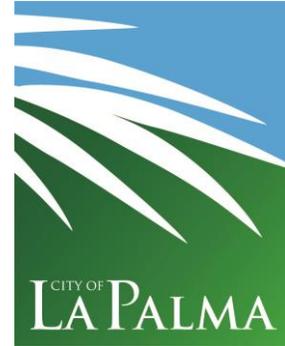


City of La Palma

Agenda Item No. 10



MEETING DATE: December 16, 2014

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBMITTED BY: Laurie A. Murray, Administrative Services Director

AGENDA TITLE: First Quarter Operating Report and City Council Goals Update, Fiscal Year 2014-15

RECOMMENDED ACTION:

It is recommended that the City Council receive and file the report.

BACKGROUND:

Each fiscal quarter, staff presents a comprehensive report to Council and the public on the state of the City's finances and the progress made toward attaining the year's established goals.

This report provides the following information:

- A snapshot of the City's spendable fund balances at September 30, 2014, as well as the year-to-date change in spendable fund balances.
- A review of the General Fund's revenue and expenditures through the first quarter of the fiscal year (25% of the year as of September 30, 2014).
- An update on department performance measures as established in the budget.
- A status report on the goals established by the City Council for FY 2014-15.

Financial data is reported on a cash basis, meaning that revenue is reported when cash is received and expenditures are reported when cash payments are made. Many revenue and expenditure transactions do not occur at uniform times or at equal intervals throughout the year. Consequently, although the first quarter represents 25 percent of the fiscal year, not all line items will be at 25 percent of the budget as of the end of the first quarter.

Making sense of the information presented herein requires consideration of the cash flow factors of major revenues and expenditures. For instance, while expenditure outflows for normal operations tend to be relatively even, the cash flow timing of capital expenditures and major revenues such as property taxes are not as equalized.

FINANCIAL SUMMARY:

Attached for review are the following first quarter summary schedules:

- Schedule of General Fund Revenues
- Schedule of General Fund Expenditures by Department
- Schedule of General Fund Expenditures by Category
- Schedule of Spendable Fund Balances by Fund

The City's overall spendable fund balance (the sum of cash, investments, and current receivables less current liabilities) has declined by \$1.5 million from the beginning of the fiscal year from \$30.0 million to \$28.5 million at September 30, 2014. This \$1.5 million change is accounted for as follows:

- General Fund decreased by \$600,000
- Water Funds decreased by \$300,000
- Internal Service Funds decreased by \$600,000

The balance of the financial review section will focus on these funds.

General Fund

As shown in the attached charts, General Fund revenues totaled \$1.2 million (12% of the budget) while expenditures totaled \$1.8 million (20% of the budget) as of September 30, 2014. The excess of expenditures over revenues equals the \$600,000 reduction in spendable fund balance.

Revenues

Although total General Fund revenues are at only 12% of the budget through the end of the first quarter, **the City anticipates receiving the budgeted \$9.7 million revenue by fiscal year end.** The three largest revenue sources are property tax, sales tax, and utility users tax. Together, these three revenues account for 72% of the General Fund's revenue budget.

- **Property Tax:** The General Fund's largest revenue source, property tax, has \$78,000 revenue recorded at September 30 (2% of the \$3.2 million budget). The City's receipt of 2% of the budgeted property tax revenue by the end of the first quarter is comparable to the prior year. In FY 2013-14, City had received 2% of the annual property tax revenue by the end of that year's first quarter.

The property tax line item includes secured and unsecured property taxes (budgeted at \$1.96 million) as well as the property tax in lieu of vehicle license fees (budgeted at \$1.26 million). Secured and unsecured property tax payments are distributed in two main payments; the first payment is distributed in December during the second quarter, and the second payment is distributed in April during the fourth quarter. Property tax payments in

lieu of vehicle license fees will be received in two installments; the first distribution will be in January 2015 (during the third quarter) and the second installment will be in May 2015 (during the fourth quarter).

- **Sales Tax:** The next largest revenue source, sales tax, has \$563,000 recorded at September 30 (21% of the \$2.6 million budget). Sales tax receipts always lag by two to three months; the City received the estimated July allocation of \$285,700 in September 2014. The City will receive the remaining first quarter sales tax allocations during October through December. One month of sales tax data is not enough to accurately predict the annual revenue; however, based on July's sales tax allocation, the sales tax revenue for the first quarter is anticipated to approximate \$900,000.

Also included in the sales tax line item is property tax in lieu of sales tax (budgeted at \$646,000). Payments for this will be received in two equal installments; the first distribution will be in January 2015 (during the third quarter) and the second installment will be in May 2015 (during the fourth quarter).

- **Utility Users Tax:** The third largest revenue source is utility users tax, budgeted at \$1.17 million. Payments received through September 30 total 17% of budget at \$194,000. Utility users tax payments lag by one month; consequently, extrapolating the two months of payments received through September 30 to three months results in an estimate of \$291,000 which is 25% of the budget.

Expenditures

The General Fund's expenditures total \$1.8 million at September 30 (20% of the \$9.1 million budget). This is comparable to the prior year, where 20% of the General Fund's annual expenditures were incurred by the end of the first quarter. Consequently, **staff anticipates that expenditures within all departments will match the budget at fiscal year-end.**

- The Administrative Services Department is comprised of the divisions for City Council, City Attorney, City Manager, Accounting, Administrative Services, City Clerk, and Community Promotions. The budget for this department totals \$1.4 million, and as of September 30, expenditures total \$267,000 (19% of the budget).
- The Police Department has the largest expenditure budget at \$5.19 million (57% of the total General Fund budget). As of September 30, expenditures totaled \$1.1 million (21% of the budget).
- The Community Services Department covers a wide range of services that are provided to the citizens including Public Works, Engineering, Street Maintenance, Lighting & Landscaping, Recreation, Community Services, Health & Wellness, and Facility Operations divisions. This department has a budget of \$1.9 million, and as of September 30, expenditures total \$432,000 (22% of the budget).
- The Community Development Department accounts for the Building and Safety, Community Development, Planning, and Code Enforcement/Business License divisions. As of September 30, expenditures totaled \$79,000 (15% of the \$527,000 budget).

Water Fund

The Water Fund began the year with a spendable fund balance of \$1.5 million which has been reduced by \$300,000 to \$1.2 million at September 30. Actual cash in the fund has stayed at \$1.2 million from June 30 through September 30. The reason for the reduction in the spendable fund balance is due to recording receivables and payables on an accrual basis at fiscal year-end in accordance with generally accepted accounting principles. During the fiscal year, the City records receipts and payments on a cash basis, resulting in no receivables and payables at the end of the quarter.

Internal Service Funds

The Internal Service Funds are comprised of the Risk Management Fund, Employee Benefits Fund, Building Maintenance Fund, Vehicle Reserve Fund, and the Technology Fund. The Internal Service Funds began the year with a spendable fund balance of \$2.6 million which has been reduced by \$650,000 to \$1.95 million at September 30. The reduction in the spendable fund balance is due to the annual insurance payments for workers' compensation, property, and general liability coverage which are due at the beginning of the fiscal year.

Highlights of Goals and Performance

Attachment 2 to this report provides a quarterly goals update, which lists the approved 2014 City Council goal(s); the corresponding quarterly progress toward meeting those goals, and the next steps(s) to be undertaken in meeting the corresponding goal(s). Some of the highlights of the Quarter Include:

- Completed implementation of new voice over internet protocol phone system
- Returned to paper copies of "the Source" as well as availability on-line
- Adopted an Americans with Disabilities Act (ADA) Transition Plan
- Adopted an Ordinance regarding conservation and water management

Attachment 3 provides an update to the established performance indicators as shown in the budget and prepared by each department. These reports list significant performance measures along with corresponding target performance levels; vision values; City Council approved goals; and quarterly progress toward goal attainment. Some performance highlights include:

- City FTE maintained at 4.56 per 1,000 residents (including vacancies at the time)
- Police response time 2 minutes and 18 seconds or 23% below target level
- Met the goals of graffiti response within 72 hours
- 116 building permits issued
- 310 code enforcement inspections performed

FISCAL IMPACT:

As of the end of the first quarter, staff anticipates that actual revenues and expenditures will approximate the adopted budget at fiscal year-end.

APPROVED:



Administrative Services
Director



City Manager

- Attachments:
1. First Quarter Summary Schedules
 2. Goals Report
 3. Performance Measures

**FIRST QUARTER FINANCIAL REPORT
GENERAL FUND REVENUES
FISCAL YEAR QUARTER ENDING SEPTEMBER 30, 2014**

Revenue Type	FY 2014-15			FY 2013-14			Q1 Variance FY 2014-15 to FY 2013-14 Increase / <Decrease>
	Adopted Budget	Year-to-Date Actual through 9/30/2014 (25% of FY)	Q1 Actual as a % of Budget	Prior Year Actual Annual Revenue	Prior YTD Actual through 9/30/2013 (25% of FY)	Q1 Actual as a % of Annual Revenue	
Property Tax	\$ 3,225,422	\$ 77,728	2%	\$ 3,129,618	\$ 59,982	2%	\$ 17,746
Sales Tax	2,623,488	563,450	21%	1,989,556	-	0%	563,450 (1)
Utility Users Tax	1,171,463	194,298	17%	1,101,159	200,974	18%	(6,676)
Residual Property Tax	210,000	-	0%	263,661	-	0%	-
Franchise Fees	387,400	10,781	3%	381,839	9,418	2%	1,363
Transient Occupancy Tax	307,000	-	0%	313,662	-	0%	-
Licenses and Permits	276,300	43,512	16%	267,110	114,091	43%	(70,579) (2)
Intergovernmental	23,200	1,553	7%	38,174	(5,232)	-14%	6,785
Charges for Services	520,800	189,250	36%	584,576	203,164	35%	(13,914)
Fines and Forfeitures	160,500	21,826	14%	148,175	30,306	20%	(8,480)
Use of Money and Property	229,500	7,393	3%	226,297	13,295	6%	(5,902)
Other Revenue	300,500	3,039	1%	43,410	20,217	47%	(17,178)
Interfund Transfers	283,100	70,775	25%	463,841	70,774	15%	1
Total Revenues	\$ 9,718,673	\$ 1,183,605	12%	\$ 8,951,078	\$ 716,989	8%	\$ 466,616

Note 1: In FY 2013-14, the City's sales tax receipt were reduced to zero during the first quarter due to a \$700,000 reduction for a refund to a taxpayer for overpayment in a prior year.

Note 2: Business license renewals were delayed from August to October/November in FY 2014-15 due to timing of the business license software conversion

**FIRST QUARTER FINANCIAL REPORT
GENERAL FUND EXPENDITURES BY DEPARTMENT
FISCAL YEAR QUARTER ENDING SEPTEMBER 30, 2014**

Department	FY 2014-15			FY 2013-14			Q1 Variance FY 2014-15 to FY 2013-14 Increase / <Decrease>
	Adopted Budget	Year-to-Date Actual through 9/30/2014 (25% of FY)	Q1 Actual as a % of Budget	Prior Year Actual Annual Expenditures	Prior YTD Actual through 9/30/2013 (25% of FY)	Q1 Actual as a % of Annual Expenditures	
Administration / Admin Services	\$ 1,422,117	\$ 266,772	19%	\$ 1,424,957	\$ 313,803	22%	\$ (47,031)
Police	5,193,493	1,077,259	21%	5,032,985	1,017,121	20%	60,138
Community Services	1,948,204	432,123	22%	1,850,562	388,592	21%	43,531
Community Development	527,150	79,191	15%	481,168	60,000	12%	19,191
Total	\$ 9,090,964	\$ 1,855,345	20%	\$ 8,789,672	\$ 1,779,516	20%	\$ 75,829

Note 1: Administrative Services expenditures are down over the prior fiscal year due to cost savings achieved through the department reorganization.

**FIRST QUARTER FINANCIAL REPORT
GENERAL FUND EXPENDITURES BY CATEGORY
FISCAL YEAR QUARTER ENDING SEPTEMBER 30, 2014**

Expenditure Type	FY 2014-15		
	Adopted Budget	Year-to-Date Actual through 9/30/2014 (25% of FY)	Q1 Actual as a % of Budget
Personnel Services	\$ 6,287,484	\$ 1,281,669	21%
Maintenance and Operations	2,793,080	569,297	21%
Capital Outlay/Improvements	10,400	4,379	39%
Total	\$ 9,090,964	\$ 1,855,345	21%

**FIRST QUARTER FINANCIAL REPORT
SPENDABLE FUND BALANCE - FISCAL YEAR CHANGE
THROUGH THE FISCAL YEAR QUARTER ENDING SEPTEMBER 30, 2014**

<u>Fund #</u>	<u>Fund Title</u>	<u>Balance 6/30/2014</u>	<u>Balance 9/30/2014</u>	<u>FY Change through 9/30/2014</u>
1	General Fund	\$ 2,809,488	\$ 2,183,991	\$ (625,497)
3	Emergency Reserve Fund	8,996,969	8,996,457	(512)
5	Economic Development Fund	249,916	249,902	(14)
	Subtotal General Funds	12,056,373	11,430,350	(626,023)
11	Streets Fund	226,278	253,337	27,059
12	Measure M2	29,565	65,210	35,645
15	Air Quality Fund	55,466	55,466	-
16	PEG Fund	161,949	161,949	-
20	Asset Seizure Fund	122,055	104,435	(17,620)
21	Public Safety Augmentation Fund	74,945	67,702	(7,243)
22	Supplemental Law Enforcement Fund	11,203	(1,457)	(12,660)
23	SVC Authority for Abandoned Vehicles	25,648	25,648	-
33	Park Development Fund	22,148	22,148	-
38	SA Housing Entity Fund	286,760	327,794	41,034
	Subtotal Special Revenue Funds	1,016,017	1,082,232	66,215
35	Capital Outlay Reserve Fund	4,651,995	4,642,395	(9,600)
36	One-Time Projects Fund	819,500	808,194	(11,306)
	Subtotal Capital Projects Funds	5,471,495	5,450,589	(20,906)
50	Water Fund	1,505,022	1,211,052	(293,970)
55	Water Capital reserve Fund	3,490,195	3,483,856	(6,339)
	Subtotal Water Related Funds	4,995,217	4,694,908	(300,309)
52	Sewer Fund	966,111	943,514	(22,597)
56	Sewer Capital Reserve Fund	2,953,815	2,953,643	(172)
	Subtotal Sewer Related Funds	3,919,926	3,897,157	(22,769)
60	Insurance Fund	135,937	(224,925)	(360,862)
61	Employee Benefit Fund	222,016	(91,619)	(313,635)
62	Building Maintenance & Replacement Fund	794,733	835,917	41,184
63	Vehicle Maintenance Reserve Fund	795,338	835,042	39,704
64	Computer Maintenance & Replacement Fund	645,285	592,322	(52,963)
	Subtotal Internal Service Funds Funds	2,593,309	1,946,737	(646,572)
	Total All Funds	\$ 30,052,337	\$ 28,501,973	\$ (1,550,364)

2014 City Council Goals
Quarterly Goals Report and Updated
First Quarter, Fiscal Year 2014-15

2014 GOAL	PROGRESS MADE DURING THE QUARTER	NEXT STEPS
<p>Receive a Staff plan for a balanced 2014/15 budget by the end of February 2014. The Plan should include:</p> <ul style="list-style-type: none"> • All funds including those for infrastructure and facilities; • Recommended policy for the use of Tesoro revenue; • No use of reserves for operations; • Realistic assumptions; • How the plan supports a sustainable future; and, • How labor negotiations will support the goal. 	<ul style="list-style-type: none"> • Began work on year end closure and the FY 2013-14 audit • Began labor attorney RFP process. • Began business process review in preparation for financial system conversion 	<ul style="list-style-type: none"> • Submit comprehensive annual financial report for approval and incorporate actuals into budget planning • Retain labor attorney services and begin preparations for labor negotiations • Begin labor negotiations on changes mandated from the Cal-PERS audit • Review investment policy
<p>Maintain and Improve Quality of Life through:</p> <ul style="list-style-type: none"> • Beautification; • Continuous improvement of services to the public; • Maintenance of a strong and effective Police Department; • Improvement in communications to the public; and, • Addressing the school district situation (La Palma kids go to La Palma schools). 	<ul style="list-style-type: none"> • Conducted July 4 Run for Fun event and Halloween Carnival • Continued implementation of Spillman software • Hired Police Captain • Completed implementation of new voice over internet protocol phone system • Returned to paper copies of “the Source” as well as availability on-line • Worked with Buena Park School District and Anaheim Union High School District to promote transfers to Walker Junior High for La Palma 8th grade students interested in participating in the Korean language program. Send letters to all identified BP 8th grader La Palma student households. • Approved Precise Plan and Conditional Use Permits for a new building and addition to the United Methodist Church 	<ul style="list-style-type: none"> • Develop plans for more drought tolerant medians • Complete implementation of new utilities, work order, and business license software. • Implement water conservation ordinance public education program • Conduct Halloween Carnival, 30th Anniversary La Palma Days, and Holiday Tree Lighting events • Continue process review for financial software conversion • Hire full time Code Enforcement/Business License Officer; part time

Goal	Progress During Quarter	Next Steps
	<ul style="list-style-type: none"> • Approved an Automated Citation Project • Adopted an Americans with Disabilities Act (ADA) Transition Plan • Adopted an Ordinance regarding conservation and water management 	<p>Cashier/Office Aide; and part time Information Technology Technician</p> <ul style="list-style-type: none"> • Complete upgrade to police dispatch equipment • Hire part time community services/liaison employee per the Police reorganization • Implement the Automated Citation Project • Approve energy project and financing • Continue efforts to increase opportunities for La Palma residents to attend La Palma schools. • Begin Implementation of the ADA Transition Plan
<p>Approve a General Plan by the end of the fiscal year.</p>	<ul style="list-style-type: none"> • Conducted work session on zoning code update. • Reviewed areas of new legislation to incorporate into the zoning code update 	<ul style="list-style-type: none"> • Adopt revised zoning code • Continue to implement General Plan policies

Building

2014-15 Quarter Reports

Item	July	August	September	October	November	December	January	February	March	April	May	June	Total
No. of working days	20	18	19	21	16	16							
No. of plan checks	13	3	3										
No. of permits issued	37	37	42										
No. of insp. stops	121	94	127										
No. of insp. conducted	172	110	143										
Total project valuation	\$ 2,493,153	\$ 218,900	\$ 178,613										
Total building revenue	\$ 28,777	\$ 11,383	\$ 8,363										

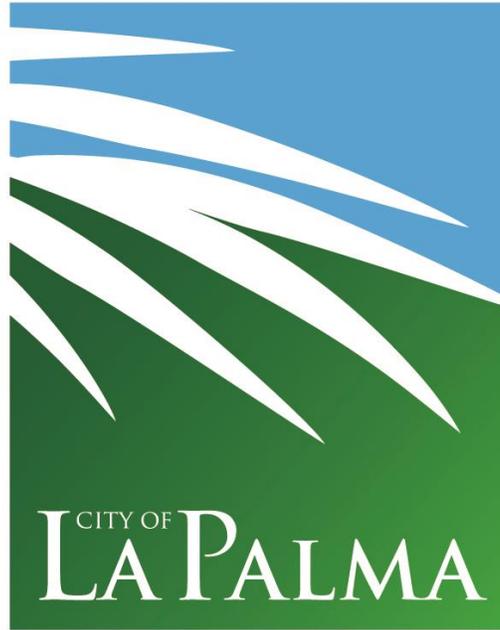
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Annual
	Total	Total	Total	Total	Total
No. of working days	57				
No. of plan checks	19				
No. of permits issued	116				
No. of insp. stops	342				
No. of insp. conducted	425				
Total project valuation	\$2,890,666				
Total building revenue	\$48,523				

Code Enforcement

2014-15 Quarter Reports

Item	July	August	September	October	November	December	January	February	March	April	May	June	Total
No. of working days	20	19	17	21	16	16							109
No. of insp. conducted	118	109	83										310
No. of Letters & NOV's	55	57	60										172
No. of cases opened	38	22	26										86
No. of cases closed	29	21	22										72
No. of Admin Cites	0	2	1										3

	1st Qtr To	2nd Qtr To	3rd Qtr To	4th Qtr To	Annual Total
No. of working days	56	53	0	0	109
No. of insp. conducted	310	0	0	0	310
No. of Letters & NOV's	172	0	0	0	172
No. of cases opened	86	0	0	0	86
No. of cases closed	72	0	0	0	72
No. of Admin Cites	3	0	0	0	3



COMMUNITY SERVICES

1st QUARTER REPORT

July - August 2014

The Community Services Departments quarterly report includes projects, meetings, training, goals, and objectives each of the divisions have been working on. Here's what we've done during the Summer:

MAINTENANCE & ENGINEERING

Public & Internal Work Orders Completed

JUL	AUG	SEP	TOTAL
26	10	32	68

Traffic Signal, Street Light, and Irrigation System Survey

3 monthly citywide traffic signal, street light and irrigation system surveys were performed Maintenance Division staff.

Graffiti Removal

84 square feet of graffiti was removed by Maintenance Division staff.

Storm Drain Maintenance

Inspections and removal of approximately 6.30 cubic yards of debris from 205 citywide storm drain catch basins were performed by Maintenance Division staff.

Street and Right-of-Way Tree Maintenance

6 dead and declining Canary Island Pine and 1 Japanese Black Pine trees were removed from Houston Ave. medians in July.

In September, 4 listing and potentially threatening Fern Pine trees were removed from a Moody St. median, 2 diseased Ornamental Pear street trees on Walker St. and 1 dead Liquid Amber street tree on La Palma Ave. were removed. Additionally, 100 Brisbane Box street trees were pruned citywide.

July

Water Conservation

A SoCal \$martWater (Water Conservation Rebates) Update meeting was attended by Maintenance Division staff.

Orange County Waste Discharge Requirements Meeting

A Bi-Monthly General Meeting was attended by Maintenance Division staff.

Orange County Waste and Recycling Meeting

A Bi-Monthly General Meeting was attended by Maintenance Division staff.

Sewer Collections Systems Seminar

A sewer collections systems maintenance/regulatory update seminar was attended by Maintenance Division staff.

August

Tree Maintenance Training

A tree maintenance workshop provided by West Coast Arborists was attended by Maintenance Division staff.

September

California Commercial Driver Training

Three Maintenance and Water Division staff attended DOT Class B commercial driver training. All employees passed and received their Class B Driver's License.

Pesticide Seminar

Maintenance staff attending this training to receive continuing education units to maintain their Pesticide Certificates.

CWEA (Waste/Wastewater) Tri-State Seminar

James Tsumura and Carlo Nafarrete attended the CWEA Tri-State Seminar which includes up to 20 hours of training and vendor exhibition.

WATER DIVISION

July

City of La Palma Run for Fun

Supervisor Tsumura and three Water Division staff assisted Maintenance Division to setup and take down traffic control cones, barricades, pre-warning signs and programmable message boards for the July 4th Run for Fun event.

ShoreTel Phone System Training

Supervisor Tsumura and three Water Division staff attended training on the new ShoreTel phone system.

Water Service Leak Repair @ 7752 Laurelwood

Replacement of water service line at 7752 Laurelwood Lane.

Late Notice Delivery

Water Division and Maintenance Division staff delivered approximately 300 late notices.

City Yard Generator Load Testing

Quinn Power and Pacific Industrial Electric participated in our first load test of the new City Yard Electrical Generator.

Valve Can Painting

Water Division staff painted 32 valve box lids in the Windsong tract.

Conservation Notices

Water Division staff placed 13 water conservation notices at residences for over-watering, watering during the day, or washing down paved surfaces.

Miscellaneous

Water Quality Calls	0
Leak Investigations	4
Loss of Water / Pressure	0
Shut Off / Restore Service	32
Broken Box / Sidewalk	0
Replace Meter / Register	0
Digalert Response	64
Hydrants Flushed	3
Valves Exercised	0
Service Line Leaks	1

August

Class B Commercial License Training

Leo Larios, Dean Chambers and David Fleming participated in a Class B Commercial License training.

City of La Palma Civic Expo

Supervisors Nafarrete and Tsumura participated in the City of La Palma Annual Civic Expo at Central Park in conjunction with National Night Out and Concerts in the Park.

Water Education Seminar @ Rancho Santiago College

Water Service Workers Diaz and Larios received 6 hours of training at the Water Education Seminar at Rancho Santiago College. Certified Distribution and Treatment operators are required to obtain Continuing Education Units to maintain their certifications.

Class B Commercial License Training, Behind the Wheel

Leo Larios, Dean Chambers and David Fleming participated in a Behind the Wheel Class B Commercial License training.

Fire Hydrant Reflectors

Water Division replaced 65 missing or broken fire hydrant reflectors Citywide.

Conservation Notices

Water Division staff placed 26 water conservation notices at residences for over-watering, watering during the day, or washing down paved surfaces.

Leak Notices

Water Division staff placed 196 residential leak notices for observed leaks found through N_SIGHT system.

Miscellaneous

Water Quality Calls	1
Leak Investigations	8
Loss of Water / Pressure	1
Shut Off / Restore Service	1
Broken Box / Sidewalk	1
Replace Meter / Register	12
Digalert Response	127
Hydrants Flushed	2
Valves Exercised	0
Service Line Leaks	0
Water Main Breaks	0

September

Corrosion Protection System Inspection

Corpro conducted the annual inspection of our corrosion protection system at Walker Street Reservoir.

Late Notices

Water Division staff placed approximately 300 late notice door tags.

OCWA Annual BBQ

Mark Diaz, Rich Gangloff and Leo Larios attended the OCWA Annual BBQ which included two hours of water related training, vendor fair and a skills competition.

CWEA (Waste/Wastewater) Tri-State Seminar

James Tsumura and Carlo Nafarrete attended the CWEA Tri-State Seminar which includes up to 20 hours of training and vendor exhibition.

4" Backflow Prevention Device Installation

Installation of a 4" backflow prevention device at the Edison right of way and Bouma Drive by S.E. Nelson Construction.

Walker Booster Pump No. 2 Motor Replacement

Replacement of Walker Booster Pump No. 2 by Delta Motor Company.

Miscellaneous:

Turf Removal Rebate Inspections

Staff conducted three Turf Removal Rebate Inspections in September.

Water Quality Calls	0
Leak Investigations	10
Loss of Water / Pressure	1

Shut Off / Restore Service	1
Broken Box / Sidewalk	1
Replace Meter / Register	22
Digalert Response	40
Hydrants Flushed	0
Valves Exercised	0
Service Line Leaks	0
Water Main Breaks	0

RECREATION

The Recreation Division delivers many services, programs, and facilities which are the tools we use to produce long-lasting and positive change within our community for our residents. We use these tools to accomplish the following objectives.



Strengthening a Sense of Community

2014 Summer Home Spotlight

In an effort to strengthen community pride and a sense of community, CAB’s ongoing Home Spotlight Award recognizes a homeowner each quarter that has improved or maintained their home in an effort to keep La Palma beautiful.

The Community Activities & Beautification Committee awarded the Summer 2014 Home Spotlight Award for home and neighborhood beautification to Brenda and Robert Carruth of 7201 Monterey Lane. The Carruth family have lived in La Palma for 22 years and raised their adult daughters Carolyn and Cathy. They have completed a total exterior remodel of their home and the front yard. They worked with a landscape artist and created a self-sustaining landscape, by planting self-maintained plants and flowers which has conserve water usage and is visually appealing.



Creating and Enhancing Places for People to Gather

2014 La Palma Days Planning

La Palma Days volunteers and staff began their planning and preparation of the 2014 event themed: *Cheers to 30 Years!* Subcommittees began meeting through the summer as they plan the November 8th festivities. Due to this being the 30th anniversary, a new logo was designed and helped with branding the event for this year.

The La Palma Pageant is scheduled this year for November 2 at the Ehlers Community Center in Buena Park. An orientation was held on September 7, 2014 in the Community Center. A total of 4 contestants have committed to the event.

Fitness Run for Fun

The Community Services Department is proud to report that La Palma’s 34th Annual Fitness Run for Fun was another success. The Department’s objectives for the Fitness Run For Fun is twofold: to strengthen our residents’ sense of community by providing a place for them to gather; and to encourage and support good health and fitness.

The Department kept the same rates as last year, as we are in line with other races offered in the vicinity. Pre-registration online (which included a shirt) was \$29 for participants. In addition to less administrative time to process the registration, the timing company discounted our fee by \$1.00 per online registration. If they registered through mail or in person at Central Park, the pre-registration price was \$37 (which did not include a shirt). With our timing company we were also able to keep pre-registration open longer, with that being said the only late registration that we took was on race day, and that cost was \$42.00.

The City, once again, contracted with Pacific Coast Race timing, a distribution company, which handed out our flyers at 30 events in Southern California from the beginning of April through the end of June, and a direct mailing to over 5,000 runners in our area.

This year the event was on Friday, July 4th. When the race falls on a weekend (creating a long weekend for most people) our numbers tend to drop. This year we saw a phenomenon with a large number of preregistrations coming in the final week (June 23-30), which brought our registration up to 598. Race day we were unable to predict what would occur, last year we had approximately 400 runners register day of, with the several years before with only approximately 200 registering on race day. This year, we processed 132 on race day. In 2008, the last time the Race fell on a Friday, we had a total of 722 participants, this year we had a total of 730,

Again this year the Recreation Division was proud to offer the Yankee Doodle Dash, for the fourth year, designed for kid’s ages 2-12 years. Every participant, once again, received an official Race Bib (all numbered “1”) and a participation medal (donated by BlueSky Outfitters). In total we had 93 “doodlers” all of which had a good time.

Below you will find a comparison of the past five years of Run attendance statistics.

	2009	2010	2011	2012	2013	2014
5K Run Participants:	368	366	313	376	357	305
5K Walk Participants:	145	188	117	128	224	162
10K Run Participants:	231	285	186	183	233	170
Yankee Doodle Dash	N/A	N/A	59	89	100	93
Family Fun One/Fun Zone*:	300*	300*	300*	200*	300*	250
TOTALS:	744	833	616	776	914	730

Volunteers:	109	147	171	97	103	98
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*Family Fun One/Fun Zone numbers not included in totals.

The Department, again, worked with the City’s Corporate Sponsors to ensure they received the full benefit of their donation. Platinum Sponsor La Palma Intercommunity Hospital fielded approximately 35 entries into the competitive events, while Silver Sponsor Park Disposal donated trash cans.

The Family Fun Zone featured crafts, a large, attention-grabbing inflatable obstacle course, games, and a family game area, designed to attract families to “play together”. All events were popular, with an estimated attendance of 250 people. The Fun Zone is designed to promote family bonding while keeping family members more physically active.

Below is the 2014 Fitness Run for Fun Financial Report. As always, we continue to assess and evaluate our performance to ensure that future Fitness Runs for Fun meet our community’s expectations and our own high standards.

	Adopted	Actual	Variance
EXPENDITURES			
Community Services Personnel	\$ 9,915.00	\$ 11,716.06	\$ <1,801.06>
Other Personnel			
<i>Police</i>	\$ 3,500.00	\$ 4,050.60	\$ 550.60>
Maintenance & Operations	\$ 19,850.00	\$ 18,598.53	\$ 1,251.47
TOTAL	\$ 33,265.00	\$ 34,365.19	\$ <1,100.19>
REVENUES			
TOTAL	\$ 25,000.00	\$ 12,422.75	\$ <12,577.25>
NET EXPENSE	\$ 8,265.00	\$ 21,942.44	\$ 13,677.44

Facility Permits

This summer we issued numerous permits for our indoor and outdoor facilities:

<i>Facility</i>	<i>Number of Uses</i>	<i>Number of People</i>	<i>Number of Hours Rented</i>
Community Center	10	1,140	55
Pavilion	16	2,574	90
Gazebo	13	646	59
Softball/Soccer Field	72	1,818	156
Total	111	6,178	360

Since the Community Center flooring project, some of the regular recurring permit holders have not returned resulting in decreased number of indoor uses.



Improving Health & Wellness

2014 Concerts in the Park- “Saturdays at the Park”

The Community Activities and Beautification Committee worked with Recreation Staff to create the Summer Concert Series. The combined attendance for the six concerts performed during the summer concerts series was approximately 4,097, with an average of approximately 682 per concerts. Food Trucks were invited back again this year and were welcomed by the patrons. New this year, the Recreation Division partnered with the La Palma Kiwanis’s Club to offer a Beer and Wine Garden and

7/12	Hot August Night	Tribute to Neil Diamond	Rocky Mtn Chocolate Factory & Garlic Scape Food Truck
7/19	Ghost in the Machine	Tribute to The Police & Sting	Hot Dogs & Tropical Island Funnel Cakes & Kettle Corn
7/26	The Petty Breakers	Tribute to Tom Petty & the Heartbreakers	Piaggio on Wheels & Tropical Island
8/2	The Smoke’n Cobras	50’s, 60’s Rockabilly	The Grilled Cheese Truck & Tropical Island
8/9	The Skinny Little Twits	Classic Rock	Civic Expo & National Night Out Tropical Island Long Beach Ice Cream Food Truck
8/16	Flashback Heart Attack	New Wave 80’s	Drive Me Cookie, Eat’em Up

for the first time a Chili Cook Off Event.

Water Fitness at the La Palma Intercommunity Hospital Indoor Pool

In collaboration with the Anaheim Family YMCA, La Palma Recreation offered aquatic classes at the La Palma Intercommunity Hospital (LPIH) indoor therapeutic pool. In addition to beginning swim lessons (included in the Aquatics report), this facility allows us to offer a unique, shallow-water workout for older adults, which includes aerobic training; muscle conditioning; and stretching to promote flexibility and reduce stress and tension. This course proved so popular, we opened an additional class in August and were able to fill that class to capacity. Our water fitness for older adults had 78 attendees

Aquatics 2014

Also in partnership with the Anaheim Family YMCA, the community enjoyed another successful season of swimming lessons at John F. Kennedy High School as well as Tiny Tot, Water Baby and non-swimming Polliwog programs at La Palma Intercommunity Hospital this summer. The summer swimming lessons program was introduced three years ago in response to the community’s desire for a safe, fun, and local aquatics program. The curriculum focuses on essential swimming and water safety skills. Group lessons, were conducted in three 2-week sessions, for \$49 per session, and one session of Saturday classes (JFK only) for \$30. Private lessons were also offered at John F. Kennedy

High School. Swim lessons were available for the following: Water Babies (ages 6 months to 2 ½ years; parent participation), Tots (ages 3 to 5 years), and Levels 1 through 6 (ages 5 to 13 years). Classes ran from June 14 through July 24. 579 registrants contributed to the success of this summer swim season, bringing in revenue of \$32,890.00 from registrations. Once expenditures and direct costs (excluding La Palma staff time) were settled between the City and the Anaheim Family YMCA, the program realized a loss of \$288.00 (not including non-resident fees which are the City’s alone); which per the agreement was split equally between both organizations.



USDA Commodities Distribution

This monthly food distribution program allows low income La Palma residents to supplement their food cabinets with donated items from the Second Harvest Food Bank of Orange County. USDA commodity distribution is scheduled for the third Tuesday of the month at 3:00 p.m. The following is the monthly breakdown for the quarter.

<i>Month</i>	<i>Number of Households</i>	<i>Number of Individuals</i>
July	6	10
August	6	14
September	5	13

Meals on Wheels

In conjunction with La Palma Intercommunity Hospital, this program provides hot and cold meals to La Palma residents who are unable to prepare meals for themselves. Community volunteers deliver the meals Monday-Friday and offer a much needed social connection for the clients. As this is a need based program, the number of meals each month fluctuates with that need.

<i>Month</i>	<i>Number of Meals</i>
July	283
August	271
September	313



Fostering Youth Development

Camp Tiny Tots

It was a great summer at Camp Tiny Tots, loaded with adventure and fun. Four sessions were completed by instructor Andi Terry and the Tiny Tot recreation staff team. Each camper had the

opportunity to stay active with new games, crafts, indoor and outdoor activities. During “A Bug’s Life” camp the class learned about all sorts of critters, crawlers and flyers alike. This camp ended with a trip to the El Dorado Nature Center where they hiked the one mile trail and participated in a scavenger hunt along the way. Our second camp was “Barnyard Palooza” where the participants learned all life on the farm, the class took a trip to the Anaheim Equestrian Center where they fed the farm animals, milked a goat, and rode a pony. During camp “Stomping Dinosaurs” the class turned into dinosaurs they stomped, marched and roared plus a super science volcanic eruption. The field trip that concluded this camp was to Ralph B. Clark Regional Park; in the Interpretive center at the park the class was able to view a large variety of fossils. Our last camp of the summer was “Little Pirates Ocean Adventure”. This camp ended summer with lessons on how to be a pirate, and lots of under the sea tales. The final field trip of the summer was to Newport Landing Whale Watching, Tiny Tots and their families went out on a two and a half hour boat ride and saw a sea lions, a large pod of dolphins and three whales.

July 4th the class had a big celebration thanks to the Girl Scouts. To receive their silver award, Amy Leung and Kaylin Ryono chose to give to the youth in our Tiny Tots program the gift of literacy. The girls set up a book drive through their church and donated them to our class. The day of their presentation Ms. Leung and M. Ryono set up patriotic themed activities that included a craft, a snack and the reading of a special 4th of July story.

A Bug’s Life: 6/16-6/27

Monday, Wednesday	18 Campers
Tuesday, Thursday	24 Campers

Barnyard Palooza: 6/30-7/11

Monday, Wednesday	23 Campers
Tuesday, Thursday	20 Campers

Stomping Dinosaurs: 7/14-7/25

Monday, Wednesday	18 Campers
Tuesday, Thursday	19 Campers

Little Pirates Ocean Adventure: 7/28-8/08

Monday, Wednesday	24 Campers
Tuesday, Thursday	24 Campers

Club La Palma Volunteens

Club La Palma Day Camp had another great group of Volunteens this year who helped Day Camp go smoothly. A total of 17 volunteens have worked hard all summer long and have been crucial to the success of Club La Palma Day Camp. Collectively, they have served over 3,400 hours giving back to their community. Along with the help of the Day Camp Counselors, they have prepared games and activities for the campers and attended bi-weekly training meetings where they have learned about working together and job responsibilities. Most importantly, they have served as role models for the city’s youth.



As part of the last Volunteen meeting they meet with Kaiti Chilers and learned how to do a resume, cover letters, and even got some tips on how to answer sample interview questions. The Volunteens were recognized for their service at the City Council meeting on September 2, 2014. They were treated to a recognition dinner before the meeting, and received their two hundred dollar stipend after the council meeting.

Club La Palma Day Camp

Summer Day Camp this last year was led by 2 out of 6 camp counselors from the previous summer. 18 Volunteens assisted the counselors to help coordinate and facilitate 10 themed weeks full of exciting activities. Club La Palma Day Camp went swimming weekly and with new safety procedures executed at the pool, counselors ensured parents’ exceptional safety. Popular excursions featured Sea Side Lagoon, Angels Baseball Game, Lee Way Sailing Center, Universal Studios, La Mirada’s “Splash”, and our Mystery Field Trip which was held at Central Park.

Each week entailed something new and different from the previous weeks. Campers engaged in physical fitness, nutritional awareness, received positive mentoring, acquired new friends, and enhanced confidence. Each Monday counselors made sure to incorporate icebreaker games which developed many new friendships. Many campers participated in tournaments including hockey, basketball, baseball, soccer, jump roping, and hula hooping. Campers were heavily involved in arts and crafts; their vivid imaginations lead to wonderful creations like designing their own 4th of July t-shirts. Along with weekly pool excursions and field trips, Club La Palma Day Camp walked to Central Park for barbeques, movies, tournaments and special events hosted by the Library including a “Magician,” and “Ventriloquist.”

WK:1	WK:2	WK:3	WK:4	WK:5	WK:6	WK:7	WK:8	WK:9	WK:10
81	88	75	86	100	77	70	77	73	79

Summer Enrollment (80.6 average)

Teen Dances

These special events are a great way to bring teens together in a safe environment while promoting physical fitness. Staff from both La Palma and Cypress, and Youth Action Committee members, were on hand to act as positive role models as well as to maintain the safe environment.

Glow in the Dark Dance – September 20, 2014

Teens, in grades seven and eight, enjoyed the Glow in the Dark Dance held at the La Palma Community Center. There were 203 teens in attendance. 4 teens purchased a Fast Pass for \$40, which allows entrance to all five dances and a savings of up to \$10.

Summer 2014 Contract Classes

62 various classes and camps were offered targeting areas such as fitness, skill enhancement, art and dance. This year we added several cross-discipline camps with physical activities combined with educational opportunities, which were very successful. Our total enrollment for this session including our popular Club La Palma Day Camp was 1,699 participants.

Fit N Fun

Supervisor Robinson, Coordinator Adams, and Specialist Juarez met with the new G.B. Miller Principal Gerald Shaw, Steve Luther Principal Jacki Teschke, and Los Coyotes Principal Robyn Yarbrough to discuss the upcoming school year. Topics discussed included introducing the new Miller Principal to the Fit N Fun program and outcome measurement goals for this year.



Encouraging Citizen Involvement

La Palma & Cypress Youth Action Committee

On September tenth and eleventh Colleen Moreno, Shelly Myers from the city of Cypress and Recreation Coordinator Adams interviewed 34 participants to be on the Youth Action Committee. We were able to accept 32 well deserving teens that met all requirements and showed they would represent our two cities.

Volunteer Opportunities

This quarter we provided the following opportunities for citizens to become involved in their community by volunteering for these programs:

<i>Program/Event</i>	<i>Number of Volunteers</i>	<i>Number of Hours Served</i>
Meals on Wheels	54	100
Volunteens	18	4,104
CAB	10	56
Run for Fun	65	260
Total	147	4,520

Unfortunately, staff is continuing to see a decrease in the number of volunteers. Busy lives and schedules are making harder for people to volunteer their time.



Miscellaneous

July

The Community Services Department successfully went through the Phone Training sponsored by Administration and IT.

August

Supervisor Robinson and Coordinator Adams visor Robinson attended the Women in Leisure Services (WILS) National Luncheon. This event is to network, share ideas, and here updates of what all the chapters of the organizations have planned for the year.

September

Supervisor Robinson and Coordinator Adams attended the California Parks and Recreation Society-District 10 General Membership Meeting in Laguna Hills. This meeting allows for the members to hear an update on District 10, in addition to a free training. The training was about including all children in play, and how to change games to make them fair for all levels.

City of La Palma

2014-15 Budget: First Quarterly Operating Report

PERFORMANCE INDICATORS

Administration

Performance Measure	FY 2014-15 Target	Vision Values	City Council / Management Goals / Objectives	First Quarter Progress
City FTE per 1,000 population	<5	Vision	Balance Budget/Reduce Personnel Costs; Provide efficient and effective customer service	4.56
Number of Press Releases Issued	>24	Pride & Ownership	Communications/Engagement; Maximize citizen satisfaction with City communications and outreach	Year to Date Through September = 8
Number of Agendas/Staff Reports Posted to the Web	24/240			Year to Date Through September = 12/70
Number of Workers Compensation Claims per 100 FTE	<9	Security	Balance Budget/Reduce personnel Costs, reduce average workers compensaiton claims per employee through promotion of a safe workplace	Year to Date Through September = 3.6
Utilizing Orange County Local Agency Formation Commission (LAFCO) fiscal trends data, maintain current liabilities net of operating revenues below rolling five year average of County of Orange	Maintain current liabilities net of operating revenues below 24%	Vision	Reduce General Fund expenditures	Not available at this time
Project General Fund revenue and expenditures within acceptable tolerance levels of actuals received (i.e., year-end totals)	Project within 2% of projections	Vision		Not available at this time

City of La Palma

City of La Palma

2014-15 Budget: First Quarterly Operating Report

PERFORMANCE INDICATORS

Community Development

Performance Measure	FY 2014-15 Target	Vision Values	City Council / Management Goals / Objectives	First Quarter Progress
Commercial Brokers/Property Owner Outreach	4	Family	Communication/ Engagement	2
Number of Mosaic articles	4	Family	Communication/ Engagement	1
% of "new" business licenses	3	Family	Create Proactive Economic Development Strategies	0.0%
Number of agenda reports prepared for CC/PC/DC/TSC	26	Pride & Ownership	Communication/ Engagement	16
Number of building permits issued	427	Pride & Ownership	Maintain High Public Safety Levels	116
Number of plan checks performed	85	Security	Maintain High Public Safety Levels	19
Number of inspections conducted	1240	Security	Maintain High Public Safety Levels	425
Number of permits finalized	375	Pride & Ownership	Maintain Quality of Life	46
Number of Code Enforcement (CE) inspections performed	450	Pride & Ownership	Maintain Quality of Life	310
Number CD cases opened	200	Pride & Ownership	Maintain High Public Safety Levels	86
% of CE cases receiving administrative citation	1	Opportunity	Maintain Quality of Life	3
Number of Land Use approvals processed	6	Security	Create Proactive Economic Development Strategies	4
% of plan checks reviewed for zoning w/in 7 working days	100	Pride & Ownership	Maintain High Public Safety Levels	100
% of Development Committee minutes and resolutions prepared by the next meeting	100	Pride & Ownership	Maintain High Public Safety Levels	100

City of La Palma

2014-15 Budget: First Quarterly Operating Report

PERFORMANCE INDICATORS

Police

Performance Measure	FY 2014-15 Target	Vision Values	City Council / Management Goals / Objectives	First Quarter Progress
Meet Federal and State training mandates by ensuring 100% of employees receive mandated training within specified timelines	Develop training plan and matrix for all departmental personnel, train 100% of employees	Security	Maintain High Public Safety Levels, Balance Budget, reduce liability	Based on our training matrix we are 100% in compliance.
Keep response times to critical incidents below 3 minute average	Average response time under 3 minutes	Security	Maintain High Public Safety Levels	Average response time was two minutes and eighteen seconds (2:18) or 23% better than our goal
Increase clearance rate for part one crimes	Greater than 23%	Security	Maintain High Public Safety Levels	A combined clearance rate of 61%, much better than anticipated
Continue to be present in all schools within the community	Programs in all schools	Family/ Security	Maintain High Public Safety Levels, Maintain Quality of Life	Police Interaction with Youth (PIY) continues and is currently on track for all participating schools for the current school year
Reduce the number of injury traffic accidents	Under 58 injury traffic accidents	Security	Maintain High Public Safety Levels	1st Quarter reported 15 Injury Traffic Collisions.

City of La Palma

2014-15 Budget: Fitty Quarterly Operating Report

PERFORMANCE INDICATORS

Community Services

Performance Measure	FY 2014-15 Target	Vision Values	City Council / Management Goals / Objectives	First Quarter Progress
Respond to and eradicate 95% of graffiti complaints within 72 hours of receiving notice	Minimum 95%	Pride & Ownership	Maintain Quality of Life	100% response time
Identify and apply for at least one grant award funding source for a street repair project by June 30, 2015	Minimum 1	Vision	Balance Budget	Prepared and submitted OCTA SSTP Grant
Continuously improve the overall pavement condition Citywide and minimize claims to the city due to damaged infrastructure	Minimum overall PCI = 85	Pride & Ownership	Maintain High Public Safety Levels	Completed Curb & Gutter for Pavement Zone 7 in preparation for pavement in 2nd quarter
Respond to Water Quality Complaints within 24 hours of receiving notice	Response time < 24 hours	Public Safety	Public Safety and Security	1 complaint, same day response
Increase Number of Volunteer Hours	Increase by 10%	Pride & Ownership	Communication/Engagement	Volunteer hours are continuing to decrease -10%
Increase Number of Facility Rentals	Increase by 10%	Family/ Opportunity	Maintain Quality of Life	No increase
Increase the number of participants for water safety and fitness classes	Increase by 5%	Public Safety	Security	5% increase with new classes added