



ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

**DATE:** November 18, 2014

**TO:** The Honorable City Council

**FROM:** Bryan Cook, City Manager  
Via: Tracey L. Hause, Administrative Services Director  
By: Lee Ma, Accountant

**SUBJECT: FIRST QUARTER FINANCIAL STATUS REPORT**

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**RECOMMENDATION:**

The City Council is requested to receive and file the First Quarter (i.e., July-September 2014) Financial Status Report.

**BACKGROUND:**

1. On June 3, 2014, the City Council approved the Fiscal Year (FY) 2014-15 Operating Budget for all funding sources in the amount of \$16,277,465.
2. On June 17, 2014, the City Council adopted Resolution No. 14-5004 adopting the FY 2014-15 Statement of Investment Policy.

**ANALYSIS:**

In order to keep the City Council updated on the status of the City's financial activities, on a quarterly basis for FY 2014-15, these reports are presented.

The First Quarter Financial Status Report includes the following four sub reports: 1) City Treasurer's Report; 2) Revenue Summary Report; 3) Expenditure Summary Expenditure Report; and 4) Capital Improvement Financial Status Report.

**1. City Treasurer's Report**

The Treasurer or Chief Fiscal Officer (i.e., Administrative Services Director) is required to render an annual statement of investment policy to the legislative body of the local agency and to complete a monthly report containing specific information regarding investment and deposits to the legislative body and the Chief Administrative Officer. The attached Treasurer's Report (Attachment "A"), which is

completed and submitted to the City Council on a monthly and quarterly basis, reflects the cash balances and investments of \$18,226,057.04 as of September 30, 2014.

## 2. Revenue Summary Report

This report (Attachment "B") is a summary of revenues by fund and category for the period of July 1, 2014 through September 30, 2014. The City has received and recorded \$1,124,160 (9% of estimated revenues) in the General Fund to date. This represents an increase of approximately \$44,670 (or 4%) of revenues for the same period last fiscal year.

The City's General Fund revenues are summarized into seven categories:

- Taxes include revenues from property tax, sales tax, real estate transfer tax and franchise fees. Primary revenue sources in this category are property tax and sales tax. The first major installment of property tax will not be received until December 2014. This entire category is \$52,032 (or 34%) more from the same period last year primarily due to higher sales tax receipts. Staff will continue to monitor sales and collections on a quarterly basis;
- Licenses and Permits include building permits, business license fees, animal license fees, parking permits, impound fees, temporary parking permits, code enforcement fees and in lieu parking fees. Collections for the first quarter this year are \$138,349 higher than last year due to more transactions in building permits and encroachment permit fees. Revenues will continue to be monitored;
- Intergovernmental is primarily Motor Vehicle In Lieu. To date, revenues have not been realized as the two major payments from the State of California will be in January 2015 and May 2015;
- Charges for Services are from recreation fees, facility rental fees, zoning fees and plan check fees. These revenues are reflected when services, classes or events are provided. Recreation fees are \$11,000 (or 8%) higher from last year as a result of an increased demand. Plan check fees are \$59,000 (or 41%) lower primarily due to a greater building activity in the first quarter of last fiscal year. Also included in this category, is the shared maintenance charge to LA County Public Library for the maintenance provided to the library parking lot;
- Fines and Forfeitures reflect revenues received from court fines on a monthly basis and parking citations issued by the Los Angeles County Sheriff's Department and the City's Parking Control Officers. The City received approximately \$123,000 or (82%) lower compared to the first quarter of the prior year due to the timing of the collection of receipts;

- Use of Money and Property category is interest earned on City investments from LAIF, Certificates of Deposit (CD), bond investments and interest payment to City loans from Applebee's. LAIF interest is received on a quarterly basis and MorganStanley SmithBarney and other investment interests from CDs and Government Securities are received monthly, semi-annually or when the account matures. This category is \$6,584 or (18%) lower compared to the same period last year. However, the City has not received a monthly installment of \$10,607 from Applebee's for principal and interest since April 2013; and
- Miscellaneous category reflects revenues received on a monthly basis from reimbursement for recyclable revenue, rental income, reimbursement of administrative charge from the Lighting/Landscape District and other miscellaneous sources. This category is \$10,450 or (26%) higher than the same period of the last fiscal year.

Non-General funding sources (i.e., Special Revenue Funds) are received from various funds such as Traffic Safety, Gas Tax, Proposition A, Proposition C, Measure R, Lighting/Landscape District and Community Development Block Grant (CDBG). Some revenues are received on a monthly basis while others are received when reimbursement requests are submitted to the other governmental agencies (i.e., or State of California or Los Angeles County). Actual revenues received during the first quarter are \$154,000 higher due to timing of reimbursements.

### 3. Expenditure Summary Report

This report (Attachment "C") is a summary of expenditures for the period of July 1, 2014 through September 30, 2014. By the end of the first quarter, the percent expended is generally 25%. However, some payments are made in July that pay for the entire annual expense of the program (i.e., memberships, insurance premiums and CalPERS retirement contributions) which skew the percentage expended reported. Conversely, programs with lower percentages expended can be due to timing of the receipt of invoices by the City. (i.e., Invoicing for contracts with Los Angeles County typically is a month or two behind).

While some line items may exceed budgeted expenditures during the fiscal year operation, there are other line items where actual expenditures may be significantly less than the adopted budgeted due to unforeseeable or unanticipated events during the budget planning process. As a result, expenditures that are not budgeted but are justifiable can be accommodated by an internal budget transfer within the same program. An internal budget transfer request is made by the Department Head and approved by the Administrative Services Director and the City Manager. For the expenditures that are not budgeted and cannot be accommodated within the program budget, (i.e., reallocation or re-appropriation between programs for unbudgeted items), there will need to be a request from staff to the City Council for review and approval.

4. Capital Improvement Financial Status Report

The first quarter expenditures reflect costs for seven Citywide Capital Improvement Projects: Live Oak Park and Temple City Park Master Plan Development; Street Sweeping Signage; Upgrade Sewer Line on Longden from Rosemead to Encinita; The Rosemead Boulevard Safety and Beautification Project (Rosemead Boulevard Improvement Project); Redesign and Construction of Las Tunas Drive; Installation of 45 Separate Improvements around Nine School Sites; and the Demolition and Site Preparation for 5800 Temple City Boulevard Parking Lot Project (Attachment "D").

**CONCLUSION:**

It is important to keep the City Council updated on the financial status of the operations and capital improvement projects. During the FY 2014-15 mid-year budget review, the City will have six months of actual receipts to analyze and forecast total revenues for the remaining 2014-15 fiscal year. With total program expenditures at 17% expended for the first quarter, the City is well within adopted operating appropriations.

The City Council is requested to receive and file the First Quarter Financial Status Report.

**FISCAL IMPACT:**

This item does not have an impact on the FY 2014-15 City Budget.

**ATTACHMENTS:**

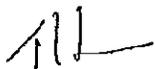
- A. City of Temple City Treasurer's Report
- B. City of Temple City Revenue Summary Report
- C. City of Temple City Expenditure Summary Report
- D. City of Temple City Capital Improvement Financial Status Report

**CITY OF TEMPLE CITY  
TREASURER'S REPORT  
September 30, 2014**

**ATTACHMENT A**

	<u>COST VALUE</u>	<u>MARKET VALUE</u>
<u>Cash in Bank</u>		
Wells Fargo Bank - Checking	644,928.45	644,928.45
- Payroll	11,805.80	11,805.80
- Merchant Card	14,136.47	14,136.47
US Bank - Checking	16,397.99	16,397.99
<u>Camellia Fund</u>		
East West Bank - Monthly Market Account	160,000.00	160,000.00
Wells Fargo Bank - Checking	12,611.95	12,611.95
<u>Petty Cash</u>	2,100.00	2,100.00
<u>LAIF</u>		
Effective Quarter to Date Yield 9/30/14 0.250%	648,090.32	648,207.81
<u>Morgan Stanley Smith Barney</u>		
<u>Certificates of Deposit</u>		
Weighted Average to Date Yield 9/30/14 .989%	2,370,000.00	2,378,406.44
<u>Government Securities</u>		
Weighted Average to Date Yield 9/30/14 0.890%	1,365,000.00	1,364,625.98
<u>Corporate Fixed Income</u>		
Weighted Average to Date Yield 9/30/14 1.500%	508,250.00	507,695.00
Money Market	3,609.23	3,609.23
<u>Mutual Securities</u>		
<u>Government Securities</u>		
Weighted Average to Date Yield 9/30/14 1.907%	5,662,420.00	5,548,680.00
Money Market	0.27	0.27
<u>US Bank</u>		
<u>Certificates of Deposit</u>		
Weighted Average to Date Yield 9/30/14 0.916%	2,577,000.00	2,577,000.00
<u>Government Securities</u>		
Weighted Average to Date Yield 9/30/14 1.077%	729,706.56	725,237.92
<u>Los Angeles County Pool Investment Fund</u>		
As of 8/31/14 0.750%	2,500,000.00	2,531,931.29
<u>OPEB Investment</u>		
As of 8/31/14	1,000,000.00	1,232,551.11
<b>TOTAL</b>	<b>\$ 18,226,057.04</b>	<b>\$ 18,379,925.71</b>
<u>PRIOR MONTH STATUS</u>		
Total	\$ 18,796,931.55	\$ 18,857,994.18

All investments are placed in accordance with the City of Temple City's Investment Policy. The above summary provides sufficient cash flow liquidity to meet the next six month's estimated expenditures. This report is in accordance with Government Code Section 53646.



TRACEY L. HAUSE  
CITY TREASURER

**CITY OF TEMPLE CITY  
REVENUE SUMMARY REPORT - ALL FUNDS  
QUARTER ENDING - SEPTEMBER 30, 2014**

	2013-14 BUDGET	2013-14 YEAR TO DATE JUL-SEP	2014-15 BUDGET	2014-15 YEAR TO DATE JUL-SEP	PERCENT RECEIVED
	-----	-----	-----	-----	-----
Taxes	4,903,000	151,174	5,210,000	203,206	4%
Licenses and Permits	1,003,000	318,491	1,015,000	456,840	45%
Intergovernmental	3,250,000	25,110	3,350,000	0	0%
Charges for Services	1,279,300	395,669	1,269,000	357,514	28%
Fines, Forfeitures, & Penalties	525,000	112,910	700,000	26,598	4%
Use of Money and Property	445,000	35,741	200,000	29,157	15%
Other Revenue	202,300	40,395	227,300	50,845	22%
Total General Fund Revenue	----- 11,607,600	----- 1,079,490	----- 11,971,300	----- 1,124,160	----- 9%
Total Special Revenue Funds	----- 4,320,320	----- 470,566	----- 6,030,060	----- 624,532	----- 10%
<b>TOTAL REVENUE</b>	<b>=====</b> 15,927,920	<b>=====</b> 1,550,056	<b>=====</b> 18,001,360	<b>=====</b> 1,748,692	<b>=====</b> 10%

CITY OF TEMPLE CITY  
 EXPENDITURE SUMMARY REPORT - ALL FUNDS  
 QUARTER ENDING - SEPTEMBER 30, 2014

	2013-14 BUDGET	2013-14 YEAR TO DATE JUL-SEP	2014-15 BUDGET	2014-15 YEAR TO DATE JUL-SEP	PERCENT EXPENDED
<b>MANAGEMENT SERVICES</b>					
City Council	198,575	55,735	170,610	40,462	24%
City Manager	1,002,540	171,097	881,995	153,451	17%
City Attorney	222,000	59,281	352,000	138,252	39%
Elections	0	0	82,870	151	0%
City Clerk	325,425	57,264	325,705	51,269	16%
	1,748,540	343,377	1,813,180	383,585	21%
<b>ADMINISTRATIVE SERVICES DEPARTMENT</b>					
Support Services	179,210	41,644	148,375	56,065	38%
Insurance/Benefits	582,415	407,186	834,220	481,703	58%
Accounting	520,890	101,072	496,310	119,788	24%
Purchasing	148,200	27,054	130,790	28,585	22%
	1,430,715	576,956	1,609,695	686,141	43%
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>					
Planning	2,261,490	146,065	1,659,050	120,316	7%
Building	645,175	125,954	735,460	122,968	17%
Housing	169,500	33,254	322,790	30,643	9%
	3,076,165	305,273	2,717,300	273,927	10%
<b>PARKS &amp; RECREATION DEPARTMENT</b>					
Recreation/Human Services	1,227,485	264,773	1,177,585	262,514	22%
Public Transportation	792,875	119,495	738,945	160,915	22%
Parks-Mtnce/Facilities	849,025	175,080	878,520	180,926	21%
Trees & Parkways	559,395	97,258	710,880	101,009	14%
	3,428,780	656,606	3,505,930	705,364	20%

**CITY OF TEMPLE CITY  
EXPENDITURE SUMMARY REPORT - ALL FUNDS  
QUARTER ENDING - SEPTEMBER 30, 2014**

	2013-14 BUDGET	2013-14 YEAR TO DATE JUL-SEP	2014-15 BUDGET	2014-15 YEAR TO DATE JUL-SEP	PERCENT EXPENDED
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>					
<b>PUBLIC SAFETY DIVISION</b>					
Law Enforcement	3,989,295	29,839	3,885,685	334,968	9%
Traffic Engineering	8,280	294	7,455	4,284	57%
Animal Control	199,615	47,073	198,615	46,667	23%
Emergency Services	160,755	26,030	127,620	21,548	17%
Community Preservation	484,770	94,191	392,235	80,736	21%
Parking Administration	394,320	76,059	397,070	74,873	19%
	5,237,035	273,486	5,008,680	563,076	11%
<b>PUBLIC WORKS DIVISION</b>					
Administration & Engineering	265,580	50,670	245,575	48,351	20%
Street Cleaning	122,340	11,745	200,000	10,546	5%
Traffic Signal Maintenance	151,800	3,399	136,500	3,173	2%
Traffic Signs & Strip Maint.	225,620	26,536	112,195	17,410	16%
Street Maintenance	122,500	1,752	68,750	2,516	4%
Sidewalk Maintenance	165,000	0	25,000	83	0%
Solid Waste Management	58,690	2,275	8,690	2,180	25%
Street Lighting	373,285	53,961	398,180	52,967	13%
	1,484,815	150,338	1,194,890	137,226	11%
<b>MAINTENANCE DIVISION</b>					
General Government Buildings	288,240	48,433	270,605	61,926	23%
Parking Facilities	162,340	34,966	187,695	38,286	20%
Graffiti Abatement	26,400	6,504	35,400	5,503	16%
	476,980	89,903	493,700	105,715	21%
<b>SUB TOTAL PROGRAM EXPENDITURES</b>	<b>16,883,030</b>	<b>2,395,939</b>	<b>16,343,375</b>	<b>2,855,034</b>	<b>17%</b>

**CITY OF TEMPLE CITY  
EXPENDITURE SUMMARY REPORT - ALL FUNDS  
QUARTER ENDING - SEPTEMBER 30, 2014**

	2013-14 BUDGET	2013-14 YEAR TO DATE JUL-SEP	2014-15 BUDGET	2014-15 YEAR TO DATE JUL-SEP	PERCENT EXPENDED
	-----	-----	-----	-----	-----
SUB TOTAL PROGRAM EXPENDITURES	16,883,030	2,395,939	16,343,375	2,855,034	17%
CAPITAL IMPROVEMENT FUND	18,556,430	2,708,926	4,144,150	426,981	10%
EQUIPMENT REPLACEMENT	444,380	120,110	183,510	43,703	24%
TRUST FUND	0	2,591	0	290	0%
	-----	-----	-----	-----	-----
<b>TOTAL EXPENDITURES</b>	<b>35,883,840</b>	<b>5,227,566</b>	<b>20,671,035</b>	<b>3,326,008</b>	<b>16%</b>
	=====	=====	=====	=====	=====
CDBG LOAN REPAYMENT	0	2,408	0	0	0%
	-----	-----	-----	-----	-----
<b>GRAND TOTAL</b>	<b>35,883,840</b>	<b>5,229,974</b>	<b>20,671,035</b>	<b>3,326,008</b>	<b>16%</b>
	=====	=====	=====	=====	=====

CITY OF TEMPLE CITY  
PRELIMINARY FINANCIAL STATUS REPORT  
JUL 14- SEP 14

CAPITAL IMPROVEMENT PROGRAM  
PROJECT DETAIL

PARKS - MAINTENANCE/FACILITIES  
ACCT. NO. 60-980-59-4810

<u>No.</u>	<u>Project</u>		<u>Funding Source</u>	<u>Budget</u>	<u>Year To Date Expenditure</u>	<u>Balance</u>
P15-01	Retrofit Existing Walkway Lights at Live Oak Park with LED Fixture Heads	(D)	General Fund	22,000		22,000
P15-02	Public Arts at Live Oak Park	(D)	Public Arts Fund	25,000		25,000
P15-03	Painting of Metal Poles and Rails at Live Oak Park	(D)	General Fund	20,000		20,000
P15-04	LOP and TC Parks Master Plan Development	(D)	General Fund	35,000	72	34,928
<b>Recap of Funding Sources</b>			General Fund	77,000		
			Public Arts Fund	25,000		
<b>TOTAL CIP - PARKS MAINTENANCE / FACILITIES</b>				<u>102,000</u>	<u>72</u>	<u>101,928</u>

(E) = Essential

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ATTACHMENT D

CITY OF TEMPLE CITY  
 PRELIMINARY FINANCIAL STATUS REPORT  
 JUL 14- SEP 14

**CAPITAL IMPROVEMENT PROGRAM  
 PROJECT DETAIL**

**TRAFFIC ENGINEERING  
 ACCT. NO. 60-980-62-4810**

<u>No.</u>	<u>Project</u>		<u>Funding Source</u>	<u>Budget</u>	<u>Year To Date Expenditure</u>	<u>Balance</u>
P15-05	Citywide Sewer Master Plan Update	(N)	Measure R	10,000		10,000
Recap of Funding Sources			Measure R	<u>10,000</u>		
<b>TOTAL CIP - TRAFFIC ENGINEERING</b>				<u><u>10,000</u></u>	<u><u>-</u></u>	<u><u>10,000</u></u>

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CITY OF TEMPLE CITY  
 PRELIMINARY FINANCIAL STATUS REPORT  
 JUL 14- SEP 14

CAPITAL IMPROVEMENT PROGRAM  
 PROJECT DETAIL

STREET CLEANING  
 ACCT. NO. 60-980-72-4810

<u>No.</u>	<u>Project</u>	<u>Funding Source</u>	<u>Budget</u>	<u>Year To Date Expenditure</u>	<u>Balance</u>
P14-05	Street Sweeping Signage	(D)		8,184	(8,184)
Recap of Funding Sources			-		
<b>TOTAL CIP - PARKING ADMINISTRATION</b>			-	<u>8,184</u>	<u>(8,184)</u>

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CITY OF TEMPLE CITY  
PRELIMINARY FINANCIAL STATUS REPORT  
JUL 14- SEP 14

**CAPITAL IMPROVEMENT PROGRAM  
PROJECT DETAIL**

**TRAFFIC SIGNAL MAINTENANCE  
ACCT. NO. 60-980-73-4810**

<u>No.</u>	<u>Project</u>	<u>Funding Source</u>	<u>Budget</u>	<u>Year To Date Expenditure</u>	<u>Balance</u>
P15-06	Update Traffic Signals on Temple City Blvd. (N) between El Camino Real Avenue and Ellis Lane, and Other Safety Improvements	Highway Safety Improvement Program General Fund	970,300 <u>108,100</u> 1,078,400		1,078,400
P15-07	Upgrade Traffic Signals Citywide and Install (N) Other Safety Improvements	Highway Safety Improvement Program General Fund	282,900 <u>31,600</u> 314,500		314,500
<b>Recap of Funding Sources</b>			Highway Safety Improvement Program General Fund	1,253,200 <u>139,700</u>	
<b>TOTAL CIP - TRAFFIC SIGNAL MAINTENANCE</b>			<u><b>1,392,900</b></u>	<u><b>-</b></u>	<u><b>1,392,900</b></u>

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CITY OF TEMPLE CITY  
PRELIMINARY FINANCIAL STATUS REPORT  
JUL 14- SEP 14

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL				STREET CONSTRUCTION ACCT. NO. 60-980-75-4810	
<u>No.</u>	<u>Project</u>	<u>Funding Source</u>	<u>Budget</u>	<u>Year To Date Expenditure</u>	<u>Balance</u>
P08-07	Upgrade Sewer Line on Longden from Rosemead to Encinita	(N)		58,629	(58,629)
P08-11	Rosemead Boulevard Improvement Project	(N)		28,003	(28,003)
P12-04	Citywide Upgrade Traffic Street Signage	(M)	General Fund	200,000	200,000
P13-02	Repaving of Streets per Re-assessment Pavement Management Plan	(E)	Gas Tax	1,485,000	1,485,000
P13-04	Redesign and Construction of Las Tunas Drive	(N)	Prop C	175,000	161,444
P13-12	Bicycle Master Plan Implementation - Installation of 12.6 Miles of Class II & III Bicycle Lanes	(N)	General Fund Bicycle Transportation Acct	22,825 <u>205,425</u> 228,250	228,250
P13-13	Installation of 45 Separate Improvements around Nine School Sites	(N)		281,420	(281,420)
P14-06	Slurry Seal Program	(N)	Gas Tax	50,000	50,000
P14-07	Catch Basin Inserts	(E)	General Fund	66,500	66,500
<b>Recap of Funding Sources</b>			General Fund	289,325	
			Prop C	175,000	
			Gas Tax	1,535,000	
			Bicycle Transportation Acct	<u>205,425</u>	
<b>TOTAL CIP - STREET CONSTRUCTION</b>				<u><u>2,204,750</u></u>	<u><u>381,608</u></u>
					<u><u>1,823,142</u></u>

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CITY OF TEMPLE CITY  
 PRELIMINARY FINANCIAL STATUS REPORT  
 JUL 14- SEP 14

**CAPITAL IMPROVEMENT PROGRAM  
 PROJECT DETAIL**

**SIDEWALK MAINTENANCE  
 ACCT. NO. 60-980-76-4810**

<u>No.</u>	<u>Project</u>		<u>Funding Source</u>	<u>Budget</u>	<u>Year To Date Expenditure</u>	<u>Balance</u>
P14-14	Public Parking Lot ADA Accessibility Improvement Project	(M)				-
P14-15	ADA Accessibility Improvement Temple City Boulevard Project	(M)				-
P15-08	ADA Playground Improvement or ADA Curb Ramps	(M)	CDBG	200,000		200,000
Recap of Funding Sources			CDBG	<u>200,000</u>		
<b>TOTAL CIP - SIDEWALK MAINTENANCE</b>				<u><u>200,000</u></u>	<u><u>-</u></u>	<u><u>200,000</u></u>

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CITY OF TEMPLE CITY  
PRELIMINARY FINANCIAL STATUS REPORT  
JUL 14- SEP 14

CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL				GENERAL GOVERNMENT BUILDINGS ACCT. NO. 60-980-81-4810		
<u>No.</u>	<u>Project</u>	<u>Funding Source</u>	<u>Budget</u>	<u>Year To Date Expenditure</u>	<u>Balance</u>	
P14-11	Rebuild the Roof for the City Yard Buildings	(D) General Fund	14,500		14,500	
P15-09	Upgrade of EOC Infrastructure	(N) General Fund	20,000		20,000	
Recap of Funding Sources			<u>34,500</u>			
<b>TOTAL CIP - GEN GOV'T BLDGS</b>			<u><u>34,500</u></u>	<u><u>-</u></u>	<u><u>34,500</u></u>	

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CITY OF TEMPLE CITY  
PRELIMINARY FINANCIAL STATUS REPORT  
JUL 14- SEP 14

**CAPITAL IMPROVEMENT PROGRAM  
PROJECT DETAIL**

**PARKING FACILITIES  
ACCT. NO. 60-980-82-4810**

<u>No.</u>	<u>Project</u>		<u>Funding Source</u>	<u>Budget</u>	<u>Year To Date Expenditure</u>	<u>Balance</u>
P14-13	Demolition and Site Preparation for 5800 Temple City Blvd. Parking Lot	(D)	General Fund	200,000	37,117	162,883
Recap of Funding Sources			General Fund	<u>200,000</u>		
<b>TOTAL CIP - GEN GOV'T BLDGS</b>				<u><u>200,000</u></u>	<u><u>37,117</u></u>	<u><u>162,883</u></u>

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