City of La Puente

AGENDA REPORT

To: Mayor and City Council — For meeting of: May 12, 2020

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director
Gisel Rubio, Rehabilitation Grant Specialist

SUBJECT: DISCUSSION AND DIRECTION REGARDING THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT – CARES ACT SUPPLEMENTAL FUNDING FOR CORONAVIRUS (COVID-19) RELIEF

BACKGROUND

At the City Council Meeting of May 7, 2020, the City Council reviewed and discussed additional funding the City is able to receive through the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). The CARES Act provides $5 billion in additional Community Development Block Grant ("CDBG") funding to prevent, prepare for, and respond to the COVID-19 pandemic.

Through the City's participation in the urban counties program with the Los Angeles County Development Authority ("LACDA"), the City has been provided with an additional allocation of $211,520 of CDBG funds to expend on eligible activities and programs.

DISCUSSION

At the meeting of May 7th, the City Council was presented with an update on initial steps that have been taken to participate in the State of California's newly developed Great Plates Delivered program, in which CDBG funds can used to pay for the City's local share of participating in the program. Thus far, $21,520 of the CARES Act CDBG funds have been earmarked toward this program. This amount can be adjusted up or down based on the program scope and duration.

The remaining CARES Act CDBG funds of $190,000 can be utilized in various funding amounts for the following types of programs as per City Council direction.

- Food voucher program for qualifying low- to moderate-income families
- Emergency rental/mortgage assistance for qualifying low- to moderate-income families

- Small business loan or grant program to qualifying businesses that provide goods or services to La Puente residents.

Staff will present to the City Council additional information regarding each of the three possible programs.

FISCAL IMPACT

These monies are additional funds available to the City and do not reduce or diminish the City's current annual CDBG allocation of $352,412 to fund on-going programs. At the current time the City's allocation of $211,520 through the CARES Act is one-time monies that function on a reimbursement basis similar to regular CDBG funds.

RECOMMENDATION

It is recommended that the City Council discuss this item and provide direction to Staff.

ATTACHMENTS

ATTACHMENT A

City	Requirements	Available Testing
Baldwin Park	* Resident or Employee of BP Business * Eligible Sypmtoms: Fever, Cough Shortness of breath, has been quarentined with a confirmed Covid-19 patient **Priority to the following:** *65 and older *Underlying chronic health conditions * No Health insurance *Low Income residents with above symptoms	Limited testing available
Carson	* Residents and Non-residents *No symptoms necessary for testing. Can test if you think you have been exposed. *Drive-up testing available ***City of Carson Seniors 65 and over**: Free senior house-call testing *$0 co-pay *All health insurance accepted	All testing provided by US Health Fairs
El Monte		None - Refer to County Website
South El Monte		None - Refer to County Website
County of Los Angeles	*Testing offered to ALL Los Angeles County residents *Priority given to people with symptoms such as fever, cough, and shortness of breath *Testing prioritized for certain critical front-line workers interacting with public, Kaiser Permanente Members *Testing is by appointment only	Available to all County residents

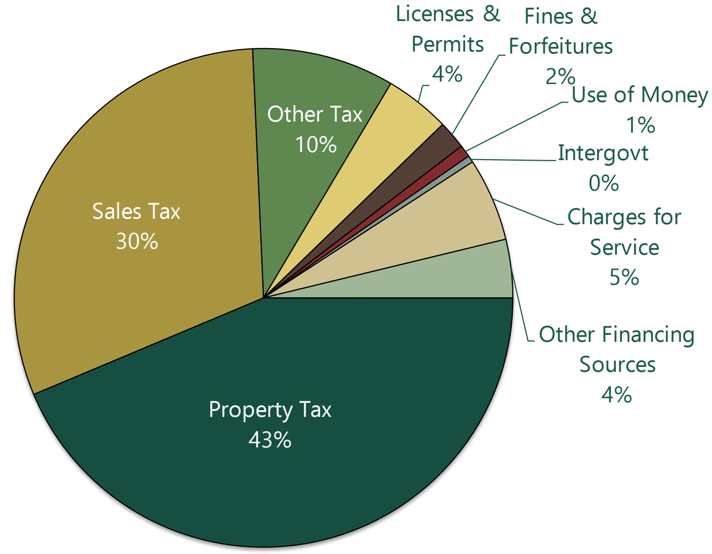
CITY OF LA PUENTE
Preliminary Budget Draft for Fiscal Year 2020-2021

Prepared by the Administrative Services Department on May 04, 2020

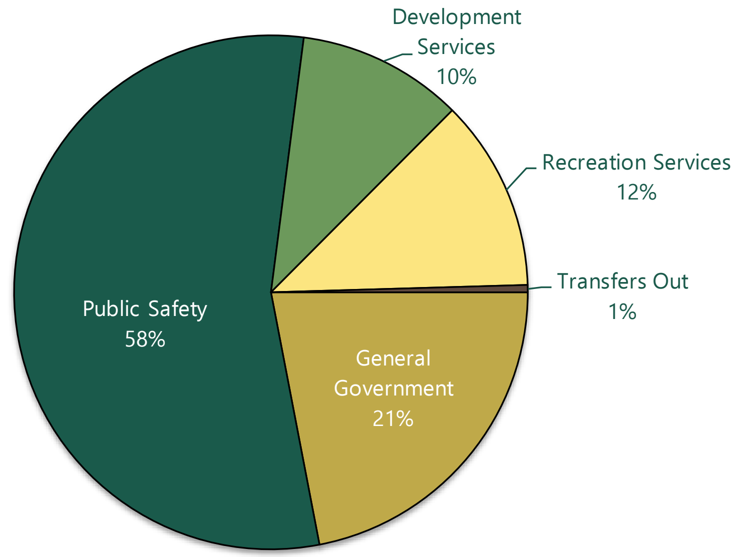
Budget Snapshot

Fiscal Year 2020-2021

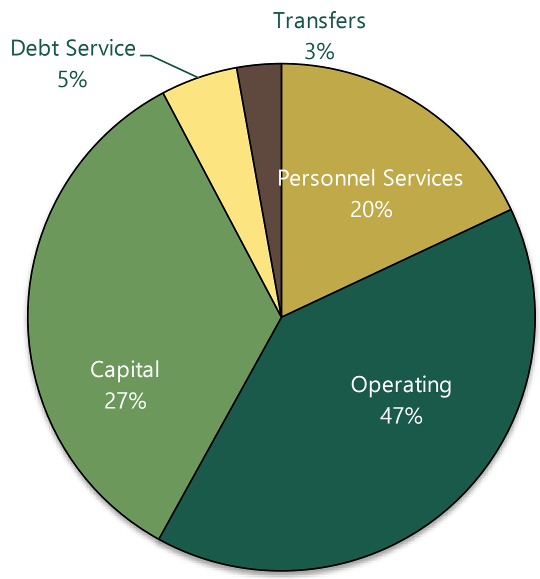
FY 2020-21 General Fund Revenue $15,267,400		
Property Tax	$	6,667,300
Sales Tax	$	4,676,500
Other Tax	$	1,409,100
Licenses & Permits	$	645,500
Fines & Forfeitures	$	280,000
Use of Money	$	120,000
Intergovt	$	67,500
Charges for Service	$	824,300
Other Financing Sources	$	577,200
Total Revenues	**$**	**15,267,400**



FY 2020-21 General Fund Operating Expenditures $15,393,300		
General Government	$	3,382,300
Public Safety	$	8,477,400
Development Services	$	1,605,800
Recreation Services	$	1,857,600
Transfers Out	$	70,200
Total	**$**	**15,393,300**



FY 2020-21 Total Expenditures by Type		
Personnel Services	$	6,414,900
Operating	$	14,244,500
Capital	$	12,186,700
Debt Service	$	1,745,800
Transfers	$	1,006,400
Total	**$**	**35,598,300**



Summary of Estimated Fund Balances

Fiscal Year 2019-2020

	Fund Balance June 30, 2019	Revenues	Operating Expenditures	Capital Improvements	Total Expenditures	Interfund Transfers: Transfers In	Interfund Transfers: Transfers Out	Net Change to Fund Balance	Estimated Fund Balance June 30, 2020
GENERAL FUND									
100 General Fund	$ 21,232,700	$ 15,137,100	$ 13,484,500	$ 78,100	$ 13,562,600	$ 431,200	$ 369,800	$ 1,635,900	$ 22,868,600
Total General Fund	**$ 21,232,700**	**$ 15,137,100**	**$ 13,484,500**	**$ 78,100**	**$ 13,562,600**	**$ 431,200**	**$ 369,800**	**$ 1,635,900**	**$ 22,868,600**
SPECIAL REVENUE FUNDS									
200 Gas Tax Fund	$ 33,700	$ 1,032,600	$ 691,000	$ 135,000	$ 826,000	$ -	$ -	$ 206,600	$ 240,300
202 RMRA (SB 1) Fund	994,100	761,600	-	135,000	135,000	-	-	626,600	1,620,700
203 Measure M Fund	622,500	617,000	178,000	184,000	362,000	-	263,600	(8,600)	613,900
205 Measure R Fund	731,400	550,300	200,100	180,000	380,100	-	230,900	(60,700)	670,700
210 Proposition A Fund	647,500	1,012,800	875,800	30,000	905,800	-	-	107,000	754,500
215 Proposition C Fund	1,693,000	743,900	64,000	305,000	369,000	-	-	374,900	2,067,900
220 Local Transportation (SB 821) Fund	-	10,000	-	10,000	10,000	-	-	-	-
230 HSIP Grant Fund	-	-	-	-	-	-	-	-	-
240 Supplement Law Enf Fund	-	156,000	-	-	-	-	156,000	-	-
245 JAG Grant	-	10,200	10,200	-	10,200	-	-	-	-
250 Office of Traffic Safety Fund	19,600	-	-	-	-	-	-	-	19,600
255 Asset Seizure Fund	700	-	-	-	-	-	-	-	700
260 CDBG Program Fund	(1,000)	454,400	453,400	-	453,400	-	-	1,000	-
265 Cal Home Grant Fund	1,414,900	7,500	79,000	-	79,000	-	3,000	(74,500)	1,340,400
270 Air Quality Improvement Fund	266,400	54,600	309,700	-	309,700	-	-	(255,100)	11,300
275 PEG Access Fund	199,100	37,000	32,200	-	32,200	-	-	4,800	203,900
280 Miscellaneous Grants Fund	(3,900)	1,295,800	-	1,340,800	1,340,800	-	-	(45,000)	(48,900)
283 Measure A Safe Parks Fund	-	-	-	-	-	-	-	-	-
284 Measure W Fund	-	-	-	-	-	-	-	-	-
285 Lighting & Landscaping Fund	1,541,500	835,600	945,000	190,700	1,135,700	-	-	(300,100)	1,241,400
290 Housing	179,200	-	-	-	-	61,800	-	61,800	241,000
Total Special Revenue Funds	**$ 8,338,700**	**$ 7,579,300**	**$ 3,838,400**	**$ 2,510,500**	**$ 6,348,900**	**$ 61,800**	**$ 653,500**	**$ 638,700**	**$ 8,977,400**
DEBT SERVICE FUNDS									
305 Series 2019A Debt Service Fund	$ -	$ -	$ 263,600	$ -	$ 263,600	$ 263,600	$ -	$ -	$ -
310 Series 2019B Debt Service Fund	-	-	230,900	-	230,900	230,900	-	-	-
Total Debt Service Funds	**$ -**	**$ -**	**$ 494,500**	**$ -**	**$ 494,500**	**$ 494,500**	**$ -**	**$ -**	**$ -**
CAPITAL PROJECTS FUNDS									
400 Capital Projects Fund	$ -	$ 168,500	$ 53,500	$ 115,000	$ 168,500	$ -	$ -	$ -	$ -
405 Series 2019A Capital Project Fund	-	4,137,500	-	-	-	-	-	4,137,500	4,137,500
410 Series 2019B Capital Project Fund	-	3,662,900	-	-	-	-	-	3,662,900	3,662,900
Total Capital Projects Funds	**$ -**	**$ 7,968,900**	**$ 53,500**	**$ 115,000**	**$ 168,500**	**$ -**	**$ -**	**$ 7,800,400**	**$ 7,800,400**
ENTERPRISE FUNDS									
500 Sewer Construction/Mtce Fund	$ 7,913,200	$ 1,305,000	$ 891,300	$ 3,460,500	$ 4,351,800	$ -	$ 272,200	$ (3,319,000)	$ 4,594,200
Total Enterprise Funds	**$ 7,913,200**	**$ 1,305,000**	**$ 891,300**	**$ 3,460,500**	**$ 4,351,800**	**$ -**	**$ 272,200**	**$ (3,319,000)**	**$ 4,594,200**
INTERNAL SERVICE FUNDS									
550 Equipment Replacement Fund	$ 319,300	$ 176,400	$ 133,000	$ -	$ 133,000	$ -	$ -	$ 43,400	$ 362,700
555 Vehicle Mtce/Replacement Fund	554,200	140,700	221,600	-	221,600	308,000	-	227,100	781,300
Total Internal Service Funds	**$ 873,500**	**$ 317,100**	**$ 354,600**	**$ -**	**$ 354,600**	**$ 308,000**	**$ -**	**$ 270,500**	**$ 1,144,000**
SUCCESSOR AGENCY									
610 Successor Agency Fund	$ (18,312,800)	$ 728,100	$ 1,084,000	$ -	$ 1,084,000	$ -	$ -	$ (355,900)	$ (18,668,700)
Total Successor Agency	**$ (18,312,800)**	**$ 728,100**	**$ 1,084,000**	**$ -**	**$ 1,084,000**	**$ -**	**$ -**	**$ (355,900)**	**$ (18,668,700)**
Grand Total	**$ 20,045,300**	**$ 33,035,500**	**$ 20,200,800**	**$ 6,164,100**	**$ 26,364,900**	**$ 1,295,500**	**$ 1,295,500**	**$ 6,670,600**	**$ 26,715,900**

Summary of Estimated Fund Balances

Fiscal Year 2020-2021

	Estimated Fund Balance July 1, 2020	Revenues	Operating Expenditures	Capital Improvements	Total Expenditures	Interfund Transfers: Transfers In	Interfund Transfers: Transfers Out	Net Change to Fund Balance	Estimated Fund Balance June 30, 2021
GENERAL FUND									
100 General Fund	$ 22,868,600	$ 14,881,700	$ 15,323,100	$ 1,404,900	$ 16,728,000	$ 385,700	$ 70,200	$ (1,530,800)	$ 21,337,800
Total General Fund	**$ 22,868,600**	**$ 14,881,700**	**$ 15,323,100**	**$ 1,404,900**	**$ 16,728,000**	**$ 385,700**	**$ 70,200**	**$ (1,530,800)**	**$ 21,337,800**
SPECIAL REVENUE FUNDS									
200 Gas Tax Fund	$ 240,300	$ 965,250	$ 958,800	$ 60,000	$ 1,018,800	$ -	$ -	$ (53,550)	$ 186,750
202 RMRA (SB 1) Fund	1,620,700	773,500	-	1,400,000	1,400,000	-	-	(626,500)	994,200
203 Measure M Fund	613,900	611,300	209,900	356,000	565,900	-	262,800	(217,400)	396,500
205 Measure R Fund	670,700	543,700	195,600	225,000	420,600	-	287,700	(164,600)	506,100
210 Proposition A Fund	754,500	999,800	965,300	230,000	1,195,300	-	-	(195,500)	559,000
215 Proposition C Fund	2,067,900	728,200	71,400	1,325,000	1,396,400	-	-	(668,200)	1,399,700
220 Local Transportation (SB 821) Fund	-	50,000	-	50,000	50,000	-	-	-	-
230 HSIP Grant Fund	-	786,000	-	786,000	786,000	-	-	-	-
240 Supplement Law Enf Fund	-	100,000	-	-	-	-	100,000	-	-
245 JAG Grant	-	-	-	-	-	-	-	-	-
250 Office of Traffic Safety Fund	19,600	-	-	-	-	-	-	-	19,600
255 Asset Seizure Fund	700	-	-	-	-	-	-	-	700
260 CDBG Program Fund	-	445,600	444,300	-	444,300	-	-	1,300	1,300
265 Cal Home Grant Fund	1,340,400	4,000	205,000	-	205,000	-	10,700	(211,700)	1,128,700
270 Air Quality Improvement Fund	11,300	53,000	30,900	-	30,900	-	-	22,100	33,400
275 PEG Access Fund	203,900	36,500	87,600	50,000	137,600	-	-	(101,100)	102,800
280 Miscellaneous Grant Fund	(48,900)	838,400	-	789,500	789,500	-	-	48,900	-
283 Measure A - Safe Parks Fund	-	223,500	27,200	-	27,200	-	-	196,300	196,300
284 Measure W Fund	-	341,000	150,000	-	150,000	-	-	191,000	191,000
285 Lighting & Landscaping Fund	1,241,400	839,600	892,400	125,800	1,018,200	-	-	(178,600)	1,062,800
290 Housing	241,000	-	-	-	-	70,200	-	70,200	311,200
Total Special Revenue Funds	**$ 8,977,400**	**$ 8,339,350**	**$ 4,238,400**	**$ 5,397,300**	**$ 9,635,700**	**$ 70,200**	**$ 661,200**	**$ (1,887,350)**	**$ 7,090,050**
DEBT SERVICE FUNDS									
305 Series 2019A Debt Service Fund	$ -	$ -	$ 262,800	$ -	$ 262,800	$ 262,800	$ -	$ -	$ -
310 Series 2019B Debt Service Fund	-	-	234,200	-	234,200	234,200	-	-	-
Total Debt Service Funds	**$ -**	**$ -**	**$ 497,000**	**$ -**	**$ 497,000**	**$ 497,000**	**$ -**	**$ -**	**$ -**
CAPITAL PROJECTS FUNDS									
400 Capital Projects Fund	$ -	$ 15,000	$ 53,500	$ 15,000	$ 68,500	$ 53,500	$ -	$ -	$ -
405 Series 2019A Capital Project Fund	4,137,500	-	-	2,200,000	2,200,000	-	-	(2,200,000)	1,937,500
410 Series 2019B Capital Project Fund	3,662,900	-	-	2,200,000	2,200,000	-	-	(2,200,000)	1,462,900
Total Capital Projects Funds	**$ 7,800,400**	**$ 15,000**	**$ 53,500**	**$ 4,415,000**	**$ 4,468,500**	**$ 53,500**	**$ -**	**$ (4,400,000)**	**$ 3,400,400**
ENTERPRISE FUNDS									
500 Sewer Construction/Mtce Fund	$ 4,594,200	$ 1,325,000	$ 989,700	$ 883,500	$ 1,873,200	$ -	$ 275,000	$ (823,200)	$ 3,771,000
Total Enterprise Funds	**$ 4,594,200**	**$ 1,325,000**	**$ 989,700**	**$ 883,500**	**$ 1,873,200**	**$ -**	**$ 275,000**	**$ (823,200)**	**$ 3,771,000**
INTERNAL SERVICE FUNDS									
550 Equipment Replacement Fund	$ 362,700	$ 142,300	$ 140,800	$ -	$ 140,800	$ -	$ -	$ 1,500	$ 364,200
555 Vehicle Mtce/Replacement Fund	781,300	157,500	226,800	-	226,800	-	-	(69,300)	712,000
Total Internal Service Funds	**$ 1,144,000**	**$ 299,800**	**$ 367,600**	**$ -**	**$ 367,600**	**$ -**	**$ -**	**$ (67,800)**	**$ 1,076,200**
SUCCESSOR AGENCY									
610 Successor Agency Fund	$ (18,668,700)	$ 737,600	$ 1,021,900	$ -	$ 1,021,900	$ -	$ -	$ (284,300)	$ (18,953,000)
Total Successor Agency	**$ (18,668,700)**	**$ 737,600**	**$ 1,021,900**	**$ -**	**$ 1,021,900**	**$ -**	**$ -**	**$ (284,300)**	**$ (18,953,000)**
Grand Total	**$ 26,715,900**	**$ 25,598,450**	**$ 22,491,200**	**$ 12,100,700**	**$ 34,591,900**	**$ 1,006,400**	**$ 1,006,400**	**$ (8,993,450)**	**$ 17,722,450**

Personnel Summary

Fiscal Years 2020-2021

City of La Puente Full-Time Employees Fiscal Year 2020-2021	
Job Classification	**Authorized Positions**
Department: City Manager	
City Manager	1.00
Management Analyst	0.50
Communication/IT Analyst	1.00
Management Assistant	0.50
Total City Manager:	**3.00**
Department: Administrative Services	
Director of Administrative Services	1.00
Finance Manager	1.00
Principal Accountant	1.00
Management Analyst	0.50
Accounting Technician II	1.00
Accounting Technician	1.00
Accounting Assistant	2.00
Total Administrative Services:	**7.50**
Department: City Clerk	
City Clerk	1.00
Management Assistant	0.50
Total City Clerk:	**1.50**
Department: Development Services	
Director of Development Services	1.00
Assistant City Engineer	1.00
Senior Planner	1.00
Assistant Planner	1.00
Rehabilitation Grant Specialist	1.00
Administrative Assistant	1.00
Maintenance Superintendent	1.00
Maintenance Supervisor	1.00
Maintenance Lead	1.00
Landscape Maintenance Worker*	1.00
Maintenance Worker	2.00
Total Development Services	**12.00**
Department: Code Enforcement	
Code Enforcement Manager	1.00
Code Enforcement Supervisor	1.00
Total Code Enforcement:	**2.00**
Department: Community Services	
Director of Community Services	1.00
Community Services Supervisor	1.00
Community Engagement Supervisor	1.00
Community Services Coordinator	2.00
Community Services Specialist	2.00
Total Community Services:	**7.00**
Totals	**33.00**

*New position for FY 2020-21

5-Year Fund Balance Projection

Fiscal Years 2019-2020 to 2024-2025

	FY 19-20 Projected	FY 20-21 Estimated	FY 21-22 Estimated	FY 22-23 Estimated	FY 23-24 Estimated	FY 24-25 Estimated
Beginning Unassigned Fund Balance	$ 9,751,996	$ 11,387,896	$ 9,857,096	$ 9,574,745	$ 9,128,196	$ 8,509,408
Revenues						
Taxes	$ 12,759,500	$ 12,752,900	$ 13,007,958	$ 13,268,117	$ 13,533,480	$ 13,804,149
Licenses & Permits	$ 691,400	$ 645,500	$ 658,410	$ 671,578	$ 685,010	$ 698,710
Intergovernmental	$ 69,800	$ 67,500	$ 68,850	$ 70,227	$ 71,632	$ 73,064
Charges for Services	$ 886,000	$ 824,300	$ 840,786	$ 857,602	$ 874,754	$ 892,249
Fines & Forfeitures	$ 230,200	$ 280,000	$ 285,600	$ 291,312	$ 297,138	$ 303,081
Investment Income	$ 187,000	$ 120,000	$ 122,400	$ 124,848	$ 127,345	$ 129,892
Other Revenue	$ 189,400	$ 102,200	$ 104,244	$ 106,329	$ 108,455	$ 110,625
Other Financing Sources	$ 555,000	$ 475,000	$ 484,500	$ 494,190	$ 504,074	$ 514,155
Total Revenues	$ 15,568,300	$ 15,267,400	$ 15,572,748	$ 15,884,203	$ 16,201,887	$ 16,525,925

	FY 19-20 Projected	FY 20-21 Estimated	FY 21-22 Estimated	FY 22-23 Estimated	FY 23-24 Estimated	FY 24-25 Estimated
Expenditures						
Operating Expenditures	$ 13,854,300	$ 15,393,300	$ 15,855,099	$ 16,330,752	$ 16,820,675	$ 17,325,295
Capital Expenditures	$ 78,100	$ 1,404,900	$ -	$ -	$ -	$ -
Total Expenditures	$ 13,932,400	$ 16,798,200	$ 15,855,099	$ 16,330,752	$ 16,820,675	$ 17,325,295
Net increase (decrease) in Fund Balance	1,635,900	(1,530,800)	(282,351)	(446,549)	(618,788)	(799,370)
Ending Unassigned Fund Balance	$ 11,387,896	$ 9,857,096	$ 9,574,745	$ 9,128,196	$ 8,509,408	$ 7,710,038
Ending Unassigned Fund Balance Percent*	67.8%	62.2%	58.6%	54.3%	49.1%	42.8%

Assumptions:

Assuming a 2.0% increase annually in taxes

Assuming a 3.0% increase annually in operating expenses

*Percentage of expenditures of funding of the following year

Note: City's budget policy requires that the City maintain and unassigned fund balance of an amount equal to at least 25% of budgeted expenditures

REVENUE SUMMARY

Revenue Details

Fiscal Year 2020-2021

Account Number	Revenue Source	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 19-20 Estimated Actuals	FY 20-21 Adopted Budget	% Change From Prior Year Budget
GENERAL FUND - 100						
Taxes & Assessments						
100-41050	Sales and Use Tax	$ 3,474,925	$ 3,255,700	$ 2,703,600	$ 2,539,000	-22%
100-41055	Sales and Use Tax - Measure LP	608,025	1,250,000	2,179,800	2,137,500	71%
100-41100	Franchise - Edison Co.	186,061	186,300	181,000	186,000	0%
100-41110	Franchise - So. Ca. Gas Co.	60,160	60,000	68,700	60,000	0%
100-41120	Franchise - SGV Water Co.	18,037	18,000	17,700	18,000	0%
100-41130	Franchise - Suburban Water	45,094	45,000	45,000	45,000	0%
100-41140	Franchise - Cable/Video	212,753	220,000	200,000	200,000	-9%
100-41150	Franchise - Waste	460,000	460,000	460,000	460,000	0%
100-41160	Implementation Fee-AB 939	100,000	100,000	100,000	100,000	0%
100-41180	Property Tax	1,537,520	1,449,800	1,463,000	1,518,100	5%
100-41181	Property Tax Administration	(19,351)	(18,900)	(19,400)	(20,200)	7%
100-41182	In-Lieu of VLF Reimbursement	4,669,633	4,902,400	4,950,900	5,099,400	4%
100-41200	Transient Occupancy Tax	240,783	240,100	243,000	240,100	0%
100-41210	Property Transfer Tax	66,951	81,000	69,000	70,000	-14%
100-41220	Business License/Permits	107,273	95,000	97,200	100,000	5%
	Total Taxes & Assessments	**$ 11,767,864**	**$ 12,344,400**	**$ 12,759,500**	**$ 12,752,900**	**3%**
Licenses & Permits						
100-42100	Industrial Waste Permits	$ 35,607	$ 27,000	$ 23,900	$ 23,500	-13%
100-42110	Building & Safety Permits	611,266	466,700	521,000	480,000	3%
100-42130	Special Permits	20,748	10,000	18,200	12,000	20%
100-42140	Animal License Fees	99,457	150,000	72,200	75,000	-50%
100-42150	Business License Application Fee	37,548	30,000	51,100	50,000	67%
100-42160	SB 1186 (CASP Fee)	5,717	4,000	5,000	5,000	25%
	Total Licenses and Permits	**$ 810,342**	**$ 687,700**	**$ 691,400**	**$ 645,500**	**-6%**
Fines & Forfeitures						
100-43100	Court Fines	$ 79,421	$ 80,000	$ 59,100	$ 60,000	-25%
100-43110	Parking Citations	249,698	200,000	150,000	200,000	0%
100-43120	Administrative Penalties - Code Enf.	22,616	18,000	19,300	18,000	0%
100-43130	Administrative Penalties - Animal Control	-	-	1,800	2,000	100%
	Total Fines & Forfeitures	**$ 351,735**	**$ 298,000**	**$ 230,200**	**$ 280,000**	**-6%**
Use of Money						
100-44100	Interest on Investments	$ 219,737	$ 110,000	$ 187,000	$ 120,000	9%
	Total Use of Money	**$ 219,737**	**$ 110,000**	**$ 187,000**	**$ 120,000**	**9%**
Intergovernmental						
100-45100	Federal Grant -Summer Lunch Program	$ 13,675	$ 30,000	$ 27,500	$ 27,500	-8%
100-45120	County Grant	1,500	1,500	-	-	-100%
100-45140	State Mandated Reimbursements	12,371	10,000	10,000	10,000	0%
100-45145	Motor Vehicles License Fees	19,529	20,000	32,300	30,000	50%
	Total Intergovernmental	**$ 47,075**	**$ 61,500**	**$ 69,800**	**$ 67,500**	**10%**

Revenue Details

Fiscal Year 2020-2021

Account Number	Revenue Source	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 19-20 Estimated Actuals	FY 20-21 Adopted Budget	% Change From Prior Year Budget
GENERAL FUND - 100 (continued)						
Charges for Services						
100-47100	Zoning Fees	$ 66,895	$ 42,000	$ 48,600	$ 43,000	2%
100-47110	Building Plan Check Fees	288,297	200,000	388,000	320,000	60%
100-47120	Public Works Inspection Fees	184,345	149,000	183,700	166,200	12%
100-47150	Repair to Public Property	25,125	10,000	5,000	5,000	-50%
100-47160	Facility Rental	40,381	25,000	12,000	20,000	-20%
100-47170	Subdivision Fees	3,921	5,500	5,500	5,500	0%
100-47180	Site Plan Review	12,388	12,000	9,900	10,000	-17%
100-47210	Emergency Response Program	300	500	-	500	0%
100-47220	Vehicle Impound Fees	37,296	36,000	31,000	30,000	-17%
100-47240	Foreclosure Registration Fee	900	1,000	1,000	1,000	0%
100-47260	Recreation Programs	158,289	149,700	130,000	140,000	-6%
100-47270	Senior Center Programs	2,439	4,400	2,400	4,000	-9%
100-47280	Landscape Maintenance	8,466	7,700	8,500	8,700	13%
100-47290	Passport Program	36,805	38,000	25,000	35,000	-8%
100-47300	Telecommunication Lease/Rental	35,434	35,400	35,400	35,400	0%
	Total Charges For Services	**$ 909,746**	**$ 716,200**	**$ 886,000**	**$ 824,300**	**15%**
Other Financing Sources						
100-48100	Successor Agency Reimbursement	$ 61,757	$ 120,100	$ 123,800	$ 89,300	-26%
100-48120	Tap Card Sales	74	100	100	100	0%
100-48130	Donations	490	2,000	3,000	2,000	0%
100-48140	Military Banner Donations	73	100	300	100	0%
100-48900	Miscellaneous	137,783	100,000	150,000	100,000	0%
100-49120	Unrealized Gain	347,624	-	36,000	-	0%
100-49900	Transfers in from Other Funds	425,197	375,900	431,200	385,700	3%
	Total Other Financing Sources	**$ 972,999**	**$ 598,200**	**$ 744,400**	**$ 577,200**	**-4%**
	Total General Fund	**$ 15,079,497**	**$ 14,816,000**	**$ 15,568,300**	**$ 15,267,400**	**3%**
SPECIAL REVENUE FUNDS						
Gas Tax Fund						
200-44100	Interest on Investments	$ 324	$ 2,000	$ 2,200	$ 2,000	0%
200-45150	Street & Highway 2103	135,921	347,000	338,700	325,530	-6%
200-45151	Gas Tax - 2105	223,229	226,400	223,500	211,050	-7%
200-45152	Gas Tax - 2106	137,922	138,400	136,400	122,760	-11%
200-45153	Gas Tax - 2107	280,735	297,200	279,900	251,910	-15%
200-45144	Gas Tax - 2107.5	6,000	6,000	6,000	6,000	0%
200-48900	Miscellaneous	45,882	46,000	45,900	46,000	0%
	Total State Gas Tax	**$ 830,012**	**$ 1,063,000**	**$ 1,032,600**	**$ 965,250**	**-9%**
RMRA (SB 1) Fund						
202-44100	Interest on Investments	$ 10,304	$ 3,000	$ 10,000	$ 3,000	0%
202-45154	Gas Tax - RMRA (SB 1)	746,108	673,400	751,600	770,500	14%
	Total RMRA (SB 1)	**$ 756,412**	**$ 676,400**	**$ 761,600**	**$ 773,500**	**14%**

Revenue Details

Fiscal Year 2020-2021

Account Number	Revenue Source	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 19-20 Estimated Actuals	FY 20-21 Adopted Budget	% Change From Prior Year Budget
SPECIAL REVENUE FUNDS (continued)						
Measure M Fund						
203-44100	Interest on Investments	$ 13,127	$ 5,000	$ 11,500	$ 5,000	0%
203-45200	Measure M Allocations	569,260	580,700	605,500	606,300	4%
	Total Measure M	**$ 582,387**	**$ 585,700**	**$ 617,000**	**$ 611,300**	**4%**
Measure R Fund						
205-44100	Interest on Investments	$ 9,679	$ 8,700	$ 11,500	$ 8,700	0%
205-45200	Measure R Allocations	505,405	512,400	538,800	535,000	4%
	Total Measure R	**$ 515,084**	**$ 521,100**	**$ 550,300**	**$ 543,700**	**4%**
Proposition A Fund						
210-44100	Interest on Investments	$ 12,224	$ 8,000	$ 11,500	$ 8,000	0%
210-45210	Proposition A Transportation	812,179	823,600	866,900	859,900	4%
210-46100	Dial-A-Ride Fares	940	900	700	900	0%
210-46105	Shuttle Fares	38,104	36,000	35,100	36,000	0%
210-46110	Foothill Pass Sales	59,639	61,900	63,800	62,000	0%
210-46120	Metrolink Pass Sales	13,776	13,900	16,000	14,000	1%
210-46130	MTA Pass Sales	17,284	20,300	18,800	19,000	-6%
	Total Proposition A	**$ 954,145**	**$ 964,600**	**$ 1,012,800**	**$ 999,800**	**4%**
Proposition C Fund						
215-44100	Interest on Investments	$ 25,870	$ 14,000	$ 24,800	$ 15,000	7%
215-45220	Proposition C Transportation	673,679	683,100	719,100	713,200	4%
	Total Proposition C	**$ 699,549**	**$ 697,100**	**$ 743,900**	**$ 728,200**	**4%**
Local Transportation Fund						
220-45190	TDA SB 821 Allocation	$ -	$ 50,000	$ 10,000	$ 50,000	0%
	Total Local Transportation Fund	**$ -**	**$ 50,000**	**$ 10,000**	**$ 50,000**	**0%**
HSIP Grant Fund						
230-45100	HSIP Grant	$ 38,210	$ 786,000	$ -	$ 786,000	0%
	Total HSIP Grant	**$ 38,210**	**$ 786,000**	**$ -**	**$ 786,000**	**0%**
Supplemental Law Enforcement Fund						
240-45160	Citizen's Option Public Funds	$ 148,747	$ 100,000	$ 156,000	$ 100,000	0%
	Total Supplemental Law Enforcement	**$ 148,747**	**$ 100,000**	**$ 156,000**	**$ 100,000**	**0%**
JAG Grant Fund						
245-45100	JAG Grant	$ -	$ 10,200	$ 10,200	$ -	-100%
	Total JAG Grant	**$ -**	**$ 10,200**	**$ 10,200**	**$ -**	**-100%**
Asset Seizure Fund						
255-44100	Interest on Investments	$ 12	$ -	$ -	$ -	0%
	Total Asset Seizure	**$ 12**	**$ -**	**$ -**	**$ -**	**0%**
Community Development Block Grant Fund						
260-46141	Program Income	$ 831	$ 1,800	$ 1,000	$ 1,800	0%
260-46150	CDBG Grant	447,533	417,900	453,400	443,800	6%
	Total Community Development Block Grant	**$ 448,364**	**$ 419,700**	**$ 454,400**	**$ 445,600**	**6%**

Revenue Details

Fiscal Year 2020-2021

Account Number	Revenue Source	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 19-20 Estimated Actuals	FY 20-21 Adopted Budget	% Change From Prior Year Budget
SPECIAL REVENUE FUNDS (continued)						
Cal Home Grant Fund						
265-44100	Interest on Investments	$ 8,826	$ 4,000	$ 7,500	$ 4,000	0%
	Total Cal Home Grant	**$ 8,826**	**$ 4,000**	**$ 7,500**	**$ 4,000**	**0%**
Air Quality Improvement District Fund						
270-44100	Interest on Investments	$ 4,047	$ 2,000	$ 3,200	$ 2,000	0%
270-45170	Vehicle Registration Fees	52,772	56,000	51,400	51,000	-9%
	Total Air Quality Improvement District	**$ 56,819**	**$ 58,000**	**$ 54,600**	**$ 53,000**	**-9%**
PEG Access Fund						
275-41140	Cable PEG Access	$ 42,636	$ 40,500	$ 34,500	$ 35,000	-14%
275-44100	Interest on Investments	3,110	1,500	2,500	1,500	0%
	Total PEG Access	**$ 45,746**	**$ 42,000**	**$ 37,000**	**$ 36,500**	**-13%**
Miscellaneous Grant Fund						
280-45110	State Grants	$ -	$ -	$ 1,295,800	$ 741,000	100%
280-45120	County Grant	14,729	250,000	-	57,400	-77%
280-45130	Miscellaneous Grant	-	40,000	-	40,000	0%
	Total Miscellaneous Grant	**$ 14,729**	**$ 290,000**	**$ 1,295,800**	**$ 838,400**	**189%**
Measure A Safe Parks Fund						
283-45240	Measure A Allocations - M & S	-	27,200	-	27,200	0%
283-45245	Measure A Allocations - CPIP	-	196,300	-	196,300	0%
	Total Measure A Safe Parks Fund	**$ -**	**$ 223,500**	**$ -**	**$ 223,500**	**0%**
Measure W Fund						
284-44100	Interest on Investments	$ -	$ -	$ -	$ 1,000	0%
284-45215	Measure W Allocation	-	-	-	340,000	100%
	Total Measure W	**$ -**	**$ -**	**$ -**	**$ 341,000**	**0%**
Lighting & Landscape Maint. Fund						
285-41180	Property Tax	$ 837,705	$ 816,400	$ 821,800	$ 831,600	2%
285-41181	Property Tax Administration	(10,975)	(11,000)	(11,200)	(12,000)	9%
285-44100	Interest on Investments	26,398	22,300	21,000	20,000	-10%
285-48900	Miscellaneous	144,732	-	4,000	-	0%
	Total Lighting & Landscape Maint.	**$ 997,859**	**$ 827,700**	**$ 835,600**	**$ 839,600**	**1%**
Low-Mod Housing Asset Fund						
290-49900	Transfers In - Low-Mod Housing Asset	$ 53,015	$ 61,800	$ 61,800	$ 70,200	14%
	Total Low-Mod Housing Asset Fund	**$ 53,015**	**$ 61,800**	**$ 61,800**	**$ 70,200**	**14%**
	Total Special Revenue Funds	**$ 6,149,913**	**$ 7,380,800**	**$ 7,641,100**	**$ 8,409,550**	**14%**

Revenue Details

Fiscal Year 2020-2021

Account Number	Revenue Source	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 19-20 Estimated Actuals	FY 20-21 Adopted Budget	% Change From Prior Year Budget
DEBT SERVICE FUNDS						
Series 2019A Debt Service Fund						
305-49900	Transfers In - Series 2019A Debt Service Fund	$ -	$ -	$ 263,600	$ 262,800	100%
	Total Series 2019A Debt Service Fund	**$ -**	**$ -**	**$ 263,600**	**$ 262,800**	**100%**
Series 2019B Debt Service Fund						
305-49900	Transfers In - Series 2019B Debt Service Fund	$ -	$ -	$ 230,900	$ 234,200	100%
	Total Series 2019B Debt Service Fund	**$ -**	**$ -**	**$ 230,900**	**$ 234,200**	**100%**
	Total Debt Service Funds	**$ -**	**$ -**	**$ 494,500**	**$ 497,000**	**100%**
CAPITAL PROJECTS FUNDS						
Capital Projects Fund						
400-49130	Loan Proceeds	$ 30,110	$ -	$ -	$ -	0%
400-49900	Transfers In - CIP Fund	208,742	55,000	168,500	68,500	25%
	Total Capital Projects	**$ 238,852**	**$ 55,000**	**$ 168,500**	**$ 68,500**	**25%**
Series 2019A Capital Project Fund						
405-49135	Bond Proceeds	$ -	$ -	$ 3,910,000	$ -	0%
405-49136	Bond Premium	-	-	227,500	-	0%
	Total Series 2019A Capital Project Fund	**$ -**	**$ -**	**$ 4,137,500**	**$ -**	**0%**
Series 2019B Capital Project Fund						
410-49135	Bond Proceeds	$ -	$ -	$ 3,470,000	$ -	0%
410-49136	Bond Premium	-	-	192,900	-	0%
	Total Series 2019B Capital Project Fund	**$ -**	**$ -**	**$ 3,662,900**	**$ -**	**0%**
	Total Capital Projects Funds	**$ 238,852**	**$ 55,000**	**$ 7,968,900**	**$ 68,500**	**25%**
PROPRIETARY FUNDS						
Sewer Construction/Maintenance Fund						
500-44100	Interest on Investments	$ 94,030	$ 69,800	$ 79,900	$ 70,000	0%
500-47400	Sewer Impact Fee	167,440	55,000	70,000	55,000	0%
500-47405	Sewer Maintenance Fee (CSMD)	434,475	462,800	384,600	400,000	-14%
500-47410	Sewer Maintenance Fee	917,713	916,800	770,500	800,000	-13%
	Total Sewer Construction/Maint.	**$ 1,613,658**	**$ 1,504,400**	**$ 1,305,000**	**$ 1,325,000**	**-12%**
Equipment Replacement Fund						
550-44100	Interest on Investments	$ 4,598	$ 1,500	$ 3,300	$ 1,500	0%
550-49150	Equipment Replacement Charges	166,404	163,000	173,100	140,800	-14%
	Total Equipment Replacement	**$ 171,002**	**$ 164,500**	**$ 176,400**	**$ 142,300**	**-13%**

Revenue Details

Fiscal Year 2020-2021

Account Number	Revenue Source	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 19-20 Estimated Actuals	FY 20-21 Adopted Budget	% Change From Prior Year Budget
PROPRIETARY FUNDS (continued)						
Vehicle Maintenance & Replacement Fund						
555-44100	Interest on Investments	$ 3,111	$ 1,500	$ 2,300	$ 1,500	0%
555-49140	Vehicle Equipment Replacement Charges	127,896	138,400	138,400	156,000	13%
555-49900	Transfers In - Veh Maintenance and Replace	-	308,000	308,000	-	-100%
	Total Vehicle Maintenance & Replacement	**$ 131,007**	**$ 447,900**	**$ 448,700**	**$ 157,500**	**-65%**
	Total Proprietary Funds	**$ 1,915,667**	**$ 2,116,800**	**$ 1,930,100**	**$ 1,624,800**	**-23%**
Successor Agency Fund						
610-44100	Interest on Investments	$ 2,914	$ 100	$ 100	$ 100	0%
610-41180	Property Tax (RPTTF Distributions)	672,912	699,600	728,000	737,500	5%
	Total Successor Agency	**$ 675,826**	**$ 699,700**	**$ 728,100**	**$ 737,600**	**5%**
	Total City	**$ 24,059,755**	**$ 25,068,300**	**$ 34,331,000**	**$ 26,604,850**	**6%**

EXPENDITURE SUMMARY

Budgeted Expenditure by Type

Fiscal Year 2020-2021

Acct. No.	Department	Personnel Services	Operating Expenditures	Capital Outlay	Capital Improvement	Debt Services	Transfer Out	Total
100-1100	City Council	$ 202,600	$ 91,200	$ -	$ -	$ -	$ -	$ 293,800
100-1110	City Manager	490,200	166,800	-	-	-	-	657,000
100-1120	City Clerk	229,800	172,500	-	-	-	-	402,300
275-1125	PEG Access	-	12,600	75,000	-	-	-	87,600
100-1130	Financial Services	561,600	112,600	-	-	-	-	674,200
100-1135	Human Resources/Risk Management	762,800	354,100	-	-	-	-	1,116,900
100-1150	General Services	-	238,100	-	-	-	-	238,100
550-5100	Information Technology	-	140,800	-	-	-	-	140,800
	General Government	**$ 2,247,000**	**$ 1,288,700**	**$ 75,000**	**$ -**	**$ -**	**$ -**	**$ 3,610,700**
100-2100	Public Safety Services	$ -	$ 7,711,100	$ -	$ -	$ -	$ -	$ 7,711,100
240-2100	Public Safety Services	-	-	-	-	-	100,000	100,000
245-2100	Public Safety Services	-	-	-	-	-	-	-
255-2100	Public Safety Services	-	-	-	-	-	-	-
100-2110	Code Enforcement Services	320,800	159,300	-	-	-	-	480,100
100-2120	Emergency Preparedness	-	7,100	-	-	-	-	7,100
100-2130	Animal Control Services	182,600	96,500	-	-	-	-	279,100
	Public Safety	**$ 503,400**	**$ 7,974,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 8,577,400**
100-3100	Public Works Services	$ -	$ 98,300		$ -	$ -	$ -	$ 98,300
270-3100	Public Works Services (AQMD)	900	30,000	-	-	-	-	30,900
284-3100	Public Works (Measure W)		150,000					150,000
100-3110	Engineering Services	-	141,400	-	-	-	-	141,400
200-3120	Streets	330,700	628,100	-	-	-	-	958,800
203-3120	Streets	193,400	16,500	-	-	-	262,800	472,700
205-3120	Streets (Measure R)	195,600	-	-	-	-	287,700	483,300
305-3120	Series 2019A Debt Service Fund					262,800		262,800
310-3120	Series 2019B Debt Service Fund					234,200		234,200
400-3120	Streets	-	-	-	-	53,500	-	53,500
210-3130	Transportation (Prop A)	160,100	805,200	-	-	-	-	965,300
215-3130	Transportation (Prop C)	71,400	-	-	-	-	-	71,400
555-3150	Vehicle Maintenance & Replacement	-	226,800	-	-	-	-	226,800
100-3300	Planning/Zoning Services	289,800	77,700	-	-	-	-	367,500
280-3300	Planning/Zoning Services	-	-	-	-	-	-	-
100-3310	Building & Safety Services	-	481,500	-	-	-	-	481,500
100-3320	Housing & Community Services	130,300	11,000	-	-	-	70,200	211,500
260-3320	Housing & Community Services	299,000	145,300	-	-	-	-	444,300
265-3320	Housing & Community Services	-	205,000	-	-	-	10,700	215,700
290-3320	Housing & Community Services	-	-	-	-	-	-	-
100-3330	Parks	299,200	76,600	-	-	-	-	375,800
283-3330	Parks	-	27,200	-	-	-	-	27,200
285-3330	Parks	360,200	532,200	-	-	-	-	892,400
	Development Services	**$ 2,330,600**	**$ 3,652,800**	**$ -**	**$ -**	**$ 550,500**	**$ 631,400**	**$ 7,165,300**
500-3210	Sewer Construction/Maintenance	$ -	$ 364,700	$ -	$ -	$ 625,000	$ 275,000	$ 1,264,700
	Sewer	**$ -**	**$ 364,700**	**$ -**	**$ -**	**$ 625,000**	**$ 275,000**	**$ 1,264,700**
100-4100	Recreation Services	$ 899,200	$ 167,200	$ 11,000	$ -	$ -	$ -	$ 1,077,400
100-4110	Youth Learning Activity Services	313,200	73,600	-	-	-	-	386,800
100-4130	Senior Services	121,500	77,200	-	-	-	-	198,700
100-4140	Community Promotions	-	194,700	-	-	-	-	194,700
	Community Services	**$ 1,333,900**	**$ 512,700**	**$ 11,000**	**$ -**	**$ -**	**$ -**	**$ 1,857,600**

Budgeted Expenditure by Type

Fiscal Year 2020-2021

Acct. No.	Department	Personnel Services	Operating Expenditures	Capital Outlay	Capital Improvement	Debt Services	Transfer Out	Total
610-5100	RPTTF	$ -	$ 451,600	$ -	$ -	$ 570,300	$ -	$ 1,021,900
	Successor Agency	**$ -**	**$ 451,600**	**$ -**	**$ -**	**$ 570,300**	**$ -**	**$ 1,021,900**
	Capital Improvement Projects	$ -	$ -	$ -	$ 12,100,700	$ -	$ -	$ 12,100,700
	Capital Improvements	**$ -**	**$ -**	**$ -**	**$ 12,100,700**	**$ -**	**$ -**	**$ 12,100,700**
	Total	**$ 6,414,900**	**$ 14,244,500**	**$ 86,000**	**$ 12,100,700**	**$ 1,745,800**	**$ 1,006,400**	**$ 35,598,300**

Budgeted Expenditures by Fund

Fiscal Year 2020-2021

Dept	Fund	Description	2018-2019 Actuals	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
GENERAL FUND							
1100	100	City Council	$ 238,489	$ 263,500	$ 275,900	$ 293,800	11%
1110	100	City Manager	664,778	623,800	510,400	657,000	5%
1120	100	City Clerk	208,301	251,900	214,800	402,300	60%
1130	100	Financial Services	665,025	586,400	631,800	674,200	15%
1135	100	Human Resources/Risk Management	1,070,007	1,096,600	1,085,000	1,116,900	2%
1150	100	General Services	253,438	214,400	223,800	238,100	11%
2100	100	Public Safety Services	6,626,425	7,273,400	6,889,000	7,711,100	6%
2110	100	Code Enforcement Services	356,280	439,600	447,500	480,100	9%
2120	100	Emergency Preparedness	2,023	7,100	10,600	7,100	0%
2130	100	Animal Control Services	226,119	321,900	347,600	279,100	-13%
3100	100	Public Works Services	180,345	161,400	146,000	98,300	-39%
3110	100	Engineering Services	153,049	128,700	141,400	141,400	10%
3300	100	Planning/Zoning Services	207,672	325,300	315,100	367,500	13%
3310	100	Building & Safety Services	540,639	401,300	546,800	481,500	20%
3320	100	Housing & Community Services	93,569	138,400	128,400	141,300	2%
3330	100	Parks	365,065	134,400	186,100	375,800	180%
4100	100	Recreation Services	672,870	950,000	745,700	1,077,400	13%
4110	100	Youth Learning Activity Services	295,340	357,500	311,600	386,800	8%
4130	100	Senior Services	151,226	199,200	170,200	198,700	0%
4140	100	Community Promotions	147,554	182,500	156,800	194,700	7%
9990	100	Transfers to Other Funds	92,938	61,800	369,800	70,200	14%
		Total General Fund	**$ 13,211,153**	**$ 14,119,100**	**$ 13,854,300**	**$ 15,393,300**	**9%**
STATE GAS TAX FUND							
3120	200	Streets	$ 719,902	$ 913,000	$ 691,000	$ 958,800	5%
		Total State Gas Tax Fund	**$ 719,902**	**$ 913,000**	**$ 691,000**	**$ 958,800**	**5%**
RMRA (SB 1) FUND							
3120	202	Streets	$ -	$ -	$ -	$ -	0%
		Total RMRA (SB 1) Fund	**$ -**	**$ -**	**$ -**	**$ -**	**0%**
MEASURE M FUND							
3120	203	Streets	$ 47,066	$ 216,200	$ 441,600	$ 472,700	119%
		Total Measure M Fund	**$ 47,066**	**$ 216,200**	**$ 441,600**	**$ 472,700**	**119%**
MEASURE R FUND							
3120	205	Streets	$ 237,680	$ 256,200	$ 431,000	$ 483,300	89%
		Total Measure R Fund	**$ 237,680**	**$ 256,200**	**$ 431,000**	**$ 483,300**	**89%**
PROP A FUND							
3130	210	Transportation	$ 883,295	$ 973,000	$ 875,800	$ 965,300	-1%
		Total Proposition A Fund	**$ 883,295**	**$ 973,000**	**$ 875,800**	**$ 965,300**	**-1%**
PROP C FUND							
3130	215	Transportation	$ 31,194	$ 45,600	$ 64,000	$ 71,400	57%
		Total Proposition C Fund	**$ 31,194**	**$ 45,600**	**$ 64,000**	**$ 71,400**	**57%**

Budgeted Expenditures by Fund

Fiscal Year 2020-2021

Dept	Fund	Description	2018-2019 Actuals	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
SUPPLEMENTAL LAW ENFORCEMENT FUND							
2100	240	Public Safety Services	$ 148,747	$ 100,000	$ 156,000	$ 100,000	0%
		Total Supplemental Law Enforcement Fund	**$ 148,747**	**$ 100,000**	**$ 156,000**	**$ 100,000**	**0%**
JAG GRANT FUND							
2100	245	Public Safety Services	$ -	$ 10,200	$ 10,200	$ -	-100%
		Total JAG Grant Fund	**$ -**	**$ 10,200**	**$ 10,200**	**$ -**	**-100%**
ASSET SEIZURE FUND							
2100	255	Public Safety Services	$ -	$ -	$ -	$ -	0%
		Total Asset Seizure Fund	**$ -**	**$ -**	**$ -**	**$ -**	**0%**
CDBG PROGRAM FUND							
3320	260	Housing & Community Services	$ 395,433	$ 419,700	$ 453,400	$ 444,300	6%
		Total CDBG Program Fund	**$ 395,433**	**$ 419,700**	**$ 453,400**	**$ 444,300**	**6%**
CAL HOME LOAN FUND							
3320	265	Housing & Community Services	$ 7,995	$ 227,000	$ 82,000	$ 215,700	-5%
		Total Cal Home Loan Fund	**$ 7,995**	**$ 227,000**	**$ 82,000**	**$ 215,700**	**-5%**
AIR QUALITY IMPROVEMENT FUND							
3100	270	Vehicle Maintenance & Replacement	$ 1,151	$ 105,900	$ 309,700	$ 30,900	-71%
		Total Air Quality Improvement Fund	**$ 1,151**	**$ 105,900**	**$ 309,700**	**$ 30,900**	**-71%**
PEG ACCESS FUND							
1125	275	Peg Access Channel	$ 12,518	$ 86,400	$ 32,200	$ 87,600	1%
		Total Peg Access Fund	**$ 12,518**	**$ 86,400**	**$ 32,200**	**$ 87,600**	**1%**
MISCELLANEOUS GRANT FUND							
3300	280	Planning/Zoning Services	$ -	$ -	$ -	$ -	0%
		Total Miscellaneous Grant Fund	**$ -**	**$ -**	**$ -**	**$ -**	**0%**
MEASURE A SAFE PARKS FUND							
3330	283	Parks	$ -	$ 27,200	$ -	$ 27,200	0%
		Total Measure A Safe Parks Fund	**$ -**	**$ 27,200**	**$ -**	**$ 27,200**	**0%**
MEASURE W FUND							
3100	284	Public Works	$ -	$ -	$ -	$ 150,000	100%
		Total Measure W Fund	**$ -**	**$ -**	**$ -**	**$ 150,000**	**100%**
LIGHTING & LANDSCAPING FUND							
3330	285	Parks	$ 754,221	$ 971,300	$ 945,000	$ 892,400	-8%
		Total Lighting & Landscaping Fund	**$ 754,221**	**$ 971,300**	**$ 945,000**	**$ 892,400**	**-8%**
HOUSING FUND							
3320	290	Housing	$ -	$ -	$ -	$ -	0%
		Total Housing Fund	**$ -**	**$ -**	**$ -**	**$ -**	**0%**

Budgeted Expenditures by Fund

Fiscal Year 2020-2021

Dept	Fund	Description	2018-2019 Actuals	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
SERIES 2019A DEBT SERVICE FUND							
3120	305	Series 2019A Debt Service Fund	$ -	$ -	$ 263,600	$ 262,800	100%
		Total Series 2019A Debt Service Fund	**$ -**	**$ -**	**$ 263,600**	**$ 262,800**	**100%**
SERIES 2019B DEBT SERVICE FUND							
3120	310	Series 2019B Debt Service Fund	$ -	$ -	$ 230,900	$ 234,200	100%
		Total Series 2019B Debt Service Fund	**$ -**	**$ -**	**$ 230,900**	**$ 234,200**	**100%**
CAPITAL PROJECTS FUND							
3120	400	Capital Projects Fund	$ 208,741	$ 55,000	$ 53,500	$ 53,500	-3%
		Total Capital Projects Fund	**$ 208,741**	**$ 55,000**	**$ 53,500**	**$ 53,500**	**-3%**
SEWER CONSTRUCTION/MTCE FUND							
3210	500	Sewer Maintenance	$ 855,985	$ 1,204,000	$ 1,163,500	$ 1,264,700	5%
		Total Sewer Construction/Mtce Fund	**$ 855,985**	**$ 1,204,000**	**$ 1,163,500**	**$ 1,264,700**	**5%**
EQUIPMENT REPLACEMENT FUND							
5100	550	Information Technology	$ 126,932	$ 173,100	$ 133,000	$ 140,800	-19%
		Total Equipment Replacement Fund	**$ 126,932**	**$ 173,100**	**$ 133,000**	**$ 140,800**	**-19%**
VEHICLE MAINTENANCE & REPLACEMENT FUND							
3150	555	Vehicle Maintenance & Replacement	$ 151,768	$ 378,400	$ 221,600	$ 226,800	-40%
		Total Vehicle Maintenance & Replacement Fund	**$ 151,768**	**$ 378,400**	**$ 221,600**	**$ 226,800**	**-40%**
SUCCESSOR AGENCY FUND							
5100	610	RPTTF	$ 948,143	$ 1,027,900	$ 1,084,000	$ 1,021,900	-1%
		Total Successor Agency Fund	**$ 948,143**	**$ 1,027,900**	**$ 1,084,000**	**$ 1,021,900**	**-1%**
CAPITAL IMPROVEMENTS							
	100	General Fund	$ -	$ 1,483,000	$ 78,100	$ 1,404,900	-5%
	200	State Gas Tax Fund	2,035	150,000	135,000	60,000	-60%
	202	RMRA (SB 1)	-	1,600,000	135,000	1,400,000	-13%
	203	Measure M Fund	341,711	608,500	184,000	356,000	-41%
	205	Measure R Fund	43,831	408,000	180,000	225,000	-45%
	210	Prop A Fund	-	240,000	30,000	230,000	-4%
	215	Prop C Fund	87,515	1,750,000	305,000	1,325,000	-24%
	220	Local Transportation Fund	-	50,000	10,000	50,000	0%
	230	HSIP Grant Fund	-	786,000	-	786,000	0%
	260	CDBG Program Fund	41,163	-	-	-	0%
	275	PEG Access Fund	-	-	-	50,000	100%
	280	Miscellaneous Grant Fund	3,931	1,971,500	1,340,800	789,500	-60%
	285	Lighting & Landscape Maint. Dist.	1,037,860	158,500	190,700	125,800	-21%
	400	Capital Projects Fund	30,110	55,000	115,000	15,000	-73%
	405	Series 2019A Capital Project Fund	-	-	-	2,200,000	100%
	410	Series 2019B Capital Project Fund	-	-	-	2,200,000	100%
	500	Sewer Construction/Mtce Fund	-	4,084,000	3,460,500	883,500	-78%
		Total Capital Improvements	**$ 1,588,156**	**$ 13,344,500**	**$ 6,164,100**	**$ 12,100,700**	**-9%**
		GRAND TOTAL	**$ 20,330,080**	**$ 34,653,700**	**$ 27,660,400**	**$ 35,598,300**	**3%**

DEPARTMENTS, DIVISIONS AND FUNDS

GENERAL GOVERNMENT

City Council

Summary

The City Council strives 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. 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.

FY 2019-2020 Accomplishments

- Conducted a successful Youth in Government Day and mock City Council meeting for Project LEAD.
- Provided leadership to the La Puente community throughout the COVID-19 crisis; established policies, provided protective supplies, and directed staff in prevention and recovery efforts.
- Considered and approved numerous contracts for construction as part of the La Puente Park Master Plan.
- Engaged the community of La Puente regarding such issues as parking control and reducing gang violence.

FY 2020-2021 Goals

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

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Council Members	5.00	5.00	5.00
Total FTE	5.00	5.00	5.00

City Council 100-1100

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 165,696	$ 173,500	$ 186,700	$ 202,600	17%
Operating Expenditures	72,793	90,000	89,200	91,200	1%
TOTAL	$ 238,489	$ 263,500	$ 275,900	$ 293,800	11%
FUNDING SOURCES					
100 - General Fund	$ 238,489	$ 263,500	$ 275,900	$ 293,800	11%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-Time	Stipends for five Council Members
51211	Retirement	Costs of City's and Council Member's share of CalPERS
51212	FICA-Medicare	Medicare benefits for Council Members
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
51316	Auto Allowance	Automotive allowance for each Council Member
51317	Telecommunication Allowance	Telecommunication allowance for each Council Member
53011	Operating Supplies	Office supplies for the Council Chambers
53012	Small Tools & Equipment	Small equipment for Council Chambers
53111	Contract Services - Private	Legislative consultant; interpreter and audio services for special meetings
53411	Printing & Publishing	Costs for ads for required public notices
53971	Dues & Memberships	Memberships for California Contract Cities, League of California Cities, San Gabriel Valley Council of Government, and Southern California Association of Government
53972	Conferences & Meetings	Attendance at professional association conferences and meetings
53976	Special Departmental	Miscellaneous expenses for Council activities such as flowers, recognition gifts and awards, shirts, jackets and other expenses.
53996	IT/Equipment Charges	Allocated information technology and equipment charges

City Council 100-1100

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 32,160	$ 32,200	$ 32,200	$ 32,200
Retirement	51211	11,905	16,200	16,100	16,900
FICA-Medicare	51212	1,130	1,100	1,200	1,100
Other Health-DOC	51311	5,998	10,000	8,800	10,000
Disability Insurance	51312	120	200	100	100
Life Insurance	51313	870	900	900	900
Health Insurance	51314	67,937	67,300	81,800	95,800
Auto Allowance	51316	27,576	27,600	27,600	27,600
Telecommunication Allowance	51317	18,000	18,000	18,000	18,000
Total Personnel Services		$ 165,696	$ 173,500	$ 186,700	$ 202,600
Operating Expenditures					
Operating Supplies	53011	$ 64	$ -	$ -	$ -
Small Tools & Equipment	53012	411	500	600	600
Contract Services - Private	53111	30,000	32,800	38,200	33,000
Printing & Publishing	53411	326	-	-	-
Dues & Memberships	53971	32,888	38,400	40,400	40,400
Conferences & Meetings	53972	1,550	10,000	1,800	10,000
Special Departmental	53976	2,958	4,300	4,200	4,300
IT/Equipment Charges	53996	4,596	4,000	4,000	2,900
Total Operating Expenditures		$ 72,793	$ 90,000	$ 89,200	$ 91,200
TOTAL EXPENDITURES		$ 238,489	$ 263,500	$ 275,900	$ 293,800

City of La Puente

City Manager’s Office

Summary

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 City Attorney reviews all resolutions, ordinances, contracts, and other city documents for legal validity, provides advice on the legal ramifications of City policies and actions, and represents the City in court actions as necessary.

FY 2019-2020 Accomplishments

- Broke ground on the La Puente Park Master Plan project; managed all aspects of planning and construction.
- Managed City staff and resources economically and efficiently.

FY 2020-2021 Goals

- Implement the direction of the City Council.
- Advise and provide recommendations to the City Council on matters within 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.
- Continue overseeing the La Puente Park Master Plan project to completion.

Significant Changes

- Personnel Services increased due to hiring of Communications/I.T. Analyst
- Operating Expenditures decreased due to a reduction in legal fees and more efficient use of conferences, meetings, and vehicle and technology allocations.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
City Manager	0.92	0.92	0.92
Management Analyst	0.50	0.50	0.50
Management Assistant (formerly Executive Assistant)	1.00	0.60	0.60
Community Engagement Supervisor	0.00	0.50	0.50
Communication/IT Analyst	0.00	0.50	0.50
Office Specialist	0.00	*	0.00
Total FTE	2.42	3.02	3.02

*Part-time positions - The number of full-time equivalent in the City Manager's Office can vary depending on the amount of the budget set aside. For FY 2020-21, the position has been removed.

City Manager's Office 100-1110

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 538,259	$ 448,200	$ 403,500	$ 490,200	9%
Operating Expenditures	126,519	175,600	106,900	166,800	-5%
TOTAL	$ 664,778	$ 623,800	$ 510,400	$ 657,000	5%
FUNDING SOURCES					
100 - General Fund	$ 664,778	$ 623,800	$ 510,400	$ 657,000	5%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for City Manager (92%), Management Analyst (50%) , Management Assistant (60%), Community Engagement Supervisor (50%), and Communications/IT Analyst (50%)
51112	Salaries - Part-time	Salary for part-time Office Specialist
51118	Leave Conversion	Conversion of accrued leave
51211	Retirement	Costs of City's and employee's share of PERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
51317	Telecommunication Allowance	Telecommunication allowance for City Manager
51318	Deferred Compensation	Deferred compensation contribution for City Manager
53011	Office Supplies	Office supplies for the City Manager's office
53111	Contract Services - Private	Transitional City Manager Service costs
53114	Legal Fees - General	Legal services for City Attorney and attorneys dealing with labor law and other legal assignments
53118	Legal Fees - Litigation	Legal services for litigation
53961	Subscriptions & Publications	Subscription for newspapers and publications
53971	Dues & Memberships	Memberships in professional associations
53972	Conferences & Meetings	City Manager and staff attendance at various conferences and meetings; Semi-Annual Strategic Planning meetings
53976	Special Departmental	Miscellaneous expenses such as recognition gifts & awards
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges

City Manager's Office 100-1110

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 324,957	$ 308,400	$ 299,400	$ 354,000
Salaries - Part-time	51112	4,560	32,400	16,200	-
Leave Conversion	51118	41,647	-	3,300	-
Retirement	51211	117,138	55,000	42,900	73,700
FICA-Medicare	51212	5,527	4,900	4,700	5,200
Other Health-DOC	51311	2,871	5,000	4,400	6,100
Disability Insurance	51312	3,008	5,200	2,600	6,000
Life Insurance	51313	861	500	700	500
Health Insurance	51314	33,641	31,000	27,500	38,900
Telecommunication Allowance	51317	2,100	1,800	1,800	1,800
Deferred Compensation	51318	1,949	4,000	-	4,000
Total Personnel Services		$ 538,259	$ 448,200	$ 403,500	$ 490,200
Operating Expenditures					
Operating Supplies	53011	$ 240	$ 400	$ 100	$ 200
Contract Services - Private	53111	15,000	-	-	-
Legal Fees - General	53114	91,585	150,000	85,000	150,000
Legal Fees - Litigation	53118	2,646	1,500	5,300	1,500
Subscriptions & Publications	53961	330	500	650	700
Dues & Memberships	53971	557	1,700	200	100
Conferences & Meetings	53972	1,969	8,000	1,300	1,500
Special Departmental	53976	692	1,000	1,850	2,000
IT/Equipment Charges	53996	8,796	7,600	7,600	5,400
Vehicle Charges	53997	4,704	4,900	4,900	5,400
Total Operating Expenditures		$ 126,519	$ 175,600	$ 106,900	$ 166,800
TOTAL EXPENDITURES		$ 664,778	$ 623,800	$ 510,400	$ 657,000

City of La Puente

City Clerk

Summary

The mission of the City Clerk's office is to provide extraordinary customer service to the public, City staff and the City Council in an efficient, timely and professional manner. Duties of the City Clerk include preparation and posting of meeting agendas, agenda packets, public notices and minutes; recording the legislative actions of the City Council and City Commissions; and preparing and processing resolutions, ordinances and contracts in accordance with all applicable legal requirements. The City Clerk maintains records of all City Council activities, property transactions, contracts, resolutions, ordinances and minutes and ensures compliance with the City's records retention and disposition policies.

The City Clerk administers municipal elections in accordance with State and local requirements, ensuring transparent, fair and impartial elections; administers oaths of office and acts as the FPPC filing officer. In addition, the City Clerk receives subpoenas, claims against the City and manages and responds to all requests for public records; provides public information services and documents to City Council, City staff and members of the public and maintains the City's Municipal Code.

FY 2019-2020 Accomplishments

- Coordinated with the Los Angeles County Clerk's Office in preparation for the implementation of the County's new voting system, Voting Solutions for All People (VSAP). This included attending workshops and demonstrations related to VSAP, testing and providing feedback on the VSAP experience, conducting outreach to La Puente residents and hosting a vote center demonstration at the Community Center where residents interacted with and provided valuable feedback regarding the VSAP equipment.
- Coordinated with the County to host several voter registration drives.
- Prepared, catalogued and archived approximately 197 resolutions, ordinances, contracts, bid/RFPs and minutes of City Council meetings.

FY 2020-2021 Goals

- Continue public outreach and education to help increase voter participation, expand voter opportunities and improve the overall voting experience for La Puente residents.
- Implement contract management software to better manage and track contract renewals and compliance.
- Administer municipal elections in accordance with all applicable laws and provide excellent customer service in the filing and management of candidate campaign filings and Statements of Economic Interest.
- Continue the conversion and indexing of paper documents to a digital format document management system.

Significant Changes

- Personnel Services increased due to the re-allocation of the PT Office Specialist salary to City Clerk from Admin Services.
- Operating Expenditures increased due to mandatory costs from LA County Clerk related to election programs.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
City Clerk	1.00	1.00	1.00
Management Assistant	0.00	0.40	0.40
Office Specialist	0.00	0.00	*
Total FTE	1.00	1.40	1.40

*Part-time positions - The number of full-time equivalent in the City Clerk department can vary depending on the amount of the budget set aside. For FY 2020-21, the recommended budget is $21,700 which will cover the costs of part-time positions including office specialist.

City Clerk 100-1120

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 138,474	$ 196,400	$ 183,400	$ 229,800	17%
Operating Expenditures	69,827	55,500	31,400	172,500	211%
TOTAL	$ 208,301	$ 251,900	$ 214,800	$ 402,300	60%
FUNDING SOURCES					
100 - General Fund	$ 208,301	$ 251,900	$ 214,800	$ 402,300	60%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for City Clerk (100%) and Management Assistant (40%)
51112	Salaries - Part-time	Salary for part-time Office Specialist (100%)
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies
53012	Small Tools and Equipment	Purchase of small office equipment
53111	Contract Services - Private	Translation services for City Council and other meetings
53115	Contract Services - Election	Contract services for assistance with election
53211	Postage & Mailings	Postage for election notifications and miscellaneous mailings
53405	Records Management	Costs for destruction of documents, folders and supplies
53411	Printing & Publishing	Costs for ads for required public notices
53412	Municipal Code Publishing	Municipal code updates and legal publications
53971	Dues & Memberships	Membership dues for International Institute of Municipal Clerks and City Clerks Association of California
53972	Conferences & Meetings	Seminar costs for City Clerk training
53976	Special Departmental	Miscellaneous supplies for committees and commissions
53996	IT/Equipment Charges	Allocated information technology and equipment charges

City Clerk 100-1120

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 112,077	144,600	$ 137,200	147,100
Salaries - Part-time	51112	4,424	-	-	21,700
Retirement	51211	8,470	22,900	22,000	29,600
FICA-Medicare	51212	1,690	2,100	2,000	2,500
Other Health-DOC	51311	1,186	2,800	2,500	2,800
Disability Insurance	51312	960	2,500	1,200	2,500
Life Insurance	51313	180	200	200	300
Health Insurance	51314	9,486	21,300	18,300	23,300
Total Personnel Services		$ 138,474	$ 196,400	$ 183,400	$ 229,800
Operating Expenditures					
Operating Supplies	53011	$ 1,263	1,500	2,100	3,000
Small Tools & Equipment	53012	-	-	-	-
Contract Services - Private	53111	-	-	-	10,000
Contract Services - Election	53115	46,946	7,000	3,000	115,000
Postage & Mailings	53211	141	300	300	300
Records Management	53405	715	500	-	-
Printing & Publishing	53411	5,275	20,000	9,200	15,000
Municipal Code Publishing	53412	2,708	10,000	1,000	10,000
Dues & Memberships	53971	540	600	500	600
Conferences & Meetings	53972	2,536	4,000	2,500	4,000
Special Departmental	53976	908	300	1,500	1,500
IT/Equipment Charges	53996	8,796	11,300	11,300	13,100
Total Operating Expenditures		$ 69,827	$ 55,500	$ 31,400	$ 172,500
TOTAL EXPENDITURES		$ 208,301	$ 251,900	$ 214,800	$ 402,300

City of La Puente

PEG Access Cable Fund

Summary
The PEG Access Cable Fund accounts for funds received from cable television providers as part of the franchise fees for capital equipment related to public, educational and governmental programming on cable television.

FY 2020-2021 Goals

- Enhance Council Chambers infrastructure including cabling, software and computers.

PEG Access Cable Fund 275-1125

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 11,400	$ 11,400	$ 12,200	$ 12,600	11%
Capital Outlay	1,118	75,000	20,000	75,000	0%
TOTAL	$ 12,518	$ 86,400	$ 32,200	$ 87,600	1%
FUNDING SOURCES					
275 - PEG Access Cable Fund	$ 12,518	$ 86,400	$ 32,200	$ 87,600	1%

ACCOUNT NUMBER EXPLANATION

53111	Contract Services - Private	Contract with Granicus
53998	Equipment	Equipment upgrade for Council Chambers

PEG Access Cable Fund 275-1125

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Contract Services - Private	53111	$ 11,400	$ 11,400	$ 12,200	$ 12,600
Total Operating Expenditures		$ 11,400	$ 11,400	$ 12,200	$ 12,600
Capital Outlay					
Equipment	53998	$ 1,118	$ 75,000	$ 20,000	$ 75,000
Total Capital Outlay		$ 1,118	$ 75,000	$ 20,000	$ 75,000
TOTAL EXPENDITURES		$ 12,518	$ 86,400	$ 32,200	$ 87,600

ADMINISTRATIVE SERVICES

City of La Puente

Financial Services

Summary

The Financial Services Division is committed to ensuring prudent financial management of public resources to fulfill the City's mission and citywide priorities. The department accomplishes this objective by providing budgetary oversight. The Principal Accountant and Director of Administrative Services ensure compliance with federal, state, and local laws, as well as City regulations and financial policies. The division directs the annual operating and capital budgets, long-term financial planning, financial enterprise systems, citywide cost allocations, investments and treasury, and all audits.

Financial Services manages all accounting and financial reporting, and prepares the Comprehensive Annual Financial Report (CAFR). The division is also responsible for accounts payable, payroll, business license, customer service, and revenue.

FY 2019-2020 Accomplishments

- Completed a successful debt issuance resulting in the sale of over $8MM in sales tax revenue bonds, providing critical funding for the City's street improvement projects
- Received a AA– credit rating from Standard & Poor's
- Submitted the City's Comprehensive Annual Financial Report to the award program of the Government Finance Officers Association and received award.

FY 2020-2021 Goals

- Submit annual budget for consideration for the GFOA Distinguished Budget Presentation Award.
- Continue to pursue and administer grant funding for the Park Master Plan project.
- Implement updated business license software.

Significant Changes

- Personnel services increased due to the addition of the Communication/I.T. Analyst position, allowing staff to better manage technology matters at City Hall and beyond.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Director of Administrative Services	0.80	0.80	0.85
Finance Manager	0.55	0.00	0.00
Principal Accountant	0.00	0.55	0.65
Accounting Technician	0.65	0.65	0.00
Accounting Technician II	0.00	0.00	0.65
Accounting Assistant	1.36	1.36	1.36
Communication/IT Analyst	0.00	0.00	0.45
Office Specialist	0.50	*	0.00
Total FTE	3.86	3.36	3.96

*Part-time positions - The number of full-time equivalent in the Financial Services division can vary depending on the amount of the budget set aside. For FY 2020-21, the position has been removed.

Financial Services 100-1130

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 571,147	$ 477,800	$ 517,800	$ 561,600	18%
Operating Expenditures	93,878	108,600	114,000	112,600	4%
TOTAL	$ 665,025	$ 586,400	$ 631,800	$ 674,200	15%
FUNDING SOURCES					
100 - General Fund	$ 665,025	$ 586,400	$ 631,800	$ 674,200	15%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for Director of Administrative Services (85%), Principal Accountant (65%), Accounting Technician II (65%), two Accounting Assistants (136%), and Communications/IT Analyst (45%).
51112	Salaries - Part-time	Salaries for part-time Office Specialist
51113	Overtime	Overtime pay for full time employees
51118	Leave Conversion	Conversion of accrued leave
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies needed for A/P, payroll, business licenses, budget, bus passes, business forms, etc.
53012	Small Tools & Equipment	Purchase of small office equipment
53111	Contract Services - Private	Contract costs for financial and single audit, State Controller's report, annual street report, budget printing, cost recovery system, actuarial reports, CAFR statistical information, HDL property tax data and sales tax data, and armored car services.
53112	Contract Services - Public	State administration fees for collection of Measure LP tax revenue
53965	Financial Services Fees	Fees for bank monthly analysis charges, LAFCO, and merchant services
53971	Dues & Memberships	Membership dues for professional organizations.
53972	Conferences & Meetings	Registration and training costs for attending annual conferences and meetings.
53976	Special Departmental	Miscellaneous special departmental supplies
53996	IT/Equipment Charges	Allocated information technology and equipment charges

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 344,717	$ 294,000	$ 325,800	$ 359,000
Salaries - Part-time	51112	19,018	10,200	12,500	-
Overtime	51113	-	-	3,000	-
Leave Conversion	51118	7,599	3,000	3,600	3,000
Retirement	51211	126,174	82,200	85,700	100,500
FICA-Medicare	51212	5,466	4,800	5,100	5,200
Other Health-DOC	51311	3,986	6,700	5,900	7,900
Disability Insurance	51312	3,018	5,000	3,000	6,100
Life Insurance	51313	656	600	700	700
Health Insurance	51314	60,513	71,300	72,500	79,200
Total Personnel Services		$ 571,147	$ 477,800	$ 517,800	$ 561,600
Operating Expenditures					
Operating Supplies	53011	$ 5,275	$ 3,700	$ 6,500	$ 6,000
Small Tools & Equipment	53012	-	-	-	-
Contract Services - Private	53111	54,169	75,600	74,500	75,000
Contract Services - Public	53112	-	-	6,600	6,600
Financial Services Fees	53965	4,952	2,100	2,900	3,000
Dues & Memberships	53971	1,130	1,400	1,200	1,300
Conferences & Meetings	53972	6,637	6,300	3,000	4,000
Special Departmental	53976	116	1,000	800	1,000
IT/Equipment Charges	53996	21,600	18,500	18,500	15,700
Total Operating Expenditures		$ 93,878	$ 108,600	$ 114,000	$ 112,600
TOTAL EXPENDITURES		$ 665,025	$ 586,400	$ 631,800	$ 674,200

City of La Puente

Human Resources/Risk Management

Summary

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.

The division is also responsible for personnel recruitment, processing background checks, maintenance of personnel records, analyzing and reviewing personnel policies and procedures, monitoring employee evaluations, representing the City in labor negotiations, processing worker's compensations claims, and all other risk management functions.

FY 2019-2020 Accomplishments

- Conducted successful recruitments positions such as Code Enforcement Manager, Maintenance Assistant, Community Services Leader, Parking Control Specialist, and Code Enforcement/Animal Control Officer.
- Implemented NeoGov, a web based applicant tracking system, to enhance the recruitment process.
- Coordinated emergency management schedules and documentation process in response to COVID-19.

FY 2020-2021 Goals

- Oversee the continued implementation of ExecuTime, the City's new payroll timekeeping software.
- Continue to update policies within the City of La Puente's Personnel Rules and Regulations.
- Examine the City's emergency plans and supplies to determine if sufficient levels are being maintained.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Management Analyst	0.50	0.50	0.50
Total FTE	0.50	0.50	0.50

Human Resources/Risk Management 100-1135

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 693,130	$ 734,100	$ 741,100	$ 762,800	4%
Operating Expenditures	376,877	362,500	343,900	354,100	-2%
TOTAL	$ 1,070,007	$ 1,096,600	$ 1,085,000	$ 1,116,900	2%
FUNDING SOURCES					
100 - General Fund	$ 1,070,007	$ 1,096,600	$ 1,085,000	$ 1,116,900	2%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for Management Analyst (50%)
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements for Retirees
51312	Disability Insurance	Disability & Survivor's insurance
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage for Retirees and OPEB Annual Required Contribution (ARC)
53011	Office Supplies	Office supplies
53012	Small Tools & Equipment	Purchase of small office equipment
53111	Contract Services - Private	Contract costs for miscellaneous Human Resources or Risk Management work
53151	Education & Training	CJPIA on-location training and education reimbursement program
53406	Recruitment Expenses	Advertising, pre-employment physical, background investigation, fingerprinting
53610	Unemployment Insurance	Unemployment insurance
53611	Workers Compensation Insurance	Workers compensation insurance
53612	General Liability Insurance	CJPIA general liability insurance
53613	Special Events Insurance	Special event insurance
53614	Property Insurance	Property insurance
53615	Employee Fidelity Bond	Employee fidelity bond
53616	Environmental Liability Insurance	Environmental liability insurance
53971	Dues and Memberships	Membership dues for professional organizations.
53972	Conferences & Meetings	Seminar and training costs
53976	Special Departmental	Summer and holiday celebrations
53996	IT/Equipment Charges	Allocated information technology and equipment charges

Human Resources/Risk Management 100-1135

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 27,988	$ 36,800	$ 28,000	$ 36,400
Retirement	51211	20,759	2,800	20,800	22,800
FICA-Medicare	51212	406	500	400	500
Other Health-DOC	51311	38,633	65,000	62,400	53,000
Disability Insurance	51312	243	600	200	600
Life Insurance	51313	66	100	100	100
Health Insurance	51314	605,036	628,300	629,200	649,400
Total Personnel Services		$ 693,130	$ 734,100	$ 741,100	$ 762,800
Operating Expenditures					
Operating Supplies	53011	$ 118	$ 1,000	$ 500	$ 500
Small Tools & Equipment	53012	165	1,000	1,000	500
Contract Services - Private	53111	14,706	7,500	-	-
Education & Training	53151	8,725	5,000	3,000	5,000
Recruitment Expenses	53406	7,775	10,200	10,000	10,200
Unemployment Insurance	53610	3,708	3,200	800	1,000
Workers Compensation Insurance	53611	97,588	121,900	121,800	111,100
General Liability Insurance	53612	190,066	161,200	160,600	171,100
Special Events Insurance	53613	9,266	10,300	5,000	5,000
Property Insurance	53614	26,927	27,000	30,400	36,500
Employee Fidelity Bond	53615	988	1,000	1,000	1,100
Environmental Liability Insurance	53616	1,551	1,600	1,600	1,600
Dues and Memberships	53971	4,549	800	600	800
Conferences & Meetings	53972	4,063	4,000	2,000	4,000
Special Departmental	53976	2,085	2,800	1,600	2,800
IT/Equipment Charges	53996	4,596	4,000	4,000	2,900
Total Operating Expenditures		$ 376,877	$ 362,500	$ 343,900	$ 354,100
TOTAL EXPENDITURES		$ 1,070,007	$ 1,096,600	$ 1,085,000	$ 1,116,900

City of La Puente

General Services

Summary
General Services supports other City departments to meet their mission. It provides various internal services including vehicle maintenance, facilities and landscape maintenance, and equipment maintenance and repair. The division also serves as the cost center for City Hall utilities, postage and other services shared by various departments.

FY 2020-2021 Goals

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

General Services 100-1150

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 253,438	$ 214,400	$ 223,800	$ 238,100	11%
TOTAL	$ 253,438	$ 214,400	$ 223,800	$ 238,100	11%
FUNDING SOURCES					
100 - General Fund	$ 253,438	$ 214,400	$ 223,800	$ 238,100	11%

ACCOUNT NUMBER EXPLANATION

53011	Operating Supplies	Supplies for City Hall general activities
53012	Small Tools & Equipment	Janitorial supplies and cost of small equipment purchases
53211	Postage/Mailing Services	Meter postage, express mail, FedEx and postal permits
53711	Utility - Gas	Gas utility service for City Hall
53712	Utility - Electricity	Electrical utility service for City Hall
53714	Utility - Water	Water service for City Hall
53715	Utility - Communications	Telephone services for City Hall
53811	Equipment Maintenance	Maintenance of City Hall heating and air conditioning, elevator, mail meter, emergency generator, AQMD annual fees and other miscellaneous equipment
53813	Facility Maintenance	Custodial services, alarm, door mat rentals and pest control for City Hall
53814	Landscape Maintenance	Backflow testing and incidental landscape decorations at City Hall
53911	Equipment Lease & Rental	Lease and usage costs for City-wide copier machines and mailing equipment
53971	Dues & Memberships	Membership dues for professional organizations.
53976	Special Departmental	Miscellaneous special departmental supplies
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges

General Services 100-1150

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Operating Supplies	53011	$ 18,446	$ 18,400	$ 23,000	$ 24,200
Small Tools & Equipment	53012	2,450	2,500	1,800	2,500
Postage/Mailing Services	53211	10,249	23,000	19,700	23,400
Utility - Gas	53711	6,581	6,000	7,700	7,500
Utility - Electricity	53712	37,100	37,000	39,900	38,500
Utility - Water	53714	7,862	7,400	7,900	8,200
Utility - Communications	53715	15,905	16,000	15,800	16,500
Equipment Maintenance	53811	32,389	17,200	17,000	17,300
Facility Maintenance	53813	54,049	29,500	38,700	46,500
Landscape Maintenance	53814	19,892	4,000	3,800	4,200
Equipment Lease & Rental	53911	30,066	35,400	28,700	35,000
Dues & Memberships	53971	54	-	-	-
Special Departmental	53976	96	500	500	1,000
IT/Equipment Charges	53996	8,796	7,600	7,600	5,400
Vehicle Charges	53997	9,504	9,900	9,900	5,400
Total Operating Expenditures		$ 253,438	$ 214,400	$ 223,800	$ 238,100
TOTAL EXPENDITURES		$ 253,438	$ 214,400	$ 223,800	$ 238,100

PUBLIC SAFETY

City of La Puente

Public Safety Services

Summary
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. Administration manages the oversight of the Public Safety budget which includes patrol deployments, station detectives, narcotic detectives, special assignment team, traffic enforcement, motor deputies, gang enforcement, neighborhood and business watch programs, and special event deployment.

The Service Area Sergeant works with the City Manager and is responsible for the oversight of the law enforcement contract, the Public Safety and Code Enforcement Divisions and all community policing operations .

Since 1956, the City of La Puente has contracted policing services with the Los Angeles County Sheriff's – Industry Station. The Special Assignment Team, assists our patrol deployments and maintains Community and Intelligence based policing practices with surrounding Sheriff Stations and Municipal Policing Agencies.

FY 2019-2020 Accomplishments
- Responded to and investigated crimes occurring within the City.
- Participated in several community outreach meetings along with the City Council, addressing concerns from residents and businesses.
- Developed strategies for combating crime and violence.
- Worked to address homelessness.

FY 2020-2021 Goals
- Continue to reduce crime, especially gang related crimes.
- Enhance and improve community outreach efforts.
- Focus on narcotic suppression.
- Jump start the City's Neighborhood and Business Watch Program.
- Seek youth mentoring opportunities at the Community Services Center through the SAO team.

Public Safety Services 100-2100

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 6,626,425	$ 7,273,400	$ 6,889,000	$ 7,711,100	6%
TOTAL	$ 6,626,425	$ 7,273,400	$ 6,889,000	$ 7,711,100	6%
FUNDING SOURCES					
100 -General Fund	$ 6,626,425	$ 7,273,400	$ 6,889,000	$ 7,711,100	6%

ACCOUNT NUMBER EXPLANATION

53012	Small Tools & Equipment	Supplies and small equipment for SAO team
53110	Contract Services - LA Sheriff	Contract costs with the Los Angeles County Sheriffs Department
53111	Contract Services - Private	Contract costs for miscellaneous security costs
53113	Contract Services - Special Deployment	Law enforcement services for special deployments
53183	Special Event Services	Law enforcement services for special events
53184	Prisoner Maintenance	Costs of maintaining prisoners arrested for crimes committed in the City
53186	Liability Trust Fund	Liability trust fund for all services provided by Sheriffs Department
53715	Utilities-Communications	Cell phones for Lieutenant and SAO team
53811	Equipment Maintenance	Annual calibration and repair of traffic equipment
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges

Public Safety Services 100-2100

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Small Tools & Equipment	53012	$ 1,105	$ 500	$ 1,200	$ 1,200
Contract Services - LA Sheriff	53110	5,973,273	6,446,900	6,156,400	6,826,900
Contract Services - Private	53111	455	-	-	-
Contract Services - Special Deployment	53113	27,616	100,000	35,500	100,000
Special Event Services	53183	24,611	56,700	30,000	55,000
Prisoner Maintenance	53184	4,691	1,500	2,000	2,000
Liability Trust Fund	53186	570,265	647,900	647,700	715,000
Utilities-Communications	53715	5,388	5,400	2,200	2,400
Equipment Maintenance	53811	25	1,000	500	600
IT/Equipment Charges	53996	-	3,600	3,600	2,600
Vehicle Charges	53997	18,996	9,900	9,900	5,400
Total Operating Expenditures		$ 6,626,425	$ 7,273,400	$ 6,889,000	$ 7,711,100
TOTAL EXPENDITURES		$ 6,626,425	$ 7,273,400	$ 6,889,000	$ 7,711,100

City of La Puente

Supplemental Law Enforcement

Summary

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.

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 Fiscal Year 2019-2020, 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.

FY 2020-2021 Goals

Major public safety goals are:

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

Supplemental Law Enforcement 240-2100

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Transfer to Other Funds	$ 148,747	$ 100,000	$ 156,000	$ 100,000	0%
TOTAL	$ 148,747	$ 100,000	$ 156,000	$ 100,000	0%
FUNDING SOURCES					
240 -Supplement Law Enforcement Fund	$ 148,747	$ 100,000	$ 156,000	$ 100,000	0%

ACCOUNT NUMBER EXPLANATION

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

Supplemental Law Enforcement 240-2100

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Transfer to Other Funds					
Transfer to Other Funds	54999	$ 148,747	$ 100,000	$ 156,000	$ 100,000
Total Transfer to Other Funds		$ 148,747	$ 100,000	$ 156,000	$ 100,000
TOTAL EXPENDITURES		$ 148,747	$ 100,000	$ 156,000	$ 100,000

City of La Puente

JAG Grant Fund

Summary

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.

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.

FY 2020-2021 Goals

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

JAG Grant Fund 245-2100

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ -	$ 10,200	$ 10,200	$ -	-100%
TOTAL	$ -	$ 10,200	$ 10,200	$ -	-100%
FUNDING SOURCES					
245 -JAG Grant Fund	$ -	$ 10,200	$ 10,200	$ -	-100%

ACCOUNT NUMBER EXPLANATION

53978	Special Programs	Costs of Sheriff Department saturation patrols

JAG Grant Fund 245-2100

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Special Programs	53978	$ -	$ 10,200	$ 10,200	$ -
Total Operating Expenditures		$ -	$ 10,200	$ 10,200	$ -
TOTAL EXPENDITURES		$ -	$ 10,200	$ 10,200	$ -

City of La Puente

Code Enforcement

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

FY 2019-2020 Accomplishments

- Staff received over 4599 electronically submitted requests for service through GoGov Request.
- Code Enforcement opened 1235 cases and closed 1250 cases.
- Parking Enforcement staff issued over 5736 parking citations.
- Staff provided Code Enforcement and Parking Enforcement seven days a week.
- Staff participated in Federal Emergency Management Agency training and staff the Emergency Operations Center as part of the City's response to the Covid-19 National Emergency.

FY 2020-2021 Goals

- Deployment of LASD Mobile Computer Systems in three Parking Enforcement vehicles to allow for the processing and towing of abandoned vehicles on the City's streets.
- Continue to maintain and improve the built environment to protect the public health, safety, and welfare of residents, business operators and guests to the City of La Puente while encouraging economic development.
- Encourage and assist in the revitalization and improvement of blighted commercial / industrial properties located in the Redevelopment Project Areas and improve the City's housing stock.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Code Enforcement Manager	0.70	0.50	0.65
Code Enforcement Supervisor	0.00	0.50	0.50
Community Services Officer	1.00	0.00	0.00
Code Enforcement Officer	1.00	*	*
Parking Enforcement Specialist	1.00	*	*
Office Assistant - Code Enforcement	0.00	*	*
Total FTE	3.70	1.00	1.15

*Part-time positions - The number of full-time equivalent in the Code Enforcement division can vary depending on the amount of the budget set aside. For FY 2020-21, the recommended budget is $176,500 which will cover the costs of part-time positions including community services officer, code enforcement officer, parking control specialist, and office assistant.

Code Enforcement 100-2110

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 230,766	$ 287,000	$ 344,900	$ 320,800	12%
Operating Expenditures	125,514	152,600	102,600	159,300	4%
TOTAL	$ 356,280	$ 439,600	$ 447,500	$ 480,100	9%
FUNDING SOURCES					
100 - General Fund	$ 356,280	$ 439,600	$ 447,500	$ 480,100	9%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for Code Enforcement Manager (65%) and Code Enforcement Supervisor (50%)
51112	Salaries - Part-time	Salaries of Part-Time Code Enforcement, Parking Enforcement Specialist, and Office Assistants
51118	Leave Conversion	Conversion of accrued leave
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	General office supplies, pens, file folders, printer ink, and other miscellaneous items
53012	Small Tools & Equipment	Miscellaneous tools and equipment needed for the emergency boarding and securing of structures
53015	Uniform/Boot Reimbursement	Uniforms for division staff including jackets for special events and uniform accessories
53111	Contract Services - Private	Parking and Administrative citation processing, collections and recovery service, and administrative hearing officer
53114	Legal Services	Code enforcement prosecutor services
53151	Education & Training	Certified Code Enforcement Officer (CCEO) training and certification
53411	Printing & Publishing	Printing of parking citations, envelopes, fliers and other distributed notifications
53715	Utility - Communications	Cell phones for Code Enforcement Manager and Code Enforcement Officers
53971	Dues & Memberships	Membership to the CA Association of Code Enforcement Officers (CACEO)
53972	Conferences & Meetings	CACEO conference and meetings
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges

Code Enforcement 100-2110

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 70,201	$ 87,800	$ 91,200	$ 98,800
Salaries - Part-time	51112	120,153	157,600	201,000	176,500
Leave Conversion	51118	3,344	3,500	10,000	-
Retirement	51211	12,542	6,700	8,400	11,300
FICA-Medicare	51212	2,810	3,600	4,400	4,000
Other Health-DOC	51311	831	2,000	1,800	2,300
Disability Insurance	51312	643	1,500	900	1,700
Life Insurance	51313	156	200	200	200
Health Insurance	51314	20,087	24,100	27,000	26,000
Total Personnel Services		$ 230,766	$ 287,000	$ 344,900	$ 320,800
Operating Expenditures					
Operating Supplies	53011	$ 3,325	$ 2,000	$ 2,000	$ 2,000
Small Tools & Equipment	53012	4,514	4,000	4,000	18,000
Uniforms/Boot Reimbursement	53015	5,305	5,000	5,000	5,000
Contract Services - Private	53111	28,149	19,000	19,000	19,000
Legal Services	53114	17,217	50,000	-	25,000
Education & Training	53151	2,000	2,500	2,500	2,500
Printing & Publishing	53411	172	2,000	2,000	2,000
Utility - Communications	53715	6,452	4,500	4,500	4,500
Dues & Memberships	53971	-	2,000	2,000	2,000
Conferences & Meetings	53972	-	2,500	2,500	2,500
IT/Equipment Charges	53996	30,000	29,300	29,300	28,500
Vehicle Charges	53997	28,380	29,800	29,800	48,300
Total Operating Expenditures		$ 125,514	$ 152,600	$ 102,600	$ 159,300
TOTAL EXPENDITURES		$ 356,280	$ 439,600	$ 447,500	$ 480,100

City of La Puente

Emergency Preparedness Services

Summary

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.

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.

FY 2019-2020 Accomplishments

- Successfully held multiple trainings on basic first aid, CPR and AED use.
- Integrated new First-Aid Cabinets and AED systems for every City facility.
- Purchased COVID-19 protective gear for City Hall and as donations for a local hospital

FY 2020-2021 Goals

- Develop Community Emergency Response Teams (CERT Teams)
- Maintain pre-positioned supplies and equipment
- Meet with local civic and religious groups to promote individual preparedness
- Provide emergency preparedness checklists and other public outreach
- Revise local emergency preparedness to follow State guidelines
- Participate in the SGVCOG Sub-committee on Emergency Preparedness

Emergency Preparedness Services 100-2120

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 2,023	$ 7,100	$ 10,600	$ 7,100	0%
TOTAL	$ 2,023	$ 7,100	$ 10,600	$ 7,100	0%
FUNDING SOURCES					
100 - General Fund	$ 2,023	$ 7,100	$ 10,600	$ 7,100	0%

ACCOUNT NUMBER EXPLANATION

53011	Operating Supplies	Operating supplies
53971	Dues & Memberships	Membership in Area D professional organization

Emergency Preparedness Services 100-2120

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Operating Supplies	53011	$ -	$ 5,000	$ 8,500	$ 5,000
Dues & Memberships	53971	2,023	2,100	2,100	2,100
Total Operating Expenditures		$ 2,023	$ 7,100	$ 10,600	$ 7,100
TOTAL EXPENDITURES		$ 2,023	$ 7,100	$ 10,600	$ 7,100

City of La Puente

Animal Services

Summary

The Animal Services division is a function of the City of La Puente's Code Enforcement operations. It's function is to provide animal control services and licensing in the City. City staff will handle emergency related animal services; respond to injured and deceased animal calls; provide temporary housing for stray animals and low cost neutering services; investigate nuisance animals and dog bite incidents; conduct a canvas of the City every year for dog licensing enforcement; and handle all required licensing of animals in the City.

FY 2019-2020 Accomplishments

- Successfully established in-house Animal Control department; hired and trained officers; developed procedures.
- Investigated and successfully closed over 200 animal abuse/neglect cases, providing educational and logistical assistance to our residents with special needs.
- Community animal related calls for service are answered within minutes instead of days (via county contract) with an average response time of 20 minutes.

FY 2020-2021 Goals

- Roll-out an improved Coyote Management Program, complete with a state-of-the-art digital integrated mapping system, providing the City and its residents accurate and real-time data.
- Establish a City TNR (Trap-Neuter-Return) Program, to reduce up to 80% of the City's current animal sheltering expenses.
- Work with partnered nonprofit veterinary organizations to establish affordable animal care and educational services within the city.
- Modify Animal Control Officers scope of responsibilities, to include Code Enforcement related services, creating an overall increase in Code Enforcement effectiveness and revenue.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Code Enforcement Manager	0.00	0.00	0.15
Code Enforcement Supervisor	0.00	0.00	0.50
Code Enforcement Officer	0.00	0.00	*
Total FTE	0.00	0.00	0.65

*Part-time positions - The number of full-time equivalent in Animal Control Services department can vary depending on the amount of the budget set aside. For FY 2020-21, the recommended budget is $104,700 which will cover the costs of part-time positions including code enforcement officers.

Animal Services 100-2130

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ -	$ 187,200	$ 249,700	$ 182,600	-2%
Operating Expenditures	226,119	134,700	97,900	96,500	-28%
TOTAL	$ 226,119	$ 321,900	$ 347,600	$ 279,100	-13%
FUNDING SOURCES					
100 - General Fund	$ 226,119	$ 321,900	$ 347,600	$ 279,100	-13%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for Code Enforcement Manager (15%) and Code Enforcement Supervisor (50%)
51112	Salaries - Part-time	Salaries of Part-Time Animal Control / Code Enforcement Officers
51211	Retirement	Costs of City's and employee's retirement - CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	General office supplies, pens, file folders, printer ink, and other miscellaneous items
53012	Small Tools & Equipment	Miscellaneous tools and equipment
53015	Uniform/Boot Reimbursement	Uniforms for division staff including jackets for special events and uniform accessories
53111	Contract Services - Private	Animal control sheltering contract, D&D disposal, and emergency medical
53112	Contract Services - Public	Animal control contract with Los Angeles County
53151	Education & Training	Education and training for animal control staff
53411	Printing & Publishing	Printing of animal license notifications, envelopes, fliers and other distributed
53971	Dues & Memberships	Membership costs for animal control associations
53972	Conferences & Meetings	CACEO conference and meetings
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges

Animal Services 100-2130

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ -	$ 51,600	$ 43,400	$ 52,200
Salaries - Part-time	51112	-	112,400	185,800	104,700
Retirement	51211	-	3,900	3,500	6,000
FICA-Medicare	51212	-	2,400	3,300	2,300
Other Health-DOC	51311	-	1,300	1,200	1,300
Disability Insurance	51312	-	800	400	900
Life Insurance	51313	-	200	100	100
Health Insurance	51314	-	14,600	12,000	15,100
Total Personnel Services		$ -	$ 187,200	$ 249,700	$ 182,600
Operating Expenditures					
Operating Supplies	53011	$ 3,994	$ 11,000	$ 4,900	$ 5,000
Small Tools & Equipment	53012	2,173	3,000	2,400	1,500
Uniforms/Boot Reimbursement	53015	-	2,400	4,200	2,400
Contract Services - Private	53111	-	75,000	30,500	48,000
Contract Services - Public	53112	219,937	10,000	24,600	18,000
Education & Training	53151	-	1,500	2,000	1,500
Printing & Publishing	53411	15	4,000	3,700	3,000
Dues & Memberships	53971	-	1,000	-	500
Conferences & Meetings	53972	-	2,000	800	700
IT/Equipment Charges	53996	-	14,900	14,900	10,500
Vehicle Charges	53997	-	9,900	9,900	5,400
Total Operating Expenditures		$ 226,119	$ 134,700	$ 97,900	$ 96,500
TOTAL EXPENDITURES		$ 226,119	$ 321,900	$ 347,600	$ 279,100

DEVELOPMENT SERVICES

City of La Puente

Public Works Services

Summary

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

FY 2019-2020 Accomplishments

- Completed and submitted the City's Annual NPDES stormwater report.
- Performed street closures and traffic detours for City special events through a combination of City crews and contract services.
- Attended and participated in meetings and took actions regarding the City's Coordinated Integrated Monitoring Program ("CIMP") to comply with the requirements of the MS4 Permit.

FY 2020-2021 Goals

- Continue implementation of the National Pollution Discharge Elimination System and compliance with the MS4 stormwater permit to reduce and minimize pollutants in stormwater collection systems.
- Utilize contract street closure and traffic detour services as-needed in support of City special events.

Significant Changes

- Decrease in Operating Expenditures due to transfer of stormwater costs to Measure W Fund and also decreases in contract traffic control services for special events.

Public Works Services 100-3100

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 180,345	$ 161,400	$ 146,000	$ 98,300	-39%
TOTAL	$ 180,345	$ 161,400	$ 146,000	$ 98,300	-39%
FUNDING SOURCES					
100 - General Fund	$ 180,345	$ 161,400	$ 146,000	$ 98,300	-39%

ACCOUNT NUMBER EXPLANATION

53012	Small Tools & Equipment	Miscellaneous supplies and equipment
53111	Contract Services - Private	Traffic Control Services, Holiday Banner Installation/Removal, Traffic Closure Plans, NPDES/CIMP Services, MS4 Training and Inspections
53715	Utility - Communications	Cell phones for Maintenance staff
53976	Special Departmental	Miscellaneous special departmental supplies
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges

Public Works Services 100-3100

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Small Tools & Equipment	53012	$ 7,442	$ 3,000	$ 2,900	$ 3,200
Contract Services - Private	53111	144,665	133,300	118,600	75,000
Utility - Communications	53715	4,593	4,800	4,700	4,900
Special Departmental	53976	53	1,500	1,000	1,500
IT/Equipment Charges	53996	4,596	4,000	4,000	2,900
Vehicle Charges	53997	18,996	14,800	14,800	10,800
Total Operating Expenditures		$ 180,345	$ 161,400	$ 146,000	$ 98,300
TOTAL EXPENDITURES		$ 180,345	$ 161,400	$ 146,000	$ 98,300

Measure "W" Fund

Summary

Measure W funds are allocated to the City on an annual basis by the County of Los Angeles. Funds are specifically designated for storm water management purposes. These funds are new to the budget for Fiscal Year 2020-2021.

FY 2020-2021 Goals

- Continue the City's storm drain cleaning and maintenance program.
- Ensure compliance with state requirements.

Measure “W” Fund 284-3100

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ -	$ -	$ -	$ 150,000	100%
TOTAL	$ -	$ -	$ -	$ 150,000	100%
FUNDING SOURCES					
284 - Measure W Fund	$ -	$ -	$ -	$ 150,000	100%

ACCOUNT NUMBER EXPLANATION

53111	Contract Services - Private	Storm water contract services

Measure “W” Fund 284-3100

Fiscal Year 2020-2021

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Contract Services - Private	53111	$ -	$ -	$ -	$ 150,000
Total Operating Expenditures		$ -	$ -	$ -	$ 150,000
TOTAL EXPENDITURES		$ -	$ -	$ -	$ 150,000

City of La Puente

AQMD Fund

Summary
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).

FY 2019-2020 Accomplishments

- Purchased five (5) clean air vehicles and one maintenance cart for use in the City fleet.

FY 2020-2021 Goals

- Purchase of additional maintenance and recreation department light-duty cart.

AQMD Fund 270-3100

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 1,151	$ 900	$ 900	$ 900	0%
Capital Outlay	-	105,000	308,800	30,000	-71%
TOTAL	$ 1,151	$ 105,900	$ 309,700	$ 30,900	-71%
FUNDING SOURCES					
270 - AQMD Fund	$ 1,151	$ 105,900	$ 309,700	$ 30,900	-71%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for staff to prepare annual report
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA/Medicare	Medicare benefits for full-time employees
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
54484	Vehicle Purchase	Purchase of a clean-air vehicle for use within Code Enforcement and Maintenance Department

AQMD Fund 270-3100

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 919	$ 700	$ 500	$ 700
Retirement	51211	69	100	100	100
FICA/Medicare	51212	13	-	100	-
Disability Insurance	51312	12	-	100	-
Life Insurance	51313	2	-	100	-
Health Insurance	51314	136	100	-	100
Total Personnel Services		$ 1,151	$ 900	$ 900	$ 900
Capital Outlay					
Vehicle Purchase	54484	$ -	$ 105,000	$ 308,800	$ 30,000
Total Capital Outlay		$ -	$ 105,000	$ 308,800	$ 30,000
TOTAL EXPENDITURES		$ 1,151	$ 105,900	$ 309,700	$ 30,900

City of La Puente

Engineering Services

Summary

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

FY 2019-2020 Accomplishments

- Assisted the public by issuing 174 permits.

FY 2020-2021 Goals

- Provide timely and responsive Engineering services for the issuance of encroachment permits for work performed in the City's right-of-way.
- Continue to contract with Los Angeles County for industrial waste permitting and inspections pertaining to the discharge of wastewater into the City's sanitary sewer system for food preparation establishments.

Engineering Services 100-3110

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 153,049	$ 128,700	$ 141,400	$ 141,400	10%
TOTAL	$ 153,049	$ 128,700	$ 141,400	$ 141,400	10%
FUNDING SOURCES					
100 - General Fund	$ 153,049	$ 128,700	$ 141,400	$ 141,400	10%

ACCOUNT NUMBER EXPLANATION

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

Engineering Services 100-3110

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Contract Services - Private	53111	$ 4,948	$ 4,500	$ 4,700	$ 5,200
Subdivision Plan Check	53119	-	1,500	1,200	1,500
Engineering Permits	53120	119,824	96,900	110,200	108,000
Industrial Waste Inspections	53121	28,277	25,800	25,300	26,700
Total Operating Expenditures		$ 153,049	$ 128,700	$ 141,400	$ 141,400
TOTAL EXPENDITURES		$ 153,049	$ 128,700	$ 141,400	$ 141,400

City of La Puente

Streets — State Gas Tax Fund

Summary

The Streets division provides public facilities and infrastructure (streets, roads, curbs, sidewalks, gutters, traffic signals, street lights, parkway trees, etc.) in La Puente which are functional, aesthetically pleasing, and in a well maintained and safe condition.

FY 2019-2020 Accomplishments

- Removed and or covered approximately 98,000 square feet of graffiti within the City's public right-of-way.
- Trimmed 60 parkway trees.
- Painted approximately 2,800 linear feet of curbs for restricted or no parking.
- Painted approximately 1,800 square feet of pavement markings for Stop legends, speed limit, and school zone areas.
- Performed roadway repairs by laying down 30 tons of asphalt patch.
- Installed 110 new street name signs throughout the City.

FY 2020-2021 Goals

- Deliver graffiti abatement services seven days a week.
- Complete parkway tree trimming Section 3 (center City) and half of Section 1 (east side)
- Seek grant opportunities to enhance the City's urban forest through the planting of parkway trees

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
City Manager	0.02	0.02	0.02
Director of Administrative Services	0.02	0.02	0.02
Director of Development Services	0.10	0.10	0.20
Finance Manager	0.05	0.00	0.00
Principal Accountant	0.00	0.05	0.06
Accounting Technician	0.10	0.10	0.00
Accounting Technician II	0.00	0.00	0.10
Accounting Assistant	0.04	0.04	0.04
Maintenance Superintendent	0.30	0.25	0.40
Maintenance Supervisor	0.00	0.60	0.30
Maintenance Worker	1.40	0.57	0.57
Administrative Assistant	0.07	0.07	0.15
Maintenance Assistant	0.00	*	*
Total FTE	2.10	1.82	1.86

*Part-time positions - The number of full time equivalent in Streets department can vary depending on the amount of budget set aside. For FY 2020-21, the recommended budget is $60,800 which will cover the costs of part-time positions including Maintenance Assistant and Maintenance Worker.

Streets – State Gas Tax Fund 200-3120

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 181,048	$ 327,000	$ 201,700	$ 330,700	1%
Operating Expenditures	538,855	586,000	489,300	628,100	7%
TOTAL	$ 719,902	$ 913,000	$ 691,000	$ 958,800	5%

FUNDING SOURCES					
200 - State Gas Tax Fund	$ 719,902	$ 913,000	$ 691,000	$ 958,800	5%

ACCOUNT NUMBER EXPLANATION

51111	Salaries Full-Time	Salaries of City Manager (2%), Director of Administrative Services (2%), Director of Development Services (20%), Principal Accountant (6%), Accounting Technician II (10%), Accounting Assistant (4%), Maintenance Superintendent (40%), Maintenance Supervisor (30%), Maintenance Worker (57%), and Administrative Assistant (15%)
51112	Salaries Part-Time	Salaries for part-time Maintenance Assistants and Maintenance Worker
51117	Overtime	Overtime pay for full time employees
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	Costs of health insurance coverage from CalPERS
51318	Deferred Comp Match	Deferred compensation contribution for City Manager
53012	Small Tools & Equipment	Paint and supplies for removal of graffiti within the Public Right-of-Way
53016	Graffiti Removal Supplies	As needed engineering services
53111	Contract Services - Private	Miscellaneous traffic studies
53713	Utilities - Highway Lights	Electrical costs for all highway safety lights at signalized locations in the City
53174	Utilities - Water	Water costs for medians and other public rights-of-way
53814	Landscape Maintenance	Weekly maintenance of islands and medians city-wide and other landscaped public rights-of-way
53815	Parkway Tree Maintenance	Annual grid street tree trimming services and as-needed tree removal, plantings, and emergency tree trimming
53817	Street/Sidewalk Maintenance	Contract street, sidewalk/curb and gutter, and other public right-of-way maintenance through LA County
53819	Signal Maintenance	Regular monthly maintenance and emergency repairs to traffic signals at intersections in the City
53821	Traffic Markings/Signs	Replacement/repair and new street and traffic signs, traffic stripping and markings
53997	Vehicle Charges	Allocated motor pool charges

Streets – State Gas Tax Fund 200-3120

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 107,435	$ 141,200	$ 78,800	$ 162,200
Salaries - Part-time	51112	6,613	91,200	53,300	60,800
Overtime	51117	-	2,500	2,000	2,500
Retirement	51211	41,325	53,900	46,100	61,000
FICA-Medicare	51212	1,659	3,400	2,000	3,300
Other Health-DOC	51311	2,492	3,600	3,200	3,700
Disability Insurance	51312	889	2,400	700	2,800
Life Insurance	51313	249	300	200	300
Health Insurance	51314	20,373	28,500	15,400	34,100
Deferred Comp Match	51318	14	-	-	-
Total Personnel Services		$ 181,048	$ 327,000	$ 201,700	$ 330,700
Operating Expenditures					
Small Tools & Equipment	53012	$ 2,963	$ 3,200	$ 2,000	$ 3,200
Graffiti Removal Supplies	53016	8,059	11,200	5,500	11,200
Contract Services - Private	53111	7,413	18,000	18,200	18,800
Utilities - Highway Lights	53713	84,325	90,300	74,100	85,600
Utilities - Water	53714	45,384	43,900	43,200	44,500
Landscape Maintenance	53814	58,805	67,000	67,400	72,600
Parkway Tree Maintenance	53815	130,854	140,000	55,000	140,000
Street/Sidewalk Maintenance	53817	51,135	56,000	60,200	71,300
Signal Maintenance	53819	123,135	129,300	124,600	129,200
Traffic Markings/Signs	53821	22,077	22,100	34,100	35,600
Vehicle Charges	53997	4,704	5,000	5,000	16,100
Total Operating Expenditures		$ 538,855	$ 586,000	$ 489,300	$ 628,100
TOTAL EXPENDITURES		$ 719,902	$ 913,000	$ 691,000	$ 958,800

City of La Puente

Measure “M” Fund

Summary

Measure M Fund accounts for the one half-cent (.5%) sales tax that was approved by Los Angeles County voters in November 2016. Measure M will increase to 1% on July 1, 2039 when Measure R expires. Proceeds from the sales tax are to be used for street and transportation projects.

Significant Changes

- Debt service expense has been added as of the FY 2020-2021 budget in order to make bond principal and interest payments from the Series 2019A issuance.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Director of Administrative Services	0.02	0.02	0.02
Director of Development Services	0.10	0.10	0.10
Finance Manager	0.05	0.00	0.00
Principal Accountant	0.00	0.05	0.06
Accounting Technician	0.02	0.02	0.00
Accounting Technician II	0.00	0.00	0.02
Maintenance Superintendent	0.00	0.25	0.25
Maintenance Supervisor	0.00	0.20	0.20
Maintenance Lead	0.00	0.00	0.50
Maintenance Worker	0.00	0.50	0.00
Administrative Assistant	0.07	0.07	0.07
Maintenance Assistant	0.00	*	*
Total FTE	0.26	1.21	1.22

*Part-time positions - The number of full time equivalent in Streets department can vary depending on the amount of budget set aside. For FY 2020-21, the recommended budget is $29,700 which will cover the costs of part-time positions including Maintenance Assistant and Maintenance Worker.

Measure "M" Fund 203-3120

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 29,134	$ 199,700	$ 161,700	$ 193,400	-3%
Operating Expenditures	17,932	16,500	16,300	16,500	0%
Transfer to Other Funds	-	-	263,600	262,800	100%
TOTAL	$ 47,066	$ 216,200	$ 441,600	$ 472,700	119%
FUNDING SOURCES					
205 - Measure "R" Fund	$ 47,066	$ 216,200	$ 441,600	$ 472,700	119%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries of Director of Administrative Services (2%), Director of Development Services (10%), Principal Accountant (6%), Accounting Technician II (2%), Maintenance Superintendent (25%), Maintenance Supervisor (20%), Maintenance Lead (50%), and Administrative Assistant (7%)
51112	Salaries - Part-time	Salaries of part-time maintenance assistants
51117	Overtime	Overtime pay for full time employees
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53111	Contract Services - Private	Annual catch basin cleaning contract
54999	Transfer to Other Funds	Transfer to Debt Service Fund for payment of principal and interest on Series 2019A bonds

Measure "M" Fund 203-3120

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 19,765	$ 99,200	$ 82,600	$ 99,400
Salaries - Part-time	51112	-	28,900	22,700	29,700
Overtime	51117	-	2,500	100.00	2,500
Retirement	51211	5,491	42,800	39,000	31,900
FICA-Medicare	51212	287	1,900	1,500	1,900
Other Health-DOC	51311	308	2,400	2,000	2,500
Disability Insurance	51312	168	1,700	700	1,700
Life Insurance	51313	30	200	200	200
Health Insurance	51314	3,085	20,100	12,900	23,600
Total Personnel Services		$ 29,134	$ 199,700	$ 161,700	$ 193,400
Operating Expenditures					
Contract Services - Private	53111	$ 17,932	$ 16,500	$ 16,300	$ 16,500
Total Operating Expenditures		$ 17,932	$ 16,500	$ 16,300	$ 16,500
Transfer to Other Funds					
Transfer to Other Funds	54999	$ -	$ -	$ 263,600	$ 262,800
Total Transfer to Other Funds		$ -	$ -	$ 263,600	$ 262,800
TOTAL EXPENDITURES		$ 47,066	$ 216,200	$ 441,600	$ 472,700

City of La Puente

Measure “R” Fund

Summary

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

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.

FY 2020-2021 Goals

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

Significant Changes

- Debt service expense has been added as of the FY 2020-2021 budget in order to make bond principal and interest payments from the Series 2019B issuance.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Director of Administrative Services	0.02	0.02	0.02
Director of Development Services	0.10	0.10	0.10
Finance Manager	0.05	0.00	0.00
Principal Accountant	0.00	0.05	0.06
Accounting Technician	0.02	0.02	0.00
Accounting Technician II	0.00	0.00	0.02
Maintenance Superintendent	0.00	0.25	0.25
Maintenance Supervisor	0.00	0.20	0.20
Maintenance Lead	0.00	0.00	0.50
Maintenance Worker	0.00	0.50	0.00
Administrative Assistant	0.07	0.07	0.07
Maintenance Assistant	0.00	*	*
Total FTE	0.26	1.21	1.22

*Part-time positions - The number of full time equivalent in Streets department can vary depending on the amount of budget set aside. For FY 2020-21, the recommended budget is $31,900 which will cover the costs of part-time positions including Maintenance Assistant and Maintenance Worker.

Measure "R" Fund 205-3120

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 28,938	$ 201,200	$ 146,800	$ 195,600	-3%
Transfer to Other Funds	208,742	55,000	284,200	287,700	423%
TOTAL	$ 237,680	$ 256,200	$ 431,000	$ 483,300	89%
FUNDING SOURCES					
205 - Measure "R" Fund	$ 237,680	$ 256,200	$ 431,000	$ 483,300	89%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries of Director of Administrative Services (2%), Director of Development Services (10%), Principal Accountant (6%), Accounting Technician II (2%), Maintenance Superintendent (25%), Maintenance Supervisor (20%), Maintenance Lead (50%), and Administrative Assistant (7%)
51112	Salaries - Part-time	Salaries of part-time maintenance assistants
51117	Overtime	Overtime pay for full time employees
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
54999	Transfer to Other Funds	Transfer to CIP Fund for payment of City of Industry Valley Blvd Projects loan and to Debt Service Fund for payment of principal and interest on Series 2019B bonds

Measure "R" Fund 205-3120

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 19,589	$ 99,200	$ 80,800	$ 99,400
Salaries - Part-time	51112	-	30,400	10,000	31,900
Overtime	51117	-	2,500	-	2,500
Retirement	51211	5,465	42,800	38,600	31,900
FICA-Medicare	51212	284	1,900	1,300	2,000
Other Health-DOC	51311	308	2,400	1,900	2,400
Disability Insurance	51312	165	1,700	700	1,700
Life Insurance	51313	31	200	200	200
Health Insurance	51314	3,096	20,100	13,300	23,600
Total Personnel Services		$ 28,938	$ 201,200	$ 146,800	$ 195,600
Transfer to Other Funds					
Transfer to Other Funds	54999	$ 208,742	$ 55,000	$ 284,200	$ 287,700
Total Transfer to Other Funds		$ 208,742	$ 55,000	$ 284,200	$ 287,700
TOTAL EXPENDITURES		$ 237,680	$ 256,200	$ 431,000	$ 483,300

City of La Puente

Transportation – Prop "A" Fund

Summary

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

FY 2020-2021 Goals

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

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
City Manager	0.01	0.01	0.01
Director of Administrative Services	0.02	0.02	0.02
Director of Development Services	0.10	0.10	0.10
Administrative Assistant	0.07	0.07	0.07
Finance Manager	0.05	0.00	0.00
Principal Accountant	0.00	0.05	0.06
Accounting Technician	0.15	0.15	0.00
Accounting Technician II	0.00	0.00	0.15
Accounting Assistant	0.60	0.60	0.60
Assistant Planner	0.20	0.20	0.20
Total FTE	1.20	1.20	1.21

Transportation – Prop "A" Fund 210-3130

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 124,873	$ 153,300	$ 127,000	$ 160,100	4%
Operating Expenditures	758,422	819,700	748,800	805,200	-2%
TOTAL	$ 883,295	$ 973,000	$ 875,800	$ 965,300	-1%
FUNDING SOURCES					
210 - Prop "A" Fund	$ 883,295	$ 973,000	$ 875,800	$ 965,300	-1%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for City Manager (1%), Director of Administrative Services (2%), Director of Development Services (10%), Administrative Assistant (7%), Principal Accountant (6%), Accounting Technician II (15%), Accounting Assistant (60%), and Assistant Planner (20%)
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
51318	Deferred Comp Match	Deferred compensation contribution for City Manager
53211	Postage & Mailing	Postage
53415	Spotlight Publication	Transit related portion of the Spotlight publication and delivery costs for the newsletter
53816	Bus Shelter Maintenance	Bus stop cleaning, shelter repair and maintenance
53914	Special Event Transpiration	Transportation to special events for senior and recreation purposes
53915	Public Transit Subsidy	Subsidized cost of TAP and Metro link passes
53916	Dial-A-Ride Services	Cost to operate a contract Dial-a-Ride transit service for seniors and disabled residents
53917	Fixed Route Shuttle	Cost to operate a contract fixed-route transit service (La Puente Link)
53971	Dues & Memberships	Share of Cost for San Gabriel Valley Council of Government dues
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges

Transportation – Prop "A" Fund 210-3130

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 78,651	$ 93,100	$ 76,800	$ 94,400
Retirement	51211	24,134	31,700	29,400	35,000
FICA-Medicare	51212	1,141	1,400	1,100	1,400
Other Health-DOC	51311	1,424	2,400	2,000	2,400
Disability Insurance	51312	709	1,600	700	1,600
Life Insurance	51313	199	200	200	200
Health Insurance	51314	18,606	22,900	16,800	25,100
Deferred Comp Match	51318	10	-	-	-
Total Personnel Services		$ 124,873	$ 153,300	$ 127,000	$ 160,100
Operating Expenditures					
Postage & Mailing	53211	$ -	$ 1,000	$ 1,000	$ 1,000
Spotlight Publication	53415	5,186	5,700	5,200	5,700
Bus Shelter Maintenance	53816	40,355	51,300	45,400	45,900
Special Event Transportation	53914	743	4,200	1,500	3,000
Public Transit Subsidy	53915	121,590	137,300	103,500	124,700
Dial-A-Ride Services	53916	123,242	125,200	120,400	126,200
Fixed Route Shuttle	53917	438,739	466,200	442,800	469,500
Dues & Memberships	53971	9,776	10,000	10,200	10,200
IT/Equipment Charges	53996	4,596	4,000	4,000	2,900
Vehicle Charges	53997	14,196	14,800	14,800	16,100
Total Operating Expenditures		$ 758,422	$ 819,700	$ 748,800	$ 805,200
TOTAL EXPENDITURES		$ 883,295	$ 973,000	$ 875,800	$ 965,300

City of La Puente

Transportation – Prop "C" Fund

Summary

Prop C Transportation Fund accounts for the City's share of the Los Angeles County Proposition C Local Return sales tax dollars. This one-half cent (.5%) sales tax was approved by voters in 1990. These funds can be used for congestion management programs, bikeways and bike lanes, street improvements supporting public transit service and pavement management system projects.

FY 2020-2021 Goals

- Provide project oversight and administration of Prop C funded projects listed under Capital Projects.
- Continue to provide funding and staff for oversight of capital improvement projects utilizing Prop C funds.

Authorized Positions	Actual 2019-19	Actual 2019-20	Adopted 2020-21
Director of Administrative Services	0.02	0.02	0.02
Director of Development Services	0.10	0.10	0.20
Administrative Assistant	0.07	0.07	0.07
Finance Manager	0.07	0.00	0.00
Principal Accountant	0.00	0.07	0.08
Accounting Techician	0.02	0.02	0.00
Accounting Techician II	0.00	0.00	0.02
Total FTE	0.28	0.28	0.39

Transportation – Prop “C” Fund 215-3130

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 31,194	$ 45,600	$ 64,000	$ 71,400	57%
TOTAL	$ 31,194	$ 45,600	$ 64,000	$ 71,400	57%
FUNDING SOURCES					
215 - Prop "C" Fund	$ 31,194	$ 45,600	$ 64,000	$ 71,400	57%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries of Director of Administrative Services (2%), Director of Development Services (20%), Administrative Assistant (7%), Principal Accountant (8%), and Accounting Technician II (2%)
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage

Transportation – Prop "C" Fund 215-3130

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 20,968	$ 32,700	$ 49,000	$ 52,600
Retirement	51211	6,132	5,300	6,800	8,800
FICA-Medicare	51212	304	500	700	800
Other Health-DOC	51311	332	600	600	800
Disability Insurance	51312	175	600	400	900
Life Insurance	51313	32	100	100	100
Health Insurance	51314	3,251	5,800	6,400	7,400
Total Personnel Services		$ 31,194	$ 45,600	$ 64,000	$ 71,400
TOTAL EXPENDITURES		$ 31,194	$ 45,600	$ 64,000	$ 71,400

City of La Puente

Series 2019A Debt Service Fund

Summary

The debt service fund serves as an intermediary for administration of the Series 2019A revenue bond issuance. Principal and interest amounts are transferred in from the Measure M Fund and payment is then issued to the trustee.

Series 2019A Debt Service Fund 305-3120

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Debt Service	$ -	$ -	$ 263,600	$ 262,800	100%
TOTAL	$ -	$ -	$ 263,600	$ 262,800	100%
FUNDING SOURCES					
305 - Series 2019A Debt Service Fund	$ -	$ -	$ 263,600	$ 262,800	100%

ACCOUNT NUMBER EXPLANATION

53889	Principal Payment	Payment of Series 2019A Principal Payment
53990	Interest Payment	Payment of Series 2019A Interest Payment

Series 2019A Debt Service Fund 305-3120

Fiscal Year 2020-2021

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Debt Service					
Principal Pyaments	53989	$ -	$ -	$ 195,000	$ 140,000
Interest Payments	53990	-	-	68,600	122,800
Total Debt Service		$ -	$ -	$ 263,600	$ 262,800
TOTAL EXPENDITURES		$ -	$ -	$ 263,600	$ 262,800

City of La Puente

Series 2019B Debt Service Fund

Summary

The debt service fund serves as an intermediary for administration of the Series 2019B revenue bond issuance. Principal and interest amounts are transferred in from the Measure R Fund and payment is then issued to the trustee.

Series 2019B Debt Service Fund 310-3120

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Debt Service	$ -	$ -	$ 230,900	$ 234,200	100%
TOTAL	$ -	$ -	$ 230,900	$ 234,200	100%
FUNDING SOURCES					
305 - Series 2019B Debt Service Fund	$ -	$ -	$ 230,900	$ 234,200	100%

ACCOUNT NUMBER EXPLANATION

53889	Principal Payment	Payment of Series 2019B Principal Payment
53990	Interest Payment	Payment of Series 2019B Interest Payment

Series 2019B Debt Service Fund 310-3120

Fiscal Year 2020-2021

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Debt Service					
Principal Pyaments	53989	$ -	$ -	$ 170,000	$ 125,000
Interest Payments	53990	-	-	60,900	109,200
Total Debt Service		$ -	$ -	$ 230,900	$ 234,200
TOTAL EXPENDITURES		$ -	$ -	$ 230,900	$ 234,200

City of La Puente

Transportation – Capital Projects Fund

Summary

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

Transportation – Capital Projects Fund 400-3120

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Debt Service	$ 208,741	$ 55,000	$ 53,500	$ 53,500	-3%
TOTAL	$ 208,741	$ 55,000	$ 53,500	$ 53,500	-3%
FUNDING SOURCES					
400 - Capital Projects Fund	$ 208,741	$ 55,000	$ 53,500	$ 53,500	-3%

ACCOUNT NUMBER EXPLANATION

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

Transportation – Capital Projects Fund 400-3120

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Debt Service					
Debt Service Payments	53990	$ 208,741	$ 55,000	$ 53,500	$ 53,500
Total Debt Service		$ 208,741	$ 55,000	$ 53,500	$ 53,500
TOTAL EXPENDITURES		$ 208,741	$ 55,000	$ 53,500	$ 53,500

City of La Puente

Planning/Zoning Services

Summary

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

FY 2019-2020 Accomplishments

- Facilitated the assignment of the Development Agreement for the construction of 22 new market-rate condominium units at the former Star Theater property within the Downtown Business District Specific Plan.
- Approved Final Tract Map Number 74920 for the 22 unit former Star Theater property.
- Facilitated the permitting of approximately 23 Accessory Dwelling Units throughout the City in furtherance of the City's housing unit production targets as set forth by the State.
- Approved an amendment to the Unruh Specific Plan for the development of 74 affordable senior housing units at 1040 Unruh Avenue.
- Approved the Site Plan and Design Review for a new Starbucks Coffee at 501 S. Azusa Way.
- Approved the Site Plan and Design Review for a new Popeyes Louisiana Kitchen in the Northgate Shopping Center.
- Approved a Development Agreement for the installation of electronic display billboards in the City, including one located at La Puente Park.

FY 2020-2021 Goals

- Continue to work with developers on infill housing developments to meet RHNA numbers, including the processing of Tentative Tract Maps and Site Plan and Design Review applications.
- Complete the amendment to the Downtown Business District Specific Plan to modify the maximum height requirement in the Mixed-Use Subarea.
- Achieve certification by the California Department of Housing and Community Development of the City's Housing Element 2017-2021.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Development Services Director	0.15	0.15	0.10
Senior Planner	0.00	1.00	1.00
Assistant Planner	0.80	0.80	0.80
Administrative Assistant	0.25	0.25	0.30
Total FTE	1.20	2.20	2.20

Planning/Zoning Services 100-3300

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 186,831	$ 255,800	$ 204,900	$ 289,800	13%
Operating Expenditures	20,841	69,500	110,200	77,700	12%
TOTAL	$ 207,672	$ 325,300	$ 315,100	$ 367,500	13%
FUNDING SOURCES					
100 - General Fund	$ 207,672	$ 325,300	$ 315,100	$ 367,500	13%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for Development Services Director (10%), Senior Planner (100%), Assistant Planner (80%) and Administrative Assistant (30%)
51117	Overtime	Overtime pay for full-time employees
51118	Leave Conversion	Conversion of accrued leave
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the planning department
53111	Contract Services - Private	Provides for services for Housing Element & Review Update and miscellaneous planning and zoning Services
53112	Contract Services - Public	Publication of environmental notices, notice of exemptions, negative and mitigated declarations, etc.
53116	Commission/Committee Services	Stipend for Planning Commission/Development Review Board meetings
53411	Printing & Publishing	Costs for ads for required public notices for this division
53971	Dues & Memberships	Membership dues for professional organizations such as ICSC, APA and CCAC
53972	Conferences & Meetings	Director's attendance at ICSC Conference, Skill Path training for staff and miscellaneous meeting, trainings and seminars
53976	Special Departmental	Business cards, logo shirts and name plates for planning commissioners
53996	IT/Equipment Charges	Allocated information technology and equipment charges

Planning/Zoning Services 100-3300

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 139,939	$ 181,700	$ 135,300	$ 180,900
Overtime	51117	339	-	200	300
Leave Conversion	51118	5,137	5,000	21,000	5,000
Retirement	51211	15,150	21,700	21,700	70,600
FICA-Medicare	51212	2,150	2,700	2,500	2,700
Other Health-DOC	51311	1,424	4,400	3,400	4,400
Disability Insurance	51312	1,214	3,000	1,200	3,100
Life Insurance	51313	270	400	300	400
Health Insurance	51314	21,208	36,900	19,300	22,400
Total Personnel Services		$ 186,831	$ 255,800	$ 204,900	$ 289,800
Operating Expenditures					
Operating Supplies	53011	$ 819	$ 1,000	$ 1,200	$ 1,300
Contract Services - Private	53111	2,833	40,000	74,600	40,000
Contract Services - Public	53112	-	800	-	-
Commission/Committee Services	53116	2,670	4,700	4,000	4,700
Printing & Publishing	53411	2,253	5,500	14,700	10,000
Dues & Memberships	53971	923	700	1,500	2,000
Conferences & Meetings	53972	1,914	5,000	2,500	6,000
Special Departmental	53976	526	500	400	600
IT/Equipment Charges	53996	8,904	11,300	11,300	13,100
Total Operating Expenditures		$ 20,841	$ 69,500	$ 110,200	$ 77,700
TOTAL EXPENDITURES		$ 207,672	$ 325,300	$ 315,100	$ 367,500

City of La Puente

Building and Safety Services

Summary

The Building and Safety Services Division ensures the safety and welfare of the public, as well as promoting energy efficiency and a "greener" environment. These goals are achieved by having certified reviewers and inspectors that ensure compliance with the City's adopted building requirements. Additionally, the Building and Safety Division conducts inspections of substandard properties and provides support to the Code Enforcement Division where substandard structures are involved.

FY 2019-2020 Accomplishments

- Provided final close-out building inspection services for the 45 unit Bradbury residential infill project on Del Valle Avenue.
- Issued 1,038 building permits and performed 2,310 building inspections.
- Completed 108 residential and 45 commercial building plan check reviews.
- Provided final close-out building inspection services for the remodel of the La Villa Puente Apartments, a 121 unit Section 8 affordable apartment complex at 17351 Main Street.
- Issued building permits for the 74 unit Arboleda senior apartments at 1040 Unruh Street.

FY 2020-2021 Goals

- To protect the public by enforcing building regulations that provide for safe buildings in which to live and work.
- Protect the quality of the urban environment by assisting the Code Enforcement Division in the abatement of substandard structures.
- Assist the public in understanding the requirements of the building regulations.
- Provide timely building inspection services for the completion of construction for the 1040 Unruh Senior Housing project.
- Issue building permits for the 22 unit market-rate condominium project at the former Star Theater property.
- Issue a certificate of occupancy for the new Starbucks at 501 S. Azusa Way.

Building and Safety Services 100-3310

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 540,639	$ 401,300	$ 546,800	$ 481,500	20%
TOTAL	$ 540,639	$ 401,300	$ 546,800	$ 481,500	20%
FUNDING SOURCES					
100 - General Fund	$ 540,639	$ 401,300	$ 546,800	$ 481,500	20%

ACCOUNT NUMBER EXPLANATION

53011	Operating Supplies	Office supplies for the Building & Safety department
53111	Contract Services - Private	Provides for contract building and safety services
53996	Special Departmental	Miscellaneous special departmental supplies

Building and Safety Services 100-3310

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Operating Supplies	53011	$ 646	$ 1,000	$ 1,200	$ 1,200
Contract Services - Private	53111	539,737	400,000	545,300	480,000
Special Departmental	53976	256	300	300	300
Total Operating Expenditures		$ 540,639	$ 401,300	$ 546,800	$ 481,500
TOTAL EXPENDITURES		$ 540,639	$ 401,300	$ 546,800	$ 481,500

City of La Puente

Housing and Community Services

Summary
This division has the responsibility for administering a wide range of grant-funded programs such as the federally funded Community Development Block Grant (CDBG) Program and the state CalHome Loan housing rehabilitation program. The division provides financial assistance in the form of low cost home improvement and job retention/ creation programs for low and moderate income households, 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 income residents.

FY 2019-2020 Accomplishments
- Initiated and completed 7 CDBG Grants and 1 Cal Home Loan.
- Reduced the waiting list for housing rehabilitation assistance to 10.
- Took the lead in the preparation and implementation of the La Puente Homeless Plan.
- Successfully participated in the Los Angeles County Homeless Count for the third straight year.
- Submitted application to the California Department of Housing and Community Development for additional grant funds to augment the City's Cal Home funded housing rehabilitation loan program.

FY 2020-2021 Goals
- To preserve and improve condition of the City's housing stock through the delivery of 14 rehabilitation grants and 4 loans.
- Maximize the use of available financial assistance and other resources to reduce the cost of housing.
- Explore the availability of funding to implement a first-time homebuyer program.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Finance Manager	0.03	0.00	0.00
Principal Accountant	0.00	0.03	0.03
Accounting Technician	0.04	0.04	0.00
Accounting Technician II	0.00	0.00	0.04
Rehabilitation Grant Specialist	1.00	1.00	1.00
Senior Center Specialist	0.40	0.40	0.40
Code Enforcement Manager	0.30	0.35	0.20
Code Enforcement Officer	3.00	*	*
Total FTE	4.77	1.82	1.67

Housing and Community Services 100-3320

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 84,381	$ 126,100	$ 116,600	$ 130,300	3%
Operating Expenditures	9,189	12,300	11,800	11,000	-11%
TOTAL	$ 93,569	$ 138,400	$ 128,400	$ 141,300	2%
FUNDING SOURCES					
100 - General Fund	$ 93,569	$ 138,400	$ 128,400	$ 141,300	2%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for Rehabilitation Grant Specialist (70%)
51117	Overtime	Overtime pay for full time employees
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the Housing Division
53111	Contract Services - Private	Consultant Fees, appraisal, escrow, title, monitoring and credit report fees associated with loan and grant programs
53411	Printing & Publishing	Printing and publishing of notices for Housing Program
53972	Conferences and Meetings	Seminars and workshops for current and new projects.
53976	Special Departmental	Miscellaneous special departmental supplies
53996	IT/Equipment Charges	Allocated information technology and equipment charges

Housing and Community Services 100-3320

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 44,426	$ 53,900	$ 57,300	$ 53,900
Overtime	51117	497	-	-	-
Retirement	51211	24,664	52,600	40,400	55,900
FICA-Medicare	51212	649	800	800	800
Other Health-DOC	51311	2,100	3,700	2,800	3,400
Disability Insurance	51312	374	900	500	900
Life Insurance	51313	107	100	100	100
Health Insurance	51314	11,565	14,100	14,700	15,300
Total Personnel Services		$ 84,381	$ 126,100	$ 116,600	$ 130,300
Operating Expenditures					
Operating Supplies	53011	$ 429	$ 200	$ 200	$ 200
Contract Services - Private	53111	3,651	6,900	6,500	6,700
Printing & Publishing	53411	-	200	200	200
Conferences and Meetings	53972	513	500	400	500
Special Departmental	53976	-	500	500	500
IT/Equipment Charges	53996	4,596	4,000	4,000	2,900
Total Operating Expenditures		$ 9,189	$ 12,300	$ 11,800	$ 11,000
TOTAL EXPENDITURES		$ 93,569	$ 138,400	$ 128,400	$ 141,300

CDBG Fund 260-3320

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 286,079	$ 312,000	$ 314,500	$ 299,000	-4%
Operating Expenditures	109,354	107,700	138,900	145,300	35%
TOTAL	$ 395,433	$ 419,700	$ 453,400	$ 444,300	6%
FUNDING SOURCES					
260 - CDBG Fund	$ 395,433	$ 419,700	$ 453,400	$ 444,300	6%

ACCOUNT NUMBER EXPLANATION

51111	Salaries Full-Time	Salaries for Principal Accountant (3%), Accounting Technician II (4%), Rehabilitation Grant Specialist (30%); Senior Center Specialist (40%), and Code Enforcement Manager (20%)
51112	Salaries Part-Time	Salaries for part-time Code Enforcement Officers
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Costs for insurance such as survivors and long-term disability
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the housing rehab program
53012	Small Tools & Equipment	Small tools & equipment for CDBG program
53972	Conferences and Meetings	CACEO Conference, Davis Bacon and Fair Housing training
53977	Grants and Loans - Residential	Costs for housing rehab construction grant program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring

CDBG Fund 260-3320

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 93,759	$ 92,600	$ 79,800	$ 76,100
Salaries - Part-time	51112	154,475	179,700	201,600	187,600
Retirement	51211	10,266	10,200	9,100	9,500
FICA-Medicare	51212	3,600	3,900	4,100	3,800
Disability Insurance	51312	809	1,600	700	1,300
Life Insurance	51313	214	200	200	200
Health Insurance	51314	22,957	23,800	19,000	20,500
Total Personnel Services		$ 286,079	$ 312,000	$ 314,500	$ 299,000
Operating Expenditures					
Operating Supplies	53011	$ 21,166	$ 600	$ 500	$ 600
Small Tools & Equipment	53012	329	-	2,500	1,500
Conferences & Meetings	53972	1,095	1,500	900	1,200
Grants and Loans - Residential	53977	86,764	105,600	135,000	142,000
Total Operating Expenditures		$ 109,354	$ 107,700	$ 138,900	$ 145,300
TOTAL EXPENDITURES		$ 395,433	$ 419,700	$ 453,400	$ 444,300

CalHome Fund 265-3320

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ -	$ 227,000	$ 79,000	$ 205,000	-10%
Transfer to Other Funds	7,995	-	3,000	10,700	100%
TOTAL	$ 7,995	$ 227,000	$ 79,000	$ 205,000	-10%

FUNDING SOURCES					
265 - Cal Home Loans	$ 7,995	$ 227,000	$ 82,000	$ 215,700	-5%

ACCOUNT NUMBER EXPLANATION

53977	Grants and Loans - Residential	Costs for housing rehab construction loan program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring
54999	Transfer to Other Funds	Transfer to General Fund for Administrative Costs

CalHome Fund 265-3320

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Loans - Residential	53997	-	227,000	79,000	205,000
Total Operating Expenditures		$ -	$ 227,000	$ 79,000	$ 205,000
Transfers to Other Funds					
Transfers to Other Funds	54999	$ 7,995	$ -	$ 3,000	$ 10,700
Total Operating Expenditures		$ 7,995	$ -	$ 3,000	$ 10,700
TOTAL EXPENDITURES		$ 7,995	$ 227,000	$ 82,000	$ 215,700

City of La Puente

Parks

Summary

The Parks Division is responsible for planting, trimming, and irrigation of all City parks, street trees, median islands, parkways, and landscaping at city facilities to provide an inviting, well-groomed, and aesthetically pleasing appearance and preserve a healthy urban forest. This division maintains the 22 acre La Puente Park and the award winning Puente Creek Nature Education Center. La Puente Park includes picnic facilities, a playground, restrooms, athletic fields, snack bar facilities, and open space areas.

FY 2019-2020 Accomplishments

- Installed approximately 3,160 liner feet of irrigation pipe as part of the renovation of the athletic fields for the Park Master Plan.
- Installed 18 new irrigation valves and 6 quick coupler valves as part of the irrigation upgrades to the athletic fields.
- Removed 35 diseased trees throughout the park.
- Installed 100 feet of new domestic water lines in the park.

FY 2020-2021 Goals

- Identify funding sources to complete improvements to the east side of the Park as part of the Park Master Plan.

Significant Changes

- Personnel Services shows a substantial increase due to the reallocation of Maintenance Dept. salaries from the Lighting & Landscape Maintenance District Fund.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
City Manager	0.05	0.05	0.05
Director of Administrative Services	0.10	0.10	0.05
Director of Development Services	0.35	0.35	0.20
Director of Community Services	0.10	0.10	0.05
Finance Manager	0.15	0.00	0.00
Principal Accountant	0.00	0.15	0.00
Communication/IT Analyst	0.00	0.00	0.05
Management Superintendent	0.70	0.25	0.10
Maintenance Supervisor	0.00	0.00	0.30
Park Maintenance Worker	0.00	0.00	1.00
Maintenance Worker	2.10	1.43	1.43
Maintenance Assistant	2.00	*	*
Administrative Assistant	0.40	0.40	0.27
Total FTE	5.95	2.83	3.50

*Part-time positions - The number of full time equivalent in the Parks department can vary depending on the amount of budget set aside. For FY 2020-21, the recommended budget is $228,100 which will cover the costs of part-time positions including Maintenance Assistant.

Parks 100-3330

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 299,876	$ 56,200	$ 112,400	$ 299,200	432%
Operating Expenditures	65,189	78,200	73,700	76,600	-2%
TOTAL	$ 365,065	$ 134,400	$ 186,100	$ 375,800	180%
FUNDING SOURCES					
100 - General Fund	$ 365,065	$ 134,400	$ 186,100	$ 375,800	180%

ACCOUNT NUMBER EXPLANATION

51111	Salaries Full-Time	Salaries for Director of Development Services (10%), Maintenance Superintendent (10%), Park Maintenance Worker (40%), Maintenance Worker (30%), and Administrative Assistant (12%)
51112	Salaries Part-Time	Salaries of Part-Time Staff
51117	Overtime	Overtime pay for full time employees
51118	Leave Conversion	Conversion of accrued leave
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance and survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the department
53012	Small Tools & Equipment	Provides for janitorial supplies and miscellaneous items
53015	Uniform/Boot Reimbursements	Provides for purchases of uniforms and boot reimbursement and city issued pants and shirts
53111	Contract Services - Private	Miscellaneous contract services for La Puente Park and restroom facilities
53811	Equipment Maintenance	Provides for annual AQMD fees, fire extinguisher maintenance, snack bar inspections, repairs to tools, park equipment, emergency generator, power equipment maintenance, backflow maintenance, etc.
53813	Facility Maintenance	Provides for maintenance and supplies for La Puente Park and facilities
53822	Park Mtce & Repair	Provides for pest control for park snack bar, repairs and maintenance of park facilities, including irrigation repairs
53972	Conferences & Meetings	Miscellaneous local meetings and training seminars for staff
53976	Special Departmental	Provides for miscellaneous expenses for the Parks Division
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges

Parks 100-3330

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 129,487	$ 37,700	$ 61,600	$ 74,900
Salaries - Part-time	51112	80,129	-	9,100	165,100
Overtime	51117	12,386	-	-	-
Leave Conversion	51118	5,058	3,000	6,000	3,000
Retirement	51211	30,392	7,600	12,000	25,000
FICA-Medicare	51212	3,285	500	1,200	3,500
Other Health-DOC	51311	1,542	600	500	2,000
Disability Insurance	51312	1,221	600	600	1,300
Life Insurance	51313	403	100	100	200
Health Insurance	51314	35,973	6,100	21,300	24,200
Total Personnel Services		$ 299,876	$ 56,200	$ 112,400	$ 299,200
Operating Expenditures					
Operating Supplies	53011	$ 8,706	$ 13,000	$ 6,200	$ 13,000
Small Tool & Equipment	53012	17,827	12,000	13,500	15,000
Uniform/Boot Reimbursement	53015	4,205	4,000	7,200	7,600
Contract Services - Private	53111	9,937	5,000	2,500	6,000
Equipment Maintenance	53811	7,260	8,500	7,300	8,500
Facility Maintenance	53813	2,746	6,000	7,300	8,900
Park Mtce & Repair	53822	-	-	-	5,000
Conferences & Meetings	53972	266	500	500	1,000
Special Departmental	53976	143	500	500	500
IT/Equipment Charges	53996	4,596	4,000	4,000	300
Vehicle Charges	53997	9,504	24,700	24,700	10,800
Total Operating Expenditures		$ 65,189	$ 78,200	$ 73,700	$ 76,600
TOTAL EXPENDITURES		$ 365,065	$ 134,400	$ 186,100	$ 375,800

Measure "A" Safe Parks Fund 283-3330

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ -	$ 27,200	$ -	$ 27,200	0%
TOTAL	$ -	$ 27,200	$ -	$ 27,200	0%
FUNDING SOURCES					
285 - Measure A	$ -	$ 27,200	$ -	$ 27,200	0%

ACCOUNT NUMBER EXPLANATION

53822	Park Mtce & Repair	Provides for pest control for park snack bar, repairs and maintenance of park facilities, including irrigation repairs

Measure "A" Safe Parks Fund 283-3330

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Park Mtce & Repair	53822	-	27,200	-	27,200
Total Operating Expenditures		$ -	$ 27,200	$ -	$ 27,200
TOTAL EXPENDITURES		$ -	$ 27,200	$ -	$ 27,200

Lighting and Landscape Maintenance 285-3330

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 256,668	$ 551,100	$ 472,000	$ 360,200	-35%
Operating Expenditures	497,552	420,200	473,000	532,200	27%
TOTAL	$ 754,221	$ 971,300	$ 945,000	$ 892,400	-8%

FUNDING SOURCES					
285 - Lighting & Landscape	$ 754,221	$ 971,300	$ 945,000	$ 892,400	-8%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries of City Manager (5%), Director of Administrative Services (5%), Director of Development Services (10%), Director of Community Services (5%), Principal Accountant (15%), Administrative Assistant (15%), Communication/IT Analyst (5%), Maintenance Superintendent (25%), Maintenance Supervisor (30%), Park Maintenance Worker (60%), and Maintenance Worker (113%)
51112	Salaries - Part-time	Salaries of part-time staff
51117	Overtime	Overtime pay for full time employees
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursement costs
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
51318	Deferred Comp Match	Deferred compensation contribution for City Manager
53111	Contract Services - Private	Contract services for annual engineer's report
53711	Utility - Gas	Provides for gas utility service for snack bar and maintenance building at La Puente Park
53712	Utility - Electricity	Provides for electric utility service for La Puente Park and street lights
53714	Utility - Water	Provides for water utility services for La Puente Park
53715	Utility - Communications	Provides for phone line for La Puente Park snack bar and maintenance yard
53813	Facility Maintenance	Provides for maintenance, repair and supplies for La Puente Community center including pest control, security alarm and miscellaneous cleaning supplies
53814	Landscape Maintenance	Provides for contract landscape maintenance for City Hall, La Puente Park, Nature Center, and landscaping around Community Center facility
53822	Park Maintenance & Repair	Provides for pest control for park snack bar, repairs and maintenance of park facilities, including irrigation repairs
53911	Equipment Lease/Rental	Annual lease expense for lawn mowers at La Puente Park
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated motor pool charges

Lighting and Landscape Maintenance 285-3330

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 161,752	213,200	$ 222,900	180,000
Salaries - Part-time	51112	9,343	215,000	124,700	63,000
Overtime	51117	-	-	-	2,500
Retirement	51211	53,290	65,500	66,900	53,600
FICA-Medicare	51212	2,496	6,200	5,000	3,600
Other Health-DOC	51311	2,551	5,100	4,000	5,000
Disability Insurance	51312	1,351	3,600	1,900	3,100
Life Insurance	51313	333	500	500	400
Health Insurance	51314	25,526	42,000	46,100	49,000
Deferred Comp Match	51318	27	-	-	-
Total Personnel Services		$ 256,668	$ 551,100	$ 472,000	$ 360,200
Operating Expenditures					
Contract Services - Private	53111	87,185	70,000	118,700	130,500
Utility - Gas	53711	1,056	1,200	900	1,200
Utility - Electricity	53712	233,164	209,200	211,400	215,400
Utility - Water	53714	33,187	34,000	25,800	34,000
Utility - Communications	53715	693	800	700	700
Facility Maintenance	53813	52,116	36,100	36,700	36,400
Landscape Maintenance	53814	30,580	40,000	32,100	50,000
Park Mtce & Repair	53822	50,069	20,000	37,800	26,800
Equipment Lease/Rental	53911	-	-	-	18,200
IT/Equipment Charges	53996	-	4,000	4,000	2,900
Vehicle Charges	53997	9,504	4,900	4,900	16,100
Total Operating Expenditures		$ 497,552	$ 420,200	$ 473,000	$ 532,200
TOTAL EXPENDITURES		$ 754,221	$ 971,300	$ 945,000	$ 892,400

COMMUNITY SERVICES

City of La Puente

Recreation Services

Summary
The Recreation Services Division aims to enrich the lives of residents and to promote community connection through exceptional programs and services. The Recreation Services Division provides passport services, recreation and enrichment classes, community engagement events, and community outreach.

FY 2019–2020 Accomplishments

- Provided free lunch and snacks to children under 18 years of age at La Puente Park through the Summer Nutrition Program. A total of 11,195 meals were served.
- Increased the frequency of Passport services at the La Puente Community Center. Passport services are offered Tuesdays/Thursdays by appointments and Wednesdays on a walk-in basis.
- From July 1, 2020 to March 14, 2020 a total of 70 recreation classes at the La Puente Community Center with a total of 863 registrants.
- Produced daily instructional and interactive videos for the Tiny Tot programs during the COVID-19 shutdown.
- A total of 91 pets received services during the quarterly Pet Vaccine Clinics.
- Added a new Tiny Tots in Motion class- a tumbling and movement class for children ages 3 to 5 year.

FY 2020-2021 Goals

- Transition to a drive-up/walk-up meal service for the Summer 2020 Nutrition Program.
- Identify a second site for the Summer 2020 Nutrition Program.
- Develop and implement a Recreation Class Survey to gain feedback on classes and to learn they types of classes the community would like to see offered at the La Puente Community Center.
- Implement additional distance learning and experiences of all recreation classes, and programs including Tiny Tots.
- Increase promotion of pet vaccine clinics.
- Transition facility rentals to the La Puente Community Center.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Community Services Director	0.90	0.90	0.95
Community Engagement Supervisor	0.00	0.50	0.50
Community Services Coordinator	1.00	2.00	1.00
Community Services Specialist	3.50	*	*
Community Services Leader	5.00	*	*
Total FTE	10.40	3.40	2.45

*Part-time positions - The number of full-time equivalent in the Recreation Services division can vary depending on the amount of the budget set aside. For FY 2020-21, the recommended budget is $255,800 which will cover the costs of part-time positions including community service specialist and community service leader.

Recreation Services 100-4100

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 525,358	$ 785,100	$ 606,200	$ 899,200	15%
Operating Expenditures	147,512	164,900	139,500	167,200	1%
Capital Outlay	-	-	-	11,000	100%
TOTAL	$ 672,870	$ 950,000	$ 745,700	$ 1,077,400	13%
FUNDING SOURCES					
100 - General Fund	$ 672,870	$ 950,000	$ 745,700	$ 1,077,400	13%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for Director of Community Services (95%), Community Engagement Supervisor (50%), Community Services Coordinator (100%), and Community Service Specialist (200%)
51112	Salaries - Part-time	Salaries of part-time staff for various activities such as special events, tiny tots, summer recreation, summer lunch program and other events as needed
51117	Overtime	Overtime pay for full-time employees
51118	Leave Conversion	Conversion of accrued leave
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for use at Community Center
53012	Small Tools & Equipment	Tiny Tots furniture and play equipment and general office equipment
53111	Contract Services - Private	Contract class instructors, ActiveNet, SCMAF Insurance
53112	Contract Services - Public	Summer lunch program at three (3) sites
53411	Printing & Publishing	Programs and periodic marketing and forms
53711	Utility - Gas	Natural gas charges for the Community Center
53712	Utility - Electricity	Electricity for the Community Center
53714	Utility - Water	Water charges for the Community Center
53715	Utility - Communications	Communication charges for the Community Center
53811	Equipment Maintenance	Maintenance of handicap lift, fire extinguishers, plotters and office equipment.
53813	Facility Maintenance	Maintenance and repair of facility, pest control, security alarm and miscellaneous cleaning supplies
53911	Equipment Lease and Rental	Lease and maintenance of digital color copier
53971	Dues & Memberships	Memberships to California Parks and Recreation Society (CPRS), Southern California Municipal Athletic Federation (SCMAF), National Recreation and Parks Association (NRPA) and Sam's Club
53972	Conferences & Meetings	Attendance at CPRS trainings and workshops
53976	Special Departmental	Miscellaneous items for the department
53979	Special Events	Costs related to the City's annual events: 3rd of July, Concerts in the Park, Movies in the Park, Veteran's Day, Parade & Tree Lighting, Excursions, Spring Egg Hunt, etc.
53996	IT/Equipment Charges	Allocated information technology and equipment charges
53997	Vehicle Charges	Allocated vehicle charges
54585	Capital Outlay	Purchase of Community Center plotter

Recreation Services 100-4100

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 220,642	$ 326,400	$ 244,400	$ 350,100
Salaries - Part-time	51112	135,024	202,000	135,900	255,800
Overtime	51117	5,549	6,000	2,900	6,000
Leave Conversion	51118	14,670	10,000	15,000	10,000
Retirement	51211	86,263	140,700	131,700	161,300
FICA-Medicare	51212	5,470	7,700	5,700	8,900
Other Health-DOC	51311	3,441	8,800	6,900	8,900
Disability Insurance	51312	1,928	5,600	2,100	5,900
Life Insurance	51313	524	800	500	800
Health Insurance	51314	51,848	77,100	61,100	91,500
Total Personnel Services		$ 525,358	$ 785,100	$ 606,200	$ 899,200
Operating Expenditures					
Operating Supplies	53011	$ 5,419	$ 4,000	$ 4,500	$ 4,000
Small Tools & Equipment	53012	5,282	5,800	4,700	5,800
Contract Services - Private	53111	55,123	72,000	52,600	72,000
Contract Services - Public	53112	25,966	30,000	30,000	30,000
Printing & Publishing	53411	-	500	1,000	500
Utility - Gas	53711	402	500	500	500
Utility - Electricity	53712	18,243	18,500	16,000	18,500
Utility - Water	53714	3,193	3,500	4,200	3,500
Utility - Communications	53715	750	900	700	900
Equipment Maintenance	53811	5,065	4,500	1,500	4,500
Equipment Lease/Rental	53911	2,490	-	-	-
Dues & Memberships	53971	630	1,300	1,200	1,300
Conferences & Meetings	53972	142	1,300	200	1,300
Special Departmental	53976	275	500	800	500
Special Events	53979	412	-	-	-
IT/Equipment Charges	53996	19,416	16,700	16,700	13,100
Vehicle Charges	53997	4,704	4,900	4,900	10,800
Total Operating Expenditures		$ 147,512	$ 164,900	$ 139,500	$ 167,200
Capital Outlay					
Furniture/Office Equipment	54585	$ -	$ -	$ -	$ 11,000
Total Capital Outlay		$ -	$ -	$ -	$ 11,000
TOTAL EXPENDITURES		$ 672,870	$ 950,000	$ 745,700	$ 1,077,400

City of La Puente

Youth Learning Activity Center Services

Summary
The Youth Learning Activity Center supports athletics, fitness and mentoring for the residents of La Puente. Through a use agreement with the Boys and Girls Club of West San Gabriel Valley, the Boys and Girls Club of La Puente operates an after school program and a summer program for youth ages 6 to 17 years old. The Center provides a setting for youth to socialize and interact with their peers through structured activities.

FY 2019-2020 Accomplishments
- From July 1, 2020 to March 14, 2020 issued 25 park permits for the use of La Puente Park's Picnic Shelters. This is a decrease of 5 from the previous 2018-2019 Fiscal Year; however, the previous year's tabulation was calculated through June of 2019 and the issuance of permits during the 2019-2020 Fiscal Year was suspended in March due to the COVID-19 closures.
- The Summer Youth Basketball Program provided recreational basketball to 100 participants for the summer of 2019. This is an increase of 5 participants from the summer of 2018 program.
- In partnership with the Boys and Girls Club of La Puente, was awarded the Youth Reinvestment Grant in the amount of $400,000 from the Board of State and Community Corrections Planning and Grant Programs. The AID (Adolescent Intervention and Diversion) Program is a referral based program to intervene and divert non-violent offenders.
- The Teen VOICE Program implemented a free workshop series that featured informational sessions on college prep, resume building, interview skills and time management.
- Teen VOICE organized a toy drive and collected the 300 toys that were donated throughout the community.

FY 2020-2021 Goals
- Increase teen involvement through the City's Teen VOICE Program.
- Develop distance meeting and service opportunities for the Teen VOICE program.
- Working with the Boys and Girls Club of La Puente, increase participation in the AID Program.
- Work towards developing a Flag Football Program.
- Transition facility rentals to the La Puente Community Center.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Community Services Coordinator	1.00	1.00	1.00
Community Services Specialist	2.00	*	*
Community Services Leader	4.00	*	*
Total FTE	7.00	1.00	1.00

*Part-time positions - The number of full-time equivalent in the Youth Learning Activity Center can vary depending on the amount of the budget set aside. For FY 2019-20, the recommended budget is $168,900 which will cover the costs of part-time positions including community service specialist and community service leader.

Youth Learning Activity Center Services 100-4110

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 215,656	$ 271,200	$ 232,600	$ 313,200	15%
Operating Expenditures	79,684	86,300	79,000	73,600	-15%
TOTAL	$ 295,340	$ 357,500	$ 311,600	$ 386,800	8%
FUNDING SOURCES					
100 - General Fund	$ 295,340	$ 357,500	$ 311,600	$ 386,800	8%

ACCOUNT NUMBER EXPLANATION

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

Youth Learning Activity Center Services 100-4110

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 59,431	$ 64,900	$ 64,400	$ 71,600
Salaries - Part-time	51112	118,467	151,000	107,200	168,900
Overtime	51117	2,309	5,000	2,100	5,000
Retirement	51211	23,406	36,000	36,000	41,400
FICA-Medicare	51212	2,613	3,200	2,500	3,600
Other Health-DOC	51311	1,186	2,000	1,600	2,000
Disability Insurance	51312	520	1,100	600	1,200
Life Insurance	51313	180	200	200	200
Health Insurance	51314	7,544	7,800	18,000	19,300
Total Personnel Services		$ 215,656	$ 271,200	$ 232,600	$ 313,200
Operating Expenditures					
Operating Supplies	53011	$ 2,255	$ 3,000	$ 1,700	$ 3,000
Small Tools & Equipment	53012	2,613	6,000	1,800	6,000
Contract Services - Private	53111	-	2,500	11,800	-
Printing & Publishing	53411	-	300	-	300
Utility - Gas	53711	1,712	2,200	1,900	2,200
Utility - Electricity	53712	32,405	35,500	32,100	35,500
Utility - Water	53714	3,193	3,100	2,300	3,100
Utility - Communications	53715	502	500	200	500
Equipment Maintenance	53811	1,787	5,000	3,300	5,000
Equipment Lease/Rental	53911	3,602	-	-	-
Dues & Memberships	53971	475	500	200	500
Conferences & Meetings	59372	219	800	1,100	800
Special Departmental	53976	221	800	400	800
Sports Activities	53980	6,580	4,500	600	2,500
IT/Equipment Charges	53996	19,416	16,700	16,700	8,000
Vehicle Charges	53997	4,704	4,900	4,900	5,400
Total Operating Expenditures		$ 79,684	$ 86,300	$ 79,000	$ 73,600
TOTAL EXPENDITURES		$ 295,340	$ 357,500	$ 311,600	$ 386,800

City of La Puente

Senior Services

Summary

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

FY 2019-2020 Accomplishments

- Provided between 250 and 300 meals per week through the lunch program.
- Provided free income tax preparation to the Seniors of the community.
- Implemented a weekly frozen meal distribution for Seniors during the COVID-19 closures.
- Working with the La Puente Outreach Food Pantry, implemented a weekly dry goods and produce distribution during the COVID-19 closure.

FY 2020-2021 Goals

- Provided additional enrichment classes through Adult Education.
- Work with local non-profit and community groups to provide additional services at the La Puente Senior Center.
- Develop intergenerational opportunities for the Seniors at the La Puente Senior Center.

Authorized Positions	Actual 2018-19	Actual 2019-20	Adopted 2020-21
Community Services Coordinator	0.60	0.60	0.60
Community Services Specialist	0.50	*	*
Community Services Leader	1.00	*	*
Total FTE	2.10	0.60	0.60

*Part-time positions - The number of full-time equivalent in the Senior Services division can vary depending on the amount of the budget set aside. For FY 2019-20, the recommended budget is $32,500 which will cover the costs of part-time positions including community service specialist and community service leader.

Senior Services 100-4130

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Personnel Services	$ 81,976	$ 116,400	$ 103,400	$ 121,500	4%
Operating Expenditures	69,250	82,800	66,800	77,200	-7%
TOTAL	$ 151,226	$ 199,200	$ 170,200	$ 198,700	0%
FUNDING SOURCES					
100 -General Fund	$ 151,226	$ 199,200	$ 170,200	$ 198,700	0%

ACCOUNT NUMBER EXPLANATION

51111	Salaries - Full-time	Salaries for Community Service Coordinator (60%)
51112	Salaries - Part-time	Salaries of part-time Senior Services staff
51117	Overtime	Overtime pay for full-time employees
51118	Leave Conversion	Cost of accrued leave
51211	Retirement	Costs of City's and employee's retirement at CalPERS
51212	FICA-Medicare	Medicare benefits for full-time and part-time employees
51311	Other Health-DOC	Dental, optical and audio reimbursements
51312	Disability Insurance	Disability insurance & survivor's benefits
51313	Life Insurance	Term life insurance
51314	Health Insurance	CalPERS health insurance coverage
53011	Operating Supplies	Office supplies for the Senior Center
53012	Small Tools & Equipment	General supplies and purchase of equipment
53411	Printing & Publishing	Periodic marketing and brochures
53711	Utility - Gas	Natural gas charges for the Senior Center
53712	Utility - Electricity	Electricity charges for the Senior Center
53714	Utility - Water	Water charges for the Senior Center
53175	Utility - Communications	Telephone and cable service for the Senior Center
53811	Equipment Maintenance	Maintenance agreement for kitchen equipment, fire maintenance, water filter, generator, heat/air, annual AQMD permits and miscellaneous repairs
53813	Facility Maintenance	Custodial service, pest control, security alarm, plumbing and carpet cleaning
53814	Landscape Maintenance	Landscaping services for the Senior Center
53911	Equipment Lease and Rental	Lease and maintenance of digital color copier
53961	Subscriptions & Publications	Daily newspaper subscriptions
53971	Dues & Memberships	Membership to California Parks and Recreation Society and National Recreation and Parks Associations
53972	Conferences & Meetings	Attendance at CPRS/Senior Service trainings and workshops
53976	Special Departmental	Miscellaneous items
53979	Special Events	Provides supplies, catering, entertainment and decorations for monthly dances, excursions and volunteer recognition
53996	IT/Equipment Charges	Allocated information technology and equipment charges

Senior Services 100-4130

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Personnel Services					
Salaries - Full-time	51111	$ 39,713	$ 42,900	$ 43,500	$ 44,000
Salaries - Part-time	51112	3,457	32,500	4,800	32,500
Overtime	51117	429	-	-	-
Leave Conversion	51118	3,731	4,000	5,400	4,000
Retirement	51211	23,031	23,800	36,500	25,400
FICA-Medicare	51212	692	1,100	800	1,100
Other Health-DOC	51311	712	1,200	900	1,200
Disability Insurance	51312	364	700	400	800
Life Insurance	51313	113	100	100	100
Health Insurance	51314	9,734	10,100	11,000	12,400
Total Personnel Services		$ 81,976	$ 116,400	$ 103,400	$ 121,500
Operating Expenditures					
Operating Supplies	53011	$ 1,810	$ 2,000	$ 1,500	$ 2,000
Small Tools & Equipment	53012	5,203	5,000	5,200	5,000
Printing & Publishing	53411	-	100	-	100
Utility - Gas	53711	1,391	1,400	1,300	1,400
Utility - Electricity	53712	14,250	18,000	10,700	15,000
Utility - Water	53714	1,813	2,000	1,600	2,000
Utility - Communications	53715	2,796	2,700	3,000	2,700
Equipment Maintenance	53811	5,249	9,000	2,600	6,000
Facility Maintenance	53813	13,873	24,300	26,200	24,300
Landscape Maintenance	53814	1,558	2,000	1,500	2,000
Equipment Lease/Rental	53911	2,672	-	-	-
Subscriptions & Publications	53961	481	500	600	500
Dues & Memberships	53971	-	500	-	500
Conferences & Meetings	53972	14	300	-	300
Special Departmental	53976	123	400	-	400
Special Events	53979	4,913	7,000	5,000	7,000
IT/Equipment Charges	53996	13,104	7,600	7,600	8,000
Total Operating Expenditures		$ 69,250	$ 82,800	$ 66,800	$ 77,200
TOTAL EXPENDITURES		$ 151,226	$ 199,200	$ 170,200	$ 198,700

City of La Puente

Community Promotions

Summary

This department is for city supported events, community special events, youth grant program, project LEAD, military banner recognition program and community outreach.

FY 2019-2020 Accomplishments

- Bi-monthly Working Lunches to enhance the LEAD experience for Middle School participants.
- Developed and implemented a Movies in the Park Survey which received responses from 700 school students ranging from Elementary to High School.
- Reduced the cost of the annual City of La Puente Calendar by approximately $3,000 from the 2018-2019 Fiscal Year by eliminating the mailing of the calendars.

FY 2020-2021 Goals

- Working with local non-profit groups, faith-based organization and service clubs to enhance special events.
- Develop policies and procedures for a Special Events Application and Permit.
- Identify new methods of production for the Quarterly Spotlight.
- Engage the community groups and local businesses in the production of the annual calendar.
- Increase promotion and the recognition of military personnel for the Military Banner Program.

Community Promotions 100-4140

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 147,554	$ 182,500	$ 156,800	$ 194,700	7%
TOTAL	$ 147,554	$ 182,500	$ 156,800	$ 194,700	7%
FUNDING SOURCES					
100 - General Fund	$ 147,554	$ 182,500	$ 156,800	$ 194,700	7%

ACCOUNT NUMBER EXPLANATION

53111	Contract Services - Private	Professional photographer during City events; the cost of production, printing and distribution of the City calendar
53415	Community Outreach	Production and delivery of quarterly City Spotlight newsletter
53416	Social Media Technology	Purchase of social media technology platforms
53961	Subscriptions & Publications	Subscription for newspapers and publications
53976	Special Departmental	Miscellaneous items for the department
53979	Special Events	Costs related to the City's annual events: 3rd of July, Concerts in the Park, Movies in the Park, Veteran's Day, Parade & Tree Lighting, Excursions, Spring Egg Hunt, etc.
53992	Scholarships	Provides for scholarship grants at $500 each with funds raised from the Main Street Run held in October of each year
53993	Youth Activities Program	Provides funding to low and moderate income families for youth activities in the form of grants.

Community Promotions 100-4140

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Contract Services - Private	53111	$ 11,992	$ 14,000	$ 9,000	$ 14,000
Community Outreach	53415	17,128	35,000	11,900	35,000
Social Media Technology	53416	-	-	5,400	12,200
Subscription & Publication	53961	-	500	-	500
Special Departmental	53976	162	-	-	-
Special Events	53979	107,237	112,500	110,000	112,500
Scholarships	53992	5,390	8,500	8,500	8,500
Youth Activities Program	53993	5,646	12,000	12,000	12,000
Total Operating Expenditures		$ 147,554	$ 182,500	$ 156,800	$ 194,700
TOTAL EXPENDITURES		$ 147,554	$ 182,500	$ 156,800	$ 194,700

PROPRIERTARY FUNDS

City of La Puente

Sewer

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

FY 2019-2020 Accomplishments
- Continued ongoing maintenance of City sewer system.

FY 2020-2021 Goals
- To replace aging sewer systems
- To move forward with City CIP plan for sewer reconstruction of old, damaged and/or undersized pipelines
- To meet new strict State requirements on sewer system maintenance and operations
- Issue a notice inviting bids and award of contract for the triennial citywide sanitary sewer maintenance services

Sewer 500-3210

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 309,031	$ 323,400	$ 286,300	$ 364,700	13%
Debt Service	278,499	604,700	605,000	625,000	3%
Transfer to Other Funds	268,455	275,900	272,200	275,000	0%
TOTAL	$ 855,985	$ 1,204,000	$ 1,163,500	$ 1,264,700	5%
FUNDING SOURCES					
500 - Sewer Construction/Maintenance	$ 855,985	$ 1,204,000	$ 1,163,500	$ 1,264,700	5%

ACCOUNT NUMBER EXPLANATION

53111	Contract Services - Private	Miscellaneous administrative and disclosure services; Maintenance contract for annual sewer cleaning
53112	Contract Services - Public	Annual permit fee with State Water Resources Control Board; Catch basin cleaning contract with L.A. County
53411	Printing & Publishing	Programs and periodic marketing and forms
53976	Special Departmental	Miscellaneous expenses for department
53999	Depreciation Expense	Depreciation of City owned equipment
53989	Principal Payments	Principal payment on 2016 Sewer Revenue Bonds
53990	Interest Payments	Interest payment on 2016 Sewer Revenue Bonds
54999	Transfer to Other Funds	Transfer to General Fund for Administrative Costs

Sewer 500-3210

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Contract Services - Private	53111	$ 106,206	$ 110,600	$ 75,000	$ 150,600
Contract Services - Public	53112	14,230	23,500	22,500	24,800
Printing & Publishing	53411	1,696	1,900	1,600	1,900
Special Departmental	53976	-	500	300	500
Depreciation	53999	186,899	186,900	186,900	186,900
Total Operating Expenditures		$ 309,031	$ 323,400	$ 286,300	$ 364,700
Debt Service					
Principal Payments	53989	$ -	$ 335,000	$ 335,000	$ 355,000
Interest Payments	53990	278,499	269,700	270,000	270,000
Total Debt Service		$ 278,499	$ 604,700	$ 605,000	$ 625,000
Transfer to Other Funds					
Transfer to Other Funds	54999	$ 268,455	$ 275,900	$ 272,200	$ 275,000
Total Transfer to Other Fund		$ 268,455	$ 275,900	$ 272,200	$ 275,000
TOTAL EXPENDITURES		$ 855,985	$ 1,204,000	$ 1,163,500	$ 1,264,700

City of La Puente

Equipment Replacement

Summary

The Equipment Replacement Fund is established to provide resources for managing the City's Information Technology infrastructure. It includes the City's computer hardware, software, network, website, and applications. Additional services include troubleshooting, network security, monitoring and infrastructure upgrades.

FY 2019-2020 Accomplishments

- Installed major updates to Microsoft Office programs on all City computers, bringing applications up to date with current systems.
- Configured "work-from-home" software on laptop computers in response to COVID-19 crisis.
- Performed all network and hardware connections to establish EOC in response to COVID-19.
- Expanded the City's social media presence and ability to communicate with constituents.
- Installed additional surveillance equipment to deter vandalism, burglary and graffiti.

FY 2020-2021 Goals

- Streamline network server design by reducing complexity of server layout.
- Ensure stability and availability of electronic City resources by retiring physical hardware and implementing virtualization of all major City services .
- Facilitate the duties of staff by providing prompt resolution to day-to-day maintenance issues.
- Procure and program outdoor signage for City facilities.
- Submit for Council consideration a relaunch of the City's online content channel.
- Continue with PC replacement program to replace older, less reliable desktop computers
- Implement computer based time-keeping system and contract management software
- Install and maintain software programs facilitating social media outreach.

Equipment Replacement 550-6100

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 126,932	$ 173,100	$ 133,000	$ 140,800	-19%
TOTAL	$ 126,932	$ 173,100	$ 133,000	$ 140,800	-19%
FUNDING SOURCES					
550 - Equipment Replacement Fund	$ 126,932	$ 173,100	$ 133,000	$ 140,800	-19%

ACCOUNT NUMBER EXPLANATION

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

Equipment Replacement 550-6100

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Software & Licensing	53017	$ 15,907	$ 35,600	$ 50,000	$ 55,000
Computer Hardware & Supplies	53018	6,322	28,600	15,000	28,600
Contract Services - Private	53111	79,812	88,400	50,000	38,200
Equipment Lease/Rental	53911	5,276	4,000	2,000	4,000
Special Departmental	53976	-	500	-	-
Depreciation Expense	53999	19,615	16,000	16,000	15,000
Total Operating Expenditures		$ 126,932	$ 173,100	$ 133,000	$ 140,800
TOTAL EXPENDITURES		$ 126,932	$ 173,100	$ 133,000	$ 140,800

City of La Puente

Vehicle Maintenance and Replacement

Summary

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

FY 2019-2020 Accomplishments

- Transitioned City fleet management system to Enterprise Fleet Management contract, providing ease of use and substantial savings.
- Provide for replacement of vehicles and equipment in the City's fleet in order to meet operational needs

FY 2020-2021 Goals

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

Vehicle Maintenance and Replacement 555-3150

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 151,768	$ 138,400	$ 184,000	$ 226,800	64%
Capital Outlay	-	240,000	37,600	-	-100%
TOTAL	$ 151,768	$ 378,400	$ 221,600	$ 226,800	-40%
FUNDING SOURCES					
555 - Vehicle Replacement Fund	$ 151,768	$ 378,400	$ 221,600	$ 226,800	-40%

ACCOUNT NUMBER EXPLANATION

53014	Fuel Supplies	Fuel costs for city owned vehicles
53812	Vehicle Maintenance	General maintenance and repairs of city owned vehicles
53912	Vehicle Lease/Rental	Monthly lease and maintenance of Enterprise Fleet vehicles
53999	Depreciation Expense	Depreciation of city owned vehicles
54484	Vehicle Purchase	Vehicle purchases

Vehicle Maintenance and Replacement 555-3150

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Fuel	53014	$ 32,727	$ 25,400	$ 35,000	$ 40,000
Vehicle Maintenance	53812	50,148	43,000	61,000	43,000
Vehicle Lease/Rental	53912	-	-	18,000	70,800
Depreciation Expense	53999	68,893	70,000	70,000	73,000
Total Operating Expenditures		$ 151,768	$ 138,400	$ 184,000	$ 226,800
Capital Outlay					
Vehicle Purchase	54484	$ -	$ 240,000	$ 37,600	$ -
Total Capital Outlay		$ -	$ 240,000	$ 37,600	$ -
TOTAL EXPENDITURES		$ 151,768	$ 378,400	$ 221,600	$ 226,800

SUCCESSOR AGENCY

City of La Puente

Successor Agency

Summary
The Successor Agency (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.

FY 2019-2020 Accomplishment
- Successfully brought ROPS to LA County Oversight Board for approval.
- Appealed Department of Finance adverse determination; prepared evidence for this ongoing adjudication process.

FY 2020-2021 Goals
- To successfully wind down the former Redevelopment activities through proper use of RPTTF funds as contained in the approved ROPS.

Successor Agency 610-5100

Fiscal Year 2020-2021

BUDGET IN BRIEF	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget	% Change from Prior Year Budget
Operating Expenditures	$ 470,138	$ 442,000	$ 503,100	$ 451,600	2%
Debt Services	478,005	585,900	580,900	570,300	-3%
TOTAL	$ 948,143	$ 1,027,900	$ 1,084,000	$ 1,021,900	-1%

FUNDING SOURCES					
610 - RPTTF Fund	$ 948,143	$ 1,027,900	$ 1,084,000	$ 1,021,900	-1%

ACCOUNT NUMBER EXPLANATION

53111	Contract Services	Property tax and financial audit services; continuing disclosure services
53114	Legal Services	Legal expenses
53966	Fiscal Agent Fees	Fiscal agent fees for TABS
54999	Transfer to Other Funds	Transfers to the General Fund for reimbursement of administrative costs for oversight of the Successor Agency; payment to General Fund for loans made to the former Redevelopment Agency
53990	Debt Service Payments	Principal payment for TABS
53991	Interest Expense - TABS	Interest expense for TABS
53993	Interest Expense - Advance	Interest expense for loans from City of La Puente General Fund

Successor Agency 610-5100

Fiscal Year 2020-2021

Expenditure Breakdown

Description	Acct. No.	2018-2019 Actual	2019-2020 Adopted Budget	2019-2020 Estimated	2020-2021 Adopted Budget
Operating Expenditures					
Contract Services	53111	$ 10,753	$ 11,500	$ 1,500	$ 1,500
Legal Services	53114	7,370	3,000	2,500	8,000
Fiscal Agent Fees	53966	1,500	1,500	1,600	1,600
Transfer to Other Funds	54999	450,515	426,000	497,500	440,500
Total Operating Expenditures		$ 470,138	$ 442,000	$ 503,100	$ 451,600
Debt Service					
Debt Service Payments	53990	$ 478,005	$ 115,000	$ 115,000	$ 120,000
Interest Expense - TABS	53991	-	147,600	142,600	137,500
Interest Expense - Advance	53993	-	323,300	323,300	312,800
Total Debt Service		$ 478,005	$ 585,900	$ 580,900	$ 570,300
TOTAL EXPENDITURES		$ 948,143	$ 1,027,900	$ 1,084,000	$ 1,021,900

CAPITAL IMPROVEMENT PROGRAM (CIP)

CIP Overview

Fiscal Year 2020-2021

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, including grant funds, 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.

CIP Projects Fiscal Year 2020-2021

Local Street Improvements - Slurry Seal/Resurfacing – Street resurfacing and handicap ramp/sidewalk improvements and slurry seal on local streets identified in the City's Pavement Management Program.

Pavement Management System – Systematic plan and evaluation for street conditions.

ADA Transition Plan Implementation - Completion of miscellaneous items identified in the City's updated Self Evaluation and Transition Plan.

Valley Boulevard Improvements - Street improvements on Valley Boulevard.

Arterial Parkway Improvements – Amar Rd. and Elliott Ave. – Landscaping, irrigation, sidewalk, and block wall improvements along the City's right-of-way on the south side of Amar Ave. between Elliott Ave. and Unruh Ave.

Street Light Purchase – Purchase of approximately 50 remaining streets lights owned by Southern California Edison for conversion to LED.

Energy Efficiency / Street Light Conversion – Conversion of approximately 50 remaining formerly SCE-owned street lights to LED for energy conservation and enhanced lighting on City streets.

Bus Shelter Replacement/Refurbishment – Replacement of 10 existing bus shelters at various locations throughout the City.

Park Restroom Improvement - Design and construction renovating restrooms at La Puente Park.

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.

Street Sign Replacement -– Replacement of City street name signs throughout the City.

CIP Overview

Fiscal Year 2020-2021

Skateboard Park - Design and construction of a skate park at La Puente Park.

Crosswalk Enhancements – Crosswalk safety improvements at the following 8 locations near schools in the City: Central Ave. & Albert St., Glendora Ave. & Sierra Vista Ct., Loukelton St. & Del Valle Ave., Main St. & 5th St., Main St. & Bluebonnet St., Orange Ave. & Homeward St., Unruh Ave. & Giordano St., Workman St. & 1st St.

Major Street Resurfacing – Street resurfacing and handicap ramp/sidewalk improvements and slurry seal on major arterial roads identified in the City's Pavement Management Program.

Safe Routes to Schools Master Plan – Preparation of a Safe Routes to School Master Plan for the City.

Traffic Signal Improvements Amar/Willow - Intersection signal improvements for Amar Ave. and Willow Ave. to include left turn phasing in cooperation with Los Angeles County.

Concrete Repairs – Various Locations – Removal and replacement of displaced sidewalks and curb and gutters throughout the City.

Community Center LED Sign Replacement - Replacement of the existing message board at the Community Center with new color LED electronic sign.

Street Bollards – Installation of removal street bollards for special events.

Maintenance Yard Relocation – Relocation or reconfiguration of the Maintenance Yard at La Puente Park as part of Park Master Plan implementation.

Park Master Plan-Phase 1 (Westside) - Improvements to athletic fields at La Puente Park.

Sewer and Park Improvements (Westside) - Design and construction of sewer improvements and other Park Master Plan improvements at La Puente Park.

Park Improvements - Improvements to landscaping and athletic fields at La Puente Park.

Maintenance Yard Roof - Repair of roof at maintenance yard warehouse,

Local Streets Pavement Resurfacing - Using bond funds raised in Series 2019A and 2019B issuance, repair and replace streets throughout the City using slurry seal and/or grind and overlay techniques.

CIP by Projects

Fiscal Year 2020-2021 Recommended Budget

Acct. No.	Project Title	Fund	FY 2018-2019 Actual	FY 2019-2020 Adopted Budget	FY 2019-2020 Estimated	FY 2020-2021 Adopted Budget
202-5510	Local Street Improvement - Slurry Seal/Resurfacing	RMRA (SB 1)	$ -	$ 1,600,000	$ 135,000	$ 1,400,000
203-5510	Local Street Improvement - Slurry Seal/Resurfacing	Measure M	270,161	250,000	40,000	-
205-5510	Local Street Improvement - Slurry Seal/Resurfacing	Measure R	-	250,000	40,000	200,000
405-5510	Local Street Improvement - Slurry Seal/Resurfacing	Series 2019A	-	-	-	200,000
410-5510	Local Street Improvement - Slurry Seal/Resurfacing	Series 2019B	-	-	-	200,000
	Total for Local Street Improvement		**$ 270,161**	**$ 2,100,000**	**$ 215,000**	**$ 2,000,000**
205-5512	Pavement Management System	Measure R	$ 21,071	$ -	$ -	$ -
215-5512	Pavement Management System	Prop C	21,071	-	-	-
	Total for Pavement Management System		**$ 42,142**	**$ -**	**$ -**	**$ -**
200-5514	ADA Transition Plan Implementation	Gas Tax	$ -	$ 15,000	$ -	$ 20,000
	Total ADA Transition Plan		**$ -**	**$ 15,000**	**$ -**	**$ 20,000**
400-5516	Valley Boulevard Improvements	Capital Projects	$ 30,110	$ -	$ -	$ -
	Total Valley Boulevard Improvements		**$ 30,110**	**$ -**	**$ -**	**$ -**
215-5518	Parkway Arterial Improvements - Amar/Elliot	Prop C	$ 66,444	$ 800,000	$ 55,000	$ 625,000
	Total Pkwy/Arterial Wall Improvements		**$ 66,444**	**$ 800,000**	**$ 55,000**	**$ 625,000**
285-5520	Street Light Purchase	LLD	$ 534,798	$ 17,800	$ 12,500	$ -
	Total Street Light Purchase		**$ 534,798**	**$ 17,800**	**$ 12,500**	**$ -**
285-5522	Energy Efficiency Project/Street Light Conversion	LLD	$ 503,062	$ 10,500	$ 118,000	$ -
	Total Energy Efficiency Project		**$ 503,062**	**$ 10,500**	**$ 118,000**	**$ -**
280-5547	Bus Shelter Replacement/Refurbishment	Misc Grants	$ -	$ 40,000	$ -	$ 40,000
210-5547	Bus Shelter Replacement/Refurbishment	Prop A	-	240,000	30,000	230,000
	Total Bus Shelter Replacement/Refurbishment		**$ -**	**$ 280,000**	**$ 30,000**	**$ 270,000**
260-5550	Park Restroom Improvements - La Puente Park	CDBG	$ 41,163	$ -	$ -	$ -
	Total Park Restroom Improvement		**$ 41,163**	**$ -**	**$ -**	**$ -**
500-5580	Sewer Capital Improvements - Valley Bl/Wickford to Ferrero and Wickford Ave/Valley to Inyo	Sewer	-	750,000	960,000	50,000
	Total Sewer Capital Improvements		**$ -**	**$ 750,000**	**$ 960,000**	**$ 50,000**
200-5583	Street Sign Replacement	Gas Tax	2,035	135,000	135,000	40,000
	Total Street Sign Replacement		**$ 2,035**	**$ 135,000**	**$ 135,000**	**$ 40,000**
100-5585	Skateboard Park	General	$ -	$ -	$ -	$ 357,500
280-5585	Skateboard Park	State Grant	-	750,000	325,000	325,000
	Total Skate Board Park		**$ -**	**$ 750,000**	**$ 325,000**	**$ 682,500**
203-5586	Crosswalk Enhancements (8 locations)	Measure M	$ 71,550	$ 142,000	$ 31,000	$ 156,000
230-5586	Crosswalk Enhancements (8 locations)	HSIP	-	786,000	-	786,000
	Total Crosswalk Enhancements		**$ 71,550**	**$ 928,000**	**$ 31,000**	**$ 942,000**

CIP by Projects

Fiscal Year 2020-2021 Recommended Budget

215-5587	Major Street Resurfacing	Prop C	$ -	$ 950,000	$ 250,000	$ 700,000
	Total Major Street Resurfacing		**$ -**	**$ 950,000**	**$ 250,000**	**$ 700,000**
220-5588	Safe Routes to School Master Plan	TDA	$ -	$ 50,000	$ 10,000	$ 50,000
	Total Safe Routes to School Master Plan		**$ -**	**$ 50,000**	**$ 10,000**	**$ 50,000**
205-5589	Traffic Signal Improvements - Amar/Willow	Meas R	$ 13,513	$ 150,000	$ 135,000	$ 25,000
280-5589	Traffic Signal Improvements - Amar/Willow	County	3,931	44,700	45,000	8,500
	Total Traffic Signal Improvements - Amar/Willow		**$ 17,444**	**$ 194,700**	**$ 180,000**	**$ 33,500**
203-5590	Concrete Repairs - Various Locations	Measure M	$ -	$ 150,000	$ 50,000	$ 150,000
	Total Concrete Repairs - Various Locations		**$ -**	**$ 150,000**	**$ 50,000**	**$ 150,000**
285-5591	Community Center LED Sign Replacement	LLD	$ -	$ 44,200	$ -	$ -
275-5591	Community Center LED Sign Replacement	PEG	-	-	-	50,000
	Total Community Center LED Sign Replacement		**$ -**	**$ 44,200**	**$ -**	**$ 50,000**
203-5592	Street Bollards - Downtown	Measure M	$ -	$ 66,500	$ 63,000	$ 50,000
	Total Street Bollards - Downtown		**$ -**	**$ 66,500**	**$ 63,000**	**$ 50,000**
100-5593	Maintenance Yard Relocation	General	$ -	$ 650,000	$ -	$ -
	Total Maintenance Yard Relocation		**$ -**	**$ 650,000**	**$ -**	**$ -**
280-5594	Park Master Plan - Phase 1 (Westside)	State Grant	$ -	$ 886,800	$ 795,800	$ 341,000
	Total Park Master Plan - Phase 1 (Westside)		**$ -**	**$ 886,800**	**$ 795,800**	**$ 341,000**
100-5595	Sewer and Park Improvements (Westside)	General	$ -	$ 83,000	$ 58,100	$ 24,900
280-5595	Sewer and Park Improvements (Hacienda Parking Lot)	State Grant	-	250,000	175,000	75,000
285-5595	Sewer and Park Improvements (Westside)	LLD	-	86,000	60,200	25,800
500-5595	Sewer and Park Improvements (Westside)	Sewer	-	3,334,000	2,500,500	833,500
	Total Sewer and Park Improvement (Westside)		**$ -**	**$ 3,753,000**	**$ 2,793,800**	**$ 959,200**
100-5596	Park Improvements	General	$ -	$ 750,000	$ 20,000	$ 1,022,500
	Total Park Improvements		**$ -**	**$ 750,000**	**$ 20,000**	**$ 1,022,500**
285-XXXX	Maintenance Yard Roof	LLD	$ -	$ -	$ -	$ 100,000
	Total Park Improvements		**$ -**	**$ -**	**$ -**	**$ 100,000**
405-XXXX	Local Streets Pavement Resurfacing	Series 2019A	$ -	$ -	$ -	$ 2,000,000
410-XXXX	Local Streets Pavement Resurfacing	Series 2019B	-	-	-	2,000,000
	Total Local Streets Pavement Resurfacing		**$ -**	**$ -**	**$ -**	**$ 4,000,000**
	GRAND TOTAL		**$ 1,588,156**	**$ 13,344,500**	**$ 6,164,100**	**$ 12,100,700**

CIP by Fund

Fiscal Year 2020-2021 Recommended Budget

Acct. No.	Project Title	Fund	FY 2018-2019 Actual	FY 2019-2020 Adopted Budget	FY 2019-2020 Estimated	FY 2020-2021 Adopted Budget
100-5593	Maintenance Yard Relocation	General	$ -	$ 650,000	$ -	$ -
100-5585	Skateboard Park	General	-	-	-	357,500
100-5595	Sewer and Park Improvements (Westside)	General	-	83,000	58,100	24,900
100-5596	Park Improvements	General	-	750,000	20,000	1,022,500
	Total For General		**$ -**	**$ 1,483,000**	**$ 78,100**	**$ 1,404,900**
200-5514	ADA Transition Plan Implementation	Gas Tax	$ -	$ 15,000	$ -	$ 20,000
200-5583	Street Sign Replacement	Gas Tax	2,035	135,000	135,000	40,000
	Total For Gas Tax		**$ 2,035**	**$ 150,000**	**$ 135,000**	**$ 60,000**
202-5510	Local Street Improvement - Slurry Seal/Resurfacing	RMRA (SB 1)	$ -	$ 1,600,000	$ 135,000	$ 1,400,000
	Total RMRA (SB 1)		**$ -**	**$ 1,600,000**	**$ 135,000**	**$ 1,400,000**
203-5510	Local Street Improvement - Slurry Seal/Resurfacing	Measure M	$ 270,161	$ 250,000	$ 40,000	$ -
203-5586	Crosswalk Enhancements (8 locations)	Measure M	71,550	142,000	31,000	156,000
203-5590	Concrete Repairs - Various Locations	Measure M	-	150,000	50,000	150,000
203-5592	Street Bollards - Downtown	Measure M	-	66,500	63,000	50,000
	Total Measure M		**$ 341,711**	**$ 608,500**	**$ 184,000**	**$ 356,000**
205-5510	Local Street Improvement - Slurry Seal/Resurfacing	Measure R	$ -	$ 250,000	$ 40,000	$ 200,000
205-5512	Pavement Management Program	Measure R	21,071	-	-	-
205-5574	Rule 20A Undergrounding - Amar Rd/Puente to Willow	Measure R	9,247	8,000	5,000	-
205-5589	Traffic Signal Improvements - Amar Rd/Willow	Measure R	13,513	150,000	135,000	25,000
	Total for Measure R		**$ 43,831**	**$ 408,000**	**$ 180,000**	**$ 225,000**
210-5547	Bus Shelter Replacement/Refurbishment	Prop A	$ -	$ 240,000	$ 30,000	$ 230,000
	Total for Prop A		**$ -**	**$ 240,000**	**$ 30,000**	**$ 230,000**
215-5512	Pavement Management Program	Prop C	$ 21,071	$ -	$ -	$ -
215-5518	Pwky/Arterial Wall Improvements - Amar/Elliot	Prop C	66,444	800,000	55,000	625,000
215-5587	Major Street Resurfacing	Prop C	-	950,000	250,000	700,000
	Total for Prop C		**$ 87,515**	**$ 1,750,000**	**$ 305,000**	**$ 1,325,000**
220-5588	Safe Routes to School Master Plan	TDA	$ -	$ 50,000	$ 10,000	$ 50,000
	Total TDA		**$ -**	**$ 50,000**	**$ 10,000**	**$ 50,000**
230-5586	Crosswalk Enhancements (8 locations)	HSIP	$ -	$ 786,000	$ -	$ 786,000
	Total HSIP		**$ -**	**$ 786,000**	**$ -**	**$ 786,000**
260-5550	Park Restroom Improvements - La Puente Park	CDBG	$ 41,163	$ -	$ -	$ -
	Total for CDBG		**$ 41,163**	**$ -**	**$ -**	**$ -**
275-5591	Community Center LED Sign Replacement	PEG	$ -	$ -	$ -	$ 50,000
	Total PEG Access		**$ -**	**$ -**	**$ -**	**$ 50,000**
280-5547	Bus Shelter Replacement/Refurbishment	Foothill Grant		$ 40,000	$ -	$ 40,000
280-5585	Skateboard Park	State Grant	-	750,000	$ 325,000	$ 325,000
280-5589	Traffic Signal Improvements - Amar Rd/Willow	County Grant	3,931	44,700	45,000	8,500
280-5594	Park Master Plan - Phase 1 (Westside)	State Grant	-	886,800	795,800	341,000
280-5595	Sewer and Park Improvements (Hacienda Parking Lot)	State Grant	-	250,000	175,000	75,000
	Total for Miscellaneous Grants		**$ 3,931**	**$ 1,971,500**	**$ 1,340,800**	**$ 789,500**

CIP by Fund

Fiscal Year 2020-2021 Recommended Budget

Acct. No.	Project Title	Fund	FY 2018-2019 Actual	FY 2019-2020 Adopted Budget	FY 2019-2020 Estimated	FY 2020-2021 Adopted Budget
285-5520	Street Light Purchase	LLD	$ 534,798	$ 17,800	$ 12,500	$ -
285-5522	Energy Efficiency Project/Street Light Conversion	LLD	503,062	10,500	118,000	-
285-5591	Community Center LED Sign Replacement	LLD	-	44,200	-	-
285-5595	Sewer and Park Improvements (Westside)	LLD	-	86,000	60,200	25,800
285-55XX	Maintenance Yard Roof	LLD	-	-	-	100,000
	Total for Lighting & Landscaping		**$ 1,037,860**	**$ 158,500**	**$ 190,700**	**$ 125,800**
400-5516	Valley Blvd Improvements	Capital Projects	$ 30,110	$ -	$ -	$ -
400-5576	Traffic Signal Improvements - Hacienda/N of Fairgrove	Developer	-	55,000	115,000	15,000
	Total for Capital Projects		**$ 30,110**	**$ 55,000**	**$ 115,000**	**$ 15,000**
405-5510	Local Street Improvement - Slurry Seal/Resurfacing	Cap Proj 2019A	$ -	$ -	$ -	$ 200,000
405-XXXX	Local Streets Pavement Resurfacing	Cap Proj 2019A	-	-	-	2,000,000
	Total for Series 2019A Capital Project Fund		**$ -**	**$ -**	**$ -**	**$ 2,200,000**
410-5510	Local Street Improvement - Slurry Seal/Resurfacing	Cap Proj 2019B	$ -	$ -	$ -	$ 200,000
410-XXXX	Local Streets Pavement Resurfacing	Cap Proj 2019B	-	-	-	2,000,000
	Total for Series 2019B Capital Project Fund		**$ -**	**$ -**	**$ -**	**$ 2,200,000**
500-5580	Sewer Capital Improvements - Valley Blvd/Wickford to Ferrero and Wickford Ave/Valley to Inyo	Sewer	$ -	$ 750,000	$ 960,000	$ 50,000
500-5595	Sewer and Park Improvements (Westside)	Sewer	-	3,334,000	2,500,500	833,500
	Total for Sewer		**$ -**	**$ 4,084,000**	**$ 3,460,500**	**$ 883,500**
		Grand Total	**$ 1,588,156**	**$ 13,344,500**	**$ 6,164,100**	**$ 12,100,700**

Summary of Capital Improvement Projects

Fiscal Year 2020-2021 Funding Sources

Fund No.	Funding Sources	FY 2018-2019 Actual	FY 2019-2020 Adopted Budget	FY 2019-2020 Estimated	FY 2020-2021 Adopted Budget
100	General Fund	$ -	$ 1,483,000	$ 78,100	$ 1,404,900
200	Gas Tax	2,035	150,000	135,000	60,000
202	RMRA (SB 1)	-	1,600,000	135,000	1,400,000
203	Measure M	341,711	608,500	184,000	356,000
205	Measure R	43,831	408,000	180,000	225,000
210	Prop A	-	240,000	30,000	230,000
215	Prop C	87,515	1,750,000	305,000	1,325,000
220	TDA	-	50,000	10,000	50,000
230	HSIP	-	786,000	-	786,000
260	CDBG	41,163	-	-	-
275	PEG Access Fund	-	-	-	50,000
280	Miscellaneous Grants	3,931	1,971,500	1,340,800	789,500
285	Lighting & Landscape	1,037,860	158,500	190,700	125,800
400	Capital Projects	30,110	55,000	115,000	15,000
405	Series 2019A Capital Project Fund	-	-	-	2,200,000
410	Series 2019B Capital Project Fund	-	-	-	2,200,000
500	Sewer Capital Improvements	-	4,084,000	3,460,500	883,500
	Total Funding Sources	**$ 1,588,156**	**$ 13,344,500**	**$ 6,164,100**	**$ 12,100,700**

DESCRIPTION OF FUNDS

Description of Funds

Fiscal Year 2020-2021

The fund types used by the City are as follows:

GOVERNMENTAL FUNDS

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

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

- **Gas Tax Fund** accounts for gasoline taxes received by the City. These funds are apportioned under the Streets and Highways Code, Sections 2103, 2105, 2106, 2107, and 2107.5 of the State of California. These funds are earmarked for street maintenance, rehabilitation, or improvement of public streets.
- **RMRA (SB1) Funds** accounts for gasoline taxes received by the City. These funds are apportioned under the Streets and Highways Code Section 2032 (h) of the State of California. These funds are earmarked for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.
- **Measure M Fund** accounts for the new one half-cent (.5%) sales tax that was approved by Los Angeles County voters in November 2016. Measure M will increase to 1% on July 1, 2039 when Measure R expires. Proceeds from the sales tax are to be used for street and transportation projects.
- **Measure R Fund** accounts for a one half-cent (.5%) sales tax for Los Angeles County approved by voters in 2008. Measure R funds are to be used to finance new transportation projects and programs. Measure R is set to expire in 2039.
- **Prop A Transportation Fund** reflects the financial activity related to the City's share of Los Angeles County Proposition A Local Return sales tax dollars. This one cent (1%) sales tax was approved by voters in 1980. Expenditures related to fixed route and paratransit services, transportation demand management, transportation systems management and fare subsidy programs are examples of eligible uses of Proposition A Local Return Funds.
- **Prop C Transportation Fund** accounts for the City's share of the Los Angeles County Proposition C Local Return sales tax dollars. This one-half cent (.5%) sales tax was approved by voters in 1990. These funds can be used for congestion management programs, bikeways and bike lanes, street improvements supporting public transit service and pavement management system projects.
- **Local Transportation Fund** accounts for Transportation Development Act Article 3 Funds received from Los Angeles County. TDA funds are allocated annually on a per capita basis. These funds are to be used for activities relating to pedestrian and bicycle projects.
- **Highway Safety Improvement Program (HSIP)** Fund accounts for grants received from the Department of Transportation for specific capital improvement projects. These funds are to be used on transportation projects that improve the safety of its users.

- **Safe Routes to School (SR2S)** accounts for grants received from the Department of Transportation. These funds are intended to fund projects that improve safety and efforts that promote walking and bicycling within a collaborative community framework.
- **Supplemental Law Enforcement Fund** - State COPS Fund accounts for funds received from the State of California under AB 3229 for the purpose of the Citizens Option for Public Safety (COPS) program. These funds are used for front-line law enforcement services.
- **Edward Byrne Memorial Justice Assistance (JAG) Grant** accounts for grants received from the United States Department of Justice for the purpose of reducing crime and improving public safety.
- **Office of Traffic Safety Fund** accounts for fees collected for the impoundment of vehicles at a La Puente Traffic Offender Program (LAPTOP) check point.
- **Asset Seizure Fund** accounts for the revenue received from asset forfeiture fines. This fund is used to support law enforcement.
- **Community Development Block** accounts for funds received from the Department of Housing and Urban Development (HUD). The City receives an entitlement under the federal grant program and administers its own grant award. The funds are used to revitalize neighborhoods through housing rehabilitation, expand affordable housing and economic opportunities, and improve community facilities and services, primarily to benefit low and moderate income families.
- **Cal Home Grant Fund** accounts for the costs for the housing rehab construction loan program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring.
- **Air Quality Management District Fund** accounts for clean air fees collected by the State and distributed by the Southern California Air Quality Management District to cities for clean air project expenditures. This fund is used to fund programs to reduce air pollution from mobile sources such as cars, trucks, and buses.
- **PEG Access Cable Fund** accounts for funds received from cable television providers as part of the franchise fees to develop public, educational, and governmental access to cable television.
- **Miscellaneous Grants Fund** accounts for smaller state and local grants that do not fit into other special revenue funds. Examples of grants in this category are the Foothill Transit grant and Cal-Recycle grants.
- **Measure A – Safe Parks Fund** accounts for the new annual parcel tax of 1.5 cents per square foot of development. Proceeds from the parcel tax will go to help protect and maintain our neighborhood parks and outdoor areas.
- **Measure W Fund -** funding for storm water system maintenance and construction from LA County.
- **Lighting & Landscaping Fund** – In April 2016, the City Council requested the transfer of County Lighting Maintenance District 1744 from the County of Los Angeles to the City effective July 1, 2017. Additionally, with the assistance of the local legislature, a bill was passed reconstructing the District from a 1911 Act to a 1972 Act district. This fund accounts for tax revenues received and the associated district expenditures.
- **Housing Fund** accounts for revenue received and expenditures made for affordable housing. The primary sources of revenue are from loan repayments generated from the use of the former Community Development Commission's Low and Moderate Income Housing Fund.

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

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

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

Debt Service Funds are used to separately account for principal and interest payments due from bond issuances. They are funded using a transfer-in from the fund responsible for payment. The debt service fund then uses these proceeds to pay the bond trustee.

- **Series 2019A Debt Service Fund:** Administers principal and interest payments for 2019A (Measure M) revenue bonds.
- **Series 2019B Debt Service Fund:** Administers principal and interest payments for 2019B (Measure R) revenue bonds.

Capital Projects Funds are used to provide funding sources for CIP projects, including design and construction.

- **Series 2019A Capital Project Fund:** Funds City-wide street pavement improvement projects.
- **Series 2019B Capital Project Fund:** Funds City-wide street pavement improvement projects.

GLOSSARY

Glossary

Fiscal Year 2020-2021

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 works).

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.

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.

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.

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

Glossary of Acronyms

Fiscal Year 2020-2021

ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
AQMD	Air Quality Management District
CalPERS	California Public Employees Retirement System
CIP	Capital Improvement Projects
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
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
TAB	Tax Allocation Bonds
TDA-3	Transportation Development Act Article 3 Grant
VLF	Vehicle License Fees
WDR	Waste Discharge Requirements