

City of La Puente

State of California



Fiscal Year 2016-2017

Adopted Budget

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



CITY OF LA PUENTE, CALIFORNIA

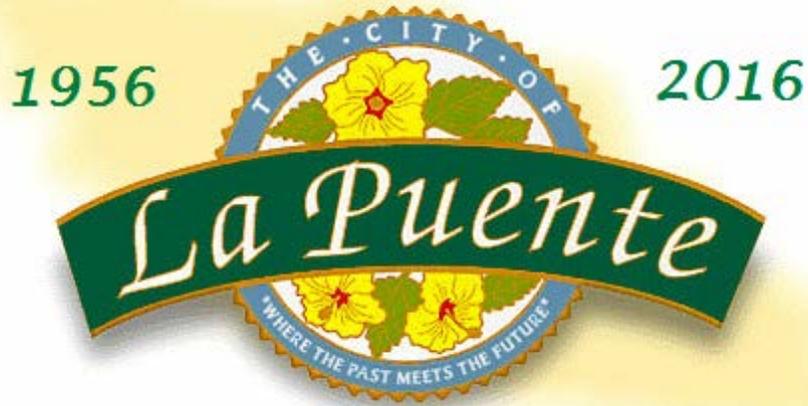
CITY COUNCIL

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

CITY OFFICIALS

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

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Table of Contents

I INTRODUCTION

City Manager’s Budget Message	iii
Budget Resolution.....	viii
Mission and Vision Statement	1
Management Budget Guidelines.....	2
Organizational Chart.....	3
Budget at a Glance	4
Summary of Estimated Fund Balances	6
Budget Summary by Program Expenditures.....	8
4 Year Personnel Summary	9
Budget Procedures and Methods.....	10
Basis of Accounting and Budgeting, Internal Controls, Long Term Debt and Budgetary Control	12
Description of Funds.....	14
General Information and La Puente Profile	16

II REVENUE SUMMARY

Revenue Details	20
Description of Revenues	26

III EXPENDITURE SUMMARY

Budgeted Expenditures by Fund	36
Budgeted Expenditures by Type	39

IV EXPENDITURE DETAIL

GENERAL GOVERNMENT

City Council.....	40
City Clerk.....	44
Human Resource/Risk Management.....	48
City Manager	52
Financial Services	56
PEG Access Cable	61
General Services	65
Retiree Benefits.....	69
Non-Departmental.....	73

PUBLIC SAFETY

Public Safety Services.....	78
Asset Seizure.....	83
Supplemental Law Enforcement	87
JAG Grant	91
Emergency Preparedness	95
Code Enforcement Services.....	98

Table of Contents

PUBLIC WORKS

Public Works.....	103
Streets and Sidewalks (Measure R)	109
Public Transit Services (Prop A)	113
Streets and Sidewalks (Prop C).....	117
AQMD Funds.....	121
Waste Management Services	125
Park Maintenance Services	129

DEVELOPMENT SERVICES

Planning and Zoning Services.....	134
Housing and Community Services.....	139
Building and Safety/Engineering Services	147

RECREATION SERVICES

Community Promotion Services	153
Community Center.....	156
Youth Learning Activity Center	162
Senior Services.....	166

V PROPRIETARY FUNDS

Sewer Construction & Maintenance	171
Equipment Maintenance & Replacement	179
Vehicle Maintenance & Replacement.....	183

VI SUCCESSOR AGENCY

Successor Agency	187
------------------------	-----

VII CAPITAL IMPROVEMENTS

Capital Improvement Summary	191
Capital Improvement Projects by Project	194
Capital Improvement Projects by Fund	196

VIII GLOSSARY

Glossary of Budget Terms	199
Glossary of Acronyms and Terms	205

David N. Carmany
City Manager



Robbeyn Bird
Director of Administrative Services

City Manager's Budget Message

June 14, 2016

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

I am pleased to transmit to you the recommended Fiscal Year 2016-17 Operating and Capital Improvement Budget. Per Council-approved budget policy, this is a comprehensive balanced budget with adequate reserves, providing an adequate level of service to the community without new or increased taxes. The City's management team and staff have put together an operating and capital expenditure plan that addresses the City Council's priorities within the existing financial capacities to fulfill the service requirements of the residents who live, work, and play in La Puente. The recommended budget demonstrates a sound financial plan for the next twelve months. It is a balanced budget – current revenues equal current expenditures.

Given the high expectations of La Puente residents, businesses, and City Council, preparation of the Fiscal Year 2016-17 recommended budget was particularly challenging. The gap between "expectations" and "fiscal reality" has gradually widened in previous years resulting in reduction of staffing levels in the 2014-15 fiscal year. These staffing reductions resulted in a balanced budget for the Fiscal Year ending 2014-15. During the 2015-16 fiscal year, several new retail businesses and restaurants have located in the City which results in increased revenues for La Puente. However, having said that, growth in expenditures continues to outpace growth in revenues and it is imperative that the City continue to explore alternatives to providing the quality of service levels that residents enjoy and deserve. This year, as in prior years, has once again proven to be a formidable task. From my professional experience in preparing Operating and Capital budgets, I would offer that adverse financial conditions often produce superior plans for managing the public financial resources that are available. I believe that this financial plan as proposed is both realistic and responsive to the needs of the community.

The objectives used in developing the recommended budget were to submit a balanced budget to the City Council; to maintain high levels of service to the community; to be prudent and realistic in estimating revenues and to support a Capital Improvement Program focused both on capital maintenance and repair.

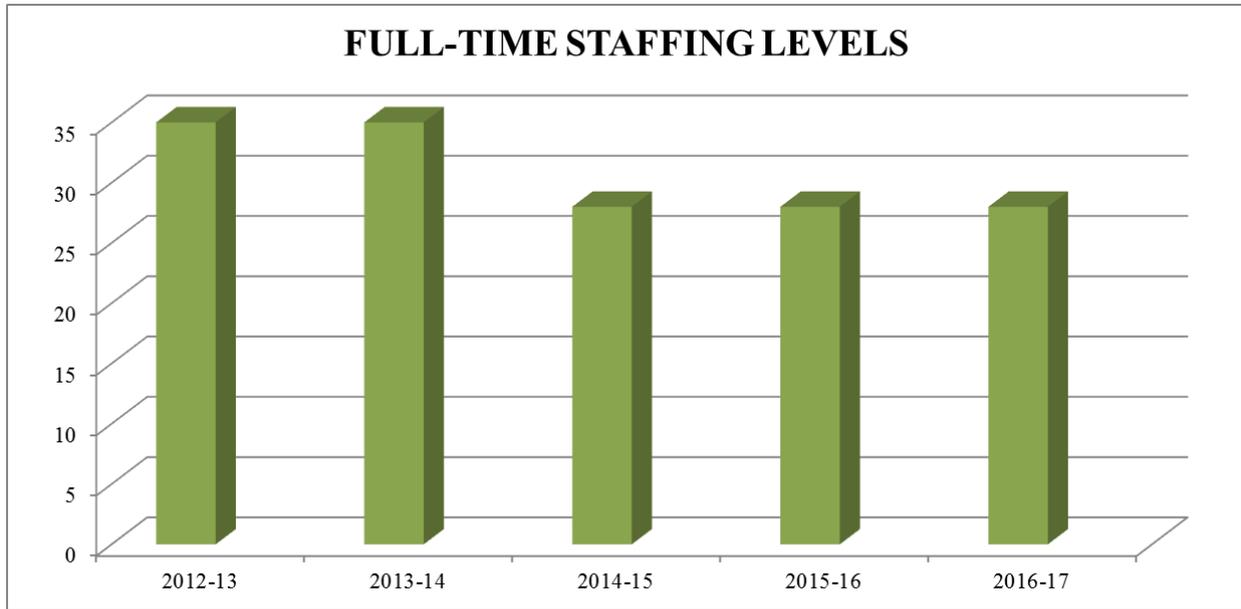
As a quick overview, the recommended budget as submitted for Fiscal Year 2016-17 for all funds of the City is summarized below:

RECOMMENDED BUDGET - ALL FUNDS

Appropriations All Funds	Recommended FY 2016-17	Amended FY 2015-16	Increase (Decrease)	
			Amount	Percent
Operating Budget	\$16,301,300	\$15,833,600	\$467,700	2.95%
Transfers Out	1,383,800	1,166,600	217,200	18.62%
Capital Budget	<u>5,485,800</u>	<u>7,845,900</u>	<u>(2,360,100)</u>	-30.08%
Total	<u>\$23,170,900</u>	<u>\$24,846,100</u>	<u>(\$1,675,200)</u>	-6.74%

The main reason for the increase of \$509,000 in the operating budget is due to the increase in the Sheriff’s contract and increases in employee’s salaries and benefits. The capital budget is decreasing because the amended 2015-16 fiscal year budget includes the Valley Wall Project which is anticipated to be completed by June 30, 2016.

At budget meetings conducted in early January, management staff was directed to maintain or reduce current staffing levels when submitting their budget proposals. Below is a graph that illustrates the staffing levels for full-time positions over the last five (5) years. Each year for the past five consecutive years, staffing levels have been maintained or reduced without compromising the service levels and programs provided by the City.



SERVICES PROVIDED BY THE CITY

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

GENERAL FUND RECOMMENDED BUDGET

The total recommended General Fund budget is approximately \$12.2 million, an increase of approximately \$700 thousand from Fiscal Year 2015-16. This net increase is the result of an increase in the sheriff's contract as well as employee salaries and benefits as mentioned previously.

The table below is a summary of the total resources and requirements for the recommended Fiscal Year 2016-17 General Fund budget:

GENERAL FUND SUMMARY

Estimated Revenues	\$ 11,424,300
Transfers In	<u>746,800</u>
Total Resources	12,171,100
Recommended Budget	<u>12,171,100</u>
Balance	<u><u>\$ -</u></u>

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

The discussions at the budget meetings will focus primarily on the proposed budget balancing strategies presented for Council's consideration in order to determine what adjustments, if any, are necessary to the recommended budget document as submitted.

Due to the budgetary pressures existing in the City's General Fund, City Council acknowledged the need to implement a series of budget saving strategies last year to reduce spending and eliminate the need to use reserves for ongoing operating expenditures. Due to the loss of Redevelopment Agency tax increment funding in 2012 and its resultant direct impact on the General Fund, the City has balanced the budget using reserves until Fiscal Year 2014-15. All of the measures presented to the City Council in the previous year have been implemented and despite the resultant savings from implementing those measures, expenditures continue to outpace the revenue growth. Therefore, staff is continually looking for ways to cut expenditures and enhance revenues. Thus, staff is currently working on performing a full review of the City's fee structure. The results of the study will be presented to the City Council later this year.

The budget as presented is a flat budget meaning there are no new items requested. The increase from the previous year to the current year are due to normal inflationary increases such as the Sheriff's contract and salaries and benefits for City employees as negotiated per the Memorandum of Understanding.

FINANCIAL OUTLOOK

La Puente's economy is beginning to show signs that the economic recovery is real and not temporary. During Fiscal Year 2015-16, many new businesses have located in the City; including ALDI grocery store, Deardon's furniture store, and the City's first McDonalds. Sales tax revenues, which are a good measure of the volume of retail sales activity, have been higher for the past several quarters based on a year-over-year comparison. Furthermore, per Hinderliter, De Llamas, the city's property tax and sales tax consultant, property values are higher than they were in previous years. However, even as the economy continues to rebound, it is important to note that the cost of services provided to the community continues to rise at a rate greater than the City's revenue growth. As with consumers and businesses alike, the City is facing higher fuel, utility, insurance, and material costs.

The City's cash flow position remains sound. However, any further expansion of programs and services or General Fund commitment to capital improvements in the community will necessitate additional revenues to fund those initiatives. The City cannot accomplish any expansion of programs and services solely by economizing or cutting support personnel.

APPROPRIATIONS LIMIT

Since the addition of Article XIII-B to the Constitution of California in November 1979, the City has been required to annually establish an Appropriations Limit. The ideology behind establishing an annual appropriation limit is that if an agency's ability to spend tax proceeds each year is controlled, then the growth in tax revenues can be systematically and incrementally managed to lessen the impact or tax burden upon taxpayers throughout the State.

In June 1990, Article XIII-B and its implementing legislation Chapter 1205/80 were modified by Proposition 111 and SB 88. The modifications changed the annual adjustment factors for determining the Appropriations Limit. Beginning with the calculation of the Appropriations Limit for Fiscal Year 1990-91, the City may choose one of the following factors to use for inflationary adjustment:

- The growth in California per capita income; or
- The growth in the non-residential assessed valuation due to new construction within the City.

In addition, the City may choose to use either the population growth of the City or the population growth within the County. These two adjustment factors, one for inflation and one for population, are both annual elections for the City in determining its Appropriations Limit.

Below is the calculation of the City's Appropriations Limit for Fiscal Year 2016-17:

FY 2015/16	Appropriations Limit, as adjusted		\$ 81,626,052
	Change in State's Per Capita Income	%	5.3700
	Change in Los Angeles County Population	%	0.85
	Calculation of factor	(1.0537 x 1.0085) =	1.0627
FY 2016/17	Appropriations Limit	=	<u>\$ 86,744,005</u>

The estimated proceeds from general tax revenues in Fiscal Year 2016-17 equal \$9,775,664 which is \$76,968,341 or 88.73% under the limit.

SUMMARY

The recommended Fiscal Year 2016-17 Operating and Capital Improvement budget continues to support a high level of service that the citizens of La Puente are accustomed to expect. It also represents a balanced financial plan. However, any increase to this financial plan would immediately cause an imbalance. Adequate reserves have been set aside for contingencies, including amounts to meet unforeseen emergencies.

The recommended budget is delicately balanced and is designed to ensure that La Puente remains an outstanding place to live, work, and play. Furthermore, I believe this plan reflects your priorities, as well as the priorities of the community, within the constraints of the City's existing financial resources. However, should the City Council and the community desire additional or expanded programs and services, it will be necessary to identify exactly what existing programs and services funded in a similar manner can be eliminated from the budget to ensure that the balance is maintained. The City is not in the

position – either upon budget adoption or at any point in time throughout the fiscal year absent a major upward shift in the economy – to add ongoing expenditures without corresponding reductions or identification of a new revenue source.

ACKNOWLEDGEMENT

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

Respectfully submitted,



David N. Carmany
City Manager

RESOLUTION NO. 16-5275

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LA PUENTE, CALIFORNIA ADOPTING THE
CITY'S FISCAL YEAR 2016-2017 ANNUAL BUDGET
AND THE CITY'S GANN APPROPRIATION LIMIT,
AND ESTABLISHING CONTROLS ON CHANGES IN
APPROPRIATIONS FOR THE VARIOUS FUNDS**

WHEREAS, in accordance with Section 2.08.060 of the La Puente Municipal Code, the City Manager has prepared and submitted to the City Council the Fiscal Year 2016-2017 Annual Budget; and

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

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

WHEREAS, the revised appropriations limit for the fiscal year 2015-2016 was \$81,626,052; and

WHEREAS, the City of La Puente has complied with all the provisions of Article XIII B of the California Constitution in determining the appropriations limit for Fiscal Year 2016-2017.

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

Section 1. That certain document on file in the office of the City Clerk of the City of La Puente marked and designated "Recommended Budget FY 2016-2017" has been prepared and submitted by the City Manager, and accepted by the City Council, and is hereby adopted.

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

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

Section 4. That the City of La Puente's Appropriation Limit (Exhibit A) in fiscal year 2016-2017 shall be \$86,744,005. The proceeds of taxes are \$9,775,664 and are below the appropriation limit. There is no excess of taxes over the appropriation limit.

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

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

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

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

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

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

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

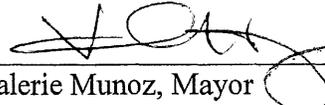
C. The City Manager may authorize change orders on public works contracts in amounts not to exceed ten percent (10%) of contract amounts if sufficient appropriated funds are available.

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

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

PASSED, APPROVED and ADOPTED this 14th day of June, 2016, by the following vote:

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



Valerie Munoz, Mayor

ATTEST:



Sheryl Garcia, Chief Deputy City Clerk

CITY OF LA PUENTE
Gann Appropriations Limit
Fiscal Year 2016-2017
(EXHIBIT A)

FY 2015-16	Appropriations Limit, as adjusted	\$	81,626,052
	Change in State's Per Capita Income	%	5.3700
	Change in Los Angeles County Population	%	0.85
	Calculation of factor	(1.0537 x 1.0085) =	1.0627
FY 2016-17	Appropriations Limit	=	<u>\$ 86,744,005</u>
FY 2016-17	Proceed of Taxes	\$	<u>(9,775,664)</u>
FY 2016-17	Amount Under Appropriations Limit	\$	<u>76,968,341</u>

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

Change in Population Growth (Dept. of Finance)

City (La Puente)	0.37%
County	0.85%
Change in State's Per Capita Income	5.37%
Change in City's new construction nonresidential assessed valuation	0.96%

CITY OF LA PUENTE
Proceeds of Taxes
Fiscal Year 2016-17

<u>Proceeds of Taxes</u>	<u>Budget</u>
Sales & Use Tax	\$ 2,981,000
Franchise Tax	988,000
Transient Occupancy Tax	206,000
Property Transfer Tax	70,000
Business License Tax	90,000
Property Tax	5,386,200
Landscape Maintenance	6,500
Interest Earnings on Tax Proceeds	<u>47,964</u>
Total Proceeds of Taxes	<u><u>\$ 9,775,664</u></u>

Mission and Vision Statement

Mission Statement

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

Core Values

The City of La Puente values:

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

Community Vision

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

La Puente desires to be:

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

Three Year Goals

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

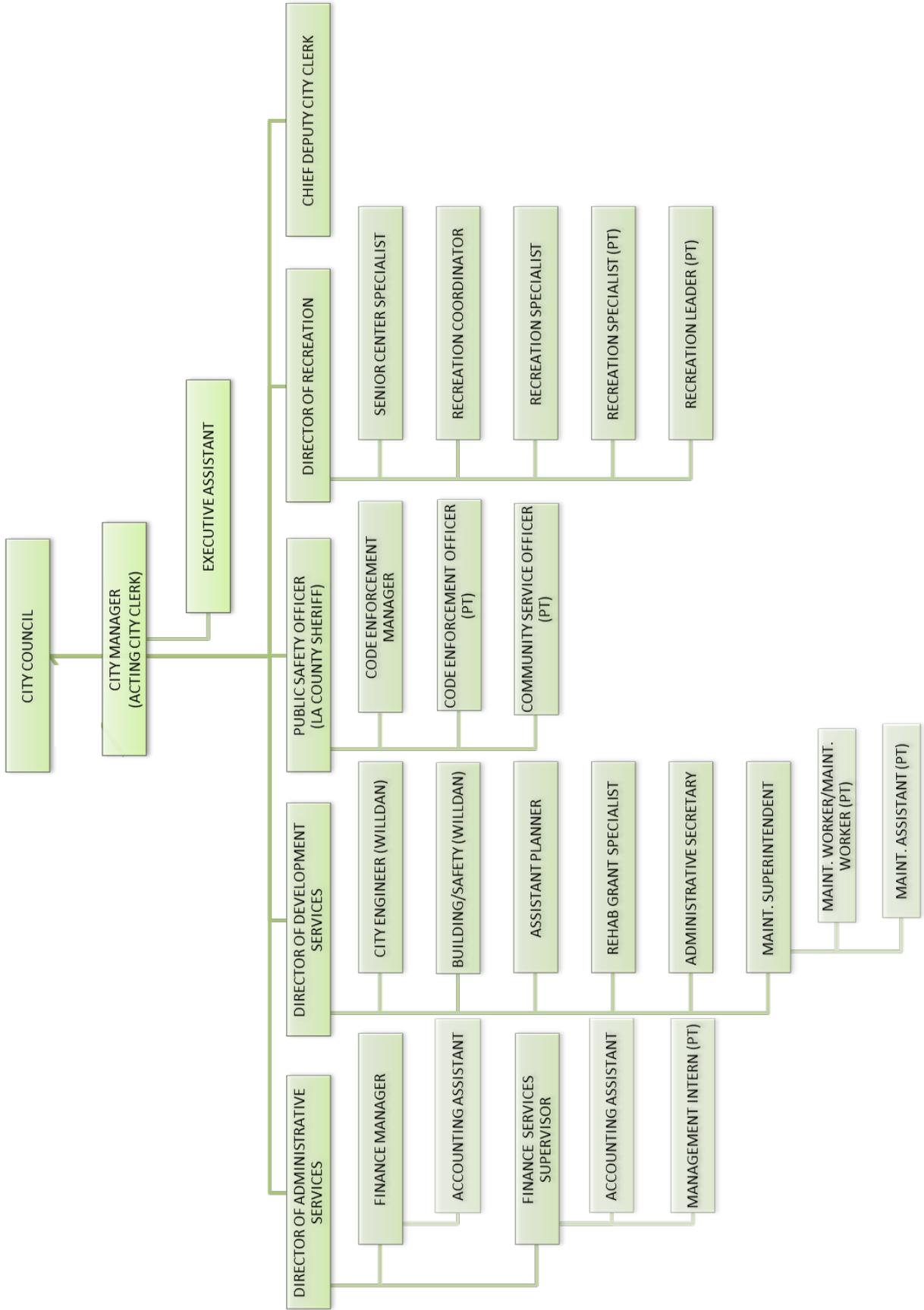
Management Budget Guidelines

Purpose

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

- The City's budget reflects the goals, values, and priorities of the City Council and is the foundation upon which the operation of the City is planned.
- The City Council approves total budgeted appropriations that are prepared by fund, program, and activity. Three levels of budgetary control authority are as follows: (1) department heads have the authority to move appropriations from one object to another within activities within the same fund; (2) the City Manager is authorized to transfer appropriations between activities and between programs within the same fund; and (3) the City Council approves any appropriation amendments between programs, between funds.
- The City will endeavor to maintain a financially balanced and stable budget to minimize the effects of economic fluctuations. Each adopted budget will be balanced by using transfers and/or loans from other funds, if necessary. It means that the budgeted revenues with transfers/loans will be equal to the total appropriations in the budget. The comprehensive annual financial report will confirm the adoption of a balanced budget and note any discrepancies.
- Staff will focus on long-term financial strength and stability. The budget will include adequate reserves to provide for unanticipated expenditures of a non-recurring nature. A minimum fund balance reserve will be maintained at all times. The minimum level required for this reserve will be 25% of the final General Fund operating budget, which, for Fiscal Year 2016-2017, will be \$3.0 million.
- All budgeted appropriations lapse at fiscal year-end. Unexpended project appropriations may be carried forward as continuing appropriations to future fiscal years with the City Council approval.
- Non-recurring revenues will not be used to fund recurring expenditures on an ongoing basis. One-time revenues will be used for one-time expenditures, including capital items, and for the establishment of reserve accounts that are operationally adequate. Recurring revenues will fund the required transfers to the City's Equipment Maintenance & Replacement and Vehicle Maintenance & Replacement funds. The City will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.
- City's budget procedures will conform to State regulations and generally accepted accounting principles.
- Investments and cash management will be the responsibility of the City Treasurer. In order to maximize yields from the overall portfolio, the City will consolidate the cash balance from all funds for investment purposes.
- Capital projects will be in compliance with the City's General Plan and may be funded on a pay-as-you-go basis or with new debt issuance. Capital budgeting is limited by the availability of revenues and debt proceeds.

Organizational Chart

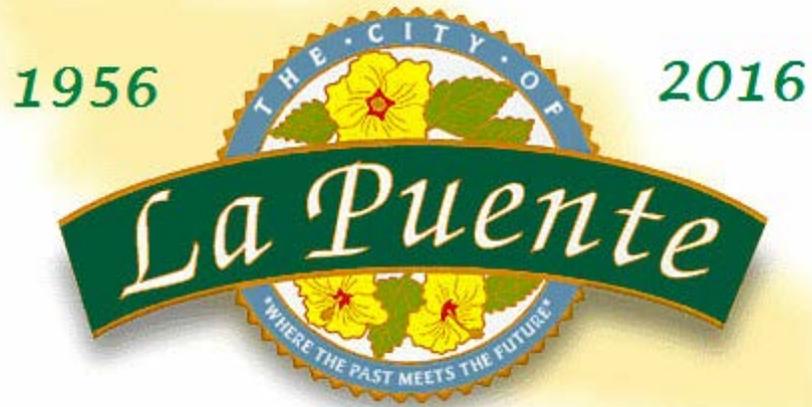


Budget at a Glance

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

1. Introduction
 - Budget Message
 - Budget Adoption Resolution/Appropriation Limit
 - Mission and Vision Statement
 - Management Budget Guidelines
 - Organizational Chart
 - Budget at a Glance
 - Summary of Estimated Fund Balances
 - Budget Summary by Program Expenditures
 - Personnel Summary
 - Budget Procedures and Methods
 - Basis of Accounting and Budgeting, Internal Controls, Long Term Debt, and Budgetary Control
 - Description of Funds
 - General Information and La Puente Profile
2. Revenue Summary
 - Revenue Detail
 - Revenue Description by Revenue Source
3. Expenditure Summary
 - Expenditures by Fund
 - Expenditures by Type
4. Department Activity Information
 - Department Summary
 - Department Detail
5. Proprietary Funds
6. Successor Agency
7. Capital Improvements
 - Capital Improvement Summary
 - Capital Improvement Projects
8. Glossary
 - Glossary of Budget Terms
 - Glossary of Acronyms and Terms

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Summary of Estimated Fund Balances

City of La Puente
Summary of Estimated Fund Balances
Fiscal Year 2015 - 2016

	<u>Fund Balance</u> <u>June 30, 2015</u>	<u>Revenues</u>	<u>Operating</u> <u>Expenditures</u>	<u>Capital</u> <u>Improvements</u>	<u>Total</u> <u>Expenditures</u>	<u>Net Change to</u> <u>Fund Balance</u>	<u>Estimated</u> <u>Fund Balance</u> <u>June 30, 2016</u>
GENERAL FUND							
11 General Fund	\$ 18,059,335	\$ 12,328,755	\$ 11,192,283	\$ -	\$ 11,192,283	\$ 1,136,472	\$ 19,195,807
Total General Fund	\$ 18,059,335	\$ 12,328,755	\$ 11,192,283	\$ -	\$ 11,192,283	\$ 1,136,472	\$ 19,195,807
SPECIAL REVENUE FUNDS							
22 Traffic Safety Fund	\$ 2,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,840
23 Asset Seizure Fund	8,584	100	-	-	-	100	8,684
24 PEG Access Fund	97,453	40,800	23,000	-	23,000	17,800	115,253
25 Supplement Law Enf Fund	-	110,000	110,000	-	110,000	-	-
27 Office of Traffic Safety Fund	18,597	100	-	-	-	100	18,697
28 JAG Grant	(1,923)	11,282	9,359	-	9,359	1,923	-
32 State Gas Tax Fund	1,052,530	915,145	814,600	944,100	1,758,700	(843,555)	208,975
38 Cal Home Grant Fund	943,904	250,200	355,000	-	355,000	(104,800)	839,104
39 Local Transportation Fund	-	30,000	-	30,000	30,000	-	-
40 STPL	-	634,000	-	634,000	634,000	-	-
41 CDBG Program Fund	-	435,300	413,300	22,000	435,300	-	-
42 Air Quality Improvement Fund	102,996	58,900	-	-	-	58,900	161,896
43 Miscellaneous Grant	-	10,000	-	10,000	10,000	-	-
45 HSIP	(90,323)	207,300	-	117,000	117,000	90,300	(23)
47 Measure "R" Fund	238,104	453,000	4,400	201,360	205,760	247,240	485,344
48 Prop. "A" Fund	735,740	865,600	864,200	60,000	924,200	(58,600)	677,140
49 Prop. "C" Fund	805,478	606,000	-	581,880	581,880	24,120	829,598
71 Safe Routes to School (SRTS)	(40,000)	40,000	-	-	-	40,000	-
75 Capital Projects Fund	-	1,750,000	-	1,518,000	1,518,000	232,000	232,000
Total Special Revenue Funds	\$ 3,873,980	\$ 6,417,727	\$ 2,593,859	\$ 4,118,340	\$ 6,712,199	\$ (294,472)	\$ 3,579,508
ENTERPRISE FUNDS							
50 Sewer Construction/Maint. Fund	\$ 1,844,481	\$ 883,000	\$ 842,600	\$ 100,000	\$ 942,600	\$ (59,600)	\$ 1,784,881
52 2007 Sewer Revenue Bonds	2,208,633	642,000	640,911	-	640,911	1,089	2,209,722
54 CSMD Fund	1,705,641	450,000	148,000	144,000	292,000	158,000	1,863,641
Total Enterprise Funds	\$ 5,758,755	\$ 1,975,000	\$ 1,631,511	\$ 244,000	\$ 1,875,511	\$ 99,489	\$ 5,858,244
INTERNAL SERVICE FUNDS							
61 Equipment Replacement Fund	\$ 68,194	\$ 182,400	\$ 11,438	\$ -	\$ 11,438	\$ 170,962	\$ 239,156
62 Fleet Mtce/Replacement Fund	510,086	10,800	97,500	-	97,500	(86,700)	423,386
Total Internal Service Funds	\$ 578,280	\$ 193,200	\$ 108,938	\$ -	\$ 108,938	\$ 84,262	\$ 662,542
SUCCESSOR AGENCY							
70 RPTTF	\$ (17,556,537)	\$ 631,600	\$ 521,170	\$ -	\$ 521,170	\$ 110,430	\$ (17,446,107)
Total Successor Agency	\$ (17,556,537)	\$ 631,600	\$ 521,170	\$ -	\$ 521,170	\$ 110,430	\$ (17,446,107)
Grand Total	\$ 10,713,813	\$ 21,546,282	\$ 16,047,761	\$ 4,362,340	\$ 20,410,101	\$ 1,136,181	\$ 11,849,994

Summary of Estimated Fund Balances

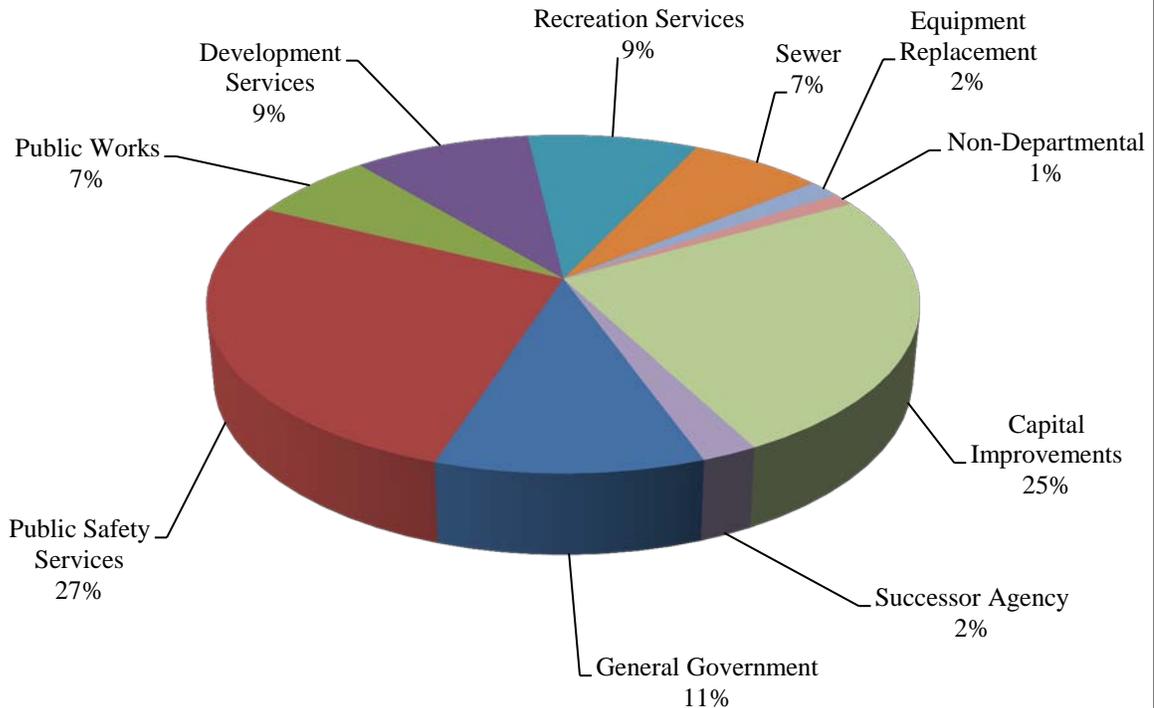
City of La Puente
Summary of Estimated Fund Balances
Fiscal Year 2016-2017 Adopted Budget

	Estimated Fund Balance July 1, 2016	Revenues	Operating Expenditures	Capital Improvements	Total Expenditures	Interfund Transfers		Net Change to Fund Balance	Estimated Fund Balance June 30, 2017
						Transfers In	Transfers Out		
GENERAL FUND									
11 General Fund	\$ 19,195,807	\$ 11,424,300	\$ 12,171,100	\$ -	\$ 12,171,100	\$ 746,800	\$ -	\$ -	\$ 19,195,807
Total General Fund	\$ 19,195,807	\$ 11,424,300	\$ 12,171,100	\$ -	\$ 12,171,100	\$ 746,800	\$ -	\$ -	\$ 19,195,807
SPECIAL REVENUE FUNDS									
22 Traffic Safety Fund	\$ 2,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,840
23 Asset Seizure Fund	8,684	100	5,000	-	5,000	-	-	(4,900)	3,784
24 PEG Access Fund	115,253	40,800	43,700	-	43,700	-	-	(2,900)	112,353
25 Supplement Law Enf Fund	-	100,000	-	-	-	-	100,000	-	-
27 Office of Traffic Safety Fund	18,697	100	-	-	-	-	-	100	18,797
28 JAG Grant	-	10,400	10,400	-	10,400	-	-	-	-
32 State Gas Tax Fund	208,975	841,800	915,300	-	915,300	-	-	(73,500)	135,475
38 Cal Home Grant Fund	839,104	240,200	232,000	-	232,000	-	-	8,200	847,304
39 Local Transportation Fund	-	50,000	-	50,000	50,000	-	-	-	-
40 STPL	-	-	-	-	-	-	-	-	-
41 CDBG Program Fund	-	612,600	334,600	278,000	612,600	-	-	-	-
42 Air Quality Improvement Fund	161,896	59,000	55,000	-	55,000	-	-	4,000	165,896
43 Miscellaneous Grant	-	99,700	-	25,000	25,000	-	-	74,700	74,700
45 HSIP	(23)	756,000	-	756,000	756,000	-	-	-	(23)
47 Measure "R" Fund	485,344	453,000	-	734,000	734,000	-	146,800	(427,800)	57,544
48 Prop. "A" Fund	677,140	860,900	942,900	97,800	1,040,700	-	-	(179,800)	497,340
49 Prop. "C" Fund	829,598	606,000	-	1,185,000	1,185,000	-	237,000	(816,000)	13,598
71 Safe Routes to School (SR2S)	-	-	-	-	-	-	-	-	-
75 Capital Projects Fund	232,000	300,000	-	500,000	500,000	-	-	(200,000)	32,000
Total Special Revenue Funds	\$ 3,579,508	\$ 5,030,600	\$ 2,538,900	\$ 3,625,800	\$ 6,164,700	\$ -	\$ 483,800	\$ (1,617,900)	\$ 1,961,608
ENTERPRISE FUNDS									
50 Sewer Construction/Maint. Fund	\$ 1,784,881	\$ 880,000	\$ 29,200	\$ 1,000,000	\$ 1,029,200	\$ -	\$ 812,000	\$ (961,200)	\$ 823,681
52 2007 Sewer Revenue Bonds	2,209,722	1,000	637,000	-	637,000	637,000	-	1,000	2,210,722
54 CSMD Fund	1,863,641	450,000	69,000	860,000	929,000	-	88,000	(567,000)	1,296,641
Total Enterprise Funds	\$ 5,858,244	\$ 1,331,000	\$ 735,200	\$ 1,860,000	\$ 2,595,200	\$ 637,000	\$ 900,000	\$ (1,527,200)	\$ 4,331,044
INTERNAL SERVICE FUNDS									
61 Equipment Replacement Fund	\$ 239,156	\$ 235,700	\$ 235,100	\$ -	\$ 235,100	\$ -	\$ -	\$ 600	\$ 239,756
62 Fleet Mtce/Replacement Fund	423,386	145,600	103,700	-	103,700	-	-	41,900	465,286
Total Internal Service Funds	\$ 662,542	\$ 381,300	\$ 338,800	\$ -	\$ 338,800	\$ -	\$ -	\$ 42,500	\$ 705,042
SUCCESSOR AGENCY									
70 RPTTF	\$ (17,446,107)	\$ 517,300	\$ 517,300	\$ -	\$ 517,300	\$ -	\$ -	\$ -	\$ (17,446,107)
Total Successor Agency	\$ (17,446,107)	\$ 517,300	\$ 517,300	\$ -	\$ 517,300	\$ -	\$ -	\$ -	\$ (17,446,107)
Grand Total	\$ 11,849,994	\$ 18,684,500	\$ 16,301,300	\$ 5,485,800	\$ 21,787,100	\$ 1,383,800	\$ 1,383,800	\$ (3,102,600)	\$ 8,747,394

Budget Summary by Program Expenditures

Departmental Expenditures	FY 14-15 Actuals	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Adopted
General Government	\$ 2,255,446	\$ 2,771,300	\$ 1,958,823	\$ 2,463,300
Public Safety Services	5,685,137	5,715,100	5,978,759	6,331,600
Public Works	1,069,924	1,391,000	1,285,800	1,520,500
Development Services	1,743,362	2,121,200	2,244,050	2,150,200
Recreation Services	1,956,598	2,009,100	2,039,310	2,069,100
Sewer	1,233,356	1,642,700	1,631,511	1,635,200
Equipment Replacement	608,167	284,200	108,938	338,800
Non-Departmental	757,108	281,400	279,400	275,300
Capital Improvements	2,040,420	8,108,500	4,362,340	5,869,600
Successor Agency	485,705	521,600	521,170	517,300
Total Expenditures	\$ 17,835,223	\$ 24,846,100	\$ 20,410,101	\$ 23,170,900

FY 16-17 Adopted Departmental Expenditures by % - All Funds



4 Year Personnel Summary

City of La Puente				
4 Year Personnel Summary				
Job Classification	FY 13-14	FY 14-15	FY 15-16	FY 16-17
	Actual FTE's	Actual FTE's	Actual FTE's	Adopted FTE's
Department: Council				
Council Member	5.00	5.00	5.00	5.00
Total Council:	5.00	5.00	5.00	5.00
Department: City Manager				
City Manager	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Total City Manager:	2.00	2.00	2.00	2.00
Department: Administrative Services				
Director of Administrative Services	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Finance Services Supervisor	1.00	1.00	1.00	1.00
Accounting Assistant	3.00	3.00	3.00	3.00
Management Assistant	1.00	1.00	0.00	0.00
Management Intern	0.00	0.50	0.50	0.50
Total Administrative Services:	7.00	7.50	6.50	6.50
Department: City Clerk				
City Clerk	1.00	0.00	0.00	0.00
Chief Deputy City Clerk	0.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	0.00	0.00
Total City Clerk:	2.00	2.00	1.00	1.00
Department: Community Development				
Director of Development Services	0.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Rehabilitation Grant Specialist	1.00	1.00	1.00	1.00
Administrative Secretary	0.00	0.00	1.00	1.00
Total Community Development:	2.00	3.00	4.00	4.00
Department: Public Works / Street Maintenance				
Maintenance Superintendent	0.00	1.00	1.00	1.00
Lead Maintenance Worker	1.00	0.00	0.00	0.00
Maintenance Worker	5.00	3.00	4.00	3.50
Maintenance Assistant	0.00	0.00	0.50	1.00
Total Public Works/Street Maintenance:	6.00	4.00	5.50	5.50
Department: Code Enforcement				
Code Enforcement Manager	0.00	0.00	1.00	1.00
Code Enforcement Supervisor	1.00	0.00	0.00	0.00
Sr. Code Enforcement Officer	3.00	0.00	0.00	0.00
Community Services Officer (PT)	0.00	0.00	1.00	1.00
Code Enforcement Officer (PT)	1.00	0.00	4.50	4.50
Office Assistant	1.00	0.00	0.00	0.00
Total Code Enforcement:	6.00	0.00	6.50	6.50
Department: Recreation				
Director of Recreation	0.00	1.00	1.00	1.00
Recreation Manager	1.00	0.00	0.00	0.00
Recreation Coordinator	2.00	2.00	2.00	2.00
Senior Center Specialist	1.00	1.00	1.00	1.00
Recreation Specialist	4.50	4.50	4.50	4.50
Total Recreation / Recreation:	8.50	8.50	8.50	8.50
Totals	38.50	32.00	39.00	39.00

Budget Procedures and Methods

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

Preparing the Preliminary and Council Adopted Budget:

In January, the Finance Department distributes a budget calendar to department heads for preparing a preliminary budget for the next fiscal year. Department heads are responsible for updating the projected budget for the current fiscal year and the proposed budget for the next fiscal year using the worksheets distributed by the Finance Department. In general, the projected budget reflects the current mid-year budget that was approved by the City Council 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, information technology equipment and vehicle charge allocations, as well as FTE (full-time equivalent) updates for the City.

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

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

Budgeting Methods:

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

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

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

Controlling Expenditures:

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

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

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

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

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

Basis of Accounting

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

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

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

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

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

Basis of Budgeting

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

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

Internal Controls

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

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

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

Long Term Debt

The La Puente Public Financing Authority (Authority) issued the 2007 Sewer Revenue Bond, \$10,260,000 at 5.17% over 30 years, to fund the sewer construction/maintenance project in November 2007. The bonds were issued to provide funds to (1) construct improvements for the City's municipal sewer enterprise consisting generally of the repair, rehabilitation, and replacement of wastewater collection lines, (2) fund a reserve fund surety bond for the bonds, and (3) pay the costs of issuing the bonds. As interest rates have moved favorably, the City has initiated refinancing the 2007 Sewer Revenue Bond.

The Authority issued a loan in the amount of \$10,000,000, at 4.2% to finance the construction and improvement of a Community Center and Youth Learning Activity Center and site improvements. This loan was refinanced in 2013 at a 3.2% interest rate, 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 2014-2015 was \$282 million.

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

Budgetary Controls

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

The budgetary control is maintained at the 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. The City Manager is authorized to make appropriation transfers from one department to another leaving the total of fund appropriation unchanged within the same fund. City Council approves all other amendments to appropriations throughout the year.

Description of Funds

The fund types used by the City are as follows:

Governmental Funds

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

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

- Asset Seizure Fund accounts for the revenue received from asset forfeiture fines. This fund is used to support law enforcement.
- PEG Access Cable Fund accounts for funds received from cable television providers as part of the franchise fees to develop public, educational, and governmental access to cable television.
- Supplemental Law Enforcement Fund - State COPS Fund accounts for funds received from the State of California under AB 3229 for the purpose of the Citizens Option for Public Safety (COPS) program. These funds are used for front-line law enforcement services.
- Office of Traffic Safety Fund accounts for fees collected for the impoundment of vehicles at a La Puente Traffic Offender Program (LAPTOP) check point.
- 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.
- 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.
- Cal Home Grant Fund accounts for the costs for the housing rehab construction loan program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring.
- Local Transportation Fund accounts for Transportation Development Act Article 3 Funds received from Los Angeles County. These funds are to be used for activities relating to pedestrian and bicycle projects.
- Surface Transportation Program Local Grant (STPL) accounts for funds received from the Department of Transportation for specific transportation capital improvement projects.
- Community Development Block accounts for funds received from the Department of Housing and Urban Development (HUD). The City receives an entitlement under the federal grant program and administers its own grant award. The funds are used to revitalize neighborhoods through housing rehabilitation, expand affordable housing and economic opportunities, and improve community facilities and services, primarily to benefit low and moderate income families.

- 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.
- Highway Safety Improvement Program (HSIP) Fund accounts for grants received from the Department of Transportation for specific capital improvement projects.
- Measure R Fund accounts for a half-cent sales tax for Los Angeles County that is used to finance new transportation projects and programs, and accelerate many of those already in the capital improvement program.
- Prop A Transportation Fund reflects the financial activity related to the City's share of Los Angeles County Proposition A Local Return sales tax dollars. The fund is restricted to transportation and related expenditures.
- Prop C Transportation Fund accounts for the City's share of the Los Angeles County Proposition C Local Return sales tax dollars. The fund is used for local transportation projects and improvements.
- Safe Routes to School (SR2S) accounts for grants received from the Department of Transportation. These funds are intended to fund projects that improve safety and efforts that promote walking and bicycling within a collaborative community framework.

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 payments will be paid out these fees.
- 2007 Sewer Revenue Bonds Fund accounts for debt service payments of the 2007 Sewer Revenue Bonds. Annual debt service payments will be transferred in from the Sewer Construction/Maintenance Fund.
- Consolidated Sewer Maintenance District (CSMD) accounts for the sewer fees received from residents. The fees pay for operation and maintenance costs of the sewer system in the City.

Internal Service Funds are used to account for equipment management and information technology (IT) services, performed internally by the department for the user departments as well as vehicle maintenance and replacement.

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

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

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

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

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

City of La Puente Data

<ul style="list-style-type: none"> • Incorporated Area • Sphere of Influence Area • Population ▪ Personal Income (Per Capita) ▪ Unemployment Rate • Hispanic/Latino population • Housing 	<ul style="list-style-type: none"> 2016 estimate 2015 	<ul style="list-style-type: none"> 3.5 square miles (1,720 acres) 0.96 square miles (742 acres) 40,735 40,521 \$15,395 4.9% 85% 9,785 \$354,000
--	---	--

City of La Puente Data

- **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
 - Sparks Middle School
 - La Puente High School
- Rowland Unified School District Facilities:
 - Hurley Elementary School

- **Principal Employers**

<u>Employer</u>	<u>Number of Employees</u>	<u>Rank</u>
Northgate Supermarkets	120	1
Alert Insulation Co., Inc.	88	2
Bodega Latina Corp	80	3
Walmart #3133	80	4
Food 4 Less #369	75	5
Big Save Foods #112	60	6
Ed Butts Ford	59	7
Ross Dress For Less, Inc	50	8
Merritt's Hardware	43	9
McDonalds	<u>40</u>	10
Total	695	

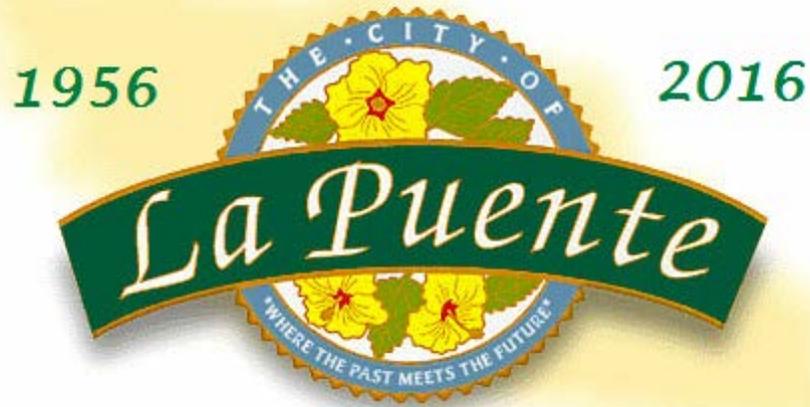
- **Park and Landscape Areas**

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

Data and Information Sources

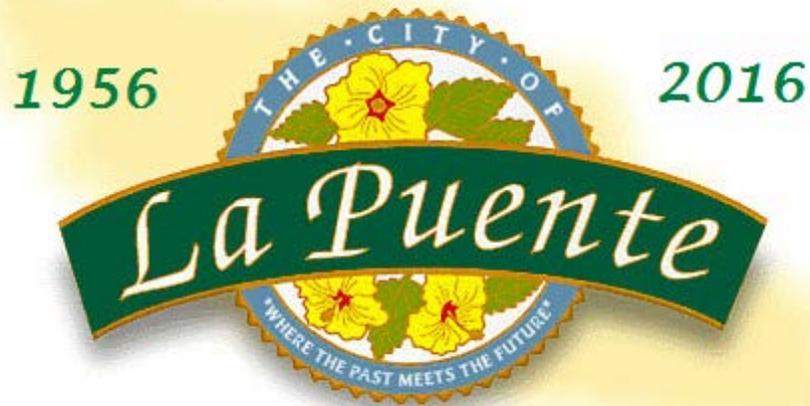
City Finance Department – Business License Division, Recreation Services, Public Works & Development Services Department
U.S. Census Bureau
California Department of Finance
HdL Coren & Cone
Employment Development Department

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Revenue Details

CITY OF LA PUENTE FY 2016-2017 ADOPTED BUDGET REVENUE DETAIL

Account Number	Revenue Source	FY 14-15 Actuals	FY 15-16 Adopted Budget	FY 15-16 Estimated Actuals	FY 16-17 Adopted Budget
GENERAL FUND - 11					
Taxes & Assessments					
11-3111	Franchise - Edison Co.	\$ 178,196	\$ 165,900	\$ 178,000	\$ 178,000
11-3112	Franchise - So. Ca. Gas Co.	63,537	60,000	60,000	60,000
11-3113	Franchise - SGV Water Co.	14,032	15,000	15,000	13,000
11-3114	Franchise - Suburban Water	47,894	50,000	48,000	45,000
11-3115	Franchise - Cable/Video	201,223	190,000	192,000	192,000
11-3116	Franchise - Waste	366,770	422,600	390,000	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	-	-
11-3140	Property Tax	1,216,828	1,152,800	1,160,000	1,243,500
11-3141	Property Tax Administration Fees	(15,614)	(15,800)	(16,000)	(16,000)
11-3145	In-Lieu of VLF Reimbursement	3,795,065	3,981,400	3,992,200	4,158,700
11-3150	Sales and Use Tax	2,040,668	2,235,900	2,581,600	2,981,000
11-3151	Sales and Use Tax In-Lieu	612,837	506,300	607,400	-
11-3160	Transient Occupancy Tax	207,306	200,000	206,000	206,000
11-3170	Property Transfer Tax	53,669	60,000	72,000	70,000
11-3190	Business License/Permits	91,025	95,000	90,000	90,000
	Total Taxes & Assessments	\$ 8,975,936	\$ 9,221,600	\$ 9,676,200	\$ 9,721,200
Licenses & Permits					
11-3280	Industrial Waste Permits	\$ 29,746	\$ 35,000	\$ 24,000	\$ 24,000
11-3281	Building & Safety Permits	274,383	270,000	286,000	270,000
11-3283	Special Permit Fees	32,386	30,000	8,000	8,000
11-3284	Animal License Fees	93,166	80,000	77,800	80,000
11-3285	Business License Application Fee	-	-	25,000	25,000
11-3286	SB 1186 (CASP Fee)	-	-	-	800
	Total Licenses and Permits	\$ 429,681	\$ 415,000	\$ 420,800	\$ 407,800
Fines & Forfeitures					
11-3360	Court Fines-Non-Traffic	\$ 82,228	\$ 55,000	\$ 101,000	\$ 101,000
11-3370	Parking Citations	181,164	200,000	200,000	240,000
11-3371	Administrative Penalties	13,480	30,000	12,000	13,000
	Total Fines & Forfeitures	\$ 276,872	\$ 285,000	\$ 313,000	\$ 354,000
Use of Money					
11-3410	Interest on Investments	\$ 64,034	\$ 60,000	\$ 60,000	\$ 60,000
	Total Use of Money	\$ 64,034	\$ 60,000	\$ 60,000	\$ 60,000

CITY OF LA PUENTE
FY 2016-2017 ADOPTED BUDGET
REVENUE DETAIL

Account Number	Revenue Source	FY 14-15 Actuals	FY 15-16 Amended Budget	FY 15-16 Estimated Actuals	FY 16-17 Adopted Budget
Intergovernmental					
11-3610	State Grants	\$ (7,614)	\$ -	\$ -	\$ -
11-3620	Federal Grant -Summer Lunch Program	32,786	19,000	20,000	20,000
11-3630	County Grant	-	-	78,315	1,500
11-3650	State Mandated Reimbursements	178,784	30,000	50,000	56,000
11-3671	Motor Vehicles License Fees	17,769	25,000	17,000	17,000
	Total Intergovernmental	\$ 221,725	\$ 74,000	\$ 165,315	\$ 94,500
Charges for Services					
11-3710	Zoning Fees	\$ 21,115	\$ 14,000	\$ 23,500	\$ 15,000
11-3712	Building Plan Check Fees	143,042	130,000	140,000	130,000
11-3715	Public Works Inspection Fees	110,684	120,000	86,000	90,000
11-3716	Engineering Plan Check Fees	2,990	3,000	2,000	2,000
11-3720	Taxable Sales	603	1,000	100	-
11-3730	Repair to Public Property	10,025	-	15,000	-
11-3740	Facility Rental	150	-	-	-
11-3750	Subdivision Fees	1,074	-	2,100	-
11-3760	Site Plan Review	30,025	30,000	30,000	30,000
11-3763	Emergency Response Program	7,772	2,500	2,300	2,000
11-3764	Vehicle Impound Fees	63,672	40,000	60,000	60,000
11-3765	Dumpster Hauling	3,452	3,500	-	-
11-3766	Foreclosure Registration Fee	1,400	1,000	1,000	1,000
11-3767	Code Enforcement Cost Recovery	-	1,000	-	-
11-3780	Recreation Program	272,093	265,700	195,000	195,000
11-3782	Senior Center Program	-	1,000	700	1,000
11-3786	Landscape Maintenance	6,990	6,000	6,500	6,500
11-3787	Passport Program	16,910	10,000	12,000	10,000
11-3788	Telecommunication Lease/Rental	32,962	33,000	33,000	33,000
	Total Charges For Services	\$ 724,959	\$ 661,700	\$ 609,200	\$ 575,500
Other Financing Sources					
11-3840	Sale of Real & Personal Property	\$ 27	\$ -	\$ 9,200	\$ -
11-3865	Successor Agency Reimbursement	213,219	179,500	179,500	136,300
11-3880	Miscellaneous	278,318	-	380,000	25,000
11-3884	Donations	1,880	-	22,000	50,000
11-3999	Transfers in from Other Funds	301,284	625,600	493,540	746,800
	Total Other Financing Sources	\$ 794,728	\$ 805,100	\$ 1,084,240	\$ 958,100
	Total General Fund	\$ 11,487,935	\$ 11,522,400	\$ 12,328,755	\$ 12,171,100
Special Revenue Funds					
Traffic Safety					
22-3410	Interest On Investments	\$ 34	\$ -	\$ -	\$ -
	Total Traffic Safety	\$ 34	\$ -	\$ -	\$ -

**CITY OF LA PUENTE
FY 2016-2017 ADOPTED BUDGET
REVENUE DETAIL**

Account Number	Revenue Source	FY 14-15 Actuals	FY 15-16 Amended Budget	FY 15-16 Estimated Actuals	FY 16-17 Adopted Budget
Asset Seizure					
23-3410	Interest on Investments	\$ 101	\$ 100	\$ 100	\$ 100
	Total Asset Seizure	\$ 101	\$ 100	\$ 100	\$ 100
PEG Access					
24-3115	Cable PEG Access	\$ 30,967	\$ 20,000	\$ 40,000	\$ 40,000
24-3410	Interest on Investments	1,050	800	800	800
	Total PEG Access	\$ 32,017	\$ 20,800	\$ 40,800	\$ 40,800
Supplemental Law Enforcement					
25-3410	Interest on Investments	\$ 976	\$ 200	\$ -	\$ -
25-3660	Citizen's Option Public Funds	106,230	100,000	110,000	100,000
	Total Supplemental Law Enforcement	\$ 107,206	\$ 100,200	\$ 110,000	\$ 100,000
Office of Traffic Safety					
27-3410	Interest on Investments	\$ 225	\$ 100	\$ 100	\$ 100
	Total Office of Traffic Safety	\$ 225	\$ 100	\$ 100	\$ 100
JAG Grant					
28-3630	JAG Grant	\$ 19,972	\$ 12,100	\$ 11,282	\$ 10,400
	Total JAG Grant	\$ 19,972	\$ 12,100	\$ 11,282	\$ 10,400
State Gas Tax					
32-3410	Interest on Investments	\$ 7,549	\$ 8,000	\$ 6,000	\$ 4,000
32-3560	Gas Tax-2107	300,583	340,400	341,916	352,900
32-3561	Gas Tax-2106	143,279	132,500	124,975	128,800
32-3562	Gas Tax-2107.5	6,000	6,000	6,000	6,000
32-3563	Gas Tax-2105	234,865	247,700	246,502	254,100
32-3564	Street & Highway 2103	401,391	215,100	189,752	96,000
32-3999	Transfer In	424,889	-	-	-
	Total State Gas Tax	\$ 1,518,556	\$ 949,700	\$ 915,145	\$ 841,800
County Aid to Cities					
34-3410	Interest on Investments	\$ 172	\$ -	\$ -	\$ -
34-3611	State Grant	31,539	-	-	-
34-3999	Transfer In	68,529	-	-	-
	Total County Aid to Cities	\$ 100,240	\$ -	\$ -	\$ -
Prop 1B					
37-3410	Interest on Investments	\$ 520	\$ -	\$ -	\$ -
	Total Prop 1B	\$ 520	\$ -	\$ -	\$ -

**CITY OF LA PUENTE
FY 2016-2017 ADOPTED BUDGET
REVENUE DETAIL**

Account Number	Revenue Source	FY 14-15 Actuals	FY 15-16 Amended Budget	FY 15-16 Estimated Actuals	FY 16-17 Adopted Budget
Cal Home Grant					
38-3410	Interest on Investments	\$ 2,143	\$ 200	\$ 200	\$ 200
38-3690	Cal-Home Loans	-	120,000	250,000	240,000
38-3860	Program Income	4,054	-	-	-
	Total Cal Home Grant	\$ 6,197	\$ 120,200	\$ 250,200	\$ 240,200
Local Transportation Fund					
39-3410	Interest on Investments	\$ 1	\$ -	\$ -	\$ -
39-3680	TDA SB 821 Allocation	-	30,000	30,000	50,000
	Total Local Transportation Fund	\$ 1	\$ 30,000	\$ 30,000	\$ 50,000
STPL Grant					
40-3683	STPL	\$ -	\$ 634,000	\$ 634,000	\$ -
	Total STPL Grant	\$ -	\$ 634,000	\$ 634,000	\$ -
Community Development Block Grant					
41-3410	Interest on Investments	\$ 10	\$ -	\$ -	\$ -
41-3690	CDBG Revenue	178,252	635,600	435,300	612,600
41-3860	Program Income	806	-	-	-
	Total Community Development Block Grant	\$ 179,068	\$ 635,600	\$ 435,300	\$ 612,600
Air Quality Improvement District					
42-3410	Interest on Investments	\$ 1,342	\$ 1,500	\$ 900	\$ 1,000
42-3500	Vehicle Registration Fees	50,222	50,000	58,000	58,000
42-3501	Clean Transportation Grant	110,000	-	-	-
	Total Air Quality Improvement District	\$ 161,564	\$ 51,500	\$ 58,900	\$ 59,000
Miscellaneous Grant					
43-3610	State Grants	\$ -	\$ -	\$ -	\$ 74,700
43-3625	Foothill Transit Grant	-	35,000	10,000	25,000
	Total Miscellaneous Grant	\$ -	\$ 35,000	\$ 10,000	\$ 99,700
HSIP Grant					
45-3621	HSIP	\$ -	\$ 873,000	\$ 207,300	\$ 756,000
	Total HSIP Grant	\$ -	\$ 873,000	\$ 207,300	\$ 756,000
Measure R					
47-3410	Interest on Investments	\$ 6,703	\$ 2,000	\$ 3,000	\$ 3,000
47-3680	Measure R Allocations	442,627	428,000	450,000	450,000
	Total Measure R	\$ 449,330	\$ 430,000	\$ 453,000	\$ 453,000

**CITY OF LA PUENTE
FY 2016-2017 ADOPTED BUDGET
REVENUE DETAIL**

Account Number	Revenue Source	FY 14-15 Actuals	FY 15-16 Amended Budget	FY 15-16 Estimated Actuals	FY 16-17 Adopted Budget
Proposition A					
48-3410	Interest on Investments	\$ 9,259	\$ 2,000	\$ 4,000	\$ 4,000
48-3680	Proposition A Transportation	711,337	688,000	700,000	700,000
48-3681	Transit Bus Pass Revenue	141,522	150,000	4,100	-
48-3682	Shuttle Fares	56,334	50,000	51,000	51,900
48-3683	Dial-A-Ride Fares	968	400	500	600
48-3687	Foothill Pass Sales	-	-	60,000	61,000
48-3688	Metrolink Pass Sales	-	-	22,000	20,400
48-3689	MTA Pass Sales	-	-	24,000	23,000
	Total Proposition A	\$ 919,420	\$ 890,400	\$ 865,600	\$ 860,900
Proposition C					
49-3410	Interest on Investments	\$ 7,387	\$ 2,000	\$ 6,000	\$ 6,000
49-3680	Proposition C Transportation	592,519	584,200	600,000	600,000
	Total Proposition C	\$ 599,906	\$ 586,200	\$ 606,000	\$ 606,000
Safe Routes To School					
71-3620	Safe Routes to School Grant	\$ 314,824	\$ -	\$ 40,000	\$ -
	Total Safe Routes To School	\$ 314,824	\$ -	\$ 40,000	\$ -
Capital Projects					
75-3645	CIP Revenue	\$ -	\$ -	\$ 1,750,000	\$ 300,000
	Total Capital Projects Fund	\$ -	\$ -	\$ 1,750,000	\$ 300,000
	Total Special Revenue Funds	\$ 4,409,181	\$ 5,368,900	\$ 6,417,727	\$ 5,030,600
PROPRIETARY FUNDS					
Sewer Construction/Maintenance					
50-3410	Interest on Investments	\$ 17,158	\$ 8,000	\$ 8,000	\$ 5,000
50-3789	Sewer Maintenance Fee	888,226	875,000	875,000	875,000
	Total Sewer Construction/Maint. Fund	\$ 905,384	\$ 883,000	\$ 883,000	\$ 880,000
2007 Sewer Revenue Bond					
52-3410	Interest on Investments	\$ 3,477	\$ 3,000	\$ 1,000	\$ 1,000
52-3999	Transfers in - Sewer Fund	433,949	641,000	641,000	637,000
	Total 2007 Sewer Revenue Bond Fund	\$ 437,426	\$ 644,000	\$ 642,000	\$ 638,000
CSMD					
54-3410	Interest on Investments	\$ 18,778	\$ 14,000	\$ 10,000	\$ 10,000
54-3789	Sewer Maintenance Fee	437,459	440,000	440,000	440,000
	Total CSMD Fund	\$ 456,237	\$ 454,000	\$ 450,000	\$ 450,000

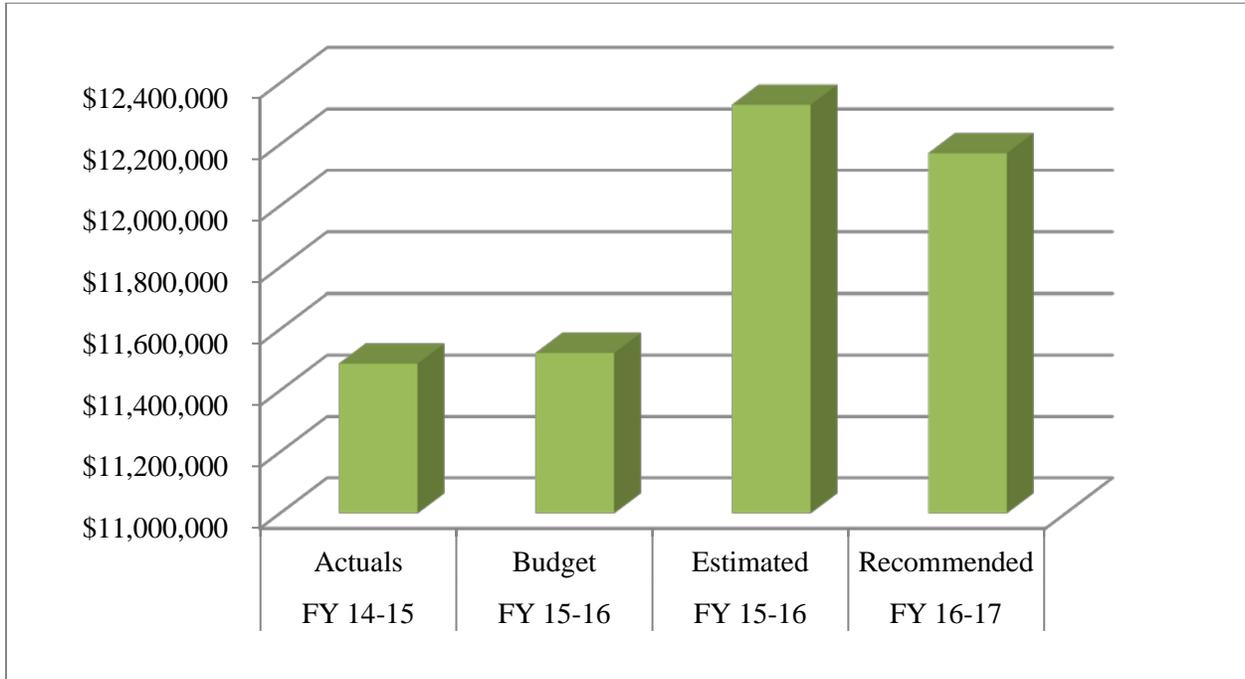
**CITY OF LA PUENTE
FY 2016-2017 ADOPTED BUDGET
REVENUE DETAIL**

Account Number	Revenue Source	FY 14-15 Actuals	FY 15-16 Amended Budget	FY 15-16 Estimated Actuals	FY 16-17 Adopted Budget
Equipment Replacement					
61-3410	Interest on Investments	\$ 879	\$ 600	\$ 600	\$ 600
61-3998	Equipment Replacement Charges	<u>272,078</u>	<u>182,200</u>	<u>181,800</u>	<u>235,100</u>
	Total Equipment Replacement Fund	<u>\$ 272,957</u>	<u>\$ 182,800</u>	<u>\$ 182,400</u>	<u>\$ 235,700</u>
Vehicle Replacement					
62-3410	Interest on Investments	\$ -	\$ 200	\$ 600	\$ 600
62-3998	Vehicle Equipment Replacement Charges	<u>-</u>	<u>102,000</u>	<u>10,200</u>	<u>145,000</u>
	Total Vehicle Replacement Fund	<u>\$ -</u>	<u>\$ 102,200</u>	<u>\$ 10,800</u>	<u>\$ 145,600</u>
	Total Proprietary Funds	<u>\$ 2,072,004</u>	<u>\$ 2,266,000</u>	<u>\$ 2,168,200</u>	<u>\$ 2,349,300</u>
Successor Agency					
70-3675	RPTTF Distributions	\$ 624,221	\$ 601,000	\$ 631,600	\$ 517,300
	Total Successor Agency	<u>\$ 624,221</u>	<u>\$ 601,000</u>	<u>\$ 631,600</u>	<u>\$ 517,300</u>
	Total City	<u>\$ 18,593,341</u>	<u>\$ 19,758,300</u>	<u>\$ 21,546,282</u>	<u>\$ 20,068,300</u>

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 14-15 Actuals	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Recommended
General Fund Revenues	\$ 11,487,935	\$ 11,522,400	\$ 12,328,755	\$ 12,171,100
	<u>\$ 11,487,935</u>	<u>\$ 11,522,400</u>	<u>\$ 12,328,755</u>	<u>\$ 12,171,100</u>

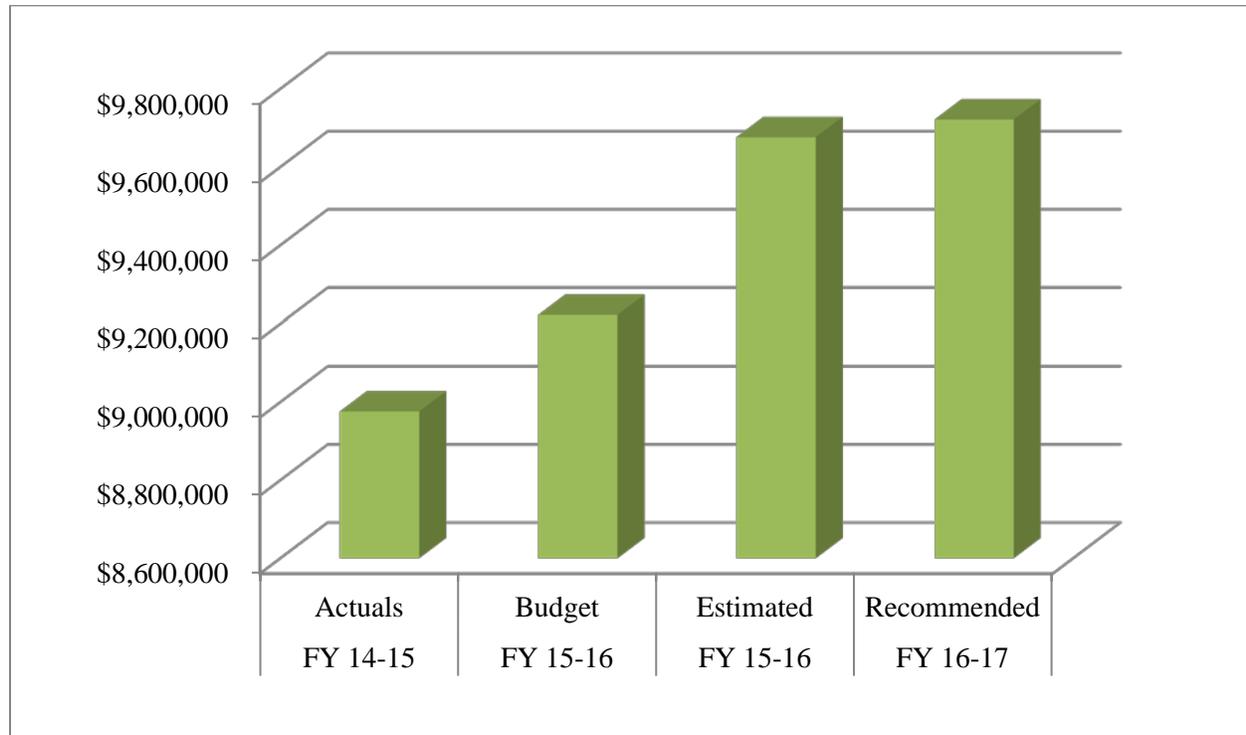
The FY 2016-17 recommended budget of \$12,171,100 reflects an increase of \$648,700 from the FY 2015-16 adopted budget. The increase is primarily due to an anticipated growth in sales and property tax receipts.

The General Fund revenues consist of the following sources:

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

Taxes

Taxes consist of charges levied by a government to finance services performed for the general public. Overall, for FY 2016-17, there is an increase in the amount of \$499,600 in the amount of proposed taxes to be collected.



	FY 14-15 Actuals	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Recommended
Property Taxes	\$ 4,996,279	\$ 5,118,400	\$ 5,136,200	\$ 5,386,200
Sales & Use Tax	2,653,505	2,742,200	3,189,000	2,981,000
Other Taxes	1,326,152	1,361,000	1,351,000	1,354,000
	<u>\$ 8,975,936</u>	<u>\$ 9,221,600</u>	<u>\$ 9,676,200</u>	<u>\$ 9,721,200</u>

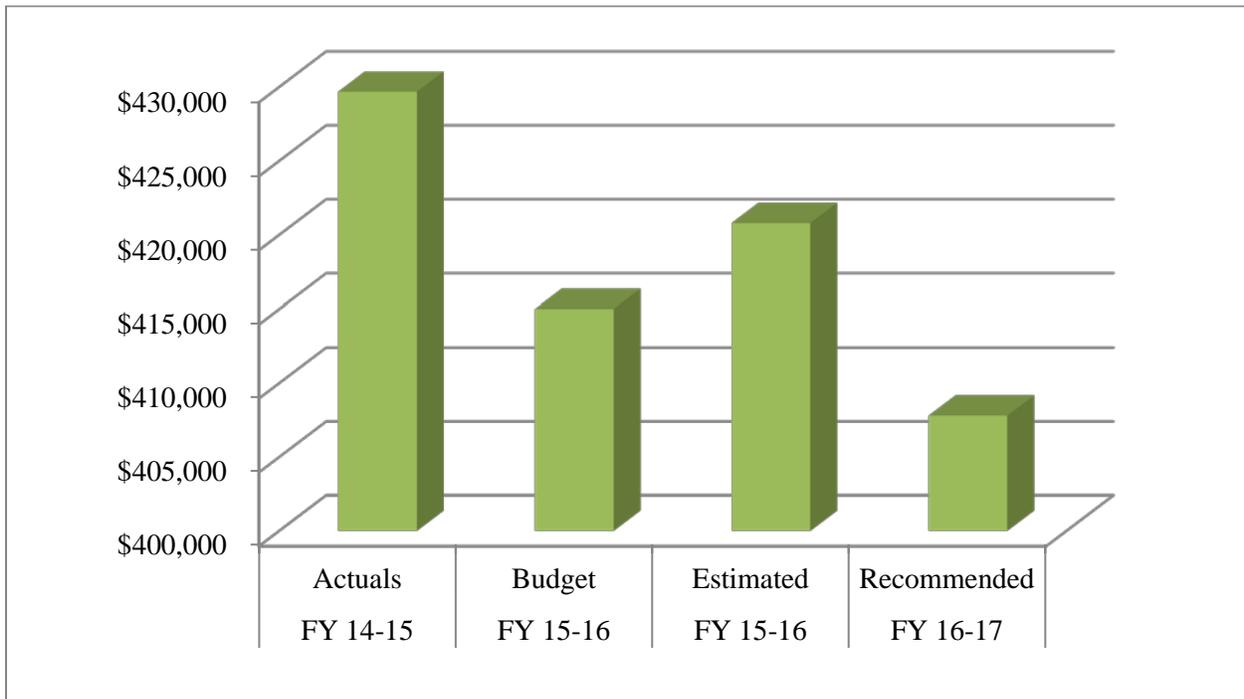
Major Categories of Taxes:

- 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. An increase of \$267,800 is projected for FY 2016-17.
- Sales and Use Tax - The City receives 1% of the sales tax charged for all retail sale transactions within the City. It is anticipated that sales tax revenues will increase by \$238,800 in FY 2016-17. This is largely due to new businesses locating within the community.
- Other Taxes
 - Transient Occupancy - Tax imposed on hotel guests at the rate of 10%. Currently, the City is collecting from five inns and one motel in the City of La Puente. It is anticipated in FY 2016-17 there will be a slight increase in this category.

- Property Transfer - Tax collected upon the sale of property within the City. It is anticipated that property transfer tax will increase in the upcoming year by \$10,000.
- Business License - Annual fee charged to all businesses open within the City. Business license fees are projected to be flat for the 2016-17 fiscal year.
- Franchise Fee - Tax imposed on cable television, electric utilities, gas utilities, refuse and other miscellaneous exclusive franchises. A decrease of \$15,000 is anticipated in this category in the upcoming year.

Licenses and Permits

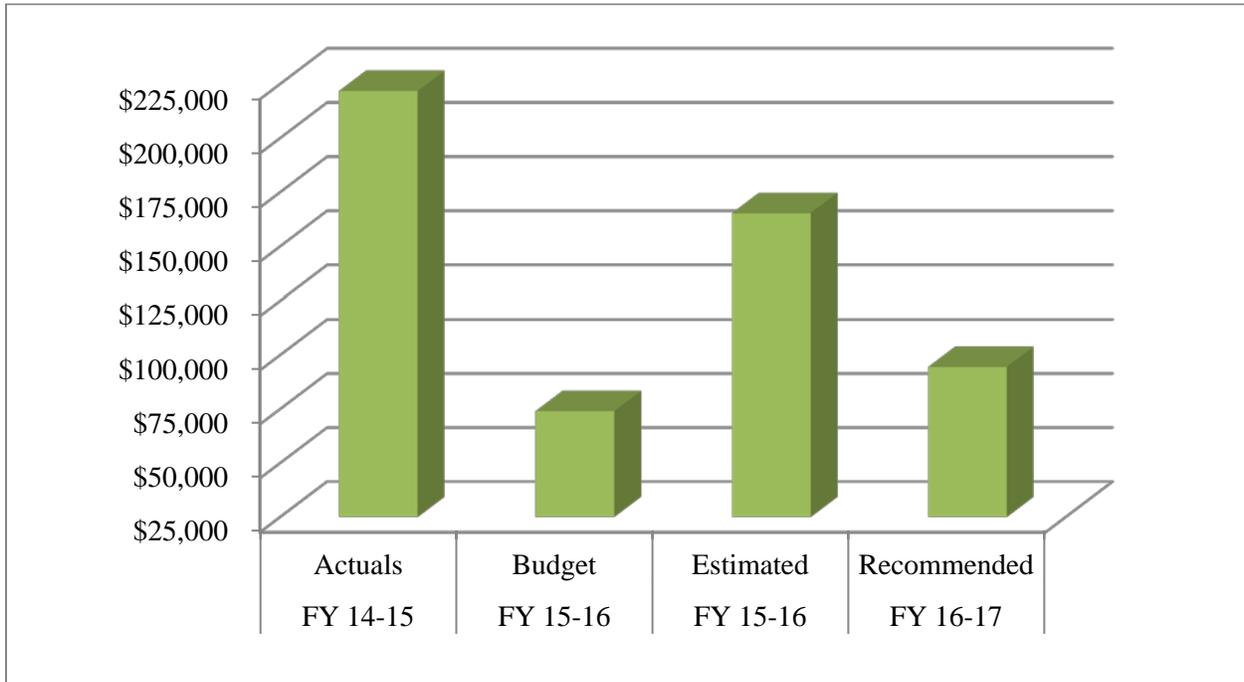
This revenue source mainly consists of permits such as industrial waste permits, building & safety permits, grading & street permits and special permits. Due to an anticipated decline in construction activity compared to FY 2015-16, a decrease of \$7,200 is projected for FY 2016-17.



	FY 14-15 Actuals	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Recommended
Industrial Waste	\$ 29,746	\$ 35,000	\$ 24,000	\$ 24,000
Building & Safety	274,383	270,000	286,000	270,000
Special Permits	32,386	30,000	8,000	8,000
Animal License Fees	93,166	80,000	77,800	80,000
Business License App	-	-	25,000	25,800
	<u>\$ 429,681</u>	<u>\$ 415,000</u>	<u>\$ 420,800</u>	<u>\$ 407,800</u>

Intergovernmental

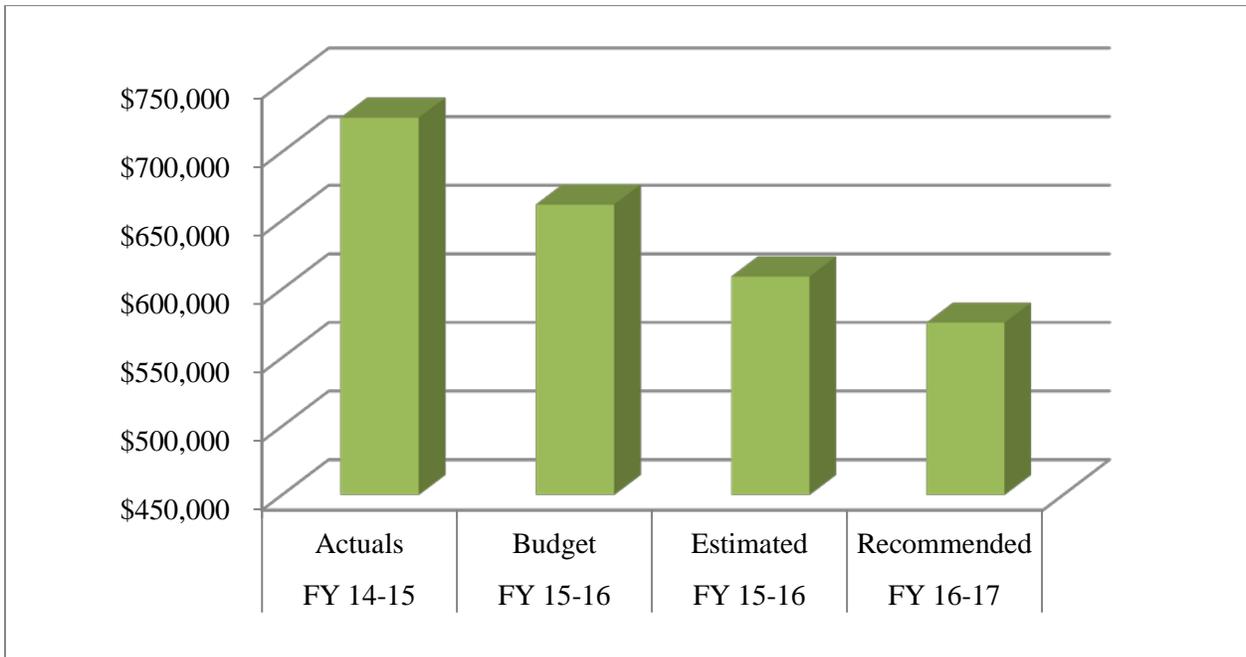
The City receives various grants from Federal, State and County agencies. This includes programs such as the Summer Lunch Program, State Mandated Cost Reimbursement, the Los Angeles County Arts Commission Grant and Excess Motor Vehicle License Fees distributed by the state. During FY 2014-15, state mandated cost reimbursements were reinstated by the Governor of the State of California, which accounted for the increase in the intergovernmental area. These reimbursements had been suspended for several years.



	FY 14-15 Actuals	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Recommended
Federal, State & County	\$ 203,956	\$ 49,000	\$ 148,315	\$ 77,500
Motor Vehicle License Fee	17,769	25,000	17,000	17,000
	<u>\$ 221,725</u>	<u>\$ 74,000</u>	<u>\$ 165,315</u>	<u>\$ 94,500</u>

Charges for Services

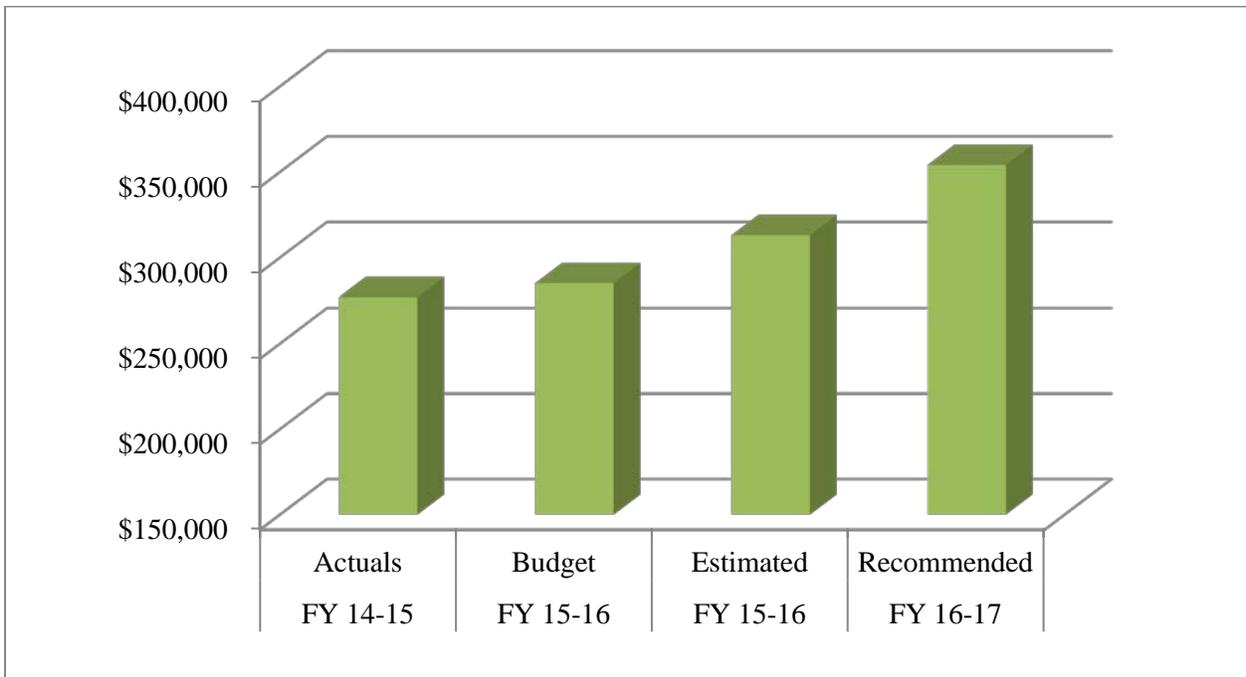
The City provides various services to the public such as zoning, building plan check, public works inspection, site plan review, recreation programs, passport program and other services provided to the public. The City continues to see a decline in revenues in these categories.



	FY 14-15 Actuals	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Recommended
Charges for Services	\$ 724,959	\$ 661,700	\$ 609,200	\$ 575,500
	\$ 724,959	\$ 661,700	\$ 609,200	\$ 575,500

Fines and Forfeitures

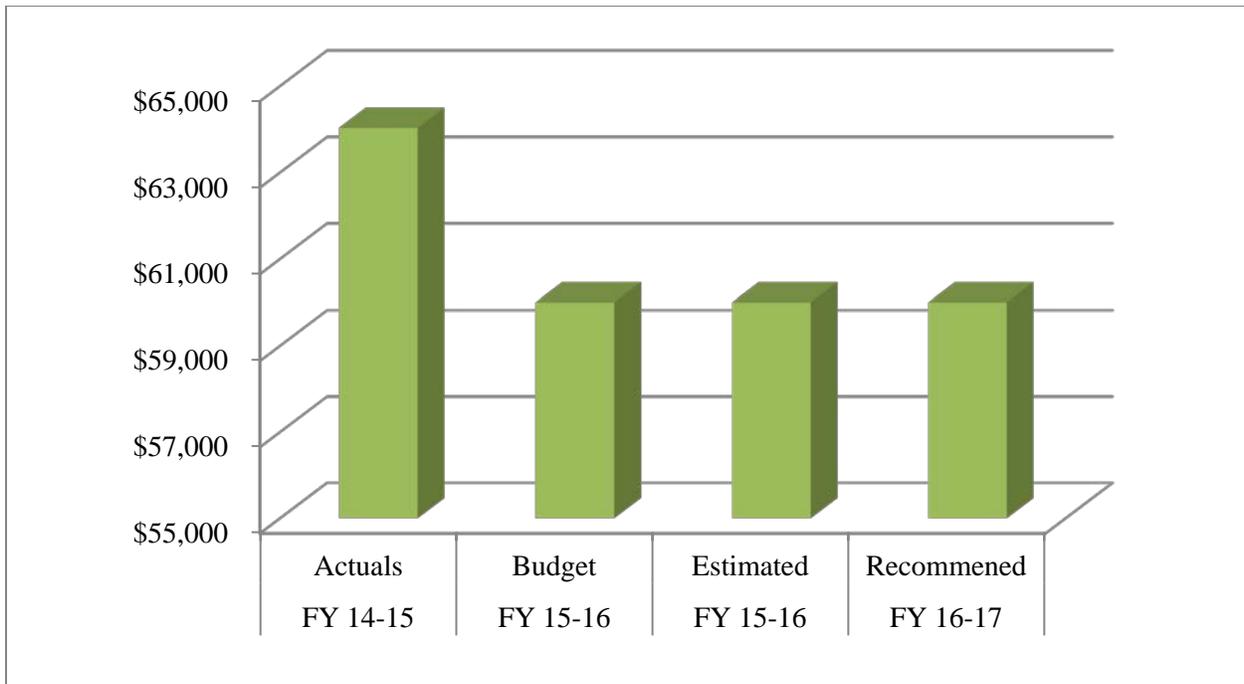
This revenue source includes payments collected for parking citations, non-traffic related court fines and administrative citations. With the completion of the reorganization of the Code Enforcement department, we are anticipating an increase in revenues in this area.



	FY 14-15 Actuals	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Recommended
Court Fines	\$ 82,228	\$ 55,000	\$ 101,000	\$ 101,000
Parking Citations	181,164	200,000	200,000	240,000
Administrative Citations	13,480	30,000	12,000	13,000
	<u>\$ 276,872</u>	<u>\$ 285,000</u>	<u>\$ 313,000</u>	<u>\$ 354,000</u>

Investment Income

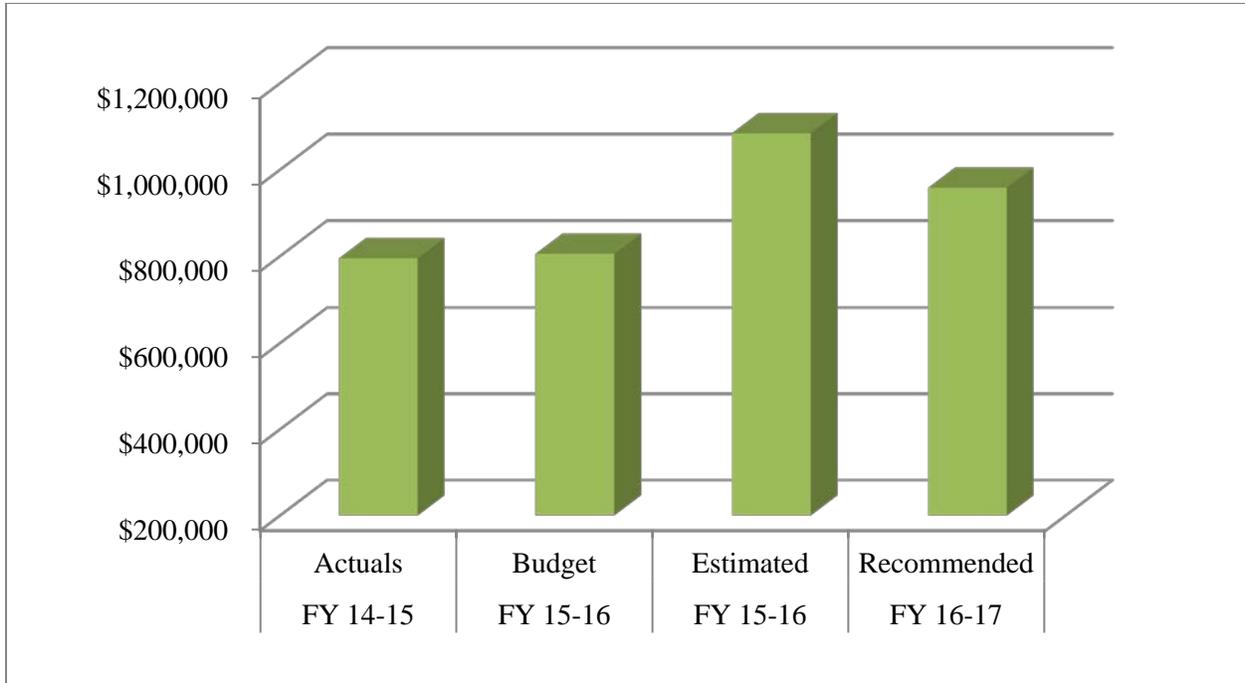
The City participates in the Local Agency Investment Fund along with purchasing a combination of short and long term investments as authorized in the City's investment policy.



	FY 14-15 Actuals	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Recommended
Investment Income	\$ 64,034	\$ 60,000	\$ 60,000	\$ 60,000
	<u>\$ 64,034</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>

Other Financing Sources

This includes transfers in from various funds such as Supplemental Law Enforcement Fund, Measure R Fund, Prop C Fund, Sewer Construction/Maintenance Fund, CSMD Fund and the Successor Agency. Funds are transferred from the abovementioned funds to the General Fund in order to cover the costs for staff to administer the funds.



	FY 14-15 Actuals	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Recommended
Other Revenue	\$ 794,728	\$ 805,100	\$ 1,084,240	\$ 958,100
	\$ 794,728	\$ 805,100	\$ 1,084,240	\$ 958,100

SPECIAL REVENUE FUNDS

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, Office of Traffic Safety Fund and Justice Assistant Grant Fund.
- PEG Access – Provides for development of public, educational, and governmental access thru cable television. PEG funds are received as part of the cable franchise fees.
- Gas Tax – Provides for the research, planning, construction, improvement, maintenance, and operation of public streets and highways.
- 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), Highway Safety Improvement Program (HSIP), 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 reduce 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 the South Coast Air Quality Management District (SCAQMD).
- 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 county plan. The tax took effect July 2009. This program is administered by Metropolitan Transportation Authority (MTA).
- MTA - Prop A – One-half cent sales tax measure 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 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.

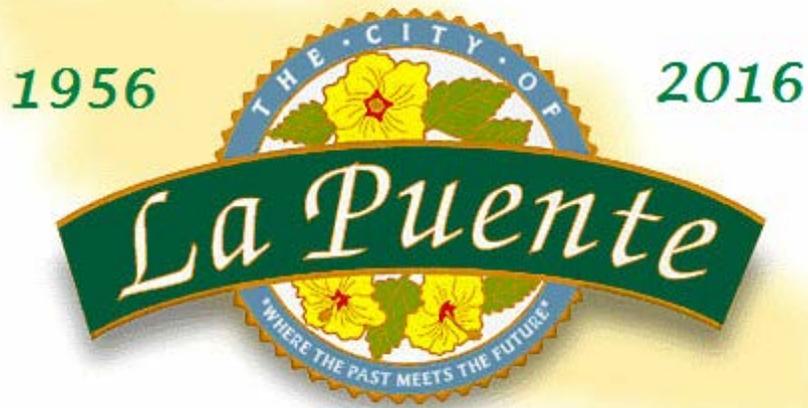
ENTERPRISE FUNDS

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

INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for services relating to vehicle and equipment maintenance and replacement and citywide computer network and information system support. Other than the interest earned on investments, it is basically a chargeback to various departments based on the actual usage and costs associated with vehicle and equipment services and I.T. related costs.

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Budgeted Expenditures by Fund

City of La Puente Budgeted Expenditure By Fund Fiscal Year 2016-2017 Adopted Budget

<u>Dept</u>	<u>Fund</u>	<u>Description</u>	<u>2014-2015</u> <u>Actuals</u>	<u>2015-2016</u> <u>Adopted Budget</u>	<u>2015-2016</u> <u>Estimated</u>	<u>2016-2017</u> <u>Adopted Budget</u>
GENERAL FUND						
4110	11	City Council	\$ 222,036	\$ 251,100	\$ 232,575	\$ 226,100
4120	11	City Clerk	249,297	347,200	241,550	159,600
4130	11	Human Resources/Risk Management	478,977	473,600	81,100	494,900
4140	11	Administration	527,549	703,600	511,900	589,400
4160	11	Financial Services	559,911	750,000	693,500	748,100
4180	11	General Services	186,455	205,800	175,198	201,500
4210	11	Public Safety Services	5,153,226	5,150,500	5,413,900	5,839,300
4220	11	Emergency Preparedness Services	9,262	17,600	19,250	2,000
4330	11	Public Works	-	-	68,000	141,000
4410	11	Planning/Zoning Services	183,628	175,300	199,050	198,100
4420	11	Housing/Community Services	37,706	26,200	65,100	96,300
4450	11	Community Promotion Services	52,377	66,100	68,400	70,900
4460	11	Building & Safety Services	240,720	204,700	258,900	251,800
4465	11	Engineering Services	105,432	110,000	88,500	94,500
4470	11	Code Enforcement	375,900	428,700	426,250	374,900
4540	11	Waste Management Services	9,248	12,400	8,050	5,800
4610	11	Park/Maintenance Services	326,183	375,200	390,750	403,400
4620	11	Community Center	1,140,862	1,114,700	1,145,150	1,126,000
4621	11	Youth Learning Activity Center	657,048	678,300	677,960	714,700
4622	11	Nature Education Center	1,550	-	-	-
4630	11	Senior Center	104,761	150,000	147,800	157,500
4940	11	Benefits	263,539	279,400	279,400	275,300
4950	11	Non-Departmental	493,569	2,000	-	-
Total General Fund			\$ 11,379,236	\$ 11,522,400	\$ 11,192,283	\$ 12,171,100
ASSET SEIZURE FUND						
4210	23	Public Safety Services	\$ -	\$ 6,200	\$ -	\$ 5,000
Total Asset Seizure Fund			\$ -	\$ 6,200	\$ -	\$ 5,000
PEG ACCESS FUND						
4170	24	Administration	\$ 31,221	\$ 40,000	\$ 23,000	\$ 43,700
Total Peg Access Fund			\$ 31,221	\$ 40,000	\$ 23,000	\$ 43,700
SUPPLEMENTAL LAW ENFORCEMENT FUND						
4210	25	Public Safety Services	\$ 119,725	\$ 100,000	\$ 110,000	\$ 100,000
Total Supplemental Law Enforcement Fund			\$ 119,725	\$ 100,000	\$ 110,000	\$ 100,000
JAG GRANT FUND						
4210	28	Public Safety Services	\$ 27,024	\$ 12,100	\$ 9,359	\$ 10,400
Total JAG Grant Fund			\$ 27,024	\$ 12,100	\$ 9,359	\$ 10,400
STATE GAS TAX FUND						
4330	32	State Gas Tax Fund	\$ 734,493	\$ 951,500	\$ 814,600	\$ 915,300
Total State Gas Tax Fund			\$ 734,493	\$ 951,500	\$ 814,600	\$ 915,300

Budgeted Expenditures by Fund

City of La Puente Budgeted Expenditure By Fund Fiscal Year 2016-2017 Recommended Budget

Dept	Fund	Description	2014-2015 Actuals	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
CAL HOME LOANS						
4425	38	Housing/Community Services	\$ 169,154	\$ 294,600	\$ 355,000	\$ 232,000
Total Cal Home Loan Fund			\$ 169,154	\$ 294,600	\$ 355,000	\$ 232,000
CDBG PROGRAM FUND						
4430	41	Housing/Community Services	\$ 190,724	\$ 390,100	\$ 413,300	\$ 334,600
Total CDBG Program Fund			\$ 190,724	\$ 390,100	\$ 413,300	\$ 334,600
AIR QUALITY IMPROVEMENT FUND						
4850	42	Vehicle Charges	\$ 339,925	\$ -	\$ -	\$ 55,000
Total Air Quality Improvement Fund			\$ 339,925	\$ -	\$ -	\$ 55,000
MEASURE R FUND						
4390	47	Measure R Funds	\$ -	\$ 24,100	\$ 4,400	\$ -
Total Measure R Fund			\$ -	\$ 24,100	\$ 4,400	\$ -
PROP A FUND						
4392	48	Prop A Funds	\$ 815,998	\$ 920,300	\$ 864,200	\$ 942,900
Total Prop A Fund			\$ 815,998	\$ 920,300	\$ 864,200	\$ 942,900
PROP C FUND						
4394	49	Prop C Funds	\$ -	\$ 27,800	\$ -	\$ -
Total Prop C Fund			\$ -	\$ 27,800	\$ -	\$ -
SEWER CONSTRUCTION/MTCE FUND						
4710	50	Sewer Maintenance Services	\$ 549,861	\$ 843,200	\$ 842,600	\$ 841,200
Total Sewer Construction/Mtce Fund			\$ 549,861	\$ 843,200	\$ 842,600	\$ 841,200
2007 SEWER REVENUE BOND FUND						
4720	52	Sewer Revenue Bond	\$ 605,174	\$ 641,000	\$ 640,911	\$ 637,000
Total Sewer Revenue Bond Fund			\$ 605,174	\$ 641,000	\$ 640,911	\$ 637,000
CSMD FUND						
4730	54	CSMD Fund	\$ 78,321	\$ 158,500	\$ 148,000	\$ 157,000
Total CSMD Fund			\$ 78,321	\$ 158,500	\$ 148,000	\$ 157,000
IT EQUIPMENT REPLACEMENT FUND						
4810	61	Equipment Replacement Fund	\$ 162,361	\$ 184,200	\$ 11,438	\$ 235,100
Total IT Equipment Replacement Fund			\$ 162,361	\$ 184,200	\$ 11,438	\$ 235,100

Budgeted Expenditures by Fund

**City of La Puente
Budgeted Expenditure By Fund
Fiscal Year 2016-2017 Recommended Budget**

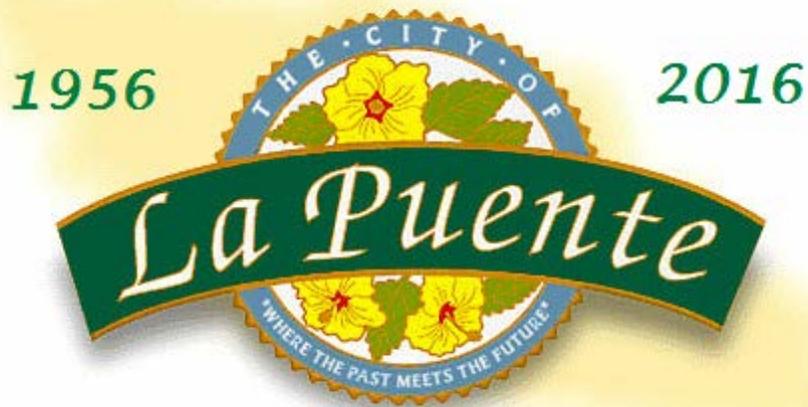
<u>Fund</u>	<u>Description</u>	<u>2014-2015 Actuals</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
VEHICLE MAINTENANCE & REPLACEMENT FUND					
4850	62 Vehicle Maintenance & Replacement	\$ 105,881	\$ 102,000	\$ 97,500	\$ 103,700
Total Vehicle Maintenance & Replacement Fund		\$ 105,881	\$ 102,000	\$ 97,500	\$ 103,700
SUCCESSOR AGENCY FUND					
	70 RPTTF	\$ 485,705	\$ 521,600	\$ 521,170	\$ 517,300
Total Successor Agency Fund		\$ 485,705	\$ 521,600	\$ 521,170	\$ 517,300
CAPITAL IMPROVEMENTS					
11	General Fund	\$ -	\$ -	\$ -	\$ -
32	State Gas Tax Fund	305,233	1,010,400	944,100	-
34	County Aid to Cities Fund	100,240	-	-	-
37	Prop 1B Fund	63,134	-	-	-
39	Local Transportation Fund	-	30,000	30,000	50,000
40	STPL Grant Fund	-	634,000	634,000	-
41	CDBG Program Fund	-	300,000	22,000	278,000
43	Miscellaneous Grant Fund	-	35,000	10,000	25,000
45	HSIP Grant Fund	90,323	873,000	117,000	756,000
47	Measure R Fund	929,935	476,400	201,360	880,800
48	Prop A Fund	-	135,000	60,000	97,800
49	Prop C Fund	117,265	1,099,200	581,880	1,422,000
50	Sewer Construction/Mtce Fund	80,000	820,000	100,000	1,000,000
54	Sewer Revenue Bond Fund	-	800,000	144,000	860,000
71	Safe Routes to School Fund	354,290	-	-	-
75	Capital Projects Fund	-	1,895,500	1,518,000	500,000
Total Capital Improvements		\$ 2,040,420	\$ 8,108,500	\$ 4,362,340	\$ 5,869,600
GRAND TOTAL		\$ 17,835,223	\$ 24,848,100	\$ 20,410,101	\$ 23,170,900

Budgeted Expenditures by Type

City of La Puente Budgeted Expenditure By Type Fiscal Year 2016-2017 Adopted Budget

Acct. No.	Department	Personnel Services	Operating Expenditures	Capital Improvement	Debt Services	Transfer Out	Total
11-4110	City Council	\$ 168,300	\$ 57,800	\$ -	\$ -	\$ -	\$ 226,100
11-4120	City Clerk	111,500	91,800	-	-	-	203,300
11-4130	Human Resources/Risk Management	-	494,900	-	-	-	494,900
11-4140	Administration	384,800	204,600	-	-	-	589,400
11-4160	Financial Services	646,200	101,900	-	-	-	748,100
11-4180	General Services	-	201,500	-	-	-	201,500
	General Government	\$ 1,310,800	\$ 1,152,500	\$ -	\$ -	\$ -	\$ 2,463,300
11-4210	Public Safety Services	\$ -	\$ 5,854,700	\$ -	\$ -	\$ 100,000	\$ 5,954,700
11-4220	Emergency Preparedness	-	2,000	-	-	-	2,000
11-4470	Code Enforcement	126,300	248,600	-	-	-	374,900
	Public Safety	\$ 126,300	\$ 6,105,300	\$ -	\$ -	\$ 100,000	\$ 6,331,600
11-4330	Public Works Services	\$ -	\$ 141,000	\$ -	\$ -	\$ -	\$ 141,000
32-4330	Public Works Services (Gas Tax)	408,500	506,800	-	-	-	915,300
11-4540	Waste Management Services	-	5,800	-	-	-	5,800
11-4610	Park/Maintenance Services	233,400	170,000	-	-	-	403,400
42-4850	Vehicle Charges	-	55,000	-	-	-	55,000
	Public Works	\$ 641,900	\$ 878,600	\$ -	\$ -	\$ -	\$ 1,520,500
11-4410	Planning/Zoning Services	\$ 148,400	\$ 49,700	\$ -	\$ -	\$ -	\$ 198,100
11-4420	Housing/Community Services	78,000	18,300	-	-	-	96,300
38-4425	Housing/Community Services	-	232,000	-	-	-	232,000
41-4430	CDBG Programs	234,000	100,600	-	-	-	334,600
11-4460	Building & Safety Services	-	251,800	-	-	-	251,800
11-4465	Engineering Services	-	94,500	-	-	-	94,500
48-4392	Public Transit Services (Prop A)	187,700	755,200	-	-	-	942,900
	Community Development	\$ 648,100	\$ 1,502,100	\$ -	\$ -	\$ -	\$ 2,150,200
11-4450	Community Promotion Services	\$ -	\$ 70,900	\$ -	\$ -	\$ -	\$ 70,900
11-4620	Community Center	397,900	300,900	-	427,200	-	1,126,000
11-4621	Youth Learning Activity Center	169,500	118,000	-	427,200	-	714,700
11-4630	Senior Services	66,400	91,100	-	-	-	157,500
	Recreation	\$ 633,800	\$ 580,900	\$ -	\$ 854,400	\$ -	\$ 2,069,100
50-4710	Sewer Construction/Maintenance	\$ -	\$ 29,200	\$ -	\$ -	\$ 812,000	\$ 841,200
52-4720	Sewer Revenue Bond	-	-	-	637,000	-	637,000
54-4730	CSMD Fund	-	69,000	-	-	88,000	157,000
	Sewer	\$ -	\$ 98,200	\$ -	\$ 637,000	\$ 900,000	\$ 1,635,200
61-4810	IT/Equipment Charges	\$ -	\$ 235,100	\$ -	\$ -	\$ -	\$ 235,100
62-4850	Vehicle Charges	-	103,700	-	-	-	103,700
	Equipment Replacement	\$ -	\$ 338,800	\$ -	\$ -	\$ -	\$ 338,800
11-4940	Retiree Benefits	\$ 275,300	\$ -	\$ -	\$ -	\$ -	\$ 275,300
	Non-Departmental	\$ 275,300	\$ -	\$ -	\$ -	\$ -	\$ 275,300
70-4960	RPTTF	\$ -	\$ 260,700	\$ -	\$ 256,600	\$ -	\$ 517,300
	Successor Agency	\$ -	\$ 260,700	\$ -	\$ 256,600	\$ -	\$ 517,300
5xxx	Capital Improvement Projects	\$ -	\$ -	\$ 5,485,800	\$ -	\$ 383,800	\$ 5,869,600
	Capital Improvements	\$ -	\$ -	\$ 5,485,800	\$ -	\$ 383,800	\$ 5,869,600
	Total	\$ 3,636,200	\$ 10,917,100	\$ 5,485,800	\$ 1,748,000	\$ 1,383,800	\$ 23,170,900

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

City Council

Mission

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

Primary Functions

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.

Goals & Objectives

- To meet the needs of the community in its policy making decisions
- To articulate the goals and objectives of the community through the adoption of a strategic plan
- To represent the interests of the City before regional and State organizations and agencies
- To hear appeals of Planning Commission/Development Review Board decisions

Fiscal Year 2016-2017 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

- Approved an agreement for city-wide Sidewalk Maintenance Project
- Accepted the design for the Valley Boulevard Wall project and awarded the contract for the construction of the sound wall on the north side of Valley Boulevard
- Awarded the construction contract for the Sidewalk Removal and Replacement Capital Improvement Project
- Enhanced the Community Policing and Strategic Deployment Program, including adding a task force, reserves and additional motorcycle traffic safety deployment
- Supported the growth of the Neighborhood Watch Program to a total of six neighborhoods with the plan to expand to additional areas

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-14</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
Council members	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Total FTE	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

Expenditure Summary – City Council

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: CITY COUNCIL
FUND: 11 - General Fund

Account Code: 4110

	<u>2014-2015</u> <u>Actual</u>	<u>2015-2016</u> <u>Adopted</u> <u>Budget</u>	<u>2015-2016</u> <u>Estimated</u>	<u>2016-2017</u> <u>Adopted</u> <u>Budget</u>
Personnel Services	\$ 157,780	\$ 168,800	\$ 164,900	\$ 168,300
Operating Expenditures	64,256	82,300	67,675	57,800
TOTAL	<u>\$ 222,036</u>	<u>\$ 251,100</u>	<u>\$ 232,575</u>	<u>\$ 226,100</u>

FUNDING SOURCES

11 - General Fund	<u>\$ 222,036</u>	<u>\$ 251,100</u>	<u>\$ 232,575</u>	<u>\$ 226,100</u>
-------------------	-------------------	-------------------	-------------------	-------------------

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 CalPERS
1212-11 FICA-Medicare	Medicare benefits for Council Members
1311-11 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-11 Disability Insurance	Disability insurance & survivor's benefits
1313-11 Life Insurance	Term life insurance
1314-11 Health Insurance	CalPERS health insurance coverage
3316-11 Auto Allowance	Automotive allowance for each Council Member
3317-11 Telecom Allowance	Telecommunication allowance for each Council Member
3011-11 Office Supplies	Office supplies for the council chambers
3013-11 Supplies & Equipment	Small equipment for the council chambers
3111-11 Contract Services - Private	Interpreter and audio services for special meetings
3971-11 Dues & Memberships	Memberships to Organizations such as California Contract Cities, League of California Cities, San Gabriel Valley Council of Government, Southern California Association of Government, National Association of Latino Elected/Appointed Officials
3972-11 Conferences & Meetings	Attendance at professional association conferences and meetings
3973-11 Host Meetings	Hosting City Council and special 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 2016-2017

DEPARTMENT: CITY COUNCIL
FUND: 11- General Fund

Account Code: 4110

Description	Acct. No.	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services					
Salaries - Full-time	1111-11	\$ 32,160	\$ 32,200	\$ 32,200	\$ 32,200
Retirement	1211-11	6,495	8,900	8,900	9,700
FICA-Medicare	1212-11	1,137	1,100	1,100	1,100
Other Health-DOC	1311-11	7,862	10,000	10,000	10,000
Disability Insurance	1312-11	120	1,200	1,200	1,200
Life Insurance	1313-11	908	900	900	900
Health Insurance	1314-11	63,522	68,900	65,000	67,600
Auto Allowance	1316-11	27,576	27,600	27,600	27,600
Telecommunication Allowance	1317-11	18,000	18,000	18,000	18,000
Total Personnel Services		<u>\$ 157,780</u>	<u>\$ 168,800</u>	<u>\$ 164,900</u>	<u>\$ 168,300</u>
Operating Expenditures					
Office Supplies	3011-11	\$ 27	\$ 300	\$ 1,000	\$ 1,300
Supplies and Equipment	3013-11	1,150	200	500	200
Contract Services - Private	3111-11	383	-	1,375	3,500
Dues & Memberships	3971-11	27,516	36,700	37,700	38,100
Conferences & Meetings	3972-11	5,350	20,000	2,000	5,000
Host Meetings	3973-11	-	500	500	500
Special Departmental	3976-11	4,930	2,000	2,000	3,100
IT/Equipment Charges	3996-11	24,900	22,600	22,600	6,100
Total Operating Expenditures		<u>\$ 64,256</u>	<u>\$ 82,300</u>	<u>\$ 67,675</u>	<u>\$ 57,800</u>
TOTAL EXPENDITURES		<u>\$ 222,036</u>	<u>\$ 251,100</u>	<u>\$ 232,575</u>	<u>\$ 226,100</u>

Mission

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

Primary Functions

The City Clerk maintains records of all City Council activities, City-owned property transactions, City elections, resolutions, ordinances and minutes. The City Clerk also administers oaths of office and provides background research, public information services and documents to City Council, City staff and members of the public.

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

- Acting as Filing Official for all FPPC campaign disclosure forms and Statements of Economic Interests as well as monitoring FPPC deadlines to ensure compliance by City Council and City staff
- Administering municipal elections according to the Elections Code, including candidate statements, ballot measures, petitions, arguments, impartial analyses, campaign reporting and legal advertising
- Attending and recording City Council meetings
- Establishing and maintaining a City-wide records management program and reviewing and updating the City's Records Retention Schedule
- Maintaining and codifying the Municipal Code
- Maintaining and tracking all agreements and contracts entered into by the City and monitoring insurance to ensure coverage for the life of the contract
- Maintaining, reviewing and updating the Conflict of Interest Code
- Posting and publishing City Council agendas, public hearing notices and ordinances
- Preparing City Council agendas, staff reports, agenda packets
- Receiving and opening bids for services and requests for proposals
- Receiving claims against the City
- Receiving public records requests and distributing requests to the responsible department; compiling responsive documents; preparing response letters and maintaining the database of public records requests
- Recording the legislative actions of the City Council, including preparation and preservation of ordinances, resolutions and minutes

Goals & Objectives

The preservation of vital records is essential to improve efficiency and productivity, reduce operating costs and safeguard important information. The continued goal is to preserve the records of all committees and commissions, as well as all agreements and contracts. Preserving these records not only ensures their survival in the event of a disaster but also increases the ability of the City Clerk's Office to provide excellent service by enhancing access to records by City staff and the public.

City Clerk

Goals & Objectives (continued)

The Records Retention Schedule is a key component of the City’s records management program. Effective records management provides for the efficient and economical management of public records and ensures records are retained until they no longer have administrative, fiscal, legal or historical value. The City Clerk’s Office is actively engaged in updating the Records Retention Schedule and training staff on the proper maintenance, storage and destruction of records.

Fiscal Year 2016-2017 Goals

- Deliver excellent customer service to City staff and the public by enhancing access to records and providing services efficiently, timely and in a transparent manner
- Continue preserving the City’s vital records to improve efficiency and productivity, reduce operating costs and safeguard important information
- Implement an updated Records Retention Schedule to provide for the efficient and economical management of public records and train staff on the proper maintenance, storage and destruction of records.

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
Chief Deputy City Clerk	1.00	1.00	1.00
Administrative Secretary	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>
Total FTE	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>

Expenditure Summary – City Clerk

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: CITY CLERK
FUND: 11 - General Fund

Account Code: 4120

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted	Estimated	Adopted
	Budget	Budget	Budget	Budget
Personnel Services	\$ 228,072	\$ 198,900	\$ 102,700	\$ 111,500
Operating Expenditures	21,225	148,300	138,850	48,100
TOTAL	\$ 249,297	\$ 347,200	\$ 241,550	\$ 159,600

FUNDING SOURCES

11 - General Fund	\$ 249,297	\$ 347,200	\$ 241,550	\$ 159,600
-------------------	------------	------------	------------	------------

ACCOUNT NUMBER EXPLANATION

1111-12 Salaries - Full-time	Salaries for Chief Deputy City Clerk (100%)
1116-12 Annual Leave/Separation	Salaries for compensable leave balances upon separation
1117-12 Overtime	Overtime pay for full-time non-exempt employees
1118-12 Leave Conversion Incentive	Conversion of earned leave
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 reimbursements
1312-12 Disability Insurance	Disability insurance & survivor's benefits
1313-12 Life Insurance	Term life insurance
1314-12 Health Insurance	CalPERS health insurance coverage
3011-12 Office Supplies	Office supplies
3111-12 Contract Services - Private	Contract for Questys (reclassified to Fund 61)
3115-12 Contract Services - Election	Contract services for assistance with election
3211-12 Postage & Mailings	Postage for passport applications
3405-12 Records Management	Costs for destruction of documents, folders and supplies
3411-12 Printing & Publishing	Costs for ads for required public notices
3412-12 Municipal Code Publishing	Municipal code updates and legal publications
3971-12 Dues & Memberships	Membership dues for International Institute of Municipal Clerks and City Clerks Association of California
3972-12 Conferences & Meetings	Seminar costs for City Clerk 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 2016-2017

DEPARTMENT: CITY CLERK
FUND: 11- General Fund

Account Code: 4120

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-12	\$ 125,465	\$ 141,000	\$ 84,800	\$ 92,400
Annual Leave/Separation	1116-12	53,000	-	-	-
Overtime	1117-12	2,870	-	-	-
Leave Conversion Incentive	1118-12	129	-	-	-
Retirement	1211-12	16,356	22,400	5,800	6,600
FICA-Medicare	1212-12	2,632	2,000	1,200	1,300
Other Health-DOC	1311-12	3,194	4,000	2,000	2,000
Disability Insurance	1312-12	1,103	2,000	1,200	1,300
Life Insurance	1313-12	354	400	200	200
Health Insurance	1314-12	22,969	27,100	7,500	7,700
Total Personnel Services		<u>\$ 228,072</u>	<u>\$ 198,900</u>	<u>\$ 102,700</u>	<u>\$ 111,500</u>
Operating Expenditures					
Office Supplies	3011-12	\$ 1,818	\$ 1,500	\$ 1,500	\$ 1,500
Contract Services - Private	3111-12	2,290	2,500	1,500	-
Contract Services - Election	3115-12	179	100,000	100,000	-
Postage & Mailings	3211-12	158	1,000	500	300
Records Management	3405-12	400	2,000	500	1,000
Printing & Publishing	3411-12	649	-	5,000	20,000
Municipal Code Publishing	3412-12	601	25,000	15,000	10,000
Dues & Memberships	3971-12	270	1,700	250	500
Conferences & Meetings	3972-12	4,639	5,000	5,000	2,500
Special Departmental	3796-12	21	300	300	300
IT/Equipment Charges	3996-12	10,200	9,300	9,300	12,000
Total Operating Expenditures		<u>\$ 21,225</u>	<u>\$ 148,300</u>	<u>\$ 138,850</u>	<u>\$ 48,100</u>
TOTAL EXPENDITURES		<u>\$ 249,297</u>	<u>\$ 347,200</u>	<u>\$ 241,550</u>	<u>\$ 159,600</u>

Mission

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

Primary Functions

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

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

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

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

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

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

Human Resource/Risk Management

Goals & Objectives:

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

- Continue to computerize personnel records

Fiscal Year 2016-2017 Goals:

- Award contract for and complete Class and Compensation study
- Implement Human Resources module within Incode system
- Update the City of La Puente's Personnel Rules and Regulations

Major Accomplishments

- Streamlined the City's recruitment process
- Completed recruitment for several positions within the City
- Completed city-wide personnel evaluations
- Completed revision of the City of La Puente Employee Safety Manual

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
Management Assistant	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>
Total FTE	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>

Expenditure Summary – Human Resource/Risk Management

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: HUMAN RESOURCES & RISK MANAGEMENT Account Code: 4130
FUND: 11 - General Fund

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted	Estimated	Adopted
	Budget	Budget	Budget	Budget
Personnel Services	\$ 45,817	\$ 80,700	\$ -	\$ -
Operating Expenditures	433,160	392,900	81,100	494,900
TOTAL	\$ 478,977	\$ 473,600	\$ 81,100	\$ 494,900

FUNDING SOURCES

11 - General Fund	\$ 478,977	\$ 473,600	\$ 81,100	\$ 494,900
-------------------	------------	------------	-----------	------------

ACCOUNT NUMBER EXPLANATION

1111-12 Salaries - Full-time	Salaries for Management Assistant (position not budgeted in FY 2016-2017)
1116-12 Annual Leave/Separation	Salaries for compensable leave balances upon separation
1117-12 Overtime	Overtime pay for full-time non-exempt employees
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 reimbursements
1312-12 Disability Insurance	Disability & Survivor's insurance
1313-12 Life Insurance	Term life insurance
1314-12 Health Insurance	CalPERS health insurance coverage
3011-12 Office Supplies	Office supplies
3012-12 Furniture/Equipment	Purchase of small office equipment
3111-12 Contract Services - Private	Training for city staff, contract management analyst services
3151-12 Training/Education	CJPIA on-location training and education reimbursement program
3406-12 Recruitment Expenses	Advertising, pre-employment physical, background investigation, fingerprinting
3610-12 Unemployment Insurance	Unemployment insurance
3611-12 Workers Compensation Insurance	Workers compensation insurance
3612-12 General Liability Insurance	CJPIA general liability insurance
3613-12 Special Events Insurance	Special event insurance
3614-12 Property Insurance	Property insurance
3615-12 Employee Fidelity Bond	Employee fidelity bond
3616-12 Environmental Liability Insurance	Environmental liability insurance
3971-12 Dues and Memberships	Annual Membership for Liebert, Cassidy Employment Relations Consortium
3972-12 Conferences & Meetings	Seminar and training costs
3976-12 Special Departmental	Summer and holiday celebrations
3996-11 IT/Equipment Charges	Allocated information technology and equipment charges

Expenditure Detail – Human Resource/Risk Management

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: HUMAN RESOURCES & RISK MANAGEMENT
FUND: 11 -General Fund

Account Code: 4130

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-12	\$ 31,305	\$ 54,400	\$ -	\$ -
Annual Leave/Separation	1116-12	782	-	-	-
Overtime	1117-12	1,733	-	-	-
Retirement	1211-12	6,945	16,000	-	-
FICA-Medicare	1212-12	491	800	-	-
Other Health-DOC	1311-12	270	2,000	-	-
Disability Insurance	1312-12	267	800	-	-
Life Insurance	1313-12	121	200	-	-
Health Insurance	1314-12	3,903	6,500	-	-
Total Personnel Services		<u>\$ 45,817</u>	<u>\$ 80,700</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenditures					
Office Supplies	3011-12	\$ 577	\$ 500	\$ 1,400	\$ 1,500
Furniture/Equipment	3012-12	-	1,000	900	1,000
Contract Services - Private	3111-12	13,071	3,000	46,000	78,000
Training/Education	3151-12	539	500	-	-
Recruitment Expenses	3406-12	2,478	2,500	1,000	-
Unemployment Insurance	3610-12	76,556	25,000	1,300	5,000
Workers Compensation Insurance	3611-12	81,598	87,900	-	113,500
General Liability Insurance	3612-12	237,668	247,500	-	256,900
Special Events Insurance	3613-12	3,554	5,000	9,000	11,000
Property Insurance	3614-12	9,164	9,200	10,100	10,500
Employee Fidelity Bond	3615-12	913	1,000	900	1,000
Environmental Liability Insurance	3616-12	3,428	6,000	-	3,600
Dues and Memberships	3971-12	191	200	4,600	4,700
Conferences & Meetings	3972-12	519	1,000	800	2,000
Special Departmental	3976-12	2,904	-	2,500	3,000
IT/Equipment Charges	3996-12	-	2,600	2,600	3,200
Total Operating Expenditures		<u>\$ 433,160</u>	<u>\$ 392,900</u>	<u>\$ 81,100</u>	<u>\$ 494,900</u>
TOTAL EXPENDITURES		<u>\$ 478,977</u>	<u>\$ 473,600</u>	<u>\$ 81,100</u>	<u>\$ 494,900</u>

City Manager

Mission

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

Primary Functions

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

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

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

Goals & Objectives

- Implement the direction of the City Council
- Advise and provide recommendations to the City Council on matters with their jurisdiction
- Promote economic development within the City of La Puente
- Carry out the vision and mission statements of the City Council
- Provide efficient and responsive city government services
- Foster cooperative relationships with other agencies and jurisdictions through the pursuit of mutually beneficial goals
- Provide effective and responsive public safety services through contract law enforcement services
- Maintain a fiscally responsible budget for the economic benefit of the City

Fiscal Year 2016-2017 Goals

- Implement goals of the City Council as suggested in the strategic plan
- Follow City Council direction and establish official strategic plans for goals and objectives

City Manager

Major Accomplishments

- Oversaw the completion of Phase I of the sidewalk maintenance project
- Organized new staff leadership to move City projects and programs forward
- Facilitated economic development
- Managed resources economically and efficiently

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
City Manager	0.97	0.97	0.97
Executive Assistant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE	<u>1.97</u>	<u>1.97</u>	<u>1.97</u>

Expenditure Summary – City Manager

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: CITY MANAGER
FUND: 11 - General Fund

Account Code: 4140

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted	Estimated	Adopted
	Budget	Budget	Budget	Budget
Personnel Services	\$ 247,149	\$ 374,000	\$ 359,800	\$ 384,800
Operating Expenditures	280,400	329,600	152,100	204,600
TOTAL	\$ 527,549	\$ 703,600	\$ 511,900	\$ 589,400

FUNDING SOURCES

11 - General Fund	\$ 527,549	\$ 703,600	\$ 511,900	\$ 589,400
-------------------	------------	------------	------------	------------

ACCOUNT NUMBER EXPLANATION

1111-14	Salaries - Full-time	Salaries for City Manager (97%) and Executive Assistant (100%)
1116-14	Annual Leave/Separation	Salaries for compensable leave balances upon separation
1117-14	Overtime	Overtime pay for full-time non-exempt employees
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
1311-14	Other Health-DOC	Dental, optical and audio reimbursements
1312-14	Disability Insurance	Disability insurance & survivor's benefits
1313-14	Life Insurance	Term life insurance
1314-14	Health Insurance	CalPERS health insurance coverage
1317-14	Telecom Allowance	Telecommunication allowance for City Manager
1318-14	Deferred Compensation	Deferred compensation contribution for City Manager
3011-14	Office Supplies	Office supplies for the City Manager's office
3012-14	Furniture/Equipment	Purchase of small office equipment
3111-14	Contract Services - Private	Grant writing services (contract not budgeted for in FY 2016-17)
3114-14	Legal Fees - General	Legal services for City Attorney and attorneys dealing with labor law and other legal assignments
3118-14	Legal Fees - Litigations	Legal services for litigation
3961-14	Subscriptions & Publications	Subscription for newspapers and publications
3971-14	Dues & Memberships	Memberships in professional associations
3972-14	Conferences & Meetings	City Manager and staff attendance at various conferences and meetings
3976-14	Special Departmental	Miscellaneous expenses such as recognition gifts & awards
3996-14	IT/Equipment Charges	Allocated information technology and equipment charges
3997-14	Vehicle Charges	Allocated motor pool charges and information technology charges

Expenditure Detail – City Manager

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: CITY MANAGER
FUND: 11 - General Fund

Account Code: 4140

Description	Acct. No.	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services					
Salaries - Full-time	1111-14	\$ 169,784	\$ 244,000	\$ 231,900	\$ 247,600
Annual Leave/Separation	1116-14	1,972	-	-	-
Overtime	1117-14	583	-	-	-
Retirement	1211-14	42,330	81,400	78,400	90,200
FICA-Medicare	1212-14	2,534	3,500	3,400	3,600
Other Health-DOC	1311-14	2,262	3,900	3,900	3,900
Disability Insurance	1312-14	1,441	3,500	3,300	3,500
Life Insurance	1313-14	460	600	600	600
Health Insurance	1314-14	23,983	35,300	34,500	29,600
Telecommunication Allowance	1317-14	1,800	1,800	1,800	1,800
Deferred Compensation	1318-14	-	-	2,000	4,000
Total Personnel Services		<u>\$ 247,149</u>	<u>\$ 374,000</u>	<u>\$ 359,800</u>	<u>\$ 384,800</u>
Operating Expenditures					
Office Supplies	3011-14	\$ 449	\$ 1,500	\$ 600	\$ 1,000
Furniture/Equipment	3012-14	170	-	-	-
Contract Services - Private	3111-14	60,079	42,000	30,000	-
Legal Fees - General	3114-14	178,111	210,000	93,000	150,000
Legal Fees - Litigations	3118-14	1,956	5,000	-	5,000
Subscriptions & Publications	3961-14	529	500	450	500
Dues & Memberships	3971-14	1,800	2,000	1,450	2,000
Conferences & Meetings	3972-14	20,891	15,000	13,000	16,000
Special Departmental	3976-14	2,315	40,000	-	5,000
IT/Equipment Charges	3996-14	10,200	9,300	9,300	17,900
Vehicle Charges	3997-14	3,900	4,300	4,300	7,200
Total Operating Expenditures		<u>\$ 280,400</u>	<u>\$ 329,600</u>	<u>\$ 152,100</u>	<u>\$ 204,600</u>
TOTAL EXPENDITURES		<u>\$ 527,549</u>	<u>\$ 703,600</u>	<u>\$ 511,900</u>	<u>\$ 589,400</u>

Mission

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

Primary Functions

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

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

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

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

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

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

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

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, and LTD/STD
- Prepare and distribute all payroll and benefit checks and reports

Financial Services

Primary Functions (continued)

Payroll - (continued)

- Prepare employee W-2 forms
- Prepare monthly, quarterly, annual federal and state payroll reports

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

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

Goals & Objectives

Major finance goals:

- Upgrade financial software
- Streamline all financial and accounting functions
- Continue to maintain the Certificate of Achievement for Excellence in Financial Reporting and Budgeting from Government Finance Officers' Association.
- Prepare and submit various financial reports to Federal, State, and County agencies timely

Fiscal Year 2016-2017 Goals

- Upgrade financial software to latest version to expedite processing and increase transparency
- Continue to receive the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers' Association
- Continue to increase General Fund reserves
- Continue to increase investment returns through a proactive investment function

Major Accomplishments

- Submitted the City's Comprehensive Annual Financial Report as of June 30, 2015 to the award program of the Government Finance Officers Association
- Audited all general ledger accounts and completed all reconciliations

<u>Full Time Equivalent (FTE)</u>	<u>Actual</u> <u>2014-15</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>
Director of Administrative Services	0.40	0.95	0.97
Finance Manager	0.60	0.91	0.93
Financial Services Supervisor	0.73	0.85	0.87
Accounting Assistant	1.50	1.50	1.50
Management Intern	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total FTE	<u>3.73</u>	<u>4.71</u>	<u>4.77</u>

Expenditure Summary – Financial Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: FINANCIAL SERVICES
FUND: 11 - General Fund

Account Code: 4160

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted	Estimated	Adopted
	Budget	Budget	Budget	Budget
Personnel Services	\$ 446,690	\$ 597,900	\$ 601,300	\$ 646,200
Operating Expenditures	113,221	152,100	92,200	101,900
TOTAL	\$ 559,911	\$ 750,000	\$ 693,500	\$ 748,100

FUNDING SOURCES

11 - General Fund	\$ 559,911	\$ 750,000	\$ 693,500	\$ 748,100
-------------------	------------	------------	------------	------------

ACCOUNT NUMBER EXPLANATION

1111-70	Salaries - Full-time	Allocated Salaries of Director of Administrative Services (97%), Finance Manager (93%), Financial Services Supervisor (87%) and three Accounting Assistants (50% each)
1112-70	Salaries - Part-time	Salaries for part-time Management Intern
1117-70	Overtime	Overtime pay for full time employees
1118-70	Leave Conversion Incentive	Conversion of accrued leave
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 reimbursements
1312-70	Disability Insurance	Disability insurance & survivor's benefits
1313-70	Life Insurance	Term life insurance
1314-70	Health Insurance	CalPERS health insurance coverage
3011-70	Office Supplies	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 and sales tax data
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 and GFOA CAFR award fees
3972-70	Conferences & Meetings	Registration and training costs for attending annual conferences and meetings for GFOA, CSMFO, CMTA, INCODE, CALPERS, government tax and public finance cashiers
3996-70	IT/Equipment Charges	Allocated information technology charges
3997-70	Vehicle Charges	Allocated motor pool charges

Expenditure Detail – Financial Services

CITY OF LA PUENTE

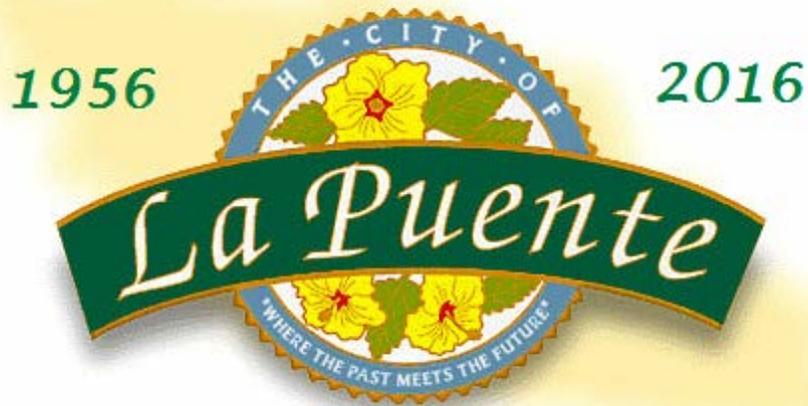
FY 2016-2017

DEPARTMENT: FINANCIAL SERVICES
FUND: 11 - General Fund

Account Code: 4160

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-70	\$ 306,247	\$ 395,600	\$ 399,400	\$ 424,500
Salaries - Part-time	1112-70	9,990	12,200	10,300	10,800
Annual Leave/Separation Pay	1116-70	2,889	-	-	-
Leave Conversion Incentive	1118-70	4,237	-	-	-
Retirement	1211-70	61,097	116,500	117,600	131,300
FICA-Medicare	1212-70	4,692	5,700	5,900	6,300
Other Health-DOC	1311-70	6,816	8,300	8,400	8,500
Disability Insurance	1312-70	2,633	5,600	5,700	6,000
Life Insurance	1313-70	695	800	800	800
Health Insurance	1314-70	47,394	53,200	53,200	58,000
Total Personnel Services		<u>\$ 446,690</u>	<u>\$ 597,900</u>	<u>\$ 601,300</u>	<u>\$ 646,200</u>
Operating Expenditures					
Office Supplies	3011-70	\$ 3,923	\$ 4,000	\$ 6,000	\$ 5,000
Contract Services - Private	3111-70	63,391	104,400	45,000	49,400
Financial Services Fees	3965-70	11,518	10,100	7,300	7,300
Dues & Memberships	3971-70	833	1,600	1,100	1,100
Conferences & Meetings	3972-70	3,760	5,000	5,800	6,500
IT/Equipment Charges	3996-70	29,796	27,000	27,000	32,600
Total Operating Expenditures		<u>\$ 113,221</u>	<u>\$ 152,100</u>	<u>\$ 92,200</u>	<u>\$ 101,900</u>
TOTAL EXPENDITURES		<u>\$ 559,911</u>	<u>\$ 750,000</u>	<u>\$ 693,500</u>	<u>\$ 748,100</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

PEG Access Cable

Primary Functions

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

Fiscal Year 2016-2017 Goals

Upgrade computers, microphones and audio visual equipment in City Council chambers

Expenditure Summary – PEG Access Cable

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: ADMINISTRATION
FUND: 24 - PEG Access Cable Fund

Account Code: 4170

	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services	\$ 13,956	\$ -	\$ -	\$ -
Operating Expenditures	<u>17,265</u>	<u>40,000</u>	<u>23,000</u>	<u>43,700</u>
TOTAL	<u>\$ 31,221</u>	<u>\$ 40,000</u>	<u>\$ 23,000</u>	<u>\$ 43,700</u>

FUNDING SOURCES

24 - PEG Access Cable Fund	<u>\$ 31,221</u>	<u>\$ 40,000</u>	<u>\$ 23,000</u>	<u>\$ 43,700</u>
----------------------------	------------------	------------------	------------------	------------------

ACCOUNT NUMBER EXPLANATION

3111-17 Contract Services - Private	Contract with Granicus, Efficiency Encoding and Vision Internet
4585-17 Equipment	Equipment upgrade for Council Chambers

Expenditure Detail – PEG Access Cable

CITY OF LA PUENTE

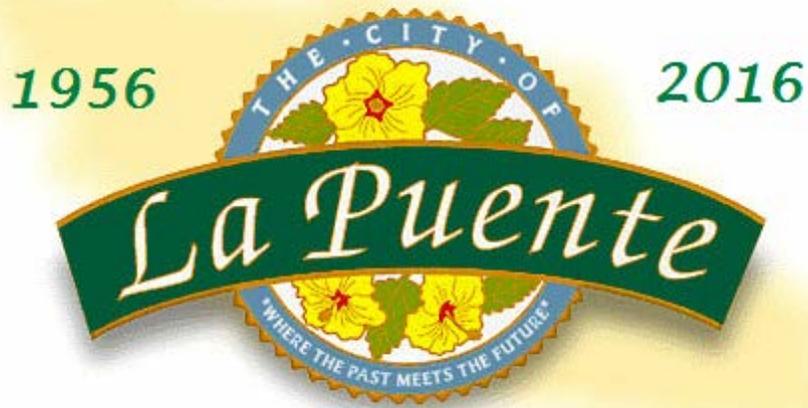
FY 2016-2017

DEPARTMENT: ADMINISTRATION
FUND: 24 - PEG Access Cable Fund

Account Code: 4170

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-17	\$ 10,533	\$ -	\$ -	\$ -
Retirement	1211-17	1,708	-	-	-
FICA-Medicare	1212-17	153	-	-	-
Other Health-DOC	1311-17	249	-	-	-
Disability Insurance	1312-17	92	-	-	-
Life Insurance	1313-17	19	-	-	-
Health Insurance	1314-17	1,202	-	-	-
Total Personnel Services		<u>\$ 13,956</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenditures					
Contract Services - Private	3111-17	\$ 13,033	\$ 15,000	\$ 15,000	\$ 18,700
Equipment	4585-17	4,232	25,000	8,000	25,000
Total Operating Expenditures		<u>\$ 17,265</u>	<u>\$ 40,000</u>	<u>\$ 23,000</u>	<u>\$ 43,700</u>
TOTAL EXPENDITURES		<u>\$ 31,221</u>	<u>\$ 40,000</u>	<u>\$ 23,000</u>	<u>\$ 43,700</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

General Services

Mission

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

Primary Functions

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

Goals & Objectives

Maintain an efficient operation of City Hall while offering the highest level of customer service

Expenditure Summary – General Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: GENERAL SERVICES
FUND: 11 - General Fund

Account Code: 4180

	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Operating Expenditures	\$ 186,455	\$ 205,800	\$ 175,198	\$ 201,500
TOTAL	\$ 186,455	\$ 205,800	\$ 175,198	\$ 201,500

FUNDING SOURCES

11 - General Fund	\$ 186,455	\$ 205,800	\$ 175,198	\$ 201,500
-------------------	------------	------------	------------	------------

ACCOUNT NUMBER EXPLANATION

3011-50	Office Supplies	Supplies for City Hall general activities
3013-50	Supplies and Equipment	Janitorial supplies and cost of small equipment purchases
3111-50	Contract Services - Private	DSL and MX Logic spam software support (reclassified to Fund 61)
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, mail meter, printer maintenance services, emergency generator, AQMD annual fees 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
3976-50	Special Departmental	Miscellaneous special departmental supplies
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

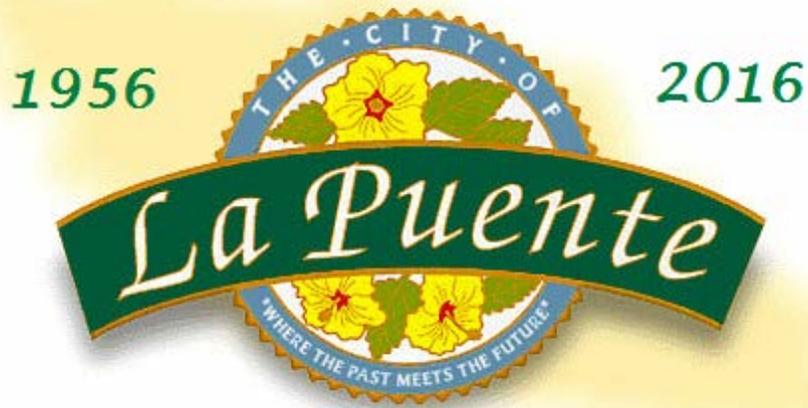
FY 2016-2017

DEPARTMENT: GENERAL SERVICES
FUND: 11 -General Fund

Account Code: 4180

Description	Acct. No.	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Operating Expenditures					
Office Supplies	3011-50	\$ 21,871	\$ 18,200	\$ 14,000	\$ 14,000
Supplies and Equipment	3013-50	306	-	-	6,000
Contract Services - Private	3111-50	27	500	-	-
Postage/Mailing Services	3211-50	20,018	19,100	15,000	15,000
Utility - Gas	3711-50	3,485	3,700	3,600	3,700
Utility - Electricity	3712-50	37,609	39,500	37,800	39,700
Utility - Water	3714-50	5,308	8,300	6,000	7,800
Utility - Communications	3715-50	19,915	24,800	17,000	18,000
Equipment Maintenance	3811-50	18,810	25,000	17,600	15,200
Facility Maintenance	3813-50	19,169	31,000	25,000	20,500
Landscape maintenance	3814-50	19,799	19,800	20,000	21,200
Equipment Lease & Rental	3911-50	14,135	10,500	14,200	14,300
Special Departmental	3976-50	1,599	1,000	500	1,000
IT/Equipment Charges	3996-50	2,904	2,600	2,600	17,900
Vehicle Charges	3997-50	1,500	1,800	1,898	7,200
Total Operating Expenditures		<u>\$ 186,455</u>	<u>\$ 205,800</u>	<u>\$ 175,198</u>	<u>\$ 201,500</u>
TOTAL EXPENDITURES		<u>\$ 186,455</u>	<u>\$ 205,800</u>	<u>\$ 175,198</u>	<u>\$ 201,500</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Retiree Benefits

Mission

To provide for costs of benefits for City retirees.

Primary Functions

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

Goals & Objectives

Provide funding for benefit costs for City retirees

Expenditure Summary – Retiree Benefits

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: RETIREE BENEFITS
FUND: 11 - General Fund

Account Code: 4940

	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services	\$ 263,539	\$ 279,400	\$ 279,400	\$ 275,300
TOTAL	<u>\$ 263,539</u>	<u>\$ 279,400</u>	<u>\$ 279,400</u>	<u>\$ 275,300</u>

FUNDING SOURCES

11 - General Fund	<u>\$ 263,539</u>	<u>\$ 279,400</u>	<u>\$ 279,400</u>	<u>\$ 275,300</u>
-------------------	-------------------	-------------------	-------------------	-------------------

ACCOUNT NUMBER EXPLANATION

- 1311-94 Other Health-DOC Dental, optical and audio reimbursements for Retirees
- 1313-94 Health Insurance - Retirees CalPERS health insurance coverage for Retirees

Expenditure Detail – Retiree Benefits

CITY OF LA PUENTE

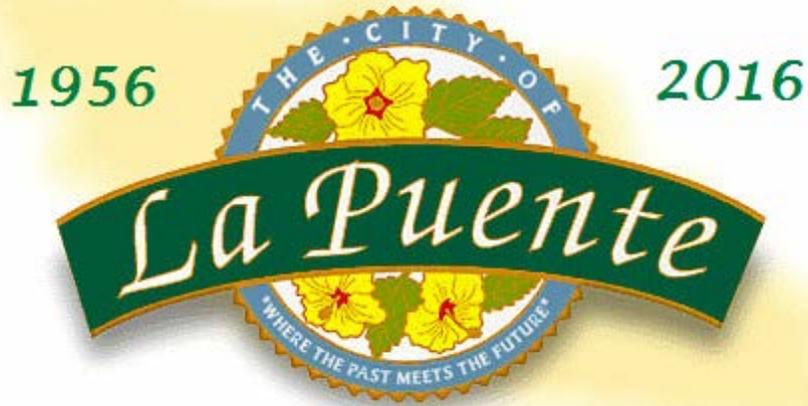
FY 2016-2017

DEPARTMENT: RETIREE BENEFITS
FUND: 11 - General Fund

Account Code: 4940

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Other Health-DOC	1311-94	\$ 33,301	\$ 30,000	\$ 30,000	\$ 33,000
Health Insurance - Retirees	1314-94	<u>230,238</u>	<u>249,400</u>	<u>249,400</u>	<u>242,300</u>
Total Personnel Services		<u>\$ 263,539</u>	<u>\$ 279,400</u>	<u>\$ 279,400</u>	<u>\$ 275,300</u>
TOTAL EXPENDITURES		<u>\$ 263,539</u>	<u>\$ 279,400</u>	<u>\$ 279,400</u>	<u>\$ 275,300</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Non-Departmental

Mission

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

Primary Functions

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 2014-15 to account for a transfer out to Sewer Construction/Maintenance Fund.

Goals & Objectives

Provide funding for costs that applies to City as a whole rather than to a certain department

Expenditure Summary – Non-Departmental

CITY OF LA PUENTE

FY 2016-2017

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

Account Code: 4950

	<u>2014-2015</u> <u>Actual</u>	<u>2015-2016</u> <u>Adopted</u> <u>Budget</u>	<u>2015-2016</u> <u>Estimated</u>	<u>2016-2017</u> <u>Adopted</u> <u>Budget</u>
Operating Expenditures	\$ 151	\$ 2,000	\$ -	\$ -
Other Financing Uses	493,418	-	-	-
TOTAL	<u>\$ 493,569</u>	<u>\$ 2,000</u>	<u>\$ -</u>	<u>\$ -</u>

FUNDING SOURCES

11 - General Fund	<u>\$ 493,569</u>	<u>\$ 2,000</u>	<u>\$ -</u>	<u>\$ -</u>
-------------------	-------------------	-----------------	-------------	-------------

3976-95 Special Departmental

Miscellaneous supplies and expenses (reclassified to 11-4180)

5990-95 Transfer to Sewer Bond

Loan repayment to Sewer Fund (loan fully paid in FY 14-15)

Expenditure Detail – Non-Departmental

CITY OF LA PUENTE

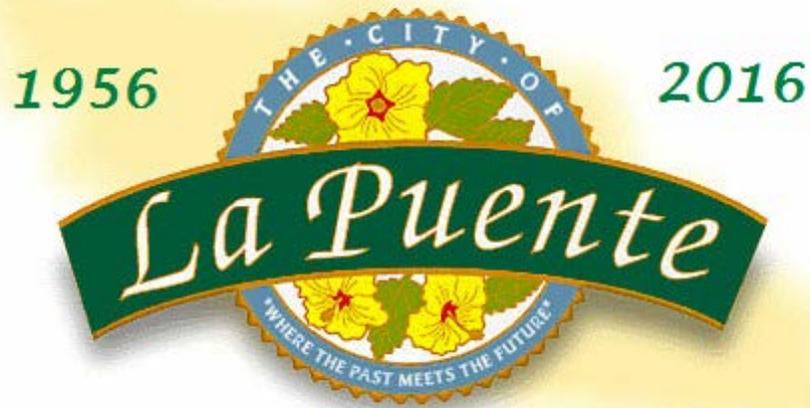
FY 2016-2017

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

Account Code: 4950

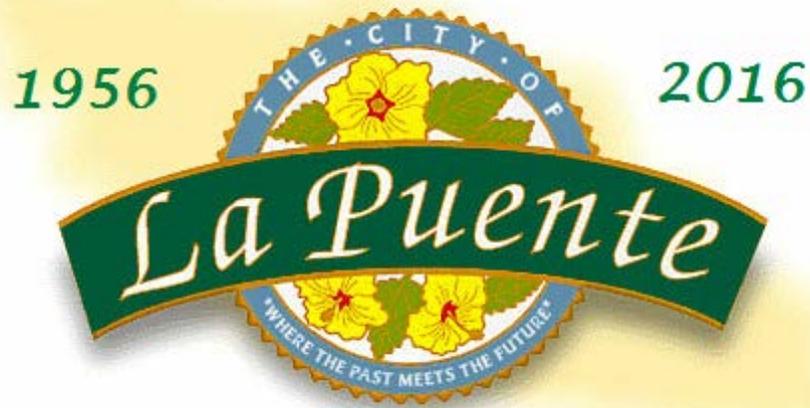
<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Special Departmental	3976-95	\$ 151	\$ 2,000	\$ -	\$ -
Total Operating Expenditures		<u>\$ 151</u>	<u>\$ 2,000</u>	<u>\$ -</u>	<u>\$ -</u>
Other Financing Uses					
Transfer to Other Funds	5990-95	\$ 493,418	\$ -	\$ -	\$ -
Total Other Financing Uses		<u>\$ 493,418</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL NON-DEPARTMENTAL		<u><u>\$ 493,569</u></u>	<u><u>\$ 2,000</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Public Safety Services

Mission

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

Primary Functions

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

- Patrol deployments
- Station Detectives
- Narcotic Detectives
- Special Assignment Team
- Traffic Enforcement
- Motor Deputy
- Gang Enforcement
- Neighborhood and Business Watch Programs
- Special Event Deployment - Deputies deployed at city events
- S.T.A.R. Programming (the LASD version of D.A.R.E - Drug Abuse Resistance Education)
- Prisoner maintenance costs

Over the past three years, the City of La Puente, who contracts police services from 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, the Public Safety and Code Enforcement Divisions and all community policing operations
- Community Oriented Policing
- Cooperating with other law enforcement and local agencies
- Analyzing and monitoring crime trends and relevant issues
- Multi-agency Crime Task Force
- Acting as community liaison
- Emergency Preparedness and Planning
- Recurrent training
- Serving as a contact point for community related inquiries

Goals & Objectives

Major public safety goals are:

- Crime reduction
- School Safety programs
- Community Policing
- Community Intervention

Goals & Objectives (continued)

- Community Outreach
- Reduction of Gang related crimes

Major Accomplishments

Over the past three years, the City of La Puente, who contracts police services from 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.

Moreover, the City Council has dedicated on-going support and funding to its Sheriff's Special Assignment Team, which addresses immediate quality of life issues, 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" in 2014. In 2015, La Puente achieved 46th place out of 50 cities in the state.

In continuum, the City of La Puente Uniform Crime Report (UCR) statistics for calendar year 2015 experienced a decrease in Part I Crimes at **3.8%**. The efforts of our Community and Intelligence Based Policing models are reflective on the continual reduction of crime for the area.

From July 2015 through December 2015, homicides were reduced by 100%. For Fiscal Year 2015, La Puente deputies responded to a total of 9,564 calls for service. The average response time for emergent calls was approximately 3.6 minutes. When compared to Fiscal Year 2014, response times increased one tenth of a percent. However, calls for services increased by 411 calls.

During Fiscal Year 2015, La Puente deputies initiated 16,747 observations in the city (Fiscal Year 2014 – 15,745). Deputies made 452 felony arrests and 987 misdemeanor arrests in Fiscal Year 2015. This compares to 581 felony arrests and 714 misdemeanor arrests in Fiscal Year 2014.

Expenditure Summary - Public Safety Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: PUBLIC SAFETY SERVICES
FUND: 11 - General Fund

Account Code: 4210

	<u>2014-2015</u> Actual	<u>2015-2016</u> Adopted Budget	<u>2015-2016</u> Estimated	<u>2016-2017</u> Adopted Budget
Operating Expenditures	\$ 5,153,226	\$ 5,150,500	\$ 5,413,900	\$ 5,839,300
TOTAL	<u>\$ 5,153,226</u>	<u>\$ 5,150,500</u>	<u>\$ 5,413,900</u>	<u>\$ 5,839,300</u>

FUNDING SOURCES

11 -General Fund	<u>\$ 5,153,226</u>	<u>\$ 5,150,500</u>	<u>\$ 5,413,900</u>	<u>\$ 5,839,300</u>
------------------	---------------------	---------------------	---------------------	---------------------

ACCOUNT NUMBER EXPLANATION

3013-21	Supplies and equipment	Supplies and small equipment for SAO team
3110-21	Public Safety Contract	Contract costs with the Los Angeles County Sheriffs Department
3111-21	Contract Services - Private	Contract costs parking citation processing (reclassified to 11-4470)
3113-21	Contract Services - Public	Contract costs animal control services (reclassified to 11-4470)
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
3186-21	Liability Trust Fund	Liability trust fund for all services provided by Sheriffs Department
3715-21	Utilities-Communications	Cell phones for Lieutenant and SAO team
3811-21	Equipment Maintenance	Annual calibration and repair of traffic equipment
3972-21	Conferences & Meetings	Law Enforcement conferences and meetings
3978-21	Special Programs	Sheriff's department STAR program
3996-21	IT/Equipment Charges	Allocated IT/equipment charges
3997-21	Vehicle Charges	Allocated vehicle charges

Expenditure Detail – Public Safety Services

CITY OF LA PUENTE

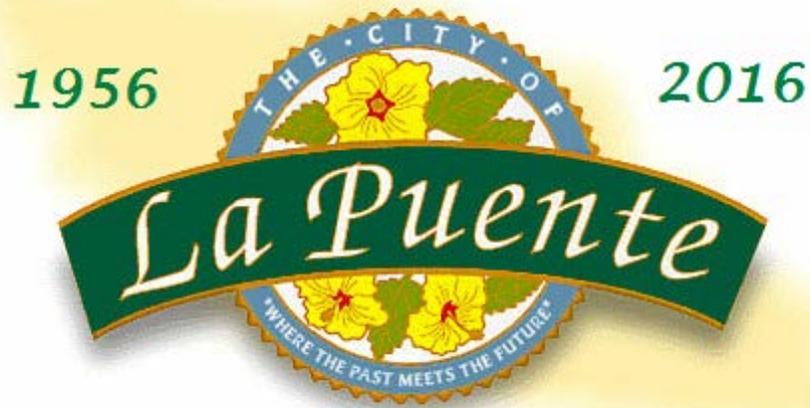
FY 2016-2017

DEPARTMENT: PUBLIC SAFETY SERVICES
FUND: 11 -General Fund

Account Code: 4210

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Supplies & Equipment	3013-21	\$ 754	\$ -	\$ 1,100	\$ 1,000
Public Safety Contract	3110-21	4,898,825	4,892,000	5,075,400	5,318,600
Contract Services - Private	3111-21	-	14,300	-	-
Contract Services - Public	3113-21	3,802	-	-	-
Special Event Services	3183-21	2,304	-	30,000	30,000
Prisoner Maintenance	3184-21	747	3,000	2,000	3,000
Liability Trust Fund	3186-21	201,812	194,700	276,000	458,700
Utilities-Communications	3711-21	1,676	1,000	4,400	4,400
Equipment Maintenance	3811-21	235	-	-	-
Conferences & Meetings	3972-21	68	1,000	100	-
Special Programs	3978-21	22,194	22,600	3,000	3,000
IT/Equipment Charges	3996-21	5,305	4,900	4,900	6,100
Vehicle Charges	3996-21	15,504	17,000	17,000	14,500
Total Operating Expenditures		<u>\$ 5,153,226</u>	<u>\$ 5,150,500</u>	<u>\$ 5,413,900</u>	<u>\$ 5,839,300</u>
TOTAL EXPENDITURES		<u>\$ 5,153,226</u>	<u>\$ 5,150,500</u>	<u>\$ 5,413,900</u>	<u>\$ 5,839,300</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Primary Functions

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

Asset Seizure Funds will be used to help fund supplies and equipment for the Sheriff's department that will assist in deterring drug-related crimes.

Expenditure Summary – Asset Seizure

CITY OF LA PUENTE

FY 2016-2017

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

Account Code: 4210

	<u>2014-2015</u> Actual	<u>2015-2016</u> Adopted Budget	<u>2015-2016</u> Estimated	<u>2016-2017</u> Adopted Budget
Operating Expenditures	\$ -	\$ 6,200	\$ -	\$ 5,000
TOTAL	<u>\$ -</u>	<u>\$ 6,200</u>	<u>\$ -</u>	<u>\$ 5,000</u>
 <u>FUNDING SOURCES</u>				
23 -Asset Seizure Fund	<u>\$ -</u>	<u>\$ 6,200</u>	<u>\$ -</u>	<u>\$ 5,000</u>

ACCOUNT NUMBER EXPLANATION

3013-21 Supplies & Equipment Cost for supplies & equipment for the Sheriff's department

Expenditure Detail – Asset Seizure

CITY OF LA PUENTE

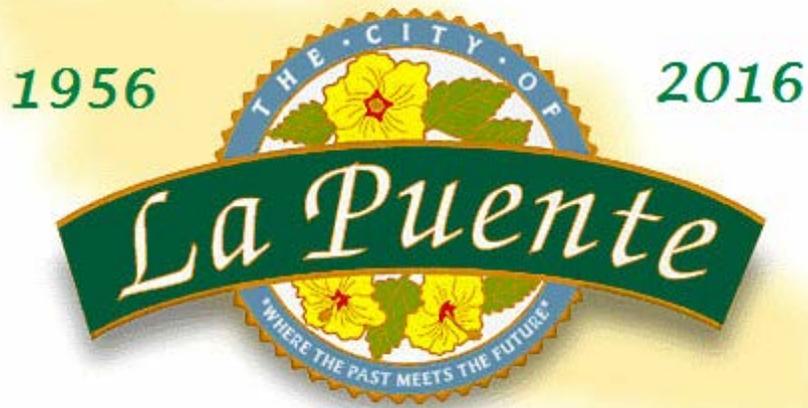
FY 2016-2017

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

Account Code: 4210

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Supplies & Equipment	3013-21	\$ -	\$ 6,200	\$ -	\$ 5,000
Total Operating Expenditures		\$ -	\$ 6,200	\$ -	\$ 5,000
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ 6,200</u>	<u>\$ -</u>	<u>\$ 5,000</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Supplemental Law Enforcement

Mission

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

Primary Functions

The State awards this on-going grant contribution, annually, to local law enforcement agencies in the amount of approximately \$100,000 a year to provide funding for new program personnel, overtime, equipment, and/or other uses within the police department. Expenditures must link to front-line police services. For FY 2016-2017, the City will expend existing funds for personnel and equipment supporting the Los Angeles County Sheriff's Department front-line, community policing efforts and for other permissible law enforcement uses.

Goals & Objectives

Major public safety goals are:

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

Expenditure Summary – Supplemental Law Enforcement

CITY OF LA PUENTE

FY 2016-2017

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

Account Code: 4210

	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Transfer to Other Funds	\$ 119,725	\$ 100,000	\$ 110,000	\$ 100,000
TOTAL	<u>\$ 119,725</u>	<u>\$ 100,000</u>	<u>\$ 110,000</u>	<u>\$ 100,000</u>

FUNDING SOURCES

25 -Supplement Law Enforcement Fund	<u>\$ 119,725</u>	<u>\$ 100,000</u>	<u>\$ 110,000</u>	<u>\$ 100,000</u>
-------------------------------------	-------------------	-------------------	-------------------	-------------------

ACCOUNT NUMBER EXPLANATION

4999-21 Transfer to General Fund Transfers funds to the General Fund to assist in funding front-line police services

Expenditure Detail – Supplemental Law Enforcement

CITY OF LA PUENTE

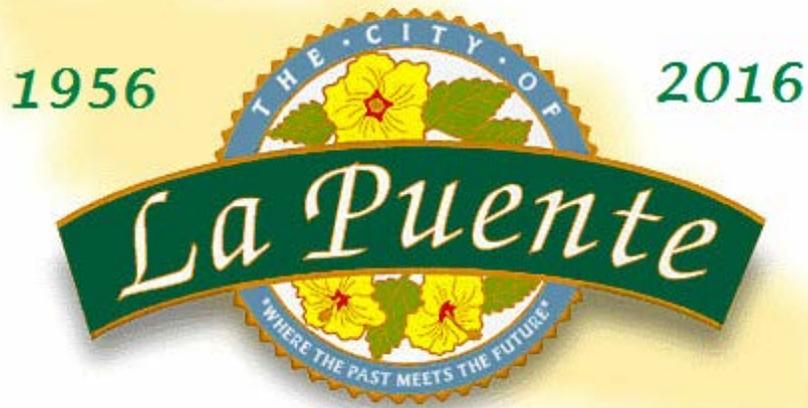
FY 2016-2017

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

Account Code: 4210

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Transfer to Other Funds					
Transfer to General Fund	4999-21	\$ 119,725	\$ 100,000	\$ 110,000	\$ 100,000
Total Transfer to Other Funds		<u>\$ 119,725</u>	<u>\$ 100,000</u>	<u>\$ 110,000</u>	<u>\$ 100,000</u>
TOTAL EXPENDITURES		<u>\$ 119,725</u>	<u>\$ 100,000</u>	<u>\$ 110,000</u>	<u>\$ 100,000</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

JAG Grant

Mission

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

Primary Function

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

Goals & Objectives

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

Expenditure Summary – JAG Grant

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: PUBLIC SAFETY SERVICES

Account Code: 4210

FUND: 28 - JAG Grant Fund

	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures	\$ 27,024	\$ 12,100	\$ 9,359	\$ 10,400
TOTAL	<u>\$ 27,024</u>	<u>\$ 12,100</u>	<u>\$ 9,359</u>	<u>\$ 10,400</u>
 <u>FUNDING SOURCES</u>				
28 -JAG Grant Fund	<u>\$ 27,024</u>	<u>\$ 12,100</u>	<u>\$ 9,359</u>	<u>\$ 10,400</u>

ACCOUNT NUMBER EXPLANATION

3978-21 Special Programs Costs of saturation patrols by Sheriffs Department

Expenditure Detail – JAG Grant

CITY OF LA PUENTE

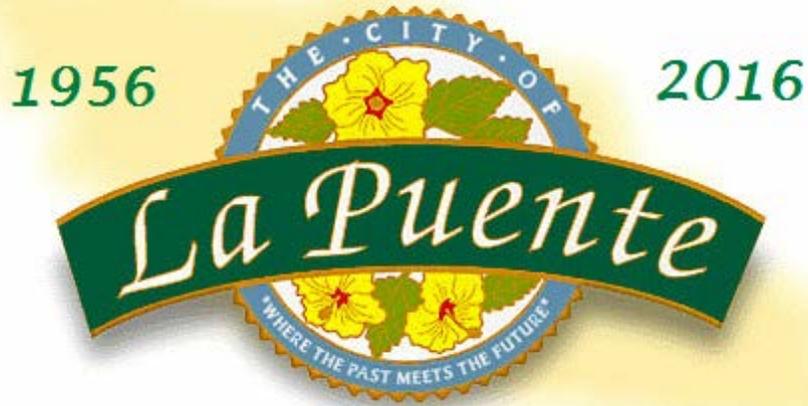
FY 2016-2017

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

Account Code: 4210

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Special Programs	3978-21	\$ 27,024	\$ 12,100	\$ 9,359	\$ 10,400
Total Operating Expenditures		<u>\$ 27,024</u>	<u>\$ 12,100</u>	<u>\$ 9,359</u>	<u>\$ 10,400</u>
TOTAL EXPENDITURES		<u>\$ 27,024</u>	<u>\$ 12,100</u>	<u>\$ 9,359</u>	<u>\$ 10,400</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Emergency Preparedness

Mission

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

Primary Functions

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

Goals & Objectives

Training:

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

Equipment and Material:

- Maintain pre-positioned supplies and equipment
- Procure new supplies and technology

Public Relations:

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

Fiscal Year 2016-2017 Goals

- Revise local emergency preparedness to follow State guidelines
- Participate in the SGVCOG Sub-committee on Emergency Preparedness
- Provide additional outreach and public information

Expenditure Summary – Emergency Preparedness

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: EMERGENCY PREPAREDNESS SERVICES
FUND: 11 - General Fund

Account Code: 4220

	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Operating Expenditures	\$ 9,262	\$ 17,600	\$ 19,250	\$ 2,000
TOTAL	\$ 9,262	\$ 17,600	\$ 19,250	\$ 2,000

FUNDING SOURCES

11 - General Fund	\$ 9,262	\$ 17,600	\$ 19,250	\$ 2,000
-------------------	----------	-----------	-----------	----------

ACCOUNT NUMBER EXPLANATION

3012-22 Furniture/Equipment	Emergency equipment and supplies (not budgeted in FY 2016-17)
3715-22 Utility - Communications	Costs for emergency communication (not budgeted in FY 2016-17)
3971-22 Dues & Memberships	Membership in Area D professional organization
3996-22 IT/Equipment Charges	Allocated IT/Equipment Charges (not budgeted in FY 2016-17)

Expenditure Detail – Emergency Preparedness

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: EMERGENCY PREPAREDNESS SERVICES
FUND: 11 -General Fund

Account Code: 4220

Description	Acct. No.	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Operating Expenditures					
Furniture/Equipment	3012-22	\$ -	\$ 15,000	\$ 14,500	\$ -
Emergency Preparedness Training	3152-22	-	-	-	-
Utility - Communications	3715-22	4,359	-	150	-
Dues & Memberships	3971-22	1,999	-	2,000	2,000
IT/Equipment Charges	3996-22	2,904	2,600	2,600	-
Total Operating Expenditures		<u>\$ 9,262</u>	<u>\$ 17,600</u>	<u>\$ 19,250</u>	<u>\$ 2,000</u>
TOTAL EXPENDITURES		<u>\$ 9,262</u>	<u>\$ 17,600</u>	<u>\$ 19,250</u>	<u>\$ 2,000</u>

Code Enforcement Services

Mission

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

Primary Functions

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 use citations and abatement orders to motivate compliance if efforts to achieve voluntary compliance are ineffective.

Goals & Objectives

- Conserve and improve the condition of the City's housing stock and commercial and industrial areas
- Respond quickly and effectively to complaints from the public about property maintenance issues
- Exemplify first-rate customer service by enforcing City regulations courteously but firmly
- Recover costs of enforcement in cases where recovery cost is applicable
- Review and revise the policies and procedures to increase efficiency and effectiveness in resolving cases
- Coordinate property maintenance activities within the City with other divisions and departments
- Work closely with the city Finance Department to develop new revenues, cost savings and increased fiscal responsibility

Fiscal Year 2016-2017 Goals

- Establish modified procedures to focus on chronic violators
- Increase emphasis on 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
- 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

Code Enforcement Services

Fiscal Years 2016-2017 Goals (continued)

- 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
- Present to City Council a citywide Rental Housing Inspection Program to be implemented in the upcoming fiscal year that will systematically inspect all rental units in the City seeking to identify non-compliant units and work with the property owners/tenants to bring them up to current standards. If directed by the City Council, engage in activities that establish a rental inspection program which includes an ordinance, procedures, recruitment, hiring, and implementation
- Preserve and enhance the property values of residential and commercial properties through code enforcement effort
- Work closely with commercial and residential property owners to improve and update the appearance of assets
- Develop a more pro-active program to work with lending institutions that have properties in foreclosure and involving them in the process much earlier in an effort to eliminate problem properties

<u>Full Time Equivalent (FTE)</u>	<u>Actual</u> <u>2014-15</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>
Code Enforcement Manager	0.00	0.50	0.30
Code Enforcement Supervisor	0.00	0.00	0.00
Office Assistant	0.00	0.00	0.00
Senior Code Enforcement Officer	0.00	0.00	0.00
Community Service Officer	0.00	1.00	1.00
Code Enforcement Officer	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>
Total FTE	<u>0.00</u>	<u>3.50</u>	<u>3.30</u>

Expenditure Summary – Code Enforcement Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: CODE ENFORCEMENT SERVICES

Account Code:

4470

FUND: 11 - General Fund

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2016-2017</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Adopted</u>
		<u>Budget</u>		<u>Budget</u>
Personnel Services	\$ 28,771	\$ 173,800	\$ 174,500	\$ 126,300
Operating Expenditures	347,129	254,900	251,750	248,600
TOTAL	\$ 375,900	\$ 428,700	\$ 426,250	\$ 374,900

FUNDING SOURCES

11- General Fund	<u>\$ 375,900</u>	<u>\$ 428,700</u>	<u>\$ 426,250</u>	<u>\$ 374,900</u>
------------------	-------------------	-------------------	-------------------	-------------------

ACCOUNT NUMBER EXPLANATION

1111-47	Salaries - Full-time	Salaries for Code Enforcement Manager (30%)
1112-47	Salaries - Part-time	Salaries of Part-Time Code Enforcement Officer and Community Service 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
1311-47	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-47	Disability Insurance	Disability insurance & survivor's benefits
1313-47	Life Insurance	Term life insurance
1314-47	Health Insurance	CalPERS health insurance coverage
3011-47	Office Supplies	General office supplies, pens, file folders, printer ink, and other miscellaneous items
3012-47	Furniture/Equipment	First aid kits, fire extinguishers for vehicles (not budgeted for FY 2016-17)
3013-47	Supplies and Equipment	Miscellaneous operating supplies
3015-47	Uniform/Boot Reimbursement	Uniforms for division staff including jackets for special events and uniform accessories
3111-47	Contract Services - Private	Parking and Administrative citation processing, collections and recovery service, and administrative hearing officer
3113-47	Contract Services - Public	Animal control contract with Los Angeles County
3114-47	Legal Fees - General	Code enforcement prosecutor services (reclassified to 11-4140)
3151-47	Training/Education Reim	Training & education reimbursement
3411-47	Printing & Publishing	Printing of parking citations, envelopes, fliers and other distributed notifications
3812-47	Vehicle Maintenance	Maintenance costs for vehicles (reclassified to Fund 62)
3971-47	Dues & Memberships	Membership to the CA Association of Code Enforcement Officers (CACEO)
3972-47	Conferences & Meetings	Professional development through CACEO, California Public Parking association, MMASC and other professional organizations
3996-47	IT/Equipment Charges	Allocated IT/equipment charges
3997-47	Vehicle Charges	Allocated vehicle charges

Expenditure Detail – Code Enforcement Services

CITY OF LA PUENTE

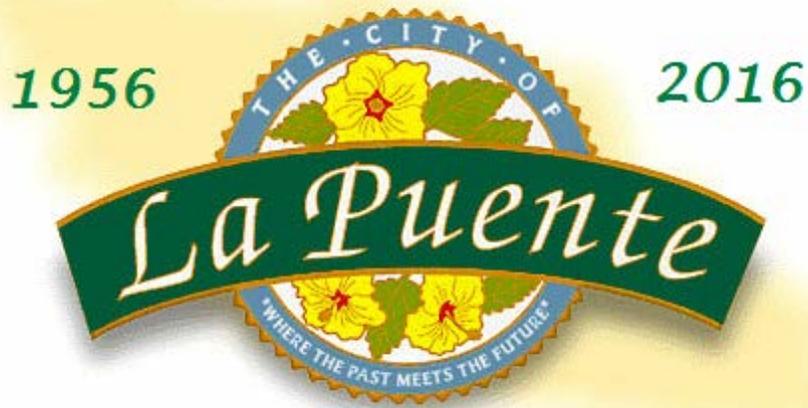
FY 2016-2017

DEPARTMENT: CODE ENFORCEMENT SERVICES
FUND: 11 - General Fund

Account Code: 4470

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-47	\$ 28,352	\$ 38,300	\$ 38,000	\$ 23,900
Salaries - Part-time	1112-47	-	121,500	121,500	92,000
Retirement	1211-47	-	2,600	2,600	1,700
FICA-Medicare	1212-47	411	600	600	1,700
Other Health-DOC	1311-47	-	1,000	2,000	600
Disability Insurance	1312-47	-	500	500	300
Life Insurance	1313-47	8	100	100	100
Health Insurance	1314-47	-	9,200	9,200	6,000
Total Personnel Services		<u>\$ 28,771</u>	<u>\$ 173,800</u>	<u>\$ 174,500</u>	<u>\$ 126,300</u>
Operating Expenditures					
Office Supplies	3011-47	\$ 1,729	\$ 1,000	\$ 1,000	\$ 1,000
Furniture/Equipment	3012-47	894	-	-	-
Supplies and Equipment	3013-47	253	-	850	500
Uniforms/Boot Reimbursement	3015-47	4,779	5,000	5,000	3,000
Contract Services - Private	3111-47	128,341	35,000	35,000	18,800
Contract Services - Public	3113-47	148,246	150,000	150,000	150,000
Legal Fees - General	3114-47	1,572	5,000	-	-
Training/Education Reimb	3151-47	-	-	500	500
Printing & Publishing	3411-47	1,110	1,500	1,500	2,000
Vehicle Maintenance	3812-47	1,579	-	500	-
Dues & Memberships	3971-47	-	400	200	500
Conferences & Meetings	3972-47	85	-	200	500
IT/Equipment Charges	3996-47	34,704	31,500	31,500	35,500
Vehicle Charges	3997-47	23,837	25,500	25,500	36,300
Total Operating Expenditures		<u>\$ 347,129</u>	<u>\$ 254,900</u>	<u>\$ 251,750</u>	<u>\$ 248,600</u>
TOTAL EXPENDITURES		<u>\$ 375,900</u>	<u>\$ 428,700</u>	<u>\$ 426,250</u>	<u>\$ 374,900</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Public Works

Mission

To produce and maintain public facilities and provide services to the community which our modern urban living requires. The City's mission is also to preserve and enhance the appearance and condition of City parks, buildings, streets and rights-of-way and sidewalks to improve the quality of life for the residents of La Puente.

Primary Functions

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

Goals & Objectives

- Provide for the timely repair and regular maintenance of City streets, sidewalks, trees and signs
- Increase and improve technical education and safety training department-wide
- Continue graffiti abatement services seven days a week
- Complete the grid tree trimming in Section 1 on the east side of City as part of the three year cycle to trim all parkway trees
- Comply with requirements of the new MS4 permit for storm water run-off
- Seek grant opportunities to enhance the City's urban forest through parkway tree planting
- Continue to explore the transferring of the Los Angeles County Lighting and Landscape District to the City

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
City Manager	0.00	0.02	0.02
Development Services Director	0.00	0.30	0.30
Finance Manager	0.00	0.02	0.02
Finance Services Supervisor	0.00	0.05	0.05
Maintenance Superintendent	1.00	0.70	0.70
Maintenance Worker	5.00	2.20	2.20
Administrative Secretary	0.00	0.40	0.40
Office Assistant	<u>0.35</u>	<u>0.00</u>	<u>0.00</u>
Total FTE	<u>6.00</u>	<u>3.69</u>	<u>3.69</u>

Expenditure Summary – Public Works (General Fund)

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: PUBLIC WORKS SERVICES
FUND: 11 - General Fund

Account Code: 4330

	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Operating Expenditures	\$ -	\$ -	\$ 68,000	\$ 141,000
TOTAL	\$ -	\$ -	\$ 68,000	\$ 141,000

FUNDING SOURCES

11 - General Fund	\$ -	\$ -	\$ 68,000	\$ 141,000
TOTAL	\$ -	\$ -	\$ 68,000	\$ 141,000

ACCOUNT NUMBER EXPLANATION

3013-33 Supplies and Equipment	Miscellaneous supplies and equipment
3111-33 Contract Services - Private	Traffic Control Services, Holiday Banner Installation/Removal, Traffic Closure Plans, NPDES/CIMP Services
3996-33 IT/Equipment Charges	Allocated information technology charges
3977-33 Vehicle Charges	Allocated motor pool charges

Expenditure Detail – Public Works (General Fund)

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: PUBLIC WORKS SERVICES

Account Code: 4330

FUND: - General Fund

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Supplies and Equipment	3013-33	\$ -	\$ -	\$ -	\$ 500
Contract Services - Private	3111-33	-	-	68,000	125,000
IT/Equipment Charges	3996-33	-	-	-	4,600
Vehicle Charges	3977-33	-	-	-	10,900
Total Operating Expenditures		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,000</u>	<u>\$ 141,000</u>
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,000</u>	<u>\$ 141,000</u>

Expenditure Summary – Public Works (Gas Tax)

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: PUBLIC WORKS SERVICES
FUND: 32 - State Gas Tax Fund

Account Code: 4330

	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 286,083	\$ 346,700	\$ 377,800	\$ 408,500
Operating Expenditures	448,410	604,800	436,800	506,800
TOTAL	\$ 734,493	\$ 951,500	\$ 814,600	\$ 915,300

FUNDING SOURCES

32 - State Gas Tax Fund	\$ 734,493	\$ 951,500	\$ 814,600	\$ 915,300
TOTAL	\$ 734,493	\$ 951,500	\$ 814,600	\$ 915,300

ACCOUNT NUMBER EXPLANATION

1111-53 Salaries Full-Time	Salaries of Director of Development Services (30%), Administrative Secretary (40%), Maintenance Superintendent (70%), three Maintenance Workers (two at 70%, one at 80%), City Manager (2%), Finance Manager (2%), and Finance Services Supervisor (5%)
1112-53 Salaries Part-Time	Salaries for part-time Maintenance Assistant and Maintenance Worker
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
1311-53 Other Health-DOC	Dental, optical and audio reimbursements
1312-53 Disability Insurance	Disability insurance & survivor's benefits
1313-53 Life Insurance	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 miscellaneous other items related to the Public Right-of-Way
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	As needed engineering services
3713-53 Utilities - Hwy Lights	Electrical costs for all highway safety lights at signalized locations in the City
3714-53 Utilities - Water	Water costs for medians and other public rights-of-way
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 information technology charges
3977-53 Vehicle Charges	Allocated motor pool charges

Expenditure Detail – Public Works (Gas Tax)

CITY OF LA PUENTE

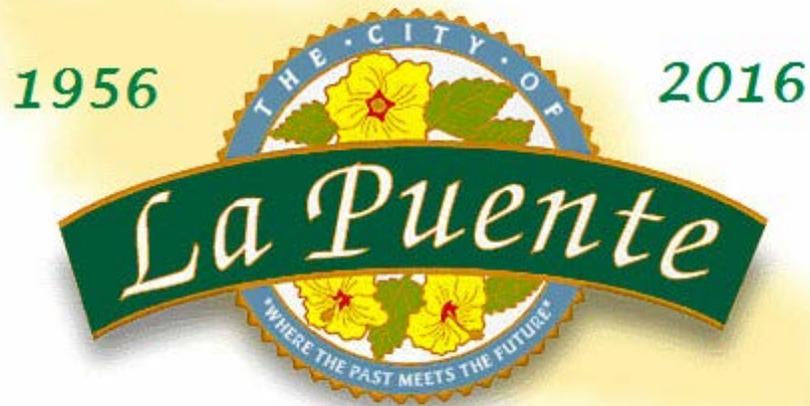
FY 2016-2017

DEPARTMENT: PUBLIC WORKS SERVICES
FUND: 32 -State Gas Tax Fund

Account Code: 4330

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-53	\$ 172,948	\$ 207,200	\$ 224,900	\$ 244,700
Salaries - Part-time	1112-53	32,897	30,000	30,000	30,000
Overtime	1117-53	-	5,000	5,000	5,000
Retirement	1211-53	27,042	43,500	49,500	55,900
FICA-Medicare	1212-53	3,170	3,000	3,300	4,000
Other Health-DOC	1311-53	3,607	6,600	7,400	7,400
Disability Insurance	1312-53	1,640	2,900	3,200	3,500
Life Insurance	1313-53	609	600	700	700
Health Insurance	1314-53	44,170	47,900	53,800	57,300
Total Personnel Services		<u>\$ 286,083</u>	<u>\$ 346,700</u>	<u>\$ 377,800</u>	<u>\$ 408,500</u>
Operating Expenditures					
Furniture/Equipment	3012-53	\$ 3,731	\$ 5,000	\$ 500	\$ -
Supplies and Equipment	3013-53	105	1,000	500	500
Graffiti Removal Supplies	3016-53	8,547	16,300	7,800	8,000
Contract Services - Private	3111-53	23,615	145,000	10,000	15,000
Utilities - Highway Lights	3713-53	48,268	28,600	72,000	72,000
Utilities - Water	3714-53	36,164	33,800	30,000	32,500
Landscape Maintenance	3814-53	58,525	48,200	35,000	55,800
Parkway Tree Maintenance	3815-53	71,271	135,000	120,000	123,900
Street/Sidewalk Maintenance	3817-53	20,236	55,000	30,000	55,000
Signal Maintenance	3819-53	155,125	115,000	110,700	115,000
Traffic Markings/Signs	3821-53	14,615	17,500	15,900	17,500
IT/Equipment Charges	3996-53	5,304	2,600	2,600	4,400
Vehicle Charges	3977-53	2,904	1,800	1,800	7,200
Total Operating Expenditures		<u>\$ 448,410</u>	<u>\$ 604,800</u>	<u>\$ 436,800</u>	<u>\$ 506,800</u>
TOTAL EXPENDITURES		<u>\$ 734,493</u>	<u>\$ 951,500</u>	<u>\$ 814,600</u>	<u>\$ 915,300</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Streets and Sidewalks (Measure R)

Mission

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

Primary Functions

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

Goals & Objectives

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

Fiscal Year 2016-2017 Goals

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

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
Development Service Director	<u>0.10</u>	<u>0.00</u>	<u>0.00</u>
Total FTE	<u>0.10</u>	<u>0.00</u>	<u>0.00</u>

Expenditure Summary – Streets and Sidewalks (Measure R)

CITY OF LA PUENTE

FY 2016-2017

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

Account Code: 4390

	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services	\$ -	\$ 19,700	\$ -	\$ -
Operating Expenditures	-	4,400	4,400	-
TOTAL	<u>\$ -</u>	<u>\$ 24,100</u>	<u>\$ 4,400</u>	<u>\$ -</u>

FUNDING SOURCES

47 - Measure "R" Fund	<u>\$ -</u>	<u>\$ 24,100</u>	<u>\$ 4,400</u>	<u>\$ -</u>
-----------------------	-------------	------------------	-----------------	-------------

ACCOUNT NUMBER EXPLANATION

1111-39 Salaries - Full-time	Salaries of Development Services Director (10%) (reclassified to General Fund)
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	Disability insurance & survivor's benefits
1313-39 Life Insurance	Term life insurance
1314-39 Health Insurance	CalPERS health insurance coverage
3996-39 IT/Equipment Charges	Allocated information technology charges (reclassified to General Fund)
3977-39 Vehicle Charges	Allocated motor pool charges (reclassified to General Fund)

Expenditure Detail – Streets and Sidewalks (Measure R)

CITY OF LA PUENTE

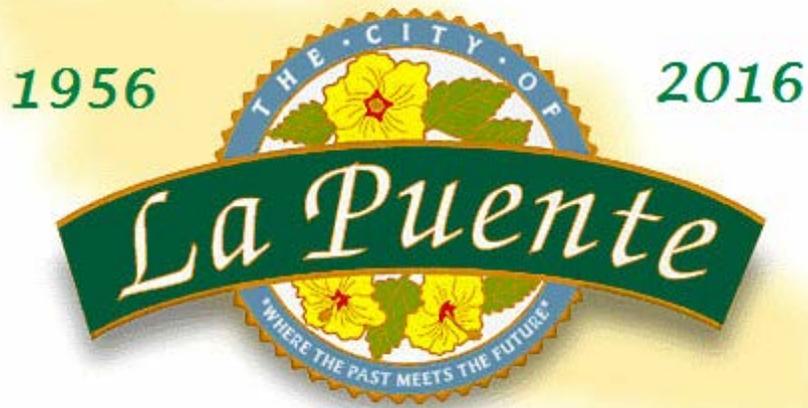
FY 2016-2017

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

Account Code: 4390

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-39	\$ -	\$ 16,000	\$ -	\$ -
Retirement	1211-39	-	1,100	-	-
FICA-Medicare	1212-39	-	200	-	-
Other Health-DOC	1311-39	-	200	-	-
Disability Insurance	1312-39	-	200	-	-
Life Insurance	1313-39	-	100	-	-
Health Insurance	1314-39	-	1,900	-	-
Total Personnel Services		<u>\$ -</u>	<u>\$ 19,700</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenditures					
IT/Equipment Charges	3996-39	\$ -	\$ 2,600	\$ 2,600	\$ -
Vehicle Charges	3977-39	-	1,800	1,800	-
Total Operating Expenditures		<u>\$ -</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>	<u>\$ -</u>
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ 24,100</u>	<u>\$ 4,400</u>	<u>\$ -</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Public Transit Services (Prop A)

Mission

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

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 for a dial-a-ride Paratransit system for seniors and the disabled. Other uses of Prop A funds include the maintenance of bus shelters, providing transportation for special events, and for other related costs such as advertising transit programs in local publications.

Goals & Objectives

- To have a safe and efficient arterial street system that benefits residents and businesses and integrates with the larger San Gabriel Valley transportation network.
- To have a safe and efficient local street system that is attractive and meets the needs of the community.
- To have diverse alternative modes of transportation which are safe and efficient for commuters, and available to persons of all income levels and disabilities.

Fiscal Year 2016-2017 Goals

- Continue the provision of bus/rail passes subsidies to encourage the use of mass transit and to make mass transit affordable and convenient to those that do not have private vehicles
- Continue the *Link* fixed-route shuttle service for short-distance local trips with one-hour maximum round-trips
- Continue to provide dial-a-ride services for seniors and the disabled that is prompt and efficient.
- Provide pleasant and attractive bus stops and to enforce truck routes
- Implement transportation demand management programs
- Support regional transportation planning efforts through the San Gabriel Valley Council of Governments

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
City Manager	0.00	0.01	0.01
Development Services Director	0.02	0.02	0.02
Administrative Secretary	0.00	0.10	0.10
Finance Manager	0.00	0.02	0.02
Financial Services Supervisor	0.50	0.05	0.05
Accounting Assistant	1.50	1.50	1.50
Assistant Planner	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>
Total FTE	<u>2.32</u>	<u>2.00</u>	<u>2.00</u>

Expenditure Summary – Public Transit Services (Prop A)

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: PUBLIC TRANSIT SERVICES
FUND: 48 - Prop "A" Fund

Account Code: 4392

	<u>2014-2015</u> <u>Actual</u>	<u>2015-2016</u> <u>Adopted</u> <u>Budget</u>	<u>2015-2016</u> <u>Estimated</u>	<u>2016-2017</u> <u>Adopted</u> <u>Budget</u>
Personnel Services	\$ 139,733	\$ 167,200	\$ 176,300	\$ 187,700
Operating Expenditures	676,265	753,100	687,900	755,200
TOTAL	<u>\$ 815,998</u>	<u>\$ 920,300</u>	<u>\$ 864,200</u>	<u>\$ 942,900</u>
 FUNDING SOURCES				
48 - Prop "A" Fund	<u>\$ 815,998</u>	<u>\$ 920,300</u>	<u>\$ 864,200</u>	<u>\$ 942,900</u>

ACCOUNT NUMBER EXPLANATION

1111-39 Salaries - Full-time	Salaries for City Manager (1%), Finance Services Supervisor (5%), three Accounting Assistants (50% each), Development Services Director (2%), Finance Manager (2%), and Assistant Planner (30%), Administrative Secretary (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	Disability insurance & survivor's benefits
1313-39 Life Insurance	Term life insurance
1314-39 Health Insurance	CalPERS health insurance coverage
3211-39 Postage & Mailing	Postage
3415-39 Spotlight Publication	Transit related portion 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 Services	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)
3971-39 Dues & Memberships	Share of Cost for 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

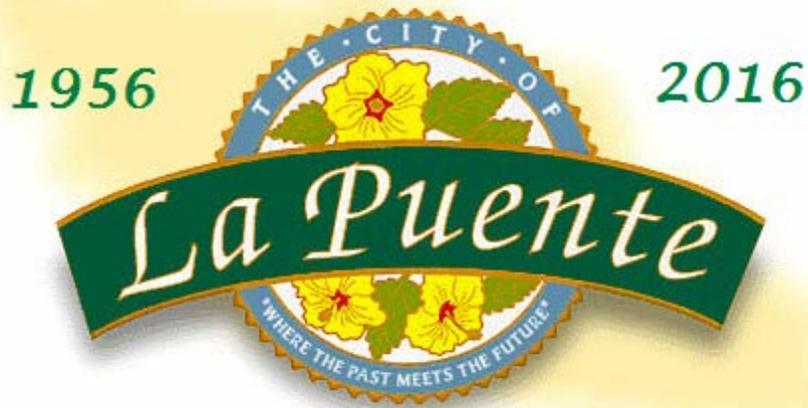
FY 2016-2017

DEPARTMENT: PUBLIC TRANSIT SERVICES
FUND: 48 -Prop "A" Fund

Account Code: 4392

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-39	\$ 91,300	\$ 104,800	\$ 110,400	\$ 116,300
Retirement	1211-39	17,333	26,300	27,900	30,700
FICA-Medicare	1212-39	1,324	1,500	1,600	1,700
Other Health-DOC	1311-39	3,328	3,800	4,000	4,000
Disability Insurance	1312-39	811	1,500	1,600	1,700
Life Insurance	1313-39	324	300	400	400
Health Insurance	1314-39	25,313	29,000	30,400	32,900
Total Personnel Services		<u>\$ 139,733</u>	<u>\$ 167,200</u>	<u>\$ 176,300</u>	<u>\$ 187,700</u>
Operating Expenditures					
Postage & Mailing	3211-39	\$ -	\$ 200	\$ 100	\$ 200
Spotlight Publication	3415-39	5,245	5,700	5,400	5,700
Bus Shelter Maintenance	3816-39	27,000	28,000	27,000	94,200
Special Event Transportation	3914-39	4,880	5,000	4,900	5,200
Public Transit Subsidy	3915-39	154,142	180,000	130,000	105,000
Dial-A-Ride Services	3916-39	79,010	81,000	100,000	114,200
Fixed Route Shuttle	3917-39	393,012	425,000	392,000	393,800
Dues & Memberships	3971-39	8,572	8,700	9,000	9,000
IT/Equipment Charges	3996-39	2,904	4,900	4,900	6,100
Vehicle Charges	3997-39	1,500	14,600	14,600	21,800
Total Operating Expenditures		<u>\$ 676,265</u>	<u>\$ 753,100</u>	<u>\$ 687,900</u>	<u>\$ 755,200</u>
TOTAL EXPENDITURES		<u>\$ 815,998</u>	<u>\$ 920,300</u>	<u>\$ 864,200</u>	<u>\$ 942,900</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Streets and Sidewalks (Prop C)

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 & Objectives

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

Fiscal Year 2016-2017 Goals

- Complete the Major Street Resurfacing Project and new Traffic Signal for Hacienda /Fairgrove Shopping Center
- Complete the street resurfacing and landscaping improvements on Temple Avenue
- Continue to provide funding and staff for oversight of capital improvement projects utilizing Prop C funds

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
City Manager	0.00	0.00	0.00
Finance Manager	0.00	0.00	0.00
Finance Services Supervisor	0.00	0.00	0.00
Development Services Director	<u>0.10</u>	<u>0.00</u>	<u>0.00</u>
Total FTE	<u>0.10</u>	<u>0.00</u>	<u>0.00</u>

Expenditure Summary – Streets and Sidewalks (Prop C)

CITY OF LA PUENTE

FY 2016-2017

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

Account Code: 4394

	<u>2014-2015</u> <u>Actual</u>	<u>2015-2016</u> <u>Adopted</u> <u>Budget</u>	<u>2015-2016</u> <u>Estimated</u>	<u>2016-2017</u> <u>Adopted</u> <u>Budget</u>
Personnel Services	\$ -	\$ 27,800	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ 27,800</u>	<u>\$ -</u>	<u>\$ -</u>

FUNDING SOURCES

49 - Prop "C" Fund	<u>\$ -</u>	<u>\$ 27,800</u>	<u>\$ -</u>	<u>\$ -</u>
--------------------	-------------	------------------	-------------	-------------

ACCOUNT NUMBER EXPLANATION

1111-39 Salaries - Full-time	Salaries of Development Services Director (reclassified to General Fund)
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	Disability insurance & survivor's benefits
1313-39 Life Insurance	Term life insurance
1314-39 Health Insurance	CalPERS health insurance coverage

Expenditure Detail – Streets and Sidewalks (Prop C)

CITY OF LA PUENTE

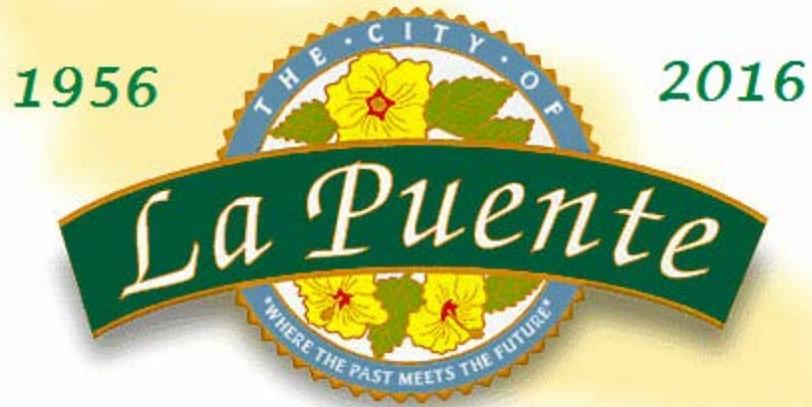
FY 2016-2017

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

Account Code: 4394

Description	Acct. No.	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services					
Salaries - Full-time	1111-39	\$ -	\$ 21,500	\$ -	\$ -
Retirement	1211-39	-	2,800	-	-
FICA-Medicare	1212-39	-	300	-	-
Other Health-DOC	1311-39	-	300	-	-
Disability Insurance	1312-39	-	300	-	-
Life Insurance	1313-39	-	100	-	-
Health Insurance	1314-39	-	2,500	-	-
Total Personnel Services		<u>\$ -</u>	<u>\$ 27,800</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ 27,800</u>	<u>\$ -</u>	<u>\$ -</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

AQMD Funds

Mission

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

Primary Functions

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

Expenditure Summary – AQMD Funds

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: VEHICLE CHARGES
FUND: 42 - AQMD Fund

Account Code: 4850

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted	Estimated	Adopted
	Budget	Budget	Budget	Budget
Capital Outlay	\$ 339,925	\$ -	\$ -	\$ 55,000
TOTAL	\$ 339,925	\$ -	\$ -	\$ 55,000
 <u>FUNDING SOURCES</u>				
42 - AQMD Fund	<u>\$ 339,925</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 55,000</u>

ACCOUNT NUMBER EXPLANATION

4484-85 Vehicle Purchase Purchase of electric cart for parks/public works and hybrid vehicle for administration

Expenditure Detail – AQMD Funds

CITY OF LA PUENTE

FY 2016-2017

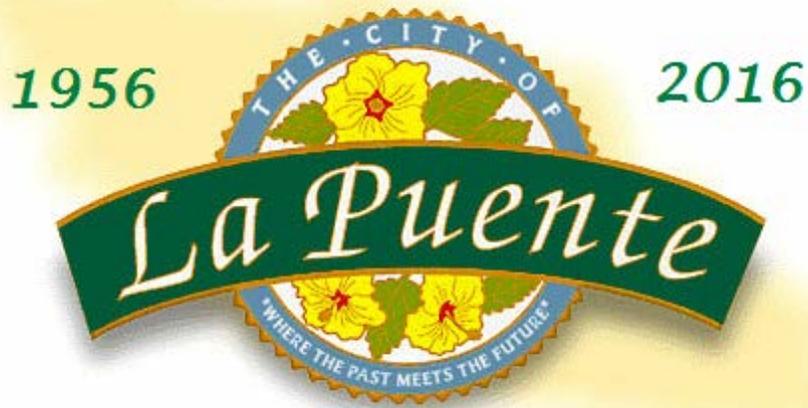
DEPARTMENT: VEHICLE CHARGES

Account Code: 4850

FUND: 42 - AQMD Fund

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Capital Outlay					
Vehicle Purchase	4484-85	\$ 339,925	\$ -	\$ -	\$ 55,000
Total Capital Outlay		<u>\$ 339,925</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 55,000</u>
TOTAL EXPENDITURES		<u>\$ 339,925</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 55,000</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Waste Management Services

Mission

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

Primary Functions

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.
- Provide mandated state AB 939 reporting compliance and work with state and local officials to meet AB 939 related goals
- 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

Fiscal Year 2016-2017 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 Summary – Waste Management Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: WASTE MANAGEMENT SERVICES
FUND: 11 - General Fund

Account Code: 4540

	<u>2014-2015</u> Actual	<u>2015-2016</u> Adopted Budget	<u>2015-2016</u> Estimated	<u>2016-2017</u> Adopted Budget
Operating Expenditures	\$ 9,248	\$ 12,400	\$ 8,050	\$ 5,800
TOTAL	<u>\$ 9,248</u>	<u>\$ 12,400</u>	<u>\$ 8,050</u>	<u>\$ 5,800</u>

FUNDING SOURCES

11 - General Fund	<u>\$ 9,248</u>	<u>\$ 12,400</u>	<u>\$ 8,050</u>	<u>\$ 5,800</u>
-------------------	-----------------	------------------	-----------------	-----------------

ACCOUNT NUMBER EXPLANATION

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, self-haul collection program for hard-to-dispose items, monthly special collection bins, and waste origin misreporting documentation
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 2016-2017

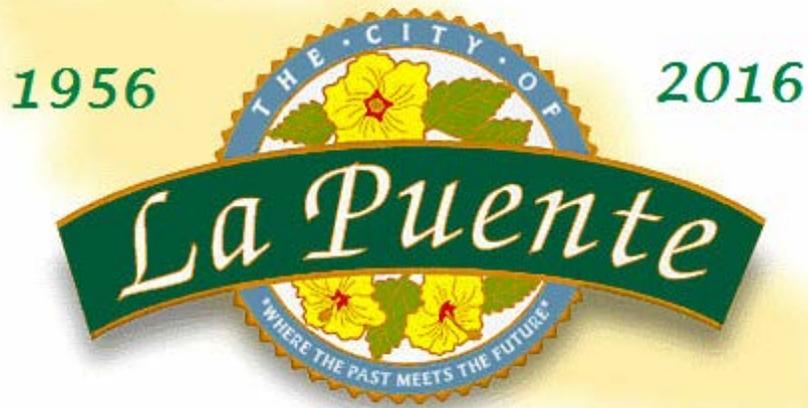
DEPARTMENT: WASTE MANAGEMENT SERVICES

Account Code: 4540

FUND: 11 - General Fund

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Contract Services -Private	3111-25	\$ 3,127	\$ 5,000	\$ 1,000	\$ 2,500
Spotlight Publication	3415-25	396	1,000	850	1,000
Special Departmental	3976-25	1,321	2,000	1,800	2,000
IT/Equipment Charges	3996-25	2,904	2,600	2,600	300
Vehicle Charges	3997-25	1,500	1,800	1,800	-
Total Operating Expenditures		<u>\$ 9,248</u>	<u>\$ 12,400</u>	<u>\$ 8,050</u>	<u>\$ 5,800</u>
TOTAL EXPENDITURES		<u>\$ 9,248</u>	<u>\$ 12,400</u>	<u>\$ 8,050</u>	<u>\$ 5,800</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Park Maintenance Services

Mission

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

Primary Functions

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. Public Works is responsible for:

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

Fiscal Year 2016-2017 Goals

Park Services goals are:

- Complete Restroom Improvement Project 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

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
Development Services Director	0.18	0.34	0.34
Maintenance Superintendent	0.30	0.30	0.30
Maintenance Worker	1.50	1.80	1.30
Maintenance Assistant	0.00	0.50	1.00
Administrative Secretary	0.00	0.30	0.30
Office Assistant	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>
Total FTE	<u>2.98</u>	<u>3.24</u>	<u>3.24</u>

Expenditure Summary – Park Maintenance Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: PARK/MAINTENANCE SERVICES

Account Code: 4610

FUND: 11 - General Fund

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted	Estimated	Adopted
	Budget	Budget	Budget	Budget
Personnel Services	\$ 151,288	\$ 169,500	\$ 216,000	\$ 233,400
Operating Expenditures	174,895	205,700	174,750	170,000
TOTAL	\$ 326,183	\$ 375,200	\$ 390,750	\$ 403,400

FUNDING SOURCES

11 - General Fund	\$ 326,183	\$ 375,200	\$ 390,750	\$ 403,400
-------------------	------------	------------	------------	------------

ACCOUNT NUMBER EXPLANATION

1111-61 Salaries Full-Time	Salaries for Development Services Director (34%), Administrative Secretary (30%), Maintenance Superintendent (30%) and three Maintenance Workers (two at 30%, one at 20%)
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
1311-16 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-16 Disability Insurance	Disability insurance and survivor's benefits
1313-16 Life Insurance	Term life insurance
1314-16 Health Insurance	CalPERS health insurance coverage
3011-61 Office Supplies	Office supplies for the department
3012-61 Furniture/Equipment	Provides for janitorial supplies and miscellaneous items
3013-61 Tools and Equipment	Provides for 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
3111-61 Contract Services - Private	Miscellaneous 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
3745-61 Utility - Communications	Provides for phone line for La Puente Park snack bar
3811-61 Equipment Maintenance	Provides for repairs to park equipment, emergency generator, power equipment maintenance, backflow maintenance
3813-61 Facility Maintenance	Provides for maintenance and supplies for La Puente Park and facilities
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
3972-61 Conferences & Meetings	Miscellaneous local meetings and training seminars
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

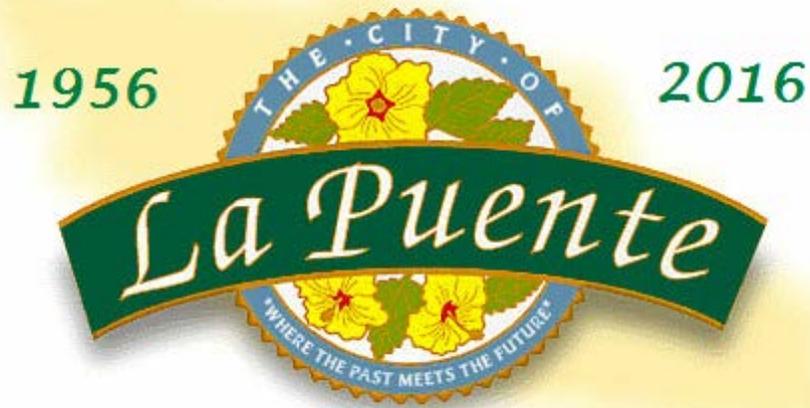
FY 2016-2017

DEPARTMENT: PARKS/MAINTENANCE SERVICES
 FUND: General Fund

Account Code: 4610

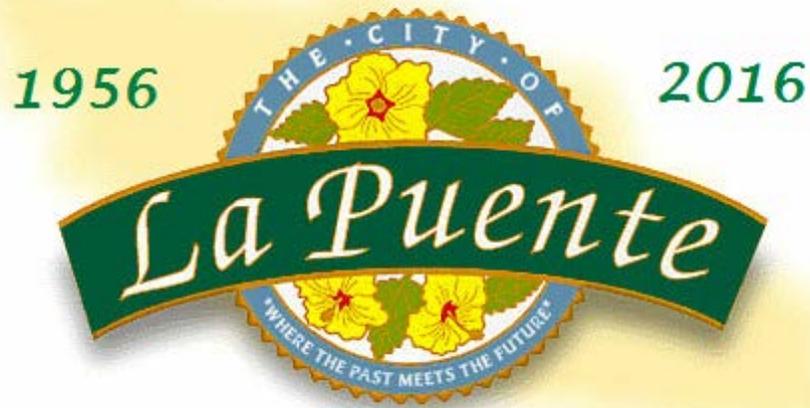
Description	Acct. No.	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services					
Salaries - Full-time	1111-61	\$ 84,515	\$ 92,500	\$ 124,700	\$ 136,800
Salaries - Part-time	1112-61	20,295	23,400	23,400	23,500
Overtime	1117-61	7,398	12,000	12,000	12,000
Leave Conversion Incentives	1118-61	3,268	-	-	-
Retirement	1211-61	13,411	16,400	22,200	25,100
FICA-Medicare	1212-61	1,493	1,300	1,800	2,300
Other Health-DOC	1311-16	2,615	2,700	3,500	3,500
Disability Insurance	1312-16	631	1,300	1,800	2,000
Life Insurance	1313-16	201	200	300	300
Health Insurance	1314-16	17,461	19,700	26,300	27,900
Total Personnel Services		<u>\$ 151,288</u>	<u>\$ 169,500</u>	<u>\$ 216,000</u>	<u>\$ 233,400</u>
Operating Expenditures					
Office Supplies	3011-61	\$ 718	\$ 600	\$ 500	\$ 500
Furniture/Equipment	3012-61	6,856	8,700	5,200	5,200
Tools and Equipment	3013-61	3,515	6,300	6,000	6,000
Uniform/Boot Reimbursement	3015-61	3,696	4,000	3,300	3,500
Contract Services - Private	3111-61	5,677	5,000	3,800	5,000
Utility - Gas	3711-61	1,109	2,000	1,200	2,000
Utility - Electricity	3712-61	51,457	75,000	55,000	60,000
Utility - Water	3714-61	3,248	4,000	8,000	6,000
Utility - Communications	3745-61	-	-	250	300
Equipment Maintenance	3811-61	4,602	10,000	5,500	7,000
Facility Maintenance	3813-61	7,092	13,200	5,000	6,000
Landscape Maintenance	3814-61	45,831	38,000	35,200	42,600
Park Mtce & Repair	3822-61	7,891	8,000	15,000	10,000
Equipment Lease/Rental	3911-61	3,007	-	-	-
Conferences & Meetings	3972-61	592	300	200	300
IT/Equipment Charges	3996-61	10,200	9,300	9,300	4,700
Vehicle Charges	3997-61	19,404	21,300	21,300	10,900
Total Operating Expenditures		<u>\$ 174,895</u>	<u>\$ 205,700</u>	<u>\$ 174,750</u>	<u>\$ 170,000</u>
TOTAL EXPENDITURES		<u><u>\$ 326,183</u></u>	<u><u>\$ 375,200</u></u>	<u><u>\$ 390,750</u></u>	<u><u>\$ 403,400</u></u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

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 that 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
- Continue to implement and refine the new comprehensive update to the Zoning Code (Title 10) to ensure and enhance the quality of life in the community through the administration of the La Puente Municipal Code, the General Plan, the California Environmental Quality Act, and a variety of interrelated laws involving the public health, safety and welfare
- Respond to public requests for information and assistance pertaining to City zoning and development requirements and processes
- Process discretionary land use applications
- Evaluate projects for compliance with the California Environmental Quality Act, State Planning, Zoning and Development Laws, and the requirements of other regulating agencies
- Undertake a broad array of special studies on topics of interest or concern to the City

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 & Objectives

- Facilitate private development in Downtown La Puente revitalize the downtown as a vibrant mixed-use district providing many opportunities for new commercial, office and residential development
- Create opportunities for new commercial business growth in retail shopping centers so that they function at their highest potential
- Preserve and enhance the quality of the City’s infrastructure and its residential neighborhoods
- Attract new national tenant retailers to the City to improve upon the City’s tax base
- Provide a high level of customer service while implementing the policies, programs, procedures and regulations adopted by the City Council
- Represent the interests of the City of La Puente on land use and transportation matters of regional and State-wide importance
- Involve the Sheriff’s Department in land use planning matters to ensure a safe physical environment
- 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

Planning and Zoning Services

Goals & Objectives (continued)

- 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
- 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
- Reduce or eliminate barriers to the development of quality housing consistent with the City's Housing Element
- 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 Year 2016-2017 Goals

- 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
- 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
- Improve tracking system for all applications in order to provide better year-end data
- Revise Development Fees as necessary, including in-lieu fees in the Downtown Business District Specific Plan

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
Development Services Director	0.18	0.34	0.34
Assistant Planner	0.70	0.70	0.70
Administrative Secretary	<u>0.00</u>	<u>0.20</u>	<u>0.20</u>
Total FTE	<u>0.88</u>	<u>1.24</u>	<u>1.24</u>

Expenditure Summary – Planning and Zoning Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: PLANNING & ZONING
FUND: 11 - General Fund

Account Code: 4410

	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 106,896	\$ 108,900	\$ 137,600	\$ 148,400
Operating Expenditures	76,732	66,400	61,450	49,700
TOTAL	\$ 183,628	\$ 175,300	\$ 199,050	\$ 198,100
 FUNDING SOURCES				
11 - General Fund	\$ 183,628	\$ 175,300	\$ 199,050	\$ 198,100

ACCOUNT NUMBER EXPLANATION

1111-41 Salaries - Full-time	Salaries for Development Services Director (34%), Assistant Planner (70%) and Administrative Secretary (20%)
1112-41 Salaries - Part-time	Salaries of Part-time Staff (not budgeted in FY 2016-2017)
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
1311-41 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-41 Disability Insurance	Disability insurance & survivor's benefits
1313-41 Life Insurance	Term life insurance
1314-41 Health Insurance	CalPERS health insurance coverage
3011-41 Office Supplies	Office supplies for the planning department
3111-41 Contract Services - Private	Downtown Specific Plan/Parking-In-Lieu Fee Study; Planning Services and Studies
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
3411-41 Printing & Publishing	Public Notices for the Division
3972-41 Conferences & Meetings	Director's attendance at ICSC Western Division Conference in San Diego and Planning Commissioner's attendance at Planner's Institute
3976-41 Special Departmental	Business cards, logo shirts and name plates for planning commissioners
3996-41 IT/Equipment Charges	Allocated IT/Equipment Charges

Expenditure Detail – Planning and Zoning Services

CITY OF LA PUENTE

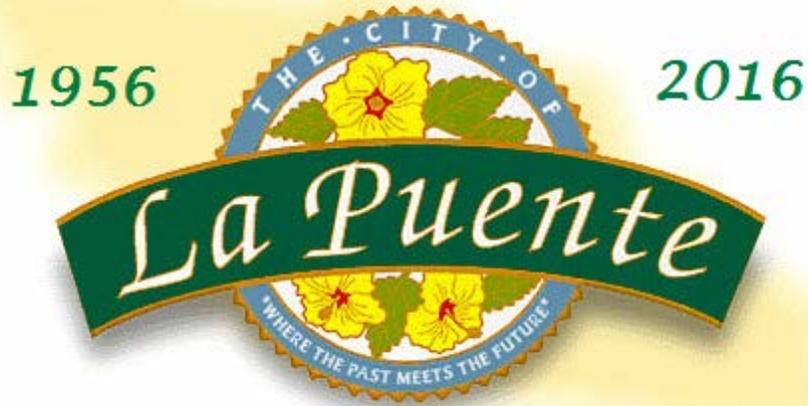
FY 2016-2017

DEPARTMENT: PLANNING & ZONING
FUND: 11 -General Fund

Account Code: 4410

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-41	\$ 85,285	\$ 76,200	\$ 104,900	\$ 114,400
Salaries - Part-time	1112-41	150	4,700	4,700	-
Overtime	1117-41	541	1,600	1,600	1,600
Temporary Personnel	1120-41	-	7,500	-	-
Retirement	1211-41	5,897	5,300	9,700	11,000
FICA-Medicare	1212-41	1,291	1,100	1,500	1,700
Other Health-DOC	1311-41	1,977	1,800	2,500	2,500
Disability Insurance	1312-41	751	1,000	1,500	1,600
Life Insurance	1313-41	188	200	200	200
Health Insurance	1314-41	10,816	9,500	11,000	15,400
Total Personnel Services		<u>\$ 106,896</u>	<u>\$ 108,900</u>	<u>\$ 137,600</u>	<u>\$ 148,400</u>
Operating Expenditures					
Office Supplies	3011-41	\$ 351	\$ 1,000	\$ 1,000	\$ 1,000
Contract Services - Private	3111-41	40,323	45,000	36,000	20,000
Contract Services - Public	3113-41	5,552	1,500	1,500	1,500
Commission/Committee Services	3116-41	3,060	4,700	4,000	4,700
Printing & Publishing	3411-41	13,526	6,300	10,000	5,000
Dues & Memberships	3974-41	100	-	550	700
Conferences & Meetings	3972-41	3,793	2,500	3,000	5,700
Special Departmental	3976-41	319	500	500	500
IT/Equipment Charges	3996-41	8,208	4,900	4,900	10,600
Vehicle Charges	3997-41	1,500	-	-	-
Total Operating Expenditures		<u>\$ 76,732</u>	<u>\$ 66,400</u>	<u>\$ 61,450</u>	<u>\$ 49,700</u>
TOTAL EXPENDITURES		<u>\$ 183,628</u>	<u>\$ 175,300</u>	<u>\$ 199,050</u>	<u>\$ 198,100</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Housing and Community Services

Mission

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

Primary Functions

This division has the responsibility for administering grant-funded programs such as the federally-funded Community Development Block Grant (CDBG) Program and the state CalHome Loan housing rehabilitation program. The focus of activities is 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 & Objectives

- 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
- Minimize energy consumption through the design and maintenance of housing

Fiscal Year 2016-2017 Goals

- Implement all programs approved by City Council that are intended to upgrade the City's residential neighborhoods, such as residential loans and grants
- Monitor Cal-Home and CDBG-funded projects and programs to insure conformance with all federal, state and county of Los Angeles Community Development Commission requirements
- Continue to implement the housing rehabilitation program

<u>Full Time Equivalent (FTE)</u>	<u>Actual</u> <u>2014-15</u>	<u>Actual</u> <u>2015-16</u>	<u>Adopted</u> <u>2016-17</u>
Director of Administrative Services	0.00	0.05	0.03
Finance Manager	0.05	0.05	0.03
Finance Services Supervisor	0.05	0.05	0.03
Rehabilitation Grant Specialist	1.00	1.00	1.00
Senior Center Specialist	0.00	0.40	0.40
Code Enforcement Manager	0.00	0.50	0.70
Code Enforcement Officer (PT)	<u>0.00</u>	<u>2.50</u>	<u>2.50</u>
Total FTE	<u>1.10</u>	<u>4.55</u>	<u>4.69</u>

Expenditure Summary – Housing and Community Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: HOUSING & COMMUNITY SERVICES
FUND: 11 - General Fund

Account Code: 4420

	<u>2014-2015</u> <u>Actual</u>	<u>2015-2016</u> <u>Adopted</u> <u>Budget</u>	<u>2015-2016</u> <u>Estimated</u>	<u>2016-2017</u> <u>Adopted</u> <u>Budget</u>
Personnel Services	\$ 32,120	\$ 19,600	\$ 58,900	\$ 78,000
Operating Expenditures	<u>5,586</u>	<u>6,600</u>	<u>6,200</u>	<u>18,300</u>
TOTAL	<u>\$ 37,706</u>	<u>\$ 26,200</u>	<u>\$ 65,100</u>	<u>\$ 96,300</u>

FUNDING SOURCES

11 - General Fund	<u>\$ 37,706</u>	<u>\$ 26,200</u>	<u>\$ 65,100</u>	<u>\$ 96,300</u>
-------------------	------------------	------------------	------------------	------------------

ACCOUNT NUMBER EXPLANATION

1111-42 Salaries - Full-time	Salaries for Rehabilitation Grant Specialist (75%)
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	Disability insurance & survivor's benefits
1313-42 Life Insurance	Term life insurance
1314-42 Health Insurance	CalPERS health insurance coverage
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 loan and grant programs (reclassified to 38-4425)
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.
3996-42 IT/Equipment Charges	Allocated IT/Equipment Charges

Expenditure Detail – Housing and Community Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: HOUSING & COMMUNITY SERVICES
FUND: 11- GENERAL FUND

Account Code: 4420

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-42	\$ 20,429	\$ 11,800	\$ 35,400	\$ 47,000
Retirement	1211-42	4,489	3,500	10,400	14,600
FICA-Medicare	1212-42	302	200	500	700
Other Health-DOC	1311-42	-	400	2,000	1,500
Disability Insurance	1312-42	193	200	500	700
Life Insurance	1313-42	73	100	100	100
Health Insurance	1314-42	6,634	3,400	10,000	13,400
Total Personnel Services		<u>\$ 32,120</u>	<u>\$ 19,600</u>	<u>\$ 58,900</u>	<u>\$ 78,000</u>
Operating Expenditures					
Office Supplies	3011-42	\$ 35	\$ -	\$ 200	\$ 200
Contract Services - Private	3111-42	18	-	-	-
Printing & Publishing	3411-42	-	500	600	600
Conferences and Meetings	3972-42	229	1,200	500	500
IT/Equipment Charges	3996-42	5,304	4,900	4,900	6,100
Vehicle Charges	3997-42	-	-	-	10,900
Total Operating Expenditures		<u>\$ 5,586</u>	<u>\$ 6,600</u>	<u>\$ 6,200</u>	<u>\$ 18,300</u>
TOTAL EXPENDITURES		<u>\$ 37,706</u>	<u>\$ 26,200</u>	<u>\$ 65,100</u>	<u>\$ 96,300</u>

Expenditure Summary – Housing and Community Services (Cal Home)

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: HOUSING & COMMUNITY SERVICES
FUND: 38 - Cal Home Fund

Account Code: 4425

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2016-2017</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Adopted</u>
		<u>Budget</u>		<u>Budget</u>
Personnel Services	\$ 24,506	\$ 42,900	\$ -	\$ -
Operating Expenditures	144,648	251,700	355,000	232,000
TOTAL	<u>\$ 169,154</u>	<u>\$ 294,600</u>	<u>\$ 355,000</u>	<u>\$ 232,000</u>

FUNDING SOURCES

38 - Cal Home Loans	<u>\$ 169,154</u>	<u>\$ 294,600</u>	<u>\$ 355,000</u>	<u>\$ 232,000</u>
---------------------	-------------------	-------------------	-------------------	-------------------

ACCOUNT NUMBER EXPLANATION

1111-42 Salaries - Full-time	Salaries for Development Services Director & Rehabilitation Grant Specialist (reclassified to 11-4420)
1211-42 Retirement	Costs of City's and employee's retirement at CalPERS
1212-42 FICA-Medicare	Medicare benefits for full-time employees
1311-42 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-42 Disability Insurance	Disability insurance & survivor's benefits
1313-42 Life Insurance	Term life insurance
1314-42 Health Insurance	CalPERS health insurance coverage
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 loan program
3411-42 Printing & Publishing	Printing and publishing of notices (reclassified to 11-4420)
3972-42 Conferences and Meetings	Seminars and workshops for current and new projects (reclassified to 11-4420)
3977-42 Grants and Loans - Residential	Costs for housing rehab construction loan program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring; amount anticipates six (6) loans at \$37,790 each
3996-42 IT/Equipment Charges	Allocated IT/Equipment Charges

Expenditure Detail – Housing and Community Services (Cal Home)

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: HOUSING & COMMUNITY SERVICES
FUND: 38 -Cal Home Fund

Account Code: 4425

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-42	\$ 15,926	\$ 26,800	\$ -	\$ -
Retirement	1211-42	3,502	7,200	-	-
FICA-Medicare	1212-42	231	400	-	-
Other Health-DOC	1311-42	-	800	-	-
Disability Insurance	1312-42	136	400	-	-
Life Insurance	1313-42	50	100	-	-
Health Insurance	1314-42	4,661	7,200	-	-
Total Personnel Services		<u>\$ 24,506</u>	<u>\$ 42,900</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenditures					
Contract Services - Private	3111-42	\$ 2,341	\$ 25,000	\$ 5,000	\$ 5,000
Loans - Residential	3997-42	142,307	226,700	350,000	227,000
Total Operating Expenditures		<u>\$ 144,648</u>	<u>\$ 251,700</u>	<u>\$ 355,000</u>	<u>\$ 232,000</u>
TOTAL EXPENDITURES		<u>\$ 169,154</u>	<u>\$ 294,600</u>	<u>\$ 355,000</u>	<u>\$ 232,000</u>

Expenditure Summary – Housing and Community Services (CDBG)

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: HOUSING & COMMUNITY SERVICES
FUND: 41 - CDBG Fund

Account Code: 4430

	<u>2014-2015</u> Actual	<u>2015-2016</u> Adopted Budget	<u>2015-2016</u> Estimated	<u>2016-2017</u> Adopted Budget
Personnel Services	\$ 105,776	\$ 217,900	\$ 214,500	\$ 234,000
Operating Expenditures	84,948	172,200	198,800	100,600
TOTAL	<u>\$ 190,724</u>	<u>\$ 390,100</u>	<u>\$ 413,300</u>	<u>\$ 334,600</u>

FUNDING SOURCES

41 - CDBG Fund	<u>\$ 190,724</u>	<u>\$ 390,100</u>	<u>\$ 413,300</u>	<u>\$ 334,600</u>
----------------	-------------------	-------------------	-------------------	-------------------

ACCOUNT NUMBER EXPLANATION

1111-42 Salaries Full-Time	Salaries for Rehabilitation Grant Specialist (25%); Senior Center Specialist (40%); Director of Administrative Services (3%); Finance Manager (3%); Finance Supervisor (3%); and Code Enforcement Manager (70%)
1112-42 Salaries Part-Time	Salaries for part-time Code Enforcement Officers
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	Term life insurance
1314-42 Health Insurance	CalPERS health insurance coverage
3011-42 Office Supplies	Office supplies for the housing rehab program
3411-42 Printing & Publishing	Printing and publishing of notices (not budgeted in FY 2016-2017)
3977-42 Grants and Loans - Residential	Costs for housing rehab construction grant program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring; amount anticipates eight (8) grants at \$12,000 each

Expenditure Detail – Housing and Community Services (CDBG)

CITY OF LA PUENTE

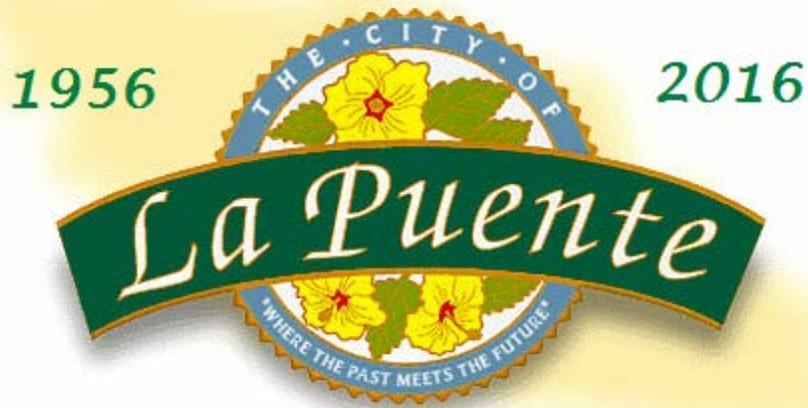
FY 2016-2017

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

Account Code: 4430

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-43	\$ 58,492	\$ 100,400	\$ 100,200	\$ 100,700
Salaries - Part-time	1112-43	19,441	68,000	68,000	82,700
Retirement	1211-43	12,003	20,200	20,200	17,900
FICA-Medicare	1212-43	1,135	1,500	1,500	2,600
Other Health-DOC	1311-43	1,045	2,900	-	2,900
Disability Insurance	1312-43	488	1,500	1,400	1,400
Life Insurance	1313-43	182	300	300	300
Health Insurance	1314-43	12,990	23,100	22,900	25,500
Total Personnel Services		<u>\$ 105,776</u>	<u>\$ 217,900</u>	<u>\$ 214,500</u>	<u>\$ 234,000</u>
Operating Expenditures					
Office Supplies	3011-43	\$ 140	\$ 1,000	\$ 800	\$ 600
Printing & Publishing	3411-43	-	300	-	-
Grants and Loans - Residential	3977-43	84,808	170,900	198,000	100,000
Total Operating Expenditures		<u>\$ 84,948</u>	<u>\$ 172,200</u>	<u>\$ 198,800</u>	<u>\$ 100,600</u>
TOTAL EXPENDITURES		<u>\$ 190,724</u>	<u>\$ 390,100</u>	<u>\$ 413,300</u>	<u>\$ 334,600</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

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 & Objectives

- Protect the public by enforcing building regulations that provide for safe buildings in which to live and work
- Protect the quality of the urban environment by assisting the Code Enforcement Division in the abatement of substandard structures
- Assist the public in understanding the requirements of the building regulations

Fiscal Year 2016-2017 Goals

- 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 Summary – Building and Safety Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: BUILDING AND SAFETY SERVICES
FUND: 11 - General Fund

Account Code: 4460

	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures	\$ 240,720	\$ 204,700	\$ 258,900	\$ 251,800
TOTAL	<u>\$ 240,720</u>	<u>\$ 204,700</u>	<u>\$ 258,900</u>	<u>\$ 251,800</u>
 FUNDING SOURCES				
11 - General Fund	<u>\$ 240,720</u>	<u>\$ 204,700</u>	<u>\$ 258,900</u>	<u>\$ 251,800</u>

ACCOUNT NUMBER EXPLANATION

3011-46	Office Supplies	Office supplies for the Building & Safety department
3111-46	Contract Services - Private	Provides for contract building and safety services
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 2016-2017

DEPARTMENT: BUILDING AND SAFETY SERVICES
FUND: 11 -General Fund

Account Code: 4460

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Office Supplies	3011-46	\$ 147	\$ 300	\$ 500	\$ 600
Contract Services - Private	3111-46	236,169	200,000	254,000	240,000
IT/Equipment Charges	3996-46	2,904	2,600	2,600	300
Vehicle Charges	3997-46	1,500	1,800	1,800	10,900
Total Operating Expenditures		<u>\$ 240,720</u>	<u>\$ 204,700</u>	<u>\$ 258,900</u>	<u>\$ 251,800</u>
TOTAL EXPENDITURES		<u>\$ 240,720</u>	<u>\$ 204,700</u>	<u>\$ 258,900</u>	<u>\$ 251,800</u>

Expenditure Summary – Engineering Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: ENGINEERING SERVICES
FUND: 11 - General Fund

Account Code: 4465

	<u>2014-2015</u> Actual	<u>2015-2016</u> Adopted Budget	<u>2015-2016</u> Estimated	<u>2016-2017</u> Adopted Budget
Operating Expenditures	\$ 105,432	\$ 110,000	\$ 88,500	\$ 94,500
TOTAL	<u>\$ 105,432</u>	<u>\$ 110,000</u>	<u>\$ 88,500</u>	<u>\$ 94,500</u>
 FUNDING SOURCES				
11 - General Fund	<u>\$ 105,432</u>	<u>\$ 110,000</u>	<u>\$ 88,500</u>	<u>\$ 94,500</u>

ACCOUNT NUMBER EXPLANATION

3111-46	Contract Services - Private	Miscellaneous engineering services; 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 Department

Expenditure Detail – Engineering Services

CITY OF LA PUENTE

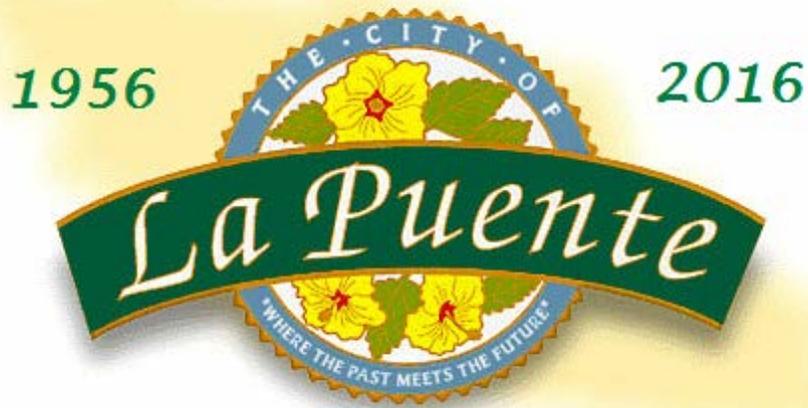
FY 2016-2017

DEPARTMENT: ENGINEERING SERVICES
FUND: 11 - General Fund

Account Code: 4465

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Contract Services - Private	3111-46	\$ 5,339	\$ 8,000	\$ 9,500	\$ 10,000
Engineering Permits	3118-46	75,467	75,000	56,000	58,000
Subdivision Plan Check	3119-46	5,490	5,000	3,000	5,000
Industrial Waste Inspections	3121-46	19,136	22,000	20,000	21,500
Total Operating Expenditures		<u>\$ 105,432</u>	<u>\$ 110,000</u>	<u>\$ 88,500</u>	<u>\$ 94,500</u>
TOTAL EXPENDITURES		<u>\$ 105,432</u>	<u>\$ 110,000</u>	<u>\$ 88,500</u>	<u>\$ 94,500</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Community Promotion Services

Mission

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

Primary Functions

This division provides support services for a variety of activities and organizations including the Project Kids LEAD (Life Experiences About Democracy) Program. The division also provides subsidies to low- and moderate- income families for registration fees for youth programs, the City of La Puente Scholarship Program, the City Calendar and the Spotlight newsletter.

Goals & Objectives

- Provide cost-effective means to produce the *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
- Collaborate with the Hacienda La Puente Unified School District on the Project LEAD Program

Fiscal Year 2016-2017 Goals

- 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
- Continue to collaborate with the Hacienda La Puente Unified School District on the Project LEAD Program
- Adjust the publishing and distribution dates of the Spotlight to meet communication needs

Major Accomplishments

- Issued 200 grants for the Youth Grant program
- Continued Project LEAD (Life Experiences About Democracy) with the Hacienda La Puente Unified School District and added a fourth school. Participating schools now include Workman Elementary School, Sunset Elementary School, Sparks Middle School and Sierra Vista Middle School (new addition)
- Awarded 20 scholarships via La Puente Scholarship Program

Expenditure Summary – Community Promotion Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: COMMUNITY PROMOTION SERVICES
FUND: 11 - General Fund

Account Code: 4450

	<u>2014-2015</u> <u>Actual</u>	<u>2015-2016</u> <u>Adopted</u> <u>Budget</u>	<u>2015-2016</u> <u>Estimated</u>	<u>2016-2017</u> <u>Adopted</u> <u>Budget</u>
Operating Expenditures	\$ 52,377	\$ 66,100	\$ 68,400	\$ 70,900
TOTAL	<u>\$ 52,377</u>	<u>\$ 66,100</u>	<u>\$ 68,400</u>	<u>\$ 70,900</u>

FUNDING SOURCES

11 - General Fund	<u>\$ 52,377</u>	<u>\$ 66,100</u>	<u>\$ 68,400</u>	<u>\$ 70,900</u>
-------------------	------------------	------------------	------------------	------------------

ACCOUNT NUMBER EXPLANATION

3111-45 Contract Services - Private	Professional photographer during City events; the cost of production, printing and distribution of the City calendar
3415-45 Spotlight Publication	Production and delivery 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 of each year
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	Provides funding for social programs in the community
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 2016-2017

DEPARTMENT: COMMUNITY PROMOTION SERVICES
FUND: 11 - General Fund

Account Code: 4450

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Contract Services - Private	3111-45	\$ 13,220	\$ 14,000	\$ 14,000	\$ 14,000
Spotlight Publication	3415-45	26,335	30,000	30,000	35,000
Subscription & Publication	3961-45	419	500	-	500
Scholarships	3992-45	2,469	10,200	10,500	6,600
Youth Activities Program	3993-45	5,530	7,000	7,000	9,500
Social Programs	3994-45	-	-	2,500	5,000
IT/Equipment Charges	3996-45	2,904	2,600	2,600	300
Vehicle Charges	3997-45	1,500	1,800	1,800	-
Total Operating Expenditures		<u>\$ 52,377</u>	<u>\$ 66,100</u>	<u>\$ 68,400</u>	<u>\$ 70,900</u>
TOTAL EXPENDITURES		<u>\$ 52,377</u>	<u>\$ 66,100</u>	<u>\$ 68,400</u>	<u>\$ 70,900</u>

Community Center

Mission

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

Primary Functions

The Recreation division provides recreational experiences through a variety of programs, activities and special events. Recreation fosters human development, promotes health and wellness, and increases cultural unity.

The Community Center staff consists of a full-time Recreation Coordinator, a full-time Recreation Specialist, part-time Recreation Specialists and part-time Recreation Leaders who oversee the daily operations. There is also a Director of Recreation Services that oversees the Community Center, the Youth Learning Activity Center and the Senior Center. The Community Center is responsible for the following services:

Recreation Classes: There are a wide variety of recreation, educational, fitness and skill-oriented classes that are offered at the Community Center at affordable prices. Classes are offered for children, youth, and adults. Current trends are considered when developing new classes to ensure that the program is meeting the needs of an ever changing society.

Special Events: The Recreation division holds a variety of special events all free to the general public. The City annually hosts the 3rd of July Celebration, Concerts in the Park, Movies in the Park, National Night Out, Main Street Run, Veteran's Day Ceremony, Holiday Celebration events, Arbor Day, Community Health Wellness and Safety Fair, and the Spring Egg Hunt. The City also contracts with Semper Anticus to provide a weekly Open Air Market in Downtown La Puente.

City Supported Events: The City has traditionally supported a number of events for La Puente Organizations including the La Puente National Little League's Annual Opening Day Parade and the American Cancer Society Relay for Life of La Puente.

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 six thousand (6,000) meals were served during the summer of 2015.

Goals & Objectives

- 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
- Partner with local agencies, businesses and non-profits to produce special events and programs

Fiscal Year 2016-2017 Goals

- Celebrate the City's 60th Anniversary beginning in July of 2016. Celebrations to include a 60th Anniversary Reception, a 60th Anniversary Community Party during National Night Out, and enhanced City Wide Special Events
- Develop policies and procedures for a Special Events Application and Permit.

Community Center

Major Accomplishments

- Implemented the Incident Command System (ICS) for the annual Fortunato Jimenez 3rd of July celebration
- Increased the number of summer lunch program sites from two (2) to three (3)
- Contracted with Semper Anticus to hold a weekly Open Air Market in Downtown La Puente
- Held a Community Health, Wellness and Safety Fair.

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
Director of Recreation Services	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00
Recreation Specialist	1.00	3.00	3.00
Recreation Leader	*	*	*
Total FTE	<u>3.00</u>	<u>5.00</u>	<u>5.00</u>

*Part-Time Positions - The number of full time equivalent in Recreation Services can vary depending on the amount of budget set aside. For fiscal year 2016-17, the Adopted budget is \$90,000 which will cover the costs of part-time positions including recreation specialist and leader.

Expenditure Summary – Community Center

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: COMMUNITY CENTER
FUND: 11 - General Fund

Account Code: 4620

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted Budget	Estimated	Adopted Budget
Personnel Services	\$ 353,393	\$ 407,800	\$ 402,900	\$ 397,900
Operating Expenditures	335,269	267,200	302,590	300,900
Debt Services	452,200	439,700	439,660	427,200
TOTAL	\$ 1,140,862	\$ 1,114,700	\$ 1,145,150	\$ 1,126,000

FUNDING SOURCES

11 - General Fund	<u>\$ 1,140,862</u>	<u>\$ 1,114,700</u>	<u>\$ 1,145,150</u>	<u>\$ 1,126,000</u>
-------------------	---------------------	---------------------	---------------------	---------------------

ACCOUNT NUMBER EXPLANATION

1111-62 Salaries - Full-time	Salaries for Director of Recreation Services (100%), Recreation Coordinator (100%) and Recreation Specialist (100%)
1112-62 Salaries - Part-time	Salaries of part-time staff for various activities such as special events, tiny tots, summer recreation, summer lunch program and other events as needed
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
1311-62 Other Health-DOC	Dental, optical and audio reimbursements
1312-62 Disability Insurance	Disability insurance & survivor's benefits
1313-62 Life Insurance	Term life insurance
1314-62 Health Insurance	CalPERS health insurance coverage
3011-62 Office Supplies	Office supplies for use at Community Center
3012-62 Furniture/Equipment	Tiny Tots furniture and play equipment and general office equipment
3013-62 Supplies and Equipment	Uniforms, janitorial supplies, Tiny Tots supplies and summer camp supplies
3111-62 Contract Services - Private	Contract class instructors, Active, BMI and ASCAP
3113-62 Contract Services - Public	Summer lunch program at three (3) sites
3411-62 Printing & Publishing	Programs and periodic marketing and forms
3415-62 Spotlight Publication	Postage and mailing services for City's quarterly Spotlight (reclassified to 11-4450)
3711-63 Utility - Gas	Natural gas charges for the Community Center
3712-63 Utility - Electricity	Electricity for the Community Center
3714-63 Utility - Water	Water charges for the Community Center
3715-63 Utility - Communications	Communication charges for the Community Center
3811-62 Equipment Maintenance	Maintenance of the heat/air, plotters and office equipment.
3813-62 Facility Maintenance	Maintenance and repair of facility, pest control, security alarm and miscellaneous cleaning supplies
3911-62 Equipment Lease and Rental	Lease and maintenance of digital color copier
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, Spring Egg Hunt, etc.
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 Community Center financing

Expenditure Detail – Community Center

CITY OF LA PUENTE

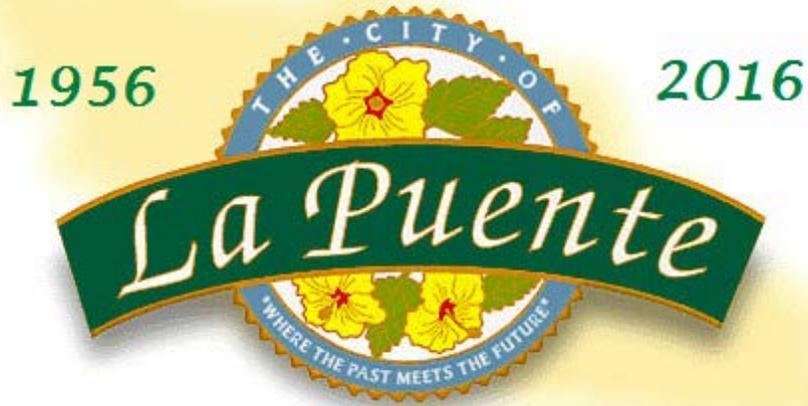
FY 2016-2017

DEPARTMENT: COMMUNITY CENTER
FUND: 11 -General Fund

Account Code: 4620

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-62	\$ 155,448	\$ 174,100	\$ 169,800	\$ 185,100
Salaries - Part-time	1112-62	111,101	125,000	125,000	90,000
Overtime	1117-62	2,992	1,400	1,400	1,400
Retirement	1211-62	34,447	51,300	50,000	57,300
FICA-Medicare	1212-62	3,910	2,500	2,500	4,500
Other Health-DOC	1311-62	3,515	6,000	6,000	6,000
Disability Insurance	1312-62	1,381	2,500	2,500	2,700
Life Insurance	1313-62	546	500	500	500
Health Insurance	1314-62	40,053	44,500	45,200	50,400
Total Personnel Services		<u>\$ 353,393</u>	<u>\$ 407,800</u>	<u>\$ 402,900</u>	<u>\$ 397,900</u>
Operating Expenditures					
Office Supplies	3011-62	\$ 1,920	\$ 2,000	\$ 2,000	\$ 2,000
Furniture/Equipment	3012-62	4,693	4,000	4,000	4,000
Supplies and Equipment	3013-62	3,217	5,200	5,200	5,200
Contract Services - Private	3111-62	50,830	52,000	52,000	52,000
Contract Services - Public	3113-62	23,537	24,000	24,000	24,000
Printing & Publishing	3411-62	126	500	500	500
Spotlight Publication	3415-62	2,635	-	-	-
Utility - Gas	3711-62	345	500	400	500
Utility - Electricity	3712-62	18,989	19,000	19,000	19,000
Utility - Water	3714-62	2,976	3,000	3,000	3,000
Utility - Communications	3715-62	558	500	600	500
Equipment Maintenance	3811-62	2,060	3,000	3,000	3,000
Facility Maintenance	3813-62	27,312	30,000	29,500	30,000
Equipment Lease and Rental	3911-62	4,897	5,000	5,200	5,000
Dues & Memberships	3971-62	890	1,300	990	1,300
Conferences & Meetings	3972-62	167	1,000	1,000	1,000
Special Departmental	3979-62	756	500	500	500
Special Events	3979-62	161,653	89,000	125,000	122,000
IT/Equipment Charges	3996-62	20,004	18,200	18,200	23,800
Vehicle Charges	3997-62	7,704	8,500	8,500	3,600
Total Operating Expenditures		<u>\$ 335,269</u>	<u>\$ 267,200</u>	<u>\$ 302,590</u>	<u>\$ 300,900</u>
Debt Service					
Debt Service Payments	3990-62	\$ 452,200	\$ 439,700	\$ 439,660	\$ 427,200
Total Debt Service		<u>\$ 452,200</u>	<u>\$ 439,700</u>	<u>\$ 439,660</u>	<u>\$ 427,200</u>
TOTAL EXPENDITURES		<u><u>\$ 1,140,862</u></u>	<u><u>\$ 1,114,700</u></u>	<u><u>\$ 1,145,150</u></u>	<u><u>\$ 1,126,000</u></u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Youth Learning Activity Center

Mission

The Youth Learning Activity Center supports athletics, fitness and mentoring for the residents of La Puente.

Primary Functions

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

The Youth Learning Activity Center consists of a full-time Recreation Coordinator, part-time Recreation Specialists and part-time Recreation Leaders who oversee the daily operations. There is also a Director of Recreation Services that oversees the Community Center, the Youth Learning Activity Center and the Senior Center. The Youth Learning Activity Center is responsible for the following services:

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

Youth Learning: Partnering with the Boys and Girls Club of East San Gabriel Valley to offer 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 Youth Sports program is designed to guide each participant through the fundamentals of each sport and promote team play through teaching, training, and sportsmanship. The Adult Sports program is designed to give the adults of the community an opportunity to play team sports in an organized, clean and safe environment.

Goals & Objectives

The Youth Learning Activity Center General Goals:

- Provide a youth and adult sports program
- Provide clean and well maintained facilities for rentals
- Implement and administer the volunteer program for Recreation Services
- Improve staff training to increase proficiency and effectiveness
- Provide world class customer services to external and internal customers

Youth Learning Activity Center

Fiscal Year 2016-2017 Goals

- Increase the participation in the Youth Basketball League by running two (2) ten (10) week sessions
- Update the Facility Reservation Use policy and procedures for compliance with the CJPIA
- Update the Park and Field Use policy

Major Accomplishments

- Updated the procedures for weekly playground inspections of the playground at La Puente Park and the Puente Creek Nature Education Center

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
Recreation Coordinator	1.00	1.00	1.00
Recreation Specialist	1.00	1.00	1.00
Recreation Leader	<u>*</u>	<u>*</u>	<u>*</u>
Total FTE	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

*Part-Time Positions - The number of full time equivalent in Recreation Services can vary depending on the amount of budget set aside. For fiscal year 2016-17, the Adopted budget is \$90,000 which will cover the costs of part-time positions including recreation specialist and leader.

Expenditure Summary – Youth Learning Activity Center

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: YOUTH LEARNING ACTIVITY CENTER
FUND: 11 - General Fund

Account Code: 4621

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted Budget	Estimated	Adopted Budget
Personnel Services	\$ 140,389	\$ 162,400	\$ 160,800	\$ 169,500
Operating Expenditures	64,459	76,200	77,500	118,000
Debt Services	452,200	439,700	439,660	427,200
TOTAL	\$ 657,048	\$ 678,300	\$ 677,960	\$ 714,700

FUNDING SOURCES

11 - General Fund	\$ 657,048	\$ 678,300	\$ 677,960	\$ 714,700
-------------------	------------	------------	------------	------------

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
1311-62 Other Health-DOC	Dental, optical and audio reimbursements
1312-62 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-62 Life Insurance	Term life insurance
1314-62 Health Insurance	CalPERS health insurance coverage
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, contract class supplies and game room supplies
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
3712-63 Utility - Electricity	Electrical service for the Youth Learning Activity Center (gymnasium and parking lot)
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, pest control, security alarm, custodial services and miscellaneous cleaning supplies
3911-62 Equipment Lease and Rental	Lease 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 Community Center financing

Expenditure Detail – Youth Learning Activity Center

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: YOUTH LEARNING ACTIVITY CENTER
FUND: 11 - General Fund

Account Code: 4621

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-62	\$ 43,086	\$ 47,500	\$ 47,500	\$ 51,700
Salaries - Part-time	1112-62	75,300	90,000	90,000	90,000
Overtime	1117-62	1,717	700	-	-
Retirement	1211-62	9,618	14,000	14,000	16,000
FICA-Medicare	1212-62	1,742	700	700	2,000
Other Health-DOC	1311-62	2,000	2,000	-	2,000
Disability Insurance	1312-62	389	700	2,000	700
Life Insurance	1313-62	180	200	200	200
Health Insurance	1314-62	6,357	6,600	6,400	6,900
Total Personnel Services		<u>\$ 140,389</u>	<u>\$ 162,400</u>	<u>\$ 160,800</u>	<u>\$ 169,500</u>
Operating Expenditures					
Office Supplies	3011-62	\$ 1,308	\$ 2,000	\$ 2,000	\$ 2,000
Furniture/Equipment	3012-62	3,716	5,000	5,000	5,000
Supplies and Equipment	3013-62	2,088	2,000	2,000	2,000
Contract Services - Private	3111-62	1,528	3,000	3,000	3,000
Printing & Publishing	3411-62	-	500	500	500
Utility - Gas	3711-63	633	2,100	1,600	2,100
Utility - Electricity	3712-63	27,689	30,000	33,500	34,000
Utility - Water	3714-63	2,175	3,100	3,100	3,100
Utility - Communications	3715-63	276	300	300	300
Equipment Maintenance	3811-62	2,680	3,500	3,300	5,000
Facility Maintenance	3813-62	11,552	10,500	17,000	19,000
Equipment Lease and Rental	3911-62	4,300	5,200	4,500	5,600
Dues & Memberships	3971-62	169	500	500	500
Conferences & Meetings	3972-62	697	1,000	500	1,000
Special Departmental	3976-62	1,852	1,000	700	1,000
Sports Activities	3980-62	3,796	6,500	-	6,500
IT/Equipment Charges	3996-62	-	-	-	23,800
Vehicle Charges	3997-62	-	-	-	3,600
Total Operating Expenditures		<u>\$ 64,459</u>	<u>\$ 76,200</u>	<u>\$ 77,500</u>	<u>\$ 118,000</u>
Debt Service					
Debt Service Payments	3990-62	\$ 452,200	\$ 439,700	\$ 439,660	\$ 427,200
Total Debt Service		<u>\$ 452,200</u>	<u>\$ 439,700</u>	<u>\$ 439,660</u>	<u>\$ 427,200</u>
TOTAL EXPENDITURES		<u>\$ 657,048</u>	<u>\$ 678,300</u>	<u>\$ 677,960</u>	<u>\$ 714,700</u>

Senior Services

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.

Primary Functions

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.

Senior Services consists of a full-time Senior Center Specialist, a part-time Recreation Specialist, and a part-time Recreation Aide who oversee 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. There is also a Director of Recreation Services that oversees the Community Center, the Youth Learning Activity Center and the Senior Center. The Senior Services 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 along with 10 volunteers assist in the operation of this program.

Adult Education: The senior center offers a computer class 4 times a week at 12 hours per week with the help of 1 instructor and 2 volunteers. This class is offered free-of-charge by the Hacienda/La Puente Adult Education to any senior 55 years and older.

Social Services/Case Management: Through community partners the City of La Puente Senior Center offers a variety support services that include:

- Appointments with a social worker on a monthly basis sponsored by the YWCA
- Urgency Case management sponsored by Intervale Senior Services

Recreation Activities: Senior Services offers a wide variety of activities through the month to keep seniors active and engaged. Activities include:

- Monthly Theme Dances
- Weekly Bingo
- Billiard Tournaments
- Fitness Classes

Senior Services

Primary Functions (continued)

- Weekly Dance Group, Spanish Club and Doll Making
- Oil Painting Club
- T.O.P.S. Weight Loss Club

Trips and Tours: The La Puente Senior Center offers a variety of day trips throughout the year

Health and Community Partners: The La Puente Senior Center has numerous partners that provide a range of services that seniors can take advantage of and utilize. This makes the senior center a one stop shop for a variety of services that include:

- Income Tax preparation
- Beauty Services
- Health Screenings
- Legal Advice
- Financial Advice

Goals & Objectives

- Continue to improve the quality of classes, dances, lunch program, and excursions for seniors
- Enhance the existing community senior programs
- 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

Fiscal Year 2016-2017 Goals

- Add new Adult Education Classes at the Senior Center

Major Accomplishments

- Held a successful volunteer appreciation event where over 30 volunteers were recognized
- Held a successful Senior Health Fair in November 2015 offering services and information to seniors

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Adopted 2016-17</u>
Senior Center Specialist	0.60	0.60	0.60
Recreation Specialist (PT)	0.50	0.50	0.50
Recreation Leader	*	*	*
Total FTE	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>

***Part-Time Positions** - The number of full time equivalent in Recreation Services can vary depending on the amount of budget set aside. For fiscal year 2016-17, the Adopted budget is \$19,000 which will cover the costs of part-time positions including recreation specialist and leader.

Expenditure Summary – Senior Services

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: SENIOR SERVICES
FUND: 11 - General Fund

Account Code: 4630

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2016-2017</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Adopted</u>
		<u>Budget</u>		<u>Budget</u>
Personnel Services	\$ 41,631	\$ 63,600	\$ 64,400	\$ 66,400
Operating Expenditures	63,130	86,400	83,400	91,100
TOTAL	<u>\$ 104,761</u>	<u>\$ 150,000</u>	<u>\$ 147,800</u>	<u>\$ 157,500</u>

FUNDING SOURCES

11 -General Fund	<u>\$ 104,761</u>	<u>\$ 150,000</u>	<u>\$ 147,800</u>	<u>\$ 157,500</u>
------------------	-------------------	-------------------	-------------------	-------------------

ACCOUNT NUMBER EXPLANATION

1111-63 Salaries - Full-time	Salaries for Senior Center Specialist (60%)
1112-63 Salaries - Part-time	Salaries of part-time Senior Services staff
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
1311-63 Other Health-DOC	Dental, optical and audio reimbursements
1312-63 Disability Insurance	Disability insurance & survivor's benefits
1313-63 Life Insurance	Term life insurance
1314-63 Health Insurance	CalPERS health insurance coverage
3011-63 Office Supplies	Office supplies for the Senior Center
3012-63 Furniture/Equipment	General supplies and purchase of equipment
3013-63 Supplies and Equipment	Coffee Service for seniors
3411-63 Printing & Publishing	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 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 and 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

Expenditure Detail – Senior Services

CITY OF LA PUENTE

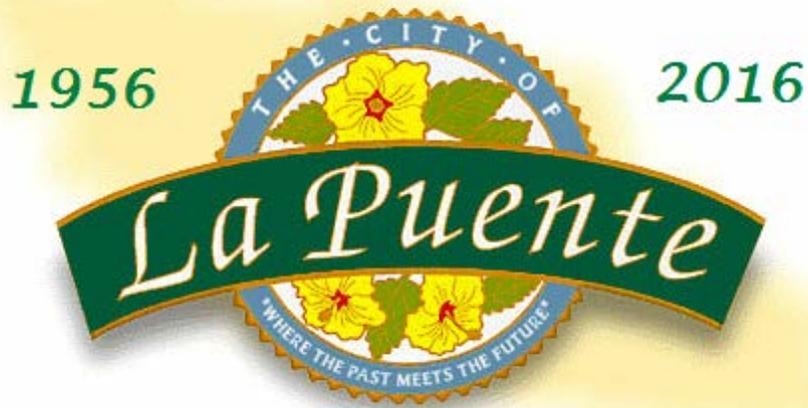
FY 2016-2017

DEPARTMENT: SENIOR SERVICES
FUND: 11 - General Fund

Account Code: 4630

Description	Acct. No.	2014-2015 Actual	2015-2016 Adopted Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services					
Salaries - Full-time	1111-63	\$ 17,937	\$ 26,400	\$ 26,400	\$ 27,400
Salaries - Part-time	1112-63	11,612	19,000	19,000	19,000
Overtime	1117-63	400	500	500	500
Leave Conversion Incentives	1118-63	966	-	-	-
Retirement	1211-63	3,480	7,800	7,800	8,500
FICA-Medicare	1212-63	441	400	400	700
Other Health-DOC	1311-63	1,200	1,200	2,000	1,200
Disability Insurance	1312-63	16	400	400	400
Life Insurance	1313-63	78	100	100	100
Health Insurance	1314-63	5,501	7,800	7,800	8,600
Total Personnel Services		<u>\$ 41,631</u>	<u>\$ 63,600</u>	<u>\$ 64,400</u>	<u>\$ 66,400</u>
Operating Expenditures					
Office Supplies	3011-63	\$ 361	\$ 1,000	\$ 850	\$ 1,000
Furniture/Equipment	3012-63	7,251	7,300	1,300	1,500
Supplies and Equipment	3013-63	900	500	4,500	6,500
Printing & Publishing	3411-63	-	400	400	400
Utility - Gas	3711-63	946	1,900	1,100	1,200
Utility - Electricity	3712-63	16,771	20,100	19,000	20,100
Utility - Water	3714-63	1,494	1,500	1,500	1,500
Utility - Communications	3715-63	1,836	2,800	1,900	2,500
Equipment Maintenance	3811-63	4,997	4,500	8,000	8,100
Facility Maintenance	3813-63	10,817	19,700	18,000	17,000
Landscape Maintenance	3814-63	1,773	1,600	1,300	1,300
Equipment Lease and Rental	3911-63	3,218	2,800	3,300	3,500
Subscriptions & Publications	3961-63	273	400	300	400
Dues & Memberships	3971-63	-	300	300	300
Conferences & Meetings	3972-63	-	500	500	500
Special Departmental	3976-63	65	300	350	400
Special Events	3979-63	7,124	7,000	7,000	7,000
IT/Equipment Charges	3996-63	5,304	13,800	13,800	17,900
Total Operating Expenditures		<u>\$ 63,130</u>	<u>\$ 86,400</u>	<u>\$ 83,400</u>	<u>\$ 91,100</u>
TOTAL EXPENDITURES		<u>\$ 104,761</u>	<u>\$ 150,000</u>	<u>\$ 147,800</u>	<u>\$ 157,500</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Sewer Construction & Maintenance

Mission

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

Primary Functions

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 & Objectives

- Replace aging sewer systems
- Move forward with City CIP plan for sewer reconstruction of old, damaged and/or undersized pipelines
- Meet new strict State requirements on sewer system maintenance and operations

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2014-15</u>	<u>Adopted Budget 2015-16</u>	<u>Adopted Budget 2016-17</u>
City Manager	0.15	0.00	0.00
Director of Administrative Services	0.15	0.00	0.00
Finance Manager	0.05	0.00	0.00
Director of Development Services	<u>0.10</u>	<u>0.00</u>	<u>0.00</u>
Total FTE	<u>0.45</u>	<u>0.00</u>	<u>0.00</u>

Expenditure Summary – Sewer Construction & Maintenance

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: DEVELOPMENT SERVICES

Account Code: 4710

FUND: 50 - Sewer Construction & Maintenance Fund

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted Budget	Estimated	Adopted Budget
Personnel Services	\$ 87,631	\$ -	\$ -	\$ -
Operating Expenditures	28,281	27,200	26,600	29,200
Transfer to Other Funds	433,949	816,000	816,000	812,000
TOTAL	\$ 549,861	\$ 843,200	\$ 842,600	\$ 841,200

FUNDING SOURCES

50 - Sewer Construction & Maintenance	\$ 549,861	\$ 843,200	\$ 842,600	\$ 841,200
---------------------------------------	------------	------------	------------	------------

ACCOUNT NUMBER EXPLANATION

1111-71 Salaries Full-Time	Allocated salaries for City Manager, Director of Administrative Services, Finance Manager, Finance Services Supervisor, Accounting Assistant, and Director of Development Services (reclassified to General Fund)
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
1311-71 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-71 Disability Insurance	Disability insurance & survivor's benefits
1313-71 Life Insurance	Term life insurance
1314-71 Health Insurance	CalPERS health insurance coverage
3111-71 Contract Services - Private	Maintenance contract for the Consolidated Sewer Maintenance District
3113-71 Contract Services - Public	Annual permit fee with State Water Resources Control Board
3976-71 Special Departmental	Miscellaneous expenses for department
4999-71 Transfer to Other Funds	Debt service payment on 2007 Sewer Revenue Bonds (\$637,000) and Administrative Costs (\$175,000)

Expenditure Detail – Sewer Construction & Maintenance

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: DEVELOPMENT SERVICES
FUND: 50 -Sewer Construction & Maintenance Fund

Account Code: 4710

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-71	\$ 66,186	\$ -	\$ -	\$ -
Retirement	1211-71	13,066	-	-	-
FICA-Medicare	1212-71	962	-	-	-
Other Health-DOC	1311-71	936	-	-	-
Disability Insurance	1312-71	594	-	-	-
Life Insurance	1313-71	118	-	-	-
Health Insurance	1314-71	5,769	-	-	-
Total Personnel Services		<u>\$ 87,631</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenditures					
Contract Services - Private	3111-71	\$ 8,548	\$ 6,500	\$ 8,200	\$ 9,500
Contract Services - Public	3113-71	17,992	19,800	17,500	18,900
Printing & Publishing	3411-71	1,312	-	-	-
Special Departmental	3976-71	33	500	500	500
IT/Equipment Charges	3996-71	396	400	400	300
Total Operating Expenditures		<u>\$ 28,281</u>	<u>\$ 27,200</u>	<u>\$ 26,600</u>	<u>\$ 29,200</u>
Transfer to Other Funds					
Transfer to Other Funds	4999-71	\$ 433,949	\$ 816,000	\$ 816,000	\$ 812,000
Total Transfer to Other Fund		<u>\$ 433,949</u>	<u>\$ 816,000</u>	<u>\$ 816,000</u>	<u>\$ 812,000</u>
TOTAL EXPENDITURES		<u>\$ 549,861</u>	<u>\$ 843,200</u>	<u>\$ 842,600</u>	<u>\$ 841,200</u>

Expenditure Summary – 2007 Sewer Revenue Bond

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: DEVELOPMENT SERVICES
FUND: 52 - 2007 Sewer Revenue Bond Fund

Account Code: 4720

	<u>2014-2015</u> Actual	<u>2015-2016</u> Adopted Budget	<u>2015-2016</u> Estimated	<u>2016-2017</u> Adopted Budget
Operating Expenditures	\$ 186,899	\$ -	\$ -	\$ -
Debt Service	<u>418,275</u>	<u>641,000</u>	<u>640,911</u>	<u>637,000</u>
TOTAL	<u>\$ 605,174</u>	<u>\$ 641,000</u>	<u>\$ 640,911</u>	<u>\$ 637,000</u>

FUNDING SOURCES

52 - 2007 Sewer Revenue Bond Fund	<u>\$ 605,174</u>	<u>\$ 641,000</u>	<u>\$ 640,911</u>	<u>\$ 637,000</u>
-----------------------------------	-------------------	-------------------	-------------------	-------------------

ACCOUNT NUMBER EXPLANATION

3989-71	Principal Payments	Principal payment on 2007 Sewer Revenue Bonds
3990-71	Interest Payments	Interest payment on 2007 Sewer Revenue Bonds

Expenditure Detail – 2007 Sewer Revenue Bond

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT:DEVELOPMENT SERVICES
FUND: 52 - 2007 Sewer Revenue Bond Fund

Account Code: 4720

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Depreciation	3997-71	\$ 186,899	\$ -	\$ -	\$ -
Total Operating Expenditures		<u>\$ 186,899</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt Service					
Principal Payments	3989-71	\$ -	\$ 235,000	\$ 235,000	\$ 240,000
Interest Payments	3990-71	413,961	406,000	405,911	397,000
Bond Discounts	3995-71	4,314	-	-	-
Total Debt Service		<u>\$ 418,275</u>	<u>\$ 641,000</u>	<u>\$ 640,911</u>	<u>\$ 637,000</u>
TOTAL EXPENDITURES		<u>\$ 605,174</u>	<u>\$ 641,000</u>	<u>\$ 640,911</u>	<u>\$ 637,000</u>

Expenditure Summary – Consolidated Sewer Maintenance District Fund

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: DEVELOPMENT SERVICES

Account Code: 4730

FUND: 54 - Consolidated Sewer Maintenance District Fund

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted	Estimated	Adopted
	Budget	Budget	Budget	Budget
Personnel Services	\$ 76,817	\$ -	\$ -	\$ -
Operating Expenditures	1,504	70,500	60,000	69,000
Transfer to Other Funds	-	88,000	88,000	88,000
TOTAL	\$ 78,321	\$ 158,500	\$ 148,000	\$ 157,000

FUNDING SOURCES

54 - CSMD Fund	\$ 78,321	\$ 158,500	\$ 148,000	\$ 157,000
----------------	-----------	------------	------------	------------

ACCOUNT NUMBER EXPLANATION

1111-73	Salaries Full-Time	Allocated salaries for City Manager, Director of Administrative Services, Finance Manager, Finance Services Supervisor, Accounting Assistant, and Director of Development Services (reclassified to General Fund)
1112-73	Salaries Part-Time	Salaries of Part-Time Staff (reclassified to General Fund)
1211-73	Retirement	Costs of City's and employee's retirement at CalPERS
1212-73	FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-73	Retirement - PST	Retirement contribution for part-time staff
1311-73	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-73	Disability Insurance	Disability insurance & survivor's benefits
1313-73	Life Insurance	Term life insurance
1314-73	Health Insurance	CalPERS health insurance coverage
3111-73	Contract Services - Private	Contract for District administration; Maintenance contract for annual sewer cleaning
3113-73	Contract Services - Public	Catch Basin cleaning contract with L.A. County
3411-73	Printing & Publishing	Printing and publishing of notices (not budgeted in FY 2016-2017)
4999-73	Transfer to Other Funds	Transfer to the General Fund for indirect Administrative Costs

Expenditure Detail – Consolidated Sewer Maintenance District Fund

CITY OF LA PUENTE

FY 2016-2017

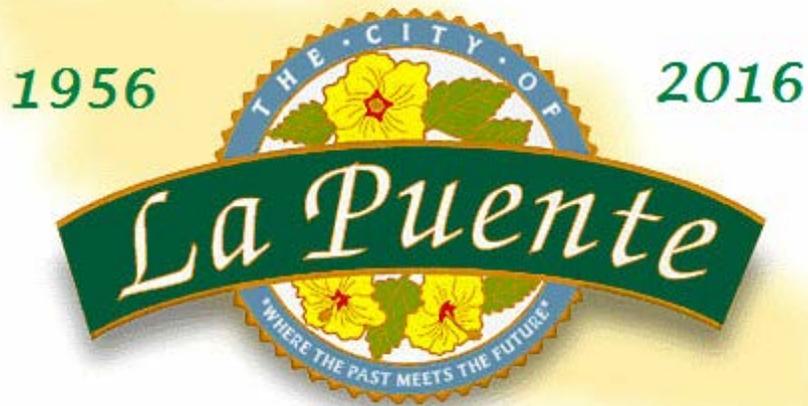
DEPARTMENT: DEVELOPMENT SERVICES

Account Code: 4730

FUND: 54 - Consolidated Sewer Maintenance District Fund

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services					
Salaries - Full-time	1111-73	\$ 57,151	\$ -	\$ -	\$ -
Retirement	1211-73	13,015	-	-	-
FICA-Medicare	1212-73	831	-	-	-
Other Health-DOC	1311-73	754	-	-	-
Disability Insurance	1312-73	514	-	-	-
Life Insurance	1313-73	110	-	-	-
Health Insurance	1314-73	4,442	-	-	-
Total Personnel Services		<u>\$ 76,817</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenditures					
Contract Services - Private	3111-73	\$ 1,504	\$ 70,000	\$ 60,000	\$ 65,000
Contract Services - Public	3113-73	-	-	-	4,000
Printing & Publishing	3411-73	-	500	-	-
Total Operating Expenditures		<u>\$ 1,504</u>	<u>\$ 70,500</u>	<u>\$ 60,000</u>	<u>\$ 69,000</u>
Transfer to Other Funds					
Transfer to Other Funds	4999-73	\$ -	\$ 88,000	\$ 88,000	88,000
Total Transfer to Other Fund		<u>\$ -</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>
TOTAL EXPENDITURES		<u>\$ 78,321</u>	<u>\$ 158,500</u>	<u>\$ 148,000</u>	<u>\$ 157,000</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Equipment Maintenance & Replacement

Mission

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

Primary Functions

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 & 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

Fiscal Year 2016-2017 Objectives:

- Upgrade servers, as needed
- Upgrade financial software to current version
- Install additional surveillance equipment to deter vandalism, burglary and graffiti

Expenditure Summary – Equipment Maintenance & Replacement

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: INFORMATION TECHNOLOGY
FUND: 61 - Equipment Replacement Fund

Account Code: 4810

	<u>2014-2015</u> Actual	<u>2015-2016</u> Adopted Budget	<u>2015-2016</u> Estimated	<u>2016-2017</u> Adopted Budget
Operating Expenditures	\$ 162,361	\$ 184,200	\$ 11,438	\$ 235,100
TOTAL	<u>\$ 162,361</u>	<u>\$ 184,200</u>	<u>\$ 11,438</u>	<u>\$ 235,100</u>

FUNDING SOURCES

61 - Equipment Replacement Fund	<u>\$ 162,361</u>	<u>\$ 184,200</u>	<u>\$ 11,438</u>	<u>\$ 235,100</u>
---------------------------------	-------------------	-------------------	------------------	-------------------

ACCOUNT NUMBER EXPLANATION

3011-81 Office Supplies	Office Supplies for IT related items (not budgeted in FY 2016-2017)
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
3976-81 Special Departmental	Miscellaneous IT supplies (not budgeted in FY 2016-2017)
3997-81 Depreciation Expense	Depreciation of IT fixed assets

Expenditure Detail – Equipment Maintenance & Replacement

CITY OF LA PUENTE

FY 2016-2017

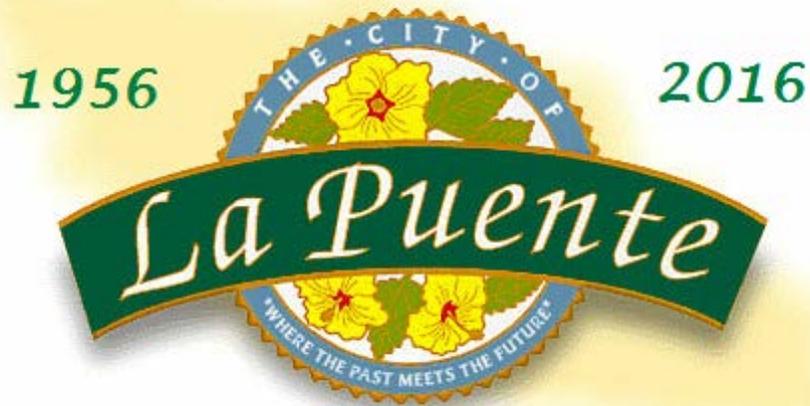
DEPARTMENT: INFORMATION TECHNOLOGY

Account Code: 4810

FUND: 61 - Equipment Replacement Fund

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Office Supplies	3011-81	\$ -	\$ 2,000	\$ -	\$ -
Computer Hardware & Software	3016-81	86,717	108,600	-	133,100
Contract Services - Private	3111-81	75,644	54,700	-	90,500
Utility - Communications	3715-81	-	-	2,338	2,400
Special Departmental Supplies	3976-81	-	2,000	-	-
Depreciation Expense	3997-81	-	16,900	9,100	9,100
Total Operating Expenditures		<u>\$ 162,361</u>	<u>\$ 184,200</u>	<u>\$ 11,438</u>	<u>\$ 235,100</u>
TOTAL EXPENDITURES		<u>\$ 324,722</u>	<u>\$ 184,200</u>	<u>\$ 11,438</u>	<u>\$ 235,100</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Vehicle Maintenance & Replacement

Mission

To provide for repair and maintenance of city owned vehicles

Primary Functions

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

Goals & Objectives

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

Expenditure Summary – Vehicle Maintenance & Replacement

CITY OF LA PUENTE

FY 2016-2017

DEPARTMENT: VEHICLE CHARGES
FUND: 62 - Vehicle Replacement Fund

Account Code: 4850

	2014-2015	2015-2016	2015-2016	2016-2017
	Actual	Adopted Budget	Estimated	Adopted Budget
Operating Expenditures	\$ 105,881	\$ 102,000	\$ 97,500	\$ 103,700
TOTAL	\$ 105,881	\$ 102,000	\$ 97,500	\$ 103,700
 <u>FUNDING SOURCES</u>				
62 - Vehicle Replacement Fund	\$ 105,881	\$ 102,000	\$ 97,500	\$ 103,700

ACCOUNT NUMBER EXPLANATION

3014-85	Fuel Supplies	Fuel costs for city owned vehicles
3812-85	Vehicle Maintenance	General maintenance and repairs of city owned vehicles
3997-85	Depreciation Expense	Depreciation of city owned vehicles

Expenditure Detail – Vehicle Maintenance & Replacement

CITY OF LA PUENTE

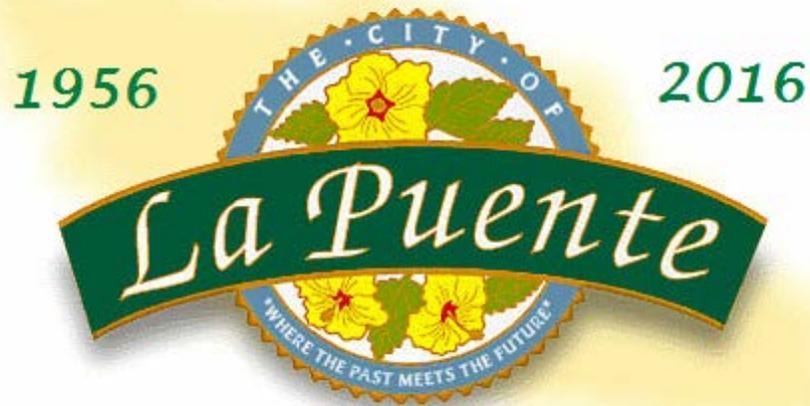
FY 2016-2017

DEPARTMENT: VEHICLE CHARGES
FUND: 62 - Vehicle Replacement Fund

Account Code: 4850

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Fuel Supplies	3014-85	\$ 26,156	\$ 32,400	\$ 14,000	\$ 25,200
Vehicle Maintenance	3812-85	22,280	24,000	45,000	40,000
Depreciation Expense	3997-85	57,445	45,600	38,500	38,500
Total Operating Expenditures		<u>\$ 105,881</u>	<u>\$ 102,000</u>	<u>\$ 97,500</u>	<u>\$ 103,700</u>
TOTAL EXPENDITURES		<u>\$ 105,881</u>	<u>\$ 102,000</u>	<u>\$ 97,500</u>	<u>\$ 103,700</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Successor Agency

Mission

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

Primary Functions

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

Goals & Objectives

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

Expenditure Summary – Successor Agency

SUCCESSOR AGENCY TO THE LA PUENTE CDC

FY 2016-2017

DEPARTMENT: FINANCIAL SERVICES
FUND: RPTTF Fund

Account Code: 4960

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2016-2017</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Adopted</u>
		<u>Budget</u>		<u>Budget</u>
Operating Expenditures	\$ 153,948	\$ 250,400	\$ 250,000	\$ 260,700
Debt Services	331,757	271,200	271,170	256,600
TOTAL	<u>\$ 485,705</u>	<u>\$ 521,600</u>	<u>\$ 521,170</u>	<u>\$ 517,300</u>

FUNDING SOURCES

70 - RPTTF Fund	<u>\$ 485,705</u>	<u>\$ 521,600</u>	<u>\$ 521,170</u>	<u>\$ 517,300</u>
-----------------	-------------------	-------------------	-------------------	-------------------

ACCOUNT NUMBER EXPLANATION

3111-70 Contract Services	Property tax and financial audit services; continuing disclosure services
3114-70 Legal Services	Legal expenses
3966-70 Fiscal Agent Fees	Fiscal agent fees for TABS
3990-70 TABS Interest Expense	Interest expenses for TABS
3993-70 Debt Service Payments	Principal payment for TABS
3997-70 IT/Equipment Charges	Allocated information technology and equipment charges
4999-70 Transfer to Other Funds	Transfers to the General Fund for reimbursement of administrative costs for oversight of the Successor Agency; payment to General Fund for loans made to the former Redevelopment Agency

Expenditure Detail – Successor Agency

SUCCESSOR AGENCY TO THE LA PUENTE CDC

FY 2016-2017

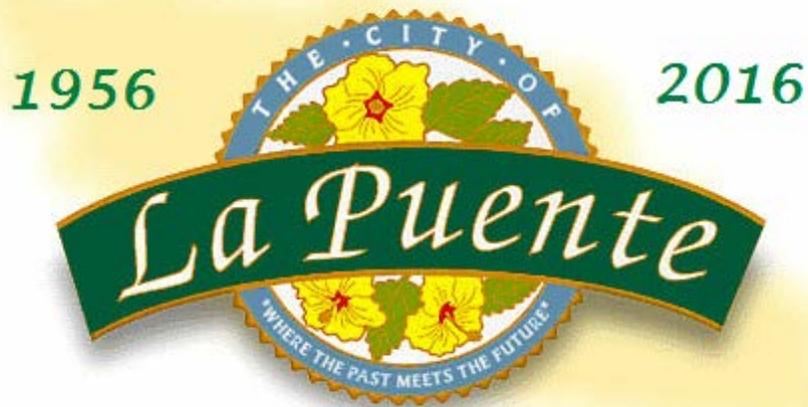
DEPARTMENT: FINANCIAL SERVICES

Account Code: 4960

FUND: 70 - RPTTF Fund

<u>Description</u>	<u>Acct. No.</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Adopted Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Operating Expenditures					
Contract Services	3111-70	\$ 30,980	\$ 43,500	\$ 45,890	\$ 8,200
Legal Services	3114-70	23,113	45,000	22,500	30,000
Fiscal Agent Fees	3966-70	1,372	1,500	1,710	1,700
IT/Equipment Charges	3997-70	-	400	400	300
Transfer to Other Funds	4999-70	98,483	160,000	179,500	220,500
Total Operating Expenditures		<u>\$ 153,948</u>	<u>\$ 250,400</u>	<u>\$ 250,000</u>	<u>\$ 260,700</u>
Debt Service					
TABS Interest Payment	3990-70	\$ -	\$ 161,200	\$ 161,170	\$ 156,600
Debt Service Payments	3993-70	331,757	110,000	110,000	100,000
Total Debt Service		<u>\$ 331,757</u>	<u>\$ 271,200</u>	<u>\$ 271,170</u>	<u>\$ 256,600</u>
TOTAL EXPENDITURES		<u>\$ 485,705</u>	<u>\$ 521,600</u>	<u>\$ 521,170</u>	<u>\$ 517,300</u>

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Capital Improvement Summary

Mission

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

Primary Functions

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

Goals & Objectives

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

Carryover Projects – Fiscal Year 2015-2016

Listed below are those projects which received City Council approval and funding within the 2015-16 Fiscal Year and are currently underway or are being carried forward with funding for the 2016-17 Fiscal Year.

- **Bus Shelter Replacement** – Replacement of up to 13 existing bus shelter structures and the refurbishment of an additional 44 existing bus shelters throughout the City
- **Park Restroom Improvements** – Construction of a new or rehabilitation of the restroom facility at La Puente Park near the playground area
- **Major Street Resurfacing – Temple Avenue** – Resurfacing and landscape parkway improvements from Puente Avenue to approximately Ardilla Avenue
- **Traffic Signal Improvements** – Upgrades and improvements to traffic signals along Amar Boulevard
- **Valley Wall Phase III** – Construction of the Valley Boulevard sound wall from Ferrero Lane to Dora Guzman Avenue
- **Sewer Capital Improvements** – Increase sewer capacity on Valley Boulevard between Wickford Avenue and Ferrero Lane and on Wickford Avenue between Valley Boulevard and Inyo Street
- **Sewer Maintenance Improvements** – Repair existing sewer lines at various locations within the City

New Projects – Fiscal Year 2016-2017

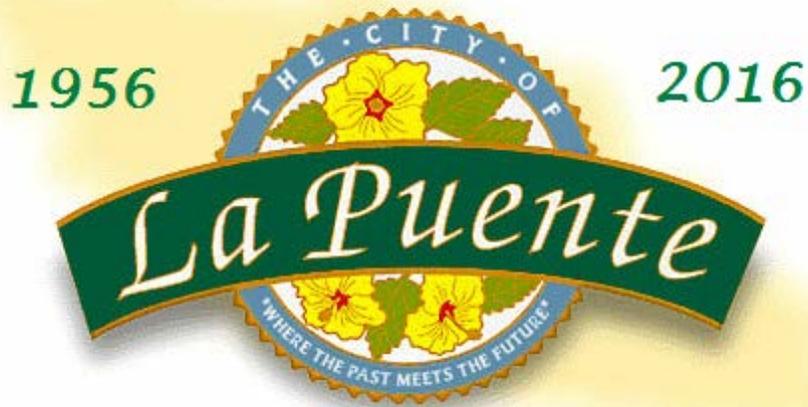
Listed below are the projects considered to be new projects for the 2016-2017 Fiscal Year:

- **Major Street Resurfacing** – Street resurfacing and concrete improvements on Orange Avenue from Nelson Avenue to Temple Avenue and Old Valley Boulevard from Common Avenue to Valley Boulevard
- **Traffic Signal – Hacienda North of Fairgrove Avenue** – Design and installation of a new traffic signal at the Hacienda/Fairgrove Shopping Center

Capital Improvement Summary

- **Local Street Improvements/Resurfacing** –Street resurfacing and handicap ramp/sidewalk improvements on the following street segments:
 - Molinar Avenue from Amar Road to Del Valle Avenue
 - Cadwell Street from Molinar Avenue to Aileron Avenue
 - Hayland Street from Del Valle Avenue to Aileron Avenue
 - Del Valle Avenue from Loukelton Street to Amar Road
- **Rule 20A Undergrounding** – Undergrounding of overhead utilities on Amar Road from Puente Avenue to Willow Avenue. This project represents the City’s cost for miscellaneous engineering, design and inspection related to the undergrounding

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Capital Improvement Projects

City of La Puente Summary of Capital Improvement Projects by Project Fiscal Year 2016-2017 Adopted Budget

Fiscal Year 2015-2016 Carry Over Projects

Acct. No.	Project Title	Fund	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017
			Actual	Budget	Estimated	Adopted
32-5532	Santo Oro Storm Drain & Local Street Improvement	Gas Tax	\$ 2,420	\$ -	\$ 5,400	\$ -
37-5532	Santo Oro Storm Drain & Local Street Improvement	Prop 1B	63,134	-	-	-
47-5532	Santo Oro Storm Drain & Local Street Improvement	Measure R	714,128	-	4,800	-
50-5532	Santo Oro Storm Drain & Local Street Improvement	Sewer	80,000	-	-	-
Total for Santo Oro Drain & Local Street Improvements			\$ 859,682	\$ -	\$ 10,200	\$ -
43-5547	Bus Shelter Replacement/Refurbishment	Misc Grants	\$ -	\$ 35,000	\$ 10,000	\$ 25,000
48-5547	Bus Shelter Replacement/Refurbishment	Prop A	-	135,000	60,000	97,800
Total Bus Shelter Replacement/Refurbishment			\$ -	\$ 170,000	\$ 70,000	\$ 122,800
41-5550	Park Restroom Improvements - La Puente Park	CDBG	\$ -	\$ 300,000	\$ 22,000	\$ 278,000
Total Park Restroom Improvement			\$ -	\$ 300,000	\$ 22,000	\$ 278,000
39-5551	Major Street Resurfacing/Pkwy - Temple Ave (West Side)	TDA	\$ -	\$ -	\$ -	\$ 50,000
49-5551	Major Street Imp/Resurfacing - Temple Ave. (West Side)	Prop C	-	450,000	62,000	485,000
Total Major Street Improvements			\$ -	\$ 450,000	\$ 62,000	\$ 535,000
32-5566	Safe Route to Schools	Gas Tax	\$ 91,430	\$ -	\$ -	\$ -
71-5566	Safe Route to Schools	SR2S	354,290	-	-	-
Total for Safe Route to Schools			\$ 445,720	\$ -	\$ -	\$ -
32-5567	Local Street Improvements/Resurfacing - Various	Gas Tax	\$ 211,383	\$ 435,400	\$ 365,000	\$ -
34-5566	Local Street Improvements/Resurfacing - Various	CalRecycle	100,240	-	-	-
47-5567	Local Street Improvements/Resurfacing - Various	Measure R	52,000	-	-	-
Total Local Street Improvements			\$ 363,623	\$ 435,400	\$ 365,000	\$ -
40-5568	Temple Ave. Sidewalk/Parkway & Glendora Ave.	STPL	-	634,000	634,000	-
49-5568	Temple Ave. Sidewalk/Parkway & Glendora Ave.	Prop C	4,494	466,000	416,000	-
Total for Temple Avenue Sidewalk/Parkway & Glendora			\$ 4,494	\$ 1,100,000	\$ 1,050,000	\$ -
45-5569	Traffic Signal Improvements - Amar Rd.	HSIP	\$ 90,323	\$ 873,000	\$ 117,000	\$ 756,000
47-5569	Traffic Signal Improvements - Amar Rd.	Measure R	10,036	247,000	13,000	234,000
Total Traffic Signal Improvements - Amar Rd.			\$ 100,359	\$ 1,120,000	\$ 130,000	\$ 990,000
49-5571	Valley Wall Phase III - Ferrero to Dora Guzman	Prop C	\$ 93,100	\$ -	\$ 6,900	\$ -
75-5571	Valley Wall Phase III - Ferrero to Dora Guzman	Capital Projects	-	1,895,500	1,518,000	200,000
Total for Valley Wall Phase III			\$ 93,100	\$ 1,895,500	\$ 1,524,900	\$ 200,000
32-5572	Sidewalk Mtce & Improvements - Various Locations	Gas Tax	\$ -	\$ 223,700	\$ 223,700	\$ -
39-5572	Sidewalk Mtce & Improvements - Various Locations	TDA	-	30,000	30,000	-
47-5572	Sidewalk Mtce & Improvements - Various Locations	Measure R	-	150,000	150,000	-
Total Sidewalk Maintenance & Improvements			\$ -	\$ 403,700	\$ 403,700	\$ -
32-5573	Sidewalk Removal & Replacement - Various Locations	Gas Tax	\$ -	\$ 351,300	\$ 350,000	\$ -
Total Sidewalk Removal & Replacement			\$ -	\$ 351,300	\$ 350,000	\$ -
50-5580	Sewer Capital Improvements - Valley Bl/Wickford to Ferrero and Wickford Ave/Valley to Inyo	Sewer	-	820,000	100,000	1,000,000
Total Sewer Capital Improvements			\$ -	\$ 820,000	\$ 100,000	\$ 1,000,000
54-5581	Sewer Maintenance Improvements - Various Locations	Sewer	-	800,000	144,000	860,000
Total Sewer Maintenance Improvements			\$ -	\$ 800,000	\$ 144,000	\$ 860,000

Capital Improvement Projects

City of La Puente
Summary of Capital Improvement Projects by Project
Fiscal Year 2016-2017 Adopted Budget

<u>New Projects - Fiscal Year 2016-2017</u>		<u>Fund</u>	<u>FY 2014-2015</u> <u>Actual</u>	<u>FY 2015-2016</u> <u>Budget</u>	<u>FY 2015-2016</u> <u>Estimated</u>	<u>FY 2016-2017</u> <u>Adopted</u>
<u>Acct. No.</u>	<u>Project Title</u>					
47-5574	Rule 20A Undergrounding - Amar Rd/Puente to Willow	Measure R				\$ 50,000
	Total Rule 20A Undergrounding					\$ 50,000
49-5575	Major Street Improvements/Resurfacing - TBD	Prop C				\$ 600,000
	Total Major Street Improvements					\$ 600,000
49-5576	Traffic Signal Improvements- Hacienda/North of Fairgrove	Prop C				\$ 100,000
75-5576	Traffic Signal Improvements- Hacienda/North of Fairgrove	Developer				300,000
	Total Traffic Signal Improvements					\$ 400,000
47-5567	Local Street Improvements - Various locations	Measure R				\$ 450,000
	Total Local Street Improvements					\$ 450,000
	GRAND TOTAL		\$ 1,866,978	\$ 7,845,900	\$ 4,231,800	\$ 5,485,800

Capital Administration

47-5999	Transfer Out to General Fund	20% Admin	153,771	79,400	33,560	146,800
49-5999	Transfer Out to General Fund	20% Admin	19,671	183,200	96,980	237,000
	Total Capital Administration		\$ 173,442	\$ 262,600	\$ 130,540	\$ 383,800
	Grand Total		\$ 2,040,420	\$ 8,108,500	\$ 4,362,340	\$ 5,869,600

<u>Fund No.</u>	<u>Funding Sources</u>	<u>FY 2014-2015</u> <u>Actual</u>	<u>FY 2015-2016</u> <u>Budget</u>	<u>FY 2015-2016</u> <u>Estimated</u>	<u>FY 2016-2017</u> <u>Adopted</u>
32	Gas Tax	\$ 305,233	\$ 1,010,400	\$ 944,100	\$ -
34	Cal Recycle	100,240	-	-	-
37	Prop 1B	63,134	-	-	-
39	TDA	-	30,000	30,000	50,000
40	STPL	-	634,000	634,000	-
41	CDBG	-	300,000	22,000	278,000
43	Miscellaneous Grants	-	35,000	10,000	25,000
45	HSIP	90,323	873,000	117,000	756,000
47	Measure R	929,935	476,400	201,360	880,800
48	Prop A	-	135,000	60,000	97,800
49	Prop C	117,265	1,099,200	581,880	1,422,000
50	Sewer Capital Improvements	80,000	820,000	100,000	1,000,000
54	Sewer Maintenance Improvements	-	800,000	144,000	860,000
71	Safe Routes to School	354,290	-	-	-
75	Capital Projects	-	1,895,500	1,518,000	500,000
	Total Funding Sources	\$ 2,040,420	\$ 8,108,500	\$ 4,362,340	\$ 5,869,600

Capital Improvement Projects

City of La Puente Summary of Capital Improvement Projects by Fund Fiscal Year 2016-2017 Adopted Budget

Prior Year & Fiscal Year 2015-2016 and New Projects for Fiscal Year 2016-2017

<u>Acct. No.</u>	<u>Project Title</u>	<u>Fund</u>	<u>FY 2014-2015</u> <u>Actuals</u>	<u>FY 2015-2016</u> <u>Budget</u>	<u>FY 2015-2016</u> <u>Estimated</u>	<u>FY 2016-17</u> <u>Adopted</u>
32-5532	Santo Oro Storm Drain and Local Street Improvement	Gas Tax	\$ 2,420	\$ -	\$ 5,400	\$ -
32-5566	Safe Route to Schools - Matching Funds	Gas Tax	91,430	-	-	-
32-5567	Local Street Improvements/Resurfacing - Various	Gas Tax	211,383	435,400	365,000	-
32-5572	Sidewalk Mtce & Improvements - Various Locations	Gas Tax	-	223,700	223,700	-
32-5573	Sidewalk Removal & Replacement - Various Locations	Gas Tax	-	351,300	350,000	-
	Total For Gas tax		\$ 305,233	\$ 1,010,400	\$ 944,100	\$ -
34-5567	Local Street Improvements/Resurfacing - Various	Cal-Recycle	\$ 100,240	\$ -	\$ -	\$ -
	Total For Cal-Recycle		\$ 100,240	\$ -	\$ -	\$ -
37-5563	Santo Oro Storm Drain and Local Street Improvement	Prop 1B	\$ 63,134	\$ -	\$ -	\$ -
	Total Prop 1B		\$ 63,134	\$ -	\$ -	\$ -
39-5551	Major Street Resurfacing/Pkwy - Temple Ave (West Side)	TDA	\$ -	\$ -	\$ -	\$ 50,000
39-5572	Sidewalk Mtce & Improvements - Various Locations	TDA	-	30,000	30,000	-
	Total TDA		\$ -	\$ 30,000	\$ 30,000	\$ 50,000
40-5568	Temple Ave Sidewalk/Parkway & Glendora Ave.	STPL	\$ -	\$ 634,000	\$ 634,000	\$ -
	Total for STPL		\$ -	\$ 634,000	\$ 634,000	\$ -
41-5550	Park Restroom Improvements - La Puente Park	CDBG	\$ -	\$ 300,000	\$ 22,000	\$ 278,000
	Total for CDBG		\$ -	\$ 300,000	\$ 22,000	\$ 278,000
43-5547	Bus Shelter Replacement/Refurbishment	Misc Grants	\$ -	\$ 35,000	\$ 10,000	\$ 25,000
	Total for Miscellaneous Grants		\$ -	\$ 35,000	\$ 10,000	\$ 25,000
45-5569	Traffic Signal Improvements - Amar Rd.	HSIP	\$ 90,323	\$ 873,000	\$ 117,000	\$ 756,000
	Total HSIP		\$ 90,323	\$ 873,000	\$ 117,000	\$ 756,000
47-5532	Santo Oro Storm Drain and Local Street Improvement	Measure R	\$ 714,128	\$ -	\$ 4,800	\$ -
47-5567	Local Street Improvements/Resurfacing - Various	Measure R	52,000	-	-	-
47-5569	Traffic Signal Improvements - Amar Rd.	Measure R	10,036	247,000	13,000	234,000
47-5572	Sidewalk Mtce & Improvements - Various Locations	Measure R	-	150,000	150,000	-
47-5567	Local Street Improvements - Various Locations	Measure R	-	-	-	450,000
47-5574	Rule 20A Undergrounding - Amar Rd/Puente to Willow	Measure R	-	-	-	50,000
47-5999	Transfer Out to General Fund	20% Admin	153,771	79,400	33,560	146,800
	Total for Measure R		\$ 929,935	\$ 476,400	\$ 201,360	\$ 880,800
48-5547	Bus Shelter Replacement/Refurbishment	Prop A	\$ -	\$ 135,000	\$ 60,000	\$ 97,800
	Total for Prop A Fund		\$ -	\$ 135,000	\$ 60,000	\$ 97,800
49-5551	Major Street Resurfacing/Pkwy - Temple Ave (West Side)	Prop C	\$ -	\$ 450,000	\$ 62,000	\$ 485,000
49-5568	Temple Ave Sidewalk/Parkway & Glendora Ave.	Prop C	4,494	466,000	416,000	-
49-5571	Valley Wall Phase III - Ferrero to Dora Guzman	Prop C	93,100	-	6,900	-
49-5575	Major Street Improvements/Resurfacing - TBD	Prop C	-	-	-	600,000
49-5576	Traffic Signal Improvements - Hacienda/N of Fairgrove	Prop C	-	-	-	100,000
49-5999	Transfer Out to General Fund	20% Admin	19,671	183,200	96,980	237,000
	Total for Prop C		\$ 117,265	\$ 1,099,200	\$ 581,880	\$ 1,422,000

Capital Improvement Projects

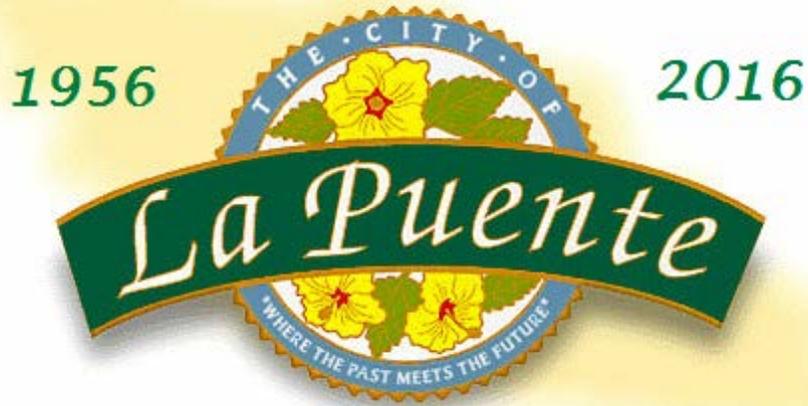
City of La Puente Summary of Capital Improvement Projects by Fund Fiscal Year 2016-2017 Adopted Budget

Prior Year & Fiscal Year 2015-2016 and New Projects for Fiscal Year 2016-2017

<u>Acct. No.</u>	<u>Project Title</u>	<u>Fund</u>	<u>FY 2014-2015</u> <u>Actuals</u>	<u>FY 2015-2016</u> <u>Budget</u>	<u>FY 2015-2016</u> <u>Estimated</u>	<u>FY 2016-17</u> <u>Adopted</u>
50-5532	Santo Oro Storm Drain and Local Street Improvement	Sewer	\$ 80,000	\$ -	\$ -	\$ -
50-5580	Sewer Capital Improvements - Valley Blvd/Wickford to Ferrero and Wickford Ave/Valley to Inyo	Sewer	-	820,000	100,000	1,000,000
54-5581	Sewer Maintenance Improvements - Various Locations	Sewer	-	800,000	144,000	860,000
	Total for Sewer		\$ 80,000	\$ 1,620,000	\$ 244,000	\$ 1,860,000
71-5566	Safe Route to Schools	SR2S	\$ 354,290	\$ -	\$ -	\$ -
	Total for SR2S		\$ 354,290	\$ -	\$ -	\$ -
75-5571	Valley Wall Phase III - Ferrero to Dora Guzman	Capital Projects	\$ -	\$ 1,895,500	\$ 1,518,000	\$ 200,000
75-5576	Traffic Signal Improvements - Hacienda/N of Fairgrove	Developer	-	-	-	300,000
	Total for Capital Projects		\$ -	\$ 1,895,500	\$ 1,518,000	\$ 500,000
	Grand Total		\$ 2,040,420	\$ 8,108,500	\$ 4,362,340	\$ 5,869,600

<u>Fund No.</u>	<u>Funding Sources</u>	<u>FY 2014-2015</u> <u>Actuals</u>	<u>FY 2015-2016</u> <u>Budget</u>	<u>FY 2015-2016</u> <u>Estimated</u>	<u>FY 2016-17</u> <u>Recommended</u>
32	Gas Tax	\$ 305,233	\$ 1,010,400	\$ 944,100	\$ -
34	Cal Recycle	100,240	-	-	-
37	Prop 1B	63,134	-	-	-
39	TDA	-	30,000	30,000	50,000
40	STPL	-	634,000	634,000	-
41	CDBG	-	300,000	22,000	278,000
43	Miscellaneous Grants	-	35,000	10,000	25,000
45	HSIP	90,323	873,000	117,000	756,000
47	Measure R	929,935	476,400	201,360	880,800
48	Prop A	-	135,000	60,000	97,800
49	Prop C	117,265	1,099,200	581,880	1,422,000
50	Sewer Construction Maintenance	80,000	820,000	100,000	1,000,000
54	Sewer Maintenance	-	800,000	144,000	860,000
71	Safe Routes to School	354,290	-	-	-
75	Capital Projects	-	1,895,500	1,518,000	500,000
	Total Funding Sources	\$ 2,040,420	\$ 8,108,500	\$ 4,362,340	\$ 5,869,600

60 Years of Service



(THIS PAGE IS INTENTIONALLY LEFT BLANK)

Glossary of Budget Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

community development, recreation, transportation, etc.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of Acronyms and Terms

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