

RESOLUTION NO. 09-37

1 A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE,
2 COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AND THE LA VERNE
3 REDEVELOPMENT AGENCY, ADOPTING A BUDGET FOR THE 2009-10 FISCAL
4 YEAR

5 **WHEREAS**, the City Manager submitted a proposed budget for the 2009-10
6 fiscal year; and

7 **WHEREAS**, on June 15, 2009, the City Council held a study session on the
8 proposed budget and made revisions thereto; and

9 **WHEREAS**, the City Council did tentatively adopt said proposed budget; and

10 **WHEREAS**, on June 15, 2009, the La Verne Redevelopment Agency Board
11 reviewed and considered its proposed budget and did tentatively adopt its said proposed
12 budget;

13 **NOW; THEREFORE, BE IT RESOLVED** by the City Council of the City of
14 La Verne and the La Verne Redevelopment Agency Board as follows:

15 **Section 1.** That revised figures prepared and submitted for the 2009-10
16 budget be and the same are hereby, in all things, approved and appropriated and any
17 necessary transfers between accounts and funds is hereby authorized, approved, and
18 appropriated.

19 **Section 2.** That the budget proposed by the City Manager for the fiscal year
20 commencing on July 1, 2009, as revised by the City Council, be and the same, with
21 proposed net City expenditures totaling \$45,987,267; and La Verne Redevelopment
22 Agency proposed expenditures totaling \$3,772,317; for a combined City and Agency
23 total of \$ 49,759,584, is hereby approved, adopted and appropriated.

24 **Section 3.** That the Mayor and Chairman shall sign and the City Clerk and
25 Secretary shall certify to the passage and adoption of this Resolution and thereupon the
26 same shall take effect and be in force.
27
28
29

1 **APPROVED AND ADOPTED** by the La Verne Redevelopment Agency this
2 **15th** day of **June 2009**.

3 **APPROVED AND ADOPTED** by **City of La Verne City Council** this **15th** day
4 of **June 2009**.

5 **CITY OF LA VERNE**

6 **LA VERNE REDEVELOPMENT AGENCY**

7 
8 _____
9 Mayor

10 
11 _____
12 Chairman

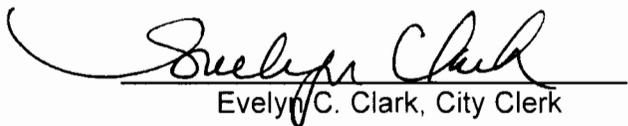
13 **ATTEST:**

14 
15 _____
16 City Clerk

17 
18 _____
19 Secretary

20 I hereby certify that the foregoing Resolution No. 09-37 was duly and regularly
21 adopted by the City Council of the City of La Verne at a meeting thereof held on the 15th
22 day of June 2009 by the following vote:

23 **AYES** Carder, Nasmyth, Johnson, Rodriguez, and Mayor Kendrick.
24 **NOES:** None.
25 **ABSENT:** None.
26 **ABSTAIN:** None.

27 
28 _____
29 Evelyn C. Clark, City Clerk



City of La Verne Annual Budget 2009-2010



City of La Verne

ANNUAL BUDGET 2009-2010 FISCAL YEAR

Don Kendrick
Mayor

Robert F. Rodriguez
Mayor Pro Tem

Steven F. Johnson
Council Member

Donna Nasmyth
Council Member

Robin Carder
Council Member

Martin R. Lomeli
City Manager

Ronald L. Clark
Finance Officer

Evelyn C. Clark
City Clerk

DEDICATION

This budget is dedicated to honor the many years of service of former Mayor, Jon Blickenstaff. Once touted as the "Dirty Harry" of mayors for taking La Verne's "Fistful of Dollars" and stretching it to a few dollars more, Jon Blickenstaff always held fiscal responsibility as a high priority during his many years of service as the longest tenured Mayor in the history of La Verne. Some have claimed that Jon embraced the values set forth by the Boy Scout Law: trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent, *with emphasis on the thrifty*. Whatever the foundation, Jon's prudent fiscal strategy helped the City to mitigate the financial shortfalls and capitalize on the opportunities. As a result, La Verne remains a City with relatively low debt and a reserve of more than 15%. Jon's leadership, including his fiscal leadership, will always remain a legacy in La Verne.

COVER PHOTO

The refurbished illuminated La Verne Los Angeles County Fair sign located on Arrow Highway. The sign was originally built in 1954 and erected at the southwest corner of Foothill Boulevard (Route 66) and White Avenue.

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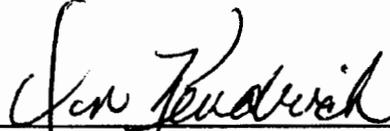
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29

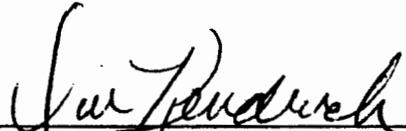
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15th day of June 2009.

2 APPROVED AND ADOPTED by City of La Verne City Council this 15th day
3 of June 2009.

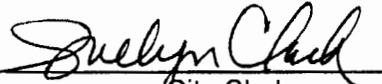
4 CITY OF LA VERNE

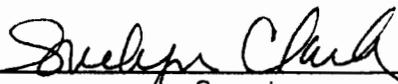
LA VERNE REDEVELOPMENT AGENCY

5
6 
7 Mayor

5
6 
7 Chairman

8 ATTEST:

9
10 
City Clerk

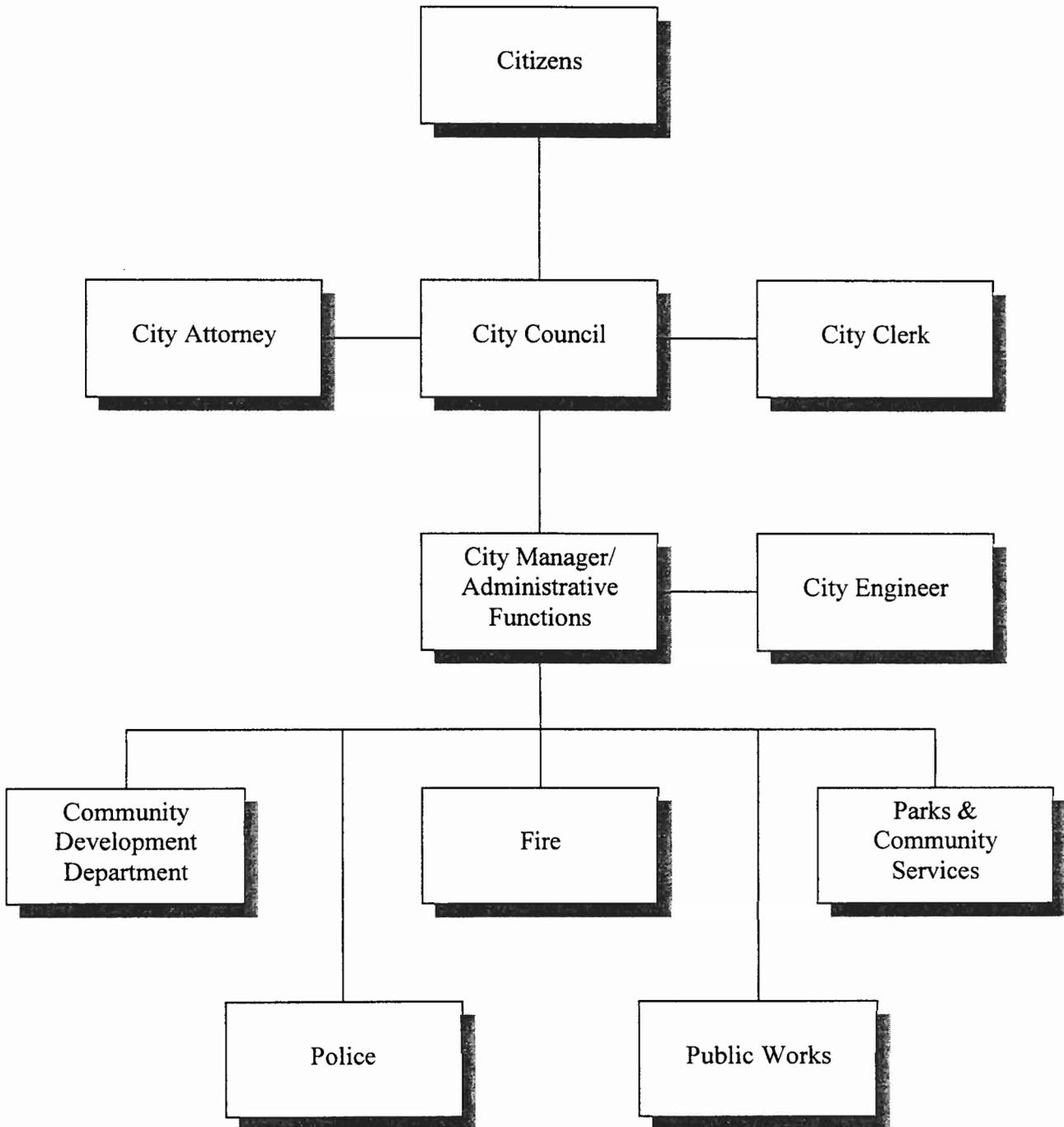
9
10 
Secretary

11 I hereby certify that the foregoing Resolution No. 09-37 was duly and regularly
12 adopted by the City Council of the City of La Verne at a meeting thereof held on the 15th
13 day of June 2009 by the following vote:

14 AYES: Carder, Nasmyth, Johnson, Rodriguez, and Mayor Kendrick.
15 NOES: None.
16 ABSENT: None.
ABSTAIN: None.

17
18 
19 Evelyn C. Clark, City Clerk

City of La Verne



City of La Verne

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City of La Verne

BUDGET MESSAGE 2009 – 2010 Fiscal Year

Honorable Mayor and Members of La Verne City Council:

SUMMARY

I am presenting the City Council the City of La Verne's 2009-10 operational budget with hesitation. I am pleased we are able provide the services to meet the community's needs. At the same time, I am also mildly concerned as this budget reduces those services to the most basic level and still requires \$580,000 in reserves to accomplish this goal. As I write this message the City also faces the uncertainty of further State budget impacts.

Fortunately, because of the City's fiscally conservative approach, we are able to address this fiscal uncertainty. Even with the recommended use of reserves, the City's Reserve Fund balance will still be above the Council's policy of 15% of General Fund expenditures. However, I would feel more comfortable if there were not so many unsettled influences beyond our local control (State budget, benefit costs, continued recession) that may further negatively affect the City's financial future.

REVENUES

In preparing 20 previous budgets I have reported that the City's major revenue sources, at a minimum, have remained constant with the prior year, however, this is not the case today. For the first time since serving as the City Manager, Sales Tax for La Verne will be substantially less than the previous year. While Vehicle In Lieu Fee (VLF), Property Tax, and the Utility Users Tax (UUT) will be consistent with historical patterns, Sales Tax Revenue is projected to be \$400,000 (10%) lower than budgeted in the 2008-09 fiscal year. This reduction can generally be categorized as the result of our current economic times, but is specifically demonstrated in three areas: decline in retail sales, closure of the Ford and Hyundai dealerships, and an increase in commercial vacancies with attraction of new tenants taking longer than past years.

In addition, it was necessary to reduce several other revenue sources that were used to help balance last year's budget. Building Permit Fees (\$600,000) - With few major projects under consideration and the expectation that residential remodel activity will be less than in previous years, this revenue projection was significantly reduced. Reimbursement from Bonita Unified School District (\$72,000) – Due to the District's current financial situation they will not be contributing towards the cost of the remaining school resource officer. Revenues from the Exchange of Proposition A Funds (\$80,000) – This source is down compared to the prior year as more of these funds are needed for local transit activities.

City of La Verne

A new revenue source is anticipated as a result of Measure R, which was approved by LA County voters last November. This measure included a local return component similar to that in Propositions A & C. However, these funds are somewhat less restrictive and can be used on any project where a nexus to transportation can be made (i.e. street improvements.) While La Verne's complete annual allocation is expected to be \$300,000, this year's revenue is estimated at \$175,000.

Collectively, these and various other changes result in revenues being \$2.7 million less when compared to the prior year.

EXPENDITURES

Expenses for General Fund activities total \$25.5 million, which is a 2.6% decrease from the 2008-09 year appropriations. Business expenditures are expected to increase from one year to the next, but when taking into consideration the previously noted revenue losses, the slightest increases have sizable effects on balancing the budget. This year it was a priority to make cost adjustments to minimize the impact on the General Fund and its fund balance.

To avoid significantly impacting one operational area it was necessary to employ a variety of cost saving approaches. To that end, the following changes were made in both personnel and operational related expenses, which are further detailed in this message:

- Reducing/Sharing of benefit costs
- Allocate additional personnel time to restricted funds
- Reduce unfilled full time position to part time, or not backfill positions
- Provide early retirement incentives
- Extend service life of vehicles
- Reduce contribution to Depreciation in the Equipment Fund

Personnel Related Changes – In total these changes reduced General Fund expenditures by \$400,000. Relative to benefits, the City, with the agreement of the employee associations, switched medical insurance providers from Blue Cross to Health Net, and effective July 1, all non-represented management employees will begin contributing 20% towards the cost of their medical premiums. Another measure involved taking a more aggressive approach on the allocation of personnel costs, and where activity warranted, maximizing the use of restricted funds that traditionally had defaulted into the General Fund (i.e. use of Low/Mod and Redevelopment Agency funds for graffiti removal and Redevelopment Agency for Code Enforcement activities.) Additionally, a vacant full time Police Aide position was reduced to part time, and a motor officer

City of La Verne

position that will be vacated due to a retirement in December will not be filled.

Finally, the City will be offering an early retirement incentive program with focus placed on non-sworn positions with incumbents at or near retirement age. These positions will have a "window" in which to consider retiring in exchange for two additional years of service credit. Staff anticipates the window will be October through December. While participation is optional, initial response has been favorable. The difficulty with this is the loss of staff, which if replaced will occur in a part time capacity, and will ultimately have an impact on remaining personnel. However, savings to the General Fund are projected to be \$30,000 - \$60,000 (dependent on the number of participants) next year and greater in future fiscal years.

Other Operational Changes

Improvements in the preventative maintenance schedule of the City's mechanical equipment have enabled the Fleet Division to extend the life of most motorized equipment. This change allowed the annual charge for replacement units to be reduced. Additionally, the General Fund's transfer for deprecation charges was reduced by \$180,000. The elimination of the traffic motor officer after December also allowed for a reduction in the department's capital expenditure request for an additional motorcycle. As noted above, the City will begin receiving its local return revenue from Measure R, as a result the General Fund's allocation for street repairs was reduced by an equivalent amount.

The only notable increase was the addition of \$40,000 in the parks budget for additional street tree work. This was deemed necessary to increase frequency of trimming in the old town area as many of the trees are reaching full maturity thus requiring more routine maintenance.

NEW PROGRAMS AND MAJOR PROJECTS

Redevelopment Agency Management Review Audit – \$13,000 is again budgeted for a consultant to conduct a comprehensive analysis and audit of current redevelopment practices, project area plan status, and revenue/expenditure practices. The last time a similar assessment was conducted was in 1990.

Phone System Upgrade – This budget includes an appropriation of \$160,000 for the purchase of a new phone system for all City buildings. The City's existing phone system has been in place since the early 1990's and has limited ability to take advantage of new technologies such as voicemail and

City of La Verne

call forwarding. The new system will not only allow for more efficient operation and ensure residents are greeted by staff during work hours, but will also enable callers to access phone messages on various subjects after hours and weekends. Operational cost savings through the use of new technologies as well as distribution of the start up cost across multiple funds, resulted in the net cost to the General Fund of only \$25,000, with future savings estimated to be \$30,000 annually.

American Recovery and Reinvestment Act (ARRA) Projects - The City is also expected to receive \$1,000,000 in Federal Stimulus money. While there are multiple areas of this funding package that staff has or will be considering (energy efficiency, public safety, air quality, public works) at this time the City has been approved for the following projects: Repaving of Golden Hills Road (\$800,000), and Reconstruction of Town Center Drive (\$200,000)

This is a summary of the other proposed capital improvement projects:

<u>Project</u>	<u>Allocation</u>	<u>Funding Source</u>
Pavement Management Program	\$1,460,000	Proposition C/Gas Tax/Measure R
Replacement of E Street Waterline	\$1,300,000	Water Fund
Beech Street Well Facility	\$400,000	Water Fund
New Ambulance	\$240,000	General Fund
Fuel Modification Project	\$125,000	Fire Safe Council Grant
New Roof for the Community Center	<u>\$142,000</u>	Park Development
TOTAL	\$3,667,000	

PROPOSED CAPITAL EQUIPMENT PURCHASES

This year's budget requests a total of \$460,000 for the purchase of capital equipment. Major purchases include asphalt spreader (\$70,000); Diesel system retrofit (\$51,000); replacement of handheld computers (\$32,000); new self-contained breathing apparatus (\$95,000).

FUTURE OUTLOOK/CONCLUSION

This has been the most difficult budget process I have encountered as a City Manager, although with the cooperation of department heads we developed a budget that does not disrupt the level of service to the community. However, if the overall economic situation does not improve in the next 12 months, it will be much more difficult to maintain services in fiscal year 2010-11.

City of La Verne

The greatest impact if this prediction is true, is that over 77% of the City's General Fund operating budget is dedicated to personnel related expenses. In the event further adjustments are needed, it is likely personnel costs will have to be reduced. Some steps have already been initiated with that in mind, and our management team will continue to look for ways to equitably reduce other areas to avoid harder choices in future budgets, however, it may not be enough to prevent future reductions in staffing levels.

Similarly, with a majority of the General Fund's resources dedicated to public safety services, I again reiterate my concerns regarding the increasing impact these services will have on the City's financial future. For the first time ever, 75% of the General Fund's expenses are being used for public safety activities. In short, without sustained additional revenue sources, the City cannot continue to support the existing level of services. As such, the Council could be faced with the following difficult choices: change how these services are delivered; reduce the cost of providing them; or identify a new ongoing revenue source.

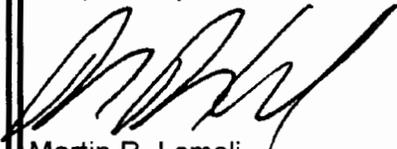
Further complicating matters are numerous outstanding issues that could result in unfavorable consequences to La Verne. The unresolved situation at the State level could translate into a mandated loan of cities' property tax, if imposed the potential loss to La Verne could be more than \$600,000. Threats to Utility User Tax revenues still exist with the potential loss being \$500,000 - \$750,000. While staff has been looking at options to preserve this revenue source, the likely solution still seems to be amending the existing ordinance through a ballot measure. Another concern on the expense side will be the impact that investment losses will have on the City's CalPERS rates. Preliminary reports indicate that the pension fund's loss could result in substantial rate increases beginning in fiscal year 2011-12, which to La Verne would mean an increased cost of over \$1,000,000.

On the brighter side, I realize in economic downturn, opportunities emerge, and I believe now is no exception. The loss of a couple retailers in key locations could be the linchpin for redevelopment along Foothill Boulevard and staff will be working with the respective owners so that as the economy improves the City will be better positioned to respond. Also, I recognize that La Verne is in a better position fiscally than many other communities. This is due in large part to the Council's fiscally conservative philosophy, and the many creative experimental solutions we have employed over the years, which have enabled La Verne to augment traditional resources with several, smaller, but dependable ongoing revenue streams.

City of La Verne

I wish to extend my appreciation to the department heads and the City's middle management personnel. Although this was a difficult process they understood the magnitude of the problem facing our community. Not only were they conservative with their initial requests but supportive of changes that were beneficial to the organization overall. It is a pleasure to have a group of individuals that collectively exhibit teamwork and sacrifice for the greater good. It is that mindset and foresight that gives me confidence that this organization can get through these difficult times with minimal disruption in services. I also extend my thanks to the City Council for their confidence in our management team, being fiscally conscious stewards, and for providing the leadership that encourages offering high quality of services to the residents.

Respectfully submitted,



Martin R. Lomeli
City Manager

City of La Verne

EXCERPTS FROM THE CITY OF LA VERNE STRATEGIC PLAN

Our Mission

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

To accomplish this we are committed to:

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

City of La Verne

STRATEGIC VALUES

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

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

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

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

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

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

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

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

These values "drive" the organization.

City of La Verne

STATEMENT OF STRATEGY

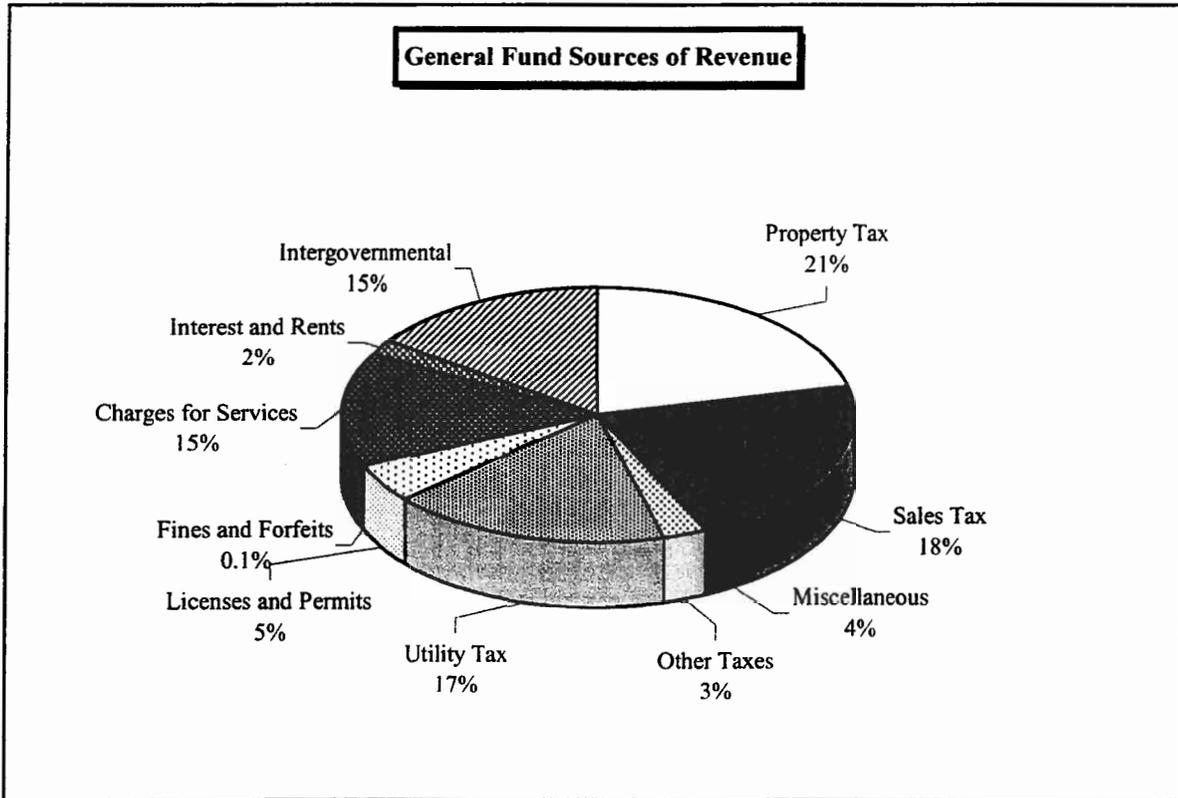
Our direction for the future is rooted in:

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

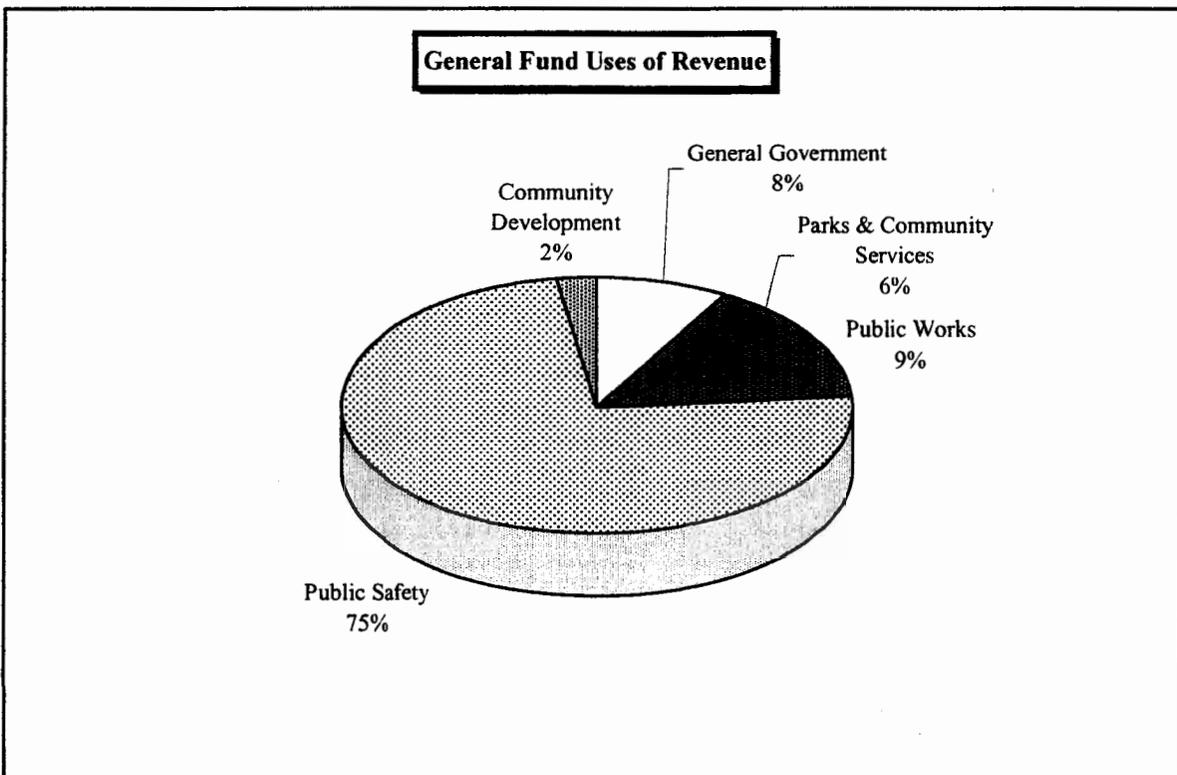
Concern over Finances – The threat of insufficient financial resources to pay for services and maintain infrastructure is an overriding issue of concern. Prudent financial management, wise economic development, and innovative management practices may balance this threat.

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

**Where the money comes from
2009-10 Budget**

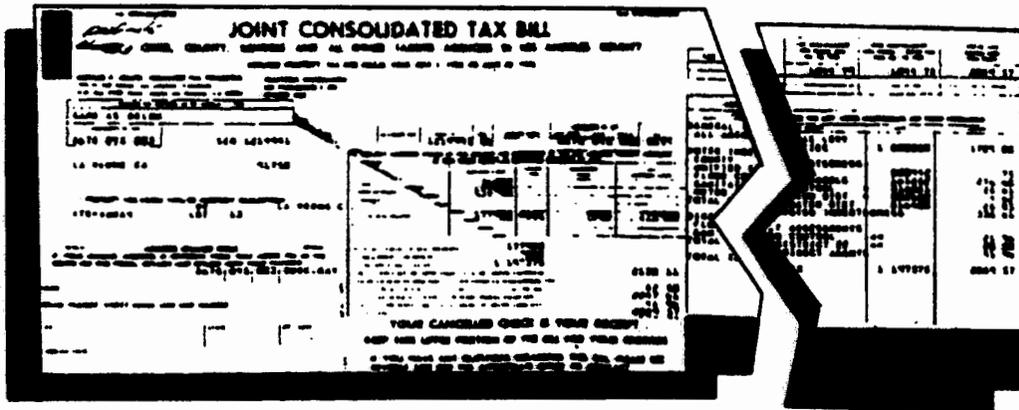


**Where the money goes
2009-10 Budget**



Excluding refuse and recycling pass thru

City of La Verne



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

↑
CITY OF LA VERNE
\$359.41 – 17.2%

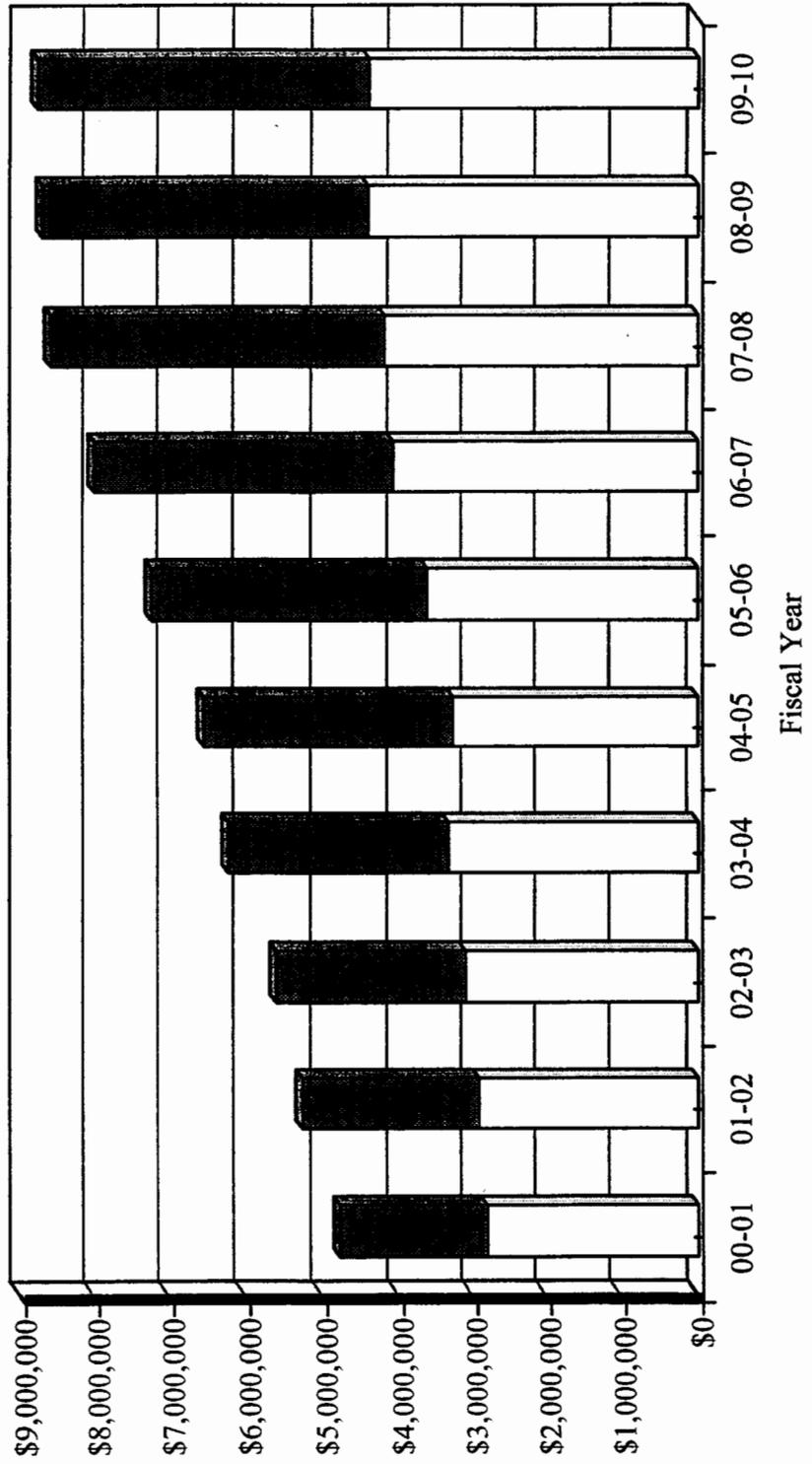
NOTE:

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

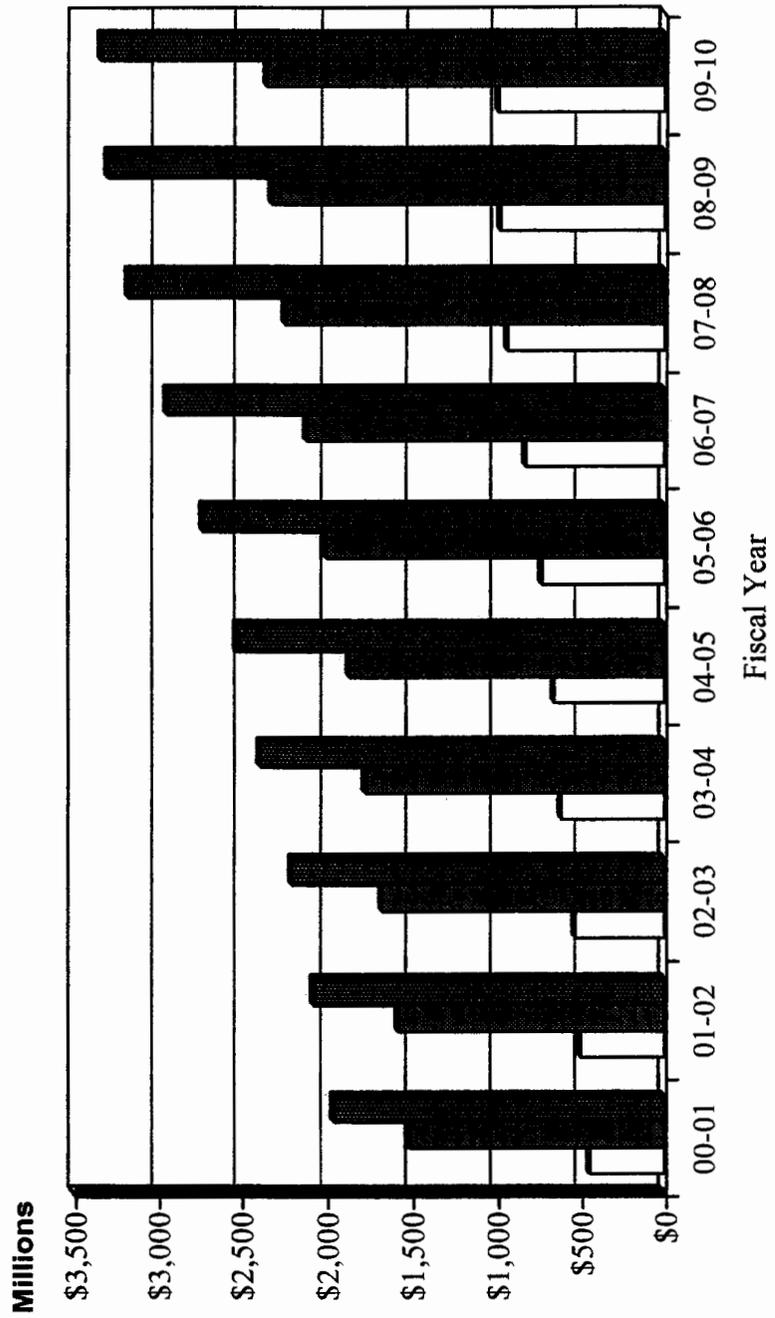
A TYPICAL TAX BILL

CITY OF LA VERNE Property Taxes Collected

LVRA
 City



CITY OF LA VERNE Assessed Valuation



City of La Verne

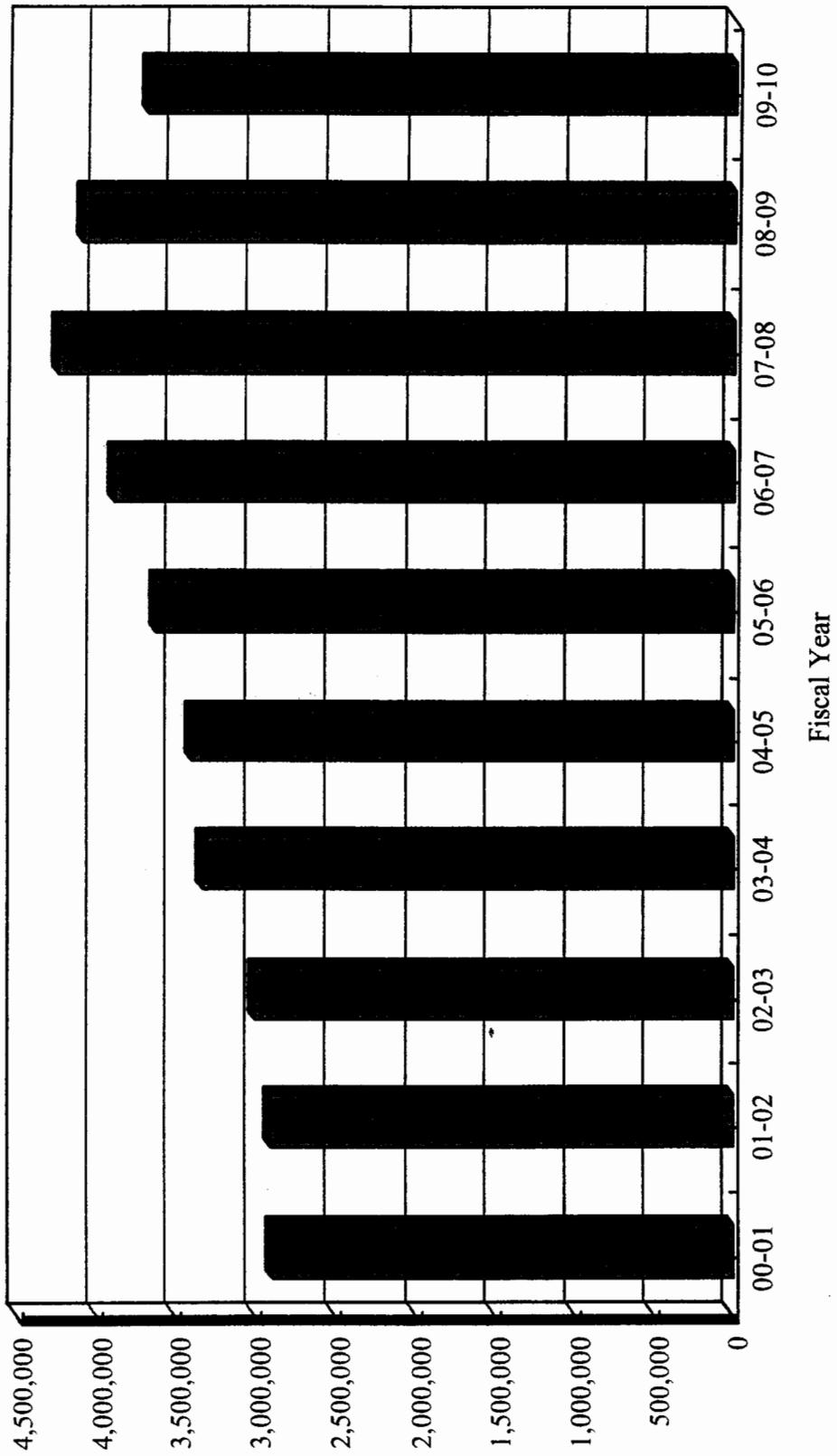
FISCAL YEAR	LVRA	CITY	TOTAL
2009-10 Est.	\$990,000,000	\$2,350,000,000	\$3,340,000,000
2008-09	978,238,653	2,318,595,709	3,296,834,362
2007-08	935,111,524	2,241,629,667	3,176,741,191
2006-07	823,768,628	2,115,163,586	2,938,932,214
2005-06	727,960,001	1,998,645,817	2,726,605,818
2004-05	655,560,654	1,863,321,771	2,518,882,425
2003-04	614,248,979	1,768,426,950	2,382,675,929
2002-03	530,496,053	1,670,842,673	2,201,338,726
2001-02	496,849,459	1,576,334,778	2,073,184,237
2000-01	442,085,414	1,509,473,663	1,951,559,077

NOTES:

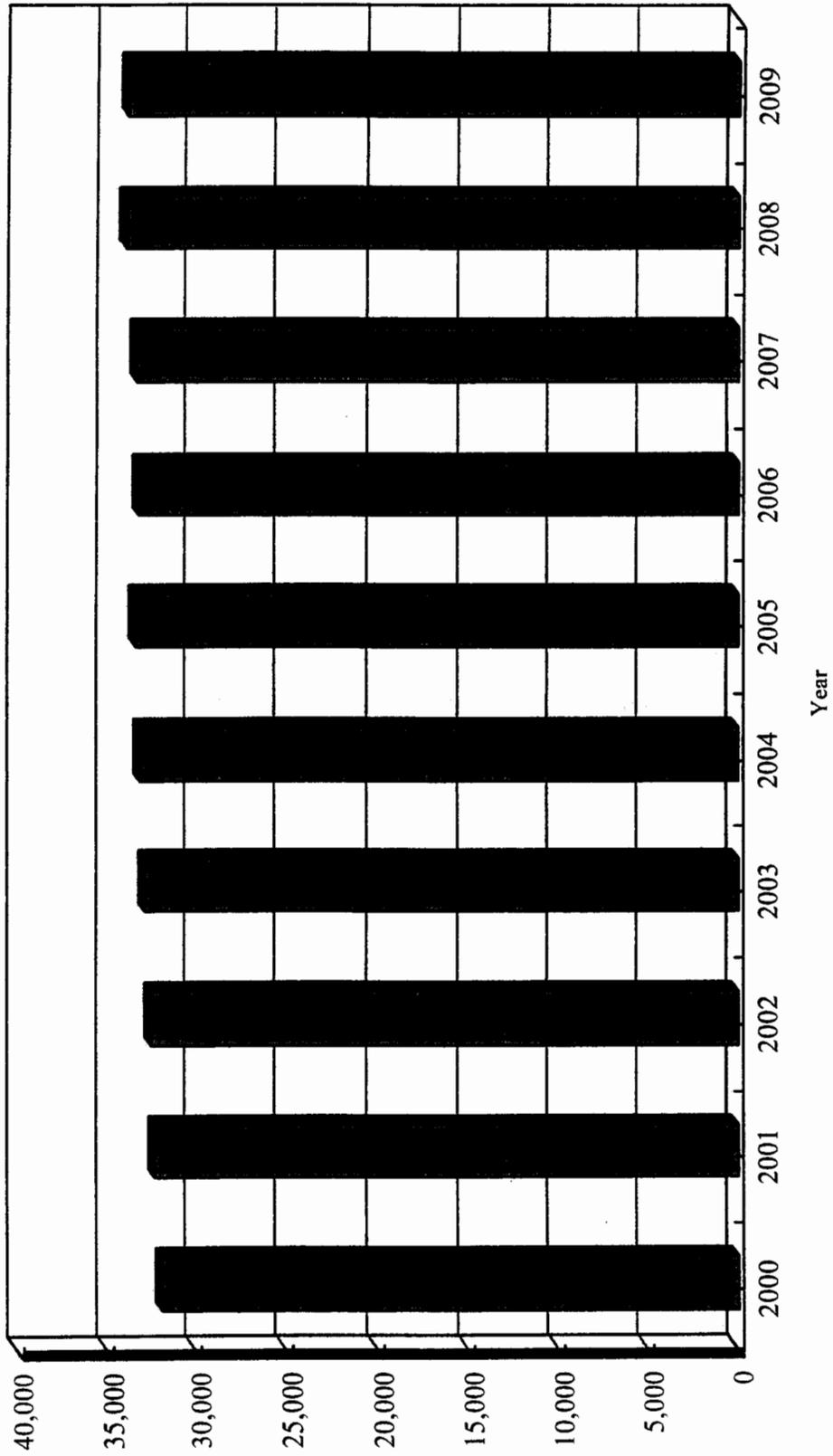
- 1) A State Constitutional Amendment approved by the voters on June 6, 1978, established a tax rate of 1% of market value for which the City receives a proportionate share. This rate is exclusive of bonded indebtedness requirements.
- 2) The La Verne Redevelopment Agency Tax increment assessed value is the difference between the current year total assessed value and the base year assessed value.
- 3) 1978-79 is the base year for the original Redevelopment project area for which the assessed value stated at 100% of market value equals \$54,421,148.
- 4) In 1982, the Redevelopment project area was increased by Annexation No. 1. The assessed value for the 1981-82 base year for the added area is \$82,457,833.
- 5) In 1994, the Redevelopment project area was increased by Annexation No. 3. The assessed value for the 1994-95 base year for the added area is \$52,892,022. The combined total of all three base years is \$189,771,003.

ASSESSED VALUATION

CITY OF LA VERNE Sales Tax Receipts



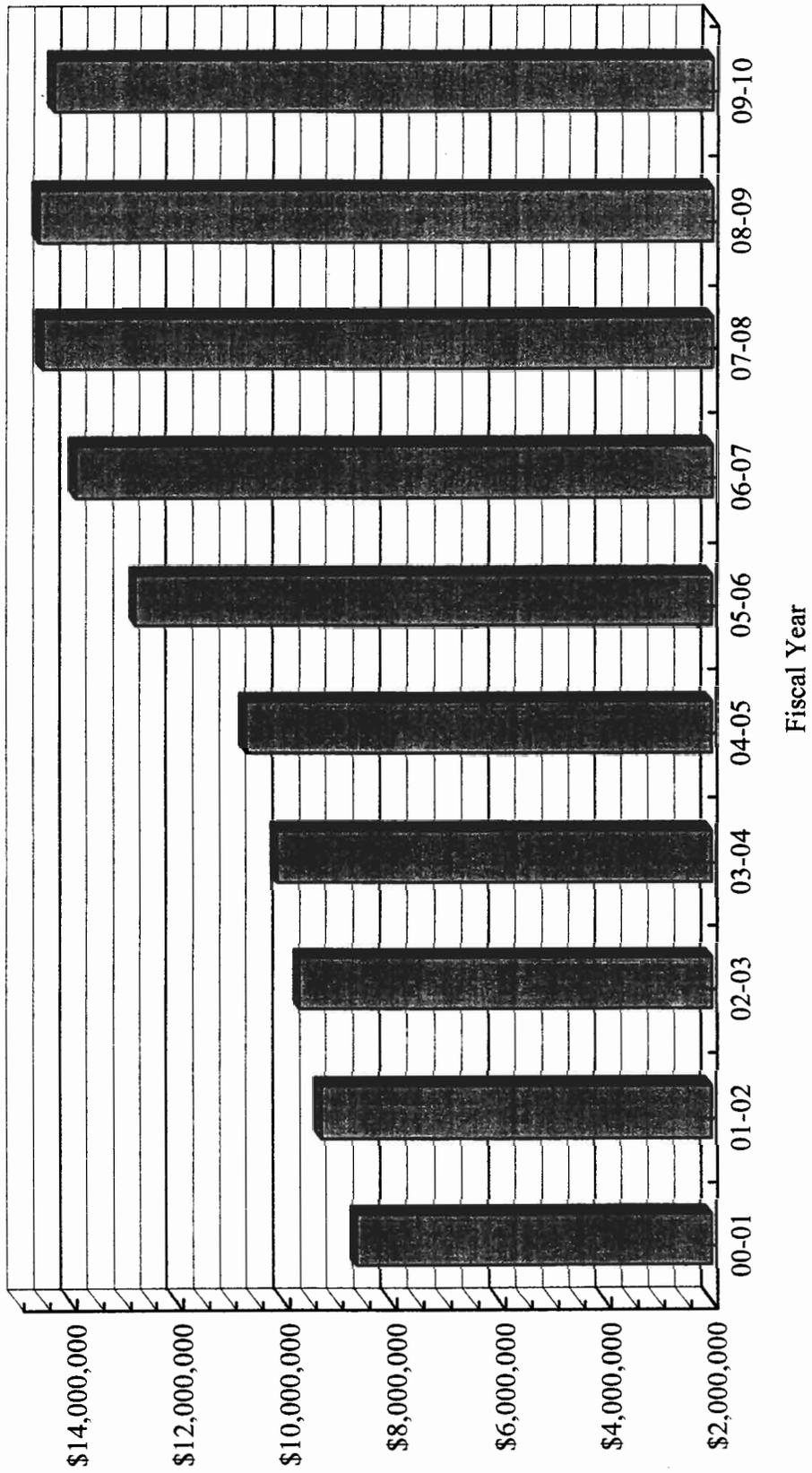
**CITY OF LA VERNE
Population**



CITY OF LA VERNE

Trends in Top 4 General Fund Revenues

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



**California Society of
Municipal Finance Officers**

Certificate of Award

***Outstanding Financial Reporting for the Fiscal
Year ending June 30, 2008***

Presented to the

City of La Verne

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

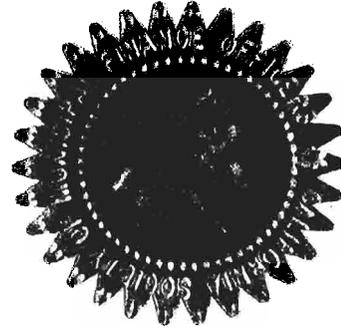
June 2009

Thomas Fil

Thomas Fil, President

Jesse Takahashi

*Jesse Takahashi, Co-Chair
Professional & Technical Standards Committee*



Dedicated Excellence in Municipal Financial Management

RESOLUTION NO. 09-38

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 2009-2010 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 2009-2010 fiscal year on those appropriations subject to limitation under Article XIII-B; and

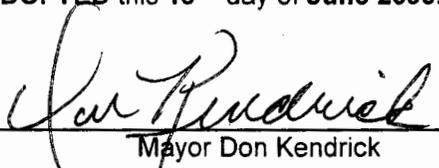
WHEREAS, the City Clerk has posted notice of the intention of the City Council to adopt such limitation at its meeting of June 15, 2009.

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

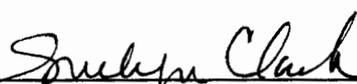
Section 1. That the annual appropriations limitation for the City for the 2009-10 fiscal year for appropriations subject to limitation under Article XIII-B shall be \$88,149,130. This limitation shall apply only to appropriations subject to limitation under Article XIII-B.

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 2009.

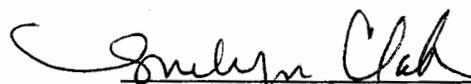

Mayor Don Kendrick

ATTEST:


Evelyn C. Clark, City Clerk

I hereby certify that the foregoing Resolution No. 09-38 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 2009 by the following vote:

AYES: Carder, Nasmyth, Johnson, Rodriguez, and Mayor Kendrick.
NOES: None.
ABSENT: None.
ABSTAIN: None.


Evelyn C. Clark, City Clerk

City of La Verne

REVENUE AND APPROPRIATION LIMITATIONS

2009-10 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 2008-09 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 2009-10 has been determined by the City to be \$88,149,130. However, analysis indicates that only about \$14.9 million of the 2009-10 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 2009-10 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

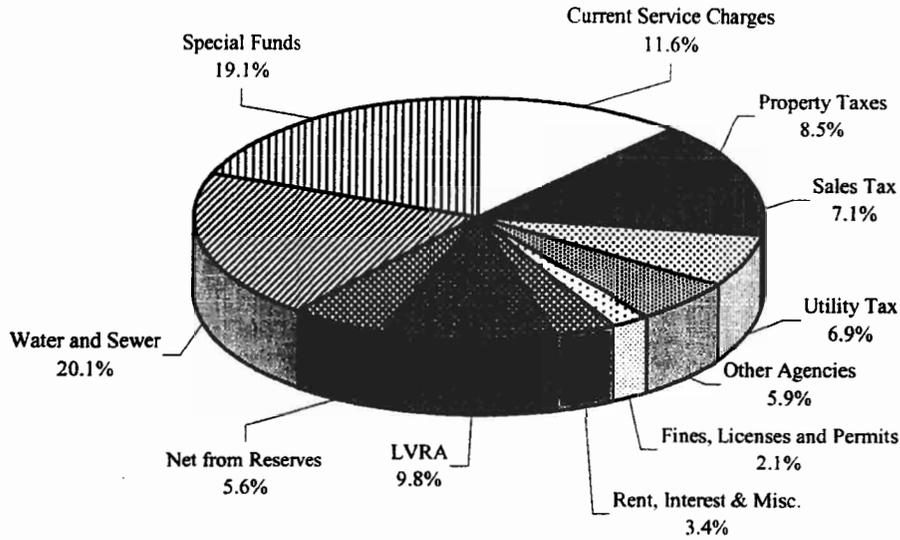
		Line Ref.
(1) Estimated 2009-10 Sales Tax		\$ 3,700,000 (a)
(2) F.Y. 2008-09 Sales Tax	<u>\$ 4,100,000</u>	(b)
Adjustment: Line (b) x 1.0215 cost of living factor	<u>4,188,150</u>	(c)
Line (c) x 1.0090 population factor		<u>4,225,843</u> (d)
(3) Difference (Line (a) minus Line (d) (Not less than zero) (If Line (e) is zero or negative enter - 0 - on Line (1) and continue with Part IV)		<u>0</u> (e)
(4) Article XII B Appropriations Limitation	<u>88,149,130</u>	(f)
Estimated total proceeds of taxes	<u>\$14,867,375</u>	(g)
The amount from Line (e)	<u>0</u>	(h)
Line (g) minus Line (h)	<u>14,867,375</u>	(i)
Line (f) minus Line (i) (not less than zero)		<u>73,281,755</u> (j)
Line (e) minus Line (j)		<u>0</u> (k)
(5) Excess Sales Tax Line (Line (k) - 2)		(l)

PROPERTY TAX

(1) Estimated F.Y. 2009-10 Property Tax		<u>4,365,000</u> (m)
(2) F.Y. 2008-09 Property Tax	<u>4,358,000</u>	(n)
Adjustment:		
Line (n) x 1.0215 cost of living factor	<u>4,451,697</u>	(o)
Line (o) x 1.0090 population		<u>4,491,762</u> (p)
(3) Difference: Line (m) minus Line (p) (Not less than zero) (If Line q is zero or negative enter -0- on Line (x))		<u>0</u> (q)
(4) Article XIII B Appropriations Limitation	<u>88,149,130</u>	(r)
Estimated total proceeds of taxes	<u>14,867,375</u>	(s)
The amount from Line (q)	<u>0</u>	(t)
Line (s) minus Line (t)	<u>14,867,375</u>	(u)
Line (r) minus Line (u) (Not less than zero)		<u>73,281,755</u> (v)
Line (q) minus Line (v)		<u>0</u> (w)
(5) Excess property tax (Line (w) - 4)		<u>0</u> (x)

City of La Verne

Sources of Funds



Property Taxes	\$4,400,000	Net City Current Revenue	\$41,782,456
Sales Tax	3,700,000	Net from Reserves **	4,204,811
Utility Tax	3,600,000	Total City	\$45,987,267
Current Service Charges	6,005,550	La Verne Redevelopment Agency ***	
Other Agencies	3,068,700	Tax Increment	4,380,000
Fines, Licenses and Permits	1,064,300	Loan Proceeds	400,000
Rent and Interest	424,775	Interest & Rent Income	305,000
Miscellaneous	1,322,800	Miscellaneous	-
Total General Fund	\$23,586,125	Total LVRA Current Revenue	5,085,000
Water and Sewer	10,400,600	Net from Reserves	(1,312,683)
Special Funds **	9,888,431	Total LVRA	3,772,317
Total Current Year Revenue	\$43,875,156	Total City and LVRA	\$49,759,584
Less Interdepartmental Funds	(2,092,700)		

NOTE:

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

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

City of La Verne

2009-10 BUDGET

ESTIMATED REVENUES

Account Number	Source	2007-08 Actual	Estimated 2008-09	2009-10 Estimated	
				City Manager	Revised
GENERAL FUND(101):					
PROPERTY TAXES:					
-311-1010	Current Year Secured	3,609,361	3,700,000	3,800,000	3,800,000
-311-1011	Current Year Unsecured	211,557	180,000	180,000	180,000
-311-1510	Prior Year Secured	-5,692	150,000	50,000	50,000
-311-1511	Prior Year Unsecured	5,798	10,000	5,000	5,000
-311-2100	Other Property Tax	0	100,000	120,000	120,000
-311-2110	Aircraft Tax	65,663	70,000	70,000	70,000
-311-2112	Homeowner's Exemption	36,471	38,000	40,000	40,000
-319-0000	Penalties and Interest	32,211	48,000	35,000	35,000
-311-1600	Supplemental Tax Roll	233,609	110,000	100,000	100,000
	Sub-Total	4,188,978	4,406,000	4,400,000	4,400,000
OTHER TAXES:					
-311-2500	Real Property Transfer Tax	81,894	50,000	50,000	50,000
-313-1000	Sales and Use Tax	4,255,219	4,100,000	3,700,000	3,700,000
-314-1000	Utility User Tax	3,572,986	3,550,000	3,600,000	3,600,000
-318-1000	Franchise Tax	395,765	700,000	520,000	520,000
	Sub-Total	8,305,864	8,400,000	7,870,000	7,870,000
LICENSES AND PERMITS:					
-321-0000	Business Licenses	375,929	360,000	350,000	350,000
-322-1000	Permits (Other)	29,159	29,000	26,800	26,800
-322-1005	Burglar Alarm Permits	4,457	4,500	4,500	4,500
-322-1010	Home Occupation Permit	18,868	19,000	20,000	20,000
-322-1017	Temp/Annual Overnite Parking	125,343	125,000	135,000	135,000
-322-1500	Building Permits	842,129	590,000	500,000	500,000
-322-2000	Public Works Permits	6,182	5,000	5,000	5,000
	Sub-Total	1,402,067	1,132,500	1,041,300	1,041,300
FINES AND FORFEITS:					
-350-1000	City Code Court Fine	15,140	12,000	12,000	12,000
-350-1200	False Burglar Alarm Penalty	10,250	2,500	8,000	8,000
-350-1300	Business License Penalty	1,970	3,000	3,000	3,000
	Sub-Total	27,360	17,500	23,000	23,000
USE OF MONEY AND PROPERTY:					
-361-0000	Interest Income	327,524	250,000	250,000	250,000
-364-1000	Rents	77,494	66,000	52,000	52,000
-364-1010	Recreation Facility/ Equipment Rental	82,385	68,175	69,275	69,275
-364-1016	Swimming Pool Rental	8,562	10,000	15,000	15,000
-364-1020	Fire Station III Rental	6,500	72,000	38,500	38,500
	Sub-Total	502,465	466,175	424,775	424,775

City of La Verne

2009-10 BUDGET

ESTIMATED REVENUES

Account Number	Source	2007-08 Actual	Estimated 2008-09	2009-10 Estimated	
				City Manager	Revised
INTERGOVERNMENTAL REVENUE:					
-331-1300	COPS Resource Officer Grant	56,031	0	0	0
-331-2200	Other Federal Grant	0	0	30,000	30,000
-331-2500	USDOJ - Other	7,310	0	0	0
-335-1515	P.O.S.T Reimbursement	30,571	32,000	20,000	20,000
-335-1200	Motor Vehicle in Lieu Tax	2,516,485	2,550,000	2,625,000	2,625,000
-335-1500	State Mandated Cost Reimbursement	9,285	11,000	11,000	11,000
-335-2000	Other State Grants	1,884	1,900	700	700
-335-2013	CAL-MMET Police Reimbursement	147,692	142,000	152,000	152,000
-336-2100	LA Impact Reimbursements	39,122	30,000	30,000	30,000
-336-2200	L.A. County T.R.A.P.(ATTF)	56,033	0	0	0
-336-1000	Prop. A Transfer Exchange	212,800	365,000	200,000	200,000
-336-1300	CDBG Funds Exchange	90,000	102,000	0	0
	Sub-Total	3,167,213	3,233,900	3,068,700	3,068,700
CHARGES FOR CURRENT SERVICES:					
-341-1005	Map and Copy Sales	11,128	10,500	10,300	10,300
-341-1500	Work for Others	58,428	9,100	13,000	13,000
-341-1504	Passport Service Fees	14,478	12,000	15,000	15,000
-341-1508	L A Impact Personnel Services	433,218	480,000	485,000	485,000
-341-1509	L A Impact Financial Services	115,075	150,000	150,000	150,000
-341-1512	Fire Department Reimbursements	917,463	854,000	600,000	600,000
-341-1522	Cable Public Access	49,548	40,000	40,000	40,000
-341-1523	BUSD and ULV Pool Maintenance	123,000	119,000	140,000	140,000
-341-1524	BUSD Police Reimbursement	157,069	72,000	0	0
-342-1008	Weapons Storage Fee Release	880	300	500	500
-342-1009	Livescan Fees	8,825	18,000	18,000	18,000
-342-1010	Trustee Program	53,240	25,000	25,000	25,000
-342-1012	Citation Write-Offs	2,317	1,000	1,000	1,000
-342-1015	PD-Hearing Officer	5,900	7,000	7,000	7,000
-342-1016	Special Duty Police Dept	101,929	110,000	110,000	110,000
-342-1017	Probation Payments	191	500	500	500
-342-1018	DUI Emergency Response	3,829	4,500	4,500	4,500
-342-1020	School Crossing Guard	15,000	15,000	15,000	15,000
-342-1510	Paramedic Service Fees	641,805	581,400	526,000	526,000
-342-1512	Fire Revenue Inspections	28,936	20,000	15,000	15,000
-344-1100	Plan Check Fees	21,556	35,000	20,000	20,000
-344-1200	Inspection Fees	25,526	35,000	20,000	20,000
-344-1512	Municipal Services Registration Fee	12,715	14,000	12,000	12,000
-344-2506	Graffiti Removal Reimbursement	25,000	25,000	45,000	45,000
-344-3010	Refuse Service Fees	2,682,079	2,880,000	2,980,000	2,980,000
-344-3015	Other Refuse Service Fees	100,000	100,000	100,000	100,000
-345-1000	Planning	925	500	500	500
-345-1010	Division of Land	140	0	0	0
-345-1011	Land Use Fees	3,175	3,000	3,500	3,500
-345-1012	Precise Plan of Design	18,593	9,000	12,000	12,000
-345-1013	Environmental Fees	1,525	1,200	1,500	1,500
-345-1015	Planning Deposit Projects	146,524	95,000	125,000	125,000

City of La Verne

2009-10 BUDGET

ESTIMATED REVENUES

Account Number	Source	2007-08 Actual	Estimated 2008-09	2009-10 Estimated	
				City Manager	Revised
-345-1016	State Mandated Planning Fee	19,867	18,000	15,000	15,000
-345-1019	Appeals	1,373	150		
-346-1000	Recreation Fee and Charges	185,233	195,000	185,000	185,000
-346-1011	Preschool	112,624	100,000	100,000	100,000
-346-1012	Recreation/BHS	10,193	13,400	13,400	13,400
-346-1020	Sports Programs	60,708	67,000	65,000	65,000
-346-1100	Aquatics Programs	89,413	95,200	95,200	95,200
-346-1200	Recreation Excursions	25,046	29,600	30,000	30,000
-346-1400	Special Event Activities	6,296	6,550	6,650	6,650
	Sub-Total	6,290,770	6,251,900	6,005,550	6,005,550
MISCELLANEOUS REVENUE:					
-363-1000	Sale of Property	267,961	250,000	450,000	450,000
-362-0000	Miscellaneous Revenue	248,154	1,108,600	302,800	302,800
	Sub-Total	516,115	1,358,600	752,800	752,800
TOTAL GENERAL FUND		24,400,832	25,266,575	23,586,125	23,586,125
PARAMEDIC SERVICE FUND(104):					
-342-1510	Paramedic Service Fees	641,782	665,000	690,000	690,000
TOTAL PARAMEDIC SERVICE FUND		641,782	665,000	690,000	690,000
GAS TAX FUND(206):					
-318-1510	Gas Tax 2107 Funds	264,971	265,000	265,000	265,000
-318-1515	Gas Tax Engineering	6,000	6,000	6,000	6,000
-318-1520	Gas Tax 2105 Funds	198,010	200,000	200,000	200,000
-318-1525	Gas Tax 2106 Funds	119,267	120,000	120,000	120,000
-335-2005	Traffic Congestion Relief	0	275,000	145,000	145,000
-335-2011	Rubberized Asphalt Recycling	-51,321	0	0	0
-335-2300	Prop 1B Transportation	538,004	497,000	0	0
-336-0000	County Gov't Shared Revenue	400,000	0	0	0
-341-1500	Work for Others	0	41,500	0	0
-361-0000	Interest Income	38,710	40,000	40,000	40,000
-361-0000	Miscellaneous Revenues	0	162,000	0	0
TOTAL GAS TAX FUND		1,513,641	1,606,500	776,000	776,000
TRAFFIC SAFETY FUND(208):					
-335-1600	OTS Grant	52,099	44,500	0	0
-342-1013	DUI Vehicle Storage Release	26,330	15,000	15,000	15,000
-342-1014	Vehicle Storage Release	43,240	25,000	30,000	30,000
-342-1019	Other Vehicle Fees	25,405	0	50,000	50,000
-350-1100	Parking Violations	589,335	550,000	575,000	575,000
-350-1700	Vehicle Code Court Fines	86,094	100,000	100,000	100,000
-362-0000	Miscellaneous Revenues	0	0	0	0
TOTAL TRAFFIC SAFETY FUND		822,503	734,500	770,000	770,000

City of La Verne

2009-10 BUDGET

ESTIMATED REVENUES

Account Number	Source	2007-08 Actual	Estimated 2008-09	2009-10 Estimated	
				City Manager	Revised
<u>CDBG FUND(215):</u>					
-331-1500	CDBG Projects	420,081	222,696	166,731	166,731
TOTAL CDBG FUND		420,081	222,696	166,731	166,731
<u>O & M CFD FUND(216):</u>					
-361-0000	Interest Income	57,113	40,000	40,000	40,000
-370-2511	CFD Special Assessment	805,735	850,000	900,000	900,000
TOTAL O & M CFD FUND		862,848	890,000	940,000	940,000
<u>BICYCLE SAFETY FUND(222):</u>					
-336-1500	S.C.A.G. Grant-Pedestrian	61,572	0	0	0
TOTAL BICYCLE SAFETY FUND		61,572	0	0	0
<u>AFFORDABLE HOUSING FUND(226):</u>					
-345-1022	Housing Linkage Fee	65,000	151,500	7,500	7,500
-361-0000	Interest Income	10,492	15,000	15,000	15,000
TOTAL AFFORDABLE HOUSING FUND		75,492	166,500	22,500	22,500
<u>ASSET FORFEITURE(231):</u>					
-331-2610	Dept of Justice/Asset Sharing	398,243	395,000	250,000	250,000
-331-2611	U. S. Treasury/Asset Sharing	14,220	10,000	10,000	10,000
-331-2612	L. A. Impact/Asset Forfeiture	0	0	10,000	10,000
-335-1700	State Asset Forfeiture	16,405	6,500	0	0
-336-2110	LA Impact Salary Stipend	0	0	100,000	100,000
-361-0000	Interest Income	96,768	45,000	30,000	30,000
TOTAL ASSET FORFEITURE FUND		525,636	456,500	400,000	400,000
<u>LACMTA - PROPOSITION A FUND(232):</u>					
-336-1000	PROP A Allocation	532,063	545,000	481,000	481,000
-361-0000	Interest Revenue	11,672	6,000	5,000	5,000
-363-1100	Surplus Property Sales	1,529	0	0	0
TOTAL LACMTA - PROPOSITION A FUND		545,264	551,000	486,000	486,000
<u>LACMTA - PROPOSITION C FUND(234):</u>					
-336-1100	PROP C Allocation	442,979	450,000	399,000	399,000
-361-0000	Interest Revenue	42,705	40,000	30,000	30,000
-363-1100	Surplus Property Sales	1,171	0	0	0
TOTAL LACMTA - PROPOSITION C FUND		486,855	490,000	429,000	429,000

City of La Verne

2009-10 BUDGET

ESTIMATED REVENUES

Account Number	Source	2007-08 Actual	Estimated 2008-09	2009-10 Estimated	
				City Manager	Revised
<u>MEASURE R FUND(235):</u>					
-336-1400	Measure R	0	0	175,000	175,000
-361-0000	Interest Income	0	0	500	500
TOTAL MEASURE R FUND		0	0	175,500	175,500
<u>SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND(241):</u>					
-336-1200	Supplement Law Enf. Services Fund	100,000	100,000	100,000	100,000
-361-0000	Interest Income	387	0	0	0
TOTAL SUPPLEMENT LAW ENFORCEMENT SERVICES FUND		100,387	100,000	100,000	100,000
<u>AB2766 MOBILE SOURCE AIR POLLUTION(243):</u>					
-336-2000	AQMD Fees	39,950	40,000	40,000	40,000
-336-2300	AQMD Grant	104,349	11,900	0	0
-361-0000	Interest Income	6,146	6,000	5,000	5,000
TOTAL AB2766 MOBILE SOURCE AIR POLLUTION FUND		150,445	57,900	45,000	45,000
<u>PUBLIC SAFETY FUND(244):</u>					
-313-1100	PROP 172 Sales Tax	316,800	315,000	315,000	315,000
-342-1513	Fire Equipment Fee	0	0	0	0
-342-1514	Fire Facility Fee	0	0	0	0
-361-0000	Interest Income	61,433	20,000	10,000	10,000
TOTAL PUBLIC SAFETY FUND		378,233	335,000	325,000	325,000
<u>DOWNTOWN BUSINESS IMPROVEMENT FUND(245):</u>					
-321-1000	DBID Business Licenses	14,802	14,000	14,000	14,000
-361-0000	Interest Income	655	500	500	500
-362-2200	Harvest Festival	2,189	1,000	2,000	2,000
-362-2300	Cool Cruise	16,450	0	0	0
TOTAL DOWNTOWN BUSINESS IMPROVEMENT FUND		34,096	15,500	16,500	16,500
<u>MAINTENANCE ASSESSMENT DISTRICT FUND(246):</u>					
-361-0000	Interest Income	7,676	6,000	5,000	5,000
-362-0000	Miscellaneous Revenues	5,000	0	0	0
-370-1510	Landscape Maintenance Fees	300,090	301,000	302,000	302,000
-370-1511	Esperanza 84-1M Assmt. Fees	9,134	9,200	9,400	9,400
TOTAL MAINTENANCE ASSESSMENT DISTRICT FUND		321,900	316,200	316,400	316,400

City of La Verne

2009-10 BUDGET

ESTIMATED REVENUES

Account Number	Source	2007-08 Actual	Estimated 2008-09	2009-10 Estimated	
				City Manager	Revised
<u>CITYWIDE LIGHTING & LANDSCAPE DISTRICT FUND(248):</u>					
-341-1500	Work for Others	3,293	0	0	0
-341-1520	Sports Park Maintenance	65,000	65,000	65,000	65,000
-341-1525	Sports Park Lighting	12,033	10,000	10,000	10,000
-341-1526	Other Parks Lighting	9,924	21,000	21,000	21,000
-363-1010	Scrap Metal	1,188	0	0	0
-364-1000	Rents	13,550	15,700	16,000	16,000
TOTAL CITYWIDE LIGHTING & LANDSCAPE DISTRICT FUND		104,988	111,700	112,000	112,000
<u>FIRE EQUIPMENT REPLACEMENT FUND(250):</u>					
-331-1700	Homeland Security Grant	0	0	95,000	95,000
-331-2200	Other Federal Gov't Grants	0	0	125,000	125,000
-342-1515	Fire Equipment Rental Charge	63,910	24,500	10,000	10,000
-342-1516	Fire Administrative Fee	162,687	147,000	75,000	75,000
-361-0000	Interest Income	29,753	30,000	30,000	30,000
-362-0000	Miscellaneous Revenue	0	0	0	0
TOTAL FIRE EQUIPMENT REPLACEMENT FUND		256,350	201,500	335,000	335,000
<u>LARGE BUILDING CFD FUND(252):</u>					
-342-1517	Fire Facilities - CFD	22,518	0	22,600	22,600
-361-0000	Interest Income	520	800	1,000	1,000
TOTAL LARGE BUILDING CFD FUND		23,038	800	23,600	23,600
<u>LOAN REPAYMENT FUND(326):</u>					
-362-0000	Miscellaneous Revenue	1,211	360,000	360,000	360,000
-362-1500	Pension Obligation Charges	770,827	794,000	817,000	817,000
TOTAL LOAN REPAYMENT FUND		772,038	1,154,000	1,177,000	1,177,000
<u>GENERAL CAPITAL IMPROVEMENT FUND(405):</u>					
-331-1200	Federal COPS Grants	320,355	909,949	0	0
-331-1700	Homeland Security Grant	347,109	0	0	0
-336-2400	LA County Homeland Security	64,568	0	0	0
-361-0000	Interest Income	91	0	0	0
-362-0000	Miscellaneous Income	0	0	18,000	18,000
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		732,123	909,949	18,000	18,000
<u>ROW MANAGEMENT FUND(406):</u>					
-341-1515	Work for Others	22,218	0	0	0
-361-0000	Interest Income	40,580	25,000	25,000	25,000
-362-0000	Miscellaneous Income	1,320	0	0	0
-362-2600	Street Impact Mitigation Fee	100,000	100,000	100,000	100,000
-363-1000	Sale of Property	50,000	0	0	0
TOTAL ROW MANAGEMENT FUND		214,118	125,000	125,000	125,000

City of La Verne

2009-10 BUDGET

ESTIMATED REVENUES

Account Number	Source	2007-08 Actual	Estimated 2008-09	2009-10 Estimated	
				City Manager	Revised
<u>I/S TECHNOLOGY FUND(407):</u>					
-361-0000	Interest Income	719	1,000	1,000	1,000
-362-0000	Miscellaneous Income	8,542	13,000	0	0
TOTAL I/S TECHNOLOGY FUND		9,261	14,000	1,000	1,000
<u>UNDERGROUND UTILITIES FUND(410):</u>					
-344-2600	Underground Utilities Fee	35,770	15,000	15,000	15,000
-361-0000	Interest Income	58,876	40,000	40,000	40,000
TOTAL UNDERGROUND UTILITIES FUND		94,646	55,000	55,000	55,000
<u>PARK DEVELOPMENT FUND(412):</u>					
-318-1600	Park and Recreation Tax	22,080	310,000	20,000	20,000
-334-1000	State Parks Grant	725,325	100,000	0	0
-341-1500	Work for Others	58,512	0	0	0
-361-0000	Interest Revenues	-2,775	500	500	500
TOTAL PARK DEVELOPMENT FUND		803,142	410,500	20,500	20,500
<u>STORM DRAINAGE DISTRICT FUND(419):</u>					
-344-2700	Storm Drain Fees	58,380	5,000	5,000	5,000
-361-0000	Interest Income	55,126	40,000	40,000	40,000
TOTAL STORM DRAINAGE FUND		113,506	45,000	45,000	45,000
<u>WATER UTILITY FUND(502):</u>					
-345-1017	Plan Check Fees	8,500	2,000	2,000	2,000
-345-1500	Inspection Fees	3,285	5,000	5,000	5,000
-344-1510	Water Sales	7,951,498	8,120,000	9,370,000	9,370,000
-344-1512	Municipal Services Registration Fee	8,735	9,000	10,000	10,000
-344-1520	Meter Installations	11,445	1,000	5,000	5,000
-344-1525	Service Installations	6,430	2,000	5,000	5,000
-344-1526	Fire Flow Fee	5,925	2,500	2,500	2,500
-350-1500	Other Fines/Penalties	3,875	2,500	2,500	2,500
-350-1610	Late Penalty Fee	131,056	125,000	125,000	125,000
-350-1800	Utility Turnoff Delq Accts	21,330	20,000	20,000	20,000
-361-0000	Interest Income	21,994	6,000	6,000	6,000
-362-0000	Miscellaneous Revenue	4,702	5,600	5,600	5,600
-363-1000	Sale of Property	0	0	0	0
TOTAL WATER UTILITY FUND		8,178,775	8,300,600	9,558,600	9,558,600
<u>WATER CAPITAL IMPROVEMENT FUND(507):</u>					
-344-1610	Water Connection Fees	17,945	40,000	20,000	20,000
-344-1615	Water System Installation Fees	39,266	20,000	20,000	20,000
-344-1620	Water Acreage Connection Fees	49,863	30,000	20,000	20,000
-361-0000	Interest Income	293,925	80,000	50,000	50,000
TOTAL WATER CAPITAL IMPROVEMENT FUND		400,999	170,000	110,000	110,000

City of La Verne

2009-10 BUDGET

ESTIMATED REVENUES

Account Number	Source	2007-08 Actual	Estimated 2008-09	2009-10 Estimated	
				City Manager	Revised
<u>MIRAMAR DEBT REPAYMENT FUND(519):</u>					
-344-1530	Miramar Service Charge	670,294	700,000	600,000	600,000
-361-0000	Interest Income	354,207	240,000	220,000	220,000
	TOTAL MIRAMAR DEBT REPAYMENT FUND	1,024,501	940,000	820,000	820,000
<u>SEWER UTILITY FUND(530):</u>					
-322-1015	Industrial Waste Permits	22,931	20,000	20,000	20,000
-344-1100	Plan Check Fees	4,938	0	1,000	1,000
-344-1200	Inspection Fees	13,103	0	1,000	1,000
-344-1214	NPDES-Restaurant Inspection Fee	0	0	0	0
-344-2010	Sewer Service Fees	762,867	780,000	780,000	780,000
-361-0000	Interest Income	74,718	50,000	40,000	40,000
	TOTAL SEWER UTILITY FUND	878,557	850,000	842,000	842,000
<u>SEWER CAPITAL IMPROVEMENT FUND(531):</u>					
-344-2110	Sewer Main Line Fees	22,285	0	1,000	1,000
-344-2115	Sewer Connection Fees	7,673	0	1,000	1,000
-361-0000	Interest Income	126,874	90,000	80,000	80,000
	TOTAL SEWER CAPITAL IMPROVEMENT FUND	156,832	90,000	82,000	82,000
<u>EQUIPMENT FUND(624):</u>					
-361-0000	Interest Income	53,166	30,000	30,000	30,000
-362-1900	Contributed Assets	44,715	0	0	0
-363-1000	Sale of Property	0	11,800	0	0
-364-1000	Rents (Maint. & Operations)	825,878	841,000	848,700	848,700
-364-1015	Rents (Depreciation)	405,858	420,000	427,000	427,000
	TOTAL EQUIPMENT FUND	1,329,617	1,302,800	1,305,700	1,305,700
	TOTAL ALL CITY FUNDS	46,434,058	46,554,720	43,875,156	43,875,156
	Less Interdepartmental Funds	(2,004,000)	(2,084,000)	(2,092,700)	(2,092,700)
	NET CITY REVENUE	44,430,058	44,470,720	41,782,456	41,782,456

City of La Verne

2009-10 BUDGET

ESTIMATED REVENUES

Account Number	Source	2007-08 Actual	Estimated 2008-09	2009-10 Estimated	
				City Manager	Revised
LA VERNE REDEVELOPMENT AGENCY:					
LVRA GENERAL FUND(427):					
-361-0000	Interest Income	32,510	60,000	50,000	50,000
-362-0000	Miscellaneous Revenue				
-364-1000	Rents	5,183	5,000	5,000	5,000
-392-1600	Gain on Land Held for Resale	140,376	0	0	0
-393-1500	Loan Proceeds	470,000	470,000	400,000	400,000
	SUB-TOTAL	648,069	535,000	455,000	455,000
LVRA LOW/MODERATE INCOME HOUSING FUND(228):					
-311-1600	Supplemental Tax Roll	116,173	50,000	50,000	50,000
-311-2010	Increment Current Year	1,859,363	1,900,000	1,930,000	1,930,000
-311-2011	Increment Prior Year	1,883	0	0	0
-361-0000	Interest Income	179,664	200,000	200,000	200,000
	SUB-TOTAL	2,157,083	2,150,000	2,180,000	2,180,000
LVRA DEBT SERVICE FUND(329):					
-311-1600	Supplemental Tax Roll	124,578	60,000	50,000	50,000
-311-2010	Increment Current Year	2,314,547	2,300,000	2,350,000	2,350,000
-311-2011	Increment Prior Year	529	0	0	0
-361-0000	Interest Income	77,494	80,000	50,000	50,000
	SUB-TOTAL	2,517,148	2,440,000	2,450,000	2,450,000
TOTAL LA VERNE REDEVELOPMENT AGENCY FUNDS		5,322,300	5,125,000	5,085,000	5,085,000
GRAND TOTAL CITY AND AGENCY:		49,752,358	49,595,720	46,867,456	46,867,456

City of La Verne

2009-10 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>GENERAL ADMINISTRATION:</u>				
City Council	69,961	11,300	0	81,261
General Government				
Non-Departmental	0	477,200	0	477,200
Legal Services	0	78,200	0	78,200
DEPARTMENT TOTAL	69,961	566,700	0	636,661
<u>CITY CLERK DEPARTMENT:</u>				
Administration	113,953	15,075	0	129,028
Elections	13,466	4,500	0	17,966
DEPARTMENT TOTAL	127,419	19,575	0	146,994
<u>CITY MANAGER DEPARTMENT:</u>				
CITY MANAGER DIVISION:				
Administration	236,510	8,050	0	244,560
Personnel Division	68,628	28,250	0	96,878
SUB-TOTAL	305,138	36,300	0	341,438
FINANCE DIVISION:				
Administration	52,964	16,000	0	68,964
City Treasurer	55,263	21,000	0	76,263
Cashiering and Collections	51,607	4,000	0	55,607
Business Licensing	31,961	2,500	0	34,461
Accounting and Payroll	158,965	4,000	0	162,965
L. A. Impact Fiscal Services	16,812	500	0	17,312
SUB-TOTAL	367,572	48,000	0	415,572
INFORMATION SYSTEMS DIVISION:				
Administration	26,547	5,000	0	31,547
Mid-Range Computers	40,017	70,000	0	110,017
Personal Computers	80,230	10,000	0	90,230
Telephone Services	13,274	58,000	48,000	119,274
SUB-TOTAL	160,068	143,000	48,000	351,068
DEPARTMENT TOTAL	832,778	227,300	48,000	1,108,078

City of La Verne

2009-10 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>COMMUNITY DEVELOPMENT:</u>				
Administration	22,348	42,400	0	64,748
Planning	47,400	68,000	0	115,400
Planning Non-Deposit Projects	81,022	27,200	0	108,222
Code Enforcement/Building Inspection	22,348	226,000	0	248,348
General Plan Update	0	7,500	0	7,500
DEPARTMENT TOTAL	173,118	371,100	0	544,218
<u>FIRE DEPARTMENT:</u>				
Administration	414,627	47,500	0	462,127
Emergency Services	2,793,683	38,500	0	2,832,183
Fire Apprentice Program	56,512	46,000	0	102,512
Training	697,210	12,000	0	709,210
Station Maintenance	223,855	8,100	0	231,955
Fire Prevention	297,318	6,700	0	304,018
Emergency Preparedness	70,931	8,300	0	79,231
Paramedic Services	1,946,551	131,000	0	2,077,551
Vehicle Maintenance	211,001	121,450	101,082	433,533
DEPARTMENT TOTAL	6,711,688	419,550	101,082	7,232,320
<u>POLICE DEPARTMENT:</u>				
Administration	747,849	350,000	0	1,097,849
Communications	697,170	25,000	0	722,170
Jail Services/Livescan	154,887	43,000	0	197,887
Personnel Development/Training	20,963	65,000	0	85,963
Records and Clerical	337,021	32,000	18,000	387,021
Patrol Services	3,892,227	440,000	0	4,332,227
Investigations	1,705,396	125,000	0	1,830,396
Police Reserve Program	0	12,000	0	12,000
Crime Prevention/School Resource	195,277	37,500	0	232,777
PD-Information Systems	86,573	130,000	0	216,573
L.A. IMPACT Personnel Services	484,266	0	0	484,266
Traffic Services	771,176	215,000	0	986,176
Supplemental Law Enforcement	117,709	0	0	117,709
Asset Forfeiture	662,640	130,000	71,000	863,640
DEPARTMENT TOTAL	9,873,154	1,604,500	89,000	11,566,654

City of La Verne

2009-10 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>PARKS AND COMMUNITY SERVICES DEPARTMENT:</u>				
PARK MAINTENANCE DIVISION:				
Administration	0	80,000	0	80,000
Parks Facility Maintenance	733,799	540,915	0	1,274,714
Tree Maintenance	99,241	172,687	0	271,928
Riparian Channel Maintenance	0	15,000	0	15,000
Maintenance Assessment Division	23,436	441,813	0	465,249
SUB-TOTAL	856,476	1,250,415	0	2,106,891
COMMUNITY SERVICES DIVISION:				
Administration	158,168	20,000	0	178,168
Recreation Programs	210,004	214,300	0	424,304
Facility Rentals	243,434	134,260	0	377,694
Swimming Pool Program	118,780	235,864	0	354,644
Special Events	12,417	36,900	0	49,317
SUB-TOTAL	742,803	641,324	0	1,384,127
DEPARTMENT TOTAL	1,599,279	1,891,739	0	3,491,018
<u>PUBLIC WORKS DEPARTMENT:</u>				
CITY BUILDING DIVISION:				
Administration	21,774	2,025	0	23,799
Building Maintenance	68,338	315,600	1,000	384,938
SUB-TOTAL	90,112	317,625	1,000	408,737
STREET MAINTENANCE DIVISION:				
Administration	134,952	371,019	0	505,971
Waste and Recycling	34,985	2,779,000	0	2,813,985
Street Maintenance	421,518	624,185	36,000	1,081,703
Traffic and Lighting	89,119	545,580	0	634,699
Graffiti Removal	30,748	28,900	0	59,648
SUB-TOTAL	711,322	4,348,684	36,000	5,096,006

City of La Verne

2009-10 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
WATER UTILITY DIVISION:				
Administration	328,625	394,616	10,000	733,241
Water Production	282,211	5,264,058	0	5,546,269
Transmission & Distribution	387,843	174,856	17,500	580,199
Customer Service	546,707	171,224	36,500	754,431
SUB-TOTAL	1,545,386	6,004,754	64,000	7,614,140
SEWER UTILITY DIVISION:				
Administration	345,948	110,116	10,000	466,064
Sewer System Maintenance	241,626	95,391	17,500	354,517
SUB-TOTAL	587,574	205,507	27,500	820,581
EQUIPMENT MAINTENANCE DIVISION:				
Administration	186,226	109,100	83,000	378,326
Preventative Maintenance	103,577	60,950	0	164,527
Repair Work	185,311	499,244	0	684,555
SUB-TOTAL	475,114	669,294	83,000	1,227,408
DEPARTMENT TOTAL	3,409,508	11,545,864	211,500	15,166,872
TOTAL CITY OPERATING	22,796,905	16,646,328	449,582	39,892,815
Less Interdepartmental Funds	0	(2,092,700)	0	(2,092,700)
NET CITY OPERATING BUDGET	22,796,905	14,553,628	449,582	37,800,115

City of La Verne

2009-10 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>CAPITAL IMPROVEMENTS:</u>				
General Capital Improvement Fund	0	0	440,000	440,000
I/S Technology Fund	0	0	37,000	37,000
Measure R Fund	0	0	175,000	175,000
Gas Tax Street Improvements	0	0	1,186,000	1,186,000
County Aid to Cities Fund	0	0	41,500	41,500
Water Capital Improvements	0	0	1,976,000	1,976,000
Sewer Capital Improvements	0	0	225,000	225,000
Storm Drain Fund	0	0	100,000	100,000
Park Development	0	0	153,000	153,000
Esperanza Road Improvement District	0	0	56,150	56,150
Fire Facilities/Equipment Funds	0	0	32,600	32,600
Large Building CFD Fund	0	0	8,000	8,000
Fire Equipment Replacement Fund	0	0	308,000	308,000
TOTAL CAPITAL IMPROVEMENTS PROJECTS	0	0	4,738,250	4,738,250
<u>SPECIAL PROGRAMS:</u>				
CDBG Projects & Programs	16,000	150,731	0	166,731
Bicycle Safety - TDA	0	0	0	0
PROP A LACMTA Programs	47,215	538,082	0	585,297
PROP C LACMTA Programs	109,574	275,000	259,300	643,874
Mobile Source Air Pollution(AB2766)	1,950	19,050	0	21,000
Downtown Business Improv. Dist.	0	21,000	0	21,000
TOTAL SPECIAL PROGRAMS	174,739	1,003,863	259,300	1,437,902
<u>DEBT SERVICE REQUIREMENTS:</u>				
Capitalized Leases/Pension Bond	0	2,011,000	0	2,011,000
TOTAL DEBT SERVICE	0	2,011,000	0	2,011,000
TOTAL CITY EXPENDITURES	22,971,644	17,568,491	5,447,132	45,987,267

City of La Verne

2009-10 BUDGET

SUMMARY OF EXPENDITURES

<u>Department</u>	<u>Personnel Services</u>	<u>Operational Expenses</u>	<u>Capital</u>	<u>Total</u>
<u>LA VERNE REDEVELOPMENT AGENCY:</u>				
LVRA GENERAL FUND:				
Administration	395,896	218,695	5,000	619,591
Historic Preservation	20,473	21,500	0	41,973
Economic Development	66,561	153,000	0	219,561
TOTAL LVRA GENERAL FUND	482,930	393,195	5,000	881,125
LVRA LOW/MODERATE INCOME HOUSING FUND:				
Administration	606,504	229,688	5,000	841,192
Housing Rehab. & Special Programs	0	300,000	0	300,000
Debt Repayment	0	350,000	0	350,000
TOTAL LVRA LOW/MODERATE INCOME HOUSING FUND	606,504	879,688	5,000	1,491,192
LVRA DEBT SERVICE:	0	1,400,000	0	1,400,000
TOTAL LVRA DEBT SERVICE FUND	0	1,400,000	0	1,400,000
TOTAL LA VERNE REDEVELOPMENT AGENCY	1,089,434	2,672,883	10,000	3,772,317
TOTAL CITY AND AGENCY	24,061,078	20,241,374	5,457,132	49,759,584

City of La Verne

SUMMARY OF FUND BALANCES

ANTICIPATED REVENUE, APPROPRIATIONS AND TRANSFERS 2009-10 BUDGET

Fund No.	Fund Title	Estimated Fund Balance 6/30/2009	Revenues	Appropriations	Net Transfers	Estimated Fund Balance 6/30/2010
101	General:					
	Undesignated Reserve	5,857,345	20,772,140	22,727,938	1,374,100	5,275,647
	Designated Reserve	2,314,395	2,813,985	2,813,985	0	2,314,395
104	Paramedic Service	0	690,000	0	(690,000)	0
206	Gas Tax	1,708,048	776,000	1,186,000	(394,000)	904,048
208	Traffic Safety	69,202	770,000	986,176	216,000	69,026
209	County Aid to Cities	103,243	0	41,500	0	61,743
215	CDBG	0	166,731	166,731	0	0
216	Operation & Maintenance CFD	1,091,050	940,000	0	(948,000)	1,083,050
222	Bicycle Safety & TDA	0	0	0	0	0
226	Affordable Housing	517,761	22,500	0	0	540,261
231	Asset Forfeiture	507,545	400,000	863,640	0	43,905
232	LACMTA - Proposition A	396,441	486,000	585,297	0	297,144
234	LACMTA - Proposition C	603,148	429,000	643,874	0	388,274
235	Measure R Fund	0	175,500	175,000	0	500
241	Supplemental Law Enf. Services	137	100,000	117,709	18,000	428
243	AB2766 Mobile Source Air Pollution	157,017	45,000	21,000	0	181,017
244	Public Safety Equipment	489,696	325,000	32,600	(370,000)	412,096
245	DBID	14,652	16,500	21,000	0	10,152
246	Maintenance Assessment Districts	147,254	316,400	465,249	68,000	66,405
248	Lighting and Landscape Maintenance Fund	88,195	112,000	2,255,989	2,081,000	25,206
250	Fire Equipment Replacement Fund	1,034,786	335,000	308,000	(40,000)	1,021,786
252	Large Building CFD Fund	23,838	23,600	8,000	0	39,438
326	Loan Repayment	317,725	1,177,000	1,178,000	(182,000)	134,725
405	General Capital Improvement	308,352	18,000	440,000	222,000	108,352
406	Right of Way Management	914,415	125,000	0	(100,000)	939,415
407	I/S Technology Fund	40,150	1,000	37,000	0	4,150
410	Underground Utilities	1,279,763	55,000	0	0	1,334,763
412	Park Development	141,832	20,500	153,000	0	9,332
419	Storm Drainage District	1,090,239	45,000	100,000	0	1,035,239
436	Esperanza Rd. Improvement District	56,150	0	56,150	0	0
502	Water Utility	1,138,113	9,558,600	7,614,140	(1,454,900)	1,627,673
507	Water Capital Improvement:	2,292,903	110,000	1,976,000	500,000	926,903
519	Miramar Debt Repayment	7,451,476	820,000	833,000	0	7,438,476
530	Sewer Utility	1,714,965	842,000	820,581	(620,200)	1,116,184
531	Sewer Capital Improvement	2,715,910	82,000	225,000	500,000	3,072,910
624	Equipment	861,962	1,305,700	1,227,408	(180,000)	760,254
	TOTAL CITY	35,447,708	43,875,156	48,079,967	0	31,242,897
	Less Interdepartmental Funds		(2,092,700)	(2,092,700)	0	0
	NET CITY	35,447,708	41,782,456	45,987,267	0	31,242,897
LA VERNE REDEVELOPMENT AGENCY:						
427	LVRA - General	1,299,739	455,000	881,125	0	873,614
228	LVRA - Low/Moderate Income Housing	4,886,697	2,180,000	1,491,192	0	5,575,505
329	LVRA - Debt Service	875,697	2,450,000	1,400,000	0	1,925,697
	TOTAL LVRA	7,062,133	5,085,000	3,772,317	0	8,374,816
	TOTAL CITY AND LA VERNE REDEVELOPMENT AGENCY	42,509,841	46,867,456	49,759,584	0	39,617,713

City of La Verne

2009-10 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	\$23,586,125	\$2,707,000	A		\$25,541,923	\$25,541,923
		\$1,085,100	B			
		(\$234,000)	C			
		(\$2,144,000)	I			
		(\$40,000)	J			
104 Paramedic Service	\$690,000	(\$690,000)	A		\$0	\$0
206 Gas Tax	\$776,000	(\$394,000)	A	\$804,000 L	\$1,186,000	\$1,186,000
208 Traffic Safety	\$770,000	\$216,000	C	\$176 L	\$986,176	\$986,176
209 County Aid to Cities	\$0			\$41,500 L	\$41,500	\$41,500
215 CDBG	\$166,731				\$166,731	\$166,731
216 Operation & Maint. CFD 90-1	\$940,000	(\$933,000)	A	\$8,000 L	\$0	\$0
		(\$15,000)	H			
222 Bicycle Safety	\$0				\$0	\$0
226 Affordable Housing	\$22,500			(\$22,500) M	\$0	\$0
231 Asset Forfeiture	\$400,000		K	\$463,640 L	\$863,640	\$863,640
232 LACMTA-Proposition A	\$486,000			\$99,297 L	\$585,297	\$585,297
234 LACMTA-Proposition C	\$429,000			\$214,874 L	\$643,874	\$643,874
235 Measure R	\$175,500			(\$500) M	\$175,000	\$175,000
241 Supplemental Law Enf. Services Fund	\$100,000	\$18,000	C	(\$291) M	\$117,709	\$117,709
243 AB2766 Mobile Source Air Pollution	\$45,000			(\$24,000) M	\$21,000	\$21,000
244 Public Safety Equipment	\$325,000	(\$370,000)	A	\$77,600 L	\$32,600	\$32,600
245 Downtown Business Improvement District	\$16,500			\$4,500 L	\$21,000	\$21,000
246 Maintenance Assess. District	\$316,400	\$68,000	C	\$80,849 L	\$465,249	\$465,249
248 Citywide Lighting & Landscape Dist.	\$112,000	\$2,144,000	I	\$62,989 L	\$2,255,989	\$2,255,989
		\$5,000	H			
		(\$68,000)	C			
250 Fire Equipment Replacement Fund	\$335,000	(\$40,000)	A	\$13,000 L	\$308,000	\$308,000

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City of La Verne

2009-10 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	\$23,600		(\$15,600) M		\$8,000	\$8,000
326 Loan Repayment	\$1,177,000	(\$182,000) D	\$183,000 L		\$1,178,000	\$1,178,000
405 General Capital Improvement	\$18,000	\$182,000 J \$40,000 K	\$200,000 L		\$440,000	\$440,000
406 ROW Management	\$125,000	(\$100,000) A	(\$25,000) M		\$0	\$0
407 I/S Technology Fund	\$1,000		\$36,000 L		\$37,000	\$37,000
410 Underground Utilities District	\$55,000		(\$55,000) M		\$0	\$0
412 Park Development	\$20,500		\$132,500 L		\$153,000	\$153,000
419 Storm Drainage District	\$45,000		\$55,000 L		\$100,000	\$100,000
436 Esperanza Rd. Imprv Dist	\$0		\$56,150 L		\$56,150	\$56,150
502 Water Utility	\$9,558,600	(\$954,900) B (\$500,000) L		(\$489,560) M	\$7,614,140	\$7,614,140
507 Water Capital Improvement	\$110,000	\$500,000 L	(\$20,000) E \$1,386,000 L		\$1,976,000	\$1,976,000
519 Miramar Debt Repayment	\$820,000		\$13,000 L		\$833,000	\$833,000
530 Sewer Utility	\$842,000	(\$130,200) B \$10,000 H (\$500,000) L		\$598,781 L	\$820,581	\$820,581
531 Sewer Capital Improvement	\$82,000	\$500,000 L		(\$357,000) M	\$225,000	\$225,000
624 Equipment	\$1,305,700	(\$180,000) A	\$0 G	\$101,708 M	\$1,227,408	\$1,227,408
TOTAL CITY	\$43,875,156	\$0	\$3,769,184	\$435,627	\$48,079,967	\$48,079,967
Less Interdepartmental Funds	(\$2,092,700)				(\$2,092,700)	(\$2,092,700)
NET CITY	\$41,782,456	\$0	\$3,769,184	\$435,627	\$45,987,267	\$45,987,267
LA VERNE REDEVELOPMENT AGENCY:						
427 LVRA-General	\$455,000		\$426,125 L		\$881,125	\$881,125
228 LVRA-Low/Mod Housing	\$2,180,000		(\$688,808) M		\$1,491,192	\$1,491,192
329 LVRA - Debt Service	\$2,450,000		(\$1,050,000) L		\$1,400,000	\$1,400,000
TOTAL LVRA	\$5,085,000	\$0	(\$1,312,683)	\$0	\$3,772,317	\$3,772,317
TOTAL CITY AND LVRA	\$46,867,456	\$0	\$2,456,501	\$435,627	\$49,759,584	\$49,759,584

City of La Verne

2009-10 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

A - Transfers to General Fund:

Paramedic Cost Reimbursement		690,000
Gas Tax 2106	120,000	
Gas Tax 2107	265,000	
Gas Tax Interest Income	9,000	
Total Gas Tax		394,000
Proposition 172 Public Safety-Current Year Revenue		315,000
Proposition 172 Public Safety-Prior Year Revenue		25,000
Community Facilities Dist. 90-1		933,000
Equipment Fund		180,000
ROW Management Fund		70,000
Fire Facility and Fire Equipment Fund		100,000
		2,707,000

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

Water Utility		954,900
Sewer Utility		130,200
		1,085,100

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

Traffic Safety Fund		216,000
Supplemental Law Enforcement Services Fund		18,000
Maintenance Assessment Districts		68,000
		302,000

D - Transfer from General Debt Service to:

General Capital Improvement Fund		182,000
		182,000

E - Reserve Water Acreage Fees for Future System Improvements:

		20,000
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F - Interdepartmental Funds:

Pension Obligation Charges		817,000
Equipment Rental Fees:		
General	875,000	
Water	131,000	
Sewer	41,200	
Equipment	18,500	
Citywide Landscape District	210,000	
		2,092,700

G - Use Equipment Reserves for Equipment Replacement:

		0
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City of La Verne

2009-10 BUDGET

INTER-FUND TRANSFER AND RESERVE APPROPRIATION EXPLANATION

H - Transfer CFD 90-1 Special Taxes to Reimburse those Operational Costs Incurred in:		
Sewer Fund	10,000	
Lighting and Landscape Maintenance Fund	<u>5,000</u>	
		<u>15,000</u>
I - Transfer to Citywide Lighting & Landscape Maintenance Fund:		<u>2,144,000</u>
J - Transfers for Replacement of two Paramedic Ambulance Units:		
(8th of Ten Annual Appropriations)	20,000	
(5th of Ten Annual Appropriations)	<u>20,000</u>	
		<u>40,000</u>
K - Transfers to General Capital Improvement Fund from Other Funds	<u>0</u>	<u>0</u>
L - Use Reserves for Designated Purposes:		
M - Retain Required Reserves:		
N - Use Undesignated Reserves:		

City of La Verne

PERSONNEL SUMMARY

2009-2010 BUDGET

<u>DEPARTMENT</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Dept. Request 2009-10</u>	<u>Recommended by Manager 2009-10</u>	<u>Council Approved 2009-10</u>
City Clerk	.90	.90	.90	.90	.90	.90	.90
City Manager	8.39	8.24	8.19	7.94	7.94	7.54	7.54
Community Development	2.90	2.90	2.50	2.00	2.35	1.90	1.90
Fire	36.00	36.00	36.00	36.00	36.00	36.00	36.00
Police	67.00	71.00	71.00	67.00	67.00	65.50	65.50
Park Maintenance	9.87	9.87	9.87	9.87	9.87	9.87	9.87
Recreation & Comm. Services	2.82	2.82	2.82	2.82	2.82	2.82	2.82
Public Works	36.40	36.55	38.55	39.55	39.55	39.55	39.55
Special Programs	1.09	1.04	1.04	1.03	1.03	1.03	1.03
La Verne Redevelopment Agency	<u>6.63</u>	<u>6.68</u>	<u>7.13</u>	<u>7.89</u>	<u>7.54</u>	<u>8.89</u>	<u>8.89</u>
TOTAL REGULAR FULL-TIME POSITIONS	<u>172.00</u>	<u>176.00</u>	<u>178.00</u>	<u>175.00</u>	<u>175.00</u>	<u>174.00</u>	<u>174.00</u>

City of La Verne

**CAPITALIZED LEASES
and
PENSION OBLIGATION BOND**

City of La Verne

Capitalized Leases

<u>Date</u>	<u>Original Amount</u>	<u>Principal Balance 6-30-09</u>	<u>Principal Due 2009-10</u>	<u>Interest Due 2009-10</u>	<u>Total Due 2009-10</u>
Three Valleys Municipal Water District					
10-30-03	\$6,974,530	\$3,758,677	\$701,000	\$122,000	\$823,000

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

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

Source of Funds:

Miramar Debt Repayment \$823,000.

<u>Date</u>	<u>Original Amount</u>	<u>Principal Balance 6-30-09</u>	<u>Principal Due 2009-10</u>	<u>Interest Due 2009-10</u>	<u>Total Due 2009-10</u>
05-23-96	\$4,640,000	\$2,740,000	\$210,000	\$151,000	\$361,000

On November 1, 1988, \$5,000,000 in Certificates of Participation were issued by the State Street Bank and Trust Company pursuant to a lease agreement with the City of La Verne. The City will use the proceeds from the certificates to finance the acquisition, construction and installation of certain public improvements relating to the San Polo (Koll) Business Park and various Redevelopment Agency public improvements. On May 23, 1996 and again on May 12, 2009, the City refunded the bond issue in order to obtain the benefits of lower interest rates, thereby reducing the yearly debt service costs by approximately \$28,000 and \$20,000 respectively.

Source Funds:

Loan Repayment Fund \$361,000

Pension Obligation Bond

<u>Date</u>	<u>Original Amount</u>	<u>Principal Balance 6-30-09</u>	<u>Principal Due 2009-10</u>	<u>Interest Due 2009-10</u>	<u>Total Due 2009-10</u>
05-04-06	\$8,380,000	\$7,515,000	\$380,000	\$437,000	\$817,000

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

City of La Verne

GENERAL ADMINISTRATION

City of La Verne

BUDGET MESSAGE

2009 – 2010 Fiscal Year

General Administration

Department

1000, 1600, 1700 SERIES

Cost Center No.

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

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

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

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

City of La Verne

General Administration

Summary

1000, 1600 & 1700 Series

Department	Cost Center	Cost Center No.
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Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	73,694	78,770	69,961	69,961
Other Operating Costs	543,600	571,700	566,700	566,700
Capital Outlay	0	0	0	0
TOTAL:	617,294	650,470	636,661	636,661

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

General Fund	612,294	585,470	596,661	596,661
PEG	5,000	65,000	40,000	40,000
TOTAL:	617,294	650,470	636,661	636,661

City of La Verne

DETAIL OF SALARIES & WAGES

General Administration	Summary			1000 Series
Department	Cost Center			Cost Center No.
CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
TOTAL FULL-TIME				
REGULAR PART-TIME				
City Council(elected)	5.00	5.00	5.00	5.00
TOTAL REG. PART-TIME	5.00	5.00	5.00	5.00
TOTAL POSITIONS	5.00	5.00	5.00	5.00
APPROPRIATIONS				
SALARIES & WAGES	31,140	31,140	31,140	31,140
TEMPORARY/OTHER PART TIME.....				
BENEFIT COSTS	42,554	47,630	38,821	38,821
TOTAL PERSONNEL SERVICES	73,694	78,770	69,961	69,961

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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	73,694	78,770	69,961	69,961
Other Operating Costs	11,300	11,300	11,300	11,300
Capital Outlay	0	0	0	
TOTAL:	84,994	90,070	81,261	81,261

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

General Fund	84,994	90,070	81,261	81,261
TOTAL:	84,994	90,070	81,261	81,261

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 \$1,000 per City Council Member.

City Manager Recommendations

Funding levels as requested after benefit costs adjustments in 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 efforts, e.g. Chamber of Commerce, Fourth of July activities, etc.
5. To pay for the City's memberships in regional and intergovernmental agencies.
6. To fund La Verne's Community Television Channel (LVTV).
7. To pay L.A. County for the collection of property taxes.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	446,300	477,200	477,200	477,200
Capital Outlay	0	0	0	0
Total:	446,300	477,200	477,200	477,200

Personnel Authorized	0	0	0	0
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Source of Funds:				
General Fund	441,300	412,200	437,200	437,200
PEG Fee	5,000	65,000	40,000	40,000
TOTAL:	446,300	477,200	477,200	477,200

City of La Verne

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

Units of Measure:

N/A

Personnel Services:

N/A

Other Operating Costs and Capital Outlay:

<u>Community Based Agency Funding</u>	08/09 Budget	Requested 09/10 Budget	City Mgr. Rec. 09/10 Budget	09/10 Council Approved
Chamber of Commerce	15,000	15,000	15,000	15,000
Cable TV Community Access	76,000	72,200	72,200	72,200
Friends of the Fourth	10,000	10,000	10,000	10,000
Inland Valley Humane Society	111,000	95,000	95,000	95,000
La Verne Burns Scholarship	700	-	-	-

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

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

<u>Department</u>	2006/07	2007/08	2008/09	2009/10
Police	100,750	99,200	102,053	91,659
Public Works	152,050	143,325	178,166	196,576
Sewer	10,900	11,450	12,597	12,288
Parks & Community Services	97,945	99,370	95,795	78,616
Administration	52,738	73,200	80,536	78,560
Auto Liability Insurance & Risk Management	49,000	51,530	56,686	55,295
Fire (auto liability)	10,900	11,450	12,597	12,288
LVRA-General	13,630	14,320	15,746	15,360
LVRA-Low/Mod	13,630	14,320	15,746	15,360
Water	27,260	28,630	31,492	30,720
LV Mobile Country Club	10,900	20,040	22,045	21,504
Valley Rancho MHP	5,450	5,725	6,298	6,144

City Manager Recommendations

Funding levels as requested

City of La Verne

General Administration

Legal Services

1700

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	86,000	83,200	78,200	78,200
Capital Outlay	0	0	0	0
Total:	86,000	83,200	78,200	78,200

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	86,000	83,200	78,200	78,200
TOTAL:	86,000	83,200	78,200	78,200

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.

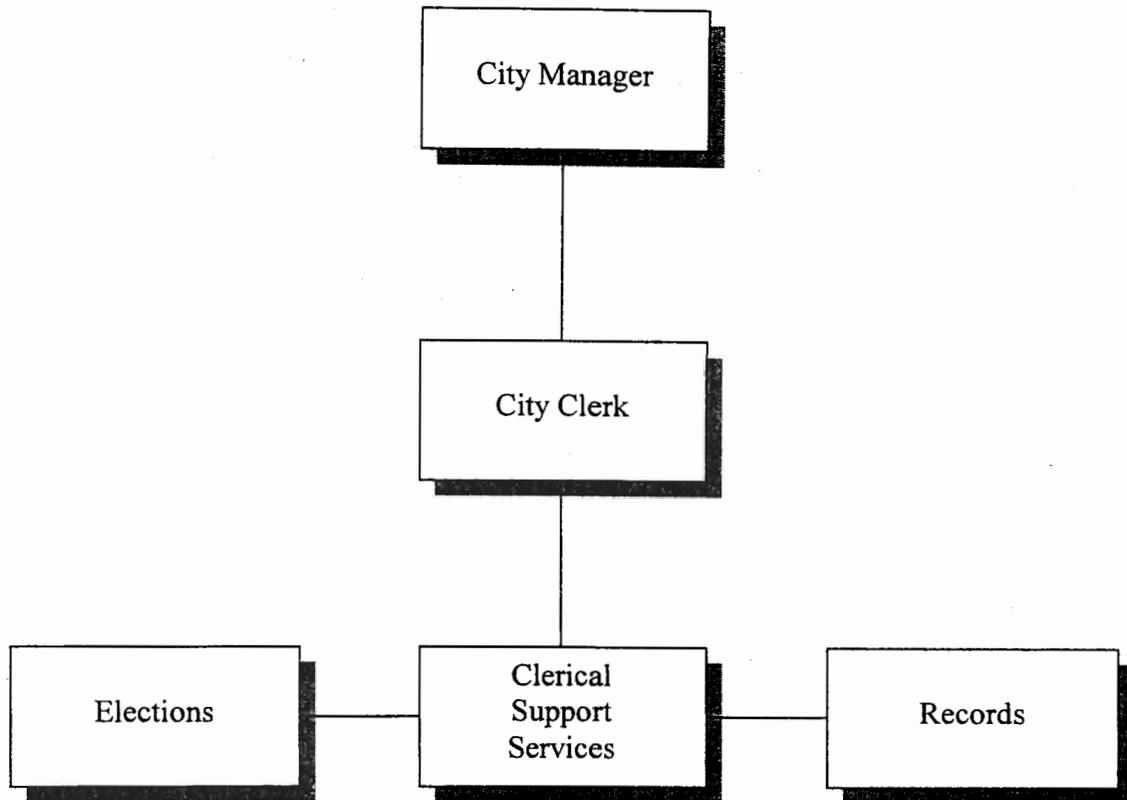
City Manager Recommendations

Reduce other operating costs

City of La Verne

CITY CLERK

CITY CLERK DEPARTMENT



City of La Verne

BUDGET MESSAGE

2009 – 2010 Fiscal Year

City Clerk

Department

1200 SERIES

Cost Center No.

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

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

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

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

This fiscal year is a non-election year; therefore, the "Elections" cost center for FY 09/10 has been reduced significantly since minimal election related activity is anticipated.

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	134,824	128,609	127,419	127,419
Other Operating Costs	71,350	19,575	19,575	19,575
Capital Outlay	8,700	30,000	0	0
Total:	214,874	178,184	146,994	146,994

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

General Fund	214,874	178,184	146,994	146,994
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TOTAL:	214,874	178,184	146,994	146,994
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City of La Verne

DETAIL OF SALARIES & WAGES

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

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Clerk	.90	.90	.90	.90

TOTAL FULL-TIME	.90	.90	.90	.90
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REGULAR PART-TIME				
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TOTAL REG. PART-TIME	.00	.00	.00	.00
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TOTAL POSITIONS	.90	.90	.90	.90
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APPROPRIATIONS

SALARIES & WAGES	100,344	96,324	93,324	93,324
OVERTIME	0	0	0	0
BENEFIT COSTS	34,480	32,285	34,095	34,095
TOTAL PERSONNEL SERVICES	134,824	128,609	127,419	127,419

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.
- To maintain a multi-functional "Records Management Program."
- 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	114,024	115,011	113,953	113,953
Other Operating Costs	15,350	15,075	15,075	15,075
Capital Outlay	-	0	0	0
Total:	129,374	130,086	129,028	129,028
Personnel Authorized	.80	.80	.80	.80
Source of Funds:				
General Fund	129,374	130,086	129,028	129,028
TOTAL:	129,374	130,086	129,028	129,028

City of La Verne

City Clerk

Administration

1201

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Projected 2009/10</u>
Council Minutes/Agendas Prepared	27	25	24	25
Resolutions Processed	101	102	87	87
Ordinances Processed	7	10	10	10
Elections Conducted	0	0	1	0
Proclamations	45	40	35	35
LVRA Agendas/Minutes	7	5	5	5
LVRA Resolutions	5	3	5	5
LVRA OPA & Amendments	4	1	2	2
*LVHA Agendas/Minutes	0	0	0	0
*LVHA Resolutions	0	0	0	0
*JPFA Agendas/Minutes	1	2	2	2
*JPFA Resolutions	3	2	2	2
Passport Applications	364	488	410	420

* These Agencies were formed in 1996.

Personnel Services:

80% of the City Clerk's position.

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

Other Operating Costs and Capital Outlay

Operating costs include:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in 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 2011, 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 2008/09 budget reflects the costs associated with a non-election year.
- The next General Municipal Election is scheduled for Tuesday, March 8, 2011.

Operational Plans:

- To assist citizens with election information.
- To provide and maintain all campaign filing requirements set forth by the Fair Political Practices Commission (FPPC).
- Plan voter and multilingual outreach for March 2011 election.
- Plan February 2011 - Candidate Forum.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	20,800	13,598	13,466	13,466
Other Operating Costs	56,000	4,500	4,500	4,500
Capital Outlay	8,700	30,000	0	0
Total:	85,500	48,098	17,966	17,966

Personnel Authorized	0.10	0.10	0.10	0.10
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Source of Funds:

General Fund	85,500	48,098	17,966	17,966
TOTAL:	85,500	48,098	17,966	17,966

City of La Verne

City Clerk

Elections

1204

Department

Cost Center

Cost Center No.

Units of Measure:

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

Personnel Services:

10% of the City Clerk's position.

Other Operating Costs and Capital Outlay:

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

- Staff development pertaining to current California Election laws.
- Capital Outlay includes \$30,000 for a modular filing system.

City Manager Recommendations

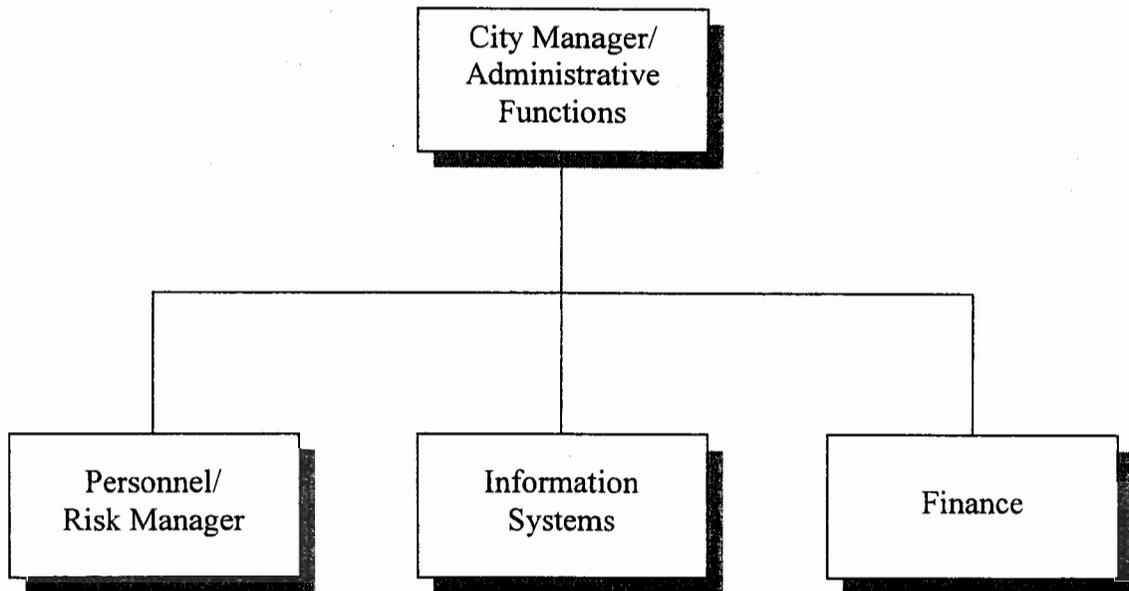
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City of La Verne

CITY MANAGER

City of La Verne

CITY MANAGER



City of La Verne

BUDGET MESSAGE

2009 – 2010 Fiscal Year

City Manager

1300, 1400 & 1500 SERIES

Department

Cost Center No.

The City Manager's Department is composed of four functional divisions: the City Manager's Office, Finance, Information Systems, and Personnel/Risk Management. This year's budget request for all operational areas provides for the same level of services and personnel as prior years.

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

The Information Systems Division is responsible for providing information services to City "user" departments, which includes reporting, network security, network access and electronic communication. The Division also manages the use of telephones throughout City departments and monitors and provides network connectivity for the City's water, sewer and refuse services administered by the Public Works Department. Included in the request for this fiscal year is a new phone system. This new system will be replacing one that has been in use since 1992. Utilizing newer technology, the City will be able to increase telecommunication services and save over \$30,000 in operating costs. Enhanced disaster recovery has been designed and implemented into the design of the proposed system.

The recruitment and retention of good employees and protecting the City's assets are primary goals of the Personnel/Risk Management Division. Labor negotiations with four recognized employee organizations and a Citywide risk management program are also key responsibilities in maintaining an effective human resources system for over 225 full and part-time employees.

City of La Verne

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

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	893,850	906,114	832,778	832,778
Other Operating Costs	234,800	230,300	227,300	227,300
Capital Outlay	19,800	4,500	48,000	48,000
TOTAL:	1,148,450	1,140,914	1,108,078	1,108,078

Personnel Authorized	9.74	9.74	9.34	9.34
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Source of Funds:

General Fund	1,148,450	1,140,914	1,108,078	1,108,078
TOTAL:	1,148,450	1,140,914	1,108,078	1,108,078

City of La Verne

DETAIL OF SALARIES & WAGES

<u>City Manager</u>	<u>Summary</u>	<u>1300, 1400 & 1500 Series</u>
<u>Department</u>	<u>Cost Center</u>	<u>Cost Center No.</u>

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager	.40	.40	.30	.30
Assistant City Manager	.50	.50	.40	.40
Executive Assistant to the City Manager	.80	.80	.70	.70
Assistant to the City Clerk	.75	.75	.75	.75
Information Systems Manager	.60	.60	.60	.60
Information System Specialist	1.00	1.00	1.00	1.00
Finance Officer	.55	.55	.55	.55
Accounting Manager	.24	.24	.24	.24
Accountant	1.00	1.00	1.00	1.00
Account Clerk I	.35	.35	.35	.35
Account Clerk II & III	1.75	1.75	1.65	1.65

TOTAL FULL-TIME	7.94	7.94	7.54	7.54
REGULAR PART-TIME				
Business License Insp.	1.00	1.00	1.00	1.00
Administrative Clerk II	0.80	.80	.80	.80
TOTAL REG. PART-TIME	1.80	1.80	1.80	1.80
TOTAL POSITIONS	9.74	9.74	9.34	9.34

APPROPRIATIONS				
SALARIES & WAGES	656,830	659,123	614,025	614,025
OVERTIME	-	-		
BENEFIT COSTS	237,020	246,991	218,753	218,753
TOTAL PERSONNEL SERVICES	893,850	906,114	832,778	832,778

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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	365,422	366,204	305,138	305,138
Other Operating Costs	42,800	36,300	36,300	36,300
Capital Outlay	0	0	0	0
Total:	408,222	402,504	341,438	341,438

Personnel Authorized	3.25	3.25	2.95	2.95
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Source of Funds:

General Fund	408,222	402,504	341,438	341,438
TOTAL:	408,222	402,504	341,438	341,438

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	.40	.40	.30	.30
Assistant City Manager	.50	.55	.40	.40
Executive Assistant to the City Manager	.80	.75	.70	.70
Assistant to the City Clerk	.75	.75	.75	.75

TOTAL FULL-TIME	2.45	2.45	2.15	2.15
REGULAR PART-TIME				
Administrative Clerk II	.80	.80	.80	.80
TOTAL REG. PART-TIME	0.80	0.80	0.80	0.80
TOTAL POSITIONS	3.25	3.25	2.95	2.95

APPROPRIATIONS				
SALARIES & WAGES	271,807	268,311	227,444	227,444
OVERTIME				
BENEFIT COSTS	93,615	97,893	77,694	77,694
TOTAL PERSONNEL SERVICES	365,422	366,204	305,138	305,138

City of La Verne

City Manager

Administration

1301

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	275,020	275,788	236,510	236,510
Other Operating Costs	9,300	8,050	8,050	8,050
Capital Outlay	0	0	0	0
Total:	284,320	283,838	244,560	244,560

Personnel Authorized	2.60	2.60	2.40	2.40
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Source of Funds:

General Fund	284,320	283,838	244,560	244,560
TOTAL:	284,320	283,838	244,560	244,560

City of La Verne

City Manager

Administration

1301

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Personnel costs consist of 30% of the salaries and benefits for the City Manager, 20% of the Assistant City Manager, 35% of the Executive Assistant to the City Manager, 75% of the Assistant to the City Clerk, and funding for a portion of an Administrative Clerk II.

Other Operating Costs and Capital Outlay:

N/A

City Manager Recommendations

Adjust personnel allocations

City of La Verne

City Manager

Personnel & Risk Management

1302

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	90,402	90,416	68,628	68,628
Other Operating Costs	33,500	28,250	28,250	28,250
Capital Outlay	0	0	0	0
Total:	123,902	118,666	96,878	96,878

Personnel Authorized	.65	.65	.55	.55
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Source of Funds:

General Fund	123,902	118,666	96,878	96,878
TOTAL:	123,902	118,666	96,878	96,878

City of La Verne

City Manager

Personnel & Risk Management

1302

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Personnel costs are comprised of salaries and benefits for 20% of the Assistant City Manager and 35% of the Executive Assistant to the City Manager.

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Adjust personnel allocations

City of La Verne

City Manager's Office
Finance
Department

Finance Summary

Cost Center

1400 Series

Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	366,891	377,725	367,572	367,572
Other Operating Costs	49,000	48,000	48,000	48,000
Capital Outlay	0	0	0	0
Total:	415,891	425,725	415,572	415,572

Personnel Authorized	4.89	4.89	4.79	4.79
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Source of Funds:

General Fund	415,891	425,725	415,572	415,572
TOTAL:	415,891	425,725	415,572	415,572

City of La Verne

DETAIL OF SALARIES & WAGES

City Manager

Finance Summary

1400 Series

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Finance Officer/Asst. to CM (Deputy City Treasurer)	.55	.55	.55	.55
Account Clerk I	.35	.35	.35	.35
Accounting Manager	.24	.24	.24	.24
Accountant	1.00	1.00	1.00	1.00
Account Clerk II & III	1.75	1.75	1.65	1.65
TOTAL FULL-TIME	3.89	3.89	3.79	3.79
REGULAR PART-TIME				
Business License Insp.	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	1.00	1.00	1.00	1.00
TOTAL POSITIONS	4.89	4.89	4.79	4.79
APPROPRIATIONS				
SALARIES & WAGES	266,651	273,164	268,933	268,933
OVERTIME				
BENEFIT COSTS	100,240	104,561	98,639	98,639
TOTAL PERSONNEL SERVICES	366,891	377,725	367,572	367,572

City of La Verne

City Managers Office
Finance
Department

Finance Administration
Cost Center

1401
Cost Center No.

Long-Term Objectives:

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

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

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	55,895	54,131	52,964	52,964
Other Operating Costs	16,000	16,000	16,000	16,000
Capital Outlay	0	0	0	0
Total:	71,895	70,131	68,964	68,964

Personnel Authorized	.35	.35	.35	.35
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Source of Funds:

General Fund	71,895	70,131	68,964	68,964
TOTAL:	71,895	70,131	68,964	68,964

City of La Verne

City Managers Office
Finance
 Department

Finance Administration

 Cost Center

1401

 Cost Center No.

Units of Measure

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

Personnel Services:

Staffing request consists of .25 Finance Officer and .10 Account Clerk III.

Other Operating Costs and Capital Outlay:

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

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

City Managers Office
 Finance
 Department

City Treasurer
 Cost Center

1402
 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	53,294	56,540	55,263	55,263
Other Operating Costs	20,000	21,000	21,000	21,000
Capital Outlay	0	0	0	0
Total:	73,294	77,540	76,263	76,263

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

General Fund	73,294	77,540	76,263	76,263
TOTAL:	73,294	77,540	76,263	76,263

City of La Verne

City Managers Office
 Finance
 Department

City Treasurer
 Cost Center

1402
 Cost Center No.

Units of Measure

	City and La Verne Redevelopment Agency				
	2005-06	2006-07	2007-08	2008-09	Estimate 2009-10
Avg. Dollars Invested	40,000,000	38,000,000	41,000,000	40,000,000	39,000,000
Interest Income	1,600,000	1,630,000	1,650,000	1,550,000	1,400,000
Avg. Interest Rate	4.0%	4.3%	4.1%	3.9%	3.6%
Assessment Districts	9	9	9	9	9
CFD Notices	65	65	65	65	65

Personnel Services:

Staffing consists of .30 Finance Officer/Deputy Treasurer.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

City Managers Office
 Finance
 Department

Cashiering & Collections
 Cost Center

1403
 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	49,433	52,713	51,607	51,607
Other Operating Costs	5,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	54,433	56,713	55,607	55,607

Personnel Authorized	.80	.80	.80	.80
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Source of Funds:

General Fund	54,433	56,713	55,607	55,607
TOTAL:	54,433	56,713	55,607	55,607

City of La Verne

City Managers Office
Finance
Department

Cashiering & Collections
Cost Center

1403
Cost Center No.

Units of Measure

	2005-06	2006-07	2007-08	2008-09	Estimate 2009-10
Total Cash Transactions	61,400	65,300	65,000	64,000	64,000
Revenue Account Trans.	9,100	11,200	11,500	12,000	12,000
Utility Service Bills	49,900	51,700	51,600	51,500	51,500
Business Licenses	1,692	1,858	1,828	1,800	1,750
Regulatory Permits	176	182	196	225	225
Collection Agency Accounts	80	75	70	75	75

Personnel Services:

The cashiering work station must be staffed a full ten hours each work day. Vacation, sick leave, and lunch coverage for the Cashier are provided primarily by the Account Clerk II & III positions.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

City Managers Office
Finance
Department

Business License
Cost Center

1404
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	31,767	32,371	31,961	31,961
Other Operating Costs	3,000	2,500	2,500	2,500
Capital Outlay	0	0	0	0
Total:	34,767	34,871	34,461	34,461

Personnel Authorized	1.40	1.40	1.40	1.40
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Source of Funds:

General Fund	34,767	34,871	34,461	34,461
TOTAL:	34,767	34,871	34,461	34,461

City of La Verne

City Managers Office
 Finance
 Department

Business License

 Cost Center

1404

 Cost Center No.

Units of Measure

	2005-06	2006-07	2007-08	2008-09	Estimate 2009-10
Business License Issued	1,692	1,858	1,828	1,800	1,750
Notices & Corresp. (Est.)	4,200	4,300	4,100	4,000	4,000
No. of Business Contacts	2,100	2,200	2,250	2,200	2,200
Business License Revenue	333,066	343,667	375,929	360,000	350,000
Business License Penalties	2,434	4,111	1,970	3,000	3,000
Home Occupation Permits	81	75	66	45	50
Regulatory Permits	176	182	196	225	225

Personnel Services:

Staffing consists of .40 Account Clerk III and 1.00 part-time Business License Inspector.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

City Managers Office
Finance
Department

Accounting & Payroll
Cost Center

1405

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

To update proprietary funds and general fixed asset data base.

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

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

To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	160,313	165,158	158,965	158,965
Other Operating Costs	4,000	4,000	4,000	4,000
Capital Outlay	0	0	0	0
Total:	164,313	169,158	162,965	162,965

Personnel Authorized	2.04	2.04	1.94	1.94
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Source of Funds:

General Fund	164,313	169,158	162,965	162,965
TOTAL:	164,313	169,158	162,965	162,965

City of La Verne

City Managers Office
Finance
Department

Accounting & Payroll
Cost Center

1405

Cost Center No.

Units of Measure

	<u>2005-06</u>	<u>2006-07</u>	<u>2006-07</u>	<u>2008-09</u>	<u>Estimate 2009-10</u>
Payroll Checks	6,600	6,800	6,850	6,400	6,400
Treasurer's Checks	5,600	5,500	5,400	5,300	5,200
Payroll Transactions	52,000	53,000	51,000	50,000	50,000
Invoices and Inventory requisitions	12,800	13,000	12,700	12,000	11,500
Purchase Orders	300	300	300	230	200
Payroll & Other Reports	550	550	550	550	550
Accounts Payable Trans.	20,000	18,000	17,000	16,000	15,500
Encumbrance Transactions	575	600	550	350	300

Personnel Services:

Staffing consists of .24 Accounting Manager, 1.00 Accountant and .80 Account Clerk II.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Adjust personnel allocations

City of La Verne

City Managers Office
 Finance
 Department

L.A. Impact Financial Services

 Cost Center

1406

 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

To provide management information for current operations and cost control.

To provide information for auditors and other governmental agencies.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	16,189	16,812	16,812	16,812
Other Operating Costs	1,000	500	500	500
Capital Outlay	0	0	0	0
Total:	17,189	17,312	17,312	17,312

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

General Fund	17,189	17,312	17,312	17,312
TOTAL:	17,189	17,312	17,312	17,312

City of La Verne

City Managers Office
Finance
Department

L.A. Impact Financial Services
Cost Center

1406

Cost Center No.

Units of Measure

	2005-06	2006-07	2007-08	2008-09	Estimate 2009-10
LAIMPACT Checks	1,100	1,000	1,100	1,000	1,000
Invoices and Requisitions	1,600	1,500	1,400	1,300	1,300
Accounts Payable Trans.	2,000	1,900	1,800	1,700	1,600
Payroll Checks	212	193	182	182	182

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations

Funding levels as requested

City of La Verne

City Manager's Office

Summary-Information Systems

1500 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To improve existing systems and procedures.

Operational Plans:

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

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

Review software licensing alternatives

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	161,537	162,185	160,068	160,068
Other Operating Costs	143,000	146,000	143,000	143,000
Capital Outlay	19,800	4,500	48,000	48,000
Total:	324,337	312,685	351,068	351,068

Personnel Authorized	1.60	1.60	1.60	1.60
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Source of Funds:

General Fund	324,337	312,685	351,068	351,068
TOTAL:	324,337	312,685	351,068	351,068

City of La Verne

DETAIL OF SALARIES & WAGES

<u>City Manager</u>	<u>Information Systems Summary</u>	<u>1500 Series</u>
<u>Department</u>	<u>Cost Center</u>	<u>Cost Center No.</u>

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Information Systems Manager	.60	.60	.60	.60
Information Systems Specialist	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	1.60	1.60	1.60	1.60
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REGULAR PART-TIME

TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
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TOTAL POSITIONS	1.60	1.60	1.60	1.60
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APPROPRIATIONS

SALARIES & WAGES	118,372	117,648	117,648	117,648
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OVERTIME

BENEFIT COSTS	43,165	44,537	42,420	42,420
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TOTAL PERSONNEL SERVICES	161,537	162,185	160,068	160,068
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City of La Verne

City Manager's Office
Information Systems
Department

Administration-Information Systems
Cost Center

1501
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	31,519	26,812	26,547	26,547
Other Operating Costs	5,000	5,000	5,000	5,000
Capital Outlay	0	0	0	0
Total:	36,519	31,812	31,547	31,547

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

General Fund	36,519	31,812	31,547	31,547
TOTAL:	36,519	31,812	31,547	31,547

City of La Verne

City Manager's Office
Information Systems
Department

Administration-Information Systems
Cost Center

1501
Cost Center No.

Units of Measure

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

Personnel Services:

Staffing consists of .20 Information Systems Manager.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services

City of La Verne

City Manager's Office
Information Systems
 Department

Mid-Range Computers

1502

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	38,338	40,546	40,017	40,017
Other Operating Costs	70,000	72,000	70,000	70,000
Capital Outlay	3,800	0	0	0
Total:	112,138	112,546	110,017	110,017

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

General Fund	112,138	112,546	110,017	110,017
TOTAL:	112,138	112,546	110,017	110,017

City of La Verne

City Manager's Office
Information Systems
 Department

Mid-Range Computers

 Cost Center

1502

 Cost Center No.

Units of Measure

	2005-2006	2006-2007	2007-2008	2008-2009	Est 2009-2010
Work Stations	60	60	60	60	60

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Reduce other operating costs

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers
Cost Center

1503
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	78,992	81,421	80,230	80,230
Other Operating Costs	10,000	10,000	10,000	10,000
Capital Outlay	16000	4,500	0	0
Total:	104,992	95,921	90,230	90,230

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

General Fund	104,992	95,921	90,230	90,230
TOTAL:	104,992	95,921	90,230	90,230

City of La Verne

City Manager's Office
Information Systems
Department

Personal Computers

1503

Department

Cost Center

Cost Center No.

Units of Measure

	2005-2006	2006-2007	2007-2008	2008-2009	Est 2009-2010
PCs Supported	70	70	70	70	73
Servers Supported	9	8	9	9	9
Wide Area Network	5	5	5	5	6
Network Access Points	200	200	200	200	248
Printer-Laser	15	15	15	15	16
Printer-Inkjet	25	25	25	25	20

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests include the replacement of existing PCs and Software Licensing

City Manager Recommendations

Delete capital outlay and adjust benefit costs in personnel services

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services
Cost Center

1504
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	12,688	13,406	13,274	13,274
Other Operating Costs	58,000	59,000	58,000	58,000
Capital Outlay	0	0	48,000	48,000
Total:	70,688	72,406	119,274	119,274

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

General Fund	70,688	72,406	119,274	119,274
TOTAL:	70,688	72,406	119,274	119,274

City of La Verne

City Manager's Office
Information Systems
Department

Telephone Services

1504

Cost Center

Cost Center No.

Units of Measure

	2005-2006	2006-2007	2007-2008	2008-2009	Est 2009-2010
Lines Administered	146	146	148	150	150
FAX Machines	9	9	9	9	9

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

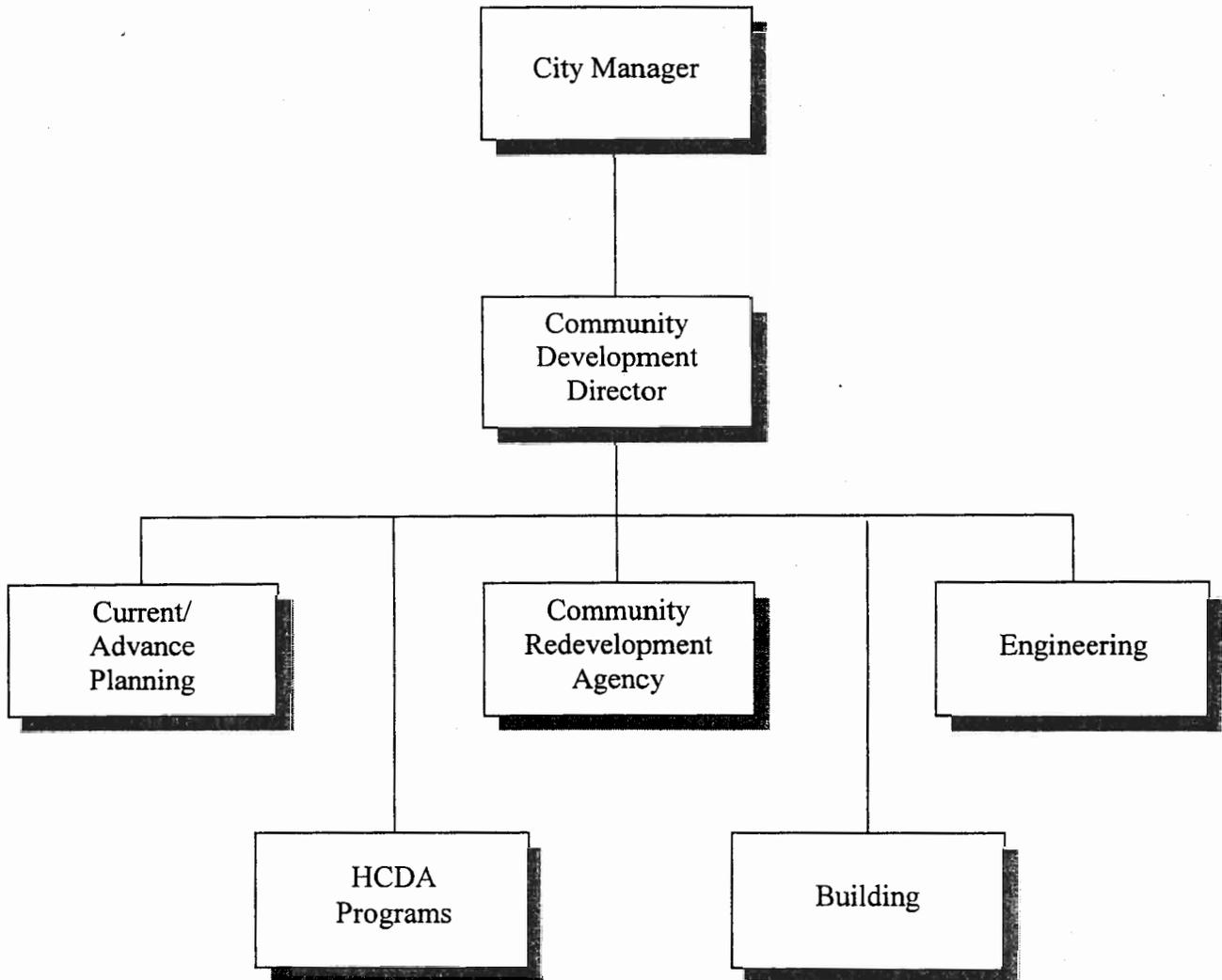
Capital Outlay:

City Manager Recommendations

Adjust capital outlay for department share of Unified Communications System.

COMMUNITY DEVELOPMENT

**COMMUNITY DEVELOPMENT
DEPARTMENT**



City of La Verne

BUDGET MESSAGE

2009 – 2010 Fiscal Year

Community Development

3000 Series

Department

Cost Center No.

The Community Development Department continues its role in the oversight of balanced land use and economic development. Striving to create and maintain La Verne's "Quality of Life" is "Job #1." Economic development is a particularly significant challenge for this year's budget, given declining sales tax revenues in La Verne for the first time in decades, combined with external fiscal threats. Challenges also continue to exist in addressing the needs of a nearly built-out community, addressing the combined and sometimes competing needs of a vibrant Old Town, a projected light rail transit system and resultant development, and a growing University. Commercial development along Foothill Boulevard continues to be the City's economic "bread and butter," making efforts to improve and sustain business there all the more critical. Further adding to the challenge is the reality of an increasingly limited number of developable sites-residential, commercial, and industrial.

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

- Completion of The Commons at La Verne shopping center; the redevelopment of the former Kmart center, that includes a state-of-the-art Vons supermarket, a Vons Fuel station, a Ross Department store, The Habit Restaurant, and many other new retail uses.
- Redevelopment and occupancy of the former Pep Boys building by the 99¢ Only Store, with good community support and strong initial sales activity.
- Pending adoption of the Housing Element Update, which was prepared by staff and the Housing Element Working Group, comprised of Council members, Planning Commissioners, and a large diverse group of residents, business owners, developers, and staff.
- Initiation of the Old Town/Gold Line Specific Plan, following completion of a Design Framework Plan that will address Old Town and Fairplex-adjacent land use for the next 20 years, including transit oriented developments, mixed use development, and in conjunction with the anticipated Gold Line station.
- Construction continues on Magnolia Court, a 101-unit senior condominium complex on Foothill Boulevard that will include significant in-lieu sales tax fees to the City.
- Completion of a new showroom and warehouse building for Outdoor Elegance; an existing business specializing in high quality outdoor furniture and holiday décor.
- Near completion of the new modern 40,000 sq.ft. University of La Verne (ULV) Student Center that will serve as the heart of the campus and major activity center for the University.
- Completion of the architecturally significant Hanawalt House restoration by the University of La Verne.
- Conduct of a community-wide Homeless Count in January 2009, essentially demonstrating the absence of a homeless population in La Verne.

City of La Verne

Similar to the moderate sales tax decline, the last year also saw a moderate decline in construction, building permits, and associated revenues. Further, the overall economic and housing decline has stalled construction of most new residential development, including projects such as Worden Ranch, Live Oak Trails and Puddingstone Hill.

Old Town La Verne continues as a strong retail area with virtually no vacancy. The Design Framework Plan and forthcoming Specific Plan are intended to serve as a "blueprint" for the continued growth and vitality of Old Town in a manner that is sensitive to retaining the history and charm of the area, yet recognizes the need for the area's commercial to grow in order to remain competitive.

With the exception of the La Verne Commons Center, commercial growth on Foothill Boulevard is very limited. Vacancy rates of 6-7% are still relatively healthy, especially considering the overall economy. Revitalization and redevelopment will continue to be the land use focus given practically no remaining vacant sites.

Industrial development has also slowed, particularly as few remaining sites remain. Planning efforts are underway to encourage new business park development to the west of the ULV Sports Complex site and infill properties near Arrow Highway.

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

- Construction of a new national restaurant on the Michael J's site at Foothill Blvd. and Fruit St.
- Completion of Magnolia Court, a 101-unit senior condominium complex on Foothill Boulevard.
- Economic marketing and, optimistically, development of the now vacant Foothill Ford site. Development as a new shopping center with an alternative grocer as an anchor may be the most likely option.
- Completion of the new modern 40,000 sq.ft. University of La Verne (ULV) Student Center.
- Consideration of alternate restaurant uses following the proposed closure of the Shell Service Station at Foothill Blvd. And Damien Ave.
- Major construction of the ozone water treatment facility at the MWD Weymouth Water Treatment Plant.
- Completion of the Puddingstone Hill Specific Plan and EIR.
- Initiation of the 2011 General Plan Update, utilizing a combination of GP impact fees and general fund revenues.
- Adoption of Sustainability Principles.

This year's Community Development budget maintains a status quo with regard to cost centers, and programs. Reduction in personnel is anticipated, dependent upon approval of an early retirement offering by the City and potential participation by one or more eligible employees. Projected expenditure totals are reduced from last year to correspond with gradual reductions in construction and development activity and to reflect continued expenditure shifts to the La Verne Redevelopment Agency where feasible and appropriate.

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.

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	198,654	224,881	173,118	173,118
Other Operating Costs	660,000	399,100	371,100	371,100
Capital Outlay	0	1,500	0	0
Total:	858,654	625,481	544,218	544,218
Personnel Authorized	2.00	2.35	1.90	1.90
Source of Funds:				
General Fund	858,654	625,481	544,218	544,218
TOTAL:	858,654	625,481	544,218	544,218

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
Comm. Dev. Director	.20	.20	.10	.10
Principal Planner	.30	.30	.20	.20
Senior Planner	.60	.60	.60	.60
Associate Planner	.00	.30	.20	.20
Assistant Planner	.30	.35	.20	.20
Admin. Secretary	.60	.60	.60	.60

TOTAL FULL-TIME	2.00	2.35	1.90	1.90
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REGULAR PART-TIME

TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
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TOTAL POSITIONS	2.00	2.35	1.90	1.90
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APPROPRIATIONS

SALARIES & WAGES	144,679	162,455	126,914	126,914
OVERTIME	0	0	0	0
BENEFIT COSTS	53,975	62,426	46,204	46,204
TOTAL PERSONNEL SERVICES	198,654	224,881	173,118	173,118

City of La Verne

Community
Development
Department

Planning Administration
Cost Center

3001
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	31,936	31,984	22,348	22,348
Other Operating Costs	45,900	59,900	42,400	42,400
Capital Outlay	0	1,500	0	0
Total:	77,836	93,384	64,748	64,748

Personnel Authorized	0.30	0.30	0.25	0.25
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Source of Funds:

General Fund	77,836	93,384	64,748	64,748
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TOTAL:	77,836	93,384	64,748	64,748
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City of La Verne

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

	2006-07	2007-08	2008-09	2009-2010 (est)
Meetings	50	50	50	50
Staff Review Committee	52	52	52	52
Development Review Committee	17	17	17	17
Planning Commission	12	12	12	12
 Public Service:				
Public Counter Inquiries	3000	3000	3000	3000
Telephone Inquiries	2500	2600	2600	2600
Agenda Packages Produced	30	30	30	30

Personnel Services: The 3001 Administration cost center covers administrative management of planning functions and activities. It represents a portion of the costs of staffing the Planning Commission and DRC, counter service, telephone inquiries, planning projects involving other departments, and agenda packet preparation. The non-deposit planning activities covered under this cost center are accounted for in FY 2009-2010 planning non-deposit projects.

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:

Purchase of a SLR Digital Camera and lenses for higher-quality photo taking for awards and various archiving projects.

City Manager Recommendations

Adjust personnel allocations, reduce other operating costs and delete capital outlay.

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	93,414	111,349	47,400	47,400
Other Operating Costs	68,000	68,000	68,000	68,000
Capital Outlay	0	0	0	0
Total:	161,414	179,349	115,400	115,400

Personnel Authorized	0.90	1.15	0.50	0.50
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Source of Funds:				
General Fund	161,414	179,349	115,400	115,400

TOTAL:	161,414	179,349	115,400	115,400
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City of La Verne

Community
Development
Department

Planning

3002

Cost Center

Cost Center No.

Units of Measure

	2006-07	2007-08	2008-09	2009-2010 (est)
Conditional Use Permits	10	12	7	6
Environmental ND/EIR	9	10	4	4
GPA,ZC,Specific Plans	3	2	1	1
Subdivisions	4	3	0	0
Precise Plans	13	10	16	12
Variances	6	3	2	2
Ordinance Amendments	2	2	2	3
Tree Removal Permits	2	2	0	0
Development Agreements	0	1	0	0
Lot Line Adjustments	3	2	0	2

Personnel Services:

Personnel services includes salaries and benefits for Principal Planner (0.30), Senior Planners (.40), Assoc. Planner (.20) and Asst. Planner (.25)

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

Other Operating Costs and Capital Outlay:

Includes consulting and legal services for deposit projects.

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations.

City of La Verne

Community
Development
Department

Planning Non-Deposit
Cost Center

3003

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	42,290	49,564	81,022	81,022
Other Operating Costs	32,100	30,200	27,200	27,200
Capital Outlay	0	0	0	0
Total:	74,390	79,764	108,222	108,222
Personnel Authorized	0.50	0.60	0.90	0.90
Source of Funds: General Fund	74,390	79,764	108,222	108,222
TOTAL:	74,390	79,764	108,222	108,222

City of La Verne

Community Development Department	Planning Non-Deposit Projects			3003
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>	2006-07	2007-08	2008-09	2009-2010 (est)
Environmental/Neg.Dec./Cat. Ex.	120	125	100	100
Precise Plan	65	50	30	25
Variance/Minor Exception	5	3	5	4
Counter Approvals	775	785	750	730
Certificate of Use & Occupancy	65	65	60	55
Lot Line Adj., Lot Merger	6	2	0	2
Classification of Use	3	2	3	2
Parcel Map	2	2	1	1
Zoning Verification	3	5	2	2
Zoning Amendment	2	2	2	2
Second Unit Permits	0	4	4	5
Special Event Permits	15	35	30	30
<u>Personnel Services:</u>				
Personnel Services include salaries and benefits for Senior Planners (.20), Associate Planner (.10), Assistant Planner (.10) and Administrative Secretary (.20)				
<u>Other Operating Costs and Capital Outlay:</u>				
Includes consulting and legal services for non-deposit projects.				
<u>Capital Outlay:</u>				
<u>City Manager Recommendations</u>				
Reduce other operating costs and adjust personnel allocations.				

City of La Verne

Community
Development
Department

Building Insp/Code Enforcement
Cost Center

3004
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	31,014	31,984	22,348	22,348
Other Operating Costs	499,000	226,000	226,000	226,000
Capital Outlay	0	0	0	0
Total:	530,014	257,984	248,348	248,348
Personnel Authorized	0.30	0.30	0.25	0.25
Source of Funds: General Fund	530,014	257,984	248,348	248,348
TOTAL:	530,014	257,984	248,348	248,348

City of La Verne

Community Development Department	Building Insp/Code Enforcement Cost Center			3004 Cost Center No.
<u>Units of Measure</u>	2006-07	2007-08	2008-09	2009-2010 (est)
Building Permits	440	300	375	375
All Other Permits	490	575	400	400
Code Enforcement	40	40	40	40
District Attorney Referrals	1	1	1	1

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Operating expenses include costs for building inspections.

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations.

City of La Verne

Community
Development
Department

General Plan Update
Cost Center

3005
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	15,000	15,000	7,500	7,500
Capital Outlay	0	0	0	0
Total:	15,000	15,000	7,500	7,500
Personnel Authorized	0.00	0.00	0.00	0.00
Source of Funds: General Fund	15,000	15,000	7,500	7,500
TOTAL:	15,000	15,000	7,500	7,500

City of La Verne

Community Development Department	General Plan Update			3005
	Cost Center			Cost Center No.
<u>Units of Measure</u>	2007-08	2008-09	2009-2010	
G.I.S. Subscriptions	2	2	2	

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

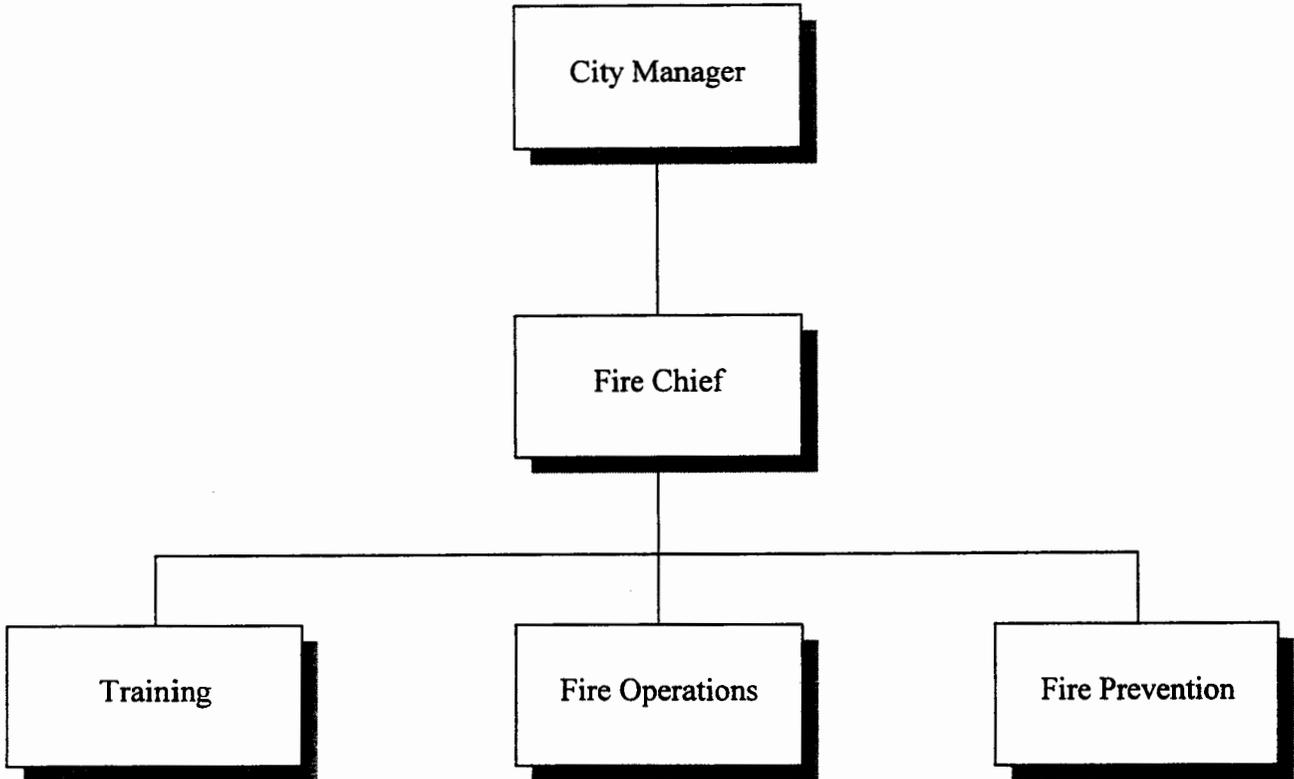
City Manager Recommendations

Reduce other operating costs.

City of La Verne

FIRE

FIRE DEPARTMENT



City of La Verne

BUDGET MESSAGE

2009 – 2010 Fiscal Year

FIRE

2000

Department

Cost Center No.

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

This requested budget reflects no changes in current personnel services, reduced operational costs and capital outlay requests to replace old or worn equipment. The reduction in operational costs compared to last year's budget is primarily a result of eliminating the maintenance costs for the fire engine donated to Mount San Antonio College. There is a minor increase in the Emergency Preparedness division to pay for an annual subscription satellite service used to communicate with Los Angeles County Emergency Management in the event of a disaster. The Paramedic division increased slightly to pay for increased costs of medical supplies. The only capital outlay item funded in this budget by the General Fund is the lease payment on a new fire engine. All other capital outlay requests were purchased this fiscal year, funded outside the General Fund or deferred. This budget is consistent with and supports the recommendations as outlined in the Fire Department's Strategic Plan.

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

City of La Verne

FIRE	SUMMARY	2000 SERIES
Department	Cost Center	Cost Center No.

Mission Statement:

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

Long Term Objectives:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	6,392,242	6,791,989	6,711,688	6,711,688
Other Operating Costs	437,769	421,550	419,550	419,550
Capital Outlay	106,082	223,082	101,082	101,082
Total:	6,936,093	7,436,621	7,232,320	7,232,320

Personnel Authorized	66	66	66	66
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Source of Funds:

General Fund	6,136,093	6,618,621	6,407,320	6,407,320
Paramedic Fund	665,000	688,000	690,000	690,000
Proposition 172/Public Safety Fund	135,000	130,000	135,000	135,000
TOTAL:	6,936,093	7,436,621	7,232,320	7,232,320

City of La Verne

DETAIL OF SALARIES & WAGES

FIRE	SUMMARY			2000 SERIES
Department	Cost Center			Cost Center No.
<hr/>				
<hr/>				
CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
<hr/>				
Fire Chief	1	1	1	1
Battalion Chief	3	3	3	3
Fire Captain	6	6	6	6
Fire Engineer/Paramedic	3	3	3	3
Fire Engineer	6	6	6	6
Firefighter/Paramedic	15	15	15	15
Admin Secretary	1	1	1	1
Deputy Fire Marshal	1	1	1	1
<hr/>				
TOTAL FULL-TIME	36	36	36	36
<hr/>				
REGULAR PART-TIME				
Apprentices	24	24	24	24
Fire Captain/Admin	1	1	1	1
Deputy Chief	3	3	3	3
Administrative Officer	2	2	2	2
<hr/>				
TOTAL REG. PART-TIME	30	30	30	30
<hr/>				
TOTAL POSITIONS	66	66	66	66
<hr/>				
APPROPRIATIONS				
SALARIES & WAGES	3,674,869	3,943,378	3,874,133	3,874,133
<hr/>				
OVERTIME	878,075	861,153	898,392	898,392
<hr/>				
BENEFIT COSTS	1,839,298	1,987,462	1,939,163	1,939,163
<hr/>				
TOTAL PERSONNEL SERVICES	6,392,242	6,791,993	6,711,688	6,711,688

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	399,731	415,098	414,627	414,627
Other Operating Costs	46,795	39,500	47,500	47,500
Capital Outlay	0	8,000	0	0
Total:	446,526	462,598	462,127	462,127
Personnel Authorized	2.22	2.22	2.22	2.22
Source of Funds: General Fund	446,526	462,598	462,127	462,127
TOTAL:	446,526	462,598	462,127	462,127

City of La Verne

FIRE

ADMINISTRATION

2001

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Salary and benefits for the Administrative Secretary, .97 of the Fire Chief, .25 of a Battalion Chief, for a total of 2.22.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

Requests:	8,000	Large Building CFD Consultant
Total:	<u>8,000</u>	

City Manager Recommendations

Adjust other operating costs and have CFD Consultant paid from Fund #252-CFD Fund, adjust benefit costs in personnel services.

City of La Verne

FIRE

EMERGENCY SERVICES

2002

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To monitor and coordinate all areas of the Fire Department service delivery system to ensure the most effective service possible with available resources.
 To provide quick and professional assistance in emergency situations so that lives may be saved and property damage minimized.
 To enhance professional and physical standards for all emergency response personnel.
 To meet the challenges posed by the 210 Freeway.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	2,747,461	2,858,076	2,793,683	2,793,683
Other Operating Costs	43,488	38,500	38,500	38,500
Capital Outlay	0	24,500	0	0
Total:	2,790,949	2,921,076	2,832,183	2,832,183
<hr/>				
Personnel Authorized	14.78	14.78	14.78	14.78
<hr/>				
Source of Funds:				
General Fund	2,790,949	2,921,076	2,832,183	2,832,183
TOTAL:	2,790,949	2,921,076	2,832,183	2,832,183

City of La Verne

FIRE	EMERGENCY SERVICES		2002	
Department	Cost Center		Cost Center No.	
<hr/>				
<u>Units of Measure:</u>				
	Calendar Year			
	2006	2007	2008	2009 (est.)
Number of Fire Calls	451	435	544	500
Number of Rescue Calls	2229	2255	2373	2300
Number of Freeway Calls	59	69	70	70
<hr/>				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime .85 of a Battalion Chief, 4.50 Captains, 4.73 Engineers and 4.7 Firefighter/Paramedics for a total of 14.78.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the cost of contract radio maintenance, safety clothing, miscellaneous materials and vehicle insurance.				
<u>Capital Outlay:</u>				
Requests:	4,500	4 Bendix King Radios		
	12,600	4 Motorola Radios		
	3,000	Misc. Hand Tools		
	2,000	Ground Ladder Certifications		
	2,400	Replacement Rescue Rope		
Total:	24,500			
<hr/>				
<u>City Manager Recommendations</u>				
Reduce personnel services, purchase Motorola Radios from Fund #244-Fire Facility Fund and delete balance of capital outlay items.				

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	53,748	57,119	56,512	56,512
Other Operating Costs	46,400	46,000	46,000	46,000
Capital Outlay	0	0	0	0
Total:	100,148	103,119	102,512	102,512
Personnel Authorized	0.25	0.25	0.25	0.25
Source of Funds:				
General Fund	100,148	103,119	102,512	102,512
TOTAL:	100,148	103,119	102,512	102,512

City of La Verne

FIRE	FIRE APPRENTICE PROGRAM				2003
Department	Cost Center				Cost Center No.
<hr/>					
<u>Units of Measure</u>					
	Calendar Year				
	2006	2007	2008	2009 (est.)	
Duty Assignment (Shifts worked)	675	572	587	621	
<hr/>					
<u>Personnel Services:</u>					
Salaries and benefits for .25 of a Battalion Chief.					
<hr/>					
<u>Other Operating Costs and Capital Outlay:</u>					
Funding represents the amount needed for 2 Apprentice Firefighters daily, safety clothing training supplies and meeting/staff development.					
<u>Capital Outlay:</u>					
Requests: None					
<hr/>					
<u>City Manager Recommendations</u>					
Funding levels as requested after benefit costs adjustment in 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	515,541	700,150	697,210	697,210
Other Operating Costs	21,000	12,000	12,000	12,000
Capital Outlay	0	11,000	0	0
Total:	536,841	723,150	709,210	709,210
Personnel Authorized	2.76	2.76	2.76	2.76
Source of Funds:				
General Fund	536,841	723,150	709,210	709,210
TOTAL:	536,841	723,150	709,210	709,210

City of La Verne

FIRE	TRAINING				2004
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	Calendar Year				
	2006	2007	2008	2009 (est.)	
Full-Time Training Hours	10,491	9,238	9,154	9,500	
Apprentice/Reserve Training Hours	731	1,186	790	1,000	
<hr/>					
<u>Personnel Services:</u>					
Funding reflects the salaries, benefits and overtime for training fire personnel. .55 of a Battalion Chief, .63 of Captains, .47 of Engineers, 1.11 of Firefighters for a total of 2.76.					
<hr/>					
<u>Other Operating Costs and Capital Outlay:</u>					
Represents expenditures for office supplies, training materials, photo supplies, subscriptions and dues, meeting/staff development.					
<u>Capital Outlay:</u>					
Requests:	7,000	Web Based Training			
	4,000	Fire Library Upgrade			
Total:	11,000				
<hr/>					
<u>City Manager Recommendations</u>					
Delete capital outlay and adjust benefit costs in personnel services.					

City of La Verne

FIRE

STATION MAINTENANCE

2005

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	214,207	224,124	223,855	223,855
Other Operating Costs	8,100	8,100	8,100	8,100
Capital Outlay	0	62,000	0	0
Total:	222,307	294,224	231,955	231,955

Personnel Authorized	1.25	1.25	1.25	1.25
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Source of Funds:				
General Fund	222,307	294,224	231,955	231,955

TOTAL:	222,307	294,224	231,955	231,955
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City of La Verne

FIRE	STATION MAINTENANCE			2005
Department	Cost Center			Cost Center No.
<u>Units of Measure</u>		<u>Calendar Year</u>		
	2006	2007	2008	2009
Station 1	9202	9202	10352	10352
Station 2	4892	4892	4892	4892
Station 3		4869	4869	4869
Total square footage of buildings maintained.				
<hr/>				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime for .25 of a Captain, .15 of an Engineer and .85 of a Firefighter/Paramedic for a total of 1.25.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost of contract maintenance, small tools and miscellaneous materials.				
<u>Capital Outlay:</u>				
Requests:	46,000	Diesel Exhaust Station 3		
	6,000	Hose Rack		
	10,000	Refinish Station 1 Apparatus Floor		
Total:	62,000			
<hr/>				
<u>City Manager Recommendations</u>				
Delete capital outlay and adjust benefit costs in personnel services.				

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	289,322	304,435	297,318	297,318
Other Operating Costs	6,800	6,700	6,700	6,700
Capital Outlay	0	0	0	0
Total:	296,122	311,135	304,018	304,018
Personnel Authorized	1.99	1.99	1.99	1.99
Source of Funds:				
General Fund	296,122	311,135	304,018	304,018
TOTAL:	296,122	311,135	304,018	304,018

City of La Verne

FIRE	FIRE PREVENTION		2006
Department	Cost Center		Cost Center No.
<u>Units of Measure</u>			
	2007	2008	2009 (est.)
*Business Inspections	570	629	650
Construction plan checks	56	49	30
Fire investigations	67	69	70
Weed/Nuisance complaints	10	5	10
Permits	96	142	125
Classroom Fire Safety presentations	6	4	6
Fire Station Tours	15	6	12
* Reflects new inspection scheduling.			
Personnel Services:			
Reflects the salaries, benefits and overtime for .80 of the Battalion Chief/Fire Marshal, 1.00 of the Deputy Fire Marshal, .07 of a Captain, .04 of an Engineer and .08 of a Firefighter/Paramedic, for a total of 1.99.			
<u>Other Operating Costs and Capital Outlay:</u>			
Reflects the cost for office supplies, miscellaneous materials, photo supplies, subscriptions and dues, and meeting/staff development.			
<u>Capital Outlay:</u>			
Requests: None			
<u>City Manager Recommendations</u>			
Funding levels as requested after benefit costs adjustment in personnel services.			

City of La Verne

FIRE

EMERGENCY PREPAREDNESS

2007

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	31,513	71,128	70,931	70,931
Other Operating Costs	6,900	8,300	8,300	8,300
Capital Outlay	5,000	3,000	0	0
Total:	43,413	82,428	79,231	79,231
Personnel Authorized	0.08	0.08	0.08	0.08
Source of Funds:				
General Fund	43,413	82,428	79,231	79,231
TOTAL:	43,413	82,428	79,231	79,231

City of La Verne

FIRE	EMERGENCY PREPAREDNESS		2007
Department	Cost Center		Cost Center No.
<u>Units of Measure</u>			
	2006	2007	2009 (est.)
Emergency Preparedness Programs	4	3	3
Emergency Operations Center Exercise	2	2	2
Calendar Year 2008			
<hr/>			
<u>Personnel Services:</u>			
Reflects the salaries, benefits and overtime of .03 of the Fire chief and .02 of a Battalion Chief for a total of .08.			
<hr/>			
<u>Other Operating Costs and Capital Outlay:</u>			
Funding represents the cost of maintenance communication equipment, miscellaneous materials, telephone, and subscriptions and dues.			
<u>Capital Outlay:</u>			
Requests:	3,000	Ham Printer	
Total:	3,000		
<hr/>			
<u>City Manager Recommendations</u>			
Delete capital outlay and adjust benefit costs in personnel services.			

City of La Verne

FIRE

PARAMEDIC SERVICES

2008

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

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

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,942,095	1,951,300	1,946,551	1,946,551
Other Operating Costs	130,000	131,000	131,000	131,000
Capital Outlay	0	0	0	0
Total:	2,072,095	2,082,300	2,077,551	2,077,551
Personnel Authorized	11.60	11.60	11.60	11.60
Source of Funds:				
General Fund	1,407,095	1,394,300	1,387,551	1,387,551
Paramedic Fund	665,000	688,000	690,000	690,000
TOTAL:	2,072,095	2,082,300	2,077,551	2,077,551

City of La Verne

FIRE	PARAMEDIC SERVICES		2008	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2006	2007	2008	2009 (est.)
Calls for Service:	2,229	2,255	2,200	2,373
Community Events: (Job Fairs, School Programs, CPR Classes)	40	36	38	40
Syringe Recycling Program (Contacts)	592	740	788	800
Patients Transported (Total):	1,183	1,262	1,368	1,300
HAM Program	50	178	200	250
<u>Personnel Services:</u>				
Funding reflects the salaries, benefits and overtime for 10.10 Firefighter/Paramedics, .05 of a Fire Engineer and .25 of the Battalion Chief/EMS for a total of 10.40.				
<u>Other Operating Costs and Capital Outlay:</u>				
Funding represents the cost of contract service, patient treatment supplies and materials, subscriptions and dues, meeting/staff development and equipment rental.				
<u>Capital Outlay:</u>				
	Requests:	none		
<u>City Manager Recommendations</u>				
Funding levels as requested after benefit costs adjustment in personnel services.				

City of La Verne

FIRE	VEHICLE MAINTENANCE		2009	
Department	Cost Center		Cost Center No.	
<u>Long-Term Objectives:</u>				
To maintain all fire department equipment in a state of readiness, which will maximize life expectancy and ensure efficient operation at all times.				
<u>Operational Plans:</u>				
<ol style="list-style-type: none"> 1. Each vehicle shall be reliable and safe to use in the event of an emergency alarm. 2. The vehicle shall be maintained in a clean and attractive condition. 3. The maintenance shall be preventive in nature and shall be designed to require a minimum of staff hours. 4. To perform a pre-trip vehicle inspection on all vehicles at the beginning of each shift. 5. To maintain a vehicle replacement program with fleet maintenance. 6. To support the efforts of the Fleet Maintenance Department in keeping Fire Department vehicles in the state of readiness. 				
Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	198,624	210,559	211,001	211,001
Other Operating Costs	127,986	131,450	121,450	121,450
Capital Outlay	101,082	114,582	101,082	101,082
Total:	427,692	456,591	433,533	433,533
Personnel Authorized	1.07	1.07	1.07	1.07
<u>Source of Funds:</u>				
General Fund	292,692	326,591	298,533	298,533
Proposition 172	135,000	130,000	135,000	135,000
TOTAL:	427,692	456,591	433,533	433,533

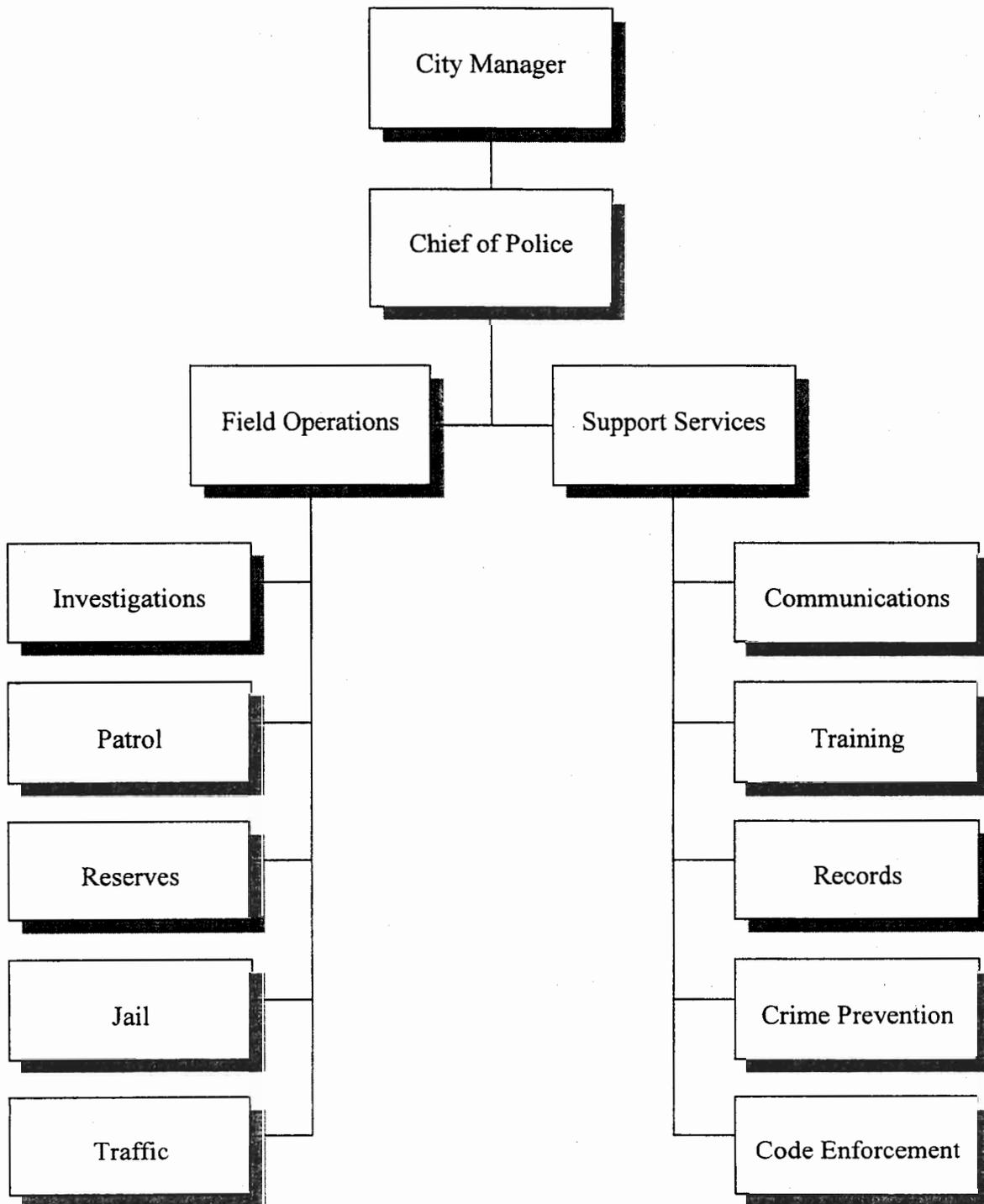
City of La Verne

FIRE	VEHICLE MAINTENANCE		2009	
Department	Cost Center		Cost Center No.	
<u>Units of Measure</u>				
	Calendar Year			
	2006	2007	2008	2009
Staff Cars	3	3	3	4
Type I Pumper	3	3	4	3
Type III Pumper	1	1	1	1
Aerial Truck	1	1	1	1
Patrol	1	1	1	1
Ambulance	3	3	3	3
Utility Truck	1	1	1	1
<hr/>				
<u>Personnel Services:</u>				
Reflects the salaries, benefits and overtime for .10 of a Captain, .51 of an Engineer and .46 of a Firefighter/Paramedic for a total of 1.07.				
<hr/>				
<u>Other Operating Costs and Capital Outlay:</u>				
Reflects the cost of maintenance on machinery and tools, miscellaneous supplies and equipment rental.				
<u>Capital Outlay:</u>				
Requests:	101,082	Engine 61 Lease (#3 of 5)		
	4,500	Hose		
	7,500	Hurst Spreader Coupling Kit		
	1,500	DOT Reflective Striping		
Total:	114,582			
<hr/>				
<u>City Manager Recommendations</u>				
Reduce other operating costs and capital outlay.				

City of La Verne

POLICE

POLICE DEPARTMENT



City of La Verne

Budget Message 2009-2010 Fiscal Year

POLICE

Department

2500 SERIES

Cost Center No.

The Police Department's budget was prepared with the primary objective of providing the highest level of service and protection to the community at a responsible and affordable cost.

The requested budget reflects no changes in current personnel services; however the scheduled retirement of a traffic officer in January will create a vacancy that is not scheduled to be backfilled. This will reduce the total number of sworn officers to 45. The vacant traffic officer position, which is typically staffed from eligible patrol personnel, is likely to go unfilled as it could lead to costly shortages in patrol staffing.

Due to significant reductions in education funding from the State, the Bonita Unified School District is no longer capable of funding a portion of the School Resource Officer position. The City has committed to fund this position to maintain continuity in the program; however to reduce overtime costs associated with approved training and leave requests in patrol, it may be necessary to temporarily reassign the School Resource Officer to fill such patrol shifts.

California voters failed to pass propositions 1A – 1E at the polls in May. This potentially could lead to additional revenue cuts from the State totaling as much as \$250,000 (Supplemental Law Enforcement Fund \$100,000, Cal-MMET grant \$150,000).

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

Slight increases in operational costs are attributed to increases in City equipment charges and contractual service agreements.

The Department has applied for a component of the Federal Stimulus Grant that will provide wages, benefits and cost of living increases for two entry level police officers for three years. The grant requires the retention of sworn staffing levels for a maximum of one year after the grant funding has ended.

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	9,866,156	10,031,200	9,873,154	9,873,154
Other Operating Costs	1,836,107	1,714,500	1,604,500	1,604,500
Capital Outlay	629,823	53,000	89,000	89,000
Total:	12,332,086	11,798,700	11,566,654	11,566,654

Personnel Authorized	80.00	80.00	79.50	79.50
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Source of Funds:

General Fund	9,534,370	9,418,941	8,991,748	8,991,748
Traffic Safety	678,400	727,000	770,000	770,000
Narcotic Asset Forfeiture	1,095,754	708,632	863,640	863,640
T.R.A.P.	0	0	0	0
Prop. 172	205,000	205,000	205,000	205,000
Bonita Unified School District	72,000	0	0	0
LA IMPACT	481,562	486,127	484,266	484,266
Supp. Law Enf./Block Grants	101,000	101,000	100,000	100,000
Office of Traffic Safety	22,000	0	0	0
Cal-MMET	142,000	152,000	152,000	152,000
TOTAL:	12,332,086	11,798,700	11,566,654	11,566,654

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	2.00	2.00	2.00	2.00
Police Lieutenant	4.00	4.00	4.00	4.00
Police Sergeant	6.00	6.00	6.00	6.00
Corporal	16.00	16.00	16.00	16.00
Police Officer	17.00	17.00	17.00	17.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Services Coordinator	1.00	1.00	1.00	1.00
Communications Officer	7.00	7.00	7.00	7.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Police Clerk I & II	5.00	5.00	5.00	5.00
Information Systems Tech/Specialist	1.00	1.00	1.00	1.00
Police Aide	2.00	2.00	1.00	1.00
Police Services Technician	2.00	2.00	1.50	1.50
Administrative Secretary	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	67.00	67.00	65.50	65.50
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REGULAR PART-TIME/CONTRACT EMPLOYEES				
Communications Officer	2.00	2.00	2.00	2.00
Police Aide	4.00	4.00	5.00	5.00
LA IMPACT Personnel	7.00	7.00	7.00	7.00

TOTAL REG. PART-TIME	13.00	13.00	14.00	14.00
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TOTAL POSITIONS	80.00	80.00	79.50	79.50
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APPROPRIATIONS				
SALARIES & WAGES	6,132,538	6,234,003	6,201,947	6,201,947
OVERTIME	582,877	634,725	634,725	634,725
BENEFIT COSTS	3,150,741	3,162,472	3,036,482	3,036,482
TOTAL PERSONNEL SERVICES	9,866,156	10,031,200	9,873,154	9,873,154

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	540,839	756,921	747,849	747,849
Other Operating Costs	560,000	440,000	350,000	350,000
Capital Outlay	0	0	0	0
Total:	1,100,839	1,196,921	1,097,849	1,097,849

Personnel Authorized	3.00 FT 0 PT	4.00 FT 0 PT	4.00 FT 0 PT	4.00 FT 0 PT
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Source of Funds:

General Fund	1,100,839	1,196,921	1,097,849	1,097,849
TOTAL:	1,100,839	1,196,921	1,097,849	1,097,849

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, (2) Police Captain, and (1) full-time Administrative Secretary.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Reduce other operating costs and adjust benefit costs in personnel services.

City of La Verne

POLICE

Traffic Services

2502/2518

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	856,685	794,873	771,176	771,176
Other Operating Costs	200,000	225,000	215,000	215,000
Capital Outlay	20,000	25,000	0	0
Total:	1,076,685	1,044,873	986,176	986,176
Personnel Authorized	4.00 FT 4.00 PT	4.00 FT 4.00 PT	4.00 FT 4.00 PT	4.00 FT 4.00 PT
Source of Funds:				
General Fund	376,285	317,873	216,176	216,176
Traffic Safety Fund	678,400	727,000	770,000	770,000
OTS Grant	22,000	0	0	0
TOTAL:	1,076,685	1,044,873	986,176	986,176

City of La Verne

POLICE

Traffic Services

2502/2518

Department	Cost Center					Cost Center No.
Units of Measure						
	2005	2006	2007	2008	2009 est	
Injury Accidents	100	114	90	94	90	
Non-Injury Accidents	249	206	191	147	150	
Hazardous Citations	1,647	2,465	1,819	2,159	2,300	
Non-Hazardous Citations	968	1,282	1,026	1,133	1,230	
Parking Citations	4,645	4,501	11,765	16,440	14,400	
# of Crossing Guard locations	6	6	6	6	6	
Temporary ONP* permits	30,341	15,060	22,278	36,600	38,000	
Annual ONP* permits	348	326	358	388	400	

*Overnight parking

Personnel Services:

Staffing consists of (1) lieutenant, (3) corporals, (4) non-sworn part-time police aides, (6) crossing guards (part-time temporary), and (2) parking citation hearing officers (contract).

Other Operating Costs and Capital Outlay:

Operating costs include equipment maintenance, uniform and safety equipment, miscellaneous motorcycle parts, city equipment rental rate and contractual services for parking citations.

Capital Outlay:

\$25,000 BMW Motorcycle

City Manager Recommendations

Reduce other operating costs and fund capital outlay from Asset Forfeiture Fund, adjust benefit costs in 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. Provide receptionist services as needed.
5. Maintain professional in-service training requirements of the State Fire Marshal.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	669,996	704,136	697,170	697,170
Other Operating Costs	62,000	25,000	25,000	25,000
Capital Outlay	0	0	0	0
Total:	731,996	729,136	722,170	722,170

Personnel Authorized	7.00 FT 2.00 PT	7.00 FT 2.00 PT	7.00 FT 2.00 PT	7.00 FT 2.00 PT
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Source of Funds:

General Fund	731,996	729,136	722,170	722,170
TOTAL:	731,996	729,136	722,170	722,170

City of La Verne

POLICE	Communications				2503
Department	Cost Center				Cost Center No.
Units of Measure					
	2005	2006	2007	2008	2009 est
Reports processed	4,971	5,323	5,029	4,594	4,864
Police & Fire calls for service	18,346	18,907	19,561	18,525	19,236
911 average answer speed	2.6 sec	2.2 sec	2.3 sec	2.4 sec	2.5 sec

Personnel Services:

Personnel costs consist of wages and benefits for (7) full-time and (2) part-time communications officers plus overtime when required.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

POLICE

Jail Services/Live Scan

2504/2520

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	170,326	179,940	154,887	154,887
Other Operating Costs	63,500	43,000	43,000	43,000
Capital Outlay	0	0	0	0
Total:	233,826	222,940	197,887	197,887

Personnel Authorized	2.50 FT 0 PT	2.50 FT 0 PT	1.50 FT 1.00 PT	1.50 FT 1.00 PT
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Source of Funds:

General Fund	233,826	222,940	197,887	197,887
TOTAL:	233,826	222,940	197,887	197,887

City of La Verne

POLICE

Jail Services/Live Scan

2504/2520

Department

Cost Center

Cost Center No.

Units of Measure

	2005	2006	2007	2008	2009 est
Daily average # of bookings	5.2	4.9	5.5	4.7	5.2
Total # of bookings	1,892	2,343	2,001	1,723	1,904
# of trusties	15	18	15	19	21

Personnel Services:

Salary and benefits for (.50) full-time community services supervisor, (2) FT police aide II.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Fund vacant Police Aide as a regular part-time 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	40,438	42,846	20,963	20,963
Other Operating Costs	90,000	65,000	65,000	65,000
Capital Outlay	0	0	0	0
Total:	130,438	107,846	85,963	85,963

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

General Fund	130,438	107,846	85,963	85,963
TOTAL:	130,438	107,846	85,963	85,963

City of La Verne

POLICE	Personnel Development/Training				2505
Department	Cost Center				Cost Center No.
Units of Measure					
	2005	2006	2007	2008	2009 est
P.O.S.T. reimbursed training hours	2,996	3,204	6,346	3,616	2,000
Other (non-reimbursed) training hours	996	2,381	2,880	2,176	1,000
Total training hours	3,992	5,585	9,226	5,792	3,000
Personnel Services:					
Wages and benefits for (.50) police services technician.					
Other Operating Costs and Capital Outlay:					
Operating costs include telephone services, communication equipment and contract maintenance.					
Capital Outlay:					
None					
City Manager Recommendations					
Funding levels as requested after adjustment to personnel allocations.					

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	331,570	339,059	337,021	337,021
Other Operating Costs	30,000	32,000	32,000	32,000
Capital Outlay	16,000	18,000	18,000	18,000
Total:	377,570	389,059	387,021	387,021

Personnel Authorized	5.00 FT 0 PT	5.00 FT 0 PT	5.00 FT 0 PT	5.00 FT 0 PT
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Source of Funds:

General Fund	377,570	389,059	387,021	387,021
TOTAL:	377,570	389,059	387,021	387,021

City of La Verne

POLICE	Records & Clerical			2506	
Department	Cost Center			Cost Center No.	
<u>Units of Measure</u>					
	2005	2006	2007	2008	2009 est
Reports processed	4,687	5,323	5,029	4,594	4,700
Citations processed	8,692	11,597	14,610	19,732	20,100
Arrests processed	1,892	2,343	1,984	1,694	1,800
<u>Personnel Services:</u>					
Provide wages and benefits for (1) records supervisor, (4) police clerks					
<u>Other Operating Costs and Capital Outlay:</u>					
Office supplies, outside printing, staff development and other miscellaneous costs.					
<u>Capital Outlay:</u>					
\$18,000 Lease payment on (4) copiers					
<u>City Manager Recommendations</u>					
Funding levels as requested after benefit costs adjustment in personnel services.					

City of La Verne

POLICE

Patrol Services

2507

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	4,311,225	3,823,245	3,892,227	3,892,227
Other Operating Costs	475,000	450,000	440,000	440,000
Capital Outlay	0	0	0	0
Total:	4,786,225	4,273,245	4,332,227	4,332,227

Personnel Authorized	26.22 FT 0 PT	23.13 FT 0 PT	24.63 FT 0 PT	24.63 FT 0 PT
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Source of Funds:				
General Fund	4,581,225	4,068,245	4,127,227	4,127,227
Prop. 172	205,000	205,000	205,000	205,000
TOTAL:	4,786,225	4,273,245	4,332,227	4,332,227

City of La Verne

POLICE

Patrol Services

2507

Department

Cost Center

Cost Center No.

Units of Measure

	2005	2006	2007	2008	2009 est
Calls for service	15,807	16,099	16,974	16,295	16,500
Average emergency response*	2.11 min	1.55 min	2.04 min	3.26 min	3.00 min
Arrests	1,892	2,343	2,001	1,694	1,800
Crime reports	4,971	5,323	5,029	4,594	4,700
8 major crimes reported	1,210	1,087	1,064	900	975

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

Personnel Services:

Personnel consists of (3) lieutenants, (4) sergeants, (6) corporals, (9.13) police officers, (.50) community services supervisor, (.50) school resource officer, (3) part-time mobile command post operators. This cost center also provides premium overtime and court standby wages. Scheduled minimum staffing consists of (1) lieutenant, (1) sergeant and (3) corporals or police officers.

Other Operating Costs and Capital Outlay:

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

CAPITAL OUTLAY:

None

City Manager Recommendations

Adjust personnel services and reduce other operating costs.

City of La Verne

POLICE

Investigations

2508/2517

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Thoroughly investigate all criminal matters as assigned exhausting all investigative leads and proactively address criminal activity.

Participate in Federal, State or County multi-jurisdictional task forces; that through participation will provide a level of training and experience not otherwise available to employees and will ultimately enhance policing in this community.

Operational Plans:

1. Achieve a clearance rate of at least 20% on all assigned Part 1*cases.
2. Conduct thorough and complete investigations on all assigned cases by utilizing all available resources.
3. Prepare and submit completed criminal investigations to the District Attorney's Office for criminal filing consideration.
4. Provide witness and expert testimony in criminal prosecution of all cases.
5. Provide Patrol Division with relevant and timely criminal intelligence to aid and assist them in the performance of their duties.
6. Provide assistance or relieve patrol of crime scene management, including extensive or unique evidence collection and interviewing of victims and witnesses at major crime scenes.

* Part I crimes include murder, rape, robbery, aggravated assault, burglary, vehicle theft, theft and arson. An offense is cleared when an arrest is made and charges have been brought against the arrestee. A case is also considered cleared if an offender has been identified and evidence supports an arrest but circumstances preclude arrest and prosecution.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,578,608	1,894,565	1,705,396	1,705,396
Other Operating Costs	121,000	125,000	125,000	125,000
Capital Outlay	0	0	0	0
Total:	1,699,608	2,019,565	1,830,396	1,830,396

Personnel Authorized	12.00	13.00	12.00	12.00
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Source of Funds:				
General Fund	15,576,089	1,867,565	1,678,396	1,678,396
Cal-MMET	142,000	152,000	152,000	152,000
Auto Theft Task Force	0	0	0	0
TOTAL:	1,699,608	2,019,565	1,830,396	1,830,396

City of La Verne

POLICE	Investigations				2508/2517
Department	Cost Center				Cost Center No.
Units of Measure					
	2005	2006	2007	2008	2009 est
Cases assigned	3,564	3,799	3,679	3,216	3,570
Cleared	2,131	2,526	2,247	2,210	2,280
Active	123	201	627	125	270
Inactive	427	382	742	865	600
Part I clearance rate	34%	34.0%	31%	30%	32%
Personnel Services:					
Wages and benefits for (1) sergeant, (5) investigators, (1) narcotics taskforce sergeant, (4) narcotics taskforce officers (1) police clerk II, and (1) police services technician.					
Other Operating Costs and Capital Outlay:					
City equipment rental rates, annual subscriptions to information data bases, investigators association dues, conference fees, telephone services, special evidence processing, and uniform and safety equipment.					
Capital Outlay:					
None					
City Manager Recommendations					
Adjust personnel allocations.					

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, train, and maintain four (4) additional reserve officers, increasing the number of reserve officers in the program from 14 to 20.
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	35,000	0	0	0
Other Operating Costs	7,000	12,000	12,000	12,000
Capital Outlay	0	0	0	0
Total:	42,000	12,000	12,000	12,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	42,000	12,000	12,000	12,000
TOTAL:	42,000	12,000	12,000	12,000

City of La Verne

POLICE	Police Reserve Program				2509
Department	Cost Center				Cost Center No.
<u>Units of Measure</u>					
	2005	2006	2007	2008	2009 est
# of reserve officers	14	13	16	16	19
Training hours provided as P.O.S.T. standards	1,421	1,402	902	2,156	3,000
Reserve officers work hours - Volunteer	2,661	3,041	4,537	4,456	4,895

Personnel Services:

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Funding levels as requested.

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	216,979	222,340	195,277	195,277
Other Operating Costs	37,500	37,500	37,500	37,500
Capital Outlay	0	0	0	0
Total:	254,479	259,840	232,777	232,777

Personnel Authorized	2.00	2.00	1.25	1.25
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Source of Funds:				
General Fund	182,479	259,840	232,777	232,777
Bonita Unified School District	72,000	0	0	0
TOTAL:	254,479	259,840	232,777	232,777

City of La Verne

POLICE

Crime Prevention/School Resource Officer

2510/2516

Department	Cost Center			Cost Center No.	
<u>Units of Measure</u>	2005	2006	2007	2008	2009 est
Crime prevention, citizen awareness, and public safety programs	65	65	65	65	65
School programs for young people	65	65	65	65	65
School resource officer					
Student counseling/contacts	450	665	1,000	800	675
R.S.V.P. volunteer hours	5,759	6,445	7,506	6,910	7,345

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Funding levels as requested after adjustment to personnel allocations.

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	108,508	129,278	117,709	117,709
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	108,508	129,278	117,709	117,709
Personnel Authorized	.78 FT	.87 FT	.87 FT	.87 FT
Source of Funds:				
General Fund	7,508	28,278	17,709	17,709
Supplemental State Law Enforcement Fund	101,000	101,000	100,000	100,000
TOTAL:	108,508	129,278	117,709	117,709

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 (.87) Police Officer.

Other Operating Costs and Capital Outlay:

Capital Outlay:

None

City Manager Recommendations

Adjust personnel services.

City of La Verne

POLICE

Police Asset Forfeiture Account

2514

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

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

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	436,824	568,632	662,640	662,640
Other Operating Costs	65,107	130,000	130,000	130,000
Capital Outlay	593,823	10,000	71,000	71,000
Total:	1,095,754	708,632	863,640	863,640

Personnel Authorized	3.00	4.00	4.00	4.00
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Source of Funds:

Narcotic Confiscation Fund	1,095,754	708,632	863,640	863,640
TOTAL:	1,095,754	708,632	863,640	863,640

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 (4) police officers assigned to the Patrol Division. These officers are replacements for (3) task force officers assigned to narcotics interdiction.

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

\$5,000 Server
\$5,000 Identification card software and printer

City Manager Recommendations

Adjust personnel services and increase funding for additional capital outlay.

City of La Verne

POLICE
Department

Information Systems
Cost Center

2519
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	87,596	89,237	86,573	86,573
Other Operating Costs	125,000	130,000	130,000	130,000
Capital Outlay	0	0	0	0
Total:	212,596	219,237	216,573	216,573
Personnel Authorized	1 FT	1 FT	1 FT	1 FT
Source of Funds:				
General Fund	212,596	219,237	216,573	216,573
TOTAL:	212,596	219,237	216,573	216,573

City of La Verne

POLICE

Information Systems

2519

Department

Cost Center

Cost Center No.

Units of Measure

None.

Personnel Services:

Wages and benefits for (1) Information Systems Specialist

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

None

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

POLICE	LA IMPACT Support Services	2522
Department	Cost Center	Cost Center No.

Long-Term Objectives:

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	481,562	486,128	484,266	484,266
Other Operating Costs	0	0	0	0
Capital Outlay	0	0	0	0
Total:	481,562	486,128	484,266	484,266

Personnel Authorized	7.00	7.00	7.00	7.00
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Source of Funds:				
LA IMPACT	481,562	486,128	484,266	484,266

TOTAL:	481,562	486,128	484,266	484,266
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City of La Verne

POLICE

LA IMPACT Support Services

2522

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

Provide salary and benefits for (7) Administrative Assistants.

Other Operating Costs and Capital Outlay:

None

Capital Outlay:

None

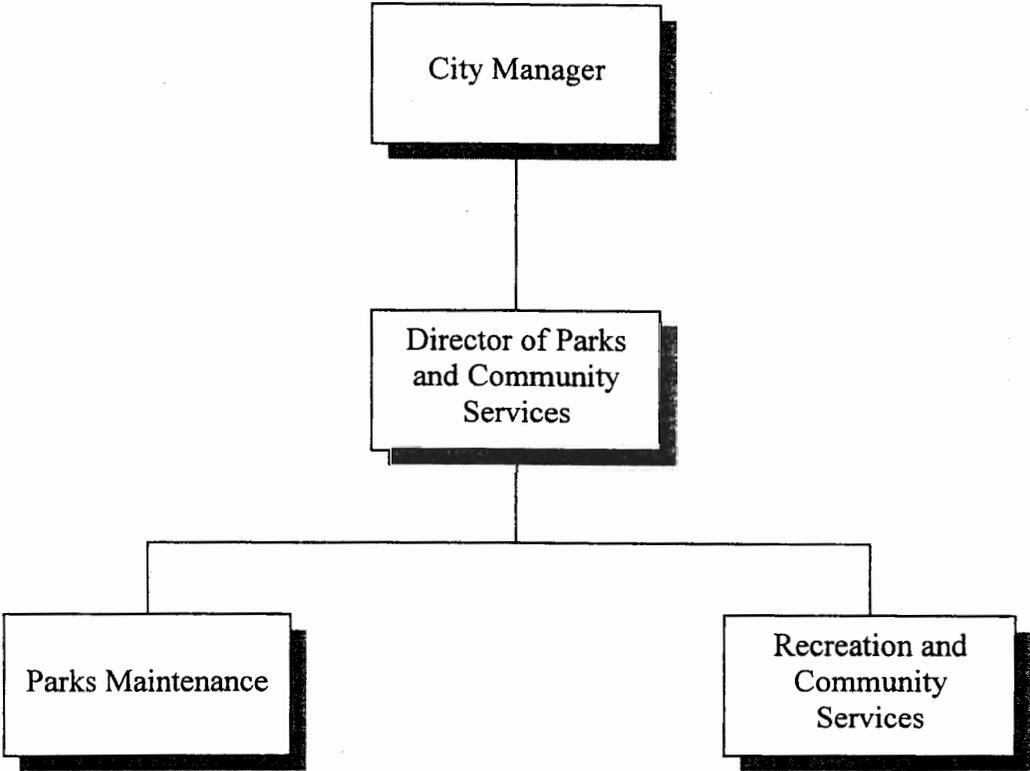
City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

PARKS AND COMMUNITY SERVICES

**PARKS AND COMMUNITY SERVICES
DEPARTMENT**



City of La Verne

Budget Message

2009 - 2010 Fiscal Year

Parks and Community Services
Department

5100, 5200, 5300, 5700, 6000
Cost Center Number

The Parks and Community Services Department will continue to provide a wide variety of leisure and recreational opportunities for the community and maintain the City's 19 parks, 11,500 street trees, medians, and common landscape areas. The following is an overview of the respective budgets.

Parks maintenance has an increase of \$40,000, which will provide for the trimming of 400 additional trees over the current year's budget. All other areas will remain the same.

Parks capital improvement projects include the installation of a tot lot at Wheeler Avenue Park, a new roof at the Skate Park, and architectural plans for the proposed Williams Avenue Park.

This year's community services request is the same as last year. This Division will continue to provide programming for our tiny tots, youth, teens, adults, and senior citizens. The program consists of youth and adult sports, excursions, special events, aquatics, senior citizen's programs, fee and charge classes, and facility rentals.

Capital Improvements include the re-roofing of the Community Center, new vinyl floors at Veterans' Hall, and office equipment for the Community Center.

City of La Verne

Parks & Community
Services
Department

Summary
Cost Center

5100, 5200, 5300
5700 & 6000 Series
Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,566,332	1,691,291	1,599,279	1,599,279
Other Operating Costs	1,848,202	1,959,739	1,891,739	1,891,739
Capital Outlay	0	3500	0	0
Total:	3,414,534	3,654,530	3,491,018	3,491,018
Personnel Authorized	24.42	22.81	22.81	22.81
Source of Funds:				
General Fund	2,959,452	3,188,612	3,025,769	3,025,769
Maint. Assessment Districts	443,105	453,721	453,171	453,171
Maint. District 84-1M	11,977	12,197	12,078	12,078
TOTAL:	3,414,534	3,654,530	3,491,018	3,491,018

City of La Verne

DETAIL OF SALARIES & WAGES

Parks & Community Services Department	SUMMARY			5100, 5200, 5300 5700 & 6000 Cost Center No.
Department	Cost Center			Cost Center No.
CLASSIFICATION				
	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Parks & Community Services Director	.82	.82	.82	.82
Parks Manager	1.00	1.00	1.00	1.00
Administrative Aide	.82	.82	.82	.82
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	3.00	3.00	3.00	3.00
Parks Maintenance Worker II	2.00	3.00	3.00	3.00
Parks Maintenance Worker III	1.00	.00	.00	.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Supervisor	.05	.05	.05	.05
Recreation Coordinator	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	12.69	12.69	12.69	12.69
REGULAR PART-TIME				
Recreation Coordinator	3.00	3.00	3.00	3.00
Recreation Specialist II	1.00	1.00	1.00	1.00
Administrative Clerk II	1.37	0.37	0.37	.37
Clerical Assistant I	1.00	1.00	1.00	1.00
Clerical Assistant II	2.00	1.00	1.00	1.00
Administrative Clerk I	0.00	1.00	1.00	1.00
Parks Worker I	1.00	0.00	0.00	.00
Parks Worker II	1.36	1.75	1.75	1.75
Parks Worker III	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	11.73	10.12	10.12	10.12
TOTAL POSITIONS	24.42	22.81	22.81	22.81
APPROPRIATIONS				
SALARIES & WAGES	1,180,773	1,287,449	1,225,168	1,225,168
OVERTIME	0	0	0	0
BENEFIT COSTS	385,559	403,842	374,111	374,111
TOTAL PERSONNEL SERVICES	1,566,332	1,691,291	1,599,279	1,599,279

City of La Verne

Parks Maintenance
 Division
 Department

Summary

 Cost Center

5100, 5200, 5300
 & 5700 Series

 Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	836,719	880,128	856,476	856,476
Other Operating Costs	1,243,467	1,320,415	1,250,415	1,250,415
Capital Outlay	0	3500	0	0
Total:	2,080,186	2,204,043	2,106,891	2,106,891
Personnel Authorized	12.23	12.62	12.62	12.62
Source of Funds:				
General Fund	1,625,104	1,738,125	1,641,642	1,641,642
Maint. District Assessments	443,105	453,721	453,171	453,171
84-1M Assessments	11,977	12,197	12,078	12,078
TOTAL:	2,080,186	2,204,043	2,106,891	2,106,891

City of La Verne

DETAIL OF SALARIES & WAGES

Combined Parks Division	SUMMARY	5100, 5200, 5300
Department	Cost Center	5700 & 6000
		Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Parks & Community Services Director	.42	.42	.42	.42
Parks Manager	1.00	1.00	1.00	1.00
Administrative Aide	.40	.40	.40	.40
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Leadworker	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	3.00	3.00	3.00	3.00
Parks Maintenance Worker II	2.00	3.00	3.00	3.00
Parks Maintenance Worker III	1.00	.00	.00	.00
Maintenance Supervisor	.05	.05	.05	.05

TOTAL FULL-TIME	9.87	9.87	9.87	9.87
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REGULAR PART-TIME				
Parks Worker II	1.36	1.75	1.75	1.75
Clerical Assistant II	1.00	1.00	1.00	1.00

TOTAL REG. PART-TIME	2.36	2.75	2.75	2.75
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TOTAL POSITIONS	12.23	12.62	12.62	12.62
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APPROPRIATIONS

SALARIES & WAGES	560,602	589,662	582,581	582,581
OVERTIME	-	-	-	-
BENEFIT COSTS	276,117	290,466	273,895	273,895
TOTAL PERSONNEL SERVICES	836,719	880,128	856,476	856,476

City of La Verne

Parks Maintenance Division Department	Summary Cost Center	5100 & 5200 Series Cost Center No.
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Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	23,119	24,105	23,436	23,436
Other Operating Costs	531,963	541,813	521,813	521,813
Capital Outlay	0	3500	0	0
Total:	555,082	569,418	545,249	545,249

Personnel Authorized	.18	.18	.18	.18
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Source of Funds:				
General Fund	100,000	103,500	80,000	80,000
Maint. Assessment Districts	443,105	453,721	453,171	453,171
Maint. District 84-1M	11,977	12,197	12,078	12,078

TOTAL:	555,082	569,418	545,249	545,249
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City of La Verne

Parks Maintenance
Division
Department

Parks Administration
Cost Center

5101

Cost Center No.

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	100,000	100,000	80,000	80,000
Capital Outlay	0	3,500	0	0
Total:	100,000	103,500	80,000	80,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	100,000	103,500	80,000	80,000
TOTAL:	100,000	103,500	80,000	80,000

City of La Verne

Parks Maintenance
Division
Department

Parks Administration
Cost Center

5101

Cost Center No.

Units of Measure:

To manage this department in an effective manner.

Personnel Services:

No personnel services.

Other Operating Costs and Capital Outlay:

Capital Outlay - Photocopy Machine = \$3,500

City Manager Recommendations:

Reduce other operating costs and delete capital outlay.

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Summary

5200 Series

Cost Center

Cost Center No.

Long-Term Objectives:

Provide an aesthetically pleasing landscape environment for those residents living within the Landscape Assessment Districts. Also administer the necessary maintenance of storm drains and slopes on Esperanza Drive.

Operational Plans:

- 1 - Identify maintenance standards and specifications.
- 2 - Perform regular inspections of maintenance areas to ensure standards are being maintained.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	23,119	24,105	23,436	23,436
Other Operating Costs	431,963	441,813	441,813	441,813
Capital Outlay	0	0	0	0
Total:	455,082	465,918	465,249	465,249

Personnel Authorized	0.18	0.18	0.18	0.18
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Source of Funds:

Landscape Maintenance				
Maint. Assessment Districts	443,105	453,721	453,171	453,171
Maint. District 84-1M	11,977	12,197	12,078	12,078
TOTAL:	455,082	465,918	465,249	465,249

City of La Verne

Parks Division/Maint.
Assessment Districts
 Department

Esperanza Assessment
District No. 84-1M
 Cost Center

5201
Cost Center No.

Long-Term Objectives:

Maintenance of storm drain facilities and slopes to provide protection to Esperanza Drive from storm water and storm water run-off.

Operational Plans:

Assessment District 84-1M is located on Esperanza Drive from Yucca Drive to Jasmine Circle.

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	4,866	5,086	4,967	4,967
Other Operating Costs	7,111	7,111	7,111	7,111
Capital Outlay	0	0	0	0
Total:	11,977	12,197	12,078	12,078

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

Maint. District 84-1M	11,977	12,197	12,078	12,078
TOTAL:	11,977	12,197	12,078	12,078

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Esperanza Assessment
District No. 84-1M
Cost Center

5201
Cost Center No.

Units of Measure

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Inspections	12	12	12	12
Sq. Foot Slopes Maintained	394,711	394,711	394,711	394,711
Ln. Foot Drains Maintained	14,858	14,858	14,858	14,858
Sq. Foot Rip Rap	7,900	7,900	7,900	7,900

Personnel Services:

Personnel services provide wages and benefits for Street Maintenance Supervisor.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

First Street & Fulton Road
Assessment District #2
Cost Center

5202
Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing parkways for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #2 is located on the northwest corner of First Street and Fulton Road. The landscaping consists of ivy groundcover, Ornamental Plum trees, Junipers, and Xylosma shrubs.

A contractual maintenance firm provides safe, attractive, and clean parkways by removing litter and debris. Activities include mowing, edging, weed control, and pruning of trees on a routine basis.

	Current Budget	Department Request	Manager Recommendation	Council Approved
Budget Distribution				
Personnel Services	1,404	1,463	1,421	1,421
Other Operating Costs	3,823	3,823	3,823	3,823
Capital Outlay	0	0	0	0
Total:	5,227	5,286	5,244	5,244
Personnel Authorized				
	.01	.01	.01	.01
Source of Funds:				
Maint. Assessment Districts	5,227	5,286	5,244	5,244
TOTAL:	5,227	5,286	5,244	5,244

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

First Street & Fulton Road
Assessment District #2
Cost Center

5202
Cost Center No.

Units of Measure:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Acres of Landscape Maintained	1/4 Acre	1/4 Acre	1/4 Acre	1/4 Acre

Personnel Services:

Personnel services provide wages and benefits for Parks Manager.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Wheeler Avenue and Tabor Lane
Assessment District #3
Cost Center

5203
Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing parkways for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #3 is located on the southwest side of Wheeler Avenue, Tabor Street, and Ancona Avenue. The landscaping consists of turf, ivy groundcover, Junipers, Liquidamber, and Canary Island Pine trees.

A contractual maintenance firm provides safe, attractive, and clean parkways by removing litter and debris. Activities include mowing, edging, weed control, and pruning of trees on a routine basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,404	1,463	1,421	1,421
Other Operating Costs	6,410	6,410	6,410	6,410
Capital Outlay	0	0	0	0
Total:	7,814	7,873	7,831	7,831

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

Maint. Assessment Districts	7,814	7,873	7,831	7,831
TOTAL:	7,814	7,873	7,831	7,831

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Wheeler Avenue and Tabor Lane
Assessment District #3
Cost Center

5203
Cost Center No.

Units of Measure:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Acres of Landscape Maintained	1/5 Acre	1/5 Acre	1/5 Acre	1/5 Acre

Personnel Services:

Personnel services provide wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
 Department

Rancho La Verne
Assessment District #4A & #4B
 Cost Center

5204 & 5205
Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing medians and parkways for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #4A is located north of Baseline Road on Via Rancho La Verne. It also includes a Riparian Channel from Birdie Drive to Heritage Park. The landscaping includes turf, trees, and groundcover. Assessment District #4B is located on Esperanza Drive from Jasmine Circle to Golden Hills Road. The landscaping includes shrubs, trees, and groundcover.

A contractual firm provides safe, attractive, and clean parkways and medians by removing litter and debris. Activities include mowing, edging, weed control, and tree pruning on a routine basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	4,212	4,389	4,262	4,262
Other Operating Costs	193,291	193,291	193,291	193,291
Capital Outlay	0	0	0	0
Total:	197,503	197,680	197,553	197,553

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

Landscape Maintenance District Assessments	197,503	197,680	197,553	197,553
TOTAL:	197,503	197,680	197,553	197,553

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Rancho La Verne
Assessment District #4A & #4B
Cost Center

5204 & 5205

Cost Center No.

Units of Measure:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Acres of Landscape Maintained	18 Acres	18 Acres	18 Acres	18 Acres

Personnel Services:

Personnel services provide wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Adjust funding per final engineer's report

City of La Verne

Parks Division/Maint.
Assessment Districts
 Department

Amherst Street & Fruit Street
Assessment District #6
 Cost Center

5206
Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing landscape areas for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #6 is located on Fruit Street between Bowdoin Street and Amherst Street. The landscaping consists of perennials, trees, and shrubs.

A contractual firm provides safe, attractive, and clean parkways by removing litter and debris. Activities include edging, weed control, and tree pruning on a routine basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,404	1,463	1,421	1,421
Other Operating Costs	10,000	7,350	7,350	7,350
Capital Outlay	0	0	0	0
Total:	11,404	8,813	8,771	8,771

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

Landscape Maintenance District Assessments	11,404	8,813	8,771	8,771
TOTAL:	11,404	8,813	8,771	8,771

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Amherst Street & Fruit Street
Assessment District #6
Cost Center

5206

Cost Center No.

Units of Measure:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Acres of Landscape Maintained	1/10 Acre	1/10 Acre	1/10 Acre	1/10 Acre

Personnel Services:

Personnel services provide wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
 Department

La Verne Business Park
Assessment District #5
 Cost Center

5207
Cost Center No.

Long-Term Objectives:

Provide an aesthetically pleasing landscape environment within the La Verne Business Park.

Operational Plans:

Assessment District #5 is the median on Puddingstone Drive in the La Verne Business Park. The landscaping consists of turf and Ornamental Plum and Pear trees.

A contractual firm provides safe, attractive, and clean medians by removing litter and debris. Activities include mowing, edging, weed control, and tree pruning on a routine basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,404	1,463	1,421	1,421
Other Operating Costs	19,669	19,669	19,669	19,669
Capital Outlay	0	0	0	0
Total:	21,073	21,132	21,090	21,090

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

Maint. Assessment Districts	21,073	21,132	21,090	21,090
TOTAL:	21,073	21,132	21,090	21,090

City of La Verne

**Parks Division/Maint.
Assessment Districts**
Department

**La Verne Business Park
Assessment District #5**
Cost Center

5207

Cost Center No.

Units of Measure:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Acres of Landscape Maintained	1/10 Acre	1/10 Acre	1/10 Acre	1/10 Acre

Personnel Services:

Personnel services provide wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

La Verne Heights
Assessment District #7
Cost Center

5208
Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing landscape areas for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #7 is the greenbelt area that surrounds the La Verne Heights Homeowner's Development in the Live Oak area. The landscaping consists of fuel modification zones and an Oak tree preserve. The plant material is drought tolerant and fire resistant.

A contractual firm provides safe, attractive, and clean landscape areas by removing litter and debris.

Activities include: edging, weed control, and tree pruning on a routine basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	1,404	1,463	1,421	1,421
Other Operating Costs	133,725	133,725	133,725	133,725
Capital Outlay	0	0	0	0
Total:	135,129	135,188	135,146	135,146

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

Maint. Assessment Districts	135,129	135,188	135,146	135,146
TOTAL:	135,129	135,188	135,146	135,146

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

La Verne Heights
Assessment District #7
Cost Center

5208
Cost Center No.

Units of Measure:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Acres of Landscape Maintained	16 Acres	16 Acres	16 Acres	16 Acres

Personnel Services:

Personnel services provide wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Adjust funding per final engineer's report.

City of La Verne

Parks Division/Maint.
Assessment Districts
 Department

Marshall Canyon
Assessment District #8
 Cost Center

5209
Cost Center No.

Long-Term Objectives:

Provide the citizens of La Verne with aesthetically pleasing landscape areas for their enjoyment and safety through proper maintenance.

Operational Plans:

Assessment District #8 surrounds the Marshall Canyon Estates Development north of Golden Hills Road. The landscaping consists of fuel modification zones and drought tolerant and fire resistant plant material.

A contractual firm provides safe, attractive, and clean landscape areas by removing litter and debris. Activities include edging, weed control, and tree pruning on a routine basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	7,021	7,315	7,102	7,102
Other Operating Costs	57,934	70,434	70,434	70,434
Capital Outlay	0	0	0	0
Total:	64,955	77,749	77,536	77,536

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

Landscape Maintenance District Assessments	64,955	77,749	77,536	77,536
TOTAL:	64,955	77,749	77,536	77,536

City of La Verne

Parks Division/Maint.
Assessment Districts
Department

Marshall Canyon
Assessment District #8
Cost Center

5209
Cost Center No.

Units of Measure:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Acres of Landscape Maintained	7 Acres	7 Acres	7 Acres	7 Acres

Personnel Services:

Personnel services provide wages and benefits for the Parks Manager.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Adjust funding per final engineer's report.

City of La Verne

Former City-Wide
Landscape District
Department

Summary
Cost Center

5300 & 5700
Series
Cost Center No.

Long-Term Objectives:

To efficiently direct the Parks Maintenance Division to provide the necessary maintenance for all parks, medians, and street trees.

Operational Plans:

- 1 - Continue to insure that maintenance level standards are maintained in City parks, medians, and street trees.
- 2 - To review parks maintenance practices and revise policies and procedures in compliance with State and Federal law.
- 3 - To assist the City Council, City Manager, and other departments in matters concerning parks related practices.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	813,600	856,023	833,040	833,040
Other Operating Costs	711,504	778,602	728,602	728,602
Capital Outlay	0	0	0	0
Total:	1,525,104	1,634,625	1,561,642	1,561,642

Personnel Authorized	12.05	12.44	12.44	12.44
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Source of Funds:

General Fund	1,525,104	1,634,625	1,561,642	1,561,642
TOTAL:	1,525,104	1,634,625	1,561,642	1,561,642

City of La Verne

Parks Division

Street Tree Maintenance

5303

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To provide for the maintenance and aesthetic appearance of the City's 11,500 parkway trees.

Operational Plans:

- 1 - Insure a sidewalk path for residents by corrective pruning and thinning of trees.
- 2 - To furnish an emergency response system for hazardous tree situations after normal work hours and on weekends.
- 3 - To provide root-pruning along sidewalks.
- 4 - To provide assistance to other departments as required.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	95,630	101,050	99,241	99,241
Other Operating Costs	130,136	192,687	172,687	172,687
Capital Outlay	0	0	0	0
Total:	225,766	293,737	271,928	271,928

Personnel Authorized	1.6	1.6	1.6	1.6
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Source of Funds:

General Fund	225,766	293,737	271,928	271,928
TOTAL:	225,766	293,737	271,928	271,928

City of La Verne

Parks Division

Street Tree Maintenance

5303

Department

Cost Center

Cost Center No.

Units of Measure:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Number of Banners Hung	140	155	155	155
Number of Trees Planted	50	50	50	50
Number of Trees Removed	120	100	100	100
Number of Trees Pruned	1,400	1,400	1400	1400
Number of Trees Root-pruned	15	15	15	15

Personnel Services:

Other Operating Costs and Capital Outlay:

Operating costs are for a tree maintenance contract.

City Manager Recommendations:

Reduce other operating costs and adjust benefit costs in personnel services.

City of La Verne

City-Wide Landscape
 District
 Department

Riparian Channel Maintenance
 Cost Center

5305
 Cost Center No.

Long-Term Objectives:

To provide the citizens of La Verne with an aesthetically pleasing riparian trail for their enjoyment and safety through proper maintenance.

Operational Plans:

A contractual firm provides a safe, attractive, and clean trail by removing litter and debris. Activities include mowing, edging, weed control, and tree pruning on a routine basis.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	15,000	15,000	15,000	15,000
Capital Outlay	0	0	0	0
Total:	15,000	15,000	15,000	15,000

Personnel Authorized	0	0	0	0
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Source of Funds:

General Fund	15,000	15,000	15,000	15,000
TOTAL:	15,000	15,000	15,000	15,000

City of La Verne

City-Wide Landscape
District
Department

Riparian Channel Maintenance
Cost Center

5305

Cost Center No.

Units of Measure:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Acres of Landscape Maintained	12 acres	12 acres	12 acres	12 acres

Personnel Services:

None.

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Funding levels as requested.

City of La Verne

Parks Division

Active Parks Facility Maintenance

5700 Series

Department

Cost Center

Active Facilities

Cost Center No.

Long-Term Objectives:

To maintain a "B" level of service for the following City parks by implementing an effective and efficient maintenance program. The active parks are where most of our community events and athletic programs are scheduled. Also includes park maintenance administration (5701).

- Heritage Park, 5001 Via De Mansion (5706)
- Las Flores Park, 3175 Bolling Avenue (5708)
- Live Oak Park, 5701 Shemiran (5710)
- Lowell Brandt Park, 7201 Stephens Ranch Road (5712)
- Oak Mesa Park, 5400 Wheeler Avenue (5714)
- Pelota Park, 1505 Holly Oak (5715)
- Skate Park, 3102 "D" Street (5722)
- Sports Park, 3102 "D" Street (5717)
- Wheeler Avenue Park, 1499 Palomares (5719)

Operational Plans:

Level "B" maintenance includes:

- 1 - Mowing each park every week;
- 2 - Flail cutting athletic fields once a week;
- 3 - Edging each park every other week;
- 4 - Aerating and fertilizing every two months;
- 5 - Checking and servicing restrooms daily;
- 6 - Trimming planters quarterly;
- 7 - Maintaining a water schedule in compliance with the City's water ordinance.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	385,420	385,138	374,645	374,645
Other Operating Costs	477,865	482,412	458,412	458,412
Capital Outlay	0	0	0	0
Total:	863,285	867,550	833,057	833,057

Personnel Authorized	5.68	5.17	5.17	5.17
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Source of Funds:

General Fund	863,285	867,550	833,057	833,057
TOTAL:	863,285	867,550	833,057	833,057

City of La Verne

Parks Division

Active Parks Facility Maintenance

5700 Series
Active Facilities
Cost Center No.

Department

Cost Center

Estimated Units of Measure:

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Picnic Tables & Play Equipment Repaired	90	90	90
Acres of Grass Mowed	1,951	1,951	1,951
Linear Feet of Edging	416,450	416,450	416,450
Acres of Planter Area Maintained	414	414	414

Personnel Services:

Personnel services provide wages and benefits for: Director, Administrative Aide, Parks Manager, Parks Supervisor, Parks Lead Worker, Maintenance Worker I, Maintenance Worker II, Maintenance Worker III, and part-time personnel.

Other Operating Costs and Capital Outlay:

Operational costs include: contracting landscape maintenance, custodial supplies, irrigation, materials, utilities, and City equipment rental fees.

City Manager Recommendations:

Reduce other operating costs and adjust benefit costs in personnel services.

City of La Verne

Parks Division

Passive Parks Facility Maintenance

5700 Series
Passive Facilities

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To maintain a "C" level of service for the following passive City parks by implementing an effective and efficient maintenance program.

The passive parks are neighborhood parks used by the surrounding community.

- Emerald Park, 1900 Genesse (5704)
- Golden Hills Park, 2300 Golden Hills Road (5705)
- Kuns Park, 1600 Bonita Avenue (5707)
- Lordsburg Park, 1922 Walnut Avenue (5720)
- Los Encinos Park, 1101 West Aldersgate (5711)
- Mills Park, 5601 Wheeler Avenue (5713)

Operational Plans:

A level "C" maintenance includes:

- 1 - Mowing each park every week;
- 2 - Edging each park every other week;
- 3 - Aerating and fertilizing every four months;
- 4 - Maintaining a watering schedule in compliance with the City's water ordinance;
- 5 - Trimming planters quarterly;
- 6 - Checking and servicing restrooms daily.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	169,769	188,216	183,027	183,027
Other Operating Costs	47,695	47,695	42,695	42,695
Capital Outlay	0	0	0	0
Total:	217,464	235,911	225,722	225,722

Personnel Authorized	2.33	2.83	2.83	2.83
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Source of Funds:

General Fund	217,464	235,911	225,722	225,722
TOTAL:	217,464	235,911	225,722	225,722

City of La Verne

Parks Division

Passive Parks Facility Maintenance

5700 Series
Passive Facilities
Cost Center No.

Department

Cost Center

Units of Measure:

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Picnic Tables & Play Equipment Repaired	27	27	27
Acres of Grass Mowed	520	520	520
Linear Feet of Edging	129,450	129,450	129,450
Acres of Planter Area Maintained	110	110	110

Personnel Services:

Personnel services provides wages and benefits for: Parks Manager, Parks Supervisor, Parks Leadworker, Parks Maintenance Worker, Parks Maintenance Worker II, and part-time personnel.

Other Operating Costs and Capital Outlay:

Operational costs include: contracting landscape maintenance, custodial supplies, irrigation, materials, utilities, and City equipment rental fees.

City Manager Recommendations:

Reduce other operating costs and adjust benefit costs in personnel services.

City of La Verne

Parks Division

Other Parks Facility Maintenance

5700 Series

Other Facilities

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To maintain a "C" level of service for the following miscellaneous City park facilities by implementing an effective and efficient maintenance program.

Other park facilities include small neighborhood parks, landscape areas, and other park duties.

Challenger Park, 1909 Wright Avenue (5724)

Downtown Business District Area includes planters, parking area, and Mainiero Square (5703)

Lincoln Park, 2525 White Avenue (5709)

Price/Hayes Mini-park, 3500 Columbia (5723)

Rustic Canyon, 7311 Calle Aragon (5716)

Tree work, various City trees throughout the City (5718)

Valley Rancho Park, 2909 Arrow Highway (5721)

Operational Plans:

A Level "C" maintenance includes:

- 1 - Mowing each park every week;
- 2 - Edging each park every other week;
- 3 - Aerating and fertilizing every four months;
- 4 - Maintaining a watering schedule in compliance with the City's water ordinance;
- 5 - Trimming planters quarterly.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	162,781	181,619	176,127	176,127
Other Operating Costs	40,808	40,808	39,808	39,808
Capital Outlay	0	0	0	0
Total:	203,589	222,427	215,935	215,935

Personnel Authorized	2.44	2.84	2.84	2.84
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Source of Funds:

General Fund	203,589	222,427	215,935	215,935
TOTAL:	203,589	222,427	215,935	215,935

City of La Verne

Parks Division

Other Parks Facility Maintenance

5700 Series
Other Facilities
Cost Center No.

Department

Cost Center

Estimated Units of Measure:

	2007/08	2008/09	2009/10
Picnic Tables & Play Equipment Repaired	15	15	15
Acres of Grass Mowed	130	130	130
Linear Feet of Edging	101,450	101,450	101,450
Acres of Planter Area Maintained	28	28	28

Personnel Services:

Personnel services provide wages and benefits for: Parks Manager; Parks Supervisor; Parks Leadworker; Parks Maintenance Worker I; Parks Maintenance Worker II; and part-time personnel.

Other Operating Costs:

Operational costs include: contracting landscape maintenance, custodial supplies, irrigation, materials, utilities, and City equipment rental fees.

City Manager Recommendations:

Reduce other operating costs and adjust benefit costs in personnel services.

City of La Verne

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

Long-Term Objectives:

Operational Plans:

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	729,613	811,163	742,803	742,803
Other Operating Costs	604,735	639,324	641,324	641,324
Capital Outlay	0	0	0	0
Total:	1,334,348	1,450,487	1,384,127	1,384,127

Personnel Authorized	12.19 including part-time	10.19 including part-time	10.19 including part-time	10.19 including part-time
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Source of Funds:

General Fund	1,334,348	1,450,487	1,384,127	1,384,127
TOTAL:	1,334,348	1,450,487	1,384,127	1,384,127

City of La Verne

DETAIL OF SALARIES & WAGES

Community Services Division <u>Department</u>	SUMMARY				6000 Series <u>Cost Center No.</u>
	Position Quota				
CLASSIFICATION	Current	Department Requests	City Manager Recommended	Adopted Budget	
Parks & Community Services Director	.40	.40	.40	.40	
Administrative Aide	.42	.42	.42	.42	
Community Services Supervisor	1.00	1.00	1.00	1.00	
Recreation Coordinator	1.00	1.00	1.00	1.00	
TOTAL FULL-TIME	2.82	2.82	2.82	2.82	
REGULAR PART-TIME					
Recreation Coordinator	3.00	3.00	3.00	3.00	
Recreation Specialist II	1.00	1.00	1.00	1.00	
Administrative Clerk II	1.37	.37	0.37	0.37	
Administrative Clerk I	.00	1.00	1.00	1.00	
Parks Worker III	1.00	1.00	1.00	1.00	
Clerical Assistant I	1.00	1.00	1.00	1.00	
Clerical Assistant II	1.00	.00	.00	.00	
Recreation Specialist IV	1.00	.00	.00	.00	
TOTAL REG. PART-TIME	9.37	7.37	7.37	7.37	
TOTAL POSITIONS	12.19	10.19	10.19	10.19	
APPROPRIATIONS					
SALARIES & WAGES	620,171	697,787	642,587	642,587	
OVERTIME	0	0	0	0	
BENEFIT COSTS	109,442	113,376	100,216	100,216	
TOTAL PERSONNEL SERVICES	729,613	811,163	742,803	742,803	

City of La Verne

Community Services
 Division
 Department

Administration
 Cost Center

6001
 Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	173,400	142,818	158,168	158,168
Other Operating Costs	20,000	20,000	20,000	20,000
Capital Outlay	0	0	0	0
Total:	193,400	162,818	178,168	178,168

Personnel Authorized	3.19	2.19	2.19	2.19
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Source of Funds:

General Fund	193,400	162,818	178,168	178,168
TOTAL:	193,400	162,818	178,168	178,168

City of La Verne

Community Services
Division
Department

Administration
Cost Center

6001
Cost Center No.

Units of Measure:

Personnel Services:

Personnel services provide salaries and benefits for Parks and Community Services Director; Administrative Aide; and part-time personnel.

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Adjust personnel services.

City of La Verne

Community Services
Division
Department

Recreation Programs
Cost Center

6002-6006
Series
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	208,174	222,298	210,004	210,004
Other Operating Costs	204,524	214,300	214,300	214,300
Capital Outlay	0	0	0	0
Total:	412,698	436,598	424,304	424,304

Personnel Authorized	1.00	1.00	1.00	1.00
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Source of Funds:

General Fund	412,698	436,598	424,304	424,304
TOTAL:	412,698	436,598	424,304	424,304

City of La Verne

Community Services
 Division
 Department

Recreation Programs
 Cost Center

6002-6006
 Series
 Cost Center No.

Estimated Units of Measure:

	2008/09			2009/10		
	Activity	Partic.	Revenue	Activity	Partic.	Revenue
Excursions (Family & Adult)	28 Excursions	1,000	\$23,000	28 Excursions	1,000	\$23,000
Adult Softball	36 Teams	540	\$ 12,000	36 Teams	540	\$ 12,000
T-ball	16 Teams	160	\$ 7,700	16 Teams	160	\$ 7,700
Youth Basketball	69 Teams	621	\$25,000	69 Teams	621	\$25,000
Women's Soccer	12 Teams	18	\$10,896	16 Teams	220	\$ 9,500
5 on 5 Basketball	36 Teams	360	\$ 8,100	36 Teams	360	\$ 8,100
City Track Meet	1 Meet	150	0	1 Meet	150	0
Classes	160 Classes	31,250	\$162,000	175 Classes	32,000	\$185,000

Personnel Services:

Provides salaries and benefits for Recreation Coordinator and all part-time personnel.

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Funding levels as requested after reduction in part-time personnel services.

City of La Verne

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

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	229,152	312,242	243,434	243,434
Other Operating Costs	142,207	144,260	134,260	134,260
Capital Outlay	0	0	0	0
Total:	371,359	456,502	377,694	377,694

Personnel Authorized	7.00	6.00	6.00	6.00
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Source of Funds:

General Fund	371,359	456,502	377,694	377,694
TOTAL:	371,359	456,502	377,694	377,694

City of La Verne

Community Services
 Division
 Department

Facility Rentals
 Cost Center

6100 Series
 Cost Center No.

Estimated Units of Measure:

	2008/09			2009/10		
	Rentals	Partic.	Revenue	Rentals	Partic.	Revenue
Community Center	150	52,000	\$ 85,000	132	45,000	75,000
Veterans' Hall	93	4,600	\$ 5,650	83	4,000	5,000
Oak Mesa	15	150	\$ 350	0	0	0
Park Rentals	125	1,205	\$ 8,000	125	1,025	8,000

Personnel Services:

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

Other Operating Costs and Capital Outlay:

City Manager Recommendations:

Reduce funding for part-time personnel services and other operating costs.

City of La Verne

Community Services
Division
Department

Swimming Pool
Cost Center

6200 Series
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	112,138	121,388	118,780	118,780
Other Operating Costs	200,000	223,864	235,864	235,864
Capital Outlay	0	0	0	0
Total:	312,138	345,252	354,644	354,644
Personnel Authorized	1.00	1.00	1.00	1.00
<u>Source of Funds:</u>				
General Fund	312,138	345,252	354,644	354,644
TOTAL:	312,138	345,252	354,644	354,644

City of La Verne

Community Services
Division
Department

Swimming Pool
Cost Center

6200 Series
Cost Center No.

Estimated Units of Measure:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Swim Lesson Participants	1,800	1,800	1,800	1,800
Recreation Swim Participants	4,500	4,500	4,500	4,500
Pool Rentals	22	22	22	22
Swim Team Participants	150	150	150	150
Diving Class Participants	140	140	140	140
Water Aerobic Participants	50	50	50	50
Lap Swim Participants (April to Oct.)	200	200	200	200

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

City Manager Recommendations:

Reduce personnel services and adjust other operating costs.

City of La Verne

Community Services
Division
Department

Special Events
Cost Center

6300 Series
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	6,749	12,417	12,417	12,417
Other Operating Costs	38,004	36,900	36,900	36,900
Capital Outlay	0	0	0	0
Total:	44,753	49,317	49,317	49,317

Personnel Authorized	0	0	0	0
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Source of Funds:				
General Fund	44,753	49,317	49,317	49,317

TOTAL:	44,753	49,317	49,317	49,317
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City of La Verne

Community Services
 Division
 Department

Special Events
 Cost Center

6300 Series
 Cost Center No.

Estimated Units of Measure:

	2007/08		2008/09		2009/10	
	Activity	Partic.	Activity	Partic.	Activity	Partic.
Easter Activities	2 Events	2,200	2 Events	2,200	2 Events	2,500
4th of July Program	1 Event	15,000	1 Event	15,000	1 Event	15,000
Christmas Activities	5 Events	1,000	5 Events	1,000	5 Events	1,000
Gardenfest Program	1 Event	100	1 Event	100	1 Event	100
Dance for Disabled	4 Events	200	4 Events	200	4 Events	250

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 Gardenfest Program, the Dance for the Disabled, and the 4th of July celebration.

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

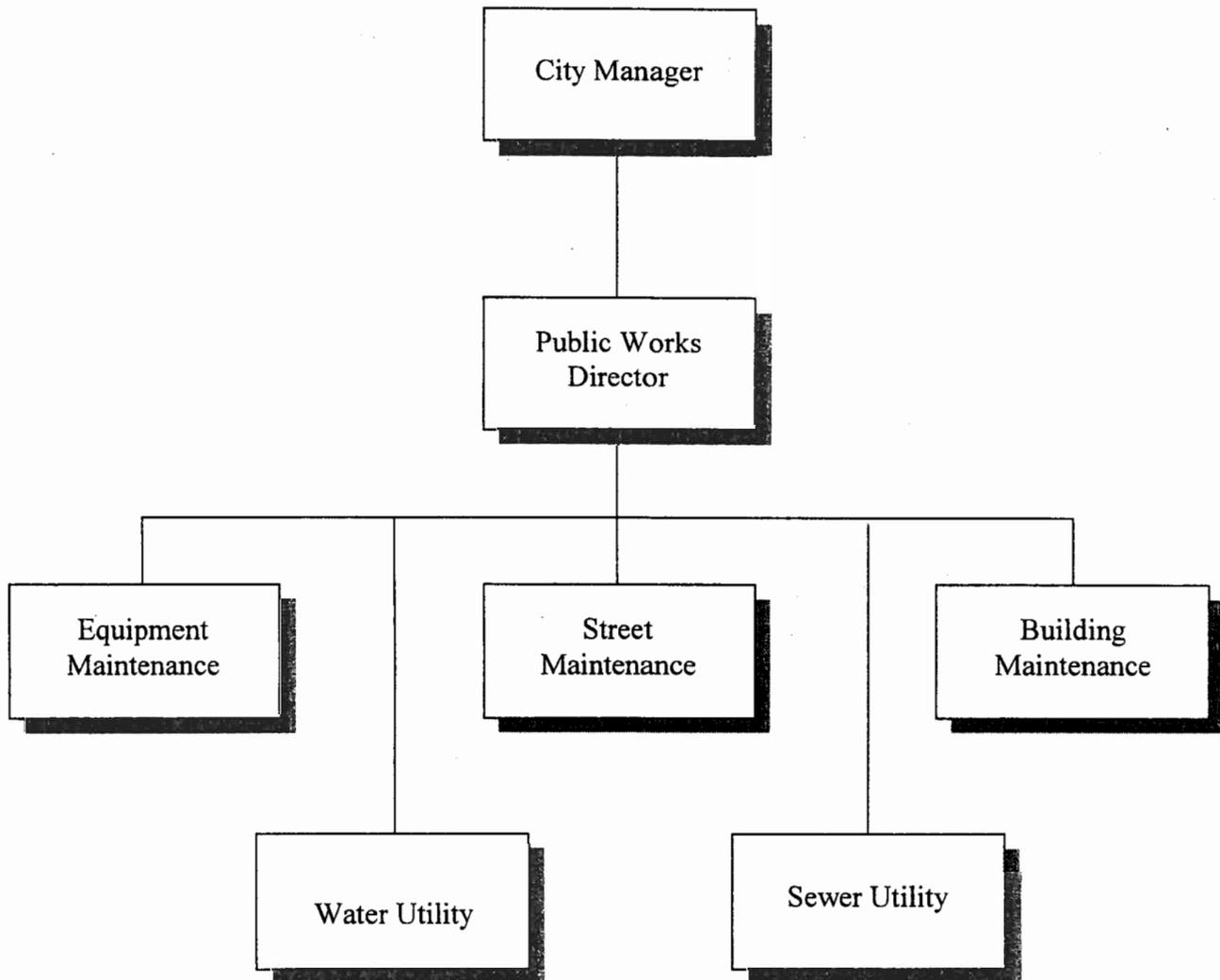
City Manager Recommendations:

Funding levels as requested.

City of La Verne

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT



City of La Verne

BUDGET MESSAGE

2009 – 2010 Fiscal Year

Public Works

4100, 4200, 4300, 4400, 4500

Department

Cost Center

Public works services play a pivotal role in the health, safety, and quality of life of a community. The services provided by this department must address the needs of the community while maintaining fiscal and environmental responsibility. Each year the department faces challenges with increased environmental regulations, a growing need for maintenance of our aging infrastructure, and rising costs of construction materials and energy. This year is certainly no different. In the course of managing public facilities, street maintenance, refuse service, equipment maintenance, water service, storm and sanitary sewer services, we must constantly strive to do more with dwindling resources. The Public Works Department is organized in five divisions as follows.

The **building division** is responsible for the maintenance of public buildings including City Hall, City Yard, Public Safety Facility, Fire Station II, Fire Station III, and the Fire Department communications building. The majority of the operating budget is dedicated to utility costs, building maintenance, and contractual services. This cost center also includes maintenance and operations of the additional 10,000 square feet of office/warehouse space acquired last fiscal year for City Yard and Police functions.

The **street maintenance division** is dedicated to preserving and maintaining the community's investment in its right-of-way facilities, including the City's streets, sidewalks, curbs, gutters, storm drain infrastructure, traffic signals, street sweeping and lighting, graffiti abatement, and contract refuse management. The operations budget is strictly a maintenance of effort approach. In addition to scheduled capital projects funded from a variety of county and state sources, the division will also use federal stimulus dollars to fund two street rehabilitation capital projects. The division is taking advantage of every funding source and opportunity to patch together a mosaic of solutions to fund much needed infrastructure maintenance.

The **water division** is dedicated to providing a reliable supply of high quality drinking water for our community and commercial needs. The majority of the operating budget is dedicated to water purchases, utility costs, contractual services, liability insurance, and permit fees. The most significant increases are related to the cost of imported water. The City continues to pursue system enhancements that are intended to lessen the City's reliance on imported water and increase usage of ground water sources; however, the drought and regulatory conditions continue to present challenges. This fiscal year brings the largest single increase levied by our wholesale water supplier. The focus, as reflected in the operations budget and capital allocations, will continue to be placed on conservation and water use efficiency strategies to assist with water supply issues during the ongoing dry conditions. Reaching out to the customer to encourage conservation measures will be coupled with an ongoing system loss control program that includes meter testing and leak detection programs.

City of La Verne

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

The **equipment maintenance division** provides support to all City departments in the acquisition, maintenance, repair, and cost recovery of the City's fleet. As such, the majority of the operating budget is typically dedicated to equipment purchases, fuel, auto parts, and liability insurance. The budget for this division represents a maintenance of effort with no new vehicle or equipment acquisitions. The focus this year will be on implementing and benefiting from the computerized diagnostic tools and new radio communication equipment funded in the previous fiscal year.

Overall the Public Works Department strives to constantly achieve operational efficiencies that create a foundation for the City's overall service delivery to the community. Once again this is demonstrated through a fiscally conservative department budget.

City of La Verne

Public Works

Department Summary

4100, 4200, 4300,
4400 & 4500 Series
Cost Center No.

Department	Cost Center	
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Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	3,290,496	3,448,307	3,409,508	3,409,508
Other Operating Costs	11,798,670	11,645,864	11,545,864	11,545,864
Capital Outlay	594,616	201,500	211,500	211,500
Total:	15,683,782	15,295,671	15,166,872	15,166,872
Personnel Authorized	40.55	41.55	41.55	41.55
<u>Source of Funds:</u>				
General Fund	2,451,304	2,439,638	2,294,758	2,294,758
Gas Tax	396,000	396,000	396,000	396,000
Water Fund	7,706,999	7,606,382	7,614,140	7,614,140
Sewer Fund	747,770	804,722	820,581	820,581
Equipment Fund	1,628,175	1,234,613	1,227,408	1,227,408
Refuse & Recycling	2,753,534	2,814,316	2,813,985	2,813,985
TOTAL:	15,683,782	15,295,671	15,166,872	15,166,872

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Department Summary

4100, 4200, 4300,
4400 & 4500 Series
Cost Center No.

Department

Cost Center

Position Quota

CLASSIFICATION

	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	1.00	1.00	1.00	1.00
Administrative Supt.	1.00	1.00	1.00	1.00
Maintenance Manager	1.00	1.00	1.00	1.00
Utility Manager	1.00	1.00	1.00	1.00
Administrative Secretary/PW	1.00	1.00	1.00	1.00
Maintenance Supervisor (Street)	0.95	0.95	0.95	0.95
Wtr/Sewer Maint. Supervisor	1.00	1.00	1.00	1.00
Utility Supervisor	1.00	1.00	1.00	1.00
Maintenance Leadworker	2.00	2.00	2.00	2.00
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	12.00	12.00	12.00	12.00
Customer Service Rep. I/II	6.00	6.00	6.00	6.00
Fleet Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	1.00	1.00	1.00	1.00
Equipment Mechanic	3.00	3.00	3.00	3.00
Water Systems Specialist	1.00	1.00	1.00	1.00
Sr. Management Analyst	1.00	1.00	1.00	1.00
Information Systems Manager	0.35	0.35	0.35	0.35
Accounting Manager	0.35	0.35	0.35	0.35
Account Clerk I/II/III	0.90	0.90	0.90	0.90

TOTAL FULL-TIME	39.55	39.55	39.55	39.55
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REGULAR PART-TIME

Administrative Clerk I	1.00	1.00	1.00	1.00
Maintenance Worker I	0.00	1.00	1.00	1.00

TOTAL REG. PART-TIME	1.00	2.00	2.00	2.00
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TOTAL POSITIONS	40.55	41.55	41.55	41.55
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APPROPRIATIONS

SALARIES & WAGES	2,180,427	2,237,191	2,239,684	2,239,684
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OVERTIME	62,259	94,878	94,878	94,878
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BENEFIT COSTS	1,047,810	1,116,238	1,074,946	1,074,946
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TOTAL PERSONNEL SERVICES	3,290,496	3,448,307	3,409,508	3,409,508
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City of La Verne

Public Works

Building Summary

4100 Series

Department	Cost Center	Cost Center No.
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Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	52,788	90,835	90,112	90,112
Other Operating Costs	352,850	317,625	317,625	317,625
Capital Outlay	1,770	1,000	1,000	1,000
Total:	407,408	409,460	408,737	408,737

Personnel Authorized	0.55	0.55	0.55	0.55
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Source of Funds:				
General Fund	407,408	409,460	408,737	408,737
TOTAL:	407,408	409,460	408,737	408,737

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Building Summary

4100 SERIES

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.05	.05	.05	.05
Maintenance Manager	.10	.10	.10	.10
Maintenance Supervisor	.10	.10	.10	.10
Maintenance Leadworker	.05	.05	.05	.05
Maintenance Worker I/II/III	.25	.25	.25	.25

TOTAL FULL-TIME	0.55	0.55	0.55	0.55
REGULAR PART-TIME	0.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	0.00	1.00	1.00	1.00
TOTAL POSITIONS	0.55	1.55	1.55	1.55

APPROPRIATIONS

SALARIES & WAGES	35,190	65,623	65,623	65,623
OVERTIME	1,184	1,225	1,225	1,225
BENEFIT COSTS	16,414	23,987	23,264	23,264
TOTAL PERSONNEL SERVICES	52,788	90,835	90,112	90,112

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	23,717	21,986	21,774	21,774
Other Operating Costs	1,300	2,025	2,025	2,025
Capital Outlay	0	0	0	0
Total:	25,017	24,011	23,799	23,799
Personnel Authorized	.15	.15	.15	.15
Source of Funds:				
General Fund	25,017	24,011	23,799	23,799
TOTAL:	25,017	24,011	23,799	23,799

City of La Verne

Public Works

Building Administration

4101

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

Public Works

Building Maintenance

4102

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	29,071	68,849	68,338	68,338
Other Operating Costs	351,550	315,600	315,600	315,600
Capital Outlay	1,770	1,000	1,000	1,000
Total:	382,391	385,449	384,938	384,938
Personnel Authorized	0.40	0.40	0.40	0.40
Source of Funds:				
General Fund	382,391	385,449	384,938	384,938
TOTAL:	382,391	385,449	384,938	384,938

City of La Verne

Public Works

Building Maintenance

4102

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	Estimated <u>2009/10</u>
Buildings Maintained (sq. ft.)	59,384	64,253	64,253	67,301
HVAC Systems (tons)	142	160	160	165
Light Fixtures (ea.)	361	416	416	448
Office paper recycled (tons)	62	63	64	64

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	Council
Training Room Table/Chairs	1,000	1,000	1,000
TOTAL:	1,000	1,000	1,000

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in 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	707,703	720,810	711,322	711,322
Other Operating Costs	4,485,727	4,448,684	4,348,684	4,348,684
Capital Outlay	0	71,000	36,000	36,000
Total:	5,193,430	5,240,494	5,096,006	5,096,006

Personnel Authorized	9.15	9.15	9.15	9.15
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Source of Funds:

Refuse & Recycling	2,753,534	2,814,316	2,813,985	2,813,985
General	2,043,896	2,030,178	1,886,021	1,886,021
Gas Tax	396,000	396,000	396,000	396,000

TOTAL:	5,193,430	5,240,494	5,096,006	5,096,006
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City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Street Maintenance Summary

4200 SERIES

Department

Cost Center

Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.15	.15	.15	.15
Administrative Supt.	.40	.40	.40	.40
Maintenance Manager	.65	.65	.65	.65
Maintenance Supervisor	.75	.75	.75	.75
Maintenance Leadworker	.85	.85	.85	.85
Maintenance Worker I/II/III	5.15	5.15	5.15	5.15
Equipment Operator	1.00	1.00	1.00	1.00
Administrative Secretary	.20	.20	.20	.20

TOTAL FULL-TIME	9.15	9.15	9.15	9.15
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	9.15	9.15	9.15	9.15

APPROPRIATIONS

SALARIES & WAGES	461,616	463,309	463,309	463,309
OVERTIME	10,656	11,029	11,029	11,029
BENEFIT COSTS	235,431	246,472	236,984	236,984
TOTAL PERSONNEL SERVICES	707,703	720,810	711,322	711,322

City of La Verne

Public Works

Streets Administration

4201

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	145,570	135,896	134,952	134,952
Other Operating Costs	468,257	371,019	371,019	371,019
Capital Outlay	0	0	0	0
Total:	613,827	506,915	505,971	505,971
Personnel Authorized	1.10	1.10	1.10	1.10
Source of Funds:				
General Fund	613,827	506,915	505,971	505,971
TOTAL:	613,827	506,915	505,971	505,971

City of La Verne

Public Works

Streets Administration

4201

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

Public Works

Waste & Recycling

4202

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Continue development and implementation of programs to comply with mandated AB 939 requirements.
2. Public outreach and education.
3. Oversight and management of refuse contract.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	38,534	35,316	34,985	34,985
Other Operating Costs	2,715,000	2,779,000	2,779,000	2,779,000
Capital Outlay	0	0	0	0
Total:	2,753,534	2,814,316	2,813,985	2,813,985
Personnel Authorized	.25	.25	.25	.25
Source of Funds:				
Refuse and Recycling	2,753,534	2,814,316	2,813,985	2,813,985
TOTAL:	2,753,534	2,814,316	2,813,985	2,813,985

City of La Verne

Public Works

Waste & Recycling

4202

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Estimated 2009/10</u>
Number of Participants by size of refuse container:				
96-gallon	2,260	2,275	2,276	2,275
64-gallon	8,433	8,450	7,778	7,780
35-gallon	1,853	1,870	2,020	2,020
Refuse Disposal (tons)	32,041	28,287	27,641	28,000
Recycling/Diversion (tons)	12,308	11,625	11,338	12,000
Green Waste Diversion (tons)	6,714	5,824	7,013	7,000
Residential Waste Stream Diversion	48%	47%	47%	47%
Used Oil Recycled - curbside (gallons)	770	800	550	600
Used Oil Recycled - collection center	62,880	63,000	5,915	6,000
Used Oil Filters Recycled	1,600	1,680	2,250	2,250
Syringe Recycling - Participants	572	740	788	800
Christmas Trees Recycled (tons)	62	65	77	75

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

Public Works

Street Maintenance

4203

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	416,725	427,759	421,518	421,518
Other Operating Costs	756,638	739,185	624,185	624,185
Capital Outlay	0	71,000	36,000	36,000
Total:	1,173,363	1,237,944	1,081,703	1,081,703

Personnel Authorized	6.35	6.35	6.35	6.35
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Source of Funds:

General Fund	777,363	841,944	685,703	685,703
Gas Tax	396,000	396,000	396,000	396,000
TOTAL:	1,173,363	1,237,944	1,081,703	1,081,703

City of La Verne

Public Works

Street Maintenance

4203

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Estimated 2009/10</u>
Streets to Maintain (Miles)	98	98	98	98
Patch AC Surface (Sq. Ft.)	985,000	1,000,000	1,000,000	165,000
Repair/Const. Concrete (Sq. Ft.)	140,000	200,000	200,000	41,000
Street Stripe/Mark (Lin. Miles)	85	85	85	85
Alleys (Miles)	14	14	14	14
Sidewalks (Miles)	205	206	205	205
Pavement Markings	913	935	903	915

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Asphalt Spreader Box	70,000	35,000	35,000
Emergency Preparedness Supplies	1,000	1,000	1,000
TOTALS:	71,000	36,000	36,000

City Manager Recommendations

Adjust benefit costs in personnel services. Reduce other operating costs and capital outlay.

City of La Verne

Public Works

Street Lighting and Sweeping

4204

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	87,128	91,082	89,119	89,119
Other Operating Costs	533,232	545,580	545,580	545,580
Capital Outlay	0	0	0	0
Total:	620,360	636,662	634,699	634,699
Personnel Authorized	1.10	1.10	1.10	1.10
Source of Funds:				
General Fund	620,360	636,662	634,699	634,699
TOTAL:	620,360	636,662	634,699	634,699

City of La Verne

Public Works

Street Lighting and Sweeping

4204

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	Estimated <u>2009/10</u>
Street Sweeping (annual curb mi.)	7,100	7,200	7,200	7,200
Street Signs (ea.)	26,000	26,200	26,200	26,200
Street Lights	2,695	2,700	2,700	2,700
Traffic Signals	17	18	20	20

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

Public Works

Graffiti Removal

4205

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Elimination of graffiti throughout the community.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	19,746	30,757	30,748	30,748
Other Operating Costs	12,600	13,900	28,900	28,900
Capital Outlay	0	0	0	0
Total:	32,346	44,657	59,648	59,648
Personnel Authorized	.35	.35	.35	.35
<u>Source of Funds:</u>				
General Fund	32,346	44,657	59,648	59,648
TOTAL:	32,346	44,657	59,648	59,648

City of La Verne

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

<u>Units of Measure</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Estimated 2009/10</u>
No. of Removals - Public Property	1,651	3,187	2,000	2,500
Graffiti Removed (Sq. Ft.)	10,037	11,170	4,500	7,000
No. of Removals - Private Property	2,121	3,054	1,700	3,000
Graffiti Removed (Sq. Ft.)	56,283	32,179	27,000	35,000

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

TOTALS:

City Manager Recommendations

Increase other operating costs

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	1,535,087	1,560,128	1,545,386	1,545,386
Other Operating Costs	6,065,665	6,004,754	6,004,754	6,004,754
Capital Outlay	106,247	41,500	64,000	64,000
Total:	7,706,999	7,606,382	7,614,140	7,614,140
Personnel Authorized	19.60	18.80	18.80	18.80
Source of Funds:				
Water Fund	7,706,999	7,606,382	7,614,140	7,614,140
TOTAL:	7,706,999	7,606,382	7,614,140	7,614,140

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Water Summary

4300 SERIES

Department

Cost Center

Cost Center No.

Position Quota

CLASSIFICATION

	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.45	.45	.45	.45
Administrative Supt.	.35	.35	.35	.35
Utilities Manager	.70	.70	.70	.70
Wtr/Sewer Maint. Supervisor	.75	.75	.75	.75
Utility Supervisor	.85	.85	.85	.85
Water Production Sys. Oper.	2.00	2.00	2.00	2.00
Maintenance Leadworker	.70	.70	.70	.70
Maintenance Worker I/II/III	4.20	3.85	3.85	3.85
Customer Service Rep. I/II	5.55	5.55	5.55	5.55
Information Systems Manager	.20	.20	.20	.20
Accounting Manager	.35	.20	.20	.20
Administrative Secretary	.50	.50	.50	.50
Account Clerk I/II/III	.90	.60	.60	.60
Sr. Management Analyst	.50	.50	.50	.50
Water System Specialist	1.00	1.00	1.00	1.00

TOTAL FULL-TIME	19.00	18.20	18.20	18.20
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REGULAR PART-TIME

Administrative Clerk I	.60	.60	.60	.60
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TOTAL REG. PART-TIME	0.60	0.60	0.60	0.60
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TOTAL POSITIONS	19.60	18.80	18.80	18.80
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APPROPRIATIONS

SALARIES & WAGES	1,029,870	1,015,640	1,016,881	1,016,881
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OVERTIME	23,088	46,800	46,800	46,800
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BENEFIT COSTS	482,129	497,688	481,705	481,705
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TOTAL PERSONNEL SERVICES	1,535,087	1,560,128	1,545,386	1,545,386
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City of La Verne

Public Works

Water Administration

4301

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To effectively administer the functions of the Water Division.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	329,938	332,354	328,625	328,625
Other Operating Costs	434,621	394,616	394,616	394,616
Capital Outlay	10,070	5,000	10,000	10,000
Total:	774,629	731,970	733,241	733,241
Personnel Authorized	3.00	3.00	3.00	3.00
Source of Funds:				
Water Fund	774,629	731,970	733,241	733,241
TOTAL:	774,629	731,970	733,241	733,241

City of La Verne

Public Works

Water Administration

4301

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Reverse 911	5,000	5,000	5,000
Unified Communication System	0	5,000	5,000
TOTAL:	5,000	10,000	10,000

City Manager Recommendations

Adjust capital outlay for department share of Unified Communication System.

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.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	260,609	285,182	282,211	282,211
Other Operating Costs	5,287,060	5,264,058	5,264,058	5,264,058
Capital Outlay	30,677	0	0	0
Total:	5,578,346	5,549,240	5,546,269	5,546,269
Personnel Authorized	3.25	3.25	3.25	3.25
Source of Funds:				
Water Fund	5,578,346	5,549,240	5,546,269	5,546,269
TOTAL:	5,578,346	5,549,240	5,546,269	5,546,269

City of La Verne

Public Works

Water Production

4302

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Estimated 2009/10</u>
Water Purchased (acre feet)	7,267	7,200	5,238	6,200
Water Production (acre feet)	1,816	2,000	3,762	2,800
Number of Wells Operated	9	8	8	8
Number of Reservoirs Maintained	13	13	13	13
Pump Stations	10	10	10	10
Hydropneumatic Stations	2	1	0	0

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

Public Works

Water Transmission/Distribution

4304

Department

Cost Center

Cost Center No.

Long-Term Objectives:

Efficient and continuous delivery of water through the distribution grid.

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	394,742	391,527	387,843	387,843
Other Operating Costs	168,514	174,856	174,856	174,856
Capital Outlay	0	0	17,500	17,500
Total:	563,256	566,383	580,199	580,199
Personnel Authorized	5.40	5.05	5.05	5.05
Source of Funds:				
Water Fund	563,256	566,383	580,199	580,199
TOTAL:	563,256	566,383	580,199	580,199

City of La Verne

Public Works

Water Transmission/Distribution

4304

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Estimated 2009/10</u>
Mainline Repairs (ea.)	15	7	5	7
Mainline Replaced (ft)	500	25	200	100
Service Lines Repaired	15	20	10	10
Service Lines Replaced (ea.)	30	22	100	50
Meter Leaks (ea.)	25	15	25	25
Emergency Responses/Call-outs	60	25	40	35
Mainline Valve Repair/Replace	5	5	12	10

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Asphalt Spreader Box	0	17,500	17,500
TOTALS:	0	17,500	17,500

City Manager Recommendations

Increase capital outlay. Other funding levels as requested after benefit costs adjustment in 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 business days of the request.
3. Continue the meter maintenance programs, including periodic testing of large commercial meters and both repair and replacement of residential meters to minimize lost revenue.
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	549,798	551,065	546,707	546,707
Other Operating Costs	175,470	171,224	171,224	171,224
Capital Outlay	65,500	36,500	36,500	36,500
Total:	790,768	758,789	754,431	754,431

Personnel Authorized	7.95	7.50	7.50	7.50
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Source of Funds:

Water Fund	790,768	758,789	754,431	754,431
TOTAL:	790,768	758,789	754,431	754,431

City of La Verne

Public Works

Water Customer Service

4314

Department

Cost Center

Cost Center No.

<u>Units of Measure</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Estimated 2009/10</u>
Water Utility Accounts	8,501	8,561	8,560	8,540
Water Billings	48,640	48,720	49,431	49,000
Late Notices	6,323	6,832	7,151	7,000
Delinquent Turn-off Notices	1,299	1,351	1,590	1,500
Discontinued for Nonpayment	112	138	157	150
Applications Processed	433	451	450	450
Closing Bills Processed	458	466	478	470
Field Checks	2,390	2,406	2,346	2,400
Customer Complaints/Questions	2,001	1,863	1,641	1,650
Meter Change-outs	1,112	500	284	750
Billing Inserts	16,212	24,318	24,715	24,000

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Vehicle/Tools for CSR position	35,500	35,500	35,500
Emergency Preparedness Supplies	1,000	1,000	1,000
TOTALS:	36,500	36,500	36,500

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

Public Works

Storm & Sanitary Sewer Summary

4400 Series

Department

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	526,753	594,215	587,574	587,574
Other Operating Costs	218,417	205,507	205,507	205,507
Capital Outlay	2,600	5,000	27,500	27,500
Total:	747,770	804,722	820,581	820,581
Personnel Authorized	6.05	6.85	6.85	6.85
Source of Funds:				
Sewer Utility Fund	747,770	804,722	820,581	820,581
TOTAL:	747,770	804,722	820,581	820,581

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
Administrative Supt.	.25	.25	.25	.25
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	2.75	2.75	2.75
Administrative Secretary	.20	.20	.20	.20
Maintenance Leadworker	.40	.40	.40	.40
Utility Supervisor	.15	.15	.15	.15
Customer Service Rep. I/II	.45	.45	.45	.45
Sr. Management Analyst	.50	.50	.50	.50
Information Systems Manager	.15	.15	.15	.15
Accounting Manager	.00	.15	.15	.15
Account Clerk I/II/III	.00	.30	.30	.30
<hr/>				
TOTAL FULL-TIME	5.65	6.45	6.45	6.45
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REGULAR PART-TIME				
<hr/>				
Administrative Clerk I	.40	.40	.40	.40
<hr/>				
TOTAL REG. PART-TIME	0.40	0.40	0.40	0.40
<hr/>				
TOTAL POSITIONS	6.05	6.85	6.85	6.85

APPROPRIATIONS

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SALARIES & WAGES	357,789	392,559	393,227	393,227
<hr/>				
OVERTIME	7,696	15,600	15,600	15,600
<hr/>				
BENEFIT COSTS	161,268	186,056	178,747	178,747
<hr/>				
TOTAL PERSONNEL SERVICES	526,753	594,215	587,574	587,574

City of La Verne

Public Works

Storm & Sanitary Sewer Administration

4401

Department

Cost Center

Cost Center No.

Long-Term Objectives:

To effectively administer the functions of the sewer utility.

Operational Plans:

1. Continue to review and evaluate the sewer system for effective operation and maintenance.
2. Ensure compliance with the mandates of the federal National Pollutant Discharge Elimination System (NPDES) and Capacity, Management, Operations, and Maintenance (CMOM) programs.
3. Implementation of the Sewer Master Plan.
4. Develop and implement the Capital Improvement Program.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	312,605	350,113	345,948	345,948
Other Operating Costs	123,026	110,116	110,116	110,116
Capital Outlay	2,600	5,000	10,000	10,000
Total:	438,231	465,229	466,064	466,064
Personnel Authorized	2.90	3.35	3.35	3.35
Source of Funds:				
Sewer Utility Fund	438,231	465,229	466,064	466,064
TOTAL:	438,231	465,229	466,064	466,064

City of La Verne

Public Works

Storm & Sanitary Sewer Administration

4401

Department

Cost Center

Cost Center No.

Units of Measure

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

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	Department Request	Manager Recommended	Council Approved
Reverse 911	5,000	5,000	5,000
Unified Communication System	0	5,000	5,000
TOTALS:	5,000	10,000	10,000

City Manager Recommendations

Adjust capital outlay for department share of Unified Communication System. Other funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

Public Works

Storm & Sanitary Sewer System Maintenance

4402

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	214,148	244,102	241,626	241,626
Other Operating Costs	95,391	95,391	95,391	95,391
Capital Outlay	0	0	17,500	17,500
Total:	309,539	339,493	354,517	354,517

Personnel Authorized	3.15	3.50	3.50	3.50
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Source of Funds:

Sewer Utility Fund	309,539	339,493	354,517	354,517
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TOTAL:	309,539	339,493	354,517	354,517
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City of La Verne

Public Works

Storm & Sanitary Sewer System Maintenance

4402

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Estimated 2008/09</u>
Pipe Cleaned (in feet)	248,000	330,000	565,000	550,000
Pipe Videotaped (in feet)	208,000	150,000	200,000	150,000
Dye Checks	4	5	2	2
Emergency Calls	4	5	5	5
Storm Drains cleaned (miles)	3	3	3	3
Catch Basins cleaned (ea.)	390	390	390	390

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
	0		
Asphalt Spreader Box		17,500	17,500
TOTALS:	0	17,500	17,500

City Manager Recommendations

Increase capital outlay. Other funding levels as requested after benefit costs adjustment in 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	468,165	482,319	475,114	475,114
Other Operating Costs	676,011	669,294	669,294	669,294
Capital Outlay	483,999	83,000	83,000	83,000
Total:	1,628,175	1,234,613	1,227,408	1,227,408

Personnel Authorized	5.20	5.20	5.20	5.20
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Source of Funds:

Equipment Fund	1,628,175	1,234,613	1,227,408	1,227,408
TOTAL:	1,628,175	1,234,613	1,227,408	1,227,408

City of La Verne

DETAIL OF SALARIES & WAGES

Public Works

Equipment Maintenance Summary

4500 SERIES

Department

Cost Center

Cost Center No.

Position Quota

CLASSIFICATION

CLASSIFICATION	Current	Department Requests	City Manager Recommended	Adopted Budget
Public Works Director	.10	.10	.10	.10
Fleet Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	1.00	1.00	1.00	1.00
Equipment Mechanic	2.00	2.00	2.00	2.00
Parts Technician	1.00	1.00	1.00	1.00
Administrative Secretary	.10	.10	.10	.10
TOTAL FULL-TIME	5.20	5.20	5.20	5.20
REGULAR PART-TIME	0.00	0.00	0.00	0.00
TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
TOTAL POSITIONS	5.20	5.20	5.20	5.20

APPROPRIATIONS

SALARIES & WAGES	295,962	300,060	300,644	300,644
OVERTIME	19,635	20,224	20,224	20,224
BENEFIT COSTS	152,568	162,035	154,246	154,246
TOTAL PERSONNEL SERVICES	468,165	482,319	475,114	475,114

City of La Verne

Public Works

Equipment Administration

4501

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	187,481	190,663	186,226	186,226
Other Operating Costs	109,586	109,100	109,100	109,100
Capital Outlay	483,999	83,000	83,000	83,000
Total:	781,066	382,763	378,326	378,326

Personnel Authorized	1.25	1.25	1.25	1.25
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Source of Funds:				
Equipment Fund	781,066	382,763	378,326	378,326

TOTAL:	781,066	382,763	378,326	378,326
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City of La Verne

Public Works

Equipment Administration

4501

Department

Cost Center

Cost Center No.

Units of Measure

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Estimated 2009/10</u>
Motor Pool	197	201	203	205
Motorcycles	3	3	3	4
Fire Dept.	13	14	14	15
	213	218	220	224

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

	<u>Department Request</u>	<u>Manager Recommendation</u>	<u>Council Approved</u>
Replace Handheld Computers	32,000	32,000	32,000
CARB Retrofits	51,000	51,000	51,000
TOTAL:	83,000	83,000	83,000

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

2009-2010

AUTOMOTIVE AND WORK EQUIPMENT REPLACEMENT

I.D.#	DESCRIPTION REASON FOR REPLACEMENT	USER DEPT.	ESTIMATED RESALE VALUE	DEPARTMENT REQUEST	MANAGER REC.	COUNCIL APPROVED
	TOTAL			\$0.00	\$0.00	\$0.00

City of La Verne

Public Works

Preventative Maintenance

4502

Department

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	97,381	104,121	103,577	103,577
Other Operating Costs	57,675	60,950	60,950	60,950
Capital Outlay	0	0	0	0
Total:	155,056	165,071	164,527	164,527
Personnel Authorized	1.65	1.65	1.65	1.65
Source of Funds: Equipment Fund	155,056	165,071	164,527	164,527
TOTAL:	155,056	165,071	164,527	164,527

City of La Verne

Public Works

Preventative Maintenance

4502

Department

Cost Center

Cost Center No.

Units of Measure

STAFF HOURS TO SERVICE CITY EQUIPMENT

<u>Group</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Projected 2009/10</u>
Police Vehicles	865	719	788	898
Fire Equipment	371	449	492	562
Staff Vehicles	222	202	222	253
Maintenance Trucks	370	359	394	449
Heavy Equipment	445	404	443	505
Miscellaneous	74	45	49	56
Work for Others	124	68	74	85
	2471	2246	2462	2808

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in 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	183,303	187,535	185,311	185,311
Other Operating Costs	508,750	499,244	499,244	499,244
Capital Outlay	0	0	0	0
Total:	692,053	686,779	684,555	684,555
Personnel Authorized	2.3	2.3	2.3	2.3
Source of Funds:				
Equipment Fund	517,101	686,779	684,555	684,555
TOTAL:	517,101	686,779	684,555	684,555

City of La Verne

Public Works

Equipment Repair Work

4503

Department

Cost Center

Cost Center No.

Units of Measure

STAFF HOURS TO REPAIR CITY EQUIPMENT

<u>Group</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>Projected 2009/10</u>
Police Vehicles	621	629	689	786
Fire Equipment	723	692	758	865
Staff Vehicles	70	63	70	79
Maintenance Trucks	585	535	586	668
Heavy Equipment	895	755	827	943
Miscellaneous	68	62	69	79
Work for Others	482	409	448	511
Total	3444	3145	3447	3931

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

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

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

CAPITAL IMPROVEMENTS

City of La Verne

CAPITAL IMPROVEMENT PROGRAM

I. PURPOSE OF THE PROGRAM

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

The Capital Improvement Program will:

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

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

II. BASIC DEFINITIONS

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

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

City of La Verne

CAPITAL BUDGET. The capital improvement budget is one-year length and is the first year of the CIP. Funds for 2009/10 capital program are specifically appropriated as provided by law. Projects are more clearly defined, costed and timed than other projects in the CIP. The capital improvement budget is adopted along with the city's annual operating budget.

III. OVERVIEW OF CIP PROCESS

This will be the City of La Verne's eighteenth multi-year CIP. It is anticipated that the evolution of this document will be dynamic in nature. Future years will be able to build upon the frame work of the previous year's adopted program. Capital projects summarized for the periods 2010/11 and beyond are subject to change based upon annual review by the City Council. Dollar amounts and estimated year of disbursement may vary as a result of funding availability or other community priorities as determined by the City Council.

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

Step 1 Generate CIP Proposals.

Step 2 Prioritize Capital Improvement Requests.

Step 3 City Council Review of CIP.

Step 4 Executing the Capital Budget.

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

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

City of La Verne

2009-2010 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

<u>Fund- Cost Center</u>	<u>Project Title</u>	<u>Request</u>	<u>City Manager Recommended</u>	<u>Council Approved</u>
FIRE EQUIPMENT REPLACEMENT FUND:				
250-7012	Command Vehicle	48,000	48,000	48,000
250-7017	Unified Communications System	0	23,000	23,000
250-7025	Fire Station I Improvements	67,000	17,000	17,000
250-7044	SCBA's	95,000	95,000	95,000
250-7045	Fuel Modifications	125,000	125,000	125,000
	TOTAL FIRE FACILITY FUND	335,000	308,000	308,000
LARGE BUILDING CFD FUND:				
252-7000	Large Building Contractual Services	8,000	8,000	8,000
	TOTAL LARGE BUILDING CFD FUND	8,000	8,000	8,000
GAS TAX STREET IMPROVEMENT FUND:				
206-7109	Traffic Congestion Relief(Prop42)	145,000	145,000	145,000
206-7110	Gas Tax Engineering	6,000	6,000	6,000
206-7119	Pavement Management Program(Prop 1B)	1,035,000	1,035,000	1,035,000
	TOTAL GAS TAX STREET IMP. FUND	1,186,000	1,186,000	1,186,000
COUNTY AID TO CITIES FUND:				
209-7603	Pavement Management Program	41,500	41,500	41,500
	TOTAL COUNTY AID TO CITIES FUND	41,500	41,500	41,500
MEASURE R FUND:				
235-7603	Pavement Management Program	175,000	175,000	175,000
	TOTAL MEASURE R FUND	175,000	175,000	175,000
I/S TECHNOLOGY FUND:				
407-7017	Unified Communications System	0	37,000	37,000
	TOTAL I/S TECHNOLOGY FUND	0	37,000	37,000
STORM DRAIN FUND				
419-4610	MTD Transfer Project	100,000	100,000	100,000
		100,000	100,000	100,000
ESPERANZA IMPROVEMENT DISTRICT FUND:				
436-7601	Esperanza Road Maintenance	56,150	56,150	56,150
	TOTAL ESPERANZA IMPR. DIST. FUND	56,150	56,150	56,150

City of La Verne

2009-2010 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

<u>Fund- Cost Center</u>	<u>Project Title</u>	<u>Request</u>	<u>City Manager Recommended</u>	<u>Council Approved</u>
GENERAL CAPITAL IMPROVEMENT FUND:				
405-70##	City Hall Parking Lot Rehab & HVAC Duct Cleaning	114,700	0	0
405-7012	Ambulance Replacement	240,000	240,000	240,000
405-7021	Sidewalk Rehabilitation	50,000	0	0
405-70##	Water Efficiency Upgrades for 5 Facilities	26,000	0	0
405-7046	Energy Efficiency Upgrades for 5 Facilities	58,000	48,000	48,000
405-7027	City Yard Roll Up Doors	40,000	25,000	25,000
405-70##	Maintenance Facility Expansion Canopies	80,000	0	0
405-7022	City Yard HVAC Replacement & Roof Repairs	102,000	102,000	102,000
405-7026	City Yard Expansion Exterior Paint	25,000	25,000	25,000
405-70##	City Yard Offices Remodel	40,000	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT FUND		775,700	440,000	440,000
PARK DEVELOPMENT FUND:				
412-7404	Bonita High School Gym Refinishing	1,000	1,000	1,000
412-7413	Open Space Master Plan/EIR	82,600	0	0
412-7447	Williams Street Park	10,000	10,000	10,000
412-7443	Community Center Improvements/Re-roof	245,000	142,000	142,000
412-7411	Veterans Hall Floors	10,000	0	0
412-7423	Skate Park Shelter Roof	4,000	0	0
412-74##	Community Center Dance Floor Replacement	12,000	0	0
412-74##	Oak Mesa Roof	13,000	0	0
412-74##	Wheeler Park Tot Lot	52,000	0	0
412-74##	Community Center Office Equipment	14,000	0	0
TOTAL PARK DEVELOPMENT FUND		443,600	153,000	153,000
FIRE FACILITY FUND:				
244-7013	Fire Station II Architectural Fees	20,000	20,000	20,000
244-7020	Mobile Radios	12,600	12,600	12,600
TOTAL FIRE FACILITY FUND		32,600	32,600	32,600

City of La Verne

2009-2010 BUDGET CAPITAL IMPROVEMENT PROJECTS SUMMARY

Fund- Cost Center	Project Title	Request	City Manager Recommended	Council Approved
WATER CAPITAL IMPROVEMENT FUND:				
507-7203	Water Line Replacement	75,000	75,000	75,000
507-7207	Water Efficiency Upgrades	0	26,000	26,000
507-7223	Water System Improvements	75,000	75,000	75,000
507-7234	Meter Replacement Program	100,000	100,000	100,000
507-7238	E Street Waterline Replacement	1,300,000	1,300,000	1,300,000
507-7239	Beech Street Well Facilities	400,000	400,000	400,000
TOTAL WATER CAPITAL IMP. FUND		1,950,000	1,976,000	1,976,000
SEWER CAPITAL IMPROVEMENT FUND:				
531-7301	Sewer Mainline Replacement	75,000	75,000	75,000
531-7308	Sewer Main Installation-Palomares Ave.	150,000	150,000	150,000
TOTAL SEWER CAPITAL IMP. FUND		225,000	225,000	225,000
SUBTOTAL CAPITAL IMPROVEMENT PROJECTS		5,328,550	4,738,250	4,738,250
 SPECIAL PROGRAMS CAPITAL IMPROVEMENT				
LACMTA - PROPOSITION C:				
234-5601	Unified Communications System	0	1,000	1,000
234-5612	Get About Capital Expenditures	8,300	8,300	8,300
234-5622	Street Resurfacing	250,000	250,000	250,000
TOTAL LACMTA - PROPOSITION C FUND		258,300	259,300	259,300
SUBTOTAL SPECIAL PROGRAMS CIP		258,300	259,300	259,300
TOTAL CAPITAL IMPROVEMENT PROJECTS		5,586,850	4,997,550	4,997,550

City of La Verne

POTENTIAL MULTI-YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2010/2011	2011/2012	2012/2013	Beyond 2013
<u>PARK DEVELOPMENT:</u>					
BHS Gym Refinishing	PDF	1,000	1,000	1,000	1,000
City Gym/Teen Center	Bond				5,000,000
Tot Lots(3)	Grants/PDF		50,000		100,000
Shade Structures(15)	Grants/PDF				525,000
Beach Street Park	Grants/PDF				350,000
<u>PUBLIC SAFETY FACILITIES AND EQUIPMENT:</u>					
Expansion/Renovation or Relocation of Public Safety Facility	GF/AF				20,000,000
Fire Engine	GF	500,000			
Fire Department Staff Vehicle	GF		30,000		
Utility Vehicle Replacement	GF		40,000		
Station II Remodel	GF			250,000	
<u>PUBLIC WORKS:</u>					
<u>Maintenance Yard</u>					
- Material Bin Canopies	GF		75,000		
- Parking Lot/Landscape Improvements	GF	24,000			
- Upgrade Shop for CNG Vehicle Repairs			150,000		
<u>Public Safety Facility</u>					
-Refinish Exterior	GF				23,000
-Plumbing Improvements	GF				11,000
-Roof Repairs	GF				65,000
-Kitchen Remodel	GF				20,000
-Station I Improvements-Upstairs	GF				50,000
Upgrade Building to Building communication system(Fiber optic connections)	GF/WF/SF				200,000
Sidewalk Rehabilitation	GF/CDBG/GT	50,000	50,000	50,000	50,000
Street Improvements/Rehab.					
Crack Seal	GT	75,000			
Golden Hills Road(entire)	GT			650,000	650,000
Emerald Bridge, N/Foothill	GT			600,000	600,000
Pavement Management	GT	650,000	650,000	650,000	650,000
Traffic Signals***					
White Ave. @ Durwood	GF/GT			200,000	
White Ave. @ Bonita Ave.-Upgrade	GF/GT				100,000
Arrow Hwy. @ Wheeler Ave.-Upgrade	GF/GT				125,000
Wheeler Ave. @ Birdie or Via Arroyo	GF/GT		225,000		
Foothill Blvd. @ Bradford St.	GF/GT				225,000
D Street @ Durwood	GF/GT				200,000
Bonita Ave. @ A Street	GF/GT				200,000
Arrow Hwy. @ D Street	GF/GT				250,000

*** Subject to appropriate traffic warrants

City of La Verne

POTENTIAL MULTI-YEAR CAPITAL IMPROVEMENT PROJECTS SUMMARY

Project Title	Funding	2010/2011	2011/2012	2012/2013	Beyond 2013
<u>WATER IMPROVEMENTS:</u>					
Plateau plant and Summit Water Line	WF				400,000
Ion exchange treatment plant @ White Ave.	WF	1,800,000			
Various Water Line Replacements	WF	75,000	75,000	150,000	250,000
<u>STORM DRAIN IMPROVEMENTS</u>					
NPDES Permit Implementation	SDF	50,000	50,000	50,000	50,000
<u>COMMUNITY DEVELOPMENT PROJECTS:</u>					
General Plan Update	GF/RDA/CDBG	100,000	150,000	150,000	
Gold Line Contribution	GF/RDA/PROP C				1,000,000
Downtown light fixture replacement (per Specific Plan)	RDA/DBID				100,000
Monument signs at 6 locations	GF/RDA	10,000	10,000	10,000	
Median development Baseline Road - Foothill Blvd. to Rodeo Lane	GF/CDT				1,300,000
Wheeler Ave. median island - 210 Freeway Golden Hills Road	GF				1,400,000
Wheeler Ave Median - Tabor to 210 Fwy	GF/RDA/DF		250,000		
Foothill Blvd. Median - Baseline to 210 Fwy	GF/RDA/DF		125,000		
Downtown street improvements, furniture, signs, etc., per Specific Plan)	RDA		30,000		
Median island improvements - Fruit St. Amherst to Route 210 Fwy	GF/CDT		750,000		
Puddingstone median island improvements - Wheeler to Wright	DF				140,000
Arrow Highway median island improvements - White Ave. to East city limits	Grants/DF				120,000
TOTAL		3,335,000	2,711,000	2,761,000	34,155,000

Funding Codes:

General Fund	GF
Park Development Fund	PDF
Gas Tax Fund	GT
Community Development Block Grant	CDBG
Asset Forfeiture Fund	AF
Water Fund	WF
Sewer Fund	SF
Storm Drain Fund	SDF
Federal & State Grants	Grants
Redevelopment Agency	RDA
Paramedic Service Fund	PS
Developer Funds	DF
Downtown Business Imprv. District	DBID
Fire Facility & Equipment Funds	FFE
Calif. Dept. of Transportation	CDT
To Be Determined	TBD

City of La Verne

EQUIPMENT CAPITAL OUTLAY

City of La Verne

2009-10 BUDGET CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
FIRE				
2002	Bendix King Radios(4)	\$4,500	\$0	\$0
	Motorola Radios(4)	\$12,600	\$0	\$0
	Miscellaneous Hand Tools	\$3,000	\$0	\$0
	Ground Ladder Certifications	\$2,000	\$0	\$0
	Replacement Rescue Rope	\$2,400	\$0	\$0
2004	Web Based Training	\$7,000	\$0	\$0
	Fire Library Upgrade	\$4,000	\$0	\$0
2005	Diesel Exhaust Station III	\$46,000	\$0	\$0
	Hose Rack	\$6,000	\$0	\$0
	Refinish Station 1 Apparatus Floor	\$10,000	\$0	\$0
2007	HAM Printer	\$3,000	\$0	\$0
2009	Loan Payment #3 Engine E-61	\$101,082	\$101,082	\$101,082
	Replacement Hoses	\$4,500	\$0	\$0
	Hurst Spreader Coupling Kit	\$7,500	\$0	\$0
	DOT Reflective Striping	\$1,500	\$0	\$0
		\$215,082	\$101,082	\$101,082
POLICE				
2506	Copier Lease Payment	\$18,000	\$18,000	\$18,000
		\$18,000	\$18,000	\$18,000
CITY CLERK				
1204	Modular Filing System	\$30,000	\$0	\$0
		\$30,000	\$0	\$0
INFORMATION SYSTEMS				
1503	Replacement Personal Computers & Licenses	\$4,500	\$0	\$0
1504	Unified Communications System	\$0	\$48,000	\$48,000
		\$0	\$48,000	\$48,000
COMMUNITY DEVELOPMENT				
3001	SLR Digital Camera	\$1,500	\$0	\$0
		\$1,500	\$0	\$0
PARKS & COMMUNITY SERVICES				
5101	Photocopy Machine	\$3,500	\$0	\$0
		\$3,500	\$0	\$0
PUBLIC WORKS				
4102	Training Room Table/Chairs	\$1,000	\$1,000	\$1,000
4203	Asphalt Spreader Box 1/2	\$70,000	\$35,000	\$35,000
4203	Emergency Preparedness Supplies	\$1,000	\$1,000	\$1,000
		\$72,000	\$37,000	\$37,000
TOTAL GENERAL FUND		\$342,332	\$204,082	\$204,082

City of La Verne

2009-10 BUDGET CAPITAL OUTLAY REQUESTS

Cost Center	Department	Request	City Manager Recommended	Council Approved
TRAFFIC SAFETY FUND				
2502	BMW Motorcycle	\$25,000	\$0	\$0
		\$25,000	\$0	\$0
LA VERNE REDEVELOPMENT AGENCY				
3501	Unified Communications System	\$0	\$5,000	\$5,000
3605	Unified Communications System	\$0	\$5,000	\$5,000
		\$0	\$10,000	\$10,000
ASSET FORFEITURE FUND				
2514	Computer Network Server	\$5,000	\$5,000	\$5,000
	Identification Card Software & Printer	\$5,000	\$5,000	\$5,000
	BMW Motorcycle	\$0	\$25,000	\$25,000
	Unified Communications System	\$0	\$36,000	\$36,000
		\$10,000	\$71,000	\$71,000
WATER FUND				
4301	Reverse 911	\$5,000	\$5,000	\$5,000
	Unified Communications System	\$0	\$5,000	\$5,000
4304	Asphalt Spreader Box 1/4	\$0	\$17,500	\$17,500
4314	Vehicle/Tools for CSR position	\$35,500	\$35,500	\$35,500
	Emergency Preparedness Supplies	\$1,000	\$1,000	\$1,000
		\$41,500	\$64,000	\$64,000
SEWER FUND				
4401	Reverse 911	\$5,000	\$5,000	\$5,000
	Unified Communications System	\$0	\$5,000	\$5,000
4402	Asphalt Spreader Box 1/4	\$0	\$17,500	\$17,500
		\$5,000	\$27,500	\$27,500
EQUIPMENT MAINTENANCE FUND				
4501	Replace Handheld Computers	\$32,000	\$32,000	\$32,000
	CARB Retrofits	\$51,000	\$51,000	\$51,000
		\$83,000	\$83,000	\$83,000
TOTAL OTHER FUNDS		\$164,500	\$255,500	\$255,500
TOTAL ALL FUNDS		\$506,832	\$459,582	\$459,582

SPECIAL PROGRAMS

City of La Verne

SPECIAL PROGRAMS

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

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

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

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

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

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

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

City of La Verne

Special Programs

Summary

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

Department

Cost Center

Long-Term Objectives:

N/A

Operational Plans:

N/A

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	184,486	174,739	174,739	174,739
Other Operating Costs	1,168,788	1,003,863	1,003,863	1,003,863
Capital Outlay	608,525	259,300	259,300	259,300
Total:	1,961,799	1,437,902	1,437,902	1,437,902

Personnel Authorized	1.03	1.03	1.03	1.03
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Source of Funds:

HCD/ADB	168,876	166,731	166,731	166,731
Bicycle Safety	0	0	0	0
PALTA	520,649	585,297	585,297	585,297
LACTC	1,096,249	643,874	643,874	643,874
AB 2766	152,025	21,000	21,000	21,000
DBID	24,000	21,000	21,000	21,000

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

2009-2010 Budget SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2009-2010	Project Description
<u>HCDA/CDBG FUND:</u>			
215-3401	Planning & Administration(D96316-09)*	16,000	Provide overall CDBG Admin.
215-3402	Tri-City Mental Health(D96317-09)*	15,009	Continue education outreach and mental health services to low-mod income residents.
215-3403	Senior Hot Lunches(D96318-09)*	10,000	Provide nutritious hot meals to seniors 5 days a week at the senior center.
215-3425	ADA Handicap Ramps	125,722	ADA handicap improvemnets at various locations.
Total CDBG Projects		166,731	
* Denotes CDBG Project Number			
<u>PROPOSITION A FUND:</u>			
232-5501	Administration	41,923	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	125,000	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVT.A.
232-5509	Senior Citizen Bus Pass Subsidy	6,500	Continuation of subsidies for the purchase of transit bus passes by senior citizens.
232-5510	Get About Fare Subsidy	3,500	Continuation of project to provide subsidies for Get About dial-a-ride for seniors and handicapped citizens.
232-5511	Metrolink Pass Subsidy	70,000	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	27,074	Continued funding for transportation of groups to recreational areas, cultural and special events.
232-5514	FHT Subsidy	6,000	Promote Foothill Transit ridership through pass subsidies.
232-5521	Funds Exchange	300,000	Continuation of project to exchange available Prop A transportation funds for unrestricted general funds.
Total Proposition A Projects		585,297	

City of La Verne

2009-2010 Budget
SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2009-2010	Project Description
<u>PROPOSITION C FUND:</u>			
234-5601	Administration	25,693	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	60,545	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	20,973	Continuation of preparation, administration, and implementation of transportation demand policies and procedures related to reduction of traffic congestion and air quality improvements.
234-5611	Bus Stop Maintenance	5,363	Continuation of project to maintain public transit bus benches.
234-5512	Get About Capital Outlay	8,300	La Verne's share of capital expenditure costs for the purchase of vehicles by the PVTA.
234-5513	Get About	126,000	Continuation of funding to the "Get About" dial-a-ride paratransit program for the handicapped and senior citizens through the PVTA.
234-5615	Community Newsletter	4,000	Dissemination of transportation information through the City newsletter/recreation guide.
234-5621	Gold Line(Phase II) Study	120,000	Planning for area around a Gold Line station in La Verne as part of a light rail line that runs from Ontario to Pasadena.
234-5622	Street Resurfacing	250,000	Street rehabilitation.
234-5629	Get About Extended Service		Additional Get About service for evenings, weekends, and Saturdays.
Total Proposition C Projects		<u>643,874</u>	

City of La Verne

2009-2010 Budget
SPECIAL PROGRAMS AND PROJECTS

Project Number	Project Title	Allocation 2009-2010	Project Description
<u>AB2766 FUND:</u>			
243-3101	Mobile Source Air Pollution	21,000	Operating costs for activities to promote reduction in air pollution.
<u>DBID FUND:</u>			
245-3201	Downtown Business Improvement District	21,000	Operating costs for activities to promote the Downtown Business Improvement District.

City of La Verne

LA VERNE REDEVELOPMENT AGENCY

City of La Verne

BUDGET MESSAGE

2009 -- 2010 Fiscal Year

La Verne Redevelopment Agency

427, 228, 329

Department

Cost Center No.

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

The overall decline in the national and state economy has had a moderately adverse effect on the local economy of La Verne. For the first time in decades the City has endured both declining sales tax revenues and reduced construction/building permit activity and revenues. While decline has been more moderate than most other Southern California communities, it has nonetheless had its impact. All commercial and industrial sectors do continue to enjoy reasonably acceptable vacancy rates, with continued moderate growth. Likewise, housing values have declined, but again less so than many surrounding communities. Foreclosures, while a major problem elsewhere, have not been prevalent in La Verne.

The last year saw an infusion of working capital into the La Verne Redevelopment Agency as a result of the sale of the MWD site south of Arrow Highway to the University of La Verne. This continues to allow the Agency to assume certain previously city-paid service and personnel costs.

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

- Completion of The Commons at La Verne; the redevelopment of the former Kmart center, that includes a state-of-the-art Vons supermarket, a Vons Fuel station, a Ross Department store, the Habit Restaurant, and many other new retail uses.
- Construction continues on the 101-unit Hsientien "Magnolia Court" senior residential condominium project on Foothill Blvd, just east of Towne Center Drive. This project includes a \$750,000 sales tax in-lieu payment to the City.
- Redevelopment and occupancy of the former Pep Boys building by the 99¢ Only Store, with good community support and strong initial sales activity.
- Pending adoption of the Housing Element Update, which will provide a renewed focus for the Agency and City housing programs.
- Preparation of a new specific plan for Old Town La Verne that would address Old Town and Fairplex-adjacent land use for the next 20 years, including transit oriented developments, mixed use development, and in conjunction with the anticipated Gold Line station.
- Continued support of events and improvements in Old Town La Verne, and including staff support for the Old Town La Verne Business Improvement District.
- Maintained a strong economic development strategy, including a renewed excellent relationship with the Chamber of Commerce and superior customer service to the business community.

City of La Verne

In response to several factors, including the declining economy, reduced revenues, and vacant unproductive sites and space, Agency staff has this year stepped up its economic development focus. Technical assistance has been provided to individual property owners and outreach/marketing has been ongoing with property owners, potential tenants, brokers, and developers. In addition, strong attention has been given, and will continue, to retain existing businesses; both commercial and industrial.

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

- Continue to provide proactive economic development emphasis for the following sites: 1) Foothill Ford site, 2) Michael J's site, 3) Regal sites, and 4) the vacant Vons store at Wheeler and Foothill. These sites will continue to constitute a major focus for the Agency in the coming year.
- Preparation of the Gold Line Transit Oriented Specific Plan as a major revision to the Lordsburg and Arrow Corridor Specific Plans.
- Propose a small single-family affordable housing development on Agency-owned property on Walnut St., subject to Agency Board and neighborhood input and concurrence.
- Attempt re-initiation of economic development grants in Old Town under a Façade Easement program.
- Contract for the preparation of a Management Review Assessment for all Agency finances and activities.
- In-house preparation of the State mandated 5-year Implementation Plan.
- Development of a redevelopment strategy for the Agency-owned Valley Rancho Mobile Home Park.
- Undertake community streetscape improvements where feasible, including a community focused "river rock" sign at Wheeler and Foothill, a decorative banner pole installation at Arrow Hwy. & D St., and initiation of historic appropriate Old Town lighting.

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

City of La Verne

La Verne Redevelopment Agency Department	Summary <hr style="width: 50%; margin: 0 auto;"/> Cost Center	3500 & 3600 Series <hr style="width: 50%; margin: 0 auto;"/> Cost Center No.
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Long-Term Objectives:

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

Operational Plans:

1. Revise and adopt an Economic Strategy which meets current City and Agency objectives.
2. Implement owner participation agreements, disposition/development agreements.
3. Implement the Capital Improvement Program (CIP).
4. Implement a Façade Easement Program for Old Town.
5. Create new signage options at Foothill/Wheeler and banners over Arrow Hwy.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	972,477	951,688	1,089,434	1,089,434
Other Operating Costs	3,065,791	2,680,383	2,672,883	2,672,883
Capital Outlay	3,800	0	10,000	10,000
Total:	4,042,068	3,632,071	3,772,317	3,772,317

Personnel Authorized	9.89	9.54	10.89	10.89
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Source of Funds:

LVRA General	858,869	780,243	881,125	881,125
Low/Mod Housing	1,783,199	1,451,828	1,491,192	1,491,192
LVRA Debt Service	1,400,000	1,400,000	1,400,000	1,400,000
TOTAL:	4,042,068	3,632,071	3,772,317	3,772,317

City of La Verne

DETAIL OF SALARIES & WAGES

La Verne Redevelopment Agency Department	Summary Cost Center	3500 & 3600 Series Cost Center No.
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CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager/Exec. Dir.	.60	.60	.70	.70
Asst. City Manager	.25	.25	.35	.35
Comm. Dev. Director	.80	.80	.90	.90
Finance Officer	.45	.45	.45	.45
Info. Systems Admin.	.05	.05	.05	.05
Principal Planner	.70	.70	.80	.80
City Clerk	.10	.10	.10	.10
Senior Planner	1.04	1.04	1.04	1.04
Accounting Manager	.35	.35	.35	.35
Associate Planner	.00	.70	.80	.80
Assistant Planner	1.70	.65	.80	.80
Deputy City Clerk	.25	.25	.25	.25
Admin Secretary	.40	.40	.40	.40
Executive Assistant to the City Manager	.20	.20	.30	.30
Admin. Clerk I	1.00	1.00	1.10	1.10
Police Services Technician	.00	.00	.50	.50
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TOTAL FULL-TIME	7.89	7.54	8.89	8.89
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REGULAR PART-TIME				
<hr/>				
Graduate Planning Intern	1.00	0.00	0.00	0.00
Planning Intern	0.00	1.00	1.00	1.00
Clerical Assistant I	1.00	1.00	1.00	1.00
<hr/>				
TOTAL REG. PART-TIME	2.00	2.00	2.00	2.00
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TOTAL POSITIONS	9.89	9.54	10.89	10.89

APPROPRIATIONS

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SALARIES & WAGES	710,924	686,756	795,170	795,170
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OVERTIME	0	0	0	0
<hr/>				
BENEFIT COSTS	261,553	264,932	294,264	294,264
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TOTAL PERSONNEL SERVICES	972,477	951,688	1,089,434	1,089,434

City of La Verne

La Verne
Redevelopment Agency
Department

Administration
Cost Center

3500 Series
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

1. Implement the Foothill Boulevard Specific Plan, Arrow Corridor Specific Plan, and Economic Development Action Plan.
2. Revise and adopt economic strategy.
3. Implement a Façade Easement Program for Old Town.
4. Create new signage options at Foothill/Wheeler and banners over Arrow Hwy.

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	372,226	374,548	482,930	482,930
Other Operating Costs	482,843	405,695	393,195	393,195
Capital Outlay	3,800	0	5,000	5,000
Total:	858,869	780,243	881,125	881,125

Personnel Authorized	3.01	2.91	3.81	3.81
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Source of Funds:

LVRA General and Debt Services	858,869	780,243	881,125	881,125
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TOTAL:	858,869	780,243	881,125	881,125
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City of La Verne

DETAIL OF SALARIES & WAGES

La Verne
Redevelopment Agency
Department

Administration
Cost Center

3500 Series
Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget

City Manager/Exec. Dir.	.30	.30	.40	.40
Comm. Dev. Director	.30	.30	.40	.40
Finance Officer	.15	.15	.15	.15
Principal Planner	.40	.40	.40	.40
Senior Planner	.55	.55	.55	.55
Associate Planner	.00	.30	.30	.30
Assistant Planner	.70	.30	.30	.30
Deputy City Clerk	.15	.15	.15	.15
Accounting Manager	.16	.16	.16	.16
Admin. Secretary	.20	.20	.20	.20
Executive Assistant to the City Manager	.10	.10	.10	.10
Asst. City Manager	.00	.00	.10	.10
Account Clerk II	.00	.00	.10	.10
Police Services Technician	.00	.00	.50	.50

TOTAL FULL-TIME	3.01	2.91	3.81	3.81
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REGULAR PART-TIME

TOTAL REG. PART-TIME	0.00	0.00	0.00	0.00
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TOTAL POSITIONS	3.01	2.91	3.81	3.81
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APPROPRIATIONS

SALARIES & WAGES	268,999	268,490	348,821	348,821
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OVERTIME	0	0	0	0
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BENEFIT COSTS	103,227	106,058	134,109	134,109
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TOTAL PERSONNEL SERVICES	372,226	374,548	482,930	482,930
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City of La Verne

La Verne
Redevelopment Agency
Department

Administration
Cost Center

3501
Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	297,177	295,803	395,896	395,896
Other Operating Costs	202,173	231,195	218,695	218,695
Capital Outlay	3,800	0	5,000	5,000
Total:	503,150	526,998	619,591	619,591

Personnel Authorized	2.36	2.26	3.11	3.11
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Source of Funds:

LVRA General	503,150	526,998	619,591	619,591
TOTAL:	503,150	526,998	619,591	619,591

City of La Verne

La Verne Redevelopment Agency Department	Administration Cost Center	3501 Cost Center No.
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Units of Measure

	2006-07	2007-08	2008-2009	2009-2010 (est)
OPA's (approved)	2	0	0	2
(URM)	0	0	0	0
(Façade)	0	0	0	0
(Other)	0	0	0	0
Capital Improvement Projects	0	0	0	0

Personnel Services:

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

Other Operating Costs and Capital Outlay:

Operational costs include funding for contractual services/ Hinderliter/ Property tax consultant (3,200); normal engineering, architectural and landscape services (12,000); legal expense (14,000); insurance (15,000); auditing (4,500); CAM Fees (4,500); CFD Fees for Lots 1 & 2 (32,000); and property tax administrative fees (36,600).

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations, reduce other operating costs and adjust capital outlay for department share of Unified Communications System.

City of La Verne

La Verne
Redevelopment Agency
Department

Cultural Resources/Preservation
Cost Center

3502
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	19,809	20,635	20,473	20,473
Other Operating Costs	21,986	21,500	21,500	21,500
Capital Outlay	0	0	0	0
Total:	41,795	42,135	41,973	41,973
Personnel Authorized	0.20	0.20	0.20	0.20
Source of Funds:				
LVRA General	41,795	42,135	41,973	41,973
TOTAL:	41,795	42,135	41,973	41,973

City of La Verne

La Verne
Redevelopment Agency
Department

Cultural Resources/Preservation

3502

Cost Center

Cost Center No.

Units of Measure

	2006-07	2007-08	2008-2009	2009-2010 (est)
1. Counter, Phone inquiries	128	128	125	125
2. Archival research and product purchase; reproductions; photography; artifact purchase	75	75	75	75
3. Mills contracts, survey reports, designations	2	2	2	2
4. Design consultations	15	15	15	15
5. CEQA determinations; PC/CC meetings and preparations, outside presentations	2	2	2	2

Personnel Services:

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

Other Operating Costs and Capital Outlay:

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

Capital Outlay:

City Manager Recommendations

Funding levels as requested after benefit costs adjustment in personnel services.

City of La Verne

La Verne
Redevelopment Agency
Department

Economic Development

3503

Cost Center

Cost Center No.

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	55,240	58,110	66,561	66,561
Other Operating Costs	258,684	153,000	153,000	153,000
Capital Outlay	0	0	0	0
Total:	313,924	211,110	219,561	219,561
Personnel Authorized	0.45	0.45	0.50	0.50
Source of Funds:				
LVRA General	313,924	211,110	219,561	219,561
TOTAL:	313,924	211,110	219,561	219,561

City of La Verne

La Verne Redevelopment Agency Department	Economic Development			3503
	Cost Center			Cost Center No.
<hr/>				
<u>Units of Measure</u>	2006-07	2007-08	2008-09	2009-2010 (est)
Owner Participation Agreements & Commercial Rehabilitation	2	0	0	1
Marketing Packages & Proposals	10	10	10	10
<hr/>				
Personnel Services:				
Funds in this cost center provide for .15 of the Community Development Director's salary, .20 of the Principal Planner's salary, and .10 of the Administrative Secretary's salary.				
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<u>Other Operating Costs and Capital Outlay:</u>				
Operating funds include general promotions and marketing, business recruitment and retention, owner participation agreements and other non-capital costs needed to implement the City's Economic Development Action Plan. The creation of more signage opportunities at Arrow Highway and D Street are also part of this budget (\$10,000).				
<u>Capital Improvement Project:</u>				
<hr/>				
<u>City Manager Recommendations</u>				
Adjust personnel allocations.				

City of La Verne

La Verne
 Redevelopment Agency
 Department

Low/Mod Adm. Housing

3605
 3606, and 3607
 Cost Center No.

Cost Center

Long-Term Objectives:

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

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	600,251	577,140	606,504	606,504
Other Operating Costs	1,182,948	874,688	879,688	879,688
Capital Outlay	0	0	5,000	5,000
Total:	1,783,199	1,451,828	1,491,192	1,491,192

Personnel Authorized	6.88	6.63	7.08	7.08
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<u>Source of Funds:</u>				
Low/Mod Housing Fund	1,783,199	1,451,828	1,491,192	1,491,192

TOTAL:	1,783,199	1,451,828	1,491,192	1,491,192
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City of La Verne

DETAIL OF SALARIES & WAGES

La Verne
 Redevelopment Agency
 Department

Low/Mod Admin. Housing
 Cost Center

3605
 3606 & 3607
 Cost Center No.

CLASSIFICATION	Position Quota			
	Current	Department Requests	City Manager Recommended	Adopted Budget
City Manager/Exec. Dir.	.30	.30	.30	.30
Asst. to the City Manager	.25	.25	.25	.25
Comm. Dev. Director	.50	.50	.50	.50
Finance Officer	.30	.30	.30	.30
City Clerk	.10	.10	.10	.10
Principal Planner	.30	.30	.40	.40
Senior Planner	.49	.49	.49	.49
Accounting Manager	.19	.19	.19	.19
Assoc. Planner	.00	.40	.50	.50
Assistant Planner	1.00	.35	.50	.50
Deputy City Clerk	.10	.10	.10	.10
Executive Assistant to the City Manager	.10	.10	.20	.20
Info. Sys. Administrator	.05	.05	.05	.05
Administrative Secretary	.20	.20	.20	.20
Admin. Clerk I	1.00	1.00	1.00	1.00
TOTAL FULL-TIME	4.88	4.63	5.08	5.08
REGULAR PART-TIME				
Graduate Planning Intern	1.00	0.00	0.00	0.00
Planning Intern	0.00	1.00	1.00	1.00
Clerical Assistant I	1.00	1.00	1.00	1.00
TOTAL REG. PART-TIME	2.00	2.00	2.00	2.00
TOTAL POSITIONS	6.88	6.63	7.08	7.08
APPROPRIATIONS				
SALARIES & WAGES	441,925	418,266	446,349	446,349
OVERTIME	0	0	0	0
BENEFIT COSTS	158,326	158,874	160,155	160,155
TOTAL PERSONNEL SERVICES	600,251	577,140	606,504	606,504

City of La Verne

La Verne Redevelopment Agency Department	Low/Mod Administration Housing Cost Center	3605 3606 & 3608 Cost Center No.
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Units of Measure

	2006-07	2007-2008	2008-2009	UNITS SERVED	COST CENTER
Low Mod Loans & Grants	150,000	150,000	150,000	20	3605

Personnel Services:

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

Other Operating Costs and Capital Outlay:

- Annual Audit - 4,500 (3605)
- Property Tax Consultant Fees - 2,400 (3605)
- Legal Fees - 15,000 (3605)
- Contract/Professional Services - 150,000 (3606)
- Insurance - 15,000 (3605)
- Graffiti Removal - 25,000 (3605)
- Gold Line Study and EIR - 36,000 (3605)

Capital Outlay:

City Manager Recommendations

Adjust personnel allocations and other operating costs; adjust capital outlay for department share of Unified Communications System

City of La Verne

La Verne
 Redevelopment Agency
 Department

Low/Mod Debt Service

3607

Cost Center

Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	350,000	350,000	350,000	350,000
Capital Outlay	0	0	0	0
Total:	350,000	350,000	350,000	350,000

Personnel Authorized	0.00	0.00	0.00	0.00
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<u>Source of Funds:</u>				
Low/Mod Housing Fund	350,000	350,000	350,000	350,000

TOTAL:	350,000	350,000	350,000	350,000
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City of La Verne

La Verne
Redevelopment Agency
Department

LVRA Debt Service
Cost Center

3550
Cost Center No.

Long-Term Objectives:

N/A

Operational Plans:

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

Budget Distribution	Current Budget	Department Request	Manager Recommendation	Council Approved
Personnel Services	0	0	0	0
Other Operating Costs	1,400,000	1,400,000	1,400,000	1,400,000
Capital Outlay	0	0	0	0
Total:	1,400,000	1,400,000	1,400,000	1,400,000

Personnel Authorized	0.00	0.00	0.00	0.00
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Source of Funds:

LVRA Debt Service	1,400,000	1,400,000	1,400,000	1,400,000
TOTAL:	1,400,000	1,400,000	1,400,000	1,400,000

City of La Verne

LA VERNE REDEVELOPMENT AGENCY DEBT SERVICE 2009-10 FISCAL YEAR

Date Term	Original Amount	Principal Balance	Principal Due	Interest Due	Total Payable
		6-30-09	2009-10	2009-10	2009-10
a - 07-01-85 27 yrs.	2,571,854	2,539,287	60,000	260,000	320,000
b - 07-29-07 1 yr.	470,000	470,000	470,000	37,000	507,000
- 07-01-05 10 yrs.	1,540,000	796,257	120,000	32,000	152,000
c - 02-06-06 5 yrs.	300,000	156,000	50,000	0	50,000
d - 05-01-96 29 yrs.	4,640,000	2,740,000	210,000	151,000	361,000
e - 03-15-04 10 yrs.	500,000	433,000	10,000	0	10,000
TOTALS	\$10,021,854	\$7,134,544	\$ 920,000	\$480,000	\$1,400,000

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

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

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

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

e - Owner Participation Agreement, Advanced Equipment Sales, 50% of sales tax applied towards economic development assistance.