

**City of Rosemead, California
and
Rosemead Housing Development Corporation**

Proposed Operating & Capital Improvement
Program Budget

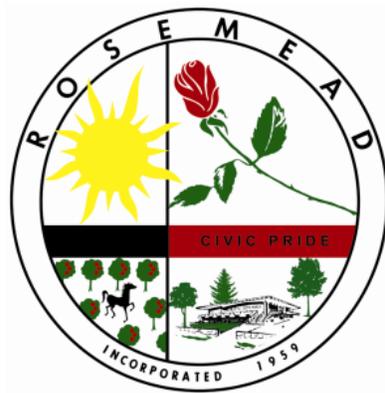
Fiscal Year 2020/21

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City of Rosemead, California
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City of Rosemead, California
City Manager's Budget Message

TO: THE HONORABLE MAYOR AND CITY COUNCIL

FROM: GLORIA MOLLEDA, CITY MANAGER

DATE: JUNE 23, 2020

SUBJECT: BUDGET MESSAGE FOR 2020/21 FISCAL YEAR

I present to you the FY 2020/2021 Operating and Capital Improvement Program Budget for the City of Rosemead. As we all know, we are living in historical times with a COVID-19 Virus crisis that has never occurred in our lifetimes or in the City of Rosemead's lifetime. The product of this virus is not only sickness and death to some of our residents, but an unprecedented time of economic uncertainty and adversity that hasn't been seen since the 1930's.

In this environment, staff has developed a budget that: 1) attempts to minimize the negative effects of the current financial situation keeping expenses as low as possible; 2) keeps the City prepared for a better financial future; 3) navigates the uncertainty in terms of delivery quality city services and programs to the residents; 4) provides economic stimulus and certain breaks to the City's business community, and, 5) protects the long-term policies and direction of the City Council.

To these ends, and to be totally transparent, the Proposed FY 2020-21 Budget has no surplus. Actually, it proposes a combination of shifting certain costs to non-general fund special revenues, eliminating a total of 4 budgeted but vacant full-time positions, better utilizing part-time staff to save dollars and only increasing operational expense increases to under 1% of what was appropriated last fiscal year (FY 19-20). But, unfortunately even with all of these measures, the proposed budget's revenues are severely impacted by the national and state financial environment and will require the City to use up to approximately \$1,700,000 in General Fund Reserves to balance the FY 2020-21 General Fund budget. Staff acknowledges this is a "worst case" scenario and we all hope things get better. This is the first time the City of Rosemead has had to face this situation in many years.

Past staffs and Councils have carefully implemented financial policies and have approved budgets that prepared the City for these types of financial circumstances. This was not because of luck, it's because staff and the City Council understood the importance of general fund reserves and approved policies and budgets that allowed the City to save and grow the Reserves until a rainy day. We are in that rainy day.

I want to reiterate that FY 19-20 and the proposed FY 20-21 budget revenue shortfalls are not caused by any action on the part of staff, Council, residents or City businesses. It's not caused by economic market failures or bad fiscal policies like the 2007-2009 recession or even a terrorist disaster like the 2011-12 recession. Its' cause is a biological pandemic that has engulfed the United States and most of the world and ground the United States economy into a severe recession.

In an effort to protect people and save lives, the State of California and the County of Los Angeles has implemented emergency measures that, as a consequence, closed many local businesses including hotels, dine-in restaurants, small businesses and required most consumers to stay at home. These practices, while saving lives, brought the economic vitality Rosemead and the State were sharing to a virtual halt.

The result has been a significant loss of City general fund revenues in FY 19-20 (a projected almost \$3.8M or an 18%-20% decrease over the approved budget) and is continuing into FY 20-21 with an estimated general fund revenue loss of \$2.2M from a normal year's revenue estimate. The General Fund FY 19-20 Estimated and FY 2020/21 Proposed general fund revenue and expenditures are summarized as follows:

Table 1
Projected FY 19-20 vs Proposed FY 2020/21 General Fund Comparisons

	FY 19-20 Projected Budget	FY 20-21 Proposed Budget
REVENUES	21,264,900	21,866,200
EXPENDITURES	24,022,300	24,743,150
General Fund CIP	445,000	0
Surplus/(Deficit)	3,757,000	2,876,950

In FY 20-21 the budget is further exasperated by cost increases not under the control of the City. This includes an approximately \$500,000 increase in our Law Enforcement Contract with the County of Los Angeles Sherriff's office, cost increases of approx. \$233,000 in Insurance premium costs, multi-year contract services increase, and the general cost increases associated with inflation and contract cost increases.

The proposed FY 20-21 budget does contain some good news for the General Fund. These include: 1) achieving a CalPERS Annual Assessment savings of approx. \$483,000 for FY 20-21; 2) acquisition of State and Federal grants (including CDBG) of approx. \$5,000,000 to fund capital projects, CDGB and other projects; 3) the movement of certain general fund expenditures to special revenues funds of over \$250,000 thus saving the general fund those dollars, and 4) a decrease of 4 budgeted full time employees due to workload efficiencies and more efficient use of part-time positions.

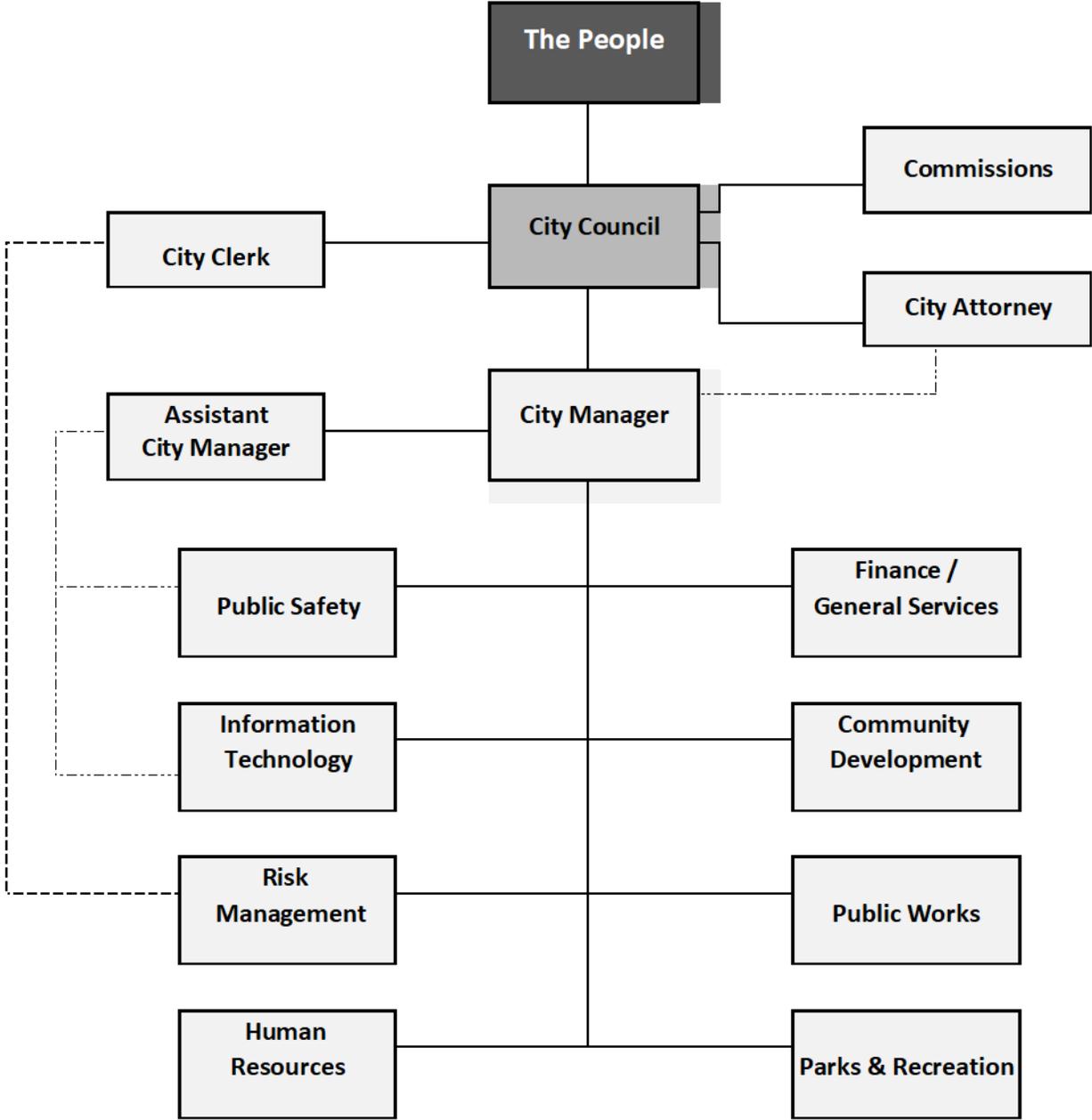
Even in these economic times, staff has developed a Proposed FY 20-21 Budget that: 1) continues many of the Strategic Plan goals set by the Council in their last Strategic planning effort; 2) continues to provide the basic services that residents and businesses rely on from the City; 3) keeps City staff, residents, businesses and visitors safe and protected during this health crisis; 4) continues to improve and maintain the public infrastructure and aesthetics of the community through the City's CIP projects, and 5) allows the City to stay in a position to take advantage of the future improving financial environment (be it during the end of FY 20-21 or in FY 21-22).

Staff firmly believes the Proposed FY 20-21 Budget will enable Rosemead to continue its quality of life as a welcoming and thriving community that honors tradition, unites in diversity and works for a bright future.

It is my sincere pleasure and honor to serve as your City Manager. Under the leadership of the City Council, I look forward, in an increasingly challenging year, to a healthy, safe, and improving fiscal year.


Gloria Molleda
City Manager

City of Rosemead, California
Organizational Chart



Roster of Council and Commission Members

FY 2020/21

CITY COUNCIL

Sandra Armenta, Mayor
Polly Low, Mayor Pro Tem
Margaret Clark, Council Member
Sean Dang, Council Member
Steven Ly, Council Member

COMMISSIONS

Paul Duran, Beautification Commissioner - 07/01/2019-06/30/2021
Brian Lewin, Beautification Commissioner - 10/09/2018-06/30/2020
Can Hai Liu, Beautification Commissioner - 10/09/2018-06/30/2020
Larry J. Liu, Beautification Commissioner – 07/01/2019-06/30/2021
Vanessa Ocegüera, Beautification Commissioner – 07/01/2019-06/30/2021

Chen Lin, Parks Commissioner - 07/01/2019-06/30/2021
Beverly Mabb-Morten, Parks Commissioner – 07/01/2018-06/30/2020
Qui Dang Nguyen, Parks Commissioner – 07/01/2019-06/30/2021
Martha Ruvalcaba, Parks Commissioner – 07/01/2018-06/30/2020
William Tocki, Parks Commissioner – 07/01/2019-06/30/2021

James Berry, Planning Commissioner – 07/01/2019-06/30/2021
Nancy Eng, Planning Commissioner – 07/01/2018-06/30/2020
Daniel Lopez, Planning Commissioner – 07/01/2019-06/30/2021
John Tang, Planning Commissioner – 07/01/2019-06/30/2021
Michael Vuong, Planning Commissioner – 02/26/2019-06/30/2020

Steven Lim, Traffic Commissioner – 07/01/2019-06/30/2021
Steven Q. Ly, Traffic Commissioner – 07/01/2019-06/30/2021
Howard Masuda, Traffic Commissioner – 07/01/2018-06/30/2020
Roderick Ornelas, Traffic Commissioner – 07/01/2018-06/30/2020
Edward Quintanilla, Traffic Commissioner – 07/01/2019-06/30/2021

City of Rosemead
Executive Leadership Team
FY 2020/21

CITY MANAGER

Gloria Molleda

CITY CLERK

Ericka Hernandez

CITY ATTORNEY

Rachel H. Richman

ASSISTANT CITY MANAGER

Ben Kim

CHIEF OF POLICE

Lt. Tony Duong

DIRECTOR OF PUBLIC WORKS

Chris Dasté

DIRECTOR PARKS & RECREATION

Tom Boecking

DIRECTOR OF COMMUNITY DEVELOPMENT

Angelica Frausto-Lupo

DIRECTOR OF FINANCE

Vacant

City of Rosemead, California
Budget Timeline & Information

In February, staff begins preparing salary and benefit expenditure projections. These projections are distributed to departments to begin building their base and enhanced level budgets. In addition, each department prepares their goals and work plan items for the upcoming year. All information is then sent to the Finance Director. The executive management team meets with all department management teams to review and discuss the information and budgets submitted. These meetings are to ensure consistency with the City Council policy, discuss the submitted budgets and proposed work plans as well as coordinate with the Strategic Plan. Typically, there are two or three meetings with each department as various scenarios and options are evaluated. Following the meetings, the City Manager presents the budget to the City Council.

The budget document will be presented to the City Council on May 26, 2020 for their consideration.

Key budget dates are listed below:

Tuesday, February 25, 2020 Budget Meeting - Distribute instructions to departments, including Tyler worksheets and instructions. Salary and benefits are pending.

Monday, February 24, 2020 Preliminary salary projections started.

Wednesday, March 4, 2020 **CIP requests** due to Public Works Director. CIP is purchases of major repairs and maintenance to public facilities (public works projects). Purchases of equipment costing more than \$10,000 should be included in your department budget as capital outlay.

Wednesday, March 4, 2020 **Personnel requests** due to City Manager and Finance Manager.

Tuesday, March 24, 2020 Mid-year Budget Staff Report/Budget Amendments for council approval

Wednesday, April 1, 2020 **Department budget worksheets** are due, and requests uploaded into Tyler. The first draft of revenue estimates will be completed by Finance.

Wednesday, April 15, 2020 **Budget Narratives, Strategic Plans, and Work Goals** need to be completed and returned to Finance.

Monday, April 20,2020 **Consolidated CIP Requests** from Public Works with updated CIP pages due to Finance Manager

Week of April 27, 2020	Budget meetings with CM and Department Heads to review department request worksheets and make agreed upon changes. Also, CM reviews CIP requests and/or Personnel requests and returns to Finance Department staff.
Week of May 11, 2020	Preliminary budget is prepared and distributed to staff.
Tuesday, May 26, 2020	Preliminary budget is distributed to City Council with a budget power point presentation.
Tuesday, June 9, 2020	Budget study session and Budget is formally submitted to City Council for 1 st Reading and Public Hearing
Tuesday, June 23, 2020	Budget is approved by City Council

City of Rosemead, California
Budget Award for Fiscal Year 2019/20

*California Society of
Municipal Finance Officers*

Certificate of Award

*Operating Budget Excellence Award
Fiscal Year 2019-2020*

Presented to the

City of Rosemead

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

January 31, 2020



Steve Heide

Steve Heide
CSMFO President

Yolanda Rodriguez

Yolanda Rodriguez, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

RESOLUTION NO. 2020-23

**RESOLUTION OF THE COUNCIL OF THE CITY OF
ROSEMEAD APPROVING THE OPERATING BUDGET,
CAPITAL IMPROVEMENT PROJECT BUDGET AND
FINANCIAL POLICIES FOR THE 2020/2021 FISCAL YEAR
AND APPROPRIATING FUNDS THEREFORE**

WHEREAS, appropriations are the legal authority for a City to spend its funds; and

WHEREAS, from time to time it is necessary to amend the budget with additional appropriations and or adjustments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROSEMEAD, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. That certain document entitled "City of Rosemead 2020/2021 Fiscal Year Budget", a copy of which is on file in the office of the City Clerk and on the City's Web Site, which may hereafter be amended by the Council, is hereby approved as the operating budget for the City of Rosemead for the Fiscal Year 2020/2021.

Section 2. Appropriations in the amount not to exceed \$40,277,700 are authorized from the General Fund and all Special Revenue Funds for the purpose of carrying on the business of the City.

Section 3. In adopting the Budget, the City Council hereby gives authority to the City Manager, to re-appropriate all unencumbered Fiscal Year 2019/2020 appropriated fund balances, unanticipated revenues and unexpended encumbrances to the Fiscal Year 2020/2021 Operating and Capital Improvement Program Budgets.

Section 4. The City Manager, may transfer appropriations between and among all funds, as defined in the Fiscal Year 2020/2021 budget, up to the amount of the Council approved \$40,277,700. A quarterly report shall be made to the City Council describing any transfers between funds and the reason therefore for amounts over \$30,000.

Section 5. The City Manager or designee, may make budget adjustments to accounts within the same fund, provided that the fund is within the approved budget by the City Council.

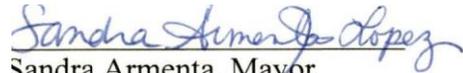
Section 6. In the case of fee-based programs, if the revenues for such programs exceed the amount budgeted, the City Council hereby authorizes the Finance Director, upon approval of the City Manager, to increase the appropriation of said program in the same amount of the increased revenue. A semi-annual report shall be made to the Council describing each transfer and the reasons therefore.

Section 7. Pursuant to the provisions of Section 37208 of the Government Code, the Council, from time to time , by motion or resolution , may ratify the prior payment of budgeted demands from those funds which have been certified or approved by the Finance Director and may appropriate such funds for budgeted items, and any such appropriation for budgeted items shall constitute an approval to issue a warrant in payment of a proper demand or demands therefore.

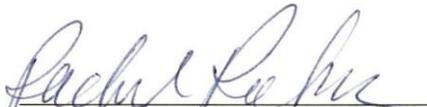
Section 8. The City Council hereby adopts the Comprehensive Financial Policies of the City for Fiscal Year 2020/2021, as included in the FY 2020-21 City of Rosemead Proposed Operating and Capital Improvement Projects Budget as part of this resolution.

Section 9. The City Clerk shall certify to the adoption of this resolution and hereafter the same shall be in full force and effect.

PASSED , APPROVED, AND ADOPTED this 9th day of June, 2020.


Sandra Armenta, Mayor

APPROVED AS TO FORM:


Rachel Richman, City Attorney

ATTEST:


Ericka Hernandez, Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §
CITY OF ROSEMEAD)

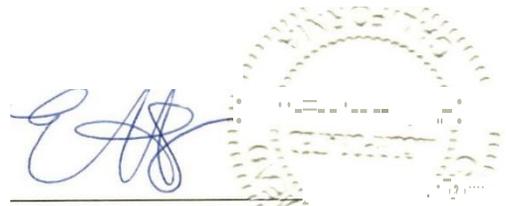
I, Ericka Hernandez, City Clerk of the City Council of the City of Rosemead, California, do hereby certify that the foregoing City Council Resolution No. 2020-23 was duly adopted by the City Council of the City of Rosemead, California , at a regular meeting thereof held on the 9th day of June, 2020, by the following vote, to wit:

AYES: DANG, LOW, LY

NOES: ARMENTA, CLARK

ABSENT: NONE

ABSTAIN: NONE



Ericka Hernandez, City Clerk :: -::

**ATTACHEMENT A
RESOLUTION NO. 2020-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ROSEMEAD, CALIFORNIA, ADOPTING
AN APPROPRIATION LIMIT FOR THE FISCAL
YEAR 2020-21**

WHEREAS, Article XIII-B of the Constitution of the State of California provides that total annual appropriations subject to limitation of the City shall not exceed the appropriations limit of the City for the prior year as adjusted for annual adjustment factors; and

WHEREAS, Article XIII-B was modified in June, 1990 by the approval of Proposition 111 and SB 88 (Chapter 60/90) which revised the annual adjustment factors to be applied to the 1986-87 Appropriation Limit and each year thereafter; and

WHEREAS, the decision as to which factors: a) either the California Per Capita Income or the percentage change in the local assessment roll due to local non-residential construction; b) either the change in population in the City or County; must be done by a recorded vote of the City Council; and

WHEREAS, the City Council wishes to set an appropriation limitation for the 2020-21 Fiscal Year on those appropriations subject to limitation under Article XIII-B; and

WHEREAS, the required computation to determine the City of Rosemead's Appropriation Limit for fiscal year 2020-21 has been performed by the Finance Department and is on file with the Finance Department, and available for public review,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROSEMEAD, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The City of Rosemead Appropriation Limit for Fiscal Year 2020-21 is \$52,226,576.

SECTION 2. The City Council selects the California per Capita Personal Income and the greater of the county or city population increase as allowable inflation factors.

SECTION 3. This Appropriation Limit is subject to amendments, deletions and additions, which may be provided pursuant to Article XIII B of the California Constitution and legislation implementing thereof. This limitation may be amended from time to time to reflect new or changed information as such is encountered.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and hereafter the same shall be in full force and effect.

PASSED, APPROVED, AND ADOPTED this 9th day of June, 2020.

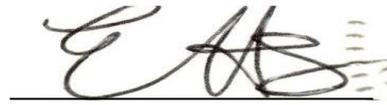

Sandra Armenta, Mayor

APPROVED AS TO FORM:

ATTEST:



Rachel Richman, City Attorney



Ericka Hernandez, City Clerk

- : -

RESOLUTION NO. 2020-05 RHDC

A RESOLUTION OF THE ROSEMEAD HOUSING DEVELOPMENT CORPORATION ADOPTING THE ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET FOR THE FISCAL YEAR 2020-21

WHEREAS, a proposed annual budget for the Rosemead Housing Development Corporation for the Fiscal Year commencing July 1, 2020 and ending June 30, 2021 was submitted to the Housing Development Corporation Board of Directors for its review and consideration and the proposed annual budget is on file in the Corporation Secretary’s office.

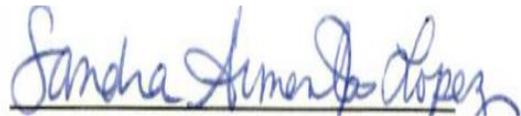
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROSEMEAD, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The 2020-21 Annual Operating and Capital Improvement Program Budget is hereby adopted in the amount of \$1,129,800

SECTION 2. There is hereby appropriated to each account group set forth in the “Printed Budget” of said budget attached hereto, and made a part hereof as fully set forth in the City of Rosemead FY 2020/21 Operating Budget Book herein, the sums shown for such account group in the FY2020-21 Proposed Budget for the RHDC

SECTION 3. The Corporation Secretary shall certify to the adoption of this resolution and hereafter the same shall be in full force and effect.

PASSED, APPROVED, AND ADOPTED this 9th day of June, 2020.



Sandra Armenta, Board President

APPROVED AS TO FORM:

ATTEST:



Rachel Richman, City Attorney



Ericka Hernandez, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §
CITY OF ROSEMEAD)

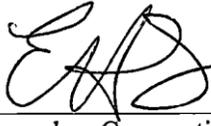
I, Ericka Hernandez, Corporation Secretary to the Rosemead Housing Development Corporation of the City of Rosemead, California, do hereby certify that the foregoing Corporation Resolution No. 2020-05 RHDC, was duly adopted by the Board of the Rosemead Housing Development Corporation, at a regular meeting thereof held on the 9th day of June, 2020, by the following vote, to wit:

AYES: ARMENTA, CLARK, DANG, LOW, LY

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



Ericka Hernandez, Corporation Secretary

City of Rosemead, California

Community Vision and General Plan

Envision Rosemead as a city where people have many options for housing, employment, shopping, and recreation. Envision a city where businesses create a strong economic foundation for high-quality municipal services, and where parks and recreational facilities offer opportunities for a diverse population to exercise and interact. Envision a city where schools and teachers educate and inspire youth, and where the natural environment is protected and enhanced. This is the vision for Rosemead; the General Plan will help the City realize this vision. Since its incorporation in 1959, Rosemead has become an increasingly racially and ethnically diverse community. According to the 2010 U.S. Census, the City's population was approximately 60 percent Asian and 34 percent Hispanic. An important component of this General Plan will be to address-specific issues to meet the needs of Rosemead's diverse population.

General Plan Visions

With this General Plan, the City seeks to:

- Enhance the commercial areas along key corridors, and most specifically Garvey Avenue and Valley Boulevard
- Create an economically viable downtown that blends retail, office, and residential uses in a walkable, attractive setting
- Enhance parks and recreational space in underserved neighborhoods
- Accommodate the demand for quality mixed-use development that can contribute to commercial growth and enhance opportunities for higher-density residential development
- Protect homeowner investments and the availability of well-maintained, relatively affordable housing units
- Minimize the impact of traffic associated with growth within the San Gabriel Valley and broader region.

Adopted by City Council on October 14, 2008, and revised on April 13, 2010, the General Plan establishes the framework for moving from the Rosemead of today toward the desired community of the future. This General Plan guides the City to the year 2025 by establishing goals and policies that address land use, circulation, safety, and open space. Each of these issues affects quality of life in Rosemead and the economic health of the community. Incorporating input from community leaders and businesses into the General Plan works to retain the qualities that make the City unique, responds to the dynamics of growth in the Los Angeles region, and meets the changing needs of residents.

Implementation of the General Plan will ensure that future development projects in the City are consistent with the community's goals, and that adequate urban services are available to meet the needs of all new development. As Rosemead moves towards 2025, the City, its residents, and the business

community are committed to implementing a long-range plan that enhances the physical, economic, and human resources of this diverse and community-oriented City.

In December 2009, the City Council adopted a Strategic Plan to guide the organizational efforts of the Council, Commission, and staff. The initial strategic planning process included an extensive public outreach process and a series of public meetings. In 2012, the first biannual update of the Strategic Plan was adopted by the City Council. The Strategic Plan was later updated in 2016, both of which included public community meetings.

The City Council held special public workshop meetings to develop a Strategic Plan update for 2018-2020 on August 1, 2018 and September 27, 2018. During these workshops, the City Council, community members and staff participated in discussions to set the City's priorities. The Strategic Plan update for 2018-2020 uses the City of Rosemead's vision and key organizational goals, to set clear priorities and action items for future years. The vision, key organizational goals, and action items in the Strategic Plan update are designed to guide the decisions of the City Council, the focus of the City administration, and daily work of City staff. The Strategic Plan and action items also provide accountability for City Council and City administration.

The Strategic Plan established Rosemead's Vision 2020 and the following key organizational goals:

Rosemead's Vision 2020

In the year 2020, Rosemead will be recognized as a welcoming and thriving small town community in the heart of an urban environment. Rosemead residents from different cultural backgrounds will unite in diversity and will get to know their neighbors through family-oriented amenities and programs. The City's boundaries will be distinguished by its attractive appearance and commitment to sustainability.

Amenities for Rosemead residents and businesses will include:

- Attractively landscaped and hardscaped public areas;
- Updated and well-maintained public facilities;
- Comprehensive recreational, community, educational and cultural arts programs;
- A well-balanced mix of local, regional, and national businesses, restaurants, and hotels;
- An array of housing options;
- Convenient modes of transportation;
- A low crime rate and a general feeling of safety;
- Partnerships with local schools to support high quality education;
- An attractive downtown area; and
- Well-maintained residential and business properties that are consistent with the community/ neighborhoods.

City of Rosemead, California
Appropriation Limit

<u>Fiscal Year</u>	<u>Per Capita Personal Income</u>	<u>Rosemead Population Change</u>	<u>Los Angeles County Change</u>	<u>Appropriation Limit</u>
2015-16	1.0382	1.0042	1.0082	41,866,588
2016-17	1.0537	1.0044	1.0085	44,489,800
2017-18	1.0369	0.9990	1.0057	46,394,423
2018-19	1.0367	1.0060	1.0051	48,342,393
2019-20	1.0385	0.9975	0.9999	50,198,555
2020-21	1.0373	1.0030	0.9989	52,226,576
				<u>2019-20 Budgeted</u>
Total Revenues				40,134,000
Non-Tax Proceeds				<u>(17,694,900)</u>
Sub-Total:				22,439,100
Plus Excess Fee Cost				<u>0</u>
APPROPRIATIONS SUBJECT TO LIMIT:				<u><u>22,439,100</u></u>

City of Rosemead, California
Summary of Authorized Full-Time Positions

FULL-TIME POSITIONS	BUDGETTED 2019-20	BUDGETED 2020-21
<u>CITY MANAGER</u>		
City Manager	1	1
Assistant City Manager	1	1
Senior Management Analyst	1	1
Executive Assis. To the City Manager	1	1
Administrative Assistance	1	1
<u>CITY CLERK</u>		
City Clerk	1	1
Deputy City Clerk	1	1
<u>HUMAN RESOURCES</u>		
Human Resources Manager	1	1
Human Resources Analyst	0	1
Human Resources Specialist	1	0
<u>FINANCE</u>		
Finance Director	1	1
Finance Manager	1	1
Management Analyst	0	1
Senior Account Specialist	3	2
<u>COMMUNITY DEVELOPMENT</u>		
Community Development Director	1	1
Planning & Economic Development Manager	1	1
Public Safety Supervisor *	1	0
Management Analyst	1	1
Associate Planner	1	1
Senior Code Enforcement Officer *	2	0
Housing Project Coordinator	1	0
Code Enforcement Officer *	1	0
Assistant Planner	1	1
Administrative Assistant	1	1

City of Rosemead, California
Summary of Authorized Full-Time Positions

FULL-TIME POSITIONS	BUDGETTED 2019-20	BUDGETED 2020-21
<u>Parks and Recreation</u>		
Parks & Recreation Director	1	1
Recreation Manager	1	0
Recreational Supervisor	3	3
Administrative Specialist	1	1
Recreation Coordinator	3	3
<u>Public Safety</u>		
Public Safety Manager *	0	1
Public Safety Supervisor	1	1
Senior Code Enforcement Officer *	0	2
Code Enforcement Officer *	1	3
Administrative Assistant	1	1
<u>Public Works</u>		
Public Works Director	1	1
Associate Civil Engineer	1	0
Public Works Manager	1	1
Public Works Inspector	1	0
Management Analyst	1	1
Civil Engineering Assistant	1	0
Administrative Analyst	1	1
Administrative Specialist	1	1
Maintenance Lead Worker	5	5
Maintenance Worker	9	9
Facility Technician	1	1

GRAND TOTAL EMPLOYEES	60	56
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*Full-Time Senior Code Enforcement (2), Code Enforcement (1), and Public Safety Supervisor positions transferred from Community Development Department to Public Safety Department. Public Safety Supervisor position became Public Safety Manager once it was transferred to Public Safety division.

City of Rosemead
Position Distribution by Funding Source

Department /Position	101 General	201 Gas Tax	202 RMRA	215 Prop A	220 Prop C	225 Measure R	226 Measure M	245 St. Light Dist.	260 Comm. Grant	270 Home Fund	Total
City Clerk Department											
City Clerk	1.00	-	-	-	-	-	-	-	-	-	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	-	-	1.00
City Clerk Total	2.00	-	-	-	-	-	-	-	-	-	2.00
Administration Department											
City Manager	0.80	-	-	0.20	-	-	-	-	-	-	1.00
Assistant City Manager	0.80	-	-	0.20	-	-	-	-	-	-	1.00
Senior Management Analyst	1.00	-	-	-	-	-	-	-	-	-	1.00
Executive Assistant CM	1.00	-	-	-	-	-	-	-	-	-	1.00
Administrative Assistant	1.00	-	-	-	-	-	-	-	-	-	1.00
Administration Total	4.60	-	-	0.40	-	-	-	-	-	-	5.00
Finance Department											
Finance Director	0.73	-	-	0.04	0.04	0.04	-	0.05	0.10	-	1.00
Finance Manager	0.66	-	-	0.15	0.15	0.04	-	-	-	-	1.00
Finance Management Analyst	0.80	-	-	0.05	0.05	0.05	-	-	0.05	-	1.00
Accounting Specialist, Senior	1.94	-	-	-	0.03	0.03	-	-	-	-	2.00
Finance Total	4.13	-	-	0.24	0.27	0.16	-	0.05	0.15	-	5.00
Human Resources Department											
Human Resources Manager	1.00	-	-	-	-	-	-	-	-	-	1.00
Human Resources Analyst	1.00	-	-	-	-	-	-	-	-	-	1.00
Human Resources Total	2.00	-	-	-	-	-	-	-	-	-	2.00
Public Safety Department											
Public Safety Manager	1.00	-	-	-	-	-	-	-	-	-	1.00
Public Safety Supervisor	1.00	-	-	-	-	-	-	-	-	-	1.00
Senior Code Officer	2.00	-	-	-	-	-	-	-	-	-	2.00
Code Enforcement Officer	3.00	-	-	-	-	-	-	-	-	-	3.00
Administrative Assistant	1.00	-	-	-	-	-	-	-	-	-	1.00
Public Safety Total	8.00	-	-	-	-	-	-	-	-	-	8.00
Public Works Department											
Public Works Director	0.50	0.05	0.05	0.10	-	0.10	0.10	0.05	0.05	-	1.00
Public Works Manager	0.70	0.10	0.10	-	-	0.10	-	-	-	-	1.00
Management Analyst	0.85	0.05	0.05	0.02	0.03	-	-	-	-	-	1.00
Administrative Specialist	1.00	-	-	-	-	-	-	-	-	-	1.00
Maintenance Lead Worker	4.30	0.30	-	-	0.20	-	-	0.20	-	-	5.00
Administrative Analyst	0.55	-	-	0.30	-	0.15	-	-	-	-	1.00
Maintenance Worker	5.20	1.02	1.15	0.73	0.60	-	-	0.30	-	-	9.00
Facility Technician	0.80	-	-	-	-	-	-	0.20	-	-	1.00
Public Works Total	13.90	1.52	-	1.15	0.83	0.35	0.10	0.75	0.05	-	20.00
Parks and Recreation Department											
Director of Parks and Recreation	1.00	-	-	-	-	-	-	-	-	-	1.00
Administrative Specialist	1.00	-	-	-	-	-	-	-	-	-	1.00
Recreation Supervisor	3.00	-	-	-	-	-	-	-	-	-	3.00
Recreational Coordinator	2.80	-	-	-	-	-	-	-	0.20	-	3.00
Parks and Recreation Total	7.80	-	-	-	-	-	-	-	0.20	-	8.00
Community Development Department											
Director of Community Development	0.74	-	-	-	-	-	-	0.22	0.04	-	1.00
Planning & Economic Development Manager	0.79	-	-	-	-	-	-	0.21	-	-	1.00
Management Analyst	0.50	-	-	-	-	-	-	0.25	0.25	-	1.00
Associate Planner	1.00	-	-	-	-	-	-	-	-	-	1.00
Assistant Planner	1.00	-	-	-	-	-	-	-	-	-	1.00
Administrative Assistant	1.00	-	-	-	-	-	-	-	-	-	1.00
Community Development Total	5.03	-	-	-	-	-	-	0.46	0.25	-	6.00
Total	47.46	1.52	-	1.79	1.10	0.51	0.10	0.80	0.60	-	56.00

City of Rosemead, California

Summary of Authorized $\frac{3}{4}$ Part-Time Positions

$\frac{3}{4}$ PART-TIME POSITIONS	BUDGETTED 2019-20	BUDGETED 2020-21
Accountant *	0	1
Community Service Officer *	1	0
Senior Recreation Leader *	1	1
Pre-School Teacher *	3	3
GRAND TOTAL EMPLOYEES	5	5

*= $\frac{3}{4}$ Part-Time; The City Manager has the discretion to make modifications to accomplish the City's objectives based on business necessity.

City of Rosemead, California
Summary of Authorized Part-Time Hours

PART-TIME HOURS	BUDGETTED 2019-20	BUDGETED 2020-21
<u>CITY MANAGER</u>		
Office Specialist	1,200	1,200
<u>HUMAN RESOURCES</u>		
Office Specialist	1,200	1,200
<u>COMMUNITY DEVELOPMENT</u>		
Administrative Intern	2,080	2,080
<u>PARKS & RECREATION</u>		
Aquatic Facility Attendant	7,336	4,306
Assistant Pool Manager/Life Instructor	5,392	5,083
Lifeguard Swim Instructor	5,991	5,991
Lifeguard	9,913	9,913
Recreation Leader	39,598	53,434
<u>PUBLIC SAFETY</u>		
Community Service Officer	8,320	4,000
Community Service Officer/Parking Control	2,080	2,000
<u>PUBLIC WORKS</u>		
Administrative Intern – Engineering	2,080	990
Maintenance Worker	2,200	2,200
GRAND TOTAL HOURS	87,390	92,397

Part-time positions are budgeted based on the number of hours and the number of positions that varies on seasonal programs per fiscal year. The above numbers are estimated hours for the following departments.

City of Rosemead, California
Revenue Descriptions

GENERAL FUND (101)

The General Fund is the chief operating fund of the City. All the City's activities are reported in the General Fund unless there is a compelling reason, such as a legal requirement to report specific activities in a separate fund.

Local Agencies/Low and No Property Tax 101-0000-4005

Pursuant to Section 11005 (b), Chapter 448 of the Revenue and Taxation Code, the Alcoholic Beverage, Highway Carriers, and Financial Aid to Local Agencies subventions were combined and, effective with the 1984-85 Budget, are henceforth represented in this account. Additionally, effective 1989-90, the "No & Low" Property Tax revenues will also be recorded in this account as the F.A.L.A. funds are phased out.

Property Taxes In-Lieu of VLF 101-0000-4020

This account provides for the amounts received by the County for the reduction in Motor Vehicle License Fees rate from 2.0% to 0.65% due to the passage of Proposition 1A.

Real Estate Transfer Tax 101-0000-4025

One-half of the deed transfer tax collected by the County recorder is remitted to the City. The tax is levied at the rate of 0.55 cents per \$500 of the face value of the deed.

Sales and Use Tax 101-0000-4030

Of the 9.5% sales tax collected by the State, the City receives 1%. The tax is collected by the California Board of Equalization (BOE) from merchants and in some instances end purchasers and users. The BOE remits eight estimated payments per year and four adjusting to actual "clean up" entries per year to the City.

The City's Sales Tax Consultant estimates the Sales Tax for the coming year by analyzing historical trends, economic conditions and known additions and deletions of identified merchants within the City boundaries.

Transient Occupancy Tax 101-0000-4035

This account provides for amounts received from the motel and hotel operators in the City and constitutes a 10% tax on the rent charged to each transient (less than 31 days occupancy) occupant.

This estimate is based on historical trend analysis, known business changes by existing operators as well as closures of existing operations and new construction.

Business License Fees 101-0000-4105

This account provides for amounts received from the issuance of Business Licenses and Tobacco fee within the City.

Franchise Fees: Utilities 101-0000-4115 and Trash Hauler 101-0000-4145

This account provides for amounts received for special privileges granted by the City permitting the continuing use of public property such as poles and lines for public utility use.

This accounts for amounts received from franchise fee revenue from the solid waste/recycling service provider.

Franchise Fees: Cable T.V. 101-0000-4120

This account provides for the continued use of audio-vision services within City limits.

Maintenance District #1 101-0000-4505

This account provides for the collection of assessments that offset the cost of maintaining certain commercial parkways. The City retains 90% of the assessment.

Court Fines 101-2020-4625

This account represents amounts received for fines in violation of City Ordinance or Penal Code except for parking citations. Remittances are collected by the County Court System and forwarded to the City.

Interest Earnings - City 101-0000-4705

This account provides for amounts received as the result of interest earned from investments.

Although interest rates with Local Agency Investment Fund (LAIF) remain extremely low, some cash has been invested in higher yielding certificates of deposit and agency loans.

Property Rental – AT & T 101-0000-4710

This account provides for rental income received from the lease of property owned by the City of Rosemead.

Sale of City Property 101-0000-4815

This account provides for amounts received from sale of City property.

Repairs to City Property 101-0000-4405

This account provides for amounts received for repairs of City property.

Contributions and Donations - Private 101-0000-4810

This account provides for voluntary contributions received from community groups for City operated community activities.

Miscellaneous Revenue 101-0000-4805

This account provides for amounts received for miscellaneous items such as the purchase of the City of Rosemead General Plan, copies of public documents, plans and specifications, photographic copies, etc.

Shared Maintenance Charges 101-0000-4405

This account provides for amounts received under an agreement with the County of Los Angeles for grounds maintenance at the County Library on Valley Boulevard in the City of Rosemead.

Used Oil Pickup (Grant) 101-0000-4210

This account provides for amounts received as the result of recycling efforts throughout the City. Funds will be allocated to various organizations at the direction of City Council.

Recycling (Grant) 101-0000-4210

This account provides for grant funds received from the California Beverage Container Recycling and Litter Reduction grant.

Special Community Events 101-4040-4340

These are fees collected from booths operated at community events such as Fall Festival, and City-wide Yard Sale, and the July 4th Celebration.

Impound Fees 101-2005-4440

This account provides for amounts received for impound vehicles fees per the City Council annual adopted Fee Schedule.

Parking Citations 101-2020-4620

This account provides for amounts received for parking violations within the City.

Site/Sign Plan Review Fees 101-5105-4355

These fees provide funds for site and sign plan review, as required, for both commercial and residential projects.

Building Permit Fees 101-5110-4125

This account provides for revenues received from contractors/builders on the issuance of all building permits including building, plumbing, electrical, mechanical, grading and demolition permits, as well as plan check fees, inspections and relocation fees within the City.

Public Works Permits 101-3035-4130

This account provides for fees collected from utility companies and private developers when they are requesting a permit for such items as street and sidewalk cutouts. These fees are to offset the cost of the issuance and inspection of the public works permit.

Industrial Waste Fees 101-3035-4135

This account provides for amounts remitted from Los Angeles County to the City for issuance of industrial waste permits.

Shared Maintenance Charges/Jess Gonzalez Sports Complex 101-0000-4405 Project 41012

This account provides for amounts received under an agreement with the Garvey School District for maintenance and staffing of the Jess Gonzalez Sports Complex.

Building Rental 101-4005-4330

This account provides for amounts received from private groups and organizations for rental/use of City buildings.

Senior Lunch Program 101-4030-4490

This account provides for amounts received from the Senior Lunch Program at Garvey Community Center.

Youth Sports Fees 101-4010-4310

This account provides for fees collected for youth sports programs.

Adult Sports Fees 101-4010-4315

This account provides for fees collected for participation in the adult sports leagues.

Class Registration Fees 101-4020-4305

This account provides for fees collected for participation in class instructed programs administered by the Recreation Dept.

Excursion Fees 101-4035-4335

This account provides for fees collected for participation in City-sponsored field trips and excursions.

Pool Admission Fees 101-4015-4325 Project 14102 (Rosemead Aquatic Center) or 14302 (Splash Zone)

This account provides for amounts received from admissions to the swimming pools at Rosemead and Garvey Parks.

Swimming Lessons and Charges 101-4015-4320

This account provides for amounts received from City-sponsored swim instruction and other miscellaneous fees.

Facility Rentals 101-4015-4330

This account provides for amounts received from use of pool by swim teams, high schools, etc.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (260) 260-0000-4205

This fund provides for money received from the U.S. Department of Housing and Urban Development (HUD) for administering the CDBG Program. Programs include, but are not limited to the following:

Residential lead abatement, residential lead testing, emergency grants, grants, rebates, family counseling services, planning & administration, senior nutrition program, residential rehabilitation, code enforcement, Southern California Housing Rights, Family Promise of San Gabriel Valley, public works projects, veteran housing.

AIR QUALITY MANAGEMENT DISTRICT (230)

Air Quality Management District 230-0000-4260

This fund accounts for the receipt of monies collected by the Department of Motor Vehicles. These funds shall be used to implement programs to reduce air pollution from mobile sources pursuant to the California Clean Air Act.

HOME PROGRAM FUND (270) 270-0000-4205

This fund provides for money received pursuant to the HOME Investment Partnerships Act, Administered by the United States Department of Housing and Urban Development (HUD). HUD

allocates regular HOME Program funds to the City for expanding the City's supply of decent, safe, sanitary and affordable housing for very low- and low-income families and other special programs as authorized by the Federal Government.

HOME PROGRAM ADMINISTRATION (275) 275-0000-4205

Similar to the Home Program Fund, the United States Department of Housing and Urban Development (HUD) provides the City funds for low interest payment loans, mortgage payment assistant programs, and other special programs who qualify under HUD guidelines. The annual granted and approved revenues from HUD are accounted for here. Since these expenses are on a reimbursement basis, the City accounts for the annual reimbursement numbers in these accounts.

STATE GAS TAX FUND (201)

2103 Gas Tax (Prop. 42 Replacement Funds) 201-0000-4225

These funds are received from the State and are derived from a portion of the excise tax on gasoline. The intent was to fully replace the local streets and road funds the City would have received under Prop. 42.

2105 Gas Tax (Prop.III) 201-0000-4230

This account provides for funds received from the State and is derived from a charge on gasoline sold throughout the State and allocated to the City on a per capita basis. The City's entitlement to the apportioned funds is conditional upon its expenditure from the general fund for street and highway purposes of an amount not less than the annual average of its expenditures during the 1987-88, 1988-89, and 1989-90 fiscal years.

2106 Gas Tax Fund Apportionment 201-0000-4235

This account provides for funds received from the State for the sale of gasoline throughout the State and must be expended for select system street construction or maintenance.

2107 Construction & Maintenance 201-0000-4240

This account provides for funds received from the State and is derived from a charge on each gallon of gasoline sold throughout the State and allocated to the City on a per capita basis for maintenance or construction on any City street.

Street Sweeping Reimbursement 201-0000-4410

This account provides for funds received from the State of California (CALTRANS) for street sweeping on Rosemead Boulevard.

2107.5 Engineering 201-3035-4245

This account provides for funds received from the sale of gasoline throughout the State and may be expended only for engineering costs and administrative expenses in respect to City streets.

Loan Repayment 201-3035-4242

This account provides for funds received from taxes in the sale of gasoline enacted by the Road Repair and Accountability Act of 2017 and may be expended for transportation loan repayments.

RMRA SB-1 (202)

2030 Gas Tax (Road Maintenance Rehab Acct) 202-0000-4241

This account provides for funds received from taxes in the sale of gasoline enacted by the Road Repair and Accountability Act of 2017 and may be expended for transportation improvements.

PUBLIC TRANSIT (PROP C) (220)

Public Transit - Prop C 220-3040-4265

This account provides for the City's share of the sales tax because of Prop C and may be expended for public transit and street maintenance and improvements on streets heavily used by public transit.

LOCAL TRANSPORTATION/SIDEWALK GRANT (205)

Sidewalk Grant 205-0000-4299

This account provides for the state grant funds for mass transit, bike paths, and pedestrian walkways.

PUBLIC TRANSIT - PROP. A (215)

Public Transit Prop A 215-3040-4265

This account provides for receipt of the City's share of the 1/2 cent sales tax in Los Angeles County and may be expended only for special transportation projects.

MEASURE R LOCAL RETURN (225)

Measure R 225-3040-4275

This account provides for receipt of the City's share of the 1/2 cent sales tax in Los Angeles County and may be expended to synchronize traffic signals, repair potholes keep senior, student and disabled bus fares low and provide community traffic relief. The tax receipts will be used primarily to improve public transit and street maintenance projects.

MEASURE M LOCAL RETURN (226)

Measure M 226-3040-4276

This account provides for receipt of the City's share of the 1/2 cent sales tax in Los Angeles County and may be expended to fund several highways, transit, local street, walking and biking programs. The tax receipts will be used primarily to improve transportation and ease traffic congestion.

STREET LIGHTING DISTRICT FUND (245)

Street Lighting District 245-0000-4510

This account provides for funds collected from an ad valorem tax and is restricted to administration, maintenance, energy, and capital expenditures of the Rosemead Lighting District.

CLEAN WATER PROGRAM – (MEASURE W) (231)

Clean Water Program 231-0000-4215

This account provides for funds collected from a parcel tax of 2.5 cents per square foot of impermeable area. The tax receipts will be used to improve water quality, increase local supply, and enhance the community.

GRANT FUND – (232)

Grant Fund 232-0000-xxxx

Grant Funds are non-repayable **funds** disbursed or given by Federal, State, County, and Special District Entities. Grants can also be obtained by corporations, foundations or trusts, and private individuals. Grant funds are used to fund a specific project or program which requires some level of compliance, reporting, and auditing. These funds are held in a separate special fund and can only be used for the purposes of the grant in accordance with the grant's requirements and Award Letter. Sometimes grants require "matching funds" that generally come from the City's General Fund or other Special Revenue Funds.

HDC SENIOR HOUSING (280)

Rental Income 280-5220-4710 (Angelus Sr. Apt.)

Rental Income 280-5225-4710 (Garvey Sr. Apt.)

This fund gets its revenue primarily from rent charged to tenants of the two senior housing complexes and from a subsidy transferred in from the Rosemead Successor Agency.

The Rosemead Successor Agency subsidizes Senior Housing Fund.

Operating Transfers in 280-5220-4860 (Angelus Sr. Apt.)

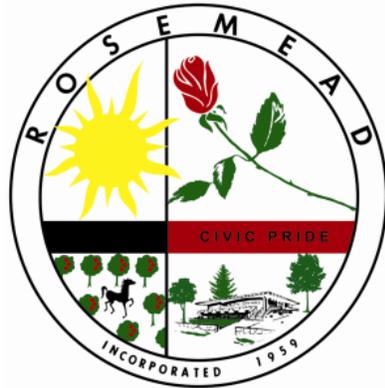
Operating Transfers in 280-5225-4860 (Garvey Sr. Apt.)

SUCCESSOR AGENCY (315)

Successor Agency 315-0000-4010

The County of Los Angeles provides tax increment distributions to cities from the Redevelopment Property Tax Trust Fund (RPTTF) to pay for enforceable obligations of the former Redevelopment Agency.

City of Rosemead, California
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City of Rosemead, California
City's Revenues

Table 1 below outlines the estimated revenues received from all funds over the last three years plus the proposed FY 20-21 Revenues and is followed by highlights of major revenue funding sources.

Table 1

FUND	FY 17/18 ACTUAL	FY 18/19 ACTUAL	FY 19/20 AMENDED	FY 19/20 PROJECTED	FY 20/21 PROPOSED
General Fund	24,470,300	24,733,500	25,051,300	21,264,900	21,866,200
Gas Tax	1,248,900	1,644,900	1,973,000	1,480,200	1,417,700
RMRA SB1	322,200	1,034,200	914,800	914,800	936,500
Local Transportation (TDA)	100,000	-	133,000	133,000	41,700
Proposition A	1,124,900	1,214,600	1,236,700	1,236,700	1,257,300
Proposition C	890,000	977,100	987,200	987,200	999,200
Proposition R	640,800	727,500	709,600	709,600	772,500
Measure M	580,200	803,400	804,300	804,300	818,700
Air Quality Management District	70,600	79,700	72,000	72,000	71,000
Street Lightening District	1,100,200	1,186,800	1,000,000	1,000,000	1,000,000
Development Impact Fees	28,600	119,700	58,700	58,700	45,700
Clean Water	-	-	-	-	580,000
Grant Fund	-	-	-	-	1,470,500
CDBG	423,400	490,600	1,005,700	1,005,700	1,723,200
HOME/HDC	520,500	71,900	1,490,200	1,490,200	1,801,900
Internal Services	279,200	266,100	159,000	159,000	309,500
Grants (Federal State Local)	535,800	-	-	-	-
RHDC	894,400	887,900	910,400	910,400	1,129,800
Successor Agency	4,431,300	3,903,800	4,005,600	4,005,600	3,806,600
Total City Revenues	37,661,300	38,141,700	40,511,500	36,232,300	40,048,000

- The General Fund is the chief operating fund of the City of Rosemead; the General Fund provides the revenue for the City's basic services, such as Law Enforcement; Public Safety; Governance; Parks; Streets; etc.
- State Gas Tax is the second leading revenue source. The Highway User Tax Act (HUTA) provides monies collected by the State to distribute apportionments to cities based upon their population.
- RMRA SB1 is funding distributed to cities since FY 2017/18. The Road and Repair and Accountability Act of 2017 were created to address deferred maintenance on the state highway system and local street and road system. The HUTA account provides apportionments to cities based upon their population.

- Local Transportation, Proposition A, Proposition C, Measure R, and Measure M revenues are funds for transportation purposes and are all funded with voter approved additions to Sales Tax on gasoline. The monies are received from the County of Los Angeles. The apportionments are distributed based on population. Revenues are restricted to specific purposes as outlined in the law and expended only in conformance with legal or policy directives.
- Street Lighting funds are collected by ad valorem property tax based on \$0.2495 per \$1,000 of assessed property values to provide for energy cost and maintenance of the Rosemead Lighting District. Proposition 13 has limited the ad valorem tax that can be collected
- Clean Water Program is a new funding source approved by voters on the November 2018 ballot. Funds are collected by a parcel tax based on 2.5 cents per square foot of impermeable area.
- CDBG and HOME funding are to account for monies received from the United States Department of Housing and Urban Development (HUD). The City files an Annual Action Plan every year to allocate estimated funding to specific programs. HUD approves the funding and the City expends the money first, and then files for reimbursements from HUD.
- Rosemead Housing Development Corporation (RHDC) receives its funding from tenant rents for two senior housing apartments and subsidies from the Successor Agency. As operational costs have continued to increase, and tenants' rents have remained relatively constant, the reliance on the subsidy from the Successor Agency has become more important. Through the elimination of redevelopment agencies in 2012, this obligation was submitted and subsequently approved by the State of California Department of Finance as an enforceable obligation, which will ensure ongoing funding for the RHDC in the future. As such, revenues and expenditures in this fund will typically balance out at the end of each fiscal year with a minimal balance remaining due to timing issues.

Table 2 provides a breakdown of General Fund into major revenue categories. General Fund is designed to account for those activities of the City, which utilize monies not restricted by law or policy to specific purposes.

Table 2

GENERAL FUND REVENUES	FY 17/18 ACTUAL	FY 18/19 ACTUAL	FY 19/20 AMENDED	FY 19/20 PROJECTED	FY 20/21 PROPOSED
Property Tax and Transfers	9,131,500	9,559,500	9,710,000	9,699,000	10,157,000
Sales Tax	5,929,500	5,735,500	5,650,000	4,520,000	4,603,200
Transient Occupancy Tax	2,326,900	2,314,700	2,400,000	1,800,000	1,800,000
Bldg. Permits and Plan Checks	2,301,100	1,833,100	1,916,000	1,454,800	1,281,000
Franchise Fees	1,202,600	1,254,000	1,150,000	1,150,000	1,180,500
Recreation Fees	796,000	867,400	873,100	588,700	754,600
Public Safety	565,700	619,100	663,000	513,000	622,000
Public Works Permits	565,200	511,600	501,000	376,000	526,000
Grants (General Use)	268,200	274,400	140,500	243,900	152,500
Other Fees and Revenues	1,383,500	1,764,200	2,047,700	919,500	789,400
Total	24,470,200	24,733,500	25,051,300	21,264,900	21,866,200

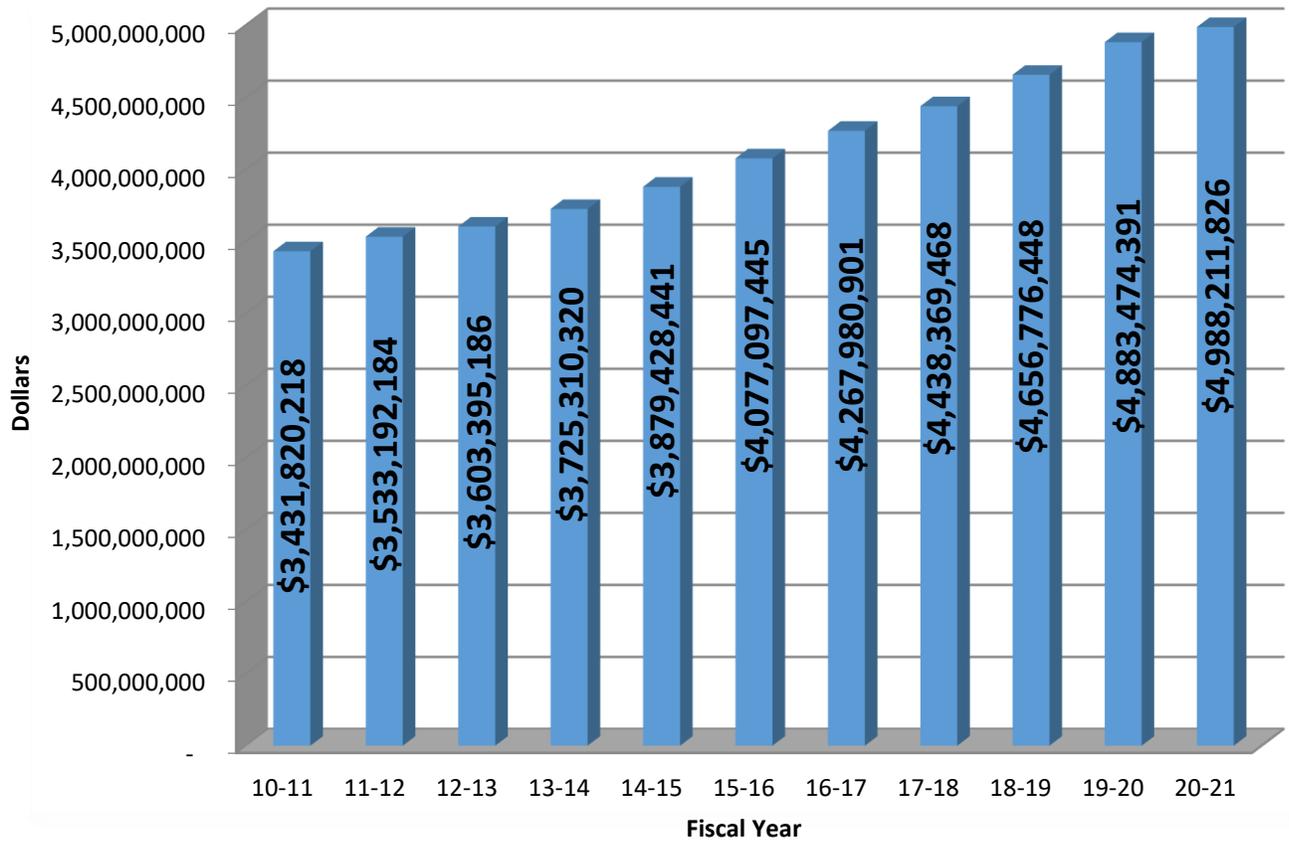
Property Tax

Property tax revenues continue to be the City’s largest source of income. This is true even though what the City receives into the General Fund is less than 7 cents of every local property tax dollar collected. Rosemead is classified as a “low property tax city” with the General Fund receiving only \$.0668 of each property tax dollar paid by property owners. (The majority of property tax collections are distributed to the state, the county, school districts, and various other special districts.)

Property tax revenues collected in the last three years have increased per year. Several mixed-used projects completed in prior years added newly built residential homes to the Rosemead community, causing an increase in assessed values and property tax revenues. Table 3 provides a history of the City of Rosemead’s property assessed values; which have continuously increased every year. The 2020-21 tax roll shows an increase well due to Proposition 13 2% increases and the increased market values of purchased/sold homes. As the City experiences new mixed-use project development in the future, similar increases will occur in this revenue category.

City of Rosemead, California
Assessed Value of Taxable Property

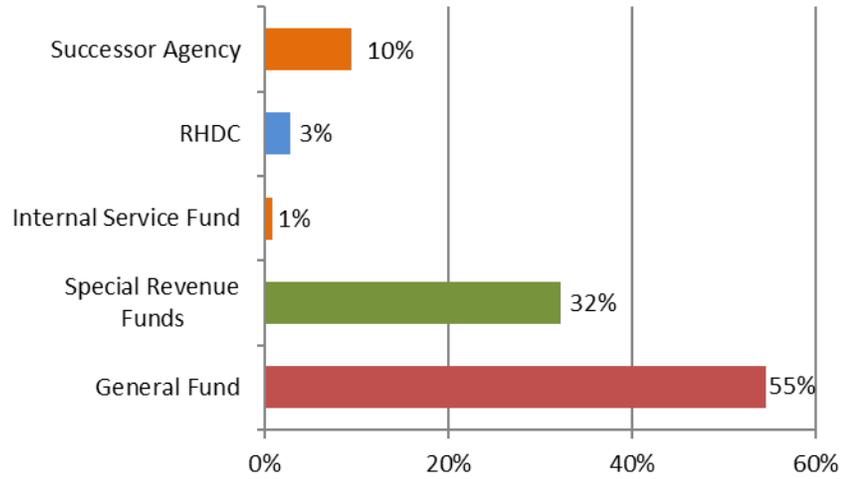
Table 3



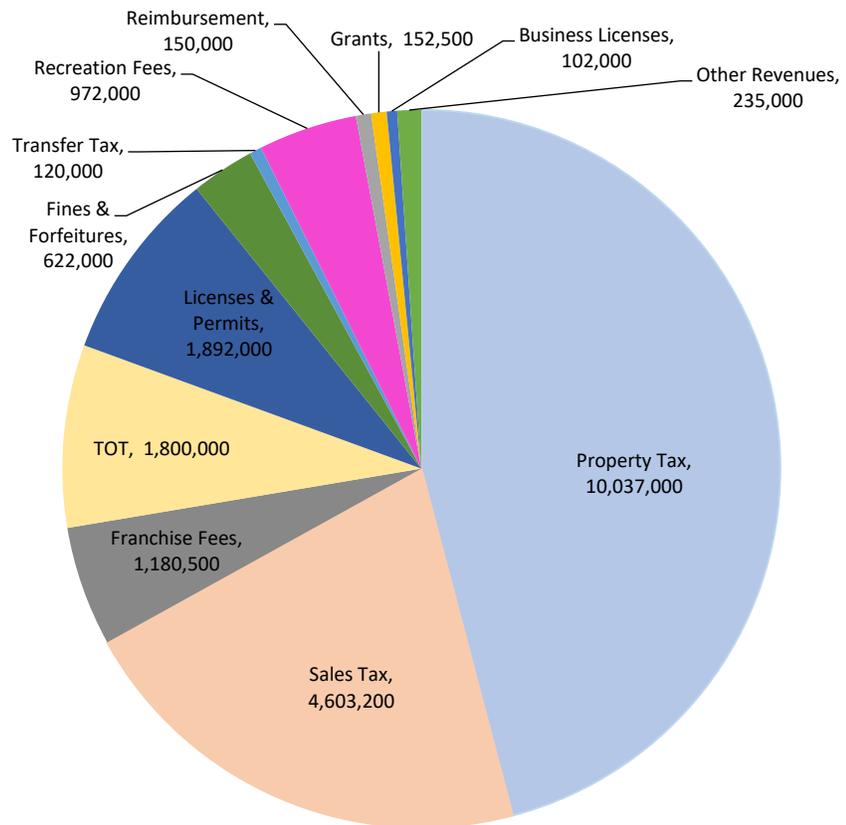
Source: HDL Coren & Cone and Los Angeles County Assessor's Office

City of Rosemead, California City Revenues

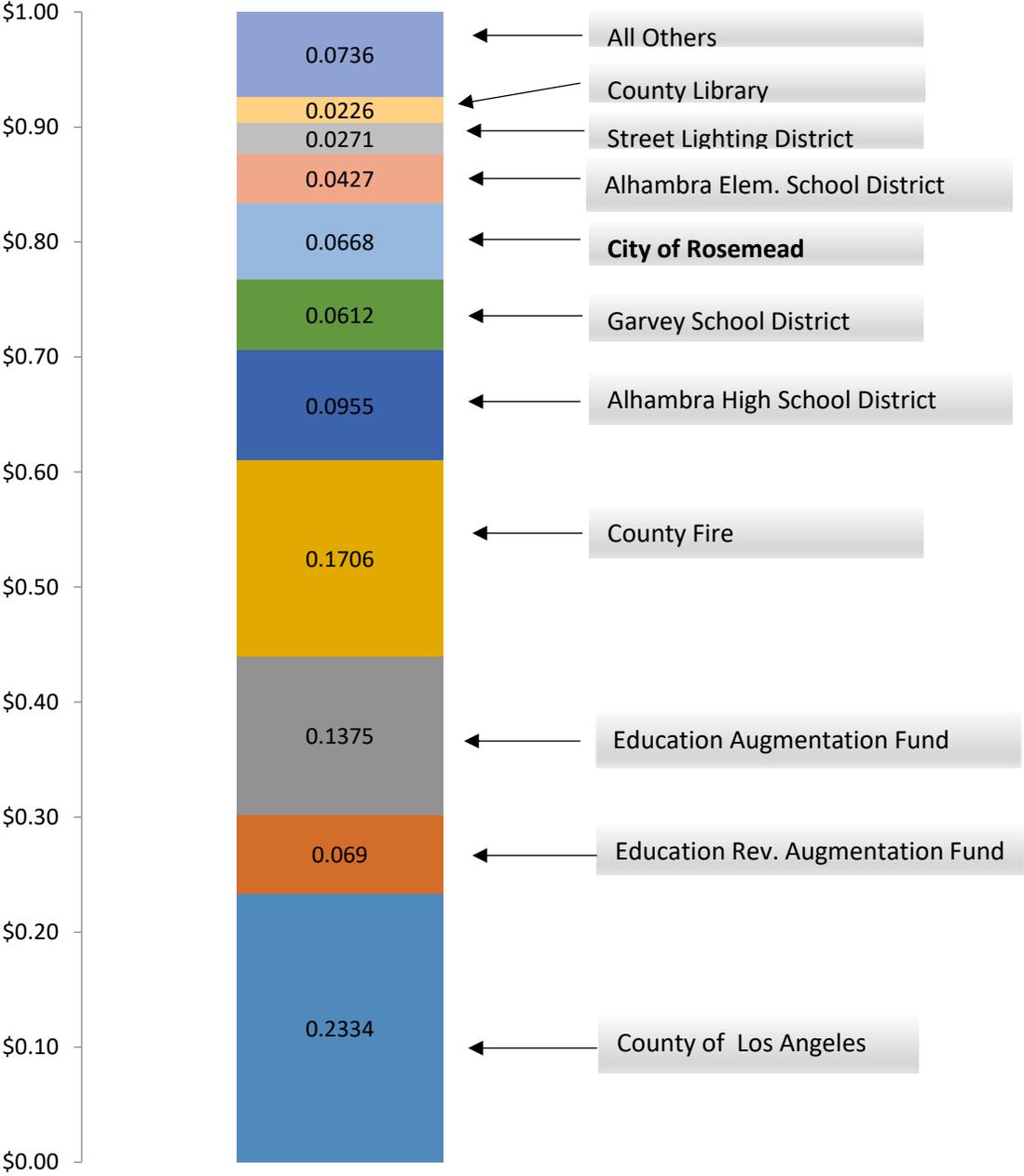
All Funding Sources



General Fund



City of Rosemead, California
Distribution of Property Tax Chart



The City of Rosemead's share of the average annual Residential property tax bill is \$290.

Sales Tax

Sales tax is the City's second leading source of General Fund revenues and is estimated to be approximately \$4.6 million for FY 2020/21. Sales tax revenue is one of several revenues that has been severely affected by the COVID-19 financial environment and will remain reduced for an estimated 1-2 years. As the financial environment returns to normal and as the completion of several mixed-use projects and new retail stores open in the future, we should see an improvement to our sales tax base.

Transient Occupancy Tax (TOT)

Hotel *TOT* revenues have traditionally been the third or fourth largest source of revenue to the General Fund. As with the City's Sales Tax Revenues, this revenue category has also been negatively affected by the COVID-19 financial environment and will remain reduced in FY 2020/21 to \$1.8M. Reversing this trend will largely depend on how customers react to future travel and their use of hotel/motel facilities. Also, because the City does not anticipate any large-scale hotel developments or renovations until later years, the TOT numbers rely on current operators and customers.

Franchise Fees

Another leading source of revenue is *franchise fee* payments to the City. This revenue category has been significantly strengthened through a ten-year agreement with the City's solid waste and recycling hauler Republic Services. The agreement provides the City with 10% of the Republic's revenues without "pass-through" charges to residents or businesses on customer bills. Other utility franchise fees are included in this revenue category. This revenue category will remain fairly constant in 2020-21.

City of Rosemead, California
Revenue Summary by Fund

	Amended Budget 18/19	Actual 18/19	Amended Budget 19/20	Projected Budget 19/20	Proposed Budget 20/21
General Fund					
Property Tax	\$ 9,202,000	\$ 9,569,500	\$ 9,602,000	\$ 9,699,000	\$10,037,000
Sales Tax	5,650,000	5,735,500	5,650,000	4,520,000	4,603,200
Franchise Fees	1,120,000	1,254,000	1,150,000	1,150,000	1,180,500
Transient Occupancy Tax	2,400,000	2,314,700	2,400,000	1,800,000	1,800,000
Interest Earnings	50,000	717,800	80,000	60,000	50,000
Building Permits and Plan Checks	1,680,000	1,833,100	1,800,000	1,454,800	1,366,000
Permits	526,000	511,600	501,000	376,000	526,000
Traffic Fines & Impounds	180,200	159,400	263,000	163,000	222,000
Parking Citations	400,000	449,700	400,000	350,000	400,000
Real Estate Transfer Tax	100,000	75,700	110,000	99,000	120,000
Facility Rentals	470,300	479,000	553,400	405,700	446,000
Recreation Fees	583,100	606,200	616,000	399,300	526,000
Reimbursements	152,000	206,000	174,000	141,500	150,000
Grants	1,051,000	274,400	1,299,400	243,900	152,500
Business Licenses	220,000	227,500	220,000	176,000	102,000
Other Revenue	279,900	319,400	232,500	226,700	185,000
Total General Fund	<u>24,064,500</u>	<u>24,733,500</u>	<u>25,051,300</u>	<u>21,264,900</u>	<u>21,866,200</u>
Special Revenue Funds					
State Gas Tax Fund					
State Gasoline Tax	1,192,800	1,606,100	1,438,500	945,700	1,409,700
Street Sweeping Reimbursement	8,000	16,000	8,000	8,000	8,000
Grants	1,228,550	-	526,500	526,500	-
Interest Earnings	-	22,800	-	-	-
Total Gas Tax Fund	<u>2,429,350</u>	<u>1,644,900</u>	<u>1,973,000</u>	<u>1,480,200</u>	<u>1,417,700</u>
RMRA SB1					
State Gasoline Tax	920,000	1,034,200	914,800	914,800	936,500
Total RMRA SB1 Fund	<u>920,000</u>	<u>1,034,200</u>	<u>914,800</u>	<u>914,800</u>	<u>936,500</u>
Local Transportation/Sidewalk Grant					
Grants	37,000	-	133,000	133,000	41,700
Total Local Transportation/Sidewalk Grant	<u>37,000</u>	<u>-</u>	<u>133,000</u>	<u>133,000</u>	<u>41,700</u>

City of Rosemead, California
Revenue Summary by Fund

	Amended Budget 18/19	Actual 18/19	Amended Budget 19/20	Projected Budget 19/20	Proposed Budget 20/21
Proposition A Fund					
Local Return	1,076,000	1,103,800	1,140,700	1,140,700	1,161,300
Grants	76,000	74,100	76,000	76,000	76,000
Other Revenue	20,000	17,800	20,000	20,000	20,000
Interest Earnings	-	18,900	-	-	-
Total Proposition A Fund	1,172,000	1,214,600	1,236,700	1,236,700	1,257,300
Proposition C Fund					
Local Return	927,000	915,600	946,200	946,200	963,200
Other Revenue	6,000	35,200	41,000	41,000	36,000
Interest Earnings	-	26,300	-	-	-
Total Proposition C Fund	933,000	977,100	987,200	987,200	999,200
Measure R - Los Angeles County					
Local Return	669,000	686,900	709,600	709,600	772,500
Interest Earnings	-	40,600	-	-	-
Transfers In	-	-	-	-	-
Total Measure R Fund	669,000	727,500	709,600	709,600	772,500
Measure M - Los Angeles County					
Local Return	758,000	773,900	804,300	804,300	818,700
Interest Earnings	-	29,500	-	-	-
Total Measure M Fund	758,000	803,400	804,300	804,300	818,700
Air Quality Management District (AQMD) Fund					
Clean Air Fees	72,000	71,700	72,000	72,000	71,000
Interest Earnings	-	8,000	-	-	-
Total AQMD Fund	72,000	79,700	72,000	72,000	71,000
Safe Clean Water Fund					
Safe Clean Water Fees	-	-	-	-	580,000
Interest Earnings	-	-	-	-	-
Total Safe Clean Water Fund	-	-	-	-	580,000

City of Rosemead, California
Revenue Summary by Fund

	Amended Budget 18/19	Actual 18/19	Amended Budget 19/20	Projected Budget 19/20	Proposed Budget 20/21
Grants Fund					
Grants	-	-	-	970,500	1,470,500
Interest Earnings	-	-	-	-	-
Total Grants Fund	-	-	-	970,500	1,470,500
Street Lighting District					
Property Tax	950,000	1,143,300	1,000,000	1,000,000	1,000,000
Interest Earnings	-	43,500	-	-	-
Total Street Lighting District Fund	950,000	1,186,800	1,000,000	1,000,000	1,000,000
Development Impact Fee Funds					
Development Impact Fee	50,000	119,700	58,700	58,700	45,700
Total Development Impact Fee Fund	50,000	119,700	58,700	58,700	45,700
Community Development Block Grant (CDBG) Fund	1,005,800	490,600	1,005,700	1,005,700	1,723,200
Total CDBG Fund	1,005,800	490,600	1,005,700	1,005,700	1,723,200
HOME Fund					
Grants	778,500	71,900	1,490,200	1,490,200	1,801,900
Total HOME Fund	778,500	71,900	1,490,200	1,490,200	1,801,900
Total Special Revenue Funds	9,774,650	8,350,400	10,385,200	9,892,400	12,935,900
Subtotal City Revenues	33,839,150	33,083,900	35,436,500	31,157,300	34,802,100

City of Rosemead, California
Revenue Summary by Fund

	Amended Budget 18/19	Actual 18/19	Amended Budget 19/20	Projected Budget 19/20	Proposed Budget 20/21
Internal Service Funds					
Equipment Replacement Fund	106,900	106,900	-	-	-
Technology Replacement Fund	159,200	159,200	159,000	159,000	309,500
Total Internal Service Funds	266,100	266,100	159,000	159,000	309,500
CIP Funding Sources					
Grants	-	-	-	-	-
Transfers In	-	-	-	-	-
Total CIP Funding Sources	-	-	-	-	-
Total City Revenues	34,105,250	33,350,000	35,595,500	31,316,300	35,111,600
Rosemead Housing Development Corporation (RHDC) Senior Housing Fund					
Rental Income	449,100	452,800	454,600	454,600	460,600
Miscellaneous Revenue	2,700	5,200	4,200	4,200	3,500
Transfers In	-	429,900	451,600	451,600	665,700
Total RHDC Fund	451,800	887,900	910,400	910,400	1,129,800
Successor Agency					
Property Tax Increments	-	3,903,800	4,005,600	4,005,600	3,806,600
Total Successor Agency Fund	-	3,903,800	4,005,600	4,005,600	3,806,600
Grand Total	\$ 34,557,050	\$ 38,141,700	\$40,511,500	\$ 36,232,300	\$40,048,000

City of Rosemead, California
Operating Budget Summary

Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	Proposed
	Budget	Actual	Budget	Year-End	Budget
				Total	
Salaries and Benefits	\$ 8,864,200	\$ 7,882,800	\$ 9,006,900	\$ 8,744,300	\$ 9,362,500
Operations and Maintenance	20,299,000	19,978,600	25,737,929	25,942,329	27,758,350
Capital Outlay and Capital Projects	4,510,400	968,500	4,859,200	4,923,200	3,156,800
Total Expenditures	\$ 33,673,600	\$ 28,829,900	\$ 39,604,029	\$39,609,829	\$40,277,650

Funding Sources:	FY 2019		FY 2020	FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	Proposed
	Budget	Actual	Budget	Year-End	Budget
				Total	
General Fund	\$ 22,634,600	\$ 21,708,800	\$ 23,915,300	\$24,022,300	\$24,743,150
State Gas Tax Fund	710,300	594,700	725,829	630,129	751,300
RMRA SB1 Fund	-	-	-	-	192,100
Proposition A Fund	1,065,100	1,003,000	1,335,800	1,320,900	1,160,500
Proposition C Fund	505,500	451,400	553,400	539,900	560,500
Measure R Fund	151,300	110,800	318,000	293,400	284,700
Measure M Fund		-	43,200	43,700	49,100
Air Quality Mgt. District Fund	70,000	-	30,000	30,000	30,000
Clean Water Fund	-	-	-	-	300,000
Grants Fund	-	-	-	-	-
Street Lighting District Fund	841,000	634,800	741,100	741,100	739,300
CDBG Fund	1,100,000	484,300	663,900	640,700	1,586,200
HOME Fund	1,235,200	216,100	1,490,700	1,490,400	1,497,400
Housing Development Corp. Funds	877,300	834,000	910,400	910,400	1,129,800
Capital Projects Fund	4,150,900	874,400	4,500,800	4,567,300	2,568,200
Internal Service Fund	332,400	203,200	370,000	368,900	409,600
Successor Agency	-	1,714,400	4,005,600	4,010,700	4,275,800
Total Funding Sources	\$ 33,673,600	\$ 28,829,900	\$ 39,604,029	\$39,609,829	\$40,277,650

City of Rosemead, California
Expenditure Summary by Department

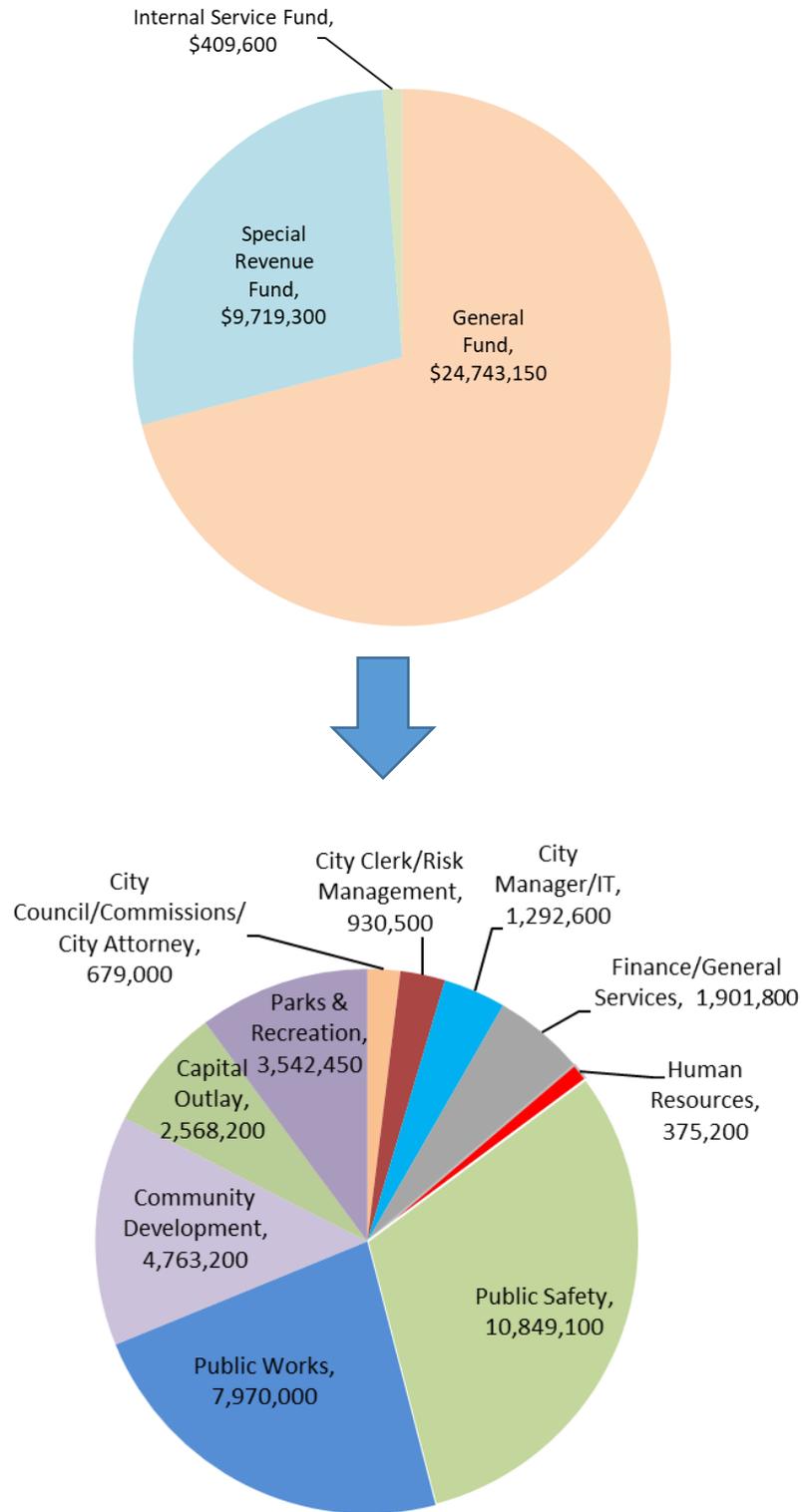
	FY 2019 Amended Budget	FY 2020 Amended Budget	FY 2021 Proposed Budget
<u>Departments</u>			
City Council/Commissions/City Attorney	\$ 650,700	\$ 691,000	\$ 679,000
City Clerk-Risk Management	1,042,800	\$ 936,200	930,500
City Manager-IT	1,021,200	1,264,100	1,292,600
Finance-General Services	1,082,100	1,172,100	1,901,800
Human Resources	323,000	365,300	375,200
Community Development	4,183,200	4,506,200	4,763,200
Parks & Recreation	2,841,300	3,109,500	3,542,450
Public Safety	9,423,700	9,986,500	10,849,100
Public Works	8,077,400	8,156,329	7,970,000
Capital Projects	4,150,900	4,500,800	2,568,200
Total City Budget	<u>32,796,300</u>	<u>34,688,029</u>	<u>34,872,050</u>
Rosemead Housing Development Corporation	877,300	910,400	1,129,800
Successor Agency	-	4,005,600	4,275,800
Total Rosemead Budget	<u>\$ 33,673,600</u>	<u>\$ 39,604,029</u>	<u>\$ 40,277,650</u>

City of Rosemead, California
Expenditure Summary by Fund

	FY 2019 Amended Budget	FY 2020 Amended Budget	FY 2021 Proposed Budget
General Fund	\$ 22,634,600	\$ 23,915,300	\$ 24,743,150
General Fund - CIP	285,000	445,000	-
Total General Fund	<u>22,919,600</u>	<u>24,360,300</u>	<u>24,743,150</u>
Special Revenue Funds			
State Gas Tax	1,691,600	1,525,829	998,300
RMRA SB-1	1,226,600	914,800	524,100
Local Transportaion	37,000	133,000	41,700
Proposition A	1,065,100	1,335,800	1,160,500
Proposition C	830,500	1,053,400	560,500
Measure R	654,300	1,010,000	434,700
Measure M	693,000	743,200	283,100
Air Quality Management District (AQMD)	70,000	30,000	30,000
Safe Clean Water Fund	-	-	500,000
Grants Fund	-	-	1,235,500
Street Lighting District	941,000	741,100	739,300
Community Development Block Grant	1,100,000	979,900	1,714,200
HOME	1,235,200	1,490,700	1,497,400
Total Special Revenue Funds	<u>9,544,300</u>	<u>9,957,729</u>	<u>9,719,300</u>
Internal Service Funds			
Equipment Replacement	173,200	200,000	200,000
Technology Replacement	159,200	170,000	209,600
Total Internal Service Funds	<u>332,400</u>	<u>370,000</u>	<u>409,600</u>
Rosemead Housing Development Corporation	<u>877,300</u>	<u>910,400</u>	<u>1,129,800</u>
Successor Agency	-	4,005,600	4,275,800
Grand Total Rosemead Budget	<u>\$ 33,673,600</u>	<u>\$ 39,604,029</u>	<u>\$ 40,277,650</u>

City of Rosemead, California

City Expenditures



City of Rosemead, California
Fund Balance Summary

	Special Revenue			
	General	State Gas Tax	RMRA SB1	Local TDA
Estimated Fund Balance at 6/30/20	22,391,484	(91,676)	129,837	-
Estimated Revenues:				
Taxes	16,440,200	-	-	-
Intergovernmental	152,500	1,409,700	936,500	41,700
Licenses and permits	2,079,000	-	-	-
Charges for services	972,000	8,000	-	-
Fines, forfeitures and penalties	572,000	-	-	-
Investment income	50,000	-	-	-
Business License	102,000	-	-	-
Other	1,498,500	-	-	-
Total Revenues	21,866,200	1,417,700	936,500	41,700
Requested Appropriations:				
Council/Commissions/City Attorney	679,000	-	-	-
City Manager/IT	959,200	-	-	-
City Clerk/Risk Management	930,500	-	-	-
Finance/General Services	1,744,700	2,700	20,600	-
Human Resources	375,200	-	-	-
Community Development	1,778,400	-	-	-
Parks & Recreation	3,387,400	-	-	-
Public Safety	10,811,000	18,000	-	-
Public Works	4,077,800	730,600	171,500	-
Debt Service	-	-	-	-
Capital Improvement Projects	-	247,000	332,000	41,700
Total Expenditures	24,743,200	998,300	524,100	41,700
Revenues over (under) appropriations	(2,877,000)	419,400	412,400	-
Other financing sources (uses):				
Transfer in	-	-	-	-
Transfer out	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Change in fund balances	(2,877,000)	419,400	412,400	-
Estimated ending fund balance at 6/30/21	19,514,484	327,724	542,237	-

City of Rosemead, California
Fund Balance Summary (Continued)

	<u>Special Revenue</u>			
	Proposition A	Proposition C	Measure R	Measure M
Estimated Fund Balance at 6/30/20	603,561	41,613	419,470	58,326
Estimated Revenues:				
Taxes	-	-	-	-
Intergovernmental	1,257,300	999,200	772,500	818,700
Licenses and permits	-	-	-	-
Charges for services	-	-	-	-
Fines, forfeitures and penalties	-	-	-	-
Investment income	-	-	-	-
Business License	-	-	-	-
Other	-	-	-	-
Total Revenues	<u>1,257,300</u>	<u>999,200</u>	<u>772,500</u>	<u>818,700</u>
Requested Appropriations:				
Council/Commissions/City Attorney	-	-	-	-
City Manager/IT	123,800	-	-	-
City Clerk/Risk Management	-	-	-	-
Finance/General Services	39,800	42,300	28,000	2,600
Human Resources	-	-	-	-
Community Development	-	-	-	-
Parks & Recreation	38,000	80,000	-	-
Public Safety	-	20,100	-	-
Public Works	958,900	418,100	256,700	46,500
Debt Service	-	-	-	-
Capital Improvement Projects	-	-	150,000	234,000
Total Expenditures	<u>1,160,500</u>	<u>560,500</u>	<u>434,700</u>	<u>283,100</u>
Revenues over (under) appropriations	96,800	438,700	337,800	535,600
Other financing sources (uses):				
Transfer in	-	-	-	-
Transfer out	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in fund balances	96,800	438,700	337,800	535,600
Estimated ending fund balance at 6/30/21	<u>700,361</u>	<u>480,313</u>	<u>757,270</u>	<u>593,926</u>

City of Rosemead, California
Fund Balance Summary (Continued)

	Special Revenue			
	Air Quality Management District	Street Lighting District	Clean Water Program	Grant Fund
Estimated Fund Balance at 6/30/20	376,964	1,776,535	-	-
Estimated Revenues:				
Taxes	-			
Intergovernmental	71,000	1,000,000	580,000	1,470,500
Licenses and permits	-	-	-	-
Charges for services	-	-	-	-
Fines, forfeitures and penalties	-	-	-	-
Investment income	-	-	-	-
Business License				
Other	-	-	-	-
Total Revenues	71,000	1,000,000	580,000	1,470,500
Requested Appropriations:				
Council/Commissions/City Attorney	-	-	-	-
City Manager/IT	-	-	-	-
City Clerk/Risk Management	-	11,500	-	-
Finance/General Services				
Human Resources				
Community Development	-	-	-	-
Parks & Recreation	-	-	-	-
Public Safety	-	-	-	-
Public Works	30,000	727,800	300,000	-
Debt Service	-	-	-	-
Capital Improvement Projects	-	-	200,000	1,235,500
Total Expenditures	30,000	739,300	500,000	1,235,500
Revenues over (under) appropriations	41,000	260,700	80,000	235,000
Other financing sources (uses):				
Transfer in	-	-	-	-
Transfer out	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Change in fund balances	41,000	260,700	80,000	235,000
Estimated ending fund balance at 6/30/21	417,964	2,037,235	80,000	235,000

City of Rosemead, California
Fund Balance Summary (Continued)

	Special Revenue			Internal Service
	Development	CDBG Grant	HOME Grant	Equipment Replacement
	Imapct Fees			
Estimated Fund Balance at 6/30/20	221,796	(222,596)	66,071	537,803
Estimated Revenues:				
Taxes	-	-	-	-
Intergovernmental	-	1,663,200	1,801,900	-
Licenses and permits	45,700	-	-	-
Charges for services	-	60,000	-	-
Fines, forfeitures and penalties	-	-	-	-
Investment income	-	-	-	-
Business License	-	-	-	-
Other	-	-	-	-
Total Revenues	45,700	1,723,200	1,801,900	-
Requested Appropriations:				
Council/Commissions/City Attorney	-	-	-	-
City Manager/IT	-	-	-	-
City Clerk/Risk Management	-	-	-	-
Finance/General Services	-	30,200	-	-
Human Resources	-	-	-	-
Community Development	-	1,487,400	1,497,400	-
Parks & Recreation	-	37,100	-	-
Public Safety	-	-	-	-
Public Works	-	31,500	-	200,000
Debt Service	-	-	-	-
Capital Improvement Projects	-	128,000	-	-
Total Expenditures	-	1,714,200	1,497,400	200,000
Revenues over (under) appropriations	45,700	9,000	304,500	(200,000)
Other financing sources (uses):				
Transfer in	-	-	-	-
Transfer out	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Change in fund balances	45,700	9,000	304,500	(200,000)
Estimated ending fund balance at 6/30/21	267,496	(213,596)	370,571	337,803

City of Rosemead, California
Fund Balance Summary (Continued)

	<u>Internal Service</u>	<u>Housing Development</u>	<u>Successor Agency</u>
	Technology Replacement	Housing Development Corporation	Successor Agency (including Debts Services)
Estimated Fund Balance at 6/30/20	(96,895)	340,982	
Estimated Revenues:			
Taxes	-	-	3,806,600
Intergovernmental	-	-	-
Licenses and permits	-	-	-
Charges for services	-	464,100	-
Fines, forfeitures and penalties	-	-	-
Investment income	-	-	-
Business License	-	-	-
Other	309,500	-	-
Total Revenues	<u>309,500</u>	<u>464,100</u>	<u>3,806,600</u>
Requested Appropriations:			
Council/Commissions/City Attorney	-	-	-
City Manager/IT	-	-	-
City Clerk/Risk Management	209,600	-	-
Finance/General Services	-	-	185,100
Human Resources	-	-	-
Community Development	-	1,129,800	-
Parks & Recreation	-	-	-
Public Safety	-	-	-
Public Works	-	-	-
Debt Service	-	-	3,425,000
Capital Improvement Projects	-	-	-
Total Expenditures	<u>209,600</u>	<u>1,129,800</u>	<u>3,610,100</u>
Revenues over (under) appropriations	99,900	(665,700)	196,500
Other financing sources (uses):			
Transfer in	-	665,700	-
Transfer out	-	-	(665,700)
Total other financing sources (uses)	<u>-</u>	<u>665,700</u>	<u>(665,700)</u>
Change in fund balances	99,900	-	(469,200)
Estimated ending fund balance at 6/30/21	<u>3,005</u>	<u>340,982</u>	<u>(469,200)</u>

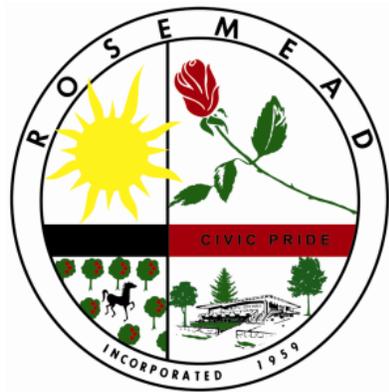


**CITY COUNCIL/
COMMISSIONS/
CITY ATTORNEY**

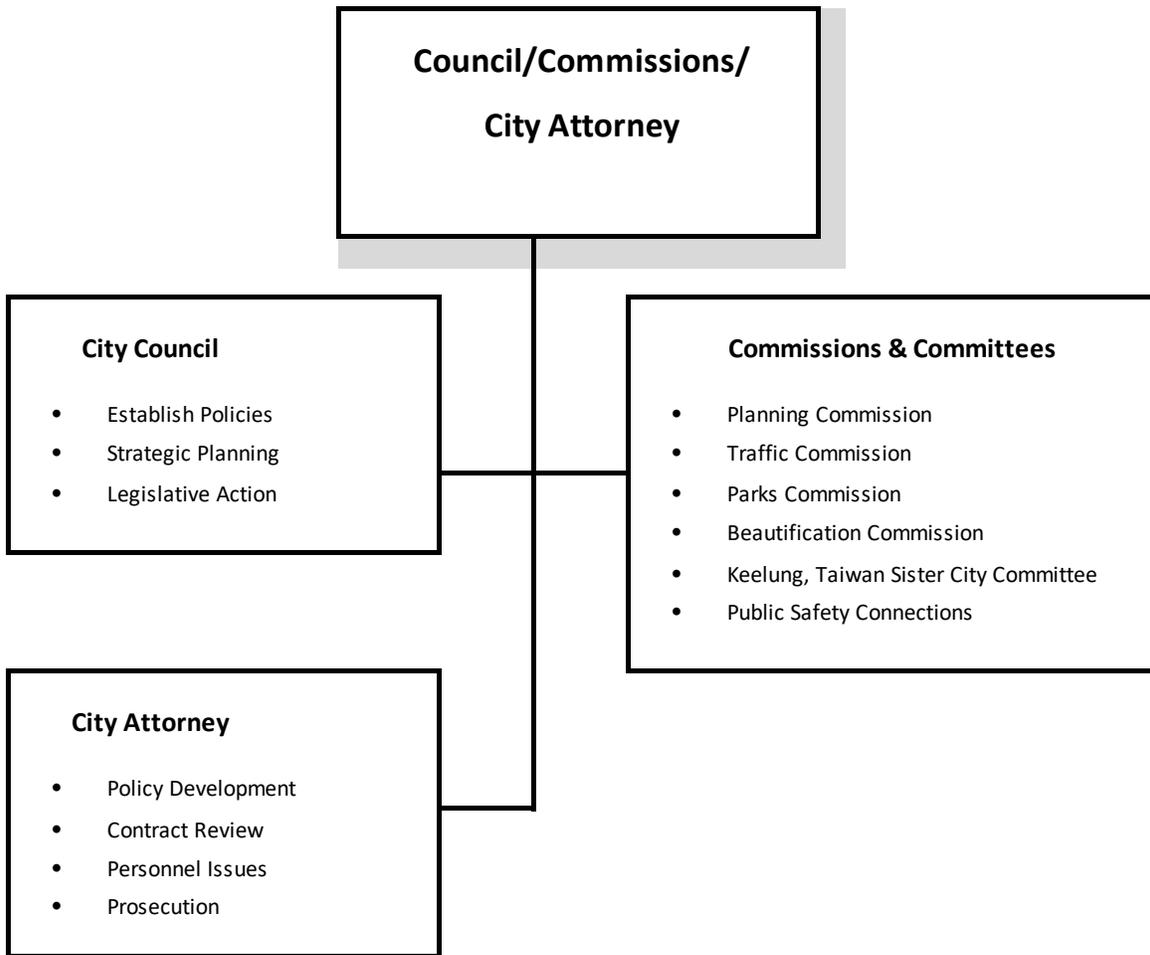


City of Rosemead, California

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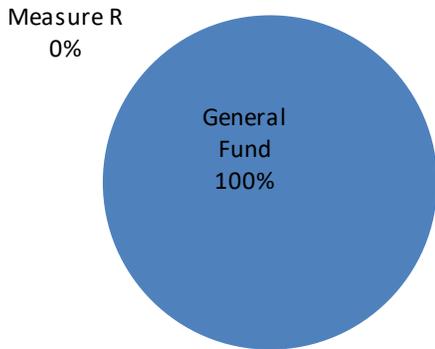
City of Rosemead, California
Council / Commissions / City Attorney
Organizational Chart



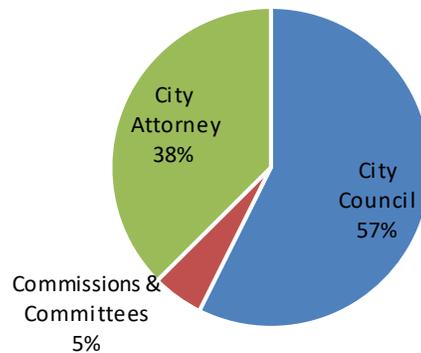
City of Rosemead, California
City Council/Commissions/City Attorney
 Budget Summary

	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Requested Budget
No. of Elected Officials	5	5	5	5
No. of Full-time Team Members	2	2	2	
Expenditures:				
City Council	393,900	385,400	411,100	389,500
Commissions & Committees	32,000	13,000	35,100	35,100
City Attorney	224,800	343,800	244,800	254,400
Total Expenditures	650,700	742,200	691,000	679,000
Funding Sources				
General Fund	650,700	742,200	666,000	679,000
Measure R	-	-	25,000	-
Total Funding Sources	650,700	742,200	691,000	679,000
% Change				-1.7%

**20/21 Funding Sources
(by Fund)**



**20/21 Expenditures
(by Division)**



City of Rosemead, California
City Council/Commissions/City Attorney
 Personnel

Title	2020/21 Salaries
City Council (5)	\$ 67,118
Beautification Commissioners (5)	6,000
Parks Commissioners (5)	6,000
Planning Commissioners (5)	12,000
Traffic Commissioners (5)	6,000
City Attorney (contracted position)	
Total Personnel Salaries	\$ 97,118

City of Rosemead, California
City Council/Commissions/City Attorney
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ 289,800	\$ 251,800	\$ 281,900	\$ 272,900	\$ 266,300
Operations and maintenance	360,900	490,400	409,100	395,100	412,700
Total Expenditures	\$ 650,700	\$ 742,200	\$ 691,000	\$ 668,000	\$ 679,000

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 650,700	\$ 742,200	\$ 666,000	\$ 668,000	\$ 679,000
Measure R Fund	-	-	25,000	-	-
Total Funding Sources	\$ 650,700	\$ 742,200	\$ 691,000	\$ 668,000	\$ 679,000

City of Rosemead, California
City Council/Commissions/City Attorney
Budget Overview and Significant Changes

Expenditures

- Technology Replacement Allocation
Allocation technology replacement costs to all departments based on numbers of computers assigned to each department
- Legal
To reflect CPI adjustment on prior-year cost. Attorney services are retained when needed; therefore, cost varies every year.
- Other changes include renaming the Legislative department group and moving the City Clerks department.

Activity: City Council

Division: 1105

Function:

The City Council consists of five City Council Members who are elected at large by the citizens of Rosemead and are on a rotational Mayor and Mayor Pro Tem term. The Council, as the legislative body, represents the citizens of Rosemead to formulate Citywide policy, enact local legislation, adopt budgets, and appoint the City Manager, City Attorney, and City Clerk. The Council conducts City Council meetings and study sessions as required. The Council establishes policies and ordinances to ensure the development and maintenance of a balanced and stable community for citizens, by servicing the community with resourceful, efficient, progressive, and professional leadership.

City of Rosemead, California
City Council Division, 1105
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 253,800	\$ 235,100	\$ 244,800	\$ 235,800	\$ 229,600
Operations and maintenance	140,100	150,300	166,300	152,300	159,900
Total Expenditures	\$ 393,900	\$ 385,400	\$ 411,100	\$ 388,100	\$ 389,500

Funding Sources:	FY 2019		FY 2020	FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 393,900	\$ 385,400	\$ 386,100	\$ 388,100	\$ 389,500
Measure R Fund	-	-	25,000	-	-
Total Funding Sources	\$ 393,900	\$ 385,400	\$ 411,100	\$ 388,100	\$ 389,500

City of Rosemead, California
City Council Division, 1105
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
101			General Fund					
			Salaries & benefits					
101	1105	5015	Stipend	\$ 68,000	\$ 61,700	\$ 68,000	\$ 68,000	\$ 67,200
101	1105	5105	Social security/medicare	10,000	7,900	10,000	1,000	9,600
101	1105	5110	Worker's comp	9,800	9,800	10,200	10,200	2,500
101	1105	5115	Retirement contributions	57,000	61,200	47,600	47,600	41,300
101	1105	5130	Cafeteria benefit	109,000	94,500	109,000	109,000	109,000
101	1105		Total salaries & benefits	253,800	235,100	244,800	235,800	229,600
			Operations and maintenance					
101			General Fund					
101	1105	5240	Legislative advocate	54,000	54,000	84,000	84,000	84,000
101	1105	5435	Travel & meeting	50,000	42,700	39,000	50,000	55,000
101	1105	5465	Membership dues	5,500	500	5,500	5,500	5,500
101	1105	5605	General supplies	23,000	45,500	3,100	3,100	3,100
101	1105	5905	Technology replacement allocation	7,600	7,600	9,700	9,700	12,300
101	1105		Operations & maint - General Fund	140,100	150,300	141,300	152,300	159,900
225			Measure R Fund					
225	1105	5240	Legislative advocate	-	-	25,000	-	-
1120			Total operations & maintenance	140,100	150,300	166,300	152,300	159,900
1105			City Council total	\$ 393,900	\$ 385,400	\$ 411,100	\$ 388,100	\$ 389,500

CITY COUNCIL

Budget Detail

Division 1105

GENERAL FUND – FUND 101

PERSONNEL:

- 5015 Stipend
Provide funds for a monthly stipend for members of the City Council. Elected Rosemead officials are paid \$1,118.64 per month.

- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare.

- 5110 Workers Compensation
Provide for workers compensation for all City Council.

- 5115 Retirement Contributions
Provide for retirement plan funding for all City Council.

- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, and life funding for City Council.

GENERAL FUND – FUND 101

OPERATIONS:

- 5240 Legislative Advocate
Provide for legal for Federal Advocacy & Lobbying.

- 5435 Travel and Meeting Expense
Provide funds for attendance at the League of California Cities Conferences, Contract Cities Seminars, and other conferences as authorized by the City Council. An allocation for travel and mileage reimbursement is budgeted for each council member.

- 5465 Membership Dues
Provide funds for memberships in organizations.

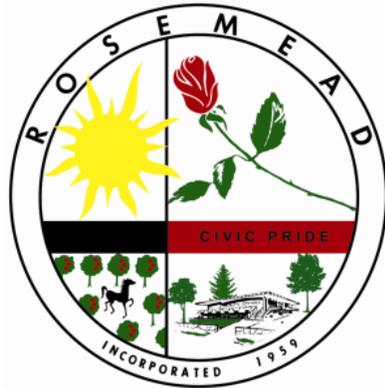
5605 General Supplies

Provide funds for all office supplies for City Council.

5905 Technology Replacement Allocation

Allocate technology replacement costs to all departments.

City of Rosemead, California
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Activity: Commissions

Division: 1110

Function:

To provide policy recommendations to the City Council.

City of Rosemead, California
Commissions & Committees, 1110
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
Salaries and benefits	\$ 31,200	\$ 12,200	\$ 32,300	\$ 32,300	\$ 32,300	
Operations and maintenance	800	800	2,800	2,800	2,800	
Total Expenditures	\$ 32,000	\$ 13,000	\$ 35,100	\$ 35,100	\$ 35,100	

Funding Sources:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
General Fund	\$ 32,000	\$ 13,000	\$ 35,100	\$ 35,100	\$ 35,100	
Total Funding Sources	\$ 32,000	\$ 13,000	\$ 35,100	\$ 35,100	\$ 35,100	

City of Rosemead, California
Commissions & Committees, 1110
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended	Actual	Amended	Estimated	Proposed
				Budget		Budget	Year-End	Budget
							Total	
101			General Fund					
			Salaries & benefits					
101	1110	5015	Stipend	\$ 29,000	\$ 11,300	\$ 30,000	\$ 30,000	\$ 30,000
101	1110	5105	Social security/medicare	2,200	900	2,300	2,300	2,300
101	1110		Total salaries & benefits	31,200	12,200	32,300	32,300	32,300
			Operations and maintenance					
101	1110	5605	General supplies	800	800	2,800	2,800	2,800
101	1110		Total operations & maintenance	800	800	2,800	2,800	2,800
	1110		Commissions total	\$ 32,000	\$ 13,000	\$ 35,100	\$ 35,100	\$ 35,100

COMMISSIONS/COMMITTEES

Budget Detail

Division 1105

GENERAL FUND – FUND 101

PERSONNEL:

5015 Stipend

Provide \$100.00 per meeting (maximum of 2 meetings per month) to the five (5) members of the Planning Commission.

Provides \$100.00 per month to the five (5) members of the Traffic Commission who attend one monthly meeting.

Provides \$100.00 per month to the five (5) members of the Parks Commission who attend one monthly meeting.

Provides \$100.00 per month to the five (5) members of the Beautification Commission who attend one monthly meeting.

5105 Social Security/Medicare

Provide for employer's share of FICA/Medicare.

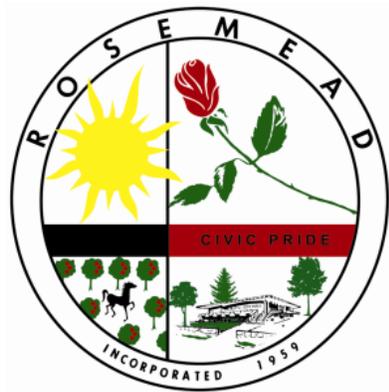
OPERATIONS:

5605 General Supplies

Provide funds for supply items such as general office supplies, indexes, folders, commission awards, plaques, and event supplies, etc.

City of Rosemead, California

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Activity: City Attorney

Division: 1120

Function:

To provide legal services to the City Council, and staff. The City contracts with Burke, Williams & Sorensen, LLP for most legal services.

City of Rosemead, California
City Attorney Division, 1120
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020		FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 4,800	\$ 4,500	\$ 4,800	\$ 4,800	\$ 4,400
Operations and maintenance	220,000	339,300	240,000	240,000	250,000
Total Expenditures	\$ 224,800	\$ 343,800	\$ 244,800	\$ 244,800	\$ 254,400

Funding Sources:	FY 2019		FY 2020		FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 224,800	\$ 343,800	\$ 244,800	\$ 244,800	\$ 254,400
Total Funding Sources	\$ 224,800	\$ 343,800	\$ 244,800	\$ 244,800	\$ 254,400

City of Rosemead, California
City Attorney Division, 1120
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
101			General Fund					
			Salaries & benefits					
101	1120	5130	Cafeteria benefits	\$ 4,800	\$ 4,500	\$ 4,800	\$ 4,800	\$ 4,400
			Operations and maintenance					
101	1120	5205	Legal	220,000	339,300	240,000	240,000	250,000
101	1120		Total operations & maintenance	220,000	339,300	240,000	240,000	250,000
	1120		City Attorney total	\$ 224,800	\$ 343,800	\$ 244,800	\$ 244,800	\$ 254,400

CITY ATTORNEY

Budget Detail

Division 1120

GENERAL FUND – FUND 101

PERSONNEL:

- 5130 Cafeteria Benefit
Provide funds for retirement plan funding.

OPERATIONS:

- 5205 Legal
Provide funds for contract City Attorney for a variety of services: attend meetings including City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff.

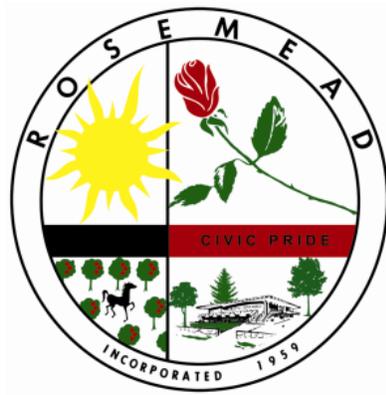


**CITY CLERK/
RISK MANAGEMENT**

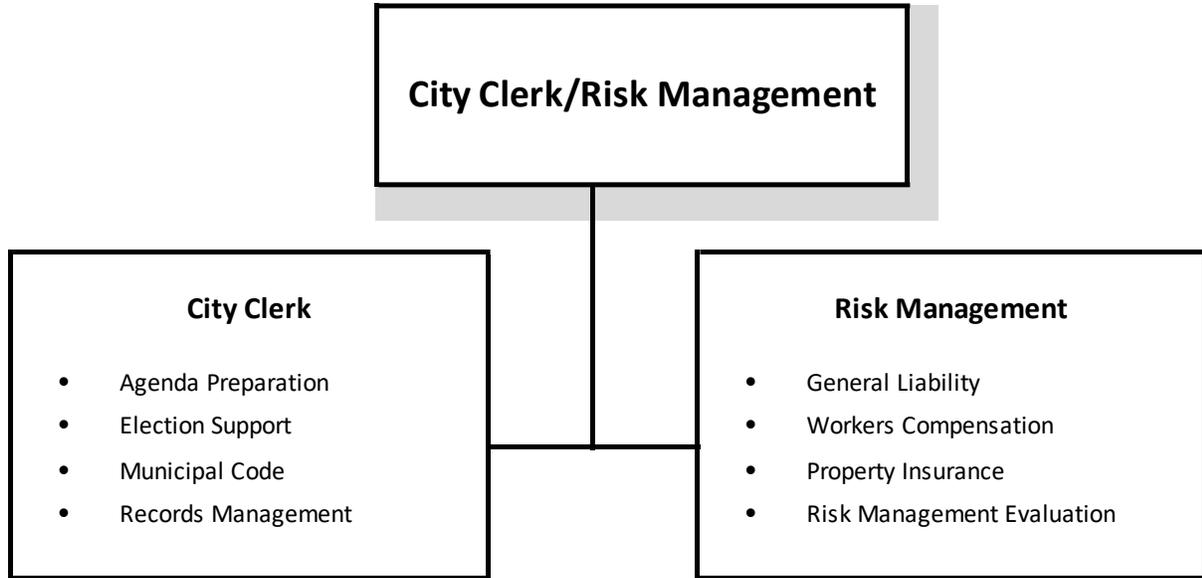


City of Rosemead, California

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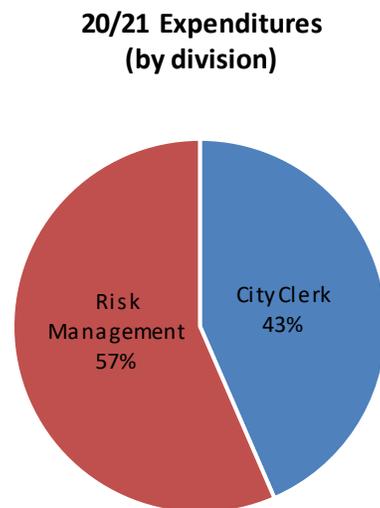
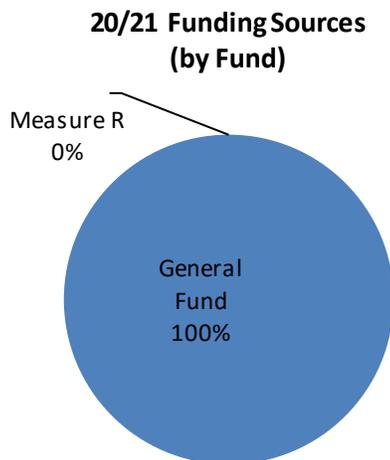


City of Rosemead, California
City Clerk / Risk Management
Organizational Chart



City of Rosemead, California
City Clerk/Risk Management
 Budget Summary

	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Requested Budget
No. of Elected Officials	5	5	5	
No. of Full-time Team Members	2	2	2	2
<u>Expenditures:</u>				
City Clerk	440,600	426,500	441,900	404,700
Risk Management	602,200	491,400	494,300	525,800
Total Expenditures	1,042,800	917,900	936,200	930,500
<u>Funding Sources</u>				
General Fund	1,042,800	917,900	936,200	930,500
Measure R			-	-
Total Funding Sources	1,042,800	917,900	936,200	930,500
% Change				-0.6%



City of Rosemead, California
City Clerk/Risk Management
Personnel

<u>Title</u>	<u>2020/21 Salaries</u>
City Clerk	109,423
Deputy City Clerk	72,640
 Total Personnel Salaries	 <u>\$ 182,063</u>

City of Rosemead, California
City Clerk/Risk Management
 Budget Summary by Major Categories

	FY 2019		FY 2020		FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Expenditures:					
Salaries and benefits	\$ 279,400	\$ 286,900	\$ 304,000	\$ 312,200	\$ 309,000
Workers' comp charges	(286,200)	(286,200)	(324,700)	(324,700)	(310,500)
Operations and maintenance	1,049,600	917,200	956,900	956,900	932,000
Total Expenditures	\$ 1,042,800	\$ 917,900	\$ 936,200	\$ 944,400	\$ 930,500

	FY 2019		FY 2020		FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Funding Sources:					
General Fund	\$ 1,042,800	\$ 917,900	\$ 936,200	\$ 944,400	\$ 930,500
Total Funding Sources	\$ 1,042,800	\$ 917,900	\$ 936,200	\$ 944,400	\$ 930,500

City of Rosemead, California
City Clerk/Risk Management
Budget Overview and Significant Changes

Expenditures

- Workers' comp charges

The budget reflects workers' comp costs that are allocated to other departments. The amount of chargeback depends on the workers' comp cost.

- Liability Insurance

The budget reflects an annual increase of 25% from the prior year.

- Other changes include grouping the City Clerks Department and Risk Management from the Legislative department group.

City of Rosemead, California
City Clerk
2020-21 Strategic Plan Goals and Objectives

- Continue implementation of the records retention program to all City departments and the maintenance of the City's records management system for transparency effort.
- Continue coordinating Beautification efforts with the Beautification Commission to enhance the aesthetics of the community by implementing new smaller clean-up projects citywide in addition to the annual events.
- Continue to promote and conduct voter outreach events to include understanding of the new County voting system to the community by providing informational workshops.
- Continue assessing and updating areas involving Risk Management that include a review of Administrative Policies for the safety of the City and employees.

City of Rosemead, California
City Clerk
Department Performance and Workload Measures

Performance and Workload Measures	2018-19 Actual	2019-20 Estimate
Public Records Received	140	180
Translation Services (translation of materials and assisting the public)	170	200
Agendas Produced (City Council)	23	27
Legal Advertising	50	50
New Passports processed	565	565
Key Performance Indicators		
Average response on Public Records Request	5 days	7 days
Average translation provided per day (in person/via phone)	5	6
Number of meetings held (City Council)	28	27
Required legal publishing of Public Hearings, Bids, RFP's and Ordinances, etc.	50	50
Average passport appointment duration	30 min	30 min
Outcome Measurement		
Total number of translations provided	2-4 per day	2-4 per day
Respond to public within the 10 days requirement	98%	98%
Total number of Agenda Packets Produced	28	27
Total number of Legal Advertising completed	40	40

Function:

The City Clerk is the local official who supervises and coordinates City elections; Serves as the Filing Officer for City appeals; Prepares and updates the City’s Conflict of Interest Code, and Serves as the local Filing Officer for the Fair Political Practices Commission; Receives and opens all sealed bids and formally releases bid bonds; Receives, processes, and maintains claims, public record requests, and summonses; Directs the retention and destruction of official records in accordance with applicable laws and regulations.

Work Plan:

Description	When	Expected Result
Maintain the document imaging system and continue to add new documents.	Ongoing	Make City records accessible to the public through the City’s website; therefore, promoting a “green” and transparent City.
Voter Education and Registration Outreach	Ongoing	Reach out to Rosemead voters, including those whose primary language is not English, and ensure they have all the tools available to exercise their right to vote and information of the County’s new Voting System.
Maintain City’s Municipal Code	Ongoing	Ensure the City’s laws and codes are in effect and current.
Continue updating Records Retention Schedules/Destruction of Obsolete Records	Ongoing	Annual review and update to the City’s records retention schedule and the destruction of obsolete records that meet their retention date.
Citizen Participation on Beautification Projects	Ongoing	Expand participation of citizens, school districts, faith-based organizations, and community-based organizations through public outreach meetings, events, and social media.
Corporate Style Books	2020-2021	Continue the transition of vital City records (Minutes, Ordinances, Resolutions) from file folders to corporate style books.

City of Rosemead, California
City Clerk Division, 1115
 Budget Summary By Major Categories

	FY 2019		FY 2020		FY 2021
	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	Estimated Year-End Total	FY 2021 Proposed Budget
Expenditures:					
Salaries and benefits	\$ 279,400	\$ 286,900	\$ 304,000	\$ 312,200	\$ 309,000
Operations and maintenance	161,200	139,600	137,900	137,900	95,700
Total Expenditures	\$ 440,600	\$ 426,500	\$ 441,900	\$ 450,100	\$ 404,700

	FY 2019		FY 2020		FY 2021
	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	Estimated Year-End Total	FY 2021 Proposed Budget
Funding Sources:					
General Fund	\$ 440,600	\$ 426,500	\$ 441,900	\$ 450,100	\$ 404,700
Total Funding Sources	\$ 440,600	\$ 426,500	\$ 441,900	\$ 450,100	\$ 404,700

City of Rosemead, California
City Clerk Division, 1115
 Budget Detail

Fund Division Object Expenditures:				FY 2019		FY 2020	FY 2020	FY 2021
				Amended	FY 2019	Amended	Estimated	FY 2021
				Budget	Actual	Budget	Year-End	Proposed
							Total	Budget
Salaries & Benefits								
101	General Fund							
101	1115	5005	Salaries & wages	\$ 160,900	\$ 164,000	\$ 172,900	\$ 172,900	\$ 182,100
101	1115	5010	Part-time salaries & wages	-	100	-	-	-
101	1115	5105	Social security/medicare	17,000	14,100	17,400	17,400	17,800
101	1115	5110	Worker's comp	3,800	3,800	4,100	4,100	4,300
101	1115	5115	Retirement contributions	54,100	60,500	66,000	69,700	55,200
101	1115	5125	Auto allowance	-	500	-	4,500	6,000
101	1115	5130	Cafeteria benefit	43,600	43,900	43,600	43,600	43,600
101	1115	Total salaries & benefits		279,400	286,900	304,000	312,200	309,000
Operations and maintenance								
101	General Fund							
101	1115	5275	Census Education and Outreach	-	-	28,500	28,500	-
101	1115	5299	Other professional/technical serv.	9,100	6,100	2,700	2,700	1,000
101	1115	5385	Office equipment repair & maint	35,000	29,700	29,500	29,500	33,500
101	1115	5435	Travel & meetings	5,000	4,100	5,500	5,500	5,500
101	1115	5440	Advertising	5,000	2,200	10,000	10,000	-
101	1115	5450	Legal advertising	28,500	20,400	30,000	30,000	30,000
101	1115	5465	Membership dues	1,000	600	1,000	1,000	1,000
101	1115	5605	General supplies	6,000	4,900	4,500	4,500	4,500
101	1115	5625	Books & periodicals	5,600	5,600	1,500	1,500	1,000
101	1115	5665	Postage	-	-	2,000	2,000	2,000
101	1115	5699	Other supplies	56,500	56,500	12,000	12,000	-
101	1115	5905	Technology replacement alloc.	9,500	9,500	9,700	9,700	17,200
101	1115	5920	Claims	-	-	1,000	1,000	-
101	1115	Total operations & maintenance		161,200	139,600	137,900	137,900	95,700
	1115	Total City Clerk		\$ 440,600	\$ 426,500	\$ 441,900	\$ 450,100	\$ 404,700

CITY CLERK

Budget Detail

Division 1115

GENERAL FUND – FUND 101

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide compensation for the City Clerk and Deputy City Clerk.
- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.
- 5110 Workers Compensation
Provide for workers compensation for department employees.
- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.
- 5125 Automobile Allowance
Provide funds for an Automobile Allowance for the Department Directors.
- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

OPERATIONS

- 5299 Other Professional/Technical Services
Annual Records Management Subscription Services for review and updates of City's customized Record Retention Schedules.
- 5385 Office Equipment & Repairs
Provide funds for maintenance of office equipment, monthly website maintenance costs, and contract for livestream system with Granicus.
- 5435 Travel and Meeting Expense

Provide funds for the City Clerk and Deputy City Clerk to attend various meetings and seminars relating to the business and operation of the City Clerk's office, CCAC Annual conference, Master Municipal Clerks Academy, Risk Management Academy by CJPIA and New Law and Elections Seminar.

5450 Legal Advertising

Provide funds for legal publication costs for ordinance, resolutions, bids and all public hearing notices.

5465 Memberships Dues

Provide funds for CCAC membership, IIMC membership, and miscellaneous memberships for the City Clerk and Deputy City Clerk.

5605 General Supplies

Provide funds for office supply items such as folders, archived paper, indexes, folders, passport supplies, etc.

5625 Books & periodicals

Provide funds for books and periodicals to preserve historical records.

5665 Postage

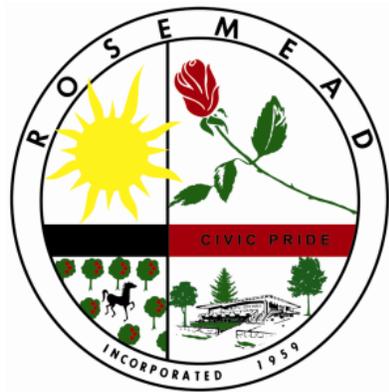
Provide funds for postage for passports.

5905 Technology Replacement Allocation

Allocate technology replacement costs to all departments.

City of Rosemead, California

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City of Rosemead, California
Risk Management
 Department Performance and Workload Measures

Performance and Workload Measures	2018-19 Actual	2019-20 Estimate
New general liability claims received	8	10
General liability claims closed	5	6
Key Performance Indicators		
Review and Address LossCap pending items	15 items	15 items
Update Risk Management Policies	12 policies	12 policies
Outcome Measurement		
Contract Management Program updated	1	1

Function:

To provide a safe working environment for team members, and a safe community for citizens.

Work Plan:

Description	When	Expected Result
Implement the Risk Management Evaluation Performed by CJPIA	Ongoing	Maintain a safe working environment for all team members and strive to reduce and eliminate the number of preventative illnesses and injuries.
Maintain a Health and Safety Committee to review policies and insurance claims	Ongoing	To improve the City’s risk management effort through the regular review of policies and claims to ensure the City is being proactive to reduce potential liability.
Update Risk Management Administrative Policies	2019-2020	Review and update necessary Risk Management policies to assure compliance with current State and Federal laws.

Performance
Working with CJPIA Representative to implement risk management measures identified in the Risk Management Evaluation Report.
Starting to evaluate and review Administrative Risk management Policies.

Accomplishments
Identified in the Risk Management Evaluation is the agency’s contract management efforts in completing the revised Records Retention Program in 2019.

City of Rosemead, California
Risk Management Division, 1320
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Workers' comp charges	\$ (286,200)	\$ (286,200)	\$ (324,700)	\$ (324,700)	\$ (310,500) *
Operations and maintenance	888,400	777,600	819,000	819,000	836,300
Total Expenditures	\$ 602,200	\$ 491,400	\$ 494,300	\$ 494,300	\$ 525,800

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 602,200	\$ 491,400	\$ 494,300	\$ 494,300	\$ 525,800
Total Funding Sources	\$ 602,200	\$ 491,400	\$ 494,300	\$ 494,300	\$ 525,800

* Workers' compensation charges - These are charges under salaries and wages allocated to each division based on the benefit or cost related to that division, offset to the worker's compensation account for the City's workers' compensation program and claims management.

City of Rosemead, California
Risk Management Division, 1320
 Budget Details

Fund	Division	Object	Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
				Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
101			General Fund					
			Salaries & benefits					
101	1320	5110	Workers' comp charges	\$ (286,200)	\$ (286,200)	\$ (324,700)	\$ (324,700)	\$ (310,500) *
			Operations and maintenance					
101	1320	5405	Liability insurance	394,400	359,500	368,000	368,000	484,000
101	1320	5410	Property insurance	494,000	418,100	451,000	451,000	352,300
	1320		Total operations & maintenance	888,400	777,600	819,000	819,000	836,300
	1320		Risk Management total	\$ 602,200	\$ 491,400	\$ 494,300	\$ 494,300	\$ 525,800

* Workers' compensation charges - These are charges under salaries and wages allocated to each division based on the benefit or cost related to that division, offset to the worker's compensation account for the City's workers' compensation program and claims management.

RISK MANAGEMENT

Budget Detail

Division 1320

GENERAL FUND – FUND 101

OPERATIONS

5110 Workers Compensation

Provides for workers compensation for department employees.

5405 Liability Insurance

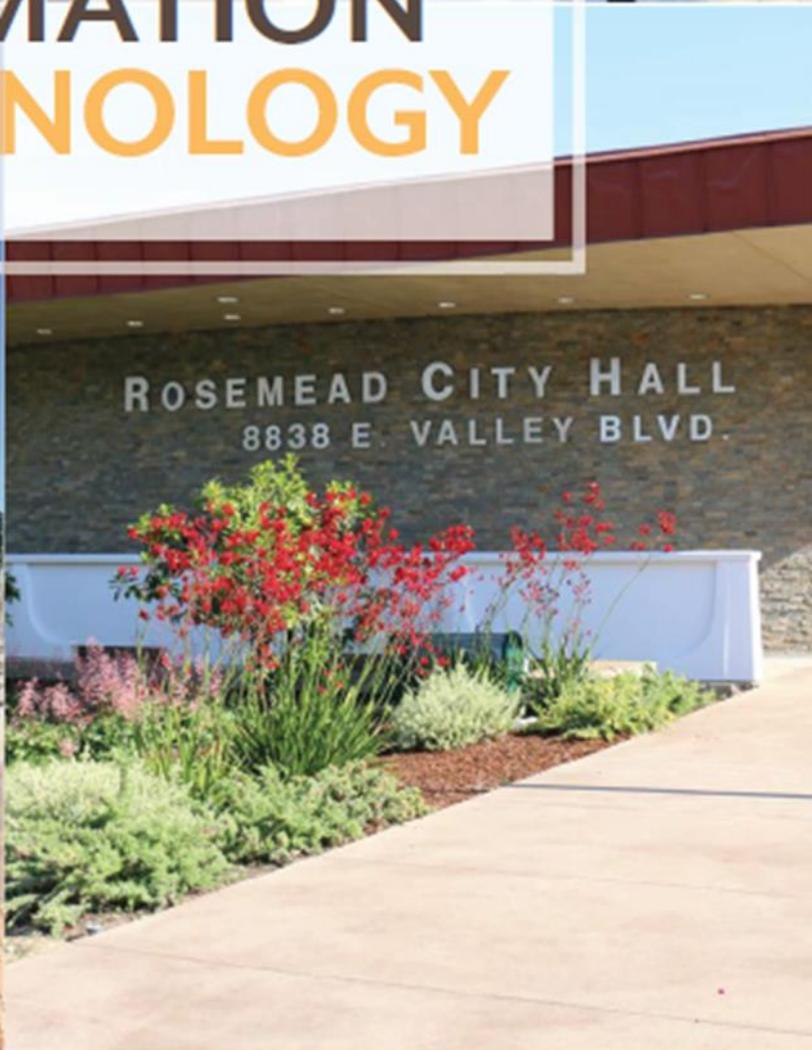
Provide funds for JPIA insurance for liability, Pollution.

5410 Property Insurance

Provides funds for JPIA insurance for crime, Property, Workers' Comp.

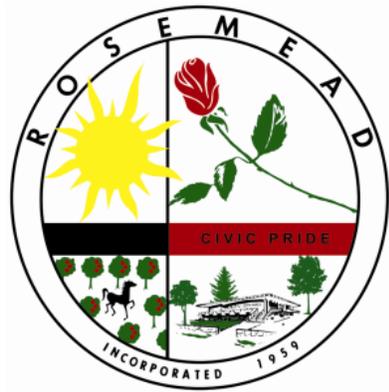


CITY MANAGER INFORMATION TECHNOLOGY

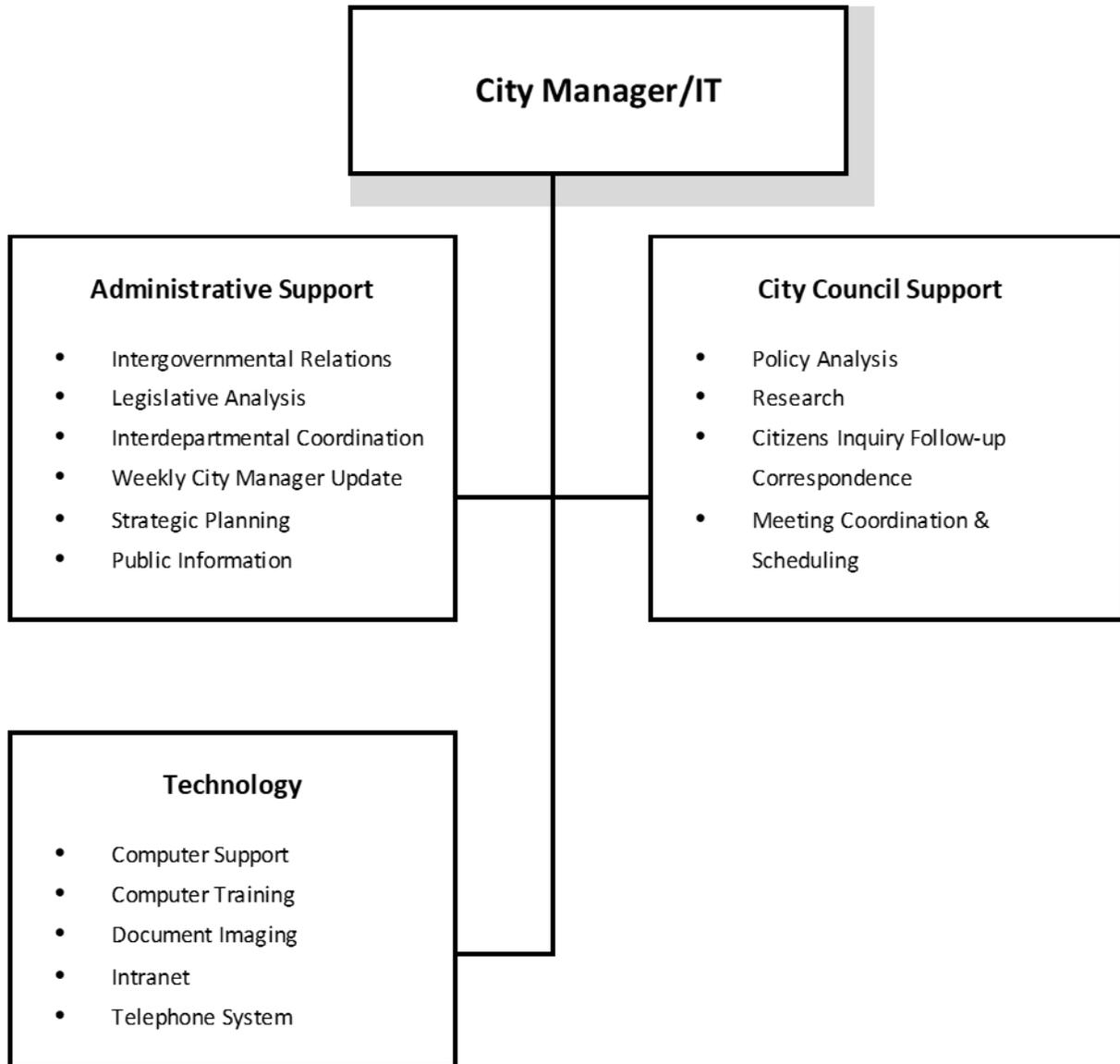


City of Rosemead, California

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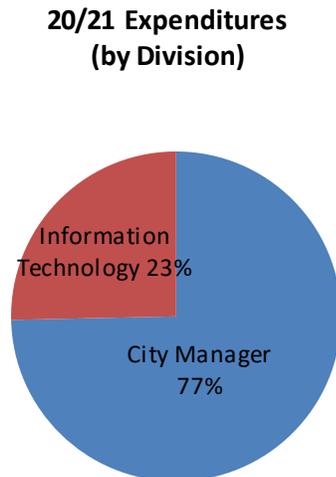
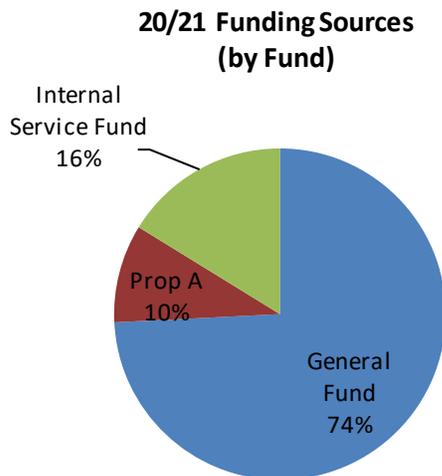
City Manager/Information Technology Organizational Chart



City of Rosemead, California
City Manager/Information Technology

Budget Summary

	<i>FY 2019 Amended Budget</i>	<i>FY 2019 Actual</i>	<i>FY 2020 Amended Budget</i>	<i>FY 2021 Requested Budget</i>
<u>No. of Full-time Team Members</u>	4	4	5	5
<u>Expenditures:</u>				
City Manager's Office	739,500	809,000	973,600	965,000
Information Technology	281,700	321,000	290,500	327,600
Total Expenditures	1,021,200	1,130,000	1,264,100	1,292,600
<u>Funding Sources</u>				
General Fund	757,000	829,600	934,000	959,200
Proposition A	105,000	97,500	114,500	123,800
CDBG Fund	-	-	30,600	
HOME Fund	-	-	15,000	-
Internal Service Fund	159,200	202,900	170,000	209,600
Total Funding Sources	1,021,200	1,130,000	1,264,100	1,292,600
% Change				2%



City of Rosemead, California
City Manager/Information Technology
Personnel

<u>Title</u>	<u>2020/21 Salaries</u>
City Manager	243,080
Assistant City Manager	184,657
Senior Management Analyst	77,641
Executive Asst. to City Manager	68,582
Administrative Assistant	50,717
 Total Personnel Salaries	 <u>\$ 624,678</u>

City of Rosemead, California
City Manager/Information Technology
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020		FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 661,400	\$ 741,100	\$ 915,200	\$ 912,000	\$ 896,300
Operations and maintenance	259,800	310,700	245,400	257,800	252,700
Capital Outlay	100,000	78,200	103,500	101,000	143,600
Total Expenditures	\$ 1,021,200	\$ 1,130,000	\$ 1,264,100	\$ 1,270,800	\$ 1,292,600

Funding Sources:	FY 2019		FY 2020		FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 757,000	\$ 829,600	\$ 934,000	\$ 948,400	\$ 959,200
Proposition A Fund	105,000	97,500	114,500	108,000	123,800
CDBG Fund	-	-	30,600	30,500	-
HOME Fund	-	-	15,000	15,000	-
Internal Service Fund	159,200	202,900	170,000	168,900	209,600
Total Funding Sources	\$ 1,021,200	\$ 1,130,000	\$ 1,264,100	\$ 1,270,800	\$ 1,292,600

City of Rosemead, California

City Manager/Information Technology

Budget Overview and Significant Changes

Expenditures

- Salaries & Benefits
Salary & benefit costs reflect wage increases based on contract and MOUs.
- Other minor changes include moving the Information Technology function from the Support Services Department to the City Manager's Office to provide for the centralization of tasks associated with the IT Department.

City of Rosemead, California
City Manager's Office
2020-21 Strategic Plan Goals and Objectives

- Accomplish Vision 2020 and begin working on a new vision that will take the City into 2030, by including new Council's strategies and action items to achieve Key Organizational Goals.
- Continue to deal with impacts of COVID-19 emergency to include staff and community safety, re-open the City's economy in conjunction with County and State Health mandates, and work to bring a sense of normalcy back to the Rosemead Community and City Hall.
- Work with the City Council and staff to limit the negative budget impacts the COVID-19 emergency has created and developed contingency plans, for Council approval, to keep service levels high for the community and moral high for City staff.
- Continue communications between the City and its residents and businesses and increase awareness of City services and programs, through online, digital, and print communications.
- Enhance parks and recreational opportunities by adding a second community garden, maximizing and enhancing the use of existing facilities and programs, and actively seeking the acquisition or leasing of new open green space.
- Enhance public safety and quality of life by providing oversight of the City's law enforcement services contract with the County of Los Angeles Sheriff's Department. Re-introducing new public safety programs; such as Virtual Neighborhood Watch, Coffee with the Chief, and revamping existing community programs as appropriate.
- Look for ways to make City operations more efficient and effective in the "post" COVID-19 era and deal with the long-lasting effects this emergency had on the Community. Also, prepare for any second or third waves of the virus and prepare City Hall for such an eventuality.

City of Rosemead, California
City Manager's Office

Department Performance and Workload Measures

Performance and Workload Measures	2018-19 Actual	2019-20 Estimate
1. Average Number of City Meetings (Formal and Informal) Attended	315	402
2. Number of Community Events Attended	54	49

Accomplishments

1. Enhanced Awareness by the Public of the City's Programs, Goals Objectives , and Strategic Plan
2. Enhanced the City's public image through social media, attending workshops, conferences, community meetings, outreach and targeted marketing projects
3. Collaboration with Community Groups, County of Los Angeles, Sheriff's Department and other State and National agencies to deal with the COVID-19 emergency and subsequent economic ramifications
4. Continued Increasing Economic Development within the City by meeting and working with current and new businesses, attending meetings, making strategic contacts, developing leads, and pursuing new opportunities

Function:

To implement City Council policy direction, provide overall project supervision, promote economic stability through business development and retention, promote organizational stability through financial and human resources management, provide legislative support, and public relations support for the City organization; oversee community outreach efforts. Also, to plan, administer, and coordinate technology through-out the City.

Work Plan:

Description	When	Expected Result
Strategy 1: Aggressively pursue economic development to enhance local shopping and dining options, encourage new high quality and affordable housing stock, beautify commercial corridors, create jobs, and increase General Fund revenues to sustain service levels and maintain public facilities.	June 2021	Assist in re-opening Rosemead economy after COVID-19 emergency; expand technology and online services to promote economic development, transparency, and services for regular business and for any future emergencies
Strategy 1: Aggressively pursue economic development to enhance local shopping and dining options, encourage new high quality and affordable housing stock, beautify commercial corridors, create jobs, and increase General Fund revenues to sustain service levels and maintain public facilities.	June 2021	Create an Overlay Zoning District for opportunity sites along the I-10 Freeway with freeway ingress and egress off ramps.
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies.	June 2021	Evaluate increasing Sheriff’s Department’s patrol visibility by exploring non-traditional patrol programs.
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies.	Ongoing	Expand engagement through community policing, fire safety, and public safety.

Description	When	Expected Result
Strategy 3: Continue efforts to enhance the condition and general appearance of the City's public infrastructure and the public right-of-way, as well as private properties within the community.	December 2020	Provide Wi-Fi infrastructure to facilitate Citywide Internet Access.
Strategy 3: Continue efforts to enhance the condition and general appearance of the City's public infrastructure and the public right-of-way, as well as private properties within the community.	March 2021	Establish a five-year Capital Improvement Program (CIP) master plan, city tree master plan, and Class A bike lanes master plan.
Strategy 4: Make improvements to existing parks and explore the acquisition or use of additional properties for prospective new parks facilities and adjust recreation programs to meet the changing needs of the community.	June 2021	Enhance parks and recreational opportunities by adding a second community garden. Actively seek the acquisition or leasing of new open green space.
All Strategies: Monitor and track the progress of the Strategic Plan.	Ongoing	Work with the City's management team to ensure projects are in progress and provide the community with updates regarding action items that are in progress.

City of Rosemead, California
City Manager's Office Division, 1205
 Budget Summary By Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 661,400	\$ 741,100	\$ 915,200	\$ 912,000	\$ 896,300
Operations and maintenance	78,100	67,900	58,400	69,400	68,700
Total Expenditures	\$ 739,500	\$ 809,000	\$ 973,600	\$ 981,400	\$ 965,000

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 634,500	\$ 711,500	\$ 813,500	\$ 827,900	\$ 841,200
Proposition A Fund	105,000	97,500	114,500	108,000	123,800
CDBG Fund	-	-	30,600	30,500	-
HOME Fund	-	-	15,000	15,000	-
Total Funding Sources	\$ 739,500	\$ 809,000	\$ 973,600	\$ 981,400	\$ 965,000

City of Rosemead, California
City Manager's Office Division, 1205
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
			Salaries & Benefits					
101	General Fund							
101	1205	5005	Salaries & wages	\$ 380,700	\$ 422,500	\$ 497,300	\$497,300	\$ 539,200
101	1205	5010	Part-time salaries & wages	17,000	4,000	22,700	22,700	22,700
101	1205	5025	Overtime	700	500	500	700	-
101	1205	5095	Salaries & wages - contra	(53,400)	(53,400)	(53,400)	(53,400)	(53,400)
101	1205	5105	Social security/medicare	28,400	31,900	35,300	35,300	37,600
101	1205	5110	Worker's comp	9,300	9,300	11,000	11,000	12,800
101	1205	5115	Retirement contributions	117,300	158,600	163,500	163,500	130,500
101	1205	5125	Automobile Allowance	-	-	-	3,200	4,800
101	1205	5130	Cafeteria benefit	78,400	92,200	100,200	100,200	100,300
101	1205	5195	Benefits - contra	(22,000)	(22,000)	(22,000)	(22,000)	(22,000)
101	1205	Salaries & Benefits - General Fund		556,400	643,600	755,100	758,500	772,500
			Prop A Fund					
215	Prop A Fund							
215	1205	5005	Salaries & wages	67,500	60,100	73,800		85,600
215	1205	5105	Social security/medicare	4,300	4,000	4,300	73,800	4,500
215	1205	5110	Worker's comp	1,500	1,500	1,500	4,300	1,900
215	1205	5115	Retirement contributions	20,000	22,700	26,100	1,500	21,800
215	1205	5125	Automobile Allowance	3,000	-	-	27,700	1,200
215	1205	5130	Cafeteria benefit	8,700	9,200	8,800	700	8,800
215	1205	Salaries & Benefits - Prop A Fund		105,000	97,500	114,500	108,000	123,800
			CDBG Fund					
260	CDBG Fund							
260	1205	5005	Salaries & wages	-	-	27,200	27,200	-
260	1205	5105	Social security/medicare	-	-	1,600	1,500	-
260	1205	5115	Retirement contributions	-	-	1,300	1,300	-
260	1205	5125	Automobile Allowance	-	-	100	100	-
260	1205	5130	Cafeteria benefit	-	-	400	400	-
260	1205	Salaries & Benefits - CDBG Fund		-	-	30,600	30,500	-

City of Rosemead, California
City Manager's Office Division, 1205
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
				Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
270			HOME Fund					
270	1205	5005	Salaries & wages	-	-	13,400	13,400	-
270	1205	5105	Social security/medicare	-	-	800	800	-
270	1205	5115	Retirement contributions	-	-	500	500	-
270	1205	5125	Automobile Allowance	-	-	100	100	-
270	1205	5130	Cafeteria benefit	-	-	200	200	-
270	1205		Salaries & Benefits - HOME Fund	-	-	15,000	15,000	-
	1205		Total Salaries & Benefits	661,400	741,100	915,200	912,000	896,300
			Operations and maintenance					
101			General Fund					
101	1205	5299	Other professional/tech. services	5,000	-	-	-	-
101	1205	5435	Travel & meeting	15,000	15,700	18,000	25,300	18,000
101	1205	5440	Advertising	4,000	2,900	4,000	4,000	4,000
101	1205	5455	Printing & binding	7,000	7,200	5,000	5,000	5,000
101	1205	5465	Membership dues	3,300	2,300	4,000	4,000	4,000
101	1205	5605	General supplies	4,000	4,100	2,000	5,700	4,000
101	1205	5665	Postage	3,400	200	3,000	3,000	3,000
101	1205	5905	Technology services allocation	11,400	11,400	11,600	11,600	4,900
101	1205	5910	Equipment replacement allocation	15,000	15,000	-	-	15,000
101	1205	5940	Other expenditures	10,000	9,100	10,800	10,800	10,800
101	1205		Total operations & maint	78,100	67,900	58,400	69,400	68,700
	1205		Total Administration	\$ 739,500	\$ 809,000	\$ 973,600	\$981,400	\$ 965,000

CITY MANAGER'S

Budget Detail

Division 1205

GENERAL FUND – FUND 101

PROP A FUND – FUND 215

PERSONNEL:

5005 Regular Full Time Salaries & Wages

Provide compensation for the City Manager, Assistant City Manager, Executive Assistant to City Manager, and Office Specialist. Refer to the Appendix for a detailed allocation list.

5010 Part-Time Salaries & Wages

Provide for part-time staff to perform various clerical duties.

5025 Overtime

Provide funds to covers the cost of overtime for non-management staff.

5105 Social Security/Medicare

Provide for employer's share of FICA/Medicare for all department employees.

5110 Workers Compensation

Provide for workers compensation for department employees.

5115 Retirement Contributions

Provide for retirement plan funding for all full-time City employees.

5130 Cafeteria Benefit

Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

5435 **Travel and Meeting Expense**

Provide funds for the attendance at ICSC LA, ICSC Vegas, CALED, ICMA, CCMF, CA Contract Cities, League of CA Cities, miscellaneous, and Eddie award.

5440 **Advertising**

Provides funds to purchase city pins, city promotional items, and for social media.

5455 **Printing & Binding**

Provide funds for printing of materials, including City's information brochures and postcards.

5465 **Memberships Dues**

Provide funds for San Gabriel Valley City Manager's Association dues, International City Manager's Association dues for the City Manager and Assistant City Manager, California City Management Foundation dues, ICSC, and miscellaneous memberships.

5605 **General Supplies**

Provide funds for all office supplies that are not easily attributed to a particular department. Also, provides for books and publications of long-range value to the Administrative and Council offices.

5665 **Postage**

Provide funds for postal expenses for the mailings of three City brochures.

5905 **Technology Replacement Allocation**

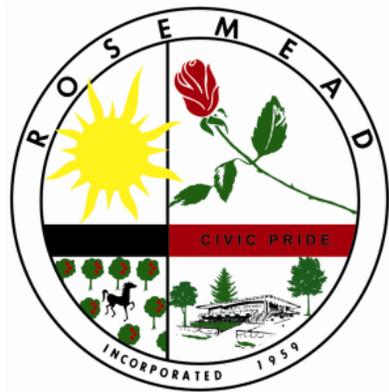
Allocate technology replacement costs to all departments.

5940 **Other Expenditures**

Provide funds for other miscellaneous expenses.

City of Rosemead, California

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City of Rosemead, California
Information Technology
 Department Performance and Workload Measures

<u>Performance and Workload Measures</u>	2019-20 Actual	2020-21 Estimate
1. Respond to internal IT service tickets	1,200 est.	1,200
2. Ticket response time	10 mins. est.	10 mins.
3. Support Public Hearings (City Council meetings)	20 meetings	20 meetings
4. Equipment replacement - new	30 systems	20 systems
5. Equipment repair	20 systems	20 systems
6. Software rollouts/upgrades	200 systems	300 systems

Accomplishments

1. Retained new IT consultant to improve customer services and enhance system efficiencies.
2. Performed a full assessment of the City's IT infrastructure including the inventory of all IT equipment.
3. Identified the City's risk and developed a technology plan/roadmap.
4. Implement 2FA Authentication on City's computers to enhance security.
5. Update Windows 7 systems to Windows 10.

Activity: Information Technology

Division: 1315

Function:

To provide strategic planning, development, research, staff coordination, purchasing, implementation, maintenance, and evaluation of citywide technology and information system technologies, including data, voice, phone system, and technology capital infrastructures. Provide maintenance for the City on current hardware/software platforms in use by the City and provide software updates and application training support.

Work Plan:

Description	When	Expected Result
Support the upgrade of existing technology systems (Server upgrades, core software upgrades, and desktop replacements).	Ongoing	Improved service to the employees and community, and improved redundancy for disaster preparedness.

City of Rosemead, California
Information Technology Division, 1315
 Budget Summary By Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Operations and maintenance	\$ 181,700	\$ 242,800	\$ 187,000	\$ 188,400	\$ 184,000
Capital outlay	100,000	78,200	103,500	101,000	143,600
Total Expenditures	\$ 281,700	\$ 321,000	\$ 290,500	\$ 289,400	\$ 327,600

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 122,500	\$ 118,100	\$ 120,500	\$ 120,500	\$ 118,000
Internal Service Fund	159,200	202,900	170,000	168,900	209,600
Total Funding Sources	\$ 281,700	\$ 321,000	\$ 290,500	\$ 289,400	\$ 327,600

City of Rosemead, California
Information Technology Division, 1315
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Operations and maintenance								
101			General Fund					
101	1315	5299	Other professional/technical serv.	\$ 114,500	\$ 114,500	\$ 114,500	\$ 114,500	\$ 114,000
101	1315	5605	General supplies	8,000	3,600	6,000	6,000	4,000
101	1315		Operations & maint - General Fund	122,500	118,100	120,500	120,500	118,000
Equipment Replacement Fund								
501			Equipment Replacement Fund					
501	1315	5950	Depreciation	-	44,200	-	-	-
Technology Replacement Fund								
505			Technology Replacement Fund					
505	1315	5250	Software support	52,000	54,000	56,000	57,400	56,000
505	1315	5605	Department supplies	7,200	8,500	10,500	10,500	10,000
505	1315	5950	Depreciation	-	18,000	-	-	-
505	1315		Operations & maint - Tech. Replace.	59,200	80,500	66,500	67,900	66,000
	1315		Total operations & maint	181,700	242,800	187,000	188,400	184,000
Capital Outlay								
505	1315	5840	IT equipment	90,000	60,600	103,500	92,500	142,600
505	1315	5845	Software	10,000	17,600	-	8,500	1,000
505	1315		Capital outlay - Tech. Replace. Fund	100,000	78,200	103,500	101,000	143,600
	1315		Total Information Technology	\$ 281,700	\$ 321,000	\$ 290,500	\$ 289,400	\$ 327,600

INFORMATION TECHNOLOGY

Budget Detail

Division 1315

GENERAL FUND – FUND 101

PERSONNEL:

5299 Other Professional/Technical Services
Provide funds to contract MaxPower.

5605 General supplies
Provide for computer supplies and IT equipment for all departments within the City.

TECHNOLOGY REPLACEMENT - FUND 101

OPERATIONS

5250 Software Support
Provide funds for Tyler module.

5605 General Supplies
Provide funds for office supplies.

5840 IT Equipment
Provide funds for various software and equipment such as Barracuda, Egnyte, Laptop. Laserfiche Licensing, Security Cameras, Server upgrades, Wi-Fi maintenance, Wi-Fi Phase 2, Windows 7 upgrade, and Workstation.



FINANCE/ GENERAL SERVICES

A TRIBUTE TO
THE MEN AND WOMEN OF ROSEMEAD
WHO HAVE SERVED IN VIETNAM

DEDICATED BY ROSEMEAD
BUSINESS AND PROFESSIONAL
WOMEN'S CLUB - APRIL 1968



ROSEMEAD CITY HALL
8838 E. VALLEY BLVD

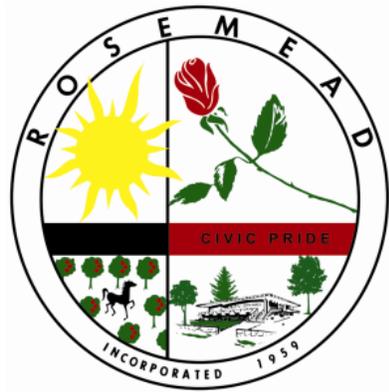
CITY OF ROSEMEAD
VIETNAM VETERANS MEMORIAL

DEDICATED
IN MEMORY OF THOSE WHO SERVED
AND SACRIFICED THEIR LIVES
WHILE DEFENDING THEIR COUNTRY
IN VIETNAM
1955 - 1975

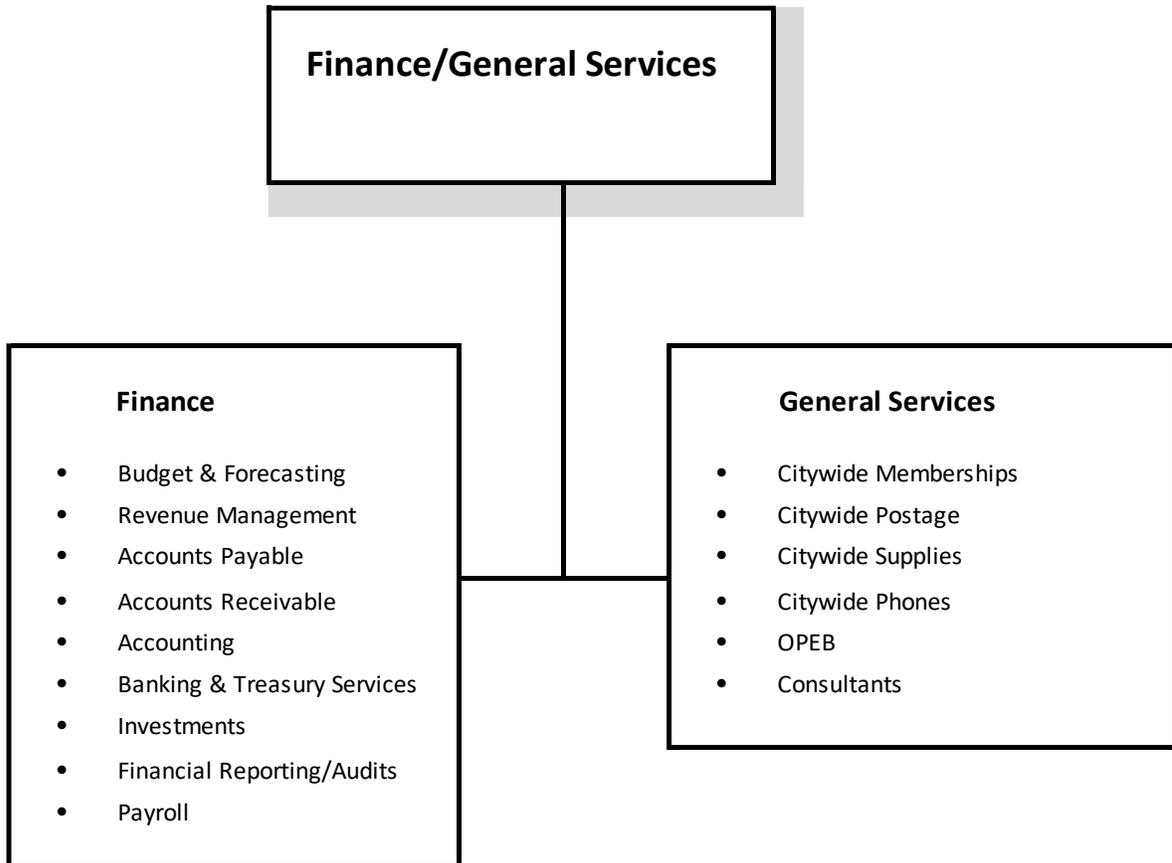
MICHAEL A. JOHNSON MICHAEL D. CRANE	WALTER A. PINE WALTER A. PINE	DALE R. BROWN LAWRENCE BROWN	WILLIAM J. BROWN WILLIAM J. BROWN	JOHN J. BROWN JOHN J. BROWN	JOHN J. BROWN JOHN J. BROWN
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City of Rosemead, California

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City of Rosemead, California
Finance / General Services
Organizational Chart



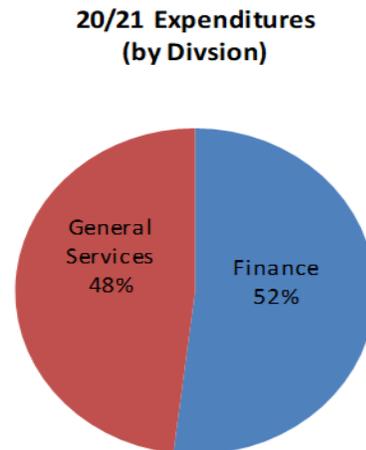
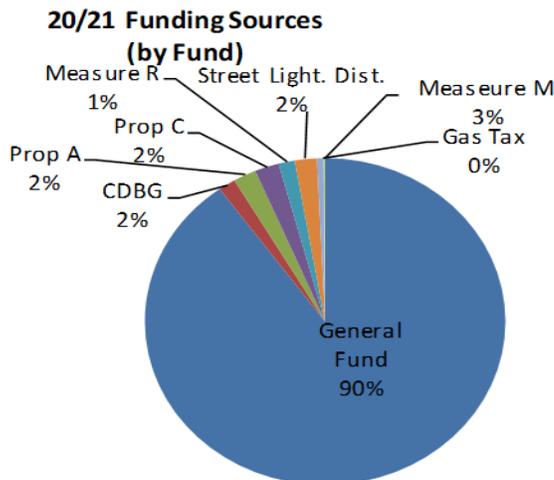
City of Rosemead, California
Finance/General Services

Budget Summary

	<i>FY 2019 Amended Budget</i>	<i>FY 2019 Actual</i>	<i>FY 2020 Amended Budget</i>	<i>FY 2021 Requested Budget</i>
<u>No. of Full-time Team Members</u>	5	5	5	5
<u>Expenditures:</u>				
Finance	524,900	598,200	581,900	727,800
General Services	557,200	591,800	590,200	1,174,000
Total Expenditures	<u>1,082,100</u>	<u>1,190,000</u>	<u>1,172,100</u>	<u>1,901,800</u>
<u>Funding Sources</u>				
General Fund	992,200	1,104,700	1,074,400	1,744,700
Gas Tax Fund	2,400	2,400	2,500	2,700
Proposition A	25,400	26,900	27,800	39,800
Proposition C	27,200	29,100	29,800	42,300
Measure R	16,400	12,700	16,200	28,000
Measure M	-	-	-	2,600
Street Lighting District	10,700	7,800	11,300	11,500
CDBG	7,800	6,400	10,100	30,200
Total Funding Sources	<u>1,082,100</u>	<u>1,190,000</u>	<u>1,172,100</u>	<u>1,901,800</u>

% Change

62%



City of Rosemead, California
Finance/General Services
Personnel

<u>Title</u>	<u>2020/21 Salaries</u>
Finance Director/Treasurer	164,280
Finance Manager	101,207
Finance Management Analyst	65,734
Senior Accounting Specialist (2)	111,428
 Total Personnel Salaries	 <u>\$ 442,649</u>

City of Rosemead, California
Finance/General Services
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 484,000	\$ 601,000	\$ 453,900	\$ 520,500	\$ 740,800
Operations and maintenance	598,100	589,000	718,200	709,800	1,161,000
Total Expenditures	\$1,082,100	\$1,190,000	\$1,172,100	\$1,230,300	\$1,901,800

Funding Sources:	FY 2019		FY 2020	FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 992,200	\$1,104,700	\$1,074,400	\$1,132,400	\$1,744,700
State Gas Tax Fund	2,400	2,400	2,500	2,700	2,700
Local Transportation Grant Fund	-	-	-	-	-
Proposition A Fund	25,400	26,900	27,800	27,800	39,800
Proposition C Fund	27,200	29,100	29,800	29,800	42,300
Measure R Fund	16,400	12,700	16,200	16,200	28,000
Measure M Fund	-	-	-	-	2,600
Street Lighting District Fund	10,700	7,800	11,300	11,300	11,500
CDBG Fund	7,800	6,400	10,100	10,100	30,200
Total Funding Sources	\$1,082,100	\$1,190,000	\$1,172,100	\$1,230,300	\$1,901,800

City of Rosemead, California
Finance/General Services
Budget Overview and Significant Changes

Expenditures

- Salary & Benefits
Salary costs reflect wage increases based on MOUs and reclassification of a Senior Accounting Specialist to Finance Management Analyst.
- Salary & Benefits – Part-time
Request for a $\frac{3}{4}$ part-time Accountant.
- Salaries & Benefits – contra
The City charges the Successor Agency for the staff's time to administer the Successor Agency's activities.
- Other Financial Services
Increase for an Accounting Software Enhancement increase in Annual GASB 67&75 Actuary Report, and Millman PARS Actuary.
- Other Professional Services
A new request for the Finance Consultant fee.

City of Rosemead, California
Finance
2020-21 Strategic Plan Goals and Objectives

- Continue to monitor and maintain a positive General Fund Balance.
- Continue to receive the Government Finance Officers Association's (GFOA) achievement award for Excellence in Financial Reporting.
- Review and update financial policies and ensure the continuation of monitoring internal controls to safeguard the City's assets.
- Increase financial stability & sustainability.
- Implement strategic economic development.
- Continue to provide excellent and timely external and internal customer service.
- Continue to ensure all financial reports are submitted timely and accurate.
- Enhance and modernize the organization.

City of Rosemead, California

Finance

Department Performance and Workload Measures

Performance and Workload Measures	2018-19 Actual	2019-20 Estimate
1. Business License Renewals Processed		
a. Manual Renewals	1,221	1,188
b. Web Renewals	243	257
2. Number of Checks Processed	4,095	2,317
3. Number of Payroll Direct Deposits/Checks Processed		
a. Full-time employees	1,321	1,073
b. Part-time employees	2,288	2,490
4. Average Number of Employees Employed		
a. Full-time employees	52	53
b. Part-time employees	86	100
5. Number of Cash Receipts Register Transactions	17,274	16,531
6. Number of Purchase Orders Issued	19	28
7. Number of Contracts Issued	21	10
8. Complete the external audit process and preparation of City's Comprehensive Annual on by December 31.	100%	100%
9. Receive Government Financial Officers Association of the United States and Canada (GFOA) excellence in financial reporting award.	1	1

Accomplishments

1. Maintain a healthy General Fund Reserve.
2. Received the FY 2019-20 Operating Budget Excellence Award from California Society of Municipal Finance Officers.
3. Collaboration with City Manager's Office to implement the Vehicle Leasing and Replacement Program to create General Fund Savings .
4. Work with City Manager's Office in coordinating economic consequences of COVID-19 emergency.
5. Enhance Financial Operations to become more efficient and effective and plan for future financial improvements.

Activity: Finance

Division: 1305

Function:

To administer and coordinate the fiscal related activities of the City, Successor Agency, and Housing Development Corporation. This includes all aspects of accounting, investing, payroll, debt management, capital asset accounting, preparation of the Comprehensive Annual Financial Report (CAFR), and other required financial reports, budget preparation and administration, fund/program analysis, and special projects.

Work Plan:

Description	When	Expected Result
Explore bonding opportunities for capital improvement projects.	Ongoing	Assess bonding opportunities for the City to fund capital improvement projects to better improve City's infrastructures.
Continue to achieve and maintain a structurally balanced General Fund budget with regular, recurring revenues that are enough to cover ongoing expenditures.	Ongoing	Assess new opportunities to generate revenues.

City of Rosemead, California
Finance Division, 1305
 Budget Summary By Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 404,400	\$ 484,500	\$ 341,100	\$ 341,400	\$ 547,300
Operations and maintenance	120,500	113,700	240,800	231,300	180,500
Total Expenditures	\$ 524,900	\$ 598,200	\$ 581,900	\$ 572,700	\$ 727,800

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 435,000	\$ 512,900	\$ 484,200	\$ 474,800	\$ 570,700
State Gas Tax Fund	2,400	2,400	2,500	2,700	2,700
Proposition A Fund	25,400	26,900	27,800	27,800	39,800
Proposition C Fund	27,200	29,100	29,800	29,800	42,300
Measure R Fund	16,400	12,700	16,200	16,200	28,000
Measure M Fund	-	-	-	-	2,600
Street Lighting District Fund	10,700	7,800	11,300	11,300	11,500
CDBG Fund	7,800	6,400	10,100	10,100	30,200
Total Funding Sources	\$ 524,900	\$ 598,200	\$ 581,900	\$ 572,700	\$ 727,800

City of Rosemead, California
Finance Division, 1305
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
				Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries & Benefits								
101			General Fund					
101	1305	5005	Salaries & wages	\$ 324,800	\$ 350,400	\$ 273,300	\$ 273,300	\$ 349,600
101	1305	5010	Part-time salaries & wages	-	2,800	-	-	38,500
101	1305	5025	Overtime	1,800	1,800	2,000	2,300	3,000
101	1305	5095	Salaries & wages - contra	(181,000)	(133,400)	(150,000)	(150,000)	(160,000)
101	1305	5105	Social security/medicare	27,400	28,200	22,300	22,300	30,800
101	1305	5110	Worker's comp	7,600	7,600	7,600	7,600	8,800
101	1305	5115	Retirement contributions	97,100	87,700	55,200	55,200	69,100
101	1305	5125	Auto allowance	5,000	5,200	2,400	2,400	4,500
101	1305	5130	Cafeteria benefit	79,400	96,500	78,300	78,300	94,600
101	1305	5195	Benefits - contra	(45,200)	(45,200)	(45,200)	(45,200)	(46,000)
101	1305		Salaries & Benefits - General Fund	316,900	401,600	245,900	246,200	392,900
Prop A Fund								
215			Prop A Fund					
215	1305	5005	Salaries & wages	13,700	14,100	20,000	20,000	24,300
215	1305	5010	Part-time salaries & wages	-	-	-	-	2,500
215	1305	5105	Social security/medicare	1,300	1,200	1,500	1,500	2,200
215	1305	5110	Worker's comp	400	400	400	400	700
215	1305	5115	Retirement contributions	6,400	7,600	1,700	1,700	4,300
215	1305	5125	Auto allowance	100	100	200	200	300
215	1305	5130	Cafeteria benefit	3,500	3,500	4,000	4,000	5,500
215	1305		Salaries & Benefits - Prop A Fund	25,400	26,900	27,800	27,800	39,800
Prop C Fund								
220			Prop C Fund					
220	1305	5005	Salaries & wages	15,200	15,400	21,600	21,600	25,900
220	1305	5010	Part-time salaries & wages	-	-	-	-	2,500
220	1305	5105	Social security/medicare	1,400	1,400	1,600	1,600	2,400
220	1305	5110	Worker's comp	400	400	400	400	700
220	1305	5115	Retirement contributions	6,500	7,700	1,900	1,900	4,400
220	1305	5125	Auto allowance	100	100	200	200	300
220	1305	5130	Cafeteria benefit	3,600	4,100	4,100	4,100	6,100
220	1305		Salaries & Benefits - Prop C Fund	27,200	29,100	29,800	29,800	42,300

City of Rosemead, California
Finance Division, 1305
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
225			Measure R Fund					
225	1305	5005	Salaries & wages	10,800	7,800	11,900	11,900	15,600
225	1305	5010	Part-time salaries & wages	-	-	-	-	2,500
225	1305	5105	Social security/medicare	800	600	800	800	1,600
225	1305	5110	Worker's comp	200	200	200	200	500
225	1305	5115	Retirement contributions	2,500	2,200	1,300	1,300	3,700
225	1305	5125	Auto allowance	300	300	200	200	300
225	1305	5130	Cafeteria benefit	1,800	1,600	1,800	1,800	3,800
225	1305		Salaries & Benefits - Measure R Fund	16,400	12,700	16,200	16,200	28,000
226			Measure M Fund					
226	1305	5010	Part-time salaries & wages	-	-	-	-	1,500
226	1305	5105	Social security/medicare	-	-	-	-	200
226	1305	5110	Worker's comp	-	-	-	-	100
226	1305	5115	Retirement contributions	-	-	-	-	600
226	1305	5130	Cafeteria benefit	-	-	-	-	200
226	1305		Salaries & Benefits - Measure M Fund	-	-	-	-	2,600
245			Street Lighting Fund					
245	1305	5005	Salaries & wages	7,600	5,100	8,100	8,100	8,300
245	1305	5105	Social security/medicare	500	400	500	500	600
245	1305	5110	Worker's comp	200	200	200	200	200
245	1305	5115	Retirement contributions	1,000	600	1,100	1,100	1,000
245	1305	5125	Auto allowance	300	300	300	300	300
245	1305	5130	Cafeteria benefit	1,100	1,200	1,100	1,100	1,100
245	1305		Salaries & Benefits - St. Lighting Fund	10,700	7,800	11,300	11,300	11,500
260			CDBG Fund					
260	1305	5005	Salaries & wages	5,000	4,500	7,600	7,600	19,300
260	1305	5010	Part-time salaries & wages	-	-	-	-	1,000
260	1305	5105	Social security/medicare	500	400	500	500	1,500
260	1305	5110	Worker's comp	100	100	300	300	600
260	1305	5115	Retirement contributions	1,000	500	900	900	3,700
260	1305	5125	Auto allowance	200	200	300	300	600
260	1305	5130	Cafeteria benefit	1,000	700	500	500	3,500
260	1305		Salaries & Benefits - CDBG Fund	7,800	6,400	10,100	10,100	30,200
	1305		Total Salaries & Benefits	404,400	484,500	341,100	341,400	547,300

Finance Division, 1305

Budget Detail

Fund	Division	Object Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
			Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
		Operations and maintenance					
101		General Fund					
101	1305	5215 Accounting & auditing	40,700	36,000	39,100	39,100	38,000
101	1305	5220 Other financial services	24,400	23,500	19,500	19,500	34,200
101	1305	5255 Bank fees	1,000	600	33,000	33,000	25,000
101	1305	5299 Other professional/technical serv.	900	800	120,900	120,900	51,000
101	1305	5435 Travel & meetings	3,500	3,600	7,000	7,000	7,000
101	1305	5455 Printing & binding	500	-	500	500	500
101	1305	5465 Membership dues	900	600	900	900	1,500
101	1305	5605 General supplies	36,000	36,100	7,000	7,000	7,600
101	1305	5630 Small tools & equipment	700	600	500	500	500
101	1305	5665 Postage	-	-	200	-	-
101	1305	5905 Technology fund allocation	9,500	9,500	9,700	-	12,300
101	1305	5940 Other expenditures	-	-	-	200	200
101	1305	Operations & maint - General Fund	118,100	111,300	238,300	228,600	177,800
201		Gas Tax Fund					
201	1305	5299 Other professional/technical serv.	2,400	2,400	2,500	2,700	2,700
201	1305	Operations & maint - Gas Tax Fund	2,400	2,400	2,500	2,700	2,700
	1305	Total operations & maint	120,500	113,700	240,800	231,300	180,500
	1305	Total Finance	\$ 524,900	\$ 598,200	\$ 581,900	\$ 572,700	\$ 727,800

FINANCE

Budget Detail

Division 1305

GENERAL FUND – FUND 101

PROP A FUND – FUND 215

PROP C FUND – FUND 220

MEASURE R FUND – FUND 225

MEASURE M FUND – FUND 226

STREET LIGHTING FUND – FUND 245

CDBG FUND – FUND 260

PERSONNEL:

5005 Regular Full Time Salaries & Wages

Provides the compensation for the Finance Director, Finance Manager, Finance Management Analyst, and Senior Accounting Specialists. Refer to the Appendix for a detailed allocation list.

5025 Overtime

Covers the cost of overtime for non-management staff.

5105 Social Security/Medicare

Provide for employer's share of FICA/Medicare for all department employees.

5110 Workers Compensation

Provide for Workers Compensation for department employees.

5115 Retirement Contributions

Provide for retirement plan funding for all full-time City employees

5125 Automobile Allowance

Provide funds for an Automobile Allowance for the Department Directors.

5130 Cafeteria Benefit

Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

5215 **Accounting & Auditing**

Provide funds for auditing requirements as mandated by municipal ordinance, State, and Federal regulations. Includes all expenses related to the audit performed by the City's auditors. Provides funds for the annual GASB reports from CalPERS.

5220 **Other Financial Services**

Provide funds for contracted tax consultant for quarterly sales tax review, online credit card processing fees for a business license, annual business license software fee, CSMFO budget review fee, and CSMFO CAFR review fee. Provide funds for annual GASB 67 & 68 actuarial report for PARS, annual GASB 75 actuarial report for OPEB, accounting software enhancement, and Milliman PARS actuarial.

5255 **Bank Fees**

Provide funds for bank analysis fees for City bank accounts and merchant fees.

5299 **Other Professional/Technical Services**

Provide funds for a contracted tax consultant to compile the CAFR statistical section, and financial consultant and Tyler AP fee collection.

5435 **Travel and Meeting**

Provide funds for attending various professional meetings, California Municipal Finance Officer's Association's conferences for the Finance Director and Finance Manager, attendance of the annual CSMFO conference for the Finance Director, attendance of the investment training for the Finance Director, PERS training, annual Diehl Evans tax seminar for Finance Department staff, business license training.

5455 **Printing & Binding**

Provide funds for the printing and duplication of the budget and CAFR.

5465 **Membership dues**

Provide funds for various membership, California Society of Municipal Financier Officers Association for the Finance Director and Finance Manager Government Finance Officers Association for the Finance Director and Finance Manager.

- 5605 General Supplies
Provide funds for forms W-2 and 1099s, check stock, banker bags, office supplies, printers, safes vaults, and filing cabinets.
- 5630 Small Tools & Equipment
Provide funds for a safe.
- 5905 Technology Replacement Allocation
Allocate technology replacement costs to all departments.
- 5940 Other Expenditures
Provide funds for postage.

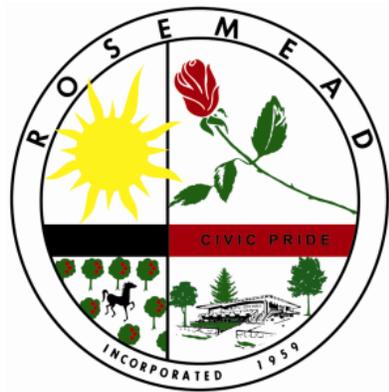
GAS TAX FUND – FUND 201

OPERATIONS:

- 5299 Other Professional/Technical Services
Provide funds for State Controller's Office to prepare the Annual Street Report.

City of Rosemead, California

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Activity: General Services

Division: 1325

Function:

To provide general operating services to all departments, not attributable to any single department, such as telephone, postage, copying, training, professional organization membership, and City dues to regional and national organizations.

City of Rosemead, California
General Services Division, 1325
 Budget Summary By Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 79,600	\$ 116,500	\$ 112,800	\$ 179,100	\$ 193,500
Operations and maintenance	477,600	475,300	477,400	478,500	980,500
Total Expenditures	\$ 557,200	\$ 591,800	\$ 590,200	\$ 657,600	\$1,174,000

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 557,200	\$ 591,800	\$ 590,200	\$ 657,600	\$1,174,000
Total Funding Sources	\$ 557,200	\$ 591,800	\$ 590,200	\$ 657,600	\$1,174,000

City of Rosemead, California
General Services Division, 1325
 Budget Detail

Fund Division Object Expenditures:				FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended	Actual	Amended	Estimated	Proposed
				Budget		Budget	Year-End	Budget
							Total	
101	General Fund							
	Salaries & benefits							
101	1325	5105	Social Security/Medicare	\$ 400	\$ 400	\$ 400	\$ 400	\$ 500
101	1325	5115	Retirement annuity	600	2,200	2,400	2,400	3,000
101	1325	5130	Cafeteria benefit	48,600	60,100	85,000	128,600	130,000
101	1325	5140	Unemployment compensation	-	-	-	-	10,000
101	1325	5145	Leave buyback	25,000	45,800	25,000	47,700	50,000
101	1325	5199	Other employee benefits	5,000	8,000	-	-	-
101	1325		Total salaries & benefits	79,600	116,500	112,800	179,100	193,500
	Operations and maintenance							
101	1325	5205	Legal	\$ 4,000	\$ 4,600	\$ -	\$ 1,000	\$ 1,000
101	1325	5240	Legislative advocate	30,200	30,200	-	-	-
101	1325	5299	Other professional services	-	-	-	-	12,000
101	1325	5420	Telephone	130,000	146,900	150,000	150,000	140,000
101	1325	5465	Membership dues	56,500	44,400	57,000	57,000	57,000
101	1325	5545	Admin expense	146,400	132,800	152,000	152,000	152,000
101	1325	5599	Other purchased services	8,500	9,200	12,000	12,000	12,000
101	1325	5605	General supplies	80,000	84,800	90,000	90,000	90,000
101	1325	5665	Postage	12,000	13,500	14,000	14,000	14,000
101	1325	5940	Other expenditures	10,000	8,900	2,400	2,500	2,500
101	1325	5975	Contingency	-	-	-	-	500,000
101	1325		Total operations & maintenance	477,600	475,300	477,400	478,500	980,500
	1325		General Services total	\$ 557,200	\$ 591,800	\$ 590,200	\$ 657,600	\$ 1,174,000

GENERAL SERVICES

Budget Detail

Division 1325

GENERAL FUND – FUND 101

PERSONNEL

- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.
- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.
- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.
- 5145 Leave Buy Back
Provide funds for employees who want to cash out on their vacation hours.
- 5199 Other Employee Benefits
Provide funds for miscellaneous expenses.

GENERAL FUND – FUND 101

OPERATIONS

- 5420 Telephone/Internet
Allocate to Charter, Charter Cable – Fiber internet connection, Payphone, Technology Reimbursement, TelePacific, Verizon, and miscellaneous.

5465 Memberships Dues

Provide funds for CCCA, COG, LAFCO League of Cal Cities membership, LAFCO League L.A. County membership, LAFCO fees, miscellaneous memberships, NLC, Sam's Club, SCAG, ICMA, and LAEDC.

5545 Admin Expense

Allocate to miscellaneous supplies, Excess Benefits Admin, PARS 125 C Admin, PARS Admin, PARS ARS, PARS valuation, PERS Health admin, PERS Replacement Benefit, and HDL Sales tax Audit.

5599 Other Purchased Services

Allocate to our offsite storage Iron Mountain, and destruction.

5605 General Supplies

Provide funds for all office supplies that are not easily attributed to a particular department. City Hall supplies, copier machines, document shredding services, City logo envelopes, toner supplies, office paper supplies, employee recognition, and miscellaneous supplies.

5665 Postage

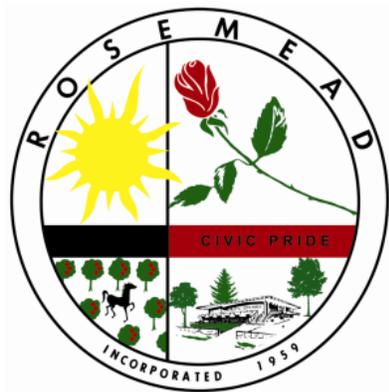
Allocate to city mail postage costs.

5940 Other Expenditures

Provide funds for SB-90 Consultants.

City of Rosemead, California

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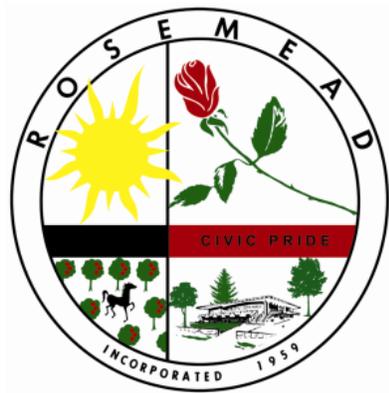


HUMAN RESOURCES

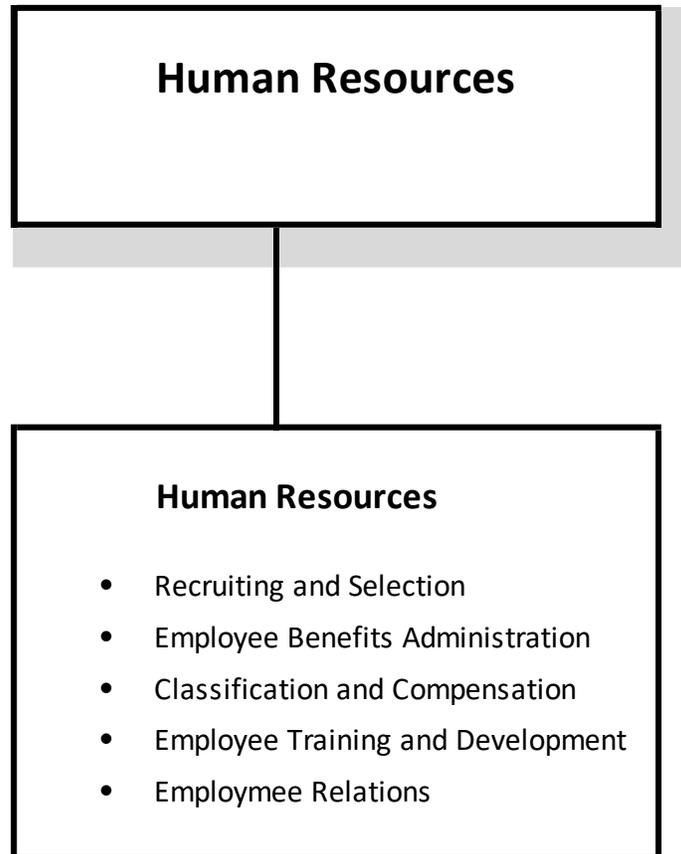


City of Rosemead, California

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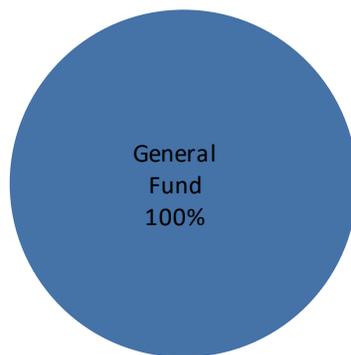
City of Rosemead, California
Human Resources
Organizational Chart



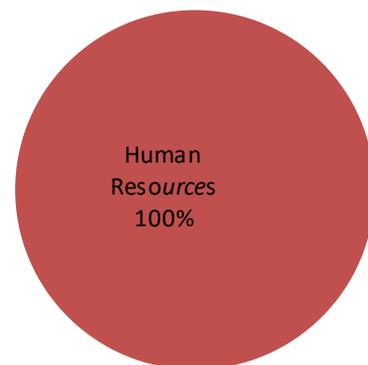
City of Rosemead, California
Human Resources
 Budget Summary

	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Requested Budget
<u>No. of Full-time Team Members</u>	2	2	2	2
<u>Expenditures:</u>				
Human Resources	323,000	305,100	365,300	375,200
Total Expenditures	<u>323,000</u>	<u>305,100</u>	<u>365,300</u>	<u>375,200</u>
<u>Funding Sources</u>				
General Fund	323,000	305,100	365,300	375,200
Total Funding Sources	<u>323,000</u>	<u>305,100</u>	<u>365,300</u>	<u>375,200</u>
% Change				3%

**20/21 Funding Sources
(by Fund)**



**20/21 Expenditures
(by Division)**



City of Rosemead, California
Human Resources
Personnel

<u>Title</u>	<u>2020/21 Salaries</u>
Human Resources Manager	108,305
Human Resource Analyst	64,428
Total Personnel Salaries	<u>\$ 172,733</u>

City of Rosemead, California
Human Resources
 Budget Summary By Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 269,800	\$ 215,500	\$ 277,300	\$ 277,400	\$ 283,500
Operations and maintenance	53,200	89,600	88,000	90,000	91,700
Total Expenditures	\$ 323,000	\$ 305,100	\$ 365,300	\$ 367,400	\$ 375,200

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 323,000	\$ 305,100	\$ 365,300	\$ 367,400	\$ 375,200
Total Funding Sources	\$ 323,000	\$ 305,100	\$ 365,300	\$ 367,400	\$ 375,200

City of Rosemead, California
Human Resources
Budget Overview and Significant Changes

Expenditures

- **Software**
The budget reflects an increase in annual HR software fees
- **Salary & Benefits**
Salary costs reflect wage increases based on MOUs and reclassification of Human Resources Specialist to Human Resources Analyst.

City of Rosemead, California
Human Resources
2020-21 Strategic Plan Goals and Objectives

- Review and amend Employee handbook and policies.
- Recruit and retain a highly skilled and diverse workforce.
- Optimize workforce effectiveness through staff development and training.
- Maintain a safe working environment for all team members and strive to reduce and eliminate the number of preventive illnesses and injuries.
- Enhance and modernize the organization.

Function:

To administer the City’s Human Resources program by developing and maintaining sound practices and procedures; providing advice and assistance to other Departments relative to personnel matters; maintaining the City’s classification and compensation plan; conducting recruitment and selection activities; providing new employee orientation and job-related training; conducting labor relations activities including employee discipline matters, employer/employee negotiations, and administering the provisions of the Memorandum of Understanding; administering the employee benefits program; administering the employee performance evaluation system; maintaining employee records; and administering the City’s risk management program by providing general liability and workers’ compensation claims management.

Work Plan:

Description	When	Expected Result
Develop citywide training programs.	Ongoing	Ensure employees are trained as part of succession planning & staff development.
Update the Employee Handbook	Ongoing	Complete a review and amend the Employee Handbook.

City of Rosemead, California
Human Resources Division, 1310
 Budget Summary by Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 269,800	\$ 215,500	\$ 277,300	\$ 277,400	\$ 283,500
Operations and maintenance	53,200	89,600	88,000	90,000	91,700
Total Expenditures	\$ 323,000	\$ 305,100	\$ 365,300	\$ 367,400	\$ 375,200

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 323,000	\$ 305,100	\$ 365,300	\$ 367,400	\$ 375,200
Total Funding Sources	\$ 323,000	\$ 305,100	\$ 365,300	\$ 367,400	\$ 375,200

City of Rosemead, California
Human Resources Division, 1310
 Budget Detail

Fund Division Object Expenditures:			FY 2019		FY 2020	FY 2020	FY 2021	
			Amended	FY 2019	Amended	Estimated	FY 2021	
			Budget	Actual	Budget	Year-End	Proposed	
						Total	Budget	
Salaries & Benefits								
101	General Fund							
101	1310	5005	Salaries & wages	\$ 128,300	\$ 122,200	\$ 173,100	\$ 173,100	\$ 172,800
101	1310	5010	Part-time salaries & wages	30,000	25,200	17,900	17,900	22,100
101	1310	5025	Overtime	800	400	-	100	-
101	1310	5105	Social security/medicare	12,500	11,000	15,400	15,400	16,000
101	1310	5110	Worker's comp	3,200	3,200	4,700	4,700	4,600
101	1310	5115	Retirement contributions	48,400	11,700	19,000	19,000	20,800
101	1310	5125	Automobile allowance	3,000	2,700	3,600	3,600	3,600
101	1310	5130	Cafeteria benefit	43,600	39,100	43,600	43,600	43,600
101	1310	Salaries & Benefits - General Fund		269,800	215,500	277,300	277,400	283,500
Operations and maintenance								
101	General Fund							
101	1310	5135	Tuition reimbursements	2,000	5,000	10,000	10,000	10,000
101	1310	5199	Other employee benefits	-	-	5,000	7,000	5,000
101	1310	5299	Other professional/technical serv.	19,000	47,600	30,000	30,000	30,000
101	1310	5435	Travel & meetings	2,000	3,600	4,000	4,000	4,000
101	1310	5460	Training classes	3,000	1,400	-	-	-
101	1310	5461	Training classes citywide	1,000	200	7,000	7,000	7,000
101	1310	5465	Membership dues	3,800	500	3,800	3,800	3,800
101	1310	5550	Recruiting expenses	10,000	19,300	14,000	14,000	14,000
101	1310	5605	General supplies	2,000	1,300	3,000	3,000	3,000
101	1310	5645	Software	6,600	6,900	7,300	7,300	7,500
101	1310	5905	Technology services allocation	3,800	3,800	3,900	3,900	7,400
101	1310	Operations & maint - General Fund		53,200	89,600	88,000	90,000	91,700
	1310	Total Human Resource		\$ 323,000	\$ 305,100	\$ 365,300	\$ 367,400	\$ 375,200

HUMAN RESOURCES

Budget Detail

Division 1310

GENERAL FUND – FUND 101

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide compensation for the Human Resources Manager and Human Resources Analyst.
Refer to the Appendix for a detailed allocation list.
- 5010 Part-time Salaries & Wages
Provide for one part-time staff to perform various clerical duties.
- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.
- 5110 Workers Compensation
Provide for workers compensation for department employees.
- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.
- 5125 Automobile Allowance
Provide funds for an Automobile Allowance for the Department Managers.
- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS

- 5135 Tuition Reimbursements
Provide for workers tuition reimbursement.

- 5199 Other employee benefits
Provide funds for employee development.

- 5299 Other Professional/Technical Services
Provide funds to contract for the City.

- 5435 Travel and Meeting Expense
Provide funds for miscellaneous meeting expenses.

- 5461 City-wide Training
Provide funds for city-wide training for employees.

- 5465 Memberships Dues
Provide funds for membership.

- 5550 Recruiting Expense
Allocate to Concentra for T.B testing, background checks, and new position advertisement for all new hire employees.

- 5605 General Supplies
Provide funds for department supplies.

- 5645 Software
Allocate to software license for NeoGov.

- 5905 Technology Replacement Allocation
Allocate technology replacement costs to all departments.

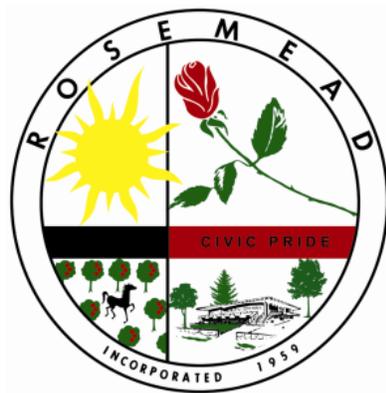


PUBLIC SAFETY

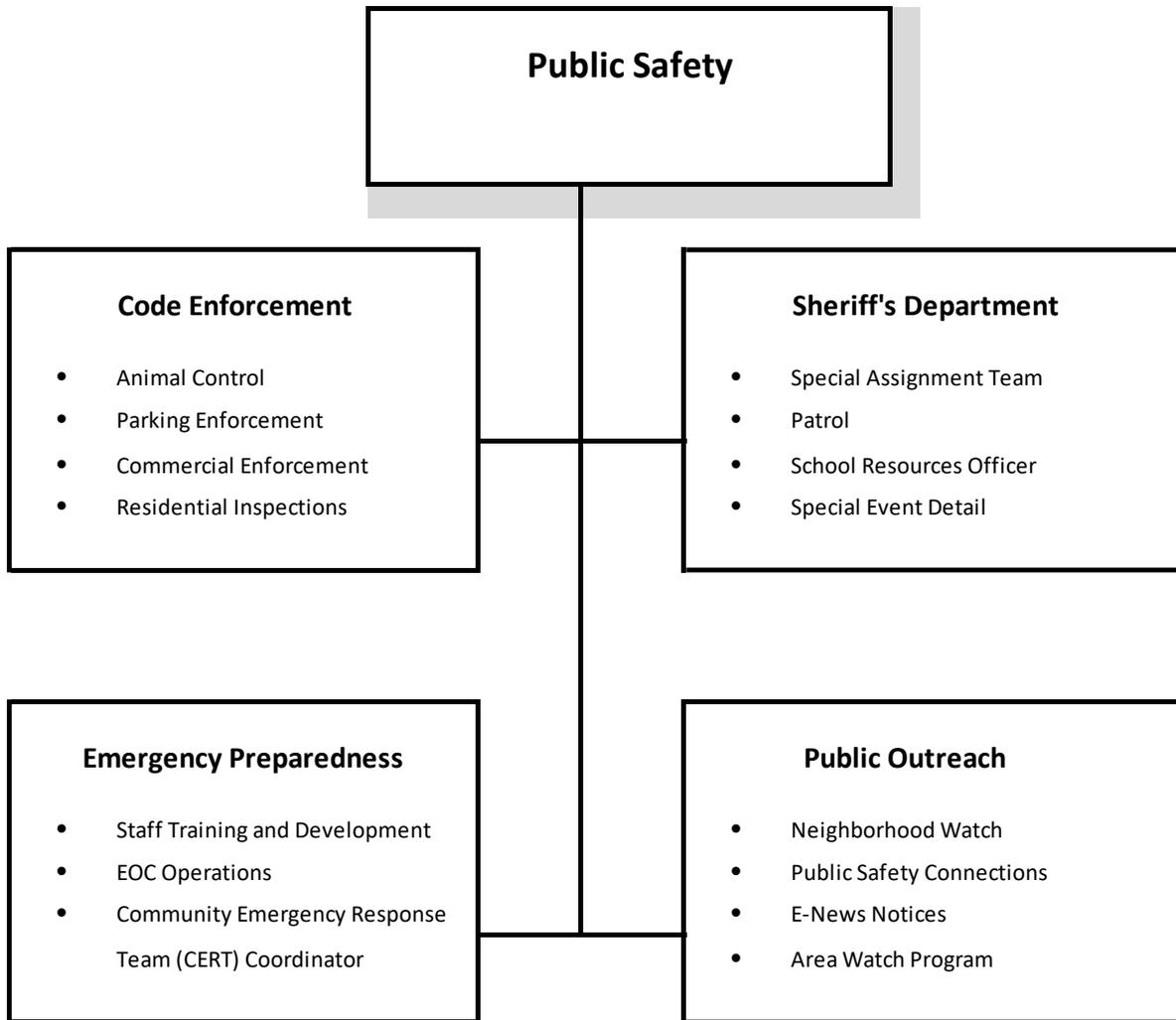


City of Rosemead, California

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City of Rosemead, California
Public Safety
Organizational Chart

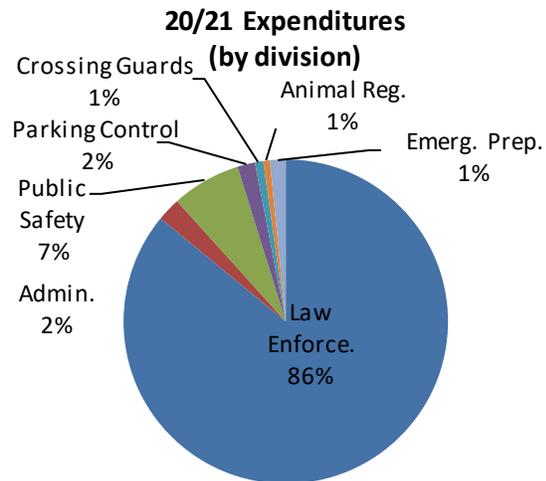
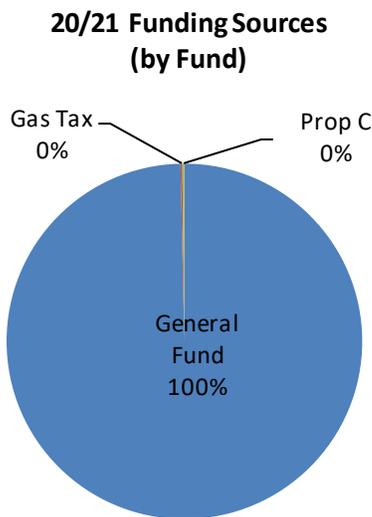


City of Rosemead, California
Public Safety
 Budget Summary

	<i>FY 2019 Amended Budget</i>	<i>FY 2019 Actual</i>	<i>FY 2020 Amended Budget</i>	<i>FY 2021 Requested Budget</i>
<u>No. of Full-time Team Members</u>	3	3	3	8
<u>Expenditures:</u>				
Law Enforcement	8,361,600	8,259,200	8,802,700	9,328,000
Administration	623,000	466,300	522,900	253,600
Public Safety	-	1,800	92,000	745,500
Parking Control	187,600	173,400	194,600	190,900
Crossing Guards	83,000	83,100	90,000	90,000
Animal Regulation	145,200	90,700	159,000	71,100
Emergency Preparedness	23,300	15,800	125,300	170,000
Total Expenditures	9,423,700	9,090,300	9,986,500	10,849,100
<u>Funding Sources</u>				
General Fund	9,366,200	9,062,900	9,920,300	10,811,000
State Gas Tax	6,000	6,000	18,000	18,000
Proposition C	22,600	20,900	48,200	20,100
CDBG	28,900	500	-	-
Total Funding Sources	9,423,700	9,090,300	9,986,500	10,849,100

% Change

9%



City of Rosemead, California

Public Safety

Personnel

<u>Title</u>	<u>2020/21 Salaries</u>
Public Safety Manager	90,910
Public Safety Supervisor	83,695
Senior Code Enforcement Officer (2)	145,088
Code Enforcement Officer (3)	153,688
Administrative Assistant	57,881
Total Personnel Salaries	<u>\$ 531,262</u>

City of Rosemead, California
Public Safety
 Budget Summary by Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ 589,100	\$ 432,600	\$ 618,900	\$ 630,900	\$ 1,091,200
Operations and maintenance	8,834,600	8,657,700	9,367,600	9,368,500	9,757,900
Total Expenditures	\$ 9,423,700	\$ 9,090,300	\$ 9,986,500	\$ 9,999,400	\$ 10,849,100

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	9,366,200	9,062,900	9,920,300	9,933,200	10,811,000
State Gas Tax Fund	6,000	6,000	18,000	18,000	18,000
Proposition C Fund	22,600	20,900	48,200	48,200	20,100
CDBG Fund	28,900	500	-	-	-
Total Funding Sources	\$ 9,423,700	\$ 9,090,300	\$ 9,986,500	\$ 9,999,400	\$ 10,849,100

City of Rosemead, California
Public Safety
Budget Overview and Significant Changes

Expenditures

- **Salary & Benefits**

The major changes include the transfer of the Public Safety Supervisor, two (2) Senior Code Enforcement Officers and one (1) Code Enforcement Officer full-time positions from Community Development Department to Public Safety Department for fiscal year 2020/21. The Public Safety Supervisor reclassification to a Public Safety Manager. Also, Transferring one (1) Public Safety Supervisor from the Public Safety Administrative division to the Public Safety Emergency Preparedness division.

- **Salary & Benefits**

Adding a full-time Code Enforcement Officer.

- **Law Enforcement**

The budget reflects an increase in the Sheriff's annual contract for about \$500K. The annual rate renewal process resulted in a 5.57% increase in the cost of the Deputy Sheriff Service unit and 5.83% for Sargent. Also, the liability surcharge on Sheriff's services increases by 11.5% effective July 1, 2020.

City of Rosemead, California
Public Safety
2020-21 Strategic Plan Goals and Objectives

- Enhance and expand a responsive Public Safety Department to promote and improve the quality of life for all residents, businesses, and guests of the City of Rosemead.
- Continue to promote the Public Safety Center as the City’s law enforcement, parking enforcement, emergency preparedness, and animal control services facility.
- Maintain public safety programs based on prevention, intervention, and suppression methods.
- Increase data analysis to evaluate crimes and coordinate Sheriff’s resources to maximize efficiency and effectiveness.
- Continue to foster a positive working relationship with the Chamber of Commerce, school districts, church groups, and social and civic organizations within the City of Rosemead.
- Continue to establish a team strategy of all public safety personnel to maximize the efficiency and effectiveness of services.
- Improve juvenile social intervention and prevention programs with the support of the Sheriff STAR Program and a School Resource Officer.
- Implement and improve new animal control procedures and user-friendly services through increased training and updated equipment and software for the safety and convenience of both residents and animals.
- Focus on crime prevention and education by; maintaining an effective Community Area Watch program, increasing the use of social media, providing direction within the CONNECTIONS forum, and improving the Coffee/Tea with the Chief event.
- Continue to educate employees on emergency response responsibilities with in-house training and encouraging participation in the National Night Out event.
- Bolster the City’s Disaster Preparedness and assist the community in personal preparations by updating and improving emergency planning documents.

City of Rosemead, California
Public Safety
 Department Performance and Workload Measures

Performance and Workload Measures	2018-19 Actual	2019-20 Estimate
1. Number of Citations Issued by L.A. Sheriff Department (LASD)		
a. Traffic	1,802	2,404
b. Parking	3	4
2. Number of Citations Issued by City		
a. Street Sweeping	4,237	5,321
b. Other Violations	2,684	3,612
3. Number of Animal Licenses Processed by City		
a. New Animal Licenses	1,796	1,814
b. Renewal of Animal Licenses	488	554
4. Traffic Collision Incidents Reported by LASD		
a. Fatal	-	- *
b. Injury	133	177 *
c. Non-injury	286	381 *
5. Number of Arrests Reported by LASD for Drunk Driving	8	11
6. % of Response on Citation Appeals/Complaints within 5 days (LASD)	100%	100%
7. Suspected Child Abuse Reports Followed Up within One Business Day (LASD)	100%	100%
8. Number of Crossing Guards Location Sites		
a. Rosemead School District	7	7
b. Garvey School District	8	8
9. Number of Emergency Preparedness Meetings Held		
a. Internal (Staff)	10	15
b. External		
1. CERT	3	4
2. HAM (Radio Operators)	5	9
3. Community Meetings	4	10

** Actual data from July 1, 2019 - March 31, 2020, no estimated data from April 1, 2020 - June 30, 2021*

Accomplishments

1. Restructured the process of conducting animal care and control duties within the City at an expected annual cost savings.
2. Restructured the scheduling of the part-time Community Service Officers from a random availability list to 3 shifts per day to establish consistency and manageability.
3. Successfully submitted a Notice of Intent for a California Office of Emergency Services Flood Mitigation Grant.

Function:

To direct day-to-day operations of the Public Safety business unit; develop goals and objectives for all Public Safety team members; coordinate staff to provide the most efficient and effective service.

Work Plan:

Description	When	Expected Result
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Public Education and Communication	Ongoing	Increased community awareness of Public Safety services, and facility. Expanded crime prevention efforts through maintaining a Community Area Watch Program, use of “Nixle” Social Media to promote Crime Prevention and Community Safety, providing direction to the Connections Forum meetings, and improving the Coffee/Tea with the Chief Program.
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Utilization of Community Service Officers	Ongoing	Community Service Officers to provide an increased presence at public facilities. Use of Community Service Officers in parking enforcement, traffic support, facility security, and support of animal control. Modification of deployment hours to maximize efficiency and effectiveness.
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Employee Training/Education	Ongoing	Employee education, drills, and response to community problems and emergencies are heightened. Increased deployment of CSO’s in emergent situations for assignments not requiring a Deputy Sheriff.

City of Rosemead, California
Public Safety Administration Division, 2005
 Budget Summary by Major Categories

Expenditures:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
Salaries and benefits	\$ 552,800	\$ 396,900	\$ 488,600	\$ 500,600	\$ 191,200	
Operations and maintenance	70,200	69,400	34,300	35,000	62,400	
Total Expenditures	\$ 623,000	\$ 466,300	\$ 522,900	\$ 535,600	\$ 253,600	

Funding Sources:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
General Fund	\$ 571,500	\$ 445,400	\$ 474,700	\$ 487,400	\$ 233,500	
Proposition C Fund	22,600	20,900	48,200	48,200	20,100	
CDBG Fund	28,900	-	-	-	-	
Total Funding Sources	\$ 623,000	\$ 466,300	\$ 522,900	\$ 535,600	\$ 253,600	

City of Rosemead, California
Public Safety Administration Division, 2005
 Budget Detail

Fund Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021	
			Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
Salaries & Benefits								
101		General Fund						
101	2005	5005	Salaries & wages	\$ 204,000	\$ 130,700	\$ 136,500	\$ 136,500	\$ 57,900
101	2005	5010	Part-time salaries & wages	115,500	78,800	140,100	140,100	52,800
101	2005	5025	Overtime	7,000	600	-	-	-
101	2005	5105	Social security/medicare	18,600	12,100	15,700	15,700	6,000
101	2005	5110	Worker's comp	25,700	26,900	22,900	22,900	5,700
101	2005	5115	Retirement contributions	70,000	82,700	81,600	93,600	26,900
101	2005	5130	Cafeteria benefit	60,000	44,200	43,600	43,600	21,800
101	2005	5140	Unemployment compensation	500	-	-	-	-
101	2005		Salaries & Benefits - General Fund	501,300	376,000	440,400	452,400	171,100
Prop C								
220	2005	5010	Part-time salaries & wages	20,000	18,900	42,900	42,900	17,600
220	2005	5105	Social security/medicare	800	400	600	600	300
220	2005	5110	Worker's comp	800	800	3,000	3,000	1,500
220	2005	5115	Retirement contributions	1,000	800	1,700	1,700	700
220	2005		Salaries & Benefits - Prop C Fund	22,600	20,900	48,200	48,200	20,100
CDBG Fund								
260	2005	5005	Salaries & wages	14,200	-	-	-	-
260	2005	5105	Social security/medicare	1,200	-	-	-	-
260	2005	5110	Worker's comp	1,200	-	-	-	-
260	2005	5115	Retirement contributions	6,800	-	-	-	-
260	2005	5130	Cafeteria benefit	5,500	-	-	-	-
260	2005		Salaries & Benefits - CDBG Fund	28,900	-	-	-	-
2005			Total Salaries & Benefits	552,800	396,900	488,600	500,600	191,200

City of Rosemead, California
Public Safety Administration Division, 2005
 Budget Detail

Fund Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
			Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
		Operations and maintenance					
101		General Fund					
101	2005	5299 Other professional/technical servic	-	-	-	700	-
101	2005	5435 Travel & meetings	500	100	500	500	-
101	2005	5540 Laundry & cleaning	1,000	1,200	1,500	1,500	-
101	2005	5605 General supplies	8,000	7,600	3,000	3,000	3,000
101	2005	5655 Uniforms	4,000	3,800	8,000	8,000	-
101	2005	5905 Technology servcies allocation	20,800	20,800	21,300	21,300	24,500
101	2005	5910 Equipment replacement allocation	35,900	35,900	-	-	34,900
101	2005	Operations & maint - General Fund	70,200	69,400	34,300	35,000	62,400
	2005	Total operations & maintenance	70,200	69,400	34,300	35,000	62,400
	2005	Total Public Safety Administration	\$ 623,000	\$ 466,300	\$ 522,900	\$ 535,600	\$ 253,600

PUBLIC SAFETY ADMINISTRATION

Budget Detail

Division 2005

GENERAL FUND – FUND 101

PROPOSITION C – FUND 220

COMMUNITY DEVELOPMENT BLOCK GRANT- FUND 260

PERSONNEL:

5005 Regular Full Time Salaries & Wages

Provide funds the compensation for the Administrative Assistant. Refer to the Appendix for a detailed allocation list.

5010 Part-time Salaries & Wages

Provide for one part-time staff to perform various clerical duties.

5025 Overtime

Cover the cost of overtime for non-management staff.

5105 Social Security/Medicare

Provide funds for employer's share of FICA/Medicare for all department employees.

5110 Workers Compensation

Provide funds for workers' compensation for department employees.

5115 Retirement Contributions

Provide funds for retirement plan funding for all full-time City employees.

5130 Cafeteria Benefit

Provide funds insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS

5605 General Supplies

Provide funds for office supply.

5905 Technology Replacement Allocation

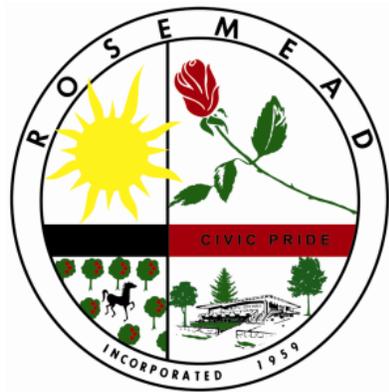
Allocated to technology replacement cost to all departments including.

5910 Equipment Replacement Allocation

Provide funds for purchase of equipment.

City of Rosemead, California

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Function:

To provide city-wide police services through a contract with the Los Angeles County Sheriff’s Department to conduct Sheriff patrol services, crime enforcement, traffic enforcement, and special event support. Under separate contracts with the Sheriff’s department, provide youth intervention and education through the STAR program and dedicated support to Rosemead High School utilizing a school resource officer.

Work Plan:

Description	When	Expected Result
<p>Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies.</p> <p>Maximizing available resources</p>	<p>Ongoing</p>	<p>Improved law enforcement services and maintain efficient response times, resulting in a safer City. Increased communication with the Community Services Officers and Code Enforcement in addressing both quality of life and enforcement related matters. Use of the Special Assignment Team and general patrol deputies to act in response to crime trends and community concerns. Use of trained reserve officers and volunteers in support roles at city events. Increased use of available data to address areas of concern.</p>
<p>Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies.</p> <p>Sheriff’s Department patrol visibility</p>	<p>Ongoing</p>	<p>Utilization of all available Sheriff department resources to strategically patrol the community and improve visibility. Address specific areas of concern in order to free-up available resources. Increased use of the Public Safety Center facility as a “sub-station” to minimize travel outside of the City and establish an increased visual presence and quicker response of Sheriff vehicles within the City’s boundaries at all hours.</p>
<p>Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies.</p> <p>Education</p>	<p>Ongoing</p>	<p>Increased community involvement through programs such as Public Safety Connections meetings, Neighborhood Watch, Coffee/Tea with the Chief, and Community Area Watch programs.</p>

City of Rosemead, California
Law Enforcement Division, 2010
 Budget Summary by Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Operations and maintenance	\$ 8,361,600	\$ 8,259,200	\$ 8,802,700	\$ 8,802,900	\$ 9,328,000
Total Expenditures	\$ 8,361,600	\$ 8,259,200	\$ 8,802,700	\$ 8,802,900	\$ 9,328,000

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 8,361,600	\$ 8,259,200	\$ 8,802,700	\$ 8,802,900	\$ 9,328,000
Total Funding Sources	\$ 8,361,600	\$ 8,259,200	\$ 8,802,700	\$ 8,802,900	\$ 9,328,000

City of Rosemead, California
Law Enforcement Division, 2010
 Budget Detail

Fund Division Object Expenditures:				FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Operations and maintenance								
101	General Fund							
101	2010	5299	Other Professional Services	\$ 130,100	\$ 122,100	\$ 130,000	\$ 130,000	\$ 130,000
101	2010	5515	Law enforcement	8,158,300	8,024,200	8,600,000	8,600,000	9,125,300
101	2010	5520	Special event patrol	61,000	103,600	60,000	60,000	60,000
101	2010	5530	Prisoner maintenance	-	200	-	200	-
101	2010	5540	Laundering	700	600	-	-	-
101	2010	5605	General supplies	500	100	-	-	-
101	2010	5630	Small tools & equipment	4,700	4,700	4,700	4,700	4,700
101	2010	5710	Community events	6,300	3,700	8,000	8,000	8,000
101	2010		Operations & maint - GF	8,361,600	8,259,200	8,802,700	8,802,900	9,328,000
2010 Total Law Enforcement				\$ 8,361,600	\$ 8,259,200	\$ 8,802,700	\$ 8,802,900	\$ 9,328,000

LAW ENFORCEMENT

Budget Detail

Division 2010

GENERAL FUND – FUND 101

OPERATIONS:

5299 Other Professional/Technical Services

Provide funds for Sheriff S.T.A.R Program.

5515 Law Enforcement

Provides funds for LASD Contract and Liability Trust fund.

5520 Special events Patrol

Provide funds for attending various special City events.

5630 Small Tools & Equipment

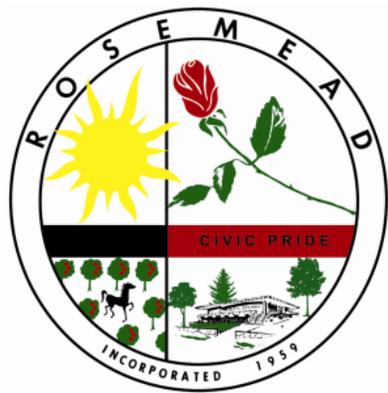
Provide funds for general equipment.

5710 Community Events

Provide funds for various expenses to conduct the monthly Area Watch meetings and National Night Out.

City of Rosemead, California

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Function:

To enforce the City’s Land Use and Development Code and the Municipal Code in a fair, sensitive, and timely manner; maintain and improve the quality of the community’s neighborhoods and commercial areas and enforce codes relating to property maintenance, zoning, public nuisances, signs, lighting, noise, and development; work with all City departments and a myriad of outside agencies. The Code Enforcement business unit both responds to resident complaints and conducts a proactive inspection program.

Work Plan:

Description	When	Expected Result
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Public Safety Enhancement	Ongoing	Improved code enforcement services and community appearance. Focus on compliance with City codes and improved appearance of businesses and residences, while removing blight from the commercial corridors. Work closely with sheriff personnel in utilizing both municipal and criminal codes to correct violations and improve quality of life. Actively working to evict problematic gang members, narcotics dealers, and public nuisances.
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Enhance the Administration Citation process.	Ongoing	Improved compliance on Code Enforcement violations while reducing the City’s cost of enforcement. Increased compliance from properties where a public nuisance exists. Ability to pro-actively address complaints of gambling and unlawful massage establishments via the City code/administrative citation process.
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Take a Proactive approach to Code Enforcement.	Ongoing	Improve compliance with municipal code by working with resident to inform them on ways to become compliant in regarding to code violations.

City of Rosemead, California
Code Enforcement Division, 2015
 Budget Summary by Major Categories

Expenditures:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	Year-End	Proposed
	Budget	Actual	Budget	Total	Total	Budget
Salaries and benefits	\$ -	\$ 500	\$ 88,500	\$ 88,500	\$ 88,500	\$ 710,200
Operations and maintenance	-	1,300	3,500	3,500	3,500	35,300
Total Expenditures	\$ -	\$ 1,800	\$ 92,000	\$ 92,000	\$ 92,000	\$ 745,500

Funding Sources:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	Year-End	Proposed
	Budget	Actual	Budget	Total	Total	Budget
General Fund	\$ -	\$ 1,300	\$ 92,000	\$ 92,000	\$ 92,000	\$ 745,500
CDBG Fund	-	500	-	-	-	-
Total Funding Sources	\$ -	\$ 1,800	\$ 92,000	\$ 92,000	\$ 92,000	\$ 745,500

City of Rosemead, California
Code Enforcement Division, 2015
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended	Actual	Amended	Estimated	Proposed
				Budget		Budget	Year-End	Budget
							Total	
Salaries & Benefits								
101			General Fund					
101	2015	5005	Salaries & wages	\$ -	\$ -	\$ 51,300	\$ 51,300	\$ 389,700
101	2015	5105	Social security/medicare	-	-	4,200	4,200	35,600
101	2015	5110	Worker's comp	-	-	4,400	4,400	37,200
101	2015	5115	Retirement contributions	-	-	6,800	6,800	116,900
101	2015	5130	Cafeteria benefit	-	-	21,800	21,800	130,800
101	2015		Salaries & Benefits - General Fund	-	-	88,500	88,500	710,200
CDBG Fund								
260			CDBG Fund					
260	2015	5005	Salaries & wages	-	200	-	-	-
260	2015	5105	Social security/medicare	-	100	-	-	-
260	2015	5110	Worker's comp	-	-	-	-	-
260	2015	5115	Retirement contributions	-	100	-	-	-
260	2015	5130	Cafeteria benefit	-	100	-	-	-
260	2015		Salaries & Benefits - CDBG Fund	-	500	-	-	-
	2015		Total Salaries & Benefits	-	500	88,500	88,500	710,200
Operations and maintenance								
101			General Fund					
101	2015	5299	Other professional/tech. services	-	1,300	-	-	19,600
101	2015	5460	Training classes	-	-	300	300	2,000
101	2015	5465	Membership dues	-	-	-	-	700
101	2015	5540	Laundry & cleaning	-	-	200	200	4,000
101	2015	5605	General supplies	-	-	2,000	2,000	4,000
101	2015	5655	Uniforms	-	-	1,000	1,000	5,000
101	2015		Operations & maint. - General Fund	-	1,300	3,500	3,500	35,300
	2015		Total Code Enforcement	\$ -	\$ 1,800	\$ 92,000	\$ 92,000	\$ 745,500

CODE ENFORCEMENT

Budget Detail

Division 2015

GENERAL FUND – FUND 101

PERSONNEL:

- 5005 Regular Full-Time Salaries & Wages
Provide funds for compensation of a Public Safety Manager, two (2) Senior Code Enforcements, and three (3) Code Enforcement Officer. Refer to the Appendix for a detailed allocation list.
- 5010 Part-time Salaries & Wages
Provide for one part-time staff to perform various clerical duties.
- 5105 Social Security/Medicare
Provide funds for employer's share of FICA/Medicare for all department employees.
- 5110 Workers Compensation
Provide for Workers Compensation for department employees.
- 5115 Retirement Contributions
Provide funds for retirement plan funding for all full-time City employees.
- 5130 Cafeteria Benefit
Provide funds insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

- 5299 Other Professional/Technical Services
Provide funds for Data Ticket and CRM Code Enforcement Model.

5460 Training Classes

Provide funds for various training.

5465 Membership Dues

Provide funds for California Association of Code Enforcement.

5540 Laundering

Provide funds for uniform cleaning.

5605 General Supplies

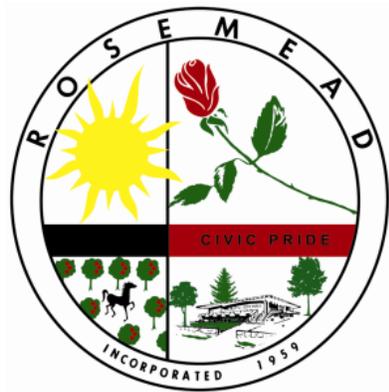
Provide funds for various department supplies.

5655 Uniforms

Provide funds for purchase of uniforms.

City of Rosemead, California

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Function:

Provide parking compliance and enforcement for the City.

Work Plan:

Description	When	Expected Result
<p>Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies.</p> <p>Coordinate staff schedules to improve cost effectiveness and efficiency.</p>	<p>Ongoing</p>	<p>Improved city-wide coverage, increased presence at known problem areas and times of day, and efficient use of service hours.</p>
<p>Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies.</p> <p>Coordinate with other Departments and services.</p>	<p>Ongoing</p>	<p>Increased cooperation and coordination with Public Works to ensure proper signage is visible, properly placed and marked, and made to minimum standards. Continue to report trash/bulky items and abandoned shopping carts utilizing the mobile CRM application.</p>
<p>Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies.</p> <p>In service training and equipment</p>	<p>Ongoing</p>	<p>Implementation of new electronic parking citation devices will minimize errors in citations. Increased communication and after-action reviews immediately following incidents to provide fair and consistent enforcement.</p>

City of Rosemead, California
Parking Control Division, 2020
 Budget Summary by Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ 36,300	\$ 35,200	\$ 41,800	\$ 41,800	\$ 40,100
Operations and maintenance	151,300	138,200	152,800	152,800	150,800
Total Expenditures	\$ 187,600	\$ 173,400	\$ 194,600	\$ 194,600	\$ 190,900

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Requested Budget
General Fund	\$ 187,600	\$ 173,400	\$ 194,600	\$ 194,600	\$ 190,900
Total Funding Sources	\$ 187,600	\$ 173,400	\$ 194,600	\$ 194,600	\$ 190,900

City of Rosemead, California
Parking Control Division, 2020
 Budget Detail

Fund Division Object Expenditures:			FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget	
Salaries & Benefits								
101	General Fund							
101	2020	5010	Part-time salaries & wages	\$ 32,000	\$ 31,900	\$ 36,600	\$ 36,600	\$ 35,200
101	2020	5025	Overtime	800	300	-	-	-
101	2020	5105	Social security/medicare	700	400	800	800	600
101	2020	5110	Worker's comp	1,400	1,400	3,000	3,000	2,900
101	2020	5115	Retirement contributions	1,400	1,200	1,400	1,400	1,400
101	2020		Total Salaries & Benefits	36,300	35,200	41,800	41,800	40,100
Operations and maintenance								
101	General Fund							
101	2020	5299	Other professional/technical serv.	144,000	137,300	147,300	147,300	148,000
101	2020	5540	Laundry & cleaning	1,000	600	1,000	1,000	800
101	2020	5605	General supplies	6,000	-	4,500	4,500	1,000
101	2020	5655	Uniforms	300	300	-	-	1,000
101	2020		Total operations & maintenance	151,300	138,200	152,800	152,800	150,800
	2020		Total Parking Control	\$ 187,600	\$ 173,400	\$ 194,600	\$ 194,600	\$ 190,900

PARKING CONTROL

Budget Detail

Division 2020

GENERAL FUND – FUND 101

PERSONNEL:

- 5010 Part-Time Salaries & Wages
Provide funds for part-time staff to perform various duties.
- 5105 Social Security/Medicare
Provide funds for employer's share of FICA/Medicare for all department employees.
- 5110 Workers Compensation
Provide for Workers Compensation for department employees.
- 5115 Retirement Contributions
Provide funds for retirement plan funding for all full-time City employees.

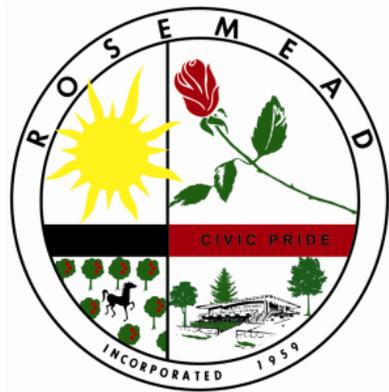
GENERAL FUND – FUND 101

OPERATIONS:

- 5299 Other Professional/Technical Services
Provide funds for Data Ticket monthly invoices and El Monte Court fees.
- 5540 Laundering
Provide funds for uniform cleaning.
- 5605 General Supplies
Provide funds for various department supplies.
- 5655 Uniforms
Provide funds for purchase of uniforms.

City of Rosemead, California

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Function:

In partnership with Rosemead and Garvey School Districts, provide safety and control at key crosswalk intersections at each school site.

Work Plan:

Description	When	Expected Result
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Coordinate with the School Districts to ensure that adequate coverage is provided at each school site.	Ongoing	Continued monitoring and adjustments of the program based on customer feedback and inter-agency discussions. Increased safety at each street crossing's for families going to and from each school site.

City of Rosemead, California
Crossing Guards Division, 2025
 Budget Summary by Major Categories

Expenditures:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	Year-End	Proposed
	Budget	Actual	Budget	Total	Total	Budget
Operations and maintenance	\$ 83,000	\$ 83,100	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Total Expenditures	\$ 83,000	\$ 83,100	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000

Funding Sources:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	Year-End	Proposed
	Budget	Actual	Budget	Total	Total	Budget
General Fund	\$ 77,000	\$ 77,100	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000
State Gas Tax Fund	6,000	6,000	18,000	18,000	18,000	18,000
Total Funding Sources	\$ 83,000	\$ 83,100	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000

City of Rosemead, California
Crossing Guards Division, 2025
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
			Operations and maintenance					
101			General Fund					
101	2025	5575	Crossing guard services	\$ 77,000	\$ 77,100	\$ 72,000	\$ 72,000	\$ 72,000
101	2025		Operations & maint - General Fund	77,000	77,100	72,000	72,000	72,000
			State Gas Tax Fund					
201	2025	5575	Crossing guard services	6,000	6,000	18,000	18,000	18,000
201	2025		Operations & maint - Gas Tax Fund	6,000	6,000	18,000	18,000	18,000
	2025		Total Crossing Guards	\$ 83,000	\$ 83,100	\$ 90,000	\$ 90,000	\$ 90,000

CROSSING GUARDS

Budget Detail

Division 2025

GENERAL FUND – FUND 101

STATE GAS TAX FUND – FUND 201

OPERATIONS:

- 5575 Crossing Guard Services
Provide funds for All City Management Services.

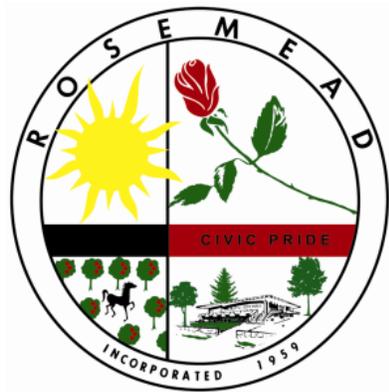
STATE GAS TAX FUND – FUND 201

OPERATIONS:

- 5575 Crossing Guard Services
Provide funds for All City Management Services.

City of Rosemead, California

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Function:

Provide animal care, control, sheltering, and licensing services in the City. City staff will respond to all animal related field service requests, including injured and deceased animal calls. Partner with private and non-profit entities to provide veterinary care, sheltering, and adoption services for impounded animals, and low-cost vaccination and neutering services to the public. Manage all required licensing of animals in the City.

Work Plan:

Description	When	Expected Result
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Animal Control services and licensing	Ongoing	Continued improvement of response times and service. Increased efficiency and user friendliness of the license renewal process by updating existing software system.
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Animal Control services and licensing	Ongoing	Continued relationship with the Rosemead Animal Hospital, Volunteers in Defense of Animals, and the San Gabriel Valley Emergency Animal Hospital to provide both responsive and cost-efficient services.

City of Rosemead, California
Animal Regulation Division, 2030
 Budget Summary by Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Operations and maintenance	\$ 145,200	\$ 90,700	\$ 159,000	\$ 159,000	\$ 71,100
Total Expenditures	\$ 145,200	\$ 90,700	\$ 159,000	\$ 159,000	\$ 71,100

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 145,200	\$ 90,700	\$ 159,000	\$ 159,000	\$ 71,100
Total Funding Sources	\$ 145,200	\$ 90,700	\$ 159,000	\$ 159,000	\$ 71,100

City of Rosemead, California
Animal Regulation Division, 2030
 Budget Detail

Fund Division Object Expenditures:			FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Operations and maintenance							
101	General Fund						
101	2030	5299 Other professional/technical services	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 5,100
101	2030	5460 Training classes	3,600	3,200	5,000	5,000	2,000
101	2030	5525 Animal control	122,900	84,900	140,000	140,000	60,000
101	2030	5605 General supplies	1,400	1,300	3,000	3,000	3,000
101	2030	5630 Small tools & equipment	1,250	1,300	1,000	1,000	1,000
101	2030	5655 Uniform	650	-	-	-	-
101	2030	5820 Machinery and Equipment	10,400	-	-	-	-
101	2030	5825 Vehicles	5,000	-	-	-	-
101	2030	Total operations & maintenance	145,200	90,700	159,000	159,000	71,100
	2030	Total Animal Regulation	\$ 145,200	\$ 90,700	\$ 159,000	\$ 159,000	\$ 71,100

ANIMAL REGULATION

Budget Detail

Division 2030

GENERAL FUND – FUND 101

OPERATIONS:

5299 Other Professional/Technical Services

Provide funds for Animal License Software maintenance and California Welfare Association fees.

5460 Training Classes

Provide funds for training for employees.

5525 Animal Control

Provide funds service for various contracts Rosemead Animal Hospital, D&D disposal services, VIDA Animal Rescue, and Emergency Pet hospital of Glendora.

5605 General Supplies

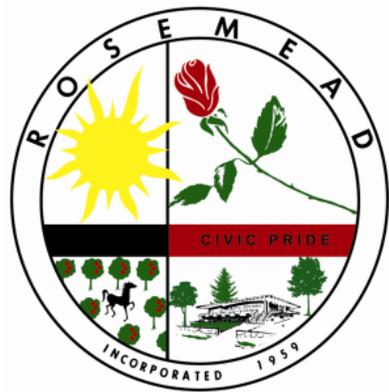
Provide funds for various department supplies.

5630 Small Tools & Equipment

Provide funds for purchase or replacement of tools and equipment.

City of Rosemead, California

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Function:

Implement and execute emergency preparedness tasks coordinated by the Public Safety Supervisor and incorporate an inter-departmental task force consisting of representatives from all departments. Coordinate emergency planning efforts with outside agencies. Emphasize emergency response coordination, staff and volunteer training, communication systems, recovery efforts, public information, neighborhood self-help programs, Emergency Plan development and revision, and public education presentations.

Emergency Preparedness Work Plan:

Description	When	Expected Result
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Improve emergency response	Ongoing	More efficient employee response to resolve City emergencies. Increased awareness by scheduled training and Semi-Annual drills.
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Update plans, procedures, and training.	Ongoing	Increased compliance with revised plans, procedures, and training to all State and Federal regulations.
Strategy 2: Continue to make Rosemead a safer and more secure community by combating crime and preparing for emergencies. Expansion of the CERT program and its volunteers, including HAM operators.	Ongoing	Improved disaster preparedness and community response for our residents and businesses.

City of Rosemead, California
Emergency Preparedness Division, 2035
 Budget Summary by Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ -	\$ -	\$ -	\$ -	\$ 149,700
Operations and maintenance	23,300	15,800	125,300	125,300	20,300
Total Expenditures	\$ 23,300	\$ 15,800	\$ 125,300	\$ 125,300	\$ 170,000

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 23,300	\$ 15,800	\$ 125,300	\$ 125,300	\$ 170,000
Total Funding Sources	\$ 23,300	\$ 15,800	\$ 125,300	\$ 125,300	\$ 170,000

City of Rosemead, California
Emergency Preparedness Division, 2035
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended	Actual	Amended	Estimated	Proposed
				Budget		Budget	Year-End	Budget
							Total	
Salaries & Benefits								
101			General Fund					
101	2035	5005	Salaries & wages	\$ -	\$ -	\$ -	\$ -	\$ 83,700
101	2035	5105	Social security/medicare	-	-	-	-	6,500
101	2035	5110	Worker's comp	-	-	-	-	1,700
101	2035	5115	Retirement contributions	-	-	-	-	36,000
101	2035	5130	Cafeteria benefit	-	-	-	-	21,800
101	2005		Total Salaries & Benefits	-	-	-	-	149,700
Operations and maintenance								
101			General Fund					
101	2035	5299	Other professional/technical serv.	3,000	3,000	-	-	-
101	2035	5465	Membership dues	2,800	2,800	2,800	2,800	2,800
101	2035	5605	General supplies	15,000	10,000	15,000	15,000	15,000
101	2035	5630	Small tools & equipment	2,500	-	2,500	2,500	2,500
101	2035	5637	COVID-19	-	-	105,000	105,000	
101	2035		Total operations & maintenance	23,300	15,800	125,300	125,300	20,300
	2035		Total Emergency Preparedness	\$ 23,300	\$ 15,800	\$ 125,300	\$ 125,300	\$ 170,000

EMERGENCY PREPAREDNESS

Budget Detail

Division 2035

GENERAL FUND – FUND 101

PERSONNEL:

- 5005 Regular Full-Time Salaries & Wages
Provide funds for compensation of the Public Works Supervisor. Refer to the Appendix for a detailed allocation list.
- 5105 Social Security/Medicare
Provide funds for employer's share of FICA/Medicare for all department employees.
- 5110 Workers Compensation
Provide for Workers Compensation for department employees.
- 5115 Retirement Contributions
Provide funds for retirement plan funding for all full-time City employees.
- 5130 Cafeteria Benefit
Provide funds insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

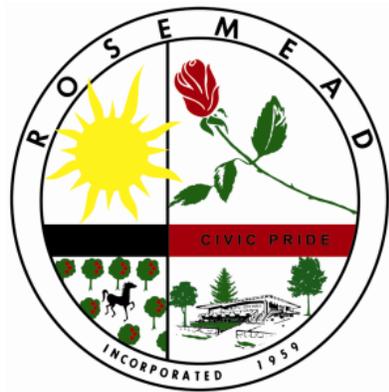
- 5465 Memberships Dues
Provide funds for Area D membership.
- 5605 General Supplies
Provide funds for various department supplies Resource Backpack supplies.

5630 Small Tools & Equipment

Provide funds for purchase or replacement of tools and equipment.

City of Rosemead, California

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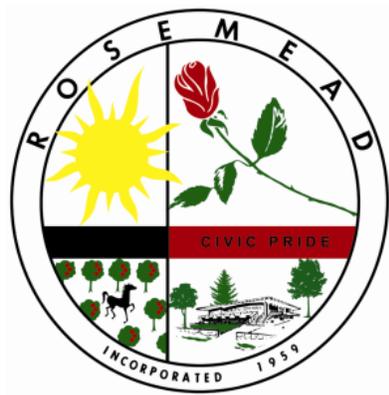
NO PARKING
EXCEPT IN FRONT
2AM - 6AM

PUBLIC WORKS

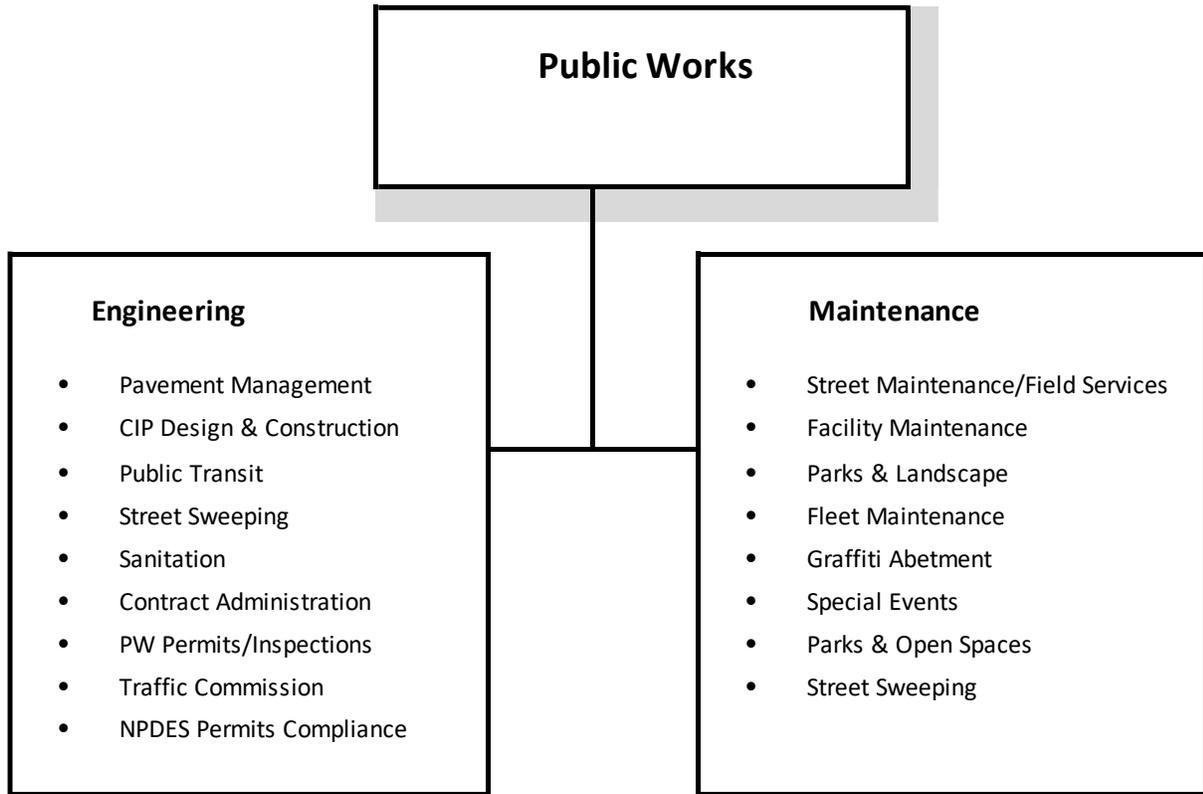


City of Rosemead, California

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City of Rosemead, California
Public Works
Organizational Chart



City of Rosemead, California

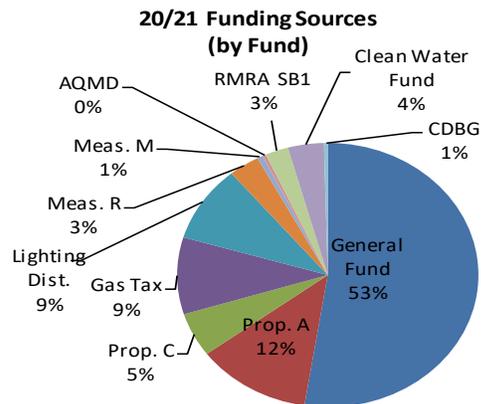
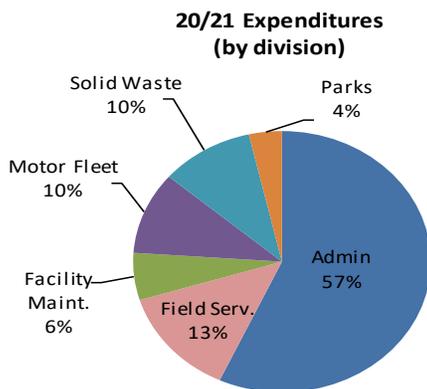
Public Works

Budget Summary

	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Requested Budget
No. of Full-time Team Members	20	20	23	22
Expenditures:				
Administration	423,600	330,800	352,900	330,800
Field Services	1,522,600	1,230,800	1,467,900	1,594,600
Facility Maintenance	399,600	403,400	389,500	389,500
Motor Fleet	411,500	161,900	334,500	378,600
Solid Waste	17,000	8,800	17,000	17,000
Parks & Open Space	3,065,600	2,863,900	2,951,200	2,805,500
Engineering	1,086,800	715,600	1,114,129	1,155,500
Project Management	108,200	49,300	175,100	173,500
Public Transit	1,042,500	999,100	1,354,100	1,125,000
Total Expenditures	8,077,400	6,763,600	8,156,329	7,970,000
Funding Sources				
General Fund	4,886,700	4,280,700	4,552,900	4,077,800
State Gas Tax	701,900	586,300	705,329	730,600
RMRA SB1	-	-	-	192,100
Proposition A	904,700	841,000	1,163,500	958,900
Proposition C	375,700	330,200	395,400	418,100
Measure R	134,900	98,100	276,800	256,700
Measure M	-	-	43,200	46,500
Air Quality Management District	70,000	-	30,000	30,000
Clean Water Fund	-	-	-	300,000
Street Lighting District	830,300	627,000	729,800	727,800
CDBG	-	-	59,400	31,500
Capital Projects Fund	-	-	-	-
Internal Service Fund	173,200	300	200,000	200,000
Total Funding Sources	8,077,400	6,763,600	8,156,329	7,970,000

% Change

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City of Rosemead, California

Public Works

Personnel

<u>Title</u>	<u>2020/21 Salaries</u>
Director of Public Works	170,811
Public Works Manager	105,007
Management Analyst	76,637
Administrative Analyst	67,337
Administrative Specialist	68,163
Maintenance Lead Worker (5)	328,998
Maintenance Worker (9)	445,672
Facilities Technician	57,352
Total Personnel Salaries	<u>\$ 1,319,975</u>

City of Rosemead, California
Public Works
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
Salaries and benefits	\$ 2,904,300	\$ 2,576,400	\$ 2,540,600	\$ 2,484,100	\$ 2,473,800	
Operations and maintenance	4,929,900	4,186,900	5,385,729	5,229,629	5,266,200	
Capital outlay	243,200	300	230,000	230,000	230,000	
Total Expenditures	\$ 8,077,400	\$ 6,763,600	\$ 8,156,329	\$ 7,943,729	\$ 7,970,000	

Funding Sources:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
General Fund	\$ 4,886,700	\$ 4,280,700	\$ 4,552,900	\$ 4,457,200	\$ 4,077,800	
State Gas Tax Fund	701,900	586,300	705,329	609,429	730,600	
RMRA SB1	-	-	-	-	192,100	
Proposition A Fund	904,700	841,000	1,163,500	1,155,100	958,900	
Proposition C Fund	375,700	330,200	395,400	381,900	418,100	
Measure R Fund	134,900	98,100	276,800	277,200	256,700	
Measure M Fund	-	-	43,200	43,700	46,500	
Air Quality Mgt. District Fund	70,000	-	30,000	30,000	30,000	
Clean Water Fund	-	-	-	-	300,000	
Street Lighting District Fund	830,300	627,000	729,800	729,800	727,800	
CDBG Fund	-	-	59,400	59,400	31,500	
Internal Service Fund	173,200	300	200,000	200,000	200,000	
Total Funding Sources	\$ 8,077,400	\$ 6,763,600	\$ 8,156,329	\$ 7,943,729	\$ 7,970,000	

City of Rosemead, California
Public Works
Budget Overview and Significant Changes

Expenditures

- **Salary & Benefits**
The budget reflex cost savings for the elimination of the Associates Civil Engineer, Civil Engineer Assistant, and the Public Works Inspector positions.
- **Equipment Replacement Allocation**
Funds allocated for the replacement of equipment.
- **Traffic Signal Maintenance**
Funds allocated to purchase new maintenance of traffic control striping and marking projects.
- **Other Professional**
Increase in anticipation of a new professional service contract for Stormwater Consulting Services.

City of Rosemead, California
Public Works Department
2020-21 Strategic Plan Goals and Objectives

- Responsive Public Service (Professional, Accessible, and Timely)
- Pursue Outside Funding Opportunities
- Fiscal Responsibility (Appropriate fees for services)
- Manage City Operating Activities
 - Street Maintenance (Graffiti Removal/Traffic Signals/Streets/Sidewalks/Signage/Striping)
 - Facility Maintenance
 - Open Spaces Maintenance (Tree Trimming/Medians/Parkways)
 - Parks Maintenance
 - Solid Waste/Recycling Collection
 - Street Sweeping
 - Transportation Services
 - Permitting for Outside Agencies Projects in City Right-of-Way
- Provide Assistance to Development Community
 - Plan check Entitlement projects, planning determine conditions of Approval
 - Enforce City Code related to public infrastructure standards
 - Ensure compliance with State mandated environmental regulations (Stormwater pollution prevention, recycling of construction debris, etc.)
- Environmental
 - Recycling – Encourage increased diversion of solid waste materials from landfills
 - Trash/Recycling Program Enhancements
 - NPDES/Water Quality Programs and Compliance

- Enhancement of the City through ongoing Capital Improvements
 - Complete Street improvements
 - Street, sidewalk and median improvement projects
 - Sewer, storm drain improvement projects
 - Facility upgrade projects
 - Parks/Open Spaces projects (with Parks and Recreation Department)
 - ADA Accessibility improvements

- Utility Coordination
 - Continue regional participation on water quality issues
 - Work with County Department of Public Works to perform sewer maintenance and reduce sewer spill overflows
 - Work with County Department of Health to perform business inspections related to NPDES and industrial waste regulations

- Evaluate and devise “Green” efforts
 - Continue to implement water conservation program
 - Continue to install energy efficient fixtures (windows, solar panels) to reduce energy usage and expenditures
 - In conjunction with the SGV Council of Governments, implement recommendations from the City’s Climate Action Plan and work plan to reduce carbon footprint.
 - Citywide Tree Master Plan

- Improve Traffic Flow and Traffic Safety
 - Safe Routes to School Program
 - Traffic signal timing and synchronization
 - Protected/Permissive traffic signals
 - Neighborhood Traffic Calming Toolbox

- Citywide Beautification
 - Landscaping “Buffers” for vacant commercial parcels (with Community Development)
 - Continue Improvements along Garvey Avenue as part of the Garvey Avenue Specific Plan (with Community Development)

City of Rosemead, California
Public Works
 Department Performance and Workload Measures

Performance and Workload Measures	2018-2019 Actual	2019-2020 Estimated
1. Number of Trees Timeout program participants	998	1,800
2. Number of Tree Removals	47	27
3. Number of Trees Planted	0	22
4. Graffiti Removal (square feet)	51,000	10,000
5. Trash - Dumped on Right-of-Way	4,833	55,000
6. Number of Fleet Repairs	25	25
7. Number of Shopping Carts Picked Up	500	352
8. Number of Pot Holes Filled	30	33
9. Number of Plumbing Calls	40	33
10. Number of Graffiti Calls	400	583
11. Number of Curb Repairs	39	25
12. Number of Parks Equipment Repair/Vandalism	24	25

Accomplishments

1. The City completed the Traffic Signal Improvements Project Located on Valley and Ivar.
2. The City completed the Annual Residential Resurfacing project.
3. The City completed the renovation of the Garvey Park Restroom.
4. The City resurfaced the Rosemead Park basketball court.
5. Public Works staff responded to over 56,000 CRM work orders.

Function:

To administer and provide support for the City’s public works functions and responsive customer service to the Community and other City business departments; to provide highly responsive service to City management, the City Council, and the Traffic Commission; to provide budget and personnel management for the department, and administer contract public works services; Plan, budget, and oversee the City’s capital improvement program; to oversee environmental programs and ensure compliance with regulatory agencies, and to develop policies and new programs that improve the City’s public works services.

Work Plan:

Description	When	Expected Result
Provide administrative support to department operations, citizen advisory commissions, and other departments	Ongoing	Improved awareness of department operations and services to the functions in the community, and other City staff.
Contract Management – transportation, trash, landscape maintenance, fleet, etc.	Ongoing	Cost savings; increased efficiency; and, improved programs, facilities, and fleet.
Grant Management	Ongoing	Improved awareness of other programs/services, and increased opportunities for grant funding.
Staff Development	Ongoing	Development opportunities for the employee including increased responsiveness to residents from cross-training.

City of Rosemead, California
Public Works Administration Division, 3005
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ 391,400	\$ 298,600	\$ 318,500	\$ 298,300	\$ 290,100
Operations and maintenance	32,200	32,200	34,400	34,400	40,700
Total Expenditures	\$ 423,600	\$ 330,800	\$ 352,900	\$ 332,700	\$ 330,800

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 266,500	\$ 247,800	\$ 206,100	\$ 185,900	\$ 159,700
State Gas Tax Fund	-	-	9,800	9,800	11,500
RMRA SB1	-	-	-	-	11,500
Proposition A Fund	110,000	54,700	58,800	58,800	60,600
Proposition C Fund	-	-	-	-	-
Measure R Fund	47,100	28,300	39,300	39,300	41,700
Measure M Fund	-	-	19,400	19,400	22,800
Street Lighting District Fund	-	-	9,800	9,800	11,500
CDBG Fund	-	-	9,700	9,700	11,500
Total Funding Sources	\$ 423,600	\$ 330,800	\$ 352,900	\$ 332,700	\$ 330,800

City of Rosemead, California
Public Works Administration Division, 3005
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries & Benefits								
101			General Fund					
101	3005	5005	Salaries & wages	\$ 150,000	\$ 149,500	\$ 120,500	\$ 109,500	\$ 78,200
101	3005	5025	Overtime	1,000	900	-	-	-
101	3005	5105	Social security/medicare	15,800	11,800	5,800	8,800	5,600
101	3005	5110	Worker's comp	6,900	6,900	6,300	6,300	1,800
101	3005	5115	Retirement contributions	38,200	22,400	20,000	26,900	15,700
101	3005	5125	Automobile allowance	2,100	2,400	2,700	-	2,400
101	3005	5130	Cafeteria benefit	20,300	21,700	16,400	-	15,300
101	3005		Salaries & Benefits - General Fund	234,300	215,600	171,700	151,500	119,000
State Gas Tax								
201								
201	3005	5005	Salaries & wages	-	-	6,600	6,600	8,600
201	3005	5105	Social security/medicare	-	-	500	500	600
201	3005	5110	Worker's comp	-	-	600	600	200
201	3005	5115	Retirement contributions	-	-	700	700	700
201	3005	5125	Automobile allowance	-	-	300	300	300
201	3005	5130	Cafeteria benefit	-	-	1,100	1,100	1,100
201	3005		Salaries & Benefits - State Gas Tax	-	-	9,800	9,800	11,500
RMRA SB1								
202								
202	3005	5005	Salaries & wages	-	-	-	-	8,600
202	3005	5105	Social security/medicare	-	-	-	-	600
202	3005	5110	Worker's comp	-	-	-	-	200
202	3005	5115	Retirement contributions	-	-	-	-	700
202	3005	5125	Automobile allowance	-	-	-	-	300
202	3005	5130	Cafeteria benefit	-	-	-	-	1,100
202	3005		Salaries & Benefits - RMRA SB1	-	-	-	-	11,500
Prop A Fund								
215								
215	3005	5005	Salaries & wages	59,200	25,000	32,200	32,200	37,300
215	3005	5105	Social security/medicare	4,300	2,400	2,700	2,700	2,900
215	3005	5110	Worker's comp	5,100	5,100	2,900	2,900	900
215	3005	5115	Retirement contributions	28,300	11,200	11,700	11,700	10,100
215	3005	5125	Automobile allowance	900	1,000	600	600	600
215	3005	5130	Cafeteria benefit	12,200	10,000	8,700	8,700	8,800
215	3005		Salaries & Benefits - Prop A Fund	110,000	54,700	58,800	58,800	60,600

City of Rosemead, California
Public Works Administration Division, 3005
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
				Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
225			Measure R Fund					
225	3005	5005	Salaries & wages	24,900	16,200	22,700	22,700	27,200
225	3005	5105	Social security/medicare	1,900	1,600	1,900	1,900	2,000
225	3005	5110	Worker's comp	2,200	2,200	2,000	2,000	700
225	3005	5115	Retirement contributions	12,000	4,800	6,600	6,600	5,700
225	3005	5125	Automobile allowance	600	400	600	600	600
225	3005	5130	Cafeteria benefit	5,500	3,100	5,500	5,500	5,500
225	3005		Salaries & Ben. - Measure R Fund	47,100	28,300	39,300	39,300	41,700
226			Measure M Fund					
226	3005	5005	Salaries & wages	-	-	13,200	13,200	17,100
226	3005	5105	Social security/medicare	-	-	1,000	1,000	1,100
226	3005	5110	Worker's comp	-	-	1,100	1,100	400
226	3005	5115	Retirement contributions	-	-	1,300	1,300	1,400
226	3005	5125	Automobile allowance	-	-	600	600	600
226	3005	5130	Cafeteria benefit	-	-	2,200	2,200	2,200
226	3005		Salaries & Ben. - Measure M Fund	-	-	19,400	19,400	22,800
245			Street Lighting District					
245	3005	5005	Salaries & wages	-	-	6,600	6,600	8,600
245	3005	5105	Social security/medicare	-	-	500	500	600
245	3005	5110	Worker's comp	-	-	600	600	200
245	3005	5115	Retirement contributions	-	-	700	700	700
245	3005	5125	Automobile allowance	-	-	300	300	300
245	3005	5130	Cafeteria benefit	-	-	1,100	1,100	1,100
245	3005		Salaries & Ben. - Street Lighting District	-	-	9,800	9,800	11,500
260			Community Development Block Grant					
260	3005	5005	Salaries & wages	-	-	6,600	6,600	8,600
260	3005	5105	Social security/medicare	-	-	500	500	600
260	3005	5110	Worker's comp	-	-	500	500	200
260	3005	5115	Retirement contributions	-	-	700	700	700
260	3005	5125	Automobile allowance	-	-	300	300	300
260	3005	5130	Cafeteria benefit	-	-	1,100	1,100	1,100
260	3005		Salaries & Ben. - CDBG	-	-	9,700	9,700	11,500
3005			Total Salaries & Benefits	391,400	298,600	318,500	298,300	290,100

City of Rosemead, California
Public Works Administration Division, 3005
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
				Amended	FY 2019	Amended	Estimated	Proposed
				Budget	Actual	Budget	Year-End	Budget
							Total	
Operations and maintenance								
101			General Fund					
101	3005	5435	Travel & meetings	-	-	1,500	1,500	1,500
101	3005	5905	Technology services allocation	32,200	32,200	32,900	32,900	39,200
101	3005		Operations & maint - General Fund	32,200	32,200	34,400	34,400	40,700
	3005		Total operations & maint	32,200	32,200	34,400	34,400	40,700
	3005		Total Public Works Administration	\$ 423,600	\$ 330,800	\$ 352,900	\$ 332,700	\$ 330,800

Public Works Administration

Budget Detail

Division 3005

GENERAL FUND – FUND 101

GAS TAX FUND – FUND 201

RMRA SBI FUND – FUND 202

PROP A FUND – FUND 215

MEASURE R FUND – FUND 225

MEASURE M FUND – FUND 226

STREET LIGHTING DISTRICT FUND – FUND 245

CDBG FUND – FUND 260

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide compensation for the Director of Public Works and Administrative Assistant.
Refer to the Appendix for a detailed allocation list.

- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.

- 5110 Workers Compensation
Provide for workers compensation for department employees.

- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.

- 5125 Automobile Allowance
Provide funds for an Automobile Allowance for the Department Directors.

- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

5435 Travel and Meeting

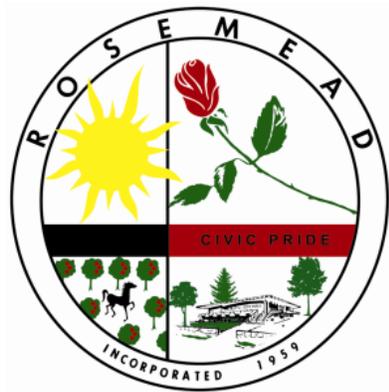
Provide funds for attending various professional meetings.

5905 Technology Replacement Allocation

Allocate technology replacement costs.

City of Rosemead, California

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Function:

To coordinate the City’s graffiti abatement activities and enhance community beautification efforts; to manage and monitor the City’s graffiti hotline; and establish a no tolerance policy for graffiti in the City.

Work Plan:

Description	When	Expected Result
Promote zero tolerance for graffiti in the City and ensure a 48-hour removal of observed/reported graffiti.	Ongoing	Improved community beautification and maintenance of City assets.
Manage and operate a City graffiti hotline and online graffiti reporting system	Ongoing	Increased access for residents to report graffiti in the City.
Ensure that streetlights are in proper working condition through regular communication with Southern California Edison	Ongoing	Improved community beautification and maintenance of City assets.
Contract for repair and maintenance of City streetlights as needed	Ongoing	Improved streetscape appearance and visibility in the City.
Manage City street sweeping operations	Ongoing	Improve aesthetics and reduce storm water runoff.
Ensure that City sidewalks, public rights-of-way, streets, and surrounding hardscape are in proper condition.	Ongoing	Improved community beautification and maintenance of City assets.
Ensure that City street traffic signals are in proper working condition	Ongoing	Improved community beautification, dependability of City assets, and traffic safety.
Maintain a tracking mechanism for public service order requests	Ongoing	Increased efficiency, responsiveness to the public.
Manage Bulk-Item Pick-up Program	Ongoing	Improve aesthetics and City cleanliness.

Description	When	Expected Result
Manage City Signage Replacement Program	Ongoing	Increased vehicle and pedestrian safety.
Manage on-call services agreements to perform routine services like sidewalk grinding and ramping, surveying, and street repair work	Ongoing	Increased efficiency and cost savings for street repair projects.
Striping, markings, and curb numbers.	Ongoing	Improved safety and beautification of the City.
Provide both routine and special maintenance of 41 City-owned traffic signals, 4 shared traffic signals, and 8 State-owned traffic signals	Ongoing	Minimize disruption and delay to the public on City roadways. Respond to outages and downed signal complaints the same day that they are reported.
Respond to requests for signage and striping modifications from general public and the City Traffic Commission	Ongoing	Improved street appearance and reduction in traffic accidents.
Continue to survey existing street signs, integrate into City GIS system and implement replacement program	Ongoing	Improved street appearance and reduction in traffic accidents.
Annual school route repainting	Ongoing	Improved visibility of street markings near schools prior to start of school year.
Provide energy for traffic signals and luminaries.	Ongoing	Minimize disruption and delay to the public on City roadways.
Manage road striping and markings and perform maintenance of these assets.	Ongoing	Increase vehicle and pedestrian safety.

City of Rosemead, California
Field Services Division, 3010
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ 315,400	\$ 320,500	\$ 340,800	\$ 244,600	\$ 398,000
Operations and maintenance	1,207,200	910,300	1,127,100	1,124,600	1,196,600
Total Expenditures	\$ 1,522,600	\$ 1,230,800	\$ 1,467,900	\$ 1,369,200	\$ 1,594,600

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 287,700	\$ 267,700	\$ 304,300	\$ 310,800	\$ 277,000
State Gas Tax Fund	424,700	335,600	411,200	315,000	440,500
RMRA SB1	-	-	-	-	87,300
Proposition A Fund	41,500	44,500	53,700	44,700	73,000
Proposition C Fund	55,700	57,700	58,700	58,700	76,800
Street Lighting District Fund	713,000	525,300	640,000	640,000	640,000
Total Funding Sources	\$ 1,522,600	\$ 1,230,800	\$ 1,467,900	\$ 1,369,200	\$ 1,594,600

City of Rosemead, California
Field Services Division, 3010
 Budget Detail

Fund Division Object Expenditures:			FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries & Benefits							
101	General Fund						
101	3010	5005 Salaries & wages	\$ 62,000	\$ 80,800	\$ 64,800	\$ 64,800	\$ 49,100
101	3010	5025 Overtime	14,000	10,600	14,000	14,000	14,000
101	3010	5105 Social security/medicare	5,000	6,700	8,000	8,000	4,300
101	3010	5110 Worker's comp	4,500	4,500	4,400	4,400	4,500
101	3010	5115 Retirement contributions	21,000	27,900	30,000	30,000	14,800
101	3010	5130 Cafeteria benefit	20,000	20,200	21,000	21,000	19,700
101	3010	Salaries & Benefits - General Fund	126,500	150,700	142,200	142,200	106,400
Gas Tax Fund							
201	Gas Tax Fund						
201	3010	5005 Salaries & wages	43,000	21,200	44,500	-	66,700
201	3010	5025 Overtime	-	-	-	-	-
201	3010	5105 Social security/medicare	4,500	2,500	4,100	-	5,900
201	3010	5110 Worker's comp	4,500	4,500	4,500	-	6,200
201	3010	5115 Retirement contributions	18,300	18,100	21,700	-	17,900
201	3010	5130 Cafeteria benefit	21,400	21,300	21,400	-	28,800
201	3010	Salaries & Benefits - Gas Tax Fund	91,700	67,600	96,200	-	125,500
RMRA SB1							
202	RMRA SB1						
202	3010	5005 Salaries & wages	-	-	-	-	12,800
202	3010	5105 Social security/medicare	-	-	-	-	1,200
202	3010	5110 Worker's comp	-	-	-	-	1,300
202	3010	5115 Retirement contributions	-	-	-	-	5,500
202	3010	5130 Cafeteria benefit	-	-	-	-	5,500
202	3010	Salaries & Benefits - Gas Tax Fund	-	-	-	-	26,300
Prop A Fund							
215	Prop A Fund						
215	3010	5005 Salaries & wages	18,800	21,900	19,800	19,800	34,200
215	3010	5105 Social security/medicare	1,800	1,900	1,900	1,900	3,100
215	3010	5110 Worker's comp	2,000	2,000	2,200	2,200	3,200
215	3010	5115 Retirement contributions	7,500	7,600	8,400	8,400	6,500
215	3010	5130 Cafeteria benefit	11,400	11,100	11,400	11,400	16,000
215	3010	Salaries & Benefits - Prop A Fund	41,500	44,500	43,700	43,700	63,000

City of Rosemead, California
Field Services Division, 3010
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
220			Prop C Fund					
220	3010	5005	Salaries & wages	25,600	27,000	26,700	26,700	40,700
220	3010	5105	Social security/medicare	2,500	2,400	2,500	2,500	3,600
220	3010	5110	Worker's comp	2,800	2,800	2,800	2,800	3,800
220	3010	5115	Retirement contributions	11,600	12,800	13,600	13,600	11,200
220	3010	5130	Cafeteria benefit	13,200	12,700	13,100	13,100	17,500
220	3010		Salaries & Benefits - Prop C Fund	55,700	57,700	58,700	58,700	76,800
	3010		Total Salaries & Benefits	315,400	320,500	340,800	244,600	398,000
			Operations and maintenance					
101			General Fund					
101	3010	5299	Other professional/technical serv.	60,000	34,000	57,000	57,000	57,000
101	3010	5330	Grounds repair & maintenance	5,000	500	10,000	10,000	10,000
101	3010	5360	Curbs & sidewalks repair & maint.	32,300	30,600	20,000	20,000	20,000
101	3010	5390	Equipment rental	1,000	300	1,500	4,000	1,500
101	3010	5435	Travel & meetings	500	200	-	-	3,000
101	3010	5460	Training classes	3,000	-	1,500	1,500	4,000
101	3010	5605	General supplies	35,000	32,900	22,000	22,000	22,000
101	3010	5630	Small tools & Equipment	1,000	600	1,100	1,100	1,100
101	3010	5655	Uniforms	8,400	6,700	9,000	9,000	12,000
101	3010	5660	Traffic signs & markers	15,000	11,200	30,000	34,000	30,000
101	3010	5820	Machinery & Equipment		-	10,000	10,000	10,000
101	3010		Operations & maint - General Fund	161,200	117,000	162,100	168,600	170,600
201			Gas Tax Fund					
201	3010	5299	Other professional/technical serv.	8,000	-	-	-	-
201	3010	5350	Street repair maintenance	50,000	37,500	50,000	50,000	50,000
201	3010	5355	Street sweeping	230,000	218,400	225,000	225,000	225,000
201	3010	5360	Curbs & sidewalks repair & maint.	45,000	12,100	40,000	40,000	40,000
201	3010		Operations & maint - Gas Tax Fund	333,000	268,000	315,000	315,000	315,000
202			RMRA SB1					
202	3010	5605	General Supplies	-	-	-	-	11,000
202	3010	5660	Traffic signs & markers	-	-	-	-	50,000
202	3010		Operations & maint - RMRA SB1	-	-	-	-	61,000
215			Proposition A Fund					
215	3010	5299	Other professional/technical servic	-	-	10,000	1,000	10,000
215	3010		Operations & maint - Prop A Fund	-	-	10,000	1,000	10,000

City of Rosemead, California
Field Services Division, 3010
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
245			Street Lighting Fund					
245	3010	5305	Electricity	483,000	394,300	400,000	400,000	400,000
245	3010	5365	Traffic signal maintenance	170,000	111,900	200,000	200,000	200,000
245	3010	5370	Street lighting maintenance	60,000	19,100	40,000	40,000	40,000
245	3010		Operations & maint - St. Light. Func	713,000	525,300	640,000	640,000	640,000
	3010		Total operations & maintenance	1,207,200	910,300	1,127,100	1,124,600	1,196,600
			Capital Outlay					
101			General Fund					
101	3010	5820	Machinery & equipment	-	-	-	-	-
101	3010		Capital Outlay - General Fund	-	-	-	-	-
	3010		Total Field Services	\$ 1,522,600	\$ 1,230,800	\$ 1,467,900	\$ 1,369,200	\$ 1,594,600

Field Services

Budget Detail

Division 3010

GENERAL FUND – FUND 101

GAS TAX FUND – FUND 201

RMRA FUND – FUND 202

PROPOSITION A – FUND 215

PROPOSITION C – FUND 220

STREET LIGHTING DISTRICT FUND – FUND 245

PERSONNEL:

5005 Regular Full Time Salaries & Wages

Provide compensation for the Maintenance Lead Worker and Maintenance Workers. Refer to the Appendix for a detailed allocation list.

5025 Overtime

Cover the cost of overtime for non-management staff.

5105 Social Security/Medicare

Provide for employer's share of FICA/Medicare for all department employees.

5110 Workers Compensation

Provide for workers compensation for department employees.

5115 Retirement Contributions

Provide for retirement plan funding for all full-time City employees.

5130 Cafeteria Benefit

Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

- 5299 Other Professional/Technical Services
Provide funds for regulatory traffic sign inventory, Shopping Cart contract, welding services, and Encampment cleanup.

- 5330 Grounds Repair & Maintenance
Provide funds for repairs needed as a result of vandalism to traffic lights, streetlights, regulatory signs, etc.

- 5360 Curb & Sidewalks Repair & Maintenance
Provide funds for curb painting of addresses within the residential areas.

- 5390 Equipment Rental
Provide funds for various construction and building machinery, equipment, fencing, etc.

- 5435 Travel and Meeting
Provide funds for attending various professional meetings.

- 5460 Training Classes
Provide funds for skills enhancement, Maintenance Supervisor Association, NPDES storm drain courses, Traffic Signal Inspection courses, and other training and courses.

- 5605 General Supplies
Provide funds for basic hardware needed in Field Services.

- 5630 Small Tools & Equipment
Provide funds for the purchase or replacement of tools and equipment.

- 5655 Uniforms
Provide funds for purchase of uniforms and jackets.

- 5660 Traffic signs & markers
Provide funds for purchase of Traffic signs & markers supplies throughout the City.

- 5820 Machinery & Equipment
Provide funds for machinery and equipment.

GAS TAX FUND – FUND 201

OPERATIONS:

5350 Street Repair & Maintenance

Provide funds for supplies, equipment, and repairs needed to perform street repair and maintenance such as potholes, storm damage, weed abatement on the right-of-way etc., as well as Traffic Commission requests.

5355 Street Sweeping

Provide funds for street sweeping to be performed by a private contractor.

5360 Curbs & Sidewalks Repair & Maintenance

Provide funds for residential curb painting and pavement markings.

RMRA FUND – FUND 202

OPERATIONS:

5605 General Supplies

Provide funds for the purchase of Traffic Control Device Program equipment.

5660 Traffic signs & markers

Provide funds for purchase of Traffic signs & markers supplies throughout the City.

PROP A FUND – FUND 215

OPERATIONS:

5299 Other Professional Services

Provide funds for cleaning bus shelters.

STREET LIGHTING DISTRICT FUND – FUND 245

OPERATIONS:

5305 Electricity

Provide funds for energy and maintenance expenses within the Lighting District for all Southern California Edison Company owned facilities and energy expenses for District-owned facilities.

5365 Traffic Signal Maintenance

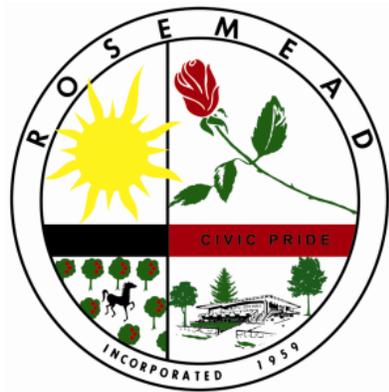
Provide funds for both routine and extraordinary maintenance costs of traffic signal locations throughout the City contract, coordination of traffic signal timing, traffic signal supplies, and backup battery.

5370 Street Lighting Maintenance

Provide funds for the maintenance and repair of City owned streetlights and safety lights.

City of Rosemead, California

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Activity: Facility Maintenance

Division: 3015

Function:

To provide maintenance and repair of City facilities and parks. The services provided include; safety evaluations, emergency repairs, painting, minor repairs to park equipment, and electrical repairs.

Facility Maintenance Work Plan:

Description	When	Expected Result
Manage maintenance and janitorial services for City owned facilities	Ongoing	Improved community aesthetics and safety.
Complete modernization improvements at City facilities	Ongoing	Improved facilities aesthetics.
Facility accessibility improvements	Ongoing	Improved access to public facilities.
Utility usage at facilities	Ongoing	Ensure areas are safe for facility users.
Repair and replace facility amenities	Ongoing	Improve facility appearance and user safety.

City of Rosemead, California
Facility Maintenance Division, 3015
 Budget Summary By Major Categories

<i>Expenditures:</i>	<i>FY 2019</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2020</i>	<i>FY 2021</i>
	<i>Amended</i>		<i>Amended</i>	<i>Estimated</i>	<i>Proposed</i>
	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Year-End</i>	<i>Budget</i>
				<i>Total</i>	
Operations and maintenance	\$ 399,600	\$ 403,400	\$ 389,500	\$ 389,500	\$ 389,500
Total Expenditures	\$ 399,600	\$ 403,400	\$ 389,500	\$ 389,500	\$ 389,500

<i>Funding Sources:</i>	<i>FY 2019</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2020</i>	<i>FY 2021</i>
	<i>Amended</i>		<i>Amended</i>	<i>Estimated</i>	<i>Proposed</i>
	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Year-End</i>	<i>Budget</i>
				<i>Total</i>	
General Fund	\$ 399,600	\$ 403,400	\$ 389,500	\$ 389,500	\$ 389,500
Total Funding Sources	\$ 399,600	\$ 403,400	\$ 389,500	\$ 389,500	\$ 389,500

City of Rosemead, California
Facility Maintenance Division, 3015
 Budget Detail

Fund Division Object Expenditures:				FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Operations and maintenance								
101	General Fund							
101	3015	5299	Other professional/technical serv.	\$ 86,000	\$ 91,300	\$ 80,000	\$ 80,000	\$ 80,000
101	3015	5325	Custodial	202,000	204,700	205,000	205,000	205,000
101	3015	5340	Facilities repair & maintenance	97,000	94,300	90,000	90,000	90,000
101	3015	5390	Equipment rental	1,000	100	1,000	1,000	1,000
101	3015	5460	Training classes	1,600	-	1,500	1,500	1,500
101	3015	5605	General supplies	12,000	13,000	12,000	12,000	12,000
101	3015	Operations & maint - General Func		399,600	403,400	389,500	389,500	389,500
	3015	Total Facility Maintenance		\$ 399,600	\$ 403,400	\$ 389,500	\$ 389,500	\$ 389,500

Facility Maintenance

Budget Detail

Division 3015

GENERAL FUND – FUND 101

OPERATIONS:

5299 Other Professional/Technical Services

Provide funds for Professional Service Agreements for a variety of City services including HVAC, elevator, alarm system pest control, etc., and waste cleanup at City facilities.

5325 Custodial

Provide funds for contract services.

5340 Facilities Repair & Maintenance

Provide funds for supplies and equipment needed for the maintenance and repair of City facilities and repairs needed as a result of vandalism to City facilities.

5390 Equipment Rental

Provide funds to rent special equipment.

5460 Training Classes

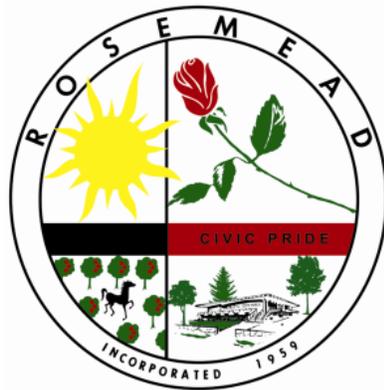
Provide funds for skills enhancement and safety and educational workshops AQMD and Training Courses.

5605 General Supplies

Provide funds for department supplies including Parks & Recreation events.

City of Rosemead, California

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Function:

To assist business units with routine maintenance and repair of City vehicles and equipment; to coordinate the purchase of City vehicles and equipment; sell surplus rolling stock and equipment; ensure compliance with federal, state, and regional regulations; and monitor safety compliance measures regarding City vehicles and equipment.

Motor Fleet Work Plan:

Description	When	Expected Result
Purchase vehicles listed in City's vehicle replacement schedule	Ongoing	Improved appearance of City vehicles and ability to use dependable equipment.
Manage safety and maintenance schedule for all in-service City vehicles	Ongoing	Better maintained city vehicles and safer vehicles for staff to use.
Pursue grant funds for alternative fuel vehicles	Ongoing	Set an environmental standard in the community and reduce costs for vehicle replacement.

City of Rosemead, California
Motor Fleet Division, 3020
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	Year-End	Proposed
	Budget	Actual	Budget	Total	Total	Budget
Operations and maintenance	\$ 168,300	\$ 161,600	\$ 104,500	\$ 104,500	\$ 104,500	\$ 148,600
Capital outlay	243,200	300	230,000	230,000	230,000	230,000
Total Expenditures	\$ 411,500	\$ 161,900	\$ 334,500	\$ 334,500	\$ 334,500	\$ 378,600

Funding Sources:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	Year-End	Proposed
	Budget	Actual	Budget	Total	Total	Budget
General Fund	\$ 112,100	\$ 100,500	\$ 56,500	\$ 56,500	\$ 56,500	\$ 100,600
State Gas Tax Fund	56,000	60,700	48,000	48,000	48,000	48,000
Proposition A Fund	200	400	-	-	-	-
Air Quality Mgt. District Fund	70,000	-	30,000	30,000	30,000	30,000
Internal Service Fund	173,200	300	200,000	200,000	200,000	200,000
Total Funding Sources	\$ 411,500	\$ 161,900	\$ 334,500	\$ 334,500	\$ 334,500	\$ 378,600

City of Rosemead, California
Motor Fleet Division, 3020
 Budget Detail

Fund Division Object Expenditures:				FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Operations and maintenance								
101	General Fund							
101	3020	5380	Vehicle repairs & maintenance	\$ 40,000	\$ 24,800	\$ 30,000	\$ 30,000	\$ 30,000
101	3020	5605	General supplies	-	400	500	500	500
101	3020	5610	Gasoline & diesel	26,000	29,200	26,000	26,000	26,000
101	3020	5910	Equipment replacement allocation	46,100	46,100	-	-	44,100
101	3020		Operations & maint - General Fund	112,100	100,500	56,500	56,500	100,600
Gas Tax Fund								
201	Gas Tax Fund							
201	3020	5380	Vehicle repairs & maintenance	28,000	28,500	20,000	20,000	20,000
201	3020	5610	Gasoline & diesel	28,000	32,200	28,000	28,000	28,000
201	3020		Operations & maint - Gas Tax Fund	56,000	60,700	48,000	48,000	48,000
Proposition A								
215	Proposition A							
215	3020	5380	Vehicle repairs & maintenance	200	400	-	-	-
215	3020		Operations & maint - Proposition A	200	400	-	-	-
	3020		Total operations & maintenance	168,300	161,600	104,500	104,500	148,600
Capital Outlay								
230	AQMD Fund							
230	3020	5825	Vehicles	70,000	-	30,000	30,000	30,000
Equipment Replacement Fund								
501	Equipment Replacement Fund							
501	3020	5825	Vehicles	173,200	300	200,000	200,000	200,000
	3020		Total Capital Outlay	243,200	300	230,000	230,000	230,000
	3020		Total Motor Fleet	\$ 411,500	\$ 161,900	\$ 334,500	\$ 334,500	\$ 378,600

Motor Fleet

Budget Detail

Division 3020

GENERAL FUND – FUND 101

STATE GAS TAX FUND – FUND 201

AQMD FUND – FUND 230

EQUIPMENT REPLACEMENT FUND – FUND 501

GENERAL FUND – FUND 101

OPERATIONS:

5380 Vehicle Repair & Maintenance

Provide funds for routine maintenance, repairs, and car washes of City owned vehicles.

5605 General Supplies

Provide funds for department supplies and AQMD fees.

5610 Gasoline & Diesel Fuel

Provide funds for the needed gasoline and oil of City owned vehicles.

5910 Equipment Replacement

Provide funds for the replacement of City equipment

STATE GAS TAX FUND – FUND 201

OPERATIONS:

5380 Vehicle Repair & Maintenance

Provide funds for routine maintenance, repairs, and car washes of City owned vehicles.

5610 Gasoline & Diesel Fuel

Provide funds for the needed gasoline and oil of City owned vehicles.

AQMD FUND – FUND 230

OPERATIONS:

5825 Vehicles

Provide funds for vehicle lease or purchase.

EQUIPMENT REPLACEMENT FUND – FUND 501

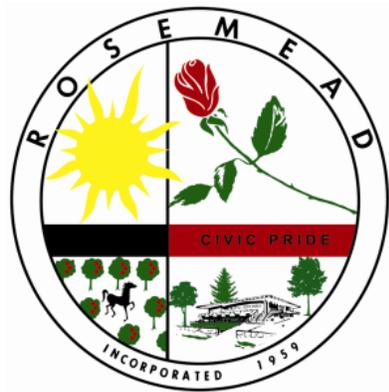
OPERATIONS:

5825 Vehicles

Provide funds for vehicle lease and upfront aftermarket equipment lease vehicles.

City of Rosemead, California

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Function:

To coordinate the City’s sanitation, recycling, and environmental programs; to ensure compliance with federal, state, and regional regulations; coordinate the participation with the Los Angeles Regional Agency; manage the City’s non-exclusive franchise agreement for sanitation services; to promote environmental responsibility among City residents and businesses, and participate in programs and analyses affecting sanitation and environmental programs.

Solid Waste Work Plan:

Description	When	Expected Result
Participate in LA Regional Agency programs and meetings	Ongoing	Compliance with state recycling program requirements.
Evaluate services provided for solid waste and recycling collection services	Ongoing	Improved services for Rosemead residents, recycling diversion credit for the City, and improved compliance with state environmental mandates.
Business recycling program outreach.	Ongoing	Encouraging businesses to improve recycling through incentive programs.

City of Rosemead, California
Solid Waste Division, 3025
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2019		FY 2020		FY 2020		FY 2021	
	Amended		Actual		Amended		Estimated		Proposed	
	Budget		Budget		Budget		Year-End		Budget	
							Total			
Operations and maintenance	\$	17,000	\$	8,800	\$	17,000	\$	17,000	\$	17,000
Total Expenditures	\$	17,000	\$	8,800	\$	17,000	\$	17,000	\$	17,000

Funding Sources:	FY 2019		FY 2019		FY 2020		FY 2020		FY 2021	
	Amended		Actual		Amended		Estimated		Requested	
	Budget		Budget		Budget		Year-End		Budget	
							Total			
General Fund	\$	17,000	\$	8,800	\$	17,000	\$	17,000	\$	17,000
Total Funding Sources	\$	17,000	\$	8,800	\$	17,000	\$	17,000	\$	17,000

City of Rosemead, California
Solid Waste Division, 3025
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
				Amended	FY 2019	Amended	Estimated	Proposed
				Budget	Actual	Budget	Year-End	Budget
							Total	
Operations and maintenance								
101			General Fund					
101	3025	5299	Other professional/technical serv.	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
101	3025	5465	Membership dues	10,000	8,200	10,000	10,000	10,000
101	3025	5535	Hazardous material disposal	5,000	600	5,000	5,000	5,000
101	3025		Operations & maint - General Fund	17,000	8,800	17,000	17,000	17,000
	3025		Total Solid Waste	\$ 17,000	\$ 8,800	\$ 17,000	\$ 17,000	\$ 17,000

Solid Waste

Budget Detail

Division 3025

GENERAL FUND – FUND 101

OPERATIONS:

5299 Other Professional/Technical Services

Provide funds to pay the cost of the permit fee from LA County for the disposal of hazardous materials

5465 Memberships Dues

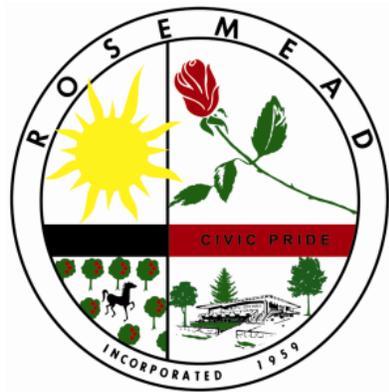
Provide funds for annual LARA membership.

5535 Hazardous Material Disposal

Provide funds for contractor/vendor.

City of Rosemead, California

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Function:

To provide maintenance and repair of City facilities and parks. The services provided include safety evaluations, emergency repairs, painting, minor repairs to park equipment, and electrical repairs.

Parks & Open Spaces Work Plan:

Description	When	Expected Result
Manage landscape maintenance for City owned parks and right of way areas.	Ongoing	Improved community aesthetics.
Landscape beautification improvements at City facilities.	Ongoing	Improved community aesthetics while conserving water.
Park accessibility improvement.	Ongoing	Improved access to parks and public areas.
Utility usage at parks.	Ongoing	Ensure areas are landscaped and safe for park users while conserving water.
Repair and replace park amenities.	Ongoing	Improve park appearance and park user safety.
Repair and improve irrigation equipment.	Ongoing	Improved community aesthetics and water usage.

City of Rosemead, California
Parks & Open Spaces Division, 3030
 Budget Summary By Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 1,735,400	\$ 1,692,900	\$ 1,591,000	\$ 1,597,900	\$ 1,445,300
Operations and maintenance	1,330,200	1,171,000	1,360,200	1,367,300	1,360,200
Total Expenditures	\$ 3,065,600	\$ 2,863,900	\$ 2,951,200	\$ 2,965,200	\$ 2,805,500

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 2,711,100	\$ 2,559,500	\$ 2,627,600	\$ 2,654,800	\$ 2,411,100
State Gas Tax Fund	206,700	187,900	210,000	210,300	210,000
RMRA SB1 Fund	-	-	-	-	72,700
Proposition A Fund	15,200	7,400	16,900	16,900	17,700
Proposition C Fund	15,300	7,400	16,700	3,200	17,700
Street Lighting District Fund	117,300	101,700	80,000	80,000	76,300
Total Funding Sources	\$ 3,065,600	\$ 2,863,900	\$ 2,951,200	\$ 2,965,200	\$ 2,805,500

City of Rosemead, California
Parks & Open Spaces Division, 3030
 Budget Detail

Fund Division Object Expenditures:			FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget	
Salaries & Benefits								
101	General Fund							
101	3030	5005	Salaries & wages	\$ 736,000	\$ 728,000	\$ 673,000	\$ 673,000	\$ 618,000
101	3030	5010	Part-time salaries & wages	36,000	32,300	13,400	16,300	10,400
101	3030	5025	Overtime	23,000	24,500	30,000	30,000	30,000
101	3030	5105	Social security/medicare	64,400	61,600	60,000	60,000	52,700
101	3030	5110	Worker's comp	68,000	68,000	63,000	63,000	55,500
101	3030	5115	Retirement contributions	375,200	399,000	370,000	387,500	267,700
101	3030	5130	Cafeteria benefit	285,000	263,000	268,000	268,000	226,600
101	3030	5140	Unemployment insurance	-	-	-	-	-
101	3030		Salaries & Benefits - General Fund	1,587,600	1,576,400	1,477,400	1,497,800	1,260,900
202 RMRA SB1								
202	3030	5005	Salaries & wages	-	-	-	-	40,300
202	3030	5105	Social security/medicare	-	-	-	-	3,900
202	3030	5110	Worker's comp	-	-	-	-	4,100
202	3030	5115	Retirement contributions	-	-	-	-	4,700
202	3030	5130	Cafeteria benefit	-	-	-	-	19,700
202	3030		Salaries & Benefits - RMRA SB1	-	-	-	-	72,700
215 Prop A Fund								
215	3030	5010	Part-time salaries & wages	13,000	6,300	15,200	15,200	15,500
215	3030	5025	Overtime	500	-	-	-	-
215	3030	5105	Social security/medicare	300	100	200	200	300
215	3030	5110	Worker's comp	700	700	1,000	1,000	1,300
215	3030	5115	Retirement contributions	700	300	500	500	600
215	3030		Salaries & Benefits - Prop A Fund	15,200	7,400	16,900	16,900	17,700
220 Prop C Fund								
220	3030	5010	Part-time salaries & wages	13,000	6,300	15,000	1,500	15,500
220	3030	5025	Overtime	500	-	-	-	-
220	3030	5105	Social security/medicare	300	100	200	200	300
220	3030	5110	Worker's comp	700	700	1,000	1,000	1,300
220	3030	5115	Retirement contributions	800	300	500	500	600
220	3030		Salaries & Benefits - Prop C Fund	15,300	7,400	16,700	3,200	17,700

City of Rosemead, California
Parks & Open Spaces Division, 3030
 Budget Detail

Fund Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
			Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
245		Street Lighting District					
245	3030	5005 Salaries & wages	56,000	43,700	37,400	37,400	38,800
245	3030	5025 Overtime	1,500	100	-	-	-
245	3030	5105 Social security/medicare	5,000	3,700	3,200	3,200	3,300
245	3030	5110 Worker's comp	4,800	4,800	3,400	3,400	3,400
245	3030	5115 Retirement contributions	30,000	29,900	20,700	20,700	15,500
245	3030	5130 Cafeteria benefit	20,000	19,500	15,300	15,300	15,300
245	3030	Salaries & Benefits - St. Light. Fund	117,300	101,700	80,000	80,000	76,300
3030		Total Salaries & Benefits	1,735,400	1,692,900	1,591,000	1,597,900	1,445,300
		Operations and maintenance					
101		General Fund					
101	3030	5299 Other professional/technical serv.	12,000	7,100	-	-	-
101	3030	5305 Electricity	375,000	326,400	350,000	350,000	350,000
101	3030	5310 Water	295,000	231,300	270,000	270,000	270,000
101	3030	5315 Natural gas	14,000	12,800	14,000	14,000	14,000
101	3030	5330 Grounds repair & maintenance	221,500	220,100	345,000	345,000	345,000
101	3030	5335 Tree maintenance	78,000	87,400	100,000	100,000	100,000
101	3030	5336 Tree maintenance supplies	20,000	200	-	-	-
101	3030	5340 Facilities repair & maintenance	5,000	5,200	5,000	5,000	5,000
101	3030	5380 Vehicle repair & maintenance	-	-	-	200	-
101	3030	5390 Equipment rental	-	-	1,500	1,500	1,500
101	3030	5435 Travel & meetings	700	200	700	700	700
101	3030	5460 Training classes	4,700	500	1,500	1,500	1,500
101	3030	5465 Membership dues	300	400	500	500	500
101	3030	5605 General supplies	81,300	77,900	50,000	50,000	50,000
101	3030	5630 Small tools & equipment	16,000	13,600	12,000	18,600	12,000
101	3030	Operations & maint - General Fund	1,123,500	983,100	1,150,200	1,157,000	1,150,200
201		Gas Tax Fund					
201	3030	5330 Grounds repair & maintenance	82,500	82,900	100,000	100,000	100,000
201	3030	5335 Tree maintenance	108,700	98,600	100,000	100,000	100,000
201	3030	5336 Tree maintenance supplies	15,500	6,400	10,000	10,000	10,000
201	3030	5605 General supplies	-	-	-	300	-
201	3030	5630 Small tools & equipment	-	-	-	-	-
201	3030	Operations & maint - Gas Tax Fund	206,700	187,900	210,000	210,300	210,000
3030		Total operations & maintenance	1,330,200	1,171,000	1,360,200	1,367,300	1,360,200
3030		Total Parks and Open Spaces	\$ 3,065,600	\$ 2,863,900	\$ 2,951,200	\$ 2,965,200	\$ 2,805,500

Parks & Open Spaces

Budget Detail

Division 3030

GENERAL FUND – FUND 101

RMRA SBI FUND – FUND 202

PROPOSITION A – FUND 215

PROPOSITION C – FUND 220

STREET LIGHTING DISTRICT – FUND 245

PERSONNEL:

5005 Regular Full Time Salaries & Wages

Provide compensation for the Administrative Specialist, Maintenance Lead Workers, Maintenance Workers, and Facilities Technicians. Refer to the Appendix for a detailed allocation list.

5010 Part-Time Salaries & Wages

Provide for part-time staff to perform various duties.

5025 Overtime

Cover the cost of overtime for non-management staff.

5105 Social Security/Medicare

Provide for employer's share of FICA/Medicare for all department employees.

5110 Workers Compensation

Provide for workers compensation for department employees.

5115 Retirement Contributions

Provide for retirement plan funding for all full-time City employees.

5130 Cafeteria Benefit

Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

5305 Electricity

Provide funds for energy and maintenance expenses within the Lighting District for all Southern California Edison Company owned facilities and energy expenses for District-owned facilities.

5310 Water

Provide funds for maintenance of the City facilities and parks.

5315 Natural Gas

Provide funds for maintenance of the swimming pool and showers at Rosemead Park.

5330 Grounds Repair & Maintenance

Provide funds for the upkeep and maintenance of all the City parks, including contract services for landscaping.

5335 Tree Maintenance

Provide funds for contract services for the upkeep and planting of trees throughout the City.

5340 Facilities Repair & Maintenance

Provide funds for minor repair and maintenance at all park facilities.

5390 Equipment Rental

Provide funds for various construction and building machinery, equipment, fencing, etc.

5435 Travel and Meeting

Provide funds for attending various professional meetings.

5460 Training Classes

Provide for skills enhancement and safety and educational workshops.

5465 Memberships Dues

Provide for miscellaneous memberships and pest applicator profession association.

5605 General Supplies

Provide funds for department supplies including Parks & Recreation events, hardware, landscape, and irrigation.

5630 Small Tools & Equipment

Provide funds for the purchase or replacement of tools and equipment.

STATE GAS TAX FUND – FUND 201

OPERATIONS:

5330 Grounds Repair & Maintenance

Provide funds for the upkeep and maintenance of all the City parks, including contract services for landscaping.

5335 Tree Maintenance

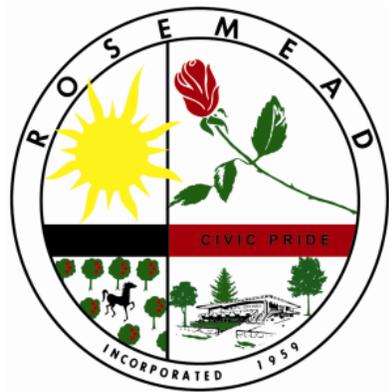
Provide funds for contract services and the upkeep and planting of trees throughout the City and repairs.

5336 Tree Maintenance Supplies

Provide funds for the purchase of supplies for the upkeep and installation of trees throughout the City.

City of Rosemead, California

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Function:

To provide adequate physical infrastructure throughout the City, including streets and sidewalks; to administer street maintenance contracts, capital improvement projects, and National Pollutant Discharge Elimination System Program (NPDES) implementation and compliance; to provide plan check and inspection services for grading and public works permits, utility work permits, development reviews, tract/parcel map checks, lot line adjustments, and compliance certificates; to analyze traffic and right-of-way activities in the City; respond to public inquiries regarding traffic, parking, drainage, and public works issues; work with other City departments and outside agencies on regional and sub-regional transportation and public works issues, and staff and advise the Traffic Commission.

Engineering Work Plan:

Description	When	Expected Result
Administer the City’s CIP function for the City.	Ongoing	Improved coordination on projects and better scheduling of upcoming work.
Provide customer assistance to the general public and other departments.	Ongoing	Provide a high level of service in an appropriate time frame.
Administer Public Works permitting process.	Ongoing	Ensure that City standards is adhered to in right-of-way areas.
Provide staff assistance to the City’s Traffic Commission and City Council.	Ongoing	Coordinate projects and traffic study requests from the general public and City officials.
Participate in regional efforts to meet new storm water permit requirements, including involvement in an enhanced watershed management program.	Ongoing	Help ensure City compliance with state mandated clean water programs.
Participate and maintain compliance with regional, State, and Federal funding and legislation.	Ongoing	Ensure staff is current on potential grant funding and regulation changes.
Improve public outreach and education for storm water pollution prevention programs.	Ongoing	Help ensure City compliance with state mandated clean water programs.

Description	When	Expected Result
Manage industrial waste inspection program with LA County.	Ongoing	Ensure business compliance with fats, oils, and grease disposal regulations.

City of Rosemead, California
Engineering Division, 3035
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
Salaries and benefits	\$ 353,900	\$ 215,100	\$ 209,500	\$ 260,200	\$ 261,900	
Operations and maintenance	732,900	500,500	904,629	742,629	893,600	
Total Expenditures	\$ 1,086,800	\$ 715,600	\$ 1,114,129	\$ 1,002,829	\$ 1,155,500	

Funding Sources:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
General Fund	\$ 984,500	\$ 643,700	\$ 776,800	\$ 664,600	\$ 549,400	
State Gas Tax Fund	14,500	2,100	26,329	26,329	20,600	
RMRA SB1 Fund	-	-	-	-	20,600	
Proposition A Fund	-	-	-	-	2,600	
Proposition C Fund	-	-	-	-	3,600	
Measure R Fund	87,800	69,800	237,500	237,900	215,000	
Measure M Fund	-	-	23,800	24,300	23,700	
Safe Clean Water Fund	-	-	-	-	300,000	
CDBG Fund	-	-	49,700	49,700	20,000	
Total Funding Sources	\$ 1,086,800	\$ 715,600	\$ 1,114,129	\$ 1,002,829	\$ 1,155,500	

City of Rosemead, California
Engineering Division, 3035
 Budget Detail

Fund Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
			Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries & Benefits							
101		General Fund					
101	3035	5005 Salaries & wages	\$ 173,000	\$ 114,100	\$ 89,800	\$ 138,800	\$ 128,200
101	3035	5010 Part-time salaries & wages	11,000	11,000	27,600	27,600	13,900
101	3035	5025 Overtime	400	-	-	-	-
101	3035	5105 Social security/medicare	14,500	9,400	11,800	11,800	11,700
101	3035	5110 Worker's comp	4,000	4,000	3,500	4,300	3,300
101	3035	5115 Retirement contributions	60,000	42,800	13,100	13,100	10,800
101	3035	5125 Automobile allowance	1,500	1,700	-	-	-
101	3035	5130 Cafeteria benefit	37,200	17,000	35,700	35,700	31,600
101	3035	Salaries & Benefits - General Fund	301,600	200,000	181,500	231,300	199,500
State Gas Tax Fund							
201		State Gas Tax Fund					
201	3035	5005 Salaries & wages	10,000	900	9,900	9,900	14,400
201	3035	5105 Social security/medicare	1,000	200	800	800	1,300
201	3035	5110 Worker's comp	200	200	200	200	400
201	3035	5115 Retirement contributions	800	100	1,000	1,000	1,200
201	3035	5130 Cafeteria benefit	2,500	700	2,200	2,200	3,300
201	3035	Salaries & Benefits - State Gas Tax Fund	14,500	2,100	14,100	14,100	20,600
RMRA SB1 Fund							
202		RMRA SB1 Fund					
202	3035	5005 Salaries & wages	-	-	-	-	14,400
202	3035	5105 Social security/medicare	-	-	-	-	1,300
202	3035	5110 Worker's comp	-	-	-	-	400
202	3035	5115 Retirement contributions	-	-	-	-	1,200
202	3035	5130 Cafeteria benefit	-	-	-	-	3,300
202	3035	Salaries & Benefits - RMRA SB1	-	-	-	-	20,600
Proposition A							
215		Proposition A					
215	3035	5005 Salaries & wages	-	-	-	-	1,600
215	3035	5105 Social security/medicare	-	-	-	-	200
215	3035	5110 Worker's comp	-	-	-	-	100
215	3035	5115 Retirement contributions	-	-	-	-	200
215	3035	5130 Cafeteria benefit	-	-	-	-	500
215	3035	Salaries & Benefits - Prop A	-	-	-	-	2,600
Proposition C							
220		Proposition C					
220	3035	5005 Salaries & wages	-	-	-	-	2,300
220	3035	5105 Social security/medicare	-	-	-	-	300
220	3035	5110 Worker's comp	-	-	-	-	100
220	3035	5115 Retirement contributions	-	-	-	-	200
220	3035	5130 Cafeteria benefit	-	-	-	-	700
220	3035	Salaries & Benefits - Prop C	-	-	-	-	3,600

City of Rosemead, California
Engineering Division, 3035
 Budget Detail

Fund Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
			Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
225		Measure R Fund					
225	3035	5005 Salaries & wages	23,000	6,600	9,800	9,800	10,600
225	3035	5105 Social security/medicare	2,000	600	800	800	1,000
225	3035	5110 Worker's comp	500	500	200	600	300
225	3035	5115 Retirement contributions	7,500	4,100	900	900	900
225	3035	5125 Auto allowance	300	100	-	-	-
225	3035	5130 Cafeteria benefit	4,500	1,100	2,100	2,100	2,200
225	3035	Salaries & Benefits - Measure R Fund	37,800	13,000	13,800	14,200	15,000
226		Measure M Fund					
226	3035	5005 Salaries & wages	-	-	-	-	-
226	3035	5105 Social security/medicare	-	-	100	100	-
226	3035	5110 Worker's comp	-	-	-	400	-
226	3035	5115 Retirement contributions	-	-	-	100	-
226	3035	5130 Cafeteria benefit	-	-	-	-	-
226	3035	Salaries & Benefits - Measure M Fund	-	-	100	600	-
3035		Total Salaries & Benefits	\$ 353,900	\$ 215,100	\$ 209,500	\$ 260,200	\$ 261,900
		Operations and maintenance					
101		General Fund					
101	3035	5260 Map review	50,000	-	-	-	-
101	3035	5265 NPDES	200,000	115,000	180,000	18,000	130,000
101	3035	5299 Other professional/technical serv.	265,000	201,500	352,300	352,300	153,000
101	3035	5460 Training classes	6,300	-	5,000	5,000	4,000
101	3035	5465 Membership dues	500	-	1,000	1,000	1,000
101	3035	5495 Industrial waste & sewers	150,000	116,900	50,000	50,000	50,000
101	3035	5605 General supplies	5,000	4,200	5,000	5,000	5,000
101	3035	5650 IT supplies	1,200	1,200	2,000	2,000	2,000
101	3035	5910 Equipment replacement allocation	4,900	4,900	-	-	4,900
101	3035	Operations & maint - General Fund	682,900	443,700	595,300	433,300	349,900
201		State Gas Tax Fund					
201	3035	5299 Other professional/technical serv.	-	-	12,229	12,229	-
201	3035	Operations & maint - State Gas Tax Fund	-	-	12,229	12,229	-
225		Measure R Fund					
225	3035	5299 Other professional/technical serv.	50,000	56,800	223,700	223,700	200,000
225	3035	Operations & maint - Meas. R Fund	50,000	56,800	223,700	223,700	200,000
226		Measure M Fund					
226	3035	5299 Other professional/technical serv.	-	-	23,700	23,700	23,700
226	3035	Operations & maint - Meas. M Fund	-	-	23,700	23,700	23,700

City of Rosemead, California
Engineering Division, 3035
 Budget Detail

Fund Division	Object	Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
231		Safe Clean Water Fund					
231	3035	5299 Other professional/technical serv.	-	-	-	-	295,000
231	3035	5435 Travel & meetins	-	-	-	-	2,500
231	3035	5605 General supplies	-	-	-	-	2,500
231	3035	Operations & maint - Safe Clean Water Fund	-	-	-	-	300,000
260		CDBG Fund					
260	3035	5299 Other professional/technical serv.	-	-	49,700	49,700	20,000
		Operations & maint - CDBG Fund	-	-	49,700	49,700	20,000
3035		Total operations & maintenance	732,900	500,500	904,629	742,629	893,600
3035		Total Engineering	\$ 1,086,800	\$ 715,600	\$ 1,114,129	\$ 1,002,829	\$ 1,155,500

Engineering

Budget Detail

Division 3035

FUND – FUND 101

STATE GAS TAX – FUND 201

RMRA SB1 FUND – FUND 202

PROP A FUND – FUND 215

PROP C FUND – FUND 220

MEASURE R FUND – FUND 225

MEASURE M FUND – FUND 226

CDBG FUND – FUND 260

PERSONNEL:

5005 Regular Full Time Salaries & Wages

Provide compensation for the Public Works Manager and Management Analyst. Refer to the Appendix for a detailed allocation list.

5010 Part-Time Salaries & Wages

Provide for part-time staff to perform various clerical duties.

5105 Social Security/Medicare

Provide for employer's share of FICA/Medicare for all department employees.

5110 Workers Compensation

Provide for workers compensation for department employees.

5115 Retirement Contributions

Provide for retirement plan funding for all full-time City employees.

5130 Cafeteria Benefit

Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

5265 NPDES

M34 Permit Compliance - provides funds to comply with the National Pollutant Discharge Elimination System (NPDES) Legislation requirement update the Storm Drain Element of the Infrastructure Management Report, transfer existing city storm drains to the Los Angeles County Flood Control District and for membership/expenditures associated storm water organizations.

5299 Other Professional/Technical Services

Provide funds for contract services and encroachment permits.

5460 Training Classes

Provide for skills enhancement and safety and educational workshops.

5465 Memberships Dues

Provide for APWA membership and ASCE.

5495 Industrial Waste & Sewers

Provide funds for the cost of services for the issuance, plan check, and inspection of industrial waste permits performed by the County of Los Angeles Engineering Department.

5605 General Supplies

Provide funds for department supplies.

5650 Technology Replacement Allocation

Provide funds for AutoCad software.

5910 Equipment Replacement

Provide funds for the replacement of City equipment.

MEASURE R FUND – FUND 225

OPERATIONS:

- 5299 Other Professional/Technical Services
Provide funds for contract services and encroachment permits.

MEASURE M FUND – FUND 226

OPERATIONS:

- 5299 Other Professional/Technical Services
Provide funds for contract services.

CLEAN WATER FUND – FUND 231

- 5299 Other Professional/Technical Services
Provide funds for contract services.

- 5435 Travel and Meeting
Provide funds for community meetings.

- 5605 General Supplies
Provide funds for program outreach and engagement.

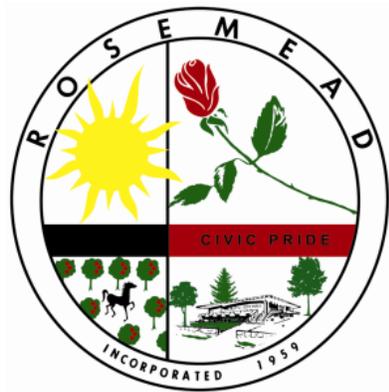
CDBG FUND – FUND 260

OPERATIONS:

- 5299 Other Professional/Technical Services
Provide funds for contract services

City of Rosemead, California

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Activity: Project Management

Division: 3036

Function:

To provide adequate physical infrastructure throughout the City, including streets and sidewalks; to administer street maintenance contracts and capital improvement projects.

Work Plan:

Description	When	Expected Result
Provide customer assistance and support to residents using transit services	Ongoing	Convenient access to transit program, resolution of transitory complaints, and continued monitoring of transit service contractors.

City of Rosemead, California
Project Management Division, 3036
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ 108,200	\$ 49,300	\$ 80,800	\$ 83,100	\$ 78,500
Operations and maintenance	-	-	94,300	95,000	95,000
Total Expenditures	\$ 108,200	\$ 49,300	\$ 175,100	\$ 178,100	\$ 173,500

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 108,200	\$ 49,300	\$ 175,100	\$ 178,100	\$ 173,500
Total Funding Sources	\$ 108,200	\$ 49,300	\$ 175,100	\$ 178,100	\$ 173,500

City of Rosemead, California
Project Management Division, 3036
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries & Benefits								
101			General Fund					
101	3036	5005	Salaries & wages	\$ 24,000	\$ 18,200	\$ 44,300	\$ 44,300	\$ 54,800
101	3036	5105	Social security/medicare	8,600	1,600	4,800	4,800	4,000
101	3036	5110	Worker's comp	2,500	2,500	1,100	3,400	1,300
101	3036	5115	Retirement contributions	50,000	20,800	20,700	20,700	7,900
101	3036	5125	Auto allowance	2,400	700	600	600	600
101	3036	5130	Cafeteria benefit	20,700	5,500	9,300	9,300	9,900
101	3036		Salaries & Benefits - General Func	108,200	49,300	80,800	83,100	78,500
Operations and maintenance								
101			General Fund					
101	3036	5299	Other professional/technical serv	-	-	94,300	95,000	95,000
101	3036		Operations & maint - General Fun	-	-	94,300	95,000	95,000
	3036		Total Engineering	\$ 108,200	\$ 49,300	\$ 175,100	\$ 178,100	\$ 173,500

Project Management

Budget Detail

Division 3036

GENERAL FUND – FUND 101

PERSONNEL:

5005 Regular Full Time Salaries & Wages

Provide compensation for the Public Works Director, Public Works Manager, Public Works Management Analyst, and the Administrative Analyst. Refer to the Appendix for a detailed allocation list.

5105 Social Security/Medicare

Provide for employer's share of FICA/Medicare for all department employees.

5110 Workers Compensation

Provide for workers compensation for department employees.

5115 Retirement Contributions

Provide for retirement plan funding for all full-time City employees.

5130 Cafeteria Benefit

Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

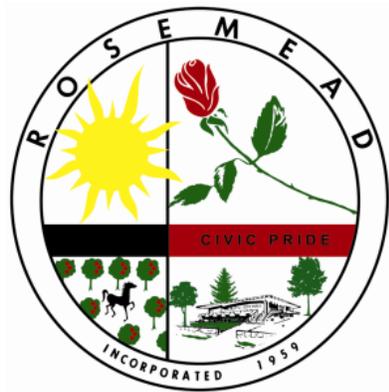
OPERATIONS:

5299 Other Professional/Technical Services

Provide funds for contract services.

City of Rosemead, California

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Function:

To provide public transportation services to Rosemead residents; manage the City’s public transit; program coordinator; oversee funding sources for public transportation programs; conduct analyses and studies on the City’s public transit program; participate in regional and state agencies that affect public transit; and effectively publicize the City’s transit program to residents and business.

Public Transit Work Plan:

Description	When	Expected Result
Provide customer assistance and support to residents using transit services	Ongoing	Convenient access to transit program, resolution of transitory complaints, and continued monitoring of transit service contractors.
Continue to promote transit programs and evaluate enhancement opportunities	Ongoing	Improved accessibility for City residents.
Participation in regional transportation planning programs and agencies	Ongoing	Represent Rosemead’s interest in improved transportation planning and services.
Manage Proposition A, Proposition C, and Measure R program funds with possible sale of excess funds	Ongoing	Ensure compliance with Metro grant requirements.

City of Rosemead, California
Public Transit Division, 3040
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Operations and maintenance	\$ 1,042,500	\$ 999,100	\$ 1,354,100	\$ 1,354,700	\$ 1,125,000
Total Expenditures	\$ 1,042,500	\$ 999,100	\$ 1,354,100	\$ 1,354,700	\$ 1,125,000

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Proposition A Fund	\$ 737,800	\$ 734,000	\$ 1,034,100	\$ 1,034,700	\$ 805,000
Proposition C Fund	304,700	265,100	320,000	320,000	320,000
Total Funding Sources	\$ 1,042,500	\$ 999,100	\$ 1,354,100	\$ 1,354,700	\$ 1,125,000

City of Rosemead, California
Public Transit Division, 3040
 Budget Detail

Fund Division Object Expenditures:			FY 2019	FY 2019	FY 2020	FY 2020	FY 2021	
			Amended	Actual	Amended	Estimated	Proposed	
			Budget		Budget	Year-End	Budget	
						Total		
Operations and maintenance								
215	Prop A Fund							
215	3040	5380	Vehicle repairs & maintenance	\$ 5,000	\$ 3,900	\$ 5,000	\$ 5,000	\$ 5,000
215	3040	5435	Travel & meetings	1,600	900	-	-	-
215	3040	5440	Advertising	2,000	-	2,000	2,000	5,000
215	3040	5465	Membership dues	15,000	15,000	15,000	15,600	15,000
215	3040	5470	Transportation services	714,200	714,200	780,000	780,000	780,000
215	3040	5825	Vehicles	-	-	232,100	232,100	-
215	3040		Operations & maint - Prop A Fund	737,800	734,000	1,034,100	1,034,700	805,000
Prop C Fund								
220	3040	5470	Transportation services	304,700	265,100	320,000	320,000	320,000
220	3040		Operations & maint - Prop C Fund	304,700	265,100	320,000	320,000	320,000
	3040		Total operations & maintenance	1,042,500	999,100	1,354,100	1,354,700	1,125,000
	3040		Total Public Transit	\$ 1,042,500	\$ 999,100	\$ 1,354,100	\$ 1,354,700	\$ 1,125,000

Public Transit

Budget Detail

Division 3040

PROPOSITION A – FUND 215

PROPOSITION C – FUND 220

OPERATIONS:

5380 Vehicle Repair & Maintenance

Provide funds for routine maintenance, repairs, and car washes of Parks & Recreation vehicles.

5440 Advertising

Provide funds for the Parks & Recreation brochure.

5465 Memberships Dues

Provide funds to pay for the annual membership of the San Gabriel Valley Council of Governments (SGVCOG).

5470 Transportation Services

Provide funds to a private transportation company for operations of Explorer and Dial-A-Ride.

PROPOSITION C – FUND 220

OPERATIONS:

5470 Transportation Services

Provide funds to a private transportation company for operations of Explorer and Dial-A-Ride.

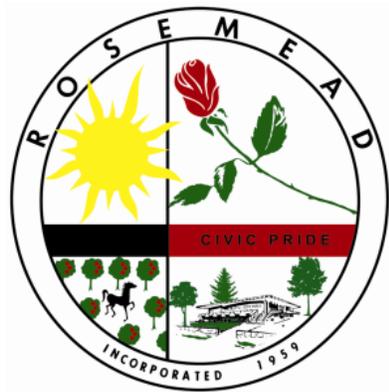


**PARKS &
RECREATION**

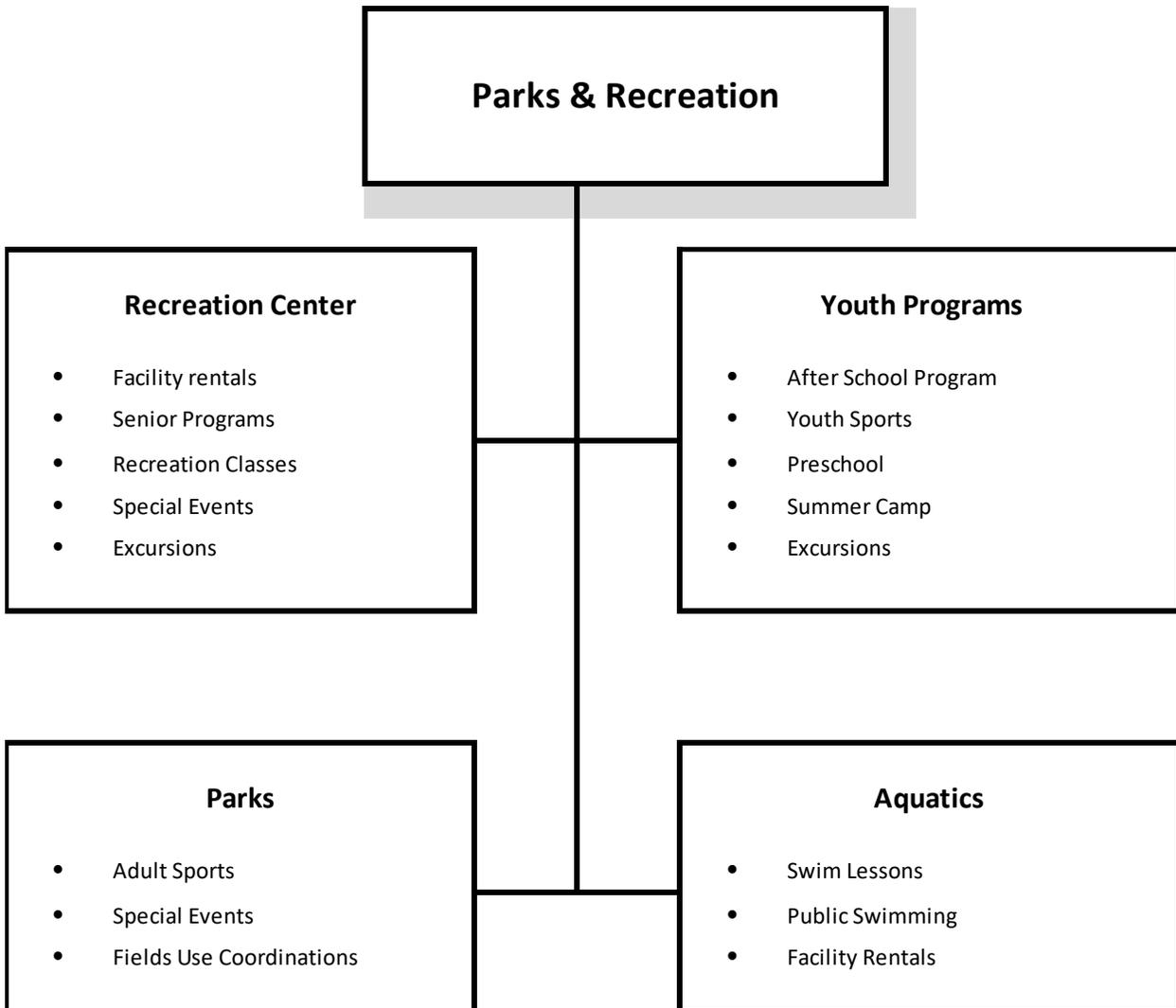


City of Rosemead, California

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City of Rosemead, California
Parks and Recreation
Organizational Chart

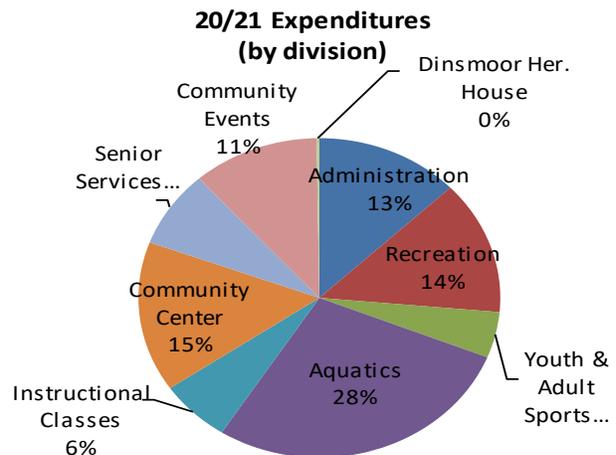
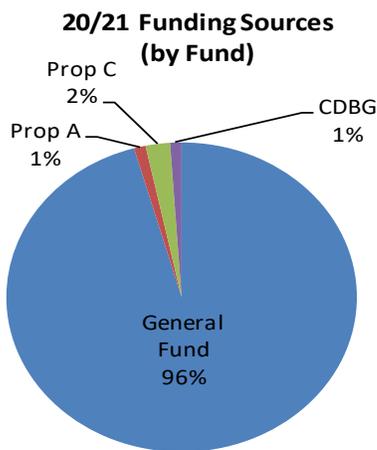


City of Rosemead, California
Parks & Recreation
 Budget Summary

	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Requested Budget
No. of Full-time Team Members	8	8	9	8
Expenditures:				
Administration	557,000	404,300	461,600	456,500
Recreation	315,400	301,400	382,300	479,450
Youth & Adult Sports	63,100	51,500	73,100	164,700
Aquatics	710,700	603,200	959,300	991,800
Instructional Classes	238,300	182,000	231,100	225,800
Community Center Operations	426,700	453,100	429,000	538,700
Senior Services	277,100	264,400	302,800	275,300
Community Events	244,000	199,300	261,300	401,200
Dinsmoor Heritage House	9,000	1,600	9,000	9,000
Total Expenditures	2,841,300	2,460,800	3,109,500	3,542,450
Funding Sources				
General Fund	2,694,500	2,326,300	2,954,400	3,387,350
Proposition A	30,000	37,600	30,000	38,000
Proposition C	80,000	71,200	80,000	80,000
CDBG	36,800	25,700	45,100	37,100
Total Funding Sources	2,841,300	2,460,800	3,109,500	3,542,450

% Change

14%



City of Rosemead, California
Parks & Recreation
Personnel

<u>Title</u>	<u>2020/21 Salaries</u>
Director of Parks & Recreation	\$ 136,478
Recreation Supervisor (3)	217,155
Administrative Specialist	55,434
Recreation Coordinator (3)	163,001
Total Personnel Salaries	<u>\$ 572,069</u>

City of Rosemead, California
Parks & Recreation
 Budget Summary By Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 1,867,700	\$ 1,551,100	\$ 2,067,900	\$ 2,075,900	\$ 2,322,700
Operations and maintenance	957,300	894,100	1,016,700	1,050,800	1,004,750
Capital outlay	16,300	15,600	24,900	24,900	215,000
Total Expenditures	\$ 2,841,300	\$ 2,460,800	\$ 3,109,500	\$ 3,151,600	\$ 3,542,450

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 2,694,500	\$ 2,326,300	\$ 2,954,400	\$ 3,021,400	\$ 3,387,350
Proposition A Fund	30,000	37,600	30,000	30,000	38,000
Proposition C Fund	80,000	71,200	80,000	80,000	80,000
CDBG Fund	36,800	25,700	45,100	20,200	37,100
Total Funding Sources	\$ 2,841,300	\$ 2,460,800	\$ 3,109,500	\$ 3,151,600	\$ 3,542,450

City of Rosemead, California
Parks and Recreation
Budget Overview and Significant Changes

Expenditures

- **Salary & Benefits**

The budget reflects cost savings due to the elimination of the Recreation Manager position.

Machinery & Equipment

The purchase of a new mobile stage for special events.

City of Rosemead, California
Parks & Recreation
FY 2020-21 Strategic Plan Goals and Objectives

- Expand participation in the Citywide youth, adult, and senior programs and events.
- Establish a multi-tier sponsorship program for Special Events.
- Introduce a challenger sports program for special needs youth.
- Update and expand department website and social media function and usage.
- Expand the City's volunteer program.
- Establish a scholarship program for low to moderate income families.
- Expand services at the Garvey Park Youth Center.
- Research information on providing case management at Garvey Center.
- Establish online registration for recreation programs.

City of Rosemead, California
Parks and Recreation
 Department Performance and Workload Measures

Performance and Workload Measures	2018-2019 Actual	2019-2020 Estimated
1. Youth program participants	2,305	2,218
2. Older adult program participants	3,228	3,080
3. Recreation class participants	5,252	4,002
4. Trip participants	937	729
5. Number of community events	28	28
6. Revenue generated by Parks and Recreation.	\$790,921	\$497,339
7. New recreation programs offered.	8	10
8. Number of facility reservations.	2,808	2,185
9. Number of instructional classes.	806	606
10. Number of senior lunches served.	14,797	19,379

Accomplishments

1. Offered new adult sports basketball league.
2. Offered new youth programs; Jr. NBA Skill's Challenge.
3. Celebrating Rosemead's 60th Anniversary - Cheers to 60 Years!
4. Expansion of youth summer of holiday camps.
5. Expansion of aquatic programs at Rosemead Aquatics Center and Splash.

Activity: Administration

Division: 4001

Function:

To provide administrative and clerical support to all Parks & Recreation Divisions. The Administrative Division pursues written reports, reviews program policies and procedures, completes special projects and programs, purses grant funding, and has oversight of master plan projects related to parks and recreation facilities.

Work Plan:

Description	When	Expected Result
<p>Strategy 4: Parks & Recreation:</p> <ul style="list-style-type: none">• Continued implementation of Master Plan projects.• Continued implementation of Strategic Plan strategies.• Researching funding for land acquisition• Connect ActiveNet system to Tyler for ease of financial records and deposits and increased customer service.• Research and apply for national awards, certifications, and designations through various professional organizations.• Implement department social media and marketing tools for increased promotions	FY 2020-21	<ul style="list-style-type: none">• Initiate lease options with SCE for Stallo & Hellman and Mission & Walnut Grove.• Continue to increase park and open space• Initiate and complete Duff School Project.• Implement the process to allow credit card transactions to be completed within one registration system• Work with Public Works in the development of a dog park

City of Rosemead, California
Parks & Recreation Administration Division, 4001
 Budget Summary By Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended		Actual	Amended	Estimated
	Budget		Budget	Year-End	Budget
				Total	
Salaries and benefits	\$ 500,200	\$ 336,200	\$ 398,700	\$ 378,000	\$ 383,700
Operations and maintenance	56,800	68,100	62,900	98,800	72,800
Total Expenditures	\$ 557,000	\$ 404,300	\$ 461,600	\$ 476,800	\$ 456,500

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended		Actual	Amended	Estimated
	Budget		Budget	Year-End	Budget
				Total	
General Fund	\$ 557,000	\$ 404,300	\$ 440,600	\$ 476,500	\$ 456,500
CDBG Fund	-	-	21,000	300	-
Total Funding Sources	\$ 557,000	\$ 404,300	\$ 461,600	\$ 476,800	\$ 456,500

City of Rosemead, California
Parks & Recreation Administration Division, 4001
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries & Benefits								
101			General Fund					
101	4001	5005	Salaries & wages	\$ 298,500	\$ 211,600	\$ 237,200	\$ 237,200	\$ 246,100
101	4001	5105	Social security/medicare	28,500	17,000	19,300	19,300	19,400
101	4001	5110	Worker's comp	6,500	6,500	5,400	5,400	5,700
101	4001	5115	Retirement contributions	73,700	48,100	44,400	44,400	41,100
101	4001	5125	Automobile Allowance	6,000	2,500	6,000	6,000	6,000
101	4001	5130	Cafeteria benefit	87,000	50,500	65,400	65,400	65,400
101	4001		Salaries & Benefits - General Fund	500,200	336,200	377,700	377,700	383,700
General Fund								
260	4001	5010	Part-time salaries & wages	-	-	18,200	-	-
260	4001	5105	Social security/medicare	-	-	300	-	-
260	4001	5110	Worker's compensation	-	-	1,800	300	-
260	4001	5115	Retirement Contributions	-	-	700	-	-
260	4001		Salaries & Benefits - CDBG	-	-	21,000	300	-
	4001		Total Salaries & Benefits	500,200	336,200	398,700	378,000	383,700
Operations and maintenance								
101			General Fund					
101	4001	5299	Other Professional Services	-	13,900	-	34,200	-
101	4001	5435	Travel & meetings	2,000	1,900	4,900	6,600	5,900
101	4001	5465	Membership dues	3,600	2,700	3,800	3,800	3,900
101	4001	5565	Entertainment license	3,500	3,600	3,500	3,500	3,500
101	4001	5605	General supplies	1,000	900	1,000	1,000	1,000
101	4001	5645	Software	4,800	3,200	6,000	6,000	6,000
101	4001	5830	Furniture & fixtures	-	-	5,000	5,000	-
101	4001	5905	Technology services allocation	37,900	37,900	38,700	38,700	51,500
101	4001	5910	Equipment replacement allocation	4,000	4,000	-	-	1,000
101	4001		Total operations & maintenance	56,800	68,100	62,900	98,800	72,800
	4001		Total Parks & Recreation Admin	\$ 557,000	\$ 404,300	\$ 461,600	\$ 476,800	\$ 456,500

PARKS & RECREATION ADMINISTRATION

Budget Detail

Division 4001

GENERAL FUND – FUND 101

CDBG FUND – FUND 260

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide the compensation for the Director of Parks & Recreation, Administrative Specialist, and Recreation Coordinator. Refer to the Appendix for a detailed allocation list.

- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.

- 5110 Workers Compensation
Provide for workers compensation for department employees.

- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.

- 5125 Automobile Allowance
Provide funds for an Automobile Allowance for the Department Managers.

- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS

- 5435 Travel and Meeting
Provide funds for employees attending CPRS conference, Annual staff retreat, CPRS Mini Conference, SCMAF institute, NRPA annual conference, and Mileage reimbursement for part-time employee.

- 5465 Memberships Dues
Provide funds for CPRS, NRPA Agency, When to Work Scheduling Dues, and SCMAF Agency.

- 5565 Entertainment License Agreement
Provide funds for ASCAP, BMI, Movie Fees, and MPLC.

- 5605 General Supplies
Provide funds for office supplies.

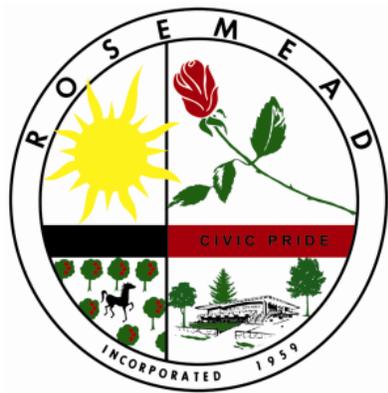
- 5645 Software
Provide funds for ActiveNet software, ActiveNet training, and Adobe Software.

- 5905 Technology Service Allocation
Allocate technology service costs to department.

- 5910 Equipment Replacement Allocation
Allocate equipment replacement costs to department.

City of Rosemead, California

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Activity: General Recreation

Division: 4005

Function:

The general recreation division provides seasonal and year-round recreational opportunities to Rosemead youth including after-school recreation and seasonal day camps. Evening and weekend park supervision and field monitoring are also included in the general recreation division.

Work Plan:

Description	When	Expected Result
<p>Strategy 4: Parks & Recreation:</p> <ul style="list-style-type: none">• Implement a variety of seasonal day camps that are aligned with local school district planning schedules for summer, winter, and spring.• Continue to promote after school drop in recreation program• Develop and research a plan to provide a new youth program for residents.	FY 2020-21	<ul style="list-style-type: none">• Increased participation in youth recreation programs.• Increased youth participation in programs.• Expand services at Garvey Park Youth Center.

City of Rosemead, California
General Recreation Division, 4005
 Budget Summary By Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 275,200	\$ 277,300	\$ 349,700	\$ 358,600	\$ 441,900
Operations and maintenance	40,200	24,100	32,600	32,600	37,550
Total Expenditures	\$ 315,400	\$ 301,400	\$ 382,300	\$ 391,200	\$ 479,450

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
General Fund	\$ 315,400	\$ 301,400	\$ 378,100	\$ 391,200	\$ 463,250
CDBG Fund	-	-	4,200	-	16,200
Total Funding Sources	\$ 315,400	\$ 301,400	\$ 382,300	\$ 391,200	\$ 479,450

City of Rosemead, California
General Recreation Division, 4005
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended	Actual	Amended	Estimated	Proposed
				Budget	Budget	Budget	Year-End	Budget
							Total	
Salaries & Benefits								
101			General Fund					
101	4005	5005	Salaries & wages	\$ 61,700	\$ 62,900	\$ 68,200	\$ 68,200	\$ 71,100
101	4005	5010	Part-time salaries & wages	132,900	147,300	199,700	199,700	266,200
101	4005	5025	Overtime	8,000	3,500	-	-	-
101	4005	5105	Social security/medicare	9,500	8,800	10,600	10,600	12,100
101	4005	5110	Worker's comp	12,500	12,500	17,800	17,800	23,500
101	4005	5115	Retirement contributions	19,000	15,600	22,500	35,600	25,700
101	4005	5130	Cafeteria benefit	26,600	26,500	26,700	26,700	27,100
101	4005	5140	Unemployment insurance	5,000	200	-	-	-
101	4005		Salaries & Benefits - General Fund	275,200	277,300	345,500	358,600	425,700
Salaries & Benefits								
260			CDBG Fund					
260	4005	5005	Salaries & wages	-	-	3,900	-	-
260	4005	5010	Part-time salaries & wages	-	-	-	-	14,100
260	4005	5105	Social security/medicare	-	-	100	-	300
260	4005	5110	Worker's comp	-	-	-	-	1,200
260	4005	5115	Retirement contributions	-	-	200	-	600
260	4005	5130	Cafeteria benefit	-	-	-	-	-
260	4005		Salaries & Benefits - CDBG Fund	-	-	4,200	-	16,200
4005			Total Salaries & Benefits	275,200	277,300	349,700	358,600	441,900
Operations and maintenance								
101			General Fund					
101	4005	5340	Facilities repair & maintenance	4,700	1,700	3,700	3,700	6,500
101	4005	5387	Property lease	4,800	4,900	5,200	5,200	5,200
101	4005	5435	Travel & meetings	800	700	-	-	500
101	4005	5455	Printing & binding	500	500	500	500	500
101	4005	5605	General supplies	12,400	9,100	7,200	7,200	7,950
101	4005	5655	Uniforms	2,800	2,300	1,800	1,800	1,800
101	4005	5710	Community events	-	100	-	-	-
101	4005	5715	Excursions	14,200	4,800	14,200	14,200	15,100
101	4005		Total operations & maintenance	40,200	24,100	32,600	32,600	37,550
4005			Total Recreation Division	\$ 315,400	\$ 301,400	\$ 382,300	\$ 391,200	\$ 479,450

GENERAL RECREATION

Budget Detail

Division 4005

GENERAL FUND – FUND 101

CDBG FUND – FUND 260

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide compensation for the Recreation Supervisor and Recreational Coordinator.
Refer to the Appendix for a detailed allocation list.

- 5010 Part-Time Salaries & Wages
Provide for part-time staff to perform various duties.

- 5025 Overtime
Cover the cost of overtime for non-management staff.

- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.

- 5110 Workers Compensation
Provide for workers compensation for department employees.

- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.

- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS

5340 Facilities Repair & Maintenance

Provide funds to repair and clean the tennis court netting, snack bar cleaning, LA County Health Dept Snack Bar permits, Snack bar ice machine repairs, outdoor basketball court netting, Community Garden supplies, outdoor fitness replacement parts, and Rosemead snack bar HVAC.

5387 Property Lease

Provide funds to lease Jay Imperial Park, Zapopan Park and Guess Park and miscellaneous park leases.

5435 Travel and Meeting

Provide funds for employees attending various CPRS & SCMAF training.

5455 Printing & Binding

Provide funds for printing & binding.

5605 General Supplies

Provide funds for general department and office supply, Seasonal Camps, Garvey Park, Sparkletts water, and Park Supervision.

5635 Office Equipment

Provide funds for various office equipment.

5655 Uniforms

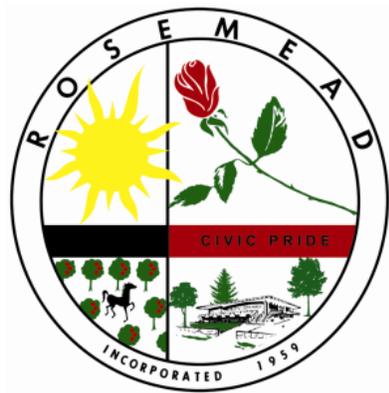
Provide funds to purchase uniforms jackets and shirts.

5715 Excursions

Allocated to weekly summer day camp, Spring day camp, Winter day camp, Thanksgiving Day camp, and summer family excursions.

City of Rosemead, California

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Activity: Youth & Adult Sports

Division: 4010

Function:

The Youth and Adult Sports division is responsible for provision of year-round sports activities for residents of all ages including Youth, Middle school, and adult sports. This division will offer a variety of youth and adult sports opportunities that include leagues, instructional camps, clinics, and national competitions.

Work Plan:

Description	When	Expected Result
Strategy 4: Parks & Recreation: <ul style="list-style-type: none">• Expand participation in citywide sports programs.• Introduce adult sports programming.	FY 2020-21	<ul style="list-style-type: none">• Expand adult sports programs• Expand services at Garvey Park Youth Center• Introduce a challenger sports program for special needs youth

City of Rosemead, California
Youth & Adult Sports Division, 4010
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries and benefits	\$ 37,700	\$ 31,800	\$ 46,900	\$ 46,900	\$ 127,700
Operations and maintenance	25,400	19,700	26,200	26,200	37,000
Total Expenditures	\$ 63,100	\$ 51,500	\$ 73,100	\$ 73,100	\$ 164,700

Funding Sources:	FY 2019		FY 2020	FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Requested Budget
General Fund	\$ 63,100	\$ 51,500	\$ 73,100	\$ 73,100	\$ 164,700
Total Funding Sources	\$ 63,100	\$ 51,500	\$ 73,100	\$ 73,100	\$ 164,700

City of Rosemead, California
Youth & Adult Sports Division, 4010
 Budget Detail

Fund	Division	Object Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
			Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries & Benefits							
101		General Fund					
101	4010	5010 Part-time salaries & wages	\$ 33,800	\$ 28,400	\$ 41,400	\$ 41,400	\$ 112,600
101	4010	5025 Overtime	600	400	-	-	-
101	4010	5105 Social security/medicare	600	500	600	600	1,700
101	4010	5110 Worker's comp	1,400	1,400	3,300	3,300	9,100
101	4010	5115 Retirement contributions	1,300	1,100	1,600	1,600	4,300
101	4010	Salaries & Benefits - General Fund	37,700	31,800	46,900	46,900	127,700
Operations and maintenance							
101		General Fund					
101	4010	5340 Facilities repair & Maintenance	5,000	3,400	2,500	2,500	1,500
101	4010	5435 Travel & meeting	1,300	1,100	1,300	1,300	1,300
101	4010	5505 Class instruction	-	-	-	-	2,200
101	4010	5605 General supplies	16,000	13,100	19,300	19,300	19,600
101	4010	5630 Small tools & equipment	3,100	2,100	3,100	3,100	12,400
101	4010	Operations & maint - General Fund	25,400	19,700	26,200	26,200	37,000
	4010	Total Recreation Fee & Charge	\$ 63,100	\$ 51,500	\$ 73,100	\$ 73,100	\$ 164,700

YOUTH & ADULT SPORTS

Budget Detail

Division 4010

GENERAL FUND – FUND 101

PERSONNEL:

- 5010 Part-Time Salaries & Wages
Provide for part-time staff to perform various duties.
- 5025 Overtime
Covers the cost of overtime for non-management staff.
- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.
- 5110 Workers Compensation
Provide for workers compensation for department employees.
- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

- 5340 Facilities Repair & Maintenance
Provide funds for gym floor cleaning supplies, gym floor resurfacing, and additional safety padding.
- 5435 Travel and Meeting Expense
Provide funds for CPRS regional and district workshops, and SCMAF Institute training.
- 5465 Class Instruction

Provide funds for golf, tennis & kendo classes, and volunteer/contract instructor SSCI screening.

5605 Department Supplies

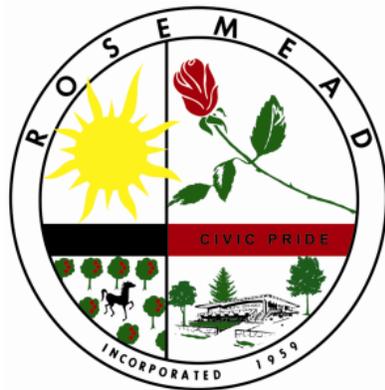
Provide funds for general supplies youth basketball, start smart sports youth volleyball, youth futsal, basketball and volleyball youth clinics and adult basketball.

5630 Small Tools & Equipment

Provide funds for purchases or replacement of equipment for volleyball, basketball, futsal, AED machines, scoreboard at Jess Gonzalez Sports, acoustic panels in Garvey gym, and E-sport tournament equipment.

City of Rosemead, California

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Activity: Aquatics

Division: 4015

Function:

To provide recreational aquatic programs including summer recreation swim, lap swim, aqua aerobics, special events including luau and dive-in movies. The division oversees maintenance of Rosemead and Garvey Pools.

Work Plan:

Description	When	Expected Result
<p>Strategy 4: Parks & Recreation:</p> <ul style="list-style-type: none">• Introduce year-round triathlon training programs• Continue to expand corporate Swim program.• Contract out routine maintenance• Increase facility rental promotions	FY 2020-21	<ul style="list-style-type: none">• Increased participation in aquatics programs.• Increased revenues.• Consistent maintenance operations and preventative care of the Splash Zone and RAC.

City of Rosemead, California
Aquatics Division, 4015
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ 425,200	\$ 307,000	\$ 629,900	\$ 629,900	\$ 667,400
Operations and maintenance	285,500	296,200	329,400	329,400	324,400
Total Expenditures	\$ 710,700	\$ 603,200	\$ 959,300	\$ 959,300	\$ 991,800

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 710,700	\$ 603,200	\$ 959,300	\$ 959,300	\$ 991,800
Total Funding Sources	\$ 710,700	\$ 603,200	\$ 959,300	\$ 959,300	\$ 991,800

City of Rosemead, California
Aquatics Division, 4015
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries & Benefits								
101			General Fund					
101	4015	5005	Salaries & wages	\$ 46,900	\$ 45,700	\$ 124,500	\$ 124,500	\$ 131,000
101	4015	5010	Part-time salaries & wages	298,700	189,100	345,800	345,800	389,300
101	4015	5025	Overtime	6,000	1,700	-	-	-
101	4015	5105	Social security/medicare	8,800	7,100	15,000	15,000	16,100
101	4015	5110	Worker's comp	28,600	28,600	38,000	38,000	33,900
101	4015	5115	Retirement contributions	14,400	12,600	63,000	63,000	53,500
101	4015	5130	Cafeteria benefit	21,800	22,200	43,600	43,600	43,600
101	4015		Salaries & Benefits - General Fun	425,200	307,000	629,900	629,900	667,400
	4015		Total Salaries & Benefits	425,200	307,000	629,900	629,900	667,400
Operations and maintenance								
101			General Fund					
101	4015	5305	Electricity	41,500	38,100	40,000	40,000	40,000
101	4015	5310	Water	15,000	14,800	15,500	15,500	15,500
101	4015	5315	Gas	34,200	52,900	35,000	35,000	35,000
101	4015	5340	Facilities repair & maintenance	6,300	3,800	13,900	13,900	17,900
101	4015	5345	Pool maintenance	47,800	45,600	51,800	51,800	51,800
101	4015	5435	Travel & Meetings	1,300	800	1,900	1,900	1,800
101	4015	5505	Class Instruction	85,000	102,100	150,000	150,000	140,000
101	4015	5605	General supplies	15,000	9,800	17,100	17,100	18,200
101	4015	5655	Uniforms	3,400	2,100	4,200	4,200	4,200
101	4015	5820	Machinery & equipment	36,000	26,200	-	-	-
101	4015		Total operations & maintenance	285,500	296,200	329,400	329,400	324,400
	4015		Total Aquatics	\$ 710,700	\$ 603,200	\$ 959,300	\$ 959,300	\$ 991,800

AQUATICS

Budget Detail

Division 4015

GENERAL FUND – FUND 101

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide compensation for the Recreational Supervisor and Recreation Coordinator.
Refer to the Appendix for a detailed allocation list.
- 5010 Part-Time Salaries & Wages
Provide for part-time staff to perform various duties.
- 5025 Overtime
Cover the cost of overtime for non-management staff.
- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.
- 5110 Workers Compensation
Provide for workers compensation for department employees.
- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.
- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

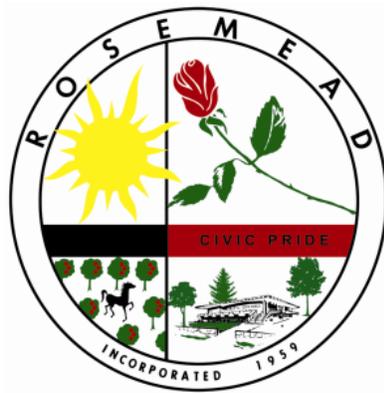
GENERAL FUND – FUND 101

OPERATIONS:

- 5305 Electrical
Provide funds for RAC and Splash Zone.
- 5310 Water
Provide funds for RAC and Splash Zone.
- 5315 Natural Gas
Provide funds for RAC and Splash Zone.
- 5340 Facilities Repair & Maintenance
Provide funds for Splash Zone repairs, Splash Zone tools, RAC tools RAC repairs, and UV service.
- 5345 Pool Maintenance
Provide funds for RAC chlorine RAC equipment maintenance, Splash Zone chlorine, Splash Zone equipment, and dry chemicals for both pools.
- 5435 Travel and Meeting
Provide funds for employees attending SCCPOA, CAMS, certifications, and staff in-services.
- 5505 Class Instruction
Provide funds for class instructors who teach both at RAC and Splash Zone.
- 5605 General Supplies
Provide funds for various department supplies, office supplies dive-in movie, luau, pumpkin dive, shark week, mermaid tales, and State and County fees.
- 5655 Uniforms
Provide funds for staff.
- 5820 Machinery & Equipment
Provide funds for equipment for the pools

City of Rosemead, California

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Activity: Instructional Classes

Division: 4020

Function:

The contract classes division provides classes covering a variety of cultural, physical fitness, special interest, and self-improvement subjects (Contract instructors are paid a percentage of the fees collected for their class). The Play School program also is operated from this division at Garvey Center and Rosemead Park.

Work Plan:

Description	When	Expected Result
Strategy 4: Parks & Recreation: <ul style="list-style-type: none">• Review instructional class offerings and expand at Garvey Center, RCRC, and Garvey Park Recreation Center.• Research and implement participant and instructor liability insurance	Ongoing	<ul style="list-style-type: none">• Increased variety of class offerings and class participation.• Increase contract class revenue

City of Rosemead, California
Instructional Classes Division, 4020
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ 108,300	\$ 59,700	\$ 95,900	\$ 96,500	\$ 90,600
Operations and maintenance	130,000	122,300	135,200	135,700	135,200
Total Expenditures	\$ 238,300	\$ 182,000	\$ 231,100	\$ 232,200	\$ 225,800

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 238,300	\$ 182,000	\$ 231,100	\$ 232,200	\$ 225,800
Total Funding Sources	\$ 238,300	\$ 182,000	\$ 231,100	\$ 232,200	\$ 225,800

City of Rosemead, California
Instructional Classes Division, 4020
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
				Amended	FY 2019	Amended	Estimated	FY 2021
				Budget	Actual	Budget	Year-End	Proposed
							Total	Budget
Salaries & Benefits								
101			General Fund					
101	4020	5010	Part-time salaries & wages	\$ 58,800	\$ 45,600	\$ 52,000	\$ 52,000	\$ 57,900
101	4020	5105	Social security/medicare	7,400	2,400	5,000	5,000	4,500
101	4020	5110	Worker's comp	3,200	3,200	5,300	5,300	5,500
101	4020	5115	Retirement contributions	23,200	4,300	19,000	19,600	12,100
101	4020	5130	Cafeteria benefit	15,700	4,200	14,600	14,600	10,600
101	4020		Salaries & Benefits - General Fund	108,300	59,700	95,900	96,500	90,600
Operations and maintenance								
101			General Fund					
101	4020	5505	Class instruction	130,000	120,600	130,000	130,000	130,000
101	4020	5550	Recruiting expense	-	900	-	500	-
101	4020	5605	General supplies	-	800	5,200	5,200	5,200
101	4020		Operations & maint - General Fund	130,000	122,300	135,200	135,700	135,200
	4020		Total Instructional Classes	\$ 238,300	\$ 182,000	\$ 231,100	\$ 232,200	\$ 225,800

INSTRUCTIONAL CLASSES

Budget Detail

Division 4020

GENERAL FUND – FUND 101

PERSONNEL:

- 5010 Part-Time Salaries & Wages
Provide for part-time staff to perform various duties.
- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.
- 5110 Workers Compensation
Provide for workers compensation for department employees.
- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.
- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

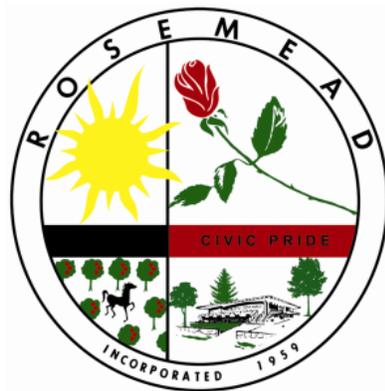
GENERAL FUND – FUND 101

OPERATIONS:

- 5505 Class Instruction
Provide funds for class instructors who teach both at RCRC and Garvey Center.
- 5605 General Supplies
Provide funds for Garvey Center Preschool and Rosemead Park Preschool.

City of Rosemead, California

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Activity: Community Center Operations

Division: 4025

Function:

The division is responsible for oversight of the Garvey Center and Rosemead Community Recreation Center for public use for receptions, events, meetings, and to facilitate contract classes.

Work Plan:

Description	When	Expected Result
<p>Strategy 4: Parks & Recreation:</p> <ul style="list-style-type: none">• Develop strategies for expanded use of community centers to focus on efficiency and revenue generation.• Review and update existing department wide policies and procedures to improve efficiencies• Research and identify facility upgrades	FY 2020-21	<ul style="list-style-type: none">• Expanded recreational opportunities for Rosemead families.• Increased facility-related revenues.• Begin facility enhancements and upgrades to interior and exterior

City of Rosemead, California
Community Center Operations Division, 4025
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended	FY 2019	Amended	Amended	Estimated	Proposed
	Budget	Actual	Budget	Budget	Year-End	Budget
					Total	
Salaries and benefits	\$ 397,900	\$ 426,100	\$ 386,700	\$ 405,900	\$ 505,600	
Operations and maintenance	12,500	11,400	17,400	18,000	18,100	
Capital outlay	16,300	15,600	24,900	24,900	15,000	
Total Expenditures	\$ 426,700	\$ 453,100	\$ 429,000	\$ 448,800	\$ 538,700	

Funding Sources:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended	FY 2019	Amended	Amended	Estimated	Proposed
	Budget	Actual	Budget	Budget	Year-End	Budget
					Total	
General Fund	\$ 426,700	\$ 453,100	\$ 429,000	\$ 448,800	\$ 538,700	
Total Funding Sources	\$ 426,700	\$ 453,100	\$ 429,000	\$ 448,800	\$ 538,700	

City of Rosemead, California
Community Center Operations Division, 4025
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
			Salaries & Benefits					
101			General Fund					
101	4025	5005	Salaries & wages	\$ 70,600	\$ 71,900	\$ 80,700	\$ 80,700	\$ 69,300
101	4025	5010	Part-time salaries & wages	230,600	250,700	238,000	257,200	351,500
101	4025	5025	Overtime	600	1,600	-	-	-
101	4025	5105	Social security/medicare	8,700	8,800	9,100	9,100	11,800
101	4025	5110	Worker's comp	19,800	19,800	21,000	21,000	30,000
101	4025	5115	Retirement contributions	45,500	51,200	16,100	16,100	21,200
101	4025	5130	Cafeteria benefit	21,800	22,000	21,800	21,800	21,800
101	4025	5140	Unemployment charges	300	100	-	-	-
101	4025	Salaries & Benefits - General Fund		397,900	426,100	386,700	405,900	505,600
			4025 Total Salaries & Benefits	397,900	426,100	386,700	405,900	505,600
			Operations and maintenance					
101			General Fund					
101	4025	5340	Facilities repair & maintenance	-	-	1,300	1,300	900
101	4025	5435	Travel & meeting	500	600	500	500	500
101	4025	5605	General supplies	12,000	10,800	12,600	12,600	13,700
101	4025	5630	Small tools & equipment	-	-	-	-	-
101	4025	5655	Uniforms	-	-	3,000	3,600	3,000
101	4025	Operations & maint - General Fund		12,500	11,400	17,400	18,000	18,100
			Capital Outlay					
101			General Fund					
101	4025	5820	Machinery & equipment	16,300	15,600	24,900	24,900	15,000
4025	Total Community Ctr Operations		\$ 426,700	\$ 453,100	\$ 429,000	\$ 448,800	\$ 538,700	

COMMUNITY CENTER OPERATIONS

Budget Detail

Division 4025

GENERAL FUND – FUND 101

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide the compensation for the recreational Supervisor. Refer to the Appendix for a detailed allocation list.
- 5010 Part-Time Salaries & Wages
Provide for part-time staff to perform various duties.
- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.
- 5110 Workers Compensation
Provide for workers compensation for department employees.
- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.
- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

- 5340 Facilities Repair and Maintenance
Provide funds for repair at Garvey Center floor refinishing, room dividers, window coverings, tint on pyramid sky-lights, and ice machine maintenance.

5435 Travel and Meeting

Provide funds for CPRS Regional & district workshops and SCMAF Institute workshop.

5605 General Supplies

Provide funds for various office supplies RCRC, Garvey Center, Sparkletts water, and RCRC movie & family game night.

5655 Uniforms

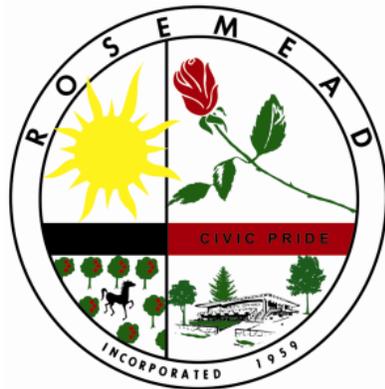
Provides funds for uniforms for staff.

5820 Machinery & Equipment

Provide funds for chairs at Garvey Center and table tennis.

City of Rosemead, California

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Function:

The Senior Services division provides services to seniors to include lunch services, social activities, excursions, special events, instructional classes for ongoing personal development, health & medical screenings to assist seniors with personal wellness. Also, to partner with clubs, community organizations, and El Monte-Rosemead Adult School to meet the social, physical, and recreational needs of local seniors.

Work Plan:

Description	When	Expected Result
<p>Strategy 4: Parks & Recreation:</p> <ul style="list-style-type: none"> • More effectively market senior programs to Rosemead (particularly, those in our senior housing complexes) to increase awareness of and participation in programs. • Enhance Senior Lunch Program to include improved environment, better quality meals, and festive activities (i.e., music, crafts, games, etc.). • Increase social service opportunities 	<p>FY 2020-21</p>	<ul style="list-style-type: none"> • Increased participation of resident seniors in the senior instructional class program, events, and the daily lunch program. • Implement a calendar of social service opportunities for seniors

City of Rosemead, California
Senior Services Division, 4030
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
Salaries and benefits	\$ 114,700	\$ 107,200	\$ 141,300	\$ 141,300	\$ 105,800	
Operations and maintenance	162,400	157,200	161,500	161,500	169,500	
Total Expenditures	\$ 277,100	\$ 264,400	\$ 302,800	\$ 302,800	\$ 275,300	

Funding Sources:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
General Fund	\$ 140,300	\$ 139,900	\$ 182,900	\$ 182,900	\$ 146,400	
Proposition A Fund	20,000	27,600	20,000	20,000	28,000	
Proposition C Fund	80,000	71,200	80,000	80,000	80,000	
CDBG Fund	36,800	25,700	19,900	19,900	20,900	
Total Funding Sources	\$ 277,100	\$ 264,400	\$ 302,800	\$ 302,800	\$ 275,300	

City of Rosemead, California
Senior Services Division, 4030
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended	Actual	Amended	Estimated	Proposed
				Budget	Budget	Budget	Year-End	Budget
							Total	
Salaries & Benefits								
101			General Fund					
101	4030	5005	Salaries & wages	\$ 37,500	\$ 37,400	\$ 37,700	\$ 37,700	\$ 44,100
101	4030	5010	Part-time salaries & wages	-	100	35,000	35,000	-
101	4030	5105	Social security/medicare	3,200	3,100	3,300	3,300	3,300
101	4030	5110	Worker's comp	900	900	3,700	3,700	900
101	4030	5115	Retirement contributions	18,800	22,700	23,700	23,700	19,000
101	4030	5130	Cafeteria benefit	17,500	17,300	18,000	18,000	17,600
101	4030		Salaries & Benefits - General Fund	77,900	81,500	121,400	121,400	84,900
Salaries & Benefits								
260			CDBG Fund					
260	4030	5005	Salaries & wages	\$ 10,000	\$ 7,500	\$ 9,200	\$ 9,200	\$ 10,800
260	4030	5010	Part-time salaries & wages	15,200	6,600	-	-	-
260	4030	5105	Social security/medicare	800	800	800	800	800
260	4030	5110	Worker's comp	700	700	200	200	300
260	4030	5115	Retirement contributions	5,500	5,700	5,500	5,500	4,700
260	4030	5130	Cafeteria benefit	4,600	4,400	4,200	4,200	4,300
260	4030		Salaries & Benefits - CDBG Fund	36,800	25,700	19,900	19,900	20,900
	4030		Total Salaries & Benefits	114,700	107,200	141,300	141,300	105,800
Operations and maintenance								
101			General Fund					
101	4030	5560	Food service contract	26,000	23,700	26,000	26,000	26,000
101	4030	5605	General supplies	1,000	900	1,000	1,000	1,000
101	4030	5710	Community events	9,000	10,500	11,000	11,000	11,000
101	4030	5715	Excursions	26,400	23,300	23,500	23,500	23,500
101	4030		Operations & maint - General Fund	62,400	58,400	61,500	61,500	61,500
215			Prop A Fund					
215	4030	5715	Excursions	20,000	27,600	20,000	20,000	28,000
215	4030		Operations & maint - Prop A Fund	20,000	27,600	20,000	20,000	28,000

City of Rosemead, California
Senior Services Division, 4030
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
220			Prop C Fund					
220	4030	5725	Bus Pass Subsidy	80,000	71,200	80,000	80,000	80,000
220	4030		Operations & maint - Prop C Fund	80,000	71,200	80,000	80,000	80,000
	4030		Total Operations & maint	162,400	157,200	161,500	161,500	169,500
	4030		Total Senior Services	\$ 277,100	\$ 264,400	\$ 302,800	\$ 302,800	\$ 275,300

SENIOR SERVICES

Budget Detail

Division 4030

GENERAL FUND – FUND 101

CDBG FUND – FUND 260

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide compensation for the Recreational Supervisor. Refer to the Appendix for a detailed allocation list.

- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.

- 5110 Workers Compensation
Provide for workers compensation for department employees.

- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.

- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

- 5560 Food Services Contract
Provide funds for senior meals at Garvey Center.

- 5605 General Supplies
Provide funds for various department supplies for senior activities at Garvey Center.

5710 Community Events

Provide funds for various senior events Bingo & Movie day, Holiday party, Halloween party, Salute to Seniors, Summer Beach party, Monthly Senior Arts & Crafts, Sweethearts Jamboree, Senior Health Fair and Spring breakfast for seniors.

5715 Excursions

Provide funds for senior excursions.

PROP A FUND – FUND 215

OPERATIONS:

5715 Excursions

Provide funds for senior excursions.

PROP C FUND – FUND 220

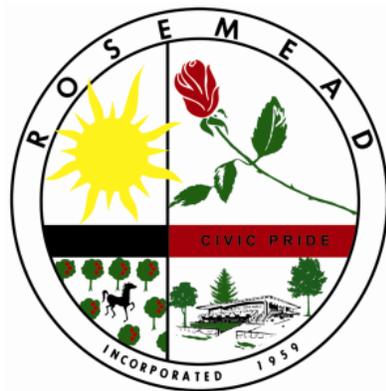
OPERATIONS:

5725 Excursions

Provide funds for Bus Pass Subsidy.

City of Rosemead, California

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Function:

The Community Promotions / Special Events division strives to provide high quality annual citywide special events including Citywide Yard Sale, Easter Eggstravaganza, July 4th Parade and Celebration, Rockin’ Rosemead Summer Concerts, Moon Festival, Fall Fiesta, Trunk or Treat, Christmas Tree Lighting and Dinner with Santa. These events serve tens of thousands of residents annually. This division is also responsible for the quarterly publication of the Rosemead Resource brochure as well as all department marketing and promotions.

Work Plan:

Description	When	Expected Result
<p>Strategy 4: Parks & Recreation:</p> <ul style="list-style-type: none"> • Improve attendance/participation at Special Events through quality activities, attractions, and entertainment. • Develop sponsorship programs for special events. • Create a department wide volunteer program to service various divisions 	<p>Ongoing</p>	<ul style="list-style-type: none"> • Create a multi-tier sponsorship program for various levels of support • Create marketing campaigns specific to events and promotions

City of Rosemead, California
Community Promotions Special Events Division, 4040
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ 8,500	\$ 5,800	\$ 18,800	\$ 18,800	\$ -
Operations and maintenance	235,500	193,500	242,500	243,600	201,200
Capital outlay	-	-	-	-	200,000
Total Expenditures	\$ 244,000	\$ 199,300	\$ 261,300	\$ 262,400	\$ 401,200

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 234,000	\$ 189,300	\$ 251,300	\$ 252,400	\$ 391,200
Proposition A Fund	10,000	10,000	10,000	10,000	10,000
Total Funding Sources	\$ 244,000	\$ 199,300	\$ 261,300	\$ 262,400	\$ 401,200

City of Rosemead, California
Community Promotions Special Events Division, 4040
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended	Actual	Amended	Estimated	Proposed
				Budget		Budget	Year-End	Budget
							Total	
Salaries & Benefits								
101			General Fund					
101	4040	5010	Part-time salaries & wages	\$ 7,700	\$ 5,200	\$ 16,500	\$ 16,500	\$ -
101	4040	5105	Social security/medicare	200	100	300	300	-
101	4040	5110	Worker's comp	300	300	1,300	1,300	-
101	4040	5115	Retirement contributions	300	200	700	700	-
101	4040		Salaries & Benefits - General Fund	8,500	5,800	18,800	18,800	-
Operations and maintenance								
101			General Fund					
101	4040	5440	Advertising	38,700	31,200	38,700	38,700	45,200
101	4040	5605	General Supplies	1,600	1,700	-	1,100	500
101	4040	5665	Postage	9,300	8,500	9,300	9,300	9,300
101	4040	5710	Community events	175,900	142,100	184,500	184,500	136,200
101	4040		Operations & maint - General Fund	225,500	183,500	232,500	233,600	191,200
215			Prop A Fund					
215	4040	5440	Advertising	10,000	10,000	10,000	10,000	10,000
215	4040		Operations & maint - Prop A Fund	10,000	10,000	10,000	10,000	10,000
4040			Total operations & maint	235,500	193,500	242,500	243,600	201,200
Capital Outlay								
101			General Fund					
101	4040	5820	Machinery & equipment	-	-	-	-	200,000
4040			Total Community Promotion	\$ 244,000	\$ 199,300	\$ 261,300	\$ 262,400	\$ 401,200

COMMUNITY PROMOTIONS/SPECIAL EVENTS

Budget Detail

Division 4040

GENERAL FUND – FUND 101

PERSONNEL:

- 5010 Part-Time Salaries & Wages
Provide for part-time staff to perform various duties.

- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.

- 5110 Workers Compensation
Provide for workers compensation for department employees.

- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.

GENERAL FUND – FUND 101

OPERATIONS:

- 5440 Advertising
Provide funds for Easter Egg Hunt, 4th of July & Summer Concerts, Aquatics, Youth Sports & camp, Fall Fiesta & Truck or Treat, Tree Lighting & Dinner w/Santa, promotional items for special events, Translation, and 4 Recreation Brochures.

- 5605 General Supplies
Provide funds for various department supplies for special events.

- 5665 Postage
Provide funds for Postage.

5710 Community Events

Provide funds for 4th of July, 6 Summer Concerts, Moon Festival, Fall Fiesta, Trunk or Treat, Christmas Tree Lighting, Dinner w/Santa, Easter Eggstravaganza, City Yard Sale, Memoria Day, Parks Make Life Better, and 9/11.

5665 Machinery & Equipment

Provide funds for a special event stage.

PROP A FUND – FUND 215

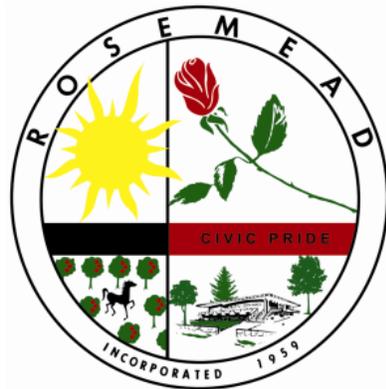
OPERATIONS:

5440 Advertising

Provide funds for Advertising.

City of Rosemead, California

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Activity: Dinsmoor Heritage House

Division: 4045

Function:

The division is accountable for providing maintenance and oversight of the facility and grounds of the Dinsmoor Heritage House Cultural Museum. This effort is done in cooperation with the local heritage society.

Work Plan:

Description	When	Expected Result
<p>Strategy 5: Historical, Cultural, and Environmental Resources:</p> <ul style="list-style-type: none">• Continue to increase awareness of and access to the Dinsmoor House.• Improve promotional efforts regarding Dinsmoor Gardens. Offer special events that attract more rental uses.• Work with the Dinsmoor Heritage Group to expand programming at Dinsmoor House to increase public awareness and access.	Ongoing	<ul style="list-style-type: none">• Increased awareness and use of the Dinsmoor Gardens and continued physical improvement of the facility by local residents.

City of Rosemead, California
Dinsmoor Heritage House Division, 4045
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Operations and maintenance	\$ 9,000	\$ 1,600	\$ 9,000	\$ 5,000	\$ 9,000
Total Expenditures	\$ 9,000	\$ 1,600	\$ 9,000	\$ 5,000	\$ 9,000

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 9,000	\$ 1,600	\$ 9,000	\$ 5,000	\$ 9,000
Total Funding Sources	\$ 9,000	\$ 1,600	\$ 9,000	\$ 5,000	\$ 9,000

City of Rosemead, California
Dinsmoor Heritage House Division, 4045
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2020		FY 2021	
				Amended Budget	FY 2019 Actual	Estimated Amended Budget	Year-End Total	Proposed Budget
			Operations and maintenance					
101			General Fund					
101	4045	5330	Grounds repair & maintenance	\$ 5,000	\$ 600	\$ -	\$ -	\$ -
101	4045	5340	Facilities repair & maintenance	4,000	1,000	5,000	5,000	5,000
101	4045	5605	General supplies	-	-	4,000	-	4,000
101	4045		Total operations & maintenanc	9,000	1,600	9,000	5,000	9,000
	4045		Total Dinsmoor Heritage House	\$ 9,000	\$ 1,600	\$ 9,000	\$ 5,000	\$ 9,000

Dinsmoor Heritage House

Budget Detail

Division 4045

GENERAL FUND – FUND 101

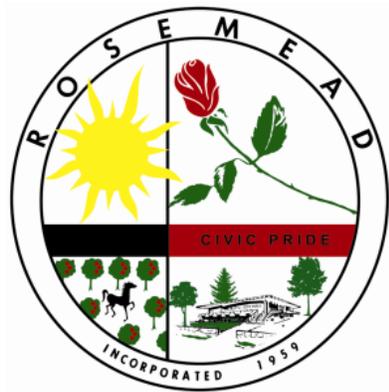
OPERATIONS:

5340 Facilities Repair & Maintenance
Provide funds for upkeep and maintenance.

5605 General Supplies
Provide funds for supplies.

City of Rosemead, California

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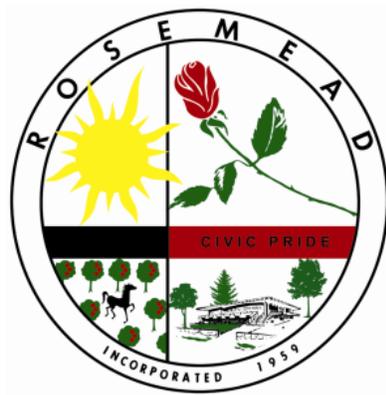


COMMUNITY DEVELOPMENT

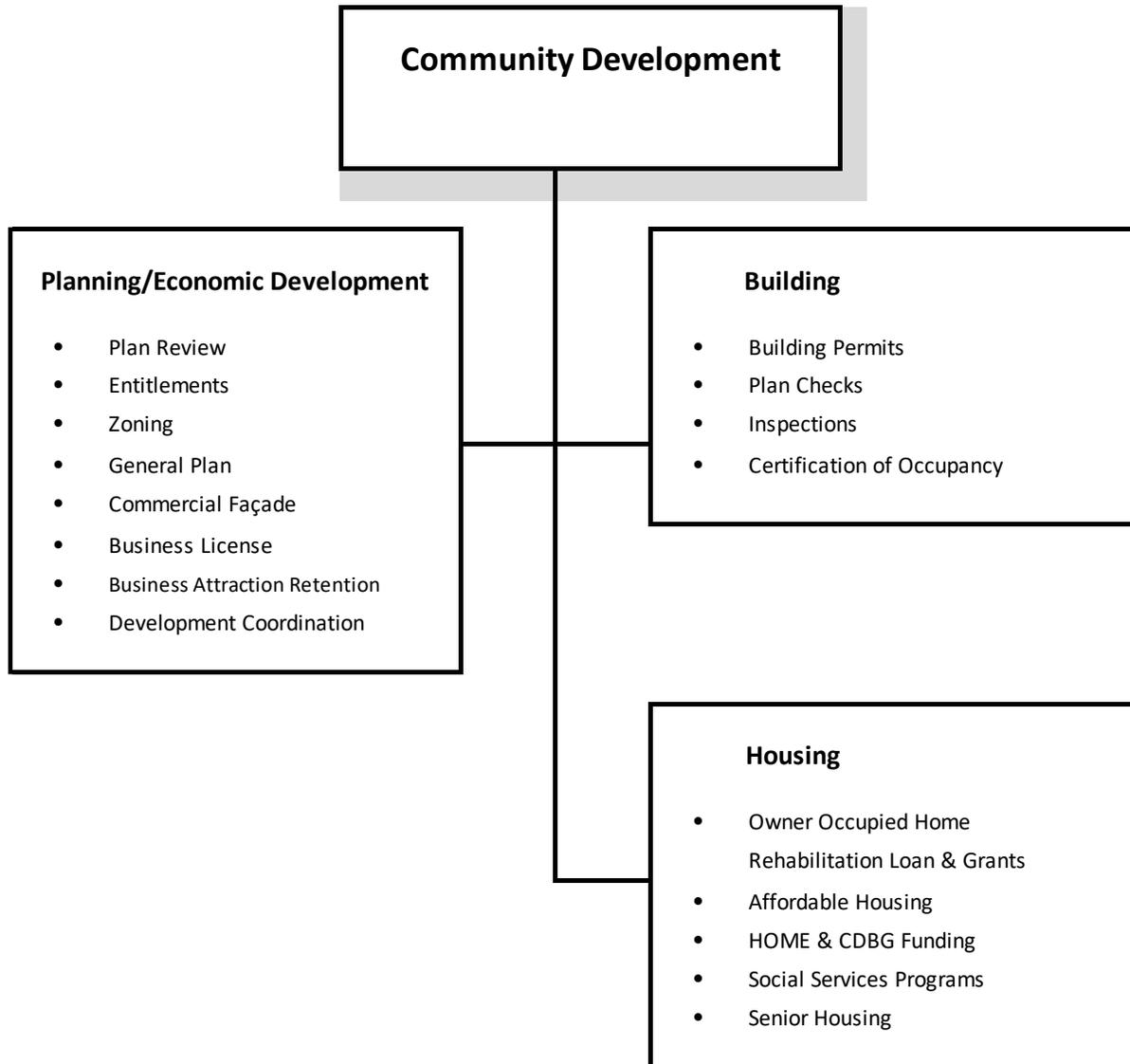


City of Rosemead, California

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City of Rosemead, California
Community Development
Organizational Chart



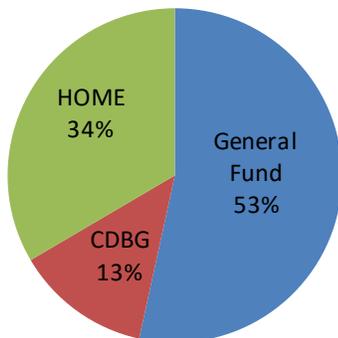
City of Rosemead, California
Community Development
 Budget Summary

	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2021 Requested Budget
<u>No. of Full-time Team Members</u>	10	10	11	6
<u>Expenditures:</u>				
Planning	901,300	827,700	1,136,900	1,020,400
Building	846,100	859,000	847,000	847,000
Code Enforcement	534,600	577,000	558,900	-
CDBG	666,000	268,200	497,700	1,406,900
HOME	1,235,200	275,300	1,465,700	1,488,900
Total Expenditures	4,183,200	2,807,200	4,506,200	4,763,200
<u>Funding Sources</u>				
General Fund	1,921,500	2,139,400	2,511,800	1,778,400
CDBG	1,026,500	451,700	518,700	1,487,400
HOME	1,235,200	216,100	1,475,700	1,497,400
Total Funding Sources	4,183,200	2,807,200	4,506,200	4,763,200

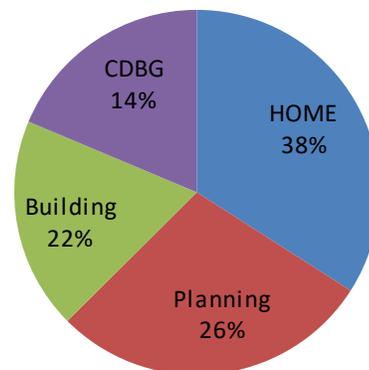
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**20/21 Funding Sources
(by Fund)**



**20/21 Expenditures
(by division)**



City of Rosemead, California
Community Development
Personnel

<u>Title</u>	<u>2020/21 Salaries</u>
Director of Community Development	131,237
Planning & Economic Development Manager	104,793
Associate Planner	72,426
Management Analyst	72,771
Assistant Planner	60,803
Administrative Assistant	62,860
Total Personnel Salaries	<u>\$ 504,889</u>

City of Rosemead, California
Community Development
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$ 1,518,700	\$ 1,484,800	\$ 1,467,200	\$ 1,503,100	\$ 838,900
Operations and maintenance	2,664,500	1,322,400	3,039,000	3,042,700	3,924,300
Total Expenditures	\$ 4,183,200	\$ 2,807,200	\$ 4,506,200	\$ 4,545,800	\$ 4,763,200

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 1,921,500	\$ 2,139,400	\$ 2,511,800	\$ 2,549,900	\$ 1,778,400
CDBG Fund	1,026,500	451,700	518,700	520,500	1,487,400
HOME Fund	1,235,200	216,100	1,475,700	1,475,400	1,497,400
Total Funding Sources	\$ 4,183,200	\$ 2,807,200	\$ 4,506,200	\$ 4,545,800	\$ 4,763,200

City of Rosemead, California
Community Development
Budget Overview and Significant Changes

Expenditures

- **Salary & Benefits**
The Code Enforcement division was transferred to the Public Safety department. The department included a Public Safety Supervisor, two (2) Senior Code Enforcement Officers, and a Code Enforcement Officer.
- **Salary & Benefits**
The Budget reflects a cost in savings due to eliminating the position of Housing project Coordinator.
- **Other Professional & Technical Service**
Increase for an Environmental Consultant for major projects, miscellaneous planning and ED reports, Graphic design, Housing Element, and Zoning Code & GASP updates.

City of Rosemead
Community Development
2020-21 Strategic Plan Goals & Objectives

Planning & Economic Development

- Continue to use the planning division website more efficiently to provide the public with updated information including a list of active projects and their status
- Continue the Freeway Corridor Overlay Zone study
- Produce new marketing materials for economic development purposes
- Continue to provide resources to the business community on the City website
- Promote the commercial façade improvement program and complete a minimum of two commercial façade improvement applications
- Conduct three groundbreakings or grand opening events

Building

- Continue to improve customer service with technology enhancements such as the online inspection scheduling
- Develop “how-to” guides and “step by step” handouts in various languages to post on City website
- Continue to participate in City-wide events to distribute educational information on building requirements
- Continue scanning building records (permits, documents, studies, etc.) for records retention

Housing Division

- Promote the City’s federally funded programs such as the Emergency Grant Program, Lead Paint Abatement, Home Rehabilitation Loan Program, etc. by participating in community events
- Develop a homelessness plan and participate in regional homeless coalitions through agencies such as the SGVCOG
- Develop social services resources for residents, homeless and persons facing hardship or possible eviction to post on City website

City of Rosemead, California
Community Development
 Department Performance and Workload Measures

Performance and Workload Measures	2018-2019 Actual	2019-2020 Estimated
1. Planning Division		
a. Discretionary Applications	34	51
b. Administrative Applications	215	174
2. Building Division		
a. Plan Checks	710	613
b. Permits	2,066	1,663
c. Inspections	6,649	6,336
3. Housing		
a. CDBG Programs	3	4
b. HOME Programs	1	2

Accomplishments

1. Planning - Developed a Job Creation and Business Incentive Program which assists new and existing businesses improve their building's façade by providing a forgivable no interest loan that is predicated on the creation of new jobs for low-to moderate-income persons. Initiated the Freeway Corridor Mixed Used Overlay Zone utilizing SB2 Grant funds, which will streamline both the development approval process and California Environmental Quality Act environmental review process and provide more opportunities to develop underutilized properties along areas adjacent to the 1-10 Freeway on-and off-ramps. Participated in two grand opening and one groundbreaking events. Streamlined the online business license process.
2. Building Division-Improved Code Enforcement/Building Division coordination by streamlining the referral process between the divisions, dedicated a full time Inspector to manage Building related Code Enforcement cases and closed a total of 71 cases from a backlog of over 300 cases relating to illegal constructions. Reduced the inspection window time from 4 to 2 hours and implemented an appointment policy for permit issuance which improved counter service times. Expanded community outreach efforts by presenting on Building topics such as "contractor scams" at monthly Area Watch Meetings. Added an additional Permit Tech staff to start scanning documents in electronic format for records retention.
3. Housing - Updated the CDBG and HOME Policies and Procedures manual, program applications, and website content. Completed Analysis of Impediments, Citizen Participation Plan, 5-Year Consolidated Plan covering 2020-2025, and the 2020-2021 Annual Action Plan. Underwent a Substantial Amendment to the 2019-20 Annual Action Plan to include CARES Act CDBG COVID-19 Response Allocation; funded new activities to aid residents affected by COVID-19. Continued to work on Summer Youth Employment, Commercial Façade Improvement, and Public Works CIP.

Function:

The Planning and Economic Development Division is responsible for implementing the City’s General Plan and Zoning Code which regulates the type of land uses within the City. Planning helps guide the orderly development of the community and ensures that new development is attractive and compatible with the surroundings and consistent with the City’s codes and policies. The Division reviews and processes development entitlement applications for compliance with zoning and subdivision regulations as well as conditional use permits. Planning staff provides technical and administrative support to the City Council and Planning Commission. The Planning Division is also responsible for economic development activities and promoting the City as a desirable place for business and development. Business license applications and film permits are also processed through the Division.

Work Plan: Strategy I-Economic Development

Description	When	Expected Result
Complete Freeway Corridor Overlay Zone	June 2021	Attract new quality developments and generate additional tax revenues
Complete the Housing Element Update	June 2021	Identify the City’s housing needs and capacity for future as well as establish clear goals and objectives to inform future housing decisions
Monitor economic trends and compatibility with commercial space, particularly within mixed use projects	Ongoing	Coordinate with commercial brokers to attract new business concepts
Coordinate commercial real estate activities such as brokers’ breakfast; market available sites to brokers and potential retail tenants	Ongoing	Participate in industry conventions such as International Council of Shopping Centers, and the West San Gabriel Valley Association of Realtors
Develop a streamlined process for development/entitlement applications through pre-application review sessions with Building, Engineering, and Planning	Ongoing	Move projects faster from entitlement phase to construction

City of Rosemead, California
Planning Division, 5105
 Budget Summary By Major Categories

Expenditures:		FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Salaries and benefits	\$	751,800	\$ 741,200	\$ 829,000	\$ 828,200	\$ 784,100
Operations and maintenance		149,500	86,500	307,900	308,900	236,300
Total Expenditures	\$	901,300	\$ 827,700	\$ 1,136,900	\$ 1,137,100	\$ 1,020,400

Funding Sources:		FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Requested Budget
General Fund	\$	901,300	\$ 813,300	\$ 1,065,000	\$ 1,065,200	\$ 931,400
CDBG Fund		-	14,400	61,900	61,900	80,500
HOME Fund		-	-	10,000	10,000	8,500
Total Funding Sources	\$	901,300	\$ 827,700	\$ 1,136,900	\$ 1,137,100	\$ 1,020,400

City of Rosemead, California
Planning Division, 5105
 Budget Detail

Fund Division	Object	Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
			Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries & Benefits							
101		General Fund					
101	5105	5005 Salaries & wages	\$ 455,700	\$ 429,900	\$ 444,900	\$ 444,800	\$ 411,700
101	5105	5010 Part-time salaries & wages	17,000	20,600	27,600	27,600	30,400
101	5105	5025 Overtime	4,500	1,500	4,000	4,000	2,000
101	5105	5105 Social security/medicare	38,000	35,600	37,900	37,000	37,100
101	5105	5110 Worker's comp	11,400	11,400	11,300	11,300	10,500
101	5105	5115 Retirement contributions	110,300	112,000	106,900	106,900	89,400
101	5105	5125 Automobile Allowance	6,000	4,900	4,400	4,400	4,500
101	5105	5130 Cafeteria benefit	108,900	110,900	120,100	120,300	109,500
101	5105	Salaries & Benefits - General Fund	751,800	726,800	757,100	756,300	695,100
Community Development Block Grant							
260							
260	5105	5005 Salaries & wages	-	12,600	32,800	32,800	51,100
260	5105	5105 Social security/medicare	-	1,000	2,900	2,900	4,300
260	5105	5110 Worker's compensation	-	-	1,500	1,500	1,200
260	5105	5115 Retirement contributions	-	800	14,500	14,500	13,000
260	5105	5125 Auto allowance	-	-	1,200	1,200	1,400
260	5105	5130 Cafeteria benefit	-	-	9,000	9,000	9,500
260	5105	Salaries & Benefits - CDBG Fund	-	14,400	61,900	61,900	80,500
HOME Fund							
270							
270	5105	5005 Salaries & wages	-	-	7,500	7,500	5,800
270	5105	5105 Social security/medicare	-	-	500	500	500
270	5105	5110 Worker's compensation	-	-	100	100	200
270	5105	5115 Retirement contributions	-	-	600	600	700
270	5105	5125 Auto allowance	-	-	300	300	300
270	5105	5130 Cafeteria benefit	-	-	1,000	1,000	1,000
270	5105	Salaries & Benefits - HOME Fund	-	-	10,000	10,000	8,500
5105		Total Salaries & Benefits	751,800	741,200	829,000	828,200	784,100

City of Rosemead, California
Planning Division, 5105
 Budget Detail

Fund Division	Object	Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
			Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
		Operations and maintenance					
101		General Fund					
101	5105	5299 Other professional/technical serv.	62,000	600	65,000	65,000	140,000
101	5105	5435 Travel & meetings	11,000	16,400	9,900	9,900	9,900
101	5105	5465 Membership dues	34,200	26,700	32,200	32,200	32,300
101	5105	5475 Recording & filing	9,500	9,700	9,500	9,500	9,500
101	5105	5605 General supplies	4,300	4,500	4,300	4,300	4,300
101	5105	5905 Technology services allocation	26,500	26,500	27,000	27,000	39,300
101	5105	5910 Equipment replacement allocation	1,000	1,000	-	1,000	1,000
101	5105	5940 Other expenditures	1,000	1,100	160,000	160,000	-
101	5105	Operations & maint - General Fund	149,500	86,500	307,900	308,900	236,300
	5105	Total Operations & maintenance	149,500	86,500	307,900	308,900	236,300
	5105	Total Planning	\$ 901,300	\$ 827,700	\$ 1,136,900	\$ 1,137,100	\$ 1,020,400

PLANNING

Budget Detail

Division 5105

GENERAL FUND – FUND 101

CDBG FUND – FUND 260

HOME PROGRAM FUND – FUND 270

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide compensation for the Director of Community Development, Planning and Economic Development Manager, Associate Planner, Assistant Planner, and Administrative Assistant. Refer to the Appendix for a detailed allocation list.
- 5010 Part-time Salaries & Wages
Provide for two part-time staff to perform various planning and clerical duties.
- 5025 Overtime
Cover the cost of overtime for non-management staff.
- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.
- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.
- 5125 Automobile Allowance
Provide funds for an Automobile Allowance for the Department Director.
- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

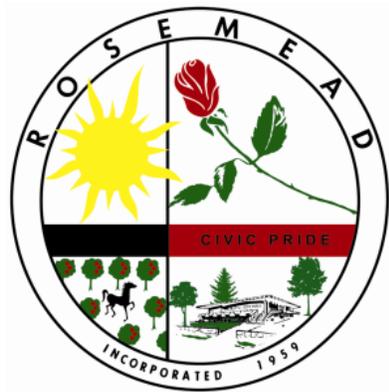
GENERAL FUND – FUND 101

OPERATIONS

- 5299 Other Professional/Technical Services
Provide funds for miscellaneous Planning and Economic development projects and, graphic design, zoning code, Housing Element and GASP updates, and various consultants for project processing.
- 5435 Travel and Meeting Expense
Provide for travel and meeting expenses to ICSC, Planning Commissioners Academy, and various ED & Planning seminars and training.
- 5465 Memberships Dues
Provide for APA memberships, ARC GIS, Digital Map Products GIS, ICSC membership, CALED membership, and LAEDC membership.
- 5475 Recording & filing
Provide for miscellaneous public notification, mailing, newspaper postings, and recording & filing.
- 5605 General Supplies
Provide funds for general office supplies and ACEC publications.
- 5905 Technology Replacement Allocation
Allocate technology replacement costs.
- 5910 Equipment Replacement
Provide funds for the replacement of City equipment.

City of Rosemead, California

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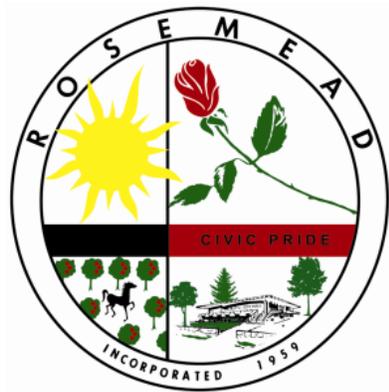
City of Rosemead, California
Code Enforcement Division, 5115
 Budget Summary By Major Categories

<i>Expenditures:</i>	<i>FY 2019</i>		<i>FY 2020</i>	<i>FY 2020</i>	<i>FY 2021</i>
	<i>Amended</i>	<i>FY 2019</i>	<i>Amended</i>	<i>Estimated</i>	<i>Proposed</i>
	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Year-End</i>	<i>Budget</i>
				<i>Total</i>	
Salaries and benefits	\$ 508,200	\$ 556,100	\$ 533,300	\$ 534,300	\$ -
Operations and maintenance	26,400	20,900	25,600	26,500	-
<i>Total Expenditures</i>	<i>\$ 534,600</i>	<i>\$ 577,000</i>	<i>\$ 558,900</i>	<i>\$ 560,800</i>	<i>\$ -</i>

<i>Funding Sources:</i>	<i>FY 2019</i>		<i>FY 2020</i>	<i>FY 2020</i>	<i>FY 2021</i>
	<i>Amended</i>	<i>FY 2019</i>	<i>Amended</i>	<i>Estimated</i>	<i>Proposed</i>
	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Year-End</i>	<i>Budget</i>
				<i>Total</i>	
General Fund	\$ 174,100	\$ 407,900	\$ 558,900	\$ 560,800	\$ -
CDBG Fund	360,500	169,100	-	-	-
<i>Total Funding Sources</i>	<i>\$ 534,600</i>	<i>\$ 577,000</i>	<i>\$ 558,900</i>	<i>\$ 560,800</i>	<i>\$ -</i>

City of Rosemead, California

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Function:

The Building and Safety Division is charged with regulating construction and occupancy of buildings in accordance with local, county, state, and federal laws. The Division provides plan checks and inspection services for residential and commercial properties. Building and Safety also manage building permit records and provides public information regarding code requirements and property history information.

Work Plan:

Description	When	Expected Result
Continue to digitize building permit files as time and budget permit.	Ongoing	Electronic storage of documents will save on staff time searching through paper files. It will also provide an efficient document retrieval system for better customer service to the community, realtors, and developers.

City of Rosemead, California
Building & Safety Division, 5110
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Operations and maintenance	\$ 846,100	\$ 859,000	\$ 847,000	\$ 847,000	\$ 847,000
Total Expenditures	\$ 846,100	\$ 859,000	\$ 847,000	\$ 847,000	\$ 847,000

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 846,100	\$ 859,000	\$ 847,000	\$ 847,000	\$ 847,000
Total Funding Sources	\$ 846,100	\$ 859,000	\$ 847,000	\$ 847,000	\$ 847,000

City of Rosemead, California
Building & Safety Division, 5110
 Budget Detail

Fund Division Object Expenditures:				FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended	Actual	Amended	Estimated	Proposed
				Budget		Budget	Year-End	Budget
							Total	
Operations and maintenance								
101	General Fund							
101	5110	5485	Building inspections	\$ 500,000	\$ 552,900	\$ 500,000	\$ 500,000	\$ 500,000
101	5110	5490	Plan checking	340,000	298,700	340,000	340,000	340,000
101	5110	5605	General supplies	1,600	2,600	2,500	2,500	2,500
101	5110	5940	Other expenditures	4,500	4,800	4,500	4,500	4,500
101	5110		Operations & maint - General Fund	846,100	859,000	847,000	847,000	847,000
5110			Building Total	\$ 846,100	\$ 859,000	\$ 847,000	\$ 847,000	\$ 847,000

BUILDING

Budget Detail

Division 5110

GENERAL FUND – FUND 101

OPERATIONS

5485 Building Inspections Services

Provide for building inspection services.

5490 Plan Check

Provide for plan check and inspection services.

5605 General Supplies

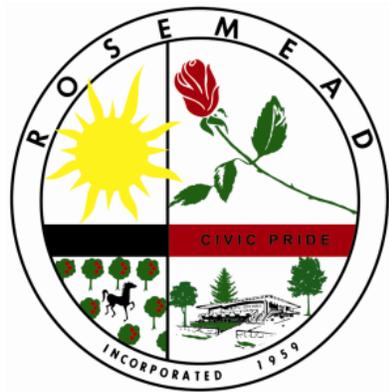
Provide funds for department supplies such as business cards, ink cartridges, and miscellaneous supplies.

5940 Other Expenditures

Provide funds for building code books and permit tracking software from HDL.

City of Rosemead, California

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City of Rosemead, California
CDBG ALLOCATIONS

ROSEMEAD PROPOSED FY 2020-2021 CDBG BUDGET	
Program Administration Cost (PAC)	
Planning & Administration (20% Max)	\$135,219
<i>Subtotal</i>	\$135,219
Rehabilitation (Program and Activity Delivery Cost - ADC)	
Handyman Grants	\$110,000
Emergency Grants	\$20,000
Lead Paint Testing	\$10,000
Lead Paint Abatement	\$40,000
Commercial Façade Improvements	\$100,000
<i>Subtotal</i>	\$280,000
Social Services (15% Max)	
Summer Youth Program	\$35,000
Senior Nutrition Program	\$60,000
Family Promise	\$5,000
Fair Housing	\$10,000
<i>Subtotal</i>	\$110,000
Public Facilities	
Garvey Park HVAC	\$128,000
<i>Subtotal</i>	\$128,000
Acquisition	
Acquisition of land	\$229,000
<i>Subtotal</i>	\$229,000
Total CDBG Allocation	\$882,219

*Approved by Rosemead City Council on April 28, 2020. If there is a need for a substantial amendment during the fiscal year, it may change these allocations.

Function:

To provide funding for a wide variety of activities including housing rehabilitation, Commercial Façade Improvement, Public Works Improvement, and public service activities (i.e. fair housing, senior nutrition, summer youth employment, etc.).

Work Plan:

Description	When	Expected Result
Fund the Handyman Grants and Emergency Grants	Ongoing	Assist households in home repairs and rehabilitation through the Handyman Grant and Emergency Grant programs
Continue to Participate in San Gabriel Valley Consortium on Homelessness.	Ongoing	Continue to Coordinate Actions.
Promotion of Services	Ongoing	A better understanding by residents of the programs offered by the Housing Division.
Fund a variety of Social Service Agencies including Family Promise of San Gabriel Valley, summer youth employment, and Senior Nutrition Lunch Program	Ongoing	Provide Homeless services referrals, Mental Health, Spousal Abuse, Peer Mediation, Youth and Elderly Services to Rosemead Residents.
Fund the Southern California Housing Rights Center	Ongoing	Provide Housing Information to 75 Rosemead residents.

City of Rosemead, California
CDBG Division, 5205
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
Salaries and benefits	\$ 241,800	\$ 108,000	\$ 49,200	\$ 55,200	\$ 27,400	
Operations and maintenance	424,200	160,200	448,500	450,200	1,379,500	
Total Expenditures	\$ 666,000	\$ 268,200	\$ 497,700	\$ 505,400	\$ 1,406,900	

Funding Sources:	FY 2019		FY 2020		FY 2020	FY 2021
	Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget	
General Fund	\$ -	\$ -	\$ 40,900	\$ 46,800	\$ -	
CDBG Fund	666,000	268,200	456,800	458,600	1,406,900	
Total Funding Sources	\$ 666,000	\$ 268,200	\$ 497,700	\$ 505,400	\$ 1,406,900	

City of Rosemead, California
CDBG Division, 5205
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended	Actual	Amended	Estimated	Proposed
				Budget		Budget	Year-End	Budget
							Total	
Salaries & Benefits								
101			General Fund					
101	5205	5005	Salaries & wages	\$ -	\$ -	\$ 23,600	\$ 23,600	\$ -
101	5205	5025	Overtime	-	-	-	-	-
101	5205	5105	Social security/medicare	-	-	1,900	1,900	-
101	5205	5110	Worker's comp	-	-	100	800	-
101	5205	5115	Retirement contributions	-	-	12,600	18,300	-
101	5205	5125	Automobile Allowance	-	-	-	-	-
101	5205	5130	Cafeteria benefit	-	-	2,700	2,200	-
101	5205		Salaries & Benefits - CDBG Fund	-	-	40,900	46,800	-
Community Development Block Grant								
260			Community Development Block Grant					
260	5205	5005	Salaries & wages	129,000	55,200	1,100	1,100	18,200
260	5205	5105	Social security/medicare	11,000	4,200	200	200	1,700
260	5205	5110	Worker's comp	1,800	1,800	300	300	500
260	5205	5115	Retirement contributions	67,500	30,900	5,900	5,900	1,500
260	5205	5125	Automobile Allowance	1,500	1,100	-	100	-
260	5205	5130	Cafeteria benefit	31,000	14,800	800	800	5,500
260	5205		Salaries & Benefits - CDBG Fund	241,800	108,000	8,300	8,400	27,400
	5205		Total Salaries & Benefits	241,800	108,000	49,200	55,200	27,400
Operations and maintenance								
260			CDBG Fund					
260	5205	5299	Other professional services	-	-	80,000	80,000	80,000
260	5205	5605	General supplies	3,100	-	-	-	500
260	5205	5705	Program expense	319,400	122,000	308,400	308,400	1,061,000
260	5205	5720	Community contributions	89,800	35,600	60,100	60,100	110,000
260	5205	5940	Other expenditures	11,900	2,600	-	1,700	128,000
260	5205		Operations & maint - CDBG Fund	424,200	160,200	448,500	450,200	1,379,500
Transfers								
101			CDBG Fund					
101	0000	5960	Transfers out	-	-	-	-	-
Total CDBG Division				\$ 666,000	\$ 268,200	\$ 497,700	\$ 505,400	\$ 1,406,900

COMMUNITY DEVELOPMENT BLOCK GRANT

Budget Detail

Division 5205

COMMUNITY DEVELOPMENT BLOCK GRANT - FUND 260

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide compensation for the Director of Community Development and Director of Finance. Refer to the Appendix for a detailed allocation list.
- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.
- 5110 Workers Compensation
Provide for workers compensation for department employees.
- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.
- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

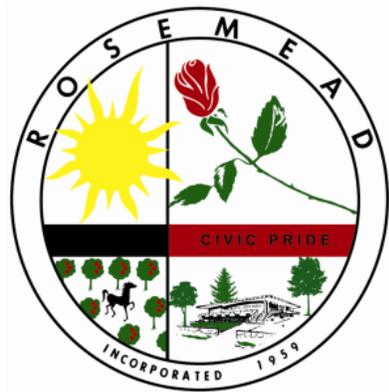
COMMUNITY DEVELOPMENT BLOCK GRANT - FUND 260

OPERATIONS:

- 5299 Other Professional/Technical Services
HUD program consultant services.
- 5605 General Supplies
Provide funds for various department supplies.

City of Rosemead, California

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City of Rosemead, California
HOME ALLOCATIONS

ROSEMEAD PROPOSED FY 2020-2021 HOME BUDGET		
Program Administration Cost (PAC)		
Planning & Administration (10% Max)		\$35,216
<i>Subtotal</i>		\$35,216
Rehabilitation (Program and Activity Delivery Cost - ADC)		
Owner Occupied Rehabilitation Loans		\$150,000
<i>Subtotal</i>		\$150,000
Community Housing Development Organization		
CHDO (15% Set Aside)		\$53,500
<i>Subtotal</i>		\$53,500
Affordable Housing Assistance		
Development Assistance		\$118,000
<i>Subtotal</i>		\$118,000
Total HOME Allocation		\$356,716

*Approved by Rosemead City Council on April 28, 2020. If there is a need for a substantial amendment during the fiscal year, it may change these allocations.

Activity: HOME PROGRAM

Division: 5210

Function:

To provide funding for affordable housing development.

Work Plan:

Description	When	Expected Result
Fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rental or homeownership	Ongoing	Assist 1 household through the First Time Homebuyer Program and create affordable housing development opportunities using Community Housing Development Organization (CHDO) set-aside funds.
Fund the Owner-Occupied Rehabilitation (OOR) Program	Ongoing	Assist 2 households through the City's OOR Programs.

City of Rosemead, California
Home Program Division, 5210
 Budget Summary By Major Categories

Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	Proposed
	Budget	Actual	Budget	Year-End	Budget
				Total	
Salaries and benefits	\$ 16,900	\$ 79,500	\$ 55,700	\$ 85,400	\$ 27,400
Operations and maintenance	1,218,300	195,800	1,410,000	1,410,100	1,461,500
Total Expenditures	\$ 1,235,200	\$ 275,300	\$ 1,465,700	\$ 1,495,500	\$ 1,488,900

Funding Sources:	FY 2019		FY 2020	FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	Proposed
	Budget	Actual	Budget	Year-End	Budget
				Total	
General Fund	\$ -	\$ 59,200	\$ -	\$ 30,100	\$ -
HOME Fund	\$ 1,235,200	\$ 216,100	\$ 1,465,700	\$ 1,465,400	\$ 1,488,900
Total Funding Sources	\$ 1,235,200	\$ 275,300	\$ 1,465,700	\$ 1,495,500	\$ 1,488,900

City of Rosemead, California
Building & Safety Division, 5210
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended	Actual	Amended	Estimated	Proposed
				Budget		Budget	Year-End	Budget
							Total	
Salaries & Benefits								
General Fund								
101								
101	5210	5005	Salaries & wages	\$ -	\$ 25,700	\$ -	\$ 23,600	\$ -
101	5210	5105	Social security/medicare	-	2,300	-	1,900	-
101	5210	5110	Worker's comp	-	-	-	-	-
101	5210	5115	Retirement contributions	-	19,300	-	2,400	-
101	5210	5130	Cafeteria benefit	-	11,900	-	2,200	-
101	5210		Salaries & Benefits - General Fund	-	59,200	-	30,100	-
HOME Fund								
270	5210	5005	Salaries & wages	8,000	13,600	22,100	22,000	18,200
270	5210	5025	Overtime	-	300	-	-	-
270	5210	5105	Social security/medicare	1,000	1,000	2,400	2,300	1,700
270	5210	5110	Worker's comp	300	300	800	800	500
270	5210	5115	Retirement contributions	4,800	4,000	20,700	20,600	1,500
270	5210	5130	Cafeteria benefit	2,800	1,100	9,700	9,600	5,500
270	5210		Salaries & Benefits - HOME Fund	16,900	20,300	55,700	55,300	27,400
	5210		Total Salaries & Benefits	16,900	79,500	55,700	85,400	27,400
Operations and maintenance								
HOME Fund								
270	5210	5605	General supplies	7,000	-	-	100	500
270	5210	5705	Program expense	590,400	10,400	-	-	-
270	5210	5940	Other expenditures	19,000	1,500	-	-	-
270	5210		Operations & maint - HOME Fund	616,400	11,900	-	100	500
HOME Program Admin Fund								
275	5210	5705	Program expense	601,900	183,900	1,410,000	1,410,000	1,461,000
270	5210		Operations & maint - HOME	601,900	183,900	1,410,000	1,410,000	1,461,000
Total HOME Division				\$ 1,235,200	\$ 275,300	\$ 1,465,700	\$ 1,495,500	\$ 1,488,900

HOME PROGRAM

Budget Detail

Division 5210

HOME PROGRAM FUND - FUND 270

HDC HOME PROGRAM ADMIN FUND - FUND 275

PERSONNEL:

- 5005 Regular Full Time Salaries & Wages
Provide compensation for the Director of Community Development and Management Analyst. Refer to the Appendix for a detailed allocation list.

- 5105 Social Security/Medicare
Provide for employer's share of FICA/Medicare for all department employees.

- 5110 Workers Compensation
Provide for workers compensation for department employees.

- 5115 Retirement Contributions
Provide for retirement plan funding for all full-time City employees.

- 5130 Cafeteria Benefit
Provide insurance for medical, dental, vision, life, and short-term and long-term disability funding for all full-time City employees.

HOME PROGRAM FUND - FUND 270

OPERATIONS:

- 5605 General Supplies
Provide funds for various department supplies.

HDC HOME PROGRAM ADMIN FUND - FUND 275

OPERATIONS:

5705 Program Expenses

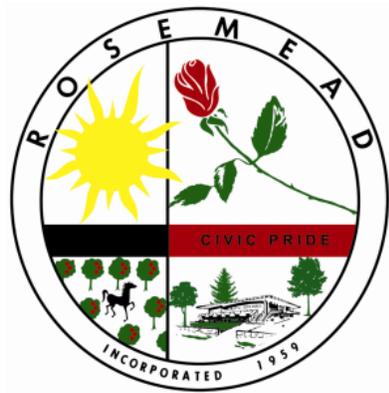
Provide funds for various programs CHDO affordable housing, First time home buyers, and OOR loan.



CAPITAL IMPROVEMENT PROJECTS

City of Rosemead, California

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City of Rosemead, California

New CIP and Increased Funding Project Requests

Item	Project #	Project	Total Project Cost	Increase Funding Source	Budget Request FY 20/21
1	21031	Valley Boulevard Resurfacing Project	2,917,300.00	Gas Tax	247,000.00
				CalRecycle Grant	83,500.00
				Subtotal	330,500.00
2	21028	Walnut Grove Ave Resurfacing & Colored Concrete Crosswalk	1,629,200.00	RMRA SB1	332,000.00
				CalRecycle Grant	37,500.00
				Subtotal	369,500.00
3	21030	Walnut Grove Ave Resurfacing Phase II	688,500.00	Measure M	234,000.00
				CalRecycle Grant	14,500.00
				Subtotal	248,500.00
4	21029	SR2S Sidewalk Gap Closure – Delta Ave	1,141,359.00	Grant	1,100,000.00
5	31019	Replace HVAC System at Garvey Park	353,441.00	CDBG	128,000.00
6	49007	Rosemead Park Walking Trail	424,000.00	Measure R	150,000.00
7	TBD	Storm Water Catch Basin Upgrade	210,000.00	Safe Clean Water	200,000.00
8	TBD	Pedestrian Improvements	41,700.00	TDA	41,700.00
		Total	7,405,500.00		2,568,200.00

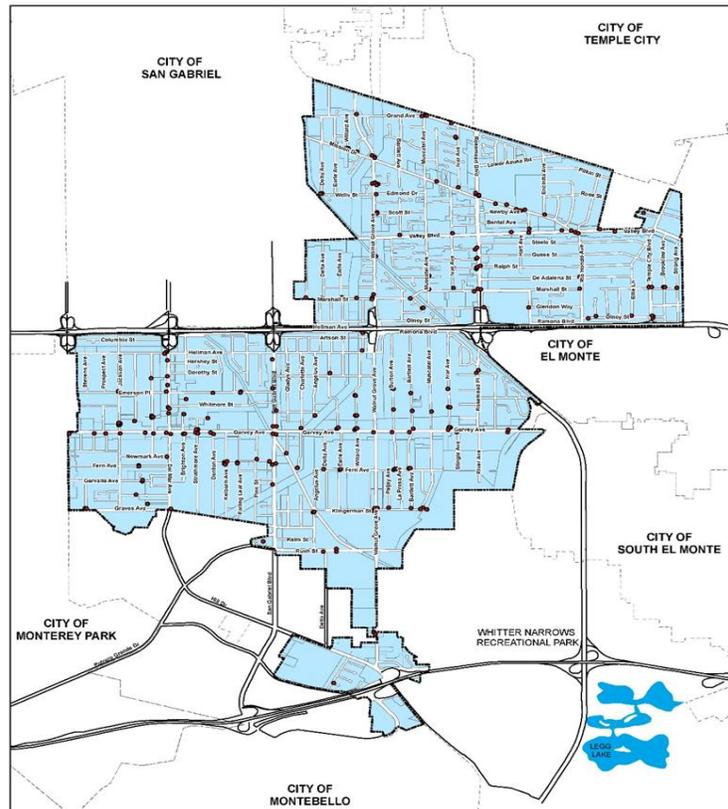
Storm Water Catch Basin Upgrade (Project # TBD)

Requesting Department: Public Works
Quality

Category: Water

Project Description	CIP Budget Request	Project Costs
<p>The Public Works Department is requesting this project as part of the City's efforts to reduce storm water runoff in accordance with Regional Water Quality Control Board regulations. This program is designed to install and upgrade storm water capture devices where necessary to minimize the amount of trash and harmful materials that enter tributary and ocean waters.</p>	<p>Clean Water Fund \$210,000</p>	<p>Engineering \$15,000 Construction \$185,000 Staff Time* \$10,000</p>
	<p>Total \$210,000</p>	<p>Total \$210,000</p>

**Project Management is budgeted in (231-3035-5299)*



**City of Rosemead, California,
Active CIP Projects**

(Approved and Continued from FY 13/14, 14/15, 15/16, 16/17, 17/18, and 18/19)

The following projects are underway the continuing to proceed from the previous six fiscal year. Progress made to date may include pre-design functions, design functions, permitting, [property acquisition, environmental inspections, or construction.

Project #	Project	Funding	Fiscal Year	Funding Source	Estimated Expended (All Funds)	Carryover
28004	High Intensity Activated Crosswalk (Mission/Ivar)	241,300	2016-17	HSIP Grant	84,700	156,600
28006	Walnut Grove Underground Project	110,000	2017-18	Lighting District Funds	6,058	103,942
41015	Duff Park Improvement Project	284,500	2017-18	General Fund	-	284,500
		520,533	2017-18	Urban Greening Grant	-	520,533
	Subtotal	805,033			-	805,033
41022	Dog Park	290,000	2017-18	General Fund	-	290,000
		290,000	2017-18	LWC Grant	-	290,000
	Subtotal	580,000			-	580,000
21009	Rosemead Blvd HSIP	430,000	2013-14	HSIP Grant	-	430,000
		250,000	2013-14	Lighting District Funds	26,018	223,982
		70,000	2013-14	Gas Tax	33,243	36,757
		50,000	2013-14	Measure R	50,000	-
		266,100	2017-18	Measure R	-	266,100
	Subtotal	1,066,100			109,261	956,839
21028	Walnut Grove Ave Resurfacing & Colored Crosswalk Installation Project	1,226,600	2018-19	RMRA SB1	-	1,226,600
		15,715	2018-19	Measure R	13,470	2,245
		28,000	2019-20	RMRA SB1	-	28,000
	Subtotal	1,270,315			13,470	1,256,845
21030	Walnut Grove Ave Resurfacing Project Phase II	440,000	2018-19	Measure M	-	440,000
21029	SR2S Sidewalk Gap Closure - Delta Ave	75,000	2018-19	Measure R	33,641	41,359
21031	Valley Blvd. Resurfacing Project	300,000	2018-19	Gas Tax	-	300,000
		300,000	2018-19	Measure R	-	300,000
		200,000	2018-19	Measure M	-	200,000
		500,000	2019-20	Prop C	-	500,000
		400,000	2019-20	Measure M	-	400,000
		886,800	2019-20	RMRA	-	886,800
	Subtotal	2,586,800			-	2,586,800
49006	Landscape Median Bioswale	150,000	2018-19	Proposition C	-	150,000

City of Rosemead, California,
Active CIP Projects

(Approved and Continued from FY 13/14, 14/15, 15/16, 16/17, 17/18, and 18/19)

The following projects are underway the continuing to proceed from the previous six fiscal year. Progress made to date may include pre-design functions, design functions, permitting, [property acquisition, environmental inspections, or construction.

Project #	Project	Funding	Fiscal Year	Funding Source	Estimated Expended (All Funds)	Carryover
26007	City Entry Monuments	175,000	2018-19	Proposition C	-	175,000
28011	Crosswalk Installation Project	53,000	2018-19	Measure M	6,600	46,400
24008	Sidewalk Replacement Project	100,000	2018-19	Measure R	47,090	52,910
	(Combined Projects) Subtotal	153,000			53,690	99,310
49007	Rosemead Park Walking Trail	147,000	2019-20	Measure R	10,000	137,000
		133,000	2019-20	TDA	-	133,000
	Subtotal	280,000			10,000	270,000
21032	Various Residential Street Resurfacing	600,000	2019-20	Gas Tax	-	600,000
31019	Replace HVAC System at GP Gym	247,300	2019-20	CDBG	21,859	225,441
49008	Community Garden	40,000	2019-20	General Fund	-	40,000
21034	Annual Slurry Seal	300,000	2019-20	Measure M	-	300,000
		60,000	2019-20	General Fund	-	60,000
	Subtotal	360,000			-	360,000
28008	ADA Curb Ramps	60,000	2019-20	Measure R	-	60,000.00
24010	Sidewalk ADA Master Plan	55,000	2019-20	Measure R	-	55,000.00
31023	Garvey Park Main Office Renovation	50,000	2019-20	General Fund	-	50,000.00
31020	Public Safety Center Upgrades	50,000	2019-20	General Fund	-	50,000.00
	Total Carryovers	\$ 9,394,848			\$ 332,679	\$ 9,062,169

City of Rosemead, California

Unfunded Projects

Funding is not available to complete the following projects.

Projects	Potential Funding Source	Estimated Cost
1. Ball Field Lighting Update	General Fund	\$100,000
2. Parking Lot Renovations (Sports Complex)	General Fund	\$50,000
3. Repainting & Upgrade of City Council Chamber	General Fund	\$50,000
4. Roof Repairs at Garvey Park Main Office & Gym	General Fund	\$400,000
5. Public Safety Center Upgrades (Construction Phase)	General Fund	\$450,000
6. Utility Undergrounding - Rosemead Boulevard (I-10 Freeway to Northerly City Limit, 1.3 Miles)	Rule 20A	\$4,800,000
7. Utility Undergrounding - Mission Drive (Rosemead Boulevard to Valley Boulevard, 0.7 Miles)	Rule 20A	\$2,600,000
Total		\$8,450,000
14. Passive Park	Grant	TBD

City of Rosemead, California
Capital Improvement Program
 Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Capital Projects	\$ 4,150,900	\$ 874,400	\$ 4,500,800	\$ 4,567,300	\$ 2,568,200
Total Expenditures	\$ 4,150,900	\$ 874,400	\$ 4,500,800	\$ 4,567,300	\$ 2,568,200

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
General Fund	\$ 285,000	\$ 227,200	\$ 445,000	\$ 453,300	\$ -
State Gas Tax Fund	981,300	420,000	800,000	800,500	247,000
RMRA SB1 Fund	1,226,600	-	914,800	914,800	332,000
Local Transportation Grant Fund	37,000	-	133,000	133,000	41,700
Proposition C Fund	325,000	94,900	500,000	500,000	-
Measure R Fund	503,000	97,100	692,000	695,100	150,000
Measure M Fund	693,000	-	700,000	700,000	234,000
Safe Clean Water Fund	-	-	-	-	200,000
Grants Fund	-	-	-	-	1,235,500
Street Lighting District Fund	100,000	34,300	-	45,400	-
CDBG Fund	-	900	316,000	325,200	128,000
Total Capital Projects	\$ 4,150,900	\$ 874,400	\$ 4,500,800	\$ 4,567,300	\$ 2,568,200

City of Rosemead, California
Capital Improvement Program
 Budget Detail

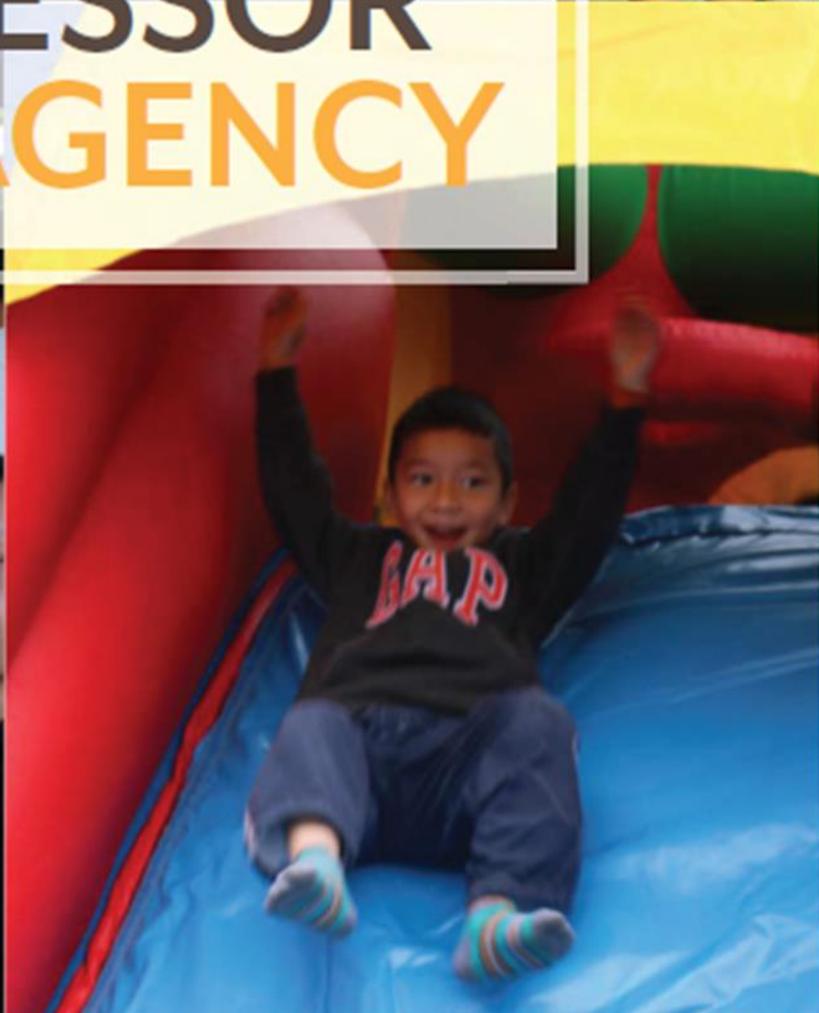
Fund Division Object Expenditures:			FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget	
Operations and Maintenance								
General Fund								
101	6005	5225	Engineering	-	18,000	-	8,300	
101	6005	5395	Construction services	285,000	209,200	445,000	445,000	-
101	6005		Operations & maint - General Fund	285,000	227,200	445,000	453,300	-
Gas Tax Fund								
201	6005	5225	Engineering	-	12,800	-	500	
201	6005	5395	Construction services	981,300	407,200	800,000	800,000	247,000
201	6005		Operations & maint - Gas Tax Fund	981,300	420,000	800,000	800,500	247,000
RMRA SB1 Fund								
202	6005	5225	Engineering	-	-	-	-	-
202	6005	5395	Construction services	1,226,600	-	914,800	914,800	332,000
202	6005		Operations & maint - RMRA SB1 Fund	1,226,600	-	914,800	914,800	332,000
Transportation/Sidewalk Fund								
205	6005	5225	Engineering	-	-	-	-	
205	6005	5395	Construction services	37,000	-	133,000	133,000	41,700
205	6005		Operations & maint - Transportation	37,000	-	133,000	133,000	41,700
Prop C Fund								
220	6005	5225	Engineering	-	-	-	-	-
220	6005	5395	Construction services	325,000	94,900	500,000	500,000	-
220	6005		Operations & maint - Prop C Fund	325,000	94,900	500,000	500,000	-
Measure R Fund								
225	6005	5225	Engineering	-	97,100	-	3,100	
225	6005	5395	Construction services	503,000	-	692,000	692,000	150,000
225	6005		Operations & maint - Measure R	503,000	97,100	692,000	695,100	150,000
Measure M Fund								
226	6005	5225	Engineering	-	-	-	-	-
226	6005	5395	Construction services	693,000	-	700,000	700,000	234,000
226	6005		Operations & maint - Measure M	693,000	-	700,000	700,000	234,000

City of Rosemead, California
Capital Improvement Program
 Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Air Quality Management District								
230	6005	5395	Construction services	-	-	-	-	-
230	6005		Operations & maint - AQMD	-	-	-	-	-
Safe Clean Water Fund								
231	6005	5225	Engineering	-	-	-	-	15,000
231	6005	5395	Construction services	-	-	-	-	185,000
231	6005		Operations & maint - Safe Clean Water	-	-	-	-	200,000
Grants Fund								
232	6005	5395	Construction services	-	-	-	-	1,235,500
232	6005		Operations & maint - Grants Fund	-	-	-	-	1,235,500
Street Lighting Fund								
245	6005	5225	Engineering	-	-	-	800	-
245	6005	5395	Construction services	100,000	34,300	-	44,600	-
245	6005		Operations & maint - Street Lighting	100,000	34,300	-	45,400	-
Community Development Block Grant								
260	6005	5225	Engineering	-	-	-	9,200	-
260	6005	5395	Construction services	-	900	316,000	316,000	128,000
260	6005		Operations & maint - CDBG	-	900	316,000	325,200	128,000
6005			Total Capital Projects	4,150,900	874,400	4,500,800	4,567,300	2,568,200

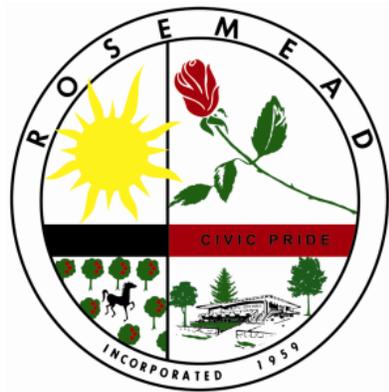


RHDC/ SUCCESSOR AGENCY



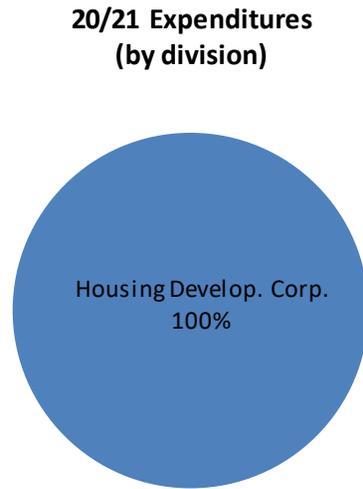
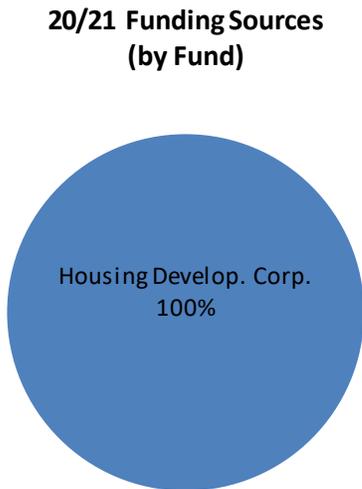
City of Rosemead, California

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City of Rosemead, California
Rosemead Housing Development Corporation
 Budget Summary

	<i>FY 2019 Amended Budget</i>	<i>FY 20120 Amended Budget</i>	<i>FY 2021 Requested Budget</i>
<u>Expenditures:</u>			
Housing Development Corporation	877,300	910,400	1,129,800
Total Expenditures	<u>877,300</u>	<u>910,400</u>	<u>1,129,800</u>
<u>Funding Sources</u>			
Housing Development Corp. Funds	877,300	910,400	1,129,800
Total Funding Sources	<u>877,300</u>	<u>910,400</u>	<u>1,129,800</u>
% Change			24%



City of Rosemead, California
Rosemead Housing Development Corporation
Senior Housing
2020-21 Strategic Plan Goals and Objectives

Administration

- Release a request for proposals for a property management company to comply with the City's purchasing policies.

Angelus & Garvey Senior Housing Sites

- Review rent and recertification policies, including rental increases per Federal Section 8 rent guidelines and income recertification reporting.

Activity: SENIOR HOUSING

Division: 5220/5225

Function:

The Rosemead Hosing Development Corporation is charged with maintaining affordable housing units for low-income seniors living in the community.

Work Plan:

Description	When	Expected Result
Ensure ongoing occupancy of two affordable senior complexes (Angelus and Garvey)	Ongoing	Maintain lease-up rates and rental income.

Rosemead Housing Development Corporation, California
Rosemead Housing Development Corporation

Budget Summary By Major Categories

Expenditures:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Proposed Budget
Operations and Maintenance	\$ 877,300	\$ 834,000	\$ 910,400	\$ 910,400	\$ 1,129,800
Total Expenditures	\$ 877,300	\$ 834,000	\$ 910,400	\$ 910,400	\$ 1,129,800

Funding Sources:	FY 2019 Amended Budget	FY 2019 Actual	FY 2020 Amended Budget	FY 2020 Estimated Year-End Total	FY 2021 Requested Budget
Housing Development Corp. Fund	\$ 877,300	\$ 834,000	\$ 910,400	\$ 910,400	\$ 1,129,800
Total Funding Sources	\$ 877,300	\$ 834,000	\$ 910,400	\$ 910,400	\$ 1,129,800

Rosemead Housing Development Corporation, California
Senior Housing Project – Angelus Operations Division, 5220

Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
			Operations and maintenance					
280			Rosemead Housing Develop Corp.					
280	5220	5205	Legal	\$ 300	\$ -	\$ -	\$ -	\$ -
280	5220	5215	Accounting & auditing	3,000	2,000	2,000	2,000	2,100
280	5220	5340	Facilities repair & maintenance	-	-	34,200	34,200	34,200
280	5220	5387	Property lease	91,200	91,200	91,200	91,200	91,200
280	5220	5410	Property insurance	17,700	11,800	18,000	18,000	18,000
280	5220	5545	Admin expense	113,100	113,100	113,100	113,100	118,800
280	5220	5555	RHDC Mgmt housing service	175,000	188,400	184,200	184,200	351,800
280	5220	5605	General supplies	500	100	-	-	-
280	5220		Total operations & maintenance	400,800	406,600	442,700	442,700	616,100
	5220		Total Rosemead Housing Dev. Corp.	\$ 400,800	\$ 406,600	\$ 442,700	\$ 442,700	\$ 616,100

SENIOR HOUSING OPERATING – ANGELUS

Budget Detail

Division 5220

HDC SENIOR HOUSING - FUND 280

OPERATIONS:

- 5215 Accounting & Auditing
Provide funds for audits.

- 5340 Facilities Repair & Maintenance
Provide funds for facility repair and maintenance.

- 5387 Property Lease
Provide funds for property lease.

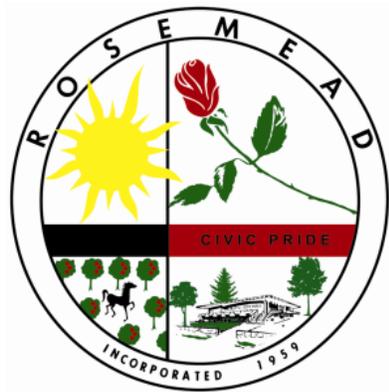
- 5410 Property Insurance
Provide funds for property insurance.

- 5545 Administrative Expenses
Provide funds for admin miscellaneous expenses.

- 5555 Senior Housing Management
Provide funds for senior housing management.

City of Rosemead, California

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Rosemead Housing Development Corporation, California
Senior Housing Project – Garvey Operations Division, 5225

Budget Detail

Fund	Division	Object Expenditures:	FY 2019		FY 2020	FY 2020	FY 2021
			Amended Budget	FY 2019 Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
		Operations and maintenance					
280		Rosemead Housing Develop Corp					
280	5225	5205 Legal	\$ 300	\$ -	\$ -	\$ -	\$ -
280	5225	5215 Accounting & auditing	2,300	4,000	2,000	2,000	2,100
280	5225	5340 Facilities repair & maintenance	50,000	-	34,200	34,200	34,200
280	5225	5387 Property lease	92,200	92,200	92,200	92,200	92,200
280	5225	5410 Property insurance	18,100	18,600	19,000	19,000	19,000
280	5225	5545 Admin expense	113,100	113,100	113,100	113,100	118,800
280	5225	5555 RHDC Mgmt housing service	200,000	199,500	207,200	207,200	247,400
280	5225	5605 General Supplies	500	-			
280	5225	Total operations & maintenance	476,500	427,400	467,700	467,700	513,700
	5225	Total Rosemead Housing Dev. Corp.	\$ 476,500	\$ 427,400	\$ 467,700	\$ 467,700	\$ 513,700

SENIOR HOUSING OPERATING – GARVEY

Budget Detail

Division 5225

HDC SENIOR HOUSING - FUND 280

OPERATIONS:

- 5215 Accounting & Auditing
Provide funds for audits.

- 5340 Facilities Repair & Maintenance
Provide funds for supplies and equipment needed for the maintenance and repair of City facilities.

- 5387 Property Lease
Provide funds for property lease.

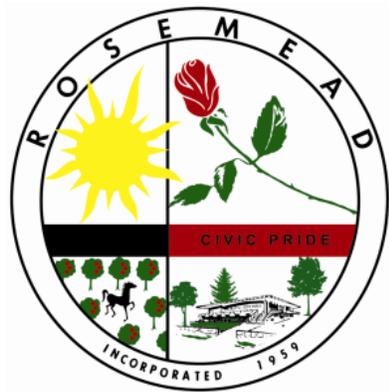
- 5410 Property Insurance
Provide funds for property insurance.

- 5545 Administrative Expenses
Provide funds for admin miscellaneous expenses.

- 5555 Senior Housing Management
Provide funds for senior housing management.

City of Rosemead, California

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Successor Agency to the Rosemead Community Development Commission
Successor Agency
 Budget Summary by Major Categories

Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	FY 2021
	Budget	Actual	Budget	Year-End	Proposed
				Total	Budget
Salaries and benefits	\$ -	\$ 27,800	\$ 80,000	\$ 80,000	\$ 140,000
Operations and Maintenance	-	1,686,600	3,925,600	3,930,700	4,135,800
Total Expenditures	\$ -	\$ 1,714,400	\$ 4,005,600	\$ 4,010,700	\$ 4,275,800

Funding Sources:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
	Amended	FY 2019	Amended	Estimated	FY 2021
	Budget	Actual	Budget	Year-End	Requested
				Total	Budget
Successor Agency	\$ -	\$ 1,714,400	\$ 4,005,600	\$ 4,010,700	\$ 4,275,800
Total Funding Sources	\$ -	\$ 1,714,400	\$ 4,005,600	\$ 4,010,700	\$ 4,275,800

Successor Agency to the Rosemead Community Development Commission

Successor Agency

Budget Detail

Fund	Division	Object	Expenditures:	FY 2019	FY 2019	FY 2020	FY 2020	FY 2021
				Amended Budget	Actual	Amended Budget	Estimated Year-End Total	Proposed Budget
Salaries & Benefits								
315			Successor Agency					
315	6015	5005	Salaries & Wages	\$ -	\$ 27,800	\$ 80,000	\$ 80,000	\$ 140,000
315			Total Salaries & Benefits	-	27,800	80,000	80,000	140,000
Operations and maintenance								
315			Successor Agency					
315	5230	5255	Bank fees	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
315	5230	5925	Principal	-	-	2,205,000	2,205,000	2,295,000
315	5230	5930	Interest expense	-	1,232,600	1,229,000	1,229,000	1,127,000
315	6015	5205	Legal	-	300	5,000	5,000	5,000
315	6015	5215	Accounting & auditing	-	4,100	5,000	4,100	5,100
315	6015	5299	Other professional/technical service	-	16,600	27,000	33,000	35,000
315			Total operations & maintenance	-	1,256,600	3,474,000	3,479,100	3,470,100
Transfers								
315			Successor Agency					
315	0000	5960	Transfers out	-	430,000	451,600	451,600	665,700
315			Total Transfers out	-	430,000	451,600	451,600	665,700
Total Successor Agency				\$ -	\$ 1,714,400	\$ 4,005,600	\$ 4,010,700	\$ 4,275,800

SUCCESSOR AGENCY

Budget Detail

Division 5230

SUCCESSOR AGENCY – FUND 315

OPERATIONS:

5255 Bank Fees

Provide funds for bank fees.

5925 Principal

Provide funds for principal fees.

5930 Interest Expense

Provide funds for interest fees.

5205 Legal

Provide funds for contract City Attorney for a variety of services on behalf of the City as it relates to the Successor Agency including: attend meetings provide legal advice to the City Council, City Manager, and staff.

5215 Accounting & Auditing

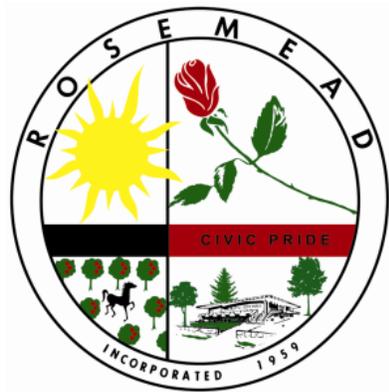
Provide funds for audits.

5299 Other Professional/Technical Services

Provide funds for miscellaneous various processing.

City of Rosemead, California

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City of Rosemead, California

Rosemead Profile

Rosemead Profile

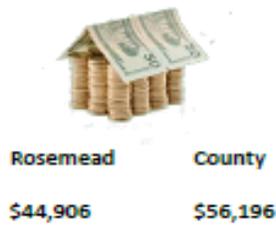
Population



Population By Age

	Rosemead	County
0-17 years	20%	23%
18-64 years	64%	65%
65 years & older	16%	13%

Median Household Income



Diversity

	Rosemead	County
Black	0.34%	8.46%
Latino	34.16%	48.76%
White	4.26%	28.04%
Asian	61.12%	14.31%
American Indian/Alaskan Native	0.10%	0.19%
Native Hawaiian/Other Pacific Islander	0.02%	0.24%

% of Adults (Age 25 to 64 Years) in the Labor



% of Foreign-Born Residents

Rosemead	56%
County	35%



Source: Los Angeles County Department of Public Health City and Community Health Profiles, 2018

City of Rosemead, California

Rosemead At A Glance

History



The City of Rosemead was incorporated in 1959 and is located in the southwestern part of the state. The City occupies a land area of 5.5 square miles and serves a population of more than 55,000. The City Council consists of five City Council Members who are elected at large by the citizens of Rosemead and are on a rotational Mayor and Mayor Pro Tem term. The Council, as the legislative body, represents the citizens of Rosemead to formulate Citywide policy, enact local legislation, adopt budgets, and appoint the City Manager, City Attorney, and City Clerk. The Council conducts City Council meetings and study sessions as required. The Council establish policies and ordinances to ensure the development and maintenance of a balanced and stable community for citizens, by servicing the community with

resourceful, efficient, progressive and professional leadership.

Public schools serving residents of Rosemead are under the authority of independent school districts, but the City works closely with them to provide quality educational opportunities for grades K-12. Garvey School District, Rosemead School District, and El Monte Union High School District serve residents of Rosemead. There are 9 elementary schools, 3 middle schools, and 1 high school. The City of Rosemead and El Monte Union High School District share a 50/50 % contribution to fund one full-time Los Angeles County Sheriff's Deputy to service as a Rosemead High School Resource Officer (SRO). The City of Rosemead shares a 50% contribution to fund crossing guard services for 15 location sites; and the Garvey School District and Rosemead School District share the remaining 50% contribution.



Housing



There are 9,730 residential properties in Rosemead and housing stock continues to expand through new developments. There is a total of 10,923 parcels/assessment counts. FY 2019/20 median prices to purchase a single-family home in Rosemead is \$593,500, an increase of 6.55% from the prior year.

City Services



The City is a contract city, contracting out services such as police, fire, library, sanitation, tree maintenance services, and two Divisions (Building and Information Technology). Five private-owned water companies service Rosemead's residents and businesses. Southern California Gas Company and



Southern California Edison provide services for natural gas and electricity, respectively. Consolidated Disposal Services provides sanitation service and Athens Services provides citywide street sweeping services.

Infrastructure



The City's vision is to attractively landscape and hardscape public area; and update and maintain public facilities. Each year Rosemead makes significant investments in maintaining, expanding, and improving civic



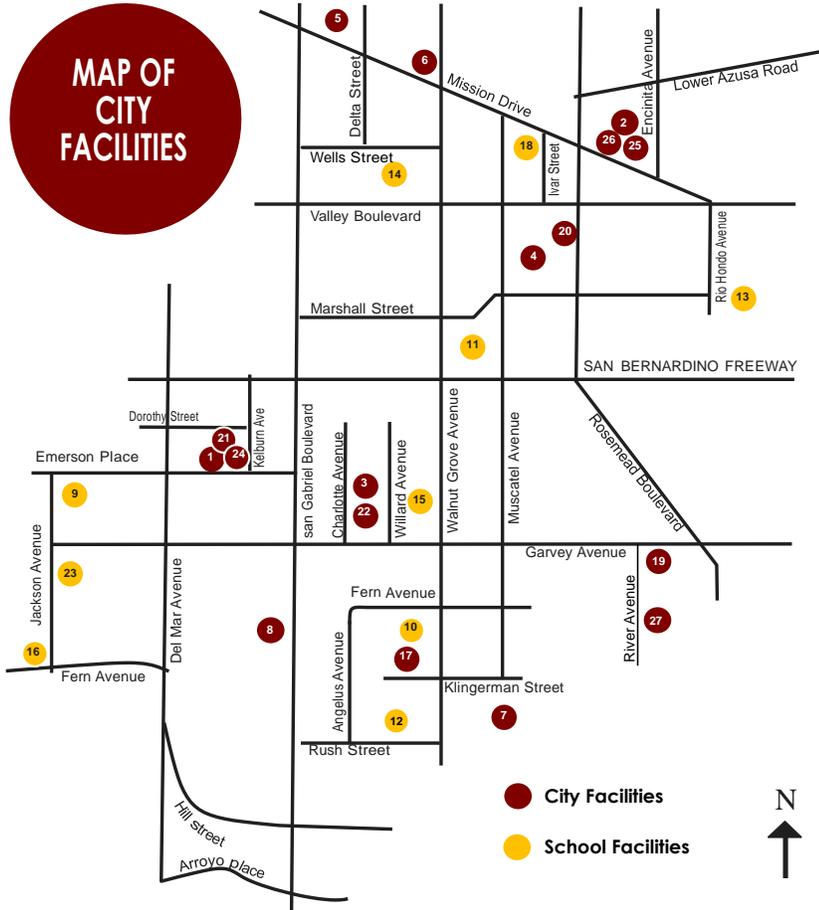
infrastructure for the benefit of residents and businesses. The City currently has a city-wide Pavement Condition Index (PCI) of 75.6, which is higher than neighboring cities.

Economic Development

The City of Rosemead welcomes business, and that strategic attitude will increase revenues in future years with current projects underway or in the pipeline. As these projects come online, the City's economic base is broadened and diversified, ensuring greater fiscal stability in the future as well as increased revenues to the City's budget to replace the loss of Redevelopment funding. Last year, the City completed the Garvey Avenue Specific Plan, which sets a foundation for future developments.



City of Rosemead, California City Facilities Map



1. **Garvey Park**
7933 Emerson Place
2. **Rosemead Park**
4343 Encinita Avenue
3. **Zapopan Park**
3018 N. Charlotte Avenue
4. **Rosemead Community Center**
3936 N. Muscatel Avenue
5. **Sally Tanner Park**
8343 E. Mission Drive
6. **Guess Park**
8555 E. Mission Drive
7. **Klingerman Park**
8800 Klingerman Street
8. **Jay Imperial Park**
2361 & 2362 Pine Street
9. **Emerson School**
7544 Emerson Place
10. **Sanchez Elementary & Temple Intermediate Schools**
8470 Fern Avenue
11. **Janson School**
8628 Marshall Street
12. **Rice School**
2150 Angelus Street
13. **Savannah School**
3720 Rio Hondo Avenue
14. **Shuey School**
8472 Wells Street
15. **Willard School**
3152 Willard Avenue
16. **Bitely School**
7501 Fern Avenue
17. **Jess Gonzalez Sports Complex**
8471 Klingerman Street
18. **Muscatel Jr. High School**
4201 W. Ivar Avenue
19. **Garvey Community Center**
9108 Garvey Avenue
20. **City Hall**
8838 E. Valley Boulevard
21. **Garvey Gymnasium**
7954 Dorothy Avenue
22. **Public Safety Center**
8301 Garvey Avenue
23. **Garvey Intermediate**
2720 Jackson Avenue
24. **Splash Zone at Garvey Park**
3233 Kelburn Avenue
25. **Rosemead Aquatic Center** 9155 E. Mission Drive
26. **Rosemead Skate Plaza** 9155 E. Mission Drive
27. **Rosemead Corporation Yard** 2714 River Avenue

City of Rosemead, California
Budgetary Control and Accounting

The budget of the City is a detailed operating plan, which identifies estimated costs and program benefits in relation to estimated revenues. The budget is prepared on a non-GAAP budgetary accounting basis. The budget includes:

1. The proposed services to be provided during the fiscal year and the associated appropriations to cover the costs of the proposed programs, projects, services, and activities.
2. The estimated revenues available to finance the proposed service levels.

The budget represents a process through which policy decisions are made, implemented, and controlled. The City establishes a budgetary system for general operations and prohibits expending funds for which there is no legal appropriation. The City is required to adopt an annual operating budget on or before June 30 for the ensuing fiscal year. The procedures followed to establish the budget are as follows:

1. The City Manager submits to the City Council a proposed Operating and Capital Improvement Program budget for the new fiscal year.
2. Budget workshops are conducted to obtain citizen input.
3. The budget is legally enacted through passage of a certain resolutions.

From the effective date upon which the City Council formally approves the Annual Operating Budget, the amounts stated therein, as proposed expenditures become appropriations. The City Council may amend the budget by motion during the fiscal year. The legal level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is at the operations and maintenance level within a department. A transfer between entities (a fund) involving new revenue sources of funds previously appropriated by Council requires majority votes of the City Council. The operating budget is prepared at the department level. Transfers between departments require City Council approval.

City of Rosemead, California
FY 2020/21 Comprehensive Financial Policies

Financial policies shall be adopted by the City Council during the annual budget approval and will establish the framework for the overall fiscal planning and management of the City of Rosemead. These policies set forth guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated. The financial policies also improve the City's fiscal stability by helping City officials plan fiscal strategy with a consistent approach. Adherence to adopted financial policies promotes sound financial management, which can lead to an improvement in bond ratings, a lower cost of capital, provide assurance to the taxpayers that tax dollars are being collected and spent per City Council direction and provide a minimum of unexpected impacts upon taxpayers and users of public services. The Finance Director, with direction from the City Manager, shall be responsible for developing and implementing and managing these policies as well as subsidiary policies that execute these comprehensive financial policies. The City's comprehensive financial policies shall be in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

Financial Reporting Entity

City of Rosemead

The City (primary government) was incorporated in 1959 under the general laws of the State of California. The City provides for the full range of municipal services as contemplated by statute as a Contract City. Services provided include public safety (police and fire through a contract with the County of Los Angeles), street construction and maintenance, refuse collection and water and sewer utilities (through contractual agreements), culture-recreation, public improvements, planning and zoning, and general administrative and support services.

The City operates under a Council-Manager form of government. The City Council consists of five members elected at large for overlapping four-year terms. The Mayor is elected from the City Council members and serves a one-year term. The City Council appoints the City Manager, City Attorney, and City Clerk. The City Council also appoints the members of all advisory Commissions, Boards, and Committees.

In addition to sitting as the legislative board of the City, the City Council also acts as the Board of Directors of the Rosemead Housing Development Corporation.

Financial Reporting Policies

The City's accounting and financial reporting systems will be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and the Government Finance Officers Association (GFOA). Further, the City will make every attempt to implement all changes to governmental accounting practices at the earliest practicable time.

An annual audit will be performed by an independent public accounting firm with an audit opinion to be included with the City's published Comprehensive Annual Financial Report (CAFR).

The City's CAFR will be submitted to the GFOA Certification of Achievement for Excellence in Financial Reporting Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, disclose thoroughness and detail sufficiency, and minimize ambiguities and potentials for misleading inference.

The City's CAFR will also be submitted to national repositories identified by the City's bond trust agent as a continuing commitment to disclose thoroughness to enable investors to make informed decisions.

The City's Budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units and as a communications device for all significant budgetary issues, trends, and resource choices.

To provide a reasonable basis for making the City Manager and Finance Director (management's) required representations concerning the finances of the City of Rosemead, the City has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with GAAP. The Finance Director is given the responsibility and authority to develop and maintain proper internal controls on all financial aspects of the City and maintain for inspection all the books of the City. Because the cost of internal controls should not significantly outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reasonable rather than an absolute assurance that the financial statements will be free from material misstatements.

The Finance Director shall evaluate the fiscal impact of proposed changes in retirement benefits to be provided to any employee or employee association and present to the City Manager, Human Resources Director, and/or the City Council as directed.

The Finance Director, following City Council Policy, shall endeavor to maintain cash reserves sufficient to fully fund the net present value of accruing liabilities including self-insurance provisions, obligations to employees for vested payroll and benefits, and similar obligations as they are incurred.

The Chief Financial Officer shall prepare and present to the City Council twice a year, an analysis of interim revenue and expenditure trends to allow evaluation of potential discrepancies from budget assumptions.

The City Council shall endeavor to avoid committing to new spending for operating or capital improvement purposes until an analysis of all current and future cost implications is completed.

Operating Management Policies

While the Finance Director, under the direction of the City Manager, is primarily responsible for the development, implementation, and evaluation of all financial management policies and procedures. all

departments will participate in the responsibility of meeting policy goals, budget goals, and ensuring the long-term financial health of the City. Future work plans program initiatives and performance indicators will be developed to reflect current policy directives, projected resources, and future service requirements.

The budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process will require City Manager, and in some circumstances, Council action.

Budget development will use strategic multi-year fiscal planning, conservative revenue forecasts, and program cost accounting that requires every program to be reviewed annually in terms of meeting intended objectives. The process will include a diligent review of programs by staff, the Finance Director, the City Manager, and advisory Commissions as directed by the City Council.

Revenues will not be dedicated for specific purposes unless required by law or generally accepted accounting practices (GAAP). All non-restricted revenues will be deposited in the General Fund (or other designated fund as approved by the Finance Director) and appropriated by City Council.

Current revenues will fund current expenditures and a diversified and stable revenue system will be developed and maintained to protect programs from short-term fluctuations in any single revenue source.

Current operating expenditures for all fund types will include all allocable overhead operating costs. As much as possible, these expenses will be charged to individual budget program elements as internal service fund charges. Included within the allocated service charges to Governmental Fund types will be funding adequate to maintain the approved capital program (unless financed through other debt instruments).

City staff shall strive to identify entrepreneurial solutions to recover costs of operating programs.

The City shall strive to avoid returning to the City Council for new or expanded appropriations as much as possible. Exceptions may include emergencies, unforeseen impacts, mid-year adjustments, or new opportunities.

Additions of personnel will only be requested to meet program initiatives and policy directives; after service, needs have been thoroughly examined and it is substantiated that additional staffing will result in increased revenue or enhanced operating efficiencies. To the extent feasible, personnel cost reductions will be achieved through attrition.

All user fees and charges will be examined or adjusted at least bi-annually to determine the direct and indirect cost of service recovery rate. The acceptable recovery rate and any associated changes to user fees and charges will be approved by the City Council following public review.

Development impact fees, as permitted by state law, for capital expenses attributable to new development will also be reviewed bi-annually to ensure that fees recover all direct and indirect development-related expenses and be approved by City Council. Any unfavorable balances in cost

recovery will be brought to the City Council's attention and evaluated from a departmental, program, and goals perspective.

Capital equipment replacement will be accomplished through a life cycle of funding mechanisms. The rates will be revised annually to ensure that charges to operating departments are sufficient for operation and replacement of vehicles and other capital equipment (fleet, computers, communication equipment, and copier systems). The City shall endeavor to maintain adequate cash reserves to fund 80% replacement of capital equipment. Replacement costs will be based upon equipment lifecycle financial analysis developed by each department and approved by the Finance Director. Non-capital equipment replacement will be accomplished through a life cycle funding mechanism developed by each department and approved by the Finance Director and the City Manager.

Grant funding will be considered a means to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will be budgeted in separate cost centers, and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternatives are considered.

Balanced revenue and expenditure forecasts will be prepared by the Finance Director to examine the City's ability to absorb operating costs due to changes in the economy, service demands, and capital improvements. The forecast will be updated annually. The Finance Director will prepare these estimates to the City Council at least once a year.

Alternative means of service delivery will be evaluated by the Finance Director to ensure that quality services are provided to Rosemead residents at the most competitive and economical cost. Departments, in cooperation with the City Manager and Finance Director, will identify all activities that could be provided by another source and review options/alternatives to current service delivery. The review of service delivery alternatives and the need for the service will be performed as directed by the City Manager, City Council or on an "opportunity" basis.

Cash and Investment programs will be maintained in accordance with the State of California Government Code and the adopted Rosemead Investment Policy and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order. Pursuant to State law, the Finance Director shall act as the City's Treasurer. The City Treasurer will at least annually, review and if needed revise, the City's Investment Policy. The City Council shall approve the City Investment Policy and any proposed revisions on an annual basis. In addition to liquidity and safety requirements, the City Treasurer will also consider the appropriateness of investment decisions vis-à-vis debt management.

The City, through the Finance Director and the Finance Department, will follow an assertive, consistent, but sensitive policy of collecting revenues, with proper internal controls, to meet the needs of the City and follow all applicable state and federal laws.

Capital Management Policies

A five-year Capital Improvement Plan will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction which results in a capitalized asset and having a useful (depreciable life) of two years or more.

The capital improvement plan will attempt to include, in addition to current operating maintenance expenditures, adequate funding to support repair and replacement of deteriorating infrastructure and avoidance of a significant unfunded liability.

Proposed capital projects will be part of the City Budget Development Process and reviewed and prioritized by a cross-departmental team regarding accurate costing (design, capital, and operating) as well as the Finance Director for overall consistency with the City's goals and objectives. Financing sources will then be identified for the highest-ranking projects by the City's Finance Director and approval of the City Manager.

Capital project contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.

Pay-as-you-go Capital Improvement Plan financing should account for a minimum of 50 percent of all capital improvement projects for each five-year planning period. Pay-as-you-go financing is defined as all sources of revenue other than City debt issuance, i.e., fund balance contributions, developer contributions, grants, endowments, etc. Pay-as-you-go financing should generally be considered as the preferred option. However, the potential for debt issuance that provides additional economic and/or strategic values should be considered as recommended by the Finance Director.

The City shall endeavor to apply special revenue funds (i.e., In-lieu Parking, Gas Tax Funds, CDBG, Proposition A and C funds and/or existing Bond proceeds) to capital projects before using general fund dollars.

Debt Management Policies

The Finance Director will seek to maintain and, if possible, improve Rosemead's current bond rating(s) in order to minimize borrowing costs and preserve access to credit.

New debt issues, and refinancing of existing debt, must be analyzed for compatibility within the City's overall financial planning. The review shall not be limited to cash flow analysis, potential for unexpected revenue surprises, and the maintenance of the City's bond ratings. Annual debt service shall not produce an inordinate impact upon future operations.

The Finance Director will ensure that City Debt Service costs within the General Fund should not exceed 12% of the City's operating revenue in order to control fixed costs and ensure expenditure flexibility. Improvement District, Special Revenue Funds and general obligation debt service is not included in this calculation because it is paid by district property owners, service users or taxpayers and is not an obligation of future general fund revenues.

General Obligation debt, which is supported by property tax revenues and grows in proportion to the City's assessed valuation and/or property tax rate increases, may be utilized if/when authorized by voters. Other types of debt (e.g., parking, Retirement, Housing) may also be utilized when they are supported by dedicated revenue sources (e.g., fees and user charges) and recommended by the Finance Director.

Debt financing should not exceed the useful life of the infrastructure improvement with the average (weighted) bond maturities at or below twenty-five years, unless otherwise authorized by Council.

A ratio of current assets to current liabilities of at least 2/1 will be maintained to ensure the City's ability to pay short-term obligations.

When calculating debt service coverage for internal purposes, the minimum pay-as-you-go capital expense for each fund will be considered a part of the operating costs to be covered by pre-debt service revenues. The City goal will be to maintain the required debt service coverage with this additional cost factored into the equation. Use of a 3 year budget projection, including capital project requirements, will provide assurance that all needs are considered by the Finance Director, any relevant Commission and the City Council as revenue requirements are considered.

General Fund Reserve Policy

All fund designations and reserves will be evaluated annually by the Finance Director for long-term adequacy and use requirements in conjunction with development of the City's balanced five-year financial plan.

A specific General Fund Reserve Policy shall be developed and approved by the City Council and maintained by the Finance Director in consultation with the City Manager. It is the general goal of the City to obtain and maintain a general operating reserve in the form of cash, of at least 25% of operating revenues, with specific details and requirements outlined in the City's General Fund Reserve Policy.

Special Revenue Fund Reserve Policies

In addition to cash specifically maintained in the General Fund, the City recognizes the potential need for other Special Fund Reserve Policies as being available to meet sudden negative fiscal impacts in the short term. As recommended by the City Finance Director, any Special Revenue Fund Reserve Policies shall be approved by the City Council. All Reserve Policies shall follow Governmental Accounting Standards Board (GASB) pronouncements.

Other Reserve Like Funds

As various financial liabilities and internal service funds are developed, other 'reserve funds' may need to be established to prevent extended disruption of service in the event of natural disasters or other interruptions of revenue collection. the financial balance and availability to meet sudden negative fiscal impacts and for the long-term health of the City. Examples of these reserve types can include funds such as: Liability Self-Insurance Funds, Worker's Compensation Self-Insurance Funds, Other Employee Pension Benefits Funds, Information Technology Funds, Equipment Replacement Fund, Fixed Asset

Replacement Funds as well as others. These should be utilized as City operations move forward into the future and/or covered by other agreements, contracts or membership in special Joint Power's Arrangements.

Determination of adequate reserves will be reviewed annually by the Finance Director and guided by the following:

Self-Insurance Reserves (liability, workers' compensation, OPEB, others) will be maintained at a level, which, together with purchased insurance policies, will adequately indemnify the City's property, liability, and health benefit risk. A qualified actuarial firm shall be retained and report on a bi-annual basis recommended appropriate funding levels. The City shall endeavor to maintain reserves equal to 80% of the net present value of such liabilities.

Fleet Management, Building, Equipment and Information Technology reserves will be maintained based upon lifecycle replacement plans to ensure adequate fund balance required for systematic replacement of fleet vehicles, buildings and computer and related equipment and operational contingencies. Operating departments will be charged over the useful life of the asset used. The City shall endeavor to stabilize funding by maintaining reserves equal to the current replacement cost of each asset class's life expectancy.

One Time Revenue Windfalls

One-time revenue windfalls should be designated as a reserve or used for one-time expenditures. The funds should not to be used for on-going operations. To the extent such funds are not required for current expenditures, one-time expenditures and/or capital improvements such funds should be maintained as operating reserves or used to reduce debt or fulfill Unfunded Liabilities.

For purposes of this policy, one-time revenue windfalls can include:

- Proceeds from new taxes or increases in existing tax rates.
- Lump sum (net present value) savings from debt restructuring as allowed by law
- CalPERS Rebates
- Tax Revenue growth in excess of 5% in a single year
- Sale of city-owned real estate unless designated otherwise by law
- Pure unexpected revenues (i.e. litigation settlement)
- Receipts from approved Development Agreements
- Contributions and Gifts
- Any other revenues the City Council may elect to designate as extraordinary

General Financial Goals

The City of Rosemead, upon approval of the City Council, will follow these General Financial Goals:

Guiding Principles

- Always live within your means.
- Employ cost recovery as much as possible when setting fees for “individualized” services.
- Use “general fund or special fund reserves” only for one-time expenditures or temporary stop-gap measures.
- When in doubt, contract out (and go out to bid when contracts reach a maximum of 5 years in length)
- Provide for transparency and public input
- Develop a budget that consists of ongoing revenues sufficient to sustain ongoing operational expenditures unless reserves are mandated to balance the budget.

Revenues

- To investigate new revenue sources, particularly those that will not add to the tax burden of residents or local businesses.
- To seek Federal and State grants and reimbursements for mandated costs whenever possible.
- To maximize the availability of revenue proceeds through responsible collection and auditing of amounts owed the City.

Operational Efficiencies

- To implement internal operating efficiencies whenever possible using technology as a primary means to achieve this goal.
- To utilize private contractors when the same or higher level of service can be obtained at a lower total cost.
- To staff each department according to adopted service levels, and to utilize consultants and temporary help instead of hiring staff for special projects or peak workload periods.
- To enter into joint operating arrangements with other agencies to provide services more cost effectively.
- To increase the use of volunteers.

Infrastructure

- To provide sufficient routine maintenance each year to avoid a deferred maintenance backlog.

Employee Development

- To attract and retain competent employees by providing a professional work environment, safe working conditions, adequate training opportunities, and competitive salaries as finances may allow.

Economic Development

- To aggressively pursue new developments and businesses that add to the City's economic base, particularly those that generate sales tax and transient occupancy tax revenue and address the communities shopping needs.
- To promote a mix of businesses that contribute to a balanced community.
- To develop programs that enhance and retain existing businesses.
- To charge the Community Development Commission Successor Agency its fair share of the cost of City support services.

New Services

- To add new services only when a need has been identified and a permanent funding source developed.
- To require agreements for specific services and monitor effectiveness on an ongoing basis.

Capital Improvement Management

- To establish a five-year plan that systematically plans, schedules, and finances capital projects to ensure cost-effectiveness as well as conformance with established policies.
- To establish a project manager for projects who will prepare the project proposal, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, and periodically report project status.
- To plan for new facilities only if construction and maintenance costs will not adversely impact the operating budget.

ANNUAL REVIEW OF FINANCIAL POLICIES

The City Council shall review and approve the financial policies on an annual basis, as recommended by the Finance Director upon consultation with the City Manager.

City of Rosemead
Fund Descriptions

All City monies are categorized into funds depending on the ways they are collected and the ways they are planned for use. The largest single fund is the General Fund. Money in the General Fund can be used for any legal purpose to underwrite operating expenditures or to fund capital improvement projects and is the most flexible of all City funds.

Other funds such as grants are restricted in their use by law. This means that these funds may only be used for designated activities. Some funds, such as the Equipment Replacement Fund, are restricted by City policy to certain activities.

The City’s accounting and budgeting systems are in compliance with generally accepted accounting principles. This means that the modified accrual basis of accounting is used for governmental fund types and that the accrual basis of accounting is used for proprietary fund types.

Funds and Fund Numbers

Fund Designation

FUND NO.	NAME OF FUND
	<i>General Government Funds:</i>
101	General Fund
	<i>Special Revenue Funds:</i>
201	State Gas Tax
202	RMRA SB1
205	Local Transportation/Sidewalk Grant
210	Federal Highway Grants
215	Proposition A
220	Proposition C
225	Measure R Local Return
226	Measure M Local Return
230	Air Quality Management District
231	Clean Water Program

FUND NO.	NAME OF FUND
232	Grant Fund
240	Narcotics Forfeiture & Seizures
245	Street Lighting District
250	Development Impact Fee – Traffic
251	Development Impact Fee – Public Safety
252	Development Impact Fee – Gen. Gov’t
253	Development Impact Fee - Parks
260	Community Development Block Grant
270	HOME
275	HDC HOME Program Administration
280	HDC Senior Housing
	<i>Capital Project Funds:</i>
301	Capital Projects
	<i>Proprietary Funds:</i>
501	Equipment Replacement
505	Technology
	<i>Fiduciary Funds:</i>
315	Successor Agency
615	Trust & Agency

City of Rosemead, California
Explanation of Fund Designations

101 *GENERAL FUND* – Designed to account for those activities of the City, which utilize monies not restricted by law or policy to specific purposes.

SPECIAL REVENUE FUNDS – Designed to account for those monies, which may be expended only in conformance with legal or policy directives as follows:

201 *STATE GAS TAX* – Highway User Tax Act (HUTA) (Gas Tax) monies are collected by the State under the title of Motor Vehicle Fuel License Tax and represent an additional + or - \$.10 per gallon of gas sold. Gas Tax money is distributed to the City based upon population. Funds may be used for:

(a) Select Streets: Right-of-way acquisition, construction, or maintenance.

(b) Minor Streets: Right-of-way acquisition or construction is allowed as the City Council has determined that 90% or more of the City's street system has already been constructed.

202 *RMRA SB1* – The Road and Repair and Accountability Act of 2017 is created to address deferred maintenance on the state highway system and the local street and road system. These are revenues collected in the Highway Users Tax Account attributed to the increases in motor vehicle fuel excise tax pursuant to subdivision (c) of Section 7360 of the Revenue and Taxation Code. Funds may be used for:

(a) Road maintenance and rehabilitation

(b) Safety projects

(c) Railroad grade separations

(d) Complete street components, including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project.

(e) Traffic control devices

205 *LOCAL TRANSPORTATION/SIDEWALK* – Monies made available by the state for mass transit, bike paths, and pedestrian walkways. City policy has been to use this money for construction of sidewalks, pedestrian access to schools, parks or commercial areas.

210 *FEDERAL HIGHWAY GRANTS* – Provides funds from Federal Highway/Transportation Acts which are used for pre-approved highway projects. Application and funding processes are administered by Caltrans.

- 215 *PROPOSITION A* – Effective July 1, 1982, this fund accounts for the City’s share of additional sales tax (2 cent) collected in the County of Los Angeles as a result of Proposition A. The funds are used to finance public transportation projects.
- 220 *PROPOSITION C* – 80% of the 2 cent Sales and Use Tax collected in the County of Los Angeles because of Proposition C. Monies to be used by the cities for public transit, to increase safety and improve road conditions by repairing and maintaining streets heavily used by public transit.
- 225 *MEASURE R LOCAL RETURN* - A county-wide one-half percent sales tax to fund transportation projects. Receipts can be used to synchronize traffic signals, repair potholes, keep senior, student and disabled bus fares low and provide community traffic relief. The tax receipts will be used primarily to improve public transit and street maintenance projects.
- 226 *MEASURE M LOCAL RETURN* - A county-wide one-half percent sales tax to fund transportation projects. Receipts can be used to fund several highways, transit, local street, walking and biking programs. The tax receipts will be used primarily to improve transportation and ease traffic congestion.
- 230 *AIR QUALITY MANAGEMENT DISTRICT FUND* – Accounts for the receipt of monies from the Department of Motor Vehicles. These funds shall be used to implement programs to reduce air pollution from mobile sources pursuant to the California Clean Air Act.
- 231 *CLEAN WATER PROGRAM* – Accounts for funds collected from a parcel tax of 2.5 cents per square foot impermeable area. Tax receipts will be used to improve water quality, increase local supply, and enhance the community.
- 232 *GRANT FUND* – Accounts for non-repayable funds disbursed or given by Federal, State, County, and Special District Entities. Grant funds are used to fund a specific project or program which requires some level of compliance, reporting, and auditing.
- 240 *NARCOTICS FORFEITURE AND SEIZURE FUND* – Funds received from the County of Los Angeles for monies forfeited, and the proceeds from the sale or assets seized from illegal narcotic activities within the City of Rosemead. The forfeited funds must be used by the law enforcement and prosecutorial agencies exclusively to support law enforcement and prosecutorial efforts.
- 245 *STREET LIGHTING DISTRICT* – Monies collected by ad valorem property tax based on \$.2495 per \$1,000 of assessed property value to provide for energy cost and maintenance of the Rosemead Lighting District, whose boundaries, except for the Southern California Edison Company property, coincide with the city’s boundaries. Proposition 13 has limited the ad valorem tax that can be collected.

- 250 *DEVELOPMENT IMPACT FEE – TRAFFIC* – Development Impact Fees will be imposed upon development projects for mitigating the impact of the development on the ability of the City to provide specified public improvements and services. The City prepared a Development Impact Fee Study and the Study identifies four categories of capital facilities and equipment required to serve and accommodate new development; and provides a summary of the portion of each improvement category’s costs that can be funded by new development. The four categories of capital facilities and equipment that will be funded by the development impact fee established by Ordinance 949 are: (1) traffic facilities; (2) park facilities; (3) general government facilities; and (4) public safety facilities. These capital facilities and equipment are needed to promote and protect the public health, safety and general welfare within the City, to facilitate orderly urban development, to maintain existing levels of service, and to promote economic and social well-being.
- 251 *DEVELOPMENT IMPACT FEE - PUBLIC SAFETY* – see Fund 250 above
- 252 *DEVELOPMENT IMPACT FEE – GENERAL GOVERNMENT* – see Fund 250 above
- 253 *DEVELOPMENT IMPACT FEE – PARKS* – see Fund 250 above
- 260 *COMMUNITY DEVELOPMENT BLOCK GRANT FUND* – Designed to account for those monies received from the United States Department of Housing and Urban Development, Community Development Block Grant Programs are to be expended for economic studies and economic development of the community.
- 270 *HOME FUND* – Pursuant to the HOME Investment Partnerships Act, the Department of Housing and Urban Development (HUD) allocates regular HOME funds to the City for the purpose of expanding the City’s supply of decent, safe, sanitary and affordable housing for very low and low income families.
- 275 *HDC HOME PROGRAM ADMINISTRATION* – This fund is used to account for low interest deferred payment loans and payment assistance to qualifying residents. The source of revenue is from program income offered by the Department of Housing and Urban Development (HUD).
- 280 *HDC SENIOR HOUSING* – Operating revenues and expenditures of the senior housing apartments are accounted for in this fund.

CAPITAL PROJECTS FUNDS:

- 301 *CAPITAL PROJECTS* – This fund is used for accounting for the costs of capital projects (project costs greater than \$25,000) and for the receipt of grant receipts for specific capital projects.

PROPRIETARY FUNDS:

501 *EQUIPMENT REPLACEMENT FUND* – This fund accounts for regular, periodic charges to departments for equipment used by the departments. Replacement equipment is subsequently purchased with the accumulated revenue from the departments that used the equipment.

505 *TECHNOLOGY FUND* – Charges to departments for the use of technology equipment are accumulated here and used for future equipment replacement.

FIDUCIARY FUNDS:

615 *TRUST & AGENCY FUND* – Used to account for assets held in a trustee or agency capacity. Included are such items as payroll withholding taxes, voluntary withholdings (i.e. credit union), etc.

City of Rosemead, California

Fund Accounting

Fund Financial Statements

The underlying accounting system of the City is organized and operated on the basis of separate funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and how spending activities are controlled.

Funds

Governmental funds are presented using the modified-accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Measurable means that the amounts can be estimated, or otherwise determined. Available means that the amounts were collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period. The City uses a sixty-day availability period.

Revenue recognition is subject to the measurable and available criteria for the government funds in the fund financial statements. Exchange transactions are recognized as revenues in the period in which they are earned (i.e., the related goods or services are provided). Locally imposed derived tax revenues are recognized as revenues in the period in which the underlying exchange transaction on which they are based takes place. Imposed non-exchange transactions are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues when an enforceable legal claim to the revenues arises or when they are received, whichever occurs first. Government-mandated and voluntary non-exchange transactions are recognized as revenues when all applicable eligibility requirements have been met.

Basis of Accounting

Governmental funds are presented using the current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. The reported fund balance (net current assets) is a measure of "available spendable resources." Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets despite their spending measurement focus. However, special reporting treatments are used to indicate that they should not be considered "available spendable resources," since they do not represent net current assets. Recognition of governmental fund type revenues represented by noncurrent receivables are deferred until they become current receivables.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as other financing sources rather than as a fund liability. Amounts paid to reduce long-term indebtedness are reported as fund expenditures.

When both restricted and unrestricted resources are combined in a fund, expenditures are paid first from restricted resources, and then from unrestricted resources.

Proprietary Funds

Proprietary fund includes Internal Service Funds. Internal Service Funds account for the financing of goods and services provided by one department to other departments on a cost reimbursement basis. The City has internal service funds for equipment replacement and technology replacement.

Proprietary funds are accounted for using the "economic resources" measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which liability is incurred.

Operating revenues in the proprietary funds are those revenues that are generated from the primary operations of the fund. All other revenues are reported as nonoperating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as nonoperating expenses.

Fiduciary Funds

The City's Fiduciary Funds are as follows:

- Private-purpose Trust Fund – Accounts for the activity of the Successor Agency to the Community Development Commission of the City of Rosemead.
- Agency Fund – Accounts for the assets held in a trustee capacity or as an agent. The cash being held primarily represents amounts placed on deposit for refundable permits and performance bonds

The private-purpose trust fund uses the economic resources measurement focus and the accrual basis of accounting. The agency fund has no measurement focus. The agency fund is custodial in nature (assets equal liabilities) and does not involve the recording of City revenues and expenses.

City of Rosemead, California
**Successor Agency
Debt**

The City does not have bonded debts; the Successor Agency for the Rosemead Community Development Commission had total bonded debt outstanding of \$25,090,000 as of FY 2019/20. Of this amount, all of it is backed by future property tax increment revenue.

On December 29, 2011, the California Supreme Court upheld AB 1x 26 that provides for the dissolution of all redevelopment agencies in the State of California. This action impacted the reporting entity of the City that previously had reported the former Agency within the reporting entity of the City as a blended component unit. In June 2012, the Legislature adopted AR 1484, which amended portions of AB 1x 26 and added certain new provisions. AB 1x 26 and AB 1484 are collectively referred to herein as the "Bill."

The Bill provides that upon dissolution of a redevelopment agency, either city or another unit local government will agree to serve as the "successor agency" to hold the assets until they are distributed to other units of state and local government. The successor agency is defined as being a separate legal entity from the City. On January 10, 2012, the City Council elected to become the Successor Agency for the former Redevelopment Agency in accordance with the Bill as part of City resolution number 28029. The assets and activities of the Successor Agency for the former Agency are reported in a fiduciary fund (private-purpose trust fund) in the financial statements of the City.

Subject to the approval of the oversight board and the State of California Department of Finance (DOF), remaining assets can only be used to pay enforceable obligations in existence at the date of dissolution (including the completion of any unfinished projects that were subject to legally enforceable contractual commitments).

Successor agencies are allocated property tax revenue in the amount that is necessary to pay the estimated installment payments on enforceable obligations of the former redevelopment agencies until all enforceable obligations of the prior redevelopment agencies have been paid in full and all assets have been liquidated. The following are the two bonds the successor agency issued.

Tax Allocation Bonds, Series 2010A

In July 2010, the Commission issued \$11,230,000 in Merged Project Area Tax Allocation Bonds. The bonds mature in amounts ranging from \$200,000 to \$1,135,000 with interest rates ranging from 3.00% to 5.00% through December 1, 2023. The bonds were issued to provide funds to finance the costs of certain redevelopment projects within the Merged Project Area including infrastructure improvements and the acquisition of land. Principal is payable annually on December 1, beginning on December 1,

2011. Interest is payable semi-annually on June 1 and December 1. Per the bond indenture, a reserve is required to be maintained. As of June 30, 2020, the outstanding balance was \$4,285,000.

2016 Subordinate Tax Allocation Refunding Bonds

In October 2016, the Successor Agency to the Rosemead Redevelopment Agency (Successor Agency) issued the 2016 Subordinate Tax Allocation Refunding Bonds in the amount of \$24,230,000 for the purpose of refunding, on a current basis, all of the outstanding Rosemead Community Development Commission Redevelopment Project Area No. 1 Tax Allocation Bonds, Series 2006A, initially issued in the principal amount of \$14,005,000, and the Rosemead Community Development Commission Redevelopment Project Area No. 1 Tax Allocation Refunding Bonds, Series 2006B, initially issued in the principal amount of \$24,230,000. Interest is payable semi-annually on April 1 and October 1. As of June 30, 2020, the outstanding balance was \$20,805,000.

City of Rosemead, California
Glossary

ACCOUNT: Up to a nineteen-digit numerical code of which digits one through three represent the fund number, four through seven the division number, eight through eleven the general ledger number, twelve through sixteen the project number, and seventeen through nineteen the task number.

ACCRUAL ACCOUNTING: A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is received or spent.

ACTUARIAL VALUATION: The determination, as of a point in time (the actuarial valuation date), of the service cost, total OPEB liability, and related actuarial present value of projected benefit payments for OPEB performed in conformity with Actuarial Standards of Practice unless otherwise specified by the GASB.

ADA: Americans with Disability Act. The ADA prohibits discrimination based on disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

AGENCY FUND: A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

ANNUAL BUDGET: A plan of financial operation embodying an estimate of proposed means of financing them, the term usually applies to a single fiscal year.

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

APPROPRIATED BUDGET: The expenditure authority created by the appropriate governing authority (City Council).

APPROPRIATION: A legal authorization granted by the governing authority to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and in the time within which it may be expended.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for a tax levy.

AUDIT: A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in its financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

AUDITOR'S REPORT: A statement by the auditor describing the scope of the auditing standards applied in the examination and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with GAAP or some other comprehensive basis of accounting.

BUDGET: A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET AMENDMENT: A legal procedure utilized during the fiscal year by the City Council and City staff to revise a budget expenditure.

BUDGETARY BASIS: The form of accounting utilized throughout the budget process.

BUDGET CALENDAR: The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

BUDGET TRANSMITTAL LETTER: Included in the opening section of the budget, it provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous years, and the views and recommendations of the City Manager.

CAPITAL IMPROVEMENT PROGRAM (CIP): A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs.

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

CASH MANAGEMENT: Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing idle funds to achieve the highest interest and return.

COVID-19: An illness caused by a new virus that can spread from person to person.

COST-OF -LIVING ADJUSTMENTS: Salary changes intended to adjust salary payments for the effects of inflation.

CONSUMER PRICE INDEX (CPI): A measure of inflation determined by the increase in the price of products compared to those of a base year.

DEBT FINANCING: Borrowing funds as needed and pledging future revenues to make (finance) current expenditures or capital projects.

DEPRECIATION: Expiration in the service life of a capital asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

ENCUMBRANCES: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances that represent the estimated amount of expenditures to result if unperformed contracts in process are completed.

EXPENDITURE: The outflow of funds paid or to be paid for a service, supply or asset. This term applies to all funds.

FIDUCIARY FUNDS: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and other funds.

FISCAL YEAR: The 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.

FLSA: Fair Labor Standards Act. The FLSA requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage and overtime pay for all hours worked over 40 in a workweek.

FULL-TIME EQUIVALENT (FTE): The amount of time, 2,080 hours per year, worked by a full-time employee.

FUND: A separate 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 excess of assets over liabilities and reserves.

GENERAL FUND: The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund. This main operating fund should always be reported as a major fund per GASB Statement 34.

GOAL: A statement of broad direction, purpose or intent.

GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB): The GASB is to establish and improve standards of state and local governmental accounting and financial reporting by issuing Statements, Interpretations, Technical Bulletins, and Concept Statements defining GAAP.

GOVERNMENTAL FUNDS: Distinguished by their measurement focus on determining financial position and changes in financial position.

GRANT: Contributions or gifts of cash or other assets from another government entity to be used or expended for a specified purpose.

INFRASTRUCTURE: All City owned facilities supporting the operation of the governmental unit, including streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, all government buildings and related facilities.

INTERFUND TRANSFERS: Amounts transferred from one fund to another.

MAJOR FUND: Per GASB Statement 34, the focus of governmental and proprietary fund financial statements is on major funds. When individual governmental and enterprise funds either meet certain major fund criteria or are particularly important to financial statement users, they should be presented in a separate column in the financial statements.

NONMAJOR FUND: Individual governmental and enterprise funds that do not meet the major fund criteria as defined by the GASB Statement 34. All nonmajor funds should be aggregated and presented in a single column.

OBJECT: An individual expenditure account.

OBJECTIVE: The desired output which can be measured and achieved within a given time frame. It is a statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.

OPEB LIABILITY: The portion of the actuarial present value of projected benefit payments that is attributed to past periods of member service in conformity with the requirements of the GASB Statements.

OPEB PLANS: Arrangements through which OPEB is determined assets dedicated for OPEB (if any) are accumulated and managed, and benefits are paid as they come due.

OTHER POSTEMPLOYMENT BENEFITS (OPEB): Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period after employment, regardless of the manner of which they are provided. OPEB does not include termination benefits or termination payments for sick leave.

PENSION PLAN: An arrangement through which pensions are determined assets dedicated for pensions (if any) are accumulated and managed, and benefits are paid as they come due.

POSTEMPLOYMENT: The period after employment.

PROGRAM DETAIL: Budget presentation by major account categories.

PROGRAM MEASURES: Specific quantitative measures of work performed within an activity or program, Also, a specific quantitative measure of results obtained through a program or activity.

PROGRAM SUMMARY: The major activities of each City department with accompanying budget totals.

PROGRAM: A group of activities, operations or organizational units directed to attaining specific purposes or objectives.

PROPRIETARY FUNDS: Sometimes referred to as commercial-type funds. All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and activities are accounted for through this fund.

RESERVE: An account used to indicate that a portion of fund equity that is legally restricted for a specific purpose.

REVENUES: Total amounts available for expenditures including estimated revenues, fund transfers and beginning fund balances. Also referred to as "resources."

RISK MANAGEMENT: An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

SUCCESSOR AGENCY: The City's Successor Agency is an entity that was created by AB x1 in 2012 to serve as the successor to the then dissolved redevelopment agency of the City of Rosemead. In this capacity, the successor agency has all authority, rights, powers, duties and obligations previously vested with the former redevelopment agency. The successor agency is charged, generally, with carrying out the enforceable obligations of the former redevelopment agency, repaying outstanding debts of the former redevelopment agency, and disposing of the former redevelopment agency's non-housing property and assets.

The County of Los Angeles, Supervisorial District One Consolidated Oversight Board is the City's Successor Agency as defined by law and is the "designated local authority" to serve as the successor agency. With a 7-member Board. This Board is the Successor Agency for 23 of the Cities located in the San Gabriel Valley.

SUBVENTIONS: Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City come from the State of California and include motor vehicle in-lieu, cigarette taxes in-lieu and gasoline taxes.

TASK: A three-digit number used to describe the function of a project.

UNENCUMBERED BALANCE: The amount of an appropriation that is neither expended nor encumbered. It is essentially the available funds for future purchases.

City of Rosemead, California
Acronyms

ACEC	American Council of Engineering Companies
ADA	Americans with Disabilities Act
AQMD	Air Quality Management District
APA	American Planning Association
APWA	American Public Works Association
ASCAP	American Society of Composers, Authors, and Publishers
ASCE	American Society of Civil Engineers
BOE	Board of Equalization
CAFR	Comprehensive Annual Financial Report
CALED	California Association for Local Economic Development
CCAC	City Clerks Association of California
CCCA	California Contract Cities Association
CDBG	Community Development Block Grant
CERT	Community Emergency Response Team
CIP	Capital Improvement Project
CJPIA	California Joint Powers Authority
CPI	Consumer Price Index
CPRS	California Park & Recreation Society
CRM	Citizens Relationship Management

CSMFO	California Society Municipal Finance Officers
FAR	Floor Area Ratio
FICA	Federal Insurance Contributions Act
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GDP	Gross Domestic Product
HUD	Department of Housing and Urban Development
HUTA	Highway User Tax Act
HVAC	Heating, Ventilation, and Air Conditioning
ICMA	International City Manager's Association
ICSC	International Council of Shopping Centers
LAEDC	Los Angeles Economic Development Corporation
LAFCO	Los Angeles Formation Commission
LAIF	Local Agency Investment Fund
LARA	Los Angeles Regional Agency
LASD	Los Angeles Sheriff Department
MOU	Memorandum of Understanding
MPLC	Motion Picture Licensing Corporation
NLC	National League of Cities
NPDES	National Pollutant Discharge Elimination System
NRPA	National Recreation and Park Association
OPEB	Other Postemployment Benefits

PARS	Public Agency Retirement Services
PCI	Pavement Condition Index
PERS	Public Employees' Retirement System
PMP	Pavement Management Program
RAC	Rosemead Aquatic Center
RCRC	Rosemead Community Recreation Center
RMRA	Road Maintenance and Rehabilitation Program
RHDC	Rosemead Housing Development Corporation
ROPS	Recognized Obligation Payments Schedule
RPTTF	Redevelopment Property Tax Trust Fund
SA	Successor Agency
SARB	School Attendance Review Board
SB 1	Senate Bill No. 1
SCE	Southern California Edison
SCMAF	Southern California Municipal Athletic Federation
SRO	School Resource Officer
STAR	Success Through Awareness & Resistance
TDA	Transportation Development Act
TOT	Transient Occupancy Tax

