				
General Fund	241,402	261,927	232,633	232,633
TOTAL:	241,402	261,927	232,633	232,633

City of La Verne

Community Development Department	Planning Administration		3001	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	2010-2011	2011-2012	2012-2013	2013-2014 (est)
Meetings	50	50	50	50
Staff Review Committee	52	52	52	50
Development Review Committee	17	17	17	14
Planning Commission	12	12	12	12
 Public Service:				
Each year the Community Development Department fields approximately 1,200 public inquiries at the public counter, 1,000 phone inquiries, and 800 internet/email inquiries. The Department also produces approximately 30 agenda packets each year.				
 The 3001 Administration cost center covers administrative management of planning functions and activities. It represents a portion of the costs of staffing the Planning Commission and DRC, counter service, telephone inquiries, planning projects involving other departments, and agenda packet preparation.				
 <u>Other Operating Costs and Capital Outlay:</u>				
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.				
 <u>Capital Outlay:</u>				
 <u>City Manager Recommendations</u>				
Adjust personnel allocations and reduce other operating costs				

City of La Verne

Community
Development
Department

Planning
Cost Center

3002
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	58,465	57,734	57,454	57,454
Other Operating Costs	89,500	89,500	89,500	89,500
Capital Outlay	0	0	0	0
Total:	147,965	147,234	146,954	146,954
Personnel Authorized	0.50	0.49	0.49	0.49
Source of Funds:				
General Fund	147,965	147,234	146,954	146,954
TOTAL:	147,965	147,234	146,954	146,954

City of La Verne

Community Development Department	Planning Cost Center			3002 Cost Center No.
<u>Units of Measure</u>				
	2010-2011*	2011-2012*	2012-2013*	2013 (est)
Conditional Use Permits	6	9	16	12
Environmental ND/EIR	4	5	5	3
GPA,ZC,Specific Plans	2	2	4	2
Subdivisions	1	2	1	1
Precise Plans	16	15	15	15
Variances	2	2	5	4
Ordinance Amendments	2	1	0	1
Tree Removal Permits	3	4	3	3
Development Agreements	1	1	0	0
Lot Line Adjustments	2	1	2	2
*Note: Previous year units of measure were based on the fiscal year while 2013 and on will be based on the calendar year.				
<u>Personnel Services:</u>				
Personnel services includes salaries and benefits for Planning staff members Allocations are made to continue activities listed under the operational plan.				
<u>Other Operating Costs and Capital Outlay:</u>				
Includes consulting and legal services for deposit projects.				
<u>Capital Outlay:</u>				
<u>City Manager Recommendations</u>				
Reduce personnel services costs				

City of La Verne

Community
Development
Department

Planning Non-Deposit

3003

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	140,440	125,738	125,775	125,775
Other Operating Costs	25,000	25,000	39,000	39,000
Capital Outlay	0	0	0	0
Total:	165,440	150,738	164,775	164,775
Personnel Authorized	3.05	2.25	2.23	2.23
<u>Source of Funds:</u>				
General Fund	165,440	150,738	164,775	164,775
TOTAL:	165,440	150,738	164,775	164,775

City of La Verne

Community Development Department	Planning Non-Deposit Projects			3003
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>	2010-2011*	2011-2012*	2012-2013*	2013 (est)
Environmental/Neg.Dec./Cat. Ex.	100	100	100	100
Precise Plan	35	35	35	35
Variance/Minor Exception	3	3	8	8
Counter Approvals	740	750	760	760
Certificate of Use & Occupancy	55	60	60	60
Lot Line Adj., Lot Merger	2	2	2	2
Classification of Use	2	2	2	2
Parcel Map	1	1	1	1
Zoning Verification	3	3	3	3
Zoning Amendment	2	2	2	2
Second Unit Permits	1	1	1	1
Mills Act Contracts	1	1	1	1
Special Event Permits	25	34	35	35
*Note: Previous year units of measure were based on the fiscal year while 2013 and on will be based on the calendar year.				
<u>Personnel Services:</u>				
Personnel Services include salaries and benefits for Planning staff members.				
<u>Other Operating Costs and Capital Outlay:</u>				
Includes consulting and legal services for non-deposit projects.				
<u>Capital Outlay:</u>				
<u>City Manager Recommendations</u>				
Adjust personnel services allocations and other operating costs				

City of La Verne

Community
Development
Department

Building Insp/Code Enforcement

3004

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	44,075	35,397	35,284	35,284
Other Operating Costs	682,000	868,000	916,000	916,000
Capital Outlay	0	0	0	0
Total:	726,075	903,397	951,284	951,284
Personnel Authorized	0.50	0.50	0.50	0.50
Source of Funds:				
General Fund	726,075	903,397	951,284	951,284
TOTAL:	726,075	903,397	951,284	951,284

City of La Verne

Community Development Department	Building Insp/Code Enforcement			3004
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>	2010-2011*	2011-2012*	2012-2013*	2013 (est)
Building Permits	300	325	325	350
All Other Permits	450	450	450	475
Code Enforcement	40	40	40	40
District Attorney Referrals	1	1	1	0

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Operating expenses include costs for building inspections.

Capital Outlay:

City Manager Recommendations

Reduce personnel services costs and adjust other operating costs per contractual agreements

City of La Verne

Community
Development
Department

General Plan Update

3005

Cost Center

Cost Center No.

Long-Term Objectives:

Begin initial steps to update the City's General Plan. Provides for the creation of maps and other groundwork needed to begin the process of conducting a comprehensive General Plan update (expected to commence in 2014-2015).

Operational Plans:

While there currently is no funding for this cost center, it is anticipated that the Community Development Department will commence work on the General Plan comprehensive update in 2014-2015.

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

City of La Verne

Community
Development
Department

General Plan Update
Cost Center

3005
Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

There are no Operating Costs anticipated in this fiscal year.

Capital Outlay:

City Manager Recommendations

City of La Verne

Community
Development
Department

Economic Development
Cost Center

3006
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	103,804	108,665	108,323	108,323
Other Operating Costs	100,000	67,500	53,500	53,500
Capital Outlay	0	0	0	0
Total:	203,804	176,165	161,823	161,823
Personnel Authorized	0.60	0.75	0.75	0.75
Source of Funds:				
General Fund	203,804	176,165	161,823	161,823
TOTAL:	203,804	176,165	161,823	161,823

City of La Verne

Community
Development
Department

Economic Development
Cost Center

3006
Cost Center No.

Units of Measure

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

Personnel Services:

The proposed budget includes clerical, planning, and administrative staff (Admin. Secretary .15, Admin. Clerk I .15, Com. Dev. Director .20, Prncpl. Planner .10, City Mgr. .15), with hours totaling less than one full time staff person. Duties include providing assistance to businesses and business retention and marketing of the City.

Other Operating Costs and Capital Outlay:

Operating expenses include marketing and promotion of the City.

Capital Outlay:

City Manager Recommendations

Reduce personnel services and other operating costs

City of La Verne

Community
Development
Department

Historic Preservation
Cost Center

3007
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	18,452	13,511	13,449	13,449
Other Operating Costs	2,500	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	20,952	16,011	15,949	15,949
Personnel Authorized	0.20	0.10	0.10	0.10
<u>Source of Funds:</u>				
General Fund	20,952	16,011	15,949	15,949
TOTAL:	20,952	16,011	15,949	15,949

City of La Verne

Community
Development
Department

Historic Preservation
Cost Center

3007
Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce personnel services costs

City of La Verne

Community
Development
Department

Housing Programs
Cost Center

3008
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Update Housing Element (FY 12/13 and 13/14).
2. Require and incentivize privately built affordable housing through inclusionary housing requirements and assistance where feasible.
3. Funding assistance for Habitat for Humanity (FY 12/13 and 13/14).

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	116,644	80,786	88,104	88,104
Other Operating Costs	7,000	7,000	7,000	7,000
Capital Outlay	0	0	0	0
Total:	123,644	87,786	95,104	95,104
Personnel Authorized	0.93	0.57	0.67	0.67
<u>Source of Funds:</u>				
General Fund	123,644	87,786	95,104	95,104
TOTAL:	123,644	87,786	95,104	95,104

City of La Verne

<u>Community Development Department</u>	<u>Housing Programs</u>			<u>3008</u>
Department	Cost Center			Cost Center No.
<hr/>				
<u>Units of Measure</u>				
	2010-2011	2011-2012	2012-2013	2013-2014 (est)
Residential Rehabilitations	14	0	0	0

Personnel Services:

The proposed budget includes clerical, planning, and administrative staff (Admin. Secretary .10, Admin. Clerk I .10, Assc. Planner .07, Com. Dev. Director .10, Prncpl. Planner .10, City Mgr. .10), with hours totaling less than one full time staff person.

Other Operating Costs and Capital Outlay:

Capital Outlay:

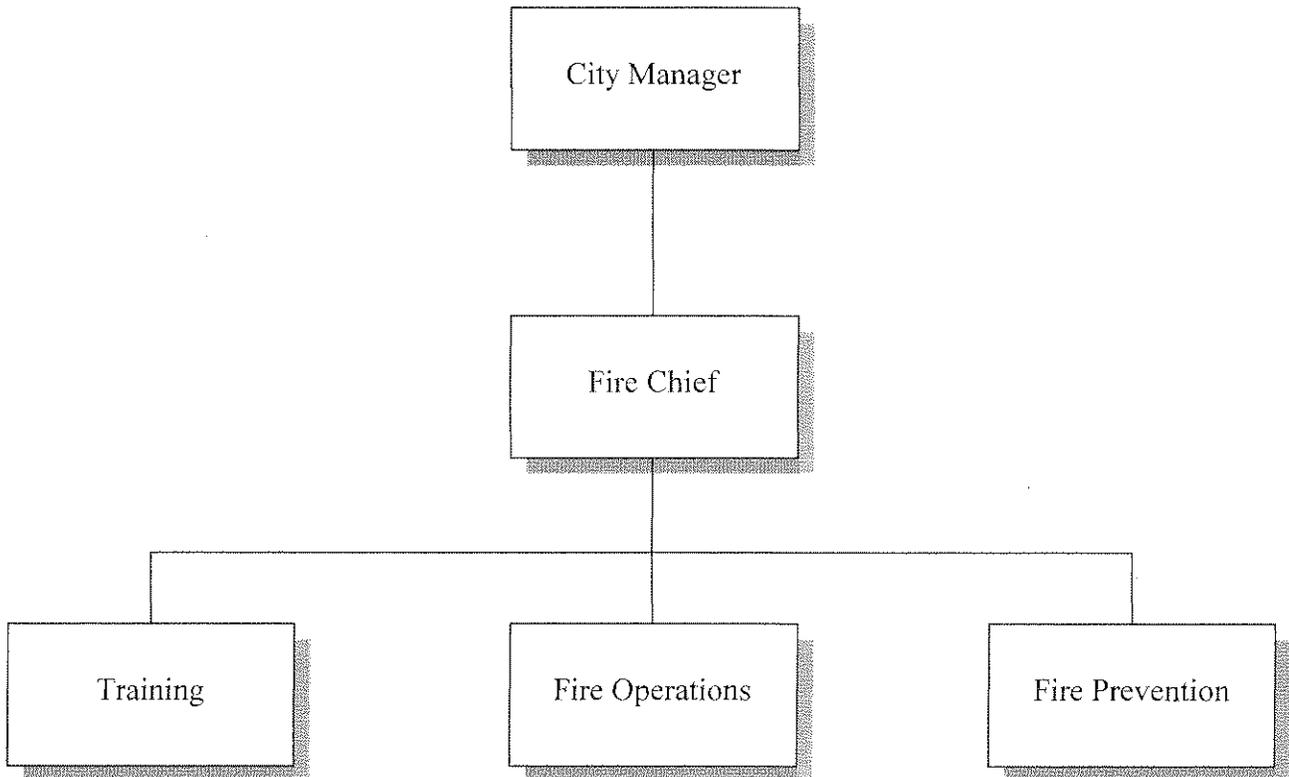
City Manager Recommendations

Adjust personnel services allocations

City of La Verne

FIRE

FIRE DEPARTMENT



City of La Verne

BUDGET MESSAGE

2013 – 2014 Fiscal Year

FIRE

2000 Series

Department

Cost Center No.

The Fire Department's budget was prepared with the goal of providing the highest level of affordable services to the La Verne community. The budget presented represents an ongoing priority of reaching this goal.

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

Personnel changes include reclassification of the Administrative Secretary position to Administrative Clerk. This was the result of the early retirement incentive program that the City Council approved last year and was utilized as a cost savings measure.

The requested operational costs have been increased to reflect increased costs in vehicle maintenance, paramedic supplies, and funding for the annual Christmas program.

Capital outlay requests include the Community Wildfire Protection Plan. This project engages the public and other interested parties in a collaborative effort to achieve wildfire planning and hazard mitigation goals. When finalized, the plan will provide a framework for setting wildfire hazard mitigation priorities based on a site-specific hazard analysis. The document will provide the community with a single-source document for how they can reduce the threat of wildfires at home and in their community. It will also better position the city to bid for grants through State and federal programs that will help to reduce the wildfire threat in the City and on its borders.

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

City of La Verne

FIRE	SUMMARY	2000 SERIES
Department	Cost Center	Cost Center No.

Mission Statement:

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

Long Term Objectives:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	6,701,647	6,908,554	6,646,305	6,646,305
Other Operating Costs	459,019	592,676	592,676	592,676
Capital Outlay	0	212,547	30,000	30,000
Total:	7,160,666	7,713,777	7,268,981	7,268,981

Personnel Authorized	70	70	70	70
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Source of Funds:

General Fund	6,330,666	6,873,777	6,408,981	6,408,981
Paramedic Fund	710,000	710,000	730,000	730,000
Proposition 172/Public Safety Fund	120,000	130,000	130,000	130,000
TOTAL:	7,160,666	7,713,777	7,268,981	7,268,981

City of La Verne

DETAIL OF SALARIES & WAGES

FIRE	SUMMARY			2000 SERIES
Department	Cost Center			Cost Center No.
CLASSIFICATION				
	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Fire Chief	1	1	1	1
Battalion Chief	3	3	3	3
Fire Captain	6	6	6	6
Fire Engineer/Paramedic	3	3	3	3
Fire Engineer	6	6	6	6
Firefighter/Paramedic	15	15	15	15
Admin Secretary	1	0	0	0
Deputy Fire Marshal	1	1	1	1
Admin Clerk II	0	1	1	1
TOTAL FULL-TIME	36	36	36	36
REGULAR PART-TIME				
Apprentices	24	24	24	24
Fire Captain/Admin	2	2	2	2
Deputy Chief	3	3	3	3
Administrative Battalion Chief	3	3	3	3
Administrative Officer	2	2	2	2
TOTAL REG. PART-TIME	34	34	34	34
TOTAL POSITIONS	70	70	70	70
APPROPRIATIONS				
SALARIES & WAGES	3,791,910	3,814,095	3,674,280	3,674,280
OVERTIME	680,606	682,877	654,989	654,989
BENEFIT COSTS	2,229,131	2,411,583	2,317,036	2,317,036
TOTAL PERSONNEL SERVICES	6,701,647	6,908,554	6,646,305	6,646,305

City of La Verne

FIRE	ADMINISTRATION			2001
Department	Cost Center			Cost Center No.
<u>Long-Term Objectives:</u>				
To coordinate activities and programs to achieve management goals and objectives in fire suppression, training, fire prevention, disaster preparedness, and paramedic services.				
<u>Operational Plans:</u>				
1. To manage the nine (9) divisions of the Fire Department with the most cost efficient means possible.				
2. Continue efforts to improve fire prevention activities, upgrade the City's disaster preparedness, and broaden the skills of all Fire Department personnel.				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	500,841	543,478	522,013	522,013
Other Operating Costs	38,600	41,500	41,500	41,500
Capital Outlay	0	0	0	0
Total:	539,441	584,978	563,513	563,513
<hr/>				
Personnel Authorized	2.87	2.87	2.87	2.87
<hr/>				
Source of Funds: General Fund	539,441	584,978	563,513	563,513
<hr/>				
TOTAL:	539,441	584,978	563,513	563,513

City of La Verne

FIRE

ADMINISTRATION

2001

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests: None

City Manager Recommendations

Reduce personnel st

City of La Verne

FIRE	EMERGENCY SERVICES		2002	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
To monitor and coordinate all areas of the Fire Department service delivery system to ensure the most effective service possible with available resources.				
To provide quick and professional assistance in emergency situations so that lives may be saved and property damage minimized.				
To enhance professional and physical standards for all emergency response personnel.				
To meet the challenges posed by the 210 Freeway.				
<u>Operational Plans:</u>				
1. To maintain a high skill level for firefighters and paramedics so that lives and property can be assured of protection.				
2. Monitor departmental training standards.				
3. Update target hazard pre-fire plans.				
4. Continue monitoring the consolidated police/fire dispatch system.				
5. Maintain the goal of a five minute response time to all emergency incidents within the boundaries of the City.				
6. To be able to mitigate simultaneous alarms on the 210 Freeway and within the City.				
7. To record and analyze the number and types of incidents on the 210 Freeway.				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	3,028,542	3,109,735	2,939,820	2,939,820
Other Operating Costs	42,800	47,575	47,575	47,575
Capital Outlay	0	33,175	30,000	30,000
Total:	3,071,342	3,190,485	3,017,395	3,017,395
<hr/>				
Personnel Authorized	15.60	16.04	16.04	16.04
<hr/>				
Source of Funds:				
General Fund	3,071,342	3,190,485	3,017,395	3,017,395
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TOTAL:	3,071,342	3,190,485	3,017,395	3,017,395

City of La Verne

FIRE	EMERGENCY SERVICES		2002	
Department	Cost Center		Cost Center No.	
<u>Units of Measure:</u>				
	Calendar Year			
	2010	2011	2012	2013 (est.)
Number of Fire Calls	408	446	445	440
Number of Rescue Calls	2,241	2,302	2,350	2,300
Number of Freeway Calls	92	60	69	70
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime .85 of a Battalion Chief, 4.53 Captains, 5.65 Engineers and 5.01 FF/Paramedics for a total of 16.04.				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the cost of contract radio maintenance, safety clothing, miscellaneous materials and vehicle insurance.				
<u>Capital Outlay:</u>				
Requests:	1,575	HP Laptop Computer		
	1,600	OHD Quantitative Respiratory Fit Test System		
	30,000	Community Wildfire Protection Plan		
Total:	33,175			
<u>City Manager Recommendations</u>				
Reduce personnel services costs and capital outlay.				

City of La Verne

FIRE	FIRE APPRENTICE PROGRAM		2003	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
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.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. Utilize the Apprentice Firefighters to achieve the lowest possible cost to the City. 2. To provide the knowledge and skills to safely perform firefighting and rescue operations. 3. Provide two (2) Apprentice Firefighters daily to augment full-time firefighters. 4. Recruit as needed to maintain twenty-four (24) Apprentice Firefighters. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	57,600	62,389	61,506	61,506
Other Operating Costs	50,100	52,600	52,600	52,600
Capital Outlay	0	0	0	0
Total:	107,700	114,989	114,106	114,106
<hr/>				
Personnel Authorized	0.25	0.25	0.25	0.25
<hr/>				
Source of Funds:				
General Fund	107,700	114,989	114,106	114,106
TOTAL:	107,700	114,989	114,106	114,106

City of La Verne

FIRE	FIRE APPRENTICE PROGRAM			2003
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	<u>Calendar Year</u>			
	2010	2011	2012	2013 (est.)
Duty Assignment (Shifts worked)	777	1,020	782	750
<u>Personnel Services:</u>				
Salaries and benefits for .25 of a Battalion Chief.				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the amount needed for 2 Apprentice firefighters daily, safety clothing training supplies and meeting/staff development.				
<u>Capital Outlay:</u>				
	Requests:	None		
<u>City Manager Recommendations</u>				
Reduce personnel services costs.				

City of La Verne

FIRE	TRAINING		2004	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
Provide a program that:				
<ol style="list-style-type: none"> 1. Maintains a standard level of performance. 2. Affords the opportunity for personnel to improve their individual level of proficiency as it relates to career development. 3. Provides for safe operations of fire suppression activities. 4. Creates accountability at the Captain's level for implementation of the training program. 5. Maintain training records in Firehouse Software. 				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. To support daily training programs for all full-time firefighters and apprentices. 2. To provide monthly training programs to all Apprentice Firefighters. 3. To promote monthly safety programs to the Department. 4. To provide outside training classes and seminars for fire personnel. 5. To continue to develop performance standards for the Department. 6. To continue evaluating departmental training standards. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	506,426	565,259	540,250	540,250
Other Operating Costs	11,000	11,000	11,000	11,000
Capital Outlay	0	29,000	0	0
Total:	517,426	605,259	551,250	551,250
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Personnel Authorized	2.63	2.75	2.75	2.75
<hr/>				
Source of Funds:				
General Fund	517,426	605,259	551,250	551,250
<hr/>				
TOTAL:	517,426	605,259	551,250	551,250

City of La Verne

FIRE	TRAINING			2004
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	<u>Calendar Year</u>			
	2010	2011	2012	2013 (est.)
Full-Time Training Hours	9,941	9,678	10,563	10,500
Apprentice/Reserve Training Hours	1,490	1,422	1,600	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, .69 of Engineers, 1.23 of Firefighters for a total of 2.75.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Represents expenditures for office supplies, training materials, photo supplies, subscriptions and dues, meeting/staff development.				
<hr/>				
<u>Capital Outlay:</u>				
Requests:	29,000	Portable Training Facility		
Total:	29,000			
<hr/>				
<u>City Manager Recommendations</u>				
Reduce personnel services costs and delete capital outlay.				

City of La Verne

FIRE	STATION MAINTENANCE		2005	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
To maintain the Fire Department facilities to a clean, safe, and attractive condition.				
<u>Operational Plans:</u>				
To utilize personnel effectively in maintaining the facilities to a clean, safe, and attractive condition.				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	225,331	248,361	245,099	245,099
Other Operating Costs	21,919	22,000	22,000	22,000
Capital Outlay	0	36,000	0	0
Total:	247,250	306,361	267,099	267,099
<hr/>				
Personnel Authorized	1.21	1.30	1.30	1.30
<hr/>				
Source of Funds:				
General Fund	247,250	306,361	267,099	267,099
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TOTAL:	247,250	306,361	267,099	267,099

City of La Verne

FIRE	STATION MAINTENANCE			2005
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>				
	Calendar Year			
	2010	2011	2012	2013
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.				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime for .05 of a Battalion Chief, .28 of a Captain, .37 of an Engineer and .60 of a Firefighter/Paramedic for a total of 1.30.				
<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost of contract maintenance, small tools and miscellaneous materials.				
<u>Capital Outlay:</u>				
Requests:	29,000	Exhaust Removal System		
	3,000	Storage Cabinets		
	4,000	New Mattresses for Sta. 1 & Sta. 2		
Total:	36,000			
<u>City Manager Recommendations</u>				
Reduce personnel services costs and fund capital outlay from other resources.				

City of La Verne

FIRE	FIRE PREVENTION		2006	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
To minimize life and property losses caused by fire through effective fire prevention programs; including business inspections, fire investigation, weed abatement, public education, and code enforcement.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. Inspect every school, public building and business building in the City. 2. Investigate every serious fire or hazardous chemical problem. 3. Investigate all fire hazard complaints. 4. Review all construction plans in reference to the California Fire Code. 5. Enforce all fire related codes. 6. Educate the public through various fire prevention presentations. 7. To conduct fire safety presentations to all La Verne elementary schools. 8. Issue fire permits pursuant to the California Fire Code. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	254,332	258,782	255,634	255,634
Other Operating Costs	6,800	6,800	6,800	6,800
Capital Outlay	0	0	0	0
Total:	261,132	265,582	262,434	262,434
<hr/>				
Personnel Authorized	1.79	1.72	1.72	1.72
<hr/>				
<u>Source of Funds:</u>				
General Fund	261,132	265,582	262,434	262,434
<hr/>				
TOTAL:	261,132	265,582	262,434	262,434

City of La Verne

FIRE	FIRE PREVENTION		2006	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2010	2011	2012	2013 (est.)
Business inspections	794	778	772	780
Construction plan checks	27	35	33	32
Fire investigations	61	58	63	60
Weed/Nuisance complaints	20	18	17	20
Permits	112	122	98	110
Classroom Fire Safety presentations	3	6	3	6
Fire Station Tours	11	8	9	10
<hr/>				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime for .30 of the Battalion Chief/Fire Marshal, 1.00 of the Deputy Fire Marshal, .15 of a Captain, .12 of an Engineer and .15 of a Firefighter/Paramedic, for a total of 1.72.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost for office supplies, miscellaneous materials, photo supplies, subscriptions and dues, and meeting/staff development.				
<hr/>				
<u>Capital Outlay:</u>				
	Requests:	None		
<hr/>				
<u>City Manager Recommendations</u>				
Reduce personnel services costs.				

City of La Verne

FIRE	EMERGENCY PREPAREDNESS		2007	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
Maintain a quality multi-hazard emergency preparedness/response plan, and effectively promote and exercise the plan within the City organization, and the community at large.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. To promote a basis for conduct and coordination of operations, and the management of critical resources during an emergency. 2. Maintain Emergency Operations Center (EOC) in such a way as to enhance the effective and efficient management of disasters. 3. To promote and educate the public on emergency preparedness. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	16,596	20,533	18,005	18,005
Other Operating Costs	7,800	7,000	7,000	7,000
Capital Outlay	0	0	0	0
Total:	24,396	27,533	25,005	25,005
<hr/>				
Personnel Authorized	0.05	0.07	0.07	0.07
<hr/>				
Source of Funds:				
General Fund	24,396	27,533	25,005	25,005
<hr/>				
TOTAL:	24,396	27,533	25,005	25,005

City of La Verne

FIRE	EMERGENCY PREPAREDNESS				2007
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	Calendar Year				
	2010	2011	2012	2013	
Emergency Preparedness Programs	3	2	2	2	
Emergency Operations Center Exercise	2	1	1	1	
<u>Personnel Services:</u>					
Reflects the salaries, benefits and overtime of .03 of the Fire Chief and .04 of a Fire Captain for a total of .07.					
<u>Other Operating Costs and Capital Outlay:</u>					
Funding represents the cost of maintenance communication equipment, miscellaneous materials, telephone, and subscriptions and dues.					
<u>Capital Outlay:</u>					
	Requests:	None			
<u>City Manager Recommendations</u>					
Reduce personnel services costs.					

City of La Verne

FIRE	PARAMEDIC SERVICES		2008	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
To provide high quality, pre-hospital emergency care to the citizens of La Verne with the most cost effective means possible.				
Promote excellence in the delivery of pre-hospital care by maintaining and or improving compliance with predetermined standards of system performance.				
Promote the organization and individuals with meaningful and timely information regarding performance in relation to expectations.				
<u>Operational Plans:</u>				
1. To respond to approximately 2,300 medical alarms and 500 fire incidents.				
2. To educate the citizens about medical emergencies.				
3. To ensure that all paramedics receive a minimum of 24 hours in continuing education annually.				
4. To recertify eleven paramedics.				
5. To bill for paramedic and transportation services.				
6. To offer daily blood pressure checks to the public.				
7. To monitor system and individual performance and provide necessary reports.				
8. To continue offering the History, Allergy and Medications (HAM) identification cards to seniors and disabled members of the community.				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,852,050	1,833,908	1,801,480	1,801,480
Other Operating Costs	150,000	175,000	175,000	175,000
Capital Outlay	0	107,141	0	0
Total:	2,002,050	2,116,049	1,976,480	1,976,480
<hr/>				
Personnel Authorized	10.24	9.66	9.66	9.66
<hr/>				
<u>Source of Funds:</u>				
General Fund	1,292,050	1,406,049	1,246,480	1,246,480
Paramedic Fund	710,000	710,000	730,000	730,000
TOTAL:	2,002,050	2,116,049	1,976,480	1,976,480

City of La Verne

FIRE	PARAMEDIC SERVICES		2008	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2010	2011	2012	2013 (est.)
Calls for Service:	2,241	2,302	2,907	2,900
Community Events: (Job Fairs, School Programs, CPR Classes)	37	35	35	30
(Contacts)				
Patients Transported (Total):	1,242	1,292	1,433	1,400
HAM Program	200	225	196	200
<u>Personnel Services:</u>				
Funding reflects the salaries, benefits and overtime for 9.04 Firefighter/Paramedics, .55 of a Fire Engineer, .40 of a Captain and .25 of the Battalion Chief/EMS for a total of 10.24.				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the cost of contract service, patient treatment supplies and materials, subscriptions and dues, meeting/staff development and equipment rental.				
<u>Capital Outlay:</u>				
Requests:	4,933	Fireline Paramedic Equipment Inventory		
	7,208	Fireline Paramedic LifePack CR Plus		
	95,000	LifePack 15 Monitors		
Total:	107,141			
<u>City Manager Recommendations</u>				
Reduce personnel services costs and fund capital outlay from other resources.				

City of La Verne

FIRE	VEHICLE MAINTENANCE			2009
Department	Cost Center			Cost Center No.
<u>Long-Term Objectives:</u>				
To maintain all fire department equipment in a state of readiness, which will maximize life expectancy and ensure efficient operation at all times.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. Each vehicle shall be reliable and safe to use in the event of an emergency alarm. 2. The vehicle shall be maintained in a clean and attractive condition. 3. The maintenance shall be preventive in nature and shall be designed to require a minimum of staff hours. 4. To perform a pre-trip vehicle inspection on all vehicles at the beginning of each shift. 5. To maintain a vehicle replacement program with fleet maintenance. 6. To support the efforts of the Fleet Maintenance Department in keeping Fire Department vehicles in the state of readiness. 7. To complete minor repairs and maintenance that will decrease fleet maintenance personnel workload. 				
<hr/>				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	259,929	266,109	262,498	262,498
Other Operating Costs	130,000	229,201	229,201	229,201
Capital Outlay	0	7,231	0	0
Total:	389,929	502,541	491,699	491,699
<hr/>				
Personnel Authorized	1.36	1.34	1.34	1.34
<hr/>				
<u>Source of Funds:</u>				
General Fund	269,929	372,541	361,699	361,699
Proposition 172	120,000	130,000	130,000	130,000
TOTAL:	389,929	502,541	491,699	491,699

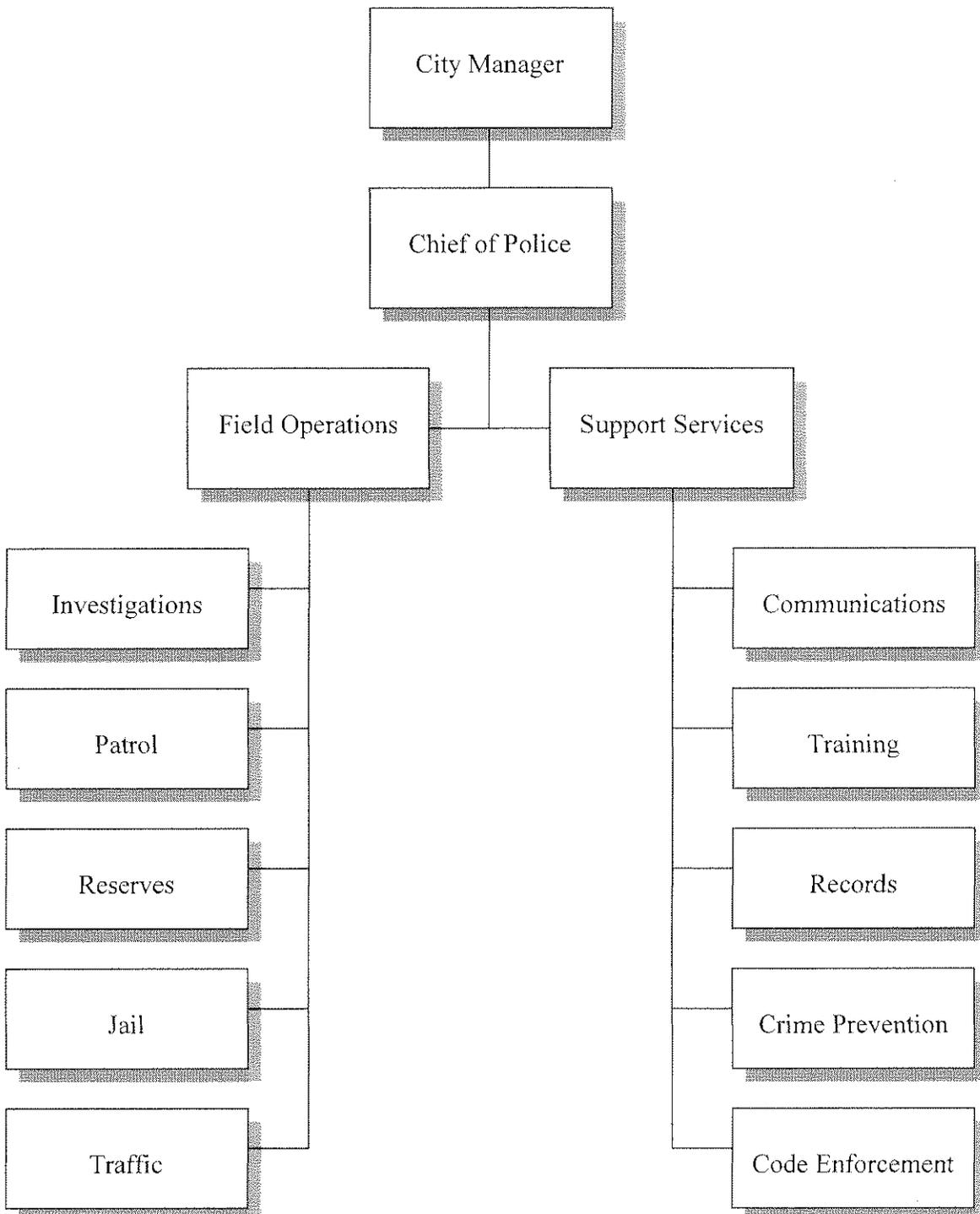
City of La Verne

FIRE	VEHICLE MAINTENANCE				2009
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	Calendar Year				
	2010	2011	2012	2013	
Staff Cars	4	4	4	4	
Type I Pumper	3	3	3	3	
Type III Pumper	1	1	1	1	
Aerial Truck	1	1	1	1	
Patrol	1	1	1	1	
Ambulance	3	3	3	3	
Utility Truck	1	1	1	1	
<u>Personnel Services:</u>					
Reflects a portion of the salaries, benefits, and overtime for .10 of a Battalion Chief, .09 of a Captain, .72 of an Engineer and .45 of a Firefighter/Paramedic for a total of 1.36.					
<u>Other Operating Costs and Capital Outlay:</u>					
Reflects the cost of maintenance on machinery and tools, miscellaneous supplies and equipment rental.					
<u>Capital Outlay:</u>					
Requests:	2,231	5,000	Hose Tester	Hose	
Total:	7,231				
<u>City Manager Recommendations</u>					
Reduce personnel services costs and fund capital outlay from other resources.					

City of La Verne

POLICE

POLICE DEPARTMENT



City of La Verne

Budget Message

2013-2014 Fiscal Year

POLICE

2500 SERIES

Department

Cost Center No.

The first and foremost responsibility of the police department is to provide for the safety of the community. This budget represents the Department's best efforts to utilize all available resources in the delivery of effective and professional law enforcement services.

Sworn officers' total 39, which maintains the minimum level of staffing necessary to provide acceptable service to the community. Funding for one officer, hired to fill a vacancy of a drug interdiction taskforce officer, was shifted from non general fund sources to the general fund. This will provide for the return of the taskforce officer to patrol.

The assignment of four officers to drug interdiction taskforces is expected to continue. Officers previously hired to fill the vacancies of two taskforce officers are still funded through sources other than the general fund. One taskforce officer is partially funded through a state grant and a taskforce sergeant is fully funded through sources other than the general fund.

Funding for a new part-time communications officer will assist in staffing periods of high activity levels in the Communications Bureau. With the reduction of part-time hours in 2014, funding for an additional part-time police aide was provided to cover the hours that would have previously been assigned to the five current part-time police aides. The Department sought to upgrade two civilian full-time positions; however a job analysis of each position will be required before further consideration.

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

Capital outlay requests include data backup software. Current network backup software is outdated and hardware is beyond terms of warranty. Other capital outlay requests were purchased with current year savings reduced and/or funded through sources other the general fund.

City of La Verne

POLICE	SUMMARY	2500 SERIES
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

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

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

To increase community awareness of crime and law enforcement problems.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	9,656,175	9,622,141	9,496,765	9,496,765
Other Operating Costs	1,747,000	1,995,000	1,965,000	1,965,000
Capital Outlay	167,500	74,000	36,000	36,000
Total:	11,570,675	11,691,141	11,497,765	11,497,765

Personnel Authorized	74.00	66.00	64.00	64.00
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Source of Funds:

General Fund	9,286,642	10,031,090	9,638,806	9,638,806
Traffic Safety Fund	457,000	490,000	521,864	521,864
Narcotic Asset Forfeiture	1,128,541	702,051	862,095	862,095
Prop. 172	160,000	170,000	170,000	170,000
Bonita Unified School District	75,000	73,000	77,000	77,000
LA IMPACT	263,492	0	0	0
Supp. Law Enf./Block Grants	100,000	100,000	100,000	100,000
Cal-MMET	100,000	45,000	48,000	48,000
State Realignment Fund	0	80,000	80,000	80,000
TOTAL:	11,570,675	11,691,141	11,497,765	11,497,765

City of La Verne

DETAIL OF SALARIES & WAGES

<u>POLICE</u>	<u>Summary</u>	<u>2500 Series</u>
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Police Chief	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00
Police Lieutenant	4.00	4.00	4.00	4.00
Police Sergeant	6.00	6.00	6.00	6.00
Corporal	14.00	15.00	15.00	15.00
Police Officer	15.00	12.00	12.00	12.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Services Coordinator	1.00	1.00	1.00	1.00
Communications Officer	7.00	7.00	7.00	7.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Police Clerk I & II	4.00	4.00	4.00	4.00
Information Systems Tech/Specialist	1.00	0.00	1.00	1.00
Police Services Technician	2.00	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00
Information Systems Administrator	0.00	1.00	0.00	0.00

TOTAL FULL-TIME	59.00	57.00	57.00	57.00
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REGULAR PART-TIME/CONTRACT EMPLOYEES				
Communications Officer	0.00	1.00	1.00	1.00
Police Aide	6.00	6.00	6.00	6.00
LA IMPACT Personnel	7.00	0.00	0.00	0.00
Consultant	2.00	0.00	0.00	0.00
Clerical Assistants	0.00	2.00	0.00	0.00
TOTAL REG. PART-TIME	15.00	9.00	7.00	7.00

TOTAL POSITIONS	74.00	66.00	64.00	64.00
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APPROPRIATIONS				
SALARIES & WAGES	5,754,981	5,417,518	5,374,251	5,374,251
OVERTIME	649,635	827,657	782,345	782,345
BENEFIT COSTS	3,251,559	3,376,966	3,340,169	3,340,169
TOTAL PERSONNEL SERVICES	9,656,175	9,622,141	9,496,765	9,496,765

City of La Verne

POLICE

Administration

2501

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

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

To increase community consciousness of crime and law enforcement problems.

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	654,545	619,661	617,398	617,398
Other Operating Costs	350,000	456,000	456,000	456,000
Capital Outlay	0	10,000	0	0
Total:	1,004,545	1,085,661	1,073,398	1,073,398

Personnel Authorized	3.00 FT 2.00 PT	3.00 FT 0.00 PT	3.00 FT 0.00 FT	3.00 FT 0.00 FT
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Source of Funds:

General Fund	1,004,545	1,085,661	1,073,398	1,073,398
TOTAL:	1,004,545	1,085,661	1,073,398	1,073,398

City of La Verne

POLICE

Administration

2501

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

\$10,000 Community Emergency Notification System

City Manager Recommendations

Reduce personnel services costs and delete capital outlay.

City of La Verne

POLICE

Traffic Services

2502/2518

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Establish and maintain safe vehicular and pedestrian passage throughout the City.
2. Conduct thorough investigations of all traffic collisions.
3. Utilize problem oriented traffic enforcement to reduce the number of traffic collisions.
4. Work with the community to maintain a safe traffic flow for pedestrians and vehicles.
5. Identify and enforce violations that have been identified as primary factors for traffic collisions.
6. Enforce parking violations throughout the City.
7. Maintain a minimum of six (6) crossing guards for school children at predesignated locations.
8. 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	436,696	342,634	336,864	336,864
Other Operating Costs	180,000	185,000	185,000	185,000
Capital Outlay	0	8,000	0	0
Total:	616,696	535,634	521,864	521,864

Personnel Authorized	2.00 FT 0.00 PT	1.00 FT 1.00 PT	1.00 FT 1.00 PT	1.00 FT 1.00 PT
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Source of Funds:

General Fund	159,696	45,634	0	0
Traffic Safety Fund	457,000	490,000	521,864	521,864

TOTAL:	616,696	535,634	521,864	521,864
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City of La Verne

POLICE

Traffic Services

2502/2518

Department

Cost Center

Cost Center No.

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

	2009	2010	2011	2012	2013 est
Injury Accidents	94	105	99	91	98
Non-Injury Accidents	132	238	204	167	190
Hazardous Citations	1,503	1,156	595	568	700
Non-Hazardous Citations	1,147	730	1,115	1,161	1,100
Parking Citations	10,718	9,212	10,605	10,293	11,000
# of Crossing Guard locations	6	6	6	6	6
Temporary ONP* permits	37,004	36,141	** 43,600	41,750	42,000
Annual ONP* permits	372	362	392	374	390

*Overnight parking

**RV and vehicle temporary ONP permits combined in 2011

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

\$8,000 sign board

City Manager Recommendations

Reduce personnel services costs and delete capital outlay.

City of La Verne

POLICE

Communications

2503

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Provide effective communication services to all line, investigative and staff programs of the Police and Fire Departments.

Operational Plans:

1. Answer emergency and non-emergency calls for service and dispatch the appropriate personnel and equipment from the Police and Fire Departments.
2. Receive and disseminate information that will facilitate line, staff and investigations for Police and Fire.
3. Process clerical work and computer entries as needed.
4. Maintain professional in-service training requirements of the State Fire Marshal.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	667,059	709,009	702,124	702,124
Other Operating Costs	42,000	43,000	43,000	43,000
Capital Outlay	0	0	0	0
Total:	709,059	752,009	745,124	745,124

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

General Fund	709,059	752,009	745,124	745,124
TOTAL:	709,059	752,009	745,124	745,124

City of La Verne

POLICE	Communications	2503
Department	Cost Center	Cost Center No.

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

	2009	2010	2011	2012	2013 est
Reports processed	4,387	4,872	4,008	4,012	4,100
Police & Fire calls for service	* 20,281	20,252	19,170	19,552	19,300
911 average answer speed	* 3.9 sec	3.08 sec	3.00 sec	3.53 sec	3.6 sec

* Increase due to receiving wireless 911 calls direct

Personnel Services:

Personnel costs consist of wages and benefits for (7) Communication Officers and (1) Part-time Communication Officer

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

POLICE

Jail Services/Live Scan

2504/2520

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	107,998	101,662	100,288	100,288
Other Operating Costs	42,000	43,000	43,000	43,000
Capital Outlay	16,000	0	0	0
Total:	165,998	144,662	143,288	143,288

Personnel Authorized	.50 FT 2.00 PT	.50 FT 1.00 PT	.50 FT 1.00 PT	.50 FT 1.00 PT
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Source of Funds:

General Fund	165,998	144,662	143,288	143,288
TOTAL:	165,998	144,662	143,288	143,288

City of La Verne

POLICE	Jail Services/Live Scan				2504/2520
Department	Cost Center				Cost Center No.
<u>Units of Measure: Statistical data is calculated on a calendar year basis.</u>					
	2009	2010	2011	2012	2013 est
Daily average # of bookings	3.6	5.0	3.2	3.2	3.6
Total # of bookings	1,350	1,830	1,185	1,182	1,250
# inmate workers	38	42	53	35	40
 <u>Personnel Services:</u>					
Salary and benefits for (.50) full-time community services supervisor, (1) PT Police Aide					
 <u>Other Operating Costs and Capital Outlay:</u>					
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.					
 <u>Capital Outlay:</u>					
 <u>City Manager Recommendations</u>					
Reduce personnel services 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	45,707	50,669	47,437	47,437
Other Operating Costs	40,000	42,000	42,000	42,000
Capital Outlay	0	0	0	0
Total:	85,707	92,669	89,437	89,437

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

General Fund	85,707	92,669	89,437	89,437
TOTAL:	85,707	92,669	89,437	89,437

City of La Verne

POLICE	Personnel Development/Training				2505
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2009	2010	2011	2012	2013 est
P.O.S.T. reimbursed training hours	3,598	1,790	2,500	2,352	2,700
Other (non-reimbursed) training hours	2,141	347	1,847	2,036	2,100
Total training hours	5,739	2,137	4,347	4,199	4,800
<u>Personnel Services:</u>					
0.50 of wages and benefits for a requested upgrade in the police services technician position.					
<u>Other Operating Costs and Capital Outlay:</u>					
Operating costs include telephone services, communication equipment and contract maintenance.					
 <u>Capital Outlay:</u>					
 <u>City Manager Recommendations</u>					
Reduce personnel services 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	308,641	340,073	309,267	309,267
Other Operating Costs	32,000	32,000	32,000	32,000
Capital Outlay	18,000	18,000	15,000	15,000
Total:	358,641	390,073	356,267	356,267

Personnel Authorized	4.00 FT 0.00 PT	4.00 FT 2.00 PT	4.00 FT 0.00 PT	4.00 FT 0.00 PT
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Source of Funds:

General Fund	358,641	390,073	356,267	356,267
TOTAL:	358,641	390,073	356,267	356,267

City of La Verne

POLICE	Records & Clerical			2506	
Department	Cost Center			Cost Center No.	
<u>Units of Measure</u>					
	2009	2010	2011	2012	2013 est
Reports processed	4,367	4,872	4,008	4,012	4,100
Citations processed	13,368	11,100	10,605	12,022	12,000
Arrests processed	1,350	1,830	1,185	1,182	1,250
<u>Personnel Services:</u>					
Provide wages and benefits for (1) records supervisor, (3) police clerks, (2) Part-time Clerical Assistants					
<u>Other Operating Costs and Capital Outlay:</u>					
Office supplies, outside printing, staff development and other miscellaneous costs.					
<u>Capital Outlay:</u>					
\$18,000 copier/printer lease payment					
<u>City Manager Recommendations</u>					
Delete (2) vacant part-time Clerical Assistants and reduce captial outlay funding.					

City of La Verne

POLICE

Patrol Services

2507

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	4,217,445	4,597,574	4,402,892	4,402,892
Other Operating Costs	390,000	485,000	485,000	485,000
Capital Outlay	10,000	0	0	0
Total:	4,617,445	5,082,574	4,887,892	4,887,892

Personnel Authorized	21.80 FT 4.00 PT	24.80 FT 4.00 PT	23.80 FT 4.00 PT	23.80 FT 4.00 PT
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Source of Funds:				
General Fund	4,457,445	4,912,574	4,717,892	4,717,892
Prop. 172	160,000	170,000	170,000	170,000
TOTAL:	4,617,445	5,082,574	4,887,892	4,887,892

City of La Verne

POLICE

Patrol Services

2507

Department

Cost Center

Cost Center No.

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

	2009	2010	2011	2012	2013 est
Calls for service	17,541	17,615	16,040	16,784	17,000
Average emergency response*	3.21 min	3.08 min	3.32 min	3.53 min	3.60 min
Arrests	1,350	1,300	1,185	1,182	1,200
Crime reports	4,387	4,300	4,008	4,012	4,100
8 major crimes reported	933	900	917	1,067	1,000

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

Personnel Services:

Personnel consists of (3) lieutenants, (4) sergeants, (9) corporals, (8.30) police officers, (.50) community services supervisor. Wages and benefits for (1) officer filling a vacancy left by a taskforce officer is paid through sources other than general fund. This cost center also provides premium overtime and court standby wages. Scheduled minimum staffing consists of (1) lieutenant, (1) sergeant and (3) corporals and/or police officers.

Other Operating Costs and Capital Outlay:

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

CAPITAL OUTLAY:

City Manager Recommendations

Adjust allocation for (1) Police Officer to Asset Forfeiture Account.

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	1,886,233	1,948,543	1,933,865	1,933,865
Other Operating Costs	115,000	135,000	135,000	135,000
Capital Outlay	0	1,000	0	0
Total:	2,001,233	2,084,543	2,068,865	2,068,865

Personnel Authorized	13.00 FT	11.00 FT	11.00 FT	11.00 FT
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Source of Funds:				
General Fund	1,851,233	2,039,543	2,020,865	2,020,865
Cal-MMET	150,000	45,000	48,000	48,000
TOTAL:	2,001,233	2,084,543	2,068,865	2,068,865

City of La Verne

POLICE

Investigations

2508/2517

Department

Cost Center

Cost Center No.

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

	2009	2010	2011	2012	2013 est
Cases assigned	3,397	3,529	2,948	2,980	3,100
Cleared	2,411	2,717	2,164	1,982	2,200
Active	66	46	47	57	54
Inactive	889	751	716	925	850
Part I clearance rate	30%	35%	34%	31%	33%

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

\$1,000 Canine vehicle temperature control alert system.

City Manager Recommendations

Reduce personnel services costs and delete capital outlay.

City of La Verne

POLICE

Police Reserve Program

2509

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	12,000	12,000	12,000	12,000
Other Operating Costs	5,000	6,000	6,000	6,000
Capital Outlay	0	0	0	0
Total:	17,000	18,000	18,000	18,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	17,000	18,000	18,000	18,000
TOTAL:	17,000	18,000	18,000	18,000

City of La Verne

POLICE	Police Reserve Program				2509
Department	Cost Center				Cost Center No.
<u>Units of Measure: Statistical data is calculated on a calendar year basis.</u>					
	2009	2010	2011	2012	2013 est
# of reserve officers	16	19	19	21	20
Training hours provided as P.O.S.T. standards	1,944	1,512	1,418	1,206	1,395
Reserve officers work hours - Volunteer	4,864	7,097	5,769	5,960	5,843

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	294,407	311,088	306,164	306,164
Other Operating Costs	31,000	36,000	36,000	36,000
Capital Outlay	0	0	0	0
Total:	325,407	347,088	342,164	342,164

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

General Fund	250,407	274,088	265,164	265,164
Bonita Unified School District	75,000	73,000	77,000	77,000
TOTAL:	325,407	347,088	342,164	342,164

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department

Cost Center

Cost Center No.

Units of Measure

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

R.S.V.P. volunteer hours	6,171	6,991	7,225	7,420	7,500
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Personnel Services:

Provide wages and benefits for (1) school resource police officer, (1) police services coordinator, and 0.50 of wages and benefits for a requested upgrade in the police services technician position.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

POLICE

Supplemental Law Enforcement Fund

2512

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	101,972	109,704	109,155	109,155
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	101,972	109,704	109,155	109,155

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

General Fund	1,972	9,704	9,155	9,155
Supplemental State Law Enforcement Fund	100,000	100,000	100,000	100,000
TOTAL:	101,972	109,704	109,155	109,155

City of La Verne

POLICE

Supplemental Law Enforcement Fund

2512

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Salary and benefits for (.70) Police Officer.

Other Operating Costs and Capital Outlay:

Capital Outlay:

City Manager Recommendations

Reduce personnel services costs.

City of La Verne

POLICE

Police Asset Forfeiture Account

2514

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

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

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	570,041	302,051	447,095	447,095
Other Operating Costs	450,000	400,000	400,000	400,000
Capital Outlay	108,500	0	15,000	15,000
Total:	1,128,541	702,051	862,095	862,095

Personnel Authorized	3.00 FT	1.00 FT	2.00 FT	2.00 FT
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Source of Funds:

Narcotic Confiscation Fund	1,128,541	702,051	862,095	862,095
TOTAL:	1,128,541	702,051	862,095	862,095

City of La Verne

POLICE

Police Asset Forfeiture Account

2514

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust personnel services allocations and increase funding for capital outlay.

City of La Verne

POLICE

Information Systems

2519

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

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

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

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

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	89,939	97,473	92,216	92,216
Other Operating Costs	70,000	132,000	102,000	102,000
Capital Outlay	15,000	37,000	6,000	6,000
Total:	174,939	266,473	200,216	200,216

Personnel Authorized	1.00 FT	1.00 FT	1.00 FT	1.00 FT
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Source of Funds:				
General Fund	174,939	266,473	200,216	200,216

TOTAL:	174,939	266,473
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City of La Verne

POLICE

Information Systems

2519

Department

Cost Center

Cost Center No.

Units of Measure

None.

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

\$6,000 Data backup software
\$7,500 (5) Workstations
\$7,500 Mail server software
\$1,000 (12) Updated flash cards for patrol vehicles
\$15,000 Citizen online reporting system

City Manager Recommendations

Maintain personnel position at current authorized level and reduce capital outlay funding.

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	263,492	0	0	0
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	263,492	0	0	0

Personnel Authorized	7.00 FT	0.00 FT	0.00 FT	0.00 FT
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Source of Funds:		
LA IMPACT	263,492	0

TOTAL:	263,492	0
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City of La Verne

POLICE

LA IMPACT Support Services

2522

Department

Cost Center

Cost Center No.

Units of Measure

Personnel Services:

The City of La Verne was acting as a conduit to fund administrative positions for the Los Angeles Interagency Metropolitan Police Apprehension Crime Taskforce (LA IMPACT). LA IMPACT has since become a Joint Powers Authority, no longer requiring the services of the City.

Other Operating Costs and Capital Outlay:

None

City Manager Recommendations

City of La Verne

POLICE

Realignment Fund

2524

Department

Cost Center

Cost Center No.

Long-Term Objectives:

The purpose of this State funding is to reduce crime and improve public safety by providing for additional law enforcement services to supervise the Post Release Community Supervision population, created through the implementation of AB 109. State funding was provided to the 58 Police Chiefs' Associations in the State to address issues with the realignment population. The Funding is only guaranteed in the 2012/2013 fiscal year. For the following 2 years the funding will become a line item in the State budget and subject to reductions.

Operational Plans:

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

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

Personnel Authorized	0	0	0	0
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Source of Funds:

State Funded	0	80,000	80,000	80,000
TOTAL:	0	80,000	80,000	80,000

City of La Verne

POLICE

Realignment Fund

2524

Department

Cost Center

Cost Center No.

Units of Measure

None

Personnel Services:

Overtime wages only

Other Operating Costs and Capital Outlay:

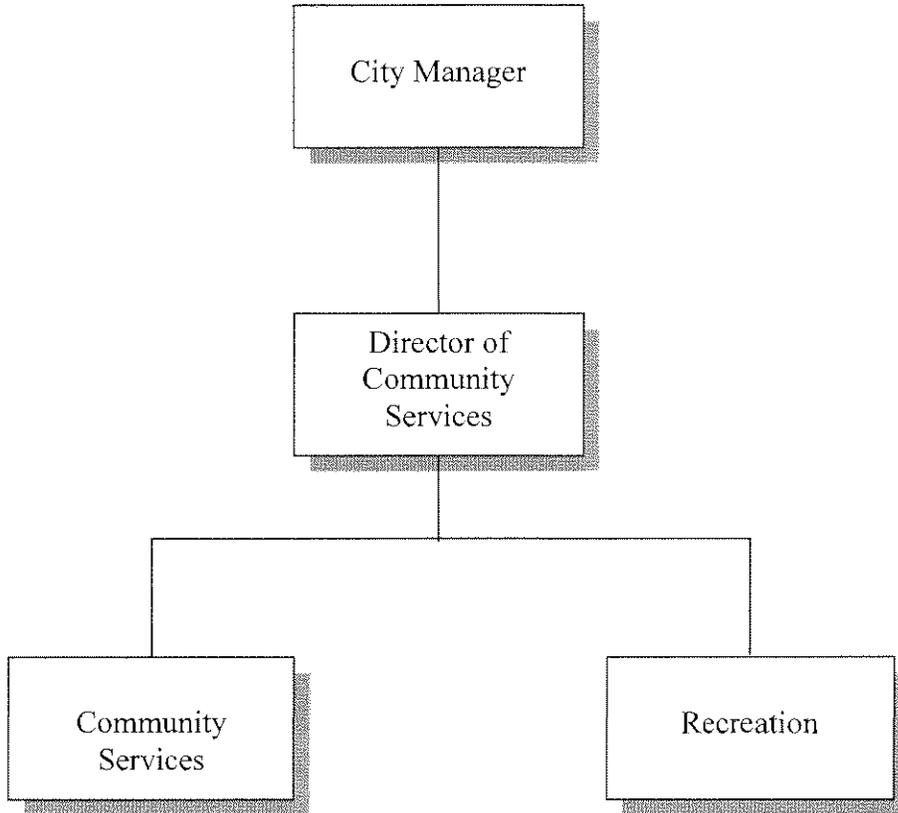
None

City Manager Recommendations

Funding levels as requested.

COMMUNITY SERVICES

**COMMUNITY SERVICES
DEPARTMENT**



City of La Verne

BUDGET MESSAGE

2013 - 2014 Fiscal Year

Community Services

6000

Department

Cost Center Number

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

The department will continue to provide activities for tiny tots, youth, teens, adults, and senior citizens. These programs consist of youth and adult sports programs, fee and charge classes, excursions, aquatics classes, senior citizens programs, and facility rentals.

Once again, we will be analyzing our programs to ensure we are meeting our goal of 55% self-sufficiency. Our staff will continue to solicit donations and sponsorships to offset costs whenever possible. New programs for this year include Saturday swim classes, and two Saturday Family Night Swim events. New additions to our summer/fall recreation guide are a variety of music classes, and new summer camp programs.

While there are no Capital Improvement Projects scheduled for this year, a request for new replacement chairs for the Community Center from Capital Outlay is included.

City of La Verne

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

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	712,737	764,084	738,891	738,891
Other Operating Costs	636,100	645,639	633,939	633,939
Capital Outlay	9,200	22,000	11,000	11,000
Total:	1,358,037	1,431,723	1,383,830	1,383,830

Personnel Authorized	6.56 including part-time	7.64 including part-time	7.56 including part-time	7.56 including part-time
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Source of Funds:

General Fund	665,137	740,323	690,930	690,930
User Fees				
Recreation Programs	513,000	490,000	490,000	490,000
Facility Rentals	64,900	84,600	84,600	84,600
Aquatics	106,000	109,300	111,300	111,300
Special Events	9,000	7,500	7,000	7,000
TOTAL:	1,358,037	1,431,723	1,383,830	1,383,830

City of La Verne

DETAIL OF SALARIES & WAGES

Community Services	SUMMARY			6000 Series
Department	Cost Center			Cost Center No.
CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Community Services Director	.82	.82	.82	.82
Community Services Supervisor	.97	1.00	1.00	1.00
Recreation Coordinator	.80	.80	.80	.80
TOTAL FULL-TIME	2.59	2.62	2.62	2.62
REGULAR PART-TIME				
Recreation Coordinator	1.00	1.90	1.82	1.82
Recreation Specialist II	1.00	1.00	1.00	1.00
Administrative Clerk II	1.17	.32	.32	.32
Administrative Clerk I	.80	1.80	1.80	1.80
TOTAL REG. PART-TIME	3.97	5.02	4.94	4.94
TOTAL POSITIONS	6.56	7.64	7.56	7.56
APPROPRIATIONS				
SALARIES & WAGES	594,407	630,152	607,626	607,626
OVERTIME	0	0	0	0
BENEFIT COSTS	118,330	133,932	131,265	131,265
TOTAL PERSONNEL SERVICES	712,737	764,084	738,891	738,891

City of La Verne

Community Services

Administration

6001

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

- 1 - Coordinate recreation and community services activities for youth, teens, adults, and seniors.
- 2 - Coordinate additional recreation and community services activities with sports organizations, the school district, University of La Verne, the business community, and service organizations.
- 3 - To assist the City Council, the City Manager, and other departments on the matters of recreation and community services related practices.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	200,452	208,939	205,376	205,376
Other Operating Costs	42,300	47,500	47,500	47,500
Capital Outlay	0	0	0	0
Total:	242,752	256,439	252,876	252,876

Personnel Authorized	1.99	2.14	2.14	2.14
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Source of Funds:

General Fund	242,752	256,439	252,876	252,876
TOTAL:	242,752	256,439	252,876	252,876

City of La Verne

Community Services

Administration

6001

Department

Cost Center

Cost Center No.

Units of Measure:

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Reduce personnel services costs.

City of La Verne

Community Services

Recreation Programs

6002-6006

Department

Cost Center

Series
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	224,531	233,731	223,722	223,722
Other Operating Costs	277,400	278,400	267,100	267,100
Capital Outlay	0	0	0	0
Total:	501,931	512,131	490,822	490,822

Personnel Authorized	1.60	1.80	1.80	1.80
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Source of Funds:

General Fund	(11,069)	22,131	822	822
User Fees				
Fee & Charge Classes	230,000	230,000	230,000	230,000
Preschool	128,000	115,000	115,000	115,000
BHS Program	30,000	25,000	25,000	25,000
Sports Programs	83,000	78,000	78,000	78,000
Excursions	42,000	42,000	42,000	42,000

TOTAL:	501,931	512,131	490,822	490,822
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City of La Verne

Community Services

Recreation Programs

6002-6006

Department

Cost Center

Series
Cost Center No.

Estimated Units of Measure:

	2012/13			2013/14		
	Activity	Partic.	Revenue	Activity	Partic.	Revenue
Excursions (Family & Adult)	24 Excursions	1,000	\$42,000	24 Excursions	1,000	\$42,000
Adult Softball	16 Teams	256	\$5,400	16 Teams	256	\$5,400
T-ball	12 Teams	120	\$ 8,400	12 Teams	120	\$8,400
Youth Basketball	66 Teams	660	\$52,000	66 Teams	660	\$52,000
Women's Soccer	16 Teams	250	\$9,000	16 Teams	320	\$9,000
5 on 5 Basketball	36 Teams	280	\$ 9,000	36 Teams	280	\$9,000
City Track Meet	1 Meet	310	0	1 Meet	280	0
Classes	420 Classes	32,000	\$230,000	420 Classes	32,000	\$230,000
Preschool	8 Classes	162	\$128,000	8 Classes	162	\$115,000

Personnel Services:

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

Part-time 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:

Reduce personnel services and other operating costs.

City of La Verne

Community Services

Facility Rentals

6100 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	175,136	195,880	186,836	186,836
Other Operating Costs	127,800	127,800	127,800	127,800
Capital Outlay	9,200	22,000	11,000	11,000
Total:	312,136	345,680	325,636	325,636

Personnel Authorized	2.80	3.40	3.32	3.32
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Source of Funds:				
General Fund	247,236	261,080	241,036	241,036

User Fees				
Banners	600	600	600	600
Community Center	44,000	60,000	60,000	60,000
Aquatics Center	7,500	10,500	10,500	10,500
Park Shelters	2,200	2,200	2,200	2,200
Veterans Hall	6,300	7,000	7,000	7,000
Sports Fields	4,300	4,300	4,300	4,300

TOTAL:	312,136	345,680	325,636	325,636
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City of La Verne

Community Services

Facility Rentals

6100 Series

Department

Cost Center

Cost Center No.

Estimated Units of Measure:

	2012/13		2013/14	
	<u>Rentals</u>	<u>Revenue</u>	<u>Rentals</u>	<u>Revenue</u>
Community Center	27	\$44,000	40	\$60,000
Veterans Hall	35	\$6,300	38	\$7,000
Park Rentals	26	\$2,200	26	\$2,200

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Adjust personnel allocations.

City of La Verne

Community Services

Swimming Pool

6200 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	102,588	115,005	112,428	112,428
Other Operating Costs	158,000	159,000	159,000	159,000
Capital Outlay	0	0	0	0
Total:	260,588	274,005	271,428	271,428
Personnel Authorized	0	0.3	0.3	0.3
Source of Funds:				
General Fund	151,288	164,705	160,128	160,128
User Fees				
Aquatics Programs	76,500	70,800	72,800	72,800
Aquatics Rentals	29,500	38,500	38,500	38,500
TOTAL:	257,288	274,005	271,428	271,428

City of La Verne

Community Services

Swimming Pool

6200 Series

Department

Cost Center

Cost Center No.

Estimated Units of Measure:

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Swim Lesson Participants	1,222	1,168	1,224	1,300
Recreation Swim Participants	0*	780	1,540	1,500
Pool Rentals	22	22	14	14
Swim Team Participants	187	115	104	140
Diving Class Participants	88	104	104	110
Water Aerobic Participants	50	50	14	40
Lap Swim Participants (June to Aug)	0*	132	75	100

*Recreation Swim and Lap Swim were not funded in 2010/11

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Reduce personnel services costs.

City of La Verne

Community Services

Special Events

6300 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To provide a variety of special events and recreation 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 May and December with various City services and departmental information.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	10,030	10,529	10,529	10,529
Other Operating Costs	30,600	32,939	32,539	32,539
Capital Outlay	0	0	0	0
Total:	40,630	43,468	43,068	43,068
Personnel Authorized	0	0	0	0
<u>Source of Funds:</u>				
General Fund	33,330	35,968	36,068	36,068
User Fees				
Christmas Activities	8,500	6,500	6,500	6,500
Halloween Activities	500	1,000	500	500
TOTAL:	42,330	43,468	43,068	43,068

City of La Verne

Community Services

Special Events

6300 Series

Department

Cost Center

Cost Center No.

Estimated Units of Measure:

	2011/12		2012/13		2013/14	
	Activity	Partic.	Activity	Partic.	Activity	Partic.
Easter Activities	2 Events	2,200	2 Events	2,000	2 Events	2,000
4th of July Program	1 Event	15,000	1 Event	15,000	1 Event	15,000
Christmas Activities	5 Events	3,000	5 Events	3,000	5 Events	3,000
Dances for Special Needs	4 Events	500	4 Events	500	4 Events	550

We distribute 13,000 Recreation Guides in May and December

Personnel Services:

Provides for personnel to operate special events.

Other Operating Costs:

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

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

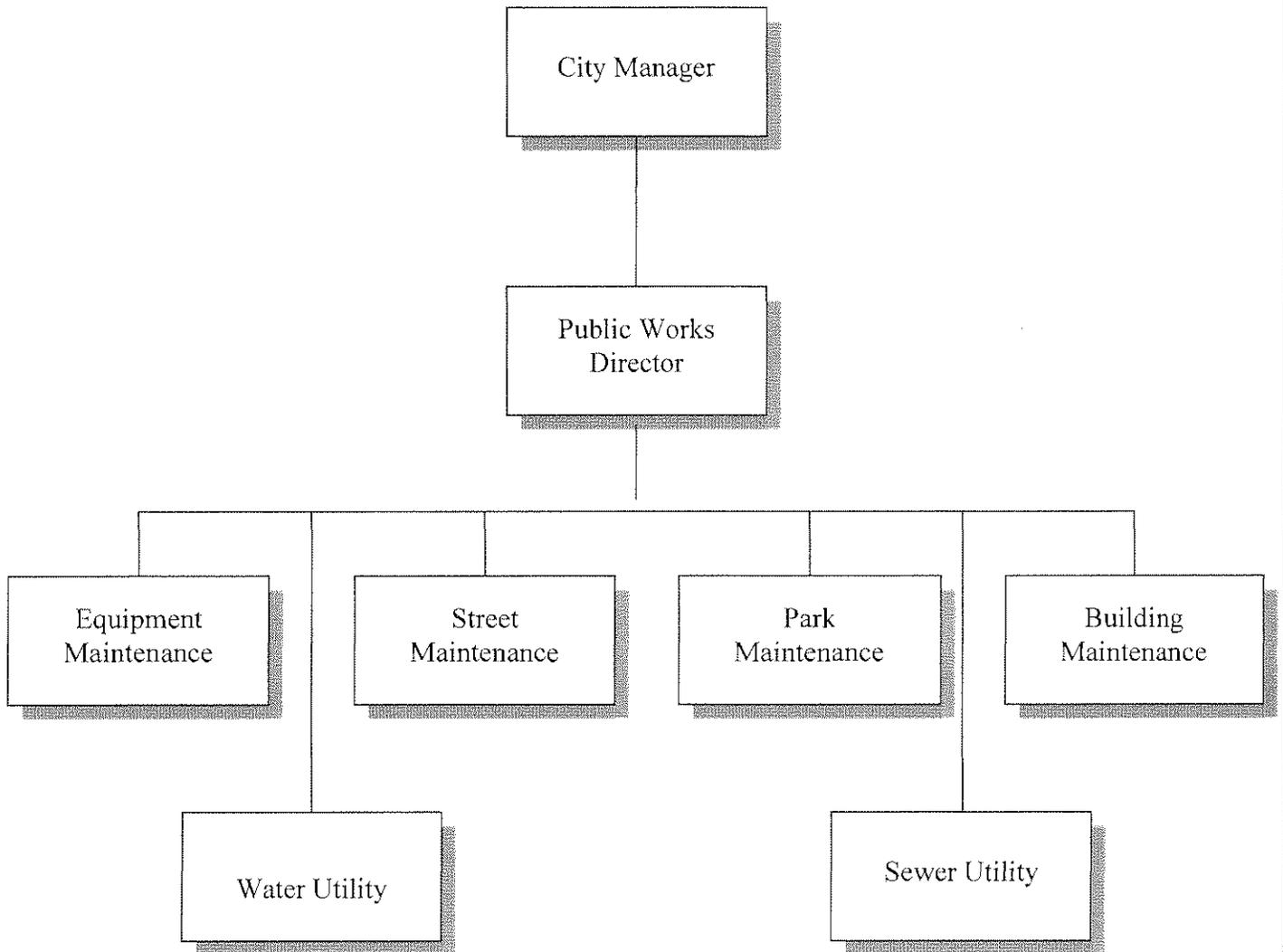
City Manager Recommendations:

Reduce other operating costs.

City of La Verne

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT



City of La Verne

BUDGET MESSAGE

2013 – 2014 Fiscal Year

Public Works

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

Department

Cost Center No.

The Public Works Department presents a budget that sustains our commitment to maintaining the City's physical infrastructure and providing quality utility services in a fiscally responsible and effective manner. Through considerable planning and the implementation of public works technology, the department manages the services that provide a foundation for the community: public facilities, streets, refuse service, equipment maintenance, water service, storm and sanitary sewer services, park and parkway maintenance, environmental compliance mandates and Capital Improvement Plan (CIP) programming and implementation.

Through the five divisions of Building Maintenance, Street Maintenance, Park Maintenance, Water Utility, and Sewer Maintenance, the Department continually strives to seek innovative methods of maintaining the City's infrastructure so that it functions safely and upholds an appearance that inspires public confidence. Each year it is noted that the Department continues to wrestle with the level of maintenance that is needed versus the available funding and that message remains the same in this budget. In keeping with tradition, the Department continues to meet the challenge of "doing more with less" and maintaining all service levels.

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.

The **street maintenance division** preserves and maintains 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. It should be noted that funding for street maintenance activities is largely dependent on both the general fund and gas tax revenue from the State of California. Future adjustments to the distribution of those funds would severely impact the division.

City of La Verne

The **water division** is committed to providing a reliable supply of high quality drinking water for domestic and commercial needs. The majority of the operating budget is dedicated to water purchases, utility costs, contractual services, liability insurance, and permit fees. The continually rising cost of imported water remains the single highest expense for this division; therefore, emphasis will continue to be placed on water quality enhancements, loss control programs, and water use efficiency programs in order to offset the demand on imported sources. The operating and capital improvement budget is entirely recovered through the water rate.

The **sewer division** bears responsibility for both sanitary and storm sewer maintenance and operations. The maintenance activities of this division include hydrocleaning and televising the sewer mains in order to monitor the conveyance system, limit spontaneous releases, and protect our storm drain system from unnecessary pollutants. 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 increased environmental mandates are proportional to the escalating costs in this division.

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

The **park maintenance division** is responsible for the maintenance of the 11,500 city trees, 19 parks, parkways, and medians. The operating budget funds tree maintenance, landscape maintenance, liability insurance, and administration and maintenance of the landscape maintenance assessment districts. The tree maintenance grid program is in the third year of the six-year cycle. The implementation of this program has already realized a drop in liability costs associated with tree claims. This and other efficiencies have enabled improved service delivery and aesthetic value of the City's parks and parkways.

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	4,185,075	4,387,782	4,361,703	4,361,703
Other Operating Costs	12,595,081	13,188,272	13,076,077	13,076,077
Capital Outlay	557,043	273,000	273,000	273,000
Total:	17,337,199	17,849,054	17,710,780	17,710,780

Personnel Authorized	47.60	47.63	47.63	47.63
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Source of Funds:

General Fund	3,673,555	3,823,152	3,705,399	3,705,399
Gas Tax	396,000	396,000	396,000	396,000
Water Fund	8,007,768	8,444,560	8,432,563	8,432,563
Sewer Fund	1,018,950	1,075,948	1,072,071	1,072,071
Equipment Fund	1,650,942	1,488,265	1,485,665	1,485,665
Refuse & Recycling	2,200,609	2,249,950	2,249,925	2,249,925
Landscape Assessment Districts	389,375	371,179	369,157	369,157
TOTAL:	17,337,199	17,849,054	17,710,780	17,710,780

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Department Summary

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

Department

Cost Center

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	1.00	1.00	1.00	1.00
Administrative Supt.	1.00	1.00	1.00	1.00
Maintenance Manager	1.00	1.00	1.00	1.00
Utility Manager	1.00	1.00	1.00	1.00
Administrative Clerk II	1.00	1.00	1.00	1.00
Maintenance Supervisor (Street/Parks)	2.00	2.00	2.00	2.00
Water Maint. Supervisor	1.00	1.00	1.00	1.00
Utility Supervisor	1.00	1.00	1.00	1.00
Maintenance Leadworker	3.00	3.00	3.00	3.00
Equipment Operator	1.00	1.00	1.00	1.00
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Worker I/II/III	16.80	16.83	16.83	16.83
Customer Service Rep. I/II	6.00	6.00	6.00	6.00
Fleet Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	2.00	2.00	2.00	2.00
Water Systems Specialist	1.00	1.00	1.00	1.00
Sr. Management Analyst	1.00	1.00	1.00	1.00
Information Systems Manager	0.35	0.35	0.35	0.35
Accounting Manager	0.35	0.35	0.35	0.35
Account Clerk I/II/III	0.50	0.50	0.50	0.50
Auto Parts Technician	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	46.00	46.03	46.03	46.03
REGULAR PART-TIME				
Administrative Clerk I	1.00	1.00	1.00	1.00
Account Clerk I	0.60	0.60	0.60	0.60
TOTAL REG. PART-TIME	1.60	1.60	1.60	1.60
TOTAL POSITIONS	47.60	47.63	47.63	47.63
APPROPRIATIONS				
SALARIES & WAGES	2,652,720	2,680,498	2,679,468	2,679,468
OVERTIME	94,858	94,659	94,659	94,659
BENEFIT COSTS	1,437,497	1,612,625	1,587,576	1,587,576
TOTAL PERSONNEL SERVICES	4,185,075	4,387,782	4,361,703	4,361,703

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	63,147	66,028	65,802	65,802
Other Operating Costs	338,625	343,875	325,875	325,875
Capital Outlay	0	0	0	0
Total:	401,772	409,903	391,677	391,677
Personnel Authorized	0.68	0.68	0.68	0.68
Source of Funds:				
General Fund	401,772	409,903	391,677	391,677
TOTAL:	401,772	409,903	391,677	391,677

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Building Summary

4100 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	.03	.03	.03	.03
Maintenance Manager	.10	.10	.10	.10
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Leadworker	.05	.05	.05	.05
Maintenance Worker I/II/III	.40	.40	.40	.40

TOTAL FULL-TIME	0.68	0.68	0.68	0.68
REGULAR PART-TIME	0.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	0.68	0.68	0.68	0.68

APPROPRIATIONS

SALARIES & WAGES	41,663	42,495	42,495	42,495
OVERTIME	1,225	1,225	1,225	1,225
BENEFIT COSTS	20,259	22,308	22,082	22,082
TOTAL PERSONNEL SERVICES	63,147	66,028	65,802	65,802

City of La Verne

Public Works

Building Administration

4101

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	21,453	22,468	22,444	22,444
Other Operating Costs	3,175	3,325	3,325	3,325
Capital Outlay	0	0	0	0
Total:	24,628	25,793	25,769	25,769
Personnel Authorized	.13	.13	.13	.13
<u>Source of Funds:</u>				
General Fund	24,628	25,793	25,769	25,769
TOTAL:	24,628	25,793	25,769	25,769

City of La Verne

Public Works

Building Administration

4101

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services.
All other funding levels as requested.

City of La Verne

Public Works

Building Maintenance

4102

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	41,694	43,560	43,358	43,358
Other Operating Costs	335,450	340,550	322,550	322,550
Capital Outlay	0	0	0	0
Total:	377,144	384,110	365,908	365,908
Personnel Authorized	0.55	0.55	0.55	0.55
Source of Funds:				
General Fund	377,144	384,110	365,908	365,908
TOTAL:	377,144	384,110	365,908	365,908

City of La Verne

Public Works	Building Maintenance		4102	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	<u>2010/11</u>	<u>2011/12</u>	<u>2012-13</u>	Estimated <u>2013-14</u>
Buildings Maintained (sq. ft.)	67,301	67,301	67,301	67,301
HVAC Systems (tons)	165	165	165	165
Light Fixtures (ea.)	448	448	448	448
Office paper recycled (tons)	64	63	68	65
<hr/>				
<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.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Provides for routine operation and maintenance costs including utilities, service contracts, supplies, and other essential costs.				
<u>Capital Outlay:</u>				
	Department Request	Manager Recommended	Council Approved	
	0	0	0	
TOTAL:	<hr/> 0	<hr/> 0	<hr/> 0	
<hr/>				
<u>City Manager Recommendations</u>				
Adjust personnel services costs. Reduce other operating costs.				

City of La Verne

Public Works

Street Maintenance Summary

4200 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	628,131	658,168	654,982	654,982
Other Operating Costs	3,821,550	3,891,745	3,832,445	3,832,445
Capital Outlay	0	11,000	11,000	11,000
Total:	4,449,681	4,560,913	4,498,427	4,498,427
Personnel Authorized	7.53	7.53	7.53	7.53
<u>Source of Funds:</u>				
Refuse & Recycling	2,200,609	2,249,950	2,249,925	2,249,925
General	1,853,072	1,914,963	1,852,502	1,852,502
Gas Tax	396,000	396,000	396,000	396,000
TOTAL:	4,449,681	4,560,913	4,498,427	4,498,427

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Street Maintenance Summary

4200 SERIES

Department

Cost Center

Cost Center No.

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

TOTAL FULL-TIME	7.53	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	7.53	7.53	7.53	7.53

APPROPRIATIONS

SALARIES & WAGES	397,265	402,609	402,609	402,609
OVERTIME	11,029	11,029	11,029	11,029
BENEFIT COSTS	219,837	244,530	241,344	241,344
TOTAL PERSONNEL SERVICES	628,131	658,168	654,982	654,982

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	89,993	93,641	93,558	93,558
Other Operating Costs	337,324	330,559	330,559	330,559
Capital Outlay	0	0	0	0
Total:	427,317	424,200	424,147	424,147
Personnel Authorized	.58	.58	.58	.58
Source of Funds:				
General Fund	427,317	424,200	424,147	424,147
TOTAL:	427,317	424,200	424,147	424,147

City of La Verne

Public Works

Streets Administration

4201

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust Personnel Services

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	14,979	14,919	14,894	14,894
Other Operating Costs	2,185,630	2,235,031	2,235,031	2,235,031
Capital Outlay	0	0	0	0
Total:	2,200,609	2,249,950	2,249,925	2,249,925

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

Refuse and Recycling	2,200,609	2,249,950	2,249,925	2,249,925
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TOTAL:	2,200,609	2,249,950	2,249,925	2,249,925
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City of La Verne

Public Works

Waste & Recycling

4202

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Estimated 2013/14</u>
Number of Participants by size of refuse container:				
96-gallon	2,300	2,300	2,477	2,300
64-gallon	4,915	4,915	4,867	7,715
35-gallon	2,025	2,025	2,038	2,025
Refuse Disposal (tons)	37,469	25,739	24,056	30,000
Recycling/Diversion (tons)	11,110	10,111	10,632	11,000
Green Waste Diversion (tons)	6,486	6,130	6,186	6,200
Residential Waste Stream Diversion	58%	47%	47%	48%
Used Oil Recycled - curbside (gallons)	280	220	240	250
Used Oil Recycled - collection center	6,300	6,304	6,300	6,300
Used Oil Filters Recycled	1,500	1,500	1,500	1,500
Syringe Recycling - Participants	975	880	500 *	550
Christmas Trees Recycled (tons)	127	105	110	110

*drop in participant count is due to distribution of larger containers which require fewer containers to be distributed

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works

Street Maintenance

4203

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Maintenance of city rights-of-way in a safe, clean, and appealing condition. The right-of-way specifically includes all public roadways or pathways and related facilities such as the parkway, sidewalks, curbs, gutters, streets, in addition to any public property and property easements.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	394,633	415,165	412,982	412,982
Other Operating Costs	697,178	701,435	646,435	646,435
Capital Outlay	0	11,000	11,000	11,000
Total:	1,091,811	1,127,600	1,070,417	1,070,417

Personnel Authorized	5.25	5.25	5.25	5.25
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Source of Funds:				
General Fund	695,811	731,600	674,417	674,417
Gas Tax	396,000	396,000	396,000	396,000
TOTAL:	1,091,811	1,127,600	1,070,417	1,070,417

City of La Verne

Public Works

Street Maintenance

4203

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Estimated 2013/14</u>
Streets to Maintain (Miles)	98	98	98	98
Patch AC Surface (Sq. Ft.)	165,000	165,000	160,000	160,000
Repair/Const. Concrete (Sq. Ft.)	39,500	47,500	45,000	45,000
Street Stripe/Mark (Lin. Miles)	85	85	85	85
Alleys (Miles)	14	14	14	14
Sidewalks (Miles)	205	205	205	205
Pavement Markings	915	915	915	915

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Utility Truck Body	10,000	10,000	10,000
Emergency Preparedness Supplies	1,000	1,000	1,000
TOTAL:	11,000	11,000	11,000

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works

Street Lighting and Sweeping

4204

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	96,442	101,214	100,402	100,402
Other Operating Costs	587,518	610,820	610,820	610,820
Capital Outlay	0	0	0	0
Total:	683,960	712,034	711,222	711,222
Personnel Authorized	1.10	1.10	1.10	1.10
Source of Funds:				
General Fund	683,960	712,034	711,222	711,222
TOTAL:	683,960	712,034	711,222	711,222

City of La Verne

Public Works

Street Lighting and Sweeping

4204

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2010/11</u>	<u>20011/12</u>	<u>20012/13</u>	Estimated <u>2013/14</u>
Street Sweeping (annual curb mi.)	7,204	7,413	7,239	7,200
Street Signs (ea.)	26,300	26,300	26,300	26,300
Street Lights	2,750	2,750	2,750	2,750
Traffic Signals	22	22	22	22

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust Personnel Services

City of La Verne

Public Works

Graffiti Removal

4205

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Elimination of graffiti throughout the community.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	32,084	33,229	33,116	33,116
Other Operating Costs	13,900	13,900	9,600	9,600
Capital Outlay	0	0	0	0
Total:	45,984	47,129	42,716	42,716
Personnel Authorized	.50	.50	.50	.50
<u>Source of Funds:</u>				
General Fund	45,984	47,129	42,716	42,716
TOTAL:	45,984	47,129	42,716	42,716

City of La Verne

Public Works

Graffiti Removal

4205

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	Estimated <u>2013/14</u>
No. of Removals - Public Property	133	12	168	140
Graffiti Removed (Sq. Ft.)	1,728	915	2,778	1,900
No. of Removals - Private Property	538	97	47	100
Graffiti Removed (Sq. Ft.)	8,665	5,463	1,683	3,000

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services
Reduce other operating costs.

City of La Verne

Public Works Department	Water Summary Cost Center	4300 Series 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	1,648,768	1,715,348	1,703,351	1,703,351
Other Operating Costs	6,249,225	6,707,212	6,707,212	6,707,212
Capital Outlay	109,775	22,000	22,000	22,000
Total:	8,007,768	8,444,560	8,432,563	8,432,563
Personnel Authorized	18.60	18.60	18.60	18.60
<u>Source of Funds:</u>				
Water Fund	8,007,768	8,444,560	8,432,563	8,432,563
TOTAL:	8,007,768	8,444,560	8,432,563	8,432,563

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
<hr/>				
TOTAL FULL-TIME	17.70	17.70	17.70	17.70
<hr/>				
REGULAR PART-TIME				
Administrative Clerk I	.60	.60	.60	.60
Account Clerk I	.30	.30	.30	.30
<hr/>				
TOTAL REG. PART-TIME	0.90	0.90	0.90	0.90
<hr/>				
TOTAL POSITIONS	18.60	18.60	18.60	18.60
<hr/>				
APPROPRIATIONS				
SALARIES & WAGES	1,031,834	1,035,171	1,034,141	1,034,141
<hr/>				
OVERTIME	46,800	46,804	46,804	46,804
<hr/>				
BENEFIT COSTS	570,134	633,373	622,406	622,406
<hr/>				
TOTAL PERSONNEL SERVICES	1,648,768	1,715,348	1,703,351	1,703,351

City of La Verne

Public Works

Water Administration

4301

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To effectively administer the functions of the Water Division.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	380,529	391,707	390,349	390,349
Other Operating Costs	393,816	331,154	331,154	331,154
Capital Outlay	2,775	0	0	0
Total:	777,120	722,861	721,503	721,503
Personnel Authorized	3.05	3.05	3.05	3.05
Source of Funds:				
Water Fund	777,120	722,861	721,503	721,503
TOTAL:	777,120	722,861	721,503	721,503

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 Clerk II.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works

Water Production

4302

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	326,093	323,043	320,993	320,993
Other Operating Costs	5,467,827	5,982,608	5,982,608	5,982,608
Capital Outlay	100,000	0	0	0
Total:	5,893,920	6,305,651	6,303,601	6,303,601
Personnel Authorized	3.25	3.25	3.25	3.25
<u>Source of Funds:</u>				
Water Fund	5,893,920	6,305,651	6,303,601	6,303,601
TOTAL:	5,893,920	6,305,651	6,303,601	6,303,601

City of La Verne

Public Works

Water Production

4302

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	Estimated <u>2013/14</u>
Water Purchased (acre feet)	4,865	5,654	5,200	5,600
Water Production (acre feet)	2,517	2,098	2,150	2,200
Number of Wells Operated	9	9	9	9
Number of Reservoirs Maintained	13	13	13	13
Pump Stations	10	10	10	10
Hydropneumatic Stations	1	1	1	1

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works

Water Transmission/Distribution

4304

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Efficient and continuous delivery of water through the distribution grid.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	430,244	453,286	449,985	449,985
Other Operating Costs	181,023	190,441	190,441	190,441
Capital Outlay	7,000	22,000	22,000	22,000
Total:	618,267	665,727	662,426	662,426
Personnel Authorized	5.05	5.05	5.05	5.05
Source of Funds:				
Water Fund	618,267	665,727	662,426	662,426
TOTAL:	618,267	665,727	662,426	662,426

City of La Verne

Public Works

Water Transmission/Distribution

4304

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Estimated 2013/14</u>
Mainline Repairs (ea.)	6	6	5	6
Service Lines Repaired	14	14	4	10
Service Lines Replaced (ea.)	38	50	51	40
Meter Leaks (ea.)	10	12	11	13
Emergency Responses/Call-outs	60	70	59	65
Mainline Valve Repair/Replace	12	12	19	14

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Ruggedized Notebook Computer & Software	22,000	22,000	22,000
TOTAL:	22,000	22,000	22,000

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works

Water Customer Service

4314

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Maintain quality public service for the functions of water, refuse, and sewer services and provide general information to the public concerning those services.
2. Install new services within two weeks of 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	511,902	547,312	542,024	542,024
Other Operating Costs	206,559	203,009	203,009	203,009
Capital Outlay	0	0	0	0
Total:	718,461	750,321	745,033	745,033
Personnel Authorized	6.35	6.35	6.35	6.35
Source of Funds:				
Water Fund	718,461	750,321	745,033	745,033
TOTAL:	718,461	750,321	745,033	745,033

City of La Verne

Public Works

Water Customer Service

4314

Department

Cost Center

Cost Center No.

Units of Measure	2010/11	2011/112	2012/13	Estimated 2013/14
Water Utility Accounts	8,609	8,589	8,614	8,600
Water Billings	49,458	51,491	52,232	50,000
Late Notices	8,178	7,764	8,464	8,000
Delinquent Turn-off Notices	1,808	1,767	2,104	1,800
Discontinued for Nonpayment	308	252	289	280
Applications Processed	618	608	594	600
Closing Bills Processed	620	605	620	610
Field Checks	1,878	1,695	2,358	2,000
Customer Questions/Complaints	2,211	2,182	2,163	2,200
Meter Change-outs	550	642	500	600
Billing Inserts	8,000	18,000	16,000	16,000

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works

Storm & Sanitary Sewer Summary

4400 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	712,516	742,853	738,976	738,976
Other Operating Costs	289,084	325,095	325,095	325,095
Capital Outlay	17,350	8,000	8,000	8,000
Total:	1,018,950	1,075,948	1,072,071	1,072,071
Personnel Authorized	7.45	7.45	7.45	7.45
Source of Funds:				
Sewer Utility Fund	1,018,950	1,075,948	1,072,071	1,072,071
TOTAL:	1,018,950	1,075,948	1,072,071	1,072,071

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	463,845	467,904	467,904	467,904
OVERTIME	15,600	15,601	15,601	15,601
BENEFIT COSTS	233,071	259,348	255,471	255,471
TOTAL PERSONNEL SERVICES	712,516	742,853	738,976	738,976

City of La Verne

Public Works

Storm & Sanitary Sewer Administration

4401

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To effectively administer the functions of the sewer utility.

Operational Plans:

1. Continue to review and evaluate the sewer system for effective operation and maintenance.
2. Ensure compliance with the mandates of the federal National Pollutant Discharge Elimination System (NPDES) and Capacity, Management, Operations, and Maintenance (CMOM) programs.
3. Continue to work with Los Angeles County Department of Public Works Industrial Waste Division to prevent sewer stoppages caused by fats, oils, and grease (FOG).
4. Implementation of the Sewer Master Plan.
5. Develop and implement the Capital Improvement Program.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	446,817	463,549	461,614	461,614
Other Operating Costs	149,692	186,228	186,228	186,228
Capital Outlay	1,850	0	0	0
Total:	598,359	649,777	647,842	647,842
Personnel Authorized	3.65	3.65	3.65	3.65
Source of Funds:				
Sewer Utility Fund	598,359	649,777	647,842	647,842
TOTAL:	598,359	649,777	647,842	647,842

City of La Verne

Public Works

Storm & Sanitary Sewer Administration

4401

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works

Storm & Sanitary Sewer System Maintenance

4402

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	265,699	279,304	277,362	277,362
Other Operating Costs	139,392	138,867	138,867	138,867
Capital Outlay	15,500	8,000	8,000	8,000
Total:	420,591	426,171	424,229	424,229
Personnel Authorized	3.10	3.10	3.10	3.10
Source of Funds:				
Sewer Utility Fund	420,591	426,171	424,229	424,229
TOTAL:	420,591	426,171	424,229	424,229

City of La Verne

Public Works

Storm & Sanitary Sewer System Maintenance

4402

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Estimated 2013/14</u>
Pipe Cleaned (in feet)	300,000	300,000	300,000	300,000
Pipe Videotaped (in feet)	150,000	300,000	300,000	300,000
Dye Checks	2	2	17 *	2
Emergency Calls	2	2	3	2
Catch Basins Cleaned (ea.)	532	532	532	532
Pipe Roots Foamed (in feet)	0	40,000	30,000	30,000

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Emergency Preparedness Supplies	1,000	1,000	1,000
Ruggedized Notebook Computer & Software	7,000	7,000	7,000
TOTAL:	8,000	8,000	8,000

City Manager Recommendations

Adjust personnel services

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	497,461	523,235	520,635	520,635
Other Operating Costs	735,163	743,030	743,030	743,030
Capital Outlay	418,318	222,000	222,000	222,000
Total:	1,650,942	1,488,265	1,485,665	1,485,665
Personnel Authorized	5.20	5.20	5.20	5.20
<u>Source of Funds:</u>				
Equipment Fund	1,650,942	1,488,265	1,485,665	1,485,665
TOTAL:	1,650,942	1,488,265	1,485,665	1,485,665

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Equipment Maintenance Summary

4500 SERIES

Department	Cost Center	Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.10	.10	.10	.10
Fleet Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	1.00	1.00	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
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REGULAR PART-TIME	0.00	0.00	0.00	0.00
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TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
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TOTAL POSITIONS	5.20	5.20	5.20	5.20
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APPROPRIATIONS

SALARIES & WAGES	313,848	320,642	320,642	320,642
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OVERTIME	20,204	20,000	20,000	20,000
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BENEFIT COSTS	163,409	182,593	179,993	179,993
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TOTAL PERSONNEL SERVICES	497,461	523,235	520,635	520,635
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City of La Verne

Public Works

Equipment Administration

4501

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To provide management with accurate and up-to-date information pertinent to the operation and condition of the city's equipment fleet. To maintain safe, attractive, and efficient operation in the maintenance shop and provide for the replacement of equipment at previously established intervals. To ensure an environmentally risk free environment.

Operational Plans:

1. Provide management information on the use, condition, cost effectiveness, and safety of all equipment.
2. Inspect and evaluate all equipment considered for replacement.
3. Monitor specifications on new equipment available on the market.
4. Provide comprehensive training for fleet personnel on technological changes in the automotive industry.
5. Monitor and control the division's waste stream.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	190,838	198,197	197,181	197,181
Other Operating Costs	127,763	130,630	130,630	130,630
Capital Outlay	418,318	222,000	222,000	222,000
Total:	736,919	550,827	549,811	549,811
Personnel Authorized	1.60	1.60	1.60	1.60
Source of Funds:				
Equipment Fund	736,919	550,827	549,811	549,811
TOTAL:	736,919	550,827	549,811	549,811

City of La Verne

Public Works

Equipment Administration

4501

Department

Cost Center

Cost Center No.

Units of Measure

	2010/11	2011/12	2012/13	Projected 2013/14
Motor Pool	203	203	203	205
Motorcycles	2	2	2	2
Fire Dept	15	15	15	15
Total	220	220	220	222

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommendation	Council Approved
Equipment Replacement	222,000	222,000	222,000
TOTAL:	222,000	222,000	222,000

City Manager Recommendations

Adjust personnel services.
Capital outlay as requested.

City of La Verne

2013-2014

AUTOMOTIVE AND WORK EQUIPMENT REPLACEMENT

I.D.#	DESCRIPTION REASON FOR REPLACEMENT	USER DEPT.	ESTIMATED RESALE VALUE	DEPARTMENT REQUEST	MANAGER REC.	COUNCIL APPROVED
1049	2000 Ford Explorer No longer suitable for dept. use, overdue for replacement	Fire Dept.	\$1,500.00	\$35,000.00	\$35,000.00	\$35,000.00
1087	1999 Ford F-250 Excessive mileage, due for replacement	Parks Dept.	\$1,200.00	\$25,000.00	\$25,000.00	\$25,000.00
2032	2002 Cushman Field Groomer Excessive hours, due for replacement	Recreation	\$400.00	\$19,000.00	\$19,000.00	\$19,000.00
2054	2003 Honda Accord Hybrid No longer suitable for dept. use, overdue for replacement	Fire Dept	\$1,500.00	\$24,000.00	\$24,000.00	\$24,000.00
2095	2000 Ford F-250 No longer suitable for dept use, due for replacement	Street Dept	\$1,500.00	\$26,500.00	\$26,500.00	\$26,500.00
2163	2006 Ford Fusion Excessive mileage, No longer suitable for detective work	Police Dept.	\$1,500.00	\$27,500.00	\$27,500.00	\$27,500.00
2199	2000 Ford Crown Victoria Excessive mileage, over due for replacement	Police Dept.	\$1,500.00	\$30,500.00	\$30,500.00	\$30,500.00
3187	2009 Ford Crown Victoria Excessive mileage, due for replacement	Police Dept.	\$1,200.00	\$34,500.00	\$34,500.00	\$34,500.00
TOTAL				\$222,000.00	\$222,000.00	\$222,000.00

City of La Verne

Public Works

Preventative Maintenance

4502

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Increase life and retain value of city-owned equipment. Provide safe, clean vehicles, reduce costly down time.

Operational Plans:

1. Service city-owned equipment at specific mileage/time intervals according to preventative maintenance schedules.
2. Thoroughly inspect equipment each time it is serviced to avert potential breakdowns and ensure the safe operation of all vehicles and equipment.
3. Schedule all equipment for repairs as discovered through preventative maintenance and inspections.
4. Monitor failures and premature wear characteristics to aid in setting vehicle replacement specifications.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	112,192	120,646	120,003	120,003
Other Operating Costs	59,900	59,900	59,900	59,900
Capital Outlay	0	0	0	0
Total:	172,092	180,546	179,903	179,903
Personnel Authorized	1.50	1.50	1.50	1.50
Source of Funds:				
Equipment Fund	172,092	180,546	179,903	179,903
TOTAL:	172,092	180,546	179,903	179,903

City of La Verne

Public Works

Preventative Maintenance

4502

Department

Cost Center

Cost Center No.

Units of Measure

STAFF HOURS TO SERVICE CITY EQUIPMENT

<u>Group</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Estimated 2013/14</u>
Police Vehicles	809	868	899	951
Fire Equipment	505	543	562	699
Staff Vehicles	227	244	253	112
Maintenance Trucks	404	434	449	421
Heavy Equipment	455	489	505	475
Miscellaneous	51	54	56	84
Work for Others*	76	82	84	56

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works

Equipment Repair Work

4503

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	194,431	204,392	203,451	203,451
Other Operating Costs	547,500	552,500	552,500	552,500
Capital Outlay	0	0	0	0
Total:	741,931	756,892	755,951	755,951
Personnel Authorized	2.10	2.10	2.10	2.10
Source of Funds:				
Equipment Fund	741,931	756,892	755,951	755,951
TOTAL:	741,931	756,892	755,951	755,951

City of La Verne

Public Works

Equipment Repair Work

4503

Department

Cost Center

Cost Center No.

Units of Measure

STAFF HOURS TO REPAIR CITY EQUIPMENT

<u>Group</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Estimated 2013/14</u>
Police Vehicles	842	805	787	985
Fire Equipment	927	885	865	1064
Staff Vehicles	84	81	78	80
Maintenance Trucks	716	684	668	709
Heavy Equipment	1011	967	943	788
Miscellaneous	85	80	79	79
Work for Others	547	523	511	236

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works

Park Maintenance Summary

4700

Department

Cost Center

Series

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	596,616	641,846	637,780	637,780
Other Operating Costs	810,495	846,440	813,440	813,440
Capital Outlay	11,600	10,000	10,000	10,000
Total:	1,418,711	1,498,286	1,461,220	1,461,220
Personnel Authorized	7.88	7.91	7.91	7.91
<u>Source of Funds:</u>				
General Fund	1,418,711	1,498,286	1,461,220	1,461,220
TOTAL:	1,418,711	1,498,286	1,461,220	1,461,220

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Park Maintenance Summary	4700 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Park Maintenance Supervisor	.93	.93	.93	.93
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I/II/III	5.80	5.83	5.83	5.83
Director of Public Works	.05	.05	.05	.05
Admin. Superintendent	.05	.05	.05	.05
Maintenance Manager	.05	.05	.05	.05

TOTAL FULL-TIME	7.88	7.91	7.91	7.91
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REGULAR PART-TIME				
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TOTAL REG. PART-TIME	.00	.00	.00	.00
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TOTAL POSITIONS	7.88	7.91	7.91	7.91
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APPROPRIATIONS

SALARIES & WAGES	377,613	384,220	384,220	384,220
OVERTIME	0	0	0	0
BENEFIT COSTS	219,003	257,626	253,560	253,560
TOTAL PERSONNEL SERVICES	596,616	641,846	637,780	637,780

City of La Verne

Public Works

Park Administration

4701

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	25,837	26,760	26,708	26,708
Other Operating Costs	59,710	54,273	41,773	41,773
Capital Outlay	0	0	0	0
Total:	85,547	81,033	68,481	68,481

Personnel Authorized	0.15	0.15	0.15	0.15
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Source of Funds:

General Fund	85,547	81,033	68,481	68,481
TOTAL:	85,547	81,033	68,481	68,481

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

Adjust personnel services
Reduce other operating costs

City of La Verne

Public Works

Park Maintenance

4702

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

Level B Maintenance:

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

Level C Maintenance:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	429,566	460,452	457,429	457,429
Other Operating Costs	510,210	556,995	541,495	541,495
Capital Outlay	11,600	10,000	10,000	10,000
Total:	951,376	1,027,447	1,008,924	1,008,924

Personnel Authorized	5.83	5.86	5.86	5.86
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Source of Funds:

General Fund	951,376	1,027,447	1,008,924	1,008,924
TOTAL:	951,376	1,027,447	1,008,924	1,008,924

City of La Verne

Public Works

Parks Maintenance

4702

Department

Cost Center

Cost Center No.

Units of Measure:

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Picnic & Play Equipment Repaired	82	90	70	25
Acres of Grass Mowed	1,951	1,951	1,957	1,957
Linear Feet of Edging	416,450	416,450	416,450	416,450
Acres of Planter Area Maintained	414	414	414	414

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Aerator	10,000	10,000	10,000
TOTALS:	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>

City Manager Recommendations

Adjust personnel services
 Reduce other operating costs
 Capital outlay as requested

City of La Verne

Public Works

Tree Maintenance

4703

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	141,213	154,634	153,643	153,643
Other Operating Costs	240,575	235,172	230,172	230,172
Capital Outlay	0	0	0	0
Total:	381,788	389,806	383,815	383,815
Personnel Authorized	1.90	1.90	1.90	1.90
<u>Source of Funds:</u>				
General Fund	381,788	389,806	383,815	383,815
TOTAL:	381,788	389,806	383,815	383,815

City of La Verne

Public Works

Tree Maintenance

4703

Department

Cost Center

Cost Center No.

Units of Measure:

	<u>2009/10</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Number of Trees Planted	30	10	4	2
Number of Trees Removed	55	50	40	10
Number of Trees Pruned*	1,010	1,555	2,225	2,445
Number of Trees Root-pruned	75	75	50	20

*currently in third year of six year cycle

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services
Reduce other operating costs

City of La Verne

Public Works

Maintenance Assessment Districts
Summary

5200 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	38,436	40,304	40,177	40,177
Other Operating Costs	350,939	330,875	328,980	328,980
Capital Outlay	0	0	0	0
Total:	389,375	371,179	369,157	369,157
Personnel Authorized	0.26	0.26	0.26	0.26
<u>Source of Funds:</u>				
Maint. Assessment Districts	379,199	360,502	358,508	358,508
Maint. District 84-1M	10,176	10,677	10,649	10,649
TOTAL:	389,375	371,179	369,157	369,157

City of La Verne

DETAIL OF SALARIES & WAGES

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

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

TOTAL FULL-TIME	.26	.26	.26	.26
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REGULAR PART-TIME				
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TOTAL REG. PART-TIME	.00	.00	.00	.00
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TOTAL POSITIONS	0.26	0.26	0.26	0.26
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APPROPRIATIONS				
SALARIES & WAGES	26,652	27,457	27,457	27,457
OVERTIME	0	0	0	0
BENEFIT COSTS	11,784	12,847	12,720	12,720
TOTAL PERSONNEL SERVICES	38,436	40,304	40,177	40,177

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	5,172	5,377	5,349	5,349
Other Operating Costs	5,004	5,300	5,300	5,300
Capital Outlay	0	0	0	0
Total:	10,176	10,677	10,649	10,649

Personnel Authorized	.0500	.0500	.05	.05
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Source of Funds:

Maint. District 84-1M	10,176	10,677	10,649	10,649
TOTAL:	10,176	10,677	10,649	10,649

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Esperanza Assessment
District No. 84-1M
Cost Center

5201

Cost Center No.

<u>Units of Measure</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Estimated 2013/14</u>
Inspections	12	12	12	12
Sq. Foot Slopes Maintained	394,711	394,711	394,711	394,711
Ln. Feet Drains Maintained	14,858	14,858	14,858	14,858
Sq. Foot Rip Rap	7,900	7,900	7,900	7,900

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5202
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

	Current Budget	Department Request	Manager Recommendation	Council Approved
<u>Budget Distribution</u>				
Personnel Services	332	349	348	348
Other Operating Costs	3,000	3,150	3,150	3,150
Capital Outlay	0	0	0	0
Total:	3,332	3,499	3,498	3,498
<u>Personnel Authorized</u>				
Personnel Authorized	.0021	.0021	.0021	.0021
<u>Source of Funds:</u>				
Maint. Assessment District	3,332	3,499	3,498	3,498
TOTAL:	3,332	3,499	3,498	3,498

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5202

Cost Center No.

Units of Measure:

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Acres of Landscape Maintained	.19 Acre	.19 Acre	.19 Acre	.19 Acre

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5203
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	474	500	498	498
Other Operating Costs	3,875	3,955	3,955	3,955
Capital Outlay	0	0	0	0
Total:	4,349	4,455	4,453	4,453

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

Maint. Assessment District	4,349	4,455	4,453	4,453
TOTAL:	4,349	4,455	4,453	4,453

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5203

Cost Center No.

Units of Measure:

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Acres of Landscape Maintained	.25 Acre	.25 Acre	.25 Acre	.25 Acre

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5204
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	7,366	7,733	7,711	7,711
Other Operating Costs	68,080	72,320	72,320	72,320
Capital Outlay	0	0	0	0
Total:	75,446	80,053	80,031	80,031

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

Maint. Assessment Districts	75,446	80,053	80,031	80,031
TOTAL:	75,446	80,053	80,031	80,031

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>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Acres of Landscape Maintained	11.74 Acres	11.74 Acres	11.74 Acres	11.74 Acres

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5205
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	5,703	5,988	5,971	5,971
Other Operating Costs	49,000	44,670	44,670	44,670
Capital Outlay	0	0	0	0
Total:	54,703	50,658	50,641	50,641

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

Maint. Assessment Districts	54,703	50,658	50,641	50,641
TOTAL:	54,703	50,658	50,641	50,641

City of La Verne

Public Works/Maint. Assessment Districts Department	Live Oak Assessment District 6, Zone 4-2 Cost Center	5205 Cost Center No.
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Units of Measure:

	2010/11	2011/12	2012/13	2013/14
Acres of Landscape Maintained	2.46 Acres	2.46 Acres	2.46 Acres	2.46 Acres

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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	428	449	448	448
Other Operating Costs	5,640	6,095	6,095	6,095
Capital Outlay	0	0	0	0
Total:	6,068	6,544	6,543	6,543

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

Maint. Assessment District	6,068	6,544	6,543	6,543
TOTAL:	6,068	6,544	6,543	6,543

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5206

Cost Center No.

Units of Measure:

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Acres of Landscape Maintained	.26 Acre	.26 Acre	.26 Acre	.26 Acre

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5207
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	2,329	2,445	2,438	2,438
Other Operating Costs	24,360	16,815	14,920	14,920
Capital Outlay	0	0	0	0
Total:	26,689	19,260	17,358	17,358

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

Maint. Assessment District	26,689	19,260	17,358	17,358
TOTAL:	26,689	19,260	17,358	17,358

City of La Verne

Public Works/Maint.
Assessment Districts
Department

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

5207

Cost Center No.

Units of Measure:

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</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:

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

City Manager Recommendations

Adjust personnel services
Reduce other operating costs

City of La Verne

Public Works/Maint.
Assessment Districts
Department

La Verne Heights
Assessment District 7
Cost Center

5208
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	10,740	11,276	11,244	11,244
Other Operating Costs	117,800	120,970	120,970	120,970
Capital Outlay	0	0	0	0
Total:	128,540	132,246	132,214	132,214
Personnel Authorized	.0678	.0678	.0678	.0678
<u>Source of Funds:</u>				
Maint. Assessment District	128,540	132,246	132,214	132,214
TOTAL:	128,540	132,246	132,214	132,214

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>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Acres of Landscape Maintained	5.06 Acres	5.06 Acres	5.06 Acres	5.06 Acres

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint.
Assessment Districts
Department

Marshall Canyon
Assessment District 8
Cost Center

5209
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	5,892	6,187	6,170	6,170
Other Operating Costs	74,180	57,600	57,600	57,600
Capital Outlay	0	0	0	0
Total:	80,072	63,787	63,770	63,770

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

Maint. Assessment District	80,072	63,787	63,770	63,770
TOTAL:	80,072	63,787	63,770	63,770

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>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Acres of Landscape Maintained	15.59 Acres	15.59 Acres	15.59 Acres	15.59 Acres

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

CAPITAL IMPROVEMENTS

City of La Verne

CAPITAL IMPROVEMENT PROGRAM

I. PURPOSE OF THE PROGRAM

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

The Capital Improvement Program will:

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

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

II. BASIC DEFINITIONS

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

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

City of La Verne

CAPITAL BUDGET. The capital improvement budget is one-year length and is the current year of the CIP. Funds for 2013/14 capital program are specifically appropriated as provided by law. Projects are more clearly defined, costed and timed within the CIP document. The capital improvement budget is adopted along with the city's annual operating budget.

III. CIP PROCESS

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

City of La Verne

2013-2014 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
GENERAL CAPITAL IMPROVEMENT FUND:				
405-7021	Median - Hardscape Replacements	75,000	75,000	75,000
405-7027	City Yard Solar Panels	325,000	325,000	325,000
405-7034	City Hall - Parking Lot Resurfacing	192,000	192,000	192,000
405-7033	City Hall Foyer	35,000	35,000	35,000
405-7052	General Plan Update - 1st of 2yr Allocation	200,000	200,000	200,000
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		827,000	827,000	827,000
PARK DEVELOPMENT FUND:				
412-7405	Tennis Court Surfacing - Los Flores & Live Oak	40,000	40,000	40,000
412-7407	Las Flores Shelter Replacement	200,000	200,000	200,000
412-7426	Emerald Park Shelter Replacement	50,000	50,000	50,000
412-7439	Sports Field Renovations	25,000	25,000	25,000
412-7441	Tot Lot Replacement - Live Oak & Mills	125,000	125,000	125,000
412-7450	Campus West Sports Lighting	550,000	550,000	550,000
TOTAL PARK DEVELOPMENT FUND		990,000	990,000	990,000
SAN POLO CFD 90-1 MAINTENANCE FUND:				
216-7012	Aerial Ladder Truck-Initial Payment	300,000	300,000	300,000
TOTAL SAN POLO CFD 90-1 MAINT. FUND		300,000	300,000	300,000
FIRE FACILITY FUND:				
244-7012	Fire - Command Vehicle U61	20,000	20,000	20,000
244-7013	Fire Station II Architectural Fees	20,000	20,000	20,000
244-7044	Exhaust Removal System	0	29,000	29,000
244-7044	New Mattresses (Station #1 & #2)	0	2,000	2,000
244-7044	Fire Hoses & Fire Hose Tester	0	7,231	7,231
TOTAL FIRE FACILITY FUND		40,000	78,231	78,231
FIRE EQUIPMENT REPLACEMENT FUND:				
250-7012	Fire - Command Vehicle U61	20,000	20,000	20,000
250-7044	Fire Line Paramedic Equipment Inventory	0	4,933	4,933
250-7044	Fire Line Paramedic LifePak CR Plus	0	7,208	7,208
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		20,000	32,141	32,141
LARGE BUILDING CFD FUND				
252-7044	New Mattresses (Station #1 & #2)	0	2,000	2,000
TOTAL SAN POLO CFD 90-1 MAINT. FUND		0	2,000	2,000

City of La Verne

2013-2014 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
GAS TAX STREET IMPROVEMENT FUND:				
206-7101	Pavement Management Program	230,000	230,000	230,000
206-7109	Gas Tax 2103	145,000	145,000	145,000
206-7110	Gas Tax Engineering	6,000	6,000	6,000
206-7123	Safe Routes to School Grant	100,000	100,000	100,000
	TOTAL GAS TAX STREET IMP. FUND	481,000	481,000	481,000
MEASURE R FUND:				
235-7603	Pavement Management Program	350,000	350,000	350,000
	TOTAL MEASURE R FUND	350,000	350,000	350,000
WATER CAPITAL IMPROVEMENT FUND:				
507-7203	Water Line Replacement	75,000	75,000	75,000
507-7221	SCADA Upgrades	100,000	100,000	100,000
507-7225	Water - Reservoir Rehab Wheeler	75,000	75,000	75,000
507-7233	Water - Well Rehab LVH #2	75,000	75,000	75,000
507-7239	Beech Well Sand Filter	40,000	40,000	40,000
	TOTAL WATER CAPITAL IMP. FUND	365,000	365,000	365,000
SEWER CAPITAL IMPROVEMENT FUND:				
531-7301	Sewer Mainline Replacement	75,000	75,000	75,000
531-7312	Sewer Camera System Replacement	50,000	50,000	50,000
	TOTAL SEWER CAPITAL IMP. FUND	125,000	125,000	125,000
	SUBTOTAL CAPITAL IMPROVEMENT PROJECTS	3,498,000	3,550,372	3,550,372
SPECIAL PROGRAMS CAPITAL IMPROVEMENT				
COMMUNITY DEVELOPMENT BLOCK GRANT				
215-3408	Las Flores Shelter ADA Access	25,000	25,000	25,000
215-3415	Sidewalk Rehabilitation	50,000	50,000	50,000
	TOTAL CDBG FUND	75,000	75,000	75,000
LACMTA - PROPOSITION C:				
234-5612	Get About Capital Expenditures	19,500	19,500	19,500
234-5626	Bus Stop Improvements	60,000	60,000	60,000
234-5633	City Hall - Parking Lot Resurfacing	50,000	50,000	50,000
	TOTAL LACMTA - PROPOSITION C FUND	129,500	129,500	129,500
	SUBTOTAL SPECIAL PROGRAMS CIP	204,500	204,500	204,500
	TOTAL CAPITAL IMPROVEMENT PROJECTS	3,702,500	3,754,872	3,754,872

EQUIPMENT CAPITAL OUTLAY

City of La Verne

2013-14 BUDGET CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
FIRE				
2002	Laptop Computer	\$1,575	\$0	\$0
	Quantitative Respiratory Fit Test System	\$1,600	\$0	\$0
	Community Wildfire Protection Plan	\$30,000	\$30,000	\$30,000
2004	Portable Training Facility	\$29,000	\$0	\$0
2005	Exhaust Removal System	\$29,000	\$0	\$0
	Storage Cabinets	\$3,000	\$0	\$0
	New Mattresses (Station #1 & #2)	\$4,000	\$0	\$0
2008	Fire Line Paramedic Equipment Inventory	\$4,933	\$0	\$0
	Fire Line Paramedic LifePak CR Plus	\$7,208	\$0	\$0
	LifePak 15 Monitors	\$95,000	\$0	\$0
2009	Fire Hose Tester	\$2,231	\$0	\$0
	Fire Hoses	\$5,000	\$0	\$0
		\$212,547	\$30,000	\$30,000
POLICE				
2501	Community Emergency Notification System	\$10,000	\$0	\$0
2506	Copier/Printer Lease Payment	\$18,000	\$15,000	\$15,000
2508	Canine Vehicle - Temperature Control Alert System	\$1,000	\$0	\$0
2519	Data Backup Software	\$6,000	\$6,000	\$6,000
	Computer Workstations (5)	\$7,500	\$0	\$0
	Mail Server Software	\$7,500	\$0	\$0
	Updated Flash Cards for Patrol Vehicles	\$1,000	\$0	\$0
	Citizen Online Reporting System	\$15,000	\$0	\$0
		\$66,000	\$21,000	\$21,000
INFORMATION SYSTEMS				
1503	Replacement Computer Server	\$6,000	\$6,000	\$6,000
		\$6,000	\$6,000	\$6,000
STREET MAINTENANCE				
4203	Utility Truck Body	\$10,000	\$10,000	\$10,000
	Emergency Preparedness Supplies	\$1,000	\$1,000	\$1,000
		\$11,000	\$11,000	\$11,000
PARKS DIVISION				
4702	Aerator	\$10,000	\$10,000	\$10,000
		\$10,000	\$10,000	\$10,000
COMMUNITY SERVICES				
6103	Community Center Chairs	\$22,000	\$11,000	\$11,000
		\$22,000	\$11,000	\$11,000
TOTAL GENERAL FUND		\$327,547	\$89,000	\$89,000
TRAFFIC SAFETY FUND				
2502	Sign Board	\$8,000	\$0	\$0
		\$8,000	\$0	\$0
ASSET FORFEITURE FUND				
2514	Computer Workstations (5)	\$0	\$7,500	\$7,500
	Mail Server Software	\$0	\$7,500	\$7,500
		\$0	\$15,000	\$15,000
WATER FUND				
4304	Ruggedized Notebook Computers & Software	\$22,000	\$22,000	\$22,000
		\$22,000	\$22,000	\$22,000

City of La Verne

2013-14 BUDGET CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
SEWER FUND				
4402	Emergency Preparedness Supplies	\$1,000	\$1,000	\$1,000
	Ruggedized Notebook Computer & Software	\$7,000	\$7,000	\$7,000
		<u>\$8,000</u>	<u>\$8,000</u>	<u>\$8,000</u>
EQUIPMENT MAINTENANCE FUND				
4501	Auto and Equipment Replacement			
	Park Maintenance Vehicle	\$25,000	\$25,000	\$25,000
	Street Maintenance Vehicle	\$26,500	\$26,500	\$26,500
	Fire Department Vehicle	\$35,000	\$35,000	\$35,000
	Fire Department Vehicle	\$24,000	\$24,000	\$24,000
	Police Detective Vehicle	\$27,500	\$27,500	\$27,500
	Police Patrol Vehicle	\$30,500	\$30,500	\$30,500
	Police Patrol Vehicle	\$34,500	\$34,500	\$34,500
	Recreation Field Groomer	\$19,000	\$19,000	\$19,000
		<u>\$222,000</u>	<u>\$222,000</u>	<u>\$222,000</u>
TOTAL OTHER FUNDS		<u>\$230,000</u>	<u>\$267,000</u>	<u>\$267,000</u>
TOTAL ALL FUNDS		<u>\$557,547</u>	<u>\$356,000</u>	<u>\$356,000</u>

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	119,025	119,334	110,636	110,636
Other Operating Costs	825,835	706,100	806,266	806,266
Capital Outlay	51,300	206,500	206,500	206,500
Total:	996,160	1,031,934	1,123,402	1,123,402

Personnel Authorized	1.02	.79	.71	.71
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Source of Funds:

HCDA/CDBG	132,657	111,837	103,571	103,571
Bicycle Safety	0	0	0	0
PALTA	473,783	485,376	585,304	585,304
LACTC	320,716	387,943	387,749	387,749
AB 2766	50,804	16,578	16,578	16,578
DBID	18,200	30,200	30,200	30,200

TOTAL:	996,160	1,031,934	1,123,402	1,123,402
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City of La Verne

2013-2014 Budget
SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2013-2014	Project Description
<u>HCD/CDBG FUND:</u>			
215-3403	Senior Hot Lunches(D96318-10)*	20,571	Provide nutritious hot meals to seniors 5 days a week at the senior center.
215-3408	Park Improvements	25,000	Provide park shelter ADA access at Los Flores Park
215-3415	Sidewalk Improvementa	58,000	Provde sidewalk improvements at various City locations.
Total CDBG Projects		103,571	
* Denotes CDBG Project Number			
<u>PROPOSITION A FUND:</u>			
232-5501	Administration	22,483	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	158,500	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVTA.
232-5509	Senior Citizen Bus Pass Subsidy	1,600	Continuation of subsidies for the purchase of transit bus passes by senior citizens.
232-5510	Get About Fare Subsidy	5,500	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	25,721	Continued funding for transportation of groups to recreational areas, cultural and special events.
232-5514	FHT Subsidy	6,200	Promote Foothill Transit ridership through pass subsidies.
232-5521	Funds Exchange	300,000	Continuation of project to exchange available Prop A transportation funds for unrestricted general funds.
Total Proposition A Projects		585,304	

City of La Verne

2013-2014 Budget
SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2013-2014	Project Description
<u>PROPOSITION C FUND:</u>			
234-5601	Administration	32,051	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	28,011	Continuation of Transit Store Annex in City Hall to disseminate transportation information to the public and process tickets, subsidies, etc..
234-5605	Transportation Demand Management Plan	500	Continuation of preparation, administration, and implementation of transportation demand policies and procedures related to reduction of traffic congestion and air quality improvements.
234-5609	Metro Gold Line Foothill Extension Construction Authority	3,000	Participation costs associated with JPA annual dues.
234-5611	Bus Stop Maintenance	9,687	Continuation of project to maintain public transit bus benches.
234-5512	Get About Capital Outlay	19,500	La Verne's share of capital expenditure costs for the purchase of vehicles by the PVTA.
234-5513	Get About	158,000	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.
234-5626	Bus Stop Improvements	60,000	Provide funding for various Bus Stop Improvements.
234-5633	City Hall Parking Lot Resurfacing	50,000	Provide partial funding for City Hall parking lot resurfacing.
Total Proposition C Projects		<u>387,749</u>	
<u>AB2766 FUND:</u>			
243-3101	Mobile Source Air Pollution	16,578	Operating costs for activities to promote reduction in air pollution.
		<u>16,578</u>	
<u>DBID FUND:</u>			
245-32##	Downtown Business Improvement District	30,200	Operating costs for activities to promote the Downtown Business Improvement District