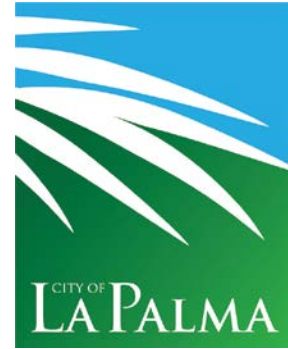


# City of La Palma

## Agenda Item No. 6



MEETING DATE: December 3, 2013

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBMITTED BY: Donald Pruyn, Interim Finance Director

AGENDA TITLE: First Quarter Financial Operating Report and City Council Goals Update – Fiscal Year 2013-14

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### **PURPOSE:**

The purpose of this report is twofold: First to provide the City Council and staff a snap shot of City General fund revenues and expenditures through the end of the fiscal quarter ending September 30, 2013, and compare how these quarter end revenue and expenditures relate to the adopted budget and to the corresponding levels of activity which occurred for the same quarter of the preceding fiscal year. Secondly the operations report is intended to show how the City is doing in meeting the City Council's adopted 2013 goals.

### **SUMMARY**

General Fund revenues by category for the first quarter of the current year and their variance to first quarter projections are attached for review (Attachment 1). First quarter revenue is also shown in variance to first quarter revenue from FY 2012-13. First quarter revenues totaled \$716,989 or 8.7% of annual budgeted revenues—and exceeded those of last year by \$110,236 or 18.3%.

First quarter General Fund expenditures detailed by department and their variance from the adopted FY 2013-14 budget are also attached. (Attachment 2). Current year first quarter expenditures are also compared to the same period in the prior fiscal year and are \$166,798 less than the first quarter of the preceding year. These expenditures are also shown by expenditure category vs. department in Attachment 3.

It is important to note that expenditure information and revenues do not come in at uniform times nor at equal intervals and therefore these reports are based on limited data. One must be careful in drawing overall conclusions from the reports, absent a rather detailed understanding of each revenue source and department spending patterns, particularly those that pertain to larger projects and capital expenditures. However, with the proper level of analysis data, even in this early stage of the fiscal year, can identify problems and allow for early correction.

## **BACKGROUND:**

The information below highlights significant factors affecting first quarter revenues and expenditures.

### **General Fund Revenues**

Although it is very early in the year it appears from first quarter results that revenues for FY 2013-14 will likely exceed budget. Factors that may push revenues higher than budgeted figures are as follows:

- The operative agreement between La Palma and Tesoro appears to be heading toward an annual figure well above the \$250,000 that was budgeted.
- Increased investment earnings resulting from the first quarter diversification of the City's investment portfolio give an indication this revenue source may also exceed projections for the fiscal year.

Three of the City's largest General Fund revenue sources, sales tax, transient occupancy tax and property tax, do not ordinarily generate any significant revenues in the first quarter of the fiscal year. Sales and transient occupancy tax receipts received in the first quarter relate to collection in the prior quarter and are accrued back to that period. The vast majority of property tax receipts are captured in the second and fourth quarters of the year. Due to the timing of these receipts, projected revenue for these sources are \$0 and \$60,000, respectively.

### **General Fund Expenditures**

Each department continues to monitor spending closely to help insure compliance with the adopted budget. Based upon first quarter results, we appear to be on a path that will see overall General Fund spending come in at or below levels approved in the FY 2013-4 budget. The paragraphs below detail some of areas by department that show significant variances with quarter to date actual expenditures and the reasons therefore:

- Administration

Community Promotion program - Professional Contract Services is at 51.9% as the contract with South East Area Animal Control Authority (SEAACA) requires a semi-annual payment that was due and paid in the first quarter, therefore this variance will not put the actual expenditures over the annual budgeted amount.

- Police Department

Patrol Division - Although the patrol division had spent only 21.5% of its annual budget through the first quarter, Holiday Pay shows an annual budget of \$0 but \$31,018 in expenditures. It is believed that Holiday pay was aggregated with division overtime. If this is the case the expenditures in the Holiday pay account should either be shifted to the full-time overtime account or the budget for Holiday pay should be shifted from full-time overtime to the specific Holiday pay line item. Staff is following up on this item.

Patrol Reserve Division – This division is slightly ahead of the 25% projected usage due to the fact that 31.4% of the budget for part-time salaries is due to summer special events such as Fourth of July activities. Employee Benefits is significantly over budget due to a budgeting error. The amount budgeted for Employee Benefits is \$1,400 and should have been \$2,800. This minor error should be addressed at the mid-year budget review process. Police Range is 48.7% expended at the end of the quarter which is attributable to bulk purchases and rental fees paid early in the fiscal year.

Records and Communications Division - This division is running slightly ahead of its budget at 30.9% primarily due to use of overtime pay; part-time salaries; and contract Computer support services (1/2 year of West Covina services, which are being replaced by the Spillman project). The overage in the Computer support account is due to the combination of a journal entry error in the amount of \$43,000 and a mistake in the budgeting. A budget adjustment will be necessary to fund \$23,000 in order to pay for additional services from West Covina that were left out of the original budget. The variances described above are attributed to the implementation of the Spillman automated dispatching and records management system. The Holiday pay issue also exists in the Records and Communication Division in the amount of \$4,183 with the same remedies available.

- Community Services Department

Lighting and Landscape Parks - First quarter expenditures for this division were 30.4% which is due to expenditures in overtime and property leases. Expenditure activity in Overtime is due to seasonal requirements of Park landscape maintenance. Property leases are a onetime expense that occurs during the first quarter of the year. The small annual overage in the property lease account should be compensated for by less than budgeted spending in other divisional accounts.

Youth Development and Family Services - First quarter expenditures for this division were 33.5 % of adopted budget. Accounts responsible for this variance are part-time salaries; supplemental compensation; and special supplies. The variances were due to a combination of heavy summer activity as well as timing of the Tiny Tot program.

- Community Development

Building and Safety - First quarter expenditures for the Building and Safety Division were 92% of adopted budget. This high variance is due to the recording of an encumbrance through the first quarter issuance of a purchase order in the amount \$92,386.92. At this time it appears that year end spending will match up exactly with the annual budget for this division.

Planning - First quarter expenditures for the Planning Division were 66.1% of adopted annual budget. This variance in expenditure is the result of activity in professional contract services and mileage reimbursement/auto allowance. In the first quarter a purchase order was issued for professional contract services in

the amount of \$117,800 against the budgeted amount of \$92,800. The variance in this account is due to the fact that \$25,000 of the purchase order should have been apportioned to the AQMD fund. Since 25,000 of applicable contract billings will be charged to the AQMD fund, the General Fund account will not exceed the current budgeted amount. The amount charged to the mileage reimbursement account is a onetime expenditure.

Code and Parking Enforcement - First quarter expenditures for the Code/Parking enforcement division were 38.2% of the adopted budget. The account responsible for this variance is Professional Contract Services Account. An encumbrance against this account was recorded by purchase order, which has a remaining value of \$26,748.75. If the full amount of the encumbrance is actually spent the account will be overspent by \$23,238. This potential overage will need to be dealt with during the mid-year budget review process.

### Goals Update

Attachment 4 to this report provides a quarterly goals update, which lists the approved 2013 City Council goal(s); the corresponding quarterly progress toward meeting those goals, and the next step(s) to be undertaken in meeting the corresponding goal(s). Some of the highlights of the quarter include:

- Completion of the internal service fund allocation review for the vehicle maintenance fund
- Approval of a new City Attorney contract
- Implementation of new investment policy and administrator
- Adoption of Long Range Property Management Plan for the Hub space
- Approval of Deposit Agreement for the development of billboard(s) on Hwy. 91
- Held special events including National Night Out, Summer Concerts, Run for Fun and Civic Expo
- Conducted employee survey

Attachment 5 to this report provides performance indicators prepared by each City 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. More performance detail is attached for the Community Services and Community Development Departments as Attachments 6 and 7. Some performance highlights include:

- Maintain police response time to priority 1 calls of less than 3 minutes (2:40)
- 100% of plan checks completed within 7 days
- Increased credit card transactions for utility bills by over 30%
- Increased water safety and fitness participation by 16%

### FISCAL IMPACT

Continuing focus on resource enhancement and cost containment has and will continue to positively impact the City's financial condition. However, since the FY 2013-14 Budget included a number of significant changes for both revenues and expenditures, continued evaluation of actuals is particularly important and will aid in developing next year's budget.

**RECOMMENDED ACTION:**

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

**APPROVED:**



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Finance



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City Manager

- Attachments:
1. General Fund Revenue Summary
  2. General Fund Expenditure by Department Summary
  3. General Fund Expenditure by Category Summary
  4. First Quarter Goals Report
  5. Departmental Performance Measures
  6. Community Services Summary Quarterly Report
  7. Community Development Summary Quarterly Report

**FIRST QUARTER FINANCIAL REPORT  
GENERAL FUND REVENUES  
FISCAL YEAR QUARTER ENDING SEPTEMBER 30, 2013**

Revenue Type	FY 2013-14 Annual Adopted Budget	FY 2013-14 Actual Revenue (First Quarter)	FY 2013-14 First Quarter Projected Actual	Variance First Quarter Actual to projected Revenue \$	Year-to-Date Actuals Through 09/30/2013	Prior Year-to- Date Actuals Through 09/30/2012	Variance (First Quarter) 2014 vs. 2013
Property Tax	\$ 3,118,000	\$ 59,982	\$ 60,000	\$ (18)	\$ 59,982	\$ 52,058	\$ 7,924
Sales Tax	\$ 1,780,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Users Tax	\$ 1,150,000	\$ 200,974	\$ 287,500	\$ (86,526)	\$ 200,974	\$ 157,813	\$ 43,161
Franchise Fees	\$ 370,000	\$ 9,418	\$ 92,500	\$ (83,082)	\$ 9,418	\$ 9,006	\$ 411
Transient Occupancy Tax	\$ 235,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Business Licenses	\$ 155,000	\$ 81,467	\$ 38,750	\$ 42,717	\$ 81,467	\$ 86,576	\$ (5,108)
Permits	\$ 73,600	\$ 32,624	\$ 18,400	\$ 14,224	\$ 32,624	\$ 12,705	\$ 19,919
Intergovernmental	\$ 16,000	\$ (5,232)	\$ 4,000	\$ (9,232)	\$ (5,232)	\$ 16,214	\$ (21,446)
Charges for Services	\$ 508,600	\$ 203,164	\$ 127,150	\$ 76,014	\$ 203,164	\$ 157,791	\$ 45,374
Fines and Forfeitures	\$ 161,000	\$ 30,306	\$ 40,250	\$ (9,944)	\$ 30,306	\$ 21,735	\$ 8,571
Use of Money and Property	\$ 225,800	\$ 13,295	\$ 56,450	\$ (43,155)	\$ 13,295	\$ 10,754	\$ 2,541
Other Revenue	\$ 125,800	\$ 20,217	\$ 31,450	\$ (11,233)	\$ 20,217	\$ 10,626	\$ 9,591
Interfund Transfers	\$ 283,100	\$ 70,774	\$ 70,775	\$ (1)	\$ 70,774	\$ 70,775	\$ (1)
<b>Total Revenues</b>	<b>\$ 8,201,900</b>	<b>\$ 716,989</b>	<b>\$ 827,225</b>	<b>\$ (110,236)</b>	<b>\$ 716,989</b>	<b>\$ 606,053</b>	<b>\$ 110,936</b>

**FIRST QUARTER FINANCIAL REPORT  
GENERAL FUND EXPENDITURES, BY DEPARTMENT  
FISCAL YEAR QUARTER ENDING SEPTEMBER 30, 2013**

Department	FY 2013-14 Adopted Budget	FY 2013-14 Actual Expenditures (1st Qtr)	FY 2013-14 Projected Expenditures (1st Qtr)	Variance Projected Budget vs. Actual \$	Variance Projected Budget vs. Actual %	Prior Year Actuals Through 09/30/2012	Variance 2014 Actuals vs. FY 2013 Actuals Over / (Under)
Administration/Finance	1,436,430	313,803	359,108	-45,305	-12.6%	284,420	\$ 29,383
Community Development	490,510	60,000	122,628	-62,627	-51.1%	86,537	\$ (26,537)
Police	4,901,005	1,017,121	1,225,251	-208,130	-17.0%	1,091,290	\$ (74,169)
Financing Uses/Transfers Out	400,000	0	100,000	-100,000	-100.0%	0	\$ -
Community Services	1,788,600	388,592	447,150	-58,558	-13.1%	484,067	\$ (95,475)
<b>Total</b>	<b>\$ 9,016,545</b>	<b>\$ 1,779,516</b>	<b>\$ 2,254,136</b>	<b>\$ (474,620)</b>	<b>-21.1%</b>	<b>\$ 1,946,314</b>	<b>\$ (166,798)</b>

**FIRST QUARTER FINANCIAL REPORT**  
**GENERAL FUND EXPENDITURES - BY CATEGORY**  
**FISCAL YEAR QUARTER ENDING SEPTEMBER 30, 2013**

<b>Expenditure Type</b>	FY 2013-14 Annual Adopted Budget	FY 2013-14 Actual Expenditures (First Quarter)	FY 2013-14 First Quarter Projected Actual	Variance Actual vs Projected Budget \$	Variance Actual vs. Projected Budget %	Prior Year-to- Date Actuals Through 09/30/12	Variance (First Quarter) 2014 vs. 2013
<b>Personnel Services</b>	\$6,285,300	\$1,327,517	\$1,571,325	-\$243,808	-15.5%	\$1,408,024	-\$80,507
<b>Maintenance and Operations</b>	\$2,319,945	\$451,999	\$579,986	-\$127,987	-22.1%	\$538,288	-\$86,289
<b>Transfers Out/Financing Uses</b>	\$400,000	\$ -	\$ 100,000	-\$100,000		\$ -	\$ -
<b>Capital Outlay/Improvements</b>	\$11,300	\$ -	\$2,825	-\$2,825	-100.0%	\$ -	\$ -
<b>Total Expenditures</b>	\$9,016,545	\$1,779,516	\$2,254,136	-\$474,620	-21.1%	\$1,946,314	-\$166,796



# Attachment 4

First Quarter Operating Report  
and City Council Goals Update, Fiscal Year 2013-14

## 2013 City Council Goals Quarterly Goals Report and Updated First Quarter, Fiscal Year 2013-14

GOAL	PROGRESS MADE DURING THE QUARTER	NEXT STEPS
<p><b>Balance Budget</b></p> <ol style="list-style-type: none"> <li>1. Reduce personnel costs</li> <li>2. Reduce General Fund expenditures</li> <li>3. Finalize City fees</li> <li>4. Review reserves policy</li> <li>5. Staff plan in February</li> <li>6. Develop a plan to fund unfunded liabilities (GASB 45)</li> </ol>	<p><b><u>Reduce Personnel Costs:</u></b></p> <ul style="list-style-type: none"> <li>• Discussion with West Comm regarding potential for contracting dispatch services and receipt of West Comm feasibility report.</li> </ul> <p><b><u>Reduce General Fund Expenditures:</u></b></p> <ul style="list-style-type: none"> <li>• Initial internal service fund allocation review completed for Vehicle Maintenance. Facilities review begun.</li> <li>• New City Attorney contract approved as of August for anticipated savings</li> </ul> <p><b><u>Finalize City Fees:</u></b></p> <ul style="list-style-type: none"> <li>• No review scheduled in the period. Last of the updated fees became effective as of June 2013.</li> </ul> <p><b><u>Review Reserves Policy:</u></b></p> <ul style="list-style-type: none"> <li>• Discussion of COR reserves policy begun as part of Facilities Maintenance review.</li> </ul> <p><b><u>Staff Plan in February:</u></b></p> <ul style="list-style-type: none"> <li>• Not applicable to this period</li> </ul> <p><b><u>Develop Plan to Fund Unfunded Liabilities:</u></b></p> <ul style="list-style-type: none"> <li>• Received the actuarial report and prepared Trust recommendation for City Council approval in October.</li> </ul>	<p><b><u>Reduce Personnel Costs:</u></b> Utilize Finance Director vacancy for savings</p> <p>Continue discussions on dispatch services</p> <p><b><u>Reduce General Fund Expenditures:</u></b> Reserve policies for remaining funds and internal service fund allocation reviews to be completed this fiscal year</p> <p>Energy assessment underway and street light valuation report anticipated in December</p> <p><b><u>Review Reserves Policy:</u></b> Policies for remaining funds due to return to the City Council before adoption of the FY 14-15 Budget.</p> <p><b><u>Staff Plan in February:</u></b> Schedule and process to be discussed in the coming months.</p> <p><b><u>Develop Plan to Fund Unfunded Liabilities:</u></b> City Council created the trust and</p>

Goal	Progress During Quarter	Next Steps
<p>7. Increase financial resources</p>	<p><b><u>Increase financial resources</u></b></p> <ul style="list-style-type: none"> <li>Diversify investment portfolio into safe but higher yielding Securities.</li> </ul>	<p>approved \$1.5 million in funding this fiscal year on October 1, 2013.</p> <p><b><u>Increase financial resources</u></b>            Closely monitor investment program</p>
<p><b>Create Proactive Economic Strategies</b></p> <p>1. Attract and retain businesses to increase revenues and employment opportunities.</p> <p>2. Create a well-defined Action Plan to achieve the goal.</p>	<p><b><u>Attract and Retain Businesses:</u></b></p> <ul style="list-style-type: none"> <li>Long Range Property Management Plan (LRPMP) for 5410-14 La Palma Ave “the Hub space” adopted.</li> <li>Prepared marketing flyer for 5410-14 La Palma Ave</li> <li>Conducted 2 Mayor’s Walk Abouts in retail centers with the Chamber of Commerce.</li> <li>Conducted 1 “Lunch with the Mayor” business outreach meetings.</li> <li>Held “Jump Start” pre-development consultation meetings with Bulgogi House for 6901 Walker Street.</li> <li>Held 1<sup>st</sup> small business workshop in partnership with West Orange County Chamber, Small Business Administration and US Postal Service</li> <li>Approved Selection of preferred Developer for Billboard project and secured Deposit Agreement for processing concept.</li> <li>Prepared quarterly Economic Development article for the Mosaic</li> <li>Attended 1 ACCOC Legislative briefing</li> <li>7 Property Maintenance NOV’s issued to Commercial property owners.</li> <li>Adopted HERO program</li> </ul> <p><b><u>Create Well-Defined Action Plan:</u></b></p> <ul style="list-style-type: none"> <li>Plan drafted for City Council consideration in October.</li> </ul>	<p><b><u>Attract and Retain Businesses:</u></b></p> <p>Long Range Property Management LRPMP pending State DOF approval before asset transfers to the City.</p> <p>Process transfer documents for 5410-14 La Palma Ave.</p> <p>Market, Negotiate, and Prepare leases for 5410-14 La Palma Ave.</p> <p>Anticipate finalizing business license and networking system.</p> <p>Developer acquisition of billboard sites.</p> <p>Preparation of Draft Sign Code Amendment to allow Billboards.</p> <p>Negotiate Development Agreement for Billboard permitting and construction.</p> <p><b><u>Create Well-Defined Action Plan:</u></b></p> <p>Plan approved by the City Council on October.</p> <p>Implementation of ED tasks            Quarterly reporting of progress</p>

Goal	Progress During Quarter	Next Steps
<p><b>Maintain High Public Safety Levels</b></p> <p>1. Maintain critical and frontline services</p>	<p><b><u>Maintain critical and frontline services:</u></b></p> <ul style="list-style-type: none"> <li>• Cooperate in West Comm feasibility study for contracting dispatch capability</li> <li>• Spillman Technologies new software loaded and training begun</li> <li>• Response Times for Priority 1 Calls for service average 2:39 minutes maintaining a goal 3:00 minutes or less average.</li> <li>• Adjusted crossing guard contract and provide services to all schools within the city; work with schools in Safe Route to Schools program including return of students to Luther</li> <li>• Hired part time public safety aide</li> <li>• Conducted National Night Out in conjunction with Civic Expo and Summer Concert</li> </ul>	<p><b><u>Maintain critical and frontline services:</u></b></p> <p>Complete information needed to evaluate Dispatch contract proposals and continue work with possible providers Spillman system went live in November Red Ribbon Week in October</p>
<p><b>Maintain Quality of Life</b></p> <p>1. Continue City Events</p> <p>2. Analyze school alternatives to allow all La Palma kids to go to La Palma schools and advocate for solutions</p> <p>3. Funding plan for future streets improvements</p> <p>4. Stronger and more effective code enforcement, identify the need for assistance and connect with resources</p>	<p><b><u>Continue City Events:</u></b></p> <ul style="list-style-type: none"> <li>• Fitness Run for Fun, and Concerts in the Park proceeded, including the inclusion of a combined Civic Expo/National Night Out event in August.</li> </ul> <p><b><u>Alternatives for Schools:</u></b></p> <ul style="list-style-type: none"> <li>• Continued discussion with school superintendents and research to verify the current situation and alternatives including walkable schools</li> </ul> <p><b><u>Funding plan for future street improvements:</u></b></p> <ul style="list-style-type: none"> <li>• Planned street improvements have been implemented per the CIP</li> </ul> <p><b><u>Stronger and More Effective Code Enforcement:</u></b></p> <ul style="list-style-type: none"> <li>• Code Enforcement officer funding provided in FY 2013-14 Budget</li> <li>• Decision to temporarily fill frozen FT vacancy with “Contract” Code Enforcement services.</li> </ul>	<p><b><u>Continue City Events:</u></b></p> <p>Implement events as scheduled. Next quarter will be La Palma Pageant, La Palma Days, Halloween Carnival and Holiday Tree Lighting</p> <p><b><u>Alternatives for Schools:</u></b></p> <p>Complete data collection in the second quarter along with information back to the City Council on Interest Based Bargaining/Principled Negotiation Process</p> <p><b><u>Funding plan for streets:</u></b></p> <p>Begin using e-civis grant service to identify additional funding sources Update the 10 year plan in preparation for the budget process Create reserve policies for funds contributing to street projects</p> <p><b><u>Stronger/More effective code enforcement:</u></b></p>

Goal	Progress During Quarter	Next Steps
		<p>Augment code enforcement with use of volunteer intern.</p> <p>Evaluate technology options to improve code enforcement efficiency.</p>
<p><b>Communications/Engagement</b></p> <ol style="list-style-type: none"> <li>1. Increase involvement from the community by expanding communications and outreach efforts.</li> <li>2. Keep an open dialogue with employees and keep them informed.</li> <li>3. To maintain support and confidence, the process must be open and transparent.</li> <li>4. Implement engagement/outreach plan, re: financial situation</li> </ol>	<p><b><u>Increase involvement from the community by expanding communications and outreach efforts:</u></b></p> <ul style="list-style-type: none"> <li>• Additional Notify me signups August/October - 1 additional signup</li> <li>• August/September 16 new likes on Facebook</li> <li>• Email blasts in 1st Qtr.</li> </ul> <p><b><u>Keep an open dialogue with employees and keep them informed:</u></b></p> <ul style="list-style-type: none"> <li>• Conducted employee attitude survey and shared results with employees at the quarterly CM briefing</li> </ul> <p><b><u>To maintain support and confidence, the process must be open and transparent:</u></b></p> <ul style="list-style-type: none"> <li>• Systems were updated to allow the public to search for public documents on the City’s website through the document management program LaserFiche– project to be completed in next quarter</li> </ul> <p><b><u>Implement engagement/outreach plan, re: financial situation:</u></b></p> <ul style="list-style-type: none"> <li>• 2013-14 Budget Planning page re-titled and information retained on the website for public information.</li> <li>• Summer and Fall Mosaic articles highlighting revenue and expenditure information.</li> <li>• Quarterly employee briefings continue to include budget and financial information.</li> <li>• Civic Expo booth included the “bean game” allowing residents to indicate their preferences for budget balancing strategies and disseminate finance summary fliers</li> <li>• Hits on financial website totaled 86 in August</li> </ul>	<p><b>Increase involvement by expanding communications:</b></p> <p><b>Keep an open dialogue with employees:</b> Follow up on recommendations and report to employees</p> <p><b>Maintain process as open and transparent:</b> Laserfiche: Will go live on the website by the end of November Granicus Upgrade: audio for traffic safety and development committees scheduled for the 3rd quarter</p> <p><b>Implement outreach re: financial situation:</b> Use the financial health diagnostic tool to provide a comprehensive, simple and visual way to analyze fiscal health and the impact of various decisions on that.</p>

## City of La Palma

2013-14 Budget: First Quarterly Operating Report

**PERFORMANCE INDICATORS****Administration**

<b>Performance Measure</b>	<b>FY 2013-14 Target / Baseline</b>	<b>Vision Values</b>	<b>City Council / Management Goals / Objectives</b>	<b>First Quarter Progress</b>
City FTE per 1,000 population	<5	Vision	Balance Budget/Reduce Personnel Costs; Provide efficient and effective customer service	4.4
Number of Press Releases Issued	>24	Pride & Ownership	Communications/Engagement; Maximize citizen satisfaction with City communications and outreach	5
Number of E Blasts Issued	> 48			29
Number of Agendas/Staff Reports Posted to the Web	24/240			6/59
Number of Sick Leave Hours Used per 1,000 Hours Worked	< 28	Opportunity	Balance Budget/Reduce Personnel Costs, maximize workplace productivity	32.02
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	1.47
Percent of Business Licenses Processed On-line	> 50%	Vision	Create Proactive Economic Strategies/Attract and Retain Businesses to increase revenue and employment, increase number of businesses utilizing the on-line business licensing software to increase productivity and to increase participation in on-line business	24.50%

# City of La Palma

2013-14 Budget: First Quarterly Operating Report

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## PERFORMANCE INDICATORS

### Administration

<b>Performance Measure</b>	<b>FY 2013-14 Target / Baseline</b>	<b>Vision Values</b>	<b>City Council / Management Goals / Objectives</b>	<b>First Quarter Progress</b>
Number of Internal Technology Service Requests/Time to Close	< 2 days	Vision	Balance Budget/Reduce costs, provide responsive service for internal information technology needs	Not Available at this time

# City of La Palma

2013-14 Budget: First Quarterly Operating Report

## PERFORMANCE INDICATORS

### Community Development

Performance Measure	FY 2013-14 Target / Baseline	Vision Values	City Council / Management Goals / Objectives	First Quarter Progress
Commercial Brokers/Property Owner Outreach	4	Family	Communication/ Engagement	0
Number of Mosaic articles	4	Family	Communication/ Engagement	1
% of "new" business licenses	3	Family	Create Proactive Economic Development Strategies	4.8
Number of building permits issued	415	Pride & Ownership	Maintain High Public Safety Levels	93
Number of plan checks performed	80	Security	Maintain High Public Safety Levels	28
Number of inspections conducted	1221	Security	Maintain High Public Safety Levels	271
Number of permits finalized	373	Pride & Ownership	Maintain Quality of Life	68
Number of Code Enforcement (CE) inspections performed	450	Pride & Ownership	Maintain Quality of Life	48
Number CD cases opened	200	Pride & Ownership	Maintain High Public Safety Levels	46
% of Ce cases receiving administrative citation	1	Opportunity	Maintain Quality of Life	0
% of CE cases initiated by citizen complaint	50	Family	Communication/ Engagement	91
Number of Land Use approvals processed	4	Security	Create Proactive Economic Development Strategies	1
Number of agenda reports prepared	12	Pride & Ownership	Communication/ Engagement	18

# City of La Palma

2013-14 Budget: First Quarterly Operating Report

**PERFORMANCE INDICATORS**

**Community Development**

Performance Measure	FY 2013-14 Target / Baseline	Vision Values	City Council / Management Goals / Objectives	First Quarter Progress
% 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

2013-14 Budget: First Quarterly Operating Report

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## PERFORMANCE INDICATORS

### Finance

Measure	Target / Baseline	Values	Goals / Objectives	Progress
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	In Discussion
Promote use of auto pay/credit card payment options for all utility customers	Increase by 10%	Pride and Ownership	Reduce General Fund expenditures	June = 214 credit card transactions Increased in August to 238 (and October to 282)
Implement an "ePayables" invoice payment process	Increase by 50%	Vision	Streamline Payables process	In Discussion
Project General Fund revenue and expenditures within acceptable tolerance levels of actuals received (i.e., year-end totals)	Project within 2% of projections	Vision		Working

# City of La Palma

2013-14 Budget: First Quarterly Operating Report

## PERFORMANCE INDICATORS

### Police

Performance Measure	FY 2013-14 Target / Baseline	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 on target for complete 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 forty seconds (2:40) or 11% 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 31.7%, 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	Accomplished and an additional school added (La Palma Christian School)

# City of La Palma

2013-14 Budget: First Quarterly Operating Report

**PERFORMANCE INDICATORS**

**Police**

Performance Measure	FY 2013-14 Target / Baseline	Vision Values	City Council / Management Goals / Objectives	First Quarter Progress
Reduce the number of injury traffic accidents	Under 58 injury traffic accidents	Security	Maintain High Public Safety Levels	FY 2012-13 1st Qtr= 22. FY 2013-14 1st Qtr=15 (68% reduction), but still 5% above the targeted goal.

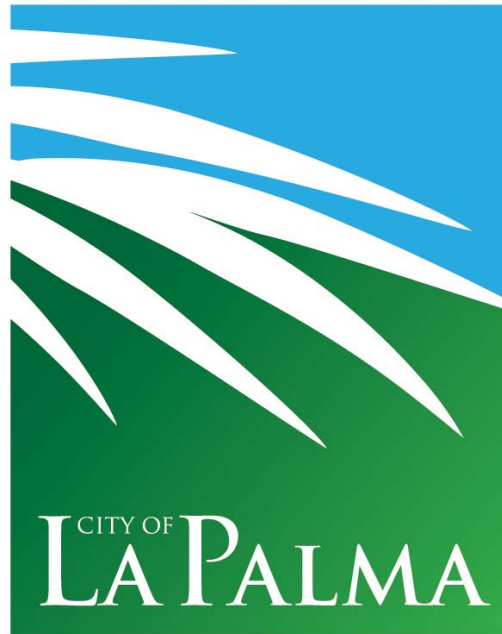
# City of La Palma

2013-14 Budget: First Quarterly Operating Report

## PERFORMANCE INDICATORS

### Community Services

Performance Measure	FY 2013-14 Target / Baseline	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	95%
Identify and apply for at least one grant award funding source for a street repair project by June 30, 2014	Minimum 1	Vision	Balance Budget	0
Minimize annual Utility Rate Increases to less than or equal to 3%	3% or less	Security	Balance Budget	0
Continuously improve the overall pavement condition Citywide and minimize claims to the city due to damaged infrastructure	Minimum overall PCI = 78	Pride & Ownership	Maintain High Public Safety Levels	=80
Increase Number of Volunteer Hours	Increase by 15%	Pride & Ownership	Communication/Engagement	-2%
Increase Number of Facility Rentals	Increase by 10%	Family/ Opportunity	Maintain Quality of Life	2%
Increase the number of participants for water safety and fitness classes	Increase by 15%	Security	Maintain High Public Safety Levels	16%
Implement Customer Satisfaction Survey for programs and facilities	85% Satisfaction Rate	Family	Maintain Quality of Life	0



# **COMMUNITY SERVICES**

## **SUMMER REPORT**

**July - September 2013**

This past spring, the Public Works and Recreation and Community Services Departments reorganized into the new Community Services Department. The Department now consists of three divisions: Maintenance, Recreation, and Water each being overseen by a Supervisor. This quarterly report includes projects, meetings, training, goals, and objectives each of the divisions have been working on. A broader discussion regarding the reorganization will occur during the City Council's mid-year review. Here's what we've accomplished this past summer:

## **MAINTENANCE & ENGINEERING**

### ***ST-321 Curb, Gutter, Sidewalk and ADA Ramps- April 29 – June 30, 2013***

Removed and replaced 201 lineal feet of curb & gutter and 470 square feet of sidewalk; installed 36 ADA ramps and 26 truncated dome mats on existing ramps. During the project's management, staff conducted daily construction inspections.

#### ***Permits Issued***

APRIL	MAY	JUNE	TOTAL
15	5	5	25

#### ***Public & Internal Work Orders Completed***

APRIL	MAY	JUNE	TOTAL
18	20	20	58

### ***OCTA M2 Environmental Cleanup Program***

Staff completed installation of automatic retractable catch basin screens (ARS) and connector pipe screens (CPS) at 75 catch basin locations Citywide. The total project cost is valued at \$122,613.00 and funded through an OCTA grant opportunity.

### ***Sewer Main Inspection on Marview Lane - July 9, 2013***

CCTV inspection of City sewer main to determine potential damage/impact to main and/or laterals due to water service leak at 5331 Marview Lane.

### ***Central Park Playground Equipment Inspection – September 2013***

Maintenance and Recreation staff met with several playground equipment manufacturers to try to access the scope of work needed and to canvass proposals to address the recent equipment audit report.

### ***Facility Maintenance Update – September 10, 2013***

Maintenance, along with Recreation staff, met with Able Building Maintenance to review and resolve facility maintenance concerns. The current contract is being overseen by a new manager and the results of meeting have been very positive.

### ***Inner Coastal Cleanup – September 21, 2013***

Engineering Technician Baldwin, along with Maintenance Division staff and Director Belknap, participated in this year's annual Inner Coastal Cleanup. The successful event was once again held in the Fullerton Creek, in conjunction with the County of Orange and the City's of Buena Park and Fullerton.

## **WATER**

### ***Water Service Calls & Repairs***

	July	August	September	TOTAL
Water Quality Calls	2	2	36	40
Leak Investigations	3	7	1	11
Loss of Water / Pressure	0	1	3	4
Shut Off / Restore Service	49	2	32	83
Broken Box / Sidewalk	0	3	0	3
Replace Meter / Register	3	2	0	5
Dig Alert Response	48	73	66	187
Hydrants Flushed	0	0	40	40
Valves Exercised	0	0	15	15
Service Line Leaks	2	0	2	4
Water Main Breaks	0	0	0	0

### ***Water Service Leak Repair @ 5331 Marview Lane – July 2, 2013***

Water staff replaced water service line at 5331 Marview Lane.

### ***Late Notice Delivery – July 15, 2013***

Water and Maintenance Division staff delivered 325 water bill late notices.

### ***Sewer Lateral Repair @ 5331 Marview Lane - July 15, 2013***

Staff repaired sewer lateral connection to sewer main at 5331 Marview Lane.

### ***Orange County Pump Conducts Video Log Survey – July 23, 2013***

Contractors conducted video inspection of Meadowlark Well casing and liner.

### ***Severn Trent Services Replacement Reservoir Mixer – July 26, 2013***

Contractors replaced pump motor for the City Yard Reservoir Management System.

### ***Water Service Leak Repair at 4971 Sharon Drive – July 30, 2013***

Water staff repaired of water service line at 4971 Sharon Drive.

### ***Delta Motor Replace Booster Pump Motor Bearing – August 7, 2013***

Delta Motors rebuilt the booster pump motor at Walker Street Booster Station as part of warranty work

### ***Orange County Pump Performs Well Cleaning – August 29, 2013***

OC Pump conducted well liner cleaning and air lift of Meadowlark Well.

### ***Corrosion Control System Inspected at Walker St Reservoir – September 6, 2013***

Corrpro performed our annual inspection of the corrosion control system at Walker Street Reservoir. This system, along with the interior and exterior coatings, protects the welded steel tank from excessive corrosion. This system is inspected annual as part of our reservoir maintenance program.

### ***Fire Hydrant at 7991 Inwood Struck by Vehicle – September 9, 2013***

Fire hydrant hit by vehicle causing water surge and resulted in water quality complaints throughout north half of the City. Water Division staff flushed over 30 fire hydrants in response.

### ***Water Leak at 8131 Dabny Lane – September 10, 2013***

Water staff replaced water service line at 8131 Dabny Lane

### ***Late Notice Delivery – September 16, 2013***

Water Division and Maintenance Division staff delivered 303 water bill late notices.

### ***SCE removal of 120/220 volt Transformer and Pacific Industrial Electric Activation of New Switchgear at City Yard Booster Pump Station – September 18, 2013***

SCE removal of 120/220 volt transformer and electrical service and energize the relocated 480 volt electrical service. Pacific Industrial Electric performed the activation and installation of new wiring for the new switchgear panel for City Yard Booster Pump Station.

### ***Water Leak at 4591 Cambury Drive – September 19, 2013***

Replacement of water service line at 4591 Cambury Drive

## **RECREATION**

La Palma Community Services Department's many services, programs, and facilities are the tools we use to produce long-lasting and positive change within our community for our residents. We use these tools to accomplish these objectives:

- ***Strengthen a sense of community***
- ***Create and enhance places for people to gather Improve health and well-being***
- ***Foster youth development***
- ***Promote cultural harmony***
- ***Encourages citizen involvement***



**Strengthening a Sense of Community**



### **2013 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 2013 Home Spotlight Award for home and neighborhood beautification to Ann Nagasawa of 5801 Warwick Circle. Anna has lived in La Palma for over 35 years. Through the years, she has maintained the property as best as she could. In recent years, she has added flagstone to the front of the house and added wrought iron gates and a fence. She is currently in the process of replanting the walkway with succulent plants for water conservation.



### **Creating and Enhancing Places for People to Gather**

### **2013 La Palma Days Planning**

La Palma Days volunteers and staff continued their planning and preparation of the 2013 event themed: *We Salute You!* Subcommittees continued to meet through the summer as they plan the November 9<sup>th</sup> festivities. In order to save money, the logo and theme was maintained from from last year.

The La Palma Pageant is scheduled this year for November 4 at the Ehlers Community Center in Buena Park. An orientation was held on September 8, 2013 in the Community Center. A total of 9 contestants have committed to the event.

### **Fitness Run for Fun**

Recreation with the assistance of Water and Maintenance executed the 33<sup>rd</sup> Annual Fitness Run for Fun on July 4, 2013. This local tradition is a source of community pride for the participants and volunteers; and a unique opportunity for the community to gather together and kick off the 4<sup>th</sup> of July. Attached (Attachment A) is the 2013 Fitness Run For Fun Final Report.

### **The Hub**

Friday night Karaoke continues to be a hit! This karaoke night is hosted every third Friday of the month at the Hub for older adults. Participants get to sing their favorite songs, dance a little and most of all enjoy a Friday night out mingling with their friends.

## Facility Permits

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

Facility	Number of Uses	Number of People	Number of Hours Rented
Community Center	46	3,373	190.5
Pavilion	18	1,435	84.5
Gazebo	18	905	89
Softball/Soccer Field	84	3,050	168
The Hub	24	340	36.5
<b>Total</b>	<b>190</b>	<b>9,103</b>	<b>568.5</b>



## Improving Health & Wellness

### 2013 Concerts in the Park- "Summer in the City"

The Community Activities and Beautification Committee worked with Recreation Staff to create the Summer Concert Series. Due to budget cuts the Concert Series was reduced from eight to six concerts. The combined attendance for the six concerts performed during the summer concerts series was approximately 3,800, with an average of approximately 635 per concert. The addition to Food trucks to each concert was a success and welcomed by the patrons.

7/13	<b>The Neil Deal</b>	Tribute to Neil Young	Tornado Food Truck
7/20	<b>Gold Rush Country</b>	Modern Country	Dogzilla Hot Dog Food Truck Bakery Food Truck
7/27	<b>Walking Phoenixes</b>	Tribute to Johnny Cash	Kiwanis provided free hot dogs Crepes Bonaparte Food Truck
8/3	<b>The Reflexx</b>	80's New Wave	Calbi Food Truck Waffle-icious Food Truck
8/10	<b>Stone Soul</b>	Rock & Soul	Civic Expo & National Night Out Long Beach Ice Cream Food Truck
8/17	<b>Gregory Wolfe</b>	Tribute to Rod Stewart	City Council Thank You BBQ Chuck N Chip Food Truck
7/13	<b>The Neil Deal</b>	Tribute to Neil Young	Tornado Food Truck
7/20	<b>Gold Rush Country</b>	Modern Country	Dogzilla Hot Dog Food Truck Bakery Food Truck

### ***Aquatics Program 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, 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. Our water fitness for older adults had 68 attendees.

In addition, another successful season of swimming lessons was held at John F. Kennedy High School. The summer swimming lessons program was introduced two 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 \$22. New this year, private lessons were also offered.

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 15 through July 25.

Over 600 registrants contributed to the success of this summer swim season, bringing in revenue of \$5,126.00 which was split equally between both organizations, per the agreement.

### ***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>
September	7	11
October	11	27
December	11	22

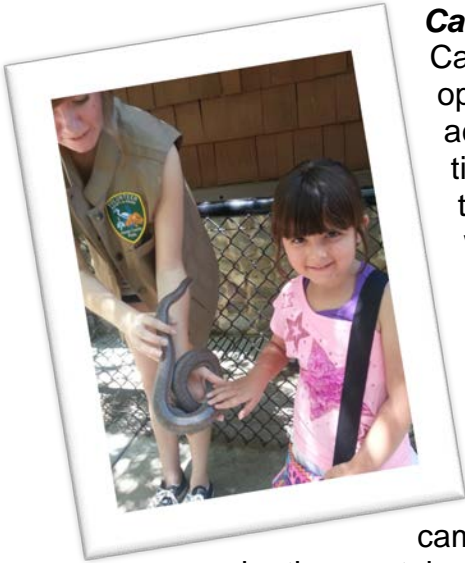
### ***Meals on Wheels***

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 Clients</i>
July	130
August	138
September	169



## Fostering Youth Development



under the sea tales.

### **Camp Tiny Tots**

Camp Tiny Tots was a hit again this year. Each camper had the opportunity to stay active with new games, crafts, indoor and outdoor activities. During “Animal Antics” camp the class had a roaring good time acting as lions, tigers and bears. This camp ended with a trip to the OC Zoo where campers and their families visited the petting zoo, walked through the zoo and some (the daring ones) pet a snake. Our second camp was “Beetle Brigade” where the participants learned all about creepy crawlers and insects with wings, the class took a trip to the El Dorado Nature Center where they hiked and went on a scavenger hunt. During “Diggin’ Dinosaurs” the class turned into dinosaurs and stomped, marched and roared. The field trip that concluded this camp was to Prehistoric Reptile Zoo. 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

Animal Antics 6/11-6/28

Monday, Wednesday	23 Campers
Tuesday, Thursday	15 Campers

Beetle Brigade 7/1-7/12

Monday, Wednesday	20 Campers
Tuesday, Thursday	20 Campers

Diggin’ Dinosaurs 7/15-7/26

Monday, Wednesday	19 Campers
Tuesday, Thursday	20 Campers

Little Pirates 7/29-8/2

Monday, Wednesday	15 Campers
Tuesday, Thursday	14 Campers

### **Club La Palma Volunteens**

Club La Palma Day Camp had another great group of Volunteens this year that helped Day Camp run smoothly. A total of 20 Volunteens worked hard all summer long, collectively volunteering over 4,000 hours throughout the summer. Along with assisting Day Camp Counselors, the Volunteens planned and implemented a full week of games and activities for the campers. They also attended bi-weekly training meetings where they received job training which included how to be a team player, filling out and turning in time-sheets, completing and submitting shift coverage forms, and being held accountable for scheduled shifts and responsibilities.

As one aspect of the Volunteen week, the Volunteens incorporated Relay for Life into the planning and activities. The campers raised around \$70 bringing spare change to camp throughout Volunteen week and putting it into the counselor's bucket that they wanted to get slimed. The Volunteens led a Field Day which included games and activities, with each station representing something we can do to improve our health and help to prevent cancer. (i.e. Jump rope for a healthy heart).



**Club La Palma Day Camp**

This past summer six trained counselors and 20 Volunteens combined efforts to plan and execute ten weeks of exciting activities throughout the summer. Nine weeks were spent at G.B. Miller Elementary and the final week in August was spent in Central Park. Weekly excursions this summer included popular sites such as and Knott's Berry Farm, Splash in La Mirada and Leeway Sailing Center.

Campers showed a great interest in physical activities that required developing skills such as running, throwing, swimming and various other agility skills. This year the Counselors included trivia questions tied to the theme of the week. Campers took a liking to trivia and were eager to learn and answer questions. The counselors observed the positive social interaction in all camp activities, such as cheering on teammates, helping each other with arts and crafts projects, and conflict resolution. Counselors and Volunteens served as positive role models to our happy campers which provided a fun, interactive and safe environment for all to enjoy.

Summer Enrollment (86.7 average)

Wk 1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10
74	88	77	100	81	78	88	81	100	100

### **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 28, 2013***

Teens, in grades seven and eight, enjoyed the Glow in the Dark Dance held at the La Palma Community Center. There were 160 teens in attendance. 7 teens purchased a Fast Pass for \$40, which allows entrance to all five dances and a savings of up to \$30.

### **Summer 2013 Contract Classes**

263 various recreation classes were offered focusing on five different areas such as education, music, art, dance, and fitness. 2,257 students total enrolled in these classes during this session. During the summer, typically specialty camps, in addition to our Camp Tiny Tots and Club La Palma Day Camp, are held which include Lego, cooking and others.



### **Encouraging Citizen Involvement**

#### ***La Palma & Cypress Youth Action Committee***

On September ninth and tenth Shelly Myers from the city of Cypress and specialist Albarian interviewed 35 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 summer 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	50	100
Volunteens	20	4,000
CAB	5	29
Run for Fun	93	372
<b>Total</b>	<b>168</b>	<b>4,501</b>





## Miscellaneous

### July

#### ***City of La Palma Run for Fun – July 4, 2013***

Supervisors Nafarrete and Tsumura, Engineering Technician Baldwin and Maintenance and Water Division staff provided setup/take down of traffic control cones, barricades, pre-warning signs, programmable message boards, and provided support throughout the day for the July 4<sup>th</sup> Run for Fun event.

#### ***City of La Palma Run for Fun – July 4, 2013***

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 4<sup>th</sup> Run for Fun event.

#### ***Energy Efficient Lighting Webinar – July 15, 2013***

Supervisor Nafarrete and Engineering Technician Baldwin participated in an energy efficient lighting webinar to investigate potential City applications.

#### ***Vehicle Maintenance Coordination – July 23, 2013***

Supervisor Nafarrete met with Buena Park to coordinate La Palma's fleet maintenance inventory updates and service scheduling.

### August

#### ***City of La Palma Civic Expo – August 10, 2013***

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.

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.

#### ***Water Education Seminar @ Rancho Santiago College – August 14, 2013***

Water Service Workers Phann and Gangloff 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.

#### ***Energy-Efficient Lighting: Why a retrofit makes sense now more than ever! – August 15, 2013***

Director Belknap participated in this webinar on energy efficient lighting relative to the City's investigation of energy conservation projects.

#### ***ADA Webinar – August 21, 2013***

Community Services staff participated in this webinar to learn the most current rules and regulations related to the Americans with Disabilities Act. Staff is pursuing developing an ADA Transition Plan which the City needs to become compliant.

***SCE Street Light Assessment Meeting – August 28, 2013***

Community Services staff, along with City Manager Volmert, met with Southern California Edison to start the street light assessment. A completed report and valuation is expected in fall.

**September**

***OCTA Call for Projects Meeting – September 10, 2013***

Director Belknap attended this meeting at OCTA for their Call for Projects. At this time, there were no City projects eligible for their designated funding.

***Park Water Company Site Visit – September 11, 2013***

Supervisors Nafarrete and Tsumura participated in a site visit with Park Water Company in Downey, CA to discuss Orthophosphate chemical dosage rates and effectiveness.

***Community Services Department Staff Meeting & BBQ – September 12, 2013***

This all staff meeting was the first all Department meeting since the reorganization. The La Palma Kiwanis Club, to thank the staff for their efforts, kindly barbecued for us. Following lunch, a very productive staff meeting including team building occurred. The next quarterly staff meeting is scheduled for January 2014.

***Class B License Training – September 26, 2013***

Maintenance Division's newly hired staff member Dean Chambers attended a Commercial Transportation Services' Class B (CDL) training course.

***AUHSD Quarterly Liaison Meeting – September 26, 2013***

Director Belknap and members of the City's management team met with representatives from Anaheim Union High School District to discuss topics of concern and upcoming projects.

***Tri-State Seminar – September 24 - 26, 2013***

Supervisors Nafarrete and Tsumura earned 18 hours of Continuing Education Units at the Tri-State Seminar including several hours of networking with vendors and other agencies during an industry tradeshow held after classes on the 24<sup>th</sup> and 25<sup>th</sup>.



### 2013 FITNESS RUN FOR FUN FINAL REPORT

The Recreation and Community Services department is proud to report that La Palma's 33<sup>rd</sup> 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.

This year, the race was timed by a new company, RaceWire. Racewire was able to offer a few additional benefits that our former company was not able to, plus was less expensive (\$1.50 per registrant in house and \$.50 for online registration). In addition they did an email blast to their participants, which included an additional 10,000 people within our vicinity. Additional marketing occurred by contracting 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.

The Department raised the rates this year to keep the costs 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 registrations, RaceWire discounted our fee by \$1.00 per online registration. If participants registered through mail or in person at Central Park, the pre-registration price was \$37 (which did not include a shirt). With our RaceWire we were also able to keep pre-registration open longer, with late registration occurring on race day for a price of \$42.00 per participant.

The Yankee Doodle Dash was also held in conjunction with the Run, for the third year, designed for kids ages 2-12 years. This was the first year we sold out the event. Next year we will be looking at expanding it to offer more spots. Every participant, once again, received an official Race Bib (all numbered "1") and a participation medal (donated by BlueSky Outfitters). In total we had 100 "doodlers" all of which had a good time.

Below you will find a comparison of the past five years of Run attendance statistics, noting the increases this year.

	2008	2009	2010	2011	2012	2013
5K Run Participants:	492	368	366	313	376	406
5K Walk Participants:	90	145	188	117	128	150
10K Run Participants:	140	231	285	186	183	186
Yankee Doodle Dash	N/A	N/A	N/A	59	89	100
Family Fun One/Fun Zone*:	-0-	300*	300*	300*	200*	300*
<b>TOTALS:</b>	<b>722</b>	<b>744</b>	<b>833</b>	<b>616</b>	<b>776</b>	<b>842</b>
Volunteers:	109	147	171	97	103	94

\*Family Fun One/Fun Zone numbers not included in totals.

## ATTACHMENT A

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 30 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 new this year was a family game area, designed to attract families to "play together". All events were popular, with an estimated attendance of 300 people. The Fun Zone is designed to promote family bonding while keeping family members more physically active.

Below is the 2013 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.

	<b>Adopted</b>	<b>Actual</b>	<b>Variance</b>
<b>EXPENDITURES</b>			
<b>Personnel</b>			
<i>Recreation</i>	\$ 7,800.00	\$ 6,386.54	\$ (1,413.46)
<i>Maintenance &amp; Water</i>	\$ 3,000.00	\$ 3,215.26	\$ 215.26
<i>Police</i>	\$ 3,500.00	\$ 4,695.59	\$ 1,195.59
<b>Maintenance &amp; Operations</b>	\$ 22,800.00	\$ 16,920.31	\$ (5,879.69)
<b>TOTAL</b>	\$ 37,100.00	\$ 31,217.70	\$ ( 5,882.30)
<b>REVENUES</b>			
<b>TOTAL</b>	\$ 18,000.00	\$ 18,074.00	\$ 74.00
<b>NET EXPENDITURE</b>	<b>\$19,100.00</b>	<b>\$ 13,143.70</b>	<b>\$ (5,956.30)</b>

Community Development Department**Building and Safety Quarterly Activity Report  
Year-over-year comparison**

<b>1st Quarter FY 2012-13 Building Activity Report</b>				
<b>Activity</b>	<b>July</b>	<b>Aug</b>	<b>September</b>	<b>Qtr. Total</b>
No. of Working Days	19	20	19	58
No. of Plan Checks	5	4	10	19
No. of Permits Issued	35	26	20	81
No. of Insp. Stops	80	70	49	199
No. of Insp. Conducted	104	87	73	264
Total Project Valuation	\$384,200	\$79,086	\$47,460	\$510,746
Total Building Revenue	\$10,095	\$12,811	\$5,225	\$28,131

<b>1st Quarter FY 2013-14 Building Activity Report</b>				
<b>Activity</b>	<b>July</b>	<b>Aug</b>	<b>September</b>	<b>Qtr. Total</b>
No. of Working Days	20	20	18	58
No. of Plan Checks	9	8	11	28
No. of Permits Issued	30	24	39	93
No. of Insp. Stops	81	75	87	243
No. of Insp. Conducted	87	82	102	271
Total Project Valuation	\$186,092	\$776,391	\$27,635	\$990,118
Total Building Revenue	\$16,425	\$16,478	\$8,686	\$41,589