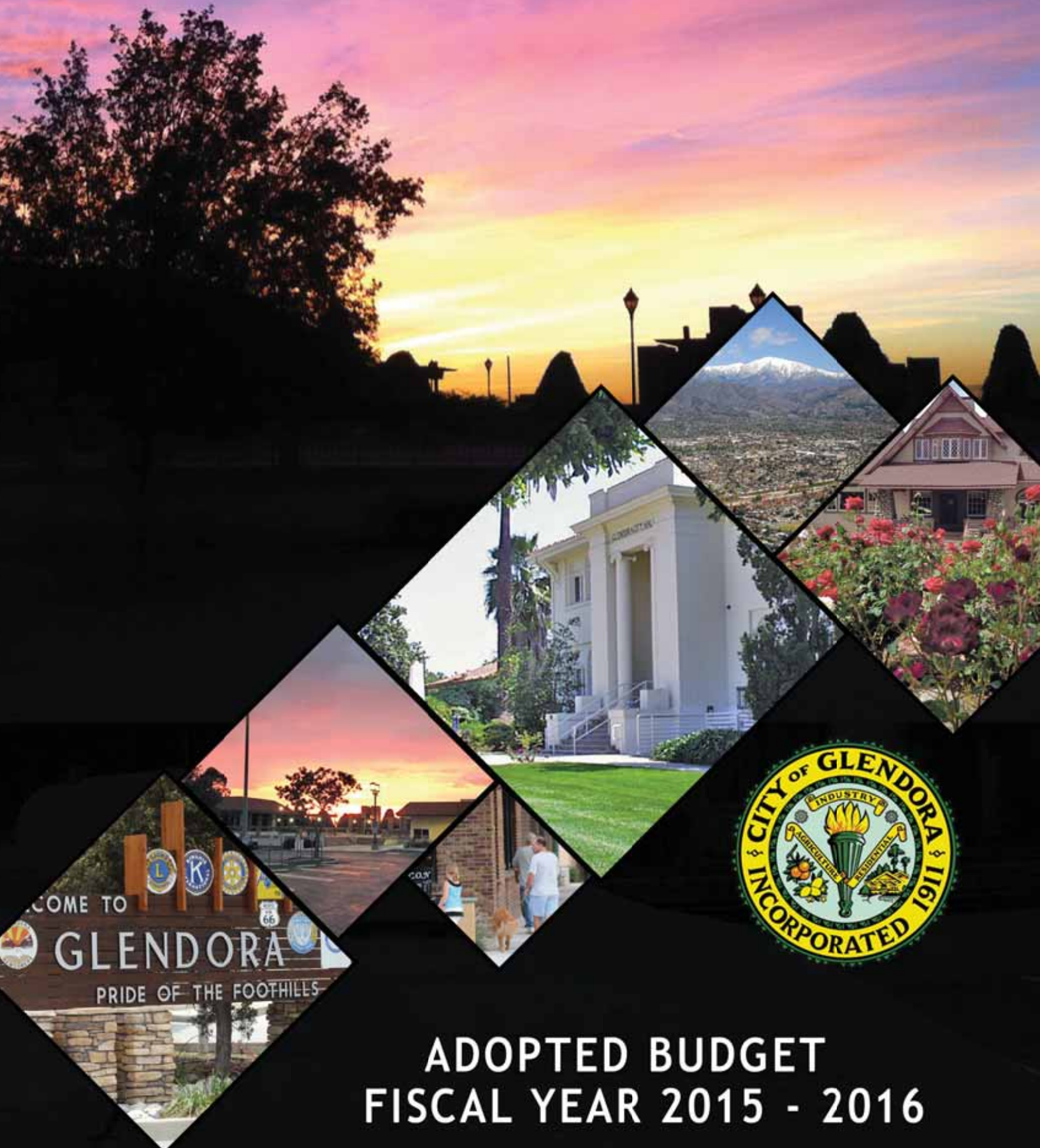


# City of Glendora

California



**ADOPTED BUDGET  
FISCAL YEAR 2015 - 2016**

## Cover Art Credit

The Budget Cover was designed by graphic designer and City employee Greg Morton. The main image background is a beautiful sunset as seen from the Civic Plaza between City Hall and the Glendora Library. The other images are arranged to represent Glendora as "The Pride of the Foothills".

1 - Welcome to Glendora, Pride of the Foothills sign – a great place to live, work and play. Glendora is nestled at the base of the scenic San Gabriel Mountains, in the eastern portion of Los Angeles County. The City is situated at the Foothill (210) and Orange (57) Freeways, within a 20 minute drive to Los Angeles and the San Bernardino and Orange counties. Founded in 1887, was officially incorporated as a City in 1911. The City remained a small citrus-producing community until the late 1950s, when agriculture gave way to large scale residential development. Today, more than 50,000 residents enjoy Glendora's excellent public and private schools, lush parks, comprehensive community services and one of the lowest crime rates in Los Angeles County. Glendora is also one of Southern California's most attractive residential communities, with a variety of homes, from cozy turn-off-the-century cottages to prestigious executive hillside estates. Glendora is a haven from the fast pace of the Los Angeles metropolitan area.

2 – Sunset as seen from the Library Plaza – the Library Plaza is located between the main building of City Hall and the Library where you can sit, relax and enjoy the sunset at the base of the scenic San Gabriel Mountains.

3 – Casual stroll through Downtown Glendora – the Downtown Glendora (Glendora Village) offers a wide variety of retail stores, restaurants, salons, and business/professional offices. Strolling Downtown is fun with a view of the foothills, trees, friendly atmosphere, personalized service provided by several owner-operated retail stores, and excellent dining.

4 – View of City Hall – is the home where administration, human resources, city clerk, finance, public works (engineering & building), planning, and community services are provided to the citizens of Glendora. This is a very special place, with special people who have a deep appreciation for the community's history and tradition. The City was named in 2014 Most Business-Friendly City in Los Angeles County by the Los Angeles County Economic Development Corporation (LA EDC).

5 – Aerial view of the City – you can see the snowcapped mountains, neighborhoods, tree lined streets and local businesses.

6 – View from the front of the La Fetra Center – in honor of Mary and Clement La Fetra, the property was donated to the City of Glendora as a Senior Citizens Center. La Fetra Center was officially dedicated on November 18, 1989; Grand Opening was May 14, 1991. A complete seismic and retrofit was completed in November of 2006, preserving this beautiful facility for the many years to come.

## ADOPTED BUDGET Fiscal Year 2015-2016

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A local government budget is a plan to match existing resources with the needs of the community. The functions of local government stem from three levels of policy direction: federal, state and local. Within this intergovernmental system, local government has the responsibility to provide basic public services such as maintaining streets and roadways, providing traffic management systems, maintaining parks, providing water utility, providing community services, and ensuring public safety. Local government must also fulfill certain state and national policy objectives such as transportation and environmental protection while implementing the expectations and values of its citizens.

This guide is designed to assist readers in understanding the information provided in the FY 2015-16 Budget, as well as how the document is organized. The Budget document includes 17 sections. The explanations below provide an overview of each of the sections.

### ***Introduction***

Provides a list of the City of Glendora elected and appointed officials, a description of the budget document, citywide organizational chart and information about the Glendora Community and the Government Finance Officers Association Distinguished Budget Presentation Award.

### ***City Manager's Budget Message***

Provides an overview of the budget including a summary of critical economic issues. It includes information on core values and the strategic plan.

### ***Budget Guide and Financial Policies***

Provides the budget guidelines and the basis for the budget document. Describes the City's financial management policies. Includes a budget calendar, debt limits, GANN Limit, resolutions, and other information. Upon adoption, it includes the certified Gann limit and budget resolutions.

### ***Budget Summaries***

Provides a summary of the fund balance projections by fund, a comprehensive overview of revenues and expenditures for all funds, including a General Fund revenue overview, description of revenue assumptions and methodology used to develop revenue estimates, revenue summary by category, and historical trends and Five-Year budget projection.

### ***Capital Improvement Program***

Overview of the City's Capital Improvement Program (CIP). This section also includes a project description, project cost, funding source and impacts on operations and maintenance costs.

### ***Departmental Sections***

Presents summary information on the City's operating departments. Each section includes the department organizational chart, staffing, program descriptions, performance measurements, goals and objectives, major program expenditures and expenditures summarized by funding source, and expenditure by line item representing all funds:

- Legislative
- City Clerk
- City Manager
- Human Resources/Risk management
- Finance
- Police
- Planning
- Public Works
- Library
- Community Services

### ***Personnel and Staffing***

Presents a summary of funded personnel and a listing of full-time personnel classifications and part time staffing classifications with the position salary range.

### ***Appendix***

Provides demographic and statistical information on the City of Glendora, including information on the City's population, recreation and principal employers. It also provides a listing of terms and acronyms often used in the budget or other city documents.



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Glendora, California, for its annual budget for FY 2013-14 beginning July 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, operations guide, financial plan and communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.





**Mayor**  
**Karen K. Davis**

**Mayor Pro Tem**  
**Gene Murabito**

**Councilmember**  
**Judy Nelson**

**Councilmember**  
**Gary Boyer**

**Councilmember**  
**Mendell Thompson**

**Advisory Bodies**

Community Services Commission  
Board of Library Trustees  
Investment Advisory Committee

Planning Commission  
Water Commission

**Appointed Officials and Department Heads**

Chris Jeffers .....	City Manager
Kathleen R. Sessman .....	City Clerk
Victoria Cross .....	Human Resources/Risk Management Director
June Overholt .....	Director of Finance/City Treasurer
Tim Staab .....	Chief of Police
Jeff Kugel .....	Director of Planning
David Davies .....	Director of Public Works
Janet Stone .....	Library Director
La Shawn Butler .....	Director of Community Services

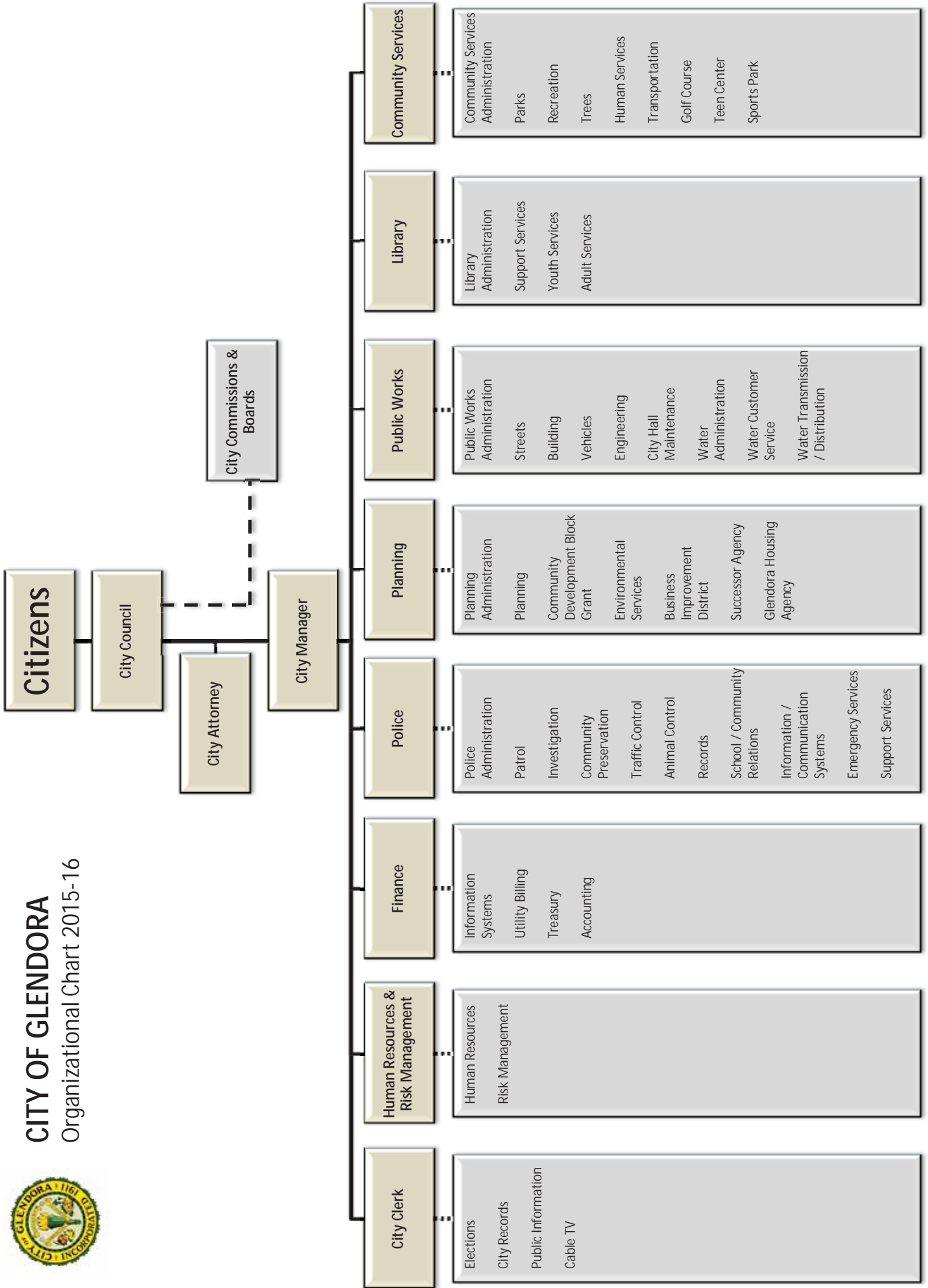
**Incorporated**  
November 13, 1911

**Population**  
51,463



# CITY OF GLENDORA

## Organizational Chart 2015-16



The City of Glendora is located in the eastern portion of the Los Angeles County metropolitan area, approximately 27 miles from downtown Los Angeles, and is accessible from all parts of Southern California by way of the Foothill (210) and Orange (57) freeways. Founded in 1887 and incorporated as a City in 1911, Glendora is known as the *Pride of the Foothills*.



Glendora was principally a citrus producing community with a population of 4,000 people until 1950. With the general population migration to California in the late 1950s, the citrus industry gave way to large scale residential development. Today, over 52,000 residents enjoy excellent public and private schools, lush parks, comprehensive community services, two modern hospitals, Citrus Community College, and one of the lowest crime rates in the nation.

The diversified business community of Glendora includes village-like neighborhood shopping districts, professional business centers, and corporate headquarters for major U.S. firms such as the California Portland Cement Company, Ormco Dental Specialties, and the National Hot Rod Association (NHRA). A major 100 acre retail commercial complex is located adjacent to the intersection of the two freeways serving Glendora in the southeast corner of the City. Major tenants include Wal-Mart, Home Depot, Barnes and Noble, Best Buy, Sam's Club, a five dealer auto center, numerous other shops and services, and a brand new AMC theater complex. Adjacent to this retail complex, the City recently completed an \$11 million renovation of the 26 acre Louie Pompei Sports Park with a multiple array of lighted baseball, soccer, and football sports fields.

Glendora is one of Southern California's most attractive residential communities, with a unique diversity of homes spanning a variety of income levels, from cozy turn-of-the-century craftsman style cottages to prestigious executive estates. Glendora is truly a "community," fostered by



superior educational, youth, family, and senior programs, active service organizations, and cultural resources. There is a strong, team-oriented relationship between business and municipal government, with accessible City leadership encouraging successful business development.

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May 29, 2015

Honorable Mayor and City Council,

The Budget for Fiscal Year 2015-16 was developed adhering to Council's priorities by providing: mandated services; contract obligations; revenue-generating programs; limiting liability exposure; public safety; quality of life services; and the community engagement. As a community and an organization, we have reinvented municipal government by rethinking what we do and how we do it -- and by using technology to improve the service we provide along the way. Feedback from the community consistently indicates that residents are very happy with Glendora's municipal services and that Glendora has a high quality of life. We hold true to our City motto as the *Pride of the Foothills*.

Readers of the San Gabriel News Group named the City of Glendora as the Best Friendly City and the Glendora Village as the Best Downtown in the San Gabriel Valley for the fourth year in a row. For the fourth consecutive year, Glendora received national recognition as one of the Most Playful Cities in the United States. Glendora was recognized as Most Business Friendly City in Los Angeles County (population under 65,000) this year. That comes after being a finalist for the previous three years. The awards and honors continue.

The bi-annual City Citizen Survey Report was conducted by True North Research and presented to Council December 2014. The 2014 survey was conducted in October and administered to 400 randomly selected Glendora registered voter households. This report presented the results of the 2014 survey along with analysis by True North Research of comparison to the 2011 survey. Key findings and conclusions included that 93% rated the quality of life in Glendora as excellent or good, and 25% said not sure or no changes are needed that the City Government could do to improve the quality of life in the City, which according to the researcher, Dr. McLarney, is impressive. Among the improvements listed, the most frequently mentioned were limiting growth and development and improving streets. In addition, 91% indicated that they were satisfied with the City's overall performance in providing municipal services and 82% indicated that they are satisfied with the City's efforts to communicate with residents.

Through fiscal prudence and sound financial planning, our municipal services continue to be exceptional in all areas of operations as we have maintained services and continued to utilize technology to facilitate service delivery and streamline operations. Glendora is a combined \$77 million public corporation, including the Glendora Successor Agency and Glendora Housing Authority. Our continued success would not be possible without the wise guidance of our City Council, the proud support of community and volunteers, and the daily efforts of our dedicated staff.

The budget provides valuable information in the budget message, financial summaries section and throughout. Each section is designed to provide additional information in multiple ways to assist the readers in understanding the complex operations that make up the City of Glendora government.

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## Strategic Plan

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For the last five years, the City Council and the Executive Team have been engaged in Strategic Planning to guide the organizational endeavors within a long-range perspective to meet Glendora's needs both now and into the future. The Strategic Plan begins with the City's Mission Statement, a statement defining the organization:

**The City of Glendora's mission is to provide the citizens  
and the business community effective municipal services while  
maintaining our historical sense of community values.**

The Mission Statement provides a framework for establishing the Core Values for the organization. Core Values are key characteristics that guide all of the organization's activities.

**Fiscal Responsibility**  
**Honesty and Integrity**  
**Exemplary Customer Service**  
**Open and Accessible Government**  
**Accountability**  
**Community Involvement**  
*(Not in priority order)*

The Vision Statement then provides a declaration of what Glendora will be like in five years. The current Vision Statement is:

**By 2018, Glendora will be a cohesive community  
with a high quality of life for current and future generations.**

Equipped with the Mission Statement, Core Values and Vision Statement, the group periodically develops a set of Three-Year Goals that define annual work plans for each department. Individual Six-Month Objectives are established in support of each Three-Year Goal. The objectives determine the specific activities that will be accomplished by departments in meeting the Three-Year Goals. More information on the specific activities is presented in the departmental section of the budget which includes information on the major accomplishments of the past year and goals for the upcoming year. Where possible, the information also references any strategic plan goals being addressed.

#### **Current Three-Year Goals for 2014-2016:**

*(Not in priority order)*

- ❖ Enhance Economic Development with Community Involvement
- ❖ Enhance and Retain Revenues
- ❖ Increase Use and Development of Technology to Benefit the Community
- ❖ Attract, Develop and Retain Qualified Staff
- ❖ Maintain and Improve the City's Infrastructure and Facilities

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#### **Budget Document Highlights**

The budget document has been updated in format and organization. Keys changes and highlights include:

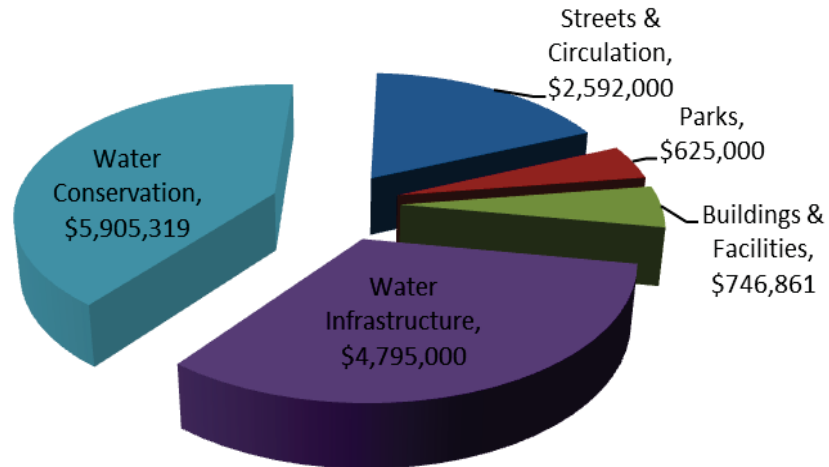
- A User Guide to the Budget – \*NEW\* This provides a snapshot perspective of the contents of the budget.
- City Managers' Budget Message section –
  - Content related to the Basis for Budgeting has been moved to the Budget Guide Section.
  - Content related to the Budget and Financial Policies has been moved to the Budget Guide Section.
  - Content related to the analysis of the revenues, tables and graphs has been included in the Financial Summaries Section.
  - Content related to the General Fund Five-Year Projection is also in the Financial Summaries Section.
- Fiscal and Budgetary Policies – The policies have been reorganized into subject matter categories. The significant change relates to the General Fund Reserves. This section of the policy has been edited to include the Government Accounting Standards Board (GASB) Statement No 54 requirements. GASB 54 was previously adopted by the City Council in 2009. The GASB 54 compliant policy has been restated within the Fiscal and Budgetary Policies.

Each year the budget is presented, it has been updated with the goal that the format and content achieve ease of use and understanding. Many of the content changes are recommended by the Government Finance Officers Association (GFOA) in an effort to continuously improve and raise the standard of the quality of the budget document.

## Capital Projects

Capital Improvement Program (CIP) are projects that address the building, upgrading or replacement of the City's infrastructure. Maintaining and improving the infrastructure is a key component of the Strategic Plan. The Public Works Department manages the majority of capital projects in the City with some parks projects managed directly by the Community Services Department. A detailed listing of projects can be found in the Capital Improvement Program section of this budget document.

The proposed capital projects program for Fiscal Year 2015-16 totals \$14,664,180. The majority of the capital projects (\$10,700,319) are projects within the Water system. Approximately \$5.9 million of these projects target water conservation efforts.



## General Fund Highlights

The General Fund is structurally balanced. Revenues exceed expenditures. The budgetary surplus /contingency of \$392,172 is within the Budget surplus goal policy of 1.5%.

### General Fund Revenues: \$26.7 million

The General Fund revenues are projected at \$26.7 million. Revenue projections are based on a number of factors that include trend analysis, professional judgement, and projections by the City's sales and property tax consultants. These estimates reflect the City's best estimate of available operating resources for the upcoming fiscal year. Economic improvements and expectations have been incorporated. Both property tax and sales tax revenues reflect the improvement in the economy. Of note is that the sales tax revenues include a one-time bump up due to the wind down of the Triple Flip. Additional information and key highlights regarding the revenues are discussed in more detail in the Financial Summaries section of the budget document.

### General Fund Expenditures: \$26.3 million

General Fund expenditures (including transfers out) are projected at \$26.3 million. The budget maintains the existing levels of service with some additions for staffing and operations as described below. Each year the departments evaluate and prepare their departmental budgets and include new requests. These requests are considered "Policy Issues" and represent new initiatives, service expansions, workload efficiencies, and/ or mandated funding requirements. The following operational Policy Issues were approved by the City Manager for inclusion in the General Fund Proposed budget.

- \$3,470 General Fund increased Library funding for association conference and memberships.
- \$17,550 for Library Contract Services for downloadable and streaming platforms through the internet, funded by the General Fund.
- \$8,500 for Public Right-of-Way Weed Abatement by Community Services – Parks division funded by the General Fund.
- \$8,000 for Public Works - Civic Center division additional funding for Overtime (\$1,000), Cleaning Supplies (\$3,000), and Equipment Repair (\$4,000) funded by the General Fund.
- \$159,812 for Full time and Part time staffing in Planning, Police, Library, and Community Services described more fully in the Staffing section later in the budget message.

## General Fund Reserves

The reserve has been and continues to be a critical component in the fiscal stability of the City of Glendora. Reserves are relied upon to provide cash flow stability during the months when revenues are not available, such as, property tax revenues, which are received in the last seven months of the fiscal year. Reserves have been relied upon to minimize service cuts to the community due to the effects of the Great Recession and the elimination of redevelopment in California. Even so, as seen in the graph, the reserves have steadily grown since Fiscal Year 2011-12. In prior budgets, the reserve that was presented in the budget included a reserve for PERS in the amount of \$1,160,000. This reserve has been excluded from this analysis of the General Fund reserves because it is already designated for a specific purpose.



The General Fund reserves are estimated at \$10.5 million for Fiscal Year 2015-16, excluding the PERS reserve indicated above. The budgeted reserves are currently at 42% rather than the goal of 45%. As shown in the table below, the reserve is expected to increase by the end of the fiscal year. Assuming the actual activity occurs as budgeted means that there will not be a sufficient surplus to allow for a transfer to fund capital projects.

General Fund Reserves	
Beginning available balance @ July 1, 2015	\$ 10,129,832
Estimated Revenues	26,700,801
Estimated Expenditures	26,308,629
Budget surplus subtotal	392,172
<hr/>	
Projected available reserves @ June 30, 2016	\$ 10,522,004
Emergency Contingency Reserve (45% of exp.)*	11,357,771
Above/(Below) Maximum Reserve goal	(835,767)

\* note that this calculation is based on the prior years expenditures

However, the actual available reserves are always determined through the year-end closing and audit process. At that time, the Reserve policies are analyzed, applied where necessary and reported in the audited financial statements.

As part of the strategic plan, staff has been asked to review the current fiscal policy as it relates to reserve balances above 45% and the possible application to other long-term financial priorities. That policy question is addressed under a separate item for City Council consideration and any action approved would be reflected in the final budget document.

## General Fund – Multi Year Projection

A five year forecast projection has been prepared and is included in the Financial Summaries section of the budget document. The forecast assists the policy makers and public to better appreciate the long-term impacts that policies may have upon the financial resources. While forecasts are fluid, they do include the best available information from leading institutions and other independent sources to provide the most accurate picture possible.

## Other Fund Highlights

### Special Revenue Funds

Special Revenue Funds, as the title suggest, include budgets from revenue sources that are restricted in their use. Typically this includes grants and other dedicated sources used to pay for specialized operations, such as police services (Asset Forfeiture and grant funds), street operations and projects (Gas Tax, Measure R) and transit funding (Prop A and C), to name a few. The budgets in this category are typically self-balancing. Some of the funds may have a structural deficit in the proposed budgets due to utilizing funds received in a prior year. Grants that are awarded during the fiscal year are budgeted at the time the grant is awarded.



Like the General Fund multi-year projections, we prepare internal projections for our key special revenue funds that are on-going in nature, such as, Gas Tax; Prop A & C (transit) and Measure R. These funds critically fund operations like street maintenance, transit operations and major street capital projects. Below are some observations highlighting these key Special Revenue Funds.

Streetlight and Landscape Assessment District Funding – A ballot proposal to increase consumer levies by an average of \$12 per year for the Streetlight Assessment District was defeated by the property owners in 2010. Since then, fund deficits in Fiscal Years 2010-11 and 2011-12 were avoided because of General Fund transferred \$78,000 and \$42,303, respectively. Reductions in service and delays in the implementation of Edison rate increases have allowed for a structurally balanced budget. For both districts, the increase in Edison rates will lead to a deficit budget. There are sufficient funds in reserves for the short term. However, the General Fund will be the funding source for future operations in the event service levels remain the same and costs continue to escalate unless there is an acceptance by benefiting property owners to fully carry the financial burden associated with these programs.

Gas Tax Fund – The Gas Tax fund covers operations and capital projects related to street maintenance. As indicated during the midyear presentation for FY15, the State of California notified the City that Gas Tax revenues would decrease by 23% for FY16. The impact of this decrease is that the revenues drop back to the levels seen during FY13, an estimated loss of \$400,000. It means a loss in capacity to take on major street capital projects. Capital projects being proposed for FY16 are described in the Capital Improvement Program section of the budget.

Asset Forfeiture Fund – Asset Forfeiture funds are currently being used for eligible overtime costs, supplies and equipment for the Police Department. Use of Asset Forfeiture Funds provides some relief to the General Fund. However, the revenue in this fund fluctuates from year to year due to the nature of cases and court proceedings. Due to the successful efforts of the Police Department to actively participate in cases resulting in asset forfeiture funds becoming available to the City of Glendora, this funding source is expected to be available for many years.

Prop A & C (transit) – Funds from these Propositions that were passed by the voters in Los Angeles County in 1990 are dedicated to fund transit costs associated with developing and/or improving local public transit, paratransit, and related transportation infrastructure, as well as, transit service and/or equipment purchases. The funds are the backbone that sustains the transit system in the City of Glendora. Without these funds, there would not be a transit system. Both funds show an operational deficit as a result of significant investments in capital equipment and infrastructure investment. Capital projects being proposed for FY16 are described in the Capital Improvement Program section of the budget.

Measure R – Measure R increased the county sales tax from 8.25% to 8.75% (a half-cent increase) to fund transportation projects. Measure R funds are currently used for operational costs with staffing costs maintaining City streets.

## **Capital Project Funds**

Capital Projects – Funding comes primarily from surplus revenues in the General Fund per the reserve policy. However, to facilitate the accounting for projects with multiple funding sources, the revenues for FY16 represent transfers in from those sources. The capital projects proposed for FY16 are described in the Capital Improvement Program section of the budget. Details regarding other funding sources are also included in this project description.

In addition to the Capital Projects included in the Capital Improvement Program, the following Policy Issues were approved by the City Manager for inclusion in the proposed budget for the Capital Project Fund:

- \$20,000 for Route 66 Specific Plan Update including real estate market analysis, land development economics, development illustrations and site planning, and/or facilitation of a steering committee or community group.
- \$20,500 for Library furniture and end panel replacement giving the library interior a fresh look and providing added comfort for many years into the future..
- \$38,000 for the Community Services - Parks division to purchase of eighteen (18) Hand Held Radios essential in an emergency. By eliminating four (4) city cell phones, there will be some savings in the General Fund.
- \$35,000 for the purchase of new LED Christmas Lights for seventy three (73) trees decorated in the Downtown Village and on Foothill Blvd in front of City Hall.

Energy Efficient Project – This project is nearing completion. The budget for FY16 represents the debt service payments on the financing obtained to do the project. The funding for the payment comes from the General Fund.

## **Enterprise Funds**

There are three enterprises in Glendora; the Water operations, the Transit System (previously discussed), and the La Fetra Senior Center. An Enterprise Fund is intended to function similar to a business where operations are funded through fees.

Water Operations and Capital Projects – The City of Glendora has approximately 13,300 water connections. The proposed budget includes a conservative revenue estimate that reflects the potential impact in lost revenues as a result of the water conservation efforts. The impact of the reduced revenues is a direct impact of the revenues available for capital projects going forward. Where the pre-draught estimates projected approximately \$5 million available for capital projects, the FY16 budget has approximately \$2.5 million. Funding comes primarily from surplus revenues in the Water Operations Fund per the reserve policy adopted by the City Council.

Water Conservation efforts are a big focus in FY16. The Capital Improvement Program includes over \$10 million in capital projects. Approximately \$5.9 million of these projects target water conservation efforts in order to comply with the Governor's Executive Order issued on April 1, 2015. These projects were included in the Conservation Plan submitted and acted upon by the City Council in May. In addition to the capital projects included in the Capital Improvement Program, the following Policy Issues were approved by the City Manager for inclusion in the proposed budget for the Water Operations Fund:

- \$30,000 additional funding for SCADA Systems Upgrades comprised of mini computers which are located at and operate most of City Wells, Reservoirs and Booster Stations and are approximately fifteen (15) years old and have out lived their useful life.
- \$342,014 additional funding for Water Conservation Grant Program for a total of \$500,000 to address new State mandates that all urban users reduce water consumption.

## **Internal Service Funds**

The Internal Service funds include Worker's Compensation, Liability Insurance, Technology and Vehicles. The revenues in these funds come from charges to the departments/funds that receive their services. The Worker's Compensation fund has been highlighted in recent financial reports due to its deficit fund balance. In order to provide a structurally balanced budget, two actions were taken within the FY16 budget. One was to increase the allocation to the departments by 20%. The other was to add a transfer of \$ 300,000 from the General Fund.

## **Glendora Housing Authority**

The Authority receives rental revenues and funds staff providing services in the Housing area.

## **Glendora Successor Agency**

The Agency receives revenues from property taxes related to the dissolved Redevelopment Agency. These funds are used to pay the debt service obligations of the Redevelopment Agency bonds, any remaining costs that are a part of the wind down process and finally the administrative costs. The remaining bond proceeds have been committed to projects identified in the Capital Improvement Program. These include the street improvements on Amelia Avenue and the project to create an urban trail in the San Dimas Wash.



Additional information regarding all of the funds, the revenues and expenditures are available in the Financial Summaries section of the budget document.

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## Staffing

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### Full-Time and Part-Time Staffing Levels

Glendora has historically put a priority on technology investments and other efficiencies in service delivery in order to create an efficient organization. However, municipal government remains primarily a human service provider. In fact, the General Fund spends approximately \$0.70 of every dollar toward personnel costs. During the Great Recession, declining revenues and the dissolution of redevelopment forced the City to reduce staffing to maintain long-term fiscal stability for the organization. Between Fiscal Years 2007-08 and 2012-13, a five year period, the workforce was reduced by 58 full-time and 27.1 part-time positions Citywide. Since that time, only a limited number of positions have been restored and the City's part-time employee base has increased to ensure that critical workload and service delivery is maintained.

Proposed staffing for Fiscal Year 2015-16 includes 207 full-time and 41.21 part-time equivalent employees. The Staffing section of the budget document provides a summary of the budgeted positions by department, a detailed schedule of staffing trends by year along with a reconciliation of the changes to the budget from Fiscal Year 2014-15 to the proposed budget. Also included in this section is the Salary Schedules for all authorized positions.

The following proposed changes have been incorporated into the budget document and authorized position list. A full reconciliation of the changes to the authorized positions is included in the Staffing section of the budget document. The department requests are considered "Policy Issues" and represent workload efficiencies. The following Policy Issues were approved by the City Manager for inclusion in the proposed budget.

- \$97,740 funded (50% General Fund & 50% Housing Authority) for one (1) full time Senior Planner position in the Planning Department to fill a gap in advance planning and take on other administrative duties previously overseen by the Housing and Redevelopment divisions. It is anticipated this position will be temporary as the Department completes the tasks of the Arrow Highway Specific Plan and the review of the Route 66 Specific Plan.
- \$52,446 additional Information Technology funding for one (1) full time Digital Media Specialist while eliminating the part time Digital Media position.
- \$118,938 General Fund funding for one (1) Police Officer position (\$118,938) assigned to Patrol Bureau to address increased levels of services;
- \$(6,387) net savings in General Fund funding by adding Non-Sworn overtime of \$100,000 and reducing part time budget of (\$106,387).
- \$13,145 General Fund and Friends Foundation funding for the Library to provide for Part Time staff step increases on hold for several years during the recession. This supports the attraction and retention of qualified personnel.
- \$(10,818) net savings in funding within Community Services with the creation of two (2) Recreation Coordinators full time and one (1) full time Maintenance Lead Worker position along with the elimination of various other positions.
- \$275,030 funding in the Water M & O Fund Water Conservation division the creates two (2) full time Water Conservation Officers, one (1) full time Management Analyst , one (1) full time Office Assistant, and one (1) part time (520 hours) Management Analyst . These positions are only envisioned to be needed over the next 2-year period, thus temporary in nature.

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## Future Outlook

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One of the outcomes of the Great Recession is that cities face a 'new normal'. The models for economic recovery in the past no longer apply. Challenges and uncertainty are often the norm of the 'new normal'.

Areas that provide consistent uncertainty include:

- The economy in general. International, national and state economic condition can change rapidly.
- Local economy. City revenue growth is constrained due to employment, housing factors and the well-being of the local businesses.
- Natural disasters. The Colby Fire and subsequent Winter Storms are the most recent local examples.

Known Regulatory challenges on the horizon include:

- State Unfunded Mandates:
  - Minimum wage increases are effective January 1, 2016 with a fiscal impact of approximately \$80,000.
  - AB1522 – California's new paid sick leave law goes into effect July 1, 2015. Impact for Glendora is with part time, temporary, and seasonal employees. Fiscal impact has not yet been quantified.
  - Public Safety Realignment (AB 109) – Through AB109, the State reduced the State's prison population by 30,000 to 40,000 in 2013 by transferring "low risk" inmates to county facilities and expanding the use of parole and probation services. The City participates in a local task force to address the impacts of AB109. The FY16 budget has \$110,000 in special revenues restricted for addressing these impacts. Long-term solutions need to match police services that deliver the most effective and efficient services that meet the community's expectations for a full service organization.
  - MS4-Storm Water Permit – The MS4 Storm Water Permit governs cities and counties in Los Angeles County consistent with the latest National Pollutant Discharge Elimination System (NPDES) standards. Compliance with the standards is in the millions. A presentation to the City Council in May 2015 provided an update on the requirements. The only known funding source of funding for this legal requirement is the General Fund. The FY16 budget includes \$235,000 for monitoring and other minor efforts. In addition, a transfer of \$310,000 from the General Fund to the Capital Projects Fund has been designated for future capital projects. Specific capital projects or other watershed measures have not been included in the budget, yet once the State Water Resources Control Board does render its opinion on the LA MS4 permit funding our plan will require focus as it is estimated our share of the EWMP will run about \$95 million over the upcoming years.
- Federal Unfunded Mandates:
  - Implementing the Affordable Care Act – In March 2010, President Obama signed the Affordable Care Act (ACA), a law designed to provide affordable health insurance coverage to all American workers. The cost of complying with and implementing the Federal Law is largely borne by employers. Implementation has been incremental with the most recent component requiring employers to provide affordable healthcare coverage to all employees who work more than 30 hours per week. The costs for complying are typically indirect. For example, medical insurance premiums have all increased by at least 4% to cover ACA costs.

Other challenges on the horizon include:

- Employee Compensation – Labor agreements with General employees (GMEA), Mid-Managers (GMA) and Police Managers' (PMA) expire in fiscal year 2014-15. Negotiations are currently underway. After four years of labor concessions by the City's employees during the Great Recession, including unpaid furloughs in Fiscal Year 2013-14, adjustments at some level are expected over the next three to five years to keep the City's salary structure competitive in the local labor market.
- Escalating Retirement Costs – The City has made efforts to contain costs. Effective Fiscal Year 2014-15, all employees now pay 100% of the employee's share of the PERS contribution. The City also implemented a second tier of benefits for both the Miscellaneous and Safety plans (second tiers at "2% @60" and "2% @50" formulas, respectively) along with the tiers required by PEPRRA. Due to significant changes by CalPERS to their actuarial assumptions, rates continue to increase. We have factored these known increases and estimates into our multi-year forecasting model for the General Fund.
- Infrastructure Improvements – There is a challenge in bringing together adequate financial resources to maintain and restore streets, roads, alleys, water infrastructure, etc. The useful life of much of our infrastructure – largely established during the mid-20th Century – is coming to an end. The City continues to seek grants, development fees and other funding sources to systemically address the needs. More information for the FY16 projects is included in the Capital Improvement Program section of the budget.

- La Fetra Senior Center and Crowther Family & Teen Center Maintenance Costs – Los Angeles County voter approved bond funding used for the renovation and maintenance of the La Fetra Senior Center expired Fiscal Year 2013-14. The annual costs to operate the Center in FY16 are approximately \$40,000. The fund has a structural budget deficit. The deficit is currently being funded from available reserves. In the near future, the General Fund will be responsible for funding the deficit operations. In addition, the Crowther Teen Center is currently funded from Prop A Operations (F217). The annual costs to operate the Center in FY16 are approximately \$80,000. The fund has a structural budget deficit. The deficit is currently being funded from available reserves. By Fiscal Year 2018-19, the General Fund will be responsible for funding the entire operation.

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## Conclusion

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A Smaller, More Efficient Organization – Between Fiscal Year 2007-08, at the onset of the recession, and Fiscal Year 2012-13, with the dissolution of redevelopment, City staffing was reduced by 85.1 full-time equivalent positions. Since that time, only 12.25 positions have been added or restored. Six of these positions are proposed as temporary to address immediate specific needs such as the drought response and planning specific plans currently underway. We expect to continue operating with a smaller, more efficient staff. The organization has worked hard to maintain its high quality services to the community in all areas, although we have been challenged in many areas of the organization to maintain the same level of service with far fewer staff to accomplish our goals.

In closing, I want to recognize the strong commitment and professionalism of the many City staff that make this City a better place through their efforts every day. I also want to thank the many community members that have stepped forward to volunteer by filling in the gaps and helping us maintain critical services. Without their help we would not have been able to maintain all the services provided to the community each year.

This document and the success of our financial achievements are possible due to the tireless work of so many individuals in every department in putting the budget forward and adhering to it once adopted. Special thanks go to our Finance Director, June Overholt, and her team. You will see their influence in the presentation changes of the document itself and the work in balancing the financial resources in order to present a financial plan that fulfills the expectations of our community and customers. To both staff and community volunteers, you contribute greatly to keeping Glendora the *Pride of the Foothills*.

Respectfully submitted,



**Chris Jeffers**  
City Manager

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The Budget Document provides comprehensive budgetary information on the City of Glendora. Hard copies of the Budget Document may be viewed at the City's Clerks office, Library, or accessed through the City's website at [www.ci.glendora.ca.us](http://www.ci.glendora.ca.us).

## **Budget Basis and Procedures**

The City of Glendora Municipal Code Section 2.08.070 subsection (8) establishes that the City Manager's duty is "to prepare and submit the proposed annual budget and the proposed annual salary plan to the City Council for its approval."

The City of Glendora operates on a fiscal year basis, starting July 1 and ending June 30. The budget is prepared by the Finance Department with the collaboration of all the departments under the supervision of the City Manager. The proposed budget is transmitted to the City Council for review, public input, deliberation and adoption prior to the beginning of each new fiscal year (July 1). The budget is adopted by the City Council prior to June 30 at either a regular or special City Council meeting.

The City Council approves the total estimated revenues, budgeted appropriations, corresponding salary plan, and any amendments to appropriations throughout the fiscal year. The City Manager is authorized to transfer budgeted appropriations within the control accounts provided no change is made to the total amount provided for by any one fund. Actual expenditures may not exceed budgeted appropriations at the fund level. The budget is not a static guideline for city spending, but rather a dynamic document subject to constant scrutiny, revision, and adjustment.

As the financial plan of action for the City government, the annual budget is an important document, and the process of preparing that plan of action is one of the most significant jobs performed by City personnel during the year. The budget is more than just the financial plan for raising and spending money to operate the city government. It defines the services to be rendered by the departments, the level of these services and capital outlays and projects for the upcoming fiscal year.

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### **Basis of Budgeting**

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The City of Glendora prepares its budget using the modified accrual basis of accounting whereby revenues are recognized when they become measurable and available. Likewise, expenditures are recognized when an event or transaction is expected to draw upon current spendable resources.

The City's budget document is organized and based upon the principle of cost centers (i.e., funds, departments, and service activity areas). The City prepares its budget based upon discrete service centers or divisions, which represent the many cost centers through which services are delivered. This allows the City Council to determine what the true cost of delivering a service is and what impacts either increasing or decreasing appropriations will have on a particular service. This method is consistent with generally accepted accounting principles. Estimates are reached by analyzing revenue history; national and local economic trends and indices; and development patterns in our local economy. Revenue projections used in the context of the annual budget are based on conservative assumptions to assure the City has adequate financial resources to meet its obligations and complete all programs approved by the City Council within the course of the fiscal year. When appropriate, these assumptions and specific program allocations are adjusted during the fiscal year.

Departmental management responsibility is identified for each department, service center or division. Each service center or division has within it elements of the major policy initiatives determined by the City Council through its strategic plan, where appropriate. In addition, performance standards and measurements are stated. This allows the City Council and management to evaluate how expenditures are achieving stated objectives and performance expectations.

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## Budget Approach

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Each year, departments develop an annual work plan and a budget to accomplish the work plan. The budget is developed according to the following priorities and criteria. The proposed budget is compiled from detailed information furnished by the various departments and includes estimates of revenues and expenditures for the ensuing year.

- **Balanced Budget** – Consistent with the City Council adopted Financial Policies, staff develops and proposes a balanced budget for the City Council to consider each year. Proposed expenditures are entirely financed by the anticipated operating and grant revenues that will be received during the next fiscal year. Additionally, the long-term implication of each year’s budget proposal is analyzed for its ongoing sustainability in the Five-Year Financial Projection before being proposed for Council’s consideration.
- **Mandated Services** – When prioritizing expenditures, the first services that are provided are for services that the City is mandated to provide under state law. The first, and arguably most important, is public safety and our Police Department has consistently remained an excellent operation through adequate funding and staffing.
- **Contractual Obligations** – Next, staff provides adequate funding in the budget proposal for contractual obligations that are legally binding. These include continuing capital projects, health insurance and a variety of contract services such as an external financial audit, and banking/investment services.
- **Revenue Generated** – Programs that generate revenue (i.e. self-funded) such as recreation programs and programs that are entirely grant funded are given a priority as these programs can provide services to the community, but do not consume limited financial resources.
- **Public Safety** –The residents and businesses in Glendora expect a high level of public safety services. This is accomplished by providing programs that make our public safety services world class. We have utilized technology to provide exceptional service to the community and maintained exceptionally low crime rates and fast response times.
- **Quality of Life** – Glendorans enjoy and have come to expect a high level of services from the City adding to the strong sense of community and pride. We continue to provide programs that strengthen the quality of life for the community each year. Glendora’s high quality of life includes a clean and safe city, excellent streets and roads, reliable and clean water delivery, excellent shopping and restaurants, several community festivals, and recreation opportunities.
- **Community Survey** – Consistent with the priorities and desires communicated by residents in the Community Satisfaction Survey conducted several years ago, we have continued to focus on the services that the community wants from us, such as a robust website and social media communications, a high level of public service, ample parks and recreations services, and a strong and vibrant Library.

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## Budget Development

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Budget Preparation includes determining the objectives and needs of the organization, evaluating courses of action, and determining the means of attaining these objectives. It identifies the key work activities and projects to be done in the ensuing year and the funds to be made available for said year. It includes determining goals, major projects, services provided, and proposed program changes. It then requires estimating the resources required to achieve the various activities identified for the upcoming year.

The following calendar highlights the significant milestones for preparing the FY 2015-16 Adopted Budget:

### Budget Calendar for Fiscal Year 2015-16

- |                  |   |
|------------------|---|
| ◦ February 2015  | Budget instructions distributed to departments  |
| ◦ March 10, 2015 | City Council review of mid-year budget report and the General Fund Five-Year Financial Forecast |



- March 13, 2015 1<sup>st</sup> Budget Document Deadline (requested budget and policy issues)
- March 20, 2015 2<sup>nd</sup> Budget Document Deadline (goals, objectives and performance measures)
- March 20, 2015 3<sup>rd</sup> Budget Document Deadline (capital improvement project requests)
- April 2015 City Manager review of operating and capital improvement budgets and policy issues with departments
- May 2015 Finance publishes the proposed budget document
- June 23, 2015 City Council – Special Budget Study Session
- June 23, 2015 Public Hearing with City Council /Adoption of Proposed Budget and Capital Improvement Program (CIP) for Fiscal Year 2015-16
- June 23, 2015 Public Hearing with City Council /Adoption of City Fees
- August 1, 2015 Adopted budget document published

The process of developing the budget furnishes Department Heads and the City Manager with an opportunity to review departmental work programs, to propose changes in services, to recommend revisions in organization structure, to hear and discuss budget requests, and provide feedback regarding City operations.

#### **California Ballot Initiatives Influencing Local Government Finances**

The “taxpayer revolt” that saw the passage of Proposition 13 was but the first in a long series of voter-initiated ballot propositions that markedly changed the landscape of local government finance.

- Proposition 13 (1978) establishes the constitutional maximum property tax rate of 1% of assessed value. Prop 13 restricts the annual increase in inflationary value to 2%. Sales and transfers of ownership trigger re-assessment to full market value.
- Proposition 4 (1979) limits the growth in government spending each year to population and inflationary factors.
- Proposition 62 (1986) requires majority vote for general taxes and “supermajority” two-thirds vote for special taxes.
- Proposition 218 (1996) increases the stringency of Proposition 62, requiring voter approval for imposition of taxes and assessments. Property-related fees (judicially extended to water and sewer fees) are also subject to voter approval. Prop 218 also permits the initiative process to repeal or reduce existing taxes.
- Proposition 58 (2004) requires the State of California to adopt a balanced budget and to establish reserves. It also restricts the State’s ability to borrow funds to cover budget deficits.
- Proposition 1A (2004) prohibits the State of California from taking local government revenues unless “severe financial hardship” is declared by the Governor and approved by two-thirds of the Legislature. In addition, it requires repayment of revenues taken before hardship can again be declared, and limits declaration of hardship to twice every ten years.
- Proposition 1A (2006) was designed to protect funding for traffic congestion relief projects, safety improvements, and local streets and roads by prohibiting money collected from taxes on motor vehicle fuels to go to anything other than transportation improvements. Like Prop 1A (2004), however, the state can extract loans from these sources, repayable in three years, during times of “financial hardship.”
- Proposition 22 (2010) the “Local Taxpayer, Public Safety and Transportation Act” closes some very important gaps in existing State law originally adopted by voters (Proposition 1A of 2006) that were intended to protect local government. Loopholes pertaining to State shifting, borrowing or taking of local funds have been eliminated. It also prohibits the State from delaying the distribution of tax revenues even when the Governor declares severe State fiscal hardship.

- Proposition 26 (2010) the “Stop Hidden Taxes Initiative” may require new fees, or existing fees that are extended or increased, to be classified as special taxes requiring approval by two-thirds vote of local voters. However, the Prop 26 provisions applicable to local government contain seven categories of exceptions to this voter-approval requirement. At the end of the day, Prop 26 was aimed at a particular class of fees imposed by state and local governments commonly referred to as “regulatory fees.” Regulatory fees are placed on a particular class of persons or businesses from which the revenues are used to provide a benefit to the public as well as the fee payer. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business’ or person’s activities.

## Basis of Accounting

### Accounting System

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Basis of accounting refers to the timing of revenue and expenditure recognition for budgeting and financial reporting. The City of Glendora’s accounting records are maintained in full accordance with all the requirements of Generally Accepted Accounting Principles (GAAP) as established by the Government Accounting Standards Board (GASB). The governmental fund financial statements and the budget are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. However, the proprietary fund financial statements and the budget are reported using the *economic resources measurement focus* and the *accrual basis of accounting*.

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operation of each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, expenditures or expenses as appropriate. The basic financial statements are presented on an “economic resources” measurement focus, utilizing the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the providers have been met. The Comprehensive Annual Financial Report (CAFR) is prepared on the accrual basis. An independent, certified public accounting firm annually reviews the City’s financial accounting processes, practices and records.

### Fund Structure and Types

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The City of Glendora’s budget consists of the following Fund types:

#### ***General Fund***

The General Fund is the primary fund of the City. The General Fund provides City services that the general public typically associates with local government, which in Glendora includes parks, the library, police services, public works, and general administrative support. The General Fund collects all general revenues not specifically levied or collected for other City funds or expenditures.

#### ***Special Revenue Funds***

The Special Revenue Funds consist of those “restricted receipts” which may not be used for general municipal purposes. They are restricted to be used for specific purposes by Local Ordinance, State or Federal Statute. These groups of funds represent services funded primarily by other levels of government and not “traditionally” provided by local government. Should the funding for most of these programs be eliminated, it is likely that the services would also be eliminated.

#### ***Capital Projects Funds***

The Capital Project Fund is funded through transfers from the General Fund. By Council policy, at year end, any excess General Funds are transferred to the Capital Project Fund. The Capital Project fund includes funding for a variety of City projects for parks, library, and facility modifications, and other various street and infrastructure-improvement projects. The Capital Improvement Program is funded by a wide range of funding sources. Details are

provided in the Capital Improvement Program section of the budget document. The Energy Efficient Project is near completion. Activity in this fund relates to debt service payments on the financing.

***Enterprise Funds***

Enterprise Funds' primary sources of revenues are charges for services, and reflect characteristics that are more commonly associated with businesses. Enterprise Funds are considered self-supporting and rely on their income sources to fund their operation. The City's largest Enterprise Fund is the Water Fund. Other Enterprise funds include the Transit System and La Fetra Senior Center.

***Internal Service Funds***

The Internal Service Funds serve only the City of Glendora. These funds consist of the Workers' Compensation Fund, Liability Insurance Fund, Technology Fund and Vehicles (Fleet/Equipment Management) Fund. Charges are allocated to each division based on the allocated benefit or cost related to that division. For example, allocations for vehicle maintenance and purchases will vary between departments based on the cost of maintenance, fuel used and the vehicle purchases being recommended.

***Glendora Housing Authority***

On January 10, 2012, the City Council established the Glendora Housing Authority and designated the City authority to retain the housing functions previously performed by the Glendora Redevelopment Agency. These functions consist of monitoring affordable housing agreements for the Heritage Oaks and Elwood Apartments and managing the portfolio of housing rehabilitation and first-time homebuyer loans by the former Glendora Redevelopment Agency.

***Successor Agency Funds***

Pursuant to ABX1 26, Chapter 5, Statutes of 2011, (Dissolution Act) redevelopment agencies (RDAs) throughout California were dissolved February 1, 2012, and replaced with Successor Agencies. On March 27, 2012, City Council adopted a Resolution as Successor Agency to the Glendora Community Redevelopment Agency and appointed two members to the Oversight Board representing the Successor Agency's interest. The Oversight Board supervises the activities of the Successor Agency and the wind down of the dissolved redevelopment agency's affairs. It has fiduciary responsibility to holders of Enforceable Obligations and taxing entities that benefitted from the distributions of tax increment and other revenues of the Successor Agency.

Expenditures listed on the Recognized Obligation Payment Schedule (ROPS) by Project Area Funds are recorded in these funds. The ROPS are due every six months listing every scheduled payment previously approved by the Department of Finance on the Enforceable Obligation Payment Schedule (EOPS). The ROPS represents payments which will be paid during the next six-month period.

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**Master Schedule of Fees for Service**

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The Fee Schedule establishes fees and charges at a level that recovers all the direct and indirect activity costs and all overhead costs for most services unique to the City of Glendora. For all services offered in a competitive, market-based economy or for services having partial cost recovery objectives, cost recovery ratios may vary according to policy objectives. Each year the departments evaluate the Fee Schedule to determine if the personnel and overhead cost calculation basis and/ or new fees not previously considered in the original 2008 publication should be included. The Master Schedule of Fees for Service is presented for Council consideration and approval separately from the budget document.

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**1. TRANSPARENCY**

The City believes that the taxpayers need and deserve to understand how their money is spent and accounted for. The City will strive to make that understanding as simple as possible by trying to use clear and concise language, post information that is timely on various media formats, and fully comply with the Public Records Act when members of the public make such requests. At the same time, transparency is only effective when the public is engaged and avails itself of the information in a timely fashion.

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**Budgetary Policy**

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**2. APPROPRIATIONS AND BUDGETARY CONTROL**

The City Council adopts the City's annual budget after public hearing(s). The City Council may modify appropriations at any time with majority approval. Changes in appropriations at the fund level during the year must be submitted by the City Manager to the City Council for review and approval, and must be accompanied by appropriate fiscal impact analysis. The level of expenditures is controlled at the fund level. The City Manager is authorized to transfer budgeted appropriations within the control accounts, including capital projects, provided no change is made to the total amount provided for any one fund. At year end, all unencumbered budgeted amounts lapse, subject to requests for continuing appropriations. Outstanding encumbrances will be carried forward into the new fiscal year with City Manager approval.

**3. BALANCED BUDGET**

The City will maintain a balanced operating budget for the General Fund and any other fund (i.e., Proposition A/C Transit; Asset Forfeiture; and Gas Tax) which is used to fund Operations and Maintenance functions within the City, with total recurring revenues equal to or greater than recurring expenditures. Appropriations of available fund balance for anything other than "one-time" non-recurring expenditures are discouraged.

**4. GENERAL FUND BUDGETING**

The City will strive to budget a 1% to 2% positive variance between revenues and expenditures each year. This budget contingency shall protect against economic and performance fluctuations that might otherwise create imbalanced General Fund outcomes at year end.

**5. FINANCIAL PLANNING**

The City will maintain a long-range fiscal perspective through the use of an annual operating budget, multi-year capital improvement plans, and multi-year financial forecasting.

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**Fund Balance Reserve Policies**

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**6. GENERAL FUND RESERVE****Fund Balance Policy for General Fund (GASB 54 compliant)**

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Finance Director to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

**Procedures**

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

- Non-spendable fund balance (*inherently non-spendable*)
- Restricted fund balance (*externally enforceable limitations on use*)
- Committed fund balance (*self-imposed limitations on use*)
- Assigned fund balance (*limitation resulting from intended use*)
- Unassigned fund balance (*residual net resources*)

The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of non-spendable fund balance is inventory. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

### **Committed Fund Balance**

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting period; however, the amount can be determined subsequently.

#### Contingency Reserve

The City's General fund balance committed for emergency contingencies is established at a maximum of 45% of the operating expense. The minimum of 30% is established as a baseline needed for funding three months' operations in the event of an emergency. The contingency reserve will be calculated based on the operating expense incurred in the prior fiscal year reduced by unusual, non-recurring expenditures and reimbursable grant program expenditures expended during the prior fiscal year. The Emergency Contingency is reserved for economic uncertainties, local disasters, recession or other financial hardships; to subsidize unforeseen operating or capital needs, and for cash flow requirements.

### **Assigned Fund Balance**

Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Finance Director for the purpose of reporting these amounts in the annual financial statements. A few examples of assigned fund balance follow.

#### Continuing Appropriations

Fund balance levels must be sufficient to meet funding requirements for projects approved in prior years and which must be carried forward into the new fiscal year.

#### Debt Service

Established to provide for future debt service obligations.

### **Unassigned Fund Balance**

These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories.

The City also recognizes the need for providing adequate funding for capital and maintenance improvements and has established that after funding is met for the Committed Fund Balance: Contingency Reserve, any unassigned, undesignated, unencumbered or other unrestricted fund balance at the end of the fiscal year shall be transferred from the General Fund using the following priority:

- 50% of all excess would go to Capital Projects Fund not related to Stormwater
- The next 30% would go to Stormwater Fund Projects
- If needed, the final 20% would go to reduce any Deficit Funds. In the event Deficit Funds do not need anything, then that money would be assigned for Stormwater Fund Projects

## **Fund Balance Classification**

The accounting policies of the City consider restricted fund balance to have been spent first when expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

This policy is in place to provide a measure of protection for the City against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.

## **7. WATER FUND RESERVES**

The City recognizes the need for ensuring sound financial management within the City's Water Operations by establishing a Water Operations Reserve. The Water Operations Working Capital and Catastrophic Reserve (adopted by Resolution No. 2010-49) shall be in an amount equal to the cost to fund operations for a six-month period in the event of a catastrophic event. The Reserve may be used to cover operational expenses, upon authorization by the City Council, for unforeseen expenses and claims against the City's water enterprise during the fiscal year.

The City also recognizes the need for providing adequate funding for capital and maintenance improvements and has established that after funding is met for the Water Operations Reserve, any unencumbered funds at the end of the fiscal year shall be transferred from the Water Operations Fund to the Water Capital Projects Fund.

## **8. INTERNAL SERVICE FUNDS**

The City will require that each internal service fund have revenues (City department allocations, interest income, and all other income) sufficient to meet all operating expenses, depreciation and cash reserve policy objectives. The City will maintain adequate cash, not less than the operating budget, in each self-insurance Internal Service Fund (Workers' Compensation and General Liability Funds). The City will maintain appropriate operating reserves that will support operations during times of financial emergency or "dry periods."

## **9. ENTERPRISE FUNDS**

The City will require that the enterprise funds be self-supporting, recovering all costs of operations, capital improvements, capital equipment, depreciation, and cash-reserve policy objectives from recurring revenues (customer user fees, interest income, and all other income). The City will maintain appropriate operating reserves that will support operations during times of financial emergency or "dry periods."

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## **Accounting and Financial Reporting Policies**

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## **10. ACCOUNTING**

The City will continue to comply with all the requirements of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.

## **11. ACCOUNTING AND REPORTING STANDARDS**

The City will comply with all requirements of generally accepted accounting principles. The City will prepare a Comprehensive Annual Financial Report (CAFR) to demonstrate that compliance.

## **12. FINANCIAL REPORTING**

The Finance Department shall prepare and present to the City Council in sufficient detail to show the exact financial

condition of the City, the following reports: (1) A quarterly, or more frequently as may be desired, statement of all receipts, disbursements and balances of the City; (2) An annual statement or report of the financial condition of the City; and (3) Such other financial reports as may be required.

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## **Treasury Management**

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### **13. TREASURY MANAGEMENT**

The City will invest cash balances in conformance with the California Government Code and the three main investment objectives of safety, liquidity and yield. The City will adhere to the prudent investor standard and best practices in Treasury Management. The City will maintain a Statement of Investment Policy and maintain certification of that policy with the Association of Public Treasurers of the United States and Canada.

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## **Cost Recovery and Fees for Service**

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### **14. COST RECOVERY AND FEES FOR SERVICE**

The City will establish and maintain a master schedule of fees for service for market-based transactions, with fees and charges set at a level that recovers the complete cost of all direct and indirect activity costs and all overhead costs, for most services unique to the City of Glendora. For all services offered in a competitive, market-based economy or for services having partial cost recovery objectives, cost recovery ratios may vary according to policy objectives.

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## **Capital Improvement, Debt and Asset Policies**

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### **15. INFRASTRUCTURE**

The City will maintain a long-range fiscal perspective through the use of a Capital Improvement Program to maintain the quality of City infrastructure, including streets, sidewalks, sewers, drains, lighting, buildings, parks, and trees.

### **16. FINANCING METHODS AND INDEBTEDNESS**

The City will use long-range financing methods or cash accumulated according to policy requirements for major capital improvements and acquisitions. The City will issue bonds or incur other forms of indebtedness only for appropriate purposes and only if the debt service requirements do not negatively impact the City's ability to meet future operating, capital, and cash reserve policy requirements. The City will not use debt to finance current operations. The City may use short-term financing to support current operations if used to meet temporary cash flow requirements. The City will not leverage borrowed money for purposes of increased investment return nor to increase its borrowing capacity.

### **17. FIXED ASSETS AND INFRASTRUCTURE ASSETS**

The City will capitalize all assets with a cost equal to or greater than \$5,000 and a useful life of more than one year. Repairs and maintenance of infrastructure assets will generally not be subject to capitalization unless the repair extends the useful life of the asset. Depreciation of assets shall be recorded on a straight-line basis over estimated useful lives of assets.

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## **Employee Compensation**

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### **18. EMPLOYEE COMPENSATION**

The City will strive to pay competitive compensation to our employees yet understand that the City needs to live within its financial means.



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## Employee Compensation

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Employee Compensation The City maintains memorandums of understanding (MOUs) for four labor bargaining groups: Glendora Municipal Employees Association; Glendora Management Association; Police Officers Association; and the Police Management Association. The City Manager and the City's department directors are not represented by an organized bargaining unit; the terms and conditions of their employment are captured in individual employment contracts adopted by the City Council. Copies of the current agreements are available on the City website.

During the recession, employee groups participated in several forms of compensation reductions, such as furloughs, and reductions in leave accruals. The most significant change was that all employees now contribute 100% of the pension employee rate.

- The Glendora Municipal Employees Association (GMEA) is currently in negotiations with the City for a successor MOU. The previous contract was from July 1, 2013 to January 31, 2015.
- The MOU with the Glendora Management Association (GMA) spans July 1, 2013 to June 30, 2016. The MOU included a 1.5% salary increase effective on December 9, 2013, and a 1.5% salary increase effective on January 6, 2015. The MOU also provides for an increase in flexible benefits to 1.25% of monthly salary in addition to the current \$820 per month allotment effective September 14, 2015.
- The current MOU with the Police Officers Association (POA) commenced on July 1, 2014, and expires on June 30, 2017. Under the current contract, all Association employees pay 100% of the employees' share of retirement contributions to CalPERS. The MOU also established salary increases as follows: 2% in July 2014, 1% in July 2015, 1% in January 2016 and 1.25% in July 2016.
- The MOU with the Police Management Association (PMA) will expire on June 30, 2015. The PMA is currently in negotiations with the City for a successor MOU.
- Resolution 2014-03, adopted on January 28, 2014, established salary increases for City Department Directors and Executive Management Contract Employees as follows: 1.5% on January 20, 2014, 1.5% on January 5, 2015, and 1.25% on September 14, 2015. Each Department Director pays 100% of the employees' share of the CalPERS retirement plan cost. Effective July 1, 2012, this group voluntarily relinquished the annual accumulation of administrative leave.
- The employment agreement between the City and the City Manager was extended effective on July 11, 2014 through July 31, 2018.

Employee Retirement – The City provides defined benefit retirement plans through the California Public Employees Retirement System (CalPERS) for its Safety and Miscellaneous employees. Until April of 2012, the City maintained a “2.5% @55” plan for Miscellaneous employees. Under the plan, Miscellaneous employees receive retirement benefits equal to 2.5% of their salary per year of service and are eligible to retire at age 55. The plan was amended in April 2012 to the “2% @60” plan creating a second tier of pension coverage for new hires. A similar change was made for Safety employees for a second tier for new hires from “3% @50” to “2% @50.” The new plans were applicable to employees hired before January 1, 2013, when the new State Pension Reform Law took effect, and were a valuable tool in taking steps to lessen the City's pension contribution costs, albeit only after a 10 to 12 year period.

In addition, in Fiscal Year 2014-15, all employees pay their full share of the required employee contribution, which ranges from 6.25% to 8% for Miscellaneous employees and 9% to 12.25% for Safety employees. These concessions agreed to by the labor groups resulted in immediate savings to the City by lowering the City's contributions to CalPERS every year, saving \$1.24 million annually.

While the City was proactive in achieving pension reform by transferring all allocable current and future costs to the benefitted employee, the State went a step further, enacting the Public Employees' Pension Reform Act of 2013 (PEPRA), which took effect on January 1, 2013. PEPRA limits pension benefits for new employees even further to a "2% @62" formula for Miscellaneous employees and "2.7% @57" for Safety employees, and increases cost sharing between employers and employees. Like the City's second tier, savings associated with PEPRA pension reform will take many years to realize, since the new law only affects new employees who are not already enrolled in the CalPERS system.

# Debt Limit & Obligations

The Financial Policies of the City of Glendora allow the City to incur debt for major capital improvements and acquisitions. The following information provides the Debt Limit Margin in compliance with State laws and a listing of the City's current debt obligations.

## Legal Debt Limit Margin

Under state law, the City has a legal debt limitation not to exceed 15% of the total adjusted assessed valuation of taxable property within City boundaries. In accordance with California Government Code Section 43605, only the City's general obligation bonds are subject to that legal debt limit. The City has no outstanding general obligation bonds. The table below summarizes the City's debt limit margin over a three-year period:

### Computation of Legal Bonded Debt Limit Margin

Years ended 2012-2014

(in thousands of dollars)

	2012	2013	2014
Assessed Valuation	\$ 1,320,733	\$ 1,349,143	\$ 1,388,889
Debt Limit Percentage	15%	15%	15%
Debt Limit	\$ 198,110	\$ 202,371	\$ 208,333
Total Net Debt Applicable to the Limit:			
General Obligation Bonds	-	-	-
Legal Debt Margin	\$ 198,110	\$ 202,371	\$ 208,333

## Current Debt Obligations

### Successor Agency Debt (previously the Redevelopment Agency)

The debt service payments are funded through an allocation from the County of Los Angeles' Redevelopment Property Tax Trust Fund (RPTTF). All obligations of the Successor Agency, including debt service, are reviewed and approved by the local Oversight Board to the Glendora Successor Agency, comprised of County and school district appointees as well as City staff, and the State Department of Finance before any RPTTF allocations are released to the Agency.

**2006 Revenue Bonds, Series A:** On March 29, 2006, the Redevelopment Agency issued \$6,945,000 in Series A Revenue Tax Allocation Bonds. The proceeds of the bonds were used to fund the completion of the infrastructure improvements related to the Diamond Ridge and Pompei Park projects within Redevelopment Project No. 1 boundaries.

**2003 Tax Allocation Bonds, Nontaxable Series A and B:** On September 1, 2003, the Public Financing Authority issued on behalf of the Redevelopment Agency \$11,255,000 in Series A Nontaxable Tax Allocation Bonds and \$4,815,000 in Series B Taxable Tax Allocation Bonds. The proceeds of the Series A bonds were used to redeem 1993 Revenue and Tax Allocation Bonds relating to Project Area No. 1 in the amount of \$3,215,000, which financed redevelopment activities within the Project Area.

**1998 Series A Revenue Tax Allocation Bonds:** On October 1, 1998, the Glendora Public Financing Authority issued on behalf of the Redevelopment Agency \$7,570,000 in Series A Refunding Revenue Bonds. Bond proceeds were used to refund 1990 Series A Revenue Bonds incurred for Project Area No. 1 and Project Area No. 3, which refinanced redevelopment activities within Project Areas No. 1 and No. 3.

## Water Utility Debt

The Water Fund debt service is supported by the Water Enterprise funds through charges to water customers for water service.

**2006 Series A CSCDA Water and Wastewater Pooled Revenue Bonds:** The California Statewide Communities Development Authority (CSCDA) issued \$12,420,000 in Water and Wastewater Revenue Bonds on May 18, 2006, of which \$12,420,000 was owed by the City of Glendora's Water Enterprise. The bonds financed public capital infrastructure improvements of water utility facilities.

**2012 Series A CSCDA Water and Wastewater Pooled Revenue Bonds:** The California Statewide Communities Development Authority (CSCDA) issued a Water Revenue Bond dated May 30, 2012, of which \$14,785,000 was owed by the City of Glendora. The purpose of the bonds was to advance refund portions of the 2003 Series A and 2004 Series C CSCDA Water and Wastewater Pooled Revenue Bonds, in effect reducing the aggregate debt service payments by almost \$0.44 million over the next 14 years and obtaining an economic gain (difference between the present values of the old and new debt service payments) of \$0.16 million.

## City Debt

**2009 Taxable Pension Obligation Bonds, Series A:** In June 2009, the City issued \$5,890,000 in pension obligation bonds to retire the City's Police "side fund" actuarial accrued liability. The bonds, underwritten by Bank of America via private placement, bear interest at 5.95%.

**2013 Pinnacle Public Finance – Capital Lease:** In June 2013, the City entered into a lease agreement for the Energy Efficiency Performance Project with Pinnacle Finance Inc.

**CITY OF GLENDORA**

**CITY OBLIGATIONS AND DEBT  
OUTSTANDING BONDED DEBT SERVICE REQUIREMENTS**

Issue Date	Description	Average Interest Rate	Final Maturity Date	FY 2015-16			FY 2015-16		
				Principal \$	Interest \$	Total \$	Total Outstanding Principal	Total Outstanding Interest	Total Outstanding
<b>Governmental Fund Type:</b>									
<b>General Fund:</b>									
<b>Pension Obligation Bonds</b>									
6/10/2009	2009 - Series A Taxable Pension Obligation Bonds CalPERS Side-Fund Refinance	5.95%	6/1/2021	\$ 490,000	\$ 219,778	\$ 709,778	\$ 3,385,000	\$ 568,895	\$ 3,953,895
<b>Energy Efficiency Fund:</b>									
<b>Capital Lease</b>									
6/2/2013	Pinnacle Public Finance Energy Efficiency Perf. Poject	2.55%	1/2/2028	42,916	24,017	\$ 66,933	909,576	162,309	\$ 1,071,885
<b>Total Governmental Fund</b>				<b>532,916</b>	<b>243,795</b>	<b>776,711</b>	<b>4,294,576</b>	<b>731,204</b>	<b>5,025,780</b>
<b>Business-Type Activities:</b>									
<b>Water Enterprise Fund</b>									
5/18/2006	CSCDA Water & Wastewater Revenue Bonds - 2006 Series A Fund water capital projects	3.5% to 5.0%	4/1/2033	365,000	455,206	820,206	9,555,000	4,329,915	13,884,915
5/30/2012	CSCDA Water & Wastewater Pooled Revenue Bonds - 2012 Series A Fund water capital projects	1.0% to 5.0%	10/1/2029	740,000	528,963	1,268,963	13,310,000	3,733,096	17,043,096
<b>Total Business-Type Activities</b>				<b>\$ 1,105,000</b>	<b>\$ 984,169</b>	<b>\$ 2,089,169</b>	<b>\$ 22,865,000</b>	<b>\$ 8,063,011</b>	<b>\$ 30,928,011</b>
<b>Fiduciary Activities:</b>									
<b>Glendora Successor Agency Trust for Former Redevelopment Agency</b>									
6/26/2012	Loan from City of Glendora Resolution No. 2012-09			-	-	-	5,595,000	-	5,595,000
10/1/1998	Project Area 1 1998 Series A Tax Allocation Refunding Bomds	3.15% to 4.50%	9/1/2018	230,000	38,388	268,388	750,000	51,219	801,219
9/1/2003	Project Area 1 Nontaxable - 2003, Series A Tax Allocation Refunding Bonds For capital improvements	2.00% to 5.00%	3/1/2025	345,000	431,233	776,233	8,665,000	2,448,262	11,113,262
9/1/2003	Project Area 1 Taxable - 2003, Series B Tax Allocation Refunding Bonds For capital improvements - Pompei Park	3.79% to 5.62%	3/1/2020	390,000	110,714	500,714	1,775,000	206,114	1,981,114
3/29/2006	Project Area 1 2006 Revenue Bonds, Series B - Diamond Ridge improvements	3.25% to 4.50%	3/1/2026	280,000	221,456	501,456	5,000,000	1,453,936	6,453,936
<b>Total Fiduciary Funds</b>				<b>\$ 1,245,000</b>	<b>\$ 801,790</b>	<b>\$ 2,046,790</b>	<b>\$ 21,785,000</b>	<b>\$ 4,159,530</b>	<b>\$ 25,944,530</b>

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**RESOLUTION CC 2015 -31**

**A RESOLUTION OF THE CITY OF GLENDORA, CALIFORNIA, DETERMINING AND ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2015-16 IN ACCORDANCE WITH ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION AND GOVERNMENT CODE SECTION 7910**

**THE CITY COUNCIL  
City of Glendora, California**

**THE CITY COUNCIL OF THE CITY OF GLENDORA DOES HEREBY RESOLVE AS FOLLOWS:**

**WHEREAS**, Article XIII B was added to the California Constitution at the special State-wide election held November 6, 1979 (commonly known as Proposition 4 or the Gann Limit); and

**WHEREAS**, Government Code Section 7910 was added to Chapter 12.05 by Statute at the Regular Session of the California Legislature; and

**WHEREAS**, Proposition 111, which, among other things, provides new annual adjustment formulas for the Appropriations Limit, was approved by the voters in June, 1990; and

**WHEREAS**, The League of California Cities and the State of California Department of Finance have published population and per capita income growth indexes, as well as guidelines for the uniform application of Proposition 111; and

**WHEREAS**, Government Code Section 7910 requires the governing body of each local jurisdiction to adopt, by resolution, its appropriation limit; and

**WHEREAS**, said appropriations limit must be adhered to in preparing and adopting this City's annual budget.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, DOES HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1:** In compliance with Article XIII B of the Constitution of the State of California, and Section 7910 of the Government Code, the City hereby establishes the City's Appropriation Limit for the 2015-16 Fiscal Year to be \$113,450,888 as shown in Exhibit A.

**SECTION 2:** Said Appropriation Limit shall be adhered to in the City of Glendora's budget for the 2015-16 fiscal year.

**SECTION 3:** This resolution shall become effective immediately upon its adoption.

**SECTION 4.** The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions

**APPROVED** and **PASSED** this 23<sup>rd</sup> day of June, 2015.

City Council of Glendora, California

BY:

  
KAREN K. DAVIS, Mayor


APPROVED AS TO FORM:

  
D. WAYNE LEECH, City Attorney

I, Kathleen R. Sessman, City Clerk of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Glendora at a regular meeting held on the 23<sup>rd</sup> day of June, 2015, by the following vote:

AYES:	COUNCIL MEMBERS:	Boyer, Nelson, Thompson, Murabito, and Davis
NOES:	COUNCIL MEMBERS:	None
ABSENT:	COUNCIL MEMBERS:	None
ABSTAIN:	COUNCIL MEMBERS:	None

Dated: June 24, 2015

  
KATHLEEN R. SESSMAN, City Clerk



## GANN Spending Limits

In November 1979, voters passed Proposition 4, also known as the Gann Initiative. Proposition 4 Article XIII (B) of the California Constitution provides that the City's annual appropriations be subject to certain State limitations. This appropriation limit is referred to as the Gann Spending Limitation or GANN Appropriations Limit. The calculation limits the increase in annual appropriations to a factor which is based on a combination of population growth, State per capita income change, and the change in assessment value for non-residential property. Appropriations for proprietary related activities such as water, wastewater, airport, etc., and Redevelopment functions are not subject to the limit. When the limit is exceeded, Proposition 4 requires the surplus to be returned to the taxpayers within two years. Appropriations in the two year period can be averaged before becoming subject to the excess revenue provisions of the Gann limit.

The City of Glendora calculated the Gann Limit of \$113,662,666 for Fiscal Year 2015-16 using the prior year's limitation of \$108,387,745 multiplied by the 3.82% (1.0382) increase in per capita income multiplied by the 1.01% (1.0101) increased population growth in L.A. County. The City's appropriations that are subject to the limit is \$22,247,605. The City has never exceeded the limit. Total General Fund appropriations are only 19.57% of the limit.

## Appropriations Limit Calculation for Fiscal Year 2015-2016

### Exhibit A

#### I Appropriation Limit

Prior Year, 2014-15 Adopted Limit		\$108,387,745
Change Factors:		
Change in LA County Population (Note 1)	1.0082	
Change in per capital income (Note 2)	1.0382	1.0467
Current Year, 2015-16 Appropriation Limit		\$113,450,888

#### II Appropriations Subject to Limit

Projected 2015-16 Revenues, General Fund		26,700,801
Less: Non-Proceeds of Taxes		(4,453,196)
Total City Appropriations Subject to Limit		22,247,605

III Amount Over/(Under) Limit (I - II) (91,203,283)

IV Total City Appropriations as a % of Limit 19.61%

Note 1: Change in LA County population growth, .82%, exceeded City of Glendora .29% growth. Total City population as of January 1, 2015 is 51,463

Note 2: Change in California per capita income, 3.82% provided by State of California. Optional growth factor, Change in Glendora Non-Residential Assessed Valuation was .54%

**RESOLUTION CC 2015-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR THE CITY OF GLENDORA FOR THE 2015-16 FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016**

**THE CITY COUNCIL  
City of Glendora, California**

**THE CITY COUNCIL OF THE CITY OF GLENDORA DOES HEREBY RESOLVE AS FOLLOWS:**

**WHEREAS**, in accordance with Glendora Municipal Code Section 2.08.070, it is the City's Manager's duty to prepare and submit a proposed annual budget and salary plan to the Glendora City Council; and

**WHEREAS**, the City Manager has submitted a proposed budget to the Glendora City Council for Fiscal Year 2015-2016 commencing July 1, 2015; and

**WHEREAS**, after due consideration and review, the Glendora City Council find it is in the interest of the health, welfare and safety of the City, its citizens and businesspersons, to adopt the financial plan within the budget for the receipt and expenditure of public monies in fiscal year 2015-2016; and

**WHEREAS**, the City of Glendora, as Successor Agency to the Glendora Community Redevelopment Agency, is desirous of adopting a revenue and expenditure budget applicable to the Successor Agency, on the express condition that said budget be published the same as a separate component of the City of Glendora's budget, and further conditioned on the City of Glendora, its General Fund and all its various other accounting funds are NOT obligated to finance or fulfill any Successor Agency obligations; and

**WHEREAS**, the City Council last approved Resolution 2011-37 adopting the Administrative Policy 3.16, "Fund Balance Policy for the General Fund Reserves" which implemented the guidelines required by the Government Accounting Standards Board (GASB) Statement No. 54; and

**WHEREAS**, the Fiscal and Budgetary Policies have been updated to include the GASB 54 requirements and have been amended to reflect current Council reserve goals.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, DOES HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council does hereby adopt its budget incorporated herein by reference for the City of Glendora for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

**SECTION 2.** The City Council, as Successor Agency to the Glendora Community Redevelopment Agency, does hereby adopt the proposed budget as incorporated hereinto by this reference for the City of Glendora, as Successor Agency to the Glendora Community Redevelopment Agency, for the fiscal year beginning July 1, 2015 and ending June 30, 2016. The City Council, as Successor Agency to the Glendora Community Redevelopment Agency, is the same as a separate component of the city of Glendora's Budget. The City Council hereby determines and declares that the City of Glendora, its General Fund and all of its other accounting funds shall not be obligated to finance or fulfill any Successor Agency obligations in any manner.

**SECTION 3.** The City Council recognizes the value of establishing citywide financial policies and has done so previously. The Fiscal and Budgetary Policies as incorporated in the budget document are hereby approved and adopted, which restates and replaces any and all pre-existing resolutions related to the General Fund reserves, including Resolution No 2011-37.

**SECTION 4.** The Authorized Positions as amended and incorporated in the budget document are hereby approved and adopted.

**SECTION 5.** Per the City of Glendora adopted Financial Policies, the City Manager is authorized to transfer appropriations between departments or functions, provided that no change is made in the total amount of the annual budget of any single fund.

**SECTION 6.** The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this resolution shall enter the same in the Book of Original Resolutions and that this resolution shall take effect and be in force on this date.

**SECTION 7.** The City Clerk is hereby directed to forward a copy of this resolution to the Finance Director.

**APPROVED and PASSED** this 23<sup>rd</sup> day of June, 2015.

City Council of Glendora, California

BY:   
KAREN K. DAVIS, Mayor

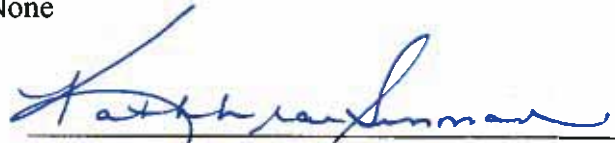
APPROVED AS TO FORM:

  
D. WAYNE LEECH, City Attorney

I, Kathleen R. Sessman, City Clerk of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Glendora at a regular meeting held on the 23<sup>rd</sup> day of June, 2015, by the following vote:

AYES:	COUNCIL MEMBERS:	Boyer, Nelson, Thompson, Murabito, and Davis
NOES:	COUNCIL MEMBERS:	None
ABSENT:	COUNCIL MEMBERS:	None
ABSTAIN:	COUNCIL MEMBERS:	None

Dated: June 24, 2015



KATHLEEN R. SESSMAN, City Clerk

**Fund Balance Summary**  
**Fiscal Year 2015-16**

Fund #	FUND NAME	Beginning Available Balance July 1, 2015	FY 2016 Estimated Revenue & Transfers In	FY 2016 Estimated Expenditures & Transfers Out	FY 2016 Estimated Contingency	Fund Balance June 30, 2016 Projected
<b>The General Fund</b>						
* 001	General Fund *	10,129,832	26,700,801	26,308,629	392,172	10,522,004
<b>Special Revenue Funds</b>						
* 202	Street Lighting Assessment District	20,654	355,587	347,750	7,837	28,491
* 202A	Street Improvement Assessment District	27,566	150	-	150	27,716
* 202B	Landscape Maint Assessment District	61,178	59,434	63,368	(3,934)	57,244
* 203	TDA/Bikeway	9,438	32,688	-	32,688	42,126
* 205	Gas Tax	202,001	1,124,695	1,263,016	(138,321)	63,680
* 206	Parks Development	209,340	1,099,095	589,861	509,234	718,574
207	Grant Fund	136	-	-	-	136
* 208	Asset Forfeiture	647,750	420,000	746,472	(326,472)	321,278
209	Prop A Transit	641,421	932,777	1,420,974	(488,197)	153,224
210	Suppl. Law Enforcement (COPS)	-	103,526	103,526	-	-
* 211	Prop C Transit	365,681	771,739	1,137,420	(365,681)	(0)
212	Housing and Comm Dev (CDBG)	22,092	276,604	276,604	-	22,092
213	HOME-State Grant Fund	38,617	120	-	120	38,737
214	Used Oil Block Grant	19,132	14,400	16,799	(2,399)	16,733
215	Air Quality Improvement (AQMD)	127,621	60,310	184,645	(124,335)	3,286
217	Prop A Operations	46,217	70,200	80,007	(9,807)	36,410
218	Prop 1C Cal-Home Housing	3,632	-	-	-	3,632
* 219	Prop IB Local Streets & Roads	50,674	-	50,674	(50,674)	0
220	Avoid the 100 Police Grant	-	-	-	-	0
221	STPL Street Construction	76,417	150,700	-	150,700	227,117
222	Measure R Transportation 2009	360,256	577,286	463,300	113,986	474,242
223	CAL MMET Grant	3,336	-	-	-	3,336
224	LAC Wind Damage Grant	2,535	-	-	-	2,535
225	Homeland Security Grant	-	-	-	-	-
228	Beverage Container Recycling Grant	51,104	13,470	13,410	60	51,164
229	Library Grants	19,606	138,130	139,940	(1,810)	17,796
230	Public, Educational and Governmental Access T.V. (PEG)	440,714	81,200	51,738	29,462	470,176
231	Downtown Business Improvement District	59,783	101,450	106,864	(5,414)	54,369
234	HSIPL Grant	-	-	-	-	-
239	Avoid the 100B	-	-	-	-	-
240	CAL Recycle TDP Grant	-	-	-	-	-
242	OTS Cell Phone Policy Dev. Grant	-	-	-	-	-
243	AVOID the 100C	1,471	-	-	-	1,471
244	State AB109 Realignment	111,741	110,300	119,070	(8,770)	102,971
245	BSEP-Bus Bench Impr Grant	-	-	-	-	-
246	HBRR Grant	0	-	-	-	0
247	AVOID the 100D	108,678	-	-	-	108,678
248	STEP OTS Grant	0	-	-	-	0
249	Ludwig Explorer Grant	0	-	-	-	0
251	USDA Disaster Grant	-	-	-	-	-
252	Fire Mgmt Asst - Colby Fire	-	-	-	-	-
254	STEP OTS Grant 14-15	-	154,015	154,015	-	-
* 285	Affordable Housing	2,009,998	1,500	-	1,500	2,011,498
<b>Special Revenue Funds - Subtotal</b>		<b>5,738,791</b>	<b>6,649,376</b>	<b>7,329,453</b>	<b>(680,077)</b>	<b>5,058,714</b>

\* The beginning available Balance was updated since midyear.

**Fund Balance Summary**  
**Fiscal Year 2015-16**

Fund #	FUND NAME	Beginning Available Balance July 1, 2015	FY 2016 Estimated Revenue & Transfers In	FY 2016 Estimated Expenditures & Transfers Out	FY 2016 Estimated Contingency	Fund Balance June 30, 2016 Projected
<b>Capital Projects Fund</b>						
* 321	Capital Projects	1,930,017	1,361,924	2,264,826	(902,902)	1,027,115
405	Energy Efficient Project	0	66,933	66,933	-	0
<b>Capital Projects Fund - Subtotal</b>		1,930,017	1,428,857	2,331,759	(902,902)	1,027,115
<b>Enterprise Funds</b>						
* 530	Water Capital Projects	10,287,727	2,505,080	10,929,365	(8,424,285)	1,863,442
531	Water Operations	12,130,588	18,314,460	18,337,460	(23,000)	12,107,588
* 533	Transit System - Bus Operations	11,279	1,422,394	1,422,394	-	11,279
534	La Fetra Senior Center	71,581	26,500	39,838	(13,338)	58,243
<b>Enterprise Funds - Subtotal</b>		22,501,175	22,268,434	30,729,057	(8,460,623)	14,040,552
<b>Internal Service Funds</b>						
541	Workers Compensation	(1,311,790)	976,106	948,764	27,342	(1,284,448)
542	Liability Insurance	809,216	1,322,759	1,304,756	18,003	827,219
* 548	Technology	1,319,287	1,286,830	1,286,830	-	1,319,287
549	Vehicles	6,020,330	1,100,865	2,026,287	(925,422)	5,094,908
<b>Internal Service Funds - Subtotal</b>		6,837,043	4,686,560	5,566,637	(880,077)	5,956,966
<b>Total City Funds</b>		<b>47,136,858</b>	<b>61,734,028</b>	<b>72,265,535</b>	<b>(10,531,507)</b>	<b>36,605,351</b>
<b>The Glendora Housing Authority</b>						
* 290	Housing Authority	4,314,910	27,000	204,927	(177,927)	4,136,983
<b>Total City &amp; Housing Authority Funds</b>		<b>51,451,768</b>	<b>61,761,028</b>	<b>72,470,462</b>	<b>(10,709,434)</b>	<b>40,742,334</b>
<b>Fiduciary Funds - The Glendora CRA Successor Agency</b>						
400	Redev. Obligation Retirement (RORF)	2,306,551	2,385,591	2,377,590	8,001	2,314,552
391	Obligation Payment CRA # 1	-	164,608	79,000	85,608	85,608
	Bond Proceeds - 2003 & 2006	1,051,924	-	1,051,924	(1,051,924)	-
392	Obligation Payment CRA # 2	-	1,800	1,800	-	-
393	Obligation Payment CRA # 3	2,958	-	-	-	2,958
491	Debt Service CRA # 1	-	2,046,790	2,046,790	-	-
492	Debt Service CRA # 2	-	-	-	-	-
493	Debt Service CRA # 3	-	-	-	-	-
<b>Total Successor Agency</b>		<b>3,361,433</b>	<b>4,598,789</b>	<b>5,557,104</b>	<b>(958,315)</b>	<b>2,403,118</b>
<b>Grand Total - ALL FUNDS</b>		<b>54,813,201</b>	<b>66,359,817</b>	<b>78,027,566</b>	<b>(11,667,749)</b>	<b>43,145,452</b>

\* The beginning available Balance was updated since midyear.

# Budget Summary – Overview

## Overview of Resources (Revenues)

The Proposed budget for Fiscal Year (FY) 2015-16 reflects a conservative and consistent approach to forecasting revenues in the budget. Revenue forecasting is challenging when preparing the budget since all other aspects of the budget depend on whether there are sufficient revenues and resources for the proposed expenditures, programs and capital projects. Trend analysis, economic indicators, and professional judgement are used to arrive at the revenue estimates.

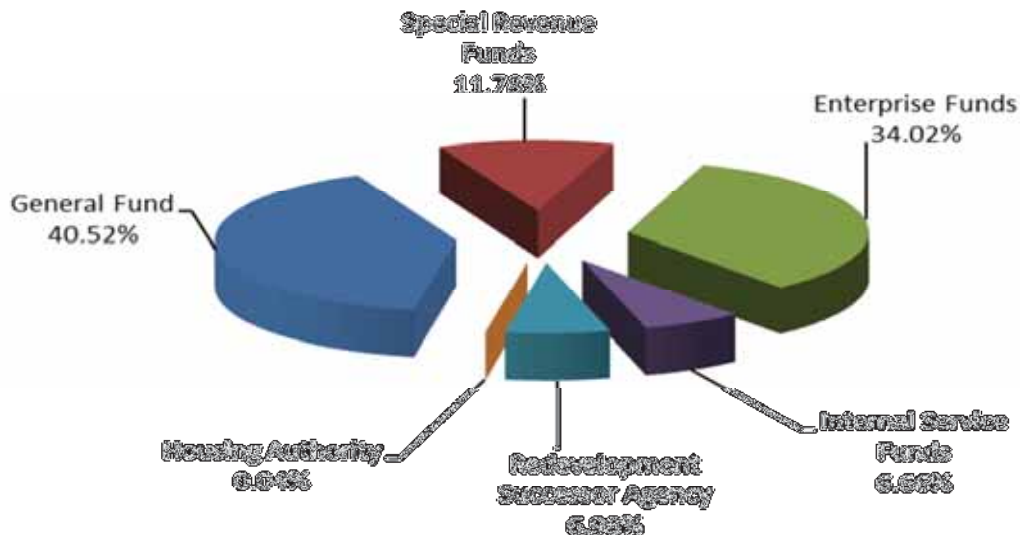
The following table of Revenue Summary – All Fund Types provides a perspective of all revenues grouped by the fund types. The fund types are described in the Budget Guide section of this budget document.

Revenue Summary -- All Fund Types

	<u>Actual FY 2011-12</u>	<u>Actual FY 2012-13</u>	<u>Actual FY 2013-14</u>	<u>Projected FY 2014-15</u>	<u>Adopted FY 2015-16</u>
General Fund	22,167,417	25,992,236	25,270,397	25,803,794	26,700,801
Special Revenue	6,165,393	7,675,313	8,279,602	11,097,656	6,649,376
Capital Project	236,709	2,765,265	482,502	1,395,007	1,428,857
Enterprise Funds	17,991,580	27,545,740	29,531,176	21,860,744	22,268,434
Internal Service	3,778,678	4,889,529	5,164,357	5,080,426	4,686,560
Housing Authority	25,693	191,354	115,495	2,177,049	27,000
Successor Agency	2,881,583	2,548,057	4,755,938	4,528,652	4,598,789
Redevelopment Agency	3,259,833	-	-	-	-
<b>Total - All Revenues</b>	<b>56,506,886</b>	<b>71,607,495</b>	<b>73,599,467</b>	<b>71,943,328</b>	<b>66,359,817</b>

As total estimated revenues for all Fund Types for Fiscal Year 2015-16 is \$66,358,167. General Fund revenues are \$26,700,801, comprising 40.52% of total citywide revenues.

## Revenues - All Fund Types FY 2015-16

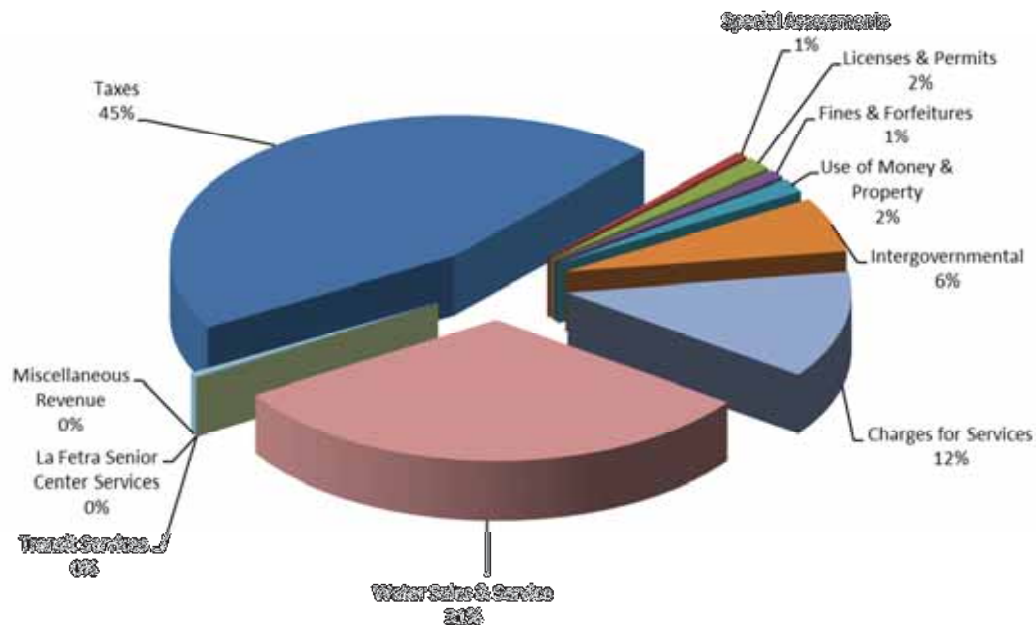


# Budget Summary – Overview

## Revenues by Category – All City Funds

	Actuals FY 2011-12	Actuals FY 2012-13	Actuals FY 2013-14	Projected FY 2014-15	Adopted FY 2015-16
Taxes	\$ 23,724,244	\$ 24,913,797	\$ 24,304,307	\$ 24,254,993	\$ 26,407,618
Special Assessments	336,163	394,743	415,276	421,517	414,921
Licenses & Permits	675,031	814,536	1,199,102	979,486	878,800
Fines & Forfeitures	703,662	693,606	675,394	555,000	566,100
Use of Money & Property	1,625,954	922,304	929,893	1,072,445	897,858
Intergovernmental	4,048,560	5,436,791	5,714,586	7,384,076	3,688,980
Charges for Services	5,887,337	5,762,327	7,457,373	7,392,457	7,164,361
Water Sales & Service	14,725,618	16,058,564	18,655,077	20,730,147	18,284,460
Transit Services	166,980	37,322	23,859	25,000	25,000
La Fetra Senior Center Services	35,791	23,131	30,352	25,000	25,000
Miscellaneous Revenue	399,997	953,800	263,106	87,625	288,272
Operating Transfers In	4,177,549	14,581,574	13,931,142	9,015,582	7,718,447
Notes and Loans Issued		1,015,000	-	-	-
<b>Total Revenues</b>	<b>56,506,886</b>	<b>71,607,495</b>	<b>73,599,467</b>	<b>71,943,328</b>	<b>66,359,817</b>

## Revenues by Category



There are two revenue reports included in this section of the budget. Each report provides actual information for FY2011/12, FY2012/13 and FY2013/14, projected estimates for how FY2014/15 may end up and the Proposed Budget for FY2015/16. The information provided in the first report is from a top level perspective of the total revenue by fund (**Revenue Summary by Fund**) and a report that provides the greatest level of detail since it shows the types of revenues received within each fund (**Revenue Details by Fund and Line Item**).



# Budget Summary – Overview

## Overview of Appropriations (Expenditures)

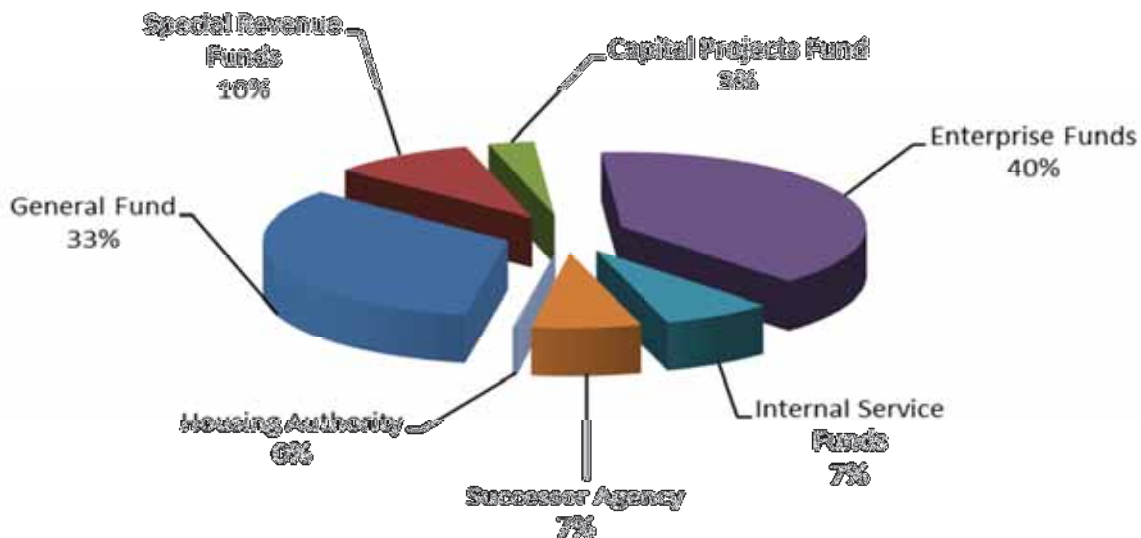
The Proposed budget for Fiscal Year (FY) 2015-16 also reflects a conservative and consistent approach to forecasting expenditures in the budget. More information is available in the Budget Guide section of the budget document regarding the *Basis of Budgeting* and the *Budget Approach* when preparing the budget. Expenditure budgets include a review of the programs, activities and functions of each department, then a review of the cost of the staffing and other resources needed to accomplish those activities.

The following table of Expenditure Summary – All Fund Types provides a perspective of all expenditures grouped by the fund types. The fund types are described in the Budget Guide section of this budget document.

**Expenditure Summary -- All Fund Types**

	<b>Actual FY 2011-12</b>	<b>Actual FY 2012-13</b>	<b>Actual FY 2013-14</b>	<b>Projected FY 2014-15</b>	<b>Adopted FY 2015-16</b>
General Fund	23,775,757	24,774,597	24,413,624	25,324,504	26,308,629
Special Revenue	5,910,290	8,165,737	9,214,749	7,273,747	7,329,453
Capital Project	807,992	1,853,371	1,213,192	1,191,025	2,331,759
Enterprise Funds	15,199,287	23,706,673	23,829,749	27,997,456	30,729,057
Internal Service	3,649,671	4,664,519	4,693,215	4,994,231	5,566,637
Housing Authority	364,150	1,439,147	69,640	1,727,345	204,927
Successor Agency	6,532,988	12,509,400	3,270,181	6,914,606	5,557,104
Redevelopment Agency	4,236,891	-	-	-	-
<b>Total - All Expenditures</b>	<b>60,477,026</b>	<b>77,113,444</b>	<b>66,704,350</b>	<b>75,422,914</b>	<b>78,027,566</b>

## Expenditures - All Fund Types FY 2015-16

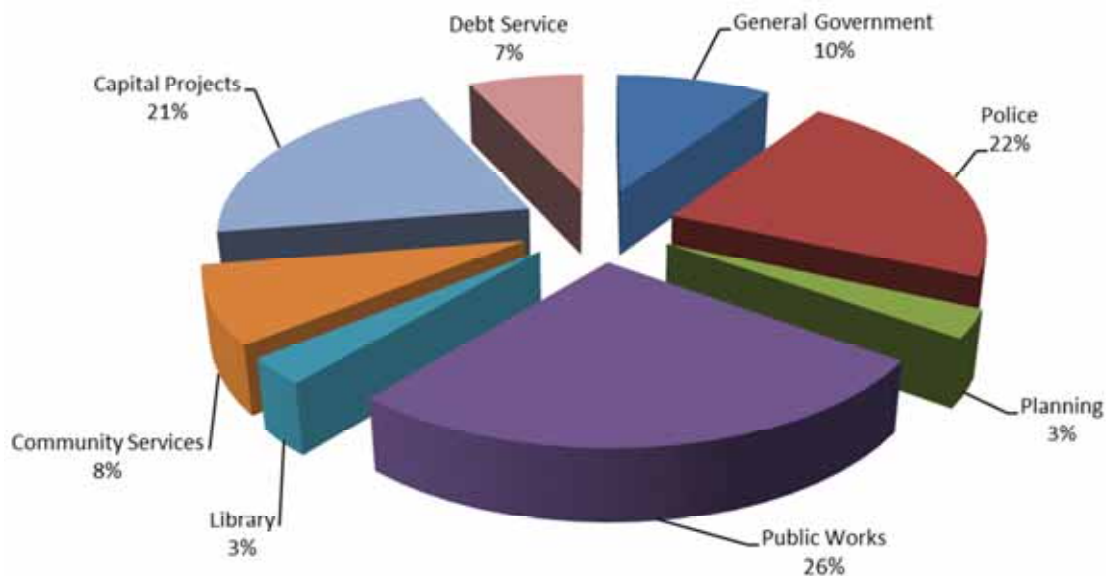


# Budget Summary – Overview

## Expenditures by Functional Department – All City Funds

	Actuals FY 2011-12	Actuals FY 2012-13	Actuals FY 2013-14	Projected FY 2014-15	Adopted FY 2015-16
General Government	5,787,965	5,754,535	6,225,523	6,475,038	6,628,054
Police	14,510,129	15,058,274	16,384,490	14,901,634	15,500,286
Planning	9,320,980	14,753,327	1,597,526	2,582,131	2,126,500
Public Works	14,385,373	14,736,875	16,628,160	16,726,947	18,487,584
Library	1,898,722	1,815,837	1,876,688	1,871,035	2,011,225
Community Services	5,001,246	4,653,204	5,194,515	5,798,348	5,978,618
Capital Projects	1,746,371	3,134,118	2,259,342	13,099,706	14,664,180
Debt Service	3,648,693	2,643,243	2,606,964	4,952,493	4,912,672
Operating Transfers Out	4,177,549	14,581,574	13,931,142	9,015,582	7,718,447
<b>Total Expenditures</b>	<b>60,477,028</b>	<b>77,130,987</b>	<b>66,704,350</b>	<b>75,422,914</b>	<b>78,027,566</b>

### Expenditures by Department



There are two expenditure reports that provide actual information for FY2011/12, FY2012/13 and FY2013/14, projected estimates for how FY2014/15 may end up and the Proposed Budget for FY2015/16. The information in the first report is organized by fund and the divisions within each fund (**Expenditure Summary by Fund/Department/Division**). The second report is organized by department/division and does not distinguish the fund (**Expenditure Summary All Funds by Department/Division**). Because each division within the City may oversee or have personnel funded in multiple areas, the report (**Appropriations by Department Table**) summarizes this relationship. This fiscal impact is provided in the budget document within each department's section.

# Budget Summary – General Fund

## General Fund Revenues (Resources)

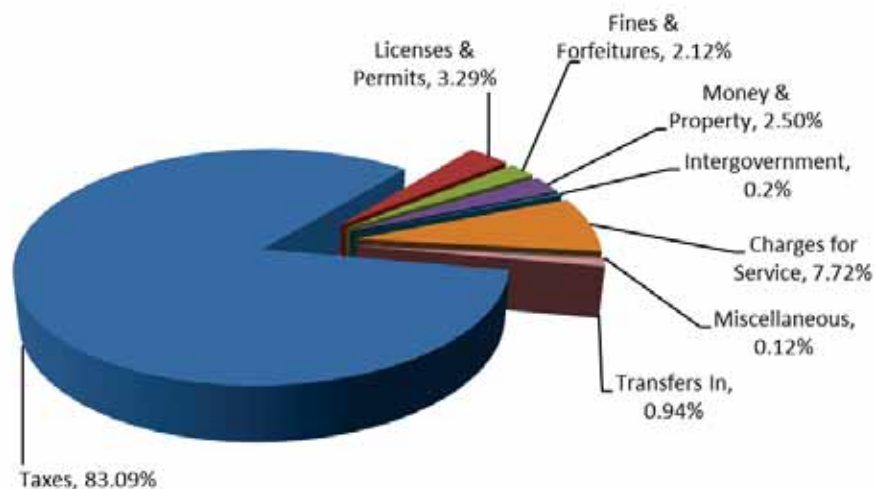
The General Fund revenue budget for Fiscal Year (FY) 2015-16 is projected to be \$26.7 million. The General Fund provides the majority of ongoing governmental services that are not funded through restricted special revenue funds. These services include Police, Library, Community Service, Planning, Public Works, and general government administrative departments. This fund is supported by general taxes including property and sales tax, and other revenue sources, such as charges for services, licenses, permits, and fines.

### General Fund Revenue Summary by Category

	<u>Actual</u> <u>FY 2011-12</u>	<u>Actual</u> <u>FY 2012-13</u>	<u>Actual</u> <u>FY 2013-14</u>	<u>Projected</u> <u>FY 2014-15</u>	<u>Adopted</u> <u>FY 2015-16</u>
Taxes	17,847,482	21,239,475	20,219,331	20,957,899	22,185,611
Licenses & Permits	675,031	814,536	1,199,102	979,486	878,800
Fines & Forfeitures	703,662	693,606	675,394	555,000	566,100
Money & Property	1,155,848	550,872	713,697	662,800	668,500
Intergovernmental	200,773	126,729	93,621	116,668	60,000
Charges for Service	1,489,554	1,596,715	1,976,296	2,225,209	2,060,440
Miscellaneous	95,067	557,071	53,948	33,651	31,350
Transfers In	-	413,232	339,008	273,081	250,000
<b>Total General Fund</b>	<b>22,167,417</b>	<b>25,992,236</b>	<b>25,270,397</b>	<b>25,803,794</b>	<b>26,700,801</b>

The Revenue Summary by Category table provides a five-year perspective that currently highlights the steady growth in revenues for the General Fund. During the recession that became evident in 2008 and the dissolution of the Redevelopment Agency in 2011, the City has had to navigate uncertain times and significant revenue losses. The improved revenues have allowed the City to strengthen its financial position while meeting the needs of the community. For Fiscal Year 2015-16 (FY16), proposed revenues are anticipated at \$26,700,801. Additional information and discussion of the General Fund revenues is provided in the following sections.

### General Fund – Revenues by Category FY2015-16



# Budget Summary - General Fund

The following table focuses on the top five revenue categories, which make up 89.4% of all General Fund revenues projected for FY16

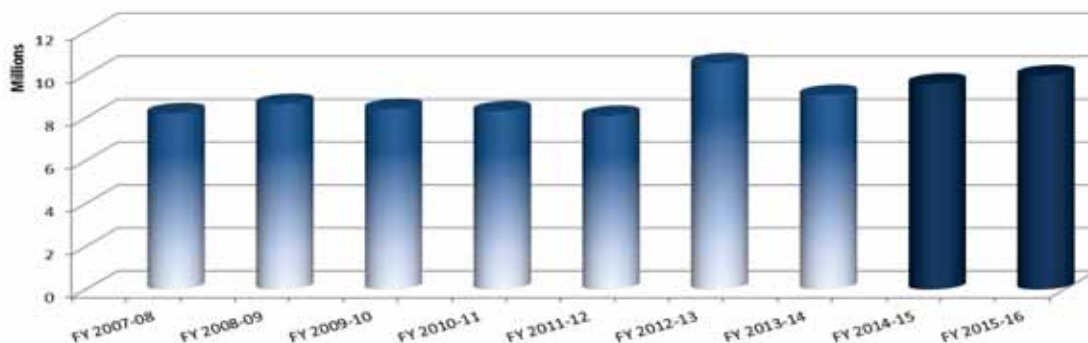
## General Fund Top 5 Leading Revenues

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Projected FY 2014-15	Adopted FY 2015-16
Property Taxes	8,092,907	10,536,162	9,061,245	9,595,451	9,983,156
Sales Taxes	7,222,295	8,116,036	8,411,488	8,554,200	9,331,100
Franchise Taxes	1,838,194	1,803,263	1,898,194	1,960,368	2,009,055
Charges for Service	1,489,554	1,596,715	1,976,296	2,225,209	2,060,440
Building Permits	355,736	471,714	752,146	500,000	500,000
<b>Total 5 Leading</b>	<b>18,998,686</b>	<b>22,523,891</b>	<b>22,099,368</b>	<b>22,835,228</b>	<b>23,883,751</b>
<b>% of General Fund</b>	<b>85.7%</b>	<b>86.7%</b>	<b>87.5%</b>	<b>88.5%</b>	<b>89.4%</b>

**Property taxes** are imposed on real (secured) and personal (unsecured) property. The tax is constitutionally limited to 1% of assessed value by Proposition 13. Assessed valuation adjustments, when made, are limited to the lesser of a 2% annual increase or the growth in the California index of the CPI. Property transfers resulting from sales transactions and new construction trigger new appraisals with the new assessed value being the current market price, resulting in some assessments that exceed the 2% cap. It is important to note that the City's share of the base property tax amounts to approximately 10% of the Proposition 13 1% levy limitation. So, for a home with an assessed value of \$500,000, the base 1% property tax is \$5,000 and the City will receive \$500 as its share.

Property taxes continue to be the largest category of income to the City, comprising well over a third of General Fund revenues (37%).

## Total Property Taxes



Note: FY15 is projected and FY16 is the proposed budget.

## Property Tax Summary

	Actual FY 2007-08	Actual FY 2008-09	Actual FY 2009-10	Actual FY 2010-11	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Projected FY 2014-15	Adopted FY 2015-16
Property Taxes	8,210,922	8,642,113	8,414,078	8,311,703	8,092,907	8,747,520	9,062,745	9,395,451	9,773,156
Redistributed RPTTF						1,788,643	(1,499)	200,000	210,000
<b>Total Property Taxes</b>	<b>8,210,922</b>	<b>8,642,113</b>	<b>8,414,078</b>	<b>8,311,703</b>	<b>8,092,907</b>	<b>10,536,162</b>	<b>9,061,245</b>	<b>9,595,451</b>	<b>9,983,156</b>
	6.3%	5.3%	-2.6%	-1.2%	-2.6%	30.2%	-14.0%	5.9%	4.0%

In the years leading up to Fiscal Year 2008-09, strong growth in property taxes was created by robust property sales, which lead to higher home prices (and therefore, assessed values), and by new retail development in our community. The table demonstrates the impact of the Great Recession on Glendora property taxes with substantial declines

# Budget Summary – General Fund

through Fiscal Year 2011-12. By the end of Fiscal Year 2012-13, property taxes finally recaptured some of the losses from the declines in assessed values in Glendora.

In FY 2012-13, Property Taxes increased by over \$2.4 million due primarily to a one-time windfall distribution from the Redevelopment Property Tax Trust Fund (RPTTF). The RPTTF funding comes from the County and was created as part of the dissolution of redevelopment agencies. The redevelopment property tax increment is collected in the RPTTF and distributed to the taxing agencies. The one-time windfall resulted from funds that were previously with the Glendora Redevelopment Agency being sent back to the County and then redistributed to all taxing agencies of which the Glendora General Fund benefited. The General Fund is receiving approximately \$200,000 annually as its share among the taxing agencies benefiting from the dissolution of the Redevelopment Agency.

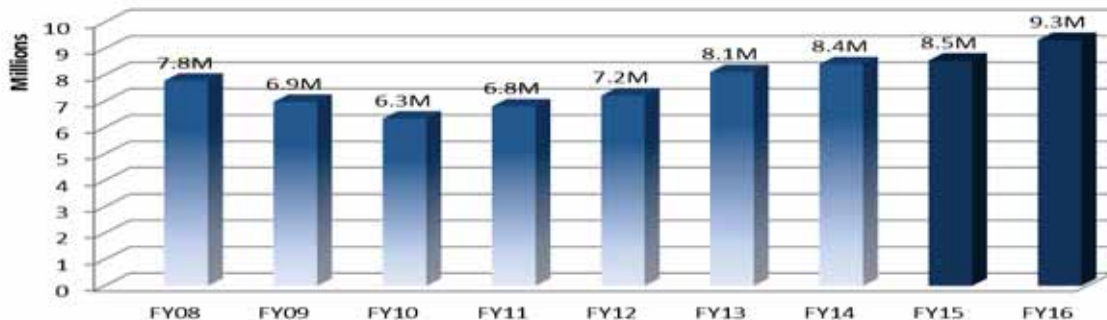
The remaining growth in Property Taxes is a reflection of the increases in assessed property tax values resulting in higher property taxes being paid.

**Sales tax** is levied at the point-of-sale. The sales tax rate in Glendora is set and imposed at the County level. The levy in Los Angeles County is 9.75%. The total levy of 9.75% is divided as follows:

- 6.25% State of California
- 0.75% City of Glendora
- 1.00% Regional transit rate ,Prop A and Prop C
- 0.75% County of Los Angeles
- 0.50% Public safety augmentation fund
- 0.50% Measure R transportation rate

Glendora’s sales tax revenues were hit hard by the recession. After achieving a high in Fiscal Year 2007-08 following the opening of new retail establishments at the Diamond Ridge Center, collections dropped by 18.5% over a two-year period, bottoming out to \$6.35 million in Fiscal Year 2009-10. The growth since Fiscal Year 2010-11 has been driven largely by robust vehicle, gasoline and more recently, strong recovery in retail sales.

## Sales Taxes



Note: FY15 is projected and FY16 is the proposed budget.

The proposed budget for Fiscal Year 2015-16 includes approximately \$500,000 in the final true-up payment due the City from the State to close out the Triple Flip which technically ended in FY15; however, remaining accruals are due the cities.

**Some history on the Triple Flip:** As a part of the 2004 Budget package, the Legislature adopted a mechanism to fund the state’s economic recovery bond program with a ¼ cent of sales tax. Under a mechanism commonly known as the “Triple Flip” and outlined in Revenue and Taxation Code Section 97.68, the local Bradley Burns Sales and Use Tax rate was reduced by ¼ cent. This ¼ cent was used to repay the economic recovery bonds. Cities and counties were then provided with ad valorem property tax revenues in lieu of these revenues. The state Director of Finance notified each county auditor of the amount of sales and use tax revenue loss to each city and county as a result of the Triple Flip. Each County Auditor was then required to allocate compensating revenues to cities and the county. These compensating revenues were transferred from the ad valorem property tax revenues that would otherwise be allocated to the County’s Educational Revenue Augmentation Fund. (source: [www.californiacityfinance.com](http://www.californiacityfinance.com))

# Budget Summary – General Fund

TRIPLE FLIP UNWIND PROCESS – The Governor’s FY 2014-15 state budget includes a supplemental payment of \$1.6 billion that will allow the 2004 Economic Recovery Bonds to be paid off earlier than originally planned. The state’s current estimate for retiring the bonds is July 2015, although this date could change. Starting with monthly advances in March 2016 (representing sales activity starting January 1, 2016) and thereafter, Bradley-Burns allocations will revert back to the original 1% amount. Due to the increase in monthly cash flow, many agencies are likely to experience a one-time bump in recorded accrued revenues for the 2015-16 fiscal year when compared to the 2014-15 fiscal year. (Source: HdL Coren & Cone)

There are currently 10 businesses, all located within the commercial corridor created by our redevelopment efforts known as MarketPlace/Auto Centre, that generate over 50% of our sales tax receipts.

### Top 25 Sales Tax Producers (In Alphabetical Order)

Albertsons	Colley Ford	Petsmart
Alosta Shell	Glendora Arco	Sam’s Club
Arco	Glendora Chrysler/ Jeep Dodge	Toyota of Glendora
Arco AM/PM	Glendora Hyundai	Ulta
ASB Citrus Junior College	Home Depot	Union 76
Bed Bath & Beyond	Home Goods	Verizon Wireless
Best Buy	In-N-Out Burgers	Vons
Chevrolet of Glendora	Kohl’s	Walmart
	Myrtle Chevron Food Mart	

Source: HdL Coren & Cone

**General Fund Licenses and Permits** not only includes Building permits but also all other types of permits collected by the city departments (i.e. animal licenses, swap meet vendor permits, etc). Building permit activity makes up over 57% of this major revenue category at an estimated \$500,000 for FY16. As seen in the table below, permit activity was deeply impacted by the recession with continuing drops in revenue through FY12. Beginning in FY13, development activity began to rebound due to several major and smaller projects in the City. The recent major developments included Glendora Station and Avalon Bay. The project likely to impact FY16 is the former Monrovia Nursery project. Revenues are proposed at a lower amount due for FY16 due to a renewed scrutiny into the specific plans that currently provide the parameters that allow for development.

	Actual FY 2007-08	Actual FY 2008-09	Actual FY 2009-10	Actual FY 2010-11	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Projected FY 2014-15	Adopted FY 2015-16
License and Permits	1,079,339	963,700	755,069	732,351	675,031	814,536	1,199,102	979,486	878,800
		-10.7%	-21.6%	1610.9%	-37.5%	20.7%	47.2%	-18.3%	-10.3%

**General Fund Fines and Forfeitures** reflects Police traffic and vehicle code violations collections. In Fiscal Year 2008-09 (FY09), the Police Department expanded its parking patrol efforts through a privatized contract resulting in the bump in revenues from FY08 to FY09. Then, in Fiscal Year 2010-11, parking fines, vehicle code fines and code violations fines inexplicably dropped, resulting in a combined 22% decline in the category as a whole. This occurred in part due to locally generated fees being siphoned away by the State of California. The City Council passed Resolution in Fiscal Year 2011-12 exhorting State officials to revise the distribution methodology. This matter is in the Court system appealing the surcharge and penalty charges. No change has occurred at the State level resulting in a permanent reduction in City revenues.

	Actual FY 2007-08	Actual FY 2008-09	Actual FY 2009-10	Actual FY 2010-11	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Projected FY 2014-15	Adopted FY 2015-16
Fines & Forfeitures	745,952	994,243	935,651	773,823	703,662	693,606	675,394	555,000	566,100
	11.8%	33.3%	-5.9%	-17.3%	-9.1%	-1.4%	-2.6%	-17.8%	2.0%

# Budget Summary – General Fund

**General Fund Money and Property** includes interest income and rental income. Interest income is a minor component in this revenue category due to the State restrictions on investment vehicles and the short-term nature of the investments (within five years), but most importantly, because LAIF interest rates are still hovering at 0.25%. Revenue in this category includes rental income from parks and facilities

In addition, the dissolution of redevelopment hit this category hard. Beginning in FY13, the City no longer received interest income of approximately \$580,000 on General Fund loans to the Agency. Legislation in 2013 clarified that the General Fund will eventually be able to recover the outstanding principal with approval from the Oversight Board and State Department of Finance, albeit only over a prolonged period of time. Another loss was \$341,000 in rental income from the Agency for use of office space in a City building.

**General Fund Intergovernmental** are those revenues collected by other government agencies and then distributed to the cities. Through various forms of legislation and in an effort to balance the State budget, these revenues have been eroded significantly throughout the years. For FY16 this category includes estimated revenues of \$22,000 for Motor Vehicle in Lieu, \$25,000 for SB90 State Mandate reimbursements and \$13,000 for reimbursements from Irwindale for use of the City’s jail.

**General Fund Charges for Service** reflects cost recovery for services provided to external customers. These services span a wide range of customer choice: plan checking; duplication of materials; recreational classes and tours; engineering inspections; and Library fees.

	Charges for Service								
	Actual FY 2007-08	Actual FY 2008-09	Actual FY 2009-10	Actual FY 2010-11	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Projected FY 2014-15	Adopted FY 2015-16
Charges for Service	1,701,014	1,472,713	1,221,774	1,379,219	1,489,554	1,596,715	1,976,296	2,225,209	2,060,440
	-10.5%	-13.4%	-17.0%	12.9%	8.0%	7.2%	23.8%	12.6%	-7.4%

The largest components of this revenue include the Environmental Administrative Fee revenues from Athens services, plan checking, inspection fees, and recreation classes. The table following provides a perspective on how these revenues were also impacted by the recession. Beginning in FY15, with the new contract with Athens, the Environmental Fee (approximately \$345,000) has been recorded in the General Fund in this category. The proposed FY16 budget reflects a conservative approach to revenues from development since a couple of major projects are near completion. Future projects such as the Route 66 – Gables development and 553 Foothill project are anticipated to see activity closer to FY17.

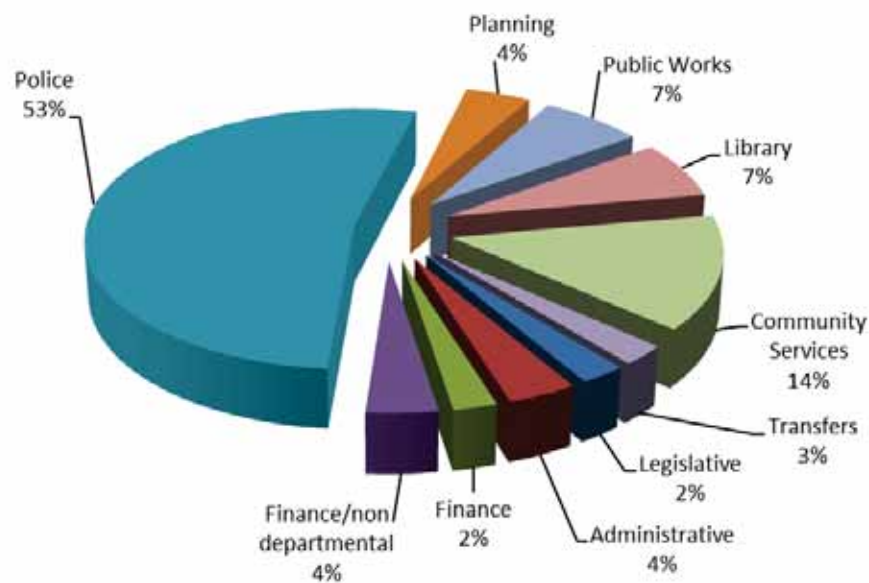
# Budget Summary – General Fund

## General Fund Expenditures (Appropriations)

The General Fund budget for Fiscal Year 2015-16 is \$ 26,308,628, which maintains the current level of services with some enhancements as described in the policy issues in the City Manager’s message. Estimated General Fund revenues of \$26.7 million are sufficient to cover the proposed expenditures.

The information in the table and the graph below provides a perspective of the budget by the departments within the General Fund. The Police and Community Services departments are the largest departments within the General Fund. More detailed information on each department is available within the budget document section of each department.

**FY2015-16 General Fund Appropriations by Department**

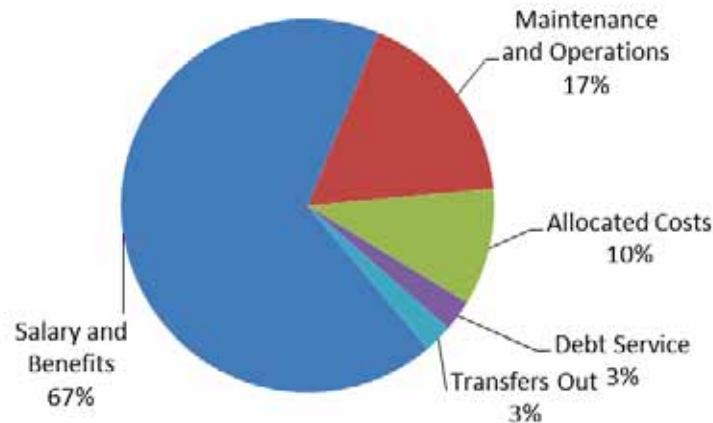


**Expenditure Summary by General Fund Department**

	<u>Actual</u> <u>FY 2011-12</u>	<u>Actual</u> <u>FY 2012-13</u>	<u>Actual</u> <u>FY 2013-14</u>	<u>Projected</u> <u>FY 2014-15</u>	<u>Adopted</u> <u>FY 2015-16</u>
Legislative	482,241	537,327	548,507	715,949	646,476
Administrative	697,971	670,194	1,012,459	968,221	976,739
Finance	555,380	520,310	542,955	550,209	619,706
Finance/non departmental	1,149,614	907,505	1,042,628	978,110	1,010,329
Police	12,626,662	12,621,002	12,606,508	12,779,836	13,846,163
Planning	1,434,877	1,074,092	1,049,005	1,061,706	1,157,096
Public Works	1,470,177	1,591,073	1,640,947	2,310,744	1,836,541
Library	1,832,425	1,699,460	1,754,736	1,750,774	1,850,786
Community Services	3,431,865	3,149,004	3,584,197	3,897,303	3,715,636
Transfers	94,543	2,004,630	631,683	311,651	649,156
<b>Total - All Expenditures</b>	<b>23,775,755</b>	<b>24,774,597</b>	<b>24,413,625</b>	<b>25,324,503</b>	<b>26,308,628</b>



## FY2015-16 General Fund Appropriations by Budget Category



**Salaries and Benefits** – The salaries and benefits budget includes all known increases to salaries for approved MOU, CalPERS retirement and medical benefits for next fiscal year. Total salaries and benefits for the General Fund for Fiscal Year 2015-16 are \$17.7 million, an overall increase of 6%. This includes an increase of 20% increase in the workers’ compensation allocation that was implemented citywide in order to help provide a structurally balanced budget for that fund and restore depleted reserves in that fund as discussed previously. This category of expense makes up 67% of total General Fund expenditures. All proposed changes are discussed in the Budget Message “Changes in Full-Time and Part-Time Staffing” and also summarized in the Staffing section of the budget document.

**Maintenance and Operations Costs** – The Maintenance and Operations expense category includes costs such as office supplies, contract services, and utility costs, etc. The budget for General Fund maintenance and operations expense is \$4.5 million. Although no budget cuts were required this fiscal year, departments have continued to look for ways to contain costs and create efficiencies leading to lower maintenance and operations. There is a 7% decrease in expenditures from FY15 to FY16 primarily due to expenditures in FY15 protecting the Colby Fire burn area and opening the Emergency Operations Center (EOC) during thunderstorm events.

**Allocated Costs** – Allocated costs are charges from the City’s Internal Service Funds for centralized technology and vehicle services as well as general liability and property insurance. Allocated costs for the General Fund for next year total \$2.6 million. Compared to FY15, this is an 11% decrease. The primary reason for the decrease is that the Vehicle Internal Service fund is absorbing the cost of vehicle purchases during FY16 rather than charging the departments for this additional cost.

**Debt Service** – The General Fund has a debt issue for a pension obligation bond that was issued to retire Police retirement liability account with CalPERS. The debt service payment on the bond grows slightly each year according the debt service requirement under the bond covenants. Also included in the debt service category is the General Fund lease payment on the energy efficiency improvements which included a new HVAC system and controllers in the Police Headquarters and energy efficiency lighting retrofits in various city buildings, including the Library and City Hall buildings. Debt service for FY16 is \$709,778, a 3% increase from FY15.

**Transfers Out** – From time to time, the General Fund will provide funding to other activities within the budget. Within the FY16 budget, there are three transfers out: debt service on the energy efficiency project financing (\$39,159), additional funding for the Workers Compensation Fund (\$300,000), and new funding for capital projects related to the MS4 permit mandates (\$310,000).

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## General Fund Five-Year Financial Forecast

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The Multi-Year Budget Projection provides a long-range financial projection that assists in planning and decision-making in connection with the financial operations of the General Fund. The forecast is updated a minimum of two times each year, during the budget development and at mid-year. This tool was critical throughout the Great Recession and the difficult period associated with unwinding the City's redevelopment agency providing the City leadership with the insight needed to take the necessary actions to balance the budget while making every effort to maintain a high quality of life for Glendorans.

The Budget Projection provides Actual activity for FY13 and FY14, the revised midyear budget for FY15 and the proposed budget for FY16. The Budget Projection presented with the FY16 budget identifies several areas impacting future budget cycles. Those include the impact of

- negotiations,
- absorbing the operating costs currently funded through Prop A (Transportation),
- setting aside funds for MS4 permit obligations,
- and analysis of the vehicle replacement allocation charges.

Both revenues and expenditures have a factor used to estimate the increases for the future. Because the budget is a dynamic document, the projection should be seen as a dynamic tool also. Problems with the world or local economy could dramatically change the projections provided. As indicated in an earlier budget document, revenue forecasting is challenging when preparing the budget since all other aspects of the budget depend on whether there are sufficient revenues and resources for the proposed expenditures, programs and capital projects. Trend analysis, economic indicators, and professional judgement are used to arrive at the revenue estimates.

**CITY OF GLENDORA  
GENERAL FUND MULTI-YEAR BUDGET PROJECTION  
FISCAL YEAR ENDING JUNE 30, 2016 through 2020**

	ACTUAL FY 12-13	ACTUAL FY 13-14	B		C		D		E		F			
			MIDYEAR FY 14-15	Proj Grwth	ADOPTED FY 15-16	ESTIMATE FY 16-17	ESTIMATE FY 17-18	ESTIMATE FY 18-19	ESTIMATE FY 19-20					
<b>Revenue</b>														
1 Prop Tax - Secured, Unsecured, supp	\$ 4,624,591	\$ 4,632,087	\$ 4,850,250	4.7%	\$ 5,030,721	3.7%	\$ 5,279,700	4.95%	\$ 5,464,500	3.5%	\$ 5,655,800	3.5%	\$ 5,853,800	3.5%
2 (1) Prop Tax - Redistributed RPTTF	1,788,643	184,768	200,000	8.2%	210,000	5.0%	212,100	1.0%	214,200	1.0%	216,300	1.0%	218,500	1.0%
3 Property Tax In-Lieu of VLF	4,122,928	4,244,390	4,511,200	6.3%	4,742,435	5.1%	4,977,200	4.95%	5,151,400	3.5%	5,331,700	3.5%	5,518,300	3.5%
4 Sales Tax	7,722,646	7,996,744	8,125,000	1.6%	8,889,000	9.4%	8,600,000	3.0%	8,858,000	3.0%	9,123,700	3.0%	9,397,400	3.0%
5 Sales Tax - Prop 172	393,390	414,744	429,200	3.5%	442,100	3.0%	455,400	3.0%	469,100	3.0%	483,200	3.0%	497,700	3.0%
6 Franchise Fees	1,803,263	1,898,194	2,004,060	5.6%	2,009,055	0.2%	2,079,400	3.5%	2,152,200	3.5%	2,227,500	3.5%	2,305,500	3.5%
7 Business License Tax	458,800	452,389	460,600	1.8%	466,600	1.3%	472,700	1.3%	478,800	1.3%	485,000	1.3%	491,300	1.3%
8 Real Property Transfer	195,611	262,175	260,680	-0.6%	265,900	2.0%	271,200	2.0%	276,600	2.0%	282,100	2.0%	287,700	2.0%
9 Transient Occupancy Tax	129,602	133,840	126,600	-5.4%	129,800	2.5%	133,000	2.5%	136,300	2.5%	139,700	2.5%	143,200	2.5%
10 Licenses & Permits	814,536	1,199,102	961,600	-19.8%	878,800	-8.6%	878,800	0.0%	878,800	0.0%	878,800	0.0%	878,800	0.0%
11 Fines & Forfeitures	693,606	675,394	555,000	-17.8%	566,100	2.0%	577,400	2.0%	588,900	2.0%	600,700	2.0%	612,700	2.0%
12 Rents & Interest	550,872	713,697	659,700	-7.6%	668,500	1.3%	681,900	2.0%	695,500	2.0%	709,400	2.0%	723,600	2.0%
13 (2) Plan, Bldg & Eng	685,029	994,716	910,359	-8.5%	829,880	-8.8%	846,500	2.0%	863,400	2.0%	880,700	2.0%	898,300	2.0%
14 (3) Admin, Recreation & Library	682,469	746,207	1,025,400	37.4%	1,005,760	-1.9%	1,020,800	1.5%	1,036,100	1.5%	1,051,600	1.5%	1,067,400	1.5%
15 All Other	1,161,529	721,957	730,148	1.1%	566,150	-22.5%	574,600	1.5%	583,200	1.5%	591,900	1.5%	600,800	1.5%
<b>Total Revenues</b>	<b>25,827,515</b>	<b>25,270,397</b>	<b>25,809,797</b>	<b>2.1%</b>	<b>26,700,801</b>	<b>3.5%</b>	<b>27,060,700</b>	<b>1.3%</b>	<b>27,847,000</b>	<b>2.9%</b>	<b>28,658,100</b>	<b>2.9%</b>	<b>29,495,000</b>	<b>2.9%</b>
<b>Expenditures</b>														
16 (4) Salaries	11,432,785	11,424,585	11,810,712	3.4%	12,217,058	3.4%	12,461,400	2.0%	12,598,500	1.1%	12,737,100	1.1%	12,877,200	1.1%
17 pending negotiations	2,348,802	2,394,543	2,551,119	6.5%	3,069,113	20.3%	3,416,246	11.3%	3,662,481	7.2%	3,885,972	6.1%	4,103,955	5.6%
18 (5) RETIREMENT	13,95%	15.11%	16,82%		18,56%		20,59%		21,90%		23,40%		24,80%	
19 SAFETY PERS RATES AS A % OF PAY	26.42%	27.88%	29.56%		35.13%		38.58%		40.95%		43.33%		45.70%	
20 Other Benefits	2,080,950	2,104,171	2,266,838	7.7%	2,417,601	6.7%	2,466,000	2.0%	2,538,126	2.0%	2,611,045	2.0%	2,684,767	2.0%
21 Maintenance & Operations	3,787,032	4,533,961	4,756,558	4.9%	4,568,998	-3.9%	4,683,200	2.5%	4,800,280	2.5%	4,920,287	2.5%	5,043,294	2.5%
22 Prop A - operational funds / Parks	1,656,549	1,775,668	2,085,221	17.4%	1,800,658	-13.6%	1,845,700	2.5%	1,891,843	2.5%	1,939,139	2.5%	1,987,617	2.5%
23 Allocated Costs - Internal Svc Funds	762,257	882,066	917,320	4.0%	876,267	-4.5%	911,300	4.0%	947,752	4.0%	985,662	4.0%	1,025,089	4.0%
24 Allocated Costs - Insurance	4,184	108	159,500		159,500	-100.0%	159,500	-	159,500	-	160,000	-	160,000	-
25 Elections	643,707	666,841	692,223	3.8%	709,778	2.5%	727,500	2.5%	804,284	10.6%	830,221	3.2%	830,221	0.0%
26 (8) Debt Service	2,058,331	631,683	314,750	-50.2%	649,156	106.2%	-	-100%	-	-	-	-	-	-
27 (9),(10) Transfers Out														
Policy issues - other on going costs														
reinstatement of vehicle allocation -for vehicle purchases														
<b>Total Expense</b>	<b>24,774,597</b>	<b>24,413,624</b>	<b>25,554,241</b>	<b>4.7%</b>	<b>26,308,629</b>	<b>3.0%</b>	<b>27,199,142</b>	<b>3.4%</b>	<b>27,845,175</b>	<b>2.4%</b>	<b>28,760,603</b>	<b>3.3%</b>	<b>29,415,015</b>	<b>2.3%</b>
(1)		0	1											
<b>Operating Surplus or (Deficit)</b>	<b>\$ 1,052,918</b>	<b>\$ 856,773</b>	<b>\$ 255,556</b>		<b>\$ 392,172</b>		<b>\$ (138,442)</b>		<b>\$ 1,825</b>		<b>\$ (102,503)</b>		<b>\$ 79,985</b>	
Budget Surplus goal = 1.5% of Exp.		371,619	366,204		383,314		394,629		407,987		417,678		431,409	
Net Surplus/(Deficit)		485,154	(110,648)		8,858		(533,071)		(406,162)		(520,181)		(351,424)	
34 Beginning Available Fund Balance			9,874,277		10,129,833		10,522,005		10,383,563		10,385,388		10,282,885	
<b>Ending Available Fund Balance</b>			<b>10,129,833</b>		<b>10,522,005</b>		<b>10,383,563</b>		<b>10,385,388</b>		<b>10,282,885</b>		<b>10,362,870</b>	
36 Working Cap. Reserve (45% of exp.)			10,701,873		11,357,771		11,546,763		12,239,614		12,530,329		12,942,271	
37 Above/(Below) Maximum Reserve goal			(572,040)		(885,766)		(1,163,200)		(1,854,226)		(2,247,444)		(2,579,401)	

**NOTES:**

- (1) The General Fund is now receiving its share in the allocation as a result of the dissolution of the RDA
- (2) Revenues from permits and fees are subject to development activity
- (3) includes Athens Environmental Fee.
- (4) Forecast includes impact of increases in existing MOU agmts. No costs included for future MOUs that have not yet been ratified.
- (5) Category includes PERS, PARS & rate impacts for recent actuarial changes
- (6) PERS rates are per the October 2014 valuation which now include the modified PEPPA rates.
- (7) State Proposition A Parks Bond funds, used for operations & maintenance of the Teen Center are ending in FY19. Costs will be borne by General Fund as revenue phases out.
- (8) Debt service includes public safety pension obligation bond pmts (expires in June 2021)
- (9) FY14 included: \$50,114 GF Match for K-Rails; \$300,000 to Workers' Comp Fund; \$300,000 to Technology Fund; and remaining year-end surplus to Capital Projects Fund
- (10) FY15 included: additional \$250,000 to Workers' Comp Fund; FY16 includes \$300k to Workers Comp fund, \$310k to Capital Projects Fund for MS4 permit projects and lease pmts on the energy efficiency projects.

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## Special Revenue Funds

Special Revenue Funds consist of those "restricted receipts" which may not be used for general municipal purposes. They are restricted to be used for specific purposes by Local Ordinance, State or Federal Statute. These groups of funds represent services funded primarily by other levels of government and not "traditionally" provided by local government. Should the funding for most of these programs be eliminated, it is likely that the services would also be eliminated.

Within the Special Revenue Fund category are Reimbursement-based grants, local return of State of California and Los Angeles County tax levies (e.g., Proposition A and C, Gas Taxes, Measure R) and special fee sources established by the City (e.g., Park and Recreation Facilities, Capital Projects Fund, Affordable Housing Fees). The revenue accumulation patterns for special revenue funds can vary significantly from year to year according to the availability of funding and/or expenditure timing for grant awards and reimbursement.



As can be seen from the table, the Special Revenue funds fluctuate from year to year based on which grants or special funding is available to the City. In FY15, the major variances with FY16 include revenue received for the Homeland Security Grant (\$2M), STPL funding for street construction (\$529K), and the loan repayment from the Housing Authority to the Affordable Housing Fees Fund (\$1.5M).

Within the Special Revenue Funds are several operating funds. These funds are relied upon annually to cover staff time providing services related to street maintenance (Gas Tax and Measure R), transit operations (Prop A and Prop C), street lighting and landscape assessment district maintenance, and police overtime (Asset Forfeiture). In addition, several grants cover the cost for full time, part time, or contract staffing in order to accomplish the purpose of the grants. Examples include CDBG and the Police OTS grant. As stated earlier, should funding for these programs be eliminated, it is likely that the services would also be eliminated or absorbed by the General Fund.

For Fiscal Year 2015-16, Special Revenue funds are expected to generate \$6.6 million in grant and special revenue funding:

Streets and transit funding from Proposition A, Proposition C, Measure R and State Gas Tax funds	\$3,944,035
Police grants, Asset forfeiture funds and COPS funding	787,841
Parks and Landscape districts	1,226,576
Planning, Clerk and Library (CDBG, PEG, other)	687,184

When preparing the budget for Special Revenue Funds, staff relies primarily on the other government agencies to provide estimates. Grants that have not yet been awarded are not included in the budget with rare exceptions. When a grant is awarded, it is presented to Council and budget adjustments are made after the Council action. This minimizes any confusion with creating a budget and incurring expenditures when the revenue source is uncertain.

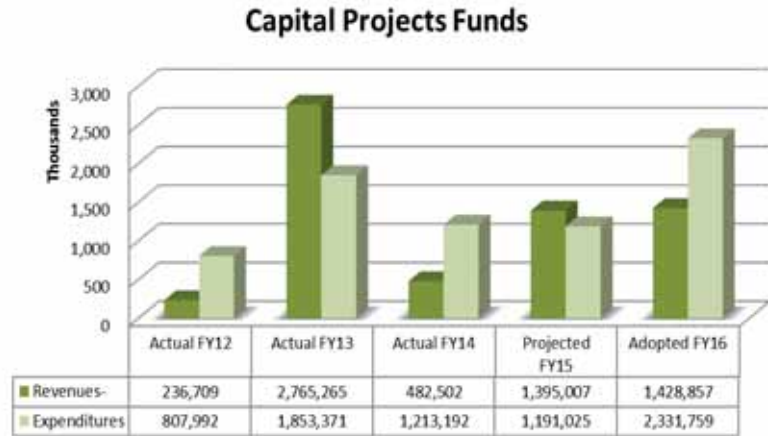
## Capital Projects Funds

The Capital Projects Fund is funded through transfers from the General Fund. By Council policy, at year end, any excess General Funds are transferred to the Capital Projects Fund. The Capital Projects fund includes funding for a variety of City projects for parks, library, and facility modifications, and other various street and infrastructure improvement projects. The Capital Improvement Program is funded by a wide range of funding sources. Details are provided in the Capital Improvement Program section of the budget document. The Energy Efficient Project is near completion. Activity in this fund relates to debt service payments on the financing.

# Budget Summary - Other Funds

In order to facilitate the accounting and asset tracking of certain projects, the entire cost of the project is often tracked within the Capital Projects Fund. If other sources are contributing to the project, a transfer in of those funds is included in the budget to offset the costs.

Details on the Capital Projects for FY16 are provided in the Capital Improvement Program section of the budget. Projects proposed for FY16 funding include Amelia Avenue street improvements, beginning the San Dimas Wash urban trail, city hall, and library facility repairs, and slurry seal projects.



## Enterprise Funds

Enterprise funds account for the City's business activities that provide service to external customers. Enterprise Funds are considered self-supporting and rely on their income sources to fund their operation. Cost recovery is maintained through user fees and charges for service.

The City maintains four distinct enterprise operations that collectively comprise 34% of citywide revenues annually. The City's largest Enterprise Fund is the Water Fund. Other Enterprise funds include the Transit System and La Fetra Senior Center. The Transit System fund is maintained primarily through transfer of local transit special revenue funds – Proposition A and Proposition C – and through modest bus user charges. The La Fetra Senior Center derives its income through user charges.

### Revenue Summary -- Enterprise Funds

	<u>Actual FY 2011-12</u>	<u>Actual FY 2012-13</u>	<u>Actual FY 2013-14</u>	<u>Projected FY 2014-15</u>	<u>Adopted FY 2015-16</u>
Water Funds	16,765,706	26,368,064	28,606,578	20,805,147	20,819,540
Transit System	1,189,549	895,380	893,470	1,029,097	1,422,394
La Fetra Center	36,325	23,203	31,128	26,500	26,500
Wastewater	-	259,092	-	-	-
<b>Total Enterprises</b>	<b>17,991,580</b>	<b>27,545,740</b>	<b>29,531,176</b>	<b>21,860,744</b>	<b>22,268,434</b>

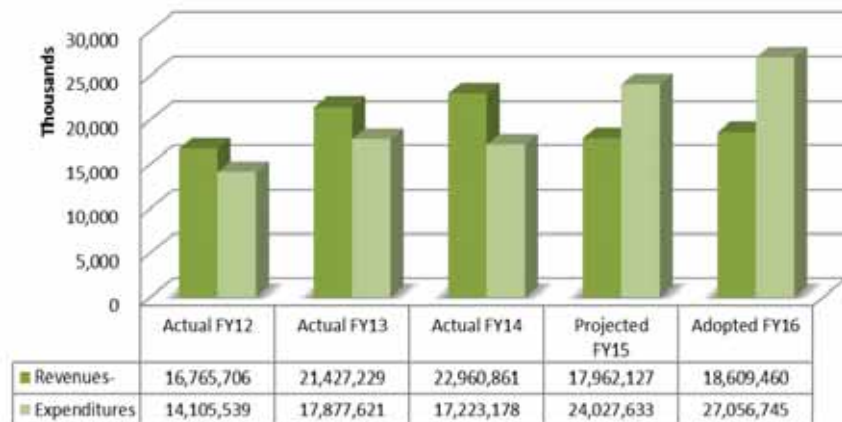
The Water Operating and Capital Funds make up for largest share of the City's enterprise operations. The Water Operating Fund reserve policy is set at a maximum of six months of operations. Once this goal is met, then at the end of each year, the balance above the reserves policy is transferred to the Water Capital Fund for planned water infrastructure maintenance and replacement. So far, the funding that has been made available for capital projects is summarized as follows: in FY13, \$4.9 million, in FY14, \$5.6 million, in FY15, \$2.8 is estimated, and in FY16, \$2.2 million is estimated. The budget for FY16 includes the estimated transfer of \$2.2 million from the Operating Fund to the Capital Fund.

The revenue estimates for the FY16 budget have been presented conservatively assuming that there will be an impact from the citywide effort to conserve water. One of the consequences of this loss in revenue is that less funds are available for capital projects. This delays the implementation of the upgrades to the water system infrastructure. Included in the FY16 Water Capital budget are significant projects that improve the infrastructure of the water system and projects that assist in managing the drought crisis. Over \$10 million in projects are included in the FY16 budget.

# Budget Summary - Other Funds

This table combines the activity of both the water operations and capital project funds net of the year end transfer between the funds. The table shows that revenues collected in FY12 through FY14 were higher than expenditures. Those revenues are now being used for capital projects in FY15 and FY16. In addition, it appears that the efforts in FY15 to conserve water are already showing an impact on revenues even though rates have increased during the same period.

## Water & Capital Funds



## Internal Service Funds

The Internal Service Funds serve only the City of Glendora. These funds consist of the Workers' Compensation Fund, Liability Insurance Fund, Technology Fund and Vehicle (Fleet/Equipment Management) Fund. Charges are allocated to each division based on the allocated benefit or cost related to that division. For example, allocations for vehicle maintenance and purchases will vary between departments based on the cost of maintenance, fuel used and the vehicle purchases being recommended.

Internal Service Funds					
	Available balance at July 1, 2015	FY16 Revenues	FY16 Expenditures	Estimated Contingency	Projected balance at June 30, 2015
Workers Compensation	(1,311,790)	976,106	948,764	27,342	(1,284,448)
Liability Insurance	809,216	1,322,759	1,304,756	18,003	827,219
Technology	1,319,287	1,286,830	1,286,830	-	1,319,287
Vehicles	6,020,330	1,100,865	2,026,287	(925,422)	5,094,908
Internal Service Funds	6,837,043	4,686,560	5,566,637	(880,077)	5,956,966

The Workers' Compensation Fund has a deficit that is comprised of the estimated liability of open claims and judgments. It also includes liability for potential claims that may have occurred, but for which the City has no knowledge because it has not been reported (i.e. incurred but not reported = IBNR). The IBNR anticipates that there may be a claim based on past history. By its nature, the IBNR calculation fluctuates from year to year. Because this calculation impacts the fund balance presented in the budget, it is important to note that there are sufficient cash balances available for the operations in this fund. The Fiscal Policies have been updated for Internal Service Funds to reflect the importance of maintaining adequate cash balances, not less than the annual operating budget. The current cash balance of \$1.1 million is sufficient for the annual operating needs.

During the FY15 midyear budget presentation, two actions were recommended to address the deficit. One was to increase the internal service allocation rate charged to the operating departments to progressively work towards balanced funding with the goal to eliminate the fund deficit within the next three to five years. Two, authorize a year end transfer from the General Fund to the Worker's Compensation fund of up to \$250,000 in the event that sufficient remaining fund balance is available. The transfer from the General Fund to the Workers' Compensation fund during FY15 created a structurally balanced budget. This prevented the deficit from increasing.

# Budget Summary - Other Funds

In order to achieve a structurally balanced budget in FY16, the rate charged the departments was increased by 20%. Even so, it did not achieve a structurally balanced budget. In addition to the rate increase, a separate General Fund transfer of \$300,000 has been budgeted and is included in the table above.

The General Liability fund accounts for the City’s insurance programs and claims management. Additional information regarding the Workers’ Compensation and General Liability program is available in the Human Resources and Risk Management section of the budget.

The Technology Fund is used to account for all technology functions and costs Citywide. The fund accounts for costs associated with the operation, maintenance and upgrades to the City’s network and website, computer workstations and other equipment such as printers and servers, and software costs associated with the various systems used by City departments. There are several technology projects in FY16 that are listed in the Capital Improvement Program section of the budget. Those include software purchases to improve efficiencies in workflow and an addition to the Library automated book sorting system.

The Vehicle Replacement Fund is used to account for the maintenance and replacement to the City’s vehicle fleet and equipment used in the field. The allocation for FY16 does not include the cost of replacing vehicles. Instead, the vehicle purchases included in the budget will be funded from the available fund balance. New software is included in the budget to assist with asset management and vehicle replacement strategies. Each year the methods for charging the departments are evaluated and fine-tuned. In FY17, the department charges are expected to increase to factor in vehicle replacement costs and factor in an updated reserve strategy. This fund balance reserve strategy is being evaluated during FY16.

## Glendora Housing Authority

On January 10, 2012, the City Council established the Glendora Housing Authority and designated the City authority to retain the housing functions previously performed by the Glendora Redevelopment Agency. These functions consist of monitoring affordable housing agreements for the Heritage Oaks and Elwood Apartments and managing the portfolio of housing rehabilitation and first-time homebuyer loans by the former Glendora Redevelopment Agency.

Housing Authority income is derived primarily through rental income resulting from an agreement with the Heritage Oaks residence. The Housing Authority may receive program income from loan repayments from time to time. The Authority also receives a small amount of interest income each year.

### Revenue Summary -- Glendora Housing Authority

<u>Actual</u> <u>FY 2011-12</u>	<u>Actual</u> <u>FY 2012-13</u>	<u>Actual</u> <u>FY 2013-14</u>	<u>Projected</u> <u>FY 2014-15</u>	<u>Adopted</u> <u>FY 2015-16</u>
25,693	191,354	115,495	2,177,049	27,000

The higher revenue in both FY13 and FY14 is due to program income from the repayment of affordable housing loans that the Housing Authority has granted. The \$2 million in revenue in FY15 is due to the sale of the property on Route 66. The funds from the sale were used to repay the loan between the City (Affordable Housing Fund) and the Housing Authority. The expenditures for FY16 in the Housing Authority relates to staffing and contract services that manage the loans and agreements of the Authority.

## Glendora Successor Agency

Pursuant to ABX1 26, Chapter 5, Statutes of 2011, (Dissolution Act) redevelopment agencies (RDAs) throughout California were dissolved February 1, 2012, and replaced with Successor Agencies. On March 27, 2012, City Council adopted a Resolution as Successor Agency to the Glendora Community Redevelopment Agency and appointed two members to the Oversight Board representing the Successor Agency’s interest. The Oversight Board supervises the activities of the Successor Agency and the wind down of the dissolved redevelopment agency’s



# Budget Summary - Other Funds

affairs. It has fiduciary responsibility to holders of Enforceable Obligations and taxing entities that benefitted from the distributions of tax increment and other revenues of the Successor Agency.

Expenditures listed on the Recognized Obligation Payment Schedule (ROPS) by Project Area Funds are recorded in these funds. The ROPS are due every six months listing every scheduled payment previously approved by the Department of Finance on the Enforceable Obligation Payment Schedule (EOPS). The ROPS represents payments which will be paid during the next six-month period.

In April 2013, the Successor Agency received its Finding of Completion letter from the State Department of Finance indicating that the legal requirements associated with the unwinding of the Community Redevelopment Agency have been met, which ultimately meant that the remaining bond proceeds could be spent. Included in the FY16 proposed budget are two projects that will expend the remaining bond proceeds. The budget includes a transfer of bond funds to the Capital Projects fund for the Street Improvements on Amelia Avenue and the project of the San Dimas Wash Urban Trail in the combined amount of \$1,051,924.

The FY16 revenue estimate for the Successor Agency is based on an annualized estimate of the recognized obligations payments that have already been approved by the Oversight Board and State Department of Finance. These annual recognized obligations include debt service, legal expenses and other miscellaneous expenses. The General Fund receives \$250,000 of the allotment for administration costs associated with the wind down.

### Revenue Summary -- Glendora CRA Successor Agency

	<u>Actual</u> <u>FY 2011-12</u>	<u>Actual</u> <u>FY 2012-13</u>	<u>Actual</u> <u>FY 2013-14</u>	<u>Projected</u> <u>FY 2014-15</u>	<u>Adopted</u> <u>FY 2015-16</u>
Obligation Retirement (RORF)	-	2,337,237	2,533,039	1,831,715	2,385,591
Obligation Pmts CRA #1	631,127	85,608	14,864	453,327	164,608
Obligation Pmts CRA #2	229	6,108	8,745	19,200	1,800
Obligation Pmts CRA #3	580	11,436	146,129	172,316	-
Debt Service CRA #1	2,020,867	91,517	2,053,160	2,052,094	2,046,790
Debt Service CRA #2	228,780	2,876	-	-	-
Debt Service CRA #3	-	-	-	-	-
<b>Total CRA</b>	<b>2,881,583</b>	<b>2,534,782</b>	<b>4,755,938</b>	<b>4,528,652</b>	<b>4,598,789</b>

*Community Redevelopment Agency (CRA)*

## Revenue Summary By Fund

<b>Fund</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Adopted</b>
001 General Fund	22,167,417	25,992,236	25,270,397	25,803,794	26,700,801
<b>SPECIAL REVENUE FUNDS</b>					
202 Street Lighting Assessment	293,337	341,001	348,570	353,738	355,587
202A Street Improvement Assessment	5,204	7,131	7,110	7,250	150
202B Landscape Assessment	52,332	46,695	60,158	60,769	59,434
203 Transportation Development Act Fund	-	73,578	32,721	29,944	32,688
204 Traffic Congestion Relief Fund	(1,072)	-	-	-	-
205 State Gas Tax Fund	1,549,638	1,191,069	1,649,995	1,513,368	1,124,695
206 Park & Recreation Facilities	15,120	113,644	341,867	101,100	1,099,095
207 Grant Fund	5,464	26,564	11,584	3,840	-
208 Asset Forfeiture Fund	591,311	1,232,489	744,913	721,183	420,000
209 Prop A Transit Fund	775,526	821,890	872,797	731,670	932,777
210 Suppl Law Enforce Srvcs (COPS)	100,048	100,047	100,041	103,257	103,526
211 Prop C Transit Fund	646,017	678,389	720,216	607,050	771,739
212 Comm. Develop Block Grant (CDBG)	235,449	114,481	348,384	602,862	276,604
213 HOME - State Grant Fund	2,662	483,640	77,939	115	120
214 Used Oil Block Grant	14,628	16,691	10,038	35,686	14,400
215 Air Quality Fund	48,334	77,182	47,516	60,310	60,310
216 AB 939 Environmental Services	121,107	98,142	16,150	-	-
217 Prop A Operations Fund	159,495	146,539	286	71,195	70,200
218 Prop 1C Cal-Home Housing	113,189	8	22	39,467	-
219 Prop 1B Local Streets & Roads	(70)	37	935	150	-
220 Avoid the 100 Police Grant	246,250	18	127	-	-
221 STPL Street Construction	1,477	9,568	450,330	529,953	150,700
222 Measure R Transportation 2009	477,714	507,442	533,740	553,035	577,286
223 Cal MMET Police Grant	72,443	11,789	-	3,344	-
224 LAC Wind Damage Grant	-	-	54,494	7,125	-
225 Homeland Security Grant	53,323	184,523	138,060	2,125,000	-
227 Safety Belt Grant	40,872	22	-	-	-
228 Beverage Container Recycling Grant	13,964	13,796	13,774	13,546	13,470
229 Library Grants	58,767	131,853	107,423	131,473	138,130
230 PEG Cable Television	98,003	108,794	100,949	78,447	81,200
231 Downtown Biz Improvement District	108,556	102,137	121,220	111,550	101,450
233 Am Recovery & Reinvestment Act	452	-	-	-	-
234 HSIPL Grant	13	190,014	-	123,000	-
236 South Hills Trail Improvement Grant	48,736	-	-	-	-
237 EEC Stimulus Solar Grant	39,410	13,985	-	-	-
239 Distracted Driving Grant	169,849	497,786	-	2,052	-
240 Cal Recycle TDP Grant	-	80,389	-	149,700	-
241 Playful City USA Grant	5,037	10,000	-	-	-
242 OTS Cell Phone Policy Dev. Grant	-	11,919	51,495	334	-
243 AVOID the 100C	-	141,380	217,678	-	-
244 AB109 Realignment	-	90,057	111,549	111,371	110,300
245 BSEP-Bus Bench Improvement Grant	-	-	28,629	-	-
246 Highway Bridge Replacement	-	-	16,485	27,341	-
247 AVOID the 100D	-	-	301,252	240,885	-
248 STEP OTS Grant	-	-	43,526	14,560	-
249 Ludwig Explorer Grant	-	-	35,116	15,005	-
251 USDA Disaster Grant	-	-	428,743	-	-
252 Fire Mgmt. Asst-Colby Fire	-	-	24,074	-	-
253 Winter 2014 Floods	-	-	106,875	-	-

## Revenue Summary By Fund

<b>Fund</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Adopted</b>
254 STEP OTS Grant	-	-	-	249,000	154,015
285 Affordable Housing Fees Fund	2,808	624	2,821	1,567,981	1,500
<b>SPECIAL REVENUE FUNDS - Subtotal</b>	<b>6,165,393</b>	<b>7,675,313</b>	<b>8,279,602</b>	<b>11,097,656</b>	<b>6,649,376</b>
<b>CAPITAL PROJECTS FUND</b>					
321 Capital Projects Fund	236,709	1,290,265	482,502	1,133,700	1,361,924
405 Energy Efficiency Project	-	1,475,000	-	261,307	66,933
<b>CAPITAL PROJECTS FUND - Subtotal</b>	<b>236,709</b>	<b>2,765,265</b>	<b>482,502</b>	<b>1,395,007</b>	<b>1,428,857</b>
<b>ENTERPRISE FUNDS</b>					
530 Water Capital Projects Fund	74,719	5,208,632	6,308,223	2,123,295	2,505,080
531 Water Operations Fund	16,690,987	21,159,432	22,298,356	18,681,852	18,314,460
533 Transit System Fund	1,189,549	895,380	893,470	1,029,097	1,422,394
534 La Fetra Senior Center	36,325	23,203	31,128	26,500	26,500
567 Wastewater Fund	-	259,092	-	-	-
<b>ENTERPRISE FUNDS - Subtotal</b>	<b>17,991,580</b>	<b>27,545,740</b>	<b>29,531,176</b>	<b>21,860,744</b>	<b>22,268,434</b>
<b>INTERNAL SERVICE FUNDS</b>					
541 Workers' Compensation Fund	375,762	1,180,818	556,803	804,093	976,106
542 Liability Insurance Fund	913,368	1,165,685	1,324,741	1,363,510	1,322,759
548 Technology Fund	1,057,826	1,046,791	1,103,054	1,214,932	1,286,830
549 Vehicle Replacement Fund	1,431,722	1,496,235	2,179,759	1,697,891	1,100,865
<b>INTERNAL SERVICE FUNDS - Subtotal</b>	<b>3,778,678</b>	<b>4,889,529</b>	<b>5,164,357</b>	<b>5,080,426</b>	<b>4,686,560</b>
<b>GLENDORA HOUSING AUTHORITY</b>					
290 Glendora Housing Authority	25,693	191,354	115,495	2,177,049	27,000
<b>GLENDORA HOUSING AUTHORITY - Subtotal</b>	<b>25,693</b>	<b>191,354</b>	<b>115,495</b>	<b>2,177,049</b>	<b>27,000</b>
<b>GLENDORA COMMUNITY REDEVELOPMENT AGENCY</b>					
289 CRA Low/Mod Fund	18,360	-	-	-	-
381 CRA Project Area #1	670,139	-	-	-	-
382 CRA Project Area #2	151,710	-	-	-	-
383 CRA Project Area #3	21,328	-	-	-	-
481 CRA Debt Service #1	2,142,750	-	-	-	-
482 CRA Debt Service #2	228,998	-	-	-	-
483 CRA Debt Service #3	26,548	-	-	-	-
<b>GLENDORA CRA - Subtotal</b>	<b>3,259,833</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GLENDORA CRA SUCCESSOR AGENCY</b>					
400 Redev. Obligation Retirement (RORF)	-	2,337,237	2,533,039	1,831,715	2,385,591
391 Obligation Payment CRA # 1	631,127	85,608	14,864	453,327	164,608
392 Obligation Payment CRA # 2	229	6,108	8,745	19,200	1,800
393 Obligation Payment CRA # 3	580	11,436	146,129	172,316	-
491 Obligation Payment CRA # 1	2,020,867	91,517	2,053,160	2,052,094	2,046,790
492 Debt Service CRA # 2	228,780	2,876	-	-	-
493 Debt Service CRA # 3	-	13,275	-	-	-
<b>GLENDORA SUCCESSOR AGENCY - Subtotal</b>	<b>2,881,583</b>	<b>2,548,057</b>	<b>4,755,938</b>	<b>4,528,652</b>	<b>4,598,789</b>
<b>Grand Total All Revenue</b>	<b>56,506,886</b>	<b>71,607,495</b>	<b>73,599,467</b>	<b>71,943,328</b>	<b>66,359,817</b>

## Revenue Details By Fund and Line-Item

Fund & Description	FY 2011/12 Actual	FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 Budgeted	FY 2014/15 Projected	FY 2015/16 Adopted
<b>GENERAL FUND</b>						
<b>Taxes</b>						
Current Secured Property Tax	3,718,280	4,200,795	4,389,869	4,580,700	4,476,975	4,718,121
Current Unsecured Property Tax	98,139	115,629	117,792	-	103,726	-
Supplemental Property Tax	79,248	116,255	154,234	103,000	108,330	106,090
Prior Year Secured & Unsecured	4,924	(2,548)	(5,261)	-	(5,330)	-
Prior Year Supplemental	1,444	(2,212)	185	-	-	-
Redemptions	110,732	153,236	120,432	159,240	159,240	164,017
Home Owners Exemptions	37,089	36,345	33,586	-	34,000	35,000
Crossing Guards Property Tax	6,942	7,092	7,517	7,310	7,310	7,493
Redistributed RPTTF	-	1,788,643	(1,499)	200,000	200,000	210,000
Property Tax In-Lieu	4,036,109	4,122,928	4,244,390	4,511,200	4,511,200	4,742,435
<i>Subtotal Property Taxes</i>	<b>8,092,907</b>	<b>10,536,162</b>	<b>9,061,245</b>	<b>9,561,450</b>	<b>9,595,451</b>	<b>9,983,156</b>
Sales & Use Tax	5,281,058	5,795,862	5,909,427	5,932,400	5,932,400	7,851,905
Sales Tax In-lieu	1,539,081	1,926,784	2,087,317	2,192,600	2,192,600	1,037,095
Public Safety Augmentation	402,156	393,390	414,744	429,200	429,200	442,100
<i>Subtotal Sales Taxes</i>	<b>7,222,295</b>	<b>8,116,036</b>	<b>8,411,488</b>	<b>8,554,200</b>	<b>8,554,200</b>	<b>9,331,100</b>
Franchise Tax-Edison	430,160	450,212	459,478	475,560	489,925	502,175
Franchise Tax-Gas	155,214	129,797	149,102	154,321	154,321	158,180
Franchise Tax-Refuse	731,308	664,800	803,446	795,708	772,260	791,565
Franchise Tax-Cable	474,060	483,358	427,284	506,529	483,670	495,740
Franchise Tax-Towing	33,643	55,732	39,375	51,750	40,000	40,800
Franchise Tax-Suburban Water	13,809	19,364	19,509	20,192	20,192	20,595
<i>Subtotal Franchise Taxes</i>	<b>1,838,194</b>	<b>1,803,263</b>	<b>1,898,194</b>	<b>2,004,060</b>	<b>1,960,368</b>	<b>2,009,055</b>
Business Tax	475,097	458,800	452,389	460,600	460,600	466,600
Business Tax Penalty	-	-	-	-	-	-
<i>Subtotal Business Taxes</i>	<b>475,097</b>	<b>458,800</b>	<b>452,389</b>	<b>460,600</b>	<b>460,600</b>	<b>466,600</b>
Real Property Transfer	130,580	195,611	262,175	260,680	260,680	265,900
Transient Occupancy Tax	88,409	129,602	133,840	126,600	126,600	129,800
<i>Subtotal Other Taxes</i>	<b>218,989</b>	<b>325,213</b>	<b>396,015</b>	<b>387,280</b>	<b>387,280</b>	<b>395,700</b>
<b>Total Taxes</b>	<b>17,847,482</b>	<b>21,239,475</b>	<b>20,219,331</b>	<b>20,967,590</b>	<b>20,957,899</b>	<b>22,185,611</b>
<b>Licenses &amp; Permits</b>						
Building Permits	355,736	471,714	752,146	500,000	500,000	500,000
Street, Curb, Driveway Permits	4,264	3,875	95,967	50,000	7,605	7,500
Excavation Permits	8,489	12,956	10,815	10,000	14,500	15,000
Encroachment Permits	3,423	5,868	10,309	7,000	13,000	7,500
Oversize Load Permits	224	544	1,993	1,000	1,500	1,000
RV Exemption Permits	170	35	75	100	-	-
Swap Meet Vendor Permits	59,586	66,573	61,596	66,000	57,500	62,000
Street Vendor Permits	637	1,922	234	500	500	500
Banner Permits	3,240	2,925	2,025	1,800	1,800	1,800
Overnight Parking Permits	5,848	11,408	24,380	25,000	25,000	25,000
Overnight Parking Meters	132,233	147,935	162,373	156,000	170,000	165,000
Preferential Parking	415	300	455	500	15	-
Bicycle Licenses	48	66	48	100	100	100
Patrol Alarm Permit	2,820	3,740	2,340	2,800	2,800	2,800
Massage Therapy Permit	891	1,764	297	800	1,300	600
Animal Licenses	97,007	82,911	74,049	140,000	183,866	90,000

## Revenue Details By Fund and Line-Item

Fund & Description	FY 2011/12 Actual	FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 Budgeted	FY 2014/15 Projected	FY 2015/16 Adopted
<b>Total Licenses &amp; Permits</b>	<b>675,031</b>	<b>814,536</b>	<b>1,199,102</b>	<b>961,600</b>	<b>979,486</b>	<b>878,800</b>
<b>Fines &amp; Forfeitures</b>						
Patrol Parking Citations	446,886	434,501	437,852	340,000	340,000	346,800
Patrol Vehicle Code Fines	212,819	210,917	197,307	175,000	175,000	178,500
Comm Preserv. Muni Code Violation	43,957	48,187	40,235	40,000	40,000	40,800
<b>Total Fines &amp; Forfeitures</b>	<b>703,662</b>	<b>693,606</b>	<b>675,394</b>	<b>555,000</b>	<b>555,000</b>	<b>566,100</b>
<b>Money &amp; Property</b>						
Interest Income	69,502	45,990	45,984	35,000	46,000	48,000
Unrealized Gains/Losses	(19,643)	(55,177)	54,338	-	-	-
Interest on CRA Loan	343,700	-	-	-	-	-
Rental Income	477,856	422,153	447,381	480,000	480,000	480,000
Rental Fee-City Facility	199,330	54,295	66,167	49,700	56,300	60,000
Damage to City Property	10,772	1,673	13,898	15,000	500	500
Golf Course Rental	74,331	81,937	85,929	80,000	80,000	80,000
<b>Total Money &amp; Property</b>	<b>1,155,848</b>	<b>550,872</b>	<b>713,697</b>	<b>659,700</b>	<b>662,800</b>	<b>668,500</b>
<b>Intergovernmental</b>						
Motor Vehicle In-Lieu	26,136	27,082	22,413	21,650	21,650	22,000
SB 90 Mandates Reimbursement	14,075	28,826	13,613	55,000	47,894	25,000
Police Admin POST	10,209	15,176	8,743	25,000	31,024	-
LA Impact Task Force	6,613	-	-	-	-	-
CRA Pass-Throughs	54,799	25,295	34,210	35,000	-	-
Jail Maint-Irwindale	74,630	29,250	11,500	12,000	13,000	13,000
Disability Access & Education	-	1,100	3,142	-	3,100	-
Library CLSA	14,311	-	-	-	-	-
<b>Total Intergovernmental</b>	<b>200,773</b>	<b>126,729</b>	<b>93,621</b>	<b>148,650</b>	<b>116,668</b>	<b>60,000</b>
<b>Charges for Service</b>						
<b>Administration</b>						
Non-Dept. Copy Fees	1,137	1,265	1,114	1,000	1,500	1,500
Non-Dept. Misc Fees	6,049	7,205	9,143	8,000	9,000	9,000
Non-Dept. Sale of Printed Materials	4,463	3,980	2,109	3,200	2,000	2,500
Non-Dept Insurance Admin	1,400	1,050	200	-	100	-
Environmental Admin Fee	-	-	-	287,550	258,700	345,060
PW Sale of Printed Materials	6	-	-	-	-	-
<b>Subtotal Administration</b>	<b>13,055</b>	<b>13,499</b>	<b>12,566</b>	<b>299,750</b>	<b>271,300</b>	<b>358,060</b>
<b>Police Department</b>						
Patrol School Resources	55,474	76,328	48,094	90,000	90,000	90,000
Support Srv School Dist Cross	23,710	26,433	27,750	28,500	28,500	32,000
PD Admin Special Services	30,833	37,367	72,897	30,000	15,000	18,000
DUI Response Fee	(197)	5,253	2,206	3,000	5,000	1,000
Vehicle Impound Fees	26,622	30,760	36,190	36,000	40,000	40,000
Support Srv Police Records Fee	7,217	11,580	15,099	14,000	15,000	15,000
Disorderly Gathering Fee	2,361	4,840	-	6,000	4,500	4,500
Comm Pres Vacant Property Reg	19,770	10,440	3,060	3,000	3,000	3,000
Support Srv Fingerprinting Fee	7,157	7,129	10,489	10,000	12,000	12,000
Animal Control Shelter Fee	9,036	8,994	-	-	-	-
Massage Establishment	3,500	3,150	2,153	2,500	2,500	800
Comm Pres Code Enforce Inspect	450	315	25	100	-	-
Early Morning Parking Fee	3,729	2,357	2,335	-	-	-

## Revenue Details By Fund and Line-Item

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
Booking Fees	500	2,476	14,848	5,000	5,000	5,000
<b>Subtotal Police</b>	<b>190,162</b>	<b>227,419</b>	<b>235,146</b>	<b>228,100</b>	<b>220,500</b>	<b>221,300</b>
 <b>Public Works &amp; Planning</b>						
Environmental Impact Fee	-	-	22,341	-	-	-
AB 939 Fees	-	-	37,832	-	37,715	-
Engineering Re-address Fee	555	555	4,440	5,000	6,000	1,000
Engineering & Reinspection	22,343	48,416	6,900	50,000	125,000	100,000
Engineering Grading Plan Check	40,507	5,202	35,677	35,000	45,000	40,000
Engineering Grading & Permit	3,919	9,401	32,365	50,000	65,000	50,000
Engineering Street & Traffic	310	310	1,200	8,500	6,000	2,500
Building Plan Check	164,117	213,902	373,663	250,000	350,000	250,000
Street Repair Admin Charge	225,000	240,000	240,000	240,000	240,000	240,000
Planning Zone & Subdivision	105,999	99,555	190,026	115,000	75,000	75,000
FOG Inspections	17,750	16,380	16,920	17,000	17,000	17,000
NPDES Industrial Inspections	-	100	100	45,100	44,100	-
Building SWPPP Inspections	11,493	18,561	33,640	14,258	15,646	15,000
Building Processing	1,448	2,220	2,992	-	2,220	2,200
Engineering Traffic Sig Maint	3,363	-	-	-	-	-
Engineering Traffic Plan Review	1,507	3,120	4,800	7,500	6,000	2,500
Engineering Misc Plan Review	5,844	5,392	12,040	8,000	11,000	8,000
Engineering Final Parcel Map	1,954	1,954	7,240	7,000	6,500	7,000
Engineering HOA Storm Drain	2,180	2,180	2,180	2,000	2,180	2,180
Engineering Sewer Acreage Fee	1,768	14,098	2,666	50,000	50,000	10,000
Engineering Drainage Check Fee	3,419	3,684	5,526	6,000	7,000	7,500
<b>Subtotal Public Works</b>	<b>613,476</b>	<b>685,029</b>	<b>1,032,547</b>	<b>910,358</b>	<b>1,111,361</b>	<b>829,880</b>
 <b>Library</b>						
Circ/Tech Library Fees	42,555	49,811	47,498	48,000	41,500	44,000
Copy Center Fees	12,329	12,660	14,444	15,800	14,000	15,500
<b>Subtotal Library</b>	<b>54,884</b>	<b>62,471</b>	<b>61,942</b>	<b>63,800</b>	<b>55,500</b>	<b>59,500</b>
 <b>Community Services</b>						
Recreation Insurance	-	-	1,050	22,000	500	-
Recreation Fees	127,591	102,392	102,171	95,000	75,000	65,000
Administrative Fees	-	58,872	60,460	50,000	36,000	38,000
Contract Classes	314,173	289,060	299,199	317,000	295,000	315,000
Adult Teen Center Open Play	-	-	954	600	1,500	1,700
Youth Basketball Program	-	45,376	48,533	53,750	54,448	56,000
Parks Lighting Fees	21,763	11,926	21,638	19,000	20,000	21,000
Street Trees	-	5,231	5,108	3,000	3,000	3,000
Advertising Fees	-	1,798	226	-	3,100	3,500
Trips & Tours	77,844	45,675	53,480	50,000	50,000	50,000
Teen Cntr Trips & Tours	10,445	9,431	7,745	9,000	5,500	6,000
Extended Trips & Tours	58,241	31,244	26,838	35,000	15,000	25,000
Summer Swim Program	7,920	7,292	6,693	7,500	7,500	7,500
<b>Subtotal CS</b>	<b>617,977</b>	<b>608,297</b>	<b>634,094</b>	<b>661,850</b>	<b>566,548</b>	<b>591,700</b>
<b>Total Charges for Service</b>	<b>1,489,554</b>	<b>1,596,715</b>	<b>1,976,296</b>	<b>2,163,858</b>	<b>2,225,209</b>	<b>2,060,440</b>

## Revenue Details By Fund and Line-Item

<u>Fund &amp; Description</u>	<u>FY 2011/12</u> <u>Actual</u>	<u>FY 2012/13</u> <u>Actual</u>	<u>FY 2013/14</u> <u>Actual</u>	<u>FY 2014/15</u> <u>Budgeted</u>	<u>FY 2014/15</u> <u>Projected</u>	<u>FY 2015/16</u> <u>Adopted</u>
<b>Miscellaneous Fees</b>						
Finance - Returned Check Fee	385	426	280	300	200	200
Police Court Restitution	1,088	200	905	3,000	3,127	3,000
Non-Dept. Legal Settlements	19,160	492,942	21,788	15,000	-	-
Developer Reimbursements	3,879	-	-	-	3,393	-
Finance Cash Over/Short	162	7	6,094	-	48	-
Non-Dept. Misc. Revenue	60,681	53,571	17,416	40,000	23,883	25,150
Sale of Miscellaneous Equipment	9,712	9,925	7,465	25,000	3,000	3,000
<b>Total Miscellaneous Revenue</b>	<b>95,067</b>	<b>557,071</b>	<b>53,948</b>	<b>83,300</b>	<b>33,651</b>	<b>31,350</b>
<b>Transfers From Other Funds</b>						
Redevelopment Obligation Retirement Fund	-	248,511	250,000	250,000	252,983	250,000
Parks & Recreation Fund	-	-	70,000	-	-	-
AB939 Environmental Services	-	163,662	19,008	-	-	-
AVOID the 100	-	-	-	20,098	20,098	-
ARRA Funds	-	452	-	-	-	-
CAL Recycle	-	571	-	-	-	-
Playful City USA	-	37	-	-	-	-
<b>Total Transfer In</b>	<b>-</b>	<b>413,232</b>	<b>339,008</b>	<b>270,098</b>	<b>273,081</b>	<b>250,000</b>
<b>Total General Fund</b>	<b>22,167,417</b>	<b>25,992,236</b>	<b>25,270,397</b>	<b>25,809,796</b>	<b>25,803,794</b>	<b>26,700,801</b>
<b>SPECIAL REVENUE FUNDS</b>						
<b><u>Street Lighting Assessment - 202</u></b>						
Interest Earnings	61	1	128	-	10	-
Transfer In from General Fund	14,500	-	-	-	-	-
Street Light Assessment	278,776	341,000	348,441	353,728	353,728	355,587
<b>Total Street Lighting</b>	<b>293,337</b>	<b>341,001</b>	<b>348,570</b>	<b>353,728</b>	<b>353,738</b>	<b>355,587</b>
<b><u>Street Improve. Assessment - 202A</u></b>						
Interest Earnings	106	166	138	-	150	150
Unrealized Gains/Loss	(11)	(106)	89	-	-	-
Street Improvement	5,109	7,071	6,884	7,100	7,100	-
<b>Total Street Improvement</b>	<b>5,204</b>	<b>7,131</b>	<b>7,110</b>	<b>7,100</b>	<b>7,250</b>	<b>150</b>
<b><u>Landscape Assessment - 202B</u></b>						
Interest Earnings	123	124	114	-	80	100
Unrealized Gains/Loss	(69)	(101)	93	-	-	-
Trees Landscape Assessment	52,278	46,672	59,951	60,689	60,689	59,334
<b>Total Landscape</b>	<b>52,332</b>	<b>46,695</b>	<b>60,158</b>	<b>60,689</b>	<b>60,769</b>	<b>59,434</b>

**Revenue Details  
By Fund and Line-Item**

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
<b><u>Trans Develop Act Fund - 203</u></b>						
Interest Earnings	-	6	-	-	-	-
TDA Bikeway	-	73,572	32,721	35,000	29,944	32,688
<b>Total TDA</b>	<b>-</b>	<b>73,578</b>	<b>32,721</b>	<b>35,000</b>	<b>29,944</b>	<b>32,688</b>
<b><u>Traffic Congestion Relief Fund - 204</u></b>						
Interest Earnings	(240)	-	-	-	-	-
Unrealized Gains/Loss	(832)	-	-	-	-	-
Traffic Congestion Relief	-	-	-	-	-	-
<b>Total Traff Congest Relief</b>	<b>(1,072)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>State Gas Tax Fund - 205</u></b>						
Interest Earnings	5,069	5,683	5,778		3,000	3,000
Unrealized Gains/Loss	752	(3,818)	2,863		-	-
Miscellaneous Receipts	-	-	-		5,179	-
Gas Tax 2103	710,415	415,046	729,364	547,376	547,376	239,297
Gas Tax 2105	240,377	228,581	356,058	322,617	322,617	301,830
Gas Tax 2106	160,459	163,515	167,544	187,230	187,230	160,411
Gas Tax 2107	345,023	374,562	380,888	440,466	440,466	412,657
Gas Tax 2107.5	7,500	7,500	7,500	7,500	7,500	7,500
T/I to General Fund	80,043	-	-	-	-	-
<b>Total State Gas Tax</b>	<b>1,549,638</b>	<b>1,191,069</b>	<b>1,649,995</b>	<b>1,505,189</b>	<b>1,513,368</b>	<b>1,124,695</b>
<b><u>Park &amp; Rec Facilities - 206</u></b>						
Interest Earnings	21	832	956	-	1,100	1,100
Unrealized Gains/Loss	(96)	(512)	618	-	-	-
LA County Regional Park Grant	-	-	-	-	-	250,000
Constr Dev Tax	15,195	113,324	340,292	120,000	100,000	847,995
<b>Total P &amp; R Facilities</b>	<b>15,120</b>	<b>113,644</b>	<b>341,867</b>	<b>120,000</b>	<b>101,100</b>	<b>1,099,095</b>
<b><u>Grant Fund - 207</u></b>						
Interest Earnings	-	-	-	-	-	-
Bullet Proof Vest	-	2,785	-	-	-	-
Edward Byrne JAG Grant	-	10,253	-	-	-	-
ABC Grant	-	-	2,095	3,840	3,840	-
MSRC Clean Transportation	5,464	-	9,489	-	-	-
T/I - General Fund	-	-	-	-	-	-
T/I - Asset Forfeiture	-	7,313	-	-	-	-
T/I - Safety Belt Grant	-	6,214	-	-	-	-
<b>Total Grant Fund</b>	<b>5,464</b>	<b>26,564</b>	<b>11,584</b>	<b>3,840</b>	<b>3,840</b>	<b>-</b>
<b><u>Asset Forfeiture Fund - 208</u></b>						
Interest Earnings	8,174	5,744	5,853	5,000	5,000	5,000
Unrealized Gains/Loss	(1,331)	(5,044)	4,044	-	-	-
Asset Forfeiture-Fed	-	70,812	65,746	55,000	15,056	55,000
Asset Forfeiture-State	103,918	4,293	3,156	27,000	1,127	10,000



## Revenue Details By Fund and Line-Item

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
Asset Forfeiture-Justice	480,550	1,039,121	629,826	350,000	700,000	350,000
Asset Forfeiture-County	-	117,563	36,288	13,900	-	-
<b>Total Asset Forfeiture Fund</b>	<b>591,311</b>	<b>1,232,489</b>	<b>744,913</b>	<b>450,900</b>	<b>721,183</b>	<b>420,000</b>
<b><u>Prop A Transit Fund -209</u></b>						
Interest Earnings	315	616	1,759	500	1,100	1,100
Unrealized Gains/Loss	(33)	(790)	893	-	-	-
Local Transit-Prop A	772,003	816,353	859,893	887,194	725,000	926,177
RTD Bus Stamps	3,241	5,710	10,252	11,000	5,570	5,500
<b>Total Prop A Fund</b>	<b>775,526</b>	<b>821,890</b>	<b>872,797</b>	<b>898,694</b>	<b>731,670</b>	<b>932,777</b>
<b><u>Suppl Law Enforce Srv (COPS) - 210</u></b>						
Interest Earnings	48	61	25	508	20	-
Transfers - Asset Forfeiture	-	(14)	16	-	3,237	3,526
COPS Funds-Patrol	100,000	100,000	100,000	100,000	100,000	100,000
<b>Total COPS Fund</b>	<b>100,048</b>	<b>100,047</b>	<b>100,041</b>	<b>100,508</b>	<b>103,257</b>	<b>103,526</b>
<b><u>Prop C Transit Fund -211</u></b>						
Interest Earnings	7,212	3,065	4,100	2,500	3,500	3,500
Unrealized Gains/Loss	(2,475)	(2,915)	2,044	-	-	-
Local Transit-Prop C	641,280	678,238	714,072	735,904	603,550	768,239
<b>Total Prop C Fund</b>	<b>646,017</b>	<b>678,389</b>	<b>720,216</b>	<b>738,404</b>	<b>607,050</b>	<b>771,739</b>
<b><u>Comm. Develop Block Grant (CDBG) - 212</u></b>						
Interest Earnings	60	6	21	-	7	-
Curb Ramp Project	-	15,165	211,623	-	-	-
Small Business Assistance	-	-	-	265,419	165,765	77,284
City Hall Elevator 10-11	7,791	-	-	-	-	-
City Hall Rear Entry	6,578	-	-	-	-	-
ADA 1st and 2nd Floor	-	-	11,976	-	-	-
Public Service Programs	38,875	38,011	13,437	-	-	-
Administration	32,898	17,204	21,264	45,336	45,336	49,320
Code Enforcement	27,936	-	-	-	-	-
Housing Rehab	13,392	-	3,863	-	-	-
Program Income	98,407	40,920	86,200	-	-	-
CDBG Allocation	9,512	820	-	346,062	391,753	150,000
T/I from General Fund	-	2,356	-	-	-	-
<b>Total CDBG Fund</b>	<b>235,449</b>	<b>114,481</b>	<b>348,384</b>	<b>656,817</b>	<b>602,862</b>	<b>276,604</b>
<b><u>Home-State Grant Fund - 213</u></b>						
Interest Earnings	146	-	164	-	115	120
Housing Tenant Based Rental Assist.	2,516	416,447	-	-	-	-
Housing General Admin	-	48,886	1,372	-	-	-
Simpson Housing GHI 06-2454	-	-	-	-	-	-
HOME Grant	-	-	76,403	-	-	-

## Revenue Details By Fund and Line-Item

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
TBRA 07-3099	-	18,307	-	-	-	-
<b>Total Home-State Grant Fund</b>	<b>2,662</b>	<b>483,640</b>	<b>77,939</b>	<b>-</b>	<b>115</b>	<b>120</b>
<b><u>Used Oil Block Grant - 214</u></b>						
Interest Earnings	66	75	69	-	50	100
Unrealized Gains/Loss	(19)	(58)	45	-	-	-
Env Srv Used Oil 8th Cycle	14,726	-	-	-	-	-
Env Srv Used Oil 16th Cycle	-	16,674	9,924	35,897	21,293	-
Env Srv Used Oil 17th Cycle	-	-	-	-	14,343	-
Env Srv Used Oil 18th Cycle	-	-	-	-	-	14,300
Oil Payment Program	(145)	-	-	-	-	-
<b>Total Used Oil Block Grant</b>	<b>14,628</b>	<b>16,691</b>	<b>10,038</b>	<b>35,897</b>	<b>35,686</b>	<b>14,400</b>
<b><u>Air Quality Fund - 215</u></b>						
Interest Earnings	1,278	753	683	300	560	560
Unrealized Gains/Loss	(426)	(567)	397	-	-	-
Environmental Srv AQMD Fees	47,482	76,997	46,436	59,750	59,750	59,750
<b>Total AQMD Fund</b>	<b>48,334</b>	<b>77,182</b>	<b>47,516</b>	<b>60,050</b>	<b>60,310</b>	<b>60,310</b>
<b><u>AB 939 Environmental Services - 216</u></b>						
Interest Earnings	836	697	12	-	-	-
Unrealized Gains/Losses	(165)	-	-	-	-	-
AB 939 Fees	118,367	97,446	16,138	-	-	-
Misc Fees	2,069	-	-	-	-	-
<b>Total AB 939 Environ Srv Fund</b>	<b>121,107</b>	<b>98,142</b>	<b>16,150</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Prop A Operations Fund - 217</u></b>						
Interest Earnings	94	400	266	300	320	200
Unrealized Gains/Loss	5	(189)	20	-	-	-
1996 Open Space Maint	159,396	146,328	-	109,387	70,875	70,000
<b>Total Prop A Operations Fund</b>	<b>159,495</b>	<b>146,539</b>	<b>286</b>	<b>109,687</b>	<b>71,195</b>	<b>70,200</b>
<b><u>Prop 1C Cal-Home Housing - 218</u></b>						
Interest Income	129	8	13	-	60	-
Rehabilitation 0-0	107,989	-	9	-	39,407	-
Local Reuse Funds	5,071	-	-	-	-	-
<b>Total Prop 1C Housing</b>	<b>113,189</b>	<b>8</b>	<b>22</b>	<b>-</b>	<b>39,467</b>	<b>-</b>
<b><u>Prop 1B Local Streets &amp; Roads - 219</u></b>						
Interest Earnings	524	573	602	-	150	-
Prop 1B Bond Fund	-	-	-	4,900	-	-
Unrealized Gains/(Losses)	(594)	(536)	332	-	-	-
<b>Total Prop 1B Streets &amp; Roads</b>	<b>(70)</b>	<b>37</b>	<b>935</b>	<b>4,900</b>	<b>150</b>	<b>-</b>

**Revenue Details  
By Fund and Line-Item**

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
<b><u>Avoid the 100 Grant - 220</u></b>						
Interest Earnings	119	18	127			
Avoid the 100 Allocation	246,131	-	-	-	-	-
<b>Total Avoid the 100</b>	<b>246,250</b>	<b>18</b>	<b>127</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>STLP Street Construction - 221</u></b>						
Interest Earnings	1,762	1,075	475	-	660	700
Unrealized Gains/(Losses)	(285)	(841)	611	-	-	-
STPL Allocation	-	9,333	449,244	529,293	529,293	150,000
<b>Total STPL</b>	<b>1,477</b>	<b>9,568</b>	<b>450,330</b>	<b>529,293</b>	<b>529,953</b>	<b>150,700</b>
<b><u>Measure R Transportation 2009 - 222</u></b>						
Interest Earnings	596	688	972	500	1,100	1,100
Unrealized Gains/(Losses)	(42)	(495)	469	-	-	-
Measure R Local Return	477,160	507,249	532,300	551,935	551,935	576,186
<b>Total Measure R</b>	<b>477,714</b>	<b>507,442</b>	<b>533,740</b>	<b>552,435</b>	<b>553,035</b>	<b>577,286</b>
<b><u>Cal MMET Grant - 223</u></b>						
Cal MMET Allocation	72,443	11,789	-	3,336	3,344	-
<b>Total Cal MMET</b>	<b>72,443</b>	<b>11,789</b>	<b>-</b>	<b>3,336</b>	<b>3,344</b>	<b>-</b>
<b><u>Windstorm Replacement Grant - 224</u></b>						
Grant	-	-	54,494	2,535	7,125	-
<b>Total Windstorm Repl Grant</b>	<b>-</b>	<b>-</b>	<b>54,494</b>	<b>2,535</b>	<b>7,125</b>	<b>-</b>
<b><u>Homeland Security Grant - 225</u></b>						
Interest Income	132	-	-	-	-	-
Homeland Security #8	30,641	-	-	-	-	-
2011 & 2014 Home Sec	-	-	-	2,088,232	2,125,000	-
Homeland Security #9	22,550	184,523	138,060	-	-	-
<b>Total Homeland Security</b>	<b>53,323</b>	<b>184,523</b>	<b>138,060</b>	<b>2,088,232</b>	<b>2,125,000</b>	<b>-</b>
<b><u>Safety Belt Grant - 227</u></b>						
Interest Earnings	54	22	-	-	-	-
Unrealized Gains/(Losses)	9	-	-	-	-	-
Safety Belt	40,809	-	-	-	-	-
<b>Total Safety Belt</b>	<b>40,872</b>	<b>22</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Beverage Recycling Grant - 228</u></b>						
Interest Earnings	196	169	176	150	165	170

**Revenue Details  
By Fund and Line-Item**

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
Unrealized Gains/(Losses)	2	(124)	84	-	-	-
Beverage Recycling	13,766	13,751	13,514	13,300	13,381	13,300
<b>Total Beverage Recycling</b>	<b>13,964</b>	<b>13,796</b>	<b>13,774</b>	<b>13,450</b>	<b>13,546</b>	<b>13,470</b>
<b><u>Library Grants - 229</u></b>						
Interest Earnings	(2)	-	-	-	-	-
Library Literacy	-	14,346	12,582	20,131	20,131	-
Library Friends Contribution	58,769	117,507	94,841	130,718	111,342	138,130
	<b>58,767</b>	<b>131,853</b>	<b>107,423</b>	<b>150,849</b>	<b>131,473</b>	<b>138,130</b>
<b><u>PEG Cable Television - 230</u></b>						
Interest Earnings	1,221	805	1,410	800	1,200	1,200
Unrealized Gains/Losses	(24)	(927)	787	-	-	-
Public Info PEG Fees	14,245	13,555	25,539	-	-	-
1% Franchise Fee	82,561	95,361	73,213	80,000	77,247	80,000
<b>Total PEG Cable Television</b>	<b>98,003</b>	<b>108,794</b>	<b>100,949</b>	<b>80,800</b>	<b>78,447</b>	<b>81,200</b>
<b><u>Glendora Biz Improvement Dx - 231</u></b>						
Interest Income	35	305	164	-	150	150
Unrealized Gains/(Losses)	42	(130)	116	-	-	-
Miscellaneous	-	-	-	-	-	-
Glendora BID Assessments	81,664	77,400	77,933	54,200	54,200	56,800
Wine Walk	24,498	20,295	34,934	35,000	54,200	44,000
Chalk Walk	1,348	1,501	2,321	500	3,000	500
Taste of the Village	969	2,766	5,752	5,500	-	-
T/I - General Fund	-	-	-	3,100	-	-
<b>Total Glendora BID</b>	<b>108,556</b>	<b>102,137</b>	<b>121,220</b>	<b>98,300</b>	<b>111,550</b>	<b>101,450</b>
<b><u>Amer Recovery &amp; Reinvst Act - 233</u></b>						
ARRA Federal Grant	452	-	-	-	-	-
<b>Total ARRA Grant</b>	<b>452</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>HSIPL Grant - 234</u></b>						
HSIPL Local Return	13	190,014	-	123,000	123,000	-
<b>Total HSIPL Grant</b>	<b>13</b>	<b>190,014</b>	<b>-</b>	<b>123,000</b>	<b>123,000</b>	<b>-</b>
<b><u>South Hills Trail Impr Grant - 236</u></b>						
Trail Improvement Grant	48,736	-	-	-	-	-
<b>Total South Hills Grant</b>	<b>48,736</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Revenue Details By Fund and Line-Item

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
<b><u>EEC Stimulus Solar Grant - 237</u></b>						
Interest Income	202	-	-	-	-	-
Teen Center EEC Stimulus	39,208	13,985	-	-	-	-
<b>Total EEC Stimulus Grant</b>	<b>39,410</b>	<b>13,985</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Distracted Driving Grant - 239</u></b>						
T/I - General Fund	-	-	-	-	-	-
Distracted Driving Allocation	169,849	497,786	-	2,052	2,052	-
<b>Total Distracted Driving</b>	<b>169,849</b>	<b>497,786</b>	<b>-</b>	<b>2,052</b>	<b>2,052</b>	<b>-</b>
<b><u>Cal Recycle TDP Grant - 240</u></b>						
Cal Recycle Allocation	-	80,389	-	149,700	149,700	-
<b>Total Cal Recycle</b>	<b>-</b>	<b>80,389</b>	<b>-</b>	<b>149,700</b>	<b>149,700</b>	<b>-</b>
<b><u>Playful City USA Grant - 241</u></b>						
Playful City Allocation	5,037	10,000	-	-	-	-
<b>Total Playful City</b>	<b>5,037</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>OTS Cell Phone Policy Dev. Grant - 242</u></b>						
T/I - General Fund	-	-	-	334	334	-
Cell Phone Grant	-	11,919	51,495	-	-	-
<b>Total Cell Phone Grant</b>	<b>-</b>	<b>11,919</b>	<b>51,495</b>	<b>334</b>	<b>334</b>	<b>-</b>
<b><u>AVOID the 100C - 243</u></b>						
Distracted Drivers Grant	-	141,380	217,678	-	-	-
<b>Total Avoid the 100C</b>	<b>-</b>	<b>141,380</b>	<b>217,678</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>STATE AB109 Realignment - 244</u></b>						
Interest Earnings	-	57	454	300	275	300
AB109 Grant Allocation	-	90,000	111,095	111,096	111,096	110,000
<b>Total State AB109 Realignment</b>	<b>-</b>	<b>90,057</b>	<b>111,549</b>	<b>111,396</b>	<b>111,371</b>	<b>110,300</b>
<b><u>BSEP Bus Stop Enhancement - 245</u></b>						
Bus Stop Enh. Grant Allocation	-	-	28,629	-	-	-
<b>Total BSEP Bus Enhancement</b>	<b>-</b>	<b>-</b>	<b>28,629</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Highway Bridge Repl Prog Fund - 246</u></b>						
HBRR Grant Allocation	-	-	16,485	-	27,341	-
<b>Total HBRR</b>	<b>-</b>	<b>-</b>	<b>16,485</b>	<b>-</b>	<b>27,341</b>	<b>-</b>

**Revenue Details  
By Fund and Line-Item**

<u>Fund &amp; Description</u>	<u>FY 2011/12 Actual</u>	<u>FY 2012/13 Actual</u>	<u>FY 2013/14 Actual</u>	<u>FY 2014/15 Budgeted</u>	<u>FY 2014/15 Projected</u>	<u>FY 2015/16 Adopted</u>
<hr/>						
<b><u>AVOID the 100D - 247</u></b>						
AVOID the 100D Grant Alloc.	-	-	301,252	358,836	240,885	-
<b>Total Avoid the 100D</b>	-	-	<b>301,252</b>	<b>358,836</b>	<b>240,885</b>	-
<hr/>						
<b><u>STEP OTS Grant - 248</u></b>						
OTS Grant Allocation	-	-	43,526	26,720	14,560	-
<b>Total OTS Grant</b>	-	-	<b>43,526</b>	<b>26,720</b>	<b>14,560</b>	-
<hr/>						
<b><u>LUDWIG Explorer Grant - 249</u></b>						
Explorer Grant Allocation	-	-	35,116	41,700	15,005	-
<b>Total LUDWIG Explorer Grant</b>	-	-	<b>35,116</b>	<b>41,700</b>	<b>15,005</b>	-
<hr/>						
<b><u>USDA-NRCS Disaster Grant - 251</u></b>						
Grant Allocation	-	-	428,743	-	-	-
<b>Total USDA-NRCS Disaster Grant</b>	-	-	<b>428,743</b>	-	-	-
<hr/>						
<b><u>Fire Management Asst Colby Fire - 252</u></b>						
T/I - General Fund	-	-	24,074	-	-	-
<b>Total Fire Mgmt Asst-Colby Fire</b>	-	-	<b>24,074</b>	-	-	-
<hr/>						
<b><u>Winter 2014 Floods - 253</u></b>						
T/I - Various Funds	-	-	106,875	-	-	-
<b>Total Winter 2014 Floods</b>	-	-	<b>106,875</b>	-	-	-
<hr/>						
<b><u>STEP OTS Grant- 254</u></b>						
T/I - Various Funds	-	-	-	249,000	249,000	154,015
<b>Total STEP OTS Grant</b>	-	-	-	<b>249,000</b>	<b>249,000</b>	<b>154,015</b>
<hr/>						
<b><u>Affordable Housing Fees Fund - 285</u></b>						
Interest Earnings	3,541	2,540	1,477	1,000	1,500	1,500
T/I - Housing Authority	-	-	-	-	1,566,481	-
Unrealized Gains/Losses	(733)	(1,916)	1,344	-	-	-
<b>Total Affordable Housing Fees Fund</b>	<b>2,808</b>	<b>624</b>	<b>2,821</b>	<b>1,000</b>	<b>1,567,981</b>	<b>1,500</b>
<hr/>						
<b>Total Special Revenue Funds</b>	<b>6,165,393</b>	<b>7,675,313</b>	<b>8,279,602</b>	<b>9,724,371</b>	<b>11,097,656</b>	<b>6,649,376</b>

## Revenue Details By Fund and Line-Item

<u>Fund &amp; Description</u>	<u>FY 2011/12</u> <u>Actual</u>	<u>FY 2012/13</u> <u>Actual</u>	<u>FY 2013/14</u> <u>Actual</u>	<u>FY 2014/15</u> <u>Budgeted</u>	<u>FY 2014/15</u> <u>Projected</u>	<u>FY 2015/16</u> <u>Adopted</u>
<b>CAPITAL PROJECTS FUNDS</b>						
<b><u>Capital Projects Fund - 321</u></b>						
Interest Earnings	(2,430)	2,195	2,772	-	-	-
Unrealized Gains/Loss	(4,861)	(11,930)	7,007	-	-	-
Reimb Signal Sync - City of Azusa	244,000	-	-	-	-	-
Transfers In-Successor Agency PA#1	-	-	-	1,133,700	1,133,700	1,051,924
Transfers In-Gen Fund	-	1,300,000	472,723	-	-	310,000
<b>Total Capital Projects Fund</b>	<b>236,709</b>	<b>1,290,265</b>	<b>482,502</b>	<b>1,133,700</b>	<b>1,133,700</b>	<b>1,361,924</b>
<b><u>Energy Efficient Project - 405</u></b>						
Loan Proceeds	-	1,015,000	-	-	-	-
T/I - General Fund	-	-	-	59,265	59,265	39,156
T/I - Capital Projects	-	-	-	160,000	160,000	-
T/I - Water Fund	-	-	-	42,042	42,042	27,777
T/I - Park & Recreation	-	60,000	-	-	-	-
T/I - Grants	-	400,000	-	-	-	-
<b>Total Energy Efficient Project</b>	<b>-</b>	<b>1,475,000</b>	<b>-</b>	<b>261,307</b>	<b>261,307</b>	<b>66,933</b>
<b>Total Capital Projects Funds</b>	<b>236,709</b>	<b>2,765,265</b>	<b>482,502</b>	<b>1,395,007</b>	<b>1,395,007</b>	<b>1,428,857</b>
<b>ENTERPRISE FUNDS</b>						
<b><u>Water Capital Projects Fund - 530</u></b>						
Interest Earnings	88,913	51,053	52,436	40,000	45,000	45,000
Unrealized Gains/Loss	(19,323)	(42,536)	26,969	-	-	-
2006 B Bond Interest	4,935	-	-	-	-	-
Water Rights Fee	-	259,280	583,100	-	-	-
MWD Turf Replacement Grant	-	-	-	-	-	250,000
Miscellaneous Receipts	194	-	-	-	-	-
Transfers In-Water Op	-	4,940,835	5,645,718	2,078,295	2,078,295	2,210,080
<b>Total Water Cap Projects Fund</b>	<b>74,719</b>	<b>5,208,632</b>	<b>6,308,223</b>	<b>2,118,295</b>	<b>2,123,295</b>	<b>2,505,080</b>
<b><u>Water Operations Fund - 531</u></b>						
Interest Earnings	30,293	52,096	38,060	20,000	30,000	30,000
Unrealized Gains/Loss	(1,691)	(34,724)	28,563	-	-	-
2006 B Bond Interest	-	-	7	-	-	-
Rental Income	-	(61)	921	-	-	-
Gain/Loss Disposal of Assets	-	858	-	-	-	-
Damage to City Property	(998)	9,416	3,355	4,018	4,018	-
Copy Fees	-	-	-	-	-	-
Miscellaneous Receipts	12,775	38,833	17,804	20,000	58,608	20,000
Eng & Reinspection	1,180	2,580	25,189	22,300	40,857	18,000
Backflow Plan Check	715	915	2,172	1,000	1,000	1,000
Sale of Printed Materials	9,762	537	2,650	2,000	2,500	2,000
Admin Water Sales	425	-	180	160	160	160
Energy Charge	1,639,970	1,927,707	1,804,136	2,145,536	1,894,342	1,973,875
Purchased Water	2,812,149	2,614,380	3,008,147	2,909,805	3,158,553	3,158,553
Uniform Base	4,616,336	4,944,889	6,140,929	5,503,660	6,447,974	6,447,974

**Revenue Details  
By Fund and Line-Item**

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
Readiness to Serve	5,312,073	5,779,239	6,113,903	6,432,292	6,419,598	6,419,598
Fire Srv Charge	35,266	34,787	34,450	35,000	35,000	35,000
Hydrant Meter Sales	5,400	2,600	7,100	4,000	6,000	4,000
Sales to Other Utilities	6,184	188,937	337,424	300,000	140,443	20,000
Meter Installation Fees	16,785	19,985	10,307	40,800	45,461	10,000
Front Footage Charges	-	24	6,400	7,000	-	1,000
Water Acreage Charges	6,662	13,696	85,892	86,000	216,205	1,000
Water Service Installations	-	-	4,787	2,400	1,200	2,400
Reconnect Fees	15,835	17,090	12,760	14,000	17,000	15,000
Water Bill Penalties	152,788	169,918	179,467	150,000	158,000	150,000
Water Rights Fee	-	-	-	-	-	-
Bad Debt Recovery	3,460	3,089	4,449	600	2,040	2,100
Returned Check Charges	3,093	2,983	2,288	2,500	1,885	2,000
Water Conservation Three Valleys	1,039	995	15,850	500	1,007	800
Transfer In - Water Capital Recovery	2,011,486	5,368,665	4,411,168	-	-	-
<b>Total Water Operations Fund</b>	<b>16,690,987</b>	<b>21,159,432</b>	<b>22,298,356</b>	<b>17,703,571</b>	<b>18,681,852</b>	<b>18,314,460</b>
Subtotal Water Enterprise Funds	16,765,706	26,368,064	28,606,578	19,821,866	20,805,147	20,819,540
<b><u>Transit System Fund - 533</u></b>						
Bus Charges	32,770	22,910	23,859	15,000	24,000	24,000
Interest Earnings	74	(117)	178	-	-	-
National Transit Database	10,128	37,322	105,260	-	-	-
T/I from AQMD Fund	124,008	-	-	108,303	-	-
Transfer from Prop A	620,000	557,356	567,373	589,506	589,506	1,342,974
Transfer from Prop C	402,569	277,910	196,800	415,591	415,591	55,420
<b>Total Transit System Fund</b>	<b>1,189,549</b>	<b>895,380</b>	<b>893,470</b>	<b>1,128,400</b>	<b>1,029,097</b>	<b>1,422,394</b>
<b><u>La Fetra Senior Center - 534</u></b>						
Interest Earnings	633	483	482	400	1,500	1,500
Unrealized Gains/Loss	(99)	(410)	294	-	-	-
Human Services Rental Income	35,791	23,131	30,352	40,000	25,000	25,000
<b>Total La Fetra Senior Center Fund</b>	<b>36,325</b>	<b>23,203</b>	<b>31,128</b>	<b>40,400</b>	<b>26,500</b>	<b>26,500</b>
<b><u>Wastewater Fund - 567</u></b>						
Interest Earnings	-	-	-	-	-	-
Miscellaneous Receipts	-	259,092	-	-	-	-
<b>Total Wastewater Fund</b>	<b>-</b>	<b>259,092</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Enterprise Funds</b>	<b>17,991,580</b>	<b>27,545,740</b>	<b>29,531,176</b>	<b>20,990,666</b>	<b>21,860,744</b>	<b>22,268,434</b>



## Revenue Details By Fund and Line-Item

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
<b>INTERNAL SERVICE FUNDS</b>						
<b><u>Workers' Compensation Fund - 541</u></b>						
Unrealized Gains/Loss	1,442	(4,513)	3,071	-	-	-
Miscellaneous Receipts	1,185	8,555	84,306	10,000	5,802	5,000
Transfer In/Capital Contribution	-	700,000	-	250,000	250,000	300,000
RM Chargebacks	373,135	476,776	469,426	548,291	548,291	671,106
<b>Total Workers' Comp Fund</b>	<b>375,762</b>	<b>1,180,818</b>	<b>556,803</b>	<b>808,291</b>	<b>804,093</b>	<b>976,106</b>
<b><u>Liability Insurance Fund - 542</u></b>						
Unrealized Gains/Loss	817	(3,066)	2,249	-	-	-
Miscellaneous Receipts	4,841	14,697	4,559	15,000	7,635	5,000
Recreation Insurance	22,635	19,785	17,933	15,000	13,000	13,000
Unemployment Insurance	19,514	40,000	75,000	75,000	75,000	25,000
RM Chargebacks	441,724	548,163	612,500	655,375	655,375	1,279,759
RM Property Insurance Charges	423,837	546,106	612,500	612,500	612,500	-
<b>Total Liability Insurance Fund</b>	<b>913,368</b>	<b>1,165,685</b>	<b>1,324,741</b>	<b>1,372,875</b>	<b>1,363,510</b>	<b>1,322,759</b>
<b><u>Technology Fund - 548</u></b>						
Interest Earnings	(922)	583	769	-	-	-
Unrealized Gains/Loss	(1,501)	(2,776)	1,858	-	-	-
DP Chargebacks	479,448	479,448	383,384	587,837	587,837	1,286,830
DP Processing Lease	162,813	162,284	194,360	61,873	61,873	-
Info/Comm Leases	81,460	86,525	105,000	30,941	30,941	-
Info/Comm Charges	282,503	282,532	417,683	518,956	518,956	-
Transfers In - Asset Forfeiture	54,005	-	-	-	-	-
Transfer In - General Fund	-	1,450	-	-	-	-
Transfer In - Homeland Security	-	35,152	-	-	-	-
Sale of Equipment	20	1,594	-	-	15,325	-
<b>Total Technology Fund</b>	<b>1,057,826</b>	<b>1,046,791</b>	<b>1,103,054</b>	<b>1,199,607</b>	<b>1,214,932</b>	<b>1,286,830</b>
<b><u>Vehicle Replacement Fund - 549</u></b>						
Interest Earnings	19,801	12,081	12,282	10,000	12,000	12,000
Unrealized Gains/Loss	(5,143)	(10,078)	(10,039)	-	-	-
Gain/Loss Disp of Assets	(621)	5,828	-	-	-	-
Sale of Equipment	26,377	20,950	110,041	25,000	14,463	11,200
Transfers In	25,963	314,214	26,815	-	-	-
Vehicle Charges	955,050	743,074	772,196	981,507	981,507	1,077,665
Vehicle Leases	410,295	410,166	1,268,464	689,921	689,921	-
<b>Total Vehicle Replacement Fund</b>	<b>1,431,722</b>	<b>1,496,235</b>	<b>2,179,759</b>	<b>1,706,428</b>	<b>1,697,891</b>	<b>1,100,865</b>
<b>Total Internal Service Funds</b>	<b>3,778,678</b>	<b>4,889,529</b>	<b>5,164,357</b>	<b>5,087,201</b>	<b>5,080,426</b>	<b>4,686,560</b>

## Revenue Details By Fund and Line-Item

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
<b>GLENDORA HOUSING AUTHORITY</b>						
Interest Income	-	(657)	3,132	-	181,066	2,000
Rental Income	25,693	15,375	15,375	20,500	26,749	25,000
Sale of Capital Asset	-	-	-	-	1,969,234	-
Program Income	-	176,636	96,989	-	-	-
<b>Total Housing Authority Fund</b>	<b>25,693</b>	<b>191,354</b>	<b>115,495</b>	<b>20,500</b>	<b>2,177,049</b>	<b>27,000</b>
<b>GLENDORA COMMUNITY REDEVELOPMENT AGENCY</b>						
<b><u>CRA Low/Mod Fund - 289</u></b>						
Interest Earnings	5,071	-	-	-	-	-
Unrealized Gains/Loss	1,736	-	-	-	-	-
Miscellaneous Receipts	827	-	-	-	-	-
1st Time Buyer - Principal	10,726	-	-	-	-	-
<b>Total CRA Low-Mod Fund</b>	<b>18,360</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>CRA Project Area #1 - 381</u></b>						
Interest Earnings	12,168	-	-	-	-	-
2003 A&B Bond Interest	470	-	-	-	-	-
2006A Bond Interest	3,768	-	-	-	-	-
Unrealized Gains/Loss	3,795	-	-	-	-	-
Rental Income	49,938	-	-	-	-	-
Transfers In-Debt Service #1	600,000	-	-	-	-	-
<b>Total CRA #1 Fund</b>	<b>670,139</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>CRA Project Area #2 - 382</u></b>						
Interest Earnings	206	-	-	-	-	-
Unrealized Gains/Loss	300	-	-	-	-	-
Transfers In-Debt Service #2	151,204	-	-	-	-	-
<b>Total CRA #2 Fund</b>	<b>151,710</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>CRA Project Area #3 - 383</u></b>						
Interest Earnings	16,260	-	-	-	-	-
Unrealized Gains/Loss	5,068	-	-	-	-	-
<b>Total CRA #3 Fund</b>	<b>21,328</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>CRA Debt Service #1 - 481</u></b>						
Tax Increment Secured	1,683,986	-	-	-	-	-
Tax Increment Unsecured	441,829	-	-	-	-	-
Redemptions	16,935	-	-	-	-	-
<b>Total CRA #1 Debt Service Fund</b>	<b>2,142,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>CRA Debt Service #2 - 482</u></b>						
ERAF Tax Increment Shift	1	-	-	-	-	-

**Revenue Details  
By Fund and Line-Item**

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
Tax Increment Secured	187,598	-	-	-	-	-
Tax Increment Unsecured	37,159	-	-	-	-	-
Redemptions	4,240	-	-	-	-	-
<b>Total CRA #2 Debt Service Fund</b>	<b>228,998</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>CRA Debt Service #3 - 483</u></b>						
Unrealized Gains/Losses	26,548	-	-	-	-	-
<b>Total CRA #3 Debt Service Fund</b>	<b>26,548</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total CRA Funds</b>	<b>3,259,833</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GLENDORA REDEVELOPMENT SUCCESSOR AGENCY**

**Redevelopment Obligation Retirement Fund (RORF) - 400**

Interest Income	-	16,327	7,154	11,000	8,310	8,000
Rental Income	-	7,134	85,608	-	-	-
Redevelopment Property Tax Trust Pmt.	-	2,313,776	2,437,798	2,511,560	1,820,422	2,377,591
T/I - RORF	-	-	1,500	-	-	-
T/I - CRA Project Area #3	-	-	-	-	2,983	-
T/I - CRA Project Area #2	-	-	980	-	-	-
<b>Total Red Obl Retirement Fund</b>	<b>-</b>	<b>2,337,237</b>	<b>2,533,039</b>	<b>2,522,560</b>	<b>1,831,715</b>	<b>2,385,591</b>

**Obligation Payment CRA #1 - 391**

Interest Income	2,591	-	-	-	-	-
Rental Income	28,536	85,608	-	85,608	85,608	85,608
Transfer In - Debt Service	600,000	-	14,864	73,000	367,719	79,000
<b>Total Project Area #1 Bonds Fund</b>	<b>631,127</b>	<b>85,608</b>	<b>14,864</b>	<b>158,608</b>	<b>453,327</b>	<b>164,608</b>

**Debt Obligation CRA #1 - 491**

Enforceable Obligation Payments	-	3	(1)	-	-	-
T/I - Housing Authority	83,642	-	-	-	-	-
Transfer In - RORF	1,937,225	91,514	2,053,161	2,052,094	2,052,094	2,046,790
<b>Total Obligation Payments CRA #1</b>	<b>2,020,867</b>	<b>91,517</b>	<b>2,053,160</b>	<b>2,052,094</b>	<b>2,052,094</b>	<b>2,046,790</b>

**Obligation Payment CRA #2 - 392**

Interest Income	229	-	-	-	-	-
Transfer In - RORF	-	6,108	8,745	19,200	19,200	1,800
<b>Total Project Area #2 Bonds Fund</b>	<b>229</b>	<b>6,108</b>	<b>8,745</b>	<b>19,200</b>	<b>19,200</b>	<b>1,800</b>

**Debt Obligation CRA #2 - 492**

Transfer In - RORF	228,780	2,876	-	-	-	-
<b>Total Obligation Payments CRA #2</b>	<b>228,780</b>	<b>2,876</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Revenue Details  
By Fund and Line-Item**

<b>Fund &amp; Description</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Actual</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Budgeted</b>	<b>FY 2014/15 Projected</b>	<b>FY 2015/16 Adopted</b>
<b>Obligation Payment CRA #3 - 393</b>						
Interest Income	580	-	-	172,317	172,316	-
Sale of Capital Assets	-	-	134,922	-	-	-
Transfer In - RORF	-	11,436	11,207	-	-	-
<b>Total Project Area #3 Bonds Fund</b>	<b>580</b>	<b>11,436</b>	<b>146,129</b>	<b>172,317</b>	<b>172,316</b>	<b>-</b>
<b>Debt Obligation CRA #3 - 493</b>						
Transfer In - RORF	-	13,275	-	-	-	-
<b>Total Obligation Payments CRA #3</b>	<b>-</b>	<b>13,275</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Successor Agency</b>	<b>2,881,583</b>	<b>2,548,057</b>	<b>4,755,938</b>	<b>4,924,779</b>	<b>4,528,652</b>	<b>4,598,789</b>
<b>Grand Total All Revenue</b>	<b>56,506,886</b>	<b>71,607,495</b>	<b>73,599,467</b>	<b>67,952,320</b>	<b>71,943,328</b>	<b>66,359,817</b>

<b>Restatement by Fund</b>						
General Fund	22,167,417	25,992,236	25,270,397	25,809,796	25,803,794	26,700,801
Special Revenue Funds	6,165,393	7,675,313	8,279,602	9,724,371	11,097,656	6,649,376
Capital Project Funds	236,709	2,765,265	482,502	1,395,007	1,395,007	1,428,857
Enterprise Funds	17,991,580	27,545,740	29,531,176	20,990,666	21,860,744	22,268,434
Internal Service Funds	3,778,678	4,889,529	5,164,357	5,087,201	5,080,426	4,686,560
Glendora Housing Authority	25,693	191,354	115,495	20,500	2,177,049	27,000
Glendora Redevelopment Agency	3,259,833	-	-	-	-	-
Glendora Successor Agency	2,881,583	2,548,057	4,755,938	4,924,779	4,528,652	4,598,789
<b>Grand Total All Revenue</b>	<b>56,506,886</b>	<b>71,607,495</b>	<b>73,599,467</b>	<b>67,952,320</b>	<b>71,943,328</b>	<b>66,359,817</b>

## Expenditure Summary By Fund

Fund	Title	FY 2011-12 Actual	FY2012-13 Actual	FY2013-14 Actual	FY2014-15 Projected	FY2015-16 Adopted
001	General Fund	23,775,757	24,774,597	24,413,624	25,324,504	26,308,629
<b>SPECIAL REVENUE FUNDS</b>						
202	Street Lighting Assessment Fund	339,497	332,746	336,546	343,779	347,750
202B	Landscape Assessment Fund	56,554	36,974	53,241	69,198	63,368
203	Trans Develop Act Fund	16,447	54,344	32,721	29,944	-
204	Traffic Congestion Relief Fund	(675)	-	-	-	-
205	State Gas Tax Fund	720,843	1,391,973	1,959,330	1,837,802	1,263,016
206	Park & Recreation Facilities Fund	3,325	60,000	70,000	157,063	589,861
207	Grant Fund	29,161	2,785	10,289	1,877	-
208	Asset Forfeiture Fund	435,078	949,759	847,305	982,148	746,472
209	Prop A Transit Fund	696,499	692,672	693,807	731,193	1,420,974
210	Suppl Law Enforce Svces (COPS)	102,774	99,808	103,924	103,257	103,526
211	Prop C Transit Fund	1,162,110	759,824	515,521	756,485	1,137,420
212	Community Dev Block Grant (CDBG)	305,993	56,710	331,301	603,033	276,604
213	HOME - State Grant Fund	9,711	562,490	-	-	-
214	Used Oil Block Grant	14,087	14,757	9,983	17,045	16,799
215	Air Quality Fund	144,295	105,192	16,815	124,671	184,645
216	AB 939 Environmental Services\	114,422	267,244	19,006	-	-
217	Prop A Operations Fund	117,974	133,981	128,222	72,177	80,007
218	Prop 1C Cal-Home Housing	-	-	-	-	-
219	Prop 1B Local Streets & Roads	136,941	-	110,756	-	50,674
220	Avoid The 100 Police Grant	248,128	-	-	20,098	-
221	Surface Trans. Prog - STPL	3,862	203,548	255,029	103,206	-
222	Measure R Transportation 2009	426,668	480,276	427,181	427,994	463,300
223	Cal MMET Police Grant	91,809	8,322	-	-	-
224	LAC Wind Damage Grant	-	16,922	37,571	7,340	-
225	Homeland Security Grant	67,486	647,444	1,727,989	-	-
227	Safety Belt Grant	32,164	6,214	-	-	-
228	Beverage Container Recycling Grant	8,978	8,227	10,028	13,410	13,410
229	Library Grants	59,755	116,378	121,952	120,261	139,940
230	PEG Cable Television	9,645	24,294	26,487	42,882	51,738
231	Glendora Village Business District	78,963	100,007	93,753	98,984	106,864
233	American Recovery & Reinvestment Act	-	452	-	-	-
234	HSIPL Grant	8,950	172,961	-	5,000	-
237	EEC Stimulus Solar Grant	39,375	14,156	-	-	-
239	Distracted Driving Grant	344,655	325,032	-	-	-
240	Cal Recycle TDP Grant	79,819	571	-	-	-
241	Playful City USA Grant	5,000	10,037	-	-	-
242	OTS Cell Phone Policy Dev. Grant	-	35,317	28,430	-	-
243	AVOID the 100C	-	228,368	129,218	-	-
244	AB109 Realignment	-	-	89,998	109,832	119,070
245	BSEP-Bus Bench Improvement Grant	-	-	28,629	-	-
246	Highway Bridge Replacement	-	-	39,626	4,200	-
247	AVOID the 100D	-	-	326,181	215,957	-
248	STEP OTS Grant	-	-	35,848	14,434	-
249	Ludwig Explorer Grant	-	-	35,116	11,321	-
251	USDA Disaster Grant	-	-	428,742	-	-
252	Fire Mgmt. Asst-Colby Fire	-	-	24,074	-	-
253	Winter 2014 Floods	-	-	106,875	-	-
254	STEP OTS Grant	-	-	-	249,157	154,015
285	Affordable Housing Fees Fund	-	245,953	3,255	-	-
<b>SPECIAL REVENUE FUNDS - Subtotal</b>		<b>5,910,290</b>	<b>8,165,737</b>	<b>9,214,749</b>	<b>7,273,747</b>	<b>7,329,453</b>

## Expenditure Summary By Fund

<b>CAPITAL PROJECTS FUND</b>						
321	Capital Projects Fund	807,992	1,393,371	544,559	583,350	2,264,826
405	Energy Efficient Project	-	460,000	668,633	607,674	66,933
<b>CAPITAL PROJECTS FUND - Subtotal</b>		<b>807,992</b>	<b>1,853,371</b>	<b>1,213,192</b>	<b>1,191,025</b>	<b>2,331,759</b>

<b>ENTERPRISE FUNDS</b>						
530	Water Capital Projects	2,071,560	5,493,514	4,507,583	10,519,764	10,929,365
531	Water Operations Fund	12,033,979	17,324,942	18,361,313	16,350,889	18,337,460
533	Transit System Fund	1,070,434	859,571	933,521	1,072,003	1,422,394
534	La Fetra Senior Center Fd	23,315	28,646	27,332	54,800	39,838
<b>ENTERPRISE FUNDS - Subtotal</b>		<b>15,199,287</b>	<b>23,706,673</b>	<b>23,829,749</b>	<b>27,997,457</b>	<b>30,729,057</b>

<b>INTERNAL SERVICE FUNDS</b>						
541	Workers Compensation Fund	481,425	609,127	1,127,460	843,882	948,764
542	Liability Insurance Fund	776,048	1,565,133	985,913	1,157,194	1,304,756
548	Technology Fund	1,014,812	1,149,780	1,182,142	1,176,102	1,286,830
549	Vehicle Replacement Fund	1,377,387	1,340,480	1,397,700	1,817,053	2,026,287
<b>INTERNAL SERVICE FUNDS - Subtotal</b>		<b>3,649,671</b>	<b>4,664,519</b>	<b>4,693,215</b>	<b>4,994,231</b>	<b>5,566,637</b>

<b>GLENDORA HOUSING AUTHORITY</b>						
290	Glendora Hsg. Authority	364,150	1,439,147	69,640	1,727,345	204,927
<b>GLENDORA HOUSING AUTHORITY - Subtotal</b>		<b>364,150</b>	<b>1,439,147</b>	<b>69,640</b>	<b>1,727,345</b>	<b>204,927</b>

<b>GLENDORA COMMUNITY REDEVELOPMENT AGENCY (CRA)</b>						
289	CRA Low/Mod Fund	597,011	-	-	-	-
381	CRA Project Area #1	471,505	-	-	-	-
382	CRA Project Area #2	30,034	-	-	-	-
383	CRA Project Area #3	302,264	-	-	-	-
481	CRA Debt Service #1	2,447,159	-	-	-	-
482	CRA Debt Service #2	165,642	-	-	-	-
483	CRA Debt Service #3	223,274	-	-	-	-
<b>GLENDORA CRA - Subtotal</b>		<b>4,236,891</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>GLENDORA SUCCESSOR AGENCY</b>						
391	Redev. Obligation Retirement (RORF)	132,416	256,489	16,384	1,501,419	1,130,924
392	Obligation Payment CRA # 1	7,822	118,131	8,765	-	1,800
393	Obligation Payment CRA # 2	71,028	622,938	7,892	669,095	-
400	Obligation Payment CRA # 3	-	356,176	2,337,978	2,691,997	2,377,590
491	Obligation Payment CRA # 1	2,305,468	4,684,990	899,162	2,052,094	2,046,790
492	Debt Service CRA # 2	1,016,254	348,863	-	-	-
493	Debt Service CRA # 3	3,000,000	6,121,813	-	-	-
<b>GLENDORA SUCCESSOR AGENCY - Subtotal</b>		<b>6,532,988</b>	<b>12,509,400</b>	<b>3,270,181</b>	<b>6,914,606</b>	<b>5,557,104</b>

<b>Grand Total All Expenditures</b>		<b>60,477,026</b>	<b>77,113,444</b>	<b>66,704,350</b>	<b>75,422,914</b>	<b>78,027,566</b>
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## Expenditure Summary Detail by Fund/Department/Division

		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4000	CITY COUNCIL	75,909	71,172	81,563	98,402	97,858	100,431
4010	CITY CLERK	243,296	304,394	311,553	337,841	328,341	365,896
4011	MUNICIPAL ELECTIONS	0	4,184	108	159,500	134,375	150
4012	CITY ATTORNEY	163,037	157,578	155,283	155,000	155,375	180,000
<b>Legislative Total</b>		<b>482,241</b>	<b>537,327</b>	<b>548,507</b>	<b>750,743</b>	<b>715,949</b>	<b>646,476</b>
4101	CITY MANAGER	336,081	317,844	342,006	315,238	318,330	301,564
4102	PUBLIC INFORMATION	109,545	106,196	110,811	119,245	119,257	112,244
4103	HUMAN RESOURCES	252,346	246,155	440,097	386,469	396,820	404,369
4108	ECON DEV	0	0	119,544	141,912	133,814	158,563
<b>Administrative Total</b>		<b>697,971</b>	<b>670,194</b>	<b>1,012,459</b>	<b>962,864</b>	<b>968,221</b>	<b>976,739</b>
4216	FINANCE	555,380	520,310	542,955	571,611	550,209	619,706
<b>Finance Total</b>		<b>555,380</b>	<b>520,310</b>	<b>542,955</b>	<b>571,611</b>	<b>550,209</b>	<b>619,706</b>
4306	NON-DEPARTMENTAL	1,089,697	907,505	936,172	984,875	978,110	1,010,329
4313	NATURAL DISASTERS	59,917	0	106,455	0	0	0
<b>Finance/Non-Departmental Total</b>		<b>1,149,614</b>	<b>907,505</b>	<b>1,042,628</b>	<b>984,875</b>	<b>978,110</b>	<b>1,010,329</b>
5126	POLICE ADMIN	2,030,789	2,220,667	2,306,090	2,314,441	2,356,038	2,360,333
5127	PATROL	6,752,305	6,526,623	6,603,586	6,891,571	6,527,441	7,407,413
5128	INVESTIGATION	1,820,593	1,867,110	1,849,063	1,858,748	1,923,904	1,987,285
5129	TRAFFIC CONTROL	512,486	579,330	487,337	457,900	569,539	642,835
5131	COMMUNITY RELATIONS	181,838	161,879	157,498	177,734	172,271	188,923
5132	POLICE INFO SYSTEMS	4,399	3,015	3,245	5,000	5,100	5,000
5133	POLICE RECORDS	612,524	570,978	537,326	507,750	541,948	515,200
5134	JAIL MAINT	402,186	399,756	398,906	400,272	402,775	407,024
5136	ANIMAL CONTROL	166,103	193,111	188,556	244,000	224,400	244,000
5138	EMERGENCY PREP	22,620	3,684	15,262	12,800	9,800	12,800
5139	COMMUNITY PRES	120,819	94,849	59,641	84,552	46,621	75,350
<b>Police Total</b>		<b>12,626,662</b>	<b>12,621,002</b>	<b>12,606,508</b>	<b>12,954,768</b>	<b>12,779,836</b>	<b>13,846,163</b>
6050	PLANNING ADMIN	103,591	253,454	273,147	268,323	276,266	327,888
6051	PLANNING	331,821	443,449	378,453	410,146	384,501	423,928
6052	SUCCESSOR AGENCY ADMIN	998,754	377,114	303,944	276,031	282,134	296,830
6054	ENVIRON SERVICES	711	75	90,373	106,773	118,805	108,450
6059	HOUSING AUTHORITY	0	0	3,088	0	0	0
<b>Planning Total</b>		<b>1,434,877</b>	<b>1,074,092</b>	<b>1,049,005</b>	<b>1,061,273</b>	<b>1,061,706</b>	<b>1,157,096</b>
6561	PUB WKS ADMIN	674,223	713,891	566,809	548,632	545,454	570,217
6562	STREETS	5,273	19,157	29,834	22,100	33,451	24,350
6564	BUILDING	457,300	481,750	492,435	542,410	547,071	544,413
6565	ENGINEERING	69,033	66,382	73,081	111,432	111,428	117,109
6566	CIVIC CENTER MAINT	264,348	309,893	326,875	332,988	359,252	345,452
6575	NPDES	0	0	151,913	410,230	400,000	235,000
6594	NATURAL DISASTERS	0	0	0	186,725	314,087	0
<b>Public Works Total</b>		<b>1,470,177</b>	<b>1,591,073</b>	<b>1,640,947</b>	<b>2,154,517</b>	<b>2,310,744</b>	<b>1,836,541</b>
7076	LIBRARY ADMIN	724,669	717,517	806,153	805,376	803,111	804,639
7077	CIRC/TECHNICAL SVC	443,907	465,865	396,369	416,032	403,677	442,237
7078	YOUTH SERVICES	227,177	157,348	234,605	234,351	240,568	191,802
7079	ADULT SERVICES	436,673	358,730	317,609	358,584	303,418	412,108
<b>Library Total</b>		<b>1,832,425</b>	<b>1,699,460</b>	<b>1,754,736</b>	<b>1,814,343</b>	<b>1,750,774</b>	<b>1,850,786</b>

## Expenditure Summary Detail by Fund/Department/Division

		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7581	COMM SVCS ADMIN	757,877	783,508	872,074	1,139,358	1,151,907	841,763
7582	PARKS	740,132	786,719	1,074,912	930,722	877,318	930,100
7583	RECREATION	636,310	583,263	635,980	720,026	676,267	736,723
7584	STREET TREES	503,079	401,325	428,237	494,257	514,336	509,467
7585	HUMAN SVCS	376,888	318,128	310,504	386,123	367,861	384,049
7587	GOLF COURSE	17,957	1,443	0	0	0	0
7588	TEEN CENTER	251,609	224,384	224,608	266,380	262,303	264,785
7589	POMPEI PARK	148,013	50,235	37,883	47,633	47,310	48,750
<b>Community Services Total</b>		<b>3,431,865</b>	<b>3,149,004</b>	<b>3,584,197</b>	<b>3,984,497</b>	<b>3,897,303</b>	<b>3,715,636</b>
9098	TRANSFERS	94,543	2,004,630	631,683	314,751	311,651	649,156
<b>Transfers Total</b>		<b>94,543</b>	<b>2,004,630</b>	<b>631,683</b>	<b>314,751</b>	<b>311,651</b>	<b>649,156</b>
<b>001</b>	<b>GENERAL FUND Total</b>	<b>23,775,757</b>	<b>24,774,597</b>	<b>24,413,624</b>	<b>25,554,242</b>	<b>25,324,504</b>	<b>26,308,629</b>
6561	PUB WKS ADMIN	9,225	8,103	10,754	10,297	6,344	10,562
6562	STREETS	330,272	324,643	325,792	337,435	337,435	337,188
<b>Public Works Total</b>		<b>339,497</b>	<b>332,746</b>	<b>336,546</b>	<b>347,732</b>	<b>343,779</b>	<b>347,750</b>
<b>202</b>	<b>STREET LIGHTING ASSESS Total</b>	<b>339,497</b>	<b>332,746</b>	<b>336,546</b>	<b>347,732</b>	<b>343,779</b>	<b>347,750</b>
7584	STREET TREES	56,554	36,974	51,875	60,671	68,953	63,368
B758	STREET TREES	0	0	2,733	0	245	0
B758	HUMAN SERVICES	0	0	(1,367)	0	0	0
<b>Total</b>		<b>56,554</b>	<b>36,974</b>	<b>53,241</b>	<b>60,671</b>	<b>69,198</b>	<b>63,368</b>
<b>202B</b>	<b>LANDSCAPE ASSESSMENT Total</b>	<b>56,554</b>	<b>36,974</b>	<b>53,241</b>	<b>60,671</b>	<b>69,198</b>	<b>63,368</b>
9999	CAP PROJ	16,447	54,344	32,721	36,572	29,944	0
<b>Total</b>		<b>16,447</b>	<b>54,344</b>	<b>32,721</b>	<b>36,572</b>	<b>29,944</b>	<b>0</b>
<b>203</b>	<b>TRANS DEV ACT FUND Total</b>	<b>16,447</b>	<b>54,344</b>	<b>32,721</b>	<b>36,572</b>	<b>29,944</b>	<b>0</b>
9999	CAP PROJ	(675)	0	0	0	0	0
<b>Total</b>		<b>(675)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>204</b>	<b>TRAFFIC CONGESTION RELIEF Total</b>	<b>(675)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6562	STREETS	647,773	519,742	1,455,437	832,821	888,724	784,686
<b>Public Works Total</b>		<b>647,773</b>	<b>519,742</b>	<b>1,455,437</b>	<b>832,821</b>	<b>888,724</b>	<b>784,686</b>
7584	STREET TREES	73,070	108,772	107,319	123,650	149,396	138,330
<b>Community Services Total</b>		<b>73,070</b>	<b>108,772</b>	<b>107,319</b>	<b>123,650</b>	<b>149,396</b>	<b>138,330</b>
9098	TRANSFERS	0	0	1,865	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>0</b>	<b>1,865</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999	CAP PROJ	0	763,459	394,709	1,227,890	799,682	340,000
<b>Total</b>		<b>0</b>	<b>763,459</b>	<b>394,709</b>	<b>1,227,890</b>	<b>799,682</b>	<b>340,000</b>
<b>205</b>	<b>STATE GAS TAX FUND Total</b>	<b>720,843</b>	<b>1,391,973</b>	<b>1,959,330</b>	<b>2,184,361</b>	<b>1,837,802</b>	<b>1,263,016</b>



## Expenditure Summary Detail by Fund/Department/Division

		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4306	NON-DEPARTMENTAL	3,325	0	0	0	0	0
	<b>Finance/Non-Departmental Total</b>	<b>3,325</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7582	PARKS	0	0	0	0	5,077	0
	<b>Community Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,077</b>	<b>0</b>
9098	TRANSFERS	0	60,000	70,000	0	0	0
	<b>Transfers Total</b>	<b>0</b>	<b>60,000</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999	CAP PROJ	0	0	0	363,050	151,986	589,861
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>363,050</b>	<b>151,986</b>	<b>589,861</b>
<b>206</b>	<b>PARK &amp; REC FACILITIES FUND Total</b>	<b>3,325</b>	<b>60,000</b>	<b>70,000</b>	<b>363,050</b>	<b>157,063</b>	<b>589,861</b>
5126	POLICE ADMIN	13,570	2,785	10,289	0	1,877	0
5127	PATROL	0	0	0	0	0	0
5128	INVESTIGATION	0	0	0	0	0	0
5129	TRAFFIC CONTROL	0	0	0	0	0	0
5138	EMERGENCY PREP	0	0	0	0	0	0
5140	AVOID THE 40	0	0	0	0	0	0
5141	SAFETY BELT SAFE GRANT	0	0	0	0	0	0
	<b>Police Total</b>	<b>13,570</b>	<b>2,785</b>	<b>10,289</b>	<b>0</b>	<b>1,877</b>	<b>0</b>
6054	ENVIRON SERVICES	0	0	0	0	0	0
	<b>Planning Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7076	LIBRARY ADMIN	0	0	0	0	0	0
7079	ADULT SERVICES	0	0	0	0	0	0
	<b>Library Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7583	RECREATION	0	0	0	0	0	0
7587	YOUTH TO WORK PROGRAM	5,464	0	0	0	0	0
7588	TEEN CENTER	0	0	0	0	0	0
7599	COMM SVCS - CAP PROJ	0	0	0	0	0	0
	<b>Community Services Total</b>	<b>5,464</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	10,128	0	0	0	0	0
	<b>Transfers Total</b>	<b>10,128</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>207</b>	<b>GRANTS Total</b>	<b>29,161</b>	<b>2,785</b>	<b>10,289</b>	<b>0</b>	<b>1,877</b>	<b>0</b>
5126	POLICE ADMIN	0	14,141	23,120	50,200	52,312	22,000
5127	PATROL	91,107	343,342	407,398	267,027	387,806	269,100
5128	INVESTIGATION	113,633	174,460	142,705	310,837	185,895	262,046
5129	TRAFFIC	0	15,066	5,973	10,700	0	5,200
5132	POLICE INFO SYSTEMS	118,407	230,326	245,175	252,648	266,098	184,600
5134	JAIL MAINT	31,963	0	0	0	0	0
5138	EMERGENCY PREP	0	0	3,641	0	0	0
	<b>Police Total</b>	<b>355,110</b>	<b>777,334</b>	<b>828,012</b>	<b>891,412</b>	<b>892,111</b>	<b>742,946</b>
9098	TRANSFERS	79,968	172,425	0	0	3,237	3,526
	<b>Transfers Total</b>	<b>79,968</b>	<b>172,425</b>	<b>0</b>	<b>0</b>	<b>3,237</b>	<b>3,526</b>
9999	CAP PROJ	0	0	19,294	86,800	86,800	0

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Total</b>	<b>0</b>	<b>0</b>	<b>19,294</b>	<b>86,800</b>	<b>86,800</b>	<b>0</b>
<b>208 ASSET FORFEITURE FUND Total</b>	<b>435,078</b>	<b>949,759</b>	<b>847,305</b>	<b>978,212</b>	<b>982,148</b>	<b>746,472</b>
4216 FINANCE	910	82	0	804	796	0
<b>Finance Total</b>	<b>910</b>	<b>82</b>	<b>0</b>	<b>804</b>	<b>796</b>	<b>0</b>
7586 PUBLIC TRANSIT	75,590	135,234	126,434	149,258	140,891	78,000
<b>Community Services Total</b>	<b>75,590</b>	<b>135,234</b>	<b>126,434</b>	<b>149,258</b>	<b>140,891</b>	<b>78,000</b>
9098 TRANSFERS	620,000	557,356	567,373	589,506	589,506	1,342,974
<b>Transfers Total</b>	<b>620,000</b>	<b>557,356</b>	<b>567,373</b>	<b>589,506</b>	<b>589,506</b>	<b>1,342,974</b>
<b>209 PROP A TRANSIT FUND Total</b>	<b>696,499</b>	<b>692,672</b>	<b>693,807</b>	<b>739,568</b>	<b>731,193</b>	<b>1,420,974</b>
5132 POLICE INFO SYSTEMS	102,774	99,808	103,111	102,248	103,257	103,526
5138 EMERGENCY PREP	0	0	0	0	0	0
<b>Police Total</b>	<b>102,774</b>	<b>99,808</b>	<b>103,111</b>	<b>102,248</b>	<b>103,257</b>	<b>103,526</b>
9098 TRANSFERS	0	0	814	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>814</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>210 SUPPL LAW ENF SVC FUND Total</b>	<b>102,774</b>	<b>99,808</b>	<b>103,924</b>	<b>102,248</b>	<b>103,257</b>	<b>103,526</b>
4216 FINANCE	910	82	0	804	797	0
<b>Finance Total</b>	<b>910</b>	<b>82</b>	<b>0</b>	<b>804</b>	<b>797</b>	<b>0</b>
7586 PUBLIC TRANSIT	30,877	171,910	170,493	215,459	203,444	0
<b>Community Services Total</b>	<b>30,877</b>	<b>171,910</b>	<b>170,493</b>	<b>215,459</b>	<b>203,444</b>	<b>0</b>
9098 TRANSFERS	402,569	277,910	196,800	415,591	415,591	55,420
<b>Transfers Total</b>	<b>402,569</b>	<b>277,910</b>	<b>196,800</b>	<b>415,591</b>	<b>415,591</b>	<b>55,420</b>
9999 CAP PROJ	727,753	309,921	148,229	770,741	136,653	1,082,000
<b>Total</b>	<b>727,753</b>	<b>309,921</b>	<b>148,229</b>	<b>770,741</b>	<b>136,653</b>	<b>1,082,000</b>
<b>211 PROP C TRANSIT FUND Total</b>	<b>1,162,110</b>	<b>759,824</b>	<b>515,521</b>	<b>1,402,595</b>	<b>756,485</b>	<b>1,137,420</b>
5139 COMMUNITY PRES	55,597	0	0	0	0	0
<b>Police Total</b>	<b>55,597</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6053 CDBG-PUBLIC SVCS	47,636	23,322	290,200	172,082	164,291	77,284
6056 CDBG GENL ADMIN	61,809	33,050	41,164	42,992	32,000	49,320
6057 HOUSING/REHAB	58,000	0	(63)	0	0	0
<b>Planning Total</b>	<b>167,444</b>	<b>56,373</b>	<b>331,301</b>	<b>215,075</b>	<b>196,291</b>	<b>126,604</b>
6565 ENGINEERING	32,040	817	0	0	0	0
<b>Public Works Total</b>	<b>32,040</b>	<b>817</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7076 LIBRARY ADMIN	6,541	0	0	0	0	0
<b>Library Total</b>	<b>6,541</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7599 COMM SVCS - CAP PROJ	0	0	0	0	0	0

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Community Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999 CAP PROJ	44,369	(480)	0	441,742	406,742	150,000
<b>Total</b>	<b>44,369</b>	<b>(480)</b>	<b>0</b>	<b>441,742</b>	<b>406,742</b>	<b>150,000</b>
<b>212 COMMUNITY DEV BLOCK GRANT Total</b>	<b>305,993</b>	<b>56,710</b>	<b>331,301</b>	<b>656,817</b>	<b>603,033</b>	<b>276,604</b>
6057 HOUSING/REHAB	0	0	0	0	0	0
6058 HOME RECAPTURED FUNDS	373	1,345	0	0	0	0
6058 TBRA 07-HOME-3099	0	0	0	0	0	0
6058 HOME GRANT	0	561,145	0	0	0	0
6059 GHI 6-HOME-2454	9,338	0	0	0	0	0
<b>Planning Total</b>	<b>9,711</b>	<b>562,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>213 HOME STATE GRANT FUND Total</b>	<b>9,711</b>	<b>562,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6054 ENVIRON SERVICES	14,087	14,757	9,983	16,799	17,045	16,799
<b>Planning Total</b>	<b>14,087</b>	<b>14,757</b>	<b>9,983</b>	<b>16,799</b>	<b>17,045</b>	<b>16,799</b>
<b>214 USED OIL BLOCK GRANT Total</b>	<b>14,087</b>	<b>14,757</b>	<b>9,983</b>	<b>16,799</b>	<b>17,045</b>	<b>16,799</b>
4000 CITY COUNCIL	0	0	0	0	0	0
4010 CITY CLERK	0	0	0	0	0	0
<b>Legislative Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4103 HUMAN RESOURCES	13,721	11,072	13,660	16,500	10,682	16,500
<b>Administrative Total</b>	<b>13,721</b>	<b>11,072</b>	<b>13,660</b>	<b>16,500</b>	<b>10,682</b>	<b>16,500</b>
4216 FINANCE	1,302	1,213	1,969	1,803	1,801	1,803
<b>Finance Total</b>	<b>1,302</b>	<b>1,213</b>	<b>1,969</b>	<b>1,803</b>	<b>1,801</b>	<b>1,803</b>
4306 NON-DEPARTMENTAL	0	0	0	0	0	0
<b>Finance/Non-Departmental Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5127 PATROL	0	0	0	0	0	0
<b>Police Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6563 VEHICLES	0	0	0	0	0	0
<b>Public Works Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7586 PUBLIC TRANSIT	5,022	4,417	1,182	3,714	112,188	166,342
<b>Community Services Total</b>	<b>5,022</b>	<b>4,417</b>	<b>1,182</b>	<b>3,714</b>	<b>112,188</b>	<b>166,342</b>
9098 TRANSFERS	124,008	0	4	108,303	0	0
<b>Transfers Total</b>	<b>124,008</b>	<b>0</b>	<b>4</b>	<b>108,303</b>	<b>0</b>	<b>0</b>
9999 CAP PROJ	242	88,490	0	0	0	0
<b>Total</b>	<b>242</b>	<b>88,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>215 AIR QUALITY FUND Total</b>	<b>144,295</b>	<b>105,192</b>	<b>16,815</b>	<b>130,321</b>	<b>124,671</b>	<b>184,645</b>

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4306 NON-DEPARTMENTAL	3,325	0	(2)	0	0	0
<b>Finance/Non-Departmental Total</b>	<b>3,325</b>	<b>0</b>	<b>(2)</b>	<b>0</b>	<b>0</b>	<b>0</b>
6054 ENVIRON SERVICES	111,097	103,583	0	0	0	0
<b>Planning Total</b>	<b>111,097</b>	<b>103,583</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	163,662	19,008	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>163,662</b>	<b>19,008</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>216 AB 939 ENVIRON SVCS FUD Total</b>	<b>114,422</b>	<b>267,244</b>	<b>19,006</b>	<b>0</b>	<b>0</b>	<b>0</b>
7582 PARKS	9,964	9,082	9,272	4,000	2,500	4,000
7585 HUMAN SVCS	35,056	38,228	36,419	1,457	0	0
7588 TEEN CENTER	72,954	86,672	81,599	72,777	69,677	76,007
<b>Community Services Total</b>	<b>117,974</b>	<b>133,981</b>	<b>127,289</b>	<b>78,234</b>	<b>72,177</b>	<b>80,007</b>
9098 TRANSFERS	0	0	933	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>933</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999 CAP PROJ	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>217 PROP A OPERATIONS FUND Total</b>	<b>117,974</b>	<b>133,981</b>	<b>128,222</b>	<b>78,234</b>	<b>72,177</b>	<b>80,007</b>
6057 HOUSING/REHAB	0	0	0	0	0	0
<b>Planning Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>218 CAL-HOME PROP 1C FUND Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999 CAP PROJ	136,941	0	110,756	55,574	0	50,674
<b>Total</b>	<b>136,941</b>	<b>0</b>	<b>110,756</b>	<b>55,574</b>	<b>0</b>	<b>50,674</b>
<b>219 PROP 1B LOCAL STREETS Total</b>	<b>136,941</b>	<b>0</b>	<b>110,756</b>	<b>55,574</b>	<b>0</b>	<b>50,674</b>
5194 OPER. GRANT	248,128	0	0	0	0	0
<b>Police Total</b>	<b>248,128</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 T/O - GENERAL FUND	0	0	0	20,098	20,098	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,098</b>	<b>20,098</b>	<b>0</b>
<b>220 AVOID THE 100 FUND Total</b>	<b>248,128</b>	<b>0</b>	<b>0</b>	<b>20,098</b>	<b>20,098</b>	<b>0</b>
9999 CAP PROJ	3,862	203,548	255,029	710,916	103,206	0
<b>Total</b>	<b>3,862</b>	<b>203,548</b>	<b>255,029</b>	<b>710,916</b>	<b>103,206</b>	<b>0</b>
<b>221 SURFACE TRANS (STLP) FUND Total</b>	<b>3,862</b>	<b>203,548</b>	<b>255,029</b>	<b>710,916</b>	<b>103,206</b>	<b>0</b>
4306 NON-DEPARTMENTAL	4,433	0	0	0	0	0
<b>Finance/Non-Departmental Total</b>	<b>4,433</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6562 STREETS	418,138	411,212	368,702	451,649	423,687	457,206
<b>Public Works Total</b>	<b>418,138</b>	<b>411,212</b>	<b>368,702</b>	<b>451,649</b>	<b>423,687</b>	<b>457,206</b>
7582 PARKS	0	4,182	3,976	5,667	4,307	6,094
7587 YOUTH TO WORK PROGRAM	4,097	141	0	0	0	0
<b>Community Services Total</b>	<b>4,097</b>	<b>4,323</b>	<b>3,976</b>	<b>5,667</b>	<b>4,307</b>	<b>6,094</b>
9098 TRANSFERS	0	0	2,095	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>2,095</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999 CAP PROJ	0	64,741	52,408	0	0	0
<b>Total</b>	<b>0</b>	<b>64,741</b>	<b>52,408</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>222 MEASURE R FUND Total</b>	<b>426,668</b>	<b>480,276</b>	<b>427,181</b>	<b>457,317</b>	<b>427,994</b>	<b>463,300</b>
5194 OPER. GRANT	91,809	8,322	0	0	0	0
<b>Police Total</b>	<b>91,809</b>	<b>8,322</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>223 CAL MMET GRANT Total</b>	<b>91,809</b>	<b>8,322</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7584 TREE REPLACEMENT FUNDING	0	16,922	37,571	0	7,340	0
<b>Community Services Total</b>	<b>0</b>	<b>16,922</b>	<b>37,571</b>	<b>0</b>	<b>7,340</b>	<b>0</b>
<b>224 Total</b>	<b>0</b>	<b>16,922</b>	<b>37,571</b>	<b>0</b>	<b>7,340</b>	<b>0</b>
5127 PATROL	496	212,292	125,000	0	0	0
5138 EMERGENCY PREP	66,990	400,000	1,602,989	0	0	0
<b>Police Total</b>	<b>67,486</b>	<b>612,292</b>	<b>1,727,989</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	35,152	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>35,152</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>225 HOMELAND SECURITY GRANT Total</b>	<b>67,486</b>	<b>647,444</b>	<b>1,727,989</b>	<b>0</b>	<b>0</b>	<b>0</b>
5194 OPER. GRANT	0	0	0	0	0	0
<b>Police Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>226 CLICK IT OR TICKET 09/10 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5194 OPER. GRANT	32,164	0	0	0	0	0
<b>Police Total</b>	<b>32,164</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	6,214	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>6,214</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>227 SAFETY BELT SAFE GRANT Total</b>	<b>32,164</b>	<b>6,214</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6054 ENVIRON SERVICES	8,978	8,227	10,028	13,410	13,410	13,410
6094 BEVERAGE RECYCLING GRANT	0	0	0	0	0	0
<b>Planning Total</b>	<b>8,978</b>	<b>8,227</b>	<b>10,028</b>	<b>13,410</b>	<b>13,410</b>	<b>13,410</b>

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b>228 BEVERAGE RECYCLING GRANT Total</b>	<b>8,978</b>	<b>8,227</b>	<b>10,028</b>	<b>13,410</b>	<b>13,410</b>	<b>13,410</b>
7076 LIBRARY ADMIN	59,755	116,378	121,952	130,718	120,261	139,940
7079 ADULT SERVICES	0	0	0	0	0	0
<b>Library Total</b>	<b>59,755</b>	<b>116,378</b>	<b>121,952</b>	<b>130,718</b>	<b>120,261</b>	<b>139,940</b>
<b>229 LIBRARY GRANTS Total</b>	<b>59,755</b>	<b>116,378</b>	<b>121,952</b>	<b>130,718</b>	<b>120,261</b>	<b>139,940</b>
4102 PUBLIC INFORMATION	9,645	24,294	26,487	43,382	42,882	51,738
<b>Administrative Total</b>	<b>9,645</b>	<b>24,294</b>	<b>26,487</b>	<b>43,382</b>	<b>42,882</b>	<b>51,738</b>
<b>230 PEG CABLE TV FUND Total</b>	<b>9,645</b>	<b>24,294</b>	<b>26,487</b>	<b>43,382</b>	<b>42,882</b>	<b>51,738</b>
4390 GV BID	78,963	100,007	93,753	100,098	98,984	106,864
<b>Finance/Non-Departmental Total</b>	<b>78,963</b>	<b>100,007</b>	<b>93,753</b>	<b>100,098</b>	<b>98,984</b>	<b>106,864</b>
<b>231 GV BUSINESS DIST Total</b>	<b>78,963</b>	<b>100,007</b>	<b>93,753</b>	<b>100,098</b>	<b>98,984</b>	<b>106,864</b>
5194 OPER. GRANT	0	0	0	0	0	0
<b>Police Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>232 KIDS/TEENS BUCKLE UP GRANT Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6562 STREETS	0	0	0	0	0	0
<b>Public Works Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	452	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>452</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999 CAP PROJ	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>233 ARRA Total</b>	<b>0</b>	<b>452</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999 CAP PROJ	8,950	172,961	0	123,000	5,000	0
<b>Total</b>	<b>8,950</b>	<b>172,961</b>	<b>0</b>	<b>123,000</b>	<b>5,000</b>	<b>0</b>
<b>234 HSIPL GRANT FUND Total</b>	<b>8,950</b>	<b>172,961</b>	<b>0</b>	<b>123,000</b>	<b>5,000</b>	<b>0</b>
7584 STREET TREES	0	0	0	0	0	0
<b>Community Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>235 TREE PARTNERSHIP GRANT Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999 CAP PROJ	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>236 SO. HILLS TRAIL IMPROVEMENT GRANT Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Expenditure Summary Detail by Fund/Department/Division

		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6054	ENVIRON SERVICES	17,500	5,250	0	0	0	0
<b>Planning Total</b>		<b>17,500</b>	<b>5,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7588	TEEN CENTER	21,875	0	0	0	0	0
<b>Community Services Total</b>		<b>21,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	8,906	0	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>8,906</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>237 ECC STIMULUS BLOCK GRANT Total</b>		<b>39,375</b>	<b>14,156</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5194	OPER. GRANT	344,655	177,032	0	0	0	0
<b>Police Total</b>		<b>344,655</b>	<b>177,032</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	148,000	0	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>148,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>239 AVOID THE 100B GRANT Total</b>		<b>344,655</b>	<b>325,032</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7594	OPER. GRANT	79,819	0	0	0	0	0
<b>Community Services Total</b>		<b>79,819</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	571	0	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>571</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999	CAP PROJ	0	0	0	149,700	0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>149,700</b>	<b>0</b>	<b>0</b>
<b>240 CAL RECYCLE TDP GRANT Total</b>		<b>79,819</b>	<b>571</b>	<b>0</b>	<b>149,700</b>	<b>0</b>	<b>0</b>
7581	COMM SVCS ADMIN	5,000	10,000	0	0	0	0
7594	OPER. GRANT	0	0	0	0	0	0
<b>Community Services Total</b>		<b>5,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	37	0	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>241 PLAYFUL CITY USA GRANT Total</b>		<b>5,000</b>	<b>10,037</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5194	CELL PHONE GRANT	0	35,317	28,430	0	0	0
<b>Police Total</b>		<b>0</b>	<b>35,317</b>	<b>28,430</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>242 Total</b>		<b>0</b>	<b>35,317</b>	<b>28,430</b>	<b>0</b>	<b>0</b>	<b>0</b>
5194	OPER. GRANT	0	228,368	129,218	0	0	0
<b>Police Total</b>		<b>0</b>	<b>228,368</b>	<b>129,218</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>243 Total</b>		<b>0</b>	<b>228,368</b>	<b>129,218</b>	<b>0</b>	<b>0</b>	<b>0</b>
5128	INVESTIGATION	0	0	89,998	112,861	109,832	119,070
<b>Police Total</b>		<b>0</b>	<b>0</b>	<b>89,998</b>	<b>112,861</b>	<b>109,832</b>	<b>119,070</b>
9098	TRANSFERS	0	0	0	0	0	0

## Expenditure Summary Detail by Fund/Department/Division

		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Transfers Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>244</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>89,998</b>	<b>112,861</b>	<b>109,832</b>	<b>119,070</b>
7586	PUBLIC TRANSIT	0	0	28,629	0	0	0
<b>Community Services Total</b>		<b>0</b>	<b>0</b>	<b>28,629</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>245</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>28,629</b>	<b>0</b>	<b>0</b>	<b>0</b>
6562	STREETS	0	0	39,626	77,823	4,200	0
<b>Public Works Total</b>		<b>0</b>	<b>0</b>	<b>39,626</b>	<b>77,823</b>	<b>4,200</b>	<b>0</b>
<b>246</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>39,626</b>	<b>77,823</b>	<b>4,200</b>	<b>0</b>
5194	OPER. GRANT	0	0	326,181	225,230	215,957	0
<b>Police Total</b>		<b>0</b>	<b>0</b>	<b>326,181</b>	<b>225,230</b>	<b>215,957</b>	<b>0</b>
<b>247</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>326,181</b>	<b>225,230</b>	<b>215,957</b>	<b>0</b>
5194	OPER. GRANT	0	0	35,848	26,594	14,434	0
<b>Police Total</b>		<b>0</b>	<b>0</b>	<b>35,848</b>	<b>26,594</b>	<b>14,434</b>	<b>0</b>
<b>248</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>35,848</b>	<b>26,594</b>	<b>14,434</b>	<b>0</b>
5194	OPER. GRANT	0	0	8,300	41,700	11,321	0
<b>Police Total</b>		<b>0</b>	<b>0</b>	<b>8,300</b>	<b>41,700</b>	<b>11,321</b>	<b>0</b>
9098	TRANSFERS	0	0	26,815	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>0</b>	<b>26,815</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>249</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>35,116</b>	<b>41,700</b>	<b>11,321</b>	<b>0</b>
6594	DISASTER GRANT	0	0	428,742	0	0	0
<b>Public Works Total</b>		<b>0</b>	<b>0</b>	<b>428,742</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>251</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>428,742</b>	<b>0</b>	<b>0</b>	<b>0</b>
6594	OPER. GRANT	0	0	24,074	0	0	0
<b>Public Works Total</b>		<b>0</b>	<b>0</b>	<b>24,074</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>252</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>24,074</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216	FEBRUARY FLOODS	0	0	420	0	0	0
<b>Finance Total</b>		<b>0</b>	<b>0</b>	<b>420</b>	<b>0</b>	<b>0</b>	<b>0</b>
6594	OPER. GRANT	0	0	106,455	0	0	0
<b>Public Works Total</b>		<b>0</b>	<b>0</b>	<b>106,455</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>253</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>106,875</b>	<b>0</b>	<b>0</b>	<b>0</b>
5194	OPERATING GRANT	0	0	0	249,000	249,157	154,015



## Expenditure Summary Detail by Fund/Department/Division

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<b>Police Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>249,000</b>	<b>249,157</b>	<b>154,015</b>
<b>254 Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>249,000</b>	<b>249,157</b>	<b>154,015</b>
6051	PLANNING	0	245,953	3,255	0	0	0
<b>Planning Total</b>		<b>0</b>	<b>245,953</b>	<b>3,255</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>285 AFFORDABLE HOUSING FUND Total</b>		<b>0</b>	<b>245,953</b>	<b>3,255</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216	FINANCE	19,781	0	0	0	0	0
<b>Finance Total</b>		<b>19,781</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6052	REDEVLPMT	562,216	0	0	0	0	0
<b>Planning Total</b>		<b>562,216</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6564	BUILDING	15,014	0	0	0	0	0
<b>Public Works Total</b>		<b>15,014</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>289 CRA LOW MOD FUND Total</b>		<b>597,011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216	FINANCE	11,022	0	0	0	0	0
<b>Finance Total</b>		<b>11,022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6051	HOUSING AUTHORITY	0	0	0	0	0	0
6052	SUCCESSOR AGENCY	269,486	1,439,147	0	0	0	76
6059	HOUSING AUTHORITY	0	0	69,640	167,984	160,864	204,851
<b>Planning Total</b>		<b>269,486</b>	<b>1,439,147</b>	<b>69,640</b>	<b>167,984</b>	<b>160,864</b>	<b>204,927</b>
6564	BUILDING	0	0	0	0	0	0
<b>Public Works Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	83,642	0	0	0	1,566,481	0
<b>Transfers Total</b>		<b>83,642</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,566,481</b>	<b>0</b>
<b>290 GLENDORA HOUSING AUTHORITY Total</b>		<b>364,150</b>	<b>1,439,147</b>	<b>69,640</b>	<b>167,984</b>	<b>1,727,345</b>	<b>204,927</b>
4108	ECONOMIC DEVELOPMENT	0	95,742	0	0	0	0
<b>Administrative Total</b>		<b>0</b>	<b>95,742</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4219	INFO SYSTEMS	0	0	0	0	0	0
<b>Finance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4306	NON-DEPARTMENTAL	0	0	0	20,000	24,386	0
<b>Finance/Non-Departmental Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>24,386</b>	<b>0</b>
6051	PLANNING	0	0	0	200,000	0	420,000
<b>Planning Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>420,000</b>

## Expenditure Summary Detail by Fund/Department/Division

		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6599	PUB WORKS CIPS	7,496	601	0	0	0	0
<b>Public Works Total</b>		<b>7,496</b>	<b>601</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7076	LIBRARY ADMIN	0	0	0	0	0	20,500
7099	LIBRARY- CAP PROJ	0	0	0	0	0	0
<b>Library Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,500</b>
7582	PARKS	0	0	0	0	0	73,000
<b>Community Services Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>73,000</b>
9098	TRANSFERS	0	400,000	0	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999	CAP PROJ	800,495	897,028	544,559	2,227,844	558,964	1,751,326
<b>Total</b>		<b>800,495</b>	<b>897,028</b>	<b>544,559</b>	<b>2,227,844</b>	<b>558,964</b>	<b>1,751,326</b>
<b>321</b>	<b>CAPITAL PROJECTS FUND Total</b>	<b>807,992</b>	<b>1,393,371</b>	<b>544,559</b>	<b>2,447,844</b>	<b>583,350</b>	<b>2,264,826</b>
4000	CITY COUNCIL	7,138	0	0	0	0	0
4010	CITY CLERK	25,185	0	0	0	0	0
<b>Legislative Total</b>		<b>32,322</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4101	CITY MANAGER	35,305	0	0	0	0	0
4102	PUBLIC INFORMATION	0	0	0	0	0	0
4103	HUMAN RESOURCES	7,174	0	0	0	0	0
4105	ECONOMIC DEV	0	0	0	0	0	0
<b>Administrative Total</b>		<b>42,478</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216	FINANCE	81,147	0	0	0	0	0
<b>Finance Total</b>		<b>81,147</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5139	COMMUNITY PRES	34,647	0	0	0	0	0
<b>Police Total</b>		<b>34,647</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6050	PLANNING ADMIN	40,768	0	0	0	0	0
6051	PLANNING	17,623	0	0	0	0	0
6052	REDEVLPMT	193,620	0	0	0	0	0
<b>Planning Total</b>		<b>252,011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6561	PUB WKS ADMIN	17,619	0	0	0	0	0
6599	PUB WORKS CIPS	0	0	0	0	0	0
<b>Public Works Total</b>		<b>17,619</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7587	YOUTH TO WORK PROGRAM	3,138	0	0	0	0	0
7599	COMM SVCS - CAP PROJ	154	0	0	0	0	0
<b>Community Services Total</b>		<b>3,293</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999	CAP PROJ	7,987	0	0	0	0	0
<b>Total</b>		<b>7,987</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Expenditure Summary Detail by Fund/Department/Division

		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b>381</b>	<b>CRA PROJECT AREA #1 FUND Total</b>	<b>471,505</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	CITY COUNCIL	0	0	0	0	0	0
4010	CITY CLERK	460	0	0	0	0	0
	<b>Legislative Total</b>	<b>460</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4101	CITY MANAGER	3,197	0	0	0	0	0
4102	PUBLIC INFORMATION	0	0	0	0	0	0
4103	HUMAN RESOURCES	0	0	0	0	0	0
	<b>Administrative Total</b>	<b>3,197</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216	FINANCE	0	0	0	0	0	0
	<b>Finance Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5139	COMMUNITY PRES	0	0	0	0	0	0
	<b>Police Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6050	PLANNING ADMIN	0	0	0	0	0	0
6051	PLANNING	0	0	0	0	0	0
6052	REDEVLPMT	24,725	0	0	0	0	0
	<b>Planning Total</b>	<b>24,725</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6561	PUB WKS ADMIN	0	0	0	0	0	0
	<b>Public Works Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7587	YOUTH TO WORK PROGRAM	1,652	0	0	0	0	0
	<b>Community Services Total</b>	<b>1,652</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	0	0	0	0	0
	<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999	CAP PROJ	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>382</b>	<b>CRA PROJECT AREA #2 FUND Total</b>	<b>30,034</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	CITY COUNCIL	4,860	0	0	0	0	0
4010	CITY CLERK	8,804	0	0	0	0	0
	<b>Legislative Total</b>	<b>13,665</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4101	CITY MANAGER	26,318	0	0	0	0	0
4102	PUBLIC INFORMATION	0	0	0	0	0	0
4103	HUMAN RESOURCES	4,114	0	0	0	0	0
	<b>Administrative Total</b>	<b>30,432</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216	FINANCE	19,672	0	0	0	0	0
	<b>Finance Total</b>	<b>19,672</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5139	COMMUNITY PRES	43,535	0	0	0	0	0
	<b>Police Total</b>	<b>43,535</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6050	PLANNING ADMIN	40,036	0	0	0	0	0
6051	PLANNING	7,335	0	0	0	0	0
6052	REDEVLPMT	135,525	0	0	0	0	0

## Expenditure Summary Detail by Fund/Department/Division

		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6099	PLANNING CIPS	0	0	0	0	0	0
<b>Planning Total</b>		<b>182,897</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6561	PUB WKS ADMIN	9,586	0	0	0	0	0
<b>Public Works Total</b>		<b>9,586</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7587	YOUTH TO WORK PROGRAM	2,478	0	0	0	0	0
<b>Community Services Total</b>		<b>2,478</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>383</b>	<b>CRA PROJECT AREA #3 FUND Total</b>	<b>302,264</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	CITY COUNCIL	0	0	0	0	0	0
4010	CITY CLERK	12,051	0	0	0	0	0
4101	CITY MANAGER	14,049	0	0	0	0	0
4103	HUMAN RESOURCES	4,363	0	0	0	0	0
<b>Administrative Total</b>		<b>30,463</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216	FINANCE	37,646	0	0	0	0	0
<b>Finance Total</b>		<b>37,646</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5139	COMMUNITY PRES	0	0	0	0	0	0
<b>Police Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6050	PLANNING ADMIN	18,971	0	0	0	0	0
6051	PLANNING	0	0	0	0	0	0
6052	SUCCESSOR AGENCY	45,336	193,724	14,884	73,000	367,719	79,000
<b>Planning Total</b>		<b>64,307</b>	<b>193,724</b>	<b>14,884</b>	<b>73,000</b>	<b>367,719</b>	<b>79,000</b>
6561	PUB WKS ADMIN	0	0	0	0	0	0
<b>Public Works Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7587	YOUTH TO WORK PROGRAM	0	0	0	0	0	0
7599	COMM SVCS - CAP PROJ	0	0	0	0	0	0
<b>Community Services Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	62,764	1,500	1,133,700	1,133,700	1,051,924
<b>Transfers Total</b>		<b>0</b>	<b>62,764</b>	<b>1,500</b>	<b>1,133,700</b>	<b>1,133,700</b>	<b>1,051,924</b>
9999	CAP PROJ	0	0	0	0	0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>391</b>	<b>SUCCESSOR AGENCY CRA #1 Total</b>	<b>132,416</b>	<b>256,489</b>	<b>16,384</b>	<b>1,206,700</b>	<b>1,501,419</b>	<b>1,130,924</b>
4010	CITY CLERK	0	0	0	0	0	0
<b>Legislative Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4101	CITY MANAGER	0	0	0	0	0	0
<b>Administrative Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216	FINANCE	0	0	0	0	0	0
<b>Finance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6052 SUCCESSOR AGENCY	7,822	118,131	7,785	19,200	0	1,800
<b>Planning Total</b>	<b>7,822</b>	<b>118,131</b>	<b>7,785</b>	<b>19,200</b>	<b>0</b>	<b>1,800</b>
7587 YOUTH TO WORK PROGRAM	0	0	0	0	0	0
<b>Community Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	980	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>980</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999 FINANCE	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>392 SUCCESSOR AGENCY CRA #2 Total</b>	<b>7,822</b>	<b>118,131</b>	<b>8,765</b>	<b>19,200</b>	<b>0</b>	<b>1,800</b>
4000 CITY COUNCIL	0	0	0	0	0	0
4010 CITY CLERK	3,990	0	0	0	0	0
<b>Legislative Total</b>	<b>3,990</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4101 CITY MANAGER	11,330	0	0	0	0	0
4103 HUMAN RESOURCES	2,502	0	0	0	0	0
<b>Administrative Total</b>	<b>13,832</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216 FINANCE	7,453	0	0	0	0	0
<b>Finance Total</b>	<b>7,453</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5139 COMMUNITY PRES	0	0	0	0	0	0
<b>Police Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6050 PLANNING ADMIN	16,468	0	0	0	0	0
6051 PLANNING	0	0	0	0	0	0
6052 SUCCESSOR AGENCY	29,286	622,938	7,892	665,850	666,112	0
<b>Planning Total</b>	<b>45,753</b>	<b>622,938</b>	<b>7,892</b>	<b>665,850</b>	<b>666,112</b>	<b>0</b>
6561 PUB WKS ADMIN	0	0	0	0	0	0
<b>Public Works Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7587 YOUTH TO WORK PROGRAM	0	0	0	0	0	0
<b>Community Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	2,983	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,983</b>	<b>0</b>
<b>393 SUCCESSOR AGENCY CRA #3 Total</b>	<b>71,028</b>	<b>622,938</b>	<b>7,892</b>	<b>665,850</b>	<b>669,095</b>	<b>0</b>
0090 GENERAL REV	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	356,176	2,337,978	2,394,294	2,691,997	2,377,590
<b>Transfers Total</b>	<b>0</b>	<b>356,176</b>	<b>2,337,978</b>	<b>2,394,294</b>	<b>2,691,997</b>	<b>2,377,590</b>
<b>400 Total</b>	<b>0</b>	<b>356,176</b>	<b>2,337,978</b>	<b>2,394,294</b>	<b>2,691,997</b>	<b>2,377,590</b>
4306 NON-DEPARTMENTAL	0	0	0	0	0	0

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Finance/Non-Departmental Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>401 PENSION OBLIGATION BONDS Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4306 NON-DEPARTMENTAL	0	0	0	101,307	101,307	66,933
<b>Finance/Non-Departmental Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>101,307</b>	<b>101,307</b>	<b>66,933</b>
9999 CAP PROJ	0	460,000	668,633	506,367	506,367	0
<b>Total</b>	<b>0</b>	<b>460,000</b>	<b>668,633</b>	<b>506,367</b>	<b>506,367</b>	<b>0</b>
<b>405 Total</b>	<b>0</b>	<b>460,000</b>	<b>668,633</b>	<b>607,674</b>	<b>607,674</b>	<b>66,933</b>
4306 NON-DEPARTMENTAL	1,699,889	0	0	0	0	0
<b>Finance/Non-Departmental Total</b>	<b>1,699,889</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6052 REDEVLPMT	147,271	0	0	0	0	0
<b>Planning Total</b>	<b>147,271</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
8095 DEBT SERVICE	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	600,000	0	0	0	0	0
<b>Transfers Total</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>481 CRA DEBT SERVICE AREA #1 Total</b>	<b>2,447,159</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4306 NON-DEPARTMENTAL	0	0	0	0	0	0
<b>Finance/Non-Departmental Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6052 REDEVLPMT	14,438	0	0	0	0	0
<b>Planning Total</b>	<b>14,438</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
8095 DEBT SERVICE	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	151,204	0	0	0	0	0
<b>Transfers Total</b>	<b>151,204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9898 OTHER FINANCING SOURCES	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>482 CRA DEBT SERVICE AREA #2 Total</b>	<b>165,642</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4306 NON-DEPARTMENTAL	210,000	0	0	0	0	0
<b>Finance/Non-Departmental Total</b>	<b>210,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6052 REDEVLPMT	13,274	0	0	0	0	0
<b>Planning Total</b>	<b>13,274</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
8095 DEBT SERVICE	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>483 CRA DEBT SERVICE AREA #3 Total</b>	<b>223,274</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>484 CRA DEBT SERVICE AREA #4 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4306 NON DEPARTMENTAL	427,600	947,010	899,162	2,052,094	2,052,094	2,046,790
<b>Finance/Non-Departmental Total</b>	<b>427,600</b>	<b>947,010</b>	<b>899,162</b>	<b>2,052,094</b>	<b>2,052,094</b>	<b>2,046,790</b>
6052 SUCCESSOR AGENCY	1,877,868	3,737,980	0	0	0	0
<b>Planning Total</b>	<b>1,877,868</b>	<b>3,737,980</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>491 OBLIGATION PAYMENTS CRA #1 Total</b>	<b>2,305,468</b>	<b>4,684,990</b>	<b>899,162</b>	<b>2,052,094</b>	<b>2,052,094</b>	<b>2,046,790</b>
4306 NON-DEPARTMENTAL	0	0	0	0	0	0
<b>Finance/Non-Departmental Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6052 SUCCESSOR AGENCY	1,016,254	348,863	0	0	0	0
<b>Planning Total</b>	<b>1,016,254</b>	<b>348,863</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>492 OBLIGATION PAYMENTS CRA #2 Total</b>	<b>1,016,254</b>	<b>348,863</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4306 NON-DEPARTMENTAL	0	0	0	0	0	0
<b>Finance/Non-Departmental Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6052 SUCCESSOR AGENCY	3,000,000	6,121,813	0	0	0	0
<b>Planning Total</b>	<b>3,000,000</b>	<b>6,121,813</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>493 OBLIGATION PAYMENTS CRA #3 Total</b>	<b>3,000,000</b>	<b>6,121,813</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4306 NON-DEPARTMENTAL	0	0	0	0	0	0
<b>Finance/Non-Departmental Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6567 WATER ADMIN	0	0	0	0	0	0
<b>Public Works Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>528 WATER CAPITAL RECOVERY Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6565 ENGINEERING	60,073	63,428	63,410	71,154	71,103	73,635
6567 WATER ADMIN	0	0	0	0	0	0
6599 PUB WORKS CIPS	0	0	0	12,938	0	0

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Public Works Total</b>	<b>60,073</b>	<b>63,428</b>	<b>63,410</b>	<b>84,091</b>	<b>71,103</b>	<b>73,635</b>
7582 PARKS-WATER CONSERVATION	0	0	0	0	0	470,035
7584 STREET TREES	0	0	0	0	0	1,590,695
<b>Community Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,060,730</b>
9098 TRANSFERS	2,011,486	5,368,665	4,411,168	160,000	160,000	0
<b>Transfers Total</b>	<b>2,011,486</b>	<b>5,368,665</b>	<b>4,411,168</b>	<b>160,000</b>	<b>160,000</b>	<b>0</b>
9999 CAP PROJ	0	61,420	33,005	12,981,058	10,288,661	8,795,000
<b>Total</b>	<b>0</b>	<b>61,420</b>	<b>33,005</b>	<b>12,981,058</b>	<b>10,288,661</b>	<b>8,795,000</b>
<b>530 WATER CAPITAL PROJECTS Total</b>	<b>2,071,560</b>	<b>5,493,514</b>	<b>4,507,583</b>	<b>13,225,150</b>	<b>10,519,764</b>	<b>10,929,365</b>
4000 CITY COUNCIL	20,743	20,666	22,252	22,668	23,041	22,926
4010 CITY CLERK	45,373	52,079	60,869	72,692	68,513	77,018
<b>Legislative Total</b>	<b>66,117</b>	<b>72,745</b>	<b>83,122</b>	<b>95,361</b>	<b>91,554</b>	<b>99,944</b>
4101 CITY MANAGER	107,121	112,717	119,013	125,533	126,279	125,376
4102 PUBLIC INFORMATION	0	0	0	0	0	0
4103 HUMAN RESOURCES	38,844	42,531	76,955	85,693	83,611	96,441
<b>Administrative Total</b>	<b>145,965</b>	<b>155,248</b>	<b>195,968</b>	<b>211,227</b>	<b>209,890</b>	<b>221,817</b>
4216 FINANCE	481,845	520,398	553,158	573,431	537,337	611,300
<b>Finance Total</b>	<b>481,845</b>	<b>520,398</b>	<b>553,158</b>	<b>573,431</b>	<b>537,337</b>	<b>611,300</b>
4306 NON-DEPARTMENTAL	718,132	1,080,496	1,080,685	2,148,873	2,148,873	2,134,409
<b>Finance/Non-Departmental Total</b>	<b>718,132</b>	<b>1,080,496</b>	<b>1,080,685</b>	<b>2,148,873</b>	<b>2,148,873</b>	<b>2,134,409</b>
5139 COMMUNITY PRES	7,332	7,702	6,159	7,784	4,022	6,761
<b>Police Total</b>	<b>7,332</b>	<b>7,702</b>	<b>6,159</b>	<b>7,784</b>	<b>4,022</b>	<b>6,761</b>
6561 PUB WKS ADMIN	307,734	276,936	279,931	296,685	300,288	304,766
6562 STREETS	169,444	173,005	176,221	183,919	177,905	184,163
6563 VEHICLES	0	0	0	0	0	0
6564 BUILDING	46,215	44,820	45,741	47,225	48,410	48,272
6565 ENGINEERING	484,619	502,664	487,585	539,375	541,095	556,421
6566 CIVIC CENTER MAINT	32,639	41,408	34,790	35,440	36,727	27,121
6567 WATER ADMIN	1,886,459	2,438,878	2,088,802	1,242,338	1,173,649	1,116,791
6568 CUSTOMER SERVICE	570,447	575,546	542,369	663,646	631,680	666,016
6569 WATER CONSERVATION	178,021	218,492	221,017	467,611	455,759	996,170
6570 TRANS/DIST	6,320,396	6,267,211	6,896,565	9,030,078	7,821,886	9,067,261
<b>Public Works Total</b>	<b>9,995,975</b>	<b>10,538,960</b>	<b>10,773,022</b>	<b>12,506,316</b>	<b>11,187,399</b>	<b>12,966,981</b>
7582 PARKS	4,204	8,417	8,531	28,579	36,316	43,231
7584 STREET TREES	0	0	0	15,160	15,160	15,160
7587 YOUTH TO WORK PROGRAM	4,096	141	0	0	0	0
<b>Community Services Total</b>	<b>8,300</b>	<b>8,558</b>	<b>8,531</b>	<b>43,739</b>	<b>51,476</b>	<b>58,391</b>
8095 DEBT SERVICE	610,313	0	0	0	0	0
<b>Total</b>	<b>610,313</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	4,940,835	5,660,668	2,120,337	2,120,337	2,237,857
<b>Transfers Total</b>	<b>0</b>	<b>4,940,835</b>	<b>5,660,668</b>	<b>2,120,337</b>	<b>2,120,337</b>	<b>2,237,857</b>



## Expenditure Summary Detail by Fund/Department/Division

		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
9999	CAP PROJ	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>531</b>	<b>WATER OPERATIONS FUND Total</b>	<b>12,033,979</b>	<b>17,324,942</b>	<b>18,361,313</b>	<b>17,707,067</b>	<b>16,350,889</b>	<b>18,337,460</b>
7582	PARKS	0	0	0	0	0	0
7587	GOLF COURSE	0	0	0	0	0	0
	<b>Community Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
8095	DEBT SERVICE	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098	TRANSFERS	0	0	0	0	0	0
	<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>532</b>	<b>GOLF COURSE FUND Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4103	HUMAN RESOURCES	352	0	0	0	0	0
	<b>Administrative Total</b>	<b>352</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216	FINANCE	0	0	0	0	0	1,694
	<b>Finance Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,694</b>
4306	NON-DEPARTMENTAL	15,078	15,108	15,200	16,500	15,550	16,500
	<b>Finance/Non-Departmental Total</b>	<b>15,078</b>	<b>15,108</b>	<b>15,200</b>	<b>16,500</b>	<b>15,550</b>	<b>16,500</b>
7582	PARKS	0	0	0	0	0	0
7585	HUMAN SVCS	0	0	0	0	0	0
7586	PUBLIC TRANSIT	1,050,163	844,296	918,321	1,072,094	1,056,453	1,404,200
7587	GOLF COURSE	4,841	167	0	0	0	0
	<b>Community Services Total</b>	<b>1,055,004</b>	<b>844,463</b>	<b>918,321</b>	<b>1,072,094</b>	<b>1,056,453</b>	<b>1,404,200</b>
9098	TRANSFERS	0	0	0	0	0	0
	<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>533</b>	<b>TRANSIT SYSTEM FUND Total</b>	<b>1,070,434</b>	<b>859,571</b>	<b>933,521</b>	<b>1,088,594</b>	<b>1,072,003</b>	<b>1,422,394</b>
7585	HUMAN SVCS	23,315	28,646	27,332	39,144	29,100	39,838
	<b>Community Services Total</b>	<b>23,315</b>	<b>28,646</b>	<b>27,332</b>	<b>39,144</b>	<b>29,100</b>	<b>39,838</b>
9999	CAP PROJ	0	0	0	51,700	25,700	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,700</b>	<b>25,700</b>	<b>0</b>
<b>534</b>	<b>LA FETRA SENIOR CENTER Total</b>	<b>23,315</b>	<b>28,646</b>	<b>27,332</b>	<b>90,844</b>	<b>54,800</b>	<b>39,838</b>
4103	HUMAN RESOURCES	47,983	49,330	63,930	72,301	68,306	65,936
	<b>Administrative Total</b>	<b>47,983</b>	<b>49,330</b>	<b>63,930</b>	<b>72,301</b>	<b>68,306</b>	<b>65,936</b>
4216	FINANCE	12,639	13,784	14,052	14,175	14,141	14,277
4220	RISK MGMT	420,803	546,012	1,049,457	678,135	761,435	868,550
	<b>Finance Total</b>	<b>433,442</b>	<b>559,797</b>	<b>1,063,509</b>	<b>692,310</b>	<b>775,576</b>	<b>882,827</b>
9098	TRANSFERS	0	0	21	0	0	0

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>541 WORKERS COMPENSATION FUND Total</b>	<b>481,425</b>	<b>609,127</b>	<b>1,127,460</b>	<b>764,611</b>	<b>843,882</b>	<b>948,764</b>
4103 HUMAN RESOURCES/RISK MGMT	0	23,633	38,473	57,857	58,442	65,936
<b>Administrative Total</b>	<b>0</b>	<b>23,633</b>	<b>38,473</b>	<b>57,857</b>	<b>58,442</b>	<b>65,936</b>
4216 FINANCE	4,119	1,926	2,117	2,155	2,163	2,182
4220 RISK MGMT	771,929	1,539,573	945,323	1,207,422	1,096,589	1,236,637
<b>Finance Total</b>	<b>776,048</b>	<b>1,541,499</b>	<b>947,440</b>	<b>1,209,577</b>	<b>1,098,752</b>	<b>1,238,819</b>
<b>542 LIABILITY INSURANCE FUND Total</b>	<b>776,048</b>	<b>1,565,133</b>	<b>985,913</b>	<b>1,267,434</b>	<b>1,157,194</b>	<b>1,304,756</b>
4216 FINANCE	0	0	0	0	0	0
4219 INFO SYSTEMS	0	0	0	0	0	0
<b>Finance Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>545 INFORMATION SYSTEMS Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5135 INFO/COMM	0	0	0	0	0	0
<b>Police Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>547 COMMUNICATIONS FUND Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4216 FINANCE	27,640	24,705	28,855	28,322	29,063	31,152
4219 INFO SYSTEMS	500,514	636,486	668,263	601,018	571,710	727,875
4221 IT REPLACEMENT	0	0	0	70,750	55,500	0
<b>Finance Total</b>	<b>528,154</b>	<b>661,191</b>	<b>697,118</b>	<b>700,090</b>	<b>656,272</b>	<b>759,027</b>
5132 POLICE INFO SYSTEMS	486,658	488,311	484,447	519,823	519,829	527,804
<b>Police Total</b>	<b>486,658</b>	<b>488,311</b>	<b>484,447</b>	<b>519,823</b>	<b>519,829</b>	<b>527,804</b>
9098 TRANSFERS	0	277	578	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>277</b>	<b>578</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>548 TECHNOLOGY FUND Total</b>	<b>1,014,812</b>	<b>1,149,780</b>	<b>1,182,142</b>	<b>1,219,913</b>	<b>1,176,102</b>	<b>1,286,830</b>
4216 FINANCE	5,403	3,500	5,642	5,306	5,655	5,501
<b>Finance Total</b>	<b>5,403</b>	<b>3,500</b>	<b>5,642</b>	<b>5,306</b>	<b>5,655</b>	<b>5,501</b>
6563 VEHICLES	1,371,984	1,278,295	1,391,199	1,767,235	1,811,398	2,020,786
<b>Public Works Total</b>	<b>1,371,984</b>	<b>1,278,295</b>	<b>1,391,199</b>	<b>1,767,235</b>	<b>1,811,398</b>	<b>2,020,786</b>
9098 TRANSFERS	0	0	859	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>859</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999 CAP PROJ	0	58,685	0	0	0	0

## Expenditure Summary Detail by Fund/Department/Division

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Total</b>	<b>0</b>	<b>58,685</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>549 VEHICLE REPLACEMENT FUND Total</b>	<b>1,377,387</b>	<b>1,340,480</b>	<b>1,397,700</b>	<b>1,772,541</b>	<b>1,817,053</b>	<b>2,026,287</b>
6573 WASTEWATER MGMT	0	0	0	0	0	0
<b>Public Works Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
8095 DEBT SERVICE	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>567 WASTEWATER FUND Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>654 REFUSE FUND Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5126 POLICE ADMIN	0	0	0	0	0	0
<b>Police Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6565 ENGINEERING	0	0	0	0	0	0
<b>Public Works Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9999 CAP PROJ	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>655 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4313 JAN 2014 FIRE	0	0	0	0	0	0
<b>Finance/Non-Departmental Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>911 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9098 TRANSFERS	0	0	0	0	0	0
<b>Transfers Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>971 INTEREST CLEARING FUND Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total All Expenditures</b>	<b>60,477,027</b>	<b>77,113,444</b>	<b>66,704,350</b>	<b>81,886,634</b>	<b>75,422,914</b>	<b>78,027,566</b>

**Expenditure Summary All Funds  
by Department/Division**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
<b><u>Legislative</u></b>						
City Council	108,650	91,838	103,815	121,070	120,899	123,356
City Clerk	339,160	356,472	372,422	410,533	396,854	442,914
Municipal Elections	-	4,184	108	159,500	134,375	150
Public Information	119,190	130,490	137,299	162,627	162,139	163,982
City Attorney	163,037	157,578	155,283	155,000	155,375	180,000
<b>Legislative Total</b>	<b>730,037</b>	<b>740,562</b>	<b>768,927</b>	<b>1,008,730</b>	<b>969,642</b>	<b>910,402</b>
<b><u>City Manager</u></b>						
City Manager	533,399	430,561	461,019	440,771	444,609	426,941
Economic Development	-	95,742	119,544	141,912	133,814	158,563
<b>City Manager Total</b>	<b>533,399</b>	<b>526,303</b>	<b>580,563</b>	<b>582,683</b>	<b>578,423</b>	<b>585,504</b>
<b><u>Human Resources/Risk</u></b>						
Human Resources	371,400	372,720	594,641	560,963	559,419	583,246
Risk Management	1,192,731	2,085,585	2,033,254	1,943,414	1,916,466	2,171,123
<b>Administration Total</b>	<b>1,564,131</b>	<b>2,458,305</b>	<b>2,627,895</b>	<b>2,504,377</b>	<b>2,475,885</b>	<b>2,754,369</b>
<b><u>Finance</u></b>						
Finance	1,266,869	1,086,002	1,148,746	1,198,411	1,141,962	1,287,615
Information Systems	500,514	636,486	668,263	671,768	627,210	727,874
Non-Departmental	1,133,098	306,877	324,254	371,158	367,829	362,290
Natural Disasters	59,917	-	106,875	186,725	314,087	-
<b>Finance Total</b>	<b>2,960,398</b>	<b>2,029,365</b>	<b>2,248,138</b>	<b>2,428,062</b>	<b>2,451,088</b>	<b>2,377,779</b>
<b><u>Police</u></b>						
Police Administration	2,044,359	2,237,594	2,339,499	2,364,641	2,410,227	2,382,333
Patrol	6,843,908	7,082,256	7,135,984	7,158,599	6,915,247	7,676,513
Investigation	1,934,226	2,041,570	2,081,766	2,282,445	2,219,631	2,368,401
Traffic Control	512,486	594,396	493,310	468,600	569,539	648,035
Community Relations	181,838	161,879	157,498	177,734	172,271	188,923
Police Information Systems	712,238	821,460	835,976	879,719	894,284	820,930
Police Records	612,524	570,978	537,326	507,750	541,948	515,200
Jail Maintenance	434,150	399,756	398,906	400,272	402,775	407,024
Animal Control	166,103	193,111	188,556	244,000	224,400	244,000
Emergency Preparedness	89,610	403,684	1,621,891	12,800	9,800	12,800
Community Preservation	261,930	102,552	65,800	92,336	50,643	82,112
Operating Contracts & Grants	716,757	449,038	527,978	542,523	490,869	154,015
<b>Police Total</b>	<b>14,510,129</b>	<b>15,058,274</b>	<b>16,384,490</b>	<b>15,131,419</b>	<b>14,901,634</b>	<b>15,500,286</b>
<b><u>Planning</u></b>						
Planning Administration	219,834	253,454	273,147	268,323	276,266	327,888
Planning	356,779	689,402	381,708	610,146	384,501	843,928
Housing Authority	831,702	-	72,665	167,984	160,864	204,851
Successor Agency to Redevelopment	7,504,173	12,959,710	334,506	1,034,081	1,315,965	377,706
CDBG - Public Services	47,636	23,322	290,200	172,082	164,291	77,284
Environmental Services	152,373	131,892	110,383	136,982	149,260	138,659
CDBG - General Administration	61,809	33,050	41,164	42,992	32,000	49,320
Housing/Rehabilitation	58,000	-	-	-	-	-
Home Grant	373	562,490	-	-	-	-
GHI 6-HOME-2454	9,338	-	-	-	-	-
Beverage Recycling Grant	-	-	-	-	-	-
GV Business District	78,963	100,007	93,753	100,098	98,984	106,864
<b>Planning Total</b>	<b>9,320,980</b>	<b>14,753,327</b>	<b>1,597,526</b>	<b>2,532,688</b>	<b>2,582,131</b>	<b>2,126,500</b>
<b><u>Public Works</u></b>						
Public Works Administration	1,018,387	998,931	857,494	855,613	852,086	885,545
Streets	1,570,900	1,447,759	2,395,612	1,905,748	1,865,403	1,787,592

**Expenditure Summary All Funds  
by Department/Division**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
Vehicles	1,371,984	1,278,295	1,391,199	1,767,235	1,811,398	2,020,786
Building	518,529	526,570	538,177	589,635	595,481	592,685
Engineering	645,766	633,291	624,076	721,961	723,626	747,165
Civic Center Maintenance	296,987	351,301	361,665	368,428	395,979	372,573
Water Administration	1,886,459	2,438,878	2,088,802	1,242,338	1,173,649	1,116,791
Customer Service	570,447	575,546	542,369	663,646	631,680	666,016
Water Conservation	178,021	218,492	221,017	467,611	455,759	996,170
Transmission & Distribution	6,320,396	6,267,211	6,896,565	9,030,078	7,821,886	9,067,261
NPDES	-	-	151,913	410,230	400,000	235,000
Natural Disaster Grants	-	-	559,271	-	-	-
Public Works - Capital Projects	7,496	601	-	12,938	-	-
<b>Public Works Total</b>	<b>14,385,372</b>	<b>14,736,875</b>	<b>16,628,160</b>	<b>18,035,461</b>	<b>16,726,947</b>	<b>18,487,584</b>
<b><u>Library</u></b>						
Library Administration	790,965	833,894	928,105	936,094	923,372	965,078
Circulation/Technical Services	443,907	465,865	396,369	416,032	403,677	442,237
Youth Services	227,177	157,348	234,605	234,351	240,568	191,802
Adult Services	436,673	358,730	317,609	358,584	303,418	412,108
<b>Library Total</b>	<b>1,898,722</b>	<b>1,815,837</b>	<b>1,876,688</b>	<b>1,945,061</b>	<b>1,871,035</b>	<b>2,011,225</b>
<b><u>Community Services</u></b>						
Community Services Administration	762,877	793,508	872,074	1,139,358	1,151,907	841,763
Parks	754,300	808,400	1,096,691	968,968	925,518	1,056,425
Recreation	636,310	583,263	635,980	720,026	676,267	736,723
Street Trees	632,702	547,071	590,164	693,737	755,430	726,325
Human Services	435,259	385,001	372,888	426,724	396,961	423,887
Public Transit	1,161,652	1,155,857	1,245,058	1,440,525	1,512,975	1,648,542
Golf Course	22,798	1,609	-	-	-	-
Youth To Work Program	20,925	282	-	-	-	-
Teen Center	346,437	311,056	306,206	339,156	331,980	340,792
Pompei Park	148,013	50,235	37,883	47,633	47,310	48,750
Operating Grant	79,819	16,922	37,571	-	-	-
Parks - Water Conservation	-	-	-	-	-	51,804
Street - Water Conservation	-	-	-	-	-	103,607
Community Services - Capital Projects	154	-	-	-	-	-
<b>Community Services Total</b>	<b>5,001,246</b>	<b>4,653,204</b>	<b>5,194,515</b>	<b>5,776,127</b>	<b>5,798,348</b>	<b>5,978,618</b>
<b>Debt Service</b>	<b>3,648,693</b>	<b>2,643,243</b>	<b>2,606,964</b>	<b>4,952,492</b>	<b>4,952,492</b>	<b>4,912,672</b>
<b>Transfers</b>	<b>4,177,549</b>	<b>14,581,574</b>	<b>13,931,142</b>	<b>7,256,580</b>	<b>9,015,583</b>	<b>7,718,447</b>
<b>Capital Projects</b>	<b>1,746,372</b>	<b>3,134,117</b>	<b>2,259,342</b>	<b>19,732,954</b>	<b>13,099,706</b>	<b>14,664,180</b>
<b>Grand Total All Expenditures</b>	<b>60,477,028</b>	<b>77,130,987</b>	<b>66,704,350</b>	<b>81,886,634</b>	<b>75,422,914</b>	<b>78,027,566</b>

## City of Glendora Appropriations by Department Matrix

Fund #	FUND NAME	Legislative	City Manager	Human Resources	Finance	Police	Planning	Public Works	Library	Comm. Services
001	General Fund	X	X	X	X	X	X	X	X	X
202	Street Lighting Assessment District							X		
202A	Street Improvement Assessment District							X		
202B	Landscape Maint Assessment District									X
205	Gas Tax							X		X
206	Parks Development									X
207	Grant Fund					X				
208	Asset Forfeiture					X				
209	Prop A Transit									X
210	Supplemental Law Enforcement Services Fund (SLESF)					X				
211	Prop C Transit							X		X
212	Housing and Community Development						X	X		
214	Used Oil Block Grant						X			
215	Air Quality Improvement			X	X					X
217	Prop A Operations									X
219	Prop IB Local Streets & Roads							X		
222	Measure R Transportation 2009							X		X
228	Beverage Container Recycling Grant						X			
229	Library Grants								X	
230	Public, Educational, and Governmental Access T.V. (PEG)	X								
231	Downtown Business Improvement District						X			
234	Highway Safety Improvement Program (HSIPL) Grant							X		
244	State AB109 Realignment					X				
254	Selective Traffic Enforcement Program (STEP) Office of Traffic Safety (OTS) Grant 14-15					X				
290	Housing Authority						X			
321	Capital Projects	X			X	X	X	X	X	X
405	Energy Efficient Project				X					
530	Water Capital Projects (2)							X		
531	Water Operations (3)	X	X	X	X	X		X		X
533	Transit System - Bus Operations				X					X
534	La Fetra Senior Center									X
541	Workers Compensation			X	X					
542	Liability Insurance			X	X					
548	Technology				X	X				
549	Vehicles				X	X		X		X
400	Redevelopment Obligation Retirement Fund (RORF)									
391	Obligation Payment Community Reinvestment Act (CRA) # 1						X			
	Bond Proceeds - 2003 & 2006							X		X
392	Obligation Payment CRA # 2						X			
393	Obligation Payment CRA # 3						X			
491	Debt Service CRA # 1				X					

**INTERFUND TRANSFERS MATRIX**

FUND	TRANSFER FROM							SUC. AGENCY RET. OBLGTN. (ROFE)	TOTAL
	GENERAL	ASSET FORFEITURE	PROP A	PROP C	WATER M & O	SUC. AGENCY CRA AREA # 1			
GENERAL								250,000	250,000
SUPPLEMENTAL LAW ENFORCEMENT		3,526							3,526
TRANSPORTATION			1,342,974	55,420					1,398,394
CAPITAL OUTLAY	310,000					1,051,924			1,361,924
SUCCESSOR AGENCY CRA AREA #1							79,000		79,000
SUCCESSOR AGENCY CRA AREA #2							1,800		1,800
WATER CAPITAL					2,210,080			-	2,210,080
ENERGY EFFICIENCY	39,156				27,777			-	66,933
WORKERS' COMP	300,000								300,000
DEBT SERVICE								2,046,790	2,046,790
<b>TOTAL</b>	<b>649,156</b>	<b>3,526</b>	<b>1,342,974</b>	<b>55,420</b>	<b>2,237,857</b>	<b>1,051,924</b>		<b>2,377,590</b>	<b>7,718,447</b>

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**Transfers From:**

0019098-90321	310,000
0019098-90405	39,156
0019098-90541	300,000
2089098-90210	3,526
2099098-90533	1,342,974
2119098-90533	55,420
3919098-90321	1,051,924
4009098-90001	250,000
4009098-90391	79,000
4009098-90392	1,800
4009098-90491	2,046,790
5319098-90405	27,777
5319098-90530	2,210,080
	<u>649,156</u>

**Transfers To:**

0019098-39400	\$ 250,000
2109098-39208	3,526
3219098-39391	1,051,924
3219098-39001	310,000
3919098-39400	79,000
3929098-39400	1,800
4059098-39001	39,156
4059098-39531	27,777
4919098-39400	2,046,790
5339098-39209	1,342,974
5339098-39211	55,420
5309098-39531	2,210,080
5419098-39001	300,000
	<u>2,377,590</u>

**\$ 7,718,447**

**\$ 7,718,447**

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The Capital Improvement Program (CIP) is a roadmap that provides direction and guidance for planning, managing, and financing the City's capital and infrastructure assets. The CIP is dynamic and is updated periodically to address the changing needs, priorities, and financial conditions of the City. The projects contained in the CIP are recommended to maintain the existing infrastructure of the City and to properly provide for the health, safety and general well-being of Glendora's residents. The CIP and future amendments are designed to make the most effective use of all financial resources available to the City including applicable fund reserves, ongoing estimated revenues, grants, and borrowing.

The Capital Improvement Program (CIP) budget is for expenditures over \$5,000 on construction of capital projects such as street rehabilitation, park facilities, water/sewer systems improvements, facilities upgrades and traffic signal/signage enhancements. CIP projects may include land and right-of-way acquisition; design, planning, and engineering services for capital projects; construction or rehabilitation of public buildings or facilities; utility and transportation infrastructure construction; and park construction.

Capital improvement projects are suggested by Department staff and submitted to the City Council for review and approval as part of the budget process. Most of the CIP projects are funded with non-discretionary funds (such as Gas Tax, transportation, and water funds). These funds are restricted in the manner in which they can be used.

Staff proposes regular maintenance projects based on input from a variety of sources including citizen complaints, leak history of water mains, the pavement management system, Water, Streets, Park Surface Transportation Program, Capital Projects Fund, and Water Capital Projects Fund. Maintenance projects are budgeted and included in the CIP Program each fiscal year. Projects are designed to keep the increases in operating costs to a minimum. Increases in operating costs are balanced with the overall need to provide the improvement.

The following information is included in this section of the budget:

- Current Funding Sources – provides a brief description of the types of funds available for CIP projects.
- Project Highlights and Operational Impacts – provides a description of the proposed projects for FY16 and the budget needed from the funding source.
- Capital Improvement Projects Summary Report – provides a list of projects by Fund. This report provides budget information for both FY15 and FY16.
- Capital Equipment Purchases Summary Report – provides a summary of equipment and vehicle purchases. This report provides budget information for both FY15 and FY16.
- Capital Outlay by Fund – provides several years of actual expenditures along with the proposed budget. It includes the CIP projects and capital outlay for machinery and equipment and vehicles.

## Current Funding Sources

The following list provides a description of the various funding sources used for capital projects or equipment purchases.

FUND 001 - GENERAL FUND: The General Fund is the general operating fund of the city. All general tax receipts and fee revenue not allocated by law, council policy or contractual agreement to other funds are accounted for in the General Fund. General Fund expenditures include all operational activities not required to be accounted for or paid from another fund.

FUND 203 – TRANSPORTATION DEVELOPMENT ACT FUND: The Transportation Development Act Fund receives revenue on a per capita basis from funds administered by the Los Angeles County Metropolitan Transportation Authority (MTA). Transportation Development Act funds may be used for bicycle and pedestrian facilities including bikeway commuter paths, bicycle commuter parking, sidewalk wheelchair ramps, Americans with Disabilities Act (ADA) required signage, and sidewalk repair and construction.

FUND 205 - STATE GAS TAX FUND: Gas tax revenues are received on a per capita basis each year pursuant to Sections 2105, 2106, 2107, and 2107.5 of the California Streets and Highways Code. Gas tax revenue is restricted revenue which must be spent on street-related construction and/or maintenance projects.

FUND 206 - PARK & RECREATIONAL FACILITIES FUND: The Park & Recreational Facilities Fund revenue is received through the collection of park development impact fees and park in-lieu fees paid by new development projects. Funds are used to mitigate the impact of new development on the City by adding to or improving existing park and recreational facilities.

FUND 208 - ASSET FORFEITURE FUND: The Asset Forfeiture Fund revenues are derived through the seizure of drug-related assets by the Glendora Police Department pursuant to applicable State and Federal law. Asset Forfeiture Fund expenditures defray the cost of eligible expenses within the Police Administration and Patrol Divisions, which includes personnel and equipment costs.

FUND 211 - PROP C TRANSIT FUND: In 1990, Los Angeles County voters adopted Proposition C, the second of two ½ cent sales taxes, to finance a county-wide transit development program. Proposition C funds are administered by the Metropolitan Transit Authority (MTA). Local Return funds are allocated and distributed monthly to jurisdictions on a per capita basis. Proposition C funds may be used for developing and/or improving local public transit, paratransit, and related transportation infrastructure, as well as transit services and/or equipment purchases.

FUND 212 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND: The City receives Community Development Block Grant (CDBG) revenue from the U. S. Department of Housing and Urban Development (HUD). Because Glendora has a population in excess of 50,000, it is considered an entitlement city and receives its allocation of funds directly from HUD. Funds are used for community activities and capital projects that meet the target area criteria.

FUND 215 - AIR QUALITY IMPROVEMENT FUND: The South Coast Air Quality Management District (AQMD) allocates funds to cities to improve air quality by reducing air pollution from mobile sources. Revenues are allocated to cities and counties on a per capita basis. City expenditures are subject to periodic AQMD audit.

FUND 219 – PROP 1B – LOCAL STREETS & ROADS FUND: Prop 1B – Local Streets and Roads Improvement, Congestion Relief, and Traffic Safety Account Funds were awarded to the City by the State of California based on population. These funds are to be used only for the maintenance and improvement of local transportation facilities.

FUND 230 – PUBLIC EDUCATION AND GOVERNMENT (PEG) CABLE TV FUND: These funds are collected by service providers through the fees charged by communications companies such as AT&T, Charter Cable, and Comcast Company, through the franchise agreement within each city. A portion of the franchise payment is PEG fee. This fund is used to pay for capital equipment for continuation of PEG Programming.

FUND 321 - CAPITAL PROJECTS FUND: In fiscal year 2001-2002, the City Council adopted an ordinance creating a Capital Projects Fund pursuant to Section 53730 et seq, California Government Code. At present, the only revenue sources available to the Capital Projects Fund are from the General Fund where excess General Funds, if any, are automatically transferred to the Capital Projects Fund at year end unless the transfer is overridden by an action of the City Council.

FUND 530 - WATER CAPITAL PROJECTS FUND: The Water Capital Projects Master Plan Fund accounts for capital improvements to the City's water system which includes improvements to wells, pumps, booster systems, pipes, and other water system-related structures, and to capital projects identified in the City's water system master plan. Funding comes from a portion of the water service fee and/or bond proceeds. Glendora residents approved a water bond in 2004 to replace aging mains. Through this bond, over \$13 million dollars was spent replacing water mains.

FUND 533 – TRANSIT SYSTEM FUND: The Transit System Fund is the source of funding for operation of the City's transit systems and receives its revenue primarily through transfer of funds from the Prop A Transit Fund (Fund 209) and the Prop C Transit Fund (Fund 211). Fare box revenue is a minor revenue source. Expenditures from this fund include all operating and maintenance expenses for the City's local transit system and for service to the Metro Link terminal in Covina.

FUND 548 – TECHNOLOGY FUND: The Technology Fund is an internal service fund responsible for maintaining the operations of the City's technological infrastructure and for the acquisition of hardware, software and other technological needs. Departments are charged for their allocated benefit of the technology services.

FUND 549 - VEHICLE REPLACEMENT FUND: The Vehicle Fund is an internal service fund responsible for acquiring and maintaining vehicles and equipment used by City departments. Departments are charged for their allocated benefit of the technology services.

**CITY OF GLENDORA  
CAPITAL IMPROVEMENT PROGRAM**

**PROJECT HIGHLIGHTS AND OPERATIONAL IMPACTS**

This section provides an excerpt with operational impacts for capital improvement projects budgeted in FY 2015-16 within the appropriate fund. The table below lists the project, the project description in the Adopted FY 2015-16 Budget and identifies the likely operational impact. The impact is identified as: No Impact (no increase to maintenance costs), Reduced Impact (maintenance costs reduced or eliminated), Minimal Impact (maintenance costs easily absorbed), or a Significant Impact (increase in maintenance costs above status quo) upon operation costs associated with additional personnel, additional maintenance costs, or additional utility costs.

Description	Project Description	Estimated Start Date	Adopted FY 2015-16	Operating Budget Impact
<b>Fund 205 - State Gas Tax Fund</b>				
Citywide Street Resurfacing (District 3)	Resurface badly deteriorated local streets and curb, gutter, and sidewalk repairs. This fiscal year we plan to resurface streets in District 3, the northeast quadrant of the City. Streets in this quadrant have not been resurfaced in well over 20 years and are badly deteriorated.	November 2015	\$250,000	No Impact
Upgrade Traffic Signal Controllers	Replace existing Traconex traffic signal controllers at six intersections with new Econolite controllers. These traffic signal controllers are over 30 years old and are unreliable, frequently overheat and shut down, and replacement parts are no longer available.  Additional funding in the amount of \$90,000 is budgeted in Prop C (Fund 211)	November 2015	\$90,000	Reduced Impact
<b>Subtotal for Fund 205 - State Gas Tax Fund:</b>			<b>\$340,000</b>	
<b>Fund 206 - Park &amp; Recreational Facilities Fund</b>				
New Prefab Restrooms at Finkbiner Park	This project consists of the demolition of the existing Carty house and the purchase and installation of a pre-fabricated building, which will contain three men's and three women's restrooms, as well as a multi-purpose room. The Department was recently awarded \$250,000, from the Los Angeles County Regional Park and Open Space District Fifth Supervisorial District's 2015 Competitive Excess Funds Grant Program for this project. Working through the Parks and Trails Master plan, this project is recommended for upgrades with ADA accessible restrooms and a tot program location. The restroom is needed for the many programs hosted at the bandshell.	November 2015	\$564,861	Possible Minimal Impact
Youth Center Roof Improvements	Replace old roof at the youth center. The Youth Center's roof is in poor shape. Whenever it rains, the roof leaks in several areas, which results in repair expenditures as it's no longer under warranty. It also contains dry rot; has cracked, torn and missing shingles; and is very worn around the existing air conditioning units.	August 2015	\$25,000	Reduced Impact
<b>Subtotal for Fund 206 - Park &amp; Recreational Facilities Fund:</b>			<b>\$589,861</b>	
<b>Fund 211 - Prop C Transit Fund</b>				
Loraine Avenue Street Improvements - Sierra Madre to Foothill	Loraine Avenue from Sierra Madre to Foothill curb, gutter, and sidewalk repairs and ADA ramp upgrades. Repair and replace deteriorated asphalt concrete pavement. Restripe Loraine Avenue and replace/upgrade traffic signs. The City has completed water main improvements on Loraine Avenue and there are many utility trench patches on this stretch of Loraine Avenue. Loraine Avenue has not been resurfaced in well over 20 years and it is a major north-south link between Foothill and Sierra Madre. Our Pavement Management System has recommended Loraine Avenue for resurfacing and/or reconstruction. In FY 2014-15 staff had Loraine Avenue surveyed, had pavement cores taken, and prepared a preliminary design.	May 2016	\$915,000	No Impact

**CITY OF GLENDORA  
CAPITAL IMPROVEMENT PROGRAM**

**PROJECT HIGHLIGHTS AND OPERATIONAL IMPACTS**

Description	Project Description	Estimated Start Date	Adopted FY 2015-16	Operating Budget Impact
Route 66 Battery Backup Systems	Install traffic signal battery backup systems at intersections on Route 66 that currently do not have battery backups. During power outages these intersections go dark and installing battery backup systems will increase safety and reduce the required manpower by both Public Works and Police during power outages.	September 2015	\$77,000	Minimal Impact
Upgrade Traffic Signal Controllers	Replace existing Traconex traffic signal controllers at six intersections with new Econolite controllers. These traffic signal controllers are over 30 years old and are unreliable, frequently overheat and shut down, and replacement parts are no longer available.  Additional funding in the amount of \$90,000 is budgeted in Gas Tax (Fund 205)	November 2015	\$90,000	Reduced Impact
<b>Subtotal for Fund 211 - Prop C Transit Fund:</b>		<b>\$1,082,000</b>		
<b>Fund 212 - Community Development Block Grant (CDBG) Fund</b>				
Newburgh, Bruning, and Greer Street Improvements	Repair and resurface residential streets - Newburgh, Bruning, Greer neighborhood including curb, gutter, sidewalks, driveway approaches, and badly deteriorated asphalt concrete pavement and ADA curb ramp upgrades. The neighborhood is in a low income census tract. Project is funded with CDBG and is intended to improve local streets and benefit low income residents.	October 2015	\$150,000	Reduced Impact
<b>Subtotal for Fund 212 - CDBG Fund:</b>		<b>\$150,000</b>		
<b>Fund 321 - Capital Projects Fund</b>				
San Dimas Wash Urban Trail	The San Dimas Wash Urban Trail will span approximately three miles of the San Dimas Wash flood control channel and provide a paved surface with striping, way finding signage and improved landscaping for the Community to use for walking, biking and rolling. The trail's primary goal will be to provide an area for recreation that encourages active transportation and community interaction. The project will be phased in with three phases. The first area will begin on the east side of Sunflower Ave., just south of Gladstone St. and continue to Louie Pompei Memorial Sports Park, a distance of approximately .53 miles. This initial funding request through the CIP process are for costs of: Request of plan review from L.A. County Public Works at a cost of \$ 25,000 and for design and grading plans to prepare for construction contract procurement for .53 miles only. This trail will be approximately 2.5 miles long. The project is estimated to cost approximately \$2,900,000 in total. This request is for the design and planning of the one-mile, Phase 1 project.  Funding in the amount of \$232, 598 is coming from CRA bonds (Fund 391).	July 2015	\$625,000	Minimal Impact
Finance and City Clerk Remodel	This project will relocate the Finance Director's office, create offices for Payroll and the Administrative Assistant and relocate the large printer to the City Clerk's offices. Currently, the Finance Director's office is located in the City Clerk's area, away from the Finance staff. Relocating to the current press room will place the Finance Department in a closer area and open up the overcrowded City Clerk's offices. This will provide a more cohesive working environment.	May 2016	\$42,500	No Impact

**CITY OF GLENDORA  
CAPITAL IMPROVEMENT PROGRAM**

**PROJECT HIGHLIGHTS AND OPERATIONAL IMPACTS**

Description	Project Description	Estimated Start Date	Adopted FY 2015-16	Operating Budget Impact
Library Lower Lobby Inner and Outer Automatic Door Replacement	Replace library lower lobby inner and outer automatic doors. Library averages over 5,000 people per week walking in and out of lower lobby automatic doors. Existing automatic doors have been in place since 1996 and are no longer in production. Consequently, replacement parts are no longer available and repairs must be made with used/refurbished parts often cannibalized from vendor stock of used doors. Repairs are often delayed due to added time to locate parts. There's an increased frequency of repairs due to failure of used replacement parts.	August 2015	\$30,000	Reduced Impact
Library Deck Water Proofing	This project will waterproof the deck over the library. The deck over the library has developed cracks recently which leak storm water into the library where there has been water damage and damaged books. This project will waterproof the deck and eliminate the issue.	October 2015	\$14,500	Reduced Impact
Library Roof Repairs	Library 2nd Floor - Replace flat roof over old I.T. office, Development Office, and Library Staff Lounge. Adjust drain heights for proper drainage. Library Main Entrance Overhang - Replace flat roof on library front entrance overhang. Adjust drain heights for proper drainage. Library Plaza Towers - Repair/replace roof and weatherproofing on and around Library Plaza towers. Library Plaza - (1) Install an overhang over south side Plaza 2nd floor/lobby entrance to divert water away from storefront. (2) Replace caulking/sealant along perimeter of Library Plaza; (3) Install a heavy duty membrane and possible light-weight slab cover on north-east stair landing. Library Rain Gutters - Repair, seal, and paint Library rain gutters. The Library has chronic water leaks during rain events. Leaks are in close proximity to and/or directly over critical City servers/network equipment, office workstations, library material collections, main foot traffic corridors for building access, and public seating areas. In the past, water seepage has damaged carpet, ceiling tiles, lighting fixtures, material shelves, shelving end panels, and workstations. Leaks have caused large areas of the library collection to be inaccessible and have created added costs for the replacement of ceiling tiles, carpet cleaning, replacement of damaged library materials, and staff time for monitoring. Water leaks could eventually compromise the integrity of the library building through years of exposure. See attachment with photos.	November 2015	\$45,000	Reduced Impact
Air Conditioning Duct and Dampener Repair / Replacement	The original HVAC duct and damper system is in need of servicing and repair to maximize efficiency, ensure the proper operation of the fire dampers and eliminate noise. The new chiller and air conditioning system operates with variable speed motors to maximize energy savings and efficiency. The changes in motor speed have revealed that some of the fire damper seals are leaking. This project would involve inspecting, servicing, lubricating and sealing the dampers throughout the building and replacing up to four dampers. Replacement of several diffusers (10) that are making noise are included.	February 2016	\$25,000	No Impact
Amelia Avenue Street Improvements – Route 66 to Auto Centre Drive	Resurface badly deteriorated pavement and curb, gutter, and sidewalk repairs on Amelia Avenue from Route 66 to Auto Centre Drive. The City has just completed the replacement of the water main in Amelia Avenue and Amelia Avenue has not been resurfaced in well over 20 years. Our Pavement Management System recommends the resurfacing and/or reconstruction of Amelia Avenue.  Funding in the amount of \$819,326 is coming from CRA Bonds (Fund 391) Funding in the amount of \$50,674 is coming from Prop 1B (Fund 219)	November 2015	\$870,000	No Impact

**CITY OF GLENDORA  
CAPITAL IMPROVEMENT PROGRAM**

**PROJECT HIGHLIGHTS AND OPERATIONAL IMPACTS**

Description	Project Description	Estimated Start Date	Adopted FY 2015-16	Operating Budget Impact
Citywide Slurry Seal Project - District 2	Minor pavement repairs and slurry seal of local roadway segments in District 2 (southwest quadrant of the City). Slurry seals are an important pavement preservation method to extend the service life of asphalt concrete pavements. This fiscal year we plan to focus on District 2 (southwest quadrant of the City). The street segments included in this project are recommended for slurry seals in our Pavement Management System.	September 2015	\$150,000	No Impact
<b>Subtotal for Fund 321 - Capital Projects Fund:</b>		<b>\$1,892,000</b>		
<b>Fund 530 - Water Capital Projects Fund</b>				
Amelia Avenue Water Line Replacement - Route 66 to Country Club Drive	Replace the leaking 16-inch water main in Amelia Avenue from Route 66 to Country Club Drive, a distance of approximately 2,100 lineal feet. The existing 16-inch water line in Amelia Avenue north of Route 66 was constructed in 1963 and has an excessive leak history. This line is one of the main transmission lines for the south end of the City's Zone 2 pressure zone. Zone 2 is the second largest pressure zone in the City and serves approximately 28% of the City's water demand. The water line in Amelia Avenue south of Route 66 to Auto Centre Avenue was completed in FY 2014-15. This project would complete the replacement of the Amelia Avenue transmission main and would allow for re-paving the badly deteriorated pavement in Amelia Avenue north of Route 66 in a future fiscal year. The replacement of the Amelia Avenue water line is recommended in the City's Water Master Plan.	September 2015	\$820,000	No Impact
Automated Meter Read System (AMR)	Purchase and installation of complete turnkey AMR meter reading system. Includes transmitter tower, 3 repeaters, 8,000 meters, 13,400 Mxu's, large meter retrofit and integration with billing software. Read Rate Proficiency: Guarantee to obtain 100% accurate reads on 98.5% of all accounts during each reading cycle. Increase of revenue. Water conservation features to identify noncompliance with alternate day watering, time of use or irrigation bans. Great conservation tool. Web-based display of information to customers, i.e. mobile applications. Real-time data. Automated independent leak notification in real time to resident and City. Another great conservation tool. Real time report generation. Great for assisting customers.	June 2015	\$4,000,000	No Impact
Country Club Reservoir Improvements	Construct a new 666,000 gallon steel reservoir at the existing Country Club Reservoir site. Additional storage capacity is needed at the Country Club Reservoir site to maintain the required fire flow protection in the City's Zone 2 pressure zone. Constructing this second reservoir at the Country Club Reservoir site will provide the required storage for fire flow. The project was designed in FY 2014-15 and the Country Club Reservoir improvements are recommended in the City's Water Master Plan.	November 2015	\$2,500,000	Reduced Impact
Leaky Water Main Replacements Citywide	Replace the highest priority leaky water mains citywide. These are the highest priority water main replacements due to leaks as recommended in the Water Master Plan. These lines have the highest number of leaks in the City. Replacing these water lines will provide a more reliable water supply to our residents and will conserve water.	September 2015	\$1,200,000	No Impact
Vosberg (Well 7) Sampling and Study	Sample and test the well water to determine current contaminant levels and determine what mitigation measures can be implemented to allow this well to become a viable addition to the City's water production. This well site has been inactive for over 20 years. Vosberg (Well 7), located in Azusa, would draw water from the San Gabriel Canyon Sub-Basin of the Main San Gabriel Basin and is currently piped to the City's San Gabriel Plant site, also located in Azusa. Bringing Well 7 back online would provide an additional groundwater source to service the City and the City would rely less on purchased water during peak demand times. The sampling and study of Vosberg (Well 7) is recommended in the City's Water Master Plan.	January 2016	\$125,000	No Impact

CITY OF GLENDORA  
CAPITAL IMPROVEMENT PROGRAM

**PROJECT HIGHLIGHTS AND OPERATIONAL IMPACTS**

Description	Project Description	Estimated Start Date	Adopted FY 2015-16	Operating Budget Impact
Well 10 Improvements	Evaluate the entire Well 10 site including the well casing, well column and bowls, well pump and motor, well pump head, and well enclosure and site. Well 10, located near the intersection of Leadora Avenue and Elwood Avenue, was originally put into service in 1912. The well has been taken out of service several times in recent years for maintenance issues and there is evidence that there may be issues with the aging well column. The Well 10 Improvements are recommended in the City's Water Master Plan. This project is design only.	August 2015	\$150,000	No Impact
Water Conservation (City Facilities)	This project involves removing turf in the medians and removing the pop-up sprinklers currently in the median planter beds and replacing them with drip irrigation. Due to the recent signing of the resolution restricting water usage, we are trying to determine the best route to take in terms of reducing the amount of water used in the street medians. Adding drip irrigation will eliminate any overspray and greatly reduce the amount of runoff into the streets. This will allow for more efficient watering and less water waste.	July 2015	\$1,905,319	Reduced Impact
<b>Subtotal for Fund 530 - Water Capital Projects Fund:</b>			<b>\$10,700,319</b>	



## Capital Improvement Projects Summary Report

Funding Source	14-15 Budget	14-15 Projected	15-16 Adopted
<b>TDA/Bikeways Fund (203)</b>			
Curb & Sidewalk Replacement	36,572	29,944	-
Total TDA/Bikeways	36,572	29,944	-
<b>Gas Tax Fund (205)</b>			
Street Paving Program - Local Streets	899,925	499,924	250,000
Traffic Signal Cont. Upgrade	-	-	90,000
Valley Center, Gladstone/Juanita	327,965	299,758	-
Total Gas Tax	1,227,890	799,682	340,000
<b>Parks Development Fund (206)</b>			
Gladstone Park Play Equipment	100,000	100,000	-
Big Tree Park	43,300	43,300	-
Prefab Restrooms - Finkbiner	-	-	564,861
Youth Center Roof Improvements	-	-	25,000
Passive Park	219,750	8,686	-
Total Park & Recreation Fac.	363,050	151,986	589,861
<b>Asset Forfeiture (208)</b>			
Police Dept Traffic Office Improvements	36,800	36,800	-
IT Division Consolidation	50,000	50,000	-
Total Asset Forfeiture	86,800	86,800	-
<b>Proposition C Transit Fund (211)</b>			
Barranca / Foothill Left Turn Phasing	26,680	-	-
Traffic Signal Battery Backup	-	-	77,000
Traffic Signal Cont. Upgrade	-	-	90,000
Lonehill Bridge	3,542	682	-
Lorraine Avenue Street Improvement	50,000	20,485	915,000
Bennett to Leadora Grand Rehabilitation	219,812	-	-
Grand Bennett to Leadora	250,000	8,640	-
Sierra Madre Street Improvement	150,000	106,846	-
Baseline / Grand to Glendora	70,707	-	-
Total Prop C	770,741	136,653	1,082,000
<b>Community Development Block Grant Fund (212)</b>			
La Fetra ADA Improvements	4,929	4,929	-
Carroll Avenue Street Rehabilitation	80,000	45,000	-
Street Repair/Resurfacing ADA Curb	-	-	150,000
Library ADA Bathroom	55,000	55,000	-
Finkbiner ADA Bathroom	100,000	100,000	-
Washington Avenue Street Imp.	201,813	201,813	-
Total CDBG	441,742	406,742	150,000

## Capital Improvement Projects Summary Report

Funding Source	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Prop 1B Local Streets Fund (219)</b>			
Amelia Avenue Street Improvements	-	-	50,674
Pasadena - Whitcomb / Leadora	55,574	-	-
	<hr/>	<hr/>	<hr/>
Total Prop 1B Local Streets	55,574	-	50,674
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<b>Surface Trans Prog - STPL Fund (221)</b>			
Grand-Citrus Edge to Baseline	181,623	98,206	-
Baseline Grand to Glendora	529,293	5,000	-
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Total Surface Trans Prog - STPL	710,916	103,206	-
	<hr/>	<hr/>	<hr/>
<b>HSIPL Grant Fund (234)</b>			
Barranca / Foothill Left turn Phasing	123,000	5,000	-
	<hr/>	<hr/>	<hr/>
Total HSIPL Grant	123,000	5,000	-
	<hr/>	<hr/>	<hr/>
<b>CAL Recycle TDP Grant (240)</b>			
Rubber Bark Installation - Various Parks	149,700	-	-
	<hr/>	<hr/>	<hr/>
Total CAL Recycle TDP Grant	149,700	-	-
	<hr/>	<hr/>	<hr/>
<b>HBRR Grant (246)</b>			
San Dimas Wash Bridge	77,823	4,200	-
	<hr/>	<hr/>	<hr/>
Total HBRR Grant	77,823	4,200	-
	<hr/>	<hr/>	<hr/>
<b>Capital Projects Fund (321)</b>			
City Clerk / Finance Remodel	-	-	42,500
Police Dept HVAC	30,497	30,497	25,000
Library HVAC	46,719	46,719	-
Re-roof Police Shelter	1,250	1,250	-
Community Services Re-carpet	4,925	-	-
IT Division Consolidation	50,000	29,495	-
PD Briefing Room Re-carpet	120,972	112,970	-
Library Carpet Replacement	70,000	-	-
Library ADA Bathroom	18,627	18,627	-
Repair main Electrical Breaker	15,000	5,000	-
Bidwell EOC Improvements	60,000	8,000	-
Library Deck Water Proofing	-	-	14,500
Library Roof Repairs	-	-	45,000
Library Automatic Door Replacement	-	-	30,000
San Dimas Wash Urban Trail	-	-	625,000
Finkbiner Park Fencing	4,000	-	-
Amelia Avenue Street Improvements	-	-	819,326
Alley Rehabilitation Program	50,000	50,000	-
Gladstone Park Restroom Renovation	100,000	-	-
Slurry Seal Program	294,144	131,048	150,000
City Parking Lot Rehabilitation	150,000	100,000	-
Village Landscape Design	4,760	4,760	-
Passive Park	73,250	318	-
Louie/Pompei Memorial Sports Park	1,133,700	20,280	-
	<hr/>	<hr/>	<hr/>

## Capital Improvement Projects Summary Report

Funding Source	14-15 Budget	14-15 Projected	15-16 Adopted
	2,227,844	558,964	1,751,326
<b>Energy Efficiency Project</b>			
Irrigation Control Upgrade	506,367	506,367	
Total Energy Efficiency Project	506,367	506,367	-
<b>Water Capital Projects Fund (530)</b>			
Water Main Replacements:	1,550,000	550,000	1,200,000
Grand Avenue	76,298	12,395	-
Lorraine Avenue	150,000	169,530	-
Highcrest Design Phase	12,938	-	-
Water Conservation	-	-	1,905,319
Vosberg - Well No. 7 Sampling Study	-	-	125,000
Well No. 10 Improvements	-	-	150,000
Well 14 Pump House	80,994	55,839	-
Glendora Avenue/Route 66 Inter Connect	100,000	100,000	-
Amelia Avenue Water Main Replacement	1,500,000	1,500,000	-
Amelia Avenue Water Line Replacement	-	-	820,000
Meter Replacements	-	-	4,000,000
Sierra Madre Avenue Transmission	300,000	106,036	-
Demolition Kregmont Reservoir	250,000	50,000	-
150 KW Generator	79,600	82,539	-
Zone 1 to 8 Connections	231,800	211,193	-
Zone 4 Pipelines	-	12,416	-
Zone 4 Reservoir	2,523,038	2,523,038	-
Zone 4 Distribution Center	1,700,000	1,650,000	-
Country Club Reservoir	265,676	265,676	2,500,000
San Gabriel Plant - 1st & 2nd Year	4,133,652	3,000,000	-
SG River Diversion Struct	40,000	-	-
Total Water Capital Projects	12,993,996	10,288,662	10,700,319
<b>La Fetra Senior Center (534)</b>			
Repaint/Repair Expansion Building	51,700	25,700	-
Total La Fetra Senior Center	51,700	25,700	-
<b>La Fetra Fund (534)</b>			
<b>Grand Total All Projects</b>	<b>19,823,715</b>	<b>13,103,906</b>	<b>14,664,180</b>

## Capital Improvement Projects Summary Report

Funding Source	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Summary By Fund</b>			
Transportation Dev Act (TDA) (203)	36,572	29,944	-
Gas Tax (205)	1,227,890	799,682	340,000
Parks Development Fund (206)	363,050	151,986	589,861
Asset Forfeiture (208)	86,800	86,800	-
Prop C (211)	770,741	136,653	1,082,000
Community Dev. Block Grant (212)	441,742	406,742	150,000
Prop 1B (219)	55,574	-	50,674
Surface Trans Prog - STPL Fund (221)	710,916	103,206	-
HSIPL Grant Fund (234)	123,000	5,000	-
HBRR Grant Fund (244)	77,823	4,200	-
BSEP Bus Bench Imp. (245)	149,700	-	-
Capital Projects Fund (321)	2,227,844	558,964	1,751,326
Energy Efficiency Project (405)	506,367	506,367	-
Water Capital Projects Fund (530)	12,993,996	10,288,662	10,700,319
La Fetra Senior Center (534)	51,700	25,700	-
<b>Total Summary by Fund</b>	<b>19,823,715</b>	<b>13,103,906</b>	<b>14,664,180</b>

## Capital Equipment Purchases Summary Report

Fund & Department	Description	14-15 Budget	14-15 Projected	15-16 Adopted
<b>Asset Forfeiture (208)</b>				
Police - Information Systems	Radio System Upgrade to UHF	210,848	211,848	175,000
<b>PEG Cable TV (230)</b>				
Public Information	Audio Visual Equipment	16,100	16,100	16,100
<b>STEP OTS Grant (248)</b>				
Police	Radio System Upgrade	5,415	-	-
<b>Ludwig Explorer Grant (249)</b>				
Police	Vehicles	34,800	-	-
<b>STEP OTS Grant (254)</b>				
Police	Forensic Mapping System	25,000	25,000	-
<b>Capital Projects Fund (321)</b>				
Library	Furnitures/Panels	-	-	20,500
Community Services	Two-Way Hand Held Radios	-	-	38,000
Community Services	LED Christmas Lights - Downtown	-	-	35,000
<b>Transit Enterprise Fund (533)</b>				
Transportation	Routematch Software	20,265	4,438	-
Transportation	Bus	108,303	109,653	-
Transportation	Bus/Caravan	-	75,454	70,000
Transportation	16 Passenger C-CNG ADA Bus	-	-	200,000
<b>Information Technology Fund (548)</b>				
Finance	Upgrade Pentamation Financial Sys	20,821	12,730	-
Finance	Information Technology Equip.	-	-	40,368
Library	Bidwell Network/Power	6,000	-	-
Library	Books Integration	9,000	9,000	-
Library	LEAP	21,750	21,750	-
Public Works	Mobile HMI	10,000	-	-
<b>Vehicles IS Fund (549)</b>				
Public Works Fleet	Fleet Maintenance Software	-	-	60,000
Community Services	Department Vehicles	162,731	162,731	94,000
PW Streets	Department Vehicles	161,909	161,909	250,000
PW Water	Department Vehicles	207,000	207,000	280,000
Police	Department Vehicles	260,000	260,000	260,000
<b>Total All Capital Equipment</b>		<b>1,279,942</b>	<b>1,277,613</b>	<b>1,538,968</b>
<b>Summary by Fund</b>				
Asset Forfeiture		210,848	211,848	175,000
PEG Cable TV Fund		16,100	16,100	16,100
STEP OTS Grant		30,415	25,000	-
Ludwig Explorer Grant		34,800	-	-
Capital Projects Fund		-	-	93,500
Transit Enterprise Fund		128,568	189,545	270,000
Information Systems IS Fund		67,571	43,480	40,368
Vehicles IS Fund		791,640	791,640	944,000
<b>Total Summary By Fund</b>		<b>1,279,942</b>	<b>1,277,613</b>	<b>1,538,968</b>

### Capital Outlay by Fund

Fund Title	Div.	A/C No.		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
001 GENERAL FUND	5132	72000	MACHINERY & EQUIPMENT	225	0	0	0	0	0
	7582	70000	LAND	0	0	317,472	0	0	0
	7582	72000	MACHINERY & EQUIPMENT	0	0	10,546	0	0	0
<b>Total</b>				<b>225</b>	<b>0</b>	<b>328,018</b>	<b>0</b>	<b>0</b>	<b>0</b>
203	TRANS DEVELOP AC 9999	73100	CURB & SIDEWALK REPL	16,447	54,344	32,721	36,572	29,944	0
<b>Total</b>				<b>16,447</b>	<b>54,344</b>	<b>32,721</b>	<b>36,572</b>	<b>29,944</b>	<b>0</b>
204	TRAFFIC CONGESTIC 9999	73025	FOOTHILL BL STR IMPR PROJ	(675)	0	0	0	0	0
<b>Total</b>				<b>(675)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
205	STATE GAS TAX FUN 9999	73010	STREET PAVING PROGRAM	0	763,459	382,654	899,925	499,924	250,000
		73248	TRAFFIC SIGNAL CONT UPGRD	0	0	0	0	0	90,000
		73251	VALLEY CNTR GLADSTONE/JUA	0	0	12,054	327,965	299,758	0
<b>Total</b>				<b>0</b>	<b>763,459</b>	<b>394,709</b>	<b>1,227,890</b>	<b>799,682</b>	<b>340,000</b>
206	PARK & REC FACILI 9999	72510	PARK PLAY EQUIPMENT	0	0	0	0	2,269	0
		72510.03	GLADSTONE PARK PLAY EQUIP	0	0	0	100,000	100,000	0
		75020	BIG TREE PARK IMPR	0	0	0	43,300	43,300	0
		75027	PASSIVE PARK	0	0	0	219,750	6,416	0
		75029	PREFAB RESTOOMS FINKBINER	0	0	0	0	0	564,861
		75033	YOUTH CNTR ROOF IMPROVEM	0	0	0	0	0	25,000
<b>Total</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>363,050</b>	<b>151,986</b>	<b>589,861</b>
208	ASSET FORFEITURE 15127	72000	MACHINERY & EQUIPMENT	0	17,334	244	0	1,000	0
		5132	MACHINERY & EQUIPMENT	118,407	230,326	216,948	210,848	210,848	175,000
		9999	IT DIVISION CONSOLIDATION	0	0	19,294	50,000	50,000	0
		9999	POLICE DEPT TRAFFIC OFFIC	0	0	0	36,800	36,800	0
<b>Total</b>				<b>118,407</b>	<b>247,660</b>	<b>236,485</b>	<b>297,648</b>	<b>298,648</b>	<b>175,000</b>
211	PROP C TRANSIT FU 9999	71530	LA FETRA CNTR PARKING LOT	0	30,242	1,588	0	0	0
		73016	GRAND-BASE.-FOOT-REPAVING	12,242	0	0	0	0	0
		73019	GRND- LEADORA-SIERRA MDR	0	0	0	250,000	8,640	0
		73020	SIERRA MADRE STREET IMPR	0	0	0	150,000	106,846	0
		73024	GLADSTONE-VALLEY/SUNFLOW	75	0	0	0	0	0
		73025	FOOTHILL BL STR IMPR PROJ	170,720	0	0	0	0	0
		73029	GLADST.-VALLEY CTRE/LONE	9,352	148,043	0	0	0	0
		73034	BASELINE-GRAND/BARRANCA	196,539	53,359	0	0	0	0
		73035	GRAND-FOOTHILL/BENNETT	218,082	16,205	0	0	0	0
		73037	AUTO CENTRE @ LONE HILL	87,475	4,172	0	0	0	0
		73215	TRFFIC SIG BATTERY BACKUP	23,760	0	0	0	0	77,000
		73229	LONE HILL BRIDGE	0	0	4,996	3,542	682	0
		73232	LORAINE AVE STR IMPR	0	0	0	50,000	20,485	915,000
		73234	LEFT TURN PHASING	0	0	720	26,680	0	0
		73242	LORAINE/FOOT. LEFT TURN	9,508	57,900	0	0	0	0
		73248	TRAFFIC SIGNAL CONT UPGRD	0	0	0	0	0	90,000
73249	BENNETT TO LEADORA REHAB	0	0	140,925	219,812	0	0		
73250	BASE LINE GRAND TO GLNDR	0	0	0	70,707	0	0		
<b>Total</b>				<b>727,753</b>	<b>309,921</b>	<b>148,229</b>	<b>770,741</b>	<b>136,653</b>	<b>1,082,000</b>
212	COMMUNITY DEV BI 6053	71008	ADA CURB RAMP & BATHROOM	0	0	280,648	0	0	0
		71001.01	ADA ELEVATOR 2010	7,791	0	0	0	0	0
		71003	ADA-CITY HALL REAR ENTR	6,578	0	0	0	0	0
		71005	ADA-CITY HL-1ST&2ND FLR	0	(480)	0	0	0	0

### Capital Outlay by Fund

Fund Title	Div.	A/C No.		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted	
212	COMMUNITY DEV B1	9999	71412.01	LIBRARY ADA BATHROOM	0	0	0	55,000	55,000	0
		9999	71511.01	LA FETRA ADA IMPROVEMENTS	0	0	0	4,929	4,929	0
		9999	71513.01	FINKBINER ADA BATHROOM	0	0	0	100,000	100,000	0
		9999	73101	HANDICAPPED CURB CUTS	30,000	0	0	0	0	0
		9999	73119	REPAIR/RESUR ST-ADA CURB	0	0	0	0	0	150,000
		9999	73125	WASHINGTON AVE STREET IMP	0	0	0	201,813	201,813	0
		9999	73126	CARROL AVE STREET REHABIL	0	0	0	80,000	45,000	0
<b>Total</b>					<b>44,369</b>	<b>(480)</b>	<b>280,648</b>	<b>441,742</b>	<b>406,742</b>	<b>150,000</b>
215	AIR QUALITY FUND	7586	72300	VEHICLES	0	0	0	0	108,303	155,000
		9999	74011	CULLEN/MT VIEW PARK. LOT	242	88,490	0	0	0	0
<b>Total</b>					<b>242</b>	<b>88,490</b>	<b>0</b>	<b>0</b>	<b>108,303</b>	<b>155,000</b>
219	PROP 1B LOCAL STRI	9999	73033	BARRANCA-HOLLYVALE	134,145	0	0	0	0	0
		9999	73239	GLENDORA AV-GLDSTN TO ARV	2,796	0	0	0	0	0
		9999	73252	PASADENA -WHITCOMB/LEADO	0	0	110,756	55,574	0	0
		9999	73253	AMELIA AVE ST IMPROVEMENT	0	0	0	0	0	50,674
<b>Total</b>					<b>136,941</b>	<b>0</b>	<b>110,756</b>	<b>55,574</b>	<b>0</b>	<b>50,674</b>
221	SURFACE TRANS. PR	9999	73036	GRAND-CITRUS EDGE TO BASE	3,862	203,548	255,029	181,623	98,206	0
		9999	73250	BASE LINE GRAND TO GLNDR	0	0	0	529,293	5,000	0
<b>Total</b>					<b>3,862</b>	<b>203,548</b>	<b>255,029</b>	<b>710,916</b>	<b>103,206</b>	<b>0</b>
222	MEASURE R TRANSP	9999	73247	TRAFFIC SIGNAL MOV/RELOC	0	64,741	52,408	0	0	0
<b>Total</b>					<b>0</b>	<b>64,741</b>	<b>52,408</b>	<b>0</b>	<b>0</b>	<b>0</b>
230	PEG CABLE TV	4102	72000	MACHINERY & EQUIPMENT	3,805	0	10,181	16,100	16,100	16,100
<b>Total</b>					<b>3,805</b>	<b>0</b>	<b>10,181</b>	<b>16,100</b>	<b>16,100</b>	<b>16,100</b>
234	HSIPL GRANT-GLAD	9999	73032	CROSSWALK LIGHTING SYS	(8,121)	0	0	0	0	0
		9999	73234	LEFT TURN PHASING	0	0	0	123,000	5,000	0
		9999	73244	GLAD/GLEN. LEFT TURN	17,058	108,730	0	0	0	0
		9999	73245	ROUTE 66/AMELIA LEFT TURN	12	64,231	0	0	0	0
<b>Total</b>					<b>8,950</b>	<b>172,961</b>	<b>0</b>	<b>123,000</b>	<b>5,000</b>	<b>0</b>
236	S.H. WILDERNESS GF	9999	75019	TRAIL IMPROVEMENT PROJ	0	0	0	0	0	0
<b>Total</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
237	EEC STIMULUS BLOC	7588	71525	SOLAR PANELS-TEEN CENTER	21,875	0	0	0	0	0
<b>Total</b>					<b>21,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
240	CAL RECYCLE TDP C	9999	75028	RUBBER BARK INST-VAR PARK	0	0	0	149,700	0	0
<b>Total</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>149,700</b>	<b>0</b>	<b>0</b>
245	BSEP-BUS BENCH IM	7586	74100	FTA BUS STOP ENHANCEMENT	0	0	28,629	0	0	0
<b>Total</b>					<b>0</b>	<b>0</b>	<b>28,629</b>	<b>0</b>	<b>0</b>	<b>0</b>
246	HIGHWAY BRIDGE R	6562	73229	LONE HILL BRIDGE	0	0	39,626	77,823	4,200	0
<b>Total</b>					<b>0</b>	<b>0</b>	<b>39,626</b>	<b>77,823</b>	<b>4,200</b>	<b>0</b>
248	STEP OTS GRANT 13-	5194	72000	MACHINERY & EQUIPMENT	0	0	11,430	5,415	0	0
<b>Total</b>					<b>0</b>	<b>0</b>	<b>11,430</b>	<b>5,415</b>	<b>0</b>	<b>0</b>
249	LUDWIG EXPLORER	5194	72300	VEHICLES	0	0	0	34,800	0	0
<b>Total</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>34,800</b>	<b>0</b>	<b>0</b>

### Capital Outlay by Fund

Fund Title	Div.	A/C No.		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
254	STEP OPS GRANT 14-	5194	72000 MACHINERY & EQUIPMENT	0	0	0	25,000	25,000	0
<b>Total</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>
289	CRA LOW MOD FUNI	6052	70006 SAN JOSE LAND PURCHASE	1,917	0	0	0	0	0
<b>Total</b>				<b>1,917</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
321	CAPITAL PROJECTS	16599	73010 STREET PAVING PROGRAM	7,496	601	0	0	0	0
		7076	72000.70 MACHINERY & EQUIPMENT	0	0	0	0	0	20,500
		7582	72000.75 MACHINERY & EQUIPMENT	0	0	0	0	0	73,000
		9999	71000 ADMIN CONF ROOM REMODEL	0	0	61,389	0	0	0
		9999	71001 ADA-CITY HALL ELEVATOR	93,635	0	0	0	0	0
		9999	71005 ADA-CITY HL-1ST&2ND FLR	0	480	0	0	0	0
		9999	71006 CITY HALL ANNEX REROOF	133	47,315	0	0	0	0
		9999	71007 CITY CLK/FINANCE COUNTER	52,540	5,829	5,229	0	0	0
		9999	71007.01 FINANCE/CITY CLRK REMODEL	0	0	0	0	0	42,500
		9999	71011.51 POLICE DEPT HVAC	0	0	0	30,497	30,497	25,000
		9999	71011.70 LIBRARY HVAC	0	0	0	46,719	46,719	0
		9999	71013 CITY HALL EMERG GENERATOF	253,675	42,060	0	0	0	0
		9999	71014 FIRE ALARM SENSOR REPLMT	0	0	3,269	0	0	0
		9999	71015 COMM SVCS RECARPET	0	0	75	4,925	0	0
		9999	71016 RE-ROOF POLICE DEPT F/R	0	0	23,750	1,250	1,250	0
		9999	71017 REP MAIN ELECTRICAL BREAK	0	0	0	15,000	5,000	0
		9999	71018 BIDWELL EOC IMPROVEMENTS	0	0	0	60,000	8,000	0
		9999	71112 PD CHILLER & CONTROLS	0	(196)	18,828	0	0	0
		9999	71113 IT DIVISION CONSOLIDATION	0	0	19,294	50,000	29,495	0
		9999	71115 PD BRIEF ROOM RECARPET	0	0	4,998	120,972	112,970	0
		9999	71412 LIBRARY CARPET REPLACEMT	0	0	0	70,000	0	0
		9999	71412.01 LIBRARY ADA BATHROOM	0	0	0	18,627	18,627	0
		9999	71423 REBUILD ELEVATOR PISTON	0	16,955	0	0	0	0
		9999	71431 LIBRARY DECK WTR PROOFING	0	0	0	0	0	14,500
		9999	71432 LIBRARY ROOF REPAIRS	0	0	0	0	0	45,000
		9999	71433 LIBRARY AUTOM DOOR REPLAC	0	0	0	0	0	30,000
		9999	71525 SOLAR PANELS-TEEN CENTER	3,840	0	0	0	0	0
		9999	71526 FINKBINER PICNIC SHELTER	0	137,118	25,026	0	0	0
		9999	71526.01 FINKBINER PARK FENCING	0	0	0	4,000	0	0
		9999	71527 SOUTH HILLS PLAYGROUND	0	155,003	0	0	0	0
		9999	71528 GLADSTONE PARK RESTRM IMF	0	0	0	100,000	0	0
		9999	71531 VILLAGE TREE WELLS RETRO	0	0	39,400	0	0	0
		9999	71535 SAN DIMAS WASH URBAN TRL	0	0	0	0	0	625,000
		9999	73014 SLURRY SEAL PROGRAM	142,879	111,343	127,426	144,144	6,398	150,000
		9999	73032 CROSSWALK LIGHTING SYS	8,121	0	0	0	0	0
		9999	73039 GANGI-VERMONT ALLEY IMPRV	0	0	54,000	0	0	0
		9999	73100 CURB & SIDEWALK REPL	86,745	5,153	0	0	0	0
		9999	73101 HANDICAPPED CURB CUTS	2,348	0	0	0	0	0
		9999	73103 ALLEY REHABILITATION PROG	0	0	0	50,000	50,000	0
		9999	73104 CITYWIDE SLURRY SEAL	0	0	0	150,000	124,650	0
		9999	73107 CITY PARKING LOT REHAB	0	0	0	150,000	100,000	0
		9999	73244 GLAD/GLEN. LEFT TURN	2,115	12,081	0	0	0	0
		9999	73245 ROUTE 66/AMELIA LEFT TURN	0	7,192	0	0	0	0
		9999	73246 TRAFFIC SIG. SYNC W/LAC	75	218,925	0	0	0	0
		9999	73247 TRAFFIC SIGNAL MOV/RELOC	0	97,674	152,510	0	0	0
		9999	73253 AMELIA AVE ST IMPROVEMENT	0	0	0	0	0	819,326



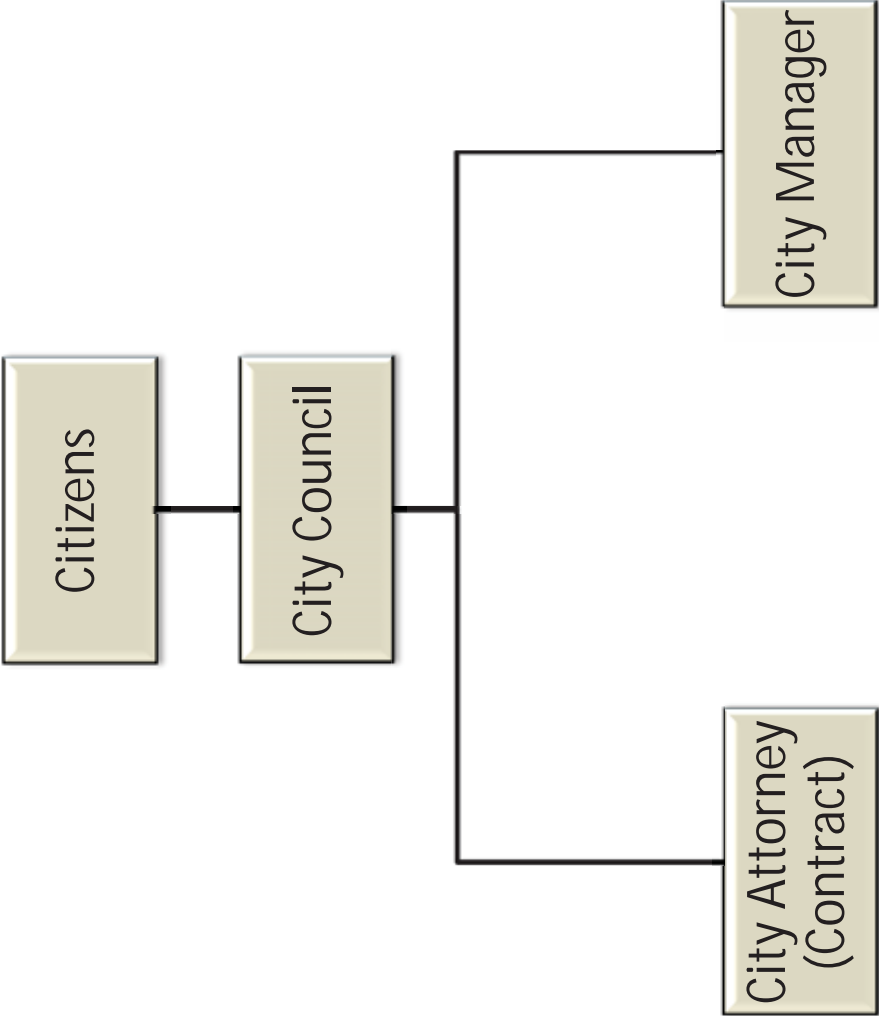
### Capital Outlay by Fund

Fund Title	Div.	A/C No.		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted	
321	CAPITAL PROJECTS	19999	75024	ARROW TREE/GRATE PROJECT	6,580	0	0	0	0	
		9999	75025	FINKBINER EQUIP. REPLCEMT	102,000	0	0	0	0	
		9999	75026	VILLAGE LANDSCAPE DESIGN	0	0	9,364	4,760	4,760	
		9999	75027	PASSIVE PARK	0	0	0	73,250	318	
		9999	75100	LOUIE POMPEI MEM SPRT PRK	21,885	166	0	1,133,700	20,280	
		9999	75103	POMPEI PARK SOD	23,925	39,929	0	0	0	
<b>Total</b>					<b>807,992</b>	<b>897,629</b>	<b>544,559</b>	<b>2,227,844</b>	<b>558,964</b>	<b>1,844,826</b>
381	CRA PROJECT AREA	7599	75100	LOUIE POMPEI MEM SPRT PRK	154	0	0	0	0	
		9999	75100	LOUIE POMPEI MEM SPRT PRK	7,987	0	0	0	0	
<b>Total</b>					<b>8,142</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
405	ENERGY EFFICIENC	19999	71112	PD CHILLER & CONTROLS	0	181,830	388,365	0	0	
		9999	71112.2	LED LIGHTING	0	117,290	224,158	0	0	
		9999	71112.3	IRRIGATION CONTROL UPGR	0	160,881	28,988	506,367	506,367	
		9999	71112.4	MEDIAN LANDSCAPE DESIGN	0	0	27,122	0	0	
<b>Total</b>					<b>0</b>	<b>460,000</b>	<b>668,633</b>	<b>506,367</b>	<b>506,367</b>	<b>0</b>
530	WATER CAPITAL PR	6599	76210	HICREST DESIGN PHASE	0	0	0	12,938	0	
		7582	71534	WATER CONSERVATION	0	0	0	0	418,231	
		7584	71534	WATER CONSERVATION	0	0	0	0	1,487,088	
		9999	76000	WATER MAIN REPLACEMENT	0	0	0	1,550,000	550,000	
		9999	76000.04	BIG DALTON CANYON	0	108	0	0	0	
		9999	76000.05	LORAIN	0	246	0	150,000	169,530	
		9999	76000.06	AMELIA WATER MAIN REPL	0	0	0	1,500,000	1,500,000	
		9999	76000.08	GRAND AVE WATER MAIN REPI	0	0	0	76,298	12,395	
		9999	76000.09	AMELIA WATER LINE REPLACE	0	0	0	0	0	
		9999	76005	ZONE 4 PIPELINES	0	0	0	0	12,416	
		9999	76006	GLENDORA/66 INTER CONNECT	0	0	0	100,000	100,000	
		9999	76007	ZONE1 TO 8 CONNECTIONS	0	0	0	20,607	0	
		9999	76008	ZONE 1 TO ZONE 8 CONNECT	0	0	0	211,193	211,193	
		9999	76010	SIERRA MADRE AVE TRANS	0	0	0	300,000	106,036	
		9999	76102	DEMOLITION-KREGMONT RESE	0	0	0	250,000	50,000	
		9999	76121	WELL 1 & 2 DESTRUCTION	0	30,389	1,599	0	0	
		9999	76122	WATER YARD GRADING PLAN	0	29,937	0	0	0	
		9999	76123	WATER YARD BLOCK WALL	0	355	0	0	0	
		9999	76124	150 KW GENERATOR	0	0	0	79,600	82,539	
		9999	76130.01	WELL 10 IMPROVEMENTS	0	0	0	0	0	
		9999	76131	WELL 14 DISCHARGE LINE	0	386	0	0	0	
		9999	76132	WELL 7 SAMPLING STUDY	0	0	0	0	0	
		9999	76201	SAN GABRIEL PLANT-1ST YR	0	0	31,400	4,133,652	3,000,000	
		9999	76221	COUNTRY CLUB RESERVOIR	0	0	0	265,676	265,676	
		9999	76231	ZONE 4 RESERVOIRS	0	0	0	2,523,038	2,523,038	
		9999	76231.02	ZONE 4 DISTRIBUTION CENTR	0	0	0	1,700,000	1,650,000	
		9999	76251	WELL 14 PUMPHOUSE	0	0	2	80,994	55,839	
		9999	76501	SG RIVER DIVERSION STRUCT	0	0	0	40,000	0	
		9999	76550.01	METER REPLACEMENT	0	0	0	0	0	
<b>Total</b>					<b>0</b>	<b>61,420</b>	<b>33,001</b>	<b>12,993,996</b>	<b>10,288,661</b>	<b>10,700,319</b>
531	WATER OPERATION	6567	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	
		6567	79100	DEPR BUILD & IMPROVEMENTS	117,690	119,090	4,279	0	0	
		6567	79200	DEPR MACHIN & EQUIPMENT	783,817	880,245	851,032	0	0	
		6567	79400	DEPR EXP - INFRASTRUCTURE	85,478	85,478	247,187	0	0	

### Capital Outlay by Fund

Fund Title	Div.	A/C No.	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted		
<b>Total</b>			<b>986,985</b>	<b>1,084,813</b>	<b>1,102,498</b>	<b>0</b>	<b>0</b>	<b>0</b>		
533	TRANSIT SYSTEM FU	7586	72000	MACHINERY & EQUIPMENT	0	(44,556)	19,105	20,266	4,437	0
		7586	72300	VEHICLES	0	44,556	0	108,303	76,804	115,000
		7586	79200	DEPR MACHIN & EQUIPMENT	49,167	69,515	63,811	0	0	0
<b>Total</b>			<b>49,167</b>	<b>69,515</b>	<b>82,916</b>	<b>128,569</b>	<b>81,241</b>	<b>115,000</b>		
534	LA FETRA SENIOR CI	9999	71521	LA FETRA WATER DAMAGE	0	0	0	26,000	0	0
		9999	71529	REPAINT/REPAIR EXPAN BLDG	0	0	0	25,700	25,700	0
<b>Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>51,700</b>	<b>25,700</b>	<b>0</b>		
548	TECHNOLOGY FUND	4219	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	40,368
		4219	72000.42	M&E-FINANCE	0	0	0	20,821	11,882	0
		4219	72000.66	M&E-BUILDING	0	32,205	0	0	849	0
		4219	72000.68	BIDWELL NETWORK/POWER	0	0	0	6,000	0	0
		4219	79600	DEP EXP-INFO SYSTEM (ISF)	95,815	120,971	178,053	0	0	0
		4221	72000.65	ICONICS MOBILE HMI - PW	0	0	0	10,000	0	0
		4221	72000.70	MACHINERY & EQUIPMENT	0	0	0	9,000	9,000	0
		4221	72000.71	LEAP - LIBRARY	0	0	0	21,750	21,750	0
		5132	72000	MACHINERY & EQUIPMENT	0	69	0	0	0	0
<b>Total</b>			<b>95,815</b>	<b>153,246</b>	<b>178,053</b>	<b>67,571</b>	<b>43,480</b>	<b>40,368</b>		
549	VEHICLE REPLACEM	6563	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	60,000
		6563	72300.51	VEHICLES - POLICE	115,790	(24,903)	(14,051)	260,000	260,000	260,000
		6563	72300.68	VEHICLES - PW STREETS	0	2,500	0	161,909	161,909	250,000
		6563	72300.69	VEHICLES - PW WATER	10,461	0	0	207,000	207,000	280,000
		6563	72300.75	VEHICLES - COMMUNITY SERV	0	0	0	162,731	162,731	94,000
		6563	79210	DEPRECIATION VEHICLES	303,275	390,504	495,017	0	0	0
		9999	72321	REMOVE PD UNDGRND FL TK	0	58,685	0	0	0	0
<b>Total</b>			<b>429,525</b>	<b>426,786</b>	<b>480,966</b>	<b>791,640</b>	<b>791,640</b>	<b>944,000</b>		
<b>Total Capital Projects</b>			<b>3,461,743</b>	<b>5,058,053</b>	<b>5,019,494</b>	<b>21,103,657</b>	<b>14,381,518</b>	<b>16,203,148</b>		

**GLENDORA CITY COUNCIL**  
ORGANIZATIONAL CHART 2015-16



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**Legislative (No. 4000)**

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**Program Description**

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Glendora is a General Law city which operates under the Council-Manager form of local government. The City Council serves as the legislative and policy-making body for the City of Glendora. The City Council is responsible to the electorate for keeping pace with changing community needs, for establishing the quality of municipal services and the community environment, for promoting confidence in local government through open conduct of public affairs, and adopting an annual budget. The City Council selects and appoints the City Manager, the City Attorney, and the various City Commissions, Boards, and Advisory Committee members.

The Council Members are elected at-large for four years, overlapping terms of office. The Mayor, who is selected during the annual City Council reorganization, presides over all Council meetings and is the ceremonial head of the City for official functions. The Mayor Pro Tem acts in the absence of the Mayor.

Council Members represent the City on various intergovernmental organizations to achieve governmental cooperation, legislation, and programs that are consistent with the needs of residents and businesses within the community. The City Council also serves as the governing board of the City's Community Redevelopment Agency.

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**2015-16 Major Accomplishments**

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- The City completed the annexation of approximately 110 acres associated with the development plan for the former Monrovia Nursery land.
- The City Council approved two projects within the Town Center Mixed Use (TCMU) sub-district of the Route 66 Specific Plan. The first project is a 106-unit condominium and 22 SFR associated with a development call Glendora on the 66 and the other was an addition to the Avalon Bay project of 24-units as the developer purchased additional property east of the original site. The Avalon Bay project is currently under construction and schedule to be open in 2015.
- The City Council reviewed and adopted the sixth and seventh Strategic Plan. The Plan provides continuation of five primary goals; Enhance and retain revenues, Enhance economic development with community involvement; Increase use and development for the benefit of the community; attract, develop and retain qualified staff; and Maintain and improve the city's infrastructure and facilities.
- The City was awarded the Most Business Friendly City (population under 65,000) in Los Angeles County by the Los Angeles Economic Development Corporation.
- The 2013-14 fiscal year ended with revenues exceeding expenditures, which allowed the City to restore General Fund Reserves which had buffered some of the effects of the economic downturn during the last few years.
- The City approved a new 10-year Integrated Solid Waste Agreement that provides increased services to meet Federal and State regulations and reduces the rate payer's bills during the term of the agreement. The new agreement provides for nearly \$8 million in new services and rate reductions over the life of the agreement for ratepayers.
- The City Council continued to advocate for the funding of the Gold Line 2B phase that would bring the light rail system through Glendora. This is a critical transportation component for the San Gabriel Valley.

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**Primary Program Expenditure Explanations**

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1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Info Tech Charges (A/C 59801) are charged to each division to recover citywide technology services provided to each department as well as the replacement of computers, network equipment, and other technology costs. The allocation is based on an allocated benefit of technology services each department receives.

3. Liability Insurance Charges (A/C 59807) is calculated on the allocated cost of each department based on claims, personnel costs, facility costs and other factors.

Division by Fund			Budget FYE 2015-2016			
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4000 001 GENERAL FUND	75,909	71,172	81,563	98,402	97,858	100,431
215 AIR QUALITY FUND	0	0	0	0	0	0
381 CRA PROJECT AREA #1	7,138	0	0	0	0	0
382 CRA PROJECT AREA #2	0	0	0	0	0	0
383 CRA PROJECT AREA #3	4,860	0	0	0	0	0
391 OBLIGATION PAYMENTS CRA#1	0	0	0	0	0	0
393 OBLIGATION PAYMENTS CRA#3	0	0	0	0	0	0
531 WATER OPERATIONS FUND	20,743	20,666	22,252	22,668	23,041	22,926
<b>CITY COUNCIL Total by Fund</b>	<b>108,650</b>	<b>91,838</b>	<b>103,815</b>	<b>121,070</b>	<b>120,899</b>	<b>123,356</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4000 Operations & Maint.	43,613	29,213	36,384	52,379	51,079	53,885
Salaries & Benefits	65,037	62,626	67,432	68,691	69,820	69,471
<b>CITY COUNCIL Total</b>	<b>108,650</b>	<b>91,838</b>	<b>103,815</b>	<b>121,070</b>	<b>120,899</b>	<b>123,356</b>

Division Expense by Line-Item

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4000	41110 REGULAR TIME	44,705	42,113	42,113	42,000	42,114	42,000
	42110 RETIREMENT	3,304	3,302	3,500	3,770	3,781	3,119
	42111 PARS RETIREMENT	0	0	0	0	0	945
	42310 EMPLOYER PAID BENEFITS	16,261	16,229	20,835	21,844	22,846	22,116
	42520 WORKERS COMP	768	982	984	1,076	1,079	1,292
	51110 OFFICE SUPPLIES	38	46	359	500	500	500
	51125 TROPHIES/PLAQUES/PLATES	7,308	6,615	1,228	5,000	5,000	5,000
	51780 SERVICE RECOGNITION SUPPL	11,890	6,779	11,461	12,000	12,000	12,000
	55310 ADVERTISING	0	0	0	0	0	0
	55320 PRINTING/REPRODUCTION	5,429	98	78	1,500	200	1,500
	55400 DUES & MEMBERSHIPS	0	40	0	0	0	0
	55510 TRAVEL & MEETING EXPENSE	13,767	10,062	8,517	6,500	6,500	6,500
	55550 TRAVEL EXPENSES	0	0	0	0	0	0
	57050 PHONE	0	0	0	0	0	0
	59600 AID TO CIVIC ORGANIZATION	0	0	0	0	0	0
	59801 INFO TECH CHARGES	3,987	3,987	12,879	22,712	22,712	26,850
	59802 INFO TECH LEASES	0	0	0	2,188	2,188	0
	59807 LIABILITY INS. CHARGES	1,143	1,485	1,671	1,788	1,788	1,471
	59809 UNEMPLOYMENT INSURANCE	51	102	191	191	191	64
<b>CITY COUNCIL Total</b>		<b>108,650</b>	<b>91,838</b>	<b>103,815</b>	<b>121,070</b>	<b>120,899</b>	<b>123,356</b>

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**City Attorney (No. 4012)**

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**Program Description**

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The City Attorney acts as the City's legal counsel. In this capacity, the City Attorney advises the City Council and staff of legal matters relating to the operation of the municipal government and is responsible for the review and preparation of resolutions, ordinances, municipal code violations, and agreements. The services of the City Attorney are provided via a contract with a private legal firm. In addition, special legal services for personnel matters, labor relations, and Community Redevelopment Agency may also be contracted through private legal firms from time to time.

Specific service activities are:

- Provide expert legal advice to the City Council and its committees and commissions, as well as the City Manager, the Library Board of Trustees, and all City departments so that policies are established and programs administered according to the legal guidelines established by City, State, and Federal laws.
- Ensure the City and its officers are properly represented in all actions arising from the performance of City business.
- Ensure that all City ordinances, resolutions, agreements, and contracts are correct as to form.
- Provide legal advice to all public records requests to ensure that a timely response is effectuated and that the City's legal interests are observed.

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**2014-2015 Major Accomplishments**

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- Working with Information Technology and other Departments assisted in the development of a social media and web page policy that was adopted by the City Council. The goal of the policy to assist in the dissemination of City news and other governmental information while also clarifying our limitations via various court cases.
- Working with the City Manager's Office, assisted in the negotiation of a new 10-year Franchise Agreement for Integrated Solid Waste services with Athens Services that will provide approximately \$8 million in services and funding to the ratepayers.
- Working with the Police Department, assisted in the development of a Joint Powers Agreement for six cities to have state of the art public safety radio system. The JPA will govern the operational and maintenance issues that will arise over the life of the system. The City Attorney is the legal counsel to the JPA.

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**2015-2016 Major Goals and Objectives**

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- In conjunction with Risk Management, work with the new third party administrator of the Workers' Compensation and General Liability to review best practices that might be developed and implemented that can help keep claims and possible payments down.
- Working with Planning, review California Environmental Quality Act studies to ensure compliance and the implementation of any mitigation measures that may be recommended by the Planning Commission and/or City Council as they relate to various development applications that occur during the fiscal year.
- Working with the City Manager's Office and Public Works Department continue to monitor the LA Regional Water Quality Board Municipal Stormwater Permit and its implications on the draft watershed plan that the City of Glendora is partnering with.

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**Primary Program Expenditure Explanations**

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1. City Attorney legal services line item remained status quo for the fiscal year. Budget was added for expert legal services.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4012 001 GENERAL FUND	163,037	157,578	155,283	155,000	155,375	180,000
<b>CITY ATTORNEY Total by Fund</b>	<b>163,037</b>	<b>157,578</b>	<b>155,283</b>	<b>155,000</b>	<b>155,375</b>	<b>180,000</b>

**Division by Expense Type (All Funds)**

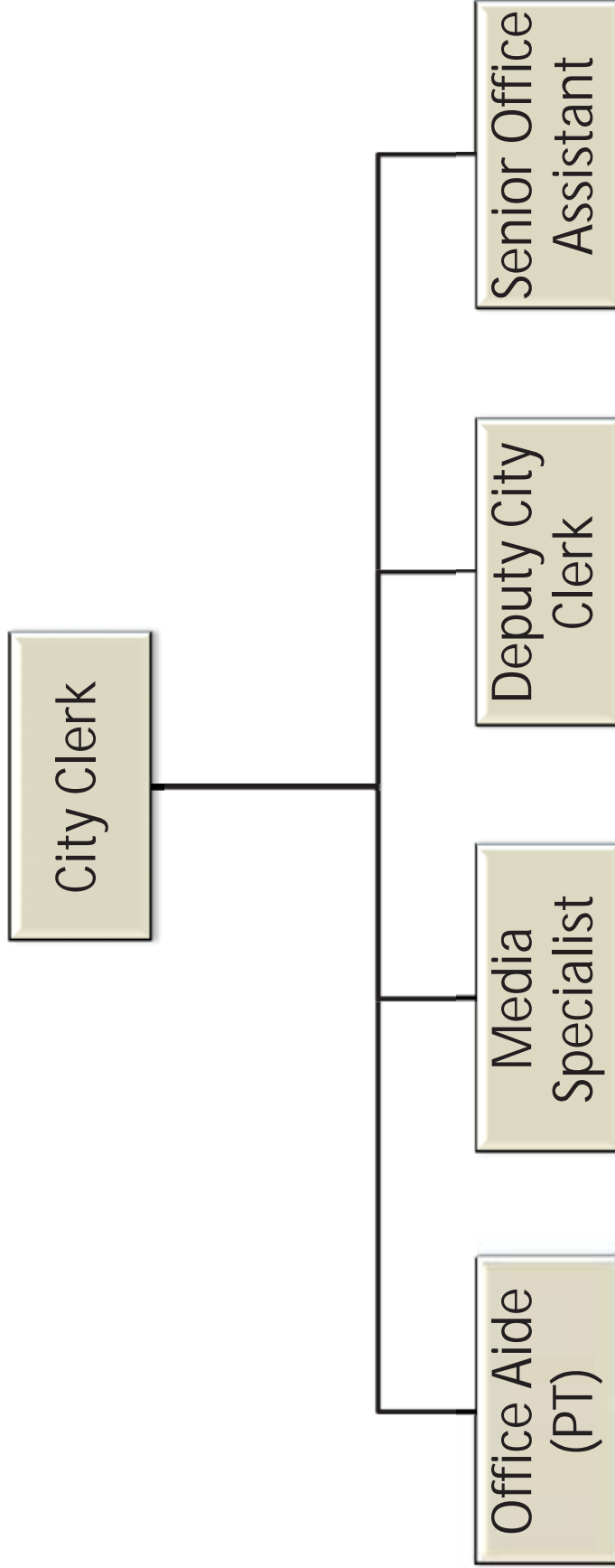
	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4012 Operations & Maint.	163,037	157,578	155,283	155,000	155,375	180,000
<b>CITY ATTORNEY Total</b>	<b>163,037</b>	<b>157,578</b>	<b>155,283</b>	<b>155,000</b>	<b>155,375</b>	<b>180,000</b>

**Division Expense by Line-Item**

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted	
4012	55200	LEGAL SERVICES	144,000	144,597	144,000	144,000	143,702	144,000
	55200.41	CITY MANAGER	2,138	237	0	0	0	25,000
	55200.42	FINANCE	0	153	0	0	0	0
	55200.44	PERSONNEL	0	0	0	0	0	0
	55200.45	CITY CLERK	0	0	0	0	0	0
	55200.51	POLICE	2,974	6,363	2,883	5,000	6,114	5,000
	55200.60	PLANNING	6,239	1,735	5,699	3,000	1,680	3,000
	55200.61	CODE ENFORCEMENT	7,686	3,780	2,702	2,000	2,000	2,000
	55200.65	PUBLIC WORKS	0	713	0	1,000	1,879	1,000
	55200.70	LIBRARY	0	0	0	0	0	0
	55200.75	COMMUNITY SERVICE	0	0	0	0	0	0
	<b>CITY ATTORNEY Total</b>		<b>163,037</b>	<b>157,578</b>	<b>155,283</b>	<b>155,000</b>	<b>155,375</b>	<b>180,000</b>



**GLENDORA CITY CLERK DEPARTMENT**  
**ORGANIZATIONAL CHART 2015-16**



<b>Full-Time Positions</b>	
1	City Clerk
1	Deputy Clerk
1	Media Specialist
1	Senior Office Assistant
<b>Total Full-Time Positions: 4</b>	
Please see Staffing tab for list of Part-Time Positions	

# Authorized Positions

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>City Clerk's Office</b>					
<i>Full-Time Positions</i>					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	-	-	1.00	1.00
Administrative Assistant	-	1.00	1.00	-	-
Cable Production Assistant	-	1.00	-	-	-
Media Specialist	-	-	1.00	1.00	1.00
Office Assistant	1.00	-	-	-	-
Sr. Office Assistant	-	-	1.00	1.00	1.00
<i>Part-Time Positions</i>					
Office Aide II	0.50	0.50	-	-	-
Office Aide III	-	-	0.50	0.50	0.50
<i>Total Full-Time</i>	3.00	3.00	4.00	4.00	4.00
<i>Total Part-Time</i>	0.50	0.50	0.50	0.50	0.50
<i>Total Department FTE</i>	3.50	3.50	4.50	4.50	4.50

**Administration (No. 4010)**

**Program Description**

The City Clerk Department administers democratic processes such as elections, access to city records, and all legislative actions, ensuring transparency to the public. The Department ensures compliance with federal, state, and local statutes and regulations including the Political Reform Act, the Brown Act, and the Public Records Act and ensures that all actions are properly executed, recorded, and archived. The statutes of the State of California prescribe the basic functions and duties of the city clerk, and the Government Code and Election Code provide precise and specific responsibilities.

The City Clerk Department is a dynamic information and service center within the municipal government whose services impact a diverse clientele including the general public, the media, and other governmental entities; and upon which the city council, all City departments, and the general public rely for information regarding the operations and legislative history of the City. The City Clerk Department serves as the liaison between the public and city council, provides related municipal services, and promotes open government and the democratic process by preserving and maximizing public access to City records.

Specific Activities:

- **Legislative Administration** – Manages the preparation, verification and compliance of legislative agendas and notices pursuant to established mandates, completes the necessary arrangements to ensure effective meetings, and is responsible for recording the decisions which constitute the building blocks of our representative government.
- **Records/Archival Administration** – Manages the preservation and protection of the public record and archives in accordance with city, state and federal statutes. By statute, the clerk is required to maintain and index the Minutes, Ordinances and Resolutions adopted by the legislative body.
- **Political Reform Act Officer/Filing Officer** – Manages and ensures the City’s compliance with federal, state, and local statutes including the Political Reform Act, the Brown Act, the Public Records Act, Ethics training, and various Fair Political Practices Commission (FPPC) regulations; and serves as a compliance and filing officer.
- **Advisory Boards** – Manages and oversees compliance with the Maddy Appointive List Act, and manages the appointment process to the various boards, commissions and committees.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>City Council Support and Clerk’s Official Functions</b>					
Agendas and packets prepared:					
A) Percent posted within mandated timeframes.	%	Efficiency	100%	100%	100%
B) Number prepared.	#	Workload	54	50	46
Minutes prepared:					
A) Percent presented for approval at next regularly-scheduled meeting.	%	Efficiency	42%	70%	75%
B) Number of minutes prepared.	#	Workload	48	50	46
Filings processed under Political Reform Act:					
A) Number filed by established deadlines.	#	Workload	124	150	145
B) Percent posted to City’s website within two working days hours of receipt.	%	Efficiency	100%	100%	100%

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Public Records Acts Requests, Governmental Claims and Lawsuits received and processed:					
<ul style="list-style-type: none"> <li>Percent of requests responded to within mandated timeframes.</li> </ul>	%	Effectiveness	100%	100%	100%
<ul style="list-style-type: none"> <li>Percent of requests with same-day responses.</li> </ul>	%	Efficiency	14%	30%	30%
<ul style="list-style-type: none"> <li>Number received and processed.</li> </ul>	#	Workload	630	650	650
Sire Document-Imaging and Agenda Workflow Systems:					
<ul style="list-style-type: none"> <li>Number of documents Scanned, Indexed and Quality-Controlled.</li> </ul>	#	Efficiency	17,925 pp.	18,000 pp.	18,000 pp.
<ul style="list-style-type: none"> <li>Number of Visits to Glendora Documents.</li> </ul>	#	Effectiveness	1,228	1,400	1,500
<ul style="list-style-type: none"> <li>Number of Boards utilizing SIRE Agenda Workflow Module.</li> </ul>	#	Efficiency	9	9	9
<ul style="list-style-type: none"> <li>Number of meetings streamed live and accessible by the public</li> </ul>	#	Efficiency	94	90	90
Streaming Video and Minutes Maker:					
<ul style="list-style-type: none"> <li>Number of Visits to Glendora Meeting/ Video.</li> </ul>	#	Effectiveness	5581	5700	5700
<ul style="list-style-type: none"> <li>Number of Boards/Commissions posting agendas and minutes on Sire.</li> </ul>	#	Efficiency	9	9	8
<ul style="list-style-type: none"> <li>Number of Special Events streamed.</li> </ul>	#	Efficiency	20	25	25

**2014-2015 Major Accomplishments**

- Developed a “Citizen’s Guide to Your City Council Meeting,” which assists residents with general information and procedures in which public business is transacted at a City Council meeting.
- Coordinated the recruitment and appointment process for City Advisory Groups, including orientation and training by June 30, 2014.
- Received, processed and responded to 584 requests under the Public Records Act within mandated timeframes.

**2015-2016 Major Goals and Objectives**

Specific Service Objectives:

- Develop programs and policies that improve the administration of the affairs of the City Clerk’s Office consistent with applicable laws and through sound management practices to produce continued progress and fulfill the needs of the Community and the City of Glendora.
- Develop and utilize systems and new technologies that ensure effective and efficient service.
- Develop programs and policies to modernize and bring more efficient and innovative ways to manage services, utilizing the latest information-management tools and principles.

Consistent with the Strategic Plan goal to increase use and development of technology to benefit the community:

- Research the automation and management of board, commission and committee recruitment and application process to improve efficiencies, expand outreach, centralize information, and fill vacancies faster and more consistently by June 2016.
- Increase communication of City Council meetings and of Council actions and activities both inside the organization and to our citizens to increase the community’s awareness of Council business, such as establishing an effective and accessible City Event calendar, and utilizing social media and other tools to

immediately notify the community of actions taken at council or board meetings. Target completion during August 2015.

- Research options for the automation and management of Open Records Management Systems (Freedom of Information Act or FOIA) to improve efficiencies, customer service, and decrease costs. Target completion date of June 2016.
- In collaboration with the City Attorney and a consultant, update the City’s Records Retention Schedule and create a Records Management Manual. The last update to the schedule was prepared internally in 2008. Litigation and laws are continuously changing requiring a more dynamic approach to keeping the schedule updated. Target completion date of May 2016.

**Primary Program Expenditure Explanations**

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%. Regular Time, Retirement and Benefit categories increased by \$4,289, which includes the upgraded full-time Administrative Assistant to a full-time Deputy City Clerk approved by City Council as part of the Fiscal Year 2014-15 mid-year budget adjustments.
2. Operational Leases (A/C 51560) increased by \$4000. Contracts for copiers, postage machine and folder/insert machine have expired and/or are due to expire; we are currently in process of reviewing proposals and expect new contracts to go into effect July/August 2015.
3. Advertising (A/C 55310) increased by \$3,500 to cover costs of legal publication of notices.
4. Training and Education (A/C 55600) increased by \$700 to cover costs of sending the Senior Office Assistant to Technical Track for Clerks (TTC) which is required for certification.
5. Contracted Services category (A/C 59100) reflects costs for the following: Shredding Services, DocuTrust, Off-site scanning (Document Preservation), Quality Code Publishing (Monthly Fees; Code Alert; and Maintenance of Website), and workflow adjustments and development.
6. Info Tech Charges (A/C 59801) are charged to each division to recover citywide technology services provided to each department as well as the replacement of computers, network equipment, and other technology costs. The allocation is based on an allocated benefit of technology services each department receives.
7. Liability Insurance Charges (A/C 59807) increased from the prior fiscal year in the citywide allocation to restore reserves levels in the Liability Insurance Fund.

Division by Fund		Budget FYE 2015-2016				
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4010 001 GENERAL FUND	243,296	304,394	311,553	337,841	328,341	365,896
215 AIR QUALITY FUND	0	0	0	0	0	0
381 CRA PROJECT AREA #1	25,185	0	0	0	0	0
382 CRA PROJECT AREA #2	460	0	0	0	0	0
383 CRA PROJECT AREA #3	8,804	0	0	0	0	0
391 OBLIGATION PAYMENTS CRA#1	12,051	0	0	0	0	0
392 OBLIGATION PAYMENTS CRA#2	0	0	0	0	0	0
393 OBLIGATION PAYMENTS CRA#3	3,990	0	0	0	0	0
531 WATER OPERATIONS FUND	45,373	52,079	60,869	72,692	68,513	77,018
<b>CITY CLERK Total by Fund</b>	<b>339,160</b>	<b>356,472</b>	<b>372,422</b>	<b>410,533</b>	<b>396,854</b>	<b>442,914</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4010 Capital Outlay	0	0	0	0	0	0
Operations & Maint.	108,919	131,651	129,501	136,458	126,768	150,862
Salaries & Benefits	230,240	224,821	242,922	274,075	270,086	292,052
<b>CITY CLERK Total</b>	<b>339,160</b>	<b>356,472</b>	<b>372,422</b>	<b>410,533</b>	<b>396,854</b>	<b>442,914</b>

Division Expense by Line-Item

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4010	41110	REGULAR TIME	162,512	151,636	158,320	186,464	198,349
	41120	OVERTIME	439	582	424	2,000	74
	41210	PART TIME	15,432	21,297	28,697	13,811	6,207
	41310	HOLIDAY PAY	0	0	0	0	0
	41360	VEHICLE ALLOWANCE	3,514	3,082	3,069	3,060	3,060
	42110	RETIREMENT	22,606	22,176	26,425	33,877	36,454
	42111	PARS RETIREMENT	0	0	0	0	574
	42290	FLEX BENEFIT	20,916	20,954	21,089	28,695	28,815
	42310	EMPLOYER PAID BENEFITS	3,995	4,022	4,013	4,830	4,438
	42520	WORKERS COMP	826	1,073	885	1,339	983
	51110	OFFICE SUPPLIES	2,042	4,041	4,912	4,500	4,500
	51125	TROPHIES/PLAQUES/PLATES	73	62	153	0	0
	51350	SUBSCRIPTIONS & PUBLICAT	126	513	0	500	500
	51500	EQUIPMENT PARTS & SUPPLY	697	860	898	1,000	900
	51520	EQUIPMENT RENTAL	0	0	0	0	0
	51560	OPERATING LEASES	21,345	19,755	28,628	32,000	32,000
	51780	SERVICE RECOGNITION SUPPL	0	0	0	0	0
	52300	SIGNS & BARRICADES	146	0	0	0	0
	55310	ADVERTISING	10,876	12,761	15,070	16,500	10,500
	55320	PRINTING/REPRODUCTION	601	52	22	2,000	500
	55340	POSTAGE	2,331	1,406	672	1,700	1,300
	55400	DUES & MEMBERSHIPS	412	949	1,232	1,400	1,250
	55510	TRAVEL & MEETING EXPENSE	(300)	2,355	1,291	2,000	1,210
	55550	TRAVEL EXPENSES	0	0	0	0	0
	55600	TRAINING & EDUCATION	2,431	4,502	2,908	2,700	2,700
	56200	EQUIPMENT REPAIR & MAINT	952	952	1,212	2,000	1,250
	59100	CONT SVCS	16,153	30,943	17,658	13,454	13,454
	59801	INFO TECH CHARGES	12,006	12,006	18,030	47,795	47,795
	59802	INFO TECH LEASES	34,640	34,640	29,986	1,589	1,589
	59803	COMMUNICATION CHARGES	0	0	0	0	0
	59804	COMMUNICATION LEASES	0	0	0	0	0
	59807	LIABILITY INS. CHARGES	4,230	5,500	6,187	6,620	6,620
	59809	UNEMPLOYMENT INSURANCE	160	320	600	600	600
	59936	USE TAX	0	34	43	100	100
	72000.01	M&E-CITY CLERK	0	0	0	0	0
	<b>CITY CLERK Total</b>	<b>339,160</b>	<b>356,472</b>	<b>372,422</b>	<b>410,533</b>	<b>396,854</b>	<b>442,914</b>

## Municipal Elections (No. 4011)

### Program Description

The City Clerk is the Elections Official for local elections for the City of Glendora. As allowed by California Elections Code Section 1301, the Glendora General Municipal Election is held on the first Tuesday after the first Monday in March of odd-numbered years. As the Elections Official, the City Clerk is charged with administering elections in accordance with Federal, State, and local procedures, in a manner that assures public confidence in the accuracy, efficiency, fairness and transparency of the election process.

The City Clerk Department provides for the management of the Election process from Election pre-planning to certification of election results and filing of final campaign disclosure documents; assists candidates in meeting their legal responsibilities before, during, and after an election; and manages the process which forms the foundation of our democratic system of government.

In addition, pursuant to the Political Reform Act, the City Clerk serves as filing officer for Campaign Expenditure Statements filed relating to municipal elections and Statements of Economic Interests filed by public officials and designated employees, and is responsible for enforcement of campaign-finance laws.

#### Specific Activities:

- **Municipal Election Administration** – Conduct elections in accordance with Federal, State, and local laws in a manner that encourages participation and equality.
- **Electoral Operations** – Evaluate operations to ensure that resources are properly allocated and managed in a cost-effective manner and that the services provided are commensurate with the needs of the community.
- **Candidate Administration** – Assist candidates, electors and other groups to meet nomination and other compliance requirements, and participate effectively in the electoral process.
- **Public Awareness and Outreach** - Increase public awareness and understanding of the election and provide eligible electors with a voting experience that is convenient and easy to access, timely in mandated requirements, easy to understand, respectful and courteous, and confidential.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Election</b>					
Percent of election related information made available on City's website within one (1) working day of receipt (a.k.a. sample ballot, list of candidates, handbooks/manuals, campaign statements, etc.)	%	Effectiveness	95%	95%	100%
Percent of Registered Voters who Voted	%	Efficiency	NA	19%	NA
Number of Campaign Disclosure Statements notification and filing requirements met:	#	Workload	36	77	50
• Percent filed by established deadlines.	%	Efficiency	100%	100%	100%
• Percent posted to City's website within two working days of receipt.	%	Efficiency	100%	100%	100%

**2014-2015 Major Accomplishments**

- Conducted 2015 General Municipal Election to elect three (3) members to serve on the City Council.
- Received 100% of the campaign reports by deadlines established by the California Fair Political Commission.
- Received 100% compliance in 2014 of the Statement of Economic Interests, Form 700 filings by deadlines established by the California Fair Political Practices Commission.
- Created an Election Website section to distribute election information year-round and allow for timely reporting of election information, results and figures, in an easy-to-access and navigate format.
- Implemented an E-Filing and Administration System for managing FPPC Campaign Disclosure Forms which manages the business process of the FPPC-mandated campaign-disclosure filing, improves efficiencies by making the old hard-to-track paper-filing system obsolete and replacing it with an e-filing system which allows for electronic filing of forms with accessibility 24/7, 365 days a year.

**2015-2016 Major Goals and Objectives**

Specific Service Objectives:

- Utilize systems and procedures to conduct elections in accordance with Federal, State, and local laws in a manner that encourages participation and equality and provides open, accessible, and secure election services for the residents of the City of Glendora and enhances electoral transparency.
- Develop programs and policies that improve electoral operations to ensure that resources are properly allocated and managed in a cost-effective manner and that the services provided are commensurate with the needs of the community.
- Develop programs and outreach to increase public awareness and understanding of the election and provide eligible electors with a voting experience that is convenient and easy to access, timely in mandated requirements, easy to understand, respectful, courteous, and confidential.
- Develop and utilize systems that maintain stakeholder confidence and trust in the City Clerk Department’s capacity to deliver impartial, accurate and efficient electoral outcomes.
- In collaboration with the Community Services Department and Glendora Library, create and implement a Voter-Outreach program to increase voter registration and re-registration, assist with voter education and increase voter turnout, by June 2016.

**Primary Program Expenditure Explanations**

1. Election costs are budgeted in odd fiscal-years only, which corresponds to the City of Glendora General Municipal election cycle.
2. Printing/Reproduction (A/C 55320) budgeted in FY15 of \$150 for the cost of Election Code and Election Code Handbook which is updated annually.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4011 001 GENERAL FUND	0	4,184	108	159,500	134,375	150
<b>MUNICIPAL ELECTIONS Total by Fund</b>	<b>0</b>	<b>4,184</b>	<b>108</b>	<b>159,500</b>	<b>134,375</b>	<b>150</b>



**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4011 Operations & Maint.	0	4,184	108	140,000	130,610	150
Salaries & Benefits	0	0	0	19,500	3,765	0
<b>MUNICIPAL ELECTIONS Total</b>	<b>0</b>	<b>4,184</b>	<b>108</b>	<b>159,500</b>	<b>134,375</b>	<b>150</b>

**Division Expense by Line-Item**

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4011	41120	0	0	0	7,500	2,900	0
	41210	0	0	0	12,000	713	0
	42110	0	0	0	0	94	0
	42310	0	0	0	0	58	0
	51110	0	700	108	2,600	2,600	150
	55310	0	935	0	4,000	2,715	0
	55320	0	0	0	1,500	0	0
	55340	0	0	0	15,000	15,000	0
	55600	0	117	0	8,500	1,845	0
	59100	0	2,433	0	108,400	108,400	0
	59936	0	0	0	0	50	0
	<b>MUNICIPAL ELECTIONS Total</b>	<b>0</b>	<b>4,184</b>	<b>108</b>	<b>159,500</b>	<b>134,375</b>	<b>150</b>

**Public Information and Media Division (No. 4102)**

**Program Description**

The Public Information & Media Services Division coordinates the City’s KGLN Channel 3 Cable Television, general governmental programming, and original productions. The Division also administers the customer service standards as provided by AB 2987 (Digital Infrastructure and Video Competition Act of 2006) and keeps up-to-date with information regarding new technology, rules, laws, and regulations regarding the operation of government access television. The Division coordinates and assists the City contractor with the publication of the Glendora Report, a bi-monthly newsletter to the community.

Specific service activities are:

- Provide communication and dissemination of information for events, projects, and cultural and recreational activities to residents and businesses in the community through a variety of media sources.
- Oversee the Customer-Service standards for those operators that have received a State Franchise License to operate with the City as permitted under AB 2987 and Federal regulations pertaining to cable and video operations.
- Technology advances, where feasibly possible, to assist in increasing awareness of programs and services not only provided by Glendora, but other governmental entities that benefit our community.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Media</b>					
Total Marquee Advertising Hours	#	Workload	16,230	16,230	16,230
Total City Broadcast/Bulletin Board Hours	#	Workload	7,332	7,322	7,322
Go, Glendora! Broadcasts	#	Workload	6	6	6
Media Promotional Videos	#	Workload	NA	12	17
Special Events	#	Workload	20	25	20

**2014-2015 Major Accomplishments**

- Upgraded touch panels and display monitors in Council Chamber for use by Council and all Commissions, Boards and Committees.
- In conjunction with Information Systems, created a Media Center on the City’s website for residents to access and view City-sponsored events and programs, press conferences, presentations, Go Glendora and more.
- Created promotional video for submission to L.A. Economic Development Corporation for nomination as “Most Business Friendly City,” which Glendora was awarded.
- Purchased Pop-Up Display for use in press conferences & City events, prominently displaying City of Glendora seal and Pride of the Foothills logo.

- Upgraded cable broadcast and website streaming equipment as needed to enhance quality, moving toward HD capabilities.

**2015-2016 Major Goals and Objectives**

- Expand City of Glendora YouTube Channel content to include City-Sponsored Events, Town Hall Meetings, Promotional Videos and Informational Videos to increase communication to our citizens and community awareness by May 2016.
- Purchase Go Pro Camera for use in Social Media to be utilized during City-Sponsored Events to enhance production quality of streamed and televised videos by August 2015.
- Explore possibilities to expanding City’s use of Livestream to include City-Sponsored Events and Press Conferences by January 2016.
- In conjunction with Information Systems, look into the feasibility of having remote access to marquee and cable equipment by June 2016.
- Upgrade cable broadcast and website streaming equipment as needed, ongoing.

**Primary Program Expenditure Explanations**

- Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%.
- Info Tech Charges (A/C 59801) are charged to each division to recover citywide technology services provided to each department as well as the replacement of computers, network equipment, and other technology costs. The allocation is based on an allocated benefit of technology services each department receives.
- Liability Insurance Charges (A/C 59807) are calculated on the allocated cost of each department based on claims, personnel costs, facility insurance costs and other factors.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4102 001 GENERAL FUND	109,545	106,196	110,811	119,245	119,257	112,244
230 PEG CABLE TV	9,645	24,294	26,487	43,382	42,882	51,738
381 CRA PROJECT AREA #1	0	0	0	0	0	0
382 CRA PROJECT AREA #2	0	0	0	0	0	0
383 CRA PROJECT AREA #3	0	0	0	0	0	0
531 WATER OPERATIONS FUND	0	0	0	0	0	0
<b>PUBLIC INFORMATION Total by Fund</b>	<b>119,190</b>	<b>130,490</b>	<b>137,299</b>	<b>162,627</b>	<b>162,139</b>	<b>163,982</b>

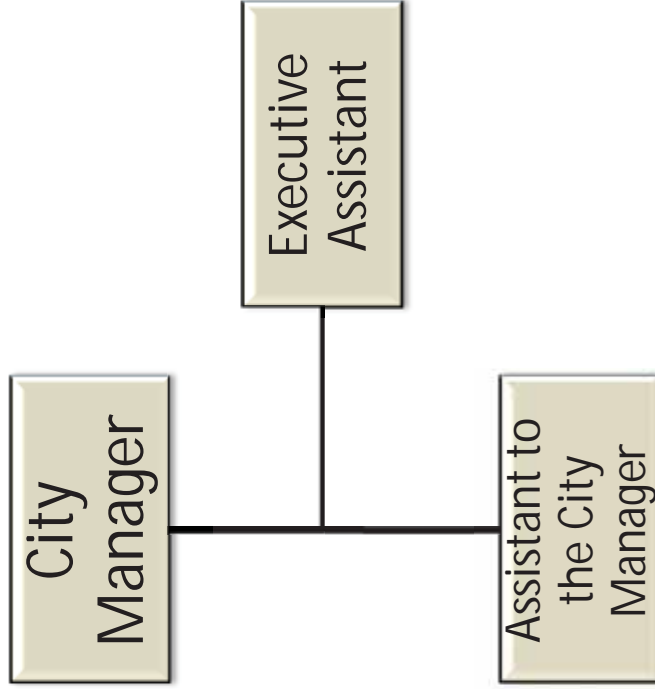
**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4102 Capital Outlay	3,805	0	10,181	16,100	16,100	16,100
Operations & Maint.	58,027	73,191	62,963	78,552	79,557	78,946
Salaries & Benefits	57,358	57,298	64,155	67,975	66,482	68,936
<b>PUBLIC INFORMATION Total</b>	<b>119,190</b>	<b>130,490</b>	<b>137,299</b>	<b>162,627</b>	<b>162,139</b>	<b>163,982</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4102	41110	REGULAR TIME	40,627	40,056	45,329	47,868	46,477	47,975
	41120	OVERTIME	0	0	234	0	335	0
	41310	HOLIDAY PAY	99	0	0	0	0	0
	41360	VEHICLE ALLOWANCE	0	0	0	0	0	0
	42110	RETIREMENT	5,238	5,598	6,791	8,049	7,816	8,906
	42290	FLEX BENEFIT	9,958	10,230	10,230	10,200	10,230	10,200
	42310	EMPLOYER PAID BENEFITS	1,284	1,222	1,359	1,605	1,379	1,551
	42520	WORKERS COMP	151	192	212	253	245	304
	51110	OFFICE SUPPLIES	0	0	0	0	0	0
	51115	OFFICE EQUIP./FURNITURE	1,586	0	0	0	0	0
	51200	DIVISION SUPPLIES	220	667	3,943	3,500	3,500	3,500
	51500	EQUIPMENT PARTS & SUPPLY	1,351	4,121	1,810	2,500	2,000	2,500
	51550	PHOTOGRAPHIC SUPPLIES	20	70	1,229	1,500	1,500	1,500
	55310	ADVERTISING	1,900	0	0	0	0	0
	55320	PRINTING/REPRODUCTION	23,868	22,332	22,332	23,000	24,100	23,000
	55340	POSTAGE	16,625	16,552	16,900	17,120	17,120	17,120
	55400	DUES & MEMBERSHIPS	0	0	0	0	0	0
	55510	TRAVEL & MEETING EXPENSE	0	0	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	2,596	940	1,255	6,500	6,300	6,500
	57060	CABLE TV SERVICE	592	715	1,029	950	1,255	1,500
	59100	CONT SVCS	755	0	0	500	500	500
	59100.43	COMMUNITY SURVEY	0	0	0	0	0	0
	59600	AID TO CIVIC ORGANIZATION	0	18,226	0	0	0	0
	59801	INFO TECH CHARGES	5,981	5,981	10,303	17,035	17,035	20,138
	59802	INFO TECH LEASES	0	0	0	1,697	1,697	0
	59807	LIABILITY INS. CHARGES	2,426	3,155	3,549	3,797	3,797	2,554
	59809	UNEMPLOYMENT INSURANCE	107	215	403	403	403	134
	59936	USE TAX	0	217	209	50	350	0
	72000	MACHINERY & EQUIPMENT	3,805	0	10,181	16,100	16,100	16,100
<b>PUBLIC INFORMATION Total</b>			<b>119,190</b>	<b>130,490</b>	<b>137,299</b>	<b>162,627</b>	<b>162,139</b>	<b>163,982</b>

**GLENDORA CITY MANAGER DEPARTMENT**  
ORGANIZATIONAL CHART 2015-16



<b>Full-Time Positions</b>	
1	City Manager
1	Executive Assistant
1	Assistant to the City Manager
<b>Total Positions: 3</b>	

# Authorized Positions

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>City Manager's Office</b>					
<i>Full-Time Positions</i>					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	-	-	-	1.00	1.00
Deputy City Mgr/Administrative Services	1.00	-	-	-	-
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Economic Development Specialist	-	1.00	1.00	-	-
Administrative Assistant	1.00	-	-	-	-
Human Resources Analyst	1.00	-	-	-	-
Human Resources Technician	1.00	-	-	-	-
Cable Production Technician	1.00	-	-	-	-
<i>Part-Time Positions</i>					
Administrative Intern	-	-	0.32	0.32	0.32
<b>Total Full-Time</b>	7.00	3.00	3.00	3.00	3.00
<b>Total Part-Time</b>	-	-	0.32	0.32	0.32
<b>Total Department FTE</b>	7.00	3.00	3.32	3.32	3.32

**City Manager Administration Division (No. 4101)**

**Program Description**

The City Manager is appointed by the City Council and serves as Chief Executive Officer of the City. Under the policy direction of the City Council, the City Manager is responsible for preparing the annual budget and is ultimately responsible for day-to-day operations of the City. The City Manager also serves as the Executive Director of the Glendora Community Redevelopment Agency. The Human Resources Department and Public Information Office are included in the City Manager’s Office.

Specific service activities are:

- Provide overall direction and coordination of City operations and community redevelopment programs to ensure that the City Council’s adopted service objectives are met or exceeded, and that costs do not exceed budget restrictions.
- Provide continuous monitoring and evaluation of services and programming to assure the City Council that City services, laws, and programs remain relevant to community needs and are administered in an equitable manner.
- Provide useful and timely data to the City Council and Community Redevelopment Agency so that alternatives are considered and decisive policy action is taken to accommodate changing needs and conditions without crisis and without interruption in services.
- Oversee an aggressive program of resource development that results in measurable increases in the productivity of City operations each year, procurement of available grant funds to achieve special projects, and new commercial and industrial development that expands the economic base of the City.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Service Request Tracking</b>					
Constituent Requests	#	Workload	1,006	1,100	1,100
City Council	#	Workload	203	235	200
Suggestion Box	#	Workload	8	10	15
<b>Customer Survey</b>					
Community Survey - Telephone	#	Workload	N/A	400	N/A
Quality of Life (Excellent/Good) Satisfaction of City Services Satisfaction – Communication	%	Efficiency		93% 91% 82%	
Department Objectives Completed	%	Efficiency	N/A	84%	90%
Completion of Strategic Plan Objectives	%	Efficiency	94%	95%	100%

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**2014-2015 Major Accomplishments**

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- Working with the City Attorney, negotiated a new 10-year Integrated Solid Waste Agreement with Athens Services. This agreement provides ratepayers with approximately \$8 million in new services and rate reductions over the life of the agreements.
- Working with Executive Team, assisted in the bi-annual City survey by True North Research, which conducted a statistical survey to determine satisfaction with services, policy and direction of the City of Glendora. The respondents indicated that 93% were pleased with the Quality of Life as compared to 94% in 2011. 91% were satisfied with the City's overall performance as compared to 90% in 2011.
- Working with various Departments, developed a comprehensive Water Conservation Plan for the City Council so that the City could comply with new California mandates for conservation as the result of the continuing drought within the State.
- Working with Public Works, monitored the Californian Water Resources Board permit review challenge of the MS4 permit developed by the Los Angeles Regional Water Quality Control Board. The Board issued its draft order in late May for public comment. The initial order appears to sustain the Permit.
- For the second year, Chaired the San Gabriel Valley City Manager's Technical Advisory Committee for the San Gabriel Valley Council of Governments.

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**2015-2016 Major Goals and Objectives**

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- Work with the City Council and Finance Department on monitoring our fiscal position as we continue to experience the most severe economic recession in the last 50 years. During the year, continued dialog will be needed between policy makers and stakeholders on the budgetary issues so that decisions may be made in a timely manner.
- Work with Planning Department to implement the development of a Specific Plan for the Arrow Highway corridor. This is an approximate 15-18 months process.
- Work with Planning Department and Planning Commission in the initial review of the Route 66 Specific Plan and the eight sub-districts for appropriateness in terms of both economic vitality and community expectations.
- Work through the Successor Agency, implement the Long Range Property Management Plan for the former Glendora Redevelopment properties in compliance with AB 1484 and consistent with appropriate zoning goals within the City's General Plan and various Specific Plans.
- Coordinate the compliance with the objectives adopted within to the City's Strategic Plan. The new objectives will be established for completion by November 2015. The Strategic Plan objectives will be reviewed and updated accordingly with new objectives established for the next six month period.
- Work with all departments to maintain preparedness for possible mud and debris flows that may occur as a result of the fire damage to the foothills. This will also require continued maintenance of the various mitigation measures that were implemented in the last two years.
- Work with Departments to ensure compliance with the recently adopted Water Conservation Plan in response to the State mandates imposed by Governor Browns Executive Order issued on April 1, 2015 and promulgated by the California Water Resources Board in May 2015.

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**Primary Program Expenditure Explanations**

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1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Info Tech Charges (A/C 59801) are charged to each division to recover citywide technology services provided to each department as well as the replacement of computers, network equipment, and other technology costs. The allocation is based on an allocated benefit of technology services each department receives.



3. Liability Insurance Charges (A/C 59807) is calculated on the allocated cost of each department based on claims, personnel costs, facility costs and other factors.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4101 001 GENERAL FUND	336,081	317,844	342,006	315,238	318,330	301,564
381 CRA PROJECT AREA #1	35,305	0	0	0	0	0
382 CRA PROJECT AREA #2	3,197	0	0	0	0	0
383 CRA PROJECT AREA #3	26,318	0	0	0	0	0
391 OBLIGATION PAYMENTS CRA#1	14,049	0	0	0	0	0
392 OBLIGATION PAYMENTS CRA#2	0	0	0	0	0	0
393 OBLIGATION PAYMENTS CRA#3	11,330	0	0	0	0	0
531 WATER OPERATIONS FUND	107,121	112,717	119,013	125,533	126,279	125,376
<b>CITY MANAGER Total by Fund</b>	<b>533,399</b>	<b>430,561</b>	<b>461,019</b>	<b>440,771</b>	<b>444,609</b>	<b>426,941</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4101 Capital Outlay	0	0	0	0	0	0
Operations & Maint.	115,660	57,754	107,667	107,803	96,373	107,520
Salaries & Benefits	417,740	372,807	353,352	332,968	348,236	319,421
<b>CITY MANAGER Total</b>	<b>533,399</b>	<b>430,561</b>	<b>461,019</b>	<b>440,771</b>	<b>444,609</b>	<b>426,941</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4101	41110	REGULAR TIME	285,609	261,424	253,700	238,561	241,789	238,077
	41120	OVERTIME	0	0	0	0	0	0
	41210	PART TIME	22,623	15,433	21	0	0	0
	41360	VEHICLE ALLOWANCE	7,029	6,704	6,518	6,240	6,242	6,240
	42110	RETIREMENT	52,311	44,003	48,307	52,797	61,948	47,907
	42290	FLEX BENEFIT	26,499	22,970	22,315	21,054	21,139	20,799
	42310	EMPLOYER PAID BENEFITS	22,519	20,955	21,284	13,056	15,853	4,889
	42510	ALTCOM	0	0	0	0	0	0
	42520	WORKERS COMP	1,150	1,318	1,208	1,260	1,265	1,509
	51110	OFFICE SUPPLIES	1,608	1,545	1,646	1,700	1,700	1,700
	51115	OFFICE EQUIP./FURNITURE	0	0	0	0	514	600
	51350	SUBSCRIPTIONS & PUBLICAT	25	134	25	500	150	300
	51560	OPERATING LEASES	9,363	7,423	7,927	7,500	7,500	7,500
	51750	FOOD SUPPLIES	4,923	4,479	5,087	4,200	4,741	4,700
	55320	PRINTING/REPRODUCTION	390	25	22	1,500	418	1,200
	55340	POSTAGE	221	342	298	500	220	500
	55400	DUES & MEMBERSHIPS	875	455	659	1,500	910	1,200
	55510	TRAVEL & MEETING EXPENSE	6,901	6,847	6,369	5,600	6,671	7,100
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	520	0	429	500	500	500
	56200	EQUIPMENT REPAIR & MAINT	0	0	0	5,000	0	3,000
	57050	PHONE	0	0	0	0	0	0
	59100	CONT SVCS	28,351	0	41,769	21,844	21,845	0
	59801	INFO TECH CHARGES	13,066	13,066	12,879	17,034	17,034	20,138
	59802	INFO TECH LEASES	0	0	0	1,648	1,648	0
	59803	COMMUNICATION CHARGES	0	0	0	0	0	0
	59805	VEHICLE CHARGES	0	0	0	0	0	0
	59807	LIABILITY INS. CHARGES	5,070	6,590	7,414	7,933	7,933	11,301
	59809	UNEMPLOYMENT INSURANCE	224	450	844	844	844	281
	59936	USE TAX	0	0	0	0	0	0
	59990	CONTINGENCY	44,122	16,398	22,300	30,000	23,745	47,500
	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	0
<b>CITY MANAGER Total</b>			<b>533,399</b>	<b>430,561</b>	<b>461,019</b>	<b>440,771</b>	<b>444,609</b>	<b>426,941</b>

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**Economic Development (No. 4108)**

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**Program Description**

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Glendora has received the “Most Business Friendly City” award by the L.A. Economic Development Corporation for the 2014 year. The award is meaningful because it describes who Glendora has proven itself to be an excellent business incubator and provider of opportunities even in a time when economic financial incentive programs are no longer available. In the past, the Glendora Redevelopment Agency was tasked with carrying out the attraction and retention of businesses within Glendora. With the passage of ABx1 26, the Governor and Legislature have dismantled this very useful tool for communities to mitigate physical and economic blight.

Specific service activities are:

- Developing a broad ranging Action Plan that encourages partnerships between property owners, business affiliates and governmental entities to allow the community to increase the local tax base, create jobs, improve quality of life, diversify the economy and maximize the use of property to the greatest extent possible.
- Increase efforts through the Action Plan that will allow Glendora to continue its efforts as a great place to transact commerce and engage a positive relationship with all sectors of the business community.
- Implement the adopted Glendora Economic Development Action Plan and make periodic reports to the City Council and other interested parties.

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**2014-2015 Major Accomplishments**

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- The City of Glendora was recognized as the 2014 Eddy Award winner for the Most Business-Friendly City in LA County (population under 65,000) by the Los Angeles Economic Development Corporation (LAEDC).
- Initiated and completed a Zone Amendment for revisions to the sign standards in the CCAP Zone. The adopted ordinance permitted signs for certain second and third story businesses that were previously prohibited from marketing their business with signage.
- Entered into an agreement with five businesses that were approved to participate in the Economic Development Loan Grant, thus resulting in five new or strengthened business and job creation.
- Added a business directory to the website in order to support and promote local shopping among Glendora businesses.
- Mailed introduction letters to all new businesses, welcoming them and providing them with resources available and contact information.
- Initiated an opportunity for new businesses to receive exposure through a one-time business posting in the bi-monthly city publication of the Glendora Report.
- Held a business workshop educating business owners and managers on the topic of State and Federal Payroll taxes. Workshops are presented to assist local entrepreneurs with the start up or growth of a business within the City of Glendora.

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**2015-2016 Major Goals and Objectives**

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- Work with the Planning Department in their development or modification of Specific Plans, including an Arrow Highway Specific Plan, to ensure that the Plan is in sync and supportive of the Glendora Economic Action Plan.
- Conduct a citywide business survey by March 2016. The survey will serve as a business retention tool that can be used to gauge the satisfaction as well as identify the needs, concerns and opportunities within the business community.

- Recommend the Economic Development Loan Grant Program in order to provide gap funding for new and/or expanding Glendora businesses and in the process contribute to the City’s economic vibrancy and job creation.
- Update and present the City’s Economic Action Plan to the City Council for its annual review and consideration by August 1, 2015. This provides an overall message of how important the city believes it is to assist, retain and attract new businesses to our community in order to provide a healthy and vibrant commercial sector.
- Forward to the City Council an annual report by Glendora Chamber of Commerce as it relates to their activities in assisting incoming and existing businesses, and support efforts of marketing and branding.
- Continue review of specific City permit processing in order to achieve more efficiency by streamlining processes for the development community.
- Make a year-end summary report on activities related towards the Economic Action Plan and any recommended changes that might be deemed appropriate by May 2016.
- Provide the City Manager with support in other areas such as Water Conservation, MS4 permit and legislative support as directed to ensure a timely and compliant action is obtained.

### Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increased workers’ compensation allocation of 20%.
2. Advertising (A/C 55310) is the cost for advertising for Best Friendly City with the San Gabriel Valley News.
3. Aide to Civic Organization (A/C 59600) is the cost of existing agreement with the Chamber of Commerce.

Division by Fund		Budget FYE 2015-2016				
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4108 001 GENERAL FUND	0	0	119,544	141,912	133,814	158,563
321 CAPITAL PROJECTS FUND	0	95,742	0	0	0	0
<b>ECONOMIC DEVELOPMENT Total by Fund</b>	<b>0</b>	<b>95,742</b>	<b>119,544</b>	<b>141,912</b>	<b>133,814</b>	<b>158,563</b>

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4108 Capital Outlay	0	0	0	0	0	0
Operations & Maint.	0	29,530	39,679	44,200	41,072	43,000
Salaries & Benefits	0	66,212	79,866	97,712	92,742	115,563
<b>ECONOMIC DEVELOPMENT Total</b>	<b>0</b>	<b>95,742</b>	<b>119,544</b>	<b>141,912</b>	<b>133,814</b>	<b>158,563</b>

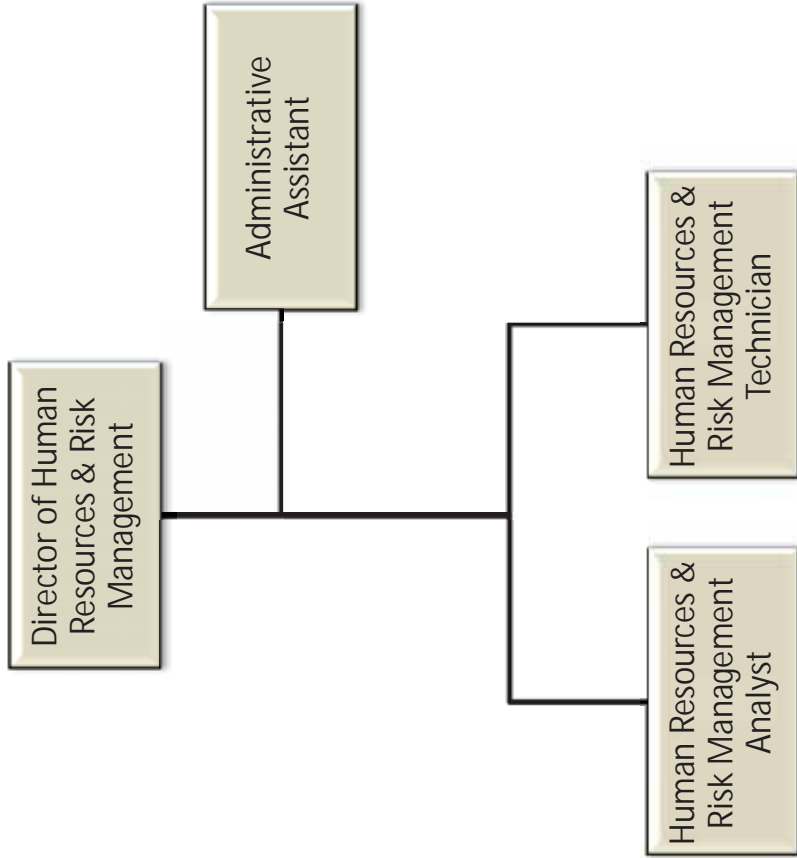
Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4108	41110	REGULAR TIME	0	48,841	57,342	64,956	63,220	78,380
	41120	OVERTIME	0	0	0	0	0	0
	41210	PART TIME	0	0	2,217	9,557	6,641	9,116
	41360	VEHICLE ALLOWANCE	0	0	0	0	0	0
	42110	RETIREMENT	0	6,810	8,736	11,281	11,052	14,550
	42111	PARS RETIREMENT	0	0	0	0	0	342
	42290	FLEX BENEFIT	0	9,070	9,869	9,840	9,869	10,511
	42310	EMPLOYER PAID BENEFITS	0	1,435	1,415	1,684	1,603	2,109
	42520	WORKERS COMP	0	56	287	393	357	555
	51110	OFFICE SUPPLIES	0	156	133	400	200	400
	51120	COMPUTER SUPPLIES	0	0	0	500	0	500
	51350	SUBSCRIPTIONS & PUBLICAT	0	0	1,470	350	634	2,100
	55310	ADVERTISING	0	2,300	3,300	0	0	0
	55320	PRINTING/REPRODUCTION	0	93	3,234	4,500	3,300	3,500
	55340	POSTAGE	0	962	432	3,000	456	2,000
	55350	MISCELLANEOUS EXPENSE	0	0	997	1,000	887	2,000
	55400	DUES & MEMBERSHIPS	0	200	670	1,450	1,449	1,500
	55510	TRAVEL & MEETING EXPENSE	0	169	1,071	3,000	1,371	3,000
	55600	TRAINING & EDUCATION	0	650	2,653	5,000	1,000	3,000
	56200	EQUIPMENT REPAIR & MAINT	0	0	0	0	0	0
	59100	CONT SVCS	0	0	0	0	6,775	0
	59600	AID TO CIVIC ORGANIZATION	0	25,000	25,720	25,000	25,000	25,000
	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	0
<b>ECONOMIC DEVELOPMENT Total</b>			<b>0</b>	<b>95,742</b>	<b>119,544</b>	<b>141,912</b>	<b>133,814</b>	<b>158,563</b>

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# GLENDORA HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT

## ORGANIZATIONAL CHART 2015-16



<u>Full-Time Positions</u>	
1	Director of Human Resources & Risk Management
1	Human Resources & Risk Management Analyst
1	Human Resources & Risk Management Technician
1	Administrative Assistant
<b>Total Positions: 4</b>	

# Authorized Positions

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Human Resources Department</b>					
<i>Full-Time Positions</i>					
Human Resources/Risk Mgmt. Director	-	1.00	1.00	1.00	1.00
Administrative Assistant	-	0.50	1.00	1.00	1.00
Human Resources Analyst	-	1.00	1.00	1.00	1.00
Human Resources Technician	-	1.00	1.00	1.00	1.00
<i>Total Full-Time</i>	-	3.50	4.00	4.00	4.00
<i>Total Part-Time</i>	-	-	-	-	-
<i>Total Department FTE</i>	-	3.50	4.00	4.00	4.00



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**Human Resources Division (No. 4103)**

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**Program Description**

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The Human Resources Division is responsible for managing human resources administration, employee relations, employment services, benefits administration, employee training, and labor relations. The primary role of the Human Resources Division is to serve as a strategic partner with City Departments to resolve Human Resource issues and provide viable solutions serving to protect the rights of employees while supporting management in carrying out the important functions of the City in an efficient manner. The Human Resources Division serves to recruit and retain qualified talent imperative to the delivery of quality service in a customer-driven service environment. The division also provides consulting, facilitation and other strategic professional Human Resources services to City Departments and all employees.

Specific Activities are:

**Human Resources Administration** – The Human Resources Division is responsible for attracting and retaining highly competent and qualified employees with a commitment to responsive and excellent customer service; maintaining the City’s Classification and Compensation Plan; ensuring compliance with State and Federal mandates; and serving a strategic role in administering formal policies and procedures, programs and systems related to Human Resources within the City.

**Employee Relations** – The Human Resources Division serves as a strategic partner in maintaining harmonious relations between employees and the City, recognizing that employees are one of the most valuable resources and represent a significant investment in the organization.

**Employment Services** – Partnering with and serving City Departments, the Human Resources Division attracts, retains and develops a diverse, professional, honest and highly qualified workforce. A variety of recruitment and selection strategies utilize best practices to ensure equal opportunity in employment, and the Division provides consultative and support services to Department Directors, Managers and Supervisors on employment policy issues and applicable regulations and laws.

**Benefits Administration** – The Human Resources Division is responsible for administering employee benefits including the City’s benefit plan, cost administration, state and/or federal mandates, retirement consultation and CalPERS enrollment. Additionally, the Division tracks other leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) in conjunction with employee accrued leave(s). Unemployment Insurance Claims and Billing are also processed in this Division.

**Employee Training** – A primary responsibility of the Human Resources Division is developing, scheduling and conducting organization wide training and providing specific and strategic training in response to individual department or employee needs. This also includes conducting and tracking State and Federal mandated training requirements.

**Labor Relations** – The Human Resources Division is responsible for negotiating and implementing the City’s labor agreements with four represented employee groups, developing comprehensive bargaining strategies and negotiating successor Memoranda of Understanding (MOU). Additionally, the Division works closely with City Departments to administer MOUs in a consistent and fair manner, consulting with management and unions on labor relations matters, and providing guidance to City Departments on contract language interpretation to resolve grievances.

## Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Recruitment, Selection, On-Boarding, and Retention</b>					
Number of external recruitments (full time)	#	Workload	21	25	16
<ul style="list-style-type: none"> <li>Average time between opening recruitment and hiring new employee</li> </ul>	Days	Workload	81 Days	75 Days	70 Days
<ul style="list-style-type: none"> <li>Average time between opening recruitment and creation of eligibility list</li> </ul>	Days	Workload	48 Days	42 Days	40 Days
<ul style="list-style-type: none"> <li>Average number of full-time applications received per recruitment</li> </ul>	#	Workload	54	120	150
Number of new full time hires	#	Workload	22	30	16
<ul style="list-style-type: none"> <li>Number of hours spent processing a new hire</li> </ul>	Hr.	Efficiency	1.25 hrs.	1 hr	.75 hr
Number of Separations (full time)	#	Workload	21	19	14
<ul style="list-style-type: none"> <li>Voluntary</li> </ul>	#	Workload	19	18	14
<ul style="list-style-type: none"> <li>Involuntary</li> </ul>	#	Workload	2	1	0
Attrition Rate (full time positions only)	%	Efficiency	9.6%	9.1%	7.1%
<b>Employee Performance</b>					
Number of full time employees that <u>received</u> appraisals	#	Workload	192	195	197
<ul style="list-style-type: none"> <li>Percentage of employee annual appraisals completed within 30 days of anniversary</li> </ul>	%	Efficiency	74%	79%	90%
<ul style="list-style-type: none"> <li>Percentage of employee annual appraisals completed within 60 days of anniversary</li> </ul>	%	Efficiency	10%	5%	8%
<ul style="list-style-type: none"> <li>Percentage of employee annual appraisals completed within 90 or more days of anniversary</li> </ul>	%	Efficiency	16%	16%	2%
<b>Training &amp; Development</b>					
Number of training courses for FT employees coordinated by the Division	#	Workload	32	37	38
<ul style="list-style-type: none"> <li>Number of employees attending courses</li> </ul>	#	Workload	193	172	197
<ul style="list-style-type: none"> <li>Percentage of employees participating in training</li> </ul>	%	Effectiveness	98%	87%	100%

## 2014-2015 Major Accomplishments

- Successfully negotiated a three year successor contract with the City's Police Officers Association. MOU effective July 2014 – June 2017.

- Completed CalOpps automated recruitment tracking system training for all Department users enabling immediate access to review submitted applications during the recruitment process.
- Identified needs for staff development organization wide and established training opportunities to meet departmental needs in concert with the City's Strategic Plan (November 20, 2014 – May 1, 2015). Training sessions included Social Media, Privacy Issues, Avoiding Liability, Absenteeism and Leave Abuse, First Line Supervisor/Manager Skills, Performance Management and Workplace Bullying.
- Automated New Employee Orientation process and materials to simplify and significantly improve efficiency, cutting processing time in half when on-boarding a new Glendora Team Member.

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### **2015-2016 Major Goals and Objectives**

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- As established by the City's Strategic Plan (November 20, 2014 – May 1, 2015), coordinate and conduct targeted training in accordance with identified needs for staff development organization wide to meet departmental needs.
- Negotiate a successor bargaining agreement with the Glendora Management Association to replace the current terms and conditions that expire on June 30, 2016.
- Schedule a minimum of eight training sessions throughout the year on topics assisting managers and supervisors to increase their skills and knowledge and to remain current on statutory issues by June 2016, and conduct and coordinate targeted training for staff development at all levels as identified by individual departments.
- Implement and monitor provisions of Assembly Bill 1522, "Healthy Workplaces, Healthy Families Act of 2014 (Paid Sick Leave Law)" which goes into effect July 1, 2015.
- Participate in three Webinar Trainings available via the City's membership in the San Gabriel Valley Employment Relations Consortium (SGVERC) on a variety of Human Resource and Risk Management topics.

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### **Primary Program Expenditure Explanations**

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1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Division Supplies (A/C 51200) transferred to Recruitment Expenses (55316) includes costs associated with attraction and retention of highly qualified staff in conjunction with the City's Strategic Plan (November 20, 2014 – May 1, 2015) to Attract, Develop and Retain Qualified Staff. The account contains costs for the increased volume and upgraded advanced testing currently utilized to best assess required skill sets and abilities for full and part-time positions. Testing types include keyboarding, computer skills, written examinations, and practical examinations. Background checks, degree verification and credit checks are also within this account.
3. Training/Education (A/C 55600 & 55600.10) include Citywide Customer Service, Public Servant Roles and Responsibilities, Supervisory, East San Gabriel Valley Consortium workshops and training sessions, and department specific topics for staff development at all levels as established by the Strategic Plan (November 20, 2014 – May 1, 2015). Human Resources Division training includes workshops by California Public Employees' Retirement System, Southern California Public Labor Relations Council quarterly, and Southern California Public Management Association. Webinar sessions are also included in these accounts.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4103 001 GENERAL FUND	252,346	246,155	440,097	386,469	396,820	404,369
215 AIR QUALITY FUND	13,721	11,072	13,660	16,500	10,682	16,500
381 CRA PROJECT AREA #1	7,174	0	0	0	0	0
382 CRA PROJECT AREA #2	0	0	0	0	0	0
383 CRA PROJECT AREA #3	4,114	0	0	0	0	0
391 OBLIGATION PAYMENTS CRA#1	4,363	0	0	0	0	0
393 OBLIGATION PAYMENTS CRA#3	2,502	0	0	0	0	0
531 WATER OPERATIONS FUND	38,844	42,531	76,955	85,693	83,611	96,441
533 TRANSIT SYSTEM FUND	352	0	0	0	0	0
541 WORKERS COMPENSATION FUND	47,983	49,330	63,930	72,301	68,306	65,936
542 LIABILITY INSURANCE FUND	0	23,633	38,473	57,857	58,442	65,936
<b>HUMAN RESOURCES/RISK MGMT Total by Fund</b>	<b>371,400</b>	<b>372,721</b>	<b>633,114</b>	<b>618,819</b>	<b>617,861</b>	<b>649,183</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4103 Operations & Maint.	136,465	80,697	205,180	160,726	158,487	166,260
Salaries & Benefits	234,935	292,024	427,934	458,093	459,374	482,923
<b>HUMAN RESOURCES Total</b>	<b>371,400</b>	<b>372,721</b>	<b>633,114</b>	<b>618,819</b>	<b>617,861</b>	<b>649,183</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4103	41110	REGULAR TIME	155,620	177,703	314,371	331,433	334,345	344,176
	41120	OVERTIME	0	0	0	0	0	0
	41210	PART TIME	13,880	45,227	0	0	27	0
	41310	HOLIDAY PAY	0	0	0	0	0	0
	41360	VEHICLE ALLOWANCE	0	563	3,592	3,600	3,609	3,600
	42110	RETIREMENT	20,567	25,818	50,753	58,355	62,360	66,813
	42290	FLEX BENEFIT	27,783	27,012	38,561	40,406	40,599	43,366
	42310	EMPLOYER PAID BENEFITS	2,731	3,567	5,499	6,048	6,181	6,286
	42510	ALTCOM	13,721	11,072	13,660	16,500	10,504	16,500
	42520	WORKERS COMP	632	1,063	1,499	1,750	1,749	2,182
	51110	OFFICE SUPPLIES	1,775	1,904	2,749	2,500	2,500	2,500
	51115	OFFICE EQUIP./FURNITURE	1,583	2,036	240	5,000	125	0
	51200	DIVISION SUPPLIES	0	0	9,217	11,500	16,000	0
	51350	SUBSCRIPTIONS & PUBLICAT	823	151	367	600	600	500
	51510	SAFETY SUPPLIES	1,143	0	0	0	0	0
	51560	OPERATING LEASES	547	180	202	250	250	250
	55120	CONSULTANTS	0	0	0	0	0	0
	55130	MEDICAL	5,275	4,554	7,771	23,500	13,000	12,000
	55200	LEGAL SERVICES	73,138	33,872	100,913	75,000	75,000	75,000
	55200.10	LEGAL REVIEW OF PERSONNE	0	0	0	0	0	0
	55310	ADVERTISING	2,438	2,284	7,947	3,000	3,000	3,000
	55316	RECRUITMENT EXPENSES	0	0	0	0	0	13,360
	55320	PRINTING/REPRODUCTION	21	175	405	100	100	700
	55340	POSTAGE	902	1,065	2,188	2,100	2,100	2,000
	55400	DUES & MEMBERSHIPS	2,805	3,054	2,832	3,005	3,081	3,200
	55510	TRAVEL & MEETING EXPENSE	557	1,304	1,889	700	1,500	5,400
	55550	TRAVEL EXPENSES	0	259	54	0	0	0
	55600	TRAINING & EDUCATION	3,349	4,466	11,023	5,000	5,000	4,000
	55600.10	TRAINING & EDUC-CITYWIDE	0	0	0	0	0	3,200
	56200	EQUIPMENT REPAIR & MAINT	0	0	0	0	0	0
	56210	OFFICE MACHINE MAINT	0	0	0	0	0	0
	59100	CONT SVCS	26,865	9,207	35,533	5,540	12,900	5,600
	59520	FINGER PRINTING	2,174	1,816	2,589	2,000	2,400	2,000
	59525	CERT. RENEWALS/CLASS B EX	46	0	0	0	0	0
	59540	METRO SHUTTLE	0	0	0	0	0	0
	59801	INFO TECH CHARGES	8,945	8,945	12,879	12,856	12,856	18,781
	59802	INFO TECH LEASES	0	0	0	1,315	1,315	0
	59803	COMMUNICATION CHARGES	0	0	0	0	0	0
	59807	LIABILITY INS. CHARGES	3,905	5,075	5,709	6,109	6,109	14,552
	59809	UNEMPLOYMENT INSURANCE	173	347	651	651	651	217
	59936	USE TAX	0	3	22	0	0	0
<b>HUMAN RESOURCES Total</b>			<b>371,400</b>	<b>372,721</b>	<b>633,114</b>	<b>618,819</b>	<b>617,861</b>	<b>649,183</b>

## Risk Management Division (No. 4220)

### Program Description

The Risk Management Division serves to aid in the protection of personnel and physical assets of the City from injury, damage and loss through administration of a comprehensive Risk Management Program. Program services include claims administration for Workers' Compensation, General Liability and Property Damage; Loss Prevention and Restitution; Safety; Insurance Procurement; and Training.

Specific Activities are:

**Risk Management** – The Risk Management Division is responsible for procuring and maintaining adequate resources for workers' compensation and liability coverage; protecting property; administering general liability and workers' compensation insurance claims; providing risk assessments for departments; participating in the Independent Cities Risk Management Authority (ICRMA) pooled resources program; monitoring insurance requirements involving entities engaged in business with the City to ensure proper limits of general liability coverage are maintained; seeking restitution for damage to City property; coordinating a variety of training and workshops related to risk management; and participating in the City's Safety Committee to proactively manage onsite risk.

Through the City's participation in the ICRMA, the City maintains various insurances including General Liability; Property; Auto Property Damage (APD); Crime Prevention; and Cyber. The City maintains General Liability and APD insurance coverage of \$20 million per occurrence with a self-insured retention of \$300,000. A third party administrator provides liability claims administration services.

The City maintains Workers' Compensation insurance coverage of \$100 million per occurrence with a self-insured retention of \$500,000 provided through our participation with the ICRMA. As with General Liability claims, a professional third party claims administrator provides workers' compensation administration services.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Liability Claims</b>					
Percent of Claims Acted Upon Within 45 Days of Receipt (sent to TPA and acknowledged to claimant)	%	Efficiency	100%	100%	100%
Liability Claims Filed During the Year	#	Workload	40	42	41
Total Current Open Claims	#	Workload	13	32	22
Total Annual Claims Costs Paid	\$	Workload	\$109,662	\$105,624	\$107,600
Number of Claims Filed Resulting in Litigation	#	Workload	4	8	6

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
No. of Claims Closed	#	Workload	26	27	27
Percent of Claims Closed Within One Year	%	Effectiveness	65%	64%	66%
<b>Workers' Compensation Claims</b>					
Experience Modification Factor (Ex-Mod): City's loss experience as it compares to the loss experience of the ICRMA Insurance pool.	15 ICRMA Cities	Highest ICRMA Ex-Mod	1.47%	1.55%	1.55%
Glendora Ex-Mod Factor		Efficiency	0.81%	0.85%	0.91%
<ul style="list-style-type: none"> <li>Number of full time employees injured/ill on the job</li> </ul>	#	Workload	19	17	18
<ul style="list-style-type: none"> <li>Percentage of full-time employee workforce</li> </ul>	%	Efficiency	10%	9%	9%
<ul style="list-style-type: none"> <li>Number of full time workplace injuries/illnesses with lost time</li> </ul>	#	Workload	10	7	9
<ul style="list-style-type: none"> <li>Percent of injuries/illnesses resulting in lost time</li> </ul>	%	Efficiency	5%	4%	5%
<ul style="list-style-type: none"> <li>Number of full time workplace injuries/illnesses with three or fewer days lost</li> </ul>	#	Workload	5	6	6
<ul style="list-style-type: none"> <li>Percentage with three or fewer days lost due to injury/illness</li> </ul>	%	Efficiency	3%	3%	3%
<ul style="list-style-type: none"> <li>Number of full time employees returned to work on modified duty</li> </ul>	#	Workload	12	10	11
<ul style="list-style-type: none"> <li>Percentage of employees injured</li> </ul>	%	Efficiency	6%	5%	6%

## 2014-2015 Major Accomplishments

- Successfully automated the City's Workers' Compensation claims processing to more efficiently submit necessary information timely to the City's Third Party Administrator.

- Trained Supervisory team, Safety Committee members and appropriate City Department staff to use training portal sponsored by the Independent Cities Risk Management Authority (ICRMA).
- Attained the highest rating out of 15 ICRMA member cities at 99.3% for the 2014 Workers' Compensation Claims Audit.
- Acquired Cyber Risk Liability insurance gaining security and privacy coverage with the City's Property Insurance portfolio.

## 2015-2016 Major Goals and Objectives

- Conduct basic "Risk Management 101" quarterly trainings with the Safety Committee to reinforce best practices and educate new members on mitigation of liability.
- Train Human Resources and Risk Management staff by December 2015, on automated tracking system for both Workers' Compensation and General Liability which provides immediate access to file and claim information that will promote greater staff efficiency and immediate access to current information to best serve customers.
- Convert all risk management files into the City's Third Party Administrator's automated system by September 2015, eliminating the need for voluminous paper files maintained by Human Resources and Risk Management staff.
- Conduct Reasonable Suspicion training for all Managers and First Line Supervisors by May 2016, as program mandated.

## Primary Program Expenditure Explanations

1. Training & Education and Travel & Meeting Expense categories (A/C 55600 & 55510) covers City-wide training such as Harassment, Reasonable Suspicion, Safety, Risk Assessment, Risk Management 101, as well as State and Federal mandates (Affordable Care Act, Paid Sick Leave Law (AB 1522), Family Medical Leave Act). Risk Management staff conference training includes Liebert Cassidy Whitmore Conference, Public Agency Risk Managers Association, California Public Employers Labor Relations Association, and Public Employer Labor Relations Association of California. Citywide and Risk Management Division staff training is in line with the City's Strategic Goal Objective to Attract, Develop and Retain Qualified Staff (November 20, 2014 – May 1, 2015).
2. General Liability category (A/C 57410.11) increased pooled insurance premium cost as projected by Independent Cities Risk Management Authority (ICRMA) of 21% for FY 2015-16.
3. Insurance category (A/C 57410) increased insurance premium costs projected at 18% for FY 2015-16. These are outside the general liability insurance program and include: Tenants' and Users' Liability Insurance Policy (TULIP), Crime Policy, Auto & Physical Damage, Cyber, and Gymnastics Insurance.

### Division by Fund

		Budget FYE 2015-2016				
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4220 541 WORKERS COMPENSATION FUND	420,803	546,012	1,049,457	678,135	761,435	868,550
542 LIABILITY INSURANCE FUND	771,929	1,539,573	945,323	1,207,422	1,096,589	1,236,637
<b>RISK MGMT Total by Fund</b>	<b>1,192,731</b>	<b>2,085,585</b>	<b>1,994,781</b>	<b>1,885,557</b>	<b>1,858,024</b>	<b>2,105,187</b>

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4220 Operations & Maint.	1,123,775	2,013,408	1,918,742	1,817,348	1,805,558	2,031,950
Salaries & Benefits	68,956	72,177	76,039	68,209	52,466	73,237
<b>RISK MGMT Total</b>	<b>1,192,731</b>	<b>2,085,585</b>	<b>1,994,781</b>	<b>1,885,557</b>	<b>1,858,024</b>	<b>2,105,187</b>



## Division Expense by Line-Item

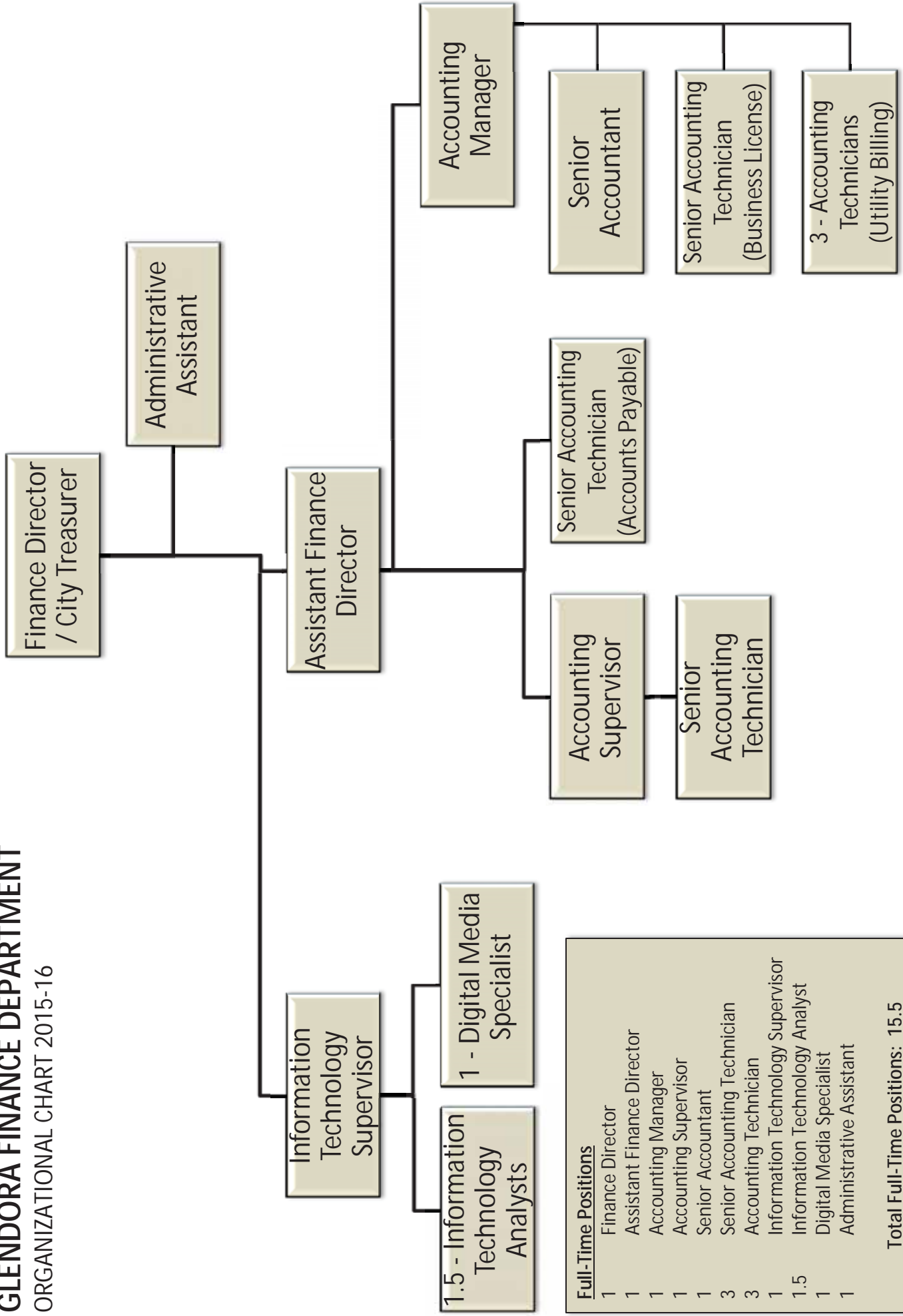
Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4220	41110	REGULAR TIME	54,605	48,833	60,116	52,824	40,366	55,822
	41210	PART TIME	0	11,086	0	0	0	0
	41360	VEHICLE ALLOWANCE	703	422	681	540	228	540
	42110	RETIREMENT	7,441	6,702	9,130	9,279	7,658	10,838
	42290	FLEX BENEFIT	4,950	3,851	4,715	4,243	3,242	4,598
	42310	EMPLOYER PAID BENEFITS	1,056	1,012	1,121	1,044	759	1,085
	42520	WORKERS COMP	201	270	277	279	213	354
	45100	TEMPORARY IN LIEU OF PERM	0	0	0	0	0	0
	45200	CONTRACT EMPLOYEES	0	0	0	0	0	0
	51110	OFFICE SUPPLIES	0	0	0	200	200	300
	51115.10	ERGONOMIC EQUIPMENT	0	0	0	0	0	5,000
	55200	LEGAL SERVICES	98,517	173,342	80,753	75,000	71,430	76,000
	55200.05	LEGAL SVS-NJD	0	0	0	0	0	0
	55200.12	LEGAL SVS-GLENDDORA POA	0	0	0	0	0	0
	55200.13	LEGAL SVS-CELESTE JONES	0	0	0	0	0	0
	55200.14	LEGAL SVCS-DICARDI	0	0	0	0	0	0
	55200.15	LEGAL SVCS-SPANGLER	0	0	0	0	0	0
	55200.16	LEGAL SVCS-MCCRAVEN	0	0	0	0	0	0
	55200.17	LEGAL SVS-EV HOSP (SOLIS)	0	0	0	0	0	0
	55200.18	LEGAL SVS-SHAWN MACKAY	0	0	0	0	0	0
	55200.19	LEGAL SVS-GIL AGUIRRE	0	0	0	0	0	0
	55200.20	LEGA SVS-TEGHALI	0	0	0	0	0	0
	55200.21	LEGAL SVCS-RODRIGUEZ, EDV	0	0	0	0	0	0
	55200.23	LEGAL SVS-DOLORES LOZANC	0	0	0	0	0	0
	55200.50	LEGAL SVCS--MARSHALL	0	0	0	0	0	0
	55200.52	LEGAL SVCS-HAWKINS III	0	0	0	0	0	0
	55200.54	LEGAL SVCS-ARAGON	0	0	0	0	0	0
	55200.58	LEGAL SVS-VERSTYNEN	0	0	0	0	0	0
	55200.62	LEGAL SVCS-YEGAVIAN	0	0	0	0	0	0
	55200.71	LEGAL SVS-LEGENDRE	0	0	0	0	0	0
	55200.72	LEGAL SVCS-BOLTON	0	0	0	0	0	0
	55200.84	LEGAL SVS-K. SMITH	0	0	0	0	0	0
	55200.85	LEGAL SVCS-J. FALCO	0	0	0	0	0	0
	55200.86	LEGAL SVCS-GUTIERREZ	0	0	0	0	0	0
	55200.87	LEGAL SVCS-WHALEN	0	0	0	0	0	0
	55200.88	LEGAL SVCS-LEWIS	0	0	0	0	0	0
	55200.90	LEGAL SVS-S & J SUPPLY	0	0	0	0	0	0
	55320	PRINTING/REPRODUCTION	0	0	0	100	100	300
	55340	POSTAGE	0	15	0	150	150	150
	55350	MISCELLANEOUS EXPENSE	0	7	0	0	0	0
	55400	DUES & MEMBERSHIPS	0	0	923	1,500	1,260	1,400
	55510	TRAVEL & MEETING EXPENSE	0	0	579	3,200	1,200	4,300
	55550	TRAVEL EXPENSES	0	0	1,325	0	0	0
	55600	TRAINING & EDUCATION	0	0	(933)	2,140	1,318	9,200
	57410	INSURANCE	143,444	183,770	181,647	210,635	191,049	210,800
	57410.11	GENERAL LIABILITY	314,691	328,453	309,872	397,233	397,072	482,000
	57410.12	PROPERT INSURANCE	389,750	426,880	410,360	403,330	418,611	403,000
	57410.13	OTHER INSURANCE	0	0	0	0	0	0
	59100	CONT SVCS	47,195	56,690	62,633	68,860	94,572	64,500
	59100.11	CONTRCT GENERAL LIAB INS	0	0	0	0	0	0
	59100.12	CONTRCT PROPERTY INSURAN	0	0	0	0	0	0

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4220	59910	WORK COMP CLAIMS	277,058	368,959	865,927	475,000	553,596	630,000
	59920	LIABILITY INSURANCE CLAIM	(195,927)	396,215	(18,442)	120,000	50,000	120,000
	59925	UNEMPLOYMENT INSURANCE	49,047	79,077	24,098	60,000	25,000	25,000
<b>RISK MGMT Total</b>			<b>1,192,731</b>	<b>2,085,585</b>	<b>1,994,781</b>	<b>1,885,557</b>	<b>1,858,024</b>	<b>2,105,187</b>

# GLENDORA FINANCE DEPARTMENT

## ORGANIZATIONAL CHART 2015-16



Full-Time Positions	
1	Finance Director
1	Assistant Finance Director
1	Accounting Manager
1	Accounting Supervisor
1	Senior Accountant
3	Senior Accounting Technician
3	Accounting Technician
1	Information Technology Supervisor
1.5	Information Technology Analyst
1	Digital Media Specialist
1	Administrative Assistant
<b>Total Full-Time Positions: 15.5</b>	

# Authorized Positions

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Finance Department</b>					
<i>Full-Time Positions</i>					
Finance Director/City Treasurer	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00
Info. Systems Tech. Supervisor	1.00	1.00	1.00	1.00	1.00
<b>Finance Department</b>					
Administrative Assistant	-	0.25	-	1.00	1.00
Digital Media Specialist	-	-	-	-	1.00
Info. Systems Tech. Analyst	1.00	1.00	1.50	1.50	1.50
Senior Accounting Technician	2.00	2.00	3.00	3.00	3.00
Accountant	1.00	-	-	-	-
Sr. Accountant			1.00	1.00	1.00
Accounting Technician	4.00	4.00	3.00	3.00	3.00
<i>Part-Time Positions</i>					
Digital Media Specialist	-	0.39	0.39	0.50	-
<i>Total Full-Time</i>	13.00	12.25	13.50	14.50	15.50
<i>Total Part-Time</i>	-	0.39	0.39	0.50	-
<i>Total Department FTE</i>	13.00	12.64	13.89	15.00	15.50

## Finance Administration (No. 4216)

### Program Description

The Finance Department accounts for all City and Agency revenues and expenditures, monitors internal controls over a variety of transactions, administers water utility collections, cashiering and public counter services, payroll, accounts payable and receivable, manages several competitive grants and checks warrants for the City Council ratification.

The Department prepares the City's Comprehensive Annual Financial Report (CAFR) in conjunction with, and subject to, the independent certification of the City/Agency independent audit firm. Under the direction of the City Manager, the Department prepares the City's annual budget and the midyear budget review. The Department provides quarterly interim financial reports and monthly investment compliance reports to the City Council.

The Department meets quarterly with the Investment Advisory Committee providing updates on the management of investments and the City's Investment Policy.

Specific activities include:

- **Fiscal Policy Advice and Guidance** - Provides revenue projections and rate review; develops innovative and cost effective ways of financing City services and facilities; prepares and implements policies and plans for effectively managing the City's financial resources and maintaining its long term financial health; advises the City Manager on fiscal matters; reviews Council agenda reports and other policy documents for fiscal impacts.
- **General Accounting Services** - Coordinates and prepares the Comprehensive Annual Financial Report (CAFR) and Single Audit; coordinates annual and special audits; prepares the State Controller's report; maintains the general ledger system and chart of accounts; prepares daily cash deposits and reports; reconciles monthly bank statements; processes the City's employee payroll; files monthly and annual reports with taxing authorities and regulatory agencies; coordinates employee benefit coverage and reporting with the Human Resources Department; processes the City's accounts payable and issues checks to vendors; files annual reports required by regulatory agencies; reviews internal controls and adherence to established purchasing ordinances; establishes accounting and purchasing policies systems and practices; reviews contract documents for compliance with City purchasing policies; accounts for the City's fixed assets; maintains Citywide accounts receivable system including grant receipts and coordination of recovery of delinquent accounts with an approved collection agency; maintains historical records of the City's financial performance.
- **Investments, Banking Services, and Debt Service Administration** - Manages the City's investment portfolios in accordance with adopted policies including daily cash management and cash flow; coordinates broker/dealer services and identifies appropriate investment vehicles; creates and maintains the City's Investment Policy; administers the City's banking services contract; coordinates project financing and debt service obligations; and serves as liaison to the Investment Advisory Committee.
- **Utility Billing** - Coordinates customer service orders, billing, and collecting water service payments; supports the City's water conservation program; provides financial information to the Water Commission.
- **Business License** - Administers the business license program including issuing new licenses and annual renewals of all City businesses; implementing gross receipt verification programs and providing mandated business license information to the State.
- **Cashiering and Public Counter** - Provides public counter and cashiering services at City Hall and processing of revenues from other City facilities.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Distribution of Timely Information to Decision Makers</b>					
Distribute Monthly Revenue and Expenditure Reports to Departments by end of Every Month with a 100% Success Ratio.	%	Efficiency	58%	95%	100%
Distribute and/or Present Financial Reports to City Council for Mid-Year, 3rd Quarter Review and Budget.	%	Effectiveness	100%	100%	100%
Present Monthly Investment Reports to City Council within 30 days of Each Month with 100% Success Ratio	%	Effectiveness	100%	100%	100%
<b>Accounting Management</b>					
Complete Monthly Bank Reconciliation within 30 days of month end with 100% Success Ratio	%	Efficiency	67%	100%	100%
Unqualified "Clean" Audit Opinion Obtained for CAFR	Yes/No	Effectiveness	Y	Y	Y
Annual Certificate of Achievement in Financial Reporting Obtained from the GFOA	Yes/No	Effectiveness	Y	Y	Y
<b>Budget Administration</b>					
Certificate of Achievement Obtained from the GFOA	Yes/No	Effectiveness	Y	Y	Y
<b>Accounts Payable</b>					
Complete Weekly Warrant Register by Friday With 100% Success Ratio	%	Efficiency	100%	100%	100%
Distribute 1099s by January 15 <sup>th</sup> of Each Year	Yes/No	Effectiveness	Y	Y	Y

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Payroll</b>					
Annual Covered Payroll	\$	Workload	\$18.901M	\$18.445M	\$18.741M
Distribute W-2s to employees annually no later than the 2 <sup>nd</sup> payroll in January	Yes/No	Effectiveness	Y	Y	Y
<b>Utility Billing</b>					
Number of Water Accounts	#	Workload	13,330	13,382	13,400
Percentage of Water Account Revenue Paid Electronically	%	Efficiency	18.3%	26.1%	28.0%
<b>Treasury Management</b>					
Average Portfolio Par Balance (City)	\$	Workload	\$45.3M	\$53.5M	\$54.5M
Variance Between City Portfolio and LAIF Book Rates of Return <i>City higher (City lower)</i>	%	Effectiveness	0.17%	0.400%	0.498%
<b>Licensing</b>					
Mail Monthly Business License Renewal Notices by the 15 <sup>th</sup> of Each Month With 100% Success Ratio	%	Efficiency	100%	100%	100%
<b>Cashiering Services</b>					
Annual Payments Processed at Public Counter	#	Workload	18,317	17,570	17,700

### 2014-2015 Major Accomplishments

- Upgraded document management in and Business license and Accounting with scanning records to customer account journal entries to improve efficient retrieval and record keeping.
- Completed required annual audits for the Single Audit Act, Prop. A, Prop. C, Measure R, and Air Quality Management District (AQMD) by the required deadlines with unqualified audit opinions.
- Received the Government Finance Officers Association (GFOA) Award for Distinguished Budget Presentation for the Fiscal Year 2014-15 Budget.
- Received the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2014.

- Increased earnings on Investments from June 2014 to the present by at least 0.525%.

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### **2015-2016 Major Goals and Objectives**

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- Per the Strategic Plan goal category to enhance and retain revenues:
  - Complete the upgrade to the latest version of the Pentamation Financial software. Completing the migration of all mission critical Finance reports in the new Cognos reporting system is the final phase in preparation of going live on Sungard/Pentamation 5.0. Target completion date is August 31, 2015
- Per the Strategic Plan goal to increase use and development of technology to benefit the community:
  - Actively market online electronic payment methods to the public to create easier ways for customers to pay their bills, such as business licensing by December 2015.
  - Research electronic options for distributing utility bills to customers who opt in to the program by June 2016.
  - Evaluate options to expand electronic document management through scanning, such as accounts payable invoices by June 2016.

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### **Primary Program Expenditure Explanations**

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1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Travel & Meeting Expenses (A/C 55510) of \$5,200, increased by \$1,700 due to allow for the City Treasurer's attendance at California Municipal Treasurers Association (CMTA) Annual Conference in April of 2016.
3. Bank Service Charges (A/C 55450) consist of merchant bank fees, credit card fees, safekeeping services, online parking permit, and bank service fees. Services increased due to utility customers paying their bills online or by credit cards.
4. Contract Services (A/C 59100) consist of services for the armor car deposit pick-up, sales and property tax audit, SB90 reimbursement, third party safekeeping services, document shredding, and off-site storage services.
5. Info Tech Charges (A/C 59801) are charged to each division to recover citywide technology services provided to each department as well as the replacement of computers, network equipment, and other technology costs. The allocation is based on an allocated benefit of technology services each department receives.
6. Liability Insurance Charges (A/C 59807) is calculated on the allocated cost of each department based on claims, personnel costs, facility costs and other factors.



Division by Fund

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4216 001 GENERAL FUND	555,380	520,310	542,955	571,611	550,209	619,706
209 PROP A TRANSIT FUND	910	82	0	804	796	0
211 PROP C TRANSIT FUND	910	82	0	804	797	0
215 AIR QUALITY FUND	1,302	1,213	1,969	1,803	1,801	1,803
253 WINTER 2014 FLOODS	0	0	420	0	0	0
289 CRA LOW MOD FUND	19,781	0	0	0	0	0
290 GLENDORA HSG. AUTHORITY	11,022	0	0	0	0	0
381 CRA PROJECT AREA #1	81,147	0	0	0	0	0
382 CRA PROJECT AREA #2	0	0	0	0	0	0
383 CRA PROJECT AREA #3	19,672	0	0	0	0	0
391 OBLIGATION PAYMENTS CRA#1	37,646	0	0	0	0	0
392 OBLIGATION PAYMENTS CRA#2	0	0	0	0	0	0
393 OBLIGATION PAYMENTS CRA#3	7,453	0	0	0	0	0
531 WATER OPERATIONS FUND	481,845	520,398	553,158	573,431	537,337	611,300
533 TRANSIT SYSTEM FUND	0	0	0	0	0	1,694
541 WORKERS COMPENSATION FUND	12,639	13,784	14,052	14,175	14,141	14,277
542 LIABILITY INSURANCE FUND	4,119	1,926	2,117	2,155	2,163	2,182
545 INFORMATION SYSTEMS FUND	0	0	0	0	0	0
548 TECHNOLOGY FUND	27,640	24,705	28,855	28,322	29,063	31,152
549 VEHICLE REPLACEMENT FUND	5,403	3,500	5,642	5,306	5,655	5,501
<b>FINANCE Total by Fund</b>	<b>1,266,869</b>	<b>1,086,002</b>	<b>1,149,166</b>	<b>1,198,411</b>	<b>1,141,962</b>	<b>1,287,615</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4216 Operations & Maint.	322,381	364,279	385,337	289,246	425,730	362,222
Salaries & Benefits	944,488	721,723	763,829	909,165	716,232	925,393
<b>FINANCE Total</b>	<b>1,266,869</b>	<b>1,086,002</b>	<b>1,149,166</b>	<b>1,198,411</b>	<b>1,141,962</b>	<b>1,287,615</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4216	41110	REGULAR TIME	704,711	494,241	560,789	665,350	527,953	666,770
	41120	OVERTIME	2,714	5,635	6,701	0	2,595	0
	41210	PART TIME	19,107	57,776	10,653	0	0	0
	41310	HOLIDAY PAY	0	294	0	0	0	0
	41360	VEHICLE ALLOWANCE	2,812	1,020	1,600	1,512	638	1,512
	42110	RETIREMENT	90,987	69,800	84,305	112,995	89,718	125,103
	42290	FLEX BENEFIT	104,282	77,671	83,583	107,584	80,234	109,941
	42310	EMPLOYER PAID BENEFITS	17,252	12,700	13,557	18,214	12,364	17,847
	42520	WORKERS COMP	2,624	2,585	2,640	3,510	2,730	4,220
	45100	TEMPORARY IN LIEU OF PERM	0	0	0	0	0	0
	45200	CONTRACT EMPLOYEES	0	0	0	0	0	0
	51110	OFFICE SUPPLIES	7,229	11,342	11,793	10,300	11,212	11,400
	51115	OFFICE EQUIP./FURNITURE	415	0	1,659	1,000	1,000	1,000
	51350	SUBSCRIPTIONS & PUBLICAT	689	450	0	700	450	700
	51400	BUILDING MATERIAL & SUPPL	0	0	0	0	0	0
	51520	EQUIPMENT RENTAL	0	0	0	0	0	0
	51560	OPERATING LEASES	15,258	6,889	1,537	2,300	1,811	2,400
	51720	UNIFORM REIMBURSEMENT	0	0	0	0	0	0
	51750	FOOD SUPPLIES	346	393	406	500	418	500
	52300	SIGNS & BARRICADES	0	0	0	0	0	0
	55110	AUDIT SERVICES	0	0	0	0	0	0
	55200	LEGAL SERVICES	184	0	0	200	200	200
	55320	PRINTING/REPRODUCTION	4,153	5,642	5,262	6,300	6,565	6,500
	55340	POSTAGE	10,294	9,873	12,401	9,900	9,850	9,900
	55350	MISCELLANEOUS EXPENSE	0	0	420	0	1,045	1,100
	55400	DUES & MEMBERSHIPS	2,734	1,784	2,768	2,800	2,738	3,000
	55450	BANK SERVICE CHARGES	81,571	86,720	88,437	78,300	98,128	99,200
	55510	TRAVEL & MEETING EXPENSE	1,668	2,298	1,724	3,500	2,500	5,200
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	4,839	2,859	1,520	3,800	3,111	3,800
	56200	EQUIPMENT REPAIR & MAINT	0	0	0	400	0	400
	57050	PHONE	922	1,046	1,142	1,100	1,185	1,200
	59100	CONT SVCS	57,672	100,551	145,108	46,000	163,373	73,195
	59801	INFO TECH CHARGES	92,148	92,148	46,364	100,620	100,620	113,393
	59802	INFO TECH LEASES	29,660	29,660	50,250	6,066	6,066	0
	59803	COMMUNICATION CHARGES	0	0	0	0	0	0
	59807	LIABILITY INS. CHARGES	12,066	11,610	13,061	13,975	13,975	28,639
	59809	UNEMPLOYMENT INSURANCE	534	792	1,485	1,485	1,485	495
	59936	USE TAX	0	222	0	0	0	0
<b>FINANCE Total</b>			<b>1,266,869</b>	<b>1,086,002</b>	<b>1,149,166</b>	<b>1,198,411</b>	<b>1,141,962</b>	<b>1,287,615</b>

**Information Systems Technology (No. 4219 & 4221)**

**Program Description**

The Information Systems Technology Division is responsible for maintaining the City’s computer equipment, the City-wide network/email/internet/intranet system, and operating program software. The Division is also responsible for evaluating new computer equipment software and technologies to enhance the City’s data processing automation. The Division ensures that the City’s information technology resources are effectively managed and used as key organizational tools in improving productivity, customer service, and public access to City information through network support, procurement, and design and implementation of automated systems.

**Performance Measurements**

Performance Measures	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Information Technology</b>					
# of PCs Supported	#	Workload	219	221	223
Number of Maintenance/Support Requests	#	Workload	1,471	1,403	1,507
Percentage of Maintenance/Support Responded to Within One Business Day	%	Efficiency	100%	100%	100%
Percentage of Maintenance/Support Requests Resolved Within One Business Day	%	Effectiveness	82%	93%	90%
Social Media Reach (Facebook Likes/ Twitter Followers)	#	Effectiveness	201 Likes/ 1334 Followers	850 Likes/ 1975 Followers	1500 Likes/ 2750 Followers

**2014-2015 Major Accomplishments**

- Completed construction of a new IT building in the rear lot of the Police facility. The IT staff moved in ahead of schedule (early November) and are realizing benefits of efficiencies and reduced costs by integrating City/Police IT operations.
- Per the Strategic Plan goal to increase use and development of technology to benefit the community, the Division:
  - Presented an update at the City Council meeting of February 10, 2015 providing a comprehensive discussion on the many options available to the public to be informed.
  - Expanded the coverage of the City’s Wi-Fi Network to include the Teen Center, Water, La Fetra Center and Legion Building facilities.

- Expanded the city's social media reach by an estimated 323% on Facebook and 48% on Twitter with an aggressive outreach campaign.
- Implemented Instagram and YouTube applications. Instagram caters to users looking specifically for photographs and YouTube is instrumental in developing video content. This was completed before October 31, 2014.
- Facilitated the updates to the Utility Billing database to comply with reporting requirements related to the Water Conservation efforts imposed by the State.

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### **2015-2016 Major Goals and Objectives**

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- Per the Strategic Plan goal category to enhance and retain revenues, the division is assisting the Finance Staff in completing the upgrade to the latest version of the Pentamation Financial software. The Division working on the migration of all mission critical Finance reports in the new Cognos reporting system. This is the final phase in preparation of going live on Sungard/Pentamation 5.0, the upgrade to the existing financial software application. Target completion date is August 31, 2015
- Per the Strategic Plan goal to increase use and development of technology to benefit the community, the Division is:
  - Reaching out to the community through an online survey to determine the communication effectiveness of the website and social media. Make adjustments to the website in accordance with analytic reports and feedback from the survey. Target completion is August 2015.
  - Coordinating an upgrade to the City's website to be more user-friendly. Improvements will include a new dynamic homepage design, advanced menu/navigation layout, and a mobile webpage enhancement. Target completion is before December 31, 2015.
  - Expanding the social media reach by a target 75% on Facebook and 40% on Twitter. Develop dynamic content through all social media outlets and continue to engage the public through community events, social media booth displays and targeted advertising.
  - Researching and evaluating mobile software applications that will improve the City's customer relationship management. Target completion is before December 31, 2015.
- Upgrade the City's Point-to-Point wireless links that provide all network communications to the Water, Street, La Fetra, Legion, Transportation, Pompei Park, Teen Center, and Parks facilities. The upgrade improves network speed up to 10 times faster than the current system. It will be easier to manage and will provide the infrastructure needed for other software and networking requirements. Target completion date is June 30, 2016.

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### **Primary Program Expenditure Explanations**

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1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%. Increases also include upgrading the part-time Digital Media Specialist to a full time position in the FY16 budget.
2. Computer Repair & Maintenance (A/C 56230) account for the replacements of IT equipment. In FY15, it these costs were tracked in a separate division 4221.
3. Software Maintenance Contract (A/C 59100.60) increased by \$20,580 due to scheduled annual percentage increases to software maintenance costs.
4. Network Maintenance Contract (A/C 59100.61) increased by \$2,100 to cover added expenses for network offsite backup and recovery.
5. Machinery & Equipment (A/C 72000) has a budget of \$40,368 for new software and equipment for the Library, Finance and other departments to improve efficiencies in providing services to the community.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4219 321 CAPITAL PROJECTS FUND	0	0	0	0	0	0
545 INFORMATION SYSTEMS FUND	0	0	0	0	0	0
548 TECHNOLOGY FUND	500,514	636,486	668,263	601,018	571,710	727,875
<b>INFO SYSTEMS Total by Fund</b>	<b>500,514</b>	<b>636,486</b>	<b>668,263</b>	<b>601,018</b>	<b>571,710</b>	<b>727,875</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4219 Capital Outlay	95,815	153,176	178,053	26,821	12,730	40,368
Operations & Maint.	221,683	250,427	244,182	296,365	279,646	344,390
Salaries & Benefits	183,017	232,882	246,028	277,832	279,334	343,117
<b>INFO SYSTEMS Total</b>	<b>500,514</b>	<b>636,486</b>	<b>668,263</b>	<b>601,018</b>	<b>571,710</b>	<b>727,875</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4219	41110	REGULAR TIME	140,698	175,451	168,683	183,584	185,410	250,265
	41120	OVERTIME	1,809	1,640	54	0	3,294	0
	41210	PART TIME	0	0	22,340	30,264	26,154	0
	41360	VEHICLE ALLOWANCE	0	0	0	0	0	0
	42110	RETIREMENT	17,499	24,618	25,997	32,006	31,907	46,457
	42111	PARS RETIREMENT	0	0	0	0	0	0
	42290	FLEX BENEFIT	18,069	25,213	22,876	25,140	25,213	36,246
	42310	EMPLOYER PAID BENEFITS	3,986	4,516	4,436	5,253	5,060	7,774
	42520	WORKERS COMP	954	1,445	1,641	1,585	2,296	2,376
	51110	OFFICE SUPPLIES	296	249	295	500	700	500
	51115	OFFICE EQUIP./FURNITURE	3,485	301	0	0	0	0
	51120	COMPUTER SUPPLIES	174	0	0	0	0	0
	51350	SUBSCRIPTIONS & PUBLICAT	0	0	0	0	0	0
	51500	EQUIPMENT PARTS & SUPPLY	1,899	2,144	1,591	1,750	1,750	1,750
	51500.60	SOFTWARE	(0)	35,316	8,975	15,000	15,000	15,000
	51500.61	NETWORK EQUIP PARTS	2,083	884	1,197	4,000	6,955	4,000
	55320	PRINTING/REPRODUCTION	1,339	3,380	3,948	5,305	3,000	3,000
	55320.10	PRINTING CONSUMABLES	14,652	11,337	11,084	14,226	15,000	15,000
	55320.20	PRINTER MAINT	4,111	5,052	5,568	4,650	4,650	4,650
	55340	POSTAGE	3	0	0	0	0	0
	55356	RETIREMENT PAYOUT	9,798	0	0	0	0	0
	55400	DUES & MEMBERSHIPS	240	240	240	240	240	240
	55450	BANK SERVICE CHARGES	435	1,871	1,588	2,100	2,000	2,100
	55510	TRAVEL & MEETING EXPENSE	0	5,039	0	0	250	0
	55600	TRAINING & EDUCATION	0	0	3,329	10,000	7,500	10,000
	56200	EQUIPMENT REPAIR & MAINT	0	0	0	0	0	0
	56230	COMPUTER REPAIR & MAINT	32,915	30,116	28,043	2,480	2,000	30,000
	57055	INTERNET	23,427	23,136	23,146	25,000	24,000	24,356
	59100	CONT SVCS	702	0	0	0	0	0
	59100.60	SOFTWARE MAINT CONTR	120,616	127,853	149,809	201,214	185,000	221,794
	59100.61	NETWORK MAINT CONTR	5,236	3,286	4,798	9,900	10,500	12,000
	59120	INSPECTION SERVICES	120	0	190	0	300	0
	59150	COMPTR SUPPT&MAINT CONT	0	0	0	0	0	0
	59525	CERT. RENEWALS/CLASS B EX	150	0	0	0	0	0
	59936	USE TAX	0	224	381	0	800	0
	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	40,368
	72000.01	M&E-CITY CLERK	0	0	0	0	0	0
	72000.42	M&E-FINANCE	0	0	0	20,821	11,882	0
	72000.66	M&E-BUILDING	0	32,205	0	0	849	0
	72000.68	BIDWELL NETWORK/POWER	0	0	0	6,000	0	0
	79200	DEPR MACHIN & EQUIPMENT	0	0	0	0	0	0
	79200.66	M&E DEPR-BUILD'G & SAFETY	0	0	0	0	0	0
	79600	DEP EXP-INFO SYSTEM (ISF)	95,815	120,971	178,053	0	0	0
<b>INFO SYSTEMS Total</b>			<b>500,514</b>	<b>636,486</b>	<b>668,263</b>	<b>601,018</b>	<b>571,710</b>	<b>727,875</b>

Division by Fund

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4221 548 TECHNOLOGY FUND	0	0	0	70,750	55,500	0
<b>IT REPLACEMENT Total by Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,750</b>	<b>55,500</b>	<b>0</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4221 Capital Outlay	0	0	0	40,750	30,750	0
Operations & Maint.	0	0	0	30,000	24,750	0
<b>IT REPLACEMENT Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,750</b>	<b>55,500</b>	<b>0</b>

Division Expense by Line-Item

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4221	56230.01	SERVER UPGRADES	0	0	8,000	6,000	0
	56230.02	PC UPGRADES	0	0	14,000	11,000	0
	56230.03	LCD SCREENS/TV/VIDEOS	0	0	4,500	4,500	0
	56230.04	UPS/BATTERIES	0	0	1,500	1,000	0
	56230.05	MISC. COMPUTER PARTS	0	0	2,000	2,000	0
	56230.51	PD - SERVER UPGRADE	0	0	0	0	0
	56230.52	PD - PC UPGRADES	0	0	0	0	0
	56230.53	PD LCD SCREENS/TVS/VIDEO	0	0	0	0	0
	56230.54	UPS/BATTERIES	0	0	0	150	0
	56230.55	PD - MISC COMPUTER PARTS	0	0	0	0	0
	59936	USE TAX	0	0	0	100	0
	72000.65	ICONICS MOBILE HMI - PW	0	0	10,000	0	0
	72000.70	MACHINERY & EQUIPMENT	0	0	9,000	9,000	0
	72000.71	LEAP - LIBRARY	0	0	21,750	21,750	0
	<b>IT REPLACEMENT Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,750</b>	<b>55,500</b>	<b>0</b>

**Non-Departmental (No. 4306)**

**Program Description**

The Non-Departmental Division represents a cost center that captures expenditures that benefit City operations as a whole, but are not clearly associated with a particular City department. There are generally no personnel costs attributed to this Division. The Division includes costs for the annual audit services, principal and interest payment for the Pension Obligation Bond, post-employment expenses as well as the charge by L.A. County for property tax administration. The Division is often used for budgeting anticipated impacts of labor negotiations not yet adopted by the City Council.

**Primary Program Expenditure Explanations**

1. The principal (A/C 80000) of \$2,882,916, and interest (A/C 81000) of \$2,029,754 represents the annual payment for the 2009 Taxable Pension Obligation Bonds, Series A, Pinnacle Public Finance for the Energy Efficiency Project, CSDA Water & Wastewater Revenue Bonds 2006 Series A, 2012 Series A, and the Glendora Successor Agency 1998, 2003, and 2006 Series A and B Tax Allocation Refunding Bonds.
2. Contract services category (A/C 59100) represents \$2,500 budgeted for the trustee fee for the 2009 Taxable Pension Obligation Bonds, Series A.
3. Employer Paid Benefits (A/C 42310) consists of retiree health benefits negotiated by each bargaining units and the increase of \$11,551 from prior fiscal year is due to increase of employee retirees.
4. Audit Services (A/C 55110) of \$21,450 represents the General Fund portion of costs for the City-wide annual audit for FY 2014-15.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4306 001 GENERAL FUND	1,089,697	907,505	936,172	984,875	978,110	1,010,329
206 PARK & REC FACILITIES FD	3,325	0	0	0	0	0
215 AIR QUALITY FUND	0	0	0	0	0	0
216 AB 939 ENVIRONMENTAL SVCS	3,325	0	(2)	0	0	0
222 MEASURE R TRANSP. 2009	4,433	0	0	0	0	0
321 CAPITAL PROJECTS FUND	0	0	0	20,000	24,386	0
401 PENSION OBLIGATION BONDS	0	0	0	0	0	0
405 ENERGY EFFICIENT PROJECT	0	0	0	101,307	101,307	66,933
481 CRA DEBT SERVICE AREA #1	1,699,889	0	0	0	0	0
482 CRA DEBT SER#2 (93,98,03)	0	0	0	0	0	0
483 CRA DEBT SER#3 (93, '98)	210,000	0	0	0	0	0
491 DEBT OBLIGATIONS CRA#1	427,600	947,010	899,162	2,052,094	2,052,094	2,046,790
492 DEBT OBLIGATIONS CRA#2	0	0	0	0	0	0
493 DEBT OBLIGATIONS CRA#3	0	0	0	0	0	0
528 WATER CAPITAL RECOVERY FD	0	0	0	0	0	0
531 WATER OPERATIONS FUND	718,132	1,080,496	1,080,685	2,148,873	2,148,873	2,134,409
533 TRANSIT SYSTEM FUND	15,078	15,108	15,200	16,500	15,550	16,500
<b>NON-DEPARTMENTAL Total by Fund</b>	<b>4,171,479</b>	<b>2,950,119</b>	<b>2,931,217</b>	<b>5,323,649</b>	<b>5,320,320</b>	<b>5,274,962</b>



Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4306 Capital Outlay	0	0	0	0	0	0
Debt Service	3,648,693	2,643,243	2,606,963	4,952,491	4,952,491	4,912,671
Operations & Maint.	390,163	166,800	180,150	216,138	216,309	195,720
Salaries & Benefits	132,623	140,076	144,104	155,020	151,520	166,571
<b>NON-DEPARTMENTAL Total</b>	<b>4,171,479</b>	<b>2,950,119</b>	<b>2,931,217</b>	<b>5,323,649</b>	<b>5,320,320</b>	<b>5,274,962</b>

Division Expense by Line-Item

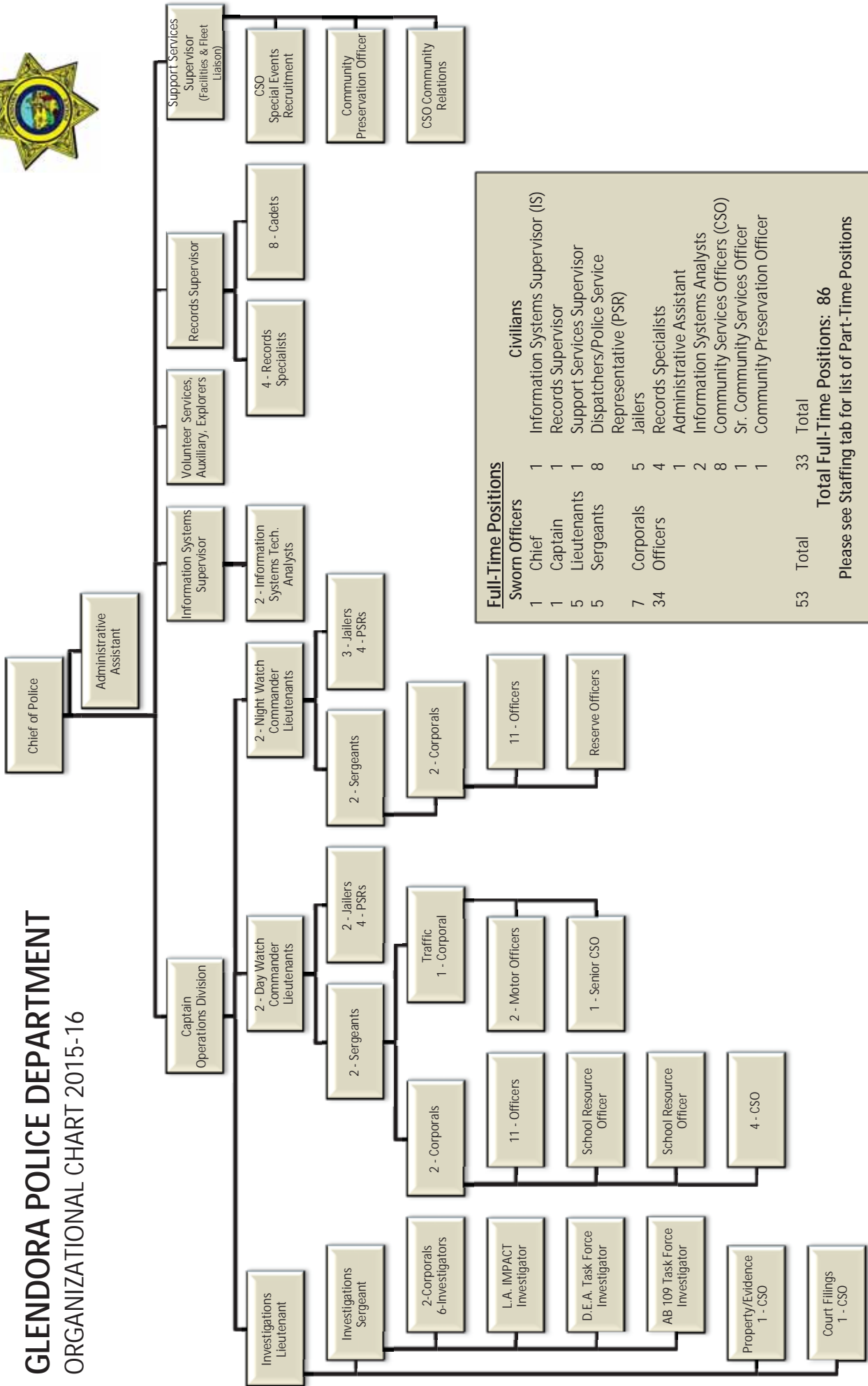
Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4306	41112	0	0	0	5,000	1,500	5,000
	42310	132,623	140,076	144,104	150,020	150,020	161,571
	51110	(1,652)	(14,414)	(19,202)	2,000	160	2,000
	51500	0	153	0	300	200	300
	55110	20,124	24,375	21,378	22,638	22,638	21,450
	55320	3,603	5,736	4,111	7,000	6,125	7,000
	55340	380	400	440	0	100	200
	55350	35,251	3,695	618	2,100	2,100	1,100
	55351	0	0	0	0	0	0
	55355	0	0	0	0	0	0
	55356	0	0	0	0	0	0
	55400	53,845	52,475	55,698	57,100	56,150	57,700
	55450	2,063	818	6,544	9,500	9,479	9,500
	55460	0	0	0	0	0	0
	55700	26,795	20,794	30,054	18,000	18,000	18,000
	57210	155,088	72,506	73,012	75,000	74,471	75,970
	59100	2,500	0	7,500	2,500	2,500	2,500
	59100.39	0	0	0	0	0	0
	59100.43	22,166	0	(2)	20,000	24,386	0
	59210	0	0	0	0	0	0
	59600	70,000	0	0	0	0	0
	59936	0	263	0	0	0	0
	79200	0	0	0	0	0	0
	8000	0	0	0	0	0	0
	80000	1,365,000	331,474	395,000	2,792,508	2,792,508	2,882,916
	81000	1,939,993	2,311,769	2,211,963	2,159,983	2,159,983	2,029,754
	81050	343,700	0	0	0	0	0
	<b>NON-DEPARTMENTAL Total</b>	<b>4,171,479</b>	<b>2,950,119</b>	<b>2,931,217</b>	<b>5,323,649</b>	<b>5,320,320</b>	<b>5,274,962</b>

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# GLENDORA POLICE DEPARTMENT

## ORGANIZATIONAL CHART 2015-16



Full-Time Positions	
<b>Sworn Officers</b>	<b>Civilians</b>
1 Chief	1 Information Systems Supervisor (S)
1 Captain	1 Records Supervisor
5 Lieutenants	1 Support Services Supervisor
5 Sergeants	8 Dispatchers/Police Service Representative (PSR)
7 Corporals	5 Jailers
34 Officers	4 Records Specialists
	1 Administrative Assistant
	2 Information Systems Analysts
	8 Community Services Officers (CSO)
	1 Sr. Community Services Officer
	1 Community Preservation Officer
53 Total	33 Total
<b>Total Full-Time Positions: 86</b>	
Please see Staffing tab for list of Part-Time Positions	

# Authorized Positions

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Police Department</b>					
<i>Full-Time Positions</i>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Info. Systems Tech. Supervisor	1.00	1.00	1.00	1.00	1.00
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	5.00	5.00	5.00	5.00	5.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00
Info. Systems Tech. Analyst	2.00	2.00	1.50	1.50	1.50
Animal Control Officer	1.00	1.00	-	-	-
Police Service Rep I (Dispatcher)	5.00	5.00	5.00	5.00	5.00
Police Service Rep II (Disp/Jailer)	3.00	3.00	3.00	3.00	3.00
Police Records Specialist	6.00	5.00	4.00	4.00	4.00
Community Preservation Officer	3.00	1.00	1.00	1.00	1.00
Jailer	5.00	5.00	5.00	5.00	5.00
Community Services Officer	6.00	6.00	8.00	8.00	8.00
Sr. Community Services Officer	1.00	1.00	1.00	1.00	1.00
Police Officer	33.00	32.00	32.00	33.00	34.00
Police Corporal	7.00	7.00	7.00	7.00	7.00
<i>Part-Time Positions</i>					
Animal Control Officer	-	1.31	-	-	-
Community Preservation Officer	0.58	0.58	-	-	-
Community Services Officer	-	1.41	0.44	0.50	0.50
Police Service Representative I	0.19	0.43	0.96	0.82	0.51
Police Service Representative II	0.24	0.24	0.24	0.24	0.39
Police Records Specialist	-	-	-	-	-
Police Officer	1.06	1.06	1.70	1.75	1.33
Police Sergeant	-	-	-	0.46	-
Crossing Guard	-	-	-	-	-
Police Cadet	3.50	4.00	3.74	3.50	3.75
Reserve Police Officer	0.24	0.48	0.48	0.48	0.48
Court Liaison Officer	0.24	0.39	0.39	0.46	-
Emergency Services Coordinator	-	-	0.34	-	-
Civilian Background Investigator	0.24	0.24	0.24	-	-
<b>Total Full-Time</b>	88.00	84.00	83.50	84.50	85.50
<b>Total Part-Time</b>	6.29	10.14	8.52	8.20	6.95
<b>Total Department FTE</b>	94.29	94.14	92.02	92.70	92.45

**Administration (No. 5126)**

**Program Description**

The Administration Services Division is led by the Chief of Police. The Administration Services Division is comprised of one (1) Captain, (1) Administrative Assistant, one (1) Support Services Supervisor and one (1) Community Services Officer.

The Division provides administrative and operations support for the Police Department. The Division handles human resource issues, recruitment and hiring for the Police Department. The Division is managed by the Chief of Police and supervised by the Support Services Supervisor. In addition to supervisory duties, the Support Services Supervisor acts as the Jail Manager. The jail is audited and inspected by eight outside regulatory agencies including the State Board of Corrections, Los Angeles County Grand Jury, the Health Department, and Fire Department.

The specific service activities are as follows:

- Develop programs and policies that ensure effective and efficient service delivery models.
- Manage overall Department operations.
- Manage police personnel hiring processes and personnel files.
- Manage Department budget through control, preparation, and accounts payable.
- Maintain jail facilities in order to reduce liability and receive full compliance inspection reviews from all regulatory agencies authorized to conduct jail audits and inspections.

**Performance Measurements**

<b>Performance Measurements</b>	<b>Unit of Measure</b>	<b>Type of Indicator</b>	<b>Actual 2013-14</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>
Supervisors conduct an annual review of 16 key policies related to critical incidents and performance with field personnel.	#	Workload	16	16	16
Liaison with school district officials to maintain dialogue related to enhanced youth safety and criminal prevention strategies by attending PTA, Articulation, and Coordinated School Health meetings.	%	Effectiveness	100%	100%	100%
Maintain POST training standards for each officer by coordinating and scheduling required training.	#	Workload	51	52	52
Maintain jail compliance standards and correct any deficiencies discovered on annual audits by the eight jail regulatory agencies.	%	Effectiveness	100%	100%	100%

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**2014-2015 Major Accomplishments**

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- The Lexipol Law Enforcement Policy Manual was implemented and replaced the previous policy and procedures manual.
- A 2014 annual report was completed. Copies were distributed to employees and an electronic version was placed on the city website. A link to the report was provided to previous citizen academy graduates and retirees from the department.
- The Coffee with a Cop program was implemented. Several locations were used throughout the city which includes the Village, Barnes & Noble, and Citrus College.
- Maintained jail facilities and received full compliance inspection reviews from all regulatory agencies authorized to conduct jail audits and inspections. Receiving a compliance rating assists in avoiding unnecessary and unwarranted litigation claims that can arise with the operation of a jail facility.
- Patrol watch commanders met with each school principal at the beginning of the school year and again halfway through the year. The purpose is to enhance the relationships on an operational level to maximize youth safety and crime prevention strategies.

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**2015-2016 Major Goals and Objectives**

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- Continue to use the District Policing system that divides the city into four policing districts for accountability and improved resident communication. Quality-of-life and long-term problems are handled by permanently-assigned District Commanders. Conduct quarterly Accountability Meetings with the Chief of Police and all District Commanders.
- Supervisors and command staff to manage traffic grants (DUI & Distracted Driver) to ensure compliance with grant guidelines. This will allow for resources to improve traffic safety, combat minor alcohol consumption, and reduce the need for General Funds for these activities. Meet grant requirements by September 2015.
- Captain and watch commanders to meet quarterly with the Los Angeles County Fire Department's local command staff to facilitate communication, problem solving, and planning issues of mutual concern.
- Chief and Captain to review monthly supervisory audits to ensure compliance with department policy and values.
- Captain to review and update the Colby Impact Area Emergency Preparedness Plan every quarter.

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**Primary Program Expenditure Explanations**

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1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Safety Supplies category (A/C 51510) consists of \$35,000 for duty and range ammunition purchase of new and replacement ballistic vests, and other safety supplies such as weapons, TASERS, and less lethal equipment.
3. Uniform Reimbursement category (A/C 51720) consists of \$13,000 for the purchase of uniforms for new employees and annual uniform reimbursement for existing employees.
4. Training and Education category (A/C 55600) consists of \$20,000 for training expenses for non-sworn employees and training not reimbursed by the State from Police Officers Standards and Training (POST)
5. POST Training category (A/C 55610) consists of \$34,000 for State-mandated training for Police Officers. These costs are reimbursed from the State by P.O.S.T.
6. Contract Services category (A/C 59100) consists of \$65,000 for the Foothill Air Support Team (FAST) helicopter contract, new employee credit checks, and Los Angeles County Jail booking fees and new employee background check services.

7. Info Tech Charges (A/C 59801) are charged to each division to recover citywide technology services provided to each department as well as the replacement of computers, network equipment, and other technology costs. The allocation is based on an allocated benefit of technology services each department receives.
8. Vehicle Charges (A/C 59805) are allocated based on the number and the type of vehicles, related equipment and fuel used by each department. The allocations were updated this budget cycle to include fuel. Charges for vehicle purchases were absorbed by the Vehicle fund for Fiscal Year 2015-16.

Division by Fund		Budget FYE 2015-2016				
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5126 001 GENERAL FUND	2,030,789	2,220,667	2,306,090	2,314,441	2,356,038	2,360,333
207 GRANTS	13,570	2,785	10,289	0	1,877	0
208 ASSET FORFEITURE FUND	0	14,141	23,120	50,200	52,312	22,000
655 TRUST FUND	0	0	0	0	0	0
<b>POLICE ADMIN Total by Fund</b>	<b>2,044,359</b>	<b>2,237,594</b>	<b>2,339,499</b>	<b>2,364,641</b>	<b>2,410,227</b>	<b>2,382,333</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5126 Grants / Other Expenses	0	0	5,165	0	687	0
Operations & Maint.	1,368,245	1,445,702	1,529,500	1,568,278	1,594,768	1,551,874
Salaries & Benefits	676,114	791,892	804,835	796,363	814,772	830,459
<b>POLICE ADMIN Total</b>	<b>2,044,359</b>	<b>2,237,594</b>	<b>2,339,499</b>	<b>2,364,641</b>	<b>2,410,227</b>	<b>2,382,333</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5126	41110	REGULAR TIME	482,419	549,500	563,413	546,374	549,605	550,759
	41120	OVERTIME	3,958	4,489	328	2,500	113	750
	41120.79	O/T FOOTHILL AIR SUPPORT	5,270	6,023	5,602	0	3,577	0
	41210	PART TIME	0	0	0	0	0	0
	41310	HOLIDAY PAY	0	0	0	713	0	713
	41360	VEHICLE ALLOWANCE	3,515	3,611	3,611	3,600	3,611	3,600
	41370	UNIFORM ALLOWANCE	4,150	4,425	4,000	2,350	4,350	2,350
	42110	RETIREMENT	114,065	139,747	142,930	150,896	163,015	175,315
	42290	FLEX BENEFIT	43,555	57,136	57,159	58,425	58,724	60,373
	42310	EMPLOYER PAID BENEFITS	5,623	5,860	6,921	8,168	8,271	8,346
	42520	WORKERS COMP	13,561	21,101	20,872	23,337	23,506	28,253
	51110	OFFICE SUPPLIES	533	2,561	4,699	4,000	4,000	4,000
	51115	OFFICE EQUIP./FURNITURE	326	2,715	1,582	0	0	0
	51125	TROPHIES/PLAQUES/PLATES	1,556	2,002	7,569	500	5,000	3,500
	51200	DIVISION SUPPLIES	2,163	2,542	1,640	1,300	1,000	1,000
	51210	K-9 SUPPLIES	0	0	0	18,000	18,000	0
	51210.01	K-9 KENNEL CONSTRUCTION	0	0	0	0	0	0
	51210.02	K-9 TRAINING SAFETY EQUIP	0	0	0	0	0	0
	51220	SET SUPPLIES	580	0	0	0	0	0
	51350	SUBSCRIPTIONS & PUBLICAT	782	689	1,003	600	1,100	600
	51400	BUILDING MATERIAL & SUPPL	2,521	7,166	4,283	4,500	2,500	4,000
	51500	EQUIPMENT PARTS & SUPPLY	187	1,216	0	0	0	0
	51510	SAFETY SUPPLIES	28,150	36,412	8,086	35,000	30,000	35,000
	51510.01	BULLETPROOF VESTS	13,570	15,976	5,031	0	3,139	2,000
	51520	EQUIPMENT RENTAL	345	1,338	0	500	500	500
	51550	PHOTOGRAPHIC SUPPLIES	806	3,099	1,457	1,400	1,400	1,400
	51710	CLOTHING SUPPLIES	631	619	3,917	0	3,005	2,200
	51720	UNIFORM REIMBURSEMENT	21,303	21,811	17,945	13,000	17,945	13,000
	51750	FOOD SUPPLIES	4,912	10,196	12,471	10,000	10,000	10,000
	52300	SIGNS & BARRICADES	94	739	0	0	0	0
	55130	MEDICAL	229	0	0	0	0	0
	55200	LEGAL SERVICES	0	0	0	10,000	2,000	10,000
	55320	PRINTING/REPRODUCTION	4,960	6,003	5,695	3,000	5,000	3,000
	55340	POSTAGE	6,617	7,487	7,704	5,500	5,700	5,500
	55350	MISCELLANEOUS EXPENSE	640	1,066	299	0	1,300	1,300
	55400	DUES & MEMBERSHIPS	3,961	5,196	5,396	3,000	5,396	4,137
	55510	TRAVEL & MEETING EXPENSE	7,992	12,903	11,292	9,000	5,600	8,000
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	25,741	31,238	14,030	20,000	20,000	20,000
	55610	POST TRAINING	21,188	31,946	37,371	34,000	29,000	34,000
	56100	BUILDING REPAIR & MAINT	2,291	85	0	0	500	500
	56200	EQUIPMENT REPAIR & MAINT	198	406	1,055	1,000	1,000	1,000
	57060	CABLE TV SERVICE	526	581	722	500	1,500	1,500
	57100	ELECTRIC	76,698	83,285	87,061	80,000	90,158	91,960
	57150	GAS	7,987	10,284	9,222	10,700	7,097	8,000
	57160	WATER	0	0	0	0	0	0
	59100	CONT SVCS	43,624	44,415	79,338	45,000	65,000	65,000
	59100.48	COM-NET	0	0	0	32,200	32,200	20,000
	59520	FINGER PRINTING	653	0	0	0	0	0
	59525	CERT. RENEWALS/CLASS B EX	429	242	0	500	500	500
	59801	INFO TECH CHARGES	126,116	126,116	223,201	335,942	335,942	395,893



Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Recom.
5126	59802	INFO TECH LEASES	143,706	143,706	51,250	30,941	30,941	0
	59803	COMMUNICATION CHARGES	0	0	0	0	0	0
	59804	COMMUNICATION LEASES	0	0	0	0	0	0
	59805	VEHICLE CHARGES	362,920	301,670	349,663	272,400	272,400	388,491
	59806	VEHICLE LEASES	218,370	218,370	212,891	202,163	202,163	0
	59807	LIABILITY INS. CHARGES	196,765	255,795	287,763	307,906	307,906	404,996
	59808	PROPERTY INS. CHARGES	29,472	38,315	43,035	43,035	43,035	0
	59809	UNEMPLOYMENT INSURANCE	8,704	17,435	32,691	32,691	32,691	10,897
	59936	USE TAX	0	78	137	0	150	0
	60310	HOMELAND SECURITY GRANT	0	0	0	0	0	0
	61310	ABC GRANT	0	0	0	0	0	0
	61310.01	ABC-MINOR DECOY DETAIL	0	0	2,186	0	0	0
	61310.02	ABC-SHOULDER TAP DETAIL	0	0	2,979	0	0	0
	61310.03	ABC-BENEFITS	0	0	0	0	687	0
	61320	DGS GRANT	0	0	0	0	0	0
<b>POLICE ADMIN Total</b>			<b>2,044,359</b>	<b>2,237,594</b>	<b>2,339,499</b>	<b>2,364,641</b>	<b>2,410,227</b>	<b>2,382,333</b>

**Patrol (No. 5127)****Program Description**

The Patrol Bureau's primary mission is to enhance the safety and security of the community by providing professional law enforcement services. There are 62 employees assigned to the Patrol Bureau, comprised of four (4) Lieutenants, four (4) Sergeants, twenty-seven (27) sworn Officers (which includes four Corporals and a K-9 Officer), two (2) School Resource Officers, eight (8) full-time Police Service Representatives (dispatchers), three (3) part-time Police Service Representatives (dispatchers), five (5) Jailers, five (5) Reserve Police Officers, and four (4) Community Service Officers (CSOs). These employees provide 24/7 public safety through field units, the communication center, and jail operations. Patrol Officers are assigned to one of four patrol beats (geographic areas) and are supported by Motorcycle Traffic Officers. The field Sergeant supervises field personnel and the Lieutenant Watch Commander manages the jail, dispatch center, and the entire shift operations. Jailers book, process, and supervise inmates in the jail, pending transportation to court. The Police Service Representatives are Public Safety Dispatchers answering business and emergency calls for police and fire services. They dispatch, monitor, and coordinate field units' responses to calls for service. The Glendora Police Department jail is projected to process 2524 prisoners in FY 2014-15 which includes prisoners processed for Irwindale PD.

The specific service activities are as follows:

- Patrol Bureau personnel will continue to maintain a minimum average response time of four minutes or less to emergency calls for service to ensure the highest public safety response.
- Patrol Bureau personnel will attempt to solve any District Policing Problems in an effort to reduce crime and enhance the quality of life in Glendora. Problems that require longer term solutions will be handled as a Community-Based Policing project. COPS projects are assigned to an officer to oversee and continually update.
- Patrol Bureau personnel will attend at least six Mandatory Force Training (MFT) sessions annually to reinforce perishable skills in defensive tactics and weapons training to minimize liability and enhance the safety and efficiency of first responders.
- Patrol Bureau personnel will be formally audited twelve (12) times per year on their handling of incidents by their supervisor to monitor and maintain the highest quality of service and identify training or equipment needs. The audit is to include reviews of audio recordings, video recordings, follow up contact with persons the officer has interacted with, and a review of computer records.
- Patrol Lieutenants will conduct twelve (12) "Start to Finish" audits each year, the primary purpose is to discover systematic problems with policies and procedures beginning with the CAD report, reviewing police reports and booking sheets, verifying that evidence was booked properly and reviewing investigative follow up with the goal to reduce liability and ensure the highest level of service to the public.
- Police Service Representatives (dispatchers) will be audited three (3) times a month by a Patrol Lieutenant to ensure that both emergency and non-emergency phone calls are handled within policy, striving for the highest level of customer service.
- Patrol Bureau will continue to proactively enforce alcohol and drug usage laws pertaining to driving under the influence of alcohol/drugs, being under the influence of drugs, and possession of drugs in order to reduce serious crimes associated with these types of chemical abuses.
- Patrol Bureau personnel will continue to assist schools and colleges by providing a liaison officer to address any training needs (lockdown drills, active shooter drills and student safety) or any concerns schools in the community might have.
- Patrol Bureau will continue to proactively enforce laws pertaining to graffiti vandals and seek to recover clean-up costs from offenders and their parents in order to reduce blight.
- Patrol Bureau personnel will proactively enforce traffic laws when not handling calls for service or completing investigations in order to reduce the collision rate and target identified high collision areas and primary collision causing violations.

**Performance Measurements**

<b>Performance Measurements</b>	<b>Unit of Measure</b>	<b>Type of Indicator</b>	<b>Actual 2013-14</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>
Number of Total Calls for Service Received	#	Workload	17,203	17,521	17,550
Response Time to Emergency Calls (minutes)	#	Workload	3:49	3:50	3:47
Response Time to Non-Emergency Calls	#	Efficiency	20:05	20:20	19:30
Response Time to Report Calls	#	Efficiency	24:40	24:30	23:30
Response Time to Alarm Calls	#	Efficiency	14:38	15:00	15:30
Number of Arrests Made	#	Workload	2,230	2,524	2,575

**2014-2015 Major Accomplishments**

- Patrol Bureau Lieutenants conducted twelve (12) formal “Start to Finish” audits with the specific goal to examine any failure in policy or procedure reviewing a case from the start of the initial phone call to the judicial disposition. Evidence handling procedures, report form accuracy and filing procedures were examined to ensure the highest level of service is being performed.
- Patrol Bureau Supervisors conducted six (6) formal Service Audits of each first responder and dispatcher during the fiscal year by contacting community members who made calls for service to the Police Department to determine the quality of service provided by frontline call takers and first responders. The feedback from the Service Audits was used to evaluate employees’ performance with the goal of improving Police Department service levels. The Service Audits revealed a 97% satisfaction rate for both police officers and dispatchers. During the fiscal year, the audit policy was changed requiring an audit each month for patrol officers and dispatchers.
- The Police Department training unit conducted six (6) Mandatory Force Training sessions. These training sessions included firearms qualifications, scenario based training, use of force decision making, self-defense ground tactics, and legal updates.
- Patrol Bureau personnel have identified and worked on six (6) Community-Based Policing (COPS) projects in the first nine months of the fiscal year by identifying recurring quality of life public safety issues and working with community and business resources to reduce crime and enhance the quality of life in Glendora. Many of the projects were related to Massage Parlor establishments. Each district has had at least one project and the district message boards were utilized to facilitate communication.
- The Community Impact Team (CIT) focused on high crime locations, quality of life issues and District Policing Problems. CIT officers conducted (16) GPS enabled property stings targeting high crime locations. Three (3) offenders have been arrested. CIT officers assisted with (7) probation searches and search warrants in the community and (10) homeless outreach/enforcement details.

**2015-2016 Major Goals and Objectives**

- Patrol Bureau personnel assigned the collateral duty assignment of Community Impact Team will conduct a minimum of six (6) search warrants, parole, or probation searches during the fiscal year targeting High Crime areas, PRCS Parolees or other criminal activity related to the District Policing Messages Boards or Community Preservation Division. These are to be completed by June 2016.
- Patrol Bureau personnel assigned the collateral duty assignment of Community Impact Team will conduct a minimum of twelve (12) GPS enabled sting operations with the purpose of targeting high crime frequency location to curb theft.
- Patrol officers will receive recertification training twice yearly on advanced first aid techniques such as AED and Ambu breathing devices. To be completed in October 2015 and April 2016.
- Patrol Bureau personnel will attend six (6) Mandatory Force Training (MFT) sessions focusing on firearms training, less-than-lethal options, Taser liability training and arrest and control scenarios. This training will be provided by the Force Training Staff.
- FSET personnel will provide briefing training to patrol officers twice per shift deployment related to advanced officer safety techniques and available tactical options. These are to be completed by May 2016.

**Primary Program Expenditure Explanations**

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Division Supplies (A/C 51200) consists of \$23,100 for the purchase and restocking of evidence collection supplies, Special Training Session training supplies, pursuit Stop Sticks, and AED units and supplies.
3. Medical category (A/C 55130) consists of \$10,600 for prisoner medical treatment, DUI, and drug influence blood draws.
4. Contract Services (A/C 59100) consists of \$188,000 Inter-Con contract parking enforcement fees for parking citation processing contract, Language Line interpretation and translation services fees for dispatch, and firearms training range rental fees.
5. Special Police Services (A/C 59510) consists of \$18,000 in salaries to pay employees who work police contract services for outside originations such as sporting events and dances for local school districts, movie filming events, private homeowners associations and private fundraisers. The expenses for this account are reimbursed through corresponding revenue for the contract service fees.

Division by Fund				Budget FYE 2015-2016		
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5127 001 GENERAL FUND	6,752,305	6,526,623	6,603,586	6,891,571	6,527,441	7,407,413
207 GRANTS	0	0	0	0	0	0
208 ASSET FORFEITURE FUND	91,107	343,342	407,398	267,027	387,806	269,100
215 AIR QUALITY FUND	0	0	0	0	0	0
225 HOMELAND SECURITY	496	212,292	125,000	0	0	0
<b>PATROL Total by Fund</b>	<b>6,843,908</b>	<b>7,082,256</b>	<b>7,135,984</b>	<b>7,158,599</b>	<b>6,915,247</b>	<b>7,676,513</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5127 Capital Outlay	0	17,334	244	0	1,000	0
Grants / Other Expenses	496	212,292	125,000	0	0	0
Operations & Maint.	221,923	240,941	306,575	298,300	251,123	313,700
Salaries & Benefits	6,621,489	6,611,690	6,704,165	6,860,299	6,663,124	7,362,813
<b>PATROL Total</b>	<b>6,843,908</b>	<b>7,082,256</b>	<b>7,135,984</b>	<b>7,158,599</b>	<b>6,915,247</b>	<b>7,676,513</b>

**Division Expense by Line-Item**

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted	
5127	41110	REGULAR TIME	3,948,477	3,834,650	3,891,079	4,162,897	3,871,286	4,194,005
	41120	OVERTIME	323,363	368,034	386,958	200,000	457,348	400,000
	41120.09	O/T CLICK IT (COIT)	0	0	0	0	0	0
	41210	PART TIME	152,620	266,026	207,138	185,774	117,428	142,644
	41220	RESERVE POLICE	17,177	16,422	7,575	12,300	3,440	12,300
	41310	HOLIDAY PAY	150,045	160,752	161,138	161,561	169,058	164,904
	41330	SPECIAL PAYS	0	0	0	0	0	0
	41370	UNIFORM ALLOWANCE	31,822	34,173	32,950	34,200	32,500	33,900
	41380	ADVANCE DISABILITY	(225)	0	0	0	0	0
	42110	RETIREMENT	1,280,263	1,163,179	1,201,442	1,198,869	1,168,640	1,468,221
	42111	PARS RETIREMENT	0	0	0	0	0	1,853
	42290	FLEX BENEFIT	475,733	487,337	535,770	580,652	545,033	571,666
	42310	EMPLOYER PAID BENEFITS	85,230	83,304	86,832	91,237	85,390	89,650
	42520	WORKERS COMP	156,984	197,813	193,282	232,808	213,001	283,670
	51110	OFFICE SUPPLIES	563	0	0	0	0	0
	51115	OFFICE EQUIP./FURNITURE	1,592	0	0	0	0	0
	51125	TROPHIES/PLAQUES/PLATES	652	227	0	500	0	500
	51200	DIVISION SUPPLIES	12,744	19,013	12,115	21,000	18,073	23,100
	51210	K-9 SUPPLIES	3,002	2,966	4,850	2,500	1,500	2,500
	51220	SET SUPPLIES	2,786	5,749	1,247	19,600	19,600	19,600
	51350	SUBSCRIPTIONS & PUBLICAT	240	0	0	0	0	0
	51500	EQUIPMENT PARTS & SUPPLY	2,209	0	0	0	0	0
	51510	SAFETY SUPPLIES	3,205	542	74,546	50,000	7,500	50,000
	51520	EQUIPMENT RENTAL	350	350	0	0	0	0
	51600	VEHICLE PARTS & SUPPLIES	0	11,931	0	0	0	0
	51710	CLOTHING SUPPLIES	1,052	995	0	0	0	0
	51720	UNIFORM REIMBURSEMENT	137	0	0	0	300	300
	55130	MEDICAL	14,607	17,620	15,626	10,600	8,000	10,600
	55320	PRINTING/REPRODUCTION	301	0	0	0	0	0
	55340	POSTAGE	0	6	0	0	0	0
	55400	DUES & MEMBERSHIPS	60	60	0	100	100	100
	55600	TRAINING & EDUCATION	1,079	340	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	115	2,510	70	1,000	500	1,000
	59100	CONT SVCS	159,140	160,333	160,317	175,000	175,000	188,000
	59510	SPECIAL POLICE SERVICES	17,628	18,166	37,167	18,000	18,000	18,000
	59525	CERT. RENEWALS/CLASS B EX	460	0	0	0	0	0
	59936	USE TAX	0	134	639	0	2,550	0
	60310.10	2009 HOME SEC ADD'L FUNDS	0	212,361	0	0	0	0
	60310.11	2007 HOME SEC ADD'L FUNDS	0	0	0	0	0	0
	60310.12	2010 HOME SEC ADD'L FUNDS	0	(69)	0	0	0	0
	60310.14	2014 HOMELAND SECURITY	0	0	125,000	0	0	0
	60310.59	HOMELAND SEC #7	496	0	0	0	0	0
	72000	MACHINERY & EQUIPMENT	0	17,334	244	0	1,000	0
<b>PATROL Total</b>			<b>6,843,908</b>	<b>7,082,256</b>	<b>7,135,984</b>	<b>7,158,599</b>	<b>6,915,247</b>	<b>7,676,513</b>

## Investigations (No. 5128)

### Program Description

The Investigations Bureau is comprised of one (1) Lieutenant, one (1) Sergeant, seven (7) Investigators, one (1) Investigator assigned to the Drug Enforcement Agency Southwest Border Drug Task Force, one (1) Investigator assigned to the San Gabriel Valley East AB109 Task Force, two (2) Community Services Officers (Evidence/Property Specialist and Court Officer), and one (1) part-time Cadet who handles Subpoena Service/Witness Coordination for court and assists with evidence processing. Investigators assigned to the various task force assignments allow the Police Department access to numerous local, State, and Federal specialized resources and personnel.

The Investigations Bureau is responsible for all follow-up on crime reports prepared by the Patrol Bureau in addition to initiating investigations as warranted. Investigators handle investigations involving a variety of crimes requiring either specialized training or a coordinated approach. Examples include narcotics cases, surveillances, financial crimes, search warrants, vice, burglary, thefts, assaults, robbery, and homicides. The Investigations Bureau is responsible for preparing cases for court filing and assisting the District Attorney's office with prosecution of misdemeanor and felony cases during trial. The Investigations Lieutenant conducts internal and citizen complaint investigations as needed. The Investigations Bureau is also responsible for the safekeeping and adjudication of evidence and property seized by the Police Department.

The specific service activities are as follows:

- Investigations Bureau personnel will evaluate each case and within 30 days contact all reported crime victims to provide them with their case status and ensure appropriate customer service.
- All cases rejected by the District Attorney's office will be reviewed by the Court Officer to ensure that all prosecutable cases are filed and ensure appropriate customer service and victim advocacy. On cases where it appears that criminal charges should have been filed, the Investigations Lieutenant will contact the head district attorney of the appropriate office to request an additional review.
- Maintain a Part 1 Crime clearance rate of 30% or better to be above the national average and ensure appropriate customer service to victims.
- Crimes Against Persons Investigators will maintain a case load of 50 or less active cases per Investigator that have not been adjudicated for more than 30 days and the Crimes Against Property Investigators will maintain a case load of 75 or less active cases per Investigator that have not been adjudicated for more than 30 days. This will provide the highest level of service to the community while meeting the demands of the workload with the personnel available.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Contact Crime Victims within 30 days	%	Effectiveness	100%	100%	100%
Cases Assigned to Investigators	#	Workload	3,710	3,800	3,850
Cases Assigned to Court Officer	#	Workload	977	1000	1025
Part 1 Crimes in Glendora	#	Workload	1,314	1,325	1,350

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Part 1 Crime Clearance Rate	%	Efficiency	34.25%	33%	33%
AB 109 Task Force Monthly Compliance Checks	#	Workload	12	12	12

### 2014-2015 Major Accomplishments

- Investigators conducted annual registration checks and residence verification checks of all Glendora registered sex offenders to verify compliance with relevant state and city laws and regulations. Investigators also conducted two compliance check inspections on all parole, probation and PRCS registered sex offenders in Glendora.
- Investigators had a Part 1 Crime clearance rate of 34.25% (National average is 23%) for the calendar year of 2014, which is a 1.83% increase from 2013 and caseloads varied from slightly above 75 to below 50 active cases. Investigators also continued to make contact via letter or telephone with all victims of crimes that occur in Glendora within 30 days.
- During the calendar year of 2014, Glendora Investigators served 109 search warrants.
- The prescription medicine drop off program is managed by the Investigations Bureau and provides a safe and secure location where the public can dispose of old or obsolete prescription medicines. This helps prevent prescription medicines from being used illegally or to pollute the environment. In 2014, 265.8 pounds of prescription medicines were collected and safely disposed of with the DEA through the National Take Back Initiative.
- With the success of the GPS equipped bait mountain bike and bait car battery, a GPS equipped bait laptop was developed. Investigators and the Community Impact Team (CIT) deployed the laptop on numerous occasions in the city where auto burglaries are taking place. We also partnered with Citrus College to address their laptop thefts on campus.

### 2015-2016 Major Goals and Objectives

- Investigators are to conduct annual registration checks and residence verification checks of all Glendora registered sex offenders to verify compliance with relevant state and city laws and regulations. Compliance checks will be conducted on all parole, probation and PRCS sex offenders during two undisclosed operations annually.
- As subject matter experts, Investigators will continue to provide community presentations on topics such as identity theft/financial crimes, narcotics, social network/computer crimes, and preventing crimes against children.
- The Community Impact Team (CIT) will utilize a variety of undercover and patrol investigative resources to develop operation plans to aggressively address community problems and conduct a minimum of one detail each month directed at arresting criminals for property thefts, auto thefts, graffiti, narcotics sales, sales of alcohol to minors, and violent crimes.
- The Investigations Bureau Lieutenant will conduct an audit and year end summary of the evidence, property and Investigations Bureau in December of 2015.

**Primary Program Expenditure Explanations**

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Division Supplies (A/C 51200) consists of \$5,000 for surveillance equipment, crime scene investigation, and computer forensic supplies.
3. Contract Services (A/C 59100) consists of \$110,000 for forensic services with West Covina PD, on-going contracts with CLEAR (civilian pay internet database) and GPS tracking monthly service fees, in addition to sexual assault examination contract fees.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5128 001 GENERAL FUND	1,820,593	1,867,110	1,849,063	1,858,748	1,923,904	1,987,285
207 GRANTS	0	0	0	0	0	0
208 ASSET FORFEITURE FUND	113,633	174,460	142,705	310,837	185,895	262,046
244 STATE AB109 REALIGNMENT	0	0	89,998	112,861	109,832	119,070
<b>INVESTIGATION Total by Fund</b>	<b>1,934,226</b>	<b>2,041,570</b>	<b>2,081,766</b>	<b>2,282,445</b>	<b>2,219,631</b>	<b>2,368,401</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5128 Capital Outlay	0	0	0	0	0	0
Operations & Maint.	26,576	55,843	36,503	142,000	41,000	117,000
Salaries & Benefits	1,907,650	1,985,727	2,045,263	2,140,445	2,178,631	2,251,401
<b>INVESTIGATION Total</b>	<b>1,934,226</b>	<b>2,041,570</b>	<b>2,081,766</b>	<b>2,282,445</b>	<b>2,219,631</b>	<b>2,368,401</b>



Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5128	41110	REGULAR TIME	1,140,246	1,170,356	1,172,588	1,252,123	1,278,263	1,317,606
	41120	OVERTIME	145,610	143,231	136,172	135,000	130,761	135,000
	41120.07	O/T LA IMPACT	0	14,187	16,009	0	1,439	0
	41210	PART TIME	15,979	49,336	127,877	74,570	79,538	0
	41310	HOLIDAY PAY	15,504	21,747	16,152	30,028	18,265	29,753
	41330	SPECIAL PAYS	0	0	0	0	0	0
	41360	VEHICLE ALLOWANCE	0	0	0	0	0	0
	41370	UNIFORM ALLOWANCE	9,913	10,950	10,900	10,900	12,580	11,863
	42110	RETIREMENT	381,748	352,806	334,494	383,451	395,465	479,574
	42111	PARS RETIREMENT	0	0	0	0	0	0
	42290	FLEX BENEFIT	135,410	142,359	144,024	156,824	164,158	167,624
	42310	EMPLOYER PAID BENEFITS	20,185	22,372	24,407	26,142	27,084	26,670
	42520	WORKERS COMP	43,056	58,386	62,640	71,408	71,078	83,312
	42520.07	WRK COMP - LA IMPAC	0	0	0	0	0	0
	51115	OFFICE EQUIP./FURNITURE	338	0	0	0	0	0
	51200	DIVISION SUPPLIES	1,823	4,809	2,461	5,000	5,000	5,000
	51500	EQUIPMENT PARTS & SUPPLY	2,281	2,879	1,706	2,000	1,000	2,000
	51510	SAFETY SUPPLIES	0	509	0	0	0	0
	51520	EQUIPMENT RENTAL	0	93	0	0	0	0
	51600	VEHICLE PARTS & SUPPLIES	793	0	0	0	0	0
	51720	UNIFORM REIMBURSEMENT	134	0	0	0	0	0
	55350	MISCELLANEOUS EXPENSE	1,364	0	0	0	0	0
	55510	TRAVEL & MEETING EXPENSE	0	0	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	155	12	0	0	0	0
	59100	CONT SVCS	19,688	47,533	32,336	135,000	35,000	110,000
	59936	USE TAX	0	7	0	0	0	0
	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	0
<b>INVESTIGATION Total</b>			<b>1,934,226</b>	<b>2,041,570</b>	<b>2,081,766</b>	<b>2,282,445</b>	<b>2,219,631</b>	<b>2,368,401</b>

**Traffic Control (No. 5129)**

**Program Description**

The Traffic Bureau is comprised of (1) Police Corporal, (2) motorcycle officers, (1) Senior Community Services Officer (CSO), (3) full-time Parking Enforcement Officers (Inter Con Security), (1) part-time Parking Enforcement Officer (Inter Con Security), and 14 part-time contract crossing guards (All City Management Services). Traffic Officers conduct education and enforcement operations to reduce accident-causing traffic violations. Traffic personnel apply and manage traffic grants through the Office of Traffic Safety including areas in DUI, Pedestrian Safety, School Zones, Distracted Driving and other traffic problem areas. The Traffic Division investigates traffic collisions, enforces vehicle code violations, and works with the City Engineers to identify traffic safety and engineering issues. Traffic Division personnel are also responsible for providing educational presentations and lectures within the police department and throughout the community.

**Performance Measurements**

<b>Performance Measurements</b>	<b>Unit of Measure</b>	<b>Type of Indicator</b>	<b>Actual 2013-14</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>
Citations Written by Motors	#	Workload	2,349	1,900	1,900
Conducted Safety Checkpoints under DUI sweep	#	Workload	3	3	3
No. of Traffic Collisions that resulted in fatalities	#	Efficiency	1	0	0
Non-injury Traffic Collisions reported	#	Efficiency	528	500	475
Injury Traffic Collisions reported	#	Efficiency	152	150	145

**2014-2015 Major Accomplishments**

- The Traffic Division managed the Office of Traffic Safety “STEP” grant in the amount of \$249,123 during this fiscal year. The funds from this grant paid for police personnel overtime during 24 roving saturation patrols, 10 distracted driver operations, 10 traffic enforcement patrols, 10 night-time Click It or Ticket enforcement operations, 1 court sting, 12 bicycle and pedestrian enforcement operations, and covered the training expenses for officers to attend traffic related training courses.
- Traffic Division Community Services Officers conducted 115 car seat inspections, which included 42 new installations. This was 26 more installations and inspections for the community than the previous year.
- The Traffic Division, as part of the City Traffic Safety Advisory Committee, attended monthly meetings with the City of Glendora engineers to address community traffic safety issues to coordinate action to remedy problems.

- Traffic Division personnel coordinated daily school zone traffic enforcement and educational operations. Coordinating with school resource officers and patrol officers, traffic officers followed the school traffic enforcement plan to conduct traffic enforcement operations at each school in the city during the morning drop-off and afternoon pick-up time periods to ensure appropriate coverage at each campus.
- The Traffic Division continues to order the scheduling for the police department radar trailer and message board deployments as community needs dictate and based upon “Crossroads” collision data. Directed enforcement is also conducted at these locations.

### 2015-2016 Major Goals and Objectives

- The Traffic Division will apply for a new Office of Traffic Safety (O.T.S.) Selective Enforcement Program (STEP) grant in the amount of \$237,193, to be used exclusively within the City of Glendora on various traffic issues. This process will be completed and implemented by October 1, 2015.
- The Traffic Division will apply for a new pilot grant through the Office of Traffic Safety (OTS) called B.R.A.K.E.S. (Be Responsible and Keep Everyone Safe) in the amount of \$250,000. The B.R.A.K.E.S. program is a non-profit organization out of North Carolina that provides Teen Pro-Active driving courses. The funding from this grant will cover 40 classes that have the ability to impact 3200 teens and their parents in Southern California. This process will be completed and implemented by October 1, 2015.
- Traffic Division personnel will conduct Driving Under the Influence (DUI) Checkpoints and Safety Checkpoints periodically, as funded by the Office of Traffic Safety STEP Grant. Checkpoints will be conducted in our region four times per year. Additionally, there will be 24 scheduled saturation patrols, 2 warrant sweep operations, 2 court sting operations, 10 primary collision factor operations and 10 distracted driver operations completed prior to June 2016.
- Each week Traffic Division personnel will coordinate school-zone traffic enforcement and education operations in coordination with our school resource officers and patrol officers, continually re-evaluating and improving upon the existing enforcement plans to ensure all schools receive proper coverage.
- The Traffic Division Supervisor will conduct a minimum of one meeting with the presiding West Covina Traffic Court Judge to determine citation trends, judgment trends, and to obtain information to aid officers in new improved techniques for issuing vehicle code violation citations. These meetings will be completed by April 2016.

### Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%.
2. Division Supplies (A/C 51200) consists of \$16,200 for the purchase and maintenance of radar equipment, message boards, DUI trailer, checkpoint supplies not covered by grants, alcohol screening devices, traffic collision investigations supplies, and radar trailer repairs.

Division by Fund		Budget FYE 2015-2016					
		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5129	001 GENERAL FUND	512,486	579,330	487,337	457,900	569,539	642,835
	207 GRANTS	0	0	0	0	0	0
	208 ASSET FORFEITURE FUND	0	15,066	5,973	10,700	0	5,200
<b>TRAFFIC Total by Fund</b>		<b>512,486</b>	<b>594,396</b>	<b>493,310</b>	<b>468,600</b>	<b>569,539</b>	<b>648,035</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5129 Operations & Maint.	147,654	156,783	148,872	168,200	165,173	186,500
Salaries & Benefits	364,832	437,613	344,438	300,400	404,366	461,535
<b>TRAFFIC CONTROL Total</b>	<b>512,486</b>	<b>594,395</b>	<b>493,310</b>	<b>468,600</b>	<b>569,539</b>	<b>648,035</b>

Division Expense by Line-Item

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted	
5129	41110	REGULAR TIME	229,465	280,690	221,197	190,665	264,447	287,849
	41120	OVERTIME	7,608	14,858	6,101	5,500	1,174	0
	41120.53	TSC SOBRIETY GRANT	0	0	0	0	0	0
	41120.78	O/T AVOID THE 7	0	0	0	0	0	0
	41210	PART TIME	2,832	0	0	0	0	0
	41310	HOLIDAY PAY	3,785	4,028	3,907	4,638	2,915	7,069
	41370	UNIFORM ALLOWANCE	2,475	2,625	2,850	1,900	2,850	2,850
	42110	RETIREMENT	77,355	83,575	64,237	57,694	79,832	103,719
	42290	FLEX BENEFIT	27,948	32,635	31,162	25,920	33,865	35,280
	42310	EMPLOYER PAID BENEFITS	4,406	5,308	3,985	3,764	4,844	5,586
	42520	WORKERS COMP	8,960	13,893	10,999	10,320	14,439	19,182
	51115	OFFICE EQUIP./FURNITURE	182	0	0	0	0	0
	51200	DIVISION SUPPLIES	6,862	8,311	1,251	16,200	11,000	16,200
	51230	CROSSING GUARD SUPPLIES	0	0	0	500	500	500
	51500	EQUIPMENT PARTS & SUPPLY	0	0	0	0	0	0
	51750	FOOD SUPPLIES	21	0	0	0	0	0
	55510	TRAVEL & MEETING EXPENSE	215	25	0	0	800	800
	56200	EQUIPMENT REPAIR & MAINT	1,092	1,459	910	1,500	2,500	1,500
	59100	CONT SVCS	139,283	146,984	146,706	150,000	150,273	167,500
	59936	USE TAX	0	4	4	0	100	0
	<b>TRAFFIC CONTROL Total</b>	<b>512,486</b>	<b>594,395</b>	<b>493,310</b>	<b>468,600</b>	<b>569,539</b>	<b>648,035</b>	

**Community Relations/Crime Prevention (No. 5131)**

**Program Description**

The Community Relations/Crime Prevention Bureau performs community relations programs, school safety education programs, organizes neighborhood watch meetings, coordinates National Night Out, and conducts Citizen Academy classes. A Community Services Officer is responsible for these tasks and is supervised by the Support Services Supervisor. In addition, a full-time School Resource Officer provides security and mentoring for students at Glendora High School, Whitcomb High School, and Glendora middle schools. A Reserve Police Officer working as a School Resource Officer provides security and mentoring for students at Sierra High School. These two officers are supervised by the patrol Watch Commander.

The specific service activities are as follows:

- Community Relations Bureau personnel maintain community contacts and outreach programs to ensure partnerships with the community as part of Community-oriented policing philosophy.
- School Resource Officers work with school administrators to enhance school security and provide a positive role model for students.

**Performance Measurements**

<b>Performance Measurements</b>	<b>Unit of Measure</b>	<b>Type of Indicator</b>	<b>Actual 2013-14</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>
No. of Rides -A-Longs	#	Workload	230	195	200
No. of Attendees to National Night Out Program	#	Workload	1,200	1,200	1200
No. of Attendees to Open House	#	Workload	1,000	1,000	1000
No. of Citizens Academies	#	Effectiveness	2	2	2
No. of Community Presentations	#	Workload	60	60	60
No. of Neighborhood Watch members	#	Workload	650	650	700

**2014-2015 Major Accomplishments**

- The Social Media Team was established in FY 2013-14 and is a popular addition to the ongoing programs we provide. The Social Media Team utilizes Facebook, Twitter, Nixle, Instagram and the website to convey up-to-date information to the public.

- The Community Relations Bureau/Glendora Police Department received an award for outstanding participation from the National Town Watch Association for the 7<sup>th</sup> year in a row, for our involvement with the National Night Out Against Crime event.
- “Child Safety Seat Inspections” are handled by two patrol Community Service Officers who provide monthly inspections. This year we are on track to complete nearly 115 inspections. Out of all the inspections thus far, only 4 child safety seats were actually installed without any errors. We have provided 3 car seats for free by a grant. Parents are trying to do the correct thing but in most instances the child safety seats are installed incorrectly. This program saves injuries and lives by assuring the proper car seat installation practices are met. Typical installation errors include:
  - a. Unsecured car seat installation using the seat belt
  - b. Car seat installed with LATCH when LATCH was not available for middle seat
  - c. Tether not used in rear facing position
  - d. Top of car seat touching back of driver seat
  - e. LATCH hooks in wrong direction when installed
  - f. Seatbelt routed improperly, twisted seat belts
  - g. Wrong angle for infant and convertible seats

The mere fact that most parents do not know the proper installation of the Child Safety Seats speaks volumes of the necessity of this program.

### 2015-2016 Major Goals and Objectives

- The National Night Out Against Crime event will be Tuesday, August 4, 2015, hosted by the Community Relations Bureau personnel.
- The Community Relations Bureau personnel will conduct two Citizen Academy Classes during the 2015-2016 Fiscal Year.
- Community Relations Bureau personnel will conduct Neighborhood Watch meetings as requested and conducts one Neighborhood Block Captain’s Meeting by June 2016.
- Community Relations Bureau personnel will liaison with community groups and participate in the school Community Read In by June 2016.
- Child safety seat program administrators will offer monthly safety seat inspections.

### Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%.

Division by Fund		Budget FYE 2015-2016				
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5131 001 GENERAL FUND	181,838	161,879	157,498	177,734	172,271	188,923
<b>COMMUNITY RELATIONS Total by Fund</b>	<b>181,838</b>	<b>161,879</b>	<b>157,498</b>	<b>177,734</b>	<b>172,271</b>	<b>188,923</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5131 Operations & Maint.	1,249	626	0	1,000	0	1,000
Salaries & Benefits	180,589	161,252	157,498	176,734	172,271	187,923
<b>COMMUNITY RELATIONS Total</b>	<b>181,838</b>	<b>161,879</b>	<b>157,498</b>	<b>177,734</b>	<b>172,271</b>	<b>188,923</b>

**Division Expense by Line-Item**

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5131	41110	79,345	48,353	49,095	89,015	83,918	94,405
	41120	3,894	6,804	5,233	2,500	5,353	2,500
	41210	57,756	67,749	71,308	34,654	40,651	38,705
	41220	0	309	0	0	0	0
	41310	476	191	0	1,780	0	713
	41370	450	450	450	450	887	887
	42110	19,317	18,273	12,274	24,316	18,645	25,128
	42111	0	0	0	0	0	0
	42290	12,298	10,230	10,230	15,334	14,131	15,334
	42310	2,502	2,556	2,602	2,934	2,767	3,009
	42520	4,551	6,338	6,307	5,752	5,919	7,241
	55310	1,249	626	0	1,000	0	1,000
	<b>COMMUNITY RELATIONS Total</b>	<b>181,838</b>	<b>161,879</b>	<b>157,498</b>	<b>177,734</b>	<b>172,271</b>	<b>188,923</b>

**Information Systems (No. 5132)**

**Program Description**

The Information Systems Technology/Communications Bureau provides support for police computer systems, city-wide radio, telephone, and communications systems. This Bureau is responsible for over 115 computers at the police facility and in police cars, network servers, dispatch systems, radios in more than 75 city vehicles and over 100 portable radios. The Bureau also manages all city telephone services comprised of 260 city phones in 12 facilities. The Bureau is comprised of one (1) Information Systems Supervisor and one and a half (1.5) full-time Information System Technology Analysts.

The specific service activities include:

- Information Systems Technology/Communications Bureau personnel research, design, implement and support information and communications technology to improve productivity and customer service for the police department.
- Information Systems Technology/Communications Bureau personnel conduct system reviews, repairs, and maintenance. The Bureau works with contract vendors to ensure maintenance support for all systems and assist with integration of system updates.
- Information Systems Technology/Communications Bureau personnel maintain city-wide radio and phone systems.
- Information Systems Technology/Communications Bureau personnel maintain and support the network's VMWare infrastructure that hosts over fifty police and city servers.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Estimated 2013-14	Estimated 2014-15	Projected 2015-16
Number of Service Requests	#	Workload	1,000	1,300	1,500
Requests Responded to within on Business Day	%	Efficiency	100%	100%	100%
Emergency Requests	%	Efficiency	100%	100%	100%

**2014-2015 Major Accomplishments**

- The Division worked with the California 9-1-1 Emergency Communications Branch to obtain funds for the replacement of the 9-1-1 voice recorder. The new 9-1-1 recorder was installed in June 2014 and is capable of recording all voice, text, video and pictures in order to meet federal Next Generation 9-1-1 requirements.
- The Division purchased the 2FA system to provide advanced authentication for computer access in the patrol vehicles. This system meets the new Criminal Justice Information System (CJIS) federal guidelines on security requirements for computers in patrol vehicles. Installation of this system was completed in September 2014.

**2015-2016 Major Goals and Objectives**

- The Division continues to be actively involved in the Regional Integrated Next Generation (RING) Team. The goal of the RING Team is to have a fully functioning redundant regional 9-1-1 system that will allow local 9-1-1 calls to be answered by any Public Safety Answering Point (PSAP) that is a part of the RING Team in the



event of a catastrophic event. The project has progressed to the first phase of implementation. Pasadena P.D. and Verdugo Fire Communications went “live” on the system in January and February 2015. Six additional agencies will be installed in the second and third quarter of 2015. Due to changes in the State funding cycles for 9-1-1 equipment, Glendora is scheduled to be a part of the second phase of implementation which is scheduled for the fourth quarter of 2015 or the first quarter of 2016.

- The Division will implement the new Spillman CAD/RMS/Mobile software systems. This is a 12-18 month process which will be done in stages throughout the year.
- The Division will continue working with Communications Center, as well as several local police agencies, to optimize and maintain the ICIS radio system. This radio system is designed to significantly improve police radio communications and provide interoperability with many police agencies in the region.

### Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%.
2. Division Supplies (A/C 51200) consists of \$5,000 for computer software upgrades, back up media, memory card readers, and flash drives.
3. Equipment Parts & Supplies (A/C 51500) consists of \$39,600 for computer system supplies including toner cartridges, servers, mobile computers, desk top computers, camera systems, anti-spyware, modems and equipment upgrades.
4. Communication Parts & Supplies (A/C 51540) consists of \$18,000 for radio repairs and supplies for vehicle, station, and hand held radio systems.
5. Equipment Repair & Maintenance (A/C 56200) consists of \$26,000 for in-car system repairs and supplies for mobile computers, modems and in-car video systems.
6. Contract Services (A/C 59100/60) consists of \$137,900 for software maintenance and support for VisionAir CAD, RMS, Mobile & FBR, Dell servers, Sonicwall Firewall, NetMotion mobile connectivity, EvidenceOnQ evidence management system, Coplogic On-Line Reporting, Mail Foundry Email Spam Filter system, EnCase Forensic software, AppAssure and VMWare.

#### Division by Fund

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5132 001 GENERAL FUND	4,399	3,015	3,245	5,000	5,100	5,000
208 ASSET FORFEITURE FUND	118,407	230,326	245,175	252,648	266,098	184,600
210 SUPPL LAW ENF SVCE (COPS)	102,774	99,808	103,111	102,248	103,257	103,526
548 TECHNOLOGY FUND	486,658	488,311	484,447	519,823	519,829	527,804
<b>POLICE INFO SYSTEMS Total by Fund</b>	<b>712,238</b>	<b>821,460</b>	<b>835,976</b>	<b>879,719</b>	<b>894,284</b>	<b>820,930</b>

#### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5132 Capital Outlay	118,632	230,395	216,948	210,848	210,848	175,000
Operations & Maint.	334,448	332,413	388,244	406,862	421,518	375,300
Salaries & Benefits	259,158	258,652	230,785	262,010	261,918	270,630
<b>POLICE INFO SYSTEMS Total</b>	<b>712,238</b>	<b>821,460</b>	<b>835,976</b>	<b>879,719</b>	<b>894,284</b>	<b>820,930</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5132	41110	REGULAR TIME	192,204	193,420	169,207	190,102	190,621	192,824
	41120	OVERTIME	10,204	7,213	6,452	8,981	7,514	8,981
	41210	PART TIME	177	0	0	0	0	0
	41310	HOLIDAY PAY	0	0	0	0	0	0
	42110	RETIREMENT	24,438	26,354	26,597	31,968	32,054	35,794
	42290	FLEX BENEFIT	25,847	25,213	22,876	25,140	25,214	26,046
	42310	EMPLOYER PAID BENEFITS	5,133	4,945	4,489	4,975	4,892	4,974
	42520	WORKERS COMP	1,155	1,506	1,164	844	1,623	2,012
	51110	OFFICE SUPPLIES	0	26	0	0	500	500
	51115	OFFICE EQUIP./FURNITURE	17,345	4,060	0	0	0	0
	51200	DIVISION SUPPLIES	5,198	6,314	5,436	5,000	5,100	5,000
	51500	EQUIPMENT PARTS & SUPPLY	24,302	40,655	19,321	39,600	39,600	39,600
	51540	COMMUNICTN PRTS & SUPPLS	10,547	11,815	21,097	18,000	18,000	18,000
	55340	POSTAGE	120	32	81	0	118	150
	55450	BANK SERVICE CHARGES	245	311	381	400	400	400
	55510	TRAVEL & MEETING EXPENSE	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	3,000	1,000	799	2,750	2,750	2,750
	56200	EQUIPMENT REPAIR & MAINT	15,835	17,883	15,694	26,000	26,000	26,000
	57050	PHONE	144,293	158,791	189,465	145,000	145,000	145,000
	57055	INTERNET	12,976	5,124	1,107	12,000	0	0
	59100	CONT SVCS	8,070	2,455	15,750	20,400	20,400	20,400
	59100.60	SOFTWARE MAINT CONTR	92,518	83,527	118,507	105,512	130,150	117,500
	59100.70	JPA CONT- COM-NET	0	0	0	32,200	32,200	0
	59936	USE TAX	0	421	608	0	1,300	0
	72000	MACHINERY & EQUIPMENT	118,632	230,395	216,948	210,848	210,848	175,000
<b>POLICE INFO SYSTEMS Total</b>			<b>712,238</b>	<b>821,460</b>	<b>835,976</b>	<b>879,719</b>	<b>894,284</b>	<b>820,930</b>

**Records (No. 5133)**

**Program Description**

The Records Bureau processes and stores all police reports and supporting documents. The bureau prepares court documentation for the filing of criminal charges, archives crime reports as required by law, respond to public records requests, and processes criminal/civil discovery requests. Records Bureau personnel staff the police lobby front counter, answer City Hall and police business telephone lines, and assist as matrons in the jail. The Records Bureau is comprised of one (1) Records Supervisor, four (4) Records Specialists, and six (6) part-time Police Cadets.

The specific service activities are as follows:

- Provide customer service to the public at the front counter.
- Process, research, and reply to Public Records Requests and court orders for police records.
- Process and maintain police records for reports, citations, and prepare court packages for court filings.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Reports Processed	#	Workload	6,717	6,800	6,900
Traffic Citations Processed	#	Workload	4,337	5,000	5,100
Reports Requests from Public	#	Workload	1,227	1,300	1,400
In-Custody Reports Processed (within 48 hours)	%	Efficiency	100%	100%	100%

**2014-2015 Major Accomplishments**

- Records Specialists participated in training for the California Sex and Arson Registry (CSAR) Web. This will allow specialists to be proficient in the use of the new Sex and Arson registrant system which has been implemented by the California Department of Justice.
- Successfully completed expanded training on taking non-suspect police reports for all current Cadets. This will shorten the wait time for citizens who come into the Police Department to file a report.

**2015-2016 Major Goals and Objectives**

- By December 2015, complete a re-certification exam for all “Full Access” operators of the California Law Enforcement Telecommunications System (CLETS). The re-certification gives Records Specialists and Police Service Representatives full access to California Department of Justice records and is required under California Department of Justice regulations. Access to these records is mandatory for the Bureau to complete its daily duties.
- By September 2015, complete first-aid/CPR training certification or recertification for all current Cadets.

**Primary Program Expenditure Explanations**

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Office Supplies (A/C 51110) consists of \$15,000 for purchase of all necessary clerical supplies, file folders, and office supplies necessary to maintain records.
3. Operating Leases (A/C 51560) consists of \$23,800 for copier services for the Department's three copiers.
4. Contract Services (A/C 59100) consists of \$6,000 for shredding services.

Division by Fund		Budget FYE 2015-2016				
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5133 001 GENERAL FUND	612,524	570,978	537,326	507,750	541,948	515,200
<b>POLICE RECORDS Total by Fund</b>	<b>612,524</b>	<b>570,978</b>	<b>537,326</b>	<b>507,750</b>	<b>541,948</b>	<b>515,200</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5133 Operations & Maint.	50,751	53,896	63,574	69,800	63,400	69,800
Salaries & Benefits	561,773	517,082	473,752	437,950	478,548	445,400
<b>POLICE RECORDS Total</b>	<b>612,524</b>	<b>570,978</b>	<b>537,326</b>	<b>507,750</b>	<b>541,948</b>	<b>515,200</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5133	41110	REGULAR TIME	330,250	268,269	247,410	241,600	243,729	239,750
	41120	OVERTIME	13,295	25,287	14,038	8,500	9,183	8,500
	41210	PART TIME	79,640	105,019	100,370	74,069	106,304	77,979
	41310	HOLIDAY PAY	3,621	2,871	2,894	2,422	1,597	2,422
	41370	UNIFORM ALLOWANCE	2,100	1,750	1,400	1,400	1,400	1,400
	42110	RETIREMENT	45,678	41,078	41,469	44,051	48,748	45,219
	42111	PARS RETIREMENT	0	0	0	0	0	2,545
	42290	FLEX BENEFIT	70,547	55,992	50,788	50,640	50,788	51,385
	42310	EMPLOYER PAID BENEFITS	11,016	9,521	8,614	8,683	8,616	8,485
	42520	WORKERS COMP	5,625	7,297	6,769	6,585	8,183	7,715
	51110	OFFICE SUPPLIES	10,691	12,223	12,704	15,000	15,000	15,000
	51115	OFFICE EQUIP./FURNITURE	1,231	0	0	0	0	0
	51200	DIVISION SUPPLIES	1,134	74	0	1,000	1,000	1,000
	51400	BUILDING MATERIAL & SUPPL	651	0	0	0	0	0
	51500	EQUIPMENT PARTS & SUPPLY	226	496	364	1,000	1,000	1,000
	51560	OPERATING LEASES	20,958	21,915	22,292	23,800	23,800	23,800
	55320	PRINTING/REPRODUCTION	7,209	8,727	6,320	15,000	8,500	15,000
	59100	CONT SVCS	2,209	4,039	12,934	6,000	6,000	6,000
	59520	FINGER PRINTING	6,442	6,422	8,961	8,000	8,000	8,000
	59936	USE TAX	0	0	0	0	100	0
<b>POLICE RECORDS Total</b>			<b>612,524</b>	<b>570,978</b>	<b>537,326</b>	<b>507,750</b>	<b>541,948</b>	<b>515,200</b>

**Jail (No. 5134)**

**Program Description**

The Glendora Jail has shared responsibility by the Support Services Supervisor acting as the Jail Manager, and one (1) Lieutenant as a supervisor over five (5) full time Jailers. The Glendora Jail is a Type 1 Jail facility that receives, processes, and houses both misdemeanor and felony un-sentenced prisoners prior to their arraignment and transfer to the custody of the Los Angeles County Sheriff’s main jail.

The Glendora Jail also provides contract jail services to the Irwindale Police Department for booking, processing, and housing both misdemeanor and felony un-sentenced prisoners prior to arraignment.

The specific service activities are as follows:

- Sustain jail facilities in order to reduce liability, maintain accountability, and provide a safe facility for both employees and prisoners.
- Receive full compliance inspection reviews from all regulatory agencies authorized to conduct jail audits and inspections.

**Performance Measurements**

<b>Performance Measurements</b>	<b>Unit of Measure</b>	<b>Type of Indicator</b>	<b>Actual 2013-14</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>
Glendora PD Bookings	#	Workload	2,381	2,300	2,400
Irwindale PD Bookings	#	Workload	82	80	75

**2014-2015 Major Accomplishments**

- The Glendora Police Jail was inspected by the following regulatory agencies and found to be in full compliance with all standards:
  - Corrections Standards Authority Biennial Jail Inspection
  - STC Training Plan & STC Program Monitoring
  - LA County Public Health Environment Health Inspection
  - Superior Court of LA County Inspection
  - LA County Juvenile Court inspection for minors in secure detention
  - LA County Fire Department Fire/Life Safety Inspection
  - LA County Public Health Medical/Mental Health
  - Civil Grand Jury Jail Inspection
- Jail trained personnel attended an in-house update on defensive tactics.
- A new in-custody bulletin board was completed to assist communication among jailers regarding our jail population.

**2015-2016 Major Goals and Objectives**

- Re-certify all Jailers on Automated External Defibrillator (AED) to allow Jailers to perform lifesaving care on inmates. In house instructors will provide the recertification and this will be completed by June 2016.
- Force Training staff will provide refresher training for jail trained personnel on defensive tactics by June 2016.
- Ensure Jailers are up to date on custodial regulations and procedures by attending the required 24-hour Standards and Training for Corrections (STC) courses for Jailers. This is to be completed by the end of the Fiscal Year.

**Primary Program Expenditure Explanations**

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Food supplies (A/C 51750) consists of \$12,000 for food that meets the Title 15 minimum requirements for un-sentenced prisoners.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5134 001 GENERAL FUND	402,186	399,756	398,906	400,272	402,775	407,024
208 ASSET FORFEITURE FUND	31,963	0	0	0	0	0
<b>JAIL MAINT Total by Fund</b>	<b>434,150</b>	<b>399,756</b>	<b>398,906</b>	<b>400,272</b>	<b>402,775</b>	<b>407,024</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5134 Capital Outlay	0	0	0	0	0	0
Operations & Maint.	64,957	24,831	16,161	26,500	15,830	26,500
Salaries & Benefits	369,193	374,925	382,745	373,772	386,945	380,524
<b>JAIL MAINT Total</b>	<b>434,150</b>	<b>399,756</b>	<b>398,906</b>	<b>400,272</b>	<b>402,775</b>	<b>407,024</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5134	41110	REGULAR TIME	233,510	233,017	234,867	234,566	234,215	234,566
	41120	OVERTIME	27,065	24,795	27,029	20,000	23,829	20,000
	41310	HOLIDAY PAY	6,893	8,589	9,008	3,369	11,591	3,369
	41370	UNIFORM ALLOWANCE	2,250	2,250	2,250	2,250	2,250	2,250
	42110	RETIREMENT	31,207	34,082	37,261	40,394	41,548	44,592
	42290	FLEX BENEFIT	49,789	51,149	51,149	51,000	51,149	51,000
	42310	EMPLOYER PAID BENEFITS	8,531	8,191	8,207	7,960	8,152	7,668
	42520	WORKERS COMP	9,947	12,853	12,974	14,232	14,211	17,080
	51110	OFFICE SUPPLIES	0	0	0	0	0	0
	51115	OFFICE EQUIP./FURNITURE	5,142	0	0	0	0	0
	51200	DIVISION SUPPLIES	7,184	4,806	6,841	7,000	6,000	7,000
	51400	BUILDING MATERIAL & SUPPL	30,704	4,245	0	4,500	0	4,500
	51420	ELECTRIC PARTS & SUPPLY	479	0	0	0	0	0
	51450	CLEANING SUPPLIES	19	163	93	2,000	500	2,000
	51500	EQUIPMENT PARTS & SUPPLY	599	4	78	0	0	0
	51510	SAFETY SUPPLIES	277	382	0	0	0	0
	51710	CLOTHING SUPPLIES	539	0	0	0	0	0
	51750	FOOD SUPPLIES	18,095	14,154	8,959	12,000	9,000	12,000
	55135	TRUSTEE MEDICAL EXPENSES	0	0	0	0	0	0
	56100	BUILDING REPAIR & MAINT	1,740	0	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	7	928	0	0	0	0
	59100	CONT SVCS	0	0	0	0	0	0
	59550	UNIFORM & LINEN LAUNDRY	171	0	0	1,000	0	1,000
	59936	USE TAX	0	150	191	0	330	0
	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	0
<b>JAIL MAINT Total</b>			<b>434,150</b>	<b>399,756</b>	<b>398,906</b>	<b>400,272</b>	<b>402,775</b>	<b>407,024</b>



## Animal Control (No. 5136)

### Program Description

On 7/1/13, the City of Glendora contracted with the Inland Valley Humane Society (IVHS) & S.P.C.A to provide full animal control services. IVHS is responsible for the enforcement of all state, county, and municipal codes that pertain to the safety, welfare, and protection of all animals domestic and wild. Additionally, they investigate all calls regarding reports of animal neglect, animal cruelty, animal abuse, animal bites, and complaints of pet shops or anywhere animals are sold. IVHS facilitates the impounding of dogs that are running at large in violation of Food & Agriculture Code sections 30501-31683 and for the disposal of impounded dogs, Food & Agriculture section 31105; Penal Code sections 597f, 597.1. By ordinance, cities may authorize employees of public pounds and humane societies to provide animal care, Corporations Code section 14503.

The specific service activities are:

- Public safety is always the primary goal when dealing with sick or injured animals. Quite often people want to help an injured animal, but the lack of knowledge and experience of a non-trained person can result in injury or death of the animal or the non-trained person. The IVHS Animal Control Officer is thoroughly equipped to handle such calls.
- Promote animal licensing compliance by canvassing city neighborhoods to determine where unlicensed dogs are being housed and sending renewal notices as necessary. IVHS has the personnel to facilitate the canvassing.
- Respond to deceased animal calls and remove the carcass as soon as possible.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2014	Estimated 2015	Projected 2016
Licensed dogs	#	Workload	1207	4429	4500
Service calls	#	Workload	1845	1900	1900
Stray dogs/cats picked up	#	Workload	461	475	475
Deceased animals picked up	#	Workload	355	375	375

### 2014-2015 Major Accomplishments

- During this year, IVHS performed a massive canvassing throughout the city to assure that animal licensing is being done to help guarantee health and safety of our community from animal related diseases such as rabies. A total of 3222 previously unlicensed dogs were licensed.
- A city website page was created with information for residents on “Living with Wildlife.” This information was also promoted on city social media sites.

### 2015-2016 Major Goals and Objectives

- Maintain a good working relationship and contract with Inland Valley Humane Society & S.P.C.A. to provide full animal control care and control services to the City of Glendora.

- City personnel to coordinate with IVHS and US Fish & Game to conduct a public presentation on wildlife issues affecting Glendora.
- City personnel to coordinate with IVHS to host a vaccination clinic in Glendora.

**Primary Program Expenditure Explanations**

1. The Animal Shelter Services (A/C 59530) was contracted to Inland Valley Humane Society effective July 2013, thereby eliminating all other expenditures such as: salaries and benefits, food supplies, division supplies and other maintenance and operations costs. The contract calls for animal care, dog license, shelter, and other services.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5136 001 GENERAL FUND	166,103	193,111	188,556	244,000	224,400	244,000
<b>ANIMAL CONTROL Total by Fund</b>	<b>166,103</b>	<b>193,111</b>	<b>188,556</b>	<b>244,000</b>	<b>224,400</b>	<b>244,000</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5136 Operations & Maint.	67,116	68,222	187,592	244,000	224,400	244,000
Salaries & Benefits	98,986	124,888	964	0	0	0
<b>ANIMAL CONTROL Total</b>	<b>166,103</b>	<b>193,111</b>	<b>188,556</b>	<b>244,000</b>	<b>224,400</b>	<b>244,000</b>

**Division Expense by Line-Item**

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5136	41110	REGULAR TIME	66,071	58,070	0	0	0	0
	41120	OVERTIME	6,590	4,493	217	0	0	0
	41210	PART TIME	350	38,012	625	0	0	0
	41310	HOLIDAY PAY	0	0	0	0	0	0
	41370	UNIFORM ALLOWANCE	450	450	0	0	0	0
	42110	RETIREMENT	8,245	7,565	94	0	0	0
	42290	FLEX BENEFIT	12,295	10,442	0	0	0	0
	42310	EMPLOYER PAID BENEFITS	2,261	2,433	12	0	0	0
	42520	WORKERS COMP	2,725	3,424	15	0	0	0
	51110	OFFICE SUPPLIES	50	97	0	0	0	0
	51200	DIVISION SUPPLIES	1,202	1,842	0	0	0	0
	51510	SAFETY SUPPLIES	0	0	0	0	0	0
	51750	FOOD SUPPLIES	346	213	0	0	0	0
	55320	PRINTING/REPRODUCTION	2,696	0	0	0	0	0
	55340	POSTAGE	2,890	2,209	0	0	0	0
	59100	CONT SVCS	0	0	0	0	0	0
	59530	ANIMAL SHELTER SERVICES	59,932	63,862	187,592	244,000	224,400	244,000
	59535	STERILIZATION	0	0	0	0	0	0
	<b>ANIMAL CONTROL Total</b>		<b>166,103</b>	<b>193,111</b>	<b>188,556</b>	<b>244,000</b>	<b>224,400</b>	<b>244,000</b>

**Emergency Services (No. 5138)**

**Program Description**

The Emergency Services Bureau is responsible for City-wide disaster preparedness, local homeland security requirements, and conducts community relations presentations regarding emergency preparedness. In FY 2009-10, a full-time Emergency Services Supervisor position was eliminated as part of a budget cost savings. The duties for this position were divided among Police Patrol and Administration personnel. However, at the beginning of 2014, the position of a part-time Emergency Services Manager was created. The Emergency Services Bureau also coordinates all volunteer services including Auxiliary Officers, GEARS (Glendora Emergency Amateur Radio Services), and Explorers. The Emergency Services Bureau is staffed part-time by the Emergency Services Manager who handles the emergency preparedness duties. A Patrol Sergeant and Police Corporal supervised volunteers as a collateral duty.

The specific service activities are as follows:

- Emergency Services Bureau personnel prepare, update, and exercise the procedures for responding to, mitigation of, and recovery from City and area disasters.
- Emergency Services Bureau personnel maintain community contacts and outreach programs to ensure partnerships with the community as part of community-oriented policing philosophy.
- Emergency Services Bureau volunteers assist the police department and community by providing staffing for special events, details, and disaster response.

**Program Measurements**

<b>Performance Measurements</b>	<b>Unit of Measure</b>	<b>Type of Indicator</b>	<b>Actual 2013-14</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>
Volunteer Hours Performed	#	Effectiveness	5,126	5,500	5,500
Auxiliary Officer Staffing	#	Efficiency	24	24	27
Police Explorers	#	Efficiency	55	55	60
Explorer Volunteer Hours	#	Efficiency	2,498	2,700	2,700
City Employee Emergency Preparedness Training (hours)	#	Effectiveness	60	80	120
Nixle 360 Colby Impact Notification Group Contacts	#	Effectiveness	1,931	1,940	1,940

**2014-2015 Major Accomplishments**

- The Emergency Services Bureau conducted a functional “earthquake” training exercise. This included activating the Emergency Operation Center (EOC) and staffing it with all EOC personnel. The event was debriefed and recommendations were made and implemented.

- Nixle 360 was used for Citywide and Colby emergency notification. There are currently a total of 1,931 residents registered for the Colby Fire Impact area and 2,351 residents registered through nixle.com.
- The hardware on all EOC computers was updated for improved speed and performance.
- A Shelter Agreement was signed with Red Cross designating the Crowther Teen Center, the American Legion Building, and La Fetra Center as approved shelters.
- The new Emergency Service Coordinator attended a 40-hour class on “Introduction to Emergency Management: Earthquake” to facilitate the transition to the new position.

### 2015-2016 Major Goals and Objectives

- Emergency Services Bureau personnel will attend Area D meetings, Safety meetings, and CERT meetings to stay updated with the most current emergency services information. This will be an ongoing effort.
- Emergency Services Bureau personnel will maintain community contacts and outreach programs to ensure partnerships with the community as part of community-oriented policing philosophy. This will be accomplished by organizing and providing presentations to the various service clubs, Neighborhood Watch, and through the Glendora Police Department Citizen Academy. This will be an ongoing effort.
- Emergency Services Bureau personnel will conduct one Emergency Operations Center functional exercise training session for all Emergency Operations Center (EOC) staff. This will be a realistic operational training that will involve all EOC personnel. This goal will be accomplished by June 2016 and will continue on an annual basis.
- Emergency Services Bureau personnel will maintain the EOC with regard to supplies and materials needed for an emergency activation. This will include updated contact information for other shareholders such as American Red Cross, Disaster Management Area Coordinators, and Los Angeles County Office of Emergency Management. This will be an ongoing effort.
- Emergency Services Bureau will continue to use Nixle 360 for citywide emergency notification.

### Primary Program Expenditure Explanations

1. Division Supplies (A/C 51200) consists of \$10,000 for the purchase of City-wide emergency disaster supplies, community relations supplies for National Night Out, Citizens Academy, and Neighborhood Watch. This account also supports supplies for volunteer groups such as Auxiliary Officers.
2. Dues & Memberships (A/C 55400) consists of \$2,800 for Area D mutual aid dues. Each city in the Area D region pays dues to support a coordinator for the area to provide training and support during area emergencies such as fires, earthquakes, floods, and civil unrest.

Division by Fund				Budget FYE 2015-2016		
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5138 001 GENERAL FUND	22,620	3,684	15,262	12,800	9,800	12,800
207 GRANTS	0	0	0	0	0	0
208 ASSET FORFEITURE FUND	0	0	3,641	0	0	0
210 SUPPL LAW ENF SVCE (COPS)	0	0	0	0	0	0
225 HOMELAND SECURITY	66,990	400,000	1,602,989	0	0	0
<b>EMERGENCY PREP Total by Fund</b>	<b>89,610</b>	<b>403,684</b>	<b>1,621,891</b>	<b>12,800</b>	<b>9,800</b>	<b>12,800</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5138 Grants / Other Expenses	66,990	400,000	1,603,641	0	0	0
Operations & Maint.	22,620	3,684	18,250	12,800	9,800	12,800
Salaries & Benefits	0	0	0	0	0	0
<b>EMERGENCY PREP Total</b>	<b>89,610</b>	<b>403,684</b>	<b>1,621,891</b>	<b>12,800</b>	<b>9,800</b>	<b>12,800</b>

**Division Expense by Line-Item**

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5138	41110	0	0	0	0	0	0
	41370	0	0	0	0	0	0
	42110	0	0	0	0	0	0
	42290	0	0	0	0	0	0
	42310	0	0	0	0	0	0
	42520	0	0	0	0	0	0
	51115	10,243	0	0	0	0	0
	51200	9,794	666	820	10,000	7,000	10,000
	55400	2,582	2,518	2,518	2,800	2,800	2,800
	55600	0	0	0	0	0	0
	59100	0	500	11,924	0	0	0
	59936	0	0	2,989	0	0	0
	60310	0	0	0	0	0	0
	60310.03	0	0	0	0	0	0
	60310.04	0	0	0	0	0	0
	60310.05	0	0	0	0	0	0
	60310.06	0	0	0	0	0	0
	60310.08	0	0	0	0	0	0
	60310.12	66,990	0	0	0	0	0
	60310.13	0	400,000	1,603,641	0	0	0
	60310.59	0	0	0	0	0	0
	<b>EMERGENCY PREP Total</b>	<b>89,610</b>	<b>403,684</b>	<b>1,621,891</b>	<b>12,800</b>	<b>9,800</b>	<b>12,800</b>

## Community Preservation (No. 5139)

### Program Description

The Community Preservation Bureau, commonly referred to as Code Enforcement, is comprised of one (1) full-time Community Preservation Officer. This officer is supervised by the Support Services Supervisor. Code Enforcement works with a variety of City Departments and agencies within Los Angeles County. Code Enforcement investigates violations of the City Zoning Code, Municipal Code, State Health Codes, and Uniform Housing Code. The unit works with the City Attorney and Police Department to prepare legal actions when informal mitigation fails to remedy unsafe health and safety violations.

The specific service activities are as follows:

- To aid in eliminating substandard structures, blighted conditions, and promote property maintenance.
- To respond immediately to complaints that presents an imminent threat to public health and safety.
- To patrol proactively and enforce any code violations while promoting voluntary compliance.
- To promote improvement or revitalization of neighborhoods.
- To enforce sign ordinances and business regulations.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Respond within 48 hours to code violations	%	Efficiency	100%	100%	100%
No. of Financial Institution home registries	#	Workload	14	16	15
No. of cases handled	#	Workload	478	1045	1100
No. of Business Contacts	3	Workload	64	70	100
Correction Notices	#	Workload	148	170	200
Order to Comply	#	Effectiveness	9	1	4

### 2014-2015 Major Accomplishments

- Hired and Trained a full-time Community Preservation Officer to handle all the calls for service regarding code enforcement. The new officer replaced a previous employee in this assignment.
- Issued 20 Administrative Citations during this fiscal year. These citations are typically the final step before criminal citations and are successful in encouraging compliance.

**2015-2016 Major Goals and Objectives**

- Code enforcement will respond to community complaints and observed violations concerning landscaping/property maintenance and will correct violations through education and enforcement. Code enforcement will work with the Water Department and introduce property owners to drought tolerant landscaping as an alternative.
- Code enforcement will respond to community complaints and observed violations concerning illegal banners, displays, and maintenance of proper aesthetic standards in the business corridors. Violations will be corrected through education and enforcement.
- Support Services Supervisor will arrange for the newly appointed Community Preservation Officer to attend advanced training and network with other code enforcement officers. This will be accomplished by January 2016.

**Primary Program Expenditure Explanations**

1. Contract services (A/C 59100) consists of \$10,000 for the abatement of sub-standard properties.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5139 001 GENERAL FUND	120,819	94,849	59,641	84,552	46,621	75,350
212 COMMUNITY DEV BLOCK GRANT	55,597	0	0	0	0	0
381 CRA PROJECT AREA #1	34,647	0	0	0	0	0
382 CRA PROJECT AREA #2	0	0	0	0	0	0
383 CRA PROJECT AREA #3	43,535	0	0	0	0	0
391 OBLIGATION PAYMENTS CRA#1	0	0	0	0	0	0
393 OBLIGATION PAYMENTS CRA#3	0	0	0	0	0	0
531 WATER OPERATIONS FUND	7,332	7,702	6,159	7,784	4,022	6,761
<b>COMMUNITY PRES Total by Fund</b>	<b>261,930</b>	<b>102,552</b>	<b>65,800</b>	<b>92,336</b>	<b>50,643</b>	<b>82,112</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5139 Operations & Maint.	6,428	4,828	714	10,500	4,500	10,500
Salaries & Benefits	255,502	97,724	65,086	81,836	46,143	71,612
<b>COMMUNITY PRES Total</b>	<b>261,930</b>	<b>102,552</b>	<b>65,800</b>	<b>92,336</b>	<b>50,643</b>	<b>82,112</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5139	41110	REGULAR TIME	166,853	61,229	46,757	54,703	31,224	45,979
	41120	OVERTIME	1,449	3,141	375	4,000	527	4,000
	41210	PART TIME	22,832	9,299	0	0	0	0
	41370	UNIFORM ALLOWANCE	1,350	450	450	450	0	0
	42110	RETIREMENT	23,907	8,957	6,776	9,275	5,250	8,535
	42290	FLEX BENEFIT	30,422	11,441	8,543	10,200	7,275	10,200
	42310	EMPLOYER PAID BENEFITS	5,396	1,738	1,162	1,821	1,052	1,483
	42510	ALTCOM	0	0	0	0	0	0
	42520	WORKERS COMP	3,293	1,469	1,023	1,387	815	1,414
	51110	OFFICE SUPPLIES	0	0	0	0	0	0
	51200	DIVISION SUPPLIES	0	100	0	0	0	0
	51400	BUILDING MATERIAL & SUPPL	13	0	0	0	0	0
	51520	EQUIPMENT RENTAL	849	0	0	0	0	0
	51550	PHOTOGRAPHIC SUPPLIES	0	0	0	0	0	0
	55310	ADVERTISING	0	0	0	0	0	0
	55320	PRINTING/REPRODUCTION	1,281	0	509	500	500	500
	55340	POSTAGE	0	0	0	0	0	0
	55350	MISCELLANEOUS EXPENSE	0	0	0	0	0	0
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	0	0	0	0	0	0
	56100	BUILDING REPAIR & MAINT	0	0	0	0	0	0
	57050	PHONE	0	0	0	0	0	0
	59100	CONT SVCS	4,286	4,728	205	10,000	4,000	10,000
	59520	FINGER PRINTING	0	0	0	0	0	0
<b>COMMUNITY PRES Total</b>			<b>261,930</b>	<b>102,552</b>	<b>65,800</b>	<b>92,336</b>	<b>50,643</b>	<b>82,112</b>



**Traffic – DUI/Traffic Safety Grants (PT1549) (No. 5194)**

**Program Description**

The Glendora Traffic Bureau uses education, enforcement, and effective partnerships that produce successful programs which save lives. The department serves as the lead agency for the LA County Avoid DUI Task Force organized by a Sr. Community Services Officers (CSO) position funded by OTS in order to enhance countywide traffic safety efforts. The Sr. CSO position plans regional training for countywide law enforcement agencies; coordinates countywide public awareness efforts, educational presentations, and media events; organizes and convenes the Peace Officers’ Association of Los Angeles County’s Traffic sub-committee meetings; collaborates with MADD, RADD, Department of Alcoholic Beverage Control, Department of Motor Vehicles, California Highway Patrol, Los Angeles Police Department, Los Angeles County Sheriff’s Department, Los Angeles County Probation, and local law enforcement agencies on countywide efforts related to impaired driving; and collects statistical data for OTS reporting.

Different from prior grant years, Glendora is no longer the financial pass-through agency for contractual costs. For the current grant year, all L.A. County agencies had to apply for, and be awarded, their own traffic grant but the county as a whole continues to participate in the Avoid DUI Task Force. The current grant, now called ‘Selective Traffic Enforcement Program’ or STEP, will run through the federal fiscal year ending September 30, 2015. It funds our officers on overtime to conduct DUI saturation patrols, DUI/driver’s license checkpoints, court sting operations, educational presentations like Know Your Limit, distracted driving operations, nighttime Click it or Ticket operations, bicycle and pedestrian stings, and Child Passenger Safety events.

The Traffic Bureau has applied for two grants in the next federal fiscal year which, if awarded by the Office of Traffic Safety through the National Highway Traffic Safety Association, would begin on October 1, 2015 and continue through September 30, 2016. The STEP grant application is requesting \$237,192.85 to cover all our traffic education and enforcement and a new pilot grant called B.R.A.K.E.S in the amount of \$250,000.00. B.R.A.K.E.S (Be Responsible and Keep Everyone Safe) is a non-profit organization out of North Carolina that provides Teen Pro-Active Driving courses. Each weekend consists of four, four-hour classes impacting 160 teens plus their parents

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
No. of Persons injured in collisions	#	Effectiveness	195	221	200
No. of Collisions due to drug or alcohol	#	Effectiveness	31	41	35
No. of Injuries due to drug or alcohol	#	Effectiveness	5	7	6
No. of DUI arrests	#	Workload	263	264	280

**2014-15 Major Accomplishments**

- At the MADD/Avoid Awards ceremony, three Glendora Police Department patrol officers were awarded the MADD award for DUI arrests during the 2014 calendar year. Together these 3 officers made a total of 100 DUI arrests in Glendora in 2014.
- The Los Angeles County Avoid DUI Task Force conducted the following in 2014: 17 checkpoints resulting in 35 arrests for DUI, 223 saturation patrols resulting in 155 arrests for DUI, 17 warrant details making 34

successful warrant services on DUI offenders who had violated their probation terms or failed to appear in court, and 2 court sting details making 8 arrests.

- A total of 59 press releases were produced in 2014 and sent out through social media, the City website, television news teams and print media throughout Los Angeles County generating countless postings, print stories and live television airings.
- The “Know Your Limit” program was created and conducted in December 2014 during which 59 volunteers received educational, hands-on experience with their Blood Alcohol Content (BAC). The entire program had an impact on an estimated 200 patrons.
- Hosted training for Glendora officers and outside agencies in the area of SFST, ARIDE, DUI Checkpoint Supervision and Management, PAS Training, and CDR Downloading (data recorder downloads for crashes).

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### **2015-2016 Major Goals and Objectives**

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The below goals and objectives are identified in the current grant period which ends September 30, 2015 as well as the two new proposed grants which would begin October 1, 2015 ending September 30, 2016.

#### **2014-2015 STEP Grant Objectives** (remaining for July-August-September 2015)

- Publicizing activity and results of Los Angeles County’s combined DUI efforts as well as raising the general public awareness regarding the problems associated with drinking/drugs and driving through September 30, 2015.
- To develop and maintain a monthly “Hot Sheet” program to notify patrol and traffic officer to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions through September 30, 2015.
- Conduct a total of 24 DUI roving/saturation patrols in Glendora by September 30, 2015.
- Conduct 10 Distracted Driving enforcement operations by September 30, 2015.
- Conduct 10 night-time Click It or Ticket enforcement operations by September 30, 2015.

#### **2015-2016 STEP Grant Goals and Objectives** (if awarded, for October 2015 - June 2016)

- To reduce the number of persons injured in traffic collisions.
- To conduct Avoid public information campaigns during each NHTSA Mobilization with smaller media campaigns during Memorial Day, Halloween, Super Bowl Sunday, St. Patrick’s Day, Cinco de Mayo, county fairs, festivals and other community events with identified DUI problems by June, 2016.
- To lead the county’s Avoid Coalition by: organizing all planning/scheduling meetings and MADD/Avoid DUI Seminars; collecting the county’s schedule of operations that occur during any Avoid campaign; and reporting the county’s DUI arrests & DUI fatality information during any Avoid campaign by June, 2016.
- To maintain and manage the Southern California DUI Task Force Facebook page to include information, press releases, print stories, photos, video, tragedy stories related to DUI and traffic safety, Know Your Limit, laws, statistical information and traffic safety tips and trivia.
- To conduct 2 stakeout operations that employ police officers to observe the “worst of the worst” repeat DUI offender probationers with suspended or revoked driver’s licenses by June 30, 2016.

#### **2015-2016 B.R.A.K.E.S Grant Goals and Objectives** (if awarded, for October 2015 - June 2016)

- To provide 40 Teen Pro-Active Driving Courses in Los Angeles, San Bernardino, and Orange County by June, 2016.
- To conduct 14 Traffic Safety educational presentations impacting 10,000 community members by June, 2016.
- To coordinate a meeting comprised of members representing the organization and potential county partners to determine guidelines and scheduling for planned schools by December of 2015.

- Collect and report quarterly, appropriate data that supports the progress of goals and objectives through June 2016.

### Primary Program Expenditure Explanations

1. The expenditures for the Federal fiscal year 2014-2015 for the Avoid the 100 grant is derived from federal granting sources, is reimbursed through the State of California on a quarterly basis and grant awarded from October 2014 through September 2015 was \$249,000.

Division by Fund		Budget FYE 2015-2016					
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted	
5194 220 AVOID THE 100	248,128	0	0	0	0	0	
223 CAL MMET	91,809	8,322	0	0	0	0	
226 CLICK IT OR TICKET 09/10	0	0	0	0	0	0	
227 SAFETY BELT SAFE GRANT	32,164	0	0	0	0	0	
232 KIDS/TEENS BUCKLE UP GRNT	0	0	0	0	0	0	
239 AVOID THE 100B (11-12)	344,655	177,032	0	0	0	0	
242 OTS CELL PHONE POLICY DEV	0	35,317	28,430	0	0	0	
243 AVOID THE 100C (12-13)	0	228,368	129,218	0	0	0	
247 AVOID THE 100D 13-14	0	0	326,181	225,230	215,957	0	
248 STEP OTS GRANT 13-14	0	0	35,848	26,594	14,434	0	
249 LUDWIG EXPLORER GRANT	0	0	8,300	41,700	11,321	0	
254 STEP OPS GRANT 14-15	0	0	0	249,000	249,157	154,015	
<b>OPERATING GRANT Total by Fund</b>	<b>716,757</b>	<b>449,039</b>	<b>527,978</b>	<b>542,523</b>	<b>490,869</b>	<b>154,015</b>	

#### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5194 Capital Outlay	0	0	11,430	65,215	25,000	0
Operations & Maint.	514,148	336,050	401,563	145,925	212,132	9,510
Salaries & Benefits	202,610	112,988	114,985	331,384	253,737	144,505
<b>OPER. GRANT Total</b>	<b>716,757</b>	<b>449,039</b>	<b>527,978</b>	<b>542,523</b>	<b>490,869</b>	<b>154,015</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5194	41110	REGULAR TIME	105,151	60,967	56,418	116,963	74,635	56,963
	41120	OVERTIME	20,092	9,782	1,755	0	1,680	0
	41120.71	COURT STINGS	0	0	0	8,600	8,426	5,000
	41120.73	OT-CHECKPOINT OPERATIONS	16,104	2,728	10,452	46,805	44,593	19,000
	41120.74	SATURATION PATROLS	4,473	10,390	14,096	49,954	42,244	8,225
	41120.75	OT-TRAFFIC ENFORCEMENT	0	0	324	6,720	5,356	0
	41120.76	OT-DISTRACTED DRIVING	0	0	1,932	5,800	6,066	3,568
	41120.81	TASK FORCE OPERATIONS	0	0	0	0	0	0
	41120.82	OT-WARRANT/PROB. SWEEPS	2,336	1,406	953	3,167	1,399	0
	41120.83	PIO	7,451	3,357	5,352	11,569	6,547	4,754
	41120.84	POLALAC TRAINING MEETING	0	0	0	1,200	1,200	774
	41120.85	TRAFFIC ENFORCEMENT OPS	0	0	0	6,950	6,950	4,180
	41120.86	NIGHTTIME CLICK IT	0	0	0	4,800	4,800	4,800
	41120.87	BICYCLE AND PED OPS	0	0	0	8,060	8,060	8,060
	41120.88	CPS INSTALLATION	0	0	0	3,940	3,940	3,136
	41120.89	EDUCATIONAL PRESENTATIO	0	0	0	2,200	2,200	1,233
	41120.95	FISCAL SERVICES	0	0	433	1,379	433	0
	41120.97	STAKEOUTS	0	0	0	2,240	1,077	0
	41210	PART TIME	0	0	196	299	142	0
	41210.73	PT - CHECKPOINT OPERATION	0	0	109	0	0	0
	41310	HOLIDAY PAY	1,631	0	0	0	0	0
	41370	UNIFORM ALLOWANCE	887	450	450	450	450	450
	42110	RETIREMENT	23,425	9,553	8,835	19,379	12,249	10,658
	42111	PARS RETIREMENT	0	0	0	0	0	0
	42290	FLEX BENEFIT	14,952	10,902	10,230	22,200	14,818	10,200
	42310	EMPLOYER PAID BENEFITS	3,203	1,983	2,133	5,650	4,511	1,753
	42520	WORKERS COMP	2,905	1,471	1,317	3,060	1,961	1,752
	51110	OFFICE SUPPLIES	848	398	41	0	0	0
	51115	OFFICE EQUIP./FURNITURE	245	2,939	0	0	0	0
	51200	DIVISION SUPPLIES	119	4,000	128	125	500	0
	51200.00	LIDAR DEVICES	0	0	6,675	0	0	0
	51200.73	CHECKPOINT SUPPLIES	1,555	5,292	3,020	4,375	4,448	2,729
	51200.74	PAS DEVICES/CALIB. UNITS	4,595	3,996	1,752	2,500	2,157	520
	51200.75	CPS SUPPLIES	0	0	0	800	800	223
	51200.76	EDUCATIONAL MATERIALS	0	0	0	500	500	173
	51200.98	CHILD SAFEY SEATS	0	0	506	0	0	0
	51200.99	RADAR DEVICES	0	0	3,092	0	0	0
	51500	EQUIPMENT PARTS & SUPPLY	0	0	0	4,500	4,500	260
	51710	CLOTHING SUPPLIES	0	0	4,514	6,452	7,745	0
	51720	UNIFORM REIMBURSEMENT	0	0	0	550	550	0
	55320	PRINTING/REPRODUCTION	0	0	0	0	0	0
	55350	MISCELLANEOUS EXPENSE	0	0	652	448	3,174	0
	55510	TRAVEL & MEETING EXPENSE	8,316	5,516	2,546	0	0	0
	55510.09	INSTATE TRAVEL	0	0	7,751	3,650	2,650	0
	55510.10	OUT OF STATE TRAVEL	0	0	2,625	7,250	6,000	0
	55510.73	DUI SEMINARS	0	0	0	0	0	0
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	3,000	7,420	8,913	10,865	9,397	5,605
	55600.01	MULTIMEDIA PRESENTATION	0	0	0	3,000	999	0
	59100	CONT SVCS	357,473	26,461	25,619	0	0	0
	59100.51	ALLIED PATROL	79,441	144,450	175,283	55,910	76,338	0

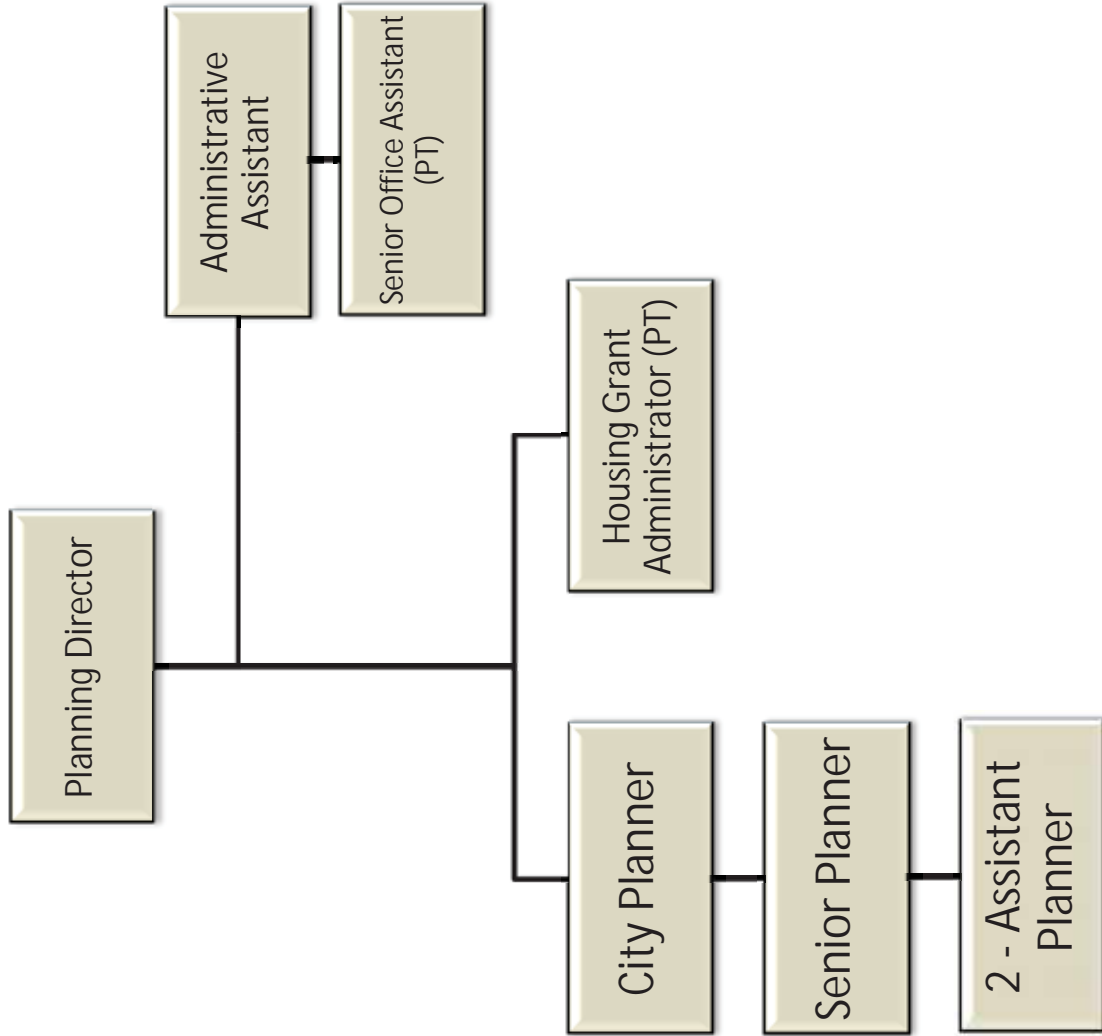
Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
5194	59100.52	ALLIED CHKPTS	26,474	67,775	83,825	33,750	77,267	0
	59100.53	ALLIED WARRANTS	4,889	9,461	18,818	5,000	7,850	0
	59100.54	MADD	18,450	4,950	0	0	0	0
	59100.57	ALCO SENSOR	6,900	27,600	6,900	0	0	0
	59100.58	PHLEBOTOMIST	1,843	2,076	5,198	0	2,558	0
	59100.75	ALLIED HOURLY EMPLOYEES	0	0	0	250	0	0
	59100.77	ALLIED AGENCIES	0	15,029	3,695	0	0	0
	59100.78	BENEFITS	0	8,636	5,372	0	0	0
	59100.95	TASK FORCE OPERATIONS	0	0	34,611	1,000	0	0
	59100.96	COURT STINGS	0	0	0	5,000	4,634	0
	59936	USE TAX	0	51	25	0	65	0
	72000	MACHINERY & EQUIPMENT	0	0	11,430	30,415	25,000	0
	72300	VEHICLES	0	0	0	34,800	0	0
<b>OPER. GRANT Total</b>			<b>716,757</b>	<b>449,039</b>	<b>527,978</b>	<b>542,523</b>	<b>490,869</b>	<b>154,015</b>

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# GLENDORA PLANNING DEPARTMENT

## ORGANIZATIONAL CHART 2015-16



Full-Time Positions	
1	Planning Director
1	City Planner
1	Administrative Assistant
1	Senior Planner
2	Assistant Planner
<b>Total Full-Time Positions: 6</b>	
Please see Staffing tab for list of Part-Time Positions	

# Authorized Positions

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Planning /Redevelopment Department</b>					
<i>Full-Time Positions</i>					
Director of Planning /Redevelopment	1.00	-	-	-	-
Planning Director	-	1.00	1.00	1.00	1.00
Assist. Director of Planning	1.00	-	-	-	-
City Planner	-	1.00	1.00	1.00	1.00
Assist. Director of Redevelopment	1.00	-	-	-	-
Planning Manager	1.00	-	-	-	-
Senior Planner	-	-	-	-	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Senior Office Assistant	1.00	-	-	-	-
Assistant Planner	2.00	2.00	2.00	2.00	2.00
Housing Programs Coordinator	1.00	-	-	-	-
Housing Rehabilitation Specialist	3.00	-	-	-	-
<i>Part-Time Positions</i>					
Housing Grants Coordinator	-	0.75	0.75	0.75	0.75
Planning Manager	-	0.46	-	-	-
Sr. Office Assistant	0.50	0.50	0.50	0.50	0.50
BID Marketing Intern	-	-	-	0.25	-
<b>Total Full-Time</b>	12.00	5.00	5.00	5.00	6.00
<b>Total Part-Time</b>	0.50	1.71	1.25	1.50	1.25
<b>Total Department FTE</b>	12.50	6.71	6.25	6.50	7.25



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**Administration (No. 6050)**

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**Program Description**

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Administration is responsible for the management and coordination of Planning Department functions such as service delivery, personnel, procedures, and budget control. Administration ensures that Department resources are aligned to carry out the land use planning, environmental services, housing and economic development objectives established by the City Council.

The Department oversees five activity areas: Planning, Environmental Services, Housing Authority, Community Development Block Grant (CDBG), and the Village Business Improvement District (BID). The Planning Department supports the Project Review Committee, Planning Commission, the Village Business Improvement District Board and City Council in their review of activities overseen by the Planning Department.

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**2014-2015 Major Accomplishments**

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- Oversaw major accomplishments of all Planning Department divisions including: processing development applications for three major residential developments (180 new residential units).
- Recruited and filled the City Planner position.
- Increased communication on development issues with the community through a series of presentations on major development projects at several City Council. The presentations covered major development projects and land use policies such as the Route 66 Specific Plan. Presentations to the City Council occurred on October 14, 2014; October 28, 2014; November 18, 2014; and December 9, 2014. A general “town hall” meeting was also held on February 18, 2015.

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**2015-2016 Major Goals and Objectives**

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- Increase outreach to the community on development issues. The Department is undertaking the development of an Arrow Highway Specific Plan, and a review of the Route 66 Specific Plan. These projects will involve significant outreach to the community.
- Coordinate with the Successor to the Glendora Redevelopment Agency on implementation of the Long Range Property Management Plan (LRPMP).

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**Primary Program Expenditure Explanations**

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The planning Administration Division primarily consists of personnel costs for the Planning Director and Administrative Assistant positions.

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. The Contract Services (A/C 59100) has been increased from \$16,900 to \$25,000. The increase is to cover contract services associated with the City Geographic Computer Information system (GIS).

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6050 001 GENERAL FUND	103,591	253,454	273,147	268,323	276,266	327,888
381 CRA PROJECT AREA #1	40,768	0	0	0	0	0
382 CRA PROJECT AREA #2	0	0	0	0	0	0
383 CRA PROJECT AREA #3	40,036	0	0	0	0	0
391 OBLIGATION PAYMENTS CRA#1	18,971	0	0	0	0	0
393 OBLIGATION PAYMENTS CRA#3	16,468	0	0	0	0	0
<b>PLANNING ADMIN Total by Fund</b>	<b>219,834</b>	<b>253,454</b>	<b>273,147</b>	<b>268,323</b>	<b>276,266</b>	<b>327,888</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6050 Operations & Maint.	240	200	10,883	17,900	25,500	26,000
Salaries & Benefits	219,594	253,254	262,264	250,423	250,766	301,888
<b>PLANNING ADMIN Total</b>	<b>219,834</b>	<b>253,454</b>	<b>273,147</b>	<b>268,323</b>	<b>276,266</b>	<b>327,888</b>

**Division Expense by Line-Item**

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6050	41110 REGULAR TIME	173,082	197,015	200,693	190,251	179,731	224,388
	41120 OVERTIME	28	234	0	0	0	312
	41210 PART TIME	0	0	1,664	0	10,671	0
	41360 VEHICLE ALLOWANCE	3,351	3,430	3,430	3,060	3,075	3,060
	42110 RETIREMENT	23,861	28,431	32,457	34,589	35,893	44,391
	42111 PARS RETIREMENT	0	0	0	0	0	0
	42290 FLEX BENEFIT	15,298	19,388	19,188	17,601	16,828	23,564
	42310 EMPLOYER PAID BENEFITS	3,259	3,745	3,786	3,819	3,481	4,630
	42520 WORKERS COMP	715	1,011	1,045	1,104	1,087	1,543
	45100 TEMPORARY IN LIEU OF PERM	0	0	0	0	0	0
	55400 DUES & MEMBERSHIPS	240	200	0	0	0	0
	55510 TRAVEL & MEETING EXPENSE	0	0	233	1,000	500	1,000
	59100 CONT SVCS	0	0	10,650	16,900	25,000	25,000
	<b>PLANNING ADMIN Total</b>	<b>219,834</b>	<b>253,454</b>	<b>273,147</b>	<b>268,323</b>	<b>276,266</b>	<b>327,888</b>

**Planning (No. 6051)**

**Program Description**

The Planning Division workload is divided into two major categories. The first, “Current Planning,” provides oversight of the City’s property use standards, new development, and zoning permit approvals. The second, “Advance Planning,” addresses land use policy formulation and implementation. Advance Planning is a fundamental responsibility of the City as it establishes the policies under which privately-owned property may be used and developed.

**Current Planning**

Under the Current Planning function, the Department works alongside the Building and Engineering Divisions to ensure new construction and new uses conform to City land use and zoning regulations. Processes include business license review for zoning conformity, building plan check review, grading plan review, environmental review, and processing of various zoning entitlements for new construction and/or certain commercial uses.

**Advance Planning**

Under the direction of the Planning Commission and City Council, Advance Planning involves the development and implementation of new land use policies to help guide the City’s long range economic, physical, and social development. Outreach and dialogue with residents, businesses, and property owners is a key part of Advance Planning. Activities include amending the City’s General Plan, Zoning Code, performing land use studies, and working on regional planning activities through organizations including the Southern California Association of Governments (SCAG); San Gabriel Valley Council of Governments (COG) and the Metropolitan Transportation Authority (MTA).

**Performance Measurements**

Performance Measurements	Unit of Measure	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Average days to review building plan check submittals	Average Number of Days	10	11	10
Number of advance planning projects to be initiated/completed (e.g. zoning code amendments, specific plans, etc.)	# Workload	6	3	3
Number of zoning entitlements/applications to be reviewed	# Workload	65	65	65
Number of building permit applications to be reviewed	# Workload	550	900	900

**2014-2015 Major Accomplishments**

- New Development – Residential development approved during the fiscal year include: 144 attached residential condominiums at the northwest corner of Grand Avenue and Foothill Boulevard, 23 attached residential condominiums on Arrow Highway, and 12 new single-family homes on Grand Avenue.
- Under Construction – Building plan check activity has nearly doubled over the previous year, and construction on large developments continues. Notwithstanding the increase, Planning has maintained a performance goal of

reviewing plan check submittals within 10 days. The average plan check turnaround for the year is just over 11 days.

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### **2015-2016 Major Goals and Objectives**

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- Arrow Highway Specific Plan – In March 2015, the City entered a contract with MIG consultants to undertake the preparation of an Arrow Highway Specific Plan. The purpose of the specific plan is to create a framework for the revitalization of the corridor. Preparation of the plan will include extensive public outreach to residents, business, and property owners.
- Route 66 Specific Plan – The Planning Commission will review the Route 66 Specific Plan. The purpose of the review is to consider whether the Specific Plan is meeting the expectations of the community, and make recommendations to the City Council. This process is expected to result in changes to the Specific Plan.

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### **Primary Program Expenditure Explanations**

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1. Salaries and benefits costs (40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%. A new Planner was also added for a 2 year term.
2. The proposed Planning Division budget for FY2015-16 reflects the personnel costs associated with this service delivery.
3. Contract services (A/C 3219999-59100) includes a \$400,000 budget to cover these estimated costs. The Arrow Highway Specific Plan will involve community outreach, public meetings, necessary studies, environmental review, and preparation of the specific plan document. This account also includes costs related to Route 66 Specific Plan Update of \$20,000.
4. Info Tech Charges (A/C 59801) are charged to each division to recover citywide technology services provided to each department as well as the replacement of computers, network equipment, and other technology costs. The allocation is based on an allocated benefit of technology services each department receives.
5. Liability Insurance Charges (A/C 59807) is calculated on the allocated cost of each department based on claims, personnel costs, facility insurance costs and other factors.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6051 001 GENERAL FUND	331,821	443,449	378,453	410,146	384,501	423,928
285 AFFORDABLE HOUSING FUND	0	245,953	3,255	0	0	0
290 GLENDDORA HSG. AUTHORITY	0	0	0	0	0	0
321 CAPITAL PROJECTS FUND	0	0	0	200,000	0	420,000
381 CRA PROJECT AREA #1	17,623	0	0	0	0	0
382 CRA PROJECT AREA #2	0	0	0	0	0	0
383 CRA PROJECT AREA #3	7,335	0	0	0	0	0
391 OBLIGATION PAYMENTS CRA#1	0	0	0	0	0	0
393 OBLIGATION PAYMENTS CRA#3	0	0	0	0	0	0
<b>PLANNING Total by Fund</b>	<b>356,779</b>	<b>689,402</b>	<b>381,708</b>	<b>610,146</b>	<b>384,501</b>	<b>843,928</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6051 Capital Outlay	0	0	0	0	0	0
Grants / Other Expenses	0	138,149	3,150	0	0	0
Operations & Maint.	117,635	270,173	94,811	312,811	93,811	535,105
Salaries & Benefits	239,144	281,080	283,747	297,335	290,690	308,823
<b>PLANNING Total</b>	<b>356,779</b>	<b>689,402</b>	<b>381,708</b>	<b>610,146</b>	<b>384,501</b>	<b>843,928</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6051	41110	REGULAR TIME	166,020	188,854	194,518	203,009	181,626	207,326
	41120	OVERTIME	347	537	0	2,552	0	2,418
	41210	PART TIME	24,099	29,786	22,756	19,613	43,315	20,494
	42110	RETIREMENT	20,975	28,103	32,413	37,436	33,665	42,290
	42111	PARS RETIREMENT	0	0	0	0	0	0
	42290	FLEX BENEFIT	22,975	27,797	28,112	27,916	25,874	29,071
	42310	EMPLOYER PAID BENEFITS	4,008	4,889	4,861	5,593	4,905	5,605
	42520	WORKERS COMP	721	1,114	1,087	1,216	1,305	1,619
	51110	OFFICE SUPPLIES	1,873	4,070	4,516	5,000	2,500	5,000
	51125	TROPHIES/PLAQUES/PLATES	78	59	1,081	0	50	0
	51200	DIVISION SUPPLIES	0	0	0	0	0	0
	51350	SUBSCRIPTIONS & PUBLICAT	1,663	1,801	1,726	2,500	2,037	2,500
	51550	PHOTOGRAPHIC SUPPLIES	0	0	0	0	0	0
	51560	OPERATING LEASES	6,354	3,113	3,141	3,200	3,200	3,200
	55110	AUDIT SERVICES	0	0	0	0	0	0
	55200	LEGAL SERVICES	0	0	0	0	0	0
	55310	ADVERTISING	1,102	1,837	2,196	3,000	3,000	3,000
	55320	PRINTING/REPRODUCTION	32	260	101	2,000	2,000	3,000
	55340	POSTAGE	2,498	2,441	2,616	5,000	4,000	4,000
	55350	MISCELLANEOUS EXPENSE	0	7,837	18	0	130	0
	55400	DUES & MEMBERSHIPS	0	935	1,510	1,500	1,500	1,500
	55510	TRAVEL & MEETING EXPENSE	601	531	350	1,000	500	1,000
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	24	2,263	1,438	6,000	3,000	5,000
	55800	PLANNING COMMISS STIPEND	0	0	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	0	0	0	1,000	500	1,000
	57050	PHONE	0	0	0	0	0	0
	57100	ELECTRIC	0	515	0	900	0	0
	57150	GAS	18	63	0	100	0	0
	57160	WATER	0	0	0	0	0	0
	57260	CLOSING COSTS	0	0	0	0	0	0
	59100	CONT SVCS	24,018	142,403	888	210,000	783	420,783
	59100.14	CONTRCT GEN PLAN LAND US	0	0	0	0	0	0
	59100.17	CONTRCT KAISER PROP EIR	0	0	0	0	0	0
	59100.36	HOUSING ELEMENT UPDATE	0	16,901	3,337	0	0	0
	59100.41	HILLSIDE FISCAL ANALYSIS	0	0	0	0	0	0
	59100.42	HILLSIDE ENVIRON ANALYSIS	0	0	0	0	0	0
	59100.62	GRAND/FOOT BEST USE STUD'	0	0	0	0	0	0
	59500	MISCELLANEOUS SERVICES	1,611	3,575	3,154	4,000	3,000	5,000
	59520	FINGER PRINTING	96	0	0	0	0	0
	59801	INFO TECH CHARGES	45,370	45,370	23,182	38,162	38,162	42,773
	59802	INFO TECH LEASES	2,513	2,513	9,625	2,313	2,313	0
	59803	COMMUNICATION CHARGES	0	0	0	0	0	0
	59804	COMMUNICATION LEASES	0	0	0	0	0	0
	59805	VEHICLE CHARGES	4,775	4,775	4,624	4,324	4,324	3,206
	59806	VEHICLE LEASES	13,187	13,187	12,856	3,209	3,209	0
	59807	LIABILITY INS. CHARGES	11,321	14,720	16,560	17,719	17,719	33,515
	59809	UNEMPLOYMENT INSURANCE	501	1,005	1,884	1,884	1,884	628
	59936	USE TAX	0	0	9	0	0	0
	61430	MOVING ASSISTANCE	0	138,149	3,150	0	0	0
	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	0
<b>PLANNING Total</b>			<b>356,779</b>	<b>689,402</b>	<b>381,708</b>	<b>610,146</b>	<b>384,501</b>	<b>843,928</b>

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**Successor to the Glendora Redevelopment Agency (No. 6052)**

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**Program Description**

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AB1X26, referred to as the “dissolution law,” resulted in the elimination of all redevelopment agencies in California as of February 1, 2012. With the dissolution of the Glendora Community Redevelopment Agency (CRA), the City accepted the role of “successor agency” charged with carrying out AB1X26. The State of California subsequently adopted AB 1484, which refined the dissolution process and assigned the State Department of Finance a major role. As the successor agency, the City is responsible to wind-down the Agency’s affairs. This includes paying off outstanding debt and selling agency-owned property recently identified in the Long Range Property Management Plan.

All actions of the successor agency are overseen and reviewed by an Oversight Board and the California Department of Finance. The Board is composed of a representative of the City, the Los Angeles County Board of Supervisors, the Los Angeles County Fire District, Citrus Community College, and the Glendora Unified School District. The Oversight Board meets as needed to resolve the agency’s affairs with City providing administrative support.

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**2014-2015 Major Accomplishments**

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- Obtained approval of a Long Range Property Management Plan from the Department of Finance.
- Completed Recognized Obligation Payment Schedules for January 2015 to June 2015, and for July 2015 to December 2015.

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**2015-2016 Major Goals and Objectives**

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- Coordinate the Successor Agency to the Glendora Redevelopment Agency implementation of the Long Range Property Management Plan (LRPMP).
- Pursuant to AB 1484, begin to position the Successor Agency for transferring oversight responsibilities to the County of Los Angeles.

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**Primary Program Expenditure Explanations**

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Pursuant to ABX126, the resolution of agency affairs may include up to \$250,000 in administrative expenses which is less than the amount of total administration costs that the General Fund is bearing in order to wind down the affairs of the former redevelopment agency.

The source of the \$250,000 administrative cost reimbursement is the tax increment that previously accrued to the CRA. It is collected by the County of Los Angeles and distributed to the Successor Agency. In addition to administrative expenses, the successor agency receives tax increment in an amount sufficient to pay contractual obligations (including debt service on CRA bonds) payments and expenses associated with agreements that the agency entered prior to dissolution. The remaining increment not needed for administrative costs or for enforceable obligations is distributed to all taxing agencies that share in the property tax allocation. Glendora’s General Fund share is about 10%.

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%.

Division by Fund

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6052 001 GENERAL FUND	998,754	377,114	303,944	276,031	282,134	296,830
289 CRA LOW MOD FUND	562,216	0	0	0	0	0
290 GLENORA HSG. AUTHORITY	269,486	1,439,147	0	0	0	76
381 CRA PROJECT AREA #1	193,620	0	0	0	0	0
382 CRA PROJECT AREA #2	24,725	0	0	0	0	0
383 CRA PROJECT AREA #3	135,525	0	0	0	0	0
391 OBLIGATION PAYMENTS CRA#1	45,336	193,724	14,884	73,000	367,719	79,000
392 OBLIGATION PAYMENTS CRA#2	7,822	118,131	7,785	19,200	0	1,800
393 OBLIGATION PAYMENTS CRA#3	29,286	622,938	7,892	665,850	666,112	0
481 CRA DEBT SERVICE AREA #1	147,271	0	0	0	0	0
482 CRA DEBT SER#2 (93,98,03)	14,438	0	0	0	0	0
483 CRA DEBT SER#3 (93, '98)	13,274	0	0	0	0	0
491 DEBT OBLIGATIONS CRA#1	1,877,868	3,737,980	0	0	0	0
492 DEBT OBLIGATIONS CRA#2	1,016,254	348,863	0	0	0	0
493 DEBT OBLIGATIONS CRA#3	3,000,000	6,121,813	0	0	0	0
<b>SUCCESSOR AGENCY Total by Fund</b>	<b>8,335,876</b>	<b>12,959,710</b>	<b>334,505</b>	<b>1,034,081</b>	<b>1,315,965</b>	<b>377,706</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6052 Capital Outlay	1,917	0	0	0	0	0
Debt Service	326,919	16,150	0	0	0	0
Grants / Other Expenses	528,452	0	0	0	0	0
Operations & Maint.	7,030,817	12,687,497	126,773	824,491	1,134,998	156,410
Salaries & Benefits	447,770	202,362	207,733	209,590	180,967	221,296
Transfers	0	53,701	0	0	0	0
<b>SUCCESSOR AGENCY ADMIN Total</b>	<b>8,335,876</b>	<b>12,959,710</b>	<b>334,505</b>	<b>1,034,081</b>	<b>1,315,965</b>	<b>377,706</b>



## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6052	41110	REGULAR TIME	343,834	140,527	157,959	158,077	132,203	166,256
	41120	OVERTIME	591	39	0	0	0	76
	41210	PART TIME	1,404	18,293	2,447	0	2,687	0
	41310	HOLIDAY PAY	0	23	0	0	0	0
	41360	VEHICLE ALLOWANCE	163	2,082	2,568	2,688	2,003	2,688
	42110	RETIREMENT	42,019	22,535	25,065	29,546	27,378	32,921
	42111	PARS RETIREMENT	0	0	0	0	0	0
	42290	FLEX BENEFIT	49,061	13,374	13,989	14,193	12,015	14,946
	42310	EMPLOYER PAID BENEFITS	9,418	4,785	4,881	4,252	3,992	3,356
	42520	WORKERS COMP	1,278	705	824	835	689	1,054
	45100	TEMPORARY IN LIEU OF PERM	0	0	0	0	0	0
	45200	CONTRACT EMPLOYEES	0	0	0	0	0	0
	51110	OFFICE SUPPLIES	2,250	16	0	100	0	0
	51350	SUBSCRIPTIONS & PUBLICAT	162	0	0	0	0	0
	51520	EQUIPMENT RENTAL	429	0	0	0	0	0
	51560	OPERATING LEASES	6,025	0	0	0	0	0
	51750	FOOD SUPPLIES	322	0	0	0	0	0
	55110	AUDIT SERVICES	9,573	28,560	9,940	6,731	8,167	6,435
	55200	LEGAL SERVICES	37,984	52,114	40,444	20,000	20,000	20,000
	55310	ADVERTISING	3,067	0	0	0	0	0
	55320	PRINTING/REPRODUCTION	130	0	0	0	0	0
	55340	POSTAGE	598	0	0	0	0	0
	55350	MISCELLANEOUS EXPENSE	0	12,529,405	0	665,600	943,764	0
	55356	RETIREMENT PAYOUT	13,362	0	0	0	0	0
	55400	DUES & MEMBERSHIPS	0	0	0	0	0	0
	55450	BANK SERVICE CHARGES	1,150	6,700	7,099	13,100	7,000	13,100
	55510	TRAVEL & MEETING EXPENSE	219	0	0	2,000	0	0
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	95	0	0	0	0	0
	56100	BUILDING REPAIR & MAINT	240	0	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	438	0	0	0	0	0
	57050	PHONE	0	0	0	0	0	0
	57100	ELECTRIC	2,506	0	0	0	0	0
	57150	GAS	213	0	0	0	0	0
	57185	SUPPORT, SUPPLIES & SERV	198,917	0	0	0	0	0
	57210	CNTY ADM COST	147,185	0	0	0	0	0
	57260	CLOSING COSTS	0	0	0	0	0	0
	59100	CONT SVCS	51,594	70,702	69,289	116,960	156,067	116,875
	59100.19	CONTRCT PROJ AREA MERGEF	0	0	0	0	0	0
	59100.34	HIGA PROPERTY DEMOLITION	0	0	0	0	0	0
	59100.36	HOUSING ELEMENT UPDATE	0	0	0	0	0	0
	59100.63	PAINT TRAIN BRIDGE	0	0	0	0	0	0
	59511	SPECIAL EVENTS	75	0	0	0	0	0
	59525	CERT. RENEWALS/CLASS B EX	41	0	0	0	0	0
	59802	INFO TECH LEASES	741	0	0	0	0	0
	59804	COMMUNICATION LEASES	0	0	0	0	0	0
	59807	LIABILITY INS. CHARGES	11,226	0	0	0	0	0
	59808	PROPERTY INS. CHARGES	1,978	0	0	0	0	0
	59809	UNEMPLOYMENT INSURANCE	496	0	0	0	0	0
	59935	EXTRAORDINARY LOSS	6,539,800	0	0	0	0	0
	60100	COALITION FOR THE HOMELE:	0	0	0	0	0	0

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6052	65010	1ST TIME HOME BUYER PROG	0	0	0	0	0	0
	65020	RENTAL SUBSIDY	152,262	0	0	0	0	0
	65021	TBRA IN LIEU OF HOME GRNT	377,673	0	0	0	0	0
	65100	DEFERRED LOAN PROGRAM	(1,483)	0	0	0	0	0
	65140	EMERGENCY GRANT PROGRA	0	0	0	0	0	0
	65160	MOBILE HOME GRANT PROG	0	0	0	0	0	0
	65510	VILLAGE COMMERCIAL REHA	0	0	0	0	0	0
	65520	RT 66 COMMERCIAL REHAB	0	0	0	0	0	0
	65530	RT 66 SIGN REBATE	0	0	0	0	0	0
	70005	501 E. RTE 66/535 PARKER	0	0	0	0	0	0
	70006	SAN JOSE LAND PURCHASE	1,917	0	0	0	0	0
	70007	350 W. ROUTE 66 LAND PUR	0	0	0	0	0	0
	70008	2244 E. ROUTE 66	0	0	0	0	0	0
	70009	213 E. ROUTE 66	0	0	0	0	0	0
	72000.01	M&E-CITY CLERK	0	0	0	0	0	0
	72000.60	M&E-PLANNING	0	0	0	0	0	0
	80000	LONG TERM PRINCIPAL	0	0	0	0	0	0
	81000	INTEREST EXPENSE	0	0	0	0	0	0
	81050	INTEREST ON CITY ADVANCE	0	0	0	0	0	0
	85010	PASS THROUGH PAYMENTS	326,919	16,150	0	0	0	0
	85100	SALES TAX REBATE	0	0	0	0	0	0
	85200	PROJECT IMPROVEMENT COST	0	0	0	0	0	0
	90400	T/O - RORF	0	53,701	0	0	0	0
<b>SUCCESSOR AGENCY ADMIN Total</b>			<b>8,335,876</b>	<b>12,959,710</b>	<b>334,505</b>	<b>1,034,081</b>	<b>1,315,965</b>	<b>377,706</b>

**Community Development Block Grant (CDBG) (No. 6053, 6056, 6057, 6058)**

**Program Description**

Each year, the City of Glendora participates in the Community Development Block Grant Program (CDBG). The program is administered by the Department of Housing and Urban Development (HUD), and it provides funding for projects based on meeting the following national objectives:

- Benefitting low and moderate income persons
- Eliminating slum and blight
- Meeting a particularly urgent community development need

Pursuant to HUD requirements, the City has adopted a Five-Year Consolidated Plan (2013-2018), and each year adopts an Annual Action Plan to fund specific projects. Priority needs include the following:

- Affordable Housing
- Fair Housing
- Infrastructure and Public Facilities
- Economic and Human Development
- Administration and Planning

**Program Measurements**

Performance Measurements	Unit of Measure	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Ensure that City maintains an unexpended fund balance of less than 150% of the annual CDBG entitlement	% Performance	176%	126% as of May 2015	Less than 150%
Goal of 3 Business Assistance Loan/Grant Program	# Performance	0	5	2
Goal of 2 Public improvement projects	# Performance	3	3	1

**2014-2015 Major Accomplishments**

- Completed ADA bathroom and facility remodel of the snack bar at Finkbiner Park.
- Completed ADA remodel of upstairs library bathrooms.
- Completed ADA bathroom door installation at the La Fetra Senior Center.
- Completed a street resurfacing project at Washington and Carroll Avenues.
- Implemented a Fair Housing program.

## 2015-2016 Major Goals and Objectives

- Complete the federally-mandated One-Year Action Plan by May 31, 2016, and the Consolidated Plan Annual Performance and Evaluation Report by September 2015. These reports are required documents if the City is to continue to receive funds through CDBG.
- Work jointly with Housing Rights Center to schedule a rental property owner workshop to update landlord/tenants on new state and federal laws on housing. The goal is to bring awareness to tenants of their rights under law and their obligations. The workshop will occur no later than February 2016.
- Complete two loans under the business assistance program. The program provides financing to qualifying businesses and property owners for façade remodel projects, tenant improvements, acquisition of equipment, working capital and other expenses. Complete the projects by June 2016.
- Complete a street resurfacing project in the neighborhood of Burning Avenue, E. Newburgh Street, and Greer Avenue. Project to be completed by April 2016.
- Complete an Analysis of Impediments to Affordable Housing covering 2015-2020.

## Primary Program Expenditure Explanations

All program expenditures are consistent with the Annual Action Plan adopted by the City Council. Major program expenditures from the 2015-2016 CDBG Grant include the following.

1. General Administration - \$18,000
2. Fair Housing Programs – Contract to the Housing Rights Center for \$15,000
3. Analysis of Impediments to Fair Housing - \$16,320
4. Business Assistance Program - \$77,284
5. Burning/Newburgh/Greet street resurfacing project - \$150,000

Division by Fund			Budget FY 2015-2016					
			11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	14-15 Adopted
6053	212	COMMUNITY DEV BLOCK GRANT	47,636	23,322	290,200	172,082	164,291	227,284
<b>CDBG-PUBLIC SVCS Total by Fund</b>			<b>47,636</b>	<b>23,322</b>	<b>290,200</b>	<b>172,082</b>	<b>164,291</b>	<b>227,284</b>

### Division by Expense Type (All Funds)

Fund Title		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	14-15 Adopted
6053	Capital Outlay	-	-	280,648	-	-	150,000
	Grants / Other Expenses	45,601	18,293	9,289	161,765	161,765	77,284
	Operations & Maint.	2,035	5,030	-	-	-	-
	Salaries & Benefits	-	-	263	10,318	2,527	-
<b>CDBG-PUBLIC SVCS Total</b>		<b>47,636</b>	<b>23,322</b>	<b>290,200</b>	<b>172,082</b>	<b>164,291</b>	<b>227,284</b>

### Division Expense by Line-Item

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6053	41110	0	0	226	0	0	0
	41210	0	0	0	8,685	1,770	0
	42110	0	0	0	1,461	540	0
	42111	0	0	0	0	0	0
	42290	0	0	0	0	0	0
	42310	0	0	0	126	126	0
	42510	0	0	0	0	0	0
	42520	0	0	0	46	46	0
	55310	2,035	0	0	0	0	0
	59100	0	5,030	0	0	0	0
	60012	0	0	0	0	0	0
	60100	4,992	3,246	0	0	0	0
	60110	5,000	3,246	0	0	0	0
	60120	0	0	0	0	0	0
	60121	0	0	0	0	0	0
	60130	5,000	3,246	0	0	0	0
	60131	10,000	0	0	0	0	0
	60132	3,000	2,113	0	0	0	0
	60133	0	0	8,223	161,765	161,765	77,284
	60140	5,000	3,246	0	0	0	0
	60150	6,789	3,196	1,067	0	0	0
	60160	5,820	0	0	0	0	0
	60161	0	0	0	0	0	0
	60162	0	0	0	0	0	0
	60170	0	0	0	0	0	0
	60180	0	0	0	0	0	0
	71008	0	0	280,648	0	0	0
	73119	0	0	0	0	0	150,000
<b>CDBG-PUBLIC SVCS Total</b>		<b>47,636</b>	<b>22,322</b>	<b>290,200</b>	<b>172,082</b>	<b>164,291</b>	<b>227,284</b>

### Division by Fund

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6056 212 COMMUNITY DEV BLOCK GRANT	61,809	33,050	41,164	42,992	32,000	49,320
<b>CDBG GENL ADMIN Total by Fund</b>	<b>61,809</b>	<b>33,050</b>	<b>41,164</b>	<b>42,992</b>	<b>32,000</b>	<b>49,320</b>

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6056 Operations & Maint.	27,473	33,050	31,407	42,992	32,000	49,320
Salaries & Benefits	34,336	0	9,758	0	0	0
<b>CDBG GENL ADMIN Total</b>	<b>61,809</b>	<b>33,050</b>	<b>41,164</b>	<b>42,992</b>	<b>32,000</b>	<b>49,320</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6056	41110	REGULAR TIME	26,947	0	0	0	0	0
	41120	OVERTIME	150	0	0	0	0	0
	41210	PART TIME	0	0	8,351	0	0	0
	41310	HOLIDAY PAY	0	0	0	0	0	0
	42110	RETIREMENT	3,179	0	1,262	0	0	0
	42290	FLEX BENEFIT	3,217	0	0	0	0	0
	42310	EMPLOYER PAID BENEFITS	784	0	116	0	0	0
	42520	WORKERS COMP	58	0	28	0	0	0
	51110	OFFICE SUPPLIES	0	0	0	0	0	0
	55110	AUDIT SERVICES	6,314	0	0	0	0	0
	55310	ADVERTISING	332	0	0	0	0	0
	55320	PRINTING/REPRODUCTION	0	0	0	0	0	0
	55340	POSTAGE	28	0	0	0	0	0
	55350	MISCELLANEOUS EXPENSE	16	0	0	0	0	0
	55356	RETIREMENT PAYOUT	1,770	0	0	0	0	0
	55400	DUES & MEMBERSHIPS	0	0	0	0	0	0
	55510	TRAVEL & MEETING EXPENSE	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	12	0	0	0	0	0
	59100	CONT SVCS	0	23,901	15,586	27,992	17,000	34,320
	59100.05	CONTRCT SVC FAIR HOUSING	19,000	9,150	15,820	15,000	15,000	15,000
	59100.50	NON-PROFIT	0	0	0	0	0	0
<b>CDBG GENL ADMIN Total</b>			<b>61,809</b>	<b>33,050</b>	<b>41,164</b>	<b>42,992</b>	<b>32,000</b>	<b>49,320</b>

Division by Fund

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6057 212 COMMUNITY DEV BLOCK GRANT	58,000	0	(63)	0	0	0
213 HOME-STATE GRANT FUND	0	0	0	0	0	0
218 CAL-HOME, PROP IC FUND	0	0	0	0	0	0
<b>HOUSING/REHAB Total by Fund</b>	<b>58,000</b>	<b>0</b>	<b>(63)</b>	<b>0</b>	<b>0</b>	<b>0</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6057 Grants / Other Expenses	58,000	0	0	0	0	0
Operations & Maint.	0	0	(63)	0	0	0
Salaries & Benefits	0	0	0	0	0	0
<b>HOUSING/REHAB Total</b>	<b>58,000</b>	<b>0</b>	<b>(63)</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6057	41110	REGULAR TIME	0	0	0	0	0	0
	41110.10	REG TM-HSNG REHAB COOR	0	0	0	0	0	0
	41110.32	REG TM-ACTIVITY DEL	0	0	0	0	0	0
	41120	OVERTIME	0	0	0	0	0	0
	41210	PART TIME	0	0	0	0	0	0
	41370	UNIFORM ALLOWANCE	0	0	0	0	0	0
	42110	RETIREMENT	0	0	0	0	0	0
	42110.10	RETIRE - HSNG RHB CORD	0	0	0	0	0	0
	42290	FLEX BENEFIT	0	0	0	0	0	0
	42290.10	FLEX BN - HSNG RHB CORD	0	0	0	0	0	0
	42310	EMPLOYER PAID BENEFITS	0	0	0	0	0	0
	42310.10	EMP PD BNF - HSNG RHB CRD	0	0	0	0	0	0
	42520	WORKERS COMP	0	0	0	0	0	0
	42520.10	WRK COMP - HSNG RHB CORD	0	0	0	0	0	0
	51110	OFFICE SUPPLIES	0	0	0	0	0	0
	55350	MISCELLANEOUS EXPENSE	0	0	(63)	0	0	0
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	59100	CONT SVCS	0	0	0	0	0	0
	60010	HISTORIC PRESERV REHAB	0	0	0	0	0	0
	60016	ROTARY CLB REPAIR PROG	8,000	0	0	0	0	0
	61410	1ST TIME HOME BUYER LOAN:	0	0	0	0	0	0
	61411	REHABILITATION LOANS	0	0	0	0	0	0
	61420	RENTAL SUBSIDY	0	0	0	0	0	0
	65100	DEFERRED LOAN PROGRAM	50,000	0	0	0	0	0
<b>HOUSING/REHAB Total</b>			<b>58,000</b>	<b>0</b>	<b>(63)</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Division by Fund

Budget FYE 2015-2016

Fund	Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6058	213 HOME-STATE GRANT FUND	0	561,145	0	0	0	0
	HOME-STATE GRANT FUND	373	1,345	0	0	0	0
	HOME-STATE GRANT FUND	0	0	0	0	0	0
<b>TBRA 07-HOME-3099 Total by Fund</b>		<b>373</b>	<b>562,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6058 Grants / Other Expenses	0	497,912	0	0	0	0
Operations & Maint.	0	0	0	0	0	0
Salaries & Benefits	373	64,578	0	0	0	0
<b>HOME GRANT Total</b>	<b>373</b>	<b>562,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6058	41110	REGULAR TIME	0	0	0	0	0	0
	41110.10	REG TM-HSNG REHAB COOR	0	0	0	0	0	0
	41120	OVERTIME	0	0	0	0	0	0
	41210	PART TIME	355	55,788	0	0	0	0
	42110	RETIREMENT	10	7,745	0	0	0	0
	42290	FLEX BENEFIT	0	0	0	0	0	0
	42310	EMPLOYER PAID BENEFITS	8	779	0	0	0	0
	42520	WORKERS COMP	0	265	0	0	0	0
	51110	OFFICE SUPPLIES	0	0	0	0	0	0
	55320	PRINTING/REPRODUCTION	0	0	0	0	0	0
	55340	POSTAGE	0	0	0	0	0	0
	55510	TRAVEL & MEETING EXPENSE	0	0	0	0	0	0
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	0	0	0	0	0	0
	59100	CONT SVCS	0	0	0	0	0	0
	61420	RENTAL SUBSIDY	0	497,912	0	0	0	0
<b>HOME GRANT Total</b>			<b>373</b>	<b>562,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Environmental Services (No. 6054)**

**Program Description**

Environmental Services includes coordination of all recycling and solid waste diversion programs, coordination of the annual Glendora Earth Day event, tracking State-mandated diversion compliance and reporting implementation of other State requirements and programs including C&D (Construction & Development) Ordinance Waste Management Plan applications, Congestion Management Plan (CMP), Used Oil and Hazardous Waste Recycling Grants, and other energy efficiency programs.

Ongoing tasks include the following:

- Coordination of the annual Earth Day Event.
- Annual AB939 report and any other requirements of CalRecycle.
- Ensure compliance with AB341, including outreach to the business sector regarding education and monitoring recycling activities.
- State mandated Source Reduction and Recycling Element (SRRE) and a Household Hazardous Waste Element (HHWE).
- Manage the City’s beverage container recycling grant and used motor oil recycling program.

**Performance Measurements**

Performance Measurements	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Complete AB939, CMP and Used Oil Grant annual reports by required deadlines	Yes/No Performance	Yes	Yes	Yes
Track the solid waste disposal rate as required by State law (cannot exceed 5.4 PPD)	pounds/ persons/ day (PPD)	3.6 PPD	3.8 PPD	3.8 PPD

**Primary Program Expenditure Explanations**

The following programs account for the major expenditures anticipated by the Environmental Services Division for Fiscal Year 2015-16:

1. 2015 Earth Day Festival - \$20,000 (these costs are pooled from several different funds including General Fund, Used Oil and Department of Conservation grants).
2. Used Oil Containers - \$6,410 (from the Used Oil grant fund).
3. 2015-16 Contract with Huls Environmental - \$34,000 (from General Fund, used oil and container grant accounts). Pursuant to the contract, Huls Environmental performs most City duties related to solid waste and recycling regulations. This includes: 1) preparation and filing of the AB 939 report for solid waste disposal, 2) oversight of the City’s trash hauler including review of reports submitted to the City regarding disposal and the associated tonnages, 3) compliance with AB 341 related to education of the residential and business community regarding solid waste, 4) administration of the annual Earth Day Festival, 5) administration of the Beverage and Used Motor Oil Recycling Grants.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6054 001 GENERAL FUND	711	75	90,373	106,773	118,805	108,450
207 GRANTS	0	0	0	0	0	0
214 USED OIL BLOCK GRANT	14,087	14,757	9,983	16,799	17,045	16,799
216 AB 939 ENVIRONMENTAL SVCS	111,097	103,583	0	0	0	0
228 BEVERAGE RECYCLING GRANT	8,978	8,227	10,028	13,410	13,410	13,410
237 EEC STIMULUS BLOCK GRANT	17,500	5,250	0	0	0	0
<b>ENVIRON SERVICES Total by Fund</b>	<b>152,373</b>	<b>131,892</b>	<b>110,383</b>	<b>136,982</b>	<b>149,260</b>	<b>138,659</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6054 Operations & Maint.	81,111	82,406	73,462	96,709	109,845	96,709
Salaries & Benefits	71,262	49,486	36,921	40,273	39,415	41,950
<b>ENVIRON SERVICES Total</b>	<b>152,373</b>	<b>131,892</b>	<b>110,383</b>	<b>136,982</b>	<b>149,260</b>	<b>138,659</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6054	41110	REGULAR TIME	54,924	26,726	27,161	28,778	28,834	29,779
	41120	OVERTIME	0	61	0	790	0	756
	41210	PART TIME	142	13,135	0	0	0	0
	41330	SPECIAL PAYS	0	0	0	0	0	0
	42110	RETIREMENT	6,913	3,770	4,115	4,839	4,849	5,528
	42290	FLEX BENEFIT	7,882	4,731	4,808	4,794	4,808	4,794
	42310	EMPLOYER PAID BENEFITS	1,200	879	707	920	772	905
	42520	WORKERS COMP	201	184	131	152	152	189
	51110	OFFICE SUPPLIES	0	0	0	0	0	0
	51110.03	OFFICE USED OIL 10TH CYCL	0	0	0	0	0	0
	51110.40	OFFICE USED OIL 11TH CYCL	0	0	0	0	0	0
	51200	DIVISION SUPPLIES	9,737	18,590	19,544	47,500	47,500	47,500
	51200.01	DIV SUPPLY CA BVRG CNTNR P	2,103	1,985	3,043	6,410	6,410	6,410
	51350	SUBSCRIPTIONS & PUBLICAT	0	0	0	0	0	0
	51500	EQUIPMENT PARTS & SUPPLY	3,762	0	0	0	0	0
	51520	EQUIPMENT RENTAL	0	0	0	0	0	0
	54300	IRRIGATION PARTS & SUPPLY	0	0	0	0	0	0
	55310	ADVERTISING	3,343	4,139	6,719	2,000	2,000	2,000
	55320	PRINTING/REPRODUCTION	0	11,532	9,701	0	9,000	0
	55340	POSTAGE	2,832	3,177	3,200	0	3,890	0
	55510	TRAVEL & MEETING EXPENSE	0	0	30	0	0	0
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	56500	LANDSCAPING	0	0	0	0	0	0
	59100	CONT SVCS	41,135	42,983	31,225	36,145	36,145	36,145
	59100.01	CONTRCT SVC FERGUSON/WIL	0	0	0	0	0	0
	59100.08	CONTRCT SVS AVOID/40	0	0	0	0	0	0
	59100.40	CONTRCT USED OIL 11TH CYC	0	0	0	0	0	0
	59100.45	CONTRCT USED OIL 12TH CYC	0	0	0	0	0	0
	59100.56	USED OIL GRANT-13TH	0	0	0	0	0	0
	59100.59	CONTRCT USED OIL 14TH CYC	0	0	0	0	0	0
	59100.65	CONTRCT USED OIL 15TH CYC	0	0	0	0	0	0
	59200	ATHENS	18,199	0	0	4,654	4,900	4,654
	59400	NPDES	0	0	0	0	0	0
<b>ENVIRON SERVICES Total</b>			<b>152,373</b>	<b>131,892</b>	<b>110,383</b>	<b>136,982</b>	<b>149,260</b>	<b>138,659</b>

**Glendora Housing Authority (No. 6059)**

**Program Description**

On January 10, 2012, the City Council established the Glendora Housing Authority and designated the Authority to retain the housing functions previously performed by the Glendora Redevelopment Agency. These functions consist of monitoring affordable housing agreements for the Heritage Oaks and Elwood Apartments, and managing the portfolio of housing rehabilitation and first-time homebuyer loans made by the former redevelopment agency. Additionally, the housing function includes administration of the City’s mobile home park rent stabilization ordinance.

The Heritage Oaks Apartments for seniors consists of 152 apartments, with 47 apartments restricted to low income tenants. As part of compliance with a Ground Lease and Affordable Housing Agreement between the apartment building owners and the former Glendora Redevelopment Agency, the owners must file quarterly compliance reports with the City and an annual calculation of rental rates for the 47 low-income units. The Elwood Apartments consists of 87 units, which are all restricted to low income residents. Ten units at Elwood are restricted pursuant to a federal HOME grant obtained by the City for construction of the apartments. Each year, the City conducts an on-site review of the Elwood Apartments and tenant files for compliance with the HOME Grant.

The portfolio of first-time homebuyer and housing rehabilitation loans consists of 88 loans with a total value of over \$3 million. The loans are all made to single-family homeowners and secured by a deed of trust. The loans require residency that is verified annually and processing loan payoffs as they occur.

**Performance Measurements**

Performance Measurements	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Complete required monitoring of the Elwood Apartments	Yes/No Performance	Yes	Yes	Yes

**2014-2015 Major Accomplishments**

- Completed monitoring of the Elwood Apartments affordability agreements.
- Administered portfolio of affordable housing loans and mobile home rent stabilization ordinance.

**2015-2016 Major Goals and Objectives**

- Complete required monitoring pursuant to affordable housing agreements associated with the Elwood Apartments and Heritage Oaks Senior Apartments. Monitoring will occur in April 2016.
- Monitor requirements of City and Agency loan portfolio.
- Process rent increase requests related to the City’s mobile home rent stabilization ordinance. 345 mobile home units are subject to the ordinance.

**Primary Program Expenditure Explanations**

The Housing Authority and related housing activities is supported by the Planning Department. Monitoring of affordable housing units will be performed by Planning Department staff and an outside consultant. The Contract Services budget includes \$5,000 to pay for housing monitoring services.

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%. A new Planner was also added for a 2 year term.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6059 001 GENERAL FUND	0	0	3,088	0	0	0
213 HOME-STATE GRANT FUND	9,338	0	0	0	0	0
290 GLENORA HSG. AUTHORITY	0	0	69,640	167,984	160,864	204,851
<b>HOUSING AUTHORITY Total by Fund</b>	<b>9,338</b>	<b>0</b>	<b>72,728</b>	<b>167,984</b>	<b>160,864</b>	<b>204,851</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6059 Grants / Other Expenses	0	0	0	0	0	0
Operations & Maint.	9,338	0	14,333	33,509	28,500	8,432
Salaries & Benefits	0	0	58,395	134,476	132,364	196,419
<b>HOUSING AUTHORITY Total</b>	<b>9,338</b>	<b>0</b>	<b>72,728</b>	<b>167,984</b>	<b>160,864</b>	<b>204,851</b>

**Division Expense by Line-Item**

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6059	41110	REGULAR TIME	0	0	57,738	48,617	95,795
	41110.10	REG TM-HSNG REHAB COOR	0	0	0	0	0
	41110.32	REG TM-ACTIVITY DEL	0	0	0	0	0
	41120	OVERTIME	0	0	0	0	0
	41210	PART TIME	0	49,899	47,350	53,986	56,035
	41360	VEHICLE ALLOWANCE	0	0	1,500	1,273	1,500
	42110	RETIREMENT	0	0	19,826	20,956	29,287
	42111	PARS RETIREMENT	0	0	0	0	0
	42290	FLEX BENEFIT	0	0	4,651	3,935	10,027
	42310	EMPLOYER PAID BENEFITS	0	0	695	3,034	2,811
	42520	WORKERS COMP	0	0	252	563	963
	45200	CONTRACT EMPLOYEES	0	0	0	0	0
	51110	OFFICE SUPPLIES	0	0	0	0	0
	55110	AUDIT SERVICES	0	0	5,330	3,500	3,432
	55200	LEGAL SERVICES	0	0	25,000	0	0
	55340	POSTAGE	0	0	0	0	0
	55350	MISCELLANEOUS EXPENSE	9,338	0	0	0	0
	59100	CONT SVCS	0	0	9,003	25,000	5,000
	61425	CONSTRUCTION REIMBSMTS	0	0	0	0	0
	<b>GHI 6-HOME-2454 Total</b>	<b>9,338</b>	<b>0</b>	<b>72,728</b>	<b>167,984</b>	<b>160,864</b>	<b>204,851</b>

**Village Business Improvement District (BID) (No. 4390)**

**Program Description**

The Glendora Village Business Improvement District (BID) is an association of businesses located in the Glendora Village. The BID’s mission is to promote and market the Glendora Village as a vital, safe, unique place for shopping, dining and cultural experiences and to heighten awareness of the Glendora Village as a destination resulting in a more vibrant Village and more profitable businesses.

The BID is funded by an assessment collected each year with the annual business license tax. All BID activities and expenditures are overseen by a governing board of business owners. The BID Board is appointed by the City Council, and holds public meetings on the first Thursday of each month.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Marketing Performance</b>					
Showcase at least 26 different businesses on the Business Spotlight on BID website.	#	Workload	NA	12	24
Generate new social media “Likes”	#	Awareness	1,445*	343	350
Website &/or blog page views	#	Awareness	NA	18,000	40,000
<b>Event Performance</b>					
Meet projected event revenue.	%	Efficiency	>100%	>100%	100%
Monitor consumer satisfaction by way of surveys:					
• Surveys Completed:	#	Participation	227	337	400
• Have you discovered new shops as a result of the events:	%	Efficiency	94%	85%	90%
• As a result of the events, have you returned to shop, eat or visit any businesses?	%	Efficiency	87%	87%	87%

\*Indicative of a “Like” purchased campaign.

**2014-2015 Major Accomplishments**

- Recipient of the Best Downtown Readers Choice Award conducted by the San Gabriel Valley News Group. This is the 4th consecutive year this award has been received.
- Seven special events including: the Halloween Walk, the Holiday Stoll followed by Santa in the Village Plaza, the Wine Walk and the Chalk Art Festival.
- The Wine Walk event revenue exceeded the adopted budget goal by approximately 40% representing actual revenue of \$49,320 compared to the set goal of \$35,000.
- Contracted with a new marketing consultant who implemented a rebranding of the Village and a complete redesign of the website which offers BID businesses their own customizable landing page within the Directory feature.

- BID businesses were emailed before and after every BID Advisory Board Meeting; providing the business with prior notice and information on agenda topics and activities to be discussed and following with the summarized action taken at the BID meetings.
- Conducted surveys of participating businesses and attendees of BID events to obtain information and perceptions of the Village, its businesses and events.

## 2015-2016 Major Goals and Objectives

- Expand on BID marketing efforts including comprehensive updates to electronic and print advertising. Marketing activities include print advertising, website and social media development.
- Identify and introduce a new event to the BID annual activities, producing a total of eight events in the Village including the traditional Holiday Stroll and Wine Walk.
- Improve on internal communication between the BID and its members. Conduct outreach to encourage members to take advantage of benefits included such as a customized page on the BID website, and the ability to request posts on the social media outlets.
- Create a “Welcome” packet for new businesses locating to the Village. The packet will provide information on BID activities and the benefits offered to BID assessed members.

## Primary Program Expenditure Explanations

The BID is funded through annual assessments paid by businesses in the Glendora Village. The assessment is estimated to generate approximately \$56,800 in FY 2015-16. Special events are anticipated to generate an additional \$44,500. The City Manager’s Office, City Planning and Finance Departments provide administrative support for the BID. Major program expenditures for FY 2014-15 include:

1. Special Events (e.g. Holiday Stroll, Wine Walk): \$46,800
2. Marketing Programs (e.g. event advertising, BID website and social media): \$39,000
3. Public Area Enhancements (e.g. landscape maintenance, banners, sound system): \$6,500 (A/C 56500), and \$14,264 (A/C 55350).

Division by Fund				Budget FYE 2015-2016		
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4390 231 GLENDDORA VILLAGE BUS DIST	78,963	100,007	93,753	100,098	98,984	106,864
<b>GV BID Total by Fund</b>	<b>78,963</b>	<b>100,007</b>	<b>93,753</b>	<b>100,098</b>	<b>98,984</b>	<b>106,864</b>

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4390 Operations & Maint.	78,963	100,007	93,378	94,600	98,961	106,864
Salaries & Benefits	0	0	375	5,498	22	0
Transfers	0	0	0	0	0	0
<b>GV BID Total</b>	<b>78,963</b>	<b>100,007</b>	<b>93,753</b>	<b>100,098</b>	<b>98,984</b>	<b>106,864</b>

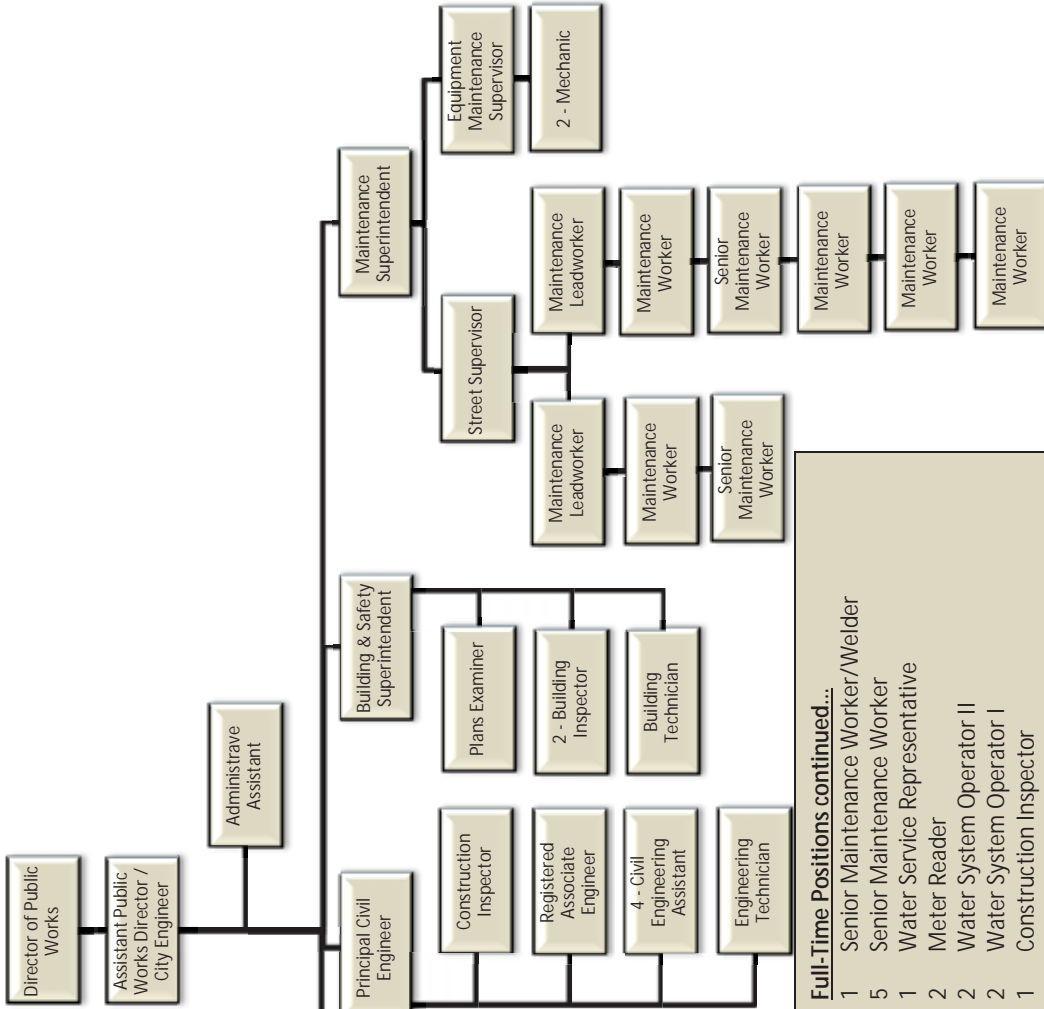
## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
4390	41210	PART TIME	0	0	355	5,200	21	0
	42110	RETIREMENT	0	0	13	195	1	0
	42111	PARS RETIREMENT	0	0	0	0	0	0
	42310	EMPLOYER PAID BENEFITS	0	0	5	75	1	0
	42520	WORKERS COMP	0	0	2	27	0	0
	51520	EQUIPMENT RENTAL	971	0	0	0	0	0
	55310	ADVERTISING	8,981	3,019	0	0	0	0
	55315	MARKETING/PROMOTIONS	21,573	44,327	33,587	35,800	35,800	39,000
	55320	PRINTING/REPRODUCTION	282	0	0	0	0	0
	55340	POSTAGE	608	111	0	0	0	0
	55350	MISCELLANEOUS EXPENSE	1,729	1,295	2,705	12,200	8,000	14,264
	55400	DUES & MEMBERSHIPS	0	300	300	300	300	300
	56500	LANDSCAPING	208	15,373	10,077	6,500	6,700	6,500
	59100	CONT SVCS	0	0	0	0	0	0
	59511	SPECIAL EVENTS	(575)	0	0	0	0	0
	59511.01	WINE WALK	15,332	8,829	14,598	12,500	21,169	16,500
	59511.02	CHALK WALK	1,008	1,487	5,271	3,500	4,500	4,500
	59511.03	JUBILEE	17,769	0	0	0	0	0
	59511.04	TASTE OF THE VILLAGE	2,237	3,298	5,241	0	0	0
	59511.05	HALLOWEEN WALK	841	2,978	2,401	2,500	2,500	2,500
	59511.06	HOLIDAY STROLL	7,999	11,572	7,699	12,500	7,984	12,500
	59511.07	SUMMER SIDEWALK SALE	0	3,375	0	0	1,000	2,000
	59511.08	JANUARY CLEARANCE EVENT	0	2,000	86	2,000	1,935	2,000
	59511.09	SANTA ITVP	0	0	7,360	6,800	8,773	6,800
	59511.10	FARMER'S MARKET	0	2,044	3,983	0	0	0
	59936	USE TAX	0	0	69	0	300	0
	90001	T/O - GENERAL FUND	0	0	0	0	0	0
<b>GV BID Total</b>			<b>78,963</b>	<b>100,007</b>	<b>93,753</b>	<b>100,098</b>	<b>98,984</b>	<b>106,864</b>



# GLENDORA PUBLIC WORKS DEPARTMENT

## ORGANIZATIONAL CHART 2015-16



**Full-Time Positions continued...**

1	Senior Maintenance Worker/Welder
5	Senior Maintenance Worker
1	Water Service Representative
2	Meter Reader
2	Water System Operator II
2	Water System Operator I
1	Construction Inspector
1	Registered Associate Engineer
4	Civil Engineer Assistant
1	Engineering Technician
1	Plans Examiner
2	Building Inspector
1	Building Technician
1	Street Supervisor
2	Maintenance Leadworker
8	Maintenance Worker
1	Equipment Maintenance Supervisor
2	Mechanic

**Total Full-Time Positions: 56**  
Please see Staffing tab for list of Part-Time Positions

**Full-Time Positions**

1	Director of Public Works
1	Assistant Public Works Director/City Engineer
1	Water Division Manager
1	Principal Civil Engineer
1	Building & Safety Superintendent
1	Maintenance Superintendent
1	Water Superintendent
1	Management Analyst
2	Water Conservation Officers
2	Administrative Assistants
3	Water Maintenance Leadworker
1	Senior Water System Operator
2	Equipment Operator

# Authorized Positions

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Public Works Department</b>					
<i>Full-Time Positions</i>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Assist. PW Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Principal Civil Engineer	1.00	1.00	1.00	1.00	1.00
Water Division Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00
Building & Safety Superintendent	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00	2.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00	1.00
Water Superintendent	1.00	1.00	1.00	1.00	1.00
Registered Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Office Assistant	-	-	-	-	1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00	2.00
Building Technician	1.00	1.00	1.00	1.00	1.00
Civil Engineering Assistant	4.00	4.00	4.00	4.00	4.00
Water Conservation Officer	2.00	2.00	2.00	2.00	4.00
Construction Inspector	1.00	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Mechanic	3.00	2.00	2.00	2.00	2.00
Equipment Operator	4.00	4.00	4.00	3.00	3.00
Water Maintenance Leadworker	3.00	2.00	2.00	2.00	2.00
Maintenance Leadworker	2.00	2.00	2.00	3.00	3.00
Water Service Representative	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	5.00	5.00	5.00	5.00	5.00
Maintenance Worker	6.00	6.00	6.00	6.00	6.00
Sr. Water System Operator	1.00	1.00	1.00	1.00	1.00
Water System Operator II	2.00	2.00	2.00	2.00	2.00
Water System Operator I	2.00	2.00	2.00	2.00	2.00
Sr. Maintenance Worker/Welder	1.00	1.00	1.00	1.00	1.00
<i>Part-Time Positions</i>					
Management Analyst	-	-	-	-	0.25
Water Conservation Officer	-	-	-	0.82	0.82
Building Inspector	-	-	0.50	0.50	0.50
<b>Total Full-Time</b>	57.00	55.00	55.00	55.00	59.00
<b>Total Part-Time</b>	-	-	0.50	1.32	1.57
<b>Total Department FTE</b>	57.00	55.00	55.50	56.32	60.57

**Administration (No. 6561)**

**Program Description**

The Administration Division ensures that the administrative functions of the Public Works Department are efficiently managed to facilitate operations. Duties include oversight of plans and specifications for public works projects, capital improvement projects, public works and building inspections, oversight for building maintenance for City Hall, the Library, Water Division and Police Department, administrative management of the water system and traffic signal system, compliance with NPDES requirements, oversight for street maintenance, street lighting, fleet maintenance, regulation compliance, and preparation of the Department’s budget.

Division staff attend meetings to provide technical and administrative support for proposed developments, prepares subdivision indemnity agreements, coordinate plan review comments for tracts, parcel maps, single-family residences and commercial buildings, review easements and lot line adjustments, coordinates building, grading and off-site improvement plan checking. The Administration Division issues permits for street improvements, sewer connections, grading, materials storage, pool draining, and encroachments within rights-of-way, processes various requests from citizens, developers, outside agencies and other departments, and offers diverse support services to other departments within the City.

The Division provides Department representation at City Council and Planning Commission meetings, oversight to the Water Commission, Project Review Committee, Traffic Safety Committee, and conducts the City of Glendora’s Department Safety Committee meetings. The Division represents the City in various capacities on issues of local and regional significance.

The specific service activities are as follows:

- Achieve completion of City Capital Improvement Program projects budgeted for the fiscal year in compliance with the Public Contract Code.
- Ensure mandated turnaround times (30 days) for all plan reviews completed by the Department.
- Solicit additional grant funding opportunities.
- Comply with the NPDES Storm Water Permit.
- Provide enhanced customer service with on line citizen access for plan review.

**Performance Measurements**

Performance Measures	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Capital Improvement Projects</b>					
Budgeted Projects that are awarded	#	Workload	88%	90%	100%
Change Orders < 10% Construction cost	#	Efficiency	100%	100%	100%
Projects completed on time or before	#	Efficiency	100%	95%	100%
Projects completed at or below budget	#	Efficiency	100%	100%	100%

Performance Measures	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Grant Applications</b>					
At least two Grants successfully applied for and received	#	Effectiveness	1	0	2

**2014-2015 Major Accomplishments**

- Within 30 days of the approval of the budget, the Division provided a schedule for the design and construction of the Capital Improvement projects as listed in the 2014-15 fiscal year budget.
- Completed 90 percent of all NPDES functions in-house.
- Administered the CDBG funded projects to provide ADA access at the Finkbiner Park snack bar and Library staff restrooms.
- Hired a Maintenance Superintendent, filled the majority of the vacant Maintenance Division positions and reduced the backlog of maintenance tasks.

**2015-2016 Major Goals and Objectives**

- In order to comply with the Municipal NPDES permit, supervise the implementation of the Enhanced Watershed Management Plan after approval by the Los Angeles Regional Water Quality Control Board to ensure compliance with the milestones by June 30, 2016.
- In order to improve efficiency, prepare a policies and procedures manual for the Department and distribute to all Public Works employees by June 30, 2016.

**Primary Program Expenditure Explanations**

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Traffic Signal Lighting (A/C 57120) for \$36,000 is the line item to pay for the energy cost for the City's 52 signalized intersections.
3. Contract Services (A/C 59100) for \$35,000 is used to cover as needed professional services contracts.
4. Info Tech Charges (A/C 59801) are charged to each division to recover citywide technology services provided to each department as well as the replacement of computers, network equipment, and other technology costs. The allocation is based on an allocated benefit of technology services each department receives.
5. Liability Insurance Charges (A/C 59807) increased from the prior fiscal year in the citywide allocation to restore reserves levels in the Liability Insurance Fund.
6. Vehicle Charges (A/C 59805) are allocated based on the number and the type of vehicles, related equipment and fuel used by each department. The allocations were updated this budget cycle to include fuel. Charges for vehicle purchases were absorbed by the Vehicle fund for Fiscal Year 2015-16.

Division by Fund

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6561 001 GENERAL FUND	674,223	713,891	566,809	548,632	545,454	570,217
202 STREET LIGHTING ASSESSMT	9,225	8,103	10,754	10,297	6,344	10,562
381 CRA PROJECT AREA #1	17,619	0	0	0	0	0
382 CRA PROJECT AREA #2	0	0	0	0	0	0
383 CRA PROJECT AREA #3	9,586	0	0	0	0	0
391 OBLIGATION PAYMENTS CRA#1	0	0	0	0	0	0
393 OBLIGATION PAYMENTS CRA#3	0	0	0	0	0	0
531 WATER OPERATIONS FUND	307,734	276,936	279,931	296,685	300,288	304,766
<b>PUB WKS ADMIN Total by Fund</b>	<b>1,018,387</b>	<b>998,931</b>	<b>857,494</b>	<b>855,613</b>	<b>852,086</b>	<b>885,545</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6561 Operations & Maint.	471,157	461,568	305,542	284,551	274,612	299,560
Salaries & Benefits	547,230	537,363	551,952	571,062	577,474	585,985
<b>PUB WKS ADMIN Total</b>	<b>1,018,387</b>	<b>998,931</b>	<b>857,494</b>	<b>855,613</b>	<b>852,086</b>	<b>885,545</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6561	41110	REGULAR TIME	424,164	411,823	421,511	427,087	430,526	429,997
	41120	OVERTIME	302	0	0	0	1,228	0
	41210	PART TIME	0	0	0	0	0	0
	41360	VEHICLE ALLOWANCE	2,460	2,527	2,527	2,520	2,524	2,520
	42110	RETIREMENT	55,246	58,591	64,293	73,919	76,642	82,074
	42290	FLEX BENEFIT	49,835	47,458	46,521	48,018	48,088	49,871
	42310	EMPLOYER PAID BENEFITS	8,290	7,926	7,873	9,166	8,141	9,050
	42520	WORKERS COMP	6,933	9,037	9,227	10,353	10,325	12,472
	45100	TEMPORARY IN LIEU OF PERM	0	0	0	0	0	0
	51110	OFFICE SUPPLIES	7,488	7,305	8,501	7,400	2,500	5,000
	51115	OFFICE EQUIP./FURNITURE	306	0	0	0	255	0
	51200	DIVISION SUPPLIES	0	0	0	0	0	0
	51350	SUBSCRIPTIONS & PUBLICAT	3,757	2,329	1,023	2,500	300	1,300
	51400	BUILDING MATERIAL & SUPPL	12	0	0	0	0	0
	51450	CLEANING SUPPLIES	368	0	0	0	0	0
	51500	EQUIPMENT PARTS & SUPPLY	845	314	615	1,000	615	600
	51510	SAFETY SUPPLIES	0	175	0	0	250	200
	51550	PHOTOGRAPHIC SUPPLIES	41	0	0	0	0	0
	51560	OPERATING LEASES	10,183	3,488	3,026	4,300	3,500	4,300
	51710	CLOTHING SUPPLIES	0	223	0	0	0	200
	51750	FOOD SUPPLIES	682	740	698	500	850	1,000
	55110	AUDIT SERVICES	0	0	0	0	0	0
	55320	PRINTING/REPRODUCTION	839	1,924	1,515	2,000	2,000	2,000
	55340	POSTAGE	1,425	1,278	1,614	1,000	1,500	2,000
	55400	DUES & MEMBERSHIPS	1,180	1,407	2,342	1,800	1,800	1,800
	55510	TRAVEL & MEETING EXPENSE	3,396	3,001	2,520	2,500	1,500	2,500
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	8,526	2,921	1,006	4,000	1,000	1,000
	56400	TRAFFC SIG REPAIR & MAINT	126,401	101,120	0	0	0	0
	57050	PHONE	1,258	1,249	1,227	0	1,478	1,250
	57120	TRAFFIC SIGNAL LIGHTING	32,156	36,055	36,279	33,000	33,000	36,000
	59100	CONT SVCS	61,781	78,284	50,104	33,000	32,000	35,000
	59100.23	CONTRCT MONROVIA NURSER	0	0	0	0	0	0
	59100.24	CONTRCT COMMUNTY BEAUT	0	0	0	0	0	0
	59100.49	BASIN PLAN COALITION	2,105	0	0	0	0	0
	59400	NPDES	33,827	43,848	2,355	0	163	0
	59525	CERT. RENEWALS/CLASS B EX	521	0	0	0	300	0
	59801	INFO TECH CHARGES	108,828	109,000	97,880	103,461	103,461	119,967
	59802	INFO TECH LEASES	6,693	6,699	26,139	8,471	8,471	0
	59803	COMMUNICATION CHARGES	0	0	0	0	0	0
	59804	COMMUNICATION LEASES	0	0	0	0	0	0
	59805	VEHICLE CHARGES	9,550	9,550	9,152	17,295	17,295	6,414
	59807	LIABILITY INS. CHARGES	37,062	37,062	41,694	44,613	44,613	76,976
	59808	PROPERTY INS. CHARGES	10,285	10,285	11,552	11,552	11,552	0
	59809	UNEMPLOYMENT INSURANCE	1,640	3,285	6,159	6,159	6,159	2,053
	59936	USE TAX	0	27	142	0	50	0
<b>PUB WKS ADMIN Total</b>			<b>1,018,387</b>	<b>998,931</b>	<b>857,494</b>	<b>855,613</b>	<b>852,086</b>	<b>885,545</b>

**Street Maintenance (No. 6562)**

**Program Description**

Street Maintenance Division is responsible for oversight of sweeping of streets and City-owned parking lots and alleys, street maintenance and repair, concrete repair (curb, gutter, and sidewalk), street painting (striping, legends, and curbs), sign repair and replacement, storm drain maintenance, and other associated streets maintenance duties including contract services.

The specific services and areas of responsibility are as follows:

- Oversight of the City’s contract with Athens Services Inc. for sweeping of City streets, city-owned parking lots/alleys and graffiti removal,
- Maintenance and repair of all 153 centerline miles of streets, 8 City-owned parking lots, and 9 miles of alleys,
- Maintenance and repair of 320 miles of curb, gutter, and sidewalk,
- Maintenance of the painting on all City streets (striping, legends, and curbs) and city-owned parking lots (parking stalls and pavement markings),
- Repair and replacement street/traffic signs,
- Maintenance and oversight of 142 miles of sewer and 212 catch basins,
- Maintenance and repair of all K-Rail located throughout the Colby mudflow areas.

The specific service activities include:

- Assist Engineering Division staff in the bi-annual inspection of City streets, provide input regarding the street segments to be improved under the street improvement program, and determine preparation needs such as patching and weeding. Make the necessary preparations 30 days prior to commencement of construction,
- Work in conjunction with Engineering Division staff to identify and prioritize street segments that require periodic repair (crack sealing, and paint re-striping) and preventive maintenance in order to maintain the street’s life expectancy,
- Inspect and clean the City’s 96 storm drain catch basins twice per year,
- Respond to sanitary sewer overflows within one hour to provide initial containment until Los Angeles County crews arrive,
- Respond to resident and City staff complaints (iWorks Requests) within one business day and take corrective action (dependent on severity and staff resources) within three business days,
- Respond within 24 hours to sidewalk trip hazards to investigate and make safe (i.e., ramp sidewalks or place barricades).

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Street Maintenance – Asphalt</b>					
Potholes Patched	#	Workload	519	1,623	1,800
Sidewalks Ramped	#	Workload	25	55	60

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Street Crack-Sealing	Linear Feet	Workload	0	0	8000
Skin Patching	Sq. Ft.	Workload	500	1,216	1,250
Road/Speed Markers Replaced	#	Workload	0	209	500
Asphalt Tonnage Used	Tons	Workload	101	252	280
<b>Street Maintenance – Concrete</b>					
Sidewalk Demo/Poured	Sq. Ft.	Workload	6,283	12,862	13,000
Curb & Gutter Demo/Poured	Linear Feet	Workload	203	709	900
Sidewalk Lift Grinding	Linear Feet	Workload	30	133	140
<b>Street Maintenance – Signs and Paint</b>					
Signs Installed/Replaced	#	Workload	76	482	500
Stop Bars Painted	#	Workload	2	26	30
Street Legends Re-Painted	#	Workload	0	13	15
Refreshing Red Curb Paint	Linear Feet	Workload	2,000	14,988	16,000
Parking Stalls Re-Painted	#	Workload	26	611	500
Crosswalks Re-Painted	#	Workload	0	14	15
<b>Street Maintenance – Sewer</b>					
Respond to Sanitary Sewer Overflow reports within one hour.	%	Workload	100	100	100

**2014-2015 Major Accomplishments**

- Street Division staff evaluated several different equipment options regarding the development and implementation of a City-wide crack sealing program prior to the purchase of a crack sealer in FY 2015-16.
- Street Division staff was instrumental in the preparations and response to mudflow emergencies of November – December 2014 and January 2015



- To comply with the new MUTCD sign reflectivity requirements, staff inspected a large portion of the City's existing street/traffic signage. More than 150 non-compliant traffic signs were replaced.
- The Division addressed organizational structure in order to improve the timely and efficient delivery of services to residents.

## 2015-2016 Major Goals and Objectives

- In order to extend the life expectancy of streets, staff will implement an in-house crack sealing program by September 2015.
- In order to comply with the Manual of Uniform Traffic Control Devices (MUTCD), continue to replace non-compliant street/traffic signs with signage that complies with the new MUTCD sign reflectivity requirements at a rate of 150 per year or as resources allow.

## Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Street Repair and maintenance supply (A/C 52100) includes the costs for materials associated with the repair of concrete (i.e., sidewalks, curb & gutters, etc.), and asphalt (potholes, crack sealer, etc.).
3. Contract Services (A/C 59100, 59100.25) includes costs for traffic control services for special events, weed abatement on large City lots, various State and local regulatory permits, and installation of thermoplastic markings, raised pavement markers, and striping on an as requested basis by an on-call contractor.

Division by Fund		Budget FYE 2015-2016				
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6562 001 GENERAL FUND	5,273	19,157	29,834	22,100	33,451	24,350
202 STREET LIGHTING ASSESSMT	330,272	324,643	325,792	337,435	337,435	337,188
205 STATE GAS TAX FUNDS	647,773	519,742	1,455,437	832,821	888,724	784,686
222 MEASURE R TRANSP. 2009	418,138	411,212	368,702	451,649	423,687	457,206
233 AMERICAN REC. (ARRA) FUND	0	0	0	0	0	0
246 HIGHWAY BRIDGE REPL. PROG	0	0	39,626	77,823	4,200	0
531 WATER OPERATIONS FUND	169,444	173,005	176,221	183,919	177,905	184,163
<b>STREETS Total by Fund</b>	<b>1,570,900</b>	<b>1,447,759</b>	<b>2,395,612</b>	<b>1,905,748</b>	<b>1,865,403</b>	<b>1,787,592</b>

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6562 Capital Outlay	0	0	39,626	77,823	4,200	0
Operations & Maint.	809,553	694,414	1,636,432	997,391	1,069,434	946,319
Salaries & Benefits	761,346	753,345	719,555	830,534	791,769	841,273
<b>STREETS Total</b>	<b>1,570,900</b>	<b>1,447,759</b>	<b>2,395,612</b>	<b>1,905,748</b>	<b>1,865,403</b>	<b>1,787,592</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6562	41110	REGULAR TIME	543,728	529,103	462,167	579,068	501,609	572,137
	41120	OVERTIME	10,857	12,088	11,636	8,000	26,222	11,000
	41210	PART TIME	0	0	61,089	0	48,352	0
	41310	HOLIDAY PAY	0	0	0	0	0	0
	41360	VEHICLE ALLOWANCE	3,515	3,610	3,000	3,600	2,946	3,600
	42110	RETIREMENT	69,130	72,861	69,602	97,376	84,833	106,206
	42111	PARS RETIREMENT	0	0	0	0	0	0
	42290	FLEX BENEFIT	96,419	92,333	78,947	102,264	91,889	104,127
	42310	EMPLOYER PAID BENEFITS	21,806	23,559	14,132	16,019	13,601	15,399
	42520	WORKERS COMP	15,892	19,791	18,983	24,207	22,317	28,805
	51110	OFFICE SUPPLIES	288	492	115	600	1,700	850
	51200	DIVISION SUPPLIES	634	3,460	4,601	4,000	6,500	1,500
	51400	BUILDING MATERIAL & SUPPL	0	712	454	1,000	3,050	1,500
	51450	CLEANING SUPPLIES	10	967	1,667	0	450	1,000
	51500	EQUIPMENT PARTS & SUPPLY	183	717	0	0	0	500
	51510	SAFETY SUPPLIES	594	701	1,642	1,500	1,700	1,750
	51520	EQUIPMENT RENTAL	1,011	0	2,773	1,000	1,000	2,000
	51530	SMALL TOOLS	5,197	2,547	133	3,000	4,560	4,750
	51710	CLOTHING SUPPLIES	2,723	2,678	2,507	2,800	4,175	4,200
	51750	FOOD SUPPLIES	604	0	0	500	537	500
	52100	STREET REP & MAINT SUPPLY	67,570	77,362	67,568	74,000	94,000	104,000
	52200	STREET SWEEPING SUPPLIES	0	0	0	0	0	0
	52300	SIGNS & BARRICADES	13,246	6,281	17,443	10,000	24,500	21,750
	54200	AGRICULTURAL SUPPLIES	7,472	0	0	7,800	8,100	5,100
	54300	IRRIGATION PARTS & SUPPLY	216	0	0	0	700	500
	55200	LEGAL SERVICES	0	0	0	0	0	0
	55320	PRINTING/REPRODUCTION	0	44	0	0	150	0
	55400	DUES & MEMBERSHIPS	0	0	0	0	251	500
	55510	TRAVEL & MEETING EXPENSE	0	0	0	0	492	1,000
	55600	TRAINING & EDUCATION	100	133	0	500	2,170	1,000
	56100	BUILDING REPAIR & MAINT	1,262	1,958	250	500	1,077	1,000
	56200	EQUIPMENT REPAIR & MAINT	0	0	0	0	0	0
	56240	SWEEPER REPAIR & MAINT	0	0	0	0	0	0
	56400	TRAFFC SIG REPAIR & MAINT	0	0	89,775	95,000	125,000	125,000
	57050	PHONE	3,517	2,470	2,340	2,000	2,750	2,500
	57100	ELECTRIC	3,851	3,990	4,047	6,500	4,039	4,120
	57110	STREET LIGHTING	417,344	410,379	411,963	423,947	423,947	423,700
	57160	WATER	0	0	0	0	0	0
	57170	REFUSE DISPOSAL	4,230	9,060	6,010	6,000	9,500	6,000
	57211	DIRECT ASSMT BILLING FEE	0	0	0	0	0	0
	57211.1	DIRECT ASSMT BILLING FEE	0	0	0	0	0	0
	59100	CONT SVCS	22,932	45,489	56,154	44,100	41,000	28,250
	59100.24	CONTRCT COMMUNITY BEAUT	0	0	0	0	0	0
	59100.25	CONTRCT LANE STRIPING	4,616	8,310	6,995	15,000	15,000	20,000
	59100.60	SOFTWARE MAINT CONTR	4,800	0	0	4,800	0	0
	59550	UNIFORM & LINEN LAUNDRY	2,636	2,046	3,332	6,600	6,600	6,600
	59805	VEHICLE CHARGES	219,661	89,764	63,844	164,305	164,305	176,749
	59806	VEHICLE LEASES	24,854	24,854	892,694	121,939	121,939	0
	59930	REFUNDS	0	0	0	0	0	0
	59936	USE TAX	0	0	124	0	242	0
	73031	GRAND AVE STREET IMPR	0	0	0	0	0	0
6562	73229	LONE HILL BRIDGE	0	0	39,626	77,823	4,200	0
<b>STREETS Total</b>			<b>1,570,900</b>	<b>1,447,759</b>	<b>2,395,612</b>	<b>1,905,748</b>	<b>1,865,403</b>	<b>1,787,592</b>

## Fleet Maintenance (No. 6563)

### Program Description

Fleet Maintenance is responsible for the purchase, maintenance, repair, and surplus of all City-owned vehicles and mechanical equipment (except for transportation buses). Fleet Maintenance repairs a diverse range of conventional and alternate fueled vehicles and equipment. The primary purpose of Fleet Maintenance is to provide vehicle and equipment acquisitions, preventative maintenance, unscheduled repair and fueling services to City departments' vehicles and equipment so they can operate safe, reliable, cost effective equipment and vehicles in order to provide services to City residents and businesses.

The specific service activities are as follows:

- Provide a fiscally responsible method of service by continually analyzing the costs associated with the repair of City vehicles and equipment. Staff conducts comparative analysis between the costs of staff initiated repairs to industry standards for the same work. The most cost efficient and responsive rate is used to complete the repair(s).
- Use a Preventive Maintenance Program (PMP) in order to minimize fleet operational downtime and maintenance costs. A PMP consists of scheduled servicing, inspections, and vehicle repairs to prevent potential problems and maximize vehicle/equipment availability. A successfully developed and implemented PMP is used to proactively avoid or reduce vehicle breakdowns and is based on time, mileage, engine hours, or gallons of fuel used. Preventive maintenance actions include vehicle inspection, lubrication, adjustment, cleaning, testing, repair, and/or worn parts replacement.
- Improve fleet safety, reliability, and economy while encouraging responsible use of City vehicles and equipment by utilizing reports from the Verizon's Networkfleet System. The system assists Fleet Maintenance staff in identifying diagnostic codes so that small problems are addressed before they become big ones, and allowing staff to minimize vehicle breakdowns and costly repairs.
- Continue to implement strategies designed to improve the City's "Green Fleet" practices. Examples of these strategies are:
  - Replacement Vehicles – The City shall make every effort to obtain the vehicles that are the most efficient and emit the lowest pollutants as possible as measured by available emissions certification standards and those published by the manufacturers.
  - Reduce Vehicle Size – Encourage the selection of vehicles of a smaller class size whenever possible in order to achieve increased miles per gallon and lower emissions.
  - Increase Use of Alternate-Fuel Vehicles and Equipment – Alternate-fuel vehicles and equipment will be considered for procurement when appropriate to the application.
  - Vehicle Maintenance – Emission systems shall be inspected annually as part of the Fleet Maintenance Preventive Maintenance Program. Environmentally friendly products, such as recycled coolants and refined oils, shall be used where available when cost effective and when it will not void the manufacturer's warranty.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Fleet Maintenance</b>					
Vehicles Serviced	#	Workload	311	598	600

<b>Performance Measurements</b>	<b>Unit of Measure</b>	<b>Type of Indicator</b>	<b>Actual 2013-14</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>
Equipment/Machinery Serviced	#	Workload	52	341	400
Preventative Maintenance Inspections Completed – Vehicles (Quarterly)	#	Workload	0	52	120
Preventative Maintenance Inspections Completed– Equipment (Quarterly)	#	Workload	0	26	60

**2014-2015 Major Accomplishments**

- Became more customer service oriented by continuing to provide an expeditious turnaround of vehicles and equipment that were submitted to Fleet Maintenance for service.
- Developed a customer satisfaction survey that will be disseminated to pertinent internal customers during FY 2015-16 implement corrective action(s) to improve customer service based on survey responses.
- Developed a Preventative Maintenance Program for vehicles and equipment in order to minimize fleet operational downtime and maintenance costs which will be implemented during FY 2015-16.
- Disposed of all surplus vehicles/equipment within 60 days of being declared surplus during August 2014 in order to receive the most resale value and maintain a safe maintenance yard.

**2015-2016 Major Goals and Objectives**

- In order to improve customer service, implement the recommendations associated with the survey responses of the Fleet Maintenance customers by January 2016.
- In order to improve vehicle useful life, implement the use of a Preventative Maintenance Program for vehicles and equipment by June 30, 2016.
- In order to more efficiently manage the fleet, work with Finance to implement a more accurate methodology to summarize fleet/asset maintenance costs and prepare summary reports by March 2016.

**Primary Program Expenditure Explanations**

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Fuel – Gas, Diesel & Oil (A/C 51650) are expected to rise in future years.
3. Vehicle Replacement (A/C 72300.51, 72300.68, 72300.69, and 72300.75) reflects vehicle and equipment replacement requested to the Public Works Maintenance Superintendent, by the Police and Community Services Departments, and Water and Streets Divisions.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6563 215 AIR QUALITY FUND	0	0	0	0	0	0
531 WATER OPERATIONS FUND	0	0	0	0	0	0
549 VEHICLE REPLACEMENT FUND	1,371,984	1,278,295	1,391,199	1,767,235	1,811,398	2,020,786
<b>VEHICLES Total by Fund</b>	<b>1,371,984</b>	<b>1,278,295</b>	<b>1,391,199</b>	<b>1,767,235</b>	<b>1,811,398</b>	<b>2,020,786</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6563 Capital Outlay	429,525	368,101	480,966	791,640	791,640	944,000
Operations & Maint.	737,521	720,861	733,104	729,195	831,812	831,633
Salaries & Benefits	204,937	189,332	177,129	246,401	187,946	245,153
<b>VEHICLES Total</b>	<b>1,371,984</b>	<b>1,278,295</b>	<b>1,391,199</b>	<b>1,767,235</b>	<b>1,811,398</b>	<b>2,020,786</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6563	41110	REGULAR TIME	108,039	70,137	75,255	176,017	114,459	169,657
	41120	OVERTIME	0	0	18	0	1,057	1,000
	41210	PART TIME	45,295	73,059	43,290	0	20,515	0
	42110	RETIREMENT	18,430	17,950	16,552	29,599	21,581	31,494
	42111	PARS RETIREMENT	0	0	0	0	0	0
	42290	FLEX BENEFIT	17,168	11,144	14,290	30,240	20,829	30,240
	42310	EMPLOYER PAID BENEFITS	12,108	12,023	22,890	3,913	3,690	4,862
	42520	WORKERS COMP	3,898	5,020	4,834	6,631	5,815	7,900
	51110	OFFICE SUPPLIES	1,244	1,732	908	1,000	1,000	1,000
	51400	BUILDING MATERIAL & SUPPL	734	1,330	0	0	0	0
	51420	ELECTRIC PARTS & SUPPLY	0	0	0	0	192	200
	51450	CLEANING SUPPLIES	3,254	3,073	1,751	3,500	3,500	3,500
	51500	EQUIPMENT PARTS & SUPPLY	10,330	9,345	2,469	7,500	7,500	7,500
	51500.60	SOFTWARE	0	0	0	0	351	351
	51520	EQUIPMENT RENTAL	669	3,130	0	0	0	0
	51530	SMALL TOOLS	5,048	7,380	3,439	3,000	3,000	3,000
	51535	TOOL ALLOWANCE	0	500	1,000	1,500	1,500	1,500
	51600	VEHICLE PARTS & SUPPLIES	102,186	111,391	129,037	113,000	113,000	113,000
	51610	CAR WASHES	15,071	17,077	18,952	25,000	40,000	40,000
	51650	FUEL - GAS, DIESEL & OIL	492,709	449,431	448,148	445,000	525,000	525,000
	51710	CLOTHING SUPPLIES	1,143	427	252	800	800	800
	51750	FOOD SUPPLIES	0	1,145	270	500	0	0
	52300	SIGNS & BARRICADES	159	0	0	0	32	0
	55320	PRINTING/REPRODUCTION	0	0	28	0	0	0
	55340	POSTAGE	18	0	0	0	0	0
	55400	DUES & MEMBERSHIPS	580	580	614	600	915	600
	55510	TRAVEL & MEETING EXPENSE	65	0	0	0	0	1,000
	55600	TRAINING & EDUCATION	0	684	195	1,000	0	1,000
	56100	BUILDING REPAIR & MAINT	1,402	333	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	564	1,403	5,527	2,000	4,639	3,000
	56220	VEHICLE REPAIR & MAINT	38,847	31,685	28,566	25,000	25,000	25,000
	57100	ELECTRIC	13,037	13,547	13,515	13,000	15,263	15,570
	57150	GAS	1,910	1,811	2,462	1,500	2,851	2,900
	59100	CONT SVCS	31,316	52,663	44,593	52,000	52,000	52,000
	59120	INSPECTION SERVICES	9,118	3,910	5,972	3,000	3,000	3,000
	59500	MISCELLANEOUS SERVICES	3,425	0	0	0	0	0
	59525	CERT. RENEWALS/CLASS B EX	90	0	2,903	0	0	0
	59550	UNIFORM & LINEN LAUNDRY	4,600	7,419	7,317	9,000	10,500	10,000
	59801	INFO TECH CHARGES	0	0	0	20,678	20,678	21,712
	59802	INFO TECH LEASES	0	0	15,000	617	617	0
	59936	USE TAX	0	864	187	0	475	0
	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	60,000
	72000.89	M&E-POMPEI PARK	0	0	0	0	0	0
	72300.41	VEHICLES - CITY MANAGER	0	0	0	0	0	0
	72300.51	VEHICLES - POLICE	115,790	(24,903)	(14,051)	260,000	260,000	260,000
	72300.68	VEHICLES - PW STREETS	0	2,500	0	161,909	161,909	250,000
	72300.69	VEHICLES - PW WATER	10,461	0	0	207,000	207,000	280,000
	72300.75	VEHICLES - COMMUNITY SERV	0	0	0	162,731	162,731	94,000
	79210	DEPRECIATION VEHICLES	303,275	390,504	495,017	0	0	0
<b>VEHICLES Total</b>			<b>1,371,984</b>	<b>1,278,295</b>	<b>1,391,199</b>	<b>1,767,235</b>	<b>1,811,398</b>	<b>2,020,786</b>

**Building & Safety Division (No. 6564)**

**Program Description**

The Building & Safety Division administers plan reviews and inspection services for all work requiring building permits in the City. The Division provides interpretation and enforcement of applicable codes and is responsible for the issuance of building permits and Certificates of Occupancy. Performing plan reviews, conducting inspections, issuing permits, providing customer service to architects, engineers, contractors, and homeowners, and providing technical and administrative support to all City departments and other agencies, are the primary areas of responsibility assigned to this Division.

The specific service activities are as follows:

- Provide quality plan reviews with an optimum plan review turnaround time of seven (7) days for additions, demolition submittals and monument signs, less than a twenty-one (21) day turnaround for major projects, and over-the-counter reviews at designated hours for pools, kitchen/bath remodels and ICBO (International Conference of Building Officials) approved patios and patio enclosures.
- Provide an expedited, streamlined permitting process for small rooftop solar systems to assure the effective deployment of solar technology. Solar PV plan reviews that meet the requirements of the expedited permitting process will be completed within three (3) business days.
- Process all inspection requests within 24 hours.
- Provide education and training for all staff in preparation of required ICBO certifications and CALBO (California Building Officials) credentials.
- Provide enhanced customer service with online citizen access for plan review and inspection status; online issuance of minor permits; i.e., water heaters, dishwashers, sprinklers, reroof permits; and monthly updates to the Building Division website with reports, code and safety issues.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Distribution of Timely Information to Decision Makers</b>					
Monthly Reports to City Manager prepared and submitted by the 5 <sup>th</sup> of each month.	%	Efficiency	10 – 80%	11 – 92%	12-100%
Quarterly Reports for the SMI Tax and BSI Surcharge Fee submitted to State of California Finance Department by the 10 <sup>th</sup> day of each new quarter.	%	Efficiency	8 – 100%	8 – 100%	8 – 100%
Monthly Report prepared and sent to California Real Estate Board, Building Statistics Bureau and Census Bureau by the 5 <sup>th</sup> of each month with.	%	Efficiency	36 – 100%	36 – 100%	36-100%

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Inspections</b>					
Building Inspections completed (Yearly)	#	Workload	8,900	9,000	9,600
% of Building Inspection completed within 24 hours (Yearly)	%	Efficiency	100%	*99% *Colby Fire	100%
<b>Plan Checks (Major – New Commercial, Residential)</b>					
Plan Checks completed within 21 days	#	Workload/ Efficiency	200	220	250
% of plans approved after 1 <sup>st</sup> or 2 <sup>nd</sup> resubmittal	%	Effectiveness	85%	85%	87%
% of plans approved after 3 or more resubmittals	%	Effectiveness	15%	15%	13%
<b>Plan Checks (Pools, Patios, Signs, Walls, TI's, Remodels, Additions)</b>					
Plan checks completed within 21 days	#	Workload/ Efficiency	735	755	778
% of plans approved after 1 <sup>st</sup> or 2 <sup>nd</sup> Resubmittals	%	Effectiveness	80%	85%	87%
% of plans approved after 3 or more resubmittals	%	Effectiveness	20%	15%	13%
<b>Customer Service</b>					
Customer Service Questionnaires received	#	Effectiveness	40	45	45
% of Respondents rating helpfulness of plans examiner as good or excellent	%	Efficiency	100%	95%	100%
% of Respondents rating helpfulness of inspectors as good or excellent	%	Efficiency	100%	97%	100%
<b>Training and Certifications</b>					
Training sessions attended by staff as per State mandate.	#	Effectiveness	48	45	45

## 2014-15 Major Accomplishments

- The CRW Administrators continued to enhance the automated permitting system by creating customized reports and troubleshooting required adjustments to each of the modules.



- Staff plan reviewed and processed applications for several major residential projects, including the four story 280 unit apartment and parking structure at 121 East Route 66, Monrovia Nursery 122 unit residential project, the Gables on Route 66 (126 residential units), Glendora Collection (Foothill Boulevard) – 144 residential units, Rosewalk (Gladstone Avenue) 21 residential units, and a 23 residential unit development on Arrow Highway.
- The required State of California continuing education hours were achieved by staff by attending the annual CALBO (California Building Officials) Education Week, in-house classes and ICC and other regulatory agency seminars and workshops. One employee received two certificates from the International Conference of Building Officials.
- Building Division assisted the Engineering Division and our consultant, CWE Engineering, with research and preparation of educational handouts and the implementation of an efficient procedure for the inspections of all industrial and restaurant sites in conjunction with NPDES (National Pollutant Discharge Elimination System) Industrial Permit requirements. Annual FOG (Fats, Oil & Grease) inspections were also completed within the required timeline.

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### **2015-16 Major Goals and Objectives**

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- Building Division will complete a major document management project to scan all of the building permits from the existing Building Division file folders into the CRW computer system. This project started in the 2<sup>nd</sup> quarter of FY 2014-15 and by this fiscal year ending should be 50% completed. The scanned documents will further enhance the permitting system and customer service by offering online access of all permit records for each address in the City. The last phase will be completed by the end of the 2<sup>nd</sup> quarter in FY 2015-16.
- Research will be coordinated with IT to undertake another document management project to scan all of the structural plans, both residential and commercial, that are physically stored at City Hall. This project will alleviate the space issue to store the plans and will increase efficiency and customer service by offering electronic viewing of the plans by staff and the public through the CRW permitting system. The research phase will be completed by the end of the third quarter FY 16.
- During FY 16, all Building Division staff will complete their required State of California continuing education hours through the International Code Council, California Building Officials and other regulatory agencies. Certification testing will be encouraged for all trades.
- A minimum of two code training events will be offered in FY 16 to keep the lines of communication open with contractors, architects and citizens by apprising them of any changes in the respective codes. The first one will be scheduled by the end of the second quarter of FY 16.
- In order to increase efficiency Building & Safety Division will meet with the development team after a plan is resubmitted for the third time in order to clarify comments so that by the following submittal the plan is ready for approval.

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### **Primary Program Expenditure Explanations**

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1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Contract Services (A/C 59100) of \$10,000 covers the hiring of consultants for specialized inspections, plan checking services, vacation/sick leave coverage, code training sessions (including materials) for staff as well as local contractors.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6564 001 GENERAL FUND	457,300	481,750	492,435	542,410	547,071	544,413
289 CRA LOW MOD FUND	15,014	0	0	0	0	0
290 GLENDORA HSG. AUTHORITY	0	0	0	0	0	0
531 WATER OPERATIONS FUND	46,215	44,820	45,741	47,225	48,410	48,272
<b>BUILDING Total by Fund</b>	<b>518,529</b>	<b>526,570</b>	<b>538,177</b>	<b>589,635</b>	<b>595,481</b>	<b>592,685</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6564 Operations & Maint.	18,272	25,007	25,222	38,421	36,476	31,876
Salaries & Benefits	500,256	501,563	512,954	551,214	559,005	560,809
<b>BUILDING Total</b>	<b>518,529</b>	<b>526,570</b>	<b>538,177</b>	<b>589,635</b>	<b>595,481</b>	<b>592,685</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6564	41110	REGULAR TIME	371,125	363,474	364,907	375,484	378,236	376,298
	41120	OVERTIME	123	185	2,951	0	3,441	0
	41210	PART TIME	6,011	9,463	11,184	32,026	33,299	31,871
	41360	VEHICLE ALLOWANCE	6,560	6,740	6,740	6,720	6,639	6,720
	42110	RETIREMENT	47,745	51,636	56,976	64,942	65,554	70,496
	42111	PARS RETIREMENT	0	0	0	0	0	0
	42290	FLEX BENEFIT	53,876	53,897	53,843	53,788	54,030	54,747
	42310	EMPLOYER PAID BENEFITS	8,886	8,385	8,523	9,711	8,882	9,421
	42520	WORKERS COMP	5,929	7,784	7,831	8,543	8,924	11,256
	51110	OFFICE SUPPLIES	871	2,123	2,373	2,340	2,340	2,340
	51115	OFFICE EQUIP./FURNITURE	0	1,452	2,069	1,000	1,000	1,000
	51350	SUBSCRIPTIONS & PUBLICAT	969	3,619	2,622	3,640	2,500	3,640
	51400	BUILDING MATERIAL & SUPPL	213	0	0	0	0	0
	51500	EQUIPMENT PARTS & SUPPLY	47	54	151	0	0	0
	51560	OPERATING LEASES	0	0	0	0	0	0
	51710	CLOTHING SUPPLIES	244	305	0	0	0	0
	51750	FOOD SUPPLIES	40	0	0	0	0	0
	55320	PRINTING/REPRODUCTION	1,266	182	3,873	2,000	2,785	2,000
	55400	DUES & MEMBERSHIPS	381	300	300	0	0	0
	55450	BANK SERVICE CHARGES	0	450	79	1,600	300	500
	55510	TRAVEL & MEETING EXPENSE	217	186	517	500	300	500
	55600	TRAINING & EDUCATION	3,120	2,862	1,375	1,775	1,775	1,775
	57050	PHONE	589	6	7	0	10	0
	57220	STRONG MOTION INSTRUM TA	0	0	0	0	0	0
	59100	CONT SVCS	15	3,365	1,972	10,000	10,000	10,000
	59100.97	PLAN CHECK CONSULTANT	0	0	0	0	0	0
	59525	CERT. RENEWALS/CLASS B EX	375	155	195	500	400	500
	59801	INFO TECH CHARGES	0	0	0	0	0	0
	59802	INFO TECH LEASES	0	0	0	0	0	0
	59805	VEHICLE CHARGES	4,775	4,775	4,624	8,648	8,648	9,621
	59806	VEHICLE LEASES	5,149	5,149	5,020	6,418	6,418	0
	59936	USE TAX	0	22	46	0	0	0
<b>BUILDING Total</b>			<b>518,529</b>	<b>526,570</b>	<b>538,177</b>	<b>589,635</b>	<b>595,481</b>	<b>592,685</b>

**Engineering (No. 6565)****Program Description**

The Engineering Division provides the budget recommendations for public projects, administration costs and revenues each fiscal year. The Division assists with the public counter and provides technical support to the Water, Street and Building Divisions of the Public Works Department, as well as the Community Services, Planning, and Police Departments.

The specific service activities are as follows:

- Provide quality plan checking of all proposed public improvements with an optimum review time of twenty (20) days and a maximum review time of thirty (30) days for major projects, including but not limited to street, water, sewer, storm drain, traffic signal, and street lighting improvements.
- Provide quality plan checking of private grading, private drainage, Storm Water Pollution Prevention Plans (SWPPP), Standard Urban Storm Water Mitigation Plans (SUSMP), stockpile plans, building plans, excavation permits, traffic control, encroachment permits, outdoor display permits, engineering reports and studies, and Planning Review Committee with an optimum review time of twenty (20) days and a maximum review time of thirty (30) days.
- Provide quality inspection of all Capital Improvement Projects, development improvements, traffic control, Storm Water Pollution Prevention Plans (SWPPP), Standard Urban Storm Water Mitigation Plans (SUSMP), excavation permits, and encroachment permits.
- Design, administration and management of all budgeted Capital Improvement Program projects in the City.
- Administration of various assessment and/or maintenance districts in the City including street lighting and landscaping maintenance.
- Field investigates and manage traffic signal operations and traffic safety issues relating to roadway design, traffic signs, and markings.

**Performance Measurements**

<b>Performance Measurements</b>	<b>Unit of Measure</b>	<b>Type of Indicator</b>	<b>Actual 2013-14</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>
<b>Plan Checking</b>					
Number of Plan Checks <sup>1</sup>	#	Workload	1,006	1,320	1,200
Average Plan Check Review Time	Days	Efficiency	8.5	12.5	15
Plan Check Reviews less than 30 days	%	Effectiveness	96%	94%	100%
<b>Inspections</b>					
Number of Inspections <sup>2</sup>	#	Workload	1,924	1,275	1,200
Average Number of Inspections per Day	#	Efficiency	7.5	5.5	6.0
Public Right of Way Inspections within 24 hours of Request	%	Effectiveness	100%	100%	100%

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Capital Improvement Program</b>					
Number of Capital Improvement Program projects budgeted	#	Workload	18	23	20
Budgeted Capital Improvement Projects designed and awarded for construction	%	Efficiency	89%	90%	100%
At most 10% max of change orders issued for construction	%	Effectiveness	1%	7%	5%

1. Number of Plan Checks includes developer improvements in the public right of way; private grading; private drainage; Storm Water Pollution Prevention Plans (SWPPP); Standard Urban Storm Water Mitigation Plans (SUSMP); stockpile plans; building plans; excavation permits; traffic control; encroachment permits; outdoor display permits; engineering reports and studies; and Planning Review Committee.

2. Number of Inspections includes Capital Improvement Projects; development improvements; traffic control; Storm Water Pollution Prevention Plans (SWPPP); Standard Urban Storm Water Mitigation Plans (SUSMP); excavation permits; and encroachment permits.

### 2014-2015 Major Accomplishments

- Updated the City’s road map to include the newly annexed areas and new streets.
- Completed Drafting Standards and Plan Preparation manual, Public Works Inspection Procedures manual, and Engineering Division Procedures manual and train all Division staff to perform these functions in order to increase staff’s skills and better serve our customers.
- The Division provided technical and administrative support for the Water, Street and Building Divisions of the Public Works Department, Planning Department, Community Services and Police Departments.
- Coordinated and administered the Landscaping and Lighting Maintenance District assessment district renewal.
- Provided an average plan review turnaround time of 30 days or less for grading plan reviews and review of Storm Water Pollution Prevention Plans (SWPPP) and Standard Urban Storm Water Mitigation Plans (SUSMP).

### 2015-2016 Major Goals and Objectives

- Utilize the City’s Graphic Information System (GIS) and inventory all public infrastructure (including streets, City water facilities, City-maintained drains, sewers, traffic signals, painted curb, street lights, etc.) and develop GIS layers and databases to allow staff to better manage and more efficiently maintain the City’s infrastructure. This should be completed by November 2015.
- In order to improve efficiency, we will complete the program for scanning, archiving and retrieval of record plans of the City’s infrastructure and have a plan in place with staff recommendation(s) by March 2016.
- In order to streamline Public Works plan review and permitting processes and procedures, we will evaluate existing practices and create a complete manual for all Public Works plan reviews and permit issuance to be completed by December 2015.
- In order to adapt our standards to the most current best practices in the industry, we will review various Public Works organizations standards then update all City Standard Designs & Specifications by June 2016.

- In order to increase efficiency, the Engineering Division will meet with the development team after a plan is resubmitted for the third time in order to clarify comments so that the following submittal the plan is ready for approval.

### Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Contract Services (A/C 59100) consists of \$35,000 for as-needed consultant services outside of the expertise of staff such as surveying, geotechnical, construction inspection, graphic information system, and traffic engineering services.
3. Vehicle Charges (A/C 59805) are allocated based on the number and the type of vehicles, related equipment and fuel used by each department. The allocations were updated this budget cycle to include fuel. Charges for vehicle purchases were absorbed by the Vehicle fund for Fiscal Year 2015-16.

#### Division by Fund

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6565 001 GENERAL FUND	69,033	66,382	73,081	111,432	111,428	117,109
211 COMMUNITY DEV BLOCK GRANT	32,040	817	0	0	0	0
530 WATER CAPITAL PROJECTS	60,073	63,428	63,410	71,154	71,103	73,635
531 WATER OPERATIONS FUND	484,619	502,664	487,585	539,375	541,095	556,421
655 TRUST FUND	0	0	0	0	0	0
<b>ENGINEERING Total by Fund</b>	<b>645,766</b>	<b>633,291</b>	<b>624,076</b>	<b>721,961</b>	<b>723,626</b>	<b>747,165</b>

#### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6565 Operations & Maint.	40,153	13,095	20,147	54,736	54,358	58,991
Salaries & Benefits	605,612	620,196	603,928	667,225	669,268	688,174
<b>ENGINEERING Total</b>	<b>645,766</b>	<b>633,291</b>	<b>624,076</b>	<b>721,961</b>	<b>723,626</b>	<b>747,165</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6565	41110	REGULAR TIME	423,917	417,424	436,787	487,388	488,832	494,632
	41120	OVERTIME	1,988	1,194	361	0	448	0
	41210	PART TIME	39,437	54,663	13,369	0	0	0
	41310	HOLIDAY PAY	0	0	0	0	0	0
	41330	SPECIAL PAYS	0	0	0	0	0	0
	41360	VEHICLE ALLOWANCE	1,054	1,083	1,083	1,080	1,083	1,080
	42110	RETIREMENT	59,486	65,867	68,374	82,259	82,796	92,141
	42290	FLEX BENEFIT	61,400	59,850	63,421	72,352	72,564	73,984
	42310	EMPLOYER PAID BENEFITS	11,127	10,824	10,819	12,643	12,029	12,408
	42520	WORKERS COMP	7,203	9,292	9,714	11,503	11,516	13,930
	45100	TEMPORARY IN LIEU OF PERM	0	0	0	0	0	0
	51110	OFFICE SUPPLIES	0	0	(95)	0	222	500
	51560	OPERATING LEASES	0	3,999	3,952	4,400	5,300	5,500
	55320	PRINTING/REPRODUCTION	0	166	1,567	2,500	2,500	2,500
	59100	CONT SVCS	32,040	817	6,815	35,000	33,500	35,000
	59802	INFO TECH LEASES	0	0	0	0	0	0
	59805	VEHICLE CHARGES	0	0	0	0	0	15,491
	59806	VEHICLE LEASES	8,113	8,113	7,909	12,836	12,836	0
<b>ENGINEERING Total</b>			<b>645,766</b>	<b>633,291</b>	<b>624,076</b>	<b>721,961</b>	<b>723,626</b>	<b>747,165</b>

**Facilities Maintenance (No. 6566)**

**Program Description**

Facilities Maintenance is responsible for maintenance of the City’s Civic Center complex which includes the City Hall, Library, Police Department, and the Water Division buildings located throughout the City. Services include preventive maintenance, janitorial (contract oversight), minor repairs of structures, utilities, equipment, mechanical and electrical systems, HVAC systems, plumbing, and painting. Services are provided in a timely manner to ensure that facilities operate in a safe, secure and cost-efficient environment. Every effort is made to enhance the appearance of facilities while being as cost effective as possible. Facilities Maintenance also assists in managing Capital Improvement Projects for all City-owned buildings.

The specific service activities are as follows:

- Provide timely maintenance and repair of City Hall, Police Department, Water, and Library Facilities.
- Perform facilities-related requests such as installing bookshelves and cabinetry, and small construction projects.
- Respond to emergency building maintenance repairs such as sewer stoppages, leaking pipes, etc.
- Oversee Janitorial and Maintenance contracts.
- Prepare list of future facilities-related capital improvement projects and assist in implementing them.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Facilities Maintenance</b>					
Percentage of maintenance requests responded to within one day.	%	Effectiveness	100%	100%	100%
Percentage of Customer Service responses rated as excellent	%	Effectiveness	100%	100%	100%

**2014-2015 Major Accomplishments**

- Development of a customer satisfaction survey that will be disseminated to pertinent internal customers during FY 16 and implement corrective action(s) to improve customer service based on survey responses.
- Development of Request for Proposals (RFP) for HVAC Services. This would streamline the respective contract services by providing the City one contractor for each service throughout all the City’s facilities (regardless of department) and be more cost efficient by providing the City a more fiscally responsible cost for the service by providing a better economy-to-scale.

**2015-2016 Major Goals and Objectives**

- In order to improve efficiency and enhance customer service, we will implement the recommendations associated with the survey responses of the Facilities Maintenance customer satisfaction survey by December 2015.
- Conduct systematic periodic inspections of City Hall, Library, and Police Department to ensure building repairs such as roof repairs, plumbing repairs, electrical repairs, etc., are being performed in a timely manner with a pro-active approach in order to minimize the likelihood of more costly future repairs.



## Primary Program Expenditure Explanations

1. Building Repair (A/C 56100, 56100.51, 56100.70) includes amounts for the purchase of building materials and associated repair and/or replacement of physical repairs at each respective Civic Center building.
2. Equipment Repair (A/C 56200) is primarily used for the purchase of equipment requiring repair and/or replacement.
3. Contract Services (A/C 59100) is primarily used for periodic HVAC, emergency generator, elevator and pest control maintenance services and ongoing janitorial services as well as the purchase of janitorial supplies.
4. Inspection Services (A/C 59120) is primarily used for periodic elevator inspection services.

Division by Fund		Budget FYE 2015-2016					
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted	
6566 001 GENERAL FUND	264,348	309,893	326,875	332,988	359,252	345,452	
531 WATER OPERATIONS FUND	32,639	41,408	34,790	35,440	36,727	27,121	
<b>CIVIC CENTER MAINT Total by Fund</b>	<b>296,987</b>	<b>351,301</b>	<b>361,665</b>	<b>368,428</b>	<b>395,979</b>	<b>372,573</b>	

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6566 Operations & Maint,	224,203	277,588	285,861	293,468	319,882	295,289
Salaries & Benefits	72,785	73,713	75,804	74,960	76,097	77,284
<b>CIVIC CENTER MAINT Total</b>	<b>296,987</b>	<b>351,301</b>	<b>361,665</b>	<b>368,428</b>	<b>395,979</b>	<b>372,573</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6566	41110	REGULAR TIME	51,189	50,670	51,490	51,928	52,547	51,928
	41120	OVERTIME	2,070	2,297	2,721	0	795	1,000
	42110	RETIREMENT	6,481	7,054	7,800	8,732	8,752	9,639
	42290	FLEX BENEFIT	9,958	10,230	10,230	10,200	10,229	10,200
	42310	EMPLOYER PAID BENEFITS	1,440	1,363	1,416	1,723	1,393	1,665
	42520	WORKERS COMP	1,646	2,100	2,147	2,376	2,381	2,851
	51110	OFFICE SUPPLIES	48	136	53	300	300	300
	51115	OFFICE EQUIP./FURNITURE	9,756	3,850	12,405	1,500	1,500	1,500
	51400	BUILDING MATERIAL & SUPPL	9,713	3,392	785	15,000	15,000	15,000
	51420	ELECTRIC PARTS & SUPPLY	964	0	12	0	150	250
	51450	CLEANING SUPPLIES	12,044	8,726	13,621	17,000	17,000	18,000
	51500	EQUIPMENT PARTS & SUPPLY	418	0	0	1,000	1,000	1,000
	51510	SAFETY SUPPLIES	742	0	0	0	100	1,000
	51520	EQUIPMENT RENTAL	2,035	90	0	0	0	1,000
	51530	SMALL TOOLS	324	0	172	500	500	500
	51710	CLOTHING SUPPLIES	0	505	1,478	230	230	230
	51750	FOOD SUPPLIES	207	277	0	0	100	0
	55110	AUDIT SERVICES	0	0	0	0	0	0
	56100	BUILDING REPAIR & MAINT	108,100	83,822	81,619	43,800	42,800	20,000
	56100.51	BUILDING REP & MNT POLICE	0	0	585	10,000	10,000	20,000
	56100.70	BUILDNG REP & MNT LIBRARY	0	0	47	14,000	10,000	20,000
	56200	EQUIPMENT REPAIR & MAINT	21,365	57,370	31,271	26,000	26,000	30,000
	57100	ELECTRIC	27,149	31,442	30,586	29,000	32,064	32,700
	57150	GAS	1,287	1,244	964	1,250	1,250	1,250
	57160	WATER	0	0	0	0	0	0
	59100	CONT SVCS	269	49,567	71,032	66,000	95,000	85,000
	59120	INSPECTION SERVICES	350	1,250	1,016	3,500	3,500	3,500
	59525	CERT. RENEWALS/CLASS B EX	40	0	939	2,500	1,500	1,500
	59805	VEHICLE CHARGES	4,775	4,775	4,624	17,295	17,295	16,362
	59806	VEHICLE LEASES	2,868	2,868	2,796	12,836	12,836	0
	59807	LIABILITY INS. CHARGES	0	0	0	0	0	26,197
	59808	PROPERTY INS. CHARGES	21,749	28,275	31,757	31,757	31,757	0
	59936	USE TAX	0	0	98	0	0	0
<b>CIVIC CENTER MAINT Total</b>			<b>296,987</b>	<b>351,301</b>	<b>361,665</b>	<b>368,428</b>	<b>395,979</b>	<b>372,573</b>

**Water Administration (No. 6567)**

**Program Description**

The Water Administration Division develops the long and short-term direction of the Water Division as it prepares the annual Division budget. This includes assisting Engineering Division with design, contract, and project administration for Water Master Plan identified capital improvement projects that are approved to upgrade the City’s water system infrastructure. This Division oversees daily operations, monitors preventive maintenance programs, and develops customer services. Additionally, this Division represents the City’s interests in Main San Gabriel Basin management, administers wholesale deliveries of imported drinking water, and manages issues regarding conservation and water quality assurances mandated by federal and state regulatory agencies.

The specific service activities are as follows:

- Develop a five million dollar CIP schedule and budget.
- Provide oversight and rate recommendations for the Water Commission.
- Administer the water conservation program.
- Prepare the 2014 Consumer Confidence Report and distribute to customers before July 1<sup>st</sup> as required by DPH.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Water Administration</b>					
Monthly water quality reports mailed to the Department of Public Health no later than the 10th of each month. Goal 100%.	%	Efficiency	100%	100%	100%
Monthly production reporting logged and forwarded to Watermaster by end of each quarter. Goal 100%	%	Efficiency	100%	100%	100%

**2014-2015 Major Accomplishments**

- Responded to the Colby Fire mud flows. Staff assisted the Streets Division with mud and debris clean up.
- In conjunction with Engineering, assisted with the annual City water map updating.
- Negotiated the transfer of purchase of 1,000 AF of Cyclic Storage from Upper District to TVMWD and saved the City \$73,000
- Assisted Engineering with the construction management of Hicrest Reservoir and Distribution System.
- Assisted Engineering with the construction management improvements for the San Gabriel Plant Project Year 3.

**2015-2016 Major Goals and Objectives**

- In order to prepare an accurate, successful design, assist Engineering with the Vosberg Well-7 sampling and design work in order that a report will be available by June 2016.

- In order to prepare detailed plans and specifications assist Engineering with the Well-10 replacement design which will ensure operational function by June 2016.
- To ensure operational functionality, assist Engineering with the County Club reservoir construction project as needed per the approved multi-year construction schedule.
- Complete and send in the application for a new NPDES permit in order to comply with the requirements of the new NPDES permit for Community Water Systems by September 2015.

## Primary Program Expenditure Explanations

1. Contract Services (A/C 59100) in the amount of \$150,000 represents the Division's use of professional services needed throughout the year: specialized engineering analysis for updates to the Water Master Plan, rate cases, feasibility studies for groundwater cleanup, and potential well locations.

Division by Fund		Budget FYE 2015-2016				
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6567 528 WATER CAPITAL RECOVERY FD	0	0	0	0	0	0
530 WATER CAPITAL PROJECTS	0	0	0	0	0	0
531 WATER OPERATIONS FUND	1,886,459	2,438,878	2,088,802	1,242,338	1,173,649	1,116,791
<b>WATER ADMIN Total by Fund</b>	<b>1,886,459</b>	<b>2,438,878</b>	<b>2,088,802</b>	<b>1,242,338</b>	<b>1,173,649</b>	<b>1,116,791</b>

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6567 Capital Outlay	986,985	1,084,813	1,102,498	0	0	0
Grants / Other Expenses	0	0	0	0	0	0
Operations & Maint.	676,567	1,145,883	799,723	1,024,962	955,349	889,742
Salaries & Benefits	222,907	208,183	186,581	217,376	218,300	227,049
<b>WATER ADMIN Total</b>	<b>1,886,459</b>	<b>2,438,878</b>	<b>2,088,802</b>	<b>1,242,338</b>	<b>1,173,649</b>	<b>1,116,791</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6567	41110	REGULAR TIME	171,290	152,848	123,873	157,975	158,952	161,461
	41120	OVERTIME	0	125	99	250	0	250
	41210	PART TIME	0	158	15,544	0	0	0
	41360	VEHICLE ALLOWANCE	2,812	2,888	2,888	2,880	2,888	2,880
	42110	RETIREMENT	20,333	22,803	20,689	26,565	26,641	29,972
	42290	FLEX BENEFIT	21,642	21,316	15,986	21,254	21,316	22,936
	42310	EMPLOYER PAID BENEFITS	3,402	3,643	3,132	3,561	3,599	3,620
	42520	WORKERS COMP	3,428	4,401	4,368	4,891	4,904	5,929
	51110	OFFICE SUPPLIES	3,188	2,251	2,452	3,000	2,500	3,000
	51115	OFFICE EQUIP./FURNITURE	0	0	65	1,000	500	1,000
	51125	TROPHIES/PLAQUES/PLATES	154	39	253	200	100	200
	51350	SUBSCRIPTIONS & PUBLICAT	2,090	0	1,097	4,000	4,000	4,000
	51400	BUILDING MATERIAL & SUPPL	922	0	0	500	250	500
	51420	ELECTRIC PARTS & SUPPLY	130	0	732	100	110	100
	51500	EQUIPMENT PARTS & SUPPLY	119	0	0	0	430	400
	51520	EQUIPMENT RENTAL	0	0	0	400	0	400
	51530	SMALL TOOLS	86	0	2,239	200	1,500	200
	51560	OPERATING LEASES	3,991	4,608	5,383	5,100	5,100	5,100
	51750	FOOD SUPPLIES	100	0	0	0	0	0
	53111	STREET ADMIN CHARGE	0	0	0	0	0	0
	53530	PUMP & WELL SUPPLIES	0	0	0	0	0	0
	55110	AUDIT SERVICES	10,222	10,389	6,833	12,571	12,571	11,583
	55200	LEGAL SERVICES	0	0	0	15,000	0	15,000
	55310	ADVERTISING	0	717	0	1,500	500	1,500
	55320	PRINTING/REPRODUCTION	13,001	7,131	11,723	15,000	15,000	15,000
	55340	POSTAGE	76	9	0	100	100	100
	55350	MISCELLANEOUS EXPENSE	75	375	749	500	200	500
	55352	MISCELLANEOUS REFUNDS	0	0	9,095	0	0	0
	55359	WRITE OFF OF BAD DEBT	0	268,800	0	0	0	0
	55400	DUES & MEMBERSHIPS	13,218	16,078	14,904	17,000	17,750	17,200
	55510	TRAVEL & MEETING EXPENSE	2,940	3,255	3,290	4,000	4,000	4,000
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	6,557	5,970	2,682	5,300	5,000	5,300
	56200	EQUIPMENT REPAIR & MAINT	0	0	7	200	100	200
	56210	OFFICE MACHINE MAINT	0	160	936	2,000	1,000	2,000
	57050	PHONE	0	0	60	250	250	250
	57180	OFFICE RENTAL	0	0	0	0	0	0
	57201	TAXES	10,030	9,578	9,825	11,000	10,000	11,000
	59100	CONT SVCS	77,322	132,765	77,955	161,903	110,000	150,000
	59100.39	BOND EXPENSES	13,453	13,398	8,051	15,000	15,000	15,000
	59100.60	SOFTWARE MAINT CONTR	1,600	1,600	0	0	0	0
	59100.66	BUDGET BASE RATE MODELIN	0	69,742	2,509	0	0	0
	59520	FINGER PRINTING	0	0	0	0	0	0
	59525	CERT. RENEWALS/CLASS B EX	2,778	1,051	420	300	500	500
	59802	INFO TECH LEASES	0	0	0	0	0	0
	59805	VEHICLE CHARGES	152,808	152,808	147,200	194,572	194,572	206,575
	59806	VEHICLE LEASES	90,704	90,704	88,429	144,402	144,402	0
	59807	LIABILITY INS. CHARGES	68,659	89,260	100,415	107,444	107,444	415,331
	59808	PROPERTY INS. CHARGES	199,308	259,100	291,011	291,011	291,011	0
	59809	UNEMPLOYMENT INSURANCE	3,037	6,085	11,409	11,409	11,409	3,803
	59936	USE TAX	0	9	0	0	50	0

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6567	66010	WATER CONSRV GRNT-G UNIF	0	0	0	0	0	0
	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	0
	79100	DEPR BUILD & IMPROVEMENT	117,690	119,090	4,279	0	0	0
	79200	DEPR MACHIN & EQUIPMENT	783,817	880,245	851,032	0	0	0
	79400	DEPR EXP - INFRASTRUCTURE	85,478	85,478	247,187	0	0	0
<b>WATER ADMIN Total</b>			<b>1,886,459</b>	<b>2,438,878</b>	<b>2,088,802</b>	<b>1,242,338</b>	<b>1,173,649</b>	<b>1,116,791</b>

**Water Customer Service (No. 6568)**

**Program Description**

The Water Operations Division is responsible for reading approximately 13,377 residential and commercial water meters into bimonthly cycle. This Division implements the Large Meter Testing and Small Meter Replacement programs. Water usage revenues are dependent upon the meter accuracy achieved from these programs. This Division has been installing the Automated Meter Reading (AMR) system which transmits meter information by radio signal. This method of meter reading eliminates manual entry errors. Additionally, this Division verifies customer-billing accuracy, addresses customer water quality concerns, and employs water service suspension procedures on delinquent accounts.

Another vital responsibility of this section is to administer and monitor the City’s cross-connection and backflow prevention program to ensure the protection of the public water supply from potential cross-contamination. Annual testing is required and notification is sent to over 703 (281 Customers w/523 devices) customers with privately-owned backflow prevention assemblies. Additionally, this Division annually tests the 130 City-owned backflow prevention assemblies.

The specific service activities are as follows:

- Accurately read all meters on the bi-monthly billing cycle.
- Administer backflow and cross-connection program.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Customer Service</b>					
Complete minimum 150 meter replacements/AMR per year	#	Workload	152	200	200
Complete an average of 130 back flow tests per year	#	Workload	136	140	140
Average number of meters read annually	#	Workload	81,000	81,000	81,000

**2014-2015 Major Accomplishments**

- The Flexnet remote meter reading system was successfully implemented over a pilot area. The system provides real time water meter readings and billing information.
- Customer training was presented and customer portal was put into place.
- Successfully completed the installation of over 300 end points which converted existing water meters to AMR allowing them to be read remotely.

**2015-2016 Major Goals and Objectives**

- In order to provide more accurate meter reads as well as provide up to date usage for customers, we will implement the Flexnet remote water meter reading system city wide by July 2016.

- Provide training for Water Conservation personnel with Flexnet for customer water usage monitoring and problem solving in order to deliver excellent customer service on the new meter system by July 2016.
- By July 2016 we will complete the installation of second antenna on South Hills East Reservoir to increase remote read coverage.

### Primary Program Expenditure Explanations

1. Meter exchange program (A/C 53545) changes out approximately 200 meters annually to ensure accurate readings and conversion to the automatic meter reading program (\$127,500).
2. Meter parts and supplies (A/C 53540). To refurbish meters and purchase new meters (\$40,000).
3. Postage (A/C 55340) includes the costs for water billing (\$37,000).
4. Contract Services (A/C 59100). Provides funding for meter repairs, Annual Census Contracts, and Flex Net IT support as required (\$38,000).

Division by Fund		Budget FYE 2015-2016				
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6568 531 WATER OPERATIONS FUND	570,447	575,546	542,369	663,646	631,680	666,016
<b>CUSTOMER SERVICE Total by Fund</b>	<b>570,447</b>	<b>575,546</b>	<b>542,369</b>	<b>663,646</b>	<b>631,680</b>	<b>666,016</b>

#### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6568 Capital Outlay	0	0	0	0	0	0
Operations & Maint.	258,995	262,565	263,295	349,396	336,274	356,263
Salaries & Benefits	311,452	312,981	279,074	314,250	295,406	309,753
<b>CUSTOMER SERVICE Total</b>	<b>570,447</b>	<b>575,546</b>	<b>542,369</b>	<b>663,646</b>	<b>631,680</b>	<b>666,016</b>



Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6568	41110	REGULAR TIME	221,984	219,062	179,278	216,098	170,089	216,257
	41120	OVERTIME	5,764	5,668	6,017	2,982	5,628	2,982
	41210	PART TIME	0	0	19,769	0	45,816	0
	41330	SPECIAL PAYS	0	0	0	0	0	0
	42110	RETIREMENT	28,428	30,537	27,726	36,339	28,468	40,144
	42111	PARS RETIREMENT	0	0	0	0	0	0
	42290	FLEX BENEFIT	42,735	43,584	33,991	43,457	31,441	33,473
	42310	EMPLOYER PAID BENEFITS	5,710	5,417	4,408	5,901	4,287	5,524
	42520	WORKERS COMP	6,833	8,714	7,884	9,474	9,677	11,373
	51110	OFFICE SUPPLIES	1,140	3,936	4,603	2,000	2,000	2,000
	51115	OFFICE EQUIP./FURNITURE	0	1,275	1,092	1,000	500	1,000
	51450	CLEANING SUPPLIES	236	0	280	400	400	400
	51500	EQUIPMENT PARTS & SUPPLY	7,807	1,226	183	3,500	5,000	4,500
	51510	SAFETY SUPPLIES	0	114	504	200	550	1,500
	51530	SMALL TOOLS	1,325	3,282	1,628	1,500	1,000	1,500
	51560	OPERATING LEASES	468	45	19	100	0	100
	51600	VEHICLE PARTS & SUPPLIES	1,990	2,714	0	1,000	0	0
	51710	CLOTHING SUPPLIES	2,490	2,247	1,447	2,500	2,500	2,500
	53540	METER PARTS & SUPPLIES	18,801	23,804	38,794	30,000	30,000	40,000
	53545	METER EXCHANGE PROGRAM	92,332	93,448	83,968	127,500	127,500	127,500
	55320	PRINTING/REPRODUCTION	103	552	526	5,000	2,000	5,000
	55340	POSTAGE	7,720	5,502	1,840	37,000	37,000	37,000
	55510	TRAVEL & MEETING EXPENSE	0	430	0	0	9	0
	56100	BUILDING REPAIR & MAINT	0	106	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	314	241	0	2,000	500	2,000
	56220	VEHICLE REPAIR & MAINT	0	0	0	0	0	0
	56310	METER REPAIR & MAINT	4,804	7,574	12,494	12,000	12,000	12,000
	57050	PHONE	4,953	5,140	5,221	6,000	6,000	6,000
	57100	ELECTRIC	102	0	0	9,000	0	0
	57150	GAS	641	988	823	600	819	850
	59100	CONT SVCS	43,848	39,008	47,655	38,000	38,000	38,000
	59550	UNIFORM & LINEN LAUNDRY	6,087	7,063	5,371	14,000	14,000	14,000
	59801	INFO TECH CHARGES	52,768	52,768	46,364	51,104	51,104	60,413
	59802	INFO TECH LEASES	11,065	11,065	10,250	4,992	4,992	0
	59803	COMMUNICATION CHARGES	0	0	0	0	0	0
	59804	COMMUNICATION LEASES	0	0	0	0	0	0
	59936	USE TAX	0	38	234	0	400	0
	72000.01	M&E-CITY CLERK	0	0	0	0	0	0
<b>CUSTOMER SERVICE Total</b>			<b>570,447</b>	<b>575,546</b>	<b>542,369</b>	<b>663,646</b>	<b>631,680</b>	<b>666,016</b>

## Water Conservation (No. 6569)

### Program Description

The Water Conservation Division is responsible for developing, implementing and monitoring the City's water conservation program. Staff's mission is to promote the efficient and responsible use of water for the benefit of the community and environment. Conservation program goals stress three key objectives: education, outreach, and regulation. Staff promotes the wise and efficient use of this resource to ensure the community remains both healthy and economically viable now and for future generations.

The specific service activities are as follows:

- Education – Promote and provide educational programs within the community to include community-based groups, schools and residents and business owners.
- Outreach – Provide a platform for the presentation and sharing of ideas and concepts in water use efficiency. Administer the water conservation Rebate Program.
- Regulation – Utilize governance as a tool to promote and ensure continuity in City water conservation initiatives. Monitor user action for compliance with various stage designations of conservation.

### Performance Measurements

Performance Measures	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Water Conservation</b>					
Conduct at least seven Education / Outreach programs per quarter	#	Workload	25	25	30
Amount of rebates given by City through the rebate program.	#	Effectiveness	\$60K	\$60K	\$95K
Reduce water consumption by 10% <i>[Note: Target base year is 2008 prior to the start of the Water Conservation Program.]</i>	%	Effectiveness	12%	12%	15%
Water Conservation Notices	#	Workload	1,100	1,000	900

### 2014-2015 Major Accomplishments

- Water conservation staff conducted presentations to the following schools, clubs/organizations, and groups:
  - Cullen Elementary
  - Washington Elementary
  - Sellers Elementary
  - Willow Elementary
  - Sutherland Elementary
  - Goddard Middle School
  - La Fetra Elementary
  - Glendora High School

In addition, water conservation staff conducted public outreach at the following events:

- Earth Day
- 50s Flashback
- Held a Poster and Slogan contest for the third time and received great response and participation from the schools.
- New PT Conservation Officers conducted regular weekend and weekday early morning/evening patrols to continue to monitor and promote conservation efforts. As a result of these efforts, several water related issues on excessive runoffs and broken sprinklers were addressed and resolved.
- Conservation staff implemented a Residential Turf Removal Program, in conjunction with Metropolitan Water District, to provide incentives for customers who wish to replace existing turf with drought tolerant landscapes.
- Conservation staff continued strengthening their established relationship with the Police Department's Community Services Officer to proactively offer the Turf Removal Program to residents at risk of citations and who may require assistance with their current landscape.

### 2015-2016 Major Goals and Objectives

- To promote water conservation, continue to offer the Residential Turf Removal Program all year or until funding is exhausted.
- To promote water conservation, continue to hold at least one (1) workshop on garden landscape and one (1) Water Information workshop by June 2016.
- By June 2016, audit a minimum of fifty percent (50%) of the applicants who applied for a rebate to ensure installation of the products at their place of residence or business.
- To promote water conservation, continue the Poster and Slogan contest with the schools (4<sup>th</sup> year).

### Primary Program Expenditure Explanations

1. Water Conservation Program (A/C 66010) of \$500,000 are used to cover expenditures for conservation pamphlets, mailings, conservation devices, public outreach programs and incentive (rebate) programs.

Division by Fund		Budget FYE 2015-2016				
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6569 531 WATER OPERATIONS FUND	178,021	218,492	221,017	467,611	455,759	996,170
<b>WATER CONSERVATION Total by Fund</b>	<b>178,021</b>	<b>218,492</b>	<b>221,017</b>	<b>467,611</b>	<b>455,759</b>	<b>996,170</b>

#### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6569 Capital Outlay	0	0	0	0	0	0
Grants / Other Expenses	63,991	114,649	88,931	274,575	274,575	500,000
Operations & Maint.	1,864	2,242	1,728	9,900	9,850	32,900
Salaries & Benefits	112,166	101,602	130,358	183,136	171,334	463,270
<b>WATER CONSERVATION Total</b>	<b>178,021</b>	<b>218,492</b>	<b>221,017</b>	<b>467,611</b>	<b>455,759</b>	<b>996,170</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6569	41110	REGULAR TIME	73,823	54,835	80,145	99,898	100,218	280,136
	41120	OVERTIME	870	635	0	1,000	0	1,000
	41210	PART TIME	7,854	22,543	16,055	39,204	26,077	49,941
	42110	RETIREMENT	10,507	8,480	12,718	16,799	17,820	52,003
	42111	PARS RETIREMENT	0	0	0	0	0	1,873
	42290	FLEX BENEFIT	15,666	11,322	16,422	20,400	20,460	61,355
	42310	EMPLOYER PAID BENEFITS	2,552	2,091	2,777	3,275	3,531	9,314
	42520	WORKERS COMP	895	1,695	2,242	2,560	3,228	7,648
	51110	OFFICE SUPPLIES	68	69	807	800	800	800
	51520	EQUIPMENT RENTAL	0	0	0	0	0	0
	51560	OPERATING LEASES	138	4	42	100	100	100
	51710	CLOTHING SUPPLIES	29	0	0	500	250	500
	55320	PRINTING/REPRODUCTION	105	268	727	2,000	2,000	6,000
	55340	POSTAGE	0	30	15	4,500	4,500	18,500
	55400	DUES & MEMBERSHIPS	1,500	1,500	0	1,500	1,500	1,500
	55510	TRAVEL & MEETING EXPENSE	24	306	48	500	500	500
	59100	CONT SVCS	0	0	0	0	0	5,000
	59936	USE TAX	0	65	89	0	200	0
	66010	WATER CONSRV GRNT-G UNIF	63,991	114,649	88,931	274,575	274,575	500,000
	72300	VEHICLES	0	0	0	0	0	0
<b>WATER CONSERVATION Total</b>			<b>178,021</b>	<b>218,492</b>	<b>221,017</b>	<b>467,611</b>	<b>455,759</b>	<b>996,170</b>

**Water Transmission and Distribution (No. 6570)**

**Program Description**

The Water Transmission Section is responsible for the production, disinfection, and transmission of safe and reliable drinking water to the residents of Glendora. The primary objective of this Section is to ensure that the 11 million gallons per day water demand meets or exceeds all water quality standards set forth by State and Federal Safe Drinking Water Acts. This Section collects and analyzes a monthly average of 300 samples for bacteriological disinfection, organic and inorganic presence, along with required result reporting to the State of California, Department of Public Health. Daily duties include the operation of the City’s computerized Supervisory Control and Data Acquisition (SCADA) system that controls and monitors the operation of eight active wells, three Metropolitan Water District interconnections, 29 storage reservoirs, and 23 pump stations.

The Water Distribution Section is responsible for maintaining the 224 miles of water lines that distribute water to 13,377 water services connections (approximately 43,230 consumers) and 1,500 fire hydrants within the City’s water distribution system. This Section will immediately respond to emergency waterline failures 24 hours per day and regularly performs fire hydrant repairs, exercises approximately 6,500 isolation valves, and installs water service laterals and selected waterline installations. Additionally, to ensure water quality, Water Distribution personnel implement a waterline-flushing program as part of a vital preventive maintenance procedure that removes any objectionable sediment in the waterlines.

The specific service activities are as follows:

- Respond to leaks within two hours.
- Prioritize leaks, coordinate underground alert notifications, and complete repairs in a timely fashion.
- Collect water samples and maintain the legally required water quality for our customers.
- Exercise valves for efficient operation and repairs.
- Adjust flushing program to meet current drought conditions.
- Perform maintenance on pumps, wells, reservoirs, SCADA, valves, electrical panels and other system devices.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Distribution &amp; Transmission</b>					
Total Number of water leaks	#	Workload	541	712	712
Number of leak repairs completed in an average week	#	Workload	10	14	14
Number of Water Quality tests which met or exceeded state health department minimum standards.	#	Effectiveness	7,026	7,050	7,100
Water facility Sites Inspected (Reservoir, Booster & Wells)	#	Workload	25,740	25,740	25,740

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Reduce water loss as compared to industry standard of 14%	%	Efficiency	11%	12%	10%

### 2014-2015 Major Accomplishments

- Installed pressure monitor at Hicrest Pump Station to monitor pressure Zone 4.
- Upgraded Englewild Pump Station with posi-lok generator connectors.
- Worked with Superior Operating Systems to install repeater sites to develop redundancy in SCADA network.
- Upgraded Silent Ranch Pump Stations with pressure transmitters, Radios, and PLC's to increase system reliability.
- Surveyed and marked 50% of water lines that run through hillsides and residence property.
- Drained and cleaned Zone-1 4MG Reservoir.

### 2015-2016 Major Goals and Objectives

- Continue upgrading stations with posi-lok generator connections so all stations are uniform. Deadline: Install posi-lok panels at Dalton & Eagleridge Pump Station and Wells 2 & 13 by June 2016 as funds are available.
- Upgrade Rainbow & Hook Canyon Pump Stations with pressure transmitters, Radios, and PLC's to increase system reliability. Work with Emerson to perform radio survey. Purchase hardware for PLC's and install by June 2016.
- To better manage our system, survey and mark the remaining water lines that run through hillsides and residence property by June 2016.
- To improve reliability, upgrade RTU and radios at Upper Gordon Station, Glencoe Reservoir, South Hills East and South Hills West by June 2016.
- To improve functionality, install SCADA and pressure transducer at Gladstone regulating station by June 2016.

### Primary Program Expenditure Explanations

1. Chlorination Supplies (A/C 53510) - \$140,000 used to pay for salt and supplies for our two onsite chlorine generation systems. We may also purchase 12.5% sodium hypochlorite when necessary for chlorinating reservoirs and pipelines.
2. Purchased Water (A/C 53100) - \$3,864,178 used for purchasing import treated water from MWD and Covina Irrigating Co. to meet peak demands in the summer season.
3. Replenishment Water (A/C 53120) - \$600,000 used to pay for replenishment water that is required to compensate for water that is produced above Glendora's well production allocation.
4. Pumping Expense (A/C 53150) - \$1,500,000 used to pay for SCE and City of Azusa Power for electricity to operate water wells and booster pumps.

Division by Fund

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6570 531 WATER OPERATIONS FUND	6,320,396	6,267,211	6,896,565	9,030,078	7,821,886	9,067,261
<b>TRANS/DIST Total by Fund</b>	<b>6,320,396</b>	<b>6,267,211</b>	<b>6,896,565</b>	<b>9,030,078</b>	<b>7,821,886</b>	<b>9,067,261</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6570 Operations & Maint.	5,107,784	5,142,304	5,722,487	7,803,492	6,657,105	7,855,351
Salaries & Benefits	1,212,612	1,124,907	1,174,079	1,226,585	1,164,781	1,211,910
<b>TRANS/DIST Total</b>	<b>6,320,396</b>	<b>6,267,211</b>	<b>6,896,565</b>	<b>9,030,078</b>	<b>7,821,886</b>	<b>9,067,261</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6570	41110	REGULAR TIME	844,611	758,991	791,861	813,870	760,541	792,500
	41120	OVERTIME	51,598	61,641	59,942	60,758	79,519	60,758
	41330	SPECIAL PAYS	0	0	0	0	0	0
	42110	RETIREMENT	107,457	105,389	118,333	136,860	125,863	147,112
	42290	FLEX BENEFIT	159,350	148,095	151,099	155,657	143,437	145,673
	42310	EMPLOYER PAID BENEFITS	22,966	19,831	20,657	22,612	21,438	22,853
	42520	WORKERS COMP	26,630	30,961	32,187	36,828	33,983	43,015
	51110	OFFICE SUPPLIES	8,342	5,639	6,804	8,500	8,000	8,500
	51115	OFFICE EQUIP./FURNITURE	6,579	3,031	2,895	4,000	2,000	4,000
	51125	TROPHIES/PLAQUES/PLATES	315	0	0	0	0	0
	51200	DIVISION SUPPLIES	196	509	0	400	200	400
	51350	SUBSCRIPTIONS & PUBLICAT	0	54	0	100	230	250
	51400	BUILDING MATERIAL & SUPPL	13,887	13,286	4,408	10,000	8,000	10,000
	51420	ELECTRIC PARTS & SUPPLY	8,750	6,902	9,071	6,000	5,000	6,000
	51450	CLEANING SUPPLIES	51	1,940	437	2,000	1,000	2,000
	51500	EQUIPMENT PARTS & SUPPLY	11,722	16,385	15,776	11,000	13,000	11,000
	51510	SAFETY SUPPLIES	1,061	672	1,891	2,000	2,500	3,000
	51520	EQUIPMENT RENTAL	4,477	2,583	938	2,500	3,955	2,500
	51530	SMALL TOOLS	4,881	6,249	5,393	3,600	3,600	3,600
	51600	VEHICLE PARTS & SUPPLIES	12,587	16,058	244	13,000	8,000	13,000
	51650	FUEL - GAS, DIESEL & OIL	3,124	5,317	2,005	3,000	1,000	0
	51710	CLOTHING SUPPLIES	5,199	5,184	4,621	5,500	5,500	5,500
	51750	FOOD SUPPLIES	602	525	82	450	200	450
	52100	STREET REP & MAINT SUPPLY	225,000	240,000	240,520	240,000	240,000	240,000
	52300	SIGNS & BARRICADES	4,088	0	3,330	2,000	1,500	3,000
	53100	PURCHASED WATER	174,239	834,154	2,133,584	2,061,135	3,500,000	3,864,178
	53110	ASSESSMENTS	283,255	489,213	491,091	293,995	180,000	379,878
	53120	REPLENISHMENT WATER	2,403,459	1,504,551	988,280	2,082,500	600,000	600,000
	53150	PUMPING EXPENSE	1,352,056	1,283,305	1,256,408	1,912,710	1,200,000	1,500,000
	53200	WATER SOLD TO OTHERS	0	0	0	0	0	0
	53510	CHLORINATION SUPPLIES	48,505	44,210	47,259	140,000	80,000	140,000
	53520	WATER LINE PARTS & SUPPLY	232,853	225,461	182,240	439,897	240,000	450,000
	53530	PUMP & WELL SUPPLIES	5,527	2,864	7,650	10,000	10,000	10,000
	53560	SCADA SYSTEM UPGRADES	17,506	29,272	19,355	60,000	65,000	90,000
	54300	IRRIGATION PARTS & SUPPLY	108	626	0	1,000	500	1,000
	55320	PRINTING/REPRODUCTION	1,107	144	0	500	500	500
	55340	POSTAGE	0	68	79	100	100	100
	55400	DUES & MEMBERSHIPS	1,030	10,000	4,015	5,000	3,000	5,000
	56100	BUILDING REPAIR & MAINT	14,319	1,657	1,505	2,000	2,000	2,000
	56200	EQUIPMENT REPAIR & MAINT	1,031	2,902	2,506	3,000	1,500	3,000
	56200.CF	COLBY FIRE DAMAGE	0	0	7,868	0	0	0
	56220	VEHICLE REPAIR & MAINT	377	1,017	0	0	0	0
	56300	WATER LINE REPAIR & MAINT	0	2,907	535	20,000	1,000	20,000
	56320	PUMP, WELL, RSVR REPAIR	105,692	204,728	101,019	256,605	256,605	256,605
	56330	TELEMETERING REPAIR	5,137	2,245	3,679	7,000	7,000	7,000
	56500	LANDSCAPING	505	0	0	0	0	0
	57050	PHONE	37,292	37,825	38,613	32,000	43,000	43,000
	57100	ELECTRIC	2,822	2,954	3,322	3,500	3,315	3,390
	57170	REFUSE DISPOSAL	15,580	21,000	20,610	20,000	28,000	28,000
	59100	CONT SVCS	64,725	93,667	94,665	95,000	95,000	95,000
	59120	INSPECTION SERVICES	5,975	0	4,750	1,500	500	1,500



Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6570	59550	UNIFORM & LINEN LAUNDRY	6,087	7,063	5,371	16,000	16,000	16,000
	59700	LABORATORY ANALYSIS	17,735	15,940	9,351	26,000	20,000	26,000
	59936	USE TAX	0	198	316	0	400	0
<b>TRANS/DIST Total</b>			<b>6,320,396</b>	<b>6,267,211</b>	<b>6,896,565</b>	<b>9,030,078</b>	<b>7,821,886</b>	<b>9,067,261</b>

**NPDES Compliance (No. 6575)**

**Program Description**

NPDES Compliance Division is responsible for managing City compliance with the three National Pollutant Discharge Elimination Permits, Municipal, Construction and Industrial/Commercial.

The specific service activities are as follows:

- Provide the required annual training to employees whose job function impacts compliance with the NPDES permit.
- Manage the permit mandated inspection of city owned facilities for compliance with the NPDES permit.
- Ensure the water quality monitoring is performed in accordance with the NPDES permit. Review the data and make recommendations of any actions needed as a result of data analysis.
- Develop the Enhanced Watershed Management Plan for City of Glendora and manage implementation.
- Prepare annual Division budget including estimated NPDES permit compliance expenditures.
- Collect all the required information from each City Department then prepare the annual report of NPDES activities for review to the Regional Quality Control Board.

**Performance Measurements**

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>NPDES Compliance</b>					
Enhanced Watershed Management Plan (EWMP) Implementation milestones met in order to comply with the Municipal NPDES permit.	%	Effectiveness	100%	100%	100%
Coordinated Integrated Monitoring Program (CIMP) Implementation milestones met in order to comply with the Municipal NPDES permit.	#	Effectiveness	N/A	100%	100%
Number of NPDES Notice of Violations issued	#	Workload	3	3	3
Number of Public Education and Outreach sessions taught.	#	Workload	4	4	4

**2014-2015 Major Accomplishments**

- Completed the development of the Enhanced Watershed Management Plan (EWMP) and Coordinated Integrated Monitoring Plan (CIMP) along with the other group members and submitted to the Regional Water Quality Control Board by June 2015.
- Continued to map the City's storm drain system in a GIS format.

- Installed 3 dry well catch basins to infiltrate dry weather flows and a portion of wet weather storm water flows and were infiltrate a large amount of storm water runoff.
- As part of the Pasadena Avenue street reconstruction project, installed pervious concrete gutter which successfully infiltrated storm water runoff during wet weather as well as dry weather flows.

## 2015-2016 Major Goals and Objectives

- In order to comply with the current Municipal NPDES permit, implement the storm water Coordinated Integrated Monitoring Plan (CIMP) after approval by the Regional Water Quality Control Board and obtain acceptance by the milestone dates in the permit by June 30, 2016.
- In order to continue to implement the requirements of the municipal NPDES, continue to pilot installation of various storm water infiltration devices in the right of way to evaluate the effectiveness of various devices to treat storm water runoff by June 30, 2016.
- In order to continue to implement the requirements of the municipal NPDES, continue to map the City's storm drain system in a GIS format with completion by June 30, 2016.

## Primary Program Expenditure Explanations

1. NPDES category (A/C 59400) of \$235,000 includes annual NPDES permit fees for storm water and sanitary sewer, City's portion of EWMP and CIMP fee, storm water runoff sampling and additional consultant support.

Division by Fund				Budget FYE 2015-2016		
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6575 001 GENERAL FUND	0	0	151,913	410,230	400,000	235,000
<b>NPDES Total by Fund</b>	<b>0</b>	<b>0</b>	<b>151,913</b>	<b>410,230</b>	<b>400,000</b>	<b>235,000</b>

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6575 Operations & Maint.	0	0	151,913	410,230	400,000	235,000
<b>NPDES Total</b>	<b>0</b>	<b>0</b>	<b>151,913</b>	<b>410,230</b>	<b>400,000</b>	<b>235,000</b>

### Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
6575	59400	NPDES	0	0	151,913	410,230	400,000	235,000
		<b>NPDES Total</b>	<b>0</b>	<b>0</b>	<b>151,913</b>	<b>410,230</b>	<b>400,000</b>	<b>235,000</b>

## Natural Disasters (No. 6594 & 4313)

### Program Description

The Natural Disasters Division represents costs related to the Colby Fire Response by the City of Glendora, and the Winter 2014 Floods. On January 16, 2014, the City of Glendora endured a significant disaster with the Colby Fire incident. The fire burned over 2,000 acres, of which approximately 1,500 lie within the city boundaries of Glendora. The fire was fully contained as of February 4, 2014. As a result of the fire, the Glendora foothills have been severely damaged and present a high risk of severe debris and mudflows similar to those experienced in 1969.

The City received a grant from the U.S. Department of Agriculture Natural Resources Conservation Service in the amount of \$515,000 with a matching fund of \$155,000 from the City General Fund. The total amount of the grant was \$670,000. The funds were used for the installation of emergency watershed protection measures to relieve hazards damages created by the Colby Fire – City of Glendora.

This Division also accounts for ongoing costs associated with managing the EOC during storms, mitigating the impacts of mud flow and purchasing K-rails to prevent damage to property during storms. During Fiscal Year 2015, over \$300,000 was budgeted for these purposes. In the event that additional funding is needed in future budget years, Council will be asked to amend the budget to address the specific needs of that time.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>City Spent</b>					
Maintain K-Rail	Lineal Feet	Workload	7,830	9,030	9,030
Provide Sandbags	#	Workload	30,000	23,000	25,000

### 2014-2015 Major Accomplishments

- Staffed the City's Emergency Operations Center (EOC) during all rain events predicting ½" per hour of rainfall or more.
- Installed an additional 1000 feet of k-rail recommended by L. A. County Flood Control District to protect existing homes from potential mud flows.

### 2015-2016 Major Goals and Objectives

- In order to be responsive in the event of weather forecasts predicting large rainfall events and provide the highest level of service to our residents removing any mud flows, Public Works Department will activate field staff to patrol the burn area at a minimum for each forecast of a ½ inch or greater rainfall event.

### Primary Program Expenditure Explanations

- The expenditures are related to the placement of K-rail at various locations within the City of Glendora, staffing the EOC and patrolling the burn area during storms.

**Division by Fund**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Recom.
6594 Grants \ Other Expenses	0	0	428,742	0	0	0
Operations & Maint.	59,917	0	106,787	186,725	254,258	0
Salaries & Benefits	0	0	130,197	0	59,829	0
<b>JAN 2014 FIRE Total by Fund</b>	<b>59,917</b>	<b>0</b>	<b>665,726</b>	<b>186,725</b>	<b>314,087</b>	<b>0</b>

**Division by Expense Type (All Funds)**

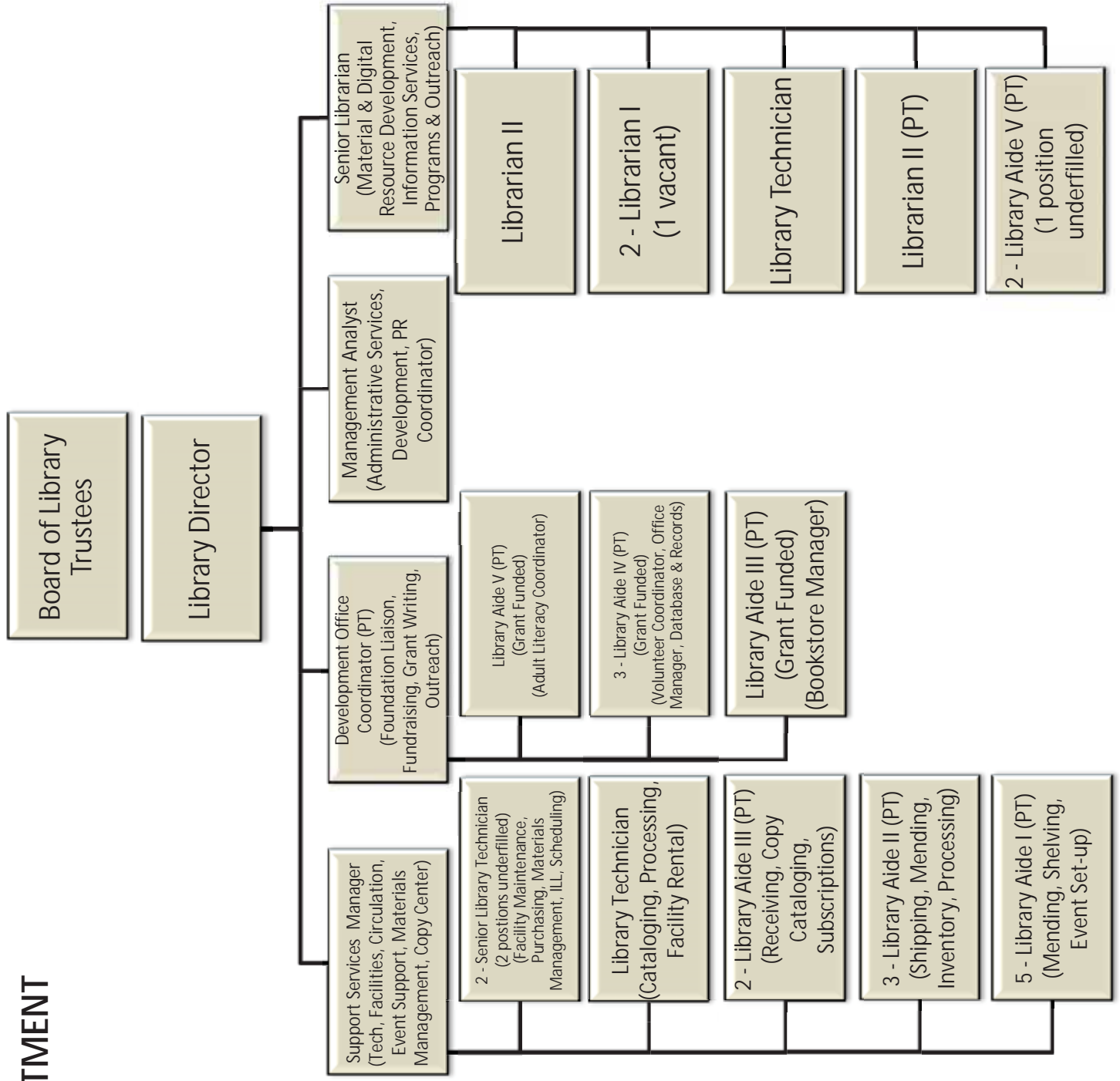
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Recom.
6594 001 GENERAL FUND	59,917	0	106,455	186,725	314,087	0
251 USDA DISASTER GRANT	0	0	428,742	0	0	0
252 FIRE MGMT ASST-COLBY FIRE	0	0	24,074	0	0	0
253 WINTER 2014 FLOODS	0	0	106,455	0	0	0
<b>OPER. GRANT Total by Fund</b>	<b>59,917</b>	<b>0</b>	<b>665,726</b>	<b>186,725</b>	<b>314,087</b>	<b>0</b>

**Division Expense by Line-Item**

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Recom.
6594	41120 OVERTIME	0	0	120,921	0	54,995	0
	41210 PART TIME	0	0	6,286	0	3,320	0
	42110 RETIREMENT	0	0	941	0	595	0
	42310 EMPLOYER PAID BENEFITS	0	0	2,017	0	919	0
	42520 WORKERS COMP	0	0	33	0	0	0
	51110 OFFICE SUPPLIES	0	0	201	0	0	0
	51210 K-9 SUPPLIES	0	0	12	0	0	0
	51400 BUILDING MATERIAL & SUPPL	0	0	50,487	0	72,289	0
	51500,61 NETWORK EQUIP PARTS	0	0	11,402	0	0	0
	51520 EQUIPMENT RENTAL	0	0	0	0	8,223	0
	51750 FOOD SUPPLIES	0	0	2,664	0	6,076	0
	52300 SIGNS & BARRICADES	0	0	0	0	0	0
	55320 PRINTING/REPRODUCTION	0	0	1,645	0	0	0
	55340 POSTAGE	0	0	1,178	0	0	0
	55350 MISCELLANEOUS EXPENSE	109	0	10,798	136,725	23,696	0
	55510 TRAVEL & MEETING EXPENSES	0	0	21	0	0	0
	56230 COMPUTER REPAIR & MAINT	0	0	246	0	0	0
	57170 REFUSE DISPOSAL	28,067	0	750	0	24,445	0
	59100 CONT SVCS	31,741	0	27,294	50,000	119,530	0
	59936 USE TAX	0	0	90	0	0	0
	60401 K RAILS	0	0	428,742	0	0	0
	<b>NATURAL DISASTERS Total</b>	<b>59,917</b>	<b>0</b>	<b>665,726</b>	<b>186,725</b>	<b>314,087</b>	<b>0</b>

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# GLENDORA LIBRARY DEPARTMENT ORGANIZATIONAL CHART 2015-16



Full-Time Positions	
1	Library Director
1	Support Services Manager
1	Management Analyst
1	Senior Librarian
2	Senior Library Technician
1	Library Technician
1	Librarian III
2	Librarian I
1	Library Technician
<b>Total Full-Time Positions: 11</b>	
Please see Staffing tab for list of Part-Time Positions	

# Authorized Positions

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Library Department</b>					
<i>Full-Time Positions</i>					
Library Director	1.00	1.00	1.00	1.00	1.00
Senior Librarian	2.00	2.00	2.00	1.00	1.00
Administrative Assistant	-	-	-	-	-
Management Analyst	1.00	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00	1.00
Assistant Library Director	-	-	-	-	-
Librarian I	1.00	1.00	1.00	2.00	2.00
Librarian II	3.00	1.00	1.00	1.00	1.00
Library Technician	3.00	3.00	3.00	2.00	2.00
Sr. Library Technician	1.00	1.00	1.00	2.00	2.00
<i>Part-Time Positions</i>					
Librarian I	0.25	0.20	0.33	-	-
Librarian II	0.33	0.38	0.50	0.52	0.52
Library Aide I	1.90	1.90	1.90	2.02	2.02
Library Aide II	1.88	2.48	2.48	2.56	2.56
Library Aide III	1.70	1.70	1.75	1.25	1.25
Library Aide IV	1.28	1.28	1.34	1.99	1.99
Library Aide V	1.75	1.75	1.75	2.43	2.43
<i>Total Full-Time</i>	13.00	11.00	11.00	11.00	11.00
<i>Total Part-Time</i>	9.09	9.68	10.04	10.76	10.76
<i>Total Department FTE</i>	22.09	20.68	21.04	21.76	21.76



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## Glendora Public Library and Cultural Center

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### Department Overview

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The Library's Mission Statement: The Glendora Public Library and Cultural Center enriches the community by connecting people to the world of ideas, information, and imagination, to support their work, education, personal growth, and enjoyment. The Library stimulates civic involvement and is a symbol of the community's well-being.

The Glendora Public Library accomplishes its mission through a partnership between the City of Glendora, the Board of Library Trustees, G.P.L. Friends Foundation and a dedicated, customer service-driven library staff.

The Library is comprised of four divisions: Administration and Development Office; Youth Services and Adult Services (which together comprise Public Services); and Support Services, all together serving 5,000 visitors over six days/51 hours a week. The Library staff is comprised of 11 full-time and 19 part-time employees. They are cross-trained and share responsibilities for behind-the-scenes ordering, processing and maintenance duties, and for staffing the three front-line public service desks. Cross-training maximizes the Library's ability to respond to the ever-changing needs of our community of users.

The Library has a collection of approximately 145,000 items in a variety of formats: books; electronic books (e-books); downloadable audio books and books on compact disk (CD); digital Playaways; music CDs; software programs; educational and classic movies on DVD; streaming video content; magazine and newspaper subscriptions and microforms. Copies of Glendora's earliest newspapers are available on microfilm.

Adults, teens, representatives of educational groups, nonprofit organizations, the business community, the faith community, local government, and the community at large shared their insights about the future of Glendora and its Public Library during a strategic planning process in 2013. Their five-year vision of the Library's future included:

- Service that is available at convenient hours and that will be continually refreshed to stay relevant to the needs of new generations of users. The Library will be a vibrant destination and community gathering place that encourages active learning, civic participation, and a strong sense of Glendora as a place.
- Technology encompassing modern equipment, content, tools, and coaching, to ensure that all Glendorans can take advantage of the convenience and opportunities afforded by our networked world.
- Partnerships to address residents' needs in areas such as education, wellness, and economic development, as well as to improve the Library's own performance in areas such as grant development and technology.
- Value increased by innovative ways of doing business, providing modern services that are prudently managed, fiscally sustainable, and conveniently available citywide.

## Administration and Development (No. 7076)

### Program Description

Administration is responsible for the overall leadership and management of the Library. The Development Office division within Administration serves as primary liaison to the Friends Foundation and includes community outreach and education, volunteer management, fundraising, and support for library programs.

Specific service activities are:

- Support for the five-member Board of Library Trustees Administrative Board and the 21-member Friends Foundation Board.
- Prepare, administer and monitor the Library's budget and Friends Foundation's budget.
- Monitor trends, best practices and technology to provide Glendora with a 'crown jewel', 21<sup>st</sup>-century public library.
- Market Library events and services through a variety of public relations outreach: monthly press releases; cable channel and reader board announcements; website announcements, monthly newspaper column, blogs and other media opportunities; community presentations and outreach to various groups and organizations throughout Glendora.
- Coordinate and monitor over 200 adult, youth, and children volunteers which includes application processing, evaluation, placement, training, and tracking; Library bookstore management for Friends Plaza Book Loft including volunteer staff, donation acknowledgment, sorting and pricing of donations, monthly book sales on Library main floor; fund accounting.
- Mentor staff to further enhance their customer service and library skills through staff development and training opportunities.
- Enhance library programs and services through writing and managing grants, planning and implementing fundraisers, and identifying new revenue streams.

### Performance Measurements

Performance Measurements <sup>1</sup>	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Glendora Reads! Adult Literacy Program</b>			
Number of learners served	45	46	47
Number of hours tutored	1,648	1,500	1,600
Percent of Adult Literacy Learners achieving State established goal	78%	78%	78%
<b>Programming, PR &amp; Outreach</b>			
Total number of programs offered (Availability of scheduled activities and events) [Average for comparable populations: 424]	707	676	675

Performance Measurements <sup>1</sup>	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Total attendance at all Library programs (Participation in scheduled activities and events) [Average for comparable populations: 12,038]	24,693	25,600	25,750
Number of programs funded by Friends Foundation	210	258	230
Total number of programs for adults (staff and volunteer-led programs)	[reported differently in FY14; change reflects development of volunteer staffing]	20	20
Attendance at Library programs for adults	“	530	500
Number of unique library public relations pieces created & presentations made to inform public	602	472	500
Number of publications produced	106,129	97,900	99,000
Total number of staff community contacts (Library presence at tours, class visits, presentations, community meetings, etc.)	202	175	190
Number of people reached through community contacts	5,472	5,000	5,225
<b>Fundraising &amp; Volunteers</b>			
Fundraisers net revenue	\$150,818	\$160,000	\$160,000
Friends Plaza Book Loft sales <sup>2</sup>	\$35,032	\$35,000	\$32,500
Number of volunteer hours	12,288	11,500	11,800
Volunteer FTE as percent of all library FTE (Library-related and Library-supporting labor performed by volunteers)	23%	20%	21%
<b>Materials Availability &amp; Use</b>			
Percent of patrons that have success in finding library material when:			
• Browsing	95%	93%	93%
• Looking for specific title	65%	62%	62%
• Looking for specific subject and Author	83%	79%	79%

Performance Measurements <sup>1</sup>	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Number of materials used in library (in-library use) <i>(Use of Library materials not otherwise measured by checkout and renewal)</i>	60,008	62,000	62,000
Total annual circulation (items checked out & renewed) [Average for comparable populations: 221,663]	370,341	350,000	380,000
Number of items circulated per registered borrower <i>(Number of things every cardholder checks out/renews, on average)</i>	8.20	7.70	8.77
Holdings (items in collections) per capita [Average for comparable populations: 2.25]	3.06	2.75	2.75
Hours open to public	2,588	2,450	2,600
<b>Electronic Services</b>			
Percent of electronic books in materials collection (moved from Adult Services)	9.3%	11%	12%
Electronic subscription and resource materials use as percentage of total materials use	32%	30%	30%
Number of visits to online tutoring resource	2,848	2,600	2,600
Percent of registered borrowers using Polaris email notification system (holds, due dates, renewals)	48%	56%	56%

<sup>1</sup>Averages based on *California Library Statistics General Profile-FY 2012-2013* (most recent as of writing), for libraries of legal service area populations 44,000 to 56,000.

<sup>2</sup>Book Loft: All three years have been updated to show a change in calculation.

### 2014-2015 Major Accomplishments

#### CENTRALIZED SERVICE

- Placement and levels of staffing were improved, while enhancing City facility layout, implementing new technologies, and developing staff skills:

Phase 1	August 18, 2014	completed physical desk layout
Phase 2	August 18, 2014	oriented staff and provided staff observation period
Phase 3	Oct 2014-Feb 2015	conducted training on circulation functions
Phase 4	December 2014	began formal training on reference functions
Phase 5	January 2015	implemented LEAP platform for added mobility

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**ENRICHED E-GOVERNMENT AND USE OF WEBSITE CONTENT MANAGEMENT SYSTEM**

- The Development Office/GPL Friends Foundation website is now online, benefiting the community with more usable technology. With Information Systems, a rotating image “slider” was added to the Library home page, creating new marketing and navigational opportunities.
- The Development Office/GPL Friends Foundation web site handled its first online donation in November, streamlining the processing of revenues that support Library programs.

**EXPANDED USE OF PLAZA AND BIDWELL FORUM**

- The feasibility of allowing private party use of Library rental space was assessed by surveying practices at other public libraries, to bolster the use of City assets and plan for an improved sense of the Library as a destination, as recommended during strategic planning.

**UPDATED LIBRARY SERVICE MODEL**

- Integrated check-out and information functions starting in September 2014, creating more seamless front-line service.

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**2015-2016 Major Goals and Objectives**

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- Reflect local culture and refresh the facility in support of the Library Strategic Plan by implementing a “heritage nook” to acknowledge Library history and contributors. By June 2016.
- Enhance customer service by planning improvements to interior and exterior signage throughout the Civic Center, meeting with consultants and offering options to the City Manager by September 2015; creating plan with costs and timeline by December 2015.
- Support water conservation efforts and create a more inviting facility, coordinating with the City and community to plan educational, water-wise container gardens on the Plaza and landscaped seating areas north of the existing garden. By June 2016.
- Improve customer experience by continuing to update the front-line service model, assessing success of first new service zone and recommending next steps by October 2015.
- Ensure commonly beneficial goals and procedures by completing a 3-to-5-year visioning process with City and Friends Foundation by June 2016.

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**Primary Program Expenditure Explanations**

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1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%.
2. Office Equipment/Furniture (A/C 3219999-71430) covers tangible assets and property that enable public and staff to make use of Library facilities/services. Increase of \$12,000 reflects need to replace worn furniture, much of which dates back the 1972 facility opening.
3. Building Materials & Supplies category (A/C 3219999-71430) covers expenses for minor repairs and renovations, book trucks, shelving and circulation equipment. Increase of \$8,500 reflects need to replace shelving end panels, many of which date back to the 1972 facility opening.
4. Dues and Memberships category (A/C 55400) covers professional dues and memberships, including the Library’s membership in the Southern California Library Cooperative. Increase of \$1,945 reflects institutional memberships in professional library associations and supports conference attendance.
5. Training and Education category (A/C 55600) covers activities that develop or enhance employee skills. Increase of \$1,375 reflects conference attendance costs.
6. Travel & Meeting Expense (A/C 55510): shifting in funds to supplement this account reflects increasing travel costs for integrated library system user group meeting/conference.

7. Contract Services category (A/C 59100) reflects costs for the Library's cataloging and Inter-library Loan service (OCLC). Increase of \$17,550 identifies and funds the yearly platform fees required to access multiple collections of electronic materials.

Division by Fund				Budget FYE 2015-2016		
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7076 001 GENERAL FUND	724,669	717,517	806,153	805,376	803,111	804,639
207 GRANTS	0	0	0	0	0	0
212 COMMUNITY DEV BLOCK GRANT	6,541	0	0	0	0	0
229 LIBRARY GRANTS	59,755	116,378	121,952	130,718	120,261	139,940
321 CAPITAL PROJECTS FUND	0	0	0	0	0	20,500
<b>LIBRARY ADMIN Total by Fund</b>	<b>790,965</b>	<b>833,894</b>	<b>928,105</b>	<b>936,094</b>	<b>923,372</b>	<b>965,078</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7076 Capital Outlay	0	0	0	0	0	20,500
Operations & Maint.	396,484	435,491	508,251	507,236	500,788	491,384
Salaries & Benefits	394,481	398,403	419,854	428,858	422,584	453,194
<b>LIBRARY ADMIN Total</b>	<b>790,965</b>	<b>833,894</b>	<b>928,105</b>	<b>936,094</b>	<b>923,372</b>	<b>965,078</b>

Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7076	41110	REGULAR TIME	205,353	186,915	204,091	187,249	199,930	191,810
	41120	OVERTIME	868	1,089	2,745	0	3,223	0
	41210	PART TIME	122,165	146,438	143,392	168,725	142,863	182,177
	41360	VEHICLE ALLOWANCE	3,515	3,611	3,716	3,600	3,611	3,600
	42110	RETIREMENT	32,125	32,375	36,803	40,217	44,143	38,269
	42111	PARS RETIREMENT	0	0	0	0	0	6,832
	42290	FLEX BENEFIT	24,061	21,285	22,123	21,460	21,576	22,182
	42310	EMPLOYER PAID BENEFITS	5,181	5,097	5,325	5,727	5,395	5,954
	42510	ALTCOM	0	0	0	0	0	0
	42520	WORKERS COMP	1,214	1,594	1,660	1,880	1,843	2,370
	51110	OFFICE SUPPLIES	997	2,210	1,575	2,530	2,225	2,530
	51115	OFFICE EQUIP./FURNITURE	1,624	0	1,066	1,000	1,000	1,000
	51125	TROPHIES/PLAQUES/PLATES	210	628	593	890	1,290	890
	51200	DIVISION SUPPLIES	0	0	0	0	0	0
	51300.57	LSTAELF BOOKS/RECORDS/TA	0	0	0	0	0	0
	51400	BUILDING MATERIAL & SUPPL	5,504	6,671	6,491	7,648	7,648	7,648
	51450	CLEANING SUPPLIES	509	518	417	500	500	500
	51560	OPERATING LEASES	10,254	11,259	11,310	12,000	12,000	12,000
	52300	SIGNS & BARRICADES	319	189	0	500	518	900
	55320	PRINTING/REPRODUCTION	701	884	1,544	1,250	1,350	1,315
	55340	POSTAGE	2,893	3,000	2,930	4,000	3,000	3,000
	55350	MISCELLANEOUS EXPENSE	0	0	0	100	100	100
	55400	DUES & MEMBERSHIPS	4,931	5,782	6,361	6,805	6,805	8,750
	55510	TRAVEL & MEETING EXPENSE	225	432	4,030	2,900	3,060	3,495
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	99	310	684	920	920	2,295
	55700	EDUCATION REIMBURSEMENT	0	0	0	0	0	0
	56100	BUILDING REPAIR & MAINT	0	0	0	0	0	0
	56200.01	EQUIP REP GAYLORD POLARIS	17,938	18,924	0	0	0	0
	56200.02	RADIO FREQ IDEN SYS MAINT	0	3,293	0	0	0	0
	57050	PHONE	461	523	571	460	540	590
	57100	ELECTRIC	58,452	63,472	66,349	74,000	68,710	70,060
	57150	GAS	4,810	2,155	5,030	5,300	4,689	5,000
	57160	WATER	0	0	0	0	0	0
	59100	CONT SVCS	7,000	6,000	12,000	11,000	11,000	28,550
	59801	INFO TECH CHARGES	169,197	169,197	170,001	211,636	211,636	245,359
	59802	INFO TECH LEASES	14,816	14,816	74,443	17,648	17,648	0
	59803	COMMUNICATION CHARGES	0	0	0	0	0	0
	59807	LIABILITY INS. CHARGES	31,804	41,345	46,512	49,768	49,768	95,640
	59808	PROPERTY INS. CHARGES	62,334	81,035	91,015	91,015	91,015	0
	59809	UNEMPLOYMENT INSURANCE	1,407	2,819	5,286	5,286	5,286	1,762
	59936	USE TAX	0	30	42	80	80	0
	72000.70	MACHINERY & EQUIPMENT	0	0	0	0	0	20,500
<b>LIBRARY ADMIN Total</b>			<b>790,965</b>	<b>833,894</b>	<b>928,105</b>	<b>936,094</b>	<b>923,372</b>	<b>965,078</b>

## Support Services (No. 7077)

### Program Description

Support Services has four distinct areas of operations: Circulation Services; Computer Systems; Facilities; and Technical Services. Staff responds to all internal and external service requests in an efficient, timely, and professional manner. Staff in this Division is cross-trained to support both front-line public service desk assignments and behind-the-scenes technical work to maximize flexibility in responding to changing support service demands.

Specific service activities are:

- Check out and check in library materials; respond to customer account inquiries for renewals, overdues, claims returned, and lost or damaged material; issue Library cards and manage the material flow as warranted.
- Maintain up-to-date patron account, inventory, transaction and bibliographic databases.
- Respond to the facility needs of a 30,000 sq. ft. building, to maintain a safe and welcoming environment for 250,000 visitors annually (5,000/week).
- Rental and meeting rooms: coordination, booking and reservations; set up and break down.
- Maintain the Library's automation systems – Polaris and radio frequency identification (RFID).
- Maintain access to the Library's collections by promptly and accurately returning material to the shelves.
- Order, receive, catalog, process, mend, and withdraw all print and non-print material.
- Troubleshoot public and staff computers.
- Provide customer service in the Library's Copy Center.
- Provide opportunities for civic involvement through volunteer positions.
- Lend and borrow library materials by inter-library loan (ILL) and keep statistics.

### Performance Measurements

Performance Measurements	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Support Services: Circulation, Processing, Acquisitions &amp; Facilities</b>			
Total number of items checked out & renewed	370,341	350,000	380,000
Number of items checked-out per hour open	143	143	150
Percent of Items checked out using RFID self-check stations	10.2%	15%	17%
Cost to process an item	\$5.15	\$5.25	\$5.35
Number of items processed	5,257	5,010	5,500



Performance Measurements	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Number of days from receipt of item to public availability	12	11	12
Total number of holds on library materials placed per year	16,077	17,000	18,000
Percent of holds placed directly by patrons	77%	80%	81%
Number of events in Library meeting rooms	403	424	430
Attendance at Library meeting room events	27,053	26,000	28,000

### 2014-2015 Major Accomplishments

- Supported the Library’s Strategic Plan objective of a modern and refreshed facility by replacing 20,000 square feet of carpet on the library main floor and staff lounge areas.
- Completed CDBG Library Restroom renovation to address Americans with Disabilities Act (ADA) compliance.
- Implemented fully functional Emergency Operations Center (EOC), in coordination with Police Department and IT.
- Improved placement and levels of staffing by completing multiple phases of the centralized front-line service Strategic Plan objective, including assessment of reconfigured information and circulation main-floor layout.
- Increased use of technology to create more flexible services, implementing Polaris LEAP software that will allow for greater staff mobility in serving the community.

### 2015-2016 Major Goals and Objectives

- Pending approval by City Council, maintain and improve City facilities by planning and scheduling Capital Improvement Projects by June 2016.
- Continue seeking ways to enhance revenues by exploring alternatives for coffee/food service, focusing on increased Plaza use and automated/self-service options; offer ongoing updates to Board of Library Trustees.
- Provide facilities support to the planning of educational, water-wise container gardens on the Plaza and landscaped seating areas north of the existing garden. By June 2016.
- Increase use and development of technology to benefit the community by:
  - Implementing online reservation options and procedures for meeting and study rooms per Library’s Strategic Plan; reporting to Library Board by January 2016.
  - In support of Library’s Strategic Plan, increasing self-check usage to 25% of total circulation transactions by February 2016.
- Establish additional Strategic Plan service objectives with input from Library Board of Trustees, for Board approval by September 2015.

**Primary Program Expenditure Explanations**

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Support Services Division Supplies (A/C 51200) provides for the acquisition of new material processing supplies such as security cases, book ends, books jackets, stickers, etc.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7077 001 GENERAL FUND	443,907	465,865	396,369	416,032	403,677	442,237
<b>CIRC/TECHNICAL SVC Total by Fund</b>	<b>443,907</b>	<b>465,865</b>	<b>396,369</b>	<b>416,032</b>	<b>403,677</b>	<b>442,237</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7077 Operations & Maint.	15,880	31,635	18,388	14,170	14,230	14,070
Salaries & Benefits	428,027	434,229	377,981	401,862	389,447	428,167
<b>CIRC/TECHNICAL SVC Total</b>	<b>443,907</b>	<b>465,865</b>	<b>396,369</b>	<b>416,032</b>	<b>403,677</b>	<b>442,237</b>

**Division Expense by Line-Item**

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted	
7077	41110	REGULAR TIME	220,372	232,192	197,991	197,600	201,477	204,618
	41120	OVERTIME	0	0	0	0	0	0
	41210	PART TIME	119,727	105,887	98,011	116,822	102,085	129,507
	41330	SPECIAL PAYS	0	0	0	0	0	0
	42110	RETIREMENT	31,757	35,877	32,743	37,609	36,758	37,983
	42111	PARS RETIREMENT	0	0	0	0	0	4,857
	42290	FLEX BENEFIT	47,054	50,788	40,770	40,440	40,558	41,167
	42310	EMPLOYER PAID BENEFITS	7,862	7,856	7,050	7,734	6,970	7,921
	42520	WORKERS COMP	1,256	1,628	1,417	1,657	1,599	2,115
	51200	DIVISION SUPPLIES	15,880	17,239	14,277	14,070	14,070	14,070
	55340	POSTAGE	0	0	0	0	0	0
	59100	CONT SVCS	0	14,294	4,000	0	0	0
	59936	USE TAX	0	102	111	100	160	0
	<b>CIRC/TECHNICAL SVC Total</b>	<b>443,907</b>	<b>465,865</b>	<b>396,369</b>	<b>416,032</b>	<b>403,677</b>	<b>442,237</b>	

## Youth Services (No. 7078)

### Program Description

Youth Services and Adult Services are comprised of a program known as Public Services. In concert, they provide the community with a full range of effective information and reader services that support work, lifelong learning, personal growth, enjoyment, and civic involvement. Staff is cross-trained to support both Youth and Adult Services to maximize flexibility in responding to daily public service demands. Youth and Adult Services staff selects and reviews all items purchased for the Library's collections in all formats, physical and virtual.

**Youth Services** helps children, from early literacy through college preparation, and their families to be successful by: creating community partnerships that promote the Library as a resource for meeting the educational, recreational, and informational needs of Glendora's youth; providing professional expertise in answering reference and readers' advisory questions; selecting and managing the collections for the Children's and Young Adult areas; and providing assistance and instruction to children and their parents in using Library services.

Specific service activities are:

- Select and evaluate physical and virtual materials for the Children's and Young Adult collections.
- Early literacy skills support and reading development for children of the community through story times, programs and events.
- Support and augment youth reading skills over summer months through dynamic and interactive Summer Reading Clubs for birth through high school.
- Provide youth leadership opportunities through year-round volunteering, starting at age 10, including Summer Reading Clubs, after school and weekend hours; and the Teen Advisory Board.
- Grant writing to support programs and collections.
- Outreach to local schools and preschools, PTA and school library technicians; curricular and informational needs coordination with local schools to ensure availability of resources.
- Provide on-demand, time-saving, expertise at the children's information desk answering in-person, telephone and emailed questions for information and assistance; support patrons in the use of Library materials and services.

### Performance Measurements

Performance Measurements	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Youth Services</b>			
Number of children reached via in-house storytimes, storytime visits to preschool and in-home daycare providers, for early childhood literacy development	8,709	8,400	8,500
Number of storytime visits to local preschools and in-home daycare providers	55	45	50
Number of school-age children connected with through class visits and library programs	12,998	13,500	13,000

Performance Measurements	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Number of youth Summer Reading Club registrations	2,267	3,102	3,200
Percent of Summer Reading Club registrations completed off-site	7.6%	10%	12%
Number of students who received homework assistance; online or at the Library's Homework Buddies	1,928	3,000	3,000
Number of mediated youth reference & readers advisory questions answered	19,634	21,000	20,000
Average number of checkouts per child in Glendora	17.5	16.6	17
Number of Youth titles added	1,459	1,400	1,000

### 2014-2015 Major Accomplishments

- Worked with the Glendora Unified School District to implement a pilot summer reading club effectiveness study for outgoing 2<sup>nd</sup> graders. The study included 127 students, who on average improved their reading scores by 3 months following participation in the Library Summer Reading Club.
- Expanded Outreach Summer Reading Club to include a partnership with the City of Glendora Teen Center.
- Expanded after-school homework help program to include help in all subject areas and enhance Library use of volunteer staffing, 4 days per week.
- Purchased additional materials for the non-fiction youth collections in the areas of animals and history to support schools' transition to the *Common Core State Standards*.
- Improved staff efficiency by updating list of automatically delivered materials and adding 16 additional series to be delivered automatically.

### 2015-2016 Major Goals and Objectives

- Establish additional Strategic Plan service objectives with input from Library Board of Trustees, for Board approval by September 2015.
- Continue to develop Library Homework Help programs for students to create areas for students to complete assignments, work with groups on assignments and receive help as needed by May 2016.
- Investigate use of technology to enhance early literacy skills as part of story time presentations by December 2015.
- Update Summer Reading programs to increase participation and community involvement. Report to Library Board by September 2015.
- Work with the Glendora and Charter Oak Unified School Districts to implement a Library Card signup drive for elementary school students, increasing access to Library resources for students in Kindergarten through 5<sup>th</sup> grade by October 2015.

**Primary Program Expenditure Explanations**

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. The Youth Materials Budget (A/C 51300) provides for the acquisition of all youth library materials, including print fiction and non-fiction, magazines, audio/visual materials and access to electronic resources for reading and research.
3. Division Supplies (A/C 51200) provides for the acquisition of program and outreach materials such as pencils and bookmarks and children's room supplies.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7078 001 GENERAL FUND	227,177	157,348	234,605	234,351	240,568	191,802
<b>YOUTH SERVICES Total by Fund</b>	<b>227,177</b>	<b>157,348</b>	<b>234,605</b>	<b>234,351</b>	<b>240,568</b>	<b>191,802</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7078 Operations & Maint.	27,824	29,434	29,022	29,061	29,061	28,961
Salaries & Benefits	199,352	127,914	205,583	205,290	211,507	162,841
<b>YOUTH SERVICES Total</b>	<b>227,177</b>	<b>157,348</b>	<b>234,605</b>	<b>234,351</b>	<b>240,568</b>	<b>191,802</b>

**Division Expense by Line-Item**

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted	
7078	41110	REGULAR TIME	130,020	70,017	112,068	111,357	114,604	77,021
	41210	PART TIME	26,089	32,465	47,660	44,752	47,427	45,957
	42110	RETIREMENT	19,215	13,196	21,986	24,532	25,285	20,120
	42111	PARS RETIREMENT	0	0	0	0	0	547
	42290	FLEX BENEFIT	19,812	9,869	19,886	20,040	20,098	15,483
	42310	EMPLOYER PAID BENEFITS	3,659	1,875	3,214	3,785	3,235	2,933
	42520	WORKERS COMP	556	492	769	824	858	780
	51200	DIVISION SUPPLIES	1,021	1,010	1,046	1,000	1,000	1,000
	51300	BOOKS/RECORDS/TAPES	26,804	28,385	27,919	27,961	27,961	27,961
	51350	SUBSCRIPTIONS & PUBLICAT	0	0	0	0	0	0
	59936	USE TAX	0	39	57	100	100	0
	<b>YOUTH SERVICES Total</b>	<b>227,177</b>	<b>157,348</b>	<b>234,605</b>	<b>234,351</b>	<b>240,568</b>	<b>191,802</b>	

## Adult Services (No. 7079)

### Program Description

In concert, Youth Services and Adult Services provide the community with a wide range of effective information and reader services that support work, lifelong learning, personal growth, enjoyment, and civic involvement. Staff is cross-trained to support both Youth and Adult Services to maximize flexibility in responding to daily public service demands. Youth and Adult Services staff members coordinate the purchase of all items for the Library's collections in all formats (collection development).

**Adult Services** supports the community's interests in continuing education, recreational pursuits, intellectual exchange and informed citizenship through: creating community partnerships that promote the Library as a resource for meeting the educational, recreational, and informational needs of Glendora's adults; providing professional expertise by answering reference and readers' advisory questions, through community instruction, and through website management; selecting and managing the materials and resources for adults; providing assistance and instruction to people of all ages in using Library services.

Specific service activities are:

- Select, and evaluate physical and virtual materials for the Adult collections, including government, community, and local historical information.
- Promote and maintain access to the Library's collections by recommending and implementing materials displays and signage.
- Provide opportunities for civic involvement through volunteer positions.
- Write grants and seek additional revenue streams to support programs and collections.
- In partnership with local educational institutions, service groups, and community organizations, encourage reading and provide cultural/educational/entertainment opportunities through offsite lectures, activities, presentations, and/or discussions.
- Provide on-demand, time-saving expertise and information assistance for all ages, in person and by telephone, email, surface mail, fax, and viable emerging technologies; support patrons in the use of Library materials and services; proctor examinations for students and job seekers.
- Shepherd the Library's use of informational technology: monitoring, researching, recommending, configuring, and/or managing new services, formats, and points of access; coordinating and implementing website marketing and services; supporting and troubleshooting office technologies.

### Performance Measurements

Performance Measurements	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Adult Services</b>			
Number of mediated adult reference & readers advisory questions answered	24,389	20,500	20,000
Average number of checkouts per person aged 15+ in Glendora	4.69	4.64	4.5
Average number of checkouts per adult item (turnover rate)	2.16	2.18	2.1

Performance Measurements	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Number of adult titles selected	3,155	3,500	3,000
Availability of New Adult Fiction to population aged 15+	49%	50.3%	50%
Number of users of computer workstations in Library	26,078	25,500	25,000

### 2014-2015 Major Accomplishments

- Increased use and development of technology to benefit the community by:
  - Expanding downloadable e-books and audio books and streaming video to over 10.5% of the total collection.
    - Over 90 titles of streaming video content were added to the Library’s OverDrive collection.
    - Launched second e-book platform, 3M Cloud Library with over 300 new titles.
    - Integrated new e-book platform records and check-out functions into the Polaris catalog for ease of use. Added express records to the Polaris catalog for existing OverDrive collection.
  - Launching *Beyond the Stacks* WordPress website for customer reviews of materials and programs.
    - Trained 3 members of the Public Services staff to maintain and update the site.
  - Enhancing the Polaris catalog by incorporating *Novelist Select* data, including title and series suggestions for all fiction titles, as well as star reviews and links to reviews on *Goodreads.com*.
- Implemented volunteer-led Adult Summer Reading Club, giving adults an opportunity to participate following a 2 year hiatus and expanding roles of Library volunteer staff. Adult SRC boasted 264 participants.
- Began collection of information and images relating to the Colby Fire and subsequent flooding to create an organized and preserved compilation, available to future City administrations and resident generations.

### 2015-2016 Major Goals and Objectives

- Establish additional Strategic Plan service objectives with input from Library Board of Trustees, for Board approval by September 2015.
- Engage at least one higher-education or young-professional group to seek input in creating and shaping new and ongoing programs by June 2016.
- Develop community partnerships to support the planning of educational, water-wise container gardens on the Plaza and landscaped seating areas north of the existing garden. By June 2016.
- Launch first online book discussion group utilizing *Beyond the Stacks* WordPress website, leveraging technology to enable self-paced community participation by August 2015.

### Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%.

2. The Adult Materials Budget (A/C 51300) provides for the acquisition of all adult library materials, including print fiction and non-fiction, magazines, audio visual materials and access to electronic resources for reading and research, streaming video content and downloadable books.
3. The Bindery account (A/C 55325) includes the costs of repairing damaged library materials.

Division by Fund				Budget FYE 2015-2016		
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7079 001 GENERAL FUND	436,673	358,730	317,609	358,584	303,418	412,108
207 GRANTS	0	0	0	0	0	0
229 LIBRARY GRANTS	0	0	0	0	0	0
<b>ADULT SERVICES Total by Fund</b>	<b>436,673</b>	<b>358,730</b>	<b>317,609</b>	<b>358,584</b>	<b>303,418</b>	<b>412,108</b>

Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7079 Operations & Maint.	104,087	105,305	102,524	104,709	104,709	104,609
Salaries & Benefits	332,586	253,425	215,085	253,875	198,709	307,499
<b>ADULT SERVICES Total</b>	<b>436,673</b>	<b>358,730</b>	<b>317,609</b>	<b>358,584</b>	<b>303,418</b>	<b>412,108</b>

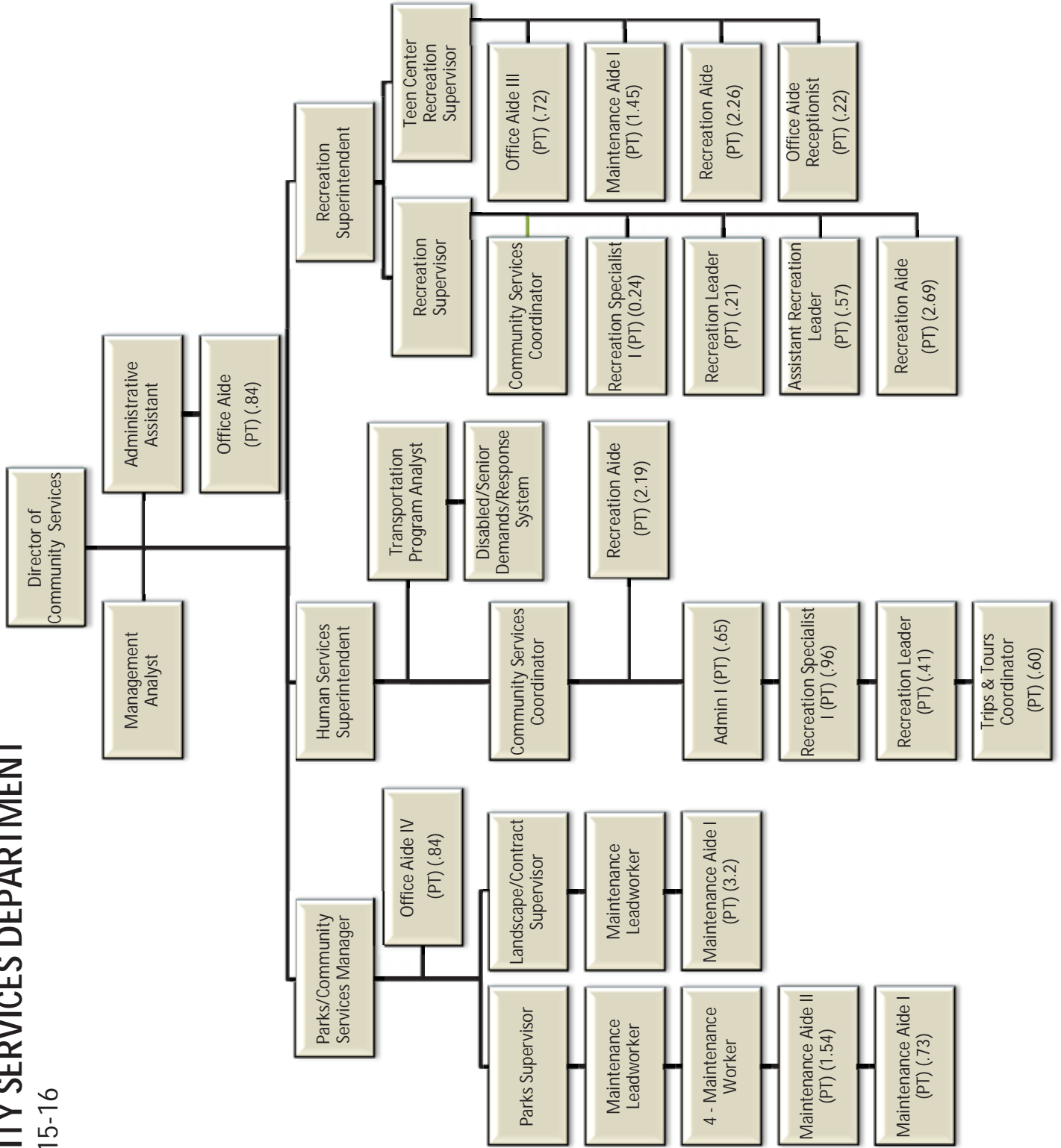
Division Expense by Line-Item

Div.	Acct	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7079	41110	242,280	181,559	146,497	160,285	128,248	195,158
	41210	10,255	9,599	15,930	28,386	25,096	31,448
	42110	31,545	25,734	22,737	28,018	20,190	36,227
	42111	0	0	0	0	0	1,179
	42290	40,548	30,570	24,765	30,600	19,824	35,883
	42310	7,016	5,044	4,374	5,590	4,612	6,167
	42520	942	918	783	996	739	1,437
	51200	135	189	36	250	250	250
	51200.57	0	0	0	0	0	0
	51300	103,525	104,796	101,957	103,859	103,859	103,859
	51300.57	0	0	0	0	0	0
	51350	0	0	0	0	0	0
	55325	427	305	433	500	500	500
	59936	0	15	98	100	100	0
<b>ADULT SERVICES Total</b>		<b>436,673</b>	<b>358,730</b>	<b>317,609</b>	<b>358,584</b>	<b>303,418</b>	<b>412,108</b>



# GLENDORA COMMUNITY SERVICES DEPARTMENT

ORGANIZATIONAL CHART 2015-16



Full-Time Positions	
1	Director of Community Services
1	Management Analyst
1	Parks/Community Services Manager
1	Human Services Superintendent
1	Recreation Superintendent
1	Administrative Assistant
1	Parks Supervisor
1	Landscape/Contract Supervisor
2	Maintenance Leadworker
2	Community Services Coordinator
4	Maintenance Worker
1	Transportation Program Analyst
1	Disabled/Senior Demands/Response System
1	Recreation Supervisor
1	Teen Center Recreation Supervisor

**Total Full-Time Positions: 20**  
Please see Staffing tab for list of Part-Time Positions

# Authorized Positions

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Community Services Department</b>					
<i>Full-Time Positions</i>					
Community Services Director	1.00	1.00	1.00	1.00	1.00
Parks Superintendent	-	-	-	-	-
Parks/Community Services Manager	1.00	1.00	1.00	1.00	1.00
Recreation Superintendent	1.00	1.00	1.00	1.00	1.00
Human Services Superintendent	1.00	1.00	1.00	1.00	1.00
Contracts/Programs Analyst	1.00	1.00	-	-	-
Transportation Programs Analyst	-	-	1.00	1.00	1.00
Administrative Assistant	-	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	2.00	2.00	2.00	2.00
Landscape Contracts Supervisor	1.00	1.00	1.00	1.00	1.00
Community Services Coordinator	-	-	-	-	2.00
Senior Office Assistant	2.00	1.00	1.00	1.00	-
Maintenance Leadworker	1.00	-	-	1.00	2.00
Senior Maintenance Worker	1.00	2.00	2.00	1.00	-
Maintenance Worker	5.00	4.00	4.00	4.00	4.00
Sports Turf Specialist	1.00	-	-	-	-
<i>Part-Time Positions</i>					
Recreation Supervisor	0.63	-	-	-	-
Administrative Aide I	0.65	0.65	0.65	0.65	0.65
Office Aide I	1.17	0.68	0.22	0.22	0.22
Office Aide II	-	-	-	-	-
Office Aide III	1.56	0.84	1.56	1.56	1.56
Office Aide IV	0.77	0.88	0.84	0.84	0.84
Assistant Recreation Leader	0.48	0.58	0.58	0.58	0.58
Maintenance Aide I	3.49	4.65	3.05	5.22	3.76
Maintenance Aide II	1.78	1.54	1.54	1.89	1.89
Recreation Leader	1.65	0.62	0.62	0.62	1.10
Recreation Specialist I	2.62	2.79	2.79	2.79	1.92
Recreation Aide	6.85	7.13	7.13	7.13	6.74
Trainee	2.47	-	1.60	-	-
Trip & Tour Coordinator	0.60	0.60	0.60	0.60	0.60
<b>Total Full-Time</b>	19.00	18.00	18.00	18.00	19.00
<b>Total Part-Time</b>	24.72	20.95	21.18	22.10	19.86
<b>Total Department FTE</b>	43.72	38.95	39.18	40.10	38.86

## Administration Division (No. 7581)

### Program Description

The Community Services Administration Division directs and evaluates all Recreation, Human Service, Park Maintenance, Street Trees, Open Space, Teen Center, Transportation, Sports Park and Landscape Maintenance District activities; oversees the Glen Oaks Golf Course contract, monitors and evaluates the Department-wide implementation of the Community Services elements; develops and networks with many youth, young adults, and seniors serving organizations; plans new parks and facilities and improvements for existing facilities; administers and monitors compliance with expenditure and revenue policies; writes and administers grants, and tracks expenditure and revenue; provides clerical assistance to other Divisions in the Department as needed; coordinates, produces, and distributes the Community Services Brochure; conducts all activity registration and; collects all revenue generated by fee-based programs.

The Community Services Department has a five member advisory Community Services Commission; and four volunteer groups; Youth Sports Council, Glendora Trails Volunteers, Beautification Volunteers and the Senior Advisory Committee.

- **Advisory Commission** - Advises staff on matters pertaining to Parks, Recreation, Teen Center, Human Services, Tree Maintenance, and other social issues of the community in their respective areas.
- **Volunteer Groups** - Assists with program planning, trail maintenance, and other social issues of the community in their respective areas.
- **Staff Support to Advisory Commission** - Prepares agenda and staff reports, records minutes, and conducts public hearings.
- **Community Services Element Implementation** - Within resources, identified unmet needs in parks, facilities, playing fields, activities, services, and other needs as identified by the City Council, Community Services staff, Commissions, Committees, and citizen groups.
- **Parks and Facilities Planning** - Develops current and long-range plans for new Community Services facilities considering indoor, outdoor, and open space.
- **Fiscal Management** - Develops and monitors the Department-wide expenditures and revenues to assure compliance with financial policies; develops and monitors grants.
- **Public Relations and Information** - Produces trimester brochures listing all community services programs, prepares news releases regarding department activities, represents the Department at City-wide functions, and acts as a community liaison.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Administration</b>					
Process customer facility rental applications while customer is present.	%	Efficiency	100%	100%	100%
Answering phones	#	Workload	10,062	10,500	11,000
Assist walk-in customers			2,283	2,500	2,700
Process registration			2,320	2,600	2,800

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Number of youth 18 and under enrolled in summer activities.	#	Workload	2,490	2,500	2,600
Process class and trip registrations	%	Workload	33%	27%	23%
Community Services			13%	13%	14%
Teen Center			11%	11%	12%
La Fetra			2%	5%	6%
Legion Building			41%	44%	45%
Online					
Facility rental application processed online	%	Efficiency	12%	14%	16%

### 2014-2015 Major Accomplishments

- Applied for and was awarded the U.S. Soccer Foundation grant in the amount of \$75,900 to go towards synthetic turf for the soccer field at Louie Pompei Memorial Sports Park.
- Applied for and received a \$20,000 grant from KaBOOM! for a new playground at Gladstone Park. As part of this grant the City had its first Community Build Day, we had 300 volunteers sign up who assisted in constructing the North Side of Gladstone Park Playground.
- Recognized as a 2014 Playful City USA from KaBOOM!
- Developed an RFP for a consultant for installation of artificial turf of Field #3 at Louie Pompei Memorial Sports Park.
- Applied for and received approval for a rebate from Metropolitan Water in the amount of \$147,420 when the grass turf is removed from Louie Pompei Memorial Sports Park.

### 2015-2016 Major Goals and Objectives

- Through a grant provided by the National Parks Service, develop a conceptual plan for the development of an urban trail system that runs along the Los Angeles County Flood Control Channel, San Dimas Wash and complete a portion of the trail from Sunflower to Louie Pompei Park by June 2016.
- In order to continue to receive recognition from KaBOOM!, apply for our 5th year as a Playful City USA 2015, in order to be eligible for additional grant funding by August 2015.
- Support and partner with the Community Services Foundation by assisting the board in implementing their annual kick-off event for the Community Services Department by September 2015.
- In an effort to increase donations, create a campaign to promote the youth scholarship program, campaign twice a year using flyers and buttons in the Fall of 2014 and Spring of 2015.
- Solicit public input by hosting a community Urban Trail workshop to go over the conceptual design by November, 2015.

### Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000): Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.

2. Printing/Reproduction (A/C 55320) consists of \$30,500. This account is used to pay for the printing, layout and design of the Community Services Brochure that is printed three times a year.
3. Postage (A/C 55340) consists of \$11,500 and is used to pay for the mailing of the Community Services brochure three times a year and to pay postage for registration receipts. With online registration increasing, our mailings have decreased.
4. Bank Service Charge (A/C 55450) consists of \$12,000. This account is used to pay for fees incurred from Activenet for registration and reservation use when customers register in person. Increase of \$5,500, this account is offset by the revenue.
5. Contract Service (A/C 59100) consists of \$7,800. This account is used for outside professional services. Reduced by \$1,700; funds were moved from this account to Advertising to cover costs.
6. Info Tech Charges (A/C 59801) are charged to each division to recover citywide technology services provided to each department as well as the replacement of computers, network equipment, and other technology costs. The allocation is based on an allocated benefit of technology services each department receives.
7. Liability Insurance Charges (A/C 59807) is calculated on the allocated cost of each department based on claims, personnel costs, facility costs and other factors.
8. Vehicle Charges (A/C 59805) are allocated based on the number and the type of vehicles, related equipment and fuel used by each department. The allocations were updated this budget cycle to include fuel. Charges for vehicle purchases were absorbed by the Vehicle fund for Fiscal Year 2015-16.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7581 001 GENERAL FUND	757,877	783,508	872,074	1,139,358	1,151,907	841,763
241 PLAYFUL CITY USA GRANT	5,000	10,000	0	0	0	0
<b>COMM SVCS ADMIN Total by Fund</b>	<b>762,877</b>	<b>793,508</b>	<b>872,074</b>	<b>1,139,358</b>	<b>1,151,907</b>	<b>841,763</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7581 Operations & Maint.	514,046	546,124	609,974	867,346	879,413	559,906
Salaries & Benefits	248,831	247,384	262,100	272,012	272,494	281,857
<b>COMM SVCS ADMIN Total</b>	<b>762,877</b>	<b>793,508</b>	<b>872,074</b>	<b>1,139,358</b>	<b>1,151,907</b>	<b>841,763</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7581	41110	REGULAR TIME	179,179	177,678	184,817	191,939	194,050	195,676
	41120	OVERTIME	392	0	45	0	95	0
	41210	PART TIME	11,482	10,161	11,364	11,619	7,136	11,671
	41310	HOLIDAY PAY	93	73	0	0	0	0
	41360	VEHICLE ALLOWANCE	2,618	2,690	2,690	2,682	2,690	2,682
	42110	RETIREMENT	24,886	26,344	30,563	34,715	37,512	38,537
	42111	PARS RETIREMENT	0	0	0	0	0	438
	42290	FLEX BENEFIT	23,942	23,755	25,779	23,568	23,686	24,582
	42310	EMPLOYER PAID BENEFITS	4,176	4,049	4,104	4,360	4,241	4,417
	42520	WORKERS COMP	2,064	2,634	2,737	3,128	3,084	3,853
	45100	TEMPORARY IN LIEU OF PERM	0	0	0	0	0	0
	51110	OFFICE SUPPLIES	4,324	6,466	7,320	4,500	4,500	4,500
	51115	OFFICE EQUIP./FURNITURE	0	0	993	0	0	0
	51125	TROPHIES/PLAQUES/PLATES	273	723	850	500	500	500
	51200	DIVISION SUPPLIES	0	0	1,413	0	0	0
	51350	SUBSCRIPTIONS & PUBLICAT	136	0	0	0	0	0
	51400	BUILDING MATERIAL & SUPPL	0	0	0	0	0	0
	51500	EQUIPMENT PARTS & SUPPLY	217	0	0	0	0	0
	51500.60	SOFTWARE	2,017	0	0	0	0	0
	51520	EQUIPMENT RENTAL	0	474	0	0	0	0
	51550	PHOTOGRAPHIC SUPPLIES	0	0	0	0	0	0
	51560	OPERATING LEASES	11,006	5,665	295	2,000	2,000	2,000
	51710	CLOTHING SUPPLIES	912	438	1,964	500	500	500
	51750	FOOD SUPPLIES	1,435	566	1,929	2,000	2,000	2,000
	52300	SIGNS & BARRICADES	122	82	131	0	115	0
	55310	ADVERTISING	238	0	1,625	1,000	1,000	1,000
	55320	PRINTING/REPRODUCTION	30,112	28,149	32,081	30,500	30,500	30,500
	55340	POSTAGE	11,706	11,422	11,921	11,500	11,500	11,500
	55350	MISCELLANEOUS EXPENSE	0	225	342	500	500	500
	55400	DUES & MEMBERSHIPS	790	1,123	1,464	1,300	1,300	1,300
	55450	BANK SERVICE CHARGES	0	6,820	9,649	6,500	12,000	12,000
	55510	TRAVEL & MEETING EXPENSE	1,617	1,942	510	1,700	1,700	1,700
	55550	TRAVEL EXPENSES	0	0	24	0	0	0
	55600	TRAINING & EDUCATION	862	1,235	543	1,000	1,000	1,000
	56200	EQUIPMENT REPAIR & MAINT	0	0	0	0	0	0
	57050	PHONE	0	0	550	0	259	0
	59100	CONT SVCS	11,000	20,086	9,421	8,907	15,000	7,800
	59100.24	CONTRCT COMMUNTY BEAUT	258	0	0	0	0	0
	59100.26	CONTRCT REC WARE SAFARI I	4,498	0	0	0	0	0
	59501	RENTAL CLEANING	0	0	0	0	0	0
	59801	INFO TECH CHARGES	113,571	113,571	108,183	116,402	116,402	137,607
	59802	INFO TECH LEASES	439	439	28,917	12,098	12,098	0
	59803	COMMUNICATION CHARGES	0	0	0	0	0	0
	59804	COMMUNICATION LEASES	0	0	0	0	0	0
	59805	VEHICLE CHARGES	124,156	104,406	119,552	250,782	250,782	189,931
	59806	VEHICLE LEASES	47,050	47,050	45,869	186,118	186,118	0
	59807	LIABILITY INS. CHARGES	50,270	65,350	73,517	78,663	78,663	151,421
	59808	PROPERTY INS. CHARGES	94,812	123,255	138,435	138,435	138,435	0
	59809	UNEMPLOYMENT INSURANCE	2,224	6,635	12,441	12,441	12,441	4,147
	59936	USE TAX	0	0	35	0	100	0
<b>COMM SVCS ADMIN Total</b>			<b>762,877</b>	<b>793,508</b>	<b>872,074</b>	<b>1,139,358</b>	<b>1,151,907</b>	<b>841,763</b>

## Parks Division (No. 7582)

### Program Description

The primary function of the Parks Division is the maintenance of 896.1 acres of landscaped parks, community open space, public landscape areas, facilities and wilderness areas. In addition, the Parks Division is responsible for managing the design and construction elements of open space and trail space development; all park development capital improvement and renovation projects; reviewing all City development projects; and assisting Trails Volunteers with maintaining the trails within Glendora.

The Parks Division also manages the Youth to Work program, which was created during Fiscal Year 2011-2012. The program's primary function is to beautify and maintain the overall appearance of the City. The major function of this program is weed abatement and general cleaning of all public areas. This program also provides support to various special projects within the Parks Division.

The park and landscape maintenance functions include:

- Turf care and mowing
- Irrigation maintenance and operation
- Maintenance and inspection of sports fields, play equipment and general park areas
- Monitoring of water-use in parks and landscape areas
- Building and restroom maintenance
- Plant care and planter maintenance
- Management of park janitorial services
- Daily collection of park and transit station litter
- Open and closure of city parks and facilities

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Parks Division</b>					
Annual amount of acres of Park turf mowed, not including Pompei Sports Park	#	Workload	1206 Acres per Year	1372.8 Acres per Year	1372.8 Acres per Year
Emergency call outs addressed within 2 hours	%	Efficiency	98%	100%	100%
Site inspections completed according to work plan: All Parks (weekly) All Playgrounds (weekly) All Restrooms (daily)	#	Workload	52 52 260	52 52 260	52 52 260
Parks maintained according to Park Maintenance Manual Standards	%	Efficiency	80%	88%	95%

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Maintenance items performed annually:					
Bus stop maintenance			7108	7228	7228
Restroom maintenance			2920	2920	2920
Playground maintenance			72	45*	45
Irrigation maintenance and repair	#	Workload	1080	975**	975
Planters maintenance			9	12	12
Right of Way weed abatement throughout City			N/A	2	2

\* As we upgrade playgrounds, fewer repairs are necessary. New playground includes South Hills Park.

\*\* As we upgrade irrigation systems, fewer repairs are necessary.

## 2014-2015 Major Accomplishments

- Field staff completed a cross-training program designed to improve their knowledge and skills of developing plans and budgets for small landscape projects; irrigation system design and installation; and overall teamwork.
- Community involvement and support for the parks system improved through the Adopt-A-Park Program. The program experienced over 10 participants completing various projects.
- Natural and labor resources were conserved as 15,650 square feet of turf areas at the Glendora Historical Museum, Teen Center, and Parks Yard Nursery was removed and replaced with drought tolerant plant material.
- Through the KaBOOM! Playground Grant Program, staff purchased and installed a new playground at Gladstone Park. Countless volunteers assisted with the installation as well.
- Through a collaborative partnership with the Los Angeles County Sheriff's Department and Trails Volunteers, the cleanup and maintenance of nine (9) trails was completed.

## 2015-2016 Major Goals and Objectives

- Expand the city's park system by completing construction plans and specifications for the development of Passive Park by December 2015.
- Increase community involvement and encourage support of the parks system by promoting the Adopt-A-Park Program and acquiring a minimum of ten (10) contributors by June 2016.
- In an effort to lower water consumption, prepare a plan to remove approximately 71,178 square feet of turf in various parks and facilities and install drought tolerant plant material and drip irrigation by January 2016.
- Adhere to California's Emergency Drought Law while maintaining aesthetics throughout the city. Create and implement a plan to remove 149,544 square feet of turf on 44 public medians and install drought tolerant plant material by January 2016.

## Primary Program Expenditure Explanations

1. Salaries and benefits costs (40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Equipment Parts & Supply (51500) consists of \$6,000. This account is used to replace parts and purchase necessary supplies for existing equipment.
3. Equipment Rental (51520) consists of \$1,800. This account is used to rent equipment required to complete essential tasks pertaining to park maintenance that the department does not own.



4. Parks Agricultural Supply (A/C 54200) consists of \$10,000. This account is used to cover all the costs to supply fertilizers, pesticide chemicals, top dressers, seed and gravel. Sports fields are renovated twice per year and pathways are renovated annually to provide safe playing surfaces.
5. Parks Irrigation Parts (A/C 54300) consists of \$4,000. This account is used for irrigation parts for parks such as PVC pipe, sprinklers, valves, controllers and fittings. This account was increased by \$1,000 for proposed irrigation upgrades.
6. Building Repair & Maintenance (56100) consists of \$8,200. This account is used to complete minor repairs to restrooms, facilities, etc. to ensure they are safe and properly maintained.
7. Parks Landscaping (56500) consists of \$21,000. This account will cover large landscape renovations, including, but not limited to, rubber mulch and sod.
8. Contract Services (A/C 59100) consists of \$140,130. This account is used to supply the Park facilities with essential services from contractors that would not otherwise be efficiently performed by the City. This includes services from contractors in the electrical, plumbing, pest control, HVAC industry and landscape contractors. In addition, janitorial services and litter removal services are provided by a contractor.
9. Contract Weed Abatement (59100.28) consists of \$41,473. This account is used for weed abatement throughout the City by Rancho Tivo Boer Goats and contractors.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7582 001 GENERAL FUND	740,132	786,719	1,074,912	930,722	877,318	930,100
206 PARK & REC FACILITIES FD	0	0	0	0	5,077	0
217 PROP A OPERATIONS FUND	9,964	9,082	9,272	4,000	2,500	4,000
222 MEASURE R TRANSPT. 2009	0	4,182	3,976	5,667	4,307	6,094
321 CAPITAL PROJECTS FUND	0	0	0	0	0	73,000
530 WATER CAPITAL PROJECTS	0	0	0	0	0	470,035
531 WATER OPERATIONS FUND	4,204	8,417	8,531	28,579	36,316	43,231
532 GOLF COURSE FUND	0	0	0	0	0	0
533 TRANSIT SYSTEM FUND	0	0	0	0	0	0
<b>PARKS Total by Fund</b>	<b>754,300</b>	<b>808,400</b>	<b>1,096,691</b>	<b>968,968</b>	<b>925,518</b>	<b>1,526,460</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7582 Capital Outlay	0	0	328,018	0	0	491,231
Operations & Maint.	196,579	296,463	282,195	357,854	380,839	353,168
Salaries & Benefits	557,720	511,938	486,478	611,114	544,679	682,061
<b>PARKS Total</b>	<b>754,300</b>	<b>808,400</b>	<b>1,096,691</b>	<b>968,968</b>	<b>925,518</b>	<b>1,526,460</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7582	41110	REGULAR TIME	367,209	333,688	293,840	359,019	274,907	358,855
	41120	OVERTIME	8,699	2,940	1,210	13,702	5,811	1,500
	41210	PART TIME	43,275	41,360	67,157	79,884	135,957	142,168
	41310	HOLIDAY PAY	432	0	0	0	0	0
	41360	VEHICLE ALLOWANCE	1,664	1,547	1,810	2,106	1,031	2,106
	42110	RETIREMENT	48,204	46,787	44,142	63,382	49,605	68,384
	42111	PARS RETIREMENT	0	0	0	0	0	3,576
	42290	FLEX BENEFIT	66,809	62,923	54,238	64,421	52,808	70,090
	42310	EMPLOYER PAID BENEFITS	10,047	9,331	11,571	12,020	9,265	12,306
	42520	WORKERS COMP	11,381	13,363	12,510	16,580	15,295	23,076
	51110	OFFICE SUPPLIES	2,499	2,017	2,305	2,500	2,500	2,500
	51115	OFFICE EQUIP./FURNITURE	0	0	572	0	194	200
	51125	TROPHIES/PLAQUES/PLATES	0	37	0	0	0	0
	51400	BUILDING MATERIAL & SUPPL	5,624	4,411	8,376	6,000	6,000	6,000
	51450	CLEANING SUPPLIES	6,413	6,892	1,632	1,360	1,000	1,000
	51500	EQUIPMENT PARTS & SUPPLY	8,046	24,840	16,045	6,951	8,015	6,000
	51510	SAFETY SUPPLIES	398	771	748	300	400	500
	51520	EQUIPMENT RENTAL	2,850	3,083	1,609	1,300	2,200	1,800
	51530	SMALL TOOLS	585	1,766	1,000	1,000	1,000	1,000
	51560	OPERATING LEASES	0	0	1	0	0	0
	51710	CLOTHING SUPPLIES	1,689	999	922	1,000	1,900	2,000
	51750	FOOD SUPPLIES	631	800	1,006	500	1,500	800
	52100	STREET REP & MAINT SUPPLY	528	260	0	0	0	0
	52300	SIGNS & BARRICADES	5,574	5,243	1,929	2,000	1,800	1,000
	54100	TREES, SHRUBS & PLANTS	2,398	141	1,453	2,000	2,000	2,000
	54200	AGRICULTURAL SUPPLIES	3,774	12,009	10,913	10,000	10,000	10,000
	54300	IRRIGATION PARTS & SUPPLY	7,310	7,602	2,870	4,000	5,000	4,000
	54400	WOOD CHIP SURFACE REPLCE	882	2,148	0	1,500	2,120	1,500
	55320	PRINTING/REPRODUCTION	163	150	605	500	300	400
	55340	POSTAGE	36	0	265	0	0	0
	55400	DUES & MEMBERSHIPS	365	260	605	915	915	915
	55510	TRAVEL & MEETING EXPENSE	1,442	1,029	241	1,000	1,000	1,000
	55600	TRAINING & EDUCATION	1,133	1,616	1,453	1,200	1,700	1,500
	56100	BUILDING REPAIR & MAINT	11,338	14,065	7,520	11,000	9,000	8,200
	56100.03	BLDG COMM SVS MR SCRUB	0	0	0	0	0	0
	56100.04	BLDG LEGION BLD FL REPAIR	0	0	0	0	0	0
	56100.05	BLDG PARK BLDG REROOFING	0	0	0	0	0	0
	56100.08	PARK FACILITIES PAINTING	0	0	0	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	5,397	2,533	3,542	7,604	7,604	6,000
	56500	LANDSCAPING	20,213	17,549	16,622	25,205	21,000	21,000
	56550	TRAILS MAINTENANCE	4,979	3,794	4,366	5,000	5,000	5,000
	57050	PHONE	5,093	7,222	8,409	7,000	5,500	5,800
	57100	ELECTRIC	61,413	60,744	66,510	58,000	72,244	73,700
	57150	GAS	1,084	775	376	1,050	500	500
	57160	WATER	1,751	1,525	765	1,500	1,500	1,500
	57170	REFUSE DISPOSAL	0	0	0	0	0	0
	58100	RECREATION ACTV & EVENTS	0	2,148	0	0	0	0
	59100	CONT SVCS	2,924	85,406	98,692	151,346	163,130	140,130
	59100.09	CONTRCT CONSERVANCY REI	6,951	6,951	6,951	0	0	0
	59100.27	CONTRCT - TREE TRIM CNTR	0	0	0	0	0	0
	59100.28	CONTRCT WEED ABATEMENT	18,553	14,585	11,464	41,473	-41,473	41,473

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7582	59100.47	PARKS MASTER PLAN	0	0	0	0	0	0
	59500	MISCELLANEOUS SERVICES	377	363	0	-400	44	0
	59525	CERT. RENEWALS/CLASS B EX	983	180	188	750	500	750
	59550	UNIFORM & LINEN LAUNDRY	3,188	2,484	2,175	3,500	3,500	5,000
	59808	PROPERTY INS. CHARGES	0	0	0	0	0	0
	59936	USE TAX	0	66	63	0	300	0
	7000	LAND	0	0	0	0	0	0
	70000	LAND	0	0	317,472	0	0	0
	70004	181 N. CULLEN AVENUE	0	0	0	0	0	0
	71534	WATER CONSERVATION	0	0	0	0	0	418,231
	72000	MACHINERY & EQUIPMENT	0	0	10,546	0	0	0
	72000.75	MACHINERY & EQUIPMENT	0	0	0	0	0	73,000
<b>PARKS Total</b>			<b>754,300</b>	<b>808,400</b>	<b>1,096,691</b>	<b>968,968</b>	<b>925,518</b>	<b>1,526,460</b>

## Recreation Division (No. 7583)

### Program Description

The Recreation Division is responsible for the development, implementation, coordination, and delivery of recreational and leisure time programs and events to promote the well-being and enjoyment of life for the citizens of Glendora. Glendora residents of all ages actively use the city's recreation facilities to participate in the sports, fitness, cultural, and educational programs that are available to them through this division. Contributing to the success of the programs are the members of the community who volunteer thousands of service hours to the Recreation Division.

Specific services are:

- Continue to strengthen relationships as the liaison with our school districts and City youth sports groups that service thousands of youth annually.
- Build partnerships with service organizations to generate sponsorships that will enhance the city's events and improve services for the citizens of Glendora.
- Coordinate and promote educational and recreational classes and trips for youth and adults that will meet the demand of the community.
- Marketing is accomplished through the use of social media, flyers, banners, and press releases as well as mailing of the Community Services Brochure to every home in the community.
- Coordinate City-wide special events to include: Halloween Carnival; Snow Day; Easter Egg Hunt; Holiday Home Decorating Contest; Holiday Tree Lighting and Santa Visit; Summer Concerts; and Movies in the Park.
- Provide quality customer service to assist residents in the best possible manner.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Recreation</b>					
Participants registering for recreational classes	#	Workload	12,876	12,900	12,900
New classes added			12	10	10
Participants in the 20 city wide special events annually. (Halloween, Snow Day, Easter, Santa Party, Movies-6, Concerts-7, Holiday Home Decorating Contest, Holiday Stroll and Tree Lighting)	#	Workload	25,000	25,100	25,200
Participants who volunteer for city wide special events.	#	Effectiveness	300	350	350
Number of facility rentals at:					
• Legion Building	#	Workload	57	62	66
• Scout Hut			287	315	315

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Advertisement: Brochures mailed	#	Effectiveness	52,656	53,800	53,800

## 2014-2015 Major Accomplishments

- Obtained \$4,500 in sponsorships to offset cost for the Halloween Carnival and Snow Day events.
- Successfully added new elements that improved the overall family experience at the Movies in the Park program by providing activities (moon bounces, arts and crafts, face painting, imagination playground equipment) for the youth prior to the movie beginning at dusk and purchased a bigger movie screen.
- Offered 12 new recreational classes to the community.
- Staffed the evacuation center during the storms and when residents were displaced due to mudslides that occurred as a result of the Colby Fire
- Legion Building rentals income projections showed an increase of \$5,000 from the previous fiscal year.

## 2015-2016 Major Goals and Objectives

- In support of the World Games and to create community awareness and promote the Special Olympics, coordinate activities for a delegation of approximately 93 athletes and coaches visiting Glendora by July 2015.
- In an effort to improve efficiency in set ups and breakdowns, and to take better care of equipment and supplies for all special events, purchase an enclosed storage trailer by October 2015.
- To diversify the variety of recreational classes offered to the community, offer ten (10) new classes, by Spring 2016.
- To increase youth activities during winter break, offer a winter day camp by December 2015.
- To increase community participation at Snow Day and the Halloween Carnival, submit a proposal showing possible funding opportunities to the Community Services Director proposing new activities by September 2015.

## Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Youth Basketball (A/C 51240) budget of \$40,315. This account is used to pay for referees, uniforms, pictures and trophies and is offset by the Youth Basketball revenue account.
3. Cleaning Supplies (A/C 51450) budget of \$3,500. This account is used to pay for cleaning supplies for Legion Building, Scout Hut, and Youth Center.
4. Equipment Parts and Supplies (A/C 51500) budget of \$500. This account is used to pay for equipment and supplies.
5. Building Repair and Maintenance (A/C 56100) consists of \$5,000. This account is used for the repair of roofs, doors, plumbing, locksmith, windows, painting, electrician etc. for the Legion Building, Youth Center, and Scout Hut. Increase of \$250 to adjust line item to reflect actual spending pattern.
6. Recreation Activities/Special Events category (A/C 58100) consists of \$42,420 for coordinating city-wide special events like Halloween Carnival, Snow Day, and Summer Concerts in the Park and Movies in the Park.
7. Trips and Tours category (A/C 58200) consists of \$7,000 for purchasing of tickets for trips to Huntington Harbor and Pageant of the Masters. This account is offset by its revenue account.

8. Contract Classes category (A/C 58300) consists of \$237,000 for payment of contract instructors who teach classes in the Community Services brochure for tots to adults. This account is offset by its revenue account.
9. Contract Services (A/C 59100) consists of \$15,000 to pay for cleaning of Legion Building, Youth Center, and Scout Hut.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7583 001 GENERAL FUND	636,310	583,263	635,980	720,026	676,267	736,723
207 GRANTS	0	0	0	0	0	0
<b>RECREATION Total by Fund</b>	<b>636,310</b>	<b>583,263</b>	<b>635,980</b>	<b>720,026</b>	<b>676,267</b>	<b>736,723</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7583 Operations & Maint.	312,753	315,184	343,004	404,765	404,309	400,888
Salaries & Benefits	323,557	268,079	292,975	315,260	271,958	335,835
<b>RECREATION Total</b>	<b>636,310</b>	<b>583,263</b>	<b>635,980</b>	<b>720,026</b>	<b>676,267</b>	<b>736,723</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7583	41110	REGULAR TIME	97,915	107,792	128,320	122,162	122,680	166,996
	41120	OVERTIME	1,578	1,595	1,324	1,500	1,052	1,500
	41210	PART TIME	171,228	112,157	111,281	136,230	96,030	90,178
	41360	VEHICLE ALLOWANCE	2,284	2,347	2,347	2,340	2,347	2,340
	42110	RETIREMENT	23,143	19,973	23,303	25,651	24,180	30,999
	42111	PARS RETIREMENT	0	0	0	0	0	3,381
	42290	FLEX BENEFIT	17,130	15,062	16,283	16,236	16,283	27,751
	42310	EMPLOYER PAID BENEFITS	4,939	3,972	4,403	4,802	4,068	5,569
	42520	WORKERS COMP	5,340	5,182	5,716	6,339	5,318	7,120
	51110	OFFICE SUPPLIES	893	668	845	1,500	1,000	1,000
	51115	OFFICE EQUIP./FURNITURE	0	388	897	3,000	2,500	2,500
	51240	YOUTH BASKETBALL PROGRA	0	28,638	36,320	40,315	40,315	40,315
	51400	BUILDING MATERIAL & SUPPL	199	182	3	0	50	0
	51450	CLEANING SUPPLIES	2,480	1,681	2,514	3,500	3,500	3,500
	51500	EQUIPMENT PARTS & SUPPLY	3,032	426	300	500	500	500
	51520	EQUIPMENT RENTAL	384	81	0	0	0	0
	51710	CLOTHING SUPPLIES	4,833	6,950	4,740	6,925	6,675	6,675
	51750	FOOD SUPPLIES	732	1,003	1,545	1,250	1,250	1,250
	52300	SIGNS & BARRICADES	1,829	239	621	1,500	1,500	1,500
	55310	ADVERTISING	0	0	0	0	0	0
	55320	PRINTING/REPRODUCTION	5,025	5,376	3,934	5,000	5,000	5,000
	55340	POSTAGE	0	111	0	200	200	200
	55400	DUES & MEMBERSHIPS	488	455	490	500	1,000	1,000
	55510	TRAVEL & MEETING EXPENSE	300	442	91	1,200	1,700	1,700
	55600	TRAINING & EDUCATION	1,063	1,310	1,384	1,058	1,058	1,058
	56100	BUILDING REPAIR & MAINT	15,557	4,369	9,245	7,350	7,600	5,000
	56200	EQUIPMENT REPAIR & MAINT	0	2,232	240	200	505	200
	57050	PHONE	1,972	1,729	1,987	1,740	1,740	1,740
	57150	GAS	3,331	3,240	3,007	2,500	3,071	3,100
	57160	WATER	0	0	0	0	0	0
	58100	RECREATION ACTV & EVENTS	34,019	40,053	45,295	42,420	42,420	42,420
	58150	SPECIAL OLYMPICS	0	0	0	10,000	10,000	10,000
	58200	TRIPS & TOURS	5,520	5,365	5,785	7,000	7,000	7,000
	58300	CONTRACT CLASSES	220,837	202,863	215,229	238,877	237,000	237,000
	58400	YOUTH SPORTS	8,566	0	0	0	0	0
	58500	ADULT SPORTS	0	0	0	0	0	0
	59100	CONT SVCS	0	0	0	15,000	15,000	15,000
	59100.29	CONTRCT GHS AQUATICS	1,694	7,228	8,205	13,230	13,230	13,230
	59936	USE TAX	0	155	328	0	495	0
<b>RECREATION Total</b>			<b>636,310</b>	<b>583,263</b>	<b>635,980</b>	<b>720,026</b>	<b>676,267</b>	<b>736,723</b>

## Tree Division (No. 7584)

### Program Description

The Tree Division is responsible for the management of approximately 16,000 City trees and provides: on-going tree maintenance for safety, tree health, and aesthetics; administration of the annual tree maintenance contract for City trees; management and assessment of dead and undesirable trees for potential removal; and oversight of the landscape maintenance of assessment sites and medians. The Tree Division is also responsible for planting new trees in right-of-way easements; overseeing the annual Bougainvillea trimming; and the installation and removal of the holiday lights on the trees in the Downtown Village and City Hall.

A new tree maintenance contract began in July 2014, which allows City-owned trees to be trimmed within a five-year cycle. Within this program, the city trims Palm trees on a three-year cycle; the Downtown Village Ficus trees are trimmed on a bi-annual basis to reduce fruit droppings and for the annual hanging of the Holiday lights; and all other Ficus trees are trimmed on an annual basis to retain their traditional “gumdrop” shape.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Tree Division</b>					
Emergency call outs addressed within 2 hours	%	Workload	98%	98%	100%
Trees trimmed annually	#	Actual #	2415	3080	3269
Trees removed annually	#	Actual #	36	84	31
Trees planted annually	#	Actual #	382**	310**	62

\*\*Includes trees donated by Southern California Edison.

### 2014-2015 Major Accomplishments

- Introduced five new tree species to our Urban Forest to counteract specie-specific pests. They are: (1) Chinese Fringe Tree; (2) Ray Hartman Ceanothus; (3) Black Oak; (4) Pink Trumpet; and (5) Sweet Shade Tree.
- Developed specific guidelines for tree planting to help prevent hardscape repair and other damages. Said guidelines are located in the City’s Urban Forestry Manual.
- Provided education for residents on proper tree-watering practices and the property owner’s responsibility in maintaining the City’s Urban Forest by publishing related-articles in the Glendora Report and posting information via the City’s website, flyers, and door hangers.
- In the aftermath of the Colby Fire, staff inspected numerous trees for damage and determined which could potentially fall and cause blockage to the hillsides. They helped develop solutions to avoid future potential damage as well.
- Received a grant from Southern California Edison for approximately 250 trees, which were planted throughout the city.



## 2015-2016 Major Goals and Objectives

- Improve our urban forest by removing approximately 30 trees within the Street Tree Inventory that have been declared dead by the City Arborist by June 2016.
- Increase our urban forest by planting two (2) new trees for every one (1) tree removed by June 2016 within the parameters of maintaining water efficiency during the statewide draught crisis.
- Promote the city’s urban forest by applying for and acquiring Tree City USA status by January 2016.
- Provide education to the community about the importance of trees by continuing to provide bi-monthly tree-related articles to the Glendora Report.
- To maintain tree health and reduce water consumption, retrofit median sprinklers to drip irrigation to provide 447 trees water by December 2015.

## Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%.
2. Contract Services Tree Trimming Contract (A/C 59100.27) – Citywide Tree Maintenance contract increased from the adopted budget of \$245,001 by \$33,015 in July 2014.
3. Water (A/C 202B 57160) consists of \$26,100 for the water used on irrigation at all 17 assessment sites.

### Division by Fund

		Budget FYE 2015-2016					
Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted	
7584 001 GENERAL FUND	503,079	401,325	428,237	494,257	514,336	509,467	
202 LANDSCAPE ASSESSMENT	56,554	36,974	51,875	60,671	68,953	63,368	
205 STATE GAS TAX FUNDS	73,070	108,772	107,319	123,650	149,396	138,330	
224 LAC WIND DAMAGE GRANT	0	16,922	37,571	0	7,340	0	
235 TREE PARTNERSHIP GRANT	0	0	0	0	0	0	
530 WATER CAPITAL PROJECTS	0	0	0	0	0	1,590,695	
531 WATER OPERATIONS FUND	0	0	0	15,160	15,160	15,160	
<b>STREET TREES Total by Fund</b>	<b>632,702</b>	<b>563,993</b>	<b>625,002</b>	<b>693,737</b>	<b>755,185</b>	<b>2,317,020</b>	

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7584 Capital Outlay	0	0	0	0	0	1,487,088
Operations & Maint.	466,463	450,670	479,847	556,013	622,308	578,965
Salaries & Benefits	166,239	113,323	145,155	137,724	132,877	250,967
<b>STREET TREES Total</b>	<b>632,702</b>	<b>563,993</b>	<b>625,002</b>	<b>693,737</b>	<b>755,185</b>	<b>2,317,020</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7584	41110	REGULAR TIME	110,001	73,115	95,829	87,683	68,604	87,049
	41120	OVERTIME	4,393	1,035	203	1,000	464	1,000
	41210	PART TIME	13,522	11,146	15,857	13,675	32,920	108,749
	41310	HOLIDAY PAY	0	0	0	0	0	0
	41360	VEHICLE ALLOWANCE	1,193	1,107	1,463	1,512	733	1,512
	42110	RETIREMENT	14,422	10,534	14,391	15,258	12,239	19,669
	42111	PARS RETIREMENT	0	0	0	0	0	568
	42290	FLEX BENEFIT	17,394	12,245	12,147	13,205	13,306	19,972
	42310	EMPLOYER PAID BENEFITS	2,490	1,886	2,446	2,502	2,108	3,932
	42520	WORKERS COMP	2,826	2,255	2,820	2,890	2,503	8,516
	51110	OFFICE SUPPLIES	0	40	0	0	0	0
	51200	DIVISION SUPPLIES	0	0	0	0	0	0
	51500	EQUIPMENT PARTS & SUPPLY	1,450	785	852	1,177	1,000	1,000
	51530	SMALL TOOLS	201	38	250	250	250	250
	51710	CLOTHING SUPPLIES	113	0	0	0	0	0
	52300	SIGNS & BARRICADES	0	0	0	0	0	0
	54100	TREES, SHRUBS & PLANTS	0	5,051	4,547	5,602	4,000	5,000
	54200	AGRICULTURAL SUPPLIES	2,677	1,850	2,504	2,000	4,800	10,500
	55320	PRINTING/REPRODUCTION	338	0	501	500	500	500
	55340	POSTAGE	0	0	0	0	0	0
	55400	DUES & MEMBERSHIPS	555	0	0	0	0	0
	55600	TRAINING & EDUCATION	605	0	169	500	500	500
	56100	BUILDING REPAIR & MAINT	75	0	3,363	0	0	0
	56200	EQUIPMENT REPAIR & MAINT	1,567	1,646	1,761	2,300	2,300	2,300
	56500	LANDSCAPING	80,733	108,939	92,179	123,650	151,000	123,650
	56500.01	HIGHLAND/OAK KNOLL	1,986	2,179	2,330	2,330	3,730	2,330
	56500.02	BANNA/ARROW HWY	1,576	633	960	1,160	1,560	1,560
	56500.03	GMR/PALM DRIVE	3,819	2,483	2,560	3,630	5,996	6,293
	56500.05	HAMPTON/SUNFLOWER	1,975	0	245	372	372	470
	56500.06	FINANCIAL WAY	765	594	744	744	744	644
	56500.07	FOXGLOVE CT/YUCCA RIDGE	0	0	131	0	0	0
	56500.08	GMR/BOULDER SPRINGS	2,331	2,179	2,541	2,541	3,941	2,541
	56500.09	CANDISH/SUNFLOWER	174	181	228	907	907	515
	56500.10	KREGMONT/ENGLEWILD	816	297	496	496	1,156	496
	56500.11	LNDSCP GLENDDORA BOUGAIN	3,300	3,300	3,300	3,300	3,300	3,300
	56500.12	HUNTER'S TRAIL	2,778	39	0	1,700	1,700	929
	56500.13	NO. LORAINE/PALM DR.	519	72	546	653	653	771
	56500.14	JENIFER/MAUNA LOA	746	0	0	182	182	112
	56500.15	WEST SIERRA MADRE	2,099	1,452	1,043	1,903	1,903	2,103
	56500.16	MORGAN RANCH	2,386	0	0	0	0	0
	56500.17	CLARADAY RES/VALLEY CTR	1,215	594	788	963	963	1,048
	56500.18	GREENFIELD COURT	1,192	594	756	956	956	1,116
	56500.19	GMR/SIERRA MADRE	3,373	2,179	2,631	2,631	2,631	2,631
	57050	PHONE	1,368	353	727	700	700	700
	57100	ELECTRIC	18,197	18,190	20,014	11,980	21,237	24,660
	57160	WATER	14,790	9,958	20,919	24,402	26,100	24,258
	57211	DIRECT ASSMT BILLING FEE	0	0	0	0	0	0
	59100	CONT SVCS	31,935	41,223	67,527	79,572	100,160	79,572
	59100.27	CONTRCT - TREE TRIM CNTR	278,766	244,981	244,613	278,112	278,016	278,016
	59100.30	CONTRCT CONSLT ARBORIST	0	0	0	0	0	0
	59100.31	CONTRT PALM TRIMMING	0	0	0	0	0	0

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7584	59525	CERT. RENEWALS/CLASS B EX	346	0	0	200	200	200
	59550	UNIFORM & LINEN LAUNDRY	1,698	841	619	600	800	1,000
	59936	USE TAX	0	1	3	0	50	0
	71534	WATER CONSERVATION	0	0	0	0	0	1,487,088
<b>STREET TREES Total</b>			<b>632,702</b>	<b>563,993</b>	<b>625,002</b>	<b>693,737</b>	<b>755,185</b>	<b>2,317,020</b>

## Human Services Division (No. 7585)

### Program Description

The Human Services Division coordinates the services for the mature adult population. Human Services strives to maximize the quality of life for older adults through education, recreation, and social service programs. All programs strive to honor older adults by promoting opportunities for well-being and lifelong learning while celebrating the life process. The varied needs of the senior population are met through social interaction and personal response to specific needs while promoting dignity, self-esteem, and independence.

Division activities are:

- Marketing through the development, publication, and mailing of the monthly Senior Times bulletin, preparing the senior information for the Community Services Guide along with flyers, Division tri-fold brochures, press releases, and social service awareness materials.
- Programs for educational, recreational, and social service purposes.
- Providing Social Services to the community through the Information and Assistance referral program, coordination of Case Management services, information database management, and personal contacts.
- Providing variety of special events held annually to promote community interaction.
- Developing partnerships with service agencies that can best meet the needs of seniors.
- Maintaining the La Fetra Center to ensure a safe and healthy environment for participants.
- Improving community outreach, community services to seniors.
- Promote improved quality of life for all seniors with the aid of Partners of La Fetra Center organization.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Human Services</b>					
Number of meals provided to Senior Citizens with noontime, take-out, and Meals on Wheels.	#	Workload	17,220*	16,500*	17,000*
Number of volunteer hours received through the Senior Center volunteer program annually.	#	Workload	13,840	13,980	14,100
Provide Senior Citizens with 54 non-duplicated activities/services monthly (Example: Nutrition which is daily is only counted once).	#	Efficiency	3,760	3,925	4,100
Percentage of customers who rated our programs and customer service as very good or excellent, will target 90% or greater.	%	Effectiveness	95%	95%	95%

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Number of fee-based programs offered to participants.	#	Workload	21	22	25

\*Lower numbers from previous years reflect quota imposed by LA County due to funding constraints.

## 2014-2015 Major Accomplishments

- Staff developed a comprehensive “best practices” maintenance plan for the Community Services Division facilities in an effort to anticipate future costs and future funding planning.
- Staff coordinated with IT staff to implement Wi-Fi access for participants at the La Fetra Center.
- Over 1,200 low income seniors benefited from the monthly food distribution program in FY 2104-15.
- Facilitated two new special events in conjunction with APU’s Marketing and Communications students. These events were provided without cost to the city.
- A comprehensive participant survey was conducted in July of 2014. The results of this survey indicated that 95% of participants rated every category of service, programs, and the La Fetra Center facility very good to excellent.

## 2015-2016 Major Goals and Objectives

- In an effort to increase effectiveness, staff will develop comprehensive job descriptions for all volunteer positions by January 2016.
- In order to expand programming and outreach efforts, staff will develop and implement two new intergenerational programs to connect Senior Citizens and youth in the community by Spring of 2016.
- Design and implement a computer lab area for participants in order to provide Internet and computer access to those individuals who may not have home computers by March 2016.
- In an effort to increase participation on the Trips and Tours program offered to the community, develop a marketing plan that promotes trips and tours monthly and throughout the community. The plan will be submitted to the Community Services Director by August 2015.
- To increase rental opportunities to the community, expand marketing efforts for the La Fetra Center. The goal will be to increase revenue by 20% by December 2015.
- In an effort to enhance ADA accessibility, staff will contract to install a hearing loop application for those individuals with hearing aids. This task will be completed by January of 2016.

## Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%.
2. Food Supplies (A/C 51750) consists of \$7,000. This account is used to purchase food, coffee supplies, and related item. Reduction of \$500 is due to increased sponsorships of special events.
3. Day Trips and Tours (A/C 58200) consists of \$35,000. This account is used to purchase, tickets, admissions, etc.
4. Extended Trips and Tours (A/C 58220) consists of \$14,000. This account is used to for extended 3-10 day trips. Participants make payments directly to the tour operator and commission is then paid to the city by the tour operators.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7585 001 GENERAL FUND	376,888	318,128	310,504	386,123	367,861	384,049
217 PROP A OPERATIONS FUND	35,056	38,228	36,419	1,457	0	0
533 TRANSIT SYSTEM FUND	0	0	0	0	0	0
534 LA FETRA SENIOR CENTER FD	23,315	28,646	27,332	39,144	29,100	39,838
<b>HUMAN SVCS Total by Fund</b>	<b>435,259</b>	<b>385,001</b>	<b>374,255</b>	<b>426,724</b>	<b>396,961</b>	<b>423,887</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7585 Operations & Maint.	181,912	151,789	137,501	161,555	159,059	156,662
Salaries & Benefits	253,347	233,212	236,754	265,169	237,902	267,225
<b>HUMAN SVCS Total</b>	<b>435,259</b>	<b>385,001</b>	<b>374,255</b>	<b>426,724</b>	<b>396,961</b>	<b>423,887</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7585	41110	REGULAR TIME	106,739	103,611	104,048	105,056	105,375	101,360
	41120	OVERTIME	123	246	294	400	237	300
	41210	PART TIME	103,249	86,973	87,994	110,328	84,981	112,971
	42110	RETIREMENT	19,699	19,983	21,680	24,773	23,898	23,105
	42111	PARS RETIREMENT	0	0	0	0	0	3,370
	42290	FLEX BENEFIT	17,202	16,127	16,115	16,068	16,115	16,742
	42310	EMPLOYER PAID BENEFITS	3,887	3,495	3,533	4,364	3,530	4,245
	42520	WORKERS COMP	2,448	2,778	3,091	4,180	3,766	5,133
	45100	TEMPORARY IN LIEU OF PERM	0	0	0	0	0	0
	51110	OFFICE SUPPLIES	2,735	3,223	3,488	3,800	3,800	3,800
	51125	TROPHIES/PLAQUES/PLATES	239	170	118	200	200	200
	51350	SUBSCRIPTIONS & PUBLICAT	25	0	0	0	0	0
	51400	BUILDING MATERIAL & SUPPL	165	0	0	0	0	0
	51450	CLEANING SUPPLIES	3,808	3,269	3,131	4,500	4,500	4,500
	51500	EQUIPMENT PARTS & SUPPLY	585	199	36	100	100	100
	51510	SAFETY SUPPLIES	372	335	214	600	600	600
	51520	EQUIPMENT RENTAL	54	299	0	300	300	300
	51710	CLOTHING SUPPLIES	65	0	0	100	100	100
	51750	FOOD SUPPLIES	6,402	5,525	5,434	7,000	7,000	7,000
	55320	PRINTING/REPRODUCTION	522	592	616	1,300	1,300	1,300
	55340	POSTAGE	50	(179)	0	200	200	200
	55400	DUES & MEMBERSHIPS	105	105	175	300	300	300
	55510	TRAVEL & MEETING EXPENSE	225	60	1,709	250	250	250
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	56100	BUILDING REPAIR & MAINT	29,278	27,180	24,904	31,665	31,665	32,000
	56200	EQUIPMENT REPAIR & MAINT	5,299	6,734	4,303	7,200	8,204	7,200
	56220	VEHICLE REPAIR & MAINT	0	0	0	0	200	0
	57160	WATER	0	0	0	0	0	0
	58100	RECREATION ACTV & EVENTS	1,915	1,872	2,637	1,300	1,300	1,500
	58200	TRIPS & TOURS	47,127	45,363	36,619	35,600	35,600	35,000
	58220	EXTENDED TRIPS & TOURS	37,304	11,517	6,409	15,000	11,000	14,000
	58240	SPECIAL EVENTS TRANSPORT	257	0	0	0	0	0
	58300	CONTRACT CLASSES	15,762	19,366	15,502	23,220	23,220	19,500
	59100	CONT SVCS	28,640	24,950	30,294	27,150	27,150	27,150
	59120	INSPECTION SERVICES	300	227	799	650	850	850
	59807	LIABILITY INS. CHARGES	650	845	950	1,017	1,017	777
	59808	PROPERTY INS. CHARGES	0	0	0	0	0	0
	59809	UNEMPLOYMENT INSURANCE	29	55	103	103	103	35
	59936	USE TAX	0	83	61	0	100	0
<b>HUMAN SVCS Total</b>			<b>435,259</b>	<b>385,001</b>	<b>374,255</b>	<b>426,724</b>	<b>396,961</b>	<b>423,887</b>

## Transportation Division (No. 7586)

### Program Description

The Transportation Division offers many different programs and activities that aim to promote the use of Public Transportation and Active Transportation amenities. Programs and services include the Mini-Bus Dial-A-Ride paratransit service which provides curb to curb transportation to residents 55 years of age and older and disabled residents under 55 years of age; the Metrolink Commuter fixed route which provides transportation from Glendora to the Covina Metrolink Station during the morning and afternoon peak commute hours; the Crowther Teen and Family Center fixed route, which offers midday bus service along two routes between schools, the library and the teen center; and a Bus Pass sales and resident subsidy program which allows the public to easily obtain fare and passes for public transportation. All of these services operate solely through the use of Local Return Funds, Proposition's A and C.

The division also manages the City's employee alternative commute and rideshare program, Altcom. This program rewards employees who choose to travel to work by means other than a single occupancy vehicle. Funds for this program come out of the City's AQMD AB 2766 vehicle registration allocation.

The Transportation Division's functions include:

- Operate Mini-Bus, Dial-A-Ride Paratransit Service; Metrolink Commuter Fixed Route Shuttle; Crowther Teen and Family Center Midday Shuttle.
- In support of the La Fetra Center, special transportation services are made available to program participants who would otherwise not be able to attend special events offered.
- Maintenance and general oversight of a fleet of ten paratransit vehicles to ensure that vehicles operate at peak efficiency thereby reducing air pollution and fuel consumption.
- Bus Pass Sales and Subsidy Program: the Transportation Center serves as a local Metro and Foothill Transit fare and monthly pass sales location. Sales of both regular priced and resident subsidy passes are completed through the loading of TAP cards.
- Staff liaison between transportation agencies and the City.
  - Foothill Transit, LA Metro, SCAG, SGV COG, Foothill Gold Line Authority, AQMD and other Cities.
  - LA Metro LTSS (Local Transit System Subcommittee) Secretary. Attend meetings on a monthly basis to remain updated as to changes relating to local transportation programs and upcoming funding opportunities.
  - Attend Metro Workshops in order to gain access to new funding sources for potential future projects that will help coordinate transportation for the region.
  - Develop, revise, and submit Proposition A, C, and Measure R forms to the MTA for approval of transportation projects and annual spending.
  - National Transit Database (NTD) reporting which provides additional, ongoing transit revenue.
  - AQMD AB2766 annual reporting which ensures funding for the City's Altcom program and maintains compliance to allow the City to use funds on other congestion reduction and air pollution reduction projects.



## Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Transportation</b>					
Increase monthly ridership • Dial-A-Ride • Metrolink Shuttle	#	Workload	3045 793	2899 740	3043 778
Reduce the average hourly cost rate per passenger. • Dial-A-Ride • Metrolink Shuttle	\$	Effectiveness	\$11.35 \$9.13	\$11.93 \$10.24	11.37 9.86
Passengers per hour • Dial-A-Ride • Metrolink Shuttle	#	Workload	3.03 3.86	2.89 3.81	3.04 3.88
On Time Performance • Dial-A-Ride • Metrolink Shuttle	%	Effectiveness	97% 97%	97% 99%	98% 99%
Teen Center Middle School Shuttle Average Passengers per day during the school year • Goddard • Sandburg • Royal Oak • Glendora High School	#	Workload	7.31 15.31 9.29 -----	8.10 17.78 10.49 3.01	8.41 18.56 10.91 3.16

## 2014-2015 Major Accomplishments

- Staff developed a Bus Pass Subsidy Program which was implemented in August 2014 to offer residents of Glendora a \$7 discount on five different local monthly bus passes.
- Staff worked with the San Gabriel Valley Council of Governments and Bike SGV to ensure the inclusion of the City of Glendora on the SGV COG's grant application to request funding for an Active Transportation Planning Initiative through the Caltrans Active Transportation Program. The COG was successful in obtaining funding and the City of Glendora will be included in the project to begin in FY 2015-16.
- A Walking Routes & Trails Guide was developed by Transportation and Parks staff and completed in December 2014. The guide aims to encourage the use of walking paths and wilderness trails within the City of Glendora.
- Completion of a Metrolink Commuter Shuttle upgrade in February 2015, which includes new stops, signage and promotional materials. The new route will feature stops to serve south Grand Avenue, Citrus College and APU.
- Completion of an upgrade to the Crowther Teen and Family Center Midday Shuttle. Two routes are now clearly defined and both include an additional stop in downtown Glendora to serve the Library and a second run to catch those who do not make the first after school pick-up.

## 2015-2016 Major Goals and Objectives

- In anticipation of the opening of the new Azusa Gold Line station on Citrus Avenue, staff will complete a comprehensive survey that will be distributed to Glendora residents in order to evaluate the need for any

additional transportation services to connect Glendora neighborhoods to the new Azusa Citrus station. The survey will be developed and distributed in July 2015 and will be evaluated to prepare for service needs when the station opens in early 2016.

- Develop a Bike and Pedestrian Master Plan to identify roads suitable for bicycle lane infrastructure to facilitate connectivity of City neighborhoods and neighboring Cities. Staff will work with the San Gabriel Valley Council of Governments (SGVCOG) starting in July of 2015 to develop this plan with grant awarded funds from the Caltrans Active Transportation Program. Work is anticipated to be completed by January of 2017.
- Participate in the People for Bikes fall grant cycle in July 2015 to compete for funding to be put towards the design engineering and construction of the San Dimas Wash Urban Trail. Grant deadline is October 9, 2015 and notifications of success will be given by December 4<sup>th</sup>.
- Develop a public transportation training program by June 2016 and consistently hold events to teach all members of the community how to navigate the public transportation system. Events will include trips to destinations using the bus and rails systems of the region.
- Complete a City wide bus stop assessment by December 2015 to develop a listing of amenities and stop location improvements. This list will help staff seek funding for amenity replacement to create a uniform Glendora bus stop “look” and will help with creating a sense of ownership for the community to encourage and increase usage.

### **Primary Program Expenditure Explanations**

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers’ compensation allocation of 20%.
2. Equipment Repair and Maintenance (A/C 56200) consists of \$15,000. For expenditures such as; LA County Radio frequency to provide communication between dispatch and transit drivers, Transit Facility and RouteMatch technology maintenance.
3. Vehicle Repair and Maintenance (A/C 56220) consists of \$50,000. For routine preventative maintenance on all Glendora Mini-Bus vehicles, emergency repairs and tows.
4. Special Events Transportation (A/C 209.58240) consists of \$70,000. To cover transportation services for senior and youth advertised recreation trips.
5. Dial-A-Ride (A/C 59300) consists of \$627,050. Specifically for charges related to the Transportation Concepts contract to provide project management, driving, and dispatching services to operate the Glendora Mini-Bus Dial-a-Ride, Metrolink Commuter Shuttle and Teen Center Midday Shuttle services.
6. Info Tech Charges (A/C 59801) are charged to each division to recover citywide technology services provided to each department as well as the replacement of computers, network equipment, and other technology costs. The allocation is based on an allocated benefit of technology services each department receives.
7. Vehicle Charges (A/C 59805) are allocated based on the number and the type of vehicles, related equipment and fuel used by each department. The allocations were updated this budget cycle to include fuel. Charges for vehicle purchases were absorbed by the Vehicle fund for Fiscal Year 2015-16.
8. Vehicles (A/C 533.72300) consists of \$270,000. This account is used for the purchase of new transportation vehicles for the transportation division’s fleet.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7586 209 PROP A TRANSIT FUND	75,590	135,234	126,434	149,258	140,891	78,000
211 PROP C TRANSIT FUND	30,877	171,910	170,493	215,459	203,444	0
215 AIR QUALITY FUND	5,022	4,417	1,182	3,714	112,188	166,342
245 BSEP-BUS BENCH IMPR GRANT	0	0	28,629	0	0	0
533 TRANSIT SYSTEM FUND	1,050,163	844,296	918,321	1,072,094	1,056,453	1,404,200
<b>PUBLIC TRANSIT Total by Fund</b>	<b>1,161,652</b>	<b>1,155,857</b>	<b>1,245,058</b>	<b>1,440,525</b>	<b>1,512,975</b>	<b>1,648,542</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7586 Capital Outlay	49,167	69,515	111,545	128,569	189,544	270,000
Operations & Maint.	787,007	727,196	782,607	885,642	925,960	939,458
Salaries & Benefits	325,478	359,146	350,907	426,314	397,471	439,084
<b>PUBLIC TRANSIT Total</b>	<b>1,161,652</b>	<b>1,155,857</b>	<b>1,245,058</b>	<b>1,440,525</b>	<b>1,512,975</b>	<b>1,648,542</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7586	41110	REGULAR TIME	181,306	172,792	154,888	227,623	226,642	241,486
	41120	OVERTIME	2,468	415	723	500	2,259	0
	41210	PART TIME	77,856	102,369	125,266	104,901	75,729	94,151
	41310	HOLIDAY PAY	20	16	0	0	0	0
	41360	VEHICLE ALLOWANCE	879	903	903	900	903	900
	42110	RETIREMENT	27,172	29,862	25,373	43,146	42,957	45,100
	42111	PARS RETIREMENT	0	0	0	0	0	3,626
	42290	FLEX BENEFIT	27,078	24,451	19,448	34,577	34,511	36,592
	42310	EMPLOYER PAID BENEFITS	4,899	22,469	18,174	6,413	6,544	7,302
	42510	ALTCOM	0	0	0	0	0	0
	42520	WORKERS COMP	3,800	5,870	6,131	8,254	7,926	9,928
	45100	TEMPORARY IN LIEU OF PERM	0	0	0	0	0	0
	51110	OFFICE SUPPLIES	3,120	1,760	641	2,500	2,000	1,750
	51115	OFFICE EQUIP./FURNITURE	690	54	0	0	0	0
	51200	DIVISION SUPPLIES	343	600	0	0	60	0
	51400	BUILDING MATERIAL & SUPPL	3	43	0	0	0	0
	51450	CLEANING SUPPLIES	3,128	2,226	747	4,000	1,000	1,750
	51500	EQUIPMENT PARTS & SUPPLY	5,922	1,530	13	2,000	3,100	3,000
	51500.60	SOFTWARE	0	0	0	0	0	0
	51510	SAFETY SUPPLIES	528	445	616	650	650	650
	51560	OPERATING LEASES	0	0	1	0	0	0
	51650	FUEL - GAS, DIESEL & OIL	2,987	5,401	6,693	5,000	7,300	5,000
	51750	FOOD SUPPLIES	1,441	1,412	1,227	1,300	1,300	1,300
	52300	SIGNS & BARRICADES	378	0	610	300	555	2,000
	54300	IRRIGATION PARTS & SUPPLY	0	320	0	500	500	500
	55310	ADVERTISING	5,195	5,047	1,500	6,500	6,500	6,500
	55320	PRINTING/REPRODUCTION	4,893	4,354	7,591	4,000	5,500	5,500
	55340	POSTAGE	1,100	25	0	300	300	300
	55350	MISCELLANEOUS EXPENSE	0	0	0	0	0	7,500
	55400	DUES & MEMBERSHIPS	640	660	2,875	700	2,900	700
	55510	TRAVEL & MEETING EXPENSE	1,434	1,345	1,300	2,500	200	500
	55550	TRAVEL EXPENSES	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	490	360	712	1,000	1,167	1,000
	56100	BUILDING REPAIR & MAINT	12,662	12,562	12,269	13,200	13,200	13,200
	56200	EQUIPMENT REPAIR & MAINT	11,061	12,928	9,194	15,000	15,000	15,000
	56220	VEHICLE REPAIR & MAINT	38,722	37,495	44,949	50,000	50,000	50,000
	56500	LANDSCAPING	1,189	3,708	0	1,500	1,500	2,500
	57050	PHONE	940	1,061	2,620	2,000	2,669	2,000
	57060	CABLE TV SERVICE	(28)	0	0	0	0	0
	57100	ELECTRIC	5,521	7,144	7,165	7,200	7,381	7,520
	57150	GAS	558	613	637	500	635	650
	57160	WATER	1,845	1,704	1,808	2,225	2,500	2,225
	58240	SPECIAL EVENTS TRANSPORT	57,770	64,520	66,313	70,000	70,000	70,000
	58250	BUS PASS SUBSIDY	5,420	6,875	10,716	8,000	8,000	8,000
	59100	CONT SVCS	10,895	6,855	11,483	19,172	19,800	13,150
	59100.04	CONTRCT MAINT VLLG SQ BU	0	0	675	0	0	0
	59100.24	CONTRCT COMMUNTY BEAUT	0	0	0	0	0	0
	59120	INSPECTION SERVICES	315	0	0	0	0	0
	59150	COMPTR SUPPT&MAINT CONT	1,000	6,150	0	1,000	1,000	1,000
	59300	DIAL A RIDE	513,966	444,692	492,426	583,551	620,000	627,050
	59540	METRO SHUTTLE	0	0	0	0	0	0

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7586	59550	UNIFORM & LINEN LAUNDRY	2,028	1,469	998	2,000	2,000	2,000
	59801	INFO TECH CHARGES	9,968	9,968	10,303	11,356	11,356	13,425
	59802	INFO TECH LEASES	0	0	3,500	1,231	1,231	0
	59805	VEHICLE CHARGES	71,630	71,630	68,976	51,886	51,886	65,242
	59806	VEHICLE LEASES	0	0	0	0	0	0
	59807	LIABILITY INS. CHARGES	5,127	6,665	7,498	8,023	8,023	8,262
	59808	PROPERTY INS. CHARGES	3,899	5,070	5,695	5,695	5,695	0
	59809	UNEMPLOYMENT INSURANCE	227	455	853	853	853	284
	59936	USE TAX	0	50	2	0	200	0
	72000	MACHINERY & EQUIPMENT	0	(44,556)	19,105	20,266	4,437	0
	72300	VEHICLES	0	44,556	0	108,303	185,107	270,000
	74100	FTA BUS STOP ENHANCEMENT	0	0	28,629	0	0	0
	79200	DEPR MACHIN & EQUIPMENT	49,167	69,515	63,811	0	0	0
<b>PUBLIC TRANSIT Total</b>			<b>1,161,652</b>	<b>1,155,857</b>	<b>1,245,058</b>	<b>1,440,525</b>	<b>1,512,975</b>	<b>1,648,542</b>

## Teen Center Division (No. 7588)

### Program Description

The Teen and Family Center Division designs and implements year-round and seasonal recreation programs for middle school and high school age youth. The Teen Center Division strives to provide Glendora teens with a positive recreational experience. This is accomplished through a balance of activities that enhance their physical, mental, and social well-being, and affords them a place to further develop their personal skills that will hopefully follow them throughout their lives. The Teen and Family Center also operates the basketball gymnasium.

- Marketing is accomplished through the development, publication, and mailing of two brochures that are mailed out in June and September, preparing the teen information for the Community Services Guide along with flyers, Division tri-fold brochures, and press releases.
- Programs are developed for educational, recreational, and physical well-being.
- A variety of special events are held monthly to promote community interaction.
- Partnerships are developed with service agencies (Teen Coalition) that can best meet the needs of our teens.
- A regular maintenance program for the Teen Center ensures a safe and healthy environment for participants.
- The Teen Center provides quality customer service for working adults by offering extended hours to register for classes and programs after 5 p.m.
- Coordinate youth sports leagues that promote volunteerism, sportsmanship and teamwork.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Teen Center</b>					
Provide Sumer Day Camp Activities for Youth at Teen Center.	#	Workload	9,835	10,000	10,500
Number of participants who attend meetings, activities, and services.	#	Workload	48,271	49,000	50,000
Number of meetings, activities and services.			687	695	700
Number of youth that participate in special events and trips through the year	#	Workload	451	500	550
Number of participants who on average per day participated in the free summer lunch program coordinated with Glendora Unified School District	#	Workload	68	75	85
Host indoor rentals at Teen Center	#	Workload	37	40	45

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Rides provided from local middle schools to Teen Center	#	Workload	5,525	5,800	6,200
Number of volunteers	#	Workload	76	76	78
Number of participant in youth basketball	#	Workload	651	660	680

### 2014-2015 Major Accomplishments

- Partnered with the Glendora Unified School District to provide 2,715 free lunches to youth over the summer.
- Created a Youth Advisory Board in an effort to provide a voice for our youth.
- Partnered with the Glendora Public Library over the summer to offer a satellite – reading program.
- Teen Shuttle experienced an increased in ridership from Sandburg, Goddard and Royal Oak middle schools. Glendora High School and the City Library were added and the shuttle was changed to a fixed route. For the school year 2013 – 2014 provided 5,525 rides for youth to the Teen Center. This is an increase of 19.5% from the previous year.
- Hosted the seventh Annual Middle School Summit with 85 participants. As well as the eleventh Annual Teen Summit with 110 participants.

### 2015-2016 Major Goals and Objectives

- In order to better reach the youth, incorporate the use Social Media as an outreach by Fall 2015. Staff is expected to submit a minimum of five tweets and Facebook posts each week.
- Increase revenue by expanding Teen Center Gym use and rental potential by installing volleyball floor plates for two side volleyball courts by Fall 2015.
- Partner with Azusa Pacific University to offer after school tutoring to students who ride the shuttle by Spring 2016.
- To increase youth activities, develop and submit two new programs by spring 2016.
- To increase community awareness, promote the open gym program and increase attendance by 15% by Spring 2016.

### Primary Program Expenditure Explanations

1. Salaries and benefits costs (A/C 40000) Salaries reflect negotiated MOU increases and the impact of minimum wage increases; retirement costs reflect CalPERS required contributions; and an increase to the workers' compensation allocation of 20%.
2. Recreation Activities/Special Events (A/C 58100) consists of \$8,360 for Teen Center's special events and purchasing updated game consoles and games.
3. Trips and Tours (A/C 58200) consist of \$7,840 for purchasing of tickets for Knott's Scary Farm, Santa Monica Pier, Magic Mountain and Raging Waters. There is a cost recovery for all tickets purchased for teen trips.

**Division by Fund**

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7588 001 GENERAL FUND	251,609	224,384	224,608	266,380	262,303	264,785
207 GRANTS	0	0	0	0	0	0
217 PROP A OPERATIONS FUND	72,954	86,672	81,599	72,777	69,677	76,007
237 EEC STIMULUS BLOCK GRANT	21,875	0	0	0	0	0
<b>TEEN CENTER Total by Fund</b>	<b>346,437</b>	<b>311,056</b>	<b>306,206</b>	<b>339,156</b>	<b>331,980</b>	<b>340,792</b>

**Division by Expense Type (All Funds)**

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7588 Capital Outlay	21,875	0	0	0	0	0
Operations & Maint.	89,753	96,560	92,242	97,598	99,239	89,323
Salaries & Benefits	234,810	214,495	213,964	241,559	232,741	251,469
<b>TEEN CENTER Total</b>	<b>346,437</b>	<b>311,056</b>	<b>306,206</b>	<b>339,156</b>	<b>331,980</b>	<b>340,792</b>



## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7588	41110	REGULAR TIME	96,377	99,500	92,939	101,446	102,081	102,232
	41120	OVERTIME	1,098	203	17	1,935	47	1,500
	41210	PART TIME	98,144	75,867	81,673	94,179	86,946	100,020
	41360	VEHICLE ALLOWANCE	1,230	1,264	1,264	1,260	1,264	1,260
	42110	RETIREMENT	16,087	16,758	17,233	20,591	20,514	18,977
	42111	PARS RETIREMENT	0	0	0	0	0	3,751
	42290	FLEX BENEFIT	14,509	13,323	13,323	13,284	13,323	14,349
	42310	EMPLOYER PAID BENEFITS	3,542	3,257	3,192	3,663	3,510	3,761
	42520	WORKERS COMP	3,824	4,324	4,324	5,200	5,056	5,620
	51110	OFFICE SUPPLIES	716	414	713	700	700	700
	51115	OFFICE EQUIP./FURNITURE	1,074	1,854	1,647	1,000	1,000	1,000
	51200	DIVISION SUPPLIES	256	0	0	0	0	0
	51240	YOUTH BASKETBALL PROGRA	0	360	0	0	0	0
	51400	BUILDING MATERIAL & SUPPL	517	2,805	0	0	0	0
	51450	CLEANING SUPPLIES	3,084	1,513	2,134	1,875	1,800	1,800
	51500	EQUIPMENT PARTS & SUPPLY	3,611	2,667	519	500	500	500
	51520	EQUIPMENT RENTAL	229	190	0	0	0	0
	51710	CLOTHING SUPPLIES	24	428	0	600	600	600
	51750	FOOD SUPPLIES	612	961	766	1,000	1,000	1,000
	55320	PRINTING/REPRODUCTION	3,047	1,938	3,032	3,000	3,000	3,000
	55340	POSTAGE	819	528	0	0	0	0
	55400	DUES & MEMBERSHIPS	148	350	345	350	345	350
	55450	BANK SERVICE CHARGES	39	0	0	0	0	0
	55510	TRAVEL & MEETING EXPENSE	211	1,232	177	700	700	700
	55600	TRAINING & EDUCATION	652	1,008	736	1,192	1,192	1,192
	56100	BUILDING REPAIR & MAINT	5,567	12,827	20,218	22,331	22,300	11,751
	56200	EQUIPMENT REPAIR & MAINT	68	1,294	206	1,500	1,500	1,500
	57050	PHONE	625	895	776	700	700	700
	57060	CABLE TV SERVICE	651	802	713	800	800	800
	57100	ELECTRIC	51,744	52,321	45,990	45,000	46,302	47,230
	57150	GAS	626	535	242	150	300	300
	57160	WATER	0	0	0	0	0	0
	58100	RECREATION ACTV & EVENTS	12,784	4,959	7,260	8,360	8,360	8,360
	58200	TRIPS & TOURS	2,624	6,649	6,624	7,840	7,840	7,840
	58300	CONTRACT CLASSES	0	0	0	0	0	0
	59100	CONT SVCS	25	30	28	0	100	0
	59801	INFO TECH CHARGES	0	0	0	0	0	0
	59802	INFO TECH LEASES	0	0	0	0	0	0
	59804	COMMUNICATION LEASES	0	0	0	0	0	0
	59808	PROPERTY INS. CHARGES	0	0	0	0	0	0
	59936	USE TAX	0	0	119	0	200	0
	71525	SOLAR PANELS-TEEN CENTER	21,875	0	0	0	0	0
<b>TEEN CENTER Total</b>			<b>346,437</b>	<b>311,056</b>	<b>306,206</b>	<b>339,156</b>	<b>331,980</b>	<b>340,792</b>

## Sports Park Division (No. 7589)

### Program Description

The Louie Pompei Memorial Sports Park Division was created during fiscal year 2007-2008, which tracks and allocates funds and resources to the renovated sports complex in order to meet its specific needs and functions. The Louie Pompei Memorial Sports Park is comprised of five multi-use fields for baseball, softball, soccer, and football. There are two restroom facilities, one playground area, and one snack bar. It is estimated that the Sports Park is the most heavily used recreational facility in the City.

### Performance Measurements

Performance Measurements	Unit of Measure	Type of Indicator	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<b>Sports Park</b>					
Mow eight acres park turf each week	#	Workload	336 acres per year	336 acres per year	336 acres per year
Treat for insect pests throughout the park on a monthly basis	%	Workload	12 Applications	12 Applications	12 Applications
Percentage of site inspection completed according to work plan. <ul style="list-style-type: none"> <li>Park (weekly)</li> <li>Playgrounds (weekly)</li> <li>Restrooms (weekly)</li> </ul>	%	Effectiveness	100% 100% 100%	100% 100% 100%	100% 100% 100%
Perform Turf Cultivation practices for safe playing fields <ul style="list-style-type: none"> <li>Aerating</li> <li>Weed abatement</li> <li>Fertilizing</li> <li>Over seeding</li> </ul>	#	Workload	6 3 4 2	6 3 4 2	6 3 4 2

### 2014-2015 Major Accomplishments

- Field renovations were completed in Winter 2014 and Summer 2015.
- In an effort to establish and maintain professional relationships with local youth sports organizations, key staff began attending the monthly Youth Sports Council meetings.
- Completed plans and specifications and started construction on the Louie Pompei Memorial Sports Park Artificial Turf Installation Project.

### 2015-2016 Major Goals and Objectives

- Increase the overall quality and playability of field #3 by installing artificial turf by December 2015. This is estimated to save the city 1.8 million gallons per year.

- Maintain the functional and aesthetic value of the park by replenishing damaged plant material in slope areas caused by foot-traffic by June 2016.

## Primary Program Expenditure Explanations

1. Agricultural Supplies (A/C 54200) consist of \$11,000. This account is used to purchase fertilizer and chemicals.
2. Electric (A/C 57100) consists of \$19,350. Used for costs to operate Louie Pompei Park and is partially offset by field lighting fees.

### Division by Fund

Budget FYE 2015-2016

Fund Title	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7589 001 GENERAL FUND	148,013	50,235	37,883	47,633	47,310	48,750
<b>POMPEI PARK Total by Fund</b>	<b>148,013</b>	<b>50,235</b>	<b>37,883</b>	<b>47,633</b>	<b>47,310</b>	<b>48,750</b>

### Division by Expense Type (All Funds)

	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7589 Capital Outlay	0	0	0	0	0	0
Operations & Maint.	65,679	43,438	37,883	47,633	47,310	48,750
Salaries & Benefits	82,334	6,797	0	0	0	0
<b>POMPEI PARK Total</b>	<b>148,013</b>	<b>50,235</b>	<b>37,883</b>	<b>47,633</b>	<b>47,310</b>	<b>48,750</b>

## Division Expense by Line-Item

Div.	Acct		11-12 Actual	12-13 Actual	13-14 Actual	14-15 Budget	14-15 Projected	15-16 Adopted
7589	41110	REGULAR TIME	61,040	5,916	0	0	0	0
	41120	OVERTIME	0	0	0	0	0	0
	41210	PART TIME	0	0	0	0	0	0
	41310	HOLIDAY PAY	0	0	0	0	0	0
	41360	VEHICLE ALLOWANCE	0	0	0	0	0	0
	42110	RETIREMENT	7,333	88	0	0	0	0
	42290	FLEX BENEFIT	10,232	606	0	0	0	0
	42310	EMPLOYER PAID BENEFITS	1,929	161	0	0	0	0
	42520	WORKERS COMP	1,800	26	0	0	0	0
	51110	OFFICE SUPPLIES	535	0	0	0	0	0
	51115	OFFICE EQUIP./FURNITURE	0	0	0	0	0	0
	51400	BUILDING MATERIAL & SUPPL	869	1,400	285	1,739	1,739	1,000
	51450	CLEANING SUPPLIES	2,506	1,942	0	500	500	500
	51500	EQUIPMENT PARTS & SUPPLY	2,666	1,640	2,880	3,794	3,794	3,000
	51500.60	SOFTWARE	1,768	0	0	0	0	0
	51520	EQUIPMENT RENTAL	409	0	615	900	900	900
	51530	SMALL TOOLS	346	0	305	500	550	500
	54100	TREES, SHRUBS & PLANTS	0	0	0	0	300	500
	54200	AGRICULTURAL SUPPLIES	14,522	12,982	7,020	9,000	9,000	11,000
	54300	IRRIGATION PARTS & SUPPLY	1,169	1,424	1,919	2,500	2,500	2,500
	54400	WOOD CHIP SURFACE REPLCE	451	100	2,059	500	539	500
	55320	PRINTING/REPRODUCTION	0	0	0	0	0	0
	55600	TRAINING & EDUCATION	499	0	0	0	0	0
	56100	BUILDING REPAIR & MAINT	17,231	2,269	436	500	250	500
	56200	EQUIPMENT REPAIR & MAINT	901	0	771	1,000	1,000	1,500
	56500	LANDSCAPING	0	0	0	0	0	0
	57050	PHONE	465	0	0	0	0	0
	57100	ELECTRIC	16,661	20,239	20,177	20,000	18,965	19,350
	57150	GAS	0	0	0	0	0	0
	57160	WATER	0	0	0	0	0	0
	59100	CONT SVCS	3,777	1,443	1,404	6,700	7,224	7,000
	59550	UNIFORM & LINEN LAUNDRY	905	0	0	0	0	0
	59808	PROPERTY INS. CHARGES	0	0	0	0	0	0
	59936	USE TAX	0	0	13	0	50	0
	72000	MACHINERY & EQUIPMENT	0	0	0	0	0	0
<b>POMPEI PARK Total</b>			<b>148,013</b>	<b>50,235</b>	<b>37,883</b>	<b>47,633</b>	<b>47,310</b>	<b>48,750</b>

**CITY OF GLENDORA  
AUTHORIZED POSITIONS FULL-TIME AND PART-TIME**

	<u>ACTUALS</u>				<u>BUDGET</u>
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>City Clerk's Office</b>					
<i>Total Full-Time</i>	3.00	3.00	4.00	4.00	4.00
<i>Total Part-Time</i>	0.50	0.50	0.50	0.50	0.50
<i>Total Department FTE</i>	3.50	3.50	4.50	4.50	4.50
<b>City Manager's Office</b>					
<i>Total Full-Time</i>	7.00	3.00	3.00	3.00	3.00
<i>Total Part-Time</i>	-	-	0.32	0.32	0.32
<i>Total Department FTE</i>	7.00	3.00	3.32	3.32	3.32
<b>Human Resources Department</b>					
<i>Total Full-Time</i>	-	3.50	4.00	4.00	4.00
<i>Total Part-Time</i>	-	-	-	-	-
<i>Total Department FTE</i>	-	3.50	4.00	4.00	4.00
<b>Finance Department</b>					
<i>Total Full-Time</i>	13.00	12.25	13.50	14.50	15.50
<i>Total Part-Time</i>	-	0.39	0.39	0.50	-
<i>Total Department FTE</i>	13.00	12.64	13.89	15.00	15.50
<b>Police Department</b>					
<i>Total Full-Time</i>	88.00	84.00	83.50	84.50	85.50
<i>Total Part-Time</i>	6.29	10.14	8.52	8.20	6.95
<i>Total Department FTE</i>	94.29	94.14	92.02	92.70	92.45
<b>Planning /Redevelopment Department</b>					
<i>Total Full-Time</i>	12.00	5.00	5.00	5.00	6.00
<i>Total Part-Time</i>	0.50	1.71	1.25	1.50	1.25
<i>Total Department FTE</i>	12.50	6.71	6.25	6.50	7.25
<b>Public Works Department</b>					
<i>Total Full-Time</i>	57.00	55.00	55.00	55.00	59.00
<i>Total Part-Time</i>	-	-	0.50	1.32	1.57
<i>Total Department FTE</i>	57.00	55.00	55.50	56.32	60.57
<b>Library Department</b>					
<i>Total Full-Time</i>	13.00	11.00	11.00	11.00	11.00
<i>Total Part-Time</i>	9.09	9.68	10.04	10.76	10.76
<i>Total Department FTE</i>	22.09	20.68	21.04	21.76	21.76
<b>Community Services Department</b>					
<i>Total Full-Time</i>	19.00	18.00	18.00	18.00	19.00
<i>Total Part-Time</i>	24.72	20.95	21.18	22.10	19.86
<i>Total Department FTE</i>	43.72	38.95	39.18	40.10	38.86
<b>Citywide Authorized Positions</b>					
<i>Grand Total Full-Time</i>	<b>212.00</b>	<b>194.75</b>	<b>197.00</b>	<b>199.00</b>	<b>207.00</b>
<i>Grand Total Part-Time</i>	<b>41.09</b>	<b>43.36</b>	<b>42.70</b>	<b>45.21</b>	<b>41.21</b>
<i>Grand Total Citywide FTE</i>	<b>253.09</b>	<b>238.11</b>	<b>239.70</b>	<b>244.21</b>	<b>248.21</b>

**CITY OF GLENDORA**  
**AUTHORIZED POSITIONS FULL-TIME AND PART-TIME**

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>City Clerk's Office</b>					
<i>Full-Time Positions</i>					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	-	-	1.00	1.00
Administrative Assistant	-	1.00	1.00	-	-
Cable Production Assistant	-	1.00	-	-	-
Media Specialist	-	-	1.00	1.00	1.00
Office Assistant	1.00	-	-	-	-
Sr. Office Assistant	-	-	1.00	1.00	1.00
<i>Part-Time Positions</i>					
Office Aide II	0.50	0.50	-	-	-
Office Aide III	-	-	0.50	0.50	0.50
<b>Total Full-Time</b>					
	3.00	3.00	4.00	4.00	4.00
<b>Total Part-Time</b>					
	0.50	0.50	0.50	0.50	0.50
<b>Total Department FTE</b>					
	3.50	3.50	4.50	4.50	4.50
<b>City Manager's Office</b>					
<i>Full-Time Positions</i>					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	-	-	-	1.00	1.00
Deputy City Mgr/Administrative Services	1.00	-	-	-	-
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Economic Development Specialist	-	1.00	1.00	-	-
Administrative Assistant	1.00	-	-	-	-
Human Resources Analyst	1.00	-	-	-	-
Human Resources Technician	1.00	-	-	-	-
Cable Production Technician	1.00	-	-	-	-
<i>Part-Time Positions</i>					
Administrative Intern	-	-	0.32	0.32	0.32
<b>Total Full-Time</b>					
	7.00	3.00	3.00	3.00	3.00
<b>Total Part-Time</b>					
	-	-	0.32	0.32	0.32
<b>Total Department FTE</b>					
	7.00	3.00	3.32	3.32	3.32
<b>Human Resources Department</b>					
<i>Full-Time Positions</i>					
Human Resources/Risk Mgmt. Director	-	1.00	1.00	1.00	1.00
Administrative Assistant	-	0.50	1.00	1.00	1.00
Human Resources Analyst	-	1.00	1.00	1.00	1.00
Human Resources Technician	-	1.00	1.00	1.00	1.00
<b>Total Full-Time</b>					
	-	3.50	4.00	4.00	4.00
<b>Total Part-Time</b>					
	-	-	-	-	-
<b>Total Department FTE</b>					
	-	3.50	4.00	4.00	4.00
<b>Finance Department</b>					
<i>Full-Time Positions</i>					
Finance Director/City Treasurer	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00
Info. Systems Tech. Supervisor	1.00	1.00	1.00	1.00	1.00

**CITY OF GLENDORA**  
**AUTHORIZED POSITIONS FULL-TIME AND PART-TIME**

	<b>ACTUALS</b>				<b>BUDGET</b>
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Finance Department</b>					
Administrative Assistant	-	0.25	-	1.00	1.00
Digital Media Specialist	-	-	-	-	1.00
Info. Systems Tech. Analyst	1.00	1.00	1.50	1.50	1.50
Senior Accounting Technician	2.00	2.00	3.00	3.00	3.00
Accountant	1.00	-	-	-	-
Sr. Accountant			1.00	1.00	1.00
Accounting Technician	4.00	4.00	3.00	3.00	3.00
<b>Part-Time Positions</b>					
Digital Media Specialist	-	0.39	0.39	0.50	-
<b>Total Full-Time</b>	13.00	12.25	13.50	14.50	15.50
<b>Total Part-Time</b>	-	0.39	0.39	0.50	-
<b>Total Department FTE</b>	13.00	12.64	13.89	15.00	15.50
<b>Police Department</b>					
<b>Full-Time Positions</b>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Info. Systems Tech. Supervisor	1.00	1.00	1.00	1.00	1.00
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	5.00	5.00	5.00	5.00	5.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00
Info. Systems Tech. Analyst	2.00	2.00	1.50	1.50	1.50
Animal Control Officer	1.00	1.00	-	-	-
Police Service Rep I (Dispatcher)	5.00	5.00	5.00	5.00	5.00
Police Service Rep II (Disp/Jailer)	3.00	3.00	3.00	3.00	3.00
Police Records Specialist	6.00	5.00	4.00	4.00	4.00
Community Preservation Officer	3.00	1.00	1.00	1.00	1.00
Jailer	5.00	5.00	5.00	5.00	5.00
Community Services Officer	6.00	6.00	8.00	8.00	8.00
Sr. Community Services Officer	1.00	1.00	1.00	1.00	1.00
Police Officer	33.00	32.00	32.00	33.00	34.00
Police Corporal	7.00	7.00	7.00	7.00	7.00
<b>Part-Time Positions</b>					
Animal Control Officer	-	1.31	-	-	-
Community Preservation Officer	0.58	0.58	-	-	-
Community Services Officer	-	1.41	0.44	0.50	0.50
Police Service Representative I	0.19	0.43	0.96	0.82	0.51
Police Service Representative II	0.24	0.24	0.24	0.24	0.39
Police Records Specialist	-	-	-	-	-
Police Officer	1.06	1.06	1.70	1.75	1.33
Police Sergeant	-	-	-	0.46	-
Crossing Guard	-	-	-	-	-
Police Cadet	3.50	4.00	3.74	3.50	3.75

**CITY OF GLENDORA**  
**AUTHORIZED POSITIONS FULL-TIME AND PART-TIME**

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Police Department</b>					
Reserve Police Officer	0.24	0.48	0.48	0.48	0.48
Court Liaison Officer	0.24	0.39	0.39	0.46	-
Emergency Services Coordinator	-	-	0.34	-	-
Civilian Background Investigator	0.24	0.24	0.24	-	-
<b>Total Full-Time</b>	88.00	84.00	83.50	84.50	85.50
<b>Total Part-Time</b>	6.29	10.14	8.52	8.20	6.95
<b>Total Department FTE</b>	94.29	94.14	92.02	92.70	92.45
<b>Planning /Redevelopment Department</b>					
<i>Full-Time Positions</i>					
Director of Planning /Redevelopment	1.00	-	-	-	-
Planning Director	-	1.00	1.00	1.00	1.00
Assist. Director of Planning	1.00	-	-	-	-
City Planner	-	1.00	1.00	1.00	1.00
Assist. Director of Redevelopment	1.00	-	-	-	-
Planning Manager	1.00	-	-	-	-
Senior Planner	-	-	-	-	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Senior Office Assistant	1.00	-	-	-	-
Assistant Planner	2.00	2.00	2.00	2.00	2.00
Housing Programs Coordinator	1.00	-	-	-	-
Housing Rehabilitation Specialist	3.00	-	-	-	-
<i>Part-Time Positions</i>					
Housing Grants Coordinator	-	0.75	0.75	0.75	0.75
Planning Manager	-	0.46	-	-	-
Sr. Office Assistant	0.50	0.50	0.50	0.50	0.50
BID Marketing Intern	-	-	-	0.25	-
<b>Total Full-Time</b>	12.00	5.00	5.00	5.00	6.00
<b>Total Part-Time</b>	0.50	1.71	1.25	1.50	1.25
<b>Total Department FTE</b>	12.50	6.71	6.25	6.50	7.25
<b>Public Works Department</b>					
<i>Full-Time Positions</i>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Assist. PW Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Principal Civil Engineer	1.00	1.00	1.00	1.00	1.00
Water Division Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00
Building & Safety Superintendent	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00	2.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00	1.00
Water Superintendent	1.00	1.00	1.00	1.00	1.00
Registered Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Office Assistant	-	-	-	-	1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00	2.00
Building Technician	1.00	1.00	1.00	1.00	1.00
Civil Engineering Assistant	4.00	4.00	4.00	4.00	4.00
Water Conservation Officer	2.00	2.00	2.00	2.00	4.00
Construction Inspector	1.00	1.00	1.00	1.00	1.00



**CITY OF GLENDORA**  
**AUTHORIZED POSITIONS FULL-TIME AND PART-TIME**

	ACTUALS				BUDGET
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Public Works Department</b>					
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Mechanic	3.00	2.00	2.00	2.00	2.00
Equipment Operator	4.00	4.00	4.00	3.00	3.00
Water Maintenance Leadworker	3.00	2.00	2.00	2.00	2.00
Maintenance Leadworker	2.00	2.00	2.00	3.00	3.00
Water Service Representative	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	5.00	5.00	5.00	5.00	5.00
Meter Reader	2.00	2.00	2.00	2.00	2.00
Maintenance Worker	6.00	6.00	6.00	6.00	6.00
Sr. Water System Operator	1.00	1.00	1.00	1.00	1.00
Water System Operator II	2.00	2.00	2.00	2.00	2.00
Water System Operator I	2.00	2.00	2.00	2.00	2.00
Sr. Maintenance Worker/Welder	1.00	1.00	1.00	1.00	1.00
<b>Part-Time Positions</b>					
Management Analyst	-	-	-	-	0.25
Water Conservation Officer	-	-	-	0.82	0.82
Building Inspector	-	-	0.50	0.50	0.50
<b>Total Full-Time</b>	57.00	55.00	55.00	55.00	59.00
<b>Total Part-Time</b>	-	-	0.50	1.32	1.57
<b>Total Department FTE</b>	57.00	55.00	55.50	56.32	60.57
<b>Library Department</b>					
<b>Full-Time Positions</b>					
Library Director	1.00	1.00	1.00	1.00	1.00
Senior Librarian	2.00	2.00	2.00	1.00	1.00
Administrative Assistant	-	-	-	-	-
Management Analyst	1.00	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00	1.00
Assistant Library Director	-	-	-	-	-
Librarian I	1.00	1.00	1.00	2.00	2.00
Librarian II	3.00	1.00	1.00	1.00	1.00
Library Technician	3.00	3.00	3.00	2.00	2.00
Sr. Library Technician	1.00	1.00	1.00	2.00	2.00
<b>Part-Time Positions</b>					
Librarian I	0.25	0.20	0.33	-	-
Librarian II	0.33	0.38	0.50	0.52	0.52
Library Aide I	1.90	1.90	1.90	2.02	2.02
Library Aide II	1.88	2.48	2.48	2.56	1.87
Library Aide III	1.70	1.70	1.75	1.25	1.93
Library Aide IV	1.28	1.28	1.34	1.99	1.99
Library Aide V	1.75	1.75	1.75	2.43	2.43
<b>Total Full-Time</b>	13.00	11.00	11.00	11.00	11.00
<b>Total Part-Time</b>	9.09	9.68	10.04	10.76	10.76
<b>Total Department FTE</b>	22.09	20.68	21.04	21.76	21.76

**CITY OF GLENDORA**  
**AUTHORIZED POSITIONS FULL-TIME AND PART-TIME**

	<b>ACTUALS</b>				<b>BUDGET</b>
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>Community Services Department</b>					
<i>Full-Time Positions</i>					
Community Services Director	1.00	1.00	1.00	1.00	1.00
Parks Superintendent	-	-	-	-	-
Parks/Community Services Manager	1.00	1.00	1.00	1.00	1.00
Recreation Superintendent	1.00	1.00	1.00	1.00	1.00
Human Services Superintendent	1.00	1.00	1.00	1.00	1.00
Contracts/Programs Analyst	1.00	1.00	-	-	-
Transportation Programs Analyst	-	-	1.00	1.00	1.00
Administrative Assistant	-	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	2.00	2.00	2.00	2.00
Landscape Contracts Supervisor	1.00	1.00	1.00	1.00	1.00
Community Services Coordinator	-	-	-	-	2.00
Senior Office Assistant	2.00	1.00	1.00	1.00	-
Maintenance Leadworker	1.00	-	-	1.00	2.00
Senior Maintenance Worker	1.00	2.00	2.00	1.00	-
Maintenance Worker	5.00	4.00	4.00	4.00	4.00
Sports Turf Specialist	1.00	-	-	-	-
<i>Part-Time Positions</i>					
Recreation Supervisor	0.63	-	-	-	-
Administrative Aide I	0.65	0.65	0.65	0.65	0.65
Office Aide I	1.17	0.68	0.22	0.22	0.22
Office Aide II	-	-	-	-	-
Office Aide III	1.56	0.84	1.56	1.56	1.56
Office Aide IV	0.77	0.88	0.84	0.84	0.84
Assistant Recreation Leader	0.48	0.58	0.58	0.58	0.58
Maintenance Aide I	3.49	4.65	3.05	5.22	3.76
Maintenance Aide II	1.78	1.54	1.54	1.89	1.89
Recreation Leader	1.65	0.62	0.62	0.62	1.10
Recreation Specialist I	2.62	2.79	2.79	2.79	1.92
Recreation Aide	6.85	7.13	7.13	7.13	6.74
Trainee	2.47	-	1.60	-	-
Trip & Tour Coordinator	0.60	0.60	0.60	0.60	0.60
<i>Total Full-Time</i>	19.00	18.00	18.00	18.00	19.00
<i>Total Part-Time</i>	24.72	20.95	21.18	22.10	19.86
<i>Total Department FTE</i>	43.72	38.95	39.18	40.10	38.86
<b>Citywide Authorized Positions</b>					
<i>Grand Total Full-Time</i>	<i>212.00</i>	<i>194.75</i>	<i>197.00</i>	<i>199.00</i>	<i>207.00</i>
<i>Grand Total Part-Time</i>	<i>41.09</i>	<i>43.36</i>	<i>42.70</i>	<i>45.21</i>	<i>41.21</i>
<i>Grand Total Citywide FTE</i>	<i>253.09</i>	<i>238.11</i>	<i>239.70</i>	<i>244.21</i>	<i>248.21</i>

**CITY OF GLENDORA**  
**AUTHORIZED POSITIONS SUMMARY RECONCILIATION**

**Adopted FY 14-15 Budgeted Positions (Full Time and Part Time) 243.04**

**Mid-Year Adjustments**

**Full-Time Positions**

City Clerk	Administrative Assistant	Reclassified to Deputy City Clerk	(1.00)
City Clerk	Deputy City Clerk	Reclassified from Administrative Assistant	1.00
City Manager	Economic Development Specialist	Upgraded to Assistant to the City Manager	(1.00)
City Manager	Assistant to the City Manager	Upgraded from Economic Development Specialist	1.00
Community Services	Senior Maintenance Worker	Upgraded to Maintenance Leadworker	(1.00)
Community Services	Maintenance Leadworker	Upgraded from Senior Maintenance Worker	1.00
		Net	0.00

**Part-Time Positions**

Community Services	PT Maintenance Aide II	Increase in part-time hours	0.35
Public Works	PT Water Conversation Officer	Increase in part-time hours	0.82
		Net	1.17

**Actual FY 14-15 Budgeted Positions (Full Time and Part Time) 244.21**

**FY 15-16 Position Changes**

**Full-Time Positions**

Finance	Digital Media Specialist	Changed from part time to full time	1.00
Police	Police Officer	Position added	1.00
Planning	Senior Planner	New position	1.00
Public Works	Management Analyst	Position added	1.00
Public Works	Office Assistant	Position added	1.00
Public Works	Water Conservation Officer	Positions added	2.00
Community Services	Community Services Coordinator	New positions	2.00
Community Services	Senior Office Assistant	Position Eliminated	(1.00)
Community Services	Senior Maintenance Worker	Upgraded to Maintenance Leadworker	(1.00)
Community Services	Maintenance Leadworker	Upgraded from Senior Maintenance Worker	1.00
		Net	8.00

**Part-Time Positions**

Finance	PT Digital Media Specialist	Changed from part time to full time	(0.50)
Police	PT Police Service Rep. I	Changed number of hours	(0.31)
Police	PT Police Service Rep. II	Changed number of hours	0.15
Police	PT Police Officer	Changed number of hours	(0.42)
Police	PT Police Sergeant	Position Eliminated	(0.46)
Police	PT Police Cadet	Changed number of hours	0.25
Police	PT Court Liaison Officer	Position Eliminated	(0.46)
Planning	PT BID Marketing Intern	Position Eliminated	(0.25)
Public Works	PT Management Analyst	New part-time position	0.25
Library	PT Library Aide II	Reclass to Library Aide III	(0.69)
Library	PT Library Aide III	Reclass from Library Aide II	0.69
Community Services	PT Maintenance Aide I	Hours reallocated to Recreation Specialist & Leader	(1.46)
Community Services	PT Recreation Leader	Hours reallocated from Maintenance Aide I	0.48
Community Services	PT Recreation Specialist I	Hours reallocated from Maintenance Aide I 0.721 FTE	(0.87)
		Reduced hours due to new FT position (1.59) FTE	
Community Services	PT Recreation Aide	Changed number of hours	(0.40)
		Net	(4.00)

**Total Changes to Budgeted Positions 4.00**

**Total FY 15-16 Budgeted Positions 248.21**

**CITY OF GLENDORA**

**FULL-TIME CLASSIFICATION AND BASE SALARY LIST FY 2015-16**

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<b>Classification</b>	<b>Salary Range</b>		
Accountant	4,421		5,374
Accounting Manager	6,560	-	7,974
Accounting Supervisor	5,702	-	6,930
Accounting Technician	3,185	-	3,871
Administrative Assistant	3,624	-	4,405
Assistant Finance Director	8,026	-	9,756
Assistant Planner	4,437	-	5,393
Assistant Public Works Director/City Engineer	8,026	-	9,756
Associate Planner	4,875	-	5,926
Building Inspector	4,391	-	5,338
Building Technician	3,520	-	4,278
Building/Safety Superintendent	5,822	-	7,077
City Clerk	9,110	-	11,378
City Council	700	-	700
City Manager	18,157	-	18,157
City Planner	7,622	-	9,264
Civil Engineering Assistant	4,784	-	5,815
Community Preservation Officer	3,709	-	4,509
Community Services Director	10,774	-	13,455
Community Services Officer	3,396	-	4,128
Community Services Coordinator	3,415	-	4,151
Construction Inspector	4,370	-	5,312
Deputy City Clerk	4,261	-	5,179
Digital Media Specialist	5,044	-	6,131
Economic Development Specialist	4,502	-	5,472
Engineering Aide I	2,840	-	3,452
Engineering Aide II	3,383	-	4,112
Engineering Technician	3,891	-	4,729
Equipment Maintenance Supervisor	4,885	-	5,938
Equipment Operator	3,589	-	4,363
Executive Assistant	4,372	-	5,314
Finance Director/Treasurer	11,964	-	14,941
Human Resources Analyst	4,782	-	5,812
Human Resources Technician	3,992	-	4,852
Human Resources/Risk Mgmt. Director	11,599		14,485
Human Services Superintendent	6,335	-	7,701

## CITY OF GLENDORA

### FULL-TIME CLASSIFICATION AND BASE SALARY LIST FY 2015-16

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<u>Classification</u>	<u>Salary Range</u>		
Information Systems Technology Analyst	5,044	-	6,131
Information Systems Technology Supervisor	5,961	-	7,245
Jailer	3,208	-	3,899
Landscape Contracts Supervisor	4,871	-	5,921
Librarian I	3,760	-	4,570
Librarian II	4,136	-	5,027
Library Director	10,036	-	12,534
Library Technician	2,890	-	3,512
Maintenance Lead Worker	3,950	-	4,801
Maintenance Lead Worker/Park Care	3,950	-	4,801
Maintenance Superintendent	6,660	-	8,095
Maintenance Worker	3,237	-	3,934
Management Analyst	4,577	-	5,563
Mechanic	3,854	-	4,684
Media Specialist	3,504	-	4,259
Meter Reader	3,235	-	3,932
Office Assistant	2,826	-	3,434
Parks/Community Services Manager	6,660	-	8,095
Parks Supervisor	4,871	-	5,921
Planning Technician	3,634	-	4,417
Planning Director	11,889	-	14,847
Plans Examiner	5,151	-	6,261
Police Captain	11,544	-	14,032
Police Chief	14,704	-	18,364
Police Corporal	6,116	-	7,369
Police Lieutenant	10,112	-	12,291
Police Officer	5,816	-	7,069
Police Officer Trainee	3,612	-	4,391
Police Records Specialist	2,883	-	3,505
Police Records Supervisor	4,904	-	5,961
Police Sergeant	8,341	-	10,139
Police Service Representative I	3,636	-	4,419
Police Service Representative II	4,000	-	4,862
Principal Civil Engineer	7,462		9,070
Public Works Director	12,122	-	15,138
Recreation Superintendent	6,335	-	7,701

**CITY OF GLENDORA**  
**FULL-TIME CLASSIFICATION AND BASE SALARY LIST FY 2015-16**

<b>Classification</b>	<b>Salary Range</b>		
Recreation Supervisor	4,792	-	5,824
Registered Associate Civil Engineer	5,396	-	6,559
Senior Accountant	4,863	-	5,911
Senior Accounting Technician	3,504	-	4,259
Senior Community Services Officer	3,905	-	4,747
Senior Librarian	4,782	-	5,812
Senior Library Technician	3,179	-	3,864
Senior Maintenance Worker	3,560	-	4,327
Senior Maintenance Worker/Welder	3,741	-	4,547
Senior Meter Reader	3,563	-	4,330
Senior Office Assistant	3,113	-	3,784
Senior Planner	5,702	-	6,930
Senior Water Systems Operator	4,262	-	5,181
Street Supervisor	4,848	-	5,892
Support Services Manager	4,782	-	5,812
Support Services Supervisor	6,157	-	7,483
Transportation Programs Analyst	5,196	-	6,316
Water Conservation Officer	3,709	-	4,509
Water Division Manager	7,462	-	9,070
Water Maintenance Lead Worker	3,950	-	4,801
Water Service Representative	3,558	-	4,324
Water Superintendent	5,270	-	6,406
Water System Operator I	3,537	-	4,299
Water System Operator II	3,882	-	4,719

**CITY OF GLENDORA**

**PART-TIME CLASSIFICATION AND BASE SALARY LIST FY 2015-16**

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<b>Classification</b>	<b>Salary Range</b>		
Accounting Technician	18.38	-	22.33
Administrative Aide I	15.30	-	18.61
Administrative Assistant	20.91	-	25.41
Administrative Intern	13.59	-	16.54
Assistant Mechanic	18.05	-	21.95
Assistant Planner	25.60	-	31.12
Assistant Recreation Leader	9.97	-	12.12
Building Inspector	25.33	-	30.79
City Planner	43.97	-	53.45
Civilian Background Investigator	30.41	-	36.97
Community Services Officer	19.59	-	23.81
Court Liaison Officer	23.07	-	28.05
Digital Media Specialist	29.10	-	35.37
Engineering Technician	22.45	-	27.28
Housing Grants Coordinator	29.55	-	35.92
Information Systems Technology Analyst	29.10	-	35.37
Librarian I	21.69	-	26.37
Librarian II	23.86	-	29.00
Library Aide I	9.00	-	10.94
Library Aide II	10.35	-	12.58
Library Aide III	13.59	-	16.54
Library Aide IV	15.18	-	18.45
Library Aide V	21.06	-	25.60
Library Page	9.00	-	10.94
Maintenance Aide I	9.46	-	11.49
Maintenance Aide II	15.00	-	18.24
Maintenance Aide III	23.78	-	28.91
Marketing Intern	10.00	-	10.00
Mechanic	22.23	-	27.03
Meter Reader	18.66	-	22.68
Office Aide I	9.00	-	10.94
Office Aide II	9.90	-	12.04
Office Aide III	11.46	-	13.93
Office Aide IV	13.50	-	16.41
Office Assistant	16.30	-	19.81

**CITY OF GLENDORA**

**PART-TIME CLASSIFICATION AND BASE SALARY LIST FY 2015-16**

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<b>Classification</b>	<b>Salary Range</b>		
Parks Maintenance Instructor	25.33	-	30.79
Police Cadet	9.46	-	11.49
Police Lieutenant	58.34	-	70.91
Police Officer	33.55	-	40.78
Police Records Specialist	16.63	-	20.22
Police Sergeant	48.12	-	58.49
Police Service Representative I	20.97	-	25.49
Police Service Representative II	23.07	-	28.05
Recreation Aide	9.00	-	10.94
Recreation Leader	10.64	-	12.94
Recreation Specialist I	14.67	-	17.83
Recreation Specialist II	19.70	-	23.93
Reserve Police Officer	10.14	-	12.32
Scorekeeper	9.00	-	10.94
Senior Building Inspector	27.92	-	33.93
Senior Office Assistant	17.96	-	21.83
Trainee	9.00	-	10.94
Trip & Tour Coordinator	14.67	-	17.83
Water Conservation Officer	21.40	-	26.01



**General Information:**

Year of Incorporation	1911
Form of Government	Council-Manager
Area	19.86 square miles
Miles of Street	152.2
Population	51,463
Unemployment Rate (March 2015)	6.2%*

**Public Safety:**

Police Protection	City of Glendora
Sworn Officers	52 per PD
Fire Protection	Los Angeles County Fire Department 4 stations located within City Limits

**Recreation:**

Parks	15
Park Acreage	1,023.25
Libraries	1
Holdings (2010)	143,000
Teen Center	1
Senior Center	1

**Water Services:**

Service Provider	City of Glendora
Customers	13,400

**City Employees:**

Full Time Equivalents	248.21
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**Housing & Construction:**

Total Housing Units (2014*)	17,919
Median Single Family Home Value (March 2015**)	\$514,600
Persons living in households (2014*)	2.86 Ave. persons/household

**Labor & Employment:**

Total civilian labor force (May 2015***)	25,400 (March 2015)
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\*<http://www.california.hometownlocator.com>

Source: City of Glendora Finance Department

\*\*<http://www.zillow.com>

\*\*\*Employment Development Department

# Principal Employers

## Current Year and Ten Years Ago

Employer	2014			2004		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Citrus Community College District	744	1	2.88%	1,000	1	3.88%
Glendora Unified School District	689	2	2.67%	790	2	3.06%
Foothill Presbyterian Hospital	582	3	2.26%	500	3	1.94%
County of Los Angeles-DCFS	565	4	2.19%	N/A		
Integrated Nursing & Rehab CA	363	5	1.41%	N/A		
Ormco Corporation	352	6	1.36%	475	4	1.84%
Huntington East Valley Hospital	295	7	1.14%	317	7	1.23%
Wal-Mart Stores, Inc.	281	8	1.09%	350	6	1.36%
Sam's Club	200	9	0.78%	214	8	0.83%
City of Glendora	191	10	0.74%	353	5	1.37%
<b>Total</b>	<b>4,262</b>		<b>16.52%</b>	<b>3,999</b>		<b>15.50%</b>

Source: City of Glendora Finance Department

## GENERAL FUND

FUND 001 – GENERAL FUND: The General Fund is the largest and most flexible of the City’s funds. It is the depository for all unrestricted revenue except those revenues required to be accounted for in another fund. It is also the fund that gives City Council the most discretion in expenditures.

Major General Fund revenue sources include, but are not limited to, sales taxes, motor vehicle in-lieu fees, a.k.a. vehicle license fees (VLF), property taxes, franchise fees, service fees, and a variety of minor revenue sources.

Major expenditures from the General Fund include, but are not limited to, police service, public works, building, planning, code enforcement, and general government.

## SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenue derived from specific taxes or other revenue sources that are restricted by law or administrative action to expenditure for specified purposes. The list below summarizes the City’s Special Revenue Funds:

FUND 202, 202A & 202B – SPECIAL ASSESSMENTS FUNDS: Special Assessment Funds, or local improvement funds as they are sometimes called, are established and operated to provide services that are of demonstrably greater benefit to a certain group of citizens than to others. The City maintains three special assessment districts: street lighting (Fund 202); curb and gutter (Fund 202A); and landscaping (Fund 202B).

FUND 203 – TRANSPORTATION DEVELOPMENT ACT FUND: The Transportation Development Act Fund receives revenue on a per capita basis from funds administered by the Los Angeles County Metropolitan Transportation Authority (MTA). Transportation Development Act funds may be used for bicycle and pedestrian facilities including bikeway commuter paths, bicycle commuter parking, sidewalk wheelchair ramps, Americans with Disabilities Act (ADA) required signage, and sidewalk repair and construction. Funds can also be used for engineering expenses and right-of-way acquisition related to such improvements.

FUND 204 – TRAFFIC CONGESTION RELIEF PLAN (AB2928) FUND: Traffic Congestion Relief funds are appropriated annually by the State of California on a per capita basis. These funds may be used only for street and highway maintenance, rehabilitation and reconstruction, and for storm damage repairs.

FUND 205 – STATE GAS TAX FUND: Gas tax revenues are received on a per capita basis each year pursuant to Sections 2105, 2106, 2107, and 2107.5 of the California Streets and Highways Code. Gas tax revenue is restricted revenue which must be spent in street-related construction and/or maintenance projects.

In many cities, gas tax revenue was traditionally used for street-related capital projects. After the adoption of Proposition 13, cities began spending gas tax revenue to defray the cost of street-related operation and maintenance performed by various city departments including operation and maintenance of certain city streetlights and traffic signals.

FUND 206 – PARK & RECREATIONAL FACILITIES FUND: The Park & Recreational Facilities Fund revenue is received through the collection of park development impact fees and park in-lieu fees pursuant to City Council Resolution 90-96. Revenues arising from these may not be comingled with other funds.

FUND 207 – GRANT FUND: The Grants Fund revenue comes from a variety of federal and state grant sources.

Certain grants require a matching financial contribution from the City, others do not. All grant funds require “maintenance of effort” by City departments receiving grant funds. This means that levels of service financed by other sources may not be reduced with losses being offset by receipt of grant monies.

FUND 208 – ASSET FORFEITURE FUND: The Asset Forfeiture Fund revenues are derived through the seizure of drug-related assets by the Glendora Police Department pursuant to applicable State and Federal law. Expenditure of such revenue is restricted to drug enforcement-related projects and/or programs.

Asset Forfeiture Fund expenditures defray the cost of eligible expenses within the Police Administration and Patrol Divisions as well as a portion of personnel and equipment.

FUND 209 – PROP A TRANSIT FUND: In 1980, Los Angeles County voters adopted Proposition A, a ½ cent sales tax, to finance a county-wide transit development program. A portion of Proposition A required that 25% of the tax revenue generated be earmarked for local return programs for use by Los Angeles County cities and the County of Los Angeles in developing and/or improving local public transit, paratransit, and related transportation infrastructure.

Proposition A funds are administered by the Metropolitan Transit Authority (MTA). Local Return funds are allocated and distributed monthly to

jurisdictions on a per capita basis. Proposition A funds can only be used for local transit projects and services.

The majority of Proposition A funds received by the City are expended through transfer to the City's Transit System Fund (Fund 533) where they are used to provide transit services to Glendora residents.

#### FUND 210 – SUPPLEMENTAL LAW

ENFORCEMENT SERVICES FUND (COPS): In 1996, the California legislature adopted AB 2339 also known as the Brulte Bill. Funds are appropriated to cities and counties in September of each year. AB 2339 revenues must be spent on front-line law enforcement costs and may not supplant any other sources of law enforcement funding.

FUND 211 – PROP C TRANSIT FUND: In 1990, Los Angeles County voters adopted Proposition C, the second of two ½ cent sales taxes, to finance a county-wide transit development program. One of the provisions of Proposition C required that 20% of the tax revenue generated be earmarked for local return programs for use by Los Angeles County cities and the County of Los Angeles in developing and/or improving local public transit, paratransit, and related transportation infrastructure.

Proposition C funds are administered by the Metropolitan Transit Authority (MTA). Local Return funds are allocated and distributed monthly to jurisdictions on a per capita basis. Proposition C funds are somewhat more flexible than Proposition A funds and may be used for street/traffic signal improvements on certain arterial streets supporting mass transit as well as on local transit projects and services.

#### FUND 212 – COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The City receives Community Development Block Grant (CDBG) revenue from the U.S. Department of Housing and Urban Development (HUD). Because Glendora has a population in excess of 50,000, it is considered an entitlement city, which means that Glendora receives its allocation of funds directly from HUD. Cities of less than 50,000 population are not entitlement cities and receive a per capita allocation of funds through Los Angeles County or, in the alternative, compete for CDBG funds on a project-specific basis.

CDBG funds must be spent to benefit the target income group. This may be accomplished by appropriating funds to community-based organizations for project-specific purposes or by funding certain public projects that benefit members of the target income group or that benefit residents of census tracts meeting target income group demographics.

In Glendora, CDBG funds are spent to fund a number of community-based organizations benefitting target income group residents of Glendora and on low/moderate income housing programs.

FUND 213 – HOME-STATE GRANT FUND: The City and Redevelopment Agency jointly applied and received HOME funding from the State of California Department of Housing and Community Development to establish a First Time Home Buyer and Tenant-Based Rental Assistance Program.

FUND 214 – USED OIL BLOCK GRANT FUND: The Used Oil Block Grant Fund revenue is derived from oil recycling grants awarded by the Integrated Waste Management Board. Funds are awarded on a per capita basis upon receipt of an application for funding.

Used Oil Block Grant funds may be used only for used oil recycling programs approved by the Integrated Waste Management Board. Funds not spent by the end of a funding cycle must be returned to the granting agency.

#### FUND 215 – AIR QUALITY IMPROVEMENT FUND

In 1990, the California legislature adopted AB 2766, which authorized the imposition of an additional motor vehicle registration fee. The proceeds are used to reduce air pollution from mobile sources. A portion of the revenue collected from these fees is allocated to cities and counties on a per capita basis. Expenditures from this fund must contribute to the reduction of air pollution from motor vehicles.

Monies received by the Air Quality Improvement Fund are administered by the South Coast Air Quality Management District (AQMD). City expenditures are subject to periodic AQMD audit.

#### FUND 217 – PROPOSITION A OPERATIONS FUND

The City of Glendora receives maintenance and service funds for capital projects funded in total or in part from the 1992 and 1996 Los Angeles County Parks and Open Space Bond Measures commonly referred to as County Proposition A.

The funds are monitored by Los Angeles County through the budget process and available for 22 years for the operation and maintenance of projects developed with each of the approved bond measures. The 1992 and 1996 operations and maintenance funding concludes in 2015 and 2019 respectively.

FUND 218 – PROP 1C – CAL-HOME HOUSING FUND: On November 2, 2007, the City issued a Standard Agreement (06-CalHome-233) from the State

of California, Department of Housing and Community Development for \$240,000. The Grant is for two programs: First Time Home Buyer (FTHB) Down payment Assistance (Three \$40,000 loans) and Owner Occupied Rehabilitation (OOR) (three \$40,000 loans).

FUND 219 – PROP 1B – LOCAL STREETS & ROADS FUND: Prop 1B – Local Streets and Roads Improvement, Congestion Relief, and Traffic Safety Account funds were awarded to the City by the State of California based on population. These funds are to be used only for the maintenance and improvement of local transportation facilities. The City will be using these funds for street improvement projects.

FUND 220 – AVOID THE 100 FUND: The Avoid the 100 Task Force is a partnership made up of the Sheriff's Department, the Los Angeles Police Department, the California Highway Patrol, U.C. and State University Police, Port Police, and County Probation. Glendora is the lead agency for LA County East Agencies. Additionally, other Avoid educational partners include non-profit organizations such as Mothers Against Drunk Driving (MADD) and Safety Belt Safe USA.

FUND 221 – SURFACE TRANSPORTATION LOCAL PROGRAM (STLP) FUND: Started in 2000, the State Transportation Board continues to make available \$6.5 million annually in STLP “flexible funds” statewide for qualified transit projects. STLP is one of the programs within TEA-21 that is flexible in the type of projects that are eligible e.g. highway or transit purposes. The process involves a transfer of funding from the Department's federal highway (FHWA) account to appropriate federal transit (FTA) accounts statewide. As the State Transportation Board made this funding available for transit purposes, the STLP funding is distributed only to the State's federal transit programs and cities or regions that participate in FTA programs and have operating systems in place to utilize the funding.

FUND 222 – MEASURE R FUND: Measure R increases the county sales tax from 8.25% to 8.75% (a half-cent increase) to fund transportation projects. Projects that are expected to be funded by the proceeds of the Measure R sales tax include:

- Synchronize traffic signals
- Repair potholes
- Extend light rail with airport connections
- Accelerate completion of Canoga Corridor Orange Line to Chatsworth as well as completion of San Fernando Valley East North-South Rapid ways
- Link local rail lines through a regional connector

- Improve freeway traffic flow (5, 10, 14, 60, 101, 110, 138, 210, 405, 605, 710)
- Keep senior / student / disabled fares low
- Provide clean fuel buses
- Expand subway / Metrolink / bus service
- Community traffic relief

FUND 223 – CAL MMET GRANT FUND: The California Multi-jurisdictional Methamphetamine Enforcement Team (CAL-MMET) Program works in conjunction with the federally funded Central Valley High Intensity Drug Trafficking Area (CV HIDTA) to intensify the current methamphetamine eradication efforts of those participating law enforcement agencies by providing additional resources for investigators and prosecutors specializing in methamphetamine offenses, as well as support staff, equipment, training, and facilities. The Central Valley region has been identified as an area of the state where there is a high concentration of methamphetamine activity. The Legislature identified six of the nine counties that comprise the CV HIDTA to be funded under the CAL-MMET program.

FUND 225 – HOMELAND SECURITY GRANT FUND: The Department of Homeland Security enhances the ability of states, local, tribal jurisdictions, and other regional authorities in the preparation, prevention, and response to terrorist attacks and other disasters, by distributing grant funds. Localities can use grants for planning, equipment training, and exercise needs.

FUND 227 – SAFETY BELT SAFE GRANT FUND: The Glendora Police Department will collaborate with a consultant to reduce deaths and injuries of children under the age of six using this grant made available by the State of California. The project is entitled “Empower, Engage, Educate: New Approaches to Increase Child Restraint Use”. Components of the project in Los Angeles County include CPS training and checkups, an innovative program to recruit and train community volunteers including teens, to conduct a series of Five-Step Test events and roll call trainings. Statewide components include a media awareness campaign with an emphasis on the association between child passenger fatalities and DUI crashes, toll-free Safe Ride Helpline in English and Spanish, speakers bureau, and website ([www.carseat.org](http://www.carseat.org)).

FUND 228 – BEVERAGE RECYCLING GRANT FUND: The California Department of Conservation, Division of Recycling, administers the California Beverage Container Recycling and Litter Reduction Act which governs the recycling of California Redemption Value (CRV) beverage containers. The primary goal of the recycling program is to achieve an 80% recycling

rate for all aluminum, glass, plastic, and bi-metal beverage containers sold in California. The Department also supports efforts to reduce greenhouse gas emissions such as those exemplified in the California Global Warming Solutions Act (Chapter 488, Statutes of 2006).

**FUND 229 – LIBRARY GRANTS FUND:** This fund includes all types of library grants which include the Literacy Program, California Library Services, and the Library ELF grant, which will help library patrons avoid overdue accounts with email alerts, check multiple library cards, track books, DVDs, CDs, videos, etc.

**FUND 230 – PEG CABLE TV FUND:** These funds are collected by service providers through the fees charged by communications companies such as AT&T, Charter Cable, and Comcast Cable Company, through the franchise agreement within each city. A portion of the franchise payment is the Public, Education, and Government (PEG) fee. This fee will pay for capital equipment for continuation of PEG programming.

**FUND 231 – GLENORA VILLAGE BUSINESS DISTRICT (BID) FUND:** This fund was created when the business owners in the Village business area voted to form the Glendora Village Business Improvement District (BID). The purpose of the BID is to generate funds for marketing programs, special events, and streetscape improvements. To raise funds, each business in the Glendora Village District ("District") will pay an annual assessment along with the City Business License. Assessments charged to each business will vary depending on the type and location of the business within the District. Decisions regarding use of the BID funds will be made by an Advisory Board consisting of business owners from the District. The Advisory Board is appointed by the City Council. All funds raised by the BID can only be spent on activities and improvements within the BID area. Annually, the BID must make a report to its membership and the City Council regarding the prior year's activities and what is being proposed for the upcoming year.

**FUND 239 – DISTRACTED DRIVER GRANT FUND:** The Distracted Driver Grant Fund sponsored by the Office of Traffic Safety will target any type of distracted driving, primarily those drivers using cell phones and texting while driving.

**FUND 242 – OTS CELL PHONE POLICY DEVELOPMENT FUND:** This is a grant from the California Office of Traffic Safety for the Cell Phone Policy Development and Education for Employers Program. The goal of the program is to increase employers' knowledge and educate them on the importance of developing a policy to prohibit employees

from using cell phones while driving on a statewide level.

**FUND 247 – AVOID THE 100D FUND:** The Avoid the 100C Grant Fund sponsored by the State of California Office of Traffic Safety for DUI campaign administered countywide. The program is implemented through cooperative efforts of approximately 100 Los Angeles County law enforcement agencies and will consist of: DUI saturation enforcement patrols; DUI/drivers license checkpoints; and Countywide DUI/suspended license warrant sweeps. In addition to enforcement operation, the grant will include Alco-Sensor training courses and participation in numerous community events.

**FUND 285 – AFFORDABLE HOUSING FUND:** City Ordinance No. 1833 requires the deposit of in-lieu fees for providing affordable housing. This fund provides for the collection of in-lieu affordable housing fees as obligated by the developer through a Development Agreement when the projects are approved. Fees are paid at the time of the building permit and support affordable housing projects located throughout the City.

**FUND 321 – CAPITAL PROJECTS FUND:** In fiscal year 2001-2002, the City Council adopted an ordinance creating a Capital Projects Fund pursuant to Section 53730 et seq, California Government Code. Subsequent to this action, the City Council authorized the transfer of some or all of the excess fund balance in the City's General Fund, General Services Fund, and Worker's Compensation Fund, to the Capital Projects Fund.

At present, the only revenue sources available to the Capital Projects Fund are appropriations from the General Fund revenue in excess of expenditures at the close of each fiscal year end in June as required by City Council Resolution 02-15.

Excess General funds, if any, are automatically transferred to the Capital Projects Fund unless the transfer is overridden by an action of the City Council.

Capital Project funds must be spent on capital improvement projects. Lack of an ongoing reliable revenue source for the Capital Projects Fund suggests the need for prudent expenditure of the existing fund balance since, as a practical matter, these must be considered one-time revenues.

**FUND 405 – ENERGY EFFICIENT PROJECT FUND:** In June 2013, the City entered into a lease agreement for the Energy Efficiency Performance Project between Pinnacle Finance Inc. to fund various energy saving devices and equipment at City Hall, other City buildings, and landscape medians.

## ENTERPRISE FUNDS

Enterprise Funds are financed and operated in a manner similar to a private business enterprise. The intent is that the costs of providing goods or services to the general public on a continuing basis are to be financed or recovered primarily through user charges. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures.

### FUND 530 – WATER CAPITAL PROJECTS FUND:

The Water Capital Projects Master Plan Fund is a proprietary fund that receives its funding from a portion of the water service fee and bond proceeds.

Expenditures from this fund are limited to capital improvements to the City's water system including, but not limited to, improvements to wells, pumps, booster systems, pipes, and other water system-related structures, and to capital projects identified in the City's water system master plan.

FUND 531 – WATER OPERATIONS FUND: The Water Fund is a proprietary fund that receives its revenue through water sales charges collected by the City for the delivery of potable water. Water Fund expenditures include all costs attributable to operation and maintenance of the City's water system.

FUND 533 – TRANSIT SYSTEM FUND: The Transit System Fund is the source of funding for operation of the City's transit systems and receives its revenue primarily through transfer of funds from the Prop A Transit Fund (Fund 209) and the Prop C Transit Fund (Fund 211). Fare box revenue is not a significant revenue source.

Expenditures from this fund include all operating and maintenance expense for the City's local transit system and for service to the Metro Link terminal in Covina.

FUND 534 – LA FETRA SENIOR CENTER FUND: The La Fetra Senior Center Fund is a proprietary fund that receives its revenue through fees charged for rental of the La Fetra Senior Center. The La Fetra Senior Center Fund expenses defray a portion of the expenses incurred in operating and maintaining the La Fetra Senior Citizens Center.

## INTERNAL SERVICE FUNDS

Internal Service Funds are used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis.

The concept of major funds introduced by GASB Statement 34 does not extend to Internal Service Funds because they do not do business with outside parties. GASB Statement 34 requires that for the Statement of Activities, the net revenues or expenses of each Internal Service Fund be eliminated by netting them against the operations of the other City departments which generated them. The remaining balance sheet items are consolidated with these same funds in the Statement of Net Assets.

The City's Internal Service Funds are described below.

### FUND 541 – WORKERS COMPENSATION FUND:

The Workers Compensation Fund establishes an insurance reserve for workers compensation benefits claims against the City and receives its funding through worker's compensation insurance premiums charged to City departments. Expenses to the fund include the cost of worker's compensation claims against the City, the cost of claims administration including legal expenses, and the excess insurance premium. This was formerly part of the General Services Fund.

FUND 542 – LIABILITY INSURANCE FUND: The Liability Insurance Fund establishes an insurance reserve for liability claims against the City and receives its funding through liability insurance premiums charged to City departments. Expenses to the fund include the cost of liability claims against the City, the cost of claims administration including legal expenses, and the excess insurance premium. This was formerly part of the General Services Fund.

FUND 548 – TECHNOLOGY FUND: The Technology Fund is an internal service fund responsible for acquiring and maintaining capitalized radio, telephone, internet communications equipment, capitalized hardware and software for City departments, and recovers the cost of the purchase by "leasing" this equipment to the requesting department for a monthly payment equal to the straight line depreciation charge over the life of the equipment.

FUND 549 – VEHICLE REPLACEMENT FUND: The Vehicle Fund is an internal service fund responsible for acquiring and maintaining vehicles and rolling stock used by City departments. The fund purchases vehicles for City departments and recovers the cost of purchase by "leasing" the vehicle to the requesting department for a monthly payment equal to the straight line depreciation charge over the life of the vehicle. The Vehicle Fund also bills each department for actual cost in maintaining departmental vehicles and for gas and oil used by each vehicle. These costs appear as expenses in each department budget on a monthly basis.

## COMMUNITY REDEVELOPMENT AGENCY FUNDS

FUNDS 391, 392, 393, 394 - COMMUNITY REDEVELOPMENT AGENCY (CRA) PROJECT FUNDS: The Project Area Funds bear the ongoing expense of operating the various Project Areas, as well as the cost of certain capital projects undertaken by individual Project Areas. Expenses accrue to these funds as either long- or short-term debt incurred by the individual Project Areas. These debts are subsequently repaid through the Debt Service Fund for the Project Area incurring the indebtedness.

A substantial portion of the City's economic development expenses are incurred as short-term debt incurred by one or more of the Project Area Funds.

Due to Dissolution of the Redevelopment Agencies, these funds were taken over by the Glendora Successor Agency.

## GLENDORA SUCCESSOR AGENCY

Pursuant to ABX1 26, Chapter 5, Statutes of 2011, (Dissolution Act) redevelopment agencies (RDA's) throughout California were dissolved redevelopment February 1, 2012 and replaced them with Successor Agencies. On March 27, 2012 City Council adopted a Resolution as Successor Agency to the Glendora Community Redevelopment Agency and appointed two members to the Oversight Board representing the Successor Agency's interest. The Oversight Board supervises the activities of the Successor Agency and the wind down of the dissolved redevelopment agency's affairs. It has fiduciary responsibility to holders of Enforceable Obligations and taxing entities that benefitted from the distributions of tax increment and other revenues of the Successor Agency.

FUNDS 491 through 493 – GLENDORA SUCCESSOR AGENCY FUNDS: Expenditures listed on the Recognized Obligation Payment Schedule (ROPS) by Project Area Funds are recorded in these funds. The ROPS is due every six month listing every scheduled payment previously approved by the Department of Finance on the Enforceable Obligation Payment Schedule (EOPS). The ROPS represents payments which will be paid during the next six month period.

FUNDS 491 through 493 – DEBT OBLIGATIONS CRA # 1, 2 & 3 FUNDS: Debt service Project Area Payment Funds (principal and interest) previously shown as Funds 481 through 483 of the Glendora Redevelopment Agency and are now the City of Glendora Successor Agency Funds. Payments on the

Recognized Obligation Payment Schedule (ROPS) by Project Area Funds are recorded in these funds.

## GLENDORA HOUSING AUTHORITY

On January 10, 2012, the City Council established the Glendora Housing Authority and designated the City authority to retain the housing functions previously performed by the Glendora Redevelopment Agency. These functions consist of monitoring affordable housing agreements for the Heritage Oaks and Elwood Apartments and managing the portfolio of housing rehabilitation and first-time homebuyer loans by the former Glendora Redevelopment Agency.

FUND 290 – GLENDORA HOUSING AUTHORITY FUND: Expenditures related to the Glendora Housing Authority Funds are recorded in this fund.



**Accounting Standards:** Generally accepted accounting principles (sometimes referred to by the acronym GAAP) published by the Governmental Accounting Standards Board (sometimes referred to by the acronym GASB) that guide local and state agencies' recording and reporting of financial information. The standards established such guidelines as when transactions are recognized and annual financial report content.

**Accrual Basis Accounting:** A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Allocations:** These are charged to all operating funds based on their fair share of the service provided, which is based on experience and/or a proportionate share (based on factors such as payroll, vehicle repair trend, etc.).

**Annualize:** Taking changes that occurred mid-year and calculating their cost for a full year; for the purpose of preparing an annual budget.

**Appropriation:** Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes.

**Assessed Valuation:** A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 1% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

**Audit:** A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriation.

**Asset:** Resources owned or held by a government, which have monetary value.

**Available (Undesignated) Fund Balance:** This refers to the funds remaining from the prior year, which are

available for appropriation and expenditure in the current year.

**Bonds:** A Municipal Bond is a written promise from a government to repay a sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings, streets, and bridges.

**Budget:** A plan for financial operation listing an estimate of proposed appropriations and the proposed means of financing them for a particular time period. Once the budget has been approved by the City Council it then is considered the "adopted" budget.

**Budget Adjustment:** A procedure to revise a budget appropriation or revenue estimate.

**Budget Amendments:** The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager is authorized to transfer budgeted amounts between departments. Actual expenditures may not exceed budgeted appropriations at the fund level.

**Budget Document:** The instrument used to present a comprehensive financial plan of operations to the City Council and the public.

**Budget Message:** The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget and changes from the previous fiscal year.

**Budget Permit:** Fee required for new construction or any alterations or addition to a residence or commercial building. The fee is based on square footage and valuation.

**Budget and Fiscal Policies:** General and specific guidelines adopted by the City Council that governs the budget preparation and administration.

**Budgetary Basis:** This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**Business License Tax:** A fee collected from those conducting business within the City.

**Capital Improvements Projects (CIP):** All of the City's construction projects costing \$5,000 are considered to be a Capital Improvement Project. A construction project is a physical improvement or construction on City property with a life expectancy of three or more years. Minor

capital outlays of less than \$5,000 are included with the operating budgets. These capital projects can span fiscal years and have multiple funding sources. The projects may also cross functional boundaries. Appropriations for Capital Improvement Projects lapse at the end of the fiscal year.

**Capital Outlay:** Expenditure for non-expendable equipment, which has a usable life greater than one year.

**Capital Project Funds:** This fund type is used to account for financial resources used in acquiring or building major capital facilities other than those financed by Proprietary Funds and Trust Funds.

**Cash Basis Accounting:** A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Charges for Services:** This revenue source consists of fees paid for providing a service to the public, e.g. recreation, plan check and review services.

**City Goals:** Provides policy guidance and direction for the highest priority objectives to be accomplished during the budget period.

**Contingency (Operating):** Funds set aside by the City within the budget for emergencies and economic uncertainties.

**Contingency (Emergency Reserve):** Funds set aside by the City within the fund balance for emergencies and economic uncertainties.

**Contra:** This term is only used in the General Fund and covers some of the budgeted expenditures related to Human Resources, Fiscal Services, Purchasing & A/P, and Building Maintenance. These departments provide direct services to other funds and operations. These costs are then recovered from other funds.

**CVC Fines:** The City's portion of California Vehicle Code (CVC) fines collected upon conviction of a misdemeanor or infraction committed within City boundaries. The majority of the fines are allocated through the Court system.

**Debt Financing:** Borrowing funds for capital improvements needed today and pledging future revenues to repay principal and interest expenditures. The City of Glendora uses debt financing only for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt.

**Debt Service:** The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

**Debt Service Funds:** This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest; debt service payments related to enterprise operations are directly accounted for in those funds.

**Deficit:** The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Depreciation:** Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

**Disbursement:** Payment for goods and services in cash or by check.

**Employee Services:** Salaries and fringe benefits earned by employees of the City for work performed.

**Encumbrance:** The commitment of appropriated funds to purchase goods which have not yet been received, or services that have yet to be rendered.

**Enterprise Funds:** Funds established to account for the total costs of those governmental facilities and services that operate in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting, and render services on a user charge basis to the general public.

**Expenditure:** The cost of goods received or services rendered.

**Fee:** A charge for the cost of providing a particular service. Public agency fees may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged, plus overhead.

**Fines, Forfeitures and Penalties:** Revenues received and/or bail monies forfeited upon when an individual is convicted of a misdemeanor or municipal infraction.

**Fiscal Policy:** A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year:** A 12-month period of time to which an annual operating budget applies. The City of Glendora has specified July 1 to June 30 as its fiscal year.

**Fixed Assets:** Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

**Function:** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible. The eight functions in the City's budget are: Legislative, Administration, Support Services, Public Safety, Planning, Public Works, Library, and Community Services.

**Fund:** A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures and fund balances. There are seven major types of funds: General, Special Revenue, Capital, Debt, Internal Service, Enterprise, and Trust & Agency.

**Fund Balance:** The difference between a fund's asset and liabilities. Portions of the fund balance may be reserved or designated for various purposes, such as contingencies, encumbrances or specific projects.

**General Fund:** The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. Except for subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

**General Tax:** A tax imposed for general governmental purposes, the proceeds of which are deposited into the general fund. An agency must comply with certain procedural requirements to impose, increase or extend a general tax, including securing approval of the tax by majority vote of the electorate.

**Grants:** A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

**Infrastructure:** The physical assets of a government (e.g., streets, water; sewer; public buildings and parks).

**Intergovernmental Revenue:** Funds received from federal, state and other local government sources in the form of shared revenues, and payments in lieu of taxes.

**Internal Service Charges:** The charges to user departments to account for the financing of goods and services provided by one department to other departments of the City on a cost reimbursement basis. The City has established three Internal Service Funds:

Information Technology, Vehicle Replacement, General Liability, and Workers Compensation.

**Investment Revenue:** Interest income from the investment of funds not immediately required to meet cash disbursement obligations.

**Licenses & Permits** – Official permission to conduct a regulated activity such as a business, e.g. Business License or structural modification, e.g. Building Permit.

**Line-Item Budget:** A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified category. Line item budgets are produced and used internally for budgetary control purposes only.

**Long-term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Materials and Supplies:** Expendable materials and operating supplies necessary to conduct departmental operations.

**Miscellaneous Revenue:** This revenue source consists of one time and/or, low dollar value revenue. This includes sale of printed material, copy fees, returned check fees to name a few.

**Modified Accrual Accounting:** A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred.

**Net:** The amount left over after deductions and allowances have been made.

**Notes and Loans Issued:** This category refers to revenue that was received through issuance of debt for a specific purpose.

**Objective:** Something to be accomplished in specific, well-defined and measurable terms and that is achievable within a specific time frame.

**Operating Budget:** The portion of the budget that pertains to daily operations of the City which provides basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, materials and capital assets required to maintain service levels.

**Operating Revenue:** Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest

earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**Operating Expenses:** The cost for personnel, materials and equipment required for a department to function.

**Ordinance:** A formal legislative enactment by the City Council. An ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**Pay-as-you-go Basis:** A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

**Performance Measures:** Indicators used in the budget to show items such as 1) the amount of work accomplished, 2) the efficiency with which tasks were completed, and 3) the effectiveness of a program. Such indicators can help the public understand what public agency spending accomplishes.

**Personnel Services:** Expenditures for salaries, wages, and fringe benefits that the City pays for its employees.

**Policy Issues:** Generally defined as any project (other than capital projects), program, proposed staffing change, new vehicles or equipment, capital outlay or other change that requires action by City Council. This may also include items with no additional cost such as the revision of a major ordinance or a proposed study using existing staffing which would subsequently require Council action.

**Principal:** The original amount of a bond or debt (sometimes also referred to as “face” or “par value”), not including accrued interest.

**Prior-Year Encumbrances:** Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Program:** Group activities, operations, or organizational units directed to attaining specific purposes or objectives.

**Reserve:** An account used to indicate that a portion of a fund’s balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**Resolution:** A special order of the City Council, which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval. A resolution has lower legal standing than an ordinance. The Budget is approved by resolution, and requires a majority vote of the Council Members present.

**Resources:** Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Revenue:** Sources of income financing the operations of government.

**Risk Management:** An organized attempt to protect a government’s assets against accidental loss in the most economical manner.

**Salaries and Benefits:** Salaries includes the compensation paid to full-time, part time, temporary, and extra-help employees, including overtime, vacation pay, sick leave pay and any type of premium pay. Benefits include the agency’s share of the costs for health, dental, life insurance, retirement, Social Security and Workers’ Compensation.

**Securities:** Pieces of paper (sometimes referred to as “instruments”) that represent financial value. Examples include bonds and stocks.

**Self-Insurance:** Assuming risk of loss through the maintenance of reserves or some other plan instead of through the purchase of insurance coverage.

**Special Assessments:** A levy made against properties to offset the cost of a specific capital improvement that benefits primarily those properties.

**Special Revenue Funds:** This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes (see Fund).

**Subvention:** Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in lieu and gasoline taxes.

**Supplemental Appropriation:** An additional appropriation made by the governing body after the budget year has started.

**Taxes:** A means by which governments finance their expenditures imposed on property, sales and merchandise, e.g. Property Tax, Sales Tax, Income Tax.

**Tax Increment Financing (TIF):** Tax increment financing is an economic tool used by redevelopment agencies to finance economic development and rehabilitation costs within a project area. Additional property taxes generated by new development within a district formed are used to finance these development and infrastructure costs. A tax increment (TI) is that portion of property taxed generated by the development above what the taxes would have been had the development not occurred.

**Transfers In/Out:** Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**Trust and Agency Funds:** Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as Governmental Funds (general, special revenues, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

**Unencumbered Balance:** The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**Unreserved Fund Balance:** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**Use of Property and Money** – This categorized revenue source includes interest earnings from investment of funds, sales of obsolete property, vehicles and equipment that are no longer cost effective to repair.

**Use Tax:** A tax imposed on the use or storage of tangible personal property when sales tax is not paid.

**User Charges:** The payments of a fee for direct receipt of a public service by the party who benefits from the service.

**Vehicle License Fee (VLF):** Annual registration fee imposed on vehicles.

**ADA** – Americans with Disabilities Act  
**ADMIN** – Administration  
**AED** – Automated External Defibrillator  
**AMR** – Automated Meter Reading  
**AQMD** – Air Quality Management District  
**APD** – Auto Property Damage  
**BID** – Business Improvement District  
**CAFR** – Comprehensive Annual Financial Report  
**CALBO** – California Building Officials  
**CALPERS** – California Public Employees’ Retirement System  
**CD** – Certificate of Deposit  
**CDBG** – Community Development Block Grant  
**CEQA** – California Environmental Quality Act  
**CFRA** – California Family Rights Act  
**CIMP** – Coordinated Integrated Monitoring Plan  
**CIP** – Capital Improvement Project  
**CIT** – Community Impact Team  
**CLETS** – California Law Enforcement Telecommunications System  
**CMO** – City Manager’s Office  
**COG** – Council of Governments  
**COMP** – Compensation  
**CRA** – Community Redevelopment Agency  
**CSO** – Community Services Officer  
**DUI** – Driving Under the Influence  
**ED** – Economic Development  
**EDMS** – Electronic Document Management System  
**EOC** – Emergency Operation Center  
**EPA** – Environmental Protection Agency  
**EWMP** – Enhanced Watershed Management Plan  
**FMLA** – Family Medical Leave Act  
**FOIA** – Freedom of Information Act  
**FPPC** – Fair Political Practices Commission  
**FTE** – Full-Time Equivalent Employee  
**FTHB** – First Time Home Buyer  
**FY** – Fiscal Year  
**GAAP** – Generally Accepted Accounting Principles  
**GASB** – Government Accounting Standards Board  
**GEARS** – Glendora Emergency Amateur Radio Services  
**GF** – General Fund  
**GFOA** – Government Finance Officers Association  
**GIS** – Graphic Information System  
**GMEA** – Glendora Municipal Employees Association  
**HHWE** – Household Hazardous Waste Element  
**HMI** – Human Machine Interface  
**HR** – Human Resources  
**HSIPL** – Highway Safety Improvement Program  
**HUD** – Housing and Urban Development  
**ICBO** – International Conference of Building Officials  
**ICRMA** – Independent Cities Risk Management Authority  
**ILL** – Interlibrary Loan  
**IS** – Information Systems  
**IT** – Information Technology  
**JPA** – Joint Powers Agreement

**LAEDC** – Los Angeles Economic Development Corporation  
**LAFCO** – Los Angeles County Local Agency Formation Commission  
**LTSS** – Local Transit System Subcommittee  
**MGMT** – Management  
**MOU** – Memorandum of Understanding  
**MTA** – Metropolitan Transportation Authority  
**NHTSA** – National Highway Traffic Safety Administration  
**NPDES** – National Pollutant Discharge Elimination System  
**NTD** – National Transit Database  
**O/T** – Over-Time  
**OOR** – Owner Occupied Rehabilitation  
**OTS** – Office of Traffic Safety  
**PC** – Personal Computer  
**PD** – Police Department  
**P/T** – Part-Time  
**PEG** – Public, Educational, and Governmental Access Television  
**PEPRA** – Public Employees’ Pension Reform Act  
**PMA** – Police Management Association  
**POA** – Police Officers’ Association  
**POST** – Police Officer Standards and Training  
**PPD** – Pounds Per Day  
**PSR** – Police Service Representative  
**RFID** – Radio Frequency Identification  
**RFP** – Request for Proposal  
**RM** – Risk Management  
**RORF** – Redevelopment Obligation Retirement Fund  
**RPTTF** – Redevelopment Property Tax Trust Fund  
**SCADA** – Supervisory Control and Data Acquisition  
**SCAG** – Southern California Association of Governments  
**SFST** – Standard Field Sobriety Testing  
**SGVERC** – San Gabriel Valley Employment Relations Consortium  
**SLESF** – Supplemental Law Enforcement Services Fund  
**SRRE** – Source Reduction and Recycling Element  
**STC** – Standards and Training for Corrections  
**STEP** – Selective Traffic Enforcement Program  
**SUSMP** – Standard Urban Storm Water Mitigation Plans  
**SVCS** – Services  
**SWPPP** – Storm Water Pollution Prevention Plans  
**TDA** – Transportation Development Act  
**TCMU** – Town Center Mixed Use  
**TIF** – Tax Increment Financing  
**TOT** – Transient Occupancy Tax  
**TPA** – Third-party Administrator  
**TULIP** – Tenant Users Liability Insurance Protection  
**VLF** – Vehicle License Fees  
**WIFI** – Wireless Fidelity  
**WMP** – Waste Management Plan