

CITY OF GLENDORA AGENDA
CITY COUNCIL, SUCCESSOR AGENCY, PUBLIC FINANCING
AUTHORITY AND HOUSING AUTHORITY
SPECIAL MEETING 3:00 PM

WEDNESDAY, MARCH 01, 2017
CITY HALL COUNCIL CHAMBER
116 E. Foothill Boulevard



Gene Murabito	Mayor/Chair
Gary Boyer	Mayor Pro Tem/Vice-Chair
Karen K. Davis	Council /Agency/Authority Member
Judy M. Nelson	Council/Agency/Authority Member
Mendell L. Thompson	Council/Agency/Authority Member

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS

PUBLIC COMMENT

During Special meetings, the public is invited to address the governing body on any matters posted on the agenda. If you wish to address the governing body, you may do so during the **PUBLIC COMMENT** period noted on the agenda. Each person is allowed three (3) minutes speaking time.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Governing body may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office, (626) 914-8210 no later than 72 hours prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)

PLEASE NOTE: Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, in the City Clerk's office during regular business hours, Glendora Public Library and on the City's website www.ci.glendora.ca.us. For further information, please contact the office of the City Clerk at (626) 914-8210, or via e-mail at kseaman@ci.glendora.ca.us.

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CITY COUNCIL MEETINGS

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REPLAYS ON AIR

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Thurs, 3 pm & 7 pm, Fri, 3 pm & Sat/Sun, 9 am & 3 pm
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**NOTICE AND CALL
OF A SPECIAL MEETING
OF THE
CITY COUNCIL, SUCCESSOR AGENCY, PUBLIC FINANCING
AUTHORITY AND HOUSING AUTHORITY**

TO THE MEMBERS OF THE CITY COUNCIL, SUCCESSOR AGENCY, PUBLIC FINANCING AUTHORITY AND HOUSING AUTHORITY OF THE CITY OF GLENDORA AND TO THE CITY CLERK:

NOTICE IS HEREBY GIVEN that the City Council, Successor Agency, Public Financing Authority and Housing Authority will conduct a Special Meeting at 3:00 PM on Wednesday, March 01, 2017, in City Hall Council Chamber, 116 E. Foothill Boulevard, Glendora, CA.

The purpose of said special meeting is as follows:

NEW BUSINESS

1. Conduct a Mid-Year Budget Review and consider a Joint Resolution amending the 2016-17 Fiscal Budget per the Mid-Year Budget Review.

CITY/AGENCY/AUTHORITY RECOMMENDATION: Adopt a Joint Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL, SUCCESSOR AGENCY, PUBLIC FINANCING AUTHORITY AND HOUSING AUTHORITY OF THE CITY OF GLENDORA, CALIFORNIA, AMENDING THE 2016-17 FISCAL BUDGET PER THE MID-YEAR RECOMMENDATIONS."

NOTICE IS FURTHER GIVEN that the public will be given the opportunity to speak only on those matters listed in this notice.

NO OTHER BUSINESS WILL BE DISCUSSED

ADJOURNMENT

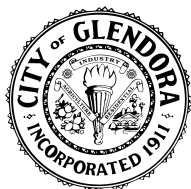
Dated this 27th day of February, 2017.

Kathleen R. Sessman, MMC
City Clerk

CERTIFICATION AND AFFIDAVIT OF POSTING

I, Kathleen R. Sessman, MMC, City Clerk of the City of Glendora, certify that I caused the Notice and Call of a Special Meeting of the City Council, Successor Agency, Public Financing Authority and Housing Authority to be held Wednesday, March 01, 2017, at 3:00 PM, in the City Hall Council Chamber, 116 E. Foothill Boulevard, Glendora, CA, to be delivered electronically or hardcopy to each member of the City Council, emailed to the San Gabriel Valley Examiner, and that I posted said notice on the posting board, Glendora City Hall, as required by law on this 27th day of February, 2017.

Kathleen R. Sessman, MMC
City Clerk



AGENDA ITEM

- MEETING DATE:** March 1, 2017
- TITLE:** Conduct a Mid-Year Budget Review and consider a Joint Resolution amending the 2016-17 Fiscal Budget per the Mid-Year Budget Review.
- PRESENTED BY:** June Overholt, Finance Director/City Treasurer
- RECOMMENDATION:** Adopt a Joint Resolution entitled, “A RESOLUTION OF THE CITY COUNCIL, SUCCESSOR AGENCY, PUBLIC FINANCING AUTHORITY AND HOUSING AUTHORITY OF THE CITY OF GLENDORA, CALIFORNIA, AMENDING THE 2016-17 FISCAL BUDGET PER THE MID-YEAR RECOMMENDATIONS.”
-

BACKGROUND:

The budget is a dynamic document that gets amended during the year due to changes in the economy, council actions and actions by third parties which impact the budget plan. The Mid-Year report allows staff to report on trends and actions that have occurred subsequent to the budget approval in June and to address any newly identified and expected budget changes expected before the year end. During the mid-year review, we also have the benefit of adjusting the available resources based on the audited financials for FY 16 that were presented to the City Council in December 2016. Cities use the mid-year process as framework for the next year budget cycle.

The following reports are a part of the midyear review and agenda packet.

- 1) The Fund Summary Status has been updated to reflect the Available Resources based on an analysis of the June 30, 2016 audited financial report to include the available funds, cash balances in the fund or net position, whichever is most conservative and can be reasonably appropriated.
 - The Amended Revenue and Amended Expenditure columns include all Council authorized appropriations and any continuing appropriations/encumbrances that were carried forward between July 1, 2016 and December 31, 2016. It also includes the midyear budget adjustment recommendations.
 - The “Estimated Available Balance @ June 30, 2017” shows the projected, estimated ending balances assuming that all revenues and all expenditures occur as budgeted.
- 2) The General Fund Multi Year Budget Projection has been updated and will be discussed later in this report.
- 3) Cost Saving Measures report by department.

4) Measure M & Measure A information.

The budget review process included review and analysis by each Department and Finance staff. A complete list of the requested adjustments for each fund affected is attached as an Exhibit A to the resolution. The review resulted in midyear budget adjustment recommendations that addressed several scenarios, such as:

- Some revenue trends exceed or will not meet the budget.
- Revenues have been received but there was no budget (typically Special Revenue Funds grants).
- Expenditure increases requested due to identified needs subsequent to budget adoption.

The remainder of this report includes general observations regarding the health of the General Fund and general observations of other city funds.

DISCUSSION:

General Fund

The original General Fund budget was adopted with an estimated Contingency (surplus) of \$222,501. The table provides a summary of the net changes to the General Fund budget since adoption.

General Fund	
7/1/2016 Budgeted Estimated Contingency	\$ 222,501
<u>Adjustments during first 6 months:</u>	
Encumbrances	(42,120)
Continuing Appropriations	(161,608)
New Appropriations/Revenues - Net	33,310
Budget Adjustments (before mid-year)	52,083
<u>Midyear Adjustments</u>	
Add - net increases in revenue	2,715,250
Less - net increases in expenditures	244,480
Midyear adjustments - net	2,470,770
6/30/2016 Estimated Contingency	\$ 2,510,854

Adjustments made during the first six months of the year include continuing appropriations (carry-forward) budget of \$161,568 for items such as NPDES and encumbrances of \$42,120 (open purchase orders at year end where the work was still in progress with completion in the new year). Since July 1, 2016 the City Council has approved the animal control contract that decreased revenues by \$92,000 and decreased expenditures by \$150,310. In addition to the animal control contract, the City Council approved an additional \$25,000 in legal services for the NPDES Compliance for a net decrease in expenditures of \$33,310.

GF – REVENUES: The midyear review resulted in net recommended increases in revenue estimates of \$2,715,250. The primary reason for the significant adjustment is the expectation of receiving property tax funds (approximately \$2.5 million) related to the dissolution of the Redevelopment Agency currently being held by the County. These funds were discussed and an agreement approved at the January 24th City Council meeting. The funds will be received once

OB resolution is finalized, the DOF completes its review and the County Board of Supervisors approves the agreement. These funds will be available for capital projects per the reserve policy or as otherwise directed by the City Council.

The remaining increases are minor adjustments in comparison and are based on revenues that have actually been received to date. No adjustments are being recommended to either property taxes or sales taxes.

GF – EXPENDITURES: The expenditure budget has been increased by \$244,480. The primary components of the additional appropriations include increased costs for treating infested trees and removing dead trees brought on by the impacts of the drought (\$80,000), adding funds for the Louie Pompei Park infield rehabilitation (\$37,000), adding funds for Library staffing and the Sunday Study Hall Pilot Program (\$23,000), adding funds for contract negotiations for the GMEA, GMA, and Directors (\$8,700), and adding funds for unanticipated consulting services (\$71,000).

GF – Projected Ending Available Balance/“RESERVES”: The updated Revised Available Balance @ July 1, 2016 of \$11,176,668 has been updated since the budget was adopted to include the contingency reserve, encumbrances and continuing appropriations. It also includes \$50,000 from the Gold Line reserves to cover the Gold Line expenditures budgeted in FY17. With the proposed midyear adjustments, the ending projected available balance is estimated at \$13,696,222.

Future Outlook: The improvement in the year-end projections will help the City address several financial challenges that may be or are on the horizon. Examples include the following:

- Economy – Only time will tell the impacts of the changes in politics at the Federal level. However, as the Futurist presented during the talk in October 2016, there are many areas of our lives that are changing rapidly. One of these areas is in how we purchase items. More and more brick and mortar stores are closing and focusing their energies on expanding online purchasing. Due to the current sales tax structure, this typically results in lost sales tax revenues for the city.
- Any future labor negotiations will have some impact on increased expenditures. At the present time agreements with GMEA, GMA and Executive members run through 2019. PMA and POA contracts expire 6/2018 and 6/2017, respectively.
- CalPERS (PERS) has once again made significant changes that impact pension costs to local agencies. The most recent change reduces the discount rate from 7.50% to 7.00% phased in over time. Per information from CalPERS, the reason for the change is to mitigate market volatility, reduce the volatility in employer contributions and bring more long-term stability to the fund. The impact of the rate change to unfunded liability payments will be phased-in over five years. The steps are as follows:
 - FY 2018-19: rate reduced from 7.5 percent to 7.375 percent;
 - FY 2019-20: rate reduced from 7.375 percent to 7.25 percent; and
 - FY 2020-21: rate reduced from 7.25 percent to 7 percent

A reduction in the discount rate results in increased costs to both the normal costs (the cost of pension benefits accruing in one year for active members) and the accrued unfunded liabilities.

CalPERS has projected that the average increases by year for member agencies will fall into the

following ranges depending on their particular actuarial data:

Valuation Date	Fiscal Year Impact	Normal Cost		Unfunded Accrued Liability	
		Misc. Plans	Safety Plans	Misc. Plans	Safety Plans
06/30/2016	2018/19	.25% - .75%	.5% - 1.25%	2% - 3%	2% - 3%
06/30/2017	2019/20	.5% - 1.5%	1.0% - 2.5%	4% - 6%	4% - 6%
06/30/2018	2020/21	1.0% - 1.5%	2.0% - 5.0%	10% - 15%	10% - 15%
06/30/2019	2021/22	1.0% - 3.0%	2.0% - 5.0%	15% - 20%	15% - 20%
06/30/2020	2022/23	1.0% - 3.0%	2.0% - 5.0%	20% - 25%	20% - 25%
06/30/2021	2023/24	1.0% - 3.0%	2.0% - 5.0%	25% - 30%	25% - 30%
06/30/2022	2024/25	1.0% - 3.0%	2.0% - 5.0%	30% - 40%	30% - 40%

The following table shows the potential impact of the rate increases. The table below is based on a midrange percentage of the ranges currently provided by PERS. The information will be refined and hopefully lowered as the new annual valuation reports are received in the Fall each year. Of the \$9.2 million cost projected for 2022-23, the General Fund is responsible for the majority of the cost at \$6.7 million.

CalPERS rates - City Wide costs

before change in discount rate				with change in discount rate - mid range assumption			
Fiscal Year	estimated normal costs	Amortization payment	total normal & UAL	Fiscal Year	estimated normal costs	Amortization payment	total normal & UAL
16-17	2,058,009	2,081,543	4,139,552	16-17	2,058,009	2,081,543	4,139,552
17-18	2,173,631	2,544,744	4,718,375	17-18	2,173,631	2,544,744	4,718,375
18-19	2,281,124	3,200,770	5,481,894	18-19	2,437,417	3,296,793	5,734,210
19-20	2,395,181	3,893,866	6,289,047	19-20	2,723,394	4,127,498	6,850,892
20-21	2,514,940	4,296,496	6,811,436	20-21	2,859,564	4,726,146	7,585,710
21-22	2,640,687	4,731,650	7,372,337	21-22	3,002,542	5,441,398	8,443,940
22-23	2,772,721	5,061,452	7,834,173	22-23	3,152,670	6,073,742	9,226,412

The General Fund forecast also shows what these amounts represent as a percentage for both the Miscellaneous and Safety plans.

Estimated Impact to General Fund					
Fiscal Year	GF impact MISC	GF impact SAFETY	combined GF impact	other funds	Total
16-17	904,988	2,128,467	3,033,455	1,106,097	4,139,552
17-18	1,030,469	2,428,443	3,458,912	1,259,463	4,718,375
18-19	1,260,989	2,932,012	4,193,001	1,541,209	5,734,210
19-20	1,514,249	3,485,894	5,000,144	1,850,749	6,850,892
20-21	1,677,239	3,858,512	5,535,751	2,049,959	7,585,710
21-22	1,867,315	4,294,351	6,161,666	2,282,274	8,443,940
22-23	2,043,390	4,685,545	6,728,935	2,497,477	9,226,412

- There are other pressures on the budget too. There will be increases in the insurance and risk pool contributions in the next year of approximately \$120,000 of which approximately \$90,000 is attributed to the General Fund.

GF – MULTI-YEAR BUDGET PROJECTION:

The Multi-Year Budget Projection provides a perspective that helps identify future challenges that may be one-time occurrences or infrequent occurrences (i.e. Elections), the end of a funding source (i.e. Prop A funding for the Teen Center has been removed with the voter approved Measure A), and other revenue and expenditure trends. This forecast is intended as a tool and is subject to change each time it is updated with the most current information. The updated Multi-Year Budget Projection has been prepared with some modifications described below.

Column A shows the Actual Fiscal Year 2015-16 (FY16) activity.

Column B shows the updated FY17 Midyear budget. The projected growth is a calculation of the percentage variance between the FY17 Midyear budget and the FY16 Actual activity. It has been adjusted for any known anomalies like the one-time property tax payment from the County.

Column C through F shows the forecasted budget for FY17-18 through FY21-22.

- Revenues show negative growth for FY 18 because the \$2.5 million received in FY 17 is taken out for FY 18.
- Expenditures have been updated in the area of salaries, retirement and benefits to reflect the current contracts and/or growth trends. This was done to address the potential impacts of negotiations and the increases in the PERS rates provided above. Some future labor agreements not yet agreed upon have not been included.

Significant changes to the forecast include the additional property tax from the County coming in during FY17 and with ongoing revenues shown as RPTTF. Also, the expenditures show the worst case scenario for the PERS costs based on the change in discount rate. This amount is expected to be adjusted as more Glendora specific information becomes available from CalPERS. In addition, the potential cost of absorbing the Prop A (teen center) operating costs has been removed from the forecast with the recent passing of the new Prop A. (see more information later in this report.)

As a planning tool, the Forecast is showing that the FY18 budget, assuming all growth factors have been estimated correctly, will be balanced (line 31) but the budget surplus goal (line 32) may not be achieved. During the budget process, the projections will be updated and evaluated strategically.

Other Funds

The other funds have been reviewed and adjusted as needed to reflect actual trends or updated information. The Fund Summary Schedule has been updated to reflect the midyear recommendations.

Special Revenue Funds

As indicated in the December Financial Report, Special Revenues are restricted in their use. The midyear budget adjustments are recommended to acknowledge receipt of revenues or to update the budget based on current information. The midyear adjustments provide an updated perspective on how the fund is doing, whether there are sufficient reserves and/or revenues to cover the expenditure budget previously approved. The majority of these funds are for grants or

special funding awarded the City.

The categories of adjustments include:

- Adding revenue budget for investment income
- Adding revenue budget for actual special income received
- Reevaluating projects to determine priority

Two funds are highlighted below:

The Parks Fund (206) is currently operating in a deficit. Park Fee revenues are not coming in as anticipated at the beginning of the year as a result of a slowdown in development. On December 13, 2016, the City Council approved the Finkbinder Restroom Project, which describes the possibility that the project would put the fund in a deficit. Per the midyear review, the Fund is expected to have a deficit of (\$206,540). The Council approval of the project authorized borrowing Capital Project Funds temporarily with the intention of paying back the borrowed funds plus interest at the LAIF rate with future Park Development fees. The funds will be borrowed once the project is underway. It is possible that the timing of the project expenditures may not require borrowing if additional, unbudgeted revenues are received.

The Prop C Fund (211) is fully committed with no remaining fund balance for projects until the new budget year. The street rehabilitation project on Loraine Street is going to be expanded to include replacement of the water main, which will be funded from the Water Capital Fund. Funding for the project and an appropriation request will be presented to Council during the construction contract approval process.

Capital Projects

The Capital Projects fund has an estimated available balance of \$5.2 million at June 30, 2016, in addition to \$1,542,276 for storm water projects. There is approximately \$2.8 million budgeted for projects of which \$1,165,000 is for street projects. Additionally, \$23,000 has been added to maintain the Bougainvillea's Landscape Assessment District.

Enterprise Funds

There are three enterprises in Glendora; the Water operations, the Transit System, and the La Fetra Senior Center.

Water Fund –Although there is a rate increase going into effect January 1, 2017, it is likely that the recent rains will reduce water consumption revenues and therefore the impact of the rate increase on revenues. The fixed monthly charges will increase slightly, however sales will decrease the same amount. Staff will continue to monitor water sales in comparison to expenditures and make operational changes as necessary on a monthly basis. To date, water sales are on track to meet budget by the end of the fiscal year, but with the recent rain received, staff anticipates sales will not meet budget if it is not adjusted.

The Water Capital fund had revenue for Water Rights and an In Lieu Fee that had not been anticipated in the budget. Water Right fee is the charge to new development for the City to acquire water sources that a new development would incur. The Capital In Lieu Fee allows the City to collect funding to improve infrastructure to accommodate development and/or recoup costs already invested in anticipation of growth. All funds are segregated and accounted for in Water Fund. A midyear adjustment has been included to reflect the actual activity.

La Fetra Senior Center Fund – Midyear adjustments are recommended to reflect the La Fetra Partners donation (\$22,000) to help with the costs of new furniture for the Center. In addition, an appropriation for \$9,000 is being requested to cover the emergency repair costs for the restroom

floor.

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 midyear budget adjustments are for miscellaneous revenues received but not typically budgeted due to their uncertainty, such as interest income or grants.

The Technology Fund has a midyear adjustment recommendation of \$38,400. This appropriation includes temporary support staff for IT during current major projects and upcoming scheduled staff absences and costs associated with the 911 Upgrade that will be reimbursed by the State.

An increase to contract services in the Worker’s Compensation fund is needed to pay the Clinic First Aid visits where City employees are sent when they are injured at work.

Fiduciary Funds (Successor Agency)

The midyear review for the Successor Agency identified a budget adjustment needed to reflect a \$4,800 increase to Contract Services to conform with the Recognized Obligation Payments Schedule (ROPS), which was submitted to the Oversight Board and the Department of Finance (DOF).

Cost Saving Measures (Attachment F)

During the Strategic Planning meeting of November 30, one of the goals established was to “Make a presentation to the City Council on cost-saving measures over the past three years.” The departments were asked to look at grants awarded, contracts negotiated that reduced ongoing costs, streamlined processes, and any measure taken that benefited the City in this context. The request was for a period of three years. This was a challenging project considering the length of time requested for the report, staffing changes and the focus of attention on immediate projects, deadlines and activities.

The full report is included as Attachment F, which provides a sampling of the cost saving measures achieved by the various departments. Some of the information is very specific and other measures have not been quantified but show accomplishments with increasing efficiencies. The report provides information for Fiscal Year 2014/15, 2015/16 and 2016/17 (partial year). Where an amount was quantified, it was included in the annual cost savings.

Overall, it should be noted that there are many day to day decisions that solve problems and improve efficiencies. An example would be the City Clerk’s upgrade for public document searches in 2014-15. This made it more efficient for not only the public to search for documents and minutes, but internal staff. Quantifying the staff savings is not possible but certainly noticeable. These are typically not quantified or remembered as they represent a management philosophy of continuous improvement.

The table below provides a summary of approximately \$14.3 Million in savings by Department:

Department	FY 2014-15	FY 2015-16	FY 2016-17	Cost Savings
City Clerk	-	80,000	-	80,000
City Manager	8,700,000	-	-	8,700,000
HR/Risk Mgmt	-	85,000	92,900	177,900
Finance	6,000	1,800,000	110,500	1,916,500
Police	299,000	382,086	162,247	843,333
Public Works	394,929	-	723,881	1,118,810

Library	356,167	156,276	70564	583,007
Community Services	181,055	440,257	336,949	958,261
Planning	28,083	27,571	14,334	69,988
TOTAL	9,937,151	2,943,619	1,497,041	14,377,811

Some of the notable projects that generated significant savings are:

- Negotiation of a new Waste Services Franchise Agreement that has a savings value of \$8.7 million achieved by adding environmental services and reducing residential collection rates.
- Refunding of the 2006 Water Bonds reducing debt service by \$1.8 Million until maturity.
- Due to the low experience modification (the City’s historically below average worker’s compensation claim payouts) the City saved \$85,000 in FY 2014-15 and 92,900 in FY 2015-16 in insurance premiums.

New Revenues and/or potential revenues during the 5-year forecast period (Attachment G)

Voters recently approved two County-wide measures to fund additional transit and parks.

Measure M is an additional ½ cent sales tax upon the current Measure R, Proposition A and Proposition C voter approved transit programs. The Measure also extends the Measure R’s life indefinitely creating additional funds in the future. Measure M has a local return component, which based on initial information would bring approximately \$700,000 annually to the City for transportation programs/projects. In addition, the Measure also provides opportunities for grants that local entities can apply for. The majority of those grants will be channeled through the region’s COG’s to implement and will deal with pedestrian and alternative modes of transportation projects. The exact guidelines for those opportunities are still being developed by the Metropolitan Transportation Authority (MTA).

Measure A is a voter approved one and ½ cent per square foot of development tax to fund parks and open space programs in the County. The Measure has a local return component as well based on a formula of both population and percentage of development in the County. That local return includes both a new capital and maintenance components, which for the City of Glendora would bring approximately \$120,000 annually. The Measure will also have several grant opportunities that the City could seek, but priority does go to areas with park/open space shortages under the enabling ordinance. This Measure is also a permanent tax.

In addition to these measures, there are several efforts currently underway in the State Legislature to provide additional funding for both transportation and parks. SB1 (Beall) and AB1 (Frazier) would provide funding for transportation by raising a combination vehicle registration fees and Gas Tax fees over several years to fund local and State transportation network. The Bill has successfully clear two of three committees in the Senate. This bill would require approval of 2/3rds of the Legislature and the signature of the Governor to become law. At this time, estimates show that Glendora would receive about \$1.7 million annually at full phase in of the tax/fee increases.

Also under consideration in Sacramento are two Park Bond Measures – AB18 (E. Garcia) and SB 5 (de Leon). The measures would require voter approval and if passed by a simple majority of the Legislature would appear on the June 2018 ballot for voter consideration. AB18 is the most beneficial to the local governments as it would provide up to \$425 million to local

government on the basis of per capita disbursement. SB5 would only provide \$15 million. While passage is likely of one of the bills, it is too early to know what the appetite of voters will be at that time. A simple majority of voter approval is needed for passage.

As indicated, the impacts of both Measure M and A will be programed into the upcoming budget preparation for the 2017-18 fiscal year. Those funds will of course assist in carrying out both the Pavement Management Plan and the Parks Master Plan. The other measures discussed will not be programed until such time as they actually become law or are passed by voters.

Long-Term

In conclusion, the Mid-Year review process is a part of managing a dynamic City and dynamic budget. It gives the public a review of how our fiscal planning is performing; what we should be looking at in planning for the next fiscal year and what we might see occur in the future so that decisions can be made early enough to best position our organization appropriately. At this time, the fiscal health of the City is stable and within the Strategic goals established by the Council.

However, there are challenges on the horizon. Examples of these demands were discussed in the Future Outlook section of this report and are a part of other council agenda documents. In addition, Council is aware and has discussed the challenges of funding the Storm Water mandates in the MS-4 permit, along with both internal and external infrastructure needs, such as technology and streets. Funding from Measure M and Prop A will provide some relief in this area.

During the presentation of the futurist October 2016, we were reminded of the reality that we live within a fast changing time within our economy, in our social shopping behaviors and how that relates to the basic foundation we rely upon for generation of the revenues for governmental entities.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not Applicable.

FISCAL IMPACT:

The proposed resolutions and exhibits are technical in nature and will enable the Finance Director to make the necessary budget adjustments to the accounts for the City of Glendora. The effects of these adjustments will be to change estimated revenues and/or expenditures as presented in the attachments. The net impact of these adjustments is shown on the Fund Summary Schedule (Attachment A). Implementing the recommended adjustments assists with the budget preparation for the next fiscal year.

Respectfully submitted,

June Overholt
June Overholt
 Finance Director

Director <i>June Overholt</i>	Finance <i>June Overholt</i>	CEQA <i>Not Required</i>	Attorney <i>Not Required</i>	City Manager <i>Chris Jeffers</i>
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ATTACHMENTS:

- Attachment A - Available Resources Summary.pdf
- Attachment B - GF 5 Year Forecast.pdf
- Attachment C - Resolution.docx
- Attachment D - Exhibit A of Resolution.pdf
- Attachment E - December 2016 Financial Report.pdf
- Attachment F - Cost Savings all Depts.docx

**Available Resources Summary
Fiscal Year 2016-17**

FUND NAME		Beginning Available Balance July 1, 2016	FY 2017 Estimated Revenue & Transfers In	FY 2017 Revenue Mid-Year Adjust	FY 2017 Estimated Expenditures & Transfers Out	FY 2017 Expense Mid-Year Adjust	Estimated Contingency	Projected Available Balance 6/30/17
General Fund								
001	General Fund	11,176,668	27,804,738	2,715,250	27,764,655	244,480	2,510,854	13,687,522
Special Revenue Funds								
202	Street Lighting Assessment District	25,096	364,200	-	358,950	-	5,250	30,346
202A	Street Improvement Assessment District	28,124	100	-	-	-	100	28,224
202B	Landscape Maint Assessment District	18,530	46,442	-	48,473	-	(2,031)	16,499
203	TDA/Bikeway	-	90,206	-	90,206	-	-	-
205	Gas Tax	391,182	1,061,335	(44,809)	1,243,022	20,000	(246,496)	144,686
206	Parks Development	705,046	732,500	(227,500)	1,416,586	-	(911,586)	(206,540)
207	Grant Fund	-	163,031	(48,740)	111,531	-	2,760	2,760
208	Asset Forfeiture	1,079,436	457,500	493,300	1,246,593	46,900	(342,693)	736,743
209	Prop A Transit	669,157	950,920	1,500	1,010,920	102,500	(161,000)	508,157
210	Suppl. Law Enforcement (COPS)	76,665	92,064	23,700	94,900	-	20,864	97,529
211	Prop C Transit	1,379,601	789,627	5,000	2,276,693	(102,500)	(1,379,566)	35
212	Housing and Comm. Dev (CDBG)	(40,272)	409,149	87,100	401,329	-	94,921	54,649
213	HOME-State Grant Fund	85,990	200	250	-	-	450	86,440
214	Used Oil Block Grant	19,163	14,350	4,700	16,799	15,000	(12,749)	6,414
215	Air Quality Improvement (AQMD)	50,148	64,700	-	30,500	-	34,200	84,348
217	Prop A Operations	17,156	39,800	82,000	86,100	-	35,700	52,856
218	Prop 1C Cal-Home Housing	43,751	200	-	-	-	200	43,951
219	Prop IB Local Streets & Roads	51,538	-	500	50,674	-	(50,174)	1,364
221	STPL Street Construction	262,285	366,615	200	366,575	18,248	(18,008)	244,277
222	Measure R Transportation	522,358	587,772	3,000	667,400	-	(76,628)	445,730
228	Beverage Container Recycling Grant	44,508	13,500	-	18,320	-	(4,820)	39,688
229	Library Grants	3,960	138,000	18,500	137,300	-	19,200	23,160
230	Public, Edu & Govt Access T.V. (PEG)	536,842	101,750	2,000	403,405	55,400	(355,055)	181,787
231	Downtown Bus Improvement District (BID)	47,018	100,050	300	109,000	-	(8,650)	38,368
244	State AB109 Realignment	102,527	85,800	8,000	125,200	-	(31,400)	71,127
254	STEP OTS Grant	(45,707)	180,000	-	133,274	-	46,726	1,019
260	Permit File Maintenance	496,116	-	110,000	-	103,500	6,500	502,616
285	Affordable Housing	2,046,252	10,000	10,000	173,900	-	(153,900)	1,892,352
Special Revenue Funds - Subtotal			6,859,811	529,001	10,617,650	259,048	(3,487,886)	5,128,584
Capital Projects Fund								
321	Capital Projects	5,223,529	-	-	2,760,572	60,500	(2,821,072)	2,402,457
322	Stormwater Projects	1,542,276	-	-	-	-	-	1,542,276
405	Energy Efficient Project	95,023	70,175	-	165,198	-	(95,023)	0
Capital Projects Fund - Subtotal			70,175	-	2,925,770	60,500	(2,916,095)	3,944,733
Enterprise Funds								
530	Water Capital Projects	9,462,160	3,050,000	142,800	11,890,761	-	(8,697,961)	764,199
531	Water Operations	4,537,475	16,779,900	67,350	15,975,333	53,200	818,717	5,356,192

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Item #1. Page 11

**Available Resources Summary
Fiscal Year 2016-17**

FUND NAME		Beginning Available Balance July 1, 2016	FY 2017 Estimated Revenue & Transfers In	FY 2017 Revenue Mid-Year Adjust	FY 2017 Estimated Expenditures & Transfers Out	FY 2017 Expense Mid-Year Adjust	Estimated Contingency	Projected Available Balance 6/30/17
533	Transit System - Bus Operations	178,349	1,406,800	-	1,479,590	320	(73,110)	105,239
534	La Fetra Senior Center	90,669	25,500	22,500	48,600	9,000	(9,600)	81,069
Enterprise Funds - Subtotal			21,262,200	232,650	29,394,284	62,520	(7,961,954)	6,306,698
Internal Service Funds								
541	Workers Compensation	2,214,491	762,995	-	962,700	5,000	(204,705)	2,009,786
542	Liability Insurance	1,536,992	1,683,200	100	1,685,400	-	(2,100)	1,534,892
548	Technology	778,238	1,417,400	10,400	1,913,007	38,400	(523,607)	254,630
549	Vehicles	3,814,660	1,121,000	20,000	1,965,858	29,300	(854,158)	2,960,502
Internal Service Funds - Subtotal			4,984,595	30,500	6,526,965	72,700	(1,584,570)	6,759,810
Total City Funds			60,981,519	3,507,401	77,229,323	699,248	(13,439,651)	35,827,347
The Glendora Housing Authority								
290	Housing Authority	1,110,987	20,375	123,000	144,400	106,300	(107,325)	1,003,662
Total City & Housing Authority Funds			61,001,894	3,630,401	77,373,723	805,548	(13,546,976)	36,831,009
Successor Agency								
400	Redev. Obligation Retirement (RORF)	1,973,804	2,503,092	-	2,409,676	4,816	88,600	2,062,404
491	Debt Service CRA # 1	-	2,048,604	-	2,048,604	-	-	-
Total Successor Agency			4,551,696	-	4,458,280	4,816	88,600	2,062,404
Grand Total - ALL FUNDS			65,553,590	3,630,401	81,832,003	810,364	(13,458,376)	38,893,413

**CITY OF GLENDORA
GENERAL FUND MULTI-YEAR BUDGET PROJECTION
FISCAL YEAR ENDING JUNE 30, 2017 through 2022**

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	A	B	C	D	E	F	G	H				
	Actual FY 14-15	Actual FY 15-16	Budget FY 16-17	ESTIMATE FY 17-18	ESTIMATE FY 18-19	ESTIMATE FY 19-20	ESTIMATE FY 20-21	ESTIMATE FY 21-22				
Revenue												
1 Prop Tax - Secured, Unsecured, suppl	\$ 5,402,496	\$ 5,458,606	\$ 5,834,700	6.9%	\$ 6,038,900	3.5%	\$ 6,250,300	3.5%	\$ 6,469,100	3.5%	\$ 6,695,500	3.5%
2 (1) Prop Tax - Redistributed RPTTF	269,081	350,302	2,812,700	702.9%	550,000	0.0%	550,000	0.0%	550,000	0.0%	550,000	0.0%
3 Property Tax In-Lieu of VLF	4,532,144	4,806,003	5,018,428	4.4%	5,169,000	3.0%	5,324,100	3.0%	5,324,100	3.0%	5,483,800	3.0%
4 Sales Tax	8,055,719	8,582,558	8,345,300	-2.8%	8,692,830	4.2%	9,004,900	3.6%	9,328,200	3.6%	9,514,800	2.0%
5 Sales Tax - Prop 172	429,524	435,019	447,000	2.8%	459,300	2.8%	471,900	2.8%	471,900	2.8%	484,900	2.8%
6 Franchise Fees	2,118,665	2,015,409	2,076,500	3.0%	2,139,400	3.0%	2,204,200	3.0%	2,204,200	3.0%	2,271,000	3.0%
7 Business License Tax	444,110	428,855	383,500	-10.6%	391,200	2.0%	399,000	2.0%	399,000	2.0%	407,000	2.0%
8 Real Property Transfer	316,758	259,411	270,000	4.1%	281,000	4.1%	292,500	4.1%	292,500	4.1%	304,400	4.1%
9 Transient Occupancy Tax	137,245	149,422	140,000	-6.3%	141,400	1.0%	142,800	1.0%	142,800	1.0%	144,200	1.0%
10 Licenses & Permits	1,542,685	1,514,025	1,173,300	-22.5%	1,179,200	0.5%	1,185,100	0.5%	1,185,100	0.5%	1,191,000	0.5%
11 Fines & Forfeitures	607,617	588,138	490,300	-16.6%	492,800	0.5%	495,300	0.5%	495,300	0.5%	497,800	0.5%
12 Rents & Interest	749,156	1,007,506	734,600	-27.1%	738,300	0.5%	742,000	0.5%	742,000	0.5%	745,700	0.5%
13 (2) Plan, Bldg & Eng	1,427,100	1,221,173	1,005,800	-17.6%	1,005,800	0.0%	1,005,800	0.0%	1,005,800	0.0%	1,005,800	0.0%
14 (3) Admin, Recreation & Library	937,445	1,158,158	1,114,660	-3.8%	1,125,800	1.0%	1,137,100	1.0%	1,137,100	1.0%	1,148,500	1.0%
15 All Other	760,523	798,335	673,200	-15.7%	679,900	1.0%	686,700	1.0%	686,700	1.0%	693,600	1.0%
Total Revenues	27,730,270	28,772,919	30,519,988	6.1%	29,084,830	-4.7%	29,891,700	2.8%	30,215,000	1.1%	30,911,600	2.3%
Expenditures												
16 (4) Salaries	11,611,850	11,834,996	12,659,300	7.0%	12,698,600	1.1%	12,838,300	1.1%	12,979,500	1.1%	13,122,300	1.1%
pending negotiations					388,900		509,400		515,000		515,000	1.1%
17 (5) Retirement	2,473,670	2,917,445	3,365,300	15.4%	3,458,912	2.8%	4,193,001	21.2%	5,000,144	19.2%	5,535,751	10.7%
18 (6) MISC PERS RATES AS A % OF PAY	16.82%	18.56%	20.99%		22.18%		25.85%		29.56%		31.00%	
19 SAFETY PERS RATES AS A % OF PAY	29.56%	35.13%	39.25%		42.50%		49.00%		55.00%		58.00%	
20 Other Benefits	2,172,267	2,319,023	2,648,300	14.2%	2,847,431	2.0%	2,923,753	2.0%	2,923,753	2.0%	3,000,914	2.0%
21 Maintenance & Operations	4,510,239	4,588,537	5,348,698	16.6%	5,178,171	2.0%	5,281,735	2.0%	5,281,735	2.0%	5,387,370	2.0%
22 (7) Prop A - operational funds / Parks												
Allocated Costs - Internal Svc Funds	2,085,285	1,800,658	1,922,200	6.7%	2,074,088	4.0%	2,157,052	4.0%	2,157,052	4.0%	2,243,334	4.0%
24 Allocated Costs - Insurance	917,320	876,267	1,125,100	28.4%	1,260,104	4.0%	1,310,508	4.0%	1,310,508	4.0%	1,362,928	4.0%
25 Elections	110,491		159,900	-			100,000	-			100,000	-
26 (8) Debt Service	692,223	750,323	739,285	-1.5%	765,221	3.5%	787,587	2.9%	816,234	3.6%	845,569	3.6%
27 (9) Transfers Out	2,219,139	2,799,766	41,052	-98.5%	41,052	0.0%	41,052	0.0%	41,052	0.0%	41,052	0.0%
30 Total Expense	26,792,485	27,887,014	28,009,135	0.4%	28,712,480	2.5%	30,142,388	5.0%	31,024,978	2.9%	32,154,218	3.6%
31 Operating Surplus or (Deficit)	\$ 937,786	\$ 885,905	\$ 2,510,854		\$ 372,350	\$ (250,688)	\$ (809,978)	\$ (1,242,618)	\$ (1,242,618)	\$ (781,372)		
32 (10) Budget Surplus goal = 1.5% of Exp.			365,054		408,432		418,593		439,706		452,515	
33 <i>Net Surplus/(Deficit)</i>			2,145,800		(36,082)		(669,281)		(1,249,684)		(1,695,133)	
34 Beginning Available Fund Balance			11,176,668	41.2%	13,687,522	50.2%	14,059,872	50.3%	13,809,184	47.0%	12,999,207	43.0%
35 Ending Available Fund Balance		11,176,668	13,687,522	50.4%	14,059,872	51.6%	13,809,184	49.4%	12,999,207	44.3%	11,756,589	38.9%
36 Working Cap. Reserve (45% of exp.)		11,058,005	11,289,262		12,585,637		12,902,142		13,545,601		13,942,767	
37 <i>Above/(Below) Maximum Reserve goal</i>		118,663	2,398,260		1,474,235		907,042		(546,394)		(2,186,178)	

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. The estimate includes a discount for prepaying the the Plan's amortization Bases Contribution.
- (6) PERS rates are per the October 2015 valuation which now include the modified PEPRA 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 prmts (expires in June 2021)
- (9) FY17 includes lease prmts on the energy efficiency projects.
- (10) Calculation is (total expense less debt service and transfers out of prior year) X (1.5%)

JOINT RESOLUTION

CC 2017-___ (SA)

FN 2017-___

HA 2017-___

A JOINT RESOLUTION OF THE CITY COUNCIL, SUCCESSOR AGENCY, PUBLIC FINANCE AUTHORITY AND HOUSING AUTHORITY OF THE CITY OF GLENDORA, CALIFORNIA, AMENDING ITS 2016-17 FISCAL BUDGET PER THE MID-YEAR REVIEW RECOMMENDATIONS**CITY COUNCIL, SUCCESSOR AGENCY,
PUBLIC FINANCING AUTHORITY AND HOUSING AUTHORITY
City of Glendora, California**

WHEREAS, in accordance with Glendora Municipal Code Section 2.08.070, it is the City Manager's/Executive Director's duty to prepare and submit a proposed annual budget and salary plan to the Glendora City Council, Glendora Successor Agency, Glendora Housing Authority and Glendora Public Financing Authority; and,

WHEREAS, the City Manager/Executive Director submitted a proposed budget to the Glendora City Council, Glendora Successor Agency, Glendora Housing Authority and Glendora Public Financing Authority for Fiscal Year 2016-2017 commencing July 1, 2016; and,

WHEREAS, the budget for fiscal year 2016-17 of the City of Glendora has been adopted by this City Council, Successor Agency, Housing Authority and Public Financing Authority in its original form, and said budget will need to be amended at times to fulfill the goals of the City; and,

WHEREAS, the budget is reviewed during a Mid-Year Review process that results in recommended budget adjustments to reflect unforeseen changes in revenue or expenditure requirements that require Glendora City Council, Glendora Successor Agency, Glendora Housing Authority and Glendora Public Financing Authority approval.

NOW, THEREFORE, THE CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE FORMER GLENDORA COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF GLENDORA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council, Successor Agency, Housing Authority and Public Financing Authority does hereby approve the Mid-Year Adjustments as detailed in Exhibit "A".

SECTION 2. The City Council, Successor Agency, Housing Authority and Public Financing Authority are hereby amending the revenue and expenditure budget applicable to the Successor Agency as identified in "Exhibit A". The City Council, Successor Agency, Housing Authority and Public Financing Authority 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. Per the City of Glendora adopted Financial Policies, the City Manager/Executive Director 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 4. The Mayor/Chair shall sign and the City Clerk/Agency Secretary 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 5. The City Clerk/Agency Secretary is hereby directed to forward a copy of this resolution to the Finance Director.

APPROVED and **PASSED** this ____ day of March, 2017.

City Council, Successor Agency, Housing Authority, and Public Financing Authority
Glendora, CA

BY: _____
GENE MURABITO
Mayor/Chair

APPROVED AS TO FORM:

D. WAYNE LEECH
Attorney

I, Kathleen R. Sessman, City Clerk/Agency Secretary of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council, Successor Agency, Housing Authority and Public Financing Authority to the former Glendora Community Redevelopment Agency of the City of Glendora at a special meeting held on the ____ day of March, 2017, by the following vote:

AYES: MEMBERS:
NOES: MEMBERS:
ABSENT: MEMBERS:
ABSTAIN: MEMBERS:

Dated:

KATHLEEN R. SESSMAN
City Clerk

Exhibit A
Revenue Adjustments

Account		Description	FY 2017 Budget	Adjust	FY 2017 Total	Notes
001 - General Fund						
0090	31108	Redemption Supplemental	-	6,700	6,700	Increase based on activity
0090	31112	RPTTF Redistribution	300,000	2,512,700	2,812,700	Property tax payment
0090	31401	Business Taxes	415,000	(31,500)	383,500	Separated application fee
0090	34101	Interest Earnings	150,000	15,000	165,000	Increase based on activity
0090	34115	Rental Income	450,000	(22,500)	427,500	Increase based on activity
0090	35101	Motor Vehicle In-Lieu	21,000	2,500	23,500	Increase based on activity
4216	36518	Business License App Fee	-	31,500	31,500	Better tracking of fees
4306	36506	Copy Fees	500	500	1,000	Increase based on activity
4306	37101	Sale Of Equipment	3,000	3,000	6,000	Increase based on activity
4306	37113	Legal Settlements	-	21,400	21,400	Increase based on activity
4306	37126	Miscellaneous Receipts	25,000	50,000	75,000	Increase based on activity
5126	37112	Court Ordered Restitution	1,000	3,000	4,000	Increase based on activity
5126	37126	Miscellaneous Receipts	500	500	1,000	Increase based on activity
5127	33103	Vehicle Code Fines	168,500	(40,000)	128,500	Decrease based on trends
5134	35320	Jail Fees-Irwindale	13,000	(3,000)	10,000	Decrease based on activity
5139	32208	Preferential Parking	250	250	500	Increase based on activity
6051	37139	Developer Reimbursements	-	21,300	21,300	Increase based on activity
6564	36119	SWPPP Inspections	20,000	5,000	25,000	Increase based on activity
6565	32120	Street/Curb/Driveway Per	15,000	(5,000)	10,000	Increase based on activity
6565	36103	Building Readdress Fee	2,500	1,000	3,500	Increase based on activity
6565	36124	Traffic Plan Review	7,500	5,000	12,500	Increase based on activity
6565	36130	Final Parcel Map Fee	-	3,900	3,900	Increase based on activity
6565	36131	Street Repair Admin Chg	150,000	90,000	240,000	To be consistent w/prior year
7581	36510	Administrative Fees	38,000	5,000	43,000	Active Net user increase
7581	34115.LB	Legion Bldg., Rentals	15,000	2,500	17,500	Increase based on activity
7581	34115.SC	Scout Hut Rentals	600	400	1,000	Increase based on activity
7583	34115	Rental Income	3,500	4,000	7,500	Increase based on activity
7584	36341	Tree Fees	4,000	21,000	25,000	Increase based on activity
7585	36307	Activities & Events	-	1,800	1,800	Increase based on activity
7588	36307	Activities & Events	-	400	400	Increase based on activity
7588	36313	Youth Basketball Program	56,000	8,900	64,900	End of season
001 - General Fund Total			1,859,850	2,715,250	4,575,100	
205 - Gas Tax						
6562	35115	Gas Tax 2105	321,421	(18,587)	302,834	State projections revised
6562	35116	Gas Tax 2106	161,688	26,003	187,691	State projections revised
6562	35117	Gas Tax 2107	446,344	(55,167)	391,177	State projections revised
6562	35119	Gas Tax 2103	121,382	2,942	124,324	State projections revised
205 - Gas Tax Total			1,050,835	(44,809)	1,006,026	
206 - Park Development						
0090	34101	Interest Earnings	2,500	2,500	5,000	Increase based on activity
7582	31530	Construction Dev Tax (DI)	450,000	(230,000)	220,000	Slow in development
206 - Park Development Total			452,500	(227,500)	225,000	
207 - Grants						
5194	35187	Grant Rev #OP1614	128,000	(48,740)	79,260	To close out Grant
207 - Grants Total			128,000	(48,740)	79,260	

Exhibit A
Revenue Adjustments

Account	Description	FY 2017 Budget	Adjust	FY 2017 Total	Notes
208 - Asset Forfeiture					
0090 34101	Interest Earnings	7,500	7,000	14,500	Increase based on activity
5128 35210	Justice (DEA)	450,000	485,300	935,300	Increase based on activity
5128 35211	Calmmet (FED)	-	1,000	1,000	Increase based on activity
208 - Asset Forfeiture Total		457,500	493,300	950,800	
209 - Prop A					
0090 34101	Interest Earnings	2,000	1,500	3,500	Increase based on activity
209 - Prop A Total		2,000	1,500	3,500	
210 - COPS					
0090 34101	Interest Earnings	150	500	650	Increase based on activity
5127 35143	COPS Funds (Supl Law Ent)	91,914	23,200	115,114	Increase based on activity
210 - COPS Total		92,064	23,700	115,764	
211 - Prop C					
0090 34101	Interest Earnings	7,500	5,000	12,500	Increase based on activity
211 - Prop C Total		7,500	5,000	12,500	
212 - CDBG					
0090 34160	Program Income	-	78,100	78,100	Loan payoffs
6094 35252	Small Business Assistance	21,175	9,000	30,175	Increase based on activity
212 - CDBG Total		21,175	87,100	108,275	
213 - HOME					
0090 34101	Interest Earnings	200	250	450	Increase based on activity
213 - HOME Total		200	250	450	
214 - Used Oil Block Grant					
6054 35171.65	Cylce Opp 7	14,275	4,700	18,975	
214 - Used Oil Block Grant Total		14,275	4,700	18,975	
217 - Prop A Operations					
7594 35330	Open Space District	39,500	82,000	121,500	
217 - Prop A Operations Total		39,500	82,000	121,500	
219 - Prop 1B					
0090 34101	Interest Earnings	-	500	500	Increase based on activity
219 - Prop 1B Total		-	500	500	
221 - STPL					
6562 35250	STPL Funding	305,335	100	305,435	
0090 34101	Interest Earnings	1,000	100	1,100	Increase based on activity
221 - STPL Total		306,335	200	306,535	
222 - Measure R					
0090 34101	Interest Earnings	1,250	3,000	4,250	Increase based on activity
222 - Measure R Total		1,250	3,000	4,250	
229 - Library Grants					
7076 35162	Literacy Program (SB 70)	-	18,500	18,500	Increase based on activity
229 - Library Grants Total		-	18,500	18,500	

Exhibit A
Revenue Adjustments

Account	Description	FY 2017 Budget	Adjust	FY 2017 Total	Notes
230 - PEG					
0090 34101	Interest Earnings	1,750	2,000	3,750	Increase based on activity
230 - PEG Total		1,750	2,000	3,750	
231 - BID					
0090 34101	Interest Earnings	150	300	450	Increase based on activity
231 - BID Total		150	300	450	
244 - AB 109					
5128 35188	CA DOJ	-	8,000	8,000	New Grant received
244 - AB 109 Total		-	8,000	8,000	
260 - Permit File					
0090 34101	Interest Earnings	-	10,000	10,000	New Fund created
6564 36104	Permit File Mainten Fee	-	100,000	100,000	New Fund created
260 - Permit File Total		-	110,000	110,000	
285 - Affordable Housing					
0090 34101	Interest Earnings	10,000	10,000	20,000	Increase based on activity
285 - Affordable Housing Total		10,000	10,000	20,000	
290 - Housing Authority					
0090 34101	Interest Earnings	5,000	10,000	15,000	Increase based on activity
0090 34160	Program Income	-	113,000	113,000	Loan payoffs
290 - Housing Authority Total		5,000	123,000	128,000	
530 - Water Capital					
0090 34101	Interest Earnings	50,000	50,000	100,000	Increase based on activity
6565 36143	In Lieu Fee	-	35,700	35,700	Increase based on activity
9999 36127	Water Rights Fee	-	57,100	57,100	Increase based on activity
530 - Water Capital Total		50,000	142,800	192,800	
531 - Water Operating					
0090 34101	Interest Earnings	35,000	35,000	70,000	Increase based on activity
0090 34120	Damage To City Property	-	15,700	15,700	Increase based on activity
4216 37119	Bad Debt Recovery	2,100	(2,100)	-	Change in process
6567 36120	Eng & Inspection Fee	-	3,000	3,000	Increase based on activity
6567 36605	Uniform Base	6,116,500	(190,000)	5,926,500	Decrease due to rain
6567 36606	Readiness To Serve Fee	7,056,300	190,000	7,246,300	Increase for rates increases
6567 36608	Hydrant Meter Sales	4,000	1,500	5,500	Increase based on activity
6567 36618	Meter Installation Fee	17,000	14,000	31,000	Increase based on activity
6569 36630	Conservation Violations	-	250	250	Increase based on activity
531 - Water Operating Total		13,230,900	67,350	13,298,250	
534 - La Fetra					
0090 34101	Interest Earnings	500	500	1,000	Increase based on activity
7585 35325	Partners Contribution	-	22,000	22,000	Donation received
534 - La Fetra Total		500	22,500	23,000	
542 - Liability Insurance					
0090 37126	Miscellaneous Receipts	-	100	100	Increase based on activity
542 - Liability Insurance Total		-	100	100	

Exhibit A
Revenue Adjustments

Account		Description	FY 2017 Budget	Adjust	FY 2017 Total	Notes
548 - Technology						
5132	35189	Cal OES	-	10,400	10,400	911 Upgrade reimbursement
548 - Technology Total			-	10,400	10,400	
549 - Vehicles						
0090	34101	Interest Earnings	20,000	20,000	40,000	Increase based on activity
549 - Vehicles Total			20,000	20,000	40,000	

Exhibit A
Expenditure Adjustments

Account	Description	FY 2017 Budget	Adjust	FY 2017 Total	Notes	
001 - General Fund						
4101	59990	Contingency	22,500	6,000	28,500	Futurist Talk
4103	55200	Legal Services	85,000	40,000	125,000	FLSA Audit & Fact Finding
4108	59100	Contract Services	-	25,000	25,000	Financial Analysis for Dealership
4306	55355	Salary Set Aside	(8,700)	8,700	-	Contract negotiations
5127	41110	Regular Time	4,267,700	(100,000)	4,167,700	salary savings to pay retro
5127	42290	Flex Benefit	572,500	100,000	672,500	Retro Flex Benefits
7076	41120	Overtime	700	1,100	1,800	Library staffing
7076	41210	Part Time	46,600	20,000	66,600	Library staffing for special events
7076	51400	Building Materials	10,800	2,000	12,800	Sunday Study Hall Pilot
7076	59100	Contract Services	28,600	15,000	43,600	Foundation Study
7581	55450	Bank Service Charges	15,000	5,000	20,000	Active Net admin charges
7582	57201	Taxes	-	3,000	3,000	Colorama & Equestrian property
7582	59100	Contract Services	150,750	37,000	187,750	Pompei Field rehab
7582	59550	Uniform & Linen Laundry	-	1,200	1,200	MOU uniform requirements
7584	59100.27	Contract - Tree Trim Cntr	373,100	80,000	453,100	Remove & treat trees
7584	59550	Uniform & Linen Laundry	1,000	480	1,480	MOU uniform requirements
001 - General Fund Total			5,565,550	244,480	5,810,030	
205 - Gas Tax						
6562	41120	Overtime	10,000	20,000	30,000	Set up for special events
205 - Gas Tax Total			10,000	20,000	30,000	
208 - Asset Forfeiture						
5132	51500	Equipment Parts	-	42,400	42,400	Parts for Spillman project
9999	72000	Capital Outlay	299,574	4,500	304,074	Taxes for AED's
208 - Asset Forfeiture Total			299,574	46,900	346,474	
211 - Prop C						
9999	73232	Lorraine Ave Str Impr	867,997	(102,500)	765,497	Prop A funding
211 - Prop C Total			867,997	(102,500)	765,497	
214 - Used Oil Block Grant						
6054	59100	Contract Services	16,799	15,000	31,799	Additional Funding for programs
214 - Used Oil Block Grant Total			16,799	15,000	31,799	
221 - STPL						
9999	73250	Base Line Grand To Glnd	366,575	18,248	384,823	Project reimbursements
221 - STPL Total			366,575	18,248	384,823	
230 - PEG						
9999	72000	Capital Outlay	343,205	55,400	398,605	Audio for Bidwell
230 - PEG Total			343,205	55,400	398,605	
260 - Permit File						
6564	59100	Contract Services	-	103,500	103,500	New fund created
260 - Permit File Total			-	103,500	103,500	
290 - Housing Authority						
4101	41110	Regular Time	500	22,400	22,900	Adjust labor budget
4101	41360	Vehicle Allowance	-	800	800	Adjust labor budget
4101	42110	Retirement	100	6,400	6,500	Adjust labor budget
4101	42290	Flex Benefit	-	400	400	Adjust labor budget
4101	42310	Employer Paid Benefits	-	1,400	1,400	Adjust labor budget

Exhibit A
Expenditure Adjustments

Account		Description	FY 2017 Budget	Adjust	FY 2017 Total	Notes
4101	42520	Workers Comp	-	200	200	Adjust labor budget
4216	41110	Regular Time	400	18,200	18,600	Adjust labor budget
4216	41360	Vehicle Allowance	-	400	400	Adjust labor budget
4216	42110	Retirement	-	4,200	4,200	Adjust labor budget
4216	42290	Flex Benefit	-	1,300	1,300	Adjust labor budget
4216	42310	Employer Paid Benefits	-	400	400	Adjust labor budget
4216	42520	Workers Comp	-	200	200	Adjust labor budget
6059	55200	Legal Services	-	50,000	50,000	Adjust labor budget
290 - Housing Authority Total			1,000	106,300	107,300	
321 - Capital Projects						
4306	59100	Contract Services	-	25,000	25,000	Community Survey
9999	70000	Capital Improvement	622,000	23,000	645,000	Bouganvilla maintenance
9999	72000	Capital Outlay	17,600	12,500	30,100	Library Marquee
321 - Capital Projects Total			639,600	60,500	700,100	
400 - RORF						
6052	59100	Contract Services	10,652	4,816	15,468	To comply with ROPs
400 - RORF Total			10,652	4,816	15,468	
531 - Water Operating						
6568	41120	Overtime	-	3,200	3,200	Water Audits
6570	41120	Overtime	85,000	25,000	110,000	Main line after hour leaks
6570	57170	Refuse Disposal	103,000	25,000	128,000	Main line repair debris
531 - Water Operating Total			188,000	53,200	241,200	
533 - Transit						
7586	59550	Uniform & Linen Laundry	700	320	1,020	MOU Uniform requirements
533 - Transit Total			700	320	1,020	
534 - La Fetra						
7585	56100	Building Maint	2,000	9,000	11,000	Restroom floor repair
534 - La Fetra Total			2,000	9,000	11,000	
541 - Worker's Comp						
4220	59100	Contract Services	40,000	5,000	45,000	First Aid Clinic Costs
541 - Worker's Comp Total			40,000	5,000	45,000	
548 - Technology						
4219	59100	Contract Services	116,825	28,000	144,825	Temporary staffing
5132	59100.67	911 Upgrade	-	10,400	10,400	911 Upgrade to be reimbursed
548 - Technology Total			116,825	38,400	155,225	
549 - Vehicles						
6563	59100	Contract Services	81,700	29,300	111,000	Old Fire Truck Repair
549 - Vehicles Total			81,700	29,300	111,000	
209 - Prop A						
9999	73232	Loraine Ave Str Impr	-	102,500	102,500	Assist in project funding
209 - Prop A Total			-	102,500	102,500	
Grand Total			8,550,176	810,364	9,360,540	



CITY CLERK'S OFFICE
Total Cost Savings of \$85,000

Fiscal Year 2014-15

Processes/Projects

- Glendora Quick Records expanded to give public accessibility to additional City Documents, 24/7/365 and search functionality updated to make it more user friendly for public
- Converted paper stored historical City minutes, resolution and ordinance into a digital format, imported into City's EDMS and made accessible to public on Glendora Quick Records. These historical documents go as far back as 1911.

Fiscal Year 2015-16

Processes/Projects

- Switch SIRE test environment and Display server to a virtual server which will reduce costs, reduce downtime, improve efficiency and allows for faster deployment.

Fiscal Year 2016-17

Processes/Projects

- Updated the City's Records Retention Schedule and implemented an annual review to ensure compliance with all laws. Significant savings in labor and storage expenses; including the avoidance of future storage and/or construction costs.
- Consolidated with Los Angeles County for the March 7, 2017 Glendora General Municipal Election saving approximately \$85,000.
- Implemented Admin System Solution for managing FPPC mandated Campaign Disclosure Filings (FPPC Forms 460, 496, 497, 450, 465 & 470) which allows for the Clerk to more efficiently manage the business process. Split cost of system with the City of San Dimas.



CITY MANAGER'S OFFICE
Total Cost Savings of \$8,700,000

Fiscal Year 2014-15

Cost Savings: \$8,700,000

Processes/Projects

- Negotiated and implemented a new Waste Services Franchise Agreement. Added additional services to be performed; Parking lot/alley sweeping, graffiti removal, bus stop maintenance, Sharps Program, E-Waste Program, Household Hazardous Waste (HHW) Program, Disable Roll-out Program. Increase mandated Diversion rate from 50% to 75% by 2020. Reduced Single-Family Rate curbside rate by 3.5%. Froze rate all ratepayers for a year. Value of additional services and/or rate adjustments over the 10-year period estimated to be \$8.7 million. Applied a 1.34% credit to the rates on all ratepayers.



COMMUNITY SERVICES
Total Savings of \$971,500

Fiscal Year 2014-15 **Cost Savings \$194,384**

Grants

- Rubber Mulch Grant, because of the rubber mulch in the playground surfacing, we are less likely to have to replenish. With the rubber mulch we will need to replenish the playground every five years, opposed to twice a year with our old mulch. Cost savings of \$2,000. Ongoing for FY 2015-16 and 2016-17 as well.
- Applied and received the U.S. Soccer Foundation Grant, which went towards synthetic turf for the soccer field at Louie Pompei Memorial Sports Park. Cost savings of \$75,900.
- Applied and received 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 over 300 volunteers assist the City in constructing the North side of Gladstone Park Playground. Cost savings of \$20,000; cash not received, only product.

Processes/Projects

- Department implemented an administration fee applied to all registration to offset the cost of service charges incurred by the registration software program. Cost savings of \$39,155; savings net of costs.
- Use free compost to fix soils for turf and to topdress seeds. The Inland Empire Composting Facility gives municipalities compost for free, we have not had to purchase any topsoil or fertilizer to nourish turf. Cost savings of \$3,047. Ongoing for FY 2015-16 and 2016-17 as well.
- Received excess funds from LA County Regional Park and Open Space District for maintenance and servicing South Hills. Cost savings of \$40,953.
- Received 252 from Southern California Edison valued at \$13,239.

Fiscal Year 2015-16 **Cost Savings \$440,257**

Processes/Projects

- Applied for and received rebates from Metropolitan Water for grass turf removal as part of our water conservation program. Cost savings of \$189,021.
- Department implemented an administration fee applied to all registration to offset the cost of service charges incurred by the registration software program. Cost savings of \$65,269; savings net of costs.
- City employee part-time positions were eliminated upon retirement and contracted out with instructors for the Dance programs. Cost savings of \$33,500.
- Applied for and received approval for a rebate from Metropolitan Water for removal of grass turf at Louie Pompei Memorial Sports Park. Cost savings of \$147,420.



COMMUNITY SERVICES

Fiscal Year 2016-17 **Cost Savings \$336,949**

Grants

- Awarded 2015 excess grant funds from LA County Regional Park & Open Space. Cost savings of \$250,000.
- Received excess funds from LA County Regional Park and Open Space District for maintenance and servicing for South Hills Park and the 2012 Tree Planting Grant. Cost savings of \$36,802.
- Received grant from Playful City for a Rigamajig. Cost savings of \$7,100; cash not received, only product.

Processes/Projects

- Department implemented an administration fee applied to all registration to offset the cost of service charges incurred by the registration software program. Savings net of costs. Cost savings of \$38,000 to date (partial year).



FINANCE & INFORMATION TECHNOLOGY
Total Savings of \$1,916,500

Fiscal Year 2014-15 **Cost Savings \$6,000**

Processes/Projects

- Changed timing of daily cash drawer reconciliation procedures eliminating overtime resulting in saving of approximately \$6,000

Fiscal Year 2015-16 **Cost Savings \$1,800,000**

Processes/Projects

- Completed 2006 Water bond refinancing resulting in \$1.8 million in savings
- Automated procedures for processing refund checks for closed utility accounts, which saves hours of staff time
- Automated collections and closing processes for Utility billing, saving hours of staff time

Fiscal Year 2016-17 **Cost Savings \$110,500**

Processes/Projects

- Negotiated a lower discount rate from 0.81% to 0.15% with our Merchant for credit card processing. This 0.31% discount saved approximately \$25,000
- Stopped taking credit card payments over the phone, reduced staff time to investigate and resolve fraud claims and fees associated with charge backs.
- Automated the upload of meter change outs during the Flex Meter Project, saving hours of staff time.
- As a result of the Flex Meter Project, staff can download meter information from the office, saving staff time to go recheck meters in the field.
- Citywide copier project - after negotiating a new contract leveraging NASPO government pricing, we were able to add 4 additional copiers, add color to all new copiers, and increase printing speeds on most copiers. We were also able to save approximately \$15,300 annually based on prior year's averages. This number will be plus or minus depending on monthly usages.
- Cell Phone Audit – The IT Department consolidated all lines of service into one account. In doing this, we were able to get an overall picture of the phones, service plans, and usages for the city. We saw that there were many different types of service package. We standardized these down to 2 to 3 packages, eliminating high priced outliers. We were also able to apply WSCA pricing to lines of service that had low voice call volumes. We were able to save approximately \$11,000 annually based on prior year's averages.



FINANCE & INFORMATION TECHNOLOGY (continued)

- Land Line Audit – After eliminating many unused lines of service we were able to save approximately \$21,200 dollars annually compared to prior year’s averages. There is the potential for additional \$20,000 dollar savings a year once we can verify usage on the old SCADA hard wired data line usage. Next step will be to seek additional savings from renegotiating contracts with Frontier or looking for new/change in service provider.
- Purchased a cash counter machine which improves cash handling procedures and saves hours of staff time
- Changed refund procedures with Community Services and the use of Activenet, which saves hours of staff time processing paper forms and issuing checks reducing cost down to \$0.25 per refund.
- Engaged UCM to perform audit of SCE billing, resulting in estimated annual electric utility savings of \$33,000.
- Implemented auto recurring invoicing function in Accounts Receivable module saving \$5,000/year (8hrs x12 months x \$50/hr) in labor costs.
- As a result of the Flex Meter Project, staff can download meter information when a resident closes an account, expediting final billings and final payment prior to the resident moving.
- Implementing ACH Credits to vendors, reducing processing time to print checks, stuff envelopes and saving on postage (implementation expected in March).



HUMAN RESOURCES

Fiscal Year 2012-13

Processes/Projects

- Expanded range of information available to employees in the Human Resources folder on the City's Intranet site to allow immediate access to important information.

Fiscal Year 2013-14

Processes/Projects

- Implemented CalOpps, an automated online recruitment tracking system which allows for greater efficiencies for the applicant and City. It also increases staff productivity eliminating paper files and photocopying.
- Automated a component of the Interview process utilizing electronic files versus paper.
- Automated the City's Workers' Compensation claims processing to more efficiently submit necessary information timely to the City's Third Party Administrator.
- Drastically improved recruitment processing, "Flyer to Hire" from an average of six to nine months down to three to five months cutting the process in half.
- Assessed/evaluated office operations to eliminate redundancies in workflow by reorganizing, updating, and reducing years of backlogged and out dated files and procedures utilizing the City's Records Retention Schedule and best practices in Human Resources and Risk Management.
- Below average ex-mod in Risk Pool for Worker's Compensation savings \$85,000

Fiscal Year 2015-16

Processes/Projects

- Automated New Employee Orientation process and materials to simplify and significantly improve staff efficiency. Additionally simplifying the on boarding process for new employees.
- Restructured the Department's electronic filing system to be more effective and eliminate redundancy.
- Automated monthly Employee Performance Evaluation reports.
- Below average ex-mod in Risk Pool for Worker's Compensation savings \$92,900



LIBRARY
Total Savings of \$583,007

Fiscal Year 2013-14 **Cost Savings \$138,035**

Grants

- California Library Literacy Services (CLLS) Grant – Offsets costs borne by Friends Foundation. Cost savings of \$12,582.
- Friends Foundation funding. The savings do not reflect offsets from CLLS, Dollar General grants. Cost savings of \$121,953.
- Dollar General Literacy Foundation – This grant is within the Development Office/Friends Foundation. This grant helps fund “Adult Literacy Glendora Reads!” Program. Cost Savings of \$3,500.

Fiscal Year 2014-15 **Cost Savings \$218,132**

Grants

- California Library Literacy Services (CLLS) Grant – Offsets costs borne by Friends Foundation. Cost savings of \$20,131.
- Friends Foundation funding. The savings do not reflect offsets from CLLS, Dollar General grants. Cost savings of \$127,276.
- Carl E. Wynn Foundation – This grant is within the development office/Friends Foundation. Cost Savings of 10,000.

Processes/Projects

- LEAP purchased at a discount for early adopter. Savings = \$5,725 (approx.) [This is software/system that allows us remote access to our checkout system and patron records – lets us provide service where the customers are, either away from desks on site or completely offsite]
- Upstairs restrooms remodeled for ADA compliance under CDBG. \$55,000 budgeted.

Fiscal Year 2015-16 **Cost Savings \$156,276**

Grants

- California Library Literacy Services (CLLS) Grant – Offsets costs borne by Friends Foundation. Cost savings of \$25,604.
- Friends Foundation funding. The savings do not reflect offsets from CLLS, Dollar General grants. Cost savings of \$120,672.
- Carl E. Wynn Foundation – This grant is within the development office/Friends Foundation. Cost Savings of \$10,000.



LIBRARY (continued)

Fiscal Year	2016-17	Cost Savings	\$70,564
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Grants

- California Library Literacy Services (CLLS) Grant – Offsets costs borne by Friends Foundation. Cost savings of \$25,376.
- CENIC Broadband Equipment (with Information Systems) – Applicable to a new firewall for this service; enough funds to upgrade public Wi-Fi. Cost savings of \$29,994.
- Church Homes – Provides additional magazines via online access. Cost savings of \$4,200.

Processes/Projects

- Through the Development Office/Friends Foundation, online bidding was implemented for “Night on the Plaza”. This reduced staff hours as well as supplies since the department is no longer using a paper/pen bidding method. Estimated savings of \$1,000.
- Gale InfoTrac contract reduced by \$1,700 and included 2 additional databases [These provide 24/7 online access to thousands of magazine articles and other research content]
- Purchasing 30 Bidwell tables for amount originally budgeted at 20 by going directly through manufacturer. Savings = \$8,294.50
- CENIC broadband network: Our current connection is 200 MB and we pay \$1880 per month. This connection is shared by City Hall/Library, PD, all our offsites, and the public computer/public WiFi. This additional 1-Gig connection (for public computer/public Wi-Fi) for five years would be \$308 per month after the “CENIC” discounts.



POLICE DEPARTMENT
Total Savings of \$843,333

Fiscal Year 2014-15 **Cost Savings \$299,000 (can vary)**

Grants

- Applied and received \$249,000 Selective Traffic Enforcement (STEP) traffic safety grant. This grant allows the department to pay for traffic enforcement with grant funds.
- Applied and received \$50,000 Ludwig Grant for explorer post to purchase a transportation vehicle and other necessary items.

*Processes**

- Continued participation in Foothill Special Enforcement Team; regional SWAT team. Difficult to assess cost savings since this participation gives us greater access to mutual aid resources but not direct cost savings – Ongoing for FY 14-15, 15-16 and 16-17.

Fiscal Year 2015-16 **Cost Savings \$382,086 (can vary)**

Grants

- Applied and received \$220,000 Selective Traffic Enforcement (STEP) traffic safety grant. This grant allows the department to pay for traffic enforcement with grant funds.
- Requested by California Office Traffic Safety to administer the \$153,000 regional Be Responsible and Keep Everyone Safe (B.R.A.K.E.S); program to educate teen drivers.

*Processes**

- Supervisors were directed to be more selective on which special operations to conduct – i.e. bicycle details and less critical enforcement activities. Cost savings each year (based upon 10 hours per month) is \$9,086 – Ongoing for FY 15-16 and 16-17.

Fiscal Year 2016-17 **Cost Savings \$162,247 (can vary)**

Grants

- Applied and received \$70,000 Selective Traffic Enforcement (STEP) traffic safety grant. This grant allows the department to pay for traffic enforcement with grant funds.
- Applied and received \$35,000 Alcohol Beverage Control grant to enforce alcohol violations by minors. This grant allows the department to pay for enforcement with grant funds.
- Received an \$8,000 grant from California Department of Justice to assist in registering and monitoring sex registrants. This grant also pays for detective training.



POLICE DEPARTMENT (continued)

*Processes**

- The number of explorer details outside the city was greatly reduced. Renewed emphasis on doing city events. Personnel savings due to the chaperones (police officers) that were needed to supervise explorers at each detail. Cost savings \$11,358 (25 less events x 2 advisers x 3 hours of advisor time).
- Same principle with the Honor Guard. Outside details limited. Focus on city events. Personnel savings. Cost savings \$1,817 (2 less events x 4 members x 3 hours of time).
- Citizen Academy. Reduced to one time per year. Saves personnel costs. Costs savings \$9,086 (120 hours saved).
- Awards ceremony eliminated for 2016. Will be reevaluated with the new Chief. Saves personnel costs (70 hours minimum based upon 10 mandatory at 2 hrs, 50 hours prep) and food cost, prep costs, award cost, etc. of \$5,000. Total cost savings \$10,300.
- Discretionary training and conference attendance cut back. Alternate years of attendance to spread out costs. Cost savings \$8,000.

*Saving based upon top step officer o/t rate of \$75.72



**PUBLIC WORKS
ENGINEERING AND BUILDING DIVISIONS**

Fiscal Year 2016-17

Processes/Projects

- Traffic Signal Maintenance – In the past, when traffic signal issues were reported after hours by Glendora Police Department they requested that dispatch contact the City’s Traffic Signal Maintenance contractor directly. Many times this resulted in unnecessary call outs, by the contractor, at the overtime rates for an issue that could have been resolved during normal working hours. This is estimated to have occurred once a week or more at times. We have since implemented a procedure that GPD agreed to, to call Public Works on-call personnel, Streets or Engineering, so that they may evaluate the traffic signal issue prior to calling the City’s Traffic Signal contractor. Public Works staff can many times determine that the contractor is not needed until normal working hours or go out themselves and reset the signal depending on the issue reported. We estimate that we have been able to reduce the amount of call outs by the contractor by 75%. The contractor’s overtime rates are approximately 1.75 times his normal rate and would typically charge a minimum of two hours just for being called out. As stated before, many times Public Works staff has been able to determine the contractor was not needed at all or been able to resolve with only one or two hours of staff overtime, thereby greatly reducing the cost to the City.
- Plan Checking – The City offers a plan check turn-around timeline of thirty (30) days. While in the past there have been times where this was exceeded, staff has been working on preventing exceeding the City’s commitment and reducing overall plan check turn-around times in general. For at least the past six months, the 30 day turn-around time has not been exceeded and the overall average plan check days have been reduced from 14.37 days (week of 7/04/2016 to 7/09/2016) to 7.38 days (week of 2/06/2017 to 2/11/2017). Similarly, Building and Safety plan check days have been reduced from an average of 14 days to 7. We believe that through communication and scheduled meetings both internally and with the developers and their engineers we have been able to reduce the overall plan check turn-around times, essentially increasing our efficiency. Anytime efficiency is increased costs go down.



**PUBLIC WORKS
STREETS DIVISION
Total Savings of \$723,881**

Fiscal Year 2016-17	Cost Savings	\$723,881
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Processes/Projects

- Citywide Sidewalk Grinding Project – Implemented in 2016, this project involves a systematic approach to identifying and immediately addressing lifted sidewalks throughout the City by grinding any lifts of 1 ½” or less. For a typical 1 ½” lift along a 4 foot sidewalk, the cost for a remove and replace (R&R) project to repair the portion of sidewalk is approximately \$2,516.04. Utilization of the Sidewalk Grinding Project for 1 ½” lift along the same 4 foot sidewalk lift, the cost to repair the portion of sidewalk is approximately \$180.94; a difference of \$2,335.10 per occurrence. During a typical fiscal year, staff may be able to complete 10–12 R&R projects. Using sidewalk grinding as an alternative method has allowed staff to repair 310 portions of sidewalk over the last 1 ½ fiscal years that would’ve been otherwise treated as R&R projects. Accordingly, staff has been able to be much more efficient by repairing more sidewalk lifts (yearly) at a reduced cost using sidewalk grinding. To date, 310 sidewalk lifts have been identified and subsequently repaired using sidewalk grinding. If those lifts would’ve been repaired using R&R projects, the cost would’ve been approximately \$779,972.40. Using sidewalk grinding, the cost has been \$56,091.40; a net savings to the City of approximately \$723,881.



**PUBLIC WORKS
WATER DIVISION
Total Savings of \$394,929 (minimum)**

Fiscal Year 2014-15

Cost Savings \$394,929 (minimum)

Processes/Projects

- Water Main Repairs – Beginning in 2015, the City of Glendora Water Division saw a 27% increase in main leaks. There were 394 leaks in 2015 and 538 in 2016. In order to be more efficient and maintain a high quality of service, the Water Division implemented a plan to try and increase repairs by 50%. With running 2 crews, we are able to increase main leak repairs 1 to 2 more per day, sometimes more. By following this plan, we not only keep pending leaks down, but it decreases the potential for overtime repair. The crews accomplish this by splitting the workload. One crew will fix a leak and backfill their hole and then backfill the other crews' first repair so that crew can move on to their second leak of the day. This plan increases productivity, reduces potential overtime and did not compromise safety. The City has 224 miles of transmission and distribution pipelines that need to be maintained and repaired as needed. The City cost to have a contractor fix basic leaks is \$2,200 per leak. Based on 538 leaks in 2016 compared to 394 leaks in 2015; 144 more leak repairs. If a contractor made repairs to all 144 leaks, with average cost of \$2200 per leak. A net savings to the City of approximately \$316,000. This project is ongoing.
- Change in Spoils Dumping Location – The Water Division changed the location of where we dump our daily dirt spoils. We were using ARI (Arcadia Reclamation Inc.), a landfill located in Irwindale, California, 8.3 miles from the Water Divisions yard. Currently, the Water Division uses Azusa Land Reclamation located in Azusa, which is 3.8 miles away from the Water Yard. This location is 54% closer than ARI, saving time and fuel costs. Azusa Land Reclamation charges less by the ton. The Water Division changed the location of where we dump our daily dirt spoils. We were using ARI (Arcadia Reclamation Inc.), a landfill located in Irwindale, California, 8.3 miles from the Water Divisions yard. Currently, the Water Division uses Azusa Land Reclamation located in Azusa, which is 3.8 miles away from the Water Yard. This location is 54% closer than ARI, saving time and fuel costs. Azusa Land Reclamation charges less by the ton. When the Water Division fills seven tons of spoil to be dumped, Azusa Land Reclamation charges \$119 (\$17 per ton), versus ARI which charges a \$170 flat fee. In 2016, the Water Division ran 293 loads to the landfill. 293 loads at seven tons, \$17 a ton is \$34,867 versus 293 loads at \$170 per load is \$49,810. Azusa Land Reclamation charges the City Less per ton than ARI: a net savings to the City of approximately \$14,943. This project is ongoing.



PUBLIC WORKS
WATER DIVISION (continued)

- Automatic Meter Infrastructure (AMI) Replacement Project – In 2015 the City budgeted to replace its old, outdated 13,425 water meters. The old meters are estimated to only be 90% accurate in favor of the customer. The new system has a guarantee to obtain 100% accurate reads on 98.5% of all accounts during each reading cycle which increases revenue. The new system also has a real time reporting capabilities which helps with conservation tracking and automated notification of leak detecting for proficient customer service. The system also has a web-based display of information for customers, i.e. mobile applications with real time data. The City of Glendora has 13,425 water meters that are read on a bi-monthly basis. The new AMI project included two read towers that are able to reach all the meters in the City and transmit the reads back to City Hall automatically. The City AMI meter replacement project is near completion. Although, the estimated projected project revenue increase is \$445,000, the additional revenue generated by the more accurate meters will not be realized until the entire project is finished along with a complete annual billing cycle. The net savings to the City is yet to be determined. This project is ongoing.
- Change of one full-time meter reader to part-time – The City of Glendora has 13,425 water meters that are read on a bi-monthly basis. Previously, Meter Readers had to manually look at each meter and input the read into a hand held device. The new AMI project included two read towers that are able to reach all the meters in the City and transmit the reads back to City Hall automatically. This eliminated the need of manual reading and inputting. Utilizing updated technology with the AMI system and the efficiency of an all new meters system, staff was able to eliminate one Full Time Meter Reader and replace the position with a Part Time Meter Reader. At top step of the salary scale the annual cost of a Full Time Meter Reader is \$75,576. At top step the annual cost of a Part Time Meter Reader is \$11,590. The net savings to the City is \$63,986. This project is ongoing.



PLANNING
Total Savings of \$69,988

Fiscal Year 2014-15 **Cost Savings \$28,083**

Grants/Payment Programs

- Used Oil Payment Program – The Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities for local governments/other eligible jurisdictions to receive payments for used oil and used oil filter collection/recycling programs. Eligible applicants are limited to local governments, which are defined in statute as "any chartered or general law city, chartered or general law county, or any city and county." The applicant's local used oil collection program must include used oil and used oil filter collection opportunities and a public education element as outlined in Public Resources Code (PRC) § 48691. PRC § 48653 provides a maximum of \$11 million per fiscal year for this program. Actual budget amounts are determined annually as part of the State budget process. Payments are calculated per capita using the Department of Finance's population statistics. The City was awarded \$14,343.
- Beverage Container Recycling Grant – CalRecycle administers a payment program to provide opportunities for beverage container recycling and litter cleanup activities. Pursuant to Public Resources Code Section 14581(a)(3)(A) of the California Beverage Container Recycling and Litter Reduction Act. The City received \$13,740.

Fiscal Year 2015-16 **Cost Savings \$27,571**

Grants/Payment Programs

- Used Oil Payment Program – The City was awarded \$14,274 in April 2016.
- Beverage Container Recycling Grant – The City was awarded \$13,297.

Fiscal Year 2016-17 **Cost Savings \$14,334**

Grants/Payment Programs

- Used Oil Payment Program – The City will be awarded \$14,334 in April 2017.



MEASURE M

THE LOS ANGELES COUNTY TRAFFIC IMPROVEMENT PLAN

SAN GABRIEL VALLEY

The Metro Board of Directors voted to place a sales tax measure, titled the Los Angeles County Traffic Improvement Plan, on the November 8, 2016, ballot. This summarizes the projects and Measure M funding for the San Gabriel Valley area if the measure passes.

Major Projects (in 2015 \$)

- Gold Line Foothill Extension to Claremont **\$1 billion (\$1.1 billion total cost)**¹
- SR-71 Gap from I-10 to Rio Rancho Rd **\$248.6 million (\$275 million total cost)**¹
- SR-57/SR-60 Interchange Improvements **\$205 million (\$770 million total cost)**¹
- Gold Line Eastside Extension (One Alignment) **\$2 billion (\$3 billion total cost)**¹
- I-605/I-10 Interchange **\$126 million (\$598 million total cost)**¹
- SR 60/I-605 Interchange HOV Connectors **\$130 million (\$491 million total cost)**¹

Multi-Year Subregional Programs (in 2015 \$)

- Active Transportation Program (Including Greenway Proj.) **\$231 million**
- Bus System Improvement Program **\$55 million**
- First/Last Mile and Complete Streets **\$198 million**
- Highway Demand Based Program (HOV Ext. & Connect.) **\$231 million**
- Subregional Equity Program **\$199 million**
- Goods Movement (Improvements & RR Xing Elim.) **\$33 million**
- Highway Efficiency Program **\$534 million**
- ITS/Technology Program (Advanced Signal Tech.) **\$66 million**
- All subregions are eligible to compete for **\$260 million (\$350 million total cost)**¹ worth of Bus Rapid Transit projects, and **\$858 million** worth of Metro Active Transportation Projects

Local Return

- Local Return Revenue for San Gabriel Valley is expected to be **\$3.7 billion** over the next 40 years in escalated dollars

Transit

- Metro Transit and Municipal Transit Operators in San Gabriel Valley will also receive additional funding
- Regional Rail (Metrolink) is programmed to receive **\$1.2 billion** over the next 40 years in escalated dollars, with eligibility for an additional **\$700 million** if 2040 performance targets are met



SOURCE: METRO CALCULATION BASED ON 2012 SCAG RTP DATA



SOURCE: LAEDC 2016 STUDY

ADDITIONAL ANNUAL LOCAL RETURN FUNDING PROJECTIONS FOR FIRST FULL YEAR

FUNDING IS PROJECTED TO INCREASE EACH YEAR (For street improvements, pothole repair, signals, etc.)

CITY	
Alhambra	\$ 1,215,300
Arcadia	\$ 820,600
Azusa	\$ 702,200
Baldwin Park	\$ 1,094,600
Bradbury	\$ 15,400
Claremont	\$ 515,400
Covina	\$ 694,400
Diamond Bar	\$ 805,100
Duarte	\$ 310,300
El Monte	\$ 1,644,800
Glendora	\$ 731,100
Industry	\$ 6,300
Irwindale	\$ 20,900
La Puente	\$ 578,100
La Verne	\$ 469,400
Monrovia	\$ 531,400
Montebello	\$ 910,700
Monterey Park	\$ 881,700
Pomona	\$ 2,165,400
Rosemead	\$ 781,600
San Dimas	\$ 493,200
San Gabriel	\$ 575,600
San Marino	\$ 190,600
Sierra Madre	\$ 158,200
South El Monte	\$ 296,100
Temple City	\$ 515,300
Walnut	\$ 429,900
West Covina	\$ 1,540,000
Unincorporated LA County ²	\$ 14,943,600

¹Funding may be used for local transportation projects and programs anywhere within Unincorporated LA County as they determine.

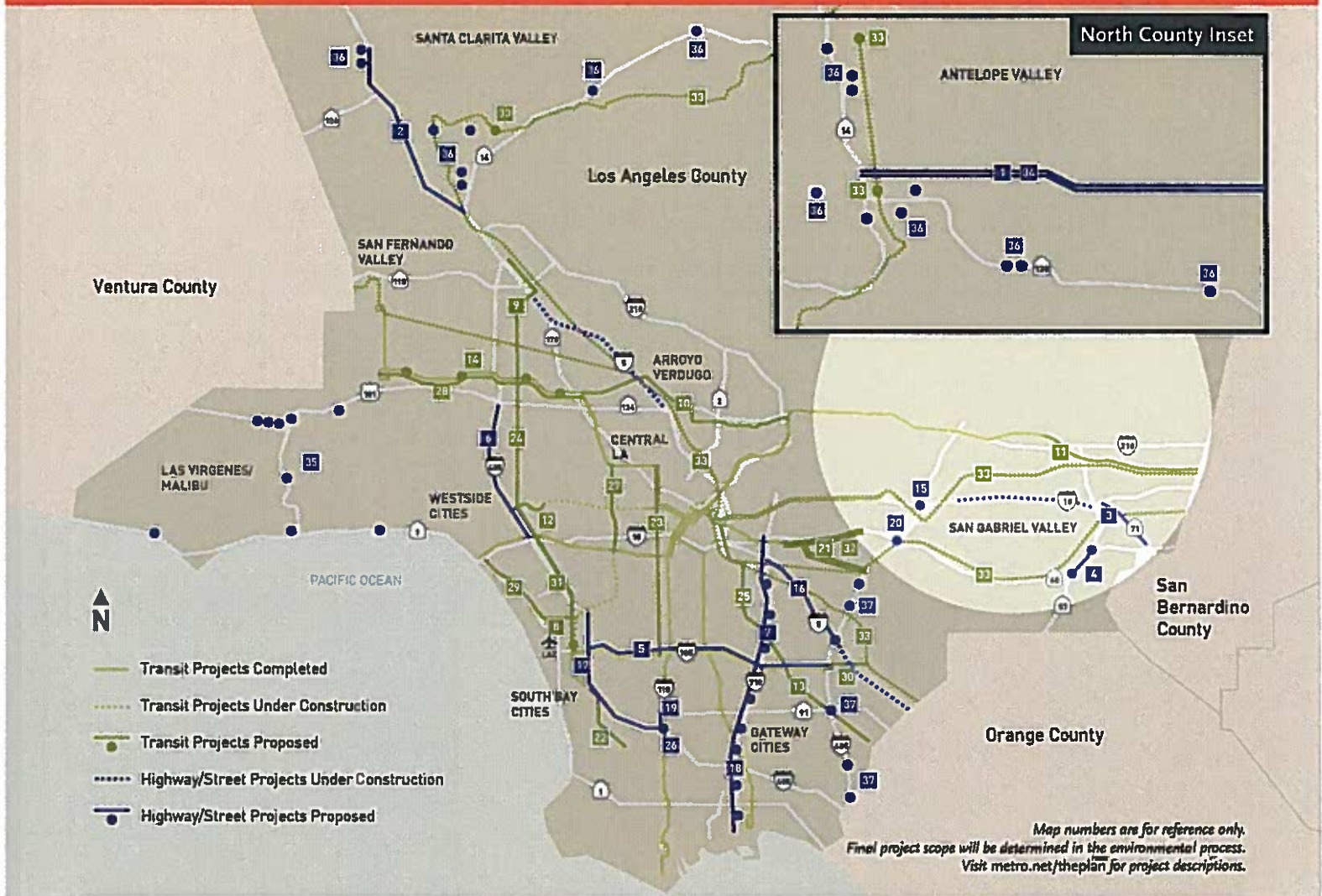
ADDITIONAL ANNUAL FUNDING FOR LOCAL TRANSIT OPERATORS FOR FIRST FULL YEAR FUNDING IS PROJECTED TO INCREASE EACH YEAR

OPERATOR	
Arcadia Transit	\$ 119,400
Claremont Dial-a-Ride	\$ 76,700
Foothill Transit	\$ 11,097,000
Montebello Bus Lines	\$ 3,572,200



¹Total cost includes Measure M funding plus other fund sources.

THE LOS ANGELES COUNTY TRAFFIC IMPROVEMENT PLAN SAN GABRIEL VALLEY



Map numbers are for reference only. Final project scope will be determined in the environmental process. Visit metro.net/theplan for project descriptions.

Highway/Street Projects

- 1 High Desert Multi-Purpose Corridor Project (Right-of-Way)
- 2 I-5 N Capacity Enhancements (SR-14 to Lake Hughes Rd)
- 3 SR-71 Gap: I-10 to Rio Rancho Rd
- 4 SR-57/SR-60 Interchange Improvements
- 5 I-105 ExpressLane: I-405 to I-605
- 6 Sepulveda Pass Corridor (Busway)
- 7 I-710 South Corridor Project Phase 1
- 15 I-605/I-10 Interchange
- 16 I-5 Corridor Improvements: I-605 to I-710
- 17 I-405 South Bay Curve Improvements
- 18 I-710 South Corridor Project Phase 2
- 19 I-110 ExpressLanes Extension to I-405/I-110 Interchange
- 20 SR-60/I-605 Interchange HOV Direct Connectors
- 26 I-405/I-110 Interchange HOV Connect Ramps & Interchange Improvements
- 34 High Desert Multi-Purpose Corridor Project (Construction)
- 35 Las Virgenes/Malibu Transportation Improvements (Representative Sample)
- 36 North County Transportation Improvements (Representative Sample)
- 37 I-605 Corridor "Hot Spot" Interchange Improvements

Transit Projects

- 1 Airport Metro Connector/Green Line Extension
- 9 East San Fernando Valley Transit Corridor
- 10 BRT Connector Orange/Red Line to Gold Line
- 11 Gold Line Foothill Extension Phase 2B
- 12 Purple Line Extension Transit Project Section 3
- 13 West Santa Ana Transit Corridor Segment 1
- 14 Orange Line BRT Improvements (Locations TBD)
- 21 Gold Line Eastside Extension Phase 2 (one alignment)
- 22 Green Line Extension to Crenshaw Bl in Torrance
- 23 Vermont Transit Corridor
- 24 Sepulveda Pass Corridor (Rail)
- 25 West Santa Ana Transit Corridor Segment 2
- 27 Crenshaw Line Northern Extension
- 28 Orange Line Conversion to Light Rail
- 29 Lincoln Bl BRT
- 30 Green Line to Norwalk Metrolink Station
- 31 Sepulveda Pass Corridor Westwood to Airport Metro Connector
- 32 Gold Line Eastside Extension Phase 2 (second alignment)
- 33 Regional Rail and Metrolink Improvements

Not shown on map: Crenshaw/LAX Track Enhancement Project, Complete LA River Bike Path and LA River Waterway and System Bike Path, City of San Fernando Bike Master Plan, Historic Downtown Streetcar, North San Fernando Valley Bus Rapid Transit Improvements, Arroyo Verdugo Transportation Improvements, and South Bay Transportation Improvements



LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

RPOSD.lacounty.gov
ParksProjects.lacounty.gov
twitter.com/RPOSD

510 South Vermont Avenue • Room 230 • Los Angeles • CA 90020-1975 (213) 738-2981

Briefing Points
Los Angeles County Regional Park and Open Space District
Measure A of 2016
Safe, Clean Neighborhood Parks and Beaches Protection Measure

- **Estimated Annual Revenue:** \$94 million
- **Financing Mechanism – Annual Parcel Tax:** 1.5 cents per square foot of development, excluding parking
- **Term:** until ended by voters
- **Election:** November 8, 2016 – requires 2/3 super-majority
- **Purpose:** continue dedicated, local funding for parks, recreation, beach, open space, trails, cultural facilities, and related projects throughout the County – *revenue from Prop A 1992 ended in 2015; revenue from Prop A 1996 ends in 2019*
- **Expenditure Plan:**
 - **77.8% grant projects**
 - 35% to each city/study area – *based on formula*
 - 13% to high and very-high need cities/study areas – *based on formula*
 - 13% open space, beaches, and watersheds projects – *competitive grants*
 - 13% regional recreational facilities, trails, and accessibility – *competitive grants*
 - 3.8% youth and veteran training and placement – *competitive grants*
 - **15% maintenance and servicing of grant-funded projects**
 - 50.85% to cities - *based on formula*
 - 27% to County Departments
 - 17.65% to local agencies
 - 4.5% to eligible non-profits that own/operate local parkland
 - **7.2% program implementation, innovation, and oversight**
- **Needs Assessment:**
 - grant-funded projects to be consistent with 2016 Countywide Comprehensive Parks and Recreation Needs Assessment Final Report
 - updates to Needs Assessment will be funded from 7.2% program implementation
- **Oversight Board:**
 - 5 members, appointed by BOS
 - Reviews quarterly expenditures
 - Ensures integration of grant programs with annual independent audits
 - Publishes complete accounting of all allocations each year
 - Submit periodic evaluations to BOS

