

# CITY OF COVINA, CALIFORNIA

## Adopted Budget

For fiscal year 2011-2012



John C. King, Mayor

Kevin Stapleton  
Mayor Pro Tem

Walter Allen, III  
Council Member

Peggy Delach  
Council Member



Bob Low  
Council Member

Daryl Parrish, City Manager

CITY OF COVINA, CALIFORNIA

Adopted Budget

For Fiscal Year 2011-2012

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# CITY OF COVINA

125 East College Street • Covina, California 91723-2199

To the Covina City Council/Agency Board and Community:

The City of Covina has not been immune to the financial crisis of the “great recession” and it has indeed felt the stresses of balancing the growing needs of the community with limited resources. This challenge of forecasting resources accurately has been a stretch for even the most knowledgeable economic observers. However the City is fortunate that it has a balanced mix of revenues comprised primarily of taxes and charges for services that enables staff to project the results based on best practices. Staff is using historical data as well as current trends and data from sales tax and property tax consultants that in turn gather information from the County of Los Angeles and the State Board of Equalization for the purposes of projections. This conservative methodology has proven to be close to actual results when yearend data is tabulated and staff shall continue along with this best practice.

As the Council is aware, the City chose to balance the FY 2009-10 budget using reserves and other financing sources to the tune of \$3.2 million. For FY 2010-11, the Council gave the City Manager direction to make the needed changes within the organization to produce a balanced budget. The City Manager made bold decisions that reduced the General Fund expenditure by upwards of \$2 million with minimal impacts in services to the community and produced a balanced budget. We continue to carry on with the practice of balancing ongoing expenditures with ongoing revenue and present a balanced budget for FY 2011-12. Staff is recommending drawing down \$375,000 from reserves to transfer to a newly created Capital Project Fund to pay for one-time expenditures consisting of (a) \$90,000 for a protected left turn signal at Hollenbeck and Workman (b) \$185,000 for pedestrian operated traffic control devices at certain street crossings per the California Manual on Uniform Traffic Control Devices (c) \$38,400 for ergonomic furniture for the Police Department (d) \$39,600 for new traffic control signs to meet the new Federal standards and (e) \$22,000 to resurface the floor at the City Jail. The proposed budget for FY 2011-12 will maintain the level of services provided to the community in FY 2010-11

Staff is proposing an appropriation of \$50,000 as a contingency for special projects that may require resources to be allocated during the fiscal year. From this contingency amount staff recommends appropriating approximately \$14,000 to a maintenance program designed to keep public areas clean and attractive in the Downtown and the Shopper’s Lane areas. This maintenance program shall ensure that residents and patrons of these areas enjoy a positive shopping, dining and entertainment experience while visiting these popular areas. This program shall be funded primarily from an ongoing revenue source from the City’s Solid Waste Services provider and the work shall be performed by the City of Covina Parks and Recreation Department. Other than this contingency staff is not projecting that there will be any significant contributions to reserves from excess revenue over expenditures in FY 2011-12.

This budget as presented does not include funding for two major projects that should be addressed in FY 2011-12. The recommended two projects are (a) the rehabilitation of the Joslyn Center building envelope and (b) the rehabilitation of the City Hall building envelope. We estimate the cost of this work to be in the neighborhood of \$5 million including a 20% project contingency to address the possibility of work required not specified in construction estimates. Staff is looking at considering financing options of either a lease/leaseback arrangement or a certificate of participation option pledging a city asset as collateral. Staff with the assistance of a professional financial consultant under contract is looking into these options and we shall bring back recommendations for the City Council to consider and to provide direction to staff. The General Fund does not have the ongoing revenue to support the associated debt service payment and we anticipate suggesting that General Fund reserves be used for the debt service payment at least for the first three years. Eventually we would expect to pay the debt service payments when revenues begin to increase with ongoing revenue with the goal of restoring any drawn down on reserves.

## INTRODUCTION

This document represents the proposed financial plan for the community's operations and capital improvements for the ensuing year.

The adopted budget consists primarily of the following sections: introductory, budget revenue detail, activity expenditure detail, and supplemental information. The introductory section includes this letter of transmittal (City Manager budget message). The budget summaries section includes a general overview of the budget: 1) budget summary by fund, and 2) budget summary by program expenditure. The budget revenue detail section includes the detail of revenues for each of the various funds. The activity expenditure detail section includes activity information and a summary relating to the following programs:

- General government
- Public safety
- Public works
- Culture and recreation
- Community development
- Transit
- Redevelopment and housing
- Water utility
- Environmental protection
- Central Equipment
- Management information systems
- Miscellaneous
- Debt service
- Other financing uses

The supplemental information section includes the budget procedures and methods, a statement of financial management principles, and the City's budget policy.

## GENERAL OVERVIEW

A City's budget reflects the goals and objectives of the City Council and is the foundation upon which the operation of the City is predicated. These recommendations fall within the parameters established by the Council policy direction.

A sampling of the results from previous and ongoing goals are as follows:

- Work on community education and outreach with emphasis on impact to City services due to budget restraints.
- Continue to monitor to record and collate citizen inquiries, complaints and request for service.
- Continue to work on issues and challenges that have regional implications, e.g. transit, health care, housing, homelessness, job creation, business retention and attraction.
- Provide strong leadership so that the community will continue to receive exceptional police service while ensuring that all laws are enforced and services are provided effectively, impartially and ethically.
- Increase outreach and assistance to victims of crimes.
- Maintain cooperation between the Community and the Police Department to reduce crime in the City.
- Decrease traffic collisions in the City by identifying high incidence locations and employing enforcement and educational resources.

- Provide training to City personnel in Emergency Management
- Customer Service – registration processing, telephone coverage and information dissemination to over 38,000 customers per year.
- Continue efforts to improve the City’s park system.
- Address the priority needs identified in the Park System Master Plan.
- Provide the opportunity for families to enjoy high quality, free outdoor entertainment during the Summer Evening Entertainment program and increase attendance throughout the series.
- Preventing storm water pollution by complying with all aspects of the National Pollution Discharge Elimination System (NPDES) permit.
- Supporting regional air quality goals by enforcing South Coast Air Quality Management District (SCAQMD) regulations and operating rideshare and carpool programs.
- Continue efforts to improve community recycling involvement by researching and applying for state grants to subsidize businesses and school recycling projects.
- Ensure the health, safety and welfare of the community through the maintenance and improvement of infrastructure, facilities, equipment and appurtenant services and the diligent application of adopted development codes and land use standards
- To investigate and enforce the laws and regulations as they pertain to the municipal code in order to ensure the highest quality of life and safety for the community.
- Prepare monthly, quarterly and annual financial reporting documentation timely and error free and gain Federal, State and independent audit compliance.
- Maintain budgetary control to maintain the City’s fiscal sustainability.
- Continue to implement and refine the City’s adopted Business Retention and Expansion program.
- Improve the Economic Development Incentive Handout
- Continue to follow-up on all potential leads to attract quality business to Covina.

There are many other great accomplishments and goals for the next year for each department included in the narrative at the activity level of the budget document.

The *Covina Strategic Plan* was originally approved by the City Council on May 16, 2006 and was last updated on April 6, 2011 and includes the following components:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>➤ Mission Statement for the City of Covina</li> <li>➤ Three-year goals</li> <li>➤ Matrix – most current Strategic Plan follow-up matrix dated April 6, 2011</li> </ul> | <ul style="list-style-type: none"> <li>➤ Analysis of strengths, weaknesses, opportunities and threats</li> <li>➤ Outline of the strategic planning element</li> </ul> |
|---|---|

The Mission Statement developed for the City is: *“The City of Covina provides responsive municipal services and manages public resources to enhance the quality of life for our community”*.

The current three-year goals are: 1) improve and promote customer service, 2) enhance financial stability, 3) improve and expand parks & recreation and library services, 4) become an environmentally sustainable community, and 5) provide efficient, visible and responsive public safety.

The following is a summary of the 2011-12 adopted budget for the City and Redevelopment Agency:

	City		Redevelopment	Total
	General	Restricted	Agency	
<b>Expenditures</b>				
General Government	2,988,030	-	-	2,988,030
Public Safety:				
Police Services	13,352,070	498,620	-	13,850,690
Fire Safety Services	7,519,990	-	-	7,519,990
Public Works	993,610	15,914,950	-	16,908,560
Culture and Recreation:				
Parks and Recreation	2,413,250	39,390	-	2,452,640
Library Services	973,210	70,140	-	1,043,350
Community Development	-	-	-	-
Transit	-	2,924,080	-	2,924,080
Redevelopment and Housing	-	525,420	6,397,640	6,923,060
Water Utility	-	18,368,860	-	18,368,860
Environmental Protection	-	1,302,570	-	1,302,570
Central Equipment	-	1,375,810	-	1,375,810
Management Information Systems	-	1,466,800	-	1,466,800
Miscellaneous	73,810	17,750	-	91,560
Debt Service	-	3,161,900	6,958,840	10,120,740
Capital Projects		375,010		375,010
Other Financing Uses	291,510	150,000	-	441,510
<b>Total Expenditures</b>	<b>\$ 28,605,480</b>	<b>\$ 46,191,300</b>	<b>\$ 13,356,480</b>	<b>\$ 88,153,260</b>

The overall budget appropriation of \$86,345,480 represents a \$10,356,200 million or 14% increase from the previous year. The increase is attributed primarily to capital projects funded by the sewer and water bonds. The General Fund depicts an increase in appropriations of \$600,000.

### ***Budget Philosophy***

The budget philosophy is directed at programs to assist elected officials and citizens in identifying financial and program results, evaluating past program resource decisions, facilitating qualitative improvements in future decisions regarding resource allocation and service delivery options, and communicating service and program results to the community.

The budget format includes actual results for fiscal years 2008-2009 and 2009-2010, the adopted budget for fiscal year 2010-2011, the base budget to continue the established basic service level, and the adopted budget for fiscal year 2011-2012, which reflects any service level changes. This distinguishes appropriation increases or decreases attributed to the current service level (base) versus adopted service level. Service level changes

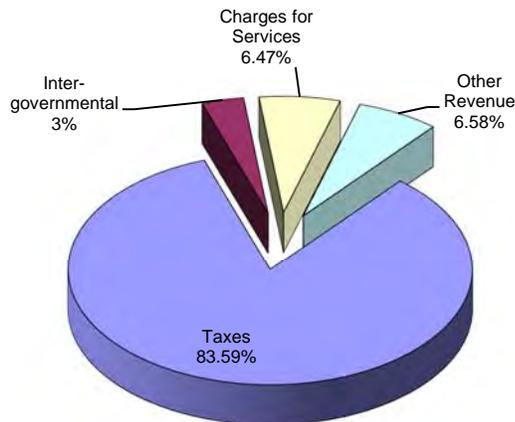
implemented during the 2010-2011 fiscal year are reflected in the adopted budget for that fiscal year, which becomes the basis for the proposed fiscal year 2011-2012 base budget.

**GENERAL FUND**

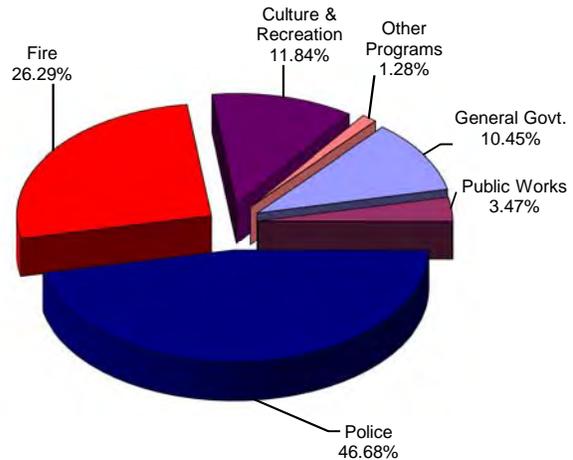
The following is a summary of the 2011-2012 General Fund budget:

Taxes	23,824,709	21,580,336	23,583,970	24,055,060	23,918,680
Licenses and Permits	210,009	408,891	390,650	402,500	452,500
Intergovernmental	765,207	971,713	897,230	953,700	958,700
Charges for Services	1,675,561	2,099,733	1,697,190	1,776,300	1,852,300
Fines and Forfeits	608,082	702,114	720,500	761,000	961,000
Investment Earnings	609,807	322,588	490,000	240,000	246,700
Miscellaneous	76,251	51,791	100,030	73,380	73,380
Other Financing Sources	<u>4,977,405</u>	<u>8,316,976</u>	<u>100,000</u>	<u>100,000</u>	<u>150,000</u>
Total Revenues	<u>32,747,031</u>	<u>34,454,142</u>	<u>27,979,570</u>	<u>28,361,940</u>	<u>28,613,260</u>
<b>Expenditures</b>					
General Government	3,575,606	3,126,869	2,944,410	3,048,200	2,988,030
Public Safety:					
Police Services	12,774,960	13,332,221	12,858,540	13,507,430	13,352,060
Fire Safety Services	7,805,840	7,565,442	7,647,440	7,519,990	7,519,990
Public Works	1,565,204	1,186,131	799,080	878,120	993,610
Culture and Recreation:					
Parks and Recreation	2,234,123	2,233,376	2,200,170	2,392,970	2,423,440
Library Services	1,425,432	1,356,118	963,030	946,780	963,030
Community Development	686,299	271,424	48,790	(35,900)	-
Miscellaneous	42,788	28,186	59,900	58,810	73,810
Debt Service	137,273	107,483	66,390	-	-
Environmental	-	-	87,950	-	-
Other Financing Uses	<u>-</u>	<u>6,802,496</u>	<u>291,510</u>	<u>291,510</u>	<u>291,510</u>
Total Expenditures	<u>30,247,525</u>	<u>36,009,746</u>	<u>27,967,210</u>	<u>28,607,910</u>	<u>28,605,480</u>
Net Increase (Decrease)	<u>2,499,506</u>	<u>(1,555,604)</u>	<u>12,360</u>	<u>(245,970)</u>	<u>7,780</u>

## Sources



## Uses



The General Fund accounts for the resources and expenditures used to carry out basic governmental activities of the City such as general government, public safety, public works, culture and recreation, and community development. Revenues include taxes, licenses and permits, intergovernmental, charges for services, fines and forfeits, investment earnings and other miscellaneous revenue.

### Revenues

Estimated 2011-2012 General Fund revenues are \$28.613 million in comparison to the adopted budget of \$27.97 million for the prior fiscal year. The \$600,000 or 2% increase in revenues is attributed primarily to the following:

- Increase in Franchise Fees.
- Increase in Fines & Forfeitures.

Taxes of \$23.9 million are the largest source of revenue representing 83.6 % of the General Fund resources. Charges for services of \$1.85 million is the second largest revenue source and includes service fees for general services, police, public works, parks and recreation and library services.

The remaining General Fund revenues of \$2.7 million include licenses and permits, intergovernmental revenue, fines and forfeits, investment earnings and other miscellaneous revenues that have also declined slightly from the previous year.

### Expenditures

General Fund budget appropriation of \$28.605 million represents a \$600,000 increase from the previous year. The primary contributing factor to this increase is the cost of retirement benefits passed through from CalPERS. The total costs for this retirement benefit is partially offset by employee contributions.

Departments have scrutinized their operations and have made their appropriation requests to maintain the current level of service. Due to limited resources, service levels shall not increase over 2010/2011 levels.

The County of Los Angeles reduced its fire contract by \$127,450 over the FY 2010-2011 budget amount.

## Transfers

The Lighting District receives a General Fund Transfer of \$199,500 due to the assessment not covering the cost of the service provided. This is a result of energy costs rising year over year and an assessment amount that remains flat per Proposition 218.

As mentioned previously, during the budget process one-time capital requests totaling \$375,000 are to be funded in this budget. The need to fund these projects result primarily from unfunded Federal/State mandates. Staff recommends establishing a Capital Projects Fund outside of the General Fund specifically for these projects to be funded from General Fund Reserves. Since these are one-time costs it is appropriate to use reserves. The recommended projects are;

(1) Resurfacing of Jail Flooring	\$22,000
(2) Ergonomic Furniture for the Police Department	\$38,400
(3) New Traffic Control Signs (50% of total cost)	\$39,600
(4) Pedestrian Operated Traffic Control Devices (50% of total cost)	\$90,000
(5) Traffic Control – Protected Left-Turn Signal	<u>\$185,000</u>
Total	<u>\$375,000</u>

The fund balance of the General Fund as adopted is projected to be \$11.9 million as of June 30, 2012. This includes funding for the aforementioned Capital Improvement Projects. This unreserved designations amount is further designated by the City as follows:

### Established by management intent

Emergency Contingency to equal 20% of operating expenditure	\$5.7 million
Undesignated Fund Balance	\$6.2 million

Even though we present a balanced budget, the challenges to our revenues continues. Sales tax our #1 revenue source has stabilized and includes additional revenue expected from the new Lowe's store which opened in December 2010. At the same time we now expect that Toys R Us, Albertson's, Michael's and Petsmart shall close out during fiscal year 2011/2012 partially offsetting the gains in revenue resulting from Lowe's. In addition to sales tax, staff will keep a close watch on property tax revenue another large revenue source for the City. We shall periodically update the City Council of its performance.

## Personnel Changes

The following changes are recommended by staff and are included in this budget; (a) the Management Analyst in the Human Resources Department to be reclassified to Senior Human Resources Analyst (b) the Senior Accounting Clerk in Finance reclassified to Payroll Technician (c) Building Inspector II in Public Works to Senior Building Inspector (d) a second Police Captain to replace a vacated Sargent position and (e) an Administrative Technician in the Library to be reclassified as a Management Analyst (to be effective in January 2012).

## RESTRICTED FUNDS

Restricted funds account for revenues derived from specific taxes, intergovernmental payments, charges for services and other miscellaneous revenue sources. They are usually required by statute or local ordinance and/or resolution to finance particular functions, or activities. Restricted funds of the City are as follows:

- CDBG
- Law Enforcement Grant
- State Gas Tax
- Transit

- Air Quality
- Municipal Parking District
- Lighting District
- Landscape District
- Sewer District
- Community Facilities District
- Library Grant
- City Donation
- Transportation
- Development Impact
- Shoppers Lane Parking District
- Water Utility
- Water Capital
- Environmental
- Central Equipment
- Management Information Systems

Certain restricted funds do not generate sufficient revenues to fund ongoing costs. These funds include law enforcement grants, city lighting and landscape districts, library grants and the Shoppers Lane Parking District. Revenue levels in the General Fund are not in the position to continue to subsidize these costs. Very soon the city must either take action to increase revenues or cut services for these activities.

### **REDEVELOPMENT AGENCY**

Since the beginning of the 2011 calendar year Redevelopment in California has been under siege. There is legislation under consideration in Sacramento targeting Redevelopment for elimination. If such legislation is signed into law and survives all of the expected legal challenges there shall be significant impacts on the City of Covina and to the City's general fund which the Agency pays for services that it receives. The indirect costs for services and direct costs for employees who provide service to the Agency account for an expenditure of approximately \$1.5 million. Legislation is also being considered to reform local redevelopment agencies. Such legislation could affect how redevelopment agency funds are used and could also have similar detrimental impacts. Since the City and the Redevelopment Agency have a legal obligation to have a budget in place by July 1<sup>st</sup> this budget as presented makes the assumption that Covina's Redevelopment Agency will be intact for FY 2011-2012.

The Agency accounts for certain revenues (tax increments, charges for services, sale of property and bond proceeds) for economic development and low-moderate income housing. The Agency is legally separate from the City and has no taxing authority. Activities include administration, marketing, redevelopment, housing and neighborhood preservation. The following are funds of the Redevelopment Agency:

- LMIH-I (Low-Moderate Income Housing-Project Area I)
- LMIH-II (Low-Moderate Income Housing-Project Area II)
- Tax Allocation Debt-I (Debt Service-Project Area I)
- Tax Allocation Debt-II (Debt Service-Project Area II)
- Redevelopment Private-I (Private Improvements-Project Area I)
- Redevelopment Private-II (Private Improvements-Project Area II)
- Redevelopment Public-I (Public Improvements-Project Area I)
- Redevelopment Public-II (Public Improvements-Project Area II)

Low-moderate income housing funds are by law twenty percent of the tax increment generated by the Agency's project areas. These funds are used for housing related activities that benefit very low, low and moderate income residents. Tax allocation debt service funds account for the tax increment for the payment of outstanding bonds and certain loans. Redevelopment funds also account for bond proceeds and other revenue to provide for economic development to promote commercial, industrial, and business development. Certain

redevelopment funds are restricted to be used for public improvements only. During the previous fiscal year, the Agency was forced to pay \$2.54 million in Supplemental Education Revenue Augmentation Funds (SERAF) to the County with approximately an additional \$500,000 due in the current fiscal year. These funds generated from property taxes generated locally are used by the State to backfill payments to school districts as State general funds are not able to fully fund the State's obligation to schools. In order to meet this obligation, the project areas had to borrow funds from the Low/Moderate Income Housing Fund with payment due by 2015. This payment has a significant cash impact to the Agency and prevents it from doing projects that benefits the two project areas.

Respectively Submitted,

Daryl Parrish  
City Manager/Agency Executive Director

CITY OF COVINA, CALIFORNIA  
List of Principal Officials  
2011-2012

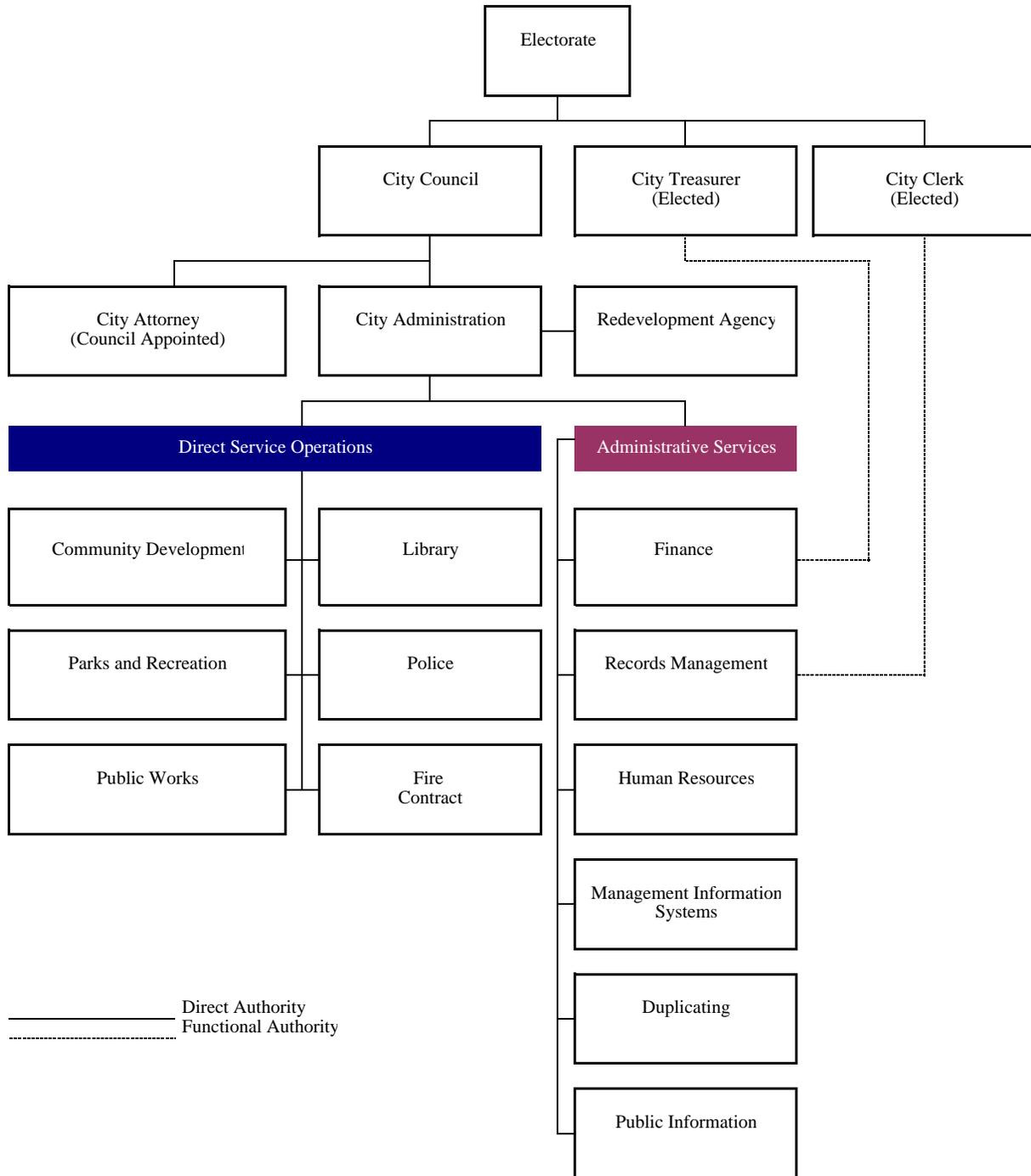
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<u>Elected Officials</u>	<u>Term Expires</u>
Mayor: John C. King	March 2013
Mayor Pro Tem: Kevin Stapleton	March 2013
Council Members: Walter Allen III Peggy Delach Bob Low	March 2015 March 2015 March 2013
City Clerk: * Kay Manning	March 2013
City Treasurer: John B. Fielding	March 2013
<u>Administrative Staff</u>	<u>Date of Hire</u>
City Manager: * Daryl Parrish	June 2009
City Attorney: * Edward W. Lee	January 2005
Finance Director: Dilu de Alwis	September 2009
Human Resources Director: Anthony Arroyo	September 2009
Police Chief: Kim Raney	December 1977
Fire Chief: ** Daryl L. Osby	February 2011
Public Works Director: Steve Henley	August 2006
Parks and Recreation Director: Amy Hall-McGrade	July 1983
Community Development Director: Robert Neuber	July 1990

\* Appointed by City Council

\*\* Appointed by Los Angeles County Fire District

CITY OF COVINA, CALIFORNIA  
Organizational Chart



\_\_\_\_\_ Direct Authority  
 - - - - - Functional Authority



CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>GENERAL FUND</b>					
<b>Revenues</b>					
Taxes	23,824,709	21,580,336	23,583,970	24,055,060	23,918,680
Licenses and Permits	210,009	408,891	390,650	402,500	452,500
Intergovernmental	765,207	971,713	897,230	953,700	958,700
Charges for Services	1,675,561	2,099,733	1,697,190	1,776,300	1,852,300
Fines and Forfeits	608,082	702,114	720,500	761,000	961,000
Investment Earnings	609,807	322,588	490,000	240,000	246,700
Miscellaneous	76,251	51,791	100,030	73,380	73,380
Other Financing Sources	<u>4,977,405</u>	<u>8,316,976</u>	<u>100,000</u>	<u>100,000</u>	<u>150,000</u>
Total Revenues	<u>32,747,031</u>	<u>34,454,142</u>	<u>27,979,570</u>	<u>28,361,940</u>	<u>28,613,260</u>
<b>Expenditures</b>					
General Government	3,575,606	3,126,869	2,944,410	3,048,200	2,988,030
Public Safety	20,580,800	20,897,663	20,505,980	21,027,420	20,872,060
Public Works	1,565,204	1,186,131	799,080	1,011,390	993,610
Culture and Recreation	3,659,555	3,589,494	3,163,200	3,339,750	3,386,460
Community Development	686,299	271,424	48,790	(169,170)	-
Miscellaneous	42,788	28,186	59,900	58,810	73,810
Debt Service	137,273	107,483	66,390	-	-
Other Financing Uses	-	6,802,496	291,510	291,510	291,510
Environmental Service	-	-	87,950	-	-
Total Expenditures	<u>30,247,525</u>	<u>36,009,746</u>	<u>27,967,210</u>	<u>28,607,910</u>	<u>28,605,480</u>
Net Increase (Decrease) in Fund Balance	<u>2,499,506</u>	<u>(1,555,604)</u>	<u>12,360</u>	<u>(245,970)</u>	<u>7,780</u>

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Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>LMIH</b>					
<b>Revenues</b>					
Taxes	1,812,544	1,746,002	1,738,000	1,706,800	1,706,800
Intergovernmental	2,178	2,113	-	-	-
Investment Earnings	378,661	243,098	66,800	39,800	39,800
Miscellaneous	681,793	360	44,000	44,000	44,000
Other Financing Sources	<u>646,330</u>	-	-	-	-
Total Revenues	<u>3,521,506</u>	<u>1,991,573</u>	<u>1,848,800</u>	<u>1,790,600</u>	<u>1,790,600</u>
<b>Expenditures</b>					
Redevelopment and Housing	853,572	1,235,684	1,264,240	2,165,970	2,238,400
Debt Service	<u>396,284</u>	<u>393,736</u>	<u>406,280</u>	<u>395,720</u>	<u>395,720</u>
Total Expenditures	<u>1,249,856</u>	<u>1,629,420</u>	<u>1,670,520</u>	<u>2,561,690</u>	<u>2,634,120</u>
Net Increase (Decrease) in Fund Balance	<u>2,271,650</u>	<u>362,153</u>	<u>178,280</u>	<u>(771,090)</u>	<u>(843,520)</u>
<b>CDBG</b>					
<b>Revenues</b>					
Intergovernmental	544,780	720,800	464,990	444,860	470,810
Investment Earnings	11	-	-	-	-
Miscellaneous	18,928	-	-	-	-
Other Financing Sources	<u>101,922</u>	<u>15,628</u>	<u>54,630</u>	-	-
Total Revenues	<u>665,641</u>	<u>736,428</u>	<u>519,620</u>	<u>444,860</u>	<u>470,810</u>
<b>Expenditures</b>					
Redevelopment and Housing	<u>600,276</u>	<u>727,650</u>	<u>519,510</u>	<u>506,020</u>	<u>525,420</u>
Total Expenditures	<u>600,276</u>	<u>727,650</u>	<u>519,510</u>	<u>506,020</u>	<u>525,420</u>
Net Increase (Decrease) in Fund Balance	<u>65,365</u>	<u>8,778</u>	<u>110</u>	<u>(61,160)</u>	<u>(54,610)</u>

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Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>LIBRARY EQUIPMENT RESERVE</b>					
<b>Revenues</b>					
Charges for Services	5,245	4,587	5,000	2,000	2,000
Investment Earnings	237	377	-	-	-
Other Financing Sources	<u>11,604</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>17,086</u>	<u>4,964</u>	<u>5,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Expenditures</b>					
Culture and Recreation	<u>1,327</u>	<u>3,602</u>	<u>4,860</u>	<u>1,970</u>	<u>1,970</u>
Total Expenditures	<u>1,327</u>	<u>3,602</u>	<u>4,860</u>	<u>1,970</u>	<u>1,970</u>
Net Increase (Decrease) in Fund Balance	<u>15,759</u>	<u>1,362</u>	<u>140</u>	<u>30</u>	<u>30</u>
<b>DOWNTOWN DISTRICT</b>					
<b>Revenues</b>					
Taxes	7,723	7,812	8,750	8,750	8,750
Investment Earnings	17	-	-	-	-
Other	<u>13,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>20,974</u>	<u>7,812</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<b>Expenditures</b>					
Miscellaneous	<u>13,845</u>	<u>10,142</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
Total Expenditures	<u>13,845</u>	<u>10,142</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
Net Increase (Decrease) in Fund Balance	<u>7,129</u>	<u>(2,330)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>PROSPERO PARK DISTRICT</b>					
<b>Revenues</b>					
Taxes	7,216	7,875	9,000	9,000	9,000
Investment Earnings	64	11	-	-	-
Other	<u>563</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>7,843</u>	<u>7,886</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
<b>Expenditures</b>					
Miscellaneous	<u>7,830</u>	<u>7,899</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Total Expenditures	<u>7,830</u>	<u>7,899</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Net Increase (Decrease) in Fund Balance	<u>13</u>	<u>(13)</u>	<u>-</u>	<u>-</u>	<u>-</u>

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>LAW ENFORCEMENT GRANT</b>					
<b>Revenues</b>					
Intergovernmental	218,789	470,570	136,010	119,420	119,420
Charges for Services	29,914	14,702	36,000	36,000	36,000
Investment Earnings	4,950	2,956	-	-	-
Other Financing Sources	184,013	45	96,300	96,300	96,300
Total Revenues	<u>437,666</u>	<u>488,273</u>	<u>268,310</u>	<u>251,720</u>	<u>251,720</u>
<b>Expenditures</b>					
Public Safety	353,721	407,506	232,310	264,400	304,400
Total Expenditures	<u>353,721</u>	<u>407,506</u>	<u>232,310</u>	<u>264,400</u>	<u>304,400</u>
Net Increase (Decrease) in Fund Balance	<u>83,945</u>	<u>80,767</u>	<u>36,000</u>	<u>(12,680)</u>	<u>(52,680)</u>
<b>RED LIGHT CAMERA PROGRAM</b>					
<b>Revenues</b>					
Fines and Forfeits	265,978	491,871	194,220	194,220	194,220
Investment Earnings	208	4,493	-	-	-
Total Revenues	<u>266,186</u>	<u>496,364</u>	<u>194,220</u>	<u>194,220</u>	<u>194,220</u>
<b>Expenditures</b>					
Public Safety	215,427	-	194,220	194,220	194,220
Other Financing Sources	-	-	100,000	100,000	150,000
Total Expenditures	<u>215,427</u>	<u>-</u>	<u>194,220</u>	<u>294,220</u>	<u>344,220</u>
Net Increase (Decrease) in Fund Balance	<u>50,759</u>	<u>496,364</u>	<u>-</u>	<u>(100,000)</u>	<u>(150,000)</u>
<b>NARCOTIC SEIZURE</b>					
<b>Revenues</b>					
Intergovernmental	1,922	25,873	-	-	-
Investment Earnings	5,617	2,818	1,000	-	-
Miscellaneous	23,595	-	-	-	-
Total Revenues	<u>31,134</u>	<u>28,691</u>	<u>1,000</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>31,134</u>	<u>28,691</u>	<u>1,000</u>	<u>-</u>	<u>-</u>

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>STATE GAS TAX</b>					
<b>Revenues</b>					
Intergovernmental	787,394	801,646	776,000	790,000	790,000
Investment Earnings	12,784	7,135	9,900	9,900	9,900
Total Revenues	<u>800,178</u>	<u>808,781</u>	<u>785,900</u>	<u>799,900</u>	<u>799,900</u>
<b>Expenditures</b>					
Public Works	803,706	953,590	813,190	813,190	813,190
Total Expenditures	<u>803,706</u>	<u>953,590</u>	<u>813,190</u>	<u>813,190</u>	<u>813,190</u>
Net Increase (Decrease) in Fund Balance	<u>(3,528)</u>	<u>(144,809)</u>	<u>(27,290)</u>	<u>(13,290)</u>	<u>(13,290)</u>
<b>TRANSIT</b>					
<b>Revenues</b>					
Intergovernmental	717,172	945,096	1,065,000	1,242,040	1,242,040
Charges for Services	228,203	221,225	220,000	180,000	180,000
Investment Earnings	53,904	40,349	17,000	40,000	40,000
Miscellaneous	36	(412)	-	-	-
Other Financing Sources	6,272	145,958	-	-	-
Total Revenues	<u>1,005,587</u>	<u>1,352,216</u>	<u>1,302,000</u>	<u>1,462,040</u>	<u>1,462,040</u>
<b>Expenditures</b>					
Transit	835,989	903,521	1,970,260	1,831,590	2,132,400
Total Expenditures	<u>835,989</u>	<u>903,521</u>	<u>1,970,260</u>	<u>1,831,590</u>	<u>2,132,400</u>
Net Increase (Decrease) in Fund Balance	<u>169,598</u>	<u>448,695</u>	<u>(668,260)</u>	<u>(369,550)</u>	<u>(670,360)</u>
<b>AIR QUALITY</b>					
<b>Revenues</b>					
Intergovernmental	57,680	56,094	58,000	246,090	246,090
Investment Earnings	4,524	4,093	4,500	4,100	4,100
Other Financing Sources	1,640	-	-	-	-
Total Revenues	<u>63,844</u>	<u>60,187</u>	<u>62,500</u>	<u>250,190</u>	<u>250,190</u>
<b>Expenditures</b>					
Public Works	25,500	30,533	143,300	397,980	397,980
Total Expenditures	<u>25,500</u>	<u>30,533</u>	<u>143,300</u>	<u>397,980</u>	<u>397,980</u>
Net Increase (Decrease) in Fund Balance	<u>38,344</u>	<u>29,654</u>	<u>(80,800)</u>	<u>(147,790)</u>	<u>(147,790)</u>

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>ENVIRONMENTAL SERVICES GRANT</b>					
<b>Revenues</b>					
Intergovernmental	16,119	26,444	221,580	226,750	226,750
Investment Earnings	1,181	845	-	-	-
Other Financing Sources	48,692	-	-	-	-
Total Revenues	<u>65,992</u>	<u>27,289</u>	<u>221,580</u>	<u>226,750</u>	<u>226,750</u>
<b>Expenditures</b>					
Environmental Services	27,976	16,708	221,580	226,750	226,750
Total Expenditures	<u>27,976</u>	<u>16,708</u>	<u>221,580</u>	<u>226,750</u>	<u>226,750</u>
Net Increase (Decrease) in Fund Balance	<u>38,016</u>	<u>10,581</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>MUNICIPAL PARKING DISTRICT</b>					
<b>Revenues</b>					
Taxes	26,434	24,113	28,220	24,310	24,310
Intergovernmental	11	10	20	10	10
Charges for Services	64,591	85,824	73,000	111,380	111,380
Investment Earnings	8,942	5,232	5,000	5,200	5,200
Miscellaneous	(666)	(622)	-	-	-
Total Revenues	<u>99,312</u>	<u>114,557</u>	<u>106,240</u>	<u>140,900</u>	<u>140,900</u>
<b>Expenditures</b>					
Public Works	137,980	156,957	147,390	154,530	154,530
Total Expenditures	<u>137,980</u>	<u>156,957</u>	<u>147,390</u>	<u>154,530</u>	<u>154,530</u>
Net Increase (Decrease) in Fund Balance	<u>(38,668)</u>	<u>(42,400)</u>	<u>(41,150)</u>	<u>(13,630)</u>	<u>(13,630)</u>
<b>LIGHTING DISTRICT</b>					
<b>Revenues</b>					
Special Assessments	122,021	125,494	122,500	122,500	122,500
Other Financing Sources	138,628	123,097	92,160	92,160	73,500
Total Revenues	<u>260,649</u>	<u>248,591</u>	<u>214,660</u>	<u>214,660</u>	<u>196,000</u>
<b>Expenditures</b>					
Public Works	231,044	192,641	214,660	244,660	244,660
Total Expenditures	<u>231,044</u>	<u>192,641</u>	<u>214,660</u>	<u>244,660</u>	<u>244,660</u>
Net Increase (Decrease) in Fund Balance	<u>29,605</u>	<u>55,950</u>	<u>-</u>	<u>(30,000)</u>	<u>(48,660)</u>

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>LANDSCAPE DISTRICT</b>					
<b>Revenues</b>					
Special Assessments	111,433	116,248	113,900	113,900	113,900
Investment Earnings	3,799	51	1,200	1,200	1,200
Other Financing Sources	-	770	-	-	-
Total Revenues	<u>115,232</u>	<u>117,069</u>	<u>115,100</u>	<u>115,100</u>	<u>115,100</u>
<b>Expenditures</b>					
Public Works	140,479	142,961	147,940	149,540	149,540
Total Expenditures	<u>140,479</u>	<u>142,961</u>	<u>147,940</u>	<u>149,540</u>	<u>149,540</u>
Net Increase (Decrease) in Fund Balance	<u>(25,247)</u>	<u>(25,892)</u>	<u>(32,840)</u>	<u>(34,440)</u>	<u>(34,440)</u>
<b>SEWER DISTRICT</b>					
<b>Revenues</b>					
Charges for Services	1,156	5,982	4,000	50,000	50,000
Special Assessments	531,538	961,744	1,170,000	1,250,000	1,250,000
Investment Earnings	3,990	103,184	110,000	110,000	110,000
Miscellaneous	-	2,991	-	-	-
Other Financing Sources	218,190	437,501	-	-	-
Total Revenues	<u>754,874</u>	<u>1,511,402</u>	<u>1,284,000</u>	<u>1,410,000</u>	<u>1,410,000</u>
<b>Expenditures</b>					
Public Works	270,453	834,668	13,231,640	13,151,800	13,160,800
Debt Service	-	469,092	760,420	1,007,300	1,007,300
Total Expenditures	<u>270,453</u>	<u>1,303,760</u>	<u>13,992,060</u>	<u>14,159,100</u>	<u>14,168,100</u>
Net Increase (Decrease) in Fund Balance	<u>484,421</u>	<u>207,642</u>	<u>(12,708,060)</u>	<u>(12,749,100)</u>	<u>(12,758,100)</u>
<b>LIBRARY GRANT</b>					
<b>Revenues</b>					
Intergovernmental	36,492	52,412	47,140	20,000	20,000
Investment Earnings	57	10	-	-	-
Miscellaneous	10,142	3,660	23,160	4,000	4,000
Other Financing Sources	139,738	576	44,170	44,170	44,170
Total Revenues	<u>186,429</u>	<u>56,658</u>	<u>114,470</u>	<u>68,170</u>	<u>68,170</u>
<b>Expenditures</b>					
Culture and Recreation	121,563	58,329	112,670	68,170	68,170
Total Expenditures	<u>121,563</u>	<u>58,329</u>	<u>112,670</u>	<u>68,170</u>	<u>68,170</u>
Net Increase (Decrease) in Fund Balance	<u>64,866</u>	<u>(1,671)</u>	<u>1,800</u>	<u>-</u>	<u>-</u>

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>PUBLIC EDUCATION IN GOVERNMENT</b>					
<b>Revenues</b>					
Investment Earnings	-	153	-	-	-
Miscellaneous	10,987	47,694	41,000	41,000	45,000
Total Revenues	<u>10,987</u>	<u>47,847</u>	<u>41,000</u>	<u>41,000</u>	<u>45,000</u>
<b>Expenditures</b>					
General Government	35,264	-	18,000	-	-
Total Expenditures	<u>35,264</u>	<u>-</u>	<u>18,000</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>(24,277)</u>	<u>47,847</u>	<u>23,000</u>	<u>41,000</u>	<u>45,000</u>
<b>CITY DONATION</b>					
<b>Revenues</b>					
Intergovernmental	-	268	-	-	-
Charges for Services	-	2,430	3,000	3,000	3,000
Investment Earnings	11,799	7,504	-	-	-
Miscellaneous	20,767	19,857	9,060	36,390	36,390
Other Financing Sources	-	18,823	-	-	-
Total Revenues	<u>32,566</u>	<u>48,882</u>	<u>12,060</u>	<u>39,390</u>	<u>39,390</u>
<b>Expenditures</b>					
Culture and Recreation	37,826	13,285	12,060	39,390	39,390
Total Expenditures	<u>37,826</u>	<u>13,285</u>	<u>12,060</u>	<u>39,390</u>	<u>39,390</u>
Net Increase (Decrease) in Fund Balance	<u>(5,260)</u>	<u>35,597</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TAX ALLOCATION DEBT</b>					
<b>Revenues</b>					
Taxes	5,953,810	3,165,345	5,264,550	5,741,200	5,741,200
Intergovernmental	13,003	12,680	-	-	-
Investment Earnings	167,719	113,913	49,200	11,000	11,000
Other Financing Sources	-	-	522,450	-	-
Total Revenues	<u>6,134,532</u>	<u>3,291,938</u>	<u>5,836,200</u>	<u>5,752,200</u>	<u>5,752,200</u>
<b>Expenditures</b>					
Debt Service	3,792,883	-	6,147,910	6,563,120	6,563,120
Total Expenditures	<u>3,792,883</u>	<u>-</u>	<u>6,147,910</u>	<u>6,563,120</u>	<u>6,563,120</u>
Net Increase (Decrease) in Fund Balance	<u>2,341,649</u>	<u>3,291,938</u>	<u>(311,710)</u>	<u>(810,920)</u>	<u>(810,920)</u>

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>DEVELOPMENT IMPACT</b>					
<b>Revenues</b>					
Charges for Services	73,440	61,335	-	-	-
Investment Earnings	10,195	6,014	-	-	-
Total Revenues	<u>83,635</u>	<u>67,349</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>83,635</u>	<u>67,349</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>PARK DEVELOPMENT</b>					
<b>Revenues</b>					
Intergovernmental	27,951	10,390	-	-	-
Investment Earnings	4,321	4,937	1,200	1,200	1,200
Other Financing Sources	216,735	74,777	-	-	-
Total Revenues	<u>249,007</u>	<u>90,104</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>Expenditures</b>					
Culture and Recreation	18,686	10,389	-	-	-
Total Expenditures	<u>18,686</u>	<u>10,389</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>230,321</u>	<u>79,715</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>TRANSPORTATION</b>					
<b>Revenues</b>					
Intergovernmental	2,321,988	-	1,694,780	1,645,150	1,645,150
Charges for Services	904	904	-	-	-
Investment Earnings	64,979	34,787	1,000	5,000	5,000
Other Financing Sources	749,628	(66,745)	315,000	-	-
Total Revenues	<u>3,137,499</u>	<u>(31,054)</u>	<u>2,010,780</u>	<u>1,650,150</u>	<u>1,650,150</u>
<b>Expenditures</b>					
Public Works	764,268	2,512,001	1,014,890	990,000	990,000
Transit	28,366	166,707	445,560	791,680	791,680
Debt Service	496,375	492,875	493,880	483,500	483,500
Total Expenditures	<u>1,289,009</u>	<u>3,171,583</u>	<u>1,954,330</u>	<u>2,265,180</u>	<u>2,265,180</u>
Net Increase (Decrease) in Fund Balance	<u>1,848,490</u>	<u>(3,202,637)</u>	<u>56,450</u>	<u>(615,030)</u>	<u>(615,030)</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>SHOPPERS LANE PARKING DISTRICT</b>					
<b>Revenues</b>					
Taxes	1,045	1,224	1,100	1,100	1,100
Investment Earnings	1	-	-	-	-
Other Financing Sources	38,048	2,845	-	-	-
Total Revenues	<u>39,094</u>	<u>4,069</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
<b>Expenditures</b>					
Public Works	21,436	1,100	5,350	4,250	4,250
Total Expenditures	<u>21,436</u>	<u>1,100</u>	<u>5,350</u>	<u>4,250</u>	<u>4,250</u>
Net Increase (Decrease) in Fund Balance	<u>17,658</u>	<u>2,969</u>	<u>(4,250)</u>	<u>(3,150)</u>	<u>(3,150)</u>
<b>REDEVELOPMENT</b>					
<b>Revenues</b>					
Charges for Services	498,084	498,084	498,080	498,080	498,080
Investment Earnings	541,151	-	305,360	190,800	186,110
Miscellaneous	109,765	41,002	93,750	16,000	16,000
Other Financing Sources	7,099,978	5,544,000	2,490,000	2,725,330	2,725,330
Total Revenues	<u>8,248,978</u>	<u>6,083,086</u>	<u>3,387,190</u>	<u>3,430,210</u>	<u>3,425,520</u>
<b>Expenditures</b>					
Redevelopment and Housing	4,460,238	2,300,628	3,126,890	4,684,760	4,159,240
Total Expenditures	<u>4,460,238</u>	<u>2,300,628</u>	<u>3,126,890</u>	<u>4,684,760</u>	<u>4,159,240</u>
Net Increase (Decrease) in Fund Balance	<u>3,788,740</u>	<u>3,782,458</u>	<u>260,300</u>	<u>(1,254,550)</u>	<u>(733,720)</u>
<b>LAND PROCEEDS</b>					
<b>Revenues</b>					
Charges for Services	430,947	358,300	349,140	194,000	194,000
Investment Earnings	98,226	46,895	32,000	15,000	15,000
Miscellaneous	34,359	-	-	-	-
Total Revenues	<u>563,532</u>	<u>405,195</u>	<u>381,140</u>	<u>209,000</u>	<u>209,000</u>
<b>Expenditures</b>					
Land Proceeds	35,059	1,320,778	-	-	-
Total Expenditures	<u>35,059</u>	<u>1,320,778</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>528,473</u>	<u>(915,583)</u>	<u>381,140</u>	<u>209,000</u>	<u>209,000</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>WATER UTILITY</b>					
<b>Revenues</b>					
Water Revenue	4,692,946	5,889,804	6,257,000	8,313,000	8,313,000
Refuse/Waste Revenue	-	84			
Investment Earnings	225,411	(11,335)	35,000	35,000	35,000
Miscellaneous	-	(33,717)	-	-	-
Other Financing Sources	<u>2,452,837</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>7,371,194</u>	<u>5,844,836</u>	<u>6,292,000</u>	<u>8,348,000</u>	<u>8,348,000</u>
<b>Expenditures</b>					
Water Utility	4,234,445	4,840,678	6,301,450	7,273,770	7,312,760
Debt Service	95,534	-	250,790	1,181,400	1,181,400
Total Expenditures	<u>4,329,979</u>	<u>4,840,678</u>	<u>6,552,240</u>	<u>8,455,170</u>	<u>8,494,160</u>
Net Increase (Decrease) in Fund Balance	<u>3,041,215</u>	<u>1,004,158</u>	<u>(260,240)</u>	<u>(107,170)</u>	<u>(146,160)</u>
<b>WATER CAPITAL</b>					
<b>Revenues</b>					
Charges for Services	-	825			
Water Revenue	767,518	735,091	720,000	500,000	500,000
Investment Earnings	78,123	-	-	-	-
Total Revenues	<u>845,641</u>	<u>735,916</u>	<u>720,000</u>	<u>500,000</u>	<u>500,000</u>
<b>Expenditures</b>					
Water Capital	9,736	46,940	2,703,540	11,056,100	11,056,100
Debt Service	-	-	-	489,700	489,700
Total Expenditures	<u>9,736</u>	<u>46,940</u>	<u>2,703,540</u>	<u>11,545,800</u>	<u>11,545,800</u>
Net Increase (Decrease) in Fund Balance	<u>835,905</u>	<u>688,976</u>	<u>(1,983,540)</u>	<u>(11,045,800)</u>	<u>(11,045,800)</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>ENVIRONMENTAL</b>					
<b>Revenues</b>					
Licenses and Permits	180	180	150	87,090	87,090
Intergovernmental	9,797	-	-	-	-
Charges for Services	525	4,520	16,480	16,480	16,950
Refuse/Waste Revenue	3,844,472	3,730,708	3,616,090	2,833,640	980,750
Investment Earnings	2,045	2,633	500	500	500
Other Financing Sources	4,419	5,211	-	-	-
Total Revenues	<u>3,861,438</u>	<u>3,743,252</u>	<u>3,633,220</u>	<u>2,937,710</u>	<u>1,085,290</u>
<b>Expenditures</b>					
Environmental Protection	<u>3,835,456</u>	<u>3,583,739</u>	<u>3,805,520</u>	<u>2,916,260</u>	<u>1,075,820</u>
Total Expenditures	<u>3,835,456</u>	<u>3,583,739</u>	<u>3,805,520</u>	<u>2,916,260</u>	<u>1,075,820</u>
Net Increase (Decrease) in Fund Balance	<u>25,982</u>	<u>159,513</u>	<u>(172,300)</u>	<u>21,450</u>	<u>9,470</u>
<b>CENTRAL EQUIPMENT</b>					
<b>Revenues</b>					
Central Equipment Charges	1,370,289	1,369,118	1,330,120	1,446,170	1,399,590
Investment Earnings	50,643	25,693	25,000	25,000	-
Miscellaneous	6,388	-	-	-	-
Total Revenues	<u>1,427,320</u>	<u>1,394,811</u>	<u>1,355,120</u>	<u>1,471,170</u>	<u>1,399,590</u>
<b>Expenditures</b>					
Central Equipment	1,172,124	1,049,525	1,338,520	1,405,520	1,375,810
Other Financing Sources	-	1,000,000	-	-	-
Total Expenditures	<u>1,172,124</u>	<u>2,049,525</u>	<u>1,338,520</u>	<u>1,405,520</u>	<u>1,375,810</u>
Net Increase (Decrease) in Fund Balance	<u>255,196</u>	<u>(654,714)</u>	<u>16,600</u>	<u>65,650</u>	<u>23,780</u>
<b>MANAGEMENT INFORMATION SYSTEMS</b>					
<b>Revenues</b>					
MIS Charges	1,097,688	1,199,440	1,108,550	1,108,550	1,108,550
Investment Earnings	31,511	26,699	22,000	22,000	22,000
Total Revenues	<u>1,129,199</u>	<u>1,226,139</u>	<u>1,130,550</u>	<u>1,130,550</u>	<u>1,130,550</u>
<b>Expenditures</b>					
Management Information Systems	817,328	820,857	1,105,490	1,597,300	1,466,800
Debt Service	29,191	5,902	-	-	-
Total Expenditures	<u>846,519</u>	<u>826,759</u>	<u>1,105,490</u>	<u>1,597,300</u>	<u>1,466,800</u>
Net Increase (Decrease) in Fund Balance	<u>282,680</u>	<u>399,380</u>	<u>25,060</u>	<u>(466,750)</u>	<u>(336,250)</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>CAPITAL PROJECTS FUND</b>					
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Public Safety	-	-	-	-	60,410
Public Works	-	-	-	-	314,600
Total Expenditures	-	-	-	-	375,010
Net Increase (Decrease) in Fund Balance	-	-	-	-	(375,010)

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Budget Summary by Program Expenditure

	Personal Services	Professional and Technical	Property Services	Other Services and Charges	Supplies
General Government	2,449,950	1,467,960	149,160	751,830	50,090
Public Safety	11,234,230	8,737,870	427,900	747,140	233,950
Public Works	1,799,100	303,650	1,241,150	337,110	102,800
Culture and Recreation	2,229,840	425,590	500,450	245,540	199,540
Community Development	234,320	77,740	15,650	48,580	7,520
Transit	164,460	122,750	536,200	622,100	4,500
Redevelopment and Housing	977,430	361,060	736,090	3,522,310	11,710
Water Utility	1,165,660	562,910	393,720	518,550	3,577,150
Environmental Protection	318,370	65,710	363,250	97,350	63,400
Central Equipment	402,270	16,890	80,400	6,330	480,400
Management Information System:	504,520	316,000	399,800	9,860	82,210
Miscellaneous	-	1,000	-	53,280	-
Debt Service	-	108,800	-	-	-
Other Financing Uses	-	-	-	-	-
Total Expenditures	<u>21,480,150</u>	<u>12,567,930</u>	<u>4,843,770</u>	<u>6,959,980</u>	<u>4,813,270</u>

Capital Outlay	Debt Service	Contingency	Interdepartmental	Other Financing Uses	Total
-	-	-	(1,880,950)	-	2,988,040
60,140	-	-	(10,410)	150,000	21,580,820
14,370,190	-	-	(930,840)	-	17,223,160
25,560	-	-	(130,530)	-	3,495,990
-	-	-	(383,810)	-	-
325,000	-	-	549,070	600,000	2,924,080
-	-	-	1,314,520	-	6,923,120
11,049,160	-	-	1,101,720	-	18,368,870
-	-	-	394,490	-	1,302,570
537,700	-	-	(148,180)	-	1,375,810
70,010	-	-	84,400	-	1,466,800
-	-	50,000	(12,720)	-	91,560
-	7,138,230	-	148,370	2,725,330	10,120,730
-	-	-	-	291,510	291,510
<u>26,437,760</u>	<u>7,138,230</u>	<u>50,000</u>	<u>95,130</u>	<u>3,766,840</u>	<u>88,153,060</u>



CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: General Fund

Account No: 1000

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Taxes</b>					
40120 Secured Property Tax-Current	4,741,760	4,684,666	4,694,600	4,788,490	4,788,490
40140 Unsecured Property Tax-Current	314,612	13,903	75,000	150,000	150,000
40160 Secured/Unsecured-Prior Year	8,617	(43,200)	-	-	-
40180 Supplemental Roll-Current Year	203,556	138,924	200,000	120,000	120,000
40185 Supplemental Roll-Prior Year	(36)	(1,870)	-	-	-
40187 Property Tax In-Lieu MVL	3,769,834	3,695,763	3,622,220	3,632,990	3,632,990
40190 Interest on Property Tax	37,698	56,417	65,000	60,000	60,000
40195 SB211 Pass-Throughs	52,299	138,489	150,000	150,000	150,000
40199 ERAF Transfer	(432)	-	-	-	-
40200 Sales Tax	5,190,154	4,661,397	5,255,500	5,413,170	5,282,170
40210 In-Lieu of Sales Tax	2,116,023	1,252,787	1,718,500	1,786,210	1,780,830
40300 Transient Occupancy Tax	340,175	356,027	370,000	350,000	350,000
40400 Property Transfer Tax	113,113	133,114	150,000	120,000	120,000
40500 Business Registration Tax	330,229	354,496	400,000	430,000	430,000
40520 Business Registration Changes	301	130	150	-	-
40540 Business Registration Downtown	-	60	-	-	-
40550 Business Registration Prospero	-	52	-	-	-
40590 Business Registration Penalty	17,534	12,951	15,000	12,000	12,000
40700 Utility Users Tax	5,274,912	4,977,442	5,698,000	5,600,000	5,600,000
40820 Franchise Tax-Cable TV	152,876	186,321	160,000	200,000	200,000
40840 Franchise Tax-Electric	232,527	224,035	250,000	225,000	225,000
40860 Franchise Tax-Gas	187,505	107,670	125,000	125,000	125,000
40870 Franchise Tax-Towing	359,988	215,986	240,000	225,000	225,000
40880 Franchise Tax-Refuse	356,133	343,811	360,000	567,200	567,200
40890 Franchise Tax-Other	25,331	70,965	35,000	100,000	100,000
Total Taxes	<u>23,824,709</u>	<u>21,580,336</u>	<u>23,583,970</u>	<u>24,055,060</u>	<u>23,918,680</u>
<b>Licenses and Permits</b>					
41100 Animal Licenses	6,949	1,462	-	-	-
41190 Application Fee - IWP	-	5,265	1,500	-	-
41200 Building Permits	120,393	239,772	150,000	200,000	225,000
41220 Electrical Permits	26,118	51,002	45,000	50,000	55,000
41240 Plumbing Permits	20,851	27,247	30,000	45,000	50,000
41260 Mechanical Permits	15,706	25,369	19,150	45,000	50,000
41300 Engineering Permits	19,077	39,506	25,000	55,000	65,000
41990 Permit/Inspection Fees -IWP	915	19,268	120,000	7,500	7,500
Total Licenses and Permits	<u>210,009</u>	<u>408,891</u>	<u>390,650</u>	<u>402,500</u>	<u>452,500</u>

CITY OF COVINA, CALIFORNIA

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Revenue Detail

Fund: General Fund

Account No: 1000

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Intergovernmental</b>					
42100 Homeowners Exemption	43,275	41,887	40,000	40,000	40,000
42105 State Mandated Reimbursement	(140,627)	182,385	93,560	75,000	75,000
42115 Public Safety Augmentation	328,139	311,824	325,000	336,500	336,500
42117 POST Subvention	57,095	31,220	25,000	15,000	15,000
42118 Standards/Training-Corrections	5,002	5,885	5,720	1,000	1,000
42130 Vehicle In-Lieu Fees	168,956	145,828	160,000	185,000	160,000
42180 Library Services Grant	1,003	735	750	500	500
42185 Library Foundation Grant	16,872	17,547	-	-	-
42190 Other State Grants/Subventions	4,779	2,416	-	-	-
42240 Prop A Discretionary	30,000	-	41,000	33,000	63,000
42290 Other County Grants-Subvention	-	5,651	-	-	-
42500 School District	206,948	215,883	181,200	242,700	242,700
42600 Other Grants	5,000	-	-	-	-
42990 Other Governmental Units	38,765	10,452	25,000	25,000	25,000
Total Intergovernmental	765,207	971,713	897,230	953,700	958,700
<b>Charges for Services</b>					
43000 Recording of Legal Documents	-	1,296	-	-	-
43010 Passport Fee	8,640	9,600	10,000	6,000	9,500
43011 Passport Photo Fee	2,361	2,435	2,000	1,500	2,000
43020 Returned Ck Fees	4,902	5,203	5,000	5,000	5,000
43022 License Processing Fees	116,820	122,044	160,000	163,200	163,200
43025 Workers Compensation Charges	277,805	214,996	300,000	300,000	300,000
43026 Property Damage Charges	33,181	37,404	94,000	20,000	20,000
43050 Duplicating Charges	84,873	74,822	70,050	15,050	15,050
43080 Central Stores Sales	60	3	-	-	-
43100 Police Fee-Safe Alarm	-	55	-	-	-
43101 Police Fee-VIS	200	175	550	100	100
43113 Police Fee-VEH	670	760	500	500	500
43114 Police Fee-CIT	3,010	3,492	1,400	5,000	5,000
43116 Police Fee-Vehicle Impound	29,898	19,159	25,000	25,000	25,000
43118 Police Fee-TC/Crime Reports	1,049	556	800	800	800
43119 Police Fee-Other	41,485	47,969	43,120	50,000	50,000
43130 Finger Printing Fees	80	221	-	500	500
43140 Business/False Alarm Fees	18,564	42,002	30,000	35,000	35,000
43150 Overnight Parking Fees	74,231	91,986	120,000	120,000	170,000
43160 Hazard Materials Cleanup Fees	-	-	1,000	-	-
43190 Other Public Safety Charges	1,500	2,158	-	2,000	2,000
43200 Sale of Maps and Publications	730	402	-	100	100

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Revenue Detail

Fund: General Fund

Account No: 1000

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
43205 Bid Packages	3,295	725	300	300	300
43250 Engineer Services-Other	21,375	11,840	15,000	50,000	50,000
43290 Other Public Works Charges	322	420	1,500	1,500	1,500
43305 Volunteer Service Fees	2,730	(40)	-	-	-
43311 Community Special Event Fees	18,940	14,196	6,500	13,790	13,790
43313 Adult Sport Fees	11,112	-	-	-	-
43314 Youth Sport Fees	70,567	37,424	97,390	102,470	102,470
43315 Leisure Lifestyle Fees	219,845	226,820	200,000	220,000	220,000
43316 Cultural Excursion Fees	13,353	12,633	15,000	14,000	14,000
43317 Peewee Recreation Fees	12,390	79,708	47,820	53,150	53,150
43318 Youth/Teen Program Fees	1,275	715	1,000	1,300	1,300
43320 Park Facilities Fees	10,443	12,640	12,800	11,000	11,000
43326 Field Maintenance Fees	-	14,545	10,000	14,000	14,000
43327 Park Maintenance Fees	3,700	206	3,120	-	-
43328 Community Involvement	9,731	6,002	-	3,500	3,500
43337 Senior Programs	22,210	37,199	27,540	31,400	31,400
43340 Community Parade	6,331	9,176	7,600	7,000	7,000
43350 Aquatics	186,448	179,512	185,730	184,520	184,520
43380 Library Services	3,639	3,522	2,780	2,780	2,780
43385 Library Videos	19,779	16,794	15,340	15,340	15,340
43387 Lost/Damaged Book fees	9,909	8,131	12,000	5,500	5,500
43388 Library Late Charges	22,649	20,594	18,000	17,000	17,000
43400 Plan Review	166,491	489,566	13,850	118,000	125,000
43401 Plan Maint Fee	-	6	-	-	-
43405 Energy Plan Check Fee	5,772	88	-	-	-
43410 Zoning and Subdivision Fees	132,561	238,998	140,000	160,000	175,000
43441 Code Verification Fees	220	-	-	-	-
43500 Transit Fares	-	325	-	-	-
43800 Community Award Fees	415	1,250	500	-	-
Total Charges for Services	<u>1,675,561</u>	<u>2,099,733</u>	<u>1,697,190</u>	<u>1,776,300</u>	<u>1,852,300</u>
Fines and Forfeits					
44100 Court Fines	208,374	211,782	243,000	260,000	260,000
44200 Parking Fines	397,409	487,245	475,000	500,000	700,000
44800 Code Enforcement Fines	2,299	3,087	2,500	1,000	1,000
Total Fines and Forfeits	<u>608,082</u>	<u>702,114</u>	<u>720,500</u>	<u>761,000</u>	<u>961,000</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: General Fund

Account No: 1000

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
<b>Refuse/Waste Revenue</b>						
46385	Storm Water Inspection Fee	-	30	-	-	-
	Total Refuse/Waste Revenue	-	30	-	-	-
<b>Employee Benefits Charges</b>						
46890	Employee Benefits-Other	70	546	-	-	-
	Total Employee Benefits Charges	70	546	-	-	-
<b>Investment Earnings</b>						
47200	Interest on Investments	442,372	261,377	260,000	150,000	150,000
47300	Interest on Loans	176,049	190,590	230,000	75,000	81,700
47400	Interest on Advances-MIS	17,708	-	-	-	-
47410	Interest on Advances-Genl Fund	11,483	5,902	-	-	-
47500	UnrealizedGain (Loss)-Investmt	(37,805)	(135,281)	-	15,000	15,000
	Total Investment Earnings	609,807	322,588	490,000	240,000	246,700
<b>Miscellaneous</b>						
48100	Donations and Contributions	39,287	34,083	58,500	38,380	38,380
48790	Cash Overage/Shortage	(789)	1,524	-	-	-
48990	Other	37,753	15,608	41,530	35,000	35,000
	Total Miscellaneous	76,251	51,215	100,030	73,380	73,380
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	4,909,273	5,793,000	-	-	-
49120	Transfer-Special Revenue Fund	68,132	4,121	100,000	100,000	150,000
49170	Transfer-Internal Service Fund	-	1,718,000	-	-	-
49380	Inception of Capital Lease	-	486,788	-	-	-
49800	Other Financing Sources	-	315,067	-	-	-
	Total Other Financing Sources	4,977,405	8,316,976	100,000	100,000	150,000
	Total Revenues	<u>32,747,101</u>	<u>34,454,142</u>	<u>27,979,570</u>	<u>28,361,940</u>	<u>28,613,260</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: LMIH

Account No: 2050

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
<b>Taxes</b>						
40120	Secured Property Tax-Current	1,637,148	1,593,541	1,738,000	1,706,800	1,706,800
40140	Unsecured Property Tax-Current	116,484	146,061	-	-	-
40160	Secured/Unsecured-Prior Year	4,009	5,760	-	-	-
40180	Supplemental Roll-Current Year	39,881	2,736	-	-	-
40185	Supplemental Roll-Prior Year	15,022	(2,096)	-	-	-
	<b>Total Taxes</b>	<u>1,812,544</u>	<u>1,746,002</u>	<u>1,738,000</u>	<u>1,706,800</u>	<u>1,706,800</u>
<b>Intergovernmental</b>						
42100	Homeowners Exemption	3,251	3,171	-	-	-
	<b>Total Intergovernmental</b>	<u>3,251</u>	<u>3,171</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	353,058	243,098	66,800	39,800	39,800
47300	Interest on Loans	25,603	-	-	-	-
	<b>Total Investment Earnings</b>	<u>378,661</u>	<u>243,098</u>	<u>66,800</u>	<u>39,800</u>	<u>39,800</u>
<b>Miscellaneous</b>						
48650	Loan Reimbursements	681,793	360	-	-	-
48660	Advance Reimbursements	-	-	44,000	44,000	44,000
	<b>Total Miscellaneous</b>	<u>681,793</u>	<u>360</u>	<u>44,000</u>	<u>44,000</u>	<u>44,000</u>
<b>Other Financing Sources</b>						
49120	Transfer-Special Revenue Fund	646,330	-	-	-	-
	<b>Total Other Financing Sources</b>	<u>646,330</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>3,522,579</u>	<u>1,992,631</u>	<u>1,848,800</u>	<u>1,790,600</u>	<u>1,790,600</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: CDBG

Account No: 2100

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Intergovernmental						
42050	Community Development Block Gr	544,780	663,264	464,990	444,860	380,810
42095	ARRA Federal Stimulus Grants	-	57,536	-	-	90,000
	Total Intergovernmental	<u>544,780</u>	<u>720,800</u>	<u>464,990</u>	<u>444,860</u>	<u>470,810</u>
Investment Earnings						
47200	Interest on Investments	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous						
48100	Donations and Contributions	7,571	-	-	-	-
48600	Grant Reimbursements	11,357	-	-	-	-
	Total Miscellaneous	<u>18,928</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>101,922</u>	<u>15,628</u>	<u>54,630</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>101,922</u>	<u>15,628</u>	<u>54,630</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>665,641</u>	<u>736,428</u>	<u>519,620</u>	<u>444,860</u>	<u>470,810</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Cultural Arts Commission

Account No: 2179

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Investment Earnings						
47200	Interest on Investments	13	51	-	-	-
	Total Investment Earnings	13	51	-	-	-
Miscellaneous						
48100	Donations and Contributions	2,318	459	-	1,000	1,000
	Total Miscellaneous	2,318	459	-	1,000	1,000
Other Financing Sources						
49110	Transfer-General Fund	2,808	-	-	-	-
	Total Other Financing Sources	2,808	-	-	-	-
	Total Revenues	5,139	510	-	1,000	1,000

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Library Equipment Reserve

Account No: 2180

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Charges for Services						
43380	Library Services	5,245	4,587	5,000	2,000	2,000
	Total Charges for Services	5,245	4,587	5,000	2,000	2,000
Investment Earnings						
47200	Interest on Investments	237	377	-	-	-
	Total Investment Earnings	237	377	-	-	-
Other Financing Sources						
49110	Transfer-General Fund	11,604	-	-	-	-
	Total Other Financing Sources	11,604	-	-	-	-
	Total Revenues	17,086	4,964	5,000	2,000	2,000

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Police Evidence Money Reserve

Account No: 2181

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Investment Earnings						
47200	Interest on Investments	1,028	1,567	-	-	-
	Total Investment Earnings	1,028	1,567	-	-	-
Miscellaneous						
48990	Other	133,237	-	-	-	-
	Total Miscellaneous	133,237	-	-	-	-
	Total Revenues	134,265	1,567	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Downtown

Account No: 2186

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Taxes						
40540	Business Registration Downtown	<u>7,723</u>	<u>7,812</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
	Total Taxes	<u>7,723</u>	<u>7,812</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
Investment Earnings						
47200	Interest on Investments	<u>17</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>17</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous						
48990	Other	<u>13,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>13,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>20,974</u>	<u>7,812</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Prospero

Account No: 2187

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Taxes						
40550	Business Registration Prospero	<u>7,216</u>	<u>7,875</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
	Total Taxes	<u>7,216</u>	<u>7,875</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Investment Earnings						
47200	Interest on Investments	<u>64</u>	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>64</u>	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>563</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>563</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>7,843</u>	<u>7,886</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Law Enforcement Grants

Account No: 2200

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Intergovernmental</b>					
42010 LLEB Grant	8,235	-	36,010	-	-
42030 Cops in Schools	13,178	-	-	-	-
42031 COPS Grant	-	202,214	-	-	-
42035 Homeland Security Grant	25,011	22,123	-	-	-
42080 JAG GRANT	-	21,526	-	-	-
42090 Other Federal Grants	-	268	-	19,420	19,420
42095 ARRA Federal Stimulus Grants	-	85,787	-	-	-
42110 Supplemental Law	63,082	100,000	100,000	100,000	100,000
42190 Other State Grants/Subventions	11,136	-	-	-	-
42990 Other Governmental Units	98,147	38,652	-	-	-
<b>Total Intergovernmental</b>	<b>218,789</b>	<b>470,570</b>	<b>136,010</b>	<b>119,420</b>	<b>119,420</b>
<b>Charges for Services</b>					
43116 Police Fee-Vehicle Impound	29,914	14,702	36,000	36,000	36,000
<b>Total Charges for Services</b>	<b>29,914</b>	<b>14,702</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
<b>Investment Earnings</b>					
47200 Interest on Investments	4,950	2,956	-	-	-
<b>Total Investment Earnings</b>	<b>4,950</b>	<b>2,956</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources</b>					
49110 Transfer-General Fund	180,292	-	96,300	96,300	96,300
49120 Transfer-Special Revenue Fund	3,721	45	-	-	-
<b>Total Other Financing Sources</b>	<b>184,013</b>	<b>45</b>	<b>96,300</b>	<b>96,300</b>	<b>96,300</b>
<b>Total Revenues</b>	<b>437,666</b>	<b>488,273</b>	<b>268,310</b>	<b>251,720</b>	<b>251,720</b>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Red Light Camera Program

Account No: 2210

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Fines and Forfeits						
44150	Red Light Camera Fines	<u>265,978</u>	<u>491,871</u>	<u>194,220</u>	<u>194,220</u>	<u>194,220</u>
	Total Fines and Forfeits	<u>265,978</u>	<u>491,871</u>	<u>194,220</u>	<u>194,220</u>	<u>194,220</u>
Investment Earnings						
47200	Interest on Investments	<u>208</u>	<u>4,493</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>208</u>	<u>4,493</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>266,186</u>	<u>496,364</u>	<u>194,220</u>	<u>194,220</u>	<u>194,220</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Narcotic Seizure

Account No: 2220

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Intergovernmental						
42112	State Narcotic Seizure	1,922	25,873	-	-	-
	Total Intergovernmental	1,922	25,873	-	-	-
Investment Earnings						
47200	Interest on Investments	5,617	2,818	1,000	-	-
	Total Investment Earnings	5,617	2,818	1,000	-	-
Miscellaneous						
48990	Other	23,595	-	-	-	-
	Total Miscellaneous	20,056	-	-	-	-
	Total Revenues	27,595	28,691	1,000	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: State Gas Tax

Account No: 2300

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Intergovernmental						
42140	State Gas Tax (2105)	266,849	271,106	263,500	267,000	267,000
42141	State Gas Tax (2106)	159,384	163,215	155,000	162,000	162,000
42143	State Gas Tax (2107)	355,161	361,325	351,500	355,000	355,000
42144	State Gas Tax (2107.5)	6,000	6,000	6,000	6,000	6,000
	Total Intergovernmental	<u>787,394</u>	<u>801,646</u>	<u>776,000</u>	<u>790,000</u>	<u>790,000</u>
Investment Earnings						
47200	Interest on Investments	<u>12,784</u>	<u>7,135</u>	<u>9,900</u>	<u>9,900</u>	<u>9,900</u>
	Total Investment Earnings	<u>12,784</u>	<u>7,135</u>	<u>9,900</u>	<u>9,900</u>	<u>9,900</u>
	Total Revenues	<u>800,178</u>	<u>808,781</u>	<u>785,900</u>	<u>799,900</u>	<u>799,900</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Transit

Account No: 2400

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Intergovernmental						
42210	Proposition A	717,172	630,435	650,000	765,700	765,700
42221	Measure R	-	314,661	415,000	476,340	476,340
	Total Intergovernmental	<u>717,172</u>	<u>945,096</u>	<u>1,065,000</u>	<u>1,242,040</u>	<u>1,242,040</u>
Charges for Services						
43205	Bid Packages	180	-	-	-	-
43500	Transit Fares	7,560	4,498	10,000	5,000	5,000
43550	Transit Parking Permit Fees	220,363	216,727	210,000	175,000	175,000
43600	Property Rental Fees	100	-	-	-	-
	Total Charges for Services	<u>228,203</u>	<u>221,225</u>	<u>220,000</u>	<u>180,000</u>	<u>180,000</u>
Investment Earnings						
47200	Interest on Investments	53,904	40,349	17,000	40,000	40,000
	Total Investment Earnings	<u>53,904</u>	<u>40,349</u>	<u>17,000</u>	<u>40,000</u>	<u>40,000</u>
Miscellaneous						
48790	Cash Overage/Shortage	36	(412)	-	-	-
	Total Miscellaneous	<u>36</u>	<u>(412)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	6,272	-	-	-	-
49120	Transfer-Special Revenue Fund	-	145,958	-	-	-
	Total Other Financing Sources	<u>6,272</u>	<u>145,958</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>1,005,587</u>	<u>1,352,216</u>	<u>1,302,000</u>	<u>1,462,040</u>	<u>1,462,040</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Air Quality

Account No: 2500

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Intergovernmental						
42900	Motor Vehicle Environmental	57,680	56,094	58,000	59,500	59,500
42910	MSRC-Motor Vehicle Environment	-	-	-	186,590	186,590
	Total Intergovernmental	<u>57,680</u>	<u>56,094</u>	<u>58,000</u>	<u>246,090</u>	<u>246,090</u>
Investment Earnings						
47200	Interest on Investments	<u>4,524</u>	<u>4,093</u>	<u>4,500</u>	<u>4,100</u>	<u>4,100</u>
	Total Investment Earnings	<u>4,524</u>	<u>4,093</u>	<u>4,500</u>	<u>4,100</u>	<u>4,100</u>
Other Financing Sources						
49160	Transfer-Enterprise Fund	<u>1,640</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>1,640</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>63,844</u>	<u>60,187</u>	<u>62,500</u>	<u>250,190</u>	<u>250,190</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Environmental Services Grants

Account No: 25XX

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Intergovernmental						
42090	Other Federal Grants	-	-	200,200	200,200	200,200
42165	Oil Block Grant	3,076	20,294	8,330	13,500	13,500
42190	Other State Grants/Subventions	13,043	6,150	13,050	13,050	13,050
	Total Intergovernmental	<u>16,119</u>	<u>26,444</u>	<u>221,580</u>	<u>226,750</u>	<u>226,750</u>
Investment Earnings						
47200	Interest on Investments	1,181	845	-	-	-
	Total Investment Earnings	<u>1,181</u>	<u>845</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49160	Transfer-Enterprise Fund	48,692	-	-	-	-
	Total Other Financing Sources	<u>48,692</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>65,992</u>	<u>27,289</u>	<u>221,580</u>	<u>226,750</u>	<u>226,750</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Municipal Parking District

Account No: 2600

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
<b>Taxes</b>						
40120	Secured Property Tax-Current	24,417	23,827	26,800	24,000	24,000
40140	Unsecured Property Tax-Current	1,701	186	700	200	200
40160	Secured/Unsecured-Prior Year	229	(10)	500	-	-
40180	Supplemental Roll-Current Year	69	36	-	40	40
40185	Supplemental Roll-Prior Year	-	62	20	60	60
40190	Interest on Property Tax	25	12	200	10	10
40199	ERAF Transfer	(7)	-	-	-	-
	<b>Total Taxes</b>	<u>26,434</u>	<u>24,113</u>	<u>28,220</u>	<u>24,310</u>	<u>24,310</u>
<b>Intergovernmental</b>						
42100	Homeowners Exemption	11	10	20	10	10
	<b>Total Intergovernmental</b>	<u>11</u>	<u>10</u>	<u>20</u>	<u>10</u>	<u>10</u>
<b>Charges for Services</b>						
43280	Parking Permit Fees	28,591	39,872	34,000	56,540	56,540
43285	Parking Meter Fees	-	-	3,000	12,840	12,840
43600	Property Rental Fees	36,000	45,952	36,000	42,000	42,000
	<b>Total Charges for Services</b>	<u>64,591</u>	<u>85,824</u>	<u>73,000</u>	<u>111,380</u>	<u>111,380</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	8,942	5,232	5,000	5,200	5,200
	<b>Total Investment Earnings</b>	<u>8,942</u>	<u>5,232</u>	<u>5,000</u>	<u>5,200</u>	<u>5,200</u>
<b>Miscellaneous</b>						
48790	Cash Overage/Shortage	(666)	(622)	-	-	-
	<b>Total Miscellaneous</b>	<u>(666)</u>	<u>(622)</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>99,312</u>	<u>114,557</u>	<u>106,240</u>	<u>140,900</u>	<u>140,900</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Lighting District

Account No: 2710

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Special Assessments						
45300	Street Lighting	<u>122,021</u>	<u>125,494</u>	<u>122,500</u>	<u>122,500</u>	<u>122,500</u>
	Total Special Assessments	<u>122,021</u>	<u>125,494</u>	<u>122,500</u>	<u>122,500</u>	<u>122,500</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>138,628</u>	<u>123,097</u>	<u>73,500</u>	<u>73,500</u>	<u>73,500</u>
	Total Other Financing Sources	<u>138,628</u>	<u>123,097</u>	<u>73,500</u>	<u>73,500</u>	<u>73,500</u>
	Total Revenues	<u>260,649</u>	<u>248,591</u>	<u>196,000</u>	<u>196,000</u>	<u>196,000</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Landscape District

Account No: 2720

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Special Assessments						
45250	Street Landscaping	<u>111,433</u>	<u>116,248</u>	<u>113,900</u>	<u>113,900</u>	<u>113,900</u>
	Total Special Assessments	<u>111,433</u>	<u>116,248</u>	<u>113,900</u>	<u>113,900</u>	<u>113,900</u>
Investment Earnings						
47200	Interest on Investments	<u>3,799</u>	<u>51</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
	Total Investment Earnings	<u>3,799</u>	<u>51</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>-</u>	<u>770</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>770</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>115,232</u>	<u>117,069</u>	<u>115,100</u>	<u>115,100</u>	<u>115,100</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Shoppers Lane Parking District

Account No: 2750

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Taxes						
40500	Business Registration Tax	<u>1,045</u>	<u>1,224</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
	Total Taxes	<u>1,045</u>	<u>1,224</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
Investment Earnings						
47200	Interest on Investments	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>38,048</u>	<u>2,845</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>17,420</u>	<u>2,845</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>18,466</u>	<u>4,069</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Literacy Grant

Account No: 2800

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Intergovernmental						
42186	Library Literacy Grant	31,955	52,412	20,990	10,000	10,000
42190	Other State Grants/Subventions	4,537	-	26,150	10,000	10,000
	Total Intergovernmental	<u>36,492</u>	<u>52,412</u>	<u>47,140</u>	<u>20,000</u>	<u>20,000</u>
Investment Earnings						
47200	Interest on Investments	57	10	-	-	-
	Total Investment Earnings	<u>57</u>	<u>10</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous						
48100	Donations and Contributions	10,142	3,660	23,160	4,000	4,000
	Total Miscellaneous	<u>10,142</u>	<u>3,660</u>	<u>23,160</u>	<u>4,000</u>	<u>4,000</u>
Other Financing Sources						
49110	Transfer-General Fund	128,052	-	44,170	44,170	44,170
49120	Transfer-Special Revenue Fund	11,686	576	-	-	-
	Total Other Financing Sources	<u>139,738</u>	<u>576</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
	Total Revenues	<u>186,429</u>	<u>56,658</u>	<u>114,470</u>	<u>68,170</u>	<u>68,170</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Public Education in Government

Account No: 2890

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Investment Earnings						
47200	Interest on Investments	<u>-</u>	<u>153</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>-</u>	<u>153</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous						
48400	Public Education in Government	<u>10,987</u>	<u>47,694</u>	<u>41,000</u>	<u>41,000</u>	<u>45,000</u>
	Total Miscellaneous	<u>10,987</u>	<u>47,694</u>	<u>41,000</u>	<u>41,000</u>	<u>45,000</u>
	Total Revenues	<u>10,987</u>	<u>47,847</u>	<u>41,000</u>	<u>41,000</u>	<u>45,000</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: City Donation

Account No: 2900

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Charges for Services						
43305	Volunteer Service Fees	-	2,430	3,000	3,000	3,000
	Total Charges for Services	-	2,430	3,000	3,000	3,000
Investment Earnings						
47200	Interest on Investments	12,202	7,848	-	-	-
	Total Investment Earnings	12,202	7,848	-	-	-
Miscellaneous						
48100	Donations and Contributions	18,176	19,482	9,060	35,390	35,390
48990	Other	1,003	375	-	-	-
	Total Miscellaneous	19,179	19,857	9,060	35,390	35,390
Other Financing Sources						
49110	Transfer-General Fund	-	12,739	-	-	-
49120	Transfer-Special Revenue Fund	-	11,198	-	-	-
	Total Other Financing Sources	-	23,937	-	-	-
	Total Revenues	31,381	54,072	12,060	38,390	38,390

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Tax Allocation Debt

Account No: 3500

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Taxes</b>					
40120 Secured Property Tax-Current	6,548,591	6,374,162	6,949,000	6,863,200	6,863,200
40140 Unsecured Property Tax-Current	465,936	584,243	-	-	-
40160 Secured/Unsecured-Prior Year	16,038	23,041	-	-	-
40180 Supplemental Roll-Current Year	159,523	10,944	-	-	-
40185 Supplemental Roll-Prior Year	60,089	(8,384)	-	-	-
40195 SB211 Pass-Throughs	(235,221)	(328,715)	(486,000)	(457,000)	(457,000)
40197 County Pass-Through (Inflations)	(72,532)	(76,772)	-	-	-
40198 County Pass-Through	(988,614)	(873,083)	(676,000)	(665,000)	(665,000)
40199 ERAF Transfer	-	(2,540,091)	(522,450)	-	-
Total Taxes	<u>5,953,810</u>	<u>3,165,345</u>	<u>5,264,550</u>	<u>5,741,200</u>	<u>5,741,200</u>
<b>Intergovernmental</b>					
42100 Homeowners Exemption	13,003	12,680	-	-	-
Total Intergovernmental	<u>13,003</u>	<u>12,680</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>					
47200 Interest on Investments	167,719	113,913	49,200	11,000	11,000
Total Investment Earnings	<u>167,719</u>	<u>113,913</u>	<u>49,200</u>	<u>11,000</u>	<u>11,000</u>
<b>Other Financing Sources</b>					
49120 Transfer-Special Revenue Fund	-	-	522,450	-	-
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>522,450</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>6,134,532</u>	<u>3,291,938</u>	<u>5,836,200</u>	<u>5,752,200</u>	<u>5,752,200</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Park Development

Account No: 4200

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Intergovernmental						
42177	State Park Grant	(82,356)	-	-	-	-
42250	County Park Grants	110,307	-	-	-	-
42600	Other Grants	-	10,390	-	-	-
	Total Intergovernmental	<u>27,951</u>	<u>10,390</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	<u>4,311</u>	<u>39,724</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
	Total Investment Earnings	<u>4,311</u>	<u>39,724</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Other Financing Sources						
49120	Transfer-Special Revenue Fund	114,337	-	-	-	-
49140	Transfer-Capital Projects Fund	<u>45,912</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>160,249</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>192,511</u>	<u>50,114</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Transportation

Account No: 4300

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Intergovernmental</b>					
42040 Surface Transportation Prog Gr	636,317	(75,923)	990,000	990,000	990,000
42090 Other Federal Grants	-	-	154,780	-	-
42095 ARRA Federal Stimulus Grants	-	839,829	-	-	-
42205 Prop 1B	739,155	-	-	-	-
42122 Bicycle-Pedestrian Grant	28,681	21,378	-	19,930	19,930
42124 Traffic Congestion Relief	298,236	448,207	-	-	-
42200 County Highway Maintenance	597,251	522,973	-	-	-
42220 Proposition C	-	-	550,000	635,220	635,220
42230 County MTA	23,250	-	-	-	-
42600 Other Grants	(902)	-	-	-	-
<b>Total Intergovernmental</b>	<b>2,321,988</b>	<b>1,756,464</b>	<b>1,694,780</b>	<b>1,645,150</b>	<b>1,645,150</b>
<b>Charges for Services</b>					
43205 Bid Packages	904	-	-	-	-
<b>Total Charges for Services</b>	<b>904</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment Earnings</b>					
47200 Interest on Investments	64,979	34,787	1,000	5,000	5,000
<b>Total Investment Earnings</b>	<b>64,979</b>	<b>34,787</b>	<b>1,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Other Financing Sources</b>					
49110 Transfer-General Fund	22,199	-	-	-	-
49120 Transfer-Special Revenue Fund	29,268	135,152	-	-	-
49140 Transfer-Capital Projects Fund	698,161	74,777	38,000	-	-
49150 Transfer-CRA Capital Projects	-	194,493	-	-	-
49800 Other Financing Sources	-	(434,390)	-	-	-
<b>Total Other Financing Sources</b>	<b>749,628</b>	<b>(29,968)</b>	<b>38,000</b>	<b>-</b>	<b>-</b>
<b>Total Revenues</b>	<b>3,137,499</b>	<b>1,761,283</b>	<b>1,733,780</b>	<b>1,650,150</b>	<b>1,650,150</b>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Development Impact Fees

Account No: 4700

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
Charges for Services					
43095 Development Impct Fee Genl Gov	6,394	1,883	-	-	-
43155 Development Impact Fee-Police	5,935	1,736	-	-	-
43180 Development Impct Fee-Fire	2,843	834	-	-	-
43263 Development Impct Fee-Streets	16,212	56,882	-	-	-
43360 Developmnt Impct Fee-Park Fac	38,072	-	-	-	-
43382 Development Impact Fee-Library	3,984	-	-	-	-
Total Charges for Services	<u>73,440</u>	<u>61,335</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings					
47200 Interest on Investments	<u>10,195</u>	<u>6,014</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>10,195</u>	<u>6,014</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>83,635</u>	<u>67,349</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Redevelopment

Account No: 5000

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
<b>Charges for Services</b>						
43600	Property Rental Fees	498,084	498,084	498,080	498,080	498,080
	Total Charges for Services	498,084	498,084	498,080	498,080	498,080
<b>Investment Earnings</b>						
47200	Interest on Investments	627,956	377,620	246,950	144,700	140,000
47300	Interest on Loans	39,436	38,345	29,480	26,400	26,410
47410	Interest on Advances-Genl Fund	25,481	23,640	28,930	19,700	19,700
47500	UnrealizedGain (Loss)-Investmt	(151,722)	(108,177)	-	-	-
	Total Investment Earnings	541,151	331,428	305,360	190,800	186,110
<b>Miscellaneous</b>						
48650	Loan Reimbursements	16,427	-	42,750	-	-
48990	Other	93,338	41,002	51,000	16,000	16,000
	Total Miscellaneous	109,765	41,002	93,750	16,000	16,000
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	8,416	-	-	-	-
49130	Transfer-Debt Service Fund	-	3,099,250	-	2,725,330	2,725,330
49140	Transfer-Capital Projects Fund	6,204,234	-	-	-	-
49150	Transfer-CRA Capital Projects	887,328	134,750	-	-	-
49320	Loan Proceeds	-	2,310,000	2,490,000	-	-
	Total Other Financing Sources	7,099,978	5,544,000	2,490,000	2,725,330	2,725,330
	Total Revenues	8,248,978	6,414,514	3,387,190	3,430,210	3,425,520

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: CRA Land Proceeds Fund

Account No: 5031

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Charges for Services						
43600	Property Rental Fees	<u>430,947</u>	<u>358,300</u>	<u>349,140</u>	<u>194,000</u>	<u>194,000</u>
	Total Charges for Services	<u>430,947</u>	<u>358,300</u>	<u>349,140</u>	<u>194,000</u>	<u>194,000</u>
Investment Earnings						
47200	Interest on Investments	<u>98,226</u>	<u>46,895</u>	<u>32,000</u>	<u>15,000</u>	<u>15,000</u>
	Total Investment Earnings	<u>98,226</u>	<u>46,895</u>	<u>32,000</u>	<u>15,000</u>	<u>15,000</u>
Miscellaneous						
48990	Other	<u>34,359</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>34,359</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>563,532</u>	<u>405,195</u>	<u>381,140</u>	<u>209,000</u>	<u>209,000</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Water Utility

Account No: 6010

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
<b>Water Revenue</b>						
46100	Water Sales-Retail	4,469,898	5,573,650	6,000,000	8,000,000	8,000,000
46110	Water Sales-Wholesale	299	4,917	-	-	-
46120	Fire Line	67,334	70,385	67,000	185,000	185,000
46160	Water Meter Installation Fees	6,942	8,494	4,000	4,000	4,000
46165	Water Reconnection Fees	63,350	53,230	40,000	20,000	20,000
46170	Water Late Fees	20,324	108,687	90,000	50,000	50,000
46175	Meter Re-read Fee	300	180	-	-	-
46180	Water Antenna Rentals	48,937	49,482	48,000	48,000	48,000
46190	Water-Other	15,562	20,779	8,000	6,000	6,000
	<b>Total Water Revenue</b>	<u>4,692,946</u>	<u>5,889,804</u>	<u>6,257,000</u>	<u>8,313,000</u>	<u>8,313,000</u>
<b>Refuse/Waste Revenue</b>						
46370	Refuse Late Fees	-	84	-	-	-
	<b>Total Refuse/Waste Revenue</b>	<u>-</u>	<u>84</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	6,154	55,073	35,000	35,000	35,000
47510	UnrealizedGain(Loss)-CIC	219,257	(66,408)	-	-	-
	<b>Total Investment Earnings</b>	<u>225,411</u>	<u>(11,335)</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
<b>Miscellaneous</b>						
48700	Gain on Sale of Property	-	(33,696)	-	-	-
48990	Other	-	(21)	-	-	-
	<b>Total Miscellaneous</b>	<u>-</u>	<u>(33,717)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>						
49160	Transfer-Enterprise Fund	2,452,837	-	-	-	-
	<b>Total Other Financing Sources</b>	<u>2,452,837</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>7,371,194</u>	<u>5,844,836</u>	<u>6,292,000</u>	<u>8,348,000</u>	<u>8,348,000</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Water Capital

Account No: 6011

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Charges for Services						
43205	Bid Packages	<u>-</u>	<u>825</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Charges for Services	<u>-</u>	<u>825</u>	<u>-</u>	<u>-</u>	<u>-</u>
Water Revenue						
46150	Water Capital Fees	<u>767,518</u>	<u>735,091</u>	<u>720,000</u>	<u>500,000</u>	<u>500,000</u>
	Total Water Revenue	<u>767,518</u>	<u>735,091</u>	<u>720,000</u>	<u>500,000</u>	<u>500,000</u>
Investment Earnings						
47200	Interest on Investments	<u>78,123</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>78,123</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>845,641</u>	<u>735,916</u>	<u>720,000</u>	<u>500,000</u>	<u>500,000</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Environmental

Account No: 6200

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Licenses and Permits</b>					
41190 Application Fee - IWP	-	-	-	4,500	4,500
41990 Permit/Inspection Fees -IWP	180	180	150	82,590	82,590
Total Licenses and Permits	180	180	150	87,090	87,090
<b>Intergovernmental</b>					
42165 Oil Block Grant	9,797	-	-	-	-
Total Intergovernmental	9,797	-	-	-	-
<b>Charges for Services</b>					
43160 Hazard Materials Cleanup Fees	525	375	1,000	1,000	1,000
43262 Storm Water Inspection Fee	-	3,600	12,930	12,930	12,930
43290 Other Public Works Charges	-	25	150	150	620
43400 Plan Review	-	520	2,400	2,400	2,400
Total Charges for Services	525	4,520	16,480	16,480	16,950
<b>Refuse/Waste Revenue</b>					
46310 Refuse Collection Fees	2,010,007	1,927,240	1,853,390	1,853,390	-
46315 Integrated Waste Fee	705,803	540,633	645,760	650,000	650,000
46320 Recycling Fees	316,314	299,437	313,570	-	-
46325 Trash/Green Waste	546,965	533,982	541,080	-	-
46330 Recycling - MRF	100,830	148,351	137,880	200,000	200,000
46350 CRV Rebate	5,039	3,521	500	500	500
46370 Refuse Late Fees	-	35,538	-	-	-
46375 Refuse Restoration Fee	-	1,200	500	-	-
46380 CNG Station Charge In-House	892	198	80	350	350
46381 CNG Station Charge Outside	41,853	56,297	50,000	60,000	60,000
46382 Fed Alternative Fuel Credit	344	2,547	7,430	3,500	3,500
46385 Storm Water Inspection Fee	22,228	27,878	25,400	25,400	25,400
46387 NPDES Environmental Compliance	-	51,936	40,500	40,500	40,500
46390 Waste Management-Other	94,197	101,950	-	-	500
Total Refuse/Waste Revenue	3,844,472	3,730,708	3,616,090	2,833,640	980,750
<b>Investment Earnings</b>					
47200 Interest on Investments	2,045	2,633	500	500	500
Total Investment Earnings	2,045	2,633	500	500	500

Other Financing Sources

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Environmental

Account No: 6200

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Licenses and Permits					
49110 Transfer-General Fund	2,679	-	-	-	-
49120 Transfer-Special Revenue Fund	1,740	-	-	-	-
49160 Transfer-Enterprise Fund	-	5,211	-	-	-
Total Other Financing Sources	<u>4,419</u>	<u>5,211</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>3,861,438</u>	<u>3,743,252</u>	<u>3,633,220</u>	<u>2,937,710</u>	<u>1,085,290</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: SEWER

Account No: 6300

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Charges for Services						
43160	Hazard Materials Cleanup Fees	(4,535)	-	-	-	-
43420	Variance Fees	5,691	5,982	4,000	50,000	50,000
	Total Charges for Services	1,156	5,982	4,000	50,000	50,000
Special Assessments						
45700	Sanitary Sewer	531,538	961,744	1,170,000	1,250,000	1,250,000
	Total Special Assessments	531,538	961,744	1,170,000	1,250,000	1,250,000
Investment Earnings						
47200	Interest on Investments	3,990	103,184	110,000	110,000	110,000
	Total Investment Earnings	3,990	103,184	110,000	110,000	110,000
Miscellaneous						
48795	Connection Fees	-	2,991	-	-	-
	Total Miscellaneous	-	2,991	-	-	-
Other Financing Sources						
49120	Transfer-Special Revenue Fund	-	437,501	-	-	-
49140	Transfer-Capital Projects Fund	218,190	-	-	-	-
	Total Other Financing Sources	218,190	437,501	-	-	-
	Total Revenues	754,874	1,511,402	1,284,000	1,410,000	1,410,000

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Central Equipment

Account No: 7010

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Adopted
Central Equipment Charges						
46400	Motor Pool Charges	1,239,120	1,239,120	1,239,120	1,385,170	1,339,590
46420	Fuel Charges- Inhouse Sales	-	81	-	-	-
46430	Fuel Charges- Outside Sales	131,080	129,917	90,000	60,000	60,000
46490	Central Equipment-Other	89	-	1,000	1,000	-
	Total Central Equipment Charges	<u>1,370,289</u>	<u>1,369,118</u>	<u>1,330,120</u>	<u>1,446,170</u>	<u>1,399,590</u>
Investment Earnings						
47200	Interest on Investments	50,643	25,693	25,000	25,000	25,000
	Total Investment Earnings	<u>50,643</u>	<u>25,693</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Miscellaneous						
48700	Gain on Sale of Property	6,388	(879)	-	-	-
	Total Miscellaneous	<u>6,388</u>	<u>(879)</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>1,427,320</u>	<u>1,393,932</u>	<u>1,355,120</u>	<u>1,471,170</u>	<u>1,424,590</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Management Information Systems

Account No: 7200

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
MIS Charges						
46600	Information Technology Charges	<u>1,097,688</u>	<u>1,199,440</u>	<u>1,108,550</u>	<u>1,108,550</u>	<u>1,108,550</u>
	Total MIS Charges	<u>1,097,688</u>	<u>1,199,440</u>	<u>1,108,550</u>	<u>1,108,550</u>	<u>1,108,550</u>
Investment Earnings						
47200	Interest on Investments	<u>31,511</u>	<u>26,699</u>	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>
	Total Investment Earnings	<u>31,511</u>	<u>26,699</u>	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>
	Total Revenues	<u>1,129,199</u>	<u>1,226,139</u>	<u>1,130,550</u>	<u>1,130,550</u>	<u>1,130,550</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Worker's Compensations Fund

Account No: 7360

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Other Financing Sources						
49110	Transfer-General Fund	-	4,004,000	-	-	-
Total Other Financing Sources		-	4,004,000	-	-	-
Total Revenues		-	4,004,000	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Revenue Detail

Fund: Public Liability Fund

Account No: 7370

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Other Financing Sources						
49110	Transfer-General Fund	-	2,107,000	-	-	-
Total Other Financing Sources		-	2,107,000	-	-	-
Total Revenues		-	2,107,000	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: General Government

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Revenues</b>					
Taxes	-	5	-	-	-
Charges for Services	529,036	469,378	641,550	510,750	514,750
Fines and Forfeits	2,299	3,082	2,500	1,000	1,000
Refuse/Waste Revenue	-	30	-	-	-
Employee Benefits Charges	65	-	-	-	-
Investment Earnings	157,013	(151,105)	-	-	-
Miscellaneous	30,075	47,694	46,500	41,000	45,000
Total Revenues	<u>718,488</u>	<u>369,084</u>	<u>690,550</u>	<u>552,750</u>	<u>560,750</u>
<b>Activities</b>					
City Council	107,310	57,469	60,030	60,030	60,030
City Clerk	3,231	2,501	2,700	2,700	2,700
City Treasurer	3,523	3,334	3,350	3,350	3,350
City Manager	754,871	756,144	524,480	377,500	367,280
City Attorney	271,655	154,952	226,680	226,680	207,540
Finance	1,470,871	1,584,360	1,407,110	1,502,100	1,496,100
Elections	56,901	-	69,450	-	-
Records Management	235,045	225,546	137,990	190,680	190,680
Human Resources	492,224	615,216	552,390	581,110	583,800
Employee Development	5,354	6,328	8,000	8,000	8,000
Workers Compensation	587,636	655,022	626,800	596,800	596,800
Public Liability	467,598	443,169	431,000	431,000	425,000
General Insurance	401,036	465,443	617,000	617,000	597,000
Duplicating Services	125,303	122,726	129,450	109,730	109,230
Public Information	267,890	257,321	145,380	104,880	104,880
Civic Center	230,342	190,697	189,830	205,870	204,880
Indirect Cost Allocation - General Gov.	(1,869,920)	(1,782,944)	(2,169,230)	(1,969,230)	(1,969,230)
Total Activities	<u>3,610,870</u>	<u>3,757,284</u>	<u>2,962,410</u>	<u>3,048,200</u>	<u>2,988,040</u>
<b>Appropriations</b>					
General Fund	3,575,606	3,757,284	2,944,410	3,048,200	2,988,040
Public Education in Government	35,264	-	18,000	-	-
Total Appropriations	<u>3,610,870</u>	<u>3,757,284</u>	<u>2,962,410</u>	<u>3,048,200</u>	<u>2,988,040</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: City Council

**Purpose**

The Members of the City Council are the elected representatives of the City and, therefore, act as the policy-making legislative body of the Municipality. They adopt the City's laws, known as ordinances, adopt resolutions reflecting policy positions, or authorization for City actions, and are bound to uphold the laws of the State of California, as well as our Federal Government. The City Council selects or approves the selection of members of City boards, commissions, and committees. Each year the City Council adopts a fiscal budget of appropriations and retains control over transfers and/or supplements between/to the various funds of that budget.

The City of Covina functions under a City Council-City Manager form of government. The City Council serves as the legislative branch of government while the City Manager serves as the chief executive.

**Goals and Objectives**

The City Council has identified the following goals and objectives:

- Work toward implementation of the City's Strategic Plan.
- Improve the financial long-term health of the City organization.
- Develop goals and objectives that unite the diverse parts of the City.
- Improve the value (both economic and quality of life) of the City.
- Reach out to involve more citizens and other groups in civic affairs.
- Create an atmosphere of civility, pride and respect in all its dealings with citizens, groups and other agencies.
- Address the long-term infrastructure needs to the City.
- Seek and support intergovernmental solutions to regional problems and issues, e.g. housing, job creation, economic growth, healthcare, homelessness, transit and other environmental issues.

**Base Budget-Change in Service**

Proposed changes in service for 2011-2012 include:

- Reduction of conference and meeting contingency.
- Reduction of ads and sponsorship support.

The City Council activity is accounted for in the General Fund.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
City Council	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: City Council

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Miscellaneous	13,500	-	-	-	-
Total Revenues	<u>13,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	25,450	26,812	27,060	27,060	27,060
Professional and Technical	35,129	12,909	12,870	12,870	12,870
Property Services	691	309	350	350	350
Other Services and Charges	41,769	13,675	15,930	15,930	15,930
Supplies	4,271	3,764	3,820	3,820	3,820
Total Expenditures	<u>107,310</u>	<u>57,469</u>	<u>60,030</u>	<u>60,030</u>	<u>60,030</u>
<b>Appropriations</b>					
General Fund	<u>107,310</u>	<u>57,469</u>	<u>60,030</u>	<u>60,030</u>	<u>60,030</u>
Total Appropriations	<u>107,310</u>	<u>57,469</u>	<u>60,030</u>	<u>60,030</u>	<u>60,030</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Information

Program: General Government

Activity: City Clerk

**Purpose**

The City Clerk, an elected official, acts under the authority of the California Government Code, City Statutes and policies. The City Clerk is the official keeper of the City Seal. The City Clerk attends City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meetings and certifies the minutes of these meetings. Preparation of the minutes may be delegated to the Records Management Staff through the City Manager at the option of the City Clerk. The City Clerk is responsible for administering oaths or affirmations of office. The City Clerk may appoint deputies to act on his or her behalf.

**Goals and Objectives**

The main objective of the City Clerk is to provide complete and up-to-date records of all proceedings of the legislative body.

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2011-2012.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
City Clerk	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>
Total Full-Time Equivalent Positions	<u><u>0.03</u></u>	<u><u>0.03</u></u>	<u><u>0.03</u></u>	<u><u>0.03</u></u>	<u><u>0.03</u></u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: City Clerk

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	2,660	2,501	2,600	2,600	2,600
Other Services and Charges	<u>571</u>	<u>-</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Expenditures	<u>3,231</u>	<u>2,501</u>	<u>2,700</u>	<u>2,700</u>	<u>2,700</u>
<b>Appropriations</b>					
General Fund	<u>3,231</u>	<u>2,501</u>	<u>2,700</u>	<u>2,700</u>	<u>2,700</u>
Total Appropriations	<u>3,231</u>	<u>2,501</u>	<u>2,700</u>	<u>2,700</u>	<u>2,700</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: General Government

Activity: City Treasurer

**Purpose**

The City Treasurer, an elected official, is the custodian of all City and Redevelopment Agency funds. Other responsibilities include monthly treasurer reports to the City Council and Redevelopment Agency Board.

**Goals and Objectives**

The main objective of the city treasurer activity is timely and accurate monthly treasurer reports to the City Council and Redevelopment Agency Board.

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2010-2011.

The City Treasurer activity is accounted for in the General Fund.

**Performance Workload Measurements**

Percent of treasurer reports issued within 90 days 100%

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
City Treasurer	0.03	0.03	0.03	0.03	0.03
Total Full-Time Equivalent Positions	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: City Treasurer

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	2,585	2,584	2,600	2,600	2,600
Other Services and Charges	<u>938</u>	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>
Total Expenditures	<u>3,523</u>	<u>3,334</u>	<u>3,350</u>	<u>3,350</u>	<u>3,350</u>
<b>Appropriations</b>					
General Fund	<u>3,523</u>	<u>3,334</u>	<u>3,350</u>	<u>3,350</u>	<u>3,350</u>
Total Appropriations	<u>3,523</u>	<u>3,334</u>	<u>3,350</u>	<u>3,350</u>	<u>3,350</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: City Manager (Administration)

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**Purpose**

The City Manager provides the services of chief executive officer for City operations and municipal services, and implementing City Council policy. The City Manager also functions as the Executive Director of the Covina Redevelopment Agency.

The City Manager is responsible for the hiring, management, and discipline of all employees except the City Attorney, City Clerk, and City Treasurer. The primary functions of City Management are to plan, direct, and supervise employees; prepare and administer the fiscal budget; act as employee relations officer; and enforce all municipal codes and City contract obligations. The City Manager must lead on short-term and long-term issues.

***Support Service Activities***

The City Manager's department is responsible for the following support service activities:

- Liaison to citizen inquiries and/or issues
- Support staff to City Council, City Attorney, Redevelopment Agency, and Public Information activities.

**Goals and Objectives**

This fiscal year the City Manager will continue to place great emphasis on the following issues:

- Work on community education and outreach with emphasis on impact to City services due to budget restraints.
- Continue to service and respond to the needs of our citizens.
- Continue to track, record and collate citizen inquiries, complaints and request for service.
- Continue our outreach to citizens and other groups that traditionally have not been fully involved in the civic decision making process through new as well as established programs.
- Continue to work on issues and challenges that have regional implications, e.g. transit, health care, housing, homelessness, job creation, business retention and attraction.
- Continue to support the long-range community visioning process started by the Chamber of Commerce.
- Work on succession planning throughout the organization.
- Continue emphasis on continuing education, training and staff development at all levels of the City organization.
- Work toward stabilizing and improving the core duties of our various divisions and departments within the City.
- Continue and improve the "marketing initiative" that enhances the overall image of the community of Covina.
- Continue to provide priority to capital and infrastructure needs around the City.
- Assist the City Council in developing policies that will "set" longer range goals regarding municipal service levels as dictated by current funding levels.
- Work toward implementation of the City's Strategic Plan.

**Base Budget-Change in Service**

There is no change in the City Manager Budget in the 2011-2012 Fiscal Year.

The budget appropriation for the City Manager activity is accounted for in the General Fund.

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Information

Program: General Government

Activity: City Manager

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Budget	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00		
Executive Assistant to the City Manager	-	-	-	1.00	1.00
Senior Administrative Technician	1.00	1.00	1.00		
Total Full-Time Positions	3.00	3.00	3.00	2.00	2.00
<u>FTE Part-Time Positions</u>					
Administrative Technician	1.00	1.00	.50	.50	.50
Total Full-Time Equivalent Positions	4.00	4.00	3.50	2.50	2.50

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: City Manager

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	602,309	645,398	368,840	268,680	268,680
Professional and Technical	121,964	78,979	115,190	68,190	68,190
Property Services	5,050	9,159	7,030	7,450	7,450
Other Services and Charges	22,811	20,460	28,560	28,320	18,100
Supplies	<u>2,737</u>	<u>2,148</u>	<u>4,860</u>	<u>4,860</u>	<u>4,860</u>
Total Expenditures	<u>754,871</u>	<u>756,144</u>	<u>524,480</u>	<u>377,500</u>	<u>367,280</u>
<b>Appropriations</b>					
General Fund	<u>754,871</u>	<u>756,144</u>	<u>524,480</u>	<u>377,500</u>	<u>367,280</u>
Total Appropriations	<u>754,871</u>	<u>756,144</u>	<u>524,480</u>	<u>377,500</u>	<u>367,280</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: City Attorney

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**Purpose**

The City Attorney is the chief legal advisor of the City. The City Attorney and various Assistant City Attorneys, under the line authority of the City Council and in cooperation with the City Manager, attends all City Council Meetings and all meetings of the Planning Commission and is prepared to render advice on actions of legal implication and prepares such documents for or in follow-up to the deliberations thereof.

**Goals and Objectives**

The main objective of the City Attorney activity is to provide expert legal advice to the City Council, City Manager, other City staff and officials; and to review and represent the City in court on all matters of litigation. The City Attorney also does legal work on Workers' Compensation claims and personnel matters, and continues to be involved in ordinance amendments, Municipal Code updates, preparation and review of draft legislation, as well as review matters of pending litigation. The City Attorney is the City's chief advisor on matters of law and the impact of the law on public policy. The City Attorney advises the City at all public meetings, and may from time to time advise the City in closed session (attorney/client) as the law requires.

**Base Budget-Change in Service**

There is no change in service in the 2011-2012 City Attorney budget. The City Attorney activity is accounted for in the General Fund.

	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Budget</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: City Attorney

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	<u>271,655</u>	<u>154,952</u>	<u>226,680</u>	<u>226,680</u>	<u>207,540</u>
Total Expenditures	<u>271,655</u>	<u>154,952</u>	<u>226,680</u>	<u>226,680</u>	<u>207,540</u>
<b>Appropriations</b>					
General Fund	<u>271,655</u>	<u>154,952</u>	<u>226,680</u>	<u>226,680</u>	<u>207,540</u>
Total Appropriations	<u>271,655</u>	<u>154,952</u>	<u>226,680</u>	<u>226,680</u>	<u>207,540</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Finance

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**Purpose**

Finance manages the overall financial operations of the City and Redevelopment Agency. The department is responsible for the following support services:

- Financial administration
- General accounting
- Grant and capital project administration
- Purchasing and accounts payable
- Payroll
- Cashier
- Independent audit
- Business licensing
- Financial information systems

Finance is also responsible for the treasury and utility bill payment functions. These activities are accounted for in the City Treasurer and Water/Environmental Utility Billing budget.

**Financial administration.** Financial administration manages the City and Redevelopment Agency financial operations. This includes financial planning, cash and debt management, staff support, banking relations and special projects.

**General accounting.** General accounting provides for the financial reporting, independent audit, budgeting and accounting of the City and Redevelopment Agency.

- Maintenance of chart of accounts
- Maintenance of GASB reporting requirements
- Daily, weekly and monthly postings to general and grant/project ledgers.
- Preparation of monthly bank reconciliation to general ledger cash balances.
- Preparation of budget document.
- Budgetary control.
- Maintaining internal control systems.
- Preparation of federal, state and county financial reports.

**Grant and capital project administration.** Grant and capital project administration provides for the management and reporting of grants and capital projects of the City and Redevelopment Agency.

- Maintain files on various federal, state and county grants and subventions.
- Provide monthly, quarterly and annual reports to federal, state and county agencies.
- Reconcile grant and capital project accounting with general ledger.
- Capitalize infrastructure improvements in fixed asset system for financial reporting purposes.

**Purchasing and accounts payable.** Purchasing and accounts payable coordinates and controls the City and Redevelopment Agency vendor files and cash disbursement function.

- Monitor authorization, documentation and proper account distribution.
- Prepare weekly cash requirement report and vendor checks.
- Maintain and update vendor files.
- Audit vendor files for Form 1099 reports.
- Communicate with departments on open purchase orders and invoices.

**Payroll.** Payroll is responsible for the timely issuance of the bi-weekly payroll and other required special payroll. Health, dental, vision, life, LTD and flex benefit monthly billings are reconciled for payment by payroll.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Finance

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- Prepare computerized employee time sheets.
- Maintain employee payroll records.
- Enter all employee benefit changes from MOU and open enrollment.
- Enter employee compensation changes from MOU and personnel actions.
- Reconcile work hours and labor distribution.
- Process bi-weekly and special payrolls.
- Prepare bi-weekly payroll reports and checks.
- Prepare monthly health, dental, vision, life, LTD and flex benefit checks.
- Prepare and distribute all payroll and benefit reports.
- Prepare monthly, quarterly, annual federal and state payroll reports.
- Prepare year-end employee W2's.
- Special payroll and personnel projects.

**Independent audit.** Independent audit includes the planning, scheduling and completion of the financial and single audits of the City and Redevelopment Agency.

- Preparation of lead schedules to support the audit testing and reports.
- Preparation of Comprehensive Annual Financial Report and related audit reports for the City and Redevelopment Agency.

**Cashier.** Cashier is responsible for miscellaneous accounts receivable, and the processing cash receipts for the City and Redevelopment Agency.

- Centralize miscellaneous accounts receivable for various services of the City and Redevelopment Agency.
- Process finance mail and remittances.
- Process residential and nonresidential utility users tax exemptions.
- Process payments for utility users taxes and other revenues.
- Maintains cash receipts journal.
- Prepares daily cash receipts report and deposit.

**Business licensing.** Business licensing is responsible for the administration and enforcement of the City's business license registration tax. A business license processing fee supports the activity.

- Establish and maintain business files.
- Perform physical inventory of both compliant and noncompliant businesses.
- Process new business applications.
- Prepare initial, second and third notices for business licenses.
- Track and process payments for business licenses.
- Enforce City Code relating to business licenses.
- Coordinate with planning, building, code enforcement and police.

**Financial information systems.** Financial information systems provide the information technology support to the City and Redevelopment Agency financial and accounting operations. Technical support is provided by the information technology staff.

- Provide general ongoing technical support for IFAS, payroll and business licensing.
- Maintain and update financial applications. Finance will be implementing the new MUNIS financial application during fiscal year 2011-2012
- Provide ongoing training to finance staff.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Finance

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**Goals and Objectives**

Major finance goals are:

- Maintain program base budgeting standards.
- Improve the return on City and Redevelopment Agency investments.
- Review and audit utility users tax revenues.
- Review and adjust user fees where appropriate.
- Maintain GASB reporting requirements.
- Maintain the Certificate of Achievement for Excellence in Financial Reporting.
- Enforce City Code compliance relating to business licenses.
- Maintain financial information systems upgrades.
- Improve customer service by implementing a continuance of training programs for staff.
- Adopt formal budget policies.
- Replace existing Financial System.

**Base Budget-Change in Service**

The Finance Director was hired under a professional services agreement but has since been hired on as an employee and is reflected under the “Personal Services” budget line-item. For FY 2011-12 the Public Information budget (excluding the contract position and City News printing/production/mailing costs) have been incorporated into the Finance budget. The Finance Department has included a minimal cost associated with changing the title of the employee currently handling the complex payroll duties from Sr. Finance Technician to Payroll Technician to correctly reflect the specific duties being performed.

The budget appropriation for the Finance activity is accounted for in the General Fund and offset by charges for services and indirect cost allocation.

**Performance Workload Measurements**

Financial Administration

Maintenance of formal financial and fiscal policies	Yes
Maintain the Certificate of Achievement for Excellence in Financial Reporting from GFOA	Yes
Most recent (1991) uninsured bond rating (S&P)	AA-
Current insured bond rating (S&P)	AA+
Maintenance of program base budgeting standards	Yes

General Accounting

Timely implementation GASB reporting requirements	Yes
Completion of annual budget by June 30 of each year	Yes
Providing budgetary control updates quarterly	Yes
Percent of time monthly bank statements reconciled to general ledger cash balances within 30 days of receipt of bank statements	92%
Percent of special federal and state financial reports issued within specified period of time	100%

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Finance

Grant and Capital Project Administration

Provide individual files on various federal, state and county grants and subventions at time of Council approval Yes

Provide monthly, quarterly and annual reports to federal, state and county agencies by due dates Yes

Capitalize infrastructure improvements in fixed asset system by 30 days after close of fiscal year Yes

Purchasing and Accounts Payable

Percent of accounts payable processed within 3 working days 96%

Percent of vendor 1099s processed on time 100%

Payroll

Percent of payroll processed within 4 working days 100%

Percent of federal and state payroll reports prepared on time 100%

Percent of annual W2s processed on time 100%

Independent Audit

Preparation of lead schedules to support the audit testing and reports before field work Yes

Completion of City and Redevelopment Agency annual financial and single audit by November 30 of each year Yes

Completion of Comprehensive Annual Financial Report by December 31 of each year Yes

Cashier

Percent of cash receipts processed within 24 hours 90%

Business Licensing

Perform physical inventory of both compliant and noncompliant businesses Yes

Percent of business licenses renewals mailed on time 100%

Percent of initial business license cash receipts processed within 24 hours 90%

Prepare second and third notices for business licenses with penalties Yes

Prepare citations for noncompliant businesses Yes

Financial Information Systems

Maintain and update financial applications Yes

Provide ongoing training to finance staff Yes

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Finance

	2008-2009 Actual	2009-2010 Actual	2010-2011 Adopted	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Director of Finance	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00	1.00
Senior Accountant	2.00	1.00	1.00	1.00	1.00
Accountant	-	1.00	1.00	1.00	1.00
Management Analyst	-	1.00	1.00	1.00	1.00
Senior Finance Technician	2.00	1.00	1.00	1.00	-
Business License Technician	1.00	1.00	1.00	1.00	1.00
Account Clerk II	1.50	1.25	1.25	1.50	1.50
Payroll Technician	-	-	-	-	1.00
Admin Technician	-	-	-	0.50	0.50
Total Full-Time Positions	8.50	8.25	8.25	9.00	9.00
<u>FTE Part-Time Positions</u>					
Account Clerk I	0.50	-	-	0.50	0.50
Account Clerk II	-	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	0.50	0.50	0.50	1.00	1.00
Total Full-Time Equivalent Positions	9.00	9.00	8.75	10.00	10.00

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Finance

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Taxes	-	5	-	-	-
Charges for Services	121,652	127,247	165,000	168,200	168,200
Fines and Forfeits	2,299	3,082	2,500	1,000	1,000
Refuse/Waste Revenue	-	30	-	-	-
Employee Benefits Charges	65	-	-	-	-
Investment Earnings	<u>157,013</u>	<u>(151,105)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>281,029</u>	<u>(20,746)</u>	<u>167,500</u>	<u>169,200</u>	<u>169,200</u>
<b>Expenditures</b>					
Personal Services	490,100	530,082	604,980	947,670	942,670
Professional and Technical	924,337	1,000,942	740,100	501,400	501,400
Property Services	5,969	10,058	14,150	14,500	14,500
Other Services and Charges	49,143	39,236	43,350	34,630	33,630
Supplies	4,014	4,042	4,530	3,900	3,900
Interdepartmental	<u>(2,692)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,470,871</u>	<u>1,584,360</u>	<u>1,407,110</u>	<u>1,502,100</u>	<u>1,496,100</u>
<b>Appropriations</b>					
General Fund	<u>1,470,871</u>	<u>1,584,360</u>	<u>1,407,110</u>	<u>1,502,100</u>	<u>1,496,100</u>
Total Appropriations	<u>1,470,871</u>	<u>1,584,360</u>	<u>1,407,110</u>	<u>1,502,100</u>	<u>1,496,100</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Information

Program: General Government

Activity: Elections

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**Purpose**

General Municipal Elections are held in March of odd numbered years to allow the registered voters of Covina the opportunity to choose the five members of the City Council, a City Clerk, and a City Treasurer. In addition, the voters may also vote on various measures as needed. The next General Municipal Election will be held on March 8, 2011.

**Goals and Objectives**

The main objective of elections is to conduct timely and accurate processing of each voted ballot. This is accomplished by having a well-trained staff to provide "Vote by Mail" ballots upon request; easy to find polling places on election day staffed with trained poll workers; and an organized election night counting procedure to ensure the accurate counting of all voted ballots.

**Base Budget-Change in Service**

There is a "zero" budget for 2011-2012 due to there being no scheduled election.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Elections

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Miscellaneous	<u>5,588</u>	<u>-</u>	<u>5,500</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>5,588</u></u>	<u><u>-</u></u>	<u><u>5,500</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Expenditures</b>					
Personal Services	3,005	-	4,500	-	-
Professional and Technical	45,672	-	55,000	-	-
Property Services	240	-	400	-	-
Other Services and Charges	7,701	-	9,250	-	-
Supplies	<u>283</u>	<u>-</u>	<u>300</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>56,901</u></u>	<u><u>-</u></u>	<u><u>69,450</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Appropriations</b>					
General Fund	<u>56,901</u>	<u>-</u>	<u>69,450</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u><u>56,901</u></u>	<u><u>-</u></u>	<u><u>69,450</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Information

Program: General Government

Activity: Records Management

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**Purpose**

Records Management carries out many of the functions designated to the City Clerk by the California Government Code, California Elections Code, Covina Municipal Code and other city policies. Personnel assigned to Records Management come under the direct authority of the City Manager.

The significant department tasks include:

- Manage and maintain custody of all official records and documents including Ordinances, Resolutions and Minutes.
- Administer the Oath of Office to new hires and appointed/elected officials.
- Preparation and distribution of City Council/Redevelopment Agency/Public Finance Authority/Housing Authority agenda packets.
- Attend Council/Agency/Authority meeting and prepare minutes.
- Provide updates to the online Municipal Code and distribute CMC supplements from adopted ordinances.
- Update City's Conflict of Interest Code bi-annually.
- Filing officer for Political Reform Act and Conflict of Interest Code filings.
- Maintain record keeping for State mandated Ethics training.
- Accept subpoenas and claims on behalf of the City.
- Respond to request for records according to requirements under the California Public Records Act.
- Administer the provisions of the Maddy Act for City Boards, Commissions and Committees.
- Conduct general municipal, special municipal elections and ballot measures.
- Coordinate legal publications and noticing and certify documents pertaining to city affairs.
- Provide prompt and courteous service to city staff and citizen requests.

**Goals and Objectives**

Goals for Fiscal Year –2011-2012 are as follows:

- Maintain Record Management Program and Retention Schedule.
- Continue the reorganization and purging of the filing system.
- Implement the Laserfiche digital records management system to provide greater capability to quickly research and retrieve documents.
- Improve the City Clerk's webpage by providing efficient access to public records to its citizens by introducing Laserfiche Weblink module.
- Maintain records of Campaign Statements and Statement of Economic Interests
- Maintain complete and current minutes of all legislative board meetings.
- Complete indexing of legislative history.
- Continue development and maintenance of up-to-date job skills through training opportunities.
- Serve as a Passport Acceptance Facility.

**Base Budget-Change in Service**

The overall budget for Records Management will reflect a change in service this fiscal year due to:

- Re-establishing the part-time position of Office Assistant.

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Information

Program: General Government

Activity: Records Management

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Chief Deputy City Clerk	1.00	1.00	-	-	-
Administrative Technician	-	-	0.50	0.50	0.50
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	2.00	2.00	1.50	1.50	1.50
<u>FTE Part-Time Positions</u>					
Office Assistant II	0.50	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	0.50	0.50	0.50	-	-
Total Full-Time Equivalent Positions	2.50	2.50	2.00	2.00	2.00

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Records Management

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	<u>11,283</u>	<u>12,035</u>	<u>12,050</u>	<u>7,550</u>	<u>11,550</u>
Total Revenues	<u><u>11,283</u></u>	<u><u>12,035</u></u>	<u><u>12,050</u></u>	<u><u>7,550</u></u>	<u><u>11,550</u></u>
<b>Expenditures</b>					
Personal Services	196,376	188,759	82,690	140,150	140,150
Professional and Technical	12,040	12,320	33,250	29,080	29,080
Property Services	2,928	6,922	3,500	3,000	3,000
Other Services and Charges	15,788	10,795	12,950	11,950	11,950
Supplies	<u>7,913</u>	<u>6,750</u>	<u>5,600</u>	<u>6,500</u>	<u>6,500</u>
Total Expenditures	<u><u>235,045</u></u>	<u><u>225,546</u></u>	<u><u>137,990</u></u>	<u><u>190,680</u></u>	<u><u>190,680</u></u>
<b>Appropriations</b>					
General Fund	<u>235,045</u>	<u>225,546</u>	<u>137,990</u>	<u>190,680</u>	<u>190,680</u>
Total Appropriations	<u><u>235,045</u></u>	<u><u>225,546</u></u>	<u><u>137,990</u></u>	<u><u>190,680</u></u>	<u><u>190,680</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Human Resources

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**Purpose**

Human Resources manages the City-wide personnel system and risk management activities. The department is responsible for the following support services:

- Personnel administration
- Recruitment and selection
- Employee relations
- Labor relations
- Classification and salary plan
- Maintenance of personnel records
- Employee benefits administration
- Employee Development
- Workers compensation
- Public Liability
- General Insurance

Employee Development, workers compensation, public liability, and general insurance are accounted for in separate activities.

**Goals and Objectives**

Major Personnel-Risk Management goals are:

- Improve succession planning and programs to enhance recruitment and retention
- Develop programs for colleges and High Schools to improve recruitments and their perception of public service
- Improve learning orientated goals and objectives in employee evaluations
- Maintain the City-wide Safety Committee and improve the Loss Prevention Program
- Maintain the City-wide employee and supervisory training program
- Develop, adopt, and implement revisions to procedure to assure that the City is an “Employer of Choice”

**Base Budget-Change in Services**

There is an increase of \$28,720.

<b>Performance Workload Measurements</b>	2006	2007	2008	2009	2010
Average number of days from receipt of requisition to certification of full-time eligibility list	48	58	64	37	60
Number of full-time lists certified	34	17	26	10	22
Employee Injuries resulting in workers compensation claims	15	19	30	31	34
Liability Claims Filed	46	40	36	29	40

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Human Resources

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	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Director of Human Resources	-	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	-	-	-	-
Risk Manager	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Benefits Coordinator	-	-	-	-	-
Administrative Technician	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Human Resources

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	382,636	449,589	443,190	463,910	466,600
Professional and Technical	75,593	119,710	65,610	77,410	77,410
Property Services	4,406	7,214	9,350	2,000	2,000
Other Services and Charges	20,022	31,924	23,440	25,940	25,940
Supplies	<u>9,567</u>	<u>6,779</u>	<u>10,800</u>	<u>11,850</u>	<u>11,850</u>
Total Expenditures	<u>492,224</u>	<u>615,216</u>	<u>552,390</u>	<u>581,110</u>	<u>583,800</u>
<b>Appropriations</b>					
General Fund	<u>492,224</u>	<u>615,216</u>	<u>552,390</u>	<u>581,110</u>	<u>583,800</u>
Total Appropriations	<u>492,224</u>	<u>615,216</u>	<u>552,390</u>	<u>581,110</u>	<u>583,800</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Employee Development

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**Purpose**

Employee development provides for citywide sponsored training, continuing education of city staff, and programs to assist in workforce planning and training to meet the staffing needs as more employees near retirement age. Examples include leadership and management training.

**Goals and Objectives**

The goal of the employee development activity is to invest resources in the citywide training and development of city staff for their current and future positions with the City. A staff that is well trained is better prepared to meet the challenges of City government and provide excellent customer service. Developing a learning environment is one way to address retention and improve recruitment.

**Base Budget-Change in Service**

The 2011-2012 budget remains the same as was adopted for the 2010-2011 fiscal year.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2012-2012</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Employee Development

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Other Services and Charges	<u>5,354</u>	<u>6,328</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Total Expenditures	<u>5,354</u>	<u>6,328</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
<b>Appropriations</b>					
General Fund	<u>5,354</u>	<u>6,328</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Total Appropriations	<u>5,354</u>	<u>6,328</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Workers Compensation

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**Purpose**

Workers Compensation administration is the identification of legal, medical, administrative, insurance and disability costs associated with the City's self insured program.

- Coordination of medical care and treatment for employees' work related injuries and illnesses
- Monitor workers' compensation claims activity utilizing a third-party administrator
- Direct legal counsel in negotiating settlement of litigated claims
- Development of informational programs for employees and departments
- Development of safety needs assessment program for all departments
- Ensure compliance with federal and state worker safety laws
- Compliance with Federal Medicare reporting

**Goals and Objectives**

Major goals are the continued assessment of current service providers and the continued improvement of loss control measures and safety training.

**Base Budget-Change in Service**

The 2011-2012 budget reflects a decrease of \$30,000.

Workers compensation is accounted for in the General Fund and offset by functional revenues (direct workers compensation charges) and transfers in from the Worker's Compensation Internal Service Fund.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Workers Compensation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	<u>277,805</u>	<u>214,996</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
Total Revenues	<u><u>277,805</u></u>	<u><u>214,996</u></u>	<u><u>300,000</u></u>	<u><u>300,000</u></u>	<u><u>300,000</u></u>
<b>Expenditures</b>					
Professional and Technical	<u>362,390</u>	<u>322,021</u>	<u>377,200</u>	<u>322,200</u>	<u>322,200</u>
Other Services and Charges	<u>225,246</u>	<u>333,001</u>	<u>249,600</u>	<u>274,600</u>	<u>274,600</u>
Total Expenditures	<u><u>587,636</u></u>	<u><u>655,022</u></u>	<u><u>626,800</u></u>	<u><u>596,800</u></u>	<u><u>596,800</u></u>
<b>Appropriations</b>					
General Fund	<u>587,636</u>	<u>655,022</u>	<u>626,800</u>	<u>596,800</u>	<u>596,800</u>
Total Appropriations	<u><u>587,636</u></u>	<u><u>655,022</u></u>	<u><u>626,800</u></u>	<u><u>596,800</u></u>	<u><u>596,800</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Public Liability

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**Purpose**

Public liability is the defense and settlement of liability claims for damages filed against the City under a self-insurance program.

- Preparation and maintenance of a five year loss history
- Process claims for adjudication or settlement
- Coordinate legal defense with the City Attorney and other special counsel
- Secure necessary bonds and excess liability insurance coverage through outside carriers

**Goals and Objectives**

Major goals are the continued assessment of current service providers and continued improvement of loss control measures.

**Base Budget-Change in Service**

The 2011-2012 budget remains the same as was adopted for the 2010-2011 fiscal year.

Public liability is accounted for in the General Fund and offset by functional revenues (property damage recovery costs) and transfers in from the Public Liability Internal Service Fund.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Public Liability

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	<u>33,181</u>	<u>38,700</u>	<u>94,000</u>	<u>20,000</u>	<u>20,000</u>
Total Revenues	<u><u>33,181</u></u>	<u><u>38,700</u></u>	<u><u>94,000</u></u>	<u><u>20,000</u></u>	<u><u>20,000</u></u>
<b>Expenditures</b>					
Professional and Technical	328,467	78,776	175,000	175,000	175,000
Other Services and Charges	139,131	364,393	256,000	256,000	250,000
Capital Outlay	24,197	-	-	-	-
Interdepartmental	<u>(24,197)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>467,598</u></u>	<u><u>443,169</u></u>	<u><u>431,000</u></u>	<u><u>431,000</u></u>	<u><u>425,000</u></u>
<b>Appropriations</b>					
General Fund	<u>467,598</u>	<u>443,169</u>	<u>431,000</u>	<u>431,000</u>	<u>425,000</u>
Total Appropriations	<u><u>467,598</u></u>	<u><u>443,169</u></u>	<u><u>431,000</u></u>	<u><u>431,000</u></u>	<u><u>425,000</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: General Insurance

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**Purpose**

General insurance is the management of all other insurance functions including retiree health, unemployment compensation, property, and surety bonding.

- Coordinate quarterly reimbursement for retiree medical insurance with Finance staff
- Monitor unemployment claims utilizing a third party administrator
- Secure necessary bonds and property insurance through outside carriers

**Goals and Objectives**

The major goal is the continued assessment of current service providers. Work with the Finance Department to prepare for the effects of GASB 45 and how it will affect retiree health costs and funding requirements.

**Base Budget-Change in Service**

The 2011-2012 budget is the same as was adopted for the 2010-2011 fiscal year.

General insurance is accounted for in the General Fund.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: General Insurance

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	389,476	447,142	560,000	560,000	540,000
Professional and Technical	-	-	5,500	5,500	5,500
Other Services and Charges	<u>11,560</u>	<u>18,301</u>	<u>51,500</u>	<u>51,500</u>	<u>51,500</u>
Total Expenditures	<u>401,036</u>	<u>465,443</u>	<u>617,000</u>	<u>617,000</u>	<u>597,000</u>
<b>Appropriations</b>					
General Fund	<u>401,036</u>	<u>465,443</u>	<u>617,000</u>	<u>617,000</u>	<u>597,000</u>
Total Appropriations	<u>401,036</u>	<u>465,443</u>	<u>617,000</u>	<u>617,000</u>	<u>597,000</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Duplicating Services

**Purpose**

Duplicating is a support service benefiting all City departments. The major functions of the division are:

- Development of original documents for all City departments.
- Reproduction of documents for all City departments.
- Mail processing for all City departments.
- Final stage processing for water/refuse statements for the Finance Department.
- Maintenance of all City Hall satellite copiers.
- Production and central inventory location for all commonly used City forms and some supplies.

The Duplicating Services division strives to provide professional quality in-house printing services for the City of Covina, to maintain cost-effective graphics, and to provide efficient mail services. When documents must be out-sourced for printing, Duplicating coordinates bids, transportation of product, and centralized billing.

Monitoring costs for various types of mailings and other delivery services is also a main function of Duplicating.

**Goals and Objectives**

The Duplicating Services division’s goals are to continue the highest possible level of customer service to City departments and to increase communication so all City departments can take full advantage of services available through Duplicating Services.

To accomplish this goal the division will:

- 1) Continue to advance applications of new technology to in shop printing methods as resources allow.
- 2) Continue to monitor and report on changes in postal regulations, rates and technology.

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2011-12.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Adopted	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>FTE Full-Time Positions</u>					
Printing and Central Services Specialist	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Printing and Central Services Specialist	-	-	-	-	-
Total FTE Part-Time Positions	0.25	-	-	-	-
Total Full-Time Equivalent Positions	1.00	1.00	1.00	1.00	1.00

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Duplicating Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	<u>84,640</u>	<u>74,822</u>	<u>70,000</u>	<u>15,000</u>	<u>15,000</u>
Total Revenues	<u>84,640</u>	<u>74,822</u>	<u>70,000</u>	<u>15,000</u>	<u>15,000</u>
<b>Expenditures</b>					
Personal Services	50,538	54,435	55,250	59,590	59,590
Professional and Technical	4,240	3,230	5,090	5,090	5,090
Property Services	17,079	15,047	17,110	16,050	15,550
Other Services and Charges	38,140	36,957	32,500	15,500	15,500
Supplies	<u>15,306</u>	<u>13,057</u>	<u>19,500</u>	<u>13,500</u>	<u>13,500</u>
Total Expenditures	<u>125,303</u>	<u>122,726</u>	<u>129,450</u>	<u>109,730</u>	<u>109,230</u>
<b>Appropriations</b>					
General Fund	<u>125,303</u>	<u>122,726</u>	<u>129,450</u>	<u>109,730</u>	<u>109,230</u>
Total Appropriations	<u>125,303</u>	<u>122,726</u>	<u>129,450</u>	<u>109,730</u>	<u>109,230</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Public Information

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**Purpose**

Public Information provides centralized distribution of information and informational resources to Covina residents, business owners and media outlets.

**Basic Functions**

Public Information is a support service function benefiting all City departments. With the implementation of service reductions, the major functions of the division are:

- Media liaison.
- Production of City View (three issues).
- Coordination of special mailings.
- Development and staff support for outreach/educational efforts, meetings, events, State of the City, Local Government 101, Job Fair, etc., as directed.
- Coordination of Veterans' Day and Wall of Honor ceremonies.
- Production of City View Extra water/refuse bill inserts.
- Presentation coordination for City Council meetings.
- Design and content development/management of City web site.
- Coordination of Connect CTY reverse 911 system.
- Management, recording, reproduction and scheduling of cable television re-broadcasts of City Council meetings and other presentations.

**Goals and Objectives**

- With City View, the web site and water/refuse bill inserts as the main informational tools, continue to provide direct verifiable information to residents in a clear, easy-to-understand and cost effective manner.
- Continue to work with media to promote accurate coverage.
- Provide coordination of media Citywide for non-emergency programs, services and events.
- Maximize and expand technology options to provide information via local television providers (Public Education and Government (PEG) channels as resources allow.
- Establish and implement procedures for organizational image tools (formatting of letters, memos, etc.) to achieve a consistent organizational appearance.

**Base Budget-Change in Service**

The fiscal year 2011-2012 budget reflects a change whereby the PT personnel assigned to this activity has been consolidated with the Finance activity. The budget as presented represents the contract position for City View production, Council meeting broadcast/presentations and other outreach services as needed.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Public Information

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	Actual	Actual	Budget	Base	Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Public Information Officer	1.00	1.00	-	-	-
Total Full-Time Positions	1.00	1.00	-	-	-
<u>FTE Part-Time Positions</u>					
Public Information Officer	-	-	-	-	-
Account Clerk I	1.00	1.00	1.00	1.00	0.75
Total FTE Part-Time Positions	1.00	1.00	1.00	1.00	0.75
Total Full-Time Equivalent Positions	2.00	2.00	1.00	1.00	0.75

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Public Information

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	475	1,578	500	-	-
Miscellaneous	<u>10,987</u>	<u>47,694</u>	<u>41,000</u>	<u>41,000</u>	<u>45,000</u>
Total Revenues	<u>11,462</u>	<u>49,272</u>	<u>41,500</u>	<u>41,000</u>	<u>45,000</u>
<b>Expenditures</b>					
Personal Services	154,363	176,096	35,750	-	-
Professional and Technical	12,330	21,165	48,680	63,680	63,680
Property Services	3,195	2,853	3,150	-	-
Other Services and Charges	57,660	53,221	38,650	40,650	40,650
Supplies	5,078	3,986	1,150	550	550
Capital Outlay	<u>35,264</u>	<u>-</u>	<u>18,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>267,890</u>	<u>257,321</u>	<u>145,380</u>	<u>104,880</u>	<u>104,880</u>
<b>Appropriations</b>					
General Fund	232,626	257,321	127,380	104,880	104,880
Public Education in Government	<u>35,264</u>	<u>-</u>	<u>18,000</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>267,890</u>	<u>257,321</u>	<u>145,380</u>	<u>104,880</u>	<u>104,880</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: General Government

Activity: Civic Center

**Purpose**

The Civic Center is responsible for the maintenance, repair and custodial services for the City Hall complex. The basic function is to provide a clean, safe and aesthetically pleasing facility for the public and employees.

**Goals and Objectives**

To maintain a safe, healthful and aesthetically pleasing facility.

**Base Budget-Change in Service**

There is no change of service for fiscal 2011-2012. City Hall improvements, maintenance and repairs will continue to be limited to urgent structural and safety repairs only. Specifically, needed roof, façade, structure and window repairs have been deferred.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Civic Center

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	-	35,298	-	-	-
Property Services	83,842	78,711	109,690	107,310	106,310
Other Services and Charges	2,938	2,820	3,320	5,180	5,180
Supplies	2,314	2,658	5,610	5,110	5,110
Capital Outlay	120,448	-	-	-	-
Interdepartmental	<u>20,800</u>	<u>71,210</u>	<u>71,210</u>	<u>88,270</u>	<u>88,280</u>
Total Expenditures	<u>230,342</u>	<u>190,697</u>	<u>189,830</u>	<u>205,870</u>	<u>204,880</u>
<b>Appropriations</b>					
General Fund	<u>230,342</u>	<u>190,697</u>	<u>189,830</u>	<u>205,870</u>	<u>204,880</u>
Total Appropriations	<u>230,342</u>	<u>190,697</u>	<u>189,830</u>	<u>205,870</u>	<u>204,880</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the general government program recognizes the general government support of the General Fund to other designated funds (activities) as follows:

**From**

- City Council
- City Clerk
- City Treasurer
- City Manager
- City Attorney
- Finance
- Records Management
- Human Resources
- Employee Development
- Workers Compensation
- Public Liability
- General Insurance
- Duplicating Services
- Public Information
- Civic Center

**To**

- Law Enforcement Grant
- State Gas Tax
- Landscape District
- Lighting District
- Sewer District
- Public Parking
- Library Grant
- Transit
- Redevelopment and Housing
- Water Utility
- Environmental Protection
- Central Equipment
- MIS Administration
- Tax Allocation Debt

The indirect cost allocation is based on various variables and includes building and equipment usage components.

**Goals and Objectives**

To recognize and account for the indirect General Fund general government support to other designated funds (activities).

**Base Budget-Change in Service**

There is a reduction of \$200,000 allocated from the Tax Allocation Debt Fund.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: General Government

Activity: Indirect Cost Allocation - General Gov.

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>(1,869,920)</u>	<u>(1,782,944)</u>	<u>(2,169,230)</u>	<u>(1,969,230)</u>	<u>(1,969,230)</u>
Total Expenditures	<u>(1,869,920)</u>	<u>(1,782,944)</u>	<u>(2,169,230)</u>	<u>(1,969,230)</u>	<u>(1,969,230)</u>
<b>Appropriations</b>					
General Fund	<u>(1,869,920)</u>	<u>(1,782,944)</u>	<u>(2,169,230)</u>	<u>(1,969,230)</u>	<u>(1,969,230)</u>
Total Appropriations	<u>(1,869,920)</u>	<u>(1,782,944)</u>	<u>(2,169,230)</u>	<u>(1,969,230)</u>	<u>(1,969,230)</u>



CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Public Safety

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Revenues</b>					
Taxes	1,340	7,600	-	-	-
Licenses and Permits	6,949	1,462	-	-	-
Intergovernmental	740,410	894,823	714,930	737,200	737,200
Charges for Services	204,256	325,914	257,370	274,900	324,900
Fines and Forfeits	871,761	1,190,898	912,220	954,220	1,154,220
Miscellaneous	(177)	5,717	-	-	-
Other Financing Sources	-	486,788	-	-	-
Total Revenues	<u>1,824,539</u>	<u>2,913,202</u>	<u>1,884,520</u>	<u>1,966,320</u>	<u>2,216,320</u>
<b>Activities</b>					
Police Administration	1,049,074	1,064,430	1,099,500	1,196,010	1,428,010
Crime Prevention	446,530	435,155	304,120	320,400	314,430
Police Investigation	1,973,246	1,986,470	1,889,350	1,933,810	1,911,100
Police Patrol	6,495,156	6,514,987	6,288,370	6,732,920	6,434,760
Police Records	447,543	464,811	505,030	504,550	504,550
Police Jail	399,668	365,974	415,780	415,240	437,240
Traffic Safety	385,561	368,663	364,190	385,320	381,240
Parking Control	207,142	249,260	274,130	273,730	296,200
Communication Services	1,124,038	1,582,315	1,204,020	1,249,930	1,249,430
Police Training	271,244	401,837	344,580	358,140	358,140
Police Computer Services	370,564	380,470	386,850	386,850	386,850
Fire Suppression	7,772,168	7,565,649	7,647,440	7,519,990	7,519,990
Disaster Preparedness	44,014	17,012	16,350	16,350	16,350
Animal Control	63,180	105,949	125,600	125,600	125,600
Indirect Cost Allocation - Public Safety	100,820	-	67,200	67,200	67,200
Total Activities	<u>21,149,948</u>	<u>21,502,982</u>	<u>20,932,510</u>	<u>21,486,040</u>	<u>21,431,090</u>
<b>Appropriations</b>					
General Fund	20,580,800	20,897,598	20,505,980	21,027,420	20,872,060
Police Evidence Money Reserve	-	3,658	-	-	-
Red Light Camera Fund	215,427	194,220	194,220	194,220	194,220
Law Enforcement Grant Fund	353,721	407,506	232,310	264,400	304,400
Capital Projects Fund	-	-	-	-	60,410
Total Appropriations	<u>21,149,948</u>	<u>21,502,982</u>	<u>20,932,510</u>	<u>21,486,040</u>	<u>21,431,090</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Public Safety

Activity: Police Administration

**Purpose**

Police Administration includes the office of the Chief of Police and all activity associated with the overall administration of the Police Department. The Chief of Police provides overall leadership in directing the activities of the Department.

The Administration of the Police Department is responsible for two basic functions--first, the formulation of long-range plans for the continuation and improvement of the police services delivered to the community and second, the control of program development, support of policies, and conformance with procedures.

**Goals and Objectives**

Police Administration includes all activities associated with internal affairs, press relations, facility management, purchasing, payroll, and accounts payable/receivable.

Goals for fiscal year 2011-2012 are as follows:

- Provide strong leadership so that the community will continue to receive exceptional police service.
- Ensure that all laws are enforced and services are provided effectively, impartially, and ethically.
- Establish a succession plan to ensure the seamless transfer of leadership duties/responsibilities in the near future.

The objectives to meet the aforementioned goals are:

- Frequent meetings with management and supervisory personnel to ensure proper communication within the Department.
- Analyze community and crime trends so programs will be designed to maximize efficiency and utilization of resources.
- Provide appropriate training and professional opportunities to management and supervisory personnel that will foster their preparation for future leadership opportunities.

**Base Budget-Change in Service**

There is an increase of \$193,590 in this activity due to the addition of one Police Captain. This position was offset by the elimination of one Police Sergeant position in the Patrol activity. The Department continues to receive grant funding from the U.S. Department of Justice, Office of Justice Programs to continue the Police Cadet program.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Chief of Police	1.00	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00	2.00
Support Services Manager	1.00	1.00	1.00	-	-
Management Analyst	-	-	-	1.00	1.00
Executive Assistant to the Police Chief	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Public Safety

Activity: Police Administration

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	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	Actual	Actual	Budget	Base	Adopted
<u>FTE Part-Time Positions</u>					
Administrative Technician	0.50	0.50	0.50	0.50	0.50
Police Cadet	1.50	1.00	1.50	1.50	1.50
Background Investigator	.50	.50	1.00	.50	.50
Custodian	-	-	1.00	1.00	1.00
General Maintenance Worker	-	-	1.00	1.00	1.00
Total FTE Part-Time Positions	<u>2.50</u>	<u>2.00</u>	<u>4.50</u>	<u>4.00</u>	<u>4.50</u>
Total Full-Time Equivalent Positions	<u>5.50</u>	<u>6.00</u>	<u>8.50</u>	<u>8.00</u>	<u>9.50</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Police Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Taxes	1,340	7,600	-	-	-
Intergovernmental	-	14,452	36,010	-	-
Charges for Services	1,630	2,158	-	2,000	2,000
Miscellaneous	5,286	279	-	-	-
Total Revenues	<u>8,256</u>	<u>24,489</u>	<u>36,010</u>	<u>2,000</u>	<u>2,000</u>
<b>Expenditures</b>					
Personal Services	678,761	703,786	750,810	847,320	1,040,280
Professional and Technical	42,173	57,856	88,090	73,090	73,090
Property Services	141,646	150,733	130,220	156,220	156,220
Other Services and Charges	75,142	76,705	76,550	75,550	76,180
Supplies	39,328	29,650	49,570	39,570	39,570
Capital Outlay	25,620	-	-	-	38,410
Interdepartmental	46,404	45,700	4,260	4,260	4,260
Total Expenditures	<u>1,049,074</u>	<u>1,064,430</u>	<u>1,099,500</u>	<u>1,196,010</u>	<u>1,428,010</u>
<b>Appropriations</b>					
General Fund	1,042,409	1,049,291	1,063,490	1,171,570	1,365,160
Law Enforcement Grant Fund	6,665	15,139	36,010	24,440	24,440
Capital Projects Fund	-	-	-	-	38,410
Total Appropriations	<u>1,049,074</u>	<u>1,064,430</u>	<u>1,099,500</u>	<u>1,196,010</u>	<u>1,428,010</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Crime Prevention

**Purpose**

The Crime Prevention Unit is responsible for managing specific programs and developing community partnerships to help prevent crime. This is accomplished through education and presentations that make citizens aware of ways to reduce crime, protect their property, and become involved in the fight against crime.

**Goals and Objectives**

The Crime Prevention Unit will continue to provide information to the community on issues related to the Department and other community safety topics through various forums. The Crime Prevention Unit will continue its efforts in victim outreach and assistance. Crime victims will be identified by on-going review of crime reports. The Crime Prevention Unit will contact these victims and offer guidance and resources to help them cope with being a crime victim and try to minimize the chances of them being similarly victimized again.

The Covina Police Department Crime Prevention Unit will continue to provide excellent service to the community by being a resource for the community for business, home and personal safety.

Goals for fiscal year 2011-2012 are as follows:

- Maintain Police Department staffing levels by recruiting when necessary.
- Increase outreach and assistance to victims of crimes.
- Maintain cooperation between the Community and the Police Department to reduce crime in the City.
- Continue to manage volunteer programs to assist staff wherever appropriate.

The objectives to meet the aforementioned goals are:

- The Crime Prevention Sergeant will supervise recruitment and coordinate efforts to work with Human Resources to recruit qualified applicants for Police Department positions.
- Identify victims and offer crime prevention tips and /or referrals.
- Plan, organize and provide a night where citizens in the community take a stance against crime (annual National Night Out Against Crime).
- Recruit and train volunteers in various field and station assignments.

**Base Budget-Change in Service**

There is a decrease of \$5,970 in this activity due to reduced Motor Pool charges. The part time Community Services Specialist continues to be funded by a COPS grant. Should the grant not be funded, this position will be eliminated.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Sergeant	1.00	1.00	1.00	1.00	1.00
Community Services Specialist	1.00	1.00	-	-	-
Community Services Officer	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	3.00	3.00	2.00	2.00	2.00

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Crime Prevention

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<u>FTE Part-Time Positions</u>					
Community Services Specialist	0.50	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u><u>3.50</u></u>	<u><u>3.50</u></u>	<u><u>3.50</u></u>	<u><u>3.50</u></u>	<u><u>2.50</u></u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Crime Prevention

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Adopted
<b>Revenues</b>					
Intergovernmental	18,650	24,800	24,800	24,800	24,800
Charges for Services	18,433	41,852	30,000	35,000	35,000
Miscellaneous	2,256	5,260	-	-	-
Total Revenues	<u>39,339</u>	<u>71,912</u>	<u>54,800</u>	<u>59,800</u>	<u>59,800</u>
<b>Expenditures</b>					
Personal Services	339,453	337,166	257,490	273,770	273,770
Professional and Technical	60,000	60,000	-	-	-
Property Services	10,316	-	500	500	500
Other Services and Charges	21,758	21,754	25,720	25,720	19,750
Supplies	15,003	16,235	20,410	20,410	20,410
Total Expenditures	<u>446,530</u>	<u>435,155</u>	<u>304,120</u>	<u>320,400</u>	<u>314,430</u>
<b>Appropriations</b>					
General Fund	415,367	399,690	279,320	295,920	289,950
Law Enforcement Grant Fund	31,163	35,465	24,800	24,480	24,480
Total Appropriations	<u>446,530</u>	<u>435,155</u>	<u>304,120</u>	<u>320,400</u>	<u>314,430</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Investigations

**Purpose**

The Investigations Bureau is responsible for the investigation of crime, proactive deterrence of crime and the presentation of cases to the District Attorney’s Office for prosecution. The Unit is comprised of seven work units: Crimes Persons, Juvenile Investigations, Economic Crime, Property Crime, Special Enforcement Team, Court Liaison, and Crime Analysis.

**Goals and Objectives**

The Investigations Bureau is committed to timely and responsive investigative follow-up and self-initiated activity in the area of narcotics and gang enforcement. Public awareness will be increased in the areas of gangs, graffiti and narcotics. Detectives will provide crime prevention techniques so citizens can better protect themselves against becoming victims.

Goals for fiscal year 2011-2012 are as follows:

- Increase the public’s awareness of crime trends.
- Address the increase in parolees released from the State Prison system, including the non-revocable parolees.
- Monitor registrant compliance as it relates to subjects who fall under 290 of the California Penal Code.

The objectives to meet the aforementioned goals are:

- Detectives and support personnel will work in conjunction with Crime Prevention staff to educate both crime victims and the general public on how to protect themselves against either being a first time or repeat victim.
- Develop and implement an in-house parolee management program that will monitor the whereabouts of both assigned and non-revocable parolees who reside in and around the Covina area.
- Review and update all in-house files as they relate to subjects required to register under 290 of the Penal Code. Conduct quarterly reviews for compliance that include home visits to ensure validity of provided information.

**Base Budget-Change in Service**

There a decrease in this activity of \$22,710 due to a reduction in Motor Pool charges.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Lieutenant	1.00	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00	1.00
Police Officer	10.00	10.00	9.00	9.00	9.00
Court Officer	1.00	1.00	1.00	1.00	1.00
Property/Evidence Clerk	1.00	1.00	1.00	1.00	1.00
Police Records Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	15.00	15.00	14.00	14.00	14.00

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Investigation

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	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<u>FTE Part-Time Positions</u>					
Police Officer	0.50	0.50	-	-	-
Community Services Officer	0.50	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>16.00</u>	<u>16.00</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Police Investigation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	<u>6,468</u>	<u>7,525</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>6,468</u>	<u>7,525</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	1,772,859	1,780,006	1,715,730	1,760,190	1,752,130
Professional and Technical	48,907	76,507	56,070	56,070	56,070
Property Services	11,419	9,642	13,110	13,110	13,110
Other Services and Charges	91,196	89,933	89,560	89,560	74,910
Supplies	13,861	16,633	14,880	14,880	14,880
Capital Outlay	-	10,249	-	-	-
Interdepartmental	<u>35,004</u>	<u>3,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,973,246</u>	<u>1,986,470</u>	<u>1,889,350</u>	<u>1,933,810</u>	<u>1,911,100</u>
<b>Appropriations</b>					
General Fund	1,973,246	1,982,812	1,889,350	1,933,810	1,911,100
Police Evidence Money Reserve	<u>-</u>	<u>3,658</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>1,973,246</u>	<u>1,986,470</u>	<u>1,889,350</u>	<u>1,933,810</u>	<u>1,911,100</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Patrol

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**Purpose**

The Patrol Division is the largest division within the Police Department. The Patrol Division's functions include:

- Providing efficient and effective law enforcement service to the community.
- Remaining responsive and flexible to the changing needs of the community.
- Working to reduce crime and fear of crime.
- Enhancing the quality of life in the community through strong police service.
- Cooperatively working with other city departments to enhance overall city service.
- Where appropriate, applying innovative strategies to form more long-term solutions to crime and related community problems.

These functions are accomplished through the use of 24-hour/7 days per week patrolling of the streets and neighborhoods of our community. The Patrol Division utilizes supervision, Field Training Officers, Patrol Officers, Traffic Unit, and Community Service Officers (civilian report takers) to effectively and efficiently conduct the above functions in a safe, lawful and responsible manner.

The Patrol Division divides the City into three service areas with one Lieutenant assigned to each area. Service Area Policing allows citizens to contact the Lieutenant who is responsible for their specific area of concern for any non-emergency issues. It provides for the following:

- Increased police accountability to citizens
- More personalized service to residents and business owners
- Increased citizen satisfaction and communication with the Police Department
- Improved neighborhood quality of life

**Goals and Objectives**

The Patrol Division's goals for fiscal year 2011-2012 are as follows:

- Provide an enhanced level of fundamental police services to the community.
- Proactive deployment of patrol forces in problematic areas.

The objectives of the aforementioned goals are:

- Maintain close supervision and quality auditing to ensure basic service is provided in the most efficient and professional manner.
- Utilize data analysis to accurately assess crime patterns and strategically deploy personnel and services.

**Base Budget-Change in Service**

There is a decrease of \$298,160 in this activity due to a reduction in Motor Pool charges and the elimination of one Police Sergeant position. This activity also has three Police Officer positions that have not been funded since mid-year 2009-2010.

While not funded by the General Fund, this activity includes two (2) Community Services Officers and the funding is provided by a COPS grant. Should the State discontinue this grant, the two (2) CSO positions would be eliminated.

Four (4) Patrol vehicles are scheduled for replacement this year and this expenditure appears in the Public Works Central Equipment cost center.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Patrol

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Lieutenant	3.00	3.00	3.00	3.00	3.00
Police Sergeant	6.00	6.00	6.00	6.00	5.00
Police Officer	32.00	32.00	32.00	32.00	30.00
Community Services Officer	4.00	4.00	4.00	4.00	3.00
Total Full-Time Positions	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>	<u>41.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Police Patrol

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	626,594	754,909	578,700	651,700	651,700
Charges for Services	34,967	40,444	43,120	50,000	50,000
Fines and Forfeits	463,224	645,710	437,220	454,220	454,220
Miscellaneous	39	(60)	-	-	-
Total Revenues	<u>1,124,824</u>	<u>1,441,003</u>	<u>1,059,040</u>	<u>1,155,920</u>	<u>1,155,920</u>
<b>Expenditures</b>					
Personal Services	5,526,858	5,482,722	5,385,720	5,830,270	5,645,370
Professional and Technical	269,716	242,342	253,780	257,320	256,820
Property Services	31,133	19,211	13,100	15,100	15,100
Other Services and Charges	602,825	605,066	607,940	604,940	493,180
Supplies	41,228	23,141	54,700	52,160	51,160
Capital Outlay	25,011				
Interdepartmental	(1,615)	142,505	(26,870)	(26,870)	(26,870)
Total Expenditures	<u>6,495,156</u>	<u>6,514,987</u>	<u>6,288,370</u>	<u>6,732,920</u>	<u>6,434,760</u>
<b>Appropriations</b>					
General Fund	6,157,007	6,028,458	6,018,950	6,419,520	6,121,360
Red Light Camera Fund	215,427	194,220	194,220	194,220	194,220
Law Enforcement Grant Fund	122,722	292,309	75,200	119,180	119,180
Total Appropriations	<u>6,495,156</u>	<u>6,514,987</u>	<u>6,288,370</u>	<u>6,732,920</u>	<u>6,434,760</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Records

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**Purpose**

The Records Bureau is the central repository for all Police Department incident reporting. Records is responsible for the processing, storage, and dissemination of all Police Department public documents. Thousands of new police reports are processed through Records each year. In addition to police reports, registrant files, solicitor permit application files, and overnight parking applicant files are maintained and each have a distinctive process that must take place. Records also supports a computerized parking citation system by entering citation and payment information into the system and collecting parking citation fines at the front counter. In addition, the Records Bureau provides clerical support to the Detective Bureau. Significant unit tasks include:

- All data entry into the Records Management System.
- Maintaining a high customer service profile.
- The scanning of all reports into an optical imaging system for permanent storage and retrieval.
- The certifying and releasing of official public police documents.
- Duplication and distribution of reports for court action and in fulfillment of State and Federal requirements.
- Purging of records as required by law.
- Responding to court subpoenas for records.
- Collection of NSF checks.
- Tracking the three step process of administrative adjudication of parking citations through the Computerized Parking System.
- Processing City applicants through the Department of Justice.
- Processing registrant paperwork.
- Entering restraining orders into the California Law Enforcement Telecommunications System.

**Goals and Objectives**

Since Records Management is an important component in the successful completion of the law enforcement mission, the information entered into the Records Management System must be accurate and current. Three elements of statistical reporting are derived from the information entered into the Records Management System. The first element is the Uniform Crime Report (UCR) which is required to be submitted monthly by the California Department of Justice and the Federal Bureau of Investigation. The second element of statistical reporting is for management purposes, which provides data for budgetary objectives and programs. The final element of statistical reporting is for Crime Analysis, which is a valuable tool for law enforcement planning and directed enforcement.

A major responsibility of police records management is to ensure that the most recent State and Federal mandates are met by records personnel. The Records Bureau has 10 days to respond to a request for information from the public. The Records unit receives requests for information on a continuous basis, by mail and in person at the front counter.

Due to the sensitive nature of domestic violence incidents, emergency protective orders and restraining order information must be entered into the State information systems as soon as the paperwork is received by Records. In the case of Emergency Protective Orders, this can occur at any time of the day or night.

Goals for fiscal year 2011-2012 are as follows:

- Continue to provide a high level of customer service to the public by responding to their requests in a timely and efficient manner while adhering to Federal and State law and Department policies.
- Keep current with data entry into the Records Management System to provide investigators with an up-to-date database for case management and statistical reporting requirements.
- Reduce liability by maintaining a well-trained, informed staff.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Records

The objectives to meet these goals are:

- Maintain a full staffing level.
- Ensure that all Records personnel are adequately trained in data entry.
- Provide adequate training to ensure that all staff is fully trained in Department policies and procedures and that all State and Federal mandates are met.

**Base Budget-Change in Service**

There is no increase in this activity.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
Police Records Clerk	5.00	5.00	5.00	5.00	5.00
Total Full-Time Positions	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<u>FTE Part-Time Positions</u>					
Police Aide/Clerical	1.50	1.50	1.50	1.50	-
Police Records Clerk	-	-	-	-	1.50
Total Full-Time Equivalent Positions	<u><u>7.50</u></u>	<u><u>7.50</u></u>	<u><u>7.50</u></u>	<u><u>7.50</u></u>	<u><u>7.50</u></u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Police Records

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	7,197	477	2,000	2,000	2,000
Charges for Services	<u>34,908</u>	<u>24,516</u>	<u>28,250</u>	<u>31,900</u>	<u>31,900</u>
Total Revenues	<u>42,105</u>	<u>24,993</u>	<u>30,250</u>	<u>33,900</u>	<u>33,900</u>
<b>Expenditures</b>					
Personal Services	416,733	431,449	471,120	470,640	470,640
Professional and Technical	6,746	5,071	5,590	5,590	5,590
Property Services	23,625	27,804	24,400	24,400	24,400
Other Services and Charges	-	105	170	170	170
Supplies	<u>439</u>	<u>382</u>	<u>3,750</u>	<u>3,750</u>	<u>3,750</u>
Total Expenditures	<u>447,543</u>	<u>464,811</u>	<u>505,030</u>	<u>504,550</u>	<u>504,550</u>
<b>Appropriations</b>					
General Fund	<u>447,543</u>	<u>464,811</u>	<u>505,030</u>	<u>504,550</u>	<u>504,550</u>
Total Appropriations	<u>447,543</u>	<u>464,811</u>	<u>505,030</u>	<u>504,550</u>	<u>504,550</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Jail

**Purpose**

The Jail is responsible for the booking, care, and temporary detention of persons, primarily adults, pending court arraignment or release from custody. Adult detentions do not exceed 48 hours, excluding weekends and holidays. Juveniles are periodically detained pending transportation to Juvenile Hall. Juvenile detentions do not exceed six (6) hours.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Increase safety and reduce civil liability in the operation of this jail facility.
- Pass inspections by State and County agencies and maintain compliance with changes in law under Title 15 of the California Code of Regulations.

The objectives to meet the aforementioned goals are:

- Ensure that all jail personnel are in compliance with State of California, Board of Corrections Standards and Training Commission basic training recommendations and seek out additional training that will enhance jail efficiency and safety, thus reducing operational and liability costs.
- Continually monitor the jail facility and quickly address/correct any deficient areas, make modifications and/or improvements as necessary to maintain compliance with all regulations governing the jail facility.

**Base Budget-Change in Service**

There is an overall decrease of \$540 in this activity due to personnel costs.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Jailer	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>FTE Part-Time Positions</u>					
Jailer	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u><u>4.50</u></u>	<u><u>4.50</u></u>	<u><u>4.50</u></u>	<u><u>4.50</u></u>	<u><u>4.50</u></u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Police Jail

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Adopted
<b>Revenues</b>					
Intergovernmental	11,128	-	15,000	15,000	15,000
Charges for Services	-	10,035	-	-	-
Miscellaneous	(7,758)	-	-	-	-
Total Revenues	<u>3,370</u>	<u>10,035</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b>Expenditures</b>					
Personal Services	329,912	328,662	357,660	367,120	367,120
Professional and Technical	-	-	2,000	2,000	2,000
Property Services	24,205	13,299	29,320	29,320	29,320
Supplies	13,975	16,372	16,800	16,800	16,800
Capital Outlay	55,651	7,641	10,000	-	22,000
Interdepartmental	(24,075)	-	-	-	-
Total Expenditures	<u>399,668</u>	<u>365,974</u>	<u>415,780</u>	<u>415,240</u>	<u>437,240</u>
<b>Appropriations</b>					
General Fund	399,668	361,089	415,780	415,240	415,240
Law Enforcement Grant Fund	-	4,885	-	-	-
Capital Projects Fund	-	-	-	-	22,000
Total Appropriations	<u>399,668</u>	<u>365,974</u>	<u>415,780</u>	<u>415,240</u>	<u>437,240</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Traffic Safety

**Purpose**

The Traffic Unit is responsible for traffic enforcement, major injury and fatal traffic collision investigations, and accident reduction through selective enforcement.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Decrease collisions in the City by identifying high incidence locations and employing enforcement and educational resources.
- Decrease DUI and unlicensed driving throughout the City.
- Diagram major intersections and high collision locations throughout the City to allow investigations to be conducted more efficiently.

The objectives to meet the aforementioned goals are:

- Use Crossroads computer data analysis to identify high frequency collision locations. Assist City Traffic Engineer in recommendations for improving flow of traffic at locations.
- With the aid of a local law enforcement DUI grant, continue directed DUI patrols, checkpoints and public education.
- Use laser-diagramming system to accurately gather measurements and make master diagrams for patrol personnel to utilize.

**Base Budget-Change in Service**

There is a decrease of \$44,080 in this activity due to a decrease in personnel costs and a reduction in Motor Pool charges. These personnel costs are being funded from the Impound Grant (2290).

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Officer	2.00	3.00	2.00	2.00	2.00
Total Full-Time Equivalent Positions	<u>2.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Traffic Safety

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	14,744	3,912	2,700	2,700	2,700
Charges for Services	<u>29,914</u>	<u>14,702</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>
Total Revenues	<u>44,658</u>	<u>18,614</u>	<u>38,700</u>	<u>38,700</u>	<u>38,700</u>
<b>Expenditures</b>					
Personal Services	279,133	262,732	250,890	272,020	272,020
Professional and Technical	92,063	90,155	97,580	97,580	97,580
Property Services	4,418	4,375	4,500	4,500	4,500
Other Services and Charges	4,080	4,080	4,180	4,180	100
Supplies	<u>5,867</u>	<u>7,321</u>	<u>7,040</u>	<u>7,040</u>	<u>7,040</u>
Total Expenditures	<u>385,561</u>	<u>368,663</u>	<u>364,190</u>	<u>385,320</u>	<u>381,240</u>
<b>Appropriations</b>					
General Fund	340,716	368,663	364,190	385,320	341,240
Law Enforcement Grant Fund	<u>44,845</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>40,000</u>
Total Appropriations	<u>385,561</u>	<u>368,663</u>	<u>364,190</u>	<u>385,320</u>	<u>381,240</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Parking Control

**Purpose**

The Parking Enforcement Unit is designed to ensure the best utilization of available parking and to control the parking of unauthorized vehicles in restricted areas throughout the City. The program includes direct supervision of enforcement personnel and managing of the contract which provides for the collection and processing of citations.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Identify parking needs and issues in and around the City parking structure and develop ways to alleviate problems.
- Educate public regarding appropriate areas to park for different needs (commuters, shoppers, etc.)
- Strengthen relationships between the Police Department and business owners affected by parking regulations.
- Implement new Web system to enhance revenue collection and reduce administrative workload.

The objectives to meet the aforementioned goals are:

- The part time parking enforcement officer will focus on enforcement in and around the parking structure, and, if necessary, will assess and make recommendations for improvements.
- Carry maps and/or material to educate the members of the public that park in the City.
- Attend parking meetings, provide relevant input, and listen to concerns from business owners.
- Work closely with current vendor to ensure enhancements are beneficial to the public as well as the City.

**Base Budget-Change in Service**

This activity reflects an increase of \$22,470 due to an increase in Motor Pool Charges and change in the contract/services provided by the City of Inglewood. Prop A Transit Funds are used for a part time parking enforcement officer and these are budgeted via interdepartmental instead of revenue.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Parking Officer	1.00	1.00	1.00	1.00	-
<u>FTE Part-Time Positions</u>					
Overnight Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00
Parking Officer	-	0.50	0.50	0.50	0.50
Total Full-Time Equivalent Positions	3.00	3.50	3.50	3.50	2.50

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Parking Control

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	-	-	25,000	25,000	25,000
Charges for Services	74,231	91,986	120,000	120,000	170,000
Fines and Forfeits	408,537	545,188	475,000	500,000	700,000
Total Revenues	<u>482,768</u>	<u>637,174</u>	<u>620,000</u>	<u>645,000</u>	<u>895,000</u>
<b>Expenditures</b>					
Personal Services	88,645	42,642	93,640	93,240	93,240
Professional and Technical	133,750	216,667	211,000	211,000	225,760
Property Services	2,331	2,848	1,800	1,800	1,800
Other Services and Charges	25,007	26,088	21,370	21,370	29,080
Supplies	718	1,999	1,320	1,320	1,320
Interdepartmental	(43,309)	(40,984)	(55,000)	(55,000)	(55,000)
Total Expenditures	<u>207,142</u>	<u>249,260</u>	<u>274,130</u>	<u>273,730</u>	<u>296,200</u>
<b>Appropriations</b>					
General Fund	<u>207,142</u>	<u>249,260</u>	<u>274,130</u>	<u>273,730</u>	<u>296,200</u>
Total Appropriations	<u>207,142</u>	<u>249,260</u>	<u>274,130</u>	<u>273,730</u>	<u>296,200</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Communication Services

**Purpose**

Police Communications is responsible for the twenty-four hour a day, radio and telephone communications for the Police Department. The role of the unit is to receive and prioritize calls for service, provide information and customer service to citizens and to direct manpower and equipment where needed to ensure public safety. The significant unit tasks include:

- Emergency and non-emergency telephone communications.
- Police emergency mobile radio communications.
- Call prioritization/assignment to patrol officers.
- Accurate operation of numerous computer applications.
- Provide accurate documentation of incidents or events to include all telephone and radio communications as requested.

**Goals and Objectives**

Police Communications operates seven days a week, 24 hours a day, and is staffed by a minimum of two dispatchers at all times. The Dispatch Center uses a variety of specialized equipment to receive requests for both police and fire services, prioritizes those requests, and dispatches the necessary resources to efficiently handle each incident. The Dispatch Center is a Primary PSAP (Public Safety Answering Point) for the 9-1-1 System, including wireless 9-1-1 calls. The Dispatch Center is the first point of contact between the police department and the public. The staff of the Dispatch Center is committed to professionalism and courtesy.

Goals for fiscal year 2011-2012 are as follows:

- Provide formal dispatcher training to each dispatcher.
- Recruit and retain the best possible candidates for vacant positions and establish an eligibility list for future vacancies.

The objectives to meet the aforementioned goals are:

- All dispatchers will receive specialized training. With the changing needs of public safety and POST mandates, each dispatcher needs up to date information to perform their duties and mitigate the Department's civil liability.
- The unit will take an active role in the solicitation and recruitment of potential dispatchers in order to obtain the best qualified candidates. Potential candidates will attend unit sponsored workshops, tours and participate in hands on observation of the dispatch center.

**Base Budget-Change in Service**

There is decrease of \$500 in this activity due to a reduction in property services costs. One additional part time dispatcher has been hired to assist with overtime due to vacancies and without any additional funding required.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Public Safety Communications Supervisor	1.00	1.00	1.00	1.00	1.00
Public Safety Dispatcher	9.00	9.00	10.00	10.00	10.00
Total Full-Time Positions	<u>10.00</u>	<u>10.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
<u>FTE Part-Time Positions</u>					
Public Safety Dispatcher	1.0	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>11.00</u>	<u>11.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Communication Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Other Financing Sources	-	486,788	-	-	-
Total Revenues	<u>-</u>	<u>486,788</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	986,170	968,525	1,044,910	1,090,820	1,090,820
Property Services	135,333	124,438	156,890	156,890	156,390
Other Services and Charges	765	366	300	300	300
Supplies	1,770	2,198	1,920	1,920	1,920
Interdepartmental	-	486,788	-	-	-
Total Expenditures	<u>1,124,038</u>	<u>1,582,315</u>	<u>1,204,020</u>	<u>1,249,930</u>	<u>1,249,430</u>
<b>Appropriations</b>					
General Fund	<u>1,124,038</u>	<u>1,582,315</u>	<u>1,204,020</u>	<u>1,249,930</u>	<u>1,249,430</u>
Total Appropriations	<u>1,124,038</u>	<u>1,582,315</u>	<u>1,204,020</u>	<u>1,249,930</u>	<u>1,249,430</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Training

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**Purpose**

Training is an integral part of the management of any police department that cannot be overstated. Continuous professional training is one of a police department's strongest tools in ensuring its mission to prevent and suppress crime and enhance public safety. Proper training at all levels of an organization reduces exposure to civil liability. The well-trained sworn and civilian employee maximizes organizational effectiveness.

The State mandates certain levels of ongoing training for sworn and civilian personnel. The State minimum requirements are 24 hours every two years of Advanced Officer and 14 hours a year of Perishable Skills training. Cities and police departments are subject to substantial liability in cases of negligent training. The purpose of the training unit is to ensure that employees are provided with the most current, credible and realistic training that the law requires.

The training budget will include all aspects of training from the basic police academy to managerial training and everything in between. Job specific training will include every aspect of police work, including but not limited to issues such as firearms and weaponless defense training, specialized investigations training, driver's training, first aid and legal updates.

Civilian training will include topics such as Crisis Communications for dispatchers, Custodial Officer training for jailers, and crime analysis and computer related courses for those charged with the crime analysis function.

Comprehensive training of employees includes their enrollment in job specific associations, attendance at job specific conferences and subscriptions to professional publications. These items will also be included in this training budget.

Firearms training is also included in this activity. Covina Police Officers are each issued a .40 caliber pistol as a primary duty weapon. All officers have access to and most deploy a 12-gauge shotgun; officers also deploy AR-15 and M16 .223 caliber rifles. All patrol officers deploy "Less Lethal" shotguns; officers additionally deploy electronic weapons (Tasers). Officers train with their pistol every other month, with their shotgun three (3) times a year, rifle three (3) times a year and with less lethal shotguns and Tasers twice a year. During the course of one (1) year the range staff provides officers with approximately 650 man-hours of training.

The police department has an indoor firing range. Environmental safety mandates that the expended bullets contained in the bullet trap are cleaned on a regular basis. The cost of this necessary maintenance is incorporated into the range portion of this activity.

Some of the classes/courses listed in this cost center are projected based upon expected attrition.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Assess/address all training related issues for each assignment in the Department.
- Develop a training plan that takes into account departmental and individual needs.
- This activity will focus on an employee development program oriented toward improving performance in the employee's current position, preparation for promotion to a higher level, and/or enhancing organizational effectiveness.

The objectives to meet the aforementioned goals are:

- Input/track all training on a computerized database to ensure all employees receive all statutory required training and job specific training.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Training

- Evaluate incidents and Watch Commander audits for training related issues.
- Monitor all training programs for effectiveness, keeping in mind Department needs, relevancy to contemporary issues, case law, and career development. Ensure that training related goals listed in employee evaluations are satisfied.

**Base Budget Change in Service**

There is no change in this activity.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Sergeant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Police Training

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Adopted
<b>Revenues</b>					
Intergovernmental	62,097	96,273	30,720	16,000	16,000
Miscellaneous	-	238	-	-	-
Total Revenues	<u>62,097</u>	<u>96,511</u>	<u>30,720</u>	<u>16,000</u>	<u>16,000</u>
<b>Expenditures</b>					
Personal Services	155,213	213,903	215,280	228,840	228,840
Property Services	750	938	13,210	13,210	13,210
Other Services and Charges	81,489	60,543	50,870	50,870	50,870
Supplies	33,792	112,933	65,220	65,220	65,220
Capital Outlay	-	13,520	-	-	-
Total Expenditures	<u>271,244</u>	<u>401,837</u>	<u>344,580</u>	<u>358,140</u>	<u>358,140</u>
<b>Appropriations</b>					
General Fund	268,758	345,085	344,580	358,140	358,140
Law Enforcement Grant Fund	2,486	56,752	-	-	-
Total Appropriations	<u>271,244</u>	<u>401,837</u>	<u>344,580</u>	<u>358,140</u>	<u>358,140</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Computer Services

**Purpose**

Police Computer Services is the cost center for the Police Department’s Information Technology system. The core is an automated Computer Aided Dispatch/Records Management System. This system is contractually provided by the West Covina Service Group, which also provides software upgrades and hardware services. The system is connected throughout the department by a local area network (LAN) that is connected to the City’s wide area network (WAN). This cost center also covers the Mobile Data Computers which are in the patrol vehicles.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- The continued integration of crime analysis to ensure trends are identified and resources are properly deployed.
- Maintain equipment and applications to assist in crime suppression and prevention.
- Maintain equipment and applications to operate Computer Aided Dispatch via mobile digital computers installed in patrol units.
- Maintain level of service to citizens who are reporting non-emergent crimes.

The objectives to meet the aforementioned goals are:

- Training and education in crime analysis functions.
- Participate in County wide regional computer applications and implement online reporting system.
- Provide continual maintenance and upgrades to current equipment and replace equipment as needed.
- Continue to build upon an online Internet-based police reporting system available to citizens 24 hours per day, seven days per week.
- Continue subscription to Internet-based crime mapping service to make crime information available to members of our community.

**Base Budget-Change in Service**

There is no change in this activity. The majority of the expenses in this activity reflect the Police Department’s share of the Information Technology General and Network charges.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Police Computer Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	365,339	370,430	375,930	375,930	375,930
Property Services	-	-	4,500	4,500	4,500
Other Services and Charges	-	-	100	100	100
Supplies	5,225	7,084	6,320	6,320	6,320
Interdepartmental	-	2,956	-	-	-
Total Expenditures	<u>370,564</u>	<u>380,470</u>	<u>386,850</u>	<u>386,850</u>	<u>386,850</u>
<b>Appropriations</b>					
General Fund	370,564	377,514	386,850	386,850	386,850
Law Enforcement Grant Fund	-	2,956	-	-	-
Total Appropriations	<u>370,564</u>	<u>380,470</u>	<u>386,850</u>	<u>386,850</u>	<u>386,850</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Public Safety

Activity: Fire Suppression

**Purpose**

The City of Covina has contracted with the Los Angeles County Fire Department for fire/paramedic services for the City since February 1998.

**Goals and Objectives**

It will be the continuing goal of this program to provide the highest level of service possible, in the most cost effective manner.

**Base Budget Change in Service**

There is no change in this activity from fiscal year 2010-2011 based on final estimates from the Los Angeles County Fire Department.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Fire Suppression

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	<u>3,705</u>	<u>92,696</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>3,705</u></u>	<u><u>92,696</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Expenditures</b>					
Professional and Technical	<u>7,772,375</u>	<u>7,565,442</u>	<u>7,647,440</u>	<u>7,519,990</u>	<u>7,519,990</u>
Property Services	<u>(207)</u>	<u>207</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>7,772,168</u></u>	<u><u>7,565,649</u></u>	<u><u>7,647,440</u></u>	<u><u>7,519,990</u></u>	<u><u>7,519,990</u></u>
<b>Appropriations</b>					
General Fund	<u>7,772,168</u>	<u>7,565,649</u>	<u>7,647,440</u>	<u>7,519,990</u>	<u>7,519,990</u>
Total Appropriations	<u><u>7,772,168</u></u>	<u><u>7,565,649</u></u>	<u><u>7,647,440</u></u>	<u><u>7,519,990</u></u>	<u><u>7,519,990</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Disaster Preparedness

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**Purpose**

The Disaster Preparedness activity is responsible for providing the City with coordination and resources to deal with a major earthquake or other disaster that might affect the City. The Police Department has the primary responsibility for management of this program. The main role of this function is to provide direction to City employees in the coordinated handling of a major disaster. This is accomplished by providing training to city personnel, maintaining existing equipment, and ensuring an adequately equipped and working Emergency Operations Center (EOC). The basement of the Police Department serves as the EOC for the City, and it has been outfitted with equipment and supplies necessary to manage an emergency upon activation of the EOC.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- (1) Provide training to City personnel in Emergency Management.
- (2) Participate in emergency management training exercises.
- (3) Continue maintenance to the Command Post Vehicle for service as a mobile EOC if necessary.
- (4) Obtain available grant funding to enhance disaster preparedness efforts.
- (5) Inventory and assess condition and shelf life of current emergency supplies for EOC operations.
- (6) Follow through with Natural Hazard Mitigation Plan sent to CAL-EMA and FEMA.

The objectives to meet the aforementioned goals are:

- (1) Attend applicable training courses.
- (2) Organize table-top and other forms of emergency management exercises.
- (3) Equip and maintain the existing Command Post Vehicle to serve as an incident command center for any unusual occurrence.
- (4) Monitor available grant funding sources and submit applications for qualifying grants.
- (5) Purchase any replacement emergency supplies needed.
- (6) Document and distribute the Natural Hazard Mitigation Plan once returned from CAL-EMA and FEMA.

**Base Budget Change in Service**

There is no change in this activity.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Disaster Preparedness

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	-	5,400	-	-	-
Property Services	4,047	8,712	8,850	8,850	8,850
Other Services and Charges	4,963	2,900	2,500	2,500	2,500
Supplies	-	-	5,000	5,000	5,000
Interdepartmental	<u>35,004</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>44,014</u>	<u>17,012</u>	<u>16,350</u>	<u>16,350</u>	<u>16,350</u>
<b>Appropriations</b>					
General Fund	<u>44,014</u>	<u>17,012</u>	<u>16,350</u>	<u>16,350</u>	<u>16,350</u>
Total Appropriations	<u>44,014</u>	<u>17,012</u>	<u>16,350</u>	<u>16,350</u>	<u>16,350</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Animal Control

**Purpose**

California State law mandates cities to provide certain animal control services. Since July, 1995, the City of Covina has contracted with the Los Angeles County Department of Animal Care and Control to provide these services. Contracted services include the following:

- Complete dog licensing and collection program.
- Coordination of Annual Low Cost Rabies vaccination clinic.
- Pickup of stray and dead animals.
- Humane confinement of animals picked up pending release to owners/adoption/euthanasia.
- Veterinary care for injured animals.
- Enforcement of City and County leash laws, vicious animal ordinances and barking control regulations.
- Enforcement of all federal, state, and county codes pertaining to animals.

The County's Baldwin Park Animal Shelter facility is the base for services to Covina. The cost for service is budgeted at the County's full estimated cost for service. This figure is subject to credits based on the number of dog licenses purchased and the penalties collected during the fiscal year. In the past, revenue has been received at the end of the year but the County has changed their policy and the monthly invoice is offset by animal licenses sold. This activity reflects zero revenue, however the revenue is being applied in a different manner. The Management Analyst is the Department's liaison for the Animal Control contract.

**Goals and Objectives**

This will be the 17th year of contract services with the Los Angeles County Department of Animal Care and Control. The dog licensing and collection program continues to partially offset the total cost of the program. The annual low cost rabies vaccination clinic is one of the most successful in Los Angeles County. This clinic provides convenient and low cost vaccinations to ensure a safe pet environment in the community and provides residents with a convenient opportunity to license their dogs.

Goals for this fiscal year are:

- Provide the highest level of service possible, in the most cost effective manner.
- Promote citizen awareness of Animal Control Services and regulations.
- Host another successful low cost rabies vaccination clinic.

The objectives to meet this goal are as follows:

- The Management Analyst will maintain a good working relationship with the Los Angeles County Shelter Manager and will closely monitor the services provided by them.
- Educate residents on animal regulations and available services through existing City publications and resources.
- Assist in publicizing and conducting the annual rabies vaccination clinic.

**Base Budget-Change in Service**

There is change in the contract with the County.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Animal Control

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Licenses and Permits	<u>6,949</u>	<u>1,462</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>6,949</u></u>	<u><u>1,462</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Expenditures</b>					
Professional and Technical	<u>63,180</u>	<u>105,803</u>	<u>125,040</u>	<u>125,040</u>	<u>125,040</u>
Supplies	<u>-</u>	<u>146</u>	<u>560</u>	<u>560</u>	<u>560</u>
Total Expenditures	<u><u>63,180</u></u>	<u><u>105,949</u></u>	<u><u>125,600</u></u>	<u><u>125,600</u></u>	<u><u>125,600</u></u>
<b>Appropriations</b>					
General Fund	<u>63,180</u>	<u>105,949</u>	<u>125,600</u>	<u>125,600</u>	<u>125,600</u>
Total Appropriations	<u><u>63,180</u></u>	<u><u>105,949</u></u>	<u><u>125,600</u></u>	<u><u>125,600</u></u>	<u><u>125,600</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the public safety program recognizes the public safety support of the General Fund to other public safety designated funds (activities) as follows:

**From**

- Police Administration

**To**

- Law Enforcement Grant

The indirect cost allocation is based on various variables and includes building and equipment usage components. A portion of the indirect cost allocation charges to public safety designated funds (activities) is attributed to General Fund general government support (see general government indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund public safety support to other public safety designated funds (activities).

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Safety

Activity: Indirect Cost Allocation - Public Safety

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>100,820</u>	<u>-</u>	<u>67,200</u>	<u>67,200</u>	<u>67,200</u>
Total Expenditures	<u>100,820</u>	<u>-</u>	<u>67,200</u>	<u>67,200</u>	<u>67,200</u>
<b>Appropriations</b>					
General Fund	(45,020)	-	(29,100)	(29,100)	(29,100)
Law Enforcement Grant Fund	<u>145,840</u>	<u>-</u>	<u>96,300</u>	<u>96,300</u>	<u>96,300</u>
Total Appropriations	<u>100,820</u>	<u>-</u>	<u>67,200</u>	<u>67,200</u>	<u>67,200</u>



CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Public Works

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Revenues</b>					
Taxes	27,479	25,337	29,320	25,410	25,410
Licenses and Permits	19,077	39,506	269,150	402,500	452,500
Intergovernmental	1,911,157	1,316,761	1,824,020	2,046,030	2,046,030
Charges for Services	108,349	161,789	93,800	308,280	315,280
Special Assessments	764,992	1,203,486	1,406,400	1,486,400	1,486,400
Investment Earnings	5,497	-	9,500	9,300	9,300
Miscellaneous	27,380	2,549	-	-	-
Other Financing Sources	-	(359,613)	-	-	-
<b>Total Revenues</b>	<b>2,863,931</b>	<b>2,389,815</b>	<b>3,632,190</b>	<b>4,277,920</b>	<b>4,334,920</b>
<b>Activities</b>					
Public Works Administration	237,210	81,901	132,880	120,130	161,320
Graffiti Removal	-	-	76,220	76,220	85,440
Engineering	429,299	471,414	248,040	222,220	221,540
Streets	2,044,304	3,300,177	1,647,380	1,678,510	1,785,660
Street Landscaping	111,789	112,841	117,820	119,420	119,420
Street Lighting	465,713	491,406	495,500	495,500	495,500
Traffic Control	450,460	162,835	214,500	214,500	489,500
Air Quality	25,500	30,533	143,300	397,980	397,980
Sanitary Sewer	251,263	806,558	13,203,530	13,123,690	13,132,690
Public Parking	92,476	117,867	108,300	114,340	114,340
Yard Center	153,516	64,068	47,410	42,410	41,450
Building Inspection	-	-	326,690	448,170	447,340
Code Enforcement	-	-	-	133,270	140,070
Indirect Cost Allocation - Public Works	(301,460)	(266,580)	(244,130)	(269,020)	(409,090)
<b>Total Activities</b>	<b>3,960,070</b>	<b>5,373,020</b>	<b>16,517,440</b>	<b>16,917,340</b>	<b>17,223,160</b>
<b>Appropriations</b>					
General Fund	1,565,204	548,569	799,080	1,011,390	993,610
State Gas Tax	803,706	953,590	813,190	813,190	813,190
Air Quality	25,500	30,533	143,300	397,980	397,980
Municipal Parking District	137,980	156,957	147,390	154,530	154,530
Lighting District	231,044	192,641	214,660	244,660	244,660
Landscape District	140,479	142,961	147,940	149,540	149,540
Sewer Fund	270,453	834,668	13,231,640	13,151,800	13,160,800
Shoppers Lane Parking District	21,436	1,100	5,350	4,250	4,250
Transportation	764,268	2,512,001	1,014,890	990,000	990,000
Capital Projects Fund	-	-	-	-	314,600
<b>Total Appropriations</b>	<b>3,960,070</b>	<b>5,373,020</b>	<b>16,517,440</b>	<b>16,917,340</b>	<b>17,223,160</b>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Public Works Administration

**Purpose**

Public Works is responsible for the overall management and administration of the City infrastructure and appurtenant functions. The Administration Division oversees and coordinates all cost centers within the department; directs the design and construction of capital improvement projects with a variety of funding sources; schedules the maintenance of City infrastructure; oversees the activities of the Building and Safety, Engineering, Environmental Services, Neighborhood Preservation, and Transportation Sections and Central Equipment, Streets and Sewers and Water Utility Divisions; and coordinates with all other operations (internal and external) to meet the goals and objective of the City.

**Goals and Objectives**

The major goals of the division are:

- Ensure the health, safety and welfare of the community through the maintenance and improvement of infrastructure, facilities, equipment and appurtenant services and the diligent application of adopted development codes and land use standards
- To assist other departments to fulfill their missions

**Base Budget-Change in Service**

There is no change in service, but there is a cut to overhead expenses. A portion of the cost of this Division is being allocated to both the Water and Sewer Enterprise funds; recognizing the direct involvement this Division has over those activity areas.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Public Works Manager	1.00	1.00	-	-	-
Assistant Public Works Director	-	-	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Public Works Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Miscellaneous	19,250	180	-	-	-
Total Revenues	<u>19,250</u>	<u>180</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	276,698	287,312	295,640	314,690	314,690
Professional and Technical	11,430	4,780	10,770	10,770	10,770
Property Services	6,107	7,177	6,800	7,000	7,000
Other Services and Charges	5,878	6,090	9,370	9,070	11,160
Supplies	3,013	2,902	4,500	4,200	3,700
Capital Outlay	-	-	-	-	39,600
Interdepartmental	(65,916)	(226,360)	(194,200)	(225,600)	(225,600)
Total Expenditures	<u>237,210</u>	<u>81,901</u>	<u>132,880</u>	<u>120,130</u>	<u>161,320</u>
<b>Appropriations</b>					
General Fund	237,210	81,901	132,880	120,130	121,720
Capital Projects Fund	-	-	-	-	39,600
Total Appropriations	<u>237,210</u>	<u>81,901</u>	<u>132,880</u>	<u>120,130</u>	<u>161,320</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Graffiti Removal

**Purpose**

There has been a noticeable increase in graffiti, as well as a growing public concern that graffiti is on the rise. This community has always valued the "quality of life" that Covina offers, and the presence of graffiti is seen as a direct threat to that value. Graffiti Removal is a service provided by the City to assist in maintaining the community standards.

**Goals and Objectives**

Graffiti contributes to lost revenue associated with reduced retail sales, declines in property value, and reduced ridership on mass transit systems. Our goal is to provide professional responsive service in an on-going effort to contain this negative element on public property as quickly as possible.

**Base Budget-Change in Service**

There is no change in basic service for fiscal year 2011-2012.

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Graffiti Removal

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	-	-	68,400	68,400	68,400
Property Services	-	-	1,300	1,300	1,300
Other Services and Charges	-	-	50	50	9,270
Supplies	<u>-</u>	<u>-</u>	<u>6,470</u>	<u>6,470</u>	<u>6,470</u>
Total Expenditures	<u>-</u>	<u>-</u>	<u>76,220</u>	<u>76,220</u>	<u>85,440</u>
<b>Appropriations</b>					
General Fund	<u>-</u>	<u>-</u>	<u>76,220</u>	<u>76,220</u>	<u>85,440</u>
Total Appropriations	<u>-</u>	<u>-</u>	<u>76,220</u>	<u>76,220</u>	<u>85,440</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Engineering

**Purpose**

To advise the City Manager, City Council, Planning Commission, Board of Parking Commissioners, Traffic Advisory Committee, and City staff on all aspects of traffic and civil engineering.

**Goals and Objectives**

The Engineering Section’s goal is to assist other departments to fulfill their missions and to provide a systematic approach to development, maintenance and operation of the City infrastructure. To attain this, the Section will focus on:

- Design and construct street, sewer, water, storm drain, street lighting, traffic signal, and safety lighting projects
- Administer public works contracts and inspection of all construction in public rights-of-way
- Control work in the public right-of-way through the permit system
- Administer the Subdivision Ordinance, Map Act, and Floodplain Management program
- Maintain Public Works development records for use by City staff, public and private sector.

**Base Budget-Change in Service**

The City Engineer position continues to be budgeted as a part-time position which will continue to restrict the Department’s ability to perform in-house engineering design and project reviews. Administrative support services for this Section will continue to be limited by shared resources with the Environmental Services Section.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
City Engineer	1.00	1.00	0.50	0.50	0.50
Supervising Civil Engineer	-	-	-	-	-
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Senior Administrative Technician	1.00	1.00	-	-	-
Construction Inspector	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Engineering

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Licenses and Permits	19,077	39,506	25,000	55,000	65,000
Charges for Services	<u>25,164</u>	<u>12,681</u>	<u>15,300</u>	<u>50,400</u>	<u>50,400</u>
Total Revenues	<u>44,241</u>	<u>52,187</u>	<u>40,300</u>	<u>105,400</u>	<u>115,400</u>
<b>Expenditures</b>					
Personal Services	375,730	453,092	202,450	228,060	228,060
Professional and Technical	13,382	59,228	81,000	70,000	69,500
Property Services	8,945	5,342	7,000	7,000	7,000
Other Services and Charges	13,640	9,085	13,870	12,940	12,760
Supplies	2,190	1,435	2,280	2,280	2,280
Capital Outlay	15,868	-	-	-	-
Interdepartmental	<u>(456)</u>	<u>(56,768)</u>	<u>(58,560)</u>	<u>(98,060)</u>	<u>(98,060)</u>
Total Expenditures	<u>429,299</u>	<u>471,414</u>	<u>248,040</u>	<u>222,220</u>	<u>221,540</u>
<b>Appropriations</b>					
General Fund	<u>429,299</u>	<u>471,414</u>	<u>248,040</u>	<u>222,220</u>	<u>221,540</u>
Total Appropriations	<u>429,299</u>	<u>471,414</u>	<u>248,040</u>	<u>222,220</u>	<u>221,540</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Streets

**Purpose**

To protect the health, welfare and safety of the general public via maintenance of the rights-of-way and infrastructure.

**Goals and Objectives**

To provide the highest quality public service in the areas of:

- Customer service requests
- Asphalt repairs
- Utility cut repair
- Street signing and painting
- Street landscape maintenance
- Street tree maintenance
- Storm drain system maintenance
- Sewer system maintenance
- Sidewalk, curb and gutter repairs

**Base Budget-Change in Service**

The staffing level of the Street Division has previously been reduced by 0.75 FTE by downgrading the existing full-time Senior Administrative Technician position to a part-time position. One quarter of this part time position (0.25 FTE) will be reflected in this cost center with the remaining portion allocated to the Water division. Additionally, the vacant Street Maintenance Supervisor position was previously under-filled with the creation of a Street Maintenance Foreman position; with upper managerial duties of the Street Maintenance Supervisor position being reassigned to the Public Works Superintendent. A requested budget increase in one-time capital outlay funds will finance the reconstruction/resurfacing of Puente Street from Barranca to Armel. This work, which will be funded by a combination of STP-L federal funds and Measure R Local Return funds, will be coordinated with associated water and sewer main upgrades.

The greatest impact to the General Fund in this area is the continued elimination of all General Fund capital outlay expenditures for the resurfacing of City of Covina streets. In the past, the City budgeted approximately \$1 million of these funds for this repair and maintenance work on an annual basis, but this expenditure will again be eliminated in 2011-2012. The lack of General Fund activity in this area will result in few local streets being scheduled for major repair during the year only as Measure R Local Return funds become available.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	-	-	-
Street Maintenance Foreman	-	-	1.00	1.00	1.00
Street Crew Leader	1.00	1.00	2.00	2.00	2.00
Traffic Painter	-	-	-	-	-
Administrative Technician	1.00	1.00	-	-	-
Sr. Administrative Technician	-	-	0.25	0.25	0.25
Street Worker	5.00	5.00	7.00	7.00	7.00
Total Full-Time Equivalent Positions	9.00	9.00	11.25	11.25	11.25

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Streets

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	1,853,466	1,260,657	1,766,000	1,799,930	1,799,930
Charges for Services	17,438	57,302	1,500	1,500	1,500
Other Financing Sources	-	(359,613)	-	-	-
Total Revenues	<u>1,870,904</u>	<u>958,346</u>	<u>1,767,500</u>	<u>1,801,430</u>	<u>1,801,430</u>
<b>Expenditures</b>					
Personal Services	606,310	717,841	736,110	747,230	747,230
Professional and Technical	3,730	5,560	6,780	4,470	5,560
Property Services	279,498	297,240	368,890	378,250	378,250
Other Services and Charges	126,876	127,308	131,860	131,860	237,920
Supplies	52,038	44,202	50,700	53,700	53,700
Capital Outlay	1,484,612	2,512,233	1,168,000	1,168,000	1,168,000
Interdepartmental	(508,760)	(404,207)	(814,960)	(805,000)	(805,000)
Total Expenditures	<u>2,044,304</u>	<u>3,300,177</u>	<u>1,647,380</u>	<u>1,678,510</u>	<u>1,785,660</u>
<b>Appropriations</b>					
General Fund	634,758	37,776	57,380	88,510	195,660
State Gas Tax	652,018	750,400	600,000	600,000	600,000
Transportation Fund	<u>757,528</u>	<u>2,512,001</u>	<u>990,000</u>	<u>990,000</u>	<u>990,000</u>
Total Appropriations	<u>2,044,304</u>	<u>3,300,177</u>	<u>1,647,380</u>	<u>1,678,510</u>	<u>1,785,660</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Public Works

Activity: Street Landscaping

**Purpose**

To provide maintenance of landscaped areas within the public rights-of-way and the Landscape Maintenance District.

**Goals and Objectives**

To have healthy, well kept and visually aesthetic landscaped areas within the community.

**Base Budget-Change in Service**

There is no change in service. As the City is legally unable to raise the District's assessments and the affected property owners within the District voted not to increase their assessments, we will maintain the change in service implemented in 2007-2008 to this district, which automatically reduces services to match anticipated revenues. The effect of these cuts will continue to negatively impact the aesthetic appearance throughout the city and district.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Street Landscaping

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Special Assessments	<u>111,433</u>	<u>116,248</u>	<u>113,900</u>	<u>113,900</u>	<u>113,900</u>
Total Revenues	<u><u>111,433</u></u>	<u><u>116,248</u></u>	<u><u>113,900</u></u>	<u><u>113,900</u></u>	<u><u>113,900</u></u>
<b>Expenditures</b>					
Professional and Technical	5,666	6,970	7,200	8,000	8,000
Property Services	23,803	23,551	28,300	29,100	29,100
Interdepartmental	<u>82,320</u>	<u>82,320</u>	<u>82,320</u>	<u>82,320</u>	<u>82,320</u>
Total Expenditures	<u><u>111,789</u></u>	<u><u>112,841</u></u>	<u><u>117,820</u></u>	<u><u>119,420</u></u>	<u><u>119,420</u></u>
<b>Appropriations</b>					
Landscape District	<u>111,789</u>	<u>112,841</u>	<u>117,820</u>	<u>119,420</u>	<u>119,420</u>
Total Appropriations	<u><u>111,789</u></u>	<u><u>112,841</u></u>	<u><u>117,820</u></u>	<u><u>119,420</u></u>	<u><u>119,420</u></u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Public Works

Activity: Street Lighting

**Purpose**

To energize and maintain City/utility owned street lights within the community for safety and aesthetic purposes.

**Goals and Objectives**

To provide energy to and maintenance of City/utility owned street lights within the community.

**Base Budget-Change in Service**

Southern California Edison’s policies preclude reductions from being implemented throughout the city as any lights de-energized for more than 30 days would be permanently removed. Rather than experiencing the permanent loss of street lighting, a total of \$70,000 in Gas Tax funds has been allocated to pay for street lighting. Therefore these funds are no longer available for local road repairs. Additionally, property owners within the city’s lighting district have voted not to increase their annual assessments to maintain the lights within the lighting district, thus creating an on-going and ever-increasing demand upon the General Fund.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Street Lighting

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Special Assessments	<u>122,021</u>	<u>125,494</u>	<u>122,500</u>	<u>122,500</u>	<u>122,500</u>
Total Revenues	<u><u>122,021</u></u>	<u><u>125,494</u></u>	<u><u>122,500</u></u>	<u><u>122,500</u></u>	<u><u>122,500</u></u>
<b>Expenditures</b>					
Professional and Technical	4,677	5,408	6,000	6,000	6,000
Property Services	461,036	485,998	489,000	489,000	489,000
Other Services and Charges	<u>-</u>	<u>-</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total Expenditures	<u><u>465,713</u></u>	<u><u>491,406</u></u>	<u><u>495,500</u></u>	<u><u>495,500</u></u>	<u><u>495,500</u></u>
<b>Appropriations</b>					
General Fund	179,011	208,765	199,500	199,500	199,500
State Gas Tax	73,428	90,000	100,000	70,000	70,000
Lighting District	<u>213,274</u>	<u>192,641</u>	<u>196,000</u>	<u>226,000</u>	<u>226,000</u>
Total Appropriations	<u><u>465,713</u></u>	<u><u>491,406</u></u>	<u><u>495,500</u></u>	<u><u>495,500</u></u>	<u><u>495,500</u></u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Public Works

Activity: Traffic Control

**Purpose**

To provide energy to and maintenance of the traffic signal systems within the community.

**Goals and Objectives**

The major goals of the division are:

- Engage a professional and responsible contractor for maintenance of the traffic signals.
- Obtain energy at the most reasonable cost.

**Base Budget-Change in Service**

There is no change in basic service for fiscal year 2011-2012. One-time capital funds have been included for the construction of a joint-jurisdiction protected left turn phase with West Covina at Hollenbeck and Workman. Funds have also been included to begin the conversion of all pedestrian heads to the “count down” style of head. New federal and state standards require all existing heads to be converted to the “count down” style by 2013. The funds requested in this year’s budget will fund the conversion of approximately half of the city’s heads.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Traffic Control

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	7,120	600	15,000	15,000	15,000
Property Services	216,336	162,235	199,500	199,500	199,500
Capital Outlay	<u>227,004</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>275,000</u>
Total Expenditures	<u>450,460</u>	<u>162,835</u>	<u>214,500</u>	<u>214,500</u>	<u>489,500</u>
<b>Appropriations</b>					
General Fund	375,220	92,835	144,500	114,500	114,500
State Gas Tax	75,240	70,000	70,000	100,000	100,000
Capital Projects Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>275,000</u>
Total Appropriations	<u>450,460</u>	<u>162,835</u>	<u>214,500</u>	<u>214,500</u>	<u>489,500</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Public Works

Activity: Air Quality

**Purpose**

Account for the motor vehicle fee for air and environmental improvements.

**Goals and Objectives**

Provide air quality improvement capital assistance to environmental services and other City services and equipment.

**Base Budget-Change in Service**

There is no change in basic service for fiscal year 2011-2012. One-time capital expenditures are planned for the modernization and upgrading of the City's compressed natural gas (CNG) fueling equipment located at the City Yard.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Air Quality

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	57,680	56,094	58,000	246,090	246,090
Investment Earnings	-	-	4,500	4,100	4,100
Total Revenues	<u>57,680</u>	<u>56,094</u>	<u>62,500</u>	<u>250,190</u>	<u>250,190</u>
<b>Expenditures</b>					
Personal Services	-	-	11,100	11,800	11,800
Property Services	-	-	500	500	500
Other Services and Charges	-	5,000	11,700	12,500	12,500
Capital Outlay	-	-	-	186,590	186,590
Interdepartmental	<u>25,500</u>	<u>25,533</u>	<u>120,000</u>	<u>186,590</u>	<u>186,590</u>
Total Expenditures	<u>25,500</u>	<u>30,533</u>	<u>143,300</u>	<u>397,980</u>	<u>397,980</u>
<b>Appropriations</b>					
Air Quality	<u>25,500</u>	<u>30,533</u>	<u>143,300</u>	<u>397,980</u>	<u>397,980</u>
Total Appropriations	<u>25,500</u>	<u>30,533</u>	<u>143,300</u>	<u>397,980</u>	<u>397,980</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Public Works

Activity: Sanitary Sewer

**Purpose**

Provide for the operation, maintenance and repair of the city’s sanitary sewer system.

**Goals and Objectives**

Protect the health, welfare and safety of the general public by eliminating sanitary sewer overflows via the:

- Implementation of an expanded and pro-active in-house sewer maintenance program
- Construction of infrastructure improvements to relieve overloaded and/or deteriorating sewer mains

**Base Budget-Change in Service**

This activity area will experience significant increases during the course of the fiscal year predominantly related to the initiation of capital improvement construction activities to relieve overloaded and/or deteriorated sewer mains in accordance with the City’s Sewer Master Plan. These construction activities will be funded by bond proceeds.

While the City Council has authorized three full-time positions for the implementation of the in-house sewer maintenance program, these positions are housed within the Street Division’s budget, then allocated to this activity area via interdepartmental cost allocation transfers.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Sanitary Sewer

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	1,156	5,982	4,000	50,000	50,000
Special Assessments	531,538	961,744	1,170,000	1,250,000	1,250,000
Miscellaneous	8,796	2,991	-	-	-
Total Revenues	<u>541,490</u>	<u>970,717</u>	<u>1,174,000</u>	<u>1,300,000</u>	<u>1,300,000</u>
<b>Expenditures</b>					
Personal Services	-	-	5,000	5,000	5,000
Professional and Technical	27,966	200,248	60,000	33,500	33,500
Property Services	48,249	84,107	35,800	25,800	25,800
Other Services and Charges	185	-	1,000	1,000	10,000
Supplies	-	11,575	22,100	19,100	19,100
Capital Outlay	11	-	12,730,000	12,700,000	12,700,000
Debt Service	-	146,028	-	-	-
Interdepartmental	174,852	364,600	349,630	339,290	339,290
Total Expenditures	<u>251,263</u>	<u>806,558</u>	<u>13,203,530</u>	<u>13,123,690</u>	<u>13,132,690</u>
<b>Appropriations</b>					
Sewer Fund	<u>251,263</u>	<u>806,558</u>	<u>13,203,530</u>	<u>13,123,690</u>	<u>13,132,690</u>
Total Appropriations	<u>251,263</u>	<u>806,558</u>	<u>13,203,530</u>	<u>13,123,690</u>	<u>13,132,690</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Public Parking

**Purpose**

Provides for the operation and maintenance of publicly-owned parking facilities within the Municipal Parking and Shoppers Lane Parking Districts.

**Goals and Objectives**

The major goals of the Section are:

- Operate the existing facilities to the best advantage of the user
- Maintain the facilities in a manner which protects the health, welfare and safety of the general public

**Base Budget-Change in Service.**

There is no change in services to be provided to the Shoppers Lane District in fiscal year 2011-2012. Continuing the services changes made in 2006-2007, as the City is unable to legally increase the Shoppers Lane assessments and the affected property owners have chosen not to voluntarily increase their assessments, services are automatically reduced to match the level of revenue generated by the District. While there will be no change in services provided to the Municipal Parking District in fiscal year 2011-2012, operational costs have increased due to the downtown parking structure's opening.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Public Parking

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Adopted
<b>Revenues</b>					
Taxes	27,479	25,337	29,320	25,410	25,410
Intergovernmental	11	10	20	10	10
Charges for Services	64,591	85,824	73,000	111,380	111,380
Investment Earnings	5,497	-	5,000	5,200	5,200
Miscellaneous	(666)	(622)	-	-	-
Total Revenues	<u>96,912</u>	<u>110,549</u>	<u>107,340</u>	<u>142,000</u>	<u>142,000</u>
<b>Expenditures</b>					
Professional and Technical	2,901	25,904	3,000	3,000	3,000
Property Services	21,986	27,988	35,500	41,500	41,500
Other Services and Charges	463	22	1,000	1,000	1,000
Supplies	-	343	500	500	500
Capital Outlay	22,294	-	-	-	-
Interdepartmental	44,832	63,610	68,300	68,340	68,340
Total Expenditures	<u>92,476</u>	<u>117,867</u>	<u>108,300</u>	<u>114,340</u>	<u>114,340</u>
<b>Appropriations</b>					
Municipal Parking District	88,460	116,767	107,200	114,340	114,340
Shopper's Lane Parking District	4,016	1,100	1,100	-	-
Total Appropriations	<u>92,476</u>	<u>117,867</u>	<u>108,300</u>	<u>114,340</u>	<u>114,340</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Yard Center

**Purpose**

The Yard Center Operation is responsible for the maintenance, repair and custodial services for City facilities. The basic function is to provide clean, safe and aesthetically pleasing buildings for the public and employees.

**Goals and Objectives**

All City buildings, excluding Parks & Recreation facilities, are maintained and repaired by one full-time and four part-time employees; with two of the part-time employees being dedicated solely to the Police Department facility. The primary areas of expertise are general maintenance such as painting, electrical, carpentry and plumbing. Janitorial services and non-general maintenance is performed by outside contractors with the contract administration performed in this cost center.

**Base Budget-Change in Service**

There is no change in basic service for fiscal year 2011-2012.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Building Maintenance Worker	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
General Maintenance Workers	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Yard Center

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	112,715	125,806	107,980	110,930	110,930
Professional and Technical	580	1,910	5,690	2,610	5,690
Property Services	44,600	49,236	57,380	55,700	55,200
Other Services and Charges	11,460	11,460	12,360	17,070	13,530
Supplies	8,889	6,076	9,500	9,000	9,000
Capital Outlay	100,650	13,150	-	-	-
Interdepartmental	<u>(125,378)</u>	<u>(143,570)</u>	<u>(145,500)</u>	<u>(152,900)</u>	<u>(152,900)</u>
Total Expenditures	<u>153,516</u>	<u>64,068</u>	<u>47,410</u>	<u>42,410</u>	<u>41,450</u>
<b>Appropriations</b>					
General Fund	<u>153,516</u>	<u>64,068</u>	<u>47,410</u>	<u>42,410</u>	<u>41,450</u>
Total Appropriations	<u>153,516</u>	<u>64,068</u>	<u>47,410</u>	<u>42,410</u>	<u>41,450</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Building Inspection

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**Purpose**

The mission of the Building and Safety Section is to provide quality service by fulfilling the community's needs in a manner that exceeds their expectations for public service. Our commitment of providing a solid foundation for building strong relationships between the citizenry and business development community provides a collaborative effort of establishing trust, while promoting the highest standards of safety for all new development, and ensuring that all existing structures maintain an equitable level of safety as stipulated within the State of California Building Codes.

To assist with the Building and Safety Section's mission of enforcing the most relevant building standards, the City Council adopts the California Code of Regulations, Title 24 (CCR, T-24), incorporating the latest editions of the model codes as amended and approved by the California Building Standards Commission.

Title 14 of the Covina Municipal Code currently incorporates the 2010 triennial edition of CCR, Title 24, which consists of the following 12 parts:

- Part 1 – California Building Standards Administrative Code
- Part 2 – California Building Code, based on the 2009 edition of the International Building Code
- Part 2.5 – California Residential Code, based on the 2009 edition of the International Residential Code
- Part 3 – California Electrical Code, based on the 2008 edition of the National Electrical Code
- Part 4 – California Mechanical Code, based on the 2009 edition of the Uniform Mechanical Code
- Part 5 – California Plumbing Code, based on the 2009 edition of the Uniform Plumbing Code
- Part 6 – California Energy Code
- Part 7 – California Elevator Safety Construction Code
- Part 8 – California Historical Building Code
- Part 9 – California Fire Code, based on the 2009 edition of the International Fire Code
- Part 10 – California Existing Buildings Code
- Part 11 – California Green Building Standards Code (CalGreen)
- Part 12 – California Reference Standards Code

To enhance the Public Works Department's enforcement of property maintenance, the Covina City Council also adopts the following codes:

- Latest edition of Uniform Housing Code
- Latest edition of Uniform Code for the Abatement of Dangerous Buildings

To assure compliance with the adopted codes and regulations, all construction documents submitted to the Building and Safety Section undergo a plan review process. This process utilizes a "hub" approach to the processing of both small and large projects; with the "spokes" of the "hub" consisting of representatives from Building, Planning, Engineering, Environmental Services, Covina Redevelopment Agency and Los Angeles County Fire and Health Departments. This simultaneous plan review process ensures a smooth and streamlined approach of collecting comments and forwarding them to the applicant within 20 working days. When the "hub" has satisfactorily approved the construction documents, the applicant is encouraged to proceed with the permit application.

The General Building Inspector is a highly respected professional in the building construction industry as this level of expertise requires continuous code education and training in order to keep up with the endless changes in State and Federal laws. The inspector verifies construction techniques and code compliance to the City approved construction documents, and when discrepancies or design changes are contrary to the approved construction documents, the inspector presents this finding to the construction superintendent, contractor or homeowner with written notification. The inspector provides the responsible party an opportunity to resolve the discrepancies prior to moving forward and once resolved, the project moves forward to the next stage of construction getting the project back on schedule.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Building Inspection

**Goals and Objectives**

The Building and Safety Section’s long-standing goal is to serve the public by ensuring that the safety contemplated by its various codes becomes an accomplished fact. We achieve this by working towards the following goals:

- Provide professional, accurate, timely and courteous service to the public.
- Provide a high standard of technical expertise for department staff through regular training and awareness of new legislation and innovative construction techniques.
- Take an active role in the development of new codes.
- Continue to promote Covina’s development values in our daily work activities.

The Building and Safety Section will investigate all construction activity for proper permits, life safety conditions, and appropriate City and outside agency approvals to help eliminate unapproved, improper and substandard construction projects within the community.

The Building and Safety Section will assess damage to all structures involved in all catastrophic events in an effort to restore the citizenry and business community to the safest conditions possible.

The Building and Safety Section will continue to work together with Neighborhood Preservation and Housing Division staff to eliminate blight and maintain the highest possible standards in both the housing stock and business community.

**Base Budget-Change in Service**

Salaries and benefits for City staff working on behalf of the Covina Redevelopment Agency have been previously budgeted in this activity as interdepartmental transfers. There is no change in service or number of employees, just a change in the budgeting methodology for these shared services. One General Building Inspector II will be upgraded to a Senior Building Inspector, while another General Building Inspector previously filled as a II will now be recruited and filled as a General Building Inspector I, for an overall cost savings to the General Fund.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Building Official	1.00	1.00	1.00	0.60	0.60
Assistant Building Official			1.00	1.00	1.00
Senior Building Inspector	-	-	-	1.00	1.00
General Building Inspector	2.00	2.00	3.00	1.50	1.50
Permit Technician	1.00	1.00	-	-	-
Secretary	1.00	1.00	-	-	-
Total Full-Time Equivalent Positions	5.00	5.00	5.00	4.10	4.10

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Building Inspection

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Adopted
<b>Revenues</b>					
Licenses and Permits	-	-	244,150	347,500	387,500
Charges for Services	-	-	-	95,000	102,000
Total Revenues	-	-	244,150	442,500	489,500
<b>Expenditures</b>					
Personal Services	-	-	320,450	381,390	381,390
Professional and Technical	-	-	20,440	78,230	78,230
Property Services	-	-	4,250	7,000	7,000
Other Services and Charges	-	-	30,300	30,300	28,470
Supplies	-	-	8,050	8,050	8,050
Capital Outlay	-	-	-	-	1,000
Interdepartmental	-	-	(56,800)	(56,800)	(56,800)
Total Expenditures	-	-	326,690	448,170	447,340
<b>Appropriations</b>					
General Fund	-	-	326,690	448,170	447,340
Total Appropriations	-	-	326,690	448,170	447,340

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Community Development

Activity: Neighborhood Preservation

**Purpose**

- Neighborhood Preservation serves the community by interpreting and enforcing provisions of the Municipal Code. It is an essential division responsible for inspections to verify compliance with the City's adopted regulations. The use of Neighborhood Preservation Officers and Building Inspectors make the enforcement of these regulations possible

**Goals and Objectives**

The goal of Neighborhood Preservation is to maintain and/or restore property values by promoting an acceptable quality of life to the community that encourages neighborhood pride.

To achieve its goals while maintaining the highest quality service, Neighborhood Preservation has established the following objectives:

- To investigate and enforce the laws and regulations as they pertain to the municipal code in order to ensure the highest quality of life and safety for the community.
- Code Enforcement activities will continue to be proactive regarding significant code violations.
- Code enforcement will actively initiate investigations, follow-ups and enforcement actions against all complaints in a reasonable timely manner.
- When necessary we will improve and/or adopt ordinances intended to facilitate the enforcement of our municipal code and impose an administrative citation that would provide our officers greater control in obtaining compliance.
- Code enforcement will continue to enforce the spirit of the law while maintaining the integrity and intent of the law.

**Base Budget-Change in Service**

Salaries and benefits for City staff working on behalf of the Covina Redevelopment Agency are budgeted directly to CRA - Neighborhood Preservation.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Building and Code Enforcement Coordinator	1.00	1.00	0.00	0.00	0.00
Neighborhood Preservation Officer	2.00	2.00	0.50	0.50	0.50
<u>FTE Part-Time Positions</u>					
Code Enforcement Officer	0.95	0.45	0.45	0.45	0.45
Total Full-Time Equivalent Positions	<u>3.95</u>	<u>3.45</u>	<u>0.95</u>	<u>0.95</u>	<u>0.95</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Code Enforcement

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	-	-	-	66,110	66,110
Professional and Technical	-	-	-	40,770	40,770
Property Services	-	-	-	4,000	4,000
Other Services and Charges	-	-	-	20,260	27,060
Supplies	-	-	-	2,130	2,130
Interdepartmental	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>133,270</u>	<u>140,070</u>
<b>Appropriations</b>					
General Fund	-	-	-	133,270	140,070
Total Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>133,270</u>	<u>140,070</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the Public Works program recognizes the Public Works support of the General Fund by other Public Works designated funds (activities) as follows:

**From**

- Public Works Administration
- Engineering
- City Yard
- Municipal Parking Districts
- Street Maintenance

**To**

- Transportation
- Landscape District
- Lighting District
- Sewer District
- Public Parking
- Water Utility
- Environmental Protection
- Central Equipment

The indirect cost allocation is based on numerous variables and includes building and equipment usage components. A portion of the indirect cost allocation charges to other public works designated funds (activities) is attributed to General Fund general government support (see general government indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund public works support to other public works designated funds (activities).

**Base Budget-Change in Service**

There is no base budget change in services.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Indirect Cost Allocation - Public Works

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>(301,460)</u>	<u>(266,580)</u>	<u>(244,130)</u>	<u>(269,020)</u>	<u>(409,090)</u>
Total Expenditures	<u>(301,460)</u>	<u>(266,580)</u>	<u>(244,130)</u>	<u>(269,020)</u>	<u>(409,090)</u>
<b>Appropriations</b>					
General Fund	(443,810)	(408,190)	(433,540)	(433,540)	(573,610)
State Gas Tax	3,020	43,190	43,190	43,190	43,190
Municipal Parking District	49,520	40,190	40,190	40,190	40,190
Lighting District	17,770	-	18,660	18,660	18,660
Landscape District	28,690	30,120	30,120	30,120	30,120
Sewer Fund	19,190	28,110	28,110	28,110	28,110
Shopper's Lane Parking District	17,420	-	4,250	4,250	4,250
Transportation Fund	<u>6,740</u>	<u>-</u>	<u>24,890</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>(301,460)</u>	<u>(266,580)</u>	<u>(244,130)</u>	<u>(269,020)</u>	<u>(409,090)</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Culture and Recreation

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Revenues</b>					
Intergovernmental	7,635	81,084	88,890	53,500	83,500
Charges for Services	650,296	686,791	670,620	701,750	701,750
Miscellaneous	60,697	52,589	111,750	78,770	78,770
Total Revenues	<u>718,628</u>	<u>820,464</u>	<u>871,260</u>	<u>834,020</u>	<u>864,020</u>
<b>Activities</b>					
Park-Recreation Administration	401,207	422,734	430,620	461,300	460,600
Community Relations	127,470	122,084	134,460	144,220	144,220
Recreation Services	510,540	486,451	508,210	556,270	559,680
Community Programs	45,148	18,093	-	-	-
Park Facilities	654,596	646,949	554,010	583,590	600,320
Senior Services	268,778	232,196	246,060	269,280	269,280
Community Parade	73,294	48,231	103,970	112,050	112,050
Community - Special Events	4,084	15,140	(3,000)	15,160	15,160
Aquatics	258,135	261,112	311,260	289,490	289,490
Cultural Arts	4,933	3,484	-	1,000	1,000
Library Services	1,425,432	1,418,049	963,030	972,750	1,000,020
Indirect Cost Allocation - Culture & Rec	65,340	-	44,170	44,170	44,170
Total Activities	<u>3,838,957</u>	<u>3,674,523</u>	<u>3,292,790</u>	<u>3,449,280</u>	<u>3,495,990</u>
<b>Appropriations</b>					
General Fund	3,659,555	3,588,918	3,163,200	3,339,750	3,386,460
Library Equipment Reserve	1,327	3,602	4,860	1,970	1,970
Library Grant Fund	121,563	58,329	112,670	68,170	68,170
Parks & Recreation Grant Fund	-	6,734	12,060	8,000	8,000
Park Development Fund	18,686	10,389	-	-	-
City Donation Fund	37,826	6,551	-	31,390	31,390
Total Appropriations	<u>3,838,957</u>	<u>3,674,523</u>	<u>3,292,790</u>	<u>3,449,280</u>	<u>3,495,990</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks-Recreation Administration

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**Purpose**

The Parks and Recreation Department “Creates Community Through People, Parks, and Programs.” The services and programs offered through the department’s operational divisions are essential to the quality of life in Covina. Citizens are provided with “Space to Image and Learn,” “Space to Run and Play,” “Space to Share Life Experiences,” “Space to be Safe and Secure,” “Space to be Healthy and Grow,” and “Space to Create and Explore.” The California Parks & Recreation Society’s new branding campaign “Parks Make Life Better” is now being incorporated into the department’s publicity efforts and will appear on staff uniforms.

The Parks and Recreation Department coordinates two volunteer groups, the Covina Christmas Parade Committee and the Cultural Arts Advisory Commission. Both groups meet on a regular basis throughout the year. The department also has the responsibility of coordinating the Thunderfest and Music Festival event, which is primarily funded by the Covina Redevelopment Agency.

Since March 2010, the Parks and Recreation Department has had the responsibility of managing the Covina Public Library. The Parks and Recreation Director directly oversees Library operations and supervises Library staff.

The Administration division oversees the department’s capital improvement projects and grants, and coordinates the docents and school tour program for “The Vintage Years, Covina Before 1950” photographic exhibit at City Hall. In addition, the supervision of the Leisure Lifestyle Classes program and the Cultural Excursion program is assigned to the Parks & Recreation Manager in this division. The expenditure and revenue figures for these two programs are shown in the Recreation Services division budget.

The Administration division provides the following support services to the operating divisions:

- Customer Service – registration processing, telephone coverage, and information dissemination to over 38,000 customers per year.
- Clerical Support – typing, proof reading, office supply ordering, and forms maintenance.
- Personnel Functions – recruitment coordination, interviewing and testing, personnel paperwork processing, staff rosters, coordination of annual department in-service training, and staff handbooks.
- Financial Functions – coordination of department budget submittal, budget controls, accounts payable, accounts receivable, cash reports, payroll processing, petty cash, and refunds.

A key function of the Administration division is long-range planning. The key issues facing the parks and recreation profession and the delivery of quality services to the community include:

- The unstable economy and state-wide budget issues.
- Aging infrastructure system, including buildings and park facilities.
- Health and fitness issues for youth and adults.
- Reduction of available grant funds for capital improvement projects.
- Demographic, social, cultural, political, and legislative trends.

The Parks and Recreation Department is committed to addressing significant social trends and changes in how people live today and will live tomorrow. Current trends illustrate the need to increase services aimed at improving youth resiliency, maintaining healthy family relationships, preventing and reducing crime, and promoting more active lifestyles to reduce obesity and improve overall health. The older population continues to grow in California, along with the need to provide services for the frail and the more active older adult. Providing programs and services to participants with disabilities continues to be a challenge. To better serve persons with disabilities, the City must have the appropriate trained staff and funding.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks-Recreation Administration

The department is governed by the following principles:

- Maintaining our parks, facilities, and open green spaces in a safe and aesthetically pleasing manner so as to contribute to the environmental health of our community and meet the needs of the users.
- Providing innovative recreational activities in a structured environment.
- Sharing our leadership skills to allow youth of all ages to share, grow and play together.
- Providing opportunities for people of all ages to increase physical fitness and overall health.
- Keeping older adults actively involved in the community.
- Promoting ethnic and cultural awareness through arts education.
- Energetically pursuing grants, sponsorships, and other creative funding alternatives to the General Fund.
- The belief that the citizen is our customer and our success is dependent upon their satisfaction.

**Goals and Objectives**

The division has established the following goals:

- Offer the highest quality and most effective customer service possible.
- Provide effective and efficient support to the department’s operational divisions.
- Continue to identify common and critical issues affecting the delivery of parks and recreation services.
- Offer programs and services delivered by high quality, well-trained staff.

To accomplish these goals the division will:

- Continue to train and cross-train front office staff to increase their knowledge and skills, and continue efforts to make registration processes more convenient for customers.
- Make the most effective use of automation and train division supervisors to more fully utilize resources at their disposal.
- Continue to use and develop program evaluations to be completed by the service users, and establish a method of measuring the success rate of each program/service.
- Continue the U.C.P.R. (University of Covina Parks & Recreation) training program, consisting of biannual department-wide trainings, supplemented by individual program training.

**Base Budget-Change in Service**

There is no change in service.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Parks-Recreation Director	1.00	1.00	1.00	1.00	1.00
Parks & Recreation Manager	-	-	-	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	-	-
Administrative Technician	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	0.50	0.50	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Park-Recreation Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Miscellaneous	<u>173</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>173</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	356,127	374,033	369,410	399,730	399,730
Professional and Technical	8,320	14,150	22,140	22,140	22,140
Property Services	10,269	12,521	12,270	12,570	12,570
Other Services and Charges	20,710	19,550	21,960	22,860	22,160
Supplies	<u>5,781</u>	<u>2,480</u>	<u>4,840</u>	<u>4,000</u>	<u>4,000</u>
Total Expenditures	<u>401,207</u>	<u>422,734</u>	<u>430,620</u>	<u>461,300</u>	<u>460,600</u>
<b>Appropriations</b>					
General Fund	400,975	422,734	430,620	461,300	460,600
City Donation Fund	<u>232</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>401,207</u>	<u>422,734</u>	<u>430,620</u>	<u>461,300</u>	<u>460,600</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Relations

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**Purpose**

The Community Relations division is responsible for development and administration of Parks and Recreation Department promotional efforts and sponsorship program, coordination of the Summer Evening Entertainment program, and serves as liaison to the Covina Concert Band. The Community Relations Supervisor is also responsible for conducting school tours for “The Vintage Years, Covina Before 1950.”

The promotional efforts coordinated by this division include the design and production of printed materials, updating of website content, writing of press releases, coordination of the department’s portion of the City View Newsletter, taking of photos and video of department programs and activities, coordination of presentations for the City Council, local schools, service clubs, and other interested organizations, and coordination of promotional booths at various venues.

Community and court referred volunteers working in Parks and Recreation Department program areas are registered and tracked through this division. This includes the compilation of timesheets, writing of verification letters, and coordination of public recognition when appropriate.

The Community Relations division actively seeks sponsors for various Parks and Recreation Department programs. The division handles promotional efforts on behalf of the sponsor, development of program announcements, and follow-up tasks such as recognition and thank you letters. Department programs funded through sponsorships include Summer Evening Entertainment, Thunderfest and Music Festival, Halloween Carnival, Christmas Parade, and various Senior Services events.

The Rec N’ Roll Movie Experience program, coordinated by this division, was added during fiscal year 2009-10. The program is designed for local schools and youth sports organizations, and includes the setup of a portable movie screen, showing of a feature film, snacks, and activities.

The Community Relations division is constantly seeking partnership opportunities with local schools, service clubs, businesses, and other city departments to assist in economic development and further the department’s efforts to enhance the quality of life for our residents.

**Goals and Objectives**

The Community Relations division has established the following goals:

- Expand the sponsorship base, improve benefits for sponsors, and work to obtain large company donations.
- Continue to expand and improve program promotion.
- Continue to obtain sponsorships needed to complete The Vintage Years exhibit project.

To accomplish these goals the division will:

- Develop a potential sponsor list of Covina area businesses and make personal contact with each one to build effective working relationships, provide enhanced recognition for sponsors at events, and make contact with larger companies to discuss the benefits of sponsoring events.
- Develop and create new ideas for presentations, keep website content current, research new and innovative ideas that best promote programs, and monitor press releases submitted to media.
- Develop new promotional avenues for The Vintage Years exhibit.

**Base Budget-Change in Service**

There is no change in service.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Relations

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	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Community Relations Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.50	0.49	0.47	0.48	0.48
Community Resources Assistant II	0.12	0.07	0.04	0.02	0.02
Community Resources Assistant I	0.05	0.02	0.06	0.07	0.07
Community Resources Aide	-	0.02	0.02	0.02	0.02
Total FTE Part-Time Positions	<u>0.67</u>	<u>0.60</u>	<u>0.59</u>	<u>0.59</u>	<u>0.59</u>
Total Full-Time Equivalent Positions	<u>1.67</u>	<u>1.60</u>	<u>1.59</u>	<u>1.59</u>	<u>1.59</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Community Relations

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	2,730	2,390	7,340	7,500	7,500
Miscellaneous	<u>8,000</u>	<u>8,000</u>	<u>9,060</u>	<u>5,000</u>	<u>5,000</u>
Total Revenues	<u>10,730</u>	<u>10,390</u>	<u>16,400</u>	<u>12,500</u>	<u>12,500</u>
<b>Expenditures</b>					
Personal Services	110,964	112,910	112,540	124,380	124,380
Professional and Technical	4,596	87	9,980	8,900	8,900
Other Services and Charges	3,489	1,058	1,360	1,750	1,750
Supplies	<u>8,421</u>	<u>8,029</u>	<u>10,580</u>	<u>9,190</u>	<u>9,190</u>
Total Expenditures	<u>127,470</u>	<u>122,084</u>	<u>134,460</u>	<u>144,220</u>	<u>144,220</u>
<b>Appropriations</b>					
General Fund	127,470	115,350	122,400	136,220	136,220
Parks & Recreation Grant Fund	<u>-</u>	<u>6,734</u>	<u>12,060</u>	<u>8,000</u>	<u>8,000</u>
Total Appropriations	<u>127,470</u>	<u>122,084</u>	<u>134,460</u>	<u>144,220</u>	<u>144,220</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Recreation Services

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**Purpose**

The Recreation Services division provides recreational experiences through programmed and self-facilitated activities. A variety of benefits to individuals and the community are achieved through the programs and activities of the Recreation Services division. Recreation fosters human development, promotes health and wellness, and increases cultural unity. The Recreation Services division is comprised of the following program and service areas:

**Youth Sports.** A year-round sports program is offered for children ages 3 to 11. The programs are designed to introduce participants to sports in a comfortable, non-competitive environment. Emphasis is placed on instruction of individual and team fundamentals through structured lesson formats. All direct program costs are covered by participant fees. The following sports programs are offered during the year:

- Little Tot and Pee Wee T-Ball and Junior and Youth Softball (summer)
- Little Tot, Pee Wee, Junior and Youth Soccer (fall and spring)
- Little Tot, Pee Wee, Junior and Youth Basketball (winter)
- Little Tot, Pee Wee, Junior and Youth Flag Football (spring)

**Adult Sports (all expenditures and revenues are reflected in the Park Facilities Division).** Year-round adult softball leagues provide recreation in a structured competitive atmosphere. The adult softball program is provided through a contract with Major League Softball. Major League Softball handles all elements of the program, including promotion, registration, league formation, game scheduling, scorekeepers, officials, awards, and field maintenance and renovation.

**Halloween Carnival.** The annual Halloween Carnival has been held for over 20 years. With a sponsorship from the Covina Lions Breakfast Club, the Parks & Recreation Department is able to provide a free, fun, safe alternative to trick-or-treating.

**Summer Evening Entertainment (managed by the Community Relations Division).** Summer Evening Entertainment is free to the public and takes place at the Covina Park Bandshell. The program is funded through sponsorships. The series offers performances by local cover bands on Monday evenings, entertainment for children on Tuesday evenings, entertainment provided by local churches on Wednesday evenings, and Covina Concert Band and Bunco on Thursdays.

**Summer Day Camp Program.** The Summer Day Camp program operates Monday-Friday, 7:30 a.m.-6 p.m. at Covina Park. This affordable program provides structured, supervised activities for children ages 6-11. It includes arts & crafts, science, games, sports, field games, movies, character development, leadership skill development, swimming, and field trips.

**Leisure Lifestyle Classes Program (managed by the Administration Division).** The Leisure Lifestyle Classes program offers a wide variety of recreational, educational, fitness, and skill-oriented classes to the community at affordable prices. Classes are offered for children beginning at one year of age, youth, and adults. Participation not only fosters self-improvement, but also offers an opportunity for social interaction and growth. Current trends are considered when developing new classes to ensure that the program is meeting the needs of an ever-changing society.

**Cultural Excursion Program (managed by the Administration Division).** The Cultural Excursion Program offers a wide variety of one-day trips to the community at affordable prices. The program gives participants the opportunity to visit local and regional areas of interest in a social atmosphere. Proposition A transportation funds are used to help offset bus costs.

**Hollfelder Teen Center Program.** The Hollfelder Teen Center at Covina Park offers a summer recreational program that is free to participants. The center provides a safe, friendly, and supervised environment where teens can hang out, meet new friends, and listen to their favorite music. Teen Center activities include billiards, video games, ping pong, foosball, movies, arts & crafts, outdoor sports, computer lab, special events, trips, and an intramural sports program. In 2009, IKEA partnered with the Parks and Recreation Department to completely redesign and furnish the Hollfelder Teen Center with new flat screen televisions, new furniture, and a whole new look. The Teen Council continues to provide input on teen programming and assist in fundraising efforts for these programs.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Recreation Services

**Covina-Valley Unified School District Joint Summer Reading Program.** This free drop-in program for elementary school students encourages students to continue reading over the summer by providing a fun, safe environment and the opportunity to earn incentives for participating. The program will take place at the Covina Elementary School Resources Center, which houses 40 computers. The school district is providing approximately 8,000 books. Students will check-out books and then take tests after reading. The students reading scores will be tracked just as they are during the school year.

**Goals and Objectives**

The division has established the following goals:

- Continue to improve staff training and reduce risk potential.
- Continue to provide the opportunity for families to enjoy high quality, free outdoor entertainment during the Summer Evening Entertainment program and increase attendance throughout the series.
- Continue to improve the quality of fee-based classes offered to the community and expand the program.
- Continue to provide affordable, interesting trips that offer youth and adults the opportunity to see and experience new places and people.
- Continue to improve existing Youth Sports programs, teen programs, and the Summer Day Camp program.

To accomplish these goals the division will:

- Continue the University of Covina Parks & Recreation (UCPR) training program.
- Secure the highest quality entertainers possible, improve the youth talent show contest, and continue to provide kid's night activities with specialized themes.
- Keep abreast of trends in society and take an active approach to researching new classes and instructors, continue to expand the use of participant/parent surveys, and make use of alternative locations for classes.
- Research and plan trips to locations and events that provide cultural diversity, environmental beauty, and the appreciation of the arts.
- Increase efforts to hire specialized coaches and promote programs more rigorously in the community.

**Base Budget-Change in Service**

The budget reflects the addition of a Joint Summer Reading Program, which is being coordinated with the Covina-Valley Unified School District.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Community Services Supervisor	1.00	1.00	1.00	1.00	1.00
Recreation Services Supervisor	-	-	-	-	-
Recreation Coordinator	1.50	1.50	1.50	1.50	1.50
Total Full-Time Positions	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	1.09	0.61	0.92	1.04	1.08
Community Resources Assistant II	1.78	1.64	2.41	2.61	2.68
Community Resources Assistant I	1.07	1.26	1.14	1.12	1.12
Community Resources Aide	0.30	0.54	0.07	0.07	0.07
Total FTE Part-Time Positions	<u>4.24</u>	<u>4.05</u>	<u>4.54</u>	<u>4.84</u>	<u>4.95</u>
Total Full-Time Equivalent Positions	<u>6.74</u>	<u>6.55</u>	<u>7.04</u>	<u>7.34</u>	<u>7.45</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Recreation Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	5,000	-	-	-	-
Charges for Services	329,069	359,454	363,370	392,660	392,660
Miscellaneous	24,393	21,675	19,650	20,700	20,700
Total Revenues	<u>358,462</u>	<u>380,579</u>	<u>383,020</u>	<u>412,580</u>	<u>412,580</u>
<b>Expenditures</b>					
Personal Services	272,128	277,705	292,990	330,620	333,130
Professional and Technical	177,344	180,608	169,490	177,100	177,100
Property Services	5,442	2,328	2,920	2,860	2,860
Other Services and Charges	28,437	25,983	33,210	34,120	34,560
Supplies	30,365	24,522	32,600	33,470	33,930
Capital Outlay	28,555	-	-	-	-
Interdepartmental	(31,731)	(24,695)	(23,000)	(21,900)	(21,900)
Total Expenditures	<u>510,540</u>	<u>486,451</u>	<u>508,210</u>	<u>556,270</u>	<u>559,680</u>
<b>Appropriations</b>					
General Fund	494,465	486,380	508,210	555,490	558,900
City Donation Fund	16,075	71	-	780	780
Total Appropriations	<u>510,540</u>	<u>486,451</u>	<u>508,210</u>	<u>556,270</u>	<u>559,680</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Community Programs

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	<u>22,279</u>	<u>9,143</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>22,279</u>	<u>9,143</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	2,223	1,848	-	-	-
Professional and Technical	150	1,480	-	-	-
Property Services	12,656	12,644	-	-	-
Other Services and Charges	515	36	-	-	-
Supplies	5,025	2,085	-	-	-
Capital Outlay	<u>24,579</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>45,148</u>	<u>18,093</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
General Fund	<u>45,148</u>	<u>18,093</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>45,148</u>	<u>18,093</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Park Facilities

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**Purpose**

Environmental stewardship is a core value of the parks and recreation profession. The parks create a green infrastructure that is essential to our community's economy and preservation of the environment. They provide residents and guests places to enjoy passive and active recreational pursuits. The Covina Park System provides a substantial environmental benefit to the citizens with 57 acres of parkland. The Park Facilities division also provides support services to all divisions within the Parks & Recreation Department. There is a natural bond that exists between recreational programming staff and the park maintenance staff.

The Park Facilities division is responsible for the maintenance and contract administration of the City's parks and City Hall grounds. The Administrative division seeks grant opportunities that will allow the City to upgrade and enhance its park facilities and open green space without using General Fund monies. Parks and Recreation will continue to play an important role in preserving and protecting the environment, as well as educating citizens about its significance. The division also administers an Adopt-a-Park program and Eagle Scout projects that encourage community groups to play a volunteer role in providing additional maintenance to the parks.

The Park Facilities division also devotes time to the maintenance of Heyler Field at Royal Oak Intermediate School and Savoy Field at Charter Oak High School. Maintenance and project assistance is also provided to the Covina Little Leagues.

In fiscal year 2010-2011, the department began the process of updating the Park System Master Plan, as well as updating the City Ordinances that pertain to the park system. The major changes being considered include, allowing dogs in parks, prohibiting alcohol in parks, addressing noise levels, prohibiting inflatable structures in parks, and prohibiting smoking in parks. These updates will be finalized and implemented in fiscal year 2011-12.

**Goals and Objectives**

The division has established the following goals:

- Continue to provide safe playground equipment for public use.
- Continue efforts to improve the City's park system.
- Continue to address the priority needs identified in the Park System Master Plan.
- Continue to provide training opportunities to staff.

To accomplish these goals the division will:

- Conduct annual playground safety training.
- Continue to apply for competitive grants to secure funding to improve aging irrigation systems, fencing, bleachers, lighting, ADA requirements, and more.
- Continue to complete an annual review of the Park System Master plan when applying for future grants.
- Continue to develop annual SB198, park maintenance, and supervisory training programs.

**Base Budget-Change in Service**

There is no change in service.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Park Facilities

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Park Foreman	1.00	1.00	1.00	1.00	1.00
Park Worker - Irrigation Specialist	1.00	0.75	-	-	-
Park Worker	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	4.00	3.75	3.00	3.00	3.00
<u>FTE Part-Time Positions</u>					
Park Maintenance Assistant	0.82	0.79	0.97	0.97	0.97
Community Resources Assistant II	-	0.38	0.07	0.07	0.07
Community Resources Assistant I	0.19	0.01	0.01	0.01	0.01
Total FTE Part-Time Positions	1.01	1.18	1.05	1.05	1.05
Total Full-Time Equivalent Positions	5.01	4.93	4.05	4.05	4.05

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Park Facilities

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	(52,356)	10,390	21,000	18,000	28,000
Charges for Services	<u>14,143</u>	<u>27,991</u>	<u>25,920</u>	<u>28,500</u>	<u>28,500</u>
Total Revenues	<u>(38,213)</u>	<u>38,381</u>	<u>46,920</u>	<u>46,500</u>	<u>56,500</u>
<b>Expenditures</b>					
Personal Services	382,270	391,693	279,040	306,590	306,590
Professional and Technical	3,054	4,283	4,900	4,900	4,900
Property Services	228,473	219,864	243,230	243,430	239,930
Other Services and Charges	67,462	68,447	68,130	68,060	88,290
Supplies	32,423	40,852	36,900	38,800	38,800
Capital Outlay	18,686				
Interdepartmental	<u>(77,772)</u>	<u>(78,190)</u>	<u>(78,190)</u>	<u>(78,190)</u>	<u>(78,190)</u>
Total Expenditures	<u>654,596</u>	<u>646,949</u>	<u>554,010</u>	<u>583,590</u>	<u>600,320</u>
<b>Appropriations</b>					
General Fund	635,910	636,560	554,010	583,590	600,320
Park Development Fund	<u>18,686</u>	<u>10,389</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>654,596</u>	<u>636,560</u>	<u>554,010</u>	<u>583,590</u>	<u>600,320</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Senior Services

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**Purpose**

The Senior Services division provides services which meet the unique needs of the older adult and offers programs designed to enrich the added leisure time available upon retirement. The purpose of the division is to meet the social, educational, physical and emotional needs of the older adult. This division also facilitates the needs of six senior citizen clubs/organizations, which meet at the Joslyn Center. The Joslyn Center functions as a multipurpose social institution.

The Senior Services division offers a wide variety of programs and services for older adults, including:

- **Special Events.** Evening activities, such as dances, featured entertainers, and other themed events are planned throughout the year. Events are funded through fees and sponsorships.
- **Excursions.** One-day trips are offered on a monthly basis. Proposition A transportation funds are used to lower the cost to the participants.
- **Information and Referral Services.** Information needed to maintain a safe independent living environment is provided to seniors and their families. Funding for this program is through the Community Development Block Grant. Other services include legal assurance, Medicare advocacy, income tax preparation, renters' credit preparation, and health assessment services.
- **Transportation.** Reduced rate transportation is accessible at the Joslyn Center. Identification cards are prepared and issued for the Dial-a-Cab program, and discounted bus passes are sold each month.
- **Nutrition Program.** Through a contract with YWCA Intervale Senior Services and grant funding from Los Angeles County Area Agency on Aging and the Community Development Block Grant, the Senior Services division offers a daily congregate meal program. Home delivered meals are available to Covina residents through the Meals-on-Wheels program.
- **Case Management.** Funded by the Community Development Block Grant and coordinated by YWCA Intervale Senior Services, the Case Management program assists the elderly who have problems which are preventing them from living independently or from receiving needed services. The Case Manager acts as an advocate and connects seniors with available services.
- **Older Adult Classes.** A variety of fee-based classes for older adults are offered at the Joslyn Center. Also, the Mount San Antonio College continuing education program offers several classes at no cost.

**Goals and Objectives**

The division has established the following goals:

- Continue to provide a safe and well-maintained facility.
- Increase participation in programs and activities at the Joslyn Center, with particular emphasis on the daily nutrition and case management programs.
- Continue to provide quality events, classes, and trips at a reasonable cost while increasing participation.

To accomplish these goals the division will:

- Conduct daily facility inspections, monthly meetings with the contract maintenance service provider, and promptly repair or correct substandard conditions.
- Seek input from the participants at the Joslyn Center to ensure that services and programs being offered are in line with their expectations and continue to cultivate community outreach programs at expos, information fairs and other senior related activities.
- Continue to seek sponsorships to subsidize special events, seek additional senior travel providers, and expand the number of special interest classes offered.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Senior Services

**Base Budget-Change in Service**

There is no change in service.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Community Services Supervisor	-	-	-	-	-
Recreation Services Supervisor	0.50	0.50	0.50	0.50	0.50
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	1.35	1.21	1.33	1.33	1.33
Community Resources Assistant II	0.33	0.39	0.05	0.05	0.05
Community Resources Assistant I	0.12	0.03	-	-	-
Total FTE Part-Time Positions	<u>1.80</u>	<u>1.63</u>	<u>1.38</u>	<u>1.38</u>	<u>1.38</u>
Total Full-Time Equivalent Positions	<u>3.30</u>	<u>3.13</u>	<u>2.88</u>	<u>2.88</u>	<u>2.88</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Senior Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	22,717	37,217	27,540	31,400	31,400
Miscellaneous	<u>5,970</u>	<u>7,957</u>	<u>39,970</u>	<u>33,560</u>	<u>33,560</u>
Total Revenues	<u>28,687</u>	<u>45,174</u>	<u>67,510</u>	<u>64,960</u>	<u>64,960</u>
<b>Expenditures</b>					
Personal Services	147,312	153,149	156,710	164,580	164,580
Professional and Technical	14,339	25,840	28,910	31,060	31,060
Property Services	45,181	36,976	51,260	33,120	33,120
Other Services and Charges	25,293	34,880	37,010	34,850	34,850
Supplies	15,290	20,526	14,920	19,310	19,310
Capital Outlay	27,219	-	-	25,560	25,560
Interdepartmental	<u>(5,856)</u>	<u>(39,175)</u>	<u>(42,750)</u>	<u>(39,200)</u>	<u>(39,200)</u>
Total Expenditures	<u>268,778</u>	<u>232,196</u>	<u>246,060</u>	<u>269,280</u>	<u>269,280</u>
<b>Appropriations</b>					
General Fund	253,208	227,781	246,060	239,670	239,670
City Donation Fund	<u>15,570</u>	<u>4,415</u>	<u>-</u>	<u>29,610</u>	<u>29,610</u>
Total Appropriations	<u>268,778</u>	<u>232,196</u>	<u>246,060</u>	<u>269,280</u>	<u>269,280</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Parade

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**Purpose**

The Covina Christmas Parade will celebrate its 61<sup>st</sup> year on December 3, 2011. Since 1978 the parade has been managed and funded by the City. Prior to that time the Chamber of Commerce coordinated this effort with a tremendous amount of support from City departments.

The Parks and Recreation Department is responsible for the overall coordination and administration of the parade and tree lighting event. Department staff serve as liaisons to the parade's volunteer committee and directly handle many of the tasks necessary to provide these events.

The Police Department is responsible for the coordination and scheduling of tactical setup and facilitation of the operations plan for the Parade. The Fire Department is responsible for safety checks. The Public Works Department is responsible for route preparation.

Along with staff, a committee of approximately 35 volunteers begins working on the parade each year in January. The committee is a representation of interested citizens, business people, and service club members. In addition to the 35 continuous volunteers, there are over 100 volunteers who work the day of the parade. Volunteers are a necessary part of the parade. The parade would not be possible without the assistance and expertise that the volunteers give. Obtaining volunteers to work on the day of the parade is one of the committee's biggest challenges.

The Christmas Parade Committee is divided into two functioning bodies, the Executive Committee and the General Committee. The Executive Committee is comprised of committee chairs, assistant chairs, and staff liaisons. The Executive Committee is responsible for setting policies, establishing fees, and long-range planning. Members serve a two-year term.

The Parade Committee is very fortunate to have many in-kind services donated each year. These services have included the printing of the Parade program, facilities and refreshments for the VIP reception, use of District Field, discounted equipment rentals, refreshments for volunteers, and more.

**Goals and Objectives**

The division has established the following goals:

- Continue to strive for financial stability and long-term independence.
- Continue to provide a safe, quality community event for the public.
- Continue to research new avenues for volunteers.
- Increase Parade awareness to residents and surrounding cities.

To accomplish these goals the division will:

- Continue to develop and maintain sponsorships and seek in-kind services.
- Work closely with the Police Department in the preparation and implementation of operational plan for Parade day.
- Seek new sources for volunteers to work the day of the Parade, such as local community organizations with already established large volunteer bases.
- Expand the Parade marketing plan, including placing expanded parade information on the City's web site and in other media sources.

**Base Budget-Change in Service**

There is no change in service.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Parade

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	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Office Assistant II	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.03	0.03	0.02	0.02	0.02
Community Resources Assistant II	0.01	0.06	0.03	0.03	0.03
Community Resources Assistant I	0.01	-	-	-	-
Total FTE Part-Time Positions	<u>0.05</u>	<u>0.09</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Total Full-Time Equivalent Positions	<u><u>1.05</u></u>	<u><u>1.09</u></u>	<u><u>1.05</u></u>	<u><u>1.05</u></u>	<u><u>1.05</u></u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Community Parade

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	6,331	9,176	7,600	7,000	7,000
Miscellaneous	<u>6,576</u>	<u>2,605</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Total Revenues	<u>12,907</u>	<u>11,781</u>	<u>10,100</u>	<u>9,500</u>	<u>9,500</u>
<b>Expenditures</b>					
Personal Services	2,500	1,814	60,990	63,840	63,840
Professional and Technical	8,759	3,911	2,950	2,950	2,950
Property Services	13,348	15,485	12,060	13,240	13,240
Other Services and Charges	3,581	5,012	4,880	4,760	4,760
Supplies	4,483	2,934	2,450	2,970	2,970
Interdepartmental	<u>40,623</u>	<u>19,075</u>	<u>20,640</u>	<u>24,290</u>	<u>24,290</u>
Total Expenditures	<u>73,294</u>	<u>48,231</u>	<u>103,970</u>	<u>112,050</u>	<u>112,050</u>
<b>Appropriations</b>					
General Fund	<u>73,294</u>	<u>48,231</u>	<u>103,970</u>	<u>112,050</u>	<u>112,050</u>
Total Appropriations	<u>73,294</u>	<u>48,231</u>	<u>103,970</u>	<u>112,050</u>	<u>112,050</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Special Events

**Purpose**

Thunderfest Car Show and Music Festival is a free community-wide event scheduled for Saturday, October 1, 2011. The event features indoor and outdoor musical venues, the largest car show in the east San Gabriel Valley (race cars from the National Hot Rod Association – NHRA), food vendors, arts & crafts vendors, and more. Over 25,000 attend the event annually.

This year’s event will be administered by the Parks and Recreation Department with funding from the Covina Redevelopment Agency and various sponsors. The event is coordinated by a logistical committee comprised of representatives from the Parks & Recreation Department, Police Department, Public Works Department, Fire Department, Covina Redevelopment Agency, Chamber of Commerce, and Downtown Association.

**Goals and Objectives**

The following goals have been established for the event:

- To continue to market the downtown businesses to a larger number of people coming from all over the San Gabriel Valley.
- To continue to improve the overall event and the coordination efforts.
- To increase the activity venues to draw on additional funding sources and increase attendance.

To accomplish these goals the department will:

- Promote the event through local newspapers, NHRA promotional materials, billboards, and radio stations.
- Continue the event evaluation process and revise the reporting format.
- Review current trends and potential sponsors that would assist in covering event costs.

**Base Budget-Change in Service**

There is no change in service.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.06	0.07	0.15	0.11	0.15
Community Resources Assistant II	0.01	0.16	-	0.03	0.03
Community Resources Assistant I	0.01	0.01	-	0.02	0.02
Total FTE Part-Time Positions	<u>0.08</u>	<u>0.24</u>	<u>0.15</u>	<u>0.16</u>	<u>0.16</u>
Total Full-Time Equivalent Positions	<u>0.08</u>	<u>0.24</u>	<u>0.15</u>	<u>0.16</u>	<u>0.16</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Community - Special Events

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	5,358	8,280	-	7,550	7,550
Miscellaneous	<u>-</u>	<u>6,845</u>	<u>15,000</u>	<u>7,610</u>	<u>7,610</u>
Total Revenues	<u>5,358</u>	<u>15,125</u>	<u>15,000</u>	<u>15,160</u>	<u>15,160</u>
<b>Expenditures</b>					
Personal Services	2,540	5,658	4,810	4,290	4,290
Professional and Technical	516	12,905	12,900	9,950	9,950
Property Services	403	12,396	11,700	17,330	17,330
Other Services and Charges	-	16,753	16,700	15,970	15,970
Supplies	625	7,392	7,170	4,920	4,920
Interdepartmental	<u>-</u>	<u>(39,964)</u>	<u>(56,280)</u>	<u>(37,300)</u>	<u>(37,300)</u>
Total Expenditures	<u>4,084</u>	<u>15,140</u>	<u>(3,000)</u>	<u>15,160</u>	<u>15,160</u>
<b>Appropriations</b>					
General Fund	<u>4,084</u>	<u>15,140</u>	<u>(3,000)</u>	<u>15,160</u>	<u>15,160</u>
Total Appropriations	<u>4,084</u>	<u>15,140</u>	<u>(3,000)</u>	<u>15,160</u>	<u>15,160</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Aquatics

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**Purpose**

The Aquatics program offers instructional and recreational swim programs for all ages beginning at 9 months old. All staff are American Red Cross certified in first aid and C.P.R. and Instructors are trained in the City's E.L.I.T.E. swim program.

The Aquatics division offers a wide variety of programs that promote health and wellness and teach lifesaving skills, including:

- **Instructional Classes.** The E.L.I.T.E. swim program offers comprehensive group, semi-private, and private swim lessons that advance participants through seven levels based on their swimming abilities. When participants advance from one level to the next, they are given a passing certificate that states what they have learned and what they will learn at the next level. Also offered are parent/child classes designed to introduce 1-3 year olds to the pool. The parents participate in the lesson with the guidance of a swim instructor.
- **Aqua Aerobics and Lap Swimming.** These programs provide both structured and unstructured opportunities to gain the benefits of exercising in the water.
- **Recreational Swimming.** This program provides an opportunity to swim and recreate at a very low cost.
- **Parent & Me.** This special time is for children ages 1-12 to practice their swimming skills with their parents.
- **Lifeguard and Instructor Camps.** The Lifeguard Camp provides training and certification in CPR, first aid, Title 22, and lifeguarding skills. The Instructor Camp provides training and certification in the City's E.L.I.T.E. swim instruction program. A high percentage of camp participants have been hired by the City for the Aquatics program. The camp has proven to be a vital source of Aquatics personnel.
- **Guardstart Program.** This program covers water safety and the duties and responsibilities of a lifeguard. It is designed to prepare participants, ages 12-15, to be lifeguards in the future.
- **Swim Team.** This very popular program focuses on conditioning and instruction in proper swim and stroke techniques. Participants receive a t-shirt, swim cap, and trophy. Participants also have the opportunity to compete in various local swim meets through the Southern California Municipal Athletic Federation (SCMAF).

**Goals and Objectives**

The division has established the following goals:

- Continue to provide a cost-effective program to the community with the highest standard safety.
- Improve and build on the quality of lifeguarding and staff training.

To accomplish these goals the division will:

- Continue to provide parent evaluations on current programs to measure the effectiveness of the program.
- Provide Lifeguard and Instructor Camps and training before the season begins.
- Maintain an effective working relationship with the American Red Cross.

**Base Budget-Change in Service**

There is no change in service.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Aquatics

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Recreation Services Supervisor	0.50	0.50	0.50	0.50	0.50
Total Full-Time Positions	0.50	0.50	0.50	0.50	0.50
<u>FTE Part-Time Positions</u>					
Pool Manager	0.25	0.50	0.25	0.25	0.25
Assistant Pool Manager	0.60	0.46	0.23	0.27	0.27
Lifeguard/Instructor	3.03	3.16	4.22	4.02	4.02
Lifeguard	0.31	0.48	0.33	0.77	0.77
Park Maintenance Assistant	0.30	-	0.48	0.48	0.48
Community Resources Specialist	0.04	-	-	-	-
Community Resources Assistant II	0.27	0.24	0.26	0.27	0.27
Community Resources Assistant I	0.02	0.21	-	-	-
Total FTE Part-Time Positions	4.82	5.05	5.77	6.06	6.06
Total Full-Time Equivalent Positions	5.32	5.55	6.27	6.56	6.56

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Aquatics

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Adopted
<b>Revenues</b>					
Intergovernmental	-	-	20,000	15,000	35,000
Charges for Services	186,448	179,512	185,730	184,520	184,520
Miscellaneous	9	-	-	-	-
Total Revenues	<u>186,457</u>	<u>179,512</u>	<u>205,730</u>	<u>199,520</u>	<u>219,520</u>
<b>Expenditures</b>					
Personal Services	166,738	180,722	197,170	207,580	207,580
Professional and Technical	1,540	1,484	3,430	3,430	3,430
Property Services	53,589	58,603	47,430	48,930	48,930
Other Services and Charges	3,360	2,791	15,590	14,690	14,690
Supplies	32,908	20,022	29,140	25,260	25,260
Capital Outlay	-	-	30,000	-	-
Interdepartmental	-	(2,510)	(11,500)	(10,400)	(10,400)
Total Expenditures	<u>258,135</u>	<u>261,112</u>	<u>311,260</u>	<u>289,490</u>	<u>289,490</u>
<b>Appropriations</b>					
General Fund	255,542	260,478	311,260	289,490	289,490
City Donation Fund	2,593	634	-	-	-
Total Appropriations	<u>258,135</u>	<u>261,112</u>	<u>311,260</u>	<u>289,490</u>	<u>289,490</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Cultural Arts

**Purpose**

“The City of Covina is dedicated to nurturing the educational, social and economic growth of the city’s cultural environment in which the arts, heritage and creativity of all citizens is supported and encouraged.” This is the mission statement of the Cultural Arts Advisory Commission’s Master Plan. The Cultural Arts Advisory Commission is in its eleventh year.

The Cultural Arts Advisory Commission has the following projects/events planned for 2011-2012:

- Rusty Venture Concert
- Kids’ Hawaiian Luau event
- Dia de Los Muerto (Day of the Dead) Celebration

**Goals and Objectives**

The division has established the following goals:

- Provide educational opportunities for the arts.
- Increase the opportunities for cultural arts venues meeting the diversity of the community.
- Seek grant funds for promotion of the arts.
- Expand fundraising efforts to provide additional monies to support programs.

To accomplish these goals the division will:

- Continue to work with staff in joint programming efforts.

**Base Budget-Change in Service**

There is no change in service.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.01	0.01	-	-	-
Community Resources Assistant II	-	-	-	-	-
Community Resources Aide	-	0.01	-	-	-
Total Full-Time Equivalent Positions	<u>0.01</u>	<u>0.02</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Cultural Arts

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Miscellaneous	<u>2,695</u>	<u>1,459</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
Total Revenues	<u><u>2,695</u></u>	<u><u>1,459</u></u>	<u><u>-</u></u>	<u><u>1,000</u></u>	<u><u>1,000</u></u>
<b>Expenditures</b>					
Personal Services	179	319	-	-	-
Professional and Technical	3,500	1,260	-	1,000	1,000
Property Services	-	100	-	-	-
Other Services and Charges	643	677	-	-	-
Supplies	<u>611</u>	<u>1,128</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>4,933</u></u>	<u><u>3,484</u></u>	<u><u>-</u></u>	<u><u>1,000</u></u>	<u><u>1,000</u></u>
<b>Appropriations</b>					
General Fund	1,577	2,053	-	-	-
City Donation Fund	<u>3,356</u>	<u>1,431</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
Total Appropriations	<u><u>4,933</u></u>	<u><u>3,484</u></u>	<u><u>-</u></u>	<u><u>1,000</u></u>	<u><u>1,000</u></u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Library Administration

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**Purpose**

The Covina Public Library provides services to meet the informational, educational, and recreational reading needs of the community. The services the library provides are essential to the quality of life in Covina. Current trends illustrate the need for services aimed at improving adult and youth literacy.

The Library is governed by the following principles:

- Providing opportunities for people of all ages to enjoy reading and reading related programs.
- Commitment to addressing reading and informational trends, including printed material and media.
- Promoting ethnic and cultural awareness through education.
- To serve persons with disabilities, within the staffing and current funding constraints.
- Pursuing grants, sponsorships, and other creative funding alternatives to the General Fund.
- The belief that the citizen is our customer and our success is dependent upon their satisfaction.

Library Administration division provides the following support services:

- Clerical Support – typing, proof reading, office supply ordering, and forms maintenance.
- Personnel Functions – recruitment coordination , interviewing, personnel paperwork processing, staff rosters, coordination of in-service training, and staff handbooks.
- Financial Functions – coordination of department budget submittal, budget controls, accounts payable, accounts receivable, cash reports, payroll processing, petty cash, and refunds.
- Oversees the capital improvement projects and grants.
- Oversees the scheduling and handling of the Library’s Community Room
- Coordination of building maintenance needs.
- Preparation of annual and quarterly mandated reports to the State.
- Assist in preparation of mandated Literacy reports to the State.
- Preparation of Library Board meeting packets and staff liaison to the Covina Library Board of trustees, a state mandated educational board that which meets regularly throughout the year
- Staff liaison to the Friends of the Covina Public Library and assistance with coordinating their event needs.
- Educating patrons on current library databases

A key function of the Administration division is long-range planning. The key issues facing the library profession and the delivery of quality services to the community include:

- Reduction of available grant funds for literacy.
- Building improvements to provide a higher standard of customer service including but not limited to:
  - Improved ADA access.
  - Relocation of all public computers.
  - Relocation and centralization of Adult/Children’s Reference areas into one area.
- The unstable economy and legislative changes.
- Aging building, which needs electrical upgrades and earthquake retrofitting.
- Increasing special needs population desiring access to library services.

**Goals and Objectives**

Library Administration has established the following goals:

- Offer the highest quality and most effective customer service possible.
- Increase public awareness and use of library programs.
- Seek alternative sources of revenue to supplement library funding.
- Provide an attractive, inviting, and safe library facility for our patrons.
- Provide effective and efficient support to the department’s operational divisions.
- Continue to identify common and critical issues affecting the delivery of library services.
- Offer programs and services delivered by high quality, well-trained staff.
- Provide easier access to the special needs population where possible within the current staffing and funding levels.

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Library Administration

To accomplish these goals Library Administration will:

- Development and training on Library and City policies and procedures
- Develop internal publicity/media procedures to achieve a higher standard of marketing.
- Continue to use and develop program evaluations completed by the service users, and establish a method of measuring the success rate of each program/service.
- Continue efforts to implement a “Donor Wall” to create an ongoing source of revenue for the Library needs which are not covered by the General Fund.
- Create a Community Room Policy Guide with a new fee structure to streamline the application process and achieve better utilization of the room with Library programs having first priority.

**Base Budget-Change in Service**

The budget reflects an increase to the department budget due to the reclassification of an Administrative Technician to a Management Analyst at mid-year and the hiring of a part-time Building Maintenance Worker. By having a Maintenance Worker at the Library five days a week, maintenance issues will be handled as they occur without the delay of waiting for a work order to be processed. In addition, a maintenance worker will be on site every service day.

There will be a change in the online databases to include:

- The elimination of Grolier and NewsBank (cut due to lack of usage)
- The expansion of Gale to include Kids InfoBits, expanded Academic Onefile, and General Onefile, as well as the addition of genealogical databases HeritageQuest and Ancestry Library Edition.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Library Director	1.00	1.00	-	-	-
Administrative Technician	1.00	1.00	-	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>-</u>	<u>-</u>
<u>FTE Part-Time Positions</u>					
Administrative Technician	-	-	-	0.46	0.26
Building Maintenance Worker	-	-	-	-	0.50
Total FTE Part-Time Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.46</u>	<u>0.70</u>
Total Full-Time Equivalent Positions	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.46</u></u>	<u><u>1.76</u></u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Circulation Services

**Purpose**

The Circulation Services Division is responsible for checking library materials in and out, issuing library cards, maintaining patron records and providing quality customer service. Responsibilities include:

- Issuing new library cards.
- Check out materials
- Process returned materials, including checking and cleaning returned items and flagging materials that have been damaged.
- Sort returned materials for reshelving.
- Reshelve returned materials.
- Maintain library patron account information.
- Coordination of questions and collection of library fees and fines.
- Run report on Late Items and send Overdue Notices.
- Send notices to those who have unresolved charges remaining on their account.
- Process collection agency accounts.
- Collection development of CDs and DVD; maintain the CDs and DVDs displays to encourage more checkouts.
- Answering questions related to library check-out and returns.
- Update newspapers daily and magazines as they are published.
- Preparation of mandated quarterly Direct Loan Survey reports for the California State Library.

**Goals and Objectives**

The division has established the following goals:

- Provide quality customer service
- Educate the public on library services.

To accomplish these goals the division will:

- Continue to cross-train staff/volunteers to increase their knowledge and skills to provide continuous quality customer service.
- Provide new library patrons with a “New Library Patron Welcome Packet” which will also include a verbal introduction to library procedures and policies.
- Continue to update library handouts.

**Base Budget-Change in Service**

The Circulation Supervisor’s salary code was brought into alignment with comparable supervisor positions in the City.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Circulation Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Library Clerk	2.23	2.23	2.23	2.22	2.22
Library Shelver	0.52	0.52	0.41	0.43	0.43
Total FTE Part-Time Positions	2.75	2.75	2.64	2.65	2.65
Total Full-Time Equivalent Positions	3.75	3.75	3.64	3.65	3.65

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Adult Reference Services

**Purpose**

The Adult Reference Services Division administers collection development to meet the informational, educational, and recreational reading needs of the community. Responsibilities include:

- Answering informational questions and helping patrons find library materials
- Selection of book, periodicals, audiovisual, and computer accessed materials
- Coordination of special programs and services
- Coordination of Adult Reading Programs
- Coordination of family programs , including Game Day and Puzzle Place.
- Education the patrons on current library databases

**Goals and Objectives**

The division has established the following goals:

- Endeavor to maintain the existing collection and make the collection more relevant by careful selection of new materials; discarding outdated and unneeded materials.
- Provide reference and computer assistance services that meet the needs of the community.
- Seek out and increase special programs and services.
- Increase the number of selections and materials.
- Maintain current knowledge of all available library databases offered to the public.

To accomplish these goals the division will:

- Work with the Collections and Materials Committee on book and other material selections.
- Seek new materials donation through a “book donation wall” to augment the reduced book budget.
- Train and cross-train staff/volunteers to increase their knowledge and skills to provide quality reference service and computer assistance
- Attend all available trainings on library databases.
- Schedule free classes on available library databases to increase users’ knowledge.

**Base Budget-Change in Service**

To better serve the Library’s teen population, Teen Reference Services has been incorporated into the Children’s Reference Area. This will allow the Senior Librarian to focus solely on Adult/Family programming and services.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Senior Librarian	2.00	2.00	1.00	1.00	1.00
Total Full-Time Positions	2.00	2.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Senior Librarian	0.82	0.82	0.75	-	-
Community Resources Specialist	-	-	-	0.63	0.63
Total FTE Part-Time Positions	0.82	0.82	0.75	0.63	0.63
Total Full-Time Equivalent Positions	2.82	2.82	1.75	1.63	1.63

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Children's/Teen Reference Area

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**Purpose**

The Children's/Teen Reference Services Division administers collection development to meet the informational, educational, and recreational reading needs for youth ages 0-17. The Children's Reference area is also responsive to the needs of parents, caregivers and others studying for child development or children's literature who need the expertise of the librarians for appropriate book selection for youth of all ages. Responsibilities include:

- Answering informational questions and helping patrons find library materials.
- Selection of book, periodicals, audiovisual, and computer accessed materials.
- Conducting library programs.
- Educating patrons on current library databases.

**Goals and Objectives**

The division has established the following goals:

- Endeavor to maintain the existing collection and make the collection more relevant by careful selection of new materials; discarding outdated and unneeded materials.
- Provide reference services that meet the needs youth ages 0-17.
- Continue to seek new ideas for programs and services and increase programming to bring in new patrons to the library.
- Provide quality programs.
- Maintain current knowledge of all available library databases offered to the public and maintain high quality databases.
- Foster new partnership with Covina-Valley Unified School District by implementing a joint summer reading program.

To accomplish these goals the division will:

- Read reviews composed by reputable book reviewers, etc. when making the selection of materials from library vendors.
- Seek new materials donation through an "adopt-a-book" program to augment the reduced book budget.
- Maintain a 0-3 Storytime program to introduce new parents to library services and early childhood development skills through stories and song.
- Participate in professional library organizations' forums and trainings to advance current programming/services.
- Train and cross-train staff/volunteers to increase their knowledge and skills to provide quality reference service.
- Administer the Summer Reading Program.
- Invite authors and performers who stimulate and educate the children.
- Attend all available trainings on library databases and annually review library databases.
- Schedule free classes on available library databases to increase users' knowledge.
- Offer scheduled storytimes and access to books for children enrolled in the joint summer reading program.
- Create and maintain a book club for teens that will meet on a monthly basis.

**Base Budget-Change in Service**

In an effort to better serve the library's teen users, the Children's Reference Area is now the Children's/Teen Reference Area. The Senior Librarian is now responsible for programming and other services for Teens, such as maintaining the Library's Young Adult book collection and seeking activities that Teens would enjoy. The Children's Library Shelver Position was reclassified to a Library Clerk due to additional responsibilities.

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Children's/Teen Reference Area

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Senior Librarian	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
Senior Librarian	-	-	0.27	-	-
Library Clerk	-	-	-	0.38	0.38
Total FTE Part-Time Positions	<u>-</u>	<u>-</u>	<u>0.27</u>	<u>0.38</u>	<u>0.38</u>
Total Full-Time Equivalent Positions	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.27</u></u>	<u><u>1.38</u></u>	<u><u>1.38</u></u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Technical Services

**Purpose**

The Technical Services Division is responsible for processing new materials for check out, cataloging materials, and repair of damaged items.

Responsibilities include:

- Ordering new materials – books, CDs, DVDs and periodicals.
- Cataloging new material to the OCLC database.
- Processing new materials for check out.
- Coordinating Inter-Library loans.
- Daily scheduling of the Library’s SIRSI/DYNIX backups and alerting IT when problems occur.
- Repairing of damaged items.
- Preparation of quarterly Inter-Library Loan reports to the California State Library.

**Goals and Objectives**

The division has established the following goals:

- Provide support for library staff who order library books, audio, CDs and DVDs, and periodicals.
- Ensure library computer for check-out and library patron records is updated daily.
- Improve support services to better serve the other functions of the library.

To accomplish these goals the division will:

- Train and cross-train staff/volunteers to increase their knowledge and skills for cataloging the new materials to the OCLC database.
- Train additional staff on how to repair damaged books.
- Review procedures for Technical Services.

**Base Budget-Change in Service**

One Library Clerk position was reclassified to a Library Assistant due to the responsibilities and duties of the position.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Principal Librarian	1.00	1.00	-	-	-
Total Full-Time Positions	1.00	1.00	-	-	-
<u>FTE Part-Time Positions</u>					
Library Assistant	0.47	0.47	0.47	0.95	0.95
Library Clerk	1.78	1.78	1.78	1.25	1.25
Library Shelver	-	-	0.08	-	-
Total FTE Part-Time Positions	2.25	2.25	2.33	2.20	2.20
Total Full-Time Equivalent Positions	3.25	3.25	2.33	2.20	2.20

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Public Printer

**Purpose**

The public printer is available for library patrons to print from the catalog computers or the public computers. The funds generated from this cost center are used for supplies and equipment related to library equipment needs.

**Base Budget-Change in Service**

There is no service change.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Library Literacy Program

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**Purpose**

The Second Start Literacy Program, a partially grant funded program trains and supports volunteer tutors, and recruits and matches adults and children needing help with reading. Grant funds are provided through the State Library, Workforce 231 Grant, and Community Development Block Grant program. Additional funds will be provided through the Annual Trivia Showdown Contest, community donations, Friends of the Library and the General Fund. Since 2001, the Literacy program has served 525 participants and has trained 273 tutors.

**Goals and Objectives**

The Second Start Literacy Program has established the following goals:

- Continue to provide quality literacy services to adults and children with 1 full time staff member and 34 volunteers and recruit additional volunteers.
- To provide literacy services in an atmosphere that promotes self-esteem, cultural diversity, and life-long learning.
- To maintain funding levels despite drastic cuts from the State Library, Department of Education, and corporate and private donations.
- Submit quarterly reports for the State of California
- Prepare and submit annual and quarterly reports to the Department of Education.
- Conduct mandated Department of Education testing of adult participants enrolled in the program.
- Mainstream literacy participants into the library programs, including but not limited to:
  - Summer Reading Programs
  - Library databases
  - Special events and programs
- Foster new partnership with Covina-Valley Unified School District by implementing a joint summer reading program
- Continue to grow the Homework Help program.

To accomplish these goals the Second Start Literacy Program will:

- Maintain and increase the volunteer base utilizing the VolunteerMatch.org and local publicity along with public presentations to local service clubs and organizations.
- Local fundraising through various approaches, such as Wine Walk and the new Literacy donation form in the City View, and corporate entities.
- During the orientation, give new participants a tour of the library.
- Introduce participants to library programs.
- Have all participants in the Literacy program join the Summer Reading Programs.
- Encourage adult learners and children to obtain a library card.
- Provide Literacy support to the joint summer reading program with Covina-Valley Unified School District.
- Provide planning support to the Summer Reading Program
- Maintain and increase the number of volunteers for the Homework Help program
- Promote the Homework Help program at schools

**Base Budget Changes in Services**

There is no change in service.

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Library Literacy Program

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Literacy Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Library Clerk	0.03	-	-	-	-
Total FTE Part-Time Positions	0.03	-	-	-	-
Total Full-Time Equivalent Positions	1.03	1.00	1.00	1.00	1.00

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Library Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	54,991	70,694	47,890	20,500	20,500
Charges for Services	61,221	53,628	53,120	42,620	42,620
Miscellaneous	<u>12,881</u>	<u>4,048</u>	<u>25,570</u>	<u>8,400</u>	<u>8,400</u>
Total Revenues	<u>129,093</u>	<u>128,370</u>	<u>126,580</u>	<u>71,520</u>	<u>71,520</u>
<b>Expenditures</b>					
Personal Services	906,654	950,511	554,590	598,450	625,720
Professional and Technical	135,826	125,600	163,410	164,160	164,160
Property Services	121,436	115,090	119,970	132,470	132,470
Other Services and Charges	28,842	22,445	27,180	28,510	28,510
Supplies	130,468	129,877	69,130	61,160	61,160
Capital Outlay	72,509	45,663	-	-	-
Interdepartmental	<u>29,697</u>	<u>28,863</u>	<u>28,750</u>	<u>(12,000)</u>	<u>(12,000)</u>
Total Expenditures	<u>1,425,432</u>	<u>1,418,049</u>	<u>963,030</u>	<u>972,750</u>	<u>1,000,020</u>
<b>Appropriations</b>					
General Fund	1,367,882	1,356,118	889,670	946,780	974,050
Library Equipment Reserve	1,327	3,602	4,860	1,970	1,970
Library Grant Fund	<u>56,223</u>	<u>58,329</u>	<u>68,500</u>	<u>24,000</u>	<u>24,000</u>
Total Appropriations	<u>1,425,432</u>	<u>1,418,049</u>	<u>963,030</u>	<u>972,750</u>	<u>1,000,020</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Culture and Recreation

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the culture and recreation program recognizes the culture and recreation support of the General Fund to other culture and recreation designated funds (activities).

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to other culture and recreation designated funds (activities) are attributed to General Fund general government support (see general government indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund culture and recreation support to other culture and recreation designated funds (activities).

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Culture and Recreation

Activity: Indirect Cost Allocation - Culture & Rec

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>65,340</u>	<u>-</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
Total Expenditures	<u>65,340</u>	<u>-</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
<b>Appropriations</b>					
Literacy Grant	<u>65,340</u>	<u>-</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
Total Appropriations	<u>65,340</u>	<u>-</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Community Development

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Licenses and Permits	865	-	-	-	-
Charges for Services	156,840	264,458	143,850	183,000	198,000
Fines and Forfeits	26,195	33,619	-	-	-
Miscellaneous	<u>39,262</u>	<u>32,084</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Total Revenues	<u><u>223,162</u></u>	<u><u>330,161</u></u>	<u><u>158,850</u></u>	<u><u>198,000</u></u>	<u><u>213,000</u></u>
<b>Activities</b>					
Development Administration	353,231	347,646	153,580	35,700	30,500
Planning	333,196	370,164	215,770	213,240	213,240
Building Inspection	429,520	637,562	-	-	-
Code Enforcement	93,112	97,044	97,550	-	-
Indirect Cost Allocation - Comm. Dev.	<u>(522,760)</u>	<u>(543,430)</u>	<u>(418,110)</u>	<u>(418,110)</u>	<u>(243,740)</u>
Total Activities	<u><u>686,299</u></u>	<u><u>908,986</u></u>	<u><u>48,790</u></u>	<u><u>(169,170)</u></u>	<u><u>-</u></u>
<b>Appropriations</b>					
General Fund	<u>686,299</u>	<u>908,986</u>	<u>48,790</u>	<u>(169,170)</u>	<u>-</u>
Total Appropriations	<u><u>686,299</u></u>	<u><u>908,986</u></u>	<u><u>48,790</u></u>	<u><u>(169,170)</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Community Development

Activity: Development Administration

**Purpose**

The purpose of the Community Development Administration is to provide an activity in which to charge personnel and related costs associated with overseeing Planning. With the end of the life of the Redevelopment Agency in sight, this activity identifies costs, which will require funding even after the cessation of the Redevelopment Agency in order for the Community Development Department to continue to function.

**Goals and Objectives**

The primary goal of the Community Development Administration activity will be to continue to provide support and guidance to the Community Development Department as a whole. Positive customer service will be emphasized as it provides an environment that entices new construction as well as rehabilitation of existing construction and compliance with Covina's Municipal Code.

**Base Budget-Change in Services**

Personnel charges of the Director of Community Development, Senior Management Analyst, and a Senior Administrative Technician, are charged to Redevelopment Administration.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Director of Community Development	1.00	1.00	0.50	-	-
Senior Management Analyst	1.00	1.00	-	-	-
Senior Administrative Technician	1.00	1.00	0.50	-	-
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>1.00</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Community Development

Activity: Development Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	324,725	316,512	117,880	-	-
Professional and Technical	10,060	12,000	12,460	12,460	12,460
Property Services	4,909	5,285	6,650	6,650	6,650
Other Services and Charges	12,612	12,770	13,840	13,840	8,640
Supplies	<u>925</u>	<u>1,079</u>	<u>2,750</u>	<u>2,750</u>	<u>2,750</u>
Total Expenditures	<u>353,231</u>	<u>347,646</u>	<u>153,580</u>	<u>35,700</u>	<u>30,500</u>
<b>Appropriations</b>					
General Fund	<u>353,231</u>	<u>347,646</u>	<u>153,580</u>	<u>35,700</u>	<u>30,500</u>
Total Appropriations	<u>353,231</u>	<u>347,646</u>	<u>153,580</u>	<u>35,700</u>	<u>30,500</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Community Development

Activity: Planning

**Purpose**

The Planning Division advises and reports to the City Council, City Manager and Planning Commission on community development issues. Under state law the division must maintain a comprehensive General Plan of development for the community, serve as the planning advisory body, review development proposals, capital projects and city actions for consistency with the general plan, and conduct environmental reviews. The division assists residents, developers and business owners in obtaining the best use of their property in a manner that is consistent with the highest quality of land use planning and the overall goals of the community. Significant tasks include:

- Administer and maintain the General Plan.
- Prepare studies, reports and recommendation for the City Council, City Manager, Planning Commission and Historic Preservation Board.
- Review development proposals and advise residents, property owners and developers on the use of real property.
- Perform environmental reviews pursuant to the California Environmental Quality Act.
- Coordinate City planning activities with those of surrounding jurisdictions and regional planning agencies.
- Assist in the enforcement of complex zoning violations.
- Review and process requests to annex land to the City.

**Goals and Objectives**

It is the overall goal of the Planning Division to continue ongoing efforts to improve and streamline the development review process. The division will continue to provide staff support to the Planning Commission, Historic Preservation Board and the Neighborhood Preservation program.

Our specific objectives for this year are to:

- Update public information related to development standards and the review process, and make this information available on the City's website.
- Complete a comprehensive update of the zoning code.

**Base Budget-Change in Service**

Seventy percent (70%) of the cost of a Senior Planner is charged to Housing.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
City Planner	-	1.00	1.00	1.00	1.00
Senior Planner	-	-	-	0.30	0.30
Associate Planner	2.00	2.00	0.30	-	-
Assistant Planner	1.00	-	-	-	-
Planning Technician	1.00	1.00	-	-	-
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>1.30</u>	<u>1.30</u>	<u>1.30</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Community Development

Activity: Planning

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	155,158	261,578	143,850	183,000	198,000
Fines and Forfeits	-	5	-	-	-
Miscellaneous	<u>1,950</u>	<u>14,484</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Total Revenues	<u>157,108</u>	<u>276,067</u>	<u>158,850</u>	<u>198,000</u>	<u>213,000</u>
<b>Expenditures</b>					
Personal Services	345,062	383,534	170,740	168,210	168,210
Professional and Technical	34,117	39,925	24,510	24,510	24,510
Property Services	2,480	4,892	5,000	5,000	5,000
Other Services and Charges	8,809	6,372	12,880	12,880	12,880
Supplies	1,228	621	2,640	2,640	2,640
Interdepartmental	<u>(58,500)</u>	<u>(65,180)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>333,196</u>	<u>370,164</u>	<u>215,770</u>	<u>213,240</u>	<u>213,240</u>
<b>Appropriations</b>					
General Fund	<u>333,196</u>	<u>370,164</u>	<u>215,770</u>	<u>213,240</u>	<u>213,240</u>
Total Appropriations	<u>333,196</u>	<u>370,164</u>	<u>215,770</u>	<u>213,240</u>	<u>213,240</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Building Inspection

**Note:**

Building Inspection is now accounted for in the Public Works program. Any information pertaining to Building Inspection in this section is in reference to the prior fiscal years in which it was accounted for in the Community Development program. Please refer to the Public Works section for more information.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Building Official	1.00	1.00	-	-	-
Deputy Building Official	-	-	-	-	-
General Building Inspector	2.00	2.00	-	-	-
Permit Technician	-	1.00	-	-	-
Secretary	1.00	1.00	-	-	-
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Public Works

Activity: Building Inspection

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Recommended
<b>Revenues</b>					
Licenses and Permits	183,068	343,390	-	-	-
Charges for Services	146,197	374,725	-	-	-
Total Revenues	<u>329,265</u>	<u>718,115</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	330,294	341,440	-	-	-
Professional and Technical	144,850	354,579	-	-	-
Property Services	4,160	6,853	-	-	-
Other Services and Charges	25,890	23,024	-	-	-
Supplies	862	1,904	-	-	-
Capital Outlay	-	-	-	-	-
Interdepartmental	(76,536)	(90,238)	-	-	-
Total Expenditures	<u>429,520</u>	<u>637,562</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
General Fund	429,520	637,562	-	-	-
Total Appropriations	<u>429,520</u>	<u>637,562</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Community Development

Activity: Neighborhood Preservation

**Note:**

Neighborhood Preservation is now accounted for in the Public Works program. Any information pertaining to General Fund Neighborhood Preservation in this section is in reference to the prior fiscal years in which it was accounted for in the Community Development program. Please refer to the Public Works section for more information.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Building and Code Enforcement Coordinator	1.00	1.00	1.00	-	-
Neighborhood Preservation Officer	2.00	2.00	2.00	-	-
<u>FTE Part-Time Positions</u>					
Code Enforcement Officer	0.95	0.45	0.45	-	-
Total Full-Time Equivalent Positions	<u>3.95</u>	<u>3.45</u>	<u>3.45</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Community Development

Activity: Neighborhood Preservation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	<u>220</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>220</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	234,105	252,756	62,290	-	-
Professional and Technical	13,347	13,161	9,770	-	-
Property Services	2,153	4,570	4,000	-	-
Other Services and Charges	20,036	18,924	19,660	-	-
Supplies	1,023	443	1,830	-	-
Interdepartmental	<u>(177,552)</u>	<u>(192,810)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>93,112</u>	<u>97,044</u>	<u>97,550</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
General Fund	<u>93,112</u>	<u>97,044</u>	<u>97,550</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>93,112</u>	<u>97,044</u>	<u>97,550</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Community Development

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the community development program recognizes the community development support of the General Fund to other designated funds (activities) as follows:

**From**

- Development Administration

**To**

- Transit
- Redevelopment and Housing

The indirect cost allocation is based on various variables and includes building and equipment usage components.

**Goals and Objectives**

To recognize and account for the indirect General Fund community development support to other designated funds (activities).

**Base Budget-Change in Service**

There is a decrease in Indirect Cost Allocation due to more costs being directly charged to the Redevelopment Agency.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Community Development

Activity: Indirect Cost Allocation - Comm. Dev.

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>(522,760)</u>	<u>(543,430)</u>	<u>(418,110)</u>	<u>(418,110)</u>	<u>(243,740)</u>
Total Expenditures	<u>(522,760)</u>	<u>(543,430)</u>	<u>(418,110)</u>	<u>(418,110)</u>	<u>(243,740)</u>
<b>Appropriations</b>					
General Fund	<u>(522,760)</u>	<u>(543,430)</u>	<u>(418,110)</u>	<u>(418,110)</u>	<u>(243,740)</u>
Total Appropriations	<u>(522,760)</u>	<u>(543,430)</u>	<u>(418,110)</u>	<u>(418,110)</u>	<u>(243,740)</u>



CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Transit

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Revenues</b>					
Intergovernmental	717,172	630,435	1,354,780	1,877,260	1,877,260
Charges for Services	228,203	221,225	220,000	180,000	180,000
Investment Earnings	30,078	-	18,000	45,000	45,000
Miscellaneous	36	412	-	-	-
Total Revenues	<u>975,489</u>	<u>852,072</u>	<u>1,592,780</u>	<u>2,102,260</u>	<u>2,102,260</u>
<b>Activities</b>					
Transit Administration	118,600	135,902	174,580	171,910	172,720
Transit Operation	668,915	934,326	2,225,130	2,435,250	2,735,250
Indirect Cost Allocation - Transit	76,840	-	16,110	16,110	16,110
Total Activities	<u>864,355</u>	<u>1,070,228</u>	<u>2,415,820</u>	<u>2,623,270</u>	<u>2,924,080</u>
<b>Appropriations</b>					
Transit	835,989	903,521	1,970,260	1,831,590	2,132,400
Transportation Fund	28,366	166,707	445,560	791,680	791,680
Total Appropriations	<u>864,355</u>	<u>1,070,228</u>	<u>2,415,820</u>	<u>2,623,270</u>	<u>2,924,080</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Transit

Activity: Transit Administration

**Purpose**

To administer transportation programs and projects in accordance with local, state, and federal requirements for the good of the citizens of Covina.

**Goals and Objectives**

The goal of the Transit Section is to identify and implement transportation projects or programs beneficial to the community, to engage in regional transportation policy discussions for the benefit of the residents of Covina, and to obtain sources of revenue to implement local transit projects and programs. Current programs are:

- Development and maintenance of the Covina Metrolink Station to ensure connectivity between the Metrolink Station and the Downtown corridor via pedestrian and bicycle linkages.
- Covina Metrolink Transit Complex parking lot and Municipal parking lot maintenance.
- Bikestation Covina maintenance.
- Contract management for Covina Transit Dial-A-Ride, a local transportation service benefiting senior citizens and the disabled.
- Subsidy of METRO and Foothill Transit monthly bus passes for senior citizens and the disabled.
- Management of www.ParkCovina.com web portal.
- Transit shelter maintenance and bus stop improvements citywide.
- Maintain Metrolink right-of-way clean of graffiti citywide.
- Administration of the City's of Proposition A, Proposition C and Measure R funds.
- Serve as a liaison between the City of Covina and Foothill Transit, METRO, Metrolink, the San Gabriel Valley Council of Governments, and other regional bodies on transportation matters.
- Review and recommend policy positions on transportation legislation for City administration.

**Base Budget-Change in Service**

Due to an increased need for administrative support and customer service in this area, the Account Clerk II position will be increased to a full-time position.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00
Account Clerk II	-	-	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	2.00	2.00	2.00
<u>FTE Part-Time Positions</u>					
Office Assistant II	-	-	-	-	-
Account Clerk II	0.50	0.50	-	-	-
Total Full-Time Equivalent Positions	1.50	1.50	2.00	2.00	2.00

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Transit

Activity: Transit Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Investment Earnings	<u>30,078</u>	<u>-</u>	<u>17,000</u>	<u>40,000</u>	<u>40,000</u>
Total Revenues	<u>30,078</u>	<u>-</u>	<u>17,000</u>	<u>40,000</u>	<u>40,000</u>
<b>Expenditures</b>					
Personal Services	109,444	125,701	167,130	164,460	164,460
Professional and Technical	1,870	1,850	2,750	2,750	2,750
Property Services	1,352	2,266	1,100	1,100	1,100
Other Services and Charges	4,793	4,627	2,200	2,200	3,010
Supplies	<u>1,141</u>	<u>1,458</u>	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>
Total Expenditures	<u>118,600</u>	<u>135,902</u>	<u>174,580</u>	<u>171,910</u>	<u>172,720</u>
<b>Appropriations</b>					
Transit	<u>118,600</u>	<u>135,902</u>	<u>174,580</u>	<u>171,910</u>	<u>172,720</u>
Total Appropriations	<u>118,600</u>	<u>135,902</u>	<u>174,580</u>	<u>171,910</u>	<u>172,720</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Transit

Activity: Transit Operation

**Purpose**

To provide transportation services to the community and develop and maintain transit capital projects and infrastructure in the City of Covina.

**Goals and Objectives**

Planning, project management, program management and grant management with special focus on Proposition A, Proposition C and Measure R Local Return funds as well as State and Federal funding sources to provide transportation services and capital projects to the community. Transportation services and capital projects include operation of the Metrolink Parking Complex, Municipal Parking Lots, and Bikestation Covina.

**Base Budget-Change in Service**

Due to low ridership and reduced Proposition A funding allocations during the economic downturn, the Covina Transit Metrolink Shuttle program has been recommended for elimination. Cost savings from the elimination of the Metrolink shuttle have been redirected to improve service quality for the Covina Transit Dial-a-Ride program that services Covina's elderly and disabled community.

Security services have been increased at the Covina Metrolink station with a new contractor to provide 24 hour / 7 day a week security presence.

One federal earmark is included in the 2011-2012 transportation budget: a construction grant to improve pedestrian safety in the vicinity of the Metrolink station.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Transit

Activity: Transit Operation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	717,172	630,435	1,354,780	1,877,260	1,877,260
Charges for Services	228,203	221,225	220,000	180,000	180,000
Investment Earning	-	-	1,000	5,000	5,000
Miscellaneous	36	(412)	-	-	-
Total Revenues	<u>945,411</u>	<u>851,248</u>	<u>1,575,780</u>	<u>2,062,260</u>	<u>2,062,260</u>
<b>Expenditures</b>					
Professional and Technical	22,958	57,070	435,000	120,000	120,000
Property Services	272,730	290,588	585,100	535,100	535,100
Other Services and Charges	276,199	392,250	645,090	619,090	619,090
Supplies	1,325	632	3,100	3,100	3,100
Capital Outlay	37,960	154,840	25,000	325,000	325,000
Interdepartmental	28,475	38,946	171,840	532,960	532,960
Other Financing Uses	29,268	-	360,000	300,000	600,000
Total Expenditures	<u>668,915</u>	<u>934,326</u>	<u>2,225,130</u>	<u>2,435,250</u>	<u>2,735,250</u>
<b>Appropriations</b>					
Transit	640,549	767,619	1,782,790	1,646,790	1,946,790
Transportation Fund	28,366	166,707	442,340	788,460	788,460
Total Appropriations	<u>668,915</u>	<u>934,326</u>	<u>2,225,130</u>	<u>2,435,250</u>	<u>2,735,250</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Transit

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the transit program recognizes the support of the General Fund to transit activities.

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to transit designated funds (activities) are attributed to General Fund general government and community development support (see general government and community development indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government and public works support to transit designated funds (activities).

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Transit

Activity: Indirect Cost Allocation - Transit

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Expenditures</b>					
Interdepartmental	<u>76,840</u>	<u>-</u>	<u>16,110</u>	<u>16,110</u>	<u>16,110</u>
Total Expenditures	<u><u>76,840</u></u>	<u><u>-</u></u>	<u><u>16,110</u></u>	<u><u>16,110</u></u>	<u><u>16,110</u></u>
<b>Appropriations</b>					
Transit	76,840	-	12,890	12,890	12,890
Transportation Fund	<u>-</u>	<u>-</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>
Total Appropriations	<u><u>76,840</u></u>	<u><u>-</u></u>	<u><u>16,110</u></u>	<u><u>16,110</u></u>	<u><u>16,110</u></u>



CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Redevelopment and Housing

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Revenues</b>					
Taxes	1,812,544	1,746,002	1,738,000	1,706,800	1,706,800
Intergovernmental	616,408	799,130	464,990	444,860	470,810
Charges for Services	929,031	856,384	847,220	692,080	498,080
Investment Earnings	985,626	480,026	190,910	200,600	185,600
Miscellaneous	816,190	41,002	137,750	60,000	60,000
Other Financing Sources	-	2,310,000	2,200,000	-	-
Total Revenues	<u>5,159,799</u>	<u>6,232,544</u>	<u>5,578,870</u>	<u>3,104,340</u>	<u>2,921,290</u>
<b>Activities</b>					
Redevelopment-Administration	255,352	279,109	475,810	723,620	582,300
CDBG Administration	41,065	44,691	46,500	40,910	28,560
Marketing	371,494	370,802	497,520	508,660	284,050
Redevelopment	3,052,142	812,967	1,094,160	2,393,080	2,233,500
Housing	531,183	871,992	983,630	1,798,320	1,870,750
Business Assistance	282,910	470,575	235,000	213,960	276,930
Public Service	62,241	59,868	69,750	90,500	57,120
Residential Rehabilitation	90,521	17,726	113,630	106,020	108,210
Neighborhood Preservation	200,719	220,322	137,240	224,280	224,300
Public Improvements	71,529	134,790	-	-	-
Land Proceeds	35,059	1,320,778	-	375,000	-
Indirect Cost Allocation - Redevelopment	954,930	981,120	1,257,400	1,257,400	1,257,400
Total Activities	<u>5,949,145</u>	<u>5,584,740</u>	<u>4,910,640</u>	<u>7,731,750</u>	<u>6,923,120</u>
<b>Appropriations</b>					
LMIH Fund	853,572	1,235,684	1,264,240	2,165,970	2,238,420
CDBG Fund	600,276	727,650	519,510	506,020	525,450
Redevelopment Fund	4,460,238	2,300,628	3,126,890	4,684,760	4,159,250
Land Proceeds Fund	35,059	1,320,778	-	375,000	-
Total Appropriations	<u>5,949,145</u>	<u>5,584,740</u>	<u>4,910,640</u>	<u>7,731,750</u>	<u>6,923,120</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Redevelopment Administration

**Purpose**

The Covina Redevelopment Agency is responsible for implementing a programmed effort aimed at alleviating blight, promoting economic growth, and increasing low and moderate income housing. Agency activity focuses on two project areas made up of 15 noncontiguous geographic subareas. These areas serve as funding source center through accumulation of generated property tax increment.

The function of the Redevelopment and Housing Administration activity is to consolidate budget appropriations for the charging of Agency expenses not directly assignable to specific capital projects. This activity is involved in the planning, organizing, direction, staffing, report, and budgeting of the Agency's program.

**Goals and Objectives**

The Agency program is focused primarily on those capital projects outlined in the Redevelopment Project Areas One and Two Capital Improvement section of this document. Each individual project has specific goals and objectives that the Agency wishes to achieve. Toward that end, the primary responsibilities of staff are the development, implementation, and evaluation of projects as efficiently and effectively as possible.

Agency administration objectives for the coming fiscal year are aimed at continuing to improve the efficiency and effectiveness of Agency operations in an effort to meet all legal requirements, maintain responsiveness, organization, and documentation of pertinent ongoing activities, and to provide clear, concise records of all capital projects undertaken by the Agency.

An increased focus will continue to be placed on attracting and retaining business in the City, including redevelopment of project sites. In doing this, staff will continue to represent and protect Covina's redevelopment project areas in the San Gabriel Valley.

Staff will also strive to improve communications and coordination with other City departments and interaction with the public, which is crucial in carrying out Agency missions.

**Base Budget-Change in Service**

Personnel charges include the costs of the Director of Community Development, a Senior Administrative Technician, and a Redevelopment Manager.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Director of Community Development	-	-	0.50	1.00	1.00
Senior Management Analyst	-	-	1.00	1.00	1.00
Senior Administrative Technician	-	-	0.50	1.00	1.00
City Manager	-	-	-	0.40	0.40
Redevelopment Manager	-	-	-	1.00	1.00
Total Full-Time Equivalent Positions	-	-	2.00	4.40	4.40

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Redevelopment-Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	68,377	75,159	-	-	-
Investment Earnings	61,194	95,826	92,400	81,100	81,100
Miscellaneous	25,001	19,031	16,000	16,000	16,000
Total Revenues	<u>86,195</u>	<u>114,857</u>	<u>108,400</u>	<u>97,100</u>	<u>97,100</u>
<b>Expenditures</b>					
Personal Services	104,693	111,328	322,780	570,590	472,270
Professional and Technical	69,788	78,283	125,670	125,670	92,670
Property Services	633	1,576	2,000	2,000	2,000
Other Services and Charges	69,355	87,843	15,360	15,360	15,360
Supplies	8,191	79	10,000	10,000	-
Interdepartmental	2,692	-	-	-	-
Total Expenditures	<u>255,352</u>	<u>279,109</u>	<u>475,810</u>	<u>723,620</u>	<u>582,300</u>
<b>Appropriations</b>					
Redevelopment Fund	<u>255,352</u>	<u>279,109</u>	<u>475,810</u>	<u>723,620</u>	<u>582,300</u>
Total Appropriations	<u>255,352</u>	<u>279,109</u>	<u>475,810</u>	<u>723,620</u>	<u>582,300</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: CDBG Administration

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**Purpose**

CDBG funds may be used to pay reasonable program administration costs and carrying charges related to the planning and execution of community development activities assisted in whole or in part with funds provided under the CDBG program.

Costs that are charged to administrative costs are subject to a limitation that not more than 7.5% of total grant funds may be used for administration.

Program administration costs include staff and related costs required for overall program management, coordination, monitoring, reporting, and evaluation of the following types of CDBG-funded programs:

- Public Service
- Housing Rehabilitation
- Economic Development
- Capital Facility Improvement

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Oversee the CDBG programs to ensure compliance with the eligibility requirements established by federal guidelines.
- Monitor and coordinate all CDBG fund expenditures for compliance with various federally mandated rules and regulations, and County of Los Angeles regulations.
- Ensure compliance with lead-based paint hazard regulations.
- Ensure compliance with asbestos requirements.
- Coordinate citizen involvement in the grant request process.

The objectives to meet the above mentioned goals are:

- Determine eligibility based on the statutory requirements in the Code of Federal Regulations (CFR) Title 24, Part 570, which covers the Community Development Block Grant (CDBG) Program.
- Attend educational training sessions to keep up with changes in the law.
- Provide public noticing of meetings and publish notice of grant availability.
- At least quarterly, review CDBG programs for compliance with stated objectives.
- At least yearly, monitor all programs.

**Base Budget-Change in Service**

The fiscal year 2011-2012 CDBG Administration budget reflects personnel costs including benefits, information technology, postage, photocopy and meeting charges.

The CDBG funding allocation has been reduced annually by the Department of Housing and Development (HUD). Allocated funds saw a reduction in funding for fiscal year 05-06 of 5.3%, fiscal year 06-07 of 10.1%, fiscal year 08-09 of 3.5%, fiscal year 09-10 of 3.5% and 11-12 projected at 18%. According to the Community Development Commission (CDC), this reduction will not be final until sometime in July of 2011. This reduction takes the City back to 1988-89 funding levels. The CDC anticipates that there will be additional reductions, which are all dependent upon the outcome of the Federal 2012 final budget.

For fiscal year 2011-2012, the costs charged to administration will not be allowed to exceed 7.5% of the total grant funds allotted to the City. This is a decrease from 10% in prior years.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: CDBG Administration

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Senior Management Analyst	0.45	0.45	0.45	0.31	0.31
Redevelopment Manager	0.02	0.00	0.00	0.00	0.00
Total Full-Time Positions	0.47	0.45	0.45	0.31	0.31
<u>Part-Time Positions</u>					
Account Clerk II	0.10	0.10	0.05	0.00	0.00
Total Part-Time Positions	0.10	0.10	0.05	0.00	0.00
Total Full-Time Equivalent Positions	0.57	0.55	0.50	0.31	0.31

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: CDBG Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	<u>41,182</u>	<u>44,682</u>	<u>46,500</u>	<u>42,660</u>	<u>28,560</u>
Total Revenues	<u><u>41,182</u></u>	<u><u>44,682</u></u>	<u><u>46,500</u></u>	<u><u>42,660</u></u>	<u><u>28,560</u></u>
<b>Expenditures</b>					
Personal Services	38,049	39,578	40,700	35,960	23,680
Professional and Technical	2,100	4,230	4,200	4,200	4,200
Other Services and Charges	916	883	1,400	750	680
Supplies	<u>-</u>	<u>-</u>	<u>200</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>41,065</u></u>	<u><u>44,691</u></u>	<u><u>46,500</u></u>	<u><u>40,910</u></u>	<u><u>28,560</u></u>
<b>Appropriations</b>					
CDBG Fund	<u>41,065</u>	<u>44,691</u>	<u>46,500</u>	<u>40,910</u>	<u>28,560</u>
Total Appropriations	<u><u>41,065</u></u>	<u><u>44,691</u></u>	<u><u>46,500</u></u>	<u><u>40,910</u></u>	<u><u>28,560</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Marketing

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**Purpose**

The marketing of Covina as an economically viable area is primarily aimed at retaining current businesses and the attraction of new companies and development, with secondary efforts in promoting the local business area to consumers. This is accomplished through our recently adopted Business Retention and Expansion Program, by marketing the Covina Opportunity and Authenticity brand and web site, by marketing our ShopCovina.org shop local program, and by instituting sound long-term institutional marketing efforts. With the exception of the promotion conducted for events such as the Thunderfest and specific development sites, all of the advertising efforts used in the marketing effort have been institutional in nature. This means all of the vehicles utilized were presented to enhance Covina's reputation in the perception of potential developers, business operators and consumers. The obvious result is the long-term improved identity for Covina and ultimately, tangible benefits in the future.

The Downtown Thunderfest event attracted a crowd of over 30,000 to our community. The weekly Street Market operates April through December. The Agency and the Economic Development Council (EDC) of the Chamber of Commerce continue to work together on several projects including: the "Shop Local" program, task force teams to visit businesses that have expressed concerns, and the production of business ombudsman videos.

**Goals and Objectives**

- Continue to implement and refine the City's adopted Business Retention and Expansion program.
  - Improve the Economic Development Incentive Handout
- Maintain and expand the [www.covinopportunity.com](http://www.covinopportunity.com) Economic Development webpage
- Maintain and expand the [www.ShopCovina.org](http://www.ShopCovina.org) shop local webpage
- Continue to follow-up on all potential leads to attract quality business to Covina.
- Continue the institutional display advertising.
- Continue the consumer directed "Covina as the entertainment center for the East San Gabriel Valley" promotion campaign including the following efforts:
  - Purchase institutional display and/or audio and/or visual media ads promoting this entertainment identity.
  - Reprint and distribute the Entertainment and Restaurant Guide (with financial participation of the restaurants and entertainment venues).
  - Continue to organize and implement the Thunderfest event and the weekly Street/Farmers Market.
  - Continue to support and assist the Covina Center for the Performing Arts, The Fret House, Taste of Texas, the AMC Theater and other entertainment related businesses as "core assets".
  - Continue to coordinate with the Downtown Business Association, the Covina Chamber of Commerce and/or any local organization's community events that attract potential consumers to Covina.
- Continue to provide direct support to the efforts of the Covina Economic Development Council's business retention and improvement programs.
- Continue to actively support the programs and activities of the San Gabriel Valley Economic Partnership. When appropriate, set-up promotional displays and distribute marketing information at their events.
- Continue to promote the success of past, current and future development projects by the use of press releases, ground breaking and grand opening ceremonies, display advertisements (when appropriate), and City publications (i.e. City View and the Annual Report).
- Continue to attend the International Conference of Shopping Centers and other economic development oriented conferences to gain direct contact with developers, retailers and real estate representatives and to keep informed regarding all the latest trends in the development fields.
- Continue to expand the knowledge base of staff to improve marketing and outreach programs.
- Once constructed, work with the advertising company to utilize the "Freeway Sign" to promote businesses in Covina Redevelopment Agency project areas and when appropriate to advertise events and activities related to the Agency's consumer directed promotional efforts.

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Redevelopment and Housing

Activity: Marketing

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Redevelopment Manager	0.98	0.98	-	-	-
Senior Redevelopment Manager	-	-	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>0.98</u>	<u>0.98</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Marketing

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Miscellaneous	<u>75,962</u>	<u>21,971</u>	<u>35,000</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>75,962</u></u>	<u><u>21,971</u></u>	<u><u>35,000</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Expenditures</b>					
Personal Services	128,892	130,338	128,310	129,450	59,840
Professional and Technical	63,336	39,924	119,250	119,250	69,250
Property Services	972	897	1,200	11,200	11,200
Other Services and Charges	162,603	144,568	231,800	231,800	136,800
Supplies	15,691	3,403	16,960	16,960	6,960
Interdepartmental	<u>-</u>	<u>51,672</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>371,494</u></u>	<u><u>370,802</u></u>	<u><u>497,520</u></u>	<u><u>508,660</u></u>	<u><u>284,050</u></u>
<b>Appropriations</b>					
Redevelopment Fund	<u>371,494</u>	<u>370,802</u>	<u>497,520</u>	<u>508,660</u>	<u>284,050</u>
Total Appropriations	<u><u>371,494</u></u>	<u><u>370,802</u></u>	<u><u>497,520</u></u>	<u><u>508,660</u></u>	<u><u>284,050</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Redevelopment

**Purpose**

The function of this activity is to consolidate and identify all Agency project costs by specific project, project area, and subareas served, priorities, and relationship to other Agency and City projects.

The project is for the most part limited to "year of appropriation," which is the budget year of this document. The plan is for the Agency Board to work with staff to develop a long-range program aimed at implementing Board-adopted redevelopment plans for the two Agency project areas.

This budget may be severely impacted or eliminated due to future State actions, but while the debate on local redevelopment agencies continues, the Redevelopment Agency of the City of Covina will strive to continue its mission to eliminate blight provide affordable housing opportunities and work to bring jobs and economic viability for the community.

**Goals and Objectives**

This budget continues to be prepared with the Agency limited cash flow in mind. The emphasis on economic development activity has been maintained while adhering to the financial constraints has been necessary.

The program for this fiscal year consists of seven ongoing projects which have entered subsequent phases aimed at strengthening the City's commercial, retail, and industrial centers; rehabilitating and revitalizing downtown properties; and maintaining acquired properties. These projects are:

- Shoppers Lane – The last several fiscal years have focused on public improvements to this “gateway” to the City. Storefront improvement has also occurred, improving the overall appearance of this area. This next fiscal year the Agency will continue to offer storefront improvement opportunities.
- Azusa Arrow Commercial Center – Agency staff has spent considerable time and effort over the last several years focused on improving the sales tax base as well as creating additional jobs. The emphasis this fiscal year will be on continued efforts to meet current retailer’s business needs.
- Village Oaks Freeway Sign – With very limited freeway frontage, Covina has spent several years examining the possibility of a freeway sign for auto dealerships and/or major retailers. This fiscal year, the Agency will continue to explore this option.
- Town Square Commercial Center – With a major retail establishment relocating from this Center, the Agency will work with the property owner/developer to attract a viable replacement.
- Citrus Avenue Auto Center – Covina’s auto dealerships are an integral part of the City through provision of a sales tax base and jobs. The Agency has been working consistently towards the marketing and promotion of Agency-owned land and analysis of future development opportunities.
- Town Center Plan – Agency staff combined with Planning have invested considerable time and effort revising the zoning in the Downtown area. This revision allows a mixed use in designated areas, combining retail and residential. This will eliminate blight in the Downtown and address the growing demand for housing. Continuation of the storefront program as well as acquisition and marketing of property will take place in this fiscal year.
- City Offices – Operation and maintenance of the Agency-owned City offices is an ongoing need and effort.

**Base Budget-Change in Service**

There are no changes in services.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Redevelopment

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	498,084	498,084	498,080	498,080	498,080
Investment Earning	447,551	94,207	31,710	64,700	64,700
Miscellaenous	(565)	-	42,750	-	-
Other Financing Sources	-	2,310,000	2,200,000	-	-
Total Revenues	<u>945,070</u>	<u>2,902,291</u>	<u>2,772,540</u>	<u>562,780</u>	<u>562,780</u>
<b>Expenditures</b>					
Professional and Technical	63,572	69,902	212,580	212,580	105,000
Property Services	715,164	718,007	719,080	718,000	711,000
Other Services and Charges	457,752	25,058	162,500	1,462,500	1,417,500
Capital Outlay	1,765,654	-	-	-	-
Interdepartmental	50,000	-	-	-	-
Total Expenditures	<u>3,052,142</u>	<u>812,967</u>	<u>1,094,160</u>	<u>2,393,080</u>	<u>2,233,500</u>
<b>Appropriations</b>					
Redevelopment Fund	<u>3,052,142</u>	<u>812,967</u>	<u>1,094,160</u>	<u>2,393,080</u>	<u>2,233,500</u>
Total Appropriations	<u>3,052,142</u>	<u>812,967</u>	<u>1,094,160</u>	<u>2,393,080</u>	<u>2,233,500</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Housing

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***Subsidy Programs***

- The Agency will continue the Rent Subsidy Program for the senior citizens at Village Green Senior Apartments and the Smith Senior Housing project. In compliance with SB 701, no new participants will be accepted under the program.
- The Agency will assist in the support of a shelter for battered women and children through the YWCA-operated WINGS program. The assisted housing will be available for a minimum of 60 days to women and families requiring such assistance.
- The Agency will also continue its current Rent Subsidy Program for members of the general community who require rental assistance. This program is not accepting new applications.

***Housing Rehabilitation Programs***

- The Housing Rehabilitation and Preservation Program will continue to be funded using federal Community Development Block Grant funds shown in the Redevelopment and Housing activity. The Agency administers this program, funding residential repair and improvement activities. The intent, by making financial assistance available to qualifying low- and moderate-income households, is to help maintain, protect, and preserve the community's affordable housing stock.

***Replacement Housing***

- On July 20, 1999, the Agency Board approved a Replacement Housing Plan for housing units destroyed on Orange Street. The residences must be replaced within four years from the date of sale, February 10, 2000. In fiscal year 02-03, property was purchased for this project. In March 2009, two replacement housing units were completed as part of the ten-unit apartment project at 236 West Center Street, Covina.

***Cienega Gardens Apartments***

- On April 2, 2002, the Agency Board approved participation in an affordable housing project proposed by a limited tax credit equity partnership, Cienega Gardens Preservation Limited Partnership (Owner), for the Cienega Gardens Apartments, 1212 Lyman Avenue, Covina. The Agency made a loan to the Owner in October 2002, in the amount of \$1,400,000. Assistance to the owner in this apartment acquisition and rehabilitation is of benefit to the Redevelopment Project No. One and No. Two although the apartments are outside of the boundary of the Redevelopment Project No. One and No. Two. The proximity of the affordable rental units to the redevelopment project areas is of benefit to those persons working in the project areas.

***Home-Ownership Programs***

- The Agency will continue to participate in four different programs that are administered through Los Angeles County to assist Covina residents, as follows:
  - Mortgage Credit Certificate
  - Home Ownership Program (HOP), and
  - Down Payment Assistance Program (DPA)
  - Southern California Home Financing Authority Revenue Bond Program (SCHFA) is intended to aid first time homebuyers seeking residence in the City.
- Information on Home Ownership Programs is available to the public at the City of Covina web page and in the Housing division. The Los Angeles County programs and other participating programs require Agency staff to provide information to any interested parties that might be eligible for assistance.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Housing

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**Purpose**

The function of this cost center is to identify and consolidate all costs associated with the Agency's Low-and Moderate Income Housing Program. Under California Redevelopment Law, 20 percent of the tax increment generated by the Agency's project areas is to be placed into a Set-Aside Fund and is to be utilized for housing related activities that benefit low-and moderate income persons to help maintain, protect, and preserve our community's affordable housing stock.

The Covina Redevelopment Agency was formed late in year 1969. Since that time, Agency members have authorized the formation of two redevelopment project areas. Project Area One, formed during 1974, deferred the tax increment generated by its activities until fiscal year 1989-90. From that time forward, a portion of the tax increment generated by the project area has been committed to housing related activities. In prior budget documents, 1990-91 was incorrectly identified as the initial year of housing set-aside funds for Project Area One.

Project Area Two, formed during the year 1983, has from its inception utilized the tax increment generated by the area activities for housing related activities.

Redevelopment Law required the Agency to not only fund the amounts previously deferred, but to also commit those funds to qualifying housing-related programs/activities. In compliance with Redevelopment Law, the Agency ensures that the appropriate number of very low, low, and moderate-income housing units will be produced as a result of new construction of substantial rehabilitation.

The Agency is currently working with City Ventures and the Olson Company to provide eleven for-sale workforce condominiums in our Downtown area, to be available to moderate-income households, and with Thomas Saffron and Associates on the substantial rehabilitation of a 90 unit apartment complex and the addition of 89 covenanted units within that complex. The Agency will seek to maximize its housing money to seek additional housing opportunities.

**Goals and Objectives**

The Agency's primary goals for the coming fiscal year will be to:

- Continue to serve the low-to moderate-income population.
- Address the requirements of the Housing Replacement Plan.
- Address the requirements of AB 637, effective January 1, 2002, which:
  - Increases the affordability covenants from a minimum of 10 years to 45 years for owner-occupied affordable housing, and from a minimum of 15 years to 55 years for rental housing.
  - Requires that housing funds be expended in proportion to the need for affordable units and identified income levels needed in the community.
  - Requires that housing funds be expended for housing available to families with children in at least the same proportion as the population under age 65 years to the total population of the community as reported in the most recent census.
- Address the requirements of SB 975 regarding payment of prevailing wages.
- The Agency will work with the State to extend the rent subsidy program for those already in the program.
- As conditioned by SB 701, continue to provide housing subsidies to qualifying seniors currently receiving a rental subsidy under the Housing Subsidy Program. A provision in SB 701 exempts the Agency from meeting the requirements under AB 637 regarding proportionality until January, 2012.
- Continue to address the issues raised by the Department of Housing and Community Development.

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Redevelopment and Housing

Activity: Housing

**Base Budget-Change in Service**

Interdepartmental charges include the cost allocation which reflects building and equipment usage. There are no changes in services.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Associate Planner	-	-	0.70	-	-
Senior Planner	-	-	-	0.70	0.70
Sr. Management Analyst	-	-	-	0.57	0.57
Management Analyst	0.55	0.55	0.55	-	-
Total Full-Time Equivalent Positions	0.55	0.55	1.25	1.27	1.27

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Housing

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Taxes	1,812,544	1,746,002	1,738,000	1,706,800	1,706,800
Intergovernmental	3,251	3,171	-	-	-
Investment Earnings	378,655	243,098	66,800	39,800	39,800
Miscellaneous	681,433	-	44,000	44,000	44,000
Total Revenues	<u>2,875,883</u>	<u>1,992,271</u>	<u>1,848,800</u>	<u>1,790,600</u>	<u>1,790,600</u>
<b>Expenditures</b>					
Personal Services	45,712	54,409	131,680	98,320	170,750
Professional and Technical	82,330	110,303	66,420	65,920	65,920
Property Services	1,955	3,976	6,400	6,400	6,400
Other Services and Charges	276,111	140,518	255,490	1,626,490	1,626,490
Supplies	359	136	1,190	1,190	1,190
Capital Outlay	-	425,610	-	-	-
Interdepartmental	124,716	137,040	-	-	-
Other Financing Uses	-	-	522,450	-	-
Total Expenditures	<u>531,183</u>	<u>871,992</u>	<u>983,630</u>	<u>1,798,320</u>	<u>1,870,750</u>
<b>Appropriations</b>					
LMIH Fund	<u>531,183</u>	<u>871,992</u>	<u>983,630</u>	<u>1,798,320</u>	<u>1,870,750</u>
Total Appropriations	<u>531,183</u>	<u>871,992</u>	<u>983,630</u>	<u>1,798,320</u>	<u>1,870,750</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Business Assistance

**Purpose**

This cost center provides funding for the economic development program. The program “Special Economic Development Activities” as that term is used at 24 CFR 570.203. The program provides for assistance to for-profit entities to attract and retain businesses to our community. Under this type of assistance, to the extent practical, displacement of existing businesses and jobs in the neighborhood shall be minimized. The level of public benefit to be derived from the special economic development activity must be appropriate given the amount of Community Development Block Grant assistance being provided.

Existing City policy requires that for every \$25,000 loaned/granted, one full-time equivalent position (40 hours per week) will be created. The funds are secured by collateral, and if for any reason the terms of the agreement are not met, the forgivable loan/grant reverts to a loan, and the money is repaid to the program.

The “Microenterprise Assistance” as that term is used at 24 CFR 570.201 (o) no longer exists in this current fiscal year. The program, in the past, provided financial assistance to businesses having five or fewer employees, one or more of whom owns the business. The program had provided grants of \$10,000 to qualifying businesses. The grants would be forgiven one year after the business meets program requirements. However, due to the economic climate, it has been difficult to obtain applicants that qualify for the program; therefore, the program is terminated at this time; however, there could be a change in future years to bring the program back.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Continue to monitor existing loan/grants for compliance.
- Process new applications for grants/loans, award available funds to qualifying businesses.
- Review current policy for effectiveness and timeliness.

The objectives to meet the aforementioned goals are:

- Require ongoing reports from program participants for review and meet with recipients to discuss results.
- Hold meetings with possible new program participants to describe federal and City requirements and review applications with appropriate staff to determine whether the amount of risk meets program parameters.
- Compare policy requirements to federal requirements for possible revision.

**Base Budget-Change in Service**

The base budget personnel allocation increased in this fiscal year to 0.475, up from previous years of 0.25.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
Account Clerk II	0.25	0.25	0.475	0.46	0.46
Total Full-Time Equivalent Positions	<u>0.25</u>	<u>0.25</u>	<u>0.475</u>	<u>0.46</u>	<u>0.46</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Business Assistance

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	<u>281,322</u>	<u>470,577</u>	<u>235,000</u>	<u>214,990</u>	<u>276,920</u>
Total Revenues	<u>281,322</u>	<u>470,577</u>	<u>235,000</u>	<u>214,990</u>	<u>276,920</u>
<b>Expenditures</b>					
Personal Services	17,917	11,954	9,450	14,490	31,520
Professional and Technical	45	69	3,350	4,520	4,520
Other Services and Charges	<u>264,948</u>	<u>458,552</u>	<u>222,200</u>	<u>194,950</u>	<u>240,890</u>
Total Expenditures	<u>282,910</u>	<u>470,575</u>	<u>235,000</u>	<u>213,960</u>	<u>276,930</u>
<b>Appropriations</b>					
CDBG Fund	<u>282,910</u>	<u>470,575</u>	<u>235,000</u>	<u>213,960</u>	<u>276,930</u>
Total Appropriations	<u>282,910</u>	<u>470,575</u>	<u>235,000</u>	<u>213,960</u>	<u>276,930</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Public Service

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**Purpose**

CDBG funds may be used to provide public services (including labor, supplies, materials and other costs), provided that the following criteria's are met:

- The public service must be either a new service, or a quantifiable increase in the level of service above that which has been provided by on behalf of the unit of local government through funds raised by such unit. This requirement is intended to prevent the substitution of CDBG funds for recent support of public services by the grantee using local or State government funds.
- The amount of CDBG funds obligated within a program year to support public service activities may not exceed 15% of the total grant awarded for that year.
- The Los Angeles County Community Development Commission (CDC) requires that all City CDBG-funded projects contain an approved budget of not less than \$10,000. Projects included in this year's public service project list, which encompass five individual programs. This is a reduction from six programs in 2010-2011.

**Goals and Objectives**

The goal and objective of public service programs is to provide public services to low- to moderate-income persons or households. The following programs are funded through federal CDBG funds in fiscal year 2011-2012:

- |                                 |  |
|---------------------------------|--|
| Senior Case Management Program  | • This continuing program provides case management services to senior citizens and disabled residents of the city. The Program provides for in-home assessments and personal care programs for problem resolution as well as on-site service at Joslyn Senior Center. Service is provided by a service contractor through the Parks and Recreation Department. |
| Senior Information and Referral | • Funds are used in this continuing program to provide referral services such as housing needs, transportation information, legal assistance, support groups and health education awareness to senior citizens. The Program is run through the Senior Center of the Parks and Recreation Department.   |
| Senior Nutrition Program        | • Hot, nutritious meals are provided at a subsidized cost, Monday through Friday at the Joslyn Senior Center in Kelby Park to seniors and disabled residents. A service contractor through the Parks and Recreation Department provides services for this continuing program.  |
| Teen After School               | • This continuing program provides various supervised activities to teens on a drop-in basis. This Program, administered by Covina Parks and Recreation staff, is operated throughout the year at the Hollfelder Teen Center at Covina Park.   |
| Second Start Literacy Program   | • This continuing project, previously known as the Adult Literacy Program, provides trained volunteers to teach basic reading, writing, spelling and math skills to illiterate and functionally-illiterate English-speaking adults ages 16 and up. The Program is run by Covina staff in the Covina Library.   |

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Public Service

**Base Budget-Change in Service**

Interdepartmental charges reflect a reduction in program funds.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Public Service

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	<u>60,965</u>	<u>59,871</u>	<u>69,750</u>	<u>79,000</u>	<u>57,120</u>
Total Revenues	<u><u>60,965</u></u>	<u><u>59,871</u></u>	<u><u>69,750</u></u>	<u><u>79,000</u></u>	<u><u>57,120</u></u>
<b>Expenditures</b>					
Professional and Technical	-	-	-	15,000	-
Other Services and Charges	10,927	-	-	10,400	-
Interdepartmental	<u>51,314</u>	<u>59,868</u>	<u>69,750</u>	<u>65,100</u>	<u>57,120</u>
Total Expenditures	<u><u>62,241</u></u>	<u><u>59,868</u></u>	<u><u>69,750</u></u>	<u><u>90,500</u></u>	<u><u>57,120</u></u>
<b>Appropriations</b>					
CDBG Fund	<u>62,241</u>	<u>59,868</u>	<u>69,750</u>	<u>90,500</u>	<u>57,120</u>
Total Appropriations	<u><u>62,241</u></u>	<u><u>59,868</u></u>	<u><u>69,750</u></u>	<u><u>90,500</u></u>	<u><u>57,120</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Residential Rehabilitation

**Purpose**

Federal Residential Rehabilitation programs finance the cost of rehabilitating deteriorating housing stock in the City of Covina, to benefit low- to moderate-income households. Funding is provided in the form of grants and loans.

In fiscal year 2011-2012, the following program is budgeted in this cost center:

- Residential Rehabilitation Program Citywide
- This program provides a combination of grants and loans for repair, weather sealing, roofing and rehabilitation of existing single-family owned and occupied residences and mobile homes. The program is administered on a first-come, first-served basis, with very-low income households receiving higher priority and urgent, safety, and hazardous conditions receiving priority as well. Program also funds one part-time position.

**Goals and Objectives**

In fiscal year 2011-2012, household requests for housing rehabilitation assistance will be evaluated for priority status, with leaking roofs and health and safety-related repairs receiving highest priority. Projects with highest priority will be funded in this fiscal year. In accordance with regulations implemented in fiscal year 2003-2004 pertaining to asbestos and lead-based paint, procedures have been developed to ensure compliance with federal testing, clearance and abatement requirements. Staff will attend educational training sessions to keep abreast of current law.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
Account Clerk II	0.15	0.15	0.475	0.137	0.137
Total Full-Time Equivalent Positions	<u>0.15</u>	<u>0.15</u>	<u>0.475</u>	<u>0.137</u>	<u>0.137</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Residential Rehabilitation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	<u>89,782</u>	<u>17,727</u>	<u>113,740</u>	<u>108,210</u>	<u>108,210</u>
Total Revenues	<u>89,782</u>	<u>17,727</u>	<u>113,740</u>	<u>108,210</u>	<u>108,210</u>
<b>Expenditures</b>					
Personal Services	8,055	4,576	9,330	6,790	18,630
Professional and Technical	310	-	11,300	15,000	15,000
Other Services and Charges	82,156	13,150	93,000	84,230	74,580
Supplies	-	3,442	-	-	-
Total Expenditures	<u>90,521</u>	<u>17,726</u>	<u>113,630</u>	<u>106,020</u>	<u>108,210</u>
<b>Appropriations</b>					
CDBG	<u>90,521</u>	<u>17,726</u>	<u>113,630</u>	<u>106,020</u>	<u>108,210</u>
Total Appropriations	<u>90,521</u>	<u>17,726</u>	<u>113,630</u>	<u>106,020</u>	<u>108,210</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Neighborhood Preservation

**Purpose**

To provide the quality of life that our residents desire, the portions of the Building, Health and Safety, Plumbing and Electrical Codes and Covina Municipal Codes that pertain to property maintenance are enforced by the Code Enforcement and Building staff. In instances where there are violations of the Codes, Code Enforcement staff seeks compliance through the use of inspection warrants, abatement warrants, property maintenance hearings and civil actions (nuisance/injunction) in the Superior Court. For the most part, cases are resolved through the efforts of the staff through use of the Administrative Citation Ordinance.

**Goals and Objectives**

The goal of this program is to obtain compliance with code requirements in order to achieve a higher quality of life for the citizens and businesses of the City. Program objective is to obtain compliance through initial contact with the building permit process as well as negotiation and use of the Administrative Citation Ordinance.

**Base Budget-Change in Service**

Salaries and benefits for City staff working on behalf of the Covina Redevelopment Agency are budgeted in this cost center, with the remainder budgeted under the General Fund.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
General Building Inspector II	-	-	-	0.50	0.50
Building Official	-	-	-	0.40	0.40
Neighborhood Preservation Officer	-	-	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>0.50</u>	<u>1.40</u>	<u>1.40</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Neighborhood Preservation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	-	-	113,550	200,720	200,740
Professional and Technical	375	187	4,500	4,500	4,500
Property Services	1,052	1,695	5,490	5,490	5,490
Other Services and Charges	9,740	7,695	10,010	10,010	10,010
Supplies	1,680	25	3,690	3,560	3,560
Interdepartmental	<u>187,872</u>	<u>210,720</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>200,719</u>	<u>220,322</u>	<u>137,240</u>	<u>224,280</u>	<u>224,300</u>
<b>Appropriations</b>					
LMIH Fund	<u>200,719</u>	<u>220,322</u>	<u>137,240</u>	<u>224,280</u>	<u>224,300</u>
Total Appropriations	<u>200,719</u>	<u>220,322</u>	<u>137,240</u>	<u>224,280</u>	<u>224,300</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Redevelopment and Housing

Activity: Public Improvements

**Purpose**

In this fiscal year 2011-2012, there are no programs budgeted in this cost center.

**Goals and Objectives**

- Due to no programs being budgeted this fiscal year there are no goals or objectives that need to be met.

**Base Budget-Change in Service**

If, in the future, programs are presented for CDBG consideration, they would be discussed, and recommended for funding by the Housing and Community Development Advisory Committee at their regular meeting in December. The programs, if applied for and approved for funding by the Community Development Advisory Committee, they would later be considered and approved by the City Council at a public hearing in January. Interdepartmental charges are increased too reflect additional City capital improvements.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Part-Time Positions</u>					
Account Clerk II	0.40	0.40	-	-	-
Total Full-Time Equivalent Positions	<u>0.40</u>	<u>0.40</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Public Improvements

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	<u>71,529</u>	<u>127,943</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>71,529</u></u>	<u><u>127,943</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Expenditures</b>					
Personal Services	-	2,473	-	-	-
Professional and Technical	-	160,326	-	-	-
Other Services and Charges	-	(28,009)	-	-	-
Interdepartmental	<u>71,529</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>71,529</u></u>	<u><u>134,790</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Appropriations</b>					
CDBG Fund	<u>71,529</u>	<u>134,790</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u><u>71,529</u></u>	<u><u>134,790</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Land Proceeds

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**Purpose**

The function of this activity is to consolidate proceeds from property rentals and sale of property in the Covina Redevelopment Project Areas One and Two. Land proceeds can be utilized in either project area for redevelopment purposes.

**Goals and Objectives**

The consolidation of proceeds into one account allows for more flexibility in redevelopment activities as it removes the project area specific requirement. Proceeds deposited into the Land Proceeds fund will be utilized when redevelopment activities are scheduled in a project area that does not have the funds available. Said funds are restricted funds to be spent on redevelopment projects only and not general government costs such as public safety, library, and parks and recreation.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Land Proceeds

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	430,947	358,300	349,140	194,000	-
Investment Earnings	98,226	46,895	-	15,000	-
Miscellaneous	34,359	-	-	-	-
Total Revenues	<u>563,532</u>	<u>405,195</u>	<u>349,140</u>	<u>209,000</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	-	52,158	-	-	-
Other Services and Charges	35,059	213,229	-	-	-
Capital Outlay	-	1,055,391	-	375,000	-
Total Expenditures	<u>35,059</u>	<u>1,320,778</u>	<u>-</u>	<u>375,000</u>	<u>-</u>
<b>Appropriations</b>					
Land Proceeds Fund	<u>35,059</u>	<u>1,320,778</u>	<u>-</u>	<u>375,000</u>	<u>-</u>
Total Appropriations	<u>35,059</u>	<u>1,320,778</u>	<u>-</u>	<u>375,000</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the redevelopment and housing program recognizes the redevelopment and housing support of the Redevelopment Private-I Fund to other designated funds (activities) as follows:

**From**

- Redevelopment

**To**

- LMIH
- Tax Allocation

The indirect cost allocation is based on various variables and includes building and equipment usage components. The Tax Allocation I and II Funds are accounted for in the debt service program. A portion of the indirect cost allocation charges to redevelopment and housing designated funds (activities) is attributed to General Fund general government and community development support (see general government and community development indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect Redevelopment Private-I Fund support to other designated funds (activities).

**Base Budget-Change in Service**

There is a slight decrease in allocation due to more expenses being directly charged to the CRA funds.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Indirect Cost Allocation - Redevelopment

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>954,930</u>	<u>981,120</u>	<u>1,257,400</u>	<u>1,257,400</u>	<u>1,257,400</u>
Total Expenditures	<u>954,930</u>	<u>981,120</u>	<u>1,257,400</u>	<u>1,257,400</u>	<u>1,257,400</u>
<b>Appropriations</b>					
LMIH-I	121,670	143,370	143,370	143,370	143,370
CDBG Fund	52,010	-	54,630	54,630	54,630
Redevelopment Fund	<u>781,250</u>	<u>837,750</u>	<u>1,059,400</u>	<u>1,059,400</u>	<u>1,059,400</u>
Total Appropriations	<u>954,930</u>	<u>981,120</u>	<u>1,257,400</u>	<u>1,257,400</u>	<u>1,257,400</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Water Utility

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Revenues</b>					
Charges for Services	-	825	-	-	-
Water Revenue	5,460,464	6,526,353	6,977,000	8,813,000	8,813,000
Miscellaneous	-	(21)	-	-	-
Total Revenues	<u>5,460,464</u>	<u>6,527,157</u>	<u>6,977,000</u>	<u>8,813,000</u>	<u>8,813,000</u>
<b>Activities</b>					
General and Admin-Water	135,810	177,072	315,700	482,010	482,010
Utility Billing-Water	92,136	109,791	440,470	417,130	417,130
Customer Service	284,891	314,210	279,930	477,460	477,450
Sales Promotion	-	-	20,000	28,000	67,000
Source and Supply	1,567,518	2,135,247	2,854,760	3,500,000	3,500,000
Production and Storage	570,552	446,233	2,277,620	8,169,300	8,169,300
Transmission and Distribution	925,844	960,515	2,071,960	4,511,420	4,511,420
Indirect Cost Allocation - Water	667,430	744,550	744,550	744,550	744,550
Total Activities	<u>4,244,181</u>	<u>4,887,618</u>	<u>9,004,990</u>	<u>18,329,870</u>	<u>18,368,860</u>
<b>Appropriations</b>					
Water Utility	4,234,445	4,840,678	6,301,450	7,273,770	7,312,760
Water Capital	9,736	46,940	2,703,540	11,056,100	11,056,100
Total Appropriations	<u>4,244,181</u>	<u>4,887,618</u>	<u>9,004,990</u>	<u>18,329,870</u>	<u>18,368,860</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Water Utility

Activity: General and Admin-Water

**Purpose**

Manage the supply, distribution and other activities related to potable and fire suppression water to all customers of the utility system. The system encompasses approximately 66 percent of the City of Covina along with portions of the City of West Covina and unincorporated Los Angeles County.

**Goals and Objectives**

The goals of the division are:

- Oversight of the entire enterprise fund through sound managerial practices.
- Coordination of all other water utility activities with other City departments, governmental and water agencies, the business community and customers.
- Good record management for accurate information.
- Meet State and Federal regulations.
- Reduce unaccounted for water in the system.
- Lease and/or purchase water right to meet the customer demands.

**Base Budget-Change in Service**

A full-time Administrative Technician was added last fiscal year to accommodate a shift in billing services from the Finance Department to the Water Division headquarters located at the Public Works City Yard. One quarter of a part-time Senior Administrative Technician will be added to this area to help transition a retiring employee and the training for her replacement without impact to customer service. Additionally, the Water Services Supervisor was moved to the administration cost center for a more centralized and accurate distribution of his Water Utility oversight.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Senior Administrative Technician	1.0	1.00	1.00	1.25	1.25
Administrative Technician	-	-	0.25	1.00	1.00
Water Services Supervisor				1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.25</u>	<u>3.25</u>	<u>3.25</u>
<u>FTE Part-Time Positions</u>					
Engineering Intern	0.50	0.50	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>1.50</u>	<u>1.50</u>	<u>1.75</u>	<u>3.75</u>	<u>3.75</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Water Utility

Activity: General and Admin-Water

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Water Revenue	<u>49,942</u>	<u>49,482</u>	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>
Total Revenues	<u>49,942</u>	<u>49,482</u>	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>
<b>Expenditures</b>					
Personal Services	78,316	71,083	99,790	224,070	224,070
Professional and Technical	21,449	71,004	70,910	70,910	70,910
Property Services	3,307	3,705	4,700	4,700	4,700
Other Services and Charges	15,030	14,086	18,500	24,100	24,100
Supplies	2,852	2,844	4,500	4,500	4,500
Interdepartmental	<u>14,856</u>	<u>14,350</u>	<u>117,300</u>	<u>153,730</u>	<u>153,730</u>
Total Expenditures	<u>135,810</u>	<u>177,072</u>	<u>315,700</u>	<u>482,010</u>	<u>482,010</u>
<b>Appropriations</b>					
Water Utility	<u>135,810</u>	<u>177,072</u>	<u>315,700</u>	<u>482,010</u>	<u>482,010</u>
Total Appropriations	<u>135,810</u>	<u>389,129</u>	<u>315,700</u>	<u>482,010</u>	<u>482,010</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Water Utility

Activity: Utility Billing-Water

**Purpose**

Utility Billing-Water is responsible for the water customer billing process including establishing new customer accounts, handling individual customer inquiries, and closing customer accounts. Water bills are generated on a monthly basis. The Utility Billing-Water activity is accounted for in the Water Utility Fund.

- Establish and maintain customer files.
- Process monthly water billings, late notices and IVR payment reminders.
- Prepare billing and consumption reports.
- Generate and coordinate customer work orders.

**Goals and Objectives**

The main goal for the Utility Billing-Water activity is the efficient and accurate delivery of utility bills to customers and the provision of excellent customer service while handling their inquiries and concerns.

**Base Budget-Change in Services**

The major change in this area for fiscal year 2011-2012 is the full implementation of a web-based water utility billing and customer service system, which will allow customers to access their account information online, offer paperless billing, and provide credit card payment as an option. Billing has been out-sourced for a cost savings from the previous 1.75 staffing levels, as well as expanded customer service options.

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
	Actual	Actual	Budget	Base	Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Account Clerk II	<u>0.75</u>	<u>1.25</u>	<u>1.75</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u><u>0.75</u></u>	<u><u>1.25</u></u>	<u><u>1.75</u></u>	<u><u>0.50</u></u>	<u><u>0.50</u></u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Water Utility

Activity: Utility Billing-Water

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Water Revenue	<u>20,324</u>	<u>108,687</u>	<u>90,000</u>	<u>50,000</u>	<u>50,000</u>
Total Revenues	<u><u>20,324</u></u>	<u><u>108,687</u></u>	<u><u>90,000</u></u>	<u><u>50,000</u></u>	<u><u>50,000</u></u>
<b>Expenditures</b>					
Personal Services	53,137	70,999	103,040	16,630	16,630
Professional and Technical	18,800	16,880	336,880	400,000	400,000
Property Services	-	-	100	100	100
Other Services and Charges	20,199	18,854	450	400	400
Supplies	<u>-</u>	<u>3,058</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>92,136</u></u>	<u><u>109,791</u></u>	<u><u>440,470</u></u>	<u><u>417,130</u></u>	<u><u>417,130</u></u>
<b>Appropriations</b>					
Water Utility	<u>92,136</u>	<u>109,791</u>	<u>440,470</u>	<u>417,130</u>	<u>417,130</u>
Total Appropriations	<u><u>92,136</u></u>	<u><u>109,791</u></u>	<u><u>440,470</u></u>	<u><u>417,130</u></u>	<u><u>417,130</u></u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Water Utility

Activity: Customer Service

**Purpose**

To provide and maintain a high quality level of service to our customers.

**Goals and Objectives**

The major goals of the section are:

- Maintain automated meter reading (AMR) system.
- Field response to customers' inquiries.
- Test and inspect back flow devices.
- On property responses to customer need for water pressure and flow.
- Maintain water system warehouse and inventory control.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012. The title of the Water Consumer Representative was changed to Water Quality Technician with no impact to the budget. The job duties were adjusted to include backflow testing and water quality assurance.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Water Crew Leader	1.00	1.00	1.00	1.00	1.00
Water Consumer Representative	1.00	1.00	1.00	-	-
Water Quality Technician	-	-	-	1.00	1.00
Water Worker	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Water Utility

Activity: Customer Service

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Water Revenue	<u>70,714</u>	<u>62,690</u>	<u>44,000</u>	<u>24,000</u>	<u>24,000</u>
Total Revenues	<u><u>70,714</u></u>	<u><u>62,690</u></u>	<u><u>44,000</u></u>	<u><u>24,000</u></u>	<u><u>24,000</u></u>
<b>Expenditures</b>					
Personal Services	192,331	200,343	217,470	214,840	214,840
Property Services	54,885	81,195	2,920	2,920	2,920
Other Services and Charges	32,640	32,640	32,640	252,800	252,790
Supplies	1,085	1,052	1,900	1,900	1,900
Capital Outlay	-	-	25,000	5,000	5,000
Interdepartmental	<u>3,950</u>	<u>(1,020)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>284,891</u></u>	<u><u>314,210</u></u>	<u><u>279,930</u></u>	<u><u>477,460</u></u>	<u><u>477,450</u></u>
<b>Appropriations</b>					
Water Utility	<u>284,891</u>	<u>314,210</u>	<u>279,930</u>	<u>477,460</u>	<u>477,450</u>
Total Appropriations	<u><u>284,891</u></u>	<u><u>661,092</u></u>	<u><u>279,930</u></u>	<u><u>477,460</u></u>	<u><u>477,450</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Water Utility

Activity: Sales Promotion

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**Purpose**

To promote water conservation in accordance with a Memorandum of Understanding with the State Department of Water Resources.

**Goals and Objectives**

The major goals of the section are:

- Participation in water conservation programs through Three Valleys and Metropolitan Water Districts.
- School Programs independent and/or in conjunction with a District.
- Commercial Program ICP.
- Special events.

**Base Budget-Change in Service**

There are no anticipated changes in service for fiscal year 2011-2012. A capital project in the amount of \$35,000 has been budgeted here as a contingency. The intent of the project is to develop the City Hall fountain location into a more environmentally friendly water feature, surrounded by a California friendly landscape. The design which is intended to have an educational impact focused on encouraging conservation is expected to have 100% corporate sponsorship. Once completed the capital funds budgeted for this project are expected to be returned to the Water Fund for future capital projects.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Water Utility

Activity: Sales Promotion

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Supplies	-	-	20,000	28,000	32,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,000</u>
Total Expenditures	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>28,000</u>	<u>67,000</u>
<b>Appropriations</b>					
Water Utility	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>28,000</u>	<u>67,000</u>
Total Appropriations	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>28,000</u>	<u>67,000</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Water Utility

Activity: Source and Supply

**Purpose**

To purchase potable water for resale to the customer.

**Goals and Objectives**

To acquire all water produced and stored in the system from Covina Irrigating Company, if possible.

**Base Budget-Change in Service**

There is no change in service for fiscal year 2011-2012.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Water Utility

Activity: Source and Supply

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Supplies	<u>1,567,518</u>	<u>2,135,247</u>	<u>2,854,760</u>	<u>3,500,000</u>	<u>3,500,000</u>
Total Expenditures	<u>1,567,518</u>	<u>2,135,247</u>	<u>2,854,760</u>	<u>3,500,000</u>	<u>3,500,000</u>
<b>Appropriations</b>					
Water Utility	<u>1,567,518</u>	<u>2,135,247</u>	<u>2,854,760</u>	<u>3,500,000</u>	<u>3,500,000</u>
Total Appropriations	<u>1,567,518</u>	<u>2,135,247</u>	<u>2,854,760</u>	<u>3,500,000</u>	<u>3,500,000</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Water Utility

Activity: Production and Storage

**Purpose**

To import, store and distribute the water supply in the time, manner and amounts to best serve the needs of the customers.

**Goals and Objectives**

The major goals of the section are:

- To obtain, store and distribute water in a quantity to meet the community and public safety demand.
- To ensure water quality through outside testing.
- To purchase water at the most reasonable cost for resale.
- To use Covina Irrigating Company as the primary if not only source of water.

**Base Budget-Change in Service**

There is no change for fiscal year 2011-2012.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Water Pump Operator	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total Full-Time Equivalent Positions	<u><u>2.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Water Utility

Activity: Production and Storage

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Water Revenue	5,236,710	6,218,031	6,720,000	8,505,000	8,505,000
Miscellaneous	-	(21)	-	-	-
Total Revenues	<u>5,236,710</u>	<u>6,218,010</u>	<u>6,720,000</u>	<u>8,505,000</u>	<u>8,505,000</u>
<b>Expenditures</b>					
Personal Services	171,399	139,247	175,050	175,380	175,380
Professional and Technical	41,928	23,322	42,000	42,000	42,000
Property Services	322,249	248,060	268,850	273,750	273,750
Other Services and Charges	29,569	29,941	31,220	37,910	37,910
Supplies	5,767	5,663	10,500	12,700	12,700
Capital Outlay	-	-	1,750,000	7,627,560	7,627,560
Interdepartmental	(360)	-	-	-	-
Total Expenditures	<u>570,552</u>	<u>446,233</u>	<u>2,277,620</u>	<u>8,169,300</u>	<u>8,169,300</u>
<b>Appropriations</b>					
Water Utility	570,552	446,233	527,620	541,740	541,740
Water Capital	-	-	1,750,000	7,627,560	7,627,560
Total Appropriations	<u>570,552</u>	<u>446,233</u>	<u>2,277,620</u>	<u>8,169,300</u>	<u>8,169,300</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Water Utility

Activity: Transmission and Distribution

**Purpose**

To ensure potable water is transmitted and properly distributed to all customers.

**Goals and Objectives**

To properly maintain the water infrastructure through:

- Transmission lines
- Mains
- Services
- Cross connections
- Fire hydrants
- Distribution plant
- Valve system

**Base Budget-Change in Service**

The Water Services Supervisor was moved to the Water Administration cost center for a more centralized and accurate distribution of his division oversight.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Water Services Supervisor	1.00	1.00	1.00	0.00	0.00
Water Foreman	-	1.00	1.00	1.00	1.00
Water Crew Leader	1.00	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00	1.00
Water Worker	3.00	5.00	5.00	5.00	5.00
Total Full-Time Equivalent Positions	<u>6.00</u>	<u>9.00</u>	<u>9.00</u>	<u>8.00</u>	<u>8.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Water Utility

Activity: Transmission and Distribution

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	-	825	-	-	-
Water Revenue	<u>82,774</u>	<u>87,463</u>	<u>75,000</u>	<u>186,000</u>	<u>186,000</u>
Total Revenues	<u>82,774</u>	<u>88,288</u>	<u>75,000</u>	<u>186,000</u>	<u>186,000</u>
<b>Expenditures</b>					
Personal Services	405,448	497,201	622,380	534,730	534,730
Professional and Technical	4,355	8,046	45,000	50,000	50,000
Property Services	118,020	70,683	105,850	112,250	112,250
Other Services and Charges	104,987	103,588	117,460	203,350	203,350
Supplies	18,042	21,317	27,850	26,050	26,050
Capital Outlay	-	-	906,600	3,381,600	3,381,600
Interdepartmental	<u>274,992</u>	<u>259,680</u>	<u>246,820</u>	<u>203,440</u>	<u>203,440</u>
Total Expenditures	<u>925,844</u>	<u>960,515</u>	<u>2,071,960</u>	<u>4,511,420</u>	<u>4,511,420</u>
<b>Appropriations</b>					
Water Utility	919,148	960,515	1,165,360	1,129,820	1,129,820
Water Capital	<u>6,696</u>	<u>-</u>	<u>906,600</u>	<u>3,381,600</u>	<u>3,381,600</u>
Total Appropriations	<u>925,844</u>	<u>960,515</u>	<u>2,071,960</u>	<u>4,511,420</u>	<u>4,511,420</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Water Utility

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the water utility program recognizes the support of the General Fund to water utility activities.

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to water utility and capital funds (activities) are attributed to General Fund general government and public works support (see general government and public works indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government and public works support to water utility designated funds (activities).

**Base Budget-Change in Service**

There is no base budget change in services.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Water Utility

Activity: Indirect Cost Allocation - Water

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>667,430</u>	<u>744,550</u>	<u>744,550</u>	<u>744,550</u>	<u>744,550</u>
Total Expenditures	<u>667,430</u>	<u>744,550</u>	<u>744,550</u>	<u>744,550</u>	<u>744,550</u>
<b>Appropriations</b>					
Water Utility	664,390	697,610	697,610	697,610	697,610
Water Capital	<u>3,040</u>	<u>46,940</u>	<u>46,940</u>	<u>46,940</u>	<u>46,940</u>
Total Appropriations	<u>667,430</u>	<u>744,550</u>	<u>744,550</u>	<u>744,550</u>	<u>744,550</u>



CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Environmental Protection

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Revenues</b>					
Licenses and Permits	180	24,563	114,650	87,090	87,090
Intergovernmental	25,916	18,112	221,580	226,750	226,750
Charges for Services	525	4,520	27,480	16,480	16,950
Refuse/Waste Revenue	3,844,472	3,724,712	3,616,090	2,833,640	980,750
Investment Earnings	-	-	500	500	500
Total Revenues	<u>3,871,093</u>	<u>3,771,907</u>	<u>3,980,300</u>	<u>3,164,460</u>	<u>1,312,040</u>
<b>Activities</b>					
General and Admin-Environment	84,156	67,680	86,200	85,750	81,260
Utility Billing-Environment	89,150	66,318	-	-	-
Energy	-	-	200,200	200,200	200,200
Street Sweeping	133,416	139,222	177,730	177,730	177,730
Environmental Services	156,292	188,540	267,210	273,590	282,930
Refuse Collection	1,916,200	1,848,314	1,853,390	1,853,390	-
Industrial Waste	-	-	-	82,600	83,700
Waste Management	1,010,748	972,183	1,212,130	151,560	158,560
Indirect Cost Allocation - Environmental	473,470	318,190	318,190	318,190	318,190
Total Activities	<u>3,863,432</u>	<u>3,600,447</u>	<u>4,115,050</u>	<u>3,143,010</u>	<u>1,302,570</u>
<b>Appropriations</b>					
General Fund	-	-	87,950	-	-
Environmental	3,835,456	3,583,739	3,805,520	2,916,260	1,075,820
Environmental Services Grants	27,976	16,708	221,580	226,750	226,750
Total Appropriations	<u>3,863,432</u>	<u>3,600,447</u>	<u>4,115,050</u>	<u>3,143,010</u>	<u>1,302,570</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: General and Admin-Environmental

**Purpose**

Provide customer service, outreach, general and administrative support for Environmental Services and Waste Management programs to improve the environmental quality of to the community. Support includes assisting with the implementation, budgeting, record-keeping and reporting requirements of assigned federal, state, and local laws and policies. Coordinate special projects, assist with the development and processing of requests for proposals, and the monitoring of contracts. Prepare applications and budgets, maintain records, and prepare reports for assigned grants.

**Goals and Objectives**

To support the Environmental Services Section by efficiently performing administrative tasks and procuring necessary services and supplies.

To provide City residents and businesses outstanding customer service related to waste management, recycling, air quality and other environmental programs.

To promote awareness of environmental issues and programs through cooperation with state, regional and local agencies on outreach efforts and activities.

To ensure the implementation of Environmental Services programs and compliance efforts are well documented and reported in a timely and efficient manner.

**Base Budget-Change in Service**

There is no change in service.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Management Analyst Trainee	-	-	1.00	1.00	1.00
Senior Administrative Technician	-	1.00	-	-	-
Administrative Technician	1.00	-	-	-	-
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Environmental Protection

Activity: General and Admin-Environment

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Charges for Services	-	2,065	-	-	-
Refuse/Waste Revenue	24,502	-	-	-	-
Investment Earnings	-	-	500	500	500
Total Revenues	<u>24,502</u>	<u>2,065</u>	<u>500</u>	<u>500</u>	<u>500</u>
<b>Expenditures</b>					
Personal Services	57,955	49,744	74,370	74,120	74,120
Professional and Technical	7,013	490	1,800	1,800	1,800
Property Services	843	1,694	1,850	1,850	1,850
Other Services and Charges	6,901	6,606	8,760	8,560	4,070
Supplies	1,509	1,100	1,700	1,700	1,700
Capital Outlay	-	(350)	-	-	-
Interdepartmental	9,935	8,396	(2,280)	(2,280)	(2,280)
Total Expenditures	<u>84,156</u>	<u>67,680</u>	<u>86,200</u>	<u>85,750</u>	<u>81,260</u>
<b>Appropriations</b>					
Environmental	<u>84,156</u>	<u>67,680</u>	<u>86,200</u>	<u>85,750</u>	<u>81,260</u>
Total Appropriations	<u>84,156</u>	<u>67,680</u>	<u>86,200</u>	<u>85,750</u>	<u>81,260</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: Utility Billing-Environmental

**Purpose**

Utility Billing-Environmental is responsible for the refuse and recycling customer billing process and handling individual customer inquiries. Refuse and recycling bills are generated on a bi-monthly basis with water charges (see Utility Billing-Water) included on the same bill. The Utility Billing-Environmental activity is accounted for in the Environmental Fund.

- Establish and maintain customer files.
- Process and prepare bi-monthly refuse/recycling/water billings and second and final notices.
- Provide special information for outside agencies.
- Coordinate customer information on environmental issues with Public Works.

**Goals and Objectives**

The main goal for the Utility Billing-Environmental activity is the ongoing maintenance and operation of the utility billing software application.

**Base Budget-Change in Services**

The 2011-2012 budget reflects the transfer of Utility Billing responsibilities to the City's waste hauler, resulting in a "zero" budget.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Account Clerk II	0.75	0.75	-	-	-
Total Full-Time Equivalent Positions	<u>0.75</u>	<u>0.75</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Environmental Protection

Activity: Utility Billing-Environment

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Refuse/Waste Revenue	<u>94,047</u>	<u>123,849</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>94,047</u></u>	<u><u>123,849</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Expenditures</b>					
Personal Services	49,532	30,048	-	-	-
Professional and Technical	18,800	15,020	-	-	-
Other Services and Charges	20,818	18,792	-	-	-
Supplies	<u>-</u>	<u>2,458</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>89,150</u></u>	<u><u>66,318</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Appropriations</b>					
Environmental	<u>89,150</u>	<u>66,318</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u><u>89,150</u></u>	<u><u>66,318</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Environmental Protection

Activity: Energy

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	-	-	200,200	200,200	200,200
Total Revenues	<u>-</u>	<u>-</u>	<u>200,200</u>	<u>200,200</u>	<u>200,200</u>
<b>Expenditures</b>					
Personal Services	-	-	-	50,000	50,000
Property Services	-	-	200,200	150,200	150,200
Total Expenditures	<u>-</u>	<u>-</u>	<u>200,200</u>	<u>200,200</u>	<u>200,200</u>
<b>Appropriations</b>					
Environmental Services Grants	-	-	200,200	200,200	200,200
Total Appropriations	<u>-</u>	<u>-</u>	<u>200,200</u>	<u>200,200</u>	<u>200,200</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Environmental Protection

Activity: Street Sweeping

**Purpose**

To provide clean streets and recycle waste collected from this service.

**Goals and Objectives**

The major goals of this activity are:

- Sweep public streets twice per month.
- Sweep Downtown three times per week.
- Sweep Prospero Park area and Azusa Avenue once per week.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Environmental Protection

Activity: Street Sweeping

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Property Services	<u>133,416</u>	<u>139,222</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>
Total Expenditures	<u>133,416</u>	<u>139,222</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>
<b>Appropriations</b>					
Environmental	<u>133,416</u>	<u>139,222</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>
Total Appropriations	<u>133,416</u>	<u>139,222</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: Environmental Services

**Purpose**

Improve the environmental quality of the community by implementing programs that create a cleaner and safer place to live and work while complying with all state and federal regulations.

**Goals and Objectives**

Protect and improve the environment by:

- Overseeing the waste and recycling contract.
- Preventing storm water pollution by complying with all aspects of the National Pollutant Discharge Elimination System (NPDES) permit.
- Overseeing sewer spills and hazardous material clean-ups.
- Managing the Industrial/Commercial Waste Permit process to protect the City’s sewer system
- Managing and reporting on four state and federal grants in order to enhance the City’s efforts to reduce pollution and promote resource conservation.
- Encouraging used oil recycling by supporting and promoting four used oil certified collection centers.
- Ensuring proper disposal of hazardous waste and universal waste by residents, businesses, and the City.
- Supporting regional air quality goals by enforcing South Coast Air Quality Management District (SCAQMD) regulations and operating a rideshare and carpool programs.
- Operating the Compressed Natural Gas (CNG) fueling station for the benefit of the community and to enhance Environmental Fund revenue.
- Managing the Street Sweeping contract.
- Promoting and monitoring City energy efficiency efforts.
- Developing and implementing new energy conservation programs for residents.
- Analyzing proposed legislation for environmental impact on the City.
- Reviewing and implementing new regulations as necessary.
- Providing Geographic Information System (GIS) support to the City’s departments.
- Disseminating information on environmental laws and regulations to City businesses and residents and promoting compliance.
- Reviewing plans for compliance with environmental requirements.
- Inspecting and enforcing for environmental violations related to waste, storm water pollution, and air quality.
- Maintaining records, gathering and analyzing data, and preparing reports to Federal, State and local agencies to ensure the City’s compliance with laws and regulations.
- Coordinating with regional, private and other local agencies on common environmental goals.

**Base Budget-Change in Services**

There are no changes in service for fiscal year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Environmental Protection

Activity: Environmental Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Intergovernmental	25,916	18,112	21,380	26,550	26,550
Charges for Services	525	2,455	16,480	16,480	16,950
Refuse/Waste Revenue	<u>40,815</u>	<u>138,856</u>	<u>123,410</u>	<u>129,750</u>	<u>129,750</u>
Total Revenues	<u>67,256</u>	<u>159,423</u>	<u>161,270</u>	<u>172,780</u>	<u>173,250</u>
<b>Expenditures</b>					
Personal Services	92,465	103,975	104,710	111,290	111,290
Professional and Technical	9,805	32,529	54,190	48,410	48,410
Property Services	11,708	10,936	15,670	15,970	15,970
Other Services and Charges	34,877	54,267	46,430	55,420	64,760
Supplies	27,855	23,220	46,210	50,500	50,500
Capital Outlay	16,690				
Interdepartmental	<u>(37,108)</u>	<u>(36,387)</u>	-	<u>(8,000)</u>	<u>(8,000)</u>
Total Expenditures	<u>156,292</u>	<u>188,540</u>	<u>267,210</u>	<u>273,590</u>	<u>282,930</u>
<b>Appropriations</b>					
Environmental	128,316	171,832	245,830	247,040	256,380
Environmental Services Grants	<u>27,976</u>	<u>16,708</u>	<u>21,380</u>	<u>26,550</u>	<u>26,550</u>
Total Appropriations	<u>156,292</u>	<u>188,540</u>	<u>267,210</u>	<u>273,590</u>	<u>282,930</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: Refuse Collection

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**Purpose**

To protect the environment, public health and welfare, and enhance the quality of life of our residents by providing effective programs to collect and remove solid waste materials in a convenient, economical and environmentally safe and responsible manner.

**Goals and Objectives**

To provide a clean and healthy environment for the community by removing and properly disposing of all refuse accumulated within City limits, which includes single family and multi-family residences as well as commercial and industrial businesses.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Environmental Protection

Activity: Refuse Collection

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Refuse/Waste Revenue	<u>2,010,007</u>	<u>1,927,240</u>	<u>1,853,390</u>	<u>1,853,390</u>	<u>-</u>
Total Revenues	<u>2,010,007</u>	<u>1,927,240</u>	<u>1,853,390</u>	<u>1,853,390</u>	<u>-</u>
<b>Expenditures</b>					
Property Services	<u>1,916,200</u>	<u>1,848,314</u>	<u>1,853,390</u>	<u>1,853,390</u>	<u>-</u>
Total Expenditures	<u>1,916,200</u>	<u>1,848,314</u>	<u>1,853,390</u>	<u>1,853,390</u>	<u>-</u>
<b>Appropriations</b>					
Environmental	<u>1,916,200</u>	<u>1,848,314</u>	<u>1,853,390</u>	<u>1,853,390</u>	<u>-</u>
Total Appropriations	<u>1,916,200</u>	<u>1,848,314</u>	<u>1,853,390</u>	<u>1,853,390</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Environmental Protection

Activity: Industrial Waste

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Licenses and Permits	-	-	-	87,000	87,000
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>87,000</u>	<u>87,000</u>
<b>Expenditures</b>					
Professional and Technical	-	-	-	3,000	3,000
Other Services and Charges	-	-	-	3,500	4,600
Supplies	-	-	-	4,300	4,300
Interdepartmental	-	-	-	71,800	71,800
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>82,600</u>	<u>83,700</u>
<b>Appropriations</b>					
Environmental	-	-	-	82,600	83,700
Total Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>82,600</u>	<u>83,700</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: Waste Management

**Purpose**

To implement, manage, and monitor various refuse and recycling programs, and to track legislation and policies in order to comply with the state refuse and recycling mandates, including Senate Bill 1016 (which requires reducing the City’s per capita disposal by at least 50%), and to continue to provide reliable, convenient and low-cost curbside refuse and recycling collection services to our residents and businesses.

**Goals and Objectives**

The main goal is to be in or exceed the compliance mandates of SB 1016 while meeting the needs of the community. Other goals and objectives are:

- Monitor the performance of the disposal company by ensuring services are provided in accordance with the agreement and in compliance with federal, state and local regulations.
- Comply with the regulations pertaining to SB 1016 mandate and submit annual reports to the CalRecycle.
- Continue efforts to improve community recycling involvement by researching and applying for state grants to subsidize businesses and school recycling projects.
- Develop, implement, monitor and promote disposal reduction public outreach by developing, implementing, and monitoring waste reduction and recycling programs.
- Provide assistance to Utility Billing staff for collecting balance owed on delinquent refuse accounts.
- Research, develop and implement specialized programs to facilitate the disposal of items that are difficult and/or dangerous to dispose of or recycle.
- Collaborate with other local governments and regional entities to develop and advocate for economical and convenient disposal options for the City.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Management Analyst	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Environmental Protection

Activity: Waste Management

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Licenses and Permits	180	24,563	114,650	90	90
Charges for Services	-	-	11,000	-	-
Refuse/Waste Revenue	<u>1,675,101</u>	<u>1,534,767</u>	<u>1,639,290</u>	<u>850,500</u>	<u>851,000</u>
Total Revenues	<u>1,675,281</u>	<u>1,559,330</u>	<u>1,764,940</u>	<u>850,590</u>	<u>851,090</u>
<b>Expenditures</b>					
Personal Services	68,894	81,521	80,800	82,960	82,960
Professional and Technical	5,358	680	10,500	5,500	12,500
Property Services	913,475	878,683	998,810	17,500	17,500
Other Services and Charges	23,384	13,070	27,740	23,920	23,920
Supplies	2,212	231	7,700	6,900	6,900
Interdepartmental	<u>(2,575)</u>	<u>(2,002)</u>	<u>86,580</u>	<u>14,780</u>	<u>14,780</u>
Total Expenditures	<u>1,010,748</u>	<u>972,183</u>	<u>1,212,130</u>	<u>151,560</u>	<u>158,560</u>
<b>Appropriations</b>					
General Fund	-	-	87,950	-	-
Environmental	<u>1,010,748</u>	<u>972,183</u>	<u>1,124,180</u>	<u>151,560</u>	<u>158,560</u>
Total Appropriations	<u>1,010,748</u>	<u>972,183</u>	<u>1,212,130</u>	<u>151,560</u>	<u>158,560</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Environmental Protection

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the environmental protection program recognizes the support of the General Fund for environmental protection activities.

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to the environmental fund (activities) are attributed to General Fund general government and public works support (see general government and public works indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government and public works support to the environmental fund (activities).

**Base Budget-Change in Service**

There is no base level change in service

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Environmental Protection

Activity: Indirect Cost Allocation - Environmental

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>
Total Expenditures	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>
<b>Appropriations</b>					
Environmental	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>
Total Appropriations	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>



CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Central Equipment

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Central Equipment Charges	1,370,289	1,369,118	1,330,120	1,446,170	1,399,590
Miscellaneous	6,388	(879)	-	-	-
Total Revenues	<u>1,376,677</u>	<u>1,368,239</u>	<u>1,330,120</u>	<u>1,446,170</u>	<u>1,399,590</u>
<b>Activities</b>					
Equipment Administration	26,508	29,392	44,480	44,150	44,440
Vehicle-Equipment Operation	931,307	795,113	1,069,020	1,136,350	1,106,350
Indirect Cost Central Services	214,310	225,020	225,020	225,020	225,020
Total Activities	<u>1,172,125</u>	<u>1,049,525</u>	<u>1,338,520</u>	<u>1,405,520</u>	<u>1,375,810</u>
<b>Appropriations</b>					
Central Equipment	<u>1,172,125</u>	<u>1,049,525</u>	<u>1,338,520</u>	<u>1,405,520</u>	<u>1,375,810</u>
Total Appropriations	<u>1,172,125</u>	<u>1,049,525</u>	<u>1,338,520</u>	<u>1,405,520</u>	<u>1,375,810</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Central Equipment

Activity: Equipment Administration

**Purpose**

To provide support services for the maintenance, repair, acquisition and sale of all City-owned motorized and small equipment utilized for municipal services.

**Goals and Objectives**

Prepare and maintain records for all aspects of an automotive repair facility; this includes, but is not limited to, operating within regulations as mandated by the EPA, AQMD, OSHA and State Department of Water Resources.

Maintain business practices of the Enterprise Fund to assure a viable inventory control system; serve the vehicle and equipment acquisition/maintenance needs of all City Departments; and make prudent acquisitions based on sound economic practices.

**Base Budget-Change in Services**

There is no change to the base level of service in fiscal year 2011-2012.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Administrative Technician	1.00	1.00	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Central Equipment

Activity: Equipment Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	18,482	19,945	23,990	24,030	24,320
Professional and Technical	7,277	7,790	16,890	16,890	16,890
Property Services	365	844	1,170	800	800
Other Services and Charges	7	305	1,030	1,030	1,030
Supplies	<u>377</u>	<u>508</u>	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>
Total Expenditures	<u>26,508</u>	<u>29,392</u>	<u>44,480</u>	<u>44,150</u>	<u>44,440</u>
<b>Appropriations</b>					
Central Equipment	<u>26,508</u>	<u>29,392</u>	<u>44,480</u>	<u>44,150</u>	<u>44,440</u>
Total Appropriations	<u>26,508</u>	<u>29,392</u>	<u>44,480</u>	<u>44,150</u>	<u>44,440</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Central Equipment

Activity: Vehicle-Equipment Operation

**Purpose**

Provide and/or coordinate the maintenance, repair, acquisition and sale of all City-owned motorized and small equipment utilized for municipal services.

**Goals and Objectives**

Provide sound mechanical service for the safety and reliability of City-provided services to the community.

**Base Budget-Change in Services**

In the base budget there are 105 vehicles, 34 various pieces of large equipment (e.g. forklift, backhoe) and more than 50 other motorized items that the staff has to maintain and repair.

During Fiscal Year 2009-2010 the City transferred \$1,000,000 from the Equipment Fund to the General Fund to help balance the budget for Fiscal Year 2010-2011. The City will transfer \$100,000 in Fiscal Year 2011-2012. In the previous 4 fiscal years the motor pool rates charged to other departments for the maintenance of each vehicle has remained unchanged, despite changes in expenditures. At the time of publishing, it is unknown if those rates will be adjusted to reflect actual Equipment Fund operational expenditures and overhead for fleet maintenance. This may also have an impact on the Equipment Fund balance.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Equipment Foreman	-	-	1.00	1.00	1.00
Senior Equipment Mechanic	2.00	2.00	1.00	1.00	1.00
Equipment Mechanic	-	-	1.50	1.50	1.50
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Central Equipment

Activity: Vehicle-Equipment Operation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Central Equipment Charges	1,370,289	1,369,118	1,330,120	1,446,170	1,399,590
Miscellaneous	6,388	(879)	-	-	-
Total Revenues	<u>1,376,677</u>	<u>1,368,239</u>	<u>1,330,120</u>	<u>1,446,170</u>	<u>1,399,590</u>
<b>Expenditures</b>					
Personal Services	233,648	283,619	375,190	377,950	377,950
Property Services	71,237	92,007	82,760	79,600	79,600
Other Services and Charges	363,099	2,019	5,320	5,300	5,300
Supplies	381,103	418,018	478,300	479,000	479,000
Capital Outlay	-	-	330,000	567,700	537,700
Interdepartmental	(117,780)	(550)	(202,550)	(373,200)	(373,200)
Total Expenditures	<u>931,307</u>	<u>795,113</u>	<u>1,069,020</u>	<u>1,136,350</u>	<u>1,106,350</u>
<b>Appropriations</b>					
Central Equipment	<u>931,307</u>	<u>795,113</u>	<u>1,069,020</u>	<u>1,136,350</u>	<u>1,106,350</u>
Total Appropriations	<u>931,307</u>	<u>795,113</u>	<u>1,069,020</u>	<u>1,136,350</u>	<u>1,106,350</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Central Equipment

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the central equipment program recognizes the support of the General Fund to central equipment fund (activities).

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to the central equipment fund (activities) are attributed to General Fund general government and public works support (see general government and public works indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government and public works support to the central equipment fund (activities).

**Base Budget-Change in Service**

There is no change in the base level of service.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Central Equipment

Activity: Indirect Cost Central Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
Total Expenditures	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
<b>Appropriations</b>					
Central Equipment	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
Total Appropriations	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>



CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Management Information Systems

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
MIS Charges	1,097,688	1,199,440	1,108,550	1,108,550	1,108,550
Investment Earnings	<u>18,218</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,115,906</u>	<u>1,199,440</u>	<u>1,108,550</u>	<u>1,108,550</u>	<u>1,108,550</u>
<b>Activities</b>					
MIS Administration	117,280	127,390	131,040	1,515,100	1,384,600
General Systems	338,680	345,901	501,660	-	-
City Network	115,439	88,330	206,720	-	-
Financial Systems	167,629	177,036	183,870	-	-
Indirect Cost Allocation - MIS	<u>78,300</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>
Total Activities	<u>817,328</u>	<u>820,857</u>	<u>1,105,490</u>	<u>1,597,300</u>	<u>1,466,800</u>
<b>Appropriations</b>					
Management Information Systems	<u>817,328</u>	<u>820,857</u>	<u>1,105,490</u>	<u>1,597,300</u>	<u>1,466,800</u>
Total Appropriations	<u>817,328</u>	<u>820,857</u>	<u>1,105,490</u>	<u>1,597,300</u>	<u>1,466,800</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Management Information Systems

Activity: MIS Administration

**Purpose**

MIS Administration manages the overall management information system operations of the City and Redevelopment Agency. The budgeting/reporting structure for MIS has been changed for FY 2011-2012 whereby all activities have been combined under the Administration activity for ease of operation. This includes planning, budgeting, purchasing, special projects, managing department and staff. The function is responsible for all support services in the City with the exception of the 911 dispatch system.

**Goals and Objectives**

- Manage information systems implementations, operations, upgrades and support.
- Maintain hardware/software replacement schedule
- Provide ongoing training and support for all users

**Base Budget-Change in Services**

During the 2010-2011 fiscal year, the City Council approved the reorganization of this activity adding one extra position. The IT Services Manager was brought on board to move the City's IT infrastructure to the 21<sup>st</sup> century and implement current software systems that will enhance efficiency and productivity. In addition to this major change, the Council approved a contract with Tyler Technologies to implement the new MUNIS Financial, Human Resources and Payroll modules.

To address audit findings for the year ended June 30, 2010, staff has implemented new hardware as well as new policies to address disaster recovery, strategic planning, segregation of duties, backup systems, password security etc.

All formerly separate functions have been rolled into the MIS Administration Budget

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Information Technology Manager	1.00	1.00	1.00	-	-
Information Technology Services Manager	-	-	-	1.00	1.00
Senior IT Coordinator	-	-	-	1.00	1.00
IT Coordinator	-	-	-	2.00	2.00
Systems Analyst	1.00	1.00	1.00	-	-
PC Technician II	1.00	1.00	1.00	-	-
Network Administrator	-	-	1.00	-	-
Part-Time IT Coordinator	-	-	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Management Information Systems

Activity: MIS Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
MIS Charges	-	-	-	1,108,550	1,108,550
Investment Earnings	18,218	-	-	-	-
Total Revenues	<u>18,218</u>	<u>-</u>	<u>-</u>	<u>1,108,550</u>	<u>1,108,550</u>
<b>Expenditures</b>					
Personal Services	116,807	121,172	115,830	504,520	504,520
Professional and Technical	-	-	-	316,000	316,000
Property Services	-	3,717	4,500	399,800	399,800
Other Services and Charges	420	240	7,610	9,860	9,860
Supplies	53	61	900	82,210	82,210
Capital Outlay	-	-	-	200,510	70,010
Interdepartmental	-	2,200	2,200	2,200	2,200
Total Expenditures	<u>117,280</u>	<u>127,390</u>	<u>131,040</u>	<u>1,515,100</u>	<u>1,384,600</u>
<b>Appropriations</b>					
Management Information Systems	<u>117,280</u>	<u>127,390</u>	<u>131,040</u>	<u>1,515,100</u>	<u>1,384,600</u>
Total Appropriations	<u>117,280</u>	<u>127,390</u>	<u>131,040</u>	<u>1,515,100</u>	<u>1,384,600</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Management Information Systems

Activity: General Systems

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
MIS Charges	<u>437,188</u>	<u>564,460</u>	<u>597,050</u>	-	-
Total Revenues	<u>437,188</u>	<u>564,460</u>	<u>597,050</u>	-	-
<b>Expenditures</b>					
Personal Services	76,784	81,548	94,190	-	-
Professional and Technical	-	25,000	50,000	-	-
Property Services	209,278	186,617	201,420	-	-
Other Services and Charges	588	10,537	1,350	-	-
Supplies	52,030	42,199	57,500	-	-
Capital Outlay	<u>-</u>	<u>-</u>	<u>97,200</u>	-	-
Total Expenditures	<u>338,680</u>	<u>345,901</u>	<u>501,660</u>	-	-
<b>Appropriations</b>					
Management Information Systems	<u>338,680</u>	<u>345,901</u>	<u>501,660</u>	-	-
Total Appropriations	<u>338,680</u>	<u>345,901</u>	<u>501,660</u>	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Management Information Systems

Activity: City Network

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
MIS Charges	<u>224,170</u>	<u>218,830</u>	<u>261,390</u>	-	-
Total Revenues	<u><u>224,170</u></u>	<u><u>218,830</u></u>	<u><u>261,390</u></u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	-	-	80,430	-	-
Professional and Technical	1,665	-	-	-	-
Property Services	84,603	73,703	105,840	-	-
Other Services and Charges	8,463	652	450	-	-
Supplies	<u>20,708</u>	<u>13,975</u>	<u>20,000</u>	-	-
Total Expenditures	<u><u>115,439</u></u>	<u><u>88,330</u></u>	<u><u>206,720</u></u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
Management Information Systems	<u>115,439</u>	<u>88,330</u>	<u>206,720</u>	-	-
Total Appropriations	<u><u>115,439</u></u>	<u><u>88,330</u></u>	<u><u>206,720</u></u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Management Information Systems

Activity: Financial Systems

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
MIS Charges	<u>436,330</u>	<u>416,150</u>	<u>250,110</u>	-	-
Total Revenues	<u><u>436,330</u></u>	<u><u>416,150</u></u>	<u><u>250,110</u></u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	89,889	97,595	90,350	-	-
Professional and Technical	370	747	-	-	-
Property Services	76,907	78,394	89,260	-	-
Other Services and Charges	100	300	450	-	-
Supplies	<u>363</u>	<u>-</u>	<u>3,810</u>	-	-
Total Expenditures	<u><u>167,629</u></u>	<u><u>177,036</u></u>	<u><u>183,870</u></u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
Management Information Systems	<u>167,629</u>	<u>177,036</u>	<u>183,870</u>	-	-
Total Appropriations	<u><u>167,629</u></u>	<u><u>177,036</u></u>	<u><u>183,870</u></u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Management Information Systems

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the central MIS program recognizes the support of the General Fund to MIS fund (activities).

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to the MIS fund (activities) are attributed to General Fund general government support (see general government indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government support to the MIS fund (activities).

**Base Budget-Change in Service**

None.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Management Information Systems

Activity: Indirect Cost Alloc. MIS

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>78,300</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>
Total Expenditures	<u>78,300</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>
<b>Appropriations</b>					
Management Information Systems	<u>78,300</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>
Total Appropriations	<u>78,300</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Miscellaneous

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Taxes	14,939	15,687	17,750	17,750	17,750
Miscellaneous	13,234	-	-	-	-
Total Revenues	<u>28,173</u>	<u>15,687</u>	<u>17,750</u>	<u>17,750</u>	<u>17,750</u>
<b>Activities</b>					
Intergovernmental	31,522	24,105	24,900	23,810	23,810
Community Outreach	11,266	4,081	-	-	-
Downtown District	13,845	10,142	8,750	8,750	8,750
Prospero Park District	7,830	7,899	9,000	9,000	9,000
Contingency	-	-	35,000	35,000	50,000
Total Activities	<u>64,463</u>	<u>46,227</u>	<u>77,650</u>	<u>76,560</u>	<u>91,560</u>
<b>Appropriations</b>					
General Fund	42,788	28,186	59,900	58,810	73,810
Downtown	13,845	10,142	8,750	8,750	8,750
Prospero	7,830	7,899	9,000	9,000	9,000
Total Appropriations	<u>64,463</u>	<u>46,227</u>	<u>77,650</u>	<u>76,560</u>	<u>91,560</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Miscellaneous

Activity: Intergovernmental

**Purpose**

Intergovernmental includes memberships and other costs associated with lobbying efforts for cities with County, State and other government agencies.

**Goals and Objectives**

The major goals of the intergovernmental activity are:

- To influence County and State legislation that is favorable and friendly to municipal governments.
- To identify regional opportunities and problems.

**Base Budget-Change in Service**

There is no base-budget change in service.

**Performance Workload Measurements**

San Gabriel Valley Council of Governments:

General	Yes
Air Quality	Yes
Transit	Yes

League of California Cities:

General	Yes
LA County Division	Yes

Independent Cities Association

Yes

Southern California Association of Governments

Yes

San Gabriel Valley Water Association

Yes

**Full-Time Equivalent Positions**

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Miscellaneous

Activity: Intergovernmental

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	1,082	1,357	1,000	1,000	1,000
Other Services and Charges	44,192	36,288	36,620	35,530	35,530
Interdepartmental	<u>(13,752)</u>	<u>(13,540)</u>	<u>(12,720)</u>	<u>(12,720)</u>	<u>(12,720)</u>
Total Expenditures	<u>31,522</u>	<u>24,105</u>	<u>24,900</u>	<u>23,810</u>	<u>23,810</u>
<b>Appropriations</b>					
General Fund	<u>31,522</u>	<u>24,105</u>	<u>24,900</u>	<u>23,810</u>	<u>23,810</u>
Total Appropriations	<u>31,522</u>	<u>24,105</u>	<u>24,900</u>	<u>23,810</u>	<u>23,810</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Miscellaneous

Activity: Community Outreach

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**Purpose**

To provide opportunities for the community to engage and interact with Council members and City staff outside of the regular business setting of local government.

To enhance the transparency of City government by providing community education on the specific workings of City departments, functions, programs and projects.

To gather opinions and concerns of residents regarding local government services and provide policy makers with tools to assess the long-range needs residents.

- 1) Plan, promote and conduct various public meetings and workshops.
- 2) Provide local government educational opportunities for members of the residential and business public.
- 3) Develop, distribute and facilitate analysis of community opinion polls and/or needs assessments.

**Goals and Objectives**

The goal of the Community Outreach activity is to maintain consistent, interactive communication with Covina stakeholders.

To accomplish this goal the activity will:

- 1) Act at the direction of the City Manager to facilitate opportunities for Council/staff/community education and interaction.

**Base Budget-Change in Service**

In an ongoing effort to reduce expenditures, this budget was eliminated for the 2010-2011 Fiscal Year. There is no change in the base level of service.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Miscellaneous

Activity: Community Outreach

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Other Services and Charges	9,350	3,198	-	-	-
Supplies	<u>1,916</u>	<u>883</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>11,266</u>	<u>4,081</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
General Fund	<u>11,266</u>	<u>4,081</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>11,266</u>	<u>4,081</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Miscellaneous

Activity: Downtown District

**Purpose**

The Downtown District accounts for the special business license registration tax for the promotion and maintenance of the Covina downtown area.

**Goals and Objectives**

Promote and maintain the downtown area.

**Base Budget-Change in Service**

There is no change in service for fiscal year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Miscellaneous

Activity: Downtown District

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Taxes	7,723	7,812	8,750	8,750	8,750
Miscellaneous	<u>13,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>20,957</u>	<u>7,812</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<b>Expenditures</b>					
Other Services and Charges	<u>13,845</u>	<u>10,142</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
Total Expenditures	<u>13,845</u>	<u>10,142</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<b>Appropriations</b>					
Downtown	<u>13,845</u>	<u>10,142</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
Total Appropriations	<u>13,845</u>	<u>10,142</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Miscellaneous

Activity: Prospero Park District

**Purpose**

The Prospero Park District accounts for the special business license registration tax for the maintenance and improvements in the Covina Prospero Park apartment area.

**Goals and Objectives**

Maintain and improve Prospero Park apartment area.

**Base Budget-Change in Service**

There is no change in service for fiscal year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Miscellaneous

Activity: Prospero Park District

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Taxes	<u>7,216</u>	<u>7,875</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Total Revenues	<u><u>7,216</u></u>	<u><u>7,875</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>
<b>Expenditures</b>					
Other Services and Charges	<u>7,830</u>	<u>7,899</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Total Expenditures	<u><u>7,830</u></u>	<u><u>7,899</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>
<b>Appropriations</b>					
Prospero	<u>7,830</u>	<u>7,899</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Total Appropriations	<u><u>7,830</u></u>	<u><u>7,899</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Miscellaneous

Activity: Contingency

**Purpose**

Contingency is an undesignated appropriation in the annual budget for both anticipated and unanticipated events or actions not incorporated in other areas of the budget. City Council action is required for the use of the contingency item.

**Goals and Objectives**

To provide an adequate reserve for events and actions not incorporated in other areas of the budget.

**Base Budget-Change in Services**

The General Fund contingency was increased from \$35,000 to \$50,000 for the fiscal year.

**Performance Workload Measurements**

Provide contingency for unanticipated events Yes

**Full-Time Equivalent Positions**

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Miscellaneous

Activity: Contingency

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Contingency	<u>-</u>	<u>-</u>	<u>35,000</u>	<u>35,000</u>	<u>50,000</u>
Total Expenditures	<u>-</u>	<u>-</u>	<u>35,000</u>	<u>35,000</u>	<u>50,000</u>
<b>Appropriations</b>					
General Fund	<u>-</u>	<u>-</u>	<u>35,000</u>	<u>35,000</u>	<u>50,000</u>
Total Appropriations	<u>-</u>	<u>-</u>	<u>35,000</u>	<u>35,000</u>	<u>50,000</u>



CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Program Summary

Program: Debt Service

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	Actual	Actual	Budget	Base	Adopted
<b>Revenues</b>					
Taxes	5,953,810	3,165,345	5,264,550	5,741,200	5,741,200
Intergovernmental	13,003	12,680	-	-	-
Investment Earnings	168,858	113,914	49,200	11,000	11,000
Total Revenues	<u>6,135,671</u>	<u>3,291,939</u>	<u>5,313,750</u>	<u>5,752,200</u>	<u>5,752,200</u>
<b>Activities</b>					
General	25,481	23,640	752,320	2,114,210	2,114,210
Tax Allocation	4,126,467	6,317,574	6,205,820	6,810,470	6,810,470
Revenue	-	469,092	-	-	-
Certificates of Participation	591,909	580,349	744,670	483,500	483,500
Capital Lease	111,792	83,843	74,490	564,190	564,190
Advances	29,191	5,902	-	-	-
Indirect Cost Allocation - Debt Service	62,700	161,184	348,370	148,370	148,370
Total Activities	<u>4,947,540</u>	<u>7,641,584</u>	<u>8,125,670</u>	<u>10,120,740</u>	<u>10,120,740</u>
<b>Appropriations</b>					
General Fund	137,273	107,483	66,390	-	-
LMIH Fund	396,284	393,736	406,280	395,720	395,720
Tax Allocation Debt Fund	3,792,883	6,085,022	6,147,910	6,563,120	6,563,120
Transportation	496,375	492,875	493,880	483,500	483,500
Water Utility	95,534	87,474	250,790	1,181,400	1,181,400
Water Capital	-	-	-	489,700	489,700
Sewer Fund	-	469,092	760,420	1,007,300	1,007,300
Management Information Systems	29,191	5,902	-	-	-
Total Appropriations	<u>4,947,540</u>	<u>7,641,584</u>	<u>8,125,670</u>	<u>10,120,740</u>	<u>10,120,740</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Debt Service

Activity: General

**Purpose**

To provide funding for bonds payable for the Water Utility and Sewer Constructions bonds.

**Goals and Objectives**

To pay debts in a timely and professional manner.

**Base Budget-Change in Services**

This budget includes the payments on the Water Utility bond and eliminates the funding for the City repayment of the City Yard loan to the Redevelopment Agency.

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Debt Service

Activity: General

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Debt Service	<u>25,481</u>	<u>23,640</u>	<u>752,320</u>	<u>2,114,210</u>	<u>2,114,210</u>
Total Expenditures	<u>25,481</u>	<u>23,640</u>	<u>752,320</u>	<u>2,114,210</u>	<u>2,114,210</u>
<b>Appropriations</b>					
General Fund	25,481	23,640	66,390	-	-
Water Utility	-	-	-	1,181,400	1,181,400
Sewer Fund	-	-	685,930	932,810	932,810
Total Appropriations	<u>25,481</u>	<u>23,640</u>	<u>752,320</u>	<u>2,114,210</u>	<u>2,114,210</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Debt Service

Activity: Tax Allocation

**Purpose**

Account for tax allocation notes, loans and bonds issued for redevelopment in Project Areas 1 and II of the Covina Redevelopment Agency. The source of financing for the payment of principal and interest is property tax increments generated from current and future development.

**Goals and Objectives**

The main objective of the tax allocation debt activity is timely payments of principal and interest on outstanding notes, loans and bonded indebtedness.

**Base Budget-Change in Service**

There is no change in service.

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Debt Service

Activity: Tax Allocation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Taxes	5,953,810	3,165,345	5,264,550	5,741,200	5,741,200
Intergovernmental	13,003	12,680	-	-	-
Investment Earnings	<u>167,725</u>	<u>113,913</u>	<u>49,200</u>	<u>11,000</u>	<u>11,000</u>
Total Revenues	<u>6,134,538</u>	<u>3,291,938</u>	<u>5,313,750</u>	<u>5,752,200</u>	<u>5,752,200</u>
<b>Expenditures</b>					
Professional and Technical	111,601	107,091	122,000	108,800	108,800
Debt Service	4,014,866	6,210,483	6,083,820	3,976,340	3,976,340
Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,725,330</u>	<u>2,725,330</u>
Total Expenditures	<u>4,126,467</u>	<u>6,317,574</u>	<u>6,205,820</u>	<u>6,810,470</u>	<u>6,810,470</u>
<b>Appropriations</b>					
LMIH Fund	396,284	393,736	406,280	395,720	395,720
Tax Allocation Debt Fund	<u>3,730,183</u>	<u>5,923,838</u>	<u>5,799,540</u>	<u>6,414,750</u>	<u>6,414,750</u>
Total Appropriations	<u>4,126,467</u>	<u>6,317,574</u>	<u>6,205,820</u>	<u>6,810,470</u>	<u>6,810,470</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Debt Service

Activity: Revenue

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Debt Service	<u>-</u>	<u>469,092</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>469,092</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
Sewer Fund	<u>-</u>	<u>469,092</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>-</u>	<u>469,092</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Debt Service

Activity: Certificates of Participation

**Purpose**

To provide funding for the refinanced bonds.

**Goals and Objectives**

To pay debts in a timely and professional manner.

**Base Budget-Change in Services**

This budget reflects the elimination of the Water Utility COP, which was paid off with the new Water Utility bond issue. Debt service for that is now accounted for in the General – Debt Service function..

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Debt Service

Activity: Certificates of Participation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Investment Earnings	<u>1,133</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,133</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Debt Service	<u>591,909</u>	<u>580,349</u>	<u>744,670</u>	<u>483,500</u>	<u>483,500</u>
Total Expenditures	<u>591,909</u>	<u>580,349</u>	<u>744,670</u>	<u>483,500</u>	<u>483,500</u>
<b>Appropriations</b>					
Transportation	496,375	492,875	493,880	483,500	483,500
Water Utility	<u>95,534</u>	<u>87,474</u>	<u>250,790</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>591,909</u>	<u>580,349</u>	<u>744,670</u>	<u>483,500</u>	<u>483,500</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Debt Service

Activity: Capital Lease

**Purpose**

To provide for lease payments for the Water Capital and Sewer Funds.

**Goals and Objectives**

To pay monthly lease payments in a timely manner.

**Base Budget-Change in Services**

This budget adds payments for the Water Capital fund for the lease of the Water Utility AMR meters.

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Debt Service

Activity: Capital Lease

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Debt Service	<u>111,792</u>	<u>83,843</u>	<u>74,490</u>	<u>564,190</u>	<u>564,190</u>
Total Expenditures	<u>111,792</u>	<u>83,843</u>	<u>74,490</u>	<u>564,190</u>	<u>564,190</u>
<b>Appropriations</b>					
General Fund	111,792	83,843	-	-	-
Water Capital	-	-	-	489,700	489,700
Sewer Fund	-	-	74,490	74,490	74,490
Total Appropriations	<u>111,792</u>	<u>83,843</u>	<u>74,490</u>	<u>564,190</u>	<u>564,190</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Debt Service

Activity: Advances

**Purpose**

To provide payment for ten year advance from the General Fund-PERS reserve at 5.5%. The advance financed the IFAS implementation.

**Goals and Objectives**

To pay annual principal and interest on advance from the General Fund-PERS reserve.

**Base Budget-Change in Services**

The final payment for this advance was received in Fiscal Year 2009-2010. No more payments are due.

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Debt Service

Activity: Advances

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Debt Service	<u>29,191</u>	<u>5,902</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>29,191</u>	<u>5,902</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
Management Information Systems	<u>29,191</u>	<u>5,902</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>29,191</u>	<u>5,902</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Debt Service

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the debt service program recognizes the support of the General Fund to debt service activities.

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to debt service (tax allocation) are attributed to General Fund general government and Redevelopment Private-I Fund support (see general government and redevelopment and housing indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government and Redevelopment Private-I Fund support to debt service (tax allocation).

**Base Budget-Change in Service**

There is a decrease of \$200,000 from the Tax Allocation Fund to the General Fund.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Debt Service

Activity: Indirect Cost Allocation - Debt Service

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>62,700</u>	<u>161,184</u>	<u>348,370</u>	<u>148,370</u>	<u>148,370</u>
Total Expenditures	<u>62,700</u>	<u>161,184</u>	<u>348,370</u>	<u>148,370</u>	<u>148,370</u>
<b>Appropriations</b>					
Tax Allocation Debt Fund	<u>62,700</u>	<u>161,184</u>	<u>348,370</u>	<u>148,370</u>	<u>148,370</u>
Total Appropriations	<u>62,700</u>	<u>161,184</u>	<u>348,370</u>	<u>148,370</u>	<u>148,370</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Other Financing Uses

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Other Financing Sources	-	315,067	100,000	100,000	150,000
Total Revenues	<u>-</u>	<u>315,067</u>	<u>100,000</u>	<u>100,000</u>	<u>150,000</u>
<b>Activities</b>					
Financial Sources Provided	-	1,629,840	391,510	391,510	391,510
Total Activities	<u>-</u>	<u>1,629,840</u>	<u>391,510</u>	<u>391,510</u>	<u>391,510</u>
<b>Appropriations</b>					
General Fund	-	629,840	291,510	291,510	291,510
Red Light Camera Fund	-	-	100,000	100,000	150,000
Central Equipment Fund	-	1,000,000	-	-	-
	<u>-</u>	<u>1,629,840</u>	<u>391,510</u>	<u>391,510</u>	<u>441,510</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Other Financing Uses

Activity: Financial Sources Provided

**Purpose**

Financial sources represent transfers and subsidies between various funds.

**Goals and Objectives**

To recognize transfers between funds and true costs and subsidies of the various funds and activities of the City.

**Base Budget-Change in Service**

There is an increase of \$50,000 in transfers from the Red Light Camera Fund to the General Fund.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Adopted
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Summary

Program: Other Financing Uses

Activity: Financial Sources Provided

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Adopted</u>
<b>Revenues</b>					
Other Financing Sources	-	315,067	100,000	100,000	150,000
Total Revenues	<u>-</u>	<u>315,067</u>	<u>100,000</u>	<u>100,000</u>	<u>150,000</u>
<b>Expenditures</b>					
Financial Sources Provided	-	1,629,840	391,510	391,510	391,510
Total Expenditures	<u>-</u>	<u>1,629,840</u>	<u>391,510</u>	<u>391,510</u>	<u>391,510</u>
<b>Appropriations</b>					
General Fund	-	629,840	291,510	291,510	291,510
Red Light Camera Fund	-	-	100,000	100,000	150,000
Central Equipment Fund	-	1,000,000	-	-	-
	<u>-</u>	<u>1,629,840</u>	<u>391,510</u>	<u>391,510</u>	<u>441,510</u>



## **BUDGET PROCEDURES AND METHODS**

This information is provided to familiarize the reader with the budget structure and how this budget document was prepared and will be controlled.

### **Preparing the Preliminary/Council Approved Budget**

Materials were distributed to departments for preparing a projection of 2007-2008 base budget. The base budget is the previous year adopted level of service adjusted for inflation, contractual commitments and actual spending. The recommended/adopted budget is the base budget adjusted for any current and/or proposed changes in the level of service.

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

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

### **Budgeting Methods**

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

A review of the estimated current year expenditures and current year revenue was made part of the budget preparation procedures. The advantages of this system include: (1) the provisions of information necessary to develop more realistic and accurate expenditure estimates which make up the proposed appropriation figures in the 2007-2008 budget, and (2) the use of revenues from 2006-2007 in the form of expenditure savings and unanticipated current year revenues to help finance the preliminary 2007-2008 budget, if needed.

A review of fund balances is made during the budgeting process. In light of volatile revenues and constant changes in tax allocation by the State Legislature, a substantial fund balance in the General Fund is advisable. A contingency provision is made for a fund in total rather than for an activity or program since it is unlikely that the unexpected or the emergency will occur in each program. The one contingency appropriation can be used to meet various individual situations. The preliminary/approved budget, therefore, provides for rather tight activity appropriation based on normal expenditure levels. Specific City Council approval is required for authorization to use contingency funds.

## **Controlling Expenditures**

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

Also inherent in this controlling function is the management recognition that conditions do change during the eighteen-month period of budget preparation and execution. Therefore, each proposed expenditure will be reviewed and approved only if the need still exists. Also, some expenditure requirements will occur which, while falling within the total appropriation, will not exactly match object expenditure estimates. In these instances, where need has been adequately demonstrated, an adjustment will be made within the activity/program budget within funds. Appropriation changes between funds or exceeding the total fund require Council authorization.

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

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

## **Fund Structure**

A given expenditure is made from a specific fund established for designated programs or activities.

The General Fund incorporates most city services and is financed by several revenue sources, the largest of which are property, sales, and utility user's taxes; and motor vehicle in-lieu fees.

There are a number of special revenue funds consisting of the following:

- LMIH Fund accounts for project areas one and two housing monies of the Redevelopment Agency.
- CDBG Fund accounts for the community development block grant monies received from the Department of Housing and Urban Development to provide decent housing, suitable living environment and expanded economic opportunities for persons of lower income.
- Law Enforcement Grant Fund accounts for the federal local law enforcement block grant program.
- Narcotic Seizure Fund accounts for federal, state, and local forfeiture monies seized by police.
- State Gas Tax Fund is financed with monies apportioned under Streets and Highway Code Sections 2106, 2106.5, 2107 and 2107.5 of the State of California.
- Transit Fund that is financed with Proposition A County transit tax, parking permits and transit fares.
- Air Quality Fund accounts for the state motor vehicle environmental fee.

- Municipal Parking District Fund which is financed with a special property tax, parking permits and parking meter, fees.
- Lighting District Fund is financed primarily with special benefit taxes from the lighting district.
- Landscape District Fund is financed primarily with special benefit taxes from the landscape district.
- Sewer District Fund is financed primarily with special benefit taxes from the sewer district.
- Library Grant Fund accounts for state grant monies for the library and literacy programs.
- City Donation Fund accounts for restricted donations.

The Tax Allocation Debt-I and Tax Allocation Debt-II Debt Service Funds accounts for bond, loan and note debt service for project areas one and two of the Redevelopment Agency.

The following are the capital projects funds of the City and Redevelopment Agency:

- Park Development Fund accounts for certain park grants.
- Transit Center Fund which accounts for the construction of the downtown parking structure and is financed with Proposition A and C County transportation tax, MTA funds, and long-term debt proceeds.
- Transportation Fund that is financed with Proposition C County transportation tax.
- Shoppers Lane Parking District which is financed with a special business registration tax for parking improvements within the district.
- Sewer Construction Fund accounts for impact fees and other sources for sanitary sewer and waste water improvements.
- Redevelopment Fund accounts for project areas one and two, both public and private improvement economic and redevelopment monies of the Redevelopment Agency, and for project areas one and two.

The Water Utility, Water Capital and Environmental Enterprise Funds are financed with water sales and refuse fees.

The Central Equipment and Management Information Systems Internal Service Funds are financed from departmental service charges.

The projected revenues and expenditures for these funds are shown in an integrated manner in summaries found in the budget document. City staff believes this all fund summary is helpful in gaining an overall picture of the City's financial operation.

## **FINANCIAL MANAGEMENT PRINCIPLES**

### **The City Shall Have a Balanced Budget**

The City of Covina shall adopt a balanced budget on an annual basis. The comprehensive annual financial report (CAFR) will confirm the adoption of a balanced budget, and note any discrepancies. The financing community uses the CAFR to gauge the City's credit worthiness, among other issues.

### **The City Shall Pursue Awards in Financial and Budgeting Reporting**

The City of Covina shall pursue the certificate of achievement for excellence in financial reporting and certificate in outstanding budget presentation from the Government Finance Officers Association of the United States and Canada, and the certificate of award for outstanding financial reporting from the California Society of Municipal Finance Officers. These prestigious awards recognize conformance with the highest standards for preparation of state and local government financial reports and budgets. To receive the awards, a government unit must publish an easily readable and efficiently organized comprehensive annual financial report and budget, whose contents conform to program standards.

### **The City Shall Maintain Prudent Reserves**

The City of Covina shall establish adequate reserves of funds to meet future capital needs, to offset economic hard times, to stabilize fluctuations in cash flow requirements, and provide for emergency situations. The City should provide a minimum of three months' working capital for emergencies and contingencies.

### **The City Shall Endeavor to Maintain Competitive Compensation**

The City of Covina shall continue positive human resource relations, be competitive in the market place, and attract and retain competent and quality employees. Competitive salary and benefits will be provided to all employees within the City's means. It is the City's expectation that services being provided by staff will continue to be exemplary.

### **The City Shall Maintain Its Infrastructure**

The City of Covina shall provide adequate funding to be allocated in the current year to minimize expenditures in future years. Ongoing, preventive maintenance is an essential component of the City' operations. Infrastructure maintenance includes, but is not limited to, streets, storm drainage, water storage and distribution, sanitary sewer collection and disposal, curb, gutter, sidewalks, lights, and parks.

### **The City Shall Amortize Capital Costs**

The City of Covina, to the extent possible, shall fully amortize as a continuing cost of doing business the cost of replacing or expanding existing facilities and equipment. With respect to equipment, rates shall be established to recover the replacement cost of each item at the end of its useful life. Facilities shall be amortized to cover ongoing maintenance and cyclical repairs, and for the replacement or expansion of major structures.

### **The City Shall Only Borrow What It Can Afford to Pay**

The City of Covina shall not overextend indebtedness, which may cause undue financial burdens in subsequent years. Loans and other external obligations shall be established wisely to level out costs. Refinancing of existing debt shall take place when market conditions lend themselves to economic gains.

### **The City Shall Fund Ongoing Costs with Ongoing Revenues**

The City of Covina shall match costs with revenues. Ongoing costs shall be funded with ongoing revenues. One-time costs shall be funded with one-time revenues. However, one-time revenues shall not fund ongoing costs. Current costs shall be recognized and funded in the current year, not deferred or funded in future years. Operating grants for ongoing costs shall be scrutinized for future fiscal impact.

### **The City Shall Base Its Budget on Realistic Estimates**

The City of Covina shall make budgetary and financial decisions on conservative estimates of revenues, expenditures and other financing sources and uses. The greater the uncertainty and/or volatility of the budgetary and financial estimates, the more conservative the estimates.

### **The City Shall Competitively Procure Goods and Services**

The City of Covina shall seek market prices or proposals for all significant purchases of goods and services, including periodic market testing of internally provided services, consistent with City's procurement policy. Significant savings can be obtained through competitive bidding. The City also encourages the use of joint-powers purchasing agreements with other government jurisdictions to reduce administrative burdens. Preference shall be given to Covina businesses.

### **The City Shall Know Its True Costs**

The City of Covina shall maintain current full business costs of providing each City service. In addition, the City shall make conscious decisions about cost recovery and/or general tax subsidy of those services that benefit only a portion of the tax paying public.

### **The City Shall Plan Ahead**

The City of Covina shall review its financial position based on a five-year financial profile analysis. This would require a formalized five-year capital improvement and operating program. The purpose of a five-year financial plan is to identify priorities, service levels, revenue sources, and trends and future impact on decisions made today.

### **The City Shall Make and Report Its Financial Decisions Publicly**

The City of Covina shall encourage public involvement in budgeting and financial planning. The City Council shall make all nonroutine or nonadministrative financial decisions in public at regular scheduled meetings. The results of such decision making shall be reported in a timely manner through the Comprehensive Annual Financial Report and other public information documents.

### **The City Shall Oppose Unfunded Mandated Programs**

The City of Covina shall have a general policy against unfunded mandates that have a negative impact on City services and operations. Federal and state government regularly enacts legislation that mandates local compliance and/or implementation. Cities are forced to incur additional operating costs with no additional funding.

### **The City Shall Invest Idle Cash Conservatively**

The City of Covina shall invest its idle cash in a conservative manner to safeguard public funds. Investments shall be selected utilizing safety, liquidity and yield as the selection criteria. Short-term, intermediate and long-term requirements shall be identified to balance investment portfolio goals and objectives.

**CITY OF COVINA/COVINA REDEVELOPMENT AGENCY**  
**BUDGET POLICY**

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- **Program - Base Budget**

- *Appropriations*

- ❖ **Each program will identify activities and the recommended appropriations**
- ❖ **Identify recurring vs. nonrecurring appropriations**
- ❖ **Identify general vs. restricted appropriations**
- ❖ **Continuing appropriations for year-end**
  - *Encumbrances and contractual commitments*
  - *Grant, restricted donation and capital project appropriations are considered life-cycle appropriations*
  - *All other appropriations shall lapse at year-end unless carried forward by City Council action*

- *Estimated Revenues*

- ❖ **Estimated revenues will be identified by fund, program and activity**
- ❖ **Fund types include general, special revenue, debt service, capital projects, enterprise and internal service**
- ❖ **Identify recurring vs. nonrecurring revenues**
- ❖ **Identify general revenues vs. restricted revenues**

- *Fund Balances/Working Capital*

- ❖ **Program-base budget will calculate available fund balances and/or working capital available in the various funds**
- ❖ **Program-base budget will establish adequate reserves**
  - *Capital needs*
  - *Offset economic hard times*
  - *Stabilize fluctuations in cash flow requirements*
  - *Emergency situations*
- ❖ **General Fund**
  - *Minimum of 20% of operating expenses-reserve exclusive of risk management requirements*
  - *Excess reserves will be designated for nonrecurring activities or capital improvements*
  - *Maintain general liability and worker's compensation reserves based on actuarial recommendations.*
- ❖ **Restricted Funds**
  - *Reserves can be used for only designated purposes*
  - *Excess reserves can be designated for recurring and nonrecurring activities or capital improvements depending on the nature of the fund*

**CITY OF COVINA/COVINA REDEVELOPMENT AGENCY**  
**BUDGET POLICY**

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- **Program - Base Budget Will Link Resources with Results**
  - *Identifying community needs for essential services*
  - *Describing the programs required to provide the essential services*
  - *Identifying the purpose of activities performed in delivering services*
  - *Establishing goals and objectives which define the nature and level of services required*
  - *Identifying resources required to perform program activities and accomplish goals and objectives*
  - *Setting standards to measure and evaluate*
    - ❖ **Output and outcomes of program activities**
    - ❖ **Accomplishment of program activities**
    - ❖ **Staffing levels**
    - ❖ **Program activity revenue and appropriations**
      - *Make budgetary and financial decisions on conservative estimates of revenues, expenditures and other financing sources and uses*
      - *The greater the uncertainty and/or volatility of the budgetary and financial estimates, the more conservative the estimates*
  
- **Program Base Budget-Change in Service**
  - *The base budget is the required appropriation level needed to maintain the previous year budget service level*
  - *Change in service is the proposed increase or decrease in service level in the program-based budget activity*
  - *Increase in services shall be offset with new revenue or a corresponding decrease in other program services*
  - *Grants shall not have a negative impact on General Fund services*
  - *Future operating grants will not be funded by the General Fund unless there is a new revenue source or decrease in other program services*

**CITY OF COVINA/COVINA REDEVELOPMENT AGENCY**  
**BUDGET POLICY**

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- **Program - Base Budget Shall Be Balanced On a Long-Term Basis**
  - *Ongoing and recurring costs shall be funded with ongoing and recurring revenues*
  - *One-time and nonrecurring costs shall be funded with excess ongoing revenues, available one-time revenues or excess reserves*
  - *One-time or nonrecurring revenues shall not fund ongoing costs*
  - *Current costs shall be recognized and funded in the current year, not deferred or funded in future years whenever possible*
  - *Maintain current full costs providing City services*
  - *The General Fund shall try to maintain a minimum \$100,000 operating contingency for unanticipated events*
  - *Make conscious decisions about cost recovery and/or general tax subsidy of those services that benefit only a portion of the tax paying public*
  - *Review financial position based on a five-year financial profile analysis*
    - ❖ **Formalize five-year capital improvement**
    - ❖ **Formalize five-year personnel need program**
    - ❖ **Formalize five-year operating program**
  - *The purpose of the five-year financial plan*
    - ❖ **Identify priorities**
    - ❖ **Service levels**
    - ❖ **Revenue sources**
    - ❖ **Trends**
    - ❖ **Future impact on decisions made today**
  
- **Infrastructure Maintenance**
  - *Identify preventive maintenance of infrastructure to minimize future expenditures*
  - *Make conscious effort to amortize capital costs*
    - ❖ **Replacing or expanding existing facilities and equipment**
    - ❖ **With respect to equipment, rates shall be established to recover the replacement cost of each item at the end of its useful life**
    - ❖ **Facilities shall be amortized to cover ongoing maintenance and cyclical repairs, and for the replacement or expansion of major structures**

**CITY OF COVINA/COVINA REDEVELOPMENT AGENCY**  
**BUDGET POLICY**

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- **Exceptions**

- *City Council/Agency Board authorization required*
  - ❖ **Emergencies**
  - ❖ **Legal requirements**
  - ❖ **Loans**
  - ❖ **Accounting changes and prior period adjustments**

- **Implementation**

- *The City Manager/Executive Director shall be responsible for the preparation and submission of the program -based budget*
- *The City Manager/Executive Director shall be authorized to make the appropriate changes to adhere to the budget policy*
- *Staff shall report to the City Council 30 days after the end of each fiscal quarter with an update on actual revenues and expenditures as shown in the adopted budget.*

## **GLOSSARY OF BUDGET AND FINANCE TERMS**

The following explanations of terms are presented to aid in understanding the narrative discussions and illustrations included in this text and the terminology generally used in governmental accounting, auditing, financial reporting and budgeting

**ABATEMENT.** A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments and service charges.

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

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

**ACTIVITY.** A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible (e.g., police is an activity within the public safety function).

**ACTIVITY CLASSIFICATION.** Expenditure classification according to the specific type of work performed by organizational units (e.g., sewage treatment and disposal, waste collection, waste disposal and street cleaning are activities performed in carrying out the function of sanitation).

**AD VALOREM TAX.** A tax based on value (e.g., a property tax).

**ANNUAL BUDGET.** A budget applicable 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 appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

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

**APPROPRIATION ACCOUNT.** A budgetary account set up to record spending authorizations for specific purposes. The account is credited with the original appropriation and any supplemental appropriations and is charged with expenditures and encumbrances.

**APPROPRIATION BILL, ORDINANCE, RESOLUTION or ORDER.** A bill, ordinance, resolution or order through which appropriations are given legal effect.

**APPROPRIATION LEDGER.** A subsidiary ledger containing an account for each appropriation. Each account usually includes the amount originally appropriated, transfers to or from the appropriation, amounts charged against the appropriation, the available balance and other related information.

**ASSESSED VALUATION.** A valuation set upon real estate or other property by a government as a basis for levying taxes.

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

**AUDIT.** A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquires and confirmations with third parties.

**AUDITOR'S REPORT.** In the context of a financial audit, a statement by the auditor describing the scope of the audit and 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.

**BALANCE SHEET.** The financial statement disclosing the assets, liabilities and equity of an entity at a specified date in conformity with GAAP.

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

**BOND.** Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period and requires greater legal formality.

**BUDGET.** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used

without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption, and sometimes, the plan finally approved by that body.

**BUDGETARY ACCOUNTS.** Accounts used to enter the formally adopted annual operating budget into the general ledger as part of the management control technique of formal budgetary integration.

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

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

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

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

basis budget would produce a budget-GAAP basis difference.

**BUDGET-GAAP PERSPECTIVE DIFFERENCES.** Differences that result when the structure of financial information for budgetary purposes is not compatible with the fund structure prescribed by GAAP (i.e., some governments budget on the basis of organizational or program structures that differ from the funds used for financial reporting purposes).

**BUDGET-GAAP TIMING DIFFERENCES.** Variations such as continuing appropriations, project appropriations, automatic re-appropriations and biennial budgeting that separate budgetary accounting from GAAP.

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

**CAPITAL BUDGET.** A plan of proposed capital outlays and the means of financing them.

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

**CAPITAL GRANTS.** Grants restricted by the grantor for the acquisition and/or construction of fixed assets.

**CAPITAL IMPROVEMENT SPECIAL ASSESSMENTS.** Special assessments projects that are capital in nature and enhance the utility, accessibility or aesthetic value of the affected properties. Usually, the projects also provide improvements or additions to a government's general fixed assets or infrastructure. Typical special assessment capital improvements are streets, sidewalks, parking facilities and curbs

and gutters. Sometimes the improvements provide capital assets that become an integral part of a government's enterprise activities (e.g., water or sewer main construction).

**CAPITAL LEASE.** An agreement that conveys the right to use property, plant or equipment, usually for a stated period of time, that meets one or more of the criteria set forth in SFAS No. 13 for lease capitalization.

**CAPITAL PROGRAM.** 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. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

**CODING.** A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used reveals quickly certain required information.

**COMPENSATED ABSENCES.** Absences, such as vacation, illness and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, postretirement benefits, deferred compensation or other long-term fringe benefits, such as group insurance and long-term disability pay.

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

**CONTROL ACCOUNT.** An account in the general ledger in which is recorded the aggregate of debit and credit postings to a number of related accounts called subsidiary accounts (e.g., taxes receivable is a control account supported by the aggregate of individual

balances in individual property taxpayers' subsidiary accounts).

**CURRENT.** As applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods. It usually connotes items likely to be used or converted into cash within one year.

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

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

**DEFEASANCE.** The legal release of a debtor from being the primary obligor under the debt, either by the counts or by the creditor. Also referred to as a legal defeasance.

**DEFERRED COMPENSATION PLANS.** Plans that offer employees the opportunity to defer receipt of a portion of their salary and the related liability for federal income taxes. Several sections of the Internal Revenue Code authorize certain state and local governments to provide deferred compensation plan for their employees.

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

**DEFERRED REVENUE.** Amounts for which asset recognition criteria have been met, but for

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

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

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

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

**ENTERPRISE FUND.** (1) A fund established to account for operations financed and operated in a manner similar to private business enterprise (e.g. water, gas, and electric utilities; airports; parking garage; or transit systems). In this case the governing body intends that cost (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public

policy, management control, accountability or other purposes.

**ENTITLEMENT.** The amount of payment to which a state or local government is entitled pursuant to an allocation formula contained in applicable statutes.

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

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

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

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

**FIXED BUDGET.** A budget setting forth dollar amounts that are not subject to change based on the volume of goods or services to be provided.

**FLEXIBLE BUDGET.** A budget whose dollar amounts vary according to the volume of goods or services to be provided.

**FLOW OF CURRENT FINANCIAL RESOURCES.** A measurement focus that recognizes the net effect of transactions on current financial resources by recording accruals for those revenues and expenditure transactions which have occurred by year end that are normally expected to result in cash receipt or disbursement early enough in the following year

either (a) to provide financial resources to liquidate liabilities recorded in the fund at year end or (b) to require the use of available expendable financial resources reported at year end.

**FLOW OF ECONOMIC RESOURCES.** The measurement focus used in the commercial model and in proprietary and similar trust funds to measure economic resources, the claims to those economic resources and the effects of transactions, events and circumstances that change economic resources and claims to those resources. This focus includes depreciation of fixed assets, deferral of unearned revenues and prepaid expenses, and amortization of the resulting liabilities and assets. Under this measurement focus, all assets and liabilities are reported on the balance sheet, whether current or non-current. Also, the accrual basis of accounting is used, with the result that operating statements report expense rather than expenditures.

**FLOW OF FINANCIAL RESOURCES MEASUREMENTS.** A new measurement focus proposed for governmental funds in the GASB's exposure draft *Measurement Focus and Basis of Accounting-Governmental Funds* (December 1987). It is a measure of the extent to which financial resources obtained during a period are sufficient to cover claims incurred during that period against financial resources, and the net financial resources available for future periods. This is accomplished by measuring the increases and decreases in net financial resources and the balances of and claims against financial resources using an accrual basis of accounting. This definition uses the term "financial resources" in a way that differs from its current use. In this instance, the term means cash, claims to cash (e.g., accounts and taxes receivable), and claims to goods or services (e.g., prepaid items) obtained or controlled as a result of past transactions or events.

**FORMAL BUDGETARY INTEGRATION.** The management control technique through

which the annual operating budget is recorded in the general ledger through the use of budgetary accounts. It is intended to facilitate control over revenues and expenditures during the year.

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

**FUNCTION.** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

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

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

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

**FUND BALANCE-RESERVED FOR ADVANCE TO OTHER FUNDS.** An account used to segregate a portion of fund balance to indicate that noncurrent portions of long-term interfund receivable do not represent expendable available financial resources.

**FUND BALANCE-RESERVED FOR DEBT SERVICE.** An account used to segregate a portion of fund balance for resources legally restricted to the payment of general long-term debt principal and interest maturing in future years.

**FUND BALANCE-RESERVED FOR ENCUMBRANCES.** An account used to segregate a portion of fund balance for expenditures upon vendor performance.

**FUND BALANCE-RESERVED FOR ENDOWMENTS.** An account used to indicate that trust fund balance amounts representing endowment principal are legally restricted.

**FUND BALANCE-RESERVED FOR FIXED ASSETS HELD FOR RESALE.** An account used to segregate a portion of fund balance to indicate that fixed assets held for resale do not represent expendable available financial resources.

**FUND BALANCE-RESERVED FOR INVENTORIES.** An account used to segregate a portion of fund balance to indicate that, under the purchases method, inventories of supplies do not represent expendable available financial resources even though they are a component of not current assets.

**FUND BALANCE-RESERVED FOR NONCURRENT LOANS RECEIVABLE.** An account used to segregate a portion of fund balance to indicate that noncurrent portions of long-term loans receivable do not represent expendable available financial resources.

**FUND BALANCE-RESERVED FOR PREPAID ITEMS.** An account used to segregate a portion of fund balance to indicate that prepaid items do not represent expendable available financial resources even though they are a component of net current assets.

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

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).** Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form

and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP is state and local governments is the GASB.

**GOVERNMENTAL FUND TYPES.** Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities—except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregation of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

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

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

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

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

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

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

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

**LEVEL OF BUDGETARY CONTROL.** One of the three possible levels of budgetary control and authority to which organizations, programs, activities and functions may be subject. These levels of budgetary control are (a) appropriated budget, (b) legally authorized nonappropriated budget review and approval process, which is outside the appropriated budget process or (c) nonbudgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized nonappropriated budget review and approval process, but still are relevant for sound financial management an oversight.

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

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

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

**NONAPPROPRIATED BUDGET.** A financial plan for an organization program, activity or function approval in a manner authorized by constitution, charter, statute or ordinance but not subject to appropriation and therefore, outside the boundaries of the definition of appropriated budget.

**NONEXPENDABLE TRUST FUND.** A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

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

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

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

**OBJECT CLASS.** Expenditure classification according to the types of items purchased or services obtained (e.g. personal services, materials, supplies and equipment).

**OPERATING BUDGET.** Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

**OPERATING EXPENSES.** Proprietary fund expenses related directly to the fund's primary activities.

**OPERATION GRANTS.** Grants that are restricted by the grantor to operating purposes or that may be used for either capital or operating purposes at the discretion of the grantee.

**OPERATING INCOME.** The excess of proprietary fund operating revenues over operation expenses.

**OPERATING REVENUES.** Proprietary fund revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

**OPERATING TRANSFERS.** All interfund transfers other than residual equity transfers (e.g. legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

**ORDINANCE.** A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the

boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**ORGANIZATIONAL UNIT.** A responsibility center within a government.

**ORGANIZATIONAL-UNIT CLASSIFICATION.**

Expenditure classification according to responsibility centers within a government's organizational structure. Classification of expenditures by organizational unit is essential to fulfilling stewardship responsibility for individual government resources.

**OTHER FINANCING SOURCES.** Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

**OTHER FINANCING USES.** Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

**PAY-AS-YOU-GO BASIS.** In the context of pension accounting and risk management, the failure to finance retirement obligations or anticipated losses on a current basis, using an acceptable actuarial funding method.

**PERFORMANCE BUDGET.** A budget that bases expenditures primarily upon measurable performance of activities and work programs. A performance budget may also incorporate other

bases of expenditure classification, such as charter and object class, but these are secondary to activity performance.

**PLEDGED REVENUES.** Funds generated from revenues and obligated to debt service or to meet other obligations specified by the bond contract.

**PREPAID ITEMS.** Payment in advance of the receipt of goods and services in an exchange transaction. Prepaid items (e.g. prepaid rent and unexpired insurance premiums) differ from deferred charges (e.g. unamortized issuance costs) in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations.

**RETAINED EARNINGS.** An equity account reflecting the accumulated earning of an enterprise or internal service fund.

**RETAINED EARNINGS—RESERVED FOR REVENUE BOND CURRENT DEBT SERVICE.** An account used to segregate a portion of retained earnings, in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account less current liabilities for revenue bond principal and interest.

**RETAINED EARNINGS—RESERVED FOR REVENUE BOND OPERATIONS AND MAINTENANCE.** An account used to segregate a portion of retained earnings in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account..

**RETAINED EARNINGS—RESERVED FOR REVENUE BOND RENEWAL AND REPLACEMENT.** An account used to segregate a portion of retained earnings in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account.

**REVENUES.** (1) Increases in the net current assets of a governmental fund type from other

than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as “other financing sources” rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

**REVOLVING FUND.** (1) An internal service fund. (2) An imprest account accounted for as an asset of a fund.

**RISK MANAGEMENT.** All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

**SELF-INSURANCE.** A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

**SERVICE ASSESSMENTS.** Special assessment projects for operating activities that do not result in the purchases or construction of fixed assets. Often such service assessments are for services that are normally provided to the public as general government functions and that would otherwise be financed by the general fund or a special revenue fund. Those services include street lighting, street cleaning and snow plowing. Financing for these routine services typically comes from general revenues. However, when routine services are extended to property owners outside the normal service area of the government or are provided at a higher level or at more frequent intervals than that provided the general public, special assessments are sometimes levied. Only the affected property owners are charged for the additional services.

**SHARED REVENUES.** Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

**SINGLE AUDIT.** An audit performed in accordance with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, *Audits of State and Local Governments*. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

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

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

**SPECIAL DISTRICT.** An independent unit of local government organized to perform a single government function or a restricted number of related functions. Special districts usually have the power to incur debt and levy taxes; however, certain types of special districts are entirely dependent upon enterprise earnings and cannot impose taxes. Examples of special districts are water districts, drainage districts, flood control districts, hospital districts, fire protection districts, transit authorities, port authorities and electric power authorities.

**SPECIAL REVENUE FUND.** A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

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

**TRUST AND AGENCY FUND.** One of the seven fund types in governmental account.

**TRUST FUNDS.** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

Approved by vote 4-0, Kelly absent  
 Not approved/Denied by vote \_\_\_\_\_  
 Continued to \_\_\_\_\_  
 Adopted Resolution No. 11-6982 & 11-684  
 Introduced/Adopted Ordinance No. 11

**CITY OF COVINA/COVINA REDEVELOPMENT AGENCY  
AGENDA ITEM COMMENTARY**

**MEETING DATE:** June 21, 2011

**ITEM NO.:** CB 2

**STAFF SOURCE:** Daryl Parrish, City Manager  
 Dilu de Alwis, Finance Director *Dde*  
 Robert Neiuber, Deputy Director CRA  
 Steven Smith, Management Analyst

**ITEM TITLE:** Adoption of the City of Covina and Covina Redevelopment Agency Annual Budget for the Fiscal Year Commencing July 1, 2011 and ending June 30, 2012.

**STAFF RECOMMENDATION:**

- a) Adopt Resolution No.11-6982 City of Covina budget for July 1, 2011 through June 30, 2012; and
- b) Adopt Agency Resolution No.11-684 adopting the Covina Redevelopment Agency budget for July 1, 2011 through June 30, 2012.

**FISCAL IMPACT:**

Proposed General Fund Budget appropriation of \$28,605,480 (ongoing expenditure); proposed CRA Budget appropriation of \$13,356,480; Special Revenue/Other Fund appropriation of \$46,191,290 for a total City and Agency budget of \$88,153,250. Detail description of the fiscal impact can be found in the preliminary budget document distributed to Council/Agency Board on June 7, 2011.

**BACKGROUND:**

The Preliminary City of Covina Budget document for fiscal year 2011-2012 was received by the City Council and Agency Board at the regular meeting of June 7, 2011.

The budget resolutions establish the appropriations by cost center and funding sources. The City Manager can authorize appropriation transfers between cost centers within funds. Appropriation adjustments between funds require Council/Agency Board approval.

The City Manager recommends appropriating \$14,750 of the \$50,000 set-a-side in the Contingency cost center for the purpose of using contract help dedicated to week-end cleanup of the down-town and Shoppers Lane areas. As part of the Athens contract, the City is receiving ongoing revenue of \$10,000 per year for the purpose of beautification which funds are part of the contingency and being dedicated for the ongoing cleanup of the above mentioned areas.

Since the submission of the preliminary budget document on June 7<sup>th</sup>, the Covina Redevelopment Agency (CRA) has proposed changes to its budget. The CRA has reduced its appropriations by \$833,000 to reduce the draw on fund balance in the upcoming fiscal year. Outside of this change, there are no other changes being proposed from what was presented on June 7<sup>th</sup>.

With the passage of the budget bills by the legislature and its significant impacts to the City and CRA budget, we propose moving ahead cautiously with this budget. Should these budget bills be signed into law or should some other form of a State budget be passed that either abolishes redevelopment or shifts a significant amount of local tax increment to the State, we shall need to return to the City Council and the Agency Board with amendments to this budget. It is certain that the California Redevelopment Association and the League of California Cities will file legal action against the State on the grounds that the passage of these bills is unconstitutional and in violation of Prop. 22 passed in November 2010. During these times of uncertainty we shall carefully monitor spending that could result in exposure to the General Fund should such shift in revenue occur.

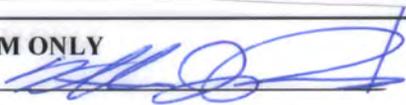
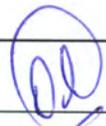
In accordance with State law, the City Council is required to adopt the annual budget containing proposed revenues and appropriations by June 30, 2011.

**RELEVANCE TO STRATEGIC PLAN**

The annual budget is a guide for the City and Agency through the next fiscal year as it provides services to its residents and businesses. This process also enables the staff to track and report to Council the results on a quarterly basis giving the Council a view of the fiscal condition of the City and Agency.

**EXHIBITS:**

- A. Fiscal Year 2011-2012 City Budget Appropriations
- B. Fiscal Year 2011-2012 CRA Budget Appropriations
- C. City Resolution No.11-6982 adopting the City of Covina budget for fiscal year beginning July 1, 2011 and ending June 30, 2012
- D. Agency Resolution No.11-684 adopting the Covina Redevelopment Agency budget for fiscal year beginning July 1, 2011 and ending June 30, 20112

<b>REVIEW TEAM ONLY</b>	
City Attorney: 	Finance Director: 
City Manager: 	Other: _____

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2011-2012 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>GENERAL FUND</b>	
<b>General Government</b>	
City Council	60,030
City Clerk	2,700
City Treasurer	3,350
City Manager	367,280
City Attorney	207,540
Finance	1,496,100
Records Management	190,680
Human Resources	583,800
Employee Development	8,000
Workers Compensation	596,800
Public Liability	425,000
General Insurance	597,000
Duplicating Services	109,230
Public Information	104,880
Civic Center	204,870
Indirect Cost Allocation	(1,969,230)
Total General Government	2,988,030
<b>Public Safety</b>	
Police Administration	1,365,160
Crime Prevention	289,950
Police Investigation	1,911,100
Police Patrol	6,121,360
Police Records	504,550
Police Jail	415,240
Traffic Safety	341,240
Parking Control	296,200
Communication Services	1,249,430
Police Training	358,140
Police Computer Services	386,850
Fire Suppression	7,519,990
Disaster Preparedness	16,350
Animal Control	125,600
Indirect Cost Allocation	(29,100)
Total Public Safety	20,872,060

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2011-2012 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>Public Works</b>	
Public Works Administration	121,720
Graffiti Removal	85,440
Engineering	221,540
Streets	195,660
Street Lighting	199,500
Traffic Control	114,500
Yard Center	41,450
Building Inspection	447,340
Neighborhood Preservation	140,070
Indirect Cost Allocation	(573,610)
Total Public Works	993,610
 <b>Culture and Recreation</b>	
Park-Recreation Administration	460,600
Community Relations	136,220
Recreation Services	558,900
Park Facilities	600,320
Senior Services	239,670
Community Parade	112,050
Community-Special Events	15,160
Aquatics	289,490
Library Services	974,050
Total Culture and Recreation	3,386,460
 <b>Community Development</b>	
Development Administration	30,500
Planning	213,240
Indirect Cost Allocation	(243,740)
Total Community Development	-
 <b>Miscellaneous</b>	
Intergovernmental	23,810
Contingency	50,000
Total Miscellaneous	73,810

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2011-2012 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>Other Financing Uses</b>	
Financial Sources Provided	291,510
Total Other Financing Uses	291,510
Total General Fund	28,605,480
<b>CDBG</b>	
<b>Redevelopment and Housing</b>	
CDBG Administration	28,560
Business Assistance	276,900
Public Service	57,120
Residential Rehabilitation	108,210
Indirect Cost Allocation*	54,630
Total CDBG	525,420
<b>LIBRARY EQUIPMENT RESERVE</b>	
<b>Culture and Recreation</b>	
Library Services	1,970
Total Library Equipment Reserve	1,970
<b>DOWNTOWN DISTRICT</b>	
<b>Miscellaneous</b>	
Downtown District	8,750
Total Downtown District	8,750
<b>PROSPERO PARK</b>	
<b>Miscellaneous</b>	
Prospero Park	9,000
Total Downtown District	9,000

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2011-2012 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>LAW ENFORCEMENT GRANT</b>	
<b>Public Safety</b>	
Police Administration	24,440
Crime Prevention	24,480
Police Patrol	119,180
Traffic Safety	40,000
Indirect Cost Allocation*	96,300
Total Law Enforcement Grant	304,400
 <b>RED LIGHT CAMERA PROGRAM</b>	
<b>Public Safety</b>	
Police Patrol	194,220
Other Financing Sources	150,000
Total Red Light Camera Program	344,220
 <b>STATE GAS TAX</b>	
<b>Public Works</b>	
Streets	600,000
Street Lighting	70,000
Traffic Control	100,000
Indirect Cost Allocation	43,190
Total State Gas Tax	813,190
 <b>TRANSIT</b>	
<b>Transit</b>	
Transit Administration	172,720
Transit Operation	1,946,790
Indirect Cost Allocation	12,890
Total Transit	2,132,400

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2011-2012 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>AIR QUALITY</b>	
<b>Public Works</b>	
Air Quality	397,980
Total Air Quality	<u>397,980</u>
 <b>ENVIRONMENTAL SERVICES GRANT</b>	
<b>Environmental Protection</b>	
Energy	200,200
Environmental Services	26,550
Total Downtown District	<u>226,750</u>
 <b>MUNICIPAL PARKING DISTRICT</b>	
<b>Public Works</b>	
Public Parking	114,340
Indirect Cost Allocation	40,190
Total Municipal Parking District	<u>154,530</u>
 <b>LIGHTING DISTRICT</b>	
<b>Public Works</b>	
Street Lighting	226,000
Indirect Cost Allocation*	18,660
Total Lighting District	<u>244,660</u>
 <b>LANDSCAPE DISTRICT</b>	
<b>Public Works</b>	
Street Landscaping	119,420
Indirect Cost Allocation	30,120
Total Landscape District	<u>149,540</u>
 <b>SEWER DISTRICT</b>	
<b>Public Works</b>	
Sanitary Sewer	13,132,690
Indirect Cost Allocation	28,110
Total Public Works	<u>13,160,800</u>

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2011-2012 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>Debt Service</b>	
General	932,810
Capital Lease	<u>74,490</u>
Total Debt Service	<u>1,007,300</u>
Total Sewer District	<u><u>14,168,100</u></u>
<b>LIBRARY GRANT</b>	
<b>Culture and Recreation</b>	
Library Services	24,000
Indirect Cost Allocation*	<u>44,170</u>
Total Library Grant	<u><u>68,170</u></u>
<b>PARKS AND RECREATION GRANT FUND</b>	
<b>Culture and Recreation</b>	
Community Relations	8,000
Recreation Services	780
Senior Services	29,610
Cultural Arts	<u>1,000</u>
Total City Donation	<u><u>39,390</u></u>
<b>TRANSPORTATION</b>	
<b>Public Works</b>	
Public Works	990,000
Transit	<u>791,680</u>
Total Public works	<u><u>1,781,680</u></u>
<b>Debt Service</b>	
Certificates of Participation	<u>483,500</u>
Total Transportation	<u><u>2,265,180</u></u>
<b>SHOPPERS LANE PARKING DISTRICT</b>	
<b>Public Works</b>	
Indirect Cost Allocation*	<u>4,250</u>
Total Shoppers Lane Parking District	<u><u>4,250</u></u>

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2011-2012 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>WATER UTILITY</b>	
<b>Water Utility</b>	
General and Admin-Water	482,010
Utility Billing-Water	417,130
Customer Service	477,450
Sales Promotion	67,000
Source and Supply	3,500,000
Production and Storage	541,740
Transmission and Distribution	1,129,820
Indirect Cost Allocation	697,610
Total Water Utility	7,312,760
 <b>Debt Service</b>	
General	1,181,400
Total Debt Service	1,181,400
Total Water Utility	8,494,160
 <b>WATER CAPITAL</b>	
<b>Water Utility</b>	
Production and Storage	7,627,560
Transmission and Distribution	3,381,600
Indirect Cost Allocation	46,940
Total Water Utility	11,056,100
 <b>Debt Service</b>	
Capital Lease	489,700
Total Debt Service	489,700
Total Water Capital	11,545,800
 <b>ENVIRONMENTAL</b>	
<b>Environmental Protection</b>	
General and Admin-Environmental	81,260
Street Sweeping	177,730
Environmental Services	256,380
Industrial Waste	83,700
Waste Management	158,560
Indirect Cost Allocation	318,190
Total Environmental	1,075,820

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2011-2012 Budget Appropriation

Fund/Program/Activity	Total Appropriation	
<b>CENTRAL EQUIPMENT</b>		
<b>Central Equipment</b>		
Equipment Administration	44,440	
Vehicle and Equipment Operation	1,106,350	
Indirect Cost Allocation	225,020	
Total Central Equipment	1,375,810	
 <b>MANAGEMENT INFORMATION SYSTEMS</b>		
<b>Management Information Systems</b>		
MIS Administration	1,384,600	
Indirect Cost Allocation	82,200	
Total Management Information Systems	1,466,800	
 <b>CAPITAL PROJECTS FUND</b>		
Total Capital Projects	375,000	
Total All Funds	74,796,770	46,191,290

\* Total does not include subsidies and interfund transactions..

COVINA REDEVELOPMENT AGENCY  
 CITY OF COVINA, CALIFORNIA  
 Fiscal Year 2011-2012 Budget Appropriations

Fund/Program/Activity	Total Appropriations
<b>LMIH</b>	
<b>Redevelopment and Housing</b>	
Housing	1,870,750
Neighborhood Preservation	224,280
Indirect Cost Allocation	143,370
Total Redevelopment and Housing	2,238,400
<b>Debt Service</b>	
Tax Allocation	395,720
Total Debt Service	395,720
Total LMIH	2,634,120
<b>TAX ALLOCATION DEBT</b>	
<b>Debt Service</b>	
Tax Allocation	6,414,750
Indirect Cost Allocation	148,370
Total Tax Allocation Debt	6,563,120
<b>REDEVELOPMENT</b>	
<b>Redevelopment and Housing</b>	
Redevelopment Administration	582,290
Marketing	284,050
Redevelopment	2,233,500
Indirect Cost Allocation	1,059,400
Total Redevelopment and Housing	4,159,240
Total All Funds	13,356,480

**RESOLUTION NO. 11-6982**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
COVINA, CALIFORNIA, ADOPTING THE BUDGET FOR  
FISCAL YEAR 2011-2012**

**WHEREAS**, the City Manager acted to present a Preliminary Fiscal Year 2011-2012 Budget to the City Council by June 1, 2011; and

**WHEREAS**, the Approved Budget includes the change of municipal services to be adopted the forthcoming fiscal year; and

**WHEREAS**, the City Manager is responsible to implement the annual budget as authorized by Covina Municipal Code Section 2.08.160; and

**WHEREAS**, the City Council may, from time to time, modify the Budget to conform to the City Council policy directives per the adopted Budget Policy; and

**WHEREAS**, the cost center appropriations are reported in Exhibit A of this resolution; and

**WHEREAS**, the number of appropriated full-time positions shall not change without City Manager approval; and

**WHEREAS**, the City faces budget constraints, and therefore, the City Manager is authorized to reduce the workforce by not filling certain vacant positions and/or initiating layoffs; and

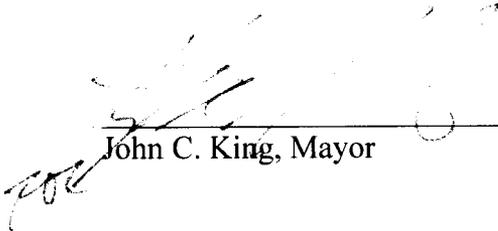
**WHEREAS**, there are funds within this budget document that are for specific purposes and appropriations of those funds will comply with accounting principles and governing rules of the funding sources.

**NOW, THEREFORE**, the City Council of the City of Covina does hereby resolve that certain budget centers (listed above) in the City of Covina Fiscal Year 2011-2012 Budget are adopted and the City Manager is authorized to implement the same.

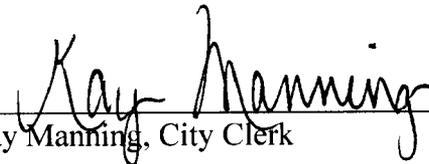
**Section 1:** The City finds and determines that expenditure of housing funds inside and outside of each of the Redevelopment Projects will be of benefit to each of Project No. One and Project No. Two.

**Section 2:** The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

**APPROVED AND ADOPTED** this 21st day of June, 2011.

  
\_\_\_\_\_  
John C. King, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Kay Manning, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 11-6982 was introduced and adopted by the Covina City Council at a regular meeting thereof held on the 21st day of June, 2011, by the following vote of the City Council:

- AYES:** ALLEN, DELACH, STAPLETON
- NOES:** LOW
- ABSENT:** KING
- ABSTAIN:** NONE

**IN WITNESS THEREOF,** I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 21st day of June, 2011.

  
\_\_\_\_\_  
Catherine M. LaCroix, Deputy City Clerk

**RESOLUTION NO. 11-684**

**A RESOLUTION OF THE COVINA REDEVELOPMENT AGENCY OF THE CITY OF COVINA, CALIFORNIA ADOPTING THE COVINA REDEVELOPMENT AGENCY ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2011 AND ENDING JUNE 30, 2012**

**WHEREAS**, the Executive Director has prepared, after consultation with its Members, a budget for the COVINA REDEVELOPMENT AGENCY ("Agency") to carry out redevelopment activities of the Covina Revitalization Redevelopment Project No. 1 and Covina Revitalization Redevelopment Project No. 2; and

**WHEREAS**, appropriations made pursuant to the budget of the Agency are exempt from provisions of Article XIII B of the California Constitution where used for redevelopment activities; and

**WHEREAS**, the cost center appropriations are reported in Exhibit B of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Covina Redevelopment Agency as follows:

**SECTION 1:** That the budget for Agency for the fiscal year commencing July 1, 2011 and ending June 30, 2012, as prepared and submitted by the Executive Director, is hereby approved and adopted as the budget of the Agency for said fiscal year (hereinafter "budget").

**SECTION 2:** That the positions as they appear in the budget are approved for the purposes indicated and constitute the Table of Organization for the fiscal year ending June 30, 2012.

**SECTION 3:** That from the effective date of said budget, to wit: July 1, 2011, the several amounts stated therein as proposed expenditures shall be and become appropriated to the Agency for the respective objects and purposes therein set forth, subject to expenditures pursuant to the provisions of all applicable statutes of the State.

**SECTION 4:** That the Executive Director shall have the authority to incur obligations and enter into contracts less than Twenty Five Thousand Dollars (\$25,000.00) without prior written approval of the Agency, provided that such expenditures are consistent with the budget.

**SECTION 5:** That the Agency hereby finds and determines:

(a) That the expenditures authorized by this budget and the appropriations pursuant thereto are from tax allocation proceeds as specified in Subdivision B of Section 33670 of California Health & Safety Code or are proceeds of bonds which are secured solely by such tax allocation proceeds;

(b) That all of the expenditures and appropriations pursuant to the budget are for redevelopment activities consistent with California Health & Safety Code Section 33678 in that they are for carrying out the Covina Revitalization Redevelopment Project No. 1 and Covina Revitalization Redevelopment Project No. 2, and related redevelopment activities, as defined in California Health & Safety Sections 33020 and 33021, and primarily benefit the project areas included in the above Project No. 1 or Project No. 2;

(c) That none of the funds are to be used for the purposes of paying for employee or contractual services for the City of Covina or any other local government agency except for such services which are directly related to redevelopment activities as defined in California Health & Safety Code Sections 33020 and 33021 and the powers established in Community Redevelopment Law;

(d) That the funds to be used for the purposes of paying for employee or contractual services for the City of Covina or any other governmental agency from the Low and Moderate Income Housing Fund or any other local government agency are directly related to redevelopment activities and the planning and administration expenses are necessary for the production, improvement, or preservation of low and moderate income housing as defined in California Health & Safety Code Sections 33334.2 (e)(1) et seq. and the powers established in Community Redevelopment Law.

(e) The Agency finds and determines that expenditure of housing funds inside and outside of each of the Redevelopment Projects will be of benefit to each of Project No. One and Project No. Two.

**SECTION 6:** That resolutions or portions thereof, relating to salaries inconsistent herewith, are repealed and rescinded.

**SECTION 7:** That the Executive Director is authorized to take all actions necessary to carry out the Agency budget as so approved.

**SECTION 8:** That the Agency Secretary shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and be in force.

**APPROVED AND ADOPTED** this 21st day of June, 2011.

*per [unclear]*  
\_\_\_\_\_  
John C. King, Chairperson

**ATTEST:**

*Kay Manning*  
\_\_\_\_\_  
Kay Manning, Agency Secretary

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Agency Counsel

**CERTIFICATION**

I, Catherine M. LaCroix, Secretary of the Redevelopment Agency of the City of Covina, California, do hereby certify that the forgoing Resolution No. 11-684 was introduced and adopted by the Covina Redevelopment Agency at a regular meeting thereof held on the 21st day of June, 2011, by the following vote of the Agency:

**AYES: ALLEN, DELACH, STAPLETON**  
**NOES: LOW**  
**ABSENT: KING**  
**ABSTAIN: NONE**

**IN WITNESS THEREOF**, I have hereunto set my hand and affixed the official seal of the Redevelopment Agency of the City of Covina, this 21st day of June, 2011.

  
\_\_\_\_\_  
Catherine M. LaCroix, Secretary

<input checked="" type="checkbox"/>	Approved by vote <u>4-0, Stapleton absent</u>
<input type="checkbox"/>	Not approved/Denied by vote _____
<input type="checkbox"/>	Continued to _____
<input checked="" type="checkbox"/>	Adopted Resolution No. <u>11-6985</u>
<input type="checkbox"/>	Introduced/Adopted Ordinance No. _____

**CITY OF COVINA**  
**AGENDA ITEM COMMENTARY**

**CC 8**

**MEETING DATE:** July 5, 2011

**ITEM NO.:** \_\_\_\_\_

**STAFF SOURCE:** Dilu De Alwis, Finance Director *De Alwis*

**ITEM TITLE:** Consider establishing the 2011-2012 Appropriation Limit for the City of Covina

**STAFF RECOMMENDATION:**

- a. Approve the County population and the State of California's Per Capita cost of Living Change as the factors to calculate the appropriation limit.
- b. Adopt Resolution No. 11-6985, establishing the 2011-2012 Appropriation Limit for the City of Covina

**FISCAL IMPACT:**

None

**BACKGROUND:**

The establishment of the appropriation limit for the following fiscal year is required by each agency per Article XIII B of the California Constitution-Gann Initiative.

The appropriation limit calculations were modified in fiscal year 1993-1994 as a result of the passage of Proposition 111 (which also increased the State Gas Tax). The measure provides several factors for the calculation of the appropriation limit. The basic factors are growth in population and inflation.

The City can select the larger of the percentage population growth of the city or county for growth.

The larger of the percentage increase in the State's per capita income or the increase in the City's new construction non-residential assessed valuation can be utilized for inflation.

The population factor for fiscal year 2010-2011 is the County's percentage population growth of .38% (compared to .21% for the City). The inflation factor is the State's Per Capita income change of 2.51% compared to the City of Covina's new construction non-residential valuation change of -8.790%.

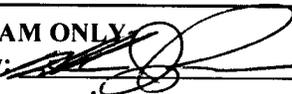
The City of Covina's appropriation limit for fiscal year 2011-2012 is \$28,778,130 (see Exhibit B). The 2011-2012 adopted appropriation subject to the limitation is \$24,255,180 that provides a safety margin of \$4,522,950.

The proceeds from taxes are \$24,255,180 and are below the appropriation limit. There is no excess of taxes over the appropriation limit as defined by Article XIII B.

Any challenge to the 2011-2012 appropriation limit calculation must be done within forty-five days of the adopted resolution effective date.

**EXHIBITS:**

- A) Resolution 11-6985 of the City Council of the City of Covina, California, Establishing the 2011-2012 Appropriation Limit
- B) Appropriation Limit and Proceeds of Taxes for Fiscal Year 2011-2012
- C) Proceeds/Non-proceeds of Taxes for Fiscal Year 2011-2012

<b>REVIEW TEAM ONLY</b>	
City Attorney: 	Finance Director: 
City Manager: 	Other: _____

**RESOLUTION NO. 11-6985**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,  
CALIFORNIA, ESTABLISHING THE 2011-2012 APPROPRIATION  
LIMIT FOR THE CITY OF COVINA**

**WHEREAS**, Chapter 1205, 1980 Statutes of the Government Code Section 7910 requires that each local government establish its appropriation limit by resolution each fiscal year at a regular City Council meeting or a noticed special meeting; and

**WHEREAS**, any challenge to the 2011-2012 fiscal year appropriation limit must be brought within forty-five days of the resolution effective date; the City Council reviewed and approved the Fiscal Year 2011-2012 Budget on June 21, 2011.

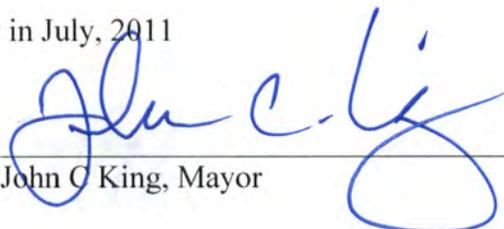
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AS FOLLOWS:**

**SECTION 1:** The City Council does hereby determine that the annual adjustment factors to be selected in modifying the prior-year appropriation limit are the increase in the County's population and the State of California's Per Capita cost of Living Change.

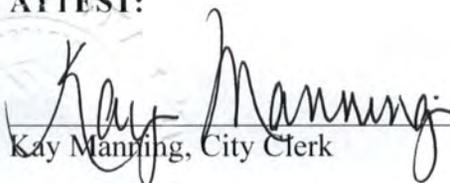
**SECTION 2:** The City Council does hereby determine and declare that the City of Covina's appropriation limit for fiscal year 2011-2012 is \$28,778,130 per attached Exhibit B.

**SECTION 3:** The City Clerk shall certify to the passage and adoption of this resolution, and the same shall thereupon take effect and be in force.

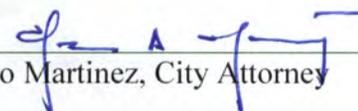
**APPROVED AND ADOPTED** this 5th day in July, 2011

  
\_\_\_\_\_  
John C King, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Kay Manning, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Marco Martinez, City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 11-6985 was introduced and adopted by the Covina City Council at a regular meeting thereof held on the 5th day of July, 2011, by the following vote of the City Council:

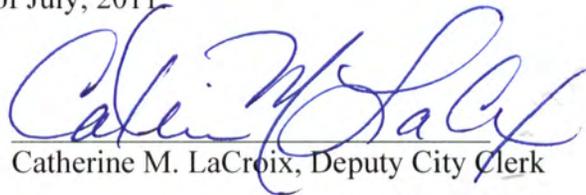
**AYES: ALLEN, DELACH, KING, LOW**

**NOES: NONE**

**ABSENT: STAPLETON**

**ABSTAIN: NONE**

**IN WITNESS THEREOF**, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 5th day of July, 2011.

  
Catherine M. LaCroix, Deputy City Clerk



**EXHIBIT B**  
**CITY OF COVINA, CALIFORNIA**  
**2011-2012**  
**Appropriation Limit Calculation**

**Appropriation Limit Calculation**

Appropriation limit for the 2010-2011 fiscal year		\$ 27,967,210
PER Capita Cost of Living Change	1.0251	
Percent Growth in County Population	1.0038	
Total Adjustment	1.0290	
2011-2012 Appropriation Limit		\$ 28,778,130

**Appropriation Subject to Limitation**

2011-2012 Appropriation Limit		\$ 28,778,130
Less: Proceeds from taxes		(24,255,180)
Add: Users Fees in excess of costs		-
Total Appropriations Under Limitation		\$ 4,522,950

**EXHIBIT B**

**CITY OF COVINA**

**SCHEDULE OF ESTIMATED REVENUES  
PROCEEDS AND NON-PROCEEDS FROM TAXES  
Based on 2011-2012 Budget**

	Proceeds from Taxes	Non-Proceeds from Taxes	Total Proceeds/Non- Proceeds
General Fund			
Taxes			
Property Taxes - Current Year Secured	\$ 5,268,490		\$ 5,268,490
Sales and Use Taxes	5,618,670		5,618,670
Franchises	1,442,200		1,442,200
Utility Users Tax	5,600,000		5,600,000
Other Taxes	912,000		912,000
License & Permits		\$ 452,500	452,500
Fines & Foreitures		961,000	961,000
Intergovernmental		622,200	622,200
Property Tax in Lieu of Sales Tax	1,780,830		1,780,830
Property Tax in Lieu of MVL	3,632,990		3,632,990
Motor Vehicle In-Lieu of Fees			-
Other Inter-agency revenue			-
Charges for Current Services - User Fees		1,852,300	1,852,300
Miscellaneous Revenue		470,080	470,080
Net - Transfers		-	-
Total proceeds from taxes	<u>\$ 24,255,180</u>		
Total nonproceeds from taxes		<u>\$ 4,358,080</u>	
Total Proceeds/Nonproceeds			<u>\$ 28,613,260</u>

**EXHIBIT C**

