City of La Verne

Annual Budget
2015-2016

City of La Verne

ANNUAL BUDGET
2015-2016 FISCAL YEAR

Don Kendrick
Mayor

Robin Carder
Mayor Pro Tem

Donna Redman
Council Member

Charles Rosales
Council Member

Tim Hepburn
Council Member

Robert Russi
City Manager

Richard Martinez
Finance Officer

Jeannette Vagnozzi
City Clerk

COVER PHOTO

2015 PIERCE ARROW XT 100' TILLER Truck

The La Verne Fire Department's 100' Aerial ladder truck will begin its service in September 2015. Assembled in Appleton, Wisconsin by Pierce Manufacturing, Truck 61 is built on an Arrow XT chassis and is powered by a Cummins ISX 12 with 500 hp and 1850 lb-ft torque. The ladder has a vertical reach of 100' and is capable of sustaining tip loads of up to 500 lbs while flowing 1000 gallons per minute. With longevity in mind, Truck 61 was designed to provide fire protection and rescue capabilities that will support taller, mixed-use developments in La Verne for the next 20 years.

RESOLUTION NO. 15-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING A BUDGET FOR THE 2015-16 FISCAL YEAR

WHEREAS, the City Manager submitted a proposed budget for the 2015-16 fiscal year; and

WHEREAS, on June 15, 2015, the City Council held a study session on the proposed budget and made revisions thereto; and

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

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

Section 1. That revised figures prepared and submitted for the 2015-16 budget be and the same are hereby, in all things, approved and appropriated and any necessary transfers between accounts and funds is hereby authorized, approved, and appropriated.

Section 2. That the budget proposed by the City Manager for the fiscal year commencing on July 1, 2015, as revised by the City Council, be and the same, with proposed net City expenditures totaling $50,586,655 is hereby approved, adopted and appropriated.

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

PASSED, APPROVED AND ADOPTED this **15th** day of **June, 2015.**

Mayor Don Kendrick

ATTEST:

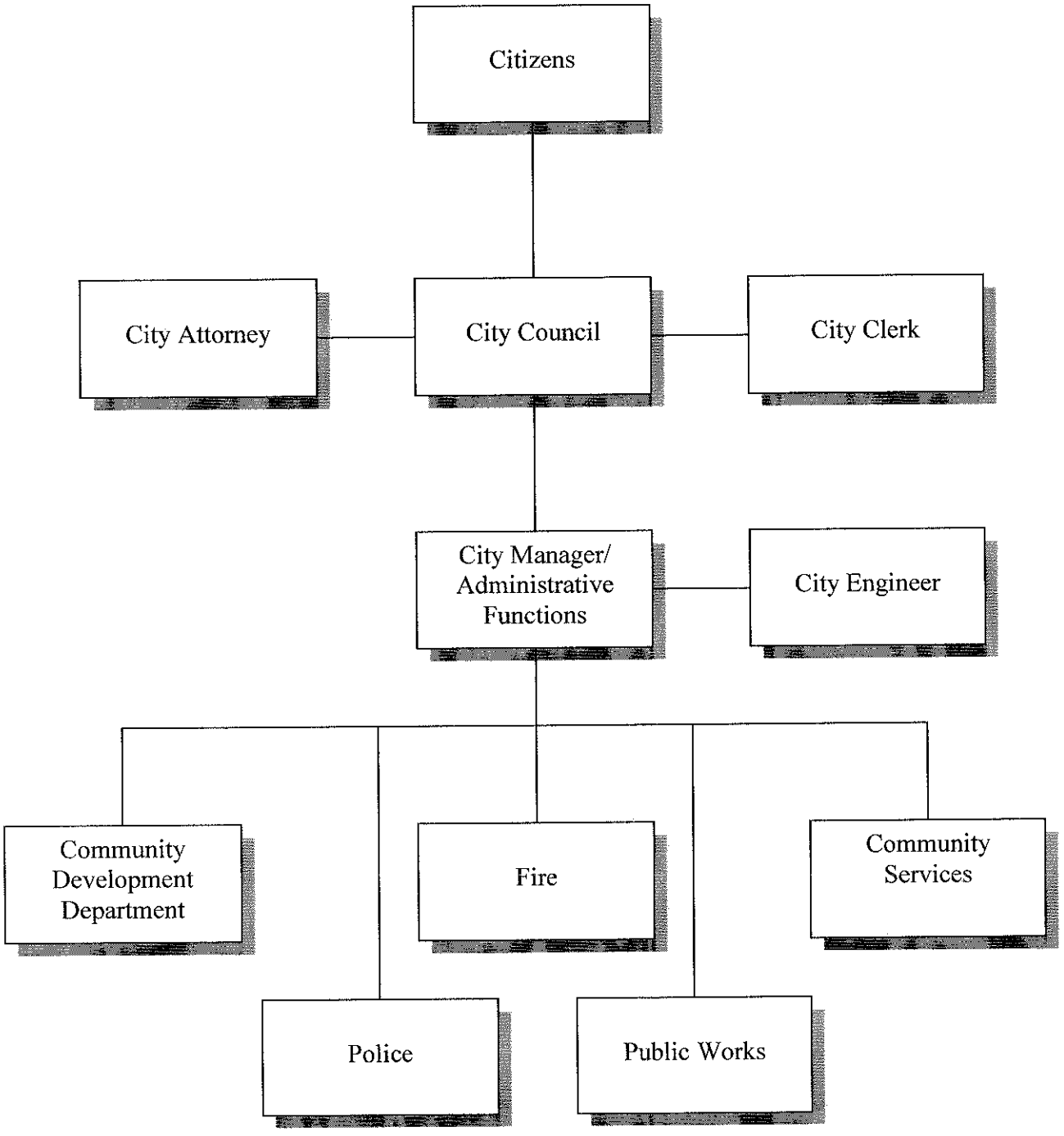
Jeannette A. Vagnozzi, City Clerk

I hereby certify that the foregoing **Resolution No. 15-41** was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the **15th day of June, 2015**, by the following vote:

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

Jeannette A. Vagnozzi, City Clerk

City of La Verne



City of La Verne

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City of La Verne

BUDGET MESSAGE
2015-16 Fiscal Year

Honorable Mayor and Members of La Verne City Council:

Summary

On behalf of the executive management team, I am pleased to present the City Council with the 2015/16 operating budget. This document reflects each department's funding requirements necessary to maintain, and in a few cases, increase services to carry out their respective operational objectives to the community for the coming year.

Overall, more than $31 million in expenses is supported by just over $30 million in resources. To fill the remaining gap, it is necessary to utilize several finite funding sources. These include savings from the prior year, programming of excess revenues from the current year, and the use of $500,000 from reserves to fund one-time expenses.

One of the most notable components of this budget is funding for 7 full-time positions, bringing the total compliment of full time employees to 168. Most of these reflect reinstatement of positions that were eliminated from previous budgets as cost saving measures. The added positions include a communications officer, police aide, administrative support in the city manager's office, police records clerk, assistant planner, and 2 police officers.

Most of the major revenue sources are expected to be increased over the prior year with Property Tax leading the way with a projected increase of $1 million. While on the other side, several former grant opportunities are being lost as positions are being redirected from specialized assignments and back to City related activities.

Notwithstanding all the above, the balance of General Fund reserves is anticipated to be more than what had previously been projected and will exceed $10 million. While a majority of that is earmarked for other obligations, a portion still remains in excess of the Council's policy to retain 15% of operating budget for emergencies.

Revenues

Overall, General Fund revenues are up by approximately $1 million. However, some smaller categories are expected to be less than in prior years (fees for service and grant reimbursements) but other more sizable sources (Property Tax and Vehicle in Lieu Fees) are expected to have increases that will surpass those losses.

Four major revenues streams (Property Tax, Sales Tax, Utility Users Tax – UUT, Vehicle in Lieu Fee – VLF) account for 64% of all revenues with Property Tax being the largest at $7 million, followed by Sales Tax projected to generate almost $4 million. Of these, all but UUT are expected to be higher than the prior year, which will remain flat as it has for the last three budget cycles.

The largest increase comes from Property Tax which is expected to generate over a $1 million more than what was collected last year. This increase is attributed to the revenue that was previously earmarked for Redevelopment Agency activities is now being directed as General Fund dollars. Another large increase is in VLF which is up by $300,000 as a result of State's "VLF Tax swap" expiring and the City-wide increase in property valuation associated to new development.

Other noteworthy increases can be found in Sales Tax, and Business License. Sales Tax is expected to increase by just under $100,000. This is expected based on two factors: a continued but slower growth in local spending and the retirement of the State "Triple Flip" program that diverted tax dollars temporarily for State services. Business License Tax is up again. With this increase, this revenue source has increased in each of the last four budget cycles and is up almost $80,000 (22%) over that period. The reason for the growth can be attributed to the Council decision in 2012 to hire a third party consultant to evaluate whether the City was capturing all revenue to which it is entitled.

Alternatively, revenue sources on a downward trend include, Southwest Borders Grant, Cal-Met reimbursement, Paramedic Service Fee, and the Trustee Program. Revenue from Southwest Borders and Cal-Met were eliminated as both were reimbursements linked to officers assigned to special task forces that cannot continue to be supported at this time. As for the Trustee Program and Paramedic Service Fee, the reduction in these two is a little more concerning as it reflects a drop in the activity related to each. The Paramedic Service Fee which is down $80,000 is received from private insurance for transport of their insured. This amount is being reduced as the number of individuals we transport that have private insurance is less, thus reducing the amount that we are entitled to get reimbursed. Activity in the Trustee Program is also down by $30,000 and is believed linked to the passage of Proposition 47 as jail sentences have been eliminated for lesser crimes.

Building Permit revenue is again extremely strong and expected to be almost double what we would normally expect to collect. Two major projects (Gilead Campus and ULV Parking structure) are driving this and collectively will generate over $1 million.

Expenses

This next year, the General Fund will support over $31 million of activities. This represents an overall increase of over 5% compared to the prior year's adopted budget. The increases are attributed to the addition of several new full time positions, $500,000 in one-time costs, and increases in the cost of employees' retirement. With the exception of the new positions, most of the increase is needed to deal with the growth of existing costs.

In total, personnel costs will increase by $1,400,000. While a majority ($700,000) of these increases can be attributed to increasing employee benefit costs, there was also funding directed towards expanding the current level of employee acknowledgement and also provides for the addition of seven full time positions. It is important to note that there were other requests for positions that were also given consideration; however, due to the limited resources, the following were deemed most critical at this time. The others will be revisited during the coming year or as part of the next budget process.

2 Police Officers – These positions are being funded as a result of the Council direction in January. It was deemed necessary to reinstate these positions to deal with increased response times in calls for service and in order to direct more resources at traffic-related issues.

Communications Officer and Police Aide – Both of these positions were incorporated by eliminating two part time positions, which made the cost for funding at a full time level negligible. While there will be a loss in productivity hours, given that in both cases it has been difficult to keep the part time positions filled, any loss of productivity will be made up by the continuity of having the positions filled.

Police Records Clerk – In 2008, it was necessary to reduce the compliment of records clerks for cost saving measures. Since that time, the department has been behind in the processing of court filings and reports due to the State Department of Justice for crime and arrest activities. The position is only funded for six months and will coincide with other anticipated personnel changes that will free up some funding so that the addition will have a minimal effect to their budget.

Assistant Planner – This addition will provide the Community Development Department with some much needed support. For the last four budget cycles, Building Permit revenues are up and activity is expected to sustain that higher level for the immediate future with the construction of Gilead Sciences, the ULV parking structure and several housing tracts planned for the coming year. With the addition,

the department will be able to reduce caseload of existing staff, allowing for more time to be directed on major projects.

Administrative Clerk II – This position is requested in anticipation of the full retirement of a long tenured assistant who is integral in supporting all departments. For the last 5 years, the position has been funded on a contractual/part time basis. In preparation of the incumbent's retirement, and due to the importance of the position, we will be transitioning back to a full time employee. Over the next 12 months, the incumbent will train the new employee in an effort to minimize disruption of this change.

As for other expenses, almost $500,000 in other increases are connected to significant one-time outlays and as such, it is recommended to be funded out of the City's General Fund reserves instead of making cuts in other areas to accommodate the expense. The four expenses that make up that amount are a portion of the funding for a new report management system for the police department, a portion of the costs for a new street sweeper, funding to complete a required city-wide speed survey, and replacement of the SCBAs for fire personnel.

Capital Outlay/Capital Improvement Projects (CIP)

The budget provides funding of just over $1 million in capital expenditures. Generally, these are major equipment purchases. Only some, in whole or part, will are paid for with General Fund dollars the rest will be funded through other restricted funds.

Major expenditures here include: Replacement SCBA for fire Personnel ($45,000) New Records Management System ($550,000), Replacement of 3 maintenance vehicles ($86,000), and replacement of 3 police patrol cars ($120,000)

While the CIP is a separate process, this document incorporates authorization for the capital projects the City expects to undertake during the next year. In total, there are 21 projects totaling over $6 million across all funding sources. The General Fund is responsible for nearly $1.6 million of those projects.

Expenses related to the CIP are typically considered as a whole document however several unforeseen events (i.e. mandated conservation, change in carry over rules) during this budget process created a more piecemeal approach. These circumstances necessitated staff making changes to what was previously reviewed by Council. These include an increase in the amount of Gas tax related street projects by $434,000, adding $200,000 in funding for storm water compliance projects, and a

reprogramming of $1 million for drought tolerant landscaping and turf removal. That being said, following are some of the more notable projects that will be undertaken in the coming year:

Traffic signals – This year, four new signals are scheduled to be installed: B Street and Bonita Avenue and left turn at White and Bonita Avenues will be designed and operational by the end of the year. Also, the City is working in conjunction with the Bonita Unified School District to install a signal as part of a redesign for high school parking lot entrances to alleviate the congestion associated to school drop off and pick up. Lastly, a signal at Wheeler Avenue and Puddingstone Drive will be installed in conjunction with the Gilead project.

Canopies at Police Department – Initially programmed to provide protection for the police department's patrol cars and service equipment, it was determined that this would also be an opportunity to achieve greater energy efficiency by installing solar panels similar to the system at the City Yard. As a result, funding in the amount of $400,000 will be borrowed from the Sewer Fund to install solar panels over the canopies which is expected to result in annual energy savings of $40,000–$50,000 to the General Fund.

Drought Tolerant Landscape Changes – To reduce the City's water use, funding was programmed for the replacement of turf with drought tolerant landscaping in all City medians. Further funding was added to complete the same effort at city hall, community center, public safety facility, and fire stations 2 & 3.

MS-4 Permit Compliance – In order to maintain compliance with the storm water permit, the City is programming $400,000 for related projects. While half will be funded from the Storm and Sanitary Sewer Fund, the other amount will fall to the General Fund, as no other funding source exists. More concerning is this will be an ongoing cost and as such it will be necessary to find a more sustainable funding alternative for future projects.

Due to several of the unforeseen regulatory changes it was necessary for the General Capital Fund to take on a number of projects that were not anticipated nor funded. The result was several less important projects have been delayed and the overall projected balance of the fund in 2020-21 has been reduced to just under $200,000. While there is adequate funding to complete the projects over the next five years, added revenues will be needed to fund projects in the years beyond then.

Future Outlook

While we should be pleased and celebrate the advances this budget represents, we also need to be careful. It can be easy to get caught up in the idea that we have achieved a financial position that can sustain this spending pattern. Simply put, we have not. This year, we are reversing the trend of reducing the amount of one-time resources to balance the budget, as it is higher than in the prior two years. Also, some of the other measures used are stopgap but are not long term strategies we should depend on. I share the following to give perspective of where we are and the issues that we will face so that we can continue to be good and informed stewards to the community as we plan for the future.

We are fortunate that due to several significant projects, we had resources at our disposal to fill this year's gap; however, there is not an infinite supply of one-time "monies" and ongoing revenues have not caught up to the annual expenses that it takes to meet all the needs of the community. As I will outline below, while there are several opportunities for us to grow revenues, there are as many challenges that will counteract that growth. Not to mention that some of those future revenues have already been earmarked or will be needed to deal with today's funding gap.

One of the most troubling elements of the past several budgets has been the unpredictability of the rise in the costs for funding future obligations. Specifically, the future obligations of current benefits will continue to be a burden on our budgets. This year, it was necessary to only fund the portion of the current year's obligation of retiree medical as the burden for paying down the unfunded liability by $350,000 was too enormous. While we employed a strategy to alleviate that gap this year, it is an obligation we will have to wrestle with every year going forward. Equally, payment to the employees' retirement plan continues to rise; this year that amount increased by approximately $350,000 and is predicted to continually rise.

Additionally, State mandates will have a burden on our operational budget, namely the obligations under the MS-4 permit and water conservation. Of course, we will do everything in our means to try and avoid taking on unnecessary costs, but the reality is there are substantial one-time and ongoing costs that will need to be funded in order to avoid penalties by State regulatory agencies.

Further our funding commitment to our capital improvement effort will either need to be increased or our expectation of what we can do from year to year will need to be revisited as we have depleted a large portion of the surplus we've accumulated to deal with unforeseen mandates. Currently, our commitment

from General Fund revenues is $250,000 and is scheduled to increase to $500,000 by 2019-20 but is still not projected to be enough.

On the bright side, I feel confident in our current revenues and that their growth is not an anomaly or part of a bubble. Most of the major revenues streams have experienced steady growth or have an understandable pattern of why they have and should continue to rise. Although there are still vacancies of several major spaces on Foothill corridor, we have not added to that number and one of my most feared losses appears to have renewed its lease and is expected to remain for at least the next five years. Also, the development of Gilead Sciences, several housing projects, and four new industrial buildings will all help to increase our property tax revenue by $300,000 – $400,000 per year. This last comment highlights the point that opportunities of future development should not be overlooked as a key element in helping provide not only an immediate but a sustained revenue source to support services.

Lastly, while the management team is remarkable at living within the means that the City has, and they do a great job of maximizing every dollar budgeted, what is of concern is the effect such budgetary limits have on their vision to expand on the existing services provided. The reason for this is when the focus of requests is based around "what can we afford," we are always budgeting for the status quo in order to avoid making the deficit any bigger. As a result there are needs that remain unmet. While I am optimistic that the projected growth should keep that deficit from getting larger, based on our current needs and projected growth in expenses, I do not expect there will be much left to help close that gap.

Conclusion

First, I want to commend the department heads for continuing their practice of being fiscally prudent. For without that and their teamwork I would not be able to present you with this final document. They do a lot of the heavy lifting in this process. It cannot be stated enough how fortunate we are to have the group of individuals we do overseeing their respective areas. I would also like to acknowledge Finance Officer Richard Martinez on completing what I hope will be the first of many La Verne budgets we will work on together.

Each budget requires a certain amount of creativity, vision, and a variety of solutions. I know the department heads' requests are based on what they need to fulfill their goals so the difficult part is how to prioritize those around what limited resources are available. So a big part of formulating a plan comes from the confidence I have in them to help weigh each of the requests against the greater

common goal of developing a plan that supplies all departments with the resources they need to provide the community a balance of services. I believe this budget does just that and fulfills what each department feels they need to complete the operational objectives and I am pleased to recommend to the City Council for their consideration.

I want to thank the Council for their support of me and this management team. We appreciate the time and dedication you each put into this effort and we know you take that role very seriously. Through your desire and action to provide the community with the best services, you set that example for us. On behalf of the management team I want to extend that gratitude and confidence in our commitment to do the same.

La Verne has a great organization, team, and community. Thank for your continued support in me to be a part of it.

Respectfully submitted,

Bob Russi
City Manager

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.

STATEMENT OF STRATEGY

Our direction for the future is rooted in:

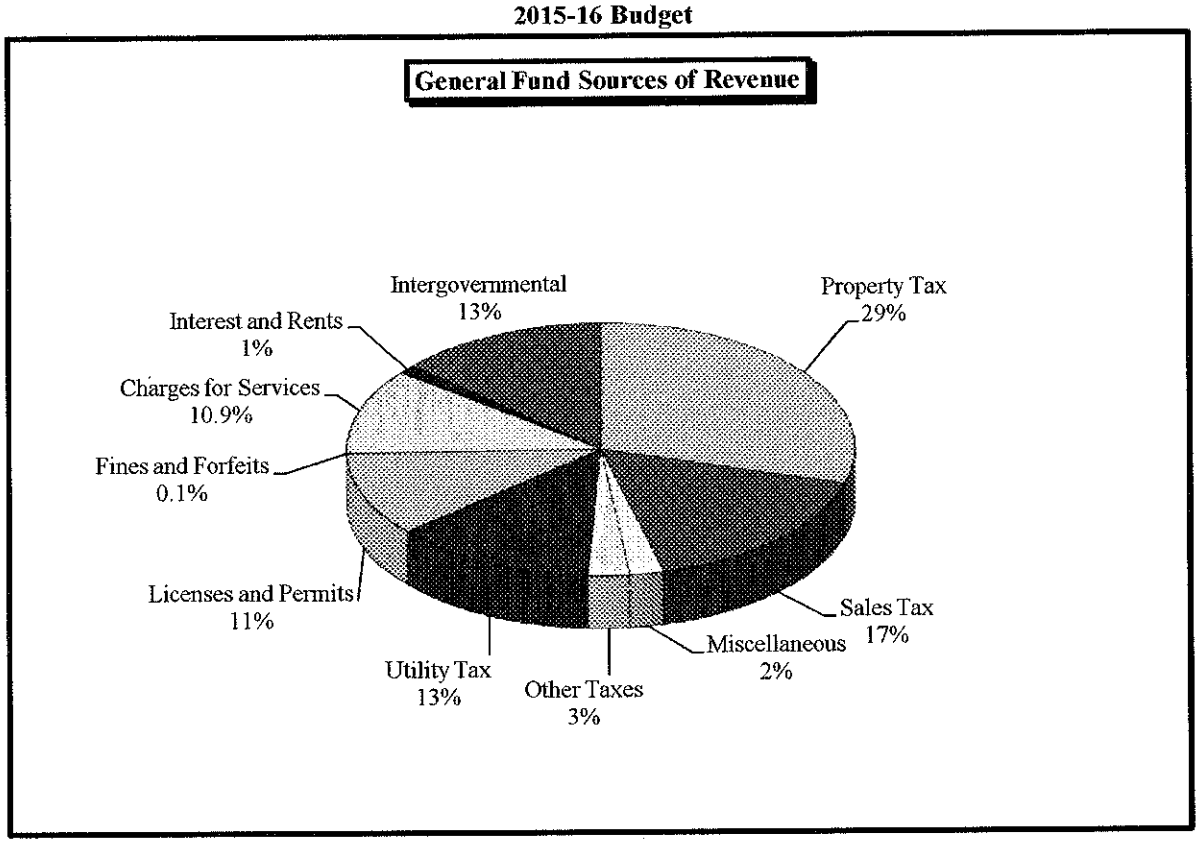
Being a "Full Service" City – Services are provided through a combination of internal departments staffed by City of La Verne employees and contracts with outside entities. The basis for this method of operation is the belief that City departments and employees are often more responsive to the needs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

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

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

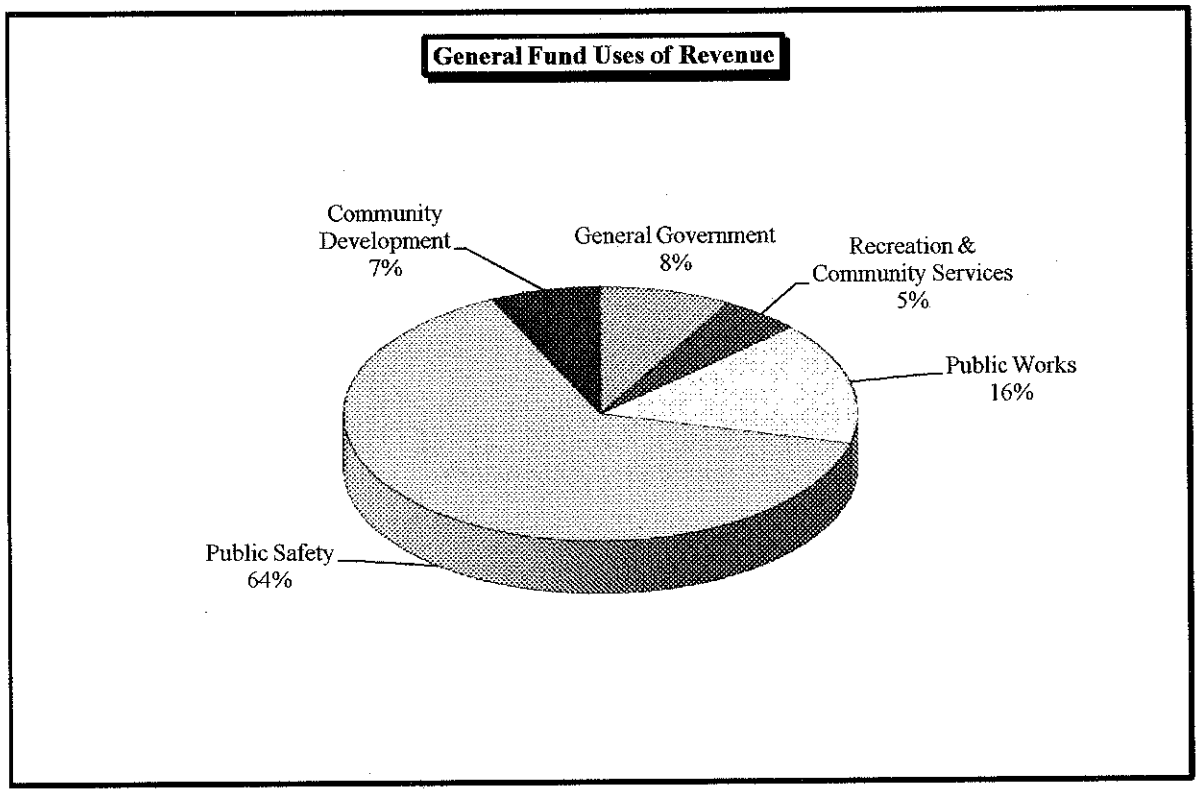
Where the money comes from

2015-16 Budget

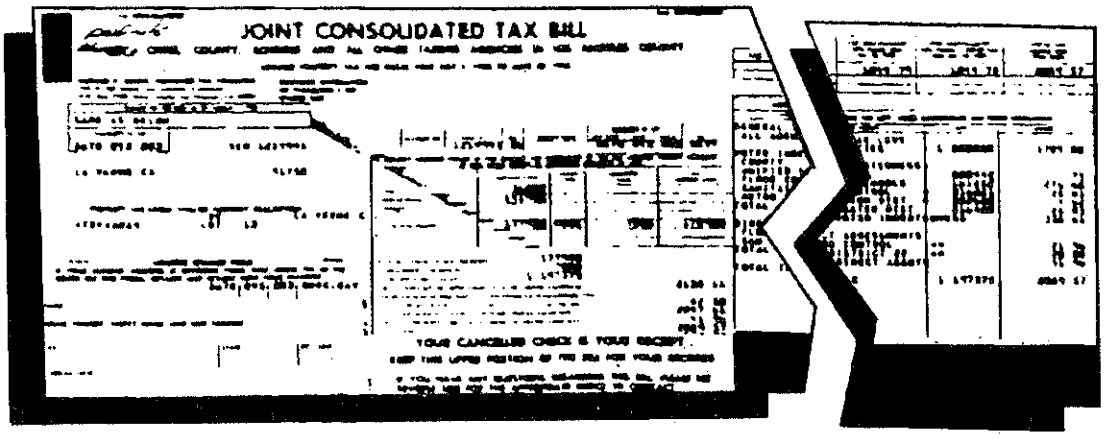


Where the money goes

2015-16 Budget



Excluding refuse and recycling pass thru



LOS ANGELES COUNTY, SCHOOLS,

AND OTHER AGENCIES: $1,730.16 – 82.8%

CITY OF LA VERNE

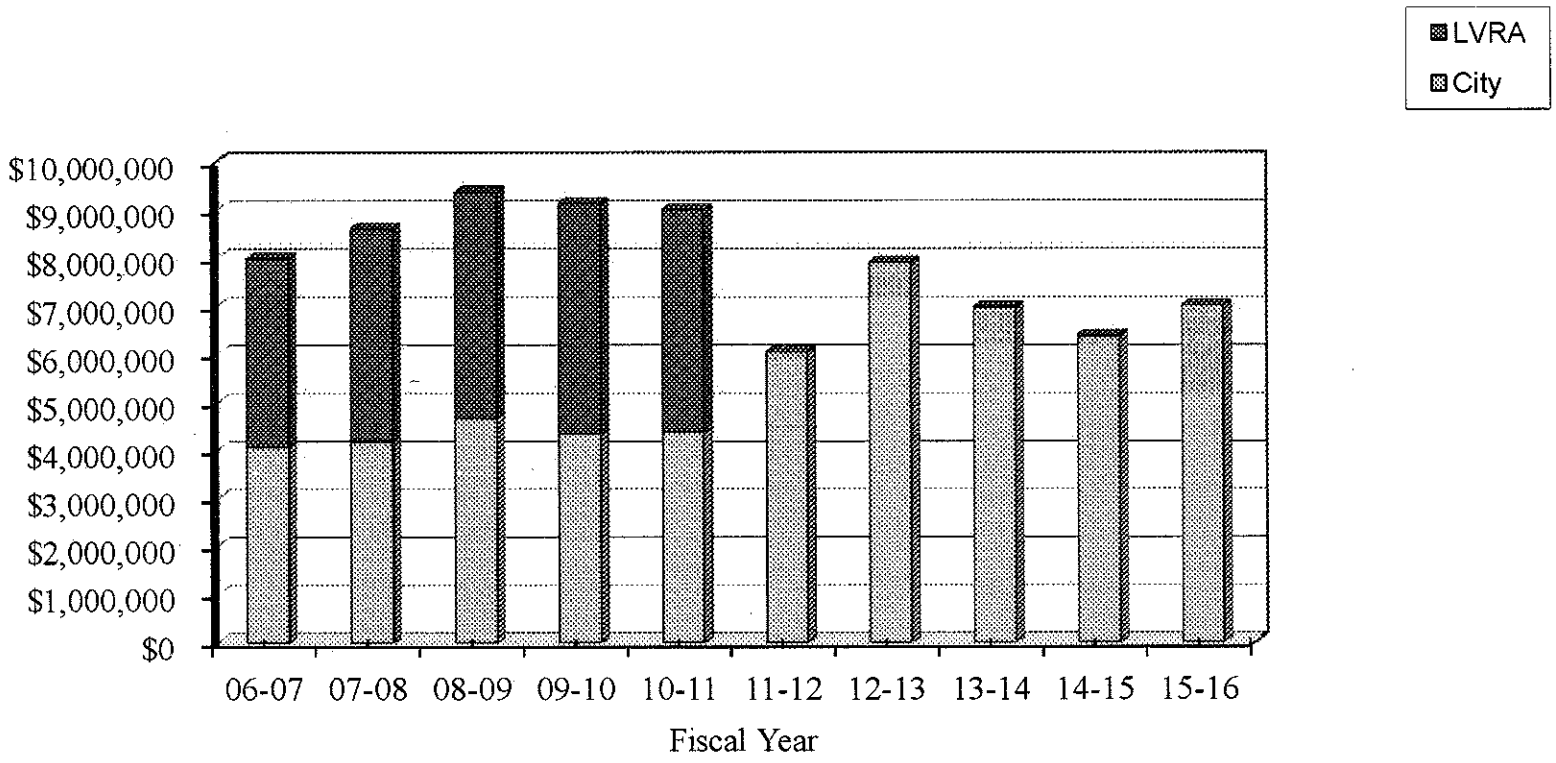
$359.41 – 17.2%

NOTE:

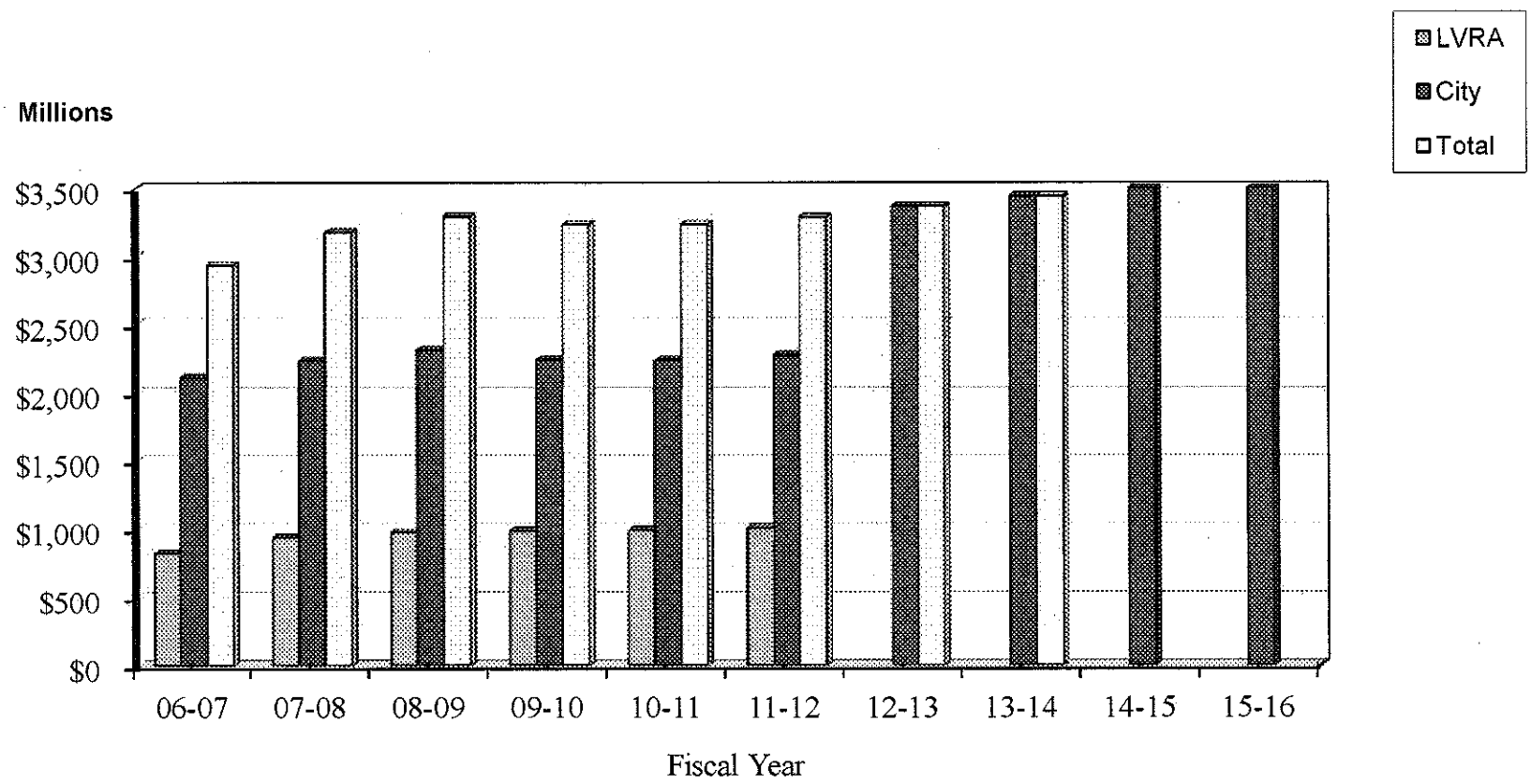
The City of La Verne receives less than one fifth (20%) of the receipts from the average property tax bill. Most of the funds go to other agencies. Of this typical property tax bill totaling $2,089.57, the City of La Verne receives only $359.41 or 17.2%. The remaining $1,730.16 (82.8%) goes towards schools,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

A TYPICAL TAX BILL

CITY OF LA VERNE
Property Taxes Collected



CITY OF LA VERNE
Assessed Valuation



City of La Verne

FISCAL YEAR	LVRA	CITY	TOTAL
2015-16		$3,836,805,384	$3,836,805,384
2014-15	$	3,609,374,978	3,609,374,978
2013-14		3,440,912,883	3,440,912,883
2012-13		3,367,676,631	3,367,676,631
2011-12	1,011,273,422	2,279,380,049	3,290,653,471
2010-11	994,399,021	2,241,971,056	3,236,370,077
2009-10	989,509,283	2,244,865,580	3,234,374,863
2008-09	978,238,653	2,318,595,709	3,296,834,362
2007-08	935,111,524	2,241,629,667	3,176,741,191
2006-07	823,768,628	2,115,163,586	2,938,832,214
2005-06	727,960,001	1,998,645,817	2,726,605,818

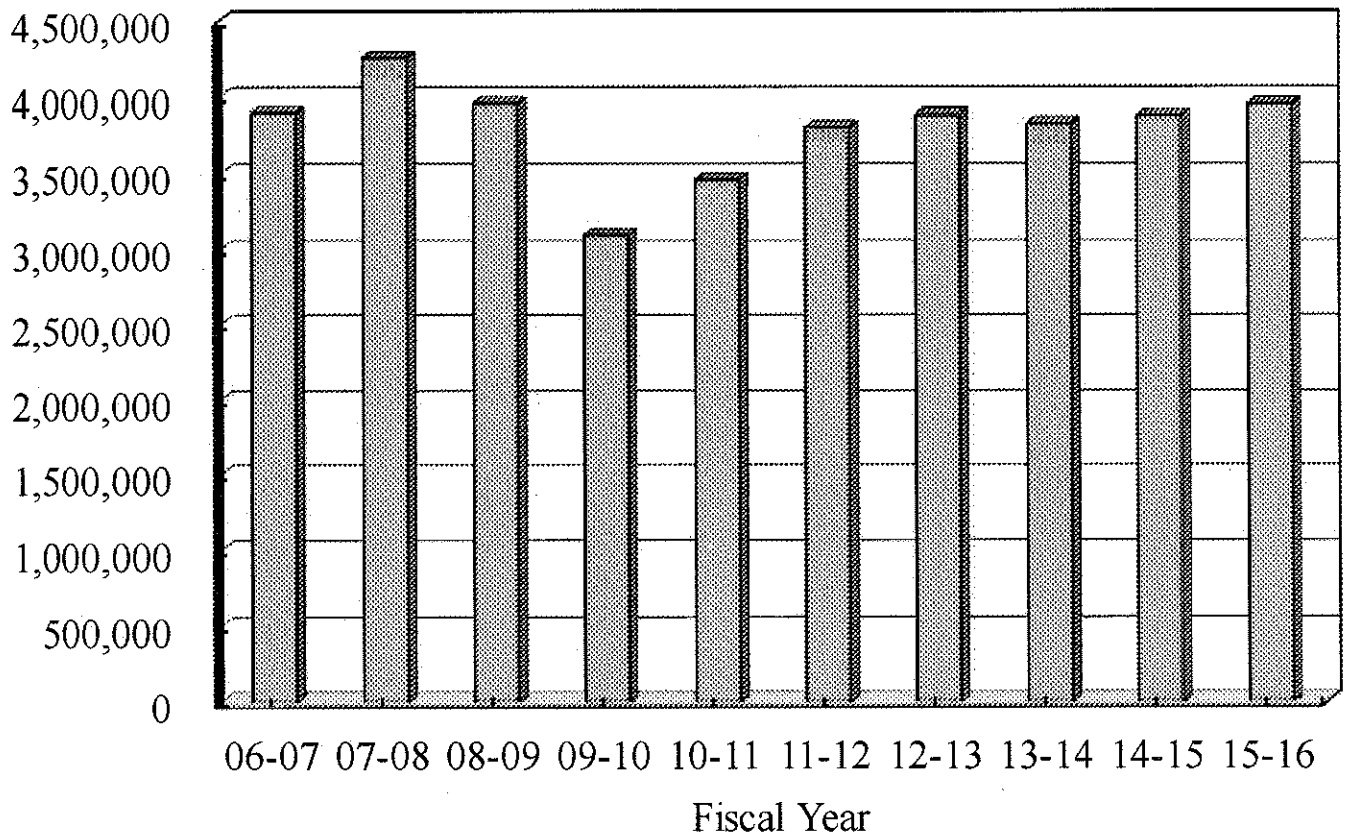
NOTES:

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.

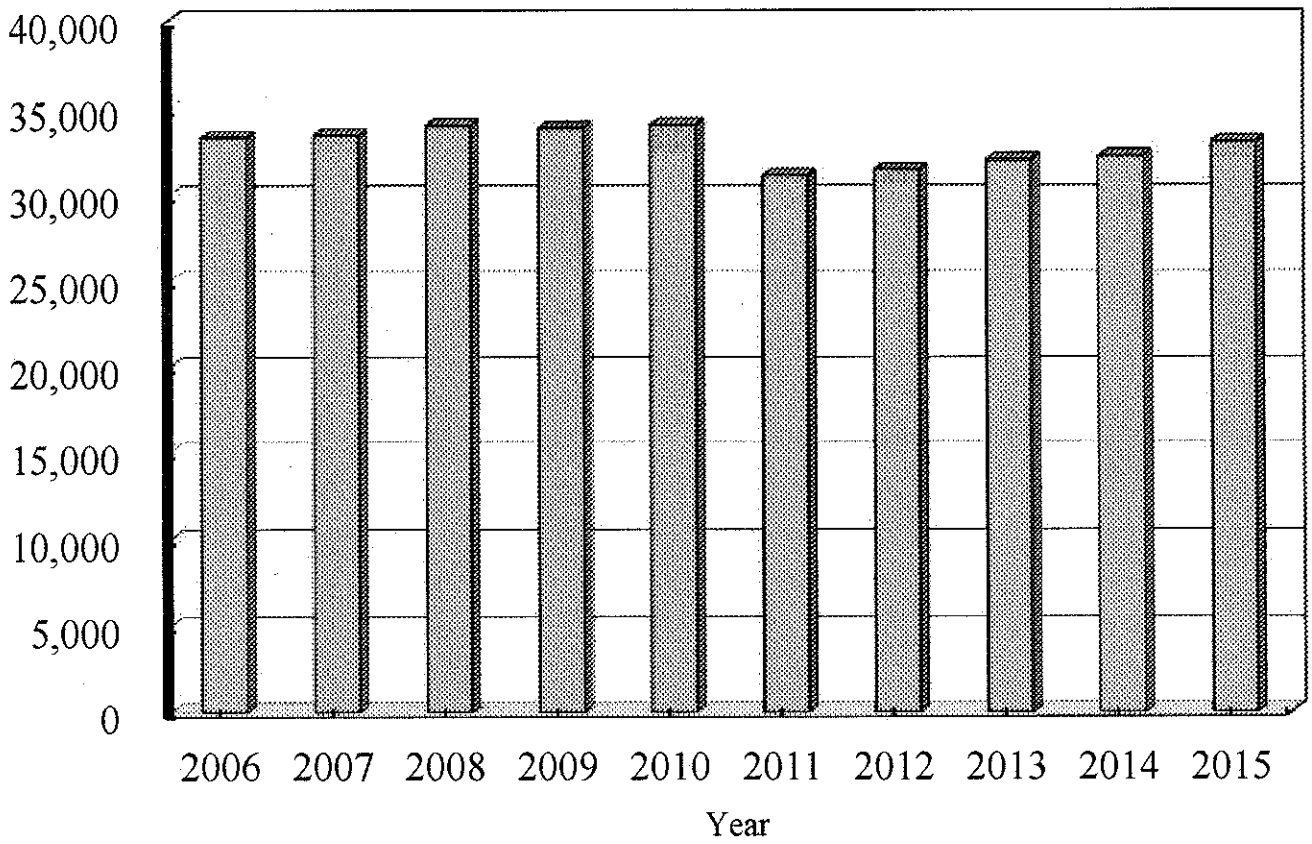
2) The La Verne Redevelopment Agency was dissolved effective February 1, 2012 under State legislation.

ASSESSED VALUATION

CITY OF LA VERNE
Sales Tax Receipts

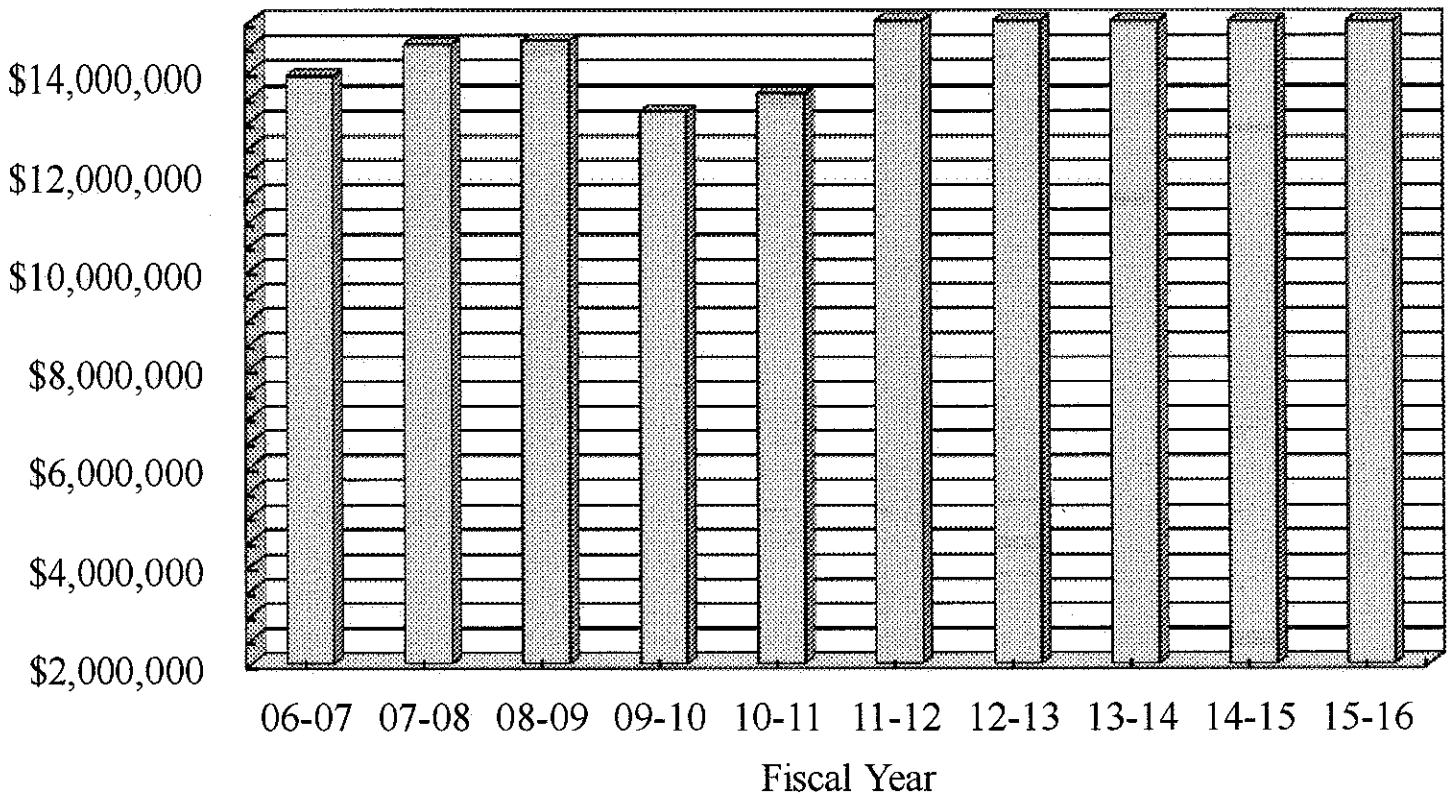


CITY OF LA VERNE
Population



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

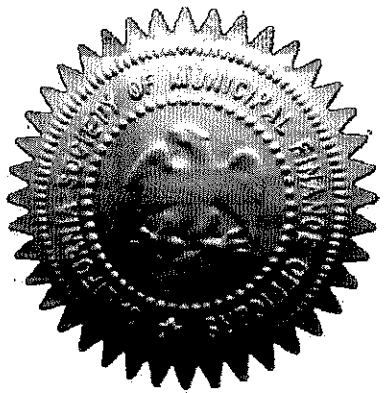
Outstanding Financial Reporting
Fiscal Year Ending June 30, 2014

Presented to the

City of La Verne

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

February 8, 2015



Pamela Arends-King
CSMFO President

Michael Gomez, Chair
Professional Standards and Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

RESOLUTION NO. 15-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING AN APPROPRIATIONS LIMITATION FOR THE 2015-16 FISCAL YEAR

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

WHEREAS, the City Council wishes to set an appropriations limitation for the 2015-2016 fiscal year on those appropriations subject to limitation under Article XIII-B; and

WHEREAS, the City Clerk has posted notice of the intention of the City Council to adopt such limitation at its meeting of June 15, 2015.

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

Section 1. That the annual appropriations limitation for the City for the 2014-15 fiscal year for appropriations subject to limitation under Article XIII-B shall be $116,595,623. This limitation shall apply only to appropriations subject to limitation under Article XIII-B.

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

PASSED, APPROVED AND ADOPTED this **15TH day** of June, **2015.**

Mayor Don Kendrick

ATTEST:

Jeannette a. Vagnozzi, City Clerk

I hereby certify that the foregoing **Resolution No. 15-40** was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the **15th day of June, 2015**, by the following vote:

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

Jeannette a. Vagnozzi, City Clerk

REVENUE AND APPROPRIATION LIMITATIONS

2015-16 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 2014-15 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 2015-16 has been determined by the City to be $116,595,623. However, analysis indicates that only about $17.4 million of the 2015-16 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 2015-16 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

SALES TAX

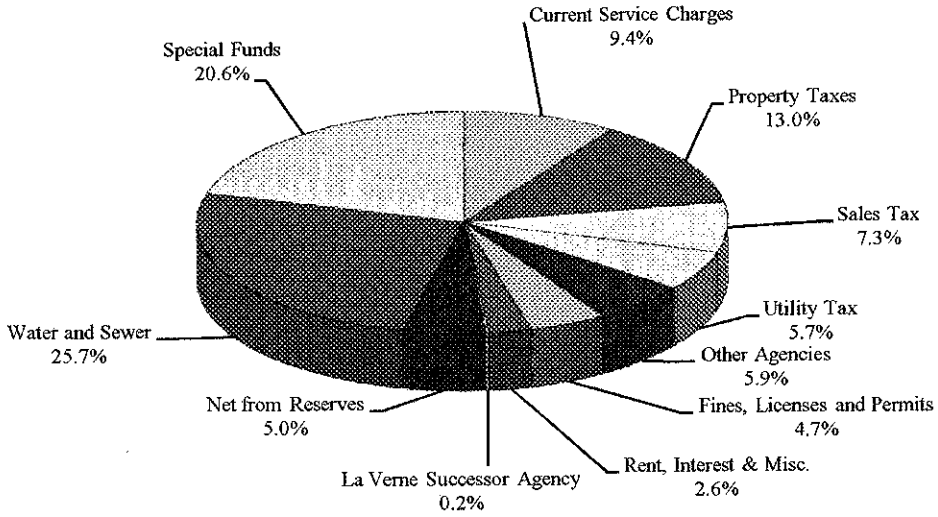
				Line Ref.
(1) Estimated 2015-16 Sales Tax			$ 3,950,000	(a)
(2) F.Y. 2014-15 Sales Tax		$ 3,880,000		(b)
Adjustment: Line (b) x 1.1341 cost of living factor		4,400,308		(c)
Line (c) x 1.0078 population factor			4,509,435	(d)
(3) Difference (Line (a) minus Line (d) (Not less than zero)			0	(e)
(If Line (e) is zero or negative enter – 0 – on Line (1) and continue with Part IV)				
(4) Article XIII B Appropriations Limitation		116,595,623		(f)
Estimated total proceeds of taxes	$17,448,541			(g)
The amount from Line (e)	0			(h)
Line (g) minus Line (h)		17,448,541		(i)
Line (f) minus Line (i) (not less than zero)			99,147,082	(j)
Line (e) minus Line (j)			0	(k)
(5) Excess Sales Tax Line (Line (k) – 2)			0	(l)

PROPERTY TAX

(1) Estimated F.Y. 2015-16 Property Tax			7,032,500	(m)
(2) F.Y. 2014-15 Property Tax		6,467,793		(n)
Adjustment:				
Line (n) x 1.1341 cost of living factor		7,335,124		(o)
Line (o) x 1.0248 population			7,517,035	(p)
(3) Difference: Line (m) minus Line (p) (Not less than zero)			0	(q)
(If Line q is zero or negative enter -0- on Line (x)				
(4) Article XIII B Appropriations Limitation		116,595,623		(r)
Estimated total proceeds of taxes		17,448,541		(s)
The amount from Line (q)		0		(t)
Line (s) minus Line (t)		17,448,541		(u)
Line (r) minus Line (u) (Not less than zero)			99,147,082	(v)
Line (q) minus Line (v)			0	(w)
(5) Excess property tax (Line (w) – 4)			0	(x)

City of La Verne

Sources of Funds



Property Taxes	$7,032,500	Net City Current Revenue	$48,648,461
Sales Tax	3,950,000	Net from Reserves **	1,938,194
Utility Tax	3,100,000	**Total City**	**$50,586,655**
Current Service Charges	5,109,050		
Other Agencies	3,176,200		
Fines, Licenses and Permits	2,566,500		
Rent and Interest	273,150	La Verne Successor Agency ***	
Miscellaneous	1,138,800	Government Shared Revenues	100,000
Total General Fund	**$26,346,200**		
		Total LVSA Current Revenue	**100,000**
Water and Sewer	13,933,000		
Special Funds **	11,172,061	Reserves & Transfers In	765,811
Total Current Year Revenue	**$51,451,261**	**Total LVSA**	**865,811**
Less Interdepartmental Funds	(2,802,800)	**Total City and LVSA**	**$51,452,466**

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

2015-16 BUDGET

ESTIMATED REVENUES

Account Number	Source	2013-14 Actual	Estimated 2014-15	2015-16 Estimated City Manager	2015-16 Estimated Revised
GENERAL FUND(101):					
	PROPERTY TAXES:				
-311-1010	Current Year Secured	4,111,347	4,100,000	6,350,000	6,350,000
-311-1011	Current Year Unsecured	256,031	260,000	260,000	260,000
-311-1510	Prior Year Secured	-7,163	-8,835	1,000	1,000
-311-1511	Prior Year Unsecured	6,544	5,200	5,000	5,000
-311-1600	Supplemental Tax Roll	194,937	110,000	100,000	100,000
-311-2100	Other Property Tax	2,179,806	1,781,428	101,500	101,500
-311-2110	Aircraft Tax	56,874	60,000	60,000	60,000
-311-2112	Homeowner's Exemption	30,738	35,000	35,000	35,000
-311-2500	Real Property Transfer Tax	135,603	90,000	90,000	90,000
-319-0000	Penalties and Interest	50,207	35,000	30,000	30,000
	Sub-Total	7,014,924	6,467,793	7,032,500	7,032,500
	OTHER TAXES:				
-313-1000	Sales and Use Tax	3,828,720	3,880,000	3,950,000	3,950,000
-314-1000	Utility User Tax	2,986,793	3,100,000	3,100,000	3,100,000
-318-1000	Franchise Tax	625,996	625,000	630,000	630,000
	Sub-Total	7,441,509	7,605,000	7,680,000	7,680,000
	LICENSES AND PERMITS:				
-321-0000	Business Licenses	437,543	440,000	430,000	430,000
-322-1000	Permits (Other)	34,075	23,400	23,000	23,000
-322-1005	Burglar Alarm Permits	9,000	8,000	8,000	8,000
-322-1010	Home Occupation Permit	26,079	20,000	20,000	20,000
-322-1017	Temp/Annual Overnite Parking	164,309	166,000	167,000	167,000
-322-1500	Building Permits	1,874,759	2,700,000	1,900,000	1,900,000
-322-2000	Public Works Permits	4,872	5,000	4,000	4,000
	Sub-Total	2,550,637	3,362,400	2,552,000	2,552,000
	FINES AND FORFEITS:				
-350-1000	City Code Court Fine	5,367	1,000	1,000	1,000
-350-1200	False Burglar Alarm Penalty	7,690	7,500	7,500	7,500
-350-1300	Business License Penalty	7,306	9,000	6,000	6,000
	Sub-Total	20,363	17,500	14,500	14,500
	USE OF MONEY AND PROPERTY:				
-361-0000	Interest Income	59,094	60,000	70,000	70,000
-364-1000	Rents	29,375	30,000	30,000	30,000
-364-1005	Cell Tower Space Rental	67,083	70,000	70,000	70,000
-364-1010	Recreation Facility/ Equipment Rental	71,372	66,650	76,650	76,650
-364-1016	Swimming Pool Rental	22,467	26,500	26,500	26,500
-364-1020	Fire Station III Rental	60,375	0	0	0
	Sub-Total	309,766	253,150	273,150	273,150

City of La Verne

2015-16 BUDGET

ESTIMATED REVENUES

Account Number	Source	2013-14 Actual	Estimated 2014-15	2015-16 Estimated City Manager	2015-16 Estimated Revised
	INTERGOVERNMENTAL REVENUE:				
-331-1700	Homeland Security Grant	74,411	32,496	0	0
-331-1800	Disaster Mitigation Grant	41,965	0	0	0
-331-2206	Safe Route to Schools Grant	3,339	0	0	0
-334-1600	Used Oil Recycling Grant	9,039	9,083	9,100	9,100
-334-1700	Beverage Recycling Grant	8,714	8,674	8,700	8,700
-335-1200	Motor Vehicle in Lieu Tax	2,595,188	2,721,000	2,800,000	2,800,000
-335-1515	P.O.S.T Reimbursement	5,783	10,000	10,000	10,000
-335-1500	State Mandated Cost Reimbursement	1,599	50,617	900	900
-335-1518	Disability Access/SB1186	810	1,500	1,500	1,500
-335-2013	CAL-MMET Police Reimbursement	83,130	85,000	0	0
-335-2013	AB 109 Realignment	90,000	111,095	111,000	111,000
-336-1000	Prop. A Transfer Exchange	228,000	187,500	210,000	210,000
-336-2100	LA Impact Reimbursements	106,889	75,000	25,000	25,000
	Sub-Total	3,248,867	3,291,965	3,176,200	3,176,200
	CHARGES FOR CURRENT SERVICES:				
-341-1005	Map and Copy Sales	17,534	12,750	11,250	11,250
-341-1405	Business License Processing Fee	15,090	10,000	11,000	11,000
-341-1500	Work for Others	55,132	44,825	29,000	29,000
-341-1504	Passport Service Fees	17,944	17,000	18,000	18,000
-341-1509	L A Impact Financial Services	130,000	130,000	130,000	130,000
-341-1512	Fire Department Reimbursements	509,644	510,000	225,000	225,000
-341-1520	Sports Park Maintenance	50,000	190,000	100,000	100,000
-341-1522	Cable Public Access	67,384	0	0	0
-341-1523	BUSD and ULV Pool Maintenance	71,263	78,000	74,000	74,000
-341-1524	BUSD Police Reimbursement	76,533	81,254	84,000	84,000
-341-1525	Sports Park Lighting	24,897	22,000	22,000	22,000
-341-1526	Other Parks Lighting	36,520	34,000	34,000	34,000
-341-1529	Valley Rancho Maintenance	6,000	6,000	6,000	6,000
-342-1008	Weapons Storage Fee Release	1,920	0	500	500
-342-1009	Livescan Fees	5,164	6,000	6,000	6,000
-342-1010	Trustee Program	29,738	29,000	15,000	15,000
-342-1012	Citation Write-Offs	2,037	2,000	2,000	2,000
-342-1015	PD-Hearing Officer	418	200	200	200
-342-1016	Special Duty Police Dept	112,689	112,400	111,400	111,400
-342-1018	DUI Emergency Response	8,645	8,000	7,000	7,000
-342-1020	School Crossing Guard	20,000	20,000	20,000	20,000
-342-1021	LVPD Booking Fees	8,149	9,000	7,000	7,000
-342-1023	Southwest Borders Grant Reimbursement	92,629	88,600	0	0
-342-1501	Misc Fire Department Services	0	0		
-342-1510	Paramedic Service Fees	726,742	650,000	650,000	650,000
-342-1512	Fire Revenue Inspections	41,824	17,000	20,000	20,000
-344-1100	Plan Check Fees	20,421	20,000	20,000	20,000
-344-1200	Inspection Fees	20,421	20,000	20,000	20,000
-344-1512	Municipal Services Registration Fee	14,650	12,000	12,000	12,000
-344-3010	Refuse Service Fees	2,525,590	2,425,000	2,525,000	2,525,000
-344-3015	Other Refuse Service Fees	79,462	67,830	55,000	55,000
-345-1000	Planning	425	750	500	500
-345-1010	Division of Land	210	100	0	0
-345-1011	Land Use Fees	7,100	5,000	5,000	5,000
-345-1012	Precise Plan of Design	13,996	15,000	10,000	10,000

City of La Verne

2015-16 BUDGET

ESTIMATED REVENUES

Account Number	Source	2013-14 Actual	Estimated 2014-15	2015-16 Estimated City Manager	2015-16 Estimated Revised
-345-1013	Environmental Fees	1,750	1,800	1,200	1,200
-345-1015	Planning Deposit Projects	214,628	250,000	179,500	179,500
-345-1016	State Mandated Planning Fee	44,514	52,000	20,000	20,000
-345-1020	Appeals	0	75	0	0
-345-1021	Engineering & Planning Consulting	17,666	0	40,000	40,000
-345-1023	State Buildings Standards Fee	535	300	400	400
-345-1024	Energy Efficiency Grant	466	0	0	0
-346-1000	Recreation Fee and Charges	244,922	211,500	225,000	225,000
-346-1011	Preschool	104,529	104,000	113,000	113,000
-346-1012	Recreation/BHS	19,023	20,000	20,000	20,000
-346-1020	Sports Programs	82,806	78,000	83,000	83,000
-346-1100	Aquatics Programs	133,213	137,400	148,700	148,700
-346-1200	Recreation Excursions	35,981	32,000	40,000	40,000
-346-1400	Special Event Activities	6,696	8,044	7,400	7,400
	Sub-Total	5,716,900	5,538,828	5,109,050	5,109,050
	MISCELLANEOUS REVENUE:				
-363-1000	Sale of Property	253,672	250,000	350,000	350,000
-362-0000	Miscellaneous Revenue	99,774	172,229	158,800	158,800
	Sub-Total	353,446	422,229	508,800	508,800
	TOTAL GENERAL FUND	**26,656,412**	**26,958,865**	**26,346,200**	**26,346,200**
PARAMEDIC SERVICE FUND(104):					
-342-1510	Paramedic Service Fees	743,134	730,000	750,000	750,000
	TOTAL PARAMEDIC SERVICE FUND	743,134	730,000	750,000	750,000
GAS TAX FUND(206):					
-318-1510	Gas Tax 2107 Funds	245,497	283,889	265,974	265,974
-318-1515	Gas Tax 2107.5 Engineering	6,000	6,000	6,000	6,000
-318-1520	Gas Tax 2105 Funds	229,493	207,939	194,541	194,541
-318-1525	Gas Tax 2106 Funds	109,695	122,396	105,098	105,098
-318-1530	Gas Tax 2103 Funds	470,104	352,805	154,237	154,237
-335-2010	Surface Transportation Program-Local	0	0	434,000	434,000
-361-0000	Interest Income	8,075	12,000	15,000	15,000
	TOTAL GAS TAX FUND	1,068,864	985,029	1,174,850	1,174,850
TRAFFIC SAFETY FUND(208):					
-335-1600	OTS Grant	5,165	60,000	28,000	28,000
-342-1013	DUI Vehicle Storage Release	39,250	21,000	28,000	28,000
-342-1014	Vehicle Storage Release	25,271	22,000	26,000	26,000
-342-1019	Other Vehicle Fees	24,135	12,000	21,000	21,000
-350-1100	Parking Violations	400,994	420,000	425,000	425,000
-350-1700	Vehicle Code Court Fines	98,431	75,000	115,000	115,000
-361-0000	Interest Income	676	500	500	500
-363-0000	Sale of Property	6,332	0	0	0
	TOTAL TRAFFIC SAFETY FUND	600,254	610,500	643,500	643,500
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

2015-16 BUDGET

ESTIMATED REVENUES

Account Number	Source	2013-14 Actual	Estimated 2014-15	2015-16 Estimated City Manager	2015-16 Estimated Revised
CDBG FUND(215):					
-331-1500	CDBG Projects	85,571	79,096	78,751	78,751
	TOTAL CDBG FUND	85,571	79,096	78,751	78,751
O & M CFD FUND(216):					
-361-0000	Interest Income	5,006	3,500	3,500	3,500
-370-2511	CFD Special Assessment	1,012,162	1,010,000	1,010,000	1,010,000
	TOTAL O & M CFD FUND	1,017,168	1,013,500	1,013,500	1,013,500
CABLE PUBLIC ACCESS FUND(221):					
-341-1522	Cable Public Access	6,915	70,000	70,000	70,000
-361-0000	Interest Income	0	50	100	100
	TOTAL BICYCLE SAFETY FUND	6,915	70,050	70,100	70,100
BICYCLE SAFETY FUND(222):					
-336-1500	S.C.A.G. Grant-Pedestrian	0	0	87,765	87,765
-361-0000	Interest Income	2	0	0	0
	TOTAL BICYCLE SAFETY FUND	2	0	87,765	87,765
AFFORDABLE HOUSING FUND(226):					
-345-1022	Housing Linkage Fee	511,742	116,000	100,000	100,000
-361-0000	Interest Income	3,061	4,000	4,000	4,000
	TOTAL AFFORDABLE HOUSING FUND	514,803	120,000	104,000	104,000
ASSET FORFEITURE(231):					
-331-2600	Police Asset Confiscation	93,400	0	0	0
-331-2610	Dept of Justice/Asset Sharing	3,337,590	500,000	500,000	500,000
-331-2611	U. S. Treasury/Asset Sharing	19,315	0	0	0
-335-1700	State Asset Forfeiture	40,007	2,612	0	0
-336-2110	LA Impact Salary Stipend	0	88,000	0	0
-361-0000	Interest Income	15,499	20,000	20,000	20,000
-363-1000	Sale of Property	10,594	3,919	0	0
	TOTAL ASSET FORFEITURE FUND	3,516,405	614,531	520,000	520,000
LACMTA - PROPOSITION A FUND(232):					
-336-1000	PROP A Allocation	543,793	571,200	583,500	583,500
-361-0000	Interest Revenue	1,118	1,300	1,500	1,500
	TOTAL LACMTA - PROPOSITION A FUND	544,911	572,500	585,000	585,000
LACMTA - PROPOSITION C FUND(234):					
-336-1100	PROP C Allocation	451,902	475,000	484,000	484,000
-361-0000	Interest Revenue	3,481	4,000	4,000	4,000
-362-0000	Miscellaneous Revenues	0	35,000	0	0
	TOTAL LACMTA - PROPOSITION C FUND	455,383	514,000	488,000	488,000

City of La Verne

2015-16 BUDGET

ESTIMATED REVENUES

Account Number	Source	2013-14 Actual	Estimated 2014-15	2015-16 Estimated City Manager	2015-16 Estimated Revised
MEASURE R FUND(235):					
-336-1400	Measure R	336,624	342,000	350,000	350,000
-361-0000	Interest Income	1,855	2,500	1,000	1,000
	TOTAL MEASURE R FUND	338,479	344,500	351,000	351,000
PROP 172 PUBLIC SAFETY FUND(240):					
-313-1100	PROP 172 Sales Tax	0	0	345,000	345,000
-361-0000	Interest Income	0	0	1,000	1,000
	TOTAL PROP 172 PUBLIC SAFETY FUND	0	0	346,000	346,000
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND(241):					
-336-1200	Supplement Law Enf. Services Fund	100,000	106,230	100,000	100,000
-361-0000	Interest Income	-2	0	0	0
	TOTAL SUPPLEMENT LAW ENFORCEMENT SERVICES FUND	99,998	106,230	100,000	100,000
AB2766 MOBILE SOURCE AIR POLLUTION(243):					
-336-2000	AQMD Fees	29,292	50,000	39,000	39,000
-336-2300	AQMD Grant	815	0	0	0
-361-0000	Interest Income	1,677	1,500	2,000	2,000
-363-1000	Sale of Property	0	0	0	0
	TOTAL AB2766 MOBILE SOURCE AIR POLLUTION FUND	31,784	51,500	41,000	41,000
PUBLIC SAFETY EQUIPMENT/FACILITIES FUND(244):					
-313-1100	PROP 172 Sales Tax	338,186	340,000	0	0
-342-1513	Fire Equipment Fee	9,625	1,925	1,925	1,925
-342-1514	Fire Facility Fee	187,600	37,520	37,520	37,520
-361-0000	Interest Income	3,662	4,000	3,000	3,000
	TOTAL PUBLIC SAFETY FUND	539,073	383,445	42,445	42,445
DOWNTOWN BUSINESS IMPROVEMENT FUND(245):					
-321-1000	DBID Business Licenses	15,029	17,000	16,000	16,000
-361-0000	Interest Income	192	200	200	200
-362-3100	Wine Walk	37,163	41,000	41,000	41,000
	TOTAL DOWNTOWN BUSINESS IMPROVEMENT FUND	52,384	58,200	57,200	57,200
MAINTENANCE ASSESSMENT DISTRICT FUND(246):					
-361-0000	Interest Income	1,976	2,000	2,000	2,000
-370-1510	Landscape Maintenance Fees	325,630	340,000	340,000	340,000
-370-1511	Esperanza 84-1M Assmt. Fees	9,489	10,000	10,000	10,000
	TOTAL MAINTENANCE ASSESSMENT DISTRICT FUND	337,095	352,000	352,000	352,000

City of La Verne

2015-16 BUDGET

ESTIMATED REVENUES

Account Number	Source	2013-14 Actual	Estimated 2014-15	2015-16 Estimated City Manager	2015-16 Estimated Revised
FIRE EQUIPMENT REPLACEMENT FUND(250):					
-331-1700	Homeland Security Grant	34,333	0	0	0
-331-2205	Assistance to Firefighters Grant	0	70,200	0	0
-342-1515	Fire Equipment Rental Charge	2,112	3,360	3,000	3,000
-342-1516	Fire Administrative Fee	107,865	76,944	34,000	34,000
-361-0000	Interest Income	5,183	5,000	5,000	5,000
-362-0000	Miscellaneous Revenue	103,108	0	0	0
	TOTAL FIRE EQUIPMENT REPLACEMENT FUND	252,601	155,504	42,000	42,000
LARGE BUILDING CFD FUND(252):					
-342-1517	Fire Facilities - CFD	400,000	400,000	0	0
-361-0000	Interest Income	1,912	500	500	500
-370-2512	Large Buildings CFD 11-1	82,781	82,000	82,000	82,000
	TOTAL LARGE BUILDING CFD FUND	484,693	482,500	82,500	82,500
LOAN REPAYMENT FUND(326):					
-362-0000	Miscellaneous Revenue	0	0	0	0
-362-2800	Pension Obligation Charges	1,320	963,000	990,000	990,000
	TOTAL LOAN REPAYMENT FUND	1,320	963,000	990,000	990,000
GENERAL CAPITAL IMPROVEMENT FUND(405):					
-331-1700	Homeland Security Grant	0	50,000	0	0
-361-0000	Interest Income	9,566	12,000	12,000	12,000
-362-0000	Miscellaneous Income	7,862	7,500	207,500	207,500
-393-1500	Proceeds of Loans	0	0	400,000	400,000
	TOTAL GENERAL CAPITAL IMPROVEMENT FUND	17,428	69,500	619,500	619,500
ROW MANAGEMENT FUND(406):					
-361-0000	Interest Income	12,652	14,000	15,000	15,000
-362-2600	Street Impact Mitigation Fee	110,000	110,000	110,000	110,000
	TOTAL ROW MANAGEMENT FUND	122,652	124,000	125,000	125,000
I/S TECHNOLOGY FUND(407):					
-361-0000	Interest Income	175	200	150	150
-362-0000	Miscellaneous Income	0	0	0	0
	TOTAL I/S TECHNOLOGY FUND	175	200	150	150
UNDERGROUND UTILITIES FUND(410):					
-344-2600	Underground Utilities Fee	16,630	134,169	60,000	60,000
-361-0000	Interest Income	6,766	8,000	8,000	8,000
	TOTAL UNDERGROUND UTILITIES FUND	23,396	142,169	68,000	68,000

City of La Verne

2015-16 BUDGET

ESTIMATED REVENUES

Account Number	Source	2013-14 Actual	Estimated 2014-15	2015-16 Estimated City Manager	2015-16 Estimated Revised
PARK DEVELOPMENT FUND(412):					
-318-1600	Park and Recreation Tax	912,422	390,000	120,000	120,000
-341-1507	Work for Others	0	0	0	0
-361-0000	Interest Revenues	2,002	5,000	4,000	4,000
	TOTAL PARK DEVELOPMENT FUND	914,424	395,000	124,000	124,000
STORM DRAINAGE DISTRICT FUND(419):					
-341-1507	Work for Others	0	4,012	0	0
-344-2700	Storm Drain Fees	43,545	107,254	20,000	20,000
-361-0000	Interest Income	5,968	7,000	7,000	7,000
	TOTAL STORM DRAINAGE FUND	49,513	118,266	27,000	27,000
WATER UTILITY FUND(502):					
-322-2010	Misc-PW Permit	0	50	0	0
-345-1017	Plan Check Fees	2,975	5,000	5,000	5,000
-345-1500	Inspection Fees	2,975	5,000	5,000	5,000
-344-1510	Water Sales	10,556,163	11,335,000	11,915,000	11,915,000
-344-1512	Municipal Services Registration Fee	14,725	12,000	12,000	12,000
-344-1520	Meter Installations	26,337	14,000	14,000	14,000
-344-1525	Service Installations	11,380	20,000	6,000	6,000
-344-1526	Fire Flow Fee	1,200	6,000	2,000	2,000
-350-1500	Other Fines/Penalties	1,875	1,000	1,000	1,000
-350-1610	Late Penalty Fee	90,330	94,000	140,000	140,000
-350-1800	Utility Turnoff Delq Accts	24,878	30,000	25,000	25,000
-361-0000	Interest Income	4,320	5,000	5,000	5,000
-362-0000	Miscellaneous Revenue	3,973	1,500	1,000	1,000
-363-1000	Sale of Property	4,249	100,000	240,000	240,000
	TOTAL WATER UTILITY FUND	10,745,380	11,628,550	12,371,000	12,371,000
WATER CAPITAL IMPROVEMENT FUND(507):					
-344-1610	Water Connection Fees	95,600	30,000	30,000	30,000
-344-1615	Water System Installation Fees	30,810	41,000	10,000	10,000
-344-1620	Water Acreage Connection Fees	125,104	380,000	300,000	300,000
-361-0000	Interest Income	86,521	34,480	34,000	34,000
-362-0000	Miscellaneous Revenue	0	0	0	0
-363-1100	Surplus Water Rights	0	0	0	0
	TOTAL WATER CAPITAL IMPROVEMENT FUND	338,035	485,480	374,000	374,000
MIRAMAR DEBT REPAYMENT FUND(519):					
-344-1530	Miramar Service Charge	343,424	245,000	40,000	40,000
-361-0000	Interest Income	19,881	25,000	25,000	25,000
	TOTAL MIRAMAR DEBT REPAYMENT FUND	363,305	270,000	65,000	65,000

City of La Verne

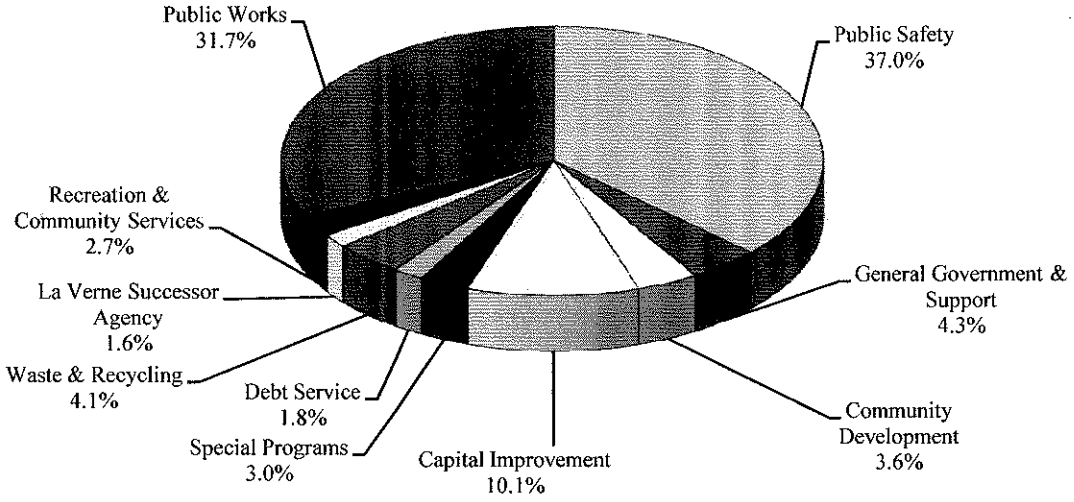
2015-16 BUDGET

ESTIMATED REVENUES

Account Number	Source	2013-14 Actual	Estimated 2014-15	2015-16 Estimated City Manager	2015-16 Estimated Revised
SEWER UTILITY FUND(530):					
-322-1015	Industrial Waste Permits	26,482	20,000	20,000	20,000
-344-1100	Plan Check Fees	5,044	2,000	5,000	5,000
-344-1200	Inspection Fees	5,044	2,000	5,000	5,000
-344-1214	NPDES -Inspection Fee	0	20,000	20,000	20,000
-344-2010	Sewer Service Fees	1,464,308	1,450,000	1,500,000	1,500,000
-344-2020	Sewer Service Consumption Fees	7,498	35,000	10,000	10,000
-361-0000	Interest Income	2,466	2,000	2,000	2,000
	TOTAL SEWER UTILITY FUND	1,510,842	1,531,000	1,562,000	1,562,000
SEWER CAPITAL IMPROVEMENT FUND(531):					
-344-2100	Sewer Capital Improvement	0	80,000	0	0
-344-2110	Sewer Main Line Fees	35,576	27,780	5,000	5,000
-344-2115	Sewer Connection Fees	28,914	13,479	5,000	5,000
-361-0000	Interest Income	21,553	20,000	20,000	20,000
-362-0000	Miscellaneous Revenue	88,025	0	0	0
	TOTAL SEWER CAPITAL IMPROVEMENT FUND	174,068	141,259	30,000	30,000
EQUIPMENT FUND(624):					
-361-0000	Interest Income	2,386	3,000	2,000	2,000
-362-0000	Miscellaneous Revenue	1,388	0	0	0
-363-1000	Sale of Property	3,930	10,000	5,000	5,000
-364-1000	Rents (Maint. & Operations)	1,139,467	1,150,000	1,354,400	1,354,400
-364-1015	Rents (Depreciation)	405,908	435,000	458,400	458,400
	TOTAL EQUIPMENT FUND	1,553,079	1,598,000	1,819,800	1,819,800
	TOTAL ALL CITY FUNDS	53,159,546	51,668,374	51,451,261	51,451,261
	Less Interdepartmental Funds	(2,521,000)	(2,701,000)	(2,802,800)	(2,802,800)
	NET CITY REVENUE	50,638,546	48,967,374	48,648,461	48,648,461
LA VERNE SUCCESSOR AGENCY:					
	REDEVELOPMENT OBLIGATION RETIREMENT FUND(730):				
-336-0000	Government Shared Revenue	602,009	112,271	100,000	100,000
-362-0000	Miscellaneous Revenue	31,808	1,466	0	0
-363-1000	Sale of Property	234,402	0	0	0
	SUB-TOTAL	868,219	113,737	100,000	100,000
	TOTAL LA VERNE SUCCESSOR AGENCY FUNDS	868,219	113,737	100,000	100,000
GRAND TOTAL CITY AND SUCCESSOR AGENCY:		51,506,765	49,081,111	48,748,461	48,748,461

City of La Verne

Uses of Funds



General Government & Support Services:		
General Administration		$561,020
City Clerk		151,880
City Manager		1,627,362
	Sub Total	**$2,340,262**
Public Safety:		
Police		$12,361,352
Fire		7,723,386
	Sub Total	**$20,084,738**
Community Development		1,975,409
Recreation & Community Services		1,440,144
Public Works:		
City Buildings		415,348
Street Maintenance		2,478,102
Waste and Recycling		2,235,908
Water Utility		9,362,642
Sewer Utility		1,259,506
Equipment Maintenance		1,723,851
Park Maintenance		1,972,742
	Sub Total	**19,448,099**

Capital Improvements	$5,505,500
Debt Service Requirements	990,000
Special Programs	1,605,303
Total City Expenditures	**$53,389,455**
Less Interdepartmental Funds	(2,802,800)
Net City Expenditures	**$50,586,655**
La Verne Successor Agency Expenditures	865,811
Total City and La Verne Successor Agency	**$51,452,466**

City of La Verne

2015-16 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
GENERAL ADMINISTRATION:				
City Council	57,020	10,000	0	67,020
General Government				
Non-Departmental	0	409,000	0	409,000
Legal Services	0	85,000	0	85,000
DEPARTMENT TOTAL	**57,020**	**504,000**	**0**	**561,020**
CITY CLERK DEPARTMENT:				
Administration	98,344	13,000	0	111,344
Elections	35,536	5,000	0	40,536
DEPARTMENT TOTAL	**133,880**	**18,000**	**0**	**151,880**
CITY MANAGER DEPARTMENT:				
CITY MANAGER DIVISION:				
Administration	340,970	14,000	0	354,970
Personnel Division	155,453	36,000	0	191,453
SUB-TOTAL	**496,423**	**50,000**	**0**	**546,423**
FINANCE DIVISION:				
Administration	75,593	14,000	0	89,593
City Treasurer	58,795	28,000	0	86,795
Cashiering and Collections	30,748	2,500	0	33,248
Business Licensing	32,751	2,000	0	34,751
Accounting and Payroll	206,711	3,500	0	210,211
L. A. Impact Fiscal Services	26,539	500	0	27,039
SUB-TOTAL	**431,137**	**50,500**	**0**	**481,637**
INFORMATION SYSTEMS DIVISION:				
Administration	32,376	4,000	0	36,376
Mid-Range Computers	47,075	73,500	0	120,575
Personal Computers	92,665	22,000	3,000	117,665
Telephone Services	24,281	43,750	0	68,031
Public Safety Services	106,655	141,000	9,000	256,655
SUB-TOTAL	**303,052**	**284,250**	**12,000**	**599,302**
DEPARTMENT TOTAL	**1,230,612**	**384,750**	**12,000**	**1,627,362**

City of La Verne

2015-16 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
COMMUNITY DEVELOPMENT:				
Administration	286,407	51,000	0	337,407
Planning	84,242	95,500	0	179,742
Planning Non-Deposit Projects	132,673	39,000	0	171,673
Code Enforcement/Building Inspection	68,567	781,000	0	849,567
General Plan Update	0	40,000	0	40,000
Economic Development	147,328	52,500	0	199,828
Historic Preservation	14,205	2,500	0	16,705
Housing Programs	169,487	11,000	0	180,487
DEPARTMENT TOTAL	**902,909**	**1,072,500**	**0**	**1,975,409**
FIRE DEPARTMENT:				
Administration	588,725	49,500	0	638,225
Emergency Services	3,071,351	51,050	0	3,122,401
Fire Apprentice Program	65,862	52,600	0	118,462
Training	562,091	20,000	0	582,091
Station Maintenance	255,984	22,000	0	277,984
Fire Prevention	271,163	8,550	0	279,713
Emergency Preparedness	19,470	7,750	0	27,220
Paramedic Services	1,886,699	203,000	0	2,089,699
Vehicle Maintenance	272,591	270,000	45,000	587,591
DEPARTMENT TOTAL	**6,993,936**	**684,450**	**45,000**	**7,723,386**
POLICE DEPARTMENT:				
Administration	657,469	452,000	0	1,109,469
Communications	740,067	55,000	0	795,067
Jail Services/Livescan	311,156	32,000	0	343,156
Personnel Development/Training	55,984	50,000	0	105,984
Records and Clerical	295,431	32,000	22,000	349,431
Patrol Services	5,023,825	485,000	0	5,508,825
Investigations	1,583,532	194,000	0	1,777,532
Police Reserve Program	36,259	5,000	0	41,259
Crime Prevention/School Resource	328,845	36,000	0	364,845
PD-Information Systems	0	0	0	0
AB 109 Task Force	111,000	0	0	111,000
Traffic Services	418,239	200,000	0	618,239
Supplemental Law Enforcement	114,249	0	0	114,249
Asset Forfeiture	438,496	200,000	483,800	1,122,296
DEPARTMENT TOTAL	**10,114,552**	**1,741,000**	**505,800**	**12,361,352**

City of La Verne

2015-16 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
COMMUNITY SERVICES DEPARTMENT:				
COMMUNITY SERVICES DIVISION:				
Administration	230,956	50,000	0	280,956
Recreation Programs	221,370	259,500	0	480,870
Facility Rentals	203,109	122,150	4,500	329,759
Swimming Pool Program	131,657	171,000	0	302,657
Special Events	10,902	35,000	0	45,902
SUB-TOTAL	**797,994**	**637,650**	**4,500**	**1,440,144**
DEPARTMENT TOTAL	**797,994**	**637,650**	**4,500**	**1,440,144**
PUBLIC WORKS DEPARTMENT:				
CITY BUILDING DIVISION:				
Administration	23,800	4,800	0	28,600
Building Maintenance	51,098	319,650	16,000	386,748
SUB-TOTAL	**74,898**	**324,450**	**16,000**	**415,348**
STREET MAINTENANCE DIVISION:				
Administration	115,670	376,755	0	492,425
Waste and Recycling	15,908	2,220,000	0	2,235,908
Street Maintenance	460,262	639,225	2,000	1,101,487
Traffic and Lighting	100,914	640,615	80,000	821,529
Graffiti Removal	44,061	18,600	0	62,661
SUB-TOTAL	**736,815**	**3,895,195**	**82,000**	**4,714,010**
WATER UTILITY DIVISION:				
Administration	348,755	375,000	0	723,755
Water Production	374,185	6,669,600	0	7,043,785
Transmission & Distribution	507,107	301,750	0	808,857
Customer Service	552,795	229,350	4,100	786,245
SUB-TOTAL	**1,782,842**	**7,575,700**	**4,100**	**9,362,642**

City of La Verne

2015-16 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
SEWER UTILITY DIVISION:				
Administration	468,119	198,300	1,500	667,919
Sewer System Maintenance	291,067	299,520	1,000	591,587
SUB-TOTAL	**759,186**	**497,820**	**2,500**	**1,259,506**
EQUIPMENT MAINTENANCE DIVISION:				
Administration	227,757	138,199	390,000	755,956
Preventative Maintenance	95,939	57,400	0	153,339
Repair Work	251,356	563,200	0	814,556
SUB-TOTAL	**575,052**	**758,799**	**390,000**	**1,723,851**
PARK MAINTENANCE DIVISION:				
Parks Administration	28,206	58,400	0	86,606
Parks Facility Maintenance	501,695	540,900	16,000	1,058,595
Tree Maintenance	171,107	225,900	0	397,007
Maintenance Assessment Districts	42,013	388,521	0	430,534
SUB-TOTAL	**743,021**	**1,213,721**	**16,000**	**1,972,742**
DEPARTMENT TOTAL	**4,671,814**	**14,265,685**	**510,600**	**19,448,099**
TOTAL CITY OPERATING	**24,902,717**	**19,308,035**	**1,077,900**	**45,288,652**
Less Interdepartmental Funds	0	(2,802,800)	0	(2,802,800)
NET CITY OPERATING BUDGET	**24,902,717**	**16,505,235**	**1,077,900**	**42,485,852**

City of La Verne

2015-16 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
CAPITAL IMPROVEMENTS:				
General Capital Improvement Fund	0	0	2,241,000	2,241,000
Measure R Fund	0	0	350,000	350,000
Gas Tax Street Improvements	0	0	1,740,000	1,740,000
Water Capital Improvements	0	0	535,000	535,000
Sewer Capital Improvements	0	0	75,000	75,000
Park Development	0	0	250,000	250,000
San Polo CFD 90-1 Maintenance Fund	0	0	0	0
Fire Facilities/Equipment Funds	0	0	5,000	5,000
Large Building CFD Fund	0	0	0	0
Fire Equipment Replacement Fund	0	0	309,500	309,500
TOTAL CAPITAL IMPROVEMENTS PROJECTS	**0**	**0**	**5,505,500**	**5,505,500**
SPECIAL PROGRAMS:				
CDBG Projects & Programs	15,364	13,387	50,000	78,751
Bicycle Safety - TDA	0	0	87,765	87,765
Affordable Housing Fund	0	28,500	0	28,500
PROP A LACMTA Programs	20,951	557,815	0	578,766
PROP C LACMTA Programs	69,414	265,815	350,000	685,229
Mobile Source Air Pollution(AB2766)	1,292	15,000	65,000	81,292
Downtown Business Improv. Dist.	0	65,000	0	65,000
TOTAL SPECIAL PROGRAMS	**107,021**	**945,517**	**552,765**	**1,605,303**
DEBT SERVICE REQUIREMENTS:				
Capitalized Leases/Pension Bond	0	990,000	0	990,000
TOTAL DEBT SERVICE	**0**	**990,000**	**0**	**990,000**
TOTAL CITY EXPENDITURES	**25,009,738**	**18,440,752**	**7,136,165**	**50,586,655**

City of La Verne

2015-16 BUDGET

SUMMARY OF EXPENDITURES

Department	Personnel Services	Operational Expenses	Capital	Total
LA VERNE SUCCESSOR AGENCY:				
REDEVELOPMENT OBLIGATION RETIREMENT FUND:				
Administration	130,811	20,000	0	150,811
Debt Repayment	0	715,000	0	715,000
TOTAL REDEVELOPMENT OBLIGATION RETIREMENT FUND	**130,811**	**735,000**	**0**	**865,811**
TOTAL LA VERNE SUCCESSOR AGENCY	**130,811**	**735,000**	**0**	**865,811**
TOTAL CITY AND SUCCESSOR AGENCY	**25,140,549**	**19,175,752**	**7,136,165**	**51,452,466**

City of La Verne

SUMMARY OF FUND BALANCES

ANTICIPATED REVENUE, APPROPRIATIONS AND TRANSFERS
2015-16 BUDGET

Fund No.	Fund Title	Estimated Fund Balance 6/30/2015	Revenues	Appropriations	Net Transfers	Estimated Fund Balance 6/30/2016
101	General:					
	Undesignated Reserve	10,461,070	24,110,292	28,421,427	3,100,600	9,250,535
	Designated Reserve	1,786,171	2,235,908	2,235,908	0	1,786,171
104	Paramedic Service	0	750,000	0	(750,000)	0
206	Gas Tax	2,152,342	1,174,850	1,740,000	(376,000)	1,211,192
208	Traffic Safety	135,020	643,500	618,239	(85,000)	75,281
209	County Aid to Cities	0	0	0	0	0
215	CDBG	0	78,751	78,751	0	0
216	Operation & Maintenance CFD	124,415	1,013,500	0	(888,000)	249,915
221	Cable Public Access	21,965	70,100	0	(55,000)	37,065
222	Bicycle Safety & TDA	0	87,765	87,765	0	0
226	Affordable Housing	906,609	104,000	28,500	0	982,109
231	Asset Forfeiture	3,432,999	520,000	1,122,296	0	2,830,703
232	LACMTA - Proposition A	399,319	585,000	578,766	0	405,553
234	LACMTA - Proposition C	951,373	488,000	685,229	0	754,144
235	Measure R Fund	174,965	351,000	350,000	0	175,965
240	Prop 172 Public Safety	112,286	346,000	0	(420,000)	38,286
241	Supplemental Law Enf. Services	4,983	100,000	114,249	15,000	5,734
243	AB2766 Mobile Source Air Pollution	407,937	41,000	81,292	0	367,645
244	Public Safety Equipment/Facilities	531,642	42,445	5,000	0	569,087
245	DBID	57,733	57,200	65,000	0	49,933
246	Maintenance Assessment Districts	451,115	352,000	430,534	13,500	386,081
250	Fire Equipment Replacement Fund	1,134,330	42,000	309,500	0	866,830
252	Large Building CFD Fund	80,616	82,500	0	(80,000)	83,116
326	Loan Repayment	1,082,037	990,000	990,000	0	1,082,037
405	General Capital Improvement	1,625,485	619,500	2,241,000	545,000	548,985
406	Right of Way Management	2,932,882	125,000	0	100,000	3,157,882
407	I/S Technology Fund	43,868	150	0	0	44,018
410	Underground Utilities	1,595,126	68,000	0	0	1,663,126
412	Park Development	1,043,514	124,000	250,000	0	917,514
419	Storm Drainage District	1,411,003	27,000	0	0	1,438,003
436	Esperanza Rd. Improvement District	49,482	0	0	0	49,482
502	Water Utility	3,047,647	12,371,000	9,362,642	(1,764,900)	4,291,105
507	Water Capital Improvement:	4,701,160	374,000	535,000	750,000	5,290,160
519	Miramar Debt Repayment	4,505,152	65,000	0	0	4,570,152
530	Sewer Utility	549,926	1,562,000	1,259,506	(430,200)	422,220
531	Sewer Capital Improvement	5,109,701	30,000	75,000	300,000	5,364,701
624	Equipment	410,225	1,819,800	1,723,851	0	506,174
	TOTAL CITY	**51,434,098**	**51,451,261**	**53,389,455**	**(25,000)**	**49,470,904**
	Less Interdepartmental Funds		(2,802,800)	(2,802,800)	0	0
	NET CITY	**51,434,098**	**48,648,461**	**50,586,655**	**(25,000)**	**49,470,904**
	LA VERNE SUCCESSOR AGENCY:					
730	Redevelopment Obligations Retirement Fund	905,986	100,000	865,811	25,000	165,175
	TOTAL LVSA	**905,986**	**100,000**	**865,811**	**25,000**	**165,175**
	TOTAL CITY AND LA VERNE SUCCESSOR AGENCY	**52,340,084**	**48,748,461**	**51,452,466**	**0**	**49,636,079**

City of La Verne

2015-16 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	$26,346,200	$2,639,000	A	$1,210,535	L		$30,657,335	$30,657,335
		$1,155,100	B					
		($658,500)	C					
		$5,000	H					
		($40,000)	I					
104 Paramedic Service	$750,000	($750,000)	A				$0	$0
206 Gas Tax	$1,174,850	($376,000)	A	$941,150	J		$1,740,000	$1,740,000
208 Traffic Safety	$643,500	($85,000)	A	$59,739	J		$618,239	$618,239
209 County Aid to Cities	$0						$0	$0
215 CDBG	$78,751						$78,751	$78,751
216 Operation & Maint. CFD 90-1	$1,013,500	($873,000)	A	($125,500)	K		$0	$0
		($15,000)	H					
221 Cable Public Access	$70,100	($55,000)	A	($15,100)	K		$0	$0
222 Bicycle Safety	$87,765						$87,765	$87,765
226 Affordable Housing	$104,000			($75,500)	K		$28,500	$28,500
231 Asset Forfeiture	$520,000			$602,296	J		$1,122,296	$1,122,296
232 LACMTA-Proposition A	$585,000			($6,234)	K		$578,766	$578,766
234 LACMTA-Proposition C	$488,000			$197,229	J		$685,229	$685,229
235 Measure R	$351,000			($1,000)	K		$350,000	$350,000
240 Prop 172 Public Safety	346,000	($420,000)	A	$74,000	J		$0	$0
241 Supplemental Law Enf. Services Fund	$100,000	$15,000	C	($751)	K		$114,249	$114,249
243 AB2766 Mobile Source Air Pollution	$41,000			$40,292	J		$81,292	$81,292
244 Public Safety Equipment/ Facilities Fund	$42,445			($37,445)	K		$5,000	$5,000
245 Downtown Business Improvement District	$57,200			$7,800	J		$65,000	$65,000
246 Maintenance Assess. District	$352,000	$13,500	C	$65,034	J		$430,534	$430,534
250 Fire Equipment Replacement Fund	$42,000			$267,500	J		$309,500	$309,500

City of La Verne

2015-16 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	$82,500	($80,000) A	($2,500) K		$0	$0
326 Loan Repayment	$990,000				$990,000	$990,000
405 General Capital Improvement	$619,500	$605,000 C $40,000 I ($100,000) D	$1,076,500 J		$2,241,000	$2,241,000
406 ROW Management	$125,000	$100,000 D	($225,000) K		$0	$0
407 I/S Technology Fund	$150		($150) K		$0	$0
410 Underground Utilities District	$68,000		($68,000) K		$0	$0
412 Park Development	$124,000		$126,000 J		$250,000	$250,000
419 Storm Drainage District	$27,000		($27,000) K		$0	$0
436 Esperanza Rd. Imprv Dist	$0				$0	$0
502 Water Utility	$12,371,000	($1,014,900) B ($750,000) K		($1,243,458) K	$9,362,642	$9,362,642
507 Water Capital Improvement	$374,000	$750,000 K	($300,000) E ($289,000) K		$535,000	$535,000
519 Miramar Debt Repayment	$65,000		($65,000) K		$0	$0
530 Sewer Utility	$1,562,000	($140,200) B $10,000 H ($300,000) K		$127,706 L	$1,259,506	$1,259,506
531 Sewer Capital Improvement	$30,000	$300,000 K		($255,000) K	$75,000	$75,000
624 Equipment	$1,819,800		$386,000 G	($481,949) K	$1,723,851	$1,723,851
TOTAL CITY	**$51,451,261**	**($25,000)**	**$3,815,895**	**($1,852,701)**	**$53,389,455**	**$53,389,455**
Less Interdepartmental Funds	($2,802,800)				($2,802,800)	($2,802,800)
NET CITY	**$48,648,461**	**($25,000)**	**$3,815,895**	**($1,852,701)**	**$50,586,655**	**$50,586,655**
LA VERNE SUCCESSOR AGENCY:						
730 Redevelopment Obligation Retirement Fund	$100,000	$25,000 C	$740,811 J		$865,811	$865,811
TOTAL LVSA	**$100,000**	**$25,000**	**$740,811**	**$0**	**$865,811**	**$865,811**
TOTAL CITY AND LVSA	**$48,748,461**	**$0**	**$4,556,706**	**($1,852,701)**	**$51,452,466**	**$51,452,466**

City of La Verne

2015-16 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

A - Transfers to General Fund:			
Paramedic Cost Reimbursement		750,000	
Gas Tax 2106	105,000		
Gas Tax 2107	266,000		
Gas Tax Interest Income	5,000		
Total Gas Tax		376,000	
Proposition 172 Public Safety-Current Year Revenue		345,000	
Proposition 172 Public Safety-Prior Year Revenue		75,000	
Community Facilities Dist. 90-1		873,000	
Traffic Safety Fund		85,000	
Cable Public Access Fund		55,000	
Large Building CFD Fund		80,000	
			2,639,000
B - Allocate and Reimburse General Fund for Support, Overhead Costs and Service Fees:			
Water Utility		1,014,900	
Sewer Utility		140,200	
			1,155,100
C - Transfer from General Fund to:			
Supplemental Law Enforcement Services Fund		15,000	
Redevelopment Obligation Retirement Fund		25,000	
Lighting and Landscape Maintenance Fund		13,500	
General Capital Improvement Fund		605,000	
			658,500
D - Transfers from General Capital Improvement Fund to:			
ROW Management Fund		100,000	
			100,000
E - Reserve Water Acreage Fees for Future System Improvements:			300,000
F - Interdepartmental Funds:			
Pension Obligation Charges		990,000	
Equipment Rental Fees:			
General		1,509,200	
Water		181,400	
Sewer		96,400	
Equipment		25,800	
			2,802,800
G - Use Equipment Reserves for Equipment Replacement:			386,000

City of La Verne

2015-16 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

H - Transfer CFD 90-1 Special Taxes to Reimburse those Operational Costs Incurred in:		
Sewer Fund	10,000	
General Fund	5,000	
		15,000
I - Transfers for Replacement of two Paramedic Ambulance Units:		
(3rd of Ten Annual Appropriations)	20,000	
(10th of Ten Annual Appropriations)	20,000	
		40,000

J - Use Reserves for Designated Purposes:

K - Retain Required Reserves:

L - Use Undesignated Reserves:

City of La Verne

PERSONNEL SUMMARY

2015-2016 BUDGET

DEPARTMENT	2011-12	2012-13	2013-14	2014-15	Dept. Request 2015-16	Recommended by Manager 2015-16	Council Approved 2015-16
City Clerk	1.15	1.15	.75	.85	.85	.85	.85
City Manager	6.41	6.56	6.96	7.56	9.11	9.71	9.71
Community Development	1.58	5.28	5.03	6.00	8.20	7.20	7.20
Fire	36.00	36.00	36.00	36.00	36.00	36.00	36.00
Police	59.50	59.00	57.00	60.00	65.00	64.00	64.00
Recreation & Comm. Services	2.62	2.59	2.62	2.62	3.62	2.62	2.62
Public Works	45.20	46.00	46.03	46.04	46.04	46.04	46.04
Special Programs	.54	.77	.71	.68	.68	.68	.68
LVRA Successor Agency	6.00	1.65	1.90	1.25	2.50	.90	.90
TOTAL REGULAR FULL-TIME POSITIONS	159.00	159.00	157.00	161.00	172.00	168.00	168.00

PENSION OBLIGATION BOND

Pension Obligation Bond

Date	Original Amount	Principal Balance 6-30-15	Principal Due 2015-16	Interest Due 2015-16	Total Due 2015-16
05-04-06	$8,380,000	$4,435,000	$725,000	$265,000	$990,000

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 $990,000

GENERAL ADMINISTRATION

City of La Verne

BUDGET MESSAGE

2015 – 2016 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 with the Council's activities. All funding levels have been maintained at the prior year levels.

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 cable 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	67,877	58,212	57,020	57,020
Other Operating Costs	540,644	540,644	504,000	504,000
Capital Outlay	0	0	0	0
TOTAL:	608,521	598,856	561,020	561,020
Personnel Authorized	5 elected	5 elected	5 elected	5 elected
Source of Funds:				
General Fund	553,521	543,856	506,020	506,020
PEG	55,000	55,000	55,000	55,000
TOTAL:	608,521	598,856	561,020	561,020

City of La Verne

General Administration	Summary	1000
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	67,877	58,212	57,020	57,020
Other Operating Costs	10,000	10,000	10,000	10,000
Capital Outlay	0	0	0	0
TOTAL:	77,877	68,212	67,020	67,020
Personnel Authorized	5 elected	5 elected	5 elected	5 elected
Source of Funds:				
General Fund	77,877	68,212	67,020	67,020
TOTAL:	77,877	68,212	67,020	67,020

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
TOTAL FULL-TIME				
REGULAR PART-TIME				
City Council(elected)	5.00	5.00	5.00	5.00
TOTAL REG. PART-TIME	5.00	5.00	5.00	5.00
TOTAL POSITIONS	5.00	5.00	5.00	5.00

APPROPRIATIONS

SALARIES & WAGES	31,140	25,254	25,254	25,254
TEMPORORY/OTHER PART TIME.....				
BENEFIT COSTS	36,737	32,958	31,766	31,766
TOTAL PERSONNEL SERVICES	67,877	58,212	57,020	57,020

City of La Verne

General Administration	City Council	1000
Department	Cost Center	Cost Center No.

Units of Measure

N/A

Personnel Services:

Stipends and health insurance for City Council Members.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Adjust Personnel Services.

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	445,644	445,644	409,000	409,000
Capital Outlay	0	0	0	0
Total:	445,644	445,644	409,000	409,000
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	390,644	390,644	354,000	354,000
PEG Fee	55,000	55,000	55,000	55,000
TOTAL:	445,644	445,644	409,000	409,000

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 15/16 Budget	City Mgr. Rec. 15/16 Budget	Council Approved
Cable TV Community Access	55,000	55,000	55,000	55,000
Friends of the Fourth	7,500	7,500	7,500	7,500
Inland Valley Humane Society	92,000	92,000	92,000	92,000

Cost Center prevously incuded 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:

Department	2012/13	2013/14	2014/15	2015/16
Police	284,441	340,238	348,329	340,412
Public Works	70,000	191,853	156,607	239,883
Sewer	16,021	18,855	17,909	21,200
Parks	8,825	37,458	35,902	59,945
Administration	0	0	0	0
Auto Liability Ins. & Risk Management	57,677	67,880	64,471	76,320
Fire (auto liability)	12,817	15,084	14,327	16,960
LVRA-General	0	0	0	0
LVRA-Low/Mod	0	0	0	0
Water	35,247	41,482	39,399	46,640
LV Mobile Country Club	25,634	30,169	28,654	33,920
Valley Rancho MHP	9,613	11,313	10,745	12,720

City Manager Recommendations

Funding levels approved as requested

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

1. To process requests of the City Council and staff in a timely manner.

2. To defend the City's interests in pertinent matters.

3. To attend City Council meetings.

4. To advise City Council, Commissioners, and staff in legal matters.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	85,000	85,000	85,000	85,000
Capital Outlay	0	0	0	0
Total:	85,000	85,000	85,000	85,000
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	85,000	85,000	85,000	85,000
TOTAL:	85,000	85,000	85,000	85,000

City of La Verne

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

Units of Measure

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

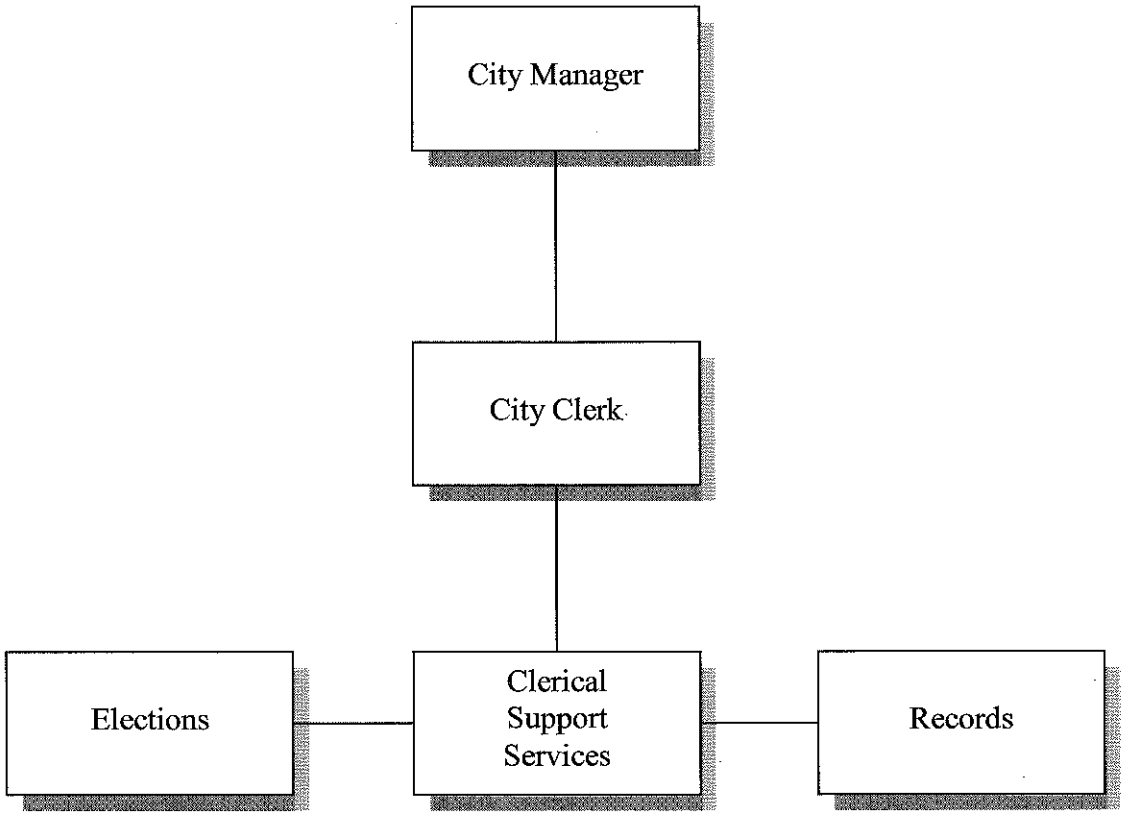
The request provides for contract City Attorney services and allows for other specialized legal services as needed. The City's general legal expenses are based on a retainer schedule rather than a straight hourly rate. Specialized legal costs are included for membership in a Labor Relations Consortium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

City Manager Recommendations

Funding levels approved as requested

CITY CLERK

CITY CLERK DEPARTMENT



City of La Verne

BUDGET MESSAGE

2015 – 2016 Fiscal Year

City Clerk	1200 SERIES
Department	Cost Center No.

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

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

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

All municipal elections are conducted by the Clerk's office, which are regularly scheduled in March of odd numbered years. This includes processing of nomination papers, candidate statements, ballot measures, arguments, legal advertising and verification of voter registration information from the Los Angeles County Registrar-Recorder. The Clerk also ensures that all election related activities comply with state and federal laws as well as requirements set forth by the Fair Political Practices Commission and Department of Justice to include voter education and outreach programs. In addition, the Clerk serves as the filing officer for candidate and campaign finance filings, Statements of Economic Interests, and ensures compliance with State Conflicts of Interest and Campaign reporting laws. This fiscal year is not an election year; therefore, the Elections cost center for Fiscal Year 2015-16 has been reduced by $85,000 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	139,842	137,758	133,880	133,880
Other Operating Costs	96,000	18,000	18,000	18,000
Capital Outlay	0	0	0	0
Total:	235,842	155,758	151,880	151,880
Personnel Authorized	0.85	0.85	0.85	0.85
Source of Funds:				
General Fund	235,842	155,758	151,880	151,880
TOTAL:	235,842	155,758	151,880	151,880

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	.00	.00	.00	.00
Assistant to the City Manager	.60	.60	.60	.60
Assistant City Clerk	.25	.25	.25	.25
TOTAL FULL-TIME	.85	.85	.85	.85
REGULAR PART-TIME				
TOTAL REG. PART-TIME	.00	.00	.00	.00
TOTAL POSITIONS	.85	.85	.85	.85

APPROPRIATIONS

SALARIES & WAGES	100,068	91,847	90,326	90,326
OVERTIME				
BENEFIT COSTS	39,774	45,911	43,554	43,554
TOTAL PERSONNEL SERVICES	139,842	137,758	133,880	133,880

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	96,862	101,077	98,344	98,344
Other Operating Costs	12,000	13,000	13,000	13,000
Capital Outlay	0	0	0	0
Total:	108,862	114,077	111,344	111,344
Personnel Authorized	.65	.65	.65	.65
Source of Funds: General Fund	108,862	114,077	111,344	111,344
TOTAL:	108,862	114,077	111,344	111,344

City of La Verne

City Clerk	Administration	1201
Department	Cost Center	Cost Center No.

Units of Measure

	2012/13	2013/14	2014/15	Projected 2015/16
Council Minutes/Agendas Prepared	24	26	26	26
Resolutions Processed	61	95	95	95
Ordinances Processed	8	15	10	10
Elections Conducted	0	0	1	1
Proclamations/Ceremonial Certificates	52	62	60	60
Successor Agncy Agndas/Minutes (2/12)	5	5	4	4
Successor Agncy Resolutions (2/12)	6	5	4	4
Oversite Board Agendas/Minutes (4/12)	7	5	5	5
Oversite Board Resolutions (4/12)	15	5	5	5
**LVRA Agendas/Minutes	0	0	0	0
**LVRA Resolutions	0	0	0	0
**LVRA OPA & Amendments	0	0	0	0
*LVHA Agendas/Minutes	0	0	0	0
*LVHA Resolutions	0	0	0	0
*JPFA Agendas/Minutes	2	0	0	0
*JPFA Resolutions	2	0	0	0
Passport Applications	380	450	619	600

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

Personnel Services:

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

Other Operating Costs and Capital Outlay

Operating costs include:

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

City Manager Recommendations

Adjust personnel services.

City of La Verne

City Clerk	Elections	1204
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	42,980	36,681	35,536	35,536
Other Operating Costs	84,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	126,980	41,681	40,536	40,536
Personnel Authorized	0.20	0.20	0.20	0.20
Source of Funds:				
General Fund	126,980	41,681	40,536	40,536
TOTAL:	126,980	41,681	40,536	40,536

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.

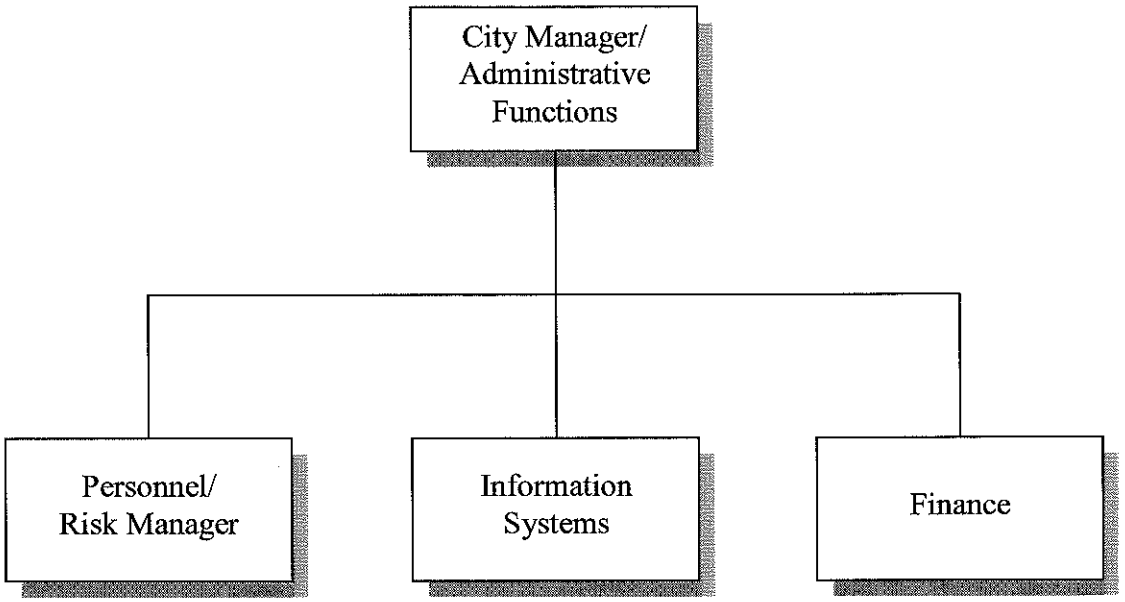
- Costs associated with the Voting Rights Act including voter outreach, multi-lingual outreach and use of certified translators.
- Costs associated with holding a candidate forum.
- Legal noticing and community promotion to comply with Voting Rights Act.
- Staff development pertaining to current California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

City Manager Recommendations

Adjust Personnel Services

CITY MANAGER

CITY MANAGER



City of La Verne

BUDGET MESSAGE

2015 – 2016 Fiscal Year

City Manager	1300, 1400 & 1500 SERIES
Department	Cost Center No.

The City Manager's Department is composed of five functional divisions: the City Manager's Office, Finance, Information Systems, Personnel and 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. The City Manager's office will be restoring an essential full-time clerical position in the next fiscal year that has been held at the part-time level for the last five years as a cost saving measure.

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. In the 2015-16 Fiscal Year, the management of information systems for public safety operations has been reassigned to this Division. Personnel from public safety and funding for these operations in the amount of $257,000 have been reallocated accordingly.

The recruitment and retention of good employees are primary goals of the Personnel Management Division. In 2014-15, there were 21employee recruitments with 15 recruitments are projected for the coming year. In addition, an employee training program was revitalized with plans to continue it in the next fiscal year. This cost center will also be administering the new employee appreciation program previously approved by Council.

Protecting the City's assets through a citywide risk management program is the primary goal for the Risk Management Division. Responsibilities include ensuring that best practices are implemented across city divisions, managing and processing all claims, and development of ongoing employee training.

City of La Verne

City Manager	Summary	1300, 1400 & 1500 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,012,017	1,208,710	1,230,612	1,230,612
Other Operating Costs	264,680	410,250	384,750	384,750
Capital Outlay	10,500	50,000	12,000	12,000
TOTAL:	1,287,197	1,668,960	1,627,362	1,627,362
Personnel Authorized	9.66	10.81	11.81	11.81
Source of Funds:				
General Fund	1,287,197	1,668,960	1,627,362	1,627,362
TOTAL:	1,287,197	1,668,960	1,627,362	1,627,362

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	Summary	1300, 1400 & 1500 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.55	.60	.60	.60
Assistant to the City Manager	.40	.40	.40	.40
Assistant to the City Clerk	.75	.75	.75	.75
Personnel Officer	.60	.60	.60	.60
Information Systems Manager	.65	.65	.65	.65
Information Systems Specialist	1.00	2.00	2.00	2.00
Finance Officer/Deputy City Treasurer	.70	.80	.80	.80
Accountant-Payroll Specialist	1.00	1.00	1.00	1.00
Accountant	.41	.41	.41	.41
Account Clerk III	1.00	1.00	1.00	1.00
Account Clerk I	.50	.90	.50	.50
Administrative Clerk II	.00	.00	1.00	1.00
TOTAL FULL-TIME	7.56	9.11	9.71	9.71
REGULAR PART-TIME				
Administrative Clerk II	.70	.70	.70	.70
Account Clerk I	.40	.00	.40	.40
Clerical Assistant I	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	2.10	1.70	2.10	2.10
TOTAL POSITIONS	9.66	10.81	11.81	11.81

APPROPRIATIONS

SALARIES & WAGES	703,330	778,877	813,547	813,547
OVERTIME				
BENEFIT COSTS	308,687	429,833	417,065	417,065
TOTAL PERSONNEL SERVICES	1,012,017	1,208,710	1,230,612	1,230,612

City of La Verne

City Manager	City Manager Summary	1300 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	418,446	451,284	496,423	496,423
Other Operating Costs	72,500	72,500	50,000	50,000
Capital Outlay	0	0	0	0
Total:	490,946	523,784	546,423	546,423
Personnel Authorized	3.0	3.05	4.05	4.05
Source of Funds:				
General Fund	490,946	523,784	546,423	546,423
TOTAL:	490,946	523,784	546,423	546,423

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	.60	.60	.60
Assistant to the City Manager	.40	.40	.40	.40
Personnel Officer	.60	.60	.60	.60
Assistant to the City Clerk	.75	.75	.75	.75
Administrative Clerk II	.00	.00	1.00	1.00
TOTAL FULL-TIME	2.30	2.35	3.35	3.35
REGULAR PART-TIME				
Administrative Clerk II	.70	.70	.70	.70
TOTAL REG. PART-TIME	0.70	0.70	0.70	0.70
TOTAL POSITIONS	3.00	3.05	4.05	4.05

APPROPRIATIONS

SALARIES & WAGES	293,796	300,781	334,939	334,939
OVERTIME				
BENEFIT COSTS	124,650	150,503	161,484	161,484
TOTAL PERSONNEL SERVICES	418,446	451,284	496,423	496,423

City of La Verne

City Manager	Administration	1301
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

- Achieve a balanced budget and maintain an appropriate General Fund reserve balance (15% goal).

- Foster and promote an effective Department Head/City Manager/City Council management team.

- Direct the City's citizen-oriented economic development program.

- Monitor the work programs of all departments for peak efficiency and responsiveness.

Operational Plans:

- Facilitate development (through new and infill opportunities) of the Industrial, Foothill Boulevard, and Lordsburg specific plans.

- Pursue an aggressive economic development posture.

- Promote and perform strategic planning activities for the organization.

- Administer various ongoing functions including mobilehome rent control, cable television, intergovernmental relations, public information, Youth & Family Action Committee.

- Support efforts to ensure elements in the development of the open space and sports complex adaquately meet current and future needs of the community

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	306,973	319,949	340,970	340,970
Other Operating Costs	28,000	28,000	14,000	14,000
Capital Outlay	0	0	0	0
Total:	334,973	347,949	354,970	354,970
Personnel Authorized	2.20	2.25	2.75	2.75
Source of Funds:				
General Fund	334,973	347,949	354,970	354,970
TOTAL:	334,973	347,949	354,970	354,970

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 respecitve accomplishments outlined in the details of the Personnel, Finance, and Information Systems cost centers.

Personnel Services:

Personnel costs consist of 60% of the salaries and benefits for the City Manager, 20% of Assistant to the City Manager 75% of the Assistant to the City Clerk, and funding for 70% of the Administrative Clerk II.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Add Administrative Clerk II position
Reduce Other Operating Costs

City of La Verne

City Manager	Personnel & Risk Management	1302
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	111,473	131,335	155,453	155,453
Other Operating Costs	44,500	44,500	36,000	36,000
Capital Outlay	0	0	0	0
Total:	155,973	175,835	191,453	191,453
Personnel Authorized	.80	.80	1.30	1.30
Source of Funds:				
General Fund	155,973	175,835	191,453	191,453
TOTAL:	155,973	175,835	191,453	191,453

City of La Verne

City Manager	Personnel & Risk Management	1302
Department	Cost Center	Cost Center No.

Units of Measure

Implement trainings and awareness of workers' compensation system to reduce costs of claims
Evaluate 25 claims for damages against the City
Coordinate recruitments for hiring of full and part-time employees as needed
Process annual evaluations for approximately 170 full and part time employees

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Add Administrative Clerk II position
Reduce Other Operating Costs

City of La Verne

City Manager's Office Finance	Finance Summary	1400 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	398,465	448,566	431,137	431,137
Other Operating Costs	51,000	50,500	50,500	50,500
Capital Outlay	0	0	0	0
Total:	449,465	499,066	481,637	481,637
Personnel Authorized	5.01	5.11	5.11	5.11
Source of Funds:				
General Fund	449,465	499,066	481,637	481,637
TOTAL:	449,465	499,066	481,637	481,637

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager	Finance Summary	1400 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Finance Officer (Deputy City Treasurer)	.70	.80	.80	.80
Accountant-Payroll Specialist	1.00	1.00	1.00	1.00
Accountant	.41	.43	.43	.43
Account Clerk III	1.00	1.00	1.00	1.00
Account Clerk I	.50	.90	.50	.50
TOTAL FULL-TIME	3.61	4.11	3.71	3.71
REGULAR PART-TIME				
Account Clerk I	.40	.00	.40	.40
Clerical Assistant I	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	1.40	1.00	1.40	1.40
TOTAL POSITIONS	5.01	5.11	5.11	5.11

APPROPRIATIONS

SALARIES & WAGES	276,034	288,297	288,809	288,809
OVERTIME				
BENEFIT COSTS	122,431	160,269	142,328	142,328
TOTAL PERSONNEL SERVICES	398,465	448,566	431,137	431,137

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	66,356	77,101	75,593	75,593
Other Operating Costs	14,000	14,000	14,000	14,000
Capital Outlay	0	0	0	0
Total:	80,356	91,101	89,593	89,593
Personnel Authorized	.40	.45	.45	.45
Source of Funds:				
General Fund	80,356	91,101	89,593	89,593
TOTAL:	80,356	91,101	89,593	89,593

City of La Verne

City Managers Office Finance	Finance Administration	1401
Department	Cost Center	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 .45 Finance Officer

Other Operating Costs and Capital Outlay:

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

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

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Managers Office Finance	City Treasurer	1402
Department	Cost Center	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	49,766	59,967	58,795	58,795
Other Operating Costs	28,500	28,000	28,000	28,000
Capital Outlay	0	0	0	0
Total:	78,266	87,967	86,795	86,795
Personnel Authorized	.30	.35	.35	.35
Source of Funds:				
General Fund	78,266	87,967	86,795	86,795
TOTAL:	78,266	87,967	86,795	86,795

City of La Verne

City Managers Office Finance	City Treasurer	1402
Department	Cost Center	Cost Center No.

Units of Measure

	2011-12	2012-13	2013-14	Estimate 2014-15	Projected 2015-16
Avg. Dollars Invested	$37,000,000	28,000,000	32,000,000	47,000,000	55,000,000
Interest Income	$450,000	210,000	225,000	325,000	350,000
Avg. Interest Rate	1.2%	.75%	0.70%	0.70%	1.00%
Assessment Districts	9	9	9	9	9
CFD Notices	67	67	75	75	75

Personnel Services:

Staffing consists of .35 Finance Officer/Deputy Treasurer.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Managers Office Finance	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	31,001	40,859	30,748	30,748
Other Operating Costs	2,500	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	33,501	43,359	33,248	33,248
Personnel Authorized	.80	.80	.80	.80
Source of Funds:				
General Fund	33,501	43,359	33,248	33,248
TOTAL:	33,501	43,359	33,248	33,248

City of La Verne

City Managers Office Finance	Cashiering & Collections	1403
Department	Cost Center	Cost Center No.

Units of Measure

	2011-12	2012-13	2013-14	Estimate 2014-15	Projected 2015-16
Total Cash Transactions	50,930	50,725	51,152	50,000	50,000
Utility Service Bills	51,491	50,000	50,000	50,000	50,000
Business Licenses	1,827	1,845	2,289	2,380	2,200
Regulatory Permits	308	309	300	260	270
Collection Agency Accounts	138	169	130	130	130

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Delete requested upgrade of Part time cashier to Full time cashier.
Adjust Personnel Services.

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	31,862	35,602	32,751	32,751
Other Operating Costs	2,000	2,000	2,000	2,000
Capital Outlay	0	0	0	0
Total:	33,862	37,602	34,751	34,751
Personnel Authorized	1.25	1.25	1.25	1.25
Source of Funds:				
General Fund	33,862	37,602	34,751	34,751
TOTAL:	33,862	37,602	34,751	34,751

City of La Verne

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

Units of Measure

	2011-12	2012-13	2013-14	Estimate 2014-15	Projected 2015-16
Business License Issued	1,827	1,845	2,289	2,380	2,200
Notices & Corresp. (Est.)	4,000	4,500	4,500	4,700	4,700
Business License Penalties	3,220	6,020	7,547	11,000	6,000
Regulatory Permits	308	309	300	260	270

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Delete requested upgrade of Part time cashier to Full time cashier.

City of La Verne

City Managers Office Finance Department	Accounting & Payroll Cost Center	1405 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

To update proprietary funds and general fixed asset data base.

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

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

To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	195,700	210,941	206,711	206,711
Other Operating Costs	3,500	3,500	3,500	3,500
Capital Outlay	0	0	0	0
Total:	199,200	214,441	210,211	210,211
Personnel Authorized	2.26	2.26	2.26	2.26
Source of Funds:				
General Fund	199,200	214,441	210,211	210,211
TOTAL:	199,200	214,441	210,211	210,211

City of La Verne

City Managers Office Finance	Accounting & Payroll	1405
Department	Cost Center	Cost Center No.

Units of Measure

	2011-12	2012-13	2013-14	Estimate 2014-15	Projected 2015-16
Payroll Checks/Deposits	5,751	6,000	6,300	6,500	6,700
Treasurer's Checks	5,500	5,503	5,644	5,700	5,700
Invoices and Inventory requisitions	11,000	11,500	11,700	11,800	11,800
Purchase Orders	240	250	250	250	300
Payroll & Other Reports	550	575	575	580	590

Personnel Services:

Staffing consists of .43 Accountant, 1.00 Accountant-Payroll Specialist and .85 Account Clerk III.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Managers Office Finance	L.A. Impact Financial Services	1406
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

To provide management information for current operations and cost control.

To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	23,780	24,096	26,539	26,539
Other Operating Costs	500	500	500	500
Capital Outlay	0	0	0	0
Total:	24,280	24,596	27,039	27,039
Personnel Authorized	.00	.00	.00	.00
Source of Funds:				
General Fund	24,280	24,596	27,039	27,039
TOTAL:	24,280	24,596	27,039	27,039

City of La Verne

City Managers Office Finance	L.A. Impact Financial Services	1406
Department	Cost Center	Cost Center No.

Units of Measure

	2011-12	2012-13	2013-14	Estimate 2014-15	Projected 2015-16
LAIMPACT Checks	1,100	1,339	1,294	1,325	1,500
Invoices and Requisitions	1,350	1,450	1,500	1,500	1,650
Payroll Checks	182	98	0	0	0

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Adjust personnel services

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	195,106	308,860	303,052	303,052
Other Operating Costs	141,180	287,250	284,250	284,250
Capital Outlay	10,500	50,000	12,000	12,000
Total:	346,786	646,110	599,302	599,302
Personnel Authorized	1.65	2.65	2.65	2.65
Source of Funds:				
General Fund	346,786	646,110	599,302	599,302
TOTAL:	346,786	646,110	599,302	599,302

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Information Systems Manager	.65	.65	.65	.65
Information Systems Specialist	1.00	2.00	2.00	2.00
TOTAL FULL-TIME	1.65	2.65	2.65	2.65
REGULAR PART-TIME				
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	1.65	2.65	2.65	2.65

APPROPRIATIONS

SALARIES & WAGES	133,500	189,799	189,799	189,799
OVERTIME				
BENEFIT COSTS	61,606	119,061	113,253	113,253
TOTAL PERSONNEL SERVICES	195,106	308,860	303,052	303,052

City of La Verne

City Manager's Office Information Systems	Administration-Information Systems	1501
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	33,991	32,989	32,376	32,376
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	37,991	36,989	36,376	36,376
Personnel Authorized	.20	.20	.20	.20
Source of Funds:				
General Fund	37,991	36,989	36,376	36,376
TOTAL:	37,991	36,989	36,376	36,376

City of La Verne

City Manager's Office Information Systems	Administration-Information Systems	1501
Department	Cost Center	Cost Center No.

Units of Measure

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

Personnel Services:

Staffing consists of .20 Information Systems Manager.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Manager's Office Information Systems	Mid-Range Computers	1502
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	45,764	47,965	47,075	47,075
Other Operating Costs	72,000	73,500	73,500	73,500
Capital Outlay	0	0	0	0
Total:	117,764	121,465	120,575	120,575
Personnel Authorized	.40	.40	.40	.40
Source of Funds:				
General Fund	117,764	121,465	120,575	120,575
TOTAL:	117,764	121,465	120,575	120,575

City of La Verne

City Manager's Office Information Systems	Mid-Range Computers	1502
Department	Cost Center	Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust Personnel Services

City of La Verne

City Manager's Office Information Systems	Personal Computers	1503
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	91,591	94,413	92,665	92,665
Other Operating Costs	22,680	22,000	22,000	22,000
Capital Outlay	10,500	25,000	3,000	3,000
Total:	124,771	141,413	117,665	117,665
Personnel Authorized	.90	.90	.90	.90
Source of Funds:				
General Fund	124,771	141,413	117,665	117,665
TOTAL:	124,771	141,413	117,665	117,665

City of La Verne

City Manager's Office Information Systems	Personal Computers	1503
Department	Cost Center	Cost Center No.

Units of Measure

	2010-2011	2012-2013	2013-2014	2014-2015	Est 2015-2016
PCs Supported	73	73	74	74	77
Servers Supported	9	9	9	9	9
Wide Area Network	6	6	7	7	7
Network Access Points	248	248	250	250	277
Printer-Laser	16	16	19	21	21
Printer-Inkjet	20	20	16	14	14

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Scheduled Replacement PCs

City Manager Recommendations

Adjust personnel services
Reduce Capital Outlay

City of La Verne

City Manager's Office Information Systems	Telephone Services	1504
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	23,760	24,741	24,281	24,281
Other Operating Costs	42,500	43,750	43,750	43,750
Capital Outlay	0	0	0	0
Total:	66,260	68,491	68,031	68,031
Personnel Authorized	.15	.15	.15	.15
Source of Funds:				
General Fund	66,260	68,491	68,031	68,031
TOTAL:	66,260	68,491	68,031	68,031

City of La Verne

City Manager's Office Information Systems	Telephone Services	1504
Department	Cost Center	Cost Center No.

Units of Measure

Units of Measure includes the maintenance and programming of all PRIs, DIDs, and telephony equipment.

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust personnel services

City of La Verne

City Manager's Office Information Systems	Public Safety Services	1505
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide high priority technology support for Public Safety services

To evaluate and implement new technology to enhance existing services

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	0	108,752	106,655	106,655
Other Operating Costs	0	144,000	141,000	141,000
Capital Outlay	0	25,000	9,000	9,000
Total:	0	277,752	256,655	256,655
Personnel Authorized	.00	1.00	1.00	1.00
Source of Funds:				
General Fund	0	277,752	256,655	256,655
TOTAL:	0	277,752	256,655	256,655

City of La Verne

City Manager's Office Information Systems	Public Safety Services	1505
Department	Cost Center	Cost Center No.

Units of Measure

Units of Measure includes the maintenance and support of public safety computers and networks.

Personnel Services:

Staffing consists of 1.00 Information Systems Specialist

Other Operating Costs and Capital Outlay:

Operating costs include contracts, consumables, hardware and software support for related Public Safety Systems.

Capital Outlay:

Upgrade\Replace Fire Field Data Connectivity

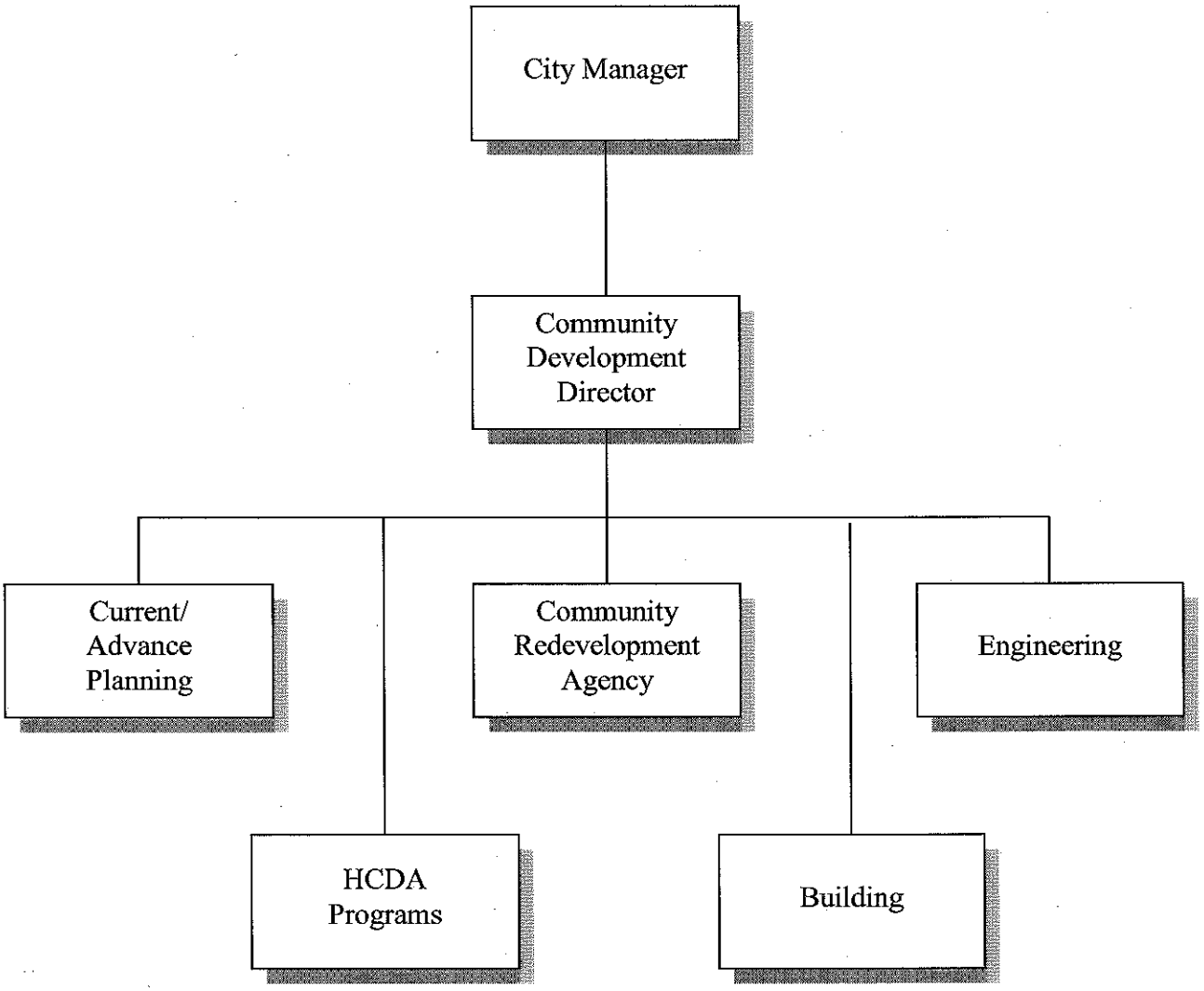
Scheduled Replacement PCs

City Manager Recommendations

Adjust personnel services
Reduce Other Operating costs
Reduce Capital Outlay

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPARTMENT



City of La Verne

BUDGET MESSAGE

2015-2016 Fiscal Year

Community Development	3000 Series
Department	Cost Center No.

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

The Community Development budget reflects the projected revenues and resultant necessary expenditures that are the result of a continued strong local building economy. The continued development of new housing, the development of the Gilead Sciences pharmaceutical facility, and a proposed University of La Verne parking structure are major examples of continued building activity that again will exceed historic levels in La Verne.

Providing necessary staffing levels to review and process this continued building activity is key, and the proposal to reclassify the Assistant Planner position to full-time is consistent with that objective. A new Management Analyst position was also proposed to address expanding economic development objectives, and is understood that alternatives regarding the position will be considered as part of the mid year budget review. There are insufficient personnel and financial resources to undertake the General Plan revision, and as a result this effort will be delayed at least one more year.

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

- Construction and completion of 269 new homes, including the following:
  -Oakgrove Walk (Olson)
  -Live Oak Estates (Melia Homes)
  -The Estates at Old Wheeler Road (D.R. Horton)
  -La Verne Village mixed-use development (Hutton)
- Completion and opening of ULV Campus West Sports Complex.
- Adoption and initial implementation of a professionally prepared Parking Study for Old Town La Verne, with involvement by our business, university, and residential stakeholders.
- Continuing proactive Economic Development, including outreach to national retailers, commercial brokers, and launch of new interactive commercial site selection tool on City website.
- Completed Construction of industrial developments; four new buildings totaling 160,000 sq.ft.
- Completion of "Leo Park" at D Street and Arrow Hwy. providing needed recreational space for ULV.

- Appointment of two (2) new Planning Commissioners.
- Completion of three (3) new public art installations:
  -Citrus Label @ Crunch Fitness.
  -La Verne Route 66 Scenes @ La Verne Village retail.
  -Lordsburg Packing House @ Leo Park.
- Elegant restorations of two historic La Verne Homes; the Kuns House on Magnolia Ave. at Fifth St., and the Price House on White Ave. at 6th St.
- Continuation of a successful, vibrant Old Town La Verne business community, and community events including the "La Verne Fresh" Farmers Market on Saturday mornings, La Verne's 3rd "A Sip of La Verne" Wine Walk, a first class Cool Cruise car show, NHRA Fanfest, "Crusin' La Verne/Spark of Love" car show and toy drive, and holiday open house events.

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

- Continued construction of the 23-acre, 400,000 sq.ft. Gilead Sciences pharmaceutical facility, and including completion of Wheeler Ave. south extension.
- Consideration and construction of a 950-space parking structure by the University.
- Construction/consideration of nearly 100 new homes, including:
  -"Cedar Springs" Supportive/Transitional housing development for the David and Margaret Home.
  -3 new homes at Bradford and Bowdoin.
  -"Creekside" development on San Dimas Canyon Rd., and related reconstruction of Golden Hills Rd.
  -Puddingstone Hill.
  -City Ventures residential development proposal for the 3-acre site at Baseline Rd. and Emerald Ave.
  -Habitat for Humanity Home on First St.
- Consideration of a new revised Master Plan for the University of La Verne.
- Determinations regarding proposed Foothill Blvd. grocery stores.
- Opening of the new "Fourth Street Mill" restaurant on Bonita Ave.
- Continuing efforts to fill former vacant retail spaces on Foothill Blvd.
- Consideration of Brackett Airport Land Use Compatibility Plan (ALUCP).

This year's Community Development budget, at $1,975,409 reflects a 13.6% increase over last year, primarily the result of continued high building permit activity and, to a lesser degree, the proposed position reclassification.

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	772,842	991,597	902,909	902,909
Other Operating Costs	965,931	1,155,500	1,072,500	1,072,500
Capital Outlay	0	0	0	0
Total:	1,738,773	2,147,097	1,975,409	1,975,409
Personnel Authorized	8.10	10.38	9.44	9.44
Source of Funds:				
General Fund	1,738,773	2,147,097	1,975,409	1,975,409
TOTAL:	1,738,773	2,147,097	1,975,409	1,975,409

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.25	.30	.30	.30
Comm. Dev. Director	.80	.90	.90	.90
Principal Planner	.90	.90	.90	.90
Senior Planner	.90	.90	.90	.90
Associate Planner	.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Admin. Secretary	1.00	1.00	1.00	1.00
Admin. Clerk I	.75	.80	.80	.80
Senior Management Analyst	.40	.00	.00	.00
Mobile Home Park Liaison (P.Officer)	.00	.40	.40	.40
Management Analyst	.00	1.00	.00	.00
TOTAL FULL-TIME	6.00	8.20	7.20	7.20
REGULAR PART-TIME				
PT Assistant Planner	1.00	.00	.00	.00
PT Planning Intern	.00	1.00	1.00	1.00
PT Clerical Assistant I	1.00	1.00	1.00	1.00
PT Admin. Clerk I	.00	.00	.00	.00
PT Admin. Clerk II	.10	.20	.24	.24
TOTAL REG. PART-TIME	2.10	2.20	2.24	2.24
TOTAL POSITIONS	8.10	10.40	9.44	9.44

APPROPRIATIONS

SALARIES & WAGES	538,151	659,241	609,525	609,525
OVERTIME	0	0		
BENEFIT COSTS	234,691	332,356	293,384	293,384
TOTAL PERSONNEL SERVICES	772,842	991,597	902,909	902,909

City of La Verne

Community Development Department	Planning Administration	3001
	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	221,028	286,188	286,407	286,407
Other Operating Costs	51,000	51,000	51,000	51,000
Capital Outlay	0	0	0	0
Total:	272,028	337,188	337,407	337,407
Personnel Authorized	3.46	4.51	4.51	4.51
Source of Funds:				
General Fund	272,028	337,188	337,407	337,407
TOTAL:	272,028	337,188	337,407	337,407

City of La Verne

Community Development Department	Planning Administration	3001
	Cost Center	Cost Center No.

Units of Measure

	2012-2013	2013-2014	2014-2015	2015-2016 (est.)
Meetings	50	50	50	50
Staff Review Committee	52	50	50	50
Development Review Committee	17	14	14	14
Planning Commission	12	12	12	12

Public Service:

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

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Approve requested additional position.

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	79,378	84,608	84,242	84,242
Other Operating Costs	62,500	95,500	95,500	95,500
Capital Outlay	0	0	0	0
Total:	141,878	180,108	179,742	179,742
Personnel Authorized	0.71	0.71	0.72	0.72
Source of Funds:				
General Fund	141,878	180,108	179,742	179,742
TOTAL:	141,878	180,108	179,742	179,742

City of La Verne

Community Development Department	Planning Cost Center	3002 Cost Center No.

Units of Measure

	2012-2013*	2013	2014	2015 (est.)
Conditional Use Permits	16	23	14	20
Environmental ND/EIR	5	1	3	3
GPA,ZC,Specific Plans	4	8	4	5
Subdivisions	1	2	2	2
Precise Plans	15	20	20	20
Variances	5	8	3	5
Ordinance Amendments	0	1	1	1
Tree Removal Permits	3	3	2	3
Development Agreements	0	0	1	1
Lot Line Adjustments	2	3	2	3

*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:

Personnel services includes salaries and benefits for Planning staff members
Allocations are made to continue activities listed under the operational plan.

Other Operating Costs and Capital Outlay:

Includes consulting and legal services for deposit projects.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Community Development Department	Planning Non-Deposit Cost Center	3003 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	120,378	133,962	132,673	132,673
Other Operating Costs	39,000	39,000	39,000	39,000
Capital Outlay	0	0	0	0
Total:	159,378	172,962	171,673	171,673
Personnel Authorized	1.20	1.19	1.20	1.20
Source of Funds:				
General Fund	159,378	172,962	171,673	171,673
TOTAL:	159,378	172,962	171,673	171,673

City of La Verne

Community Development Department	Planning Non-Deposit Projects Cost Center	3003 Cost Center No.

Units of Measure	2012-2013*	2013	2014	2015 (est.)
Environmental/Neg.Dec./Cat. Ex.	100	100	100	100
Precise Plan	35	41	40	40
Variance/Minor Exception	8	3	5	5
Counter Approvals	760	775	780	775
Certificate of Use & Occupancy	60	60	60	60
Lot Line Adj., Lot Merger	2	3	3	3
Classification of Use	2	2	0	2
Parcel Map	1	1	1	0
Zoning Verification	3	6	2	4
Zoning Amendment	2	1	1	2
Second Unit Permits	1	5	4	5
Mills Act Contracts	1	0	2	2
Special Event Permits	35	43	48	50

*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:

Personnel Services include salaries and benefits for Planning staff members.

Other Operating Costs and Capital Outlay:

Includes consulting and legal services for non-deposit projects.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

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	60,802	69,952	68,567	68,567
Other Operating Costs	736,000	908,000	781,000	781,000
Capital Outlay	0	0	0	0
Total:	796,802	977,952	849,567	849,567
Personnel Authorized	0.70	0.73	0.73	0.73
Source of Funds:				
General Fund	796,802	977,952	849,567	849,567
TOTAL:	796,802	977,952	849,567	849,567

City of La Verne

Community Development Department	Building Insp/Code Enforcement Cost Center	3004 Cost Center No.

Units of Measure	2012-2013*	2013	2014	2015 (est.)
Building Permits	325	537	657	550
All Other Permits	450	1,461	1,041	1000
Code Enforcement	40	40	40	40
District Attorney Referrals	1	0	0	0

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Operating expenses include costs for building inspections.

Capital Outlay:

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.

City of La Verne

Community Development Department	General Plan Update Cost Center	3005 Cost Center No.

Long-Term Objectives:

Begin initial steps to update the City's General Plan. Provides for the creation of maps and other groundwork needed to begin the process of conducting a comprehensive General Plan update (expected to commence in 2016-2017).

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 2016-2017.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	0	0	40,000	40,000
Capital Outlay	0	0	0	0
Total:	0	0	40,000	40,000
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	0	0	40,000	40,000
TOTAL:	0	0	40,000	40,000

City of La Verne

Community Development Department	General Plan Update	3005
	Cost Center	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

Increase other operating costs.

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	124,769	229,891	147,328	147,328
Other Operating Costs	67,931	52,500	52,500	52,500
Capital Outlay	0	0	0	0
Total:	192,700	282,391	199,828	199,828
Personnel Authorized	0.75	1.84	0.84	0.84
Source of Funds:				
General Fund	192,700	282,391	199,828	199,828
TOTAL:	192,700	282,391	199,828	199,828

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 (Management Analyst 1.0, Admin. Secretary .15, Admin. Clerk I .16, Com. Dev. Director .23, Prncpl. Planner .10, City Mgr. .20), with hours totaling less than two 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

Delete requested additional position.

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	14,017	14,476	14,205	14,205
Other Operating Costs	2,500	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	16,517	16,976	16,705	16,705
Personnel Authorized	0.10	0.10	0.10	0.10
Source of Funds:				
General Fund	16,517	16,976	16,705	16,705
TOTAL:	16,517	16,976	16,705	16,705

City of La Verne

Community Development Department	Historic Preservation Cost Center	3007 Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Community Development Department	Housing Programs Cost Center	3008 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	152,470	172,520	169,487	169,487
Other Operating Costs	7,000	11,000	11,000	11,000
Capital Outlay	0	0	0	0
Total:	159,470	183,520	180,487	180,487
Personnel Authorized	1.18	1.43	1.34	1.34
Source of Funds:				
General Fund	159,470	183,520	180,487	180,487
TOTAL:	159,470	183,520	180,487	180,487

City of La Verne

Community Development Department	Housing Programs Cost Center	3008 Cost Center No.

Units of Measure

	2012-2013	2013-2014	2014-2015	2015-2016 (est.)
Residential Rehabilitations	0	0	0	0

Personnel Services:

The proposed budget includes clerical, planning, and administrative staff (Admin. Secretary .10, Admin. Clerk I .11, Snr. Planner .07, Com. Dev. Drctr. .12, Prncpl. Planner .10, City Mgr. .10, Mobile Home Park Liaison (P. Officer) .40, PT Admin. Clerk II .20), with hours totaling just over one full time staff person.

Other Operating Costs and Capital Outlay:

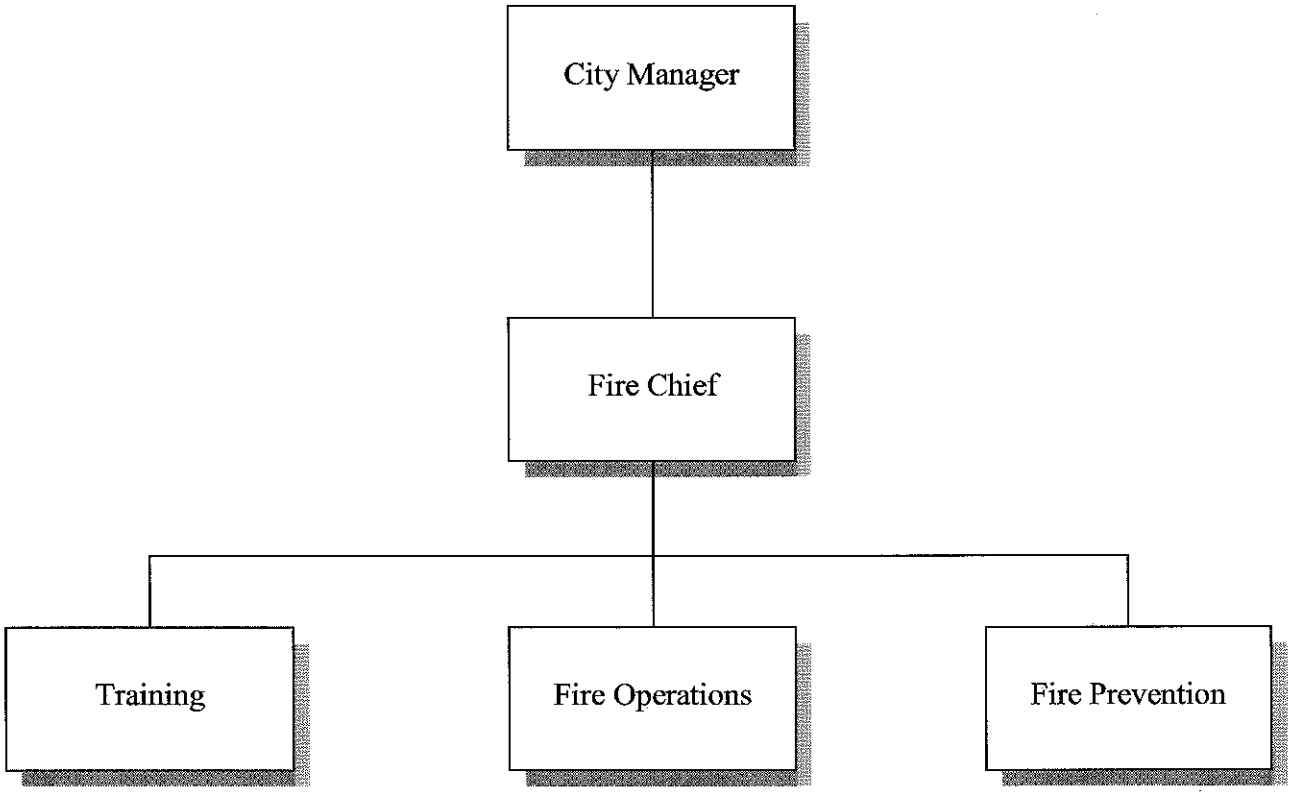
Capital Outlay:

City Manager Recommendations

Adjust personnel services.

FIRE

FIRE DEPARTMENT



City of La Verne

BUDGET MESSAGE

2015 – 2016 Fiscal Year

FIRE	2000 Series
Department	Cost Center No.

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

This budget continues staffing levels at the current level of 34 sworn and 2 non-sworn members. The department requested a reclassification of an Administrative Clerk position to a Management Analyst. Although this reclassification will not occur this fiscal year, a plan is in place to achieve additional funding that will fully justify the position request in the near future.

This budget reflects changes in operational costs and capital outlay requests to replace old or worn equipment and to meet federally mandated equipment replacement regulations. An opportunity became available to replace all self-contained breathing apparatus units (SCBA) at no cost. These units would have a 5-7 year service life due to changing federal requirements for the equipment. Department staff found an opportunity to change out our current units with SCBA equipment that will have a 10-15 year service life at a cost of 20% of new units.

The requested operational costs have been increased to reflect increased costs in paramedic equipment, radio repair and maintenance, and emergency operations center training for city staff.

This budget also reflects a decrease in expected ambulance transport revenues. Three months into the FY2014/15 budget year, ambulance transport revenues were down by 20%. As staff evaluated the issue, it was noted that the number of calls for service and the number of patient transports had increased from the year prior. The reduced transport revenue was largely due to an aging population in La Verne transitioning to federal programs and less La Verne residents on private insurance plans. These programs reimburse transport agencies at a lower rate than private healthcare insurance companies. The department has had success in the GEMT program. Staff completed a significant ambulance transport cost reporting project that has resulted in over $100k in reimbursements from this federal program. The department will continue to seek funds to make up for the decrease in transport revenues.

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	7,001,525	7,175,568	6,993,936	6,993,936
Other Operating Costs	658,150	727,900	684,450	684,450
Capital Outlay	24,000	171,600	45,000	45,000
Total:	7,683,675	8,075,068	7,723,386	7,723,386
Personnel Authorized	70.00	70.00	70.00	70.00
Source of Funds:				
General Fund	6,818,675	7,210,068	6,835,386	6,835,386
Paramedic Fund	730,000	730,000	750,000	750,000
Proposition 172/Public Safety Fund	135,000	135,000	138,000	138,000
TOTAL:	7,683,675	8,075,068	7,723,386	7,723,386

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
Deputy Fire Marshal	1	1	1	1
Admin Clerk II	1	0	1	1
Management Analyst- Fire	0	1	0	0
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	3,924,349	4,007,690	3,936,341	3,936,341
OVERTIME	857,146	667,326	667,326	667,326
BENEFIT COSTS	2,220,030	2,500,552	2,390,269	2,390,269
TOTAL PERSONNEL SERVICES	7,001,525	7,175,568	6,993,936	6,993,936

City of La Verne

Fire	Administration	2001
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	548,897	663,637	588,725	588,725
Other Operating Costs	48,000	52,500	49,500	49,500
Capital Outlay	0	0	0	0
Total:	596,897	716,137	638,225	638,225
Personnel Authorized	2.87	2.87	2.87	2.87
Source of Funds:				
General Fund	596,897	716,137	638,225	638,225
TOTAL:	596,897	716,137	638,225	638,225

City of La Verne

FIRE	Administration	2001
Department	Cost Center	Cost Center No.

Units of Measure

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

Personnel Services:

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

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

Capital Outlay:

City Manager Recommendations

Delete requested personnel classification change
Adjust personnel services
Reduce Other Operating costs

City of La Verne

Fire	Emergency Services	2002
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

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

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

To meet the challenges posed by the 210 Freeway.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	3,016,437	3,100,468	3,071,351	3,071,351
Other Operating Costs	51,050	69,500	51,050	51,050
Capital Outlay	24,000	39,000	0	0
Total:	3,091,487	3,208,968	3,122,401	3,122,401
Personnel Authorized	15.29	15.29	15.29	15.29
Source of Funds:				
General Fund	3,091,487	3,208,968	3,122,401	3,122,401
TOTAL:	3,091,487	3,208,968	3,122,401	3,122,401

City of La Verne

FIRE	Emergency Services	2002
Department	Cost Center	Cost Center No.

Units of Measure:

	Calendar Year			
	2012	2013	2014	2015 (est.)
Number of Fire Calls	445	795*	768	775
Number of Rescue Calls	2,350	2,326	2,326	2,405
Number of Freeway Calls	69	81	60	75

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	39,000
Total:	39,000

City Manager Recommendations

Adjust personnel services
Reduce Other Operating costs
Delete Capital Outlay request

City of La Verne

Fire	Fire Apprentice Program	2003
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	65,159	66,270	65,862	65,862
Other Operating Costs	52,600	52,600	52,600	52,600
Capital Outlay	0	0	0	0
Total:	117,759	118,870	118,462	118,462
Personnel Authorized	0.25	0.25	0.25	0.25
Source of Funds:				
General Fund	117,759	118,870	118,462	118,462
TOTAL:	117,759	118,870	118,462	118,462

City of La Verne

FIRE	Fire Apprentice Program	2003
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2012	2013	2014	2015 (est.)
Duty Assignment (Shifts worked)	782	735	780	780

Personnel Services:

Salaries and benefits for .25 of a Battalion Chief.

Other Operating Costs and Capital Outlay:

Funding represents the amount needed for 2 Apprentice firefighters daily, safety clothing training supplies and meeting/staff development.

Capital Outlay:

City Manager Recommendations

Adjust personnel services

City of La Verne

Fire	Training	2004
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Provide a program that:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	538,119	562,932	562,091	562,091
Other Operating Costs	20,000	27,000	20,000	20,000
Capital Outlay	0	32,100	0	0
Total:	558,119	622,032	582,091	582,091
Personnel Authorized	2.65	2.65	2.65	2.65
Source of Funds:				
General Fund	558,119	622,032	582,091	582,091
TOTAL:	558,119	622,032	582,091	582,091

City of La Verne

FIRE	Training	2004
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2012	2013	2014	2015 (est.)
Full-Time Training Hours	10,563	13,388	11,881	14,000
Apprentice/Reserve Training Hours	1,600	1,579	1,251	1,500

Personnel Services:
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.

Other Operating Costs and Capital Outlay:
Represents expenditures for office supplies, training materials, photo supplies, subscriptions and dues, meeting/staff development.

Capital Outlay:

Requests:	32,100
Total:	32,100

City Manager Recommendations

Adjust personnel services
Reduce Other Operating costs
Delete Capital Outlay request

City of La Verne

Fire	Station Maintenance	2005
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	251,718	259,645	255,984	255,984
Other Operating Costs	22,000	22,000	22,000	22,000
Capital Outlay	0	6,000	0	0
Total:	273,718	287,645	277,984	277,984
Personnel Authorized	1.30	1.30	1.30	1.30
Source of Funds:				
General Fund	273,718	287,645	277,984	277,984
TOTAL:	273,718	287,645	277,984	277,984

City of La Verne

FIRE	Station Maintenance	2005
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2012	2013	2014	2015 (est.)
Station 1	10,352	10,352	10,352	10,352
Station 2	4,892	4,892	4,892	4,892
Station 3	4,869	4,869	4,869	4,869

Total square footage of buildings maintained.

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	6,000
Total:	6,000

City Manager Recommendations

Adjust personnel services
Delete Capital Outlay request

City of La Verne

Fire	Fire Prevention	2006
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	261,137	273,721	271,163	271,163
Other Operating Costs	7,500	8,550	8,550	8,550
Capital Outlay	0	3,000	0	0
Total:	268,637	285,271	279,713	279,713
Personnel Authorized	1.73	1.73	1.73	1.73
Source of Funds:				
General Fund	268,637	285,271	279,713	279,713
TOTAL:	268,637	285,271	279,713	279,713

City of La Verne

FIRE	Fire Prevention	2006
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2012	2013	2014	2015 (est.)
Business Inspections	772	774	838	850
Construction plan checks	33	49	45	50
Fire investigations	63	79	58	70
Weed/Nuisance complaints	17	20	20	20
Permits	98	152	157	160
Classroom Fire Safety presentations	3	3	6	20
Fire Station Tours	9	17	24	30

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	3,000
Total:	3,000

City Manager Recommendations

Adjust personnel services
Delete Capital Outlay request

City of La Verne

Fire	Emergency Preparedness	2007
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	18,386	19,610	19,470	19,470
Other Operating Costs	7,000	7,750	7,750	7,750
Capital Outlay	0	8,800	0	0
Total:	25,386	36,160	27,220	27,220
Personnel Authorized	0.07	0.07	0.07	0.07
Source of Funds:				
General Fund	25,386	36,160	27,220	27,220
TOTAL:	25,386	36,160	27,220	27,220

City of La Verne

FIRE	Emergency Preparedness	2007
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2012	2013	2014	2015 (est.)
Emergency Preparedness Programs	2	2	2	5
Emergency Operations Center Exercise	1	1	1	2

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	8,800
Total:	8,800

City Manager Recommendations

Adjust personnel services
Delete Capital Outlay request

City of La Verne

Fire	Paramedic Services	2008
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

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

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

Operational Plans:

1. To respond to approximately 2,600 medical alarms and 700 fire incidents.
2. To educate the citizens about medical emergencies.
3. To ensure that all paramedics receive a minimum of 24 hours in continuing education annually.
4. To recertify eleven paramedics.
5. To bill for paramedic and transportation services.
6. To offer daily blood pressure checks to the public.
7. To monitor system and individual performance and provide necessary reports.
8. To continue offering the History, Allergy and Medications (HAM) indentification cards to seniors and disabled members of the community.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	2,035,216	1,952,966	1,886,699	1,886,699
Other Operating Costs	200,000	208,000	203,000	203,000
Capital Outlay	0	18,500	0	0
Total:	2,235,216	2,179,466	2,089,699	2,089,699
Personnel Authorized	10.50	10.50	10.50	10.50
Source of Funds:				
General Fund	1,505,216	1,449,466	1,339,699	1,339,699
Paramedic Fund	730,000	730,000	750,000	750,000
TOTAL:	2,235,216	2,179,466	2,089,699	2,089,699

City of La Verne

FIRE	Paramedic Services	2008
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2012	2013	2014	2015 (est.)
Calls for Service:	2,907	2,326	2,326	2,488
Community Events: (Job Fairs, School Programs, CPR Classes)	35	30	21	30
(Contacts) Patients Transported (Total):	1,433	1,403	1,502	1,550
HAM Program	196	155	250	200

Personnel Services:

Funding reflects the salaries, benefits and overtime for 9.04 Firefighter/Paramedics, .55 of a Fire Engineer, .40 of a Captain and .25 of the Battalion Chief/EMS for a total of 10.24.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	18,500
Total:	18,500

City Manager Recommendations

Adjust personnel services
Reduce Other Operating costs
Delete Capital Outlay request

City of La Verne

Fire	Vehicle Maintenance	2009
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	266,456	276,319	272,591	272,591
Other Operating Costs	250,000	280,000	270,000	270,000
Capital Outlay	0	64,200	45,000	45,000
Total:	516,456	620,519	587,591	587,591
Personnel Authorized	1.34	1.34	1.34	1.34
Source of Funds:				
General Fund	381,456	485,519	449,591	449,591
Proposition 172	135,000	135,000	138,000	138,000
TOTAL:	516,456	620,519	587,591	587,591

City of La Verne

FIRE	Vehicle Maintenance	2009
Department	Cost Center	Cost Center No.

Units of Measure

	Calendar Year			
	2012	2013	2014	2015 (est.)
Staff Cars	4	4	4	4
Type I Pumper	3	3	3	3
Type III Pumper	1	1	1	1
Aerial Truck	1	1	1	1
Patrol	1	1	0*	0
Ambulance	3	3	3	3
Utility Truck	1	1	2*	2

*Replacement of Patrol Vehicle with additional Utility Vehicle in FY 2014-2015.

Personnel Services:
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.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

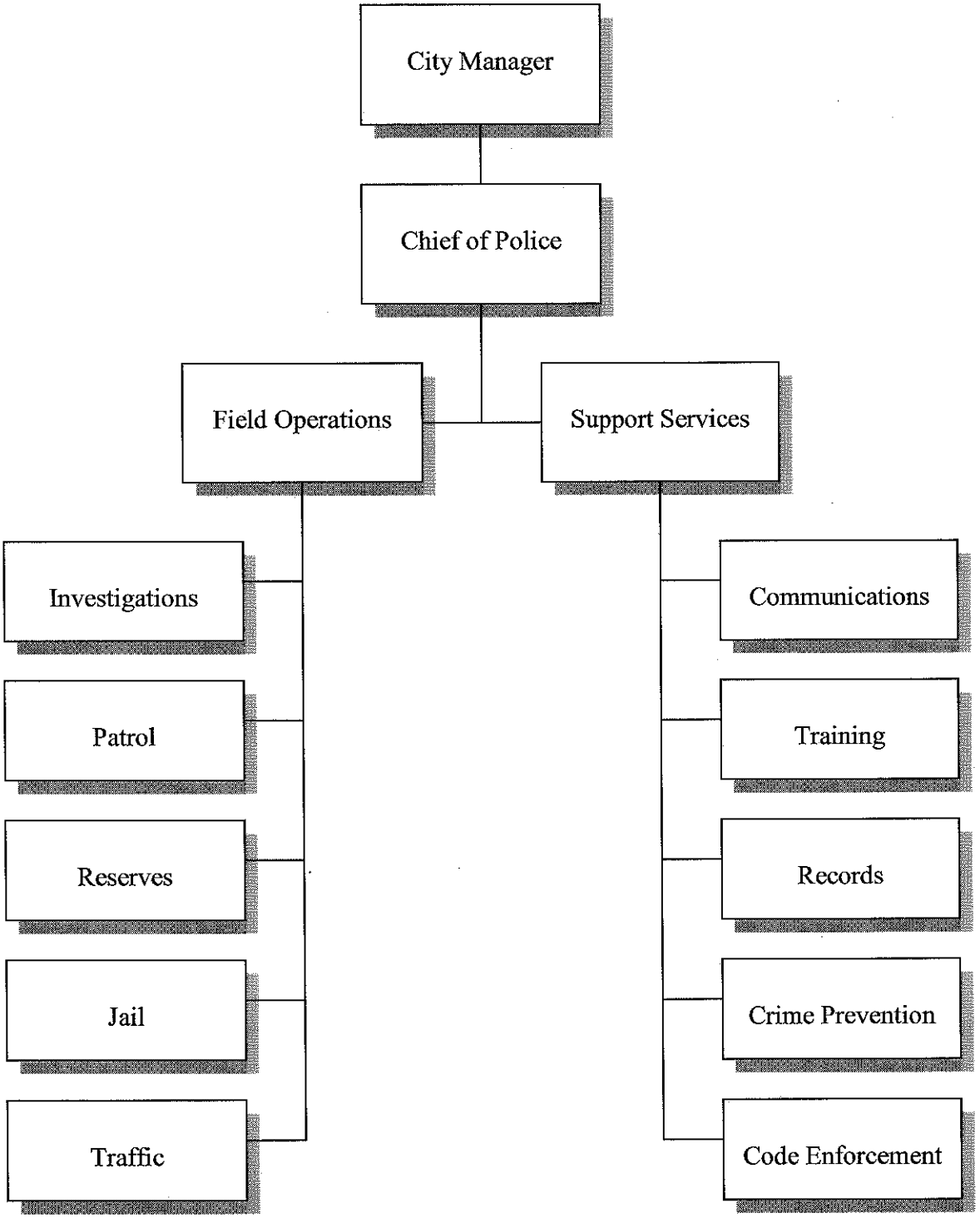
Requests:	64,200
Total:	64,200

City Manager Recommendations

Adjust personnel services
Adjust Capital Outlay requests
Reduce Other Operating costs

POLICE

POLICE DEPARTMENT



City of La Verne

Budget Message
2015-2016 Fiscal Year

POLICE	2500 SERIES
Department	Cost Center No.

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

The number of sworn officers was increased to 41 this fiscal year with the addition of two new police officer positions. Additionally, one taskforce officer will be brought back and reassigned to the Patrol Division to supplement our patrol staffing levels.

The addition of the two new officers will provide the opportunity for one patrol officer to be reassigned to the Traffic Bureau. The selected officer will become the second officer to be deployed as a full-time motor officer for traffic enforcement. January will mark nearly three years since the Department has deployed two full time motor officers. A portion of the motor officers' wages will be offset by revenues generated through towing fees as well as traffic and parking citations.

The assignment of a K-9 officer to a drug interdiction taskforce will continue. One officer, previously hired to fill a vacancy left in patrol by a taskforce officer, will continue to be funded through non-general fund sources.

Funding for a new full-time communications officer will provide for two dispatchers nearly 24 hours a day, 7 days a week. Funding to restore a full-time records clerk will facilitate the elimination of backlogged data, late reporting of our criminal statistical data to state and federal agencies and reduce overtime. Funding to restore a full-time police aide will provide for required jail and inmate supervision, reduce liability and allow officers to remain in the field.

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

A few highlighted capital outlay requests include a new Records Management System that is more user friendly, saves time and duplication of work, as well as offers the potential to be used to supplement current systems in other departments. Additionally, the Department is upgrading its mobile audio video systems in the patrol cars to provide a higher quality audio and video recording for court purposes.

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	9,855,560	10,410,174	10,114,552	10,114,552
Other Operating Costs	1,992,000	1,779,000	1,741,000	1,741,000
Capital Outlay	213,385	456,800	505,800	505,800
Total:	12,060,945	12,645,974	12,361,352	12,361,352
Personnel Authorized	65.00	66.00	65.00	65.00
Source of Funds:				
General Fund	10,072,871	10,617,833	10,118,817	10,118,817
Traffic Safety Fund	603,303	616,587	590,239	590,239
Asset Forfeiture Program	739,771	924,054	1,122,296	1,122,296
Prop. 172	195,000	172,500	207,000	207,000
Bonita Unified School District	84,000	84,000	84,000	84,000
Supp. Law Enf./Block Grants	100,000	100,000	100,000	100,000
Cal-MMET	85,000	0	0	0
State Realignment Fund	111,000	111,000	111,000	111,000
OTS DUI Checkpoint Grant	70,000	20,000	28,000	28,000
TOTAL:	12,060,945	12,645,974	12,361,352	12,361,352

City of La Verne

DETAIL OF SALARIES & WAGES

Police	Summary	2500 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Police Chief	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00
Police Lieutenant	4.00	4.00	4.00	4.00
Police Sergeant	6.00	6.00	6.00	6.00
Corporal	15.00	15.00	15.00	15.00
Police Officer	12.00	14.00	14.00	14.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Services Coordinator	1.00	2.00	2.00	2.00
Communications Officer	7.00	8.00	8.00	8.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Police Clerk I & II	4.00	5.00	5.00	5.00
Information Systems Tech/Specialist	1.00	1.00	0.00	0.00
Police Services Technician	2.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Police Aide	3.00	4.00	4.00	4.00
TOTAL FULL-TIME	60.00	65.00	64.00	64.00
REGULAR PART-TIME/CONTRACT EMPLOYEES				
Communications Officer	2.00	0.00	0.00	0.00
Police Aide	3.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	5.00	1.00	1.00	1.00
TOTAL POSITIONS	65.00	66.00	65.00	65.00

APPROPRIATIONS

SALARIES & WAGES	5,702,659	5,837,275	5,751,316	5,751,316
OVERTIME	882,342	868,571	868,603	868,603
BENEFIT COSTS	3,270,559	3,704,328	3,494,633	3,494,633
TOTAL PERSONNEL SERVICES	9,855,560	10,410,174	10,114,552	10,114,552

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	634,670	667,690	657,469	657,469
Other Operating Costs	460,000	460,000	452,000	452,000
Capital Outlay	0	0	0	0
Total:	1,094,670	1,127,690	1,109,469	1,109,469
Personnel Authorized	3.00 FT	3.00 FT	3.00 FT	3.00 FT
Source of Funds:				
General Fund	1,094,670	1,127,690	1,109,469	1,109,469
TOTAL:	1,094,670	1,127,690	1,109,469	1,109,469

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:

City Manager Recommendations

Adjust personnel services.
Reduce other operating costs.

City of La Verne

Police	Traffic Services	2502/2518
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	467,303	436,587	418,239	418,239
Other Operating Costs	206,000	200,000	200,000	200,000
Capital Outlay	0	0	0	0
Total:	673,303	636,587	618,239	618,239
Personnel Authorized	1.50 FT 1.00 PT	1.50 FT 0.00 PT	1.50 FT 0.00 PT	1.50 FT 0.00 PT
Source of Funds:				
General Fund				
Traffic Safety Fund	603,303	616,587	590,239	590,239
OTS DUI Checkpoint Grant	70,000	20,000	28,000	28,000
TOTAL:	673,303	636,587	618,239	618,239

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.

	2011	2012	2013	2014	2015 est
Injury Accidents	99	91	97	88	96
Non-Injury Accidents	204	167	209	175	189
Hazardous Citations	595	568	311	573	580
Non-Hazardous Citations	1,115	1,161	724	1,043	1,050
Parking Citations	10,605	10,293	11,007	11,337	11,000
# of Crossing Guard locations	6	6	6	6	6
Temporary ONP* permits	** 43,600	41,750	35,521	49,331	50,000
Annual ONP* permits	392	374	389	378	383

*Overnight parking
**RV and vehicle temporary ONP permits combined in 2011

Personnel Services:

Staffing consists of (1) lieutenant and (.50) of an officer

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Adjust personnel services.

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	770,964	780,437	740,067	740,067
Other Operating Costs	77,000	85,000	55,000	55,000
Capital Outlay	0	0	0	0
Total:	847,964	865,437	795,067	795,067
Personnel Authorized	7.00 FT 2.00 PT	8.00 FT 0.00 PT	8.00 FT 0.00 PT	8.00 FT 0.00 PT
Source of Funds:				
General Fund	847,964	865,437	795,067	795,067
TOTAL:	847,964	865,437	795,067	795,067

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.

	2011	2012	2013	2014	2015 est
Reports processed	4,008	4,012	3,900	3,731	4,200
Police & Fire calls for service	19,170	19,552	20,340	19,582	22,000
911 average answer speed	3.00 sec	3.53 sec	3.54 sec	3.46 sec	3.45 sec

* Increase due to receiving wireless 911 calls direct

Personnel Services:

Personnel costs consist of wages and benefits for (8) Communication Officers.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Approve requested additional position.
Reduce other operating 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	105,708	294,176	311,156	311,156
Other Operating Costs	40,000	32,000	32,000	32,000
Capital Outlay	0	0	0	0
Total:	145,708	326,176	343,156	343,156
Personnel Authorized	.50 FT 1.00 PT	4.50 FT 0.00 PT	4.50 FT 1.00 PT	4.50 FT 1.00 PT
Source of Funds:				
General Fund	145,708	326,176	343,156	343,156
TOTAL:	145,708	326,176	343,156	343,156

City of La Verne

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

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

	2011	2012	2013	2014	2015 est
Daily average # of bookings	3.2	3.2	3.6	3.9	4.0
Total # of bookings	1,185	1,182	1,295	1,296	1,300
# inmate workers	53	35	34	33	40

Personnel Services:

Salary and benefits for (.50) full-time community services supervisor, (4) FT police aides and (1)part time police aide

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Approve requested additional position.

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	50,596	57,084	55,984	55,984
Other Operating Costs	44,000	50,000	50,000	50,000
Capital Outlay	0	0	0	0
Total:	94,596	107,084	105,984	105,984
Personnel Authorized	.50 FT	.50 FT	.50 FT	.50 FT
Source of Funds:				
General Fund	94,596	107,084	105,984	105,984
TOTAL:	94,596	107,084	105,984	105,984

City of La Verne

Police	Personnel Development/Training	2505
Department	Cost Center	Cost Center No.

Units of Measure

	2011	2012	2013	2014	2015 est
P.O.S.T. reimbursed training hours	2,500	2,352	3,200	3,530	3,600
Other (non-reimbursed) training hours	1,847	2,036	1,220	2,280	2,300
Total training hours	4,347	4,199	4,370	5,810	5,900

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Police	Records & Clerical	2506
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	305,533	350,794	295,431	295,431
Other Operating Costs	32,000	32,000	32,000	32,000
Capital Outlay	22,000	22,000	22,000	22,000
Total:	359,533	404,794	349,431	349,431
Personnel Authorized	4.00 FT 0.00 PT	5.00 FT 0.00 PT	4.00 FT 0.00 PT	4.00 FT 0.00 PT
Source of Funds:				
General Fund	359,533	404,794	349,431	349,431
TOTAL:	359,533	404,794	349,431	349,431

City of La Verne

Police	Records & Clerical	2506
Department	Cost Center	Cost Center No.

Units of Measure

	2011	2012	2013	2014	2015 est
Reports processed	4,008	4,012	3,900	3,371	4,500
Citations processed	10,605	12,022	11,007	12,953	13,000
Arrests processed	1,185	1,182	1,262	1,296	1,300

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

$22,000 Copier/Printer lease payment

City Manager Recommendations

Adjust personnel services.

City of La Verne

Police	Patrol Services	2507
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	4,455,865	4,862,367	5,023,825	5,023,825
Other Operating Costs	485,000	485,000	485,000	485,000
Capital Outlay	1,385	0	0	0
Total:	4,942,250	5,347,367	5,508,825	5,508,825
Personnel Authorized	25.80 FT 2.00 PT	29.80 FT 1.00 PT	27.30 FT 0.00 PT	27.30 FT 0.00 PT
Source of Funds:				
General Fund	4,747,250	5,174,867	5,301,825	5,301,825
Prop. 172	195,000	172,500	207,000	207,000
TOTAL:	4,942,250	5,347,367	5,508,825	5,508,825

City of La Verne

Police	Patrol Services	2507
Department	Cost Center	Cost Center No.

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

	2011	2012	2013	2014	2015 est
Calls for service	16,040	16,784	17,219	16,488	17,200
Average emergency response*	3.32 min	3.53 min	3.54 min	3.46 min	3.40 min
Arrests	1,185	1,182	1,262	1,296	1,300
Crime reports	4,008	4,012	3,900	3,639	4,100
8 major crimes reported	917	1,067	988	1,036	1,075

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

Personnel Services:

Personnel consists of (3) lieutenants, (4) sergeants, (10.50) corporals, (9.30) 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

Delete requested additional position.
Adjust personnel services.

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	2,017,204	2,075,430	1,583,532	1,583,532
Other Operating Costs	135,000	194,000	194,000	194,000
Capital Outlay	0	0	0	0
Total:	2,152,204	2,269,430	1,777,532	1,777,532
Personnel Authorized	12.00 FT	10.00FT	11.00FT	11.00FT
Source of Funds:				
General Fund	2,067,204	2,269,430	1,777,532	1,777,532
Cal-MMET	85,000	0	0	0
TOTAL:	2,152,204	2,269,430	1,777,532	1,777,532

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.

	2011	2012	2013	2014	2015 est
Cases assigned	2,948	2,980	2,892	2,941	3,000
Cleared	2,164	1,982	1,919	1,919	2,200
Active	47	57	85	85	100
Inactive	716	925	859	859	890
Part I clearance rate	34%	31%	29%	34%	32%

Personnel Services:

Wages and benefits for (1) sergeant, (4) investigators, (1) narcotics taskforce sergeant, (1) narcotics taskforce officer (1) AB109 taskforce officer (1) police clerk II, and (1) police services technician.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Adjust personnel services.

City of La Verne

Police	Police Reserve Program	2509
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	36,000	32,867	36,259	36,259
Other Operating Costs	6,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	42,000	37,867	41,259	41,259
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	42,000	37,867	41,259	41,259
TOTAL:	42,000	37,867	41,259	41,259

City of La Verne

Police	Police Reserve Program	2509
Department	Cost Center	Cost Center No.

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

	2011	2012	2013	2014	2015 est
# of reserve officers	19	21	18	19	20
Training hours provided as P.O.S.T. standards	1,418	1,206	1,440	1,440	1,479
Reserve officers work hours - Volunteer	5,769	5,960	5,815	4,988	5,215

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

Adjust personnel services.

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	315,656	336,281	328,845	328,845
Other Operating Costs	36,000	36,000	36,000	36,000
Capital Outlay	0	0	0	0
Total:	351,656	372,281	364,845	364,845
Personnel Authorized	2.50 FT	2.50 FT	2.50 FT	2.50 FT
Source of Funds:				
General Fund	267,656	288,281	280,845	280,845
Bonita Unified School District	84,000	84,000	84,000	84,000
TOTAL:	351,656	372,281	364,845	364,845

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

	2011	2012	2013	2014	2015 est
R.S.V.P. volunteer hours	7,225	7,420	7,850	8,771	8,950

Personnel Services:

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

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

Adjust personnel services.

City of La Verne

Police	Supplemental Law Enforcement Fund	2512
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	111,028	116,207	114,249	114,249
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	111,028	116,207	114,249	114,249
Personnel Authorized	.70 FT	.70 FT	.70 FT	.70 FT
Source of Funds:				
General Fund	11,028	16,207	14,249	14,249
State Supplemental Law Enforcement Fund	100,000	100,000	100,000	100,000
TOTAL:	111,028	116,207	114,249	114,249

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

Adjust personnel services.

City of La Verne

Police	Police Asset Forfeiture Account	2514
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

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

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	369,590	289,254	438,496	438,496
Other Operating Costs	350,000	200,000	200,000	200,000
Capital Outlay	176,000	434,800	483,800	483,800
Total:	895,590	924,054	1,122,296	1,122,296
Personnel Authorized	1.50 FT	1.00 FT	1.00 FT	1.00 FT
Source of Funds:				
Asset Forfeiture Fund	739,771	924,054	1,122,296	1,122,296
TOTAL:	739,771	924,054	1,122,296	1,122,296

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:

$7,000 (4) traffic radars
$255,000 Records Management System (.50)
$130,000 Mobile Audio Video system upgrade
$4,300 (3-6) Bank Gun Lockers
$30,000 (6) Motorola Radios and Accessories
$8,500 Electronic key storage system
$40,000 Public Safety Canopy Parking
$9,000 Personal Computers-Dispatch

City Manager Recommendations

Increase personnel services.
Increase capital outlay.

City of La Verne

Police	Information Systems	2519
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

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

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

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

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	104,443	0	0	0
Other Operating Costs	121,000	0	0	0
Capital Outlay	14,000	0	0	0
Total:	237,542	0	0	0
Personnel Authorized	1.00 FT	0.00	0.00	0.00
Source of Funds:				
General Fund	237,542	0	0	0
TOTAL:	237,542	0	0	0

City of La Verne

Police	Information Systems	2519
Department	Cost Center	Cost Center No.

Units of Measure

None.

Personnel Services:

Wages and benefits for (1.00) Information Systems Tech/Specialist.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

City of La Verne

Police	AB 109 Task Force	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 fundng was provided to the 58 Police Chiefs' Associations in the State to address issues with the realignment population. The Funding is only guaranteed in the 2014/2015 fiscal year.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	111,000	111,000	111,000	111,000
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	111,000	111,000	111,000	111,000
Personnel Authorized	0	0	0	0
Source of Funds:				
State Realignment Funds	111,000	111,000	111,000	111,000
TOTAL:	111,000	111,000	111,000	111,000

City of La Verne

Police	AB 109 Task Force	2524
Department	Cost Center	Cost Center No.

Units of Measure

None

Personnel Services:

Overtime wages only

Other Operating Costs and Capital Outlay:

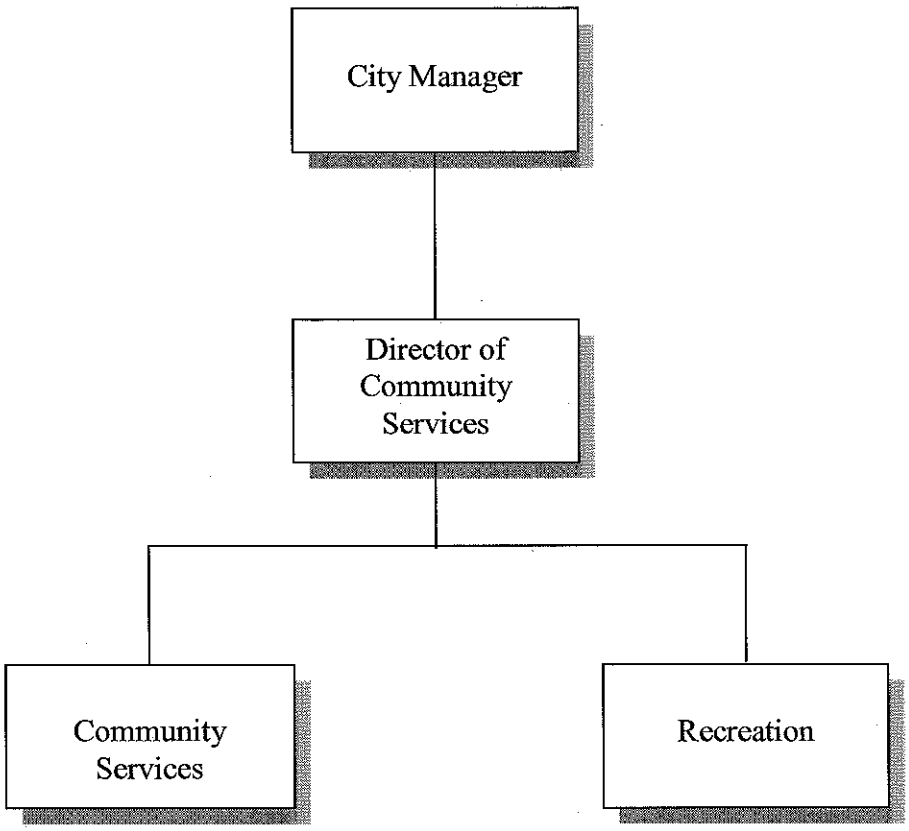
None

City Manager Recommendations

Funding levels as requested

COMMUNITY SERVICES

COMMUNITY SERVICES DEPARTMENT



City of La Verne

BUDGET MESSAGE

2015 - 2016 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 facilities rentals, community special events, and transportation programs.

Funding in this budget will allow the Department to continue offering activities for tiny tots, youth, teens, adults, and senior citizens in a safe and attractive environment. These programs consist of fee and charge classes, 14 department and community special events, excursions, inclusion activities, summer aquatics, adult and youth sports, senior citizen nutrition and over 100 free senior classes. In addition, we will increase funding for clerical staffing in our front office by $10,000 to improve customer service during peak registration periods.

New programs this year include an ice cream social and movie for members of the inclusion community, beginner golf for adults, and "Success through Chess" for youth. In aquatics, additional staff has been hired in preparation for Claremont residents registering for aquatics classes due to the closing of the Claremont city pool.

The Department will continue to analyze programs to ensure we meet our goal of self-sufficiency for all programs and activities.

The Department is slated to complete two Capital Improvement Projects this year: the Open Space Master Plan and the pool replastering. In addition, a request for a new ice machine 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	746,490	872,101	797,994	797,994
Other Operating Costs	625,409	652,650	637,650	637,650
Capital Outlay	26,441	4,500	4,500	4,500
Total:	1,398,340	1,529,251	1,440,144	1,440,144
Personnel Authorized	9.60 including part-time	10.27 including part-time	9.74 including part-time	9.74 including part-time
Source of Funds:				
General Fund	684,690	809,001	699,894	699,894
User Fees				
Recreation Programs	498,000	476,000	481,000	481,000
Facility Rentals	72,350	80,150	88,150	88,150
Aquatics	136,000	156,700	163,700	163,700
Special Events	7,300	7,400	7,400	7,400
TOTAL:	1,398,340	1,529,251	1,440,144	1,440,144

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Community Services Director	.82	.82	.82	.82
Recreation Coordinator (1)	1.80	1.00	1.80	1.80
Community Services Supervisor	.00	.80	.00	.00
Administration Clerk	.00	1.00	.00	.00
TOTAL FULL-TIME	2.62	3.62	2.62	2.62
REGULAR PART-TIME				
Recreation Coordinator	2.85	2.85	2.87	2.87
Recreation Specialist II	1.00	1.00	1.00	1.00
Administrative Clerk II	.33	.00	.00	.00
Administrative Clerk I	1.80	1.80	2.25	2.25
Clerical Assistant	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	6.98	6.65	7.12	7.12
TOTAL POSITIONS	9.60	10.27	9.74	9.74

APPROPRIATIONS

SALARIES & WAGES	630,851	711,103	660,299	660,299
OVERTIME				
BENEFIT COSTS	115,639	160,998	137,695	137,695
TOTAL PERSONNEL SERVICES	746,490	872,101	797,994	797,994

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, programs, and special events 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	218,363	277,792	230,956	230,956
Other Operating Costs	48,000	50,000	50,000	50,000
Capital Outlay	0	0		
Total:	266,363	327,792	280,956	280,956
Personnel Authorized	2.14	2.15	3.47	3.47
Source of Funds:				
General Fund	266,363	327,792	280,956	280,956
TOTAL:	266,363	327,792	280,956	280,956

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:

Adjust personnel services.

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

1 - Offer an adult softball program that includes 8 leagues during the summer and fall seasons.

2 - Offer youth sports programs such as t-ball and youth basketball.

3 - Offer an adult basketball and women's soccer leagues three times per year.

4 - Provide a variety of excursions two times per month for adults and seniors.

5 - Maintain a balance of community services and recreation classes for youth, adults, and seniors.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	222,176	243,394	221,370	221,370
Other Operating Costs	270,500	274,500	259,500	259,500
Capital Outlay	0	0		
Total:	492,676	517,894	480,870	480,870
Personnel Authorized	1.80	2.28	1.98	1.98
Source of Funds:				
General Fund	(5,324)	41,894	(130)	(130)
User Fees				
Fee & Charge Classes	235,000	225,000	225,000	225,000
Preschool	115,000	113,000	113,000	113,000
BHS Program	20,000	20,000	20,000	20,000
Sports Programs	86,000	83,000	83,000	83,000
Excursions	42,000	35,000	40,000	40,000
TOTAL:	492,676	517,894	480,870	480,870

City of La Verne

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

Estimated Units of Measure:

	2014/15			2015/16		
	Activity	Partic.	Revenue	Activity	Partic.	Revenue
Excursions (Family & Adult)	24 Excursions	1,000	$42,000	24 Excursions	1,000	$42,000
Adult Softball	15 Teams	240	$5,000	30 Teams	480	$10,000
T-ball	10 Teams	130	$7,700	6 Teams	70	$5500
Youth Basketball	70 Teams	660	$51,300	70 Teams	660	$51,300
Women's Soccer	16 Teams	320	$9,000	16 Teams	320	$9,000
5 on 5 Basketball	36 Teams	280	$9,000	36 Teams	280	$9,000
City Track Meet	1 Meet	361	0	1 Meet	361	0
Classes	420 Classes	32,000	$230,000	440 Classes	32,000	$235,000
Preschool	8 Classes	162	$115,000	10 Classes	162	$115,000

Personnel Services:

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

Part-time personnel includes specialists, recreation leaders, scorekeepers, and administrative personnel.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Adjust personnel services.
Reduce 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 training for department staff in the area of customer service

4 - Build and develop community minded programs and services to cover all ages - youth, teen, adults, and seniors.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	176,436	204,483	203,109	203,109
Other Operating Costs	124,150	122,150	122,150	122,150
Capital Outlay	4,500	4,500	4,500	4,500
Total:	305,086	331,133	329,759	329,759
Personnel Authorized	4.32	3.85	3.97	3.97
Source of Funds:				
General Fund	232,736	250,983	241,609	241,609
User Fees				
Banners	850	850	850	850
Community Center	50,000	55,000	60,000	60,000
Aquatics Center	9,000	11,500	11,500	11,500
Park Shelters	3,500	4,300	4,300	4,300
Veterans Hall	7,000	7,000	10,000	10,000
Sports Fields	2,000	1,500	1,500	1,500
TOTAL:	305,086	331,133	329,759	329,759

City of La Verne

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

Estimated Units of Measure:

	2014/15		2015/16	
	Rentals	Revenue	Rentals	Revenue
Community Center	40	$60,000	37	$55,000
Veterans Hall	38	$7,000	38	$7,000
Park Rentals	26	$2,200	34	$3,400

Personnel Services:

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

Other Operating Costs and Capital Outlay:

New ice machine at Community Center - $4500

City Manager Recommendations:

Adjust personnel services.

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	118,974	136,056	131,657	131,657
Other Operating Costs	149,059	171,000	171,000	171,000
Capital Outlay	21,941	0	0	0
Total:	289,974	307,056	302,657	302,657
Personnel Authorized	0.3	0.32	0.32	0.32
Source of Funds:				
General Fund	153,974	150,356	138,957	138,957
User Fees				
Aquatics Programs	126,000	141,700	148,700	148,700
Aquatics Rentals	10,000	15,000	15,000	15,000
TOTAL:	289,974	307,056	302,657	302,657

City of La Verne

Community Services	Swimming Pool	6200 Series
Department	Cost Center	Cost Center No.

Estimated Units of Measure:

	2012/13	2013/14	2014/15	2015/16
Swim Lesson Participants	1,168	1,224	1,349	1,360
Recreation Swim Participants	1,540	400	370	1,500
Pool Rentals	22	14	19	20
Swim Team Participants	115	104	194	230
Diving Class Participants	104	104	135	130
Water Aerobic Participants	50	14	40	30
Lap Swim Participants (June to Aug)	132	170	140	150

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Adjust personnel services.

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

1 - Assist in the preparation and development of 4th of July activities.

2 - Assist in preparation and development of the Easter Egg Hunt.

3 - Administer the City's Christmas and Halloween special events.

4 - Provide dances for individuals with special needs.

5 - Provide a recreation guide two times per year, May and December, with various City services and departmental information.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	10,541	10,376	10,902	10,902
Other Operating Costs	33,700	35,000	35,000	35,000
Capital Outlay	0	0	0	0
Total:	44,241	45,376	45,902	45,902
Personnel Authorized	0	0	0	0
Source of Funds:				
General Fund	36,941	37,976	38,502	38,502
User Fees				
Christmas Activities	6,500	7,000	7,000	7,000
Halloween Activities	800	400	400	400
TOTAL:	44,241	45,376	45,902	45,902

City of La Verne

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

Estimated Units of Measure:

	2013/14		2014/15		2015/16	
	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	1 Event	3,200
Dances for Special Needs	4 Events	500	4 Events	500	3 Events	700

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

Personnel Services:

Provides for personnel to operate special events.

Other Operating Costs:

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

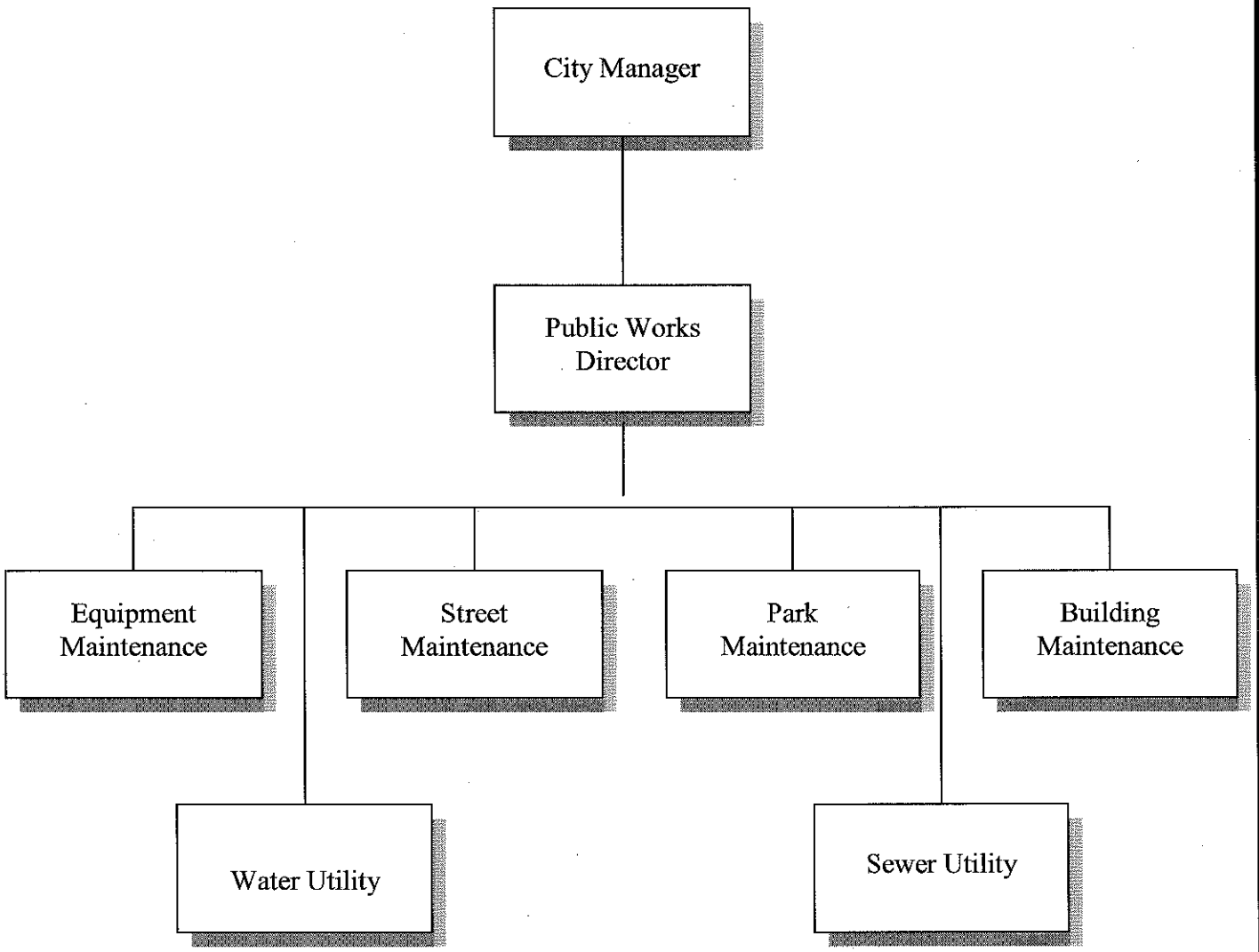
Also provides for printing, design, layout, and postage for the bi-annual Recreation Guide.

City Manager Recommendations:

Adjust personnel services.

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT



BUDGET MESSAGE

2015 - 2016 Fiscal Year

Public Works	4100, 4200, 4300, 4400, 4500, 4700, 5200
Department	Cost Center

Public works provides many essential services necessary for the city to sustain structures and services that promote the welfare and quality of life in our community. Our duty remains one of providing professional, responsive service and unsurpassed maintenance activities. The cost of these services is high and remains a constant challenge to fund every year, particularly road maintenance needs. A significant portion of the increase requested in this budget relates to personnel benefit costs. Other operational increases include imported water purchases, utility services, liability insurance, and contractual refuse service. Although no new positions are requested, a single position upgrade is sought. Our overall budget request remains lean, yet provides the necessary funding to maintain our efforts. The department also continues its responsibility for management of the capital improvement program (CIP), and as expected, is responsible for implementing most of the projects contained in the CIP.

Following is a brief summary of the department's budget request for each operating division:

The **building division** is responsible for maintaining select public buildings including City Hall, City Yard, Public Safety Facility, Fire Station II, Fire Station III, and the Fire Department communications building. The bulk of the operating budget remains dedicated to utility costs, building maintenance and repair, janitorial supplies, and contractual services. This budget request will continue to support basic operational and maintenance services for each facility.

The **street maintenance division** has responsibility for maintenance and repair of the city's rights-of-way and related facilities including the city's streets, sidewalks, curbs, gutters, storm drain system, and traffic signals. The division also provides street sweeping services, graffiti abatement, and contract refuse management, which accounts for three-quarters of this division's growth. The street maintenance budget also funds street lighting costs and a numerous environmental programs. This budget request adequately funds required systems such as traffic signal operations and street lighting; however, it only requests support necessary to maintain our previous levels of effort regarding maintenance activities. The division continues to be under funded in this regard and will focus its attention on managing risks and protecting those facilities in fair or better condition. The division also intends to carry on its pursuit of outside dollars to fund much needed maintenance and infrastructure improvements.

The **water division** is responsible for operation and maintenance of the city's water utility. Wholesale water purchases, power costs, chemicals, contractual maintenance services, liability insurance, and permit fees are the major expenditures within this budget. Our focal point once again, will be the reliable delivery of high quality water at the lowest cost. Beyond this, we will direct our attention at increased water use efficiency and conservation programs.

The **sewer division** is responsible for both sanitary and storm sewer maintenance and operations. The division maintains as its primary objective the health and welfare of the community and meets this goal through the sound sanitary and storm sewer maintenance programs. The majority of this budget is dedicated to personnel and equipment necessary to achieve the objective. This division is also responsible for implementation of the National Pollutant Discharge Elimination System (NPDES) permit. This compliance effort represents 85% of the total budget increase within 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. The operating budget is generally dedicated to fuel, auto parts, software support, permitting, and liability insurance. We seek to elevate an existing position in this budget to provide more responsible support to division operations and the fleet manager. The budget also includes a significant capital outlay for new, replacement vehicles and equipment.

The **park maintenance division** has responsibility for the maintenance of all city owned landscape areas and numerous Landscape Maintenance Assessment Districts (LMDs). The bulk of this budget is directed at equipment, contractual maintenance services, landscape products such as seeds, fertilizers and other chemicals, sports field lighting, liability insurance, and irrigation supplies. The coming year will present a significant challenge to the division as we expect water use in all landscaped areas to be reduced. Required services in many of the LMDs are also expected to exceed their respective revenues, thus forcing greater conservation efforts or reductions in service.

As always, the public works department strives to deliver the best possible service in the most cost effective manner. Our dedicated staff is remains committed to this effort and our community's needs.

City of La Verne

Public Works	Department Summary	4100 thru 4500, 4700, & 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	4,573,171	4,841,219	4,671,814	4,671,814
Other Operating Costs	14,090,521	14,757,846	14,265,685	14,265,685
Capital Outlay	904,211	566,000	510,600	510,600
Total:	19,567,903	20,165,065	19,448,099	19,448,099
Personnel Authorized	47.54	47.54	47.54	47.54
Source of Funds:				
General Fund	4,211,778	4,375,296	4,059,658	4,059,658
Gas Tax	350,000	350,000	376,000	376,000
Water Fund	9,411,587	9,423,078	9,362,642	9,362,642
Sewer Fund	1,111,407	1,287,666	1,259,506	1,259,506
Equipment Fund	1,793,681	1,735,500	1,723,851	1,723,851
Refuse & Recycling	2,295,645	2,563,369	2,235,908	2,235,908
Landscape Assessment Districts	393,805	430,156	430,534	430,534
TOTAL:	19,567,903	20,165,065	19,448,099	19,448,099

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Department Summary	4100 thru 4500, 4700 & 5200 Series
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	1.00	1.00	1.00	1.00
Public Works Manager	1.00	1.00	1.00	1.00
Maintenance Manager	1.00	1.00	1.00	1.00
Utility Manager	1.00	1.00	1.00	1.00
Administrative Clerk II	1.00	1.00	1.00	1.00
Maintenance Supervisor (Street/Parks)	2.00	2.00	2.00	2.00
Water Maint. Supervisor	1.00	1.00	1.00	1.00
Utility Supervisor	1.00	1.00	1.00	1.00
Maintenance Leadworker	3.00	3.00	3.00	3.00
Equipment Operator	1.00	1.00	1.00	1.00
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Worker I/II/III	16.84	16.84	16.84	16.84
Customer Service Rep. I/II	6.00	6.00	6.00	6.00
Fleet Superintendent	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	3.00	3.00	3.00	3.00
Water Systems Specialist	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Information Systems Manager	0.35	0.35	0.35	0.35
Accountant	0.35	0.35	0.35	0.35
Account Clerk I/II/III	0.50	0.50	0.50	0.50
Auto Parts Technician	1.00	0.50	0.50	0.50
Administrative Analyst	0.00	0.50	0.50	0.50
TOTAL FULL-TIME	46.04	46.04	46.04	46.04
REGULAR PART-TIME				
Administrative Clerk I	1.00	1.00	1.00	1.00
Account Clerk I	0.50	0.50	0.50	0.50
TOTAL REG. PART-TIME	1.50	1.50	1.50	1.50
TOTAL POSITIONS	47.54	47.54	47.54	47.54

APPROPRIATIONS

SALARIES & WAGES	2,795,883	2,781,019	2,772,730	2,772,730
OVERTIME	120,000	141,923	141,923	141,923
BENEFIT COSTS	1,657,288	1,918,277	1,757,161	1,757,161
TOTAL PERSONNEL SERVICES	4,573,171	4,841,219	4,671,814	4,671,814

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	73,700	77,144	74,898	74,898
Other Operating Costs	305,648	324,450	324,450	324,450
Capital Outlay	16,000	16,000	16,000	16,000
Total:	379,348	417,594	415,348	415,348
Personnel Authorized	0.68	0.68	0.68	0.68
Source of Funds:				
General Fund	379,348	417,594	415,348	415,348
TOTAL:	379,348	417,594	415,348	415,348

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Building Summary	4100 SERIES
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.03	.03	.03	.03
Maintenance Manager	.10	.10	.10	.10
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Leadworker	.05	.05	.05	.05
Maintenance Worker I/II/III	.40	.40	.40	.40
TOTAL FULL-TIME	0.68	0.68	0.68	0.68
REGULAR PART-TIME	0.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	0.68	0.68	0.68	0.68

APPROPRIATIONS

SALARIES & WAGES	45,174	44,414	44,414	44,414
OVERTIME	2,000	2,027	2,027	2,027
BENEFIT COSTS	26,526	30,703	28,457	28,457
TOTAL PERSONNEL SERVICES	73,700	77,144	74,898	74,898

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	23,758	24,227	23,800	23,800
Other Operating Costs	4,600	4,800	4,800	4,800
Capital Outlay	0	0	0	0
Total:	28,358	29,027	28,600	28,600
Personnel Authorized	.13	.13	.13	.13
Source of Funds:				
General Fund	28,358	29,027	28,600	28,600
TOTAL:	28,358	29,027	28,600	28,600

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 centers 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

City of La Verne

Public Works	Building Maintenance	4102
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	49,942	52,917	51,098	51,098
Other Operating Costs	301,048	319,650	319,650	319,650
Capital Outlay	0	16,000	16,000	16,000
Total:	350,990	388,567	386,748	386,748
Personnel Authorized	0.55	0.55	0.55	0.55
Source of Funds:				
General Fund	350,990	388,567	386,748	386,748
TOTAL:	350,990	388,567	386,748	386,748

City of La Verne

Public Works	Building Maintenance	4102
Department	Cost Center	Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimated 2015-16
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)	68	65	65	65
Solar Panels (kv)	N/A	N/A	70	70

Personnel Services:

To provide a proportional share of wages, benefits, and other costs for the Maintenance Manager, Maintenance Leadworker, and Maintenance Workers I/II/III.

Other Operating Costs and Capital Outlay:

Provides for routine operation and maintenance costs including utilities, service contracts, supplies, and other essential costs.

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Restroom Fixtures	16,000	16,000	16,000
TOTAL:	16,000	16,000	16,000

City Manager Recommendations

Adjust personnel services

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	731,620	768,974	736,815	736,815
Other Operating Costs	4,023,478	4,387,356	3,895,195	3,895,195
Capital Outlay	209,016	147,000	82,000	82,000
Total:	4,964,114	5,303,330	4,714,010	4,714,010
Personnel Authorized	7.63	7.63	7.63	7.63
Source of Funds:				
Refuse & Recycling	2,295,645	2,563,369	2,235,908	2,235,908
General	2,318,469	2,389,961	2,102,102	2,102,102
Gas Tax	350,000	350,000	376,000	376,000
TOTAL:	4,964,114	5,303,330	4,714,010	4,714,010

City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.05	.05	.05	.05
Public Works Manager	.25	.25	.25	.25
Maintenance Manager	.53	.53	.53	.53
Maintenance Supervisor	.75	.75	.75	.75
Maintenance Leadworker	.85	.85	.85	.85
Maintenance Worker I/II/III	4.20	4.20	4.20	4.20
Equipment Operator	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	7.63	7.63	7.63	7.63
REGULAR PART-TIME	0.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	7.63	7.63	7.63	7.63

APPROPRIATIONS

SALARIES & WAGES	435,056	425,011	425,011	425,011
OVERTIME	18,000	18,247	18,247	18,247
BENEFIT COSTS	278,564	325,716	293,557	293,557
TOTAL PERSONNEL SERVICES	731,620	768,974	736,815	736,815

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	112,756	117,751	115,670	115,670
Other Operating Costs	384,189	391,755	376,755	376,755
Capital Outlay	0	0	0	0
Total:	496,945	509,506	492,425	492,425
Personnel Authorized	.68	.68	.68	.68
Source of Funds: General Fund	496,945	509,506	492,425	492,425
TOTAL:	496,945	509,506	492,425	492,425

City of La Verne

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

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services
Reduce Other Operating Costs

City of La Verne

Public Works	Waste & Recycling	4202
Department	Cost Center	Cost Center No.

Long-Term Objectives:

1. Cost effective management of the city's contract refuse and recycling programs.
2. Compliance with AB 939, the Integrated Waste Management Act of 1989, that requires all jurisdictions in California to divert 50% of their waste stream from landfills.

Operational Plans:

1. Continue development and implementation of programs to comply with mandated AB 939 requirements.
2. Public outreach and education.
3. Oversight and management of refuse contract.
4. Management of used oil and hazardous waste recycling programs.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	15,678	16,208	15,908	15,908
Other Operating Costs	2,279,967	2,547,161	2,220,000	2,220,000
Capital Outlay	0	0	0	0
Total:	2,295,645	2,563,369	2,235,908	2,235,908
Personnel Authorized	.10	.10	.10	.10
Source of Funds:				
Refuse and Recycling	2,295,645	2,563,369	2,235,908	2,235,908
TOTAL:	2,295,645	2,563,369	2,235,908	2,235,908

City of La Verne

Public Works	Waste & Recycling	4202
Department	Cost Center	Cost Center No.

Units of Measure	2012-13	2013-14	2014-15	Estimated 2015-16
Number of Participants by size of refuse container:				
96-gallon	2,477	2,491	2,496	2,500
64-gallon	4,867	4,882	4,892	4,900
35-gallon	2,038	2,023	2,004	2,000
Refuse Disposal (tons)	24,056	24,313	24,221	25,000
Recycling/Diversion (tons)	10,632	10,583	11,340	11,000
Green Waste Diversion (tons)	6,186	6,410	6,000	6,000
Residential Waste Stream Diversion	47%	48%	47%	48%
Used Oil Recycled - curbside (gallons)	240	156	151	200
Used Oil Recycled - collection center	6,300	6,300	6,300	6,300
Used Oil Filters Recycled	1,500	1,500	1,500	1,500
Syringe Recycling - Participants	500 *	308	301	300
Christmas Trees Recycled (tons)	110	110	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 Public Works Manager.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services
Reduce Other Operating Costs

City of La Verne

Public Works	Street Maintenance	4203
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	457,022	476,480	460,262	460,262
Other Operating Costs	738,122	789,225	639,225	639,225
Capital Outlay	209,016	2,000	2,000	2,000
Total:	1,404,160	1,267,705	1,101,487	1,101,487
Personnel Authorized	5.25	5.25	5.25	5.25
Source of Funds:				
General Fund	1,054,160	917,705	725,487	725,487
Gas Tax	350,000	350,000	376,000	376,000
TOTAL:	1,404,160	1,267,705	1,101,487	1,101,487

City of La Verne

Public Works	Street Maintenance	4203
Department	Cost Center	Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimated 2015-16
Streets to Maintain (Miles)	98	98	98	98
Patch AC Surface (Sq. Ft.)	160,000	160,000	160,000	167,000
Repair/Const. Concrete (Sq. Ft.)	45,000	45,000	45,000	39,500
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:

	Department Request	Manager Recommended	Council Approved
Emergency Preparedness Supplies	2,000	2,000	2,000
TOTAL:	2,000	2,000	2,000

City Manager Recommendations

Adjust personnel services
Reduce Other Operating Costs

City of La Verne

Public Works	Street Lighting and Sweeping	4204
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	104,104	112,779	100,914	100,914
Other Operating Costs	602,600	640,615	640,615	640,615
Capital Outlay	0	145,000	80,000	80,000
Total:	706,704	898,394	821,529	821,529
Personnel Authorized	1.10	1.10	1.10	1.10
Source of Funds:				
General Fund	706,704	898,394	821,529	821,529
TOTAL:	706,704	898,394	821,529	821,529

City of La Verne

Public Works	Street Lighting and Sweeping	4204
Department	Cost Center	Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimated 2015-16
Street Sweeping (annual curb mi.)	7,239	7,200	7,200	7,200
Street Signs (ea.)	26,300	26,300	26,300	26,300
Street Lights	2,750	2,750	2,750	2,750
Traffic Signals	22	22	22	24

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Sweeper Replacement - CNG Upcharge	145,000	80,000	80,000
TOTAL:	145,000	80,000	80,000

City Manager Recommendations

Adjust personnel services
Reduce Capital Outlay

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	42,060	45,756	44,061	44,061
Other Operating Costs	18,600	18,600	18,600	18,600
Capital Outlay	0	0	0	0
Total:	60,660	64,356	62,661	62,661
Personnel Authorized	.50	.50	.50	.50
Source of Funds:				
General Fund	60,660	64,356	62,661	62,661
TOTAL:	60,660	64,356	62,661	62,661

City of La Verne

Public Works	Graffiti Removal	4205
Department	Cost Center	Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimated 2015-16
No. of Removals - Public Property	168	42	171	70
Graffiti Removed (Sq. Ft.)	2,778	1,008	3,031	1,500
No. of Removals - Private Property	47	1	40	40
Graffiti Removed (Sq. Ft.)	1,683	216	2,100	2,000

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:

	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 Summary	4300 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,768,333	1,847,378	1,782,842	1,782,842
Other Operating Costs	7,490,104	7,575,700	7,575,700	7,575,700
Capital Outlay	153,150	0	4,100	4,100
Total:	9,411,587	9,423,078	9,362,642	9,362,642
Personnel Authorized	18.50	18.50	18.50	18.50
Source of Funds: Water Fund	9,411,587	9,423,078	9,362,642	9,362,642
TOTAL:	9,411,587	9,423,078	9,362,642	9,362,642

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Water Summary	4300 SERIES
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.45	.45	.45	.45
Public Works Manager	.35	.35	.35	.35
Utilities Manager	.70	.70	.70	.70
Wtr/Sewer Maint. Supervisor	.75	.75	.75	.75
Utility Supervisor	.50	.50	.50	.50
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Leadworker	.65	.65	.65	.65
Maintenance Worker I/II/III	3.90	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
Account Clerk I/II/III	.25	.25	.25	.25
Management Analyst	.50	.50	.50	.50
Water System Specialist	1.00	1.00	1.00	1.00
Administrative Clerk II	.60	.60	.60	.60
Accountant	.20	.20	.20	.20
TOTAL FULL-TIME	17.60	17.60	17.60	17.60
REGULAR PART-TIME				
Administrative Clerk I	.60	.60	.60	.60
Account Clerk I	.30	.30	.30	.30
TOTAL REG. PART-TIME	0.90	0.90	0.90	0.90
TOTAL POSITIONS	18.50	18.50	18.50	18.50

APPROPRIATIONS

SALARIES & WAGES	1,067,614	1,071,667	1,065,646	1,065,646
OVERTIME	56,250	57,023	57,023	57,023
BENEFIT COSTS	644,469	718,688	660,173	660,173
TOTAL PERSONNEL SERVICES	1,768,333	1,847,378	1,782,842	1,782,842

City of La Verne

Public Works	Water Administration	4301
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To effectively administer the functions of the Water Division.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	353,088	354,914	348,755	348,755
Other Operating Costs	392,359	375,000	375,000	375,000
Capital Outlay	20,000	0	0	0
Total:	765,447	729,914	723,755	723,755
Personnel Authorized	2.80	2.80	2.80	2.80
Source of Funds:				
Water Fund	765,447	729,914	723,755	723,755
TOTAL:	765,447	729,914	723,755	723,755

City of La Verne

Public Works	Water Administration	4301
Department	Cost Center	Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
	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	349,573	386,859	374,185	374,185
Other Operating Costs	6,644,145	6,669,600	6,669,600	6,669,600
Capital Outlay	0	0	0	0
Total:	6,993,718	7,056,459	7,043,785	7,043,785
Personnel Authorized	3.25	3.25	3.25	3.25
Source of Funds:				
Water Fund	6,993,718	7,056,459	7,043,785	7,043,785
TOTAL:	6,993,718	7,056,459	7,043,785	7,043,785

City of La Verne

Public Works	Water Production	4302
Department	Cost Center	Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimated 2015-16
Water Purchased (acre feet)	6,084	6,019	6,100	6,200
Water Production (acre feet)	2,364	2,426	2,100	1,800
Number of Wells Operated	9	9	9	9
Number of Reservoirs Maintained	13	13	13	13
Pump Stations	10	10	10	10
Hydropneumatic Stations	1	1	1	1
Water Quality Samples	N/A	2143	2150	2150

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	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 Transmission/Distribution	4304
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Efficient and continuous delivery of water through the distribution grid.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	489,222	524,506	507,107	507,107
Other Operating Costs	240,750	301,750	301,750	301,750
Capital Outlay	130,000	0	0	0
Total:	859,972	826,256	808,857	808,857
Personnel Authorized	5.05	5.05	5.05	5.05
Source of Funds:				
Water Fund	859,972	826,256	808,857	808,857
TOTAL:	859,972	826,256	808,857	808,857

City of La Verne

Public Works	Water Transmission/Distribution	4304
Department	Cost Center	Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimated 2015-16
Mainline Repairs (ea.)	5	6	4	5
Service Lines Repaired	4	6	6	6
Service Lines Replaced (ea.)	51	36	15	20
Meter Leaks (ea.)	11	8	5	5
Emergency Responses/Call-outs	59	69	80	85
Mainline Valve Repair/Replace	19	9	8	12

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works	Water Customer Service	4314
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	576,450	581,099	552,795	552,795
Other Operating Costs	212,850	229,350	229,350	229,350
Capital Outlay	3,150	0	4,100	4,100
Total:	792,450	810,449	786,245	786,245
Personnel Authorized	6.50	6.50	6.50	6.50
Source of Funds:				
Water Fund	792,450	810,449	786,245	786,245
TOTAL:	792,450	810,449	786,245	786,245

City of La Verne

Public Works	Water Customer Service	4314
Department	Cost Center	Cost Center No.

Units of Measure	2012-13	2013-14	2014-2015	Estimated 2015-16
Water Utility Accounts	8,614	8,375	8,500	8,589
Water Billings	52,232	48,723	48,500	51,131
Late Notices	8,464	8,577	8,600	8,752
Delinquent Turn-off Notices	2,104	1,732	1,800	1,706
Discontinued for Nonpayment	289	260	300	283
Applications Processed	594	651	650	655
Closing Bills Processed	620	638	625	623
Field Checks	2,358	1,062	1,500	1,169
Customer Questions/Complaints	2,163	2,340	2,400	2,600
Meter Change-outs	500	200	400	235
Online Bill Pay Accounts	N/A	2,700	3,200	3,374

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Computer Equipment	0	4,100	4,100
TOTAL:	0	4,100	4,100

City Manager Recommendations

Adjust personnel services
Increase Capital Outlay

City of La Verne

Public Works	Storm & Sanitary Sewer Summary	4400 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	742,659	788,846	759,186	759,186
Other Operating Costs	344,598	497,820	497,820	497,820
Capital Outlay	24,150	1,000	2,500	2,500
Total:	1,111,407	1,287,666	1,259,506	1,259,506
Personnel Authorized	7.35	7.35	7.35	7.35
Source of Funds:				
Sewer Utility Fund	1,111,407	1,287,666	1,259,506	1,259,506
TOTAL:	1,111,407	1,287,666	1,259,506	1,259,506

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Storm & Sanitary Sewer Summary	4400 SERIES
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.25	.25	.25	.25
Public Works Manager	.35	.35	.35	.35
Maintenance Manager	.25	.25	.25	.25
Utility Manager	.30	.30	.30	.30
Wtr./Sewer Maint. Supervisor	.25	.25	.25	.25
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Worker I/II/III	2.40	2.40	2.40	2.40
Administrative Clerk II	.30	.30	.30	.30
Maintenance Leadworker	.45	.45	.45	.45
Utility Supervisor	.50	.50	.50	.50
Customer Service Rep. I/II	.45	.45	.45	.45
Management Analyst	.50	.50	.50	.50
Information Systems Manager	.15	.15	.15	.15
Account Clerk I/II/II	.25	.25	.25	.25
Accountant	.15	.15	.15	.15
TOTAL FULL-TIME	6.65	6.65	6.65	6.65
REGULAR PART-TIME				
Administrative Clerk I	.40	.40	.40	.40
Account Clerk I	.30	.30	.30	.30
TOTAL REG. PART-TIME	0.70	0.70	0.70	0.70
TOTAL POSITIONS	7.35	7.35	7.35	7.35

APPROPRIATIONS

SALARIES & WAGES	466,378	469,016	466,748	466,748
OVERTIME	18,750	19,008	19,008	19,008
BENEFIT COSTS	257,531	300,822	273,430	273,430
TOTAL PERSONNEL SERVICES	742,659	788,846	759,186	759,186

City of La Verne

Public Works	Storm & Sanitary Sewer Administration	4401
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To effectively administer the functions of the sewer utility.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	461,693	487,969	468,119	468,119
Other Operating Costs	205,598	198,300	198,300	198,300
Capital Outlay	23,150	0	1,500	1,500
Total:	690,441	686,269	667,919	667,919
Personnel Authorized	3.75	3.75	3.75	3.75
Source of Funds:				
Sewer Utility Fund	690,441	686,269	667,919	667,919
TOTAL:	690,441	686,269	667,919	667,919

City of La Verne

Public Works	Storm & Sanitary Sewer Administration	4401
Department	Cost Center	Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Computers	0	1,500	1,500
TOTAL:	0	1,500	1,500

City Manager Recommendations

Adjust personnel services
Increase Capital Outlay

City of La Verne

Public Works	Storm & Sanitary Sewer System Maintenance	4402
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Effectively maintain the City's sewer collection system and pumping stations to minimize overflow potential. This includes inspecting mainlines for fats, oil and grease, root intrusion, and mainline off sets.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	280,966	300,877	291,067	291,067
Other Operating Costs	139,000	299,520	299,520	299,520
Capital Outlay	1,000	1,000	1,000	1,000
Total:	420,966	601,397	591,587	591,587
Personnel Authorized	2.90	2.90	2.90	2.90
Source of Funds:				
Sewer Utility Fund	420,966	601,397	591,587	591,587
TOTAL:	420,966	601,397	591,587	591,587

City of La Verne

Public Works	Storm & Sanitary Sewer System Maintenance	4402
Department	Cost Center	Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Estimated 2015-16
Pipe Cleaned (in feet)	300,000	450,000	450,000	450,000
Pipe Videotaped (in feet)	300,000	350,000	350,000	350,000
Dye Checks	17 *	4	2	3
Emergency Calls	3	4	3	3
Catch Basins Cleaned (ea.)	532	532	532	532
Pipe Roots Foamed (in feet)	30,000	30,000	30,000	31,000

*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:

	Department Request	Manager Recommended	Council Approved
Emergency Preparedness Supplies	1,000	1,000	1,000
TOTAL:	1,000	1,000	1,000

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works	Equipment Maintenance Summary	4500 Series
Department	Cost Center	Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	553,386	590,701	575,052	575,052
Other Operating Costs	763,900	758,799	758,799	758,799
Capital Outlay	476,395	386,000	390,000	390,000
Total:	1,793,681	1,735,500	1,723,851	1,723,851
Personnel Authorized	5.20	5.20	5.20	5.20
Source of Funds:				
Equipment Fund	1,793,681	1,735,500	1,723,851	1,723,851
TOTAL:	1,793,681	1,735,500	1,723,851	1,723,851

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Equipment Maintenance Summary	4500 SERIES
Department	Cost Center	Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.10	.10	.10	.10
Fleet Superintendent	1.00	1.00	1.00	1.00
Equipment Mechanic I	1.00	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00	2.00
Parts Technician	1.00	.50	.50	.50
Administrative Clerk II	.10	.10	.10	.10
Administrative Analyst	.00	.50	.50	.50
TOTAL FULL-TIME	5.20	5.20	5.20	5.20
REGULAR PART-TIME	0.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	5.20	5.20	5.20	5.20

APPROPRIATIONS

SALARIES & WAGES	339,275	343,884	343,884	343,884
OVERTIME	25,000	25,343	25,343	25,343
BENEFIT COSTS	189,111	221,474	205,825	205,825
TOTAL PERSONNEL SERVICES	553,386	590,701	575,052	575,052

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 operation.

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	211,168	232,533	227,757	227,757
Other Operating Costs	135,350	138,199	138,199	138,199
Capital Outlay	476,395	386,000	390,000	390,000
Total:	822,913	756,732	755,956	755,956
Personnel Authorized	1.60	1.60	1.60	1.60
Source of Funds:				
Equipment Fund	822,913	756,732	755,956	755,956
TOTAL:	822,913	756,732	755,956	755,956

City of La Verne

Public Works	Equipment Administration	4501
Department	Cost Center	Cost Center No.

Units of Measure

	2012-13	2013-14	2014-15	Projected 2015-16
Motor Pool	203	204	206	206
Motorcycles	2	2	2	2
Fire Dept	15	15	16	16
Total	220	221	224	224

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommendation	Council Approved
Equipment Replacement (See Schedule)	386,000	386,000	386,000
Rugged Laptop	0	4,000	4,000
TOTAL:	386,000	390,000	390,000

City Manager Recommendations

Adjust personnel services
Increase Capital Outlay

City of La Verne

2015-2016

AUTOMOTIVE AND WORK EQUIPMENT REPLACEMENT

I.D.#	DESCRIPTION REASON FOR REPLACEMENT	USER DEPT.	ESTIMATED RESALE VALUE	DEPARTMENT REQUEST	MANAGER REC.	COUNCIL APPROVED
2025	2001 Ford F-350 High operating costs, too large for intended use.	Parks Dept.	$1,800.00	$34,000.00	$34,000.00	$34,000.00
2075	2003 Ford F-150 Excessive mileage and high maintenance costs.	Water Dept.	$1,200.00	$26,500.00	$26,500.00	$26,500.00
2095	2000 Ford F-250 Excessive mileage and high maintenance costs.	Street Dept.	$1,200.00	$25,500.00	$25,500.00	$25,500.00
2102	2003 Tymco Street Sweeper* High operating and maintenance costs, out-dated, high emission diesel engines.	Street Dept.	$4,500.00	$180,000.00	$180,000.00	$180,000.00
3193	2010 Ford Crown Victoria Excessive mileage, due for replacement	Police	$1,200.00	$40,000.00	$40,000.00	$40,000.00
3194	2010 Ford Crown Victoria Excessive mileage, due for replacement	Police	$1,200.00	$40,000.00	$40,000.00	$40,000.00
3195	2010 Ford Crown Victoria Excessive mileage, due for replacement	Police	$1,200.00	$40,000.00	$40,000.00	$40,000.00
	TOTAL			$386,000.00	$386,000.00	$386,000.00

*Actual replacement cost for street sweeper #2102 is $325,000. $145,000 to be funded by user dept.

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	105,981	99,223	95,939	95,939
Other Operating Costs	59,400	57,400	57,400	57,400
Capital Outlay	0	0	0	0
Total:	165,381	156,623	153,339	153,339
Personnel Authorized	1.30	1.30	1.30	1.30
Source of Funds:				
Equipment Fund	165,381	156,623	153,339	153,339
TOTAL:	165,381	156,623	153,339	153,339

City of La Verne

Public Works	Preventative Maintenance	4502
Department	Cost Center	Cost Center No.

Units of Measure

STAFF HOURS TO SERVICE CITY EQUIPMENT

Group	2012-13	2013-14	2014-15	Estimated 2015-16
Police Vehicles	899	951	827	700
Fire Equipment	562	699	608	515
Staff Vehicles	253	112	97	82
Maintenance Trucks	449	421	365	309
Heavy Equipment	505	475	414	350
Miscellaneous	56	84	73	62
Work for Others*	84	56	49	41

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	236,237	258,945	251,356	251,356
Other Operating Costs	569,150	563,200	563,200	563,200
Capital Outlay	0	0	0	0
Total:	805,387	822,145	814,556	814,556
Personnel Authorized	2.30	2.30	2.30	2.30
Source of Funds:				
Equipment Fund	805,387	822,145	814,556	814,556
TOTAL:	805,387	822,145	814,556	814,556

City of La Verne

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

Units of Measure

STAFF HOURS TO REPAIR CITY EQUIPMENT

Group	2012-13	2013-14	2014-15	Estimated 2015-16
Police Vehicles	787	985	1076	1033
Fire Equipment	865	1064	1163	1206
Staff Vehicles	78	80	86	86
Maintenance Trucks	668	709	775	732
Heavy Equipment	943	788	861	904
Miscellaneous	79	79	86	129
Work for Others	511	236	258	215

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

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

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	661,784	725,148	701,008	701,008
Other Operating Costs	810,677	825,200	825,200	825,200
Capital Outlay	25,500	16,000	16,000	16,000
Total:	1,497,961	1,566,348	1,542,208	1,542,208
Personnel Authorized	7.92	7.92	7.92	7.92
Source of Funds:				
General Fund	1,497,961	1,566,348	1,542,208	1,542,208
TOTAL:	1,497,961	1,566,348	1,542,208	1,542,208

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	5.84	5.84	5.84	5.84
Director of Public Works	.05	.05	.05	.05
Public Works Manager	.05	.05	.05	.05
Maintenance Manager	.05	.05	.05	.05
TOTAL FULL-TIME	7.92	7.92	7.92	7.92
REGULAR PART-TIME				
TOTAL REG. PART-TIME	.00	.00	.00	.00
TOTAL POSITIONS	7.92	7.92	7.92	7.92

APPROPRIATIONS

SALARIES & WAGES	413,970	398,930	398,930	398,930
OVERTIME	0	20,275	20,275	20,275
BENEFIT COSTS	247,814	305,943	281,803	281,803
TOTAL PERSONNEL SERVICES	661,784	725,148	701,008	701,008

City of La Verne

Public Works	Park Administration	4701
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	27,822	28,725	28,206	28,206
Other Operating Costs	43,900	58,400	58,400	58,400
Capital Outlay	0	0	0	0
Total:	71,722	87,125	86,606	86,606
Personnel Authorized	0.15	0.15	0.15	0.15
Source of Funds:				
General Fund	71,722	87,125	86,606	86,606
TOTAL:	71,722	87,125	86,606	86,606

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 centers 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 Manager and Public Works Manager.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works	Park Maintenance	4702
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	475,097	519,401	501,695	501,695
Other Operating Costs	539,177	540,900	540,900	540,900
Capital Outlay	25,500	16,000	16,000	16,000
Total:	1,039,774	1,076,301	1,058,595	1,058,595
Personnel Authorized	5.87	5.87	5.87	5.87
Source of Funds:				
General Fund	1,039,774	1,076,301	1,058,595	1,058,595
TOTAL:	1,039,774	1,076,301	1,058,595	1,058,595

City of La Verne

Public Works	Parks Maintenance	4702
Department	Cost Center	Cost Center No.

Units of Measure:

	2012-13	2013-14	2014-15	Estimated 2015-16
Picnic & Play Equipment Repaired	70	10	10	7
Acres of Grass Mowed	1,957	2,627	3,000	3,000
Linear Feet of Edging	416,450	416,450	416,450	416,450
Acres of Planter Area Maintained	414	414	414	414

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Restroom Fixtures	16,000	16,000	16,000
TOTALS:	16,000	16,000	16,000

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works	Tree Maintenance	4703
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	158,865	177,022	171,107	171,107
Other Operating Costs	227,600	225,900	225,900	225,900
Capital Outlay	0	0	0	0
Total:	386,465	402,922	397,007	397,007
Personnel Authorized	1.90	1.90	1.90	1.90
Source of Funds:				
General Fund	386,465	402,922	397,007	397,007
TOTAL:	386,465	402,922	397,007	397,007

City of La Verne

Public Works	Tree Maintenance	4703
Department	Cost Center	Cost Center No.

Units of Measure:

	2012-13	2013-14	2014-15	Estimated 2015-16
Number of Trees Planted	4	4	5	22
Number of Trees Removed	40	38	40	65
Number of Trees Pruned*	2,225	1,643	1,550	1,900
Number of Trees Root-pruned	50	10	10	0

*Currently in fourth 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:

Provides for contractual maintenance services, tools and equipment rental.

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	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	41,689	43,028	42,013	42,013
Other Operating Costs	352,116	388,521	388,521	388,521
Capital Outlay	0	0	0	0
Total:	393,805	431,549	430,534	430,534
Personnel Authorized	0.26	0.26	0.26	0.26
Source of Funds:				
Maint. Assessment Districts	382,907	419,762	420,349	420,349
Maint. District 84-1M	10,898	10,394	10,185	10,185
General Fund	0	1,393	1,393	1,393
TOTAL:	393,805	431,549	430,534	430,534

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works	Maintenance Assessment Districts Summary	5200 Series
Department	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
REGULAR PART-TIME	.00	.00	.00	.00
TOTAL REG. PART-TIME	.00	.00	.00	.00
TOTAL POSITIONS	0.26	0.26	0.26	0.26

APPROPRIATIONS

SALARIES & WAGES	28,416	28,097	28,097	28,097
OVERTIME	0	0	0	0
BENEFIT COSTS	13,273	14,931	13,916	13,916
TOTAL PERSONNEL SERVICES	41,689	43,028	42,013	42,013

City of La Verne

Public Works/Maint. Assessment Districts	Esperanza Assessment District No. 84-1M	5201
Department	Cost Center	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	5,598	5,994	5,785	5,785
Other Operating Costs	5,300	4,400	4,400	4,400
Capital Outlay	0	0	0	0
Total:	10,898	10,394	10,185	10,185
Personnel Authorized	.05	.05	.05	.05
Source of Funds:				
Maint. District 84-1M	10,898	10,394	10,185	10,185
TOTAL:	10,898	10,394	10,185	10,185

City of La Verne

Public Works/Maint. Assessment Districts	Esperanza Assessment District No. 84-1M	5201
Department	Cost Center	Cost Center No.

Units of Measure	2012-13	2013-14	2014-15	Estimated 2015-16
Inspections	12	12	12	12
Sq. Foot Slopes Maintained	394,711	394,711	394,711	394,711
Ln. Feet Drains Maintained	14,858	14,858	14,858	14,858
Sq. Foot Rip Rap	7,900	7,900	7,900	7,900

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint. Assessment Districts	First Street & Fulton Road Assessment District 6, Zone 2	5202
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally 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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,936	370	363	363
Other Operating Costs	3,200	3,210	3,210	3,210
Capital Outlay	0	0	0	0
Total:	5,136	3,580	3,573	3,573
Personnel Authorized	.0021	.0021	.0021	.0021
Source of Funds:				
Maint. Assessment District	5,136	3,580	3,573	3,573
TOTAL:	5,136	3,580	3,573	3,573

City of La Verne

Public Works/Maint. Assessment Districts	First Street & Fulton Road Assessment District 6, Zone 2	5202
Department	Cost Center	Cost Center No.

Units of Measure:

	2012-13	2013-14	2014-15	Estimated 2015-16
Acres of Landscape Maintained	.19 Acre	.19 Acre	.19 Acre	.19 Acre

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint. Assessment Districts	Wheeler Avenue and Tabor Lane Assessment District 6, Zone 3	5203
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally 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	493	529	517	517
Other Operating Costs	3,945	4,250	4,250	4,250
Capital Outlay	0	0	0	0
Total:	4,438	4,779	4,767	4,767
Personnel Authorized	.0030	.0030	.0030	.0030
Source of Funds:				
Maint. Assessment District	4,438	3,386	3,386	3,386
General Fund	0	1,393	1,381	1,381
TOTAL:	4,438	4,779	4,767	4,767

City of La Verne

Public Works/Maint. Assessment Districts	Wheeler Avenue and Tabor Lane Assessment District 6, Zone 3	5203
Department	Cost Center	Cost Center No.

Units of Measure:

	2012-13	2013-14	2014-15	Estimated 2015-16
Acres of Landscape Maintained	.25 Acre	.25 Acre	.25 Acre	.25 Acre

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint. Assessment Districts	Rancho La Verne Assessment District 6, Zone 4-1	5204
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally 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	7,639	8,200	8,022	8,022
Other Operating Costs	68,515	68,615	68,615	68,615
Capital Outlay	0	0	0	0
Total:	76,154	76,815	76,637	76,637
Personnel Authorized	.0465	.0465	.0465	.0465
Source of Funds:				
Maint. Assessment Districts	76,154	76,815	76,637	76,637
TOTAL:	76,154	76,815	76,637	76,637

City of La Verne

Public Works/Maint. Assessment Districts	Rancho La Verne Assessment District 6, Zone 4-1	5204
Department	Cost Center	Cost Center No.

Units of Measure:

	2012-13	2013-14	2014-15	Estimated 2015-16
Acres of Landscape Maintained	11.74 Acres	11.74 Acres	11.74 Acres	11.74 Acres

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

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

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally 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	5,914	6,349	6,210	6,210
Other Operating Costs	47,870	42,118	42,118	42,118
Capital Outlay	0	0	0	0
Total:	53,784	48,467	48,328	48,328
Personnel Authorized	.0360	.0360	.0360	.0360
Source of Funds:				
Maint. Assessment Districts	53,784	48,467	48,328	48,328
TOTAL:	53,784	48,467	48,328	48,328

City of La Verne

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

Units of Measure:

	2012-13	2013-14	2014-15	Estimated 2015-16
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	Amherst Street & Fruit Street Assessment District 6, Zone 6	5206
Department	Cost Center	Cost Center No.

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally 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	444	476	466	466
Other Operating Costs	6,160	6,125	6,125	6,125
Capital Outlay	0	0	0	0
Total:	6,604	6,601	6,591	6,591
Personnel Authorized	.0027	.0027	.0027	.0027
Source of Funds:				
Maint. Assessment District	6,604	6,601	6,591	6,591
TOTAL:	6,604	6,601	6,591	6,591

City of La Verne

Public Works/Maint. Assessment Districts	Amherst Street & Fruit Street Assessment District 6, Zone 6	5206
Department	Cost Center	Cost Center No.

Units of Measure:

	2012-13	2013-14	2014-15	Estimated 2015-16
Acres of Landscape Maintained	.26 Acre	.26 Acre	.26 Acre	.26 Acre

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

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

Long-Term Objectives:

To provide engineering services, landscape maintenance services, and irrigation as set forth in the landscape maintenance district generally described as the 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	2,415	2,592	2,536	2,536
Other Operating Costs	20,485	26,603	26,603	26,603
Capital Outlay	0	0	0	0
Total:	22,900	29,195	29,139	29,139
Personnel Authorized	.0147	.0147	.0147	.0147
Source of Funds:				
Maint. Assessment District	22,900	29,195	29,139	29,139
TOTAL:	22,900	29,195	29,139	29,139

City of La Verne

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

Units of Measure:

	2012-13	2013-14	2014-15	Estimated 2015-16
Acres of Landscape Maintained	.69 Acre	.69 Acre	.69 Acre	.69 Acre

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Adjust personnel services

City of La Verne

Public Works/Maint. Assessment Districts	La Verne Heights Assessment District 7	5208
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	11,138	11,957	11,696	11,696
Other Operating Costs	133,473	164,500	164,500	164,500
Capital Outlay	0	0	0	0
Total:	144,611	176,457	176,196	176,196
Personnel Authorized	.0678	.0678	.0678	.0678
Source of Funds:				
Maint. Assessment District	144,611	176,457	176,196	176,196
TOTAL:	144,611	176,457	176,196	176,196

City of La Verne

Public Works/Maint. Assessment Districts	La Verne Heights Assessment District 7	5208
Department	Cost Center	Cost Center No.

Units of Measure:

	2012-13	2013-14	2014-15	Estimated 2015-16
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:

	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	Marshall Canyon Assessment District 8	5209
Department	Cost Center	Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	6,112	6,561	6,418	6,418
Other Operating Costs	63,168	68,700	68,700	68,700
Capital Outlay	0	0	0	0
Total:	69,280	75,261	75,118	75,118
Personnel Authorized	.0372	.0372	.0372	.0372
Source of Funds:				
Maint. Assessment District	69,280	75,261	75,118	75,118
TOTAL:	69,280	75,261	75,118	75,118

City of La Verne

Public Works/Maint. Assessment Districts	Marshall Canyon Assessment District 8	5209
Department	Cost Center	Cost Center No.

Units of Measure:

	2012-13	2013-14	2014-15	Estimated 2015-16
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:

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

City Manager Recommendations

Adjust personnel services

CAPITAL IMPROVEMENTS

CAPITAL IMPROVEMENT PROGRAM

I. PURPOSE OF THE PROGRAM

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

The Capital Improvement Program will:

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

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

II. BASIC DEFINITIONS

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

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

CAPITAL BUDGET. The capital improvement budget is one-year length and is the current year of the CIP. Funds for 2015/16 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

2015-2016 BUDGET
CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund-Cost Center	Project Title	Request	City Manager Recommended	Council Approved
GENERAL CAPITAL IMPROVEMENT FUND:				
405-7007	Public Safety Canopy Parking	440,000	440,000	440,000
405-7014	Records Management System (.5)	255,000	255,000	255,000
405-7021	Wheeler Median @ Yeager	50,000	50,000	50,000
405-7033	Turf Removal - City Buildings	221,000	221,000	221,000
405-7051	D & Dover Traffic Signal	150,000	150,000	150,000
405-7052	General Plan Update - 1st of 2yr Allocation	200,000	200,000	200,000
405-7053	Foothill Drought Landscape	725,000	725,000	725,000
405-7054	NPDES Facilities Construction	200,000	200,000	200,000
	TOTAL GENERAL CAPITAL IMPROVEMENT FUND	**2,241,000**	**2,241,000**	**2,241,000**
PARK DEVELOPMENT FUND:				
412-7413	Open Space Master Plan	100,000	100,000	100,000
412-7452	Pool Replastering	150,000	150,000	150,000
	TOTAL PARK DEVELOPMENT FUND	**250,000**	**250,000**	**250,000**
GAS TAX STREET IMPROVEMENT FUND:				
206-7101	Pavement Management Program	500,000	500,000	500,000
206-7110	Gas Tax Engineering	6,000	6,000	6,000
206-7112	Surface Transportation Program	434,000	434,000	434,000
206-7124	White/Bonita Left Turn	225,000	225,000	225,000
206-7124	Traffic Signal - Wheeler	275,000	275,000	275,000
206-7125	Bonita/B Signal	300,000	300,000	300,000
	TOTAL GAS TAX STREET IMPRV. FUND	**1,740,000**	**1,740,000**	**1,740,000**
MEASURE R FUND:				
235-7603	Pavement Management Program	350,000	350,000	350,000
	TOTAL MEASURE R FUND	**350,000**	**350,000**	**350,000**
FIRE FACILITY FUND:				
244-7044	Fire Hoses	0	5,000	5,000
	TOTAL FIRE FACILITY FUND	**0**	**5,000**	**5,000**
FIRE EQUIPMENT REPLACEMENT FUND:				
250-7024	Station 2 Remodel	250,000	250,000	250,000
250-7044	Data Fire Radios	16,000	16,000	16,000
250-7044	Thermal Imaging Cameras	11,500	11,500	11,500
250-7044	Bone Mic Conducive System(Microphones)	2,000	2,000	2,000
250-7044	Storage Container Training Tower	30,000	30,000	30,000
	TOTAL FIRE EQUIPMENT REPLACEMENT FUND	**309,500**	**309,500**	**309,500**

City of La Verne

2015-2016 BUDGET
CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund-Cost Center	Project Title	Request	City Manager Recommended	Council Approved
WATER CAPITAL IMPROVEMENT FUND:				
507-7247	Live Oak Generator	100,000	100,000	100,000
507-7248	Zone 3 Reservoir Mixing System	40,000	40,000	40,000
507-7249	Portable Generator	145,000	145,000	145,000
507-7250	Electrical Disconnects	175,000	175,000	175,000
507-7251	Waterline Repair	75,000	75,000	75,000
	TOTAL WATER CAPITAL IMPRV. FUND	**535,000**	**535,000**	**535,000**
SEWER CAPITAL IMPROVEMENT FUND:				
531-7314	Sewer Lines Repair	75,000	75,000	75,000
	TOTAL SEWER CAPITAL IMPRV. FUND	**75,000**	**75,000**	**75,000**
	SUBTOTAL CAPITAL IMPROVEMENT PROJECTS	**5,500,500**	**5,505,500**	**5,505,500**
SPECIAL PROGRAMS CAPITAL IMPROVEMENT				
COMMUNITY DEVELOPMENT BLOCK GRANT				
215-3415	Sidewalk Rehabilitation	50,000	50,000	50,000
	TOTAL CDBG FUND	**50,000**	**50,000**	**50,000**
TDA HANDICAP RAMPS				
222-3306	TDA Handicap Barrier Removal	87,765	87,765	87,765
	TOTAL TDA HANDICAP RAMPS	**87,765**	**87,765**	**87,765**
LACMTA - PROPOSITION C:				
234-5622	Street Resurfacing	200,000	200,000	200,000
234-5632	D & Dover Traffic Signal	150,000	150,000	150,000
	TOTAL LACMTA - PROPOSITION C FUND	**350,000**	**350,000**	**350,000**
MOBILE SOURCE AIR POLUTION				
243-3106	Alternative Fuel Vehicle Upgrade Charge	65,000	65,000	65,000
	TOTAL MOBILE SOURCE AIR POLUTION	**65,000**	**65,000**	**65,000**
	SUBTOTAL SPECIAL PROGRAMS CIP	**552,765**	**552,765**	**552,765**
	TOTAL CAPITAL IMPROVEMENT PROJECTS	**6,053,265**	**6,058,265**	**6,058,265**

EQUIPMENT CAPITAL OUTLAY

City of La Verne

2015-16 BUDGET
CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
	FIRE			
2002	Bullard Eclipse Thermal Imaging Cameras	$23,000	$0	$0
	Bone Mic Conductive System(microphones)	$11,000	$0	$0
	Fire Hoses	$5,000	$0	$0
2004	Modular Training Tower Modifications & Equip	$30,000	$0	$0
	Go-Pro Camera System	$2,100	$0	$0
2005	Equipment Shed (station #2)	$6,000	$0	$0
2006	Community Rick Reduction Project Materials	$3,000	$0	$0
2007	GIS City Mapping	$8,800	$0	$0
2008	Polaris Ranger Fire/EMS Vehicle	$18,500	$0	$0
2009	SCBA Equipment Upgrade	$53,600	$45,000	$45,000
	SCBA Last-Chance Respirators Replacement	$5,100	$0	$0
	SCBA Bottle Hydro Testing and Valves	$5,500	$0	$0
		$171,600	**$45,000**	**$45,000**
	POLICE			
2506	Copier/Printer Lease Payment	$22,000	$22,000	$22,000
		$22,000	**$22,000**	**$22,000**
	INFORMATION SYSTEMS			
1503	Personal Computers	$25,000	$3,000	$3,000
1505	Data Fire	$16,000	$0	$0
	Personal Computers	$9,000	$9,000	$9,000
		$50,000	**$12,000**	**$12,000**
	BUILDING MAINTENANCE			
4102	Restroom Fixtures	$16,000	$16,000	$16,000
		$16,000	**$16,000**	**$16,000**
	STREETS MAINTENANCE			
4203	Emergency Preparedness Supplies	$2,000	$2,000	$2,000
4204	Street Sweeper Replacement	$145,000	$80,000	$80,000
		$147,000	**$82,000**	**$82,000**
	PARKS DIVISION			
4702	Restroom Fixtures	$16,000	$16,000	$16,000
		$16,000	**$16,000**	**$16,000**
	COMMUNITY SERVICES			
6105	Ice Machine at Community Center	$4,500	$4,500	$4,500
		$4,500	**$4,500**	**$4,500**
	TOTAL GENERAL FUND	**$427,100**	**$197,500**	**$197,500**

City of La Verne

2015-16 BUDGET
CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
	ASSET FORFEITURE FUND			
2514	Personal Computers-Dispatch	$0	$9,000	$9,000
	Stalker Radars(4)	$7,000	$7,000	$7,000
	Records Management System (.5)	$255,000	$255,000	$255,000
	Mobile Audio Video System Upgrade	$130,000	$130,000	$130,000
	Bank Gun Lockers(3-6)	$4,300	$4,300	$4,300
	Motorola Radios and Accessories(6)	$30,000	$30,000	$30,000
	Electronic Key Storage System	$8,500	$8,500	$8,500
	Public Safety Canopy Parking	$40,000	$40,000	$40,000
		$474,800	**$483,800**	**$483,800**
	WATER FUND			
4314	Personal Computers	$0	$4,100	$4,100
		$0	**$4,100**	**$4,100**
	SEWER FUND			
4401	Personal Computers	$0	$1,500	$1,500
4402	Emergency Preparedness Supplies	$1,000	$1,000	$1,000
		$1,000	**$2,500**	**$2,500**
	EQUIPMENT MAINTENANCE FUND			
4501	Auto and Equipment Replacement			
	Park Maintenance Vehicle	$34,000	$34,000	$34,000
	Water Maintenance Vehicle	$26,500	$26,500	$26,500
	Streets Maintenance Vehicle	$25,500	$25,500	$25,500
	Street Sweeper	$180,000	$180,000	$180,000
	Police Patrol Vehicle	$40,000	$40,000	$40,000
	Police Patrol Vehicle	$40,000	$40,000	$40,000
	Police Patrol Vehicle	$40,000	$40,000	$40,000
	Replace Personal Computers	$0	$4,000	$4,000
		$386,000	**$390,000**	**$390,000**
	TOTAL OTHER FUNDS	**$861,800**	**$880,400**	**$880,400**
	TOTAL ALL FUNDS	**$1,288,900**	**$1,077,900**	**$1,077,900**

SPECIAL PROGRAMS

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	109,299	114,967	107,021	107,021
Other Operating Costs	881,597	915,530	915,517	915,517
Capital Outlay	360,741	517,765	582,765	582,765
Total:	1,351,637	1,548,262	1,605,303	1,605,303
Personnel Authorized	.68	.68	.68	.68
Source of Funds:				
HCDA/CDBG	78,751	83,165	78,751	78,751
Bicycle Safety	400	87,765	87,765	87,765
Affordable Housing	77,500	28,500	28,500	28,500
PALTA	536,172	580,159	578,766	578,766
LACTC	602,010	687,381	685,229	685,229
AB 2766	16,804	16,292	81,292	81,292
DBID	40,000	65,000	65,000	65,000
TOTAL:	1,351,637	1,548,262	1,605,303	1,605,303

City of La Verne

2015-2016 Budget

SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2015-2016	Project Description
HCDA/CDBG FUND:			
215-3403	Senior Hot Lunches(D96318-15)	20,751	Provide nutritious hot meals to seniors 5 days a week at the senior center.
215-3415	Sidewalk Improvements	58,000	Provide sidewalk improvements at various City locations.
Total CDBG Projects		78,751	
TDA ARTICLE 3 FUND:			
222-3305	TDA Sidewalk Improvements	87,765	Provide sidewalk improvements at various City locations.
Total TDA Article 3 Projects		87,765	
AFFORDABLE HOUSING FUND:			
226-3616	Affordable Housing	28,500	Habitat for Humanity - Contribution for acquisition & construction.
Total Affordable Housing Projects		28,500	
PROPOSITION A FUND:			
232-5501	Administration	22,451	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	186,615	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	1,200	Continuation of subsidies for the purchase of transit bus passes by senior citizens.
232-5510	Get About Fare Subsidy	6,500	Continuation of project to provide subsidies for Get About dial-a-ride for seniors and handicapped citizens.
232-5511	Metrolink Pass Subsidy	49,000	Continuation of program to promote Metrolink ridership through pass subsidies.
232-5512	S.G. Valley COG	5,300	Participation costs associated with membership in Council of Governments.
232-5513	Recreational Transit Excursions	20,500	Continued funding for transportation of groups to recreational areas, cultural and special events.
232-5514	FHT Subsidy	7,200	Promote Foothill Transit ridership through pass subsidies.
232-5521	Funds Exchange	280,000	Continuation of project to exchange available Prop A transportation funds for unrestricted general funds.
Total Proposition A Projects		578,766	

City of La Verne

2015-2016 Budget

SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2015-2016	Project Description
PROPOSITION C FUND:			
234-5601	Administration	33,342	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	27,004	Continuation of Transit Store Annex in City Hall to disseminate transportation information to the public and process tickets, subsidies, etc..
234-5605	Transportation Demand Management Plan	500	Continuation of preparation, administration, and implementation of transportation demand policies and procedures related to reduction of traffic congestion and air quality improvements.
234-5611	Bus Stop Maintenance	10,568	Continuation of project to maintain public transit bus benches.
234-5512	Get About Capital Outlay	20,200	La Verne's share of capital expenditure costs for the purchase of vehicles by the PVTA.
234-5513	Get About	186,615	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVTA.
234-5615	Community Newsletter	4,000	Dissemination of transportation information through the City newsletter/recreation guide.
234-5622	Street Resurfacing	200,000	Provide partial funding for street resurfacing.
234-5632	D & Dover Traffic Signal	150,000	Provide partial funding for City traffic signal
234-5634	Gold Line Plaza Design	30,000	Provide funding for design of the Gold Line Plaza
Total Proposition C Projects		685,229	

City of La Verne

2015-2016 Budget

SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2015-2016	Project Description
AB2766 FUND:			
243-3101	Mobile Source Air Pollution	16,292	Operating costs for activities to promote reduction in air pollution.
243-3106	Mobile Source Alternative Fuel Vehicles	65,000	Purchase of equipment for the conversion to alternative fuel
Total AB2766 Projects		81,292	
DBID FUND:			
245-32##	Downtown Business Improvement District	65,000	Operating costs for activities to promote the Downtown Business Improvement District
Total DBID Projects		65,000	