

# City of La Puente

State of California



Fiscal Year 2017-2018

## Adopted Budget

Valerie Munoz, Mayor  
Violeta M. Lewis, Mayor ProTem  
David E. Argudo, Councilmember  
Daniel C. Holloway, Councilmember  
John M. Solis, Councilmember





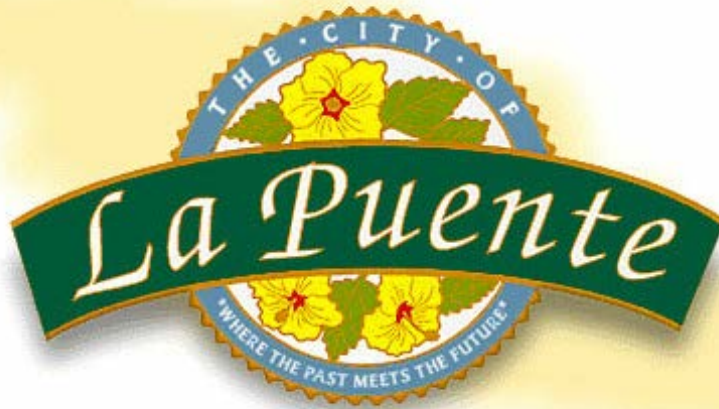
CITY OF LA PUENTE, CALIFORNIA

CITY COUNCIL

Valerie Munoz, Mayor  
Violeta M. Lewis, Mayor ProTem  
David E. Argudo, Councilmember  
Daniel C. Holloway, Councilmember  
John M. Solis, Councilmember

CITY OFFICIALS

City Manager ..... David N. Carmany  
City Attorney ..... Jamie Casso  
Director of Administrative Services/City Treasurer ..... Robbeyn Bird  
Director of Development Services ..... John DiMario  
Chief Deputy City Clerk ..... Sheryl Garcia  
Finance Manager ..... Joann Gitmed  
Director of Recreation Services ..... Roxanne Lerma



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David N. Carmany  
*City Manager*



Robbeyn Bird  
*Director of Administrative Services*

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## City Manager's Budget Message

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June 27, 2017

Honorable Mayor, Members of the City Council, and Citizens of La Puente:

### **Introduction**

It is my honor to present the Recommended Fiscal Year 2017-18 Budget for the City of La Puente and the Successor Agency to the Former Redevelopment Agency of the City of La Puente. The Budget provides the framework for providing services and programs to the community of La Puente at a time when it is at a financial crossroads. The services and programs included in the budget represent the delivery of core services and priorities as identified by City Department Heads and by City Council goals as identified in the Strategic Plan. The budget document includes the General Fund, Special Revenue Funds, Capital Projects Fund, and Enterprise Funds as well as both Operating and Capital Improvement Program (CIP) budgets. The proposed budget demonstrates a sound financial plan for the next twelve months. It is a balanced budget with current revenues equal to current expenditures. The ultimate goal is to position the City for long-term success.

### **Overall Summary**

La Puente's total Projected General Fund operating and capital improvement expenditures for 2017-18 are \$13,089,600. The City's budget policy requires that the City maintain an undesignated, unappropriated reserve amount equal to at least 25% of budgeted expenditures or approximately \$3.3 million. At the close of each Fiscal Year, any revenues over expenditures are generally transferred to fund balance reserved to be used for one time capital expenditures or the reduction of General Fund debt service requirements.

The total proposed budget for all funds combined is \$39,924,000. This includes a Capital Improvement Plan budget totaling \$14,502,700, a Special Revenue budget of \$10,884,200, an Enterprise Funds budget of \$939,500, Internal Service Funds budgets totaling \$317,900 and Successor Agency expenditures of \$1,015,100.

With the passage of Senate Bill 361 and the acquisition of the Lighting and Landscaping Maintenance District, the financial outlook of the City has become much brighter. With these two items, the Community Center bonds will be paid off and extinguished which frees up approximately \$800,000 annually in the General Fund. This will allow the City to restore previous cuts in the Sheriff's contract.

Property tax remains the City's largest General Fund revenue source and is projected to increase 4.9% compared to 2016-17 estimated revenues. Sales Tax, which is the next largest General Fund revenue source, is projected to increase 3.3% in the 2017-18 Fiscal Year. This is due to continued economic development with new businesses coming into the City. Overall, total General Fund revenues for 2017-18 are projected to increase approximately 2.61%.

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## Fiscal Challenges

With the passage of SB 361, the City has made great strides to attain fiscal sustainability into the future. However, the City has several unfunded liabilities that are not being addressed. Trends that will influence La Puente's future operations and success include:

1. Unfunded Pension Liabilities – During the great recession, the CalPERS unfunded pension obligation grew due to extraordinary losses in investment balances. To pay for the unfunded pension obligation, CalPERS has imposed significant pension payment increases, and more increases are projected. The City's Comprehensive Annual Financial Report (CAFR) for June 30, 2016 includes unfunded retirement liabilities of \$4.9 million.
2. Other Post-Employment Benefits (OPEB) – The costs associated with providing retiree medical cost the City's General Fund approximately \$376,000 annually. The City continues to pay for this benefit on a pay-as-you-go basis. The unfunded accrued actuarial liability associated with this benefit is estimated to be \$6.3 million at June 30, 2016.
3. Capital Needs – Due to budget constraints in previous years, capital maintenance to buildings, streets, and parks has been deferred. The City's infrastructure is aging and funding sources need to be identified to address these issues.

## City Council Goals

The City Council approved goals for 2016-17 to guide the City. These goals were instrumental in guiding the budget process. These goals can be seen throughout the budget document as follows:

- **Achieve Financial Stability and Sustainability** – Over the past several years, the City has made significant cuts to expenditures by reductions in the workforce, restructuring the organization, and negotiating significant contracts to be as efficient as possible. As part of this goal, the City is in negotiations with the SEIU Local 721. In addition, with the acquisition of the County Lighting District and the passage of SB 361, this goal has been achieved.
- **Enhance City Facilities and Infrastructure** – This goal will be accomplished through the comprehensive Capital Improvement Plan introduced in this budget. Some of the items addressed in this goal are the addition of 14 new bus shelters throughout the City and powder-coating for the 52 existing bus shelters, identification of funding sources to improve the condition of City streets, identification of options for completion of the Valley Boulevard Improvement Plan, and completion of a citywide inventory of street name signs, regulatory signs and curb markings that are in need of replacement.
- **Enhance the City Image and Perception of the City** – It is an important to the City Council that this goal be accomplished. This will be achieved by developing an Ordinance that incorporates Art in Public Places. A social media marketing plan will also be introduced to the City Manager for consideration.
- **Enhance Public Safety** – The Sheriff's Department will provide a crime statistics report and update the City Council on staffing issues discussing current deficiencies and address the needs of the residents to ensure a high degree of public safety for our residents. In addition, the Emergency Preparedness Plan will be updated during the Fiscal Year.
- **Enhance City Programs and Activities** – The evaluation and consideration of enhancements to current programs as well as adding additional programs is important to the City Council and staff.
- **Engage in Proactive Economic Development** – The City is committed to engaging in proactive economic development activities, including providing supportive and transparent



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processes to create an environment conducive to businesses. These efforts are a vital part of attaining fiscal sustainability.

### **Services Provided by the City**

The citizens of La Puente continue to enjoy an adequate level of service provided by the City and paid for with local tax dollars. Services provided include police; recreation programs for youth, adults, and seniors; park maintenance; street maintenance; transportation; engineering; building & safety; housing programs; planning & development; code enforcement; animal control; and street sweeping. The general fund is the major funding source for all services. Therefore, the budget discussion herein focuses primarily on the General Fund, as highlighted in the Financial Summaries section following the Budget Message.

A thorough discussion of the details of the proposed budget will be presented to the City Council during scheduled budget meetings.

### **Conclusion**

La Puente's economy is continuing slowly to show signs that the economic recovery is real and not temporary. With the passage of SB 361, the City has made great progress in attaining the City Councils' goal to attain fiscal sustainability and position the City for long-term financial success. We can focus on the public safety needs of the community, infrastructure requirements and providing enhanced programs for City residents. However, it is important to note that the City continues to struggle to address the unfunded liabilities for pension and OPEB for the retiree medical costs.

### **Acknowledgement**

The annual development of the proposed budget takes an enormous amount of staff time and effort, and has to be completed within a compressed timeline. The preparation of the annual budget was made possible by the dedicated efforts of the Administrative Services Department, department directors, and staff. Credit must also be given to the Mayor and the City Council for their support by maintaining the highest standards of professionalism in the management of the City's finances.

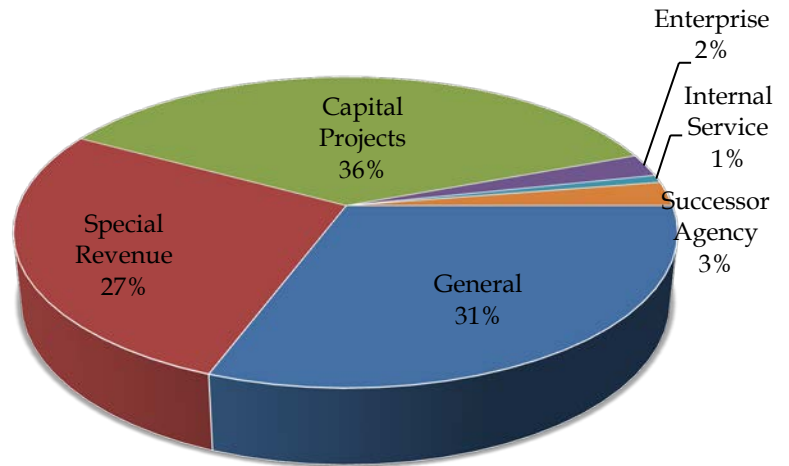
Respectfully submitted,



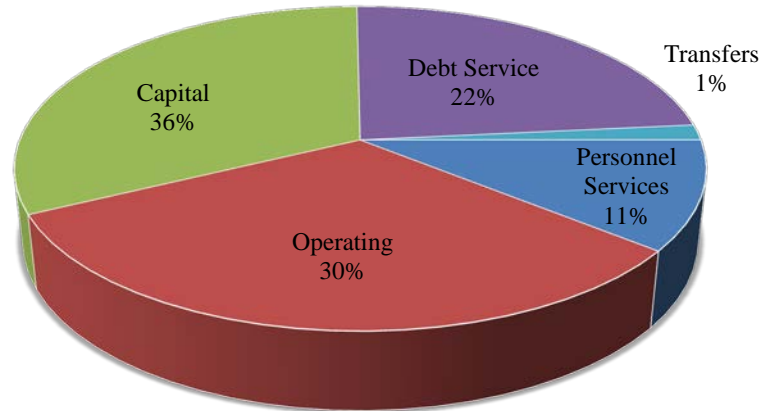
David N. Carmany  
City Manager

## Proposed FY 2017-18 Budget in Brief

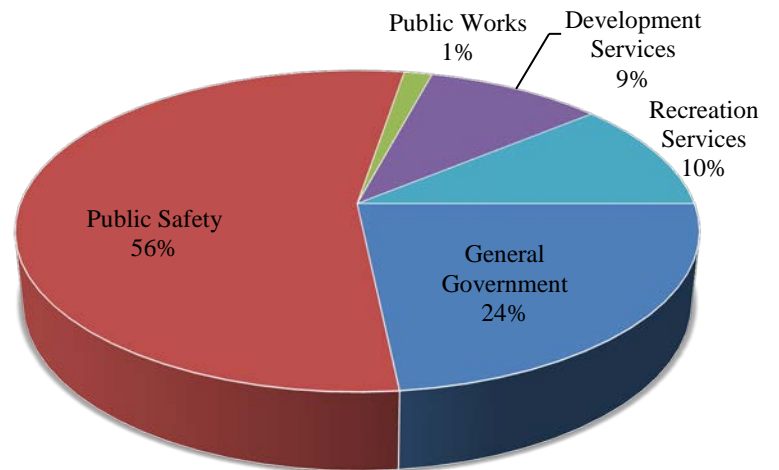
<b>FY 2017-18 Total Expenditures \$39,924,000</b>	
General	\$ 12,264,600
Special Revenue	\$ 10,884,200
Capital Projects	\$ 14,502,700
Enterprise	\$ 939,500
Internal Service	\$ 317,900
Successor Agency	\$ 1,015,100



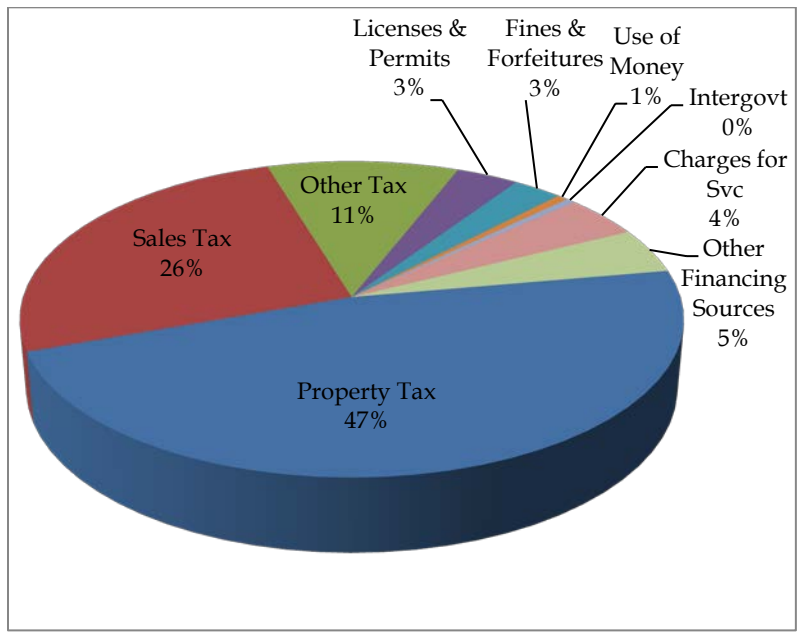
<b>FY 2017-18 Total Expenditures by Object</b>	
Personnel Services	\$ 4,192,900
Operating	\$ 11,926,200
Capital	\$ 14,502,700
Debt Service	\$ 8,730,600
Transfers	\$ 571,600
<b>Total</b>	<b>\$ 39,924,000</b>



<b>FY 2017-18 General Fund Operating Expenditures \$12,264,600</b>	
General Government	\$ 2,962,250
Public Safety	\$ 6,823,600
Public Works	\$ 158,900
Development Services	\$ 1,095,850
Recreation Services	\$ 1,224,000
<b>Total</b>	<b>\$ 12,264,600</b>



FY 2017-18 General Fund Revenue \$12,264,600	
Property Tax	\$ 5,802,600
Sales Tax	\$ 3,159,000
Other Tax	\$ 1,310,600
Licenses & Permits	\$ 427,300
Fines & Forfeitures	\$ 335,000
Use of Money	\$ 75,000
Intergovt	\$ 56,900
Charges for Svc	\$ 534,800
Other Financing Sources	\$ 563,400
<b>Total Revenues</b>	<b>\$ 12,264,600</b>



**Sales Tax Distribution**

The total sales tax in the City of La Puente is 9.25%. For every dollar you spend on retail purchases, you pay 9.25 cents in sales tax, **only 1 cent of this comes back to the City**

**Property Tax Distribution**

Most people would be surprised to know that for every dollar Los Angeles County receives from La Puente residents, **only 6.58 cents of this comes back to the City**

**RESOLUTION NO. 17-5347**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, ADOPTING THE CITY'S FISCAL YEAR 2017-2018 ANNUAL BUDGET AND THE CITY'S GANN APPROPRIATION LIMIT, AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS**

**WHEREAS**, in accordance with Section 2.08.060 of the La Puente Municipal Code, the City Manager has prepared and submitted to the City Council the Fiscal Year 2017-2018 Annual Budget; and

**WHEREAS**, the City Council, as the legislative body of the City, has reviewed and accepted the Annual Budget; and

**WHEREAS**, the City Council has determined that it is necessary for the efficient management of the City that certain sums of revenue of the City be appropriated to the various departments and activities of the City.

**WHEREAS**, the appropriations limit for the fiscal year 2016-2017 was \$86,744,005; and

**WHEREAS**, the City of La Puente has complied with all the provisions of Article XIII B of the California Constitution in determining the appropriations limit for Fiscal Year 2017-2018.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1. That certain document on file in the office of the City Clerk of the City of La Puente marked and designated "Recommended Budget FY 2017-2018" has been prepared and submitted by the City Manager, and accepted by the City Council, and is hereby adopted.

Section 2. That the amounts designated, on file in the City Clerk's office and incorporated herein by reference are hereby appropriated from the revenue and unappropriated fund balance of the City of La Puente to the department, fund or activity of the City for which they are designated, and such appropriation shall be neither increased nor decreased except as provided herein.

Section 3. That the legal level of budgetary control shall be at the fund level and total appropriations for each fund may only be increased or decreased by the City Council by passage of a resolution amending the budget.

Section 4. That the City of La Puente's Appropriation Limit (Exhibit A) in fiscal year 2017-2018 shall be \$92,061,413. The proceeds of taxes are \$10,316,740 and are below the appropriation limit. There is no excess of taxes over the appropriation limit.

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Section 5. That the following controls are hereby placed on the use and transfer of budget funds:

A. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the City Council or City Manager as described below:

i. The City Manager may authorize all transfers of funds from account to account within any department.

ii. The City Manager may authorize transfers of funds between departments within the same fund.

iii. The City Manager may delegate to Department Heads the authority to make budget transfers within their own departments.

iv. The City Manager may authorize budget adjustments involving offsetting revenues and expenditures; the City Manager may authorize increases or decreases in an appropriation for a specific purpose where the appropriation is offset by unbudgeted revenue, which is designated for said specific purpose.

B. The City Manager may authorize the expenditure of funds for purchasing and contracts in conformance with Section 2.20 (Purchasing) of the La Puente Municipal Code.

C. The City Manager may authorize change orders on public works contracts in amounts not to exceed ten percent (10%) of contract amounts if sufficient appropriated funds are available.

Section 6. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 7. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

**PASSED, APPROVED and ADOPTED** this 27<sup>th</sup> day of June, 2017, by the following vote:

AYES: COUNCILMEMBERS: Munoz, Lewis, Holloway  
NOES: COUNCILMEMBERS: Argudo, Solis  
ABSENT: COUNCILMEMBERS: None  
ABSTAIN: COUNCILMEMBERS: None

  
\_\_\_\_\_  
Valerie Munoz, Mayor

ATTEST:

  
\_\_\_\_\_  
Sheryl Garcia, Chief Deputy City Clerk

**CITY OF LA PUENTE**  
**Gann Appropriations Limit**  
**Fiscal Year 2017-2018**  
**EXHIBIT "A"**

FY 2016-17	Appropriations Limit, as adjusted	\$	86,744,005
	Change in City's new construction nonresidential assessed valuation	%	5.5300
	Change in Los Angeles County Population	%	0.57
	Calculation of factor	( 1.0553 x 1.0057) =	1.0613
<b>FY 2017-18</b>	<b>Appropriations Limit</b>	<b>=</b>	<b><u>\$ 92,061,413</u></b>
FY 2017-18	Proceed of Taxes	\$	<u>(10,316,740)</u>
FY 2017-18	Amount Under Appropriations Limit	\$	<u>81,744,673</u>

The establishment of the appropriations limit for the following fiscal year is required by each agency per Article XIII B of the California Constitution-Gann Initiative. The City can select the larger of the percentage growth of the City or County for growth. Also, the City can select the larger of the percentage increase in the State's per capita income or the increase in the City's new construction nonresidential assessed valuation can be utilized for inflation. The following are the rates provided by Department of Finance, County Assessor Office and HdL Coren & Cone.

**Change in Population Growth ( Dept. of Finance)**

City (La Puente)	0.04%
County	0.57%
Change in State's Per Capita Income	3.69%
Change in City's new construction nonresidential assessed valuation	5.53%

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**CITY OF LA PUENTE**  
**Proceeds of Taxes**  
**Fiscal Year 2017-18**

<u><b>Proceeds of Taxes</b></u>	<u><b>Budget</b></u>
Sales & Use Tax	\$ 3,159,000
Franchise Tax	990,600
Transient Occupancy Tax	230,000
Property Transfer Tax	55,000
Business License Tax	90,000
Property Tax	5,747,600
Landscape Maintenance	7,300
Interest Earnings on Tax Proceeds	<u>37,240</u>
<b>Total Proceeds of Taxes</b>	<u><u>\$ 10,316,740</u></u>



## Mission and Vision Statement

### Mission Statement

La Puente is a friendly, culturally diverse family-oriented small town city that provides quality services in a socially and fiscally responsible manner.

### Core Values

The City of La Puente values:

- Fiscal sustainability
- Honesty and integrity
- Diversity
- Quality of life
- Professionalism
- Transparency
- Planning for the future

### Community Vision

The Community Vision sets the foundation for the entire City. The vision is a general statement of what the City is working to achieve on a long-term basis and also guides development of the community. The following principles convey the community's desires for the future:

La Puente desires to be:

- A family-oriented community providing a range of public services
- An attractive community of homes and neighbors
- A community that provides opportunities for businesses to be successful
- A safe place to live, work, and shop
- A balanced community that promotes varied housing options
- A mobile and accessible community

### Three Year Goals

- Achieve financial stability and sustainability
- Enhance City facilities and infrastructure
- Improve the image and perception of the City
- Enhance City programs and activities
- Enhance Public Safety

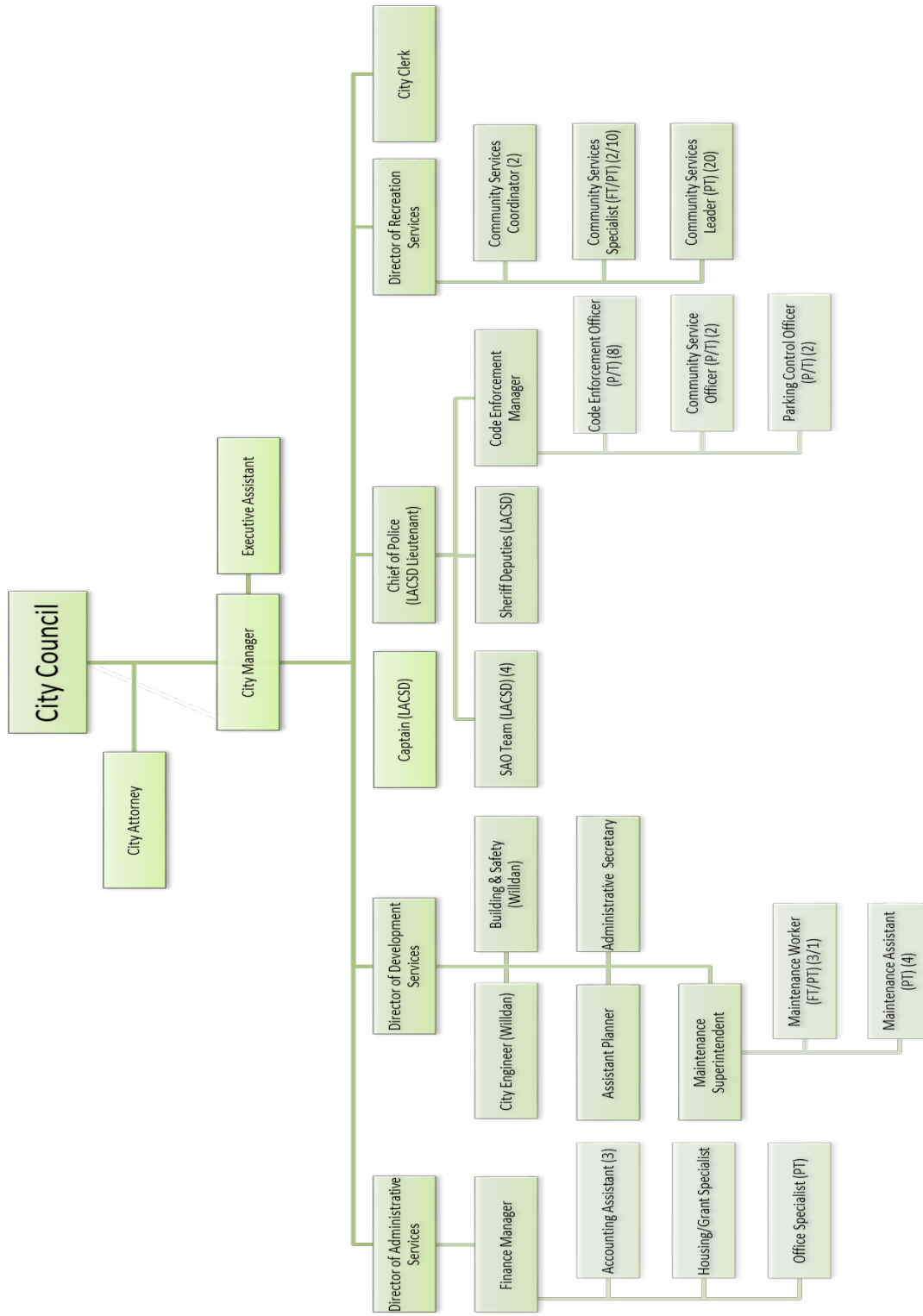
## Management Budget Guidelines

### Purpose

The purpose of these guidelines is to set forth the financial policies that are designed to provide cost-effective and efficient City operations, and to move the City towards long-term financial stability and service-level effectiveness. These guidelines are the basis of the development of the City's budget and are incorporated into the adopted budget. The following guidelines will be reviewed every year during the preparation of the City's budget; recommended changes will be presented to the City Council for consideration with the adoption of the City's budget.

- The City's budget reflects the goals, values, and priorities of the City Council and is the foundation upon which the operation of the City is planned.
- The City Council approves total budgeted appropriations that are prepared by fund, program, and activity. Three levels of budgetary control authority are as follows: (1) department heads have the authority to move appropriations from one object to another within activities within the same fund; (2) the City Manager is authorized to transfer appropriations between activities and between programs within the same fund; and (3) the City Council approves any appropriation amendments between programs, between funds.
- The City will endeavor to maintain a financially balanced and stable budget to minimize the effects of economic fluctuations. Each adopted budget will be balanced by using transfers and/or loans from other funds, if necessary. It means that the budgeted revenues with transfers/loans will be equal to the total appropriations in the budget. The comprehensive annual financial report will confirm the adoption of a balanced budget and note any discrepancies.
- Staff will focus on long-term financial strength and stability. The budget will include adequate reserves to provide for unanticipated expenditures of a non-recurring nature. A minimum fund balance reserve will be maintained at all times. The minimum level required for this reserve will be 25% of the final General Fund operating budget, which, for Fiscal Year 2017-2018, will be \$3.1 million.
- All budgeted appropriations lapse at fiscal year-end. Unexpended project appropriations may be carried forward as continuing appropriations to future fiscal years with the City Council approval.
- Non-recurring revenues will not be used to fund recurring expenditures on an ongoing basis. One-time revenues will be used for one-time expenditures, including capital items, and for the establishment of reserve accounts that are operationally adequate. Recurring revenues will fund the required transfers to the City's Equipment Maintenance & Replacement and Vehicle Maintenance & Replacement funds. The City will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.
- City's budget procedures will conform to State regulations and generally accepted accounting principles.
- Investments and cash management will be the responsibility of the City Treasurer. In order to maximize yields from the overall portfolio, the City will consolidate the cash balance from all funds for investment purposes.
- Capital projects will be in compliance with the City's General Plan and may be funded on a pay-as-you-go basis or with new debt issuance. Capital budgeting is limited by the availability of revenues and debt proceeds.

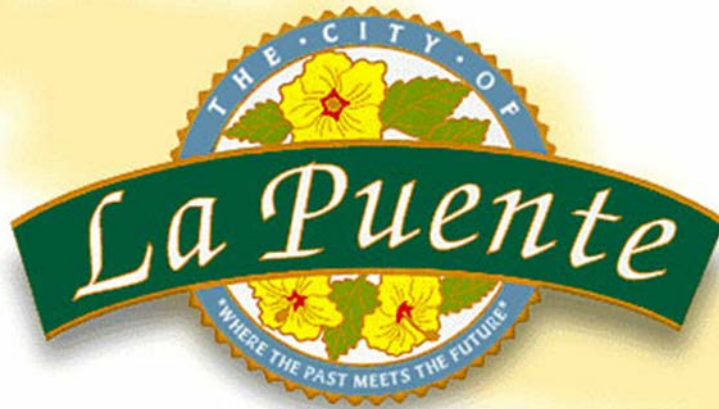
# Organizational Chart



## Budget at a Glance

The City's budget consists of the following eight components:

1. Introduction
  - Budget Message
  - Budget Adoption Resolution/Appropriation Limit
  - Mission and Vision Statement
  - Management Budget Guidelines
  - Organizational Chart
  - Budget at a Glance
  - Summary of Estimated Fund Balances
  - Budget Summary by Program Expenditures
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  - Expenditures by Type
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  - Department Summary
  - Department Detail
5. Proprietary Funds
6. Successor Agency
7. Capital Improvements
  - Capital Improvement Summary
  - Capital Improvement Projects
8. Glossary
  - Glossary of Budget Terms
  - Glossary of Acronyms and Terms



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## Summary of Estimated Fund Balances

City of La Puente  
Summary of Estimated Fund Balances  
Fiscal Year 2016-2017

	Fund Balance <u>June 30, 2016</u>	Revenues	Operating Expenditures	Capital Improvements	Total Expenditures	Interfund Transfers		Net Change to Fund Balance	Estimated Fund Balance <u>June 30, 2017</u>
						Transfers In	Transfers Out		
<b>GENERAL FUND</b>									
100 General Fund	\$ 19,720,000	\$ 11,589,700	\$ 12,081,600	\$ 255,700	\$ 12,337,300	\$ 363,000	\$ -	\$ (384,600)	\$ 19,335,400
<b>Total General Fund</b>	<b>\$ 19,720,000</b>	<b>\$ 11,589,700</b>	<b>\$ 12,081,600</b>	<b>\$ 255,700</b>	<b>\$ 12,337,300</b>	<b>\$ 363,000</b>	<b>\$ -</b>	<b>\$ (384,600)</b>	<b>\$ 19,335,400</b>
<b>SPECIAL REVENUE FUNDS</b>									
200 Gas Tax Fund	\$ 252,600	\$ 805,300	\$ 833,200	\$ -	\$ 833,200	\$ -	\$ -	\$ (27,900)	\$ 224,700
203 Measure M Fund	-	-	-	-	-	-	-	-	-
205 Measure R Fund	507,000	457,000	-	28,300	28,300	-	-	428,700	935,700
210 Proposition A Fund	740,600	879,500	864,900	293,000	1,157,900	-	-	(278,400)	462,200
215 Proposition C Fund	845,100	618,000	-	774,800	774,800	-	-	(156,800)	688,300
220 Local Transportation (SB 821) Fu	-	50,000	-	50,000	50,000	-	-	-	-
225 STPL Fund	(36,000)	36,000	-	-	-	-	-	36,000	-
230 HSIP Grant Fund	(8,700)	22,600	-	13,900	13,900	-	-	8,700	-
235 Safe Routes to School (SRTS) Fu	-	-	-	-	-	-	-	-	-
240 Supplement Law Enf Fund	-	129,300	129,300	-	129,300	-	-	-	-
245 JAG Grant	300	10,400	10,700	-	10,700	-	-	(300)	-
250 Office of Traffic Safety Fund	18,800	200	-	-	-	-	-	200	19,000
255 Asset Seizure Fund	4,200	-	2,500	-	2,500	-	-	(2,500)	1,700
260 CDBG Program Fund	-	637,100	314,800	25,000	339,800	-	-	297,300	297,300
265 Cal Home Grant Fund	1,185,800	303,900	-	-	-	-	-	303,900	1,489,700
270 Air Quality Improvement Fund	155,900	52,200	-	-	-	-	-	52,200	208,100
275 PEG Access Fund	124,600	23,000	11,500	-	11,500	-	-	11,500	136,100
280 Miscellaneous Grants Fund	-	35,000	-	35,000	35,000	-	-	-	-
285 Lighting & Landscaping Fund	-	-	-	-	-	-	-	-	-
400 Capital Projects Fund	(355,100)	1,567,300	-	912,200	912,200	-	-	655,100	300,000
<b>Total Special Revenue Funds</b>	<b>\$ 3,435,100</b>	<b>\$ 5,626,800</b>	<b>\$ 2,166,900</b>	<b>\$ 2,132,200</b>	<b>\$ 4,299,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,327,700</b>	<b>\$ 4,762,800</b>
<b>ENTERPRISE FUNDS</b>									
500 Sewer Construction/Mtce Fund	\$ 1,906,800	\$ 887,000	\$ 300	\$ -	\$ 300	\$ -	\$ 806,200	\$ 80,500	\$ 1,987,300
505 2007 Sewer Revenue Bonds	2,221,000	800	740,100	-	740,100	531,200	-	(208,100)	2,012,900
510 CSMD Fund	2,031,200	453,800	56,800	-	56,800	-	88,000	309,000	2,340,200
<b>Total Enterprise Funds</b>	<b>\$ 6,159,000</b>	<b>\$ 1,341,600</b>	<b>\$ 797,200</b>	<b>\$ -</b>	<b>\$ 797,200</b>	<b>\$ 531,200</b>	<b>\$ 894,200</b>	<b>\$ 181,400</b>	<b>\$ 6,340,400</b>
<b>INTERNAL SERVICE FUNDS</b>									
550 Equipment Replacement Fund	\$ 140,000	\$ 235,600	\$ 228,600	\$ -	\$ 228,600	\$ -	\$ -	\$ 7,000	\$ 147,000
555 Vehicle Mtce/Replacement Fund	509,100	145,800	104,900	-	104,900	-	-	40,900	550,000
<b>Total Internal Service Funds</b>	<b>\$ 649,100</b>	<b>\$ 381,400</b>	<b>\$ 333,500</b>	<b>\$ -</b>	<b>\$ 333,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,900</b>	<b>\$ 697,000</b>
<b>SUCCESSOR AGENCY</b>									
610 Successor Agency Fund	\$ (18,412,200)	\$ 737,800	\$ 908,800	\$ -	\$ 908,800	\$ -	\$ -	\$ (171,000)	\$ (18,583,200)
<b>Total Successor Agency</b>	<b>\$ (18,412,200)</b>	<b>\$ 737,800</b>	<b>\$ 908,800</b>	<b>\$ -</b>	<b>\$ 908,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (171,000)</b>	<b>\$ (18,583,200)</b>
<b>Grand Total</b>	<b>\$ 11,551,000</b>	<b>\$ 19,677,300</b>	<b>\$ 16,288,000</b>	<b>\$ 2,387,900</b>	<b>\$ 18,675,900</b>	<b>\$ 894,200</b>	<b>\$ 894,200</b>	<b>\$ 1,001,400</b>	<b>\$ 12,552,400</b>

## Summary of Estimated Fund Balances

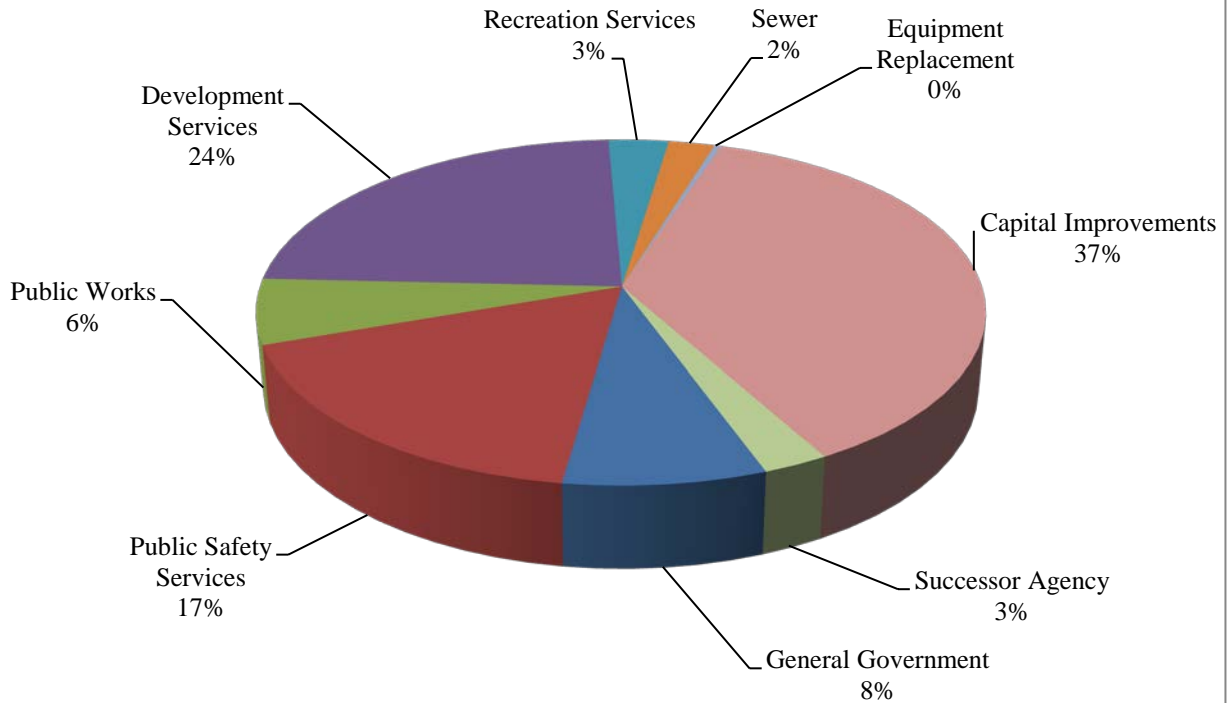
City of La Puente  
Summary of Estimated Fund Balances  
Fiscal Year 2017-2018 Adopted Budget

	Estimated					Interfund Transfers		Net Change to	Estimated
	Fund Balance	Revenues	Operating	Capital	Total	Transfers	Transfers		Fund Balance
	July 1, 2017		Expenditures	Improvements	Expenditures	In	Out		June 30, 2018
<b>GENERAL FUND</b>									
100 General Fund	\$ 19,335,400	\$ 11,901,800	\$ 12,264,600	\$ 825,000	\$ 13,089,600	\$ 362,800	\$ -	\$ (825,000)	\$ 18,510,400
<b>Total General Fund</b>	<b>\$ 19,335,400</b>	<b>\$ 11,901,800</b>	<b>\$ 12,264,600</b>	<b>\$ 825,000</b>	<b>\$ 13,089,600</b>	<b>\$ 362,800</b>	<b>\$ -</b>	<b>\$ (825,000)</b>	<b>\$ 18,510,400</b>
<b>SPECIAL REVENUE FUNDS</b>									
200 Gas Tax Fund	\$ 224,700	\$ 857,900	\$ 872,500	\$ 210,000	\$ 1,082,500	\$ -	\$ -	\$ (224,600)	\$ 100
203 Measure M Fund	-	477,400	-	425,000	425,000	-	-	52,400	52,400
205 Measure R Fund	935,700	470,600	-	1,119,000	1,119,000	-	208,800	(857,200)	78,500
210 Proposition A Fund	462,200	900,500	924,700	-	924,700	-	-	(24,200)	438,000
215 Proposition C Fund	688,300	628,500	-	1,000,000	1,000,000	-	-	(371,500)	316,800
220 Local Transportation (SB 821) Fu	-	34,000	-	-	-	-	-	34,000	34,000
225 STPL Fund	-	-	-	-	-	-	-	-	-
230 HSIP Grant Fund	-	874,600	-	874,600	874,600	-	-	-	-
235 Safe Routes to School (SR2S) Fu	-	-	-	-	-	-	-	-	-
240 Supplement Law Enf Fund	-	100,000	-	-	-	-	100,000	-	-
245 JAG Grant	-	10,000	10,000	-	10,000	-	-	-	-
250 Office of Traffic Safety Fund	19,000	-	-	-	-	-	-	-	19,000
255 Asset Seizure Fund	1,700	-	1,700	-	1,700	-	-	(1,700)	-
260 CDBG Program Fund	297,300	395,400	388,100	275,000	663,100	-	-	(267,700)	29,600
265 Cal Home Grant Fund	1,489,700	229,000	232,000	-	232,000	-	-	(3,000)	1,486,700
270 Air Quality Improvement Fund	208,100	55,500	55,000	-	55,000	-	-	500	208,600
275 PEG Access Fund	136,100	22,800	94,100	-	94,100	-	-	(71,300)	64,800
280 Miscellaneous Grant Fund	-	-	-	-	-	-	-	-	-
285 Lighting & Landscaping Fund	-	10,908,000	7,788,500	3,190,000	10,978,500	-	-	(70,500)	(70,500)
400 Capital Projects Fund	300,000	4,384,100	208,800	4,684,100	4,892,900	208,800	-	(300,000)	-
<b>Total Special Revenue Funds</b>	<b>\$ 4,762,800</b>	<b>\$ 20,348,300</b>	<b>\$ 10,575,400</b>	<b>\$ 11,777,700</b>	<b>\$ 22,353,100</b>	<b>\$ 208,800</b>	<b>\$ 308,800</b>	<b>\$ (2,104,800)</b>	<b>\$ 2,658,000</b>
<b>ENTERPRISE FUNDS</b>									
500 Sewer Construction/Mtce Fund	\$ 1,987,300	\$ 1,334,000	\$ 676,700	\$ 1,900,000	\$ 2,576,700	\$ 4,353,100	\$ 262,800	\$ 2,847,600	\$ 4,834,900
505 2007 Sewer Revenue Bonds	2,012,900	-	-	-	-	-	2,012,900	(2,012,900)	-
510 CSMD Fund	2,340,200	-	-	-	-	-	2,340,200	(2,340,200)	-
<b>Total Enterprise Funds</b>	<b>\$ 6,340,400</b>	<b>\$ 1,334,000</b>	<b>\$ 676,700</b>	<b>\$ 1,900,000</b>	<b>\$ 2,576,700</b>	<b>\$ 4,353,100</b>	<b>\$ 4,615,900</b>	<b>\$ (1,505,500)</b>	<b>\$ 4,834,900</b>
<b>INTERNAL SERVICE FUNDS</b>									
550 Equipment Replacement Fund	\$ 147,000	\$ 173,700	\$ 191,200	\$ -	\$ 191,200	\$ -	\$ -	\$ (17,500)	\$ 129,500
555 Vehicle Mtce/Replacement Fund	550,000	127,200	126,700	-	126,700	-	-	500	550,500
<b>Total Internal Service Funds</b>	<b>\$ 697,000</b>	<b>\$ 300,900</b>	<b>\$ 317,900</b>	<b>\$ -</b>	<b>\$ 317,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (17,000)</b>	<b>\$ 680,000</b>
<b>SUCCESSOR AGENCY</b>									
610 Successor Agency Fund	\$ (18,583,200)	\$ 670,100	\$ 1,015,100	\$ -	\$ 1,015,100	\$ -	\$ -	\$ (345,000)	\$ (18,928,200)
<b>Total Successor Agency</b>	<b>\$ (18,583,200)</b>	<b>\$ 670,100</b>	<b>\$ 1,015,100</b>	<b>\$ -</b>	<b>\$ 1,015,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (345,000)</b>	<b>\$ (18,928,200)</b>
<b>Grand Total</b>	<b>\$ 12,552,400</b>	<b>\$ 34,555,100</b>	<b>\$ 24,849,700</b>	<b>\$ 14,502,700</b>	<b>\$ 39,352,400</b>	<b>\$ 4,924,700</b>	<b>\$ 4,924,700</b>	<b>\$ (4,797,300)</b>	<b>\$ 7,755,100</b>

### Budget Summary by Program Expenditures

Departmental Expenditures	FY 15-16 Actuals	FY 16-17 Amended Budget	FY 16-17 Estimated	FY 17-18 Adopted
General Government	\$ 2,404,587	\$ 3,440,983	\$ 2,870,400	\$ 3,120,850
Public Safety Services	5,960,332	6,343,600	6,211,900	6,935,300
Public Works	1,893,991	2,164,500	1,959,400	2,439,700
Development Services	1,424,517	1,516,200	1,298,700	9,411,350
Recreation Services	1,973,908	2,083,100	2,136,700	1,224,000
Sewer	1,603,940	1,635,200	1,691,400	939,500
Equipment Replacement	103,798	103,700	104,900	126,700
Non-Departmental	-	-	-	-
Capital Improvements	3,455,491	7,096,317	2,387,900	14,711,500
Successor Agency	1,487,603	517,300	908,800	1,015,100
<b>Total Expenditures</b>	<b>\$ 20,308,168</b>	<b>\$ 24,900,900</b>	<b>\$ 19,570,100</b>	<b>\$ 39,924,000</b>

### FY 17-18 Adopted Departmental Expenditures by Percentage - All Funds





## 4 Year Personnel Summary

City of La Puente				
4 Year Personnel Summary				
Job Classification	FY 14-15	FY 15-16	FY 16-17	FY 17-18
	Actual FTE's	Actual FTE's	Actual FTE's	Recommended FTE's
<b>Department: Council</b>				
Council Member	5.00	5.00	5.00	5.00
<b>Total Council:</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Department: City Manager</b>				
City Manager	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
<b>Total City Manager:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Department: Administrative Services</b>				
Director of Administrative Services	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Finance Services Supervisor	1.00	1.00	1.00	1.00
Accounting Assistant	3.00	3.00	3.00	3.00
Rehabilitation Grant Specialist	0.00	0.00	0.00	1.00
Management Assistant	1.00	0.00	0.00	0.00
Office Specialist (PT)	0.00	0.00	0.00	0.50
Management Intern (PT)	0.50	0.50	0.50	0.00
<b>Total Administrative Services:</b>	<b>7.50</b>	<b>6.50</b>	<b>6.50</b>	<b>7.50</b>
<b>Department: City Clerk</b>				
Chief Deputy City Clerk	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	0.00	0.00	0.00
<b>Total City Clerk:</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Department: Community Development</b>				
Director of Development Services	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Rehabilitation Grant Specialist	1.00	1.00	1.00	0.00
Administrative Secretary	0.00	1.00	1.00	1.00
<b>Total Community Development:</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>
<b>Department: Public Works / Street Maintenance</b>				
Maintenance Superintendent	1.00	1.00	1.00	1.00
Maintenance Worker (FT/PT)	3.00	4.00	3.50	3.50
Maintenance Assistant (FT/PT)	0.50	0.50	1.00	2.00
<b>Total Public Works/Street Maintenance:</b>	<b>4.50</b>	<b>5.50</b>	<b>5.50</b>	<b>6.50</b>
<b>Department: Code Enforcement</b>				
Code Enforcement Manager	0.00	1.00	1.00	1.00
Community Services Officer (PT)	0.00	1.00	1.00	1.00
Code Enforcement Officer (PT)	0.00	4.50	4.50	4.00
Code Enforcement Officer - Parking (PT)	0.00	0.00	0.00	1.00
<b>Total Code Enforcement:</b>	<b>0.00</b>	<b>6.50</b>	<b>6.50</b>	<b>7.00</b>
<b>Department: Community Services</b>				
Director of Recreation	1.00	1.00	1.00	1.00
Community Services Coordinator	0.00	0.00	0.00	2.00
Recreation Coordinator	2.00	2.00	2.00	0.00
Community Services Specialist (FT/PT)	0.00	0.00	0.00	7.00
Senior Center Specialist	1.00	1.00	1.00	0.00
Recreation Specialist	6.00	6.00	6.00	0.00
Community Services Leader (PT)	0.00	0.00	0.00	10.00
Recreation Leader	15.00	15.00	12.50	0.00
<b>Total Recreation:</b>	<b>25.00</b>	<b>25.00</b>	<b>22.50</b>	<b>20.00</b>
<b>Totals</b>	<b>49.00</b>	<b>55.50</b>	<b>53.00</b>	<b>52.00</b>

## Budget Procedures and Methods

This section describes the budget structure and budget development timeline as well as how this budget was prepared and will be controlled.

### **Preparing the Preliminary and Council Adopted Budget:**

In January, the Finance Department distributes a budget calendar to department heads for preparing a preliminary budget for the next fiscal year. Department heads are responsible for updating the estimated actual amounts for the current fiscal year and the proposed budget for the next fiscal year using the worksheets distributed by the Finance Department. Department heads will also need to update the activity information accordingly for each department. In addition, the Finance Department begins preparing salary and benefit expenditure projections, information technology equipment and vehicle charge allocations, as well as FTE (full-time equivalent) updates for the City.

The City Manager's review includes scheduled budget meetings with each department head. At these meetings, discussions centered on specific requirements, the determination of priorities in terms of a definite need and the effectiveness of existing or proposed programs. Revenue estimates initially prepared by the Finance Department are reviewed and new or expanded revenue sources are examined. Those programs, which are expected to be fully or partially self-supporting, are examined to ensure that they in fact held this status. When it appears that they did not, appropriate recommendations are prepared to correct the situation. New services or programs will be added only when a need has been identified and a funding source developed. The decisions that determine the operating program recommended in the proposed budget are made on the basis of these discussions.

The preliminary budget is then reviewed by the City Council at several meetings. Major goals and objectives and resource constraints are evaluated pertaining to the various activities. A final determination of levels of service of various programs is incorporated into the final budget document. Formal adoption of the budget is generally done at a regular or special Council meeting in May or June.

### **Budgeting Methods:**

Various methods have been used to prepare the budget, which is not only balanced, but accurately reflects the expected level of spending.

A review of the projected current year expenditures and current year revenues is part of the budget preparation procedures. The advantages of this system include: (1) the provisions of information necessary to develop more realistic and accurate expenditure projections which make up the proposed appropriation figures in the budget, and (2) the use of revenues from expenditure savings and unanticipated current year revenues to help finance the preliminary budget if needed.

A review of fund balances is made during the budgeting process. In light of volatile revenues and constant changes in tax allocation by the State Legislature, a substantial fund balance in the General Fund is advisable. The preliminary/approved budget, therefore, provides for rather tight activity appropriation based on normal expenditure levels. Specific City Council approval is required for authorization to use reserve funds.

### **Controlling Expenditures:**

While the approved budget establishes appropriation levels, specific procedures for controlling expenditures are also necessary to ensure that day-to-day execution is in compliance with the approved program. The City Manager and Finance Department are responsible for reviewing all requests for expenditures initiated by designated and requisitioning authorities to determine their compliance with the approved budget.

Some expenditure requirements will occur which, while falling within the total appropriation, will not exactly match object expenditure estimates. In these instances, where need has been adequately demonstrated, an adjustment will be made within the activity budget within a fund. Appropriation changes between funds or exceeding the total fund require Council authorization.

In summary, expenditures will not be approved until it has been determined that (1) adequate funds were appropriated, (2) the expenditure is still necessary, and (3) the funding source is available.

These budget control procedures are important management tools, which we believe allow us to make more effective use of the dollars spent in the total municipal program. As a necessary by-product, these procedures also ensure compliance with statutory finance requirements.

## **Basis of Accounting and Budgeting, Internal Controls, Long Term Debt and Budgetary Control**

### **Basis of Accounting**

The City's basic financial statements are prepared in conformity with Generally Accepted Accounting Principles (GAAP) as set forth in the pronouncements of the Governmental Accounting Standards Board (GASB). The GASB is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States of America.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the providers have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for certain grants which are considered available if collected within 7 months after year-end. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Taxes, intergovernmental revenues, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual, and are therefore recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The Agency funds are reporting only assets and liabilities using the accrual basis of accounting.

### **Basis of Budgeting**

The budgets of governmental funds are prepared on the modified accrual basis of accounting. Budgets for proprietary funds are prepared on a full accrual basis. Revenue estimates are based on resources expected to be earned; expenses are budgeted based on the expected obligations to be incurred. Depreciation expenses are not budgeted.

Budget development and budget adjustments utilize those same revenue and expenditure recognition policies and practices. The City's Comprehensive Annual Financial Report shows governmental fund expenditures on both a GAAP basis and budgetary basis for comparison purposes.

### **Internal Controls**

Management of the City is responsible for establishing and maintaining internal controls designed to ensure that the assets of the government are protected from loss, theft, or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. An adequate internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable

assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the evaluation of costs and benefits requires estimates and judgments by management.

Single Audit - As a recipient of federal, state, and county financial assistance, the city is responsible for ensuring that adequate internal controls are in place to ensure compliance with applicable laws and regulations related to assisted programs. The internal control is subject to periodic evaluation by management and staff of the City.

### **Long Term Debt**

The La Puente Public Financing Authority (Authority) issued the 2007 Sewer Revenue Bond, \$10,260,000 at 5.17% over 30 years, to fund the sewer construction/maintenance project in November 2007. The bonds were issued to provide funds to (1) construct improvements for the City's municipal sewer enterprise consisting generally of the repair, rehabilitation, and replacement of wastewater collection lines, (2) fund a reserve fund surety bond for the bonds, and (3) pay the costs of issuing the bonds. As interest rates moved favorably, in fiscal year 2015-16 the City initiated refinancing the 2007 Sewer Revenue Bond. This loan was successfully refinanced in August 2016 at a 2.93% interest rate which will save the City approximately \$1.3 million over the 20 year repayment period.

In 2008, the Authority issued a loan in the amount of \$10,000,000, at 4.2% to finance the construction and improvement of a Community Center and Youth Learning Activity Center and site improvements. This loan was refinanced in 2013 at a 3.2% interest rate in order to save the City \$670,000 over a 16 year period. It is the City's expectation with the acquisition of the new Landscape and Lighting District that these bonds will be paid off during the 2017-18 fiscal year.

The City's outstanding general obligation debt should not exceed 15% of the total assessed property value in the City. The City's legal debt limit as of Fiscal Year 2015-2016 was \$297 million.

The City also has one internal long-term debt which was a City loan to the La Puente Community Development Commission (CDC). The City issued a series of loans to CDC in the amount of \$12.2 million as of 6/30/2013. These loans have received a notice of completion from the State Department of Finance, and have been approved by the Oversight Board and Department of Finance. The General Fund has begun to receive repayments, including interest, on these loans.

### **Budgetary Controls**

The City of La Puente maintains budgetary control to ensure compliance with legal provisions embodied in the annual appropriated budget adopted by the City Council. Each year, a proposed budget is submitted to the City Council and a public hearing is conducted to obtain taxpayer comments. The budget is subsequently adopted by the Council through the passage of a resolution. All annual appropriations lapse at year-end. Certain multiyear project appropriations are re-budgeted by the City Council as part of the adoption process of the subsequent year's budget.

The budgetary control is maintained at the fund level. Actual expenditures may not exceed budgeted appropriations at the fund level. The City Manager may authorize all transfers of funds from account to account within any department. Each department of the City represents a separate government unit. The City Manager is authorized to make appropriation transfers from one department to another leaving the total of fund appropriation unchanged within the same fund. City Council approves all other amendments to appropriations throughout the year.

## Description of Funds

The fund types used by the City are as follows:

### **Governmental Funds**

**General Fund** accounts for the revenues and expenditures used to carry out basic governmental functions of the City such as general government, public safety, public works, community development, and recreation services. Revenue is recorded by source (e.g., property taxes, licenses and permits, intergovernmental, charges for service, and fines and forfeitures). General Fund expenditures include the day-to-day operating expenditures, equipment, and capital improvement costs that are not paid through other funds. They are recorded by major functional classification and operating departments. This fund accounts for all financial transactions that are not properly accounted for in another fund.

**Special Revenue Funds** account for the revenues derived from specific revenue sources, which are usually required by law or administrative regulation to be accounted for in separate funds. The Special Revenues Funds are restricted to expenditures for specified purposes.

- Gas Tax Fund accounts for gasoline taxes received by the City. These funds are apportioned under the Streets and Highways Code, Sections 2103, 2105, 2106, 2107, and 2107.5 of the State of California. These funds are earmarked for street maintenance, rehabilitation, or improvement of public streets.
- Measure M Fund accounts for the new one half-cent (.5%) sales tax that was approved by Los Angeles County voters in November 2016. Measure M will increase to 1% on July 1, 2039 when Measure R expires. Proceeds from the sales tax are to be used for street and transportation projects.
- Measure R Fund accounts for a one half-cent (.5%) sales tax for Los Angeles County approved by voters in 2008. Measure R funds are to be used to finance new transportation projects and programs. Measure R is set to expire in 2039.
- Prop A Transportation Fund reflects the financial activity related to the City's share of Los Angeles County Proposition A Local Return sales tax dollars. This one cent (1%) sales tax was approved by voters in 1980. Expenditures related to fixed route and paratransit services, transportation demand management, transportation systems management and fare subsidy programs are examples of eligible uses of Proposition A Local Return Funds.
- Prop C Transportation Fund accounts for the City's share of the Los Angeles County Proposition C Local Return sales tax dollars. This one-half cent (.5%) sales tax was approved by voters in 1990. These funds can be used for congestion management programs, bikeways and bike lanes, street improvements supporting public transit service and pavement management system projects.
- Local Transportation Fund accounts for Transportation Development Act Article 3 Funds received from Los Angeles County. TDA funds are allocated annually on a per capita basis. These funds are to be used for activities relating to pedestrian and bicycle projects.
- Surface Transportation Program Local Grant (STPL) accounts for funds received from the Department of Transportation for specific transportation capital improvement projects.
- Highway Safety Improvement Program (HSIP) Fund accounts for grants received from the Department of Transportation for specific capital improvement projects. These funds are to be used on transportation projects that improve the safety of its users.
- Safe Routes to School (SR2S) accounts for grants received from the Department of Transportation. These funds are intended to fund projects that improve safety and efforts that promote walking and bicycling within a collaborative community framework.

- Supplemental Law Enforcement Fund - State COPS Fund accounts for funds received from the State of California under AB 3229 for the purpose of the Citizens Option for Public Safety (COPS) program. These funds are used for front-line law enforcement services.
- Edward Byrne Memorial Justice Assistance (JAG) Grant accounts for grants received from the United States Department of Justice for the purpose of reducing crime and improving public safety.
- Office of Traffic Safety Fund accounts for fees collected for the impoundment of vehicles at a La Puente Traffic Offender Program (LAPTOP) check point.
- Asset Seizure Fund accounts for the revenue received from asset forfeiture fines. This fund is used to support law enforcement.
- Community Development Block accounts for funds received from the Department of Housing and Urban Development (HUD). The City receives an entitlement under the federal grant program and administers its own grant award. The funds are used to revitalize neighborhoods through housing rehabilitation, expand affordable housing and economic opportunities, and improve community facilities and services, primarily to benefit low and moderate income families.
- Cal Home Grant Fund accounts for the costs for the housing rehab construction loan program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring.
- Air Quality Management District Fund accounts for clean air fees collected by the State and distributed by the Southern California Air Quality Management District to cities for clean air project expenditures. This fund is used to fund programs to reduce air pollution from mobile sources such as cars, trucks, and buses.
- PEG Access Cable Fund accounts for funds received from cable television providers as part of the franchise fees to develop public, educational, and governmental access to cable television.
- Miscellaneous Grants Fund accounts for smaller state and local grants that do not fit into other special revenue funds. Examples of grants in this category are the Foothill Transit grant and Cal-Recycle grants.
- Lighting & Landscaping Fund – In April 2016, the City Council requested the transfer of County Lighting Maintenance District 1744 from the County of Los Angeles to the City effective July 1, 2017. Additionally, with the assistance of the local legislature, a bill was passed reconstructing the District from a 1911 Act to a 1972 Act district. This fund accounts for tax revenues received and the associated district expenditures.

**Proprietary Funds**, also known Enterprise Funds, are used to account for the sewer service charge exclusively for the operation, maintenance, capital costs and debt service payments of the City’s sewer system. An ordinance was adopted on August 8th, 2006 to collect sewer service fees on parcels within the City. The annual amount charged for sewer service to each parcel is based on flow and strength studies prepared by Los Angeles County Sanitation District which determines the hydraulic loading and strength characteristics of each customer class. Sewer rate fees have remained the same since the adoption of this fee. On March 10, 2009, the City Council adopted Resolution No. 09-4784, pursuant to Section 5853 of the Streets and Highways Code, to withdraw from the Consolidated Sewer Maintenance District of the County of Los Angeles (“CSMD”) and undertake the operation and maintenance of the City’s sewer system beginning July 1, 2010.

**Internal Service Funds** are used to account for equipment management and information technology (IT) services, performed internally by the department for the user departments as well as vehicle maintenance and replacement. Other than the interest earned on investments, it is basically a chargeback to various

departments based on the actual usage and costs associated with vehicle and equipment services and I.T. related costs.

- **Equipment Maintenance & Replacement:** IT services include the citywide computer network and accounting software support. Costs of equipment and services used are accumulated in this fund and proportionately charged back to departments based on the number of computers within each department.
- **Vehicle Maintenance & Replacement Fund:** Accumulates resources to fund the maintenance, operations and replacement of City licensed vehicles and motorized equipment.



**CITY OF LA PUENTE PROFILE: WHERE THE PAST MEETS THE FUTURE**

The City of La Puente is located 20 miles east of downtown Los Angeles in the San Gabriel Valley. The community of La Puente is predominantly residential and home to over 40,000 residents. Commercial land uses are located primarily along major highways/arterials and industrial land uses are less than five percent (5%) of the City’s 3.5 square mile land area. Freeway access to the City is readily available from Interstate 10 and the 60 Freeway. The City is a general law city, incorporated on August 1, 1956; however, the history of the community extends back much further. The City’s name “La Puente” means “the bridge” in old Spanish and refers to an early bridge built across the San Jose Creek by members of the Portola-Serra expedition in 1769, as they surveyed the region for Spain. A modernized version of the bridge can be seen in the City’s colorful seal.

The community of La Puente began in 1841 when European settlers arrived by wagon train from New Mexico and obtained title to the large 48,000 acre Rancho La Puente. During the 1930’s, the area was famous for its fruit and walnut groves. The largest walnut packing plant in the world was located in the City.

The City of La Puente is governed by a five member City Council. The City Council holds its regular meetings every second and fourth Tuesday of the month at 7:00 p.m. in the City Council Chambers at City Hall. In-house programs and functions at City Hall include Administration, City Clerk’s Office, Development Services, Public Works, Recreation Services, and Finance. The City operates various facilities to serve the community. These include a Community Center, Youth Learning Activity Center, Senior Center, La Puente Park and Nature Education Center.

**City of La Puente Data**

<ul style="list-style-type: none"> <li>• <b>Incorporated Area</b></li> <li>• <b>Sphere of Influence Area</b></li> <li>• <b>Population</b></li> <li>▪ <b>Personal Income (Per Capita)</b></li> <li>▪ <b>Unemployment Rate</b></li> <li>• <b>Hispanic/Latino population</b></li> <li>• <b>Housing</b></li> </ul>	<ul style="list-style-type: none"> <li>2017 estimate</li> <li>2016 estimate</li> </ul>	<ul style="list-style-type: none"> <li>3.5 square miles (1,720 acres)</li> <li>0.96 square miles (742 acres)</li> <li>40,455</li> <li>40,440</li> <li>\$16,400</li> <li>4.2%</li> <li>85%</li> <li>9,761</li> <li>\$320,200</li> </ul>
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## City of La Puente Data

- **Schools**

- School Facilities in the City of La Puente
  - St. Joseph Elementary School
  - St. Louis of France School
- Bassett Unified School District Facilities:
  - Bassett Senior High School
- Hacienda/La Puente Unified School District Facilities:
  - Fairgrove Academy School
  - Nelson Elementary School
  - Workman Elementary School
  - Lassalette Middle School
  - Sierra Vista Middle School
  - La Puente High School
- Rowland Unified School District Facilities:
  - Hurley Elementary School

- **Principal Employers**

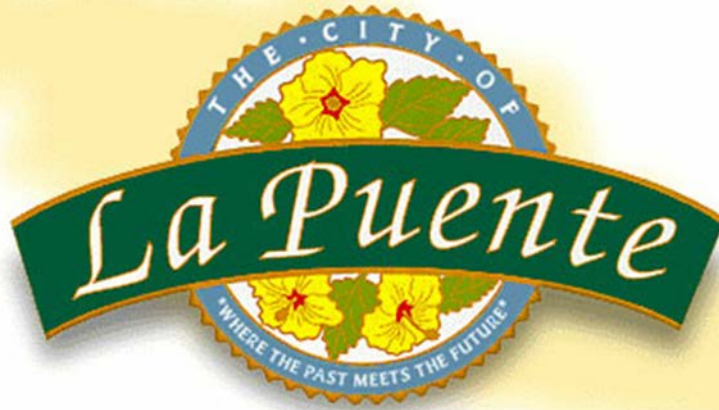
<u>Employer</u>	<u>Number of Employees</u>	<u>Rank</u>
Northgate Supermarkets	120	1
Bodega Latina Corp	101	2
Alert Insulation Co., Inc.	88	3
Walmart #3133	80	4
Food 4 Less #369	75	5
Big Save Foods #112	60	6
Ed Butts Ford	59	7
Ross Dress For Less, Inc	44	8
Merritt's Hardware	41	9
McDonalds	<u>40</u>	10
Total	708	

- **Park and Landscape Areas**

- Public Park 2
- Sports Field 2 baseball fields, 2 softball fields, and 2 multi-purpose fields

### Data and Information Sources

City Finance Department – Business License Division, Recreation Services, Public Works & Development Services Department  
U.S. Census Bureau  
California Department of Finance  
HdL Coren & Cone  
Employment Development Department



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## Revenue Details

### CITY OF LA PUENTE FY 2017-2018 ADOPTED BUDGET REVENUE DETAIL

Account Number	Revenue Source	FY 15-16 Actuals	FY 16-17 Amended Budget	FY 16-17 Estimated Actuals	FY 17-18 Adopted Budget
<b>GENERAL FUND - 100</b>					
<b>Taxes &amp; Assessments</b>					
100-41050	Sales and Use Tax	\$ 2,593,802	\$ 2,981,000	\$ 3,057,000	\$ 3,159,000
100-41100	Franchise - Edison Co.	180,299	178,000	168,000	170,000
100-41110	Franchise - So. Ca. Gas Co.	51,738	60,000	40,000	40,000
100-41120	Franchise - SGV Water Co.	13,906	13,000	14,100	13,000
100-41130	Franchise - Suburban Water	43,593	45,000	45,000	45,000
100-41140	Franchise - Cable/Video	201,864	192,000	200,000	200,000
100-41150	Franchise - Waste	397,114	400,000	410,000	422,600
100-41160	Implementation Fee-AB 939	100,000	100,000	100,000	100,000
100-41180	Property Tax	1,360,735	1,243,500	1,243,500	1,318,300
100-41181	Property Tax Administration	(16,049)	(16,000)	(16,000)	(17,000)
100-41182	In-Lieu of VLF Reimbursement	3,992,238	4,158,700	4,250,000	4,446,300
100-41190	Sales and Use Tax In-Lieu	616,383	-	-	-
100-41200	Transient Occupancy Tax	227,690	206,000	240,000	230,000
100-41210	Property Transfer Tax	84,006	70,000	55,400	55,000
100-41220	Business License/Permits	98,671	90,000	88,400	90,000
	<b>Total Taxes &amp; Assessments</b>	<b>\$ 9,945,990</b>	<b>\$ 9,721,200</b>	<b>\$ 9,895,400</b>	<b>\$ 10,272,200</b>
<b>Licenses &amp; Permits</b>					
100-42100	Industrial Waste Permits	\$ 33,203	\$ 24,000	\$ 19,500	\$ 20,000
100-42110	Building & Safety Permits	375,223	270,000	271,250	301,500
100-42130	Special Permits	8,858	8,000	4,800	5,000
100-42140	Animal License Fees	91,918	80,000	70,300	75,000
100-42150	Business License Application Fee	29,686	25,000	23,500	25,000
100-42160	SB 1186 (CASP Fee)	430	800	850	800
	<b>Total Licenses and Permits</b>	<b>\$ 539,318</b>	<b>\$ 407,800</b>	<b>\$ 390,200</b>	<b>\$ 427,300</b>
<b>Fines &amp; Forfeitures</b>					
100-43100	Court Fines	\$ 113,961	\$ 101,000	\$ 76,400	\$ 75,000
100-43110	Parking Citations	259,792	240,000	246,000	245,000
100-43120	Administrative Penalties	17,025	13,000	16,000	15,000
	<b>Total Fines &amp; Forfeitures</b>	<b>\$ 390,778</b>	<b>\$ 354,000</b>	<b>\$ 338,400</b>	<b>\$ 335,000</b>
<b>Use of Money</b>					
100-44100	Interest on Investments	\$ 76,394	\$ 60,000	\$ 75,000	\$ 75,000
	<b>Total Use of Money</b>	<b>\$ 76,394</b>	<b>\$ 60,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>

**CITY OF LA PUENTE  
FY 2017-2018 ADOPTED BUDGET  
REVENUE DETAIL**

<b>Account Number</b>	<b>Revenue Source</b>	<b>FY 15-16 Actuals</b>	<b>FY 16-17 Amended Budget</b>	<b>FY 16-17 Estimated Actuals</b>	<b>FY 17-18 Adopted Budget</b>
<b>Intergovernmental</b>					
100-45100	Federal Grant -Summer Lunch Program	\$ 21,583	\$ 20,000	\$ 25,000	\$ 25,000
100-45120	County Grant	78,315	1,500	1,500	1,500
100-45140	State Mandated Reimbursements	69,002	56,000	12,000	12,400
100-45142	Motor Vehicles License Fees	16,418	17,000	18,100	18,000
	<b>Total Intergovernmental</b>	<b>\$ 185,318</b>	<b>\$ 94,500</b>	<b>\$ 56,600</b>	<b>\$ 56,900</b>
<b>Charges for Services</b>					
100-47100	Zoning Fees	\$ 51,703	\$ 15,000	\$ 30,000	\$ 25,000
100-47110	Building Plan Check Fees	140,549	130,000	211,700	148,500
100-47120	Public Works Inspection Fees	100,936	90,000	95,000	98,000
100-47130	Engineering Plan Check Fees	119	2,000	2,000	2,000
100-47140	Taxable Sales	100	-	600	-
100-47150	Repair to Public Property	15,363	-	5,700	-
100-47160	Facility Rental	6,963	-	16,000	15,000
100-47170	Subdivision Fees	2,170	-	-	-
100-47180	Site Plan Review	36,732	30,000	18,000	18,000
100-47210	Emergency Response Program	2,331	2,000	1,300	600
100-47220	Vehicle Impound Fees	56,448	60,000	26,000	25,000
100-47230	Dumpster Hauling	-	-	-	-
100-47240	Foreclosure Registration Fee	1,200	1,000	1,000	1,000
100-47250	Code Enforcement Cost Recovery	-	-	-	-
100-47260	Recreation Programs	196,388	195,000	189,000	136,000
100-47270	Senior Center Programs	5,925	1,000	4,800	5,000
100-47280	Landscape Maintenance	7,365	6,500	7,000	7,300
100-47290	Passport Program	21,594	10,000	17,700	18,000
100-47300	Telecommunication Lease/Rental	32,962	33,000	34,100	35,400
	<b>Total Charges For Services</b>	<b>\$ 678,848</b>	<b>\$ 575,500</b>	<b>\$ 659,900</b>	<b>\$ 534,800</b>
<b>Other Financing Sources</b>					
100-47420	Sale of Real & Personal Property	\$ 9,209	\$ -	\$ -	\$ -
100-48100	Successor Agency Reimbursement	214,270	136,300	108,000	136,400
100-48900	Miscellaneous	361,326	25,000	13,500	10,000
100-48120	Tap Card Sales	164	-	200	200
100-48130	Donations	22,403	50,000	52,200	54,000
100-48140	Military Banner Donations	368	-	300	-
100-49120	Unrealized Gain	108,464	-	-	-
100-49900	Transfers in from Other Funds	507,110	746,800	363,000	362,800
	<b>Total Other Financing Sources</b>	<b>\$ 1,223,314</b>	<b>\$ 958,100</b>	<b>\$ 537,200</b>	<b>\$ 563,400</b>
	<b>Total General Fund</b>	<b>\$ 13,039,960</b>	<b>\$ 12,171,100</b>	<b>\$ 11,952,700</b>	<b>\$ 12,264,600</b>

**CITY OF LA PUENTE  
FY 2017-2018 ADOPTED BUDGET  
REVENUE DETAIL**

<b>Account Number</b>	<b>Revenue Source</b>	<b>FY 15-16 Actuals</b>	<b>FY 16-17 Amended Budget</b>	<b>FY 16-17 Estimated Actuals</b>	<b>FY 17-18 Adopted Budget</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>					
<b>Gas Tax Fund</b>					
200-44100	Interest on Investments	\$ 5,935	\$ 4,000	\$ 3,000	\$ 3,000
200-45150	Street & Highway 2103	209,023	96,000	98,300	162,200
200-45151	Gas Tax-2105	228,454	254,100	239,400	235,500
200-45152	Gas Tax-2106	138,776	128,800	149,400	147,000
200-45153	Gas Tax-2107	297,478	352,900	309,200	304,200
200-45144	Gas Tax-2107.5	6,000	6,000	6,000	6,000
200-49900	Transfer In	-	-	-	-
	<b>Total State Gas Tax</b>	<b>\$ 885,666</b>	<b>\$ 841,800</b>	<b>\$ 805,300</b>	<b>\$ 857,900</b>
<b>Measure M Fund</b>					
203-44100	Interest on Investments	\$ -	\$ -	\$ -	\$ -
203-45200	Measure M Allocations	-	-	-	477,400
	<b>Total Measure M</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 477,400</b>
<b>Measure R Fund</b>					
205-44100	Interest on Investments	\$ 4,234	\$ 3,000	\$ 6,000	\$ 3,000
205-45200	Measure R Allocations	454,808	450,000	451,000	467,600
	<b>Total Measure R</b>	<b>\$ 459,042</b>	<b>\$ 453,000</b>	<b>\$ 457,000</b>	<b>\$ 470,600</b>
<b>Proposition A Fund</b>					
210-44100	Interest on Investments	\$ 7,934	\$ 4,000	\$ 8,000	\$ 6,000
210-45210	Proposition A Transportation	730,638	700,000	725,000	751,700
210-46100	Dial-A-Ride Fares	729	600	800	800
210-46105	Shuttle Fares	54,964	51,900	44,000	45,000
210-46110	Foothill Pass Sales	63,852	61,000	61,800	62,000
210-46120	Metrolink Pass Sales	22,225	20,400	14,400	15,000
210-46130	MTA Pass Sales	26,959	23,000	19,100	20,000
210-49900	Transfer In from Other Funds	-	-	6,400	-
	<b>Total Proposition A</b>	<b>\$ 907,301</b>	<b>\$ 860,900</b>	<b>\$ 879,500</b>	<b>\$ 900,500</b>
<b>Proposition C Fund</b>					
215-44100	Interest on Investments	\$ 9,145	\$ 6,000	\$ 10,000	\$ 5,000
215-45220	Proposition C Transportation	608,355	600,000	608,000	623,500
	<b>Total Proposition C</b>	<b>\$ 617,500</b>	<b>\$ 606,000</b>	<b>\$ 618,000</b>	<b>\$ 628,500</b>
<b>Local Transportation Fund</b>					
220-44100	Interest on Investments	\$ -	\$ -	\$ -	\$ -
220-45190	TDA SB 821 Allocation	30,000	50,000	50,000	34,000
	<b>Total Local Transportation Fund</b>	<b>\$ 30,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 34,000</b>

**CITY OF LA PUENTE  
FY 2017-2018 ADOPTED BUDGET  
REVENUE DETAIL**

<b>Account Number</b>	<b>Revenue Source</b>	<b>FY 15-16 Actuals</b>	<b>FY 16-17 Amended Budget</b>	<b>FY 16-17 Estimated Actuals</b>	<b>FY 17-18 Adopted Budget</b>
<b>STPL Grant Fund</b>					
225-45100	STPL Grant	\$ 570,007	\$ -	\$ 36,000	\$ -
	<b>Total STPL Grant</b>	<b>\$ 570,007</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ -</b>
<b>HSIP Grant Fund</b>					
230-45100	HSIP Grant	\$ 105,737	\$ 756,000	\$ 22,600	\$ 874,600
	<b>Total HSIP Grant</b>	<b>\$ 105,737</b>	<b>\$ 756,000</b>	<b>\$ 22,600</b>	<b>\$ 874,600</b>
<b>Safe Routes To School Fund</b>					
235-45100	Safe Routes to School Grant	\$ 40,000	\$ -	\$ -	\$ -
	<b>Total Safe Routes To School</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Supplemental Law Enforcement Fund</b>					
240-44100	Interest on Investments	\$ -	\$ -	\$ -	\$ -
240-45160	Citizen's Option Public Funds	114,618	100,000	129,300	100,000
	<b>Total Supplemental Law Enforcement</b>	<b>\$ 114,618</b>	<b>\$ 100,000</b>	<b>\$ 129,300</b>	<b>\$ 100,000</b>
<b>JAG Grant Fund</b>					
245-45100	JAG Grant	\$ 14,428	\$ 10,400	\$ 10,400	\$ 10,000
	<b>Total JAG Grant</b>	<b>\$ 14,428</b>	<b>\$ 10,400</b>	<b>\$ 10,400</b>	<b>\$ 10,000</b>
<b>Office of Traffic Safety Fund</b>					
250-44100	Interest on Investments	\$ 180	\$ 100	\$ 200	\$ -
	<b>Total Office of Traffic Safety</b>	<b>\$ 180</b>	<b>\$ 100</b>	<b>\$ 200</b>	<b>\$ -</b>
<b>Asset Seizure Fund</b>					
255-44100	Interest on Investments	\$ 83	\$ 100	\$ -	\$ -
	<b>Total Asset Seizure</b>	<b>\$ 83</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Community Development Block Grant Fund</b>					
260-44100	Interest on Investments	\$ -	\$ -	\$ -	\$ -
260-45120	CDBG Grant	332,579	612,600	634,600	392,900
260-46141	Program Income	3,648	-	2,500	2,500
	<b>Total Community Development Block Grant</b>	<b>\$ 336,227</b>	<b>\$ 612,600</b>	<b>\$ 637,100</b>	<b>\$ 395,400</b>
<b>Cal Home Grant Fund</b>					
265-44100	Interest on Investments	\$ 314	\$ 200	\$ 2,000	\$ 2,000
265-46140	Cal-Home Grant	248,286	240,000	240,000	227,000
265-46141	Program Income	-	-	61,900	-
	<b>Total Cal Home Grant</b>	<b>\$ 248,600</b>	<b>\$ 240,200</b>	<b>\$ 303,900</b>	<b>\$ 229,000</b>

**CITY OF LA PUENTE  
FY 2017-2018 ADOPTED BUDGET  
REVENUE DETAIL**

<b>Account Number</b>	<b>Revenue Source</b>	<b>FY 15-16 Actuals</b>	<b>FY 16-17 Amended Budget</b>	<b>FY 16-17 Estimated Actuals</b>	<b>FY 17-18 Adopted Budget</b>
<b>Air Quality Improvement District Fund</b>					
270-44100	Interest on Investments	\$ 1,176	\$ 1,000	\$ 1,200	\$ 500
270-45170	Vehicle Registration Fees	51,708	58,000	51,000	55,000
	<b>Total Air Quality Improvement District</b>	<b>\$ 52,884</b>	<b>\$ 59,000</b>	<b>\$ 52,200</b>	<b>\$ 55,500</b>
<b>PEG Access Fund</b>					
275-41140	Cable PEG Access	\$ 46,486	\$ 40,000	\$ 22,000	\$ 22,000
275-44100	Interest on Investments	992	800	1,000	800
	<b>Total PEG Access</b>	<b>\$ 47,478</b>	<b>\$ 40,800</b>	<b>\$ 23,000</b>	<b>\$ 22,800</b>
<b>Miscellaneous Grant Fund</b>					
280-45110	State Grants	\$ -	\$ 74,700	\$ -	\$ -
280-45130	Foothill Transit Grant	-	25,000	35,000	-
	<b>Total Miscellaneous Grant</b>	<b>\$ -</b>	<b>\$ 99,700</b>	<b>\$ 35,000</b>	<b>\$ -</b>
<b>Lighting &amp; Landscape Maint. Fund</b>					
285-41180	Property Tax	\$ -	\$ -	\$ -	\$ 700,000
285-44100	Interest on Investments	-	-	-	-
100-48900	Miscellaneous	-	-	-	10,208,000
	<b>Total Lighting &amp; Landscape Maint.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,908,000</b>
<b>Capital Projects Fund</b>					
400-44100	Interest on Investments	\$ 242	\$ -	\$ -	\$ -
400-45180	CIP Revenue	-	300,000	300,000	-
400-49130	Loan Proceeds	421,574	-	1,267,300	4,384,100
400-49900	Transfers In - CIP Fund	-	-	-	208,800
	<b>Total Capital Projects</b>	<b>\$ 421,816</b>	<b>\$ 300,000</b>	<b>\$ 1,567,300</b>	<b>\$ 4,592,900</b>
	<b>Total Special Revenue Funds</b>	<b>\$ 4,851,567</b>	<b>\$ 5,030,600</b>	<b>\$ 5,626,800</b>	<b>\$ 20,557,100</b>
<b><u>PROPRIETARY FUNDS</u></b>					
<b>Sewer Construction/Maintenance Fund</b>					
500-44100	Interest on Investments	\$ 18,212	\$ 5,000	\$ 12,500	\$ 20,000
500-47405	Sewer Maintenance Fee (CSMD)	-	-	-	439,000
500-47410	Sewer Maintenance Fee	882,896	875,000	874,500	875,000
	<b>Total Sewer Construction/Maint.</b>	<b>\$ 901,108</b>	<b>\$ 880,000</b>	<b>\$ 887,000</b>	<b>\$ 1,334,000</b>
<b>2007 Sewer Revenue Bond Fund</b>					
505-44100	Interest on Investments	\$ 2,099	\$ 1,000	\$ 800	\$ -
505-49900	Transfers in - Sewer Fund	640,911	637,000	531,200	-
	<b>Total 2007 Sewer Revenue Bond</b>	<b>\$ 643,010</b>	<b>\$ 638,000</b>	<b>\$ 532,000</b>	<b>\$ -</b>
<b>CSMD Fund</b>					
510-44100	Interest on Investments	\$ 19,073	\$ 10,000	\$ 15,000	\$ -
510-47410	Sewer Maintenance Fee	440,977	440,000	438,800	-
	<b>Total CSMD</b>	<b>\$ 460,050</b>	<b>\$ 450,000</b>	<b>\$ 453,800</b>	<b>\$ -</b>



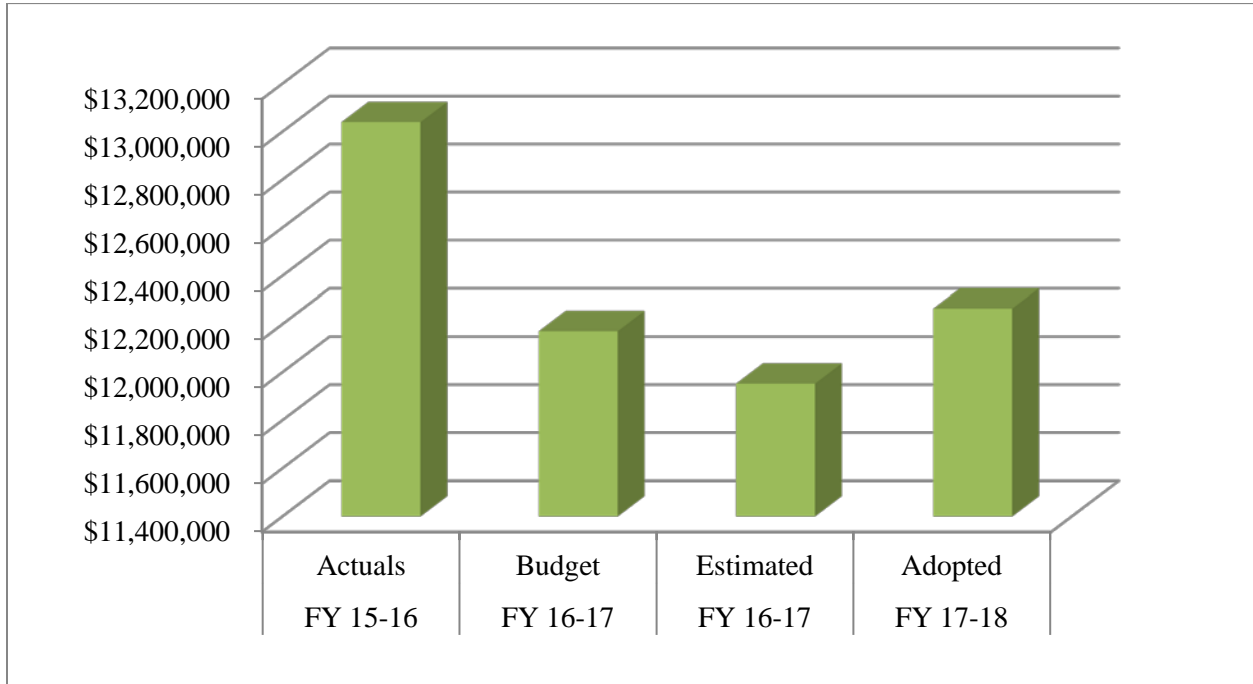
**CITY OF LA PUENTE  
FY 2017-2018 ADOPTED BUDGET  
REVENUE DETAIL**

<b>Account Number</b>	<b>Revenue Source</b>	<b>FY 15-16 Actuals</b>	<b>FY 16-17 Amended Budget</b>	<b>FY 16-17 Estimated Actuals</b>	<b>FY 17-18 Adopted Budget</b>
<b>Equipment Replacement Fund</b>					
550-44100	Interest on Investments	\$ 987	\$ 600	\$ 800	\$ 500
550-49150	Equipment Replacement Charges	181,812	235,100	234,800	173,200
	<b>Total Equipment Replacement</b>	<b>\$ 182,799</b>	<b>\$ 235,700</b>	<b>\$ 235,600</b>	<b>\$ 173,700</b>
<b>Vehicle Maintenance &amp; Replacement Fund</b>					
555-44100	Interest on Investments	\$ 787	\$ 600	\$ 800	\$ 500
555-49140	Vehicle Equipment Replacement Charges	102,000	145,000	145,000	126,700
	<b>Total Vehicle Maintenance &amp; Replacement</b>	<b>\$ 102,787</b>	<b>\$ 145,600</b>	<b>\$ 145,800</b>	<b>\$ 127,200</b>
	<b>Total Proprietary Funds</b>	<b>\$ 2,289,754</b>	<b>\$ 2,349,300</b>	<b>\$ 2,254,200</b>	<b>\$ 1,634,900</b>
<b>Successor Agency Fund</b>					
610-44100	Interest on Investments	\$ 344	\$ -	\$ -	\$ -
610-41180	Property Tax (RPTTF Distributions)	631,648	517,300	737,800	670,100
	<b>Total Successor Agency</b>	<b>\$ 631,992</b>	<b>\$ 517,300</b>	<b>\$ 737,800</b>	<b>\$ 670,100</b>
	<b>Total City</b>	<b>\$ 20,813,273</b>	<b>\$ 20,068,300</b>	<b>\$ 20,571,500</b>	<b>\$ 35,126,700</b>

## Description of Revenues

### GENERAL FUND

The General Fund revenues are used to carry out services provided by various departments including the City Council, Administration, City Clerk, Administrative Services, Development Services, Public Safety Services and Recreation Services.



	FY 15-16 Actuals	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Adopted
General Fund Revenues	\$ 13,039,960	\$ 12,171,100	\$ 11,952,700	\$ 12,264,600
	<u>\$ 13,039,960</u>	<u>\$ 12,171,100</u>	<u>\$ 11,952,700</u>	<u>\$ 12,264,600</u>

The FY 2017-18 adopted budget of \$12,264,600 reflects an increase of \$93,500 from the FY 2016-17 adopted budget.

The General Fund revenues consist of the following sources:

- Taxes
- Licenses and Permits
- Intergovernmental
- Charges for Services
- Fines and Forfeitures
- Use of Money
- Other Financing Sources

## Taxes

Taxes consist of charges levied by a government to finance services performed for the general public. Overall, for FY 2017-18, there is an estimated increase in the amount of \$551,000 in the amount of proposed taxes to be collected.

### Major Categories of Taxes:

- Property Taxes - Collected by the counties and allocated according to state law among cities. Based on 1% of the assessed value of all real and tangible property located within the City. This includes In-lieu of VLF reimbursements. An increase of \$361,400 is projected for FY 2017-18.
- Sales and Use Tax - The City receives 1% of the sales tax charged for all retail sale transactions within the City. It is anticipated that sales tax revenues will increase by approximately \$178,000 in FY 2017-18. This is largely due to new businesses locating within the community.
- Other Taxes
  - Transient Occupancy - Tax imposed on hotel guests at the rate of 10%. Currently, the City is collecting from five inns and one motel in the City of La Puente. It is anticipated in FY 2017-18 there will be a slight increase in this category.
  - Property Transfer - Tax collected upon the sale of property within the City. It is anticipated that property transfer tax will decrease in the upcoming year by \$15,000.
  - Business License - Annual fee charged to all businesses open within the City. Business license fees are projected to be flat for the 2017-18 fiscal year.
  - Franchise Fee - Tax imposed on cable television, electric utilities, gas utilities, refuse and other miscellaneous exclusive franchises. Little change is expected in franchise fees for the 2017-fiscal year.

## Licenses and Permits

This revenue source mainly consists of permits such as industrial waste permits, building & safety permits, grading & street permits and special permits. Due to an anticipated increase in construction activity compared to FY 2016-17, an increase of \$19,500 is projected for FY 2017-18.

## Intergovernmental

The City receives various grants from Federal, State and County agencies. This includes programs such as the Summer Lunch Program, State Mandated Cost Reimbursement, the Los Angeles County Arts Commission Grant and Excess Motor Vehicle License Fees distributed by the state. During FY 2014-15, state mandated cost reimbursements were reinstated by the Governor of the State of California, which accounted for a temporary increase in the intergovernmental revenue area as the State paid out many backlogged reimbursements. It is believed that these reimbursements will be approximately \$12,400 for the upcoming fiscal year resulting in a slight decrease from the FY 2016-17 budget.

## Charges for Services

The City provides various services to the public such as zoning, building plan check, public works inspection, site plan review, recreation programs, passport program and other services provided to the public. The City is anticipating a minor decrease in revenues in these categories for the upcoming year.

primarily due to the elimination of the annual Main Street Run. The elimination of this event will result in a decrease in recreation program revenue.

#### Fines and Forfeitures

This revenue source includes payments collected for parking citations, non-traffic related court fines and administrative citations. The City has recently shown a decrease in the category of "Court Fines". As such, the line item is budgeted below what has been budgeted in the past.

#### Investment Income

The City participates in the Local Agency Investment Fund along with purchasing a combination of short and long term investments as authorized in the City's investment policy. Due to a slightly rising interest rate environment, the City is budgeting for a minor increase in this area.

#### Other Financing Sources

This includes transfers in from various funds such as Supplemental Law Enforcement Fund, the Sewer Construction/Maintenance Fund and the Successor Agency. Funds are transferred from the abovementioned funds to the General Fund in order to cover the costs for staff to administer the funds. As a result of a change of methodology from prior years in reimbursing the General Fund, the budget for Transfers In from Other Funds has been reduced.



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## Budgeted Expenditures by Fund

### City of La Puente Budgeted Expenditure By Fund Fiscal Year 2017-2018 Adopted Budget

Dept	Fund	Description	2015-2016	2016-2017	2016-2017	2017-2018
			Actuals	Amended Budget	Estimated	Adopted Budget
<b>GENERAL FUND</b>						
1100	100	City Council	\$ 240,355	\$ 226,100	\$ 224,700	\$ 249,950
1110	100	City Manager	532,205	589,400	523,500	610,500
1120	100	City Clerk	238,001	159,600	149,400	164,800
1130	100	Financial Services	739,708	778,100	799,600	772,200
1135	100	Human Resources/Risk Management	338,308	770,200	746,500	964,800
1150	100	General Services	184,676	638,783	186,600	200,000
2100	100	Public Safety Services	5,426,848	5,839,300	5,661,500	6,318,700
2110	100	Code Enforcement Services	393,515	374,900	407,900	502,900
2120	100	Emergency Preparedness	8,755	14,000	-	2,000
3100	100	Public Works Services	128,248	156,800	174,300	158,900
3110	100	Engineering Services	93,191	94,500	87,000	93,100
3300	100	Planning/Zoning Services	225,562	198,100	245,400	233,450
3310	100	Building & Safety Services	330,670	251,800	212,200	271,300
3320	100	Housing & Community Services	75,049	96,300	94,200	88,900
3330	100	Parks	450,310	403,400	432,100	409,100
4100	100	Recreation Services	1,125,137	1,130,000	1,216,700	609,200
4110	100	Youth Learning Activity Services	670,418	714,700	692,000	257,600
4130	100	Senior Services	121,826	157,500	156,000	147,200
4140	100	Community Promotions	56,527	80,900	72,000	210,000
<b>Total General Fund</b>			<b>\$ 11,379,309</b>	<b>\$ 12,674,383</b>	<b>\$ 12,081,600</b>	<b>\$ 12,264,600</b>
<b>STATE GAS TAX FUND</b>						
3120	200	Public Works Services	\$ 780,719	\$ 915,300	\$ 833,200	\$ 872,500
<b>Total State Gas Tax Fund</b>			<b>\$ 780,719</b>	<b>\$ 915,300</b>	<b>\$ 833,200</b>	<b>\$ 872,500</b>
<b>MEASURE M FUND</b>						
3120	203	Streets	\$ -	\$ -	\$ -	\$ -
<b>Total Measure M Fund</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MEASURE R FUND</b>						
3120	205	Streets	\$ 4,404	\$ -	\$ -	\$ 208,800
<b>Total Measure R Fund</b>			<b>\$ 4,404</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 208,800</b>
<b>PROP A FUND</b>						
3130	210	Transportation	\$ 887,429	\$ 942,900	\$ 864,900	\$ 924,700
<b>Total Prop A Fund</b>			<b>\$ 887,429</b>	<b>\$ 942,900</b>	<b>\$ 864,900</b>	<b>\$ 924,700</b>
<b>PROP C FUND</b>						
3130	215	Transportation	\$ -	\$ -	\$ -	\$ -
<b>Total Prop C Fund</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SUPPLEMENTAL LAW ENFORCEMENT FUND</b>						
2100	240	Public Safety Services	\$ 114,618	\$ 100,000	\$ 129,300	\$ 100,000
<b>Total Supplemental Law Enforcement Fund</b>			<b>\$ 114,618</b>	<b>\$ 100,000</b>	<b>\$ 129,300</b>	<b>\$ 100,000</b>

## Budgeted Expenditures by Fund

City of La Puente  
Budgeted Expenditure By Fund  
Fiscal Year 2017-2018 Adopted Budget

<u>Dept</u>	<u>Fund</u>	<u>Description</u>	<u>2015-2016</u> <u>Actuals</u>	<u>2016-2017</u> <u>Amended</u> <u>Budget</u>	<u>2016-2017</u> <u>Estimated</u>	<u>2017-2018</u> <u>Adopted Budget</u>
<b>JAG GRANT FUND</b>						
2100	245	Public Safety Services	\$ 12,172	\$ 10,400	\$ 10,700	\$ 10,000
<b>Total JAG Grant Fund</b>			<b>\$ 12,172</b>	<b>\$ 10,400</b>	<b>\$ 10,700</b>	<b>\$ 10,000</b>
<b>ASSET SEIZURE FUND</b>						
2100	255	Public Safety Services	\$ 4,424	\$ 5,000	\$ 2,500	\$ 1,700
<b>Total Asset Seizure Fund</b>			<b>\$ 4,424</b>	<b>\$ 5,000</b>	<b>\$ 2,500</b>	<b>\$ 1,700</b>
<b>CDBG PROGRAM FUND</b>						
3320	260	Housing & Community Services	\$ 336,230	\$ 334,600	\$ 314,800	\$ 388,100
<b>Total CDBG Program Fund</b>			<b>\$ 336,230</b>	<b>\$ 334,600</b>	<b>\$ 314,800</b>	<b>\$ 388,100</b>
<b>CAL HOME LOAN FUND</b>						
3320	265	Housing & Community Services	\$ 6,696	\$ 232,000	\$ -	\$ 232,000
<b>Total Cal Home Loan Fund</b>			<b>\$ 6,696</b>	<b>\$ 232,000</b>	<b>\$ -</b>	<b>\$ 232,000</b>
<b>AIR QUALITY IMPROVEMENT FUND</b>						
3100	270	Vehicle Maintenance & Replacement	\$ -	\$ 55,000	\$ -	\$ 55,000
<b>Total Air Quality Improvement Fund</b>			<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>
<b>PEG ACCESS FUND</b>						
1125	275	Peg Access Channel	\$ 20,311	\$ 43,700	\$ 11,500	\$ 94,100
<b>Total Peg Access Fund</b>			<b>\$ 20,311</b>	<b>\$ 43,700</b>	<b>\$ 11,500</b>	<b>\$ 94,100</b>
<b>LIGHTING &amp; LANDSCAPING FUND</b>						
3330	285	Parks	\$ -	\$ -	\$ -	\$ 7,788,500
<b>Total Lighting &amp; Landscaping Fund</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,788,500</b>
<b>CAPITAL PROJECTS FUND</b>						
1125	400	Capital Projects Fund	\$ -	\$ -	\$ -	\$ 208,800
<b>Total Capital Projects Fund</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 208,800</b>
<b>SEWER CONSTRUCTION/MTCE FUND</b>						
3210	500	Sewer Maintenance	\$ 838,818	\$ 841,200	\$ 806,500	\$ 939,500
<b>Total Sewer Construction/Mtce Fund</b>			<b>\$ 838,818</b>	<b>\$ 841,200</b>	<b>\$ 806,500</b>	<b>\$ 939,500</b>
<b>2007 SEWER REVENUE BOND FUND</b>						
3210	505	Sewer Revenue Bond	\$ 630,608	\$ 637,000	\$ 740,100	\$ -
<b>Total Sewer Revenue Bond Fund</b>			<b>\$ 630,608</b>	<b>\$ 637,000</b>	<b>\$ 740,100</b>	<b>\$ -</b>
<b>CSMD FUND</b>						
3220	510	CSMD	\$ 134,514	\$ 157,000	\$ 144,800	\$ -
<b>Total CSMD Fund</b>			<b>\$ 134,514</b>	<b>\$ 157,000</b>	<b>\$ 144,800</b>	<b>\$ -</b>

## Budgeted Expenditures by Fund

**City of La Puente  
Budgeted Expenditure By Fund  
Fiscal Year 2017-2018 Adopted Budget**

<u>Fund</u>	<u>Description</u>	<u>2015-2016 Actuals</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>EQUIPMENT REPLACEMENT FUND</b>					
5100	550 Information Technology	\$ 111,023	\$ 235,100	\$ 228,600	\$ 191,200
<b>Total Equipment Replacement Fund</b>		<b>\$ 111,023</b>	<b>\$ 235,100</b>	<b>\$ 228,600</b>	<b>\$ 191,200</b>
<b>VEHICLE MAINTENANCE &amp; REPLACEMENT FUND</b>					
3150	555 Vehicle Maintenance & Replacement	\$ 103,798	\$ 103,700	\$ 104,900	\$ 126,700
<b>Total Vehicle Maintenance &amp; Replacement Fund</b>		<b>\$ 103,798</b>	<b>\$ 103,700</b>	<b>\$ 104,900</b>	<b>\$ 126,700</b>
<b>SUCCESSOR AGENCY FUND</b>					
5100	610 RPTTF	\$ 1,487,603	\$ 517,300	\$ 908,800	\$ 1,015,100
<b>Total Successor Agency Fund</b>		<b>\$ 1,487,603</b>	<b>\$ 517,300</b>	<b>\$ 908,800</b>	<b>\$ 1,015,100</b>
<b>CAPITAL IMPROVEMENTS</b>					
100	General Fund	\$ -	\$ 1,026,717	\$ 255,700	\$ 825,000
200	State Gas Tax Fund	904,903	-	-	210,000
203	Measure M Fund	-	-	-	425,000
205	Measure R Fund	185,701	880,800	28,300	1,119,000
210	Prop A Fund	14,968	297,800	293,000	-
215	Prop C Fund	577,931	1,422,000	774,800	1,000,000
220	Local Transportation Fund	30,000	50,000	50,000	-
225	STPL Grant Fund	605,941	-	-	-
230	HSIP Grant Fund	24,135	756,000	13,900	874,600
235	Safe Routes to School Fund	-	-	-	-
260	CDBG Program Fund	300,000	278,000	25,000	275,000
280	Miscellaneous Grant Fund	35,000	25,000	35,000	-
285	Lighting & Landscape	-	-	-	3,190,000
400	Capital Projects Fund	776,912	500,000	912,200	4,684,100
500	Sewer Construction/Mtce Fund	-	1,000,000	-	1,900,000
505	Sewer Revenue Bond Fund	-	860,000	-	-
<b>Total Capital Improvements</b>		<b>\$ 3,455,491</b>	<b>\$ 7,096,317</b>	<b>\$ 2,387,900</b>	<b>\$ 14,502,700</b>
<b>GRAND TOTAL</b>		<b>\$ 20,308,168</b>	<b>\$ 24,900,900</b>	<b>\$ 19,570,100</b>	<b>\$ 39,924,000</b>



## Budgeted Expenditures by Type

### City of La Puente Budgeted Expenditure By Type Fiscal Year 2017-2018 Adopted Budget

<u>Acct. No.</u>	<u>Department</u>	<u>Personnel Services</u>	<u>Operating Expenditures</u>	<u>Capital Improvement</u>	<u>Debt Services</u>	<u>Transfer Out</u>	<u>Total</u>
100-1100 City Council		\$ 172,600	\$ 77,350	\$ -	\$ -	\$ -	\$ 249,950
100-1110 City Manager		418,600	191,900	-	-	-	610,500
100-1120 City Clerk		115,400	49,400	-	-	-	164,800
275-1125 PEG Access		-	94,100	-	-	-	94,100
100-1130 Financial Services		667,400	104,800	-	-	-	772,200
100-1135 Human Resources/Risk Management		582,900	381,900	-	-	-	964,800
100-1150 General Services		-	200,000	-	-	-	200,000
550-5100 Information Technology		-	191,200	-	-	-	191,200
	<b>General Government</b>	<b>\$ 1,956,900</b>	<b>\$ 1,290,650</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,247,550</b>
100-2100 Public Safety Services		\$ -	\$ 6,318,700	\$ -	\$ -	\$ -	\$ 6,318,700
240-2100 Public Safety Services		-	-	-	-	100,000	100,000
245-2100 Public Safety Services		-	10,000	-	-	-	10,000
255-2100 Public Safety Services		-	1,700	-	-	-	1,700
100-2110 Code Enforcement Services		210,200	292,700	-	-	-	502,900
100-2120 Emergency Preparedness		-	2,000	-	-	-	2,000
	<b>Public Safety</b>	<b>\$ 210,200</b>	<b>\$ 6,625,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 6,935,300</b>
100-3100 Public Works Services		\$ -	\$ 158,900	\$ -	\$ -	\$ -	\$ 158,900
270-3100 Public Works Services (AQMD)		-	55,000	-	-	-	55,000
100-3110 Engineering Services		-	93,100	-	-	-	93,100
200-3120 Streets		341,300	531,200	-	-	-	872,500
205-3120 Streets (Measure R)		-	-	-	-	208,800	208,800
210-3130 Transportation (Prop A)		172,700	752,000	-	-	-	924,700
555-3150 Vehicle Maintenance & Replacement		-	126,700	-	-	-	126,700
	<b>Public Works</b>	<b>\$ 514,000</b>	<b>\$ 1,716,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 208,800</b>	<b>\$ 2,439,700</b>
500-3210 Sewer Construction/Maintenance		\$ -	\$ 102,300	\$ -	\$ 574,400	\$ 262,800	\$ 939,500
505-3210 Sewer Revenue Bond		-	-	-	-	-	-
510-3220 CSMD Fund		-	-	-	-	-	-
	<b>Sewer</b>	<b>\$ -</b>	<b>\$ 102,300</b>	<b>\$ -</b>	<b>\$ 574,400</b>	<b>\$ 262,800</b>	<b>\$ 939,500</b>
100-3300 Planning/Zoning Services		\$ 185,800	\$ 47,650	\$ -	\$ -	\$ -	\$ 233,450
100-3310 Building & Safety Services		-	271,300	-	-	-	271,300
100-3320 Housing & Community Services		76,500	12,400	-	-	-	88,900
260-3320 Housing & Community Services		219,000	169,100	-	-	-	388,100
265-3320 Housing & Community Services		-	232,000	-	-	-	232,000
100-3330 Parks		348,400	60,700	-	-	-	409,100
285-3330 Parks		-	443,200	-	7,345,300	-	7,788,500
	<b>Development Services</b>	<b>\$ 829,700</b>	<b>\$ 1,236,350</b>	<b>\$ -</b>	<b>\$ 7,345,300</b>	<b>\$ -</b>	<b>\$ 9,411,350</b>
100-4100 Recreation Services		\$ 461,400	\$ 147,800	\$ -	\$ -	\$ -	\$ 609,200
100-4110 Youth Learning Activity Services		165,500	92,100	-	-	-	257,600
100-4130 Senior Services		55,200	92,000	-	-	-	147,200
100-4140 Community Promotions		-	210,000	-	-	-	210,000
	<b>Recreation</b>	<b>\$ 682,100</b>	<b>\$ 541,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,224,000</b>
610-5100 RPTTF		\$ -	\$ 413,000	\$ -	\$ 602,100	\$ -	\$ 1,015,100
	<b>Successor Agency</b>	<b>\$ -</b>	<b>\$ 413,000</b>	<b>\$ -</b>	<b>\$ 602,100</b>	<b>\$ -</b>	<b>\$ 1,015,100</b>
Capital Improvement Projects		\$ -	\$ -	\$ 14,502,700	\$ 208,800	\$ -	\$ 14,711,500
	<b>Capital Improvements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,502,700</b>	<b>\$ 208,800</b>	<b>\$ -</b>	<b>\$ 14,711,500</b>
	<b>Total</b>	<b>\$ 4,192,900</b>	<b>\$ 11,926,200</b>	<b>\$ 14,502,700</b>	<b>\$ 8,730,600</b>	<b>\$ 571,600</b>	<b>\$ 39,924,000</b>



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## City Council

### **Mission**

To make policies that will achieve the goals and objectives that reflects the will of the residents of the City of La Puente and to provide direction to City Staff to implement programs and projects consistent with those goals and objectives.

### **Primary Functions and Responsibilities**

The role of the City Council is to set policy based on the goals and objectives of the community. The City Council provides direction to City Staff to implement policies made by the City Council. The most important “policy tool” of the City Council is the annual budget. An important piece of budget process is determining what the community needs and setting the goals to meet those needs through the budget process.

### **Major Accomplishments**

- Let contract for and completed construction of the Valley Boulevard Wall.
- Organized a successful health fair in cooperation with the Mexican Consulate.
- Conducted a successful Youth in Government Day and mock city council meeting for Project LEAD.
- Adopted a joint resolution with LA County to acquire the county lighting district
- Participated in a joint meeting with Bassett Unified School District to work together on storm water project.

### **Goals & Objectives**

- To meet the needs of the community in its policy making decisions.
- To articulate the goals and objectives of the community through the adoption of a strategic plan.
- To represent the interests of the City before regional and State organizations and agencies.
- To hear appeals of Planning Commission/Development Review Board decisions.
- To provide the residents with a safe and vibrant community
- To bring new businesses to the City to improve economic climate and spur growth

<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>Actual 2015-16</u></b>	<b><u>Actual 2016-17</u></b>	<b><u>Adopted 2017-18</u></b>
Council members	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
<b>Total FTE</b>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

## Expenditure Summary – City Council

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: CITY COUNCIL**  
**FUND: 100 - General Fund**

**Account Code: 1100**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Personnel Services	\$ 160,995	\$ 168,300	\$ 162,500	\$ 172,600
Operating Expenditures	79,360	57,800	62,200	77,350
<b>TOTAL</b>	<b>\$ 240,355</b>	<b>\$ 226,100</b>	<b>\$ 224,700</b>	<b>\$ 249,950</b>

**FUNDING SOURCES**

100 - General Fund	\$ 240,355	\$ 226,100	\$ 224,700	\$ 249,950
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**ACCOUNT NUMBER EXPLANATION**

51111	Salaries - Full-Time	Stipends for five Council Members
51211	Retirement	Costs of City's and Council Member's share of CalPERS
51212	FICA-Medicare	Medicare benefits for Council Members
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
51316	Auto Allowance	Automotive allowance for each Council Member
51317	Telecom Allowance	Telecommunication allowance for each Council Member
53011	Operating Supplies	Office supplies for the Council Chambers
53012	Small Tools & Equipment	Small equipment for Council Chambers
53111	Contract Services - Private	Legislative consultant; interpreter and audio services for special meetings
53971	Dues & Memberships	Memberships to Organizations such as California Contract Cities, League of California Cities, San Gabriel Valley Council of Government, Southern California Association of Government, National Association of Latino Elected/Appointed Officials
53972	Conferences & Meetings	Attendance at professional association conferences and meetings
53973	Host Meetings	Hosting City Council and special meetings
53976	Special Departmental	Miscellaneous expenses for Council activities such as flowers, recognition gifts and awards, shirts, jackets and other expenses.
53996	IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – City Council**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: CITY COUNCIL**  
**FUND: 100- General Fund**

**Account Code: 1100**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 32,160	\$ 32,200	\$ 32,200	\$ 32,200
Retirement	51211	9,532	9,700	9,000	11,200
FICA-Medicare	51212	1,137	1,100	1,100	1,100
Other Health-DOC	51311	8,561	10,000	10,000	10,000
Disability Insurance	51312	121	1,200	200	1,200
Life Insurance	51313	915	900	900	900
Health Insurance	51314	62,993	67,600	63,500	70,300
Auto Allowance	51316	27,576	27,600	27,600	27,700
Telecommunication Allowance	51317	18,000	18,000	18,000	18,000
<b>Total Personnel Services</b>		<u>\$ 160,995</u>	<u>\$ 168,300</u>	<u>\$ 162,500</u>	<u>\$ 172,600</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 648	\$ 1,300	\$ 500	\$ 500
Small Tools & Equipment	53012	273	200	800	750
Contract Services - Private	53111	1,375	3,500	11,000	17,800
Printing & Publishing	53411	448	-	-	-
Dues & Memberships	53971	38,367	38,100	38,100	40,000
Conferences & Meetings	53972	9,412	5,000	2,500	10,000
Host Meetings	53973	260	500	200	500
Special Departmental	53976	5,981	3,100	3,000	3,500
IT/Equipment Charges	53996	22,596	6,100	6,100	4,300
<b>Total Operating Expenditures</b>		<u>\$ 79,360</u>	<u>\$ 57,800</u>	<u>\$ 62,200</u>	<u>\$ 77,350</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 240,355</u>	<u>\$ 226,100</u>	<u>\$ 224,700</u>	<u>\$ 249,950</u>

### **Mission**

To serve as the Chief Advisor to the City Council relative to business matters, implement City Council policies and direction; and to provide management oversight of City operations.

### **Primary Functions and Responsibilities**

The Administration Department includes the City Manager who oversees and coordinates all City operations. The City Manager directly manages the Chief Deputy City Clerk, Director of Administrative Services, Director of Recreation, Director of Development Services and the Chief of Police. The Administration Department also oversees the Sheriff's Department contract, waste management services contract, Cable Television Franchise and the publishing contract for the quarterly Spotlight La Puente newsletter.

The City Manager's primary function is to implement the policies set by the City Council to achieve the Community's vision, goals and objectives. The City Manager advises the City Council on issues relevant to the City and prepares or directs the preparation of informational memoranda and reports to the City Council. The City Manager formulates plans and methodologies to implement the direction of the City Council and keeps the City Council advised of legislation and regulations that affect Council Members and the City.

The City Attorney provides legal advice to the City Council, City Commissions and Committees, and Departments. The services are provided through the Law Offices of Casso & Sparks. The City Attorney reviews all resolutions, ordinances, contracts, and other city documents for legal correctness and validity, provides advice on the legal ramifications of City policies and actions, and represents the City in court actions as necessary.

### **Major Accomplishments**

- Worked to create a business-friendly environment within the City.
- Facilitated economic development
- Managed resources economically and efficiently
- Initiated energy efficiency project to allow for city-wide cost savings in the areas of lighting and energy consumption

### **Goals & Objectives**

- Implement the direction of the City Council
- Advise and provide recommendations to the City Council on matters with their jurisdiction
- Promote economic development within the City of La Puente
- Carry out the vision and mission statements of the City Council
- Provide efficient and responsive city government services
- Foster cooperative relationships with other agencies and jurisdictions through the pursuit of mutually beneficial goals

## City Manager

### Goals & Objectives (continued)

- Provide effective and responsive public safety services through contract law enforcement services
- Maintain a fiscally responsible budget for the economic benefit of the City

<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>Actual 2015-16</u></b>	<b><u>Actual 2016-17</u></b>	<b><u>Adopted 2017-18</u></b>
City Manager	0.97	0.97	0.97
Executive Assistant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE</b>	<u>1.97</u>	<u>1.97</u>	<u>1.97</u>

## Expenditure Summary – City Manager

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: CITY MANAGER**  
**FUND: 100 - General Fund**

**Account Code: 1110**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Personnel Services	\$ 347,169	\$ 384,800	\$ 333,200	\$ 418,600
Operating Expenditures	185,036	204,600	190,300	191,900
<b>TOTAL</b>	<b>\$ 532,205</b>	<b>\$ 589,400</b>	<b>\$ 523,500</b>	<b>\$ 610,500</b>

**FUNDING SOURCES**

11 - General Fund	\$ 532,205	\$ 589,400	\$ 523,500	\$ 610,500
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**ACCOUNT NUMBER EXPLANATION**

51111	Salaries - Full-time	Salaries for City Manager (97%) and Executive Assistant (100%)
51116	Annual Leave/Separation	Salaries for compensable leave balances upon separation
51117	Overtime	Overtime pay for full-time non-exempt employees
51211	Retirement	Costs of City's and employee's share of PERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
51317	Telecom Allowance	Telecommunication allowance for City Manager
51318	Deferred Compensation	Deferred compensation contribution for City Manager
53011	Office Supplies	Office supplies for the City Manager's office
53111	Contract Services - Private	Grant writing services (contract not budgeted for in FY 2016-17, FY 2017-18)
53114	Legal Fees - General	Legal services for City Attorney and attorneys dealing with labor law and other legal assignments
53118	Legal Fees - Litigations	Legal services for litigation
53961	Subscriptions & Publications	Subscription for newspapers and publications
53971	Dues & Memberships	Memberships in professional associations
53972	Conferences & Meetings	City Manager and staff attendance at various conferences and meetings; Semi-Annual Strategic Planning meetings
53976	Special Departmental	Miscellaneous expenses such as recognition gifts & awards
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges



**Expenditure Detail – City Manager**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: CITY MANAGER**  
**FUND: 100 - General Fund**

**Account Code: 1110**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 219,774	\$ 247,600	\$ 205,100	\$ 254,800
Salaries - Part-time	51112	-	-	13,000	-
Annual Leave/Separation	51116	-	-	1,000	-
Overtime	51117	53	-	-	-
Leave Conversion Incentive	51118	7,500	-	7,900	8,000
Retirement	51211	83,949	90,200	78,000	107,500
FICA-Medicare	51212	3,337	3,600	3,300	3,700
Other Health-DOC	51311	2,243	3,900	2,800	3,900
Disability Insurance	51312	1,935	3,500	1,800	3,600
Life Insurance	51313	592	600	500	400
Health Insurance	51314	24,047	29,600	14,200	30,900
Telecommunication Allowance	51317	1,800	1,800	1,800	1,800
Deferred Compensation	51318	1,939	4,000	3,800	4,000
<b>Total Personnel Services</b>		<u>\$ 347,169</u>	<u>\$ 384,800</u>	<u>\$ 333,200</u>	<u>\$ 418,600</u>
<b>Operating Expenditures</b>					
Office Supplies	53011	\$ 644	\$ 1,000	\$ 750	\$ 1,000
Contract Services - Private	53111	30,016	-	-	-
Legal Fees - General	53114	124,636	150,000	150,000	150,000
Legal Fees - Litigations	53118	-	5,000	-	5,000
Subscriptions & Publications	53961	529	500	550	600
Dues & Memberships	53971	1,855	2,000	1,600	1,600
Conferences & Meetings	53972	13,711	16,000	11,300	17,300
Special Departmental	53976	49	5,000	1,000	3,000
IT/Equipment Charges	53996	9,300	17,900	17,900	8,300
Vehicle Charges	53997	4,296	7,200	7,200	5,100
<b>Total Operating Expenditures</b>		<u>\$ 185,036</u>	<u>\$ 204,600</u>	<u>\$ 190,300</u>	<u>\$ 191,900</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 532,205</u>	<u>\$ 589,400</u>	<u>\$ 523,500</u>	<u>\$ 610,500</u>

**Mission**

The City Clerk’s Office is dedicated to providing extraordinary customer service to the public, City staff and the City Council in an efficient, professional and friendly manner. We strive to provide timely and accessible service when responding to inquiries and requests for public information and are committed to building relationships and ensuring every contact with our customers is a positive one.

**Primary Functions and Responsibilities**

The City Clerk’s office maintains records of all City Council activities, City-owned property transactions, resolutions, ordinances and minutes. The City Clerk’s office administers municipal elections in accordance with State and local requirements, ensuring fair and impartial elections. The City Clerk’s office also administers oaths of office and provides background research, public information services and documents to City Council, City staff and members of the public.

The duties of the City Clerk include, but are not limited to:

- Acting as filing official for all FPPC campaign disclosure forms and Statements of Economic Interests, as well as monitoring FPPC deadlines to ensure compliance by City Council and City staff
- Acting as elections official and administering municipal elections including preparing the candidate handbook, issuing nomination papers, preparing legal notices and resolutions and acting as FPPC filing officer
- Attending and recording City Council meetings
- Directing the records retention program for all City records
- Maintaining and codifying the Municipal Code
- Maintaining and tracking all agreements and contracts entered into by the City and monitoring insurance to ensure coverage for the life of the contract
- Posting and publishing City Council agendas and public hearing notices
- Preparing City Council agendas, staff reports and agenda packets
- Receiving and opening bids for services and requests for proposals
- Receiving claims against the City
- Receiving public records requests; compiling responsive documents; preparing response letters and maintaining the database of public records requests
- Recording the legislative actions of the City Council and Commissions, including preparation and preservation of ordinances, resolutions and minutes
- Reviewing and updating the Conflict of Interest Code

**Major Accomplishments**

Between January 1 and December 31, 2016, the City Clerk’s office accomplished the following notable tasks:

- Processed and responded to 104 public records requests with an average response time of 4 days; reduced requests for public records by 33% and increased transparency by placing the most requested documents on the City’s website

**City Clerk**

**Major Accomplishments (continued)**

Between January 1 and December 31, 2016, the City Clerk’s office accomplished the following notable tasks:

- Processed and responded to 104 public records requests with an average response time of 4 days; reduced requests for public records by 33% and increased transparency by placing the most requested documents on the City’s website
- Prepared the agenda, agenda packet and minutes of 30 City Council, Education Commission, Puente Pride Commission and Oversight Board meetings
- Prepared the agenda, agenda packet and minutes of 30 City Council, Education Commission, Puente Pride Commission and Oversight Board meetings
- Processed and circulated for signature 70 resolutions and ordinances and 53 contracts
- Catalogued and archived 5,317 resolutions, 944 ordinances and 270 contracts as well as all City Council minutes
- Managed the FPPC filings for approximately 40 filers
- Administered three updates to the City’s Municipal Code

**Goals & Objectives**

- Utilize technology to improve efficiency and productivity, reduce operating costs and safeguard important information
- Implement a City-wide document management program to preserve records and increase access by City staff
- Continue to maintain, manage and preserve the records of the City Council and Commissions including agendas, staff report resolutions, ordinances and meeting minutes
- Continue to maintain, manage and preserve the City’s contracts and agreements
- Update the Records Retention Schedule to provide for the efficient and economical management of public records and train staff on the proper maintenance, storage and destruction of records

<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>Actual 2015-16</u></b>	<b><u>Actual 2016-17</u></b>	<b><u>Adopted 2017-18</u></b>
Chief Deputy City Clerk	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE</b>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

## Expenditure Summary – City Clerk

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: CITY CLERK**  
**FUND: 100 - General Fund**

**Account Code: 1120**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 113,532	\$ 111,500	\$ 111,000	\$ 115,400
Operating Expenditures	124,469	48,100	38,400	49,400
<b>TOTAL</b>	<b>\$ 238,001</b>	<b>\$ 159,600</b>	<b>\$ 149,400</b>	<b>\$ 164,800</b>

**FUNDING SOURCES**

100 - General Fund	\$ 238,001	\$ 159,600	\$ 149,400	\$ 164,800
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**ACCOUNT NUMBER EXPLANATION**

51111	Salaries - Full-time	Salaries for Chief Deputy City Clerk (100%)
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies
53111	Contract Services - Private	Contract for Questys (reclassified to Fund 550)
53115	Contract Services - Election	Contract services for assistance with election
53211	Postage & Mailings	Postage for election notifications and miscellaneous mailings
53405	Records Management	Costs for destruction of documents, folders and supplies
53411	Printing & Publishing	Costs for ads for required public notices
53412	Municipal Code Publishing	Municipal code updates and legal publications
53971	Dues & Memberships	Membership dues for International Institute of Municipal Clerks and City Clerks Association of California
53972	Conferences & Meetings	Seminar costs for City Clerk training
53976	Special Departmental	Miscellaneous supplies for committees and commissions
53996	IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – City Clerk**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: CITY CLERK**  
**FUND: 100 - General Fund**

**Account Code: 1120**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 84,763	\$ 92,400	\$ 92,400	\$ 94,700
Salaries - Part-time	51112	12,344	-	-	-
Retirement	51211	5,905	6,600	6,600	6,800
FICA-Medicare	51212	1,409	1,300	1,300	1,400
Other Health-DOC	51311	931	2,000	2,000	2,000
Disability Insurance	51312	732	1,300	800	1,300
Life Insurance	51313	180	200	200	200
Health Insurance	51314	7,268	7,700	7,700	9,000
<b>Total Personnel Services</b>		<u>\$ 113,532</u>	<u>\$ 111,500</u>	<u>\$ 111,000</u>	<u>\$ 115,400</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 2,667	\$ 1,500	\$ 200	\$ 1,500
Contract Services - Private	53111	1,500	-	-	-
Contract Services - Election	53115	91,843	-	-	-
Postage & Mailings	53211	204	300	4,100	300
Records Management	53405	-	1,000	-	500
Printing & Publishing	53411	8,093	20,000	11,300	20,000
Municipal Code Publishing	53412	8,391	10,000	7,500	10,000
Dues & Memberships	53971	325	500	500	500
Conferences & Meetings	53972	1,167	2,500	2,500	4,000
Special Departmental	53976	979	300	300	300
IT/Equipment Charges	53996	9,300	12,000	12,000	12,300
<b>Total Operating Expenditures</b>		<u>\$ 124,469</u>	<u>\$ 48,100</u>	<u>\$ 38,400</u>	<u>\$ 49,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 238,001</u>	<u>\$ 159,600</u>	<u>\$ 149,400</u>	<u>\$ 164,800</u>



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## PEG Access Cable

### **Mission**

### **Primary Functions and Responsibilities**

Public, Educational, and Governmental (PEG) fees are remitted to the City by all video service providers with a valid state franchise. Federal law mandates that PEG fees may only be used for capital expenditures related to the City's operation of its PEG channels.

### **Goals and Objectives**

Upgrade computers, microphones and audio visual equipment in City Council chambers. Upgrade equipment used in broadcasting local information.

**Expenditure Summary – PEG Access Cable**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: ADMINISTRATION**  
**FUND: 275 - PEG Access Cable Fund**

**Account Code: 1125**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Operating Expenditures	\$ 20,311	\$ 43,700	\$ 11,500	\$ 94,100
<b>TOTAL</b>	<u>\$ 20,311</u>	<u>\$ 43,700</u>	<u>\$ 11,500</u>	<u>\$ 94,100</u>

**FUNDING SOURCES**

275 - PEG Access Cable Fund	<u>\$ 20,311</u>	<u>\$ 43,700</u>	<u>\$ 11,500</u>	<u>\$ 94,100</u>
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**ACCOUNT NUMBER EXPLANATION**

53111	Contract Services - Private	Contract with Granicus, Efficiency Encoding and Vision Internet
53998	Equipment	Equipment upgrade for Council Chambers



**Expenditure Detail – PEG Access Cable**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: ADMINISTRATION**  
**FUND: 275 - PEG Access Cable Fund**

**Account Code: 1125**

<b>Description</b>	<b>Acct. No.</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
<b>Operating Expenditures</b>					
Contract Services - Private	53111	\$ 11,400	\$ 18,700	\$ 11,500	\$ 19,100
Equipment	53998	8,911	25,000	-	75,000
<b>Total Operating Expenditures</b>		<u>\$ 20,311</u>	<u>\$ 43,700</u>	<u>\$ 11,500</u>	<u>\$ 94,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 20,311</u>	<u>\$ 43,700</u>	<u>\$ 11,500</u>	<u>\$ 94,100</u>

### **Mission**

The Finance Department (Finance) is committed to ensuring prudent financial management of public resources to fulfill the City's mission and citywide priorities as well as providing professional, accurate, and timely financial information and services to our customers, both internal and external. Our emphasis is on teamwork, collaboration, integrity, and professionalism.

### **Primary Functions and Responsibilities**

Finance manages the City's resources and daily/long range financial operations of the City and Successor Agency. The department is responsible for the following support services:

- Financial/Treasury management
- General accounting
- Accounts payable
- Payroll
- Cashier/Business License/Bus Pass/Passport/Information Desk

***Financial/Treasury Administration*** - Financial administration manages the City and Successor Agency financial operations. This includes financial planning, budget preparation, Comprehensive Annual Financial Report, investment, cash and debt management, staff support, banking relations, and external reporting.

***General Accounting*** - General accounting provides for the financial reporting, independent audit, budgeting and accounting of the City and Successor Agency.

- Daily, weekly, and monthly postings to general ledger
- Preparation of monthly financial report and monthly bank reconciliation to general ledger cash balances
- Planning, scheduling and completion of annual financial and single audit
- Quarterly budgetary control
- Maintaining internal control systems
- Preparation of federal, state and county financial reports

***Accounts Payable*** - Accounts payable coordinates and controls the City and Successor Agency vendor files and cash disbursement function.

- Monitor authorization, documentation and proper account distribution
- Prepare weekly cash requirement report and vendor checks
- Maintain and update vendor files
- Audit vendor files for Form 1099 reports

### **Primary Functions and Responsibilities (continued)**

*Payroll* - Payroll is responsible for the timely issuance of the payroll and other required payroll reports.

- Maintain employee payroll records
- Process semi-monthly and special payrolls
- Enter all employee benefit/compensation changes from MOU, personnel transaction forms and open enrollment
- Prepare monthly health, dental, vision, life, and LTD/STD
- Prepare and distribute all payroll and benefit checks and reports
- Prepare employee W-2 forms
- Prepare monthly, quarterly, annual federal and state payroll reports

*Cashier* - Cashiers are responsible for answering telephone calls, business license applications, passport applications, accounts receivable, and processing cash receipts for the City and Successor Agency.

- Process various accounts receivable for the City and Successor Agency
- Answering calls for the City
- Process finance mail and remittances
- Administer business licensing function
- Process passport applications on behalf of the public for the Department of Justice
- Prepares daily cash receipts report and deposit

### **Major Accomplishments**

- Completed upgrade of financial software to newer version
- Submitted the City's Comprehensive Annual Financial Report as of June 30, 2016 to the award program of the Government Finance Officers Association and received award.
- Audited all general ledger accounts and completed all reconciliations.

### **Goals & Objectives**

- Streamline financial and accounting functions.
- Prepare and submit various financial reports to Federal, State, and County agencies in a timely manner.
- Continue to receive the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers' Association.
- Increase investment returns through a proactive investment function.

<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>Actual 2015-16</u></b>	<b><u>Actual 2016-17</u></b>	<b><u>Adopted 2017-18</u></b>
Director of Administrative Services	0.95	0.97	0.97
Finance Manager	0.91	0.93	0.93
Financial Services Supervisor	0.85	0.87	0.87
Accounting Assistant	1.50	1.50	1.50
Management Intern	0.50	0.50	0.00
Office Specialist	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>
<b>Total FTE</b>	<u>4.71</u>	<u>4.77</u>	<u>4.77</u>



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**Expenditure Summary – Financial Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: FINANCIAL SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 1130**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 626,318	\$ 646,200	\$ 659,000	\$ 667,400
Operating Expenditures	113,390	131,900	140,600	104,800
<b>TOTAL</b>	<b>\$ 739,708</b>	<b>\$ 778,100</b>	<b>\$ 799,600</b>	<b>\$ 772,200</b>

**FUNDING SOURCES**

100 - General Fund	<u>\$ 739,708</u>	<u>\$ 778,100</u>	<u>\$ 799,600</u>	<u>\$ 772,200</u>
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**ACCOUNT NUMBER EXPLANATION**

51111	Salaries - Full-time	Allocated Salaries of Director of Administrative Services (97%), Finance Manager (93%), Financial Services Supervisor (87%) and three Accounting Assistants (50% each)
51112	Salaries - Part-time	Salaries for part-time Office Specialist
51116	Annual Leave/Sep Pay	Payment of accrued leave at time of employee separation
51117	Overtime	Overtime pay for full time employees
51118	Leave Conversion Incentive	Conversion of accrued leave
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies needed for A/P, payroll, business licenses, budget, bus passes, business forms, etc.
53111	Contract Services - Private	Contract costs for financial and single audit, State Controller's report, annual street report, budget printing, cost recovery system, actuarial reports, CAFR statistical information, HDL property tax data and sales tax data
53965	Financial Services Fees	Fees for bank quarterly analysis charges, bank investment safekeeping and audit confirmations
53971	Dues & Memberships	Membership dues for professional organizations such as CSMFO, GFOA and GFOA CAFR award fees
53972	Conferences & Meetings	Registration and training costs for attending annual conferences and meetings for GFOA, CSMFO, CMTA, INCODE, CALPERS, government tax and public finance cashiers
53996	IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – Financial Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: FINANCIAL SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 1130**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 408,101	\$ 424,500	\$ 410,000	\$ 409,700
Salaries - Part-time	51112	10,228	10,800	6,300	9,400
Annual Leave/Separation Pay	51116	-	-	23,400	-
Overtime	51117	-	-	200	-
Leave Conversion Incentive	51118	6,033	-	2,400	-
Retirement	51211	128,243	131,300	136,500	149,900
FICA-Medicare	51212	6,158	6,300	7,000	6,200
Other Health-DOC	51311	7,736	8,500	8,500	8,500
Disability Insurance	51312	3,520	6,000	3,700	5,800
Life Insurance	51313	779	800	800	800
Health Insurance	51314	55,520	58,000	60,200	77,100
<b>Total Personnel Services</b>		<u>\$ 626,318</u>	<u>\$ 646,200</u>	<u>\$ 659,000</u>	<u>\$ 667,400</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 5,190	\$ 5,000	\$ 3,800	\$ 4,000
Contract Services - Private	53111	66,651	79,400	89,500	60,000
Subscriptions & Publications	53961	278	-	-	-
Financial Services Fees	53965	7,540	7,300	8,800	8,600
Dues & Memberships	53971	1,060	1,100	1,200	1,500
Conferences & Meetings	53972	5,671	6,500	4,700	6,500
IT/Equipment Charges	53996	27,000	32,600	32,600	24,200
<b>Total Operating Expenditures</b>		<u>\$ 113,390</u>	<u>\$ 131,900</u>	<u>\$ 140,600</u>	<u>\$ 104,800</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 739,708</u>	<u>\$ 778,100</u>	<u>\$ 799,600</u>	<u>\$ 772,200</u>

### **Mission**

The Human Resources/Risk Management Division is committed to supporting the employees of the City of La Puente through human resources services that promote a work environment characterized by open communications, personal accountability, and fair treatment of all employees through trust, mutual respect, and equal opportunity. The Division is also committed to reducing the financial impact of claims to the City and the corresponding frequency and severity of these events through the application of professional risk management techniques.

### **Primary Functions and Responsibilities**

The Human Resources/Risk Management division is responsible for human resources and risk management. The division is responsible for the following services:

- Human Resources
- Personnel recruitment and maintenance of personnel records
- Personnel Policies and Procedures
- Risk Management functions
- Claims monitoring

Human Resources is the support system responsible for personnel sourcing and hiring, applicant tracking, skills development and tracking, benefits administration and compliance with associated government regulations.

- Prepares job description analysis for new positions
- Responsible for recruitment of all positions
- Processes all background checks for employees
- Maintains personnel records
- Implements personnel policies and procedures
- Represents the City in labor negotiations
- Monitors the evaluations of city employees
- Provides assistance in disciplinary issues
- Maintains all benefits and works with payroll to ensure compliance
- Administers employee reward programs

Risk management is the decision-making process involving considerations of political, social, and economic factors with relevant risk assessments relating to a potential hazard so as to develop, analyze and compare regulatory options and to select the optimal regulatory response for safety from hazard.

- Receives, processes, and monitors all claims, summons, and subpoenas filed against the City
- Assists the California JPIA by providing all underwriting information for annual premiums
- Maintains all insurance policies of the City of La Puente



## Human Resource/Risk Management

- Processes and monitors all workers' compensation claims
- Responsible for establishing and implementing the Injury and Illness Prevention Program
- Responsible for establishing and maintaining mandated policies and procedures to ensure employee safety

### **Major Accomplishments**

- Streamlined the City's recruitment process
- Completed recruitment for several positions within the City
- Completed city-wide personnel evaluations
- Awarded contract for and completed Class and Compensation study

### **Goals & Objectives:**

- Continue to computerize personnel records
- Update the City of La Puente's Personnel Rules and Regulations
- Implement Human Resources module within Incode system
- Update the City of La Puente's Personnel Rules and Regulations
- Recruit for management analyst to assist with city-wide projects

**Expenditure Summary – Human Resource/Risk Management**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: HUMAN RESOURCES/RISK MANAGEMENT**  
**FUND: 100 - General Fund**

**Account Code: 1135**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 256,618	\$ 275,300	\$ 267,000	\$ 582,900
Operating Expenditures	81,690	494,900	479,500	381,900
<b>TOTAL</b>	<b>\$ 338,308</b>	<b>\$ 770,200</b>	<b>\$ 746,500</b>	<b>\$ 964,800</b>

**FUNDING SOURCES**

100 - General Fund	\$ 338,308	\$ 770,200	\$ 746,500	\$ 964,800
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**ACCOUNT NUMBER EXPLANATION**

51311	Other Health-DOC	Dental, optical and audio reimbursements for Retirees
51314	Health Insurance	CalPERS health insurance coverage for Retirees and OPEB Annual Required Contribution (ARC)
53011	Operation Supplies	Office supplies
53012	Small Tools & Equipment	Purchase of small office equipment (reclassified to 53011 in FY 17/18)
53111	Contract Services - Private	Contract management analyst services
53406	Recruitment Expenses	Advertising, pre-employment physical, background investigation, fingerprinting
53610	Unemployment Insurance	Unemployment insurance
53611	Workers Compensation Insurance	Workers compensation insurance
53612	General Liability Insurance	CJPIA general liability insurance
53613	Special Events Insurance	Special event insurance
53614	Property Insurance	Property insurance
53615	Employee Fidelity Bond	Employee fidelity bond
53616	Environmental Liability Insurance	Environmental liability insurance
53971	Dues and Memberships	Annual Membership for Liebert, Cassidy Employment Relations Consortium
53972	Conferences & Meetings	Seminar and training costs
53976	Special Departmental	Summer and holiday celebrations
53996	IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – Human Resource/Risk Management**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: HUMAN RESOURCES/RISK MANAGEMENT**  
**FUND: 100 - General Fund**

**Account Code: 1135**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Other Health-DOC	51311	\$ 30,949	\$ 33,000	\$ 33,000	\$ 31,000
Health Insurance	51314	225,669	242,300	234,000	551,900
<b>Total Personnel Services</b>		<u>\$ 256,618</u>	<u>\$ 275,300</u>	<u>\$ 267,000</u>	<u>\$ 582,900</u>
<b>Operating Expenditures</b>					
Office Supplies	53011	\$ 740	\$ 1,500	\$ 800	\$ 1,000
Small Tools & Equipment	53012	885	1,000	-	-
Contract Services - Private	53111	44,277	78,000	68,600	48,000
Recruitment Expenses	53406	2,457	-	1,000	1,000
Unemployment Insurance	53610	1,850	5,000	4,000	8,000
Workers Compensation Insurance	53611	-	113,500	112,900	54,000
General Liability Insurance	53612	-	256,900	249,000	220,400
Special Events Insurance	53613	6,677	11,000	15,000	18,600
Property Insurance	53614	10,075	10,500	14,700	15,000
Employee Fidelity Bond	53615	913	1,000	1,100	1,200
Environmental Liability Insurance	53616	-	3,600	3,600	3,700
Dues and Memberships	53971	4,934	4,700	4,700	4,700
Conferences & Meetings	53972	3,775	2,000	900	2,000
Special Departmental	53976	2,503	3,000	-	-
IT/Equipment Charges	53996	2,604	3,200	3,200	4,300
<b>Total Operating Expenditures</b>		<u>\$ 81,690</u>	<u>\$ 494,900</u>	<u>\$ 479,500</u>	<u>\$ 381,900</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 338,308</u>	<u>\$ 770,200</u>	<u>\$ 746,500</u>	<u>\$ 964,800</u>



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## General Services

### **Mission**

To provide general support services to the administrative functions of City Hall and as well as providing exemplary customer service to the residents of La Puente which come to City Hall for assistance and services.

### **Primary Functions and Responsibilities**

The General Services division maintains the budgets for office supplies, postage, utilities, maintenance and other miscellaneous functions of City Hall and other city facilities.

### **Major Accomplishments**

- Completed painting and flooring improvements to City Hall
- Improved the appearance of City Hall lobby and reception area

### **Goals & Objectives**

Maintain an efficient operation of City Hall while offering the highest level of customer service to the general public.

**Expenditure Summary – General Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: GENERAL SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 1150**

	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
Operating Expenditures	\$ 184,676	\$ 638,783	\$ 186,600	\$ 200,000
<b>TOTAL</b>	<b>\$ 184,676</b>	<b>\$ 638,783</b>	<b>\$ 186,600</b>	<b>\$ 200,000</b>

**FUNDING SOURCES**

100 - General Fund	\$ 184,676	\$ 638,783	\$ 186,600	\$ 200,000
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**ACCOUNT NUMBER EXPLANATION**

53011	Operating Supplies	Supplies for City Hall general activities
53012	Small Tools & Equipment	Janitorial supplies and cost of small equipment purchases
53111	Contract Services - Private	DSL and MX Logic spam software support (reclassified to Fund 550 in FY 16/17)
53211	Postage/Mailing Services	Meter postage, express mail, FedEx and postal permits
53711	Utility - Gas	Gas utility service for City Hall
53712	Utility - Electricity	Electrical utility service for City Hall
53714	Utility - Water	Water service for City Hall
53715	Utility - Communications	Telephone services for City Hall
53811	Equipment Maintenance	Maintenance of City Hall heating and air conditioning, elevator, mail meter, printer maintenance services, emergency generator, AQMD annual fees and other miscellaneous equipment
53813	Facility Maintenance	Custodial services, alarm, door mat rentals and pest control for City Hall
53814	Landscape maintenance	Landscape maintenance surrounding City Hall
53911	Equipment Lease & Rental	Lease for City Hall copier machines and mailing equipment
53974	Contingency	Amount set aside for unanticipated expense
53976	Special Departmental	Miscellaneous special departmental supplies
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – General Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: GENERAL SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 1150**

<b>Description</b>	<b>Acct. No.</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 13,012	\$ 14,000	\$ 10,000	\$ 10,000
Small Tools & Equipment	53012	495	11,000	4,000	5,000
Contract Services - Private	53111	8,946	-	-	-
Postage/Mailing Services	53211	16,146	15,000	21,000	22,000
Utility - Gas	53711	4,311	3,700	3,700	3,900
Utility - Electricity	53712	36,310	39,700	34,500	36,000
Utility - Water	53714	7,055	7,800	7,000	7,400
Utility - Communications	53715	17,879	18,000	16,300	18,000
Equipment Maintenance	53811	14,122	15,200	10,000	15,000
Facility Maintenance	53813	29,950	48,000	25,000	28,200
Landscape maintenance	53814	17,447	21,200	15,900	19,800
Equipment Lease & Rental	53911	14,164	14,300	14,100	15,800
Contingency	53974	-	404,783	-	-
Special Departmental	53976	339	1,000	-	500
IT/Equipment Charges	53996	2,604	17,900	17,900	8,300
Vehicle Charges	53997	1,896	7,200	7,200	10,100
<b>Total Operating Expenditures</b>		<u>\$ 184,676</u>	<u>\$ 638,783</u>	<u>\$ 186,600</u>	<u>\$ 200,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 184,676</u>	<u>\$ 638,783</u>	<u>\$ 186,600</u>	<u>\$ 200,000</u>



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## Public Safety Services

### **Mission**

Public Safety is a vital concern of the City. It is the City's mission to keep our residents, businesses and neighborhoods free of crime and/or the threat of crime. To this end, the single largest activity in terms of expenditures in the City's annual budget is public safety related expenses.

### **Primary Functions and Responsibilities**

The budget appropriation for the Public Safety activity is accounted for in the General Fund and offset to an extent by a variety of federal, state and local grants related to law enforcement. Additional offsets include a portion of the fines paid for traffic citations, all parking citation related funds and impound fees and fines paid by unlicensed drivers. Administration manages the oversight of the Public Safety budget which includes:

- Patrol deployments
- Station Detectives
- Narcotic Detectives
- Special Assignment Team
- Traffic Enforcement
- Motor Deputy
- Gang Enforcement
- Neighborhood and Business Watch Programs
- Special Event Deployment - Deputies deployed at city events
- Prisoner maintenance costs

The Service Area Lieutenant (Chief of Police) works with the City Manager and is responsible for:

- Oversight of the law enforcement contract, the Public Safety and Code Enforcement Divisions and all community policing operations
- Community Oriented Policing
- Cooperating with other law enforcement and local agencies
- Analyzing and monitoring crime trends and relevant issues
- Multi-agency Crime Task Force
- Acting as community liaison
- Emergency Preparedness and Planning
- Recurrent training
- Serving as a contact point for community related inquiries

### **Major Accomplishments**

Since 1956, the city of La Puente has contracted policing services with the Los Angeles County Sheriff's – Industry Station. The La Puente policing model incorporates proactive law enforcement measures and community participation, which models the 21<sup>st</sup> Century Policing practices. Since the inception of the Public Safety Division in July 2010, and with the acquisition of the Service Area Lieutenant (SAL), who serves as the Chief of Police (COP), the city has noted a significant decrease in criminal activities and an increase in community outreach programs. The COP developed and implemented a policing team of specialized deputies, who serve the city as Special Assignment Officers. Daily, the team assists our patrol deployments and maintains Community and Intelligence based policing practices with surrounding Sheriff Stations and Municipal Policing Agencies.

Moreover, the Sheriff's Department, and the Public Safety Division appreciates the City Council support and ongoing dedication and funding to its Special Assignment Team. The team is dedicated and proudful to honorably serve the community. One of the primary functions of the Special Assignment Team is to address immediate quality of life issues, critical incidents, community concerns and the city's graffiti removal. The implementation of these programs and techniques brought significant recognition for three consecutive years, as the city was recognized and received the California Safewise, "50th Safest City Award" since 2014 through 2016.

In continuum, the City of La Puente Uniform Crime Report (UCR) statistics for calendar year 2016 experienced an increase in Part I Crimes by 15% (additional 7.7 incidents per month). Note: Since the passage of Proposition 47 by voters in 2014 and the signing of AB 109 in 2011, violent crime has been on the rise in California, up 12 percent in 2015 statewide according to the FBI UCR. Our team continues to deploy and effectively curtail Part I crimes through the efforts of our Community and Intelligence Based Policing models.

From July 2015 through December 2016, homicides were reduced by 100%. For Fiscal Year 2016, La Puente deputies responded to a total of 10,302 calls for service (8% increased from 2015). The average response time for emergent calls was approximately 3.5 minutes. When compared to Fiscal Year 2015, response times increased decreased one tenth of a percent AND calls for services increased by 738 calls.

During Fiscal Year 2016, La Puente deputies initiated 14,569 observations in the city (Fiscal Year 2015 – 16,747; down 13%; but calls for service did increase 8%). Deputies made 319 felony arrests and 1,121 misdemeanor arrests in Fiscal Year 2016. This compares to 452 felony arrests (down 29%) and 987 misdemeanor arrests (up 14%) in Fiscal Year 2015.

### **Goals & Objectives**

Major public safety goals are:

- Crime reduction
- School Safety programs
- Community Policing
- Community Intervention
- Community Outreach
- Investigations
- Reduction of Gang related crimes
- Narcotic Suppression
- Neighborhood & Business Watch Programs
- Special Event Management
- Traffic Enforcement
- Youth Mentoring

**Expenditure Summary - Public Safety Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 2100**

	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
Operating Expenditures	\$ 5,426,848	\$ 5,839,300	\$ 5,661,500	\$ 6,318,700
<b>TOTAL</b>	<b>\$ 5,426,848</b>	<b>\$ 5,839,300</b>	<b>\$ 5,661,500</b>	<b>\$ 6,318,700</b>

**FUNDING SOURCES**

100 -General Fund	\$ 5,426,848	\$ 5,839,300	\$ 5,661,500	\$ 6,318,700
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**ACCOUNT NUMBER EXPLANATION**

53012	Small Tools & Equipment	Supplies and small equipment for SAO team
53110	Public Safety Contract	Contract costs with the Los Angeles County Sheriffs Department
53183	Special Event Services	Law enforcement services for special events
53184	Prisoner Maintenance	Costs of maintaining prisoners arrested for crimes committed in the City
53186	Liability Trust Fund	Liability trust fund for all services provided by Sheriffs Department
53715	Utilities-Communications	Cell phones for Lieutenant and SAO team
53811	Equipment Maintenance	Annual calibration and repair of traffic equipment
53978	Special Programs	Sheriff's department STAR program (not budgeted in FY 17/18)
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – Public Safety Services**

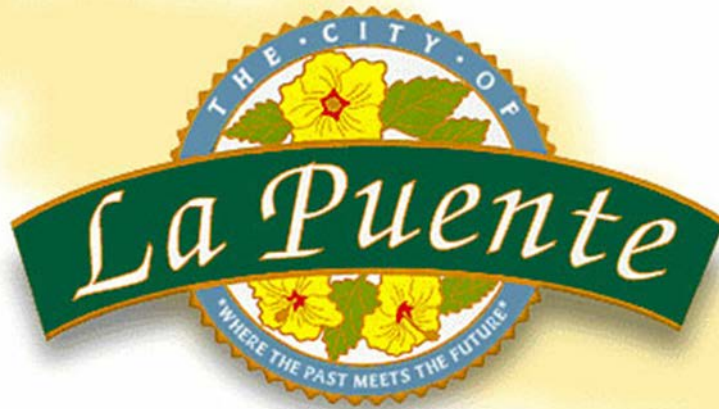
**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 2100**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Operating Expenditures</b>					
Small Tools & Equipment	53012	\$ 1,098	\$ 1,000	\$ 100	\$ 500
Contract Services - LA Sheriff	53110	5,080,144	5,318,600	5,157,000	5,728,400
Special Event Services	53183	38,205	30,000	33,000	37,500
Prisoner Maintenance	53184	1,431	3,000	2,000	3,000
Liability Trust Fund	53186	276,177	458,700	444,000	519,000
Utilities-Communications	53715	4,031	4,400	4,400	4,500
Equipment Maintenance	53811	170	-	400	500
Special Programs	53978	3,692	3,000	-	-
IT/Equipment Charges	53996	4,896	6,100	6,100	-
Vehicle Charges	53997	17,004	14,500	14,500	25,300
<b>Total Operating Expenditures</b>		<u>\$ 5,426,848</u>	<u>\$ 5,839,300</u>	<u>\$ 5,661,500</u>	<u>\$ 6,318,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 5,426,848</u>	<u>\$ 5,839,300</u>	<u>\$ 5,661,500</u>	<u>\$ 6,318,700</u>



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## Supplemental Law Enforcement

### **Mission**

The Supplemental Law Enforcement Services Fund (SLESF) Grant (Proposition 172, circa 1992) is restricted funding received from the State under the State Citizens Option for Public Safety Program. Certain implementation procedures are required prior to the use of these funds, and the funds must not be used to supplant existing funding for law enforcement.

### **Primary Functions and Responsibilities**

The State awards this on-going grant contribution, annually, to local law enforcement agencies in the amount of approximately \$100,000 a year to provide funding for new program personnel, overtime, equipment, and/or other uses within the police department. Expenditures must link to front-line police services. For FY 2017-2018, the City will expend existing funds for personnel and equipment supporting the Los Angeles County Sheriff's Department front-line, community policing efforts and for other permissible law enforcement uses.

### **Goals & Objectives**

Major public safety goals are:

- Crime reduction
- School Safety programs
- Community Policing
- Traffic Safety – Congestion Problems
- Reduction of Gang related crimes

**Expenditure Summary – Supplemental Law Enforcement**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 240 - Supplemental Law Enforcement Fund**

**Account Code: 2100**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Transfer to Other Funds	\$ 114,618	\$ 100,000	\$ 129,300	\$ 100,000
<b>TOTAL</b>	<u>\$ 114,618</u>	<u>\$ 100,000</u>	<u>\$ 129,300</u>	<u>\$ 100,000</u>

**FUNDING SOURCES**

240 -Supplement Law Enforcement Fund	<u>\$ 114,618</u>	<u>\$ 100,000</u>	<u>\$ 129,300</u>	<u>\$ 100,000</u>
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**ACCOUNT NUMBER EXPLANATION**

54999 Transfer to Other Funds Transfers funds to the General Fund to assist in funding front-line police services



**Expenditure Detail – Supplemental Law Enforcement**

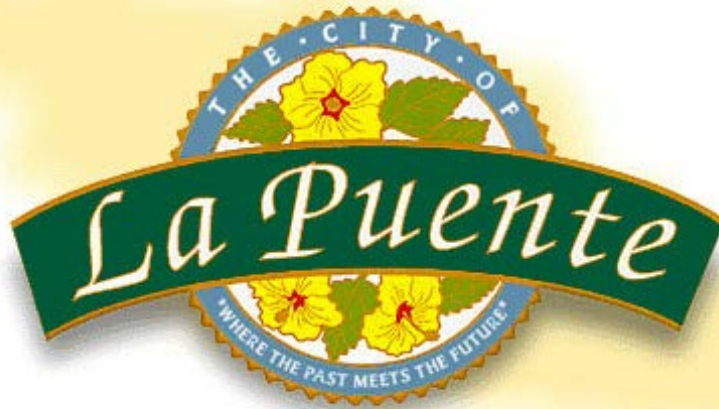
**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 240 - Supplemental Law Enforcement Fund**

**Account Code: 2100**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Transfer to Other Funds</b>					
Transfer to Other Funds	54999	\$ 114,618	\$ 100,000	\$ 129,300	\$ 100,000
<b>Total Transfer to Other Funds</b>		<u>\$ 114,618</u>	<u>\$ 100,000</u>	<u>\$ 129,300</u>	<u>\$ 100,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 114,618</u>	<u>\$ 100,000</u>	<u>\$ 129,300</u>	<u>\$ 100,000</u>



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**Mission**

The Edward Byrne Memorial JAG is awarded to states and territories by a formula based on population and Part 1 violent crimes. Sixty percent of a state's total allocation flows from the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Bureau of Justice Assistance (BJA) to the state's criminal justice planning agency, the State Administering Agency (SAA). The SAA, in turn, passes a designated percentage (called the Variable Pass Through) to local governments and, through them, to non-profit service providers. The grant is awarded to states and units of local government to support crime prevention.

**Primary Functions and Responsibility**

The Edward Byrne Memorial Justice Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grants funds can be used for local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice.

**Goals & Objectives**

Patrol and address special problems and gang enforcement in order to reduce crime and violence in the community

**Expenditure Summary – JAG Grant**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 245 - JAG Grant Fund**

**Account Code: 2100**

	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
Operating Expenditures	\$ 12,172	\$ 10,400	\$ 10,400	\$ 10,000
<b>TOTAL</b>	<b>\$ 12,172</b>	<b>\$ 10,400</b>	<b>\$ 10,400</b>	<b>\$ 10,000</b>
 <b><u>FUNDING SOURCES</u></b>				
245 -JAG Grant Fund	\$ 12,172	\$ 10,400	\$ 10,700	\$ 10,000

**ACCOUNT NUMBER EXPLANATION**

53978 Special Programs                      Costs of Sheriff Department saturation patrols

**Expenditure Detail – JAG Grant**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 245 - JAG Grant Fund**

**Account Code: 2100**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Operating Expenditures</b>					
Special Programs	53978	\$ 12,172	\$ 10,400	\$ 10,700	\$ 10,000
<b>Total Operating Expenditures</b>		\$ 12,172	\$ 10,400	\$ 10,700	\$ 10,000
<b>TOTAL EXPENDITURES</b>		<u>\$ 12,172</u>	<u>\$ 10,400</u>	<u>\$ 10,700</u>	<u>\$ 10,000</u>



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## Asset Seizure

### **Primary Functions and Responsibilities**

The Asset Forfeiture Fund accounts for revenues derived from monies and property seized in drug-related incidents. Those labeled State or Federal funds indicate the jurisdictional authority over the assets seized and converted to City use. The primary purpose of the Asset Forfeiture Program is to deter drug-related crimes by depriving criminals of the profits and proceeds from trafficking illegal drugs. Another purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through the equitable sharing of asset forfeiture proceeds. These funds cannot be used to supplant ongoing operations, for the payment of salaries for existing positions, or for non-law enforcement purposes.

### **Goals and Objectives**

Procure supplies and equipment for the Sheriff's department that will assist in deterring drug-related crimes.

**Expenditure Summary – Asset Seizure**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 255 - Asset Seizure Fund**

**Account Code: 2100**

	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
Operating Expenditures	\$ 4,424	\$ 5,000	\$ 2,500	\$ 1,700
<b>TOTAL</b>	<u>\$ 4,424</u>	<u>\$ 5,000</u>	<u>\$ 2,500</u>	<u>\$ 1,700</u>
 <b><u>FUNDING SOURCES</u></b>				
255 -Asset Seizure Fund	<u>\$ 4,424</u>	<u>\$ 5,000</u>	<u>\$ 2,500</u>	<u>\$ 1,700</u>

**ACCOUNT NUMBER EXPLANATION**

53012 Small Tools & Equipment      Cost for supplies & equipment for the Sheriff's department



**Expenditure Detail – Asset Seizure**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC SAFETY SERVICES**

**Account Code: 2100**

**FUND: 255 - Asset Seizure Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Operating Expenditures</b>					
Small Tools & Equipment	53012	\$ 4,424	\$ 5,000	\$ 2,500	\$ 1,700
<b>Total Operating Expenditures</b>		<u>\$ 4,424</u>	<u>\$ 5,000</u>	<u>\$ 2,500</u>	<u>\$ 1,700</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 4,424</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ 2,500</u></u>	<u><u>\$ 1,700</u></u>

## Code Enforcement Services

### **Mission**

To work in partnership with the people of La Puente to maintain a safe and desirable living and working environment; to improve the quality of La Puente's neighborhoods through education, enforcement and abatement; and to respond to community concerns and achieve code compliance while maintaining high professional standards and continually seeking improvements and innovations.

### **Primary Functions and Responsibilities**

The Code Enforcement Division is responsible for responding to complaints or inquiries regarding possible violations of zoning, land use, public nuisance, and parking ordinances and restrictions. The Division also identifies and initiates proactive enforcement on significant cases. The Division works with individual property owners to craft work programs and deadlines to achieve compliance. Although achieving voluntary compliance is a primary objective, Code Enforcement staff uses citations and abatement orders to motivate compliance if efforts to achieve voluntary compliance are ineffective.

### **Major Accomplishments**

- Received \$150,000 in funding for Code Enforcement activities through the Community Development Block Grant program.
- Improved the use of our Citizen Request Module that allows citizens to submit complaints using mobile devices and also the City's internet page.
- Held administrative conferences in conjunction with the Code Enforcement Manager in lieu of prosecuting outstanding cases resulting in a significant cost savings and increase in voluntary compliance.
- Provided assistance throughout the City for special events in conjunction with the departments of Parks and Recreation, Public Works, and the Los Angeles County Sheriffs.
- Fully implemented the use of handheld ticket writers for the issuance of parking citations.

### **Goals & Objectives**

- Conserve and improve the condition of the City's housing stock and commercial and industrial areas
- Respond quickly and effectively to complaints from the public about property maintenance issues
- Exemplify first-rate customer service by enforcing City regulations courteously but firmly
- Recover costs of enforcement in cases where cost recovery is applicable
- Review and revise the policies and procedures to increase efficiency and effectiveness in resolving cases
- Coordinate property maintenance activities within the City with other divisions and departments
- Revise and update sections of the City Municipal Code that address property maintenance standards.
- Implement a mobile work space to assist officers with increased productivity in the field while enforcing maintenance regulations for properties throughout the City

## Code Enforcement Services

### Goals & Objectives (continued)

- Establish modified procedures to focus on chronic violators
- Enforcement of parking restrictions
- Monitor various violations to present workable alternatives to current enforcement strategies.
- Establish enforcement priorities and effective methods to manage cases while effectively handling high priority violations while meeting the communities' expectations for service
- Explore ways to streamline operations to improve efficiencies, maximizing the use of all enforcement remedies to improve voluntary compliance, and increasing fines/revenues where voluntary compliance fails
- Improve the public's knowledge of, and accessibility to, Code Enforcement services and related forms over the Internet
- Continue to enforce National Pollutant Discharge Elimination System (NPDES) violations
- Continue to assist the Building Division with illegal construction activity
- Continue to enforce prohibition of non-permitted vendors throughout the City
- Improve the public's knowledge of, and accessibility to, Code Enforcement services and related forms over the internet
- Continue to work and coordinate with Sheriff's Department, Health Department, Social Services Department, Vector Control, Animal Control, and Air Quality Management district on cases involving multiple violations that require involvement of such agencies
- Review policies and procedures to determine the processes of the Code Enforcement Division and how staff may be able to respond more effectively to property maintenance complaints
- Maintain the Abandoned and Distressed Property registration program to assist with reducing the number of prolonged property maintenance violations at bank owned homes within the City
- Review and update fines and established resolutions to ensure they are in line with surrounding jurisdictions and effective in prohibiting violations of the municipal code

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>
Code Enforcement Manager	0.50	0.30	0.50
Community Services Officer	1.00	1.00	1.00
Code Enforcement Officer	2.00	1.00	1.00
Code Enforcement Officer – Parking	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>
<b>Total FTE</b>	<u><b>3.50</b></u>	<u><b>2.30</b></u>	<u><b>3.50</b></u>

**Expenditure Summary – Code Enforcement Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: CODE ENFORCEMENT SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 2110**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 129,502	\$ 126,300	\$ 137,700	\$ 210,200
Operating Expenditures	<u>264,013</u>	<u>248,600</u>	<u>270,200</u>	<u>292,700</u>
<b>TOTAL</b>	<b>\$ <u>393,515</u></b>	<b>\$ <u>374,900</u></b>	<b>\$ <u>407,900</u></b>	<b>\$ <u>502,900</u></b>

**FUNDING SOURCES**

100 - General Fund	<u>\$ 393,515</u>	<u>\$ 374,900</u>	<u>\$ 407,900</u>	<u>\$ 502,900</u>
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**ACCOUNT NUMBER EXPLANATION**

51111	Salaries - Full-time	Salaries for Code Enforcement Manager (50%)
51112	Salaries - Part-time	Salaries of Part-Time Code Enforcement Officer and Community Service Officers
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Office Supplies	General office supplies, pens, file folders, printer ink, and other miscellaneous items
53012	Small Tools & Equipment	Miscellaneous tools and equipment needed for the emergency boarding and securing of structures
53015	Uniform/Boot Reimbursement	Uniforms for division staff including jackets for special events and uniform accessories
53111	Contract Services - Private	Parking and Administrative citation processing, collections and recovery service, and administrative hearing officer
53112	Contract Services - Public	Animal control contract with Los Angeles County
53151	Training/Education Reim	Certified Code Enforcement Officer (CCEO) training and certification
53411	Printing & Publishing	Printing of parking citations, envelopes, fliers and other distributed notifications
53812	Vehicle Maintenance	Maintenance costs for vehicles (reclassified to Fund 555)
53971	Dues & Memberships	Membership to the CA Association of Code Enforcement Officers (CACEO)
53972	Conferences & Meetings	CACEO conference and meetings
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – Code Enforcement Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: CODE ENFORCEMENT SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 2110**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 40,515	\$ 23,900	\$ 34,000	\$ 39,800
Salaries - Part-time	51112	68,252	92,000	87,200	151,400
Retirement	51211	5,927	1,700	4,500	2,900
FICA-Medicare	51212	1,575	1,700	1,800	3,400
Other Health-DOC	51311	2,000	600	600	2,000
Disability Insurance	51312	372	300	300	600
Life Insurance	51313	102	100	100	100
Health Insurance	51314	10,759	6,000	9,200	10,000
<b>Total Personnel Services</b>		<u>\$ 129,502</u>	<u>\$ 126,300</u>	<u>\$ 137,700</u>	<u>\$ 210,200</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 1,190	\$ 1,000	\$ 1,000	\$ 1,000
Small Tools & Equipment	53012	899	500	-	4,000
Uniforms/Boot Reimbursement	53015	4,840	3,000	1,500	3,000
Contract Services - Private	53111	34,811	18,800	14,400	18,800
Contract Services - Public	53112	163,678	150,000	180,000	198,000
Education & Training	53151	161	500	-	2,500
Printing & Publishing	53411	1,139	2,000	1,500	2,000
Vehicle Maintenance	53812	295	-	-	-
Dues & Memberships	53971	-	500	-	3,500
Conferences & Meetings	53972	-	500	-	2,500
IT/Equipment Charges	53996	31,500	35,500	35,500	32,100
Vehicle Charges	53997	25,500	36,300	36,300	25,300
<b>Total Operating Expenditures</b>		<u>\$ 264,013</u>	<u>\$ 248,600</u>	<u>\$ 270,200</u>	<u>\$ 292,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 393,515</u>	<u>\$ 374,900</u>	<u>\$ 407,900</u>	<u>\$ 502,900</u>



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## **Emergency Preparedness**

### **Mission**

The mission of the Emergency Preparedness Department is to prepare city staff to respond to emergencies as could occur in our city and region. The predominant threat to our region would be from earthquakes. The secondary mission of the division is to inform citizens about individual and family emergency preparedness.

### **Primary Functions and Responsibility**

The Emergency Preparedness Department is responsible for maintaining supplies and equipment for emergencies. As such, the City currently maintains supplies such as folding cots, blankets and first aid supplies in four locations in the city. The department is also responsible for training city staff in basic first aid and CPR. The department also provides public outreach and education to the community about their role in preparing themselves and their families to react to emergencies.

### **Goals & Objectives**

- Train all city staff in basic first aid, CPR and the use of an Automatic External Defibrillator (AED)
- Train all city staff to meet National Incident Management System (NIMS) compliance requirements
- Develop Community Emergency Response Teams (CERT Teams)
- Maintain pre-positioned supplies and equipment
- Procure new supplies and technology
- Meet with local civic and religious groups to promote individual preparedness
- Provide emergency preparedness checklists and other public outreach
- Revise local emergency preparedness to follow State guidelines
- Participate in the SGVCOG Sub-committee on Emergency Preparedness
- Provide additional outreach and public information

**Expenditure Summary – Emergency Preparedness**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: EMERGENCY PREPAREDNESS SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 2120**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Operating Expenditures	\$ 8,755	\$ 14,000	\$ -	\$ 2,000
<b>TOTAL</b>	<b>\$ 8,755</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ 2,000</b>

**FUNDING SOURCES**

100 - General Fund	\$ 8,755	\$ 14,000	\$ -	\$ 2,000
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**ACCOUNT NUMBER EXPLANATION**

53012	Small Tools & Equipment	Emergency equipment and supplies (not budgeted in FY 16-17 or FY 17-18)
53152	Emergency Preparedness Training	CPR/AED first aid and other emergency training (not budgeted in FY 16-17 or FY 17-18)
53715	Utility - Communications	Costs for emergency communication (not budgeted in FY 16-17 or FY 17-18)
53971	Dues & Memberships	Membership in Area D professional organization
53996	IT/Equipment Charges	Allocated IT/Equipment Charges (not budgeted in FY 16-17 or FY 17-18)



**Expenditure Detail – Emergency Preparedness**

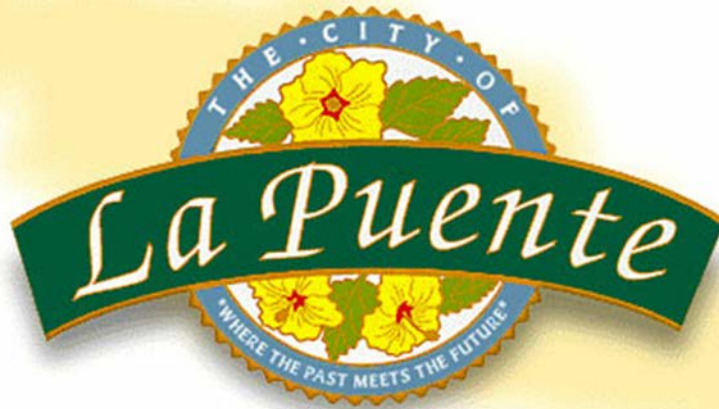
**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: EMERGENCY PREPAREDNESS SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 2120**

<b>Description</b>	<b>Acct. No.</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
<b>Operating Expenditures</b>					
Small Tools & Equipment	53012	\$ -	\$ 12,000	\$ -	\$ -
Emergency Preparedness Training	53152	6,000	-	-	-
Utility - Communications	53715	151	-	-	-
Dues & Memberships	53971	-	2,000	-	2,000
IT/Equipment Charges	53996	2,604	-	-	-
<b>Total Operating Expenditures</b>		<u>\$ 8,755</u>	<u>\$ 14,000</u>	<u>\$ -</u>	<u>\$ 2,000</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 8,755</u></u>	<u><u>\$ 14,000</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,000</u></u>



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## Public Works

### **Mission**

To provide public facilities and infrastructure (streets, roads, curbs, sidewalks, gutters, etc.) in La Puente which are functional, aesthetically pleasing and in a well maintained and safe condition.

### **Primary Functions and Responsibilities**

Public Works Services oversees and directs a variety of maintenance services on publicly owned properties and rights-of-way, maintains the cleanliness and positive image of the City, and provides a safe environment for the public. Additional services provided under the guidance of Development Services includes maintenance of facilities, streets, sidewalks, signals and safety lights, traffic signs and legends, street sweeping, water, trees, greenscape, sewers, graffiti abatement, storm water runoff compliance and emergency maintenance services.

### **Major Accomplishments**

- Removed/covered approximately 240,000 square feet of graffiti within the City's public right-of-way
- Planted approximately 273 residential parkway trees
- Trimmed 1,950 parkway trees

### **Goals & Objectives**

- Continue providing a well-respected, motivated, customer service oriented and responsive Maintenance Services Staff
- Increase and improve technical education and safety training department-wide
- Continue graffiti abatement services seven days a week
- Complete Section 2 in the center of the City as part of the 3-year grid tree trimming program
- Comply with requirements of the new MS4 permit for storm water run-off
- Seek grant opportunities to enhance the City's urban forest through planting parkway trees

**Expenditure Summary – Public Works (General Fund)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC WORKS SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 3100**

	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
Operating Expenditures	\$ 128,248	\$ 156,800	\$ 174,300	\$ 158,900
<b>TOTAL</b>	<b>\$ 128,248</b>	<b>\$ 156,800</b>	<b>\$ 174,300</b>	<b>\$ 158,900</b>

**FUNDING SOURCES**

100 - General Fund	\$ 128,248	\$ 156,800	\$ 174,300	\$ 158,900
<b>TOTAL</b>	<b>\$ 128,248</b>	<b>\$ 156,800</b>	<b>\$ 174,300</b>	<b>\$ 158,900</b>

**ACCOUNT NUMBER EXPLANATION**

53012	Small Tools & Equipment	Miscellaneous supplies and equipment
53111	Contract Services - Private	Traffic Control Services, Holiday Banner Installation/Removal, Traffic Closure Plans, NPDES/CIMP Services, MS4 Training and Inspections
53815	Parkway Tree Maintenance	Tree trimming services not paid with other funding sources
53976	Special Departmental	Miscellaneous special departmental supplies
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges

**Expenditure Detail – Public Works (General Fund)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC WORKS SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 3100**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Operating Expenditures</b>					
Small Tools & Equipment	53012	\$ 1,406	\$ 500	\$ 1,000	\$ 3,000
Contract Services - Private	53111	121,244	127,500	156,000	133,400
Spotlight Publication	53415	570	1,000	1,000	-
Parkway Tree Maintenance	53815	-	10,000	-	-
Special Departmental	53976	624	2,000	500	3,000
IT/Equipment Charges	53996	2,604	4,900	4,900	4,300
Vehicle Charges	53997	1,800	10,900	10,900	15,200
<b>Total Operating Expenditures</b>		<u>\$ 128,248</u>	<u>\$ 156,800</u>	<u>\$ 174,300</u>	<u>\$ 158,900</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 128,248</u>	<u>\$ 156,800</u>	<u>\$ 174,300</u>	<u>\$ 158,900</u>



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## AQMD Funds

### **Mission**

To provide a funding source for cities and counties to meet requirements of federal and state Clean Air Acts, and for implementation of motor vehicle emission reduction measures in the SCAQMD Air Quality Management Plan.

### **Primary Functions and Responsibilities**

The Air Quality Improvement Program Fund accounts for supplemental vehicle license fee revenue distributed to Cities by the South Coast Air Quality Management District pursuant to Assembly Bill 2766. Expenditures are limited to programs, which will reduce air pollution by reducing, directly or indirectly, mobile source emission pollutants (i.e. trip reduction, transit and traffic flow improvements, alternative fuel vehicles).

### **Goals & Objectives**

- As part of the City's vehicle replacement policy, replace 2001 cargo van with a newer clean air vehicle for use within the City's Recreation Department

**Expenditure Summary – Public Works (AQMD Fund)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC WORKS SERVICES**  
**FUND: 270 - AQMD Fund**

**Account Code: 3100**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Capital Outlay	\$ -	\$ 55,000	\$ -	\$ 55,000
<b>TOTAL</b>	<u>\$ -</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ 55,000</u>
 <b><u>FUNDING SOURCES</u></b>				
270 - AQMD Fund	<u>\$ -</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ 55,000</u>

**ACCOUNT NUMBER EXPLANATION**

54484 Vehicle Purchase                      Purchase of a clean-air vehicle for use within Recreation Department



**Expenditure Detail – Public Works (AQMD Fund)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PUBLIC WORKS SERVICES**  
**FUND: 270 - AQMD Fund**

**Account Code: 3100**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Capital Outlay</b>					
Vehicle Purchase	54484	\$ -	\$ 55,000	\$ -	\$ 55,000
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ 55,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ -</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ 55,000</u>



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### **Mission**

To insure the safety of the built environment through implementation of Title 8 (Building Regulations) of the La Puente Municipal Code and standards of construction for improvements in the public rights-of-way related to private development.

### **Primary Functions and Responsibilities**

Reviews private development plans to determine impact upon City rights-of-way and provide corrections necessary to safely interface with improvements in the City's public rights-of-way; review parcel and tract maps for accuracy; plan check drainage and grading plans to determine the effect of subdivisions and development proposals from runoff, particularly as they affect adjacent properties and rights-of-way, traffic and circulation impacts of private development, and assisting the general public with engineering-related matters.

### **Major Accomplishments**

- Issued 80 encroachment permits for work performed in the City's public right-of-way

### **Goals & Objectives**

- Continue implementation of the National Pollution Discharge Elimination System and compliance with the MS4 storm water permit to reduce and minimize pollutants in storm water collection system

**Expenditure Summary – Engineering Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: ENGINEERING SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 3110**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Operating Expenditures	\$ 93,191	\$ 94,500	\$ 87,000	\$ 93,100
<b>TOTAL</b>	<u>\$ 93,191</u>	<u>\$ 94,500</u>	<u>\$ 87,000</u>	<u>\$ 93,100</u>
 <b>FUNDING SOURCES</b>				
100 - General Fund	<u>\$ 93,191</u>	<u>\$ 94,500</u>	<u>\$ 87,000</u>	<u>\$ 93,100</u>

**ACCOUNT NUMBER EXPLANATION**

- 53111 Contract Services - Private    Miscellaneous engineering services; plans and specifications reproduction costs
- 53119 Subdivision Plan Check        Costs associated with plan checking subdivision maps and lot line adjustments
- 53120 Engineering Permits            Public works plan check and inspection services for encroachment permits
- 53121 Industrial Waste Inspections    Cost of inspection services provided by Los Angeles County Public Works  
Department
- 53996 IT/Equipment Charges            Allocated information technology and equipment charges

**Expenditure Detail – Engineering Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: ENGINEERING SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 3110**

<b>Description</b>	<b>Acct. No.</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
<b>Operating Expenditures</b>					
Contract Services - Private	53111	\$ 8,191	\$ 10,000	\$ -	\$ 2,000
Subdivision Plan Check	53119	-	5,000	-	5,000
Engineering Permits	53120	62,582	58,000	62,000	63,700
Industrial Waste Inspections	53121	22,418	21,500	25,000	22,100
IT/Equipment Charges	53996	-	-	-	300
<b>Total Operating Expenditures</b>		<u>\$ 93,191</u>	<u>\$ 94,500</u>	<u>\$ 87,000</u>	<u>\$ 93,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 93,191</u>	<u>\$ 94,500</u>	<u>\$ 87,000</u>	<u>\$ 93,100</u>



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## Streets

### Mission

To provide public facilities and infrastructure (streets, roads, curbs, sidewalks, gutters, etc.) in La Puente which are functional, aesthetically pleasing and in a well maintained and safe condition.

### Primary Functions

Public Works Services oversees and directs a variety of maintenance services on publicly owned properties and rights-of-way, maintains the cleanliness and positive image of the City, and provides a safe environment for the public. Additional services provided under the guidance of Development Services includes maintenance of facilities, streets, sidewalks, signals and safety lights, traffic signs and legends, street sweeping, water, trees, greenscape, sewers, graffiti abatement, storm water runoff compliance and emergency maintenance services.

### Major Accomplishments

- Removed/covered approximately 240,000 square feet of graffiti within the City’s public right-of-way
- Planted approximately 273 residential parkway trees
- Trimmed 1,950 parkway trees

### Goals & Objectives

- Continue providing a well-respected, motivated, customer service oriented and responsive Maintenance Services Staff
- Continue graffiti abatement services seven days a week
- Complete Section 2 in the center of the City as part of the 3-year grid tree trimming program
- Seek grant opportunities to enhance the City’s urban forest through planting parkway trees

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>
City Manager	0.02	0.02	0.02
Development Services Director	0.30	0.30	0.30
Finance Manager	0.02	0.02	0.02
Finance Services Supervisor	0.05	0.05	0.05
Maintenance Superintendent	0.70	0.70	0.30
Maintenance Worker	2.20	2.20	1.40
Administrative Secretary	<u>0.40</u>	<u>0.40</u>	<u>0.30</u>
<b>Total FTE</b>	<u><u>3.69</u></u>	<u><u>3.69</u></u>	<u><u>2.39</u></u>

**Expenditure Summary – Streets (Gas Tax)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: STREETS**  
**FUND: 200 - State Gas Tax Fund**

**Account Code: 3120**

	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
Personnel Services	\$ 230,934	\$ 408,500	\$ 255,000	\$ 341,300
Operating Expenditures	549,785	506,800	578,200	531,200
<b>TOTAL</b>	<b>\$ 780,719</b>	<b>\$ 915,300</b>	<b>\$ 833,200</b>	<b>\$ 872,500</b>

**FUNDING SOURCES**

200 - State Gas Tax Fund	\$ 780,719	\$ 915,300	\$ 833,200	\$ 872,500
<b>TOTAL</b>	<b>\$ 780,719</b>	<b>\$ 915,300</b>	<b>\$ 833,200</b>	<b>\$ 872,500</b>

**ACCOUNT NUMBER EXPLANATION**

51111	Salaries Full-Time	Salaries of Director of Development Services (30%), Administrative Secretary (30%), Maintenance Superintendent (30%), three Maintenance Workers (two at 30%, one at 80%) , City Manager (2%), Finance Manager (2%), and Finance Services Supervisor (5%)
51112	Salaries Part-Time	Salaries for part-time Maintenance Assistant and Maintenance Worker
51117	Overtime	Overtime pay for full time employees
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	Costs of health insurance coverage from CalPERS
53012	Small Tools & Equipment	Tools and equipment for work within the Public Right-of-Way and miscellaneous other items related to the Public Right-of-Way
53016	Graffiti Removal Supplies	Paint and supplies for removal of graffiti within the Public Right-of-Way
53111	Contract Services - Private	As needed engineering services
53713	Utilities - Hwy Lights	Electrical costs for all highway safety lights at signalized locations in the City
53174	Utilities - Water	Water costs for medians and other public rights-of-way
53814	Landscape Maintenance	Weekly maintenance of islands and medians city-wide and other landscaped public rights-of-way
53815	Parkway Tree Maintenance	Annual grid street tree trimming services and as-needed tree removal, plantings, and emergency tree trimming
53817	Street/Sidewalk Maintenance	Contract street, sidewalk/curb and gutter, and other public right-of-way maintenance through LA County
53819	Signal Maintenance	Regular monthly maintenance and emergency repairs to traffic signals at intersections in the City
53821	Traffic markings/Signs	Replacement/repair and new street and traffic signs, traffic stripping and markings
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges



**Expenditure Detail – Streets (Gas Tax)**

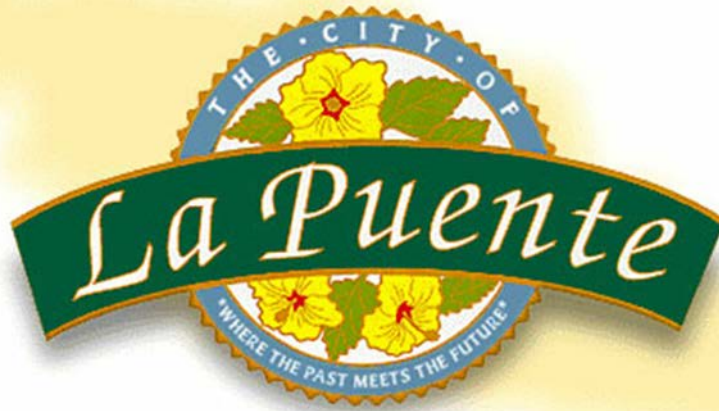
**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: STREETS**  
**FUND: 200 -State Gas Tax Fund**

**Account Code: 3120**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 153,510	\$ 244,700	\$ 162,400	\$ 243,300
Salaries - Part-time	51112	914	30,000	3,000	-
Overtime	51117	-	5,000	-	-
Retirement	51211	39,649	55,900	52,000	44,000
FICA-Medicare	51212	2,242	4,000	2,400	3,500
Other Health-DOC	51311	800	7,400	-	4,800
Disability Insurance	51312	1,285	3,500	1,300	3,500
Life Insurance	51313	381	700	400	400
Health Insurance	51314	32,153	57,300	33,500	41,800
<b>Total Personnel Services</b>		<u>\$ 230,934</u>	<u>\$ 408,500</u>	<u>\$ 255,000</u>	<u>\$ 341,300</u>
<b>Operating Expenditures</b>					
Small Tools & Equipment	53012	\$ 714	\$ 500	\$ 2,100	\$ 2,000
Graffiti Removal Supplies	53016	7,129	8,000	8,100	9,300
Contract Services - Private	53111	27,577	15,000	31,000	20,000
Utilities - Highway Lights	53713	76,001	72,000	70,000	78,700
Utilities - Water	53714	30,118	32,500	33,000	33,200
Landscape Maintenance	53814	36,872	55,800	45,000	47,600
Parkway Tree Maintenance	53815	168,429	123,900	168,000	145,000
Street/Sidewalk Maintenance	53817	26,999	55,000	54,000	55,000
Signal Maintenance	53819	146,642	115,000	140,000	115,300
Traffic Markings/Signs	53821	24,900	17,500	15,400	17,700
IT/Equipment Charges	53996	2,604	4,400	4,400	2,300
Vehicle Charges	53997	1,800	7,200	7,200	5,100
<b>Total Operating Expenditures</b>		<u>\$ 549,785</u>	<u>\$ 506,800</u>	<u>\$ 578,200</u>	<u>\$ 531,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 780,719</u>	<u>\$ 915,300</u>	<u>\$ 833,200</u>	<u>\$ 872,500</u>



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## Streets and Sidewalks (Measure R)

### **Mission**

To fund capital improvement projects that protect, maintain, or improve streets, sidewalks, medians and panels, and other related roadway areas in the City.

### **Primary Functions**

Measure R funds are used in concert with other funding sources to maintain or improve streets and related improvements in the public right-of-way. The funds are used for staff costs to manage and/or implement capital improvement projects.

### **Goals & Objectives**

- Provide project oversight and administration of Measure R funded projects listed under Capital Projects
- Provide local matching funds for the federal HSIP grant for traffic signal improvements
- Complete the local streets resurfacing project and concrete sidewalk improvements
- Continue to provide funding and staff for oversight of capital improvement projects utilizing Measure R funds

**Expenditure Summary – Streets (Measure R)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: STREETS**  
**FUND: 205 - Measure "R" Fund**

**Account Code: 3120**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	4,404	-	-	-
Transfer to Other Funds	-	-	-	208,800
<b>TOTAL</b>	<u>\$ 4,404</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 208,800</u>

**FUNDING SOURCES**

205 - Measure "R" Fund	<u>\$ 4,404</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 208,800</u>
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**ACCOUNT NUMBER EXPLANATION**

53996	IT/Equipment Charges	Allocated information technology charges (reclassified to General Fund)
53997	Vehicle Charges	Allocated motor pool charges (reclassified to General Fund)
54999	Transfer to Other Funds	Transfer to CIP Fund for payment of Valley Blvd Projects loan

**Expenditure Detail – Streets (Measure R)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: STREETS (MEASURE R)**  
**FUND: 205 - Measure "R" Fund**

**Account Code: 3120**

<b>Description</b>	<b>Acct. No.</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
<b>Operating Expenditures</b>					
IT/Equipment Charges	53996	\$ 2,604	\$ -	\$ -	\$ -
Vehicle Charges	53997	1,800	-	-	-
<b>Total Operating Expenditures</b>		<u>\$ 4,404</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Transfer to Other Funds</b>					
Transfer to Other Funds	54999	\$ -	\$ -	\$ -	\$ 208,800
<b>Total Transfer to Other Funds</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 208,800</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 4,404</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 208,800</u></u>



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## Streets (Capital Projects)

### Mission

### Primary Functions

### Major Accomplishments

### Goals & Objectives

- Provide for loan payment to the City of Industry for advance funding of the Valley Wall Phase III and the resurfacing of Valley Boulevard

**Expenditure Summary – Streets (Capital Projects)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: STREETS**  
**FUND: 400 - Capital Projects Fund**

**Account Code: 3120**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Debt Service	\$ -	\$ -	\$ -	\$ 208,800
<b>TOTAL</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 208,800</u>
 <b><u>FUNDING SOURCES</u></b>				
400 - Capital Projects Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 208,800</u>

**ACCOUNT NUMBER EXPLANATION**

53990 Debt Service Payment      Payment to City of Industry for Valley Blvd Projects loan



**Expenditure Detail – Streets (Capital Projects)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: STREETS (CAPITAL PROJECTS)**

**Account Code: 3120**

**FUND: 400 - Capital Projects Fund**

<b>Description</b>	<b>Acct. No.</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
<b>Debt Service</b>					
Debt Service Payments	53990	\$ -	\$ -	\$ -	\$ 208,800
<b>Total Debt Service</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 208,800</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 208,800</u></u>



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## Transportation (Prop A)

### Mission

To provide local transportation services to meet the transit needs of La Puente residents.

### Primary Functions and Responsibilities

The Development Services Department oversees the provision of transit services utilizing Proposition A funds. The services include the subsidization of monthly MTA and Foothill Transit bus passes and monthly Metro link rail passes. The purpose of the program is to provide residents with an affordable alternative to private automobiles and to encourage the use of mass transit to reduce traffic congestion and improve air quality. Prop A funds are also used to provide a fixed route shuttle service that supplements Foothill Transit and MTA buses for local destinations and a dial-a-ride Paratransit system for seniors and the disabled. Other uses of Prop A funds include the maintenance of bus shelters, providing transportation for special events, and for other related costs such as advertising transit programs in local publications.

### Goals & Objectives

- To have a safe and efficient arterial street system that benefits residents and businesses and integrates with the larger San Gabriel Valley transportation network
- To have a safe and efficient local street system that is attractive and meets the needs of the community
- To provide quality local transit services to the community through La Puente LINK and Dial-A Ride
- Continue the provision of bus/rail passes subsidies to encourage the use of mass transit and to make mass transit affordable and convenient to those that do not have private vehicles
- Continue the LINK fixed-route shuttle service for short-distance local trips with one-hour maximum round-trips
- Continue to provide Dial-A-Ride services for seniors and the disabled that is prompt and efficient
- Complete the project to refurbish existing bus shelters in the City
- Implement transportation demand management programs
- Support regional transportation planning efforts through the San Gabriel Valley Council of Governments

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>
City Manager	0.01	0.01	0.01
Development Services Director	0.02	0.02	0.02
Administrative Secretary	0.10	0.10	0.10
Finance Manager	0.02	0.02	0.02
Financial Services Supervisor	0.05	0.05	0.05
Accounting Assistant	1.50	1.50	1.50
Assistant Planner	<u>0.30</u>	<u>0.30</u>	<u>0.00</u>
<b>Total FTE</b>	<u>2.00</u>	<u>2.00</u>	<u>1.70</u>

## Expenditure Summary – Transportation (Prop A)

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: TRANSPORTATION**  
**FUND: 210 - Prop "A" Fund**

**Account Code: 3130**

	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
Personnel Services	\$ 166,062	\$ 187,700	\$ 162,900	\$ 172,700
Operating Expenditures	721,367	755,200	702,000	752,000
<b>TOTAL</b>	<b>\$ 887,429</b>	<b>\$ 942,900</b>	<b>\$ 864,900</b>	<b>\$ 924,700</b>
 <b>FUNDING SOURCES</b>				
210 - Prop "A" Fund	\$ 887,429	\$ 942,900	\$ 864,900	\$ 924,700

**ACCOUNT NUMBER EXPLANATION**

51111	Salaries - Full-time	Salaries for City Manager (1%), Finance Services Supervisor (5%), three Accounting Assistants (50% each), Development Services Director (2%), Finance Manager (2%) and Administrative Secretary (10%)
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53211	Postage & Mailing	Postage
53415	Spotlight Publication	Transit related portion of the Spotlight publication and delivery costs for the newsletter
53816	Bus Shelter Maintenance	Bus stop cleaning, shelter repair and maintenance
53914	Special Event Transportation	Transportation to special events for senior and recreation purposes
53915	Public Transit Subsidy	Subsidized cost of TAP and Metro link passes
53916	Dial-A-Ride Services	Cost to operate a contract Dial-a-Ride transit service for seniors and disabled residents
53917	Fixed Route Shuttle	Cost to operate a contract fixed-route transit service (La Puente Link)
53971	Dues & Memberships	Share of Cost for San Gabriel Valley Council of Government dues
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges

**Expenditure Detail – Transportation (Prop A)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: TRANSPORTATION**  
**FUND: 210 - Prop "A" Fund**

**Account Code: 3130**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 104,622	\$ 116,300	\$ 95,900	\$ 96,400
Retirement	51211	28,247	30,700	34,000	34,400
FICA-Medicare	51212	1,518	1,700	1,400	1,400
Other Health-DOC	51311	1,351	4,000	4,000	3,400
Disability Insurance	51312	933	1,700	900	1,400
Life Insurance	51313	347	400	300	300
Health Insurance	51314	29,044	32,900	26,400	35,400
<b>Total Personnel Services</b>		<u>\$ 166,062</u>	<u>\$ 187,700</u>	<u>\$ 162,900</u>	<u>\$ 172,700</u>
<b>Operating Expenditures</b>					
Postage & Mailing	53211	\$ -	\$ 200	\$ -	\$ 200
Spotlight Publication	53415	3,285	5,700	5,400	5,700
Bus Shelter Maintenance	53816	29,975	94,200	29,000	52,000
Special Event Transportation	53914	2,833	5,200	5,200	5,200
Public Transit Subsidy	53915	176,093	105,000	136,000	138,500
Dial-A-Ride Services	53916	98,529	114,200	96,200	120,000
Fixed Route Shuttle	53917	382,175	393,800	393,000	401,400
Dues & Memberships	53971	8,977	9,000	9,300	9,500
IT/Equipment Charges	53996	4,896	6,100	6,100	4,300
Vehicle Charges	53996	14,604	21,800	21,800	15,200
<b>Total Operating Expenditures</b>		<u>\$ 721,367</u>	<u>\$ 755,200</u>	<u>\$ 702,000</u>	<u>\$ 752,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 887,429</u>	<u>\$ 942,900</u>	<u>\$ 864,900</u>	<u>\$ 924,700</u>



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### **Mission**

The Planning and Zoning function is tasked with overseeing the City's physical development through the managing of land use planning, zoning, and land development activities. The mission for this function is to ensure the City's economic vitality and viability through the implementation of the goals and policies established in the City's General Plan and to bring about quality urban design.

### **Primary Functions and Responsibilities**

#### **Land Use Planning**

- Maintain and update the General Plan based on community goals and objectives in order to provide for the steady and orderly growth of the community consistent with sound economic and environmental principles
- Process General Plan and Zone Code amendments as necessary to properly reflect community values and objectives and to adapt to new challenges and opportunities
- Continue to implement and refine the new comprehensive update to the Zoning Code (Title 10) to ensure and enhance the quality of life in the community through the administration of the La Puente Municipal Code, the General Plan, the California Environmental Quality Act, and a variety of interrelated laws involving the public health, safety and welfare
- Respond to public requests for information and assistance pertaining to City zoning and development requirements and processes
- Process discretionary land use applications
- Evaluate projects for compliance with the California Environmental Quality Act, State Planning, Zoning and Development Laws, and the requirements of other regulating agencies
- Undertake a broad array of special studies on topics of interest or concern to the City
- Represent City and work with Southern California Association of Governments pertaining to land use planning issues such as GIS

#### **Transportation**

- Represent City on San Gabriel Valley Council of Governments for transportation, including the Active Transportation Strategic Plan and land use planning issues
- Keep abreast of transportation/transit issues as they affect La Puente. Analyze issues and present recommendations to the City Council

### **Major Accomplishments**

- Facilitated the permitting of the Del Valle Planned Development Permit for 45 detached single-family dwelling units at 747 Del Valle Avenue
- Assisted with the TCAC application process for continuation of the Unruh Specific Plan for development of 53 affordable senior housing units at 1040 Unruh Avenue
- Assisted with the TCAC application and Site Plan and Design Review for the interior and façade remodel of the La Puente Park Apartments, a 132 affordable apartment unit complex at 14714 Prichard Street
- Approved the remodel for the Burger King restaurant at 1601 N. Hacienda Boulevard



## Planning and Zoning Services

### Goals & Objectives

- Continue to apply high design guidelines and standards to discretionary development proposals
- Continue to implement transit programs such as the Link Fixed Route Shuttle, the Dial-a-Ride, and the bus/rail pass subsidy programs
- Work with San Gabriel Valley Council of Governments on transportation issues
- Revise Development Fees as part of the comprehensive fee study and as necessary, including in-lieu fees in the Downtown Business District Specific Plan
- Assist in the preparation for Census 2020 including data collection and preparation for submittal
- Assist in the preparation of the Housing Element Update 2017-2021

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>
Development Services Director	0.34	0.34	0.34
Assistant Planner	0.70	0.70	1.00
Administrative Secretary	<u>0.20</u>	<u>0.20</u>	<u>0.30</u>
<b>Total FTE</b>	<u>1.24</u>	<u>1.24</u>	<u>1.64</u>

## Expenditure Summary – Planning and Zoning Services

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PLANNING/ZONING SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 3300**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Personnel Services	\$ 177,537	\$ 148,400	\$ 203,300	\$ 185,800
Operating Expenditures	48,025	49,700	42,100	47,650
<b>TOTAL</b>	<b>\$ 225,562</b>	<b>\$ 198,100</b>	<b>\$ 245,400</b>	<b>\$ 233,450</b>
 <b>FUNDING SOURCES</b>				
100 - General Fund	\$ 225,562	\$ 198,100	\$ 245,400	\$ 233,450

**ACCOUNT NUMBER EXPLANATION**

51111	Salaries - Full-time	Salaries for Development Services Director (34%), Assistant Planner (100%) and Administrative Secretary (30%)
51117	Overtime	Overtime pay for full-time employees
51118	Leave Conversion Incentives	Conversion of accrued leave
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the planning department
53111	Contract Services - Private	Provides for services for Housing Element & Review Update and miscellaneous planning and zoning Services
53112	Contract Services - Public	Publication of environmental notices, notice of exemptions, negative and mitigated declarations, etc.
53116	Commission/Committee Services	Stipend for Planning Commission/Development Review Board meetings
53411	Printing & Publishing	Costs for ads for required public notices for this division
53971	Dues & Memberships	Membership dues for professional organizations such as ICSC, APA and CCAC
53972	Conferences & Meetings	Director's attendance at ICSC Conference, Skill Path training for staff and miscellaneous meeting, trainings and seminars
53976	Special Departmental	Business cards, logo shirts and name plates for planning commissioners
53996	IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – Planning and Zoning Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PLANNING/ZONING SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 3300**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 130,449	\$ 114,400	\$ 156,500	\$ 139,400
Overtime	51117	830	1,600	1,400	1,600
Leave Incentive/Special Pay	51118	2,140	-	-	-
Retirement	51211	19,615	11,000	21,000	15,100
FICA-Medicare	51212	1,990	1,700	2,400	2,000
Other Health-DOC	51311	2,721	2,500	2,500	3,300
Disability Insurance	51212	1,145	1,600	1,400	2,000
Life Insurance	51313	258	200	200	300
Health Insurance	51314	18,389	15,400	17,900	22,100
<b>Total Personnel Services</b>		<u>\$ 177,537</u>	<u>\$ 148,400</u>	<u>\$ 203,300</u>	<u>\$ 185,800</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 709	\$ 1,000	\$ 500	\$ 1,000
Contract Services - Private	53111	24,694	20,000	20,000	25,000
Contract Services - Public	53112	36	1,500	300	-
Commission/Committee Services	53116	3,750	4,700	3,900	4,700
Printing & Publishing	53411	10,017	5,000	3,500	5,000
Dues & Memberships	53971	650	700	300	700
Conferences & Meetings	53972	2,933	5,700	2,500	4,450
Special Departmental	53976	340	500	500	500
IT/Equipment Charges	53996	4,896	10,600	10,600	6,300
<b>Total Operating Expenditures</b>		<u>\$ 48,025</u>	<u>\$ 49,700</u>	<u>\$ 42,100</u>	<u>\$ 47,650</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 225,562</u>	<u>\$ 198,100</u>	<u>\$ 245,400</u>	<u>\$ 233,450</u>



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### **Mission**

To insure the safety of the built environment through implementation of Title 8 (Building Regulations) of the La Puente Municipal Code and standards of construction for improvements in the public rights-of-way related to private development.

### **Primary Functions**

#### **Building and Safety**

Oversees building and safety activities within the City including checking construction plans to insure compliance with Title 8 of the Municipal Code, issuing building and related permits, and inspecting construction while in progress to insure adherence to approved construction plans and Title 8 for all new construction and rehabilitation of commercial, residential and industrial projects. Additionally, the Building and Safety Division conducts inspections of substandard properties and provides support to the Code Enforcement Division where substandard structures are involved.

### **Major Accomplishments**

- Issued 1,030 building permits and performed 1,370 building inspections
- Completed 195 residential and 56 commercial plan checks
- Adopted the 2016 State Building Codes

### **Goals & Objectives**

- To protect the public by enforcing building regulations that provide for safe buildings in which to live and work
- Protect the quality of the urban environment by assisting the Code Enforcement Division in the abatement of substandard structures
- Assist the public in understanding the requirements of the building regulations
- Continue the utilization of contract services for building and safety services to provide the flexibility to adjust staff levels and costs according to demand
- Continue to support Code Enforcement efforts in situations involving substandard buildings
- Provide timely building inspection services to facilitate the construction of the 45 unit Del Valle housing project

**Expenditure Summary – Building and Safety Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: BUILDING AND SAFETY SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 3310**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Operating Expenditures	\$ 330,670	\$ 251,800	\$ 212,200	\$ 271,300
<b>TOTAL</b>	<u>\$ 330,670</u>	<u>\$ 251,800</u>	<u>\$ 212,200</u>	<u>\$ 271,300</u>
 <b>FUNDING SOURCES</b>				
100 - General Fund	<u>\$ 330,670</u>	<u>\$ 251,800</u>	<u>\$ 212,200</u>	<u>\$ 271,300</u>

**ACCOUNT NUMBER EXPLANATION**

53011	Operating Supplies	Office supplies for the Building & Safety department
53111	Contract Services - Private	Provides for contract building and safety services
53996	Special Departmental	Miscellaneous special departmental supplies
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges

**Expenditure Detail – Building and Safety Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: BUILDING AND SAFETY SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 3310**

<b>Description</b>	<b>Acct. No.</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 1,680	\$ 600	\$ 1,000	\$ 1,000
Contract Services - Private	53111	324,451	240,000	200,000	270,000
Special Departmental	53976	135	-	-	-
IT/Equipment Charges	53996	2,604	300	300	300
Vehicle Charges	53997	1,800	10,900	10,900	-
<b>Total Operating Expenditures</b>		<u>\$ 330,670</u>	<u>\$ 251,800</u>	<u>\$ 212,200</u>	<u>\$ 271,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 330,670</u>	<u>\$ 251,800</u>	<u>\$ 212,200</u>	<u>\$ 271,300</u>



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## Housing and Community Services

### Mission

To implement a variety of services to the community focusing on low- and moderate-income and handicapped residents through the implementation of a Housing Rehabilitation Grant and Loan Program.

### Primary Functions and Responsibilities

This division has the responsibility for administering a wide range of grant-funded programs such as the federally-funded Community Development Block Grant (CDBG) Program and the state CalHome Loan housing rehabilitation program. The focus of activities will be to provide financial assistance in the form of low cost home improvement and job retention/creation programs for low and moderate income households, provide essential public services, stimulate the revitalization of older declining neighborhoods through the elimination of slum and blight conditions, and monitor the modernization of essential infrastructure in neighborhoods with high concentration of low/moderate residents.

### Major Accomplishments

- Completed and exhausted all funds for the 2008 Cal Home Loan contract
- Completed the processing of new CDBG funds for the Housing Grant Program
- Implemented and Completed 16 Grants and 6 Loans
- Successfully participated in the Los Angeles Homeless Count

### Goals & Objectives

- To conserve and improve the condition of the City's housing stock
- Maximize the use of available financial and other resources to reduce the cost of housing
- To minimize energy consumption through the design and maintenance of housing
- To conserve and improve the condition of the City's housing stock
- Maximize the use of available financial and other resources to reduce the cost of housing
- To minimize energy consumption through the design and maintenance of housing

<u>Full Time Equivalent (FTE)</u>	<u>Actual</u> <u>2015-16</u>	<u>Actual</u> <u>2016-17</u>	<u>Adopted</u> <u>2017-18</u>
Director of Administrative Services	0.05	0.03	0.03
Finance Manager	0.05	0.03	0.03
Finance Services Supervisor	0.05	0.03	0.03
Rehabilitation Grant Specialist	1.00	1.00	1.00
Senior Center Specialist	0.40	0.40	0.45
Code Enforcement Manager	0.50	0.70	0.50
Code Enforcement Officer (PT)	<u>2.50</u>	<u>2.50</u>	<u>3.00</u>
<b>Total FTE</b>	<u>4.55</u>	<u>4.69</u>	<u>5.04</u>

**Expenditure Summary – Housing and Community Services (General)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: HOUSING & COMMUNITY SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 3320**

	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
Personnel Services	\$ 69,091	\$ 78,000	\$ 72,600	\$ 76,500
Operating Expenditures	5,958	18,300	21,600	12,400
<b>TOTAL</b>	<b>\$ 75,049</b>	<b>\$ 96,300</b>	<b>\$ 94,200</b>	<b>\$ 88,900</b>

**FUNDING SOURCES**

100 - General Fund	\$ 75,049	\$ 96,300	\$ 94,200	\$ 88,900
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**ACCOUNT NUMBER EXPLANATION**

51111	Salaries - Full-time	Salaries for Rehabilitation Grant Specialist (70%)
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the Housing Division
53111	Contract Services - Private	Consultant Fees, appraisal, escrow, title, monitoring and credit report fees associated with loan and grant programs
53411	Printing & Publishing	Printing and publishing of notices for Housing Program
53972	Conferences and Meetings	Seminars and workshops for current and new projects.
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges (Not budgeted in FY 17-18)

**Expenditure Detail – Housing and Community Services (General)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: HOUSING & COMMUNITY SERVICES**  
**FUND: 100 - GENERAL FUND**

**Account Code: 3320**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 39,227	\$ 47,000	\$ 41,100	\$ 43,900
Retirement	51211	15,927	14,600	17,500	16,100
FICA-Medicare	51212	569	700	600	600
Other Health-DOC	51311	1,694	1,500	1,500	2,000
Disability Insurance	51312	352	700	400	600
Life Insurance	51313	121	100	100	100
Health Insurance	51314	11,201	13,400	11,400	13,200
<b>Total Personnel Services</b>		<u>\$ 69,091</u>	<u>\$ 78,000</u>	<u>\$ 72,600</u>	<u>\$ 76,500</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 128	\$ 200	\$ 200	\$ 200
Contract Services - Private	53111	-	-	3,800	6,700
Printing & Publishing	53411	507	600	600	700
Conferences and Meetings	53972	427	500	-	500
IT/Equipment Charges	53996	4,896	6,100	6,100	4,300
Vehicle Charges	53997	-	10,900	10,900	-
<b>Total Operating Expenditures</b>		<u>\$ 5,958</u>	<u>\$ 18,300</u>	<u>\$ 21,600</u>	<u>\$ 12,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 75,049</u>	<u>\$ 96,300</u>	<u>\$ 94,200</u>	<u>\$ 88,900</u>

**Expenditure Summary – Housing and Community Services (CDBG)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: HOUSING & COMMUNITY SERVICES**  
**FUND: 260 - CDBG Fund**

**Account Code: 3320**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Personnel Services	\$ 183,779	\$ 234,000	\$ 214,300	\$ 219,000
Operating Expenditures	<u>152,451</u>	<u>100,600</u>	<u>100,500</u>	<u>169,100</u>
<b>TOTAL</b>	<u>\$ 336,230</u>	<u>\$ 334,600</u>	<u>\$ 314,800</u>	<u>\$ 388,100</u>

**FUNDING SOURCES**

260 - CDBG Fund	<u>\$ 336,230</u>	<u>\$ 334,600</u>	<u>\$ 314,800</u>	<u>\$ 388,100</u>
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**ACCOUNT NUMBER EXPLANATION**

51111	Salaries Full-Time	Salaries for Rehabilitation Grant Specialist (30%); Senior Center Specialist (45%); Director of Administrative Services (3%); Finance Manager (3%); Finance Supervisor (3%); and Code Enforcement Manager (50%)
51112	Salaries Part-Time	Salaries for part-time Code Enforcement Officers
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Costs for insurance such as survivors and long-term disability
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the housing rehab program
53411	Printing & Publishing	Printing and publishing of notices (not budgeted in FY 2016-2017)
53972	Conferences and Meetings	CACEO Conference, Davis Bacon and Fair Housing training
53977	Grants and Loans - Residential	Costs for housing rehab construction grant program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring; amount anticipates thirteen (13) grants at \$12,000 each

**Expenditure Detail – Housing and Community Services (CDBG)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: HOUSING AND COMMUNITY SERVICES**  
**FUND: 260 - CDBG Fund**

**Account Code: 3320**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 100,200	\$ 100,700	\$ 100,700	\$ 89,700
Salaries - Part-time	51112	46,594	82,700	67,000	81,500
Retirement	51211	11,334	17,900	12,700	21,100
FICA-Medicare	51212	2,094	2,600	2,600	3,600
Other Health-DOC	51311	-	2,900	-	-
Disability Insurance	51312	834	1,400	1,000	1,300
Life Insurance	51313	265	300	300	200
Health Insurance	51314	22,458	25,500	30,000	21,600
<b>Total Personnel Services</b>		<u>\$ 183,779</u>	<u>\$ 234,000</u>	<u>\$ 214,300</u>	<u>\$ 219,000</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 400	\$ 600	\$ 400	\$ 600
Conferences & Meetings	53972	-	-	100	1,500
Grants and Loans - Residential	53977	152,051	100,000	100,000	167,000
<b>Total Operating Expenditures</b>		<u>\$ 152,451</u>	<u>\$ 100,600</u>	<u>\$ 100,500</u>	<u>\$ 169,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 336,230</u>	<u>\$ 334,600</u>	<u>\$ 314,800</u>	<u>\$ 388,100</u>

**Expenditure Summary – Housing and Community Services (Cal Home)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: HOUSING & COMMUNITY SERVICES**  
**FUND: 265 - Cal Home Fund**

**Account Code: 3320**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Operating Expenditures	\$ 6,696	\$ 232,000	\$ -	\$ 232,000
<b>TOTAL</b>	<u>\$ 6,696</u>	<u>\$ 232,000</u>	<u>\$ -</u>	<u>\$ 232,000</u>
 <b><u>FUNDING SOURCES</u></b>				
265 - Cal Home Loans	<u>\$ 6,696</u>	<u>\$ 232,000</u>	<u>\$ -</u>	<u>\$ 232,000</u>

**ACCOUNT NUMBER EXPLANATION**

- 53111 Contract Services - Private Consultant Fees, appraisal, escrow, title, monitoring and credit report fees associated with Cal Home loan program
- 53977 Grants and Loans - Residential Costs for housing rehab construction loan program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring; amount anticipates six (6) loans at \$37,790 each

**Expenditure Detail – Housing and Community Services (Cal Home)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: HOUSING & COMMUNITY SERVICES**  
**FUND: 265 - Cal Home Fund**

**Account Code: 3320**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Operating Expenditures</b>					
Contract Services - Private	53111	\$ 5,611	\$ 5,000	\$ -	\$ 5,000
Loans - Residential	53997	1,085	227,000	-	227,000
<b>Total Operating Expenditures</b>		<u>\$ 6,696</u>	<u>\$ 232,000</u>	<u>\$ -</u>	<u>\$ 232,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 6,696</u>	<u>\$ 232,000</u>	<u>\$ -</u>	<u>\$ 232,000</u>



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## Park Maintenance Services

### Mission

To maintain and invest in the City’s facilities, parks, and open space through the ongoing commitment to quality maintenance and facility upgrades.

### Primary Functions and Responsibilities

The Maintenance Services Division maintains the 22 acre La Puente Park and the award winning Puente Creek Nature Education Center. La Puente Park includes picnic facilities, a playground, restrooms, athletic fields, snack bar facilities, and open space areas. Through an ongoing maintenance program, facilities are kept clean, safe and in working condition. Park maintenance services include:

- Landscape and turf management
- Irrigation repairs and maintenance
- Athletic field maintenance
- Daily trash removal
- Restroom maintenance
- Safety inspections to playground
- Maintenance of La Puente Community Center
- Graffiti abatement

### Major Accomplishments

- Reseeded the athletic fields and open turf areas at La Puente Park
- Replaced fencing at softball fields and basketball court
- Painted exterior of Snack Bar building and scorekeepers building on baseball fields
- Replaced lighting in park and athletic fields
- Installed fencing guard on baseball fields

### Goals & Objectives

- Complete the Restroom Improvement Project at La Puente Park
- Enhance turf management at La Puente Park
- Upgrade and improve athletic facilities at La Puente Park

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>
Development Services Director	0.34	0.34	0.34
Maintenance Superintendent	0.30	0.30	0.70
Maintenance Worker	1.80	1.30	2.60
Maintenance Assistant	0.50	1.00	0.50
Administrative Secretary	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>
<b>Total FTE</b>	<u>3.24</u>	<u>3.24</u>	<u>4.44</u>

**Expenditure Summary – Park Maintenance Services (General)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PARKS**  
**FUND: 100 - General Fund**

**Account Code: 3330**

	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
Personnel Services	\$ 316,610	\$ 233,400	\$ 309,700	\$ 348,400
Operating Expenditures	133,700	170,000	122,400	60,700
<b>TOTAL</b>	<b>\$ 450,310</b>	<b>\$ 403,400</b>	<b>\$ 432,100</b>	<b>\$ 409,100</b>

**FUNDING SOURCES**

100 - General Fund	\$ 450,310	\$ 403,400	\$ 432,100	\$ 409,100
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**ACCOUNT NUMBER EXPLANATION**

51111	Salaries Full-Time	Salaries for Development Services Director (34%), Administrative Secretary (30%), Maintenance Superintendent (70%) and three Maintenance Workers (two at 70%, one at 20%)
51112	Salaries Part-Time	Salaries of Part-Time Staff
51117	Overtime	Overtime pay for full time employees
51118	Leave Conversion Incentive	Conversion of accrued leave
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance and survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the department
53012	Small Tools & Equipment	Provides for janitorial supplies and miscellaneous items
53015	Uniform/Boot Reimbursements	Provides for purchases of uniforms and boot reimbursement and city issued pants and shirts
53111	Contract Services - Private	Miscellaneous contract services for La Puente Park and restroom facilities
53711	Utility - Gas	Provides for gas utility service for snack bar and maintenance building at La Puente Park (reclassified to Fund 285)
53712	Utility - Electricity	Provides for electric utility service for La Puente Park (reclassified to Fund 285)
53714	Utility - Water	Provides for water utility services for La Puente Park (reclassified to Fund 285)
53715	Utility - Communications	Provides for phone line for La Puente Park snack bar and maintenance yard (reclassified to Fund 285)
53811	Equipment Maintenance	Provides for annual AQMD fees, fire extinguisher maintenance, snack bar inspections, repairs to tools, park equipment, emergency generator, power equipment maintenance, backflow maintenance, etc.
53813	Facility Maintenance	Provides for maintenance and supplies for La Puente Park and facilities
53814	Landscape Maintenance	Provides for contract landscape maintenance for La Puente Park, Nature Center, and landscaping around Community Center facility (reclassified to Fund 285)
53822	Park Maint. & Repair	Provides for pest control for park snack bar, repairs and maintenance of park facilities, including irrigation repairs (reclassified to Fund 285)
53972	Conferences & Meetings	Miscellaneous local meetings and training seminars for staff
53976	Special Departmental	Provides for miscellaneous expenses for the Parks Division
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges

**Expenditure Detail – Park Maintenance Services (General)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PARKS**  
**FUND: 100 - General Fund**

**Account Code: 3330**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 170,485	\$ 136,800	\$ 158,300	\$ 167,600
Salaries - Part-time	51112	45,285	23,500	46,400	56,300
Overtime	51117	13,129	12,000	14,500	12,000
Leave Conversion Incentives	51118	3,899	-	3,700	4,000
Retirement	51211	28,058	25,100	30,600	49,200
FICA-Medicare	51212	3,381	2,300	3,300	4,100
Other Health-DOC	51311	5,707	3,500	6,000	5,900
Disability Insurance	51312	1,561	2,000	1,400	2,400
Life Insurance	51313	563	300	500	500
Health Insurance	51314	44,542	27,900	45,000	46,400
<b>Total Personnel Services</b>		<u>\$ 316,610</u>	<u>\$ 233,400</u>	<u>\$ 309,700</u>	<u>\$ 348,400</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 581	\$ 500	\$ 500	\$ 500
Small Tool & Equipment	53012	14,250	11,200	13,000	10,500
Uniform/Boot Reimbursement	53015	3,148	3,500	1,600	3,500
Contract Services - Private	53111	2,170	5,000	-	5,000
Utility - Gas	53711	1,180	2,000	1,100	-
Utility - Electricity	53712	19,345	60,000	15,000	-
Utility - Water	53714	8,837	6,000	6,000	-
Utility - Communications	53715	240	300	600	-
Equipment Maintenance	53811	3,994	7,000	8,000	9,700
Facility Maintenance	53813	9,642	6,000	6,000	6,500
Landscape Maintenance	53814	26,482	42,600	42,000	-
Park Mtce & Repair	53822	12,918	10,000	12,500	-
Conferences & Meetings	53972	151	300	-	1,000
Special Departmental	53976	258	-	500	500
IT/Equipment Charges	53996	9,300	4,700	4,700	8,300
Vehicle Charges	53997	21,204	10,900	10,900	15,200
<b>Total Operating Expenditures</b>		<u>\$ 133,700</u>	<u>\$ 170,000</u>	<u>\$ 122,400</u>	<u>\$ 60,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 450,310</u>	<u>\$ 403,400</u>	<u>\$ 432,100</u>	<u>\$ 409,100</u>

**Expenditure Summary – Park Maintenance Services (LLMD)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PARKS**

**Account Code: 3330**

**FUND: 285 - Lighting & Landscape Maintenance**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Operating Expenditures	\$ -	\$ -	\$ -	\$ 443,200
Debt Service	-	-	-	7,345,300
<b>TOTAL</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,788,500</u>

**FUNDING SOURCES**

285 - Lighting & Landscape	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,788,500</u>
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**ACCOUNT NUMBER EXPLANATION**

53111	Contract Services - Private	Contract services for annual engineer's report
53711	Utility - Gas	Provides for gas utility service for snack bar and maintenance building at La Puente Park
53712	Utility - Electricity	Provides for electric utility service for La Puente Park and street lights
53714	Utility - Water	Provides for water utility services for La Puente Park
53715	Utility - Communications	Provides for phone line for La Puente Park snack bar and maintenance yard
53813	Facility Maintenance	Provides for maintenance, repair and supplies for La Puente Community center including pest control, security alarm and miscellaneous cleaning supplies
53814	Landscape Maintenance	Provides for contract landscape maintenance for La Puente Park, Nature Center, and landscaping around Community Center facility
53822	Park Maint. & Repair	Provides for pest control for park snack bar, repairs and maintenance of park facilities, including irrigation repairs
53990	Debt Service Payments	Payoff of Community Center financing

**Expenditure Detail – Park Maintenance Services (LLMD)**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: PARKS**

**Account Code: 3330**

**FUND: 285 - Lighting & Landscape Maintenance**

<b>Description</b>	<b>Acct. No.</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
<b>Operating Expenditures</b>					
Contract Services - Private	53111	\$ -	\$ -	\$ -	\$ 10,000
Utility - Gas	53711	-	-	-	2,000
Utility - Electricity	53712	-	-	-	299,000
Utility - Water	53714	-	-	-	6,300
Utility - Communications	53715	-	-	-	900
Facility Maintenance	53813	-	-	-	57,000
Landscape Maintenance	53814	-	-	-	48,000
Park Mtce & Repair	53822	-	-	-	20,000
<b>Total Operating Expenditures</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 443,200</u>
<b>Debt Service</b>					
Debt Service Payments	53990	\$ -	\$ -	\$ -	\$ 7,345,300
<b>Total Debt Service</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,345,300</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 7,788,500</u></u>



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### **Mission**

To provide world-class program, which reflect the interest, needs, and demographics of the residents of La Puente. Recreation fosters human development, promotes health and wellness, and increases cultural unity.

### **Primary Functions and Responsibilities**

- **Tiny Tots:** Tiny Tots is an activity-oriented program that introduces children ages 3 to 5 to colors, shapes, numbers, and the alphabet. Story time, music, arts and crafts and outdoor play are part of this program. Tiny Tots is offered five (5) days a week with a morning session (9:00 a.m. to 11:30 a.m.) and an afternoon session (12:30 p.m. to 3:00 p.m.).
- **Recreation Classes:** There are a wide variety of recreation, educational, fitness and skill-oriented classes that are offered at the Community Center at affordable prices. Classes are offered for children, youth, and adults. Current trends are considered when developing new classes to ensure that the program is meeting the needs of an ever changing society.
- **Summer Lunch Program:** Summer Food Service Program to ensure low-income children receive nutritious meals when school is not in session. The lunch program is conducted at three locations. Five Thousand Nine Hundred Forty (5940) meals were served during the summer of 2016.

### **Major Accomplishments**

- Celebrated the City's 60th Anniversary beginning in July of 2016. Celebrations included a 60th Anniversary Reception, a 60th Anniversary Community Party during National Night Out, and enhanced City Wide Special Events
- Partnered with the Mexican Consulate's office to offer the Health Fair in January of 2017
- Working with the Maintenance Division, held two (2) Community Tree Planting Days

### **Goals & Objectives**

- Develop policies and procedures for a Special Events Application and Permit
- Feature four (4) movies for the 2017 Summer Movies in the Park series
- Establish the Fall Family Flicks series by holding two (2) of these events that will feature movies and activities in the month of October
- Implement a new layout including location change for the Friday Night Open Air Market
- Add five (5) new contract based recreation classes



**Recreation Services**

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>
Director of Recreation Services	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00
Recreation Specialist	3.00	3.00	3.00
Recreation Leader	*	*	*
<b>Total FTE</b>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

\*Part-Time Positions - The number of full time equivalent in Recreation Services can vary depending on the amount of budget set aside. For fiscal year 2017-18, the recommended budget is \$124,500 which will cover the costs of part-time positions including recreation specialist and leader.

**Expenditure Summary – Recreation Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: RECREATION SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 4100**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2017-2018</u>
	<u>Actual</u>	<u>Amended</u>	<u>Estimated</u>	<u>Adopted</u>
		<u>Budget</u>		<u>Budget</u>
Personnel Services	\$ 398,163	\$ 397,900	\$ 420,100	\$ 461,400
Operating Expenditures	287,314	304,900	369,400	147,800
Debt Service	439,660	427,200	427,200	-
<b>TOTAL</b>	<u>\$ 1,125,137</u>	<u>\$ 1,130,000</u>	<u>\$ 1,216,700</u>	<u>\$ 609,200</u>

**FUNDING SOURCES**

100 - General Fund	<u>\$ 1,125,137</u>	<u>\$ 1,130,000</u>	<u>\$ 1,216,700</u>	<u>\$ 609,200</u>
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**ACCOUNT NUMBER EXPLANATION**

51111 Salaries - Full-time	Salaries for Director of Recreation Services (100%), Recreation Coordinator (100%) and Recreation Specialist (100%)
51112 Salaries - Part-time	Salaries of part-time staff for various activities such as special events, tiny tots, summer recreation, summer lunch program and other events as needed
51117 Overtime	Overtime pay for full-time employees
51118 Leave Conversion Incentives	Conversion of accrued leave
51211 Retirement	Costs of City's and employee's retirement at CalPERS
51212 FICA-Medicare	Medicare benefits for full-time and part-time employees
51311 Other Health-DOC	Dental, optical and audio reimbursements
51312 Disability Insurance	Disability insurance & survivor's benefits
51313 Life Insurance	Term life insurance
51314 Health Insurance	CalPERS health insurance coverage
53011 Operating Supplies	Office supplies for use at Community Center
53012 Small Tools & Equipment	Tiny Tots furniture and play equipment and general office equipment
53111 Contract Services - Private	Contract class instructors, ActiveNet, SCMAF Insurance
53112 Contract Services - Public	Summer lunch program at three (3) sites
53411 Printing & Publishing	Programs and periodic marketing and forms
53711 Utility - Gas	Natural gas charges for the Community Center
53712 Utility - Electricity	Electricity for the Community Center
53714 Utility - Water	Water charges for the Community Center
53715 Utility - Communications	Communication charges for the Community Center
53811 Equipment Maintenance	Maintenance of handicap lift, fire extinguishers, plotters and office equipment.
53813 Facility Maintenance	Maintenance and repair of facility, pest control, security alarm and miscellaneous cleaning supplies
53911 Equipment Lease and Rental	Lease and maintenance of digital color copier
53971 Dues & Memberships	Memberships to California Parks and Recreation Society (CPRS), Southern California Municipal Athletic Federation (SCMAF), National Recreation and Parks Association (NRPA) and Sam's Club

53972	Conferences & Meetings	Attendance at CPRS trainings and workshops
53976	Special Departmental	Miscellaneous items for the department
53979	Special Events	Costs related to the City's annual events: 3rd of July, Concerts in the Park, Movies in the Park, Main Street Run, Halloween, Veteran's Day, Parade & Tree Lighting, Excursions, Spring Egg Hunt, etc. (Reclassified to Dept 4140 in FY 17/18)
53990	Debt Service Payments	Principal and Interest payments of Community Center financing (reclassified to Fund 285 in FY 17/18)
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges

## Expenditure Detail – Recreation Services

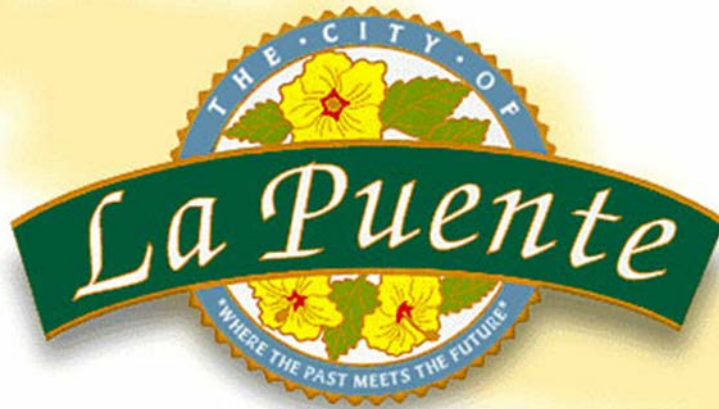
CITY OF LA PUENTE

FY 2017-2018

DEPARTMENT: RECREATION SERVICES  
 FUND: 100 - General Fund

Account Code: 4100

Description	Acct. No.	2015-2016 Actual	2016-2017 Amended Budget	2016-2017 Estimated	2017-2018 Adopted Budget
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 169,969	\$ 185,100	\$ 189,600	\$ 189,800
Salaries - Part-time	51112	112,632	90,000	104,200	124,500
Overtime	51117	1,349	1,400	3,800	2,500
Leave Conversion Incentives	51118	3,342	-	-	-
Retirement	51211	54,777	57,300	59,500	69,400
FICA-Medicare	51212	4,167	4,500	4,400	6,400
Other Health-DOC	51311	4,242	6,000	6,000	6,000
Disability Insurance	51312	1,503	2,700	1,600	2,700
Life Insurance	51313	540	500	500	500
Health Insurance	51314	45,642	50,400	50,500	59,600
<b>Total Personnel Services</b>		<u>\$ 398,163</u>	<u>\$ 397,900</u>	<u>\$ 420,100</u>	<u>\$ 461,400</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 2,259	\$ 2,000	\$ 1,500	\$ 4,000
Small Tools & Equipment	53012	11,218	9,200	4,800	5,000
Contract Services - Private	53111	55,076	52,000	43,000	50,000
Contract Services - Public	53112	5,370	24,000	30,000	30,000
Printing & Publishing	53411	-	500	-	500
Utility - Gas	53711	354	500	500	500
Utility - Electricity	53712	17,261	19,000	18,000	19,000
Utility - Water	53714	2,183	3,000	3,500	3,500
Utility - Communications	53715	646	500	1,000	1,000
Equipment Maintenance	53811	1,742	3,000	2,600	3,000
Facility Maintenance	53813	30,217	34,000	40,000	-
Equipment Lease/Rental	53911	4,293	5,000	4,200	5,000
Dues & Memberships	53971	274	1,300	1,100	1,300
Conferences & Meetings	53972	878	1,000	700	1,200
Special Departmental	53976	683	500	100	500
Special Events	53979	128,160	122,000	191,000	-
IT/Equipment Charges	53996	18,204	23,800	23,800	18,200
Vehicle Charges	53997	8,496	3,600	3,600	5,100
<b>Total Operating Expenditures</b>		<u>\$ 287,314</u>	<u>\$ 304,900</u>	<u>\$ 369,400</u>	<u>\$ 147,800</u>
<b>Debt Service</b>					
Debt Service Payments	53990	\$ 439,660	\$ 427,200	\$ 427,200	\$ -
<b>Total Debt Service</b>		<u>\$ 439,660</u>	<u>\$ 427,200</u>	<u>\$ 427,200</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 1,125,137</u></u>	<u><u>\$ 1,130,000</u></u>	<u><u>\$ 1,216,700</u></u>	<u><u>\$ 609,200</u></u>



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## **Youth Learning Activity Center**

### **Mission**

The Youth Learning Activity Center supports athletics, fitness and mentoring for the residents of La Puente. The Youth Learning Activity Center's purpose is to enhance the mind and body through health, fitness, sports, mentoring, life skills, tutoring, arts, recreation, education, and career development. The Center provides a setting for youth to socialize and interact with their peers through structured activities.

### **Primary Functions and Responsibilities**

- Youth Learning: The City of La Puente partners with the Boys and Girls Club of La Puente to offer an afterschool program that includes youth development activities, art and recreation programs, technology education programs, and character education programs that are designed to strengthen and complement the regular academic program of participating students.
- Teen V.O.I.C.E Program: Teen V.O.I.C.E. is a volunteer program for ages 13-18 years old (18 years old must be in high school). Teen V.O.I.C.E. will provide opportunities for teenagers looking to complete their volunteer requirements for school, church, etc.
- Youth and Adult Sports: The Youth Sports program is designed to guide each participant through the fundamentals of each sport and promote team play through teaching, training, and sportsmanship. The Adult Sports program is designed to give the adults of the community an opportunity to play team sports in an organized, clean and safe environment
- Facility Reservations: The City rents several types of facilities and spaces to meet the community's needs. Reservation rates and related costs for all facilities vary, and are dependent upon type of space, and renter category.
- La Puente Park Reservations: The City reserves picnic shelters and field space at La Puente Park for a fee. The Rates are dependent upon type of space, and renter category.

### **Major Accomplishments**

- Implemented the Tiny Tot Soccer and Tiny Tot Basketball programs. These programs introduce children between the ages of 3 to 5 years to the basic skills of each sport. Snack is provided. Tiny Tot Soccer is held on Mondays and Tiny Tot Basketball is held on Wednesdays.
- Entered into a Facilities Use Agreement with the Boy and Girls Club of La Puente to offer an afterschool program that includes both youth development and academic activities
- Established the La Puente Park and Youth Programming Ad Hoc Committee

### **Goals & Objectives**

- Revise the La Puente Park Use Policy to meet the changing needs of the citizens of La Puente

**Youth Learning Activity Center**

**Goals & Objectives (continued)**

- Updated the procedures for playground inspections at La Puente Park and the Puente Creek Nature Education Center
- Partner with the Delhaven Community Center to offer the Youth Basketball League for the summer of 2017

<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>Actual 2015-16</u></b>	<b><u>Actual 2016-17</u></b>	<b><u>Adopted 2017-18</u></b>
Recreation Coordinator	1.00	1.00	1.00
Recreation Specialist	1.00	1.00	1.00
Recreation Leader	*	*	*
<b>Total FTE</b>	<b><u>2.00</u></b>	<b><u>2.00</u></b>	<b><u>2.00</u></b>

\*Part-Time Positions - The number of full time equivalent in Recreation Services can vary depending on the amount of budget set aside. For fiscal year 2017-18, the recommended budget is \$80,200 which will cover the costs of part-time positions including recreation specialist and leader.

**Expenditure Summary – Youth Learning Activity Center**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: YOUTH LEARNING ACTIVITY CENTER**  
**FUND: 100 - General Fund**

**Account Code: 4110**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Personnel Services	\$ 145,614	\$ 169,500	\$ 164,100	\$ 165,500
Operating Expenditures	85,144	118,000	100,700	92,100
Debt Service	439,660	427,200	427,200	-
<b>TOTAL</b>	<b>\$ 670,418</b>	<b>\$ 714,700</b>	<b>\$ 692,000</b>	<b>\$ 257,600</b>

**FUNDING SOURCES**

100 - General Fund	\$ 670,418	\$ 714,700	\$ 692,000	\$ 257,600
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**ACCOUNT NUMBER EXPLANATION**

51111	Salaries - Full-time	Salaries for Recreation Coordinator (100%)
51112	Salaries - Part-time	Salaries of part-time staff for various activities
51117	Overtime	Overtime pay for full time employees
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Costs for insurance such as survivors and long-term disability
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the Youth Learning Activity Center
53012	Small Tools & Equipment	Gymnasium equipment and maintenance
53111	Contract Services - Private	Cost of contract referees for sports leagues
53411	Printing & Publishing	Printing of special event programs and periodic marketing
53711	Utility - Gas	Natural gas charges for the Youth Learning Activity Center
53712	Utility - Electricity	Electrical service for the Youth Learning Activity Center (gymnasium and parking lot)
53714	Utility - Water	Water charges for the Youth Learning Activity Center
53715	Utility - Communications	Communication charges for the Youth Learning Activity Center
53811	Equipment Maintenance	Maintenance agreement of kitchen equipment, fire maintenance, water filters, generator service, heat/air and annual AQMD fees
53813	Facility Maintenance	Maintenance and repair of facility, pest control, security alarm, custodial services, health department permits and miscellaneous cleaning supplies
53911	Equipment Lease/Rental	Lease and maintenance of color copier
53971	Dues & Memberships	Memberships to California Parks and Recreation Society, Southern California Municipal Athletic Federation and Sam's Club
53972	Conferences & Meetings	Attendance at CPRS trainings and workshops
53976	Special Departmental	Miscellaneous items for the department
53980	Sports Activities	Supplies for sports activities, shirts, awards, closing ceremony for the Youth Basketball Program, balls and scorebooks
53990	Debt Service Payments	Principal and Interest payments of Community Center financing (reclassified to Fund 285)
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges



**Expenditure Detail – Youth Learning Activity Center**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: YOUTH LEARNING ACTIVITY SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 4110**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 47,466	\$ 51,700	\$ 50,400	\$ 51,700
Salaries - Part-time	51112	72,980	90,000	83,500	80,200
Overtime	51117	1,286	-	2,000	1,500
Retirement	51211	15,099	16,000	16,800	18,900
FICA-Medicare	51212	1,765	2,000	2,000	3,100
Other Health-DOC	51311	-	2,000	2,000	2,000
Disability Insurance	51312	425	700	500	700
Life Insurance	51313	180	200	200	200
Health Insurance	51314	6,413	6,900	6,700	7,200
<b>Total Personnel Services</b>		<u>\$ 145,614</u>	<u>\$ 169,500</u>	<u>\$ 164,100</u>	<u>\$ 165,500</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 2,067	\$ 2,000	\$ 500	\$ 1,500
Small Tools & Equipment	53012	13,979	7,000	1,000	5,000
Contract Services - Private	53111	-	3,000	800	2,500
Printing & Publishing	53411	-	500	-	500
Utility - Gas	53711	1,676	2,100	1,800	2,100
Utility - Electricity	53712	27,642	34,000	33,000	34,000
Utility - Water	53714	2,183	3,100	3,500	3,100
Utility - Communications	53715	412	300	500	400
Equipment Maintenance	53811	4,232	5,000	3,300	5,000
Facility Maintenance	53813	21,721	19,000	18,000	-
Equipment Lease/Rental	53911	3,321	5,600	4,000	5,600
Dues & Memberships	53971	370	500	-	500
Conferences & Meetings	59372	954	1,000	900	1,100
Special Departmental	53976	103	1,000	-	1,000
Sports Activities	53980	6,484	6,500	6,000	6,500
IT/Equipment Charges	53996	-	23,800	23,800	18,200
Vehicle Charges	53997	-	3,600	3,600	5,100
<b>Total Operating Expenditures</b>		<u>\$ 85,144</u>	<u>\$ 118,000</u>	<u>\$ 100,700</u>	<u>\$ 92,100</u>
<b>Debt Service</b>					
Debt Service Payments	53990	\$ 439,660	\$ 427,200	\$ 427,200	\$ -
<b>Total Debt Service</b>		<u>\$ 439,660</u>	<u>\$ 427,200</u>	<u>\$ 427,200</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 670,418</u>	<u>\$ 714,700</u>	<u>\$ 692,000</u>	<u>\$ 257,600</u>

### **Mission**

To provide a facility and programming for the elder generations of La Puente and to provide access to health, wellness, educational, social, physical and recreational opportunities in a public setting. The La Puente Senior Center helps to facilitate successful aging by maintaining and enhancing existing community senior programs and by developing new, needed programs and services that help to offer an enriched quality of life.

### **Primary Functions and Responsibilities**

- **Daily Nutrition Program:** The La Puente Senior Center offers a daily nutritional lunch through its community partner YWCA Intervale Senior Services. The City of La Puente Senior Center provides in kind support and the Federal Government through the Area Agency on Aging (AAA) underwrites the meals. Intervale Senior Services provides a site manager to administer the program along with 10 volunteers assist in the operation of this program.
- **Adult Education:** The senior center offers a computer class 4 times a week at 12 hours per week with the help of 1 instructor and 2 volunteers. This class is offered free-of-charge by the Hacienda/La Puente Adult Education to any senior 55 years and older.
- **Social Services/Case Management:** Through community partners the City of La Puente Senior Center offers a variety support services that include:
  - Appointments with a social worker on a monthly basis sponsored by the YWCA
  - Urgency Case management sponsored by Intervale Senior Services
- **Recreation Activities:** Senior Services offers a wide variety of activities through the month to keep seniors active and engaged. Activities include:
  - Monthly Theme Dances
  - Weekly Bingo
  - Billiard Tournaments
  - Fitness Classes
  - Weekly Dance Group, Spanish Club and Doll Making.
  - Oil Painting Club
  - T.O.P.S. Weight Loss Club
- **Trips and Tours:** The La Puente Senior Center offers a variety of day trips throughout the year
- **Health and Community Partners:** The La Puente Senior Center has numerous partners that provide a range of services that seniors can take advantage of and utilize. This makes the senior center a one stop shop for a variety of services that include:
  - Health Screenings
  - Resources for Financial Advice
  - Resources for Legal Advice
  - Income Tax services through the AARP
  - Beauty Services

## Senior Services

### Major Accomplishments

- Held a successful volunteer appreciation event where over 30 volunteers were recognized
- Held a successful Senior Health Fair and Flu Shot Clinic in November of 2016 offering services and information for seniors

### Goals & Objectives

- Offer additional classes for seniors through partnerships with community organizations

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Adopted 2017-18</u>
Senior Center Specialist	0.60	0.60	0.45
Recreation Specialist (PT)	0.50	0.50	0.50
Recreation Leader	*	*	*
<b>Total FTE</b>	<u>1.10</u>	<u>1.10</u>	<u>0.95</u>

\*Part-Time Positions - The number of full time equivalent in Recreation Services can vary depending on the amount of budget set aside. For fiscal year 2017-18, the recommended budget is \$9,300 which will cover the costs of part-time positions including recreation specialist and leader.

**Expenditure Summary – Senior Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: SENIOR SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 4130**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 48,989	\$ 66,400	\$ 75,600	\$ 55,200
Operating Expenditures	72,837	91,100	80,400	92,000
<b>TOTAL</b>	<b>\$ 121,826</b>	<b>\$ 157,500</b>	<b>\$ 156,000</b>	<b>\$ 147,200</b>

**FUNDING SOURCES**

100 -General Fund	\$ 121,826	\$ 157,500	\$ 156,000	\$ 147,200
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**ACCOUNT NUMBER EXPLANATION**

51111	Salaries - Full-time	Salaries for Senior Center Specialist (55%)
51112	Salaries - Part-time	Salaries of part-time Senior Services staff
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the Senior Center
53012	Small Tools & Equipment	General supplies and purchase of equipment
	Supplies and Equipment	Coffee Service for seniors
53411	Printing & Publishing	Periodic marketing and brochures
53711	Utility - Gas	Natural gas charges for the Senior Center
53712	Utility - Electricity	Electricity charges for the Senior Center
53714	Utility - Water	Water charges for the Senior Center
53175	Utility - Communications	Telephone and cable service for the Senior Center
53811	Equipment Maintenance	Maintenance agreement for kitchen equipment, fire maintenance, water filter, generator, heat/air, annual AQMD permits and miscellaneous repairs
53813	Facility Maintenance	Custodial service, pest control, security alarm, plumbing and carpet cleaning
53814	Landscape Maintenance	Landscaping services for the Senior Center
53911	Equipment Lease and Rental	Lease and maintenance of digital color copier
53961	Subscriptions & Publications	Daily newspaper subscriptions
53971	Dues & Memberships	Membership to California Parks and Recreation Society and National Recreation and Parks Associations
53972	Conferences & Meetings	Attendance at CPRS/Senior Service trainings and workshops
53976	Special Departmental	Miscellaneous items
53979	Special Events	Provides supplies, catering, entertainment and decorations for monthly dances, excursions and volunteer recognition
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges

## Expenditure Detail – Senior Services

CITY OF LA PUENTE

FY 2017-2018

DEPARTMENT: SENIOR SERVICES  
 FUND: 100 - General Fund

Account Code: 4130

Description	Acct. No.	2015-2016 Actual	2016-2017 Amended Budget	2016-2017 Estimated	2017-2018 Adopted Budget
<b>Personnel Services</b>					
Salaries - Full-time	51111	\$ 14,821	\$ 27,400	\$ 27,000	\$ 25,100
Salaries - Part-time	51112	12,832	19,000	19,000	9,300
Overtime	51117	-	500	-	-
Leave Conversion Incentives	51118	2,671	-	2,800	3,000
Retirement	51211	10,128	8,500	15,000	9,200
FICA-Medicare	51212	466	700	700	700
Other Health-DOC	51311	2,000	1,200	2,000	2,000
Disability Insurance	51312	171	400	400	400
Life Insurance	51313	77	100	100	100
Health Insurance	51314	5,823	8,600	8,600	5,400
<b>Total Personnel Services</b>		<u>\$ 48,989</u>	<u>\$ 66,400</u>	<u>\$ 75,600</u>	<u>\$ 55,200</u>
<b>Operating Expenditures</b>					
Operating Supplies	53011	\$ 943	\$ 1,000	\$ 500	\$ 13,000
Small Tools & Equipment	53012	6,145	8,000	5,000	1,000
Printing & Publishing	53411	-	400	-	400
Utility - Gas	53711	1,089	1,200	1,100	1,200
Utility - Electricity	53712	16,024	20,100	15,000	20,100
Utility - Water	53714	2,014	1,500	1,800	2,000
Utility - Communications	53715	2,440	2,500	1,900	2,500
Equipment Maintenance	53811	4,850	8,100	8,800	9,000
Facility Maintenance	53813	15,024	17,000	16,800	17,000
Landscape Maintenance	53814	1,272	1,300	1,300	1,300
Equipment Lease/Rental	53911	2,613	3,500	3,000	3,500
Subscriptions & Publications	53961	467	400	200	400
Dues & Memberships	53971	-	300	-	300
Conferences & Meetings	53972	-	500	100	600
Special Departmental	53976	239	400	-	400
Special Events	53979	5,917	7,000	7,000	7,000
IT/Equipment Charges	53996	13,800	17,900	17,900	12,300
<b>Total Operating Expenditures</b>		<u>\$ 72,837</u>	<u>\$ 91,100</u>	<u>\$ 80,400</u>	<u>\$ 92,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 121,826</u>	<u>\$ 157,500</u>	<u>\$ 156,000</u>	<u>\$ 147,200</u>



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## Community Promotion Services

### **Mission**

To promote community goodwill and to assist organizations which provide valuable community services.

### **Primary Functions and Responsibilities**

- Project Kids LEAD: In cooperation with the Hacienda La Puente Unified School District, works with four (4) schools (Workman Elementary School, Sunset Elementary School, Sparks Middle School and Sierra Vista Middle School) to offer students the opportunity to learn about local government.
- Youth Grant Program: Provides subsidies to low- and moderate- income families for registration fees for La Puente based youth programs.
- Military Banner Recognition Program: The City of La Puente Military Banner Recognition Program is designed to honor current military personnel who reside in La Puente.
- Public Relations: Publishes the quarterly Spotlight Newsletters and the City Calendar. Prepares press releases and regularly posts on the City's website, Facebook and Instagram.
- La Puente Scholarship Program: Administers the La Puente Scholarship Program that provides academic scholarships to City of La Puente residents who are graduating high school seniors, adult education students and veteran's returning from service. Eligibility is based on an application process and selections are made by the City of La Puente's Education Commission.
- Special Events: The Recreation division holds a variety of special events all free to the general public. The City annually hosts the 3rd of July Celebration, Concerts in the Park, Movies in the Park, National Night Out, Main Street Run, Veteran's Day Ceremony, Holiday Celebration events, Arbor Day, Community Health Wellness and Safety Fair, and the Spring Egg Hunt. The City also contracts with Semper Anticus to provide a weekly Open Air Market in Downtown La Puente.
- City Supported Events: The City has traditionally supported a number of events for La Puente Organizations including the La Puente National Little League's Annual Opening Day Parade and the American Cancer Society Relay for Life of La Puente.

### **Major Accomplishments**

- Added the Turkey Trot and City Manager for the Day events to the Project LEAD repertoire
- Awarded fourteen (14) academic scholarships to La Puente residents

### **Goals & Objectives**

- Develop new procedures for the Youth Grant Program
- Develop policy and procedures regarding fee waiver requests
- Adjust the publishing and distribution dates of the Spotlight to meet communication needs
- Transition from a Military Banner Recognition Program to a Military Recognition Program to include Veterans as well

**Expenditure Summary – Community Promotion Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: COMMUNITY PROMOTION SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 4140**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2017-2018</u>
	<u>Actual</u>	<u>Amended</u>	<u>Estimated</u>	<u>Adopted</u>
		<u>Budget</u>		<u>Budget</u>
Operating Expenditures	\$ 56,527	\$ 80,900	\$ 72,000	\$ 210,000
<b>TOTAL</b>	<u>\$ 56,527</u>	<u>\$ 80,900</u>	<u>\$ 72,000</u>	<u>\$ 210,000</u>

**FUNDING SOURCES**

100 - General Fund	<u>\$ 56,527</u>	<u>\$ 80,900</u>	<u>\$ 72,000</u>	<u>\$ 210,000</u>
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**ACCOUNT NUMBER EXPLANATION**

53111 Contract Services - Private	Professional photographer during City events; the cost of production, printing and distribution of the City calendar
53415 Spotlight Publication	Production and delivery of quarterly City Spotlight newsletter
53961 Subscriptions & Publications	Subscription for newspapers and publications
53979 Special Events	Costs related to the City's annual events: 3rd of July, Concerts in the Park, Movies in the Park, Main Street Run, Halloween, Veteran's Day, Parade & Tree Lighting, Excursions, Spring Egg Hunt, etc. (Reclassified from Dept 4100 in FY 17/18)
53992 Scholarships	Provides for scholarship grants at \$500 each with funds raised from the Main Street Run held in October of each year
53993 Youth Activities Program	Provides funding to low and moderate income families for youth activities in the form of grants.
53994 Social Programs	Provides funding for social programs in the community
53996 IT/Equipment Charges	Allocated information technology and equipment charges
53997 Vehicle Charges	Allocated vehicle charges



**Expenditure Detail – Community Promotion Services**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: COMMUNITY PROMOTION SERVICES**  
**FUND: 100 - General Fund**

**Account Code: 4140**

<b>Description</b>	<b>Acct. No.</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
<b>Operating Expenditures</b>					
Contract Services - Private	53111	\$ 12,350	\$ 14,000	\$ 12,100	\$ 14,000
Spotlight Publication	53415	22,275	35,000	30,000	35,000
Subscription & Publication	53961	-	500	-	500
Special Events	53979	-	-	-	140,000
Scholarships	53992	10,203	6,600	6,600	5,500
Youth Activities Program	53993	4,795	19,500	18,000	10,000
Social Programs	53994	2,500	5,000	5,000	5,000
IT/Equipment Charges	53996	2,604	300	300	-
Vehicle Charges	53997	1,800	-	-	-
<b>Total Operating Expenditures</b>		<u>\$ 56,527</u>	<u>\$ 80,900</u>	<u>\$ 72,000</u>	<u>\$ 210,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 56,527</u>	<u>\$ 80,900</u>	<u>\$ 72,000</u>	<u>\$ 210,000</u>



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## **Sewer Construction & Maintenance**

### **Mission**

To provide for costs relating to the operation and maintenance of the City's sewer collection system.

### **Primary Functions and Responsibilities**

The sewer maintenance division provides for personnel costs and operating costs such as office supplies, legal fees, contractual services and postage and mailing relating to the sewer district fund. In prior years, the expenditures for Sewer Construction & Maintenance had been classified into three funds. Beginning with fiscal year 2017-18, these funds have been consolidated into one.

### **Major Accomplishments**

- Completed hydraulic flushing/cleaning of approximately 85,000 linear feet of sewer lines within the City

### **Goals & Objectives**

- To replace aging sewer systems
- To move forward with City CIP plan for sewer reconstruction of old, damaged and/or undersized pipelines
- To meet new strict State requirements on sewer system maintenance and operations
- Issue a notice inviting bids and award of contract for the triennial citywide sanitary sewer maintenance services

**Expenditure Summary – Sewer Construction & Maintenance**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: DEVELOPMENT SERVICES**

**Account Code: 3210**

**FUND: 500 - Sewer Construction/Maintenance Fund**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Operating Expenditures	\$ 24,911	\$ 29,200	\$ 300	\$ 102,300
Debt Service	-	-	-	574,400
Transfer to Other Funds	813,907	812,000	806,200	262,800
<b>TOTAL</b>	<b>\$ 838,818</b>	<b>\$ 841,200</b>	<b>\$ 806,500</b>	<b>\$ 939,500</b>

**FUNDING SOURCES**

500 - Sewer Construction/Maintenance	\$ 838,818	\$ 841,200	\$ 806,500	\$ 939,500
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**ACCOUNT NUMBER EXPLANATION**

53111	Contract Services - Private	Miscellaneous administrative and disclosure services; Maintenance contract for annual sewer cleaning
53112	Contract Services - Public	Annual permit fee with State Water Resources Control Board; Catch basin cleaning contract with L.A. County
53976	Special Departmental	Miscellaneous expenses for department
53989	Principal Payments	Principal payment on 2007 Sewer Revenue Bonds (reclassified from Fund 505)
53990	Interest Payments	Interest payment on 2007 Sewer Revenue Bonds (reclassified from Fund 505)
53996	IT/Equipment Charges	Allocated information technology and equipment charges
54999	Transfer to Other Funds	Transfer to General Fund for Administrative Costs

**Expenditure Detail – Sewer Construction & Maintenance**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: DEVELOPMENT SERVICES**  
**FUND: 500 - Sewer Construction/Maintenance Fund**

**Account Code: 3210**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Operating Expenditures</b>					
Contract Services - Private	53111	\$ 8,025	\$ 9,500	\$ -	\$ 76,400
Contract Services - Public	53112	16,171	18,900	-	25,100
Special Departmental	53976	319	500	-	500
IT/Equipment Charges	53996	396	300	300	300
<b>Total Operating Expenditures</b>		<u>\$ 24,911</u>	<u>\$ 29,200</u>	<u>\$ 300</u>	<u>\$ 102,300</u>
<b>Debt Service</b>					
Principal Payments	53989	\$ -	\$ -	\$ -	\$ 315,000
Interest Payments	53990	-	-	-	259,400
Bond Discounts	53995	-	-	-	-
<b>Total Debt Service</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 574,400</u>
<b>Transfer to Other Funds</b>					
Transfer to Other Funds	54999	\$ 813,907	\$ 812,000	\$ 806,200	\$ 262,800
<b>Total Transfer to Other Fund</b>		<u>\$ 813,907</u>	<u>\$ 812,000</u>	<u>\$ 806,200</u>	<u>\$ 262,800</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 838,818</u>	<u>\$ 841,200</u>	<u>\$ 806,500</u>	<u>\$ 939,500</u>

**Expenditure Summary – 2007 Sewer Revenue Bond**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: DEVELOPMENT SERVICES**  
**FUND: 505 - 2007 Sewer Revenue Bond Fund**

**Account Code: 3210**

	<b>2015-2016 Actual</b>	<b>2016-2017 Amended Budget</b>	<b>2016-2017 Estimated</b>	<b>2017-2018 Adopted Budget</b>
Operating Expenditures	\$ 186,899	\$ -	\$ -	\$ -
Debt Service	443,709	637,000	553,200	-
<b>TOTAL</b>	<u>\$ 630,608</u>	<u>\$ 637,000</u>	<u>\$ 553,200</u>	<u>\$ -</u>

**FUNDING SOURCES**

505 - 2007 Sewer Revenue Bond Fund	<u>\$ 630,608</u>	<u>\$ 637,000</u>	<u>\$ 740,100</u>	<u>\$ -</u>
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**ACCOUNT NUMBER EXPLANATION**

53989	Principal Payments	Principal payment on 2007 Sewer Revenue Bonds (reclassified to Fund 500)
53990	Interest Payments	Interest payment on 2007 Sewer Revenue Bonds (reclassified to Fund 500)

**Expenditure Detail – 2007 Sewer Revenue Bond**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT:DEVELOPMENT SERVICES**  
**FUND: 505 - 2007 Sewer Revenue Bond Fund**

**Account Code: 3210**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Operating Expenditures</b>					
Depreciation	53997	\$ 186,899	\$ -	\$ 186,900	\$ -
<b>Total Operating Expenditures</b>		<u>\$ 186,899</u>	<u>\$ -</u>	<u>\$ 186,900</u>	<u>\$ -</u>
<b>Debt Service</b>					
Principal Payments	53989	\$ -	\$ 240,000	\$ 330,000	\$ -
Interest Payments	53990	439,395	397,000	223,200	-
Bond Discounts	53995	4,314	-	-	-
<b>Total Debt Service</b>		<u>\$ 443,709</u>	<u>\$ 637,000</u>	<u>\$ 553,200</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 630,608</u>	<u>\$ 637,000</u>	<u>\$ 740,100</u>	<u>\$ -</u>

**Expenditure Summary – Consolidated Sewer Maintenance District Fund**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: DEVELOPMENT SERVICES**

**Account Code: 3220**

**FUND: 510 - Consolidated Sewer Maintenance District Fund**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	45,255	69,000	56,800	-
Transfer to Other Funds	89,259	88,000	88,000	-
<b>TOTAL</b>	<b>\$ 134,514</b>	<b>\$ 157,000</b>	<b>\$ 144,800</b>	<b>\$ -</b>

**FUNDING SOURCES**

510 - CSMD Fund	<u>\$ 134,514</u>	<u>\$ 157,000</u>	<u>\$ 144,800</u>	<u>\$ -</u>
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**ACCOUNT NUMBER EXPLANATION**

53111	Contract Services - Private	Maintenance contract for annual sewer cleaning (reclassified to Fund 500)
53112	Contract Services - Public	Catch Basin cleaning contract with L.A. County (reclassified to Fund 500)
53411	Printing & Publishing	Printing and publishing of notices
54999	Transfer to Other Funds	Transfer to the General Fund for Administrative Costs (reclassified to Fund 500)



**Expenditure Detail – Consolidated Sewer Maintenance District Fund**

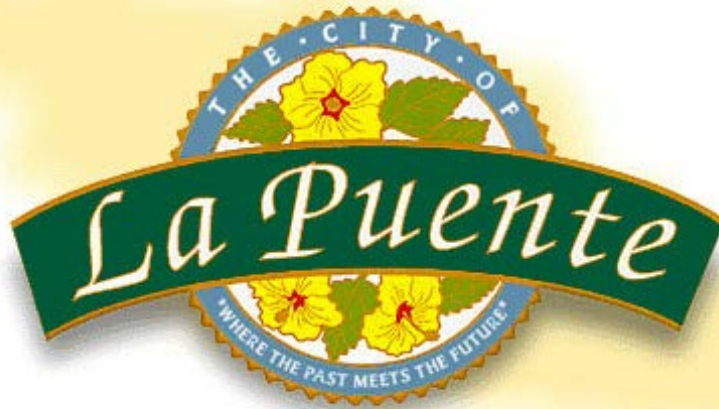
**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: DEVELOPMENT SERVICES**  
**FUND: 510 - Consolidated Sewer Maintenance District Fund**

**Account Code: 3220**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Operating Expenditures</b>					
Contract Services - Private	53111	\$ 44,505	\$ 65,000	\$ 56,800	\$ -
Contract Services - Public	53112	-	4,000	-	-
Printing & Publishing	53411	750	-	-	-
<b>Total Operating Expenditures</b>		<u>\$ 45,255</u>	<u>\$ 69,000</u>	<u>\$ 56,800</u>	<u>\$ -</u>
<b>Transfer to Other Funds</b>					
Transfer to Other Funds	54999	\$ 89,259	\$ 88,000	\$ 88,000	\$ -
<b>Total Transfer to Other Fund</b>		<u>\$ 89,259</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 134,514</u>	<u>\$ 157,000</u>	<u>\$ 144,800</u>	<u>\$ -</u>



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## Equipment Maintenance & Replacement

### **Mission**

To provide support and maintenance for the City's network, applications, computers, printers and website.

### **Primary Functions and Responsibilities**

The City of La Puente contracts with a third party for the provision of IT Services. The IT Department oversees the City's network, website, and applications. Additional services include troubleshooting, network security, monitoring and infrastructure upgrades. The IT provider also acts as liaison with outside information technology/software contractors.

### **Major Accomplishments**

- Completed installation of new computer server to meet demands for speed, reliability and disk space
- Assisted with the installation and upgrade of financial software
- Installed a more powerful and reliable backup solution
- Began PC replacement program to replace older, less reliable desktop computers

### **Goals & Objectives**

- Ensure operational continuity by verifying, monitoring and testing backups of critical files and databases
- Ensure stability and availability of electronic City resources by retiring physical hardware and implementing virtualization of all major City services
- Facilitate the duties of staff by providing prompt resolution to day-to-day maintenance issues.
- Assist as needed and as appropriate with major upcoming city projects such as council chamber renovation and security system installation.
- Install additional surveillance equipment to deter vandalism, burglary and graffiti
- Continue with PC replacement program to replace older, less reliable desktop computers

**Expenditure Summary – Equipment Maintenance & Replacement**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: INFORMATION TECHNOLOGY**  
**FUND: 550 - Equipment Replacement Fund**

**Account Code: 6100**

	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
Operating Expenditures	\$ 111,023	\$ 235,100	\$ 228,600	\$ 191,200
<b>TOTAL</b>	<u>\$ 111,023</u>	<u>\$ 235,100</u>	<u>\$ 228,600</u>	<u>\$ 191,200</u>

**FUNDING SOURCES**

550 - Equipment Replacement Fund	<u>\$ 111,023</u>	<u>\$ 235,100</u>	<u>\$ 228,600</u>	<u>\$ 191,200</u>
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**ACCOUNT NUMBER EXPLANATION**

53017	Software & Licensing	Computer licensing fees and software
53018	Computer Supplies & Hardware	Computer peripherals and hardware
53111	Contract Services -Private	Contract services for IT services provider
53715	Utility - Communications	Internet Service for City Hall
53911	Equipment Lease/Rental	Handheld ticket equipment lease
53976	Special Departmental	Miscellaneous IT supplies
53999	Depreciation Expense	Depreciation of IT fixed assets

**Expenditure Detail – Equipment Maintenance & Replacement**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: INFORMATION TECHNOLOGY**

**Account Code: 6100**

**FUND: 550 - Equipment Replacement Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Operating Expenditures</b>					
Software & Licensing	53017	\$ 14,836	\$ 133,100	\$ 115,000	\$ 24,500
Computer Hardware & Supplies	53018	-	-	-	50,000
Contract Services - Private	53111	85,768	90,500	100,000	92,000
Utility - Communications	53715	2,338	2,400	2,300	2,400
Equipment Lease/Rental	53911	-	-	-	7,600
Special Departmental Supplies	53976	2,036	-	-	500
Depreciation Expense	53999	6,046	9,100	11,300	14,200
<b>Total Operating Expenditures</b>		<u>\$ 111,023</u>	<u>\$ 235,100</u>	<u>\$ 228,600</u>	<u>\$ 191,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 111,023</u>	<u>\$ 235,100</u>	<u>\$ 228,600</u>	<u>\$ 191,200</u>



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## **Vehicle Maintenance & Replacement**

### **Mission**

To provide for repair and maintenance of city owned vehicles

### **Primary Functions and Responsibilities**

The Vehicle division provides for fuel costs, oil changes, regular maintenance or any repairs for all city owned vehicles. In addition, this division will account for costs of any new purchases of vehicles unless funded by grants.

### **Goals & Objectives**

- Provide regular maintenance to existing vehicles
- Provide for replacement of vehicles and equipment in the City's fleet in order to meet operational needs

**Expenditure Summary – Vehicle Maintenance & Replacement**

**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: VEHICLE MTCE & REPLACEMENT**  
**FUND: 555 - Vehicle Mtce & Replacement Fund**

**Account Code: 3150**

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Operating Expenditures	\$ 103,798	\$ 103,700	\$ 104,900	\$ 126,700
<b>TOTAL</b>	<b>\$ 103,798</b>	<b>\$ 103,700</b>	<b>\$ 104,900</b>	<b>\$ 126,700</b>

**FUNDING SOURCES**

555 - Vehicle Replacement Fund	\$ 103,798	\$ 103,700	\$ 104,900	\$ 126,700
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**ACCOUNT NUMBER EXPLANATION**

53014	Fuel Supplies	Fuel costs for city owned vehicles
53812	Vehicle Maintenance	General maintenance and repairs of city owned vehicles
53999	Depreciation Expense	Depreciation of city owned vehicles



**Expenditure Detail – Vehicle Maintenance & Replacement**

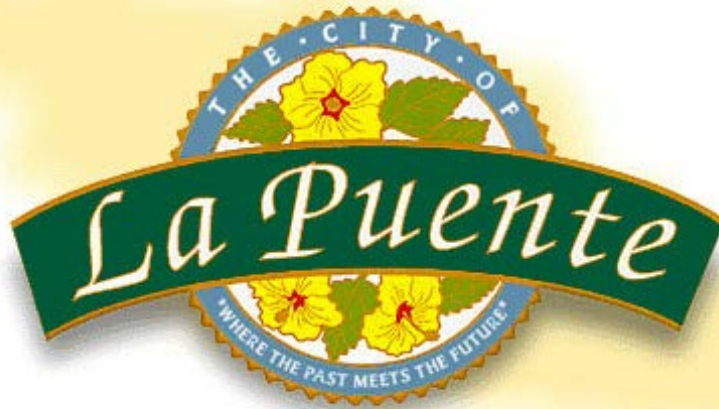
**CITY OF LA PUENTE**

**FY 2017-2018**

**DEPARTMENT: VEHICLE MTCE & REPLACEMENT**  
**FUND: 555 - Vehicle Mtce & Replacement Fund**

**Account Code: 3150**

<u>Description</u>	<u>Acct. No.</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Amended Budget</u>	<u>2016-2017 Estimated</u>	<u>2017-2018 Adopted Budget</u>
<b>Operating Expenditures</b>					
Fuel Supplies	53014	\$ 24,662	\$ 25,200	\$ 22,600	\$ 32,500
Vehicle Maintenance	53812	40,676	40,000	26,800	20,600
Depreciation Expense	53999	38,460	38,500	55,500	73,600
<b>Total Operating Expenditures</b>		<u>\$ 103,798</u>	<u>\$ 103,700</u>	<u>\$ 104,900</u>	<u>\$ 126,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 103,798</u>	<u>\$ 103,700</u>	<u>\$ 104,900</u>	<u>\$ 126,700</u>



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## Successor Agency

### **Mission**

To establish a Successor Agency (SA) to manage redevelopment projects, make payment on enforceable obligations and dispose of redevelopment assets and properties. An Oversight Board (OB) is established to supervise the work of the Successor Agency.

### **Primary Functions and Responsibilities**

The SA prepares the Recognized Obligation Payment Schedules (ROPS) and the OB approves all actions as they have the fiduciary responsibility to holders of enforceable obligations as well as to the local agencies that would benefit from property tax distributions from the former redevelopment project area. Property tax revenues are now being used to pay required payments on existing bonds and other related obligations. The remaining property tax revenues that exceed the enforceable obligations are being allocated to cities, counties, special districts and school and community college districts thereby providing critical resources to preserve core public services.

### **Goals & Objectives**

To successfully wind down the former Redevelopment activities through proper use of RPTTF funds as contained in the approved ROPS.

**Expenditure Summary – Successor Agency**

**SUCCESSOR AGENCY TO THE LA PUENTE CDC**

**FY 2017-2018**

**DEPARTMENT: FINANCIAL SERVICES**  
**FUND: 610 - RPTTF Fund**

**Account Code: 5100**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2017-2018</u>
	<u>Actual</u>	<u>Amended</u>	<u>Estimated</u>	<u>Adopted</u>
		<u>Budget</u>		<u>Budget</u>
Operating Expenditures	\$ 906,226	\$ 260,700	\$ 305,300	\$ 413,000
Debt Services	581,377	256,600	603,500	602,100
<b>TOTAL</b>	<u>\$ 1,487,603</u>	<u>\$ 517,300</u>	<u>\$ 908,800</u>	<u>\$ 1,015,100</u>

**FUNDING SOURCES**

610 - RPTTF Fund	<u>\$ 1,487,603</u>	<u>\$ 517,300</u>	<u>\$ 908,800</u>	<u>\$ 1,015,100</u>
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**ACCOUNT NUMBER EXPLANATION**

53111	Contract Services	Property tax and financial audit services; continuing disclosure services
53114	Legal Services	Legal expenses
53881	Pass Through Agreement	Sale and pass through of Hacienda Property (not budgeted in FY 17-18)
53966	Fiscal Agent Fees	Fiscal agent fees for TABS
53990	Interest Expense - TABS	Interest expenses for TABS
53991	Interest Expense - Advance	Interest expense for loans from City of La Puente General Fund
53993	Debt Service Payments	Principal payment for TABS
53996	IT/Equipment Charges	Allocated information technology and equipment charges
54999	Transfer to Other Funds	Transfers to the General Fund for reimbursement of administrative costs for oversight of the Successor Agency; payment to General Fund for loans made to the former Redevelopment Agency

**Expenditure Detail – Successor Agency**

**SUCCESSOR AGENCY TO THE LA PUENTE CDC**

**FY 2017-2018**

**DEPARTMENT: FINANCIAL SERVICES**

**Account Code:**

**5100**

**FUND: 610 - RPTTF Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Amended Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
<b>Operating Expenditures</b>					
Contract Services	53111	\$ 36,000	\$ 8,200	\$ 20,000	\$ 38,400
Legal Services	53114	5,910	30,000	5,000	10,000
Pass Through Agreement	53881	584,259	-	-	-
Fiscal Agent Fees	53966	1,710	1,700	1,500	1,700
IT/Equipment Charges	53996	206	300	-	-
Transfer to Other Funds	54999	278,141	220,500	278,800	362,900
<b>Total Operating Expenditures</b>		<u>\$ 906,226</u>	<u>\$ 260,700</u>	<u>\$ 305,300</u>	<u>\$ 413,000</u>
<b>Debt Service</b>					
Interest Expense - TABS	53990	\$ 227,324	\$ 156,600	\$ 154,800	\$ 152,100
Interest Expense - Advance	53991	354,053	-	348,700	345,000
Debt Service Payments	53993	-	100,000	100,000	105,000
<b>Total Debt Service</b>		<u>\$ 581,377</u>	<u>\$ 256,600</u>	<u>\$ 603,500</u>	<u>\$ 602,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,487,603</u>	<u>\$ 517,300</u>	<u>\$ 908,800</u>	<u>\$ 1,015,100</u>



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## Capital Improvement Summary

### Mission

The City's Capital Improvement Program (CIP) represents the City Council approved projects aimed at improving the City's public infrastructure areas which include: streets and roads, alleyways, sidewalks, sewers, storm drains, traffic signals and public facilities.

### Primary Functions

The primary function of the City's CIP is to identify, plan, and account for major capital improvement projects to enhance or improve the various infrastructure systems and public facilities within the City.

### Goals & Objectives

- Maximize available funding sources to implement the City's identified CIP projects
- Carry-out and complete CIP projects in a timely fashion with the least amount of inconvenience to the residents of La Puente and the general public
- Administer the capital improvement projects so as to minimize the need for change orders and cost overruns

### Carryover Projects – Fiscal Year 2016-2017

Listed below are those projects which received City Council approval and funding within the 2016-17 Fiscal Year and are currently underway or are being carried forward with funding for the 2017-18 Fiscal Year.

- **Park Restroom Improvements** – Rehabilitation of the of the restroom facility at La Puente Park near the playground area.
- **Local Street Improvements/Resurfacing** –Street resurfacing and handicap ramp/sidewalk improvements on the following street segments:
  - Molinar Avenue from Amar Road to Del Valle Avenue
  - Cadwell Street from Molinar Avenue to Aileron Avenue
  - Hayland Street from Del Valle Avenue to Aileron Avenue
  - Del Valle Avenue from Loukelton Street to Amar Road
- **Traffic Signal Improvements** – Upgrades and improvements to traffic signals along Amar Boulevard between Puente and Hacienda.
- **Rule 20A Undergrounding** – Undergrounding of overhead utilities on Amar Road from Puente Avenue to Willow Avenue. This project represents the City's cost for miscellaneous engineering, design and inspection related to the undergrounding.
- **Major Street Resurfacing** – Street resurfacing and concrete improvements on Orange Avenue from Nelson Avenue to Temple Avenue and Old Valley Boulevard from Common Avenue to Valley Boulevard.
- **Traffic Signal – Hacienda North of Fairgrove Avenue** – Design and installation of a new traffic signal at the Hacienda/Fairgrove Shopping Center.



## Capital Improvement Summary

- **Carryover Projects – Fiscal Year 2016-2017 (continued)**
- **Sewer Capital and Maintenance Improvements** – Increase sewer capacity on Valley Boulevard between Wickford Avenue and Ferrero Lane and on Wickford Avenue between Valley Boulevard and Inyo Street; Repair existing sewer lines at various locations within the City.
- **Street Sign Replacement and Curb Painting** - Replacement of City regulatory, warning, guide and street name signs throughout the City as well as regulatory curb repainting and address numbering.
- **Sidewalk Removal & Replacement** - Removal and replacement of displaced sidewalks throughout the City.

### **New Projects – Fiscal Year 2017-2018**

Listed below are the projects approved as new projects for the 2017-2018 Fiscal Year:

- **Local Street Improvements/Resurfacing** – Street resurfacing and handicap ramp/sidewalk improvements and slurry seal on local streets identified in the City’s Pavement Management Program.
- **Pavement Management System** – Update the City’s Pavement Management Report to assess the condition of city streets.
- **ADA Self-Evaluation & Transition Plan** – Update and revise the City’s existing Self-Evaluation and Transition plan in compliance with the Americans with Disabilities Act (ADA).
- **Valley Boulevard Improvements** – Street resurfacing, striping and parkway/sidewalk improvements on Valley Boulevard from Azusa Way to the west City limit.
- **Arterial Parkway Improvements – Amar Rd. and Elliott Ave.** – Landscaping and blockwall/trellis improvements along the City’s right-of -way on the south side of Amar/Elliott east of Unruh Ave.
- **Street Light Purchase** – Purchase 1,421 street lights that were formerly part of the County owned Lighting Maintenance District #1744 and owned by Edison and conversion of the lights to LED.
- **Energy Efficiency Improvement Project** – Construction and installation of various energy related improvements at City Hall, Community Center, Senior Center and for the recently acquired street lighting maintenance district.

## Capital Improvement Projects

### City of La Puente Summary of Capital Improvement Projects by Project Fiscal Year 2017-2018 Adopted Budget

#### Fiscal Year 2016-2017 Carry Over Projects

<u>Acct. No.</u>	<u>Project Title</u>	<u>Fund</u>	<u>FY 2015-2016 Actual</u>	<u>FY 2016-2017 Amended Budget</u>	<u>FY 2016-2017 Estimated</u>	<u>FY 2017-2018 Adopted Budget</u>
200-5532	Santo Oro Storm Drain & Local Street Improvement	Gas Tax	\$ 5,400	\$ -	\$ -	\$ -
205-5532	Santo Oro Storm Drain & Local Street Improvement	Measure R	1,954	-	-	-
<b>Total for Santo Oro Drain &amp; Local Street Improvements</b>			<b>\$ 7,354</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
280-5547	Bus Shelter Replacement/Refurbishment	Misc Grants	\$ 35,000	\$ 25,000	\$ 35,000	\$ -
210-5547	Bus Shelter Replacement/Refurbishment	Prop A	14,968	297,800	293,000	-
<b>Total Bus Shelter Replacement/Refurbishment</b>			<b>\$ 49,968</b>	<b>\$ 322,800</b>	<b>\$ 328,000</b>	<b>\$ -</b>
260-5550	Park Restroom Improvements - La Puente Park	CDBG	\$ 300,000	\$ 278,000	\$ 25,000	\$ 275,000
<b>Total Park Restroom Improvement</b>			<b>\$ 300,000</b>	<b>\$ 278,000</b>	<b>\$ 25,000</b>	<b>\$ 275,000</b>
220-5551	Major Street Resurfacing/Pkwy - Temple Ave (West Side)	TDA	\$ -	\$ 50,000	\$ 50,000	\$ -
215-5551	Major Street Imp/Resurfacing - Temple Ave. (West Side)	Prop C	72,228	485,000	499,800	-
<b>Total Major Street Improvements</b>			<b>\$ 72,228</b>	<b>\$ 535,000</b>	<b>\$ 549,800</b>	<b>\$ -</b>
100-5567	Local Street Improvements/Resurfacing - Various	General	\$ -	\$ -	\$ -	\$ 75,000
200-5567	Local Street Improvements/Resurfacing - Various	Gas Tax	302,251	-	-	210,000
205-5567	Local Street Improvements/Resurfacing - Various	Measure R	-	450,000	-	465,000
<b>Total Local Street Improvements</b>			<b>\$ 302,251</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>
225-5568	Temple Ave. Sidewalk/Parkway & Glendora Ave.	STPL	\$ 605,941	\$ -	\$ -	\$ -
215-5568	Temple Ave. Sidewalk/Parkway & Glendora Ave.	Prop C	402,379	-	-	-
<b>Total for Temple Avenue Sidewalk/Parkway &amp; Glendora</b>			<b>\$ 1,008,320</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
230-5569	Traffic Signal Improvements - Amar Rd.	HSIP	\$ 24,135	\$ 756,000	\$ 13,900	\$ 874,600
205-5569	Traffic Signal Improvements - Amar Rd.	Measure R	2,682	234,000	16,300	120,000
<b>Total Traffic Signal Improvements - Amar Rd.</b>			<b>\$ 26,817</b>	<b>\$ 990,000</b>	<b>\$ 30,200</b>	<b>\$ 994,600</b>
215-5571	Valley Wall Phase III - Ferrero to Dora Guzman	Prop C	\$ 6,900	\$ -	\$ -	\$ -
400-5571	Valley Wall Phase III - Ferrero to Dora Guzman	Capital Projects	776,912	200,000	912,200	-
<b>Total for Valley Wall Phase III</b>			<b>\$ 783,812</b>	<b>\$ 200,000</b>	<b>\$ 912,200</b>	<b>\$ -</b>
200-5572	Sidewalk Mtce & Improvements - Various Locations	Gas Tax	\$ 244,519	\$ -	\$ -	\$ -
220-5572	Sidewalk Mtce & Improvements - Various Locations	TDA	30,000	-	-	-
205-5572	Sidewalk Mtce & Improvements - Various Locations	Measure R	150,000	-	-	-
<b>Total Sidewalk Maintenance &amp; Improvements</b>			<b>\$ 424,519</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
200-5573	Sidewalk Removal & Replacement - Various Locations	Gas Tax	\$ 352,733	\$ -	\$ -	\$ -
<b>Total Sidewalk Removal &amp; Replacement</b>			<b>\$ 352,733</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
205-5574	Rule 20A Undergrounding - Amar Rd/Puente to Willow	Measure R	\$ 115	\$ 50,000	\$ 12,000	\$ 12,000
<b>Total Rule 20A Undergrounding</b>			<b>\$ 115</b>	<b>\$ 50,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
215-5575	Major Street Improvements/Resurfacing - Old Valley/Orange	Prop C	\$ -	\$ 600,000	\$ 275,000	\$ 275,000
<b>Total Major Street Improvements/Resurfacing</b>			<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 275,000</b>	<b>\$ 275,000</b>
215-5576	Traffic Signal Improvements- Hacienda/North of Fairgrove	Prop C	\$ -	\$ 100,000	\$ -	\$ 100,000
400-5576	Traffic Signal Improvements- Hacienda/North of Fairgrove	Developer	-	300,000	-	300,000
<b>Total for Traffic Signal Improvements</b>			<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>

## Capital Improvement Projects

### City of La Puente Summary of Capital Improvement Projects by Project Fiscal Year 2017-2018 Adopted Budget

#### Fiscal Year 2016-2017 Carry Over Projects

<u>Acct. No.</u>	<u>Project Title</u>	<u>Fund</u>	<u>FY 2015-2016 Actual</u>	<u>FY 2016-2017 Amended Budget</u>	<u>FY 2016-2017 Estimated</u>	<u>FY 2017-2018 Adopted Budget</u>
500-5580	Sewer Capital Improvements - Valley Bl/Wickford to Ferrero and Wickford Ave/Valley to Inyo	Sewer	-	1,000,000	-	1,000,000
500-5581	Sewer Maintenance Improvements - Various Locations		-	-	-	900,000
	<b>Total Sewer Capital &amp; Maintenance Improvements</b>		<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>
510-5581	Sewer Maintenance Improvements - Various Locations	Sewer	-	860,000	-	-
	<b>Total Sewer Maintenance Improvements</b>		<b>\$ -</b>	<b>\$ 860,000</b>	<b>\$ -</b>	<b>\$ -</b>
100-5582	City Facilities Renovation	General	-	226,717	205,700	-
	<b>Total City Facilities Renovation</b>		<b>\$ -</b>	<b>\$ 226,717</b>	<b>\$ 205,700</b>	<b>\$ -</b>
100-5583	Street Sign Replacement/Curb Painting	General	-	500,000	50,000	400,000
	<b>Total Street Sign Replacement/Curb Painting</b>		<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 50,000</b>	<b>\$ 400,000</b>
100-5584	FY16/17 Sidewalk Removal & Replacement	General	-	300,000	-	350,000
	<b>Total Sidewalk Removal &amp; Replacement</b>		<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>

<u>Acct. No.</u>	<u>Project Title</u>	<u>Fund</u>	<u>FY 2015-2016 Actual</u>	<u>FY 2016-2017 Amended Budget</u>	<u>FY 2016-2017 Estimated</u>	<u>FY 2017-2018 Adopted Budget</u>
<b>New Projects - Fiscal Year 2017-2018</b>						
203-5510	Local Street Improvement - Slurry Seal	Measure M				\$ 425,000
205-5510	Local Street Improvement - Slurry Seal	Measure R				425,000
	<b>Total Local Street Improvement 17/18</b>					<b>\$ 850,000</b>
205-5512	Pavement Management System	Measure R				\$ 25,000
215-5512	Pavement Management System	Prop C				25,000
	<b>Total Pavement Management System</b>					<b>\$ 50,000</b>
205-5514	ADA Transition Plan	Measure R				\$ 72,000
	<b>Total ADA Transition Plan</b>					<b>\$ 72,000</b>
400-5516	Valley Blvd Improvements	Capital Projects				\$ 4,384,100
	<b>Total Valley Blvd Improvements</b>					<b>\$ 4,384,100</b>
215-5518	Pwky/Arterial Wall Improvements - Amar/Elliot	Prop C				\$ 600,000
	<b>Total Pkwy/Arterial Wall Improvements</b>					<b>\$ 600,000</b>
285-5520	Street Light Purchase	LLD				\$ 600,000
	<b>Total Street Light Purchase</b>					<b>\$ 600,000</b>
285-5522	Energy Efficiency Improvement Project	LLD				\$ 2,590,000
	<b>Total Energy Efficiency Improvement Project</b>					<b>\$ 2,590,000</b>
	<b>GRAND TOTAL</b>		<b>\$ 3,328,117</b>	<b>\$ 6,712,517</b>	<b>\$ 2,387,900</b>	<b>\$ 14,502,700</b>

#### Capital Administration

205-5999	Transfer Out to General Fund	20% Admin	30,950	146,800	-	-
215-5999	Transfer Out to General Fund	20% Admin	96,424	237,000	-	-
	<b>Total Capital Administration</b>		<b>\$ 127,374</b>	<b>\$ 383,800</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Grand Total</b>		<b>\$ 3,455,491</b>	<b>\$ 7,096,317</b>	<b>\$ 2,387,900</b>	<b>\$ 14,502,700</b>

## Capital Improvement Projects

### City of La Puente Summary of Capital Improvement Projects by Fund Fiscal Year 2017-2018 Adopted Budget

#### Prior Year & Fiscal Year 2016-2017 and New Projects for Fiscal Year 2017-2018

Acct. No.	Project Title	Fund	FY 2015-2016	FY 2016-2017	FY 2016-17	FY 2017-2018
			Actual	Amended Budget	Estimated	Adopted Budget
100-5567	Local Street Improvement/Resurfacing	General	\$ -	\$ -	\$ -	\$ 75,000
100-5582	City Facility Renovation	General	-	226,717	205,700	-
100-5583	Street Sign Inventory/Curb Painting	General	-	500,000	50,000	400,000
100-5584	FY 16/17 Sidewalk Removal & Replacement	General	-	300,000	-	350,000
<b>Total For General</b>			<b>\$ -</b>	<b>\$ 1,026,717</b>	<b>\$ 255,700</b>	<b>\$ 825,000</b>
200-5532	Santo Oro Storm Drain and Local Street Improvement	Gas Tax	\$ 5,400	\$ -	\$ -	\$ -
200-5567	Local Street Improvements/Resurfacing - Various	Gas Tax	302,251	-	-	210,000
200-5572	Sidewalk Mtce & Improvements - Various Locations	Gas Tax	244,519	-	-	-
200-5573	Sidewalk Removal & Replacement - Various Locations	Gas Tax	352,733	-	-	-
<b>Total For Gas Tax</b>			<b>\$ 904,903</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 210,000</b>
203-5510	Local Street Improvement - Slurry Seal	Measure M	\$ -	\$ -	\$ -	\$ 425,000
<b>Total Measure M</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 425,000</b>
205-5532	Santo Oro Storm Drain and Local Street Improvement	Measure R	\$ 1,954	\$ -	\$ -	\$ -
205-5567	Local Street Improvements/Resurfacing - Various	Measure R	-	-	-	-
205-5569	Traffic Signal Improvements - Amar Rd.	Measure R	2,682	234,000	16,300	120,000
205-5572	Sidewalk Mtce & Improvements - Various Locations	Measure R	150,000	-	-	-
205-5567	Local Street Improvements - Various Locations	Measure R	-	450,000	-	465,000
205-5574	Rule 20A Undergrounding - Amar Rd/Puente to Willow	Measure R	115	50,000	12,000	12,000
205-5510	Local Street Improvement - Slurry Seal	Measure R	-	-	-	425,000
205-5512	Pavement Management Program	Measure R	-	-	-	25,000
205-5514	ADA Transition Plan	Measure R	-	-	-	72,000
205-5999	Transfer Out to General Fund	20% Admin	30,950	146,800	-	-
<b>Total for Measure R</b>			<b>\$ 185,701</b>	<b>\$ 880,800</b>	<b>\$ 28,300</b>	<b>\$ 1,119,000</b>
210-5547	Bus Shelter Replacement/Refurbishment	Prop A	\$ 14,968	\$ 297,800	\$ 293,000	\$ -
<b>Total for Prop A</b>			<b>\$ 14,968</b>	<b>\$ 297,800</b>	<b>\$ 293,000</b>	<b>\$ -</b>
215-5551	Major Street Resurfacing/Pkwy - Temple Ave (West Side)	Prop C	\$ 72,228	\$ 485,000	\$ 499,800	\$ -
215-5568	Temple Ave Sidewalk/Parkway & Glendora Ave.	Prop C	402,379	-	-	-
215-5571	Valley Wall Phase III - Ferrero to Dora Guzman	Prop C	6,900	-	-	-
215-5575	Major Street Improvements/Resurfacing-Old Valley/Orange	Prop C	-	600,000	275,000	275,000
215-5576	Traffic Signal Improvements - Hacienda/N of Fairgrove	Prop C	-	100,000	-	100,000
215-5518	Pwky/Arterial Wall Improvements - Amar/Elliott	Prop C	-	-	-	600,000
215-5512	Pavement Management Program	Prop C	-	-	-	25,000
215-5999	Transfer Out to General Fund	20% Admin	96,424	237,000	-	-
<b>Total for Prop C</b>			<b>\$ 577,931</b>	<b>\$ 1,422,000</b>	<b>\$ 774,800</b>	<b>\$ 1,000,000</b>
220-5551	Major Street Resurfacing/Pkwy - Temple Ave (West Side)	TDA	\$ -	\$ 50,000	\$ 50,000	\$ -
220-5572	Sidewalk Mtce & Improvements - Various Locations	TDA	30,000	-	-	-
<b>Total TDA</b>			<b>\$ 30,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>
225-5568	Temple Ave Sidewalk/Parkway & Glendora Ave.	STPL	\$ 605,941	\$ -	\$ -	\$ -
<b>Total for STPL</b>			<b>\$ 605,941</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
230-5569	Traffic Signal Improvements - Amar Rd.	HSIP	\$ 24,135	\$ 756,000	\$ 13,900	\$ 874,600
<b>Total HSIP</b>			<b>\$ 24,135</b>	<b>\$ 756,000</b>	<b>\$ 13,900</b>	<b>\$ 874,600</b>

## Capital Improvement Projects

### City of La Puente Summary of Capital Improvement Projects by Fund Fiscal Year 2017-2018 Adopted Budget

#### Prior Year & Fiscal Year 2016-2017 and New Projects for Fiscal Year 2017-2018

<u>Acct. No.</u>	<u>Project Title</u>	<u>Fund</u>	<u>FY 2015-2016 Actual</u>	<u>FY 2016-2017 Amended Budget</u>	<u>FY 2016-17 Estimated</u>	<u>FY 2017-2018 Adopted Budget</u>
260-5550	Park Restroom Improvements - La Puente Park	CDBG	\$ 300,000	\$ 278,000	\$ 25,000	\$ 275,000
	<b>Total for CDBG</b>		<b>\$ 300,000</b>	<b>\$ 278,000</b>	<b>\$ 25,000</b>	<b>\$ 275,000</b>
280-5547	Bus Shelter Replacement/Refurbishment	Misc Grants	\$ 35,000	\$ 25,000	\$ 35,000	\$ -
	<b>Total for Miscellaneous Grants</b>		<b>\$ 35,000</b>	<b>\$ 25,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>
285-5520	Street Light Purchase	LLD	\$ -	\$ -	\$ -	\$ 600,000
285-5522	Energy Efficiency Improvement Project	LLD	-	-	-	2,590,000
	<b>Total for Lighting &amp; Landscaping</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,190,000</b>
400-5571	Valley Wall Phase III - Ferrero to Dora Guzman	Capital Projects	\$ 776,912	\$ 200,000	\$ 912,200	\$ -
400-5576	Traffic Signal Improvements - Hacienda/N of Fairgrove	Developer	-	300,000	-	300,000
400-5516	Valley Blvd Improvements	Capital Projects	-	-	-	4,384,100
	<b>Total for Capital Projects</b>		<b>\$ 776,912</b>	<b>\$ 500,000</b>	<b>\$ 912,200</b>	<b>\$ 4,684,100</b>
500-5532	Santo Oro Storm Drain and Local Street Improvement	Sewer	\$ -	\$ -	\$ -	\$ -
500-5580	Sewer Capital Improvements - Valley Blvd/Wickford to Ferrero and Wickford Ave/Valley to Inyo	Sewer	-	1,000,000	-	1,000,000
500-5581	Sewer Maintenance Improvements - Various Locations	Sewer	\$ -	\$ -	\$ -	\$ 900,000
510-5581	Sewer Maintenance Improvements - Various Locations	Sewer	-	860,000	-	-
	<b>Total for Sewer</b>		<b>\$ -</b>	<b>\$ 1,860,000</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>
	<b>Grand Total</b>		<b>\$ 3,455,491</b>	<b>\$ 7,096,317</b>	<b>\$ 2,387,900</b>	<b>\$ 14,502,700</b>

<u>Fund No.</u>	<u>Funding Sources</u>	<u>FY 2015-2016 Actual</u>	<u>FY 2016-2017 Amended Budget</u>	<u>FY 2016-17 Estimated</u>	<u>FY 2017-2018 Adopted Budget</u>
100	General	\$ -	\$ 1,026,717	\$ 255,700	\$ 825,000
200	Gas Tax	904,903	-	-	210,000
203	Measure M	-	-	-	425,000
205	Measure R	185,701	880,800	28,300	1,119,000
210	Prop A	14,968	297,800	293,000	-
215	Prop C	577,931	1,422,000	774,800	1,000,000
220	TDA	30,000	50,000	50,000	-
225	STPL	605,941	-	-	-
230	HSIP	24,135	756,000	13,900	874,600
235	Safe Routes to School	-	-	-	-
260	CDBG	300,000	278,000	25,000	275,000
280	Miscellaneous Grants	35,000	25,000	35,000	-
285	Lighting & Landscaping	-	-	-	3,190,000
400	Capital Projects	776,912	500,000	912,200	4,684,100
500	Sewer Construction Maintenance	-	1,000,000	-	1,900,000
510	Sewer Maintenance	-	860,000	-	-
	<b>Total Funding Sources</b>	<b>\$ 3,455,491</b>	<b>\$ 7,096,317</b>	<b>\$ 2,387,900</b>	<b>\$ 14,502,700</b>



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## Glossary of Budget Terms

The La Puente Budget Document contains a number of terms used in a manner unique to public finance. These terms are explained in the following glossary.

**ACCOUNTABILITY.** The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry, to justify the raising of public resources and the purposes for which they are used.

**ACCOUNTING SYSTEM.** The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

**ACTIVITY.** A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible (e.g., legislative/legal, administration, city clerk, finance, human resources, general, and insurance/surety are activities within the general government function).

**ACTIVITY CLASSIFICATION.** Expenditure classification according to the specific type of activity performed by one of more organizational units

**ANNUAL FINANCIAL REPORT.** A financial report applicable to a single fiscal year.

**APPROPRIATION.** A legal authorization granted by a legislative body or the City Council to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

**APPROPRIATION/BUDGET RESOLUTION.** A resolution through which appropriations are given legal effect.

**ASSESSED VALUATION.** A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

**ASSET.** An economic resource or probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

**AUDIT.** A review of the City's accounts by an independent auditing firm to substantiate fiscal year-end balances and assure compliance with generally accepted standards for financial accounting and reporting.

**BASIS OF ACCOUNTING.** A term used to refer to when revenues, expenditures, expenses, and transfers-- and the related assets and liabilities-- are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

**BUDGET.** A plan of financial operation listing an estimate of proposed expenditures and the proposed means of financing them for a particular time period. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption, and sometimes, the plan finally approved by that body. The budget is "proposed" until it has been approved by the City Council at which time it is "adopted".

**BUDGETARY COMPARISONS.** Statements or schedules presenting comparisons between approved budgetary amounts (as amended) and actual results of operation on the budgetary basis.

**BUDGETARY CONTROL.** The control of management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.



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**BUDGET DOCUMENT.** The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue and borrowing measures necessary to put the budget into effect.

**BUDGET-GAAP BASIS DIFFERENCES.** Differences arising from the use of a basis of accounting for budgetary purposes that differ from the basis of accounting applicable to the fund type when reporting on operations in conformity with GAAP. For example, a cash-basis budget would produce a budget-GAAP basis difference.

**BUDGET MESSAGE.** A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

**CAPITAL IMPROVEMENT BUDGET.** A plan of proposed capital improvements to be implemented over a period of years and the means of financing them.

**CAPITAL OUTLAY EXPENDITURES.** Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

**CONTINUING APPROPRIATION.** An appropriation that once established is automatically renewed without further legislative action, period after period, until altered or revoked. The term should not be confused with intermediate appropriations.

**DEBT.** An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

**DEBT PROCEEDS.** The difference between the face amount of debt and the issuance discount or the sum of the face amount and the issuance premium. Debt proceeds differ from cash receipts to the extent issuance costs, such as underwriters' fees, are withheld by the underwriter.

**DEFERRED MAINTENANCE.** The act of not performing (deferring) maintenance at the time it should have been, or was scheduled to be, performed. Maintenance in this context means more than routine preventive maintenance and repairs. It also includes replacement of parts, periodic road resurfacing and other activities needed to maintain the fixed asset at its original contemplated serviceability for its original estimated life.

**DEFERRED REVENUE.** Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue.

**DEFICIT.** (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

**DEPRECIATION.** (1) Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

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**ENCUMBRANCES.** Commitments related to unperformed contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**ENTERPRISE FUND.** A fund established to account for operations financed and operated in a manner similar to private business enterprise (e.g. sewer maintenance system). In this case, the governing body intends that cost (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EXPENDITURES.** Decreases in net financial resources. Expenditures include operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

**EXPENSES.** Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

**FINANCIAL RESOURCES.** Cash and other assets that, in the normal course of operations, will become cash.

**FISCAL YEAR.** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

**FRANCHISE.** A special privilege granted by a government permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

**FUNCTION.** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., city council, city clerk, administration, planning/zoning, transit, public

community development, recreation, transportation, etc.)

**FUNCTIONAL CLASSIFICATION.** Expenditure classification according to the principal purposes for which expenditures are made (e.g. public safety).

**FUND.** A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE.** The difference between fund assets and fund liabilities of governmental and similar trust funds.

**FUND TYPE.** Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).** Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

**GOVERNMENTAL FUND TYPES.** Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities—except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregation of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred

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to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**GOVERNMENTAL-TYPE ACTIVITIES.** Those activities of a government that are carried out primarily to provide services to citizens and that are financed primarily through taxes and intergovernmental grants.

**GRANTS.** Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or facility.

**INFRASTRUCTURE ASSETS.** Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the government unit.

**INTERFUND TRANSACTIONS.** Transactions between funds of the same government reporting entity. They include (1) quasi-external transactions, (2) reimbursement, (3) residual equity transfers, (4) operating transfers and (5) inter fund loans.

**INTERFUND TRANSFERS.** All inter fund transactions except loans, quasi-external transactions and reimbursements. Transfers can be classified as belonging to one of two major categories: residual equity transfers or operating transfers.

**INTERGOVERNMENTAL REVENUE.** Revenues received from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

**INTERNAL SERVICE FUND.** A fund used to account for the financing of goods or services provided by one department or agency to other department or agencies of a government or to other governments, on a cost-reimbursement basis.

**LEVY.** (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**MEASUREMENT FOCUS.** The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

**NET INCOME.** Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers in over operating expenses, non-operating expense and operating transfers out.

**NONOPERATING EXPENSES.** Proprietary fund expenses not directly related to the fund's primary activities (e.g., interest).

**NONOPERATING REVENUES.** Proprietary fund revenues incidental to or byproducts of, the fund's primary activities.

**OBJECT.** As used in expenditure classification, applies to the article purchased or the service obtained, rather than to the purpose for which the article or service was purchased or obtained (e.g. personal services, contractual services, material and supplies).

**OPERATING BUDGET.** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating

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budgets are essential to sound financial management and should be adopted by every government.

**OPERATING EXPENSES.** Proprietary fund expenses related directly to the fund's primary activities.

**OPERATING GRANTS.** Grants that are restricted by the grantor to operating purposes or that may be used for either capital or operating purposes at the discretion of the grantee.

**OPERATING TRANSFERS.** All inter fund transfers other than residual equity transfers (e.g. legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

**ORDINANCE.** A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**OTHER FINANCING SOURCES.** Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

**OTHER FINANCING USES.** Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

**PAY-AS-YOU-GO BASIS.** In the context of pension accounting and risk management, the

failure to finance retirement obligations or anticipated losses on a current basis, using an acceptable actuarial funding method.

**PREPAID ITEMS.** Payment in advance of the receipt of goods and services in an exchange transaction. Prepaid items (e.g. prepaid rent and unexpired insurance premiums) differ from deferred charges (e.g. unamortized issuance costs) in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations.

**REVENUES.** (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

**REVOLVING FUND.** (1) An internal service fund. (2) An imprest account accounted for as an asset of a fund.

**RISK MANAGEMENT.** All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

**SELF-INSURANCE.** A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

**SERVICE ASSESSMENTS.** Special assessment projects for operating activities that do not result in the purchases or construction of fixed assets. Often such service assessments are for services that are normally provided to the public as general government functions and that would otherwise be financed by the general fund or a special revenue fund. Those services include street lighting, street cleaning and snow

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plowing. Financing for these routine services typically comes from general revenues. However, when routine services are extended to property owners outside the normal service area of the government or are provided at a higher level or at more frequent intervals than that provided the general public, special assessments are sometimes levied. Only the affected property owners are charged for the additional services.

**SINGLE AUDIT.** An audit performed in accordance with the Single Audit Act and Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

**SPECIAL ASSESSMENT.** A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**SPECIAL ASSESSMENT ROLL.** The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

**SPECIAL REVENUE FUND.** A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that is legally restricted to expenditure for specified purposes.

**TAXES.** Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g. sewer service charges).

**TRUST AND AGENCY FUND.** Fund used to report resources held by the reporting government in a purely custodial capacity.

## Glossary of Acronyms and Terms

ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
AQMD	Air Quality Management District
ARRA	American Recovery Reinvestment Act of 2009
CalPERS	California Public Employees Retirement System
CIP	Capital Improvement Projects
CIOT	Click it or Ticket grant
CDBG	Community Development Block Grant
CDC	La Puente Community Development Commission
CERBT	California Employers Retiree Benefit Trust
COPS	Citizen's Option Public Safety grant
CSMD	Consolidated Sewer Maintenance District
DOC	Dental Optical Care Program
FEMA	Federal Emergency Management Agency
FICA	Federal Insurance Contributions Act
FPPC	Fair Political Practices Commission
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GIS	Geographic Information System
HES	Hazard Elimination Safety grant
HSIP	Highway Safety Improvement Program
HUD	Department of Housing and Urban Development
IT	Information Technology
JAG	Edward Byrne Memorial Justice Assistance Grant
MIS	Management Information System
MTA	Metropolitan Transportation Authority
MVLF	Motor Vehicle License Fees
NPDES	National Pollutant Discharge Elimination System
OPEB	Other Post-Employment Benefits
SR2S	Safe Routes to School grant
STPL	Surface Transportation Program Local grant
TAB	Tax Allocation Bonds
TDA-3	Transportation Development Act Article 3 Grant
VLF	Vehicle License Fees
WDR	Waste Discharge Requirements