

# City of La Puente

State of California



Fiscal Year 2014/2015

## Adopted Budget

Violeta Lewis, Mayor  
Dan Holloway, Mayor Pro Tem  
David Argudo, Councilmember  
Charlie Klinakis, Councilmember  
Valerie Munoz, Councilmember

Presented by:  
David Carmany, City Manager  
Robbeyn Bird, Director of Administrative Services

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David Carmany  
*City Manager*



Robbeyn Bird  
*Director of Administrative Services*

Raul Purificacion  
*Finance Manager*

June 24, 2014

Honorable Mayor and Council Members  
15900 E. Main Street  
La Puente, CA 91744-4719

Honorable Mayor and Council Members:

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**City Manager and Director of Administrative Services Budget Message**

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Staff is presenting the Fiscal Year 2014-2015 recommended budget, a resolution adopting the City's annual budget, and a resolution adopting the City's GANN appropriation limit that establishes controls on changes in appropriations for the various funds.

This budget reflects the challenges of an economy recovering from the "Great Recession." The local economy is showing early signs of improvement especially for building related revenues, and growth in housing values. However, the City remains cautiously optimistic, and continues to control expenditure growth in order to balance each annual budget.

Last fiscal year, the City adopted a budget that reflected the continuing impacts of an uncertain economy, declining or flat revenue growth, and the rising cost of providing services. The City continues to meet these challenges and has worked diligently to enhance revenues and reduce operational expenditures where possible. General Fund reserve balance is budgeted to end the year at \$5.1 million. City departments continue to do an excellent job of providing quality services, in spite of the continuing economic impact and resulting budget constraints.

**OVERVIEW OF THE FY 14/15 BUDGET**

The City Manager, department heads, and staff began the Fiscal Year 2014/2015 (FY 14/15) budget process on March 11, 2014. Meetings were held with each department where City operations were thoroughly reviewed for areas of revenue enhancement, expenditure reduction, and cost allocation.

A strategic planning session was also held on May 6, 2014 with City Council and Staff to review the City's mission statement, core values and three-year goals. This was made to maintain the highest possible standard of transparency and accountability.

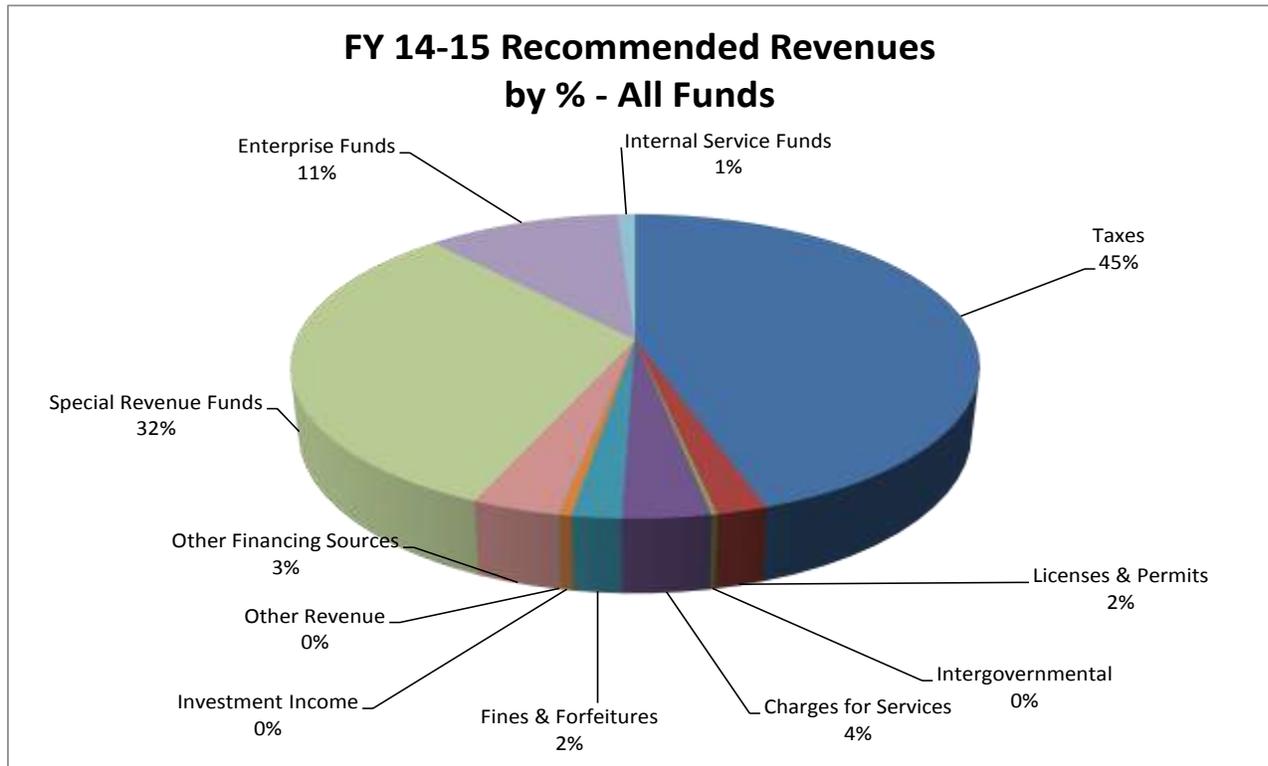
A budget town hall public workshop was held on June 17, 2014 and staff presented to the City Council and the City residents its preliminary proposed revenues and expenditures budget for FY 14/15. The general fund gap between projected revenues and expenditures was initially \$281,500.00 and after staff budget measures were made, the recommended budget was presented balanced at \$10,846,900.00.

The strategy used for preparing the FY 14/15 budget is to submit a balanced General Fund budget to the City Council with no drawdown of reserves while maintaining service levels that La Puente residents expect.

Operating Revenues Budget:

The FY 14/15 Final Operating Revenues Budget for all City funds is \$19.2 million which is \$2.4 million higher than the FY 13/14 Amended budget. This is mainly due to higher special revenue funds of \$2.0 million, increase in taxes of \$233 thousand, and increase in transfer in from other funds of \$160 thousand.

Revenue Source	FY 12-13 Actuals	FY 13-14 Adopted	FY 13-14 Estimated	FY 14-15 Adopted
<b>General Fund:</b>				
Taxes	\$ 8,284,072	\$ 8,360,920	\$ 8,497,307	\$ 8,593,900
Licenses & Permits	393,005	430,000	383,560	386,900
Intergovernmental	60,404	95,000	169,480	41,200
Charges for Services	698,427	621,034	684,598	676,100
Fines & Forfeitures	399,365	395,000	377,414	377,500
Investment Income	23,559	90,000	100,000	100,000
Other Revenue	43,067	31,000	16,000	16,000
Other Financing Sources	10,330,389	494,900	472,300	655,300
<b>Total General Fund</b>	<b>20,232,288</b>	<b>10,517,854</b>	<b>10,700,659</b>	<b>10,846,900</b>
<b>Restricted Funds:</b>				
Special Revenue Funds	4,564,902	4,091,850	4,412,806	6,104,500
Enterprise Funds	2,063,877	2,100,500	2,130,464	2,054,400
Internal Service Funds	116,953	119,430	116,830	191,100
<b>Total Revenues</b>	<b>\$ 26,978,020</b>	<b>\$ 16,829,634</b>	<b>\$ 17,360,759</b>	<b>\$ 19,196,900</b>

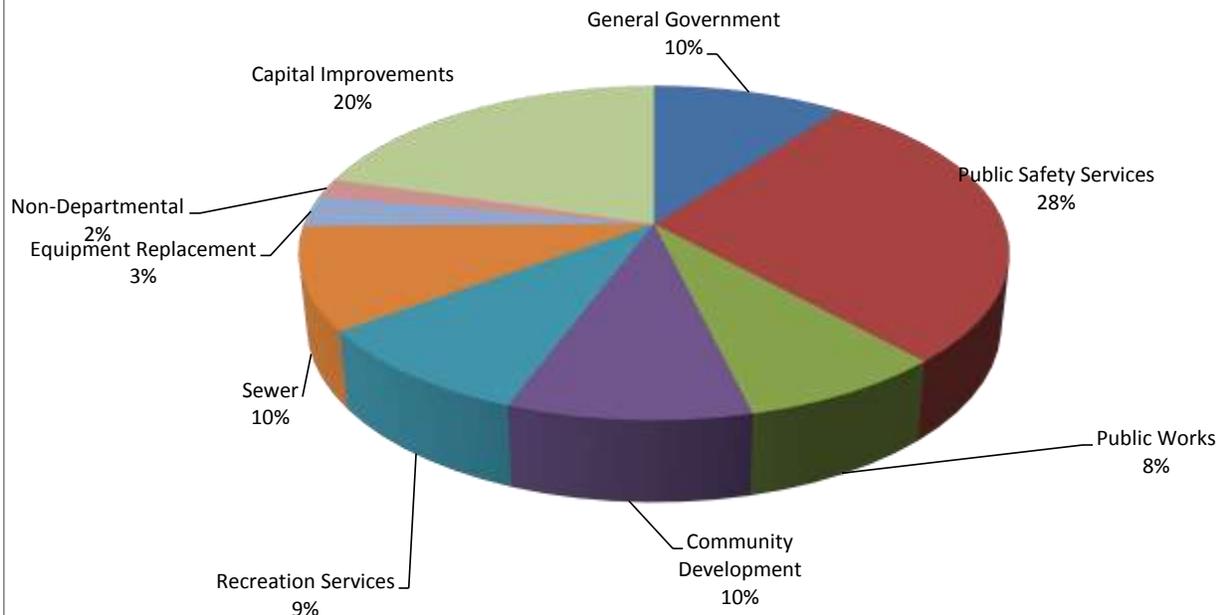


Operating Expenditure Budget:

The FY 14/15 Final Expenditure Budget for all City funds is \$21.0 million which is \$1.1 million lower than the FY 13/14 Amended budget. When comparing to the overall revenue budget, there is a difference of \$1.5 million which is mainly due to several major capital improvement projects included in FY 14/15 budget. Major projects include the completion of LP-3 Traffic Signals (HSIP), Santo Oro Storm Drain and Local Street Improvement, Temple Avenue Sidewalk and Parkway Landscape and Safe Routes to School project which are all funded by Special Revenue Fund balances. The majority of the departmental expenditures are from the Public Safety Department which includes the division of Public Safety Services and Code Enforcement Services.

<b>Departmental Expenditures</b>	<b>FY 12-13 Actuals</b>	<b>FY 13-14 Amended Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Adopted</b>
General Government	\$ 2,016,519	\$ 2,672,483	\$ 2,241,538	\$ 2,136,300
Public Safety Services	5,419,227	5,879,215	5,755,240	5,792,700
Public Works	1,334,111	2,013,873	1,417,204	1,656,200
Community Development	1,444,000	1,778,349	1,547,042	1,962,640
Recreation Services	11,188,802	1,939,290	1,893,512	1,905,800
Sewer	2,191,983	2,041,197	2,024,694	2,056,500
Equipment Replacement	147,898	281,460	395,658	617,500
Non-Departmental	714,353	490,000	371,799	383,000
Capital Improvements	2,342,083	4,761,121	4,023,759	4,226,650
<b>Total Expenditures</b>	<b><u>\$26,798,976</u></b>	<b><u>\$ 21,856,988</u></b>	<b><u>\$19,670,446</u></b>	<b><u>\$ 20,737,290</u></b>

**FY 14-15 Recommended Departmental Expenditures by % - All Funds**



**Overview of the General Fund**

The Final General Fund revenue for FY 14/15, including other financing sources, is \$10.8 million, which is \$329 thousand higher than the FY 13/14 amended budget. The increase is mainly due to property taxes and transfer in from other funds. The City’s two primary revenue sources are Sales Tax and Vehicle License Fees In-Lieu, which are expected to be \$2.5 million and \$4.8 million, respectively. The final General Fund expenditures for FY 14/15 are \$10.8 million, which is \$50 thousand lower than the FY 13/14 adopted budget. The decrease is mainly attributed to the decrease in salaries and election expenses in the City Clerk department, lower expenses in Administration, General Services and benefits. The FY 14/15 final General Fund revenue of \$10.8 million is equal to expenditures of \$10.8 million, resulting in a balanced budget and there will be no change of general fund reserve balance.

	<b>FY 12-13 Actuals</b>	<b>FY 13-14 Adopted</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Adopted</b>
<b>Revenues</b>	\$ 9,901,899	\$ 10,022,954	\$ 10,228,359	\$ 10,191,600
<b>Other Financing Sources</b>	10,330,389	494,900	472,300	655,300
<b>Total Revenues</b>	<u>20,232,288</u>	<u>10,517,854</u>	<u>10,700,659</u>	<u>10,846,900</u>
<b>Expenditures</b>	9,901,899	10,419,169	10,419,169	10,746,900
<b>Other Financing Uses</b>	10,330,389	477,300	477,300	100,000
<b>Total Expenditures</b>	<u>20,232,288</u>	<u>10,896,469</u>	<u>10,896,469</u>	<u>10,846,900</u>
<b>Increase (decrease) in Fund Balance</b>	-	(378,615)	(195,810)	-
<b>Capital Project</b>	2,342,083	4,761,121	3,961,424	4,226,650
<b>Total Expenditures with Capital Project</b>	<u>22,574,371</u>	<u>15,657,590</u>	<u>14,857,893</u>	<u>15,073,550</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<b><u>\$ (2,342,083)</u></b>	<b><u>\$ (5,139,736)</u></b>	<b><u>\$ (4,157,234)</u></b>	<b><u>\$ (4,226,650)</u></b>

The General Fund budget also includes the following:

- Increase in the LA County Sheriff’s Department contract by 2.6% and a contribution of 4% to the Liability Trust Fund.
- No salary step/ merit increases included in the budget, but this is subject to current negotiations with the employee union.
- Amortizing the repayment of \$500,000 borrowed from the Sewer Construction/Maintenance fund over five years with annual payment of \$100,000 (third year of the 5 year repayment in FY 14/15).
- Increase in the Public Employees Retirement System contribution rate and health premium costs.
- Increase in insurance premiums and retroactive adjustment - General Liability to CJPIA.

**Special Revenue Funds - Restricted**

Restricted funds are derived from specific grants, taxes, and other revenue sources that are earmarked for specific purposes. They are usually required by statute or local ordinances/resolutions to finance particular functions or activities. The FY 14/15 final Special Revenue Fund revenue is \$6.1 million which is \$2.0 million higher than the FY 13/14 amended budget. This is mainly due to increased funding from the new projects particularly the LP-3 Traffic Signals, Santo Oro Storm Drain and Local Street Improvement, Temple Avenue Sidewalk and Parkway Landscape and Safe Route to Schools program.

### **Enterprise Fund**

The City Council adopted Ordinance No. 06-850, otherwise known as the “Sewer Charge Ordinance” which added Chapter 4.10 to the La Puente Municipal Code relating to sewer rates. Under the provisions of the City’s Code, the City may levy an assessment for the replacement and upgrading of the City’s existing sewer system. The estimated sewer fee to be collected for FY 14/15 is \$875 thousand. The fees collected will mostly be used to cover the annual debt service payment on the 2007 Sewer Revenue Bond, which was spent on the capital improvement costs of the sewer system. Other costs included a proportionate share of personnel costs and other pertinent expenses. The City’s annual debt service payment for FY 14/15 is estimated to be \$643 thousand for the \$10.26 million 2007 Sewer Revenue Bonds.

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. The estimated fee that will be collected is \$429 thousand, which will be used for a proportionate share of maintenance, administrative and other pertinent expenses.

### **Internal Service Fund**

The City uses internal service funds to account for charges for services performed internally for the user departments. The City uses the Equipment Replacement Fund to fund future investment in vehicles, equipment, and Information Technology by recouping the costs from each department based on usage. A portion of operating costs and depreciation expenses are allocated back to individual departmental activities monthly based on usage or the number of computers each department owns.

### **Conclusion**

The City's fiscal condition remains cautiously stable. As mentioned above, the budget is balanced. The challenge is to keep it in balance for next year and for years to come in an environment of rising costs and diminished revenues.

The preparation of the annual budget was made possible by the dedicated efforts of the Administrative Services Department, department directors, and staff. Credit also must be given to the Mayor and City Council for their support of maintaining the highest standards of professionalism in the management of the City of La Puente’s finances.

Sincerely,

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David Carmany, City Manager

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Robbeyn Bird, Director of Administrative Services

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## Mission and Vision Statement

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### Mission Statement

We are a friendly, culturally diverse family-oriented small town city. We provide 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

## Management Budget Guidelines

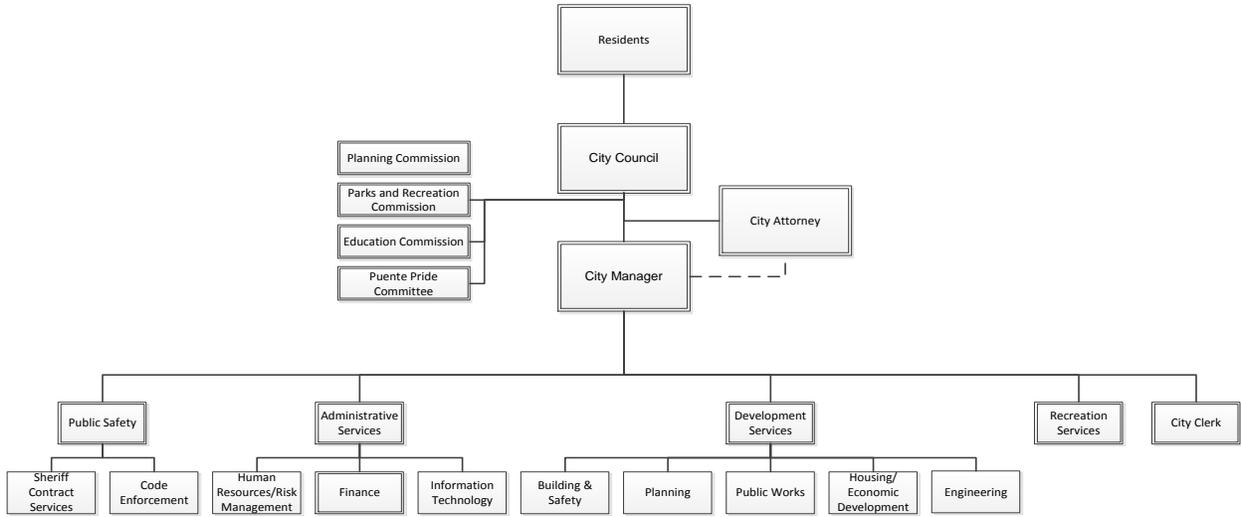
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### Purpose

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, and the use of contingency appropriation.
- 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.
- The City will pursue the certificate of Distinguished Budget Presentation Award from the Government Finance Officers Association and the Certificate of Award of Excellence in Operational Budgeting from the California Society of Municipal Finance Officers each year. To receive the awards, a government unit must publish an easily readable and efficiently organized budget whose contents conform to program standards.
- Staff will focus on long-term financial strength and stability. The budget will include adequate contingency reserve to provide for unanticipated expenditures of a non-recurring nature or to meet unexpected increases in costs. A minimum fund balance reserve will be maintained at all times. The minimum level required for this reserve will be 15% of the final General Fund operating budget, which will be \$1.7 million.
- All budgeted appropriations lapse at fiscal year-end. Unexpended project appropriations will 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, establishment of reserve accounts that are operationally adequate. Recurring revenues will fund the required transfers to the City's Equipment Replacement fund. 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 seeking debt proceeds. Capital budgeting is limited by the availability of revenues and debt proceeds.

## Organizational Chart



**Directory of Officials**

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CITY OF LA PUENTE, CALIFORNIA

CITY COUNCIL

Violeta Lewis, Mayor  
Dan Holloway, Mayor Pro Tem  
David Argudo, Councilmember  
Charlie Klinakis, Councilmember  
Valerie Munoz, Councilmember

CITY OFFICIALS

City Manager/City Treasurer .....David Carmany  
City Attorney ..... Jamie Casso  
City Treasurer/Director of Administrative Services .....Robbeyn Bird  
Director of Development Services.....John DiMario  
Finance Manager.....Raul Purificacion  
Recreation Manager.....Roxanne Lerma

**Budget at a Glance**

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

1. Introduction
  - Budget Message
  - Mission and Vision Statement
  - Management Budget Guidelines
  - Organizational Chart
  - Directory of Officials
  - Budget at a Glance
  - Master Staffing Plan
  - Five Year – Revenue and Expenditure Projections – General Fund
  - Budget Procedures and Methods
  - Basis of Accounting and Budgeting, Internal controls, Long term debt, and budgetary control.
  - Description of Funds
  - Glossary of Budget terms
  - General information and La Puente profile
  - Budget Adoption resolution/Appropriation limit
2. Budget Summary
  - Summary of Estimated Fund Balance - FY 2014-15 Adopted Budget
  - Summary of Estimated Fund Balance - FY 2013-14 Adopted Budget
3. Revenue Summary
  - Revenue Detail
  - Revenue Description by Revenue Source
4. Capital Improvements
  - Capital Improvement Summary
  - Capital Improvement Projects
5. Expenditure Summary
  - Expenditures by Fund
  - Expenditures by Type
  - Division Summary
  - Department Activity Information
  - Department Summary
  - Department Detail
6. Successor Agency

II BUDGET SUMMARY

**Summary of Estimated Fund Balances**

City of La Puente  
 Summary of Estimated Fund Balances  
 Fiscal Year 2014-2015 Adopted Budget

	Beginning Fund Balance July 1, 2014	Revenues	Operating Expenditures	Capital Improvements	Total Expenditures	Interfund Transfers		Net Change to Fund Balance	Estimated Fund Balance June 30, 2015
						Transfers In	Transfers Out		
<b>GENERAL FUND</b>									
11 General Fund	\$ 5,138,499	\$ 10,191,600	\$ 10,746,900	\$ -	\$ 10,746,900	\$ 655,300	\$ 100,000	\$ -	\$ 5,138,499
12 Contingency Reserve Fund	-	-	-	-	-	-	-	-	-
<b>Total General Fund</b>	<b>\$ 5,138,499</b>	<b>\$ 10,191,600</b>	<b>\$ 10,746,900</b>	<b>\$ -</b>	<b>\$ 10,746,900</b>	<b>\$ 655,300</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 5,138,499</b>
Sub-General Fund:									
<b>SPECIAL REVENUE FUNDS</b>									
16 RDA Loan Payback Reserve	\$ 163,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,300
22 Traffic Safety Fund	2,788	-	-	-	-	-	-	-	2,788
23 Asset Seizure Fund	7,386	100	6,200	-	6,200	-	-	(6,100)	1,286
24 PEG Access Fund	78,939	20,200	90,800	-	90,800	-	-	(70,600)	8,339
25 Supplement Law Enf Fund	112,561	100,200	-	-	-	-	100,000	200	112,761
26 Local Law Enf Fund	-	-	-	-	-	-	-	-	-
27 Office of Traffic Safety Fund	18,265	100	-	-	-	-	-	100	18,365
28 JAG Grant	1,139	20,500	20,500	-	20,500	-	-	-	1,139
29 CIOT Grant	-	-	-	-	-	-	-	-	-
30 JAG Grant - ARRA	-	-	-	-	-	-	-	-	-
32 State Gas Tax Fund	491,338	1,091,500	963,600	251,000	1,214,600	-	-	(123,100)	368,238
34 County Aid to Cities	-	250,000	-	250,000	250,000	-	-	-	-
35 Traffic Congestion Relief Fund	-	-	-	-	-	-	-	-	-
36 Park Grant	378,911	-	-	-	-	-	-	-	378,911
37 Proposition 1B Fund	-	-	-	-	-	-	-	-	-
38 Cal Home Grant Fund	262,935	226,800	265,440	-	265,440	-	-	(38,640)	224,295
39 Local Transportation Fund	75,500	9,000	-	-	-	-	-	9,000	84,500
40 STPL	-	533,000	-	533,000	533,000	-	-	-	-
41 CDBG Program Fund	(66,007)	471,400	471,400	-	471,400	-	-	-	(66,007)
42 Air Quality Improvement Fund	283,853	163,800	390,000	-	390,000	-	-	(226,200)	57,653
43 HES Grant	-	-	-	-	-	-	-	-	-
44 Energy Efficiency Grant	1,528	-	-	-	-	-	-	-	1,528
45 HSIP	-	1,003,000	-	1,003,000	1,003,000	-	-	-	-
46 ARRA-Stimulus Fund	-	-	-	-	-	-	-	-	-
47 Measure R	800,877	427,600	21,700	912,000	933,700	-	182,400	(688,500)	112,377
48 Prop. "A" Fund	645,624	870,400	880,900	-	880,900	-	-	(10,500)	635,124
49 Prop. "C" Fund	146,000	577,200	17,300	563,000	580,300	-	112,600	(115,700)	30,300
71 Safe Routes to School (SRTS)	-	339,700	-	339,650	339,650	-	-	50	50
<b>Total Special Revenue Funds</b>	<b>\$ 3,404,937</b>	<b>\$ 6,104,500</b>	<b>\$ 3,127,840</b>	<b>\$ 3,851,650</b>	<b>\$ 6,979,490</b>	<b>\$ -</b>	<b>\$ 395,000</b>	<b>\$ (1,269,990)</b>	<b>\$ 2,134,947</b>
<b>ENTERPRISE FUNDS</b>									
50 Sewer Construction/Maint. Fund	\$ 1,756,327	\$ 878,100	\$ 759,000	\$ 80,000	\$ 839,000	\$ 100,000	\$ 903,300	\$ (764,200)	\$ 992,127
52 2007 Sewer Revenue Bonds	232,960	4,000	1,286,000	-	1,286,000	643,000	-	(639,000)	(406,040)
54 CSMD Fund	1,313,720	429,300	163,400	-	163,400	-	-	265,900	1,579,620
<b>Total Enterprise Funds</b>	<b>\$ 3,303,007</b>	<b>\$ 1,311,400</b>	<b>\$ 2,208,400</b>	<b>\$ 80,000</b>	<b>\$ 2,288,400</b>	<b>\$ 743,000</b>	<b>\$ 903,300</b>	<b>\$ (1,137,300)</b>	<b>\$ 2,165,707</b>
<b>INTERNAL SERVICE FUNDS</b>									
61 Equipment Replacement Fund	\$ 75,709	\$ 191,100	\$ 227,500	\$ -	\$ 227,500	\$ -	\$ -	\$ (36,400)	\$ 39,309
62 Fleet Maintenance Replacement Fund	-	-	-	-	-	-	-	-	-
<b>Total Internal Service Funds</b>	<b>\$ 75,709</b>	<b>\$ 191,100</b>	<b>\$ 227,500</b>	<b>\$ -</b>	<b>\$ 227,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (36,400)</b>	<b>\$ 39,309</b>
<b>Grand Total</b>	<b>\$ 11,922,152</b>	<b>\$ 17,798,600</b>	<b>\$ 16,310,640</b>	<b>\$ 3,931,650</b>	<b>\$ 20,242,290</b>	<b>\$ 1,398,300</b>	<b>\$ 1,398,300</b>	<b>\$ (2,443,690)</b>	<b>\$ 9,478,462</b>

Successor Agency to the Former La Puente Community Development Commission  
 Summary of Estimated Fund Balances  
 Fiscal Year 2014-2015 Proposed Budget

	Beginning Fund Balance July 1, 2014	Revenues	Operating Expenditures	Capital Improvements	Total Expenditures	Interfund Transfers		Net Change to Fund Balance	Estimated Fund Balance June 30, 2015
						Transfers In	Transfers (Out)		
<b>SUCCESSOR AGENCY</b>									
70 RPTTF	\$ (16,372,492)	\$ 322,984	\$ 580,740	\$ -	\$ 580,740	\$ -	\$ -	\$ (257,756)	\$ (16,630,248)
<b>Total Redevelopment Agency</b>	<b>\$ (16,372,492)</b>	<b>\$ 322,984</b>	<b>\$ 580,740</b>	<b>\$ -</b>	<b>\$ 580,740</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (257,756)</b>	<b>\$ (16,630,248)</b>
<b>Grand Total</b>	<b>\$ (4,450,340)</b>	<b>\$ 18,121,584</b>	<b>\$ 16,891,380</b>	<b>\$ 3,931,650</b>	<b>\$ 20,823,030</b>	<b>\$ 1,398,300</b>	<b>\$ 1,398,300</b>	<b>\$ (2,701,446)</b>	<b>\$ (7,151,786)</b>

II BUDGET SUMMARY

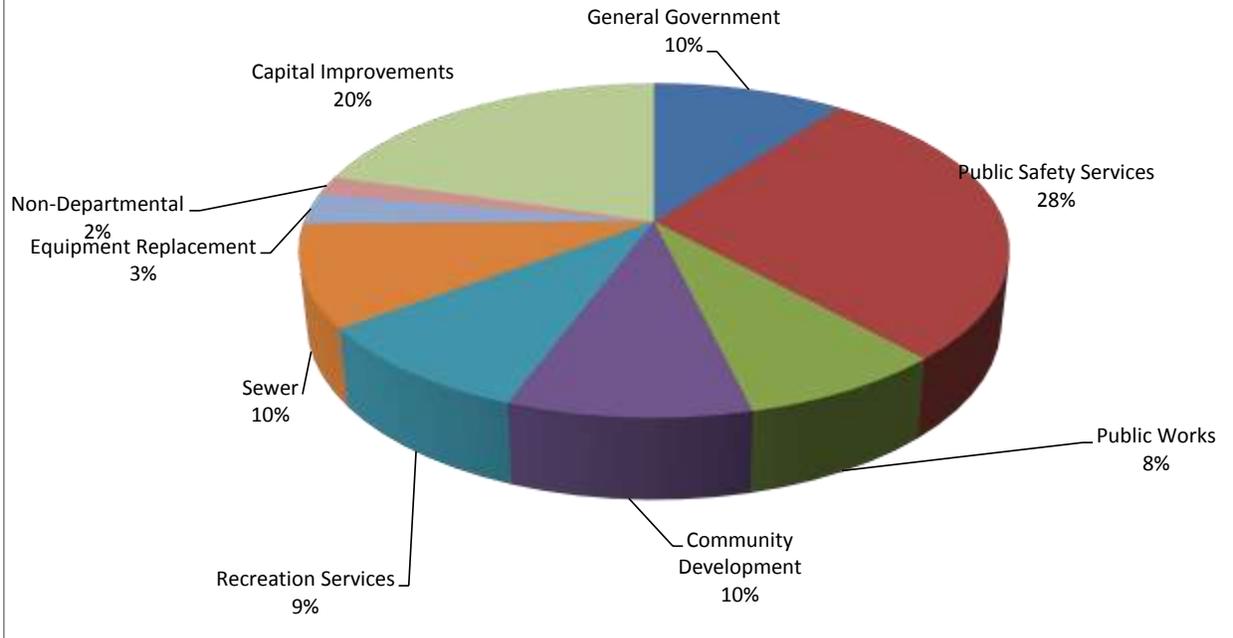
CITY OF LA PUENTE  
FY 2013-2014 FINAL BUDGET

	Beginning Fund Balance <u>July 1, 2013</u>	Revenues	Operating Expenditures	Capital Improvements	Total Expenditures	Interfund Transfers		Net Change to Fund Balance	Estimated Fund Balance <u>June 30, 2014</u>
						Transfers In	Transfers (Out)		
<b>GENERAL FUND</b>									
11 General Fund	6,365,136	10,032,920	11,418,400	-	11,418,400	494,900	100,000	(990,580)	5,374,556
<b>Total General Fund</b>	<b>\$ 6,365,136</b>	<b>\$ 10,032,920</b>	<b>\$ 11,418,400</b>	<b>\$ -</b>	<b>\$ 11,418,400</b>	<b>\$ 494,900</b>	<b>\$ 100,000</b>	<b>\$ (990,580)</b>	<b>\$ 5,374,556</b>
<b>SPECIAL REVENUE FUNDS</b>									
13 UBOC Escrow Fund	-	-	-	-	-	-	-	-	-
14 Comm. Center/YLAC Reserve Fund	-	-	-	-	-	-	-	-	-
22 Traffic Safety Fund	2,778	-	-	-	-	-	-	-	2,778
23 Asset Seizure Fund	13,131	200	4,430	-	4,430	-	-	(4,230)	8,901
24 PEG Access Fund	92,237	21,400	88,800	-	88,800	-	-	(67,400)	24,837
25 Supplement Law Enf Fund	111,798	100,150	100,000	-	100,000	-	-	150	111,948
27 Office of Traffic Safety Fund	18,202	-	-	-	-	-	-	-	18,202
28 JAG Grant	36,280	-	36,280	-	36,280	-	-	(36,280)	-
29 CIOT Grant	-	-	-	-	-	-	-	-	-
30 JAG Grant - ARRA	-	-	-	-	-	-	-	-	-
32 State Gas Tax Fund	1,052,070	1,264,430	1,024,800	313,000	1,337,800	-	-	(73,370)	978,700
35 Traffic Congestion Relief Fund	-	-	-	-	-	-	-	-	-
36 County Park Act Fund	132,879	-	-	-	-	-	-	-	132,879
37 Proposition 1B Fund	62,146	-	-	-	-	-	-	-	62,146
38 Cal Home Grant Fund	174,949	250	175,199	-	175,199	-	-	(174,949)	-
39 Bike & Pedestrian Fund	-	25,375	-	-	-	-	-	25,375	25,375
41 CDBG Program Fund	774,983	348,219	357,600	-	357,600	-	-	(9,381)	765,602
42 Air Quality Improvement Fund	292,920	53,750	-	-	-	-	-	53,750	346,670
44 Energy Efficiency Grant	1,528	-	-	-	-	-	-	-	1,528
46 ARRA-Stimulus Fund	-	-	-	-	-	-	-	-	-
47 Measure R	657,647	429,412	12,365	840,000	852,365	-	-	(422,953)	234,694
48 Prop. "A" Fund	456,445	888,113	871,740	-	871,740	-	-	16,373	472,818
49 Prop. "C" Fund	2,502,124	573,551	15,050	1,501,121	1,516,171	-	-	(942,620)	1,559,504
71 Safe Routes to School (SRTS)	-	387,000	-	387,000	387,000	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>\$ 6,382,117</b>	<b>\$ 4,091,850</b>	<b>\$ 2,686,264</b>	<b>\$ 3,041,121</b>	<b>\$ 5,727,385</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,635,535)</b>	<b>\$ 4,746,582</b>
<b>ENTERPRISE FUNDS</b>									
50 Sewer Construction/Maint. Fund	1,206,494	985,000	844,149	-	844,149	-	-	140,851	1,347,345
52 2007 Sewer Revenue Bonds	2,378,009	666,500	1,282,998	1,720,000	3,002,998	-	-	(2,336,498)	41,511
54 CSMD Fund	686,125	449,000	160,280	-	160,280	-	-	288,720	974,845
<b>Total Enterprise Funds</b>	<b>4,270,628</b>	<b>2,100,500</b>	<b>2,287,427</b>	<b>1,720,000</b>	<b>4,007,427</b>	<b>-</b>	<b>-</b>	<b>(1,906,927)</b>	<b>2,363,701</b>
<b>INTERNAL SERVICE FUNDS</b>									
61 Equipment Replacement Fund	318,582	119,430	281,460	-	281,460	-	-	(162,030)	156,552
<b>Total Proprietary Funds</b>	<b>\$ 318,582</b>	<b>\$ 119,430</b>	<b>\$ 281,460</b>	<b>\$ -</b>	<b>\$ 281,460</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (162,030)</b>	<b>\$ 156,552</b>
<b>Grand Total</b>	<b>\$ 17,336,463</b>	<b>\$ 16,344,700</b>	<b>\$ 16,673,551</b>	<b>\$ 4,761,121</b>	<b>\$ 21,434,672</b>	<b>\$ 494,900</b>	<b>\$ 100,000</b>	<b>\$ (4,695,072)</b>	<b>\$ 12,641,391</b>

**Budget Summary by Program Expenditures**

<b>Departmental Expenditures</b>	<b>FY 12-13 Actuals</b>	<b>FY 13-14 Amended Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Adopted</b>
General Government	\$ 2,016,519	\$ 2,672,483	\$ 2,241,538	\$ 2,136,300
Public Safety Services	5,419,227	5,879,215	5,755,240	5,792,700
Public Works	1,334,111	2,013,873	1,417,204	1,656,200
Community Development	1,444,000	1,778,349	1,547,042	1,962,640
Recreation Services	11,188,802	1,939,290	1,893,512	1,905,800
Sewer	2,191,983	2,041,197	2,024,694	2,056,500
Equipment Replacement	147,898	281,460	395,658	617,500
Non-Departmental	714,353	490,000	371,799	383,000
Capital Improvements	2,342,083	4,761,121	4,023,759	4,226,650
<b>Total Expenditures</b>	<b><u>\$26,798,976</u></b>	<b><u>\$ 21,856,988</u></b>	<b><u>\$19,670,446</u></b>	<b><u>\$ 20,737,290</u></b>

**FY 14-15 Recommended Departmental Expenditures by % - All Funds**



## II Budget Summary

CITY OF LA PUENTE

FY 2014-2015

### Master Staffing Plan Fiscal Year 2014-2015

<u>Acct. No.</u>	<u>Dept.</u>	<u>No. of Positions Authorized</u>	<u>Position % of FTE</u>	<u>Authorized FTE's</u>	<u>Adopted FTE's</u>	<u>Salary Range</u>
	<b>City of La Puente</b>					
4110	<b>City Council</b>					
	Council Members	<u>5</u>	100%	<u>5.00</u>	<u>5.00</u>	NR
	<b>Total Council</b>	<u>5</u>		<u>5.00</u>	<u>5.00</u>	
4120	<b>City Clerk</b>					
	City Clerk	1	0%	0.00	0.00	79
	Chief Deputy City Clerk	1	90%	0.90	0.90	NR
	Administrative Secretary	1	100%	1.00	1.00	44
	Director of Administrative Services	1	5%	0.05	0.05	88
	Finance Manager	<u>1</u>	5%	<u>0.05</u>	<u>0.05</u>	65
	<b>Total City Clerk</b>	<u>5</u>		<u>2.00</u>	<u>2.00</u>	
4130	<b>Human Resources/Risk Mngt</b>					
	Management Assistant	<u>1</u>	100%	<u>1.00</u>	<u>1.00</u>	48
	<b>Total Human Resource/Risk Mngt</b>	<u>1</u>		<u>1.00</u>	<u>1.00</u>	
4140	<b>Administration</b>					
	City Manager	1	55%	0.55	0.55	Flat
	Executive Assistant	<u>1</u>	80%	<u>0.80</u>	<u>0.80</u>	47
	<b>Total Administration</b>	<u>2</u>		<u>1.35</u>	<u>1.35</u>	
4160	<b>Financial Services</b>					
	Director of Administrative Services	1	40%	0.40	0.40	88
	Finance Manager	1	60%	0.60	0.60	65
	Finance Services Supervisor	1	73%	0.73	0.73	61
	Accounting Assistant	<u>3</u>	150%	<u>1.50</u>	<u>1.50</u>	38
	<b>Total Financial Services</b>	<u>6</u>		<u>3.23</u>	<u>3.23</u>	
4210	<b>Public Safety Services</b>					
	Police Chief	0	0%	0.00	0.00	NR
4470	<b>Code Enforcement</b>					
	Code Enforcement Supervisor	1	0%	0.00	0.00	57
	Senior Code Enforcement Officer	3	0%	0.00	0.00	48
	Code Enforcement Parking Officer	1	0%	0.00	0.00	41
	Office Assistant	1	0%	0.00	0.00	30
	Finance Manager	1	5%	0.05	0.05	65
	Finance Services Supervisor	<u>1</u>	5%	<u>0.05</u>	<u>0.05</u>	61
	<b>Total Public Safety</b>	<u>8</u>		<u>0.10</u>	<u>0.10</u>	
	<b>Public Works</b>					
4180	General Services					
4220	Emergency Preparedness Services					
4330	Public Works					
	Development Services Director	1	30%	0.30	0.30	88
	Lead Maintenance Worker	1	70%	0.70	0.70	43
	Maintenance Worker	5	350%	3.50	3.50	39
	Finance Services Supervisor	1	2%	0.02	0.02	61
47-4390	Streets/Sidewalks (Measure R)					
	Development Services Director	1	10%	0.10	0.10	88
49-4390	Streets/Sidewalks (Prop C)					
	Development Services Director	1	10%	0.10	0.10	88
4540	Waste Management Services					
4610	Park/Maintenance Services					
	Development Services Director	1	18%	0.18	0.18	88
	Lead Maintenance Worker	1	30%	0.30	0.30	43
	Maintenance Worker	<u>5</u>	150%	<u>1.50</u>	<u>1.50</u>	39
	<b>Total Public Works</b>	<u>17</u>		<u>6.70</u>	<u>6.70</u>	

II Budget Summary

CITY OF LA PUENTE

FY 2014-2015

Master Staffing Plan Fiscal Year 2014-2015

<u>Acct. No.</u>	<u>Dept.</u>	<u>No. of Positions Authorized</u>	<u>Position % of FTE</u>	<u>Authorized FTE's</u>	<u>Adopted FTE's</u>	<u>Salary Range</u>
<b>Community Development</b>						
4410	Planning/Zoning Services					
	Development Services Director	1	18%	0.18	0.18	88
	Assistant Planner	1	70%	0.70	0.70	49
4420	Housing/Community Services					
	Development Services Director	1	2%	0.02	0.02	88
	Housing Rehab Grant Specialist	1	100%	1.00	1.00	47
4450	Community Promotion Services					
4460	Bldg. & Safety Services					
4465	Engineering Services					
48-4390	Public Transit Services (Prop A)					
	Development Services Director	1	2%	0.02	0.02	88
	Assistant Planner	1	30%	0.30	0.30	49
	Finance Services Supervisor	1	5%	0.05	0.05	61
	Accounting Assistants	<u>3</u>	150%	<u>1.50</u>	<u>1.50</u>	38
	<b>Total Community Development</b>	<b><u>10</u></b>		<b><u>3.77</u></b>	<b><u>3.77</u></b>	
<b>Recreation Services</b>						
4620	Recreation Center					
	Recreation Manager	1	100%	1.00	1.00	65
	Recreation Coordinator	1	100%	1.00	1.00	42
	Recreation Specialists	1	100%	1.00	1.00	31
4621	Youth Learning Activity Center					
4622	Nature Education Center					
4630	Senior Center					
	Senior Center Specialist	<u>1</u>	100%	<u>1.00</u>	<u>1.00</u>	32
	<b>Total Recreation Services</b>	<b><u>5</u></b>		<b><u>5.00</u></b>	<b><u>5.00</u></b>	
<b>Sewer</b>						
4710	Sewer Construction/Maintenance					
	City Manager	1	15%	0.15	0.15	Flat
	Director of Administrative Services	1	15%	0.15	0.15	88
	Finance Manager	1	5%	0.05	0.05	65
	Development Services Director	1	10%	0.10	0.10	88
4720	Sewer Revenue Bond					
4730	CSMD Fund					
	City Manager	1	15%	0.15	0.15	Flat
	Director of Administrative Services	1	15%	0.15	0.15	88
	Finance Manager	1	5%	0.05	0.05	65
	Finance Services Supervisor	<u>1</u>	5%	<u>0.05</u>	<u>0.05</u>	61
	<b>Total Sewer</b>	<b><u>8</u></b>		<b><u>0.85</u></b>	<b><u>0.85</u></b>	
<b>Equipment Replacement</b>						
4810	IT/Equipment Charges	0	0%	0.00	0.00	
4850	Vehicle Charges	<u>0</u>	0%	<u>0.00</u>	<u>0.00</u>	
	<b>Total Equipment Replacement</b>	<b><u>0</u></b>		<b><u>0.00</u></b>	<b><u>0.00</u></b>	
<b>Total City of La Puente</b>		<b><u>67</u></b>		<b><u>29.00</u></b>	<b><u>29.00</u></b>	

II Budget Summary

CITY OF LA PUENTE

FY 2014-2015

Master Staffing Plan Fiscal Year 2014-2015

<u>Acct. No.</u>	<u>Dept.</u>	<u>No. of Positions Authorized</u>	<u>Position % of FTE</u>	<u>Authorized FTE's</u>	<u>Adopted FTE's</u>	<u>Salary Range</u>
<b>Successor Agency</b>						
	City Manager	1	15%	0.15	0.15	Flat
	Executive Assistant	1	20%	0.20	0.20	47
	Chief Deputy City Clerk	1	10%	0.10	0.10	NR
	Director of Administrative Services	1	20%	0.20	0.20	88
	Finance Manager	1	20%	0.20	0.20	65
	Finance Services Supervisor	<u>1</u>	10%	<u>0.10</u>	<u>0.10</u>	61
	<b>Total Successor Agency</b>	<b><u>6</u></b>		<b><u>0.95</u></b>	<b><u>0.95</u></b>	
<b>TOTALS</b>		<b><u>73</u></b>		<b><u>29.95</u></b>	<b><u>29.95</u></b>	

## II Budget Summary

### Five Year Revenue and Expenditure Projections - General Fund

	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>
	<b><u>Adopted</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
<b><u>Revenues</u></b>					
Taxes	\$ 8,593,900	\$ 8,765,778	\$ 8,941,094	\$ 9,119,915	\$ 9,302,314
Licenses & Permits	386,900	\$ 394,638	\$ 402,531	\$ 410,581	\$ 418,793
Intergovernmental	41,200	\$ 42,024	\$ 42,864	\$ 43,722	\$ 44,596
Charges for Services	676,100	\$ 689,622	\$ 703,414	\$ 717,483	\$ 731,832
Fines & Forfeitures	377,500	\$ 385,050	\$ 392,751	\$ 400,606	\$ 408,618
Investment Income	100,000	\$ 102,000	\$ 104,040	\$ 106,121	\$ 108,243
Other Revenue	16,000	\$ 16,320	\$ 16,646	\$ 16,979	\$ 17,319
Other Financing Sources	655,300	\$ 668,406	\$ 681,774	\$ 695,410	\$ 709,318
<b>Total Revenues</b>	<b><u>\$ 10,846,900</u></b>	<b><u>\$ 11,063,838</u></b>	<b><u>\$ 11,285,115</u></b>	<b><u>\$ 11,510,817</u></b>	<b><u>\$ 11,741,033</u></b>
<b><u>Expenditures</u></b>					
<b>Total Expenditures</b>	<b><u>\$ 10,846,900</u></b>	<b><u>\$ 11,118,073</u></b>	<b><u>\$ 11,396,024</u></b>	<b><u>\$ 11,680,925</u></b>	<b><u>\$ 11,972,948</u></b>
<b>Net increase (decrease) in Fund Balance</b>	<b><u>-</u></b>	<b><u>(54,234)</u></b>	<b><u>(110,910)</u></b>	<b><u>(170,108)</u></b>	<b><u>(231,915)</u></b>

**Assumptions:**

Assuming a 2% increase annually in taxes

Assuming a 2.5% increase annually in operating expenses

### Budget Procedures and Methods

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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 March, 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 projected budget for the current fiscal year and the proposed budget for the next fiscal year using the worksheets on the City's shared drive. In general, the projected budget reflects the current mid-year budget that was approved by the City Council in January of each year. 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, IT equipment/vehicle charge allocations, and FTE 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 City Manager's preliminary budget is then reviewed by the City Council at several special 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 the second regular or special Council meeting in June.

#### **Budgeting Methods:**

Various methods have been used to prepare a 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 revenue 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. A contingency provision is made for a fund in total rather than for an activity or program since it is unlikely that the unexpected or the emergency will occur in each program. The one contingency appropriation can be used to meet various individual situations. 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 contingency funds.

## II Budget Summary

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### **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 funds. 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) 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**

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**Basis of Accounting**

The City's basic financial statements are prepared in conformity with accounting principles generally accepted (GAAP) in the United States of America. The Governmental Accounting Standards Board 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

## II Budget Summary

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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. The City of La Puente is required to undergo an annual single audit in conformity with the provisions of the Single Audit Act of Amendments of 1996 and the U.S. Office of Management and Budget Circular A-133, Audits of State and Local Governments and Not for Profit Organizations. A separate single audit report includes the schedule of expenditures of federal awards, auditors' report on the internal control structure, and compliance with applicable laws and regulations.

### **Long Term Debt**

- The La Puente Public Financing Authority (Authority) has 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 are 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.
- The Authority issued a loan in the amount of \$10,000,000, at 4.2% to finance the construction and improvement of a new Community Center and Youth Learning Activity Center and site improvements. This loan was refinanced in 2013 at a 3.2% interest rate, which will save the City \$670,000 over a 16 year period. 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 2013-2014 was \$274 million.

The City also has one internal long-term debt which was a City loan to the Commission: 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 were approved by the Oversight Board and Department of Finance. The General Fund started to receive repayments including interest on these loans from the Successor Agency.

### **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 departmental activity level. Actual expenditures may not exceed budgeted appropriations at the activity 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. Accordingly, each department of the City has been identified as a separate line item in the statement of revenues, expenditures, and changes in fund balances. 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

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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, transportation, community development, and community services. Revenue is recorded by source (e.g., property taxes, licenses and permits, intergovernmental, charges for service, and fines and forfeits). 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.

- Traffic Safety Fund accounts for fines resulting from traffic violations. Expenditures from this fund are restricted to traffic signs, signals and control devices, equipment, and supplies for traffic law enforcement and accident prevention, street purposes and others.
- Asset Seizure Fund accounts for the revenue received from asset forfeiture fines. This fund is used to support law enforcement and prosecutorial work of the City.
- PEG Access Cable Fund accounts for funds received to develop public, educational, and governmental access to cable television.
- Supplemental Law Enforcement Grant - 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.
- 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 (LAPTOP) Fund accounts for receiving and expending fees collected for the impoundment of vehicles at a La Puente Traffic Offender Program (LAPTOP) check point.
- Click it or Ticket (CIOT) account for grant received from U.S. Department of Justice for the purpose of seat belt enforcements.
- 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.
- Park Grant Fund account for funds received from the County of Los Angeles to be used for the construction and maintenance of the City's Senior Citizen Center and other park and recreation purposes and any other park grants from the State or Federal.
- Prop 1B Fund accounts for received from the State of California for specific transportation programs, such as maintenance and improvement of local transportation facilities.
- Community Development Block and Cal-Home Loan Grants account 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

## II Budget Summary

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- neighborhoods through housing rehabilitation, expand affordable housing and economic opportunities, and improve community facilities and services, primarily to benefit low and moderate income families
- Surface Transportation Program Local Grant (STPL) accounts for funds received from the Department of Transportation for specific transportation programs.
  - 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.
  - Energy Efficiency and Conservation Block Grant (EECBG) Fund accounts for grants to help cities and counties install cost-effective energy efficiency projects that reduce energy use and greenhouse gases.
  - Highway Safety Improvement Program (HSIP) Fund accounts for grants received from the Department of Transportation.
  - Measure R Fund accounts for a half-cent sales tax for Los Angeles County that would finance new transportation projects and programs, and accelerate many of those already in the pipeline – everything from new rail and/or bus rapid transit projects, commuter rail improvements, Metro Rail system improvements, highway projects, improved countywide and local bus operations and local city sponsored transportation improvements
  - Prop A Transportation Fund reflects the financial activity related to the City's share of Proposition A Local Return county sales tax dollars. The fund is restricted to transportation and related expenditures.
  - Prop C Transportation Fund accounts for the transportation tax, City's share of Proposition C Local Return of County sales taxes, for transportation programs and related improvements.
  - Safe Routes to School (SR2S) accounts for grants received from the Department of Transportation.

### **Proprietary Funds**

Proprietary Funds, also known as Enterprise Funds, are used to account for the sewer construction, operation, and maintenance projects. The intent of these funds is to recover costs of the sewer system construction, operation, and maintenance through user charges. Revenues consist of sewer connection fees from new development and sewer service fees from the users. This includes debt service payments for a Sewer Revenue Bond issued in 2007.

- Sewer Construction /Maintenance Fund accounts for sewer fees received from residents through the Los Angeles County property tax system. Annual debt service payment will be paid out these fees.
- 2007 Sewer Revenue Bonds Fund accounts for sewer construction/maintenance costs and debt service payments of the 2007 Sewer Revenue Bonds. Annual debt service payment will be transferred in from the Sewer Construction/Maintenance Fund.
- Consolidated Sewer Maintenance District (CSMD) was a new fund which was created last Fiscal Year 2010-11. This fund is to account for the sewer fees received from residents. These fees used to be collected by CSMD prior to the Fiscal Year 2010-11. The fees will pay for operation and maintenance costs of the sewer system in the City.

### **Internal Service Funds**

Internal Service Fund is used to account for services, vehicle/equipment management and Information Technology (IT), performed internally by the department to the user departments.

- **Vehicle/equipment:** Costs of materials used and services rendered to the departments are accumulated and then proportionately distributed based on the cost of vehicles used by that department monthly.
- **IT:** 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 the used departments based on the number of computers within each department.
- **Workers' Compensation Fund:** Accounts for workers' compensation expenses.
- **Risk Management/Liability Fund:** To account for the non-reimbursable portion of insurance claims and judgments.
- **Post-Retirement Healthcare Benefits Fund:** Accounts for the contributions and benefits paid in relation to the Post-Retirement Health Care Program.
- **Fleet Maintenance Replacement Fund:** Accumulates resources to fund the operations and replacement of City licensed vehicles and motorized equipment.
- **Building Maintenance Replacement Fund:** Accumulates resources required to maintain City facilities. Also includes facility upkeep, repair and custodial services.
- **General Plan Update Fund:** Accumulates resources required for the update of the City's General Plan every ten years.

### Glossary of Budget Terms

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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 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.

**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

## II Budget Summary

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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 originally contemplated serviceability for its originally 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.

**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. A fund is entirely or predominantly self-supporting.

**EXPENDITURES.** Decreases in net financial resources. Expenditures include correct 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

## II Budget Summary

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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 encompass 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 provide 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 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

## II Budget Summary

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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 (or, in the case of some state governments, the biennial 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 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 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 of 1984 and Office of Management and Budget (OMB) Circular A-128, 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.

## II Budget Summary

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**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 are legally restricted to expenditure for specified purposes.

GAAP only require the use of special revenue funds when legally mandated.

**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.** One of the seven fund types in governmental account.

### Glossary of Acronyms and Terms

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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
EECBG	Energy Efficiency and Conservation Block Grant
FEMA	Federal Emergency Management Agency
FICA	Federal Insurance Contributions Act
FTE	Full Time Equivalent
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
LMIH	Low Moderate Income Housing
MIS	Management Information System
MTA	Metropolitan Transportation Authority
MVLF	Motor Vehicle License Fees
NPDES	National Pollutant Discharge Elimination System
OPEB	Other Post-Employment Benefits
RDA	La Puente Redevelopment Agency
SR2S	Safe Routes to School grant
STPL	Surface Transportation Program Local grant
TAB	Tax Allocation Bonds
TDA-3	Transportation Development Act Article 3 grant
UBOC	Union Bank of California
WDR	Waste Discharge Requirements

**General Information and La Puente Profile**

**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 43,000 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 the 10 Interstate and 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, Community Development, 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> <li>• <b>Highways and Streets</b></li> <li>• <b>Sanitation</b></li> </ul>	<ul style="list-style-type: none"> <li>2014 estimate</li> <li>2013</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>40,478</li> <li>40,245</li> <li>\$15,039</li> <li>7.8%</li> <li>88%</li> <li>9,725</li> <li>\$334,000</li> <li>3.3 miles</li> <li>55.02</li> <li>4.57</li> <li>11.23</li> </ul>
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**City of La Puente Data**

- **Fire**
  - Number of incidents 1,954
  - Commercial Inspections 582
  
- **Schools**
  - School Facilities in the City of La Puente
    - St. Joseph Elementary 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># of</u>	
	<u>Employees</u>	<u>Rank</u>
Northgate Supermarket	120	1
Bodega Latina Corp.	80	2
Food 4 Less #369	75	3
Ed Butts Ford	70	4
Big Saver Foods #12	60	5
Merritt's Hardware	50	6
Burger King	37	7
99 Cents Only Stores	34	8
CVS Pharmacy #9629	33	9
Jack in the Box	32	10
Walgreens #05702	32	11
Total	623	

- **Park and Landscape Areas**
  - Public Park 2
  - Sports Field 2 baseball fields, 2 softball field, and 2 Multi-purpose field.

**Data and Information Sources**

City Finance Department – Business License Division, Recreation Services, Public Works & Community Development Department  
U.S. Census Bureau  
California Department of Finance  
Los Angeles County Fire Department  
Data Quick Information System  
Valley Vista Quarterly Franchise Statements

Map of the City of La Puente



II REVENUE SUMMARY

Revenue Details

CITY OF LA PUENTE  
FY 2014-2015 ADOPTED BUDGET  
REVENUE DETAILS

<u>Acct #</u>	<u>Description</u>	<u>FY 12-13</u> <u>Actuals</u>	<u>FY 13-14</u> <u>Amended</u> <u>Budget</u>	<u>FY 13-14</u> <u>Estimated</u> <u>Actuals</u>	<u>FY 14-15</u> <u>Adopted</u> <u>Budget</u>
<b>GENERAL FUND</b>					
11-3111	Franchise - Edison Co.	\$ 159,260	\$ 165,000	\$ 165,900	\$ 165,900
11-3112	Franchise - So. Ca. Gas Co.	52,207	55,000	59,978	60,000
11-3113	Franchise - SGV Water Co.	16,327	18,000	14,963	15,000
11-3114	Franchise - Suburban Water	46,871	50,000	47,712	50,000
11-3115	Franchise - Cable/Video	213,895	164,420	189,356	190,000
11-3116	Franchise - Waste	391,037	372,460	400,300	400,000
11-3117	Implementation Fee-AB 939	100,000	100,000	100,000	100,000
11-3120	Franchise - Taxi Cab	2,500	2,500	2,500	2,500
11-3140	Property Tax	1,157,262	1,100,000	1,177,200	1,177,200
11-3141	Property Tax Administration Fees	(15,541)	(20,000)	(20,000)	(20,000)
11-3145	In-Lieu of VLF reimbursement	3,449,572	3,537,540	3,613,598	3,613,600
11-3150	Sales and Use Tax	1,767,497	1,875,290	1,849,845	1,909,000
11-3151	Sales and Use Tax In-Lieu	632,735	610,710	572,155	606,900
11-3160	Transient Occupancy Tax	172,369	170,000	178,800	178,800
11-3170	Property Transfer Tax	46,120	50,000	50,000	50,000
11-3190	Business License/Permits	91,961	110,000	95,000	95,000
	<b>Total Taxes:</b>	<b>\$ 8,284,072</b>	<b>\$ 8,360,920</b>	<b>\$ 8,497,307</b>	<b>\$ 8,593,900</b>
11-3280	Industrial Waste Permits	\$ 21,130	\$ 20,000	\$ 18,900	\$ 18,900
11-3281	Building & Safety Permits	318,769	295,000	256,400	260,000
11-3282	Grading & Street Permits	1,773	5,000	-	-
11-3283	Special Permit Fees	39,506	35,000	38,414	38,000
11-3284	Animal License Fees	11,827	75,000	69,846	70,000
	<b>Total Licenses and Permits:</b>	<b>\$ 393,005</b>	<b>\$ 430,000</b>	<b>\$ 383,560</b>	<b>\$ 386,900</b>
11-3360	Court Fines-Non-Traffic	\$ 92,343	\$ 80,000	\$ 86,181	\$ 86,200
11-3370	Parking Citations	270,219	260,000	257,062	257,100
11-3371	Administrative Penalties	36,803	55,000	34,171	34,200
	<b>Total Fines &amp; Forfeitures:</b>	<b>\$ 399,365</b>	<b>\$ 395,000</b>	<b>\$ 377,414</b>	<b>\$ 377,500</b>
11-3410	Interest on Investments	\$ 23,559	\$ 90,000	\$ 100,000	\$ 100,000
	<b>Total Use of Money:</b>	<b>\$ 23,559</b>	<b>\$ 90,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
11-3610	State Grants	\$ -	\$ 20,000	\$ 127,770	\$ -
11-3620	Federal Grant -Summer Lunch Program.	12,746	25,000	16,183	16,200
11-3630	County Grant	-	30,000	-	-
11-3650	State Mandated Reimbursements	25,431	20,000	1,000	-
11-3671	Motor Vehicles License Fees	22,227	-	24,527	25,000
	<b>Total Intergovernmental:</b>	<b>\$ 60,404</b>	<b>\$ 95,000</b>	<b>\$ 169,480</b>	<b>\$ 41,200</b>
11-3710	Zoning Fees	\$ 23,190	\$ 20,000	\$ 13,870	\$ 14,000
11-3712	Building Plan Check Fees	172,368	110,000	144,000	140,000
11-3715	Public Works Inspection Fees	95,752	50,000	152,777	125,000
11-3716	Engineering Plan Check Fees	16,557	18,000	1,000	5,000
11-3720	Taxable Sales	646	1,500	1,365	1,400
11-3730	Repair To Public Property	-	1,500	500	500
11-3750	Subdivision Fees	-	1,000	-	-
11-3760	Site Plan Review	37,066	50,000	20,624	30,000
11-3763	Emergency Response Program	3,462	1,000	4,004	1,000
11-3764	Vehicle Impound Fees	47,915	50,000	27,300	30,000
11-3765	Dumpster Hauling	-	1,000	-	-
11-3766	Foreclosure Registration Fee	3,800	5,000	1,750	2,000

II REVENUE SUMMARY

**CITY OF LA PUENTE  
FY 2014-2015 ADOPTED BUDGET  
REVENUE DETAILS**

<u>Acct #</u>	<u>Description</u>	<u>FY 12-13 Actuals</u>	<u>FY 13-14 Amended Budget</u>	<u>FY 13-14 Estimated Actuals</u>	<u>FY 14-15 Adopted Budget</u>
11-3767	Code Enforcement Cost Recovery	-	34	1,000	5,000
11-3780	Recreation Program	244,073	250,000	260,000	265,700
11-3782	Senior Center Program	4,128	8,000	5,000	5,000
11-3786	Landscape Maintenance	5,803	6,000	6,000	6,000
11-3787	Passport Program	13,452	15,000	12,508	12,500
11-3788	Telecommunication Lease/Rental	30,215	33,000	32,900	33,000
	<b>Total Charges For Services:</b>	<b>\$ 698,427</b>	<b>\$ 621,034</b>	<b>\$ 684,598</b>	<b>\$ 676,100</b>
11-3840	Sale of Real & Personal Property	\$ 363	\$ 1,000	\$ 1,000	\$ 1,000
11-3880	Miscellaneous	42,704	30,000	15,000	15,000
	<b>Total Other Revenue:</b>	<b>\$ 43,067</b>	<b>\$ 31,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>
11-3992	Loan Proceeds	\$ 9,945,000	\$ -	\$ -	\$ -
11-3999	Transfers in from Other Funds	385,389	494,900	472,300	655,300
	<b>Total Other Financing Sources:</b>	<b>\$ 10,330,389</b>	<b>\$ 494,900</b>	<b>\$ 472,300</b>	<b>\$ 655,300</b>
	<b>Total General Fund (Non-Restricted):</b>	<b>\$ 20,232,288</b>	<b>\$ 10,517,854</b>	<b>\$ 10,700,659</b>	<b>\$ 10,846,900</b>
<b><u>SPECIAL REVENUE FUNDS (RESTRICTED)</u></b>					
13-3410	Interest on Investments	\$ -	\$ -	\$ -	\$ -
	<b>Total Escrow Account - UBOC</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
14-3410	Interest on Investments	\$ -	\$ -	\$ -	\$ -
	<b>Total Community Center/YLAC Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
22-3350	Traffic Fines-Moving Violations	\$ -	\$ -	\$ -	\$ -
22-3410	Interest On Investments	10	-	-	-
	<b>Total Traffic Safety Fund:</b>	<b>\$ 10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
23-3380	Forfeiture - Department of Justice	\$ -	\$ -	\$ 3,301	\$ -
23-3410	Interest on Investments	46	200	25	100
	<b>Total Asset Seizure Fund:</b>	<b>\$ 46</b>	<b>\$ 200</b>	<b>\$ 3,326</b>	<b>\$ 100</b>
24-3115	Cable PEG Access	\$ 23,782	\$ 20,000	\$ 16,748	\$ 20,000
24-3410	Interest on Investments	297	1,400	100	200
	<b>Total PEG Access Fund:</b>	<b>\$ 24,079</b>	<b>\$ 21,400</b>	<b>\$ 16,848</b>	<b>\$ 20,200</b>
25-3410	Interest on Investments	\$ 533	\$ 150	\$ 230	\$ 200
25-3660	Citizen's Option Public Funds	100,000	100,000	100,000	100,000
	<b>Total Supplement Law Enforce. Fund:</b>	<b>\$ 100,533</b>	<b>\$ 100,150</b>	<b>\$ 100,230</b>	<b>\$ 100,200</b>
27-3611	State Grant-DUI Checkpoint	\$ -	\$ -	\$ -	\$ -
27-3410	Interest on Investments	63	-	-	100
	<b>Total Office of Traffic Safety Fund</b>	<b>\$ 63</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>
28-3410	Interest on Investments	\$ -	\$ -	\$ -	\$ -
28-3630	JAG Grant	2,594	-	21,034	20,500
	<b>Total JAG Grant</b>	<b>\$ 2,594</b>	<b>\$ -</b>	<b>\$ 21,034</b>	<b>\$ 20,500</b>

II REVENUE SUMMARY

CITY OF LA PUENTE  
 FY 2014-2015 ADOPTED BUDGET  
 REVENUE DETAILS

<u>Acct #</u>	<u>Description</u>	<u>FY 12-13 Actuals</u>	<u>FY 13-14 Amended Budget</u>	<u>FY 13-14 Estimated Actuals</u>	<u>FY 14-15 Adopted Budget</u>
32-3410	Interest on Investments	\$ 2,024	\$ 1,500	\$ 1,000	\$ 1,000
32-3560	Gas Tax-2107	311,632	301,575	256,919	256,000
32-3561	Gas Tax-2106	137,257	139,079	167,514	166,900
32-3562	Gas Tax-2107.5	7,400	6,000	6,000	6,000
32-3563	Gas Tax-2105	191,095	202,557	209,067	208,300
32-3564	Street & Highway 2103	348,292	613,719	584,348	453,300
32-3880	Miscellaneous	-	-	-	-
	<b>Total State Gas Tax Fund:</b>	<b>\$ 997,700</b>	<b>\$ 1,264,430</b>	<b>\$ 1,224,848</b>	<b>\$ 1,091,500</b>
34-XXXX	County Aid to Cities	\$ -	\$ -	\$ -	\$ 250,000
	<b>Total County Aid to Cities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
36-3610	Rivers & Mountains Conservancy	\$ -	\$ -	\$ 351,069	\$ -
36-3630	County Grant (Nature Center)	72,215	-	107,833	-
36-3639	Federal Grant-EDI (Nature Center)	145,590	-	-	-
	<b>Total County Park Act Fund:</b>	<b>\$ 217,805</b>	<b>\$ -</b>	<b>\$ 458,902</b>	<b>\$ -</b>
37-3410	Interest on Investments	\$ 45	\$ -	\$ 144	\$ -
	<b>Prop 1B Fund</b>	<b>\$ 45</b>	<b>\$ -</b>	<b>\$ 144</b>	<b>\$ -</b>
38-3410	Interest on Investments	\$ 740	\$ 250	\$ 46	\$ 100
38-3610	State Grants	-	-	-	-
38-3690	Cal-Home Loans	-	-	-	-
38-3860	Program Income	75,285	-	127,000	226,700
	<b>Total Cal Home Grant:</b>	<b>\$ 76,025</b>	<b>\$ 250</b>	<b>\$ 127,046</b>	<b>\$ 226,800</b>
39-3680	TDA SB 821 Allocation	\$ 32,501	\$ 25,375	\$ 75,500	\$ 9,000
	<b>Total Bike &amp; Pedestrian Fund:</b>	<b>\$ 32,501</b>	<b>\$ 25,375</b>	<b>\$ 75,500</b>	<b>\$ 9,000</b>
40-3683	STPL	\$ -	\$ -	\$ -	\$ 533,000
	<b>Total STPL Grant:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 533,000</b>
41-3690	CDBG Revenue	\$ 736,233	\$ 348,219	\$ 348,200	\$ 471,400
	<b>Total Community Dev. Block Grant Fd:</b>	<b>\$ 736,233</b>	<b>\$ 348,219</b>	<b>\$ 348,200</b>	<b>\$ 471,400</b>
42-3410	Interest on Investments	\$ 1,054	\$ 750	\$ 800	\$ 800
42-3500	Vehicle Registration Fees	48,237	53,000	53,000	53,000
42-3501	Clean Transportation Grant	-	-	-	110,000
42-3840	Sale of Real & Personal Property	-	-	-	-
	<b>Total Air Quality Improvement District Fund:</b>	<b>\$ 49,291</b>	<b>\$ 53,750</b>	<b>\$ 53,800</b>	<b>\$ 163,800</b>
45-3621	HSIP	\$ 458,089	\$ -	\$ -	\$ 1,003,000
45-3999	Transfer in from Other Funds	-	-	33,934	-
	<b>Total HSIP Grant</b>	<b>\$ 458,089</b>	<b>\$ -</b>	<b>\$ 33,934</b>	<b>\$ 1,003,000</b>
47-3410	Interest on Investments	\$ 1,622	\$ 6,000	\$ 1,800	\$ 1,800
47-3680	Measure R allocations	416,274	423,412	425,785	425,800
47-3999	Transfer In from Other Funds	-	-	28,401	-
	<b>Total Measure R</b>	<b>\$ 417,896</b>	<b>\$ 429,412</b>	<b>\$ 455,986</b>	<b>\$ 427,600</b>

II REVENUE SUMMARY

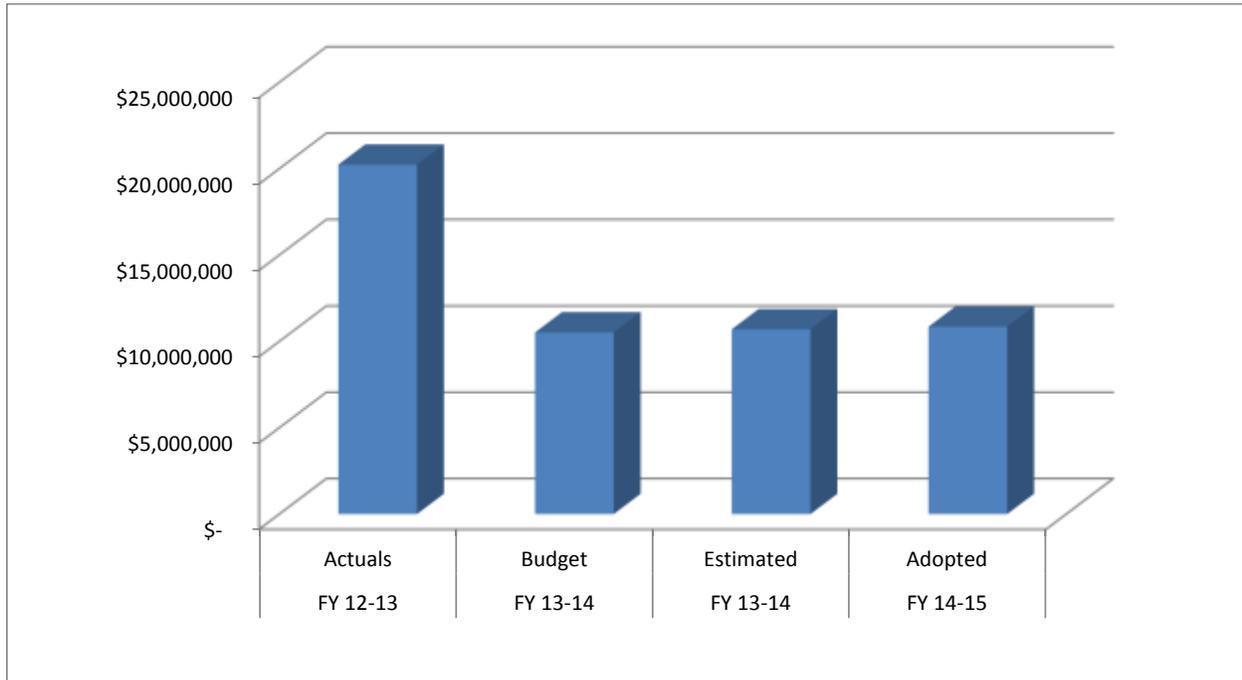
**CITY OF LA PUENTE  
FY 2014-2015 ADOPTED BUDGET  
REVENUE DETAILS**

<u>Acct #</u>	<u>Description</u>	<u>FY 12-13 Actuals</u>	<u>FY 13-14 Amended Budget</u>	<u>FY 13-14 Estimated Actuals</u>	<u>FY 14-15 Adopted Budget</u>
48-3410	Interest on Investments	\$ 1,529	\$ 6,000	\$ 1,500	\$ 1,500
48-3680	Prop "A" Trans Fund	669,942	680,613	687,231	687,200
48-3681	Transit Bus Pass Revenue	154,401	160,000	132,937	135,000
48-3682	Shuttle Fares	63,814	40,000	46,244	46,200
48-3683	Dial-A-Ride Fares	1,181	1,500	499	500
48-3999	Transfer In from Other Funds	-	-	-	-
	<b>Total Prop "A" Fund:</b>	<b><u>\$ 890,867</u></b>	<b><u>\$ 888,113</u></b>	<b><u>\$ 868,411</u></b>	<b><u>\$ 870,400</u></b>
49-3410	Interest on Investments	\$ 4,153	\$ 9,000	\$ 4,000	\$ 4,000
49-3680	Prop "C" Trans Fund	556,972	564,551	573,247	573,200
	<b>Total Prop "C" Fund:</b>	<b><u>\$ 561,125</u></b>	<b><u>\$ 573,551</u></b>	<b><u>\$ 577,247</u></b>	<b><u>\$ 577,200</u></b>
71-3620	Safe Routes to School Grant	\$ -	\$ 387,000	\$ 47,350	\$ 339,700
	<b>Total SRTS</b>	<b><u>\$ -</u></b>	<b><u>\$ 387,000</u></b>	<b><u>\$ 47,350</u></b>	<b><u>\$ 339,700</u></b>
	<b>Total Special Revenues (Restricted):</b>	<b><u>\$ 4,564,902</u></b>	<b><u>\$ 4,091,850</u></b>	<b><u>\$ 4,412,806</u></b>	<b><u>\$ 6,104,500</u></b>
<b><u>PROPRIETARY FUNDS</u></b>					
50-3410	Interest on Investments	\$ 3,753	\$ 10,000	\$ 3,100	\$ 3,100
50-3788	Sewer Impact Fee	12,985	-	77,665	-
50-3789	Sewer Maintenance Fee	871,637	875,000	875,000	875,000
50-3999	Transfers in from the General Fund	100,000	100,000	100,000	100,000
	<b>Total Sewer Construction/Maint. Fund:</b>	<b><u>\$ 988,375</u></b>	<b><u>\$ 985,000</u></b>	<b><u>\$ 1,055,765</u></b>	<b><u>\$ 978,100</u></b>
52-3410	Interest on Investments	\$ 5,429	\$ 25,000	\$ 3,900	\$ 4,000
52-3880	Miscellaneous	-	-	-	-
52-3999	Transfers in - Sewer Fund	640,699	641,500	641,499	643,000
	<b>Total 2007 Sewer Revenue Bond Fund:</b>	<b><u>\$ 646,128</u></b>	<b><u>\$ 666,500</u></b>	<b><u>\$ 645,399</u></b>	<b><u>\$ 647,000</u></b>
54-3410	Interest on Investments	\$ 2,769	\$ 9,000	\$ 2,700	\$ 2,700
54-3789	Sewer Maintenance Fee	426,605	440,000	426,600	426,600
	<b>Total CSMD Fund</b>	<b><u>\$ 429,374</u></b>	<b><u>\$ 449,000</u></b>	<b><u>\$ 429,300</u></b>	<b><u>\$ 429,300</u></b>
61-3410	Interest on Investments	\$ 517	\$ 3,000	\$ 400	\$ 500
61-3998	Equipment Replacement Charges	116,436	116,430	116,430	190,600
	<b>Total Equipment Replacement Fund:</b>	<b><u>\$ 116,953</u></b>	<b><u>\$ 119,430</u></b>	<b><u>\$ 116,830</u></b>	<b><u>\$ 191,100</u></b>
	<b>Total Proprietary Funds</b>	<b><u>\$ 2,180,830</u></b>	<b><u>\$ 2,219,930</u></b>	<b><u>\$ 2,247,294</u></b>	<b><u>\$ 2,245,500</u></b>
	<b>Total City</b>	<b><u>\$ 26,978,020</u></b>	<b><u>\$ 16,829,634</u></b>	<b><u>\$ 17,360,759</u></b>	<b><u>\$ 19,196,900</u></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 12-13 Actuals	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Adopted
General Fund Revenues	\$ 20,232,288	\$ 10,517,854	\$ 10,700,659	\$ 10,846,900
	<u>\$ 20,232,288</u>	<u>\$ 10,517,854</u>	<u>\$ 10,700,659</u>	<u>\$ 10,846,900</u>

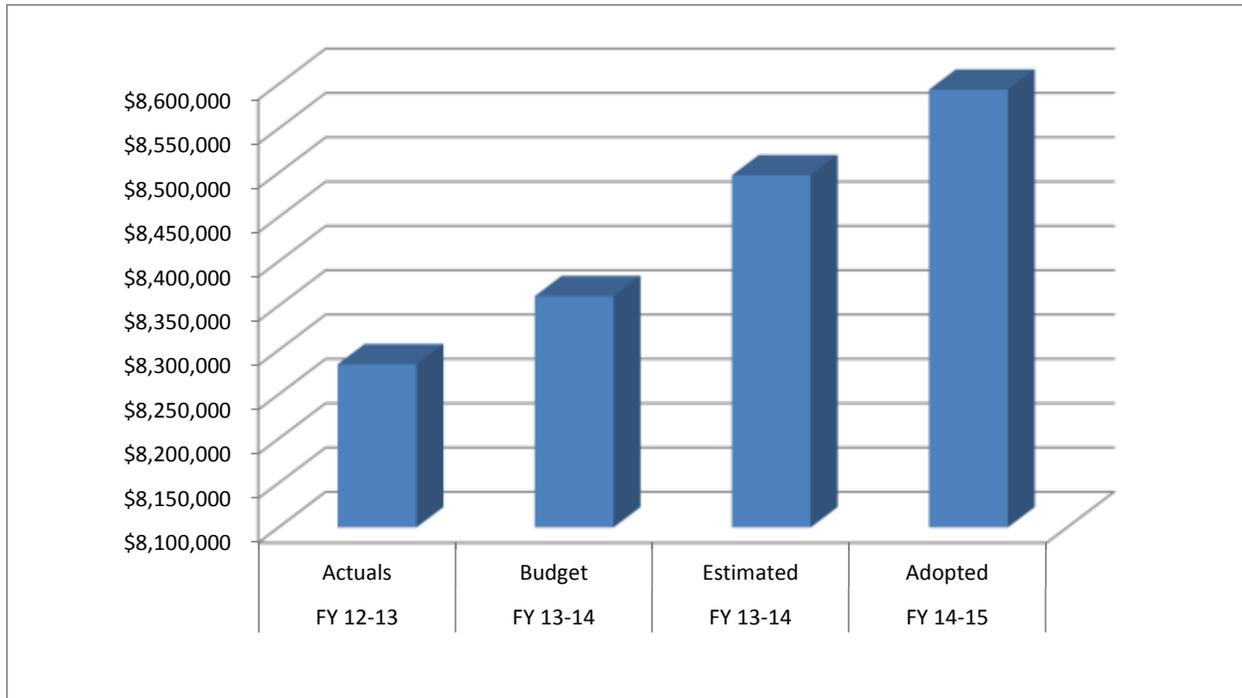
The FY 14/15 Adopted Budget of \$10,846,900 reflects an increase of \$329,046 from the FY 13/14 Amended Budget. The increase is mainly from sales taxes, property taxes; building plan and engineering plan check fees and transfer in from other funds.

The General Fund revenues consist of the following sources:

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

## Taxes

Compulsory charges levied by a government to finance services performed for the general public. Overall, there is an increase in the amount of taxes collected.



	FY 12-13 Actuals	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Adopted
Property Taxes	\$ 4,591,293	\$ 4,617,540	\$ 4,770,798	\$ 4,770,800
Sales & Use Tax	2,400,232	2,486,000	2,422,000	2,515,900
Other Taxes	1,292,547	1,257,380	1,304,509	1,307,200
	<u>\$ 8,284,072</u>	<u>\$ 8,360,920</u>	<u>\$ 8,497,307</u>	<u>\$ 8,593,900</u>

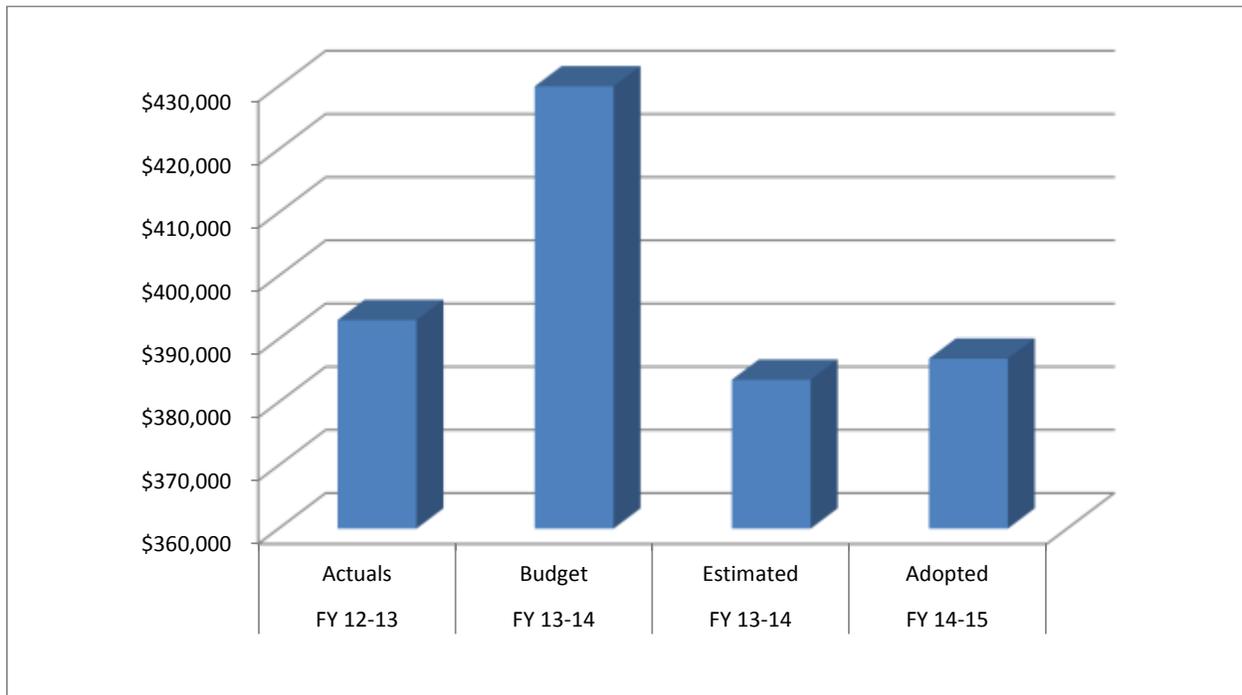
### Major Categories of Taxes:

- 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. A slight increase is anticipated for FY 14/15, but a significant increase in the median value of homes (up 25% over the past two years) in the City could result in greater increases in fiscal years beyond 2014/15.
- 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 slightly as the economy recovers and consumers feel more confident about making retail purchases.
- 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. We anticipate an increase of nearly \$9,000 in the upcoming year, due to greater than expected collections in FY 2014/15.
  - Property Transfer - tax collected upon the sale of property within the City. We don't anticipate any major changes in the upcoming year.

- Business License - annual fee charged to all business open within the City.
- Franchise - tax imposed on cable television, electric utilities, gas utilities, refuse and other miscellaneous exclusive franchises. We anticipate a slight increase in this category in the upcoming year.

Licenses and Permits

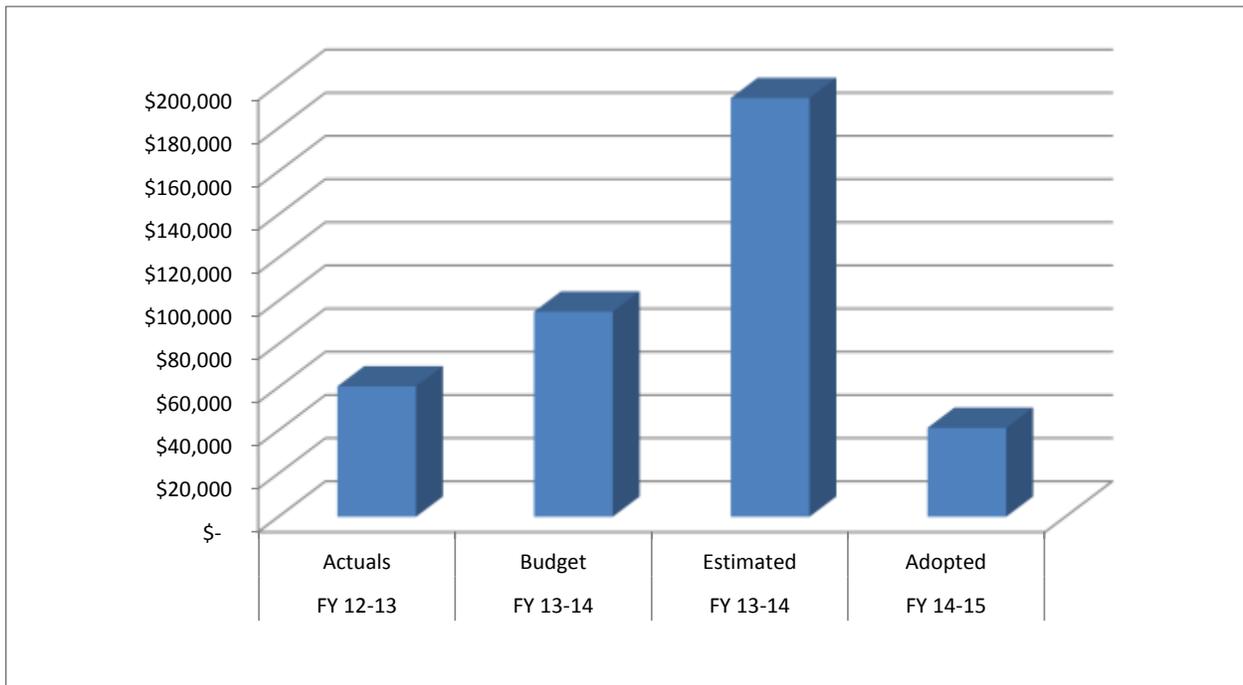
This revenue source mainly consists of permits such as industrial waste permits, building & safety permits, grading & street permits and special permits.



	FY 12-13 Actuals	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Adopted
Industrial Waste	\$ 21,130	\$ 20,000	\$ 18,900	\$ 18,900
Building & Safety	318,769	295,000	256,400	260,000
Grading & Streets	1,773	5,000	-	-
Special Permits	39,506	35,000	38,414	38,000
Animal License Fees	11,827	75,000	69,846	70,000
	<u>\$ 393,005</u>	<u>\$ 430,000</u>	<u>\$ 383,560</u>	<u>\$ 386,900</u>

Intergovernmental

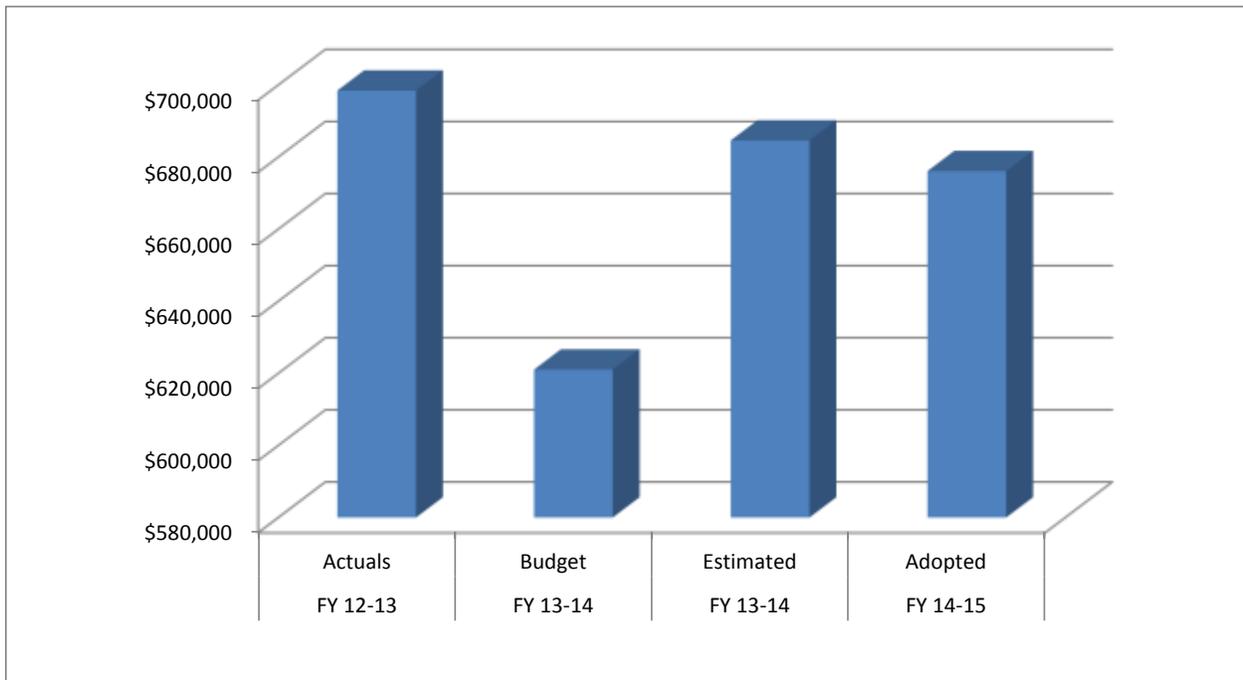
The City receives various grants from Federal, State and County agencies. This included programs such as Summer Lunch Program, State Mandated Cost Reimbursement, Used Oil Block grant and Beverage/Containers grant to be used towards waste and recycling costs. In FY 11-12, the Motor Vehicle License Fee was eliminated, but the Supplemental Law Enforcement Fund is expected to continue to be received in the amount of \$100,000 per year.



	FY 12-13 Actuals	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Adopted
Federal, State & County	\$ 38,177	\$ 95,000	\$ 169,480	\$ 16,200
Motor Vehicle License Fee	<u>22,227</u>	<u>-</u>	<u>24,527</u>	<u>25,000</u>
	<u>\$ 60,404</u>	<u>\$ 95,000</u>	<u>\$ 194,007</u>	<u>\$ 41,200</u>

Charges for Services

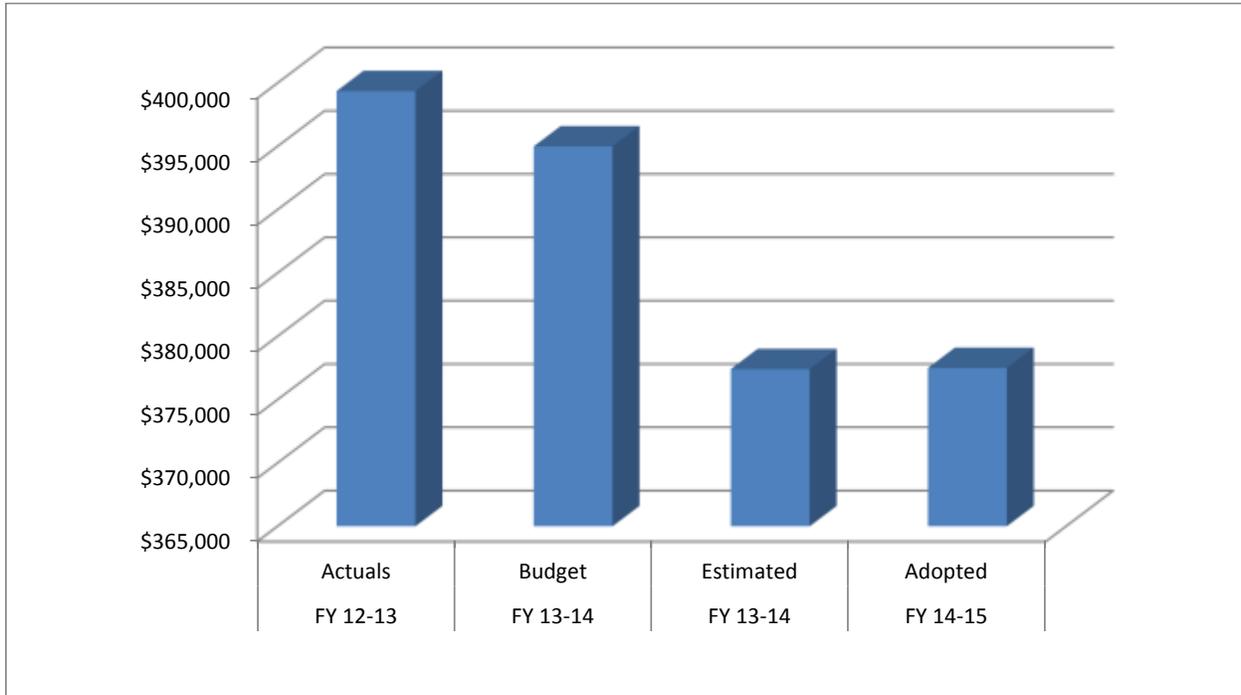
The City provides various services to the public such as zoning, building plan check, public works inspection, site plan review, recreation programs, passport program and other services provided to the public.



	FY 12-13 Actuals	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Adopted
Charges for Services	\$ 698,427	\$ 621,034	\$ 684,598	\$ 676,100
	<u>\$ 698,427</u>	<u>\$ 621,034</u>	<u>\$ 684,598</u>	<u>\$ 676,100</u>

### Fines and Forfeitures

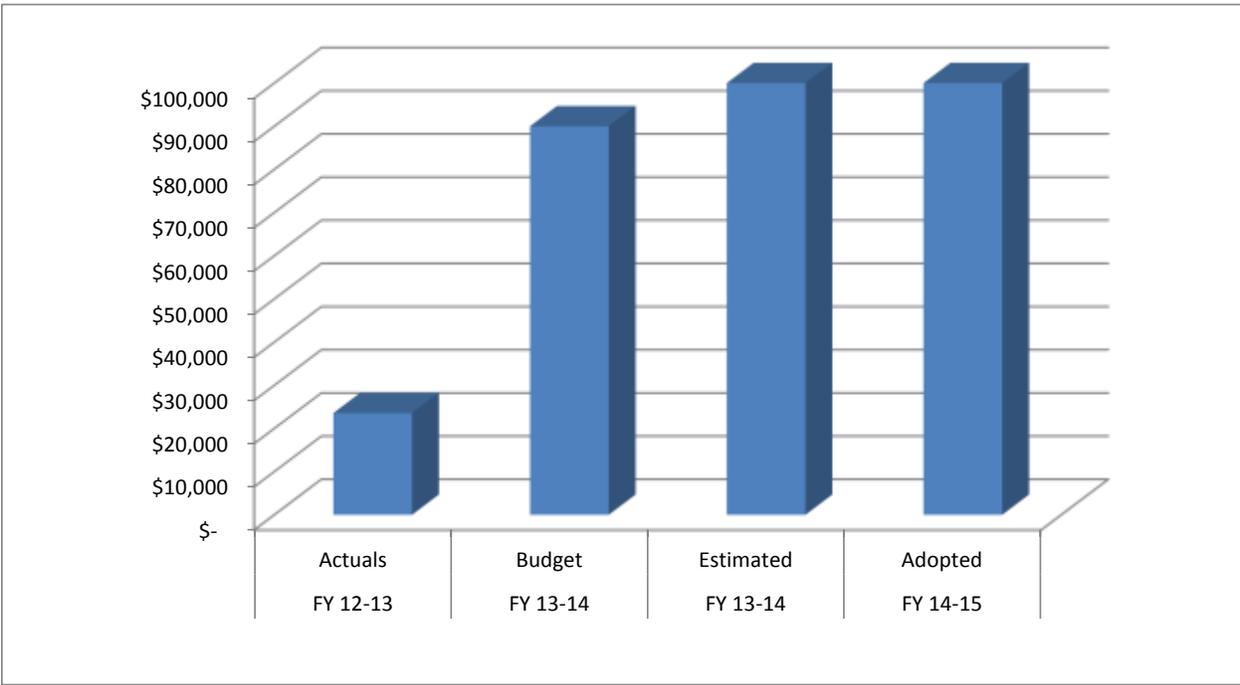
This revenue source includes payments collected for parking citations, non-traffic related court fines and administrative citations. The decrease reflected in FY 14-15 is due to a lower parking citation fees.



	FY 12-13 Actuals	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Adopted
Court Fines	\$ 92,343	\$ 80,000	\$ 86,181	\$ 86,200
Parking Citations	270,219	260,000	257,062	257,100
Administrative Citations	36,803	55,000	34,171	34,200
	<u>\$ 399,365</u>	<u>\$ 395,000</u>	<u>\$ 377,414</u>	<u>\$ 377,500</u>

### Investment Income

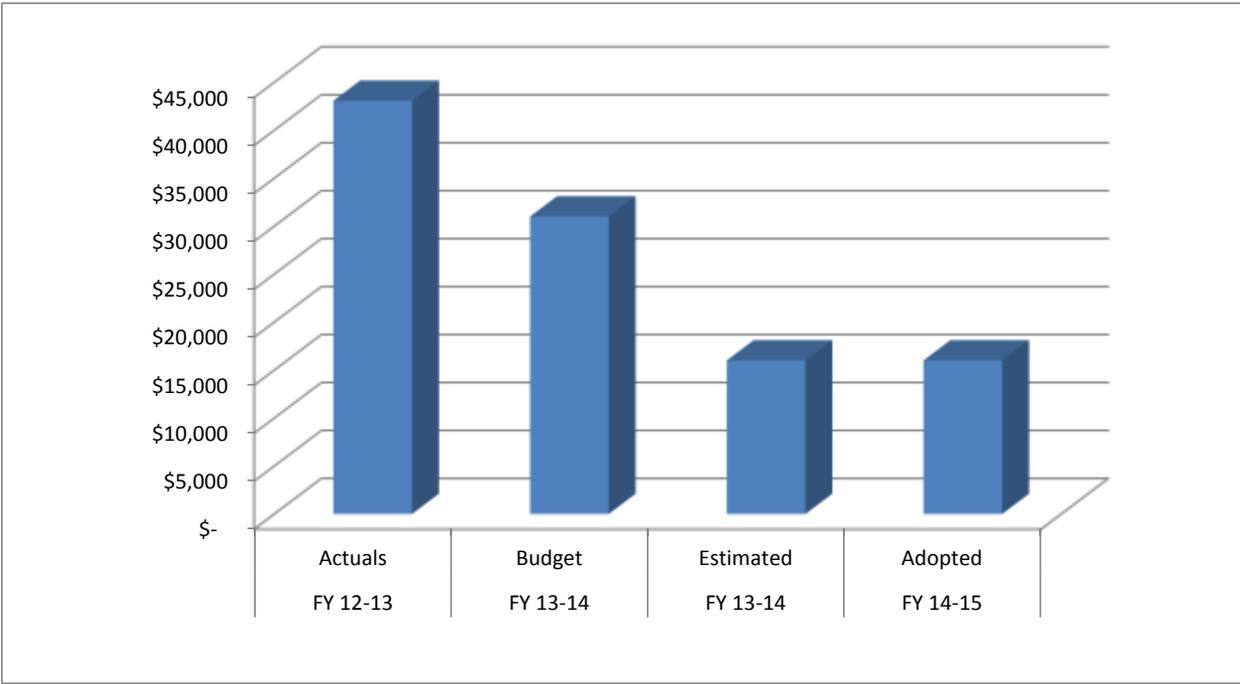
The City participates in the Local Agency Investment Fund along with purchasing a combination of short and long term investments as authorized in the City's investment policy. The diversification of the City's investments is expected to increase this revenue source by \$10,000 in FY2014/15.



	FY 12-13 Actuals	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Adopted
Investment Income	\$ 23,559	\$ 90,000	\$ 100,000	\$ 100,000
	<u>\$ 23,559</u>	<u>\$ 90,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>

Other Revenue

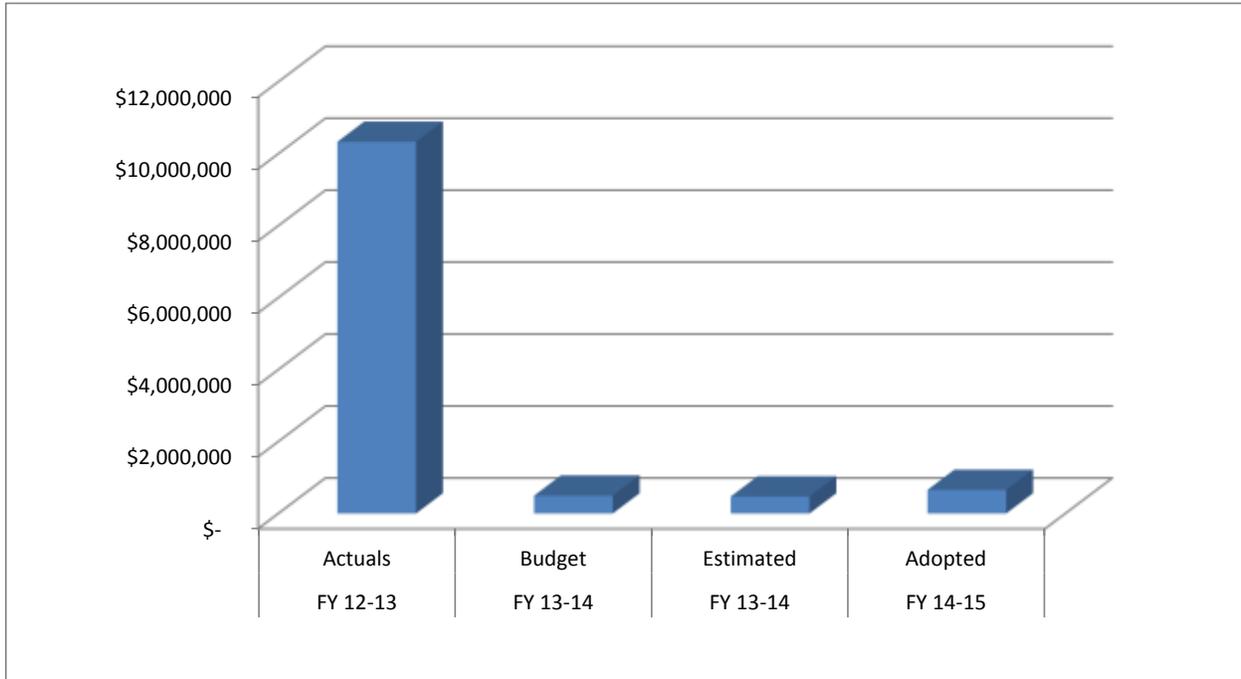
This includes miscellaneous revenues.



	FY 12-13 Actuals	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Adopted
Other Revenue	\$ 43,067	\$ 31,000	\$ 16,000	\$ 16,000
	<u>\$ 43,067</u>	<u>\$ 31,000</u>	<u>\$ 16,000</u>	<u>\$ 16,000</u>

**Other Financing Sources**

This includes transfers in from various funds such as Supplemental Law Enforcement Fund, Measure R, Prop C and Special Deposit Fund. The amount in Fiscal Year 12-13 was the refinanced loan on the Community Center.



	FY 12-13 Actuals	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Adopted
Other Financing Sources	\$ 10,330,389	\$ 494,900	\$ 472,300	\$ 655,300
	<u>\$ 10,330,389</u>	<u>\$ 494,900</u>	<u>\$ 472,300</u>	<u>\$ 655,300</u>

**SPECIAL REVENUE 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 revenue funds are restricted to expenditures for specified purposes.

- Public Safety Grants – provides for part of the costs to L.A. County Sheriff’s contract for public safety services. This includes various grants from Traffic Safety Fund, Asset Seizure Fund, Supplemental Law Enforcement Fund, Local Law Enforcement Fund, Office of Traffic Safety Fund and Justice Assistant Grant Fund. Other grants received in the past provided funding for programs such as “DUI Checkpoint” and “Click it or Ticket” CIOT which promotes seatbelt enforcements.
- PEG Access – provides for development of public, educational, and governmental access thru cable television.
- Gas Tax – provided for street or road purposes, engineering costs and administrative expenses.

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- Park Grants – provides for costs of construction and maintenance of City Park through various grants from Federal, State or County agencies.
  - Cal-Home – provides for revitalization of neighborhoods through housing rehabilitation, primarily to benefit low and moderate income families.
  - Transportation Grants – provides mostly for street improvements, traffic improvements, handicapped ramp installations and other street related capital improvement projects. This includes grants awarded from Bicycle and Pedestrian Funds (TDA Article 3), Surface Transportation Program (Local) STP-L, HSIP, Hazard Elimination Safety Program (HES) and Safe Routes to School Grant.
  - CDBG – the Community Development Block Grant (CDBG) Program was initiated by the U. S. Congress in 1974 as part of the Housing and Community Development Act funded directly by the federal government’s Department of Housing and Urban Development (HUD) for the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income. This is strictly a reimbursement type grant; therefore, the amount spent is the amount to be received.
  - AQMD – a motor vehicle registration fee surcharge of \$6 per vehicle is collected by the Department of Motor vehicles, of which 40% is distributed to local governments. Provides for implementation of programs that reduces air pollution from motor vehicles, to meet requirements of federal and state Clean Air Acts and for implementation of motor vehicle measures in the Air Quality Management Plan (AQMP). This program is administered by South Coast Air Quality Management District (AQMD). The City anticipates the use of fund balance for vehicle purchase as part of the Clean Transportation Grant that was recently awarded.
  - MTA – Measure R – a half cent sales tax for Los Angeles County to finance new transportation projects and programs, and accelerate those already in the pipeline. The tax took effect July 2009.
  - MTA-Prop A – one-half cent sales tax measures approved in 1980 by Los Angeles County voters to finance a countrywide transit development program. Programs include developing and/or improving local public transit, Para transit and related transportation infrastructure of which 25% of tax revenues are earmarked for. Other revenue sources include interests on investments, sales from transit bus pass, shuttle fares and Dial-A-Ride services. This program is administered by Metropolitan Transportation Authority (MTA).
  - MTA-Prop C – one-half cent sales tax measures approved in 1990 by Los Angeles County voters to finance a countrywide transit development program. Programs include developing and/or improving local public transit, Para transit and related transportation infrastructure of which 20% of tax revenues are earmarked for. Other revenue source includes interests on investments. This program is administered by MTA.

### **ENTERPRISE FUND**

Enterprise Fund is used to account for the sewer service charge exclusively for the operation, maintenance and capital costs of the City’s sewer system. An ordinance was adopted on August 8<sup>th</sup>, 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 FUND**

Internal Service Fund is used to account for services relating to management of vehicles/equipment maintenance and citywide computer network and information system supports performed internally by the Information Technology (I.T.) department to other departments. 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/equipment and services relating to the I.T. department.

## Budgeted Expenditures by Fund

### City of La Puente Budgeted Expenditure By Fund Fiscal Year 2014-2015 Adopted Budget

Dept	Fund	Description	2012-2013	2013-2014	2013-2014	2014-2015
			Actual	Amended Budget	Estimated	Adopted Budget
<b>GENERAL FUND</b>						
4110	11	City Council	\$ 186,183	\$ 225,500	\$ 194,040	\$ 218,100
4120	11	City Clerk	196,421	356,845	347,854	219,900
4130	11	Human Resources/Risk Management	341,314	497,813	483,410	454,300
4140	11	Administration	530,552	584,105	513,788	464,200
4160	11	Financial Services	527,768	553,850	488,852	496,300
4180	11	General Services	173,562	484,430	194,700	204,200
4210	11	Public Safety Services	4,854,344	5,061,128	5,038,692	5,013,300
4220	11	Emergency Preparedness Services	16,698	57,500	12,000	25,400
4410	11	Planning/Zoning Services	98,599	205,100	162,937	186,000
4420	11	Housing/Community Services	41,795	74,500	24,232	23,900
4450	11	Community Promotion Services	48,570	55,100	54,100	56,600
4460	11	Engineering/Bldg. & Safety Services	269,418	243,000	280,000	264,400
4465	11	Engineering Services	126,143	100,500	102,800	107,400
4470	11	Code Enforcement	430,741	497,377	449,241	426,300
4540	11	Waste Management Services	3,299	19,000	8,000	23,900
4610	11	Park/Maintenance Services	279,310	400,728	313,382	400,100
4620	11	Recreation Center	918,159	1,059,050	1,032,936	1,043,100
4621	11	Youth Learning Activity Center	10,141,352	690,420	693,474	670,400
4622	11	Nature Education Center	-	29,700	3,058	28,900
4630	11	Senior Center	83,269	160,120	120,675	137,200
4940	11	Benefits	614,353	390,000	271,799	283,000
4950	11	Non-Departmental	100,000	100,000	100,000	100,000
<b>Total General Fund</b>			<b>\$ 19,981,850</b>	<b>\$ 11,845,766</b>	<b>\$ 10,889,969</b>	<b>\$ 10,846,900</b>
<b>ASSET SEIZURE FUND</b>						
4210	23	Public Safety Services	\$ (84)	\$ 4,430	\$ 9,200	\$ 6,200
<b>Total Asset Seizure Fund</b>			<b>\$ (84)</b>	<b>\$ 4,430</b>	<b>\$ 9,200</b>	<b>\$ 6,200</b>
<b>PEG ACCESS FUND</b>						
4120	24	City Clerk	\$ 21,696	\$ 78,850	\$ 20,978	\$ 74,800
4160	24	Financial Services	3,228	10,050	8,322	16,000
<b>Total Peg Access Fund</b>			<b>\$ 24,924</b>	<b>\$ 88,900</b>	<b>\$ 29,300</b>	<b>\$ 90,800</b>
<b>SUPPLEMENTAL LAW ENFORCEMENT FUND</b>						
4210	25	Public Safety Services	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total Supplemental Law Enf Fund</b>			<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>JAG GRANT FUND</b>						
4210	28	Public Safety Services	\$ 2,011	\$ 36,280	\$ 20,477	\$ 20,500
<b>Total Escrow Fund</b>			<b>\$ 2,011</b>	<b>\$ 36,280</b>	<b>\$ 20,477</b>	<b>\$ 20,500</b>
<b>STATE GAS TAX FUND</b>						
4330	32	State Gas Tax Fund	\$ 834,350	\$ 1,024,800	\$ 889,122	\$ 963,600
<b>Total State Gas Tax</b>			<b>\$ 834,350</b>	<b>\$ 1,024,800</b>	<b>\$ 889,122</b>	<b>\$ 963,600</b>
<b>CAL HOME LOANS</b>						
4420	38	Housing/Community Services	\$ 2,071	\$ 175,199	\$ 113,013	\$ 265,440
<b>Total Cal Home Loans</b>			<b>\$ 2,071</b>	<b>\$ 175,199</b>	<b>\$ 113,013</b>	<b>\$ 265,440</b>

## Budgeted Expenditures by Fund

### City of La Puente Budgeted Expenditure By Fund Fiscal Year 2014-2015 Adopted Budget

Dept	Fund	Description	2012-2013 Actual	2013-2014 Amended Budget	2013-2014 Estimated	2014-2015 Adopted Budget
<b>CDBG PROGRAM FUND</b>						
4160	41	Financial Services	\$ 726	\$ 16,550	\$ 11,294	\$ 20,400
4420	41	Housing/Community Services	67,072	154,300	132,295	198,400
4470	41	Code Enforcement	132,215	180,000	137,630	226,400
4630	41	Senior Center	46,022	-	36,870	26,200
<b>Total CDBG</b>			<b>\$ 246,035</b>	<b>\$ 350,850</b>	<b>\$ 318,089</b>	<b>\$ 471,400</b>
<b>AIR QUALITY IMPROVEMENT FUND</b>						
4850	42	Vehicle Charges	\$ -	\$ -	\$ 112,158	\$ 390,000
<b>Total AQMD</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 112,158</b>	<b>\$ 390,000</b>
<b>MEASURE R FUND</b>						
4390	47	Measure "R" Fund	\$ 11,743	\$ 12,365	\$ -	\$ 21,700
<b>Total Measure R</b>			<b>\$ 11,743</b>	<b>\$ 12,365</b>	<b>\$ -</b>	<b>\$ 21,700</b>
<b>PROP A FUND</b>						
4160	48	Financial Services	\$ 79,683	\$ 101,090	\$ 91,082	\$ 20,400
4390	48	Prop "A" Fund	710,649	747,050	663,500	835,000
4410	48	Planning/Zoning Services	79,683	23,600	14,166	25,500
<b>Total Prop A</b>			<b>\$ 870,015</b>	<b>\$ 871,740</b>	<b>\$ 768,747</b>	<b>\$ 880,900</b>
<b>PROP C FUND</b>						
4390	49	Prop C	\$ 15,149	\$ 15,050	\$ -	\$ 17,300
<b>Total Prop C</b>			<b>\$ 15,149</b>	<b>\$ 15,050</b>	<b>\$ -</b>	<b>\$ 17,300</b>
<b>SEWER ASSESSMENT FUND</b>						
4160	50	Administration	\$ 56,841	\$ 79,000	\$ 30,014	\$ 37,100
4160	50	Financial Services	28,405	88,150	11,628	36,400
4710	50	Sewer Maintenance Services	699,250	678,199	668,169	685,500
<b>Total Sewer Maintenance Fund</b>			<b>\$ 784,496</b>	<b>\$ 845,349</b>	<b>\$ 709,811</b>	<b>\$ 759,000</b>
<b>2007 SEWER REVENUE BOND FUND</b>						
4710	52	Sewer Maintenance Services	\$ 716,129	\$ 641,499	\$ 641,899	\$ 643,000
4720	52	Sewer Revenue Bond	720,856	641,499	638,748	643,000
<b>Total Sewer Revenue Bond Fund</b>			<b>\$ 1,436,985</b>	<b>\$ 1,282,998</b>	<b>\$ 1,280,647</b>	<b>\$ 1,286,000</b>
<b>CSMD FUND</b>						
4160	54	Administration	\$ 34,838	\$ 47,420	\$ 28,778	\$ 37,100
4160	54	Financial Services	8,864	33,260	11,499	41,300
4710	54	Sewer Maintenance Services	1,684	5,000	878	-
4730	54	CSMD Fund	54,064	75,000	75,000	85,000
<b>Total CSMD Fund</b>			<b>\$ 99,450</b>	<b>\$ 160,680</b>	<b>\$ 116,155</b>	<b>\$ 163,400</b>
<b>EQUIPMENT REPLACEMENT FUND</b>						
4810	61	Information Technology	\$ 73,835	\$ 225,000	\$ 225,000	\$ 172,000
4850	61	Equipment Replacement Fund	74,063	56,460	58,500	55,500
<b>Total Equipment Replacement Fund</b>			<b>\$ 147,898</b>	<b>\$ 281,460</b>	<b>\$ 283,500</b>	<b>\$ 227,500</b>

## Budgeted Expenditures by Fund

City of La Puente  
**Budgeted Expenditure By Fund**  
 Fiscal Year 2014-2015 Adopted Budget

<u>Dept</u>	<u>Fund</u>	<u>Description</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2014-2015</u>
			<u>Actual</u>	<u>Amended Budget</u>	<u>Estimated</u>	<u>Adopted Budget</u>
<b>CAPITAL IMPROVEMENTS</b>						
11		General Fund	\$ -	\$ -	\$ -	\$ -
32		State Gas Tax Fund	664,569	313,000	245,200	251,000
34		County Aid to Cities	-	-	-	250,000
36		Park Grant Fund	233,339	-	-	-
37		PROP 1B	-	-	62,335	-
40		STPL	-	-	-	533,000
41		CDBG	597,486	-	-	-
45		HSIP	389,108	-	-	1,003,000
47		Measure R	162,230	840,000	319,800	1,094,400
49		PROP C	295,351	1,501,121	1,914,000	675,600
50		Sewer Construction Maintenance	-	-	-	80,000
52		Sewer Revenue Bond	-	1,720,000	1,435,074	-
71		Safe Routes to School	-	387,000	47,350	339,650
		<b>Total Capital Improvements</b>	<b>\$ 2,342,083</b>	<b>\$ 4,761,121</b>	<b>\$ 4,023,759</b>	<b>\$ 4,226,650</b>
		<b>TOTAL</b>	<b>\$ 26,798,976</b>	<b>\$ 21,856,988</b>	<b>\$ 19,663,946</b>	<b>\$ 20,737,290</b>

## Budgeted Expenditures by Type

### City of La Puente Budgeted Expenditure By Type Fiscal Year 2014-2015 Adopted Budget

Acct. No.	Department	Personnel Services	Operating Expenditures	Capital Improvement	Capital Outlay	Debt Services	Transfer Out	Total
4110	City Council	\$ 151,500	\$ 66,600	\$ -	\$ -	\$ -	\$ -	\$ 218,100
4120	City Clerk	200,000	94,700	-	-	-	-	294,700
4130	Human Resources/Risk Management	67,400	386,900	-	-	-	-	454,300
4140	Administration	280,300	258,100	-	-	-	-	538,400
4160	Financial Services	481,200	149,600	-	-	-	-	630,800
	<b>General Government</b>	<b>\$ 1,180,400</b>	<b>\$ 955,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,136,300</b>
4210	Public Safety Services	\$ -	\$ 5,140,000	\$ -	\$ -	\$ -	\$ -	\$ 5,140,000
4470	Code Enforcement	410,900	241,800	-	-	-	-	652,700
	<b>Public Safety</b>	<b>\$ 410,900</b>	<b>\$ 5,381,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,792,700</b>
4180	General Services	\$ -	\$ 204,200	\$ -	\$ -	\$ -	\$ -	\$ 204,200
4220	Emergency Preparedness Services	-	25,400	-	-	-	-	25,400
4330	Public Works Services	422,500	541,100	-	-	-	-	963,600
47-4390	Streets/Sidewalks (Measure R)	17,300	4,400	-	-	-	-	21,700
49-4390	Streets/Sidewalks (Prop C)	17,300	-	-	-	-	-	17,300
4540	Waste Management Services	-	23,900	-	-	-	-	23,900
4610	Park/Maintenance Services	180,500	219,600	-	-	-	-	400,100
	<b>Public Works</b>	<b>\$ 637,600</b>	<b>\$ 1,018,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,656,200</b>
4410	Planning/Zoning Services	\$ 116,900	\$ 94,600	\$ -	\$ -	\$ -	\$ -	\$ 211,500
4420	Housing/Community Services	87,700	400,040	-	-	-	-	487,740
4450	Community Promotion Services	-	56,600	-	-	-	-	56,600
4460	Bldg. & Safety Services	-	264,400	-	-	-	-	264,400
4465	Engineering Services	-	107,400	-	-	-	-	107,400
48-4390	Public Transit Services (Prop A)	99,500	735,500	-	-	-	-	835,000
	<b>Community Development</b>	<b>\$ 304,100</b>	<b>\$ 1,658,540</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,962,640</b>
4620	Recreation Center	\$ 347,100	\$ 243,800	\$ -	\$ -	\$ 452,200	\$ -	\$ 1,043,100
4621	Youth Learning Activity Center	140,000	78,200	-	-	452,200	-	670,400
4622	Nature Education Center	15,900	13,000	-	-	-	-	28,900
4630	Senior Center	92,200	71,200	-	-	-	-	163,400
	<b>Recreation</b>	<b>\$ 595,200</b>	<b>\$ 406,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 904,400</b>	<b>\$ -</b>	<b>\$ 1,905,800</b>
4710	Sewer Construction/Maintenance	\$ 16,300	\$ 26,200	\$ -	\$ -	\$ 643,000	\$ 643,000	\$ 1,328,500
4720	Sewer Revenue Bond	-	643,000	-	-	-	-	643,000
4730	CSMD Fund	-	85,000	-	-	-	-	85,000
	<b>Sewer</b>	<b>\$ 16,300</b>	<b>\$ 754,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 643,000</b>	<b>\$ 643,000</b>	<b>\$ 2,056,500</b>
4810	IT/Equipment Charges	\$ -	\$ 172,000	\$ -	\$ -	\$ -	\$ -	\$ 172,000
4850	Vehicle Charges	-	55,500	-	390,000	-	-	445,500
	<b>Equipment Replacement</b>	<b>\$ -</b>	<b>\$ 227,500</b>	<b>\$ -</b>	<b>\$ 390,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 617,500</b>
4930	Administrative Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4940	Retiree Benefits	283,000	-	-	-	-	-	283,000
4950	Non-Departmental	-	-	-	-	-	100,000	100,000
	<b>Non-Departmental</b>	<b>\$ 283,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 383,000</b>
5xxx	Capital Improvement Projects	\$ -	\$ -	\$ 4,226,650	\$ -	\$ -	\$ -	\$ 4,226,650
	<b>Capital Improvements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,226,650</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,226,650</b>
	<b>Total</b>	<b>\$ 3,427,500</b>	<b>\$ 10,402,740</b>	<b>\$ 4,226,650</b>	<b>\$ 390,000</b>	<b>\$ 1,547,400</b>	<b>\$ 743,000</b>	<b>\$ 20,737,290</b>
		<b>\$ 142,942</b>	<b>\$ 109,830</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 327,968</b>	<b>\$ -</b>	<b>\$ 580,740</b>
	<b>Successor Agency</b>	<b>\$ 142,942</b>	<b>\$ 109,830</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 327,968</b>	<b>\$ -</b>	<b>\$ 580,740</b>

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## **Capital Improvement Summary**

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### **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 within the City.

### **Goals and Objectives**

- To maximize available funding sources to implement the City's identified CIP projects.
- To 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.
- To administer the projects so as to minimize the need for change orders and cost overruns.

### **Carryover Projects – Fiscal Year 2013-14**

Listed below are those projects which received City Council approval and funding within the 2013-14 Fiscal Year and are currently underway and are being carried forward with funding for the 2014-15 Fiscal Year.

- **Valley Wall Phase III** – Design services for continuation of the Valley Wall improvement from Ferrero Lane to Dora Guzman Avenue.
- **Santo Oro Storm Drain and Local Street Improvements** – Construction of storm drain improvements along Santo Oro Avenue and resurfacing the following local streets: Gaylawn Court, Sierra Vista Court, Santo Oro Avenue, Banbridge Avenue and the City Hall parking lot.
- **Safe Routes to Schools** – Construction of pedestrian improvements near La Puente High School which include: countdown pedestrian heads, high visibility crosswalks, center median fencing along Hacienda Blvd., and intersection bulb-outs.

### **New Projects – Fiscal Year 2014-15**

Listed below are the projects considered to be new projects for the 2014-15 Fiscal Year.

- **Temple Avenue Sidewalk/Parkway Improvements and Glendora Ave. Resurfacing** – Construction of new sidewalks and landscaped parkway improvements along Temple Avenue from Lanny Avenue to the east City limit and the resurfacing of Glendora Avenue from Nelson Avenue to Temple Avenue.
- **Traffic Signal Improvements** – Upgrades and improvements to traffic signals along Amar Boulevard.
- **Local Street Improvements/Resurfacing** – Street resurfacing and handicap ramp/sidewalk improvements for segments of the following local streets: Aileron Avenue, Mentz Avenue, Workman Avenue, and Ferrero Lane.

## Capital Improvement Summary

### City of La Puente Summary of Capital Improvement Projects by Fund Fiscal Year 2014-2015 Adopted Budget

#### Prior Year & Fiscal Year 2013-2014 and New Projects for Fiscal Year 2014-2015

<u>Acct. No.</u>	<u>Project Title</u>	<u>Fund</u>	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
			<u>Actuals</u>	<u>Budget</u>	<u>Estimated</u>	<u>Adopted</u>
32-5503	Valley Blvd. Improvements - Phase II	Gas Tax	\$ 641,819	\$ -	\$ -	\$ -
32-5505	Traffic Signal Improvements	Gas Tax	-	-	-	-
32-5507	Local Street Improvements	Gas Tax	22,750	150,000	154,900	-
32-5511	Intersection of Amar/Tonopah	Gas Tax	-	-	-	-
32-5563	Santo Oro Storm Drain and Local Street Improvement	Gas Tax	-	120,000	85,000	-
32-5567	Local Street Improvements	Gas Tax	-	-	-	200,000
32-5566	Safe Route to Schools - Matching Funds	Gas Tax	-	43,000	5,300	51,000
	<b>Total For Gas tax</b>		<b>\$ 664,569</b>	<b>\$ 313,000</b>	<b>\$ 245,200</b>	<b>\$ 251,000</b>
34-5564	Local Street Improvements	Cal-Recycle	\$ -	\$ -	\$ -	\$ 250,000
	<b>Total For Cal-Recycle</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
36-5571	Nature Education Center	Park Grant	\$ 233,339	\$ -	\$ -	\$ -
	<b>Total for Park Grant</b>		<b>\$ 233,339</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
37-5524	Nelson, Del Valle, Sierra Vista	PROP 1B	\$ -	\$ -	\$ -	\$ -
37-3999	Transfer Out to Other Funds	PROP 1B	-	-	62,335	-
	<b>Total for Prop 1B</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,335</b>	<b>\$ -</b>
40-5568	Temple Ave Sidewalk/Parkway & Glendora Ave Improvement	STPL	\$ -	\$ -	\$ -	\$ 533,000
	<b>Total for STPL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 533,000</b>
41-5503	Valley Blvd. Improvements - Phase II	CDBG	\$ 597,486	\$ -	\$ -	\$ -
	<b>Total for CDBG</b>		<b>\$ 597,486</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
45-5505	LP-3 Traffic Signals (HSIP)	HSIP	\$ 250,468	\$ -	\$ -	\$ -
45-5569	LP-3 Traffic Signals (HSIP)	HSIP	\$ -	\$ -	\$ -	\$ 1,003,000
45-5511	Intersection of Amar/Tonopah	HSIP	138,640	-	-	-
	<b>Total for HSIP</b>		<b>\$ 389,108</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,003,000</b>
47-5503	Valley Blvd. Improvements - Phase II	Measure R	\$ 100,000	\$ -	\$ -	\$ -
47-5505	LP-3 Traffic Signals (HSIP)	Measure R	24,289	-	-	-
47-5569	LP-3 Traffic Signals (HSIP)	Measure R	-	-	-	115,000
47-5506	Traffic Signal at Amar/Tonopah	Measure R	19,949	-	-	-
47-5507	Local Street Improvements	Measure R	-	200,000	266,500	-
47-5567	Local Street Improvements - Various	Measure R	-	-	-	50,000
47-5531	Pavement Management System Update	Measure R	17,992	-	-	-
47-5532	Santo Oro Storm Drain and Local Street Improvement	Measure R	-	640,000	-	747,000
47-5999	Transfer Out to General Fund	20% Admin	-	-	53,300	182,400
	<b>Total for Measure R</b>		<b>\$ 162,230</b>	<b>\$ 840,000</b>	<b>\$ 319,800</b>	<b>\$ 1,094,400</b>

## Capital Improvement Summary

### City of La Puente Summary of Capital Improvement Projects by Fund Fiscal Year 2014-2015 Adopted Budget

#### Prior Year & Fiscal Year 2013-2014 and New Projects for Fiscal Year 2014-2015

Acct. No.	Project Title	Fund	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
			Actuals	Budget	Estimated	Adopted
49-5505	Amar Rd. Street & Drainage Improvements	PROP C	\$ 169,139	\$ 1,186,121	\$ 1,425,000	\$ -
49-5567	Temple Avenue Sidewalk & Parkway Landscape - Design	PROP C	-	85,000	60,000	-
49-5568	Temple Avenue Sidewalk & Parkway Landscape - Construction	PROP C	-	-	-	463,000
49-5568	Glendora Avenue Paving and Resurfacing - Design	PROP C	-	80,000	60,000	-
49-5569	Valley Wall Phase III - Ferrero to Dora Gusman - Design	PROP C	-	150,000	50,000	100,000
49-5503	Valley Blvd. Improvements - Phase II	PROP C	108,220	-	-	-
49-5531	Pavement Management System Update	PROP C	17,992	-	-	-
49-5999	Transfer Out to General Fund	20% Admin	-	-	319,000	112,600
<b>Total for Prop C</b>			<b>\$ 295,351</b>	<b>\$ 1,501,121</b>	<b>\$ 1,914,000</b>	<b>\$ 675,600</b>
50-5560	Santo Oro Storm Drain and Local Street Improvement		\$ -	\$ -	\$ -	\$ 80,000
52-5563	Sewer Construction/Maintenance - Phase IV	Sewer	-	1,720,000	1,435,074	-
<b>Total for Sewer</b>			<b>\$ -</b>	<b>\$ 1,720,000</b>	<b>\$ 1,435,074</b>	<b>\$ 80,000</b>
71-5566	Safe Route to Schools	STRS	\$ -	\$ 387,000	\$ 47,350	\$ 339,650
<b>Total for STRS</b>			<b>\$ -</b>	<b>\$ 387,000</b>	<b>\$ 47,350</b>	<b>\$ 339,650</b>
<b>Grand Total</b>			<b>\$ 2,342,083</b>	<b>\$ 4,761,121</b>	<b>\$ 4,023,759</b>	<b>\$ 4,226,650</b>

Fund No.	Funding Sources	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
		Actual	Budget	Estimated	Adopted
11	General Fund	\$ -	\$ -	\$ -	\$ -
32	Gas Tax	664,569	313,000	245,200	251,000
34	County Aid to Cities	-	-	-	250,000
36	Park Grant Fund	233,339	-	-	-
37	PROP 1B	-	-	62,335	-
40	STPL	-	-	-	533,000
41	CDBG	597,486	-	-	-
45	HSIP	389,108	-	-	1,003,000
47	Measure R	162,230	840,000	319,800	1,094,400
49	PROP C	295,351	1,501,121	1,914,000	675,600
50	Sewer Construction Maintenance	-	-	-	80,000
52	Sewer Revenue Bond	-	1,720,000	1,435,074	-
71	Safe Routes to School	-	387,000	47,350	339,650
<b>Total Funding Sources</b>		<b>\$ 2,342,083</b>	<b>\$ 4,761,121</b>	<b>\$ 4,023,759</b>	<b>\$ 4,226,650</b>

## Expenditure Summary – General Government

CITY OF LA PUENTE

FY 2014-2015

DEPARTMENT: GENERAL GOVERNMENT

FUND: Various Funds

	2012-2013 Actual	2013-2014 Amended Budget	2013-2014 Estimated	2014-2015 Adopted Budget
Personnel Services	\$ 1,180,750	\$ 1,504,225	\$ 1,265,875	\$ 1,180,400
Operating Expenditures	835,769	1,168,258	975,663	955,900
<b>TOTAL</b>	<b>\$ 2,016,519</b>	<b>\$ 2,672,483</b>	<b>\$ 2,241,538</b>	<b>\$ 2,136,300</b>

**CODE DEPARTMENTS**

4110	City Council
4120	City Clerk
4130	Human Resources/Risk Management
4140	Administration
4160	Financial Services

**FUNDING SOURCES**

11 - General Fund	\$ 1,782,238	\$ 2,218,113	\$ 2,027,944	\$ 1,852,800
24 - PEG Access Cable Fund	24,924	88,900	29,300	90,800
41 - CDBG Fund	726	16,550	11,294	20,400
48 - Prop A Fund	79,683	101,090	91,082	20,400
50 - Sewer Const/Main Fund	85,246	167,150	41,642	73,500
54 - CSMD Fund	43,702	80,680	40,277	78,400
<b>TOTAL</b>	<b>\$ 2,016,519</b>	<b>\$ 2,672,483</b>	<b>\$ 2,241,538</b>	<b>\$ 2,136,300</b>

**ACCOUNT NUMBER EXPLANATION**

1111-70	Salaries - Full-time	Allocated Salaries of Director of Admin Services, Finance Manager, Finance Services Supervisor and three Accounting Assistants
1117-70	Overtime	Overtime pay for full time employees
1118-70	Leave Conversion Incentive	Costs for conversion of employee's earned leave
1119-70	Employee Settlement	Costs for employee settlements
1211-70	Retirement	Costs of City's and employee's retirement at CalPERS
1212-70	FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-70	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-70	Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-70	Life Insurance	Costs for term life insurance
1314-70	Health Insurance	Costs of health insurance coverage from CalPERS
3011-70	Office Supplies	Costs of office supplies needed for filing A/P, Payroll. Business Licenses, budget, bus passes, business forms and supplies
3012-70	Furniture/Equipment	Purchase of small office equipment
3111-70	Contract Services - Private	Contract costs for financial and single audit, State controller's report, annual street report, budget printing, cost recovery system, total compensation systems, HDL CAFR statistical, HDL property tax data, HDL sales tax data, MX Logic, Citywide fee study and INCODE maintenance and support fees.
3965-70	Financial Services Fees	Fees for bank quarterly analysis charges, bank investment safekeeping and audit confirmations
3971-70	Dues & Memberships	Membership dues for professional organizations such as CSMFO, GFOA, CMRTA, GFOA CAFR and Budget award registration fees.
3972-70	Conferences & Meetings	Registration and training costs for attending annual conferences and meetings for GFOA, CSMFO, INCODE, CALPERS, CJPIA, government tax and public finance cashiers.
3997-70	Vehicle Charges	Allocated motor pool charges and information technology charges

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## Expenditure Detail – City Council

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### **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**

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.

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 Meyers Nave Riback Silver & Wilson. 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.

### **Goals and Objectives**

- To meet the needs of the community in its policy making decisions.
- To ensure that the goals and objectives of the Council are implemented by City Staff.
- To ensure the financial stability of the City by adopting a balanced budget.
- 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 defend the interests of the City and its residents in lawsuits and claims.
- To provide legal advice on City policies and actions taken by the City Council.

### **Fiscal Years 2014-15 Objectives**

- To provide the residents with a safe and vibrant community
- To bring new businesses to the City to improve economic climate and spur growth

### **Major Accomplishments**

- Awarded bids for first year construction of the sewer improvements project

<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Projected</u></b>	<b><u>Adopted</u></b>
	<b><u>2012-13</u></b>	<b><u>2013-14</u></b>	<b><u>2013-14</u></b>	<b><u>2014-15</u></b>
Council members	<u>5.00</u>	<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>	<u>5.00</u>

**Expenditure Detail – City Council**

**CITY OF LA PUENTE**

**FY 2014-2015**

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

**Account Code: 4110**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 145,644	\$ 157,650	\$ 149,755	\$ 151,500
Operating Expenditures	40,539	67,850	44,285	66,600
<b>TOTAL</b>	<b>\$ 186,183</b>	<b>\$ 225,500</b>	<b>\$ 194,040</b>	<b>\$ 218,100</b>

**FUNDING SOURCES**

11 - General Fund	\$ 186,183	\$ 225,500	\$ 194,040	\$ 218,100
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**ACCOUNT NUMBER EXPLANATION**

1111-11 Salaries - Full-Time	Stipends for five Council Members
1211-11 Retirement	Costs of City's and Council Member's share of PERS
1212-11 FICA-Medicare	Medicare benefits for Council Members
1311-11 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-11 Disability Insurance	Costs for disability/survivors insurance
1313-11 Life Insurance	Costs for term life insurance
1314-11 Health Insurance	Costs of health insurance coverage from CalPERS
3312-11 Auto Allowance	Costs of Automotive Allowance for each Council Member
3313-11 Telecom Allowance	Costs of telecommunication allowance for each Council Member
3011-11 Office Supplies	Costs of office supplies for the Council Chambers
3013-11 Supplies and Equipment	Costs of small equipment for the Council Chambers
3971-11 Dues & Memberships	Membership 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
3972-11 Conferences & Meetings	Attendance at professional association conferences and meetings per Council Member
3973-11 Host Meetings	Costs for hosting Council meetings
3976-11 Special Departmental	Miscellaneous expenses for Council activities such as flowers, recognition gifts and awards, shirts, jackets and other expenses.
3996-11 IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – City Council**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: CITY COUNCIL**

**Account Code: 4110**

**FUND: 11- General Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013- 2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-11	\$ 30,820	\$ 32,200	\$ 32,200	\$ 32,200
Retirement	1211-11	7,497	7,850	7,743	7,600
FICA-Medicare	1212-11	1,070	850	1,144	500
Other Health-DOC	1311-11	7,125	8,000	10,000	10,000
Disability Insurance	1312-11	115	150	120	600
Life Insurance	1313-11	742	800	810	800
Health Insurance	1314-11	56,497	62,200	52,162	54,200
Auto Allowance	1316-11	25,278	27,600	27,576	27,600
Telecommunication Allowance	1317-11	16,500	18,000	18,000	18,000
<b>Total Personnel Services</b>		<u>\$ 145,644</u>	<u>\$ 157,650</u>	<u>\$ 149,755</u>	<u>\$ 151,500</u>
<b>Operating Expenses</b>					
Office Supplies	3011-11	\$ 78	\$ 300	\$ 300	\$ 300
Supplies and Equipment	3013-11	151	200	200	200
Contract Services - Private	3111-11	-	-	485	-
Dues & Memberships	3971-11	35,692	40,500	40,500	36,700
Conferences & Meetings	3972-11	2,731	20,000	300	2,000
Host Meetings	3973-11	-	500	500	500
Special Departmental	3976-11	1,887	6,350	2,000	2,000
IT/Equipment Charges	3996-11	-	-	-	24,900
<b>Total Operating Expense</b>		<u>\$ 40,539</u>	<u>\$ 67,850</u>	<u>\$ 44,285</u>	<u>\$ 66,600</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 186,183</u>	<u>\$ 225,500</u>	<u>\$ 194,040</u>	<u>\$ 218,100</u>

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## Expenditure Detail – City Clerk

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### **Mission**

The City Clerk's Office is committed to providing excellent service to the public and to staff by maintaining complete and accurate records of the City for historical, fiscal and administrative purposes by having all public records available for review upon request and by providing assistance to all departments in municipal government policies, procedures, and employee services.

### **Primary Functions**

The City Clerk's Office is responsible for the following services:

- City Council Agenda and Minutes
- Public records requests
- Records management
- Contract administration
- Passport acceptance
- Elections

City Clerk: The City Clerk is the record keeper and secretary for the City Council and Successor Agency. The city clerk keeps records of all city council activities, city-owned property transactions, city elections, franchises, resolutions and ordinances. The clerk also administers oaths of office, and provides background research and documents to council members, the public, and staff.

#### City Council Agenda and Minutes

- Prepares the City Council Agenda
- Assembles and distributes Agenda packets
- Publishes Agenda and staff reports on City website
- Posts and/or publishes all City Council Agendas and Public Hearing Notices
- Attends all City Council meetings
- Records the actions of the City Council and Successor Agency
- Transcribes the Agency's actions into minutes
- Prepares and completes agenda follow-up

#### Maintains legislative history of the City Council

- Records Council action on Resolutions and Ordinances
- Certifies the adoption of resolutions and ordinances
- Publishes ordinances
- Obtains Mayor's signature and attests to the signature of the Mayor
- Codifies ordinances into the Municipal Code
- Updates and maintains the Municipal Code

#### Bid Processing

- Publishes Notices Inviting Bids
- Receives, opens and records bids on all projects
- Reviews bid documents to ensure compliance with bid bonds and insurance requirements
- Notifies unsuccessful bidders and returns bid bonds
- Records Notices of Completion

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## Expenditure Detail – City Clerk

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### Public Records and Records Management

- Receives and responds to public records requests
- Responsible for establishing and maintaining records management program for city records
- Responsible for City’s records retention schedule and destruction of records
- Responsible for optical disc imaging program of city records and archival retrieval of records

### Contract Administration.

- Obtains required signatures on all agreements and contracts
- Reviews insurance certificates and/or bonds to ensure compliance with requirements of the City
- Maintains and tracks all agreements entered into by the City.
- Monitors insurance to ensure coverage for the life of the contract

### Passport Acceptance Facility.

- Assists the public in completing passport applications and verifies identity
- Processes passport applications on behalf of the public for the Department of Justice

### Elections and Political Reform Act Filings

- Administers municipal elections
- Filing Official and for all campaign disclosure and statements of economic interests forms
- Maintains and updates Conflict of Interest Code for the City

### Goals and Objectives

The Major goals of the City Clerk Department are:

- Image all City documents with historical, administrative or fiscal value
- Make public records available over the internet
- Update and implement a City-wide records management program
- Implement database for tracking agreements and certificates of insurance

### FY 2014-15 goals are:

- Complete the City-wide records management program update and meet the annual destruction of records
- Implement an agreement and insurance tracking database

### City Clerk Department Major Accomplishments

- Conducted successful General Municipal Election on April 8, 2014.
- The passport processing facility received revenue of approximately \$12,700 for FY 2013-14
- All City Council/Community Development Commission Minutes are up to date.

<u>Full Time Equivalent</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>Budget</u> <u>2013-14</u>	<u>Projected</u> <u>Budget</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>
<u>Full-Time Positions</u>				
Chief Deputy City Clerk	1.00	1.00	1.00	1.00
Records Clerk	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Positions (FTE)	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>Part-Time Positions</u>				
Office Assistant	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Part-Time Positions (FTE)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total FTE</b>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

**Expenditure Detail – City Clerk**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: CITY CLERK**

**Account Code: 4120**

**FUND: General Fund/PEG Access Cable Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 187,129	\$ 229,700	\$ 227,737	\$ 200,000
Operating Expenditures	30,988	205,995	141,095	94,700
<b>TOTAL</b>	<b>\$ 218,117</b>	<b>\$ 435,695</b>	<b>\$ 368,832</b>	<b>\$ 294,700</b>

**FUNDING SOURCES**

11 - General Fund	\$ 196,421	\$ 356,845	\$ 347,854	\$ 219,900
24 - PEG Access Cable Fund	21,696	78,850	20,978	74,800
<b>TOTAL</b>	<b>\$ 218,117</b>	<b>\$ 435,695</b>	<b>\$ 368,832</b>	<b>\$ 294,700</b>

**ACCOUNT NUMBER EXPLANATION**

1111-11 Salaries - Full-time	Salaries for City Clerk and Administrative Secretary
1212-11 Overtime	Overtime pay for full-time non-exempt employees
1311-11 Leave Conversion Incentive	Costs for conversion of earned leave
1312-11 Retirement	Costs of City's and employee's retirement at CalPERS
1313-11 FICA-Medicare	Medicare benefits for full time and part time employees
1314-11 Other Health-DOC	Dental, optical and audio reimbursement costs
3312-11 Disability Insurance	Costs for insurance such as survivors and long-term disability
3313-11 Life Insurance	Costs for term life insurance
3011-11 Health Insurance	Costs of health insurance coverage from CalPERS
3011-12 Office Supplies	Costs of office supplies
3111-12 Contract Services - Private	Contract for Granicus and Questys
3211-12 Postage & Mailings	Costs of postage for passport applications
3405-12 Records Management	Costs for destruction of documents, folders and supplies
3412-12 Municipal Code Publishing	Costs for municipal code updates and legal publications
3971-12 Dues & Memberships	Membership dues from International Institute
3972-12 Conferences & Meetings	Seminar costs for City Clerk certification and Administrative Secretary training
3796-12 Special Departmental	Miscellaneous supplies for committees and commissions
3996-12 IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – City Clerk**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: CITY CLERK**  
**FUND: 11 - General Fund**

**Account Code: 11-4120**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-12	\$ 123,330	\$ 143,700	\$ 148,998	\$ 120,900
Overtime	1117-12	873	3,000	1,821	900
Leave Conversion Incentive	1118-12	3,907	5,000	137	-
Retirement	1211-12	30,000	35,000	35,635	33,200
FICA-Medicare	1212-12	1,860	2,050	2,184	2,000
Other Health-DOC	1311-12	1,540	4,000	3,174	3,700
Disability Insurance	1312-12	1,017	2,450	1,288	1,300
Life Insurance	1313-12	243	300	319	300
Health Insurance	1314-12	21,022	26,850	29,804	30,400
<b>Total Personnel Services</b>		<u>\$ 183,792</u>	<u>\$ 222,350</u>	<u>\$ 223,359</u>	<u>\$ 192,700</u>
<b>Operating Expenses</b>					
Office Supplies	3011-12	\$ 670	\$ 1,000	\$ 1,000	\$ 1,000
Furniture/Equipment	3012-12	-	1,000	1,000	-
Contract Services - Private	3111-12	3,804	15,000	5,000	1,500
Contract Services - Election	3115-12	111	90,000	90,000	-
Postage & Mailings	3211-12	243	3,000	3,000	500
Records Management	3405-12	-	2,000	2,000	2,000
Municipal Code Publishing	3412-12	4,523	18,000	18,000	8,000
Dues & Memberships	3971-12	623	1,195	1,195	1,700
Conferences & Meetings	3972-12	2,655	3,000	3,000	2,000
Special Departmental	3796-12	-	300	300	300
IT/Equipment Charges	3996-12	-	-	-	10,200
<b>Total Operating Expense</b>		<u>\$ 12,629</u>	<u>\$ 134,495</u>	<u>\$ 124,495</u>	<u>\$ 27,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 196,421</u>	<u>\$ 356,845</u>	<u>\$ 347,854</u>	<u>\$ 219,900</u>

**Expenditure Detail – City Clerk**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: CITY CLERK**

**Account Code: 24-4120**

**FUND: 24 - PEG Access Cable Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-12	\$ 2,397	\$ 5,100	\$ 3,058	\$ 4,700
Retirement	1211-12	583	1,250	736	1,100
FICA-Medicare	1212-12	35	100	44	100
Other Health-DOC	1311-12	-	100	82	200
Disability Insurance	1312-12	20	100	27	100
Life Insurance	1313-12	4	50	5	100
Health Insurance	1314-12	298	650	426	1,000
<b>Total Personnel Services</b>		<u>\$ 3,337</u>	<u>\$ 7,350</u>	<u>\$ 4,378</u>	<u>\$ 7,300</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-12	\$ 6,750	\$ 11,500	\$ 11,500	\$ 17,500
Equipment	4585-12	11,609	60,000	5,100	50,000
<b>Total Operating Expense</b>		<u>\$ 18,359</u>	<u>\$ 71,500</u>	<u>\$ 16,600</u>	<u>\$ 67,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 21,696</u>	<u>\$ 78,850</u>	<u>\$ 20,978</u>	<u>\$ 74,800</u>

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## Expenditure Detail – Human Resource/Risk Management

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### **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**

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. 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.
- 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.

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## Expenditure Detail – Human Resource/Risk Management

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### Goals and Objectives

The Major goals of the Human Resources/Risk Management Division are:

- Continue to computerize personnel records
- Continue to streamline the recruitment process

### FY 2014-15 goals are:

- Complete the Injury and Illness Prevention Program.
- Complete the Employee's Safety Manual.
- Complete the certificates of insurance tracking database.
- Provide necessary CPR and First Aid training for appropriate positions.

### Human Resources/Risk Management Major Accomplishments

- Issued city badges to all employees.
- Negotiated a new contract with employees' labor union.

<u>Full Time Equivalent</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>Budget</u> <u>2013-14</u>	<u>Projected</u> <u>Budget</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>
<u>Full-Time Positions</u>				
Management Assistant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Positions (FTE)	<u>1.00</u>	<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>	<u>1.00</u>

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

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: HR AND RISK MANAGEMENT**

**Account Code: 4130**

**FUND: General Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 20,196	\$ 65,150	\$ 64,327	\$ 67,400
Operating Expenditures	<u>321,118</u>	<u>432,663</u>	<u>419,083</u>	<u>386,900</u>
<b>TOTAL</b>	<b><u>\$ 341,314</u></b>	<b><u>\$ 497,813</u></b>	<b><u>\$ 483,410</u></b>	<b><u>\$ 454,300</u></b>
 <b>FUNDING SOURCES</b>				
11 - General Fund	<u>\$ 341,314</u>	<u>\$ 497,813</u>	<u>\$ 483,410</u>	<u>\$ 454,300</u>

**ACCOUNT NUMBER EXPLANATION**

1111-12 Salaries - Full-time	Salaries for Management Assistant (100%)
1211-12 Retirement	Costs of City's and employee's retirement at CalPERS
1212-12 FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-12 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-12 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-12 Life Insurance	Costs for term life insurance
1314-12 Health Insurance	Costs of health insurance coverage from CalPERS
3011-12 Office Supplies	Costs of office supplies
3012-12 Furniture/Equipment	Purchase of small office equipment
3151-12 Training/Education Reimbursement	Costs for CJPIA on-location training and education reimbursement program
3406-12 Recruitment Expenses	Advertising, pre-employment physical, background investigation, fingerprinting and personnel supplies
3610-12 Unemployment Insurance	Costs of unemployment insurance
3611-12 Workers Compensation Ins	Costs of workers compensation insurance
3612-12 General Liability Ins	Costs of general liability insurance from CJPIA
3613-12 Special Events Ins	Costs of special event insurance
3614-12 Property Insurance	Costs of property insurance
3615-12 Employee Fidelity Bond	Costs of employee fidelity bond
3616-12 Environmental Liability Ins	Costs of environmental liability insurance
3972-12 Conferences & Meetings	Seminar and training costs
3996-11 IT/Equipment Charges	Allocated information technology and equipment charges

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

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: HR AND RISK MANAGEMENT**

**Account Code: 4130**

**FUND: 11 -General Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-12	\$ 15,580	\$ 41,550	\$ 44,441	\$ 46,800
Overtime	1117-12	99	-	-	-
Retirement	1211-12	2,245	10,100	10,691	11,100
FICA-Medicare	1212-12	228	600	644	700
Other Health-DOC	1311-12	-	2,000	2,000	2,000
Disability Insurance	1312-12	82	750	385	700
Life Insurance	1313-12	27	150	162	200
Health Insurance	1314-12	1,935	10,000	6,004	5,900
<b>Total Personnel Services</b>		<u>\$ 20,196</u>	<u>\$ 65,150</u>	<u>\$ 64,327</u>	<u>\$ 67,400</u>
<b>Operating Expenses</b>					
Office Supplies	3011-12	\$ -	\$ 1,000	\$ 200	\$ 500
Furniture/Equipment	3012-12	-	1,500	1,000	1,000
Training/Education Reimbursemer	3151-12	65	300	(100)	500
Recruitment Expenses	3406-12	7,103	2,500	6,500	2,500
Unemployment Insurance	3610-12	-	16,000	-	50,000
Workers Compensation Ins	3611-12	67,162	67,200	91,176	81,600
General Liability Ins	3612-12	219,002	316,163	308,187	234,900
Special Events Ins	3613-12	2,516	5,000	5,000	5,000
Property Insurance	3614-12	18,122	8,000	-	-
Employee Fidelity Bond	3615-12	913	1,000	1,000	1,000
Environmental Liability Ins	3616-12	6,116	7,000	6,000	6,000
Conferences & Meetings	3972-12	60	3,000	120	1,000
Special Departmental	3976-12	59	4,000	-	-
IT/Equipment Charges	3996-12	-	-	-	2,900
<b>Total Operating Expense</b>		<u>\$ 321,118</u>	<u>\$ 432,663</u>	<u>\$ 419,083</u>	<u>\$ 386,900</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 341,314</u>	<u>\$ 497,813</u>	<u>\$ 483,410</u>	<u>\$ 454,300</u>

## Expenditure Detail – Administration

### 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.

### Department’s Function and Responsibilities Functions

The Administration Department includes the City Manager who oversees and coordinates all City operations. The City Manager directly manages the City Clerk, Director of Administrative Services, Recreation Services Director, Public Works Director 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 monthly *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.

### Goals & Objectives

- To implement the direction of the City Council
- To advise and provide recommendations to the City Council on matters with their jurisdiction
- To promote economic development within the City of La Puente
- To carry out the vision and mission statements of the City Council
- To provide efficient and responsive city government services
- To foster cooperative relationships with other agencies and jurisdictions through the pursuit of mutually beneficial goals
- To provide effective and responsive public safety services through contract law enforcement services
- To maintain a fiscally responsible budget for the economic benefit of the City

### Fiscal Years 2014-2015 Goals

- To implement goals of the City Council as suggested in the strategic plan
- Follow City Council direction and establish official strategic plans for goals
- To upgrade telephone system for City Hall, Senior Center and future Community Center/YLAC
- Already processing the RFP and contacting vendors for the telephone system
- To complete all ADA compliance/transition plans
- Work with CJPIA and ADA consultant on completing project
- To have the new City’s website completed by October 2014

### Major Accomplishments

- Begun establishing and developing new website design and content management for the City.
- Organized new staff leadership to move City projects and programs forward.
- Initiated City’s Social Media communications to the community.
- Completed purchasing procedure for grant writing services to apply for grants.

<u>Full Time Equivalent</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>Budget</u> <u>2013-14</u>	<u>Projected</u> <u>Budget</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>
<u>Full-Time Positions</u>				
City Manager	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Management Analyst	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Full-Time Positions (FTE)	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<b>Total FTE</b>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

**Expenditure Detail – Administration**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: ADMINISTRATION**

**Account Code: 4140**

**FUND: General Fund/Sewer Const/Main Fund/CSMD Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 308,153	\$ 368,975	\$ 338,080	\$ 280,300
Operating Expenditures	314,078	341,550	234,500	258,100
<b>TOTAL</b>	<b>\$ 622,231</b>	<b>\$ 710,525</b>	<b>\$ 572,580</b>	<b>\$ 538,400</b>

**FUNDING SOURCES**

11 - General Fund	\$ 530,552	\$ 584,105	\$ 513,788	\$ 464,200
50 - Sewer Const/Main Fund	56,841	79,000	30,014	37,100
54 - CSMD Fund	34,838	47,420	28,778	37,100
<b>TOTAL</b>	<b>\$ 622,231</b>	<b>\$ 710,525</b>	<b>\$ 572,580</b>	<b>\$ 538,400</b>

**ACCOUNT NUMBER EXPLANATION**

1111-14	Salaries - Full-time	Salaries for City Manager and Executive Assistant
1112-14	Salaries - Part-time	Salaries for Management Intern
1116-14	Annual Leave/Separation	Salaries for employee annual leave and termination
1117-14	Overtime	Overtime pay for full time non exempted employees
1118-14	Leave Conversion Incentive	Leave conversion of accrued leave
1211-14	Retirement	Costs of City's and employee's share of PERS
1212-14	FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-14	Retirement - PST	Retirement contribution for Management Intern
1311-14	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-14	Disability Insurance	Costs for disability/survivors insurance
1313-14	Life Insurance	Costs for term life insurance
1314-14	Health Insurance	Costs of health insurance coverage from CalPERS
3011-14	Office Supplies	Office supplies for the City Manager's office
3114-14	Legal Fees -General	Legal services for City Attorney and other Attorneys dealing with labor law and other legal assignments
3118-14	Legal Fees -Litigations	Legal services for litigations for City Attorney and other Attorneys dealing with labor law and other legal assignments
3961-14	Subscriptions & Publications	Subscription for newspapers and publications
3971-14	Dues & Memberships	Membership in professional associations
3972-14	Conferences & Meetings	City Manager and staff attendance at various conference and meetings
3973-14	Community Promotion	Costs for community promotions
3796-14	Special Departmental	Miscellaneous expenses such as recognition gifts, awards and meetings
3997-14	Vehicle Charges	Allocated motor pool charges and information technology charges

**Expenditure Detail – Administration**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: ADMINISTRATION**  
**FUND: 11 - General Fund**

**Account Code: 4140**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-14	\$ 139,615	\$ 134,050	\$ 160,133	\$ 141,300
Salaries - Part-time	1112-14	6,520	30,000	29,034	-
Annual Leave/Separation	1116-14	-	15,475	15,476	-
Overtime	1117-14	1,705	2,000	-	1,500
Leave Conversion Incentive	1118-14	2,002	5,000	-	-
Retirement	1211-14	33,962	32,570	39,242	33,500
FICA-Medicare	1212-14	2,235	2,100	3,023	2,000
Retirement - PST	1213-14	245	400	-	-
Other Health-DOC	1311-14	2,510	2,400	1,139	2,700
Disability Insurance	1312-14	1,181	2,260	1,310	2,000
Life Insurance	1313-14	230	200	253	200
Health Insurance	1314-14	26,269	16,100	29,679	22,900
<b>Total Personnel Services</b>		<u>\$ 216,474</u>	<u>\$ 242,555</u>	<u>\$ 279,288</u>	<u>\$ 206,100</u>
<b>Operating Expenses</b>					
Office Supplies	3011-14	\$ 530	\$ 1,500	\$ 1,500	\$ 1,500
Legal Fees -General	3114-14	280,493	230,000	205,900	210,000
Legal Fees -Litigations	3118-14	17,738	75,000	7,000	15,000
Subscriptions & Publications	3961-14	459	500	500	500
Dues & Memberships	3971-14	1,455	2,000	2,000	2,000
Conferences & Meetings	3972-14	6,402	25,000	12,000	15,000
Community Promotion	3973-14	-	750	-	-
Special Departmental	3796-14	59	1,200	-	-
IT/Equipment Charges	3996-14	-	-	-	10,200
Vehicle Charges	3997-14	5,604	5,600	5,600	3,900
<b>Total Operating Expense</b>		<u>\$ 314,078</u>	<u>\$ 341,550</u>	<u>\$ 234,500</u>	<u>\$ 258,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 530,552</u>	<u>\$ 584,105</u>	<u>\$ 513,788</u>	<u>\$ 464,200</u>

**Expenditure Detail – Administration**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: ADMINISTRATION**

**Account Code:**

**4140**

**FUND: 50 -Sewer Construction Maintenance Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-14	\$ 41,716	\$ 55,850	\$ 21,730	\$ 27,000
Retirement	1211-14	10,147	13,600	5,327	6,900
FICA-Medicare	1212-14	605	800	324	400
Other Health-DOC	1311-14	190	1,000	-	200
Disability Insurance	1312-14	323	950	211	100
Life Insurance	1313-14	34	100	23	100
Health Insurance	1314-14	3,826	6,700	2,399	2,400
<b>Total Personnel Services</b>		<u>\$ 56,841</u>	<u>\$ 79,000</u>	<u>\$ 30,014</u>	<u>\$ 37,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 56,841</u>	<u>\$ 79,000</u>	<u>\$ 30,014</u>	<u>\$ 37,100</u>

**Expenditure Detail – Administration**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: ADMINISTRATION**  
**FUND: 54 - CSMD FUND**

**Account Code: 4140**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-14	\$ 25,568	\$ 33,500	\$ 20,899	\$ 27,000
Retirement	1211-14	6,219	8,150	5,125	6,900
FICA-Medicare	1212-14	371	500	312	400
Other Health-DOC	1311-14	116	600	-	200
Disability Insurance	1312-14	198	570	198	100
Life Insurance	1313-14	21	50	21	100
Health Insurance	1314-14	2,345	4,050	2,223	2,400
<b>Total Personnel Services</b>		<u>\$ 34,838</u>	<u>\$ 47,420</u>	<u>\$ 28,778</u>	<u>\$ 37,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 34,838</u>	<u>\$ 47,420</u>	<u>\$ 28,778</u>	<u>\$ 37,100</u>

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## Expenditure Detail – Financial Services

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### **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**

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

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

***Financial/Treasury Administration.*** Financial administration manages the City and Community Development Commission 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 Community Development Commission.

- 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 Redevelopment 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.

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## Expenditure Detail – Financial Services

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

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

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

- Process various accounts receivable for the City and Redevelopment Agency.
- Answering calls for the City.
- Process finance mail and remittances.
- Administer business licensing function.
- Prepares daily cash receipts report and deposit.

### **Goals and Objectives**

Major finance goals are:

- Maintenance of program based budgeting process.
- Improve the return on City and Community Development Commission investments.
- Obtain the City's 2<sup>nd</sup> actuarial valuation report complying with GASB reporting requirements. GASB 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions* to phase in the funding over a longer period of time than 10 years.
- Continue to maintain the Certificate of Achievement for Excellence in Financial Reporting and Budgeting from both Government Finance Officers' Association and California Society of Municipal Finance Officers.
- Prepare and submit various financial reports to the Federal, State, and County agencies timely.

FY 2014-15 goals are:

- Perform a citywide capital asset physical inventory for buildings, improvements, furniture, equipment, and vehicles, and computers by June 2014.
- Continue to receive the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers' Association.
- Try to build and increase General Fund reserves.
- Continue to increase the returns through a proactive investment function.
- Prepare the long-range Master Financial Plan and continue to update it to reflect the upcoming major goals by key functional areas and to enhance the linkages among the various missions.

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**Expenditure Detail – Financial Services**

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**Finance Major Accomplishments**

- Submitted the City’s Comprehensive Annual Financial Report as of June 30, 2013 to the award program of the Government Finance Officers Association.
- Received the Certificate of Award for Excellence in Financial Reporting for Fiscal Year 2012-13 from the California Society of Municipal Finance Officers.
- Reviewed GL Accounts and completed all reconciliations.

<b><u>Full Time Equivalent</u></b>	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Projected</u></b>	<b><u>Adopted</u></b>
	<b><u>2012-13</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
		<b><u>2013-14</u></b>	<b><u>2013-14</u></b>	<b><u>2014-15</u></b>
<b><u>Full-Time Positions</u></b>				
Director of Administrative Services	0.40	0.40	0.40	0.40
Finance Manager	0.60	0.60	0.60	0.60
Financial Services Supervisor	0.73	0.73	0.73	0.73
Finance Technician	1.50	1.50	1.50	1.50
IT Technician	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Full-Time Positions (FTE)	<u>3.23</u>	<u>3.23</u>	<u>3.23</u>	<u>3.23</u>
<b><u>Part-Time Positions</u></b>				
MIS Technician	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Part-Time Positions (FTE)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total FTE</b>	<u>3.23</u>	<u>3.23</u>	<u>3.23</u>	<u>3.23</u>

**Expenditure Detail – Financial Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: FINANCIAL SERVICES**

**Account Code: 4160**

**FUND: General Fund/PEG/CDBG/Prop A/Sewer Const/Main/CSMD Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 519,628	\$ 682,750	\$ 485,976	\$ 481,200
Operating Expenditures	129,046	120,200	136,700	149,600
<b>TOTAL</b>	<b>\$ 648,674</b>	<b>\$ 802,950</b>	<b>\$ 622,676</b>	<b>\$ 630,800</b>

**FUNDING SOURCES**

11 - General Fund	\$ 527,768	\$ 553,850	\$ 488,852	\$ 496,300
24 - PEG Access Cable Fund	3,228	10,050	8,322	16,000
41 - CDBG Fund	726	16,550	11,294	20,400
48 - Prop A Fund	79,683	101,090	91,082	20,400
50 - Sewer Const/Main Fund	28,405	88,150	11,628	36,400
54 - CSMD Fund	8,864	33,260	11,499	41,300
<b>TOTAL</b>	<b>\$ 648,674</b>	<b>\$ 802,950</b>	<b>\$ 622,676</b>	<b>\$ 630,800</b>

**ACCOUNT NUMBER EXPLANATION**

1111-70	Salaries - Full-time	Allocated Salaries of Director of Admin Services, Finance Manager, Finance Services Supervisor and three Accounting Assistants
1117-70	Overtime	Overtime pay for full time employees
1118-70	Leave Conversion Incentive	Costs for conversion of employee's earned leave
1119-70	Employee Settlement	Costs for employee settlements
1211-70	Retirement	Costs of City's and employee's retirement at CalPERS
1212-70	FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-70	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-70	Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-70	Life Insurance	Costs for term life insurance
1314-70	Health Insurance	Costs of health insurance coverage from CalPERS
3011-70	Office Supplies	Costs of office supplies needed for filing A/P, Payroll. Business Licenses, budget, bus passes, business forms and supplies
3012-70	Furniture/Equipment	Purchase of small office equipment
3111-70	Contract Services - Private	Contract costs for financial and single audit, State controller's report, annual street report, budget printing, cost recovery system, total compensation systems, HDL CAFR statistical, HDL property tax data, HDL sales tax data, MX Logic, Citywide fee study and INCODE maintenance and support fees.
3965-70	Financial Services Fees	Fees for bank quarterly analysis charges, bank investment safekeeping and audit confirmations
3971-70	Dues & Memberships	Membership dues for professional organizations such as CSMFO, GFOA, CMRTA, GFOA CAFR and Budget award registration fees.
3972-70	Conferences & Meetings	Registration and training costs for attending annual conferences and meetings for GFOA, CSMFO, INCODE, CALPERS, CJPIA, government tax and public finance cashiers.
3996-70	IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – Financial Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: FINANCIAL SERVICES**

**Account Code:**

**4160**

**FUND: 11 - General Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-70	\$ 184,794	\$ 273,000	\$ 245,085	\$ 230,800
Salaries - Part-time	1112-70	47,400	-	-	7,000
Annual Leave/Separation Pay	1116-70	23,460	-	-	-
Overtime	1117-70	2,344	3,000	259	-
Leave Conversion Incentive	1118-70	12,502	15,000	-	-
Employee Settlement	1119-70	38,027	-	-	-
Retirement	1211-70	41,528	70,000	47,231	54,700
FICA-Medicare	1212-70	3,924	3,950	3,560	3,300
Other Health-DOC	1311-70	4,792	7,700	3,848	6,500
Disability Insurance	1312-70	1,506	4,600	2,117	3,300
Life Insurance	1313-70	449	400	607	500
Health Insurance	1314-70	37,996	56,000	49,444	40,600
<b>Total Personnel Services</b>		<u>\$ 398,722</u>	<u>\$ 433,650</u>	<u>\$ 352,152</u>	<u>\$ 346,700</u>
<b>Operating Expenses</b>					
Office Supplies	3011-70	\$ 4,955	\$ 6,000	\$ 6,000	\$ 6,000
Furniture/Equipment	3012-70	705	1,000	1,000	1,000
Contract Services - Private	3111-70	99,259	88,450	100,000	100,000
Financial Services Fees	3965-70	14,944	14,650	16,000	6,200
Dues & Memberships	3971-70	2,091	1,500	1,600	1,600
Conferences & Meetings	3972-70	303	3,000	6,500	5,000
Special Departmental	3976-70	1,185	-	-	-
IT/Equipment Charges	3996-70	-	-	-	29,800
Vehicle Charges	3997-70	5,604	5,600	5,600	-
<b>Total Operating Expense</b>		<u>\$ 129,046</u>	<u>\$ 120,200</u>	<u>\$ 136,700</u>	<u>\$ 149,600</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 527,768</u>	<u>\$ 553,850</u>	<u>\$ 488,852</u>	<u>\$ 496,300</u>

**Expenditure Detail – Financial Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: FINANCIAL SERVICES**

**Account Code:**

**4160**

**FUND: 24 -PEG Access Cable Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-70	\$ 2,309	\$ 7,000	\$ 6,427	\$ 11,500
Retirement	1211-70	562	1,700	928	2,700
FICA-Medicare	1212-70	34	100	93	200
Other Health-DOC	1311-70	-	100	48	200
Disability Insurance	1312-70	20	150	54	200
Life Insurance	1313-70	3	50	10	100
Health Insurance	1314-70	300	950	761	1,100
<b>Total Personnel Services</b>		<u>\$ 3,228</u>	<u>\$ 10,050</u>	<u>\$ 8,322</u>	<u>\$ 16,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 3,228</u>	<u>\$ 10,050</u>	<u>\$ 8,322</u>	<u>\$ 16,000</u>

**Expenditure Detail – Financial Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: FINANCIAL SERVICES**

**Account Code: 4160**

**FUND: 41 -CDBG Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-70	\$ 432	\$ 11,400	\$ 8,709	\$ 15,200
Retirement	1211-70	105	2,750	978	3,000
FICA-Medicare	1212-70	6	150	126	200
Other Health-DOC	1311-70	183	200	20	300
Disability Insurance	1312-70	-	200	70	200
Life Insurance	1313-70	-	50	17	100
Health Insurance	1314-70	-	1,800	1,374	1,400
<b>Total Personnel Services</b>		<u>\$ 726</u>	<u>\$ 16,550</u>	<u>\$ 11,294</u>	<u>\$ 20,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 726</u>	<u>\$ 16,550</u>	<u>\$ 11,294</u>	<u>\$ 20,400</u>

**Expenditure Detail – Financial Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: FINANCIAL SERVICES**

**Account Code: 4160**

**FUND: 48- Prop A Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-70	\$ 49,690	\$ 63,100	\$ 55,826	\$ 15,200
Retirement	1211-70	11,892	15,350	13,383	3,000
FICA-Medicare	1212-70	721	900	810	200
Other Health-DOC	1311-70	-	2,400	-	300
Disability Insurance	1312-70	420	1,090	512	200
Life Insurance	1313-70	170	200	209	100
Health Insurance	1314-70	16,790	18,050	20,342	1,400
<b>Total Personnel Services</b>		<u>\$ 79,683</u>	<u>\$ 101,090</u>	<u>\$ 91,082</u>	<u>\$ 20,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 79,683</u>	<u>\$ 101,090</u>	<u>\$ 91,082</u>	<u>\$ 20,400</u>

**Expenditure Detail – Financial Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: FINANCIAL SERVICES**  
**FUND: 50 -Sewer Construction Maintenance Fund**

**Account Code: 4160**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-14	\$ 6,430	\$ 22,800	\$ 8,890	\$ 30,300
Retirement	1211-14	1,564	5,550	2,066	7,200
FICA-Medicare	1212-14	93	350	129	400
Other Health-DOC	1311-14	-	400	-	800
Disability Insurance	1312-14	48	400	78	400
Life Insurance	1313-14	6	160	10	100
Health Insurance	1314-14	723	3,600	326	2,100
<b>Total Personnel Services</b>		<u>\$ 8,864</u>	<u>\$ 33,260</u>	<u>\$ 11,499</u>	<u>\$ 41,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 8,864</u>	<u>\$ 33,260</u>	<u>\$ 11,499</u>	<u>\$ 41,300</u>

**Expenditure Detail – Financial Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: FINANCIAL SERVICES**

**Account Code:**

**4160**

**FUND: 54 -CSMD Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-14	\$ 6,430	\$ 22,800	\$ 8,890	\$ 30,300
Retirement	1211-14	1,564	5,550	2,066	7,200
FICA-Medicare	1212-14	93	350	129	400
Other Health-DOC	1311-14	-	400	-	800
Disability Insurance	1312-14	48	400	78	400
Life Insurance	1313-14	6	160	10	100
Health Insurance	1314-14	723	3,600	326	2,100
<b>Total Personnel Services</b>		<u>\$ 8,864</u>	<u>\$ 33,260</u>	<u>\$ 11,499</u>	<u>\$ 41,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 8,864</u>	<u>\$ 33,260</u>	<u>\$ 11,499</u>	<u>\$ 41,300</u>

**Expenditure Summary - Public Safety Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PUBLIC SAFETY SERVICES**

**FUND: Various Funds**

	<u>2012-2013</u> <u>Actual</u>	<u>2013-2014</u> <u>Amended</u> <u>Budget</u>	<u>2013-2014</u> <u>Estimated</u>	<u>2014-2015</u> <u>Adopted</u> <u>Budget</u>
Personnel Services	\$ 505,562	\$ 577,552	\$ 521,971	\$ 410,900
Operating Expenditures	4,913,749	5,301,663	5,233,269	5,381,800
<b>TOTAL</b>	<u>\$ 5,419,311</u>	<u>\$ 5,879,215</u>	<u>\$ 5,755,240</u>	<u>\$ 5,792,700</u>

**CODE DEPARTMENTS**

4210 Public Safety Services  
4470 Code Enforcement

**FUNDING SOURCES**

11 -General Fund	\$ 5,285,085	\$ 5,558,505	\$ 5,487,933	\$ 5,439,600
23 -Asset Seizure Fund	(84)	4,430	9,200	6,200
25 -Supplement Law Enforcement Fund	-	100,000	100,000	100,000
28 -JAG Grant Fund	2,011	36,280	20,477	20,500
41 -CDBG Fund	132,215	180,000	137,630	226,400
<b>TOTAL</b>	<u>\$ 5,419,227</u>	<u>\$ 5,879,215</u>	<u>\$ 5,755,240</u>	<u>\$ 5,792,700</u>

**ACCOUNT NUMBER EXPLANATION**

1112-47	Salaries - Part-time	Salaries for Part-time Code Enforcement Officers
1211-47	Retirement	Costs of City's and employee's retirement at CalPERS
1212-47	FICA-Medicare	Medicare benefits for full-time and part-time employees
3110-21	Public Safety Contract	Contract costs with the Los Angeles County Sheriffs Department
3113-21	Contract Services - Public	Contract costs for parking citation and animal control services
3183-21	Special Event Services	Law enforcement services for special events
3184-21	Prisoner Maintenance	Costs of maintaining prisoners arrested for crimes committed in the City
3186-91	Liability Trust Fund	Liability trust fund for all services provided by Sheriffs Department
3187-21	Volunteer/Reserve Program	Supplies for volunteer citizens who works with Sheriffs Department
3189-21	School Crossing Guard	Costs of providing school crossing guards
3711-21	Utilities-Communications	Costs of communications
3811-21	Equipment Maintenance	Annual calibration and repair of traffic equipment
3972-21	Conferences & Meetings	Conference and meetings related to law enforcement
3978-21	Special Programs - Saturation	Costs of saturation patrols by Sheriffs Department
3996-21	IT/Equipment Charges	Allocated IT/Equipment Charges
3996-21	Vehicle Charges	Allocated Vehicle Charges

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## Expenditure Detail – Public Safety Services

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### **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**

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
- Gang Enforcement
- Special Event Deployment - Deputies deployed at city events
- S.T.A.R. Programming (the LASD version of D.A.R.E (Drug Abuse Resistance Education))
- Prisoner maintenance costs

### **Goals and Objectives** (for Short and Long Term Goals and Objectives)

Major public safety goals are:

- Crime reduction
- School Safety programs
- Community Policing
- Reduction of Gang related crimes
- Graffiti throughout the City of La Puente
- Oversee the operations of the various programs administered by Sheriff's
- Maintain liaison with other contract cities as well as neighboring municipal police departments for purposes of exchanging information about current operations, crime trends, and innovations in community policing programs and practices

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## Expenditure Detail – Public Safety Services

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### **Public Safety Information**

Over the past two years, the City of La Puente, who contracts police services to the Los Angeles County Sheriff's since 1956, has consistently seen a decrease in criminal activities. This is accredited to the implementation of a Service Area Lieutenant and policing techniques' such as Community and Intelligence based policing practices.

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

- Oversight of the law enforcement contract, and all community policing operations
- Monitor crime trends and relevant issues
- Act as community liaison
- Serve as a contact point for community problem related inquiries

Moreover; the City Council has dedicated on-going support and funding to its Sheriff's Special Assignment Team, which addresses immediate community concerns and the city's graffiti removal program. The implementation of these programs and techniques' brought significant recognition as the city received the California Safewise, "50th Safest City Award."

From July 2013 through December 2013, homicides were reduced by 50%. During the time period, La Puente deputies responded to a total of 4625 calls for service. The average response time for emergent calls were approximately 3.4 minutes. Emergent response times were reduced by 15%.

From January 2014 through March 2014, 145 felony arrests, and 162 misdemeanor arrests were made. Compared to previous year, there were 146 felony arrests, and 197 misdemeanor arrests.

**Expenditure Detail – Public Safety Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PUBLIC SAFETY SERVICES**

**Account Code: 4210**

**FUND: General Fund/Asset Seizure/Supplemental Law Enforcement/JAG Grant Fund**

	<u>2012-2013</u> <u>Actual</u>	<u>2013-2014</u> <u>Amended</u> <u>Budget</u>	<u>2013-2014</u> <u>Estimated</u>	<u>2014-2015</u> <u>Adopted</u> <u>Budget</u>
Operating Expenditures	\$ 4,856,355	\$ 5,201,838	\$ 5,168,369	\$ 5,140,000
<b>TOTAL</b>	<u>\$ 4,856,355</u>	<u>\$ 5,201,838</u>	<u>\$ 5,168,369</u>	<u>\$ 5,140,000</u>
<b><u>FUNDING SOURCES</u></b>				
11 -General Fund	\$ 4,854,344	\$ 5,061,128	\$ 5,038,692	\$ 5,013,300
23 -Asset Seizure Fund	(84)	4,430	9,200	6,200
25 -Supplement Law Enforcement Fund	-	100,000	100,000	100,000
28 -JAG Grant Fund	2,011	36,280	20,477	20,500
<b>TOTAL</b>	<u>\$ 4,856,271</u>	<u>\$ 5,201,838</u>	<u>\$ 5,168,369</u>	<u>\$ 5,140,000</u>

**ACCOUNT NUMBER EXPLANATION**

3110-21	Public Safety Contract	Contract costs with the Los Angeles County Sheriffs Department
3113-21	Contract Services - Public	Contract costs for parking citation and animal control services
3183-21	Special Event Services	Law enforcement services for special events
3184-21	Prisoner Maintenance	Costs of maintaining prisoners arrested for crimes committed in the City
3186-91	Liability Trust Fund	Liability trust fund for all services provided by Sheriffs Department
3187-21	Volunteer/Reserve Program	Supplies for volunteer citizens who works with Sheriffs Department
3189-21	School Crossing Guard	Costs of providing school crossing guards
3711-21	Utilities-Communications	Costs of communications
3811-21	Equipment Maintenance	Annual calibration and repair of traffic equipment
3972-21	Conferences & Meetings	Conference and meetings related to law enforcement
3978-21	Special Programs - Saturation	Costs of saturation patrols by Sheriffs Department
3996-21	IT/Equipment Charges	Allocated IT/Equipment Charges
3996-21	Vehicle Charges	Allocated Vehicle Charges

**Expenditure Detail – Public Safety Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 11 -General Fund**

**Account Code: 4210**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Operating Expenses</b>					
Public Safety Contract	3110-21	\$ 4,736,149	\$ 4,672,942	\$ 4,674,149	\$ 4,795,700
Contract Services - Public	3113-21	48,750	134,450	150,000	-
Special Event Services	3183-21	3,531	50,000	-	-
Prisoner Maintenance	3184-21	2,869	6,400	3,000	3,000
Liability Trust Fund	3186-91	14,427	177,336	177,243	191,800
Volunteer/Reserve Program	3187-21	-	3,000	-	-
School Crossing Guard	3189-21	16,141	-	700	-
Utilities-Communications	3715-21	874	1,000	1,000	1,000
Equipment Maintenance	3811-21	778	1,000	-	-
Conferences & Meetings	3972-21	-	-	600	1,000
Special Programs - Saturation	3978-21	30,825	15,000	32,000	-
IT/Equipment Charges	3996-21	-	-	-	5,300
Vehicle Charges	3997-21	-	-	-	15,500
<b>Total Operating Expense</b>		<u>\$ 4,854,344</u>	<u>\$ 5,061,128</u>	<u>\$ 5,038,692</u>	<u>\$ 5,013,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 4,854,344</u>	<u>\$ 5,061,128</u>	<u>\$ 5,038,692</u>	<u>\$ 5,013,300</u>

**Expenditure Detail – Public Safety Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 23 -Asset Seizure Fund**

**Account Code: 4210**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
STAR Program	3991-21	(84)	4,430	9,200	6,200
<b>Total Operating Expense</b>		\$ (84)	\$ 4,430	\$ 9,200	\$ 6,200
<b>TOTAL EXPENDITURES</b>		\$ (84)	\$ 4,430	\$ 9,200	\$ 6,200

**Expenditure Detail – Public Safety Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 25 - Supplemental Law Enforcement Fund**

**Account Code: 4210**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
Special Programs	3978-21	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total Operating Expense</b>		<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>

**Expenditure Detail – Public Safety Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 28 - JAG Grant Fund**

**Account Code: 4210**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
Special Programs	3978-21	\$ 2,011	\$ 36,280	\$ 20,477	\$ 20,500
<b>Total Operating Expense</b>		<u>\$ 2,011</u>	<u>\$ 36,280</u>	<u>\$ 20,477</u>	<u>\$ 20,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 2,011</u>	<u>\$ 36,280</u>	<u>\$ 20,477</u>	<u>\$ 20,500</u>

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## **Expenditure Detail – Code Enforcement Services**

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### **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**

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.

### **Goals and Objectives**

- To conserve and improve the condition of the City's housing stock and commercial and industrial areas.
- To respond quickly and effectively to complaints from the public about property maintenance issues.
- To exemplify first-rate customer service by enforcing City regulations courteously but firmly.
- To recover costs of enforcement in cases where recovery cost is applicable.
- To review and revise the policies and procedures to increase efficiency and effectiveness in resolving cases.
- To coordinate property maintenance activities within the City with other divisions and departments.

### **Fiscal Years 2014-2015 Objectives**

- Implement a mobile work space to assist officers with increased productivity in the field while enforcing maintenance regulations for properties throughout the City. (In Progress)
- 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.

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**Expenditure Detail – Code Enforcement Services**

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**Fiscal Years 2014-2015 Objectives**

- 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.
- Provide Animal License canvassing throughout the City to ensure pet owners have obtained the appropriate licenses and vaccinations for their animals.
- 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.

**Major Accomplishments**

- Received \$180,000 in funding for Code Enforcement activities through the Community Development Block Grant program.
- Increased the public's knowledge of Code Regulations by providing informational materials through Code Enforcement Corner articles, the internet and community outreach through the “Making La Puente Beautiful” campaign.
- Conducted a City-wide survey to assist with Division enforcement strategies
- Replaced aging vehicle fleet using AQMD grant funding.
- Implemented new case management system to effectively document case activity for better case tracking/management. This has streamlined operations and increased accountability and efficiencies.
- Implemented Citizen Request Module that allows citizens to submit complaints using mobile devices and also the City’s internet page.
- Held conferences in conjunction with the Code Enforcement prosecutor in lieu of prosecuting outstanding cases resulting in an increased compliance rate.
- 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.

	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Adopted</b>
<b><u>Full Time Equivalent</u></b>	<b><u>2012-13</u></b>	<b><u>2013-14</u></b>	<b><u>2013-14</u></b>	<b><u>2014-15</u></b>
<b><u>Full-Time Positions</u></b>				
Code Enforcement Supervisor	1.00	1.00	1.00	0.00
Code Enforcement Officer-Parking	1.00	1.00	1.00	0.00
Office Assistant	1.00	1.00	1.00	0.00
Senior Code Enforcement Officer	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>
Total Full-Time Positions (FTE)	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>
<b><u>Part-Time Positions</u></b>				
Code Enforcement Officer	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>12.00</u>
Total Part-Time Positions (FTE)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6.00</u>
<b>Total FTE</b>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>6.00</u>

**Expenditure Detail – Code Enforcement Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: CODE ENFORCEMENT SERVICES**  
**FUND: General Fund/CDBG Fund/AQMD Fund**

**Account Code: 4470**

	<b>2012-2013</b>	<b>2013-2014</b>		<b>2014-2015</b>
	<b>Actual</b>	<b>Amended</b>	<b>2013-2014</b>	<b>Adopted</b>
	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>
Personnel Services	\$ 505,562	\$ 577,552	\$ 521,971	\$ 410,900
Operating Expenditures	57,394	99,825	64,900	241,800
<b>TOTAL</b>	<u>\$ 562,956</u>	<u>\$ 677,377</u>	<u>\$ 586,871</u>	<u>\$ 652,700</u>

**FUNDING SOURCES**

11- General Fund	\$ 430,741	\$ 497,377	\$ 449,241	\$ 426,300
41- CDBG Fund	132,215	180,000	137,630	226,400
<b>TOTAL</b>	<u>\$ 562,956</u>	<u>\$ 677,377</u>	<u>\$ 586,871</u>	<u>\$ 652,700</u>

**ACCOUNT NUMBER EXPLANATION**

1112-47	Salaries - Part-time	Salaries for Part-time Code Enforcement Officers
3011-47	Office Supplies	General office supplies, pens, refills, file folders, printer ink, and other misc. items
3012-47	Furniture/Equipment	First aid kits, fire extinguishers for vehicles, lockers for issued equipment
3013-47	Supplies and Equipment	Replacement of furniture and equipment
3015-47	Uniform/boot Reimbursement	Uniforms for division staff including jackets for special events and uniform accessories as needed
3111-47	Contract Services - Private	Parking and Administrative citation processing, collections and recovery service, Administrative Hearing officer, Case management software, property data information, City photographer for Puente
3114-47	Legal Fees - General	Code enforcement prosecutor services including compliance notices, office conferences assistance with warrant activities, and prosecution
3411-47	Printing & Publishing	Printing of parking citations, envelopes, fliers and other distributed notifications
3812-47	Vehicle Maintenance	Maintenance costs for vehicles
3971-47	Dues & Memberships	Membership to the CA Association of Code Enforcement Officers and MMASC
3972-47	Conferences & Meetings	Professional development through CACEO, California Public Parking association, MMASC and other professional organizations. Attendance at annual conference and regional trainings/events.
3996-47	IT/Equipment Charges	Allocated information technology and equipment charges
3997-47	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – Code Enforcement Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: CODE ENFORCEMENT SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4470**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-47	\$ 225,257	\$ 205,502	\$ 240,915	\$ -
Salaries - Part-time	1112-47	18,618	-	11,709	184,500
Overtime	1117-47	5,476	8,000	10,196	-
Leave Conversion Incentives	1118-47	6,274	7,000	1,686	-
Retirement	1211-47	54,964	80,000	58,462	-
FICA-Medicare	1212-47	3,709	4,700	3,838	-
Retirement-PST	1213-47	698	6,750	439	-
Other Health-DOC	1311-47	10,958	12,000	3,252	-
Disability Insurance	1312-47	1,842	2,500	2,134	-
Life Insurance	1313-47	623	950	713	-
Health Insurance	1314-47	44,928	70,150	50,997	-
<b>Total Personnel Services</b>		<u>\$ 373,347</u>	<u>\$ 397,552</u>	<u>\$ 384,341</u>	<u>\$ 184,500</u>
<b>Operating Expenses</b>					
Office Supplies	3011-47	\$ 1,334	\$ 1,000	\$ 500	\$ 1,000
Furniture/Equipment	3012-47	1,067	15,000	15,000	-
Uniforms/boot Reimbursement	3015-47	2,460	3,000	2,700	2,700
Contract Services - Private	3111-47	13,213	29,000	20,000	160,000
Legal Fees - General	3114-47	12,988	20,000	20,000	13,000
Printing & Publishing	3411-47	2,709	3,000	1,700	1,700
Vehicle Maintenance	3812-47	43	-	-	5,000
Dues & Memberships	3971-47	687	525	400	400
Conferences & Meetings	3972-47	202	6,000	4,600	-
IT/Equipment Charges	3996-47	-	-	-	34,700
Vehicle Charges	3997-47	22,296	22,300	-	23,300
<b>Total Operating Expense</b>		<u>\$ 57,394</u>	<u>\$ 99,825</u>	<u>\$ 64,900</u>	<u>\$ 241,800</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 430,741</u>	<u>\$ 497,377</u>	<u>\$ 449,241</u>	<u>\$ 426,300</u>

**Expenditure Detail – Code Enforcement Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: CODE ENFORCEMENT SERVICES**  
**FUND: 41 - CDBG Fund**

**Account Code: 4470**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
Salaries - Part-time	1112-47	\$ 88,177	\$ 118,698	90,022	157,700
Overtime	1117-47	331	657	-	-
Retirement	1211-47	21,278	28,564	21,172	37,400
FICA-Medicare	1212-47	1,284	1,733	1,306	2,300
Other Health-DOC	1311-47	-	-	1,221	5,000
Disability Insurance	1312-47	830	1,109	802	2,300
Life Insurance	1313-47	268	367	259	400
Health Insurance	1314-47	20,047	28,872	22,848	21,300
<b>Total Personnel Services</b>		<u>\$ 132,215</u>	<u>\$ 180,000</u>	<u>\$ 137,630</u>	<u>\$ 226,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 132,215</u>	<u>\$ 180,000</u>	<u>\$ 137,630</u>	<u>\$ 226,400</u>

**Expenditure Summary – Public Works Division**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PUBLIC WORKS**

**FUND: Various Funds**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 453,446	\$ 769,490	\$ 499,804	\$ 637,600
Operating Expenditures	880,665	954,883	917,400	1,018,600
Debt Services	-	289,500	-	-
<b>TOTAL</b>	<b>\$ 1,334,111</b>	<b>\$ 2,013,873</b>	<b>\$ 1,417,204</b>	<b>\$ 1,656,200</b>

**CODE DEPARTMENTS**

- 4180 General Services
- 4220 Emergency Preparedness
- 4330 Public Works
- 4390 Measure R
- 4390 Prop C
- 4540 Waste Management
- 4610 Park Services

**FUNDING SOURCES**

11 - General Fund	\$ 472,869	\$ 961,658	\$ 528,082	\$ 653,600
32 - State Gas Tax Fund	834,350	1,024,800	889,122	963,600
47 - Measure "R" Fund	11,743	12,365	-	21,700
49 - Prop "C" Fund	15,149	15,050	-	17,300
<b>TOTAL</b>	<b>\$ 1,334,111</b>	<b>\$ 2,013,873</b>	<b>\$ 1,417,204</b>	<b>\$ 1,656,200</b>

**ACCOUNT NUMBER EXPLANATION**

3011-50 Office Supplies	Cleaning supplies for City Hall general activities
3013-50 Supplies and Equipment	Cost of small equipment
3111-50 Contract Services - Private	Costs for DSL and MX Logic spam software
3211-50 Postage/Mailing Services	Meter postage, express mail, FedEx and postal permits
3711-50 Utility - Gas	Gas utility service for City Hall
3712-50 Utility - Electricity	Electrical utility service for City Hall
3714-50 Utility - Water	Water service for City Hall
3715-50 Utility - Communications	Telephone services for City Hall
3811-50 Equipment Maintenance	Maintenance of City Hall heating and air conditioning, elevator, telephone system, mail meter, copier service, computer and printer services, emergency generator and other miscellaneous equipment
3813-50 Facility Maintenance	Custodial services, alarm, door mat rentals and pest control for City Hall
3814-50 Landscape maintenance	Landscaping maintenance surrounding City Hall
3911-50 Equipment Lease & Rental	Lease for City Hall copier machines

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## Expenditure Detail – General Services

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### **Mission**

To provide the residents of La Puente with a high level of customer service through support services at City Hall.

### **Department Activity**

The General Services division provides the support services for City Hall and staff through the provision of the Receptionist and other support staff. This division also maintains the budgets for office supplies, postage, utilities and other miscellaneous functions of City Hall and other city facilities.

### **Goals and Objectives**

To maintain an efficient operation of City Hall while offering the highest level of customer service.

<b><u>Full Time Equivalent</u></b>	<b><u>Actual</u></b> <b><u>2012-13</u></b>	<b><u>Adopted</u></b> <b><u>Budget</u></b> <b><u>2013-14</u></b>	<b><u>Projected</u></b> <b><u>Budget</u></b> <b><u>2013-14</u></b>	<b><u>Adopted</u></b> <b><u>Budget</u></b> <b><u>2014-15</u></b>
<b><u>Full-Time Positions</u></b>				
Development Services Director	0.00	0.00	0.00	0.00
Office Assistant	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Full-Time Positions (FTE)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Part-Time Positions</u></b>				
Office Assistant	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Part-Time Positions (FTE)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total FTE</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Expenditure Detail – General Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: GENERAL SERVICES**

**Account Code: 4180**

**FUND: General Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Operating Expenditures	\$ 173,562	\$ 194,930	\$ 194,700	\$ 204,200
Debt Services	-	289,500	-	-
<b>TOTAL</b>	<b><u>\$ 173,562</u></b>	<b><u>\$ 484,430</u></b>	<b><u>\$ 194,700</u></b>	<b><u>\$ 204,200</u></b>

**FUNDING SOURCES**

11 - General Fund	<u>\$ 173,562</u>	<u>\$ 484,430</u>	<u>\$ 194,700</u>	<u>\$ 204,200</u>
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**ACCOUNT NUMBER EXPLANATION**

3011-50	Office Supplies	Cleaning supplies for City Hall general activities
3013-50	Supplies and Equipment	Cost of small equipment
3111-50	Contract Services - Private	Costs for DSL and MX Logic spam software
3211-50	Postage/Mailing Services	Meter postage, express mail, FedEx and postal permits
3711-50	Utility - Gas	Gas utility service for City Hall
3712-50	Utility - Electricity	Electrical utility service for City Hall
3714-50	Utility - Water	Water service for City Hall
3715-50	Utility - Communications	Telephone services for City Hall
3811-50	Equipment Maintenance	Maintenance of City Hall heating and air conditioning, elevator, telephone system, mail meter, copier service, computer and printer services, emergency generator and other miscellaneous equipment
3813-50	Facility Maintenance	Custodial services, alarm, door mat rentals and pest control for City Hall
3814-50	Landscape maintenance	Landscape maintenance surrounding City Hall
3911-50	Equipment Lease & Rental	Lease for City Hall copier machines
3996-50	IT/Equipment Charges	Allocated information technology and equipment charges
3997-50	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – General Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: GENERAL SERVICES**

**Account Code: 4180**

**FUND: 11 -General Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Operating Expenses</b>					
Office Supplies	3011-50	\$ 16,574	\$ 12,000	\$ 18,000	\$ 17,500
Supplies and Equipment	3013-50	44	-	300	-
Contract Services - Private	3111-50	1,385	4,000	2,900	3,000
Postage/Mailing Services	3211-50	8,197	17,000	18,000	18,700
Utility - Gas	3711-50	2,432	1,500	2,700	2,700
Utility - Electricity	3712-50	37,157	39,600	38,000	39,400
Utility - Water	3714-50	6,126	7,500	10,000	10,000
Utility - Communications	3715-50	31,229	39,330	28,000	29,000
Equipment Maintenance	3811-50	21,329	35,000	22,000	23,500
Facility Maintenance	3813-50	27,832	18,000	31,000	29,000
Landscape maintenance	3814-50	17,179	21,000	16,600	19,800
Equipment Lease & Rental	3911-50	4,070	-	7,200	7,200
Special Departmental	3976-50	8	-	-	-
IT/Equipment Charges	3996-50	-	-	-	2,900
Vehicle Charges	3997-50	-	-	-	1,500
<b>Total Operating Expense</b>		<u>\$ 173,562</u>	<u>\$ 194,930</u>	<u>\$ 194,700</u>	<u>\$ 204,200</u>
<b>Debt Service</b>					
Debt Service Payment	3990-50	\$ -	\$ 289,500	\$ -	\$ -
<b>Total Debt Service</b>		<u>\$ -</u>	<u>\$ 289,500</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 173,562</u>	<u>\$ 484,430</u>	<u>\$ 194,700</u>	<u>\$ 204,200</u>

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## **Expenditure Detail – Emergency Preparedness**

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### **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.

### **Department Activity**

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.

### **Primary Function**

#### Training:

- Training all City Staff in basic first aid, CPR and the use of an Automatic External Defibrillator (AED)
- Training all City Staff to meet National Incident Management System (NIMS) compliance requirements
- Developing Community Emergency Response Teams (CERT Teams)

#### Equipment and Material:

- Maintaining pre-positioned supplies and equipment
- Procuring new supplies and technology

#### Public Relations:

- Meeting with local civic and religious groups to promote individual preparedness
- Providing emergency preparedness checklists and other public outreach

### **Goals and Objectives**

#### Emergency Preparedness Department Goals for 2014-15:

- Revise local Emergency preparedness follow State guidelines
- Replenishing emergency food rations
- Replacing stored water for use in a major emergency
- Participate in the SGVCOG Sub-committee on Emergency Preparedness
- Providing additional outreach and public information

**Expenditure Detail – Emergency Preparedness**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: EMERGENCY PREPAREDNESS SERVICES**

**Account Code:**

**4220**

**FUND: General Fund**

	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2014-2015</u>
	<u>Actual</u>	<u>Amended</u>	<u>Estimated</u>	<u>Adopted</u>
		<u>Budget</u>		<u>Budget</u>
Operating Expenditures	\$ 16,698	\$ 57,500	\$ 12,000	\$ 25,400
<b>TOTAL</b>	<u>\$ 16,698</u>	<u>\$ 57,500</u>	<u>\$ 12,000</u>	<u>\$ 25,400</u>
 <b>FUNDING SOURCES</b>				
11 - General Fund	<u>\$ 16,698</u>	<u>\$ 57,500</u>	<u>\$ 12,000</u>	<u>\$ 25,400</u>

**ACCOUNT NUMBER EXPLANATION**

3012-22	Furniture/Equipment	Emergency equipment and supplies
3152-22	Emergency Preparedness Training	CPR/AED first aid and other emergency training
3715-22	Utility - Communications	Costs for emergency communication
3971-22	Dues & Memberships	Membership in Area D professional organization
3996-22	IT/Equipment Charges	Allocated IT/Equipment Charges

**Expenditure Detail – Emergency Preparedness**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: EMERGENCY PREPAREDNESS SERVICES**  
**FUND: 11 -General Fund**

**Account Code: 4220**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Operating Expenses</b>					
Furniture/Equipment	3012-22	\$ 705	\$ 43,000	\$ 5,000	\$ 15,000
Emergency Preparedness Training	3152-22	-	3,000	-	500
Utility - Communications	3715-22	9,661	7,000	7,000	7,000
Dues & Memberships	3971-22	6,332	4,500	-	-
IT/Equipment Charges	3996-22	-	-	-	2,900
<b>Total Operating Expense</b>		<u>\$ 16,698</u>	<u>\$ 57,500</u>	<u>\$ 12,000</u>	<u>\$ 25,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 16,698</u>	<u>\$ 57,500</u>	<u>\$ 12,000</u>	<u>\$ 25,400</u>

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## Expenditure Detail – Public Works Services

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### Mission

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

### Department Activity

Public Works 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 and emergency maintenance services.

### Goals and Objectives

- Continue providing a well-respected, motivated, customer service oriented and responsive Public Works Division.
- Increase and improve technical education and safety training department-wide.
- Continue graffiti abatement services seven day a week.
- Re-establish the multi-year grid tree trimming program throughout the City.
- Comply with requirements of the new MS4 permit for storm water run-off.

<u>Full Time Equivalent</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>Budget</u> <u>2013-14</u>	<u>Projected</u> <u>Budget</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>
<u>Full-Time Positions</u>				
Development Services Director	0.00	0.00	0.00	0.30
Lead Maintenance Worker	1.00	1.00	1.00	0.70
Maintenance Worker	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>3.50</u>
Total Full-Time Positions (FTE)	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>4.50</u>
<b>Total FTE</b>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>4.50</u>

**Expenditure Detail – Public Works Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PUBLIC WORKS SERVICES**  
**FUND: State Gas Tax Fund**

**Account Code: 4330**

	<u>2012-2013</u> Actual	<u>2013-2014</u> Amended Budget	<u>2013-2014</u> Estimated	<u>2014-2015</u> Adopted Budget
Personnel Services	\$ 361,346	\$ 583,400	\$ 371,222	\$ 422,500
Operating Expenditures	<u>473,004</u>	<u>441,400</u>	<u>517,900</u>	<u>541,100</u>
<b>TOTAL</b>	<u>\$ 834,350</u>	<u>\$ 1,024,800</u>	<u>\$ 889,122</u>	<u>\$ 963,600</u>
 <b>FUNDING SOURCES</b>				
32 - State Gas Tax Fund	\$ 834,350	\$ 1,024,800	\$ 889,122	\$ 963,600
<b>TOTAL</b>	<u>\$ 834,350</u>	<u>\$ 1,024,800</u>	<u>\$ 889,122</u>	<u>\$ 963,600</u>

**ACCOUNT NUMBER EXPLANATION**

1111-53 Salaries Full-Time	Salaries of Director of Development Services (30%), Lead Maintenance Worker (70%), five Maintenance Workers (350%) and Finance Services Supervisor (2%)
1112-53 Salaries Part-Time	Salaries of part-time staff
1117-53 Overtime	Overtime pay for full time employees
1211-53 Retirement	Costs of City's and employee's retirement at CalPERS
1212-53 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-53 Retirement - PST	Retirement contribution for part-time staff
1311-53 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-53 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-53 Life Insurance	Costs for term life insurance
1314-53 Health Insurance	Costs of health insurance coverage from CalPERS
3012-53 Furniture/Equipment	Tools and equipment for work within the Public Right-of-Way and misc.
3013-53 Supplies and Equipment	Miscellaneous supplies and equipment
3016-53 Graffiti Removal Supplies	Paint and supplies for removal of graffiti within the Public Right-of-Way
3111-53 Contract Services - Private	EWMP Preparation Cost - \$24,000; NPDES Water Sampling - \$40,000, Misc. NPDES Services - \$20,000; As-needed Engineering Services - \$20,000
3714-53 Utilities - Hwy Lights.	Electrical costs for all highway safety lights at signalized locations in the City
3814-53 Landscape Maintenance	Weekly maintenance of islands and medians city-wide and other landscaped public rights-of-way
3815-53 Parkway Tree Maintenance	Annual grid street tree trimming services and as-needed tree removal, plantings, and emergency tree trimming
3817-53 Street/Sidewalk Maintenance	Contract street, sidewalk/curb and gutter, and other public right-of-way maintenance through LA County
3819-53 Signal Maintenance	Regular monthly maintenance and emergency repairs to traffic signals at intersections in the City
3821-53 Traffic markings/Signs	Replacement/repair and new street and traffic signs, traffic stripping and markings
3996-53 IT/Equipment Charges	Allocated motor pool charges and information technology charges
3977-53 Vehicle Charges	Allocated motor pool charges and information technology charges

**Expenditure Detail – Public Works Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PUBLIC WORKS SERVICES**

**Account Code: 4330**

**FUND: 32 -State Gas Tax Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-53	\$ 213,050	\$ 308,050	\$ 188,896	\$ 229,100
Salaries - Part-time	1112-53	-	76,000	50,184	50,800
Overtime	1117-53	12,290	5,000	10,498	10,500
Leave Conversion Incentives	1118-53	5,655	-	2,871	-
Retirement	1211-53	51,383	75,000	41,375	54,300
FICA-Medicare	1212-53	3,353	5,550	3,702	4,000
Retirement - PST	1213-53	-	2,850	1,882	-
Other Health-DOC	1311-53	6,750	14,000	10,362	9,000
Disability Insurance	1312-53	1,804	5,300	1,734	3,300
Life Insurance	1313-53	742	1,150	715	700
Health Insurance	1314-53	66,319	90,500	59,002	60,800
<b>Total Personnel Services</b>		<u>\$ 361,346</u>	<u>\$ 583,400</u>	<u>\$ 371,222</u>	<u>\$ 422,500</u>
<b>Operating Expenses</b>					
Furniture/Equipment	3012-53	\$ 6,538	\$ 10,000	\$ 7,200	\$ 10,000
Supplies and Equipment	3013-53	8	-	-	-
Graffiti Removal Supplies	3016-53	5,307	11,700	8,800	11,000
Contract Services - Private	3111-53	153,800	142,600	200,000	105,200
Utilities - Hwy Lights.	3713-53	26,259	25,000	26,600	27,500
Utilities - Water	3714-53	-	-	30,000	30,000
Landscape Maintenance	3814-53	37,362	32,000	34,900	36,000
Parkway Tree Maintenance	3815-53	51,440	55,000	57,000	135,000
Street/Sidewalk Maintenance	3817-53	14,665	35,000	37,500	50,000
Signal Maintenance	3819-53	155,094	110,000	95,100	110,400
Traffic markings/Signs	3821-53	12,607	12,000	16,300	17,800
IT/Equipment Charges	3996-53	4,428	2,600	-	5,300
Vehicle Charges	3977-53	5,496	5,500	4,500	2,900
<b>Total Operating Expense</b>		<u>\$ 473,004</u>	<u>\$ 441,400</u>	<u>\$ 517,900</u>	<u>\$ 541,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 834,350</u>	<u>\$ 1,024,800</u>	<u>\$ 889,122</u>	<u>\$ 963,600</u>
<b>GRAND TOTAL EXPENDITURES</b>		<u>\$ 834,350</u>	<u>\$ 1,024,800</u>	<u>\$ 889,122</u>	<u>\$ 963,600</u>

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## Expenditure Detail – Streets and Sidewalks (Measure R)

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### 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 and Objectives

Provide project oversight and administration of Measure R funded projects listed under Capital Projects.

### Fiscal Years 2014-2015 Goals

- Provide local matching funds for the federal HSIP grant for traffic signal improvements.
- Complete the Santo Oro Storm Drain Project and local street resurfacing.
- Continue to provide funding and staff for oversight of capital improvement projects utilizing Measure R funds.

<u>Full Time Equivalent</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>Budget</u> <u>2013-14</u>	<u>Projected</u> <u>Budget</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>
<u>Full-Time Positions</u>				
Development Services Director	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Total Full-Time Positions (FTE)	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
<b>Total FTE</b>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>

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

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: STREETS/SIDEWALKS (MEASURE R)**

**Account Code: 4390**

**FUND: Measure "R" Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
Personnel Services	\$ 11,743	\$ 12,365	\$ -	\$ 17,300
Operating Expenditures	-	-	-	4,400
Transfer to Other Funds	-	-	-	-
<b>TOTAL</b>	<b>\$ 11,743</b>	<b>\$ 12,365</b>	<b>\$ -</b>	<b>\$ 21,700</b>
<b>FUNDING SOURCES</b>				
47 - Measure "R" Fund	<u>\$ 11,743</u>	<u>\$ 12,365</u>	<u>\$ -</u>	<u>\$ 21,700</u>

**ACCOUNT NUMBER EXPLANATION**

1111-39	Salaries - Full-time	Salaries of Development Services Director (10%)
1112-39	Salaries - Part-time	Salaries of part-time staff
1117-39	Overtime	Overtime pay for full time employees
1118-39	Leave Conversion Incentives	Costs for conversion of earned leave
1211-39	Retirement	Costs of City's and employee's retirement at CalPERS
1212-39	FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-39	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-39	Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-39	Life Insurance	Costs for term life insurance
1314-39	Health Insurance	Costs of health insurance coverage from CalPERS
3996-39	IT/Equipment Charges	Allocated motor pool charges and information technology charges
3977-39	Vehicle Charges	Allocated motor pool charges and information technology charges

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

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: STREETS/SIDEWALKS (MEASURE R)**  
**FUND: 47 - Measure "R" Fund**

**Account Code: 4390**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-39	\$ 8,026	\$ 8,500	\$ -	\$ 12,600
Retirement	1211-39	1,953	2,000	-	3,000
FICA-Medicare	1212-39	116	150	-	200
Other Health-DOC	1311-39	590	600	-	200
Disability Insurance	1312-39	73	100	-	200
Life Insurance	1313-39	12	15	-	100
Health Insurance	1314-39	973	1,000	-	1,000
<b>Total Personnel Services</b>		<u>\$ 11,743</u>	<u>\$ 12,365</u>	<u>\$ -</u>	<u>\$ 17,300</u>
<b>Operating Expenses</b>					
IT/Equipment Charges	3996-39	\$ -	\$ -	\$ -	\$ 2,900
Vehicle Charges	3977-39	-	-	-	1,500
<b>Total Operating Expense</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,400</u>
<b>Transfer to Other Funds</b>					
Transfer to Other Funds	4999-39	\$ -	\$ -	\$ -	\$ -
<b>Total Transfer to Other Funds</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 11,743</u>	<u>\$ 12,365</u>	<u>\$ -</u>	<u>\$ 21,700</u>

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## Expenditure Detail – Streets and Sidewalks (Prop C)

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### Mission

To fund capital improvement projects that protect, maintain, or improve streets, sidewalks, and bus stops along streets and corridors that are used for public transit services.

### Primary Functions

Proposition C funds are used in concert with other funding sources to maintain or improve streets and related improvements on transit routes. The funds are used for staff costs to manage and/or implement capital projects.

### Goals and Objectives

Provide project oversight and administration of Prop C-funded projects listed under Capital Projects.

### Fiscal Years 2014-2015 Goals

- Complete the design portion for Valley Wall Phase III.
- Complete the Temple Ave. and Glendora Avenue sidewalk and parkway improvements and street resurfacing.
- Continue to provide funding and staff for oversight of capital improvement projects utilizing Prop C funds.

<u>Full Time Equivalent</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>Budget</u> <u>2013-14</u>	<u>Projected</u> <u>Budget</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>
<u>Full-Time Positions</u>				
Development Services Director	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Total Full-Time Positions (FTE)	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
<b>Total FTE</b>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>

**Expenditure Detail – Streets and Sidewalks (Prop C)**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: STREETS/SIDEALKS (PROP C)**

**Account Code: 4390**

**FUND: Prop "C" Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 15,149	\$ 15,050	\$ -	\$ 17,300
Transfers to Other Funds	-	-	-	-
<b>TOTAL</b>	<u>\$ 15,149</u>	<u>\$ 15,050</u>	<u>\$ -</u>	<u>\$ 17,300</u>

**FUNDING SOURCES**

49 - Prop "C" Fund	<u>\$ 15,149</u>	<u>\$ 15,050</u>	<u>\$ -</u>	<u>\$ 17,300</u>
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**ACCOUNT NUMBER EXPLANATION**

1111-39 Salaries - Full-time	Salaries of Development Services Director (10%)
1211-39 Retirement	Costs of City's and employee's retirement at CalPERS
1212-39 FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-39 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-39 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-39 Life Insurance	Costs for term life insurance
1314-39 Health Insurance	Costs of health insurance coverage from CalPERS

**Expenditure Detail – Streets and Sidewalks (Prop C)**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: STREETS/SIDEALKS (PROP C)**  
**FUND: 49 - Prop "C" Fund**

**Account Code: 4390**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-39	\$ 9,906	\$ 10,000	\$ -	\$ 12,600
Retirement	1211-39	2,410	2,500	-	3,000
FICA-Medicare	1212-39	144	150	-	200
Other Health-DOC	1311-39	1,069	750	-	200
Disability Insurance	1312-39	90	100	-	200
Life Insurance	1313-39	16	-	-	100
Health Insurance	1314-39	1,514	1,550	-	1,000
<b>Total Personnel Services</b>		<u>\$ 15,149</u>	<u>\$ 15,050</u>	<u>\$ -</u>	<u>\$ 17,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 15,149</u>	<u>\$ 15,050</u>	<u>\$ -</u>	<u>\$ 17,300</u>

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## **Expenditure Detail – Waste Management Services**

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### **Mission**

The mission of the Waste Management Department is to manage the solid waste stream in the City.

### **Department Activity**

The Waste Management activity is responsible for overseeing the contract for waste collection in the City. The department also provides residents with a monthly opportunity to properly dispose of specific wastes at regular special waste collection events. In addition to local operations, the activity is also responsible for providing mandated state AB 939 reporting compliance and works with state and local officials to meet AB 939 related goals.

### **Primary Function**

The primary functions of the activity are to:

- Oversee and manage the City's long-standing solid waste franchise.
- Provide and administer monthly special waste collection events.
- Provide and administer Electronic Waste (E-Waste) and Universal Waste (U-Waste) Program.
- Coordinate with county officials to provide opportunities for residents to properly dispose of household hazardous waste (HHW).
- Oversee and administer the City's California Integrated Waste Management Board oil grants.
- Administer annual state-mandated solid waste reporting (including local misreporting documentation).
- Assist residents and liaison with Valley Vista Services to resolve any complaints or problems.

### **Goals and Objectives 2014-15**

Waste Management Department Goals:

- Work to ensure compliance with AB 341 and the Mandatory Commercial Recycling provisions.
- Reduce illegal dumping through public outreach.
- Improve promotion of special waste collection programs.
- Host the Household Hazardous Waste and Electronic Waste collection event co-sponsored and operated by the Los Angeles County Department of Public Works and County Sanitation District No. 2.

**Expenditure Detail – Waste Management Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: WASTE MANAGEMENT SERVICES**

**Account Code: 4540**

**FUND: General Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Operating Expenditures	\$ 3,299	\$ 19,000	\$ 8,000	\$ 23,900
<b>TOTAL</b>	<b>\$ 3,299</b>	<b>\$ 19,000</b>	<b>\$ 8,000</b>	<b>\$ 23,900</b>

**FUNDING SOURCES**

11 - General Fund	<u>\$ 3,299</u>	<u>\$ 19,000</u>	<u>\$ 8,000</u>	<u>\$ 23,900</u>
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**ACCOUNT NUMBER EXPLANATION**

3011-25	Office Supplies	No activity proposed
3111-25	Contract Services -Private	As needed contract professional services
3415-25	Spotlight Publication	Covers the waste management portion (2.6%) of the Spotlight publication and delivery costs for the newsletter.
3976-25	Special Departmental	Provides for public information, Source Reduction and Recycling Element and State Fees, self-haul collection program for hard-to-dispose items, waste origin misreporting documentation, and monthly Special Collection bins at La Puente Park
3996-25	IT/Equipment Charges	Allocated information technology and equipment charges
3997-25	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – Waste Management Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: WASTE MANAGEMENT SERVICES**  
**FUND: 11 -General Fund**

**Account Code: 4540**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Operating Expenses</b>					
Office Supplies	3011-25	\$ 145	\$ -	\$ -	\$ -
Contract Services -Private	3111-25	-	15,000	-	15,000
Spotlight Publication	3415-25	314	1,000	1,000	1,000
Special Departmental	3976-25	2,532	3,000	7,000	3,500
IT/Equipment Charges	3996-25	-	-	-	2,900
Vehicle Charges	3997-25	308	-	-	1,500
<b>Total Operating Expense</b>		<u>\$ 3,299</u>	<u>\$ 19,000</u>	<u>\$ 8,000</u>	<u>\$ 23,900</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 3,299</u>	<u>\$ 19,000</u>	<u>\$ 8,000</u>	<u>\$ 23,900</u>

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## Expenditure Detail – Park Maintenance Services

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### **Mission**

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

### **Department Activity**

Public Works maintains the 22 acre park known as 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.

### **Primary Function**

Maintenance of La Puente Park:

- Landscape and turf management
- Irrigation repairs and maintenance
- Athletic Field maintenance
- Daily trash removal
- Restroom maintenance
- Safety inspections to playground
- General repairs to City facilities
- Maintenance of La Puente Community Center
- Graffiti abatement
- Support personnel for all community events

### **Goals and Objectives 2014/15**

Park Services goals are:

- Improve/replace fixtures in restrooms at La Puente Park.
- Enhance landscape planting at La Puente Park to include colorful drought tolerant plants.
- Upgrade and improve irrigating system at La Puente Park.

<b><u>Full Time Equivalent</u></b>	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Projected</u></b>	<b><u>Adopted</u></b>
	<b><u>2012-13</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
		<b><u>2013-14</u></b>	<b><u>2013-14</u></b>	<b><u>2014-15</u></b>
<b><u>Full-Time Positions</u></b>				
Development Services Director	0.18	0.18	0.18	0.18
Lead Maintenance Worker	0.30	0.30	0.30	0.30
Maintenance Worker	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
Total Full-Time Positions (FTE)	<u>1.98</u>	<u>1.98</u>	<u>1.98</u>	<u>1.98</u>
<b><u>Part-Time Positions</u></b>				
Office Assistant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Part-Time Positions (FTE)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE</b>	<b><u>2.98</u></b>	<b><u>2.98</u></b>	<b><u>2.98</u></b>	<b><u>2.98</u></b>

## Expenditure Detail – Park Maintenance Services

CITY OF LA PUENTE

FY 2014-2015

DEPARTMENT: PARK/MAINTENANCE SERVICES

Account Code: 4610

FUND: General Fund

	2012-2013 Actual	2013-2014 Amended Budget	2013-2014 Estimated	2014-2015 Adopted Budget
Personnel Services	\$ 65,208	\$ 158,675	\$ 128,582	\$ 180,500
Operating Expenditures	214,102	242,053	184,800	219,600
<b>TOTAL</b>	<b>\$ 279,310</b>	<b>\$ 400,728</b>	<b>\$ 313,382</b>	<b>\$ 400,100</b>

**FUNDING SOURCES**

11 - General Fund	\$ 279,310	\$ 400,728	\$ 313,382	\$ 400,100
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**ACCOUNT NUMBER EXPLANATION**

1111-61 Salaries Full-Time	Salaries for Development Services Director (18%), Lead Maintenance Worker (30%) and five Maintenance Workers (150%)
1112-61 Salaries Part-Time	Salaries of Part-Time Staff
1117-61 Overtime	Overtime pay for full time employees
1211-61 Retirement	Costs of City's and employee's retirement at CalPERS
1212-61 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-61 Retirement - PST	Retirement contribution for part-time staff
1311-16 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-16 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-16 Life Insurance	Costs for term life insurance
1314-16 Health Insurance	Costs of health insurance coverage from CalPERS
3011-61 Office Supplies	Office supplies for the department
3012-61 Furniture/Equipment	Provides for building and maintenance supplies, irrigation supplies, landscaping, janitorial supplies, and miscellaneous items
3013-61 Tools and Equipment	Provides for supplies, tools, and small equipment for the Parks Division
3015-61 Uniforms/boot Reimbursements	Provides for purchases of uniforms and boot reimbursement and city issued pants and shirts
3016-61 Graffiti Removal Supplies	No activity proposed. Moved to Public Works Services
3111-61 Contract Services - Private	Misc. contract services for La Puente Park and restroom facilities
3711-61 Utility - Gas	Provides for gas utility service for Snack Bar and Maintenance Building at La Puente Park
3712-61 Utility - Electricity	Provides for electric utility service for La Puente Park
3714-61 Utility - Water	Provides for water utility services for La Puente park. Decrease due to reallocation to Public Works Services
3811-61 Equipment Maintenance	Provides for repairs to park equipment, emergency generator, power equipment maintenance, backflow maintenance
3813-61 Facility Maintenance	Provides for lighting maintenance services for park and downtown parking lots, signs and miscellaneous
3814-61 Landscape Maintenance	Provides for contract landscape maintenance for La Puente Park, Nature Center, and landscaping around Community Center facility
3822-61 Park Maint. & Repair	Provides for repairs and maintenance of park facilities, including irrigation repairs
3972-61 Conferences & Meetings	Misc. local meetings and training seminars
3976-61 Special Departmental	Provides for misc. expenses for the Parks Division
3996-61 IT/Equipment Charges	Allocated information technology and equipment charges
3997-61 Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – Park Maintenance Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PARKS/MAINTENANCE SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4610**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-61	\$ -	\$ 87,951	\$ 73,427	\$ 91,000
Salaries - Part-time	1112-61	60,965	-	11,838	22,100
Overtime	1117-61	-	-	2,534	12,000
Retirement	1211-61	-	21,695	15,934	21,600
FICA-Medicare	1212-61	884	1,275	1,319	1,500
Retirement - PST	1213-61	2,286	-	474	-
Other Health-DOC	1311-16	1,073	3,600	-	4,000
Disability Insurance	1312-16	-	1,511	475	1,500
Life Insurance	1313-16	-	292	257	300
Health Insurance	1314-16	-	42,351	21,094	26,500
<b>Total Personnel Services</b>		<u>\$ 65,208</u>	<u>\$ 158,675</u>	<u>\$ 128,582</u>	<u>\$ 180,500</u>
<b>Operating Expenses</b>					
Office Supplies	3011-61	\$ 284	\$ 500	\$ 300	\$ 500
Furniture/Equipment	3012-61	8,159	5,000	8,500	8,500
Tools and Equipment	3013-61	2,130	6,000	6,000	6,300
Uniforms/boot Reimbursements	3015-61	1,719	4,000	3,800	4,000
Graffiti Removal Supplies	3016-61	2,859	-	-	-
Contract Services - Private	3111-61	40	20,848	20,900	10,000
Utility - Gas	3711-61	1,067	2,500	1,900	2,500
Utility - Electricity	3712-61	66,625	62,000	74,500	75,000
Utility - Water	3714-61	41,907	39,000	10,000	10,000
Equipment Maintenance	3811-61	12,916	12,000	10,000	10,000
Facility Maintenance	3813-61	4,446	7,405	13,000	13,200
Landscape Maintenance	3814-61	15,731	28,000	24,900	34,700
Park Maint. & Repair	3822-61	17,171	15,000	10,600	15,000
Conferences & Meetings	3972-61	-	250	100	300
IT/Equipment Charges	3996-61	-	500	300	10,200
Vehicle Charges	3997-61	39,048	39,050	-	19,400
<b>Total Operating Expense</b>		<u>\$ 214,102</u>	<u>\$ 242,053</u>	<u>\$ 184,800</u>	<u>\$ 219,600</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 279,310</u>	<u>\$ 400,728</u>	<u>\$ 313,382</u>	<u>\$ 400,100</u>

**Expenditure Summary – Community Development Division**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: DEVELOPMENT SERVICES**

**FUND: Various Funds**

	<b>2012-2013 Actual</b>	<b>2013-2014 Amended Budget</b>	<b>2013-2014 Estimated</b>	<b>2014-2015 Adopted Budget</b>
Personnel Services	\$ 240,516	\$ 190,700	\$ 140,050	\$ 304,100
Operating Expenditures	<u>1,203,484</u>	<u>1,587,649</u>	<u>1,406,992</u>	<u>1,658,540</u>
<b>TOTAL</b>	<b><u>\$ 1,444,000</u></b>	<b><u>\$ 1,778,349</u></b>	<b><u>\$ 1,547,042</u></b>	<b><u>\$ 1,962,640</u></b>

**CODE DEPARTMENTS**

- 4410 Planning & Zoning
- 4420 Housing & Community
- 4450 Community Promotion
- 4460 Building and Safety
- 4465 Engineering Services
- 4390 Prop A

**FUNDING SOURCES**

11 - General Fund	\$ 584,525	\$ 678,200	\$ 624,069	\$ 638,300
38 - Cal Home Loans	2,071	175,199	113,013	265,440
41 - CDBG Fund	67,072	154,300	132,295	198,400
48 - Prop "A" Fund	<u>790,332</u>	<u>770,650</u>	<u>677,666</u>	<u>860,500</u>
<b>TOTAL</b>	<b><u>\$ 1,444,000</u></b>	<b><u>\$ 1,778,349</u></b>	<b><u>\$ 1,547,042</u></b>	<b><u>\$ 1,962,640</u></b>

**ACCOUNT NUMBER EXPLANATION**

3011-50 Office Supplies	Cleaning supplies for City Hall general activities
3013-50 Supplies and Equipment	Cost of small equipment
3111-50 Contract Services - Private	Costs for DSL and MX Logic spam software
3211-50 Postage/Mailing Services	Meter postage, express mail, FedEx and postal permits
3711-50 Utility - Gas	Gas utility service for City Hall
3712-50 Utility - Electricity	Electrical utility service for City Hall
3714-50 Utility - Water	Water service for City Hall
3715-50 Utility - Communications	Telephone services for City Hall
3811-50 Equipment Maintenance	Maintenance of City Hall heating and air conditioning, elevator, telephone system, mail meter, copier service, computer and printer services, emergency generator and other miscellaneous equipment
3813-50 Facility Maintenance	Custodial services, alarm, door mat rentals and pest control for City Hall
3814-50 Landscape maintenance	Landscaping maintenance surrounding City Hall
3911-50 Equipment Lease & Rental	Lease for City Hall copier machines

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## Expenditure Detail – Planning and Zoning Services

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### **Mission:**

To maintain the City's General Plan and implement the objectives of the Community Development Element, Housing Element, and those components of the Community Resources Element pertain to the identification, acquisition and creation of parks and the Community Safety Element pertaining to the mitigation of potential seismic and noise hazards.

### **Primary Functions:**

#### **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;
- Adopt the 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.

#### **Transportation**

- Represent City on San Gabriel Valley Council of Governments for transportation 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.

### **Goals and Objectives:**

- To revitalize Downtown La Puente as a vibrant mixed-use district providing many opportunities for new commercial, office and residential development.
- To create opportunities for new commercial business growth in shopping centers that is functioning to their full potential.
- To preserve and enhance the quality of the City's infrastructure and its residential neighborhoods.
- Attract new national tenant retailers to the City to improve the sales tax base in the City.
- Provide a high level of customer service while implementing the policies, programs, procedures and regulations adopted by the City Council.
- To represent the interests of the City of La Puente on land use and transportation matters of regional and State-wide importance.
- To involve the Sheriff's Department in land use planning matters to ensure a safe physical environment.
- To review and develop updates to the City's zoning and subdivision regulations and to process zone changes, where necessary, to be consistent with the General Plan.
- To strive for quality development through critical review of development proposals and by working with development applicants to improve the design and quality of their proposals.

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**Expenditure Detail – Planning and Zoning Services**

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**Goals and Objectives:**

- To develop and implement strategies and plans for specific areas of the City to encourage development activity.
- To provide land use regulations and entitlement procedures that encourages the development of attractive commercial centers that provide an appropriate mix of quality goods and services for the community, and to improve the visual quality of the Old Valley Boulevard corridor
- To provide reduce or eliminate barriers to the development of quality housing.
- Expand affordable housing by encouraging mixed-use projects.
- Work with the Engineering Division to provide a safe and efficient street system through coordinated review of development proposals and the identification and implementation of traffic safety and volume mitigation features.

**Fiscal Years 2014-15 Objectives:**

- Complete Zoning Ordinance and Map Update.
- Continue to apply high design guidelines and standards to discretionary development proposals.
- Complete discretionary review and permit processing for the development of the Star Theater site for a mixed use project (discretionary permits have been approved, Applicant seeking financing).
- 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.
- Require the incorporation of features that accommodate and encourage transit use and pedestrians in new developments.
- Support regional planning efforts through the San Gabriel Valley Council of Governments.
- Improve customer service by providing on-line development applications and information (Approximately 90% of all applications are available on the City website).
- Improve tracking system for all applications in order to provide better year-end data.
- Adopt a new Housing Element.

<b><u>Full Time Equivalent</u></b>	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Projected</u></b>	<b><u>Adopted</u></b>
	<b><u>2012-13</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
		<b><u>2013-14</u></b>	<b><u>2013-14</u></b>	<b><u>2014-15</u></b>
<b><u>Full-Time Positions</u></b>				
Director of Development Services	0.18	0.18	0.18	0.18
Assistant Planner	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>
Total Full-Time Positions (FTE)	<u>0.88</u>	<u>0.88</u>	<u>0.88</u>	<u>0.88</u>
<b><u>Part-Time Positions</u></b>				
Planning Technician	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Part-Time Positions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total FTE</b>	<u>0.88</u>	<u>0.88</u>	<u>0.88</u>	<u>0.88</u>

**Expenditure Detail – Planning and Zoning Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PLANNING & ZONING**  
**FUND: General Fund/Prop "A" Fund**

**Account Code: 4410**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 141,005	\$ 116,450	\$ 59,303	\$ 116,900
Operating Expenditures	<u>37,277</u>	<u>112,250</u>	<u>117,800</u>	<u>94,600</u>
<b>TOTAL</b>	<b><u>\$ 178,282</u></b>	<b><u>\$ 228,700</u></b>	<b><u>\$ 177,103</u></b>	<b><u>\$ 211,500</u></b>

**FUNDING SOURCES**

11 - General Fund	\$ 98,599	\$ 205,100	\$ 162,937	\$ 186,000
48 - Prop "A" Fund	<u>79,683</u>	<u>23,600</u>	<u>14,166</u>	<u>25,500</u>
<b>TOTAL</b>	<b><u>\$ 178,282</u></b>	<b><u>\$ 228,700</u></b>	<b><u>\$ 177,103</u></b>	<b><u>\$ 211,500</u></b>

**ACCOUNT NUMBER EXPLANATION**

1111-41 Salaries - Full-time	Salaries for Development Services Director and Assistant Planner
1112-41 Salaries - Part-time	Salaries of Part-Time Staff
1117-41 Overtime	Overtime pay for full time employees
1120-41 Temporary Personnel	Salaries of temporary staff
1211-41 Retirement	Costs of City's and employee's retirement at CalPERS
1212-41 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-41 Retirement -PST	Retirement contribution for part-time staff
1311-41 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-41 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-41 Life Insurance	Costs for term life insurance
1314-41 Health Insurance	Costs of health insurance coverage from CalPERS
3011-41 Office Supplies	Office supplies for the Department
3111-41 Contract Services - Private	Preparation of Housing Element - \$40,000; Planning Services and Studies - \$30,000.
3113-41 Contract Services - Public	Publication of environmental notices, notice of exemptions, negative and mitigated declarations, etc.
3116-41 Commission/Committee Services	Stipend for Planning Commission/Development Review Board meetings. (\$390 per meeting x 12 = \$4,680)
3411-41 Printing & Publishing	Public Notices for the Division
3972-41 Conferences & Meetings	For Director to attend ICSC Western Division Conference in San Diego and for Staff and Planning Commission to attend Planner's Institute (League of California Cities)
3976-41 Special Departmental	Business cards, logo shirts and name plates for planning
3996-41 IT/Equipment Charges	Allocated IT/Equipment Charges

**Expenditure Detail – Planning and Zoning Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PLANNING & ZONING**  
**FUND: 11 -General Fund**

**Account Code: 4410**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-41	\$ 26,623	\$ 56,100	\$ 24,812	\$ 56,600
Salaries - Part-time	1112-41	675	750	-	-
Annual Leave/Separation	1116-41	10,491	-	729	-
Overtime	1117-41	833	3,500	105	1,600
Leave Conversion Incentives	1118-41	3,750	3,750	-	-
Temporary Personnel	1120-41	6,110	7,500	7,500	7,500
Retirement	1211-41	6,184	13,650	2,352	13,400
FICA-Medicare	1212-41	683	800	405	800
Retirement -PST	1213-41	126	-	85	-
Other Health-DOC	1311-41	1,601	2,000	66	1,800
Disability Insurance	1312-41	242	650	205	800
Life Insurance	1313-41	79	100	78	100
Health Insurance	1314-41	3,925	4,050	8,800	8,800
<b>Total Personnel Services</b>		<u>\$ 61,322</u>	<u>\$ 92,850</u>	<u>\$ 45,137</u>	<u>\$ 91,400</u>
<b>Operating Expenses</b>					
Office Supplies	3011-41	\$ -	\$ 1,000	\$ 900	\$ 1,000
Contract Services - Private	3111-41	24,880	95,000	105,600	70,000
Contract Services - Public	3113-41	(75)	250	1,500	1,500
Commission/Committee Services	3116-41	2,685	4,700	3,500	4,700
Postage & Mailing	3211-41	205	-	-	-
Printing & Publishing	3411-41	3,904	5,000	6,000	6,000
Conferences & Meetings	3972-41	-	300	100	5,600
Special Departmental	3976-41	74	400	200	500
IT/Equipment Charges	3996-41	-	-	-	5,300
Vehicle Charges	3997-41	5,604	5,600	-	-
<b>Total Operating Expense</b>		<u>\$ 37,277</u>	<u>\$ 112,250</u>	<u>\$ 117,800</u>	<u>\$ 94,600</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 98,599</u>	<u>\$ 112,250</u>	<u>\$ 162,937</u>	<u>\$ 186,000</u>

**Expenditure Detail – Planning and Zoning Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: PLANNING & ZONING**  
**FUND: 48 -Prop "A" Fund**

**Account Code: 4410**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-41	\$ 49,690	\$ 16,850	\$ 9,878	\$ 17,100
Retirement	1211-41	11,892	4,100	671	4,000
FICA-Medicare	1212-41	721	-	143	200
Other Health-DOC	1311-41	-	600	-	600
Disability Insurance	1312-41	420	300	91	300
Life Insurance	1313-41	170	50	34	100
Health Insurance	1314-41	16,790	1,700	3,348	3,200
<b>Total Personnel Services</b>		<u>\$ 79,683</u>	<u>\$ 23,600</u>	<u>\$ 14,166</u>	<u>\$ 25,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 79,683</u>	<u>\$ 23,600</u>	<u>\$ 14,166</u>	<u>\$ 25,500</u>

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## Expenditure Detail – Housing and Community Services

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### **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**

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 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.

### **Goals and 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.
- Promote equal opportunity for all residents to reside in the housing of their choice.
- Eliminate housing conditions that contribute to overcrowding.

### **Fiscal Years 2014-2015 Objectives**

- To implement all programs approved by City Council that are intended to upgrade the City’s residential neighborhoods, such as residential loans and grants.
- To monitor CDBG-funded projects and programs to insure conformance with all federal and County of Los Angeles Community Development Commission requirements.
- Continue to implement the housing rehabilitation program.

<b><u>Full Time Equivalent</u></b>	<b><u>Actual</u></b> <b><u>2012-13</u></b>	<b><u>Adopted</u></b> <b><u>Budget</u></b> <b><u>2013-14</u></b>	<b><u>Projected</u></b> <b><u>Budget</u></b> <b><u>2013-14</u></b>	<b><u>Adopted</u></b> <b><u>Budget</u></b> <b><u>2014-15</u></b>
<b><u>Full-Time Positions</u></b>				
Rehabilitation Grant Specialist	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>
Total Full-Time Positions (FTE)	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>
<b><u>Part-Time Positions</u></b>				
Rehabilitation Assistant	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Part-Time Positions (FTE)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total FTE</b>	<b><u>0.20</u></b>	<b><u>0.20</u></b>	<b><u>0.20</u></b>	<b><u>0.20</u></b>

**Expenditure Detail – Housing and Community Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: HOUSING AND COMMUNITY SERVICES**

**Account Code: 4420**

**FUND: General Fund/Cal Home/CDBG Fund**

	<u>2012-2013</u> <u>Actual</u>	<u>2013-2014</u> <u>Amended</u> <u>Budget</u>	<u>2013-2014</u> <u>Estimated</u>	<u>2014-2015</u> <u>Adopted</u> <u>Budget</u>
Personnel Services	\$ 70,440	\$ 74,250	\$ 80,748	\$ 87,700
Operating Expenditures	40,498	329,749	188,792	400,040
<b>TOTAL</b>	<u>\$ 110,938</u>	<u>\$ 403,999</u>	<u>\$ 269,540</u>	<u>\$ 487,740</u>

**FUNDING SOURCES**

11 - General Fund	\$ 41,795	\$ 74,500	\$ 24,232	\$ 23,900
38 - Cal Home Loans	2,071	175,199	113,013	265,440
41 - CDBG Fund	67,072	154,300	132,295	198,400
<b>TOTAL</b>	<u>\$ 110,938</u>	<u>\$ 403,999</u>	<u>\$ 269,540</u>	<u>\$ 487,740</u>

**ACCOUNT NUMBER EXPLANATION**

1111-42	Salaries - Full-time	Salaries for Rehabilitation Grant Specialist
1211-42	Retirement	Costs of City's and employee's retirement at CalPERS
1212-42	FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-42	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-42	Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-42	Life Insurance	Costs for term life insurance
1314-42	Health Insurance	Costs of health insurance coverage from CalPERS
3011-42	Office Supplies	Office supplies for the Housing Division
3111-42	Contract Services - Private	Consultant Fees, appraisal, escrow, title, monitoring and credit report fees associated with Cal Home loans and CDBG grant programs
3411-42	Printing & Publishing	Printing and publishing of notices for Housing Program
3972-42	Conferences and Meetings	Seminars and workshops for current and new projects.
3977-42	Grants and Loans - Residential	Costs for housing rehab construction loan and grants which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring. This includes the anticipation of 6 Cal-Home Loans at \$37,790 each and 12 CDBG grants @ \$12K
3996-42	IT/Equipment Charges	Allocated IT/Equipment Charges

**Expenditure Detail – Housing and Community Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: HOUSING AND COMMUNITY SERVICES**

**Account Code: 4420**

**FUND: 11 -General Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Proposed Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-42	\$ 25,413	\$ 50,850	\$ 14,867	\$ 10,200
Overtime	1117-42	212	-	140	-
Leave Conversion Incentives	1118-42	3,750	-	-	-
Retirement	1211-42	6,214	12,450	3,593	2,400
FICA-Medicare	1212-42	427	750	218	100
Other Health-DOC	1311-42	45	2,000		400
Disability Insurance	1312-42	200	860	133	100
Life Insurance	1313-42	75	150	49	100
Health Insurance	1314-42	5,459	7,190	4,932	3,600
<b>Total Personnel Services</b>		<u>\$ 41,795</u>	<u>\$ 74,250</u>	<u>\$ 23,932</u>	<u>\$ 16,900</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-42	\$ -	\$ -	\$ 50	\$ -
Printing & Publishing	3411-42	-	-	-	500
Conferences and Meetings	3972-42	-	250	250	1,200
IT/Equipment Charges	3996-42	-	-	-	5,300
<b>Total Operating Expense</b>		<u>\$ -</u>	<u>\$ 250</u>	<u>\$ 300</u>	<u>\$ 7,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 41,795</u>	<u>\$ 74,500</u>	<u>\$ 24,232</u>	<u>\$ 23,900</u>

**Expenditure Detail – Housing and Community Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: HOUSING AND COMMUNITY SERVICES**

**Account Code: 4420**

**FUND: 38 -Cal Home Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-42	\$ -	\$ -	\$ 12,278	\$ 20,300
Retirement	1211-42	-	-	2,934	4,800
FICA-Medicare	1212-42	-	-	178	300
Other Health-DOC	1311-42	-	-	-	800
Disability Insurance	1312-42	-	-	109	300
Life Insurance	1313-42	-	-	40	100
Health Insurance	1314-42	-	-	4,047	7,100
<b>Total Personnel Services</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 19,586</u>	<u>\$ 33,700</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-42	\$ 2,071	\$ 5,000	\$ 427	\$ 5,000
Loans - Residential	3997-42	-	170,199	93,000	226,740
<b>Total Operating Expense</b>		<u>\$ 2,071</u>	<u>\$ 175,199</u>	<u>\$ 93,427</u>	<u>\$ 231,740</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 2,071</u>	<u>\$ 175,199</u>	<u>\$ 113,013</u>	<u>\$ 265,440</u>

**Expenditure Detail – Housing and Community Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: HOUSING AND COMMUNITY SERVICES**  
**FUND: 41-CDBG Fund**

**Account Code: 4420**

<b>Description</b>	<b>Acct. No.</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Amended Budget</b>	<b>2013-2014 Estimated</b>	<b>2014-2015 Adopted Budget</b>
<b>Personnel Services</b>					
Salaries - Full-time	1111-42	\$ 19,261	\$ -	\$ 22,906	\$ 22,900
Salaries - Part-time	1112-42	-	-	969	-
Retirement	1211-42	4,673	-	5,351	5,400
FICA-Medicare	1212-42	279	-	346	300
Retirement -PST	1213-42	-	-	62	-
Other Health-DOC	1311-42	218	-	14	800
Disability Insurance	1312-42	167	-	198	300
Life Insurance	1313-42	60	-	74	100
Health Insurance	1314-42	3,987	-	7,310	7,300
<b>Total Personnel Services</b>		<u>\$ 28,645</u>	<u>\$ -</u>	<u>\$ 37,230</u>	<u>\$ 37,100</u>
<b>Operating Expenses</b>					
Office Supplies	3011-42	\$ -	\$ -	\$ 65	\$ 1,000
Contract Services - Private	3111-42	6,235	10,000	-	10,000
Printing & Publishing	3411-42	-	300	-	300
Grants and Loans - Residential	3977-42	32,192	144,000	95,000	150,000
<b>Total Operating Expense</b>		<u>\$ 38,427</u>	<u>\$ 154,300</u>	<u>\$ 95,065</u>	<u>\$ 161,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 67,072</u>	<u>\$ 154,300</u>	<u>\$ 132,295</u>	<u>\$ 198,400</u>

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## Expenditure Detail – Community Promotion Services

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### **Mission**

To promote community goodwill and to assist organizations that provides valuable community services.

### **Primary Functions**

This division provides support services for a variety of activities and organizations. The division also provided subsidies to low- and moderate- income families for registration fees for youth programs, and for partial costs of publishing the monthly, the City of La Puente Scholarship Program, the City Calendar and the *Spotlight* newsletter.

### **Goals**

Community Promotion General Goals:

- Provide cost-effective means to produce the quarterly *Spotlight* newsletter.
- Provide cost-effective means to produce the City Calendar.
- Increase awareness of the Youth Grant program to potential recipients.
- Increase awareness of the La Puente Scholarship Program to potential applicants.

Community Promotion Major Accomplishments for 2013-2014

- Issued 256 Youth Activities Grants and 200 were redeemed.
- Provided \$7,000 in financial assistance to the East San Gabriel Valley Coalition of the Homeless.
- Awarded 11- \$500 scholarships.

Community Promotion Major Goals for 2014-2015

- Update the application, policies and procedures for the Youth Grant program.
- Develop a new distribution method for the City Calendar to ensure the timely delivery of the City Calendar to all La Puente residents.

**Expenditure Detail – Community Promotion Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: COMMUNITY PROMOTION SERVICES**

**Account Code:**

**4450**

**FUND: General Fund**

	<u>2012-2013</u>	<u>2013-2014</u>	<u>2013-2014</u>	<u>2014-2015</u>
	<u>Actual</u>	<u>Amended</u>	<u>Estimated</u>	<u>Adopted</u>
		<u>Budget</u>		<u>Budget</u>
Operating Expenditures	\$ 48,570	\$ 55,100	\$ 54,100	\$ 56,600
<b>TOTAL</b>	<u>\$ 48,570</u>	<u>\$ 55,100</u>	<u>\$ 54,100</u>	<u>\$ 56,600</u>
 <b><u>FUNDING SOURCES</u></b>				
11 - General Fund	<u>\$ 48,570</u>	<u>\$ 55,100</u>	<u>\$ 54,100</u>	<u>\$ 56,600</u>

**ACCOUNT NUMBER EXPLANATION**

3111-45	Contract Services - Private	Provides for professional photographer during City events, the cost production, printing and distributing of the City calendar
3415-45	Spotlight Publication	Provides for partial production and delivery costs of quarterly City Spotlight newsletter
3992-45	Scholarships	Provides for scholarship grants at \$500 each with funds raised from the Main Street Run held in October
3993-45	Youth Activities Program	Provides funding to low and moderate income families for youth activities in the form of grants.
3994-45	Social Programs	No activity proposed. This previously funded the East San Gabriel Valley Coalition for the Homeless
3996-45	IT/Equipment Charges	Allocated information technology and equipment charges
3997-45	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – Community Promotion Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: COMMUNITY PROMOTION SERVICES**

**Account Code: 4450**

**FUND: 11 - General Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-45	\$ 13,364	\$ 16,000	\$ 13,000	\$ 14,000
Spotlight Publication	3415-45	22,892	17,000	19,000	19,000
Scholarships	3992-45	5,839	6,000	6,000	10,200
Youth Activities Program	3993-45	6,475	9,000	9,000	9,000
Social Programs	3994-45	-	7,100	7,100	-
IT/Equipment Charges	3996-45	-	-	-	2,900
Vehicle Charges	3997-45	-	-	-	1,500
<b>Total Operating Expense</b>		<u>\$ 48,570</u>	<u>\$ 55,100</u>	<u>\$ 54,100</u>	<u>\$ 56,600</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 48,570</u>	<u>\$ 55,100</u>	<u>\$ 54,100</u>	<u>\$ 56,600</u>

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## **Expenditure Detail – Building and Safety Services**

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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.

#### **Engineering**

Reviews private development plans to determine impact upon and provide corrections necessary to safely interface with improvements in the 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 upon runoff and terrain, 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.

### **Goals and 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 Community Preservation Division in the abatement of substandard structures.
- Assist the public in understanding the requirements of the building regulations.

### **Fiscal Years 2014-15 Objectives**

- 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 inspections within one work day of inspection requests received before 3 p.m.
- Complete plan check within 10 working days of the receiving construction plans.
- Continue implementation of the National Pollution Discharge Elimination System to reduce and minimize pollutants in drain system runoff.

**Expenditure Detail – Building and Safety Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: BUILDING AND SAFETY SERVICES**

**Account Code: 4460**

**FUND: General Fund**

	<u>2012-2013</u> <u>Actual</u>	<u>2013-2014</u> <u>Amended</u> <u>Budget</u>	<u>2013-2014</u> <u>Estimated</u>	<u>2014-2015</u> <u>Adopted</u> <u>Budget</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	<u>269,418</u>	<u>243,000</u>	<u>280,000</u>	<u>264,400</u>
<b>TOTAL</b>	<u><u>\$ 269,418</u></u>	<u><u>\$ 243,000</u></u>	<u><u>\$ 280,000</u></u>	<u><u>\$ 264,400</u></u>
 <b><u>FUNDING SOURCES</u></b>				
11 - General Fund	<u><u>\$ 269,418</u></u>	<u><u>\$ 243,000</u></u>	<u><u>\$ 280,000</u></u>	<u><u>\$ 264,400</u></u>

**ACCOUNT NUMBER EXPLANATION**

3111-46	Contract Services - Private	Provides for contract building and safety services
3117-46	Permit Inspections	Expenses for this object code were transferred to 3111
3996-46	IT/Equipment Charges	Allocated information technology and equipment charges
3997-46	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – Building and Safety Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: BUILDING AND SAFETY SERVICES**

**Account Code: 4460**

**FUND: 11 -General Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-46	\$ -	\$ 243,000	\$ 280,000	\$ 260,000
Permit Inspections	3117-46	269,402	-	-	-
IT/Equipment Charges	3996-46	-	-	-	2,900
Vehicle Charges	3997-46	-	-	-	1,500
<b>Total Operating Expense</b>		<u>\$ 269,418</u>	<u>\$ 243,000</u>	<u>\$ 280,000</u>	<u>\$ 264,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 269,418</u>	<u>\$ 243,000</u>	<u>\$ 280,000</u>	<u>\$ 264,400</u>

**Expenditure Detail – Engineering Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: ENGINEERING SERVICES**

**Account Code: 4465**

**FUND: General Fund**

	<u>2012-2013</u> <u>Actual</u>	<u>2013-2014</u> <u>Amended</u> <u>Budget</u>	<u>2013-2014</u> <u>Estimated</u>	<u>2014-2015</u> <u>Proposed</u> <u>Budget</u>
Operating Expenditures	\$ 126,143	\$ 100,500	\$ 102,800	\$ 107,400
<b>TOTAL</b>	<u>\$ 126,143</u>	<u>\$ 100,500</u>	<u>\$ 102,800</u>	<u>\$ 107,400</u>
 <b><u>FUNDING SOURCES</u></b>				
11 - General Fund	<u>\$ 126,143</u>	<u>\$ 100,500</u>	<u>\$ 102,800</u>	<u>\$ 107,400</u>

**ACCOUNT NUMBER EXPLANATION**

3111-46 Contract Services - Private	Miscellaneous engineering services and plans and specifications reproduction costs
3118-46 PW Plan Check & Permit	Public works plan check and inspection services for encroachment permits
3119-46 Subdivision Plan Check	Costs associated with plan checking subdivision maps and lot line adjustments
3121-46 Industrial Waste Inspections	Cost of inspection services provided by Los Angeles County Public Works Dept.

**Expenditure Detail – Engineering Services**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: ENGINEERING SERVICES**

**Account Code: 4465**

**FUND: 11 -General Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-46	\$ 3,634	\$ 5,000	\$ 8,000	\$ 8,000
PW Plan Check & Permit	3118-46	100,672	71,500	73,000	74,200
Subdivision Plan Check	3119-46	-	4,000	2,000	4,000
Industrial Waste Inspections	3121-46	21,837	20,000	19,800	21,200
<b>Total Operating Expense</b>		<u>\$ 126,143</u>	<u>\$ 100,500</u>	<u>\$ 102,800</u>	<u>\$ 107,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 126,143</u>	<u>\$ 100,500</u>	<u>\$ 102,800</u>	<u>\$ 107,400</u>

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**Expenditure Detail – Public Transit Services (Prop A)**

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**Mission**

To complement and enhance transit services for the residents of the City.

**Primary Functions**

The Development Services Development Department provides a number 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 options 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 to fund a dial-a-ride Paratransit system for seniors and 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 and 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 have diverse alternative modes of transportation which are safe and efficient for commuters, and available to persons of all income levels and disabilities.

**Fiscal Years 2014-15 Objectives**

- To 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.
- To continue the *Link* fixed-route shuttle service for short-distance local trips with one-hour maximum round-trips.
- To continue to provide dial-a-ride services for seniors and disabled that is prompt and courteous.
- To provide pleasant and attractive bus stops and to enforce truck routes.
- To implement transportation demand management programs.
- To support regional transportation planning efforts through the San Gabriel Valley Council of Governments.
- Improve tracking system to provide better year-end data.
- To replace the City’s existing bus fleet with new vehicles purchased through a grant from the Air Quality Management District.

	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Adopted</b>
	<b><u>2012-13</u></b>	<b><u>2013-14</u></b>	<b><u>2013-14</u></b>	<b><u>2014-15</u></b>
<b><u>Full Time Equivalent</u></b>				
<u>Full-Time Positions</u>				
Development Services Director	0.02	0.02	0.02	0.02
Financial Services Supervisor	0.50	0.50	0.50	0.50
Finance Technician	1.50	1.50	1.50	1.50
Assistant Planner	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>
Total Full-Time Positions (FTE)	<u>2.32</u>	<u>2.32</u>	<u>2.32</u>	<u>2.32</u>
<b>Total FTE</b>	<b><u>2.32</u></b>	<b><u>2.32</u></b>	<b><u>2.32</u></b>	<b><u>2.32</u></b>

**Expenditure Detail – Public Transit Services (Prop A)**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**FUND: Prop "A" Fund**

**Account Code: 4390-48**

	<b>2012-2013 Actual</b>	<b>2013-2014 Amended Budget</b>	<b>2013-2014 Estimated</b>	<b>2014-2015 Adopted Budget</b>
Personnel Services	\$ 29,071	\$ -	\$ -	\$ 99,500
Operating Expenditures	681,578	747,050	663,500	735,500
<b>TOTAL</b>	<b>\$ 710,649</b>	<b>\$ 747,050</b>	<b>\$ 663,500</b>	<b>\$ 835,000</b>

**FUNDING SOURCES**

48 - Prop "A" Fund	\$ 710,649	\$ 747,050	\$ 663,500	\$ 835,000
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**ACCOUNT NUMBER EXPLANATION**

1111-39	Salaries - Full-time	Salaries of Development Services Director (2%), Assistant Planner (30%), Finance Services Supervisor (5%) and three Accounting Assistants (150%)
1112-39	Salaries - Part-time	Salaries of part-time staff
1117-39	Overtime	Overtime pay for full time employees
1211-39	Retirement	Costs of City's and employee's retirement at CalPERS
1212-39	FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-39	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-39	Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-39	Life Insurance	Costs for term life insurance
1314-39	Health Insurance	Costs of health insurance coverage from CalPERS
3211-39	Postage/Mailing Services	No activity proposed
3415-39	Spotlight Publication	Transit related portion (15%) of the Spotlight publication and delivery costs for the newsletter
3816-39	Bus Shelter Maintenance	Bus stop cleaning, shelter repair and maintenance
3914-39	Special Event Transportation	Transportation to special events for senior and recreation purposes
3915-39	Public Transit Subsidy	Subsidized cost of TAP and Metro link passes
3916-39	Dial-A-Ride Service	Cost to operate a contract Dial-a-Ride transit service for Seniors and disabled residents
3917-39	Fixed Route Shuttle	Cost to operate a contract fixed-route Transit Service (La Puente LINK) in the City
3971-39	Dues and Memberships	Share of cost to San Gabriel Valley Council of Government dues
3996-39	IT/Equipment Charges	Allocated IT/Equipment Charges
3997-39	Vehicle Charges	Allocated Vehicle Charges

**Expenditure Detail – Public Transit Services (Prop A)**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**FUND: 48 -Prop "A" Fund**

**Account Code: 4390-48**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-39	\$ 16,456	\$ -	\$ -	\$ 57,400
Retirement	1211-39	3,941	-	-	14,300
FICA-Medicare	1212-39	239	-	-	900
Other Health-DOC	1311-39	3,452	-	-	2,900
Disability Insurance	1312-39	148	-	-	800
Life Insurance	1313-39	51	-	-	100
Health Insurance	1314-39	4,784	-	-	23,100
<b>Total Personnel Services</b>		<u>\$ 29,071</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 99,500</u>
<b>Operating Expenses</b>					
Postage/Mailing Services	3211-39	\$ 102	\$ 450	\$ 200	\$ 400
Spotlight Publication	3415-39	4,665	5,700	5,700	5,700
Bus Shelter Maintenance	3816-39	25,987	28,350	28,000	28,400
Special Event Transportation	3914-39	4,803	5,000	5,000	5,000
Public Transit Subsidy	3915-39	189,591	208,000	170,000	190,000
Dial-A-Ride Service	3916-39	75,616	75,000	77,000	79,000
Fixed Route Shuttle	3917-39	372,810	410,000	370,000	415,000
Dues and Memberships	3971-39	-	7,550	7,600	7,600
IT/Equipment Charges	3996-39	2,400	1,400	-	2,900
Vehicle Charges	3997-39	5,604	5,600	-	1,500
<b>Total Operating Expense</b>		<u>\$ 681,578</u>	<u>\$ 747,050</u>	<u>\$ 663,500</u>	<u>\$ 735,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 710,649</u>	<u>\$ 747,050</u>	<u>\$ 663,500</u>	<u>\$ 835,000</u>

## Expenditure Summary – Recreation Services Division

CITY OF LA PUENTE

FY 2014-2015

**DEPARTMENT: RECREATION CENTER**

**FUND: General and CDBG Funds**

	<b>2012-2013 Actual</b>	<b>2013-2014 Amended Budget</b>	<b>2013-2014 Estimated</b>	<b>2014-2015 Adopted Budget</b>
Personnel Services	\$ 530,680	\$ 618,050	\$ 583,522	\$ 595,200
Operating Expenditures	347,318	389,700	371,950	406,200
Debt Services	10,310,804	931,540	931,540	904,400
<b>TOTAL</b>	<b><u>\$ 11,188,802</u></b>	<b><u>\$ 1,939,290</u></b>	<b><u>\$ 1,887,012</u></b>	<b><u>\$ 1,905,800</u></b>

**CODE DEPARTMENTS**

4620 Recreation Center  
 4621 Youth Learning Activity Center  
 4622 Nature Education Center  
 4630 Senior Center

**FUNDING SOURCES**

11 - General Fund	\$ 11,142,780	\$ 1,939,290	\$ 1,850,142	\$ 1,879,600
41 -CDBG Fund	46,022	-	36,870	26,200
	<b><u>\$ 11,188,802</u></b>	<b><u>\$ 1,939,290</u></b>	<b><u>\$ 1,887,012</u></b>	<b><u>\$ 1,905,800</u></b>

**ACCOUNT NUMBER EXPLANATION**

1111-62 Salaries - Full-time	Salaries for Recreation Manager (100%), Recreation Coordinator (100%) and Recreation Specialist (100%)
1112-62 Salaries - Part-time	Salaries of Part-Time Staff for various activities such as excursions, special events, tiny tots, summer recreation, summer lunch programs, STARS program and others
1117-62 Overtime	Overtime pay for full-time employees
1211-62 Retirement	Costs of City's and employee's retirement at CalPERS
1212-62 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-62 Retirement-PST	Retirement contribution for part-time staff
1311-62 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-62 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-62 Life Insurance	Costs for term life insurance
1314-62 Health Insurance	Costs of health insurance coverage from CalPERS
3011-62 Office Supplies	Office Supplies
3012-62 Furniture/Equipment	Tiny Tots furniture and play equipment and general office equipment
3013-62 Supplies and Equipment	Plotter supplies, uniforms, janitorial supplies, Tiny Tots supplies, STARS (after school program) supplies and summer camp supplies
3111-62 Contract Services - Private	Web blocking of spam e-mails, contract class instructors, Active, BMI and ASCAP
3113-62 Contract Services - Public	Summer lunch program at two sites
3411-62 Printing & Publishing	Programs, periodic marketing and forms
3415-62 Spotlight Publication	Postage and mailing services for City's quarterly Spotlight
3711-63 Utility - Gas	Natural gas charges for the Recreation Center
3712-63 Utility - Electricity	Electricity for the Recreation Center
3714-63 Utility - Water	Water charges for the Recreation Center
3715-63 Utility - Communications	Communication charges for the Recreation Center
3811-62 Equipment Maintenance	Maintenance of the heat/air, telephones, plotters and office equipment.
3813-62 Facility Maintenance	Maintenance and repair of facility equipment, pest control, security alarm and miscellaneous cleaning supplies
3911-62 Equipment Lease and Rental	Lease, rental and maintenance of digital color copier
3961-62 Subscriptions & Publications	Magazine subscriptions
3971-62 Dues & Memberships	Memberships to California Parks and Recreation Society, Southern California Municipal Athletic Federation, National Recreation and Parks Association and Sam's Club
3972-62 Conferences & Meetings	Attendance at trainings and workshops
3976-62 Special Departmental	Miscellaneous items for the Department
3979-62 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 and Spring Egg Hunt
3997-62 Vehicle Charges	Allocated motor pool charges and information technology charges
3990-62 Debt Service Payments	Principal and Interest payments of Bank loan

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## Expenditure Detail – Recreation Services

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### **Mission**

To provide the residents of La Puente access to a wide variety of quality cultural, social, educational, and recreational opportunities and services.

### **Department Activity**

The Recreation division provides recreational experiences through a variety of programs, activities and special events. A variety of benefits to individuals and the community are achieved through the programs and activities that the Recreation division provides. Recreation fosters human development, promotes health and wellness, and increases cultural unity. The Recreation division is comprised of the following programs and services:

***Recreational Classes:*** Recreational Classes offer a wide variety of recreational, educational, fitness, and skill-oriented classes to the community at affordable prices. Classes are offered for children of all ages, youth, and adults. Participation not only fosters self improvement, but also offers an opportunity for social interaction and growth. Current trends are considered when developing new classes to ensure that the program is meeting the needs of an ever changing society.

***After School Recreation - STARS:*** After School Recreation fee based program offered on campus, at Fairgrove Academy. Program activities include help with homework, crafts, games, outdoor sports, movies, special event days, and social interaction all for a reasonable price to the community.

***Special Events:*** The Recreation division holds a variety of special events all free to the general public. The City annually hosts the 3<sup>rd</sup> of July Celebration, Concerts in the Park, Movies in the Park, National Night Out, Main Street Run, Haunted Halloween Maze, Holiday Celebration events, Arbor Day, and Spring Egg Hunt.

***Excursions:*** The Excursions program offers a wide variety of trips to the community at affordable prices. The program gives participants opportunity to visit local and regional areas of interest in a social atmosphere.

***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. Over 6,000 meals were served last summer.

### **Goals**

Recreation and Community Center General Goals:

- Improve staff training to increase proficiency and effectiveness.
- Provide first class customer service to external and internal customers.
- Continue to improve the quality of classes, after school recreation, Tiny Tot Program, and special events offered to the community and increase participation.
- Expand and continue to provide affordable and interesting trips that offer youth and adults the opportunity to see and experience new places.
- Partner with local agencies, businesses and non-profits to produce special events and programs.

Recreation and Community Center Major Accomplishments for 2013-2014

- Collaborated with the Los Angeles County Sheriff's Department on the 2013 National Night Out.
- Added new gymnastics and tumbling classes for preschool aged participants.
- Collaborated with the Old Town Puente Association to expand the 2013 Holiday Parade route.

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## Expenditure Detail – Recreation Services

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### Goals

- Conduct four specialized trainings for part-time staff
- Increase the participation in recreational classes, after-school recreation, Tiny Tot program, special events, and summer programs.
- Increase the number of weeks for the Summer Lunch Program at Del Valle from 5 weeks in 2013 to 9 weeks in 2014.
- Implement a 9-week Summer Breakfast Program at La Puente Park.
- Update independent contractors (recreation classes, special events, etc.) contracts for compliance with the CJPIA.
- Develop policies and procedures for a Special Events Application and Permit.

<u>Full Time Equivalent</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>Budget</u> <u>2013-14</u>	<u>Projected</u> <u>Budget</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>
<u>Full-Time Positions</u>				
Recreation Manager	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Recreation Specialist	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Positions (FTE)	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<b>Total FTE</b>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

### Part-Time Positions

The number of full time equivalent in Recreation Services can vary depending on the amount of budget set aside. For FY 2014-15, the proposed budget is \$149,200 which will cover the costs of part time positions including recreation aide.

## Expenditure Detail – Recreation Services

CITY OF LA PUENTE

FY 2014-2015

**DEPARTMENT: RECREATION CENTER**  
**FUND: 11 - General Fund**

**Account Code: 4620**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 380,990	\$ 371,050	\$ 344,916	\$ 347,100
Operating Expenditures	219,267	222,230	222,250	243,800
Debt Services	317,902	465,770	465,770	452,200
<b>TOTAL</b>	<b>\$ 918,159</b>	<b>\$ 1,059,050</b>	<b>\$ 1,032,936</b>	<b>\$ 1,043,100</b>

**FUNDING SOURCES**

11 - General Fund	\$ 918,159	\$ 1,059,050	\$ 1,032,936	\$ 1,043,100
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**ACCOUNT NUMBER EXPLANATION**

1111-62 Salaries - Full-time	Salaries for Recreation Manager (100%), Recreation Coordinator (100%) and Recreation Specialist (100%)
1112-62 Salaries - Part-time	Salaries of Part-Time Staff for various activities such as excursions, special events, tiny tots, summer recreation, summer lunch programs, STARS program and others
1117-62 Overtime	Overtime pay for full-time employees
1211-62 Retirement	Costs of City's and employee's retirement at CalPERS
1212-62 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-62 Retirement-PST	Retirement contribution for part-time staff
1311-62 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-62 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-62 Life Insurance	Costs for term life insurance
1314-62 Health Insurance	Costs of health insurance coverage from CalPERS
3011-62 Office Supplies	Office Supplies
3012-62 Furniture/Equipment	Tiny Tots furniture and play equipment and general office equipment
3013-62 Supplies and Equipment	Plotter supplies, uniforms, janitorial supplies, Tiny Tots supplies, STARS (after school program) supplies and summer camp supplies
3111-62 Contract Services - Private	Web blocking of spam e-mails, contract class instructors, Active, BMI and ASCAP
3113-62 Contract Services - Public	Summer lunch program at two sites
3411-62 Printing & Publishing	Programs, periodic marketing and forms
3415-62 Spotlight Publication	Postage and mailing services for City's quarterly Spotlight
3711-63 Utility - Gas	Natural gas charges for the Recreation Center
3712-63 Utility - Electricity	Electricity for the Recreation Center
3714-63 Utility - Water	Water charges for the Recreation Center
3715-63 Utility - Communications	Communication charges for the Recreation Center
3811-62 Equipment Maintenance	Maintenance of the heat/air, telephones, plotters and office equipment.
3813-62 Facility Maintenance	Maintenance and repair of facility equipment, pest control, security alarm and miscellaneous cleaning supplies
3911-62 Equipment Lease and Rental	Lease, rental and maintenance of digital color copier
3961-62 Subscriptions & Publications	Magazine subscriptions
3971-62 Dues & Memberships	Memberships to California Parks and Recreation Society, Southern California Municipal Athletic Federation, National Recreation and Parks Association and Sam's Club
3972-62 Conferences & Meetings	Attendance at trainings and workshops
3976-62 Special Departmental	Miscellaneous items for the Department
3979-62 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 and Spring Egg Hunt
3996-62 IT/Equipment Charges	Allocated information technology and equipment charges
3997-62 Vehicle Charges	Allocated vehicle charges
3990-62 Debt Service Payments	Principal and Interest payments of Bank loan

**Expenditure Detail – Recreation Services**

CITY OF LA PUENTE

FY 2014-2015

DEPARTMENT: RECREATION CENTER

Account Code: 4620

FUND: 11 -General Fund

Description	Acct. No.	2012-2013 Actual	2013-2014 Amended Budget	2013-2014 Estimated	2014-2015 Adopted Budget
<b>Personnel Services</b>					
Salaries - Full-time	1111-62	\$ 166,956	\$ 138,100	\$ 143,300	\$ 145,600
Salaries - Part-time	1112-62	114,089	145,000	113,169	114,000
Overtime	1117-62	3,813	3,000	2,500	1,400
Retirement	1211-62	41,039	33,600	34,487	34,500
FICA-Medicare	1212-62	4,132	4,100	3,750	4,300
Retirement-PST	1213-62	4,214	5,450	4,244	-
Other Health-DOC	1311-62	4,503	6,000	3,500	6,000
Disability Insurance	1312-62	1,445	2,400	1,297	2,100
Life Insurance	1313-62	580	500	419	500
Health Insurance	1314-62	40,219	32,900	38,250	38,700
<b>Total Personnel Services</b>		<u>\$ 380,990</u>	<u>\$ 371,050</u>	<u>\$ 344,916</u>	<u>\$ 347,100</u>
<b>Operating Expenses</b>					
Office Supplies	3011-62	\$ 1,040	\$ 1,500	\$ 2,000	\$ 2,000
Furniture/Equipment	3012-62	7,762	14,500	9,500	5,000
Supplies and Equipment	3013-62	187	200	100	5,200
Contract Services - Private	3111-62	38,654	43,400	46,000	44,000
Contract Services - Public	3113-62	20,191	19,000	17,000	24,000
Printing & Publishing	3411-62	-	500	500	500
Spotlight Publication	3415-62	3,110	3,780	3,700	3,800
Utility - Gas	3711-63	203	500	450	500
Utility - Electricity	3712-63	19,954	18,480	18,000	19,000
Utility - Water	3714-63	2,090	3,000	3,000	3,000
Utility - Communications	3715-63	623	500	500	500
Equipment Maintenance	3811-62	1,338	3,500	3,000	2,000
Facility Maintenance	3813-62	25,375	20,500	20,500	20,500
Equipment Lease and Rental	3911-62	4,656	4,000	4,500	4,000
Subscriptions & Publications	3961-62	-	20	-	-
Dues & Memberships	3971-62	945	1,250	1,300	1,300
Conferences & Meetings	3972-62	352	200	1,000	1,000
Special Departmental	3976-62	319	250	500	300
Special Events	3979-62	81,320	76,000	79,500	79,500
IT/Equipment Charges	3996-62	-	-	-	20,000
Vehicle Charges	3997-62	11,148	11,150	11,200	7,700
<b>Total Operating Expense</b>		<u>\$ 219,267</u>	<u>\$ 222,230</u>	<u>\$ 222,250</u>	<u>\$ 243,800</u>
<b>Debt Service</b>					
Debt Service Payments	3990-62	\$ 317,902	\$ 465,770	\$ 465,770	\$ 452,200
<b>Total Debt Service</b>		<u>\$ 317,902</u>	<u>\$ 465,770</u>	<u>\$ 465,770</u>	<u>\$ 452,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 918,159</u>	<u>\$ 1,059,050</u>	<u>\$ 1,032,936</u>	<u>\$ 1,043,100</u>

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## Expenditure Detail – Youth Learning Activity Center

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### **Mission**

The Youth Learning Activity Center supports teaching and learning on all levels by offering activities, sports, instruction, mentoring, and more for its residents to become efficient and effective learners.

### **Department Activity**

The Youth Learning Activity Center's purpose is to enhance the mind and body through health and fitness, sports, mentoring, computers, life skills, tutoring, arts, recreation, education, and career development. The Center will also provide a setting for teens to socialize and interact with their peers through structured activities. The Center will be the central location for all youth and adult sports such as basketball, volleyball, and softball. Facility and La Puente Park reservations will be made and processed here.

### **Primary Functions**

The Youth Learning Activity Center will consist of a full-time Recreation Supervisor, part-time Sports Coordinator, part-time Recreation Specialists, part-time Recreation Leaders, and part-time Recreation Aides who oversee the daily operations. The Center is responsible for the following services:

- Facility Reservations
- Youth and Adult Sports
- Park and Playground Monitoring
- Teen VOICE Programs

***Youth Learning:*** Offer students a broad array of additional services, programs, and activities, such as 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.

***Facility Reservations:*** The City rents several types of facilities and spaces to meet the community's needs. Rental rates and related costs for all facilities vary, depending upon type of space, and renter category.

***Youth and Adult Sports:*** The purpose of the Youth Sports is to guide each participant through an organized program and to develop the fundamentals of each sport and promote team play through teaching, training, and sportsmanship. The goal of this program is to encourage skill development and a positive attitude. The desire of Adult Sports is to bring back an element that has been lacking within the community for years.

### **Goals**

The Youth Learning Activity Center General Goals:

- Develop and implement a youth and sports program.
- Implement a facility rental procedure, including rules and regulations, fee, deposits, etc.
- Implement and administer the volunteer program for Recreation Services
- Improve staff training to increase proficiency and effectiveness.
- Provide first class customer services to external and internal customers.

Youth Learning Activity Center Major Accomplishments for 2013-2014:

- Reintroduced the Teen VOICE Volunteer Program.
- Developed and implemented the procedures for weekly playground inspections of La Puente Park.

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**Expenditure Detail – Youth Learning Activity Center**

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**Goals**

Recreation and Community Center Major Goals 2014-2015:

- Conduct four specialized trainings for part-time staff
- Increase the participation in youth sports programs such as the Youth Basketball League.
- Develop and implement procedures for weekly playground inspections of the playground at the Puente Creek Nature Education Center.
- Update the Facility Reservation Use policy and procedures for compliance with the CJPIA.

<b><u>Full Time Equivalent</u></b>	<b><u>Actual</u></b> <b><u>2012-13</u></b>	<b><u>Adopted</u></b> <b><u>Budget</u></b> <b><u>2013-14</u></b>	<b><u>Projected</u></b> <b><u>Budget</u></b> <b><u>2013-14</u></b>	<b><u>Adopted</u></b> <b><u>Budget</u></b> <b><u>2014-15</u></b>
<b><u>Full-Time Positions</u></b>				
Recreation Coordinator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Positions (FTE)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE</b>	<b><u>1.00</u></b>	<b><u>1.00</u></b>	<b><u>1.00</u></b>	<b><u>1.00</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 FY 2014-15, the proposed budget is \$78,000 which will cover the costs of part time positions including recreation aide, leader & specialist.

**Expenditure Detail – Youth Learning Activity Center**

**CITY OF LA PUENTE**

**FY 2014-2015**

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

**Account Code: 4621**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 72,327	\$ 140,300	\$ 149,954	\$ 140,000
Operating Expenditures	76,123	84,350	77,750	78,200
Debt Services	9,992,902	465,770	465,770	452,200
<b>TOTAL</b>	<b>\$ 10,141,352</b>	<b>\$ 690,420</b>	<b>\$ 693,474</b>	<b>\$ 670,400</b>

**FUNDING SOURCES**

11 - General Fund	\$ 10,141,352	\$ 690,420	\$ 693,474	\$ 670,400
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**ACCOUNT NUMBER EXPLANATION**

1111-62 Salaries - Full-time	Salaries for Recreation Coordinator (100%)
1112-62 Salaries - Part-time	Salaries of Part-Time Staff for various activities
1211-62 Retirement	Costs of City's and employee's retirement at CalPERS
1212-62 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-62 Retirement-PST	Retirement contribution for part-time staff
1311-62 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-62 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-62 Life Insurance	Costs for term life insurance
1314-62 Health Insurance	Costs of health insurance coverage from CalPERS
3011-62 Office Supplies	Office supplies for the Youth Learning Activity Center
3012-62 Furniture/Equipment	Gymnasium equipment and maintenance
3013-62 Supplies and Equipment	Uniforms, plotter supplies, contract class supplies and game room
3111-62 Contract Services - Private	Cost of contract referees for sports leagues
3411-62 Printing & Publishing	Printing of special event programs and periodic marketing
3711-63 Utility - Gas	Natural Gas charges for the Youth Learning Activity Center
Utility - Electricity	Electrical Service for the Youth Learning Activity Center, gymnasium and parking lot
3712-63	
3714-63 Utility - Water	Water charges for the Youth Learning Activity Center
3715-63 Utility - Communications	Communication charges for the Youth Learning Activity Center
3811-62 Equipment Maintenance	Maintenance agreement of kitchen equipment, fire maintenance, water filters, generator service and heat/air
3813-62 Facility Maintenance	Maintenance and repair of facility equipment, pest control, security alarm and miscellaneous cleaning supplies
3911-62 Equipment Lease and Rental	Lease, rental and maintenance of color copier
3971-62 Dues & Memberships	Memberships to California Parks and Recreation Society, Southern California Municipal Athletic Federation and Sam's Club
3972-62 Conferences & Meetings	Attendance at trainings and workshops
3976-62 Special Departmental	Miscellaneous items for the Department
3980-62 Sports Activities	Supplies for sports activities, shirts, awards, closing ceremony for the Youth Basketball Program, balls and scorebooks
3990-62 Debt Service Payments	Principal and Interest payments of Bank loan

**Expenditure Detail – Youth Learning Activity Center**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: YOUTH LEARNING ACTIVITY CENTER**  
**FUN 11 - General Fund**

**Account Code: 4621**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-62	\$ 67	\$ 32,350	\$ 38,193	\$ 41,000
Salaries - Part-time	1112-62	68,685	82,500	88,060	78,000
Overtime	1117-62	-	-	2,948	-
Retirement	1211-62	-	8,000	9,186	9,700
FICA-Medicare	1212-62	997	1,650	1,873	1,700
Retirement-PST	1213-62	2,578	3,100	3,302	-
Other Health-DOC	1311-62	-	2,000	173	2,000
Disability Insurance	1312-62	-	550	333	600
Life Insurance	1313-62	-	150	122	200
Health Insurance	1314-62	-	10,000	5,763	6,800
<b>Total Personnel Services</b>		<u>\$ 72,327</u>	<u>\$ 140,300</u>	<u>\$ 149,954</u>	<u>\$ 140,000</u>
<b>Operating Expenses</b>					
Office Supplies	3011-62	\$ 1,075	\$ 1,200	\$ 1,500	\$ 2,000
Furniture/Equipment	3012-62	4,651	6,950	6,950	5,000
Supplies and Equipment	3013-62	-	-	-	2,000
Contract Services - Private	3111-62	2,572	6,800	3,000	3,000
Printing & Publishing	3411-62	-	500	500	500
Utility - Gas	3711-63	1,680	2,100	2,100	2,100
Utility - Electricity	3712-63	28,007	35,200	28,700	29,000
Utility - Water	3714-63	2,091	3,100	2,700	3,100
Utility - Communications	3715-63	264	175	250	300
Equipment Maintenance	3811-62	4,950	2,500	2,500	2,500
Facility Maintenance	3813-62	21,181	14,500	17,000	15,500
Equipment Lease and Rental	3911-62	3,792	3,500	4,300	4,500
Dues & Memberships	3971-62	345	450	450	500
Conferences & Meetings	3972-62	-	175	700	1,000
Special Departmental	3976-62	1,063	1,000	1,000	1,000
Sports Activities	3980-62	4,452	6,200	6,100	6,200
<b>Total Operating Expense</b>		<u>\$ 76,123</u>	<u>\$ 84,350</u>	<u>\$ 77,750</u>	<u>\$ 78,200</u>
<b>Debt Service</b>					
Debt Service Payments	3990-62	<u>\$ 9,992,902</u>	<u>\$ 465,770</u>	<u>\$ 465,770</u>	<u>\$ 452,200</u>
<b>Total Debt Service</b>		<u>\$ 9,992,902</u>	<u>\$ 465,770</u>	<u>\$ 465,770</u>	<u>\$ 452,200</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 10,141,352</u></u>	<u><u>\$ 690,420</u></u>	<u><u>\$ 693,474</u></u>	<u><u>\$ 670,400</u></u>

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## **Expenditure Detail – Nature Education Center**

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### **Mission**

The purpose of the Puente Creek Nature Education Center is to develop, nurture, and promote environmental awareness.

### **Department Activity**

Located between Nelson Elementary School and the Puente Creek Drainage Channel the Center will provide the public, including students of the surrounding school districts, educational opportunities regarding the Southern California ecosystem and the environmental issues that face our community.

### **Primary Functions**

The Puente Creek Nature Education Center will consist of part-time Recreation Leaders and a part-time Maintenance Worker. The Center will be accessible to all members of the community and will provide a variety of experiences. An emphasis will be placed on exploring nature, and fostering an appreciation of conservation and environmental responsibility.

The conceptual plan of the Center includes an outdoor classroom, watershed display, nature walk, native riparian vegetation, interactive displays, and a children's rock climbing element in the playground area. The outdoor classroom will provide students an opportunity to experiment and explore with hands-on exhibits. Additionally, the watershed display will model local riparian systems complete with "dry stream" beds and wetlands where water is retained. Encircling the watershed display is a nature walk. The nature walk will be lined with interpretive panels and interactive displays pertaining to the natural flora native to Southern California. Finally, a playground section focusing on creative play will encourage children to make-up play using their natural surroundings.

### **Goals**

Puente Creek Nature Education Center General Goals:

- Provide first class customer service to external and internal customers.
- Provide educational tours through a volunteer docent program.
- Partner with local agencies, businesses and non-profits to produce activities and programs.
- Provide age appropriate curriculum with the Hacienda La Puente Unified School District.

Puente Creek Nature Education Center Major Accomplishments for 2013-2014:

- Filed the Notice of Completion with the County of Los Angeles.
- Awarded the California Parks and Recreation Society (CPRS) Award of Excellence in Park Design.
- Developed an information brochure for the Puente Creek Nature Education Center.

Puente Creek Nature Education Center Major Goals 2014-2015:

- Develop a volunteer docent program to offer tours of the Puente Creek Nature Education Center.
- Develop and implement procedures for weekly playground inspections of the playground at the Puente Creek Nature Education Center.

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**Expenditure Detail – Nature Education Center**

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<u>Full Time Equivalent</u>	<u>Actual</u> <u>2012-13</u>	<u>Adopted</u> <u>Budget</u> <u>2013-14</u>	<u>Projected</u> <u>Budget</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>
<u>Part-Time Positions</u>				
Recreation Leader	0.00	0.00	0.00	0.00
Maintenance Worker	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Part-Time Positions (FTE)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total FTE</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Expenditure Detail – Nature Education Center**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: NATURE EDUCATION CENTER**

**Account Code: 4622**

**FUND: 11 -General Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ -	\$ 16,700	\$ 1,058	\$ 15,900
Operating Expenditures	-	13,000	2,000	13,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 29,700</b>	<b>\$ 3,058</b>	<b>\$ 28,900</b>

**FUNDING SOURCES**

11 - General Fund	<u>\$ -</u>	<u>\$ 29,700</u>	<u>\$ 3,058</u>	<u>\$ 28,900</u>
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**ACCOUNT NUMBER EXPLANATION**

1112-63	Salaries - Part-time	Salaries of part-time staff
1212-63	FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-63	Retirement-PST	Retirement contribution for part-time staff
3011-63	Office Supplies	Supplies for Nature Center
3013-63	Supplies and Equipment	Educational supplies for the Nature Center
3712-63	Utility - Electricity	Electricity charges for the Nature Center
3714-63	Utility - Water	Water charges for the Nature Center

**Expenditure Detail – Nature Education Center**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: NATURE EDUCATION CENTER**  
**FUND: 11 -General Fund**

**Account Code: 4622**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Part-time	1112-62	\$ -	\$ 15,870	\$ 1,005	\$ 15,900
FICA-Medicare	1212-62	-	230	15	-
Retirement-PST	1213-62	-	600	38	-
<b>Total Personnel Services</b>		<u>\$ -</u>	<u>\$ 16,700</u>	<u>\$ 1,058</u>	<u>\$ 15,900</u>
<b>Operating Expenses</b>					
Supplies and Equipment	3013-62	\$ -	\$ -	\$ 2,000	\$ -
Utility - Electricity	3712-62	-	11,000	-	11,000
Utility - Water	3714-62	-	2,000	-	2,000
<b>Total Operating Expense</b>		<u>\$ -</u>	<u>\$ 13,000</u>	<u>\$ 2,000</u>	<u>\$ 13,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ -</u>	<u>\$ 29,700</u>	<u>\$ 3,058</u>	<u>\$ 28,900</u>

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## Expenditure Detail – Senior Center

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### **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.

### **Department Activity**

The Senior Services division of the Recreation Services Department's purpose is to facilitate successful aging by maintaining and enhancing existing community senior programs and by developing new, needed programs and services that offer an enriched quality of life; support services for both independent seniors and the frail elderly; and information on available resources for all seniors. The mission of the division is to meet the social, educational, physical and emotional needs of the older adult. This division also meets the needs of five senior citizen clubs/organizations, which meet at the La Puente Senior Center. The La Puente Senior Center functions as a multipurpose social center.

### **Primary Functions**

Senior Services consists of a full-time Senior Center Specialist, a part-time Recreation Specialist, and a part-time Recreation Aide who over see the daily operations of a 10,500 sq. ft. senior center facility that operates Monday through Friday from the hours of 8:00 a.m.-5:00 p.m. The division is responsible for the following services:

- Daily Nutrition Program
- Adult Education Classes
- Social Services/Case Management
- Recreational Activities
- Trips and Tours
- Health and Community Partners
- Maintenance and Operation

***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. Upwards of 12 volunteers assist in the operation of this program.

***Adult Education:*** The senior center offers approximately 40 hours of adult education instruction through 7 instructors and 13 adult education classes. Classes are 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:

- Weekly social worker through Huntington Memorial Hospital
- Caregiver Support Services through Santa Anita Family Services
- Urgency Case management sponsored by Intervale Senior Services
- Independent Living Center through Santa Anita Family Services

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## Expenditure Detail – Senior Center

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**Recreational 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 Arts & Crafts, Movies, Dance Group, Spanish Club and Doll Making.
- Oil Painting Club
- T.O.P.S. Weight Loss Club

**Trips and Tours:** As part of the recreational activities, the La Puente Senior Center offers a variety of trips and tours throughout the year. La Puente Senior Services works with several contractors to provide trips. Trips can include day trips, casino turnarounds, overnight trips, extended trips, cruises, and overseas tours.

**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:

- Income Tax preparation
- Barber/Beauty Services
- Notary Public Services
- Health Screenings
- Legal Advice
- Financial Advice
- Homeowners and Renters Assistance
- Manicurist

**Maintenance and Operation:** Senior Services contracts its daily cleaning services. A Title V worker through the Los Angeles County Department of Senior Services works at the senior center as part of the senior training program. This staff member provides fifteen hours a week of maintenance to the Senior Center. Senior Services contracts out its custodial service.

### **Goals**

Senior Service's General Goals:

- Continue to improve the quality of classes, dances, lunch program, and excursions for seniors to participate in.
- Enhance the existing community senior programs
- Develop new, needed programs and services that offer an enriched quality of life
- Expand support services for both independent seniors and the frail elderly
- Continue to provide a safe and well-maintained facility
- Improve staff training to increase proficiency and effectiveness.
- Provide first class customer service to external and internal customers.
- Partner with local agencies, businesses and non-profits to produce special events and programs.

Senior Services Major Accomplishments for 2013-2014:

- Implemented the City Council approved update to the Senior Center Use Policy.

Senior Services Major Goals 2014-2015

- Develop a volunteer tracking program
- Develop an intergeneration program

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**Expenditure Detail – Senior Center**

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<b><u>Full Time Equivalent</u></b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Adopted</b>
	<b><u>2012-13</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
		<b><u>2013-14</u></b>	<b><u>2013-14</u></b>	<b><u>2014-15</u></b>
<b><u>Full-Time Positions</u></b>				
Recreation Manager	0.00	0.00	0.00	0.00
Senior Center Specialist	0.60	0.60	0.60	0.60
Management Assistant	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Full-Time Positions (FTE)	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>
<b><u>Part-Time Positions</u></b>				
Recreation Aide	2.00	2.00	2.00	2.00
Recreation Specialist	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Part-Time Positions (FTE)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>3.00</u>
<b>Total FTE</b>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>

**Expenditure Detail – Senior Center**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: SENIOR SERVICES**  
**FUND: General Fund/CDBG Fund**

**Account Code: 4630**

	<u>2012-2013</u> <u>Actual</u>	<u>2013-2014</u> <u>Amended</u> <u>Budget</u>	<u>2013-2014</u> <u>Estimated</u>	<u>2014-2015</u> <u>Adopted</u> <u>Budget</u>
Personnel Services	\$ 77,363	\$ 90,000	\$ 87,595	\$ 92,200
Operating Expenditures	<u>51,928</u>	<u>70,120</u>	<u>69,950</u>	<u>71,200</u>
<b>TOTAL</b>	<u>\$ 129,291</u>	<u>\$ 160,120</u>	<u>\$ 157,545</u>	<u>\$ 163,400</u>

**FUNDING SOURCES**

11 -General Fund	\$ 83,269	\$ 160,120	\$ 120,675	\$ 137,200
41 - CDBG Fund	<u>46,022</u>	<u>-</u>	<u>36,870</u>	<u>26,200</u>
<b>TOTAL</b>	<u>\$ 129,291</u>	<u>\$ 160,120</u>	<u>\$ 157,545</u>	<u>\$ 163,400</u>

**ACCOUNT NUMBER EXPLANATION**

1111-63	Salaries - Full-time	Salaries for Senior Center Specialist
1112-63	Salaries - Part-time	Salaries of Part-Time Recreation Specialists
1211-63	Retirement	Costs of City's and employee's retirement at CalPERS
1212-63	FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-63	Retirement-PST	Retirement contribution for part-time staff
1311-63	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-63	Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-63	Life Insurance	Costs for term life insurance
1314-63	Health Insurance	Costs of health insurance coverage from CalPERS
3011-63	Office Supplies	Office supplies for the Senior Center
3012-63	Furniture/Equipment	General supplies and purchasing of equipment
3013-63	Supplies and Equipment	Coffee Service for seniors
3411-63	Printing & Publishing	Plotter supplies, periodic marketing and brochures
3711-63	Utility - Gas	Natural gas charges for the Senior Center
3712-63	Utility - Electricity	Electricity charges for the Senior Center
3714-63	Utility - Water	Water charges for the Senior Center
3715-63	Utility - Communications	Telephone service for the Senior Center
3811-63	Equipment Maintenance	Maintenance agreement for kitchen equipment, fire maintenance, water filter, generator service and heat/air
3813-63	Facility Maintenance	Custodial service, pest control, security alarm, plumbing and carpet cleaning
3814-63	Landscape Maintenance	Landscaping services for the Senior Center
3911-63	Equipment Lease and Rental	Lease, rental and maintenance of digital color copier
3961-63	Subscriptions & Publications	Daily newspaper subscriptions
3971-63	Dues & Memberships	Membership to California Parks and Recreation Society and National Recreation Parks Associations
3972-63	Conferences & Meetings	Attendance at trainings and workshops
3976-63	Special Departmental	Miscellaneous items
3979-63	Special Events	Provides supplies, catering, entertainment and decorations for monthly dances, excursions and volunteer recognition
3996-63	IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – Senior Center**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: SENIOR SERVICES**

**Account Code: 4630**

**FUND: 11 General Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-63	\$ 14,004	\$ 38,700	\$ 19,726	\$ 24,500
Salaries - Part-time	1112-63	5,267	21,700	14,801	26,200
Overtime	1117-63	572	500	502	-
Leave Conversion Incentives	1118-63	2,381	2,500	2,381	-
Retirement	1211-63	3,487	9,500	4,798	5,800
FICA-Medicare	1212-63	324	900	544	700
Retirement-PST	1213-63	197	800	555	-
Other Health-DOC	1311-63	472	2,000	941	1,200
Disability Insurance	1312-63	129	700	188	400
Life Insurance	1313-63	57	150	84	100
Health Insurance	1314-63	4,451	12,550	6,205	7,100
<b>Total Personnel Services</b>		<u>\$ 31,341</u>	<u>\$ 90,000</u>	<u>\$ 50,725</u>	<u>\$ 66,000</u>
<b>Operating Expenses</b>					
Office Supplies	3011-63	\$ 705	\$ 1,000	\$ 800	\$ 1,000
Furniture/Equipment	3012-63	4,856	7,250	7,300	7,300
Supplies and Equipment	3013-63	-	-	300	500
Printing & Publishing	3411-63	361	400	400	400
Utility - Gas	3711-63	1,162	1,890	1,900	1,900
Utility - Electricity	3712-63	12,910	20,130	20,100	20,100
Utility - Water	3714-63	1,319	1,500	1,500	1,500
Utility - Communications	3715-63	1,537	2,800	2,800	2,800
Equipment Maintenance	3811-63	4,079	4,500	4,500	4,500
Facility Maintenance	3813-63	12,051	16,500	16,500	16,500
Landscape Maintenance	3814-63	1,392	1,500	1,500	1,500
Equipment Lease and Rental	3911-63	2,421	2,800	2,800	2,800
Subscriptions & Publications	3961-63	198	400	400	400
Dues & Memberships	3971-63	-	300	-	300
Conferences & Meetings	3972-63	-	-	-	500
Special Departmental	3976-63	45	250	250	300
Special Events	3979-63	8,892	8,900	8,900	8,900
<b>Total Operating Expense</b>		<u>\$ 51,928</u>	<u>\$ 70,120</u>	<u>\$ 69,950</u>	<u>\$ 71,200</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 83,269</u></u>	<u><u>\$ 160,120</u></u>	<u><u>\$ 120,675</u></u>	<u><u>\$ 137,200</u></u>

**Expenditure Detail – Senior Center**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: SENIOR SERVICES**

**Account Code: 4630**

**FUND: 41 -CDBG Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-63	\$ 23,622	\$ -	\$ 20,014	\$ 16,300
Salaries - Part-time	1112-63	8,174	-	4,335	-
Retirement	1211-63	5,666	-	4,765	3,900
FICA-Medicare	1212-63	462	-	354	200
Retirement-PST	1213-63	306	-	163	-
Other Health-DOC	1311-63	473	-	1,183	800
Disability Insurance	1312-63	202	-	175	200
Life Insurance	1313-63	91	-	78	100
Health Insurance	1314-63	7,026	-	5,803	4,700
<b>Total Personnel Services</b>		<u>\$ 46,022</u>	<u>\$ -</u>	<u>\$ 36,870</u>	<u>\$ 26,200</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 46,022</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 36,870</u></u>	<u><u>\$ 26,200</u></u>

**Expenditure Summary – Sewer Division**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: SEWER**

**FUND: Various Funds**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 33,763	\$ -	\$ 2,748	\$ 16,300
Operating Expenditures	85,263	116,700	100,200	111,200
Debt Services	716,129	641,499	641,499	643,000
Transfer to Other Funds	<u>1,356,828</u>	<u>1,282,998</u>	<u>1,280,247</u>	<u>1,286,000</u>
<b>TOTAL</b>	<b><u>\$ 2,191,983</u></b>	<b><u>\$ 2,041,197</u></b>	<b><u>\$ 2,024,694</u></b>	<b><u>\$ 2,056,500</u></b>

**CODE DEPARTMENTS**

- 4710 Sewer Construction/Maintenance
- 4720 Sewer Revenue Bond
- 4730 CSMD Fund

**FUNDING SOURCES**

50 - Sewer Const/Maintenance Fund	\$ 699,250	\$ 678,199	\$ 668,169	\$ 685,500
52 - 2007 Sewer Revenue Bond Fund	1,436,985	1,282,998	1,280,647	1,286,000
54 - CSMD Fund	<u>55,748</u>	<u>80,000</u>	<u>75,878</u>	<u>85,000</u>
<b>TOTAL</b>	<b><u>\$ 2,191,983</u></b>	<b><u>\$ 2,041,197</u></b>	<b><u>\$ 2,024,694</u></b>	<b><u>\$ 2,056,500</u></b>

**ACCOUNT NUMBER EXPLANATION**

3011-50 Office Supplies	Cleaning supplies for City Hall general activities
3013-50 Supplies and Equipment	Cost of small equipment
3111-50 Contract Services - Private	Costs for DSL and MX Logic spam software
3211-50 Postage/Mailing Services	Meter postage, express mail, FedEx and postal permits
3711-50 Utility - Gas	Gas utility service for City Hall
3712-50 Utility - Electricity	Electrical utility service for City Hall
3714-50 Utility - Water	Water service for City Hall
3715-50 Utility - Communications	Telephone services for City Hall
3811-50 Equipment Maintenance	Maintenance of City Hall heating and air conditioning, elevator, telephone system, mail meter, copier service, computer and printer services, emergency generator and other miscellaneous equipment
3813-50 Facility Maintenance	Custodial services, alarm, door mat rentals and pest control for City Hall
3814-50 Landscape maintenance	Landscaping maintenance surrounding City Hall
3911-50 Equipment Lease & Rental	Lease for City Hall copier machines

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**Expenditure Detail – Sewer Construction/Maintenance**

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**Mission**

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

**Department Activity**

The sewer maintenance division provides for personnel costs and operating costs such as office supplies, legal fees and postage and mailing relating to the sewer district fund.

**Goals and 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

<b><u>Full Time Equivalent</u></b>	<b><u>Actual</u></b>	<b><u>Adopted</u></b>	<b><u>Projected</u></b>	<b><u>Adopted</u></b>
	<b><u>2012-13</u></b>	<b><u>2013-14</u></b>	<b><u>2013-14</u></b>	<b><u>2014-15</u></b>
<b><u>Full-Time Positions</u></b>				
City Manager	0.15	0.15	0.15	0.15
Director of Administrative Services	0.15	0.15	0.15	0.150
Finance Manager	0.05	0.05	0.05	0.05
Director of Development Services	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Total Full-Time Positions (FTE)	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>
<b>Total FTE</b>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>

**Expenditure Detail – Sewer Construction/Maintenance**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: SEWER MAINTENANCE SERVICES**

**Account Code: 4710**

**FUND: Sewer Const/Maint Fund/2007 Sewer Revenue Bond Fund/CSMD Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 29,036	\$ -	\$ 2,748	\$ 16,300
Operating Expenditures	31,199	41,700	25,200	26,200
Debt Service	716,129	641,499	641,499	643,000
Transfer to Other Funds	640,699	641,499	641,499	643,000
<b>TOTAL</b>	<b>\$ 1,417,063</b>	<b>\$ 1,324,698</b>	<b>\$ 1,310,946</b>	<b>\$ 1,328,500</b>

**FUNDING SOURCES**

50 - Sewer Const/Maintenance Fund	\$ 699,250	\$ 678,199	\$ 668,169	\$ 685,500
52 - 2007 Sewer Revenue Bond Fund	716,129	641,499	641,899	643,000
54 - CSMD Fund	1,684	5,000	878	-
<b>TOTAL</b>	<b>\$ 1,417,063</b>	<b>\$ 1,324,698</b>	<b>\$ 1,310,946</b>	<b>\$ 1,328,500</b>

**ACCOUNT NUMBER EXPLANATION**

1111-71	Salaries Full-Time	Allocated salaries from City Manager, Director of Administrative Services, Finance Manager and Director of Development Services
1112-71	Salaries Part-Time	Salaries of Part-Time Staff
1211-71	Retirement	Costs of City's and employee's retirement at CalPERS
1212-71	FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-71	Retirement - PST	Retirement contribution for part-time staff
1311-71	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-71	Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-71	Life Insurance	Costs for term life insurance
1314-71	Health Insurance	Costs of health insurance coverage from CalPERS
3111-71	Contract Services - Private	Maintenance contract for the annual sewer cleaning
3113-71	Contract Services - Public	Annual permit fee with State Water Resources Control Board
3989-71	Principal Payments	Debt service payment on 2007 Sewer Revenue Bonds
3990-71	Interest Payments	Debt service payment on 2007 Sewer Revenue Bonds
3994-71	Costs of Issuance	Cost of issuance for the 2007 Sewer Revenue Bonds
4999-71	Transfer to Other Funds	Debt service payment on 2007 Sewer Revenue Bonds
3996-71	IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – Sewer Construction/Maintenance**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: SEWER CONSTRUCTION/MAINTENANCE SERVICES**  
**FUND: 50 -Sewer Const/Maint Fund**

**Account Code: 4710**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-71	\$ 19,783	\$ -	\$ -	\$ 12,600
Retirement	1211-71	4,812	-	-	2,500
FICA-Medicare	1212-71	287	-	-	200
Other Health-DOC	1311-71	1,426	-	1,470	100
Disability Insurance	1312-71	179	-	-	100
Health Insurance	1314-71	2,521	-	-	800
<b>Total Personnel Services</b>		<u>\$ 29,036</u>	<u>\$ -</u>	<u>\$ 1,470</u>	<u>\$ 16,300</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-71	4,291	5,000	6,500	6,500
Contract Services - Public	3113-71	16,020	24,000	18,700	19,300
IT/Equipment Charges	3996-71	3,600	2,100	-	400
Vehicle Charges	3977-71	5,604	5,600	-	-
<b>Total Operating Expense</b>		<u>\$ 29,515</u>	<u>\$ 36,700</u>	<u>\$ 25,200</u>	<u>\$ 26,200</u>
<b>Transfer to Other Funds</b>					
Transfer to Other Funds	4999-71	\$ 640,699	\$ 641,499	\$ 641,499	\$ 643,000
<b>Total Transfer to Other Fund</b>		<u>\$ 640,699</u>	<u>\$ 641,499</u>	<u>\$ 641,499</u>	<u>\$ 643,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 699,250</u>	<u>\$ 678,199</u>	<u>\$ 668,169</u>	<u>\$ 685,500</u>

**Expenditure Detail – Sewer Construction/Maintenance**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: SEWER CONSTRUCTION/MAINTENANCE SERVICES**  
**FUND: 52 - 2007 Sewer Revenue Bond Fund**

**Account Code: 4710**

		<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Other Health-DOC	1311-71	\$ -	\$ -	\$ 400	\$ -
<b>Total Personnel Services</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400</u>	<u>\$ -</u>
<b>Debt Service</b>					
Principal Payments	3989-71	\$ -	\$ 215,000	\$ 215,000	\$ 225,000
Interest Payments	3990-71	434,951	426,499	426,499	418,000
Costs of Issuance	3994-71	281,178	-	-	-
<b>Total Debt Service</b>		<u>\$ 716,129</u>	<u>\$ 641,499</u>	<u>\$ 641,499</u>	<u>\$ 643,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 716,129</u>	<u>\$ 641,499</u>	<u>\$ 641,899</u>	<u>\$ 643,000</u>

**Expenditure Detail – Sewer Construction/Maintenance**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: SEWER CONSTRUCTION/MAINTENANCE SERVICES**  
**FUND: 54 -CSMD Fund**

**Account Code: 4710**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Other Health-DOC	1311-71	\$ -	\$ -	\$ 878	\$ -
<b>Total Personnel Services</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 878</u>	<u>\$ -</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-71	\$ 1,684	\$ 5,000	\$ -	\$ -
<b>Total Operating Expense</b>		<u>\$ 1,684</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 1,684</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ 878</u></u>	<u><u>\$ -</u></u>

**Expenditure Detail – Sewer Revenue Bond**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: SEWER REVENUE BOND**

**Account Code: 4720**

**FUND: 2007 Sewer Revenue Bond Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 4,727	\$ -	\$ -	\$ -
Transfer to Other Funds	716,129	641,499	638,748	643,000
<b>TOTAL</b>	<b>\$ 720,856</b>	<b>\$ 641,499</b>	<b>\$ 638,748</b>	<b>\$ 643,000</b>

**FUNDING SOURCES**

52 - 2007 Sewer Revenue Bond Fund	<u>\$ 720,856</u>	<u>\$ 641,499</u>	<u>\$ 638,748</u>	<u>\$ 643,000</u>
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**ACCOUNT NUMBER EXPLANATION**

3989-71	Principal Payment	Debt service payment on 2007 Sewer Revenue Bonds
3990-71	Interest Payments	Debt service payment on 2007 Sewer Revenue Bonds
3994-71	Cost of Issuance	Cost of issuance for the 2007 Sewer Revenue Bonds

**Expenditure Detail – Sewer Revenue Bond**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: SEWER REVENUE BOND**  
**FUND: 52 -2007 Sewer Revenue Bond Fund**

**Account Code: 4720**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Transfer to Other Fund</b>					
Principal Payment	3989-71	\$ -	\$ 215,000	\$ 213,249	\$ 225,000
Interest Payments	3990-71	434,951	426,499	426,499	418,000
Cost of Issuance	3994-71	281,178	-	-	-
<b>Total Transfer to Other Fund</b>		<u>\$ 716,129</u>	<u>\$ 641,499</u>	<u>\$ 639,748</u>	<u>\$ 643,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 720,856</u>	<u>\$ 641,499</u>	<u>\$ 639,748</u>	<u>\$ 643,000</u>

**Expenditure Detail – CSMD Fund**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: CSMD FUND**  
**FUND: CSMD Fund**

**Account Code: 4730**

	<u>2012-2013</u> <u>Actual</u>	<u>2013-2014</u> <u>Amended</u> <u>Budget</u>	<u>2013-2014</u> <u>Estimated</u>	<u>2014-2015</u> <u>Adopted</u> <u>Budget</u>
Operating Expenditures	\$ 54,064	\$ 75,000	\$ 75,000	\$ 85,000
<b>TOTAL</b>	<u>\$ 54,064</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ 85,000</u>
 <b><u>FUNDING SOURCES</u></b>				
54 - CSMD Fund	<u>\$ 54,064</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ 85,000</u>

**ACCOUNT NUMBER EXPLANATION**

3111-71 Contract Services - Private      Maintenance contract for the annual sewer cleaning

**Expenditure Detail – CSMD Fund**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT:CSMD FUND**  
**FUND: 54 -CSMD Fund**

**Account Code: 4730**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-71	\$ 53,019	\$ 75,000	\$ 75,000	\$ 85,000
Printing & Publishing	3411-71	1,045	-	-	-
<b>Total Operating Expense</b>		<u>\$ 54,064</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ 85,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 54,064</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ 85,000</u>

**Expenditure Summary – Equipment Replacement Division**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: EQUIPMENT REPLACEMENT**

**FUND: Various Funds**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Operating Expenditures	\$ 147,898	\$ 281,460	\$ 283,500	\$ 227,500
Capital Outlay	-	-	112,158	390,000
<b>TOTAL</b>	<b>\$ 147,898</b>	<b>\$ 281,460</b>	<b>\$ 395,658</b>	<b>\$ 617,500</b>

**CODE DEPARTMENTS**

4810 IT/Equipment Charges  
4850 Vehicle Charges

**FUNDING SOURCES**

42 - AQMD Fund	\$ -	\$ -	\$ 112,158	\$ 390,000
61 - Equipment Replacement Fund	147,898	281,460	283,500	227,500
<b>TOTAL</b>	<b>\$ 147,898</b>	<b>\$ 281,460</b>	<b>\$ 395,658</b>	<b>\$ 617,500</b>

**ACCOUNT NUMBER EXPLANATION**

3016-81	Computer Hardware & Software	Computer equipment and services as per IT Five Year Plan
3111-81	Contract Services - Private	Contract services for IT services provider
3014-85	Fuel Supplies	Fuel costs for City vehicles
3812-85	Vehicle Maintenance	General maintenance and repairs of City vehicles
4484-85	Vehicle Purchase	Vehicle purchase of Two Maintenance Trucks and Three Transit Buses

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## Expenditure Detail – IT Equipment Charges

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### Mission

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

### Primary Function

The IT Department oversees the City’s network, website, and applications. Additional services include troubleshooting, network security and monitoring. Act as liaison with outside contractors such as DSL Extreme, MX Logic, 3Com, etc.

### Goals and Objectives

- Provide ongoing technical support to the departments.
- Upgrade to a more powerful backup solution.
- Upgrade server hardware to meet increasing demands for speed, reliability and disk space.
- Reduce paper usage and toner costs towards becoming a paperless office.
- Overhaul the vendor database to allow for numeric rather than alphabetic keys.

### FY 2014-15 goals are:

- Install additional surveillance equipment to deter vandalism, burglary and graffiti.
  - Research for vendors and implement recommended security measures.
- New web site to be completed.
  - City staff working diligently with Vision Internet on completing website design and content.
- New upgraded phone system.
  - Project is already in progress.

### Major Accomplishments:

- Installed and implemented networking capability at the Community Center/Youth Learning Activity Center.
- Created additional fiber link from City Hall for voice and data traffic at the Community Center/Youth Learning Activity Center.
- Upgraded the network to newer technology to provide faster and more efficient information access and retrieval.
- Improved the City’s web site by using fewer web pages so information is more readily available.
- Completed firewall upgrade on network.

<u>Full Time Equivalent</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Adopted</u>
<u>Full-Time Positions</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2013-14</u>	<u>2014-15</u>
IT Systems Analyst	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Full Time Positions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Contracted Position</u>				
MIS Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Part- Time Positions	<u>1.00</u>	<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>	<u>1.00</u>

**Expenditure Detail – IT Equipment Charges**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: INFORMATION TECHNOLOGY**

**Account Code: 4810**

**FUND: Equipment Replacement Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Operating Expenditures	\$ 73,835	\$ 225,000	\$ 225,000	\$ 172,000
<b>TOTAL</b>	<u>\$ 73,835</u>	<u>\$ 225,000</u>	<u>\$ 225,000</u>	<u>\$ 172,000</u>

**FUNDING SOURCES**

61 - Equipment Replacement Fund	<u>\$ 73,835</u>	<u>\$ 225,000</u>	<u>\$ 225,000</u>	<u>\$ 172,000</u>
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**ACCOUNT NUMBER EXPLANATION**

3016-81	Computer Hardware & Software	Computer equipment and services as per IT Five Year Plan
3111-81	Contract Services -Private	Contract services for IT services provider

**Expenditure Detail – IT Equipment Charges**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: INFORMATION TECHNOLOGY**

**Account Code: 4810**

**FUND: 61 - Equipment Replacement Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Operating Expenses</b>					
Computer Hardware & Software	3016-81	\$ 21,962	\$ 90,000	\$ 90,000	\$ 61,400
Contract Services - Private	3111-81	45,119	135,000	135,000	110,600
<b>Total Operating Expense</b>		<u>\$ 73,835</u>	<u>\$ 225,000</u>	<u>\$ 225,000</u>	<u>\$ 172,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 73,835</u>	<u>\$ 225,000</u>	<u>\$ 225,000</u>	<u>\$ 172,000</u>

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## **Expenditure Detail – Vehicle Charges**

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### **Mission**

To provide for repair and maintenance of City owned vehicles.

### **Department Activity**

The Vehicle division provides for fuel costs, oil change, 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 and Objectives**

- Provide regular maintenance to existing vehicles.

**Expenditure Detail – Vehicle Charges**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: VEHICLE CHARGES**

**Account Code: 4850**

**FUND: AQMD/Equipment Replacement Fund**

	<b>2012-2013 Actual</b>	<b>2013-2014 Amended Budget</b>	<b>2013-2014 Estimated</b>	<b>2014-2015 Adopted Budget</b>
Operating Expenditures	\$ 74,063	\$ 56,460	\$ 58,500	\$ 55,500
Capital Outlay	-	-	112,158	390,000
<b>TOTAL</b>	<u>\$ 74,063</u>	<u>\$ 56,460</u>	<u>\$ 170,658</u>	<u>\$ 445,500</u>

**FUNDING SOURCES**

42 - AQMD Fund	\$ -	\$ -	\$ 112,158	\$ 390,000
61 - Equipment Replacement Fund	74,063	56,460	58,500	55,500
<b>TOTAL</b>	<u>\$ 74,063</u>	<u>\$ 56,460</u>	<u>\$ 170,658</u>	<u>\$ 445,500</u>

**ACCOUNT NUMBER EXPLANATION**

3014-85	Fuel Supplies	Fuel costs for City vehicles
3812-85	Vehicle Maintenance	General maintenance and repairs of City vehicles
4484-85	Vehicle Purchase	Vehicle purchase of Two Maintenance Trucks and Three Transit Buses

**Expenditure Detail – Vehicle Charges**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: VEHICLE CHARGES**

**Account Code: 4850**

**FUND: 42 - AQMD Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Capital Outlay</b>					
Vehicle Purchase	4484-85	\$ -	\$ -	\$ 112,158	\$ 390,000
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 112,158</u>	<u>\$ 390,000</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 112,158</u></u>	<u><u>\$ 390,000</u></u>

**Expenditure Detail – Vehicle Charges**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: VEHICLE CHARGES**  
**FUND: 61 -Equipment Replacement Fund**

**Account Code: 4850**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Operating Expenses</b>					
Fuel Supplies	3014-85	\$ 42,187	\$ 26,460	\$ 37,000	\$ 32,300
Vehicle Maintenance	3812-85	31,876	30,000	21,500	23,200
<b>Total Operating Expense</b>		<u>\$ 74,063</u>	<u>\$ 56,460</u>	<u>\$ 58,500</u>	<u>\$ 55,500</u>
 <b>TOTAL EXPENDITURES</b>		 <u>\$ 74,063</u>	 <u>\$ 56,460</u>	 <u>\$ 58,500</u>	 <u>\$ 55,500</u>

**Expenditure Summary – Non-Departmental**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: NON-DEPARTMENTAL**

**FUND: Various Funds**

	<u>2012-2013</u> Actual	<u>2013-2014</u> Amended Budget	<u>2013-2014</u> Estimated	<u>2014-2015</u> Adopted Budget
Personnel Services	\$ 614,353	\$ 390,000	\$ 271,799	\$ 283,000
Non-Departmental	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
<b>TOTAL</b>	<u>\$ 714,353</u>	<u>\$ 490,000</u>	<u>\$ 371,799</u>	<u>\$ 383,000</u>

**CODE DEPARTMENTS**

- 4940 Retiree Benefits
- 4950 Non-Departmental

**FUNDING SOURCES**

11 - General Fund	<u>\$ 714,353</u>	<u>\$ 490,000</u>	<u>\$ 371,799</u>	<u>\$ 383,000</u>
<b>TOTAL</b>	<u>\$ 714,353</u>	<u>\$ 490,000</u>	<u>\$ 371,799</u>	<u>\$ 383,000</u>

**ACCOUNT NUMBER EXPLANATION**

1211-94 Retirement	Pay Off of CalPERS Side Fund
1311-94 Other Health-DOC	Dental, optical and audio reimbursement costs for Retirees
1313-94 Health Insurance - Retirees	Costs of health insurance coverage from CalPERS for Retirees
5990-95 Transfer to Sewer Bond	Transfer of loan repayment to Sewer Fund (Third Payment)

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## Expenditure Detail – Retiree Benefits

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### **Mission**

To provide for costs of benefits costs for City retirees.

### **Department Activity**

The benefits division covers costs for health premiums and DOC expenses for City retirees.

### **Goals and Objectives**

To provide funding for benefits costs for City retirees.

**Expenditure Detail – Retiree Benefits**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: RETIREE BENEFITS**

**Account Code: 4940**

**FUND: General Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 614,353	\$ 390,000	\$ 271,799	\$ 283,000
<b>TOTAL</b>	<b>\$ 614,353</b>	<b>\$ 390,000</b>	<b>\$ 271,799</b>	<b>\$ 283,000</b>

**FUNDING SOURCES**

11 - General Fund	\$ 614,353	\$ 390,000	\$ 271,799	\$ 283,000
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**ACCOUNT NUMBER EXPLANATION**

1311-94	Other Health-DOC	Dental, optical and audio reimbursement costs for Retirees
1313-94	Health Insurance - Retirees	Costs of health insurance coverage from CalPERS for Retirees
3011-94	Office Supplies	Supplies for Retirees communications

**Expenditure Detail – Retiree Benefits**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: RETIREE BENEFITS**

**Account Code: 4940**

**FUND: 11 - General Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Retirement	1211-94	\$ 282,271	\$ -	\$ -	\$ -
Other Health-DOC	1311-94	38,398	30,000	30,000	31,000
Disability Insurance(Retirees)	1312-94	(31)	-	-	-
Health Insurance - Retirees	1314-94	293,715	360,000	241,799	252,000
<b>Total Personnel Services</b>		<u>\$ 614,353</u>	<u>\$ 390,000</u>	<u>\$ 271,799</u>	<u>\$ 283,000</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 614,353</u></u>	<u><u>\$ 390,000</u></u>	<u><u>\$ 271,799</u></u>	<u><u>\$ 283,000</u></u>

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## Expenditure Detail – Non-Departmental

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### **Mission**

To provide for costs that can not be classify to any particular department.

### **Department Activity**

The non-departmental division basically covers costs that does not solely relate to one particular department but for the overall services provided by the City. This account was used in FY 2013-14 to account for a transfer out to Sewer Construction/Maintenance Fund. For FY 2014-15, it accounts for a transfer to the General Fund Contingency Reserve Fund.

### **Goals and Objectives**

To provide funding for costs that applies to City as a whole rather than to a certain department.

**Expenditure Detail – Non-Departmental**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: NON-DEPARTMENTAL**

**Account Code: 4950**

**FUND: General Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Non-Departmental	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

**FUNDING SOURCES**

11 - General Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
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5990-95 Transfer to Sewer Bond

Transfer of loan repayment to Sewer Fund (Third Payment)

**Expenditure Detail – Non-Departmental**

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: NON-DEPARTMENTAL**  
**FUND: 11 - General Fund**

**Account Code: 4950**

<u>Description</u>	<u>Acct. No</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Non-Departmental</b>					
Transfer to Sewer Bond	5990-95	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total Non-Departmental</b>		<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
<b>TOTAL NON-DEPARTMENTAL</b>		<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>

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## **Expenditure Detail – Successor Agency**

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### **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.

### **Department Activity**

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 bond and other obligations and pass-through payments to local governments. The remaining property tax revenues that exceed the enforceable obligations are now being allocated to cities, counties, special districts and school and community college districts thereby providing critical resources to preserve core public services.

### **Goals and Objectives**

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

**Expenditure Detail – Successor Agency**

**SUCCESSOR AGENCY TO THE LA PUENTE CDC**

**FY 2014-2015**

**DEPARTMENT: FINANCIAL SERVICES**

**Account Code: 4160**

**FUND: RPTTF Fund**

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2013-2014</b>	<b>2014-2015</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ 142,942
Operating Expenditures	179,525	208,155	208,155	109,830
Debt Services	320,129	325,031	325,031	327,968
<b>TOTAL</b>	<b>\$ 499,654</b>	<b>\$ 533,186</b>	<b>\$ 533,186</b>	<b>\$ 580,740</b>
 <b>FUNDING SOURCES</b>				
70 - RPTTF Fund	<u>\$ 499,654</u>	<u>\$ 533,186</u>	<u>\$ 533,186</u>	<u>\$ 580,740</u>

**ACCOUNT NUMBER EXPLANATION**

1111-11 Salaries - Full-Time	Salaries for City Staff's allocation
1211-11 Retirement	Costs of City's and Council Member's share of PERS
1212-11 FICA-Medicare	Medicare benefits for Council Members
1311-11 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-11 Disability Insurance	Costs for disability/survivors insurance
1313-11 Life Insurance	Costs for term life insurance
1314-11 Health Insurance	Costs of health insurance coverage from CalPERS
3111-70 Contract Services	Legislative services and audit fees
3114-70 Legal Services	Legal expenses
3966-70 Fiscal Agent Fees	Fiscal agent fees for TABS loan
3990-70 TABS Interest Expense	Interest expenses for TABS loan
3993-70 TAB Payments	Principal payment for TABS loan
3997-70 IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – Successor Agency**

**SUCCESSOR AGENCY TO THE LA PUENTE CDC**

**FY 2014-2015**

**DEPARTMENT: FINANCIAL SERVICES**

**Account Code:**

**4160**

**FUND: 70 - RPTTF Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Amended Budget</u>	<u>2013-2014 Estimated</u>	<u>2014-2015 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-Time	1111-70	\$ -	\$ -	\$ -	\$ 101,464
Retirement	1211-70	-	-	-	24,035
FICA-Medicare	1212-70	-	-	-	1,471
Other Health-DOC	1311-70	-	-	-	1,900
Disability Insurance	1312-70	-	-	-	1,439
Life Insurance	1313-70	-	-	-	154
Health Insurance	1314-70	-	-	-	12,479
<b>Total Personnel Services</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 142,942</u>
<b>Operating Expenses</b>					
Contract Services	3111-70	\$ 46,800	\$ 127,580	\$ 127,580	\$ 48,158
Legal Services	3114-70	29,009	25,000	25,000	60,000
Fiscal Agent Fees	3966-70	1,500	1,372	1,372	1,272
IT/Equipment Charges	3997-70	-	-	-	400
Transfer to Other Funds	4999-70	102,216	54,203	54,203	\$ -
<b>Total Operating Expense</b>		<u>\$ 179,525</u>	<u>\$ 208,155</u>	<u>\$ 208,155</u>	<u>\$ 109,830</u>
<b>Debt Service</b>					
Debt Service Payments	3993-70	\$ 320,129	\$ 325,031	\$ 325,031	\$ 327,968
<b>Total Debt Service</b>		<u>\$ 320,129</u>	<u>\$ 325,031</u>	<u>\$ 325,031</u>	<u>\$ 327,968</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 499,654</u>	<u>\$ 533,186</u>	<u>\$ 533,186</u>	<u>\$ 580,740</u>