

1. January 20 Agenda

Documents:

[AGENDA - JANUARY 20, 2026 \(1\).PDF](#)

1.1. City Council Meeting

Documents:

[CC PACKET - 012026.PDF](#)



# CITY OF LA VERNE

## COUNCIL REGULAR MEETING AGENDA

Tim Hepburn, Mayor

Wendy Lau, Council Member  
Steven Frank Johnson, Council Member

Rick Crosby, Council Member  
Meshal "Kash" Kashifalghita, Mayor Pro Tem

**Tuesday, January 20, 2026**  
**Closed Session at 5:30 PM**  
**Regular Meeting at 6:30 PM**  
**La Verne City Hall - Council Chambers,**  
**3660 D Street, La Verne, CA 91750**

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation to participate in a meeting should contact the City Clerk's Office at (909) 596-8726 at least 48 hours prior to the meeting. Regular Meetings are held on the 1st and 3rd Monday of every month.

Individuals can email their comments to the City Clerk's Office at [cityclerk@LaVerneCA.gov](mailto:cityclerk@LaVerneCA.gov) up to noon on the day of the meeting. Those comments will be shared with City Council in advance of the City Council meeting and included as part of the permanent record. **Please be advised that public comments submitted by emails or any other format to the City are public records that will be made available for public viewing.**

Individuals who wish to share their comments with Council during the meeting may do so in a variety of ways:

- Attend the City Council Meeting in person and fill out a comment card or raise your hand to request to comment on the current agenda item(s).
- Participate via Zoom, by visiting [www.LaVerneCA.gov/zoom](http://www.LaVerneCA.gov/zoom) where you will be automatically redirected to the meeting or call into the meeting via phone **1-669-900-6833** and enter **ID 837 4196 8140** when prompted. Public comments via Zoom may be accepted for the agenda items listed within the **Consent Calendar, Public Hearing** and **Discussion Calendar** sections of the agenda. Zoom participants who violate decorum protocols will be called to order by the presiding officer and if a violation continues, will be muted by direction of the presiding officer.
- Once items are considered by the City Council, no further public comment on that matter will be accepted. A time limit of 3-minutes is set for all public comments.

**Council Meeting Decorum:** Per the City's Rules for Decorum, all Speakers and Members of the Audience are to conduct themselves with decorum and not engage in willful conduct which interrupts the meeting or with the orderly conduct of the meeting.

### CLOSED SESSION AGENDA - 5:30 PM

### CALL TO ORDER

### ROLL CALL

Council Member Steven F. Johnson, Council Member Wendy Lau, Council Member Rick Crosby, Mayor Pro Tem Meshal "Kash" Kashifalghita, and

Mayor Tim Hepburn.

### **CLOSED SESSION TOPIC**

#### **Conference with Labor Negotiators, pursuant to Government Code Section 54957.6:**

Negotiators: City Manager, Assistant City Manager, and City Attorney.

Employee Organization(s): La Verne City Employees Association, La Verne Firefighters Association, La Verne Fire Middle Management Association, La Verne Police Officers Association, La Verne Police Middle Management Association, and all Unrepresented Employees.

#### **Public Employee Performance Evaluation, Pursuant to Government Code Section**

**54957(b)(1):** Title: City Manager

The City Council will recess and reconvene at 6:30 PM for the regularly scheduled City Council meeting.

### **REGULAR CITY COUNCIL MEETING - 6:30 PM**

#### **PLEDGE OF ALLEGIANCE - MARINE CORP VETERAN RICHARD OLIVAS**

#### **ROLL CALL**

Council Member Steven F. Johnson, Council Member Wendy Lau, Council Member Rick Crosby, Mayor Pro Tem Meshal "Kash" Kashifalghita, and Mayor Tim Hepburn.

### **PRESENTATIONS**

**Damien Boys Water Polo** - Damien High School Water Polo delivered a standout 2025 season, finishing 19–16 overall and 5–3 in Baseline League play to earn second place in league. The Spartans capped the year with a memorable CIF Southern Section Division 2 playoff run, advancing to the championship match and qualifying for the CIF State Tournament.

Damien's postseason success was defined by resilience and composure, as the Spartans earned three overtime victories during the CIFSS playoffs to reach the Division 2 finals. Their ability to perform in high-pressure moments became a hallmark of the team's identity.

Individual honors: Zack Montoya, Aaron Kashifalghita, and Zachariah Verduzco-Murphy earning First Team All-Baseline League recognition. Kieran Gore and Maddox Redfearn were named Second Team All-Baseline League, while Benjamin Shehee and Brennon Dallas earned Honorable Mention All-Baseline League honors.

With a league runner-up finish, a Division 2 finals appearance, and a berth in the CIF State Tournament, the 2025 Spartans set a high standard and built strong momentum for the program's future.

Team coaches are Robert Echeverria and Jesse Johnston. Players are:

|                 |                           |                  |                     |
|-----------------|---------------------------|------------------|---------------------|
| Darren Cheng    | Brennon Dallas            | Brayden Drown    | Liam Ferrer         |
| Landen Garca    | Kieran Gore               | Jonathan Jimenez | Aaron Kashifalghita |
| Landon Mendoza  | Zachkary Montoya          | Ralph Munoz      | Diego Negrete       |
| Maddoz Redfearn | Luke Rudy                 | Benjamin Shehee  | Jorge Solis         |
| Diego Solis     | Zechariah Verduzco-Murphy |                  |                     |

**Christmas Morning Volunteers Recognition** - The Christmas Morning event requires detailed coordination from City Staff across numerous departments and selfless volunteers from the community to ensure that Santa greets every resident on Christmas Morning. During this time, we honor all who assisted in the Christmas Morning event.

**Martin Luther King Day Proclamation** - We honor the life and legacy of the Reverend Dr. Martin Luther King, Jr., a transformative leader whose courage, compassion, and moral clarity reshaped our nation and moved us closer to justice.

### ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

(Any person who wishes to make a brief announcement of a future community event that is open to the public may do so at this time.)

### CONSENT CALENDAR

(All items on the Consent Calendar are routine and will be enacted by one motion unless a member of the Council or member of the audience requests separate discussion.)

#### 1. **City Council Minutes of the Closed Session & Regular meeting of December 15, 2025.**

**Recommendation:** That the City Council approve the minutes.

#### 2. **Register of Audited Demands in the amount of \$565,563.28, dated 12/11/25, and in the amount of \$2,591,381.59 dated 12/17/25, and in the amount of \$1,669,457.89, dated 12/22/25.**

**Recommendation:** That the City Council approve the audited demands.

#### 3. **Award of Contract to Miracle Recreation Equipment Company for Kuns Park Playground Replacement.** Due to being over 30 years old, the Kuns Park playground is a candidate for modernization and accessibility improvements. Staff recommends awarding a contract to Miracle Recreation Equipment Company through the SourceWell cooperative purchasing program for the installation of a new, ADA-compliant play structure with rubberized surfacing and integrated shade structure.

**Recommendation:** That the City Council:

1. Award a contract to Miracle Recreation Equipment Company in the amount of \$196,684.07 for the removal, site preparation, and installation of playground equipment at Kuns Park; and
2. Adopt a Resolution amending the Fiscal Year 2025-26 Adopted Budget in the amount of \$198,184.07 within the Measure A Fund to fully fund the Kuns Park Playground Equipment Project (Project No. PK2601).

4. **Annual Comprehensive Financial Report for Year Ending June 30, 2025.** The City has completed its Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2025. The ACFR, detailing the City's financial position and operating activities, is accessible on the City's website: [www.laverneca.gov/ACFR](http://www.laverneca.gov/ACFR).

**Recommendation:** That the City Council receive and file the Annual Comprehensive Financial Report which includes a Report on Internal Control over Financial Reporting and on Compliance and Other Matters, along with the Auditor Letter to the City Council for the fiscal year ended June 30, 2025.

5. **Resolution Adopting a Salary Chart for Part-Time Employees.** The attached resolution and associated part-time salary table reflect adjustments in compensation resulting from increases in the California Minimum Wage.

**Recommendation:** That the City Council adopt the attached Resolution titled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, ADOPTING A SALARY CHART FOR PART-TIME EMPLOYEES."

6. **Second Reading and Adoption of an Ordinance Pertaining to Regulating Unmanned Aircraft.** City Council is asked to adopt an ordinance establishing local regulations governing the takeoff and landing of Unmanned Aircraft Systems (UAS), commonly referred to as drones. Adoption of this ordinance ensures alignment with Federal Aviation Administration (FAA) authority while appropriately exercising the City's authority to regulate activities impacting public safety.

**Recommendation:** That the City Council adopt Ordinance 26-1138, entitled "AN ORDINANCE OF THE CITY COUNCIL, CITY OF LA VERNE, CALIFORNIA, ADDING CHAPTER 8.37 TO TITLE 8 OF THE LA VERNE MUNICIPAL CODE REGULATING THE USE OF UNMANNED AIRCRAFT SYSTEMS (DRONES)."

## PUBLIC HEARINGS

7. **Ordinance Adopting the 2026 Los Angeles County Building Code and 2025 Fire Code and Green Building Code by Reference and Determination of Exemption from the California Environmental Quality Act Pursuant to CEQA Guidelines Section 15061(b)(3).** The adoption of the 2026 Los Angeles County Building, the 2025 California Fire Code, and the Green Building Standards Code are required under the California Health and Safety Code. These codes are established to provide the City of La Verne with the minimum construction and property maintenance standards that promote the health and welfare of the public, to make buildings more efficient in the use of materials and energy, and to reduce environmental impact during and after construction.

**Recommendation:** That the City Council adopt the attached Ordinance adopting Title 26 – Building Code of the Los Angeles County Code, Title 27 – Electrical Code of the Los Angeles County Code, Title 28 – Plumbing Code of the Los Angeles County Code, Title 29 – Mechanical Code of the Los Angeles County Code, Title 30 – Residential Code of the Los Angeles County Code, Title 24 Part 9 – California Fire Code including Appendices Chapters 4, B, C, D, and I, Title 24 Part 7 – Wildland-Urban Interface Code which includes Appendices Chapters A, B, C, D, F, G, H and I, Title 24 Part 11 – California Green Building Code, and the City of La Verne amendments to portions of these codes also known as the 2025 California Building Standards Code, by reference, with certain changes and modifications, and making revisions thereto.

8. **Community Development Block Grant Program for 2026-27.** This is the 52nd funding year for the Community Development Block Grant Program. According to the Los Angeles Council Community Development Block Grant Bulletin, the City of La Verne is anticipated to be allocated \$137,721 in Community Development Block Grant funds.

**Recommendation:**

That the City Council conduct a Public Hearing, and upon closing the Public Hearing, approve a Resolution titled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, APPROVING PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND SELECTING CERTAIN PROJECTS FOR FUNDING IN THE FISCAL YEAR 2026 - 2027."

9. **Ordinance Amending the Old Town La Verne Specific Plan for Minimum Density Requirement in the Mixed-Use 1 Land District and Making Determination of Exemption from the California Environment Quality Act Pursuant to the Common Sense Exemption of CEQA Guidelines Section 15061(b)(3).** Ordinance Amending the Old Town La Verne Specific Plan for Minimum Density Requirement from 38 to 20 dwelling units per acre in the Mixed-Use 1 Land District and Making Determination of Exemption from the California Environment Quality Act Pursuant to the Common Sense Exemption of CEQA Guidelines Section 15061(b)(3).

**Recommendation:**

That the City Council conduct a Public Hearing, and introduce by title only and waive further reading of an Ordinance titled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, AMENDING THE OLD TOWN LA VERNE SPECIFIC PLAN TO REVISE THE MINIMUM DENSITY REQUIREMENT IN THE MIXED-USE 1 LAND USE DISTRICT FROM 38 TO 20 DWELLING UNITS/ACRE" and find that the adoption is exempt from the California Environment Quality Act pursuant to the common sense exemption of CEQA Guidelines section 15061(b)(3).

## DISCUSSION CALENDAR

10. **Discussion Regarding San Gabriel Valley Council of Governments and City of Pomona Arrow Highway Class IV Two-Way Bikeway Project Design and Potential City of La Verne Participation for Arrow Highway Rehabilitation** The SGVCOG and the City of Pomona have finalized design plans for Class IV protected bikeways along Arrow Highway as part of a regional project to improve multimodal access to the Metro A-Line. The City Council is asked to provide input on potentially extending the bikeway to White Avenue as well as City investment in Arrow Highway street improvements within the City's jurisdiction.

**Recommendation:** That the City Council provide direction to staff on coordinating with the San Gabriel Valley Council of Governments (SGVCOG) and the City of Pomona on the design of the bikeway's terminus and connectivity at the White Avenue/Arrow Highway intersection and the roadway segment within the La Verne city limits, including opportunities to incorporate pavement rehabilitation as part of the project.

11. **Approving a Memorandum of Understanding Between the City of La Verne and the La Verne Police Officers' Association and Authorizing Execution by the City Manager.**

Consideration and approval of a successor Memorandum of Understanding (MOU) between the City of La Verne and the La Verne Police Officers' Association (LVPOA). The proposed actions include approving the new MOU, authorizing the City Manager to execute the agreement, appropriating Measure LV funds to the Fiscal Year 2025/26 Budget, and adopting a resolution establishing the updated salary chart for full-time employees.

**Recommendation:** That the City Council:

1. Approve a Memorandum of Understanding between the City of La Verne and the La Verne Police Officers' Association; and
2. Authorize the City Manager to execute the Memorandum of Understanding with the La Verne Police Officers' Association; and
3. Appropriate \$142,760 from Measure LV to the Fiscal Year 2025/26 Budget.

- 12. Resolution Adopting a Salary Chart for Full-Time Employees.** The attached resolution and associated full-time salary chart reflect negotiated and required compensation adjustments for certain full-time employee classifications, including increases for La Verne Police Officer Association employees, the Ambulance Operator position, and a previously approved, but deferred, salary adjustment for the City Manager position.

**Recommendation:**

That the City Council adopt the Resolution titled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, ADOPTING A SALARY CHART FOR FULL-TIME EMPLOYEES."

**PUBLIC COMMENTS**

This is the time set aside for anyone wishing to address the City Council on items not listed in any other place on the agenda and within the subject matter jurisdiction of the City Council. Under the provisions of the Brown Act, the legislative body is prohibited from talking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion later. Please email your public comment to the City Clerk's Office at [cityclerk@LaVerneCA.gov](mailto:cityclerk@LaVerneCA.gov). Your public comment will be shared with the City Council and included as part of the permanent record. There is a 3-minute time limit on public comments.

**COUNCIL COMMENTS AND CONFERENCE/MEETING REPORTS**

Each Council Member may address the Council and public on matters of general information and/or concern. This is also the time for Council Members to report on conferences and/or meetings they have attended per Assembly Bill 1234.

**ADJOURNMENT**

**THE NEXT REGULAR MEETING OF THE LA VERNE CITY COUNCIL IS SCHEDULED FOR MONDAY, FEBRUARY 2, 2026 at 5:30 P.M.**

**Posting Statement:** A true copy of this Agenda was posted on January 13, 2026, on the bulletin board at La Verne City Hall, 3660 D Street, La Verne, and on the City's website at [www.LaVerneCA.gov](http://www.LaVerneCA.gov).

**RESIDENT INFORMATION**

## UPCOMING EVENTS AND MEETINGS

**Wednesday, January 21** - Senior Advisory Committee meeting, La Verne Community Center, 10:00 am

**Wednesday, January 21** - Parks & Recreation Commission, City Hall, 5:30 pm

**Tuesday, January 21** - Youth & Family Action Committee, City Hall, 5:00 pm

**Wednesday, January 28** - Active Transportation & Infrastructure Commission meeting, City Hall, 4:00 pm

**Monday, February 2** - Old Town La Verne Business Improvement District meeting, Café Wang, 8:30 am - 9:30 am

**Monday, February 2** - City Council meeting, City Hall Council Chamber, 5:30 pm

**Saturday, February 7** - Strategic Planning Session, City Hall, 9 :00 am

**Monday, February 9** - Senior Movie Matinee, Community Center, 12:30 pm

**Friday, February 13** - Dance for Those with Intellectual and Developmental Disabilities, Community Center, 5:00 pm

**Monday, February 16** - City Council meeting, City Hall, 5:30 pm

**Wednesday, February 18** - State of the City, University of La Verne, Abraham Campus Center, 2000 2nd Street, La Verne, 8:00 am - 10:00 am

**Wednesday, February 18** - Senior Advisory Committee meeting, Community Center, 10:00 am

**Wednesday, February 18** - Finance Commission meeting, City Hall, 6:30 pm

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# CITY OF LA VERNE

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### **CLOSED SESSION AGENDA - 5:30 PM**

### **CALL TO ORDER**

### **ROLL CALL**

Council Member Steven F. Johnson, Council Member Wendy Lau, Council Member Rick Crosby, Mayor Pro Tem Meshal "Kash" Kashifalghita, and Mayor Tim Hepburn.

**CLOSED SESSION TOPIC**

**Conference with Labor Negotiators, pursuant to Government Code Section 54957.6:**

Negotiators: City Manager, Assistant City Manager, and City Attorney.

Employee Organization(s): La Verne City Employees Association, La Verne Firefighters Association, La Verne Fire Middle Management Association, La Verne Police Officers Association, La Verne Police Middle Management Association, and all Unrepresented Employees.

**Public Employee Performance Evaluation, Pursuant to Government Code Section**

**54957(b)(1):** Title: City Manager

The City Council will recess and reconvene at 6:30 PM for the regularly scheduled City Council meeting.

**REGULAR CITY COUNCIL MEETING - 6:30 PM**

**PLEDGE OF ALLEGIANCE - MARINE CORP VETERAN RICHARD OLIVAS**

**ROLL CALL**

Council Member Steven F. Johnson, Council Member Wendy Lau, Council Member Rick Crosby, Mayor Pro Tem Meshal “Kash” Kashifalghita, and Mayor Tim Hepburn.

**PRESENTATIONS**

**Damien Boys Water Polo** - Damien High School Water Polo delivered a standout 2025 season, finishing 19–16 overall and 5–3 in Baseline League play to earn second place in league. The Spartans capped the year with a memorable CIF Southern Section Division 2 playoff run, advancing to the championship match and qualifying for the CIF State Tournament.

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|                 |                           |                 |               |
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## PUBLIC HEARINGS

7. **Ordinance Adopting the 2026 Los Angeles County Building Code and 2025 Fire Code and Green Building Code by Reference and Determination of Exemption from the California Environmental Quality Act Pursuant to CEQA Guidelines Section 15061(b)(3).** The adoption of the 2026 Los Angeles County Building, the 2025 California Fire Code, and the Green Building Standards Code are required under the California Health and Safety Code. These codes are established to provide the City of La Verne with the minimum construction and property maintenance standards that promote the health and welfare of the public, to make buildings more efficient in the use of materials and energy, and to reduce environmental impact during and after construction.

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- 8. Community Development Block Grant Program for 2026-27.** This is the 52nd funding year for the Community Development Block Grant Program. According to the Los Angeles Council Community Development Block Grant Bulletin, the City of La Verne is anticipated to be allocated \$137,721 in Community Development Block Grant funds. This item approves participation in the program and how to spend the funds.

**Recommendation:**

That the City Council conduct a Public Hearing, and upon closing the Public Hearing, approve a Resolution titled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, APPROVING PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND SELECTING CERTAIN PROJECTS FOR FUNDING IN THE FISCAL YEAR 2026 - 2027."

- 9. Ordinance Amending the Old Town La Verne Specific Plan for Minimum Density Requirement in the Mixed-Use 1 Land District and Making Determination of Exemption from the California Environment Quality Act Pursuant to the Common Sense Exemption of CEQA Guidelines Section 15061(b)(3).** Ordinance Amending the Old Town La Verne Specific Plan for Minimum Density Requirement from 38 to 20 dwelling units per acre in the Mixed-Use 1 Land District and Making Determination of Exemption from the California Environment Quality Act Pursuant to the Common Sense Exemption of CEQA Guidelines Section 15061(b)(3).

**Recommendation:**

That the City Council conduct a Public Hearing, and introduce by title only and waive further reading of an Ordinance titled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, AMENDING THE OLD TOWN LA VERNE SPECIFIC PLAN TO REVISE THE MINIMUM DENSITY REQUIREMENT IN THE MIXED-USE 1 LAND USE DISTRICT FROM 38 TO 20 DWELLING UNITS/ACRE" and find that the adoption is exempt from the California Environment Quality Act pursuant to the common sense exemption of CEQA Guidelines section 15061(b)(3).

**DISCUSSION CALENDAR**

- 10. Discussion Regarding San Gabriel Valley Council of Governments and City of Pomona Arrow Highway Class IV Two-Way Bikeway Project Design and Potential City of La Verne Participation for Arrow Highway Rehabilitation** The SGVCOG and the City of Pomona have finalized design plans for Class IV protected bikeways along Arrow Highway as part of a regional project to improve multimodal access to the Metro A-Line. The City Council is asked to provide input on potentially extending the bikeway to White Avenue as well as City investment in Arrow Highway street improvements within the City's jurisdiction.

**Recommendation:** That the City Council provide direction to staff on coordinating with the San Gabriel Valley Council of Governments (SGVCOG) and the City of Pomona on the design of the bikeway's terminus and connectivity at the White Avenue/Arrow Highway intersection and the roadway segment within the La Verne city limits, including opportunities to incorporate pavement rehabilitation as part of the project.

- 11. Approving a Memorandum of Understanding Between the City of La Verne and the La Verne Police Officers' Association and Authorizing Execution by the City Manager.** Consideration and approval of a successor Memorandum of Understanding (MOU) between the City of La Verne and the La Verne Police Officers' Association (LVPOA). The proposed actions include approving the new MOU, authorizing the City Manager to execute the agreement, appropriating Measure LV funds to the Fiscal Year 2025/26 Budget, and adopting a resolution establishing the

updated salary chart for full-time employees.

**Recommendation:** That the City Council:

1. Approve a Memorandum of Understanding between the City of La Verne and the La Verne Police Officers' Association; and
2. Authorize the City Manager to execute the Memorandum of Understanding with the La Verne Police Officers' Association.

- 12. Resolution Adopting a Salary Chart for Full-Time Employees.** The attached resolution and associated full-time salary chart reflect negotiated and required compensation adjustments for certain full-time employee classifications, including increases for La Verne Police Officer Association employees, the Ambulance Operator position, and a previously approved, but deferred, salary adjustment for the City Manager position.

**Recommendation:** That the City Council adopt the Resolution titled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, ADOPTING A SALARY CHART FOR FULL-TIME EMPLOYEES."

## **PUBLIC COMMENTS**

This is the time set aside for anyone wishing to address the City Council on items not listed in any other place on the agenda and within the subject matter jurisdiction of the City Council. Under the provisions of the Brown Act, the legislative body is prohibited from talking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion later. Please email your public comment to the City Clerk's Office at [cityclerk@LaVerneCA.gov](mailto:cityclerk@LaVerneCA.gov). Your public comment will be shared with the City Council and included as part of the permanent record. There is a 3-minute time limit on public comments.

## **COUNCIL COMMENTS AND CONFERENCE/MEETING REPORTS**

Each Council Member may address the Council and public on matters of general information and/or concern. This is also the time for Council Members to report on conferences and/or meetings they have attended per Assembly Bill 1234.

## **ADJOURNMENT**

**THE NEXT REGULAR MEETING OF THE LA VERNE CITY COUNCIL IS SCHEDULED FOR MONDAY, FEBRUARY 2, 2026 at 5:30 P.M.**

**Posting Statement:** A true copy of this Agenda was posted on January 13, 2026, on the bulletin board at La Verne City Hall, 3660 D Street, La Verne, and on the City's website at [www.LaVerneCA.gov](http://www.LaVerneCA.gov).

**RESIDENT INFORMATION**

## UPCOMING EVENTS AND MEETINGS

**Wednesday, January 21** - Senior Advisory Committee meeting, La Verne Community Center, 10:00 am

**Wednesday, January 21** - Parks & Recreation Commission, City Hall, 5:30 pm

**Tuesday, January 21** - Youth & Family Action Committee, City Hall, 5:00 pm

**Wednesday, January 28** - Active Transportation & Infrastructure Commission meeting, City Hall, 4:00 pm

**Monday, February 2** - Old Town La Verne Business Improvement District meeting, Café Wang, 8:30 am - 9:30 am

**Monday, February 2** - City Council meeting, City Hall Council Chamber, 5:30 pm

**Saturday, February 7** - Strategic Planning Session, City Hall, 9 :00 am

**Monday, February 9** - Senior Movie Matinee, Community Center, 12:30 pm

**Friday, February 13** - Dance for Those with Intellectual and Developmental Disabilities, Community Center, 5:00 pm

**Monday, February 16** - City Council meeting, City Hall, 5:30 pm

**Wednesday, February 18** - State of the City, University of La Verne, Abraham Campus Center, 2000 2nd Street, La Verne, 8:00 am - 10:00 am

**Wednesday, February 18** - Senior Advisory Committee meeting, Community Center, 10:00 am

**Wednesday, February 18** - Finance Commission meeting, City Hall, 6:30 pm



# CITY OF LA VERNE

Agenda Packet - January 20, 2026

## MINUTES OF THE CLOSED SESSION & REGULAR MEETING OF THE CITY COUNCIL ON DECEMBER 15, 2025

### ACTION MINUTES "See Italics"

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#### **CLOSED SESSION AGENDA - 5:30 PM**

#### **CALL TO ORDER – *meeting called to order at 5:30 PM***

**ROLL CALL** Council Member Steven F. Johnson, Council Member Wendy Lau, Council Member Rick Crosby, Mayor Pro Tem Meshal "Kash" Kashifalghita, and Mayor Tim Hepburn.

*Council Members Present: Crosby, Johnson, Lau, Kashifalghita, and Hepburn.*

*Council Members Absent: None*

*Advisory Staff Present: City Manager Domer, City Attorney Hall Barlow, and Assistant City Manager Ranells.*

#### **CLOSED SESSION TOPIC**

*City Attorney Hall Barlow read the closed session items for the record. It is anticipated there will be no report out.*

#### **Conference with Labor Negotiators, pursuant to Government Code Section 54957.6:**

Negotiators: City Manager, Assistant City Manager, and City Attorney.

Employee Organization(s): La Verne City Employees Association, La Verne Firefighters Association, La Verne Fire Middle Management Association, La Verne Police Officers Association, La Verne Police Middle Management Association, and all Unrepresented Employees.

#### **Conference with Legal Counsel, Existing Litigation pursuant to Government Code Section**

**54956.9(d)(1)** Gonzalez v. City of La Verne, Los Angeles Superior Court Case No. 24STCV34625.

The City Council recessed at 5:32 PM and will reconvene at 6:30 PM for the regularly scheduled City Council meeting.

#### **REGULAR CITY COUNCIL MEETING - 6:30 PM – *meeting was called to order at 6:34 PM.***

#### **PLEDGE OF ALLEGIANCE - US MARINE CORP, IRAQ VETERAN KEVIN SMITH**

*Mayor Pro Tem Kashifalghita, on behalf of the City Council, presented Kevin with a Pride of La Verne certificate.*

**ROLL CALL** Council Member Steven F. Johnson, Council Member Wendy Lau, Council Member Rick Crosby, Mayor Pro Tem Meshal "Kash" Kashifalghita, and Mayor Tim Hepburn.

*Council Members Present: Crosby, Johnson, Lau, Kashifalghita, and Hepburn.*

*Council Members Absent: None*

***Advisory Staff Present: City Manager Domer, City Attorney Hall Barlow, and Assistant City Manager Ranells.***

**PRESENTATIONS**

**Bonita High School Boys' Water Polo 2025** - The Bonita Boy's Water Polo team finished the 2025 season with an overall record of 23-12 and placed second in the Palomares League. The team advanced to the CIF playoffs where they had the number 8 seed and after 4 rounds of play and a goal differential of 68-49, the team advanced to the championship game against the number 2 overall seed, Temecula Valley High School, where they won the Division 3 CIF Championship with a score of 10-9. The team was coached by Dillon Unsoeld and assisted by Cody Lehotsky and Bryce Riihimaki.

|                  |                 |                  |                    |
|------------------|-----------------|------------------|--------------------|
| Julian Falk      | Eian Bane       | Carsen Mayville  | Antonio Finnianos  |
| Bradley Radnotti | Ethan Beltran   | Adien Minter     | Matt Humpert       |
| Andres Parra     | Gary Watson     | Evan Andrade     | Jake Spielbuehler  |
| Carbon Snider    | Jeffrey Heaton  | Giancarlo Garcia | Bareden Scoffinger |
| Bronx Aponte     | Jayden Diekmann |                  |                    |

***Council presented each player with a Pride of La Verne certificate and an In-n-Out gift card.***

**ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS**

(Any person who wishes to make a brief announcement of a future community event that is open to the public may do so at this time.)

***Council Announcements: Mayor Hepburn thanked staff for the numerous successful City Events that occurred recently.***

***Council Member Johnson announced the upcoming concert at the Church of the Brethren on Sunday, December 21<sup>st</sup> at 4:00 PM.***

***Council Member Lau reminded everyone of the upcoming Blood Drive at the University of La Verne on Thursday, December 18<sup>th</sup> from 10:00 am to 4:00 PM.***

***Public Announcements: Sherry Best and Kathy Kalousek, LV Historical Society, Adrian Romero, LV Library.***

***City Attorney Hall Barlow announced a fundraiser she is performing in, of It's a Wonderful Life. Tickets are still available, performance will run from Thursday, December 18<sup>th</sup> through Sunday, December 21<sup>st</sup>.***

**CONSENT CALENDAR**

(All items on the Consent Calendar are routine and will be enacted by one motion unless a member of the Council or member of the audience requests separate discussion.)

*Consent Calendar Item #2 was pulled for further discussion; the remainder of the Consent Calendar was approved by a vote of 5-0.*

**1. City Council Minutes of the Regular and Closed Session meeting of December 1, 2025.**

**Recommendation:** That the City Council approve the minutes. *Approved*

**2. Register of Audited Demands in the amount of \$2,252,716.47, dated 11/19/25 and in the amount of \$1,432,600.83, dated 11/25/25, and in the amount of \$2,926,471.32, dated 12/03/25.**

**Recommendation:** That the City Council approve the audited demands.

*After further discussion regarding the RKA invoicing process, this item was approved 5-0.*

**3. Authorization to Purchase Advanced Metering Infrastructure (AMI) Digital Water Meters.** Authorization of sole source purchase of Advanced Metering Infrastructure (AMI) digital water meters from HydroPro Solutions, Inc.

**Recommendation:** That the City Council:

1. Authorize staff to issue a sole-source purchase order to HydroPro Solutions, Inc., an authorized distributor of Master Meter's Advanced Metering Infrastructure (AMI) digital water meters, registers, skirts, and related components in the amount not to exceed \$540,000.00; and
2. Approve the use of funds previously appropriated from Fund 507 (Water Capital Improvement Funds) to CIP Project No. WT2304; and
3. Authorize the City Manager, or designee, to execute all purchase orders and related documents necessary to complete this procurement, up to the total appropriated amounts approved by the City Council.

*All recommendations as stated above were approved.*

**4. Development Impact Fee Report for Fiscal Year Ending June 30, 2025.** Pursuant to Government Code Section 66006, this report provides detailed information on the collection, interest earned, expenditures, and balances of the City's development impact fees as of June 30, 2025. During the fiscal year, the Park Development and Storm Drain Funds incurred expenditures, while the remaining funds did not and continue to hold balances for future projects. This report is submitted in compliance with State legislative requirements.

**Recommendation:** That the City Council receive, file, and make available to the public the Development Impact Fee Annual Report for the fiscal year ending June 30, 2025, and adopt the required five-year findings pursuant to Government Code Section 66001(d). *Approved*

**5. Resolution Cancelling the January 5, 2026 City Council meeting.** The first meeting in January 2026, is proposed to be canceled due to the Christmas and New Year holidays and tentative agenda schedule with no items requiring immediate City Council action. Accordingly, the canceling of a City Council Meeting is being placed on the agenda, so the City Council can formally adopt a resolution to cancel the meeting.

**Recommendation:** That the City Council approve the Resolution cancelling the January 5, 2026 meeting. *Approved*

**PUBLIC HEARINGS**

- 6. Adoption of Urgency Ordinance and introduction of regular Ordinance adopting the 2026 Los Angeles County Building Code, 2025 Fire Code, and the Green Building Code by Reference.** The adoption of the 2026 Los Angeles County Building, the 2025 California Fire Code, and the Green Buildings Standards Code are required under the California Health and Safety Code. These codes are established to provide the City of La Verne with the minimum construction and property maintenance standards that promote the health and welfare of the public, to make buildings more efficient in the use of materials and energy, and to reduce environmental impact during and after construction. On November 25, 2025, the County of Los Angeles adopted an amended version of these codes, and it is necessary for the City of La Verne to adopt these changes.

**Recommendation:** That the City Council:

1. Hold a duly noticed public hearing and adopt the attached Urgency Ordinance adopting Title 26 – Building Code of the Los Angeles County Code, Title 27 – Electrical Code of the Los Angeles County Code, Title 28 – Plumbing Code of the Los Angeles County Code, Title 29 – Mechanical Code of the Los Angeles County Code, Title 30 – Residential Code of the Los Angeles County Code, Title 24 Part 9 – California Fire Code including Appendices Chapters 4, B, C, D, and I, Title 24 Part 7 – Wildland-Urban Interface Code which includes Appendices Chapters A, B, C, D, F, G, H and I, Title 24 Part 11 – California Green Building Code, and the City of La Verne amendments to portions of these codes also known as the 2025 California Building Standards Code, by reference, with certain changes and modifications, and making revisions thereto; and
2. Introduce by title only, waive reading an Ordinance adopting Title 26 – Building Code of the Los Angeles County Code, Title 27 – Electrical Code of the Los Angeles County Code, Title 28 – Plumbing Code of the Los Angeles County Code, Title 29 – Mechanical Code of the Los Angeles County Code, Title 30 – Residential Code of the Los Angeles County Code, Title 24 Part 9 – California Fire Code including Appendices Chapters 4, B, C, D, and I, Title 24 Part 7 – Wildland-Urban Interface Code which includes Appendices Chapters A, B, C, D, F, G, H and I, Title 24 Part 11 – California Green Building Code, and the City of La Verne amendments to portions of these codes also known as the 2025 California Building Standards Code, by reference, with certain changes and modifications, and making revisions thereto; and
3. Set a public hearing for the second reading of the Ordinance (Recommendation No. 2) pursuant to Government Code section 50022.3 to occur at 6:30 PM on January 20, 2025; and
4. Authorize and direct the City Clerk to notice and publish the public meeting and public hearing as required by law.

***Mayor Hepburn opened the Public Hearing and City Engineer Howing reported on this item.***

***Council Discussion/Comments: Council asked how many of the codes have changed, also noted that LA County made these changes on November 25<sup>th</sup> which did not give enough notice to residents and staff.***

***Public Comments: None***

***Further Council Comments: Regarding the important change to the High Fire Zones, sprinklers inside homes, and ADU's, roof styles and roof products for fire safety.***

***It was moved by Kashifalghita, seconded by Crosby, and approved by a vote of 5-0.***

- 7. First Reading of an Ordinance Pertaining to Regulating Unmanned Aircraft.** Staff has identified a need to establish regulations governing the operation of Unmanned Aircraft Systems (drones) within City limits. A proposed ordinance has been prepared and is presented for first reading initiating the formal adoption process.

**Recommendation:** That the City Council introduce by title only and waive further reading of an Ordinance titled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, ADDING CHAPTER 8.37 TO TITLE 8 OF THE LA VERNE MUNICIPAL CODE REGULATING THE USE OF UNMANNED AIRCRAFT SYSTEMS (DRONES)"

***Mayor Hepburn opened the Public Hearing and LVPD Sergeant Cambero reported on this item.***

***Council Discussion/Comments: Council questioned where a drone can take off and land and possible interference with emergency operations violations and activity permits with insurance.***

***Public Comments: None***

***It was moved by Crosby, seconded by Lau, and approved by a vote of 5-0.***

## DISCUSSION CALENDAR

- 8. Resolution Authorizing the Appointment of CalPERS Retired Annuitant Kathy Cordova to Temporarily Fill a Critically Needed Position Pursuant to the Government Code.** Resolution authorizing the temporary appointment of Payroll Specialist Kathy Cordova as a CalPERS retired annuitant following her retirement. This appointment will ensure uninterrupted payroll operations and timely completion of critical year-end CalPERS, IRS, and audit reporting. The action complies with CalPERS regulations and will have no additional cost to the City.

**Recommendation:** That the City Council adopt a Resolution titled, "A RESOLUTION OF THE CITY COUNCIL, CITY OF LA VERNE, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR TEMPORARY EMPLOYMENT AND 180-DAY WAIT PERIOD EXCEPTION FOR RETIRED ANNUITANT KATHY CORDOVA," pursuant to Government Code Sections 21221(h), and CalPERS regulations.

***Assistance City Manager Ranells reported on this item.***

***Council Discussion/Comments: Council provided various comments***

***Public Comments: None***

***It was moved by Kashifalghita, seconded by Johnson, and approved by a vote of 5-0.***

**THE LA VERNE CITY COUNCIL WILL RECESS TO MEET AS THE LA VERNE JOINT PUBLIC FINANCING AUTHORITY; FOLLOWING THE CITY COUNCIL WILL IMMEDIATELY RECONVENE.**

*Regular meeting recessed at 7:27 PM.*

#### **LA VERNE PUBLIC FINANCING AUTHORITY**

- 9. Extension of Management and Asset Services Agreements with Haven Management Through December 2026.** Approve the extension of the Management and Asset Agreement(s) with Haven Management Services through December 31, 2026, under existing terms to ensure continued stability and compliance for the La Verne Public Financing Authority-owned mobile home parks while preparing for a future competitive RFP process.

**Recommendation:** That the La Verne Public Financing Authority authorize the Executive Director to execute extensions of the existing Management and Asset Agreements for La Verne Mobile Country Club and Valley Rancho Mobile Home Park with Haven Management Services, under the current terms and conditions through December 31, 2026, in a form approved by Agency Counsel.

*Assistant City Manager Ranells reported on this item.*

*Council Discussion/Comments: Council provided various comments*

*Public Comments: None*

*It was moved by Johnson, seconded by Crosby, and approved by a vote of 5-0.*

**THE LA VERNE JOINT PUBLIC FINANCING AUTHORITY WILL ADJOURN AND THE CITY COUNCIL MEETING WILL IMMEDIATELY RECONVENE.**

*Regular meeting reconvened at 7:34 PM.*

#### **PUBLIC COMMENTS**

This is the time set aside for anyone wishing to address the City Council on items not listed in any other place on the agenda and within the subject matter jurisdiction of the City Council. Under the provisions of the Brown Act, the legislative body is prohibited from talking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion later. Please email your public comment to the City Clerk's Office at [cityclerk@LaVerneCA.gov](mailto:cityclerk@LaVerneCA.gov). Your public comment will be shared with the City Council and included as part of the permanent record. There is a 3-minute time limit on public comments.

*Public comments: Richard Bowen and Terry, a resident regarding previous comments on water costs.*

#### **COUNCIL COMMENTS AND CONFERENCE/MEETING REPORTS**

Each Council Member may address the Council and public on matters of general information and/or concern. This is also the time for Council Members to report on conferences and/or meetings they have attended per Assembly Bill 1234.

*Council Comments: Council Member Lau commented on the recent holiday festivities, and the successful downtown Walk of Honor ceremony, the pavers look great. Also, a reminder Tri City Mental Health is looking for another member from the community to be a representative on the Governing Board, applications are on the City website and also available on the Tri City website, applications are due on January 12<sup>th</sup> by 5:00 PM. The ULV Women's Volleyball Team made it to the finals, however, did not win the final match. Great teamwork by all!*

*Council Member Crosby is looking forward to honoring Damien's Water Polo team at the meeting in January for making it to the finals. Parking restrictions will be suspended from Christmas Eve through New Year's Eve. Happy Holidays to all, looking forward to Christmas Morning even with the forecasted rain, rain will not stop the event.*

*Mayor Pro Tem Kashifalghita is reminded of the goodness in people and seeing the amazing folks that were laying wreaths on the Veterans graves at the LV Cemetery. Also Winter Wonderland was an amazing event with all the families and kids, staff did a wonderful job. Merry Christmas, Happy Hanukkah, and Happy New Year.*

*Council Member Johnson thanked his fellow Council members for being at the Veterans Memorial wreath ceremony, and the Rotary Clubs Project. Christmas Morning is one of my favorite times, when neighbors all come out and the fire vehicles with sirens come by announcing Santa is coming, it warms my heart to see that happening. There is a concert at Church of the Brethren on Sunday, December 21<sup>st</sup> at 4:00 PM.*

*Mayor Hepburn commented there are some amazing events happening in our community these last few weeks of the year. As we rotate between functions, Walk of Fame and Winter Wonderland it is important to remember there is a lot of bad stuff going on right now. Slow down, pay attention and be safe. Thank you all and thank you for your participation. See you in 2026!*

**ADJOURNMENT - meeting adjourned at 7:34 PM.**

*Respectfully submitted,*

*Debra Fritz, CMC  
Deputy City Clerk  
City of La Verne*

CITY OF LA VERNE  
 REGISTER OF AUDITED DEMANDS  
 12/11/2025  
 FY 25-26

DEMANDS PRESENTED HAVE BEEN APPROVED CONSISTENT WITH THE CITY'S PURCHASING/FUNDING POLICY AND HAVE BEEN REVIEWED BY THE DIRECTOR FOR ACCURACY AND PROPER APPROVAL.

SUMMARY OF DEMANDS

LARGEST 10 CITY DEMAND PAYMENTS OTHER THAN PAYROLL AND RELATED BENEFITS.

|     | <u>AMOUNT</u> | <u>ISSUED TO</u>                    | <u>DESCRIPTION</u>                                   |
|-----|---------------|-------------------------------------|--|
| 1.  | 129,593.25    | STRATEGIC CONTRACTING SERVICES      | PAYROLL 11/9/2025-11/23/2025 & EXPENSES (L.A. CLEAR) |
| 2.  | 98,622.58     | TRI COUNTY PUMP COMPANY             | LA VERNE HEIGHTS WELL BOWL REPLACEMENT               |
| 3.  | 78,163.02     | ECONOLITE SYSTEMS, INC.             | BATTERY BACKUP SYSTEM MAINTENANCE                    |
| 4.  | 52,159.44     | STATE WATER RESOURCES CONTROL BOARD | ANNUAL FEE 7/1/25-6/30/26                            |
| 5.  | 50,160.63     | DURATECH USA, INC                   | 2ND HALF MDC PATROL FLEET COMPUTERS                  |
| 6.  | 19,062.75     | CIVILTEC ENGINEERING, INC           | ENGINEERING SERVICES - OCTOBER 2025                  |
| 7.  | 14,809.50     | STRYKER SALES CORPORATION           | EQUIPMENT SERVICE PLAN 25/26                         |
| 8.  | 12,944.64     | SALT WORKS, INC.                    | SALT   |
| 9.  | 7,931.00      | ENVIRONMENT CONTROL PUENTE HILLS    | MAINTENANCE SERVICES - DECEMBER 2025                 |
| 10. | 7,581.65      | ALL STAR FIRE EQUIPMENT             | SUPPLIES   |
|     | 69,038.12     | OTHER DEMANDS                       |  |
|     | \$ 540,066.58 |                                     |  |

DEMANDS OF \$25,496.70 WERE PAID ON BEHALF OF LA IMPACT FOR LAW ENFORCEMENT TASK FORCE OPERATIONS.

IN ACCORDANCE WITH GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REGISTER OF AUDITED DEMANDS

CHRISTY LOPEZ  
 FINANCE DIRECTOR

CITY OF LA VERNE  
 REGISTER OF AUDITED DEMANDS - EXHIBIT A

12/11/25

| CHECK NO. | AMOUNT    | ISSUED TO                           |
|-----------|-----------|-------------------------------------|
| 175631    | 400.00    | AJ'S ENTERTAINMENT                  |
| 175632    | 111.00    | ALEXANDER CALENDARS LLC             |
| 175633    | 142.00    | APCO                                |
| 175634    | 107.23    | C & E LUMBER COMPANY                |
| 175635    | 938.98    | CHARTER COMMUNICATIONS              |
| 175636    | 4,971.40  | CHARTER OAK GYMNASTICS INC          |
| 175637    | 35.00     | CINTAS                              |
| 175638    | 19,062.75 | CIVILTEC ENGINEERING, INC.          |
| 175639    | 248.70    | CPAC, INC.                          |
| 175640    | 2,732.92  | DANIELS TIRE SERVICE                |
| 175641    | 50,160.63 | DURATECH USA, INC.                  |
| 175642    | 78,163.02 | ECONOLITE SYSTEMS, INC.             |
| 175643    | 68.36     | EVERSOFT                            |
| 175644    | 204.72    | FLUID TECH                          |
| 175645    | 2,600.00  | FRANCISCO JAUREGUI                  |
| 175646    | 238.52    | FRONTIER COMMUNICATIONS             |
| 175647    | 142.02    | HOME DEPOT CREDIT SERVICES          |
| 175648    | 565.00    | HOMETOWN RENTALS                    |
| 175649    | 113.00    | INMARK                              |
| 175650    | 47.73     | KING OF ASADA INC.                  |
| 175651    | 175.00    | MCLAY SERVICES, INC.                |
| 175652    | 27.63     | ODP BUSINESS SOLUTIONS, LLC         |
| 175653    | 640.00    | PANERA BREAD                        |
| 175654    | 5,278.94  | PARKHOUSE TIRE, INC.                |
| 175655    | 508.68    | PISTONBONES PRINTING, INC.          |
| 175656    | 121.75    | PRISTINE UNIFORMS                   |
| 175657    | 90.00     | SAFESHRED COMPANY, INC.             |
| 175658    | 218.37    | CONNECTA SATELLITE SOLUTIONS LLC    |
| 175659    | 16.61     | SO CAL GAS CO                       |
| 175660    | 29.60     | SOUTHERN CALIFORNIA EDISON          |
| 175661    | 14,809.50 | STRYKER SALES CORPORATION           |
| 175662    | 1,100.00  | STUMP FENCE CO.                     |
| 175663    | 52,159.44 | STATE WATER RESOURCES CONTROL BOARD |
| 175664    | 1,078.48  | TEC COLOR CRAFT                     |
| 175665    | 2,579.71  | TPX COMMUNICATIONS                  |
| 175666    | 89.07     | VERIZON WIRELESS                    |
| 175667    | 452.72    | WAGeworks, INC.                     |
| 175668    | 2,961.00  | WEBBY DANCE COMPANY                 |
| 175669    | 1,318.28  | WELLS FARGO VENDOR FINANCIAL SVCS   |
| 175670    | 341.52    | WEX BANK                            |
| 175671    | 1,327.99  | WHITE CAP, L.P.                     |
| 175672    | 1,048.00  | B&H PHOTO VIDEO                     |
| 175673    | 2,654.02  | MASERGY CLOUD COMMUNICATIONS, INC   |
| 175674    | 38.21     | ODP BUSINESS SOLUTIONS, LLC         |
| 175675    | 4,461.97  | PAG CONSTRUCTION, INC.              |
| 175676    | 425.00    | TOWERSTREAM CORPORATION             |
| EFT       | 7,581.65  | ALL STAR FIRE EQUIPMENT             |
| EFT       | 1,538.15  | COLLEGIATE PRESS                    |
| EFT       | 7,931.00  | ENVIRONMENT CONTROL PUENTE HILLS    |
| EFT       | 2,698.04  | GELLER, ALLISON                     |
| EFT       | 709.53    | GUTIERREZ, MARK                     |
| EFT       | 3,840.89  | HARRINGTON INDUSTRIAL PLASTICS, LLC |
| EFT       | 1,563.87  | HASA, INC.                          |
| EFT       | 28.00     | JULIAN, ADDIEL                      |
| EFT       | 1,020.21  | L.N. CURTIS AND SONS                |
| EFT       | 441.79    | LA VERNE POWER EQUIPMENT, INC.      |

CITY OF LA VERNE                      FY 25-26  
 REGISTER OF AUDITED DEMANDS - EXHIBIT A

12/11/25

| CHECK NO.    | AMOUNT            | ISSUED TO                         |
|--------------|-------------------|-----------------------------------|
| EFT          | 2,034.88          | LIFE-ASSIST, INC.                 |
| EFT          | 976.61            | LOPEZ, TIMOTHY                    |
| EFT          | 148.09            | RUSH TRUCK CENTERS                |
| EFT          | 12,944.64         | SALT WORKS, INC.                  |
| EFT          | 935.00            | SOUTHLAND MECHANICAL, INC.        |
| EFT          | 805.00            | SPRAGUE PEST SOLUTIONS            |
| EFT          | 1,200.00          | THE COUNSELING TEAM INTERNATIONAL |
| EFT          | 1,353.05          | TIBBETTS, TRAVIS                  |
| EFT          | 98,622.58         | TRI COUNTY PUMP COMPANY           |
| EFT          | 2,024.87          | TURBO DATA SYSTEMS, INC.          |
| EFT          | 100.00            | UNDERGROUND SERVICE ALERT         |
| EFT          | 851.24            | WAXIE SANITARY SUPPLY             |
| EFT          | 4,829.29          | WESTERN WATER WORKS               |
| EFT          | 859.23            | AMAZON CAIPTAL SVCS               |
| EFT          | 431.25            | MICHAEL W. TYNES                  |
| EFT          | 129,593.25        | STRATEGIC CONTRACTING SERVICES    |
|              | <u>540,066.58</u> |                                   |
|              | 25,496.70         |                                   |
| Total Demand | <u>565,563.28</u> |                                   |

LAIMPACT Law Enforcement Task Force Demands

|          |                  |                                    |
|----------|------------------|------------------------------------|
| MULTIPLE | 19,000.00        | LAI ENFORCEMENT OPERATIONS         |
| 175677   | 927.93           | CBE LOS ANGELES                    |
| 175678   | 2,350.00         | CODE 5 GROUP, LLC.                 |
| 175679   | 10.95            | FEDERAL EXPRESS CORPORATION        |
| 175680   | 110.00           | SOUTHLAND SHREDDING, INC.          |
| 175681   | 200.12           | T-MOBILE                           |
| 175682   | 2,500.00         | TOWNSEND PUBLIC AFFAIRS, INC       |
| 175683   | 397.70           | TRANSUNION RISK & ALTERNATIVE DATA |
| Total    | <u>25,496.70</u> |                                    |

LAIMPACT demands are paid from federal asset forfeiture dollars allocated to LAIMPACT crime prevention activities. These funds are not City funds and are not available for City use outside of LAIMPACT activities.

CITY OF LA VERNE  
 REGISTER OF AUDITED DEMANDS  
 12/17/2025

FY 2025-2026

DEMANDS PRESENTED HAVE BEEN APPROVED CONSISTENT WITH THE CITY'S PURCHASING FUNDING POLICY AND HAVE BEEN REVIEWED BY THE DIRECTOR FOR ACCURACY AND PROPER APPROVAL.

SUMMARY OF DEMANDS

LARGEST 10 CITY DEMAND PAYMENTS OTHER THAN PAYROLL AND RELATED BENEFITS.

|    | AMOUNT           | ISSUED TO                           | DESCRIPTION  |
|----|------------------|-------------------------------------|--|
| 1  | 609,571.61       | CONVERGINT TECHNOLOGIES, LLC        | LA VERNE ROAD NETWORK AND PUBLIC SAFETY FACILITY MGMT SYS IMPROV PROJECT |
| 2  | 328,411.13       | THREE VALLEYS MUNICIPAL WATER DIST  | NOVEMBER 2025 WATER USAGE  |
| 3  | 137,248.77       | STRATEGIC CONTRACTING SERVICES      | PAYROLL 11/23/2025- 12/06/2025 (L.A. CLEAR)                              |
| 4  | 129,826.06       | RKA CONSULTING GROUP                | SEPTEMBER AND OCTOBER ENGINEERING SERVICE VARIOUS LOCATIONS              |
| 5  | 62,264.52        | NATIONAL AUTO FLEET GROUP           | FORD 2025 POLICE INTERCEPTOR HYBRID                                      |
| 6  | 31,792.76        | U.S. BANK CORPORATE PAYMENT SYSTEMS | CITY CREDIT CARD TRANSACTIONS SEPTEMBER 2025                             |
| 7  | 25,662.34        | GREENSCAPE MAINTENANCE SERVICES INC | DECEMBER 2025 MAINTENANCE SERVICE AND OTHER REPAIRS                      |
| 8  | 17,732.00        | INLAND VALLEY HUMANE SOCIETY        | NOVEMBER 2025 ANIMAL CARE AND CONTROL                                    |
| 9  | 16,016.45        | BLACK & VEATCH CORPORATION          | NOVEMBER 2025 BILLING LOCAL HAZARD MITIGATION PLAN                       |
| 10 | 14,027.77        | ATHENS SERVICES                     | STREET SWEEPING CITY AND DOWNTOWN AREA                                   |
|    | <u>74,523.56</u> | OTHER DEMANDS                       |  |
|    | \$ 1,447,076.97  |                                     |  |

DEMANDS OF \$21,815.00 WERE PAID ON BEHALF OF LAIMPACT FOR LAW ENFORCEMENT TASK FORCE OPERATIONS.

DEMANDS OF \$1,122,489.62 WERE PAID FOR PAYROLL AND EMPLOYEE BENEFIT RELATED ITEMS.

IN ACCORDANCE WITH GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REGISTER OF AUDITED DEMANDS



CHRISTY LOPEZ  
 FINANCE DIRECTOR

CITY OF LA VERNE  
REGISTER OF AUDITED DEMANDS - EXHIBIT A

FY 2025-2026

12/17/2025

| CHECK NO. | AMOUNT     | ISSUED TO                           |
|-----------|------------|-------------------------------------|
| 175684    | 105.00     | AARP                                |
| 175685    | 49.39      | ACT NOW SIGNS                       |
| 175686    | 200.00     | AMERICAN TANK TESTING               |
| 175687    | 250.00     | APODACA, RAYMOND                    |
| 175688    | 14,027.77  | ATHENS SERVICES                     |
| 175689    | 250.00     | BARBA, KRYSTLE                      |
| 175690    | 842.35     | CENTRALSQUARE TECHNOLOGIES, LLC     |
| 175691    | 1,299.00   | CHARTER COMMUNICATIONS              |
| 175692    | 12,600.24  | CITY OF POMONA                      |
| 175693    | 609,571.61 | CONVERGINT TECHNOLOGIES, LLC        |
| 175694    | 3,102.14   | DATAPROSE, INC.                     |
| 175695    | 15.00      | DENISE FISHER                       |
| 175696    | 107.00     | DIRECTV                             |
| 175697    | 500.00     | DUY PHAM                            |
| 175698    | 334.71     | FACTORY MOTOR PARTS                 |
| 175699    | 468.00     | FRESHMOBILECA LLC                   |
| 175700    | 4,347.58   | HI STANDARD AUTOMOTIVE, LLC         |
| 175701    | 255.00     | PRISCILLA HOLMES                    |
| 175702    | 4,119.15   | INGELS, RADFORD                     |
| 175703    | 1,522.31   | INLAND EMPIRE STAGES, LTD.          |
| 175704    | 17,732.00  | INLAND VALLEY HUMANE SOCIETY        |
| 175705    | 120.80     | IPERMIT, LLC                        |
| 175706    | 100.00     | ISABELLA COTA                       |
| 175707    | 290.32     | JB BOSTICK, LLC                     |
| 175708    | 1,000.00   | LA VERNE PETTY CASH                 |
| 175709    | 100.00     | LAUREN AUSTRIA                      |
| 175710    | 675.00     | MCLAY SERVICES, INC.                |
| 175711    | 125.00     | MMASC                               |
| 175712    | 136.88     | LUKAS MORRIS                        |
| 175713    | 62,264.52  | NATIONAL AUTO FLEET GROUP           |
| 175714    | 900.00     | ONYX PAVING CO. INC                 |
| 175715    | 4,999.98   | PRIMARY PHARMACEUTICALS, INC.       |
| 175716    | 1,365.59   | PRISTINE UNIFORMS                   |
| 175717    | 50.20      | REGIONAL TAP SERVICE CENTER         |
| 175718    | 161.33     | RENEWELL FLEET SERVICE LLC          |
| 175719    | 7.50       | RUDY G. MAINTENANCE, INC.           |
| 175720    | 40.00      | SAN GABRIEL VALLEY CITY MANAGER'S   |
| 175721    | 517.08     | SO CAL INDUSTRIES                   |
| 175722    | 94.17      | SOUTHERN CALIFORNIA EDISON          |
| 175723    | 638.14     | SPRAGUES', INC.                     |
| 175724    | 4,725.00   | SUPERIOR COURT OF CA,COUNTY OF L.A. |
| 175725    | 702.00     | THE CREPE DUDE, LLC                 |
| 175726    | 700.00     | THE DOMINGUEZ GROUP                 |
| 175727    | 278.10     | TROPICAL BREEZE POOLS               |
| 175728    | 41.34      | WALTERS WHOLESALE ELECTRIC CO.      |
| 175729    | 13.10      | WELLBROCK BUILDERS                  |
| 175730    | 1,108.06   | WHITE CAP. L.P.                     |
| 175731    | 2,567.00   | WM CORPORATE SERVICES, INC.         |
| 175732    | 349.99     | CHARTER COMMUNICATIONS              |
| 175733    | 2,258.88   | CHARTER COMMUNICATIONS              |
| 175734    | 75.00      | SOCAL SHRED LLC                     |
| 175735    | 1,100.00   | TECHNOLOGY MANAGEMENT CONCEPTS      |
| EFT       | 115.00     | ALL PURPOSE DOCUMENT DESTRUCTION    |
| EFT       | 5,186.88   | ASSET WORKS, LLC                    |
| EFT       | 16,016.45  | BLACK & VEATCH CORPORATION          |
| EFT       | 5,242.46   | CAMPBELL, LARRY                     |
| EFT       | 258.15     | GAETA SR., EDUARDO                  |
| EFT       | 2,139.00   | GENERAL CODE, LLC                   |

| CHECK NO.     | AMOUNT                     | ISSUED TO                                   |
|---------------|----------------------------|---|
| EFT           | 25,662.34                  | GREENSCAPE MAINTENANCE SERVICES INC         |
| EFT           | 162.71                     | HACK COMPANY                                |
| EFT           | 933.54                     | HIRSCH PIPE AND SUPPLY                      |
| EFT           | 13.95                      | KRONOS INCORPORATED                         |
| EFT           | 627.55                     | L.N. CURTIS AND SONS                        |
| EFT           | 125.51                     | LA VERNE POWER EQUIPMENT, INC.              |
| EFT           | 129,826.06                 | RKA CONSULTING GROUP                        |
| EFT           | 261.28                     | SANDERS LOCK & KEY                          |
| EFT           | 482.79                     | SILVA, JULLIAN                              |
| EFT           | 1,129.54                   | SOUTHLAND MECHANICAL, INC.                  |
| EFT           | 1,158.00                   | SPRAGUE PEST SOLUTIONS                      |
| EFT           | 328,411.13                 | THREE VALLEYS MUNICIPAL WATER DIST.         |
| EFT           | 56.43                      | UNIVERSAL FLEET SUPPLY                      |
| EFT           | 57.50                      | WEINREB, ALAN                               |
| EFT           | 270.94                     | WELLS, JOSHUA                               |
| EFT           | 695.00                     | WEST COAST ARBORISTS, INC.                  |
| EFT           | 137,248.77                 | STRATEGIC CONTRACTING SERVICES              |
| BANK DRAFT    | 31,792.76                  | U.S. BANK CORPORATE PAYMENT SYSTEMS         |
|               | <u>1,447,076.97</u>        |   |
|               | 1,122,489.62               | Total Payroll and Employee Benefit Payments |
|               | 21,815.00                  | Total LAIMPACT Demands                      |
| Total Demands | <u><u>2,591,381.59</u></u> |   |

CITY OF LA VERNE  
REGISTER OF AUDITED DEMANDS - EXHIBIT A

FY 2025-2026

12/17/2025

| CHECK NO                                      | AMOUNT       | ISSUED TO                       |
|---|--------------|---------------------------------|
| <b>Payroll and Employee Benefit Payments:</b> |              |                                 |
| 175745  | 612.00       | CITY OF LAVERNE EMPLOYEE FUND   |
| 175746  | 8,436.37     | EMPOWER TRUST COMPANY, LLC-ROTH |
| 175747  | 150.00       | FIDELITY INVESTMENTS #P0754     |
| EFT   | 4.00         | UNITED WAY CAMPAIGN             |
| BANK DRAFT                                    | 681,244.68   | PAYROLL                         |
| BANK DRAFT                                    | 132,171.20   | UNITED STATES TREASURY          |
| BANK DRAFT                                    | 220,289.44   | STATE OF CALIFORNIA             |
| BANK DRAFT                                    | 44,962.96    | STATE OF CALIFORNIA             |
| BANK DRAFT                                    | 24,156.82    | EMPOWER TRUST COMPANY, LLC-457  |
| BANK DRAFT                                    | 571.46       | STATE DISBURSEMENT BD0005689    |
| EFT   | 3,395.60     | LA VERNE FIRE ASSOCIATION       |
| EFT   | 2,336.38     | LA VERNE POLICE OFFICERS ASSOC. |
| EFT   | 3,408.71     | CHARLES SCHWAB BANK             |
| EFT   | 750.00       | MISSION SQUARE                  |
| Total   | 1,122,489.62 |                                 |

Break down of standard providers and the benefits they provide

| Provider                           | Benefits Description   |
|------------------------------------|--|
| Wage Works                         | Flexible Savings Account (FSA) deductions  |
| US Treasury                        | Employee federal tax withholdings  |
| State of California                | Employee state income tax, unemployment insurance and child support/garnishments |
| Mass Mutual A                      | 401A plan  |
| Mass Mutual B                      | 457B plan  |
| Mass Mutual Roth                   | Roth plan  |
| Lincoln National                   | Replacement Social Security plan   |
| Fire/Police/La Verne Employee Fund | Employee Group Dues  |

LAIMPACT Law Enforcement Task Force Demands

|          |           |                                    |
|----------|-----------|------------------------------------|
| 175736   | 6,960.00  | CALLYO 2009 CORP.                  |
| 175737   | 839.53    | CBE LOS ANGELES                    |
| 175738   | 1,099.00  | CHARTER COMMUNICATIONS             |
| 175739   | 4,060.75  | DELL MARKETING LP                  |
| 175740   | 1,309.10  | LOS ANGELES COUNTY SHERIFF'S DEPT. |
| 175741   | 390.00    | NUWAY JANITORIAL SERVICES          |
| 175742   | 110.00    | SOUTHLAND SHREDDING, INC.          |
| 175743   | 1,062.50  | TECHNOLOGY MANAGEMENT CONCEPTS     |
| 175744   | 4,234.12  | VERIZON WIRELESS                   |
| EFT      | 1,750.00  | FOOTHILL COMMUNICATIONS, INC.      |
| MULTIPLE | -         |                                    |
| Total    | 21,815.00 |                                    |

LAIMPACT demands are paid from federal asset forfeiture dollars allocated to LAIMPACT crime prevention activities. These funds are not City funds and are not available for City use outside of LAIMPACT activities.

CITY OF LA VERNE  
 REGISTER OF AUDITED DEMANDS  
 12/22/2025  
 FY 25-26

DEMANDS PRESENTED HAVE BEEN APPROVED CONSISTENT WITH THE CITY'S PURCHASING/FUNDING POLICY AND HAVE BEEN REVIEWED BY THE DIRECTOR FOR ACCURACY AND PROPER APPROVAL.

SUMMARY OF DEMANDS

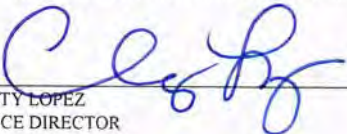
LARGEST 10 CITY DEMAND PAYMENTS OTHER THAN PAYROLL AND RELATED BENEFITS.

|    | <u>AMOUNT</u>     | <u>ISSUED TO</u>                   | <u>DESCRIPTION</u>  |
|----|-------------------|------------------------------------|---|
| 1  | 82,762.25         | STRATEGIC CONTRACTING SERVICES     | PAYROLL 12/07/2025 - 12/20/2025 (L.A. CLEAR)                          |
| 2  | 56,857.18         | GRBCON, INC.                       | PROGRESS PAYMENT LAS FLORES PARK MODULAR RESTROOM IMPROVEMENT PROJECT |
| 3  | 25,560.00         | PAVEMENT REHAB COMPANY             | PROGRESS PAYMENT FY 2024-25 CRACK SEAL/SLURRY SEAL PROJECT            |
| 4  | 22,794.00         | GREENSCAPE MAINTENANCE SERVICE INC | DECEMBER 2025 MAINTENANCE CITY WIDE                                   |
| 5  | 21,525.00         | LINX AUTOMATION                    | SCADA NETWORK AND PROGRAMING 08/25/25 TO 11/13/2025                   |
| 6  | 16,852.33         | ROGER BASS                         | DECEMBER 2025 SERVICE CONTRACT (L.A. CLEAR)                           |
| 7  | 15,743.65         | BLYTHBURN ENTERPRISES              | DECEMBER 2025 SERVICE CONTRACT (L.A. CLEAR)                           |
| 8  | 15,281.93         | LIBERTY COASTAL LLC                | DECEMBER 2025 SERVICE CONTRACT (L.A. CLEAR)                           |
| 9  | 13,169.40         | KTU & A                            | NOVEMBER 2025 LA VERNE PARK & RECREATION MASTER PLAN                  |
| 10 | 12,959.09         | FIRE APPARATUS SOLUTIONS           | CYLINDER AND HOSE REPLACEMENTS FOR RELIEF TILLERS                     |
|    | <u>173,541.17</u> | OTHER DEMANDS                      |   |
|    | \$ 455,046.00     |                                    |   |

DEMANDS OF \$1,187,572.58 WERE PAID FOR PAYROLL AND EMPLOYEE BENEFIT RELATED ITEMS.

DEMANDS OF \$26,839.31 WERE PAID ON BEHALF OF LA IMPACT FOR LAW ENFORCEMENT TASK FORCE OPERATIONS.

IN ACCORDANCE WITH GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REGISTER OF AUDITED DEMANDS

  
 \_\_\_\_\_  
 CHRISTY LOPEZ  
 FINANCE DIRECTOR

CITY OF LA VERNE  
 REGISTER OF AUDITED DEMANDS - EXHIBIT A

12/22/25

| CHECK NO. | AMOUNT    | ISSUED TO                          |
|-----------|-----------|------------------------------------|
| 175748    | 1,977.95  | AARDVARK                           |
| 175749    | 186.76    | ACTION AWARDS, INC.                |
| 175750    | 4,887.00  | ALLIANT INSURANCE SERVICES, INC.   |
| 175751    | 13.50     | AMERICAN THERMOFORM CORP.          |
| 175752    | 591.18    | ANDY GUMP, INC.                    |
| 175753    | 1,247.44  | AT&T MOBILITY                      |
| 175754    | 609.85    | ATKINSON,ANDELSON,LOYA,RUUD & ROMO |
| 175755    | 495.00    | BACKFLOW SOLUTIONS, INC.           |
| 175756    | 304.50    | BREAK TIME YOGA, LLC               |
| 175757    | 78.49     | C & E LUMBER COMPANY               |
| 175758    | 2,352.00  | CHARTER OAK GYMNASICS INC          |
| 175759    | 11,450.00 | COMPLETE PAPERLESS SOLUTIONS, LLC  |
| 175760    | 290.00    | DEPARTMENT OF JUSTICE              |
| 175761    | 2,430.64  | EVERSOFT                           |
| 175762    | 223.56    | FACTORY MOTOR PARTS                |
| 175763    | 12,959.09 | FIRE APPARATUS SOLUTIONS           |
| 175764    | 299.46    | FOOTHILL BUILDING MATERIALS        |
| 175765    | 2,312.97  | FRONTIER COMMUNICATIONS            |
| 175766    | 290.00    | FRONTIER COMMUNICATIONS            |
| 175767    | 1,437.11  | GARO BEDROSSIAN AND                |
| 175768    | 700.00    | GMC ELECTRICAL, INC.               |
| 175769    | 323.58    | GOLDEN STATE WATER COMPANY         |
| 175770    | 165.00    | HEDRICK FIRE PROTECTION            |
| 175771    | 504.98    | HOLLIDAY ROCK CO.                  |
| 175772    | 175.00    | HOMETOWN RENTALS                   |
| 175773    | 358.38    | HUNTINGTON HARDWARE CO             |
| 175774    | 1,271.06  | YWCA SAN GABRIEL VALLEY            |
| 175775    | 196.96    | LEONARD KILMAN                     |
| 175776    | 3.00      | KNOWNHOST LLC                      |
| 175777    | 1,214.09  | LANS COMPRESSORS, INC              |
| 175778    | 2,963.33  | LIGHTING INSTYLE                   |
| 175779    | 738.68    | LINE GEAR                          |
| 175780    | 21,525.00 | LINX AUTOMATION                    |
| 175781    | 253.74    | MALLORY SAFETY AND SUPPLY LLC      |
| 175782    | 498.72    | MANOUGIAN YEN                      |
| 175783    | 1,078.00  | MOMAR INCORPORATED                 |
| 175784    | 58.05     | MONTGOMERY HARDWARE CO.            |
| 175785    | 493.00    | NATIONAL RECREATION & PARK ASSN.   |
| 175786    | 10,105.14 | OLD TOWN LA VERNE BUSINESS ASSN.   |
| 175787    | 100.00    | ONEIDA RODRIGUEZ                   |
| 175788    | 2,000.00  | ORANGE FISH & CO                   |
| 175789    | 23,560.00 | PAVEMENT REHAB COMPANY             |
| 175790    | 970.00    | PREMIER FAMILY MEDICINE ASSOCIATES |
| 175791    | 1,356.68  | SAM'S CLUB/SYNCHRONY BANK          |
| 175792    | 9,450.00  | SAN GABRIEL VALLEY PUBLIC SAFETY   |
| 175793    | 1,765.04  | SCHWALM GENERATION, INC.           |
| 175794    | 1,350.00  | SOUTHERN CALIF. REG. RAIL AUTH.    |
| 175795    | 156.29    | SOUTHERN CALIFORNIA EDISON         |
| 175796    | 885.66    | SPRAGUES', INC.                    |
| 175797    | 130.71    | TURF STAR, INC.                    |
| 175798    | 391.75    | UNIVERSITY OF SOUTHERN CALIFORNIA  |
| 175799    | 1,246.00  | YOUTH EVOLUTION ACTIVITIES         |
| 175800    | 389.36    | YWCA OF SAN GABRIEL VALLEY         |
| 175801    | 287.71    | B&H PHOTO VIDEO                    |
| 175802    | 2,596.77  | MASERGY CLOUD COMMUNICATIONS, INC  |
| 175803    | 10.87     | ODP BUSINESS SOLUTIONS, LLC        |

CITY OF LA VERNE  
 REGISTER OF AUDITED DEMANDS - EXHIBIT A

12/22/25

| CHECK NO.    | AMOUNT              | ISSUED TO                                   |
|--------------|---------------------|---|
| 175804       | 1,372.26            | VERIZON WIRELESS                            |
| EFT          | 837.90              | CID CLYDE T. BERMEO                         |
| EFT          | 1,940.00            | COMMERCIAL DOOR COMPANY, INC.               |
| EFT          | 1,854.65            | DETROIT AUTO BODY, INC.                     |
| EFT          | 852.00              | EMPLOY AMERICA-SOCIAL VOCATIONAL SRVC       |
| EFT          | 709.83              | EWING IRRIGATION PRODUCTS                   |
| EFT          | 1,268.31            | FIRST-CITIZENS BANK & TRUST CO.             |
| EFT          | 764.40              | GIRON, ANTHONY                              |
| EFT          | 230.93              | GRAINGER                                    |
| EFT          | 56,857.18           | GRBCON, INC.                                |
| EFT          | 22,794.00           | GREENSCAPE MAINTENANCE SERVICE INC          |
| EFT          | 43.68               | GUZMAN, ISABELLA                            |
| EFT          | 917.29              | HAAKER EQUIPMENT CO.                        |
| EFT          | 1,573.10            | HACH COMPANY                                |
| EFT          | 1,531.83            | HASA, INC.                                  |
| EFT          | 36.08               | HIRSCH PIPE AND SUPPLY                      |
| EFT          | 13,169.40           | KTU & A                                     |
| EFT          | 3,191.84            | LIFE-ASSIST, INC.                           |
| EFT          | 9,460.00            | RAFTELIS FINANCIAL CONSULTANTS, INC.        |
| EFT          | 325.00              | RKA CONSULTING GROUP                        |
| EFT          | 148.46              | SANDERS LOCK & KEY                          |
| EFT          | 8,040.93            | SOUTHERN CALIFORNIA NEWS GROUP              |
| EFT          | 673.43              | SUN BADGE CO.                               |
| EFT          | 325.00              | THE COUNSELING TEAM INTERNATIONAL           |
| EFT          | 3,642.50            | WATERTALENT LLC                             |
| EFT          | 3,171.40            | WAXIE SANITARY SUPPLY                       |
| EFT          | 406.75              | WESTERN WATER WORKS                         |
| EFT          | 11,204.16           | BLUE ROCK OR NORTH IDAHO, LLC               |
| EFT          | 15,743.65           | BLYTHBURN ENTERPRISES                       |
| EFT          | 7,000.00            | CASTILLO CRIMINAL INTELLIGENCE CONS         |
| EFT          | 10,166.67           | CORDRAY ENTERPRISES LLC                     |
| EFT          | 8,937.50            | DEROIAN VENTURES LLC                        |
| EFT          | 15,281.93           | LIBERTY COASTAL LLC                         |
| EFT          | 5,516.00            | MARLYN PACHECO LLC                          |
| EFT          | 16,852.33           | ROGER BASS                                  |
| EFT          | 82,762.25           | STRATEGIC CONTRACTING SERVICES              |
| BANK DRAWN   | 11,734.31           | SO CAL GAS CO                               |
|              | <u>455,046.00</u>   |   |
|              | 1,187,572.58        | Total Payroll and Employee Benefit Payments |
|              | 26,839.31           | Total LAIMPACT Demands                      |
| Total Demand | <u>1,669,457.89</u> |   |

Payroll and Employee Benefit Payments:

|            |                     |                                 |
|------------|---------------------|---------------------------------|
| 175811     | 365.88              | HEATHER REYES                   |
| EFT        | 4.00                | UNITED WAY CAMPAIGN             |
| BANK DRAFT | 717,032.13          | PAYROLL                         |
| BANK DRAFT | 177,002.73          | UNITED STATES TREASURY          |
| BANK DRAFT | 60,418.51           | STATE OF CALIFORNIA             |
| BANK DRAFT | 192,800.82          | STATE OF CALIFORNIA             |
| BANK DRAFT | 7,396.88            | EMPOWER TRUST COMPANY, LLC-ROTH |
| BANK DRAFT | 7,945.13            | EMPOWER TRUST COMPANY, LLC-401A |
| BANK DRAFT | 21,769.59           | EMPOWER TRUST COMPANY, LLC-457  |
| BANK DRAFT | 510.46              | STATE DISBURSEMENT BD0005689    |
| EFT        | 2,326.45            | CHARLES SCHWAB BANK             |
| Total      | <u>1,187,572.58</u> |                                 |

CITY OF LA VERNE                      FY 25-26  
 REGISTER OF AUDITED DEMANDS - EXHIBIT A

12/22/25

CHECK NO.      AMOUNT      ISSUED TO

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Break down of standard providers and the benefits they provide

| <u>Provider</u>               | <u>Benefits Description</u>  |
|-------------------------------|--|
| Wage Works                    | Flexible Savings Account (FSA) deductions  |
| US Treasury                   | Employee federal tax withholdings  |
| State of California           | Employee state income tax, unemployment insurance and child support/garnishments |
| Mass Mutual A                 | 401A plan  |
| Mass Mutual B                 | 457B plan  |
| Mass Mutual Roth              | Roth plan  |
| Lincoln National              | Replacement Social Security plan   |
| Fire/Police/La Verne Employee | Employee Group Dues  |

LAIMPACT Law Enforcement Task Force Demands

|        |           |                          |
|--------|-----------|--------------------------|
| 175805 | 88.40     | CBE LOS ANGELES          |
| 175806 | 9,971.76  | CITY OF PASADENA         |
| 175807 | 1,219.15  | BANK OF AMERICA          |
| 175808 | 15,000.00 | DAVIS FARR LLP           |
| 175809 | 450.00    | FLEETCREW, INC.          |
| 175810 | 110.00    | SOUTHLAND SHREDDING INC. |
| Total  | 26,839.31 |                          |

LAIMPACT demands are paid from federal asset forfeiture dollars allocated to LAIMPACT crime prevention activities. These funds are not City funds and are not available for City use outside of LAIMPACT activities.

# City of La Verne, City Council Agenda Report



**DATE:** January 20, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** Yvonne Duran, Parks & Recreation Director  
**SUBJECT:** **AWARD OF CONTRACT TO MIRACLE RECREATION EQUIPMENT COMPANY FOR KUNS PARK PLAYGROUND REPLACEMENT.**

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## **SUMMARY**

Due to being over 30 years old, the Kuns Park playground is a candidate for modernization and accessibility improvements. Staff recommends awarding a contract to Miracle Recreation Equipment Company through the SourceWell cooperative purchasing program for the installation of a new, ADA-compliant play structure with rubberized surfacing and integrated shade structure.

## **RECOMMENDATION**

That the City Council:

1. Award a contract to Miracle Recreation Equipment Company in the amount of \$196,684.07 for the removal, site preparation, and installation of playground equipment at Kuns Park; and
2. Adopt a Resolution amending the Fiscal Year 2025-26 Adopted Budget in the amount of \$198,184.07 within the Measure A Fund to fully fund the Kuns Park Playground Equipment Project (Project No. PK2601).

## **DISCUSSION**

The existing playground equipment at Kuns Park is more than 30 years old. Due to its age, replacement parts are no longer available, and the structure cannot be retrofitted to meet current standards. In addition to the deteriorating condition of interactive features, the double slide recently broke, posing a potential safety hazard that had to be sectioned off. Accordingly, the existing playground is recommended to be removed and replaced with a new, accessible compliant structure. This continues the City's investment in our parks and playgrounds, that has seen several new playground facilities completed in the last several years. Importantly, staff has identified funding through Measure A, the Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A).

City Staff have partnered with Miracle Recreation Equipment Company to design a dynamic play structure tailored to children ages 2 to 12. The proposed playground design meets all current safety and ADA accessibility standards (see Attachment). To ensure accessibility and safety, the structure will be installed with a rubberized pour-in-place surfacing system, replacing

the traditional engineered wood chips. An integrated shade structure will also be included to provide critical sun protection for children and equipment alike.

The City of La Verne is a participating member of SourceWell, a cooperative purchasing program that provides access to nationally bid contracts. SourceWell contracts leverage national buying power, resulting in competitive pricing and streamlined procurement processes for its members. Miracle Recreation Equipment Co. is an approved vendor under a current SourceWell contract for playground equipment and related services. The pricing for the proposed structure is based on SourceWell's pre-negotiated rates, allowing the City to achieve cost savings on both equipment and delivery.

Pursuant to Section F.10 of the City's Purchasing Policies and Procedures, the use of cooperative purchasing contracts such as SourceWell is permitted and consistent with California Public Contract Code Section 10298.

Miracle Recreation Equipment Co. has demonstrated outstanding service throughout the design and planning process. The company has been highly responsive to the City's unique design needs and committed to delivering a turnkey solution. From prior playground improvements, their team provided exemplary customer service and thorough attention to detail, helping the City ensure our residents a high-quality and fully integrated playground experience.

### **FISCAL ANALYSIS**

The total cost of the Kuns Park Playground Equipment Project is estimated at \$198,184.07 and will be fully funded through the City of La Verne's annual allocation from the Los Angeles County Regional Park and Open Space District (RPOSD). This includes \$196,684.07 for the purchase, construction, and installation of the new playground equipment and \$1,500 for playground inspection costs. RPOSD administers the Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A), which provides funding for park improvement projects throughout the county.

### **ENVIRONMENTAL ANALYSIS**

This project is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15301 – Existing Facilities, and is also consistent with the environmental guidelines established by the City of La Verne.

### **LEGAL REVIEW**

The report was reviewed and approved by the City Attorney.

### **ATTACHMENTS**

1. Resolution Appropriating Funds for Kuns Park Playground PK2601
2. Kuns Park, City of La Verne - Miracle Playground 1.8.26

Coordinated with:

Christy Lopez, Finance Director

**RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, AMENDING THE FISCAL YEAR 2025-26 ADOPTED BUDGET IN THE AMOUNT OF \$198,184.07 WITHIN THE MEASURE A (Fund 237) FUND FOR THE KUNS PARK PLAYGROUND EQUIPMENT PROJECT, PROJECT NO. PK2601**

**WHEREAS**, the playground at Kuns Park is more than 30 years old and no longer meets current safety and accessibility standards; and

**WHEREAS**, the City of La Verne desires to replace the existing playground equipment at Kuns Park to ensure compliance with applicable safety and accessibility requirements and to enhance recreational opportunities for the community; and

**WHEREAS**, the total cost of the Kuns Park Playground Equipment Project is estimated at \$198,184.07, which includes \$196,684.07 for the purchase, construction, and installation of new playground equipment and \$1,500 for playground inspection costs; and

**WHEREAS**, the project will be fully funded through the City of La Verne's annual allocation from the Los Angeles County Regional Park and Open Space District (RPOSD), which administers the Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A); and

**WHEREAS**, there is a need to amend the Fiscal Year 2025-26 Adopted Budget to appropriate Measure A (Fund 237) funds in the amount of \$198,184.07 to fully fund this project.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of La Verne as follows:

**Section 1.** That the City Council hereby amends the Fiscal Year 2025-26 Adopted Budget in the amount of \$198,184.07 and appropriates said amount within the Measure A Fund (Fund 237) to fund the Kuns Park Playground Equipment Project, Project No. PK2601.

**PASSED, APPROVED AND ADOPTED this 20<sup>th</sup> day of January, 2026.**

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Mayor Tim Hepburn

ATTEST:

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Debra Fritz, Deputy City Clerk

**CERTIFICATION**

I hereby certify that the foregoing **[Resolution No. XX-XX]** was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the **20th day of January, 2026**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Debra Fritz, Deputy City Clerk



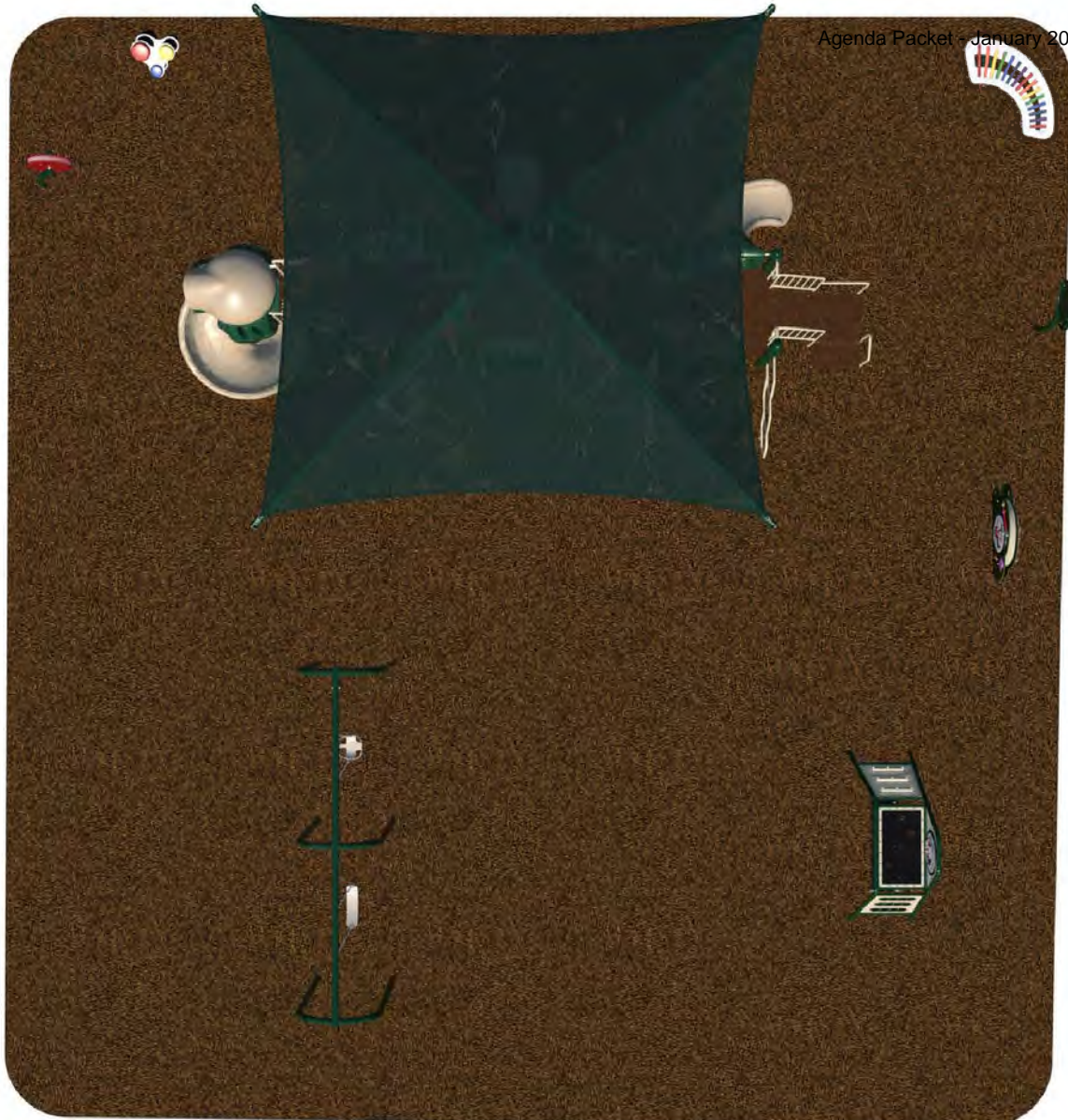
# Kuns Park, City of La Verne - Miracle Playground - 1.8.26









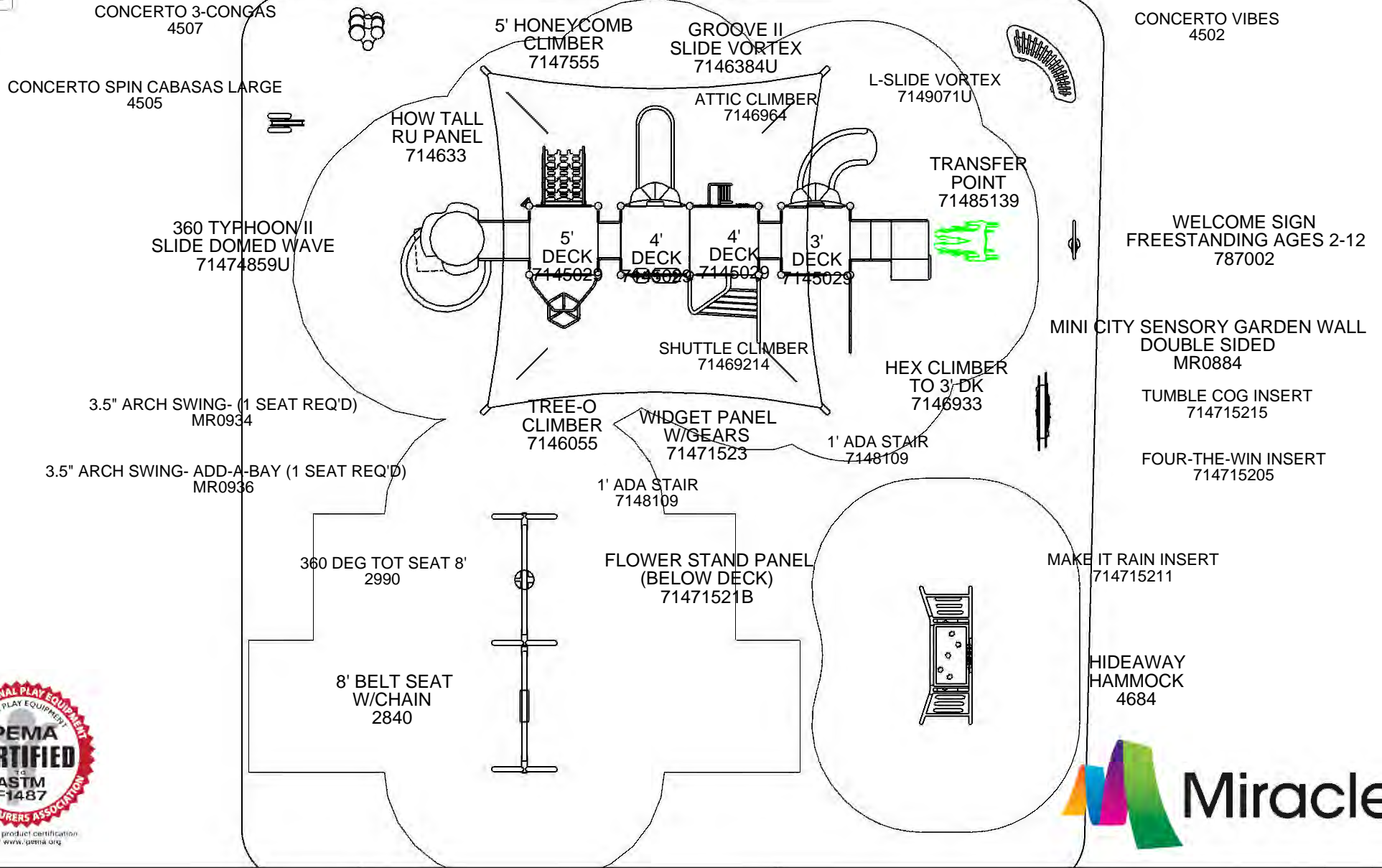


# Kuns Park City of La Verne

Agenda Packet - January 20, 2026

PLAYCOVER PYRAMID  
20' X 20", FLAME RETARDANT  
71466920PFR

FOR KIDS AGES  
**2-12**  
YEARS



## MIRACLE PLAYGROUND SALES OF SC

1101 CALIFORNIA AVES TE 209      PHONE NO: 800-264-7225  
CORONA, CA      FAX NO: 877-215-3869

GROUND SPACE: 47'-6" x 44'-6"

PROTECTIVE AREA: 48'-6" x 51'-6"

DRAWN BY: Rob Fryhoff

DATE: 01/08/2026

### 25020684



COMPLIES TO ASTM/CPSC

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the play system and general rules for safe play.

THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS



Payment Address  
 PO Box 734154  
 Dallas TX 75373-4154  
 Phone # (800) 264-7225  
 Fax # (877) 215-3869  
 sales@miracleplayground.com  
 www.miracle-recreation.com

|                        |            |
|------------------------|------------|
| <b>Estimate Number</b> | MREC 9488  |
| Estimate Date          | 12-18-2025 |
| Expiration Date        | 02-07-2026 |

|                 |                          |
|-----------------|--------------------------|
| <b>Customer</b> | City of La Verne         |
| <b>Name</b>     | Yvonne Duran             |
| <b>Phone</b>    | 909 596-8700             |
| <b>Email</b>    | yduran@cityoflaverne.org |

|                  |                                |
|------------------|--------------------------------|
| <b>Sales Rep</b> | Rob Fryhoff                    |
| <b>Email</b>     | rfryhoff@miracleplayground.com |

|                      |        |
|----------------------|--------|
| <b>Payment Terms</b> | Net 30 |
|----------------------|--------|

|                     |   |
|---------------------|---|
| <b>Project Name</b> | Kuns Park, City of La Verne - Miracle Playground - 1.8.26 |
|---------------------|---|

| Item                            | Description  | Quantity | Total              |
|---------------------------------|--|----------|--------------------|
| MREC 2-12                       | MREC 2-12<br>Custom 2-12 Year Old Playground from<br>Miracle Recreation Equipment Company.<br><br>Per Attached Drawings. | 1        | \$61,841.00        |
| Integrated Shade<br>Engineering | Integrated Shade Engineering   | 1        | \$850.00           |
|                                 |  |          | <b>\$62,691.00</b> |

10.5% Sales Tax      **\$6,582.56**

**Product Total      \$69,273.56**

| Item | Description | Quantity | Rate |
|------|-------------|----------|------|
|------|-------------|----------|------|

|                 |  |   |             |
|-----------------|--|---|-------------|
| Freight Miracle | <p><b>Freight Miracle</b></p> <p>Shipping costs for Miracle Recreation Equipment. All prices FOB Destination. Unloading is the responsibility of the receiver. Parts will arrive loose and/or palletized. We recommend at least three people to unload a full play structure delivery.</p> | 1 | \$4,502.67  |
| Mobilization    | <p><b>Mobilization</b></p> <p>MOBILIZE EQUIPMENT AND MATERIALS</p>   | 1 | \$1,680.00  |
| Demolition      | <p><b>Demolition</b></p> <p>DEMO AND DISPOSE OF EXISTING EQUIPMENT</p>   | 1 | \$3,584.00  |
| Demolition      | <p><b>Demolition</b></p> <p>DEMO AND DISPOSE OF EXISTING POUR IN PLACE RUBBER SURFACING. INCLUDING THE CONCRETE SUB BASE. APPROXIMATELY 700 SQFT.</p>  | 1 | \$6,272.00  |
| Demolition      | <p><b>Demolition</b></p> <p>EXCAVATION AND DISPOSE OF EXISTING WOODCHIPS APPROXIMATELY 1,900 SQFT</p>  | 1 | \$6,384.00  |
| Installation    | <p><b>Installation</b></p> <p>INSTALLATION ONLY OF MIRACLE RECREATION EQUIPMENT</p>  | 1 | \$35,840.00 |
| Site Work       | <p><b>Site Work</b></p> <p>CONSTRUCT CONCRETE LEDGE CURB ALONG PERIMETER BORDER. (PIP FASTNER) APPROXIMATELY 198' LINEAR FEET</p>  | 1 | \$1,995.84  |

|           |   |   |                     |
|-----------|---|---|---------------------|
| Sub Base  | Sub Base<br>PROVIDE, GRADE AND COMPACT SUB<br>BASE MATERIALS. APPROXIMATELY<br>2,600 SQFT   | 1 | \$7,280.00          |
| Surfacing | Surfacing<br>PROVIDE AND INSTALL POUR IN PLACE<br>RUBBER SURFACING. 50/50 BLACK AND<br>STANDARD COLOR WITH AROMATIC<br>BINDER. EXCLUDES DESIGNS AND<br>GRAPHICS. APPROXIMATELY 2,600 SQFT.<br>FOR AN AVG. CFH OF 8' | 1 | \$53,872.00         |
| Bond Fee  | Bond Fee  | 1 | \$6,000.00          |
|           |   |   | <b>\$127,410.51</b> |

Tax \$0.00

**Shipping, Handling and Non Taxable Services Total \$127,410.51**

|                    |                     |
|--------------------|---------------------|
| <b>Grand Total</b> | <b>\$196,684.07</b> |
|--------------------|---------------------|

NOTES AND EXCLUSIONS:

- Pricing based on Miracle Recreation's Sourcewell contract #030117-LTS.
- This estimate shall not become binding until signed and returned for approval.
- A signature indicates acceptance of all terms, conditions, and prices listed.
- A signed quote will not substitute for a Purchase Order if one is required by the Customer. **Make purchase orders out to Miracle Recreation.**
- Exclusions: Fees & Permits, Playground Engineering, Inspections are not included. (Engineering included for integrated shade only.)
- Footing calculations for playground equipment can be added for an additional fee if required.
- **All signed quotes and/or purchase orders should be emailed to [sales@miracleplayground.com](mailto:sales@miracleplayground.com) or faxed to 877-215-3869. Hard copies can be mailed to Miracle Playground Sales, 1101 California Ave, Suite 209, Corona, CA 92881.**

**All installation services quoted above are by ORTCO, INC.**

**License #657695**

**DIR #1000001641**

**Ortco is a factory-certified installer for Miracle Recreation Equipment Company and Poligon.**

- **ALL UNDERGROUND UTILITIES MUST BE CLEARLY MARKED.**
- **ANY DELAYS DUE TO UNMARKED UNDERGROUND UTILITIES WILL BE AN ADDITIONAL CHARGE.**
- **ANY ADDITIONAL WORK OR DELAYS CAUSED BY UNFORESEEN ROCK CONDITIONS WILL BE CHARGED ACCORDINGLY.**
- **WHEN REQUIRING CERTIFIED PAYROLL TO BE UPLOADED ON THE DIR WEBSITE, PLEASE FORWARD YOUR DIR PROJECT NUMBER TO US ALONG WITH YOUR PO BEFORE COMMENCEMENT OF THE PROJECT SO WE MAKE SURE WE ARE COMPLIANT IN SUBMITTING ALL PAYROLLS IN A TIMELY MANNER.**
- **DIRECT COST FOR ANY ADDITIONAL INSURANCE ABOVE AND BEYOND 1 MILLION FOR GL, WC, AUTO, AND UMBRELLA WILL BE CHARGED DIRECTLY TO CUSTOMER, IF REQUIRED BY CONTRACT.**
- **ALL ITEMS OTHER THAN THOSE SPECIFICALLY QUOTED ABOVE ARE EXCLUDED.**

THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. Miracle objects to any other terms proposed by the customer in writing or otherwise, as material alterations, and all such terms shall be void. The customer authorizes Miracle to ship the equipment and pay Miracle the total amount specified. Shipping terms are FOB the place of shipment via a common carrier designated by Miracle. The customer agrees to pay all additional service charges for past due invoices per the terms listed above. The customer must provide proper tax exemption certificates to Miracle and promptly pay and discharge all applicable taxes, license fees, levies, and dismiss other impositions on the equipment at its sole expense.

|  |  |
|--|--|
|  |  |
|--|--|

# WHY MIRACLE<sup>®</sup>



**Miracle brings you the thrills of a lifetime.**

Miracle is one of the nation’s first and most innovative playground equipment manufacturers. We first began shaping the future of play in 1927 when our founder Johnnie Ahrens created the Whirl — a tilting, kid-powered merry-go-round — based on the timeless insight that, **“Kids want action.”**

That same inspiration has driven more than 90 years of innovation, including the introductions of the first fiberglass slide (1963), the 25-foot Mega Tower® (2000s), and the Avalanche Inclusive Slide (2015). Our latest advance, the Extreme Generation adventure playground, delivers challenging physical events for kids seeking extreme play. Its design brings play to new heights, with innovative, fully-enclosed skyways that provide elaborate rope-course-inspired activities far above ground, safely adding an element of perceived risk to any play space. This never-ending dedication to innovation is the reason why, even after more than 90 years, the Miracle legacy remains focused on building yours.

**The Miracle Advantage**

We believe the experience of building a playground should be as intuitive as playing on it. From design, specification, funding, purchasing and installation, we’ll be with you every step of the way. Our customized design process is free because there should never be a charge to dream.

Let’s get you started by envisioning a playground that is meant for your community and right for your budget. It’s why our legacy has always been about building yours.

**VERSALOK®**

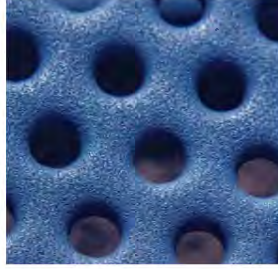
Our clamp design eliminates the need for stacking multiple clamps and features a stainless steel tamper resistant fastener.



**COMPOUNDED RESIN**  
Provides superior strength and durability, advanced color fastness and UV resistance.

**GATOR GRIP®**

The 3D textured pattern makes it easy for kids to make their next moves.



**MIRA-THERM™**  
This textured vinyl coating for deck surfaces helps prevent rapid heat transfer, while the hole pattern keeps little fingers safe.



**SAFETY**

We’re committed to providing equipment that meets and/or exceeds the performance safety specifications established by organizations such as ASTM, CPSC, CSA, CPSIA, IPEMA and EN. To verify product certification, visit [www.ipema.org](http://www.ipema.org).



# Color Choices

## Rock-ite® Plastic Colors

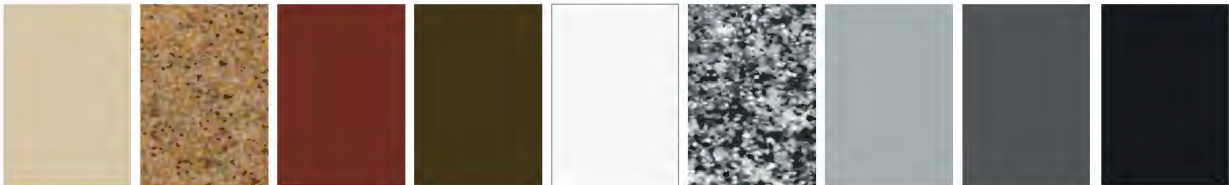
Roofs, Slides, Big Timber® Components, Crawl Tubes, Bongos™, Bumpers and Panels.



Red Yellow Tropical Yellow Orange Lime Chartreuse Green Forest Green



Teal Sky Cyan Blue Cobalt Lavender Plum Burgundy



Beige Brownstone Brown Dark Brown White Graystone Light Gray Gray Black (Roofs Only)

## Miracle Swing Seat Colors



Yellow Red Royal Blue Forest Green Sand Black

## Mira-Lene™ Panel Colors



Red-Sand Red-Yellow Yellow-Sand Yellow-Blue Yellow-Black Orange-Sand



Lime-Sand Forest Green-Sand Plum-Sand Blue-Sand Blue-Yellow Blue-White Cobalt-Sand



Beige-Forest Green Beige-Red Beige-Gray Dark Brown-Sand Gray-Black Black-White White-Black

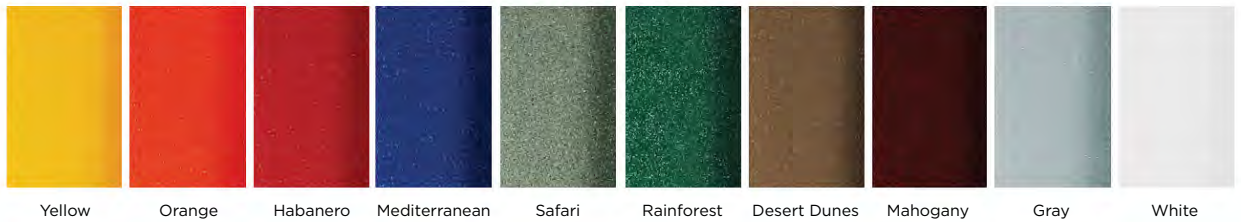
## Mira-Cote™ Powder-Coated Painted Metal Colors

Posts, Arches, Swings and Accents (Railings & Climbers).



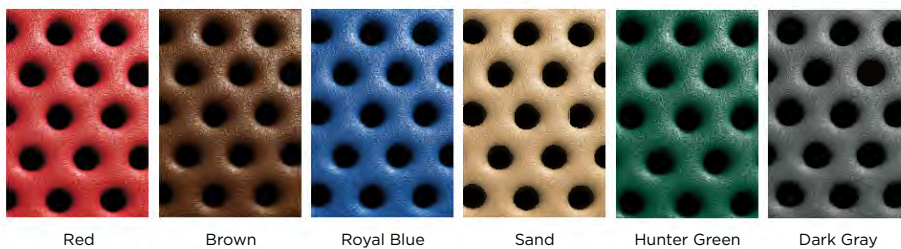
## Mira-Cote™ Antimicrobial Painted Metal Colors

This proprietary treatment helps minimize bacterial mold, algae growth and stains.



## Mira-Therm™ Textured Colors

Mira-Therm coatings for Decks, Steps, Ramps, Bridges and Cargo Climbers are available in either orthophtalate-free Mira-Therm 2 (vinyl) or Mira-Therm PE (polyethylene)-based coatings with Antimicrobial enhancements.



Miracle® uses high quality materials and state of the art manufacturing processes. Commercial playgrounds and products are subjected to years of environmental and solar exposure. Such extreme exposure takes its toll on paints and pigments, and all colors will fade over time. So Miracle® does not warrant against color fading or discoloration. It is important to properly maintain your playground to ensure its longevity. Depending on environmental conditions at your location, the installation of fabric shade structures may help to delay fading and discoloration. Actual colors in catalog may vary due to four color printing process.

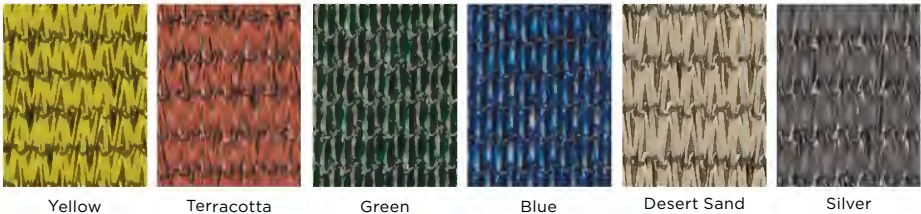
# Color Choices

## Shade Fabric Colors

SHADESURE™ Fabrics Passes: NFPA 701 / ASTM-E84



COLOURSHADE® Fire Retardant Fabrics Passes: NFPA 701 / ASTM-E84 / OSFM TITLE 19

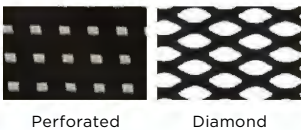


## Site Furnishing Colors

Amenities receive a durable color coating that will not rust, crack, peel, or warp. Choose a powder coat color for framework and plastisol coating for table tops, seats, and backs.



## Site Furnishing Patterns



Slat and Rib patterns (not shown) available in select site furnishing products.

## Recycled Plastic Colors



# Warranty

Miracle Recreation Equipment Company warrants its products against structural failure due to defects in materials and workmanship for the warranty periods and material categories prescribed below.

Buyer agrees that products sold by Miracle Recreation Equipment Company carry only the following warranties:

1. LIMITED WARRANTY FOR AS LONG AS YOU OWN THE PRODUCT: Aluminum deck posts, steel deck posts, VersaLok® fastening system, cast aluminum parts, and stainless steel hardware.
2. LIMITED FIFTEEN (15) YEAR WARRANTY: All rigid steel playground components, decks, steps, and weldments, rotationally molded and sheet plastic components, plastic lumber, roof panels, and stainless steel slides, except as otherwise specified below.
3. LIMITED TEN (10) YEAR WARRANTY: Fabric shade steel frames, and Shadesure™ and Colourshade FR fabrics (Note Exception: Limited Five (5) Year Warranty on Shadesure™ fabrics in colors Red, Yellow, Electric Purple, Zesty Lime, Cinnamon, and Olive.)
4. LIMITED EIGHT (8) YEAR WARRANTY:
  - Fiberglass signage, accessible swing seats, precast PolyFiberCrete or precast concrete products.
  - Play Terrain Synthetic Turf safety surfacing against deterioration of specified attenuation performance and appearance.
  - Integrated shade fabric and components against rot, UV deterioration and defects in materials and workmanship (Note Exception: Limited Three (3) Year Warranty for fabric in shades of red).
5. LIMITED FIVE (5) YEAR WARRANTY:
  - Heavy duty diamond barrier mesh and Kidrox™ Climbing Rocks.
  - Mira-Therm™ PVC coating and PE coating against cracking or peeling.
  - Park and Site Amenities (i.e. benches, tables, trash receptacles, etc.).
  - GFRP (Glass Fiber Reinforced Polymer) Products.
  - Steel core cable nets and rope fittings and connections (Note Exception: Warranty does not cover normal wear and tear such as fraying or facing of cable coating).
6. LIMITED THREE (3) YEAR WARRANTY: Flexible belting, plastic border timbers and accessories, and electronic panel speakers, sound chips, and circuit boards.
7. LIMITED ONE (1) YEAR WARRANTY:
  - Slashproof Swing Seats, 360° Bucket Tot Swing Seats, and Tuff Net no climbing mesh.
  - Pool slide support structures, stairways, landings and railings.
  - All other products, components and custom pieces that are not specifically listed above, including, without limitation, all moving parts, such as swing hangers and bearings, swivels, chains, whirls, springs and flexible components, and all high wear items, such as trolleys, cables, wheels, and bumper stops related to rail and cable ride products.

**BUYER'S REMEDY:** If any products prove defective or non-conforming under normal use and within the above-prescribed warranty periods and material categories, Buyer must promptly notify Miracle in writing at 878 E. Hwy 60, Monett, MO 65708 USA. Miracle does not warranty that any particular color will be available for any period of time, and reserves the right to discontinue any color for any reason, without recourse by the Purchaser or Owner of the discontinued color. Miracle may elect to inspect the alleged defect at Buyer's site or at Miracle's facility. Buyer shall not return products to Miracle unless authorized by Miracle to do so. Authorized returns must be properly packaged and shipped prepaid and insured, at Buyer's expense. Upon verification of warranty coverage, Miracle may elect, in its sole discretion, to repair defective or non-conforming products, or replace them by delivering products or part(s) of similar functionality free of charge to the site. Miracle's limited warranties do not cover the cost of labor to remove defective or non-conforming part(s) or to install repaired or replacement part(s). By use of these limited warranties, Buyer accepts their terms and limitations, and waives any rights it would otherwise have to claim or assert that such warranties fail of their essential purpose. Buyer agrees that venue for any court action to enforce these limited warranties shall be in Barry or Greene Counties in the State of Missouri.

**LIMITATIONS:** All warranty periods begin on the date of Miracle's invoice. Repaired and/or replacement part(s) are warranted only for the balance of the original limited warranty period. Warranties extend only to the original Buyer/end user for products purchased from Miracle or a Miracle authorized reseller, and are not transferrable.

Warranties apply only to Miracle products that are erected and installed in conformance with Miracle's installation instructions, and that are maintained and inspected in conformance with Miracle maintenance and operational instructions.

Warranties specifically do not cover Miracle products:

- for cosmetic damage or flaws occurring under normal use, such as surface scratches, minor chips, hairline cracks, dents, marring, efflorescence, color fade (except for shade fabric as noted above), discoloration, corrosion/rust, fraying, or warping of recycled plastic lumber;
- that have been modified, altered, or repaired by unauthorized third parties;
- that have not been used as designed or intended, or misused;
- to which non-Miracle parts have been added or substituted;
- that have been removed from their original location and re-installed elsewhere, without pre-approval by Miracle;
- or that have been damaged due to excessive wear and tear, vandalism, abnormal use, abuse, negligence, environmental factors (such as wind-blown sand, salt spray, or airborne emissions from industrial sources), extreme weather (such as hail, flooding, lightning, tornados, sandstorms, earthquakes, or wind storms), and acts of God.

THE FOREGOING LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY FOR SELLER'S PRODUCTS, AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, IN LAW OR IN FACT. SELLER SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING OUT OF COURSE OF DEALING OR PERFORMANCE OR TRADE USAGE. SELLER SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES, OR ANY LOSS OF REVENUE, PROFIT OR USE, ARISING OUT OF A BREACH OF THIS WARRANTY OR IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, OPERATION OR REPAIR OF ANY PRODUCT. IN NO EVENT WILL SELLER BE LIABLE FOR ANY AMOUNT GREATER THAN THE PURCHASE PRICE OF A DEFECTIVE PRODUCT.

# Certifications



- ISO 9001 Certification: The International Standards Organization is a network of national standard institutes from 146 countries that work in partnership with international organizations, governments, industry, business, and consumer representatives to develop universal standards for quality, environmental, and management processes.



- The space requirements in this catalog are shown to ASTM standards. Requirements for other standards may be different.



- European Norm EN-1176. Miracle® offers playgrounds that have been certified by TÜV Product Service, the recognized testing house designated by the European Union. This certification demonstrates compliance with the European Harmonized Standard for Commercial Play Equipment, EN 1176.



- The Miracle Recreation Equipment company has been certified to 14001:2015 for its environmental management system.



- IPEMA Member: Miracle® is a member in good standing of the International Play Equipment Manufacturer's Association (IPEMA), a member-driven international trade organization which represents and promotes an open market for manufacturers of play equipment.



- Canadian Welding Bureau Certified

- In the interest of playground safety, the International Play Equipment Manufacturers Association (IPEMA) provides a Third Party Certification Service whereby a designated independent laboratory, TÜV SÜD America Inc., (TÜV), validates an equipment manufacturer's certification of conformance to the ASTM F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, except sections 7.1.1, 10, 13.1.1, 13.1.2, 13.2, and 13.3; to CAN/CSA Z614 Children's Playspaces and Equipment, except clauses 10 and 11; or both. A list of current validated products may be viewed at [www.ipema.org](http://www.ipema.org).

- In the Interest of playground safety, the International Play Equipment Manufacturers Association (IPEMA) provides a Third Party Certification program whereby a designated independent laboratory, TÜV SÜD America Inc., (TÜV), validates a surfacing manufacturer's certification of conformance to ASTM F1292, Standard Specification for Impact Attenuation Under and Around Playground Equipment Performance Criterion, Section 4.2; ASTM F1292, Standard Specification for Impact Attenuation Under and Around Playground Equipment Performance Criterion (in its entirety); ASTM F3351, Standard Test Method for Impact Testing In Laboratory at Specified Test Height; and for an engineered wood fiber manufacturer its certification of conformance, also to ASTM F2075, Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment; and for a Loose Fill Rubber manufacturer its certification of conformance, also to ASTM F3012, Standard Specification for Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment. A list of current validated products, their thickness and critical height may be viewed at [www.ipema.org](http://www.ipema.org).

# City of La Verne, City Council Agenda Report



**DATE:** January 20, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** Christy Lopez, Finance Director  
**SUBJECT:** **ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR YEAR ENDING JUNE 30, 2025.**

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## **SUMMARY**

The City has completed its Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2025. This report has undergone a thorough audit by the independent firm Badawi & Associates (B&A). The ACFR, detailing the City's financial position and operating activities, is accessible on the City's website: [www.cityoflaverne.org/ACFR](http://www.cityoflaverne.org/ACFR).

## **RECOMMENDATION**

That the City Council receive and file the Annual Comprehensive Financial Report which includes a Report on Internal Control over Financial Reporting and on Compliance and Other Matters, along with the Auditor Letter to the City Council for the fiscal year ended June 30, 2025.

## **DISCUSSION**

In accordance with the City of La Verne Municipal Code and applicable State law, an annual audit of the City's financial records was completed by the City's independent certified public accounting firm, Badawi & Associates (B&A). The audit was conducted in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards.

B&A issued an unmodified ("clean") opinion on the City's financial statements, representing the highest level of assurance that the financial statements are presented fairly, in all material respects, in conformity with generally accepted accounting principles. The Independent Auditor's Report is included at the beginning of the Annual Comprehensive Financial Report.

As part of the audit, B&A also performed procedures required under Government Auditing Standards, which included evaluating the City's internal controls over financial reporting and testing compliance with applicable laws, regulations, contracts, and grant requirements. The auditors reviewed significant accounting estimates made by management and concluded they were reasonable. The financial statement disclosures were found to be neutral, consistent, and clearly presented. No audit findings or uncorrected misstatements were identified, and the auditors did not report any material weaknesses or significant deficiencies.

It is important to note that the Annual Comprehensive Financial Report represents a historical financial snapshot prepared after the close of the fiscal year. By contrast, the City's budget is a forward-looking spending plan adopted prior to the fiscal year and reflects management's and

the City Council's policy decisions and financial assumptions at the time of adoption.

Budgets are forward-looking plans that estimate how recurring revenues (like property or sales taxes) will cover recurring expenditures (i.e., employee costs and operations) for the upcoming fiscal year. A structural deficit, such as what the City has experienced, occurs when these ongoing expenses increase faster than ongoing revenues, requiring the use of one-time resources to balance the budget.

ACFRs are backward-looking actual results prepared using accrual accounting standards set by the Governmental Accounting Standards Board (GASB). They provide a holistic view of all financial activities, including capital assets and long-term liabilities like pensions. While a healthy ACFR with a positive net position should be celebrated, it should not overshadow larger economic, revenue, and expenditure trends which more so control future operational expenditures.

### **FISCAL ANALYSIS**

There is no fiscal impact associated with this item.

### **ENVIRONMENTAL ANALYSIS**

Not applicable.

### **LEGAL REVIEW**

Not applicable.

### **ATTACHMENTS**

1. ACFR portion - MD&A and Auditor Letter



# 2025 ANNUAL COMPREHENSIVE FINANCIAL REPORT

**CITY OF LA VERNE**  
Year Ended June 30, 2025



# CITY OF LA VERNE CITY HALL

3660 "D" Street, La Verne, California 91750-3599  
www.cityoflaverne.org

December 30, 2025

To the Honorable Mayor, Members of the City Council, and Residents of the City of La Verne:

State law requires that every general-purpose local government publish an Annual Comprehensive Financial Report (ACFR) that presents the financial position and results of operations for the fiscal year. We are pleased to submit the City of La Verne's Annual Comprehensive Financial Report for the fiscal year ended June 30, 2025. This report is published to fulfill that requirement and to provide residents, elected officials, creditors, and other interested parties with a comprehensive overview of the City's financial condition.

The ACFR has been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB). Responsibility for the accuracy, completeness, and fairness of the information presented rests with the City's management. To the best of our knowledge and belief, the data presented in this report is accurate in all material respects and is reported in a manner designed to present fairly the City's financial position and results of operations. Management has established and maintains a system of internal controls designed to ensure that financial information is reliable and that assets are protected from loss, theft, or misuse.

## Organization and Governance

The City of La Verne operates under a council-manager form of government. The City Council is responsible for establishing policy and adopting the annual budget, while the City Manager is responsible for presenting the annual budget, implementing Council policies and overseeing daily operations. The City provides a full range of municipal services, including police, fire and emergency medical response, public works, community development, recreation, water, and sewer services.

## Economic Environment and Long-Term Outlook

During fiscal year 2024-25, the City operated within a challenging and evolving economic environment shaped by elevated interest rates, moderated inflation, and continued shifts in consumer behavior. While employment conditions remained relatively stable and La Verne continues to function largely as a residential community, revenue growth remained constrained.

Sales tax revenues were flat year-over-year, reflecting the ongoing transition toward online purchasing and the redistribution of local sales tax associated with e-commerce fulfillment centers located outside the City. Property tax revenues increased modestly; however, growth continues to be limited by low residential turnover, a characteristic of La Verne's stable homeowner base under Proposition 13. These trends highlight structural constraints on revenue growth that will continue to influence fiscal planning in the near term.



General Administration 909/596-8726 • Water Customer Service 909/596-8744 • Community Services 909/596-8700  
Public Works 909/596-8741 • Finance 909/596-8716 • Community Development 909/596-8706 • Building 909/596-8713  
Police Department 909/596-1913 • Fire Department 909/596-5991 • General Fax 909/596-8737

Despite these constraints, the City remains fiscally resilient. Strong reserve policies, disciplined expenditure management, and conservative revenue assumptions have allowed the City to maintain service levels while addressing long-term obligations. The City continues to prioritize financial sustainability and structural balance as guiding principles in budget development.

### **Financial Position and Results of Operations**

As of June 30, 2025, the City reported total net position of \$128 million, reflecting an increase of \$8 million from the prior fiscal year. This figure represents all City funds including the General Fund, all Special Revenue Funds, and the Water and Sewer Fund. This improvement was driven by reductions in long-term liabilities, accumulation of restricted revenues for future capital and voter-approved purposes, and favorable investment performance.

While the City's overall net position reflects long-term financial strength, it is important to distinguish between government-wide net position and the availability of General Fund resources for ongoing operations. Government-wide net position includes capital assets, restricted resources, and long-term liabilities, many of which are not available to fund current services or compensation costs.

At June 30, 2025, the General Fund reported a total fund balance of \$20.9 million; however, the majority of this balance is not available for discretionary use. Significant portions of the General Fund balance are either restricted by law, committed by City Council for specific purposes, or classified as non-spendable. When these constraints are considered, the portion of the General Fund available to support ongoing operations, including salaries and benefits, is substantially lower than the total balance reported.

In addition, General Fund financial reporting reflects accumulated resources at a point in time and does not represent surplus revenues available for permanent expenditure increases. The City continues to face structural cost pressures, particularly related to pensions, retiree medical benefits, and inflationary operating costs. As a result, recurring compensation commitments must be evaluated against long-term revenue sustainability rather than one-time balances or accounting-driven changes in net position.

Accordingly, the City's financial policies emphasize maintaining adequate reserves to manage economic uncertainty, fund emergencies, and address long-term obligations. These policies are intended to preserve fiscal stability and avoid reliance on non-recurring resources to support ongoing expenditures, which could compromise the City's financial position in future years.

Governmental funds reported combined ending fund balances of \$86 million, an increase of \$8.2 million from the prior year. While a significant portion of these balances is restricted for specific purposes, the City maintains committed and assigned reserves consistent with Council-adopted policies to address emergencies, economic uncertainty, and future obligations.

Business-type activities, consisting of the Water and Sewer utilities, experienced a modest decrease in net position during the year, primarily due to pension-related accounting adjustments. Utility operations remain supported by user fees, and comprehensive rate studies were completed during the year to address long-term infrastructure needs and operating cost pressures. Approved rate adjustments will take effect in calendar year 2026.

## **Pension and Long-Term Liabilities**

Long-term fiscal pressures continue to be driven primarily by pension and retiree medical obligations associated with the City's participation in the California Public Employees' Retirement System (CalPERS). While CalPERS reported favorable investment returns during fiscal year 2024-25, which reduced the City's reported pension and OPEB liabilities, these investment gains do not result in immediate or proportional reductions to required employer contribution rates. Employer contribution requirements remain subject to market volatility and actuarial assumptions that are beyond the City's control.

Due to CalPERS' actuarial smoothing policies and two-year reporting lag, changes in investment performance are reflected in employer contribution rates several years after the measurement date. As a result, the City does not expect to experience significant near-term reductions in required pension contributions, and future contribution levels may continue to fluctuate based on subsequent market performance and assumption changes.

The City has taken proactive steps to manage pension-related risks, including the issuance of a Pension Obligation Bond, the establishment of a Section 115 Pension Stabilization Trust, and ongoing monitoring of long-term pension forecasts. While these actions have improved predictability and provided tools to address future contribution volatility, pension costs remain an escalating expense and a significant concern to the City's ability to preserve fiscal flexibility and long-term financial sustainability. These measures help manage risk over time but do not eliminate required contributions or guarantee immediate budgetary relief. Accordingly, pension obligations will continue to be a key factor in the City's long-term financial planning and budget decisions.

## **Internal Controls and Audit**

The City maintains a comprehensive system of internal controls designed to safeguard assets and ensure the reliability of financial reporting. These controls are designed to provide reasonable assurance that transactions are properly authorized and recorded, and that financial statements are prepared in accordance with GAAP. Management believes that the City's internal control framework provides reasonable assurance regarding the reliability of financial reporting, compliance with applicable laws and regulations, and the safeguarding of assets.

The City's financial statements have been audited by Badawi & Associates, Certified Public Accountants. The independent auditor's report, which expresses an unmodified opinion on the City's financial statements, is included in this report. An "unmodified opinion," otherwise known as a clean or unqualified opinion which is the best audit outcome, means the auditor found the City's financial statements are presented fairly, in all material respects, according to accounting standards. The audit was conducted in accordance with auditing standards generally accepted in the United States of America and applicable Government Auditing Standards.

## **Awards and Acknowledgments**

The City of La Verne was awarded the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for its Annual Comprehensive Financial Report for the fiscal year ended June 30, 2024. This prestigious national award recognizes conformance with the highest standards of governmental accounting and financial reporting. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized ACFR that satisfies both generally accepted accounting principles and

applicable legal requirements. We believe that this report continues to meet the Certificate of Achievement program's rigorous standards and is submitted for consideration for the award for the fiscal year ended June 30, 2025. The City has a longstanding commitment to transparency and high-quality financial reporting and continuously evaluates its reporting practices to ensure ongoing compliance with evolving accounting standards and best practices.

We would like to express our appreciation to the Finance Department staff for their dedication and professionalism in preparing this report. We also thank the City Council for their continued leadership and support of sound financial management practices.

We welcome questions or comments regarding this report and encourage interested parties to review the accompanying Management's Discussion and Analysis for additional context.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ken Domer".

Ken Domer  
City Manager

A handwritten signature in black ink, appearing to read "Christy Lopez".

Christy Lopez  
Director of Finance



## INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council  
of the City of La Verne  
La Verne, California

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of La Verne (City), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2025, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

The City's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

To the Honorable Mayor and Members  
of the City Council of the City of La Verne  
La Verne, California  
Page 2

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and the required pension and OPEB schedules on pages 5-21 and 101-115 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

To the Honorable Mayor and Members  
of the City Council of the City of La Verne  
La Verne, California  
Page 3

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The budgetary comparison information for General fund, combining nonmajor fund statements, and budgetary comparison information for nonmajor governmental funds are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The General Fund budgetary comparison schedule, combining and individual nonmajor fund statements, and the budgetary comparison schedules for the nonmajor governmental funds are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison information for capital project funds, combining nonmajor fund statements, and budgetary comparison information for nonmajor governmental funds is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Information***

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical section but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

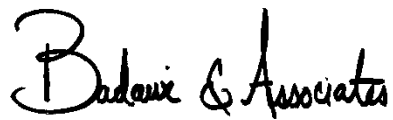
### ***Report on Summarized Comparative Information***

We have previously audited the City's 2024 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated December 31, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2024, is consistent, in all material respects, with the audited financial statements from which it has been derived.

To the Honorable Mayor and Members  
of the City Council of the City of La Verne  
La Verne, California  
Page 4

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 30, 2025 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Badawi & Associates". The signature is written in a cursive, flowing style.

Badawi & Associates, CPAs  
Emeryville, California  
December 30, 2025

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As the management of the City of La Verne ("City"), we present this narrative overview and analysis of the City's financial activities for the fiscal year ended June 30, 2025. This discussion is intended to assist readers in understanding the City's official, audited financial position and results of operations for the completed fiscal year. It explains what the City owned, owed, received, and spent during the year. and should be read in conjunction with the transmittal letter at the beginning of this report and the basic financial statements that follow this section. Comparative information is presented where appropriate to highlight significant changes from the prior fiscal year. It is important to note that the Annual Comprehensive Financial Report represents a historical financial snapshot prepared after the close of the fiscal year in accordance with standardized governmental accounting principles and reviewed by independent auditors. By contrast, the City's budget is a forward-looking spending plan adopted prior to the fiscal year and reflects management's and the City Council's policy decisions and financial assumptions at the time of adoption. Accordingly, the budget represents the City's financial plan, while the ACFR provides the audited record of actual financial results.

### **Financial Highlights**

As of June 30, 2025, the City's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$128 million, representing the City's net position. Total net position increased by \$8 million during the fiscal year.

At the close of fiscal year 2024-25, the City's governmental funds reported combined ending fund balances of \$82.1 million, an increase of \$2.2 million compared to the prior year. Of this total, approximately 15.3 percent, or \$12.6 million, is available for discretionary spending in the form of committed, assigned, and unassigned fund balance.

The General Fund reported a total fund balance of \$20.9 million at year-end. This amount includes \$9.76 million committed by the City Council for contingencies, equal to 20 percent of the General Fund operating budget for fiscal year 2024-25. consistent with the City's adopted reserve policies intended to maintain fiscal stability and provide protection against economic uncertainty and unforeseen events.

The City's total long-term liabilities declined by \$4.3 million, ending the fiscal year at \$75.6 million. Compensated absences decreased by \$0.1 million or 38 percent. The decrease in compensated absences is primarily attributable to the implementation of GASB Statement No. 101, which revised the recognition criteria for compensated leave liabilities. The Other Post-Employment Benefits liability decreased by \$876,000, or 16.6 percent, reflecting favorable investment returns that were immediately recognized in the valuation. The City's Net Pension Liability declined by \$1.1 million, or 4.9 percent, primarily due to strong investment performance for the year ended June 30, 2024 and updated actuarial experience from the June 30, 2023 valuation.

Collectively, these results reflect continued improvement in the City's overall financial position, driven by liability reductions and restricted revenue accumulation, while discretionary resources remain constrained by long-term obligations.

### **Overview of the Financial Statements**

This discussion and analysis serves as an introduction to the City's basic financial statements, which consist of three components, government-wide financial statements, fund financial statements, and notes to the basic financial statements. Required Supplementary Information and additional combining statements follow the basic financial statements.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Government-wide financial statements.** The government-wide financial statements provide a long-term view of the City's financial position and are presented using an economic resources measurement focus and accrual basis of accounting, similar to private-sector financial statements. These statements address the question of whether the City's overall financial condition improved or declined as a result of the year's operations.

The Statement of Net Position reports the City's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference representing net position.

The Statement of Activities reports changes in net position during the fiscal year. Revenues and expenses are recognized when the underlying activity occurs, regardless of the timing of cash flows, providing a comprehensive view of the City's economic activity.

Government-wide statements distinguish between governmental activities, which are primarily supported by taxes and intergovernmental revenues, and business-type activities, which are intended to recover costs through user fees. Governmental activities include police, fire, public works, and general government functions, while business-type activities consist of the City's water and sewer utilities.

The government-wide financial statements also include three legally separate entities for which the City is financially accountable, the Successor Agency to the former Redevelopment Agency, the La Verne Housing Authority, and the La Verne Financing Authority. These entities are reported as part of the primary government because they function as integral components of the City. The government-wide financial statements begin on page 26.

These changes strengthen the City's long-term financial position but also highlight the importance of managing the timing of restricted revenues and capital investments to ensure alignment with future obligations.

**Fund financial statements.** Fund financial statements provide information about the City's individual funds and focus on short-term fiscal accountability. The City uses fund accounting to demonstrate compliance with legal and financial requirements.

**Governmental funds.** Governmental fund statements focus on near-term inflows and outflows of spendable resources and the balances available at fiscal year-end. Because this perspective differs from the long-term government-wide view, reconciliation schedules are provided to explain the differences.

The City maintains 43 governmental funds, five of which are reported as major funds, the General Fund, Measure LV, Measure A, ARPA, and the Forfeiture LA IMPACT Fund. All other governmental funds are presented in aggregate, with detailed combining statements included later in the report.

**Proprietary funds.** The City maintains enterprise funds for water and sewer operations and internal service funds for fleet replacement and risk management. Internal service fund activities primarily support governmental functions and are therefore reported within governmental activities in the government-wide statements. Proprietary fund statements begin on page 42.

**Fiduciary funds.** Fiduciary funds account for resources held for the benefit of external parties and are excluded from the government-wide statements. The City maintains one private-purpose trust fund for the Successor Agency and three custodial funds, including L.A. IMPACT-related activity. Fiduciary fund statements begin on page 49.

**MANAGEMENT’S DISCUSSION AND ANALYSIS**

**Government-wide Financial Analysis – Net Position**

Net position is a key indicator of the City’s overall financial condition. As of June 30, 2025, the City reported total net position of \$128.1 million, an increase of \$24.5 million compared to ten years ago, reflecting sustained long-term improvement driven largely by capital investment supported by voter-approved transportation, infrastructure, and watershed funding sources, including Measure LV, Measure A, Measure R, Measure M, Measure W, and increased gas tax revenues.

The largest component of net position, \$87.4 million, or 68 percent, represents the City’s net investment in capital assets, including infrastructure, buildings, and equipment, net of related debt. These assets are essential to service delivery but are not available for discretionary spending.

Restricted net position totaled \$70.1 million, or 55 percent, and consists of resources subject to external legal restrictions.

Governmental activities reported negative unrestricted net position of \$43.3 million, reflecting the impact of long-term pension and OPEB liabilities. Business-type activities reported positive unrestricted net position of \$13.1 million, indicating financial flexibility within the Water and Sewer Funds.

Governmental activities accounted for \$86.0 million of total net position, up from \$77.8 million in the prior year, while business-type activities remained stable at \$42.0 million.

| Net Position<br>For the Year Ended June 30, 2025 and 2024<br>(in thousands) |                         |           |                          |           |            |            |  |
|---|-------------------------|-----------|--------------------------|-----------|------------|------------|--|
|   | Governmental Activities |           | Business-type Activities |           | Total      |            |  |
|   | 2025                    | 2024      | 2025                     | 2024      | 2025       | 2024       |  |
| Current and other assets  | \$ 97,100               | \$ 96,157 | \$ 23,569                | \$ 22,401 | \$ 120,668 | \$ 118,559 |  |
| Capital assets  | 61,643                  | 54,179    | 28,940                   | 28,889    | 90,583     | 83,069     |  |
| Total Assets  | 158,743                 | 150,337   | 52,509                   | 51,291    | 211,252    | 201,627    |  |
| Deferred Outflows   | 13,521                  | 20,780    | 2,843                    | 4,249     | 16,364     | 25,028     |  |
| Long-term debt outstanding  | 66,665                  | 70,355    | 8,927                    | 9,522     | 75,592     | 79,878     |  |
| Other Liabilities   | 10,676                  | 12,531    | 2,099                    | 1,230     | 12,775     | 13,761     |  |
| Total liabilities   | 77,341                  | 82,886    | 11,026                   | 10,753    | 88,367     | 93,638     |  |
| Deferred Inflows  | 8,913                   | 10,415    | 2,279                    | 2,567     | 11,192     | 12,982     |  |
| Net Position:   |                         |           |                          |           |            |            |  |
| Invested in capital assets<br>(net of debt)                                 | 58,411                  | 50,584    | 28,940                   | 28,889    | 87,351     | 79,473     |  |
| Restricted  | 70,907                  | 65,753    |                          |           | 70,907     | 65,753     |  |
| Unrestricted  | (43,308)                | (38,520)  | 13,106                   | 13,330    | (30,202)   | (25,190)   |  |
| Total net position  | \$ 86,010               | \$ 77,816 | \$ 42,046                | \$ 42,219 | \$ 128,057 | \$ 120,035 |  |

**MANAGEMENT’S DISCUSSION AND ANALYSIS**

Table 2  
Changes in Net Position  
For the Year Ended June 30, 2025 and 2024  
(in thousands)

|   | Governmental Activities |                  | Business-Type Activities |                  | Total             |                   |
|---|-------------------------|------------------|--------------------------|------------------|-------------------|-------------------|
|   | 2025                    | 2024             | 2025                     | 2024             | 2025              | 2024              |
| <b>Revenues</b>                             |                         |                  |                          |                  |                   |                   |
| Program revenues:                           |                         |                  |                          |                  |                   |                   |
| Charges for services                        | \$ 17,102               | \$ 14,591        | \$ 13,965                | \$ 12,579        | \$ 31,067         | \$ 27,170         |
| Operating contributions and grants          | 8,247                   | 17,746           | -                        | -                | 8,247             | 17,746            |
| Capital grants and contributions            | 5,277                   | 2,233            | -                        | -                | 5,277             | 2,233             |
| General revenues:                           |                         |                  |                          |                  |                   |                   |
| Taxes:                                      |                         |                  |                          |                  |                   |                   |
| Property taxes                              | 11,643                  | 11,286           | -                        | -                | 11,643            | 11,286            |
| Sales Taxes                                 | 5,683                   | 5,814            | -                        | -                | 5,683             | 5,814             |
| Utility & other taxes                       | 13,322                  | 14,586           | -                        | -                | 13,322            | 14,586            |
| Special assessments                         | 2,322                   | 2,172            | -                        | -                | 2,322             | 2,172             |
| Motor vehicle in lieu                       | 4,749                   | 4,572            | -                        | -                | 4,749             | 4,572             |
| Investment earnings                         | 4,942                   | 4,101            | 1,045                    | 878              | 5,987             | 4,979             |
| Other                                       | 1,459                   | 3,383            | 46                       | 51               | 1,506             | 3,434             |
| Proceeds from sale of property              | 8                       | -                | -                        | -                | 8                 | -                 |
| <b>Total revenues</b>                       | <b>\$ 74,755</b>        | <b>\$ 80,483</b> | <b>\$ 15,056</b>         | <b>\$ 13,508</b> | <b>\$ 89,802</b>  | <b>\$ 93,991</b>  |
| <b>Expenses</b>                             |                         |                  |                          |                  |                   |                   |
| General Government                          | \$ 4,451                | \$ 4,710         | \$ -                     | \$ -             | \$ 4,451          | \$ 4,710          |
| Public Safety                               | 43,122                  | 42,805           | -                        | -                | 43,122            | 42,805            |
| Community Development                       | 4,895                   | 4,645            | -                        | -                | 4,895             | 4,645             |
| Public Works                                | 10,035                  | 10,469           | -                        | -                | 10,035            | 10,469            |
| Community Services                          | 3,857                   | 4,164            | -                        | -                | 3,857             | 4,164             |
| Water                                       | -                       | -                | 12,171                   | 12,099           | 12,171            | 12,099            |
| Sewer                                       | -                       | -                | 1,809                    | 1,915            | 1,809             | 1,915             |
| Interest on long-term debt                  | 1,962                   | 2,100            | -                        | -                | 1,962             | 2,100             |
| <b>Total expenses</b>                       | <b>\$ 68,322</b>        | <b>\$ 68,892</b> | <b>\$ 13,980</b>         | <b>\$ 14,014</b> | <b>\$ 82,302</b>  | <b>\$ 82,906</b>  |
| <b>Excess (deficiency) before transfers</b> | <b>\$ 6,433</b>         | <b>\$ 11,592</b> | <b>\$ 1,076</b>          | <b>\$ (506)</b>  | <b>\$ 7,501</b>   | <b>\$ 11,086</b>  |
| <b>Transfers</b>                            | <b>1,308</b>            | <b>2,768</b>     | <b>(1,308)</b>           | <b>(2,768)</b>   | <b>-</b>          | <b>-</b>          |
| <b>Change in net position</b>               | <b>7,741</b>            | <b>14,360</b>    | <b>(232)</b>             | <b>(3,274)</b>   | <b>7,509</b>      | <b>11,086</b>     |
| Net position - beginning of year            | 77,816                  | 63,456           | 42,219                   | 45,494           | 120,035           | 108,950           |
| Restatement                                 | 453                     | -                | 59                       | -                | 512               | -                 |
| Net position - beginning (restated)         | 78,269                  | -                | 42,279                   | -                | 120,548           | -                 |
| <b>Net position - end</b>                   | <b>\$ 86,010</b>        | <b>\$ 77,816</b> | <b>\$ 42,046</b>         | <b>\$ 42,219</b> | <b>\$ 128,056</b> | <b>\$ 120,035</b> |

**Government-wide Financial Analysis – Changes in Net Position**

Net position increased by \$8 million, or 6.7 percent, during the fiscal year ended June 30, 2025, rising from \$120 million to \$128 million. This increase reflects a combination of retained earnings in several governmental funds, reductions in long-term liabilities, and the timing of capital project activity. The most significant contribution to this increase was a \$1.4 million rise in the Measure LV Fund, as revenues continued to exceed current-year expenditures and resources were accumulated for future voter-approved uses.

**MANAGEMENT’S DISCUSSION AND ANALYSIS**

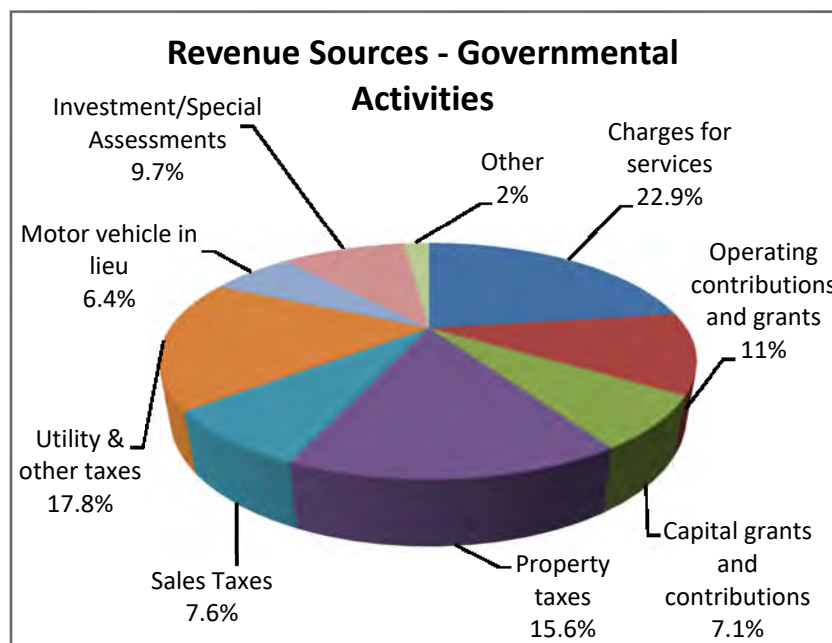
Investment earnings across all funds totaled \$3,953,548 for the fiscal year, reflecting favorable market conditions and contributing to improved unrestricted and restricted net position. Transportation-related revenues, including SB1 and Gas Tax, also increased as the City continued to accumulate resources for planned capital projects, including the Arrow rehabilitation project. Measure W revenues increased as funds continued to be set aside for a multi-year watershed improvement project that remains in the planning and design phase.

Investment earnings reported at the government-wide level include both realized and unrealized gains recognized in accordance with accrual accounting and therefore differ from fund-level investment income reported elsewhere in this report.

Total assets increased by \$9.6 million, or 4.8 percent, from \$201.6 million to \$211.3 million. Governmental activities accounted for \$8.4 million of this increase, or 5.6 percent, primarily due to the accumulation of cash and investments in transportation-related funds, Measure W, and the General Capital Improvement Fund. Business-type activities reported a \$1.2 million increase in assets, or 2.3 percent, reversing the prior year’s decline. This increase reflects the timing of capital improvement projects currently in the planning stage, including the Plateau Summit project, which has been bid and carries an encumbrance exceeding \$3 million and is expected to be completed in fiscal year 2025-26.

Total liabilities decreased by \$5.3 million, or 5.6 percent, declining from \$93.6 million to \$88.4 million. Approximately \$1.0 million of this reduction relates to current liabilities, primarily due to the recognition of American Rescue Plan Act revenues that had previously been reported as unearned revenue. The remaining decrease occurred in long-term liabilities, including reductions in the City’s OPEB liability, pension liability, and outstanding debt related to the Pension Obligation Bond. Reductions in pension and OPEB liabilities reflect positive market returns experienced during the fiscal year, which directly reduced the City’s proportionate share of these obligations.

**Governmental Activities**



Total revenues from governmental activities, excluding transfers were \$74.8 million, representing a decrease of \$5.7 million, or 7 percent, compared to the prior fiscal year. The primary driver of this decline was the absence of \$8.8 million in adjudicated asset forfeiture revenues received in the prior year through the LA IMPACT Task Force. Asset forfeiture revenues are inherently volatile and can vary significantly based on the timing and outcome of individual cases. The prior fiscal year included several

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

unusually large forfeiture distributions that did not recur in fiscal year 2024-25. Due to their non-recurring and unpredictable nature, asset forfeiture revenues are not relied upon to fund ongoing operations and are treated as one-time resources for restricted purposes.

Partially offsetting this decrease was an increase of more than \$2 million in the California Fire Assignment Aide (CFAA) Fund, which accounts for revenues related to fire assignment deployments. The fiscal year experienced an unusually active wildfire season, with fire assignments beginning in July and continuing through January, resulting in increased reimbursements for personnel and equipment deployed to state and federal incidents. In addition, the City recognized \$2.2 million in American Rescue Plan Act revenues compared to the prior year. Although these ARPA funds were received in calendar year 2022, revenue recognition occurs only as eligible expenditures are incurred, consistent with federal program requirements and accounting standards.

Sales tax and Measure LV use tax revenues declined modestly during the fiscal year, reflecting continued shifts in consumer purchasing behavior toward online sales. General Fund Bradley-Burns sales tax revenues totaled \$5,153,410 in fiscal year 2024-25, compared to \$5,276,308 in the prior year, representing a decrease of \$122,898, or approximately 2 percent. While the absolute decline was relatively small, the City has historically experienced annual sales tax growth of approximately 3 percent. When compared to this historical growth trend, the current year result represents a revenue shortfall of approximately \$281,187.

Measure LV sales tax revenues totaled \$4,882,911 for the fiscal year, compared to \$5,061,078 in the prior year, representing a decrease of \$178,167, or 3.5 percent. A significant portion of online sales tax revenue, particularly from large retailers such as Amazon, is allocated to distribution center locations rather than local jurisdictions. This structural shift has been further compounded by the closure of several brick-and-mortar retailers, including the nationwide closure of all 99 Cent Store locations, which reduced local taxable sales activity during the year.

Measure W revenues were lower by approximately \$1.3 million compared to the prior fiscal year. Measure W, also known as the Safe, Clean Water Program, is a voter-approved parcel tax administered by Los Angeles County to fund multi-benefit stormwater capture, water quality, and watershed improvement projects. The City receives an annual allocation of Measure W funds; however, revenue levels can vary significantly from year to year based on the timing of project approvals and grant awards.

In the prior fiscal year, the City received additional Measure W grant funding for a multi-year watershed improvement project that remains in the planning phase. That one-time grant award did not recur in the current fiscal year, resulting in lower reported revenues despite continued receipt of the City's annual allocation. Accordingly, Measure W revenues fluctuate based on project timing and grant cycles rather than reflecting ongoing operating trends.

The cost of governmental activities exceeded related program revenues by \$37.7 million during the fiscal year. As a result, taxes and other general revenues financed approximately 54 percent of total governmental activity costs, an increase of 4 percent compared to the prior year. This growing reliance on general revenues reflects not only the volatility of certain program revenues, but also the fact that expenditure growth, particularly in personnel-related and public safety costs, continues to outpace growth in recurring revenues. Absent corresponding increases in stable revenue sources, this trend places additional pressure on the General Fund and underscores the importance of ongoing expenditure management and long-term financial planning to maintain structural balance.

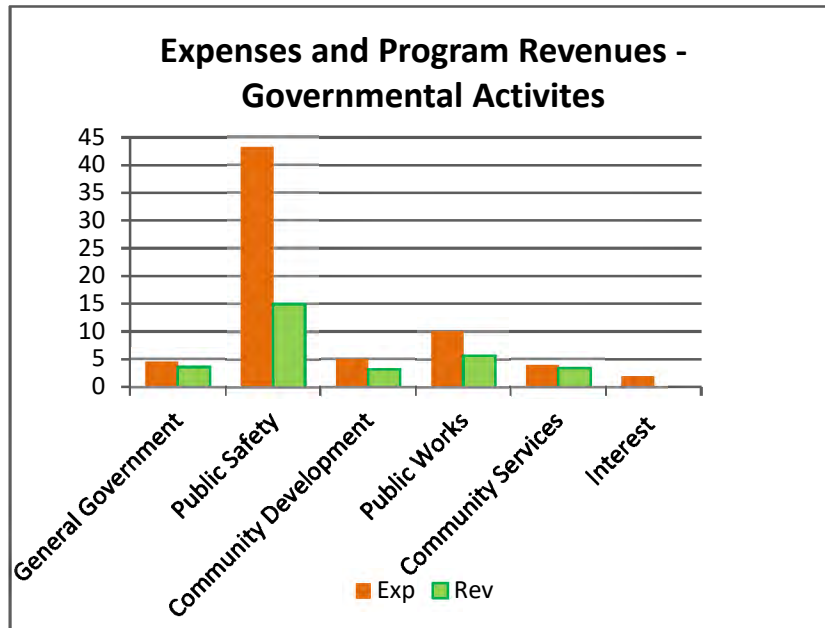
**MANAGEMENT’S DISCUSSION AND ANALYSIS**

These dynamics are discussed further in the Economic Factors and Next Year’s Budget section, which outlines how the City is addressing the structural gap between rising expenditure obligations and constrained revenue growth through conservative budgeting, reserve preservation, and ongoing evaluation of service levels.

**Expenditures by Function**

**Governmental Activities**

Public safety expenditures totaled \$43.1 million during the fiscal year, representing 63.1 percent of total governmental activity costs and making it the largest expenditure category. This represents a decrease of \$317,412 Pension expense for governmental activities totaled \$4.6 million in the current year, compared to \$8.5 million in the prior year. This decrease reflects actuarial accounting adjustments under GASB 68, including the amortization of prior-year investment gains and losses and updated actuarial experience based on CalPERS valuations, rather



than changes in current-year payroll or benefit costs. Pension expense is an accounting allocation and can fluctuate significantly from year to year due to the timing of actuarial valuations and deferred recognition of investment performance.

Excluding pension-related impacts, public safety costs increased by \$3.48 million. Fire-related expenditures accounted for \$16.2 million of public safety costs, compared to \$13.2 million in the prior year. This increase was driven primarily by a \$2 million increase in fire assignment activity, as well as more than \$1 million in capital investments, including improvements at two fire stations, the purchase and outfitting of vehicles, and contractual and salary-related increases.

Police operations totaled \$15.6 million, compared to \$14.5 million in the prior year. The increase reflects overtime associated with special events and mutual aid deployments, including assistance provided during the Eaton Fire, as well as regular step increases and higher benefit costs. Increased unfunded accrued liability costs contributed approximately \$300,000 to the year-over-year increase.

Public safety expenditures also include \$7.6 million related to fiduciary public safety activities, including the Asset Forfeiture LA IMPACT Fund and the LA HIDTA Fund. These costs relate to regional task force operations and are not associated with day-to-day City police services. While charges for services and operating and capital grants covered approximately \$15 million of total public safety costs, \$7.6 million of these revenues are restricted for task force operations and are not available to support general City operations.

Excluding pension-related accounting adjustments, public safety operational and personnel costs

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

increased during the year, driven primarily by higher fire assignment activity, overtime, and capital and equipment investments. While pension adjustments reduced total public safety expenditures in the current year, underlying service demands and personnel-related costs continue to exert upward pressure on future operating budgets. Accordingly, the year-over-year decrease in total public safety expenditures should be understood as an accounting-driven change rather than a reduction in the City's ongoing commitment to public safety services.

Community development expenditures totaled \$4.9 million, representing 7.2 percent of total governmental activity costs. Program revenues covered \$3.1 million of these costs, resulting in a net cost of \$1.7 million. Approximately \$330,000 of expenditures relate to pension adjustments, while reduced building permit activity resulted in a \$500,000 decline in charges for services compared to the prior year.

Public works expenditures totaled \$10.0 million, representing 14.7 percent of total governmental activity costs, a decrease of \$400,000 compared to the prior year. Program revenues which include sources such as gas tax funds, local measure revenues and grants offset \$5.6 million of these expenditures, including \$1.0 million in capital contributions and grants. During the fiscal year, the City anticipated potential revenue shortfalls and directed departments to identify opportunities to delay non-critical expenditures. In response, Public Works postponed selected maintenance and capital activities, providing short-term budget relief. While these actions helped reduce the anticipated General Fund shortfall, they are not sustainable as a long-term strategy given the City's extensive infrastructure and contractual service obligations. Public works expenditures include approximately \$370,000 in pension adjustments.

General government expenditures totaled \$4.5 million, or 6.5 percent of total governmental activity costs. This category includes administrative and support services such as finance, human resources, administration, City Council, and information systems. Information systems costs continue to be a significant driver within this category. Over a ten-year period, the information systems budget increased from \$330,000 to \$1.2 million, reflecting the growing reliance on technology, software subscriptions, cybersecurity, and network infrastructure across all City functions. Pension adjustment within this category totaled \$326,000 and contributed to an overall \$200,000 decrease compared to the prior fiscal year, largely due to reduced pension costs.

Community services expenditures totaled \$3.9 million during the fiscal year, representing 5.7 percent of total governmental activity costs. Program revenues supported \$3.3 million of these costs, resulting in a net cost of approximately \$521,000. Program revenues for this function consist primarily of charges for services such as recreation classes, aquatics programs, and facility rentals, as well as operating and capital grants, including voter-approved Proposition funds and Community Development Block Grant (CDBG) allocations that are restricted for specific program purposes.

Excluding pension-related accounting adjustments, community services operating costs increased by approximately \$120,000 compared to the prior year, driven primarily by lower enrollment and participation in aquatics programs, which reduced charges for services despite stable fee rates. The department is finalizing a parks master plan that includes a comprehensive review of user fees, with additional analysis planned in the next fiscal year to identify opportunities to reduce reliance on taxes and other general revenues.

Pension expense allocated to this function totaled approximately \$140,000 in the current year. Similar to other governmental functions, pension expense reflects actuarial accounting adjustments under GASB 68 and can fluctuate significantly from year to year based on valuation timing and deferred recognition of investment performance. As a result of reduced pension

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

expense recognized in the current year, total reported community services expenditures decreased by more than \$1 million compared to the prior year. This decrease should be understood as an accounting-driven change rather than a reduction in community services programs or staffing levels.

Interest on long-term debt primarily from the Pension Obligation Bond, as well as the two revenue bonds totaled \$2.0 million, representing 2.9 percent of total governmental activity costs.

### **Business-Type Activities.**

The net position of the City's business-type activities decreased by \$232,000 during the fiscal year, compared to a \$3.3 million decrease in the prior year. Similar to governmental activities, the change in net position was largely driven by pension-related adjustments. Pension adjustments for water services totaled \$620,133 in the current year, a significant decrease from \$1,408,492 in the prior fiscal year, while sewer services reported pension expenses of \$251,929 compared to \$572,200 previously.

The combined costs of the City's business-type activities, consisting of the Water and Sewer Funds, were funded through program revenues and available reserves. The Water Fund experienced a net reduction in net position of \$674,135, while the Sewer Fund reported an increase of \$441,906 in net position for the year. These results reflect differences in operating costs, capital timing, and pension adjustments between the two utilities.

Both the Water and Sewer Funds underwent a comprehensive rate study to address rates that have remained unchanged since 2018, and effective January 2019. The updated rates were approved by the City Council and will take effect in January 2026. The rate study evaluated long-term infrastructure needs, operating cost trends, and cash flow constraints, particularly within the Water Fund, where operating costs have steadily increased since the last rate adjustment. The approved rate changes are intended to ensure the long-term financial sustainability of the utility operations and to support critical infrastructure investments necessary to provide clean and reliable water service. While the City Council approved an increase, the amount of the first year increase was 15 percent below the recommended amount and a new rate study will need to be completed within three years to ensure continued sustainability of the water system.

Water services, the larger of the two business-type activities, accounted for 87 percent of total operating costs during the fiscal year and were fully financed by charges for services. Sewer services comprised the remaining 13 percent of total operating costs.

### **Financial Analysis of the City's Funds**

As discussed previously, the City uses fund accounting to demonstrate compliance with finance-related legal requirements and to provide information on the availability and use of resources.

### **Governmental funds**

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources, which is useful in assessing the City's short-term financing requirements and fiscal flexibility.

As of June 30, 2025, governmental funds reported a combined ending fund balance of \$82.0 million, representing a net increase of \$2.3 million. Significant contributors to this increase

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

included a \$1.4 million increase in the Measure LV Fund, which is reserved for future salary and benefit costs in accordance with Measure LV spending guidelines. Measure LV will continue to generate more revenues to be placed in its reserve fund until approximately fiscal year 2026-27 when employee compensation expenditures begin to exceed Measure LV revenues. Additional contributors to the fund balance include a \$743,000 increase in Internal Service Funds.

Of the total governmental fund balance, approximately 6.2 percent, or \$5.1 million, is classified as assigned and is available for discretionary spending. The remaining fund balance is subject to varying levels of external or internal constraints. Fund balance classifications, listed in order of their relative strength of spending restrictions, consist of restricted balances totaling 84.4 percent, or \$69.3 million, committed balances totaling 11.9 percent, or \$9.8 million, assigned balances as noted above, unassigned balances of negative \$2.3 million, and non-spendable balances of 0.2 percent, or \$200,501.

The negative unassigned fund balance at year-end is primarily attributable to timing-related accounting classifications rather than fiscal imbalance. Approximately \$1.3 million relates to American Rescue Plan Act (ARPA) funds that have been received but not yet expended and therefore cannot be recognized as revenue. The remaining balance is largely the result of expenditures incurred for which reimbursement requests have been submitted but not yet received as of year-end. Although the unassigned fund balance is negative, the City maintains sufficient liquidity through restricted and committed reserves, and this presentation does not indicate a cash shortfall or an inability to meet current obligations.

### **General Fund**

The General Fund, the City's primary operating fund, reported a total fund balance of \$20.9 million as of June 30, 2025, of which \$5.1 million is classified as assigned and available for discretionary purposes. To evaluate the General Fund's liquidity and financial flexibility, these balances are commonly compared to annual operating expenditures. The assigned fund balance represents approximately 10.5 percent of total General Fund operating expenditures, while the total fund balance represents approximately 43 percent. After excluding restricted and non-spendable amounts that are not available to support ongoing operations, the remaining General Fund balance represents approximately 30 percent of operating expenditures. This measure provides a more meaningful indication of the resources available to manage short-term risks, economic uncertainty, and unanticipated expenditures.

While the General Fund's total fund balance increased overall, the growth occurred primarily within restricted and non-spendable categories. Both committed and assigned fund balances declined during the year, reflecting a net use of approximately \$170,000 of discretionary fund balance.

To prepare for unforeseen events such as emergencies, adverse state budget impacts, economic downturns, or natural disasters, the City Council has adopted an emergency contingency policy requiring a minimum committed fund balance equal to 15 percent of the General Fund operating budget. In addition, the City maintains a Working Capital policy that preserves a five percent reserve to address economic uncertainties.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

During the most recent mid-year budget update, City Administration designated assigned fund balances to address potential unexpected expenditures. These allocations included \$500,000 for future workers' compensation claims, \$250,000 for litigation or legal expenses, and \$500,000 designated by the City Council for capital projects. These policies and allocations reflect the City's ongoing commitment to fiscal stability and preparedness.

The General Fund's total fund balance increased by \$605,482 during the fiscal year ended June 30, 2025. This increase was entirely attributable to investment income. Restricted fund balance includes the City's Section 115 Trust, which serves as a reserve for future unfunded pension liabilities and increased by \$574,754 during the year. The remaining increase, \$200,501 occurred within the non-spendable category, reflecting market value changes recognized during fiscal year 2024-25. With these two amounts being non-spendable or restricted the use of available reserves was \$169,773.

### **Other Major Governmental Funds**

In addition to the General Fund, the City reports four major governmental funds, the ARPA Fund, Measure A, the Measure LV Fund, and the Forfeiture LA IMPACT Fund.

ARPA ended the fiscal year with a change in fund balance of \$1.3 million, due to the recognition of ARPA revenues during the year, which reduced the ending negative fund balance from the prior year by more than \$2 million.

Measure A activity was driven largely by capital park investments supported by voter-approved regional park funding administered by Los Angeles County. While Measure A allocations have been formally awarded to the City over several years, the related revenues are reimbursable in nature and are recognized only as eligible expenditures are incurred and reimbursement requests are approved. As of June 30, 2025, the Measure A Fund reported a negative fund balance of approximately \$770,000, reflecting capital expenditures incurred during the year, including improvements at Las Flores Park, for which County allocations had been approved but reimbursements had not yet been received. This timing difference does not represent a funding shortfall and is expected to be resolved upon receipt of Measure A reimbursements in subsequent periods.

The Measure LV Fund reported a year-end fund balance of \$12.5 million. Spending guidelines for Measure LV establish two tiers of use, with the primary purpose being the funding of past and future salary and benefit increases to maintain competitive compensation levels relative to comparable agencies.

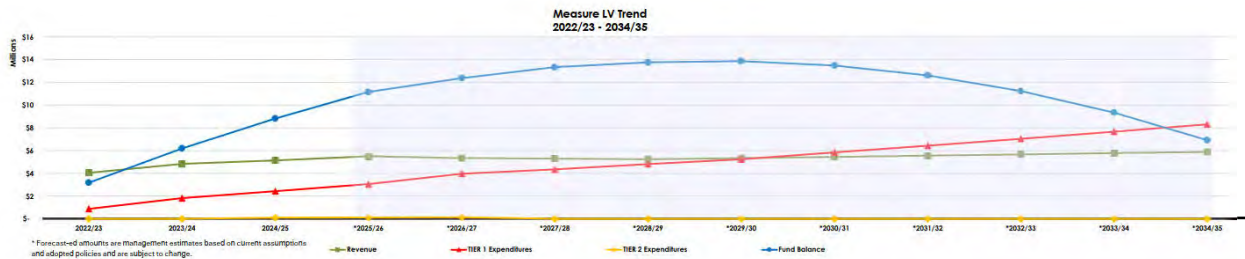
The Asset Forfeiture Fund reported a fund balance of \$9.6 million, which is restricted for task force operations.

### **Measure LV Fund**

Measure LV is a voter-approved transactions and use tax with legally restricted spending guidelines adopted by the City Council. Revenues generated by Measure LV are intended to support public safety, infrastructure, and employee compensation and benefit costs in accordance with those guidelines. Because certain eligible expenditures, particularly compensation-related costs, are expected to occur in future fiscal years, Measure LV revenues may be accumulated over time rather than expended in the year received. The City's financial strategy for Measure LV focuses on long-term sustainability, ensuring that one-time or volatile revenues are not used to support permanent ongoing obligations without sufficient future funding capacity.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The following chart illustrates the projected long-term use of Measure LV revenues under the City's existing Tier 1 and Tier 2 spending guidelines, including anticipated expenditures and the resulting projected fund balance over time.



The projections shown are based on current assumptions, adopted spending policies, and known cost drivers, including compensation and benefit obligations, and are intended to illustrate the long-term financial framework for Measure LV rather than serve as a budget commitment. Actual revenues and expenditures may differ due to changes in economic conditions, labor agreements, service demands, or future City Council actions. Accordingly, Measure LV fund balance levels fluctuate over time as revenues are set aside to support planned future expenditures, and the accumulation of fund balance does not represent surplus resources available for discretionary use outside the voter-approved spending guidelines.

The City places a strong emphasis on actively managing Measure LV revenues to ensure the long-term availability of resources for eligible future expenditures, including salary and benefit increases. Given the volatility of sales tax revenues and the ongoing growth in compensation and benefit costs, Measure LV is intentionally structured and monitored to avoid the use of one-time revenues for permanent obligations without sufficient future funding capacity. By accumulating fund balance during periods of stronger revenue performance and aligning expenditures with adopted Tier 1 and Tier 2 spending guidelines, the City seeks to maintain stability in labor funding over time while preserving fiscal flexibility and minimizing the risk of future structural imbalances.

### Proprietary funds

The combined unrestricted net position of the City's proprietary funds, consisting of the Water and Sewer Enterprise Funds, totaled \$13.1 million at the end of fiscal year 2024-25. The combined change in unrestricted net position for the year was a decrease of approximately \$200,000. This change was driven in part by pension expense recognized for accounting purposes under GASB 68, which can fluctuate from year to year based on actuarial valuations and deferred recognition of investment performance, as well as increased operating costs. The pension-related adjustments reflected in the current year do not correspond to changes in utility staffing levels or service delivery.

A comprehensive utility rate study has been completed, and new rates approved by the City Council will take effect January 1, 2026. The rate adjustments are intended to address long-term operating and capital needs of the Water and Sewer systems and are not related to short-term pension accounting fluctuations.

**MANAGEMENT’S DISCUSSION AND ANALYSIS**

**General Fund Budgetary Highlights**

The final amended General Fund expenditure budget increased by \$1.6 million compared to the original budget. This increase was primarily driven by budget adjustments, including approximately \$620,000 in encumbrance rollovers from the prior fiscal year and a net increase of \$660,000 identified during the mid-year budget review. The largest mid-year adjustment was a \$1,071,447 increase in Fire Department personnel costs related to overtime, partially offset by a \$520,000 reduction in the Public Works Department budget.

Actual expenditures were \$1.3 million below the final amended budget, primarily due to savings in the Public Safety Department. Overtime budgeted for fire operations was ultimately not required, contributing significantly to these savings. Although year-end retained earnings totaled \$605,482, this amount included approximately \$775,000 in non-spendable market value increases. After excluding non-spendable amounts and accounting for \$433,000 in encumbrance rollovers from fiscal year 2024-25, the use of spendable General Fund reserves totaled approximately \$600,000.

**Capital Assets and Depreciation**

**Capital Assets.** Capital assets are those assets used in the performance of the City’s functions, including land, buildings, and infrastructure. As of June 30, 2025, net capital assets for governmental activities totaled \$61.6 million, while net capital assets for business-type activities totaled \$28.9 million, for a combined total of \$90.6 million. Depreciation of capital assets is recognized in the government-wide financial statements. Total depreciation expense for the year was \$2.9 million, consisting of \$2.2 million for governmental activities and \$656,783 for business-type activities.

Table 3  
Capital Assets  
As of June 30, 2025 and 2024  
(net of accumulated depreciation)  
(in thousands)

|   | Governmental Activities |                  | Business-Type Activities |                  | Total            |                  |
|---|-------------------------|------------------|--------------------------|------------------|------------------|------------------|
|   | 2025                    | 2024             | 2025                     | 2024             | 2025             | 2024             |
| Land  | \$ 11,763               | \$ 11,763        | \$ 1,773                 | \$ 1,773         | \$ 13,536        | \$ 13,536        |
| Investment in water rights                    |                         |                  | \$ 11,977                | \$ 11,977        | \$ 11,977        | \$ 11,977        |
| Rights of way                                 | 9,619                   | 9,619            | -                        | -                | 9,619            | 9,619            |
| Buildings and improvements                    | 12,572                  | 9,693            | 1,020                    | 1,030            | 13,592           | 10,723           |
| Automotive equipment                          | 6,532                   | 6,733            | 397                      | 420              | 6,929            | 7,152            |
| Machinery & equipment                         | 3,805                   | 3,316            | 344                      | 391              | 4,149            | 3,707            |
| Office furniture & equipment                  | 980                     | 679              | 23                       | 25               | 1,003            | 704              |
| Infrastructure - streets, bridges and signals | 14,378                  | 10,159           |                          |                  | 14,378           | 10,159           |
| Construction In-Progress                      | 1,667                   | 1,703            |                          |                  | 1,667            | 1,703            |
| Property, plant & equipment SBITA             | -                       | -                | 13,405                   | 13,274           | 13,405           | 13,274           |
|   | 324                     | 515              | -                        | -                | 324              | 515              |
| <b>Total</b>                                  | <b>\$ 61,640</b>        | <b>\$ 54,179</b> | <b>\$ 28,939</b>         | <b>\$ 28,890</b> | <b>\$ 90,579</b> | <b>\$ 83,069</b> |

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Governmental Funds.** Total capital asset additions for governmental activities amounted to \$7.4 million, an increase of \$2.6 million compared to the prior year. The largest components of these additions were \$3.8 million for infrastructure, primarily streets, and \$1.9 million for buildings and other improvements which included the addition of a new restroom at Las Flores Park.

**Proprietary Funds.** Total capital asset additions for business-type activities were \$616,472, with the major increase of \$391,398 in Water Distribution which included rehab of a booster pump and the purchase of water meters.

Additional information on Capital Assets can be found in Note 5 of the Notes to the Basic Financial Statements.

### **Long-Term Liabilities and Debt Administration**

As of June 30, 2025, the City reported total long-term liabilities of \$88.3 million and non-current liabilities of \$75.6 million. These obligations consist of pension obligation bonds, revenue bonds, compensated absences, net pension and other post-employment benefit liabilities.

Total non-current liabilities decreased by a net \$4.29 million during the fiscal year. This reduction resulted from scheduled debt service payments, a \$1.1 million decrease in the City's net pension liability, and an \$876,000 decrease in the OPEB liability. The improvement in pension and OPEB liabilities reflects a combination of favorable actuarial experience and investment performance recognized during the valuation period.

While CalPERS experienced a significant negative investment return of -6.1 percent in fiscal year 2021-22, which materially increased pension liabilities in subsequent years, investment performance improved in fiscal year 2022-23, with a positive return of 5.8 percent. Although this return did not fully meet the assumed discount rate, it represented a substantial improvement from the prior year's loss and reduced the magnitude of investment-related actuarial losses. In addition, continued employer and employee contributions and favorable demographic experience further contributed to the reduction in the reported net pension liability.

Due to actuarial smoothing and the delayed recognition of investment gains and losses under GASB 68, changes in pension liabilities reflect multi-year trends rather than single-year market performance. As a result, the reduction in the City's net pension liability during fiscal year 2024-25 should be understood as an accounting-driven improvement influenced by improved market conditions and actuarial factors, rather than an indication that future pension costs or required employer contributions will decline in the near term.

The City maintained its credit ratings throughout fiscal year 2024-25. The City's issuer credit rating from Standard and Poor's remains AA+, reflecting strong financial management practices and stable credit quality. Under the California State Constitution, a city's general obligation debt is limited to 3.75 percent of its total assessed valuation. As of June 30, 2025, the City of La Verne's assessed valuation was \$234 million, providing substantial legal debt capacity.

**MANAGEMENT’S DISCUSSION AND ANALYSIS**

Table 4  
 Long term Liabilities  
 As of June 30, 2025 and 2024  
 (in thousands)

|                         | Governmental Activities |                  | Business-Type Activities |                 | Total            |                  |
|-------------------------|-------------------------|------------------|--------------------------|-----------------|------------------|------------------|
|                         | 2025                    | 2024             | 2025                     | 2024            | 2025             | 2024             |
| Revenue bonds           | \$ 4,590                | \$ 5,340         | \$ -                     | \$ -            | \$ 4,590         | \$ 5,340         |
| Pension bonds           | 40,102                  | 41,471           | 4,263                    | 4,409           | 44,365           | 45,880           |
| Compensated absences    | 3,282                   | 2,896            | 227                      | 177             | 3,509            | 3,073            |
| Unpaid claims liability | 1,584                   | 1,387            | -                        | -               | 1,584            | 1,387            |
| SBITA Liability         | 162                     | 412              | -                        | -               | 162              | 412              |
| Net Pension Liability   | 17,586                  | 18,495           | 3,288                    | 3,458           | 20,874           | 21,953           |
| Net OPEB Obligation     | 2,984                   | 3,580            | 1,404                    | 1,684           | 4,388            | 5,264            |
| <b>Total</b>            | <b>\$ 70,290</b>        | <b>\$ 73,581</b> | <b>\$ 9,182</b>          | <b>\$ 9,728</b> | <b>\$ 79,471</b> | <b>\$ 83,309</b> |

Additional information on the City's long-term liabilities can be found in notes 7, 8 and 9 of the Notes to the Basic Financial Statements.

**Economic Factors and Next Year's Budget, Tax Rates and Fee Levels**

As of June 2025, the City of La Verne continues to operate within a challenging and evolving economic environment influenced by broader national and statewide trends, including elevated interest rates, moderated inflation, and ongoing shifts in consumer behavior. Employment conditions remain relatively stable, and La Verne continues to function largely as a residential or “bedroom” community, with a significant portion of residents commuting to employment centers outside the City. While workforce reductions have occurred in select industries, these impacts have not materially altered overall employment stability within the community.

Inflationary pressures have moderated compared to prior years; however, the lingering effects of higher prices continue to influence household spending decisions. Consumers remain cautious, prioritizing essential goods and services while reducing discretionary spending. Sales tax revenues have shown no growth on a year-to-date basis through June 2025, reflecting constrained consumer activity. At the same time, the ongoing shift toward online purchasing and service-based consumption continues to challenge traditional brick-and-mortar retail establishments. This trend has been further compounded by the closure of several national retail chains, which has reduced local point-of-sale activity and increased volatility in sales tax receipts.

High interest rates, which have remained above six percent for much of the fiscal year, have significantly constrained housing market activity in La Verne. Elevated borrowing costs and limited housing inventory have reduced the number of residential transactions, resulting in relatively flat growth in property tax revenues despite continued increases in assessed values. While fewer homes are changing hands, property values remain strong, reflecting La Verne's desirability and the stability of its existing homeowner base. This dynamic has created a structural challenge for the City, as the cost of providing municipal services continues to rise while growth in property tax revenues remains comparatively limited due to low turnover.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

From a budgetary perspective, this environment underscores the City's reliance on economically sensitive revenue sources, particularly sales tax, while highlighting the importance of maintaining adequate reserves and exercising disciplined expenditure management. For fiscal year 2025-26, the City has continued to approach tax rates and user fees cautiously, balancing the need to fund essential services and infrastructure with affordability concerns for residents and businesses. Recent utility rate studies for the Water and Sewer Funds confirmed that rate adjustments were necessary to ensure long-term financial sustainability and to fund planned capital improvements, with approved rate increases scheduled to take effect beginning in calendar year 2026.

### **Pension Expense**

This discussion is intentionally detailed due to the material impact of pension costs and unfunded liabilities on the City's long-term financial sustainability and budget planning.

Despite the City's relative economic stability, long-term fiscal pressures continue to be driven primarily by pension obligations associated with the City's participation in the California Public Employees' Retirement System. Pension costs are funded through a combination of employee contributions, employer contributions, and investment earnings. Required employer contributions are highly sensitive to actuarial assumptions and investment performance, both of which are outside the City's direct control.

The reduction of the CalPERS discount rate from seven percent to 6.8 percent, along with changes in demographic and economic assumptions related to salary growth, payroll trends, cost-of-living adjustments, mortality, and retirement behavior, has increased the City's long-term pension liabilities over time. While these assumptions are intended to improve the long-term sustainability of the system, they have also resulted in higher required contributions for participating employers, including the City.

The City has taken proactive steps to manage pension-related risks and costs. These actions include adopting the Public Employees' Pension Reform Act in 2013 for new employees, issuing a Pension Obligation Bond in 2018 to address a portion of the unfunded liability at a fixed interest rate, and establishing a Pension Stabilization Fund to help mitigate contribution volatility. These measures have improved predictability and provided short-term relief; however, they have not eliminated the underlying exposure to market-driven fluctuations.

CalPERS actuarial valuations are released annually and establish employer contribution rates with a two-year lag between the measurement date and the fiscal year in which the rates are applied. As a result, pension costs can change significantly from year to year based on investment performance that occurred several years earlier. This lag complicates long-term financial planning and limits the City's ability to respond quickly to changing conditions.

Investment performance has demonstrated considerable volatility in recent years. Strong returns in fiscal year 2020-21 significantly reduced required contributions in subsequent years, while investment losses in fiscal year 2021-22 resulted in a sharp increase in unfunded actuarial liability payments. For fiscal year 2025-26, the City is experiencing a substantial increase in required pension contributions as a result of those earlier market losses. Although preliminary investment results for fiscal year 2024-25 indicate returns exceeding the assumed discount rate, the financial benefits of those gains will not be reflected in employer contribution rates until future fiscal years due to the actuarial smoothing and lagged reporting process.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

CalPERS amortizes unfunded actuarial liabilities over extended periods, similar to a mortgage, using multiple amortization layers based on the source of the liability. Investment gains and losses are generally amortized over 20 years with smoothing mechanisms, while assumption and experience changes may be amortized over periods of up to 30 years. While these policies reduce short-term volatility, they also result in increasing contribution requirements over time when losses occur, even as market conditions improve.

The resulting growth in unfunded actuarial liability payments presents a significant challenge for City leadership. These obligations are largely driven by global market conditions and CalPERS investment performance, yet must be funded through local revenues. Opportunities to mitigate these costs through local policy decisions are limited and often compete with other priorities, including employee retention, recruitment, and the continued delivery of essential services.

### **Outlook**

These considerations have been incorporated into the City's fiscal year 2025-26 budget assumptions, which include conservative revenue projections and a continued emphasis on reserve preservation.

In response to prevailing economic and fiscal conditions, the City continues to approach budget development with a focus on long-term sustainability, prudent reserve management, and careful evaluation of ongoing service levels. In prior years, the City adopted a strategic objective of working toward a structurally balanced budget. This remains a citywide goal that involves collaboration among City Council, staff, and the community to ensure that recurring revenues are sufficient to support ongoing expenditures.

While the City of La Verne benefits from a stable residential base and strong community cohesion, structural cost pressures, particularly those related to pensions and employee benefits, are expected to continue influencing budget decisions in the coming years.

The City remains committed to maintaining a competitive and stable compensation system for its employees while balancing affordability for residents and businesses. Achieving this balance will require continued monitoring of economic conditions, conservative revenue assumptions, and proactive planning for long-term liabilities. Through disciplined financial management and forward-looking policy decisions, the City is positioning itself to address near-term challenges while preserving its capacity to deliver high-quality municipal services.

### **Requests for Information**

This financial report is designed to provide a general overview of the City of La Verne's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Director, City of La Verne, 3660 D Street, La Verne, California 91750, (909) 596-8752.

Due to the size of the ACFR,  
a hard copy is available with the  
City Clerk's Office  
and the entire file is available online at  
[www.lavernceca.gov/ACFR](http://www.lavernceca.gov/ACFR)

# City of La Verne, City Council Agenda Report



**DATE:** January 20, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** JR Ranells, Assistant City Manager  
**SUBJECT:** **RESOLUTION ADOPTING A SALARY CHART FOR PART-TIME EMPLOYEES.**

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## **SUMMARY**

The attached resolution and associated part-time salary table reflect adjustments in compensation resulting from increases in the California Minimum Wage.

## **RECOMMENDATION**

That the City Council adopt the attached Resolution titled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, ADOPTING A SALARY CHART FOR PART-TIME EMPLOYEES."

## **DISCUSSION**

On January 1, 2026, the minimum wage in California increased from \$16.50 to \$16.90 per hour. To comply with State law, La Verne employees making under \$16.90 per hour were administratively adjusted as of January 1. However, formal approval of the part-time salary table is needed to reflect the increase as well as adjust other positions linked to minimum wage in order to prevent compaction issues. Generally, part-time positions linked to minimum wage will increase a little under two- and one-half percent (2.5%).

Since all employees under the statutory amount of \$16.90 per hour have already been administratively adjusted, Staff is requesting the City Council approved changes be effective on January 25, 2026, to coincide with the beginning of the next new pay period.

## **FISCAL ANALYSIS**

The recommended action is estimated to have a fiscal impact of \$9,671 for the remainder of the Fiscal Year 2025-26 budget. Approval of the recommended action includes an appropriation of \$9,671 within the General Fund, with a corresponding appropriation in the same amount within Measure LV to fund the transfer to the General Fund.

## **ENVIRONMENTAL ANALYSIS**

Not applicable.

## **LEGAL REVIEW**

This report was reviewed and approved by the City Attorney.

## **ATTACHMENTS**

1. Resolution for January 2026 Minimum Wage Adjustments

2. Salary Chart - Part\_Time\_1.20.2026\_

**RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, ADOPTING A SALARY CHART FOR PART-TIME EMPLOYEES**

**BE IT RESOLVED** by the City Council of the City of La Verne as follows:

**Section 1.** The salary chart for part-time employees, effective January 25, 2026, attached hereto and made a part hereof by reference as though the same were set forth in full herein is hereby adopted.

**Section 2.** Resolution No. 25-02 is hereby repealed in its entirety.

**Section 3.** That the City Council hereby amends the Fiscal Year 2025-26 Adopted Budget in the amount of \$9,671 within the General Fund , with a corresponding appropriation in the same amount within Measure LV to fund the transfer to the General Fund.

**Section 4.** The Mayor shall sign and the Deputy City Clerk shall certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force.

**PASSED, APPROVED AND ADOPTED this 20<sup>th</sup> of January, 2026.**

\_\_\_\_\_  
Mayor Tim Hepburn

ATTEST:

\_\_\_\_\_  
Debra Fritz, Deputy City Clerk

I hereby certify that the foregoing **Resolution No. 26-XX** was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the **20<sup>th</sup> day of January, 2026**, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Debra Fritz, Deputy City Clerk



City of La Verne  
Part Time Salary Table

Agenda Packet - January 20, 2026  
Effective  
1-20-2026

Part-Time

| GRADE | DESCRIPTION               | STEP | CURRENT | INCREASE | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| *601  | PT-ACCOUNT CLERK I        | 1    | 21.5850 |          | 21.5850 |
|       | PT-ACCOUNT CLERK I        | 2    | 22.6642 |          | 22.6642 |
|       | PT-ACCOUNT CLERK I        | 3    | 23.7979 |          | 23.7979 |
|       | PT-ACCOUNT CLERK I        | 4    | 24.9877 |          | 24.9877 |
|       | PT-ACCOUNT CLERK I        | 5    | 26.2375 |          | 26.2375 |
| *602  | PT-ADMIN. ANALYST         | 1    | 29.6292 |          | 29.6292 |
|       | PT-ADMIN. ANALYST         | 2    | 31.1109 |          | 31.1109 |
|       | PT-ADMIN. ANALYST         | 3    | 32.6663 |          | 32.6663 |
|       | PT-ADMIN. ANALYST         | 4    | 34.2999 |          | 34.2999 |
|       | PT-ADMIN. ANALYST         | 5    | 36.0145 |          | 36.0145 |
| 608   | PT-ADMIN. BATTALION CHIEF | 1    | 75.7083 |          | 75.7083 |
|       | PT-ADMIN. BATTALION CHIEF | 2    | 79.4937 |          | 79.4937 |
|       | PT-ADMIN. BATTALION CHIEF | 3    | 83.4686 |          | 83.4686 |
|       | PT-ADMIN. BATTALION CHIEF | 4    | 87.6416 |          | 87.6416 |
|       | PT-ADMIN. BATTALION CHIEF | 5    | 92.0236 |          | 92.0236 |
| *605  | PT-ADMIN. CLERK I         | 1    | 19.9322 |          | 19.9322 |
|       | PT-ADMIN. CLERK I         | 2    | 20.9289 |          | 20.9289 |
|       | PT-ADMIN. CLERK I         | 3    | 21.9756 |          | 21.9756 |
|       | PT-ADMIN. CLERK I         | 4    | 23.0739 |          | 23.0739 |
|       | PT-ADMIN. CLERK I         | 5    | 24.2278 |          | 24.2278 |
| *603  | PT-ADMIN. CLERK II        | 1    | 21.9756 |          | 21.9756 |
|       | PT-ADMIN. CLERK II        | 2    | 23.0739 |          | 23.0739 |
|       | PT-ADMIN. CLERK II        | 3    | 24.2278 |          | 24.2278 |
|       | PT-ADMIN. CLERK II        | 4    | 25.4390 |          | 25.4390 |
|       | PT-ADMIN. CLERK II        | 5    | 26.7118 |          | 26.7118 |
| 632   | PT-ADMIN. FIRE CAPTAIN    | 1    | 58.5921 |          | 58.5921 |
|       | PT-ADMIN. FIRE CAPTAIN    | 2    | 61.5207 |          | 61.5207 |
|       | PT-ADMIN. FIRE CAPTAIN    | 3    | 64.5972 |          | 64.5972 |
|       | PT-ADMIN. FIRE CAPTAIN    | 4    | 67.8269 |          | 67.8269 |
|       | PT-ADMIN. FIRE CAPTAIN    | 5    | 71.2188 |          | 71.2188 |
| 606   | PT-ADMINISTRATIVE INTERN  | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-ADMINISTRATIVE INTERN  | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-ADMINISTRATIVE INTERN  | 3    | 18.1912 | 2.42%    | 18.6323 |
|       | PT-ADMINISTRATIVE INTERN  | 4    | 19.1000 | 2.42%    | 19.5639 |



City of La Verne  
Part Time Salary Table

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Part-Time

| GRADE | DESCRIPTION               | STEP | CURRENT | INCREASE | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 607   | PT-ADMINISTRATIVE OFFICER | 1    | 58.5921 |          | 58.5921 |
|       | PT-ADMINISTRATIVE OFFICER | 2    | 61.5207 |          | 61.5207 |
|       | PT-ADMINISTRATIVE OFFICER | 3    | 64.5972 |          | 64.5972 |
|       | PT-ADMINISTRATIVE OFFICER | 4    | 67.8269 |          | 67.8269 |
|       | PT-ADMINISTRATIVE OFFICER | 5    | 71.2188 |          | 71.2188 |
| *609  | PT-ADMINISTRATIVE SEC.    | 1    | 27.8034 |          | 27.8034 |
|       | PT-ADMINISTRATIVE SEC.    | 2    | 29.1942 |          | 29.1942 |
|       | PT-ADMINISTRATIVE SEC.    | 3    | 30.6527 |          | 30.6527 |
|       | PT-ADMINISTRATIVE SEC.    | 4    | 32.1855 |          | 32.1855 |
|       | PT-ADMINISTRATIVE SEC.    | 5    | 33.7957 |          | 33.7957 |
| 613   | PT-AMBULANCE OPERATOR     | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-AMBULANCE OPERATOR     | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-AMBULANCE OPERATOR     | 3    | 18.1912 | 2.42%    | 18.6323 |
|       | PT-AMBULANCE OPERATOR     | 4    | 19.1000 | 2.42%    | 19.5639 |
|       | PT-AMBULANCE OPERATOR     | 5    | 20.0550 | 2.42%    | 20.5421 |
| 677   | PT-APPRENTICE FIREFIGHTER | 1    | 16.5000 |          | 16.9000 |
| *610  | PT-ASSISTANT PLANNER      | 1    | 35.0885 |          | 35.0885 |
|       | PT-ASSISTANT PLANNER      | 2    | 36.8427 |          | 36.8427 |
|       | PT-ASSISTANT PLANNER      | 3    | 38.6852 |          | 38.6852 |
|       | PT-ASSISTANT PLANNER      | 4    | 40.6192 |          | 40.6192 |
|       | PT-ASSISTANT PLANNER      | 5    | 42.6505 |          | 42.6505 |
| 611   | PT-ASSISTANT POOL MANAGER | 1    | 21.5622 | 2.42%    | 22.0849 |
|       | PT-ASSISTANT POOL MANAGER | 2    | 22.6403 | 2.42%    | 23.1892 |
|       | PT-ASSISTANT POOL MANAGER | 3    | 23.7724 | 2.42%    | 24.3487 |
|       | PT-ASSISTANT POOL MANAGER | 4    | 24.9610 | 2.42%    | 25.5661 |
| *614  | PT-AUTO PARTS TECHNICIAN  | 1    | 22.8505 |          | 22.8505 |
|       | PT-AUTO PARTS TECHNICIAN  | 2    | 23.9927 |          | 23.9927 |
|       | PT-AUTO PARTS TECHNICIAN  | 3    | 25.1920 |          | 25.1920 |
|       | PT-AUTO PARTS TECHNICIAN  | 4    | 26.4520 |          | 26.4520 |
|       | PT-AUTO PARTS TECHNICIAN  | 5    | 27.7753 |          | 27.7753 |
| 639   | PT-CITY COUNCIL           | 1    | -       |          | -       |
| 615   | PT-CLERICAL ASSISTANT I   | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-CLERICAL ASSISTANT I   | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-CLERICAL ASSISTANT I   | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-CLERICAL ASSISTANT I   | 4    | 19.1000 | 2.42%    | 19.5630 |



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Part Time Salary Table

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| GRADE | DESCRIPTION               | STEP | CURRENT | INCREASE | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 617   | PT-CLERICAL ASSISTANT II  | 1    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-CLERICAL ASSISTANT II  | 2    | 19.1000 | 2.42%    | 19.5630 |
|       | PT-CLERICAL ASSISTANT II  | 3    | 20.0550 | 2.42%    | 20.5411 |
|       | PT-CLERICAL ASSISTANT II  | 4    | 21.0577 | 2.42%    | 21.5681 |
| 616   | PT-CLERICAL ASSISTANT III | 1    | 20.0550 | 2.42%    | 20.5411 |
|       | PT-CLERICAL ASSISTANT III | 2    | 21.0577 | 2.42%    | 21.5681 |
|       | PT-CLERICAL ASSISTANT III | 3    | 22.1106 | 2.42%    | 22.6466 |
|       | PT-CLERICAL ASSISTANT III | 4    | 23.2162 | 2.42%    | 23.7790 |
| *619  | PT-COMMUNICATIONS OFFICER | 1    | 29.8983 |          | 29.8983 |
|       | PT-COMMUNICATIONS OFFICER | 2    | 31.3935 |          | 31.3935 |
|       | PT-COMMUNICATIONS OFFICER | 3    | 32.9634 |          | 32.9634 |
|       | PT-COMMUNICATIONS OFFICER | 4    | 34.6115 |          | 34.6115 |
|       | PT-COMMUNICATIONS OFFICER | 5    | 36.3420 |          | 36.3420 |
| 620   | PT-COMPUTER OPERATOR      | 1    | 17.2407 |          | 17.2407 |
|       | PT-COMPUTER OPERATOR      | 2    | 18.1027 |          | 18.1027 |
|       | PT-COMPUTER OPERATOR      | 3    | 19.0077 |          | 19.0077 |
|       | PT-COMPUTER OPERATOR      | 4    | 19.9582 |          | 19.9582 |
| 623   | PT-CROSSING GUARD         | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-CROSSING GUARD         | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-CROSSING GUARD         | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-CROSSING GUARD         | 4    | 19.1000 | 2.42%    | 19.5630 |
| 625   | PT-CUST. SERV REP TRAINEE | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-CUST. SERV REP TRAINEE | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-CUST. SERV REP TRAINEE | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-CUST. SERV REP TRAINEE | 4    | 19.1000 | 2.42%    | 19.5630 |
| 626   | PT-DEPUTY EMRGNCY OPS CHF | 1    | 78.6055 |          | 78.6055 |
|       | PT-DEPUTY EMRGNCY OPS CHF | 2    | 82.5360 |          | 82.5360 |
|       | PT-DEPUTY EMRGNCY OPS CHF | 3    | 86.6627 |          | 86.6627 |
|       | PT-DEPUTY EMRGNCY OPS CHF | 4    | 90.9958 |          | 90.9958 |
|       | PT-DEPUTY EMRGNCY OPS CHF | 5    | 95.5455 |          | 95.5455 |
| 624   | PT-DEPUTY FIRE MARSHAL    | 5    | 44.6240 |          | 44.6240 |
| 689   | PT-EFFICIENCY TECHNICIAN  | 1    | 23.0739 |          | 23.0739 |
|       | PT-EFFICIENCY TECHNICIAN  | 2    | 24.2278 |          | 24.2278 |
|       | PT-EFFICIENCY TECHNICIAN  | 3    | 25.4400 |          | 25.4400 |
|       | PT-EFFICIENCY TECHNICIAN  | 4    | 26.7120 |          | 26.7120 |



City of La Verne  
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| GRADE | DESCRIPTION               | STEP | CURRENT | INCREASE | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 690   | PT-ELECTION ASSISTANT     | 1    | 17.0690 |          | 17.0690 |
|       | PT-ELECTION ASSISTANT     | 2    | 17.9275 |          | 17.9275 |
|       | PT-ELECTION ASSISTANT     | 3    | 18.8264 |          | 18.8264 |
|       | PT-ELECTION ASSISTANT     | 4    | 19.7662 |          | 19.7662 |
| 628   | PT-ELECTION COORDINATOR   | 1    | 53.0000 |          | 53.0000 |
| 618   | PT-ELECTION OFFICIAL      | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-ELECTION OFFICIAL      | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-ELECTION OFFICIAL      | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-ELECTION OFFICIAL      | 4    | 19.1000 | 2.42%    | 19.5630 |
| 627   | PT-ENGINEERING AIDE       | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-ENGINEERING AIDE       | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-ENGINEERING AIDE       | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-ENGINEERING AIDE       | 4    | 19.1000 | 2.42%    | 19.5630 |
| 629   | PT-EQ.MECHANIC's AIDE     | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-EQ.MECHANIC's AIDE     | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-EQ.MECHANIC's AIDE     | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-EQ.MECHANIC's AIDE     | 4    | 19.1000 | 2.42%    | 19.5630 |
| *636  | PT-FINANCE MANAGER        | 1    | 60.7909 |          | 60.7909 |
|       | PT-FINANCE MANAGER        | 2    | 63.8308 |          | 63.8308 |
|       | PT-FINANCE MANAGER        | 3    | 67.0220 |          | 67.0220 |
|       | PT-FINANCE MANAGER        | 4    | 70.3735 |          | 70.3735 |
|       | PT-FINANCE MANAGER        | 5    | 73.8921 |          | 73.8921 |
| *638  | PT-FIRE MARSHAL           | 1    | 61.0866 |          | 61.0866 |
|       | PT-FIRE MARSHAL           | 2    | 64.1409 |          | 64.1409 |
|       | PT-FIRE MARSHAL           | 3    | 67.3480 |          | 67.3480 |
|       | PT-FIRE MARSHAL           | 4    | 70.7154 |          | 70.7154 |
|       | PT-FIRE MARSHAL           | 5    | 74.2512 |          | 74.2512 |
| 634   | PT-FIRE PREVENTION AIDE   | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-FIRE PREVENTION AIDE   | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-FIRE PREVENTION AIDE   | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-FIRE PREVENTION AIDE   | 4    | 19.1000 | 2.42%    | 19.5630 |
| *630  | PT-FIRE SAFETY SPECIALIST | 1    | 32.6592 |          | 32.6592 |
|       | PT-FIRE SAFETY SPECIALIST | 2    | 34.2918 |          | 34.2918 |
|       | PT-FIRE SAFETY SPECIALIST | 3    | 36.0064 |          | 36.0064 |
|       | PT-FIRE SAFETY SPECIALIST | 4    | 37.8068 |          | 37.8068 |
|       | PT-FIRE SAFETY SPECIALIST | 5    | 39.6975 |          | 39.6975 |



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| GRADE | DESCRIPTION               | STEP | CURRENT | INCREASE | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 633   | PT-GRADUATE INTERN        | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-GRADUATE INTERN        | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-GRADUATE INTERN        | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-GRADUATE INTERN        | 4    | 19.1000 | 2.42%    | 19.5630 |
| 635   | PT-LABORER                | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-LABORER                | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-LABORER                | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-LABORER                | 4    | 19.1000 | 2.42%    | 19.5630 |
| 637   | PT-LIFEGUARD              | 1    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-LIFEGUARD              | 2    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-LIFEGUARD              | 3    | 19.1000 | 2.42%    | 19.5630 |
|       | PT-LIFEGUARD              | 4    | 20.0550 | 2.42%    | 20.5411 |
| *612  | PT-MAINTENANCE WORKER I   | 1    | 22.8505 |          | 22.8505 |
|       | PT-MAINTENANCE WORKER I   | 2    | 23.9927 |          | 23.9927 |
|       | PT-MAINTENANCE WORKER I   | 3    | 25.1920 |          | 25.1920 |
|       | PT-MAINTENANCE WORKER I   | 4    | 26.4520 |          | 26.4520 |
|       | PT-MAINTENANCE WORKER I   | 5    | 27.7753 |          | 27.7753 |
| *640  | PT-MOBILE COMMND PST OPRT | 1    | 56.5485 |          | 56.5485 |
| 642   | PT-PARK INTERN            | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-PARK INTERN            | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-PARK INTERN            | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-PARK INTERN            | 4    | 19.1000 | 2.42%    | 19.5630 |
| 644   | PT-PARKING CITAT HEAR OFC | 1    | 60.0000 |          | 60.0000 |
| 646   | PT-PARKS WORKER I         | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-PARKS WORKER I         | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-PARKS WORKER I         | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-PARKS WORKER I         | 4    | 19.1000 | 2.42%    | 19.5630 |
| 649   | PT-PLANNING INTERN        | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-PLANNING INTERN        | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-PLANNING INTERN        | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-PLANNING INTERN        | 4    | 19.1000 | 2.42%    | 19.5630 |
| *651  | PT-POLICE AIDE I          | 1    | 21.6630 |          | 21.6630 |
|       | PT-POLICE AIDE I          | 2    | 22.7462 |          | 22.7462 |
|       | PT-POLICE AIDE I          | 3    | 23.8843 |          | 23.8843 |
|       | PT-POLICE AIDE I          | 4    | 25.0786 |          | 25.0786 |
|       | PT-POLICE AIDE I          | 5    | 26.3325 |          | 26.3325 |



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| GRADE | DESCRIPTION            | STEP | CURRENT | INCREASE | UPDATED |
|-------|------------------------|------|---------|----------|---------|
| *652  | PT-POLICE AIDE II      | 1    | 23.8843 |          | 23.8843 |
|       | PT-POLICE AIDE II      | 2    | 25.0786 |          | 25.0786 |
|       | PT-POLICE AIDE II      | 3    | 26.3325 |          | 26.3325 |
|       | PT-POLICE AIDE II      | 4    | 27.6491 |          | 27.6491 |
|       | PT-POLICE AIDE II      | 5    | 29.0319 |          | 29.0319 |
| 655   | PT-POLICE CADET        | 1    | 16.8300 | 2.42%    | 17.2380 |
|       | PT-POLICE CADET        | 2    | 17.6715 | 2.42%    | 18.0999 |
|       | PT-POLICE CADET        | 3    | 18.5551 | 2.42%    | 19.0049 |
|       | PT-POLICE CADET        | 4    | 19.4829 | 2.42%    | 19.9552 |
| *604  | PT-POLICE CLERK I      | 1    | 21.6630 |          | 21.6630 |
|       | PT-POLICE CLERK I      | 2    | 22.7462 |          | 22.7462 |
|       | PT-POLICE CLERK I      | 3    | 23.8843 |          | 23.8843 |
|       | PT-POLICE CLERK I      | 4    | 25.0786 |          | 25.0786 |
|       | PT-POLICE CLERK I      | 5    | 26.3325 |          | 26.3325 |
| 654   | PT-POOL AIDE           | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-POOL AIDE           | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-POOL AIDE           | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-POOL AIDE           | 4    | 19.1000 | 2.42%    | 19.5630 |
| 656   | PT-POOL CASHIER        | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-POOL CASHIER        | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-POOL CASHIER        | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-POOL CASHIER        | 4    | 19.1000 | 2.42%    | 19.5630 |
| 657   | PT-POOL INSTRUCTOR I   | 1    | 20.0550 | 2.42%    | 20.5411 |
|       | PT-POOL INSTRUCTOR I   | 2    | 21.0577 | 2.42%    | 21.5681 |
|       | PT-POOL INSTRUCTOR I   | 3    | 22.1105 | 2.42%    | 22.6465 |
|       | PT-POOL INSTRUCTOR I   | 4    | 23.2160 | 2.42%    | 23.7788 |
| 661   | PT-POOL MANAGER        | 1    | 25.6238 | 2.42%    | 26.2449 |
|       | PT-POOL MANAGER        | 2    | 26.9049 | 2.42%    | 27.5571 |
|       | PT-POOL MANAGER        | 3    | 28.2501 | 2.42%    | 28.9349 |
|       | PT-POOL MANAGER        | 4    | 29.6626 | 2.42%    | 30.3816 |
| 663   | PT-PRESCHOOL ASSISTANT | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-PRESCHOOL ASSISTANT | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-PRESCHOOL ASSISTANT | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-PRESCHOOL ASSISTANT | 4    | 19.1000 | 2.42%    | 19.5630 |



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| GRADE | DESCRIPTION              | STEP | CURRENT | INCREASE | UPDATED |
|-------|--------------------------|------|---------|----------|---------|
| 664   | PT-PRESCHOOL COORDINATOR | 1    | 21.0577 | 2.42%    | 21.5681 |
|       | PT-PRESCHOOL COORDINATOR | 2    | 22.1105 | 2.42%    | 22.6465 |
|       | PT-PRESCHOOL COORDINATOR | 3    | 23.2160 | 2.42%    | 23.7788 |
|       | PT-PRESCHOOL COORDINATOR | 4    | 24.3768 | 2.42%    | 24.9677 |
| 665   | PT-PRESCHOOL INSTRUCTOR  | 1    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-PRESCHOOL INSTRUCTOR  | 2    | 19.1000 | 2.42%    | 19.5630 |
|       | PT-PRESCHOOL INSTRUCTOR  | 3    | 20.0550 | 2.42%    | 20.5411 |
|       | PT-PRESCHOOL INSTRUCTOR  | 4    | 21.0577 | 2.42%    | 21.5681 |
| *667  | PT-REC. COORDINATOR      | 1    | 28.0163 |          | 28.0163 |
|       | PT-REC. COORDINATOR      | 2    | 29.4175 |          | 29.4175 |
|       | PT-REC. COORDINATOR      | 3    | 30.8880 |          | 30.8880 |
|       | PT-REC. COORDINATOR      | 4    | 32.4328 |          | 32.4328 |
|       | PT-REC. COORDINATOR      | 5    | 34.0541 |          | 34.0541 |
| 669   | PT-REC. LEADER I         | 1    | 16.5000 | 2.42%    | 16.9000 |
|       | PT-REC. LEADER I         | 2    | 17.3250 | 2.42%    | 17.7450 |
|       | PT-REC. LEADER I         | 3    | 18.1912 | 2.42%    | 18.6322 |
|       | PT-REC. LEADER I         | 4    | 19.1000 | 2.42%    | 19.5630 |
| 670   | PT-REC. LEADER II        | 1    | 18.1906 | 2.42%    | 18.6315 |
|       | PT-REC. LEADER II        | 2    | 19.1000 | 2.42%    | 19.5630 |
|       | PT-REC. LEADER II        | 3    | 20.0550 | 2.42%    | 20.5411 |
|       | PT-REC. LEADER II        | 4    | 21.0577 | 2.42%    | 21.5681 |
| 672   | PT-REC. SPECIALIST I     | 1    | 19.1000 | 2.42%    | 19.5630 |
|       | PT-REC. SPECIALIST I     | 2    | 20.0550 | 2.42%    | 20.5411 |
|       | PT-REC. SPECIALIST I     | 3    | 21.0577 | 2.42%    | 21.5681 |
|       | PT-REC. SPECIALIST I     | 4    | 22.1106 | 2.42%    | 22.6466 |
| 674   | PT-REC SPECIALIST II     | 1    | 21.0577 | 2.42%    | 21.5681 |
|       | PT-REC SPECIALIST II     | 2    | 22.1106 | 2.42%    | 22.6466 |
|       | PT-REC SPECIALIST II     | 3    | 23.2161 | 2.42%    | 23.7789 |
|       | PT-REC SPECIALIST II     | 4    | 24.3768 | 2.42%    | 24.9677 |
| 675   | PT-REC. SPECIALIST III   | 1    | 23.2161 | 2.42%    | 23.7789 |
|       | PT-REC. SPECIALIST III   | 2    | 24.3768 | 2.42%    | 24.9677 |
|       | PT-REC. SPECIALIST III   | 3    | 25.5956 | 2.42%    | 26.2160 |
|       | PT-REC. SPECIALIST III   | 4    | 26.8753 | 2.42%    | 27.5268 |



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| GRADE | DESCRIPTION               | STEP | CURRENT | INCREASE | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 676   | PT-REC. SPECIALIST IV     | 1    | 25.5956 | 2.42%    | 26.2160 |
|       | PT-REC. SPECIALIST IV     | 2    | 26.8753 | 2.42%    | 27.5268 |
|       | PT-REC. SPECIALIST IV     | 3    | 28.2190 | 2.42%    | 28.9030 |
|       | PT-REC. SPECIALIST IV     | 4    | 29.6299 | 2.42%    | 30.3481 |
| 678   | PT-RESERVE FIREFIGHTER    | 1    | 16.5000 | 2.42%    | 16.9000 |
| *682  | PT-RESERVE POLICE OFC III | 1    | 47.4070 |          | 47.4070 |
| *680  | PT-RESERVE POLICE OFCR I  | 1    | 47.4070 |          | 47.4070 |
| *681  | PT-RESERVE POLICE OFCR II | 1    | 47.4070 |          | 47.4070 |
| *686  | PT-SENIOR MNGMNT ANALYST  | 1    | 43.7770 |          | 43.7770 |
|       | PT-SENIOR MNGMNT ANALYST  | 2    | 45.9663 |          | 45.9663 |
|       | PT-SENIOR MNGMNT ANALYST  | 3    | 48.2645 |          | 48.2645 |
|       | PT-SENIOR MNGMNT ANALYST  | 4    | 50.6777 |          | 50.6777 |
|       | PT-SENIOR MNGMNT ANALYST  | 5    | 53.2116 |          | 53.2116 |

\* Full-Time Equivalent

# City of La Verne, City Council Agenda Report



**DATE:** January 20, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** Debra Fritz, Deputy City Clerk  
**SUBJECT:** **SECOND READING AND ADOPTION OF AN ORDINANCE PERTAINING TO REGULATING UNMANNED AIRCRAFT.**

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## **SUMMARY**

City Council is asked to adopt an ordinance establishing local regulations governing the takeoff and landing of Unmanned Aircraft Systems (UAS), commonly referred to as drones. Adoption of this ordinance ensures alignment with Federal Aviation Administration (FAA) authority while appropriately exercising the City's authority to regulate activities impacting public safety.

## **RECOMMENDATION**

That the City Council adopt Ordinance 26-1138, entitled "AN ORDINANCE OF THE CITY COUNCIL, CITY OF LA VERNE, CALIFORNIA, ADDING CHAPTER 8.37 TO TITLE 8 OF THE LA VERNE MUNICIPAL CODE REGULATING THE USE OF UNMANNED AIRCRAFT SYSTEMS (DRONES)."

## **DISCUSSION**

As presented by the La Verne Police Department, drone technology is becoming more common in recreation, education, and commercial work. The proposed ordinance addresses unsafe or unauthorized drone operations, particularly those occurring near schools, special events, and emergency incidents, and creates a permit process for approved UAS activities. Because the City is near Brackett Field Airport, federal authorization requirements also apply. In summary, the proposed ordinance establishes a new Chapter 8.37 within Title 8 of the La Verne Municipal Code to regulate the operation of UAS, commonly referred to as drones.

This item was introduced for first reading at the December 15, 2025, meeting and approved by a vote of 5-0.

## **FISCAL ANALYSIS**

The ordinance authorizes cost recovery through permit fees and administrative citations. Enforcement will be carried out by existing City staff and will not require additional personnel or new resources.

## **ENVIRONMENTAL ANALYSIS**

This action is categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3), the common-sense exemption, as it can be seen with certainty that the proposed ordinance will not have a significant effect on the environment.

## **LEGAL REVIEW**

Reviewed and approved by the City Attorney.

**ATTACHMENTS**

1. Unmanned Aircraft Systems (Drones) 26-1138

**ORDINANCE NO. 26-1138**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, ADDING CHAPTER 8.37 TO TITLE 8 OF THE LA VERNE MUNICIPAL CODE REGULATING THE USE OF UNMANNED AIRCRAFT SYSTEMS (DRONES)**

**WHEREAS**, the City Council of the City of La Verne recognizes that unmanned aircraft systems (UAS), commonly referred to as drones, are increasingly used for recreation, education, commerce, and public safety; and

**WHEREAS**, portions of the City of La Verne lie within controlled airspace associated with Brackett Field Airport (POC), a Federal Aviation Administration (FAA) Class D airspace facility, requiring FAA authorization for certain UAS flights; and

**WHEREAS**, the City Council finds it necessary to regulate the launching and landing of UAS from City property to protect the safety, privacy, and quiet enjoyment of residents and visitors; and

**WHEREAS**, the City Council further finds that the FAA regulates navigable airspace and flight operations, while local governments retain authority to regulate the use of City property and ground-based activities; and

**WHEREAS**, this ordinance is consistent with federal law, applicable state statutes, and the City's authority to regulate activities on municipal property for the protection of public safety, privacy, and welfare; and

**WHEREAS**, the City Council now desires to establish reasonable regulations for UAS operations launched from or landed on City property and to create a permitting system for authorized uses;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA VERNE DOES ORDAIN AS FOLLOWS:**

**Section 1.** A new Chapter 8.37 - Unmanned Aircraft Systems is hereby added to Title 8 of the La Verne Municipal Code to read as follows:

**Chapter 8.37 - UNMANNED AIRCRAFT SYSTEMS**

**8.37.010 Purpose and Findings**

The City recognizes the benefits of small Unmanned Aircraft Systems for recreation, education, commerce, and public safety. Portions of La Verne lie within controlled airspace associated with Brackett Field Airport (POC), a Class D airspace facility, where FAA authorization applies to certain flights. The City defers to federal law on air navigation and regulates only ground-based activities on City property to protect safety, privacy, and quiet enjoyment.

This chapter regulates launching from and/or landing on City property, conduct that interferes with emergency operations, and raises privacy and/or harassment concerns, while establishing a permitting system for authorized drone use.

### **8.37.20 Definitions**

For purposes of this chapter:

A. “Unmanned Aircraft (UA),” “Unmanned Aircraft System (UAS),” or “Drone” means an aircraft operated without direct human intervention from within or on the aircraft and includes the associated control station and communications links.

B. “City Property” means any real property or airspace immediately above property owned, leased, operated, or controlled by the City, including parks, open space, buildings, lots, and public rights-of-way.

C. “Recreational Flyer” means an operator flying strictly for recreational purposes under 49 United States Code section 44809.

D. “Remote Pilot” means an operator certificated under 14 Code of Federal Regulations, Part 107.

E. “Emergency Operation” includes police, fire, emergency medical, or disaster response activity, including temporary flight restrictions (TFRs) or incident perimeters.

F. “Special Event” means a city-permitted event or assembly designated by the city manager or designee.

G. “UAS Activity Permit” means a permit issued by the police chief or designee.

### **8.37.030 Applicability and Federal Preemption**

This chapter applies to any person who launches or lands a UAS from or on City property or whose UAS operation originates from City property.

Nothing in this chapter regulates or is intended to regulate navigable airspace, flight paths, or pilot certification beyond requiring compliance with applicable FAA regulations, including Remote ID, Part 107, and section 44809.

### **8.37.040 General Rules for Launching and Landing on City Property**

A. FAA Compliance Required. All UAS operations launched or landed from City property shall comply with FAA regulations, including registration, Remote ID, and airspace authorization requirements.

B. Permitted Areas. Launching or landing is prohibited except:

1. In a city-designated area during posted hours;
2. Under a valid City UAS Activity Permit; or
3. As part of an authorized public safety operation.

C. Rights-of-Way. Launching or landing from or on streets, sidewalks, or medians is prohibited except under a city-issued UAS Activity Permit or for public safety operations.

- D. Proximity Restrictions. Launching or landing within 200 feet of schools, playfields, or critical facilities (including police, fire, or utility sites) is prohibited without written authorization from the police chief or designee.
- E. Emergency or Red Flag Days. The city manager or fire chief may suspend UAS operations from city open spaces during declared emergencies or Red Flag conditions.
- F. Noise and Harassment. Operators shall not harass, stalk, disturb persons or wildlife, or create unreasonable noise while operating a UAS.

### **8.37.050 Interference with Emergency Operations**

It is unlawful to operate a UAS in a manner that interferes with or obstructs emergency operations or violates a Temporary Flight Restriction (TFR). Pursuant to state and federal law, public employees are immune from liability for damage to a UAS reasonably necessary to abate such interference.

### **8.37.060 Privacy and Data Use**

Operators shall not use a UAS in a manner that violates California Civil Code section 1708.8 or any other privacy law. Use of optical, audio, or thermal sensors to surveil persons on private property where a reasonable expectation of privacy exists is prohibited unless authorized by law.

### **8.37.070 Recreational and Commercial Operations**

Recreational flyers must comply with 49 United States Code section 44809, including TRUST certification and visual line-of-sight requirements.

Commercial operators must hold an FAA Part 107 Remote Pilot Certificate and present documentation upon request by City personnel.

### **8.37.080 City UAS Activity Permits**

- A. The city may designate UAS launch/land sites and issue day-use permits for recreational operations.
- B. A UAS Activity Permit is required for commercial filming, demonstrations, or drone use within 400 feet of a Special Event.
- C. The City may impose conditions, including insurance, safety perimeters, visual observers, and cost-recovery fees. Fees for issuance of a UAS Activity Permit may be set by Council Resolution.

### **8.37.090 Public Safety and City Exemption**

City personnel, contractors, or mutual aid partners operating UAS for official duties are exempt from this chapter when acting within the scope of employment or under written authorization of the city manager or chief of police.

### **8.37.100 Violations and Enforcement**

- A. Any violation of this chapter shall constitute an infraction punishable by administrative citation or as otherwise authorized by the Municipal Code.
- B. Each incident or day of violation constitutes a separate offense.
- C. The police chief or designee may revoke, deny and/or suspend a UAS Activity Permit for cause, based on a preponderance of the evidence standard. A revocation, denial and/or suspension may be appealed by the permittee and/or applicant to the city manager, by filing a written appeal therefrom with the city clerk's office along with any required fee, within 10-calendar days of the date of notice of revocation, denial and/or suspension. The appeal shall be heard by the manager within 30-calendar days, or as soon thereafter as may be practical.

**Section 2. Severability.** The City Council declares that should any provision, section, paragraph, subsection, sentence, clause, or phrase of this Ordinance be rendered, declared invalid, or unconstitutional, by any final court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences, words, of this Ordinance shall remain in full force and effect.

**Section 3. Effective Date.** This ordinance shall take effect thirty (30) days after its adoption.

**Section 4. Signature and Processing.** The Mayor shall sign and the Deputy City Clerk shall certify to the passage of this ordinance, cause it to be published as required by law, and it shall thereafter take effect as provided by law.

**PASSED, APPROVED AND ADOPTED** this 20<sup>th</sup> day of January, 2026.

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Tim Hepburn  
City of La Verne Mayor

Attest:

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Debra Fritz  
Deputy City Clerk

## CERTIFICATION

I hereby certify that the forgoing **Ordinance 26-1138** was introduced for first reading by title only at a regular meeting of the City Council of the City of La Verne held on the 15<sup>th</sup> day of December, 2025 and duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the **20<sup>th</sup> day of January, 2026**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Debra Fritz, CMC  
Deputy City Clerk

# City of La Verne, City Council Agenda Report



**DATE:** January 20, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** Cody Howing, City Engineer  
**SUBJECT:** **ORDINANCE ADOPTING THE 2026 LOS ANGELES COUNTY BUILDING CODE AND 2025 FIRE CODE AND GREEN BUILDING CODE BY REFERENCE AND DETERMINATION OF EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3).**

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## **SUMMARY**

The adoption of the 2026 Los Angeles County Building, the 2025 California Fire Code and, Green Building Standards Code are required under the California Health and Safety Code. These codes are established to provide the City of La Verne with the minimum construction and property maintenance standards that promote the health and welfare of the public to make buildings more efficient in the use of materials and energy, and to reduce environmental impact during and after construction.

## **RECOMMENDATION**

That the City Council adopt the attached Ordinance adopting Title 26 – Building Code of the Los Angeles County Code, Title 27 – Electrical Code of the Los Angeles County Code, Title 28 – Plumbing Code of the Los Angeles County Code, Title 29 – Mechanical Code of the Los Angeles County Code, Title 30 – Residential Code of the Los Angeles County Code, Title 24 Part 9 – California Fire Code including Appendices Chapters 4, B, C, D, and I, Title 24 Part 7 – Wildland-Urban Interface Code which includes Appendices Chapters A, B, C, D, F, G, H and I, Title 24 Part 11 – California Green Building Code, and the City of La Verne amendments to portions of these codes also known as the 2025 California Building Standards Code, by reference, with certain changes and modifications, and making revisions thereto.

## **DISCUSSION**

Every three years the State Building Code and Fire Codes are updated. The most recent 2026 Edition update was adopted by the California Building Standards Commission with an effective date of January 1, 2026. Section 17958 of the California Health and Safety Code requires that the latest California Building Standards Codes apply to local construction 180 days after they become effective at the state level. State law also requires that local amendments to the California Building Standards Codes be enacted only when an express finding is made that such modifications or changes are reasonably necessary because of local climatic, geological, or topographic conditions.

As in past code adoptions, the City of La Verne has used the Los Angeles County code adoption process to make those findings for its local amendments and has adopted the Los Angeles County codes by reference. The Los Angeles County codes were recently adopted by

Ordinance Adopting the 2026 Los Angeles County Building Code and 2025 Fire Code and Green Building Code by Reference and Determination of Exemption from the California Environmental Quality Act Pursuant to CEQA Guidelines Section 15061(b)(3)., Page 2

the County Board of Supervisors on November 25, 2025. The Los Angeles County amendments to the 2025 Edition contain essential amendments and additions to the International Building Codes and the State of California Building Code. Included in these amendments are the administrative portions of the laws as well as such important chapters for grading and substandard properties.

Due to the timeline of when Los Angeles County completed the adoption, there was insufficient time for the City to follow its standard process of first and second reading of the ordinance and a 30-day effective period and comply with the January 1, 2026, effective date requirements. Therefore, the City adopted the Los Angeles County codes by reference, utilizing the urgency ordinance provisions allowed under the California Code to comply with state law on December 15, 2025. A conventional ordinance process involving public hearings for the first and second reading has also been conducted concurrently to ensure the requirements are adopted into the City Code.

While staff is proposing the adoption of the California Building Standards as amended by Los Angeles County, staff is not recommending adopting the California Green Building Standards Code as amended by Los Angeles County (Title 31 of the Los Angeles County Code). Los Angeles County is adopting more stringent measures in the Green Building Code which may be burdensome for developers to incur additional costs over and above the requirements of the State of California. It is our intention not to burden applicants with any additional requirements where allowed.

The proposed ordinance adopts by reference portions of the 2026 California Building Code Series. To provide consistency within the Los Angeles County basin and provide the public with locally applicable and efficient codes, the Los Angeles County Department of Public Works joined efforts with cities in Los Angeles County to undergo thorough examinations of previous and proposed amendments. Many of the local amendments to the Codes are based on the model language generated by the Los Angeles Regional Uniform Code Program (LARUCP). The primary changes in this adoption are section reference changes.

Additionally, this ordinance will adopt the 2025 California Fire Code (CFC). The CFC is modeled after the International Fire Code (IFC) and the National Fire Protection Association (NFPA) standards. The Office of the State Fire Marshal reviews all of California's fire and life safety regulations for relevancy, necessity, conflict, duplication, and/or overlap. Thus, collectively, the CFC ensures that the City has a substantial body of code upon which it can base its regulations. These nationally recognized and accepted practices safeguard life and property from fire and explosion hazards. The CFC also contains provisions to assist emergency response personnel. CFC is part nine of the California Building Standards, also known as the California Code of Regulations Title 24. The Fire Department is proposing to carry forward past amendments to Section 15.04.095 of the municipal code to strengthen the language and remove ambiguity regarding the residential fire sprinkler requirements. This revision is located in Section 5 of the Ordinance.

The ordinance will amend Titles 26 (Building Code), 27 (Electrical Code), 28 (Plumbing Code), 29 (Mechanical Code), and 30 (Residential Code) to reflect the most critical and necessary

Ordinance Adopting the 2026 Los Angeles County Building Code and 2025 Fire Code and Green Building Code by Reference and Determination of Exemption from the California Environmental Quality Act Pursuant to CEQA Guidelines Section 15061(b)(3)., Page 3

County amendments required because of local climatic, geological, or topographical conditions, as well as the California Green Building Code and California Fire Code. The amendments have been prepared by the Los Angeles County Department of Public Works in accordance with sections 17958 and 18941.5 of the California Health and Safety Code with the findings clearly delineated for each of the proposed amendments in a chart which is set forth in Section 31 of the Los Angeles County ordinance (attached for reference). The ordinance does not adopt Title 31 (Green Building Standards Code) of the Los Angeles Code but adopts the 2025 California Green Building Standards Code without amendments. The last City update to the State Building Standards Code and Fire Code was approved by the City Council in 2022.

**FISCAL ANALYSIS**

This action will not result in any additional expenditure of funds by the City of La Verne. This process is an administrative requirement to continue to comply with State Law.

**ENVIRONMENTAL ANALYSIS**

This Ordinance representing code updates is exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines section 15061(b)(3) as a project that has no potential to cause a significant effect on the environment.

**LEGAL REVIEW**

This report has been reviewed and approved by the City Attorney.

**ATTACHMENTS**

1. Ordinance Building Code Adoption 2025

Coordinated with:  
Eric Scherer, Director of Community  
Development  
Brandon Coatney, Fire Chief

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE ADOPTING BY REFERENCE, PURSUANT TO GOVERNMENT CODE SECTION 50022.2, THE CALIFORNIA BUILDING CODE (TITLE 26 BUILDING CODE OF THE LOS ANGELES COUNTY CODE), THE CALIFORNIA ELECTRICAL CODE (TITLE 27 ELECTRICAL CODE OF THE LOS ANGELES COUNTY CODE), THE CALIFORNIA PLUMBING CODE (TITLE 28 PLUMBING CODE OF THE LOS ANGELES COUNTY CODE), THE CALIFORNIA MECHANICAL CODE (TITLE 29 MECHANICAL CODE OF THE LOS ANGELES COUNTY CODE), THE CALIFORNIA RESIDENTIAL CODE (TITLE 30 RESIDENTIAL CODE OF THE LOS ANGELES COUNTY CODE), THE CALIFORNIA GREEN BUILDING CODE (TITLE 24 PART 11 OF THE CALIFORNIA BUILDING STANDARDS CODE), THE CALIFORNIA FIRE CODE (TITLE 24, PART 9 INCLUDING APPENDICES CHAPTERS 4, B, C, D, AND I), WILDLAND-URBAN INTERFACE CODE (TITLE 24 PART 7 INCLUDING APPENDICES CHAPTERS A, B, C, D, F, G, H AND I) AND ADOPTING LOCAL AMENDMENTS THERETO**

**THE CITY COUNCIL OF THE CITY OF LA VERNE DOES ORDAIN AS FOLLOWS:**

**Section 1.**

The City Council finds that the changes or modifications set forth in this Ordinance No. \_\_\_\_\_ are reasonably necessary to protect the health, safety and general welfare of the residents of the City of La Verne due to the following local conditions consistent with Health and Safety Code Sections 17958.5(a) and 17958.7:

- A. The City has steep hillside topography, unstable geology, natural watershed areas, expansive soils, underground streams, and hillside fire hazard areas within the City. This local condition requires fire sprinklers, designated fire hazard zones, and adoption of emergency notifications listed in Sections 5 and 7 to protect combustible construction and afford timely fire response.
- B. The City of La Verne is subject to seasonable high temperatures and dry atmospheric conditions which often occur during times of high-velocity winds which cause potentially hazardous fire conditions. Due to the climatic, geographic and topographical conditions hereinabove described, the City of La Verne is susceptible to fires which are of particular danger during periods of high winds when fires tend to spread across building roofs where such roofs are not of noncombustible or fire-retardant construction.

This requires local modification to Section 6 and 7 requiring fire retardant roofing materials.

- C. The City is within a highly seismically active region. The City is adjacent to various active faults including the Chino, Sierra Madre, Cucamonga, Whittier, San Jacinto, and Raymond Faults. It is necessary to modify the State Code as amended by Los Angeles County, adding LA County Amendments listed in Section 2 of this Ordinance.
- D. The City has steep hillside topography and high fire hazard areas which have been designated by the California Department of Forestry and Fire Protection as a Very High Fire Hazard Severity Zone. This item requires rapid response, designating Fire Zone areas within the City, and adoption of fire sprinkler requirements within the City as outlined in Sections 7, 8, and 2 within this Ordinance.
- E. Due to local Los Angeles County regional conditions as listed in Exhibit "A" attached hereto and incorporated herein for reference, these modifications are necessary for Section 2.
- F. The State of California and the City of La Verne have consistently promoted and encouraged the use of fuel-efficient electric vehicles.

**Section 2.** Section 15.04.010 of the La Verne Municipal Code is hereby amended to read:

**15.04.010 Adoption of County Codes and California Building Standards Codes by reference.**

A. The City adopts by reference, except as provided in this chapter, those certain codes known and designated as **THE 2025 CALIFORNIA BUILDING CODE (TITLE 26 BUILDING CODE OF THE LOS ANGELES COUNTY CODE, 2026 EDITION), THE 2025 CALIFORNIA ELECTRICAL CODE (TITLE 27 ELECTRICAL CODE OF THE LOS ANGELES COUNTY CODE, 2026 EDITION), THE 2025 CALIFORNIA PLUMBING CODE (TITLE 28 PLUMBING CODE OF THE LOS ANGELES COUNTY CODE, 2026 EDITION), THE 2025 CALIFORNIA MECHANICAL CODE (TITLE 29 MECHANICAL CODE OF THE LOS ANGELES COUNTY CODE, 2026 EDITION), THE 2025 CALIFORNIA RESIDENTIAL CODE (TITLE 30 RESIDENTIAL CODE OF THE LOS ANGELES COUNTY CODE, 2026 EDITION),** as adopted by the Los Angeles County Board of Supervisors on November 25, 2025 **AND THE 2025 CALIFORNIA GREEN BUILDING CODE (TITLE 24 PART II OF THE CALIFORNIA BUILDING STANDARDS CODE), THE 2025 CALIFORNIA FIRE CODE INCLUDING APPENDICES CHAPTERS 4, B, C, D, AND I (TITLE 24**

**PART 7 OF THE CALIFORNIA BUILDING STANDARDS CODE) 2025 THE WILDLAND URBAN INTERFACE CODE INCLUDING APPENDICES CHAPTERS A, B, C, D, F, G, H AND I (TITLE 24 PART 7 OF THE CALIFORNIA BUILDING STANDARDS CODE), and such codes, as amended, shall be the uniform building laws of the city.**

B. One copy of the County of Los Angeles Building, Electrical, Plumbing, Mechanical, and Residential codes, and the California Green Building Code has been deposited in the office of the Building Official and shall be at all times maintained by the Building Official for use and examination by the public.

C. The editions of the County of Los Angeles codes referenced in Section 15.04.010 shall supersede and replace editions previously adopted. The codes adopted by reference by Section 15.04.010 shall take effect on January 1, 2026, and shall apply to all projects submitted for plan check on or after that date.

D. See Section 15.32.010 for adopted Fire Code by the City of La Verne.

**Section 3.** References to “The 2022 California Building Code as amended by Title 26 Building Code of the Los Angeles County Code (Adopted November 15, 2022 by the Los Angeles County Board of Supervisors)” in Sections 15.24.010, 15.24.040 and throughout the La Verne Municipal Code are hereby amended to read as follows:

The 2025 California Building Code as amended by Title 26 Building Code of the Los Angeles County Code (Adopted November 25, 2025 by the Los Angeles County Board of Supervisors)

**Section 4.** Section 15.04.080 of the City of La Verne Municipal Code of hereby amended to read as follows:

**Section 15.04.080 Penalty**

Every person violating any provision of the 2025 California Building Code as amended by Title 26 Building Code of the Los Angeles Code, the 2025 California Electrical Code as amended by Title 27 Electrical Code of the Los Angeles County Code, the 2025 California Plumbing Code as amended by Title 28 Electrical Code of the Los Angeles County Code, or the 2025 California Mechanical Code as amended by Title 29 Los Angeles County Mechanical Code, or the California Residential Code as amended by Title 30 Residential Code of the Los Angeles County Code, the 2025 California Fire Code of Title 24 Part 9 of the California Building Standards Code Including Appendices Chapter 4, B, C, D and I, the 2025 Wildland-Urban Interface Code of Title 24 Part 7 of the California Building Standards Code Including Appendices Chapters A, B, C, D, F, G, H and I, and the California Green Building Code of Title 24 Part 11 of the California

Building Standards Code adopted by reference by Section 15.04.010 or violating any provision of any permit or license granted thereunder, or any rules or regulations promulgated pursuant thereto, is guilty of a misdemeanor. Upon conviction thereof he or she shall be punishable by a fine not to exceed one thousand dollars or imprisonment not to exceed six months, or by both such fine and imprisonment. The imposition of such penalty for any violation shall not excuse the violation or permit it to continue. Each day that a violation occurs shall constitute a separate offense.

**Section 5.** Section 15.04.095 of the La Verne Municipal Code is hereby amended to read:

**15.04.095 Section 903.2 of building and fire codes amended.**

A. Section 903.2 of the Los Angeles County Building Code, and the California Fire Code (2025 Edition) as adopted by the city, is hereby amended to add the following:

Except for Group U occupancy groups, a fire sprinkler system is required in the following locations:

In all new institutional, educational, commercial, industrial buildings, or other uses as determined by the Fire Marshal, and in additions to existing institutional, commercial, industrial buildings, or other uses as determined by the Fire Marshal where the addition brings the total floor area to five thousand (5,000) square feet or more. The total floor area of buildings shall be computed without regard to separation walls and floors of less than four-hour construction without openings. In the event that an automatic fire-extinguishing system is required by the particular occupancy of the building, the five thousand (5,000) square foot threshold for additions shall be inapplicable.

In all new residential construction and every existing building or structure relocated or moved onto a property, every building or structure which as a result of remodeling, fire, earthquake, or another disaster requires demolition and reconstruction, in its entirety, or every existing building or structure that is receiving or has received an addition(s) in which exceeding fifty percent (50%) of the original area is exceeded, shall have an approved automatic sprinkler system installed throughout therein. This requirement shall not apply to project which:

1. Have been approved prior to the effective date of the ordinance codified in this section; and
2. Have specific fire suppression requirements imposed as conditions of approval.

Enforcement of the provision of this section is hereby delegated to the Fire Chief or his or her authorized representative.

**Section 6.** Section 15.24.010 of the La Verne Municipal Code is hereby amended to read as follows:

**Section 15.24.010 General Requirements**

Notwithstanding any other provisions of the building code and appendix or the hillside overlay zone requirements to the contrary, the roof of any new building, the roof of any addition to any existing structure, and the re-roofing of any existing structure, and the re-roofing of any existing building as described by Section 15.24.040 of this chapter shall have a roof covering as classified in Section 1505 of the 2025 California Building Code as amended by Title 26 Building Code of the Los Angeles County code (adopted November 25, 2025, by the Los Angeles County Board of Supervisors), as adopted by the City, except that no form of wood shall be used as the covering material. In cases of historical preservation which require the use of original types of material, permission may be granted based upon alternative protection measures approved by the City's Building Official and Fire Chief.

**Section 7.** Chapter 15.32 of the La Verne Municipal Code is hereby amended to read:

**15.32.010 Fire code adopted by reference.**

With the exception of the additions, deletions and amendments set forth in this Chapter, Part 9 of Title 24 of the California Code of Regulations, comprising the California Fire Code 2025 Edition, which incorporates and amends the International Fire Code 2024 Edition, published by the International Code Council, including Appendices Chapter 4, B, C, D, and I, and the International Fire Code standards, is hereby adopted by reference as the Fire Code of the City of La Verne.

A copy of such code is now on file in the office of the City Clerk.

**15.32.020 Definitions.**

Wherever the word "jurisdiction" is used in the California Fire Code (2025 Edition), it is the City of La Verne. Wherever the words "fire code official" are used they shall be held to mean the fire chief or his or her lawful designee.

**15.32.030 Storage of explosives and blasting agents.**

The storage of explosive material and blasting agents, as defined in Chapter 2 of the California Fire Code (2025 Edition), is prohibited in all areas of the city.

**15.32.040 Fireworks prohibited.**

The sale, possession or use of all types of fireworks is prohibited throughout the city except when a permit is issued, in advance, by the Fire Chief or his or her designee for such uses as special effects, group entertainment or other uses

in accordance with Chapter 56 of the California Fire Code (2025 Edition). Fireworks are defined in Chapter 2 of the California Fire Code (2025 Edition) and include all forms of the devices, including, but not limited to, “safe and sane fireworks,” firecrackers, sky rockets, sparklers, fountains and other common fireworks.

#### **15.32.050 Gates.**

Standardized access for locked gate developments:

A. All vehicular security gates shall be automatic and accessible for the fire department by using a radio control device and a master key for overriding the system in the event of a radio failure. The design of the gates and controls shall be in accordance with city standards and approved by the fire and police departments.

B. All pedestrian security gates for residential complex with three or more units shall be accessible for the fire department by using a master key. The type of lock shall be in accordance with city standards and approved by the fire and police departments.

C. A master key shall be provided as outlined above and meet provisions of California Fire Code 506. An additional “blue” colored key box shall be provided for police department access in addition to the fire department key box.

#### **15.32.060 Emergency Responder Radio Coverage.**

Emergency responder radio coverage shall be provided to the police and fire department as outlined in California Fire Code 510. Approval from both fire and police shall be approved that they meet coverage and technical requirements outlined in California fire Code 510.

#### **15.32.070 Appeals.**

Whenever the fire chief disapproves an application or refuses to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the fire chief to the La Verne City Council within thirty days from the date of the decision appealed as provided for in Section 108 of the California Fire Code (2025 Edition).

#### **15.32.080 New materials, processes or occupancies.**

The city manager, the fire chief and the chief of the bureau of fire prevention shall act as a committee as required in Section 108 of the California Fire Code (2025 Edition) to determine and specify, after giving affected persons an opportunity to be heard, any new materials, processes or occupancies for which permits are required in addition to those now enumerated in said code. The chief of the bureau of fire prevention shall post such list of new materials, processes

and occupancies requiring permits in a conspicuous place at the bureau of fire prevention and shall distribute copies thereof to interested persons.

**15.32.090 Penalty.**

Every person violating any provision of the California Fire Code (2025 Edition) as adopted by reference by Section 15.32.010, or of any permit or license granted there under, for any rules or regulations promulgated pursuant thereto, is guilty of a misdemeanor. Upon conviction thereof he shall be punishable by a fine not to exceed one thousand dollars or imprisonment not to exceed six months, or by both such fine and imprisonment. The imposition of such penalty for any violation shall not excuse the violation or permit it to continue. Each day that a violation occurs shall constitute a separate offense. In addition to any other remedies or penalties, the fire department may bring a civil suit to enjoin any violation of the provisions of the fire code.

**Section 8.** Chapter 15.37 of the La Verne Municipal Code is hereby amended to read the following:

**Chapter 15.37 VERY HIGH FIRE HAZARD SEVERITY ZONE REGULATIONS**

**15.37.050 Modifications to the California Wildland Urban Interface Code, as adopted by the City of La Verne.**

The California Wildland Urban Interface Code 2025 Edition as adopted by the city pursuant to Sections 15.04.010 and 15.32.010 of the La Verne Municipal Code are amended as follows:

A. Add the following new subsection to California Wildland Urban Interface Code:

Section 106.13. Fire Protection Information on Plans and Specifications in Wildland-Urban Interface Fire Area When Requested by the Fire Department. In addition to all other relevant provisions of this code and the California Fire Code, appendices and amendments thereto, a vicinity plan, scale no smaller than one inch equals forty feet, shall be submitted to and approved by the fire department prior to the issuance of a grading permit or, if no grading permit is to be issued, prior the issuance of a building permit. The plan shall show the following:

1. All existing and proposed private and public streets on the proposed development property and within three hundred feet of the property line of the proposed development, and so identified, with street width dimensions.
2. The location and identification of all existing and proposed fire hydrants within three hundred feet of the property line of the

proposed development. The water supply shall meet the fire flow requirements as set forth in the latest adopted edition of the I.F.C. and Los Angeles County Building Code, and amendments thereto.

3. The location, occupancy classification, and use of abutting properties.
4. Preliminary fuel modification plans for all improvements in areas containing combustible vegetation shall be submitted to and approved by the fire department concurrent with the submittal for approval of any project requiring discretionary approval by the city. Final fuel modification plans shall be submitted to and approved by the fire department prior to the issuance of a grading permit. The plans shall consider the criteria set forth in the Fuel Modification Plan Guidelines for Very High Fire Hazard Severity Zones.

B. Add the following new definition to the Wildland Urban Interface Code Section 202—Definitions.

Very High Fire Hazard Severity Zone. All territory as established by the Director of California Department of Forestry and Fire Protection, is hereby determined to be within the Very High Fire Hazard Severity Zone due to the areas containing the type and condition of vegetation, topography, weather and structure density to increase the possibility of conflagration fires.

**15.37.070 Special building standards for very high fire hazard zone.**

A. Section 507 of the Wildland Urban Interface Code is amended by the addition of the following:

Building Standards. Building and structures hereafter constructed, or relocated into very high fire hazard severity zones shall, in addition to the requirements of the Los Angeles County Building Code and any other local ordinances, meet the following construction requirements.

1. Roofs. All new structures, and every existing structure where twenty-five percent or more of the total area of the existing building is re-roofed within any one-year period within a very high fire hazard severity zone shall not be wood and have at least a Class A fire retardant roof.
2. Underfloor Areas (Attached Structure). When the attached structure is located and constructed so that the structure or any portion thereof projects over a descending slope surface, the area below the structure shall have all underfloor areas enclosed to within six inches (152 mm) of the ground, with exterior walls in accordance

with Section 504.6.

3. Walls. Detached accessory structures located less than fifty feet (15,240 mm) from a building containing habitable space shall have exterior walls constructed with materials approved for one-hour-rated fire-resistive construction, or constructed with noncombustible materials on the exterior side.

4. Underfloor Areas (Detached Structure). When the detached structure is located and constructed so that the structure or any portion thereof projects over a descending slope surface, the area below the structure shall have all underfloor areas enclosed to within six inches (152 mm) of the ground, with exterior walls in accordance with Section 504.11 and 504.6.

**Section 9.** This Ordinance shall take effect on January 1, 2026 and shall apply to all projects submitted for plan check on or after that date.

**Section 10.** The City Council finds and determines that this Ordinance is exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines §15061(b)(3) as a project that has no potential for causing a significant effect to the environment. The City Council further finds and determines that the local amendments to the California Building Code Standards set forth in this Ordinance are reasonably necessary because of local climatic, geological, and topographical conditions, in that a significant portion of the City is located in hillside and slope areas, is located within a Very High Fire Hazard Severity Zone, prone to expansive soils, and is located near known fault lines.

**Section 11.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase, or portion of this Ordinance is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, paragraph sentence, clause, or phrase of this Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or invalid or ineffective. To this end the provisions of this Ordinance are declared to be severable.

**Section 12.** The City Clerk shall cause this Ordinance to be processed according to law.

**Section 13.** The City Clerk shall file a certified copy of this Ordinance with the California Building Standards Commission.

**APPROVED and ADOPTED** this \_\_\_\_ day of January, **2026.**

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Mayor Tim Hepburn

**ATTEST:**

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Debra Fritz, Deputy City Clerk

State of California)  
County of Los Angeles) ss.  
City of La Verne)

I, Debra Fritz, Deputy City Clerk, City of La Verne, California, do hereby certify that the foregoing Ordinance No. \_\_\_ was adopted at a regular meeting of the City Council duly held on the **20th** day of **January, 2026**, and duly passed and adopted by said city council and thereupon duly signed by the Mayor and attested by the Assistant City Clerk, and passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

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Debra Fritz, Deputy City Clerk

# City of La Verne, City Council Agenda Report



**DATE:** January 20, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** Eric Scherer, Community Development Director  
**SUBJECT:** **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR 2026-27.**

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**SUMMARY**

This is the 52nd funding year for the Community Development Block Grant Program. According to the Los Angeles Council Community Development Block Grant Bulletin, the City of La Verne is anticipated to be allocated \$137,721 in Community Development Block Grant funds. The funding is proposed to be spent for the Senior Hot Lunch Program and for sidewalk improvements to increase accessibility.

**RECOMMENDATION**

That the City Council conduct a Public Hearing, and upon closing the Public Hearing, approve a Resolution titled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, APPROVING PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND SELECTING CERTAIN PROJECTS FOR FUNDING IN THE FISCAL YEAR 2026 - 2027."

**DISCUSSION**

The City of La Verne will be eligible to receive \$137,721 in Community Development Block Grant (CDBG) funds for fiscal year 2026-27. The recommendation for approval is made after consideration of the federal allocation requirements and the desire to continue the existing public service program given the estimated 2026-2027 CDBG allocations:

|                                  |                  |
|----------------------------------|------------------|
| Sidewalk Improvements            | \$117,063        |
| Senior Hot Lunch Program (15%)   | \$20,658         |
| <b>2026-2027 CDBG Allocation</b> | <b>\$137,721</b> |

Public service programs, according to a Community Development Commission regulation, may not exceed 15% of the yearly grant (\$20,658) and each program must be funded a minimum of \$10,000. The Senior Hot Lunch Program has been operating successfully with CDBG funds for over 20 years. Staff is recommending that the CDBG be awarded to the Senior Lunch Program for the full 15%, by funding the full amount of \$20,658 to the Senior Lunch Program.

As identified in previous years, due to expanding regulatory criteria, it is difficult for La Verne to find programs that will be deemed eligible, e.g. meeting the national objective of assisting low/moderate income persons. One main challenge is the fact that there are no longer Census blocks within the city that qualify as 51% low/moderate income persons. This finding prohibits creating any programs that would qualify as having an area wide benefit within the community such as park improvements, street or alley improvements and public facility improvements. However, there are low income presumptions within the regulations for seniors and persons with disabilities. As such, Public Facilities and Improvements benefiting such presumed individuals are an eligible activities as restricting barriers would be removed.

Accordingly, one of the most effective uses of CDBG funding is to remove barriers and improve access to persons with disabilities in the form of curb ramps, and sidewalk improvements, as proposed.

**The following are proposed for City Council consideration:**

**PUBLIC SERVICE PROGRAM – SENIOR HOT LUNCH PROGRAM**

This year, staff recommends that the Senior Hot Lunch Program, which has been funded for the past several years, be continued and funded a total of \$20,658. Staff cannot recommend funding or the creation of any additional new public service programs due to the limited funds available. Based on the current year allocation, the maximum amount that can be used for public service programs is \$20,658.

**SIDEWALK IMPROVEMENTS**

Historically, the City Council has allocated CDBG funding for the sidewalk repair program that would provide for removal of architectural barriers on damaged sidewalks for various locations throughout the City. Staff is recommending that the City Council approve the allocation of \$117,063 towards this project for this fiscal year.

The Public Hearing is an opportunity for members of the public to provide their input into the allocation of the federal CDBG funds. This Public Hearing has been publicly noticed per federal regulations.

**FISCAL ANALYSIS**

The City of La Verne is anticipated to receive \$137,721 in CDBG funds for fiscal year 2026-27. No appropriations are needed at this time, as they will be addressed during the regular budget process.

**ENVIRONMENTAL ANALYSIS**

Not applicable.

**LEGAL REVIEW**

The City Attorney has reviewed and approved this report.

**ATTACHMENTS**

1. CDBG Reso 2026-27

Report Prepared By:

Candice Bowcock, Principal Planner

**RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, APPROVING PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND SELECTING CERTAIN PROJECTS FOR FUNDING IN THE FISCAL YEAR 2026 – 2027**

WHEREAS, the City of La Verne participates in the Community Development Block Grant program through the Los Angeles County Urban County Program; and

WHEREAS, the County has indicated that the City of La Verne will be allocated approximately \$137,721 in funds for projects which primarily benefit low- and moderate-income persons; and

WHEREAS, a public hearing notice was posted and published in the Inland Valley Daily Bulletin on January 2, 2026, for a public hearing to be held on January 20, 2026, for the purpose of receiving public input on projects for funding;

WHEREAS, a duly notice public hearing was held on January 20, 2026;

NOW THEREFORE, the City Council of the City of La Verne DETERMINES AND DIRECTS as follows:

Section 1. Staff is instructed to submit the CDBG Program Planning Summary for approval to the Los Angeles County Community Development Commission with funding for the following programs in the specified amounts for fiscal year 2026-2027, as recommended in the staff report dated January 20, 2026:

|                                  |                  |
|----------------------------------|------------------|
| <b>2026-2027 CDBG Allocation</b> | <b>\$137,721</b> |
| Senior Hot Lunch Program         | \$20,658         |
| Sidewalk Improvements            | \$117,063        |

Section 2. Staff is authorized to adjust the program budget as necessary to take into account the final CDBG allocation from the U.S. Department of Housing and Urban Development and any amounts remaining unspent at the close of the fiscal year.

Section 3. The City Manager shall be authorized to submit the application and to sign all necessary forms and agreements for implementing the programs.

Section 4. This Resolution shall become effective immediately.

Section 5. That the Mayor shall sign and the City Clerk shall attest to the passage and adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED this 20<sup>th</sup> day of January, 2026.**

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Tim Hepburn  
Mayor of the City of La Verne

ATTEST:

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Debra Fritz, Deputy City Clerk

**CERTIFICATION**

I, Debra Fritz CMC Deputy City Clerk of the City of La Verne, DO HEREBY CERTIFY that **Resolution No. 26-XX** was duly passed and adopted by the City Council of the City of La Verne at a regular meeting held on the **20<sup>th</sup> day of January, 2026**, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Debra Fritz, CMC  
Deputy City Clerk

# City of La Verne, City Council Agenda Report



**DATE:** January 20, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** Candice Bowcock, Principal Planner  
**SUBJECT:** **ORDINANCE AMENDING THE OLD TOWN LA VERNE SPECIFIC PLAN FOR MINIMUM DENSITY REQUIREMENT IN THE MIXED-USE 1 LAND DISTRICT AND MAKING DETERMINATION OF EXEMPTION FROM THE CALIFORNIA ENVIRONMENT QUALITY ACT PURSUANT TO THE COMMON SENSE EXEMPTION OF CEQA GUIDELINES SECTION 15061(B)(3).**

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## **SUMMARY**

Due to changes in market conditions and the feasibility of high-density residential development, the City's minimum residential density requirement for the Mixed-Use 1 district in the Old Town La Verne Specific Plan area has become a barrier to development. The proposed ordinance reduces the minimum density from 38 dwelling units per acre (du/ac) to 20 du/ac to better align with current economic conditions and encourage new investment within the Old Town La Verne Specific Plan area.

## **RECOMMENDATION**

That the City Council conduct a Public Hearing, and introduce by title only and waive further reading of an Ordinance titled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, AMENDING THE OLD TOWN LA VERNE SPECIFIC PLAN TO REVISE THE MINIMUM DENSITY REQUIREMENT IN THE MIXED-USE 1 LAND USE DISTRICT FROM 38 TO 20 DWELLING UNITS/ACRE" and find that the adoption is exempt from the California Environment Quality Act pursuant to the common sense exemption of CEQA Guidelines section 15061(b)(3).

## **DISCUSSION**

In November 2024, the City Council adopted an urgency ordinance establishing a minimum density of 38 dwelling units per acre for the Mixed-Use 1 and Mixed-Use 2 districts within the Old Town La Verne Specific Plan. This requirement was later formalized through Ordinance No. 25-1129, adopted in February 2025.

The intent of the minimum density standard was to:

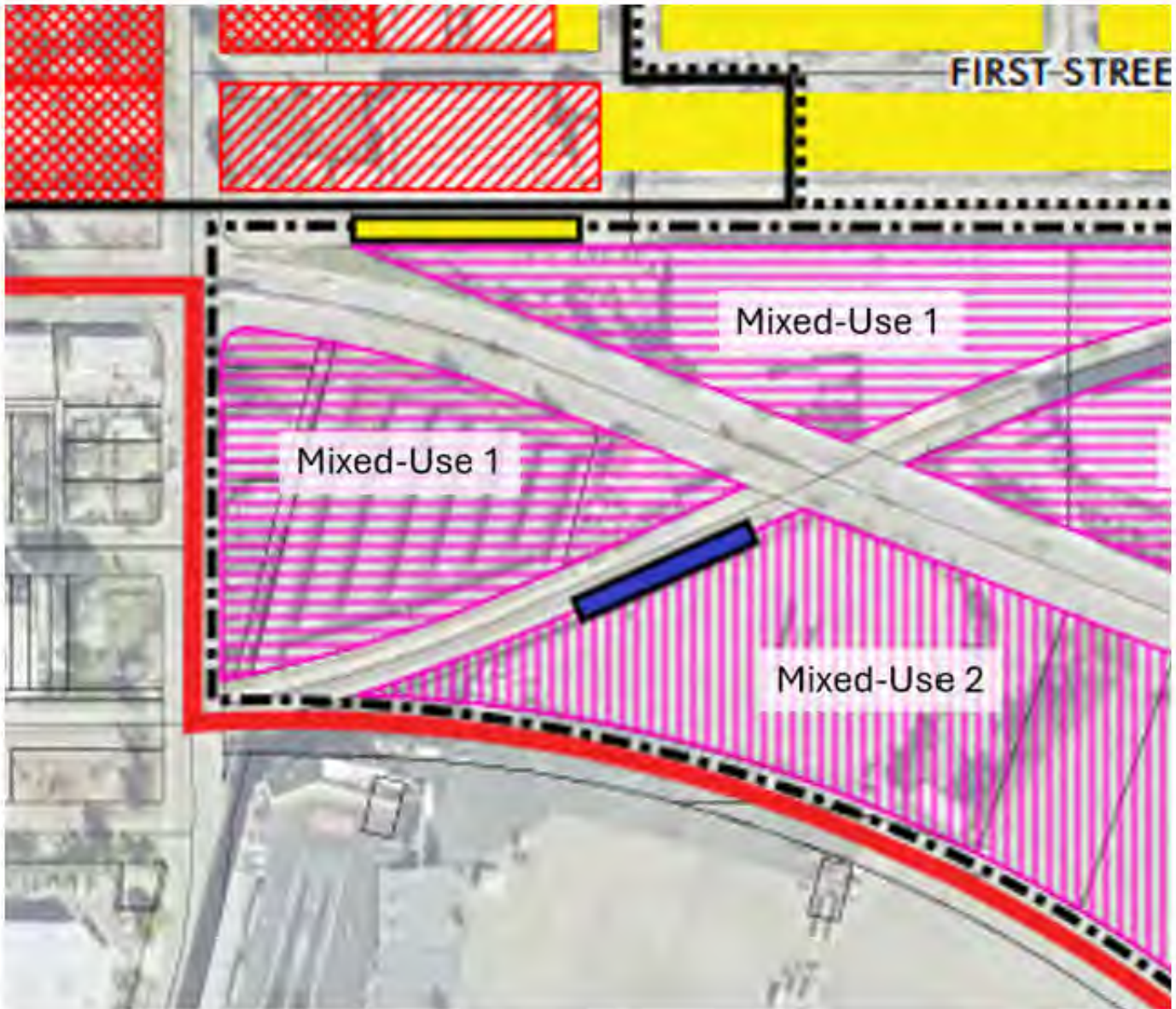
- Support implementation of the 2021-2029 Housing Element
- Increase housing production
- Support the City's Enhanced Infrastructure Financing District (EIFD)

In June 2024, the City approved a 77-unit/acre project at 1941 White Avenue. However, the developer has since determined the project is no longer financially feasible, and no other developers have expressed interest in high-density residential development in the Mixed-Use 1 district.

Economic conditions have shifted statewide, and high-density housing is increasingly difficult to finance. As a result, the current minimum density requirement—intended to encourage development—has had the opposite effect, discouraging investment and stalling activity. The City has received a letter from Colliers, the broker for the 1941 White Avenue project, further documenting the problems with building new market-rate apartments at this time, which include interest rates, high material costs, and labor shortages.

Ordinance Amending the Old Town La Verne Specific Plan for Minimum Density Requirement in the Mixed-Use 1 Land District and Making Determination of Exemption from the California Environment Quality Act Pursuant to the Common Sense Exemption of CEQA Guidelines Section 15061(b)(3)., Page 2

The Mixed-Use 1 district will have a lower maximum allowable density compared to Mixed-Use 2, reflecting its intended transitional nature. Reducing the minimum density in this district is consistent with the purpose of the Specific Plan and is expected to facilitate development that better aligns with market feasibility, activate vacant opportunity sites within the Mixed-Use 1, and support long-term revitalization objectives.



**Project Description**

The proposed ordinance revises Footnote (c) of Figure 10.1 in the Old Town La Verne Specific Plan to read:

“(c) In this District there is a minimum residential density of ~~38~~20 du/acre.”

This is the only substantive change to the Specific Plan and no changes are proposed to maximum density, maximum height, parking requirements, or lot development standards. The ordinance also reaffirms that the minimum density does not apply to adaptive reuse projects. The amendment is consistent with the General Plan because it continues to allow adequate housing capacity to meet assigned Regional Housing Needs

Ordinance Amending the Old Town La Verne Specific Plan for Minimum Density Requirement in the Mixed-Use 1 Land District and Making Determination of Exemption from the California Environment Quality Act Pursuant to the Common Sense Exemption of CEQA Guidelines Section 15061(b)(3)., Page 3

Assessment (RHNA) obligations, it supports the City's goals for infill development, and it removes regulatory barriers that currently prevent feasible development. Lower-density mixed-use housing still aligns with land use designations and maintains consistency with the City's long-term vision for the area.

The Housing Element does not mandate minimum densities in Mixed-Use 1. The proposed change will not reduce the City's overall housing capacity and does not result in the loss of any identified Housing Element sites. Based on developer feedback and current financing limitations, a minimum density of 38 du/acre is no longer economically viable. The proposed reduction to 20 du/acre will increase the likelihood that property owners and developers will pursue projects, encourages reinvestment in the area, and aligns with contemporary market conditions.

During the Planning Commission meeting on December 10, 2025, the Planning Commission unanimously voted to recommend approval of the Ordinance to the City Council.

A notice of public hearing was published in the newspaper and mailed to property owners within 300 feet of the affected area on December 25, 2025, consistent with City and State requirements.

### **FISCAL ANALYSIS**

Approval of this item will have no direct financial impact.

### **ENVIRONMENTAL ANALYSIS**

The ordinance is exempt from CEQA under CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption) because it reduces the minimum density requirement, does not increase development potential, and does not create a reasonably foreseeable environmental impact.

### **LEGAL REVIEW**

The City Attorney has reviewed and approved this report.

### **ATTACHMENTS**

1. Draft City Council Ordinance Min Density OTLVSP
2. Letter from Brendan Kelly, Colliers

Coordinated with:  
Lisa Kranitz, Assistant City Attorney

**ORDINANCE NUMBER 26-XXX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE,  
CALIFORNIA, AMENDING THE OLD TOWN LA VERNE SPECIFIC PLAN TO  
REVISE THE MINIMUM DENSITY REQUIREMENT IN THE MIXED-USE 1 LAND USE  
DISTRICT FROM 38 TO 20 DWELLING UNITS/ACRE**

**WHEREAS**, Government Code Section 65300 *et seq.* requires the City of La Verne (“City”) to adopt and maintain a General Plan that contains certain elements, describes its long-term goals, and develop policies and programs to achieve those goals; and

**WHEREAS**, in June 2024, the City approved a mixed-use housing development project in the Old Town La Verne Specific Plan area for 1941 White which provided for a density of approximately 77 units per acre; and

**WHEREAS**, in November 2024, the City Council adopted an Urgency Ordinance establishing a minimum density requirement of 38 dwelling units/acre for the Mixed-Use 1 and 2 land use districts in order to help meet the City’s housing obligations as set forth in the 2021-2029 Housing Element and to help support the City’s Enhanced Infrastructure Financing District; and

**WHEREAS**, in February 2025, the City Council adopted Ordinance No. 25-1129 which imposed a minimum density requirement of 38 dwelling units/acre for the Mixed-Use 1 and 2 land use districts; and

**WHEREAS**, for a number of reasons, high-density multi-family housing has slowed down in the State in the past year and has become more difficult to finance and more costly to build; and

**WHEREAS**, symptomatic of the change in the economics has caused the developer of 1941 White to determine that it is no longer financially feasible to move forward with the project and there has been no interest from buyers in developing this project; and

**WHEREAS**, one of the top real estate brokers (Colliers) has informed the City that the difficulty in building new market-rate apartments at this time has to do with the cost of construction exceeding the value of existing market-rate properties as rising interest rates, high material costs, and labor shortages have pushed total development costs to historic highs; and

**WHEREAS**, there is still a market for the development of lower-density projects; and

**WHEREAS**, the City Council recognizes that by creating a minimum density of 38 dwelling units/acre in order to spur development, it unwittingly created a situation where development has actually been stymied; and

**WHEREAS**, the Mixed-Use 1 land use district has a lower maximum residential density that the Mixed-Use 2 land use district; and

**WHEREAS**, the City Council has determined that it is in the best interests of the City to reduce the minimum density allowed in the Mixed-Use 1 land use district in order to spur development; and

**WHEREAS**, this Ordinance does not impact the maximum density that may be built on any lot in the Mixed-Use 1 land use district; and

**WHEREAS**, on December 10, 2025 the Planning Commission held a duly noticed public hearing on this Ordinance at which time it considered all evidence presented, both written and oral; and

**WHEREAS**, after the close of the public hearing the Planning Commission approved a resolution recommending that the City Council adopt this Ordinance and find that the Ordinance is exempt from CEQA; and

**WHEREAS**, on January 20, 2026, the City Council held a duly noticed public hearing on this Ordinance for Introduction and First Reading.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA VERNE DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1. Findings.** The Whereas clauses set forth above are true and correct and incorporated herein as findings of fact.

**SECTION 2.** The Old Town La Verne Specific Plan is hereby amended as follows:

Figure 10.1: Development Standards for the Old Town Mixed-Use, Mixed-Use 1 and 2, Medium Density Residential and University of La Verne Districts is hereby amended by revising footnote (c) as follows, all other provisions of the chart remain the same:

| Land Use Districts | Max. Height                                       | Min. Lot Size | Max. Resid. Unit Density       | Public Street Setback (except as noted in Design Standards & Guidelines) | Public Alley Setback (except as noted in Design Standards & Guidelines) | Parking   |
|--------------------|---|---------------|--------------------------------|--|---|---|
| Mixed-Use 1        | 72 feet   | 40,000 SF     | 60 DU/ACRE <sup>(c), (e)</sup> | 0 FT*  | 2 FT  | 2 spaces per 1,000 SF or retail/7.5 spaces per 1,000 SF or restaurant/2 spaces per 1,000 SF of office/1 space per residential bedroom |
| Mixed-Use 2        | 84 feet <sup>(a)</sup><br>108 feet <sup>(b)</sup> | 40,000 SF     | 70 DU/ACRE <sup>(d), (e)</sup> | 0 FT*  | 2 FT  | 2 spaces per 1,000 SF or retail/7.5 spaces per 1,000 SF or restaurant/2 spaces per 1,000 SF of office/1 space per residential bedroom |

\* Projects over 10,000 square feet or with a frontage that exceeds 100 feet are subject to landscaping and open space improvements subject to review and approval by the Development Review Committee.

- (a) Residential or Office
- (b) Hotel
- (c) In this District there is a minimum residential density of 20 du/acre
- (d) In this District there is a minimum residential density of 38 du/acre
- (e) The minimum residential density does not apply if there an adaptive reuse of a building to residential.

**SECTION 3. CEQA.** This Ordinance is exempt from CEQA under the “common sense exemption” of CEQA Guidelines Section 15061(b)(3). The Ordinance only reduces the minimum number of dwellings per acre but does not change the total amount of development that is allowed.

**SECTION 4. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause, or phrase be declared unconstitutional.

**SECTION 5. Effective Date.** This Ordinance shall take effect on the 31<sup>st</sup> day after passage.

**SECTION 6.** The City Clerk shall certify to the adoption of this Ordinance.

**PASSED, APPROVED and ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2026.

---

Mayor Tim Hepburn

---

Debra Fritz, Deputy City Clerk

**CERTIFICATION**

AYES:  
 NOES:  
 ABSTAIN:  
 ABSENT:

---

Debra Fritz, Deputy City Clerk

**Kitty Wallace**  
Vice Chair  
Southern California  
Multifamily Leader

**Brendan Kelly**  
Executive Vice President

11601 Wilshire Blvd  
Suite 2350  
Los Angeles, CA 90025



colliers.com

November 19, 2025

City of La Verne, CA Planning Commission  
3660 D Street  
La Verne, CA 91750

RE: 1941 White Avenue Property; Multifamily Market in Southern California

Based on recent experience, our top 30 potential buyers for the 1941 White Avenue property were either home builders (lower density) or LHTC affordable developers and the price of the land has decreased over 40% since the offers the seller of 1941 White Avenue had on the table 4 years ago.

It has become nearly impossible to build new market-rate apartments right now because the cost of construction exceeds the value of existing market-rate properties. Rising interest rates, high material costs, and labor shortages have pushed total development costs to historic highs. Meanwhile, existing newer apartment buildings can often be purchased for less than the cost to build the same product today, creating a significant gap that makes new construction financially unfeasible without heavy subsidies or unusually strong rent growth.

As a result, many developers are shifting their focus to lower cost/ lower density properties, which are more economical to construct- i.e. townhomes, or affordable housing projects which offer more viable financial structures through tax-exempt bonds, low-income housing tax credits, density bonuses, and reduced parking requirements. Programs like ED1 and other local inclusionary incentives make affordable projects pencil out more easily by lowering land and construction costs per unit while increasing allowable density. In short, the combination of inflated construction expenses and limited market-rate returns has redirected development activity toward the single-family home market with lower construction costs and higher per foot exit prices or to the subsidized affordable housing sector, where public incentives help bridge the financial gap that the private market can no longer cover.

Sincerely,

A handwritten signature in blue ink that reads "Brendan Kelly".

Brendan Kelly

# City of La Verne, City Council Agenda Report



**DATE:** January 20, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** Danny Wu, Director of Public Works  
**SUBJECT:** **DISCUSSION REGARDING SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND CITY OF POMONA ARROW HIGHWAY CLASS IV TWO-WAY BIKEWAY PROJECT DESIGN AND POTENTIAL CITY OF LA VERNE PARTICIPATION FOR ARROW HIGHWAY REHABILITATION**

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## **SUMMARY**

The SGVCOG's East San Gabriel Valley Sustainable Multimodal Improvements Project seeks to improve access to the Metro A-Line with new protected bikeways and pedestrian features across participating cities, including Pomona, La Verne, Azusa, Claremont, Covina, Glendora, and San Dimas. As part of this program, the Pomona City Council recently approved the Alternative 4 design concept which adds a continuous two-way Class IV bikeway on the south side of Arrow Highway, potentially including the stretch from White Avenue to Lordsburg Court in the City of La Verne, while maintaining the existing number of vehicular travel lanes and on-street parking, and enhancing user safety. City Council direction is requested on the extent of City participation in this project.

## **RECOMMENDATION**

That the City Council provide direction to staff on coordinating with the San Gabriel Valley Council of Governments (SGVCOG) and the City of Pomona on the design of the bikeway's terminus and connectivity at the White Avenue/Arrow Highway intersection and the roadway segment within the La Verne city limits, including opportunities to incorporate pavement rehabilitation as part of the project.

## **DISCUSSION**

The East San Gabriel Valley Sustainable Multimodal Improvements Project is a regional initiative led by the San Gabriel Valley Council of Governments (SGVCOG) to improve First/Last Mile connectivity associated with the Metro A-Line. The project includes protected bikeways, enhanced pedestrian lighting, ADA accessibility upgrades, and additional active-transportation features across several cities, including Pomona, La Verne, Claremont, San Dimas, Covina, and Azusa. These improvements align with Metro's First/Last Mile Plan and the Arrow Highway Multimodal Corridor Plan and are intended to support safer and more convenient access to neighborhoods, schools, employment centers, commercial areas, and transit stations.

Under this framework, SGVCOG, in partnership with the City of Pomona, proposes to construct a continuous Class IV separated bikeway along Arrow Highway between White Avenue in La Verne and Mountain Avenue near the Pomona/Claremont border, along with pedestrian improvements on Garey Avenue and Bonita Avenue. This project will strengthen multimodal

connectivity to the Pomona North A-Line station while leveraging significant regional funding sources, including Measure M Multi-Year Subregional Program funds and Metro Active Transport (MAT) Cycle 2 grants, thereby reducing the fiscal burden on local jurisdictions. On November 17, 2025, the Pomona City Council approved Alternative 4, which shifts vehicular travel lanes north to accommodate a fully protected Class IV bikeway on the south side of Arrow Highway. The design maintains the existing number of travel lanes, preserves on-street parking in Pomona between Lordsburg Court and Fair Avenue, and creates a safer corridor where bicyclists are separated from motorists by raised delineators and a buffered lane.

### **Project Coordination in City of La Verne**

A portion of this proposed bikeway, approximately 850 linear feet, lies within La Verne's right-of-way between White Avenue and Lordsburg Court, offering a seamless connection into the La Verne/Fairplex station-area circulation network and supporting future mobility needs associated with the planned Fairplex redevelopment.

White Avenue is viewed as a logical project terminus rather than at the city limits with Pomona. In the proposed La Verne project area, there is currently no on-street parking that would be impacted and the project would introduce a two-way Class IV bikeway adjacent to the south curb, protected by raised delineator posts and a painted buffer. Minor adjustments to the existing median and lane widths may be necessary and would become part of the project costs covered by SGVCOG and Pomona if the City Council concurs with a White Avenue terminus. While SGVCOG and Pomona are continuing to refine the Alternative 4 design concept, a Class IV bikeway on Arrow Highway is consistent with La Verne's General Plan, Active Transportation Plan, and Local Roadway Safety Plan. Accordingly, staff recommends concurrence with Alternative 4 design concept and direction to coordinate design details for the bikeway terminus and pavement rehabilitation within La Verne at White Avenue with no reduction in travel lanes or ingress/egress impediments from parcels south of Arrow Highway.

The City has participated in the past with the City of Pomona on street improvement projects. In 2024, the City included a portion of White Avenue south of Arrow Highway in a Pomona street improvement project, thereby achieving street improvements at a reduced price due to efficiencies in partnering with Pomona's project. For the proposed Arrow Highway bikeway project, the portion of Arrow Highway within the City of La Verne has a pavement condition index that ranges from very poor to fair. The City does need to perform street rehabilitation in the near term to bring portions of Arrow Highway up to "very good" condition. By partnering with Pomona at this time and paying for the portion of street improvements outside of the project boundary east of White Avenue, the City will achieve cost savings than if we were to do that portion of highway on our own. Cost savings originate from being part of a larger project and being an "add on" with other standard costs paid for through the grant funding allocated to the project. Such funding is directly paying for designs, plans, and portions of the project, if continued to White Avenue, that are within the City's jurisdiction. While the City would realize cost efficiencies if we were doing our entire stretch of Arrow Highway, there are no plans nor funding in the near future for completing such a large street rehabilitation project. Accordingly, staff agrees that having Arrow Highway east of White Avenue rehabilitated at this time is cost effective and worthy to participate with the City of Pomona. The City does have funding that could be made available in non General Fund

sources. Those sources are restricted to street improvements and therefore are appropriate to use.

### **FISCAL ANALYSIS**

There is no impact to the City's General Fund for design, permitting, or construction, as SGVCOG will fund these phases. However, based on City Council direction, because a segment of the bikeway lies within La Verne, the City may incur minor cost-sharing for traffic signal modifications and will be responsible for ongoing operations and maintenance of its portion once completed.

The overall First/Last Mile project is currently estimated at \$16.1 million, with \$13.9 million already secured by SGVCOG and the City of Pomona. With the Pomona City Council's selection of Alternative 4 as the preferred design concept, a \$2.2 million funding shortfall was identified. The Pomona City Council has committed to covering this shortfall with local funds in order to advance the Alternative 4 design and maintain project delivery.

To achieve needed street improvements within the City of La Verne's responsibility area, if so directed by the City Council, is estimated at less than approximately \$528,100. This compares to spending over \$775,000 if we were to do the project on our own as a distinct separate project. While exact costs may change slightly due to quantities used, staff is comfortable with the projected costs and methodology as presented by SGVCOG and the City of Pomona.

### **ENVIRONMENTAL ANALYSIS**

Pursuant to the California Environmental Quality Act (CEQA), the SGVCOG is serving as the Lead Agency for the Arrow Highway Class IV Bikeway Project and will prepare the applicable CEQA environmental document for the overall corridor. The cities of Pomona and La Verne are each acting as Responsible Agencies under CEQA for the portions of the project located within their respective city limits, as each city has discretionary approval authority over improvements within its public right-of-way.

### **LEGAL REVIEW**

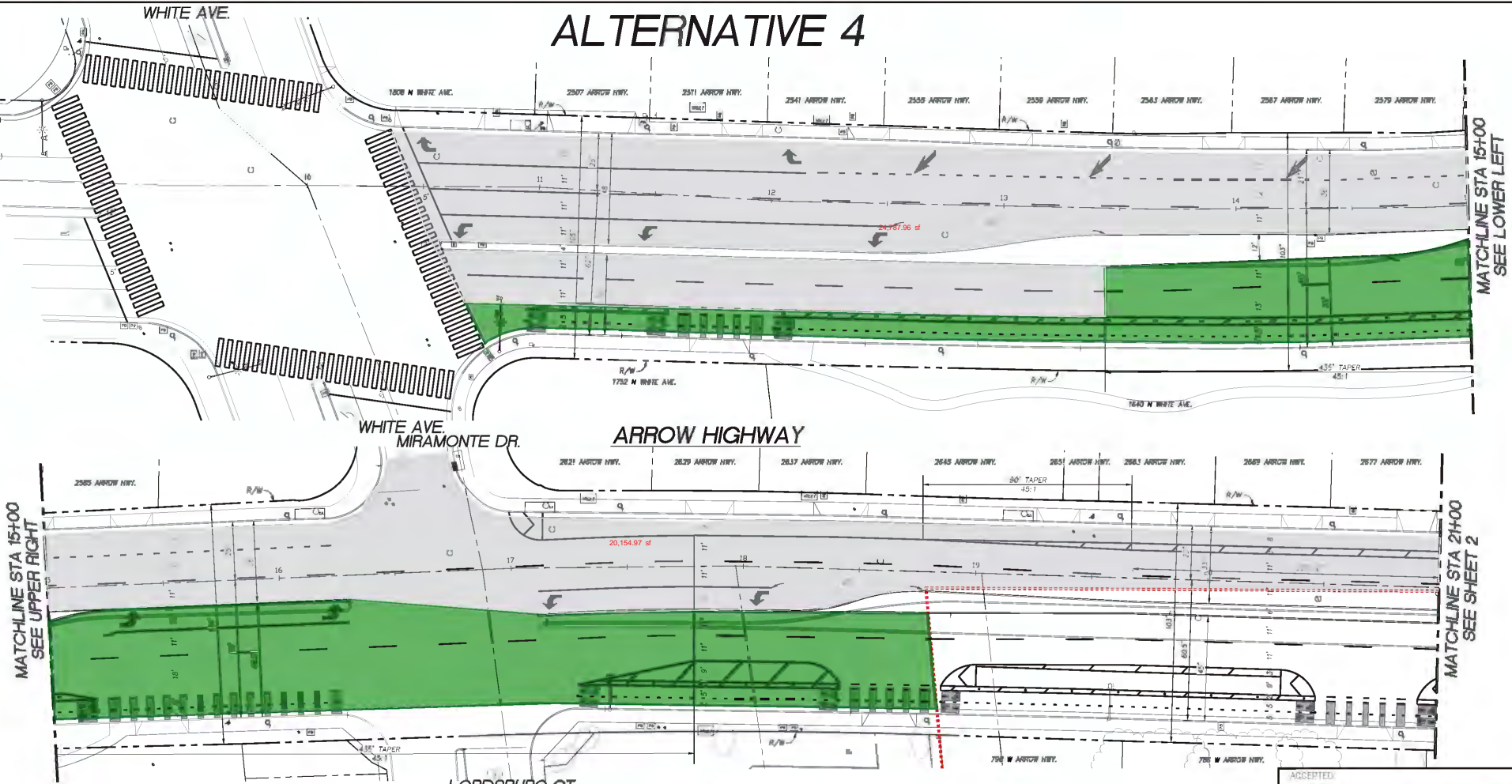
Not applicable.

### **ATTACHMENTS**

1. La Verne Paving Arrow

Coordinated with:  
Cody Howing, PE - City Engineer

# ALTERNATIVE 4



MATCHLINE STA 15+00  
SEE UPPER RIGHT

MATCHLINE STA 15+00  
SEE LOWER LEFT

MATCHLINE STA 21+00  
SEE SHEET 2

**BASIS OF BEARING:**  
THE BEARINGS AND COORDINATES SHOWN HEREON ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983 (NAD83), ZONE 5, DATUM BASED LOCALLY ON A LINE BETWEEN NGS CONTROL POINTS EY3784 AND EY3841, BEING 184°32'29" N, 1991.35 EPOD.

**BENCHMARK:**  
E20 SHARLES DOWDY PUBLIC WORKS BENCHMARK, N.E. 227172, ELSORP/BERG ROAD 1/4E W 1/4 S 18, 17 E 20 BOX @ SE COR ARROW HWY & GAREY AVE SBT E/O & 36.471 S/O C.A. N.E. ELEVATION = 1041.094



**HR GROUP PACIFIC, INC.**  
1285 CORONA POINTE COURT  
SUITE 305  
CORONA, CA 92619  
TEL: (951) 855-4742  
FAX: (951) 841-5877

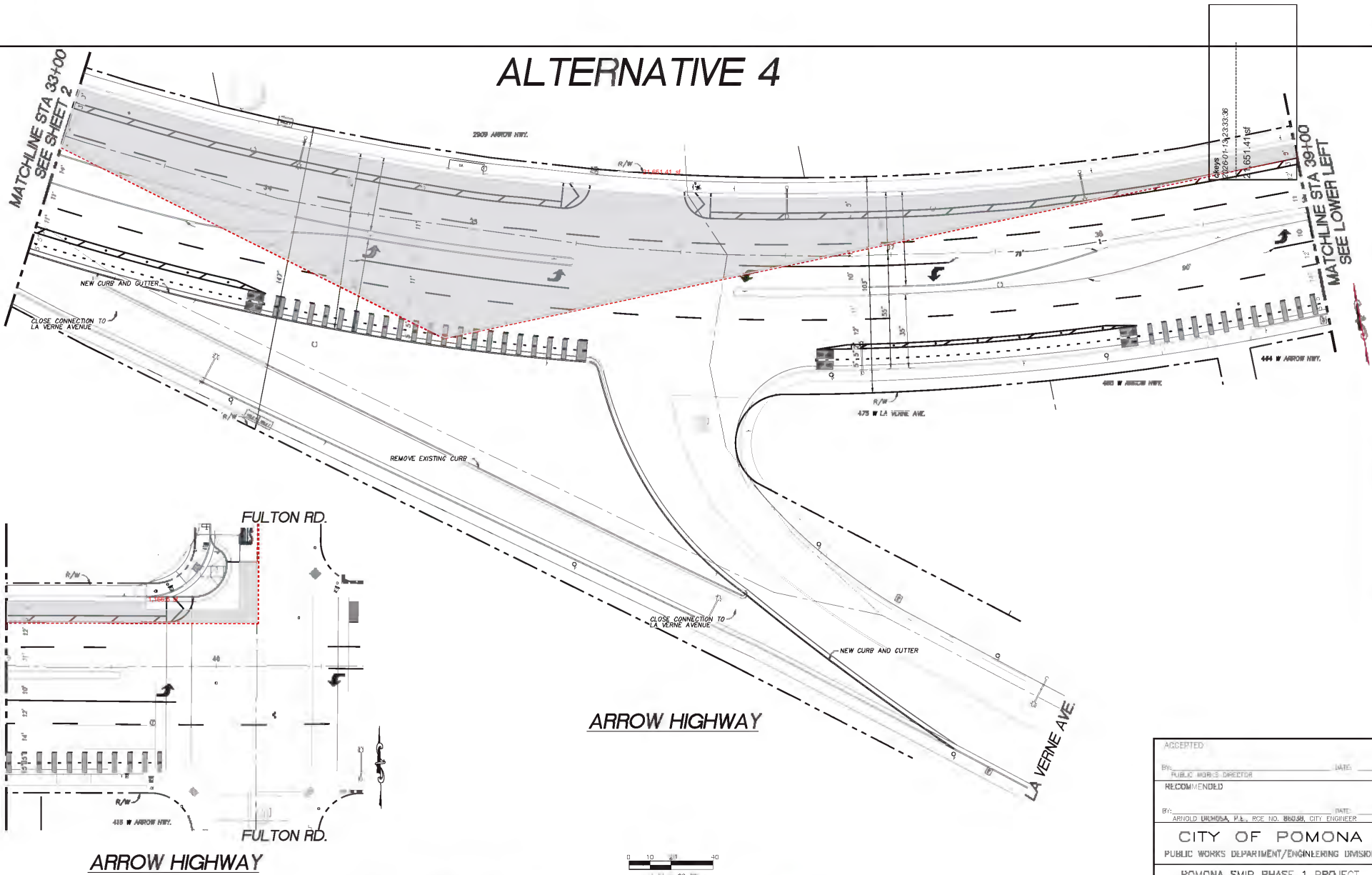
CHASE W. KEYS, REG. NO. 105553

| DATE | REVISIONS | DATE | INITIALS |
|------|-----------|------|----------|
|      |           |      |          |

|  |                              |
|--|------------------------------|
| ACCEPTED:  |                              |
| BY: PUBLIC WORKS DIRECTOR                              | DATE: _____                  |
| RECOMMENDED:   |                              |
| BY: ARNOLD MENDOZA, P.E., RCE NO. 36648, CITY ENGINEER | DATE: _____                  |
| <b>CITY OF POMONA</b>                                  |                              |
| PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION           |                              |
| POMONA SMPH PHASE 1 PROJECT                            |                              |
| <b>SKINING AND STRIPING EXPERT</b>                     |                              |
| <b>ARROW HIGHWAY</b>                                   |                              |
| STA 16+00 TO STA 31+481                                |                              |
| SCALE:   | DESIGNED BY: _____ PVE: EAPG |
|  | DRAWN BY: _____ PVE: EAPG    |
|  | CHECKED BY: _____            |
|  | REVIEWED BY: _____           |
| BHT: 1   | OF 3                         |
|  |                              |
|  |                              |



# ALTERNATIVE 4



MATCHLINE STA 39+00  
SEE UPPER RIGHT

ARROW HIGHWAY

FULTON RD.

FULTON RD.

ARROW HIGHWAY

LA VERNE AVE

|   |                      |
|---|----------------------|
| ACCEPTED  |                      |
| BY: PUBLIC WORKS DIRECTOR   | DATE:                |
| RECOMMENDED   |                      |
| BY: ARNOLD UMOGOSA, P.E., REG. NO. 066088, CITY ENGINEER                | DATE:                |
| CITY OF POMONA<br>PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION          |                      |
| POMONA SMPH PHASE 1 PROJECT   |                      |
| SIGNING AND STIFFING EXHIBIT<br>ARROW HIGHWAY<br>STA 33+00 TO STA 41+00 |                      |
| SCALE:  | DESIGNED: PWT, ERAGE |
|   | DRAWN: PWT, ERAGE    |
|   | CHECKED: PWT, ERAGE  |
|   | REVIEWED: PWT, ERAGE |
|   | BHT: 3               |
|   | OF 3                 |
|   | SHT: 3               |



**BASIS OF BEARING:**  
THE BEARINGS AND COORDINATES SHOWN HEREON ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983 (NAD83). ZONE 5 DATA, BASED LOCALLY ON A LINE BETWEEN HIS CONTROL POINTS EY3704 AND EY3841, BEING 105430297N, 1091.35 EPODOL.

**BENCHMARK:**  
L-05 UNBLES DOWNTY PUBLIC WORKS BENCHMARK, REG. NO. 227172. ELSBOROUGH, HERRI 148 W S EB 1FF E/O BOX @ SE COR ARROW HWY & GAREY AVE, SHFT E/O @ 30.471 S/O C/A, N.E. ELEVATION = 1043.094



**HPG** HIR GROUP PACIFIC, INC.  
1205 COMMERCE POINTE COURT  
SUITE 305  
CORONA, CA 92709  
TEL: (951) 655-4942  
FAX: (951) 641-5877

CHASE W KEYS, REG. NO. 20553 DATE: REVISIONS: DATE INITIAL AS SHOWN

# City of La Verne, City Council Agenda Report



**DATE:** January 20, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** JR Ranells, Assistant City Manager  
**SUBJECT:** **APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LA VERNE AND THE LA VERNE POLICE OFFICERS' ASSOCIATION AND AUTHORIZING EXECUTION BY THE CITY MANAGER.**

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## **SUMMARY**

The Memorandum of Understanding (MOU) with the La Verne Police Officers' Association (LVPOA) expired on June 30, 2025. Staff and association representatives have been meeting since December 2024 on a successor agreement. Based on City Council direction and support of the terms discussed during closed session, a tentative agreement has been reached and staff is now seeking formal approval from City Council to finalize the MOU.

## **RECOMMENDATION**

That the City Council:

1. Approve a Memorandum of Understanding between the City of La Verne and the La Verne Police Officers' Association; and
2. Authorize the City Manager to execute the Memorandum of Understanding with the La Verne Police Officers' Association.

## **DISCUSSION**

Pursuant to State law, the City is required to meet and confer with recognized employee associations regarding wages, hours, and other terms and conditions of employment. The existing Memorandum of Understanding (MOU) with the La Verne Police Officers' Association (LVPOA) expired on June 30, 2025. Following City Council direction, City staff and LVPOA representatives have met and conferred since December 2024 and have reached a tentative agreement on a successor MOU, which is now being presented to the City Council for formal approval.

The proposed MOU includes general language clean-up, compensation adjustments for current LVPOA members, organizational efficiencies, and increased employee contributions toward retirement benefits for classic CalPERS members. The agreement reflects a continued departure from the City's prior median-based compensation model and instead emphasizes education, professional development, retention, and shared fiscal responsibility.

A primary component of the agreement is an enhanced Education Achievement Incentive program, which expands compensation opportunities for officers who obtain advanced academic degrees and POST certifications. This revised approach underscores the City's

Approving a Memorandum of Understanding Between the City of La Verne and the La Verne Police Officers' Association and Authorizing Execution by the City Manager., Page 2

commitment to maintaining a highly educated and professionally trained police workforce by recognizing and rewarding personal investment in education and advanced training. Educational POST Certification incentive pay is reported as special compensation to the extent permitted by CalPERS regulations and is capped at a maximum of twenty-two percent (22%) of base pay. With the change in education incentive, there were 4-5 officers who would have received less compensation based on the new incentive program; however, as agreed to, a stipend for the final six months of the current fiscal year was agreed to in order to maintain officer compensation until the July 2026 cost of living adjustment is in place.

To further support recruitment and retention efforts, the proposed MOU introduces longevity recognition for LVPOA members, with annual compensation ranging from \$1,200 to \$3,600 based on years of service. This provision is intended to recognize professional knowledge and long-term service while improving the City's ability to retain experienced officers in a competitive regional law enforcement labor market.

The agreement also includes increased employee cost-sharing toward retirement benefits. LVPOA members will contribute an additional one percent (1%) toward CalPERS retirement benefits effective July 2026, followed by an additional one percent (1%) increase effective July 2027. Upon full implementation, classic employees will contribute a combined total of twelve percent (12%) toward retirement benefits (consisting of an eleven percent (11%) employee contribution and a one percent (1%) employer-paid cost share), consistent with the City's goal of addressing rising pension costs through shared responsibility. In addition, the City will increase its monthly Health Savings Account (HSA) contribution for newer officers from \$100 to \$150 as well as increasing City contributions toward eligible employee medical insurance costs. The proposed MOU revisions eliminate the requirement that 50% of sworn officers hold the rank of Corporal, creating an organizational efficiency by addressing the previous over-allocation of technical supervisory positions, which diluted the role's functional impact. This change is intended to restore the rank's significance within the organizational structure while providing greater operational flexibility and removing restrictive minimum staffing requirements from the prior agreement.

Overall, the proposed MOU reflects a balanced and collaborative approach that prioritizes officer education, recognizes long-term service, addresses recruitment and retention challenges, and emphasizes employee participation in retirement cost sharing. Approval of the MOU will allow the City to remain competitive in attracting and retaining qualified police officers while responsibly managing compensation and benefit costs.

### **FISCAL ANALYSIS**

Compensation increases resulting from the proposed Memorandum of Understanding (MOU) are supported by a transfer of Measure LV revenues into the General Fund. The cost of the agreement reflects the incremental increase associated with the new or enhanced salary and benefit provisions and not the total ongoing cost of the POA which has been budgeted through the regular budget process. The three-year annualized cost that served as the basis for funding the agreement was \$1,470,944, which includes the above-mentioned stipends. Due to the extended negotiations, the Association remained compensated based on the prior MOU and, therefore, the three-year annualized cost results in a reduction of less than half of the current year. The estimated cost for the remainder of the 2025–26 fiscal year is \$156,975 within the

Approving a Memorandum of Understanding Between the City of La Verne and the La Verne Police Officers' Association and Authorizing Execution by the City Manager., Page 3

General Fund. This amount reflects the full longevity cost resulting from the timing of the benefit payment. The full incremental cost is estimated at \$306,980 in Year One, with additional incremental costs of \$190,634 in Year Two and \$180,735 in Year Three. When compounded over the three-year term starting with the first full pay period after the effective date, the total estimated increase attributable to the MOU is \$1,332,938. Appropriation requests for 2025-26 will be requested with the full-time salary chart item and future years' amounts will be incorporated during the regular budget process.

**ENVIRONMENTAL ANALYSIS**

Not applicable.

**LEGAL REVIEW**

This report was reviewed and approved by the City Attorney.

**ATTACHMENTS**

1. MOU-LVPOA-Final Draft-Redline
2. MOU-LVPOA-Final Draft-Clean

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF LA VERNE  
AND  
THE LA VERNE POLICE OFFICERS' ASSOCIATION**

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**Article 1 – Recognition**

The City of La Verne (hereinafter referred to as "City") has formally recognized the La Verne Police Officers' Association (hereinafter referred to as "Association") as the representative for full-time City employees in the following job classifications:

Police Officer  
Police Corporal  
Police Sergeant

**Article 2 – City Council Approval**

It is agreed that this Memorandum of Understanding (MOU) is of no force or effect until ratified, approved and adopted by the City Council of the City of La Verne.

**Article 3 – Management Rights**

To the extent that the following are not inconsistent with specific MOU provisions and to the extent that the following are not within the scope of representation, the parties agree that the following constitute the rights of management:

1. The right to hire, promote, demote, suspend, discipline, or discharge any employee in accord with state and federal law.
2. Determine the location of any new facilities, buildings, departments, divisions, or subdivisions thereof, and the relocation, sale, leasing, or closing of facilities, departments, divisions or subdivisions thereof.
3. Determine services to be rendered.
4. Determine the layout of buildings and equipment and materials to be used therein.
5. Determine the size and character and use of inventories.
6. Determine financial policy, including accounting procedure.
7. Determine the staffing of classifications not represented by the Association.
8. Determine selection, or promotion of employees.
9. Determine the size and character of the work force.
10. Determine the allocation and assignment of work to employees except in those instances where the affected employee receives additional compensation as a result of performing a given assignment.
11. Determine policy affecting the selection of new employees.
12. Determine the establishment of quality and quantity standards and the judgment of quality and quantity of work required.
13. Impose discipline.
14. Determine control and use of City property, materials, and equipment.

15. Place work with outside firms
16. Determine the kinds and numbers of personnel necessary.
17. Require employees, where necessary, to take in-service training courses during working hours.
18. Prescribe a uniform dress to be worn by designated employees.  
Any grievance arising out of or in any way connected with the existence or the legality of any of the above-described rights of management is not subject to the grievance procedure unless such grievance is otherwise grievable under another Article of this Agreement.

#### **Article 4 – Association Rights**

The Association retains the right to engage in the meet and confer process with regard to all matters relating to employer/employee relations including, but not limited to, wages, hours and other terms and conditions of employment.

#### **Article 5 – Association Dues**

- A. The City shall deduct dues from the first and second paychecks of each employee each month and remit to the Association such monies, the deduction of which have been authorized by the employee in writing.
- B. The Association agrees to hold harmless and indemnify the City against any claims, causes of action, or lawsuits alleging negligence by the City in the performance of its obligations as set forth in Article 5(A).

#### **Article 6 – No Strike/No Lockout**

The City and the Association agree that it is to their mutual benefit to encourage the resolution of differences through negotiation. Therefore, during the term of this MOU, the City agrees that it will not cause a lockout of employees covered by this MOU and the Association agrees that there will be no strike, slowdown, or other work stoppage. Compliance with the request of other labor organizations is included in this prohibition.

#### **Article 7 – Layoff Procedures**

- A. Seniority shall be defined as the length of continuous service as a full-time employee with the City of La Verne except as otherwise noted.
- B. In the event of reduction in the work force, the employee in the classification being reduced with the least seniority shall be laid off first.
- C. Any represented employee who has been notified of layoff may elect to accept the layoff or exercise bump down rights. Represented employees, if qualified and able to work, shall be authorized to bump into any lower rated classification

with the department and replace any employee who has less seniority.

Employees exercising bump down rights must do so within seventy-two (72) hours after receipt of notice of layoff.

- D. Employees bumped by higher seniority employees shall themselves have the option of exercising bump down rights.
- E. No new employee shall be hired until all employees on layoff have been given the opportunity to be reinstated in the position held prior to layoff or bump down. Such employees shall be rehired or reinstated to the position held at the time of separation and in reverse order of their layoff or demotion. Such right of reinstatement must be exercised within twenty (20) days after the City deposits its written notice of recall from layoff in the United States Mail addressed to the employee's last known address. Such mailing shall be by certified mail – return receipt requested.

**Article 8 – Salary Rates and Step Advancements**

A. **Salary Step Advancement.** A five (5) step salary schedule with five percent (5%) difference between steps is hereby established for the classifications listed in Article 1 of this Agreement. Such 5% differentials shall be maintained for the term of this Agreement.

1. **Step 1.** This is the minimum rate and will be the hiring rate. In special cases, when it is merited by experience, education, training or other qualifications, the City may approve hiring at a higher salary step. If an employee is hired at a step other than 1, he/she must wait one (1) year until the next step increase.
2. **Step 2.** This salary step is attainable after completion of six (6) calendar months of service if the employee has demonstrated satisfactory job progress.
3. **Step 3.** This salary step is attainable after one (1) year of service from the date of the last salary step increase only if the employee shows satisfactory job progress.
4. **Step 4.** This salary step is attainable after one (1) year of service from the date of the last salary step increase only if the employee shows satisfactory job progress.
5. **Step 5.** This salary step is attainable after one (1) year of service from the date of the last salary step increase only if the employee shows satisfactory job progress.

**B. Salary Increases**– Effective the first full pay period of ~~November-January 2023~~2026, the steps of the salary schedule will be increased 3% for all LVPOA Members, ~~5% for Police Officer and Corporal and 3% for Sergeant.~~

Effective the first full pay period in July ~~2024~~2026, the steps of the salary schedule will be increased 3% for all LVPOA Members.

Effective the first full pay period in July 2027, the steps of the salary schedule will be increased 3% for all LVPOA Members.

The Step 5 salary for employees promoted to Corporal shall be set at ten percent (10%) above the Step 5 salary for Police Officer.

Historically, when reaching agreement via an MOU, the City and POA have established salary increases by setting base salary at the market median for specified dates. The traditional market for comparison purposes include the following local agencies: the cities of Azusa, Baldwin Park, Chino, Claremont, Covina, Glendora, Monrovia, Montclair, Ontario, Pomona, Upland, West Covina, and the County of Los Angeles. For fiscal purposes and as agreed through the meet and confer process, the City and POA have set the specific salary increases as noted above, [reflecting a move away from using the median to set compensation.](#)

**C. Salary Plan Administration/Work Performance Evaluation.**

- ~~6-1.~~ Employees shall be paid by twelve noon (12:00) on or before every other Friday. When the normal pay day falls during an employee's annual vacation leave, such employee shall receive a partial vacation advance on the last working day prior to such an annual vacation leave provided a written request is submitted to the Finance Officer at least five (5) working days prior to said leave.
- ~~7-2.~~ All employees shall receive at least one (1) annual written department evaluation pursuant to department policy as established by the Police Chief. Written evaluations will be given to the employee at least ten (10) days before the end of the particular evaluation period.
- ~~8-3.~~ All step increases, promotions, demotions, or other changes in the employees' salaries shall occur at the beginning of the closest pay period.
- ~~9-4.~~ Performance evaluations shall be completed by supervisor which employee predominantly worked under during review period. However, this will not preclude the evaluating supervisor from getting input from other superiors the employee worked for.

**D. Probationary Period.**

- 1. All entry level appointments to the classification of Police Officer shall be tentative and subject to a probationary period of eighteen (18) months.
- 2. Promotional appointments shall be tentative and subject to a probationary period of one (1) year.
- 3. Lateral appointments shall be tentative and subject to a 12-18 month probationary period as determined by the Personnel Officer and Police Chief. Some of the factors used in determining length of the probationary period include but are not limited to; previous years and level of experience, formal education, POST certificates, specialized training, as well as job performance.
- 4. The probationary period may be extended prior to the end of the probationary period by the City for a period not to exceed three (3) months as a result of an employee's unfavorable evaluation.

5. During the probationary period, a newly hired employee may be discharged by the City if the City deems the employee unfit or unsatisfactory for permanent employment. The probationary employee shall have the rights of appeal as required by law.
  6. During the probationary period, a promoted employee may be demoted back to the previous job held if the City deems the employee unfit or unsatisfactory for permanent appointment. No probationary period shall be required upon reinstatement to the prior position.
  7. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to a position, and for rejecting an employee whose performance does not meet the standards of work.
- E. **Trainee Levels**. The City may, at its discretion, establish Police Academy trainee salary range levels, not less than fifteen percent (15%) below Step 1 of the Police Officer salary range and/or job description.
- F. **New Classifications**. The City may establish new job classifications that do not entail reclassification of an existing position. Employees desiring to compete for such positions will be evaluated in the same manner as any candidate aspiring to receive appointment to the new position.
- G. **Acting Appointments**. The City may designate an employee to an acting capacity in a job classification different than that currently held by the employee. The employee shall receive five percent (5%) above the employee's current base monthly salary added to the employee's wages after ten (10) consecutive working days of satisfactory service in such acting capacity as determined by the City.
1. Service in an acting capacity shall not continue beyond six (6) months without the agreement of employee, Association and City.
  2. An employee having served in an acting capacity and subsequently fully appointed to the position shall establish a new anniversary date as the first day of permanent appointment to the position.
- H. **Promotion**. The City may promote an employee to a higher job classification.
1. A promoted employee shall receive a minimum of five percent (5%) increase in salary provided, however, that no employee shall receive a salary which exceeds or deviates from the salary steps established for the promotional job classification. A promoted employee appointed at other than Step 1 shall not receive another step increase for a minimum of one (1) year.
  2. A new anniversary date shall be established and the promoted employee shall be subject to a one (1) year probationary period. An employee rejected during this time because of committing a disciplinable act shall be reinstated to the job classification previously held at the same salary level the employee had prior to the promotion without loss of seniority in that classification and/or shall be subject to discipline.
- I. **Corporal Program**. ~~Sworn employees covered by this Agreement shall be promoted to the classification of Corporal as follows:~~

~~4. Incumbent Police Officers hired prior to September 5, 1994, shall be eligible for promotion to Corporal without regard to the budgetary limitations established in subsection 2 below, based on the following criteria: **Education:** An A.A./A.S. degree (or equivalent units) from an accredited college in criminal justice or another law enforcement related course of study; **Experience:** Four (4) years as a sworn Police Officer, two (2) of which must be with the City of La Verne; **Test:** The employee must pass a written test with a 70% score or better and receive satisfactory annual performance evaluations in the prior two (2) years preceding promotion.~~

~~1. The number of Corporal positions within the Department shall be limited to one-half of the budgeted complement of Police Officers and Corporals with a minimum of fifteen (15). Eligibility criteria for promotion to Corporal shall be as follows: **Education:** A.A./A.S. degree (or equivalent units) from an accredited college in criminal justice or other law enforcement related course of study; **Experience:** Four (4) years as a sworn Police Officer, two (2) of which must be with the City of La Verne. All promotions to Corporal shall be accomplished through a competitive selection process in accordance with the Personnel Rules and Regulations.~~

~~a. Upon ratification of the three-year 2026 successor agreement, and beginning during fiscal year 2026-2027, the City shall initiate a reduction of the total number of authorized Police Corporal positions from fifteen (15) to twelve (12).~~

~~i. The reduction shall occur through attrition only, meaning no incumbent employees shall be involuntarily demoted or displaced.~~

~~ii. During the first year of this agreement, the number of corporals shall be reduced by one (1) upon the next vacancy created by resignation, retirement, promotion, separation, or other attrition. The minimum number of Corporals shall be fourteen (14).~~

~~iii. During the second year of this agreement, the number of corporals shall be reduced by one (1) upon the next vacancy created by resignation, retirement, promotion, separation, or other attrition. The minimum number of Corporals shall be thirteen (13).~~

~~2.iv. During the third year of this agreement, the number of corporals shall be reduced by one (1) upon the next vacancy created by resignation, retirement, promotion, separation, or other attrition. The minimum number of Corporals shall be twelve (12).~~

J. **Demotion.** The City may, with cause, demote an employee to a lower job classification.

1. A demoted employee shall receive a minimum decrease in salary equivalent to one (1) salary step provided, however, that no employee shall receive a salary which exceeds the maximum range level established for the lower job classification.

2. A new anniversary date shall be established for the demoted employee as the day on which the employee begins performing the duties of the lower

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job classification as determined by the City. A demoted employee will suffer no loss of seniority with the department.

3. No probationary period shall be required for any employee in a classification to which he is demoted.

## Article 9 – Hours of Work

### A. Normal Work Week.

1. **Patrol.** The workweek for sworn employees assigned to Patrol shall be the schedule commonly known as the 3/12 Plan as approved by the Association and the City. Under the 3/12 Plan, employees will be scheduled to work a total of 80 hours in a biweekly period. Newly appointed Police Officers assigned to an FTO and employees in training or light duty assignments may be scheduled to work five (5) eight (8) hour days in a workweek.

**Level Pay Adjustments.** In order to enable employees assigned to the 3/12 plan to receive consistent base pay for eighty (80) hours per pay period, biweekly payroll timecards may be adjusted to reflect eighty (80) hours even though the employee may have worked fewer or more hours during the regular work schedule. For example, an employee who worked a short week of thirty-six (36) hours and a long week of forty-eight (48) hours during a biweekly pay period will have his/her time card adjusted by the addition of four (4) hours for the first week and the deletion of eight (8) hours for the second week. Similarly, an employee who works two consecutive short thirty-six (36) hour weeks in a biweekly time period will have his/her time card adjusted by the addition of four (4) hours for the first week and four (4) hours for the second week.

2. **Motor Officers.** Employees assigned to Motorcycle Patrol by the Chief of Police shall be scheduled on a four (4) day, ten (10) hour workweek commonly known as the 4/10 plan.
3. **Detective Bureau.** Employees assigned to the Detective Bureau shall be scheduled on either the 9/80 Plan or the 4/10 Plan at the unilateral discretion of the Chief of Police. (Under the 9/80 Plan, employees will be scheduled to work eight (8) nine-hour shifts and one (1) eight hour shift for a total of 80 hours in a two-week period.) In making a determination to change the work schedule from either the 9/80 Plan or the 4/10 Plan, the Chief of Police may take unilateral action without prior notice to, or consultation with, the Association. In determining the appropriate work schedule for detective bureau employees, the Chief of Police may consider criteria that includes, but is not limited to, sick leave usage, overtime, productivity, schedule coverage, etc. The parties to this Agreement understand and agree that special assignment pay will not be provided to employees with detective bureau assignments.
4. **School Resource Officer.** The School Resource Officer shall be scheduled on the 9/80 Plan or the 5/8 Plan at the unilateral discretion of the City to best operate the program in the schools. The City shall have

the unilateral discretion to further modify both the School Resource Officer assignments, and the scheduled hours and days of work, consistent with the recognition that school recesses and holiday and summer breaks can regularly minimize the scope of services to reasonably be performed by the School Resource Officer. School Resource Officers shall be allowed to take a paid leave from their assignment during the Christmas and/or spring break.

5. **Regional Task Force Officers.** The workweek for employees assigned to regional task force operations will not be modified or altered by this Agreement.
- B. **Light Duty.** An employee placed on light duty due to a temporary disability may be required to revert to the traditional five (5) day, eight (8) hour schedule for the duration of the light duty assignment.
- C. **Limit on Consecutive Hours Worked.** An Officer assigned to Patrol shall not be permitted to work in excess of 16 consecutive hours, unless otherwise authorized during emergency conditions.
- D. **Relief Due to Afternoon Court Appearance.** An Officer assigned to Patrol who has worked the previous twelve (12) hour night shift and is required to appear in court beyond 1:30 p.m. on the day following shall be entitled to obtain relief for the upcoming night shift on the day of the court appearance. In the event that such relief due to an afternoon court appearance is needed, the employee shall be entitled to use vacation or compensatory time off.

**Article 10 – Lead Motor Officer Differential**

A. At the discretion of the Chief of Police, following the conclusion of a competitive selection process, employees assigned to motorcycle patrol duty may be designated as Lead Motor Officer and will be placed into the position of Lead Motor within the salary schedule which includes a monthly salary differential of \$100 in recognition of the following duties and responsibilities and is part of the base salary:

1. Supervise commercial vehicle enforcement;
2. Supervise special event traffic activities, including DUI checkpoints;
3. Determine and justify traffic enforcement training and budget needs;
4. Monitor citation productivity;
5. Develop motor officer schedule in conjunction with watch commander;
6. Coordinate with schools and crossing guards to provide safe routes to schools;
7. Supervise and coordinate investigations of fatal traffic accidents;
8. Review collision reports for CHP and SWITRS input;
9. Pursue traffic grant opportunities.

**Article 11 - Canine Assignment**

At the discretion of the Chief of Police, an employee may be assigned to a canine officer detail. Employees who are assigned to a canine officer detail will receive compensation as described below. The Association and the City agree that this canine assignment pay is intended to compensate canine officers for off-duty time spent caring, grooming,

feeding, training, and otherwise maintaining their assigned canine/equipment ("canine activities"), in compliance with the FLSA and interpretive cases and rulings.

The canine officer will be paid four (4) hours at the canine officer's base hourly rate for up to 26 pay periods per fiscal year for canine activities. The Association and the City agree that 4 hours per 26 pay periods has been determined to be the amount of time the canine officer spends on canine activities and that this amount of time was determined through inquiry of the canine officer and their feedback. In addition, canine officers shall receive one day off (12 hours) per month to be scheduled by the Department at its discretion.

#### **Article 10-12 – Special Assignment Pay**

Unit members placed in any of the following assignments detective bureau, school resource officer, traffic car, motor officer, canine, or regional task force detective will be provided with a monthly stipend of \$250.

Unit members placed in the FSET or CNT assignments will be provided a monthly stipend of \$125.

Special Assignment Pay amounts will be distributed on a per pay period basis and will begin or end with the start of the pay period closest to the effective date. Pursuant to California Code of Regulations (CCR) Section 571, this pay shall be reported to CalPERS as special compensation, to the extent permitted by law.

- A. All affected employees participating in a special assignment, shall be subject to the removal/appeal policies and procedures set forth below in subsection B.
- B. A California Court of Appeal case has recently held that in many circumstances, reassignment from a special assignment as described above and loss of bonus compensation can be implemented only upon the Department stating cause for the reassignment, and with the Peace Officer then having a right to contest the reassignment through all available administrative appeal procedures. In this case, said procedures may include access to a trial-type evidentiary hearing. (The City does not acknowledge that said court ruling is controlling, yet it does form the basis for the compromise described in this Article.). However, the following limitation shall apply to administrative appeals conducted pursuant to Article 10 of the MOU, and which regard reassignment from a special assignment as that term is used in this Article:
  - 1. During the first twelve (12) consecutive months that an affected employee is assigned to a special assignment which provides for compensation in addition to the officer's base salary, said individual shall be subject to removal from the special assignment, *without a statement of cause by the Department and without the right to any administrative or civil method of appealing said decision except as specifically set forth herein. The sole administrative appeal pursuant to section a1 shall be non-evidentiary*

*meeting with the Chief of Police. There shall be no subpoena power, no testimony, and the determination of the Chief of Police shall be final for all purposes.* In the case of any such removal, the officer shall continue to receive the pre-existing base salary. Such an affected employee shall be treated as one who has not successfully completed the probationary period required by the Agency, as said term is used and applied in Government Code §3304(b).

2. Upon any reassignment out of a special assignment, the special compensation bonus provided to the employee shall be eliminated.
3. The parties recognize that there exist appellate case decisions to the effect that a waiver by an employee organization as to disciplinary due process and appeal rights held by individual members of the Association pursuant to Government Code §3304(b) or otherwise, is invalid as regards the individuals (assuming arguendo that any exist as to those employees referenced in B1 above). Therefore, the parties further agree that each individual officer who is assigned to any special assignment on or after the date of adoption of this MOU shall enter into a written agreement evidencing a waiver of any administrative appeal rights as described herein and of their agreement to be bound by the rules set forth herein governing reassignment and loss of specialty compensation. The parties acknowledge that said waiver does not constitute a waiver of “due process” rights. Rather, and inasmuch as the limited appeal rights described herein apply to special assignees who in essence, have not completed probation in the assignment, and inasmuch as no appeal rights are provided pursuant to §3304(b) as to said individuals, there is no “due process” to waive. Said waiver shall be signed prior to assignment of an affected employee to a special assignment.
4. The waiver to be signed by each affected employee is attached hereto as Addendum A and incorporated herein by reference as though set forth in full.

C. Additionally, the Association further agrees that if either the Association or any unit member challenges the legality of the probationary period, the above stipends shall immediately terminate without the necessity of requiring a meet and confer process.

D. Eligibility

1. Detective Division Premium - Full-time, sworn, Association members who are selected by the Chief of Police to serve as a Detective and are routinely and consistently assigned to the Detective Division of the Police Department are eligible to receive Detective Division Premium Pay.
2. School Resource Officer - Full-time, sworn, Association members who are selected by the Chief of Police to serve as a School Resource Officer (SRO) and who routinely and consistently function as a liaison to the Bonita Unified School District are eligible to receive SRO Premium Pay.
3. Traffic Car Officer Premium - Full-time, sworn, Association members, including Police Corporals who are selected by the Chief of Police to serve as a Traffic Car Officer and who are routinely and consistently assigned to

operate and/or patrol traffic in a car are eligible to receive Traffic Car Premium pay.

4. Motorcycle Officer Premium - Full-time, sworn, Association members, including Police Corporals who are selected by the Chief of Police to serve as a Motorcycle Officer and who are routinely and consistently assigned to operate and/or patrol on motorcycle are eligible to receive Motorcycle Patrol Premium pay.
5. Canine Officer Premium - Full-time, sworn, Association members who are selected by the Chief of Police to serve as a Police Canine Handler and who are assigned to the Canine Team and routinely and consistently handle, train and board a canine are eligible to receive Canine Officer Premium pay.
6. Regional Task Force Detective Premium - Full-time, sworn, Association members who are selected by the Chief of Police to serve as a Regional Task Force Detective and are routinely and consistently assigned as a Regional Task Force Detective are eligible to receive Regional Task Force Detective Premium Pay.

C.

- ~~D. **Lead Motor Officer Differential.** At the discretion of the Chief of Police, following the conclusion of a competitive selection process, one (1) employee assigned to motorcycle patrol duty may be designated as Lead Motor Officer. An employee so assigned by the Chief of Police shall receive a monthly salary differential of \$100 in recognition of the following duties and responsibilities:~~
- ~~1. Supervise commercial vehicle enforcement;~~
  - ~~2. Supervise special event traffic activities, including DUI checkpoints;~~
  - ~~3. Determine and justify traffic enforcement training and budget needs;~~
  - ~~4. Monitor citation productivity;~~
  - ~~5. Develop motor officer schedule in conjunction with watch commander;~~
  - ~~6. Coordinate with schools and crossing guards to provide safe routes to schools;~~
  - ~~7. Supervise and coordinate investigations of fatal traffic accidents;~~
  - ~~8. Review collision reports for CHP and SWITRS input;~~
  - ~~9. Pursue traffic grant opportunities.~~

- ~~E. **Canine Assignment.** At the discretion of the Chief of Police, an employee may be assigned to a canine officer detail. Employees who are assigned to a canine officer detail will receive compensation as described below. The Association and the City agree that this canine assignment pay is intended to compensate canine officers for off-duty time spent caring, grooming, feeding, training, and otherwise maintaining their assigned canine/equipment ("canine activities"), in compliance with the FLSA and interpretive cases and rulings.~~

~~The canine officer will be paid four (4) hours at the canine officer's base hourly rate for up to 26 pay periods per fiscal year for canine activities. The Association and the City agree that 4 hours per 26 pay periods has been determined to be the amount of time the canine officer spends on canine activities and that this amount of time was determined through inquiry of the~~

~~canine officer and their feedback. In addition, canine officers shall receive one day off (12 hours) per month to be scheduled by the Department at its discretion.~~

**Article 11-13 – Overtime**

- A. **Prior Authorization.** All overtime requests must have prior written authorization of a supervisor prior to the commencement of such overtime work. Where prior written authorization is not feasible, explicit verbal authorization must be obtained as soon thereafter as practicable. Dispatched calls beyond the end of duty time are considered as authorized.

An employee's failure to obtain prior written approval, or explicit verbal authorization followed by written authorization, will result in the denial of the overtime request.

Employees are cautioned not to spend excessive amounts of time at their work station before or after their normal work period. This incidental time will not be compensated in any manner whatsoever unless prior authorization of a supervisor is obtained.

- B. **Rate/Paid Leave Time.** Eligibility for overtime pay shall be provided as follows:
  1. **3/12 Plan.** Employees assigned to the 3/12 plan shall receive overtime pay at time and one-half for all hours worked over their normal assigned shift or workweek.
  2. **4/10 Plan.** Employees assigned to the 4/10 plan shall receive overtime pay at time and one-half for all hours worked over their normal assigned shift or forty (40) hours in a week.
  3. **9/80 Plan.** Employees assigned to the 9/80 plan shall receive overtime pay at the rate of time and one-half for all hours worked over their normal assigned shift or eighty (80) hours in a fourteen (14) day work period.
  4. **5/8 Plan.** Employees assigned to the 5/8 plan shall receive overtime pay at time and one-half for all hours worked over their normal assigned shift or forty (40) hours in a week.
- C. **Hours Worked.** "Hours worked" shall not include paid leave time such as sick leave and compensatory time off unless the employee is "called in" to work overtime; or is required or requested by supervision to work beyond normal shift hours; or is subject to a required court appearance; or is scheduled to work a third party contract assignment (i.e., Fair, high school events, etc.). "Hours worked" shall include vacation time subject to the following conditions:
  1. An employee that is scheduled to be on vacation on the date of an "overtime shift" shall not be eligible to receive overtime pay as a result of working the "overtime shift" when the employee was previously scheduled to work that same shift prior to taking the vacation.
  2. **Reversion to Vacation Time Not Counted as "Hours Worked".** If the City determines that an employee(s) has abused the inclusion of vacation

time as “hours worked,” a forty five (45) day meet and confer period between the City and the Association shall commence to resolve said abuse. If, after the 45 day meet and confer period expires, the City determines that the identified abuse has not been resolved, vacation time shall no longer be counted “hours worked.”

- D. **Compensatory Time**. Employees may accrue compensatory time in lieu of overtime pay as allowable under the FLSA as follows:
1. **Accrual**. For each hour of overtime worked, the employee may accrue compensatory time in lieu of overtime pay at the rate of one and one-half. Sworn employees may accumulate up to four hundred eighty (480) hours of compensatory time in the calendar year.
  2. **Use as Paid Leave**. All accrued compensatory time must be used in the form of paid leave or cashed out in the calendar year in which it was earned. Scheduling for use of compensatory time will be authorized by the department in the same as vacation as noted in Article 15 of this MOU and consistent with Department policy.
  3. **Cash Out**. All accrued compensatory time not used in the form of paid leave must be cashed out in the year in which it was earned as follows:
    - a. An employee may receive payment for accumulated compensatory time in conjunction with a regularly scheduled vacation leave of at least one week in duration that has been approved by the Department.
    - b. Unused compensatory time on the books as of the first pay period in November shall be paid to the employee by November 23<sup>rd</sup> of each calendar year. Said annual payment shall be by separate check, barring any change in tax or retirement laws or guidelines. Compensatory time earned after the first pay period in November may be carried over into the next calendar year.
  4. **Detective On-call**. In consideration of individuals in the Detective Bureau rotating on-call assignment, Officers and Sergeants will be granted 7.5 hours of compensatory time for each weekend of on-call assignment worked. The on call assignment will be rotated on a weekly basis allowing each member assigned to the Bureau equal opportunity for the Friday evening through Monday morning assignment. Additionally, over the following holiday weekends, the on-call detective will receive an additional 2.5 hours of compensatory time in consideration of the extended weekend:
    - Martin Luther King’s Birthday
    - Presidents Day
    - Memorial Day
    - Labor Day
    - Thanksgiving weekend
    - Any weekend where any of the other observed holidays listed in Article 15-B falls on a Monday.
- E. **Selection for Overtime**. Permanent employees shall be given first opportunity to work overtime.

- F. **Third Party Contract Assignments.** Where third party contract assignments provide that four (4) personnel be on duty, one (1) of those personnel shall be a Sergeant.

**Article 12-14 – Call-Back Allowance**

~~An employee who is called back to work after completing a regular work shift and having left City premises shall be compensated for a minimum of four (4) hours or actual hours worked, whichever is greater, at the overtime rate. Travel time shall not be considered hours worked and shall not be compensated in any manner whatsoever; however, in the event that an employee is away on vacation and is unexpectedly required to return to duty, the employee shall be entitled to reasonable compensation for interrupted vacation and travel time.~~

**A. General Eligibility:** An employee who is called back to work after the completion of their regular shift is entitled to a minimum of four (4) hours of compensation at the applicable overtime rate. This applies regardless of the actual time worked, provided the call-back does not fall under the exclusions specified below.

**B. Exclusions:** Early Shift Call-In: The four-hour minimum compensation does not apply if the employee is called in early to cover a shift vacancy which would otherwise extend a prescheduled shift. In these cases, the employee will only be compensated for the actual hours worked at the appropriate rate, including any applicable overtime.

**C. Meetings:** An employee who is required to attend a meeting within two hours before or after the shift shall be compensated for the “hours worked” for compensation and overtime calculation purposes. The meeting, before or after the shift, shall be considered a continuous part of the shift. Any mandatory meetings scheduled for a day that the employee is not scheduled to work will result in the employee receiving, at least, four (4) hours of compensation, including any applicable overtime rate, for the employee’s participation in the off-duty meeting. Any meeting that exceeds four hours, the employee will be entitled to compensation for hours worked, including any applicable overtime rate, for the hours worked beyond the initial four hours.

**D. Non-City Special Events:** When an employee is required to work at a non-City special event that necessitates police presence, and proper notice has been given to the requesting entity, the employee shall be compensated for a minimum of four (4) hours at the applicable overtime rate, regardless of the actual time worked. This provision ensures that officers are adequately compensated for their time when assisting with events outside regular City operations.

**Article 13-15 – Standby Court Allowance**

An employee not otherwise scheduled to work on a given day and who is placed on "standby" or "on call" status pursuant to subpoena or other lawful order, shall receive four (4) hours salary at straight time as a result of any time spent in such status in the A.M. and four (4) hours compensation for all time spent in such

status in the P.M. An employee on standby duty may use standby time for his/her own personal purposes, provided, he/she can provide reasonable response time.

At the time it is earned, the employee shall have the option of accruing their four (4) hour morning and/or four (4) hour afternoon standby time at straight time, up to a maximum of twenty-four (24) hours. Said accrual may be used only when the employee can take off without replacement. The City shall not be obligated to pay off said accrual at any time.

If the employee actually responds pursuant to subpoena or other lawful order during the first four (4) court hours in the A.M. and/or P.M., then the employee shall be paid the standby rate in the A.M. and/or P.M., or the overtime rate for actual hours worked in the A.M. and/or P.M., whichever is greater. Any response thereafter shall be compensated at the overtime rate in addition to the four (4) hours as the standby rate.

**Article 14-16 – Sick Leave**

- A. **Accrual Rate.** Employees shall accrue sick leave at the rate of eight (8) hours per month for each calendar month of service. Such accrual shall take place on a monthly basis, beginning with the first month of employment. Sick leave accrual shall be prorated for employees who begin or terminate their employment in the middle of a calendar month.
- B. **Deduction.** Sick leave granted by the City and used by the employee shall be deducted from the employee's accrued sick leave balance.
- C. **Accumulation.** Sick leave may be accumulated indefinitely as long as the employee works for the City.
- D. **Accrual During Leave.** Employees granted a leave of absence with pay or other approved leave with pay shall accrue sick leave as herein provided.
- E. **Accrual After Separation.** Sick leave shall not be accrued by any employee absent from duty after separation from City service or during a City authorized leave of absence without pay, or any other absence from duty not authorized by the City. The provisions of Civil Code Section 56.10 shall limit the information that an employee is required to provide.
- F. **Physician's Certificate.** If management has reasonable grounds to believe that sick leave is being abused, evidence in the form of a physician's certificate or otherwise, may be required as a prerequisite to receive sick leave pay to determine the adequacy of reasons for an employee's absence during a time for which sick leave is requested. The employee shall have the right to choose the physician.
- G. **Personal Illness or Disability.** An employee who has contracted or incurred a non-service connected illness or disability which renders him/her unable to perform the duties of his/her position will be eligible to receive paid sick leave

provided that the employee complies with the utilization procedures specified in Section J of this Article. Leaves in conjunction with an employee's non-elective surgery shall not be considered as a negative reflection on the employee's attendance record for purposes of performance evaluation or for the purposes outlined in Section J (4) below.

- H. **Bereavement Leave**. Sick leave may be granted for death involving members of the immediate family (for this purpose, members of the immediate family shall be defined as: spouse, domestic partners, mother, father, sister, brother, children, grandparents, grandchildren, mother-in-law, father-in-law) not exceeding one (1) week per occurrence. Evidence of family relationship may be required before such sick leave is granted. One week generally means forty (40) hours; however, an employee assigned to an alternative workweek may require more than 40 hours to take one (1) week of bereavement leave. Use of bereavement leave shall not be factored as sick leave under Section J(4) below or for performance evaluation purposes.
- I. **Family Illness or Disability**. An employee will be eligible to use accrued sick leave for up to 80 hours in the calendar year when there is a sickness or disability involving a member of his/her immediate family, which requires the employee's personal care and attendance. (For purposes of this section, members of the immediate family shall be defined as spouse, domestic partner, children, and parent or parent-in-law.) Additional time may be granted at the discretion of the Police Chief. Paid sick leave will be granted in such instances provided that the employee complies with the following utilization procedures specified in Section J of this Article. Use of protected leave under California Labor Code Section 233 (aka kin care leave), will not be considered as a negative reflection on the employee's attendance records for purposes of performance evaluations or for purposes outlined in section J (4) below.
- J. **Utilization Procedure**. An employee requesting paid sick leave in accordance with Sections G (Personal Illness or Disability) or Section H (Bereavement), or Section I (Family Illness or Disability) above, shall comply with the following:
  1. **Call-in Procedure**. The employee shall personally make contact with the Watch Commander at least two (2) hours before the time specified for the beginning of the work shift of his/her absence from duty. In cases in which the ill or disabled employee is physically unable to personally make contact with the Watch Commander, the individual designated to provide notification of the absence shall personally make contact with the Watch Commander.
  2. **Basis for Absence**. The employee or other individual providing notification to the Watch Commander of the employee's absence shall provide the Watch Commander with the specific reason for the absence.
  3. **Accessibility**. An employee who has called in sick for personal illness/disability for family illness/disability shall be available at his/her residence for telephone or personal contact from the Watch Commander during the employee's assigned shift. Exceptions to this requirement shall be authorized to seek medical treatment or to obtain medication; however,

if it becomes necessary for the employee to leave his/her residence for either of these reasons, the employee shall be required to telephone the Watch Commander to advise where he/she is going and the estimated time of return. Employees who have called in sick to care for an immediate family member who lives outside of the employee's residence may go to that family member's residence to render care provided that the Watch Commander is given an address and contact telephone number where the employee can be reached during work hours.

**K. Sick Leave Conversion.**

1. Employees with 15 to 20 years of service with the City of La Verne who separate or retire from the City for non-disciplinary reasons may convert a portion of their sick leave balance to vacation leave on a 2:1 basis as outlined in section 6 below, i.e., an employee with 19 years of service who has a current balance of 300 hours of sick leave would receive 150 hours of vacation.
2. Employees who retire from the City with 21 years of service or more with the City on a regular service retirement, may convert sick leave to vacation leave on a 2:1 basis to a maximum of 500 at 25 years as outlined in section 6 below, i.e., an employee with 23 years of service who has a current balance of 850 hours of sick leave would be eligible to receive 400 hours of vacation.)
3. An employee with 20 or more years of service with the City that is retiring or has submitted an application for retirement for an industrial disability retirement through PERS will only be eligible for conversion above the 20 year level if the retirement is the direct result of a permanent disabling injury (not illness) that occurred in the line of duty, as a result of a single on-duty incident during the actual performance of law enforcement duties.
4. An employee with 20 or more years of service that either has a retirement that does not qualify under subsection 2 or 3; or separates from the City for non-disciplinary reasons will be capped at the 20-year conversion level (275 hours).
5. Recognizing this conversion formula is provided to reduce use of sick time, both parties agree that during the next MOU negotiation process, the program's success will be evaluated to determine whether savings realized warrant an increase in the conversion rates.
6. **Conversion Table.**

| <u>Years of Service</u> | <u>Maximum # of Hours that can be converted</u> | <u>Conversion</u> |
|-------------------------|---|-------------------|
| 15                      | 300   | 150               |
| 16                      | 350   | 175               |
| 17                      | 400   | 200               |
| 18                      | 450   | 225               |
| 19                      | 500   | 250               |
| 20                      | 550   | 275               |
| 21                      | 600   | 300               |

|    |      |     |
|----|------|-----|
| 22 | 700  | 350 |
| 23 | 800  | 400 |
| 24 | 900  | 450 |
| 25 | 1000 | 500 |

7. Sick leave hours converted may not be reported to PERS for service credit.

**Article 15-17 – Holidays**

Due to the unique nature of work hours in the Police Department, the following policies will be observed:

A. **Shift employees.**

1. **Definition.** Employees assigned to patrol who are scheduled to work the 3/12 plan are regarded as "shift employees" for purposes of this article. Employees assigned to patrol who are temporarily assigned to the 5/8 plan due to training or light duty shall continue to be regarded as shift employees for purposes of this article.
2. **Holiday Pay.** Shift employees shall receive eighty (80) hours of holiday pay per year at straight time on a prorated basis over twenty-four (24) pay periods during the calendar year. In addition, a shift employee who works on a holiday will receive pay for all hours worked at the time and one-half rate. All premium pay for hours worked on a holiday must be received by the employee in the form of pay rather than compensatory time.
3. **Transition from Shift to Non-shift Status.** When it is confirmed in writing that a shift employee will be reassigned to non-shift status for a period of three (3) months or longer, he/she will cease to receive holiday pay on a prorated basis. As a non-shift employee, said employee will be entitled to receive paid time off for authorized holidays.

B. **Non-shift Employees.**

1. **Definition.** Employees who are not assigned to patrol under the 3/12 plan are regarded as "non-shift employees" for purposes of this article.
2. **Authorized Holidays.** Non-shift employees shall receive pay for their assigned shifts on the following ten (10) holidays on a straight-time basis:
 

|                     |                           |
|---------------------|---------------------------|
| 1. New Year's Day   | 6. Veterans Day           |
| 2. Presidents Day   | 7. Thanksgiving Day       |
| 3. Memorial Day     | 8. Day after Thanksgiving |
| 4. Independence Day | 9. Day before Christmas   |
| 5. Labor Day        | 10. Christmas Day         |
3. **Weekends.** In the event that any of the above holidays falls on a Sunday, the Monday following will be observed as the holiday. In the event that a non-shift employee is called in to work on a holiday, he/she shall receive pay for all hours worked at the rate of time and one-half.
4. **Transition from Non-shift to Shift Status.** When it is confirmed in writing that a non-shift employee will be reassigned to shift status for a period of three (3) months or longer, he/she will receive prorated holiday pay pursuant to Section A(2) of this Article in lieu of paid time off.

**Article 16-18 – Vacations**

- A. **Accrual.** LVPOA members, shall accrue paid vacation leave as provided below. Accrual shall be apportioned on a monthly basis and shall be prorated for employees who begin or terminate their employment in the middle of a month.

| Consecutive Years<br>of Service | Hours Per Year |
|---------------------------------|----------------|
| 0-4                             | 104            |
| Beginning of 5 <sup>th</sup>    | 120            |
| Beginning of 6 <sup>th</sup>    | 128            |
| Beginning of 7 <sup>th</sup>    | 136            |
| Beginning of 8 <sup>th</sup>    | 144            |
| Beginning of 9 <sup>th</sup>    | 152            |
| Beginning of 10 <sup>th</sup>   | 160            |
| Beginning of 11 <sup>th</sup>   | 168            |
| Beginning of 12 <sup>th</sup>   | 176            |
| Beginning of 13 <sup>th</sup>   | 184            |
| Beginning of 14 <sup>th</sup>   | 192            |
| Beginning of 15 <sup>th</sup>   | 200            |

- B. **Vacation Cap.** New employees hired and current employees who were not previously LVPOA members before November 5, 2018, will have their vacation hours capped at 400 hours and will not be able to accrue past that amount.
- a. Employees subject to the cap of 400 hours with at least 350 hours of accrued vacation hours will be eligible to cash out up to 40 hours of vacation if they meet the following:
    - i. Have been denied the use of vacation by the department after submitting a vacation request of no less than thirty-six (36) hours and no more than the equivalent of two (2) weeks;
    - ii. The request for vacation (that has been denied) must have been submitted at least thirty (30) days in advance of the first day of the desired vacation date;
    - iii. Have not previously cashed out vacation hours pursuant to this cash out procedure for the same requested vacation leave (an employee may only cash out vacation hours pursuant to this cash out procedure once per denied vacation request).
  - b. Employees classified as a police recruit trainee prior to November 5, 2018, will be considered current LVPOA members and will not have their vacation capped at 400 hours.
- C. **Scheduling.** Scheduling of employee vacation leave shall be at the discretion of the City with due regard to the request of the employees and work requirements of the City.
- D. **During Leave/After Separation.** Vacation leave shall not be granted to an employee after separation from City service, during a City authorized leave of absence without pay, or any other absence not authorized by the City, or during the first six (6) months of employment.

- E. **During Probation.** Vacation leave shall not be granted to an employee during the first six (6) months of the employee's original probationary period. However, on the successful completion of six (6) months of service, the employee will be credited with vacation leave that would otherwise have been accrued during that period.
- F. **Carry Over.** LVPOA members not affected by the cap shall take annual vacation leave away from their job duties. In the event that any carryover of accrued vacation leave exceeding the amount received in a twenty-four (24) month period is desired, the employee may request and the City may grant approval for such carryover. If such carryover is not granted, the accrued vacation shall be converted to cash and paid to the employee at his/her current hourly rate.
- G. **Deduction.** Vacation leave granted by the City and used by an employee shall be deducted from the employee's accrued vacation leave.

**Article 17-19 – Uniform Allowance**

Each employee shall receive a uniform allowance, currently one thousand dollars (\$1,000) per year, which is payable as part of the first regular paycheck in November. To be eligible for this benefit, employee must work at least one day in the previous 12 months. Employees who begin or terminate their employment in the middle of a year for reasons other than voluntary resignation shall have their uniform allowance prorated. Annual upward adjustments in the uniform allowance will be based on the median amounts for sworn classifications of the local survey agencies listed in Article 8 as of October 31<sup>st</sup> of each year.

**Article 18-20 – Retirement**

The plan is administered by the CalPERS Board. The City and the employees shall be subject to the rules and regulations governing retirement, employer and employee contributions, etc., as endorsed and accepted by the CalPERS Board, except as otherwise noted herein.

- A. **Employer Contribution.** Minimum contribution amounts are fixed by the governing board of PERS and is divided between the City and employee. The City shall pay costs designated as employer charges as set forth by the PERS governing board, except as otherwise agreed to by members.
- B. **Employee Contributions for “New Members,” as Defined by PEPR, Hired After January 1, 2013; Public Safety PERS 2.7% @ 57 under PEPR.**  
 “New Members” shall be subject to all of the conditions set forth in the Public Employees’ Pension Reform Act of 2012 (PEPRA), which include, but are not limited to the following:
  - 1. Employee contribution rate for “new members” as defined by PEPRA is at least 50% of the normal cost rate for that defined benefit plan, rounded to the nearest quarter percent or the current contribution rate of similarly situated employees, whichever is greater.

2. Compensation cap for “new members” as defined by PEPRA (120% of Contribution and Benefit Base).
  3. Calculation of benefits based on base pay for “new members” as defined by PEPRA.
  4. Three (3) year average final compensation for “new members” as defined by PEPRA.
  5. Benefits will be determined in accordance with all of the applicable requirements of PEPRA.
- C. **Employee Contributions for “Classic Members”; Public Safety PERS 3% @ 50.**
1. Classic PERS Members, individuals who joined PERS prior to January 1, 2013, will be responsible for paying the full amount of their employee contribution (9% of reported compensation). ~~Effective the first full pay period in July 2026, Classic PERS members will pay an additional 1% of their employee contribution for a total of 10% of the employee share. Effective the first full pay period of July 2027, all classic members will contribute an additional 1% toward the employee share of PERS contributions totaling 11%.~~
  2. ~~Effective the first full pay period of November 2023, or upon the effective date of an amendment to the CalPERS contract, whichever is the later,~~ LVPOA “Classic” members will continue to begin cost sharing an additional one-half percent (0.5%) toward the employer’s PERS contribution. Also, effective the first full pay period of July 2024, LVPOA “Classic” members will cost share an additional one-half percent (0.5%) for a total addition of one percent (1.0%) of the employer’s PERS contribution.
- E. **Credit for Unused Sick Leave.** Effective July 1999, the City will bear the cost for the credit for unused sick leave benefit under PERS.
- F. **3<sup>rd</sup> Level 1959 Survivor Benefit.** Effective August 1988, the City will bear the cost for the 3<sup>rd</sup> Level 1959 Survivor benefit under PERS.
- G. **4<sup>th</sup> Level 1959 Survivor Benefit.** Effective July 2009, the City will bear the cost for the 4<sup>th</sup> Level 1959 Survivor benefit under PERS.

**Article ~~19-21~~ – Medical and Dental Plans**

- A. **Medical Plans – LVPOA Members Prior to November 5, 2018:** For current LVPOA members serving prior to November 5, 2018, the City shall provide, at its expense, a fully paid medical health maintenance organization (HMO) plan offered by the City and approved by the Association through the Employee Health and Safety Committee for all employees and their dependents. Employees shall also have the ability to choose from an optional plan and the City will agree to pay an amount not exceeding the cost of the Blue Cross HMO premium or its equivalent for the employee and his/her dependents. At the time of hire, an employee shall choose a plan that best meets the needs of the employee.

2. An open enrollment period will occur in May-June of each year (effective July 1). Unless otherwise required by law, only during this time may the employee change to another plan.
3. Employees classified as a police recruit trainee prior to November 5, 2018, will be considered current LVPOA members for the purposes of City medical insurance contributions.

**B. Medical Plans – LVPOA Members After November 5, 2018:** For new employees hired and current City employees who become an LVPOA member after November 5, 2018, the City shall contribute up to the following amounts toward health insurance benefits with any additional costs being the responsibility of the employee. The City covers the employee only cost of the lowest plan (currently Kaiser). Contribution to the Employee Only tier will increase dependent on the increases to the medical plan costing of the lowest plan.:

**B-1. Beginning with the February 2026 Contribution**

1. Employee Only = \$650750
2. Employee plus spouse = \$1,150
3. Employee plus child = \$950
4. Employee plus family = \$1,500

**2. Beginning July 2026**

1. Employee Only = \$750 or current cost of lowest plan
2. Employee plus spouse = \$1,450
3. Employee plus child = \$1,150
4. Employee plus family = \$2,000

**C. Medical Plans – Retired Employees:** The City shall provide monthly medical insurance contributions to retired employees up to the following amounts:

- Those who retired between 10-1-84 and 9-1-90:
  - Single \$88.32
  - Couple \$181.06
  - Family \$247.30
- Those who retired between 9-2-90 and 12-31-99:
  - Single \$110.00
  - Couple \$225.00
  - Family \$247.30

The amount of City-paid contributions towards medical insurance for those who retired prior to 12-31-99 shall be permanently fixed and will not be increased in conjunction with changes in monthly premium rates.

- Those who retire after 1-1-00 will be provided with monthly medical insurance contributions in an amount of eighty-five percent (85%) of the monthly premium of the least expensive HMO plan (for the retiree and covered dependents). The amount of this City-paid monthly contribution toward medical insurance premiums for those retired after 1-1-00 shall not be permanently fixed and will increase in conjunction with changes in monthly premium rates. The City shall provide this benefit only to those retired employees and their dependents who meet conditions shown below.

- Those who retire after 1-1-05 will be provided with a monthly medical insurance contribution in an amount of 80% of the monthly premium of the least expensive HMO plan that the City provides to its active employees (for the retiree and covered dependents). The amount of this City-paid monthly contribution toward insurance premiums for those retired after 1-1-05 shall not be permanently fixed and will increase in conjunction with changes in monthly premium rates. The City shall provide this benefit only to those retired employees and their dependents identified at time of retirement who:
  1. Had at least twenty (20) years of service with the City of La Verne.
  2. If eligible for Medicare, have enrolled in and maintain Medical coinsurance benefits in which case the City shall provide a supplemental medical insurance plan and contribute 80% of supplemental rates that shall not be fixed but will not exceed the aforementioned contribution amounts.
  3. Are not receiving disability retirement benefits through the PERS nor have filed for industrial disability retirement benefits through the PERS with the following exception as determined by the City Manager:
    - a. the employee (without regard to years of service) suffered a permanently disabling injury (not illness) in the line of duty as a result of a single, on-duty incident during the actual performance of law enforcement duties; and
    - b. the employee has not declined an offer of a modified duty assignment; and
    - c. the employee's disabling injury that necessitates retirement specifically excludes back injuries, psychological problems, heart disease, hypertension and stress trauma.
  4. Obtain their medical insurance through the City. However, a retiree who chooses to purchase medical insurance from an independent source may receive direct payments from the City in the amounts specified above. In order to receive such direct payments, the retiree shall provide the City with an annual signed statement certifying that he/she has medical insurance coverage to cover the cost of catastrophic illness or injury for the retiree and dependents. Said medical insurance payments shall be made on a quarterly basis.
  5. Upon death of the retired employee, dependents will not be eligible for medical insurance through the City.
  6. Beginning on January 1, 2014, there shall be a cap of \$300 on post Medicare monthly medical insurance contributions by the City to retired employees who were hired prior to January 1, 2014. The City shall not contribute any amount toward the post Medicare monthly medical insurance contributions for employees hired on or after January 1, 2014. The aforementioned cap is based on a current Medicare supplement premium (\$170 as of January 2014) and will be reevaluated upon renewal of this agreement.
- Those employees hired and current employees who become an LVPOA member after November 5, 2018, will not be eligible for City contributions toward retiree medical insurance. Employees classified as a police recruit

trainee as of November 5, 2018, will be considered current LVPOA members for the purposes of City contributions toward retiree medical insurance.

- D. **Dental Plan.** The City shall contribute to a group dental plan for the employee and eligible dependents in the form of an allocation of up to \$44 per month. Such amount shall be applied toward premiums of a City group dental insurance policy, or through a self-insured plan that provides employees with potential for monetary benefits equal to or exceeding the City allocation of \$44 per month.
- ~~E. **E. Medical Savings Trust.** No later than December 31, 2024, the Effective the first full pay period of January 2026, the City will create and contribute \$400-150 per month to a retiree health savings plan for members hired after November 5, 2018. Contributions will begin the first full pay period in January 2025.~~

**Article 2220 – Training**

- A. **Required Training.** Where, as a condition for continued employment, the City requires attendance at a school or training establishment and where a fee is charged, the City shall pay such fees. An employee shall suffer no loss of wages or benefits if attendance during working hours is required. Books and materials purchased by the City will remain City property.
- B. **Training Pay – FTO.**
  - 1. Field Training Officers (FTOs) shall receive a five percent (5%) salary differential when specifically designated to train a new recruit on a regular basis. Said differential shall be effective at the beginning of the closest pay period and shall be for a minimum duration of one (1) full pay period.
  - 2. An FTO shall receive a \$25 training stipend for each shift they are specifically designated to train a new officer and/or a new reserve officer.
- C. **Training Committee.** A committee comprised of two (2) Association representatives and two (2) management representatives will meet on a quarterly basis to review required and desired training and to establish training schedules subject to the approval of the Chief of Police.
- D. **Driving Time.** Employee driving time to and from a training venue that exceeds his/her normal commute will be recognized as hours worked in fulfilling the employee's regularly scheduled workweek. Under no circumstances will an employee be paid for driving time that extends beyond the regular workweek nor will employees be authorized to receive overtime pay for driving time related to training.
- E. **Training Bank.** In order to accommodate the scheduling and completion of ongoing departmental training, without incurring a substantial amount of overtime or impacting the number of personnel on patrol, the City and the Association agree to establish a "Training Bank". This Bank will consist of paid but unworked hours. Based on the patrol scheduling of 12-hour shifts in a combination of three 3-shift weeks and one 4-shift week, each officer assigned to patrol will accumulate 48 hours of unworked time over the course

of 26 pay periods. This "balance will be tracked and used to accommodate an equal number of training hours scheduled throughout the year.

- F. **Training Staff Assignments.** In recognition of the time that individuals assigned as training staff spend outside of their normal duties preparing and conducting in-house training, such assignments will be provided with four (4) hours of compensatory time per month. Said benefit is available only to those individuals assigned by the Police Chief as range master or use of force instructor.

**Article 21-23 – Time Off to Employee Representatives**

The City will allow a maximum of three (3) Association representatives time off without loss of compensation or benefits when formally meeting and conferring with representatives of the City on matters within the scope of representation. Said representatives shall be given time not to exceed twenty-four (24) hours at the sole discretion of the City Manager to attend an annual seminar.

**Article 242 – Education Incentive, P.O.S.T. Incentive, and Tuition Reimbursement**

- A. Education Incentive Pay. The City shall pay education incentive for job related degrees to sworn personnel at the following rates:
  - a. Associate’s Degree or 60 College Credit Equivalent: 1%
  - b. Bachelor’s Degree: 5%
  - c. Master’s Degree: 10%
- B. P.O.S.T. Incentive Pay. The City shall pay POST Certification incentive to sworn personnel at the following rates:
  - a. Intermediate POST Certificate: 5%
  - b. Advanced POST Certificate: 10%
  - c. Supervisory POST Certificate: 12%
- C.
  - A. For members who previously received the Education Incentive Pay/POST Incentive of 7% before the first full pay period of January 2026 and would receive a reduction in incentive pay based on the changes to the Education Incentive Pay and POST Incentive Pay structure, an Incentive In-Lieu Stipend shall be paid every paycheck from the first full pay period in January 2026 ending with the first full pay period in July 2026. The Incentive In-Lieu Stipend shall be calculated using the annual base pay and 7% incentive pay (7% of base monthly salary for AA/AS degree or equivalent units, or Intermediate POST certificate). The City shall pay education incentive for job related degrees for sworn personnel. The rate will be six percent (6%) of base monthly salary for an A.A./A.S. degree (or equivalent units) or Intermediate P.O.S.T. certificate; eight and one-half percent (8.5%) of base monthly salary for a B.A./B.S. degree or Advanced P.O.S.T. certificate; and eleven percent (11%) of base monthly salary for a B.A./B.S. degree and Advanced P.O.S.T.

~~certificate. Degree units must be with an institution recognized by P.O.S.T. for certificate purposes. These amounts are not cumulative.~~

~~B. Beginning the first full pay period of July 2024, the rates for education incentive shall increase to:~~

~~C. 7% of base monthly salary for AA/AS degree (or equivalent units) or Intermediate P.O.S.T certificate~~

~~D. 9.5% of base monthly salary for a BA/BS degree or Advanced P.O.S.T certificate~~

~~E. 12% of base monthly salary for a BA/BS degree and Advanced P.O.S.T certificate.~~

**F.D. C. Tuition Reimbursement.** Non-probationary employees who have attained an Associates of Arts or Science degree from a community college or provide written documentation from an accredited college or university of enrollment with junior class standing or higher shall be eligible for tuition reimbursement for courses leading toward completion of a Bachelor's degree in a field related to police science/administration, e.g., criminal justice, public administration, organizational management, etc. An employee pursuing a Master's degree in the aforementioned fields may petition for consideration for tuition reimbursement under this section. The City's Personnel Officer shall determine employee eligibility and eligibility of courses for tuition reimbursement, subject to review by the City Manager whose decision shall be final. Upon confirmation of eligibility and completion of courses with a grade of B or higher, the employee will be reimbursed for the cost of tuition and books up to \$1,700 per calendar year. For purposes of determining what year an expense is charged to, the date the last class session was held will be used.

**Article 25 – Longevity Stipend**

Effective the first full pay period of January 2026 the following longevity stipend structure shall be established. This annual stipend is to be paid in the first full pay period of January. Eligibility shall be based on number of years as a sworn police officer as determined by the California Commission on Peace Officer Standards and Training, calculated based on the total years of service with an accredited agency. For example in January of 2026, officers who became sworn in 2015 shall be eligible for the longevity stipend at the 10-year rate.

1. Years 10-14: \$1,200

2. Years 15-19: \$2,400

3. Years 20+: \$3,600

**Article 23-26 – Firearms Qualification Program**

Represented employees shall be provided a monthly benefit based on their level of firearm proficiency as follows:

- Designated Expert (395-400)                      \$125 per month
- Expert (380-394)                                      \$100 per month
- Sharpshooter (356-379)                              \$50 per month

Testing will be conducted two times per year with the stipend to be adjusted according to employee's results and distributed prospectively commencing with the beginning of the next full pay period.

In the event an officer eligible for the above proficiency pay is off on a work related injury for more than 30 consecutive days, the above proficiency pay shall be withheld from the 31<sup>st</sup> calendar day until at least the date of return from the leave of absence. Upon return from such leave in excess of 30 consecutive calendar days, the firearm proficiency bonus shall be prospectively reinstated as long as a proficiency test has not been missed. If a test is missed, the proficiency bonus will be reinstated only after the employee completes a proficiency test at a compensable level of proficiency.

#### **Article 24-27 – Gym Membership Reimbursement**

The City will provide a gym membership reimbursement to employees in an amount up to a total of \$250 per year subject to the following conditions:

- A. The gym membership reimbursement shall only be available for gym memberships.
- B. Employees must provide proof of gym membership payment to receive the reimbursement.
- C. Submittals for reimbursement must be made during January and/or July of each year. Employees may submit for a full year of reimbursement in January provided that proof of prepayment obligations for the full year is submitted.
- D. Employees acknowledge that they are utilizing the gym for personal purposes only, during off-duty hours and not for any work related purpose, and must sign a City waiver and release form releasing the City from liability associated with employees' activities at the gym.

#### **Article 25-28 – Bilingual Pay**

The City will provide a monthly stipend of \$150 for each represented employee that demonstrates his/her ability to fluently speak and understand Spanish or another language. The City and the Association will develop an appropriate proficiency exam in conjunction with the local university or high school to certify an individual's abilities.

With the exception of Spanish, the City reserves the right based on operational needs to determine which languages will be eligible for bilingual pay as well as certify the number of employees it deems necessary.

#### **Article 26-29 – Workers' Compensation Insurance**

The State workers' compensation laws and this MOU shall govern all aspects of duty related injuries, illnesses, and accidents.

- A. **Provision of.** The City will provide the Association members workers' compensation insurance.
- B. **Industrial Injuries and Accidents.**
  - 1. Employees shall report any duty related injury or illness which requires medical treatment to the appropriate department supervisor as soon as physically possible.
  - 2. Employees shall report any duty related injury or illness which does not require medical treatment to the appropriate department supervisor by the end of the workday on which the injury or illness occurred.
- C. **Accident Reporting.** Employees shall report any accident that results in any injury or property damage to the appropriate department supervisor as soon as physically possible.
- D. **Medical Treatment.** Any employee suffering from any duty related injury or illness which requires medical treatment shall immediately seek such treatment from a City designated physician or medical facility unless, prior to the injury or illness, the employee has filed a written notice with the City Manager/Personnel Officer designating the name and address of a treating physician of his/her own choice.
- E. **Leave of Absence for Industrial Disability Qualification.** An employee suffering a duty related injury or illness that disables that employee from the performance of regular job duties may request a leave of absence for industrial disability. Such request may be submitted in the form or a workers' compensation claim. Any dispute regarding such claim shall be resolved through the State Workers' Compensation Appeals Board process.
- F. **Compensation.** For any employee on leave of absence under the workers' compensation sections of the California Labor Code, accumulated paid leave may be prorated to supplement such temporary disability compensation payments, provided that the total amount shall not exceed the regular gross salary of the employee.
- G. **Usage of 4850 Time.** Usage of Labor Code § 4850 time off is intended to allow a temporarily disabled peace officer to recover and rehabilitate from illness or injuries rendering the individual unable to perform the essential duties of the job. Section 4850 time is not intended to provide a vacation to the affected employee. Therefore, without prior approval from the office of the Chief of Police, an employee benefiting from Labor Code § 4850 time off shall not travel more than four (4) hours driving time from his or her residence during days that would otherwise be scheduled work days. This limitation is not intended to prevent an employee from utilizing vacation while off on 4850 time.

**Article 27-30 – Leave of Absence**

- A. **Request for Leave.** Any employee who has successfully completed the original probationary period may request a leave of absence for a period of time not to exceed one (1) year.
- B. **Automatic Resignation.** Employee use of leave of absence for a purpose other than that requested shall be considered as an employee's automatic resignation from City service.
- C. **Approval.** The City shall have sole discretion in approving or disapproving any employee request for leave of absence or in granting any pay or benefits. Any paid leave of absence exceeding thirty (30) days must be approved by the City Council.

**Article 28-31 – Long Term Disability and Life Insurance**

- A. **Long Term Disability Insurance.** The City shall provide and fund a long term disability (LTD) plan meeting the following criteria, as defined in the contract with the insurance company:
 

|                       |           |
|-----------------------|-----------|
| Waiting period        | 90 days   |
| Benefit period        | to age 65 |
| % of insured earnings | 66 2/3%   |
| Maximum benefit       | \$5,000   |
- B. **Life Insurance.** The City shall also provide and fund a term life insurance policy with a fifty thousand dollar (\$50,000) benefit and a fifty thousand dollar (\$50,000) accidental death and dismemberment benefit.

**Article 29-32 – Grievance Procedures**

- A. **Right of Appeal.** A grievance is an alleged violation of a specific clause of this Memorandum of Understanding and other rules, regulations, or procedures of the City. An employee's exclusive recognized labor organization or the City may grieve an action or inaction pursuant to the procedures herein specified.
- B. **Informal Grievance Procedure.** The first attempt to settle a grievance will be through discussion with the immediate supervisor. If, after this discussion, the matter has not been resolved, the employee shall have the right to discuss it with the supervisor's immediate superior. Every effort should be made to find a solution by informal means at the lowest level of supervision. If the matter is not settled, the employee shall then have the right to file a formal appeal in writing to the department head within fifteen (15) days after receiving the decision of the supervisor.
- C. **Formal Grievance Procedure.** An employee filing a formal appeal shall do so in accordance with the following:
  - 1. **First Level of Review.** The appeal shall be presented in writing to the employee's department head that shall render a decision in writing to the

employee within fifteen (15) calendar days after receiving the appeal. If the employee does not agree with the decision or if no answer has been received within the time, the employee may present a written appeal to the City Manager. Should the employee fail to take action within fifteen (15) calendar days after receiving the decision of his department head, or within the same time period from the time the appeal was filed if no department head decision is rendered, the appeal shall be deemed to have been abandoned and terminated.

2. **City Manager Review.** The City Manager or a designated representative shall discuss the grievance with the employee or a representative, if any, and with other appropriate persons. The City Manager may designate a fact-finding committee for advice concerning the appeal. The City Manager shall render a decision in writing to the employee within fifteen (15) calendar days. If the employee does not agree with the decision, the employee shall then have the right to file a formal appeal in writing to the City Council within fifteen (15) calendar days after receiving the decision of the City Manager.

- D. **Appeal to the City Council.** On receipt of an appeal, the City Council may make such investigations as it deems necessary. The City Council will decide whether or not to hear the appeal or to appoint a hearing officer or body. The employee may request that the appeal be considered at a public meeting or at a closed executive session. The City shall notify the employee requesting the hearing of the date, time, and place of the hearing. Unless incapacitated, the employee making the appeal shall appear personally before the City Council or hearing officer at the hearing.

Upon conclusion of any investigation or hearing, the City Council shall cause its findings and recommendations to be prepared in writing and shall certify the same. Such findings shall be countersigned and filed as a permanent record by the City Manager. Any member of the City Council may submit a minority or supplemental report, which shall be part of the permanent record by the City Manager.

### Article ~~30~~33 – Jury Duty

Employees called for jury duty shall notify the City of the call and if, in the opinion of the City, the absence of the employee would cause undue disruption of work programs, the City may direct the employee to request an exemption from jury duty. Time spent off the job while serving on jury duty shall be compensated at straight time. All per diem reimbursement paid by the court to the employee for time spent on jury duty shall be transferred to the City.

### Article ~~31~~34 – Inspection Privileges/Posting of Notices

- A. Authorized agents of the Association shall have access to City premises during working hours for the purpose of adjusting disputes, investigating working conditions and such other matters. Such access shall be restricted so as not to interfere with normal conduct of City services, or with City safety or security standards.
- B. Designated City bulletin boards shall be used for transmitting notices of Association meetings, elections, results of elections, and any other matters pertaining to Association business. In all cases where such items are to be put on City bulletin boards, the City shall have the right to review and approve such materials.

**Article ~~32-35~~ – Safety and Health/Drug Testing**

- A. **Safety Equipment**. The City will make provisions for the safety and health of City employees during the hours of their employment. Protective devices, safety wearing apparel, equipment, and facilities shall be provided by the City and shall comply with requirements under applicable regulations and laws. Employees shall utilize such safety and health devices, apparel, equipment, and facilities when needed.
- B. **Minimum Manning**. The Police Chief will develop and implement a minimum staffing policy.
- C. **Non-Fraternization Policy**. The City desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment, and other problems of supervision, security or employee morale that can potentially result from romantic or sexual relationships between supervisory employees and the employees they supervise. Accordingly, supervisors are prohibited from developing a romantic or sexual relationship with any subordinate employee in their chain of command. Employees who violate this policy will be subject to discipline up to and including termination of employment.

**Article ~~33-36~~ – Work by Management Personnel**

It is agreed that management personnel will not perform work that is normally performed by employees covered in this MOU. Management and/or supervisory personnel may perform any work required or directed in the event of an emergency.

**Article ~~34-37~~ – Non-discrimination**

Neither the employer nor the Association shall discriminate against any employee or applicant for employment because of race, color, creed, age, sex, sexual orientation, national origin, or union or nonunion activities.

**Article ~~35-38~~ – Fair Labor Standards Act (FLSA) Requirements**

- A. **Exemption.** The City of La Verne has exercised its ability to take a statutory "7K" exemption for sworn personnel. The work period for such employees shall be determined by this Agreement.
- B. **Fair Labor Standards Act Exempt Employees.** Although all classifications listed in this MOU are part of the LVPOA bargaining unit; for purposes of the FLSA, the City may designate specific positions exempt per Department of Labor guidelines. The City shall so inform said employees in writing and place a copy of said notice in the employee's personnel file.
- C. **Clothes Changing.** Employees are not authorized to wear their uniforms or any part thereof that is distinguishable as such unless on duty. Each employee is provided with a locker for his/her own personal convenience. An employee may or may not utilize the locker for storage and changing purposes at his/her own discretion.  

Nothing herein prevents an employee from wearing his/her uniform to and/or from his/her residence to work as long as a non-police issue garment covers the badge and other insignia. Employees choosing to wear their uniforms covered to and/or from work should not wear their gun belt.

Time spent in changing clothes before or after a shift is not considered hours worked and is not compensable in any manner whatsoever.
- D. **Early Relief Policy.** The practice of early shift relief shall be voluntary on behalf of each employee involved in the relief. The employee providing relief shall not have his/her compensable hours increased as a result of the early relief. "Paybacks" of early relief hours are the sole obligation of the two employees involved in the early relief. Any dispute is to be resolved by the involved employees, and under no circumstances will the department be obligated for any further compensation whatsoever to any of the involved employees. The department is not responsible in any manner for hours owed to employees by other employees that leave the employment of the City or are assigned to other duties.
- E. **Firearms Qualification.** All members of the department are required to qualify and receive remedial training while on duty. Employees who choose to shoot at the range at times other than the required qualification dates will be considered on personal time. Such personal time is not counted as working time and is not compensable in any manner whatsoever.
- F. **City Vehicle Use.** Employees who are provided with a City vehicle to travel to and from work shall not be compensated in any manner whatsoever for such travel time in the City vehicle.
- G. **Gym Facility.** The City provides a gym membership reimbursement for the use of a gym facility. Use of the gym facility is for personal use only during employees' off duty hours. Time spent by employees using the gym facility is not considered hours worked and will not be compensated in any manner.
- H. **Training Time.** The current City/Police Department training time salary and cost reimbursement policies shall be continued but, in no case, shall such remuneration be less than mandated by the FLSA.
- I. **New Fair Labor Standards Act Regulations.** The City and Association agree that in the event the DOL issues new or revised interpretive regulations

defining what are and what are not compensable hours of work, the City shall amend any affected provisions of this Memorandum of Understanding to comply with such regulations.

**Article 36-39 – Savings Provision**

If any provision(s) of this MOU are held contrary to law, such provision(s) will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. If any clause is invalidated, said clause shall be subject to the meet and confer process.

**Article 37-40 – Drug and Alcohol Abuse Policy**

The City's Administrative Regulation No. 316 on Drug and Alcohol Testing, which provides for pre-employment, reasonable suspicion, post-accident and random testing will be applicable to all employees covered by this Agreement.

**Article 38-41 – DROP Program**

Association agrees the DROP program can be made available to members who retire with a regular service retirement.

**Article 39-42 – Term of Memorandum of Understanding**

This Memorandum of Understanding shall remain in full force and effect from July 1, 20232025, through and including June 30, 20252028.

Commented [EB3]: Need to confirm if July or January 2026

~~No later than November 30, 2024, both parties will initiate and engage in negotiations for a multi-year successor agreement.~~

DATED \_\_\_\_\_ DATED \_\_\_\_\_  
LA VERNE POLICE OFFICERS' ASSOC. CITY OF LA VERNE  
By \_\_\_\_\_ By \_\_\_\_\_  
Association Representative City Manager

By \_\_\_\_\_  
Association Representative

By \_\_\_\_\_  
Assistant City Manager

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF LA VERNE  
AND  
THE LA VERNE POLICE OFFICERS' ASSOCIATION**

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- Article 1** – Recognition
- Article 2** – City Council Approval
- Article 3** – Management Rights
- Article 4** – Association Rights
- Article 5** – Association Dues
- Article 6** – No Strike/No Lockout
- Article 7** – Layoff Procedures
- Article 8** – Salary Rates and Step Advancements
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- Article 10** – Lead Motor Officer Differential
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- Article 21** – Medical and Dental Plans
- Article 22** – Training
- Article 23** – Time Off to Employee Representatives
- Article 24** – Education Incentive and Tuition Reimbursement
- Article 25** – Longevity
- Article 26** – Firearms Qualification Program
- Article 27** – Gym Membership Reimbursement
- Article 28** – Bilingual Pay
- Article 29** – Workers’ Compensation Insurance
- Article 30** – Leave of Absence
- Article 31** – Long Term Disability and Life Insurance
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- Article 35** – Safety and Health/Drug Testing
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- Article 37** – Non-discrimination
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- Article 39** – Savings Provision
- Article 40** – Drug and Alcohol Abuse Policy
- Article 41** – DROP Program
- Article 42** – Term of Memorandum of Understanding

## **Article 1 – Recognition**

The City of La Verne (hereinafter referred to as "City") has formally recognized the La Verne Police Officers' Association (hereinafter referred to as "Association") as the representative for full-time City employees in the following job classifications:

Police Officer  
Police Corporal  
Police Sergeant

## **Article 2 – City Council Approval**

It is agreed that this Memorandum of Understanding (MOU) is of no force or effect until ratified, approved and adopted by the City Council of the City of La Verne.

## **Article 3 – Management Rights**

To the extent that the following are not inconsistent with specific MOU provisions and to the extent that the following are not within the scope of representation, the parties agree that the following constitute the rights of management:

1. The right to hire, promote, demote, suspend, discipline, or discharge any employee in accord with state and federal law.
2. Determine the location of any new facilities, buildings, departments, divisions, or subdivisions thereof, and the relocation, sale, leasing, or closing of facilities, departments, divisions or subdivisions thereof.
3. Determine services to be rendered.
4. Determine the layout of buildings and equipment and materials to be used therein.
5. Determine the size and character and use of inventories.
6. Determine financial policy, including accounting procedure.
7. Determine the staffing of classifications not represented by the Association.
8. Determine selection, or promotion of employees.
9. Determine the size and character of the work force.
10. Determine the allocation and assignment of work to employees except in those instances where the affected employee receives additional compensation as a result of performing a given assignment.
11. Determine policy affecting the selection of new employees.
12. Determine the establishment of quality and quantity standards and the judgment of quality and quantity of work required.
13. Impose discipline.
14. Determine control and use of City property, materials, and equipment.
15. Place work with outside firms
16. Determine the kinds and numbers of personnel necessary.
17. Require employees, where necessary, to take in-service training courses during working hours.
18. Prescribe a uniform dress to be worn by designated employees.

Any grievance arising out of or in any way connected with the existence or the legality of any of the above-described rights of management is not subject to the grievance procedure unless such grievance is otherwise grievable under another Article of this Agreement.

#### **Article 4 – Association Rights**

The Association retains the right to engage in the meet and confer process with regard to all matters relating to employer/employee relations including, but not limited to, wages, hours and other terms and conditions of employment.

#### **Article 5 – Association Dues**

- A. The City shall deduct dues from the first and second paychecks of each employee each month and remit to the Association such monies, the deduction of which have been authorized by the employee in writing.
- B. The Association agrees to hold harmless and indemnify the City against any claims, causes of action, or lawsuits alleging negligence by the City in the performance of its obligations as set forth in Article 5(A).

#### **Article 6 – No Strike/No Lockout**

The City and the Association agree that it is to their mutual benefit to encourage the resolution of differences through negotiation. Therefore, during the term of this MOU, the City agrees that it will not cause a lockout of employees covered by this MOU and the Association agrees that there will be no strike, slowdown, or other work stoppage. Compliance with the request of other labor organizations is included in this prohibition.

#### **Article 7 – Layoff Procedures**

- A. Seniority shall be defined as the length of continuous service as a full-time employee with the City of La Verne except as otherwise noted.
- B. In the event of reduction in the work force, the employee in the classification being reduced with the least seniority shall be laid off first.
- C. Any represented employee who has been notified of layoff may elect to accept the layoff or exercise bump down rights. Represented employees, if qualified and able to work, shall be authorized to bump into any lower rated classification with the department and replace any employee who has less seniority. Employees exercising bump down rights must do so within seventy-two (72) hours after receipt of notice of layoff.
- D. Employees bumped by higher seniority employees shall themselves have the option of exercising bump down rights.

- E. No new employee shall be hired until all employees on layoff have been given the opportunity to be reinstated in the position held prior to layoff or bump down. Such employees shall be rehired or reinstated to the position held at the time of separation and in reverse order of their layoff or demotion. Such right of reinstatement must be exercised within twenty (20) days after the City deposits its written notice of recall from layoff in the United States Mail addressed to the employee's last known address. Such mailing shall be by certified mail – return receipt requested.

**Article 8 – Salary Rates and Step Advancements**

- A. **Salary Step Advancement**. A five (5) step salary schedule with five percent (5%) difference between steps is hereby established for the classifications listed in Article 1 of this Agreement. Such 5% differentials shall be maintained for the term of this Agreement.
  - 1. **Step 1**. This is the minimum rate and will be the hiring rate. In special cases, when it is merited by experience, education, training or other qualifications, the City may approve hiring at a higher salary step. If an employee is hired at a step other than 1, he/she must wait one (1) year until the next step increase.
  - 2. **Step 2**. This salary step is attainable after completion of six (6) calendar months of service if the employee has demonstrated satisfactory job progress.
  - 3. **Step 3**. This salary step is attainable after one (1) year of service from the date of the last salary step increase only if the employee shows satisfactory job progress.
  - 4. **Step 4**. This salary step is attainable after one (1) year of service from the date of the last salary step increase only if the employee shows satisfactory job progress.
  - 5. **Step 5**. This salary step is attainable after one (1) year of service from the date of the last salary step increase only if the employee shows satisfactory job progress.
- B. **Salary Increases**– Effective the first full pay period of January 2026, the steps of the salary schedule will be increased 3% for all LVPOA Members.

Effective the first full pay period in July 2026, the steps of the salary schedule will be increased 3% for all LVPOA Members.

Effective the first full pay period in July 2027, the steps of the salary schedule will be increased 3% for all LVPOA Members.

The Step 5 salary for employees promoted to Corporal shall be set at ten percent (10%) above the Step 5 salary for Police Officer.

Historically, when reaching agreement via an MOU, the City and POA have established salary increases by setting base salary at the market median for

specified dates. The traditional market for comparison purposes include the following local agencies: the cities of Azusa, Baldwin Park, Chino, Claremont, Covina, Glendora, Monrovia, Montclair, Ontario, Pomona, Upland, West Covina, and the County of Los Angeles. For fiscal purposes and as agreed through the meet and confer process, the City and POA have set the specific salary increases as noted above, reflecting a move away from using the median to set compensation.

**C. Salary Plan Administration/Work Performance Evaluation.**

1. Employees shall be paid by twelve noon (12:00) on or before every other Friday. When the normal pay day falls during an employee's annual vacation leave, such employee shall receive a partial vacation advance on the last working day prior to such an annual vacation leave provided a written request is submitted to the Finance Officer at least five (5) working days prior to said leave.
2. All employees shall receive at least one (1) annual written department evaluation pursuant to department policy as established by the Police Chief. Written evaluations will be given to the employee at least ten (10) days before the end of the particular evaluation period.
3. All step increases, promotions, demotions, or other changes in the employees' salaries shall occur at the beginning of the closest pay period.
4. Performance evaluations shall be completed by supervisor which employee predominantly worked under during review period. However, this will not preclude the evaluating supervisor from getting input from other superiors the employee worked for.

**D. Probationary Period.**

1. All entry level appointments to the classification of Police Officer shall be tentative and subject to a probationary period of eighteen (18) months.
2. Promotional appointments shall be tentative and subject to a probationary period of one (1) year.
3. Lateral appointments shall be tentative and subject to a 12-18 month probationary period as determined by the Personnel Officer and Police Chief. Some of the factors used in determining length of the probationary period include but are not limited to; previous years and level of experience, formal education, POST certificates, specialized training, as well as job performance.
4. The probationary period may be extended prior to the end of the probationary period by the City for a period not to exceed three (3) months as a result of an employee's unfavorable evaluation.
5. During the probationary period, a newly hired employee may be discharged by the City if the City deems the employee unfit or unsatisfactory for permanent employment. The probationary employee shall have the rights of appeal as required by law.
6. During the probationary period, a promoted employee may be demoted back to the previous job held if the City deems the employee unfit or unsatisfactory for permanent appointment. No probationary period shall be required upon reinstatement to the prior position.

7. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to a position, and for rejecting an employee whose performance does not meet the standards of work.
- E. **Trainee Levels.** The City may, at its discretion, establish Police Academy trainee salary range levels, not less than fifteen percent (15%) below Step 1 of the Police Officer salary range and/or job description.
- F. **New Classifications.** The City may establish new job classifications that do not entail reclassification of an existing position. Employees desiring to compete for such positions will be evaluated in the same manner as any candidate aspiring to receive appointment to the new position.
- G. **Acting Appointments.** The City may designate an employee to an acting capacity in a job classification different than that currently held by the employee. The employee shall receive five percent (5%) above the employee's current base monthly salary added to the employee's wages after ten (10) consecutive working days of satisfactory service in such acting capacity as determined by the City.
  1. Service in an acting capacity shall not continue beyond six (6) months without the agreement of employee, Association and City.
  2. An employee having served in an acting capacity and subsequently fully appointed to the position shall establish a new anniversary date as the first day of permanent appointment to the position.
- H. **Promotion.** The City may promote an employee to a higher job classification.
  1. A promoted employee shall receive a minimum of five percent (5%) increase in salary provided, however, that no employee shall receive a salary which exceeds or deviates from the salary steps established for the promotional job classification. A promoted employee appointed at other than Step 1 shall not receive another step increase for a minimum of one (1) year.
  2. A new anniversary date shall be established and the promoted employee shall be subject to a one (1) year probationary period. An employee rejected during this time because of committing a disciplinable act shall be reinstated to the job classification previously held at the same salary level the employee had prior to the promotion without loss of seniority in that classification and/or shall be subject to discipline.
- I. **Corporal Program.**
  1. Eligibility criteria for promotion to Corporal shall be as follows:
    - Education:** A.A./A.S. degree (or equivalent units) from an accredited college in criminal justice or other law enforcement related course of study; **Experience:** Four (4) years as a sworn Police Officer, two (2) of which must be with the City of La Verne. All promotions to Corporal shall be accomplished through a competitive selection process in accordance with the Personnel Rules and Regulations.
    - a. Upon ratification of the 2026 successor agreement, and beginning during fiscal year 2026-2027, the City shall initiate a reduction of the total number of authorized Police Corporal positions from fifteen (15) to twelve (12).

- i. The reduction shall occur through attrition only, meaning no incumbent employees shall be involuntarily demoted or displaced.
  - ii. During the first year of this agreement, the number of corporals shall be reduced by one (1) upon the next vacancy created by resignation, retirement, promotion, separation, or other attrition. The minimum number of Corporals shall be fourteen (14).
  - iii. During the second year of this agreement, the number of corporals shall be reduced by one (1) upon the next vacancy created by resignation, retirement, promotion, separation, or other attrition. The minimum number of Corporals shall be thirteen (13).
  - iv. During the third year of this agreement, the number of corporals shall be reduced by one (1) upon the next vacancy created by resignation, retirement, promotion, separation, or other attrition. The minimum number of Corporals shall be twelve (12).
- J. **Demotion.** The City may, with cause, demote an employee to a lower job classification.
- 1. A demoted employee shall receive a minimum decrease in salary equivalent to one (1) salary step provided, however, that no employee shall receive a salary which exceeds the maximum range level established for the lower job classification.
  - 2. A new anniversary date shall be established for the demoted employee as the day on which the employee begins performing the duties of the lower job classification as determined by the City. A demoted employee will suffer no loss of seniority with the department.
  - 3. No probationary period shall be required for any employee in a classification to which he is demoted.

## Article 9 – Hours of Work

- A. **Normal Work Week.**
- 1. **Patrol.** The workweek for sworn employees assigned to Patrol shall be the schedule commonly known as the 3/12 Plan as approved by the Association and the City. Under the 3/12 Plan, employees will be scheduled to work a total of 80 hours in a biweekly period. Newly appointed Police Officers assigned to an FTO and employees in training or light duty assignments may be scheduled to work five (5) eight (8) hour days in a workweek.
- Level Pay Adjustments.** In order to enable employees assigned to the 3/12 plan to receive consistent base pay for eighty (80) hours per pay period, biweekly payroll timecards may be adjusted to reflect eighty (80) hours even though the employee may have worked fewer or more hours during the regular work schedule. For example, an employee who worked a short week of thirty-six (36) hours and a long week of forty-eight (48) hours during a biweekly pay period will have his/her time card adjusted by the addition of four (4) hours for the first week and the deletion of eight (8) hours for the second week. Similarly, an employee who works two

- consecutive short thirty-six (36) hour weeks in a biweekly time period will have his/her time card adjusted by the addition of four (4) hours for the first week and four (4) hours for the second week.
2. **Motor Officers**. Employees assigned to Motorcycle Patrol by the Chief of Police shall be scheduled on a four (4) day, ten (10) hour workweek commonly known as the 4/10 plan.
  3. **Detective Bureau**. Employees assigned to the Detective Bureau shall be scheduled on either the 9/80 Plan or the 4/10 Plan at the unilateral discretion of the Chief of Police. (Under the 9/80 Plan, employees will be scheduled to work eight (8) nine-hour shifts and one (1) eight hour shift for a total of 80 hours in a two-week period.) In making a determination to change the work schedule from either the 9/80 Plan or the 4/10 Plan, the Chief of Police may take unilateral action without prior notice to, or consultation with, the Association. In determining the appropriate work schedule for detective bureau employees, the Chief of Police may consider criteria that includes, but is not limited to, sick leave usage, overtime, productivity, schedule coverage, etc. The parties to this Agreement understand and agree that special assignment pay will not be provided to employees with detective bureau assignments.
  4. **School Resource Officer**. The School Resource Officer shall be scheduled on the 9/80 Plan or the 5/8 Plan at the unilateral discretion of the City to best operate the program in the schools. The City shall have the unilateral discretion to further modify both the School Resource Officer assignments, and the scheduled hours and days of work, consistent with the recognition that school recesses and holiday and summer breaks can regularly minimize the scope of services to reasonably be performed by the School Resource Officer. School Resource Officers shall be allowed to take a paid leave from their assignment during the Christmas and/or spring break.
  5. **Regional Task Force Officers**. The workweek for employees assigned to regional task force operations will not be modified or altered by this Agreement.
- B. **Light Duty**. An employee placed on light duty due to a temporary disability may be required to revert to the traditional five (5) day, eight (8) hour schedule for the duration of the light duty assignment.
  - C. **Limit on Consecutive Hours Worked**. An Officer assigned to Patrol shall not be permitted to work in excess of 16 consecutive hours, unless otherwise authorized during emergency conditions.
  - D. **Relief Due to Afternoon Court Appearance**. An Officer assigned to Patrol who has worked the previous twelve (12) hour night shift and is required to appear in court beyond 1:30 p.m. on the day following shall be entitled to obtain relief for the upcoming night shift on the day of the court appearance. In the event that such relief due to an afternoon court appearance is needed, the employee shall be entitled to use vacation or compensatory time off.

### **Article 10 – Lead Motor Officer Differential**

A. At the discretion of the Chief of Police, following the conclusion of a competitive selection process, employees assigned to motorcycle patrol duty may be designated as Lead Motor Officer and will be placed into the position of Lead Motor within the salary schedule which includes a monthly salary differential of \$100 in recognition of the following duties and responsibilities and is part of the base salary:

1. Supervise commercial vehicle enforcement;
2. Supervise special event traffic activities, including DUI checkpoints;
3. Determine and justify traffic enforcement training and budget needs;
4. Monitor citation productivity;
5. Develop motor officer schedule in conjunction with watch commander;
6. Coordinate with schools and crossing guards to provide safe routes to schools;
7. Supervise and coordinate investigations of fatal traffic accidents;
8. Review collision reports for CHP and SWITRS input;
9. Pursue traffic grant opportunities.

### **Article 11 - Canine Assignment**

At the discretion of the Chief of Police, an employee may be assigned to a canine officer detail. Employees who are assigned to a canine officer detail will receive compensation as described below. The Association and the City agree that this canine assignment pay is intended to compensate canine officers for off-duty time spent caring, grooming, feeding, training, and otherwise maintaining their assigned canine/equipment (“canine activities”), in compliance with the FLSA and interpretive cases and rulings.

The canine officer will be paid four (4) hours at the canine officer’s base hourly rate for up to 26 pay periods per fiscal year for canine activities. The Association and the City agree that 4 hours per 26 pay periods has been determined to be the amount of time the canine officer spends on canine activities and that this amount of time was determined through inquiry of the canine officer and their feedback. In addition, canine officers shall receive one day off (12 hours) per month to be scheduled by the Department at its discretion.

### **Article 12 – Special Assignment Pay**

Unit members placed in any of the following assignments detective bureau, school resource officer, traffic car, motor officer, canine, or regional task force detective will be provided with a monthly stipend of \$250.

Unit members placed in the FSET or CNT assignments will be provided a monthly stipend of \$125.

Special Assignment Pay amounts will be distributed on a per pay period basis and will begin or end with the start of the pay period closest to the effective date. Pursuant to

California Code of Regulations (CCR) Section 571, this pay shall be reported to CalPERS as special compensation, to the extent permitted by law.

- A. All affected employees participating in a special assignment, shall be subject to the removal/appeal policies and procedures set forth below in subsection B.
- B. A California Court of Appeal case has recently held that in many circumstances, reassignment from a special assignment as described above and loss of bonus compensation can be implemented only upon the Department stating cause for the reassignment, and with the Peace Officer then having a right to contest the reassignment through all available administrative appeal procedures. In this case, said procedures may include access to a trial-type evidentiary hearing. (The City does not acknowledge that said court ruling is controlling, yet it does form the basis for the compromise described in this Article.). However, the following limitation shall apply to administrative appeals conducted pursuant to Article 10 of the MOU, and which regard reassignment from a special assignment as that term is used in this Article:
  1. During the first twelve (12) consecutive months that an affected employee is assigned to a special assignment which provides for compensation in addition to the officer's base salary, said individual shall be subject to removal from the special assignment, *without a statement of cause by the Department and without the right to any administrative or civil method of appealing said decision except as specifically set forth herein. The sole administrative appeal pursuant to section a1 shall be non-evidentiary meeting with the Chief of Police. There shall be no subpoena power, no testimony, and the determination of the Chief of Police shall be final for all purposes.* In the case of any such removal, the officer shall continue to receive the pre-existing base salary. Such an affected employee shall be treated as one who has not successfully completed the probationary period required by the Agency, as said term is used and applied in Government Code §3304(b).
  2. Upon any reassignment out of a special assignment, the special compensation bonus provided to the employee shall be eliminated.
  3. The parties recognize that there exist appellate case decisions to the effect that a waiver by an employee organization as to disciplinary due process and appeal rights held by individual members of the Association pursuant to Government Code §3304(b) or otherwise, is invalid as regards the individuals (assuming arguendo that any exist as to those employees referenced in B1 above). Therefore, the parties further agree that each individual officer who is assigned to any special assignment on or after the date of adoption of this MOU shall enter into a written agreement evidencing a waiver of any administrative appeal rights as described herein and of their agreement to be bound by the rules set forth herein governing reassignment and loss of specialty compensation. The parties acknowledge that said waiver does not constitute a waiver of "due process" rights. Rather, and inasmuch as the limited appeal rights described herein apply to special assignees who in essence, have not

completed probation in the assignment, and inasmuch as no appeal rights are provided pursuant to §3304(b) as to said individuals, there is no “due process” to waive. Said waiver shall be signed prior to assignment of an effected employee to a special assignment.

4. The waiver to be signed by each affected employee is attached hereto as Addendum A and incorporated herein by reference as though set forth in full.
- C. Additionally, the Association further agrees that if either the Association or any unit member challenges the legality of the probationary period, the above stipends shall immediately terminate without the necessity of requiring a meet and confer process.
- D. Eligibility
1. Detective Division Premium - Full-time, sworn, Association members who are selected by the Chief of Police to serve as a Detective and are routinely and consistently assigned to the Detective Division of the Police Department are eligible to receive Detective Division Premium Pay.
  2. School Resource Officer - Full-time, sworn, Association members who are selected by the Chief of Police to serve as a School Resource Officer (SRO) and who routinely and consistently function as a liaison to the Bonita Unified School District are eligible to receive SRO Premium Pay.
  3. Traffic Car Officer Premium - Full-time, sworn, Association members, including Police Corporals who are selected by the Chief of Police to serve as a Traffic Car Officer and who are routinely and consistently assigned to operate and/or patrol traffic in a car are eligible to receive Traffic Car Premium pay.
  4. Motorcycle Officer Premium - Full-time, sworn, Association members, including Police Corporals who are selected by the Chief of Police to serve as a Motorcycle Officer and who are routinely and consistently assigned to operate and/or patrol on motorcycle are eligible to receive Motorcycle Patrol Premium pay.
  5. Canine Officer Premium - Full-time, sworn, Association members who are selected by the Chief of Police to serve as a Police Canine Handler and who are assigned to the Canine Team and routinely and consistently handle, train and board a canine are eligible to receive Canine Officer Premium pay.
  6. Regional Task Force Detective Premium - Full-time, sworn, Association members who are selected by the Chief of Police to serve as a Regional Task Force Detective and are routinely and consistently assigned as a Regional Task Force Detective are eligible to receive Regional Task Force Detective Premium Pay.

## Article 13 – Overtime

- A. **Prior Authorization**. All overtime requests must have prior written authorization of a supervisor prior to the commencement of such overtime work. Where prior written authorization is not feasible, explicit verbal

authorization must be obtained as soon thereafter as practicable. Dispatched calls beyond the end of duty time are considered as authorized.

An employee's failure to obtain prior written approval, or explicit verbal authorization followed by written authorization, will result in the denial of the overtime request.

Employees are cautioned not to spend excessive amounts of time at their work station before or after their normal work period. This incidental time will not be compensated in any manner whatsoever unless prior authorization of a supervisor is obtained.

- B. **Rate/Paid Leave Time.** Eligibility for overtime pay shall be provided as follows:
1. **3/12 Plan.** Employees assigned to the 3/12 plan shall receive overtime pay at time and one-half for all hours worked over their normal assigned shift or workweek.
  2. **4/10 Plan.** Employees assigned to the 4/10 plan shall receive overtime pay at time and one-half for all hours worked over their normal assigned shift or forty (40) hours in a week.
  3. **9/80 Plan.** Employees assigned to the 9/80 plan shall receive overtime pay at the rate of time and one-half for all hours worked over their normal assigned shift or eighty (80) hours in a fourteen (14) day work period.
  4. **5/8 Plan.** Employees assigned to the 5/8 plan shall receive overtime pay at time and one-half for all hours worked over their normal assigned shift or forty (40) hours in a week.
- C. **Hours Worked.** "Hours worked" shall not include paid leave time such as sick leave and compensatory time off unless the employee is "called in" to work overtime; or is required or requested by supervision to work beyond normal shift hours; or is subject to a required court appearance; or is scheduled to work a third party contract assignment (i.e., Fair, high school events, etc.). "Hours worked" shall include vacation time subject to the following conditions:
1. An employee that is scheduled to be on vacation on the date of an "overtime shift" shall not be eligible to receive overtime pay as a result of working the "overtime shift" when the employee was previously scheduled to work that same shift prior to taking the vacation.
  2. **Reversion to Vacation Time Not Counted as "Hours Worked"**. If the City determines that an employee(s) has abused the inclusion of vacation time as "hours worked," a forty five (45) day meet and confer period between the City and the Association shall commence to resolve said abuse. If, after the 45 day meet and confer period expires, the City determines that the identified abuse has not been resolved, vacation time shall no longer be counted "hours worked."
- D. **Compensatory Time.** Employees may accrue compensatory time in lieu of overtime pay as allowable under the FLSA as follows:
1. **Accrual.** For each hour of overtime worked, the employee may accrue compensatory time in lieu of overtime pay at the rate of one and one-half.

Sworn employees may accumulate up to four hundred eighty (480) hours of compensatory time in the calendar year.

2. **Use as Paid Leave.** All accrued compensatory time must be used in the form of paid leave or cashed out in the calendar year in which it was earned. Scheduling for use of compensatory time will be authorized by the department in the same as vacation as noted in Article 15 of this MOU and consistent with Department policy.
3. **Cash Out.** All accrued compensatory time not used in the form of paid leave must be cashed out in the year in which it was earned as follows:
  - a. An employee may receive payment for accumulated compensatory time in conjunction with a regularly scheduled vacation leave of at least one week in duration that has been approved by the Department.
  - b. Unused compensatory time on the books as of the first pay period in November shall be paid to the employee by November 23<sup>rd</sup> of each calendar year. Said annual payment shall be by separate check, barring any change in tax or retirement laws or guidelines. Compensatory time earned after the first pay period in November may be carried over into the next calendar year.
4. **Detective On-call.** In consideration of individuals in the Detective Bureau rotating on-call assignment, Officers and Sergeants will be granted 7.5 hours of compensatory time for each weekend of on-call assignment worked. The on call assignment will be rotated on a weekly basis allowing each member assigned to the Bureau equal opportunity for the Friday evening through Monday morning assignment. Additionally, over the following holiday weekends, the on-call detective will receive an additional 2.5 hours of compensatory time in consideration of the extended weekend:
  - Martin Luther King’s Birthday
  - Presidents Day
  - Memorial Day
  - Labor Day
  - Thanksgiving weekend
  - Any weekend where any of the other observed holidays listed in Article 15-B falls on a Monday.
- E. **Selection for Overtime.** Permanent employees shall be given first opportunity to work overtime.
- F. **Third Party Contract Assignments.** Where third party contract assignments provide that four (4) personnel be on duty, one (1) of those personnel shall be a Sergeant.

**Article 14 – Call-Back Allowance**

- A. **General Eligibility:** An employee who is called back to work after the completion of their regular shift is entitled to a minimum of four (4) hours of compensation at the applicable overtime rate. This applies regardless of the actual time worked, provided the call-back does not fall under the exclusions specified below.

- B. **Exclusions:** Early Shift Call-In: The four-hour minimum compensation does not apply if the employee is called in early to cover a shift vacancy which would otherwise extend a prescheduled shift. In these cases, the employee will only be compensated for the actual hours worked at the appropriate rate, including any applicable overtime.
- C. **Meetings:** An employee who is required to attend a meeting within two hours before or after the shift shall be compensated for the “hours worked” for compensation and overtime calculation purposes. The meeting, before or after the shift, shall be considered a continuous part of the shift. Any mandatory meetings scheduled for a day that the employee is not scheduled to work will result in the employee receiving, at least, four (4) hours of compensation, including any applicable overtime rate, for the employee’s participation in the off-duty meeting. Any meeting that exceeds four hours, the employee will be entitled to compensation for hours worked, including any applicable overtime rate, for the hours worked beyond the initial four hours.
- D. **Non-City Special Events:** When an employee is required to work at a non-City special event that necessitates police presence, and proper notice has been given to the requesting entity, the employee shall be compensated for a minimum of four (4) hours at the applicable overtime rate, regardless of the actual time worked. This provision ensures that officers are adequately compensated for their time when assisting with events outside regular City operations.

**Article 15 – Standby Court Allowance**

An employee not otherwise scheduled to work on a given day and who is placed on "standby" or "on call" status pursuant to subpoena or other lawful order, shall receive four (4) hours salary at straight time as a result of any time spent in such status in the A.M. and four (4) hours compensation for all time spent in such status in the P.M. An employee on standby duty may use standby time for his/her own personal purposes, provided, he/she can provide reasonable response time.

At the time it is earned, the employee shall have the option of accruing their four (4) hour morning and/or four (4) hour afternoon standby time at straight time, up to a maximum of twenty-four (24) hours. Said accrual may be used only when the employee can take off without replacement. The City shall not be obligated to pay off said accrual at any time.

If the employee actually responds pursuant to subpoena or other lawful order during the first four (4) court hours in the A.M. and/or P.M., then the employee shall be paid the standby rate in the A.M. and/or P.M., or the overtime rate for actual hours worked in the A.M. and/or P.M., whichever is greater. Any response thereafter shall be compensated at the overtime rate in addition to the four (4) hours as the standby rate.

## Article 16 – Sick Leave

- A. **Accrual Rate**. Employees shall accrue sick leave at the rate of eight (8) hours per month for each calendar month of service. Such accrual shall take place on a monthly basis, beginning with the first month of employment. Sick leave accrual shall be prorated for employees who begin or terminate their employment in the middle of a calendar month.
- B. **Deduction**. Sick leave granted by the City and used by the employee shall be deducted from the employee's accrued sick leave balance.
- C. **Accumulation**. Sick leave may be accumulated indefinitely as long as the employee works for the City.
- D. **Accrual During Leave**. Employees granted a leave of absence with pay or other approved leave with pay shall accrue sick leave as herein provided.
- E. **Accrual After Separation**. Sick leave shall not be accrued by any employee absent from duty after separation from City service or during a City authorized leave of absence without pay, or any other absence from duty not authorized by the City. The provisions of Civil Code Section 56.10 shall limit the information that an employee is required to provide.
- F. **Physician's Certificate**. If management has reasonable grounds to believe that sick leave is being abused, evidence in the form of a physician's certificate or otherwise, may be required as a prerequisite to receive sick leave pay to determine the adequacy of reasons for an employee's absence during a time for which sick leave is requested. The employee shall have the right to choose the physician.
- G. **Personal Illness or Disability**. An employee who has contracted or incurred a non-service connected illness or disability which renders him/her unable to perform the duties of his/her position will be eligible to receive paid sick leave provided that the employee complies with the utilization procedures specified in Section J of this Article. Leaves in conjunction with an employee's non-elective surgery shall not be considered as a negative reflection on the employee's attendance record for purposes of performance evaluation or for the purposes outlined in Section J (4) below.
- H. **Bereavement Leave**. Sick leave may be granted for death involving members of the immediate family (for this purpose, members of the immediate family shall be defined as: spouse, domestic partners, mother, father, sister, brother, children, grandparents, grandchildren, mother-in-law, father-in-law) not exceeding one (1) week per occurrence. Evidence of family relationship may be required before such sick leave is granted. One week generally means forty (40) hours; however, an employee assigned to an alternative workweek may require more than 40 hours to take one (1) week of bereavement leave. Use of bereavement leave shall not be factored as sick leave under Section J(4) below or for performance evaluation purposes.
- I. **Family Illness or Disability**. An employee will be eligible to use accrued sick leave for up to 80 hours in the calendar year when there is a sickness or disability involving a member of his/her immediate family, which requires the employee's personal care and attendance. (For purposes of this section,

members of the immediate family shall be defined as spouse, domestic partner, children, and parent or parent-in-law.) Additional time may be granted at the discretion of the Police Chief. Paid sick leave will be granted in such instances provided that the employee complies with the following utilization procedures specified in Section J of this Article. Use of protected leave under California Labor Code Section 233 (aka kin care leave), will not be considered as a negative reflection on the employee's attendance records for purposes of performance evaluations or for purposes outlined in section J (4) below.

- J. **Utilization Procedure.** An employee requesting paid sick leave in accordance with Sections G (Personal Illness or Disability) or Section H (Bereavement), or Section I (Family Illness or Disability) above, shall comply with the following:
1. **Call-in Procedure.** The employee shall personally make contact with the Watch Commander at least two (2) hours before the time specified for the beginning of the work shift of his/her absence from duty. In cases in which the ill or disabled employee is physically unable to personally make contact with the Watch Commander, the individual designated to provide notification of the absence shall personally make contact with the Watch Commander.
  2. **Basis for Absence.** The employee or other individual providing notification to the Watch Commander of the employee's absence shall provide the Water Commander with the specific reason for the absence.
  3. **Accessibility.** An employee who has called in sick for personal illness/disability for family illness/disability shall be available at his/her residence for telephone or personal contact from the Watch Commander during the employee's assigned shift. Exceptions to this requirement shall be authorized to seek medical treatment or to obtain medication; however, if it becomes necessary for the employee to leave his/her residence for either of these reasons, the employee shall be required to telephone the Watch Commander to advise where he/she is going and the estimated time of return. Employees who have called in sick to care for an immediate family member who lives outside of the employee's residence may go to that family member's residence to render care provided that the Watch Commander is given an address and contact telephone number where the employee can be reached during work hours.
- K. **Sick Leave Conversion.**
1. Employees with 15 to 20 years of service with the City of La Verne who separate or retire from the City for non-disciplinary reasons may convert a portion of their sick leave balance to vacation leave on a 2:1 basis as outlined in section 6 below, i.e., an employee with 19 years of service who has a current balance of 300 hours of sick leave would receive 150 hours of vacation.
  2. Employees who retire from the City with 21 years of service or more with the City on a regular service retirement, may convert sick leave to vacation leave on a 2:1 basis to a maximum of 500 at 25 years as outlined in section 6 below, i.e., an employee with 23 years of service who has a

current balance of 850 hours of sick leave would be eligible to receive 400 hours of vacation.)

3. An employee with 20 or more years of service with the City that is retiring or has submitted an application for retirement for an industrial disability retirement through PERS will only be eligible for conversion above the 20 year level if the retirement is the direct result of a permanent disabling injury (not illness) that occurred in the line of duty, as a result of a single on-duty incident during the actual performance of law enforcement duties.
4. An employee with 20 or more years of service that either has a retirement that does not qualify under subsection 2 or 3; or separates from the City for non-disciplinary reasons will be capped at the 20-year conversion level (275 hours).
5. Recognizing this conversion formula is provided to reduce use of sick time, both parties agree that during the next MOU negotiation process, the program's success will be evaluated to determine whether savings realized warrant an increase in the conversion rates.
6. **Conversion Table.**

| <u>Years of Service</u> | <u>Maximum # of Hours that can be converted</u> | <u>Conversion</u> |
|-------------------------|---|-------------------|
| 15                      | 300   | 150               |
| 16                      | 350   | 175               |
| 17                      | 400   | 200               |
| 18                      | 450   | 225               |
| 19                      | 500   | 250               |
| 20                      | 550   | 275               |
| 21                      | 600   | 300               |
| 22                      | 700   | 350               |
| 23                      | 800   | 400               |
| 24                      | 900   | 450               |
| 25                      | 1000  | 500               |

7. Sick leave hours converted may not be reported to PERS for service credit.

## Article 17 – Holidays

Due to the unique nature of work hours in the Police Department, the following policies will be observed:

### A. **Shift employees.**

1. **Definition.** Employees assigned to patrol who are scheduled to work the 3/12 plan are regarded as "shift employees" for purposes of this article. Employees assigned to patrol who are temporarily assigned to the 5/8 plan due to training or light duty shall continue to be regarded as shift employees for purposes of this article.
2. **Holiday Pay.** Shift employees shall receive eighty (80) hours of holiday pay per year at straight time on a prorated basis over twenty-four (24) pay periods during the calendar year. In addition, a shift employee who works

on a holiday will receive pay for all hours worked at the time and one-half rate. All premium pay for hours worked on a holiday must be received by the employee in the form of pay rather than compensatory time.

3. **Transition from Shift to Non-shift Status.** When it is confirmed in writing that a shift employee will be reassigned to non-shift status for a period of three (3) months or longer, he/she will cease to receive holiday pay on a prorated basis. As a non-shift employee, said employee will be entitled to receive paid time off for authorized holidays.

**B. Non-shift Employees.**

1. **Definition.** Employees who are not assigned to patrol under the 3/12 plan are regarded as "non-shift employees" for purposes of this article.
2. **Authorized Holidays.** Non-shift employees shall receive pay for their assigned shifts on the following ten (10) holidays on a straight-time basis:
 

|                     |                           |
|---------------------|---------------------------|
| 1. New Year's Day   | 6. Veterans Day           |
| 2. Presidents Day   | 7. Thanksgiving Day       |
| 3. Memorial Day     | 8. Day after Thanksgiving |
| 4. Independence Day | 9. Day before Christmas   |
| 5. Labor Day        | 10. Christmas Day         |
3. **Weekends.** In the event that any of the above holidays falls on a Sunday, the Monday following will be observed as the holiday. In the event that a non-shift employee is called in to work on a holiday, he/she shall receive pay for all hours worked at the rate of time and one-half.
4. **Transition from Non-shift to Shift Status.** When it is confirmed in writing that a non-shift employee will be reassigned to shift status for a period of three (3) months or longer, he/she will receive prorated holiday pay pursuant to Section A(2) of this Article in lieu of paid time off.

**Article 18 – Vacations**

- A. **Accrual.** LVPOA members, shall accrue paid vacation leave as provided below. Accrual shall be apportioned on a monthly basis and shall be prorated for employees who begin or terminate their employment in the middle of a month.

| Consecutive Years<br>of Service | Hours Per Year |
|---------------------------------|----------------|
| 0-4                             | 104            |
| Beginning of 5 <sup>th</sup>    | 120            |
| Beginning of 6 <sup>th</sup>    | 128            |
| Beginning of 7 <sup>th</sup>    | 136            |
| Beginning of 8 <sup>th</sup>    | 144            |
| Beginning of 9 <sup>th</sup>    | 152            |
| Beginning of 10 <sup>th</sup>   | 160            |
| Beginning of 11 <sup>th</sup>   | 168            |
| Beginning of 12 <sup>th</sup>   | 176            |
| Beginning of 13 <sup>th</sup>   | 184            |
| Beginning of 14 <sup>th</sup>   | 192            |
| Beginning of 15 <sup>th</sup>   | 200            |

- B. **Vacation Cap.** New employees hired and current employees who were not previously LVPOA members before November 5, 2018, will have their vacation hours capped at 400 hours and will not be able to accrue past that amount.
  - a. Employees subject to the cap of 400 hours with at least 350 hours of accrued vacation hours will be eligible to cash out up to 40 hours of vacation if they meet the following:
    - i. Have been denied the use of vacation by the department after submitting a vacation request of no less than thirty-six (36) hours and no more than the equivalent of two (2) weeks;
    - ii. The request for vacation (that has been denied) must have been submitted at least thirty (30) days in advance of the first day of the desired vacation date;
    - iii. Have not previously cashed out vacation hours pursuant to this cash out procedure for the same requested vacation leave (an employee may only cash out vacation hours pursuant to this cash out procedure once per denied vacation request).
  - b. Employees classified as a police recruit trainee prior to November 5, 2018, will be considered current LVPOA members and will not have their vacation capped at 400 hours.
- C. **Scheduling.** Scheduling of employee vacation leave shall be at the discretion of the City with due regard to the request of the employees and work requirements of the City.
- D. **During Leave/After Separation.** Vacation leave shall not be granted to an employee after separation from City service, during a City authorized leave of absence without pay, or any other absence not authorized by the City, or during the first six (6) months of employment.
- E. **During Probation.** Vacation leave shall not be granted to an employee during the first six (6) months of the employee's original probationary period. However, on the successful completion of six (6) months of service, the employee will be credited with vacation leave that would otherwise have been accrued during that period.
- F. **Carry Over.** LVPOA members not affected by the cap shall take annual vacation leave away from their job duties. In the event that any carryover of accrued vacation leave exceeding the amount received in a twenty-four (24) month period is desired, the employee may request and the City may grant approval for such carryover. If such carryover is not granted, the accrued vacation shall be converted to cash and paid to the employee at his/her current hourly rate.
- G. **Deduction.** Vacation leave granted by the City and used by an employee shall be deducted from the employee's accrued vacation leave.

## Article 19 – Uniform Allowance

Each employee shall receive a uniform allowance, currently one thousand dollars (\$1,000) per year, which is payable as part of the first regular paycheck in November. To be eligible for this benefit, employee must work at least one day in the previous 12 months. Employees who begin or terminate their employment in the middle of a year for reasons other than voluntary resignation shall have their

uniform allowance prorated. Annual upward adjustments in the uniform allowance will be based on the median amounts for sworn classifications of the local survey agencies listed in Article 8 as of October 31<sup>st</sup> of each year.

**Article 20 – Retirement**

The plan is administered by the CalPERS Board. The City and the employees shall be subject to the rules and regulations governing retirement, employer and employee contributions, etc., as endorsed and accepted by the CalPERS Board, except as otherwise noted herein.

- A. **Employer Contribution.** Minimum contribution amounts are fixed by the governing board of PERS and is divided between the City and employee. The City shall pay costs designated as employer charges as set forth by the PERS governing board, except as otherwise agreed to by members.
- B. **Employee Contributions for “New Members,” as Defined by PEPRA, Hired After January 1, 2013; Public Safety PERS 2.7% @ 57 under PEPRA.**
  - “New Members” shall be subject to all of the conditions set forth in the Public Employees’ Pension Reform Act of 2012 (PEPRA), which include, but are not limited to the following:
    1. Employee contribution rate for “new members” as defined by PEPRA is at least 50% of the normal cost rate for that defined benefit plan, rounded to the nearest quarter percent or the current contribution rate of similarly situated employees, whichever is greater.
    2. Compensation cap for “new members” as defined by PEPRA (120% of Contribution and Benefit Base).
    3. Calculation of benefits based on base pay for “new members” as defined by PEPRA.
    4. Three (3) year average final compensation for “new members” as defined by PEPRA.
    5. Benefits will be determined in accordance with all of the applicable requirements of PEPRA.
- C. **Employee Contributions for “Classic Members”; Public Safety PERS 3% @ 50.**
  1. Classic PERS Members, individuals who joined PERS prior to January 1, 2013, will be responsible for paying the full amount of their employee contribution (9% of reported compensation). Effective the first full pay period in July 2026, Classic PERS members will pay an additional 1% of their employee contribution for a total of 10% of the employee share. Effective the first full pay period of July 2027, all classic members will contribute an additional 1% toward the employee share of PERS contributions totaling 11%.
  2. LVPOA “Classic” members will continue to cost share one percent (1.0%) of the employer’s PERS contribution.

- E. **Credit for Unused Sick Leave.** Effective July 1999, the City will bear the cost for the credit for unused sick leave benefit under PERS.
- F. **3<sup>rd</sup> Level 1959 Survivor Benefit.** Effective August 1988, the City will bear the cost for the 3<sup>rd</sup> Level 1959 Survivor benefit under PERS.
- G. **4<sup>th</sup> Level 1959 Survivor Benefit.** Effective July 2009, the City will bear the cost for the 4<sup>th</sup> Level 1959 Survivor benefit under PERS.

**Article 21 – Medical and Dental Plans**

- A. **Medical Plans – LVPOA Members Prior to November 5, 2018:** For current LVPOA members serving prior to November 5, 2018, the City shall provide, at its expense, a fully paid medical health maintenance organization (HMO) plan offered by the City and approved by the Association through the Employee Health and Safety Committee for all employees and their dependents. Employees shall also have the ability to choose from an optional plan and the City will agree to pay an amount not exceeding the cost of the Blue Cross HMO premium or its equivalent for the employee and his/her dependents. At the time of hire, an employee shall choose a plan that best meets the needs of the employee.
  - 1. An open enrollment period will occur in May-June of each year (effective July 1). Unless otherwise required by law, only during this time may the employee change to another plan.
  - 2. Employees classified as a police recruit trainee prior to November 5, 2018, will be considered current LVPOA members for the purposes of City medical insurance contributions.
- B. **Medical Plans – LVPOA Members After November 5, 2018:** For new employees hired and current City employees who become an LVPOA member after November 5, 2018, the City shall contribute up to the following amounts toward health insurance benefits with any additional costs being the responsibility of the employee. The City covers the employee only cost of the lowest plan (currently Kaiser). Contribution to the Employee Only tier will increase dependent on the increases to the medical plan costing of the lowest plan.
  - 1. **Beginning with the February 2026 Contribution**
    - 1. Employee Only = \$750
    - 2. Employee plus spouse = \$1,150
    - 3. Employee plus child = \$950
    - 4. Employee plus family = \$1,500
  - 2. **Beginning July 2026**
    - 1. Employee Only = \$750 or current cost of lowest plan
    - 2. Employee plus spouse = \$1,450
    - 3. Employee plus child = \$1,150
    - 4. Employee plus family = \$2,000
- C. **Medical Plans – Retired Employees:** The City shall provide monthly medical insurance contributions to retired employees up to the following amounts:

- Those who retired between 10-1-84 and 9-1-90:
  - Single \$88.32
  - Couple \$181.06
  - Family \$247.30
- Those who retired between 9-2-90 and 12-31-99:
  - Single \$110.00
  - Couple \$225.00
  - Family \$247.30

The amount of City-paid contributions towards medical insurance for those who retired prior to 12-31-99 shall be permanently fixed and will not be increased in conjunction with changes in monthly premium rates.

- Those who retire after 1-1-00 will be provided with monthly medical insurance contributions in an amount of eighty-five percent (85%) of the monthly premium of the least expensive HMO plan (for the retiree and covered dependents). The amount of this City-paid monthly contribution toward medical insurance premiums for those retired after 1-1-00 shall not be permanently fixed and will increase in conjunction with changes in monthly premium rates. The City shall provide this benefit only to those retired employees and their dependents who meet conditions shown below.

- Those who retire after 1-1-05 will be provided with a monthly medical insurance contribution in an amount of 80% of the monthly premium of the least expensive HMO plan that the City provides to its active employees (for the retiree and covered dependents). The amount of this City-paid monthly contribution toward insurance premiums for those retired after 1-1-05 shall not be permanently fixed and will increase in conjunction with changes in monthly premium rates. The City shall provide this benefit only to those retired employees and their dependents identified at time of retirement who:

1. Had at least twenty (20) years of service with the City of La Verne.
2. If eligible for Medicare, have enrolled in and maintain Medical coinsurance benefits in which case the City shall provide a supplemental medical insurance plan and contribute 80% of supplemental rates that shall not be fixed but will not exceed the aforementioned contribution amounts.
3. Are not receiving disability retirement benefits through the PERS nor have filed for industrial disability retirement benefits through the PERS with the following exception as determined by the City Manager:
  - a. the employee (without regard to years of service) suffered a permanently disabling injury (not illness) in the line of duty as a result of a single, on-duty incident during the actual performance of law enforcement duties; and
  - b. the employee has not declined an offer of a modified duty assignment; and
  - c. the employee's disabling injury that necessitates retirement specifically excludes back injuries, psychological problems, heart disease, hypertension and stress trauma.
4. Obtain their medical insurance through the City. However, a retiree who chooses to purchase medical insurance from an independent source may

receive direct payments from the City in the amounts specified above. In order to receive such direct payments, the retiree shall provide the City with an annual signed statement certifying that he/she has medical insurance coverage to cover the cost of catastrophic illness or injury for the retiree and dependents. Said medical insurance payments shall be made on a quarterly basis.

5. Upon death of the retired employee, dependents will not be eligible for medical insurance through the City.
6. Beginning on January 1, 2014, there shall be a cap of \$300 on post Medicare monthly medical insurance contributions by the City to retired employees who were hired prior to January 1, 2014. The City shall not contribute any amount toward the post Medicare monthly medical insurance contributions for employees hired on or after January 1, 2014. The aforementioned cap is based on a current Medicare supplement premium (\$170 as of January 2014) and will be reevaluated upon renewal of this agreement.
  - Those employees hired and current employees who become an LVPOA member after November 5, 2018, will not be eligible for City contributions toward retiree medical insurance. Employees classified as a police recruit trainee as of November 5, 2018, will be considered current LVPOA members for the purposes of City contributions toward retiree medical insurance.
- D. **Dental Plan.** The City shall contribute to a group dental plan for the employee and eligible dependents in the form of an allocation of up to \$44 per month. Such amount shall be applied toward premiums of a City group dental insurance policy, or through a self-insured plan that provides employees with potential for monetary benefits equal to or exceeding the City allocation of \$44 per month.
- E. **Medical Savings Trust.** Effective the first full pay period of January 2026, the City will contribute \$150 per month to a retiree health savings plan for members hired after November 5, 2018.

## Article 22 – Training

- A. **Required Training.** Where, as a condition for continued employment, the City requires attendance at a school or training establishment and where a fee is charged, the City shall pay such fees. An employee shall suffer no loss of wages or benefits if attendance during working hours is required. Books and materials purchased by the City will remain City property.
- B. **Training Pay – FTO.**
  1. Field Training Officers (FTOs) shall receive a five percent (5%) salary differential when specifically designated to train a new recruit on a regular basis. Said differential shall be effective at the beginning of the closest pay period and shall be for a minimum duration of one (1) full pay period.
  2. An FTO shall receive a \$25 training stipend for each shift they are specifically designated to train a new officer and/or a new reserve officer.
- C. **Training Committee.** A committee comprised of two (2) Association representatives and two (2) management representatives will meet on a

quarterly basis to review required and desired training and to establish training schedules subject to the approval of the Chief of Police.

- D. **Driving Time**. Employee driving time to and from a training venue that exceeds his/her normal commute will be recognized as hours worked in fulfilling the employee's regularly scheduled workweek. Under no circumstances will an employee be paid for driving time that extends beyond the regular workweek nor will employees be authorized to receive overtime pay for driving time related to training.
- E. **Training Bank**. In order to accommodate the scheduling and completion of ongoing departmental training, without incurring a substantial amount of overtime or impacting the number of personnel on patrol, the City and the Association agree to establish a "Training Bank". This Bank will consist of paid but unworked hours. Based on the patrol scheduling of 12-hour shifts in a combination of three 3-shift weeks and one 4-shift week, each officer assigned to patrol will accumulate 48 hours of unworked time over the course of 26 pay periods. This "balance will be tracked and used to accommodate an equal number of training hours scheduled throughout the year.
- F. **Training Staff Assignments**. In recognition of the time that individuals assigned as training staff spend outside of their normal duties preparing and conducting in-house training, such assignments will be provided with four (4) hours of compensatory time per month. Said benefit is available only to those individuals assigned by the Police Chief as range master or use of force instructor.

### **Article 23 – Time Off to Employee Representatives**

The City will allow a maximum of three (3) Association representatives time off without loss of compensation or benefits when formally meeting and conferring with representatives of the City on matters within the scope of representation. Said representatives shall be given time not to exceed twenty-four (24) hours at the sole discretion of the City Manager to attend an annual seminar.

### **Article 24 – Education Incentive, P.O.S.T. Incentive, and Tuition Reimbursement**

- A. **Education Incentive Pay** The City shall pay education incentive for job related degrees to sworn personnel at the following rates:
  - a. Associate's Degree or 60 College Credit Equivalent: 1%
  - b. Bachelor's Degree: 5%
  - c. Master's Degree: 10%
- B. **P.O.S.T. Incentive Pay**. The City shall pay POST Certification incentive to sworn personnel at the following rates:
  - a. Intermediate POST Certificate: 5%
  - b. Advanced POST Certificate: 10%
  - c. Supervisory POST Certificate: 12%



- Expert (380-394) \$100 per month
- Sharpshooter (356-379) \$50 per month

Testing will be conducted two times per year with the stipend to be adjusted according to employee's results and distributed prospectively commencing with the beginning of the next full pay period.

In the event an officer eligible for the above proficiency pay is off on a work related injury for more than 30 consecutive days, the above proficiency pay shall be withheld from the 31<sup>st</sup> calendar day until at least the date of return from the leave of absence. Upon return from such leave in excess of 30 consecutive calendar days, the firearm proficiency bonus shall be prospectively reinstated as long as a proficiency test has not been missed. If a test is missed, the proficiency bonus will be reinstated only after the employee completes a proficiency test at a compensable level of proficiency.

**Article 27 – Gym Membership Reimbursement**

The City will provide a gym membership reimbursement to employees in an amount up to a total of \$250 per year subject to the following conditions:

- A. The gym membership reimbursement shall only be available for gym memberships.
- B. Employees must provide proof of gym membership payment to receive the reimbursement.
- C. Submittals for reimbursement must be made during January and/or July of each year. Employees may submit for a full year of reimbursement in January provided that proof of prepayment obligations for the full year is submitted.
- D. Employees acknowledge that they are utilizing the gym for personal purposes only, during off-duty hours and not for any work related purpose, and must sign a City waiver and release form releasing the City from liability associated with employees' activities at the gym.

**Article 28 – Bilingual Pay**

The City will provide a monthly stipend of \$150 for each represented employee that demonstrates his/her ability to fluently speak and understand Spanish or another language. The City and the Association will develop an appropriate proficiency exam in conjunction with the local university or high school to certify an individual's abilities.

With the exception of Spanish, the City reserves the right based on operational needs to determine which languages will be eligible for bilingual pay as well as certify the number of employees it deems necessary.

## Article 29 – Workers' Compensation Insurance

The State workers' compensation laws and this MOU shall govern all aspects of duty related injuries, illnesses, and accidents.

- A. **Provision of.** The City will provide the Association members workers' compensation insurance.
- B. **Industrial Injuries and Accidents.**
  - 1. Employees shall report any duty related injury or illness which requires medical treatment to the appropriate department supervisor as soon as physically possible.
  - 2. Employees shall report any duty related injury or illness which does not require medical treatment to the appropriate department supervisor by the end of the workday on which the injury or illness occurred.
- C. **Accident Reporting.** Employees shall report any accident that results in any injury or property damage to the appropriate department supervisor as soon as physically possible.
- D. **Medical Treatment.** Any employee suffering from any duty related injury or illness which requires medical treatment shall immediately seek such treatment from a City designated physician or medical facility unless, prior to the injury or illness, the employee has filed a written notice with the City Manager/Personnel Officer designating the name and address of a treating physician of his/her own choice.
- E. **Leave of Absence for Industrial Disability Qualification.** An employee suffering a duty related injury or illness that disables that employee from the performance of regular job duties may request a leave of absence for industrial disability. Such request may be submitted in the form of a workers' compensation claim. Any dispute regarding such claim shall be resolved through the State Workers' Compensation Appeals Board process.
- F. **Compensation.** For any employee on leave of absence under the workers' compensation sections of the California Labor Code, accumulated paid leave may be prorated to supplement such temporary disability compensation payments, provided that the total amount shall not exceed the regular gross salary of the employee.
- G. **Usage of 4850 Time.** Usage of Labor Code § 4850 time off is intended to allow a temporarily disabled peace officer to recover and rehabilitate from illness or injuries rendering the individual unable to perform the essential duties of the job. Section 4850 time is not intended to provide a vacation to the affected employee. Therefore, without prior approval from the office of the Chief of Police, an employee benefiting from Labor Code § 4850 time off shall not travel more than four (4) hours driving time from his or her residence during days that would otherwise be scheduled work days. This limitation is not intended to prevent an employee from utilizing vacation while off on 4850 time.

**Article 30 – Leave of Absence**

- A. **Request for Leave**. Any employee who has successfully completed the original probationary period may request a leave of absence for a period of time not to exceed one (1) year.
- B. **Automatic Resignation**. Employee use of leave of absence for a purpose other than that requested shall be considered as an employee's automatic resignation from City service.
- C. **Approval**. The City shall have sole discretion in approving or disapproving any employee request for leave of absence or in granting any pay or benefits. Any paid leave of absence exceeding thirty (30) days must be approved by the City Council.

**Article 31 – Long Term Disability and Life Insurance**

- A. **Long Term Disability Insurance**. The City shall provide and fund a long term disability (LTD) plan meeting the following criteria, as defined in the contract with the insurance company:
 

|                       |           |
|-----------------------|-----------|
| Waiting period        | 90 days   |
| Benefit period        | to age 65 |
| % of insured earnings | 66 2/3%   |
| Maximum benefit       | \$5,000   |
- B. **Life Insurance**. The City shall also provide and fund a term life insurance policy with a fifty thousand dollar (\$50,000) benefit and a fifty thousand dollar (\$50,000) accidental death and dismemberment benefit.

**Article 32 – Grievance Procedures**

- A. **Right of Appeal**. A grievance is an alleged violation of a specific clause of this Memorandum of Understanding and other rules, regulations, or procedures of the City. An employee's exclusive recognized labor organization or the City may grieve an action or inaction pursuant to the procedures herein specified.
- B. **Informal Grievance Procedure**. The first attempt to settle a grievance will be through discussion with the immediate supervisor. If, after this discussion, the matter has not been resolved, the employee shall have the right to discuss it with the supervisor's immediate superior. Every effort should be made to find a solution by informal means at the lowest level of supervision. If the matter is not settled, the employee shall then have the right to file a formal appeal in writing to the department head within fifteen (15) days after receiving the decision of the supervisor.
- C. **Formal Grievance Procedure**. An employee filing a formal appeal shall do so in accordance with the following:
  - 1. **First Level of Review**. The appeal shall be presented in writing to the employee's department head that shall render a decision in writing to the

employee within fifteen (15) calendar days after receiving the appeal. If the employee does not agree with the decision or if no answer has been received within the time, the employee may present a written appeal to the City Manager. Should the employee fail to take action within fifteen (15) calendar days after receiving the decision of his department head, or within the same time period from the time the appeal was filed if no department head decision is rendered, the appeal shall be deemed to have been abandoned and terminated.

2. **City Manager Review.** The City Manager or a designated representative shall discuss the grievance with the employee or a representative, if any, and with other appropriate persons. The City Manager may designate a fact-finding committee for advice concerning the appeal. The City Manager shall render a decision in writing to the employee within fifteen (15) calendar days. If the employee does not agree with the decision, the employee shall then have the right to file a formal appeal in writing to the City Council within fifteen (15) calendar days after receiving the decision of the City Manager.
- D. **Appeal to the City Council.** On receipt of an appeal, the City Council may make such investigations as it deems necessary. The City Council will decide whether or not to hear the appeal or to appoint a hearing officer or body. The employee may request that the appeal be considered at a public meeting or at a closed executive session. The City shall notify the employee requesting the hearing of the date, time, and place of the hearing. Unless incapacitated, the employee making the appeal shall appear personally before the City Council or hearing officer at the hearing.

Upon conclusion of any investigation or hearing, the City Council shall cause its findings and recommendations to be prepared in writing and shall certify the same. Such findings shall be countersigned and filed as a permanent record by the City Manager. Any member of the City Council may submit a minority or supplemental report, which shall be part of the permanent record by the City Manager.

### **Article 33 – Jury Duty**

Employees called for jury duty shall notify the City of the call and if, in the opinion of the City, the absence of the employee would cause undue disruption of work programs, the City may direct the employee to request an exemption from jury duty. Time spent off the job while serving on jury duty shall be compensated at straight time. All per diem reimbursement paid by the court to the employee for time spent on jury duty shall be transferred to the City.

### **Article 34 – Inspection Privileges/Posting of Notices**

- A. Authorized agents of the Association shall have access to City premises during working hours for the purpose of adjusting disputes, investigating working conditions and such other matters. Such access shall be restricted so as not to interfere with normal conduct of City services, or with City safety or security standards.
- B. Designated City bulletin boards shall be used for transmitting notices of Association meetings, elections, results of elections, and any other matters pertaining to Association business. In all cases where such items are to be put on City bulletin boards, the City shall have the right to review and approve such materials.

### **Article 35 – Safety and Health/Drug Testing**

- A. **Safety Equipment.** The City will make provisions for the safety and health of City employees during the hours of their employment. Protective devices, safety wearing apparel, equipment, and facilities shall be provided by the City and shall comply with requirements under applicable regulations and laws. Employees shall utilize such safety and health devices, apparel, equipment, and facilities when needed.
- B. **Minimum Manning.** The Police Chief will develop and implement a minimum staffing policy.
- C. **Non-Fraternization Policy.** The City desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment, and other problems of supervision, security or employee morale that can potentially result from romantic or sexual relationships between supervisory employees and the employees they supervise. Accordingly, supervisors are prohibited from developing a romantic or sexual relationship with any subordinate employee in their chain of command. Employees who violate this policy will be subject to discipline up to and including termination of employment.

### **Article 36 – Work by Management Personnel**

It is agreed that management personnel will not perform work that is normally performed by employees covered in this MOU. Management and/or supervisory personnel may perform any work required or directed in the event of an emergency.

### **Article 37 – Non-discrimination**

Neither the employer nor the Association shall discriminate against any employee or applicant for employment because of race, color, creed, age, sex, sexual orientation, national origin, or union or nonunion activities.

**Article 38 – Fair Labor Standards Act (FLSA) Requirements**

- A. **Exemption.** The City of La Verne has exercised its ability to take a statutory "7K" exemption for sworn personnel. The work period for such employees shall be determined by this Agreement.
- B. **Fair Labor Standards Act Exempt Employees.** Although all classifications listed in this MOU are part of the LVPOA bargaining unit; for purposes of the FLSA, the City may designate specific positions exempt per Department of Labor guidelines. The City shall so inform said employees in writing and place a copy of said notice in the employee's personnel file.
- C. **Clothes Changing.** Employees are not authorized to wear their uniforms or any part thereof that is distinguishable as such unless on duty. Each employee is provided with a locker for his/her own personal convenience. An employee may or may not utilize the locker for storage and changing purposes at his/her own discretion.
 

Nothing herein prevents an employee from wearing his/her uniform to and/or from his/her residence to work as long as a non-police issue garment covers the badge and other insignia. Employees choosing to wear their uniforms covered to and/or from work should not wear their gun belt.

Time spent in changing clothes before or after a shift is not considered hours worked and is not compensable in any manner whatsoever.
- D. **Early Relief Policy.** The practice of early shift relief shall be voluntary on behalf of each employee involved in the relief. The employee providing relief shall not have his/her compensable hours increased as a result of the early relief. "Paybacks" of early relief hours are the sole obligation of the two employees involved in the early relief. Any dispute is to be resolved by the involved employees, and under no circumstances will the department be obligated for any further compensation whatsoever to any of the involved employees. The department is not responsible in any manner for hours owed to employees by other employees that leave the employment of the City or are assigned to other duties.
- E. **Firearms Qualification.** All members of the department are required to qualify and receive remedial training while on duty. Employees who choose to shoot at the range at times other than the required qualification dates will be considered on personal time. Such personal time is not counted as working time and is not compensable in any manner whatsoever.
- F. **City Vehicle Use.** Employees who are provided with a City vehicle to travel to and from work shall not be compensated in any manner whatsoever for such travel time in the City vehicle.
- G. **Gym Facility.** The City provides a gym membership reimbursement for the use of a gym facility. Use of the gym facility is for personal use only during employees' off duty hours. Time spent by employees using the gym facility is not considered hours worked and will not be compensated in any manner.
- H. **Training Time.** The current City/Police Department training time salary and cost reimbursement policies shall be continued but, in no case, shall such remuneration be less than mandated by the FLSA.

- I. **New Fair Labor Standards Act Regulations.** The City and Association agree that in the event the DOL issues new or revised interpretive regulations defining what are and what are not compensable hours of work, the City shall amend any affected provisions of this Memorandum of Understanding to comply with such regulations.

**Article 39 – Savings Provision**

If any provision(s) of this MOU are held contrary to law, such provision(s) will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. If any clause is invalidated, said clause shall be subject to the meet and confer process.

**Article 40 – Drug and Alcohol Abuse Policy**

The City's Administrative Regulation No. 316 on Drug and Alcohol Testing, which provides for pre-employment, reasonable suspicion, post-accident and random testing will be applicable to all employees covered by this Agreement.

**Article 41 – DROP Program**

Association agrees the DROP program can be made available to members who retire with a regular service retirement.

**Article 42 – Term of Memorandum of Understanding**

This Memorandum of Understanding shall remain in full force and effect from July 1, 2025, through and including June 30, 2028.

DATED \_\_\_\_\_

DATED \_\_\_\_\_

LA VERNE POLICE OFFICERS' ASSOC.

CITY OF LA VERNE

By \_\_\_\_\_  
Association Representative

By \_\_\_\_\_  
City Manager

By \_\_\_\_\_  
Association Representative

By \_\_\_\_\_  
Assistant City Manager

# City of La Verne, City Council Agenda Report



**DATE:** January 20, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** JR Ranells, Assistant City Manager  
**SUBJECT:** RESOLUTION ADOPTING A SALARY CHART FOR FULL-TIME EMPLOYEES.

## **SUMMARY**

The attached resolution and associated full-time salary chart reflect negotiated and required compensation adjustments for certain full-time employee classifications, including increases for La Verne Police Officer Association employees, the Ambulance Operator position, and a previously approved, but deferred, salary adjustment for the City Manager position.

## **RECOMMENDATION**

That the City Council adopt the Resolution titled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA, ADOPTING A SALARY CHART FOR FULL-TIME EMPLOYEES."

## **DISCUSSION**

The recommended action includes adoption of a revised salary chart for full-time employees to reflect increased base salaries and other compensation for applicable La Verne Police Officers Association (LVPOA) classifications resulting from recently concluded labor negotiations. Adoption of the full-time salary chart at this time is primarily driven by these negotiated increases and is accompanied by appropriations from Measure LV, which was adopted by the voters to support employee compensation costs and is consistent with Tier 1 funding priorities. In addition, the revised full-time salary chart includes adjustments to the Ambulance Operator and City Manager positions.

The full-time Ambulance Operator salary range is tied to the State hourly minimum wage. As part of a prior agenda item, the City Council reviewed and was requested to approve updates to the part-time salary schedule to comply with recent increases in the California minimum wage. Those changes also impact the full-time Ambulance Operator classification and are reflected in the proposed full-time salary chart.

Lastly, the City Manager position, per his Amended and Restated Employment Agreement approved by the City Council on January 21, 2025, was due for a cost of living adjustment of 2% effective July 2025, consistent with adjustments provided to other executive and middle-management employees. Due to the ongoing negotiations with represented employee groups at that time, the City Manager elected to delay implementation of the increase until negotiations were completed. With the conclusion of the negotiations process for POA, the revised full-time salary chart now reflects the previously approved two percent (2%) salary increase for the City Manager, as directed by the City Council.

## **FISCAL ANALYSIS**

The recommended action will require an appropriation of \$170,710 within the General Fund and a corresponding appropriation for a transfer in the same amount from Measure LV to the General Fund within the 2025/26 Adopted Budget to cover the costs associated with the adopted salary adjustments including Ambulance Operators and the City Manager while primarily related to the LVPOA negotiations.

**ENVIRONMENTAL ANALYSIS**

Not applicable.

**LEGAL REVIEW**

This report was reviewed and approved by the City Attorney.

**ATTACHMENTS**

1. Resolution for January 2026 Full-Time Salary Chart
2. Salary Chart - Full\_Time\_1.20.2026\_

**RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE CITY COUNCIL, CITY OF LA VERNE, CALIFORNIA,  
ADOPTING A SALARY CHART FOR FULL-TIME EMPLOYEES AND REPEALING  
RESOLUTION NO. 25-49**

**BE IT RESOLVED** by the City Council of the City of La Verne as follows:

**Section 1.** The salary chart for full-time employees, effective January 11, 2026, attached hereto and made a part by reference as though the same were set forth in full herein is hereby adopted.

**Section 2.** Resolution 25-49 is hereby repealed in its entirety.

**Section 3.** That the City Council hereby amends the Fiscal Year 2025-26 Adopted Budget in the amount of \$170,710 within the General Fund , with a corresponding appropriation in the same amount within Measure LV to fund the transfer to the General Fund.

**Section 4.** The Mayor shall sign and the Deputy City Clerk shall certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force.

**PASSED, APPROVED AND ADOPTED this 20<sup>th</sup> day of January, 2026.**

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Mayor Tim Hepburn

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Debra Fritz, Deputy City Clerk

**CERTIFICATION**

I hereby certify that the foregoing [**Resolution No. 26-XX**] was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the **20<sup>th</sup> day of January, 2026**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Debra Fritz, Deputy City Clerk



City of La Verne  
Full Time Salary Table

Effective  
1-20-2026

| GRADE | DESCRIPTION               | STEP | CURRENT | Increase | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 319   | ACCOUNT CLERK I           | 1    | 40,409  |          | 40,409  |
| 319   | ACCOUNT CLERK I           | 2    | 42,429  |          | 42,429  |
| 319   | ACCOUNT CLERK I           | 3    | 44,551  |          | 44,551  |
| 319   | ACCOUNT CLERK I           | 4    | 46,778  |          | 46,778  |
| 319   | ACCOUNT CLERK I           | 5    | 49,117  |          | 49,117  |
| 321   | ACCOUNT CLERK II          | 1    | 44,551  |          | 44,551  |
| 321   | ACCOUNT CLERK II          | 2    | 46,778  |          | 46,778  |
| 321   | ACCOUNT CLERK II          | 3    | 49,117  |          | 49,117  |
| 321   | ACCOUNT CLERK II          | 4    | 51,573  |          | 51,573  |
| 321   | ACCOUNT CLERK II          | 5    | 54,152  |          | 54,152  |
| 333   | ACCOUNT CLERK III         | 1    | 49,117  |          | 49,117  |
| 333   | ACCOUNT CLERK III         | 2    | 51,573  |          | 51,573  |
| 333   | ACCOUNT CLERK III         | 3    | 54,152  |          | 54,152  |
| 333   | ACCOUNT CLERK III         | 4    | 56,859  |          | 56,859  |
| 333   | ACCOUNT CLERK III         | 5    | 59,702  |          | 59,702  |
| 129   | ACCOUNTANT                | 1    | 66,240  |          | 66,240  |
| 129   | ACCOUNTANT                | 2    | 69,552  |          | 69,552  |
| 129   | ACCOUNTANT                | 3    | 73,029  |          | 73,029  |
| 129   | ACCOUNTANT                | 4    | 76,681  |          | 76,681  |
| 129   | ACCOUNTANT                | 5    | 80,515  |          | 80,515  |
| 130   | ACCOUNTANT/PAYROLL SPCLST | 1    | 76,680  |          | 76,680  |
| 130   | ACCOUNTANT/PAYROLL SPCLST | 2    | 80,514  |          | 80,514  |
| 130   | ACCOUNTANT/PAYROLL SPCLST | 3    | 84,540  |          | 84,540  |
| 130   | ACCOUNTANT/PAYROLL SPCLST | 4    | 88,767  |          | 88,767  |
| 130   | ACCOUNTANT/PAYROLL SPCLST | 5    | 93,205  |          | 93,205  |
| 164   | ACCOUNTING MANAGER        | 1    | 84,785  |          | 84,785  |
| 164   | ACCOUNTING MANAGER        | 2    | 89,025  |          | 89,025  |
| 164   | ACCOUNTING MANAGER        | 3    | 93,476  |          | 93,476  |
| 164   | ACCOUNTING MANAGER        | 4    | 98,150  |          | 98,150  |
| 164   | ACCOUNTING MANAGER        | 5    | 103,057 |          | 103,057 |
| 183   | ADMIN. BATTALION CHIEF    | 1    | 157,473 |          | 157,473 |
| 183   | ADMIN. BATTALION CHIEF    | 2    | 165,346 |          | 165,346 |
| 183   | ADMIN. BATTALION CHIEF    | 3    | 173,614 |          | 173,614 |
| 183   | ADMIN. BATTALION CHIEF    | 4    | 182,294 |          | 182,294 |
| 183   | ADMIN. BATTALION CHIEF    | 5    | 191,409 |          | 191,409 |



City of La Verne  
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Effective  
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| GRADE | DESCRIPTION              | STEP | CURRENT | Increase | UPDATED |
|-------|--------------------------|------|---------|----------|---------|
| 131   | ADMINISTRATIVE ANALYST   | 1    | 55,466  |          | 55,466  |
| 131   | ADMINISTRATIVE ANALYST   | 2    | 58,239  |          | 58,239  |
| 131   | ADMINISTRATIVE ANALYST   | 3    | 61,151  |          | 61,151  |
| 131   | ADMINISTRATIVE ANALYST   | 4    | 64,209  |          | 64,209  |
| 131   | ADMINISTRATIVE ANALYST   | 5    | 67,419  |          | 67,419  |
| 301   | ADMINISTRATIVE CLERK I   | 1    | 37,314  |          | 37,314  |
| 301   | ADMINISTRATIVE CLERK I   | 2    | 39,180  |          | 39,180  |
| 301   | ADMINISTRATIVE CLERK I   | 3    | 41,139  |          | 41,139  |
| 301   | ADMINISTRATIVE CLERK I   | 4    | 43,195  |          | 43,195  |
| 301   | ADMINISTRATIVE CLERK I   | 5    | 45,355  |          | 45,355  |
| 309   | ADMINISTRATIVE CLERK II  | 1    | 41,139  |          | 41,139  |
| 309   | ADMINISTRATIVE CLERK II  | 2    | 43,196  |          | 43,196  |
| 309   | ADMINISTRATIVE CLERK II  | 3    | 45,356  |          | 45,356  |
| 309   | ADMINISTRATIVE CLERK II  | 4    | 47,623  |          | 47,623  |
| 309   | ADMINISTRATIVE CLERK II  | 5    | 50,005  |          | 50,005  |
| 340   | ADMINISTRATIVE SECRETARY | 1    | 52,048  |          | 52,048  |
| 340   | ADMINISTRATIVE SECRETARY | 2    | 54,651  |          | 54,651  |
| 340   | ADMINISTRATIVE SECRETARY | 3    | 57,383  |          | 57,383  |
| 340   | ADMINISTRATIVE SECRETARY | 4    | 60,252  |          | 60,252  |
| 340   | ADMINISTRATIVE SECRETARY | 5    | 63,265  |          | 63,265  |
| 520   | AMBULANCE OPERATOR       | 1    | 34,320  | 2.42%    | 35,152  |
| 520   | AMBULANCE OPERATOR       | 2    | 36,036  | 2.42%    | 36,910  |
| 520   | AMBULANCE OPERATOR       | 3    | 37,837  | 2.42%    | 38,755  |
| 520   | AMBULANCE OPERATOR       | 4    | 39,728  | 2.42%    | 40,693  |
| 520   | AMBULANCE OPERATOR       | 5    | 41,714  | 2.42%    | 42,727  |
| 124   | ASSISTANT CITY CLERK     | 1    | 69,016  |          | 69,016  |
| 124   | ASSISTANT CITY CLERK     | 2    | 72,467  |          | 72,467  |
| 124   | ASSISTANT CITY CLERK     | 3    | 76,091  |          | 76,091  |
| 124   | ASSISTANT CITY CLERK     | 4    | 79,895  |          | 79,895  |
| 124   | ASSISTANT CITY CLERK     | 5    | 83,890  |          | 83,890  |
| 280   | ASSISTANT CITY MANAGER   | 1    | 168,886 |          | 168,886 |
| 280   | ASSISTANT CITY MANAGER   | 2    | 177,330 |          | 177,330 |
| 280   | ASSISTANT CITY MANAGER   | 3    | 186,197 |          | 186,197 |
| 280   | ASSISTANT CITY MANAGER   | 4    | 195,507 |          | 195,507 |
| 280   | ASSISTANT CITY MANAGER   | 5    | 205,282 |          | 205,282 |



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| GRADE      | DESCRIPTION                    | STEP     | CURRENT        | Increase    | UPDATED        |
|------------|--------------------------------|----------|----------------|-------------|----------------|
| 147        | ASSISTANT PLANNER              | 1        | 65,686         |             | 65,686         |
| 147        | ASSISTANT PLANNER              | 2        | 68,970         |             | 68,970         |
| 147        | ASSISTANT PLANNER              | 3        | 72,419         |             | 72,419         |
| 147        | ASSISTANT PLANNER              | 4        | 76,040         |             | 76,040         |
| 147        | ASSISTANT PLANNER              | 5        | 79,842         |             | 79,842         |
| 148        | ASSOCIATE PLANNER              | 1        | 72,418         |             | 72,418         |
| 148        | ASSOCIATE PLANNER              | 2        | 76,039         |             | 76,039         |
| 148        | ASSOCIATE PLANNER              | 3        | 79,841         |             | 79,841         |
| 148        | ASSOCIATE PLANNER              | 4        | 83,833         |             | 83,833         |
| 148        | ASSOCIATE PLANNER              | 5        | 88,025         |             | 88,025         |
| 272        | ASST. TO THE CITY MGR.         | 1        | 121,726        |             | 121,726        |
| 272        | ASST. TO THE CITY MGR.         | 2        | 127,812        |             | 127,812        |
| 272        | ASST. TO THE CITY MGR.         | 3        | 134,202        |             | 134,202        |
| 272        | ASST. TO THE CITY MGR.         | 4        | 140,912        |             | 140,912        |
| 272        | ASST. TO THE CITY MGR.         | 5        | 147,958        |             | 147,958        |
| 306        | AUTO PARTS TECHNICIAN          | 1        | 42,776         |             | 42,776         |
| 306        | AUTO PARTS TECHNICIAN          | 2        | 44,915         |             | 44,915         |
| 306        | AUTO PARTS TECHNICIAN          | 3        | 47,160         |             | 47,160         |
| 306        | AUTO PARTS TECHNICIAN          | 4        | 49,518         |             | 49,518         |
| 306        | AUTO PARTS TECHNICIAN          | 5        | 51,994         |             | 51,994         |
| <b>298</b> | <b>CITY MANAGER</b>            | <b>1</b> | <b>263,681</b> | <b>2.0%</b> | <b>268,955</b> |
| 149        | CODE COMPLIANCE OFFICER        | 1        | 62,725         |             | 62,725         |
| 149        | CODE COMPLIANCE OFFICER        | 2        | 65,861         |             | 65,861         |
| 149        | CODE COMPLIANCE OFFICER        | 3        | 69,154         |             | 69,154         |
| 149        | CODE COMPLIANCE OFFICER        | 4        | 72,611         |             | 72,611         |
| 149        | CODE COMPLIANCE OFFICER        | 5        | 76,242         |             | 76,242         |
| 156        | COMMUNITY SERVICES SUPERINTEND | 1        | 84,159         |             | 84,159         |
| 156        | COMMUNITY SERVICES SUPERINTEND | 2        | 88,367         |             | 88,367         |
| 156        | COMMUNITY SERVICES SUPERINTEND | 3        | 92,785         |             | 92,785         |
| 156        | COMMUNITY SERVICES SUPERINTEND | 4        | 97,425         |             | 97,425         |
| 156        | COMMUNITY SERVICES SUPERINTEND | 5        | 102,296        |             | 102,296        |
| 425        | COMMUNICATIONS OFFICER         | 1        | 62,189         |             | 62,189         |
| 425        | COMMUNICATIONS OFFICER         | 2        | 65,299         |             | 65,299         |
| 425        | COMMUNICATIONS OFFICER         | 3        | 68,564         |             | 68,564         |
| 425        | COMMUNICATIONS OFFICER         | 4        | 71,992         |             | 71,992         |
| 425        | COMMUNICATIONS OFFICER         | 5        | 75,592         |             | 75,592         |



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| GRADE | DESCRIPTION                   | STEP | CURRENT | Increase | UPDATED |
|-------|-------------------------------|------|---------|----------|---------|
| 138   | COMMUNICATIONS SUPERVISOR     | 1    | 78,093  |          | 78,093  |
| 138   | COMMUNICATIONS SUPERVISOR     | 2    | 81,997  |          | 81,997  |
| 138   | COMMUNICATIONS SUPERVISOR     | 3    | 86,097  |          | 86,097  |
| 138   | COMMUNICATIONS SUPERVISOR     | 4    | 90,402  |          | 90,402  |
| 138   | COMMUNICATIONS SUPERVISOR     | 5    | 94,922  |          | 94,922  |
| 119   | COMMUNITY RISK RED SPECIALIST | 1    | 91,723  |          | 91,723  |
| 119   | COMMUNITY RISK RED SPECIALIST | 2    | 96,309  |          | 96,309  |
| 119   | COMMUNITY RISK RED SPECIALIST | 3    | 101,125 |          | 101,125 |
| 119   | COMMUNITY RISK RED SPECIALIST | 4    | 106,181 |          | 106,181 |
| 119   | COMMUNITY RISK RED SPECIALIST | 5    | 111,490 |          | 111,490 |
| 175   | COMMUNITY SVCS COORDINATOR    | 1    | 52,447  |          | 52,447  |
| 175   | COMMUNITY SVCS COORDINATOR    | 2    | 55,069  |          | 55,069  |
| 175   | COMMUNITY SVCS COORDINATOR    | 3    | 57,823  |          | 57,823  |
| 175   | COMMUNITY SVCS COORDINATOR    | 4    | 60,714  |          | 60,714  |
| 175   | COMMUNITY SVCS COORDINATOR    | 5    | 63,749  |          | 63,749  |
| 174   | COMMUNITY SVC MANAGER         | 1    | 113,801 |          | 113,801 |
| 174   | COMMUNITY SVC MANAGER         | 2    | 119,491 |          | 119,491 |
| 174   | COMMUNITY SVC MANAGER         | 3    | 125,466 |          | 125,466 |
| 174   | COMMUNITY SVC MANAGER         | 4    | 131,739 |          | 131,739 |
| 174   | COMMUNITY SVC MANAGER         | 5    | 138,326 |          | 138,326 |
| 354   | COMMUNITY SVCS SPECIALIST     | 1    | 40,188  |          | 40,188  |
| 354   | COMMUNITY SVCS SPECIALIST     | 2    | 42,197  |          | 42,197  |
| 354   | COMMUNITY SVCS SPECIALIST     | 3    | 44,307  |          | 44,307  |
| 354   | COMMUNITY SVCS SPECIALIST     | 4    | 46,522  |          | 46,522  |
| 354   | COMMUNITY SVCS SPECIALIST     | 5    | 48,848  |          | 48,848  |
| 127   | COMMUNITY SVCS SUPERVISOR     | 1    | 67,274  |          | 67,274  |
| 127   | COMMUNITY SVCS SUPERVISOR     | 2    | 70,637  |          | 70,637  |
| 127   | COMMUNITY SVCS SUPERVISOR     | 3    | 74,169  |          | 74,169  |
| 127   | COMMUNITY SVCS SUPERVISOR     | 4    | 77,878  |          | 77,878  |
| 127   | COMMUNITY SVCS SUPERVISOR     | 5    | 81,772  |          | 81,772  |
| 318   | CUSTOMER SERVICE REP. I       | 1    | 45,343  |          | 45,343  |
| 318   | CUSTOMER SERVICE REP. I       | 2    | 47,610  |          | 47,610  |
| 318   | CUSTOMER SERVICE REP. I       | 3    | 49,990  |          | 49,990  |
| 318   | CUSTOMER SERVICE REP. I       | 4    | 52,490  |          | 52,490  |
| 318   | CUSTOMER SERVICE REP. I       | 5    | 55,114  |          | 55,114  |



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| GRADE | DESCRIPTION               | STEP | CURRENT | Increase | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 330   | CUSTOMER SERVICE REP. II  | 1    | 49,991  |          | 49,991  |
| 330   | CUSTOMER SERVICE REP. II  | 2    | 52,490  |          | 52,490  |
| 330   | CUSTOMER SERVICE REP. II  | 3    | 55,115  |          | 55,115  |
| 330   | CUSTOMER SERVICE REP. II  | 4    | 57,871  |          | 57,871  |
| 330   | CUSTOMER SERVICE REP. II  | 5    | 60,764  |          | 60,764  |
| 118   | DEPUTY CITY CLERK         | 1    | 60,478  |          | 60,478  |
| 118   | DEPUTY CITY CLERK         | 2    | 63,502  |          | 63,502  |
| 118   | DEPUTY CITY CLERK         | 3    | 66,677  |          | 66,677  |
| 118   | DEPUTY CITY CLERK         | 4    | 70,011  |          | 70,011  |
| 118   | DEPUTY CITY CLERK         | 5    | 73,511  |          | 73,511  |
| 173   | DEPUTY DIR OF PUBLIC WRKS | 1    | 129,149 |          | 129,149 |
| 173   | DEPUTY DIR OF PUBLIC WRKS | 2    | 135,607 |          | 135,607 |
| 173   | DEPUTY DIR OF PUBLIC WRKS | 3    | 142,387 |          | 142,387 |
| 173   | DEPUTY DIR OF PUBLIC WRKS | 4    | 149,507 |          | 149,507 |
| 173   | DEPUTY DIR OF PUBLIC WRKS | 5    | 156,982 |          | 156,982 |
| 125   | DEPUTY FIRE CHIEF         | 1    | 188,770 |          | 188,770 |
| 125   | DEPUTY FIRE CHIEF         | 2    | 198,209 |          | 198,209 |
| 125   | DEPUTY FIRE CHIEF         | 3    | 208,119 |          | 208,119 |
| 125   | DEPUTY FIRE CHIEF         | 4    | 218,525 |          | 218,525 |
| 125   | DEPUTY FIRE CHIEF         | 5    | 229,452 |          | 229,452 |
| 123   | DEPUTY FIRE MARSHAL       | 1    | 76,175  |          | 76,175  |
| 123   | DEPUTY FIRE MARSHAL       | 2    | 79,984  |          | 79,984  |
| 123   | DEPUTY FIRE MARSHAL       | 3    | 83,983  |          | 83,983  |
| 123   | DEPUTY FIRE MARSHAL       | 4    | 88,182  |          | 88,182  |
| 123   | DEPUTY FIRE MARSHAL       | 5    | 92,592  |          | 92,592  |
| 275   | DIR OF COMMUNITY DEV.     | 1    | 154,988 |          | 154,988 |
| 275   | DIR OF COMMUNITY DEV.     | 2    | 162,737 |          | 162,737 |
| 275   | DIR OF COMMUNITY DEV.     | 3    | 170,874 |          | 170,874 |
| 275   | DIR OF COMMUNITY DEV.     | 4    | 179,418 |          | 179,418 |
| 275   | DIR OF COMMUNITY DEV.     | 5    | 188,389 |          | 188,389 |
| 271   | DIR OF COMMUNITY SERVICES | 1    | 145,499 |          | 145,499 |
| 271   | DIR OF COMMUNITY SERVICES | 2    | 152,774 |          | 152,774 |
| 271   | DIR OF COMMUNITY SERVICES | 3    | 160,412 |          | 160,412 |
| 271   | DIR OF COMMUNITY SERVICES | 4    | 168,433 |          | 168,433 |
| 271   | DIR OF COMMUNITY SERVICES | 5    | 176,855 |          | 176,855 |



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| GRADE | DESCRIPTION               | STEP | CURRENT | Increase | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 271   | DIR OF COMMUNITY SERVICES | 1    | 130,829 |          | 130,829 |
| 271   | DIR OF COMMUNITY SERVICES | 2    | 137,370 |          | 137,370 |
| 271   | DIR OF COMMUNITY SERVICES | 3    | 144,239 |          | 144,239 |
| 271   | DIR OF COMMUNITY SERVICES | 4    | 151,451 |          | 151,451 |
| 271   | DIR OF COMMUNITY SERVICES | 5    | 159,024 |          | 159,024 |
| 285   | DIR. OF PUBLIC WORKS      | 1    | 176,223 |          | 176,223 |
| 285   | DIR. OF PUBLIC WORKS      | 2    | 185,034 |          | 185,034 |
| 285   | DIR. OF PUBLIC WORKS      | 3    | 194,286 |          | 194,286 |
| 285   | DIR. OF PUBLIC WORKS      | 4    | 204,000 |          | 204,000 |
| 285   | DIR. OF PUBLIC WORKS      | 5    | 214,200 |          | 214,200 |
| 276   | DIRECTOR OF FINANCE       | 1    | 154,250 |          | 154,250 |
| 276   | DIRECTOR OF FINANCE       | 2    | 161,962 |          | 161,962 |
| 276   | DIRECTOR OF FINANCE       | 3    | 170,060 |          | 170,060 |
| 276   | DIRECTOR OF FINANCE       | 4    | 178,563 |          | 178,563 |
| 276   | DIRECTOR OF FINANCE       | 5    | 187,492 |          | 187,492 |
| 345   | EQUIPMENT MECHANIC I      | 1    | 52,485  |          | 52,485  |
| 345   | EQUIPMENT MECHANIC I      | 2    | 55,109  |          | 55,109  |
| 345   | EQUIPMENT MECHANIC I      | 3    | 57,865  |          | 57,865  |
| 345   | EQUIPMENT MECHANIC I      | 4    | 60,758  |          | 60,758  |
| 345   | EQUIPMENT MECHANIC I      | 5    | 63,796  |          | 63,796  |
| 347   | EQUIPMENT MECHANIC II     | 1    | 57,865  |          | 57,865  |
| 347   | EQUIPMENT MECHANIC II     | 2    | 60,758  |          | 60,758  |
| 347   | EQUIPMENT MECHANIC II     | 3    | 63,796  |          | 63,796  |
| 347   | EQUIPMENT MECHANIC II     | 4    | 66,986  |          | 66,986  |
| 347   | EQUIPMENT MECHANIC II     | 5    | 70,336  |          | 70,336  |
| 336   | EQUIPMENT OPERATOR        | 1    | 51,993  |          | 51,993  |
| 336   | EQUIPMENT OPERATOR        | 2    | 54,592  |          | 54,592  |
| 336   | EQUIPMENT OPERATOR        | 3    | 57,322  |          | 57,322  |
| 336   | EQUIPMENT OPERATOR        | 4    | 60,188  |          | 60,188  |
| 336   | EQUIPMENT OPERATOR        | 5    | 63,197  |          | 63,197  |
| 326   | EQUIPMENT SERVICE WORKER  | 1    | 47,161  |          | 47,161  |
| 326   | EQUIPMENT SERVICE WORKER  | 2    | 49,519  |          | 49,519  |
| 326   | EQUIPMENT SERVICE WORKER  | 3    | 51,995  |          | 51,995  |
| 326   | EQUIPMENT SERVICE WORKER  | 4    | 54,594  |          | 54,594  |
| 326   | EQUIPMENT SERVICE WORKER  | 5    | 57,324  |          | 57,324  |



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| GRADE | DESCRIPTION               | STEP | CURRENT | Increase | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 132   | EXEC ASST TO CITY MANAGER | 1    | 66,362  |          | 66,362  |
| 132   | EXEC ASST TO CITY MANAGER | 2    | 69,680  |          | 69,680  |
| 132   | EXEC ASST TO CITY MANAGER | 3    | 73,164  |          | 73,164  |
| 132   | EXEC ASST TO CITY MANAGER | 4    | 76,822  |          | 76,822  |
| 132   | EXEC ASST TO CITY MANAGER | 5    | 80,663  |          | 80,663  |
| 166   | FINANCE MANAGER           | 1    | 113,800 |          | 113,800 |
| 166   | FINANCE MANAGER           | 2    | 119,490 |          | 119,490 |
| 166   | FINANCE MANAGER           | 3    | 125,464 |          | 125,464 |
| 166   | FINANCE MANAGER           | 4    | 131,737 |          | 131,737 |
| 166   | FINANCE MANAGER           | 5    | 138,324 |          | 138,324 |
| 273   | FINANCE OFFICER           | 1    | 114,074 |          | 114,074 |
| 273   | FINANCE OFFICER           | 2    | 119,777 |          | 119,777 |
| 273   | FINANCE OFFICER           | 3    | 125,766 |          | 125,766 |
| 273   | FINANCE OFFICER           | 4    | 132,055 |          | 132,055 |
| 273   | FINANCE OFFICER           | 5    | 138,657 |          | 138,657 |
| 186   | FIRE BATTALION CHIEF      | 1    | 157,473 |          | 157,473 |
| 186   | FIRE BATTALION CHIEF      | 2    | 165,346 |          | 165,346 |
| 186   | FIRE BATTALION CHIEF      | 3    | 173,614 |          | 173,614 |
| 186   | FIRE BATTALION CHIEF      | 4    | 182,294 |          | 182,294 |
| 186   | FIRE BATTALION CHIEF      | 5    | 191,409 |          | 191,409 |
| 580   | FIRE CAPTAIN              | 1    | 126,033 |          | 126,033 |
| 580   | FIRE CAPTAIN              | 2    | 132,334 |          | 132,334 |
| 580   | FIRE CAPTAIN              | 3    | 138,951 |          | 138,951 |
| 580   | FIRE CAPTAIN              | 4    | 145,898 |          | 145,898 |
| 580   | FIRE CAPTAIN              | 5    | 153,193 |          | 153,193 |
| *591  | FIRE CAPTAIN PARAMEDIC    | 1    | 142,444 |          | 142,444 |
| *591  | FIRE CAPTAIN PARAMEDIC    | 2    | 148,745 |          | 148,745 |
| *591  | FIRE CAPTAIN PARAMEDIC    | 3    | 155,362 |          | 155,362 |
| *591  | FIRE CAPTAIN PARAMEDIC    | 4    | 162,309 |          | 162,309 |
| *591  | FIRE CAPTAIN PARAMEDIC    | 5    | 169,604 |          | 169,604 |
| 290   | FIRE CHIEF                | 1    | 206,382 |          | 206,382 |
| 290   | FIRE CHIEF                | 2    | 216,701 |          | 216,701 |
| 290   | FIRE CHIEF                | 3    | 227,536 |          | 227,536 |
| 290   | FIRE CHIEF                | 4    | 238,913 |          | 238,913 |
| 290   | FIRE CHIEF                | 5    | 250,858 |          | 250,858 |



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| GRADE | DESCRIPTION               | STEP | CURRENT | Increase | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 565   | FIRE ENGINEER             | 1    | 107,396 |          | 107,396 |
| 565   | FIRE ENGINEER             | 2    | 112,766 |          | 112,766 |
| 565   | FIRE ENGINEER             | 3    | 118,404 |          | 118,404 |
| 565   | FIRE ENGINEER             | 4    | 124,324 |          | 124,324 |
| 565   | FIRE ENGINEER             | 5    | 130,540 |          | 130,540 |
| *577  | FIRE ENGINEER PARAMEDIC   | 1    | 123,807 |          | 123,807 |
| *577  | FIRE ENGINEER PARAMEDIC   | 2    | 129,177 |          | 129,177 |
| *577  | FIRE ENGINEER PARAMEDIC   | 3    | 134,815 |          | 134,815 |
| *577  | FIRE ENGINEER PARAMEDIC   | 4    | 140,735 |          | 140,735 |
| *577  | FIRE ENGINEER PARAMEDIC   | 5    | 146,951 |          | 146,951 |
| 122   | FIRE MARSHAL              | 1    | 114,354 |          | 114,354 |
| 122   | FIRE MARSHAL              | 2    | 120,072 |          | 120,072 |
| 122   | FIRE MARSHAL              | 3    | 126,075 |          | 126,075 |
| 122   | FIRE MARSHAL              | 4    | 132,379 |          | 132,379 |
| 122   | FIRE MARSHAL              | 5    | 138,998 |          | 138,998 |
| 350   | FIRE SAFETY SPECIALIST    | 1    | 61,138  |          | 61,138  |
| 350   | FIRE SAFETY SPECIALIST    | 2    | 64,195  |          | 64,195  |
| 350   | FIRE SAFETY SPECIALIST    | 3    | 67,405  |          | 67,405  |
| 350   | FIRE SAFETY SPECIALIST    | 4    | 70,775  |          | 70,775  |
| 350   | FIRE SAFETY SPECIALIST    | 5    | 74,314  |          | 74,314  |
| 540   | FIREFIGHTER               | 1    | 90,010  |          | 90,010  |
| 540   | FIREFIGHTER               | 2    | 94,510  |          | 94,510  |
| 540   | FIREFIGHTER               | 3    | 99,236  |          | 99,236  |
| 540   | FIREFIGHTER               | 4    | 104,198 |          | 104,198 |
| 540   | FIREFIGHTER               | 5    | 109,407 |          | 109,407 |
| *551  | FIREFIGHTER PARAMEDIC     | 1    | 106,421 |          | 106,421 |
| *551  | FIREFIGHTER PARAMEDIC     | 2    | 110,921 |          | 110,921 |
| *551  | FIREFIGHTER PARAMEDIC     | 3    | 115,647 |          | 115,647 |
| *551  | FIREFIGHTER PARAMEDIC     | 4    | 120,609 |          | 120,609 |
| *551  | FIREFIGHTER PARAMEDIC     | 5    | 125,818 |          | 125,818 |
| 535   | FIRFIGHTR-PARAMED TRAINEE | 1    | 76,508  |          | 76,508  |
| 535   | FIRFIGHTR-PARAMED TRAINEE | 2    | 80,334  |          | 80,334  |
| 535   | FIRFIGHTR-PARAMED TRAINEE | 3    | 84,350  |          | 84,350  |
| 535   | FIRFIGHTR-PARAMED TRAINEE | 4    | 88,568  |          | 88,568  |
| 535   | FIRFIGHTR-PARAMED TRAINEE | 5    | 92,996  |          | 92,996  |



City of La Verne  
Full Time Salary Table

Effective  
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| GRADE | DESCRIPTION                | STEP | CURRENT | Increase | UPDATED |
|-------|----------------------------|------|---------|----------|---------|
| 159   | FLEET ANALYST              | 1    | 55,468  |          | 55,468  |
| 159   | FLEET ANALYST              | 2    | 58,241  |          | 58,241  |
| 159   | FLEET ANALYST              | 3    | 61,153  |          | 61,153  |
| 159   | FLEET ANALYST              | 4    | 64,211  |          | 64,211  |
| 159   | FLEET ANALYST              | 5    | 67,421  |          | 67,421  |
| 158   | FLEET MANAGER              | 1    | 113,801 |          | 113,801 |
| 158   | FLEET MANAGER              | 2    | 119,491 |          | 119,491 |
| 158   | FLEET MANAGER              | 3    | 125,466 |          | 125,466 |
| 158   | FLEET MANAGER              | 4    | 131,739 |          | 131,739 |
| 158   | FLEET MANAGER              | 5    | 138,326 |          | 138,326 |
| 346   | HEAVY EQUIPMENT MECHANIC   | 1    | 55,944  |          | 55,944  |
| 346   | HEAVY EQUIPMENT MECHANIC   | 2    | 58,741  |          | 58,741  |
| 346   | HEAVY EQUIPMENT MECHANIC   | 3    | 61,679  |          | 61,679  |
| 346   | HEAVY EQUIPMENT MECHANIC   | 4    | 64,762  |          | 64,762  |
| 346   | HEAVY EQUIPMENT MECHANIC   | 5    | 68,001  |          | 68,001  |
| 117   | HUMAN RESOURCES SPECIALIST | 1    | 54,113  |          | 54,113  |
| 117   | HUMAN RESOURCES SPECIALIST | 2    | 56,819  |          | 56,819  |
| 117   | HUMAN RESOURCES SPECIALIST | 3    | 59,660  |          | 59,660  |
| 117   | HUMAN RESOURCES SPECIALIST | 4    | 62,643  |          | 62,643  |
| 117   | HUMAN RESOURCES SPECIALIST | 5    | 65,775  |          | 65,775  |
| 278   | INFO SYSTEMS MANAGER       | 1    | 109,713 |          | 109,713 |
| 278   | INFO SYSTEMS MANAGER       | 2    | 115,198 |          | 115,198 |
| 278   | INFO SYSTEMS MANAGER       | 3    | 120,958 |          | 120,958 |
| 278   | INFO SYSTEMS MANAGER       | 4    | 127,006 |          | 127,006 |
| 278   | INFO SYSTEMS MANAGER       | 5    | 133,357 |          | 133,357 |
| 128   | INFO SYSTEMS SPECIALIST    | 1    | 64,605  |          | 64,605  |
| 128   | INFO SYSTEMS SPECIALIST    | 2    | 67,835  |          | 67,835  |
| 128   | INFO SYSTEMS SPECIALIST    | 3    | 71,227  |          | 71,227  |
| 128   | INFO SYSTEMS SPECIALIST    | 4    | 74,788  |          | 74,788  |
| 128   | INFO SYSTEMS SPECIALIST    | 5    | 78,528  |          | 78,528  |
| 134   | INFO SYSTEMS TECHNICIAN    | 1    | 55,809  |          | 55,809  |
| 134   | INFO SYSTEMS TECHNICIAN    | 2    | 58,599  |          | 58,599  |
| 134   | INFO SYSTEMS TECHNICIAN    | 3    | 61,529  |          | 61,529  |
| 134   | INFO SYSTEMS TECHNICIAN    | 4    | 64,606  |          | 64,606  |
| 134   | INFO SYSTEMS TECHNICIAN    | 5    | 67,836  |          | 67,836  |



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| GRADE | DESCRIPTION            | STEP | CURRENT | Increase | UPDATED |
|-------|------------------------|------|---------|----------|---------|
| 323   | IRRIGATION SPECIALIST  | 1    | 51,993  |          | 51,993  |
| 323   | IRRIGATION SPECIALIST  | 2    | 54,592  |          | 54,592  |
| 323   | IRRIGATION SPECIALIST  | 3    | 57,322  |          | 57,322  |
| 323   | IRRIGATION SPECIALIST  | 4    | 60,188  |          | 60,188  |
| 323   | IRRIGATION SPECIALIST  | 5    | 63,197  |          | 63,197  |
| 348   | MAINTENANCE LEADWORKER | 1    | 55,414  |          | 55,414  |
| 348   | MAINTENANCE LEADWORKER | 2    | 58,184  |          | 58,184  |
| 348   | MAINTENANCE LEADWORKER | 3    | 61,094  |          | 61,094  |
| 348   | MAINTENANCE LEADWORKER | 4    | 64,148  |          | 64,148  |
| 348   | MAINTENANCE LEADWORKER | 5    | 67,356  |          | 67,356  |
| 167   | MAINTENANCE MANAGER    | 1    | 113,800 |          | 113,800 |
| 167   | MAINTENANCE MANAGER    | 2    | 119,490 |          | 119,490 |
| 167   | MAINTENANCE MANAGER    | 3    | 125,464 |          | 125,464 |
| 167   | MAINTENANCE MANAGER    | 4    | 131,737 |          | 131,737 |
| 167   | MAINTENANCE MANAGER    | 5    | 138,324 |          | 138,324 |
| 146   | MAINTENANCE SUPERVISOR | 1    | 72,673  |          | 72,673  |
| 146   | MAINTENANCE SUPERVISOR | 2    | 76,306  |          | 76,306  |
| 146   | MAINTENANCE SUPERVISOR | 3    | 80,122  |          | 80,122  |
| 146   | MAINTENANCE SUPERVISOR | 4    | 84,128  |          | 84,128  |
| 146   | MAINTENANCE SUPERVISOR | 5    | 88,334  |          | 88,334  |
| 312   | MAINTENANCE WORKER I   | 1    | 42,776  |          | 42,776  |
| 312   | MAINTENANCE WORKER I   | 2    | 44,915  |          | 44,915  |
| 312   | MAINTENANCE WORKER I   | 3    | 47,160  |          | 47,160  |
| 312   | MAINTENANCE WORKER I   | 4    | 49,517  |          | 49,517  |
| 312   | MAINTENANCE WORKER I   | 5    | 51,994  |          | 51,994  |
| 325   | MAINTENANCE WORKER II  | 1    | 47,160  |          | 47,160  |
| 325   | MAINTENANCE WORKER II  | 2    | 49,518  |          | 49,518  |
| 325   | MAINTENANCE WORKER II  | 3    | 51,994  |          | 51,994  |
| 325   | MAINTENANCE WORKER II  | 4    | 54,593  |          | 54,593  |
| 325   | MAINTENANCE WORKER II  | 5    | 57,323  |          | 57,323  |
| 337   | MAINTENANCE WORKER III | 1    | 51,994  |          | 51,994  |
| 337   | MAINTENANCE WORKER III | 2    | 54,594  |          | 54,594  |
| 337   | MAINTENANCE WORKER III | 3    | 57,324  |          | 57,324  |
| 337   | MAINTENANCE WORKER III | 4    | 60,190  |          | 60,190  |
| 337   | MAINTENANCE WORKER III | 5    | 63,199  |          | 63,199  |



City of La Verne  
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| GRADE | DESCRIPTION        | STEP | CURRENT | Increase | UPDATED |
|-------|--------------------|------|---------|----------|---------|
| 140   | MANAGEMENT ANALYST | 1    | 67,421  |          | 67,421  |
| 140   | MANAGEMENT ANALYST | 2    | 70,792  |          | 70,792  |
| 140   | MANAGEMENT ANALYST | 3    | 74,331  |          | 74,331  |
| 140   | MANAGEMENT ANALYST | 4    | 78,048  |          | 78,048  |
| 140   | MANAGEMENT ANALYST | 5    | 81,950  |          | 81,950  |
| 162   | PARKS MANAGER      | 1    | 113,801 |          | 113,801 |
| 162   | PARKS MANAGER      | 2    | 119,491 |          | 119,491 |
| 162   | PARKS MANAGER      | 3    | 125,466 |          | 125,466 |
| 162   | PARKS MANAGER      | 4    | 131,739 |          | 131,739 |
| 162   | PARKS MANAGER      | 5    | 138,326 |          | 138,326 |
| 292   | PERSONNEL OFFICER  | 1    | 112,746 |          | 112,746 |
| 292   | PERSONNEL OFFICER  | 2    | 118,383 |          | 118,383 |
| 292   | PERSONNEL OFFICER  | 3    | 124,302 |          | 124,302 |
| 292   | PERSONNEL OFFICER  | 4    | 130,517 |          | 130,517 |
| 292   | PERSONNEL OFFICER  | 5    | 137,043 |          | 137,043 |
| 314   | POLICE AIDE I      | 1    | 40,555  |          | 40,555  |
| 314   | POLICE AIDE I      | 2    | 42,583  |          | 42,583  |
| 314   | POLICE AIDE I      | 3    | 44,712  |          | 44,712  |
| 314   | POLICE AIDE I      | 4    | 46,948  |          | 46,948  |
| 314   | POLICE AIDE I      | 5    | 49,295  |          | 49,295  |
| 316   | POLICE AIDE II     | 1    | 44,712  |          | 44,712  |
| 316   | POLICE AIDE II     | 2    | 46,947  |          | 46,947  |
| 316   | POLICE AIDE II     | 3    | 49,295  |          | 49,295  |
| 316   | POLICE AIDE II     | 4    | 51,760  |          | 51,760  |
| 316   | POLICE AIDE II     | 5    | 54,348  |          | 54,348  |
| 776   | POLICE CAPTAIN     | 1    | 188,286 |          | 188,286 |
| 776   | POLICE CAPTAIN     | 2    | 197,700 |          | 197,700 |
| 776   | POLICE CAPTAIN     | 3    | 207,585 |          | 207,585 |
| 776   | POLICE CAPTAIN     | 4    | 217,964 |          | 217,964 |
| 776   | POLICE CAPTAIN     | 5    | 228,863 |          | 228,863 |
| 295   | POLICE CHIEF       | 1    | 207,585 |          | 207,585 |
| 295   | POLICE CHIEF       | 2    | 217,964 |          | 217,964 |
| 295   | POLICE CHIEF       | 3    | 228,863 |          | 228,863 |
| 295   | POLICE CHIEF       | 4    | 240,306 |          | 240,306 |
| 295   | POLICE CHIEF       | 5    | 252,321 |          | 252,321 |



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| GRADE | DESCRIPTION                 | STEP | CURRENT | Increase | UPDATED |
|-------|-----------------------------|------|---------|----------|---------|
| 303   | POLICE CLERK I              | 1    | 40,555  |          | 40,555  |
| 303   | POLICE CLERK I              | 2    | 42,583  |          | 42,583  |
| 303   | POLICE CLERK I              | 3    | 44,712  |          | 44,712  |
| 303   | POLICE CLERK I              | 4    | 46,948  |          | 46,948  |
| 303   | POLICE CLERK I              | 5    | 49,295  |          | 49,295  |
| 315   | POLICE CLERK II             | 1    | 44,712  |          | 44,712  |
| 315   | POLICE CLERK II             | 2    | 46,947  |          | 46,947  |
| 315   | POLICE CLERK II             | 3    | 49,295  |          | 49,295  |
| 315   | POLICE CLERK II             | 4    | 51,760  |          | 51,760  |
| 315   | POLICE CLERK II             | 5    | 54,348  |          | 54,348  |
| 338   | POLICE COMM. SERV. OFFICE   | 1    | 54,347  |          | 54,347  |
| 338   | POLICE COMM. SERV. OFFICE   | 2    | 57,064  |          | 57,064  |
| 338   | POLICE COMM. SERV. OFFICE   | 3    | 59,918  |          | 59,918  |
| 338   | POLICE COMM. SERV. OFFICE   | 4    | 62,914  |          | 62,914  |
| 338   | POLICE COMM. SERV. OFFICE   | 5    | 66,059  |          | 66,059  |
| 135   | POLICE COMM. SERV. SUPER    | 1    | 87,951  |          | 87,951  |
| 135   | POLICE COMM. SERV. SUPER    | 2    | 92,349  |          | 92,349  |
| 135   | POLICE COMM. SERV. SUPER    | 3    | 96,966  |          | 96,966  |
| 135   | POLICE COMM. SERV. SUPER    | 4    | 101,815 |          | 101,815 |
| 135   | POLICE COMM. SERV. SUPER    | 5    | 106,906 |          | 106,906 |
| 460   | POLICE CORPORAL             | 1    | 98,605  | 3.0%     | 101,563 |
| 460   | POLICE CORPORAL             | 2    | 103,535 | 3.0%     | 106,641 |
| 460   | POLICE CORPORAL             | 3    | 108,712 | 3.0%     | 111,973 |
| 460   | POLICE CORPORAL             | 4    | 114,148 | 3.0%     | 117,572 |
| 460   | POLICE CORPORAL             | 5    | 119,855 | 3.0%     | 123,451 |
| 470   | POLICE CORPORAL/MOTOR OFFCR | 1    | 104,950 | 3.0%     | 102,550 |
| 470   | POLICE CORPORAL/MOTOR OFFCR | 2    | 110,198 | 3.0%     | 107,678 |
| 470   | POLICE CORPORAL/MOTOR OFFCR | 3    | 115,708 | 3.0%     | 113,062 |
| 470   | POLICE CORPORAL/MOTOR OFFCR | 4    | 121,493 | 3.0%     | 118,715 |
| 470   | POLICE CORPORAL/MOTOR OFFCR | 5    | 127,568 | 3.0%     | 124,651 |
| 785   | POLICE LIEUTENANT           | 1    | 138,428 |          | 138,428 |
| 785   | POLICE LIEUTENANT           | 2    | 145,349 |          | 145,349 |
| 785   | POLICE LIEUTENANT           | 3    | 152,617 |          | 152,617 |
| 785   | POLICE LIEUTENANT           | 4    | 160,247 |          | 160,247 |
| 785   | POLICE LIEUTENANT           | 5    | 168,260 |          | 168,260 |



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| GRADE | DESCRIPTION              | STEP | CURRENT | Increase | UPDATED |
|-------|--------------------------|------|---------|----------|---------|
| 786   | POLICE LIEUTENANT        | 1    | 160,236 |          | 160,236 |
| 786   | POLICE LIEUTENANT        | 2    | 168,248 |          | 168,248 |
| 786   | POLICE LIEUTENANT        | 3    | 176,660 |          | 176,660 |
| 786   | POLICE LIEUTENANT        | 4    | 185,493 |          | 185,493 |
| 786   | POLICE LIEUTENANT        | 5    | 194,768 |          | 194,768 |
| 450   | POLICE OFFICER           | 1    | 89,437  | 3.0%     | 92,120  |
| 450   | POLICE OFFICER           | 2    | 93,909  | 3.0%     | 96,726  |
| 450   | POLICE OFFICER           | 3    | 98,604  | 3.0%     | 101,563 |
| 450   | POLICE OFFICER           | 4    | 103,535 | 3.0%     | 106,641 |
| 450   | POLICE OFFICER           | 5    | 108,711 | 3.0%     | 111,973 |
| 133   | POLICE RECORDS SUPRVR    | 1    | 69,022  |          | 69,022  |
| 133   | POLICE RECORDS SUPRVR    | 2    | 72,474  |          | 72,474  |
| 133   | POLICE RECORDS SUPRVR    | 3    | 76,097  |          | 76,097  |
| 133   | POLICE RECORDS SUPRVR    | 4    | 79,902  |          | 79,902  |
| 133   | POLICE RECORDS SUPRVR    | 5    | 83,897  |          | 83,897  |
| 440   | POLICE RECRUIT TRAINEE   | 1    | 76,022  |          | 78,302  |
| 440   | POLICE RECRUIT TRAINEE   | 2    | 79,823  |          | 82,217  |
| 440   | POLICE RECRUIT TRAINEE   | 3    | 83,814  |          | 86,328  |
| 440   | POLICE RECRUIT TRAINEE   | 4    | 88,004  |          | 90,645  |
| 440   | POLICE RECRUIT TRAINEE   | 5    | 92,405  |          | 95,177  |
| 480   | POLICE SERGEANT          | 1    | 118,489 | 3.0%     | 122,043 |
| 480   | POLICE SERGEANT          | 2    | 124,413 | 3.0%     | 128,146 |
| 480   | POLICE SERGEANT          | 3    | 130,634 | 3.0%     | 134,553 |
| 480   | POLICE SERGEANT          | 4    | 137,166 | 3.0%     | 141,281 |
| 480   | POLICE SERGEANT          | 5    | 144,024 | 3.0%     | 148,345 |
| 144   | POLICE SERV. COORDINATOR | 1    | 74,391  |          | 74,391  |
| 144   | POLICE SERV. COORDINATOR | 2    | 78,110  |          | 78,110  |
| 144   | POLICE SERV. COORDINATOR | 3    | 82,016  |          | 82,016  |
| 144   | POLICE SERV. COORDINATOR | 4    | 86,116  |          | 86,116  |
| 144   | POLICE SERV. COORDINATOR | 5    | 90,422  |          | 90,422  |
| 322   | POLICE SERVICE TECHNICAN | 1    | 62,189  |          | 62,189  |
| 322   | POLICE SERVICE TECHNICAN | 2    | 65,299  |          | 65,299  |
| 322   | POLICE SERVICE TECHNICAN | 3    | 68,564  |          | 68,564  |
| 322   | POLICE SERVICE TECHNICAN | 4    | 71,992  |          | 71,992  |
| 322   | POLICE SERVICE TECHNICAN | 5    | 75,592  |          | 75,592  |



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| GRADE | DESCRIPTION                     | STEP | CURRENT | Increase | UPDATED |
|-------|---------------------------------|------|---------|----------|---------|
| 145   | POLICE SUPPORT SERVICES MANAGER | 1    | 91,057  |          | 91,057  |
| 145   | POLICE SUPPORT SERVICES MANAGER | 2    | 95,610  |          | 95,610  |
| 145   | POLICE SUPPORT SERVICES MANAGER | 3    | 100,390 |          | 100,390 |
| 145   | POLICE SUPPORT SERVICES MANAGER | 4    | 105,410 |          | 105,410 |
| 145   | POLICE SUPPORT SERVICES MANAGER | 5    | 110,680 |          | 110,680 |
| 155   | PRINCIPAL PLANNER               | 1    | 103,055 |          | 103,055 |
| 155   | PRINCIPAL PLANNER               | 2    | 108,208 |          | 108,208 |
| 155   | PRINCIPAL PLANNER               | 3    | 113,619 |          | 113,619 |
| 155   | PRINCIPAL PLANNER               | 4    | 119,300 |          | 119,300 |
| 155   | PRINCIPAL PLANNER               | 5    | 125,264 |          | 125,264 |
| 172   | PUBLIC WORKS MANAGER            | 1    | 113,800 |          | 113,800 |
| 172   | PUBLIC WORKS MANAGER            | 2    | 119,490 |          | 119,490 |
| 172   | PUBLIC WORKS MANAGER            | 3    | 125,464 |          | 125,464 |
| 172   | PUBLIC WORKS MANAGER            | 4    | 131,737 |          | 131,737 |
| 172   | PUBLIC WORKS MANAGER            | 5    | 138,324 |          | 138,324 |
| 126   | RECREATION COORDINATOR          | 1    | 47,749  |          | 47,749  |
| 126   | RECREATION COORDINATOR          | 2    | 50,136  |          | 50,136  |
| 126   | RECREATION COORDINATOR          | 3    | 52,643  |          | 52,643  |
| 126   | RECREATION COORDINATOR          | 4    | 55,275  |          | 55,275  |
| 126   | RECREATION COORDINATOR          | 5    | 58,039  |          | 58,039  |
| 139   | SENIOR ACCOUNTANT               | 1    | 76,680  |          | 76,680  |
| 139   | SENIOR ACCOUNTANT               | 2    | 80,514  |          | 80,514  |
| 139   | SENIOR ACCOUNTANT               | 3    | 84,540  |          | 84,540  |
| 139   | SENIOR ACCOUNTANT               | 4    | 88,767  |          | 88,767  |
| 139   | SENIOR ACCOUNTANT               | 5    | 93,205  |          | 93,205  |
| 349   | SENIOR EQUIPMENT MECHANIC       | 1    | 66,985  |          | 66,985  |
| 349   | SENIOR EQUIPMENT MECHANIC       | 2    | 70,334  |          | 70,334  |
| 349   | SENIOR EQUIPMENT MECHANIC       | 3    | 73,851  |          | 73,851  |
| 349   | SENIOR EQUIPMENT MECHANIC       | 4    | 77,544  |          | 77,544  |
| 349   | SENIOR EQUIPMENT MECHANIC       | 5    | 81,421  |          | 81,421  |
| 154   | SENIOR PLANNER                  | 1    | 83,832  |          | 83,832  |
| 154   | SENIOR PLANNER                  | 2    | 88,024  |          | 88,024  |
| 154   | SENIOR PLANNER                  | 3    | 92,425  |          | 92,425  |
| 154   | SENIOR PLANNER                  | 4    | 97,046  |          | 97,046  |
| 154   | SENIOR PLANNER                  | 5    | 101,899 |          | 101,899 |



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| GRADE | DESCRIPTION              | STEP | CURRENT | Increase | UPDATED |
|-------|--------------------------|------|---------|----------|---------|
| 320   | SENIOR POLICE AIDE       | 1    | 49,296  |          | 49,296  |
| 320   | SENIOR POLICE AIDE       | 2    | 51,761  |          | 51,761  |
| 320   | SENIOR POLICE AIDE       | 3    | 54,349  |          | 54,349  |
| 320   | SENIOR POLICE AIDE       | 4    | 57,066  |          | 57,066  |
| 320   | SENIOR POLICE AIDE       | 5    | 59,919  |          | 59,919  |
| 141   | SR. MANAGEMENT ANALYST   | 1    | 81,951  |          | 81,951  |
| 141   | SR. MANAGEMENT ANALYST   | 2    | 86,049  |          | 86,049  |
| 141   | SR. MANAGEMENT ANALYST   | 3    | 90,351  |          | 90,351  |
| 141   | SR. MANAGEMENT ANALYST   | 4    | 94,869  |          | 94,869  |
| 141   | SR. MANAGEMENT ANALYST   | 5    | 99,612  |          | 99,612  |
| 168   | UTILITIES MANAGER        | 1    | 118,541 |          | 118,541 |
| 168   | UTILITIES MANAGER        | 2    | 124,468 |          | 124,468 |
| 168   | UTILITIES MANAGER        | 3    | 130,692 |          | 130,692 |
| 168   | UTILITIES MANAGER        | 4    | 137,226 |          | 137,226 |
| 168   | UTILITIES MANAGER        | 5    | 144,088 |          | 144,088 |
| 150   | UTILITY SUPERVISOR       | 1    | 79,582  |          | 79,582  |
| 150   | UTILITY SUPERVISOR       | 2    | 83,561  |          | 83,561  |
| 150   | UTILITY SUPERVISOR       | 3    | 87,739  |          | 87,739  |
| 150   | UTILITY SUPERVISOR       | 4    | 92,126  |          | 92,126  |
| 150   | UTILITY SUPERVISOR       | 5    | 96,733  |          | 96,733  |
| 152   | WATER SUPERVISOR         | 1    | 83,563  |          | 83,563  |
| 152   | WATER SUPERVISOR         | 2    | 87,741  |          | 87,741  |
| 152   | WATER SUPERVISOR         | 3    | 92,128  |          | 92,128  |
| 152   | WATER SUPERVISOR         | 4    | 96,735  |          | 96,735  |
| 152   | WATER SUPERVISOR         | 5    | 101,571 |          | 101,571 |
| 353   | WATER SYSTEM SPECIALIST  | 1    | 69,372  |          | 69,372  |
| 353   | WATER SYSTEM SPECIALIST  | 2    | 72,841  |          | 72,841  |
| 353   | WATER SYSTEM SPECIALIST  | 3    | 76,483  |          | 76,483  |
| 353   | WATER SYSTEM SPECIALIST  | 4    | 80,307  |          | 80,307  |
| 353   | WATER SYSTEM SPECIALIST  | 5    | 84,323  |          | 84,323  |
| 358   | WATER UTILITY LEADWORKER | 1    | 62,739  |          | 62,739  |
| 358   | WATER UTILITY LEADWORKER | 2    | 65,876  |          | 65,876  |
| 358   | WATER UTILITY LEADWORKER | 3    | 69,170  |          | 69,170  |
| 358   | WATER UTILITY LEADWORKER | 4    | 72,628  |          | 72,628  |
| 358   | WATER UTILITY LEADWORKER | 5    | 76,260  |          | 76,260  |



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| GRADE | DESCRIPTION               | STEP | CURRENT | Increase | UPDATED |
|-------|---------------------------|------|---------|----------|---------|
| 355   | WATER UTILITY WORKER I    | 1    | 44,028  |          | 44,028  |
| 355   | WATER UTILITY WORKER I    | 2    | 46,229  |          | 46,229  |
| 355   | WATER UTILITY WORKER I    | 3    | 48,541  |          | 48,541  |
| 355   | WATER UTILITY WORKER I    | 4    | 50,968  |          | 50,968  |
| 355   | WATER UTILITY WORKER I    | 5    | 53,516  |          | 53,516  |
| 356   | WATER UTILITY WORKER II   | 1    | 48,541  |          | 48,541  |
| 356   | WATER UTILITY WORKER II   | 2    | 50,968  |          | 50,968  |
| 356   | WATER UTILITY WORKER II   | 3    | 53,517  |          | 53,517  |
| 356   | WATER UTILITY WORKER II   | 4    | 56,192  |          | 56,192  |
| 356   | WATER UTILITY WORKER II   | 5    | 59,002  |          | 59,002  |
| 357   | WATER UTILITY WORKER III  | 1    | 53,516  |          | 53,516  |
| 357   | WATER UTILITY WORKER III  | 2    | 56,192  |          | 56,192  |
| 357   | WATER UTILITY WORKER III  | 3    | 59,002  |          | 59,002  |
| 357   | WATER UTILITY WORKER III  | 4    | 61,952  |          | 61,952  |
| 357   | WATER UTILITY WORKER III  | 5    | 65,050  |          | 65,050  |
| 151   | WATER/SEWER MAINT. SUPERV | 1    | 79,584  |          | 79,584  |
| 151   | WATER/SEWER MAINT. SUPERV | 2    | 83,563  |          | 83,563  |
| 151   | WATER/SEWER MAINT. SUPERV | 3    | 87,741  |          | 87,741  |
| 151   | WATER/SEWER MAINT. SUPERV | 4    | 92,128  |          | 92,128  |
| 151   | WATER/SEWER MAINT. SUPERV | 5    | 96,735  |          | 96,735  |
| 352   | WTR. PROD. SYS. OPERATOR  | 1    | 59,225  |          | 59,225  |
| 352   | WTR. PROD. SYS. OPERATOR  | 2    | 62,186  |          | 62,186  |
| 352   | WTR. PROD. SYS. OPERATOR  | 3    | 65,295  |          | 65,295  |
| 352   | WTR. PROD. SYS. OPERATOR  | 4    | 68,560  |          | 68,560  |
| 352   | WTR. PROD. SYS. OPERATOR  | 5    | 71,988  |          | 71,988  |

\* each step within these classifications includes an additional \$16,411 which is 15% of the top step Firefighter