



# CITY OF COVINA

Adopted Budget For Fiscal Year  
2012-2013



# CITY OF COVINA, CALIFORNIA

## Adopted Budget

For fiscal year 2012-2013



Kevin Stapleton, Mayor

Walter Allen, III  
Mayor Pro Tem

John C. King  
Council Member



Peggy Delach  
Council Member

Bob Low  
Council Member

Daryl Parrish, City Manager

*Prepared by the City of Covina Finance Department*

CITY OF COVINA, CALIFORNIA

Adopted Budget

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# CITY OF COVINA

125 East College Street • Covina, California 91723-2199

To the Covina City Council/Successor Agency Board and Community

The City of Covina has not been immune to the financial crisis of the “great recession” the stresses of balancing the growing needs of the community with limited resources. The challenge of forecasting resources accurately has been difficult especially in the aftermath of the dissolution of Redevelopment Agencies. 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. We use historical data as well as current trends and data from sales tax and property tax consultants that 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. We shall continue to employ this best practice into the future.

Fiscal Year 2011/2012 saw the passage of AB 1X26 resulting in the abolition of Redevelopment in California. The passage of this legislation has had significant impacts on local governments that are far reaching and that shall continue to be felt for many years to come. Redevelopment, a tool using tax increment to eradicate blight, perform economic development and create jobs is no more. In addition the Covina Redevelopment Agency funded personnel and indirect costs performed by other departments including Finance, Human Resources, Information Technology, Liability and Worker’s Compensation. These costs totaling approximately \$1.5 million have now become the responsibility of the General Fund.

In Fiscal Year 2009/2010 our budget was balanced by using reserves and other funding sources totaling \$3.2 million. For Fiscal Year 2012/2011 the City Council gave the City Manager direction to make the necessary organizational changes to produce a balanced budget. The City Manager made bold decisions that reduced General Fund expenditures by upwards of \$2 million with minimal impacts on services to the community producing a balanced budget. We continued that practice in Fiscal Year 2011/2012 producing a balanced budget with ongoing revenues funding ongoing expenditures. This year though we are not only faced with the challenges associated with AB 1X26 we also received notification from the County of Los Angeles Fire Department that they are passing through increased costs associated with labor (retirement system and worker’s compensation costs specifically) to us in the amount of 4.04% or \$386,295. We have virtually no control over this said increase other than to absorb it into our General Fund or to perhaps reduce the level of service provided. Imbedded in the Fire Contract is a premium service that includes an additional paramedic on two separate apparatus costing \$189,000. Given the significant increase in the cost of the Fire Contract for Fiscal Year 2012/2013 the City Council may want to consider suspending this premium to offset a portion of the increase. Doing so would decrease the amount of the net increase to the contract to \$197,295.

On May 30, 2012, staff presented a budget overview to the City Council that indicated the General Fund shall have a deficit of \$241,000. Since that time we have discovered \$35,560 of additional allocations to be shifted to the General Fund creating a deficit of \$276,560. We also have available a onetime revenue resulting from an insurance settlement in the amount of \$312,000. The option exists to apply this onetime revenue to this budget thus creating a situation where revenues exceed expenditures by \$35,440. Should the City Council consider eliminating the paramedic premium the deficit without applying the onetime revenue would be reduced to \$87,560 and the surplus would increase to \$224,440 should the one time revenue be considered. Also at the budget workshop staff informed the City Council that the revenue projection for 2012/2013 includes an increase in property taxes by \$857,000 resulting from AB1X26 as forecasted by our property tax consultants. This property comes from the abolition of Redevelopment and the tax increment that was received being distributed

to all taxing entities one being the City of Covina. What concerns us is the fact that the first installment of said property tax revenue shall not be received until January 2013 a date that is half way through our budget cycle. Should this revenue not be realized or should it be significantly less than this projection we shall have to return to the City Council at mid-year to address a deficit situation.

This budget does not include funding for two capital projects that at some point in time should be addressed. The Joslyn Center Rehabilitation Project and the City Hall Rehabilitation Projects have an estimated combined cost of \$3 million including a 10 percent contingency. This amount includes reprogramming a \$640,000 grant received from the County of Los Angeles for the gymnasium project at Kahler Russell Park to the Joslyn Center Rehabilitation Project. Staff has inquired into financing these projects and the estimated annual debt service payments over a ten year period would be approximately \$356,000. At this point in time staff recommends that this item be brought back at midyear when we have more clarity with our property tax receipts, the Lighting Assessment District ballot initiative and any additional fallout be it positive or negative involving AB1X26 and the abolition of Redevelopment and the State of California Budget crisis.

### **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:

- Balanced budget
- Completed Civic Park/Heritage Plaza
- Implemented a new financial system
- Clean audit
- Utility billing system implemented
- Updated our information technology infrastructure
- Construction of approximately \$20 million in water and sewer projects
- Unified the Library under Parks & Recreation
- Approved the MetroLink Pedestrian Improvement Project
- Second annual Green Fair to promote sustainability in our community, and have already planned the next one
- Received an AQMD tree grant of \$37,000 to plant 100 trees
- Received an AQMD grant to match funds for our CNG station—approximately \$200,000
- Established a Long Term Financial Stability Committee
- Issued \$15 million in water bonds
- Issued \$13 million in sewer bonds
- \$2.125 million grant (from Prop 84) for a new park
- Received \$200,000 grant for communication upgrades in the Police Department

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

The *Covina Strategic Plan* was originally approved by the City Council on May 16, 2006 and was last updated on April 5, 2012 and includes the following components:

- Mission Statement for the City of Covina
- Three-year goals
- Matrix – most current Strategic Plan follow-up matrix dated April 5, 2012
- Analysis of strengths, weaknesses, opportunities and threats
- Outline of the strategic planning element

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) enhance customer service, 2) enhance financial well-being, 3) enhance safety and quality of live in Covina, and 4) foster innovation and efficiency,

The following is a summary of the 2012-13budget for the City and Successor Agency:

	City		Successor	Total
	General	Restricted	Agency	
<b>Revenues</b>				
Taxes	24,791,630	43,160	4,729,950	29,564,740
Licenses and Permits	494,000	53,590	-	547,590
Intergovernmental	804,590	6,286,230	-	7,090,820
Charges for Services	2,229,930	314,320	627,500	3,171,750
Fines and Forfeits	811,000	194,220	-	1,005,220
Special Assessments	-	2,386,400	-	2,386,400
Water Revenue	-	9,061,000	-	9,061,000
Refuse/Waste Revenue	-	1,008,430	-	1,008,430
Central Equipment Charges	-	1,275,900	-	1,275,900
Investment Earnings	250,000	330,500	-	580,500
Miscellaneous	338,800	229,640	-	568,440
Other Financing Sources	264,000	50,000	-	314,000
<b>Total Revenues</b>	<b>\$ 29,983,950</b>	<b>\$ 21,233,390</b>	<b>\$ 5,357,450</b>	<b>\$ 56,574,790</b>

	City		Successor	Total
	General	Restricted	Agency	
<b>Expenditures</b>				
General Government	133,120	353,000	-	486,120
Public Safety:				
Police Services	14,787,390	645,140	-	15,432,530
Fire Safety Services	8,105,550	-	-	8,105,550
Public Works	1,818,050	2,563,320	-	4,381,370
Culture and Recreation:				
Parks and Recreation	2,850,810	50,390	-	2,901,200
Library Services	1,117,450	84,660	-	1,202,110
Community Development	993,510	52,660	-	1,046,170
Transit	-	2,260,070	-	2,260,070
Redevelopment and Housing	-	304,200	-	304,200
Successor Agency	-	-	1,072,660	1,072,660
Water Utility	-	20,654,100	-	20,654,100
Environmental Protection	-	1,238,300	-	1,238,300
Sewer Utility	-	11,017,590	-	11,017,590
Central Equipment	-	1,518,400	-	1,518,400
Management Information Systems	-	828,810	-	828,810
Miscellaneous	92,630	17,750	-	110,380
Debt Service	-	1,403,100	3,687,290	5,090,390
Other Financing Uses	50,000	-	-	50,000
Total Expenditures	<u>\$ 29,948,510</u>	<u>\$ 42,991,490</u>	<u>\$ 4,759,950</u>	<u>\$ 77,699,950</u>
Net Increase (Decrease) in Fund Balance	<u>\$ 35,440</u>	<u>\$ (21,758,100)</u>	<u>\$ 597,500</u>	<u>\$ (21,125,160)</u>

The overall budget appropriation of \$77,699,950 represents a \$8,645,530 or 11% decrease from the previous year. The decrease is primarily attributed to the abolishment of the Redevelopment Agency and projects done by the former Agency. The General Fund depicts an increase in appropriations of \$1,343,030. This increase is primarily attributable to the costs absorbed by the General Fund previously paid for by the Redevelopment Agency i.e. Personnel and Indirect Cost Allocation.

### ***Budget Philosophy***

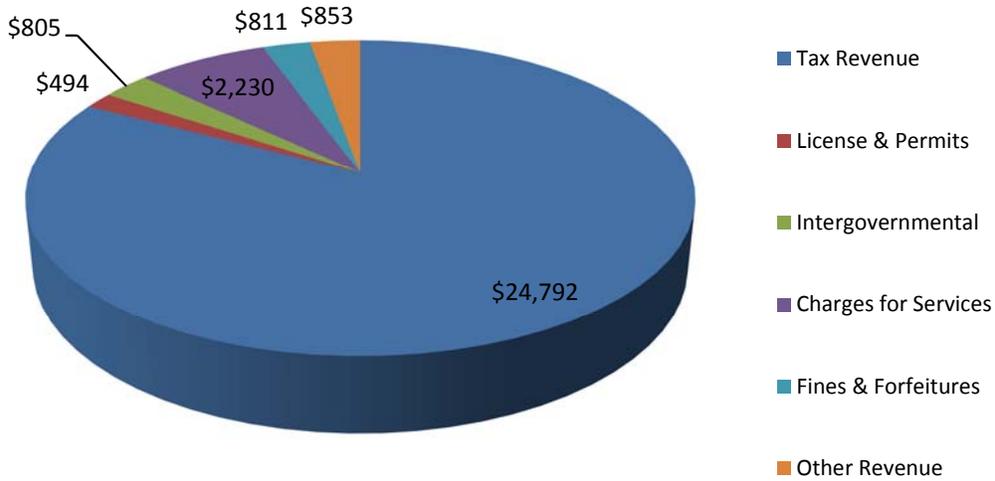
The budget philosophy is directed at programs to assist elected officials and citizens in identifying financial and program results, evaluating past program resource decisions, facilitating qualitative improvements in future decisions regarding resource allocation and service delivery options, and communicating service and program results to the community. The budget format includes actual results for fiscal years 2009-2010 and 2010-2011, the adopted budget for fiscal year 2011-2012, the base budget to continue the established basic service level, and the recommended budget for fiscal year 2012-2013, which reflects any service level changes. This distinguishes appropriation increases or decreases attributed to the current service level (base) versus the recommended service level.

**GENERAL FUND**

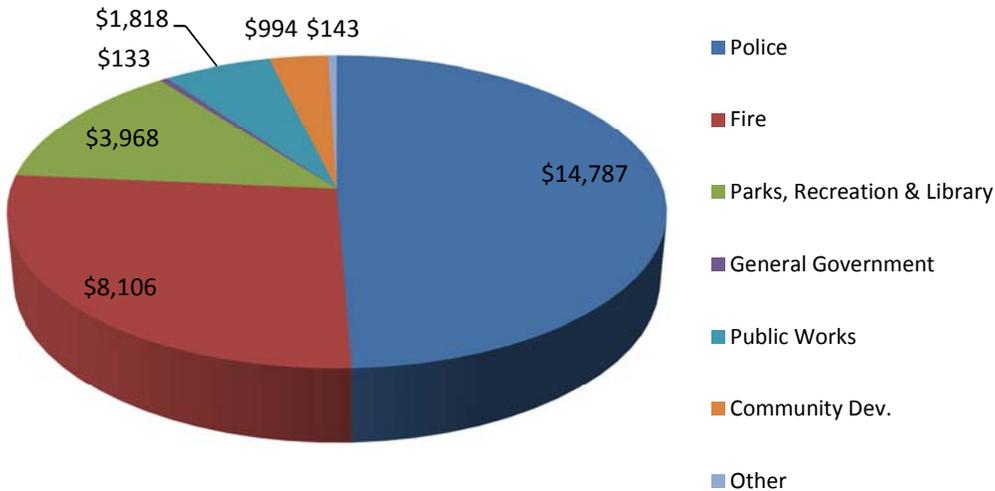
The following is a summary of the 2012-2013 General Fund budget:

	Actual 2009-2010	Actual 2010-2011	Budget 2011-2012	Base 2012-2013	Recommended 2012-2013
<b>Revenues</b>					
Taxes	21,580,336	23,955,049	23,918,680	23,965,900	24,791,630
Licenses and Permits	408,891	538,623	452,500	473,300	494,000
Intergovernmental	971,713	944,248	958,700	758,300	804,590
Charges for Services	2,099,733	2,206,062	1,852,300	1,829,670	2,229,930
Fines and Forfeits	702,114	710,363	961,000	761,000	811,000
Investment Earnings	322,588	199,121	246,700	175,000	250,000
Miscellaneous	51,791	198,171	73,380	303,800	338,800
Other Financing Sources	<u>8,316,976</u>	<u>721,903</u>	<u>150,000</u>	<u>150,000</u>	<u>264,000</u>
Total Revenues	<u>34,454,142</u>	<u>29,473,540</u>	<u>28,613,260</u>	<u>28,416,970</u>	<u>29,983,950</u>
<b>Expenditures</b>					
General Government	3,126,869	3,465,533	3,038,040	3,586,430	133,120
Public Safety:					
Police Services	13,332,221	12,611,940	13,352,070	12,977,130	14,787,390
Fire Safety Services	7,565,442	7,394,787	7,519,990	7,887,720	8,105,550
Public Works	1,186,131	908,804	993,610	1,352,334	1,818,050
Culture and Recreation:					
Parks and Recreation	2,233,376	2,555,003	2,412,410	2,399,910	2,850,810
Library Services	1,356,118	930,740	974,050	792,670	1,117,450
Community Development	271,424	446,849	-	740,480	993,510
Miscellaneous	28,186	9,725	23,810	91,360	92,630
Debt Service	107,483	-	-	-	-
Environmental	-	24,383	-	-	-
Other Financing Uses	<u>6,802,496</u>	<u>241,091</u>	<u>291,510</u>	<u>110,540</u>	<u>50,000</u>
Total Expenditures	<u>36,009,746</u>	<u>28,588,855</u>	<u>28,605,490</u>	<u>29,938,574</u>	<u>29,948,510</u>
Net Increase (Decrease)	<u>(1,555,604)</u>	<u>884,685</u>	<u>7,770</u>	<u>(1,521,604)</u>	<u>35,440</u>

**General Fund Revenue \$29,983,950**



**General Fund Appropriations \$29,948,510**



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 2012-2013 General Fund revenues are \$29,983,950 in comparison to the adopted budget of \$28,613,260 for the prior fiscal year. The \$1,370,690 or 3.7% increase in revenues is attributed primarily to the following:

- Increase in Property Tax.
- One-time insurance settlement for parking permit revenue.

Taxes of \$24,791,630 are the largest source of revenue and represents 84 % of the General Fund resources. Charges for services of \$2,229,930 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 \$2,962,390 include licenses and permits, intergovernmental revenue, fines and forfeits, investment earnings and other miscellaneous revenues that have also declined from the previous year.

## Expenditures

General Fund budget appropriation of \$29,948,510 represents a \$968,030 increase from the previous year. The primary contributing factor to this increase is the implementation of the new indirect cost allocation plan resulting in the General Fund absorbing former CRA costs and the increase of the Fire contract. During the 2010-2011 fiscal year audit, the City auditors opined that the cost allocation methodology used during the budget process is not an accurate and archaic and required the City to implement a new allocation model that can justify the costs charged to various departments. The City contracted with Willdan Financial Services to prepare a cost allocation plan that meets the Federal Office of Management and Budget cost allocation criteria which is an industry standard. Implementing this new model has resulted in the General Fund absorbing more costs that was previously passed through to other funds. Additionally as a result of the abolishment of the Covina Redevelopment Agency costs previously passed through to this entity is now found spread throughout all funds with the General Fund absorbing a majority of that cost.

Departments have been diligent in scrutinizing their operations and have made their appropriation requests with the intent on maintaining the current level of service. Due to the limited resources, departments have not been able to enhance the current service levels.

## General Fund – Fund Balance

The fund balance of the General Fund as recommended is projected to be \$9.29 million as of June 30, 2012. This unreserved designations amount is further designated by the City as follows:

Established by management intent:

- |   |               |
|---|---------------|
| ▪ Emergency Contingency 20% of operating expenditures | \$5.7 million |
| ▪ Undesignated  | \$3.6 million |

## Personnel Changes

There is one suggested staffing change included in the proposed Budget for Fiscal Year 2012/2013 which comes about as a function of the elimination of Redevelopment. This suggested change is the reclassification of the existing Redevelopment Manager position to an Assistant to the City Manager/Project Manager position. The total cost for this change as reflected in the proposed budget is \$17,810 to be divided equally between the Administration and Planning cost centers.

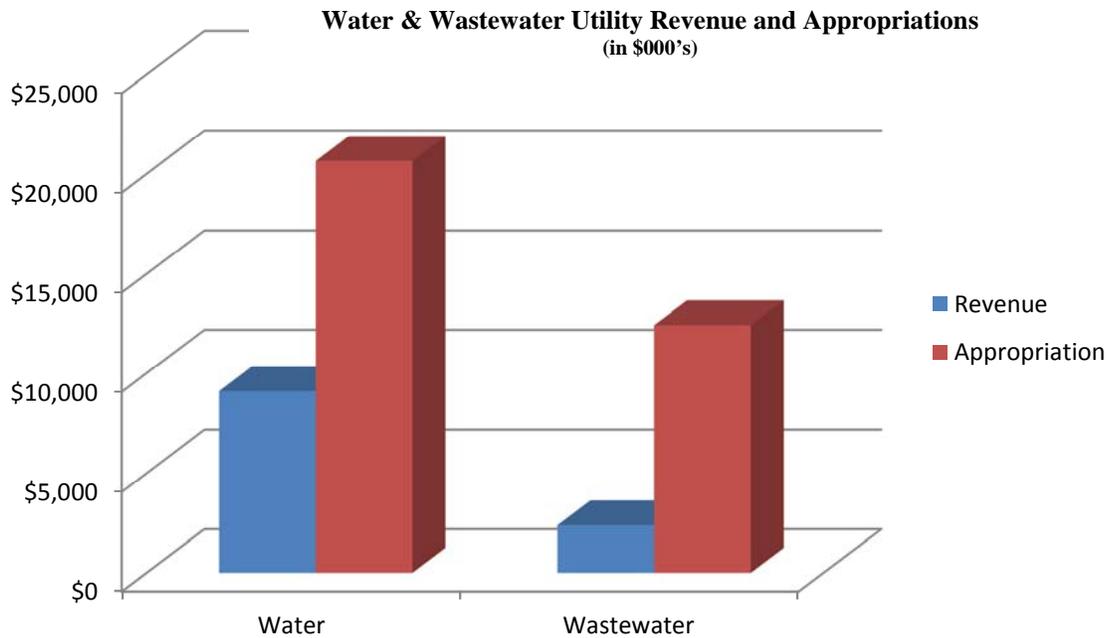
## ENTERPRISE FUNDS

Enterprise Funds account for revenues derived from business type activities and charges for services. The Enterprise Funds are primarily;

- Water Operations and Capital
- Wastewater
- Environmental

The Water Utility Fund manages 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% of the City of Covina and portions of the City of West Covina and unincorporated Los Angeles County. The Water Utility and Water Capital Funds are projecting revenues of \$9,096,000 against an appropriation of \$20,654,100. The difference between revenues and appropriations is primarily capital projects funded by bond proceeds on hand.

The Sewer Utility Fund manages the infrastructure of the sewer system throughout the City of Covina. The Sewer Utility Fund is projecting revenues of \$2,380,000 against an appropriation of \$12,420,690. The difference between revenues and appropriations is primarily capital projects funded by bond proceeds on hand.



## **RESTRICTED FUNDS**

Restricted funds account for revenues derived from specific taxes, intergovernmental, charges for services and other earmarked revenue sources. They are usually required by statute or local ordinance and/or resolution to finance particular functions, or activities. Designated 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
- Central Equipment
- Management Information Systems

Certain restricted funds do not generate sufficient revenues to fund ongoing costs. These funds include law enforcement grants, lighting and landscape districts, library grants and the Shoppers Lane Parking District.

## **CAPITAL PROJECTS**

Following is a list of Capital projects primarily funded by bond proceeds in the Enterprise Funds and Internal Service Fund (Information Technology);

- System-wide Sanitary Sewer Upgrade Project
- Charter Drive Sanitary Sewer Construction
- Ivescrest/Ruddock Sanitary Sewer Upgrade Project
- Sewer Lift Station SCADA Project
- Cypress Reservoir Renovation
- Charter Oak Reservoir Renovation and New Tank Construction
- Holt Avenue Booster Pump Station
- Hollenbeck Avenue et al. Resurfacing Project
- System-wide Water Line Replacement Project
- Phase 2 Countdown Pedestrian Signal Conversion Project
- Residential Roadway Resurfacing Project
- Fiber Optic Cable from City Hall to Corporate Yard and Hollenbeck City Facilities

## **SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY (SACRA)**

As part of the fiscal year 2011-2012 State of California budget, the legislature proposed through AB 1x26 the elimination of Redevelopment Agencies throughout the State. This move was challenged through the judicial process and in December 2011, the State Supreme Court upheld the legislature's proposal. With the passage of AB 1x26, the Covina Redevelopment Agency was dissolved and the Successor Agency to the Covina Redevelopment Agency was formed. This body's primary responsibility is to wind down the Covina Redevelopment Agency and receive updates from staff relative to ongoing debt service payments and other business activities. The single largest impact is that previously collected tax increment and 20% housing set

aside funds used by the Agency are not available for Housing and Economic Development activities. Under the new rules tax increment is collected by the County of Los Angeles and only those payments meeting contractual obligations on an approved Recognized Obligation Payment Schedule (ROPS) are passed through to the Successor Agency. The remaining tax increment is distributed to all other taxing entities within the jurisdiction of the previously existing Redevelopment Agency including the City of Covina General Fund. This budget only includes pass through payments from the County that are listed on our approved ROPS.

Respectively Submitted,

Daryl Parrish  
City Manager/Agency Executive Director

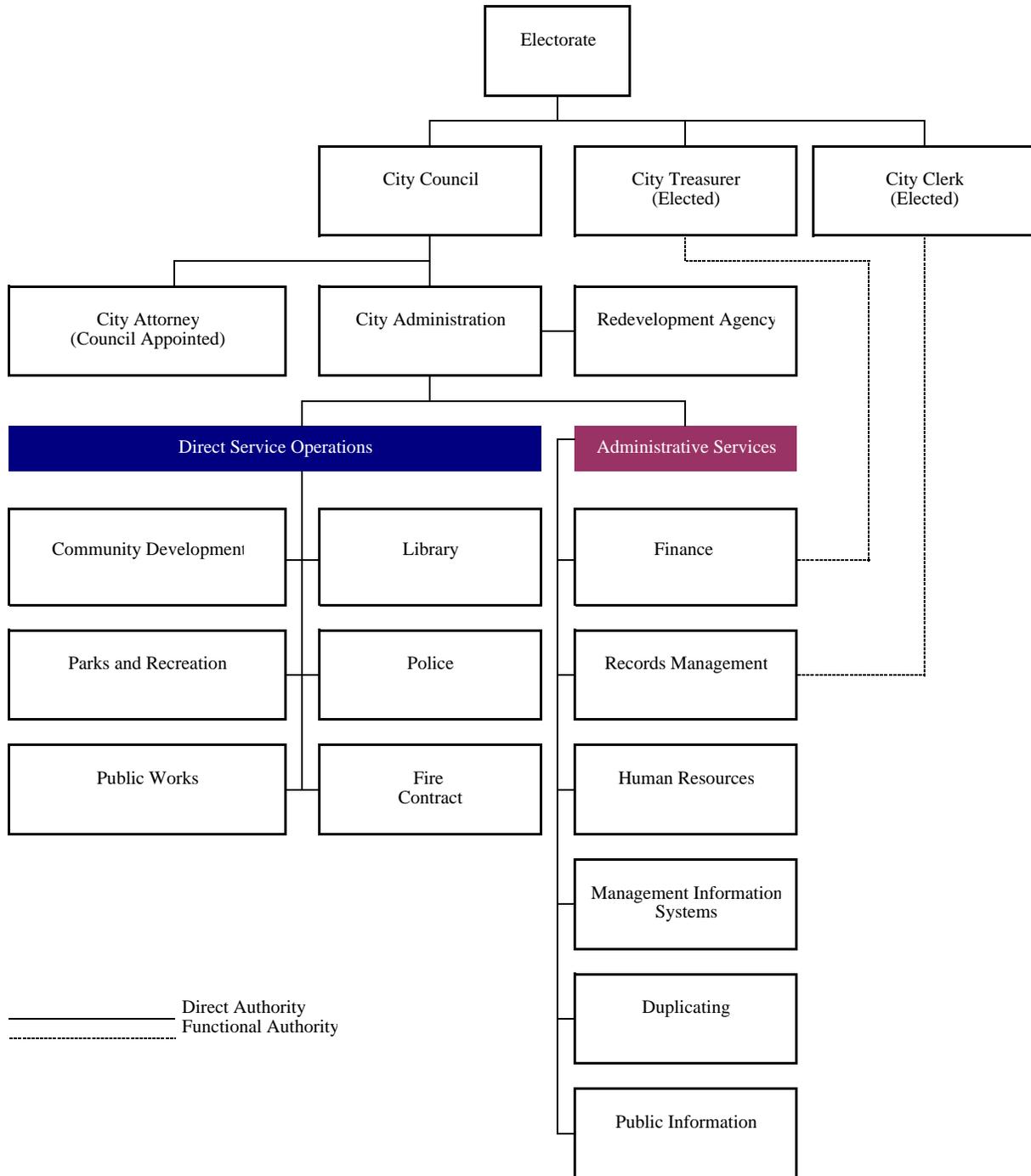
CITY OF COVINA, CALIFORNIA  
List of Principal Officials  
2012-2013

<u>Elected Officials</u>	<u>Term Expires</u>
Mayor: Kevin Stapleton	March 2013
Mayor Pro Tem: Walter Allen III	March 2015
Council Members: Peggy Delach John C. King Bob Low	March 2015 March 2013 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: * Marco Martinez	September 2010
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



CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Budget Summary by Fund

	2009 -2010 Actual	2010 - 2011 Actual	2011 - 2012 Revised	2012 - 2013 Adopted
<b>GENERAL FUND</b>				
<b>Revenues</b>				
Taxes	21,580,335	23,955,049	23,918,680	24,791,630
Licenses and Permits	408,891	538,623	452,500	494,000
Intergovernmental	971,714	944,248	964,700	804,590
Charges for Services	2,099,734	2,206,062	1,881,850	2,229,930
Fines and Forfeits	702,114	710,363	961,000	811,000
Refuse/Waste Revenue	30	-	-	-
Employee Benefit Charges	546	857	-	-
Investment Earnings	322,587	199,121	246,700	250,000
Miscellaneous	51,216	198,171	118,780	338,800
Other Financing Sources	8,316,976	721,903	241,742	264,000
Total Revenues	<u>34,454,143</u>	<u>29,474,395</u>	<u>28,785,952</u>	<u>29,983,950</u>
<b>Expenditures</b>				
General Government	3,567,706	3,328,671	3,998,540	123,120
Public Safety	20,900,558	20,007,399	20,938,959	22,892,940
Public Works	1,283,175	1,096,562	1,184,189	2,213,480
Culture and Recreation	3,589,492	3,485,736	3,459,271	3,968,260
Community Development	908,983	259,091	657,312	648,080
Miscellaneous	28,186	9,725	97,840	102,630
Environmental Service	-	24,383	-	-
Total Expenditures	<u>30,278,100</u>	<u>28,211,568</u>	<u>30,336,111</u>	<u>29,948,510</u>
Net Increase (Decrease) in Fund Balance	<u>4,176,043</u>	<u>1,262,827</u>	<u>(1,550,159)</u>	<u>35,440</u>
<b>CDBG</b>				
<b>Revenues</b>				
Intergovernmental	795,959	533,568	1,188,079	304,580
Other Financing Sources	15,628	-	-	-
Total Revenues	<u>811,587</u>	<u>533,568</u>	<u>1,188,079</u>	<u>304,580</u>
<b>Expenditures</b>				
Redevelopment and Housing	727,669	450,776	1,148,424	304,580
Total Expenditures	<u>727,669</u>	<u>450,776</u>	<u>1,148,424</u>	<u>304,580</u>
Net Increase (Decrease) in Fund Balance	<u>83,918</u>	<u>82,792</u>	<u>39,655</u>	<u>-</u>

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	2009 -2010 Actual	2010 - 2011 Actual	2011 - 2012 Revised	2012 - 2013 Adopted
<b>BUILDING EQUIPMENT RESERVE</b>				
<b>Revenues</b>				
Charges for Services	2,880	2,857	-	-
Investment Earnings	531	381	-	-
Total Revenues	<u>3,411</u>	<u>3,238</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Public Works	-	2,857	-	20,500
Total Expenditures	<u>-</u>	<u>2,857</u>	<u>-</u>	<u>20,500</u>
Net Increase (Decrease) in Fund Balance	<u>3,411</u>	<u>381</u>	<u>-</u>	<u>(20,500)</u>
<b>COMMUNITY IMPROVEMENT FUND</b>				
<b>Revenues</b>				
Fines and Forfeits	33,614	6,739	-	-
Investment Earnings	1,807	1,894	-	-
Miscellaneous	17,600	62,846	-	40,500
Total Revenues	<u>53,021</u>	<u>71,479</u>	<u>-</u>	<u>40,500</u>
<b>Expenditures</b>				
Public Works	14,811	1,556	41,742	32,160
Total Expenditures	<u>14,811</u>	<u>1,556</u>	<u>41,742</u>	<u>32,160</u>
Net Increase (Decrease) in Fund Balance	<u>38,210</u>	<u>69,923</u>	<u>(41,742)</u>	<u>8,340</u>
<b>COMMUNITY FACILITIES DISTRICT</b>				
<b>Revenues</b>				
Special Assessments	-	6,782	-	-
Total Revenues	<u>-</u>	<u>6,782</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Culture and Recreation	-	-	-	110
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>110</u>
Net Increase (Decrease) in Fund Balance	<u>-</u>	<u>6,782</u>	<u>-</u>	<u>(110)</u>

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	2009 -2010 Actual	2010 - 2011 Actual	2011 - 2012 Revised	2012 - 2013 Adopted
<b>LIBRARY EQUIPMENT RESERVE</b>				
<b>Revenues</b>				
Charges for Services	4,587	3,026	2,000	3,000
Investment Earnings	377	210	-	-
Total Revenues	<u>4,964</u>	<u>3,236</u>	<u>2,000</u>	<u>3,000</u>
<b>Expenditures</b>				
Culture and Recreation	3,602	5,965	1,970	2,060
Total Expenditures	<u>3,602</u>	<u>5,965</u>	<u>1,970</u>	<u>2,060</u>
Net Increase (Decrease) in Fund Balance	<u>1,362</u>	<u>(2,729)</u>	<u>30</u>	<u>940</u>
<b>DOWNTOWN DISTRICT</b>				
<b>Revenues</b>				
Taxes	7,812	7,375	8,750	8,750
Total Revenues	<u>7,812</u>	<u>7,375</u>	<u>8,750</u>	<u>8,750</u>
<b>Expenditures</b>				
Miscellaneous	10,142	6,125	8,750	8,750
Total Expenditures	<u>10,142</u>	<u>6,125</u>	<u>8,750</u>	<u>8,750</u>
Net Increase (Decrease) in Fund Balance	<u>(2,330)</u>	<u>1,250</u>	<u>-</u>	<u>-</u>
<b>PROSPERO PARK DISTRICT</b>				
<b>Revenues</b>				
Taxes	7,875	8,620	9,000	9,000
Investment Earnings	11	27	-	-
Total Revenues	<u>7,886</u>	<u>8,647</u>	<u>9,000</u>	<u>9,000</u>
<b>Expenditures</b>				
Miscellaneous	7,899	7,398	9,000	9,000
Total Expenditures	<u>7,899</u>	<u>7,398</u>	<u>9,000</u>	<u>9,000</u>
Net Increase (Decrease) in Fund Balance	<u>(13)</u>	<u>1,249</u>	<u>-</u>	<u>-</u>

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	2009 -2010 Actual	2010 - 2011 Actual	2011 - 2012 Revised	2012 - 2013 Adopted
<b>LAW ENFORCEMENT SPECIAL REVENUE</b>				
<b>Revenues</b>				
Intergovernmental	496,445	220,417	180,478	116,120
Charges for Services	24,737	17,703	36,000	36,000
Fines and Forfeits	491,871	396,149	194,220	194,220
Investment Earnings	12,170	10,804	-	-
Other Financing Sources	45	-	96,300	-
Total Revenues	<u>1,025,267</u>	<u>645,073</u>	<u>506,998</u>	<u>346,340</u>
<b>Expenditures</b>				
Public Safety	664,590	560,938	989,658	645,140
Total Expenditures	<u>664,590</u>	<u>560,938</u>	<u>989,658</u>	<u>645,140</u>
Net Increase (Decrease) in Fund Balance	<u>360,678</u>	<u>84,135</u>	<u>(482,660)</u>	<u>(298,800)</u>
 <b>STATE GAS TAX</b>				
<b>Revenues</b>				
Intergovernmental	801,646	1,226,661	790,000	1,283,900
Investment Earnings	7,135	4,475	9,900	9,900
Total Revenues	<u>808,782</u>	<u>1,231,135</u>	<u>799,900</u>	<u>1,293,800</u>
<b>Expenditures</b>				
Public Works	953,590	813,190	813,190	1,065,240
Total Expenditures	<u>953,590</u>	<u>813,190</u>	<u>813,190</u>	<u>1,065,240</u>
Net Increase (Decrease) in Fund Balance	<u>(144,808)</u>	<u>417,945</u>	<u>(13,290)</u>	<u>228,560</u>
 <b>TRANSIT</b>				
<b>Revenues</b>				
Intergovernmental	1,489,447	1,695,141	1,897,191	3,682,510
Charges for Services	221,225	239,104	180,000	181,200
Investment Earnings	48,199	30,398	45,000	10,000
Miscellaneous	(412)	73	-	-
Other Financing Sources	340,451	243,495	-	-
Total Revenues	<u>2,098,910</u>	<u>2,208,210</u>	<u>2,122,191</u>	<u>3,873,710</u>
<b>Expenditures</b>				
Streets	-	-	-	23,000
Transit	1,119,359	1,279,591	2,804,360	2,260,070
Total Expenditures	<u>1,119,359</u>	<u>1,279,591</u>	<u>2,804,360</u>	<u>2,283,070</u>
Net Increase (Decrease) in Fund Balance	<u>979,551</u>	<u>928,619</u>	<u>(682,169)</u>	<u>1,590,640</u>

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<b>AIR QUALITY</b>				
<b>Revenues</b>				
Intergovernmental	56,094	54,308	246,090	239,090
Investment Earnings	4,093	3,200	4,100	4,100
Total Revenues	<u>60,187</u>	<u>57,508</u>	<u>250,190</u>	<u>243,190</u>
<b>Expenditures</b>				
Public Works	30,533	28,284	397,980	482,300
Total Expenditures	<u>30,533</u>	<u>28,284</u>	<u>397,980</u>	<u>482,300</u>
Net Increase (Decrease) in Fund Balance	<u>29,654</u>	<u>29,224</u>	<u>(147,790)</u>	<u>(239,110)</u>
<b>ENVIRONMENTAL SERVICES GRANT</b>				
<b>Revenues</b>				
Intergovernmental	26,444	34,557	226,750	141,780
Investment Earnings	845	551	-	-
Total Revenues	<u>27,290</u>	<u>35,108</u>	<u>226,750</u>	<u>141,780</u>
<b>Expenditures</b>				
Environmental Services	21,920	23,119	261,750	145,090
Total Expenditures	<u>21,920</u>	<u>23,119</u>	<u>261,750</u>	<u>145,090</u>
Net Increase (Decrease) in Fund Balance	<u>5,370</u>	<u>11,989</u>	<u>(35,000)</u>	<u>(3,310)</u>
<b>MUNICIPAL PARKING DISTRICT</b>				
<b>Revenues</b>				
Taxes	24,114	28,644	24,312	24,310
Intergovernmental	10	9	10	10
Charges for Services	85,823	69,917	111,376	69,100
Investment Earnings	5,232	3,301	5,200	1,600
Miscellaneous	(622)	374,634	-	-
Total Revenues	<u>114,557</u>	<u>476,505</u>	<u>140,898</u>	<u>95,020</u>
<b>Expenditures</b>				
Public Works	156,957	201,868	154,530	117,880
Total Expenditures	<u>156,957</u>	<u>201,868</u>	<u>154,530</u>	<u>117,880</u>
Net Increase (Decrease) in Fund Balance	<u>(42,400)</u>	<u>274,637</u>	<u>(13,632)</u>	<u>(22,860)</u>

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	2009 -2010 Actual	2010 - 2011 Actual	2011 - 2012 Revised	2012 - 2013 Adopted
<b>LIGHTING DISTRICT</b>				
<b>Revenues</b>				
Special Assessments	125,494	126,017	122,500	122,500
Other Financing Sources	<u>123,097</u>	-	<u>200,500</u>	<u>50,000</u>
Total Revenues	<u>248,592</u>	<u>126,017</u>	<u>323,000</u>	<u>172,500</u>
<b>Expenditures</b>				
Public Works	<u>192,641</u>	<u>208,827</u>	<u>371,660</u>	<u>233,050</u>
Total Expenditures	<u>192,641</u>	<u>208,827</u>	<u>371,660</u>	<u>233,050</u>
Net Increase (Decrease) in Fund Balance	<u>55,951</u>	<u>(82,810)</u>	<u>(48,660)</u>	<u>(60,550)</u>
<b>LANDSCAPE DISTRICT</b>				
<b>Revenues</b>				
Special Assessments	116,248	171,713	113,900	113,900
Investment Earnings	51	94	1,200	1,200
Other Financing Sources	<u>770</u>	-	-	-
Total Revenues	<u>117,069</u>	<u>171,807</u>	<u>115,100</u>	<u>115,100</u>
<b>Expenditures</b>				
Public Works	<u>142,960</u>	<u>158,744</u>	<u>274,540</u>	<u>130,610</u>
Total Expenditures	<u>142,960</u>	<u>158,744</u>	<u>274,540</u>	<u>130,610</u>
Net Increase (Decrease) in Fund Balance	<u>(25,891)</u>	<u>13,063</u>	<u>(159,440)</u>	<u>(15,510)</u>
<b>SEWER DISTRICT</b>				
<b>Revenues</b>				
Charges for Services	5,982	96,215	50,000	10,000
Special Assessments	961,744	1,368,215	1,250,000	2,150,000
Investment Earnings	103,184	120,851	220,000	220,000
Miscellaneous	2,991	-	-	-
Other Financing Sources	<u>437,501</u>	-	-	-
Total Revenues	<u>1,511,402</u>	<u>1,585,282</u>	<u>1,520,000</u>	<u>2,380,000</u>
<b>Expenditures</b>				
Public Works	1,009,208	710,407	13,155,133	10,936,660
Debt Service	<u>469,092</u>	<u>710,162</u>	<u>1,007,300</u>	<u>1,484,030</u>
Total Expenditures	<u>1,478,300</u>	<u>1,420,569</u>	<u>14,162,433</u>	<u>12,420,690</u>
Net Increase (Decrease) in Fund Balance	<u>33,102</u>	<u>164,713</u>	<u>(12,642,433)</u>	<u>(10,040,690)</u>

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	2009 -2010 Actual	2010 - 2011 Actual	2011 - 2012 Revised	2012 - 2013 Adopted
<b>LIBRARY SPECIAL REVENUE</b>				
<b>Revenues</b>				
Intergovernmental	52,412	37,587	20,000	8,620
Investment Earnings	10	-	-	-
Miscellaneous	4,000	61,758	16,750	23,460
Other Financing Sources	576	-	44,170	-
Total Revenues	<u>56,997</u>	<u>99,345</u>	<u>80,920</u>	<u>32,080</u>
<b>Expenditures</b>				
Culture and Recreation	53,828	62,619	95,920	82,600
Total Expenditures	<u>53,828</u>	<u>62,619</u>	<u>95,920</u>	<u>82,600</u>
Net Increase (Decrease) in Fund Balance	<u>3,169</u>	<u>36,726</u>	<u>(15,000)</u>	<u>(50,520)</u>
<b>PUBLIC EDUCATION IN GOVERNMENT</b>				
<b>Revenues</b>				
Investment Earnings	153	367	-	-
Miscellaneous	47,694	67,746	45,000	45,000
Total Revenues	<u>47,847</u>	<u>68,113</u>	<u>45,000</u>	<u>45,000</u>
<b>Expenditures</b>				
General Government	-	33,636	-	-
Total Expenditures	<u>-</u>	<u>33,636</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>47,847</u>	<u>34,477</u>	<u>45,000</u>	<u>45,000</u>
<b>CITY DONATION</b>				
<b>Revenues</b>				
Intergovernmental	-	268	-	-
Charges for Services	2,430	880	3,000	9,020
Investment Earnings	7,555	4,323	-	-
Miscellaneous	19,976	14,747	45,290	40,680
Other Financing Sources	23,937	(5,114)	-	-
Total Revenues	<u>53,898</u>	<u>15,104</u>	<u>48,290</u>	<u>49,700</u>
<b>Expenditures</b>				
Culture and Recreation	13,285	20,359	48,290	50,390
Total Expenditures	<u>13,285</u>	<u>20,359</u>	<u>48,290</u>	<u>50,390</u>
Net Increase (Decrease) in Fund Balance	<u>40,613</u>	<u>(5,255)</u>	<u>-</u>	<u>(690)</u>

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<b>PUBLIC WORKS CIP</b>				
<b>Revenues</b>				
Intergovernmental	-	-	-	510,000
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>510,000</u>
<b>Expenditures</b>				
Public Works	-	-	314,600	510,000
Total Expenditures	<u>-</u>	<u>-</u>	<u>314,600</u>	<u>510,000</u>
Net Increase (Decrease) in Fund Balance	<u>-</u>	<u>-</u>	<u>(314,600)</u>	<u>-</u>
<b>SHOPPERS LANE PARKING DISTRICT</b>				
<b>Revenues</b>				
Taxes	1,224	1,423	1,100	1,100
Investment Earnings	-	4	-	-
Other Financing Sources	2,845	-	-	-
Total Revenues	<u>4,069</u>	<u>1,427</u>	<u>1,100</u>	<u>1,100</u>
<b>Expenditures</b>				
Public Works	1,100	1,100	4,250	1,130
Total Expenditures	<u>1,100</u>	<u>1,100</u>	<u>4,250</u>	<u>1,130</u>
Net Increase (Decrease) in Fund Balance	<u>2,969</u>	<u>327</u>	<u>(3,150)</u>	<u>(30)</u>
<b>WATER UTILITY</b>				
<b>Revenues</b>				
Water Revenue	5,889,803	8,430,107	8,313,000	8,661,000
Investment Earnings	(11,335)	539,864	35,000	35,000
Miscellaneous	(33,717)	140	-	-
Total Revenues	<u>5,844,751</u>	<u>8,970,111</u>	<u>8,348,000</u>	<u>8,696,000</u>
<b>Expenditures</b>				
Water Utility	6,506,146	7,560,604	7,312,770	8,081,880
Debt Service	-	380,437	1,181,400	1,354,360
Total Expenditures	<u>6,506,146</u>	<u>7,941,041</u>	<u>8,494,170</u>	<u>9,436,240</u>
Net Increase (Decrease) in Fund Balance	<u>(661,395)</u>	<u>1,029,070</u>	<u>(146,170)</u>	<u>(740,240)</u>
<b>WATER CAPITAL</b>				
<b>Revenues</b>				
Charges for Services	825	-	-	-
Water Revenue	<u>735,091</u>	<u>442,576</u>	<u>500,000</u>	<u>400,000</u>

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Total Revenues	<u>735,916</u>	<u>442,576</u>	<u>500,000</u>	<u>400,000</u>
<b>Expenditures</b>				
Water Capital	2,280,061	507,993	11,056,100	10,717,780
Debt Service	<u>-</u>	<u>198,812</u>	<u>489,700</u>	<u>500,080</u>
Total Expenditures	<u>2,280,061</u>	<u>706,805</u>	<u>11,545,800</u>	<u>11,217,860</u>
Net Increase (Decrease) in Fund Balance	<u>(1,544,145)</u>	<u>(264,229)</u>	<u>(11,045,800)</u>	<u>(10,817,860)</u>

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	2009 -2010 Actual	2010 - 2011 Actual	2011 - 2012 Revised	2012 - 2013 Adopted
<b>ENVIRONMENTAL</b>				
<b>Revenues</b>				
Licenses and Permits	180	45,286	87,090	53,590
Charges for Services	4,520	13,731	16,955	6,000
Refuse/Waste Revenue	3,730,708	3,131,596	980,750	1,008,430
Investment Earnings	2,633	19,298	500	500
Miscellaneous	-	916	-	80,000
Other Financing Sources	5,211	24,383	-	-
Total Revenues	<u>3,743,252</u>	<u>3,235,210</u>	<u>1,085,295</u>	<u>1,148,520</u>
<b>Expenditures</b>				
Environmental Protection	3,590,706	3,044,628	1,165,320	1,093,210
Total Expenditures	<u>3,590,706</u>	<u>3,044,628</u>	<u>1,165,320</u>	<u>1,093,210</u>
Net Increase (Decrease) in Fund Balance	<u>152,546</u>	<u>190,582</u>	<u>(80,025)</u>	<u>55,310</u>
<b>CENTRAL EQUIPMENT</b>				
<b>Revenues</b>				
Central Equipment Charges	1,369,118	1,391,242	1,399,590	1,275,900
Investment Earnings	25,693	11,869	25,000	25,000
Miscellaneous	(879)	-	-	-
Total Revenues	<u>1,393,932</u>	<u>1,403,111</u>	<u>1,424,590</u>	<u>1,300,900</u>
<b>Expenditures</b>				
Central Equipment	1,726,906	1,866,897	1,447,107	1,518,400
Total Expenditures	<u>1,726,906</u>	<u>1,866,897</u>	<u>1,447,107</u>	<u>1,518,400</u>
Net Increase (Decrease) in Fund Balance	<u>(332,974)</u>	<u>(463,786)</u>	<u>(22,517)</u>	<u>(217,500)</u>
<b>MANAGEMENT INFORMATION SYSTEMS</b>				
<b>Revenues</b>				
MIS Charges	1,199,440	1,088,490	1,108,550	-
Investment Earnings	26,699	17,098	22,000	22,000
Total Revenues	<u>1,226,139</u>	<u>1,105,588</u>	<u>1,130,550</u>	<u>22,000</u>
<b>Expenditures</b>				
Management Information Systems	1,031,379	1,839,470	1,546,906	828,810
Total Expenditures	<u>1,031,379</u>	<u>1,839,470</u>	<u>1,546,906</u>	<u>828,810</u>
Net Increase (Decrease) in Fund Balance	<u>194,760</u>	<u>(733,882)</u>	<u>(416,356)</u>	<u>(806,810)</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Budget Summary by Fund

	2009 -2010 Actual	2010 - 2011 Actual	2011 - 2012 Revised	2012 - 2013 Adopted
<b>WORKER'S COMPENSATION</b>				
<b>Revenues</b>				
Other Financing Sources	4,004,000	-	-	-
Total Revenues	4,004,000	-	-	-
<b>Expenditures</b>				
Worker's Compensation	-	-	-	200,000
Total Expenditures	-	-	-	200,000
Net Increase (Decrease) in Fund Balance	4,004,000	-	-	(200,000)
<b>PUBLIC LIABILITY</b>				
<b>Revenues</b>				
Other Financing Sources	2,107,000	419,000	-	-
Total Revenues	2,107,000	419,000	-	-
<b>Expenditures</b>				
Worker's Compensation	-	-	-	153,000
Total Expenditures	-	-	-	153,000
Net Increase (Decrease) in Fund Balance	2,107,000	419,000	-	(153,000)
<b>SACRA</b>				
<b>Revenues</b>				
Charges for Services	-	-	-	627,500
Other Financing Sources	-	-	-	4,729,950
Total Revenues	-	-	-	4,729,950
<b>Expenditures</b>				
SACRA	-	-	5,068,232	1,072,660
Debt Service	-	-	123,578	3,687,290
Total Expenditures	-	-	5,191,810	4,759,950
Net Increase (Decrease) in Fund Balance	-	-	(5,191,810)	(30,000)



CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: General Fund

Account No: 1000

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Taxes</b>				
Secured Property Tax-Current	4,684,666	4,650,819	4,788,490	5,573,630
Unsecured Property Tax-Current	13,903	155,667	150,000	75,000
Secured/Unsecured-Prior Year	(43,200)	59,487	-	45,000
Supplemental Roll-Current Year	138,924	82,927	120,000	120,000
Supplemental Roll-Prior Year	(1,870)	(18,956)	-	-
Property Tax In-Lieu MVL	3,695,763	3,636,261	3,632,990	3,716,000
Property Tax In-Lieu Sales Tax	1,252,787	1,580,719	1,780,830	1,934,000
Interest on Property Tax	56,417	55,816	60,000	50,000
SB211 Pass-Through	138,489	66,365	150,000	125,000
Sales Tax	4,661,397	4,978,892	5,282,170	5,428,000
Transient Occupancy Tax	356,027	317,594	350,000	350,000
Property Transfer Tax	133,114	92,818	120,000	120,000
Business Registration Tax	354,496	323,318	430,000	450,000
Business Registration Changes	130	15	-	-
Business Registration Downtown	60	-	-	-
Business Registration Prospero	52	-	-	-
Business Registration Penalty	12,951	12,603	12,000	15,000
Utility Users Tax	4,977,443	4,722,506	5,600,000	5,300,000
Franchise Tax-Cable TV	186,321	280,450	200,000	240,000
Franchise Tax-Electric	224,035	219,254	225,000	225,000
Franchise Tax-Gas	107,670	122,977	125,000	125,000
Franchise Tax-Towing	215,986	161,838	225,000	225,000
Franchise Tax-Refuse	343,811	2,377,134	567,200	550,000
Franchise Tax-Other	70,965	76,547	100,000	125,000
Total Taxes	<u>21,580,335</u>	<u>23,955,049</u>	<u>23,918,680</u>	<u>24,791,630</u>
<b>Licenses and Permits</b>				
Animal Licenses	1,462	-	-	-
Application Fee - IWP	5,265	-	-	-
Building Permits	239,772	296,469	225,000	275,000
Electrical Permits	51,002	61,995	55,000	60,000
Plumbing Permits	27,247	53,122	50,000	45,000
Mechanical Permits	25,369	53,193	50,000	30,000
Engineering Permits	39,506	68,751	65,000	52,000
Permit/Inspection Fees	19,268	5,093	7,500	32,000
Total Licenses and Permits	<u>408,891</u>	<u>538,623</u>	<u>452,500</u>	<u>494,000</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: General Fund

Account No: 1000

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Intergovernmental</b>				
Homeowners Exemption	41,887	41,342	40,000	40,000
State Mandated Reimbursement	182,385	142,918	75,000	75,000
Public Safety Augmentation	311,824	324,610	336,500	336,500
POST Subvention	31,220	14,279	15,000	35,000
Standards/Training-Corrections	5,885	5,885	1,000	5,000
Vehicle In-Lieu Fees	145,828	227,618	160,000	34,000
Library Services Grant	735	655	500	-
Library Foundation Grant	17,547	-	-	-
Other State Grants/Subventions	2,416	-	-	-
Prop A Discretionary	-	-	69,000	91,290
Other County Grants/Subventions	5,651	-	-	-
School District	215,883	186,940	242,700	162,800
Other Governmental Units	<u>10,452</u>	<u>-</u>	<u>25,000</u>	<u>25,000</u>
<b>Total Intergovernmental</b>	<u>971,714</u>	<u>944,248</u>	<u>964,700</u>	<u>804,590</u>
<b>Charges for Services</b>				
Recording of Legal Documents	1,296	-	-	-
Passport Fee	9,600	6,950	9,500	6,000
Passport Photo Fee	2,435	2,100	2,000	2,000
Antenna Rental	-	47,843	-	60,000
Returned Check Fees	5,203	4,640	5,000	7,500
License Processing Fee	122,044	109,580	163,200	145,000
Workers Compensation Charges	214,996	243,288	300,000	-
Property Damage Charges	37,404	12,056	20,000	-
Duplicating Charges	74,822	65,452	15,050	25,000
Central Stores Sales	3	-	-	-
Other General Government Charges	-	40	-	-
Police Fee-Safe Alarm	55	-	-	-
Police Fee-VIS	175	185	100	100
Police Fee-VEH	760	765	500	500
Police Fee-CIT	3,492	4,300	5,000	5,000
Police Fee-Vehicle Impound	19,159	17,991	25,000	25,000
Police Fee-TC/Crime Reports	556	551	800	800
Police Fee-Other	47,968	51,125	50,000	65,600
Finger Printing Fees	221	418	500	500
Business/False Alarm Fees	42,002	23,018	35,000	35,000
Overnight Parking Fees	91,986	116,362	170,000	562,000
Fire Paramedic Pass Through	-	-	-	190,000

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: General Fund

Account No: 1000

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Other Public Safety Charges	2,158	2,370	2,000	2,000
Sale of Maps and Publications	402	227	100	100
Bid Packages	725	-	300	1,000
Staking-Inspection Services	-	55	-	-
Engineer Services-Other	11,840	44,795	50,000	22,700
Storm Water Inspection	-	-	-	15,200
Other Public Works Charges	420	879	1,500	1,600
Volunteer Service Fees	(40)	-	-	-
Community Special Events	14,196	63,348	13,790	4,620
Adult Sport Fees	-	-	-	-
Youth Sport Fees	37,424	111,551	102,470	102,420
Leisure Lifestyle Fees	226,820	237,060	230,000	225,000
Cultural Excursion Fees	12,633	14,645	14,000	14,000
Peewee Recreation Fees	79,709	28,174	53,150	58,750
Youth/Teen Program Fees	715	1,203	1,300	-
Park Facilities Fees	12,640	13,299	17,550	14,000
Field Maintenance Fees	14,545	17,744	14,000	15,500
Park Maintenance Fees	206	6,794	-	-
Community Involvement	6,002	4,858	6,000	8,990
Senior Programs	37,199	38,828	41,900	45,740
Community Parade	9,176	6,260	7,000	5,100
Aquatics	179,512	196,921	184,520	182,110
Library Services	3,522	2,827	2,780	1,500
Homework Help	-	1,024	-	1,250
Math Matters	-	150	-	-
Library Videos	16,794	17,334	15,340	15,350
Lost/Damaged Book Fees	8,131	4,856	5,500	5,500
Library Late Charges	20,594	17,847	17,000	17,000
Plan Review	489,565	479,694	125,000	100,000
Plan Maintenance Fee	6	-	-	-
Energy Plan Check Fee	88	-	-	-
Zoning and Subdivision	238,998	186,654	175,000	225,000
Variance Fees	-	-	-	2,000
Transit Fares	325	-	-	-
Property Rental Fees	-	-	-	13,500
Community Award Fees	1,250	-	-	-
Total Charges for Services	<u>2,099,734</u>	<u>2,206,062</u>	<u>1,881,850</u>	<u>2,229,930</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: General Fund

Account No: 1000

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Fines and Forfeits</b>				
Court Fines	211,782	194,363	260,000	260,000
Parking Fines	487,245	515,748	700,000	550,000
Code Enforcement Fines	<u>3,087</u>	<u>252</u>	<u>1,000</u>	<u>1,000</u>
Total Fines and Forfeits	<u>702,114</u>	<u>710,363</u>	<u>961,000</u>	<u>811,000</u>
<b>Refuse/Waste Revenue</b>				
Storm Water Inspection Fee	<u>30</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Refuse/Waste Revenue	<u>30</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Employee Benefits Charges</b>				
Employee Benefits-Other	<u>546</u>	<u>857</u>	<u>-</u>	<u>-</u>
Total Employee Benefits Charges	<u>546</u>	<u>857</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>				
Interest on Investment	261,377	111,812	150,000	150,000
Interest on Loans	190,590	164,430	81,700	25,000
Interest on Advances-General Fund	5,902	-	-	-
Unrealized Gain (Loss)-Investments	<u>(135,282)</u>	<u>(77,121)</u>	<u>15,000</u>	<u>75,000</u>
Total Investment Earnings	<u>322,587</u>	<u>199,121</u>	<u>246,700</u>	<u>250,000</u>
<b>Miscellaneous</b>				
Donations and Contributions	34,084	29,304	38,380	32,620
Gain on Sale of Property	-	-	-	-
Late Fees	-	136,973	40,000	225,000
Cash Overage/Shortage	1,525	(197)	-	-
Other	<u>15,608</u>	<u>32,090</u>	<u>40,400</u>	<u>81,180</u>
Total Miscellaneous Revenue	<u>51,216</u>	<u>198,171</u>	<u>118,780</u>	<u>338,800</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: General Fund

Account No: 1000

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Other Financing Sources				
Transfer-General Fund	5,793,000	-	-	-
Transfer-Special Revenue	4,121	127,232	208,409	264,000
Transfer-Capital Projects	-	2,095	33,333	-
Transfer-CRA Capital Projects	-	592,576	-	-
Transfer-Internal Service Funds	1,718,000	-	-	-
Inception of Capital Lease	486,788	-	-	-
Other Financing Sources	<u>315,067</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	<u>8,316,976</u>	<u>721,903</u>	<u>241,742</u>	<u>264,000</u>
Total Revenues	<u>34,454,143</u>	<u>29,474,395</u>	<u>28,785,952</u>	<u>29,983,950</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: CDBG

Account No: 2100

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
Community Dev. Block Grant	663,264	355,360	1,003,784	304,580
Other Federal Grants	-	3,442	-	-
ARRA Federal Stimulus Grant	57,536	95,445	90,000	-
Other Governmental Units	75,159	79,321	94,295	-
Total Intergovernmental	<u>795,959</u>	<u>533,568</u>	<u>1,188,079</u>	<u>304,580</u>
Other Financing Sources				
Transfer-General Fund	15,628	-	-	-
Total Other Financing Sources	<u>15,628</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>811,587</u>	<u>533,568</u>	<u>1,188,079</u>	<u>304,580</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Building Equipment Reserve

Account No: 2180

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Charges for Services				
Plan Maintenance Fee	2,880	2,857	-	-
Total Charges for Services	<u>2,880</u>	<u>2,857</u>	<u>-</u>	<u>-</u>
Investment Earnings				
Interest on Investments	531	381	-	-
Total Investment Earnings	<u>531</u>	<u>381</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>3,411</u></u>	<u><u>3,238</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Community Improvement

Account No: 2188

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Fines and Forfeits				
Code Enforcement Fines	33,614	6,739	-	-
Total Fines and Forfeits	<u>33,614</u>	<u>6,739</u>	-	-
Investment Earnings				
Interest on Investments	1,807	1,894	-	-
Total Investment Earnings	<u>1,807</u>	<u>1,894</u>	-	-
Miscellaneous Revenue				
Other	<u>17,600</u>	<u>62,846</u>	-	<u>40,500</u>
Total Miscellaneous Revenue	<u>17,600</u>	<u>62,846</u>	-	<u>40,500</u>
Total Revenues	<u><u>53,021</u></u>	<u><u>71,479</u></u>	<u><u>-</u></u>	<u><u>40,500</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Public Safety Special Revenue

Account No: 22XX

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Intergovernmental</b>				
JAG Grant	21,794	13,367	19,424	16,120
Other Federal Grants	22,612	23,973	-	-
COPS Grant	202,215	14,608	2,458	-
Homeland Security Grant	22,123	-	58,596	-
ARRA Federal Stimulus	85,787	19,615	-	-
Supplemental Law	100,000	100,000	100,000	100,000
State Narcotic Seizure	25,874	846	-	-
Other State Grants/Subventions	-	22,215	-	-
Other Governmental Grants	<u>16,040</u>	<u>25,793</u>	<u>-</u>	<u>-</u>
Total Intergovernmental	<u>496,445</u>	<u>220,417</u>	<u>180,478</u>	<u>116,120</u>
<b>Charges for Services</b>				
Police Fee-Vehicle Impound	14,702	15,559	36,000	36,000
Inmate Telephone Use Fee	<u>10,035</u>	<u>2,144</u>	<u>-</u>	<u>-</u>
Total Charges for Services	<u>24,737</u>	<u>17,703</u>	<u>36,000</u>	<u>36,000</u>
<b>Fines and Forfeits</b>				
Red Light Camera Fines	<u>491,871</u>	<u>396,149</u>	<u>194,220</u>	<u>194,220</u>
Total Fines and Forfeits	<u>491,871</u>	<u>396,149</u>	<u>194,220</u>	<u>194,220</u>
<b>Investment Earnings</b>				
Interest on Investments	<u>12,170</u>	<u>10,804</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>12,170</u>	<u>10,804</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>				
Transfer-General Fund	-	-	96,300	-
Transfer-Special Revenue	<u>45</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	<u>45</u>	<u>-</u>	<u>96,300</u>	<u>-</u>
Total Revenues	<u>1,025,267</u>	<u>645,073</u>	<u>506,998</u>	<u>346,340</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: State Gas Tax

Account No: 2300

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
State Gas Tax (2105)	271,106	255,084	267,000	242,900
State Gas Tax (2106)	163,215	154,155	162,000	167,000
State Gas Tax (2107)	361,325	340,680	355,000	344,000
State Gas Tax (2107.5)	6,000	6,000	6,000	6,000
State Gas Tax (2103)	-	470,742	-	524,000
Total Intergovernmental	<u>801,646</u>	<u>1,226,661</u>	<u>790,000</u>	<u>1,283,900</u>
Investment Earnings				
Interest on Investments	<u>7,135</u>	<u>4,475</u>	<u>9,900</u>	<u>9,900</u>
Total Investment Earnings	<u>7,135</u>	<u>4,475</u>	<u>9,900</u>	<u>9,900</u>
Total Revenues	<u>808,782</u>	<u>1,231,135</u>	<u>799,900</u>	<u>1,293,800</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Traffic Congestion Relief

Account No: 2303

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Intergovernmental				
Traffic Congestion Relief	448,207	-	-	-
Total Intergovernmental	<u>448,207</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings				
Interest on Investments	10,829	12,691	-	-
Total Investment Earnings	<u>10,829</u>	<u>12,691</u>	<u>-</u>	<u>-</u>
Other Financing Sources				
Other Financing	(434,390)	-	-	-
Total Other Financing Sources	<u>(434,390)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>24,646</u>	<u>12,691</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Transit

Account No: 24XX

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Intergovernmental</b>				
Bicycle-Pedestrian Grant	21,378	19,930	19,930	23,900
Proposition A	630,435	682,572	765,697	1,492,300
Proposition C	522,973	577,215	635,220	1,237,920
Measure R	314,661	415,424	476,344	928,390
Total Intergovernmental	<u>1,489,447</u>	<u>1,695,141</u>	<u>1,897,191</u>	<u>3,682,510</u>
<b>Charges for Services</b>				
Transit Fares	4,498	5,582	5,000	5,000
Transit Parking	216,727	233,522	175,000	175,000
Property Rental Fees	-	-	-	1,200
Total Charges for Services	<u>221,225</u>	<u>239,104</u>	<u>180,000</u>	<u>181,200</u>
<b>Investment Earnings</b>				
Interest on Investments	48,199	30,398	45,000	10,000
Total Investment Earnings	<u>48,199</u>	<u>30,398</u>	<u>45,000</u>	<u>10,000</u>
<b>Miscellaneous</b>				
Cash Overage/Shortage	(412)	73	-	-
Total Miscellaneous	<u>(412)</u>	<u>73</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>				
Transfer-Special Revenue	145,958	-	-	-
Transfer-Capital Fund	-	243,495	-	-
Transfer-CRA	194,493	-	-	-
Total Other Financing Sources	<u>340,451</u>	<u>243,495</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>2,098,910</u>	<u>2,208,210</u>	<u>2,122,191</u>	<u>3,873,710</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Air Quality

Account No: 2500

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Intergovernmental				
Motor Vehicle-Environmental	56,094	54,308	59,500	59,500
MSRC-Motor Vehicle	-	-	186,590	179,590
Total Intergovernmental	<u>56,094</u>	<u>54,308</u>	<u>246,090</u>	<u>239,090</u>
Investment Earnings				
Interest on Investments	4,093	3,200	4,100	4,100
Total Investment Earnings	<u>4,093</u>	<u>3,200</u>	<u>4,100</u>	<u>4,100</u>
Total Revenues	<u>60,187</u>	<u>57,508</u>	<u>250,190</u>	<u>243,190</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Environmental Services Grants

Account No: 25XX

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
Other Federal Grants	-	-	200,200	-
ARRA Federal Stimulus	-	3,550	-	115,000
Other State Grants/Subventions	6,150	13,248	13,050	12,810
Oil Block Grant	<u>20,294</u>	<u>17,759</u>	<u>13,500</u>	<u>13,970</u>
Total Intergovernmental	<u>26,444</u>	<u>34,557</u>	<u>226,750</u>	<u>141,780</u>
Investment Earnings				
Interest on Investments	<u>845</u>	<u>551</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>845</u>	<u>551</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>27,290</u></u>	<u><u>35,108</u></u>	<u><u>226,750</u></u>	<u><u>141,780</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Cultural Arts

Account No: 2600

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Charges for Services				
Community Special Events	-	-	-	6,020
Total Charges for Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,020</u>
Investment Earnings				
Interest on Investments	51	33	-	-
Total Investment Earnings	<u>51</u>	<u>33</u>	<u>-</u>	<u>-</u>
Miscellaneous				
Donations and Contributions	459	101	5,400	3,520
Total Miscellaneous	<u>459</u>	<u>101</u>	<u>5,400</u>	<u>3,520</u>
Total Revenues	<u>510</u>	<u>134</u>	<u>5,400</u>	<u>9,540</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Municipal Parking District

Account No: 2700

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	Actual	Actual	Revised	Adopted
<b>Taxes</b>				
Secured Property Tax-Current	23,827	15,732	24,000	24,000
Unsecured Property Tax-Current	186	2,758	200	200
Secured/Unsecured-Prior Year	(10)	209	-	-
Supplemental Roll-Current Year	36	(49)	40	40
Supplemental Roll-Prior Year	62	(49)	60	60
Interest on Property Tax	12	10,043	12	10
Total Taxes	<u>24,114</u>	<u>28,644</u>	<u>24,312</u>	<u>24,310</u>
<b>Intergovernmental</b>				
Homeowners Exemption	10	9	10	10
Total Intergovernmental	<u>10</u>	<u>9</u>	<u>10</u>	<u>10</u>
<b>Charges for Services</b>				
Parking Permit	39,871	27,917	56,540	27,000
Parking Meter	-	-	12,836	100
Property Rental Fees	45,952	42,000	42,000	42,000
Total Charges for Services	<u>85,823</u>	<u>69,917</u>	<u>111,376</u>	<u>69,100</u>
<b>Investment Earnings</b>				
Interest on Investments	5,232	3,301	5,200	1,600
Total Investment Earnings	<u>5,232</u>	<u>3,301</u>	<u>5,200</u>	<u>1,600</u>
<b>Miscellaneous</b>				
Loan Reimbursements	-	375,000	-	-
Cash Overage/Shortage	(622)	(366)	-	-
Total Miscellaneous	<u>(622)</u>	<u>374,634</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>114,557</u>	<u>476,505</u>	<u>140,898</u>	<u>95,020</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Lighting District

Account No: 2710

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Special Assessments				
Street Lighting	125,494	126,017	122,500	122,500
Total Special Assessments	<u>125,494</u>	<u>126,017</u>	<u>122,500</u>	<u>122,500</u>
Other Financing Sources				
Transfer-General Fund	123,097	-	200,500	50,000
Total Other Financing Sources	<u>123,097</u>	<u>-</u>	<u>200,500</u>	<u>50,000</u>
Total Revenues	<u>248,592</u>	<u>126,017</u>	<u>323,000</u>	<u>172,500</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Landscape District

Account No: 2720

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Special Assessments				
Street Landscaping	116,248	171,713	113,900	113,900
Total Special Assessments	<u>116,248</u>	<u>171,713</u>	<u>113,900</u>	<u>113,900</u>
Investment Earnings				
Interest on Investments	51	94	1,200	1,200
Total Investment Earnings	<u>51</u>	<u>94</u>	<u>1,200</u>	<u>1,200</u>
Other Financing Sources				
Transfer-General Fund	770	-	-	-
Total Other Financing Sources	<u>770</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>117,069</u>	<u>171,807</u>	<u>115,100</u>	<u>115,100</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Community Facilities District

Account No: 2730

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Special Assessments				
Community Facilities District	-	6,782	-	-
Total Special Assessments	-	6,782	-	-
Total Revenues	-	6,782	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Shopper's Lane Parking District

Account No: 2750

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Taxes</b>				
Business Registration-Shoppers Ln	1,224	1,423	1,100	1,100
Total Taxes	<u>1,224</u>	<u>1,423</u>	<u>1,100</u>	<u>1,100</u>
<b>Investment Earnings</b>				
Interest on Investments	-	4	-	-
Total Investment Earnings	<u>-</u>	<u>4</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>				
Transfer-General Fund	2,845	-	-	-
Total Other Financing Sources	<u>2,845</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>4,069</u></u>	<u><u>1,427</u></u>	<u><u>1,100</u></u>	<u><u>1,100</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Literacy Grant

Account No: 2800

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Intergovernmental</b>				
Library Literacy Grant	52,412	37,587	10,000	-
Other State Grants/Subventions	-	-	10,000	8,620
Total Intergovernmental	<u>52,412</u>	<u>37,587</u>	<u>20,000</u>	<u>8,620</u>
<b>Investment Earnings</b>				
Interest on Investments	10	-	-	-
Total Investment Earnings	<u>10</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>				
Donations and Contributions	3,660	30,883	4,000	6,000
Total Miscellaneous	<u>3,660</u>	<u>30,883</u>	<u>4,000</u>	<u>6,000</u>
<b>Other Financing Sources</b>				
Transfer-General Fund	-	-	44,170	-
Transfer-Special Revenue	576	-	-	-
Total Other Financing Sources	<u>576</u>	<u>-</u>	<u>44,170</u>	<u>-</u>
Total Revenues	<u>56,657</u>	<u>68,470</u>	<u>68,170</u>	<u>14,620</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Library Equipment Reserve

Account No: 2810

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Charges for Services				
Library Services	4,587	3,026	2,000	3,000
Total Charges for Services	<u>4,587</u>	<u>3,026</u>	<u>2,000</u>	<u>3,000</u>
Investment Earnings				
Interest on Investments	377	210	-	-
Total Investment Earnings	<u>377</u>	<u>210</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>4,964</u>	<u>3,236</u>	<u>2,000</u>	<u>3,000</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Public Education in Government

Account No: 2890

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Investment Earnings				
Interest on Investments	153	367	-	-
Total Investment Earnings	<u>153</u>	<u>367</u>	<u>-</u>	<u>-</u>
Miscellaneous				
Public Education in Government	47,694	67,746	45,000	45,000
Total Miscellaneous	<u>47,694</u>	<u>67,746</u>	<u>45,000</u>	<u>45,000</u>
Total Revenues	<u><u>47,847</u></u>	<u><u>68,113</u></u>	<u><u>45,000</u></u>	<u><u>45,000</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Donation Funds

Account No: 2900

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Intergovernmental</b>				
Other Federal Grants	-	268	-	-
Total Intergovernmental	<u>-</u>	<u>268</u>	<u>-</u>	<u>-</u>
<b>Charges for Services</b>				
Volunteer Service Fees	2,430	880	3,000	3,000
Total Charges for Services	<u>2,430</u>	<u>880</u>	<u>3,000</u>	<u>3,000</u>
<b>Investment Earnings</b>				
Interest on Investments	7,504	4,290	-	-
Total Investment Earnings	<u>7,504</u>	<u>4,290</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>				
Donations and Contributions	19,482	45,521	52,640	54,620
Other	375	-	-	-
Total Miscellaneous	<u>19,857</u>	<u>45,521</u>	<u>52,640</u>	<u>54,620</u>
<b>Other Financing Sources</b>				
Transfer-General Fund	12,739	-	-	-
Transfer-Special Revenue Fund	11,198	(5,114)	-	-
Total Other Financing Sources	<u>23,937</u>	<u>(5,114)</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>53,728</u>	<u>45,845</u>	<u>55,640</u>	<u>57,620</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Public Works Capital Improvement

Account No: 43XX

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Intergovernmental				
Surface Transportation	-	-	-	510,000
Total Intergovernmental	-	-	-	510,000
Total Revenues	-	-	-	510,000

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Transportation

Account No: 43XX

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Intergovernmental</b>				
Surface Transportation	(75,923)	-	990,000	-
Other Federal Grants	-	154,750	-	-
ARRA Federal Stimulus	839,829	-	-	-
Other State Grants/Subventions	-	84,000	-	-
Total Intergovernmental	<u>763,906</u>	<u>238,750</u>	<u>990,000</u>	<u>-</u>
<b>Investment Earnings</b>				
Interest on Investments	16,109	-	-	-
Total Investment Earnings	<u>16,109</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>				
Transfer-Special Revenue	135,152	-	-	-
Transfer-Capital Fund	112,777	-	-	-
Total Other Financing Sources	<u>247,929</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,027,944</u>	<u>238,750</u>	<u>990,000</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Park Capital Improvement

Account No: 46XX

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Intergovernmental				
Other Grants	10,390	10,534	-	-
Total Intergovernmental	<u>10,390</u>	<u>10,534</u>	<u>-</u>	<u>-</u>
Investment Earnings				
Interest on Investments	5,048	4,121	1,200	1,200
Total Investment Earnings	<u>5,048</u>	<u>4,121</u>	<u>1,200</u>	<u>1,200</u>
Miscellaneous				
Other	-	265,277	-	-
Total Miscellaneous	<u>-</u>	<u>265,277</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>15,438</u>	<u>279,931</u>	<u>1,200</u>	<u>1,200</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Development Impact Fees

Account No: 47XX

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Charges for Services				
Impact Fees - General Government	1,883	38,349	-	-
Impact Fees - Police	1,736	35,595	-	-
Impact Fees - Fire	834	17,049	-	-
Impact Fees - Streets	56,882	96,778	-	-
Impact Fees - Library	-	<u>23,904</u>	-	-
Total Charges for Services	<u>61,335</u>	<u>211,675</u>	<u>-</u>	<u>-</u>
Investment Earnings				
Interest on Investments	<u>6,014</u>	<u>4,321</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>6,014</u>	<u>4,321</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>67,349</u></u>	<u><u>215,996</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Water Utility

Account No: 6010

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Water Revenue				
Water Sales-Retail	5,573,649	8,208,329	8,000,000	8,400,000
Water Sales-Wholesale	4,917	1,556	-	-
Fire Line	70,385	135,606	185,000	185,000
Water Meter Installation Fees	8,494	6,970	4,000	4,000
Water Reconnection Fees	53,230	11,494	20,000	26,000
Water Late Fees	108,687	-	50,000	-
Meter Re-Read Fees	180	-	-	-
Water Antenna Rentals	49,482	1,012	48,000	46,000
Water-Other	20,779	65,140	6,000	-
Total Refuse/Waste Revenue	<u>5,889,803</u>	<u>8,430,107</u>	<u>8,313,000</u>	<u>8,661,000</u>
Investment Earnings				
Interest on Investment	55,073	33,000	35,000	35,000
Unrealized Gain/Loss	(66,408)	506,864	-	-
Total Investment Earnings	<u>(11,335)</u>	<u>539,864</u>	<u>35,000</u>	<u>35,000</u>
Miscellaneous				
Gain on Sale of Property	(33,696)	-	-	-
Other	(21)	140	-	-
Total Miscellaneous Revenue	<u>(33,717)</u>	<u>140</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>5,844,751</u>	<u>8,970,111</u>	<u>8,348,000</u>	<u>8,696,000</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Water Capital

Account No: 6011

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Charges for Services				
Bid Packages	825	-	-	-
Total Charges for Services	<u>825</u>	<u>-</u>	<u>-</u>	<u>-</u>
Water Revenue				
Water Capital	735,091	442,576	500,000	400,000
Total Refuse/Waste Revenue	<u>735,091</u>	<u>442,576</u>	<u>500,000</u>	<u>400,000</u>
Total Revenues	<u><u>735,916</u></u>	<u><u>442,576</u></u>	<u><u>500,000</u></u>	<u><u>400,000</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Environmental Services

Account No: 6200

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Licenses and Permits</b>				
Application Fee - IWP	-	(6,074)	4,500	4,500
Permit/Inspection Fees - IWP	<u>180</u>	<u>51,360</u>	<u>82,590</u>	<u>49,090</u>
Total Licenses and Permits	<u>180</u>	<u>45,286</u>	<u>87,090</u>	<u>53,590</u>
<b>Charges for Services</b>				
Hazard Material Cleanup Fees	375	250	1,000	-
Storm Water Inspection Fees	3,600	9,668	12,930	-
Other Public Works Charges	25	50	625	-
Plan Review Fees	<u>520</u>	<u>3,763</u>	<u>2,400</u>	<u>6,000</u>
Total Charges for Services	<u>4,520</u>	<u>13,731</u>	<u>16,955</u>	<u>6,000</u>
<b>Refuse/Waste Revenue</b>				
Refuse Collection Fees	1,927,240	1,288,102	-	-
Integrated Waste Management Fees	540,633	837,181	650,000	670,000
Recycling Fees	299,437	154,256	-	-
Trash/Green Waste	533,982	425,643	-	-
Recycling-MRF	148,351	219,871	200,000	220,000
CRV Rebate	3,521	-	500	500
Refuse Late Fees	35,538	-	-	-
Refuse Restoration Fees	1,200	500	-	-
CNG Station Charge-In-house	198	390	350	200
CNG Station Charge-Outside	56,297	52,533	60,000	37,230
Federal Alternative Fuel Credit	2,547	9,657	3,500	-
Storm Water Inspection Fee	27,878	27,281	25,400	30,000
NPDES Environmental Compliance	51,936	56,093	40,500	50,000
Waste Management-Other	<u>101,950</u>	<u>60,089</u>	<u>500</u>	<u>500</u>
Total Refuse/Waste Revenue	<u>3,730,708</u>	<u>3,131,596</u>	<u>980,750</u>	<u>1,008,430</u>
<b>Investment Earnings</b>				
Interest on Investment	<u>2,633</u>	<u>19,298</u>	<u>500</u>	<u>500</u>
Total Investment Earnings	<u>2,633</u>	<u>19,298</u>	<u>500</u>	<u>500</u>
<b>Miscellaneous</b>				
Private Grants	<u>-</u>	<u>916</u>	<u>-</u>	<u>80,000</u>
Total Miscellaneous Revenue	<u>-</u>	<u>916</u>	<u>-</u>	<u>80,000</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Environmental Services

Account No: 6200

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Other Financing Sources				
Transfer-General Fund	-	24,383	-	-
Transfer-Enterprise Fund	<u>5,211</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	<u>5,211</u>	<u>24,383</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>3,743,252</u></u>	<u><u>3,235,210</u></u>	<u><u>1,085,295</u></u>	<u><u>1,148,520</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Sewer Fund

Account No: 6300

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Charges for Services</b>				
Variance Fees	5,982	96,215	50,000	10,000
Total Charges for Services	<u>5,982</u>	<u>96,215</u>	<u>50,000</u>	<u>10,000</u>
<b>Special Assessments</b>				
Sanitary Sewer	961,744	1,368,215	1,250,000	2,150,000
Total Special Assessments	<u>961,744</u>	<u>1,368,215</u>	<u>1,250,000</u>	<u>2,150,000</u>
<b>Investment Earnings</b>				
Interest on Investments	103,184	120,851	220,000	220,000
Total Investment Earnings	<u>103,184</u>	<u>120,851</u>	<u>220,000</u>	<u>220,000</u>
<b>Miscellaneous</b>				
Connection Fee	2,991	-	-	-
Total Miscellaneous	<u>2,991</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>				
Transfer-Special Revenue	437,501	-	-	-
Total Other Financing Sources	<u>437,501</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>1,511,402</u></u>	<u><u>1,585,282</u></u>	<u><u>1,520,000</u></u>	<u><u>2,380,000</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Central Equipment

Account No: 7010

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Central Equipment Charges				
Motor Pool Charges	1,239,120	1,236,420	1,339,590	1,210,900
Fuel Charges-Inside Sales	81	-	-	-
Fuel Charges-Outside Sales	129,917	141,088	60,000	65,000
Central Equipment-Other	-	13,734	-	-
Total Central Equipment Charges	<u>1,369,118</u>	<u>1,391,242</u>	<u>1,399,590</u>	<u>1,275,900</u>
Investment Earnings				
Interest on Investments	<u>25,693</u>	<u>11,869</u>	<u>25,000</u>	<u>25,000</u>
Total Investment Earnings	<u>25,693</u>	<u>11,869</u>	<u>25,000</u>	<u>25,000</u>
Miscellaneous				
Gain on Sale of Property	<u>(879)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Miscellaneous	<u>(879)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,393,932</u>	<u>1,403,111</u>	<u>1,424,590</u>	<u>1,300,900</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Management Information Systems

Account No: 7200

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
MIS Charges				
Information Technology Charges	1,199,440	1,088,490	1,108,550	-
Total MIS Charges	<u>1,199,440</u>	<u>1,088,490</u>	<u>1,108,550</u>	<u>-</u>
Investment Earnings				
Interest on Investments	26,699	17,098	22,000	22,000
Total Investment Earnings	<u>26,699</u>	<u>17,098</u>	<u>22,000</u>	<u>22,000</u>
Total Revenues	<u><u>1,226,139</u></u>	<u><u>1,105,588</u></u>	<u><u>1,130,550</u></u>	<u><u>22,000</u></u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Worker's Compensation Fund

Account No: 7360

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Other Financing Sources				
Transfer-General Fund	4,004,000	-	-	-
Total Other Financing Sources	<u>4,004,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>4,004,000</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Public Liability Fund

Account No: 7370

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Other Financing Sources				
Transfer-General Fund	2,107,000	419,000	-	-
Total Other Financing Sources	<u>2,107,000</u>	<u>419,000</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>2,107,000</u>	<u>419,000</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: Downtown District

Account No: 8186

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Taxes				
Business Registration-Downtown	<u>7,812</u>	<u>7,375</u>	<u>8,750</u>	<u>8,750</u>
Total Taxes	<u>7,812</u>	<u>7,375</u>	<u>8,750</u>	<u>8,750</u>
Total Revenues	<u>7,812</u>	<u>7,375</u>	<u>8,750</u>	<u>8,750</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Revenue Detail

Fund: Prospero Park District

Account No: 8187

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Taxes				
Business Registration-Downtown	<u>7,875</u>	<u>8,620</u>	<u>9,000</u>	<u>9,000</u>
Total Taxes	<u>7,875</u>	<u>8,620</u>	<u>9,000</u>	<u>9,000</u>
Investment Earnings				
Interest on Investments	<u>11</u>	<u>27</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>11</u>	<u>27</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>7,886</u></u>	<u><u>8,647</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Revenue Detail

Fund: SACRA

Account No: SXXX

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
Charges for Services				
Property Rental Fees	-	-	-	627,500
Total Charges for Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>627,500</u>
Other Financing Sources				
Transfer-SACRA RORF	-	-	-	4,729,950
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,729,950</u>
Total Revenues	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>5,357,450</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: General Government

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Taxes	5	-	-	-
Charges for Services	467,800	444,015	514,750	185,500
Fines and Forfeits	3,082	252	1,000	1,000
Refuse/Waste Revenue	30			
Investment Earnings	(151,106)	-	-	-
Miscellaneous	47,694	67,746	45,000	45,000
Total Revenues	<u>367,505</u>	<u>512,013</u>	<u>560,750</u>	<u>231,500</u>
<b>Activities</b>				
City Council	57,470	57,533	60,830	12,400
City Clerk	2,502	2,387	2,700	-
City Treasurer	3,333	3,339	3,350	-
City Manager	756,145	462,822	422,280	12,230
City Attorney	154,952	290,664	267,540	-
Finance	1,584,362	1,434,475	1,522,600	4,800
Elections	-	2,160	-	73,600
Records Management	225,543	165,009	185,680	8,050
Human Resources	615,218	581,967	597,800	11,440
Employee Development	6,328	2,218	4,000	-
Workers Compensation	465,442	562,402	571,500	-
Public Liability	443,170	229,976	1,315,000	-
General Insurance	465,442	562,402	577,000	-
Duplicating Services	122,724	118,133	107,730	100
Public Information	257,321	192,407	124,880	-
Civic Center	190,697	153,097	204,880	500
Indirect Cost Allocation - General Gov.	(1,782,944)	(1,492,319)	(1,969,230)	-
Total Activities	<u>3,567,706</u>	<u>3,328,671</u>	<u>3,998,540</u>	<u>123,120</u>
<b>Appropriations</b>				
General Fund	3,567,706	3,295,035	3,998,540	123,120
Public Education in Government	-	33,636	-	-
Total Appropriations	<u>3,567,706</u>	<u>3,328,671</u>	<u>3,998,540</u>	<u>123,120</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013 include:

- Reduction of services and charges.

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

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
<u>FTE Part-Time Positions</u>				
City Council	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	1.00	1.00	1.00	1.00

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: City Council

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	26,813	27,114	27,060	26,730
Professional and Technical	12,909	12,281	12,870	16,700
Property Services	310	234	350	250
Other Services and Charges	13,674	14,465	16,730	12,730
Supplies	3,763	3,439	3,820	3,040
Interdepartmental	-	-	-	(47,050)
Total Expenditures	<u>57,470</u>	<u>57,533</u>	<u>60,830</u>	<u>12,400</u>
<b>Appropriations</b>				
General Fund	<u>57,470</u>	<u>57,533</u>	<u>60,830</u>	<u>12,400</u>
Total Appropriations	<u>57,470</u>	<u>57,533</u>	<u>60,830</u>	<u>12,400</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 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/Successor Agency to the Covina 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 2012-2013.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</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>
Total Full-Time Equivalent Positions	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: City Clerk

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	2,502	2,287	2,600	2,530
Other Services and Charges	-	100	100	100
Interdepartmental	-	-	-	(2,630)
Total Expenditures	<u>2,502</u>	<u>2,387</u>	<u>2,700</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	<u>2,502</u>	<u>2,387</u>	<u>2,700</u>	<u>-</u>
Total Appropriations	<u>2,502</u>	<u>2,387</u>	<u>2,700</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013.

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

**Performance Workload Measurements**

Percent of treasurer reports issued within 90 days: 100%

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>FTE Part-Time Positions</u>				
City Treasurer	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>
Total Full-Time Equivalent Positions	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: City Treasurer

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	2,583	2,589	2,600	2,530
Other Services and Charges	750	750	750	750
Interdepartmental	-	-	-	(3,280)
Total Expenditures	<u>3,333</u>	<u>3,339</u>	<u>3,350</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	<u>3,333</u>	<u>3,339</u>	<u>3,350</u>	<u>-</u>
Total Appropriations	<u>3,333</u>	<u>3,339</u>	<u>3,350</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: General Government

Activity: City Manager

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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 Successor Agency to 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 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.

CITY OF COVINA, CALIFORNIA  
2012 – 2013 Budget  
Activity Information

Program: General Government

Activity: City Manager

**Base Budget-Change in Service**

- 50% of the salary for Assistant to the City Manager is added to this budget.
- Reductions in services and charges to other cost centers.

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

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	-	-	-
Assistant to City Manager	-	-	-	0.50
Executive Assistant to the City Manager	-	1.00	1.00	1.00
Senior Administrative Technician	1.00	-	-	-
Total Full-Time Positions	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.50</u>
<u>FTE Part-Time Positions</u>				
Administrative Technician	1.00	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>2.50</u>	<u>2.50</u>	<u>3.00</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: City Manager

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	645,399	340,195	268,680	460,510
Professional and Technical	78,979	86,558	123,190	70,800
Property Services	9,159	9,032	7,450	7,450
Other Services and Charges	20,460	25,791	18,100	16,510
Supplies	2,148	1,245	4,860	3,450
Interdepartmental	-	-	-	(546,490)
Total Expenditures	<u>756,145</u>	<u>462,822</u>	<u>422,280</u>	<u>12,230</u>
<b>Appropriations</b>				
General Fund	<u>756,145</u>	<u>462,822</u>	<u>422,280</u>	<u>12,230</u>
Total Appropriations	<u>756,145</u>	<u>462,822</u>	<u>422,280</u>	<u>12,230</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: General Government

Activity: City Attorney

**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 2012-2013 City Attorney budget. The City Attorney activity is accounted for in the General Fund.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Activity Summary

Program: General Government

Activity: City Attorney

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Professional and Technical	154,952	290,664	267,540	207,540
Interdepartmental	-	-	-	(207,540)
Total Expenditures	<u>154,952</u>	<u>290,664</u>	<u>267,540</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	<u>154,952</u>	<u>290,664</u>	<u>267,540</u>	<u>-</u>
Total Appropriations	<u>154,952</u>	<u>290,664</u>	<u>267,540</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: General Government

Activity: Finance

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**Purpose**

Finance manages the overall financial operations of the City, Successor Agency for the Covina Redevelopment Agency (SACRA) and Housing Authority. 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, SACRA and Housing Authority 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, SACRA and Housing Authority financial.

- 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, SACRA and Housing Authority financial.

- 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.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: General Government

Activity: Finance

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***Purchasing and accounts payable.*** Purchasing and accounts payable coordinates and controls the City, SACRA and Housing Authority financial 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.

- 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, SACRA and Housing Authority financial.

- Preparation of lead schedules to support the audit testing and reports.
- Preparation of Comprehensive Annual Financial Report and related audit reports for the City, SACRA and Housing Authority financial.

***Cashier.*** Cashier is responsible for miscellaneous accounts receivable, and the processing cash receipts for the City, SACRA and Housing Authority financial.

- Centralize miscellaneous accounts receivable for various services of the City, SACRA and Housing Authority financial.
- 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.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: General Government

Activity: Finance

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**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, SACRA and Housing Authority financial and accounting operations. Technical support is provided by the information technology staff.

- Provide general ongoing technical support for MUNIS, 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.

### Goals and Objectives

Major finance goals are:

- Maintain program base budgeting standards.
- Improve the return on City, SACRA and Housing Authority financial.
- 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.
- Maintain the newly adopted model of Indirect Cost Allocation Plan developed by Willdan Financial Services

### Base Budget-Change in Service

The change from prior fiscal year for the Finance Department's base budget is the direct allocation of a percent of the Finance Director's salary and benefit costs to the Information Technology Division due to the direct oversight by the Director.

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

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: General Government

Activity: Finance

**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	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%

Grant and Capital Project Administration

Provide individual files on various federal, state and county grants and subventions at time of Council	Yes
Provide monthly, quarterly and annual reports to federal, state and county agencies by due	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%

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: General Government

Activity: Finance

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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  
2012-2013 Budget  
Activity Information

Program: General Government

Activity: Finance

	<u>2009-2010 Actual</u>	<u>2010-2011- Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Director of Finance	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Senior Accountant	2.00	1.00	1.00	1.00
Accountant	-	1.00	1.00	1.00
Management Analyst	-	1.00	1.00	1.00
Senior Finance Technician	2.00	1.00	1.00	-
Business License Technician	1.00	1.00	1.00	1.00
Account Clerk II	1.50	1.25	1.25	1.50
Payroll Technician	-	-	-	1.00
Admin Technician	-	-	-	0.50
Total Full-Time Positions	<u>8.50</u>	<u>8.25</u>	<u>8.25</u>	<u>9.00</u>
<u>FTE Part-Time Positions</u>				
Account Clerk I	0.50	-	-	0.50
Account Clerk II	-	0.50	0.50	1.00
Total FTE Part-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>1.50</u>
Total Full-Time Equivalent	<u><u>9.00</u></u>	<u><u>9.00</u></u>	<u><u>8.75</u></u>	<u><u>10.50</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: Finance

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Tax Revenue	5	-	-	-
Charges for Services	127,247	114,155	168,200	152,500
Fines and Forfeits	3,082	252	1,000	1,000
Enterprise/Internal Service	30	-	-	-
Investment Earnings	(151,106)	-	-	-
Total Revenues	<u>(20,742)</u>	<u>114,407</u>	<u>169,200</u>	<u>153,500</u>
<b>Expenditures</b>				
Personal Services	530,083	705,422	942,670	877,550
Professional and Technical	1,000,943	692,143	520,400	276,000
Property Services	10,058	10,357	20,500	12,200
Other Services and Charges	39,236	20,930	32,230	31,310
Supplies	4,042	5,623	6,800	4,250
Interdepartmental	-	-	-	(1,196,510)
Total Expenditures	<u>1,584,362</u>	<u>1,434,475</u>	<u>1,522,600</u>	<u>4,800</u>
<b>Appropriations</b>				
General Fund	<u>1,584,362</u>	<u>1,434,475</u>	<u>1,522,600</u>	<u>4,800</u>
Total Appropriations	<u><u>1,584,362</u></u>	<u><u>1,434,475</u></u>	<u><u>1,522,600</u></u>	<u><u>4,800</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 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 5, 2013.

**Goals and Objectives**

The main objective of elections is to conduct timely and accurate processing of each voted ballot. This is accomplished by having 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.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Seasonal/Temporary Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Activity Summary

Program: General Government

Activity: Elections

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	-	-	-	4,500
Professional and Technical	-	1,493	-	55,000
Property Services	-	-	-	400
Other Services and Charges	-	667	-	9,400
Supplies	-	-	-	4,300
Total Expenditures	-	2,160	-	73,600
<b>Appropriations</b>				
General Fund	-	2,160	-	73,600
Total Appropriations	-	2,160	-	73,600

CITY OF COVINA, CALIFORNIA

2012 - 2013 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/Successor to the Covina Redevelopment Agency/Authority agenda packets.
- Attend “Council/Agency/Authority” meeting and prepare minutes.
- Provide updates to the online Municipal Code and distribute Code 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 2012-2013 are as follows:

- Continue the organization of active and inactive record management and maintain indexing of legislative history.
- Continue the scanning of historical and vital records into the Laserfische digital document management system.
- Coordinate citywide annual record destruction process under the guidelines of the records retention schedule.
- Continued duties of Political Reform Filing Officer for Candidate/Committee Campaign Statements and compliance with AB 1234 Ethics Training.
- Continued development of professional training programs including using technology in the City Clerk’s Office to improve productivity.
- Maintain the City Clerk’s webpage with continued access to public records
- Provide prompt courteous service to the public and City staff.

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Information

Program: General Government

Activity: Records Management

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	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Chief Deputy City Clerk	1.00	1.00	-	-
Senior Deputy City Clerk	-	-	-	1.00
Administrative Technician	-	-	0.50	0.50
Deputy City Clerk	1.00	1.00	1.00	-
Total Full-Time Positions	<u>2.00</u>	<u>2.00</u>	<u>1.50</u>	<u>1.50</u>
<u>FTE Part-Time Positions</u>				
Office Assistant II	0.50	0.50	0.50	0.50
Office Aide	-	-	0.50	0.50
Total FTE Part-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u><u>2.50</u></u>	<u><u>2.50</u></u>	<u><u>2.50</u></u>	<u><u>2.50</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: Records Management

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	12,035	9,090	11,550	8,000
Total Revenues	<u>12,035</u>	<u>9,090</u>	<u>11,550</u>	<u>8,000</u>
<b>Expenditures</b>				
Personal Services	188,757	119,269	140,150	150,130
Professional and Technical	12,320	25,926	24,080	7,500
Property Services	6,921	4,369	3,000	2,500
Other Services and Charges	10,795	8,167	11,950	10,950
Supplies	6,750	7,278	6,500	6,500
Interdepartmental	-	-	-	(169,530)
Total Expenditures	<u>225,543</u>	<u>165,009</u>	<u>185,680</u>	<u>8,050</u>
<b>Appropriations</b>				
General Fund	<u>225,543</u>	<u>165,009</u>	<u>185,680</u>	<u>8,050</u>
Total Appropriations	<u><u>225,543</u></u>	<u><u>165,009</u></u>	<u><u>185,680</u></u>	<u><u>8,050</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 a decrease of \$208,100.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: General Government

Activity: Human Resources

<b>Performance Workload Measurements</b>	2007	2008	2009	2010	2011
Average number of days from receipt of requisition to certification of full-time eligibility list	58	64	37	60	57
Number of full-time lists certified	17	26	10	22	19
Employee Injuries resulting in workers compensation claims	19	30	31	34	19
Liability Claims Filed	40	36	29	40	17
	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted	
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Director of Human Resources	-	1.00	1.00	1.00	
Human Resources Manager	1.00	-	-	-	
Risk Manager	1.00	1.00	1.00	1.00	
Human Resources Analyst	1.00	1.00	1.00	-	
Senior Human Resources Analyst	-	-	-	1.00	
Administrative Technician	1.00	1.00	1.00	1.00	
<u>Part-Time Positions</u>					
Administrative Intern	-	-	-	0.50	
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.50</u>	

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: Human Resources

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	449,589	449,424	466,600	294,430
Professional and Technical	119,710	98,552	91,410	45,800
Property Services	7,214	7,132	2,000	2,000
Other Services and Charges	31,926	17,958	25,940	20,940
Supplies	6,778	8,901	11,850	9,900
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>(361,630)</u>
Total Expenditures	<u>615,218</u>	<u>581,967</u>	<u>597,800</u>	<u>11,440</u>
<b>Appropriations</b>				
General Fund	<u>615,218</u>	<u>581,967</u>	<u>597,800</u>	<u>11,440</u>
Total Appropriations	<u>615,218</u>	<u>581,967</u>	<u>597,800</u>	<u>11,440</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: General Government

Activity: Employee Development

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**Note:**

This budget has been eliminated for Fiscal Year 2012-2013.

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: Employee Development

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Other Services and Charges	<u>6,328</u>	<u>2,218</u>	<u>4,000</u>	<u>-</u>
Total Expenditures	<u>6,328</u>	<u>2,218</u>	<u>4,000</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	<u>6,328</u>	<u>2,218</u>	<u>4,000</u>	<u>-</u>
Total Appropriations	<u>6,328</u>	<u>2,218</u>	<u>4,000</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: General Government

Activity: Worker's Compensation

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**Note:**

All costs related to the Worker's Compensation function are now accounted for in an Internal Service Fund, rather than the General Fund. Any information pertaining to Worker's Compensation in this section is in reference to the prior fiscal years in which it was accounted for in the General Fund.

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: Worker's Compensation

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	214,996	243,263	300,000	-
Total Revenues	<u>214,996</u>	<u>243,263</u>	<u>300,000</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	447,142	516,323	520,000	-
Other Services and Charges	18,300	46,079	51,500	-
Interdepartmental	-	-	-	-
Total Expenditures	<u>465,442</u>	<u>562,402</u>	<u>571,500</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	465,442	562,402	571,500	-
Total Appropriations	<u>465,442</u>	<u>562,402</u>	<u>571,500</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: General Government

Activity: Public Liability

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**Note:**

All costs related to the Public Liability function are now accounted for in an Internal Service Fund, rather than the General Fund. Any information pertaining to Public Liability in this section is in reference to the prior fiscal years in which it was accounted for in the General Fund.

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: Public Liability

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Charges for Services	38,700	12,056	20,000	-
Total Revenues	<u>38,700</u>	<u>12,056</u>	<u>20,000</u>	<u>-</u>
<b>Expenditures</b>				
Professional and Technical Services	78,776	172,940	175,000	-
Other Services and Charges	364,394	57,036	1,140,000	-
Interdepartmental	-	-	-	-
Total Expenditures	<u>443,170</u>	<u>229,976</u>	<u>1,315,000</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	443,170	229,976	1,315,000	-
Total Appropriations	<u>443,170</u>	<u>229,976</u>	<u>1,315,000</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: General Government

Activity: General Insurance

**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
- 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 2012-2013 budget was reduced by \$57,000 (3.5%).

General insurance is accounted for in the General Fund.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: General Insurance

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	447,142	516,323	520,000	470,000
Professional and Technical Services	-	-	5,500	-
Other Services and Charges	18,300	46,079	51,500	55,000
Interdepartmental	-	-	-	(525,000)
Total Expenditures	<u>465,442</u>	<u>562,402</u>	<u>577,000</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	<u>465,442</u>	<u>562,402</u>	<u>577,000</u>	<u>-</u>
Total Appropriations	<u>465,442</u>	<u>562,402</u>	<u>577,000</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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:

- Advance applications of new technology in shop printing methods as resources allow.
- 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 2012-13.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> 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
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: Duplicating Services

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	74,822	65,452	15,000	25,000
Total Revenues	<u>74,822</u>	<u>65,452</u>	<u>15,000</u>	<u>25,000</u>
<b>Expenditures</b>				
Personal Services	54,434	59,204	59,590	61,770
Professional and Technical	3,230	5,090	5,090	-
Property Services	15,047	11,938	15,550	13,550
Other Services and Charges	36,956	39,913	15,500	2,100
Supplies	13,057	2,103	12,000	11,000
Interdepartmental	-	(115)	-	(88,320)
Total Expenditures	<u>122,724</u>	<u>118,133</u>	<u>107,730</u>	<u>100</u>
<b>Appropriations</b>				
General Fund	<u>122,724</u>	<u>118,133</u>	<u>107,730</u>	<u>100</u>
Total Appropriations	<u><u>122,724</u></u>	<u><u>118,133</u></u>	<u><u>107,730</u></u>	<u><u>100</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: General Government

Activity: Public Information

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**Note:**

All costs related to the Public Information function are distributed amongst several other General Fund functions. Any information pertaining to Public Information in this section is in reference to the prior fiscal years in which it was accounted for as its own function.

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: Public Information

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Charges for Services	1,578	-	-	-
Miscellaneous Revenue	47,694	67,746	45,000	45,000
Total Revenues	<u>49,272</u>	<u>67,746</u>	<u>45,000</u>	<u>45,000</u>
<b>Expenditures</b>				
Personal Services	176,097	37,523	-	-
Professional and Technical	21,165	72,325	83,680	-
Property Services	2,853	1,700	-	-
Other Services and Charges	53,220	47,152	40,650	-
Supplies	3,987	72	550	-
Interdepartmental	-	33,636	-	-
Total Expenditures	<u>257,321</u>	<u>192,407</u>	<u>124,880</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	257,321	158,771	124,880	-
Public Education in Government	-	33,636	-	-
Total Appropriations	<u>257,321</u>	<u>192,407</u>	<u>124,880</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 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 2012-2013. 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.

	2009-2010 Actual	2010-2011 Actual	2010-2011 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: Civic Center

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Professional and Technical	35,298	-	-	-
Property Services	78,711	76,520	106,310	90,500
Other Services and Charges	2,820	3,120	5,180	7,360
Supplies	2,658	2,247	5,110	4,910
Interdepartmental	71,210	71,210	88,280	(102,270)
Total Expenditures	<u>190,697</u>	<u>153,097</u>	<u>204,880</u>	<u>500</u>
<b>Appropriations</b>				
General Fund	<u>190,697</u>	<u>153,097</u>	<u>204,880</u>	<u>500</u>
Total Appropriations	<u>190,697</u>	<u>153,097</u>	<u>204,880</u>	<u>500</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: General Government

Activity: Indirect Cost Allocation

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**Purpose**

Indirect Cost Allocation of the general government program recognizes the General Government and MIS support of other functions within the City.

The Indirect Cost Allocation is based on various variables and includes building and equipment usage components.

**Goals and Objectives**

To recognize and account for General Government and MIS support to other designated activities.

**Base Budget-Change in Service**

All Indirect Cost Allocation charges are now budgeted at the individual function level.

	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Budget</u>	<u>2012-2013</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: General Government

Activity: Indirect Cost Allocation - G/G

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Interdepartmental Charges	<u>(1,782,944)</u>	<u>(1,492,319)</u>	<u>(1,969,230)</u>	<u>-</u>
Total Expenditures	<u>(1,782,944)</u>	<u>(1,492,319)</u>	<u>(1,969,230)</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	<u>(1,782,944)</u>	<u>(1,492,319)</u>	<u>(1,969,230)</u>	<u>-</u>
Total Appropriations	<u>(1,782,944)</u>	<u>(1,492,319)</u>	<u>(1,969,230)</u>	<u>-</u>



CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Public Safety

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Taxes	7,600	72,715	-	20,000
Licenses and Permits	1,462	-	-	-
Intergovernmental	1,019,263	751,795	817,678	697,420
Charges for Services	325,915	234,728	324,900	921,900
Fines and Forfeits	1,190,898	1,106,260	1,154,220	810,000
Miscellaneous	5,837	4,629	-	-
Other Financing Sources	486,788	-	-	-
Total Revenues	<u>3,037,763</u>	<u>2,170,126</u>	<u>2,296,798</u>	<u>2,449,320</u>
<b>Activities</b>				
Police Administration	1,066,770	1,082,718	1,566,914	1,712,950
Crime Prevention	435,155	296,146	314,430	364,450
Police Investigation	1,986,473	1,834,887	1,911,100	2,203,440
Police Patrol	6,557,671	6,501,544	6,781,880	7,212,740
Police Records	464,812	490,417	507,338	612,620
Police Jail	365,976	364,625	437,240	502,100
Traffic Safety	371,619	413,669	395,240	461,590
Parking Control	249,260	262,493	300,015	333,010
Communication Services	1,596,493	1,086,482	1,249,430	1,458,580
Police Training	401,840	337,124	396,188	412,130
Police Computer Services	380,470	385,196	384,062	11,190
Fire Suppression	7,565,648	7,394,787	7,519,990	8,105,550
Disaster Preparedness	17,012	21,164	16,350	18,140
Animal Control	105,949	97,085	125,600	129,590
Indirect Cost Allocation - Public Safety	-	-	44,840	-
Total Activities	<u>21,565,148</u>	<u>20,568,337</u>	<u>21,950,617</u>	<u>23,538,080</u>
<b>Appropriations</b>				
General Fund	20,900,558	20,007,399	20,938,959	22,892,940
Red Light Camera Fund	194,220	294,667	344,220	458,220
Law Enforcement Grant Fund	465,485	266,271	590,361	186,920
Inmate Communication Fund	4,885	-	-	-
Development Impact Fees	-	-	16,667	-
Capital Improvement Fund	-	-	38,410	-
Total Appropriations	<u>21,565,148</u>	<u>20,568,337</u>	<u>21,928,617</u>	<u>23,538,080</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Safety

Activity: Police Administration

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**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 2012-2013 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 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**

The Department continues to receive grant funding from the U.S. Department of Justice, Office of Justice Programs to continue the Police Cadet program. There is a \$58,850 increase in this activity due to salary and benefits increases.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Safety

Activity: Police Administration

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	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Budget</u>	<u>2012-2013</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Chief of Police	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	2.00	2.00
Support Services Manager	1.00	1.00	-	-
Management Analyst	-	-	1.00	1.00
Executive Assistant to the Police Chief	1.00	1.00	1.00	1.00
Property/Evidence Clerk	-	-	1.00	1.00
Total Full-Time Positions	<u>4.00</u>	<u>4.00</u>	<u>6.00</u>	<u>6.00</u>
<u>FTE Part-Time Positions</u>				
Administrative Technician	0.50	0.50	0.50	0.50
Police Cadet	1.50	1.50	1.50	1.50
Background Investigator	0.50	1.00	0.50	0.50
Custodian	-	1.00	1.00	1.00
General Maintenance Worker	-	-	1.00	1.00
Total FTE Part-Time Positions	<u>2.00</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
Total Full-Time Equivalent Positions	<u><u>6.00</u></u>	<u><u>8.50</u></u>	<u><u>9.50</u></u>	<u><u>9.50</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Police Administration

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Tax Revenue	7,600	15,081	-	20,000
Intergovernmental	100,239	32,982	-	-
Charges for Services	2,158	2,792	2,000	2,000
Miscellaneous Revenue	<u>279</u>	<u>447</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>110,276</u>	<u>51,302</u>	<u>2,000</u>	<u>22,000</u>
<b>Expenditures</b>				
Personal Services	706,127	720,128	1,076,290	1,059,380
Professional and Technical	57,856	139,009	73,090	115,190
Property Services	150,732	115,634	149,220	170,770
Other Services and Charges	76,705	70,319	76,180	124,150
Supplies	29,651	33,368	35,570	39,570
Capital Outlay	-	-	96,610	-
Interdepartmental	45,700	4,260	26,620	203,890
Other Financing Uses	<u>-</u>	<u>-</u>	<u>33,334</u>	<u>-</u>
Total Expenditures	<u>1,066,770</u>	<u>1,082,718</u>	<u>1,566,914</u>	<u>1,712,950</u>
<b>Appropriations</b>				
General Fund	1,049,289	1,054,207	1,404,160	1,680,130
Law Enforcement Grant Fund	17,481	28,511	107,677	32,820
Development Impact Fees	-	-	16,667	-
Capital Improvement Fund	<u>-</u>	<u>-</u>	<u>38,410</u>	<u>-</u>
Total Appropriations	<u>1,066,770</u>	<u>1,082,718</u>	<u>1,566,914</u>	<u>1,712,950</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Safety

Activity: Police Investigation

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**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 including the Youth Accountability Board, 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 educate and provide crime prevention techniques so citizens can better protect themselves against becoming victims.

Goals for fiscal year 2012-2013 are as follows:

- Increase the public's awareness of crime trends.
- Monitor and 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.
- Decrease the recidivism rate amongst juveniles in the community.

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 regular reviews for compliance on 290 registrants that include home visits to ensure validity of provided information.
- Promote participation in the Youth Accountability Board.

**Base Budget-Change in Service**

There is an increase in this activity of \$38,520 due to cost increases in salary and benefits.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Safety

Activity: Police Investigation

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Police Lieutenant	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00
Police Officer	10.00	9.00	9.00	9.00
Court Officer	1.00	1.00	1.00	1.00
Police Records Clerk	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>15.00</u>	<u>14.00</u>	<u>13.00</u>	<u>13.00</u>
<u>FTE Part-Time Positions</u>				
Police Officer	0.50	-	-	-
Police Records Clerk	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u><u>16.00</u></u>	<u><u>14.50</u></u>	<u><u>13.50</u></u>	<u><u>13.50</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Police Investigation

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	-	-	19,424	16,120
Charges for Services	<u>7,525</u>	<u>11,360</u>	<u>-</u>	<u>2,000</u>
Total Revenues	<u><u>7,525</u></u>	<u><u>11,360</u></u>	<u><u>19,424</u></u>	<u><u>18,120</u></u>
<b>Expenditures</b>				
Personal Services	1,780,006	1,687,601	1,752,130	1,785,190
Professional and Technical	76,507	38,809	56,070	56,070
Property Services	9,643	4,292	13,110	6,110
Other Services and Charges	89,933	91,773	74,910	65,520
Supplies	16,634	12,379	14,880	14,880
Capital Outlay	10,249	33	-	-
Interdepartmental	<u>3,500</u>	<u>-</u>	<u>-</u>	<u>275,670</u>
Total Expenditures	<u><u>1,986,473</u></u>	<u><u>1,834,887</u></u>	<u><u>1,911,100</u></u>	<u><u>2,203,440</u></u>
<b>Appropriations</b>				
General Fund	1,982,814	1,834,750	1,911,100	2,187,550
Law Enforcement Grant Fund	<u>3,659</u>	<u>137</u>	<u>-</u>	<u>15,890</u>
Total Appropriations	<u><u>1,986,473</u></u>	<u><u>1,834,887</u></u>	<u><u>1,911,100</u></u>	<u><u>2,203,440</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Public Safety

Activity: Crime Prevention

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**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 and watch logs.

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 2012-2013 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.
- Administer the Alarm permit program

The objectives to meet the aforementioned goals are:

- The Crime Prevention Sergeant will supervise recruitment and coordinate efforts working 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.
- Identify potential software applications to assist in making the alarm permit program more efficient

**Base Budget-Change in Service**

There is an increase of \$11,130 in this activity due to cost increases in benefits. The part time Community Services Specialist continues to be funded by a State COPS grant. Should the grant not be funded, this position will be eliminated.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Safety

Activity: Crime Prevention

	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Budget</u>	<u>2012-2013</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Police Sergeant	1.00	1.00	1.00	1.00
Community Services Specialist	1.00	-	-	-
Community Services Officer	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>FTE Part-Time Positions</u>				
Community Services Specialist	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>3.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Crime Prevention

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	24,800	24,800	24,800	24,800
Charges for Services	42,002	23,018	35,000	35,000
Miscellaneous Revenue	<u>5,260</u>	<u>3,846</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>72,062</u></u>	<u><u>51,664</u></u>	<u><u>59,800</u></u>	<u><u>59,800</u></u>
<b>Expenditures</b>				
Personal Services	337,167	270,607	273,770	282,440
Professional and Technical	60,000	-	-	-
Property Services	-	-	500	500
Other Services and Charges	21,754	19,350	19,750	20,780
Supplies	16,234	6,188	20,410	20,410
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>40,320</u>
Total Expenditures	<u><u>435,155</u></u>	<u><u>296,146</u></u>	<u><u>314,430</u></u>	<u><u>364,450</u></u>
<b>Appropriations</b>				
General Fund	399,689	263,628	289,950	340,550
Law Enforcement Grant Fund	<u>35,466</u>	<u>32,518</u>	<u>24,480</u>	<u>23,900</u>
Total Appropriations	<u><u>435,155</u></u>	<u><u>296,146</u></u>	<u><u>314,430</u></u>	<u><u>364,450</u></u>

CITY OF COVINA, CALIFORNIA

2012-2013 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 2012-2013 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.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Safety

Activity: Police Patrol

**Base Budget-Change in Service**

There is a net decrease of \$1,390 due to 1 (one) less officer position assigned to School Resource duties. 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 that are funded by a COPS grant. Should the State discontinue this grant, the two (2) CSO positions would be eliminated.

Five (5) vehicles are scheduled for replacement this year and this expenditure appears in the Public Works Central Equipment cost center.

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
	Actual	Actual	Budget	Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Police Lieutenant	3.00	3.00	3.00	3.00
Police Sergeant	6.00	6.00	6.00	5.00
Police Officer	32.00	32.00	32.00	30.00
Community Services Officer	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>3.00</u>
Total Full-Time Positions	<u><u>45.00</u></u>	<u><u>45.00</u></u>	<u><u>45.00</u></u>	<u><u>41.00</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Police Patrol

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Tax Revenue	-	57,634	-	-
Intergovernmental	793,562	662,392	712,754	571,800
Charges for Services	40,443	35,887	50,000	62,500
Fines and Forfeits	645,710	625,047	454,220	260,000
Miscellaneous Revenue	60	247	-	-
Total Revenues	<u>1,479,775</u>	<u>1,381,207</u>	<u>1,216,974</u>	<u>894,300</u>
<b>Expenditures</b>				
Personal Services	5,525,406	5,513,921	5,645,370	5,500,770
Professional and Technical	242,342	250,037	256,820	254,720
Property Services	19,210	12,153	11,136	15,100
Other Services and Charges	605,066	608,704	493,180	334,560
Supplies	23,142	41,924	43,618	51,160
Capital Outlay	-	-	208,626	-
Interdepartmental	142,505	(25,195)	(26,870)	792,430
Other Financing Uses	-	100,000	150,000	264,000
Total Expenditures	<u>6,557,671</u>	<u>6,501,544</u>	<u>6,781,880</u>	<u>7,212,740</u>
<b>Appropriations</b>				
General Fund	6,028,458	6,010,326	6,107,396	6,680,210
Red Light Camera Fund	194,220	294,667	344,220	458,220
Law Enforcement Grant Fund	334,993	196,551	330,264	74,310
Total Appropriations	<u>6,557,671</u>	<u>6,501,544</u>	<u>6,781,880</u>	<u>7,212,740</u>

## CITY OF COVINA, CALIFORNIA

2012-2013 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 be adhered to. 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.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Public Safety

Activity: Police Records

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 2012-2013 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.

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 an \$8,750 decrease in this activity.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Records Clerk	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>FTE Part-Time Positions</u>				
Police Aide/Clerical	1.50	1.50	-	-
Police Records Clerk	-	-	1.50	1.50
Total FTE Part-Time Positions	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
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>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Police Records

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	477	510	2,000	2,000
Charges for Services	24,367	25,343	31,900	31,900
Miscellaneous Revenue	-	69	-	-
Total Revenues	<u>24,845</u>	<u>25,923</u>	<u>33,900</u>	<u>33,900</u>
<b>Expenditures</b>				
Personal Services	431,449	451,471	470,640	466,120
Professional and Technical	5,071	8,047	5,590	500
Property Services	27,804	29,271	27,188	24,400
Other Services and Charges	105	100	170	170
Supplies	382	1,528	3,750	3,750
Interdepartmental	-	-	-	117,680
Total Expenditures	<u>464,812</u>	<u>490,417</u>	<u>507,338</u>	<u>612,620</u>
<b>Appropriations</b>				
General Fund	<u>464,812</u>	<u>490,417</u>	<u>507,338</u>	<u>612,620</u>
Total Appropriations	<u>464,812</u>	<u>490,417</u>	<u>507,338</u>	<u>612,620</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 at the Covina Police Department do not exceed six (6) hours.

**Goals and Objectives**

Goals for fiscal year 2012-2013 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 increase of \$2,500 in this activity due to personnel costs.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<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>FTE Part-Time Positions</u>				
Jailer	<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>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Police Jail

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	-	-	15,000	15,000
Charges for Services	10,035	2,144	-	-
Total Revenues	<u>10,035</u>	<u>2,144</u>	<u>15,000</u>	<u>15,000</u>
<b>Expenditures</b>				
Personal Services	328,664	338,206	367,120	361,660
Professional and Technical	-	-	2,000	2,000
Property Services	13,299	11,524	29,320	24,320
Supplies	16,372	14,895	16,800	16,800
Capital Outlay	7,641	-	22,000	-
Interdepartmental	-	-	-	97,320
Total Expenditures	<u>365,976</u>	<u>364,625</u>	<u>437,240</u>	<u>502,100</u>
<b>Appropriations</b>				
General Fund	361,091	364,625	415,240	502,100
Inmate Communication Fund	4,885	-	-	-
Capital Improvement Fund	-	-	22,000	-
Total Appropriations	<u>365,976</u>	<u>364,625</u>	<u>437,240</u>	<u>502,100</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013 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 an increase of \$41,180 in this activity due to an increase in personnel costs.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Police Officer	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Traffic Safety

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	3,912	3,065	2,700	2,700
Miscellaneous	-	20	-	-
Total Revenues	<u>3,912</u>	<u>3,085</u>	<u>2,700</u>	<u>2,700</u>
<b>Expenditures</b>				
Personal Services	262,732	306,254	272,020	309,660
Professional and Technical	90,155	88,515	97,580	97,580
Property Services	4,375	7,689	4,500	4,500
Other Services and Charges	4,080	4,607	100	100
Supplies	7,321	6,422	7,040	7,040
Capital Outlay	-	-	14,000	-
Interdepartmental	2,956	182	-	42,710
Total Expenditures	<u>371,619</u>	<u>413,669</u>	<u>395,240</u>	<u>461,590</u>
<b>Appropriations</b>				
General Fund	368,663	412,997	341,240	421,590
Law Enforcement Grant Fund	2,956	672	54,000	40,000
Total Appropriations	<u>371,619</u>	<u>413,669</u>	<u>395,240</u>	<u>461,590</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013 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 \$5,695. Prop A Transit Funds are used for a part time parking enforcement officer and these are budgeted via interdepartmental instead of revenue.

	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Budget</u>	<u>2012-2013</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Parking Officer	<u>1.00</u>	<u>1.00</u>	<u>-</u>	<u>-</u>
<u>FTE Part-Time Positions</u>				
Overnight Parking Enforcement Officer	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Parking Officer	<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>2.50</u></u>	<u><u>2.50</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Parking Control

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	-	-	25,000	25,000
Charges for Services	91,986	116,474	170,000	562,000
Fines and Forfeits	<u>545,188</u>	<u>481,213</u>	<u>700,000</u>	<u>550,000</u>
Total Revenues	<u><u>637,174</u></u>	<u><u>597,687</u></u>	<u><u>895,000</u></u>	<u><u>1,137,000</u></u>
<b>Expenditures</b>				
Personal Services	42,642	35,458	93,240	85,840
Professional and Technical	216,667	235,096	229,575	225,760
Property Services	2,848	3,406	1,800	1,800
Other Services and Charges	26,089	25,855	29,080	29,980
Supplies	1,999	969	1,320	1,320
Interdepartmental	<u>(40,984)</u>	<u>(38,290)</u>	<u>(55,000)</u>	<u>(11,690)</u>
Total Expenditures	<u><u>249,260</u></u>	<u><u>262,493</u></u>	<u><u>300,015</u></u>	<u><u>333,010</u></u>
<b>Appropriations</b>				
General Fund	<u>249,260</u>	<u>262,493</u>	<u>300,015</u>	<u>333,010</u>
Total Appropriations	<u><u>249,260</u></u>	<u><u>262,493</u></u>	<u><u>300,015</u></u>	<u><u>333,010</u></u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Safety

Activity: Communication Services

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**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 2012-2013 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 an increase of \$24,740 in this activity due to increases in salary and benefits.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Safety

Activity: Communication Services

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Public Safety Communications Supervisor	1.00	1.00	1.00	1.00
Public Safety Dispatcher	<u>9.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
Total Full-Time Positions	<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	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>11.00</u>	<u>12.00</u>	<u>11.50</u>	<u>11.50</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Communication Services

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Other Financing Sources	486,788	-	-	-
Total Revenues	<u>486,788</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	968,525	980,573	1,090,820	1,114,230
Property Services	124,438	104,742	156,390	158,580
Other Services and Charges	366	401	300	300
Supplies	2,198	766	1,920	1,920
Capital Outlay	14,178	-	-	-
Interdepartmental	486,788	-	-	183,550
Total Expenditures	<u>1,596,493</u>	<u>1,086,482</u>	<u>1,249,430</u>	<u>1,458,580</u>
<b>Appropriations</b>				
General Fund	1,582,315	1,086,482	1,249,430	1,458,580
Law Enforcement Grant Fund	14,178	-	-	-
Total Appropriations	<u>1,596,493</u>	<u>1,086,482</u>	<u>1,249,430</u>	<u>1,458,580</u>

CITY OF COVINA, CALIFORNIA

2012-2013 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.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Public Safety

Activity: Police Training

**Goals and Objectives**

Goals for fiscal year 2012-2013 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, succession planning 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.
- 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>2009-2010 Actual</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Budget</u>	<u>2012-2013 Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Police Sergeant	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>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Police Training

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	96,273	28,046	16,000	40,000
Charges for Services	14,702	17,314	36,000	36,500
Miscellaneous Revenue	<u>238</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>111,214</u></u>	<u><u>45,360</u></u>	<u><u>52,000</u></u>	<u><u>76,500</u></u>
<b>Expenditures</b>				
Personal Services	213,906	222,583	228,840	232,070
Property Services	938	6,393	13,210	13,210
Other Services and Charges	60,544	50,253	75,834	50,870
Supplies	112,932	50,013	78,304	87,230
Capital Outlay	13,520	6,564	-	-
Interdepartmental	<u>-</u>	<u>1,318</u>	<u>-</u>	<u>28,750</u>
Total Expenditures	<u><u>401,840</u></u>	<u><u>337,124</u></u>	<u><u>396,188</u></u>	<u><u>412,130</u></u>
<b>Appropriations</b>				
General Fund	345,088	329,242	396,188	412,130
Law Enforcement Grant Fund	<u>56,752</u>	<u>7,882</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u><u>401,840</u></u>	<u><u>337,124</u></u>	<u><u>396,188</u></u>	<u><u>412,130</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013 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**

All Information Technology charges are now budgeted at the function level. Additional charges not specific to a particular function will be reflected here.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Police Computer Services

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Professional and Technical Services	370,430	376,665	375,930	-
Property Services	-	2,002	1,712	4,500
Other Services and Charges	-	490	100	100
Supplies	7,084	5,856	6,320	6,320
Interdepartmental	2,956	182	-	270
Total Expenditures	<u>380,470</u>	<u>385,196</u>	<u>384,062</u>	<u>11,190</u>
<b>Appropriations</b>				
General Fund	<u>380,470</u>	<u>385,196</u>	<u>384,062</u>	<u>11,190</u>
Total Appropriations	<u>380,470</u>	<u>385,196</u>	<u>384,062</u>	<u>11,190</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 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**

The Los Angeles County Fire Department has requested a nearly 5% increase to the 2012-13 budget.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Fire Suppression

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Charges for Services	92,696	396	-	190,000
Total Revenues	<u>92,696</u>	<u>396</u>	<u>-</u>	<u>190,000</u>
<b>Expenditures</b>				
Professional and Technical Services	7,565,442	7,394,787	7,519,990	7,906,420
Property Services	207	-	-	-
Interdepartmental	-	-	-	199,130
Total Expenditures	<u>7,565,648</u>	<u>7,394,787</u>	<u>7,519,990</u>	<u>8,105,550</u>
<b>Appropriations</b>				
General Fund	<u>7,565,648</u>	<u>7,394,787</u>	<u>7,519,990</u>	<u>8,105,550</u>
Total Appropriations	<u><u>7,565,648</u></u>	<u><u>7,394,787</u></u>	<u><u>7,519,990</u></u>	<u><u>8,105,550</u></u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Safety

Activity: Disaster Preparedness

**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 its activation.

**Goals and Objectives**

Goals for fiscal year 2012-2013 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.

	2009-2010	2010-2011	2011-2012	2012-2013
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Disaster Preparedness

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Professional and Technical Services	5,400	4,600	-	-
Property Services	8,712	9,086	8,850	8,850
Other Services and Charges	2,900	2,463	2,500	2,500
Supplies	-	5,016	5,000	5,000
Interdepartmental	-	-	-	1,790
Total Expenditures	<u>17,012</u>	<u>21,164</u>	<u>16,350</u>	<u>18,140</u>
<b>Appropriations</b>				
General Fund	<u>17,012</u>	<u>21,164</u>	<u>16,350</u>	<u>18,140</u>
Total Appropriations	<u>17,012</u>	<u>21,164</u>	<u>16,350</u>	<u>18,140</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Safety

Activity: Animal Control

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**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 18th 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.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Public Safety

Activity: Animal Control

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**Base Budget-Change in Service**

There is no change in the contract with the County.

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Animal Control

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Licenses and Permits	1,462	-	-	-
Total Revenues	<u>1,462</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Professional and Technical Services	105,803	97,072	125,040	125,040
Supplies	146	13	560	560
Interdepartmental	-	-	-	3,990
Total Expenditures	<u>105,949</u>	<u>97,085</u>	<u>125,600</u>	<u>129,590</u>
<b>Appropriations</b>				
General Fund	105,949	97,085	125,600	129,590
Total Appropriations	<u>105,949</u>	<u>97,085</u>	<u>125,600</u>	<u>129,590</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Public Safety

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the public safety program recognizes the support of the General Fund and MIS to other public safety activities.

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 public safety designated activities

**Base Budget-Change in Service**

All Indirect Cost Allocation charges are now budgeted at the individual function level.

	2009-2010	2010-2011	2011-2012	2012-2013
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Safety

Activity: Indirect Cost Allocation - Safety

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Interdepartmental	-	-	44,840	-
Total Expenditures	-	-	44,840	-
<b>Appropriations</b>				
General Fund	-	-	(29,100)	-
Law Enforcement Grant Fund	-	-	73,940	-
Total Appropriations	-	-	44,840	-



CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Public Works

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Licenses and Permits	343,390	464,215	387,500	442,000
Intergovernmental	1,337,910	1,300,908	2,046,030	4,337,650
Charges for Services	751,756	904,343	445,276	367,900
Special Assessments	241,742	297,730	236,400	236,400
Investment Earnings	-	-	54,300	15,700
Miscellaneous	16,746	437,618	-	40,500
Other Financing Sources	(374,015)	-	41,742	-
Total Revenues	<u>2,317,529</u>	<u>3,404,814</u>	<u>3,211,248</u>	<u>5,440,150</u>
<b>Activities</b>				
Public Works Administration	81,903	161,765	121,720	108,620
Graffiti Removal	-	57,068	85,440	84,920
Engineering	471,414	233,198	221,540	230,640
Streets	3,300,178	639,928	4,223,260	1,759,870
Street Landscaping	112,840	128,624	244,420	130,610
Street Lighting	491,406	504,535	622,500	561,120
Traffic Control	162,834	210,071	489,500	227,890
Air Quality	30,533	28,284	397,980	482,300
Public Parking	117,867	162,778	114,340	119,010
Yard Center	64,066	17,237	41,450	67,680
Building Inspection	637,562	635,720	456,107	679,100
Code Enforcement	111,855	189,314	223,554	377,590
Indirect Cost Allocation - Public Works	(294,690)	(371,534)	(297,130)	-
Total Activities	<u>5,287,768</u>	<u>2,596,988</u>	<u>6,944,681</u>	<u>4,829,350</u>
<b>Appropriations</b>				
General Fund	1,283,175	1,096,562	1,184,189	2,213,480
State Gas Tax	953,590	813,190	813,190	1,065,240
Air Quality	30,533	28,284	211,390	300,710
Municipal Parking District	156,957	201,868	154,530	117,880
Landscape District	142,960	158,744	274,540	130,610
Lighting District	192,641	208,827	371,660	233,050
Shoppers Lane Parking District	1,100	1,100	4,250	1,130
Building Equipment Reserve	-	2,857	-	20,500
Community Improvement Fund	14,811	1,556	41,742	32,160
Transportation Fund	2,512,001	84,000	3,388,000	23,000
CNG Station	-	-	186,590	181,590
Capital Improvement Fund	-	-	314,600	510,000
Total Appropriations	<u>5,287,768</u>	<u>2,596,988</u>	<u>6,944,681</u>	<u>4,829,350</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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, Code Enforcement, and Transportation Sections and Central Equipment, Building Maintenance, Street and Sewer Maintenance, 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, as well as Environmental Services, recognizing the direct involvement this Division has over those activity areas.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Public Works Director	1.00	1.00	1.00	1.00
Public Works Manager	1.00	1.00	-	-
Assistant Public Works Director	-	-	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>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Public Works Administration

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	-	-	-	1,000
Miscellaneous Revenue	180	65	-	-
Total Revenues	<u>180</u>	<u>65</u>	<u>-</u>	<u>1,000</u>
<b>Expenditures</b>				
Personal Services	287,312	308,721	314,690	298,190
Professional and Technical	4,780	10,770	10,770	-
Property Services	7,177	6,670	7,000	7,000
Other Services and Charges	6,092	6,547	11,160	12,370
Supplies	2,902	1,257	3,700	4,200
Interdepartmental	(226,360)	(172,200)	(225,600)	(213,140)
Total Expenditures	<u>81,903</u>	<u>161,765</u>	<u>121,720</u>	<u>108,620</u>
<b>Appropriations</b>				
General Fund	81,903	161,765	121,720	108,620
Total Appropriations	<u>81,903</u>	<u>161,765</u>	<u>121,720</u>	<u>108,620</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Works

Activity: Graffiti Removal

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**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 2012-2013.

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Graffiti Removal

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Professional and Technical	-	56,300	68,400	68,400
Property Services	-	-	1,300	1,300
Other Services and Charges	-	-	9,270	6,680
Supplies	-	768	6,470	6,470
Interdepartmental	-	-	-	2,070
Total Expenditures	-	57,068	85,440	84,920
<b>Appropriations</b>				
General Fund	-	57,068	85,440	84,920
Total Appropriations	-	57,068	85,440	84,920

CITY OF COVINA, CALIFORNIA  
2012-2013 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, previously reduced to part-time as a result of past budget cuts, has now been eliminated due to new PERS restrictions on the part-time work of retired employees. This will further restrict the Department’s ability to perform in-house engineering design and project reviews.

Portions of the remaining 2 full-time employees in this activity area have been partially apportioned to the Water Utility and Sanitary Sewer in anticipation for work to be performed in that area related to capital improvement projects funded by bond proceeds. In the past, the contribution of Enterprise funds was made as an Interdepartmental transfers, but is now made through the division of FTEs.

Administrative support services were eliminated in FY 2010-11, thereby impairing the customer service levels and the processing time of this Section.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
City Engineer	1.00	1.00	0.50	-
Associate Civil Engineer	1.00	1.00	1.00	0.50
Senior Administrative Technician	1.00	1.00	-	-
Construction Inspector	1.00	1.00	1.00	0.60
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>2.50</u>	<u>1.10</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Engineering

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Licenses and Permits	39,506	68,751	65,000	52,000
Charges for Services	12,681	45,034	50,400	23,900
Total Revenues	<u>52,187</u>	<u>113,785</u>	<u>115,400</u>	<u>75,900</u>
<b>Expenditures</b>				
Personal Services	453,091	218,008	228,060	108,270
Professional and Technical	59,228	68,025	69,500	28,000
Property Services	5,342	6,470	7,000	6,000
Other Services and Charges	9,086	11,710	12,760	12,050
Supplies	1,435	1,655	2,280	1,500
Interdepartmental	(56,768)	(72,670)	(98,060)	74,820
Total Expenditures	<u>471,414</u>	<u>233,198</u>	<u>221,540</u>	<u>230,640</u>
<b>Appropriations</b>				
General Fund	471,414	233,198	221,540	230,640
Total Appropriations	<u>471,414</u>	<u>233,198</u>	<u>221,540</u>	<u>230,640</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Public Works

Activity: Streets

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**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
- Sidewalk, curb and gutter repairs

**Base Budget-Change in Service**

There is no change to the service level in this area in FY 2012-13. The appearance of staffing changes is a reallocation of costs as directed by the Finance Department to replace the past practice of transferring funds from other areas that shared the services of these employees.

The greatest impact in this area is the elimination of all General Fund capital outlay expenditures for the resurfacing of City of Covina streets and reduced contribution for maintenance of existing infrastructure. In the past, the City budgeted approximately \$1 million of these funds for this repair and maintenance work on an annual basis. The lack of funding in this area will result in no locally-funded capital street improvements.

Federal funds (STP-L) in the amount of \$510,000 are budgeted for the resurfacing of Hollenbeck. These funds can only be used on the City's major streets.

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Public Works

Activity: Streets

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	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Public Works Superintendent	1.00	1.00	1.00	0.30
Street Maintenance Supervisor	1.00	-	-	-
Street Maintenance Foreman	-	1.00	1.00	0.70
Street Crew Leader	1.00	2.00	2.00	1.00
Administrative Technician	1.00	-	-	-
Sr. Administrative Technician	-	0.25	0.25	0.25
Street Worker	5.00	7.00	7.00	5.00
Total Full-Time Equivalent Positions	<u>9.00</u>	<u>11.25</u>	<u>11.25</u>	<u>7.25</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Streets

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	1,281,805	1,246,591	1,799,930	2,920,500
Charges for Services	57,302	97,657	1,500	500
Other Financing Sources	<u>(509,167)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>829,940</u>	<u>1,344,248</u>	<u>1,801,430</u>	<u>2,921,000</u>
<b>Expenditures</b>				
Personal Services	717,842	703,204	747,230	471,720
Professional and Technical	5,560	6,780	5,560	-
Property Services	297,240	297,622	378,250	404,500
Other Services and Charges	127,308	128,470	237,920	225,640
Supplies	44,202	53,257	53,700	82,000
Capital Outlay	2,512,233	90,790	3,605,600	786,000
Interdepartmental	<u>(404,207)</u>	<u>(640,195)</u>	<u>(805,000)</u>	<u>(209,990)</u>
Total Expenditures	<u>3,300,178</u>	<u>639,928</u>	<u>4,223,260</u>	<u>1,759,870</u>
<b>Appropriations</b>				
General Fund	37,777	(44,072)	195,660	335,880
State Gas Tax	750,400	600,000	600,000	890,990
Transportation Fund	2,512,001	84,000	3,388,000	23,000
Capital Improvement Fund	<u>-</u>	<u>-</u>	<u>39,600</u>	<u>510,000</u>
Total Appropriations	<u>3,300,178</u>	<u>639,928</u>	<u>4,223,260</u>	<u>1,759,870</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 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.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Street Landscaping

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Special Assessments	116,248	171,713	113,900	113,900
Total Revenues	<u>116,248</u>	<u>171,713</u>	<u>113,900</u>	<u>113,900</u>
<b>Expenditures</b>				
Professional and Technical Services	6,970	23,012	133,000	8,000
Property Services	23,550	23,292	29,100	29,100
Interdepartmental	<u>82,320</u>	<u>82,320</u>	<u>82,320</u>	<u>93,510</u>
Total Expenditures	<u>112,840</u>	<u>128,624</u>	<u>244,420</u>	<u>130,610</u>
<b>Appropriations</b>				
Landscape District	<u>112,840</u>	<u>128,624</u>	<u>244,420</u>	<u>130,610</u>
Total Appropriations	<u>112,840</u>	<u>128,624</u>	<u>244,420</u>	<u>130,610</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 \$100,000 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.

This activity area includes street lights that are in a special assessment district, as well as lights that are not; the result is a combination of various fund sources to maintain the service level. At the time of creating this document, the City had proposed a City-wide Lighting District to evenly apportion the cost of maintaining the street lights. The proposed district will be voted on after the commencement of FY 2012-13. The outcome of this unknown, and therefore the any potential revenue adjustments to this area are unbudgeted.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Street Lighting

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	-	-	-	2,000
Special Assessments	125,494	126,017	122,500	122,500
Total Revenues	<u>125,494</u>	<u>126,017</u>	<u>122,500</u>	<u>124,500</u>
<b>Expenditures</b>				
Professional and Technical Services	5,408	23,012	133,000	6,000
Property Services	485,998	481,523	489,000	489,000
Other Services and Charges	-	-	500	500
Interdepartmental	-	-	-	15,620
Other Financing Uses	-	-	-	50,000
Total Expenditures	<u>491,406</u>	<u>504,535</u>	<u>622,500</u>	<u>561,120</u>
<b>Appropriations</b>				
General Fund	208,765	195,708	199,500	256,320
State Gas Tax	90,000	100,000	70,000	71,750
Lighting District	192,641	208,827	353,000	233,050
Total Appropriations	<u>491,406</u>	<u>504,535</u>	<u>622,500</u>	<u>561,120</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013. 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 continued conversion of approximately half of the city’s heads. Additionally, capital funds were requested to complete traffic signal installation/changes to the intersections of Cienega and Glendora, as well as Covina and Sunflower.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Traffic Control

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Professional and Technical Services	600	15,900	15,000	15,000
Property Services	162,234	194,171	199,500	199,500
Capital Outlay	-	-	275,000	-
Interdepartmental	-	-	-	13,390
Total Expenditures	<u>162,834</u>	<u>210,071</u>	<u>489,500</u>	<u>227,890</u>
<b>Appropriations</b>				
General Fund	92,834	140,071	114,500	125,390
State Gas Tax	70,000	70,000	100,000	102,500
Capital Improvement Fund	-	-	275,000	-
Total Appropriations	<u>162,834</u>	<u>210,071</u>	<u>489,500</u>	<u>227,890</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Environmental Protection

Activity: Air Quality

**Purpose**

Improve air quality by promoting and implementing programs and projects, as well as procuring equipment, that reduces air pollution.

**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 to the base level of service in fiscal year 2012-2013.

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. The planning and procurement process was begun in FY 2011-12, and will continue. Annual AB 2766 funds received in this area through South Coast Air Quality Management District (AQMD) will be supplemented with a one-time grant from the Mobile Source Air Pollution Reduction Review Committee for the upgrade of the CNG station.

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
	Actual	Actual	Budget	Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Air Quality

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	56,094	54,308	246,090	239,090
Investment Earnings	-	-	4,100	4,100
Total Revenues	<u>56,094</u>	<u>54,308</u>	<u>250,190</u>	<u>243,190</u>
<b>Expenditures</b>				
Personal Services	-	12,993	11,800	11,800
Property Services	-	6,175	500	500
Other Services and Charges	5,000	9,116	12,500	12,500
Capital Outlay	-	-	186,590	449,590
Interdepartmental	25,533	-	186,590	7,910
Total Expenditures	<u>30,533</u>	<u>28,284</u>	<u>397,980</u>	<u>482,300</u>
<b>Appropriations</b>				
Air Quality	30,533	28,284	211,390	300,710
CNG Station	-	-	186,590	181,590
Total Appropriations	<u>30,533</u>	<u>28,284</u>	<u>397,980</u>	<u>482,300</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013. 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 2012-2013, operational costs have continued to increase due to the maintenance needs of the downtown parking structure.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Public Parking

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Tax Revenue	25,338	30,067	25,412	25,410
Intergovernmental	11	9	10	10
Charges for Services	85,823	69,917	111,376	69,100
Investment Earnings	-	-	5,200	1,600
Miscellaneous Revenue	(622)	374,634	-	-
Total Revenues	<u>110,550</u>	<u>474,627</u>	<u>141,998</u>	<u>96,120</u>
<b>Expenditures</b>				
Professional and Technical Services	25,905	3,014	3,000	3,150
Property Services	27,987	90,118	41,500	42,400
Other Services and Charges	22	1,346	1,000	300
Supplies	343	-	500	-
Interdepartmental	<u>63,610</u>	<u>68,300</u>	<u>68,340</u>	<u>73,160</u>
Total Expenditures	<u>117,867</u>	<u>162,778</u>	<u>114,340</u>	<u>119,010</u>
<b>Appropriations</b>				
Municipal Parking District	116,767	161,678	114,340	117,880
Shopper's Lane Parking District	<u>1,100</u>	<u>1,100</u>	<u>-</u>	<u>1,130</u>
Total Appropriations	<u>117,867</u>	<u>162,778</u>	<u>114,340</u>	<u>119,010</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<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>
Total Full-Time Positions	<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>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u><u>3.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Yard Center

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Aopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	125,805	101,260	110,930	106,560
Professional and Technical	1,910	4,930	5,690	760
Property Services	49,236	47,405	55,200	51,850
Other Services and Charges	11,460	11,400	13,530	12,140
Supplies	6,075	4,182	9,000	7,100
Capital Outlay	13,150	-	-	-
Interdepartmental	<u>(143,570)</u>	<u>(151,940)</u>	<u>(152,900)</u>	<u>(110,730)</u>
Total Expenditures	<u>64,066</u>	<u>17,237</u>	<u>41,450</u>	<u>67,680</u>
<b>Appropriations</b>				
General Fund	<u>64,066</u>	<u>17,237</u>	<u>41,450</u>	<u>67,680</u>
Total Appropriations	<u>64,066</u>	<u>17,237</u>	<u>41,450</u>	<u>67,680</u>

CITY OF COVINA, CALIFORNIA

2012-2013 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.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Works

Activity: Building Inspection

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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.

### **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.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Works

Activity: Building Inspection

**Base Budget-Change in Service**

There is no change in service levels or number of employees. Portions of the salaries and benefits for City staff working in this area have previously been billed in the Covina Redevelopment Agency (CRA) budget, which was eliminated in FY 2011-12. As a cost saving measure in response to the loss of CRA funding in this area, an upgraded position requested in FY 2011-12 (one of three General Building Inspectors upgraded to a Senior Building Inspector) has been reversed to reflect staffing levels in FY 2010-11. All other positions remain unchanged in this area.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Building Official	1.00	1.00	0.60	1.00
Assistant Building Official	-	1.00	1.00	1.00
Senior Building Inspector	-	-	1.00	-
General Building Inspector	2.00	3.00	1.50	3.00
Permit Technician	1.00	-	-	-
Secretary	1.00	-	-	-
Total Full-Time Equivalent Positions	<u>5.00</u>	<u>5.00</u>	<u>4.10</u>	<u>5.00</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Building Inspection

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Licenses and Permits	343,390	464,215	387,500	442,000
Charges for Services	374,725	452,631	102,000	90,200
Total Revenues	<u>718,115</u>	<u>916,846</u>	<u>489,500</u>	<u>532,200</u>
<b>Expenditures</b>				
Personal Services	341,440	255,023	381,390	452,570
Professional and Technical	354,579	390,495	78,230	29,000
Property Services	6,853	6,504	7,000	7,000
Other Services and Charges	23,024	34,623	37,237	45,330
Supplies	1,904	6,366	8,050	4,560
Capital Outlay	-	-	1,000	-
Interdepartmental	(90,238)	(57,291)	(56,800)	140,640
Total Expenditures	<u>637,562</u>	<u>635,720</u>	<u>456,107</u>	<u>679,100</u>
<b>Appropriations</b>				
General Fund	637,562	632,863	456,107	658,600
Building Equipment Reserve	-	2,857	-	20,500
Total Appropriations	<u>637,562</u>	<u>635,720</u>	<u>456,107</u>	<u>679,100</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Works

Activity: Code Enforcement

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**Purpose**

- Code Enforcement 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 Code Enforcement Officers and Building Inspectors make the enforcement of these regulations possible

**Goals and Objectives**

The goal of Code Enforcement 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, Code Enforcement 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**

There is no change in service level to this area in FY 2012-2013. Salaries and benefits for City staff working in this area were previously budgeted in part to the Covina Redevelopment Agency (CRA), for work performed on their behalf. With the dissolution of CRA, the entire expense of these services is returned to this area. As a result of restructuring of positions, a portion of the Transportation Senior Management Analyst who previously coordinated this area is partially budgeted to Code Enforcement.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Public Works

Activity: Code Enforcement

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Senior Analyst	-	-	-	0.10
Building and Code Enforcement Coordinator	1.00	1.00	-	-
Code Enforcement Officer	<u>2.00</u>	<u>2.00</u>	<u>0.50</u>	<u>2.00</u>
<u>FTE Part-Time Positions</u>				
Code Enforcement Officer	<u>0.95</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>
Total Full-Time Equivalent Positions	<u><u>3.95</u></u>	<u><u>3.45</u></u>	<u><u>0.95</u></u>	<u><u>2.55</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Code Enforcement

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Fines and Forfeits	33,614	6,739	-	-
Miscellaneous Revenue	17,600	62,846	-	40,500
Other Financing Sources	-	-	41,742	-
Total Revenues	<u>51,214</u>	<u>69,585</u>	<u>41,742</u>	<u>40,500</u>
<b>Expenditures</b>				
Personal Services	252,756	154,599	107,852	199,150
Professional and Technical	27,122	10,425	40,770	18,000
Property Services	4,570	4,457	4,000	19,000
Other Services and Charges	19,774	19,664	27,060	22,120
Supplies	443	168	2,130	1,300
Interdepartmental	(192,810)	-	-	118,020
Other Financing Uses	-	-	41,742	-
Total Expenditures	<u>111,855</u>	<u>189,314</u>	<u>223,554</u>	<u>377,590</u>
<b>Appropriations</b>				
General Fund	97,044	187,758	181,812	345,430
Community Improvement Fund	14,811	1,556	41,742	32,160
Total Appropriations	<u>111,855</u>	<u>189,314</u>	<u>223,554</u>	<u>377,590</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Public Works

Activity: Indirect Cost Allocation

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**Purpose**

Indirect cost allocation of the Public Works program recognizes the support of General Government and MIS to Public Works activities.

The indirect cost allocation is based on variables determined by the Finance Department.

**Goals and Objectives**

To recognize and account for the indirect General Government and MIS to Public Works activities.

**Base Budget-Change in Service**

All Indirect Cost Allocation charges are now budgeted at the individual function level.

	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Budget</u>	<u>2012-2013</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Public Works

Activity: Indirect Cost Allocation - PW

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Interdepartmental	(294,690)	(371,534)	(297,130)	-
Total Expenditures	(294,690)	(371,534)	(297,130)	-
<b>Appropriations</b>				
General Fund	(408,190)	(485,034)	(433,540)	-
State Gas Tax	43,190	43,190	43,190	-
Municipal Parking District	40,190	40,190	40,190	-
Shopper's Lane Parking District	-	-	4,250	-
Landscape District	30,120	30,120	30,120	-
Lighting District	-	-	18,660	-
Total Appropriations	(294,690)	(371,534)	(297,130)	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Transit

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Licenses and Permits	343,390	464,215	387,500	442,000
Intergovernmental	1,337,910	1,300,908	2,046,030	4,337,650
Charges for Services	751,756	904,343	445,276	367,900
Special Assessments	241,742	297,730	236,400	236,400
Investment Earnings	-	-	54,300	15,700
Miscellaneous	16,746	437,618	-	40,500
Other Financing Sources	(374,015)	-	41,742	-
Total Revenues	<u>2,317,529</u>	<u>3,404,814</u>	<u>3,211,248</u>	<u>5,440,150</u>
<b>Activities</b>				
Transit Administration	216,591	154,878	172,720	118,260
Transit Operations	1,037,920	1,275,010	2,135,250	1,644,680
Debt Service - Transit	-	-	483,500	497,130
Indirect Cost Allocation - Transit	-	64,665	16,110	-
Total Activities	<u>1,254,511</u>	<u>1,494,553</u>	<u>2,807,580</u>	<u>2,260,070</u>
<b>Appropriations</b>				
Transit	1,119,359	1,279,591	2,804,360	2,260,070
Transportation Fund	135,152	214,962	3,220	-
Total Appropriations	<u>1,254,511</u>	<u>1,494,553</u>	<u>2,807,580</u>	<u>2,260,070</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Transit

Activity: Transit Administration

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**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](http://www.ParkCovina.com) web portal.
- Transit shelter maintenance and bus stop improvements 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**

As a result of restructuring of positions in the area, as well as audit findings, the Senior Management Analyst position is now divided among several areas and the Account Clerk II position is upgraded to a Management Analyst Trainee. There will be no change in service to this area.

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Transit

Activity: Transit Administration

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full Time Positions</u>				
Senior Management Analyst	1.00	1.00	1.00	0.60
Management Analyst Trainee	-	-	-	1.00
Account Clerk II	-	1.00	1.00	-
Total Full-Time Positions	1.00	2.00	2.00	1.60
<u>FTE Part-Time Positions</u>				
Office Assistant II	-	-	-	-
Account Clerk II	0.50	-	-	-
Total Full-Time Equivalent Positions	1.50	2.00	2.00	1.60

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Transit

Activity: Transit Administration

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Investment Earnings	-	-	40,000	10,000
Total Revenues	<u>-</u>	<u>-</u>	<u>40,000</u>	<u>10,000</u>
<b>Expenditures</b>				
Personal Services	125,700	145,412	164,460	99,520
Professional and Technical	1,850	2,750	2,750	-
Property Services	2,266	2,412	1,100	2,800
Other Services and Charges	4,627	2,817	3,010	2,900
Supplies	1,458	977	1,400	1,400
Interdepartmental Charges	80,690	510	-	11,640
Total Expenditures	<u>216,591</u>	<u>154,878</u>	<u>172,720</u>	<u>118,260</u>
<b>Appropriations</b>				
Transit	<u>216,591</u>	<u>154,878</u>	<u>172,720</u>	<u>118,260</u>
Total Appropriations	<u><u>216,591</u></u>	<u><u>154,878</u></u>	<u><u>172,720</u></u>	<u><u>118,260</u></u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 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**

There is no base budget change in service to this area in FY 2012-13.

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
	Actual	Actual	Budget	Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Transit

Activity: Transit Operations

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	-	-	-	1,178,050
Charges for Services	221,225	239,104	180,000	181,200
Investment Earning	-	-	5,000	-
Miscellaneous Revenue	(412)	73	-	-
Other Financing Sources	<u>135,152</u>	-	-	-
Total Revenues	<u>355,965</u>	<u>239,177</u>	<u>185,000</u>	<u>1,359,250</u>
<b>Expenditures</b>				
Personal Services	-	-	-	23,290
Professional and Technical	57,070	266,374	120,000	120,000
Property Services	290,587	317,827	560,100	567,700
Other Services and Charges	392,248	590,472	619,090	641,990
Supplies	632	979	3,100	4,800
Capital Outlay	123,285	7,421	-	35,000
Interdepartmental	38,946	91,937	532,960	251,900
Other Financial Uses	<u>135,152</u>	-	<u>300,000</u>	-
Total Expenditures	<u>1,037,920</u>	<u>1,275,010</u>	<u>2,135,250</u>	<u>1,644,680</u>
<b>Appropriations</b>				
Transit	902,768	1,060,048	2,135,250	1,644,680
Transportation Fund	<u>135,152</u>	<u>214,962</u>	-	-
Total Appropriations	<u>1,037,920</u>	<u>1,275,010</u>	<u>2,135,250</u>	<u>1,644,680</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Transit

Activity: Debt Service

**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**

There are no changes in the base level of service

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Transit

Activity: Debt Service - Transportation

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Debt Service	-	-	483,500	497,130
Total Expenditures	-	-	483,500	497,130
<b>Appropriations</b>				
Transit	-	-	483,500	497,130
Total Appropriations	-	-	483,500	497,130

CITY OF COVINA, CALIFORNIA  
2012-2013 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 Government to transit designated funds (activities).

**Base Budget-Change in Service**

All Indirect Cost Allocation charges are now budgeted at the individual function level

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>          -          </u>	<u>          -          </u>	<u>          -          </u>	<u>          -          </u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Transit

Activity: Indirect Cost Allocation - Transit

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Interdepartmental	-	64,665	16,110	-
Total Expenditures	-	64,665	16,110	-
<b>Appropriations</b>				
Transit	-	64,665	12,890	-
Transportation Fund	-	-	3,220	-
Total Appropriations	-	64,665	16,110	-



CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Culture and Recreation

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	76,584	21,059	89,500	99,910
Charges for Services	686,791	788,398	731,300	728,850
Miscellaneous	54,127	368,612	105,820	117,940
Other Financing Sources	-	118,657	-	-
Total Revenues	<u>817,502</u>	<u>1,296,727</u>	<u>926,620</u>	<u>946,700</u>
<b>Activities</b>				
Parks and Recreation Administration	422,735	454,158	460,600	542,930
Community Relations	122,082	131,691	145,220	161,700
Recreation Services	486,445	559,767	569,680	665,160
Community Programs	18,095	-	-	-
Park Facilities	646,952	562,278	707,090	717,690
Senior Services	232,195	401,515	275,780	344,560
Community Parade	48,230	109,159	112,050	133,290
Community - Special Events	15,140	83,371	15,160	-
Aquatics	261,111	283,095	301,531	326,190
Cultural Arts	3,486	855	9,400	9,790
Library Services	1,414,126	999,324	1,027,770	1,202,110
Indirect Cost Allocation - Culture & Rec	-	-	44,170	-
Total Activities	<u>3,670,597</u>	<u>3,585,213</u>	<u>3,668,451</u>	<u>4,103,420</u>
<b>Appropriations</b>				
General Fund	3,589,492	3,485,736	3,459,271	3,968,260
Community Facilities District	-	-	-	110
Library Equipment Reserve	3,602	5,965	1,970	2,060
Library Grant Fund	53,828	62,619	95,920	82,600
Cultural Arts Fund	29	679	5,400	9,790
Parks & Recreation Donation Fund	13,256	19,680	42,890	40,600
Parks & Recreation Capital Fund	10,390	10,534	63,000	-
Total Appropriations	<u>3,670,597</u>	<u>3,585,213</u>	<u>3,668,451</u>	<u>4,103,420</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks-Recreation Administration

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**Purpose**

The Parks and Recreation Department continues to be committed to providing services and programs that 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 newest branding campaign, “Parks Make Life Better,” has been incorporated into the department’s publicity efforts and appears 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.

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. The department was successful in the grant application process for Proposition 84 funding. Through this Statewide Park Grant Program, the department will develop “Cougar Park” beginning in fiscal year 2012-13. The park will be located on approximately 1.1 acres on Puente Street. The park will include such amenities as a play area and splash pad, pathways, trees and landscaping, a community garden, and a small recreation building.

The division also 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.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks-Recreation Administration

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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 appropriately trained staff and funding.

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.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Parks-Recreation Administration

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.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Parks-Recreation Director	1.00	1.00	1.00	1.00
Parks & Recreation Manager	-	1.00	1.00	1.00
Administrative Services Manager	1.00	-	-	-
Administrative Technician	1.00	1.00	1.00	1.00
Recreation Coordinator	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>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Parks and Recreation Admin

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	-	16	-	40
Miscellaneous Revenue	-	318	-	300
Total Revenues	<u>-</u>	<u>334</u>	<u>-</u>	<u>340</u>
<b>Expenditures</b>				
Personal Services	374,034	393,214	399,730	407,600
Professional and Technical	14,150	22,140	22,140	-
Property Services	12,521	11,659	12,570	12,910
Other Services and Charges	19,549	24,851	22,160	62,120
Supplies	2,481	2,294	4,000	3,600
Interdepartmental	-	-	-	56,700
Total Expenditures	<u>422,735</u>	<u>454,158</u>	<u>460,600</u>	<u>542,930</u>
<b>Appropriations</b>				
General Fund	<u>422,735</u>	<u>454,158</u>	<u>460,600</u>	<u>542,930</u>
Total Appropriations	<u>422,735</u>	<u>454,158</u>	<u>460,600</u>	<u>542,930</u>

CITY OF COVINA, CALIFORNIA

2012-2013 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.

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, 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.

In fiscal year 2011-12, the division began assisting with the coordination of children’s special events at the Library. The division will continue to coordinate these programs in the upcoming fiscal year.

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.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Relations

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.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Community Relations Supervisor	<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>FTE Part-Time Positions</u>				
Community Resources Specialist	0.49	0.45	0.48	0.48
Community Resources Assistant II	0.07	0.06	0.02	0.04
Community Resources Assistant I	0.02	0.01	0.07	0.01
Community Resources Aide	<u>0.02</u>	<u>0.02</u>	<u>0.02</u>	<u>0.04</u>
Total FTE Part-Time Positions	<u>0.60</u>	<u>0.54</u>	<u>0.59</u>	<u>0.57</u>
Total Full-Time Equivalent Positions	<u><u>1.60</u></u>	<u><u>1.54</u></u>	<u><u>1.59</u></u>	<u><u>1.57</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Community Relations

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	2,390	3,165	10,000	10,950
Miscellaneous Revenue	8,000	5,000	5,000	5,000
Total Revenues	<u>10,390</u>	<u>8,165</u>	<u>15,000</u>	<u>15,950</u>
<b>Expenditures</b>				
Personal Services	112,909	115,443	124,380	125,780
Professional and Technical	87	7,607	8,900	2,220
Property Services	-	95	1,000	950
Other Services and Charges	1,057	655	1,750	1,750
Supplies	8,029	7,891	9,190	9,470
Interdepartmental	-	-	-	21,530
Total Expenditures	<u>122,082</u>	<u>131,691</u>	<u>145,220</u>	<u>161,700</u>
<b>Appropriations</b>				
General Fund	115,348	125,238	137,220	153,700
Parks and Recreation Grant Fund	6,734	6,453	8,000	8,000
Total Appropriations	<u>122,082</u>	<u>131,691</u>	<u>145,220</u>	<u>161,700</u>

CITY OF COVINA, CALIFORNIA

2012-2013 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 and the new Heritage Plaza. 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 6-13. It includes arts & crafts, science, games, sports, field games, movies, character development, leadership skill development, swimming, and field trips.

**Leaders-in-Training Program.** The Leaders-in-Training program provides approximately 75 teens the opportunity to gain experience in local government, learn about the job application process and the importance of dependability, all while serving the public. The teens provide valuable volunteer help working with staff in the Parks & Recreation Department, Library, and at City Hall. The program is fully funded through a grant from the Webb Foundation.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Culture and Recreation

Activity: Recreation Services

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**Volunteer Program.** 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.

**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.

**Teen Program.** Due to Community Development Block Grant funding reductions, the Hollfelder Teen Center at Covina Park which traditionally operates during the summer months will not be open this year. However, the Covina's T.E.A.M. will continue to provide input on teen programming and assist in fundraising efforts for teen programs.

### 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.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Culture and Recreation

Activity: Recreation Services

**Base Budget-Change in Service**

The budget reflects the elimination of Community Development Block Grant funding for the teen center program.

	<u>2009-2010 Actual</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Budget</u>	<u>2012-2013 Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Community Services Supervisor	1.00	1.00	1.00	1.00
Recreation Services Supervisor	-	-	-	-
Recreation Coordinator	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
Total Full-Time Positions	<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	0.61	0.59	1.08	0.91
Community Resources Assistant II	1.64	2.35	2.68	2.43
Community Resources Assistant I	1.26	1.02	1.12	1.29
Community Resources Aide	<u>0.54</u>	<u>0.51</u>	<u>0.07</u>	<u>0.12</u>
Total FTE Part-Time Positions	<u>4.05</u>	<u>4.47</u>	<u>4.95</u>	<u>4.75</u>
Total Full-Time Equivalent Positions	<u><u>6.55</u></u>	<u><u>6.97</u></u>	<u><u>7.45</u></u>	<u><u>7.25</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Recreation Services

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	359,454	398,056	402,660	400,290
Miscellaneous Revenue	23,213	16,526	20,700	27,680
Other Financing Sources	-	8,267	-	-
Total Revenues	<u>382,667</u>	<u>422,849</u>	<u>423,360</u>	<u>427,970</u>
<b>Expenditures</b>				
Personal Services	277,705	306,043	333,130	307,090
Professional and Technical	180,607	191,923	187,100	180,970
Property Services	2,328	3,408	2,860	2,860
Other Services and Charges	25,980	33,610	34,560	34,230
Supplies	24,520	34,607	33,930	35,810
Interdepartmental	(24,695)	(18,091)	(21,900)	104,200
Other Financing Uses	-	8,267	-	-
Total Expenditures	<u>486,445</u>	<u>559,767</u>	<u>569,680</u>	<u>665,160</u>
<b>Appropriations</b>				
General Fund	486,374	550,355	568,900	664,360
Parks and Recreation Grant Fund	71	9,412	780	800
Total Appropriations	<u>486,445</u>	<u>559,767</u>	<u>569,680</u>	<u>665,160</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Community Programs

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	9,143	(200)	-	-
Total Revenues	<u>9,143</u>	<u>(200)</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	1,848	-	-	-
Professional and Technical	1,481	-	-	-
Property Services	12,644	-	-	-
Other Services and Charges	36	-	-	-
Supplies	2,086	-	-	-
Total Expenditures	<u>18,095</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	18,095	-	-	-
Total Appropriations	<u>18,095</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2012-2013 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 2011-2012, the Park System Master Plan was updated. Also updated were many of the City Ordinances that pertain to the park system. The major changes included allowing dogs in parks, prohibiting alcohol in parks, addressing noise levels, prohibiting inflatable structures in parks, and prohibiting smoking in parks. The implementation of these updates will be finalized in the upcoming fiscal year.

**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.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Park Facilities

**Base Budget-Change in Service**

The budget reflects the addition of funding from Athens Services, which will be used for part-time staffing to clean and maintain the downtown area and Shopper's Lane. It should also be noted that the Park Facilities division received assistance from an L.A. Works crew during fiscal year 2011-12, and this assistance will not be provided in the upcoming fiscal year.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Park Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Foreman	1.00	1.00	1.00	1.00
Park Worker - Irrigation Specialist	0.75	-	-	-
Park Worker	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Positions	<u>3.75</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>FTE Part-Time Positions</u>				
Park Maintenance Assistant	0.79	0.96	0.97	1.44
Community Resources Assistant II	0.38	0.04	0.07	0.12
Community Resources Assistant I	<u>0.01</u>	<u>0.01</u>	<u>0.01</u>	<u>-</u>
Total FTE Part-Time Positions	<u>1.18</u>	<u>1.01</u>	<u>1.05</u>	<u>1.56</u>
Total Full-Time Equivalent Positions	<u><u>4.93</u></u>	<u><u>4.01</u></u>	<u><u>4.05</u></u>	<u><u>4.56</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Park Facilities

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	10,390	(1,683)	63,000	46,290
Charges for Services	27,991	42,442	35,050	35,000
Miscellaneous Revenue	-	265,482	5,400	20,000
Total Revenues	<u>38,381</u>	<u>306,241</u>	<u>103,450</u>	<u>101,290</u>
<b>Expenditures</b>				
Personal Services	391,694	295,845	321,260	325,760
Professional and Technical	4,283	6,925	7,400	-
Property Services	219,865	236,746	245,130	241,720
Other Services and Charges	68,446	68,500	88,290	87,780
Supplies	40,854	32,452	45,200	47,860
Capital Outlay	-	-	78,000	-
Interdepartmental	(78,190)	(78,190)	(78,190)	14,570
Total Expenditures	<u>646,952</u>	<u>562,278</u>	<u>707,090</u>	<u>717,690</u>
<b>Appropriations</b>				
General Fund	636,562	551,744	644,090	717,580
Community Facilities District	-	-	-	110
Parks and Recreation Capital Fund	10,390	10,534	63,000	-
Total Appropriations	<u>646,952</u>	<u>562,278</u>	<u>707,090</u>	<u>717,690</u>

CITY OF COVINA, CALIFORNIA

2012-2013 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.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Senior Services

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.

**Base Budget-Change in Service**

There is no change in service.

	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Budget</u>	<u>2012-2013</u> <u>Adopted</u>
<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
Recreation Coordinator	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>FTE Part-Time Positions</u>				
Community Resources Specialist	1.21	1.28	1.33	1.31
Community Resources Assistant II	0.39	0.46	0.05	0.12
Community Resources Assistant I	0.03	-	-	-
Total FTE Part-Time Positions	<u>1.63</u>	<u>1.74</u>	<u>1.38</u>	<u>1.43</u>
Total Full-Time Equivalent Positions	<u><u>3.13</u></u>	<u><u>3.24</u></u>	<u><u>2.88</u></u>	<u><u>2.93</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Senior Services

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	37,217	38,903	41,900	45,740
Miscellaneous Revenue	7,957	8,965	34,060	36,480
Other Financing Sources	-	390	-	-
Total Revenues	<u>45,174</u>	<u>48,258</u>	<u>75,960</u>	<u>82,220</u>
<b>Expenditures</b>				
Personal Services	153,149	160,901	164,580	168,060
Professional and Technical	25,840	189,466	37,210	29,650
Property Services	36,975	28,200	33,120	34,340
Other Services and Charges	34,881	36,330	34,700	14,770
Supplies	20,525	26,711	19,810	21,830
Capital Outlay	-	-	25,560	25,840
Interdepartmental	(39,175)	(40,093)	(39,200)	50,070
Total Expenditures	<u>232,195</u>	<u>401,515</u>	<u>275,780</u>	<u>344,560</u>
<b>Appropriations</b>				
General Fund	227,780	397,876	245,670	312,760
Parks and Recreation Grant Fund	4,415	3,639	30,110	31,800
Total Appropriations	<u>232,195</u>	<u>401,515</u>	<u>275,780</u>	<u>344,560</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Parade

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**Purpose**

The Covina Christmas Parade will celebrate its 62<sup>nd</sup> year on December 1, 2012. 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.

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Parade

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.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Office Assistant II	<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>FTE Part-Time Positions</u>				
Community Resources Specialist	0.03	0.01	0.02	0.01
Community Resources Assistant II	0.06	0.02	0.03	0.03
Community Resources Assistant I	-	0.01	-	-
Total FTE Part-Time Positions	<u>0.09</u>	<u>0.04</u>	<u>0.05</u>	<u>0.04</u>
Total Full-Time Equivalent Positions	<u><u>1.09</u></u>	<u><u>1.04</u></u>	<u><u>1.05</u></u>	<u><u>1.04</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Community Parade

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	9,176	6,260	7,000	5,100
Miscellaneous Revenue	2,605	1,930	2,500	1,500
Total Revenues	<u>11,781</u>	<u>8,190</u>	<u>9,500</u>	<u>6,600</u>
<b>Expenditures</b>				
Personal Services	1,813	63,235	63,840	64,400
Professional and Technical	3,911	2,950	2,950	2,950
Property Services	15,485	13,160	13,240	12,650
Other Services and Charges	5,013	5,204	4,760	4,760
Supplies	2,933	1,940	2,970	2,770
Interdepartmental	19,074	22,670	24,290	45,760
Total Expenditures	<u>48,230</u>	<u>109,159</u>	<u>112,050</u>	<u>133,290</u>
<b>Appropriations</b>				
General Fund	48,230	109,159	112,050	133,290
Total Appropriations	<u>48,230</u>	<u>109,159</u>	<u>112,050</u>	<u>133,290</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Community Special Events

**Base Budget-Change in Service**

Due to the elimination of the Redevelopment Agency, the funding for the annual Thunderfest Car Show and Music Festival is no longer available. Therefore, the event will no longer be administered by the Parks & Recreation Department. The Covina Downtown Association will administer and coordinate the event.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>FTE Part-Time Positions</u>				
Community Resources Specialist	0.07	0.14	0.11	-
Community Resources Assistant II	0.16	0.02	0.03	-
Community Resources Assistant I	<u>0.01</u>	<u>0.01</u>	<u>0.02</u>	<u>-</u>
Total Full-Time Equivalent Positions	<u>0.24</u>	<u>0.17</u>	<u>0.16</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Community Special Events

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Charges for Services	8,280	55,771	7,550	-
Miscellaneous Revenue	6,845	7,650	7,610	-
Other Financing Sources	-	110,000	-	-
Total Revenues	<u>15,125</u>	<u>173,421</u>	<u>15,160</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	5,658	5,312	4,290	-
Professional and Technical	12,905	30,357	9,950	-
Property Services	12,396	16,948	17,330	-
Other Services and Charges	16,755	14,292	15,970	-
Supplies	7,391	5,038	4,920	-
Interdepartmental	(39,965)	11,424	(37,300)	-
Total Expenditures	<u>15,140</u>	<u>83,371</u>	<u>15,160</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	<u>15,140</u>	<u>83,371</u>	<u>15,160</u>	<u>-</u>
Total Appropriations	<u>15,140</u>	<u>83,371</u>	<u>15,160</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2012-2013 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 safety standards.
- 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.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Aquatics

**Base Budget-Change in Service**

There is no change in service.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Recreation Services Supervisor	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
<u>FTE Part-Time Positions</u>				
Pool Manager	0.50	0.33	0.25	-
Assistant Pool Manager	0.46	0.55	0.27	0.53
Lifeguard/Instructor	3.16	4.16	4.02	3.91
Lifeguard	0.48	0.25	0.77	0.69
Park Maintenance Assistant	-	0.03	0.48	0.48
Community Resources Assistant II	0.24	0.30	0.27	0.26
Community Resources Assistant I	<u>0.21</u>	<u>0.08</u>	<u>-</u>	<u>-</u>
Total FTE Part-Time Positions	<u>5.05</u>	<u>5.70</u>	<u>6.06</u>	<u>5.87</u>
Total Full-Time Equivalent Positions	<u><u>5.55</u></u>	<u><u>6.20</u></u>	<u><u>6.56</u></u>	<u><u>6.37</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Aquatics

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	-	-	6,000	45,000
Charges for Services	179,512	196,921	184,520	182,110
Total Revenues	<u>179,512</u>	<u>196,921</u>	<u>190,520</u>	<u>227,110</u>
<b>Expenditures</b>				
Personal Services	180,722	192,024	207,580	201,090
Professional and Technical	1,484	3,372	3,430	1,500
Property Services	58,603	46,883	60,971	48,930
Other Services and Charges	2,791	2,898	14,690	5,200
Supplies	20,022	26,064	25,260	26,140
Capital Outlay	-	11,855	-	-
Interdepartmental	(2,510)	-	(10,400)	43,330
Total Expenditures	<u>261,111</u>	<u>283,095</u>	<u>301,531</u>	<u>326,190</u>
<b>Appropriations</b>				
General Fund	260,477	283,095	301,531	326,190
Parks and Recreation Grant Fund	634	-	-	-
Total Appropriations	<u>261,111</u>	<u>283,095</u>	<u>301,531</u>	<u>326,190</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 twelfth year.

The Cultural Arts Advisory Commission has the following projects/events planned for 2012-2013:

- Chalk Art Festival
- Developing an Artists’ Registry
- Dia de Los Muertos (Day of the Dead) Celebration
- Artistic entry for Covina Christmas Parade

**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.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>FTE Part-Time Positions</u>				
Community Resources Specialist	0.01	-	-	0.01
Community Resources Assistant I	-	-	-	0.01
Community Resources Aide	0.01	-	-	0.02
Total Full-Time Equivalent Positions	<u>0.02</u>	<u>-</u>	<u>-</u>	<u>0.04</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Cultural Arts

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	-	-	-	6,020
Miscellaneous Revenue	1,459	101	9,400	3,520
Total Revenues	<u>1,459</u>	<u>101</u>	<u>9,400</u>	<u>9,540</u>
<b>Expenditures</b>				
Personal Services	320	-	-	620
Professional and Technical	1,260	621	3,100	5,300
Property Services	100	-	-	-
Other Services and Charges	677	56	1,150	990
Supplies	1,129	178	5,150	2,620
Interdepartmental	-	-	-	260
Total Expenditures	<u>3,486</u>	<u>855</u>	<u>9,400</u>	<u>9,790</u>
<b>Appropriations</b>				
General Fund	2,055	-	-	-
Cultural Arts Fund	29	679	5,400	9,790
Parks and Recreation Grant Fund	1,402	176	4,000	-
Total Appropriations	<u>3,486</u>	<u>855</u>	<u>9,400</u>	<u>9,790</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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, proofreading, 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.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Library Administration

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**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.

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.
- Research, purchase, and implement the use of the new Catalog System.

**Base Budget-Change in Service**

The budget reflects an increase to the department budget due to pay for part-time Community Resources Specialist assigned to design and implement Children's Special Events. There is also an increase of General Fund support for the Literacy Program due to loss of State funding.

Revenue will be impacted due to:

- Increased programming in the Community Room will decrease the number of rentals we can accommodate.
- Loss of funding from the State for Interlibrary Loan Reimbursements.

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

- The elimination of Books in Print, General Reference Center, LA Times, Newspaper Archive, Reference USA, Something About the Author and Ancestry/HeritageQuest and cuts due to lack of usage.
- This savings will assist in the cost of purchasing a new Catalog System.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Library Administration

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Library Director	1.00	-	-	-
Administrative Technician	1.00	0.46	-	-
Management Analyst	-	-	1.00	1.00
Total Full-Time Positions	<u>2.00</u>	<u>0.46</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>				
Administrative Technician	-	-	0.26	-
Building Maintenance Worker	-	-	0.50	0.50
Community Resources Specialist	-	-	-	0.50
Total FTE Part-Time Positions	<u>-</u>	<u>0.46</u>	<u>0.76</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u><u>2.00</u></u>	<u><u>0.46</u></u>	<u><u>1.76</u></u>	<u><u>2.00</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Circulation Services

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**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 checkout 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.
- Increase number of library card users.

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.
- Implement the “My First Library Card” for ages 0-5.

**Base Budget-Change in Service**

The Circulation Services Division has a decrease in part-time salaries and benefits due to one retiring Library Clerk with a new employee. Additionally, the supplies needed decreased by finding better alternatives for some of the necessary items.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Circulation Services

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	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Circulation Supervisor	<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>FTE Part-Time Positions</u>				
Library Clerk	<u>2.23</u>	<u>2.74</u>	<u>2.54</u>	<u>2.78</u>
Library Shelver	<u>0.52</u>	<u>0.54</u>	<u>0.43</u>	<u>0.43</u>
Total FTE Part-Time Positions	<u>2.75</u>	<u>3.28</u>	<u>2.97</u>	<u>3.21</u>
Total Full-Time Equivalent Positions	<u><u>3.75</u></u>	<u><u>4.28</u></u>	<u><u>3.97</u></u>	<u><u>4.21</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 National Library Week and other library events.
- Education the patrons on current library databases
- Assist patrons with computer related questions

**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.
- Maintain current knowledge of all available library databases offered to the public.
- Continue to review Reference materials to determine relevance and possible replacement.

To accomplish these goals the division will:

- Work with the Collections and Materials Committee on book and other material selections.
- 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 services.
- Develop and implement a Computer Usage Manual to assist patrons.

**Base Budget-Change in Service**

Adult Senior Librarian retired and was filled with 2 Library Clerk positions

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Senior Librarian	2.00	1.00	1.00	-
Total Full-Time Positions	2.00	1.00	1.00	-
<u>FTE Part-Time Positions</u>				
Senior Librarian	0.82	-	-	-
Community Resources Specialist	-	0.75	0.75	0.50
Library Clerk	-	-	-	1.50
Total FTE Part-Time Positions	0.82	0.75	0.75	2.00
Total Full-Time Equivalent Positions	2.82	1.75	1.75	2.00

CITY OF COVINA, CALIFORNIA  
2012-2013 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.
- Assist the Community Relations Supervisor in conducting Children's Special Events.
- Coordinate Family Place Programming.
- Conducting library programs.
- Coordinate Youth/Teen Reading 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 of 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.
- Continue partnership with Covina-Valley Unified School District in providing a joint Summer Reading Program coordinated by the Literacy Coordinator.
- Continue conducting Family Place Workshops.

To accomplish these goals the division will:

- Read reviews composed by reputable book reviewers, etc. when making the selection of materials from library vendors.
- Add new materials through book donations to augment the book operating budget.
- Maintain a 0-3 Storytime program to introduce new parents to library services and early childhood development skills through stories and song.
- Maintain Toddler and other story times for ages 7 and under.
- 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.
- Facilitate scheduled story times 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.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Children's/Teen Reference Area

**Base Budget - Change in Service**

The joint Summer Reading Program was budgeted last fiscal year - 2011-2012 - in the Parks & Recreation Department's Recreation Services Division. Starting this fiscal year, the salary cost of a community Resources Assistant I and a Community Resources Specialist to assist in facilitating the joint Summer Reading Program along with the necessary expenses to conduct the program, will be budgeted under the Children's Services Division. Additionally, all expense costs associated with Children's Special Events will be budgeted under the Restricted Donation accounts. These costs will be offset by donations given by The Friends specifically to be used for this purpose.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Senior Librarian	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>FTE Part-Time Positions</u>				
Community Resources Assistant I	-	-	-	0.28
Community Resources Specialist	-	-	-	0.05
Library Clerk	-	0.27	0.38	-
Library Shelver	0.38	-	-	0.50
Senior Librarian	0.27	-	-	-
Total FTE Part-Time Positions	<u>0.65</u>	<u>0.27</u>	<u>0.38</u>	<u>0.83</u>
Total Full-Time Equivalent Positions	<u><u>1.65</u></u>	<u><u>1.27</u></u>	<u><u>1.38</u></u>	<u><u>1.83</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Technical Services

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### **Purpose**

The Technical Services Division is responsible for processing new materials for checkout, 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 checkout.
- Processing donated materials.
- 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 checkout and library patron records is updated daily.
- Improve support services to better serve the other functions of the Library.
- Increase the use of donated materials for the Library's collection.

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.
- Review all donated materials.

### **Base Budget-Change in Service**

The Technical Services Division replaced one retiring Library Assistant with an entry-level Library Assistant. Also, the supplies budget was lowered due to finding better alternatives to frequently used items.

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Technical Services

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	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
	Actual	Actual	Budget	Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Principle Librarian	<u>1.00</u>	<u>0.75</u>	<u>-</u>	<u>-</u>
Total Full-Time Positions	<u>1.00</u>	<u>0.75</u>	<u>-</u>	<u>-</u>
<u>FTE Part-Time Positions</u>				
Library Assistant	<u>0.47</u>	<u>0.86</u>	<u>0.95</u>	<u>0.95</u>
Library Clerk	<u>1.78</u>	<u>1.34</u>	<u>1.00</u>	<u>1.25</u>
Total FTE Part-Time Positions	<u>2.25</u>	<u>2.20</u>	<u>1.95</u>	<u>2.20</u>
Total Full-Time Equivalent Positions	<u>3.25</u>	<u>2.95</u>	<u>1.95</u>	<u>2.20</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 an increase in supplies needed due to additional computers being made available for Teens. These computers were previously used as catalog computers, but will be converted for Teen use due to the increased demand for them. To accommodate these new computers, more reservation receipt rolls will need to be purchased as well as more paper for printing. These costs will be offset by the revenue received from the printing station.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 a joint partnership with the Covina Center for the Performing Arts to conduct the Center's Inaugural Magic Show, 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 coordinate the library's volunteer efforts.
- 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
- Continue partnering with Covina-Valley Unified School District to provide the joint Summer Reading Program.
- Continue to grow the Homework Help program.
- Look at ways to provide literacy services off-site.

To accomplish these goals the Division 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

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Culture and Recreation

Activity: Library Literacy Program

**Base Budget Changes in Services**

The Second Start Literacy Program experienced a loss of funding due to budget cuts from the State of California during the 2011-2012 Fiscal Year. There will be no state funding for this program until if and when the State of California returns funding to the State Library. Due to this loss, the City of Covina’s General Fund assistance to the Literacy Division was increased to accommodate the necessary expenses. The CDBG funding was increased by \$3,000 due to allocating that money to the Literacy Program instead of to the Parks & Recreation Teen Programming. The 231 Workforce Grant, which is administered by the Department of Education was over-budgeted last year with a base of \$10,000 when the base is \$7,500. If the program is eligible for additional funding, the Library will be notified by mail around August or September. There is an increase to supplies needed because this year the Literacy program in partnership with the Covina Center for the Performing Arts will be hosting the 1<sup>st</sup> Annual Magic Show to help raise money for the Literacy Program. Supply needs include the cost of the dinner, entertainment, and other needs.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Literacy Coordinator	<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>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Library

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	66,194	22,742	20,500	8,620
Charges for Services	53,628	47,064	42,620	43,600
Miscellaneous Revenue	<u>4,048</u>	<u>62,640</u>	<u>21,150</u>	<u>23,460</u>
Total Revenues	<u>123,870</u>	<u>132,446</u>	<u>84,270</u>	<u>75,680</u>
<b>Expenditures</b>				
Personal Services	950,511	583,384	597,970	595,700
Professional and Technical	125,600	160,004	163,910	8,300
Property Services	115,090	122,569	142,470	125,210
Other Services and Charges	22,445	24,651	30,610	34,360
Supplies	125,378	79,699	77,060	68,810
Capital Outlay	45,663	-	27,750	18,000
Interdepartmental	28,862	29,016	(12,000)	351,730
Other Financing Uses	<u>576</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,414,126</u>	<u>999,324</u>	<u>1,027,770</u>	<u>1,202,110</u>
<b>Appropriations</b>				
General Fund	1,356,696	930,740	974,050	1,117,450
Library Equipment Reserve	3,602	5,965	1,970	2,060
Library Grant Fund	<u>53,828</u>	<u>62,619</u>	<u>51,750</u>	<u>82,600</u>
Total Appropriations	<u>1,414,126</u>	<u>999,324</u>	<u>1,027,770</u>	<u>1,202,110</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Culture and Recreation

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the culture and recreation program recognizes the General Government and MIS support of the Library Literacy Program

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 and MIS culture support to the Library Literacy Program.

**Base Budget-Change in Service**

All Indirect Cost Charges are now budgeted at the individual function level.

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Activity Summary

Program: Culture and Recreation

Activity: Indirect Cost Allocation - Culture

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	- <u>          </u>	- <u>          </u>	- <u>          </u>	- <u>          </u>
<b>Expenditures</b>				
Interdepartmental	- <u>          </u>	- <u>          </u>	44,170 <u>          </u>	- <u>          </u>
Total Expenditures	- <u>          </u>	- <u>          </u>	44,170 <u>          </u>	- <u>          </u>
<b>Appropriations</b>				
Library Grant Fund	- <u>          </u>	- <u>          </u>	44,170 <u>          </u>	- <u>          </u>
Total Appropriations	- <u>          </u>	- <u>          </u>	44,170 <u>          </u>	- <u>          </u>



CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Community Development

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Licenses and Permits	343,390	564	-	-
Charges for Services	639,183	213,364	198,000	250,000
Fines and Forfeits	5	-	-	-
Miscellaneous	14,484	6,310	15,000	-
Total Revenues	<u>997,062</u>	<u>220,238</u>	<u>213,000</u>	<u>250,000</u>
<b>Activities</b>				
Development Administration	347,645	19,102	776,696	-
Planning	370,162	202,504	264,426	648,080
Building Inspection	637,562	-	-	-
Code Enforcement	97,044	-	-	-
Indirect Cost Allocation	(543,430)	37,485	(383,810)	-
Total Activities	<u>908,983</u>	<u>259,091</u>	<u>657,312</u>	<u>648,080</u>
<b>Appropriations</b>				
General Fund	908,983	259,091	657,312	648,080
Total Appropriations	<u>908,983</u>	<u>259,091</u>	<u>657,312</u>	<u>648,080</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Community Development

Activity: Development Administration

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**Note:**

Due to the elimination of the Covina Redevelopment Agency, all Development Administration costs have been allocated to the Administration/City Manager, Planning, and SACRA functions. Please refer to those sections for more information.

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Community Development

Activity: Development Administration

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Licenses and Permits	-	564	-	-
Total Revenues	<u>-</u>	<u>564</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	316,512	(7,940)	119,196	-
Professional and Technical	12,000	12,477	12,460	-
Property Services	5,285	4,168	6,650	-
Other Services and Charges	12,769	9,381	8,640	-
Supplies	1,079	1,016	2,750	-
Capital Outlay	-	-	627,000	-
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>347,645</u>	<u>19,102</u>	<u>776,696</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	<u>347,645</u>	<u>19,102</u>	<u>776,696</u>	<u>-</u>
Total Appropriations	<u>347,645</u>	<u>19,102</u>	<u>776,696</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Community Development

Activity: Planning

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**Purpose**

The Planning Division advises and reports to the City Council, City Manager and Planning Commission on community development issues. The division is required by state law to prepare, periodically review, and revise the City's General Plan, to implement the general plan through the administration of specific plans, zoning and subdivision ordinances. The planning division reviews capital improvement 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 quality land use planning practices and the overall goals of the community. Significant tasks include:

- Administer and implement 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 as it relates to development standards and the review process, and make this information available on the City's website.
- Complete a comprehensive update of the City's zoning code.

**Base Budget-Change in Service**

The Planning Division gained additional personnel this budget, due to the dissolution of the Covina Redevelopment Agency. In this budget the division positions increase from 1.30 to 4.15.

- Fifty percent (50%) of the cost of the Assistant to the City Manager is charged to Administration.
- One Hundred percent (100%) of the cost of a Senior Planner will be charged to Planning.
- Seventy-five percent (75%) of the cost of a Senior Administrative Technician will be charged to Planning.
- Ninety percent (90%) of the cost of a Planning Aide will be charged to Planning.

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Community Development

Activity: Planning

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Assistant to the City Manager	-	-	-	0.50
City Planner	-	1.00	1.00	1.00
Senior Planner	-	-	-	1.00
Associate Planner	2.00	2.00	0.30	-
Assistant Planner	1.00	-	-	-
Senior Administrative Technician	-	-	-	0.75
Planning Aide	-	-	-	0.90
Planning Technician	1.00	1.00	-	-
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>1.30</u>	<u>4.15</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Community Development

Activity: Planning

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	261,578	213,364	198,000	250,000
Fines and Forfeits	5	-	-	-
Miscellaneous Revenue	<u>14,484</u>	<u>6,310</u>	<u>15,000</u>	<u>-</u>
Total Revenues	<u>276,067</u>	<u>219,674</u>	<u>213,000</u>	<u>250,000</u>
<b>Expenditures</b>				
Personal Services	383,532	162,496	193,012	390,030
Professional and Technical	39,925	26,909	50,894	30,000
Property Services	4,892	4,957	5,000	6,000
Other Services and Charges	6,372	7,496	12,880	12,880
Supplies	621	646	2,640	2,920
Interdepartmental	<u>(65,180)</u>	<u>-</u>	<u>-</u>	<u>206,250</u>
Total Expenditures	<u>370,162</u>	<u>202,504</u>	<u>264,426</u>	<u>648,080</u>
<b>Appropriations</b>				
General Fund	<u>370,162</u>	<u>202,504</u>	<u>264,426</u>	<u>648,080</u>
Total Appropriations	<u>370,162</u>	<u>202,504</u>	<u>264,426</u>	<u>648,080</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Community Development

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>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Building Official	1.00	-	-	-
Deputy Building Official	-	-	-	-
General Building Inspector	2.00	-	-	-
Permit Technician	1.00	-	-	-
Secretary	1.00	-	-	-
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Community Development

Activity: Building Inspection

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Licenses and Permits	343,390	-	-	-
Charges for Services	377,605	-	-	-
Total Revenues	<u>720,995</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	341,440	-	-	-
Professional and Technical	354,579	-	-	-
Property Services	6,853	-	-	-
Other Services and Charges	23,024	-	-	-
Supplies	1,904	-	-	-
Interdepartmental	(90,238)	-	-	-
Total Expenditures	<u>637,562</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	637,562	-	-	-
Total Appropriations	<u>637,562</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Building and Code Enforcement Coordinator	1.00	1.00	-	-
Neighborhood Preservation Officer	2.00	2.00	-	-
<u>FTE Part-Time Positions</u>				
Code Enforcement Officer	0.95	0.45	-	-
Total Full-Time Equivalent Positions	<u>3.95</u>	<u>3.45</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Community Development

Activity: Code Enforcement

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	252,756	-	-	-
Professional and Technical	13,161	-	-	-
Property Services	4,570	-	-	-
Other Services and Charges	18,924	-	-	-
Supplies	443	-	-	-
Interdepartmental	(192,810)	-	-	-
Total Expenditures	<u>97,044</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>				
General Fund	<u>97,044</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u><u>97,044</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Community Development

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the Community Development program recognizes the General Government and MIS support to other designated activities.

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 Government and MIS support to other activities.

**Base Budget-Change in Service**

All Indirect Cost Allocation charges are now budgeted at the individual function level.

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Community Development

Activity: Indirect Cost Allocation - CD

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Interdepartmental Charges	<u>(543,430)</u>	<u>37,485</u>	<u>(383,810)</u>	<u>-</u>
Total Expenditures	<u><u>(543,430)</u></u>	<u><u>37,485</u></u>	<u><u>(383,810)</u></u>	<u><u>-</u></u>
<b>Appropriations</b>				
General Fund	<u>(543,430)</u>	<u>37,485</u>	<u>(383,810)</u>	<u>-</u>
Total Appropriations	<u><u>(543,430)</u></u>	<u><u>37,485</u></u>	<u><u>(383,810)</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: CDBG and Housing

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	720,800	450,805	1,093,784	304,580
Other Financing Sources	<u>6,840</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>727,640</u></u>	<u><u>450,805</u></u>	<u><u>1,093,784</u></u>	<u><u>304,580</u></u>
<b>Activities</b>				
CDBG Administration	44,711	46,234	28,560	-
Business Assistance	470,574	298,929	799,904	158,570
Public Service	59,869	62,703	57,120	45,630
Residential Rehabilitation	17,726	12,202	208,210	100,380
Public Improvements	134,789	30,708	-	-
Indirect Cost Allocation	<u>-</u>	<u>-</u>	<u>54,630</u>	<u>-</u>
Total Activities	<u><u>727,669</u></u>	<u><u>450,776</u></u>	<u><u>1,148,424</u></u>	<u><u>304,580</u></u>
<b>Appropriations</b>				
CDBG Fund	<u>727,669</u>	<u>450,776</u>	<u>1,148,424</u>	<u>304,580</u>
Total Appropriations	<u><u>727,669</u></u>	<u><u>450,776</u></u>	<u><u>1,148,424</u></u>	<u><u>304,580</u></u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: CDBG and Housing

Activity: CDBG

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**Purpose**

The fiscal year 2012-2013 budget reflects changes in the funding and administration of CDBG funded programs. The programs funded by CDBG for this fiscal year include:

- Public Service
- Housing Rehabilitation
- Economic Development/Business Assistance

**Goals and Objectives**

Goals for fiscal year 2012-2013 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 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 07-08 of 17.0%, increase in fiscal year 08-09 of 58%, decrease in fiscal year 09-10 of 24% decrease in fiscal year 10-11 of 6%, decrease in fiscal year 11-12 of 10% and a decrease in fiscal year 12-13 of 17%. The funding for fiscal year 12-13 is equivalent to the funding in fiscal year 07-08. Even with the reduced funding the staff has continued to reduce its Administrative costs to enable funding critical programs that benefit the community.

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: CDBG and Housing

Activity: CDBG

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	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Senior Management Analyst	0.45	0.45	0.31	-
Total Full-Time Positions	0.45	0.45	0.31	-
<u>FTE Part-Time Positions</u>				
Account Clerk II	0.90	1.00	0.60	-
Senior Management Analyst	-	-	-	0.25
Redevelopment Manager	-	-	-	0.15
Total Part-Time Positions	0.90	1.00	0.60	0.40
Total Full-Time Equivalent Positions	1.35	1.45	0.91	0.40

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: CDBG & Housing

Activity: CDBG Administration

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	44,682	46,253	28,560	-
Total Revenues	<u>44,682</u>	<u>46,253</u>	<u>28,560</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	39,577	41,363	23,680	-
Professional and Technical Services	4,250	4,200	4,200	-
Other Services and Charges	884	671	680	-
Total Expenditures	<u>44,711</u>	<u>46,234</u>	<u>28,560</u>	<u>-</u>
<b>Appropriations</b>				
CDBG Fund	44,711	46,234	28,560	-
Total Appropriations	<u>44,711</u>	<u>46,234</u>	<u>28,560</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: CDBG & Housing

Activity: Business Assistance

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	470,577	298,929	799,894	158,570
Total Revenues	<u>470,577</u>	<u>298,929</u>	<u>799,894</u>	<u>158,570</u>
<b>Expenditures</b>				
Personal Services	11,954	19,208	31,520	45,120
Professional and Technical Services	69	121	4,520	-
Other Services and Charges	458,551	279,600	763,864	113,450
Total Expenditures	<u>470,574</u>	<u>298,929</u>	<u>799,904</u>	<u>158,570</u>
<b>Appropriations</b>				
CDBG Fund	470,574	298,929	799,904	158,570
Total Appropriations	<u>470,574</u>	<u>298,929</u>	<u>799,904</u>	<u>158,570</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: CDBG & Housing

Activity: Public Service

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	59,871	62,707	57,120	45,630
Total Revenues	<u>59,871</u>	<u>62,707</u>	<u>57,120</u>	<u>45,630</u>
<b>Expenditures</b>				
Personal Services	-	-	-	25,630
Other Services and Charges	-	9,760	-	20,000
Interdepartmental	59,869	52,943	57,120	-
Total Expenditures	<u>59,869</u>	<u>62,703</u>	<u>57,120</u>	<u>45,630</u>
<b>Appropriations</b>				
CDBG Fund	59,869	62,703	57,120	45,630
Total Appropriations	<u>59,869</u>	<u>62,703</u>	<u>57,120</u>	<u>45,630</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: CDBG & Housing

Activity: Residential Rehabilitation

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	17,727	12,202	208,210	100,380
Total Revenues	<u>17,727</u>	<u>12,202</u>	<u>208,210</u>	<u>100,380</u>
<b>Expenditures</b>				
Personal Services	4,576	7,053	18,630	20,050
Professional and Technical Services	-	5,085	15,000	-
Other Services and Charges	13,150	64	174,580	80,330
Total Expenditures	<u>17,726</u>	<u>12,202</u>	<u>208,210</u>	<u>100,380</u>
<b>Appropriations</b>				
CDBG Fund	17,726	12,202	208,210	100,380
Total Appropriations	<u>17,726</u>	<u>12,202</u>	<u>208,210</u>	<u>100,380</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: CDBG & Housing

Activity: Public Improvements

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	127,943	30,714	-	-
Other Financing Sources	<u>6,840</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>127,943</u></u>	<u><u>30,714</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Expenditures</b>				
Personal Services	2,472	(53)	-	-
Professional and Technical Services	160,326	10,590	-	-
Other Services and Charges	(28,009)	12,941	-	-
Other Financial Uses	<u>-</u>	<u>7,230</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>134,789</u></u>	<u><u>30,708</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Appropriations</b>				
CDBG Fund	<u>134,789</u>	<u>30,708</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u><u>134,789</u></u>	<u><u>30,708</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Activity Summary

Program: CDBG & Housing

Activity: Indirect Cost Allocation - CDBG

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Interdepartmental	-	-	54,630	-
Total Expenditures	-	-	54,630	-
<b>Appropriations</b>				
CDBG Fund	-	-	54,630	-
Total Appropriations	-	-	54,630	-



CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Water Utility

	2009 -2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Charges for Services	830	-	-	-
Water Revenue	6,527,178	8,843,204	8,813,000	9,061,000
Miscellaneous Revenue	(21)	28,109	-	-
Total Revenues	<u>6,527,987</u>	<u>8,871,313</u>	<u>8,813,000</u>	<u>9,061,000</u>
<b>Activities</b>				
General and Admin - Water	177,075	290,740	482,010	816,920
Utility Billing - Water	109,789	445,766	417,140	489,910
Customer Service	314,212	176,189	477,450	754,710
Sales Promotion	-	18,459	67,000	35,880
Source and Supply	2,135,247	3,194,055	3,500,000	3,389,330
Power and Pumping	2,017,867	694,423	8,169,300	7,986,060
Transmission and Distribution	2,823,006	1,492,902	4,511,420	4,536,470
Depreciation - Water	464,461	1,056,167	-	790,380
Debt Service - Water	-	579,249	1,671,100	1,854,440
Indirect Cost Allocation - Water	744,550	699,897	744,550	-
Total Activities	<u>8,786,207</u>	<u>8,647,846</u>	<u>20,039,970</u>	<u>20,654,100</u>
<b>Appropriations</b>				
Water Utility	6,506,146	7,941,041	8,494,170	9,436,240
Water Capital	2,280,061	706,805	11,545,800	11,217,860
Total Appropriations	<u>8,786,207</u>	<u>8,647,846</u>	<u>20,039,970</u>	<u>20,654,100</u>

CITY OF COVINA, CALIFORNIA

2012-2013 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**

There is no change in the level of service to this area in FY 2012-13. Administrative positions were increased in this area during the last fiscal year to improve customer service and respond to concerns regarding billing system changes. Other changes in the matrix below are a result of a request from Finance that the Budget reflect the division of work by FTEs for services provided to the activity area. There has been no increase to staffing levels in this area, only a change in the budgeting of the services provided by the Engineering Section, as well as the Public Works Superintendent.

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Associate Civil Engineer	-	-	-	0.25
Construction Inspector	-	-	-	0.20
Public Works Superintendent	-	-	-	0.50
Senior Administrative Technician	1.0	1.00	1.25	2.00
Administrative Technician	-	0.25	1.00	-
Water Services Supervisor	-	-	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.25</u>	<u>3.25</u>	<u>3.95</u>
<u>FTE Part-Time Positions</u>				
Engineering Intern	0.50	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>1.50</u>	<u>1.75</u>	<u>3.75</u>	<u>4.45</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Water Utility

Activity: General and Admin. - Water

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Water Revenue	49,482	11,428	48,000	-
Total Revenues	<u>49,482</u>	<u>11,428</u>	<u>48,000</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	71,084	126,916	224,070	394,760
Professional and Technical	71,004	44,099	70,910	66,000
Property Services	3,705	4,777	4,700	4,900
Other Services and Charges	14,087	10,575	24,100	25,320
Supplies	2,845	(12,926)	4,500	4,100
Interdepartmental	14,350	117,300	153,730	321,840
Total Expenditures	<u>177,075</u>	<u>290,740</u>	<u>482,010</u>	<u>816,920</u>
<b>Appropriations</b>				
Water Utility	<u>177,075</u>	<u>290,740</u>	<u>482,010</u>	<u>816,920</u>
Total Appropriations	<u><u>177,075</u></u>	<u><u>290,740</u></u>	<u><u>482,010</u></u>	<u><u>816,920</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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**

Billing was out-sourced in fiscal year 2010-2011. There is no change in service level to this area in fiscal year 2012-2013.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Account Clerk II	<u>1.25</u>	<u>1.75</u>	<u>0.00</u>	<u>0.00</u>
Total Full-Time Equivalent Positions	<u>1.25</u>	<u>1.75</u>	<u>0.00</u>	<u>0.00</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Water Utility

Activity: Utility Billing - Water

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Water Revenue	108,687	-	50,000	-
Total Revenues	<u>108,687</u>	<u>-</u>	<u>50,000</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	70,998	115,096	16,640	33,090
Professional and Technical	16,880	326,749	400,000	400,800
Property Services	-	-	100	100
Other Services and Charges	18,853	3,700	400	400
Supplies	3,058	222	-	-
Interdepartmental	-	-	-	55,520
Total Expenditures	<u>109,789</u>	<u>445,766</u>	<u>417,140</u>	<u>489,910</u>
<b>Appropriations</b>				
Water Utility	<u>109,789</u>	<u>445,766</u>	<u>417,140</u>	<u>489,910</u>
Total Appropriations	<u><u>109,789</u></u>	<u><u>445,766</u></u>	<u><u>417,140</u></u>	<u><u>489,910</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013. One of the existing Water Workers in Transmission and Distribution was transferred to this area during the previous fiscal year to improve customer service response time. The overall number of Water Utility employees is unchanged.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Water Crew Leader	1.00	1.00	1.00	1.00
Water Consumer Representative	1.00	1.00	-	-
Water Quality Technician	-	-	1.00	1.00
Water Worker	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>2.00</u>
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>4.00</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Water Utility

Activity: Customer Service

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Water Revenue	62,690	29,508	24,000	70,000
Miscellaneous Revenue	-	27,969	-	-
Total Revenues	<u>62,690</u>	<u>57,477</u>	<u>24,000</u>	<u>70,000</u>
<b>Expenditures</b>				
Personal Services	200,344	124,631	214,840	287,950
Property Services	81,195	11,924	2,920	3,500
Other Services and Charges	32,640	32,640	252,790	365,220
Supplies	1,052	1,034	1,900	1,500
Capital Outlay	-	6,885	5,000	-
Interdepartmental	(1,020)	(924)	-	96,540
Total Expenditures	<u>314,212</u>	<u>176,189</u>	<u>477,450</u>	<u>754,710</u>
<b>Appropriations</b>				
Water Utility	<u>314,212</u>	<u>176,189</u>	<u>477,450</u>	<u>754,710</u>
Total Appropriations	<u>314,212</u>	<u>176,189</u>	<u>477,450</u>	<u>754,710</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Water Utility

Activity: Sales Promotion

**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 2012-2013.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Water Utility

Activity: Sales Promotion

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Supplies	-	18,459	32,000	35,000
Capital Outlay	-	-	35,000	-
Interdepartmental	-	-	-	880
Total Expenditures	-	18,459	67,000	35,880
<b>Appropriations</b>				
Water Utility	-	18,459	67,000	35,880
Total Appropriations	-	18,459	67,000	35,880

CITY OF COVINA, CALIFORNIA  
 2012-2013 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 2012-2013.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Water Utility

Activity: Source and Supply

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Supplies	2,135,247	3,194,055	3,500,000	3,300,000
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>89,330</u>
Total Expenditures	<u>2,135,247</u>	<u>3,194,055</u>	<u>3,500,000</u>	<u>3,389,330</u>
<b>Appropriations</b>				
Water Utility	<u>2,135,247</u>	<u>3,194,055</u>	<u>3,500,000</u>	<u>3,389,330</u>
Total Appropriations	<u>2,135,247</u>	<u>3,194,055</u>	<u>3,500,000</u>	<u>3,389,330</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013.

This activity area experienced significant cost increases beginning in the previous fiscal year and continuing in fiscal year 2012-2013, related primarily to the initiation of capital improvement construction activities to refurbish some of the older reservoirs, to add a new reservoir to the Charter Oak Reservoirs location, and to add a pump station on Holt Avenue at Xalapa Park to improve emergency supply/response capabilities. These construction activities will be funded by bond proceeds.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<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>
Total Full-Time Equivalent Positions	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Water Utility

Activity: Power and Pumping

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Water Revenue	6,218,031	8,666,662	8,505,000	8,805,000
Miscellaneous Revenue	(21)	140	-	-
Total Revenues	<u>6,218,010</u>	<u>8,666,802</u>	<u>8,505,000</u>	<u>8,805,000</u>
<b>Expenditures</b>				
Personal Services	139,246	176,885	175,380	164,200
Professional and Technical	23,322	37,746	42,000	42,000
Property Services	248,060	260,012	273,750	259,150
Other Services and Charges	29,941	29,550	37,910	39,140
Supplies	5,662	7,603	12,700	11,500
Capital Outlay	1,560,082	182,627	7,627,560	7,300,000
Interdepartmental	-	-	-	170,070
Other Financial Uses	11,554	-	-	-
Total Expenditures	<u>2,017,867</u>	<u>694,423</u>	<u>8,169,300</u>	<u>7,986,060</u>
<b>Appropriations</b>				
Water Utility	872,924	511,796	541,740	604,850
Water Capital	1,144,943	182,627	7,627,560	7,381,210
Total Appropriations	<u>2,017,867</u>	<u>694,423</u>	<u>8,169,300</u>	<u>7,986,060</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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**

One of the Water Workers from this area was redistributed to the Customer Service activity area. In the event of emergency response or repair, Water Workers are used interchangeably, based on the overall needs of the Utility, as determined by the Water Services Supervisor.

There will be some capital repairs to the Transmission and Distribution water mains most in need of replacement after a determination is made regarding the total costs of the capital improvement work to be performed on the reservoirs in the Production and Storage activity area. All capital improvement work is funded by bond proceeds.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Water Services Supervisor	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
Equipment Operator	1.00	1.00	1.00	1.00
Water Worker	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>
Total Full-Time Equivalent Positions	<u>9.00</u>	<u>9.00</u>	<u>8.00</u>	<u>7.00</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Water Utility

Activity: Transmission and Distribution

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Water Revenue	88,288	135,606	186,000	186,000
Charges For Services	830	-	-	-
Total Revenues	<u>89,118</u>	<u>135,606</u>	<u>186,000</u>	<u>186,000</u>
<b>Expenditures</b>				
Personal Services	497,200	692,891	534,730	473,510
Professional and Technical	8,046	3,422	50,000	40,000
Property Services	70,682	231,310	112,250	105,250
Other Services and Charges	103,587	103,383	203,350	178,470
Supplies	21,317	17,290	26,050	26,050
Capital Outlay	1,862,494	278,426	3,381,600	3,300,000
Interdepartmental	259,680	166,180	203,440	413,190
Total Expenditures	<u>2,823,006</u>	<u>1,492,902</u>	<u>4,511,420</u>	<u>4,536,470</u>
<b>Appropriations</b>				
Water Utility	1,734,828	1,214,476	1,129,820	1,199,900
Water Capital	1,088,178	278,426	3,381,600	3,336,570
Total Appropriations	<u>2,823,006</u>	<u>1,492,902</u>	<u>4,511,420</u>	<u>4,536,470</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Activity Summary

Program: Water Utility

Activity: Depreciation - Water

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Other Services and Charges	464,461	1,056,167	-	778,630
Interdepartmental	-	-	-	11,750
Total Expenditures	<u>464,461</u>	<u>1,056,167</u>	<u>-</u>	<u>790,380</u>
<b>Appropriations</b>				
Water Utility	<u>464,461</u>	<u>1,056,167</u>	<u>-</u>	<u>790,380</u>
Total Appropriations	<u>464,461</u>	<u>1,056,167</u>	<u>-</u>	<u>790,380</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Water Utility

Activity: Debt Service - Water

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Debt Service	-	579,249	1,671,100	1,714,080
Interdepartmental	-	-	-	140,360
Total Expenditures	-	579,249	1,671,100	1,854,440
<b>Appropriations</b>				
Water Utility	-	380,437	1,181,400	1,354,360
Water Capital	-	198,812	489,700	500,080
Total Appropriations	-	579,249	1,671,100	1,854,440

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Water Utility

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the water utility program recognizes the support of General Government and MIS to water utility activities.

**Goals and Objectives**

To recognize and account for the indirect General Government and MIS support to water utility- designated activities.

**Base Budget-Change in Service**

All Indirect Cost Allocation charges are now budgeted at the individual function level.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Water Utility

Activity: Indirect Cost Allocation - Water

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Interdepartmental	744,550	699,897	744,550	-
Total Expenditures	744,550	699,897	744,550	-
<b>Appropriations</b>				
Water Utility	697,610	652,957	697,610	-
Water Capital	46,940	46,940	46,940	-
Total Appropriations	744,550	699,897	744,550	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Environmental Protection

	2009 -2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Annual</u>
<b>Revenues</b>				
Licenses and Permits	24,563	50,199	87,090	53,590
Intergovernmental	18,112	39,339	226,750	141,780
Charges for Services	4,520	13,731	16,955	6,000
Refuse/Waste Revenue	3,724,712	3,131,596	980,750	1,008,430
Investment Earnings	-	-	500	500
Miscellaneous Revenue	-	916	-	80,000
Other Financing Sources	5,211	24,383	-	-
Total Revenues	<u>3,777,118</u>	<u>3,260,164</u>	<u>1,312,045</u>	<u>1,290,300</u>
<b>Activities</b>				
General and Admin - Environmental	67,680	72,433	81,260	126,220
Utility Billing - Environmental	66,317	63,381	-	-
Energy	-	3,550	200,200	200,090
Street Sweeping	139,222	130,638	177,730	183,520
Environmental Services	193,752	221,051	317,930	370,390
Refuse Collection	1,848,314	1,438,558	55,100	3,330
Industrial Waste	-	71,907	92,700	54,380
Waste Management	972,184	851,402	183,960	294,480
Depreciation - Environmental	6,967	5,824	-	5,890
Indirect Cost Allocation - Enviro.	318,190	233,386	318,190	-
Total Activities	<u>3,612,626</u>	<u>3,092,130</u>	<u>1,427,070</u>	<u>1,238,300</u>
<b>Appropriations</b>				
General Fund	-	24,383	-	-
Environmental	3,590,706	3,044,628	1,165,320	1,093,210
Environmental Services Grants	21,920	23,119	261,750	145,090
Total Appropriations	<u>3,612,626</u>	<u>3,092,130</u>	<u>1,427,070</u>	<u>1,238,300</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Environmental Protection

Activity: General and Admin-Environmental

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**Purpose**

**Mission Statement:** Environmental Services is committed to ensuring a safe and healthy City by providing efficient street sweeping, trash and recycling collection; encouraging the use of alternative energies; and managing programs responsible for the removal of pollutants from our air and waterways.

This administrative function of Environmental Services provides 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; coordinating special projects; assisting with the development and processing of requests for proposals; the monitoring of contracts; as well as the preparation of applications, budgets, records, and reports for various 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.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Management Analyst Trainee	-	1.00	1.00	-
Senior Administrative Technician	1.00	-	-	1.00
Total Full-Time Equivalent Positions	1.00	1.00	1.00	1.00

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Environmental Protection

Activity: General and Admin. - Enviro.

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	2,065	-	-	-
Investment Earning	-	-	500	500
Total Revenues	<u>2,065</u>	<u>-</u>	<u>500</u>	<u>500</u>
<b>Expenditures</b>				
Personal Services	49,744	66,035	74,120	74,920
Professional and Technical	490	295	1,800	1,000
Property Services	1,694	458	1,850	1,850
Other Services and Charges	6,606	6,647	4,070	3,300
Supplies	1,100	1,278	1,700	1,500
Capital Outlay	(350)	-	-	-
Interdepartmental	8,396	(2,280)	(2,280)	43,650
Total Expenditures	<u>67,680</u>	<u>72,433</u>	<u>81,260</u>	<u>126,220</u>
<b>Appropriations</b>				
Environmental	67,680	72,433	81,260	126,220
Total Appropriations	<u>67,680</u>	<u>72,433</u>	<u>81,260</u>	<u>126,220</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Environmental Protection

Activity: Utility Billing - Environmental

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Refuse/Waste Revenue	123,849	60,089	-	-
Total Revenues	<u>123,849</u>	<u>60,089</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	30,048	39,359	-	-
Professional and Technical	15,020	-	-	-
Other Services and Charges	18,791	24,022	-	-
Supplies	2,458	-	-	-
Total Expenditures	<u>66,317</u>	<u>63,381</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>				
Environmental	66,317	63,381	-	-
Total Appropriations	<u>66,317</u>	<u>63,381</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Environmental Protection

Activity: Energy

**Purpose**

The energy program oversees the City’s energy efficiency and conservation efforts, coordinates its municipal energy retrofits and manages its Climate Action Plan and sustainability activities.

**Goals and Objectives**

The goal of the energy program is to reduce the City’s energy consumption through conservation and efficiency programs, projects and practices. This includes municipal activities as well as efforts to inform and incentivize residential and commercial efficiency and conservation practices.

**Base Budget-Change in Service**

There is no change to the base level of service in fiscal year 2012-2013.

Numerous residential, commercial and municipal energy programs that were underway in 2011-12 will continue through 2012-13. These programs are being funded through one-time grants, including the American Recovery and Reinvestment Act (ARRA) Energy Efficiency and Conservation Block Grant and private grants from Southern California Edison and the San Gabriel Valley COG.

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
	Actual	Actual	Budget	Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Environmental Protection

Activity: Energy

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	-	-	200,200	115,000
Miscellaneous Revenue	-	-	-	80,000
Total Revenues	<u>-</u>	<u>-</u>	<u>200,200</u>	<u>195,000</u>
<b>Expenditures</b>				
Personal Services	-	3,550	3,550	
Property Services	-	-	106,650	108,000
Other Services and Charges	-	-	90,000	7,000
Professional and Technical	-	-	-	80,000
Interdepartmental	-	-	-	5,090
Total Expenditures	<u>-</u>	<u>3,550</u>	<u>200,200</u>	<u>200,090</u>
<b>Appropriations</b>				
Environmental	-	-	-	82,000
Environmental Services Grants	-	3,550	200,200	118,090
Total Appropriations	<u>-</u>	<u>3,550</u>	<u>200,200</u>	<u>200,090</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Environmental Protection

Activity: Street Sweeping

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Property Services	139,222	130,638	177,730	177,730
Interdepartmental	-	-	-	5,790
Total Expenditures	<u>139,222</u>	<u>130,638</u>	<u>177,730</u>	<u>183,520</u>
<b>Appropriations</b>				
Environmental	<u>139,222</u>	<u>130,638</u>	<u>177,730</u>	<u>183,520</u>
Total Appropriations	<u>139,222</u>	<u>130,638</u>	<u>177,730</u>	<u>183,520</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: Environmental Protection

Activity: Environmental Services

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**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 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 levels to the public for fiscal year 2012-2013. However, regulatory analysis and compliance continue to become more complicated and onerous for the City in this area.

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Environmental Protection

Activity: Environmental Services

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Requested
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Environmental Services Manager	<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>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Environmental Protection

Activity: Environmental Services

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Intergovernmental	18,112	39,339	26,550	26,780
Charges For Services	2,455	13,731	16,955	6,000
Refuse/Waste Revenue	138,855	145,954	129,750	117,430
Miscellaneous Revenue	-	916	-	-
Other Financing Sources	5,211	-	-	-
Total Revenues	<u>164,633</u>	<u>199,940</u>	<u>173,255</u>	<u>150,210</u>
<b>Expenditures</b>				
Personal Services	102,776	105,154	111,290	119,820
Professional and Technical	33,729	31,152	48,410	62,900
Property Services	10,937	9,066	15,970	16,170
Other Services and Charges	54,266	44,478	64,760	70,940
Supplies	23,220	31,201	85,500	48,780
Interdepartmental	(36,387)	-	(8,000)	51,780
Other Financial Uses	5,211	-	-	-
Total Expenditures	<u>193,752</u>	<u>221,051</u>	<u>317,930</u>	<u>370,390</u>
<b>Appropriations</b>				
Environmental	171,832	201,482	256,380	343,390
Environmental Services Grants	21,920	19,569	61,550	27,000
Total Appropriations	<u>193,752</u>	<u>221,051</u>	<u>317,930</u>	<u>370,390</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013.

	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Budget</u>	<u>2012-2013</u> <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Environmental Protection

Activity: Refuse Collection

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Refuse/Waste Revenue	1,927,240	1,288,592	-	-
Total Revenues	<u>1,927,240</u>	<u>1,288,592</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Property Services	1,848,314	1,438,558	55,100	2,500
Interdepartmental	-	-	-	830
Total Expenditures	<u>1,848,314</u>	<u>1,438,558</u>	<u>55,100</u>	<u>3,330</u>
<b>Appropriations</b>				
Environmental	1,848,314	1,438,558	55,100	3,330
Total Appropriations	<u>1,848,314</u>	<u>1,438,558</u>	<u>55,100</u>	<u>3,330</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Environmental Protection

Activity: Industrial Waste

**Purpose**

To protect the City's wastewater infrastructure by monitoring industrial activities that may have a deleterious impact on sewer lines.

**Goals and Objectives**

The major goals and objectives of this activity are to avoid deterioration of the City's sewer system and prevent sanitary sewer overflows by tracking and inspecting businesses that produce industrial (non-domestic) wastewater to ensure that their operations, practices, and equipment adequately prevent their wastewater from damaging or overwhelming the City's system.

**Base Budget-Change in Service**

There is no change to the base level of service in fiscal year 2012-2013. The administration and implementation of this program is funded primarily by the Industrial Waste Permit Fee.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Environmental Protection

Activity: Industrial Waste

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Licenses and Permits	-	45,001	87,000	53,500
Other Financing Sources	-	24,383	-	-
Total Revenues	<u>-</u>	<u>69,384</u>	<u>87,000</u>	<u>53,500</u>
<b>Expenditures</b>				
Professional and Technical	-	-	3,000	-
Other Services and Charges	-	-	13,600	2,300
Supplies	-	63	4,300	2,200
Interdepartmental	-	71,844	71,800	49,880
Total Expenditures	<u>-</u>	<u>71,907</u>	<u>92,700</u>	<u>54,380</u>
<b>Appropriations</b>				
Environmental	-	71,907	92,700	54,380
Total Appropriations	<u>-</u>	<u>71,907</u>	<u>92,700</u>	<u>54,380</u>

CITY OF COVINA, CALIFORNIA

2012-2013 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.
- 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**

The scope of work and activities handled by Environmental Services has increased significantly over the past few years. For example, the office has been assigned responsibility over new issue areas including industrial waste, energy, and sustainability and has been awarded and manages three new grants. State laws and regulations pertaining to storm water pollution prevention and waste diversion are imposing additional requirements on the City, which are then to be implemented, enforced, tracked and reported by Environmental Services. The new Administrative Technician position is needed to ensure that Environmental Services is able to meet the expanded administrative duties of the office.

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Base</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Administrative Technician	-	-	-	0.75	0.75
Management Analyst	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalent Positions</b>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.75</u>	<u>1.75</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Environmental Protection

Activity: Waste Management

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Licenses and Permits	24,563	5,198	90	90
Refuse/Waste Revenue	1,534,768	1,636,961	851,000	891,000
Total Revenues	<u>1,559,331</u>	<u>1,642,159</u>	<u>851,090</u>	<u>891,090</u>
<b>Expenditures</b>				
Personal Services	81,522	73,630	82,960	140,080
Professional and Technical	680	23,024	12,500	26,000
Property Services	878,683	696,172	42,900	16,800
Other Services and Charges	13,070	16,121	23,920	37,430
Supplies	231	2,937	6,900	37,120
Interdepartmental	(2,002)	15,135	14,780	37,050
Other Financial Uses	-	24,383	-	-
Total Expenditures	<u>972,184</u>	<u>851,402</u>	<u>183,960</u>	<u>294,480</u>
<b>Appropriations</b>				
General Fund	-	24,383	-	-
Environmental	972,184	827,019	183,960	294,480
Total Appropriations	<u>972,184</u>	<u>851,402</u>	<u>183,960</u>	<u>294,480</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Environmental Protection

Activity: Depreciation - Environmental

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Other Services and Charges	6,967	5,824	-	5,820
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>70</u>
Total Expenditures	<u>6,967</u>	<u>5,824</u>	<u>-</u>	<u>5,890</u>
<b>Appropriations</b>				
Environmental	<u>6,967</u>	<u>5,824</u>	<u>-</u>	<u>5,890</u>
Total Appropriations	<u>6,967</u>	<u>5,824</u>	<u>-</u>	<u>5,890</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Environmental Protection

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the environmental protection program recognizes the support of General Government and MIS for environmental protection activities.

**Goals and Objectives**

To recognize and account for the indirect General Government and MIS support to the environmental fund (activities).

**Base Budget-Change in Service**

All Indirect Cost Allocation charges are now budgeted at the individual function level.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Activity Summary

Program: Environmental Protection

Activity: Indirect Cost Allocation - Enviro.

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Interdepartmental	<u>318,190</u>	<u>233,386</u>	<u>318,190</u>	<u>-</u>
Total Expenditures	<u>318,190</u>	<u>233,386</u>	<u>318,190</u>	<u>-</u>
<b>Appropriations</b>				
Environmental	<u>318,190</u>	<u>233,386</u>	<u>318,190</u>	<u>-</u>
Total Appropriations	<u>318,190</u>	<u>233,386</u>	<u>318,190</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Sanitary Sewer

	2009 -2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Charges for Services	5,982	96,215	50,000	10,000
Special Assessments	961,744	1,368,215	1,250,000	2,150,000
Miscellaneous Revenue	<u>2,991</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>970,717</u></u>	<u><u>1,464,430</u></u>	<u><u>1,300,000</u></u>	<u><u>2,160,000</u></u>
<b>Activities</b>				
Sewer	968,571	656,836	13,127,023	10,911,200
Depreciation - Sewer	12,527	25,461	-	25,460
Debt Service - Sewer	469,092	710,162	1,007,300	1,484,030
Indirect Cost Allocation - Sewer	<u>28,110</u>	<u>28,110</u>	<u>28,110</u>	<u>-</u>
Total Activities	<u><u>1,478,300</u></u>	<u><u>1,420,569</u></u>	<u><u>14,162,433</u></u>	<u><u>12,420,690</u></u>
<b>Appropriations</b>				
Sewer	<u>1,478,300</u>	<u>1,420,569</u>	<u>14,162,433</u>	<u>12,420,690</u>
Total Appropriations	<u><u>1,478,300</u></u>	<u><u>1,420,569</u></u>	<u><u>14,162,433</u></u>	<u><u>12,420,690</u></u>

CITY OF COVINA, CALIFORNIA

2012-2013 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**

There is no change in the level of service to this area in FY 2012-13. The maintenance operations for this area have always been performed by the Streets and Sewers Division, but in the past, the contribution by the Sanitary Sewer Fund was made as Interdepartmental transfers to the appropriate cost centers. Finance has requested a change so that the Budget reflects the division of work by FTEs for services provided to the activity area. There has been no increase to staffing levels in this area, only a change in the budgeting of the services provided.

This activity area will experience significant cost 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.

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full Time Positions</u>	-	-	-	2.00
Street Worker				
Street Crew Leader	-	-	-	1.00
Street Foreman	-	-	-	0.30
Public Works Superintendent	-	-	-	0.20
Sr. Administrative Technician	-	-	-	0.25
Associate Civil Engineer	-	-	-	0.25
Construction Inspector	-	-	-	0.20
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>4.20</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Sanitary Sewer

Activity: Sewer

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Charges for Services	5,982	96,215	50,000	10,000
Special Assessments	961,744	1,368,215	1,250,000	2,150,000
Miscellaneous Revenue	<u>2,991</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>970,717</u>	<u>1,464,430</u>	<u>1,300,000</u>	<u>2,160,000</u>
<b>Expenditures</b>				
Personal Services	-	580	5,000	302,460
Professional and Technical	200,248	19,556	33,500	60,000
Property Services	84,107	10,868	25,800	35,800
Other Services and Charges	-	342	1,000	30,170
Supplies	11,574	12,752	22,433	22,100
Capital Outlay	162,015	174,502	12,700,000	10,070,000
Debt Service	146,027	74,496	-	-
Interdepartmental	<u>364,600</u>	<u>363,740</u>	<u>339,290</u>	<u>390,670</u>
Total Expenditures	<u>968,571</u>	<u>656,836</u>	<u>13,127,023</u>	<u>10,911,200</u>
<b>Appropriations</b>				
Sewer	<u>968,571</u>	<u>656,836</u>	<u>13,127,023</u>	<u>10,911,200</u>
Total Appropriations	<u>968,571</u>	<u>656,836</u>	<u>13,127,023</u>	<u>10,911,200</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Sanitary Sewer

Activity: Depreciation - Sewer

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Other Services and Charges	<u>12,527</u>	<u>25,461</u>	<u>-</u>	<u>25,460</u>
Total Expenditures	<u><u>12,527</u></u>	<u><u>25,461</u></u>	<u><u>-</u></u>	<u><u>25,460</u></u>
<b>Appropriations</b>				
Sewer	<u>12,527</u>	<u>25,461</u>	<u>-</u>	<u>25,460</u>
Total Appropriations	<u><u>12,527</u></u>	<u><u>25,461</u></u>	<u><u>-</u></u>	<u><u>25,460</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Sanitary Sewer

Activity: Debt Service - Sewer

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Debt Service	469,092	710,162	1,007,300	1,371,700
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>112,330</u>
Total Expenditures	<u>469,092</u>	<u>710,162</u>	<u>1,007,300</u>	<u>1,484,030</u>
<b>Appropriations</b>				
Sewer	<u>469,092</u>	<u>710,162</u>	<u>1,007,300</u>	<u>1,484,030</u>
Total Appropriations	<u>469,092</u>	<u>710,162</u>	<u>1,007,300</u>	<u>1,484,030</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 Budget  
 Activity Information

Program: Sanitary Sewer

Activity: Indirect Cost Allocation

**Purpose**

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

**Goals and Objectives**

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

**Base Budget-Change in Service**

All Indirect Cost Allocation charges are now budgeted at the individual function level.

	2009-2010	2010-2011	2011-2012	2012-2013
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Sanitary Sewer

Activity: Indirect Cost Allocation - Sewer

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Interdepartmental	<u>28,110</u>	<u>28,110</u>	<u>28,110</u>	<u>-</u>
Total Expenditures	<u><u>28,110</u></u>	<u><u>28,110</u></u>	<u><u>28,110</u></u>	<u><u>-</u></u>
<b>Appropriations</b>				
Sewer	<u>28,110</u>	<u>28,110</u>	<u>28,110</u>	<u>-</u>
Total Appropriations	<u><u>28,110</u></u>	<u><u>28,110</u></u>	<u><u>28,110</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Central Equipment

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Central Equipment Charges	1,370,289	1,369,118	1,330,120	1,446,170
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>
<b>Activities</b>				
Equipment Administration	29,392	37,886	44,440	40,120
Equipment Operations	1,258,056	1,148,903	1,177,647	1,478,280
Depreciation - Equipment	214,438	455,088	-	-
Indirect Cost Allocation - Equipment	225,020	225,020	225,020	-
Total Activities	<u>1,726,906</u>	<u>1,866,897</u>	<u>1,447,107</u>	<u>1,518,400</u>
<b>Appropriations</b>				
Central Equipment	<u>1,726,906</u>	<u>1,866,897</u>	<u>1,447,107</u>	<u>1,518,400</u>
Total Appropriations	<u>1,726,906</u>	<u>1,866,897</u>	<u>1,447,107</u>	<u>1,518,400</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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 2012-2013.

	2009-2010	2010-2011	2011-2012	2012-2013
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Administrative Technician	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Central Equipment

Activity: Equipment Administration

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	19,945	19,721	24,320	34,530
Professional and Technical	7,790	16,890	16,890	-
Property Services	844	834	800	1,300
Other Services and Charges	305	30	1,030	830
Supplies	508	411	1,400	1,400
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,060</u>
Total Expenditures	<u>29,392</u>	<u>37,886</u>	<u>44,440</u>	<u>40,120</u>
<b>Appropriations</b>				
Central Equipment	<u>29,392</u>	<u>37,886</u>	<u>44,440</u>	<u>40,120</u>
Total Appropriations	<u>29,392</u>	<u>37,886</u>	<u>44,440</u>	<u>40,120</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Central Equipment

Activity: Vehicle-Equipment Operation

**Purpose**

**Mission:** The Central Equipment Division is committed to the protection and preservation of the City’s investment in vehicles and rolling equipment. The Division strives to maximize vehicle and equipment life cycles through a comprehensive team approach to management and operations that sustain consistent and high-quality maintenance and repair. The Division utilizes an aggressive and proactive customer service program to ensure safe vehicles and equipment.

The Division provides and/or coordinates the maintenance, repair, acquisition and sale of all City-owned motorized and small equipment, fueling station equipment, as well as generators and other semi-permanent 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**

There is no change to the base level of service in fiscal year 2012-2013.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Foreman	-	-	1.00	1.00
Senior Equipment Mechanic	2.00	2.00	1.00	1.00
Equipment Mechanic	-	-	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>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Central Equipment

Activity: Equipment Operations

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Central Equipment Charges	1,369,118	1,391,242	1,399,590	1,275,900
Miscellaneous Revenue	879	-	-	-
Total Revenues	<u>1,369,997</u>	<u>1,391,242</u>	<u>1,399,590</u>	<u>1,275,900</u>
<b>Expenditures</b>				
Personal Services	283,619	349,174	377,950	376,740
Property Services	92,007	89,417	79,600	79,600
Other Services and Charges	2,019	(17,866)	5,300	7,300
Supplies	418,018	432,203	479,000	496,000
Capital Outlay	462,943	331,508	608,997	424,710
Debt Service	-	225	-	-
Interdepartmental	(550)	(35,758)	(373,200)	93,930
Total Expenditures	<u>1,258,056</u>	<u>1,148,903</u>	<u>1,177,647</u>	<u>1,478,280</u>
<b>Appropriations</b>				
Central Equipment	<u>1,258,056</u>	<u>1,148,903</u>	<u>1,177,647</u>	<u>1,478,280</u>
Total Appropriations	<u>1,258,056</u>	<u>1,148,903</u>	<u>1,177,647</u>	<u>1,478,280</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Central Equipment

Activity: Depreciation - Equipment

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Other Services and Charges	214,438	159,338	-	-
Capital Outlay	59,719	331,508	-	-
Interdepartmental	<u>(59,719)</u>	<u>(35,758)</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>214,438</u>	<u>455,088</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>				
Central Equipment	<u>214,438</u>	<u>455,088</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>214,438</u>	<u>455,088</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Central Equipment

Activity: Indirect Cost Allocation

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**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 variables determined by the Finance Department.

**Goals and Objectives**

To recognize and account for the indirect General Fund general support to the central equipment fund (activities).

**Base Budget-Change in Service**

All Indirect Cost Allocation charges are now budgeted at the individual function level.

	2009-2010	2010-2011	2011-2012	2012-2013
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Activity Summary

Program: Central Equipment

Activity: Indirect Cost Allocation - Equip.

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Interdepartmental	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>-</u>
Total Expenditures	<u><u>225,020</u></u>	<u><u>225,020</u></u>	<u><u>225,020</u></u>	<u><u>-</u></u>
<b>Appropriations</b>				
Central Equipment	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>-</u>
Total Appropriations	<u><u>225,020</u></u>	<u><u>225,020</u></u>	<u><u>225,020</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Management Information Systems

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
MIS Charges	1,199,440	1,088,490	1,108,550	-
Total Revenues	<u>1,199,440</u>	<u>1,088,490</u>	<u>1,108,550</u>	<u>-</u>
<b>Activities</b>				
MIS Administration	807,151	1,578,961	1,464,706	828,810
Depreciation - MIS	142,028	178,309	-	-
Indirect Cost Allocation - MIS	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>	<u>-</u>
Total Activities	<u>1,031,379</u>	<u>1,839,470</u>	<u>1,546,906</u>	<u>828,810</u>
<b>Appropriations</b>				
Management Information Systems	<u>1,031,379</u>	<u>1,839,470</u>	<u>1,546,906</u>	<u>828,810</u>
Total Appropriations	<u>1,031,379</u>	<u>1,839,470</u>	<u>1,546,906</u>	<u>828,810</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Management Information Systems

Activity: MIS

**Purpose**

MIS Administration manages the overall management information system operations of the City. This includes planning, budgeting, purchasing, special projects, managing department and staff. The function is responsible for the following support services:

- General systems
- Network administration
- Integrated financial accounting system
- Telephone system

**Goals and Objectives**

Manage information systems implementations, operations, upgrades and support. Some of the major goals of the division are:

- Maintain hardware/software replacement schedule.
- Provide ongoing training and support for general users.
- Provide ongoing support for network hardware, software, and users.
- Provide ongoing support for all financial system users.

**Base Budget-Change in Services**

The 2012-2013 budget represents a consolidation of MIS activities but no change in services.

	<u>2009-2010 Actual</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Budget</u>	<u>2012-2013 Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Information Technology Manager	1.00	1.00	-	-
Information Technology Services Manager	-	-	1.00	1.00
Senior IT Coordinator	-	-	1.00	1.00
Systems Analyst	1.00	1.00	-	-
PC Technician II	1.00	1.00	-	-
IT Coordinator	-	-	2.00	2.00
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>
<u>FTE Part-Time Positions</u>				
Administrative Intern	-	0.50	-	-
IT Coordinator	-	-	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>
Total Full-Time Equivalent Positions	<u>3.50</u>	<u>3.50</u>	<u>4.50</u>	<u>4.50</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Management Information Systems

Activity: MIS Administration

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
MIS Charges	1,199,440	1,088,490	1,108,550	-
Total Revenues	<u>1,199,440</u>	<u>1,088,490</u>	<u>1,108,550</u>	<u>-</u>
<b>Expenditures</b>				
Personal Services	300,315	380,495	504,520	540,240
Professional and Technical	25,747	187,086	316,000	264,580
Property Services	341,052	399,617	399,800	337,820
Other Services and Charges	10,471	25,474	9,860	14,820
Supplies	55,775	187,528	82,210	84,400
Capital Outlay	260,538	402,519	152,316	545,760
Interdepartmental	(186,747)	(3,758)	-	(958,810)
Total Expenditures	<u>807,151</u>	<u>1,578,961</u>	<u>1,464,706</u>	<u>828,810</u>
<b>Appropriations</b>				
Management Information Systems	<u>807,151</u>	<u>1,578,961</u>	<u>1,464,706</u>	<u>828,810</u>
Total Appropriations	<u>807,151</u>	<u>1,578,961</u>	<u>1,464,706</u>	<u>828,810</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Management Information Systems

Activity: Depreciation - MIS

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Other Services and Charges	142,028	178,309	-	175,000
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>(175,000)</u>
Total Expenditures	<u>142,028</u>	<u>178,309</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>				
Management Information Systems	<u>142,028</u>	<u>178,309</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>142,028</u>	<u>178,309</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Management Information Systems

Activity: Indirect Cost Allocation - MIS

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Interdepartmental	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>	<u>-</u>
Total Expenditures	<u><u>82,200</u></u>	<u><u>82,200</u></u>	<u><u>82,200</u></u>	<u><u>-</u></u>
<b>Appropriations</b>				
Central Equipment	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>	<u>-</u>
Total Appropriations	<u><u>82,200</u></u>	<u><u>82,200</u></u>	<u><u>82,200</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Risk Management

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Activities</b>				
Worker's Compensation	-	-	-	200,000
Public Liability	-	-	-	153,000
Total Activities	-	-	-	353,000
<b>Appropriations</b>				
Worker's Compensation	-	-	-	200,000
Public Liability	-	-	-	153,000
Total Appropriations	-	-	-	353,000

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Risk Management

Activity: Workers Compensation

**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 2012-2013 budget reflects a decrease of \$98,400. We also budgeted for 50% of the Risk Manager and 20% of the Human Resources Director, to properly reflect the staff time required for this function. Worker’s Compensation is also budgeted as an Internal Service Fund instead of in the General Fund. All Worker’s Compensation Charges are now accounted for through Indirect Cost Allocation, as opposed to direct payroll charges.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Director of Human Resources	-	-	-	0.20
Risk Manager	-	-	-	0.50
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.70</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Risk Management

Activity: Worker's Compensation

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	-	-	-	98,310
Professional and Technical	-	-	-	272,200
Property Services	-	-	-	2,000
Other Services and Charges	-	-	-	268,600
Interdepartmental	-	-	-	(441,110)
Total Expenditures	-	-	-	200,000
<b>Appropriations</b>				
Worker's Compensation	-	-	-	200,000
Total Appropriations	-	-	-	200,000

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Risk Management

Activity: Public Liability

**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 2012-2013 budget reflects a decrease of \$102,400. We also budgeted for 50% of the Risk Manager and 20% of the Human Resources Director, to properly reflect the staff time required for this function. Public Liability is also budgeted as an Internal Service Fund instead of in the General Fund.

	<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Budget	<u>2012-2013</u> Adopted
<b>Full-Time Equivalent Positions</b>				
<u>Full-Time Positions</u>				
Director of Human Resources	-	-	-	0.20
Risk Manager	-	-	-	0.50
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.70</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Risk Management

Activity: Public Liability

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	-	-	-	98,310
Professional and Technical	-	-	-	175,000
Property Services	-	-	-	2,000
Other Services and Charges	-	-	-	250,000
Interdepartmental	-	-	-	(372,310)
Total Expenditures	-	-	-	153,000
<b>Appropriations</b>				
Public Liability	-	-	-	153,000
Total Appropriations	-	-	-	153,000

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: Miscellaneous

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Taxes	15,687	15,995	17,750	17,750
Investment Earnings	<u>11</u>	<u>27</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>15,698</u></u>	<u><u>16,022</u></u>	<u><u>17,750</u></u>	<u><u>17,750</u></u>
<b>Activities</b>				
Intergovernmental	24,105	9,725	23,810	24,360
Community Outreach	4,081	-	40,000	68,270
Downtown District	10,142	6,125	8,750	8,750
Prospero Park District	7,899	7,398	9,000	9,000
Contingency	<u>-</u>	<u>-</u>	<u>34,030</u>	<u>10,000</u>
Total Activities	<u><u>46,227</u></u>	<u><u>23,248</u></u>	<u><u>115,590</u></u>	<u><u>120,380</u></u>
<b>Appropriations</b>				
General Fund	28,186	9,725	97,840	102,630
Downtown	10,142	6,125	8,750	8,750
Prospero	<u>7,899</u>	<u>7,398</u>	<u>9,000</u>	<u>9,000</u>
Total Appropriations	<u><u>46,227</u></u>	<u><u>23,248</u></u>	<u><u>115,590</u></u>	<u><u>120,380</u></u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Miscellaneous

Activity: Intergovernmental

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Professional and Technical Services	1,357	686	1,000	1,000
Other Services and Charges	36,288	15,810	35,530	36,460
Supplies	-	5,949	-	-
Interdepartmental	<u>(13,540)</u>	<u>(12,720)</u>	<u>(12,720)</u>	<u>(13,100)</u>
Total Activities	<u>24,105</u>	<u>9,725</u>	<u>23,810</u>	<u>24,360</u>
<b>Appropriations</b>				
General Fund	<u>24,105</u>	<u>9,725</u>	<u>23,810</u>	<u>24,360</u>
Total Appropriations	<u>24,105</u>	<u>9,725</u>	<u>23,810</u>	<u>24,360</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Miscellaneous

Activity: Community Outreach

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**Purpose**

To provide General Fund support to the City's "lifeline" assistance program for City Water Utility customers and the McGill house.

**Goals and Objectives**

The goal of the Community Outreach activity is to maintain the City's "lifeline" assistance program and funding to the McGill House.

**Base Budget-Change in Service**

In 2011-2012, the City Council approved the City's "lifeline" assistance program for the City's Water Utility customers, as well as General Fund matching funds for the McGill House. This is the first year that these items are budgeted and all expenses are contained within this function.

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Miscellaneous

Activity: Community Outreach

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Other Services and Charges	3,198	-	40,000	40,000
Supplies	883	-	-	27,000
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,270</u>
Total Activities	<u>4,081</u>	<u>-</u>	<u>40,000</u>	<u>68,270</u>
<b>Appropriations</b>				
General Fund	<u>4,081</u>	<u>-</u>	<u>40,000</u>	<u>68,270</u>
Total Appropriations	<u>4,081</u>	<u>-</u>	<u>40,000</u>	<u>68,270</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: Miscellaneous

Activity: Downtown District

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**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 2012-2013.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Miscellaneous

Activity: Downtown District

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Tax Revenue	7,812	7,375	8,750	8,750
Total Revenues	<u>7,812</u>	<u>7,375</u>	<u>8,750</u>	<u>8,750</u>
<b>Expenditures</b>				
Other Services and Charges	10,142	6,125	8,750	8,750
Total Activities	<u>10,142</u>	<u>6,125</u>	<u>8,750</u>	<u>8,750</u>
<b>Appropriations</b>				
Downtown District	10,142	6,125	8,750	8,750
Total Appropriations	<u>10,142</u>	<u>6,125</u>	<u>8,750</u>	<u>8,750</u>

CITY OF COVINA, CALIFORNIA  
 2012-2013 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 2012-2013.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: Miscellaneous

Activity: Prospero Park District

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Tax Revenue	7,875	8,620	9,000	9,000
Investment Earnings	11	27	-	-
Total Revenues	<u>7,886</u>	<u>8,647</u>	<u>9,000</u>	<u>9,000</u>
<b>Expenditures</b>				
Other Services and Charges	7,899	7,398	9,000	9,000
Total Activities	<u>7,899</u>	<u>7,398</u>	<u>9,000</u>	<u>9,000</u>
<b>Appropriations</b>				
Prospero Park District	7,899	7,398	9,000	9,000
Total Appropriations	<u>7,899</u>	<u>7,398</u>	<u>9,000</u>	<u>9,000</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 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

	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Adopted
<b>Full-Time Equivalent Positions</b>				
Total Full-Time Equivalent Positions	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2012 - 2013 Budget  
 Activity Summary

Program: Miscellaneous

Activity: Contingency

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Contingency	-	-	34,030	10,000
Total Activities	-	-	34,030	10,000
<b>Appropriations</b>				
General Fund	-	-	34,030	10,000
Total Appropriations	-	-	34,030	10,000



CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Program Summary

Program: SACRA

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Charges for Services	-	-	-	627,500
Other Financing Sources	-	-	-	3,937,290
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,564,790</u>
<b>Activities</b>				
SACRA Administration	-	-	677,050	328,000
Housing	-	-	2,214,459	-
Land Proceeds	-	-	377,356	30,000
Redevelopment	-	-	1,799,367	714,660
Debt Service	-	-	123,578	3,687,290
Total Activities	<u>-</u>	<u>-</u>	<u>5,191,810</u>	<u>4,759,950</u>
<b>Appropriations</b>				
SACRA Fund	-	-	5,191,810	4,759,950
Total Appropriations	<u>-</u>	<u>-</u>	<u>5,191,810</u>	<u>4,759,950</u>

CITY OF COVINA, CALIFORNIA  
2012-2013 Budget  
Activity Information

Program: SACRA

Activity: SACRA

**Purpose**

With the passage of AB 1X26, the Redevelopment Agency activity was dissolved effective February 1, 2012. The Agency as we knew it is now known as Successor Agency to the Covina Redevelopment Agency (“SACRA”) with its primary function of winding down the Agency.

No tax increment dollars flow into SACRA for redevelopment activities. The County of Los Angeles passes through funds sufficient to meet SACRA recognized obligations (“ROPS”) primarily debt service and other ongoing contractual obligations. Additionally funding in the amount of \$250,000 is passed through to SACRA for Administration expenses during the wind down period.

As part of the procedure, the SACRA Board approves a semi-annual ROPS schedule which is then forwarded to an Oversight Board comprised of representatives from City, County, Labor and Education. The Oversight Board approves ROPS prior to submission to the State of California Department of Finance (“DOF”), County Auditor Controller (“CAC”) and County Administrative Officer (“CAC”). Funding for ROPS is not considered approved until the DOF who has the final say in these matters approves and submits ROPS to CAC for disbursement.

AB 1484 – Redevelopment Dissolution/Unwind Trailer Bill was approved by the State of California as part of its budget package in June 2012. This bill gives SACRA restricted use of Housing Funds previously not authorized under AB 1X26. Since the tax increment generation has been abolished there will be no 20% set-a-side funds flowing in for housing activities. The only available use of funds for housing activities will be any available bond funds.

**Goals and Objectives**

The primary goal of SACRA is to maintain timely payment of debt service and other contractual obligations. As indicated above, there are no other available funding for any enhancements to existing programs or the creation of new programs.

**Base Budget-Change in Service**

There are no changes in services.

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
<b>Full-Time Equivalent Positions</b>				
<u>FTE Part-Time Positions</u>				
Senior Management Analyst	-	-	-	0.75
Total Full-Time Equivalent Positions	-	-	-	0.75

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: SACRA

Activity: Administration

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Other Financing Sources	-	-	-	250,000
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>250,000</u>
<b>Expenditures</b>				
Personal Services	-	-	306,550	259,370
Professional and Technical Services	-	-	355,000	12,600
Property Services	-	-	11,000	
Other Services and Charges	-	-	4,500	-
Supplies	-	-	1,500	-
Debt Service	-	-	-	22,000
Interdepartmental	-	-	20,000	34,030
Other Financial Uses	-	-	272,000	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>677,050</u>	<u>328,000</u>
<b>Appropriations</b>				
SACRA Fund	-	-	677,050	328,000
Total Appropriations	<u>-</u>	<u>-</u>	<u>677,050</u>	<u>328,000</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: SACRA

Activity: Housing

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	-	-	54,228	
Professional and Technical Services	-	-	40,038	
Other Services and Charges	-	-	2,120,193	-
Total Expenditures	-	-	2,214,459	-
<b>Appropriations</b>				
SACRA Fund	-	-	2,214,459	-
Total Appropriations	-	-	2,214,459	-

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: SACRA

Activity: Land Proceeds

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Charges for Services	-	-	-	627,500
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>627,500</u>
<b>Expenditures</b>				
Personal Services	-	-	-	30,000
Capital Outlay	-	-	377,356	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>377,356</u>	<u>30,000</u>
<b>Appropriations</b>				
SACRA Fund	-	-	377,356	30,000
Total Appropriations	<u>-</u>	<u>-</u>	<u>377,356</u>	<u>30,000</u>

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: SACRA

Activity: Redevelopment

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Total Revenues	-	-	-	-
<b>Expenditures</b>				
Personal Services	-	-	30,500	-
Professional and Technical Services	-	-	114,000	-
Property Services	-	-	285,867	714,660
Other Services and Charges	-	-	1,369,000	-
Total Expenditures	-	-	1,799,367	714,660
<b>Appropriations</b>				
SACRA Fund	-	-	1,799,367	714,660
Total Appropriations	-	-	1,799,367	714,660

CITY OF COVINA, CALIFORNIA  
2012 - 2013 Budget  
Activity Summary

Program: SACRA

Activity: Debt Service

	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Revised</u>	2012 - 2013 <u>Adopted</u>
<b>Revenues</b>				
Other Financing Sources	-	-	-	3,687,290
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,687,290</u>
<b>Expenditures</b>				
Debt Service	-	-	123,578	3,687,290
Total Expenditures	<u>-</u>	<u>-</u>	<u>123,578</u>	<u>3,687,290</u>
<b>Appropriations</b>				
SACRA Fund	-	-	123,578	3,687,290
Total Appropriations	<u>-</u>	<u>-</u>	<u>123,578</u>	<u>3,687,290</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.

**PLEGGED 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.

**RESOLUTION NO. 12-7083**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF COVINA, CALIFORNIA, ADOPTING THE BUDGET  
FOR FISCAL YEAR 2012-2013**

**WHEREAS**, the City Manager acted to present a Preliminary Fiscal Year 2012-2013 Budget to the City Council by June 1, 2012; 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

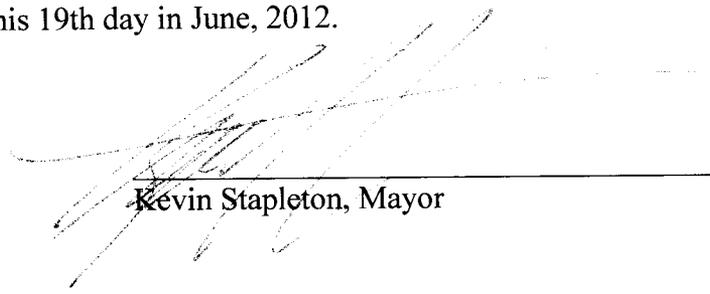
**WHEREAS**, the City faces budget constraints, and therefore, the City Manager is authorized to reduce the workforce by not filling certain vacant positions and/or initiating layoffs; and

**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 in Exhibit A) in the City of Covina Fiscal Year 2012-2013 Budget are adopted and the City Manager is authorized to implement the same.

Section 1: The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

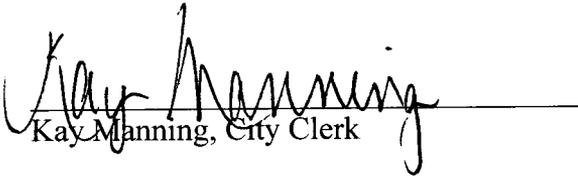
**APPROVED AND ADOPTED** this 19th day in June, 2012.



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Kevin Stapleton, Mayor

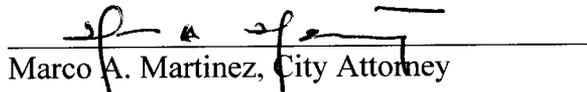
**ATTEST:**



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Kay Manning, City Clerk

**APPROVED AS TO FORM:**



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Marco A. Martinez, City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby certify that said Resolution No. 12-7083 was adopted by the Covina City Council at a regular meeting of the City Council held this 19th day of June, 2012, and was approved and passed by the following vote:

<b>AYES:</b>	<b>ALLEN, DELACH, KING, STAPLETON</b>
<b>NOES:</b>	<b>LOW</b>
<b>ABSTAIN:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>



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Catherine M. LaCroix  
Deputy City Clerk

**RESOLUTION NO. 12-008**

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY ADOPTING THE COVINA SUCCESSOR AGENCY ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013**

**WHEREAS**, the Executive Director has, heretofore, presented to the Successor Agency to the Covina Redevelopment Agency the proposed budget for the fiscal year beginning July 1, 2012 and ending June 30, 2013; and

**WHEREAS**, copies of said proposed budget are on file in the City Clerk's office; and

**WHEREAS**, the revenue and appropriations are reported in Exhibit B of this resolution.

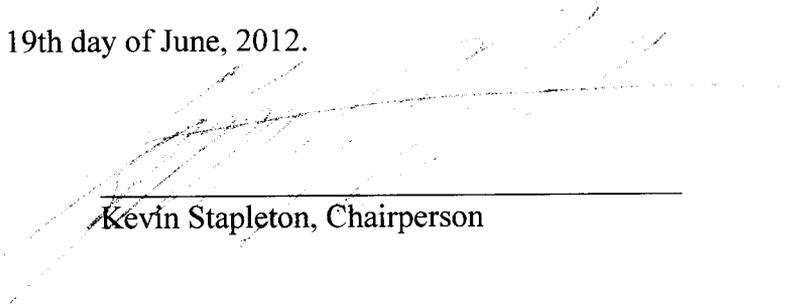
**NOW, THEREFORE, BE IT RESOLVED** by the Successor Agency to the Covina Redevelopment Agency as follows:

**SECTION 1:** Said proposed Successor Agency to the Covina Redevelopment Agency budget is hereby adopted as the budget of the Successor Agency for the fiscal year commencing July 1, 2012 and ending June 30, 2013. The Successor Agency budget consists of the estimated and anticipated expenditures and revenues for the fiscal year and as related shall be deemed to be debt of the Successor Agency.

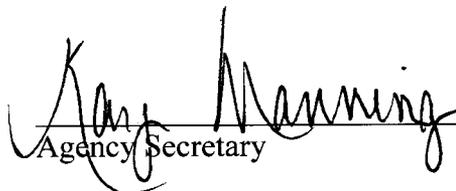
**SECTION 2:** There are hereby appropriated for obligation and expenditure by the Executive Director the amounts shown for the various funds and accounts separately set forth in the Successor Agency to the Covina Redevelopment Agency proposed budget for fiscal year 2012-2013.

**SECTION 3:** 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.

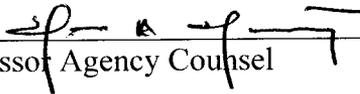
**APPROVED AND ADOPTED** this 19th day of June, 2012.

  
\_\_\_\_\_  
Kevin Stapleton, Chairperson

**ATTEST:**

  
\_\_\_\_\_  
Agency Secretary

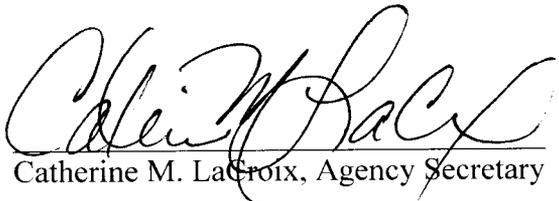
**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Successor Agency Counsel

**CERTIFICATION**

I, Catherine M. LaCroix, Secretary of the Successor Agency to the Covina Redevelopment Agency, hereby certify that Resolution No. 12-008 was adopted by the Covina Redevelopment Agency at a regular meeting of the Agency held June 19, 2012, and was approved and passed by the following vote:

**AYES: ALLEN, DELACH, KING, STAPLETON**  
**NOES: LOW**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

  
\_\_\_\_\_  
Catherine M. LaCroix, Agency Secretary

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>GENERAL FUND</b>	
<b>General Government</b>	
City Council	12,400
City Clerk	-
City Treasurer	-
City Manager	12,230
City Attorney	-
Finance	4,800
Elections	73,600
Records Management	8,050
Human Resources	11,440
General Insurance	-
Duplicating Services	100
Civic Center	500
Total General Government	123,120
<b>Public Safety</b>	
Police Administration	1,680,130
Crime Prevention	340,550
Police Investigation	2,187,550
Police Patrol	6,680,210
Police Records	612,620
Police Jail	502,100
Traffic Safety	421,590
Parking Control	333,010
Communication Services	1,458,580
Police Training	412,130
Police Computer Services	11,190
Fire Suppression	8,105,550
Disaster Preparedness	18,140
Animal Control	129,590
Total Public Safety	22,892,940

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2012-2013 Budget Appropriation

<u>Fund/Program/Activity</u>	<u>Total Appropriation</u>
<b>Public Works</b>	
Public Works Administration	108,620
Graffiti Removal	84,920
Engineering	230,640
Streets	335,880
Street Lighting	206,320
Traffic Control	125,390
Yard Center	67,680
Building Inspection	658,600
Neighborhood Preservation	<u>345,430</u>
<b>Total Public Works</b>	<u><b>2,163,480</b></u>
<b>Culture and Recreation</b>	
Park-Recreation Administration	542,930
Community Relations	153,700
Recreation Services	664,360
Park Facilities	717,580
Senior Services	312,760
Community Parade	133,290
Aquatics	326,190
Library Services	<u>1,117,450</u>
<b>Total Culture and Recreation</b>	<u><b>3,968,260</b></u>
<b>Community Development</b>	
Planning	648,080
<b>Total Community Development</b>	<u><b>648,080</b></u>
<b>Miscellaneous</b>	
Intergovernmental	24,360
Community Outreach	68,270
Contingency	<u>10,000</u>
<b>Total Miscellaneous</b>	<u><b>102,630</b></u>

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>Other Financing Uses</b>	
Financial Sources Provided	50,000
Total Other Financing Uses	<u>50,000</u>
Total General Fund	<u><u>29,948,510</u></u>
<b>CDBG</b>	
<b>Redevelopment and Housing</b>	
Business Assistance	158,570
Public Service	45,630
Residential Rehabilitation	<u>100,380</u>
Total CDBG	<u><u>304,580</u></u>
<b>BUILDING EQUIPMENT RESERVE</b>	
<b>Public Works</b>	
Building Inspection	<u>20,500</u>
Total Building Equipment Reserve	<u><u>20,500</u></u>
<b>COMMUNITY IMPROVEMENT FUND</b>	
<b>Public Works</b>	
Neighborhood Preservation	<u>32,160</u>
Total Community Improvement Fund	<u><u>32,160</u></u>
<b>COMMUNITY FACILITIES DISTRICT</b>	
<b>Culture and Recreation</b>	
Park Facilities	<u>110</u>
Total Community Improvement Fund	<u><u>110</u></u>
<b>LIBRARY EQUIPMENT RESERVE</b>	
<b>Culture and Recreation</b>	
Library Services	<u>2,060</u>
Total Library Equipment Reserve	<u><u>2,060</u></u>
<b>DOWNTOWN DISTRICT</b>	
<b>Miscellaneous</b>	
Downtown District	<u>8,750</u>
Total Downtown District	<u><u>8,750</u></u>

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>PROSPERO PARK</b>	
<b>Miscellaneous</b>	
Prospero Park	9,000
Total Downtown District	9,000
<b>LAW ENFORCEMENT GRANT</b>	
<b>Public Safety</b>	
Police Administration	32,820
Crime Prevention	23,900
Police Patrol	74,310
Police Investigations	15,890
Traffic Safety	40,000
Total Law Enforcement Grant	186,920
<b>RED LIGHT CAMERA PROGRAM</b>	
<b>Public Safety</b>	
Police Patrol	194,220
Other Financing Sources	264,000
Total Red Light Camera Program	458,220
<b>STATE GAS TAX</b>	
<b>Public Works</b>	
Streets	890,990
Street Lighting	71,750
Traffic Control	102,500
Total State Gas Tax	1,065,240
<b>TRANSIT</b>	
<b>Transit</b>	
Streets	23,000
Transit Administration	118,260
Transit Operation	1,644,680
Debt Service	497,130
Total Transit	2,283,070

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>AIR QUALITY</b>	
<b>Public Works</b>	
Air Quality	300,710
CNG Station	<u>181,590</u>
Total Air Quality	<u><u>482,300</u></u>
<b>ENVIRONMENTAL SERVICES GRANT</b>	
<b>Environmental Protection</b>	
Energy	118,090
Environmental Services	<u>27,000</u>
Total Downtown District	<u><u>145,090</u></u>
<b>MUNICIPAL PARKING DISTRICT</b>	
<b>Public Works</b>	
Public Parking	<u>117,880</u>
Total Municipal Parking District	<u><u>117,880</u></u>
<b>LIGHTING DISTRICT</b>	
<b>Public Works</b>	
Street Lighting	<u>233,050</u>
Total Lighting District	<u><u>233,050</u></u>
<b>LANDSCAPE DISTRICT</b>	
<b>Public Works</b>	
Street Landscaping	<u>130,610</u>
Total Landscape District	<u><u>130,610</u></u>
<b>SEWER DISTRICT</b>	
<b>Public Works</b>	
Sanitary Sewer	10,911,200
Depreciation	<u>25,460</u>
Total Public Works	<u><u>10,936,660</u></u>

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>Debt Service</b>	
Revenue	1,403,100
Capital Lease	<u>80,930</u>
Total Debt Service	<u>1,484,030</u>
Total Sewer District	<u><u>12,420,690</u></u>
<b>LIBRARY GRANT</b>	
<b>Culture and Recreation</b>	
Library Services	<u>47,140</u>
Total Library Grant	<u><u>47,140</u></u>
<b>LIBRARY DONATION FUND</b>	
<b>Culture and Recreation</b>	
Library Services	<u>35,460</u>
Total Library Grant	<u><u>35,460</u></u>
<b>PARKS AND RECREATION GRANT FUND</b>	
<b>Culture and Recreation</b>	
Community Relations	8,000
Recreation Services	800
Senior Services	31,800
Cultural Arts	<u>9,790</u>
Total City Donation	<u><u>50,390</u></u>
<b>SHOPPERS LANE PARKING DISTRICT</b>	
<b>Public Works</b>	
Public Parking	<u>1,130</u>
Total Shoppers Lane Parking District	<u><u>1,130</u></u>

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2012-2013 Budget Appropriation

<u>Fund/Program/Activity</u>	<u>Total Appropriation</u>
<b>WATER UTILITY</b>	
<b>Water Utility</b>	
General and Admin-Water	816,920
Utility Billing-Water	489,910
Customer Service	754,710
Sales Promotion	35,880
Source and Supply	3,389,330
Production and Storage	604,850
Transmission and Distribution	1,199,900
Depreciation	<u>790,380</u>
Total Water Utility	<u>8,081,880</u>
<b>Debt Service</b>	
Revenue	1,354,360
Total Debt Service	<u>1,354,360</u>
Total Water Utility	<u>9,436,240</u>
<b>WATER CAPITAL</b>	
<b>Water Utility</b>	
Production and Storage	7,381,210
Transmission and Distribution	<u>3,336,570</u>
Total Water Utility	<u>10,717,780</u>
<b>Debt Service</b>	
Capital Lease	<u>500,080</u>
Total Debt Service	<u>500,080</u>
Total Water Capital	<u>11,217,860</u>
<b>ENVIRONMENTAL</b>	
<b>Environmental Protection</b>	
General and Admin-Environmental	126,220
Energy	82,000
Street Sweeping	183,520
Environmental Services	343,390
Refuse Collection	3,330
Industrial Waste	54,380
Waste Management	294,480
Depreciation	<u>5,890</u>
Total Environmental	<u>1,093,210</u>

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>CENTRAL EQUIPMENT</b>	
<b>Central Equipment</b>	
Equipment Administration	40,120
Vehicle and Equipment Operation	<u>1,478,280</u>
<b>Total Central Equipment</b>	<b><u>1,518,400</u></b>
 <b>MANAGEMENT INFORMATION SYSTEMS</b>	
<b>Management Information Systems</b>	
MIS Administration	<u>828,810</u>
<b>Total Management Information Systems</b>	<b><u>828,810</u></b>
 <b>WORKER'S COMPENSATION</b>	
<b>General Government</b>	
Worker's Compensation	<u>200,000</u>
<b>Total Worker's Compensation</b>	<b><u>200,000</u></b>
 <b>PUBLIC LIABILITY</b>	
<b>General Government</b>	
Public Liability	<u>153,000</u>
<b>Total Public Liability</b>	<b><u>153,000</u></b>
 <b>PUBLIC WORKS CIP</b>	
<b>Public Works</b>	
Streets	<u>510,000</u>
<b>Total Public Works</b>	<b><u>510,000</u></b>
 <b>SACRA</b>	
<b>LMIH - Project Area 1</b>	
Debt Service	<u>390,800</u>
<b>Total LMIH - Project Area 1</b>	<b><u>390,800</u></b>
 <b>Obligation Retirement Fund*</b>	
Other Financing Uses	<u>4,729,950</u>
<b>Total Obligation Retirement Fund</b>	<b><u>4,729,950</u></b>
 <b>Tax Allocation - Debt Area 1</b>	
Debt Service	<u>3,152,170</u>
<b>Total Tax Allocation - Debt Area 1</b>	<b><u>3,152,170</u></b>

CITY OF COVINA, CALIFORNIA  
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
<b>Tax Allocation - Debt Area 2</b>	
Debt Service	<u>144,320</u>
Total Tax Allocation - Debt Area 2	<u>144,320</u>
<b>Project Area 1 - Administration</b>	
Redevelopment and Housing Administration	78,000
Redevelopment	<u>714,660</u>
Total Project Area 1 - Administration	<u>792,660</u>
<b>Land Proceeds - Project Areas 1 and 2</b>	
Land Proceeds	<u>30,000</u>
Total Land Proceeds - Project Areas 1 and 2	<u>30,000</u>
<b>Administration</b>	
Redevelopment and Housing	<u>250,000</u>
Total Administration	<u>250,000</u>
Total SACRA	<u>9,489,900</u>
Total All Funds	<u>82,430,280</u>

\* The Obligation Retirement Fund is not accounted for in the Transmittal Letter, as it is strictly used for pass-through purposes for distribution to all SACRA funds. As it is accounted for as an "expenditure," it must be adopted as such. However, it does not represent any additional "external" expenditures. When including revenues, the net affect is "zero."

**RESOLUTION 12-7098**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ESTABLISHING THE 2012-2013 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 regularly scheduled City Council meeting or a noticed special meeting; and

**WHEREAS**, any challenge to the 2012-2013 fiscal year appropriation limit must be brought within forty-five days of the resolution effective date.

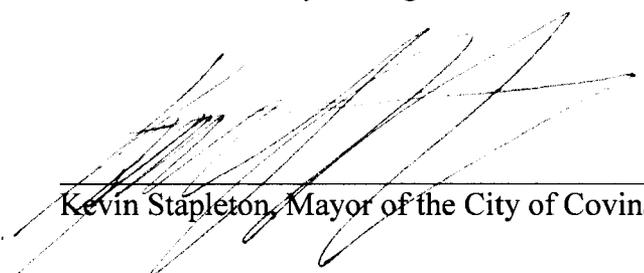
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COVINA AS FOLLOWS:**

**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 City's new construction nonresidential assessed valuation.

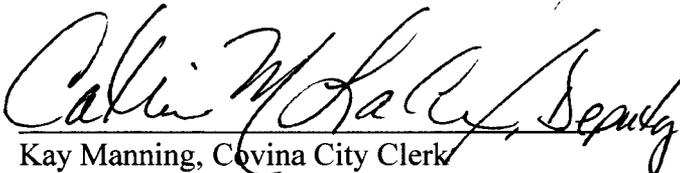
**SECTION 2:** The City Council does hereby determine and declare that the City of Covina's appropriation limit for fiscal year 2012-2013 is \$75,156,949 per attached Exhibits B and C.

**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.

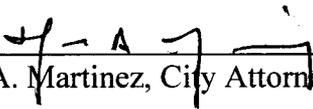
**PASSED, APPROVED, AND ADOPTED** this 21st day of August 2012.

  
\_\_\_\_\_  
Kevin Stapleton, Mayor of the City of Covina

**ATTEST:**

  
\_\_\_\_\_  
Kay Manning, Covina City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Marco A. Martinez, City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, California, hereby CERTIFY that Resolution 12-7098 was adopted by the City Council at a regular meeting of the City Council held this 21st day of August 2012, and was approved and passed by the following vote:

**AYES:** ALLEN, DELACH, KING, STAPLETON

**NOES:** NONE

**ABSTAIN:** NONE

**ABSENT:** LOW

  
\_\_\_\_\_  
Catherine M. LaCroix  
Deputy City Clerk

**EXHIBIT B**  
**CITY OF COVINA, CALIFORNIA**  
**2012-2013**  
**Appropriation Limit Calculation**

**Appropriation Limit Calculation**

Appropriation limit for the 2012-2013 fiscal year		\$ 72,152,292
PER Capita Cost of Living Change	1.0377	
Percent Growth in County Population	1.0038	
Total Adjustment	1.0416	
2011-2012 Appropriation Limit		\$ 75,156,949

**Appropriation Subject to Limitation**

2011-2012 Appropriation Limit		\$ 75,156,949
Less: Proceeds from taxes		(25,128,130)
Add: Users Fees in excess of costs		-
Total Appropriations Under Limitation		\$ 50,028,819

**EXHIBIT B**  
*Resolution 12-7098*

**CITY OF COVINA**

**SCHEDULE OF ESTIMATED REVENUES  
PROCEEDS AND NON-PROCEEDS FROM TAXES  
Based on 2012-2013 Budget**

	Proceeds from Taxes	Non-Proceeds from Taxes	Total Proceeds/Non- Proceeds
<b>General Fund</b>			
<b>Taxes</b>			
Property Taxes - Current Year Secured	\$ 5,988,630		\$ 5,988,630
Sales and Use Taxes	5,764,500		5,764,500
Franchises	1,490,000		1,490,000
Utility Users Tax	5,300,000		5,300,000
Other Taxes	935,000		935,000
License & Permits		\$ 494,000	494,000
Fines & Foreitures		811,000	811,000
Intergovernmental		468,090	468,090
Property Tax in Lieu of Sales Tax	1,934,000		1,934,000
Property Tax in Lieu of MVL	3,716,000		3,716,000
Motor Vehicle In-Lieu of Fees			-
Other Inter-agency revenue			-
Charges for Current Services - User Fees		2,229,930	2,229,930
Miscellaneous Revenue		852,800	852,800
Net - Transfers		-	-
Total proceeds from taxes	<u>\$ 25,128,130</u>		
Total nonproceeds from taxes		<u>\$ 4,855,820</u>	
Total Proceeds/Nonproceeds			<u>\$ 29,983,950</u>

**EXHIBIT C**  
*Resolution 12-7098*