

City of La Palma

Agenda Item No. 10



MEETING DATE: July 7, 2015

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBMITTED BY: Laurie A. Murray, Administrative Services Director

AGENDA TITLE: Third 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 presentation on the Third Quarter Operating Report and City Council Goals Update.

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 and performance targets.

This report provides the following information:

- A snapshot of the City's spendable fund balances at March 31, 2015, as well as the year-to-date change in spendable fund balances.
- A review of the General Fund's revenue and expenditures through the third quarter of the fiscal year (75% of the year as of March 31, 2015).
- An update on department performance measures as established in the budget.
- A progress report on the goals established by the City Council for 2015.

For the quarterly report, 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 third quarter represents 75 percent of the fiscal year, not all line items will be at 75 percent of the budget as of the end of the third 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:

The intent of this financial summary report is to provide an understanding for the changes in spendable fund balance. Attached are the following summary schedules through the end of the third quarter at March 31, 2015:

- Schedule of General Fund Revenues
- Schedule of General Fund Expenditures by Department
- Schedule of General Fund Expenditures by Category
- Schedule of Interfund Transfers by Fund
- 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 \$600,000 from the beginning of the fiscal year from \$30.0 million to \$29.4 million at March 31, 2015. This \$600,000 change is accounted for as follows:

- General Fund decreased by \$2.0 million
- Special Revenue Funds increased by \$200,000
- Capital Project Funds increased by \$900,000
- Internal Service Funds increased by \$300,000

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

General Fund

As shown in the attached charts, General Fund revenues total \$6.1 million (65% of the amended budget) and expenditures total \$6.2 million (70% of the amended budget) through March 31, 2015. General Fund expenditures exceed revenues by \$79,000. The majority of the General Fund's decrease in spendable fund balance is explained by interfund transfers totaling \$2.0 million to the Capital Outlay Reserve Fund (\$1.4 million), One Time Projects Fund (\$0.2 million), and the Risk Management Fund (\$0.4 million).

Revenues

Due to the timing of major revenue receipts, total General Fund revenue of \$6.1 million is at 65% of the \$9.5 million amended budget through the end of the third quarter. **By fiscal year-end, the City anticipates receiving \$9.4 million, which is just under the amended budgeted revenue of \$9.5 million.**

The three largest revenue sources are property tax, sales tax, and utility users tax. Together, these three revenues account for 70% of the General Fund's amended revenue budget.

- **Property Tax:** The General Fund's largest revenue source, property tax, has \$1.9 million revenue recorded through March 31 (58% of the \$3.2 million amended budget). This percentage of revenue received is comparable with the prior year where the City had received 57% of the annual property tax revenue by March 31.

The property tax line item includes secured and unsecured property taxes (budgeted at \$1.9 million) as well as the property tax in lieu of vehicle license fees (budgeted at \$1.3 million). Secured and unsecured property tax payments are distributed in two main payments; the first payment was distributed in December during the second quarter, and

the second payment will be distributed in April during the fourth quarter. Property tax payments in lieu of vehicle license fees are received in two installments; the first distribution was in January 2015 (during the third quarter) and the second installment will be in May 2015 (during the fourth quarter). **The City anticipates receiving all property tax revenue as budgeted.**

- Sales Tax: The next largest revenue source, sales tax, has \$1.6 million revenue recorded through March 31 (69% of the \$2.3 million amended budget). Sales tax receipts lag by two to three months, and the \$1.6 million recorded revenue is comprised of the following:
 - FY 2013/14 additional receipts of \$286,000
 - July – December 2014 actual receipts of \$1,070,000 (net of rebates)
 - January 2015 receipt for the month's estimated revenue of \$211,000
 - January 2015 distribution of property tax in lieu of sales tax of \$375,000 less the FY 13/14 true-up of \$367,000.

Net sales tax revenue for the fiscal year is estimated to be \$2,174,800 which is \$326,500 less than the original budget and another \$122,200 less than the amended budget. The major reason for the decline in the year's estimated sales tax revenue is a decline in fuel prices, which continues to demonstrate the City's dependence on this volatile commodity market. The additional \$122,200 downward adjustment was not known at mid-year and is related to fuel prices and the business model change of a particular tax payer.

- Utility Users Tax: The third largest revenue source is utility users tax, budgeted at \$1.1 million. Payments received through March 31 total 71% of budget at \$794,000. Utility users tax payments lag by one month; consequently, extrapolating the eight months of payments received through March 31 to nine months results in an estimate of \$893,000 which is 80% of the budget. **The City anticipates receiving all utility users tax revenue as budgeted.**

Following are description of smaller revenue sources which have uneven revenue streams:

- Franchise fees have revenue of \$127,000 through March 31, which is 29% of the \$431,000 budget. Two of the largest franchise payments are received annually during the fourth quarter. **Franchise fees are estimated to be slightly under the amended budget by fiscal year-end.**
- Transient occupancy tax revenue of \$168,800 is at 50% of the \$335,000 budget through March 31. Transient occupancy tax is paid on a quarterly basis, and lags by one quarter. The City has received two of the four quarterly payments through March 31, and the **transient occupancy tax revenue is expected to approximate the amended budget by fiscal year-end.**
- Licenses and permits revenue totals \$289,000 through March 31 and is at 96% of the budget. As in years past, the majority of the license and permit revenue is collected through the business license annual renewal process which occurs mostly during the beginning part of the fiscal year. **Licenses and permits revenue are expected to approximate or slightly exceed the amended budget by fiscal-year end.**

- Use of money and property revenue totals \$196,000 through March 31 and is at 81% of the budget. Included in this category are investment income of \$45,000 (at 69% of budget), rental income of \$42,000 (at 63% of budget), and lease revenue from the Senior Housing Project of \$110,000 (at 100% of budget). **Revenues are expected to approximate the amended budget at fiscal year-end.**
- Other revenue totals \$322,000 through March 31 and is at 91% of the budget. Included in this category are miscellaneous revenues of \$11,600 (at 72% of budget), trash hauler rebates of \$0 (paid annually during the fourth quarter and budgeted at \$25,500), and reimbursement from the Successor Agency for administrative costs of \$310,600 (at 100% of budget). **Revenues are expected to approximate the amended budget at fiscal year-end.**

Expenditures

The General Fund's expenditures total \$6.2 million at March 31 (70% of the \$8.9 million amended budget). This is comparable to the prior year, where 71% of the General Fund's annual expenditures were incurred by the end of the third quarter. The General Fund's FY 2014-15 expenditures through the end of the third quarter are \$68,000 less than at the same time period of FY 2013-14, which reflects the City's commitment to cost reduction. **Staff anticipates that expenditures within all departments will approximate the amended budget amounts at fiscal year-end**; although efforts are being made to achieve additional savings due to the anticipated additional drop in sales tax revenues. It would be very difficult to reduce expenses further to offset the drop in revenues as the additional reduction was not known until late May when only five weeks remained in the fiscal year.

- 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 March 31, expenditures total \$966,000 (68% of the amended budget).
- The Police Department has the largest expenditure budget at \$4.9 million (55% of the total General Fund amended budget). As of March 31, expenditures totaled \$3.5 million (71% of the amended 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 an amended budget of \$2.0 million and as of March 31, expenditures total \$1.4 million (68% of the amended budget).
- The Community Development Department accounts for the Building and Safety, Community Development, Planning, and Code Enforcement/Business License divisions. As of March 31, expenditures totaled \$348,000 (66% of the amended budget).

The expenditure outflows for normal operations are at slightly less than 75 percent of the budget: Personnel costs total \$4.3 million (71% of the amended budget) and Maintenance & Operations costs total \$1.9 million (67% of the amended budget). The cash flow timing of capital expenditures is not as equalized, and capital outlay costs total \$6,311 (61% of the amended budget).

Interfund Transfers

The annual budgeted transfers from the General Fund to other funds have all been recorded as of March 31:

- \$1,413,000 transferred to the Capital Outlay Reserve Fund
- \$167,000 transferred to the One Time Projects Fund
- \$458,000 transferred to the Risk Management Fund

Special Revenue Funds

Special Revenue funds are comprised of a variety of funds whose revenues are restricted for specific purposes. During the nine months ending March 31, 2015, the spendable fund balance of special revenue funds increased by \$200,000 to \$1,218,000. The special revenue funds with the most significant activity through March 31, 2015 are the Streets Fund (with a reduction to spendable fund balance of \$193,000), the Measure M2 Fund (with an increase to spendable fund balance of \$171,000), and the Successor Agency Housing Entity Fund (with an increase to spendable fund balance of \$235,000).

Streets Fund

During the nine months ending March 31, 2015, the Streets Fund had a reduction of spendable fund balance of \$193,000, a result of expenditures exceeding revenues. Revenues consist of remittances from the State for the City's share of gas tax. Through the end of the third quarter, revenues total \$270,000 and are at 57% of the amended budget. Gas tax receipts lag by one month; consequently, extrapolating the eight months of payments received through March 31 to nine months results in an estimate of \$303,500 which is 65% of the budget.

Operating expenditures consist of costs for normal street maintenance, traffic signal operations and maintenance, and traffic control operations. Operating costs total \$170,000 through March 31 and are at 53% of the budget.

Capital expenditures total \$292,000 through the end of the third quarter, exceeding the budget of \$242,000 by \$50,000. The capital project costs exceed the budget because of the broken/settled curb and gutter project carried over from the prior year. Expenditures for the broken/settled curb and gutter project total \$142,500 while the current year budget is zero.

Measure M2 Fund

During the nine months ending March 31, 2015, the Measure M2 Fund had an increase to spendable fund balance of \$171,000, a result of revenues exceeding expenditures. Revenues consist of the City's share of revenues from the County's Measure M sales tax. Payments received through March 31 total 56% of the \$307,189 amended budget. Measure M receipts lag by two months; consequently, extrapolating the payments received through March 31 to nine months results in an estimate of \$220,000 which is 71% of the \$307,189 budget. **The City anticipates receiving Measure M2 monies as originally budgeted.**

Although \$288,732 has been budgeted for the Arterial Pavement Management project, there have been no expenditures as of March 31, 2015. **This program cost is expected to be carried over to FY 2015-16.**

Successor Agency Housing Entity Fund

During the nine months ending March 31, 2015, the Successor Agency (SA) Housing Entity Fund had an increase to spendable fund balance of \$235,000, a result of revenues of \$448,000 exceeding expenditures of \$213,000. Revenues are at 172% of the \$260,000 budget as a result of receiving a refund for an overpayment of \$188,000 made as part of the agency's Low and Moderate Income Housing Fund (LMIHF) Due Diligence Review (DDR). Expenditures are at 82% of the amended budget. By year-end, this fund's expenditures are expected to approximate budget.

Capital Projects Funds

The Capital Projects Funds are comprised of the Capital Outlay Reserve Fund (COR) and the One-Time Projects Fund. The One-Time Projects Fund has costs totaling \$27,700 for contracted grant-finding services and for the Countywide 800 MHz Communication System. During the nine months ending March 31, 2015, COR incurred costs of \$560,000 for capital project costs. **The City anticipates spending \$4.8 million for capital projects by fiscal year-end.**

The \$900,000 increase to the spendable fund balance of these funds is due to a transfer from the General Fund of \$1.6 million which is offset by approximately \$600,000 of project costs and \$67,000 transferred to the Technology Maintenance Fund.

Internal Service Funds

The Internal Service Funds are comprised of the Risk Management, Employee Benefits, Building Maintenance, Vehicle Reserve, and Technology Funds. The Internal Service Funds began the year with a spendable fund balance of \$2.6 million which has been increased by \$300,000 to \$2.9 million at March 31. The increase in the spendable fund balance is due to the receipt of \$525,000 of transfers from the General Fund and the One-time Projects Fund and departmental charges of \$2.5 million, which are offset by operating costs of \$2.7 million. The internal service funds recover costs by charging the General, Water, and Sewer Funds for their proportional share of the costs. This cost recovery is distributed evenly over the fiscal year, even when costs are incurred at the beginning of the fiscal year. **By the end of the fiscal year, the Internal Service Funds' spendable fund balance is anticipated to maintain this \$300,000 increase.**

Highlights of Goals and Performance:

Goals update

Attachment 2 to this report provides a quarterly goals update, which lists the approved 2015 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:

- Lease for one billboard site secured
- Mid-year budget adjustments and long term financial plan presented
- Data gathering begun for Water/Sewer Study as first step to addressing those funds' deficits
- Completed seven year paving cycle
- Began Finance/Human Resources Enterprise System conversion
- Implemented Sedaru utility asset management software to field staff

- Initial labor meetings held with City Council
- Classification and Compensation Study field work completed

Attachment 2 also 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:


- Reduction in City Full Time Employee Equivalent (FTE) to 4.3
- Police response time 2 minutes and 17 seconds or 24% below target level
- Facility rentals up 48.5% from 3rd Quarter 2014
- Met the goals of graffiti response within 72 hours
- CDBG grant awarded for ADA ramps
- Completed Pavement Zone 7 project
- 355 building permits issued
- 591 code enforcement inspections performed, exceeding the annual target
- 45 new business licenses, exceeding the annual target

Most performance measures are in line with department targets. One exception is a lower than targeted clearance rate on crimes, which was anticipated and is largely a result of the continuing staffing shortage requiring detectives to spend time covering patrol shifts. This is likely to continue until the staffing shortage abates.

FISCAL IMPACT:

This is a receive and file report which provides a summary of the year’s fiscal activity through the end of the third fiscal quarter. Although the fourth quarter is complete, those financials will be reported on once they are finalized and the Comprehensive Annual Financial Report (CAFR) is submitted for approval in December.

APPROVED:



 Administrative Services
 Director



 City Manager

- Attachments:
1. Third Quarter Summary Schedules
 2. Goals Report and Performance Measures
 3. Community Services Third Quarter Report

**THIRD QUARTER FINANCIAL REPORT, FISCAL YEAR 2014-15
GENERAL FUND REVENUES BY TYPE
FISCAL YEAR QUARTER ENDING MARCH 31, 2015**

Revenue Type	FY 2014-15				FY 2013-14			Q3 Variance FY 2014-15 to FY 2013-14 Increase / <Decrease>
	Adopted Budget	Amended Budget	Year-to-Date Actual through 3/31/2015 (75% of FY)	Q3 Actual as a % of Amended Budget	Prior Year Actual Annual Revenue	Prior YTD Actual through 3/31/2014 (75% of FY)	Q3 Actual as a % of Annual Revenue	
Property Tax	\$ 3,225,422	\$ 3,215,394	\$ 1,874,586	58%	\$ 3,129,618	\$ 1,784,050	57%	\$ 90,536
Sales Tax	2,623,488	2,297,000	1,575,635	69%	1,989,556	924,199	46%	651,436 (1)
Utility Users Tax	1,171,463	1,116,916	793,603	71%	1,101,159	767,944	70%	25,659
Residual Property Tax	210,000	179,000	71,204	40%	263,661	155,860	59%	(84,656)
Franchise Fees	387,400	431,000	126,815	29%	381,839	119,498	31%	7,317
Transient Occupancy Tax	307,000	335,000	168,773	50%	313,662	150,478	48%	18,295
Licenses and Permits	276,300	300,300	289,342	96%	267,110	234,491	88%	54,851
Intergovernmental	23,200	30,100	13,324	44%	38,174	7,783	20%	5,541
Charges for Services	520,800	527,550	389,851	74%	584,576	379,630	65%	10,221
Fines and Forfeitures	160,500	145,500	93,933	65%	148,175	95,199	64%	(1,266)
Use of Money and Property	229,500	241,200	196,466	81%	226,297	161,098	71%	35,368
Other Revenue	300,500	352,300	322,244	91%	43,410	14,672	34%	307,572
Charges to Water & Sewer	283,100	283,100	212,325	75%	463,841	212,325	46%	-
Total Revenues	\$ 9,718,673	\$ 9,454,360	\$ 6,128,101	65%	\$ 8,951,078	\$ 5,007,227	56%	\$ 1,120,874

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.

THIRD QUARTER FINANCIAL REPORT, FISCAL YEAR 2014-15
GENERAL FUND EXPENDITURES BY DEPARTMENT
FISCAL YEAR QUARTER ENDING MARCH 31, 2015

Department	FY 2014-15				FY 2013-14			Q3 Variance FY 2014-15 to FY 2013-14 Increase / <Decrease>
	Adopted Budget	Amended Budget	Year-to-Date Actual through 3/31/2015 (75% of FY)	Q3 Actual as a % of Amended Budget	Prior Year Actual Annual Expenditures	Prior YTD Actual through 3/31/2014 (75% of FY)	Q3 Actual as a % of Annual Expenditures	
Administration / Admin Services	\$ 1,422,117	\$ 1,424,317	\$ 966,230	68%	\$ 1,424,957	\$ 1,050,198	74%	\$ (83,968) (1)
Police	5,193,493	4,957,070	3,516,434	71%	5,032,985	3,637,633	72%	(121,199)
Community Services	1,948,204	2,020,134	1,376,488	68%	1,850,562	1,299,681	70%	76,807
Community Development	527,150	525,105	347,915	66%	481,168	287,856	60%	60,059
Total	\$ 9,090,964	\$ 8,926,626	\$ 6,207,067	70%	\$ 8,789,672	\$ 6,275,368	71%	\$ (68,301)

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

**THIRD QUARTER FINANCIAL REPORT, FISCAL YEAR 2014-15
GENERAL FUND EXPENDITURES BY CATEGORY
FISCAL YEAR QUARTER ENDING MARCH 31, 2015**

Expenditure Type	FY 2014-15				FY 2013-14			Q3 Variance FY 2014-15 to FY 2013-14 Increase / <Decrease>
	Adopted Budget	Amended Budget	Year-to-Date Actual through 3/31/2015 (75% of FY)	Q3 Actual as a % of Amended Budget	Prior Year Actual Annual Expenditures	Prior YTD Actual through 3/31/2014 (75% of FY)	Q3 Actual as a % of Annual Expenditures	
Personnel Services	\$ 6,287,484	\$ 6,082,071	\$ 4,300,450	71%	\$ 6,124,649	\$ 4,354,052	71%	\$ (53,602)
Maintenance and Operations	2,793,080	2,834,255	1,900,306	67%	2,654,081	1,921,058	72%	(20,752)
Capital Outlay/Improvements	10,400	10,300	6,311	61%	10,942	258	2%	6,053
Total	\$ 9,090,964	\$ 8,926,626	\$ 6,207,067	70%	\$ 8,789,672	\$ 6,275,368	71%	\$ (68,301)

THIRD QUARTER FINANCIAL REPORT, FISCAL YEAR 2014-15
SCHEDULE OF INTERFUND TRANSFERS
FISCAL YEAR QUARTER ENDING MARCH 31, 2015

Transfers In	Transfers Out				
	General Fund	One-Time Projects Fund	Water Fund	Sewer Fund	Totals
Capital Outlay Reserve Fund	\$ 1,412,730	\$ 191,700	\$ -	\$ -	\$ 1,604,430
One Time Projects Fund	166,995	-	-	-	166,995
Water Capital Reserve Fund	-	-	362,795	-	362,795
Sewer Capital Reserve Fund	-	-	-	79,386	79,386
Risk Management Fund	458,426	-	-	-	458,426
Technology Fund	-	67,000	-	-	67,000
Totals	\$ 2,038,151	\$ 258,700	\$ 362,795	\$ 79,386	\$ 2,739,032

**THIRD QUARTER FINANCIAL REPORT, FISCAL YEAR 2014-15
SPENDABLE FUND BALANCE - FISCAL YEAR CHANGE
THROUGH THE FISCAL YEAR QUARTER ENDING MARCH 31, 2015**

<u>Fund #</u>	<u>Fund Title</u>	<u>Balance 6/30/2014</u>	<u>Balance 3/31/2015</u>	<u>FY Change through 3/31/2015</u>
1	General Fund	\$ 2,809,488	\$ 743,514	\$ (2,065,974)
3	Emergency Reserve Fund	8,996,969	8,996,969	-
5	Economic Development Fund	249,916	249,916	-
	Subtotal General Funds	12,056,373	9,990,399	(2,065,974)
11	Streets Fund	226,278	33,004	(193,274)
12	Measure M2	29,565	200,521	170,956
15	Air Quality Fund	55,466	61,044	5,578
16	PEG Fund	161,949	171,478	9,529
20	Asset Seizure Fund	122,055	57,447	(64,608)
21	Public Safety Augmentation Fund	74,945	58,476	(16,469)
22	Supplemental Law Enforcement Fund	11,203	66,245	55,042
23	SVC Authority for Abandoned Vehicles	25,648	25,742	94
33	Park Development Fund	22,148	22,229	81
38	SA Housing Entity Fund	286,760	522,052	235,292
	Subtotal Special Revenue Funds	1,016,017	1,218,238	202,221
35	Capital Outlay Reserve Fund	4,651,995	5,713,250	1,061,255
36	One-Time Projects Fund	819,500	700,091	(119,409)
	Subtotal Capital Projects Funds	5,471,495	6,413,341	941,846
50	Water Fund	1,505,022	1,140,718	(364,304)
55	Water Capital Reserve Fund	3,490,195	3,798,730	308,535
	Subtotal Water Related Funds	4,995,217	4,939,448	(55,769)
52	Sewer Fund	966,111	907,785	(58,326)
56	Sewer Capital Reserve Fund	2,953,815	3,028,830	75,015
	Subtotal Sewer Related Funds	3,919,926	3,936,615	16,689
60	Risk Management Fund	135,937	488,508	352,571
61	Employee Benefits Fund	222,016	14,850	(207,166)
62	Building Maintenance Fund	794,733	830,308	35,575
63	Vehicle Reserve Fund	795,338	897,175	101,837
64	Technology Fund	645,285	663,886	18,601
	Subtotal Internal Service Funds Funds	2,593,309	2,894,727	301,418
	Total All Funds	\$ 30,052,337	\$ 29,392,768	\$ (659,569)

**2015 City Council Goals
Quarterly Goals Report and Updated
Third Quarter, Fiscal Year 2014-15**

Attachment 2

2015 GOAL	PROGRESS MADE DURING THE QUARTER	NEXT STEPS
<p>Make a City Council decision regarding the billboard project by April, with a minimum of one site.</p>	<ul style="list-style-type: none"> • Deposit Agreement extension approved Feb. 3 • Lease for one site secured • Additional deposit received 	<ul style="list-style-type: none"> • South site reviewed by Development Committee in June with recommendation to approve • Closed Session discussion scheduled for July 7 • Work on Caltrans permit • Development Agreement prepared
<p>Maintain a sustainable balanced budget which includes:</p> <ul style="list-style-type: none"> • Receive a mid-year budget/financial status report in February which includes a clear analysis of the City's financial status and a plan to balance 2014/15 budget (including a decision on adopted budget items which were to return to the City Council for decisions at mid-year); • Improve the 2015/16 budget process including more City Council discussion and at least one dedicated work session; • Improve the transparency, ease of understanding and accuracy of the 2015/16 budget document; and, • Adopt a 2015/16 budget which is balanced without the use of reserves for operations or use of one-time monies for ongoing 	<ul style="list-style-type: none"> • Mid-year presented Feb. 17 and March 17 meetings • Date for Council work session set for May 11 • Sustainable Financial Plan update presented • Research budget documents of other cities for best practices 	<ul style="list-style-type: none"> • Council work session held May 11 • Budget adoption June 16 • Revised budget document format presented with significant changes • Committee on Sustainability approved and applications begin

Goal	Progress During Quarter	Next Steps
expenditures, and which is consistent with the forecast for the longer term.		
Complete a study of modernization of the utility users' tax by December 2015 in preparation for decision making regarding a potential November 2016 ballot measure.	<ul style="list-style-type: none"> • Stanton consultant contacted for discussion of next steps • Discussed experience to date with neighboring cities who have recently implemented modernization • City Attorney opinion requested 	<ul style="list-style-type: none"> • Citizen Committee approved, applications begun with appointments over the summer • CAO opinion in process
Address the water/sewer funds operational deficits by September 2015.	<ul style="list-style-type: none"> • Began data gathering for the study. 	<ul style="list-style-type: none"> • Finalize data gathering and begin analysis • Meet with Consultant to review initial results
Maintain Quality of Life through beautification, continuous improvement in operations and services, and improvement in communications. Emphasis is on the City's core responsibilities including maintaining strong police and fire services, infrastructure, keeping residents happy, and providing services and protection.	<ul style="list-style-type: none"> • Planning for Arbor Day, Memorial Day, and Fitness Run for Fun events. • Completed 7 Year Residential Paving Cycle • Police Technology and 9 1 1 System Update • Began financial technology conversion and process improvement • Police Captain attended disaster preparedness training 	<ul style="list-style-type: none"> • Hold Arbor Day and Memorial Day events • Fitness Run 4 Fun • Financial Newsletter sent to residents • Complete financial technology conversion • Citizen Committee Appointments and Review of operations and services • New Community Liaison Officer begins work in June
Approve a zoning code in 2015.	<ul style="list-style-type: none"> • Zoning Code process for update continued 	<ul style="list-style-type: none"> • Zoning code adopted on May 5, 2015. • Monitor for additional changes needed
Meet the State mandate of reducing City water usage by at least 20% by 2020 and permanently reduce the City's water usage.	<ul style="list-style-type: none"> • Continue to reduce City potable water use by 20% or more. • Conservation education to achieve statewide conservation goal of 20%. • Prepare and participate in county-wide Alert OC exercise. • Roll out and implement Sedaru, utility asset management software to field staff. 	<ul style="list-style-type: none"> • Conservation education and enforcement to achieve 25% conservation target • Seek ways to further reduce City potable water use. • Prepare and hold an earthquake response tabletop exercise

Goal	Progress During Quarter	Next Steps
		<ul style="list-style-type: none"> • Timely completion of Annual Water Quality Report. • Water ordinance changes to return later in the summer
Complete labor negotiations for 2015.	<ul style="list-style-type: none"> • Initial Closed Sessions with the City Council on March 2 and 30 • Classification and Compensation Study draft received in February; Police Study in March • Mid-year budget report and Long Term Financial Plan update presented in February and March 	<ul style="list-style-type: none"> • Initial meetings with employees begin • Incorporation of any meet and confer items from the budget process • Complete Classification Study
Have a City Council discussion regarding whether or not to go forward with a school district survey of residents north of Houston and including the historic context of the issue. Survey to be followed by a decision on whether or not to pub resources into creating a strategy and action plan going forward.	<ul style="list-style-type: none"> • Survey completed and results incorporated into lobbying on behalf of assembly bill • Assembly bill did not pass out of committee, however a commitment to meet was obtained from the Fullerton District 	<ul style="list-style-type: none"> • Additional research into process for boundary changes with OC Education • Additional follow up conversations with the Fullerton District following the arrival of the new superintendent
Promote and achieve a better business environment through implementation of the Economic Development Action Plan recommendations, especially those concerning streamlining regulations and processes and conducting an annual meeting with existing businesses. Include a survey of business attitudes to provide an additional outlet for business input.	<ul style="list-style-type: none"> • Economic Development Action Plan annual update presented • Zoning Code update process continues 	<ul style="list-style-type: none"> • Zoning code adopted • Business survey to go out with business license renewals in June • Business meeting set for October 13 • Continue to schedule Lunch with the Mayor • Hold events for upcoming ground breakings, openings of projects in process
Financing plan for Civic Center by end of 2015	<ul style="list-style-type: none"> • N / A 	<ul style="list-style-type: none"> • May consider further delay to allow Citizens Finance Committee to comment as part of their review of the City's financial situation

City of La Palma

2014-15 Budget: Third Quarterly Operating Report

PERFORMANCE INDICATORS

Administration

Performance Measure	FY 2014-15 Target	Vision Values	City Council / Management Goals / Objectives	Third Quarter Progress
City FTE per 1,000 population	<5	Vision	Balance Budget/Reduce Personnel Costs; Provide efficient and effective customer service	4.3
Number of Press Releases Issued	>24	Pride & Ownership	Communications/Engagement; Maximize citizen satisfaction with City communications and outreach	Year to Date Through March = 14
Number of Agendas/Staff Reports Posted to the Web	24/240			Year to Date Through March = 45/145
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 March = 7.46
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	This measurement is no longer a comparable to LAFCO and a new measurement will be included in the FY 2015-16 Budget
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; Removed as measure for FY 2015-16

City of La Palma

City of La Palma

2014-15 Budget: Third Quarterly Operating Report

PERFORMANCE INDICATORS

Community Development

Performance Measure	FY 2014-15 Target	Vision Values	City Council / Management Goals / Objectives	Third Quarter Progress
Commercial Brokers/Property Owner Outreach	4	Family	Communication/ Engagement	3
Number of Mosaic articles	4	Family	Communication/ Engagement	3
% of "new" business licenses	3	Family	Create Proactive Economic Development Strategies	45 new; %TBD
Number of agenda reports prepared for CC/PC/DC/TSC	26	Pride & Ownership	Communication/ Engagement	19
Number of building permits issued	427	Pride & Ownership	Maintain High Public Safety Levels	355
Number of plan checks performed	85	Security	Maintain High Public Safety Levels	71
Number of inspections conducted	1240	Security	Maintain High Public Safety Levels	1142
Number of permits finalized	375	Pride & Ownership	Maintain Quality of Life	227
Number of Code Enforcement (CE) inspections performed	450	Pride & Ownership	Maintain Quality of Life	591
Number CD cases opened	200	Pride & Ownership	Maintain High Public Safety Levels	181
% 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	6
% 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: Third Quarterly Operating Report

PERFORMANCE INDICATORS

Police

Performance Measure	FY 2014-15 Target	Vision Values	City Council / Management Goals / Objectives	Third 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 seventeen seconds (2:17) or 24% 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 11%,
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 Qtr reported 15 Injury Traffic Collisions. 2nd Qtr reported 17 Injury Traffic Collisions, and 3rd Qtr reported 18 Injury Traffic Collisions

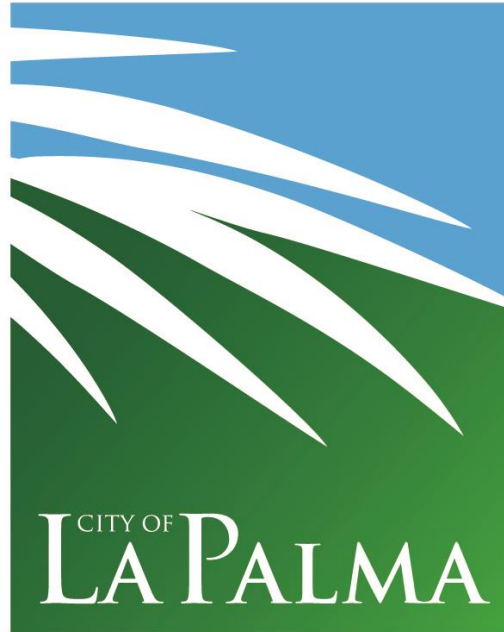
City of La Palma

2014-15 Budget: Third Quarterly Operating Report

PERFORMANCE INDICATORS

Community Services

Performance Measure	FY 2014-15 Target	Vision Values	City Council / Management Goals / Objectives	Third 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	CDBG Grant awarded for ADA Ramps
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 Pavement Zone 7 project
Respond to Water Quality Complaints within 24 hours of receiving notice	Response time < 24 hours	Public Safety	Public Safety and Security	8 complaints, same day response
Increase Number of Volunteer Hours	Increase by 10%	Pride & Ownership	Communication/Engagement	10.4% increase from fall 2013
Increase Number of Facility Rentals	Increase by 10%	Family/ Opportunity	Maintain Quality of Life	48.5% increase from 3rd QTR 2014
Increase the number of participants for water safety and fitness classes	Increase by 5%	Public Safety	Security	8.6% increase 3rd QTR 2014



COMMUNITY SERVICES

3rd QUARTER REPORT

January – March, 2015

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 quarter:

MAINTENANCE & ENGINEERING

January

ST-326 Concrete Curb, Gutter and Ramp Project

Project closed out in January.

Maintenance Worker Interviews Conducted

Position put on hold and eventually eliminated in FY 2015/16 Budget.

February

Water Quality Training

Maintenance & Engineering Division staff attended annual water quality training provided by consultants.

Street Tree Pruning

191 trees were pruned citywide and 4 dead or structurally compromised trees were removed from within the SCE right of way.

Central Park Turf Renovation

Annual turf renovation, fertilization and Hydretain (for soil moisture management) application was performed at Central Park.

March

ST-327 Residential Paving Project

Preconstruction coordination and project kick off in March.

ADA Door Upgrades to Community Center

Three sets of doors received ADA upgrades at the Community Center.

Orangethorpe Guard Rail Installation

New guard railing was installed along westbound Orangethorpe Ave at Coyote Creek, replacing the prior railing which was damaged beyond repair in a late January traffic accident.

CalRecycle Site Visit

Staff accompanied CalRecycle staff on a site inspections of various residential and commercial solid waste collection activities citywide.

Annual CalRecycle Jurisdiction Review

Staff participated in a conference call with CalRecycle to discuss the City's performance of its solid waste management programs for calendar year 2014.

Quarter

Public & Internal Work Orders Completed

JAN	FEB	MAR	TOTAL
8	6	18	32

Orange County Waste Discharge Requirements Meetings – January, March 2015

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

Traffic Signal, Street Light, and Irrigation System Survey

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

Graffiti Removal

227 square feet of graffiti was removed.

WATER

January

Dean Chambers Start Date – January 5, 2015

Maintenance Worker Dean Chambers was promoted to Water Service Worker I. Dean has demonstrated his commitment to his new position.

Interview Panel for Water Rate Study Proposals – January 6, 2015

Director Belknap, City Engineer Benash and Supervisor Tsumura served on an interview panel for proposals received for the Water Rate Study.

Meeting with Noah Heller of BESST Technologies – January 7, 2015

Director Belknap and Supervisor Tsumura met with BESST Technologies to discuss potential project management, proposal evaluation, and selection of a pump service company to perform pump suction pipe modifications for the City Yard well project.

Meeting with Arcadia Chair regarding a fire service leak – January 12, 2015

Supervisor Tsumura and Water Worker Diaz met with representatives from Arcadia Chair to isolate and diagnose a leak in the fire protection system for the building at 5692 Fresca Drive.

Meeting with City Engineer Benash regarding City Yard Plan – January 13, 2015

Meeting with City Engineer Benash, Supervisor Nafarrete and Supervisor Tsumura to discuss the development of the scope of the City Yard Modernization Plan CIP Project.

SEDARU Asset Management Software Training – January 14, 2015

Division training for SEDARU Asset Management Software Training held at Central Park to introduce and provide training on how to use SEDARU field and command modules.

Late Notice Delivery – January 14, 2015

Water Division and Maintenance Division staff delivered over 270 late notices throughout the City.

Fire Flow Test @ Luther Elementary – January 16, 2015

Water Division staff observed Fire Flow test performed by Provencher Engineering on behalf of school district.

Shut Offs – January 21, 2015

Water Division staff performed approximately 20 service terminations due to non-payment.

WEROC Emergency Radio system test – January 27, 2015

Water Division staff participated in the bi-monthly WEROC Emergency Radio test that is held throughout the county.

Turf Removal Rebate Program Inspections

Water Division staff performed five Turf Removal Rebate Inspections and Post-Inspections over the month of January.

Miscellaneous

Water Division staff completed 32 miscellaneous maintenance tasks assigned on work orders through Facility Dude.

Water Quality Calls	0
Leak Investigations	1
Loss of Water / Pressure	3
Shut Off / Restore Service	3
Broken Box / Sidewalk	0
Replace Meter / Register	6
Digalert Response	43
Hydrants Flushed	2
Valves Exercised	0
Service Line Leaks	0

February

Consumer Confidence Report Meeting – February 3, 2015

Mark Diaz and Dean Chambers attended the CCR Kickoff meeting at MWDOC.

WEROC Emergency Coordinators Meeting – February 2, 2015

Leo Larios attended the quarterly WEROC Emergency Coordinators meeting at MWDOC.

Los Alamitos Interview Panel – February 6, 2015

Supervisor Tsumura participated in an interview panel for the City of Los Alamitos.

Recycled Water Meeting with Cerritos – February 17, 2015

Director Belknap, City Engineer Benash and Supervisor Tsumura attended a meeting with the City of Cerritos to discuss the proposed recycled water project for the City of Cypress and how to bring recycled water to La Palma from Cerritos.

ACC-OC City Infrastructure Tour – February 20, 2015

Director Belknap and Supervisor Tsumura attended the ACC-OC City Infrastructure tour of the Groundwater Replenishment System, Orange County Sanitation District and Orange County Public Works Prima Deshecha Landfill.

Classification Study Interviews – February 25, 2015

Water Division staff participated in Classification Study interviews.

City Employee Ethics Training – February 25, 2015

Supervisor Tsumura attended the mandatory City Employee Ethics Training at City Hall.

Miscellaneous

Water Division staff completed 32 miscellaneous maintenance tasks assigned on work orders through Facility Dude.

Water Quality Calls	6
Leak Investigations	4
Loss of Water / Pressure	0
Shut Off / Restore Service	1
Broken Box / Sidewalk	0
Replace Meter / Register	7
Digalert Response	40
Hydrants Flushed	3
Valves Exercised	0
Service Line Leaks	0

March

WEROC Exercise Planning Meeting – March 3, 2015

Supervisor Tsumura attended a WEROC Surfquake Exercise Planning Meeting at MWDOC to discuss participation levels and planning for the county wide exercise planned for May 21st.

Underground Utility Locator Certification – March 10, 2015

Water Workers Mark Diaz and Dean Chambers attended an Underground Utility Locators Certification Class.

Alert OC Training Webinar – March 11, 2015

Supervisor attended the Alert OC orientation and training webinar in preparation for the County wide exercise to be held on April 7th.

WEROC Communications and Resources Training – March 12, 2015

Supervisor Tsumura attended a WEROC Communications and Resources training at MWDOC.

Alert OC Coordination Meeting – March 16, 2015

Supervisor Tsumura attended an Alert OC exercise coordination meeting at Yorba Linda Water District.

Late Notices Delivered – March 16, 2015

Water Division staff delivered approximately 280 late notices.

Fire Flow Test at 8111 Walker Street – March 17, 2015

Water Division staff observed a Fire Flow test performed by Provencher Engineering on behalf of the church located at 8111 Walker Street.

Shut Offs – March 23, 2015

Water Division staff performed approximately 12 shut offs.

SWRCB – Division of Drinking Water Annual Inspection – March 24, 2015

Supervisor Tsumura met with and reviewed the City Water System with Sanitary Engineer Hung Bui from SWRCB – Division of Drinking Water as part of the Annual Review.

ID Modeling Meeting – March 26, 2015

Water Division met with Dave Harrington from ID Modeling to discuss the SEDARU implementation and any needed updates.

WEROC Emergency Radio system test – March 31, 2015

Water Division staff participated in the bi-monthly WEROC Emergency Radio test that is held throughout the county.

Consumer Confidence Report Meeting – March 31, 2015

Supervisor Tsumura met with Yuen Yap of Stetson Engineers to review and discuss the Consumer Confidence Report at MWDOC.

Miscellaneous

Water Division staff completed 35 miscellaneous maintenance tasks assigned on work orders through Facility Dude.

Water Quality Calls	2
Leak Investigations	16
Loss of Water / Pressure	2
Shut Off / Restore Service	1
Broken Box / Sidewalk	0
Replace Meter / Register	0
Digalert Response	48
Hydrants Flushed	1
Valves Exercised	0
Service Line Leaks	0
Water Main Breaks	0
Turf Removal Inspections	0

RECREATION

La Palma Recreation & 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 the following objectives.



Strengthening a Sense of Community



Winter Home Spotlight Award

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 2015 Winter Home Spotlight was awarded to Dianna & James Ragle of who has lived in their home at 5081 Lynn Circle. The Ragle family shows pride of their home by taking immaculate care of the front lawn.

2015 Corporate Connection - Progress Report

Currently the program has raised \$25,850. The Corporate Connection is an annual sponsorship program connecting La Palma’s business community to local government and its residents through their sponsorship of the various events that La Palma hosts every year. For their support, businesses receive a chance to showcase themselves as active partners of our community through promotional materials, banners & signs, and invitations to participate in the events.

2015 Sponsor	Amount	Sponsorship Level
La Palma Intercommunity Hospital	\$ 8,000	Annual Platinum Sponsor
Rosendin Electric	\$ 5,500	Annual Gold Sponsor
EDCO – Park Disposal	\$ 3,000	Annual Silver Sponsor
ADP	\$ 3,000	Annual Silver Sponsor
Charles Abbot & Assocationes	\$ 2,000	Annual Bronze Sponsor
Rutan & Tucker	\$ 1,000	Platinum Event- Concerts in the Park & La Palma Days
Multi-Sales Company	\$ 250	Miscellaneous Sponsor
West Coast Arborists, Inc.	\$ 300	Bronze Event – Arbor Day Celebration
AKAL Consultants	\$ 300	Bronze Event –Arbor Day Celebration
Total	\$25,850	



Creating and Enhancing Places for People to Gather

Facility Permits

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

Facility	Number of Uses	Number of People	Number of Hours Rented
Community Center	17	1,750	95.5
Pavilion	4	199	15
Gazebo	3	105	13.5
Softball/Soccer Field*	113	2,194	224
Total	137	4,248	348

*The Softball/Soccer Field was closed for renovation for March, which closed the Gazebo.

Teen Events

These events are a great way to bring teens together in a safe environment while promoting physical fitness. Staff from both La Palma and Cypress had the support from the Youth Action Committee to operate the event in a successful manner.

Black and White Dance – January 17, 2015

This dance was for 7th to 8th graders to ring in the New Year with friends. There were 228 teens in attendance (which is doubled from the year before). Staff is continuing to bring in additional activities to the dance to encourage participation. Additionally staff is considering allowing 6th graders to attend the dances, which was previously allowed.

Teen Fashion Scene – March 15, 2015

This event encourages teens to create new relationships, while building positive self-esteem and showcasing apparel from various stores and local teen designers. Sixty teens modeled for this event, with twenty five of them being Youth Action Committee members. Duke and Duchess, Vans and Tank Farm, just to name a few, donated clothing and accessories to be modeled for the event. The event was well attended with over 100 in attendance.

Teen Dodgeball Night- March 21, 2015

Teen Dodge ball night provided an evening for local teens to excel in a friendly yet competitive game of dodge ball. There were 6 teens that competed.

Older Adult Karaoke

Each month older adults become entertainers as they gather for a wonderful evening of Karaoke. Older adult Karaoke is scheduled every third Friday of each month at 6:00 p.m. This event started at The Hub, when the City closed that site, we relocated them to the Community Center.

Month	Participants
January	22
February	19
March	19



Improving Health & Wellness

Fit N Fun

Fit N Fun had another great year at all three locations, George B. Miller Elementary School, Los Coyotes Elementary School and Luther Elementary School. Recreation staff continues to implement new games and activities with the participants, including new nutrition activities to tie in healthy eating to a healthy lifestyle. The average daily attendance for the quarter was:

	January	February	March
Miller	62	68	66
Los Coyotes	56	58	55
Luther	66	55	61

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.

This past winter we were notified by Second Harvest that our numbers do not reach the minimum number of households to allow us to continue offering this program. April was scheduled as our last distribution; staff has been working hard to find another location which would welcome La Palma residents.

Month	Number of Households	Number of Individuals
January	7	19
February	8	17
March	11	21

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 participants each month fluctuates with that need.

Month	Number of Clients	Number of Meals Served
January	8	195
February	8	228
March	11	229

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 water safety classes, 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 safety/beginning swim class for children ages six months to eight years had 46 registrants. Our water fitness for older adults continues to be a sought after activity with total enrollment of 93 for winter 2015.



Fostering Youth Development

Tiny Tots

A lot was accomplished in Tiny Tots this past winter season. The classes have completed letters N-V. The New Year started out great with lessons on numbers 1-10. In February the class went on a field trip to the La Habra Children's Museum, the new exhibit this year was on outer space, the class enjoyed dressing up like an astronaut ready to blast off to the moon. February ended with lessons on dental health which included a visit from the dentist, the class went home with information for their parents and their very own tooth brush and mirror to continue their dental health at home. March brings us a great celebration of reading in honor of Dr. Seuss' Birthday. The class had the opportunity to bring in their favorite books from home to share with the class. We celebrated the start of spring in March by planting a seed. The classes were able to plant, water and watch the seeds sprout into the beginnings of a Zinnia flower.

Session 1 (1/12 – 2/27)

Monday, Wednesday, Friday	24 Students
Tuesday, Thursday	24 Students

Session 2 (3/2-4/24)

Monday, Wednesday, Friday	24 Students
Tuesday, Thursday	24 Students

Camp Tiny Tots

We had a whale of a good time during our spring Camp Tiny Tots! The class enjoyed ocean themed crafts and activities. Each day had a fun outdoor activity planned like chalk art and bubbles. Camp ended with a field trip to Newport Landing Whale Watching. The trip was a great success as we saw three whales, a huge pod of dolphins and lots of sea birds too.

Spring Day Camp – March 30 - April 3, 2015

Spring Day Camp is a fun and safe environment for the kids to be during spring break. Club La Palma staff led exciting outdoor games, cool crafts and encouraged the kids to build friendships with one another. This year's theme was "Under the Sea" which centered on the excursion, Whale Watching. 15 participated in this program and staff has observed attendance has been dropping for this week. Staff is considering eliminated for next spring.

Winter 2015 Contract Classes

154 various classes (not including Aquatics) were offered targeting areas such as fitness, skill enhancement, art and dance. This winter we added Art of Caricature for adults and children and a Basketball Fundamentals class for youth. Total enrollment for winter 2015 was 633.



Encouraging Citizen Involvement

Volunteer Opportunities

We provided a number of opportunities for citizens to become involved in their community by volunteering for these events and programs:

<i>Program/Event</i>	<i>Number of Volunteers</i>	<i>Number of Hours Served</i>
Meals on Wheels	56	62
Teen Events	31	435
CAB	12	28
Total	99	525

Community Activities & Beautiful Communities (CAB) Reorganization – January 13, 2015

At the first meeting of the year, Marshall Goodman was elected as Chair and Noel Lew was elected as Co-Chair and. Sally Alvis, Dana Andrews, Pat Craig, Dipti Doshi, Nitesh Patel, Jane Rippee and Sharon Gutjahr are returning remembers. The first meeting of the year focuses on the goals and responsibilities of the committee and to prepare for their upcoming spring and summer programs: Arbor Day, Memorial Day, Home Spotlight and Concerts in the Park. Subcommittees for each event were formed. At the March meeting three new members joined CAB. Jonathan Dhauw, Alta Duke and Kathy Peters are serving their first term on the CAB committee.



Miscellaneous

January

California Park and Recreation Society Mentoring Event – January 8, 2015

Supervisor Robinson continued serving on the Mentor committee. This event focused on preparing for an interview and what steps should be taken, such as visiting the City, talking to the Supervisor of the program, and researching the City. One of the students showed an interest in broadening his experience and volunteered at Spring Day Camp.

Summer Concert Share Fair Meeting – January 14, 2015

Community Services Coordinator Adams took CAB member Marshall Goodman to the annual Concert Share Fair meeting on January 14, 2015. The two scouted talent for the 2015 Summer Concert in the Park series, which has the theme, “Saturdays in the Park”.

High School Mock Interviews – January 15, 2015

Supervisor Robinson assisted Anaheim High Schools Building Industry Technology Academy by being one member of the public to conduct mock interview with high school students.

California Park and Recreation Society Mini Conference – January 29, 2015

Coordinator Adams attended the CPRS mini conference in Laguna Niguel to grow professionally as well as to gain ideas to implement into programs.

February

Recreation Consortium Training – February 2, 2015

CPRS District 10 (Orange and Southwest LA County) conducts training for all Senior Recreation and Recreation Leaders working in the field. This past February four of our part time staff members attended training on Seniors Session on Trading Ages; Arts & Crafts; Interviewing and Application Tips and Facilitating Group Games. The training consisted of 120 Recreation staff from various cities allowing our staff to not only learn skills in sessions, but to network with other cities.

Buena Park/La Palma Relay for Life Kick-Off Event – February 2

Director Belknap, Supervisor Robinson and Senior Office Assistant Whalen attended and assisted in organizing the event. This event is designed to kick off the fundraising season for the Cities Relay for Life.

Neighborhood Watch Banquet – February 5, 2015

Director Belknap and Supervisor Robinson attended the annual Neighborhood Watch Banquet held at the Community Center. This is a chance for the city staff to recognize Neighborhood Watch for all they do each year.

Best Arts Conference – February 7, 2015

Specialist Andi Terry attended the Best Arts Conference; where she received training in the field of Early Childhood Education. Terry learned new ways to bring physical fitness into the classroom through the use of music and learned new ways to encourage creativity in children's art.

March

California Park and Recreation Society Conference – March 11-13

Supervisor Robinson attended various trainings during the CPRS conference in Sacramento to grow professionally as well as to gain ideas to implement into programs. The common theme this year was encouraging professionals to begin the strategic plan process, which help map out the future of Recreation Departments.

Bringing Learning to Work: Competition and Organizational Goals – March 25, 2015

Supervisor Robinson attended this session and gained valuable insight into what happens when you present competition amongst and organization. Although at times it could benefit the entire organization, it typically will not make the company/organization as productive.

DEPARTMENT WIDE MEETINGS, TRAININGS, & EVENTS

Biannual Ethic Trainings – February 15, 2015

Community Services Staff attended the mandatory ethics and supervisory training.

Grant Writers Meeting – February 18, 2015

Department leadership staff attended a meeting with Blaise and Associates to discuss potential grant opportunities and needs assessment for the City and Department.

La Palma Korean United Methodist Church Lunch – February 23, 2015

Community Services Staff attended the lunch provided the Methodist Church. This provides an opportunity for the City staff to learn more about the culture that is most prominent in our city along with learning who the religious leaders are within our community.

Community Services All Hands Meeting – February 26, 2015

The Community Services Department held a quarterly meeting, which gives the employees an opportunity to learn about upcoming projects and events and to participate in teambuilding within the department. This winter the department began the process of creating a mission statement, which will help define the department as a whole.

Classification Study

Community Services Staff participated in citywide employee classification study.